



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

City County Building
210 Martin Luther King Jr. Blvd. Room 425
Madison, WI 53703-3345

GREG BROCKMEYER
Director of Administration

CHARLES HICKLIN
Controller

Dear Valued Vendor,

Dane County has transitioned to using OpenGov, a web-based electronic bidding and vendor management system. This means all aspects of the bidding process now run through the OpenGov platform. This includes vendor registration, RFB/RFP notifications, solicitation questions and answers, and submissions.

Dane County strongly encourages you to register on the OpenGov platform and select all category codes pertaining to your business. The category codes are the same as NIGP commodity codes.

How will the OpenGov platform improve the bid process for vendors?

There are a host of features to benefit you and your organization, including:

- Register and respond to bid opportunities at no cost.
- Receive solicitation opportunity notifications at no cost (based on category codes selected or which government organizations you follow).
- Follow along to updates on existing opportunities – meaning you will receive amendments and addenda automatically.
- Easily submit questions about an opportunity through the portal – and receive answers.
- Use a guided process to respond to bids that helps to ensure your bids are accurately completed.
- Vendor Account Self-Service – allows you to maintain and update your company profile.

This document contains the following guides to assist in the overall vendor registration experience:

- Vendor Registration Guide (*pages 2 – 6*)
- Vendor Selection of Category Codes Guide (*pages 7 – 11*)
- Subscriptions Guide (*pages 12 – 16*)
- How to Subscribe to Organizations and Find Active RFPs & RFBs Guide (*pages 17 – 20*)

If assistance or support is needed during the account creation process or during the process of submitting a bid/proposal, please visit the OpenGov [Help Center](#) or utilize the OpenGov chat feature to speak with an OpenGov customer support representative.

We appreciate your interest in doing business with Dane County!

Respectfully,

Dane County Purchasing Team

OpenGov Vendor Registration

This article provides a guide for vendors to register with the agency's procurement system. It outlines the steps for activating a vendor account, including signing up with an email address and awaiting approval from the organization's Admin. Vendors are instructed to check their inbox for a welcome email to activate their account. The article emphasizes the importance of following the outlined steps for successful registration.

Sign up for FREE to become a registered vendor with the agency and receive notifications of upcoming opportunities!

If you need OpenGov Procurement technical support, please type your request in the support chat feature on the agency's OpenGov Procurement Bidding Portal, and someone will be with you shortly!

VERY IMPORTANT TO NOTE: OpenGov Procurement does not offer a complete public listing of our agency portals. If you've made it to this point, you may be looking to subscribe to new government agencies. If that is the case, please try using your "network" tab to find new postings and agency portals. The instructions below start from the point of view of a new vendor first activating a vendor account.

Activating Your Vendor Account

Step 1: If you are new to OpenGov, you will first need to make a Vendor user and account. This user and account will allow you to subscribe to agency OpenGov portals, and respond to their posts requesting services. You can start this process by navigating to the link below.

<https://procurement.opengov.com/signup> (<https://procurement.opengov.com/signup>)

Step 2: Enter your email address and click on "Sign Up".



Sign up with just an Email!

We'll send you an email to activate your account

Email Address

Sign Up

[Already have an account?](#)

By clicking "Sign Up" you agree to our [Terms and Privacy Policy](#).

*****If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account in order to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.**

Step 3. Check Your Inbox, and click the "Activate Account" button in the welcome email.



Thank you for signing up with OpenGov Procurement!

Please click the button below to complete registration and activate your account:

Activate Account

To ensure you continue receiving emails from us, please add procurement-support@opengov.com and procurement-notifications@opengov.com to your contacts or safe senders list.

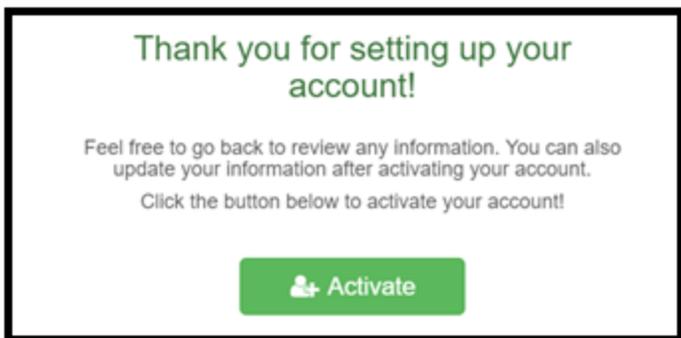
Cheers,
OpenGov Procurement Team

Step 4. Fill in Your Name and Your Company Name.

A screenshot of a web form titled "Account Information". At the top, there is a progress bar with a blue and white striped pattern, indicating the current step. Below the title, there are three input fields: "First Name" with the value "Imma", "Last Name" with the value "Soexcited", and "Company Name" with the value "ItsThatEasy". Each field has a green checkmark icon on the right side, indicating that the input is valid. At the bottom of the form, there are two buttons: a light blue button labeled "< Previous" and a dark blue button labeled "Next >".

Step 5: Enter a password.

