

## **BASIC STEPS FOR FINDING BID OPPORTUNITIES**

1. Click on the Public Access button which will take you to the Business Opportunities – Solicitations page. **It is not necessary to be logged in to View the Business Opportunities.**
2. The Keyword Search is best used to search either by Description or the 10 digit Solicitation number. This is the number that follows the Type of Solicitation and the Department (an example would be for RFB 758 1500000111 you would enter 1500000111).
3. The Advanced Search will allow you to use the Keyword Search along with the following optional items:
  - a. Category - (Agricultural, Animal Related, Architectural, Audio/Visual, Building Supply, Chemicals, Clothing, Construction, Demolition, Educational, Electrical Supply, Engineering, Equipment, Equipment Rental, Energy Savings, Food, Food Service, Fuels, Furniture, Hospital, Road Supplies, Insurance, Information Technology, Janitorial, Laboratory, Public Safety, Legal Services, Medical Service, Services that are Non-Professional (NPS), Office, Photography, Printing, Professional Service, Security Service, Telecommunications, Traffic Items, or Vehicles).
  - b. Type – (Request for Bids, Request for Information, Request for Proposals, or Request for Quotes).
  - c. Status – (Awarded, Closed, Open, or Cancelled).
4. Once you have located the Solicitation click on Details for all pertinent information related to the Solicitation.
5. From the Details view click on the Attachments tab to locate all documents associated with the Solicitation. Download and read all documents which provide specific bidding instructions for the solicitation. Bidding instructions will vary from solicitation to solicitation. The Terms and Conditions will also include the Contact information should you have any questions.