



Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org



Electronic Bidding / Proposal Submittal

Please visit Williamson County's third- party procurement and bid notification system supplier, www.bidsync.com.

- ✓ There is **NO FEE** to register as a Williamson County supplier, or to participate in the County's solicitation process. However other government agencies using BidSync may pass that fee to the supplier.

Effective June 1, 2015, Williamson County will be utilizing BidSync for the solicitation of:

- **Quotes**
- **IFB (Invitation for Bids)**
- **RFQ (Request for Qualifications)**
- **RFP (Requests for Proposals)**

BidSync Supplier Support

support@bidsync.com
1-800-990-9339 Ext.1
629 E. Quality Drive, Suite 101
American Fork, UT 84003

Registration is FREE

Visit www.bidsync.com

- ✓ Select **GET STARTED**
- ✓ Click BidSync Links™ **Register for FREE**, then enter your new login/**CREATE ACCOUNT**
- ✓ **Goods & Services**
- ✓ Select your primary industry and narrow down your results by keywords. NIGP codes will show based on the keywords you selected.
- ✓ **Supplier Information**
- ✓ Enter the main point of contact and your Company Information here.
- ✓ **Thank you for registering with BidSync!** Your information will be saved & your account will be activated within **24 hours**.
- ✓ For quicker activation, please call BidSync directly at 1-800-990-9339 Ext 1.

Place an OFFER

Login to www.bidsync.com

- ✓ **LOCATE** The Bid you would like to make an offer on:
- ✓ On the left of the page under Current Bids in the **SEARCH** box enter keyword or bid number and click "search"
- ✓ **CHOOSE** the "Bid title/ Description" to open the Bid
- ✓ **VIEW/ACCEPT** all documents in the document section
- ✓ **CLICK** "Place Offer" found at the bottom of the page
- ✓ **ENTER** your pricing and notes here. Upload attachments to this page.
- ✓ **CLICK** "Submit" at the bottom of the page
- ✓ **REVIEW** Offer(s)
- ✓ **ENTER** your password;

Your offer has been received!



Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org



BidSync is a useful research tool for registered Suppliers!

You can locate bid tabs for previous bids

- ✓ Select **"Bids"** on the gray menu bar, then click **"History"**
- ✓ Use the **"Search"** function to find previous bids by typing in keywords or bid number(s)
- ✓ Click on **"Bid Tabs"** to see winning supplier and contact information

* **NOTE:** If a bid tabulation report is not available, please contact the Purchasing Department at (512) 943-3553 to request a copy. (You may also contact the **Point of Contact** listed within the bid description via email or by phone. Please have the bid number or title ready when you contact the office.)

You can locate names of suppliers who have viewed current bids

- ✓ Click on **"Bids"** on the gray menu bar, then click on **"Bids of Interest"** or
- ✓ Click on **"Search"** and enter information such as bid title or bid number.
- ✓ In the first box with the bid number and title, look for notification to the right of the page, then click on **"Report"**
- ✓ Supplier names and state location only will be listed. BidSync does not provide detailed contact information on open bids. You can copy the names and use any popular internet Search engine to get their contact information. (**Some supplier names may be truncated**)

* **Note:** For construction bids, other plan holders may be listed with other plan rooms. See the project specification book for a list of plan rooms.

BidSync Benefits for Suppliers:

BidSync suppliers are provided a list of all current bid requests for products or services in the self-selected classifications and geographical areas.

Suppliers also have the option to receive notifications via email:

- Whenever a public agency submits a bid or proposal for products or services
- Whenever an agency makes a change in a previously sent request for a bid or proposal

Suppliers may submit questions and/or request additional clarification on bids or proposals. BidSync assists with maintaining a fair and competitive solicitation process.

Suppliers have the ability to attach photos, descriptive material, written documents, etc. in response to most bids.

BidSync provides FREE training during normal business hours for more information please call 1-800-990-9339 ext. 1

Revised May 22, 2015