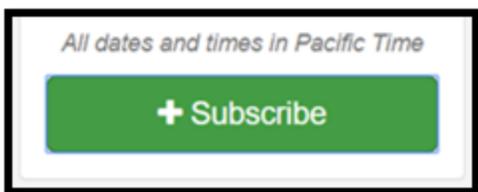
Last Step! Press the "Activate" button, and you're in!



After Account Activation

Once you've activated your account, you'll be taken back to the agency's OpenGov Procurement portal! Here are a few things you'll probably want to do:

Make sure you've hit the subscribe button on the agency's public portal. This will ensure you receive notifications about new bid opportunities from the agency you are working with! This will also allow you to navigate back to this portal at any time through your "subscriptions" tab. The subscribe button will look like the image below.



Other Items:

- Update your contact information and company profile. This information will be automatically submitted with each of your responses and proposals. Updating this information on your company profile will remove the need to correct auto-populated information in your company profile section on each response.

- Make sure you fill in the purchasing categories you want to be notified about. This is found under your company profile in the area titled "category codes" . NOTE: If you subscribe to the agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
- Click "Follow" on any open projects that are of interest to you.
- Click "Apply to Project" on any project you want to submit a proposal to.
- Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other, and share projects with our easy social media share links! See below.

Derelict Vessel Removal, Transport & Disposal - WM2341

RFQ Natural Resources 12000, 12016, 12029, 12052, 32544... show all

Project ID: MRD 09162024

Release Date: Monday, September 16, 2024 Due Date: Tuesday, September 24, 2024 12:30pm

Posted Monday, September 16, 2024 1:40pm

All dates & times in Central Time

[Draft Response](#) [No Bid](#)

Time Remaining: 5 days, 23 hours, 35 minutes

[in](#) [%](#) [f](#) [m](#)

The "Network" of Open Opportunities

Vendors may also see a full listing of open opportunities across the entire OpenGov Procurement network, and it's all absolutely free. This network is searchable by category and state.

OPENGOV PROCUREMENT

Responses Awards Checklists Subscriptions **Network**

Show Tutorial

OpenGov Procurement Portal

List of open opportunities on the OpenGov Procurement Platform

NIGP

Search Categories...

view categories

Select States...

Search

Customize your search between NIGP, NAICS, and UNSPSC Codes.

This is also where you can select the category of project you would like to see.

Select the state you would like to see projects in.

List of ALL Open Projects in The OpenGov Procurement Network

Click here to reorder the list by the project's due date

OpenGov Current Opportunities

Project Title	Organization	State	Release Date	Due Date
RFQ 4949 OF INVENTORY PARTS	Southwest Ohio Regional Transit Auth...	OH	9/18/2024	9/19/2024
Scott Community Center Renovations	Beaufort County, SC	SC	9/18/2024	10/23/2024
Request for Qualifications (RFQ) for Engineering/Architectural/Environmental	City of Granbury	TX	9/12/2024	10/7/2024
Justification of Sole Source Acquisition from Parkson Corporation	City of Clermont	FL	9/17/2024	9/25/2024
Electric Utility Apprenticeship Training	City of Palo Alto	CA	9/17/2024	10/1/2024
Continuing General Engineering Consultant Services	Orange County, Florida	FL	9/17/2024	10/29/2024
Grading and Drainage at McNary Elementary	Arizona School Districts	AZ	9/17/2024	10/30/2024
Curb and Valve Boxes and Accessories	City of Newark	NJ	9/18/2024	10/3/2024
SOLID WASTE MATERIAL HAULING SERVICES AT MCKAY BAY TRANSFER STATION (BID DISCOUNT)	City of Tampa	FL	9/18/2024	10/25/2024

OpenGov

Vendor Selection of Category Codes

This article discusses the process of vendor selection for category codes, outlining the options available to vendors such as NIGP, NAICS, or UNSPSC codes. It highlights the advantages and disadvantages of using category codes for both agencies and vendors, emphasizing how these codes help target specific vendors and streamline solicitation notifications. The article provides guidance on how vendors can select category codes and the implications of using or not using them.

This article discusses the process of vendor selection for category codes. Vendors can choose between NIGP, NAICS or UNSPSC codes and have various options to search and select relevant categories. They can use keyword search, view the full list of class codes, or drill down for more specific categories. Once vendors have made their final selections, they can save the chosen category codes.

The article also mentions the advantages and disadvantages of using category codes. For agencies, using category codes allows them to target specific vendors and limit solicitation notifications to relevant parties. On the other hand, vendors may prefer not to receive notifications for projects they are not interested in. If agencies choose not to use category codes, the solicitation will be sent to all vendors, but vendors can select their preferred notification settings based on whether they have selected commodity codes or not.

Overall, the article provides guidance on how vendors can select category codes and highlights the implications of using or not using these codes for both agencies and vendors.

