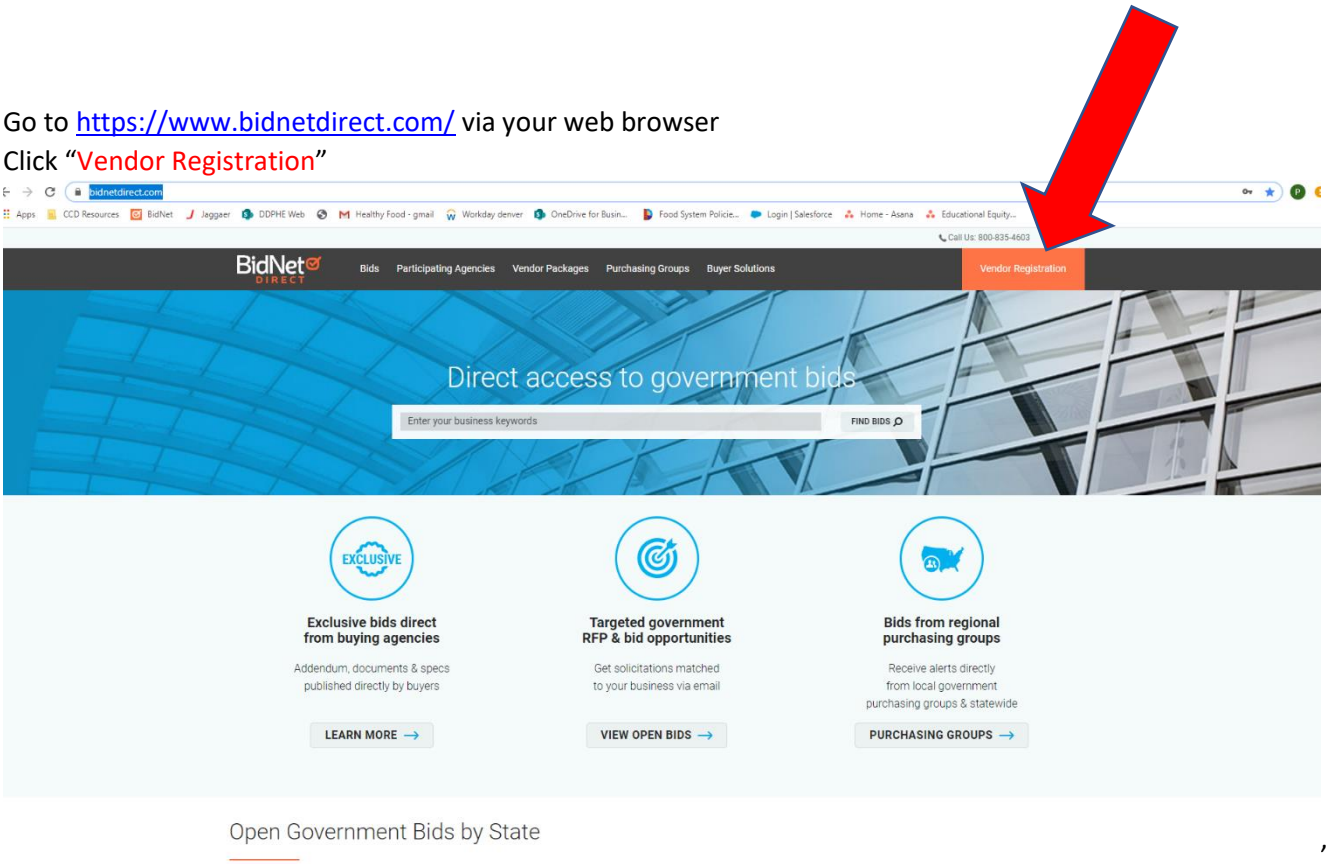
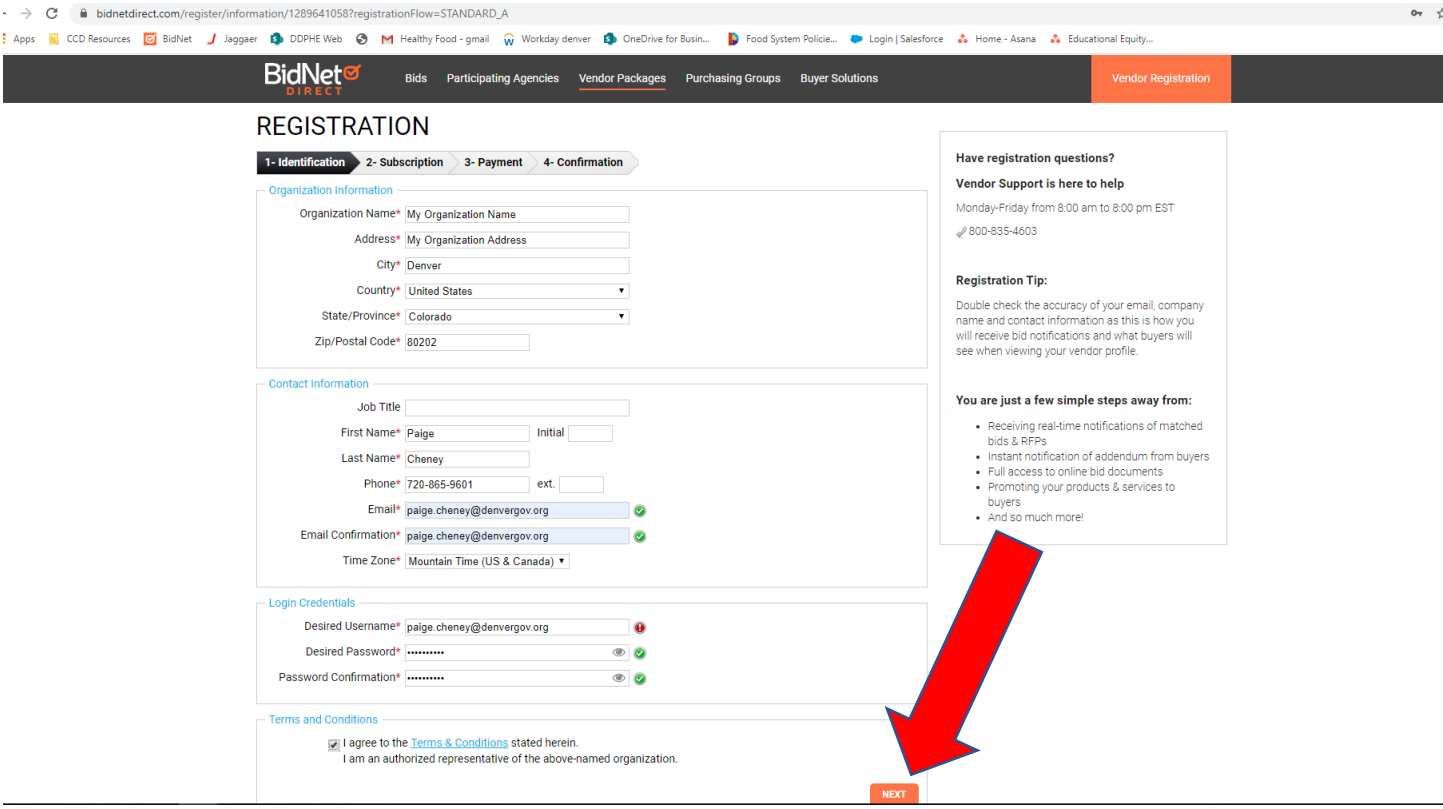
Registering for BidNet

Please feel free to call Paige Cheney, DDPHE Contracts & Grants Manager, 720-865-9601 anytime if you need help. BidNet is FREE - you will not need to enter any payment information unless you want to upgrade.

