

# Doing Business with Dallas County

BidSync Implementation



# Dallas County Purchasing Department

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On April 27, 2020, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through BidSync.

Visit the Dallas County Purchasing Department website for more information: <https://www.dallascounty.org/departments/purchasing/currentbids.php>

# BENEFITS OF USING BIDSYNC

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1. Over 90,000 agencies use BidSync; Doing business with Dallas County is free
2. Paperless electronic responses to all solicitation types,
  - Request for Proposal ({RFP} solicitation over \$50,000)
  - Request for Bid, ({RFB} solicitation over \$50,000)
  - Request for Qualification ({RFQ} solicitation over \$50,000) and
  - Quick Quote (solicitation less than \$50,000)
3. Email notices; daily email alerts, key bid information
4. Easy-to-review Bid summary; bid agency, summary description, key dates
5. Advanced search tools; geography, agency type, due date

# BIDDING OPPORTUNITIES

To view Dallas County business opportunities, visit our website:

<https://www.dallascounty.org/departments/purchasing/currentbids.php>

## Bidding Opportunities

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

## Active County Bid Solicitations

On April 27, 2020, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through BidSync. Vendors seeking to do business with Dallas County will be required to register, [https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas). By registering, vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

[Click here to view bids older than April 27, 2020](#)

The County website contains a link for vendor registration.

search by keyword, title or bid number (click the question icon to see search instructions)

Show results for :

▸ Classifications

Bid number	Title	Agency	Location	End date	Bid end	Tab
2020-008-6848	<a href="#">Request for Qualifications for Financial Audits of Dallas County, Juvenile Board</a> RFQ	Dallas County Purchasing	Texas	May 21, 2020 2:00:00 PM CDT	23 days, 1 hr	

(1 of 1) Results Per Page: 10

# REGISTER ON BIDSYNC – FREE REGISTRATION

Step 1: Visit the following link: [https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas) and click “Register For Free”



**Dallas County, Texas** has partnered with BidSync to provide web-based bidding services to their suppliers. To do business with **Dallas County, Texas** you can register for a free BidSync Basic account.

If you are interested in seeing bids from over 100,000 government agencies across the US subscribe to a BidSync Pro Account.

[SHOW ME HOW TO GET MORE BIDS](#)



# HOW TO REGISTER ON BIDSYNC

Step 2: Complete the Required Fields, Accept the BidSync Terms & Conditions, and click “SUBMIT”

*Enter your email and click “Verify” before proceeding to the next set of fields.*

The registration form is divided into two main sections. The left section contains personal information fields: two email address fields (the second has a 'VERIFY' button), first and last name fields, phone number and extension fields, address field, city field, state dropdown (Texas), and zip code field. The right section contains dropdown menus for budget range (\$0-\$500K), number of employees (1-50), industry (Construction), and agency type (Government Agency - Registration is Required to View and Respond to all). Below these is a checkbox for accepting terms and conditions, and a large orange 'SUBMIT' button.

Annotations include:

- An orange arrow pointing to the first email field with the text: *Enter your email and click “Verify” before proceeding to the next set of fields.*
- A green message: **Email SUCCESSFULLY verified.**
- An orange arrow pointing to the 'Yes' checkbox with the text: *Click the “Yes” box to accept the T&C’s.*
- An orange arrow pointing to the 'SUBMIT' button with the text: *Once all fields have been populated, click “SUBMIT”.*

# HOW TO REGISTER ON BIDSYNC

## Step 3: Verify your account through the BidSync email send to your Inbox

Toll Free: 1-800-990-9339

Website: [www.bidsync.com](http://www.bidsync.com)



*Read the content below, click on the link provided, and follow the video instructions.*

Dear John,

Thank you for getting started with BidSync. We need a little more information to complete your business profile, including confirmation of your email address. Click below to confirm your email address:

<https://app.bidsync.com/register/v1/verify/nP0vtjlenacd78VS6zEQoLCdioerywIWmg>

If you have problems please paste the above URL into your web browser.

**Need Help? Contact our Support Team:**

Email: [support@bidsync.com](mailto:support@bidsync.com)

Phone: 801-765-9245

Online: [support.bidsync.com](http://support.bidsync.com)

For help with registration or submitting a bid, contact BidSync.

PLEASE DO NOT RESPOND TO THIS EMAIL.

If you have questions about your subscription or if you would like to make changes to your plan, please contact our subscription support department.

[subscriptions@bidsync.com](mailto:subscriptions@bidsync.com)

800-990-9339 x204

# HOW TO SUBMIT A QUOTE/BID/PROPOSAL

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The County has implemented BidSync as the solicitation management platform. The platform allows vendors to receive notices for business opportunities and respond to those opportunities electronically.

To access the County's solicitations for goods, services, and construction, and submit your response electronically, go to [www.bidsync.com](http://www.bidsync.com) to log in or to register for free.

The following link will provide you access to detailed instructions for responding to solicitation: <https://support.bidsync.com/hc/en-us/articles/360015939772-Responding-to-Bids>

For questions or for immediate assistance, please contact BidSync Vendor Support at 800-990-9339 ext. 1010 or by email: [support@bidsync.com](mailto:support@bidsync.com)



# ADDITIONAL RESOURCES FOR NAVIGATING THROUGH BIDSYNC

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Account Set-up Video Guide:

<https://support.bidsync.com/hc/en-us/articles/360028624092-Account-Set-Up-Video-Guide>

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**Online recorded Webinars:**

1) *Account Preferences (Video)*

<https://support.bidsync.com/hc/en-us/articles/115000825631-Account-Preferences>

2) *Setting up Notifications and Classifications (Video)*

<https://support.bidsync.com/hc/en-us/articles/115000826331-Setting-Up-Notifications-and-Classifications>

3) *Placing an Offer (Video)*

<https://support.bidsync.com/hc/en-us/articles/115000831732-Placing-an-Offer>

4) *Locating Bid Opportunities (Video)*

<https://support.bidsync.com/hc/en-us/articles/222435208-Locating-Bid-Opportunities>

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## Questions

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# THANK YOU!!

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