



CITY OF TAMPA

Pam Iorio, Mayor

Purchasing Department

Gregory Spearman, CPPO, Director of Purchasing

Greetings,

Included in the on-line City of Tampa MBD Office application for Small/Local Business Enterprise Certification, is a subscription menu for Onvia DemandStar Services, one of which is FREE. Onvia DemandStar is a third party bid broadcasting service that the City of Tampa utilizes to broadcast all of it's Bid, RFP's and Informal Quotation solicitations.

The menu has a link that you can click on to access the application for the "FREE Agency" subscription. Once your application is completed you will receive a confirmation e-mail from Onvia within 24 hours, but usually within an hour. This confirmation e-mail should contain the Vendor Number that is required on page 5, line 4, of your City of Tampa MBD Office application for Small/Local Business Enterprise Certification. If this number is not included in your confirmation e-mail, you will need to call Onvia at 1-800-711-1712 to obtain it.

Once you have received this confirmation e-mail, you should sign into the system to begin saving commodity codes to your profile. These commodity codes are extremely important as they are how e-mail notifications pertaining to bid and quote opportunities are generated.

To save these commodity codes to your profile, sign into the system. Once signed in, click on "Accounts Info", and then on "Commodity Codes". Once on the page labeled "Commodity Codes: Select Bid Categories" comes up, use the search box in the middle of the page labeled "Search Criteria". Enter a word that pertains to the goods or services that your business offers, and click search. A list of commodity codes will be listed. Scan the list and check mark any of the boxes that pertain to your business, and then click save. Repeat this process with different words as many times as is necessary to save as many codes that pertain to your business, or until you are satisfied that the process has been completed. Make a note of each code saved to your profile along with the description, as this is also required on your City of Tampa MBD Office application for Small/Local Business Enterprise Certification.

There are two sides to the DemandStar system, "Bidwire" which is utilized by City of Tampa Purchasing Department, and Contract Administration Department to broadcast "sealed bid" opportunities \$25K and greater, and "Quotewire" which is utilized by City of Tampa Departments to broadcast informal bid opportunities under \$25K.

You will be notified of bid and quote opportunities by your e-mail address listed in the system, so make sure to keep this updated, as well as adding codes to your profile as it becomes necessary.

If you have any questions, please feel free to call me,

Joe

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ONVIA DEMANDSTAR® VENDOR SUBSCRIPTION OPTIONS

Onvia DemandStar directly connects you to government contracts. You specify the types of projects you want to receive, and we notify you when an Onvia DemandStar government agency has a bid, RFP, or RFQ that matches your business.

The following Onvia DemandStar subscription options are available.

Onvia DemandStar Subscriptions

Onvia DemandStar Select - This subscription includes project/bid notification from Onvia DemandStar agencies in up to 4 counties for \$100/year. This product includes full access to the Onvia DemandStar system and free document downloads. Printed copies of plans and specifications continue to be available for an additional charge. This product is available only through online registration. www.demandstar.com/register.rsp

Onvia DemandStar Free Agency - Single agency subscriptions are available at no cost. This service includes full functionality of the Onvia DemandStar system and free document downloads for your selected agency. Printed copies of plans and specifications continue to be available for an additional charge. This product is available only through online registration. www.demandstar.com/register.rsp

Onvia DemandStar Basic - Basic users have access to search the Onvia DemandStar database at no cost. This product does not include free document downloads. Document downloads are \$5 each. Once a document is downloaded, basic members are added to the planholders list and receive notification of addenda for that specific project. Printed copies of plans and specifications continue to be available for an additional charge. This product is available only through online registration. www.demandstar.com/register.rsp

Additional Onvia Subscriptions

In addition to connecting you to the Onvia DemandStar network of 400 government agencies, Onvia also monitors over 73,000 government procurement offices on a daily basis at the federal, state, local and education levels.

The Onvia Guide - This is a daily notification report customized and prepared for each client. It contains all the relevant sales opportunities uncovered each day from over 73,000 agencies and purchasing offices. Please note that this service provides you with leads from Federal, state, local and education purchasing offices. This product also includes full functionality of the Onvia DemandStar platform and free document downloads. Printed copies of plans and specifications are available for an additional charge.

Onvia Business Builder - In July of 2005, Onvia introduced an online database providing rich access to historical purchasing information and value added intelligence such as planholders lists, bid results and agency contacts from over 73,000 agencies and purchasing offices. This product includes, daily notification and full access to the Onvia DemandStar platform.

To sign up for Onvia DemandStar Select, Onvia DemandStar Free Agency, or an Onvia DemandStar Basic subscription, please visit www.demandstar.com/register.rsp.

To subscribe to the Onvia Guide or Onvia Business Builder, please call (800) 711-1712.

Onvia DemandStar® How it works

With Onvia DemandStar, you're notified of government opportunities as soon as they're posted by one of our 400 member agencies. As an Onvia DemandStar Select or Free Agency subscriber, your company will be emailed or faxed these opportunities* automatically – keeping you in the loop and ready to respond quickly.

Product Feature	Customer Benefit
Customized Account	You receive the information you want. Based on your category and location selections, you receive government leads from Onvia DemandStar agencies that match your business.
Automatic Electronic Notification	Once an agency submits their request, you are notified by email or fax when an opportunity matches your business category and location.
Complete Notification	You receive ALL the information you need; bids, RFPs, RFQs, addendums, and awards. All the information necessary to stay informed of the opportunities.
Exclusive Notification of Informal Quotes	You can stay on the inside track by receiving informal quote requests – jobs you can't find out about anywhere else! Anything under an agency's specified dollar threshold is not required to be posted for public bid, but you can find out about these opportunities through Onvia DemandStar.
Document Download	Download bid documents and view blueprints right from your desktop – no more calls to the agency.

*Onvia DemandStar subscriptions cover our 400 DemandStar member agencies. If you would like broader coverage of more than 73,000 agencies, inquire about Onvia's additional subscription options by calling (800) 711-1712.



City of Tampa Information for Vendors Procurement Process

The City of Tampa, in partnership with Onvia, Inc., processes its procurement transactions through the Onvia DemandStar electronic procurement system. Onvia DemandStar will enable the City of Tampa to better connect with vendors and improve the overall efficiency of its purchasing operation.

Onvia DemandStar will provide vendors with access to important procurement information. Services that will be available to you include:

- Notification of bid, proposal, and quote solicitations
- Access to project detail information
- Access to key documents via electronic download
- Access to Planholders Lists
- Access to contract award information
- Ability to submit bid and quote responses online

You may register for Onvia DemandStar services, online, at www.demandstar.com/register.rsp. If you would like to register for your free notification service of purchase solicitations issued by the City of Tampa through Onvia DemandStar, once you are logged onto the Web page, select the "Onvia DemandStar FREE AGENCY" option. On the form that opens, furnish the pertinent information for your business, be sure to enter "City of Tampa" in the Agency Name field.

Current business opportunities with the City of Tampa can be viewed on the following Web page:

www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=413275.

Current major construction solicitations issued by the City of Tampa can be viewed on the following Web page:

www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=862101.

If you have questions, or need technical assistance with the Web site, call Onvia Supplier Services at 1-800-711-1712.