

# Doing Business with the University

Thank you for your interest in doing business with the University of Utah.

The University of Utah conducts procurement processes for products and services to satisfy the needs of Departments on campus.

The University of Utah Purchasing Department has partnered with BidSync, an online e-procurement bidding service, to distribute and receive bids, RFP's, and other solicitations.

In order to access the University of Utah Purchasing Department's procurements online, you must register as a vendor on the BidSync site.

If you require assistance during the registration process, you may contact BidSync Customer Support at 800-990-9339 or [support@bidsync.com](mailto:support@bidsync.com).

Registration, email notifications, and electronic responses for all University of Utah Purchasing Department solicitations will be **free of charge**. Please note that free registration is limited to procurements conducted by the University of Utah Purchasing Department, University of Utah Planning Design & Construction and University of Utah Health Purchasing. BidSync offers plans with a monthly charge billed annually, however, you are not required to select those plans in order to respond to University of Utah solicitations.

## **BidSync registration process:**

<https://prod.bidsync.com>

Click on Get BidSync Now.

Scroll all the way down and click on the orange 'COMPARE PLANS'.

Click on the TRY FREE under Basic Free.

Complete the registration process. During the registration process, you will have the opportunity to choose keywords for the products and services that match your firm's area of business. This will limit the email notifications to just those solicitations that have the keywords for which you have registered.

Vendors and suppliers that have completed their registration with BidSync will have the ability to securely submit online responses to open solicitations. Registered vendors and suppliers will also receive automatic updates regarding amendments to solicitations and questions.

The University of Utah also utilizes State of Utah and NASPO ValuePoint cooperative contracts for commonly purchased items and services. Please contact the State of Utah Division of Purchasing for information on becoming a State of Utah or NASPO ValuePoint contractor.

Additionally, the University seeks opportunities to purchase high quality and competitively priced goods and services from Small Businesses, Minority-Owned Businesses, and Women-Owned Businesses. The University has a robust Small Business development program. Please contact our small business liaison for more information.

We encourage all qualified vendors to offer their products and services to the University of Utah.