

# Tips for Using the Empire State Purchasing Group Web Site

Some of the bids that come through on BidLinx point to the Empire State Purchasing Group web site, which requires users to log in to view the bid documents. The Empire State Purchasing Group is a consortium of local government agencies that have all signed up to post their bid documents using the BidNet system (BidNet is the host company behind the scenes). Some of the agencies that participate in the Empire State Purchasing Group also post their bid documents to their own procurement web sites, but some only post to the Empire State Purchasing Group's system.

**A vendor account on the Empire State Purchasing Group is absolutely free.** Anyone can sign up for a free account and access any bids posted by the 180+ Empire State Purchasing Group [participating agencies](#).

There is *also* an \$89.95 (plus tax) annual fee that can be paid in order to receive e-notifications, but it is *not necessary* to manually log in and view any bids posted by the purchasing group.

NOTE: The company that runs the Empire State Purchasing Group (BidNet) also has a national bid-matching service (similar to BidLinx) that can provide bid matches outside those posted by the 180+ participating agencies, and access to these is granted at their higher level of service (annual fee: \$299 + tax).

## Signing up for a free account

To sign up for an account, go to <http://www.empirestatebidsystem.com> and click on the Register button.

**Empire State Purchasing Group**

OPEN BIDS CLOSED BIDS SURPLUS AUCTION PARTICIPATING AGENCIES

**Get Automatic Notification and More**

**REGISTER**

- Real-time notification of solicitations, addenda and awards
- Advance notice of term contract expirations
- Full customer service support
- Opportunities matched to your business

Welcome to the New Empire State Purchasing Group. This New York bid system provides a way for local government agencies across all regions of New York state to more effectively notify vendors of RFP and bid opportunities, while increasing efficiency and lowering costs for New York agencies (and taxpayers) through shared resources. The procurement solution delivers convenient, centralized online access to open New York RFP and bid opportunities, reducing paperwork and making it easier for vendors to do business with local New York government organizations.

Vendors are encouraged to register on the Empire State Purchasing System to receive direct access to the RFPs, bids, quotes, addenda and awards posted directly by local New York government agencies.

For technical support or questions on using the bid system, please contact Support.

Local agencies located within the state of New York who are interested in joining the purchasing group to increase vendor competition and efficiency in bid distribution should visit the SourceSuite procurement site for more information or contact 800-835-4603.

**System Information**

|                          |       |
|--------------------------|-------|
| Number of Agencies       | 202   |
| Formal Bid Solicitations | 41406 |
| Quote Solicitations      | 22007 |
| Award Notices Posted     | 27516 |

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Follow the instructions to register. When you get to the fourth screen, you need to click on the green Search Registration button off on the left-hand side (see screen shot below).

**Empire State Purchasing Group**

OPEN BIDS   CLOSED BIDS   SURPLUS AUCTION   PARTICIPATING AGENCIES

**Need Help?**  
 Contact Vendor Support  
 (800) 835-4603  
 Monday - Friday, 8am-8pm (Eastern)

**Vendor Registration**

1. Sign Up   2. Configuration   3. Code Selection   4. Account Activation

Subscription

Choose subscription type:

1 Year   2 Year

\$89.95 \* (\$750 per month)    \$149.95 \* (\$625 per month)

\* plus New York State tax where applicable

**Search Registration**

- Access to bid documents
- Access to amendments
- Award information accessible
- Semi-annual renewal required
- No notification
- Manual search only
- 63,413 opportunities posted

Credit Card Information

Expiration Date \*   September / 2016

Then at every screen going forward, verify that you actually do want the Search Only Registration (they grey it out to make it look like you can't even select it and/or wouldn't want it).

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 (800) 835-4603  
 Monday - Friday, 8am-8pm (Eastern)

**Vendor Registration**

| FEATURES                                                                        | Search Registration | Standard Registration |
|---------------------------------------------------------------------------------|---------------------|-----------------------|
| <input checked="" type="checkbox"/> Search for Opportunities by Agency          | ✓                   | ✓                     |
| <input checked="" type="checkbox"/> Access to Documents                         | ✓                   | ✓                     |
| <input checked="" type="checkbox"/> Real-Time Notification                      | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Advance Notice of Term Contract Expirations | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Centralized Multi-Agency Bid Listings       | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Opportunities Targeted to Your Business     | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Live Customer Support                       | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Express Account Activation                  | ✗                   | ✓                     |
| <input checked="" type="checkbox"/> Automated Bid Deadline Reminders            | ✗                   | ✓                     |