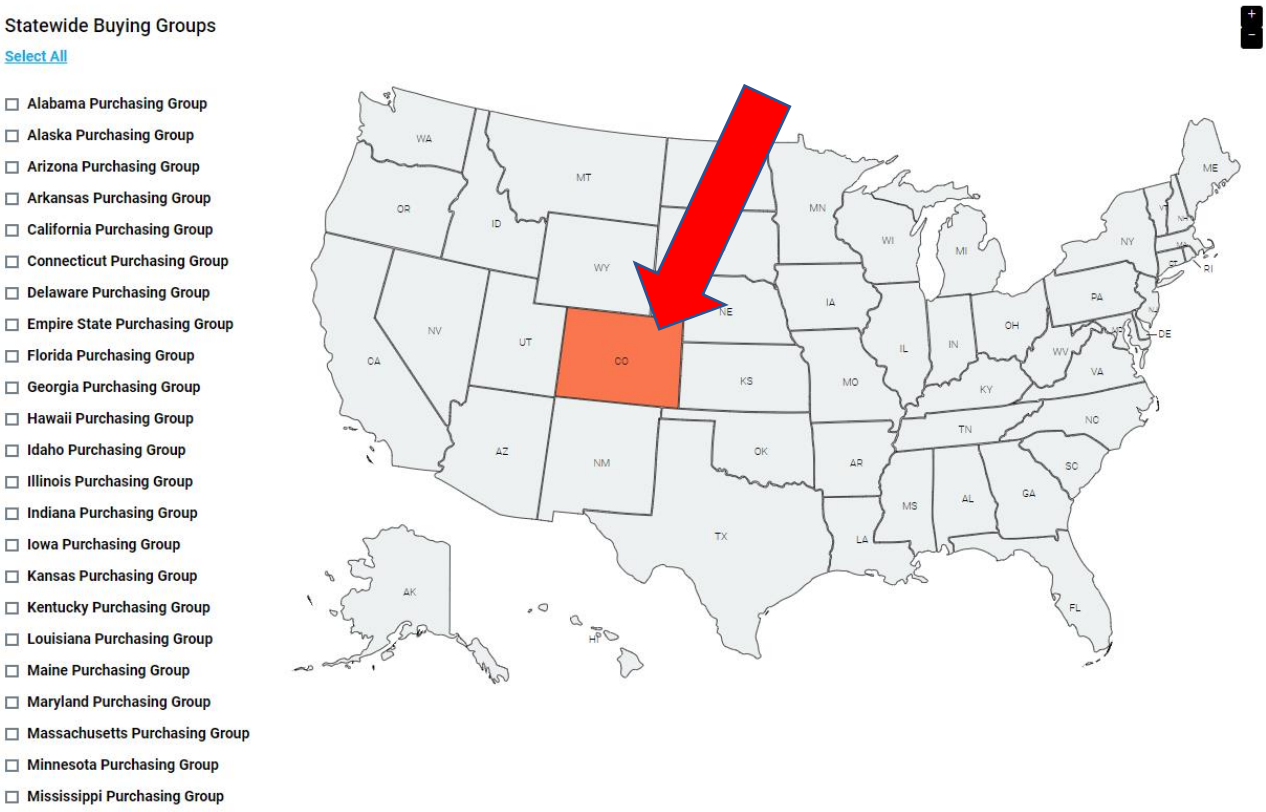
1. Go to https://www.bidnetdirect.com/ via your web browser
2. Click "Vendor Registration"



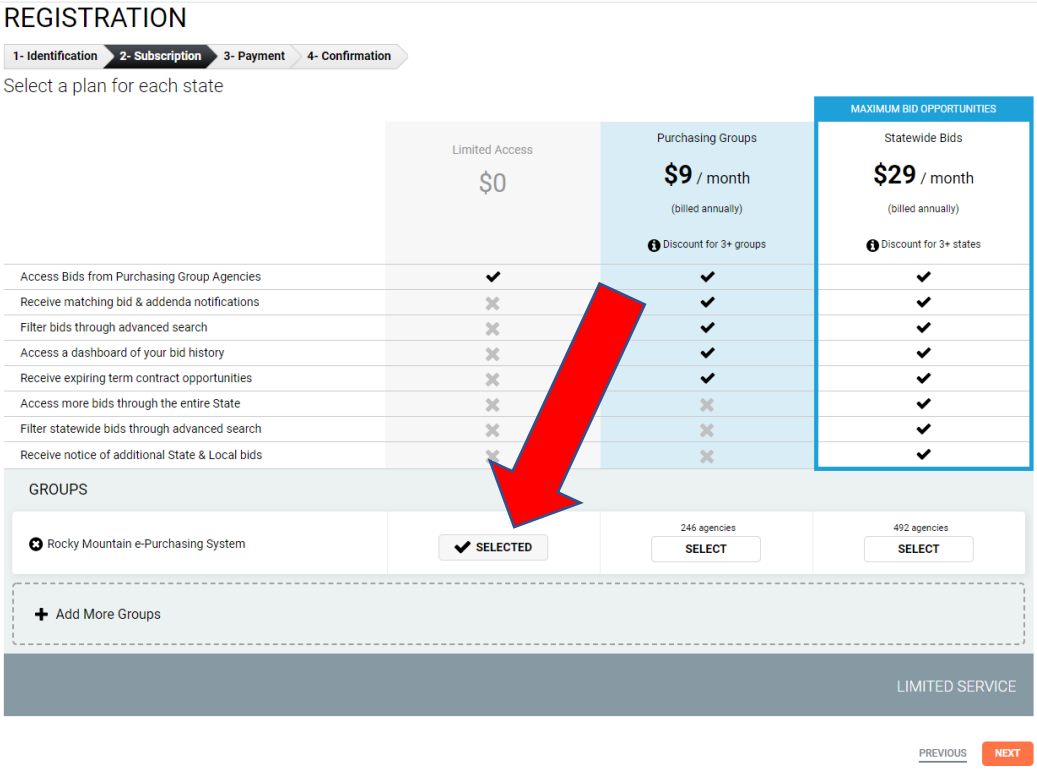
3. Complete all information marked with an asterisk (*) and click "next"



