Some of the bids that come through on BidLinx point to the Empire State Purchasing Group web site, which requires users to log in to view the bid documents. The Empire State Purchasing Group is a consortium of local government agencies that have all signed up to post their bid documents using the BidNet system (BidNet is the host company behind the scenes). Some of the agencies that participate in the Empire State Purchasing Group also post their bid documents to their own procurement web sites, but some only post to the Empire State Purchasing Group's system.

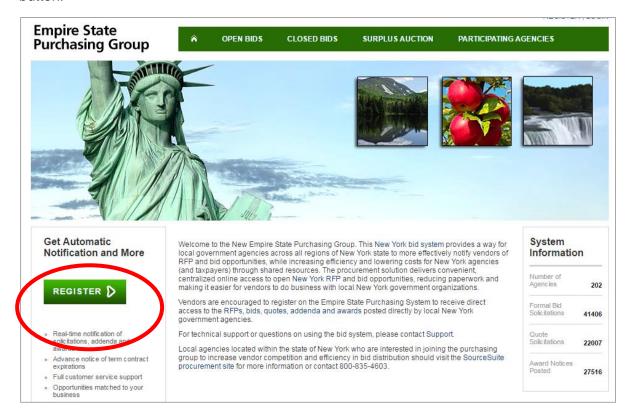
A vendor account on the Empire State Purchasing Group is absolutely free. Anyone can sign up for a free account and access any bids posted by the 180+ Empire State Purchasing Group participating agencies.

There is *also* an \$89.95 (plus tax) annual fee that can be paid in order to receive e-notifications, but it is *not necessary* to manually log in and view any bids posted by the purchasing group.

NOTE: The company that runs the Empire State Purchasing Group (BidNet) also has a national bid-matching service (similar to BidLinx) that can provide bid matches outside those posted by the 180+ participating agencies, and access to these is granted at their higher level of service (annual fee: \$299 + tax).

#### Signing up for a free account

To sign up for an account, go to http://www.empirestatebidsystem.com and click on the Register button.





Follow the instructions to register. When you get to the fourth screen, you need to click on the green Search Registration button off on the left-hand side (see screen shot below).



Then at every screen going forward, verify that you actually do want the Search Only Registration (they grey it out to make it look like you can't even select it and/or wouldn't want it).





## How to find bids on the Empire State Purchasing Group web site after they come through on BidLinx

The BidLinx listing pointing to the Empire State Purchasing Group will look something like this:

RFQ Type: NON-FEDERAL BID

FSG Code: Y,Z

Subject: Excavating and Backfilling Construction Holes
Agency Name: Empire State Purchaing Group, New York

Solicitation Number: TBD

URL: http://www.empirestatebidsystem.com/Bids/ViewOpenSolicitations.asp?page=1&SortBy=

CloseDate&SortOrder=ASC&ShowA II=Y

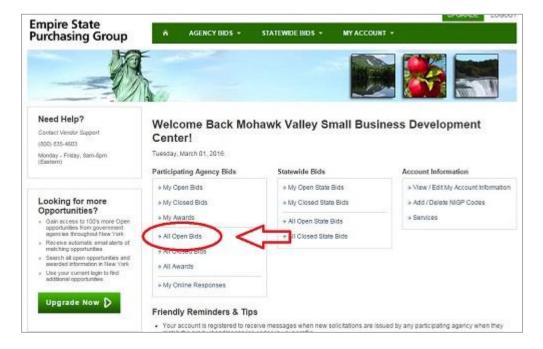
**Response Date:** 2016-03-14 **Publish Date:** 2016-02-27

**Description:** Excavating and Backfilling Construction Holes

**RFQ ID:** NY\_WNYPG-2016-02-27-16

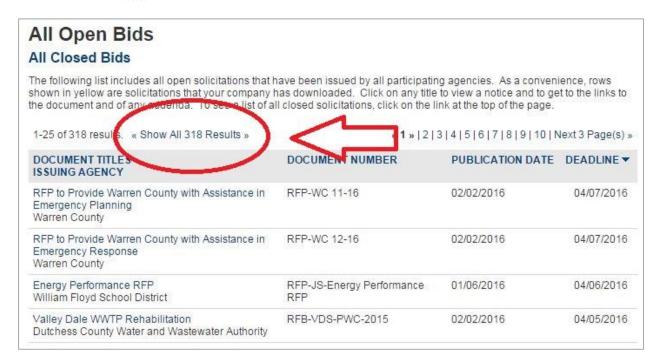
Start by going to empirestatebidsystem.com and signing into your account.

Select All Open Bids.

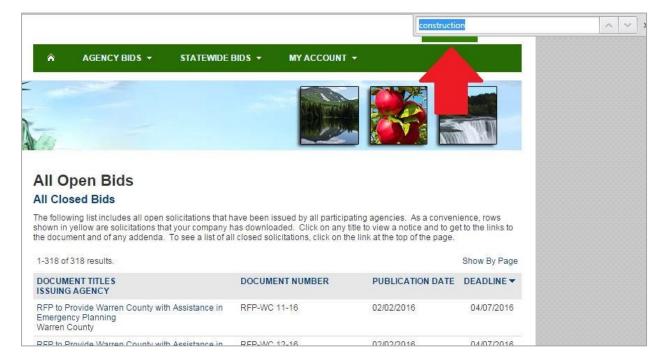




Select Show All ### Results.

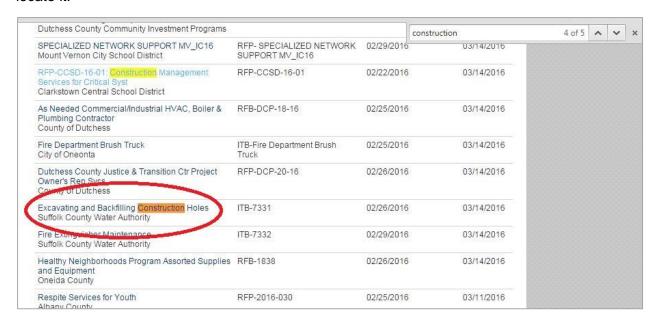


Use your Search function (Ctrl-F on a PC) to find a word that occurs within the bid description, in this case "construction."





As long as the bid is still open and is issued by a participating agency, you should be able to locate it.



If you have any other questions or run into challenges, please don't hesitate to contact your SBDC Procurement Advisor!