Register   Register

# Tips for Using the Empire State Purchasing Group Web Site

## How to find bids on the Empire State Purchasing Group web site after they come through on BidLinx

The BidLinx listing pointing to the Empire State Purchasing Group will look something like this:

|                             |                                                                                                                                                                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ Type:</b>            | NON-FEDERAL BID                                                                                                                                                                                                                                                               |
| <b>FSG Code:</b>            | Y,Z                                                                                                                                                                                                                                                                           |
| <b>Subject:</b>             | Excavating and Backfilling Construction Holes                                                                                                                                                                                                                                 |
| <b>Agency Name:</b>         | Empire State Purchasing Group, New York                                                                                                                                                                                                                                       |
| <b>Solicitation Number:</b> | TBD                                                                                                                                                                                                                                                                           |
| <b>URL:</b>                 | <a href="http://www.empirestatebidsystem.com/Bids/ViewOpenSolicitations.asp?page=1&amp;SortBy=CloseDate&amp;SortOrder=ASC&amp;ShowA II=Y">http://www.empirestatebidsystem.com/Bids/ViewOpenSolicitations.asp?page=1&amp;SortBy=CloseDate&amp;SortOrder=ASC&amp;ShowA II=Y</a> |
| <b>Response Date:</b>       | 2016-03-14                                                                                                                                                                                                                                                                    |
| <b>Publish Date:</b>        | 2016-02-27                                                                                                                                                                                                                                                                    |
| <b>Description:</b>         | Excavating and Backfilling Construction Holes                                                                                                                                                                                                                                 |
| <b>RFQ ID:</b>              | NY_WNYPG-2016-02-27-16                                                                                                                                                                                                                                                        |

Start by going to [empirestatebidsystem.com](http://empirestatebidsystem.com) and signing into your account.

Select *All Open Bids*.





# Tips for Using the Empire State Purchasing Group Web Site

Select *Show All ### Results*.

**All Open Bids**  
**All Closed Bids**

The following list includes all open solicitations that have been issued by all participating agencies. As a convenience, rows shown in yellow are solicitations that your company has downloaded. Click on any title to view a notice and to get to the links to the document and of any addenda. To see a list of all closed solicitations, click on the link at the top of the page.

1-25 of 318 results. « **Show All 318 Results** » | 1 » | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next 3 Page(s) »

| DOCUMENT TITLES<br>ISSUING AGENCY                                                   | DOCUMENT NUMBER                  | PUBLICATION DATE | DEADLINE ▼ |
|-------------------------------------------------------------------------------------|----------------------------------|------------------|------------|
| RFP to Provide Warren County with Assistance in Emergency Planning<br>Warren County | RFP-WC 11-16                     | 02/02/2016       | 04/07/2016 |
| RFP to Provide Warren County with Assistance in Emergency Response<br>Warren County | RFP-WC 12-16                     | 02/02/2016       | 04/07/2016 |
| Energy Performance RFP<br>William Floyd School District                             | RFP-JS-Energy Performance<br>RFP | 01/06/2016       | 04/06/2016 |
| Valley Dale WWTP Rehabilitation<br>Dutchess County Water and Wastewater Authority   | RFB-VDS-PWC-2015                 | 02/02/2016       | 04/05/2016 |

Use your Search function (Ctrl-F on a PC) to find a word that occurs within the bid description, in this case "construction."

construction

AGENCY BIDS ▼ STATEWIDE BIDS ▼ MY ACCOUNT ▼

**All Open Bids**  
**All Closed Bids**

The following list includes all open solicitations that have been issued by all participating agencies. As a convenience, rows shown in yellow are solicitations that your company has downloaded. Click on any title to view a notice and to get to the links to the document and of any addenda. To see a list of all closed solicitations, click on the link at the top of the page.

1-318 of 318 results. Show By Page

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| RFP to Provide Warren County with Assistance in                                     | RFP-WC 12-16    | 02/02/2016       | 04/07/2016 |

# Tips for Using the Empire State Purchasing Group Web Site

As long as the bid is still open and is issued by a participating agency, you should be able to locate it.

| Dutchess County Community Investment Programs                                                               |                                             | construction | 4 of 5     | ▲ ▼ × |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|------------|-------|
| SPECIALIZED NETWORK SUPPORT MV_IC16<br>Mount Vernon City School District                                    | RFP- SPECIALIZED NETWORK<br>SUPPORT MV_IC16 | 02/29/2016   | 03/14/2016 |       |
| RFP-CCSD-16-01: Construction Management<br>Services for Critical Syst<br>Clarkstown Central School District | RFP-CCSD-16-01                              | 02/22/2016   | 03/14/2016 |       |
| As Needed Commercial/Industrial HVAC, Boiler &<br>Plumbing Contractor<br>County of Dutchess                 | RFB-DCP-18-16                               | 02/25/2016   | 03/14/2016 |       |
| Fire Department Brush Truck<br>City of Oneonta                                                              | ITB-Fire Department Brush<br>Truck          | 02/25/2016   | 03/14/2016 |       |
| Dutchess County Justice & Transition Ctr Project<br>Owner's Rep Svcs<br>County of Dutchess                  | RFP-DCP-20-16                               | 02/26/2016   | 03/14/2016 |       |
| Excavating and Backfilling Construction Holes<br>Suffolk County Water Authority                             | ITB-7331                                    | 02/26/2016   | 03/14/2016 |       |
| Fire Extinguisher Maintenance<br>Suffolk County Water Authority                                             | ITB-7332                                    | 02/29/2016   | 03/14/2016 |       |
| Healthy Neighborhoods Program Assorted Supplies<br>and Equipment<br>Oneida County                           | RFB-1838                                    | 02/26/2016   | 03/14/2016 |       |
| Respite Services for Youth<br>Albany County                                                                 | RFP-2016-030                                | 02/25/2016   | 03/11/2016 |       |

**If you have any other questions or run into challenges, please don't hesitate to contact your SBDC Procurement Advisor!**