

STATE OF COLORADO

DEPARTMENT OF PERSONNEL
AND ADMINISTRATION
DIVISION OF FINANCE AND
PROCUREMENT
State Purchasing Office
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Colorado BIDS
www.gssa.state.co.us



10/15/2004

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Re: State of Colorado BIDS System- Important Notice About A Newly Implemented E-mail Push Notice System.

On Oct. 4, 2004, Colorado BIDS implemented an e-mail "Push Notice" system. When a solicitation is published, this system sends an e-mail notice to each registered BIDS vendor who has signed up for a category under which the solicitation is listed and who has elected to receive notices in this manner.

If you do not wish to receive e-mail notices of solicitations from Colorado BIDS, you can ignore the rest of this letter.

We are sending this letter to the Point of Contact for companies for which we did not have a "Point of Contact" e-mail address as of the date of this letter. In order for you to receive email notifications, you must update your registration as explained below.

If you want to receive e-mail notices of bidding opportunities, you must: 1. Be a registered BIDS System vendor, 2. Elect to receive Push Notices, 3. Sign up for the appropriate categories and 4. List an e-mail address on your registration form and keep it up to date. (A single e-mail bid notification per registered company will be sent to the address listed on their form. Therefore, if possible a company e-mail address rather than an individual's e-mail address should be entered. Either way, it is up to you to make sure that the e-mail address is current and correct.) To follow are instructions for updating your company's information on-line and for selecting the option to receive Push Notices:

Visit the State Purchasing Website at www.gssa.state.co.us.

Select "[State Purchasing Office](#)".

Click on "[Colorado BIDS for Goods and Services](#)".

Click on "[UPDATE REGISTRATION](#)".

Click on "Update Company Information".

Enter your User ID and Password.

The BIDS form for your company will then appear.

Space for e-mail address can be found in the "Point of Contact" section.

Scroll down to "Line of Business" section. Select applicable categories.

In the same section, check "Yes" in the box that indicates whether or not you want to receive email notifications."

Then follow the instructions to submit your changes.

If you have any questions, please send an e-mail to bids.help@state.co.us or call the BIDS Helpline at 303-894-2039.

Thank you for using Colorado BIDS!

Supporting The Business of Colorado State Government