Registering for DemandStar

DEMANDSTAR
Building Communities.

We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:
https://www.demandstar.com/registration

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Your email address here

Company Name
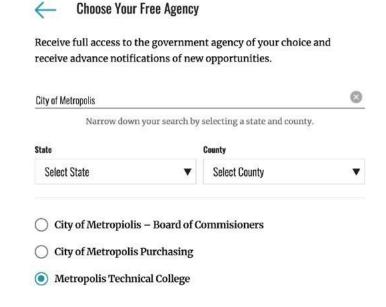
Your company name here

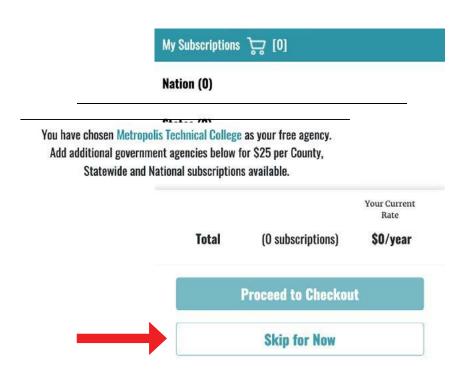☐ I accept the DemandStar Terms of Use and Privacy Policy

Next

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis

Narrow down your search by selecting a state and county.

State
Select State ▼

County
Select County ▼

○ City of Metropiolis – Board of Commisioners

○ City of Metropolis Purchasing

◉ Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

My Subscriptions 🛒 [0]

Nation (0)

You have chosen Metropolis Technical College as your free agency. Add additional government agencies below for $25 per County, Statewide and National subscriptions available.

		Your Current Rate
Total	(0 subscriptions)	$0/year

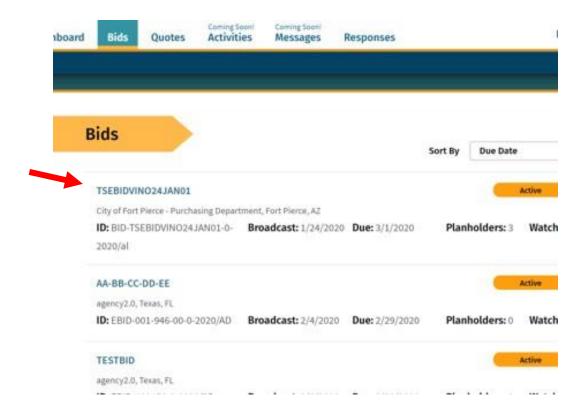**Proceed to Checkout**

Skip for Now

Responding to an Electronic Bid
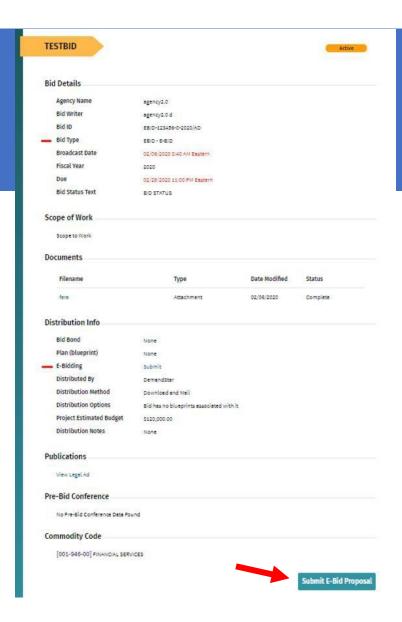
5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.
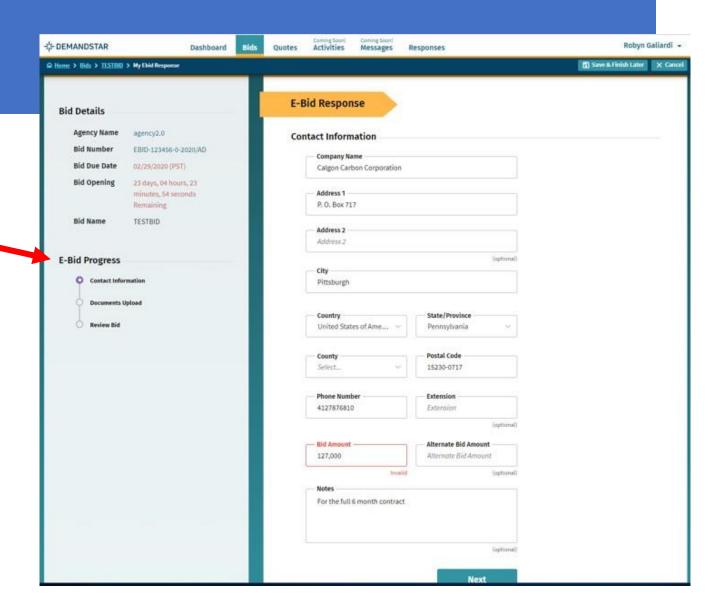
- Click on the solicitation name