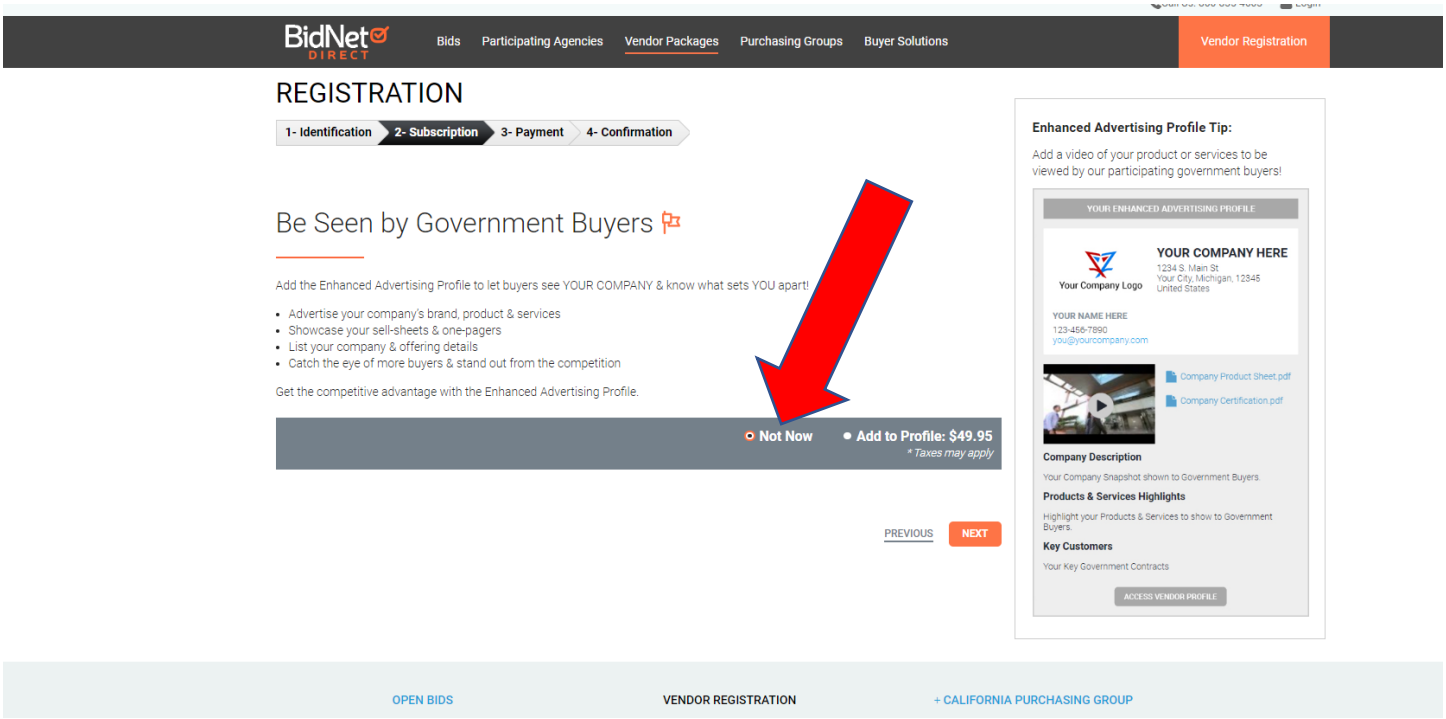
4. Click on Colorado on the map (or select “Rocky Mountain e- Purchasing System”) and click next.



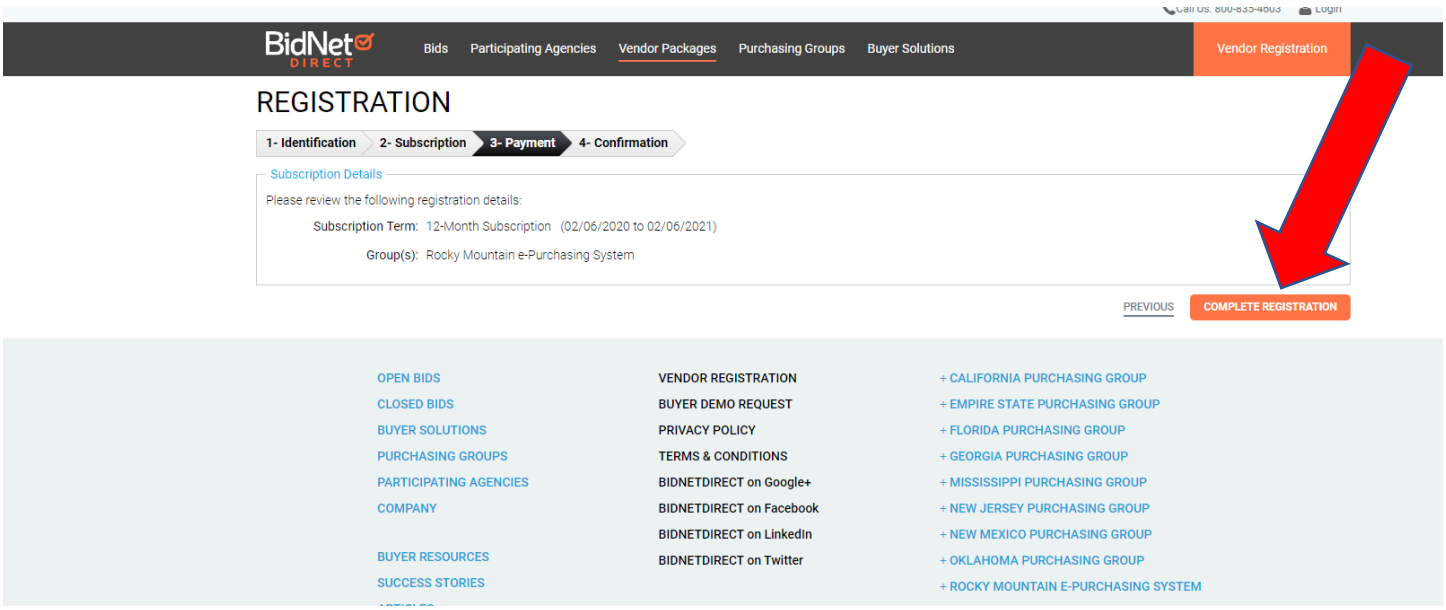
5. Select the “Limited Access” subscription and click next:



