

Doing Business with State of **Colorado**

Disclaimer

- ✦ **The information provided is for informational purposes only, does not constitute legal advice or create an attorney-client relationship, and may not apply to all circumstances. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.**

Doing Business with State of CO

- There are no Resident Business/Contractors and Manufacturers Preference benefits in CO.
- [Vendor's Application for Registration](#) is online with instructions. Application for Registration may be submitted by mail. See Handout.
- Invitations for Bid/Proposals are posted online.

Doing Business with State of CO

- Website is www.colorado.gov/dpa/dfp/spo/

State Purchasing Director Responsibilities

- State Purchasing Director Responsibilities
 - Promulgates State's procurement rules (other than bridge and highway construction)
 - Handles vendor appeals related to bid protest decisions
 - Sources and administers the State's 300 price agreements
 - Maintains on-line solicitation publication system for all statewide competitive procurements
 - Conducts procurements for various State departments

State Purchasing Director Responsibilities

- Manages State's procurement card program
- Conducts statewide training in public procurement
- Runs small business development program for State procurement
- Performs oversight
- Generally establishes policy relating to public procurement by State of Colorado

State Purchasing Office

- State Purchasing Office
633 17th Street, Suite 1520
Denver CO 80202-3609
Phone (303) 866-6100
Fax (303) 866-6016

State Purchasing Staff

- **State Purchasing Director John Utterback (303) 866-6100**
- **Small Business Developer and BIDS Help Desk John Cisneros (303) 866-6104**
- **Purchasing Agent Charles "Charlie" Geanetta (303) 866-6162**
- **Purchasing Agent Judy Haugh (303) 866-6143**
- **Procurement Operations Manager Denise Kincaid (303) 866-6147**
- **BIDS Support Bea Lovato (303) 866-6111**
- **Purchasing Agent Christine Oberman (303) 866-6146**
- **Procurement Card Program Manager Jana Sealy (303) 866-5877**
- **Purchasing Agent Tom Spiker (303) 866-6155**
- **Purchasing Agent Jeff Wylde (303) 866-6191**
- **All staff can be reached via e-mail firstname.lastname@state.co.us**

Bid Information and Distribution System (BIDS)

- Colorado BIDS for Goods and Services
- <https://www.gssa.state.co.us/BdSols.nsf/OByCats>
- BIDS acts as a centralized clearing house of information on bidding opportunities for State agencies.

Bid Information and Distribution System (BIDS)

- Vendors who would like to sell goods and services to State must register in Bid Information and Distribution System (BIDS).
- Vendors can review all competitive purchases conducted by State agencies, institutions, and colleges on the State's Internet web site.
- Registered BIDS vendors can review and download the Invitations for Bids (IFB), Requests for Proposals (RFP), and Documented Quotes (DQ) directly from this site.
- Web address is www.gssa.state.co.us.

Not All Procurements on BIDS

- **All State agencies, institutions and colleges are required to use BIDS. However, not all of their procurements must be posted on BIDS; these include:**
- "Small Purchases" that fall below certain dollar thresholds set in the Procurement Rules. Agencies may choose to place these purchases on BIDS, and frequently do, but they are not required to do so.
- Procurements that are excluded, by State law, from the requirements of the Procurement Code and Procurement Rules. For example, highway construction projects and the services of architects and engineers are addressed by other laws.
- Purchasing offices are also allowed to solicit by additional means if adequate competition for the products or services is not expected through BIDS.

BIDS Registration Annual Fee

- **Current fee for registering with BIDS is \$40.00 (USD) per year.** The registration year starts on the day an account is activated.

Email Notifications of Solicitations

- Vendors can opt to receive email notifications of solicitations posted on this site but we recommend that vendors not rely solely on email notifications as their means of determining what is up for bid on site.

How Do I Use BIDS?

- 1. Click on the **Current Bidding Opportunities** link at the top of web page.
- 2. Select a way to view the solicitations list, i.e., by category, agency, date of posting, etc.
- 3. Follow the instructions on how to view a solicitation.
- 4. Opening a solicitation, you will find the basic information about the solicitation. This basic information is available to the public at no charge.
- 5. At the top of the of the solicitation page you will find a log in button if the solicitation is of type **Invitation for Bids**, **Request for Proposals** or **Documented Quote** and, sometimes, **Request for Information**. If you are registered, use your username and password to log on and view the specifications for the solicitation. Non-registered vendors cannot view the specifications on-line.

BIDS INFO

- BIDS Help Desk phone number is
- **303-866-6464.**
- Email address: BIDS.Help@state.co.us
- Online or mail registration information:
<http://www.gssa.state.co.us/VenRegister>

Upcoming Goods and Services Opportunities

- <https://www.gssa.state.co.us/bidcal>

Small Business Development Program

- Training available.

Responding to Solicitations

- The solicitation package includes a very detailed description of what the State wants to buy and how the vendor must respond. Many first time bidders mistakenly consider these directions to be guidelines or just a general picture of what the State wants. However, just the opposite is true. Proposals and bids must adhere precisely to the specifications and the procedures stated in the solicitation.

Minority and Woman-owned Businesses (M/WBEs)

- State of Colorado works to ensure that minority and woman-owned businesses (“M/WB”) have equal opportunity to compete for State's business and to ensure that State purchasing policies and activities do not facilitate illegal discrimination. However, State does not utilize preferences or set-asides to reach specific levels of M/WB participation, and it does not require that businesses be "certified" in order to be considered minority or woman-owned enterprises.

State Price Agreements for Commodities & Services

- State of Colorado procures many services and commodities under State Commodity & Service Agreements. These contracts generally do not have a set amount, however, as State Agencies need something, they contact vendor. Agreements generally run for a year, with possibility of renewal for a set period after year is over.

Procurement Card Program, P-Card

- Procurement Card Program, referred to as P-Card, is a means of streamlining traditional procurement and payment processes for small dollar transactions. P-Card Program allows State agencies, departments and institutions of higher education to purchase goods and services using a tax-exempt State credit card issued to an individual.

Doing Business with State of CO – Right to Protest

- Article 109 (Remedies) of Colorado Procurement Code
 - Director Purchasing Agency
 - Executive Director
 - District Court

State Of Colorado, State Purchasing Office, (Delegated Agencies - August 2009)

- Handout Contains List, Addresses, Contacts.

Thank You For Coming!!

- Please let us know what other subjects you are interested in.