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on "Submit E-Bid Proposal"
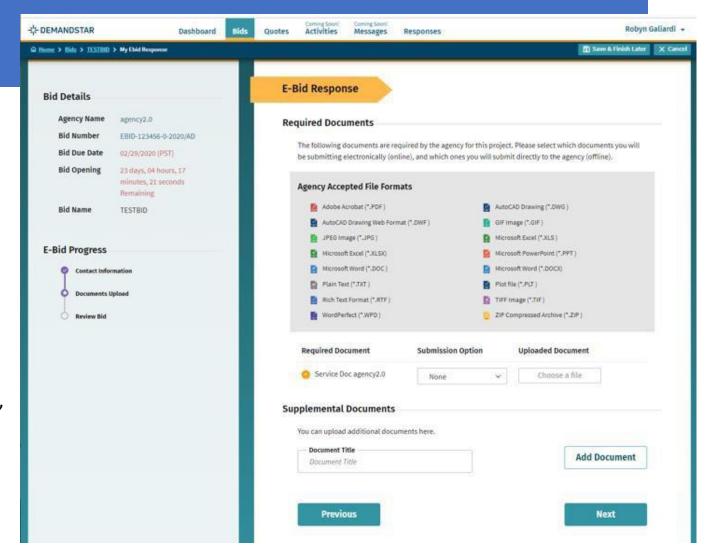
Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under "E-Bid Progress"

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to uploaded separately.
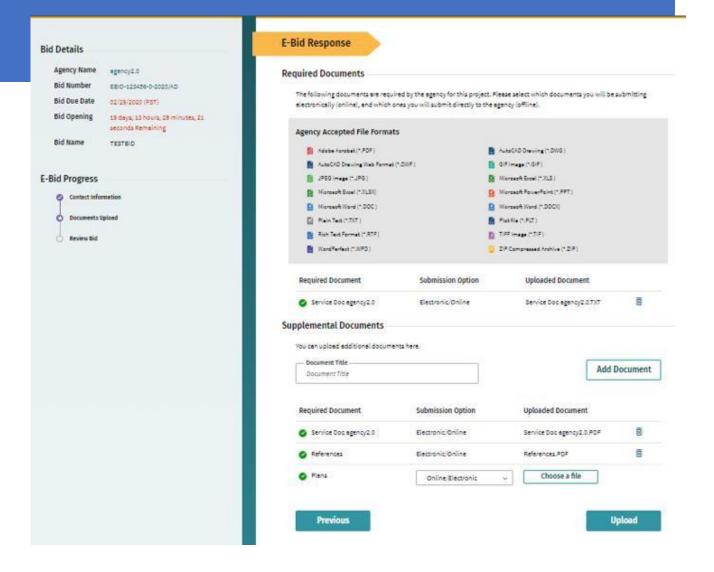
TIP:
There is a place for you to add "Supplemental", i.e. non-required, documents.
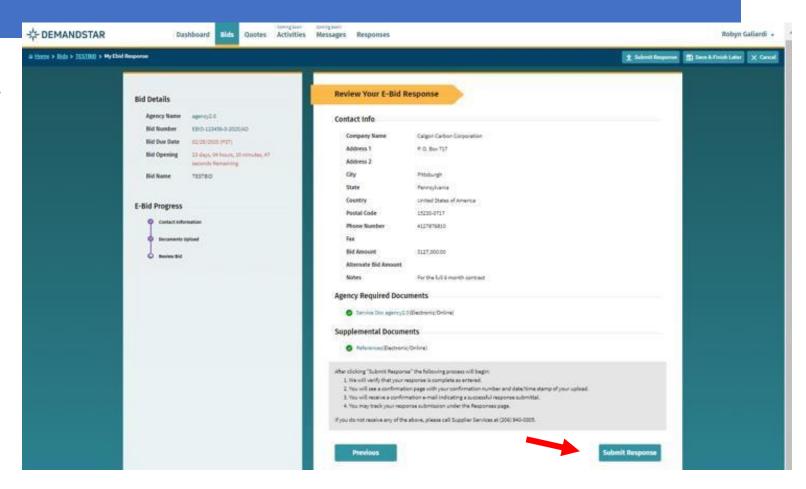
Step 4 continued