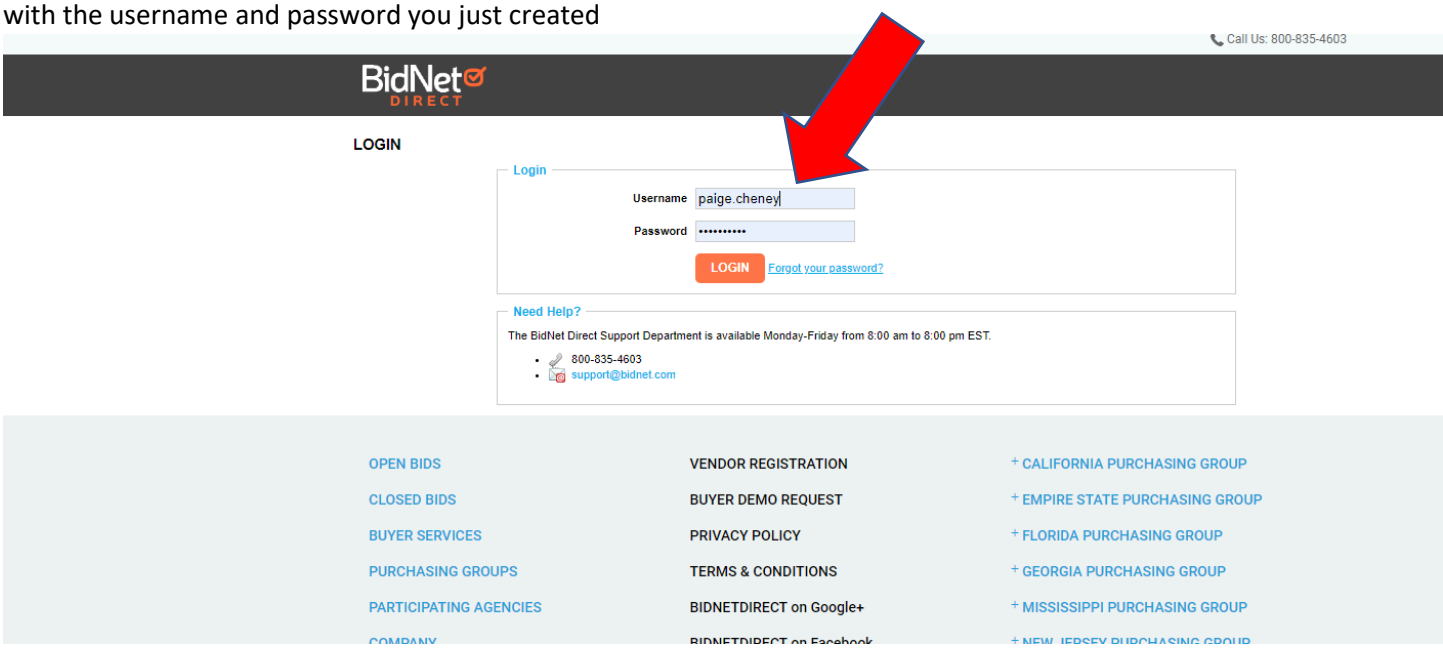
6. Select “Not Now” and then click next:



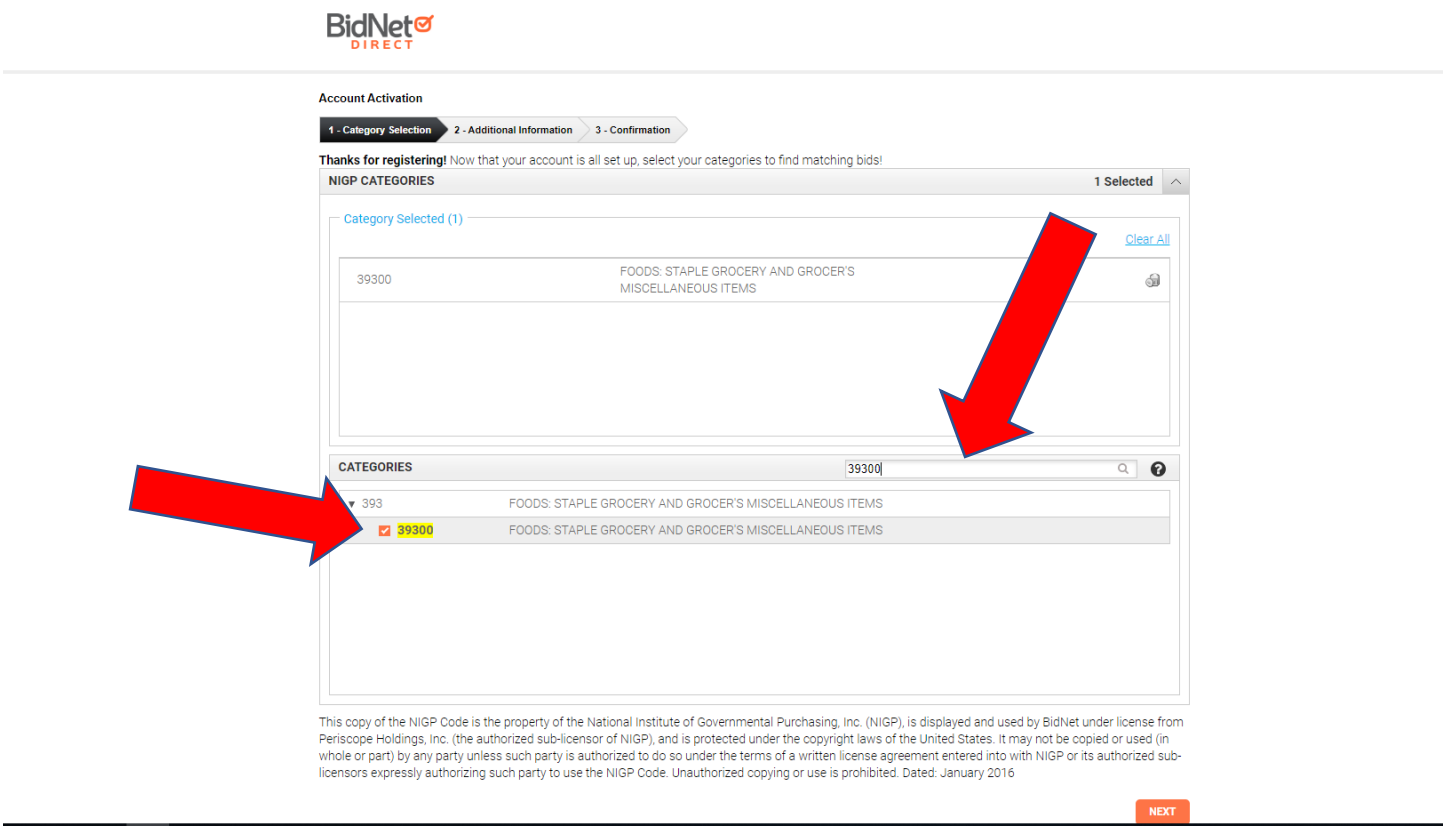
7. Click “Complete Registration”:



