

Purchasing Department

The School District of Palm Beach County
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West Palm Beach, FL 33406

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<http://www.palmbeachschools.org/purchasing>

Vendor Registration

Please register *on-line* with [BidSync.com](http://www.bidsync.com) our e-procurement service for the purpose of receiving notification regarding **Competitive Solicitations**.

Please Note: There is no cost to vendors who participate or win a solicitation with The School District of Palm Beach County using the Bidsync system.

When registering with Bidsync, if a vendor chooses to receive solicitation information from other entities in addition to solicitations from the School District of Palm Beach County, you may be charged for those solicitations that are not associated with the School District of Palm Beach County. If you have questions regarding this, please call Bidsync at 1-800-990-9339 and select option 1.

BidSync support contact information:

[www.Bidsync.com](http://www.bidsync.com)

Phone: 1-800-990-9339 (select option 1)

Email: support@bidsync.com

Bidsync Registration Information go to:

<http://www.palmbeachschools.org/purchasing/bids/purch/vendor/index.asp>

Competitive Solicitations go to:

<http://www.palmbeachschools.org/purchasing/bids/>

Fingerprinting and Background Check Procedures go to:

<http://www.palmbeachschools.org/schoolpolice/Fingerprintingandbadges.asp>

This applies for the purchasing of goods and services and construction related bids.



BIDSYNC

Using BidSync

BidSync is a comprehensive system that Public Agencies use to organize, automate and manage their entire procurement processes. Vendors also implement the BidSync system to improve efficiency and productivity in response to Public Agency requests for bids and proposals. The following are just a few of the features that benefit Vendors:

1. BidSync reduces the time and effort required by Vendors to submit bids and proposal by over 90%.
2. Every time Vendors log on to BidSync, they are automatically provided a list of all current bid request for products or services in their category and narrowed to the geographical area selected by Vendors.
3. BidSync automatically notifies Vendors via email whenever a Public Agency requests a bid or proposal for products or services, or makes a change in a previously sent request for a bid or proposal.
4. BidSync provides Vendors with the ability to easily submit multiple bids when they carry more than one product that satisfies bid specifications.
5. BidSync provides Vendors with the ability to provide additional information on bids when doing so helps clarify their bid or proposal.
6. BidSync provides Vendors with the ability to attach photos, descriptive material etc to most bids.
7. BidSync significantly reduces errors.
8. Submittals of bids via BidSync are instant.
9. Even though the capabilities incorporated into BidSync are extensive and sophisticated, using BidSync is simple and easy.
10. BidSync provides free training during business hours.

Using the BidSync System

Help

When using the BidSync system, remember to refer to the “Help”, link for quick answers to questions, terminology descriptions and for access to our Terms and Conditions.

Registration

Registration on our site is **free**. You must be registered to place a bid on any government request for procurement. To register select the link on our homepage, www.bidsync.com, which takes you through a five-step registration process. You will choose a username and password which are case sensitive. You will also define your categories of interest, which we call classifications. These classifications tell us which type of bids you are interested in. Our system notifies you of bids in your preferred classifications. This information can be modified at any time. Once you register, your account must be activated by one of our staff. We will notify you of the site at that time. Once you have registered, you may sign in using your ID and password. You will notice

a couple of additions to our site upon signing in. You will now have “Bids” and “Tools” options at the top-middle of the screen.

Bids

This part of our site tracks any bids on which you have placed offers. The “Bids” tab is broken up into four sections:

1. With Offers – This section will hold all active bids on which you have placed an offer.
2. Invited – This section will contain any bids to which you have been invited. These invitations come from the government agencies.
3. Of Interest – This section contains all bids that you have determined to be of interest. When you register you will select regions, agency types and an industry code that specifies your industry of interest. We use these selections to notify you about bids that meet your specifications. You will receive and email or fax notification on all invited bids as well as those of interest.
4. History – This section contains all closed bids that have appeared in the “With Offers”, “Invited”, and “Of Interest” sections.


To place a bid, select the desired line item, fill out any required documents, then select the “Place Offer” link on the left side of the screen with the green “\$” icon. Then place a bid by total amount or unit price. For your convenience, you can also add notes and attachments to better describe your products or services. You will be required to review and confirm the bid by typing in your password. This is a security measure and also helps you to eliminate any accidental bids. You may bid as specified and/or bid an alternate.

Tools

This link allows you to edit your account information such as classifications, address, password, qualifications, etc. You can also create other users that have access to bid on your account, and edit your Accounts Payable and Accounts Receivable information. The “Tools” tab allows you to change your notifications. We have various notification options that will keep you on top of possible bids of interest. Notifications are based on the classification of interest, which you select during registration. All information that was submitted during registration can be edited under the “Tools” tab.

Charges

There is no fee to register or use our site. All notifications of bid opportunities are also free to you. **There are no fees whatsoever for bids relative to The School District of Palm Beach County, Florida.** However, there is a 1% fee on an awarded bid, due within 30 days following the receipt of awarding regardless of submission method for other agencies. The fee is only applied if you are awarded the bid and only to bids that are awarded on our system to other agencies. This means the only time a Vendor pays money is after they have made money. **The following types of bids do not have any fees, even if the bid is awarded to you:**

1. Web extracted Bids and Paper bids which are marked by this symbol .
2. Any bid that is marked as **FEE WAIVED**.

We provide free training during regular business hours. To set up a personal training or to contact us with questions, please contact Vendor Support at support@bidsync.com and (800) 990-9339.



With over 40,000 new bids posted each month, BidSync is quickly becoming the premier e-Procurement and bid notification system nationwide. Each day thousands of suppliers use this system to find, respond to, and be awarded valuable contracts. This quick guide will show you how to register, set up your profile, and place an offer.



BidSync Links™ Registration

- 1 SELECT BIDSYNC LINKS™:**
Navigate to www.bidsync.com, select the BidSync Links™ Icon, then select the "Register Now" button.
- 2 YOUR INFORMATION:**
Enter information for the Main Contact on the account, as well as your Company Information.
- 3 GOODS & SERVICES:**
Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.
- 4 THANK YOU FOR REGISTERING WITH BIDSYNC LINKS™**
Your information will be saved and your account will be activated within 24 hours. For quicker activation please call us directly at 1-800-990-9339 ext 1.

Placing an Offer

- A** Login to www.bidsync.com.
- B** Locate the bid to which you are responding.
 - a. Click the "Search" tab on the top left of the page.
 - b. Enter keyword or bid number and click "Search".
- C** Click on the "Bid title/Description" to open the Bid Information Page.
- D** "View and Accept" all documents in the document section.
- E** Select "Place Offer" found at the bottom of the page.
- F** Enter your pricing, notes, and upload attachments to this page .
- G** Click "Submit" at the bottom of the page.
- H** Review Offer(s).
- I** Enter your password and click "Confirm".
- J** Your offer has been received.

 To learn more about BidSync Links™ and how you can receive thousands of bid notices each month, contact us at:

(See reverse side for continued instructions)

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