TIP:
There is a place for you to add "Supplemental", i.e. non-required, documents.

Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.
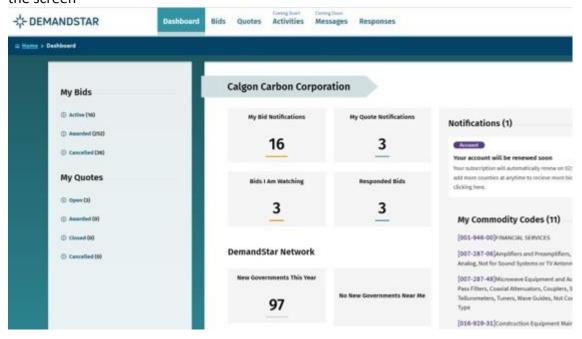
Searching for Bids

We recommend using the following steps to create a broad search in DemandStar. This will allow you to "see" how our government partners classify and name the types of projects you are most interested in.
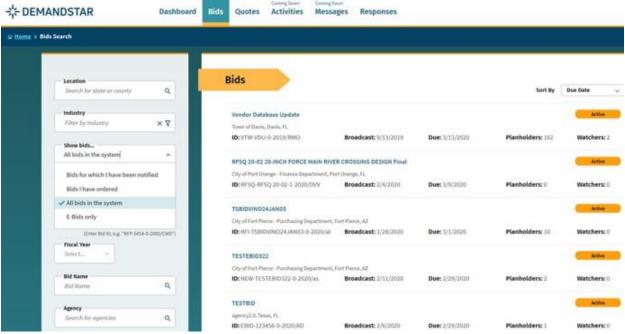
After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

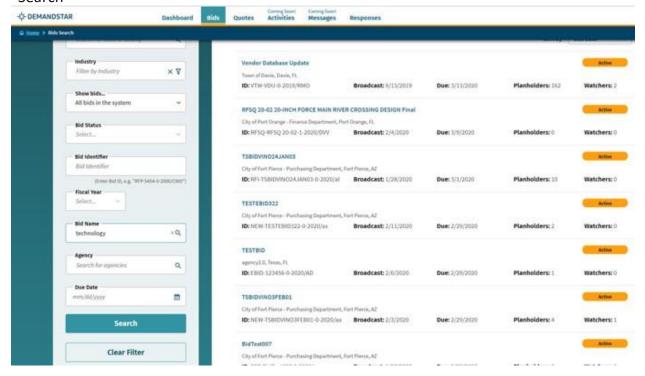Included in the instructions are how to search for bids published by a specific agency.

1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on "Bids" at the top of the screen
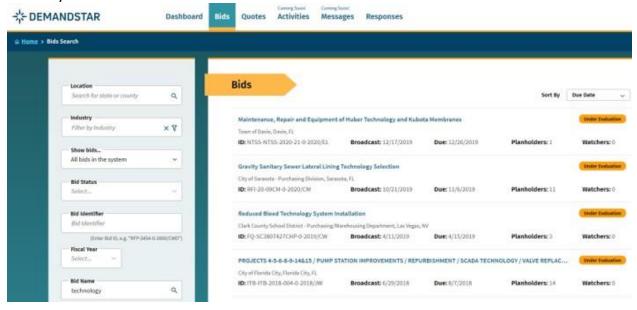
3. On the left side of the screen use the filter "Show bids" and select "All bids in the system" from the drop-down options

4. On the left side of the screen use the filter "Bid Name" to enter in a keyword and click "Search"

5. Review your results

Or search by specific government "Agency" instead of "Bid Name"

After step 3 instead of using the "Bid Name" Filter use the "Agency" Filter to type the name of the government you are looking for then click "Search"