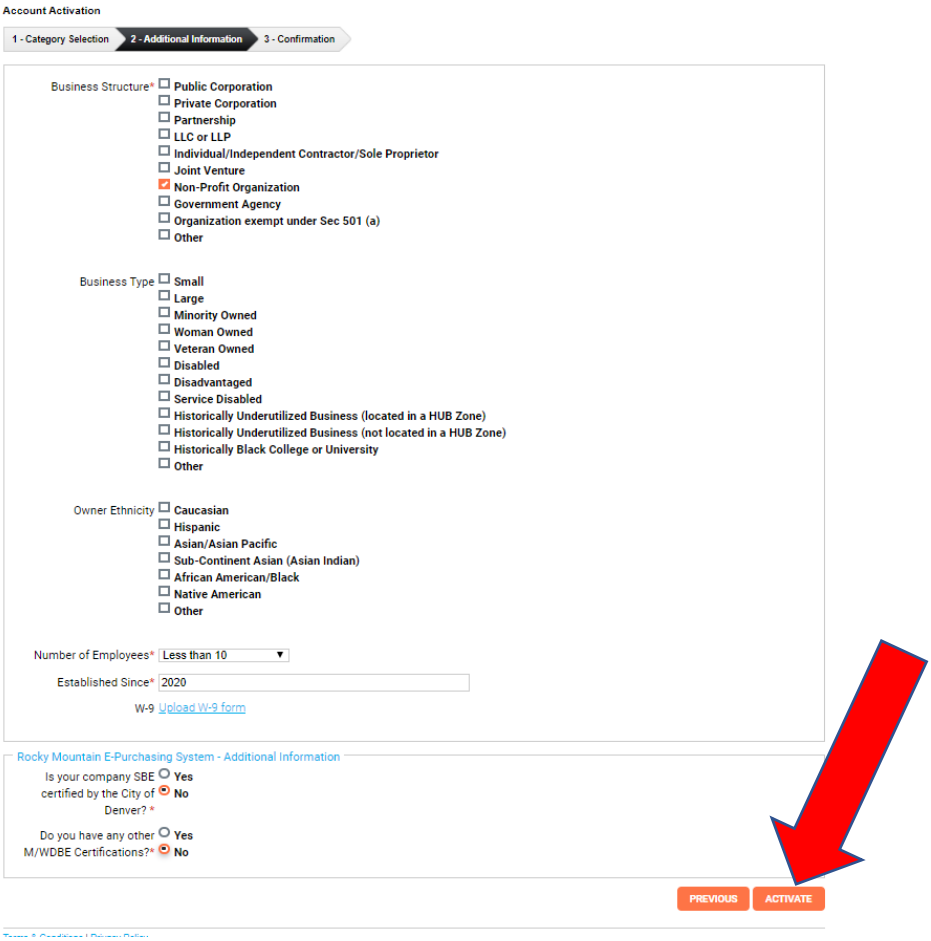
8. You will now receive an email, click the link that says “BidNet Direct - DDPHE Account Activation” and “Login” with the username and password you just created



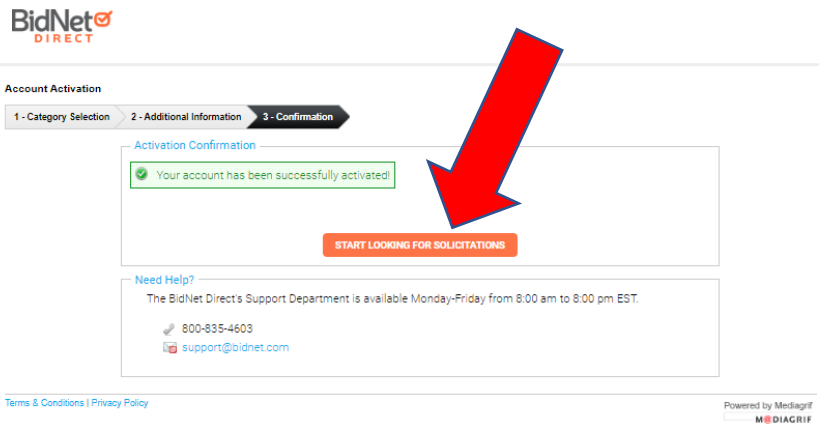
9. Select your category code. If you don’t know your category code, search and select your best guess and click next



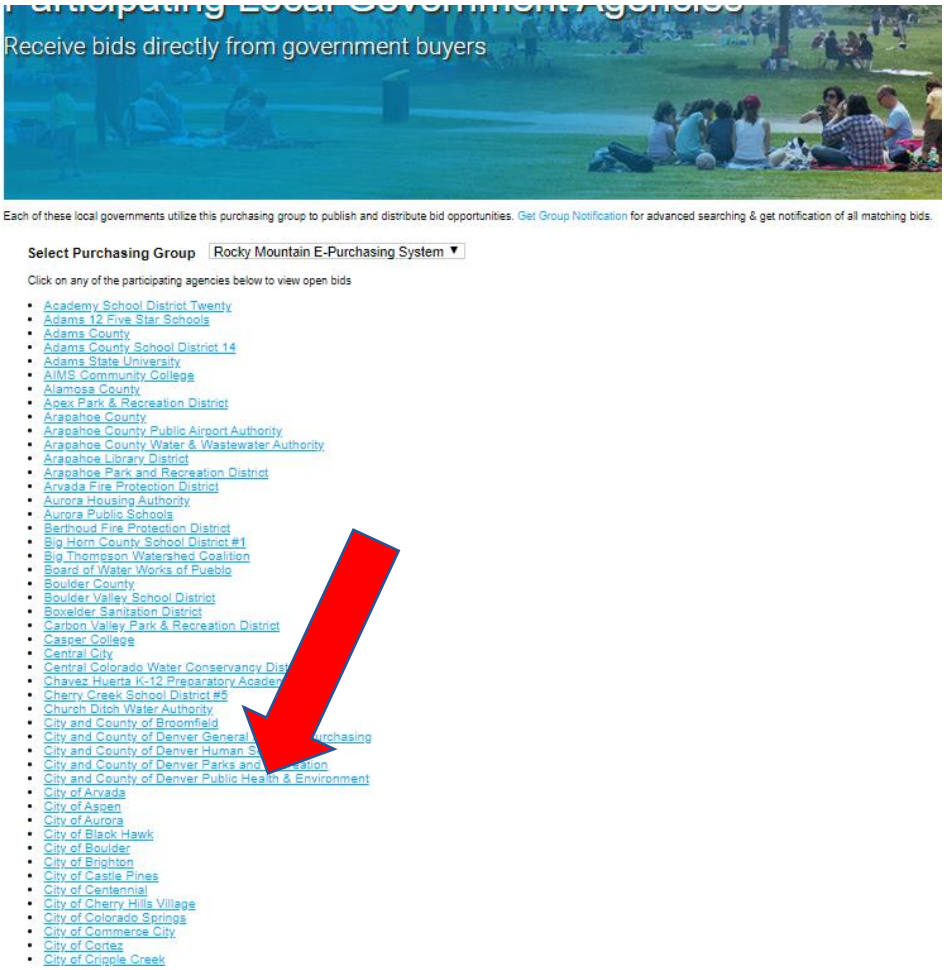
10. Complete additional information marked with the asterisk (*) and click “Activate”:



