

## Participate In A Bid <sup>[1]</sup>



**The University posts all its solicitations through BidNet. BidNet is designed to notify interested suppliers of the University's intent to purchase goods or services.**

### **How to Participate in the Bidding Process**

[Current Bid Opportunities - BidNet](#) <sup>[2]</sup>

As of September 25, 2023, all new solicitation opportunities will be posted on the Rocky

Mountain E-Purchasing System site (BidNet). Solicitations published prior to this date remain on CU's Sourcing website. BidNet provides a way for local government agencies across Colorado and Wyoming to notify suppliers of opportunities more effectively.

Suppliers must register with BidNet [3] to access and download CU's solicitation documents using the link below. There is a no fee option to register and use BidNet. Suppliers may elect to pay a fee to receive automatic e-mail notifications for solicitation opportunities applicable to each supplier's identified product/service offerings. It is the responsibility of each potential supplier to monitor the BidNet website regularly for opportunities and/or to review changes or addendums to posted solicitations.

BidNet Vendor Support Phone Number: (800) 835-4603

**Note:** CU will not be held responsible for misinformation received from private plan holders. Please use the BidNet site to obtain solicitation information for the University.

Bid Opportunities prior to September 25, 2023: CU Sourcing Website [4]

Solicitations posted prior to September 25, 2023, can be found using the link above. Solicitations published prior to this date will remain on that original site.

## **Bidnet Direct Webinar**

The University of Colorado and Bidnet Direct hosted a webinar on November 8, 2023, to provide information on how to register, locate, review, and respond to competitive solicitation opportunities at CU. A copy of the webinar, slide deck, and Q&A are available in the links below:

- Bidnet Direct Webinar Recording: How to do business with the University of Colorado [5]
- Bidnet Direct Webinar Sliddeck: How to do Business with the University of Colorado [6]
- Bidnet Direct Webinar FAQ [7]

## **Construction**

Construction falls under CU's Procurement Rules and the delegation of the Office of the State Architect. For information on construction-related matters, contact the Facilities Department on the appropriate campus.

- Boulder [8]
- Colorado Springs [9]
- Denver | Anschutz Medical Campus [10]

**The Procurement Service Center (PSC) administers the following types of solicitations:**

### **Request for Information (RFI)**

An informal process for solicitation or presentation of ideas from suppliers. Requests for pricing are for budgetary purposes only.

### **Request for Documented Quote (DQ)**

An informal process for obtaining pricing and delivery information on goods and/or services costing more than \$100,000, but less than \$500,000. Detailed specifications are given. Price, items offered, and delivery dates are supplied by the supplier. Evaluations are made against specifications. Determination of award is based on the quote offering the best value to the University with price as a consideration.

### **Invitation for Bid (IFB)**

A formal process for obtaining pricing and delivery information on goods or services costing more than \$500,000. Detailed specifications are given. Price, items offered, and delivery dates are supplied by the supplier. Evaluations are made against specifications. Determination of award is based on the bid offering the lowest price to the University while meeting the specifications.

### **Request for Proposal (RFP)**

A formal process for obtaining pricing and proposals from a supplier for goods or services costing more than \$500,000. Evaluations are made against defined criteria. Supplier presentations and discussion are allowed at the discretion of the University. Awards may be based on a variety of factors, including price.

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## **Resources**

- [W-8BEN](#) <sup>[11]</sup> (Foreign Individual)
- [W-8BEN-E](#) <sup>[12]</sup> (Foreign Entity)
- [W-9](#) <sup>[13]</sup> (US entity)
- [Current Bid Opportunities](#) <sup>[2]</sup>
- [Tax Exempt Status](#) <sup>[14]</sup>
- [Credit Information](#) <sup>[15]</sup>
- [W-9 \(signed by CU\)](#) <sup>[16]</sup>

## **Related Articles**

- [Creating a BidNet Account to Participate in CU Bid Opportunities](#) <sup>[3]</sup>
- [Investigating Invoice Payment Status](#) <sup>[17]</sup>
- [Submitting Purchase Order Invoices in the CU Marketplace Portal](#) <sup>[18]</sup>
- [Registering as a Supplier - Companies/Independent Contractors](#) <sup>[19]</sup>
- [Registering as a Supplier - Individuals](#) <sup>[20]</sup>

[SEARCH ALL ARTICLES](#) <sup>[21]</sup>

## **Policies & Procedures**

- [Procurement Rules](#) <sup>[22]</sup>
- [Purchase Order Terms and Conditions](#) <sup>[23]</sup>

- W-9 & Vendor Authorization [24]

VIEW ALL PROCEDURES [25]

### Groups audience:

Procurement Service Center

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**Source URL:**<https://www.cu.edu/psc/doing-business-cu/participate-bid>

### Links

- [1] <https://www.cu.edu/psc/doing-business-cu/participate-bid>
- [2] <https://www.bidnetdirect.com/colorado/universityofcolorado> [3]
- <https://pschelp.cu.edu/s/article/Suppliers-Creating-a-BidNet-Account-to-Participate-in-CU-Bid-Opportunities> [4] <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=Colorado>
- [5] <https://player.vimeo.com/video/886645835?h=6d7aea788f>
- [6] <https://communications.bidnet.com/hubfs/University-of-Colorado-Vendor-Webinar-November-8-2023.pdf> [7] <https://communications.bidnet.com/hubfs/University-of-Colorado-Q&A.pdf>
- [8] <https://www.colorado.edu/fm/> [9] <http://www.uccs.edu/~facsrvs/>
- [10] <http://www.ucdenver.edu/about/departments/FacilitiesManagement/Pages/FacilitiesManagement.aspx>
- [11] <https://www.irs.gov/forms-pubs/about-form-w-8-ben> [12] <https://www.irs.gov/forms-pubs/about-form-w-8-ben-e> [13] <https://www.irs.gov/forms-pubs/about-form-w-9> [14] <https://www.cu.edu/controller/tax/tax-exempt-information> [15] <https://www.cu.edu/psc/policies/credit-information>
- [16] <https://www.cu.edu/controller/policies/w-9-signed-cu> [17] <https://pschelp.cu.edu/s/article/Suppliers-Investigating-Invoice-Payment-Status> [18] <https://pschelp.cu.edu/s/article/Suppliers-Submitting-Purchase-Order-Invoices-in-the-CU-Marketplace-Portal> [19] <https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Companies-Independent-Contractors> [20] <https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Individuals> [21] <https://pschelp.cu.edu/s/> [22]
- <https://www.cu.edu/psc/procurement-rules> [23] <https://www.cu.edu/psc/procurement/purchase-order-terms>
- [24] <https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization>
- [25] <https://www.cu.edu/psc/procedures>