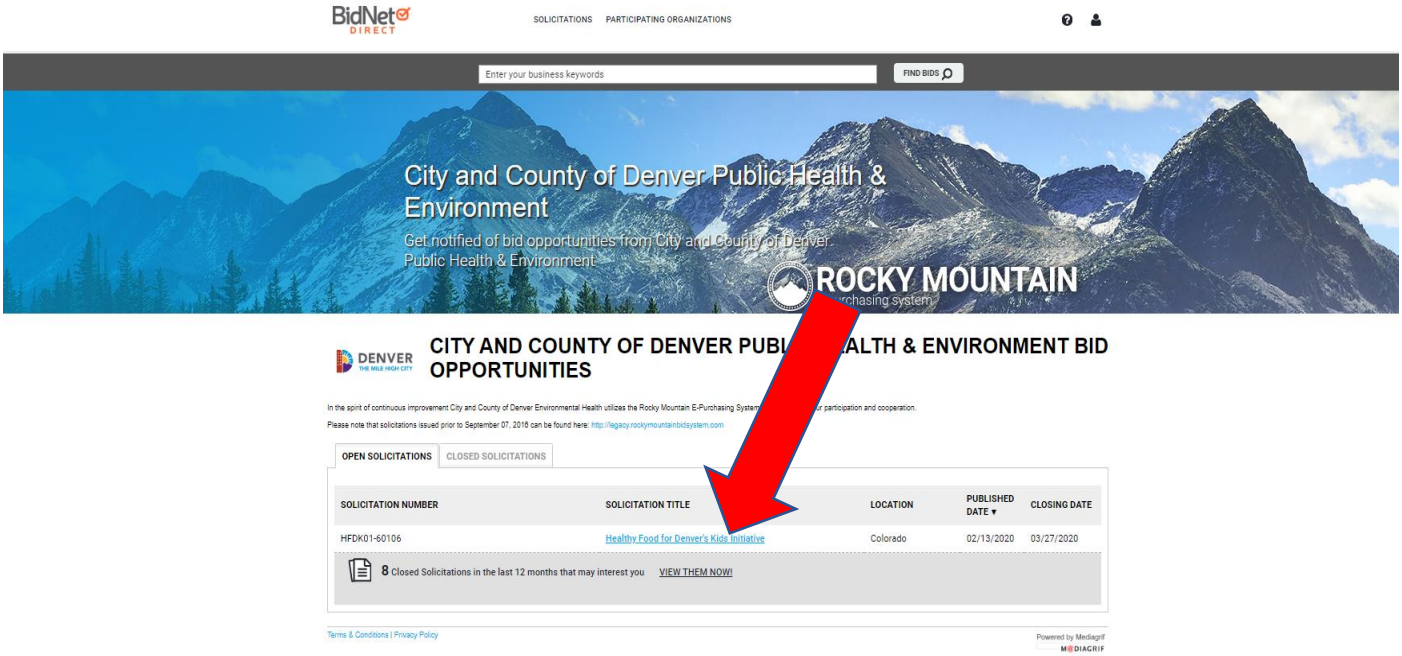
11. Now to find the Request for Proposal (RFP), click “Start looking for solicitation”:



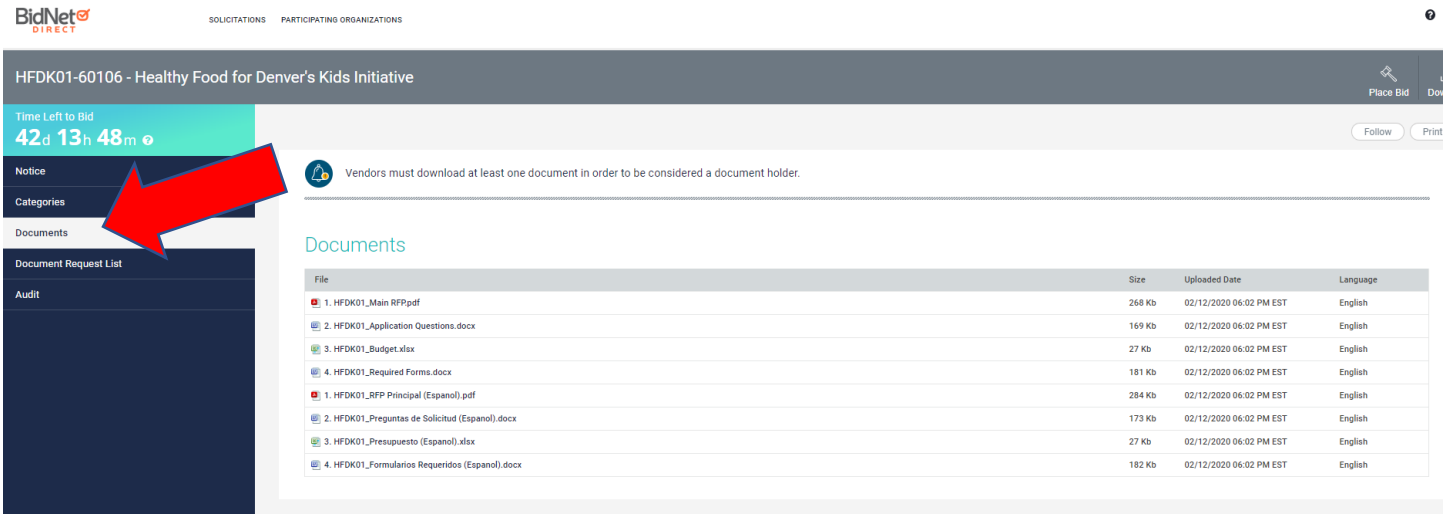
12. Click “City and County of Denver Public Health and Environment”:



13. Click the title of the solicitation you are interested in

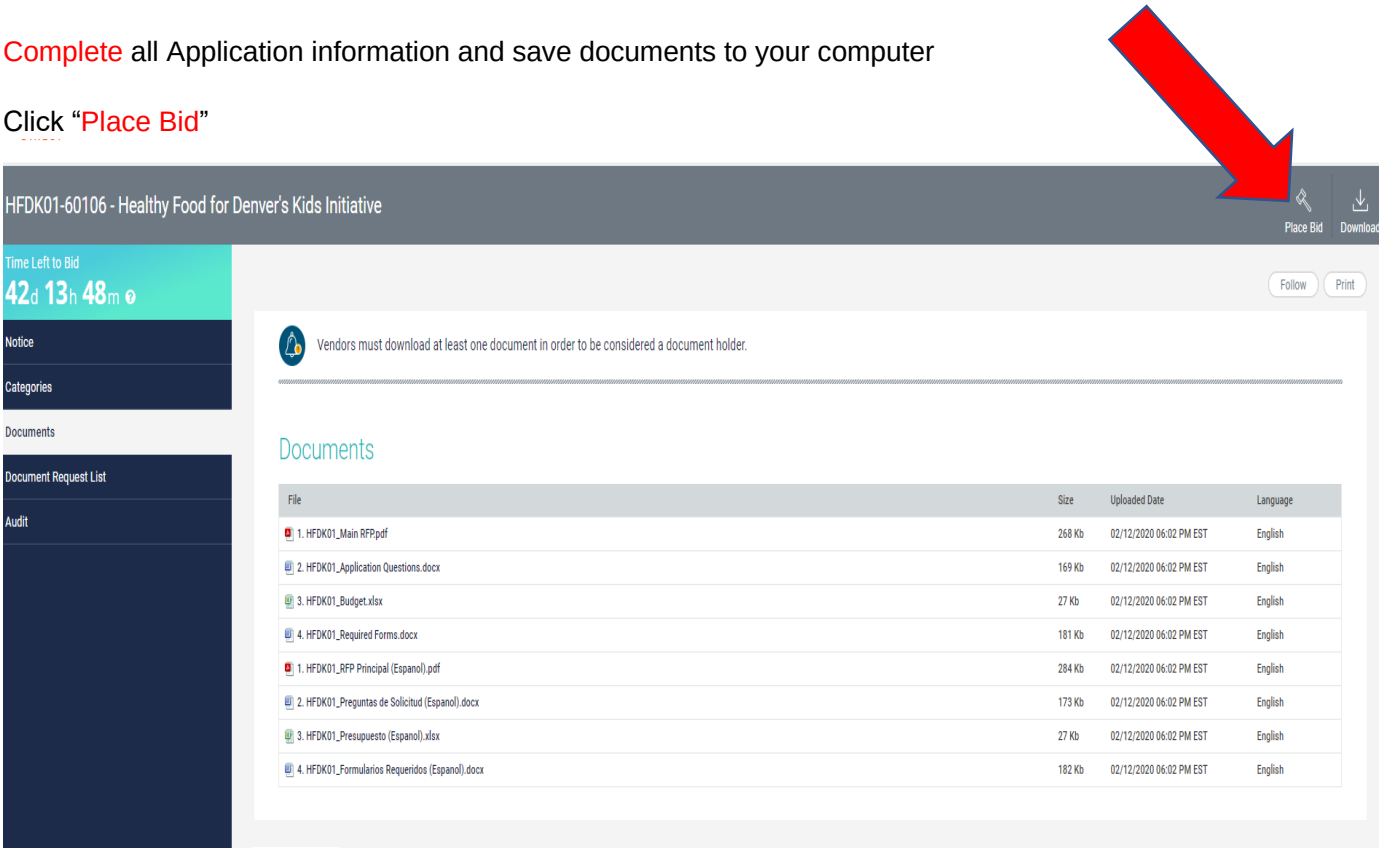


14. Click Documents to see and download all documents (English and Spanish available)

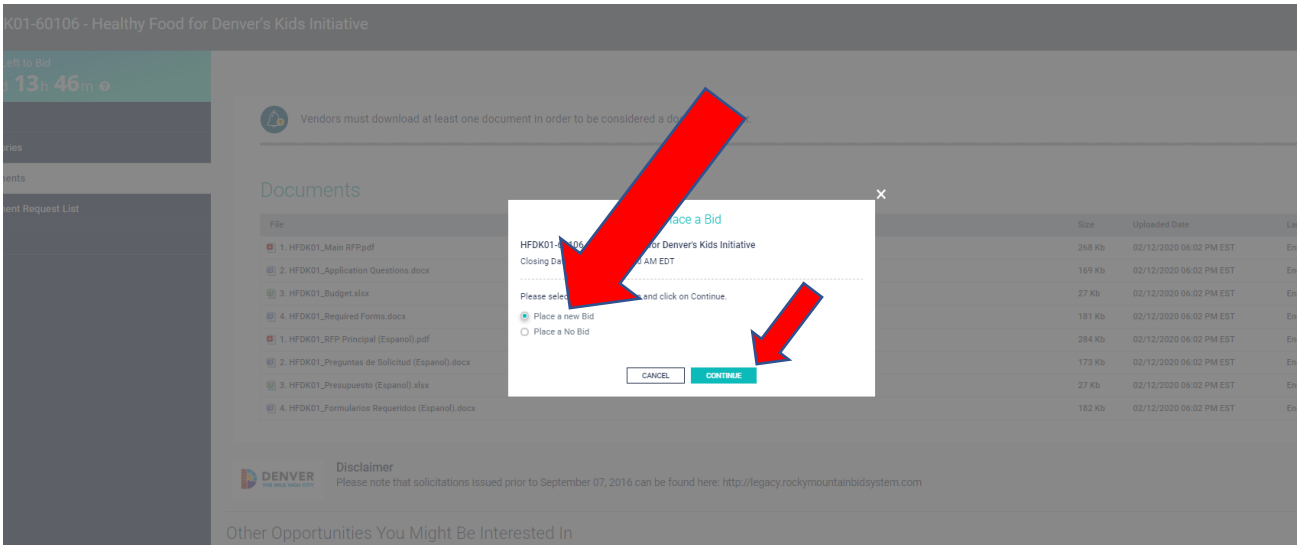


15. Complete all Application information and save documents to your computer

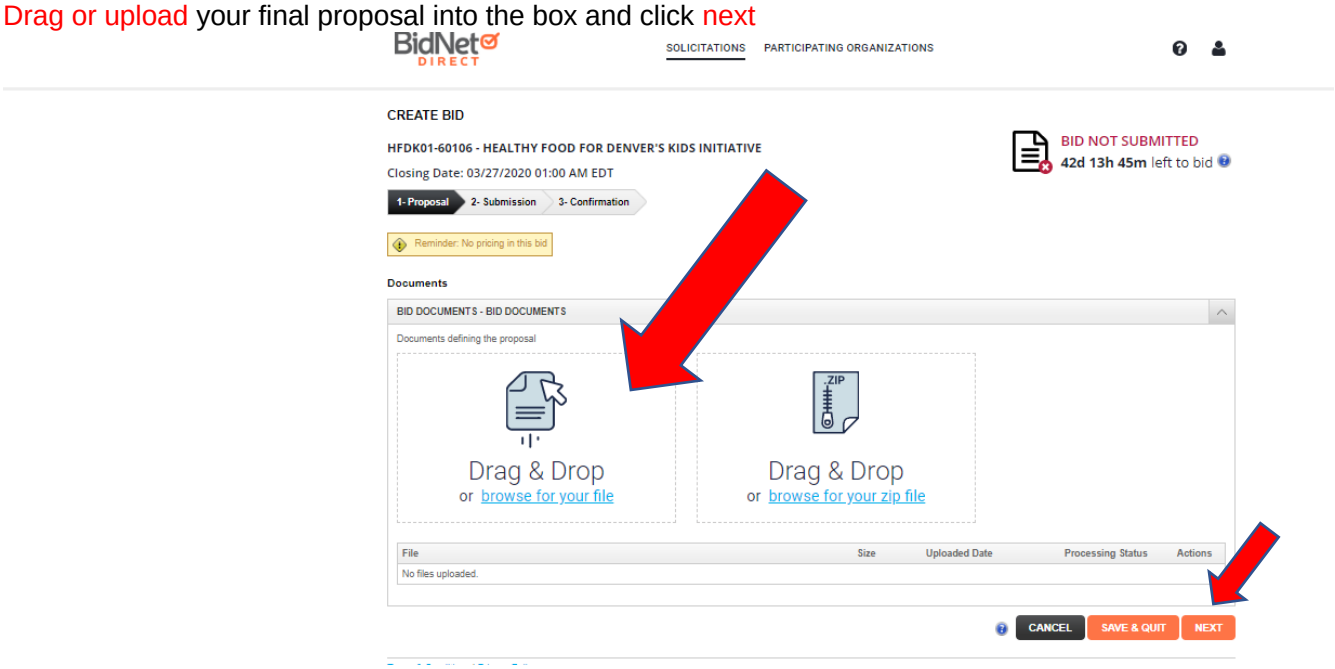
16. Click “Place Bid”



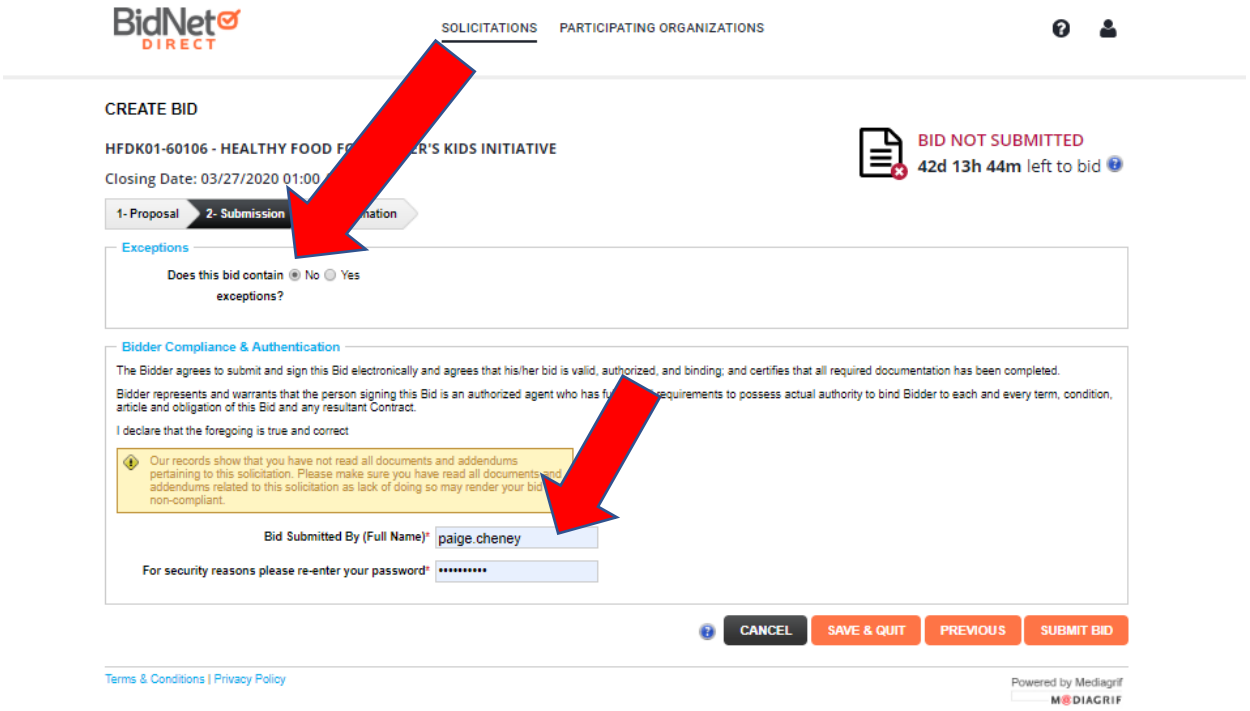
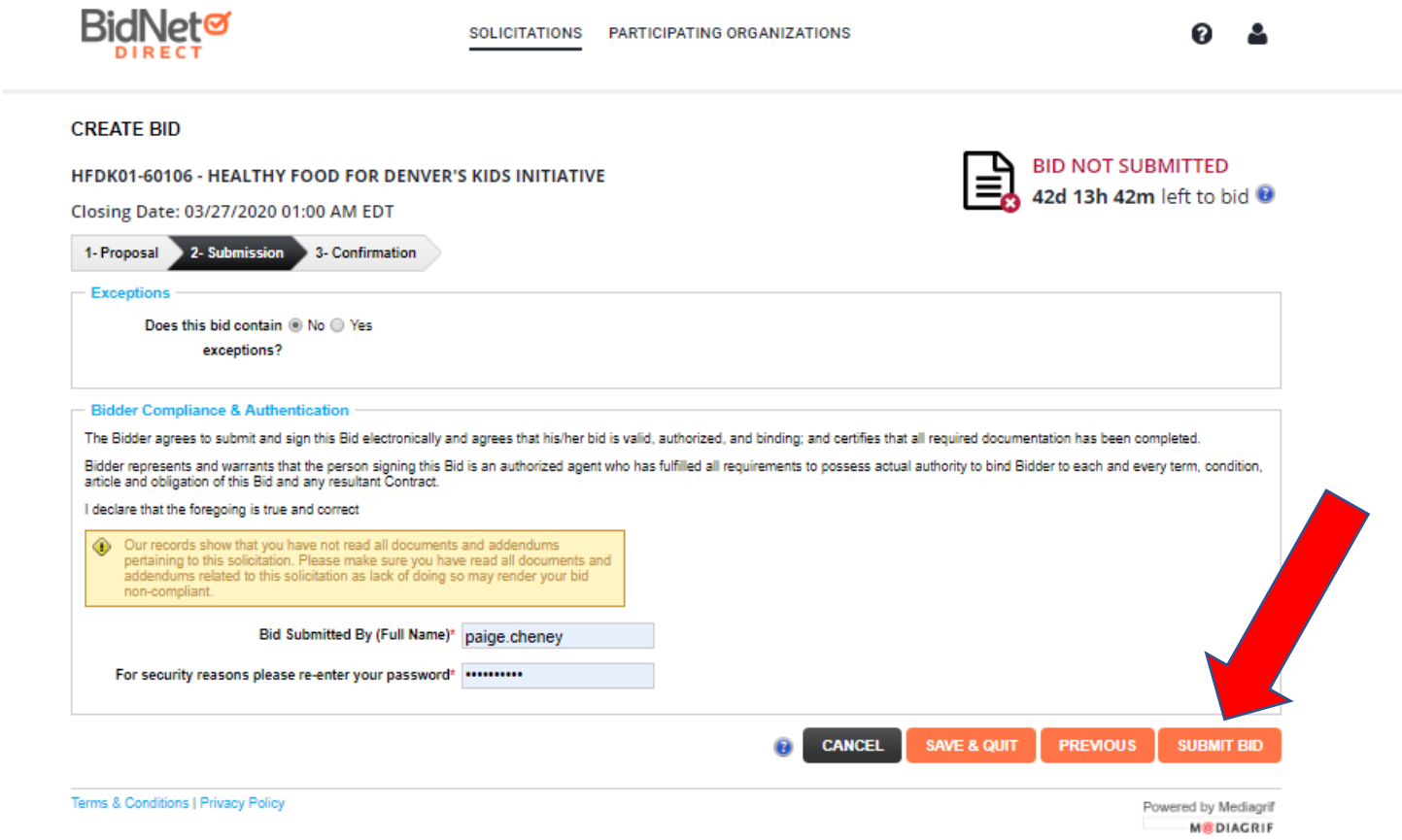
17. Click Place a new Bid and Continue



18. Drag or upload your final proposal into the box and click next



19. Complete the Exceptions section (by selecting “no”) and Bidder Compliance section by filling in your full name and password



20. Click “Submit Bid”