Vendor Selection of Category Codes

OpenGov

COMPANY INFORMATION [edit](#)

Website	N/A
Phone Number	(999) 999-9999
Address	123 Main St Beverly Hills, CA 90210
State of Incorporation	CA
Company Type	N/A
Company Description	None

CATEGORY CODES [edit](#)

NIGP Codes	95200 - Human Services
NAICS Codes	23 - Construction
UNSPSC Codes	12000000 - Chemicals including Bio Chemicals and Gas Materials

Vendor will log into the system and under their profile, they will click Company Profile, then many choose to add Category Codes by clicking the Edit link.

Category Codes

Select the category codes that your company responds to

Categories [edit](#)

NIGP CODES
95200 - Human Services

NAICS CODES
23 - Construction

UNSPSC CODES
12000000 - Chemicals including Bio Chemicals and Gas Materials

Save

The vendor will want to be sure they are in the Category Code tab. This is where they will be able to +add categories for either NIGP, NAICS or UNSPSC.

The screenshot shows the 'Select Categories' dialog box. At the top, it displays 'Selected Categories' with three selected codes: 95200 (NIGP), 23 (NAICS), and 12000000 (UNSPSC). Below this, there is a 'Code Set' dropdown menu currently set to 'NIGP' and a 'Keyword Search' field. A list of category codes is displayed, including '01 - Administrative, Financial, and Management Services', '03 - Arts, Crafts, Entertainment, Theatre', '05 - Building Equipment, Supplies, and Services', '08 - Computers, Software, Supplies, and Services', '16 - Maintenance and Repair of Equipment', and '22 - Public Works, Park Equipment, and Construction Services'. Each category has a 'Select All' button. A 'Show all categories...' link is at the bottom. Red arrows point to the 'Code Set' dropdown and the 'Keyword Search' field. Red boxes highlight the 'Select All' buttons for the first category and the 'Show all categories...' link.

At this point Vendors have a few options:

1. They can select if they would like to use NIGP, NAICS or UNSPSC codes. They have the ability to select codes from one and then select codes from the other.
2. They may search categories by entering something in the Keyword Search.
3. They may click the Show All Categories for the full list of Class Codes.
4. They may opt to click the drill down to get more specific types of categories under the Class Codes.

Vendor Selection of Category Codes

Selected Categories: 12000000 UNSPSC, 23 NAICS, 95200 NIGP

Code Set: NIGP | Keyword Search: 96102 Administrative Services, All Kinds (Incl. Cleri... X |

01 - Administrative, Financial, and Management Services

- 94600 Financial Services + Add
- 95200 Human Services Added
- 95300 Insurance And Insurance Services, (All Types) + Add
- 95800 Management Services + Add
- 99800 Sale Of Surplus And Obsolete Items + Add

If Vendors opt to drill down, they may **+Add categories** at this time or continue to drill down.

Selected Categories: 12000000 UNSPSC, 23 NAICS, 95200 NIGP

Code Set: NIGP | Keyword Search: 96102 Administrative Services, All Kinds (Incl. Cleri... X |

Financial Services

- + 94600 Financial Services + Add
- + 94610 Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc) + Add
- + 94611 Accounting Services (Not Otherwise Classified) + Add
- + 94612 Actuarial Services + Add
- + 94614 Appraisal Services, Antique + Add
- + 94615 Appraisal Services, Real Estate + Add
- + 94616 Appraisal Services (Not Otherwise Classified) + Add
- + 94617 Appraisal Services, Art + Add
- + 94620 Auditing + Add
- + 94622 Automatic Teller Machine (ATM) Services + Add
- + 94625 Banking Services + Add
- + 94629 Cash Management Services (Incl. Budgeting Services) + Add
- + 94630 Cash/Securities and Bonding Services + Add
- + 94631 Certified Public Accountant (CPA) Services + Add
- + 94633 Collection Services, Financial Debt + Add

Once they have drilled down this is where they will make their final selections for category codes.

Advantages and Disadvantages of Using Category Codes:

Agency:

Specific vendors are targeted vs. Limits who get your solicitation notifications.

Vendor:

Limits the notifications vs. receiving notifications for projects you are not interested in. If an Agency opts to not use category codes, then the solicitation will be sent to all vendors, but vendors have the option to select how they are notified:

The screenshot displays the 'My Subscriptions' page on the OPENGOV PROUREMENT platform. The navigation bar includes 'Proposals', 'Awards', 'Subscriptions', and 'Network'. The main content area shows a list of subscriptions for three organizations:

- Orange County, Florida** (Orlando, FL): The 'Notify me when' dropdown is set to 'Never'. A red arrow points to the 'edit' button, and another red arrow points to the 'Never' option.
- City of Apopka** (Apopka, FL): The notification text is 'Notify me when new opportunity matches company category codes'. A red arrow points to this text.
- City of Palm Desert** (Palm Desert, CA): The notification text is 'Notify me when any new opportunity is issued'. A red arrow points to this text.

Below the list, there are links for 'Questions?' and three help topics:

- > [How do I find more agencies?](#)
- > [How do I manage my company's category codes?](#)
- > [I received an email to respond to a project, how do I find that project?](#)

Vendors have the option to determine how they would like to be notified. This can have an impact if they have or have not selected commodity codes.

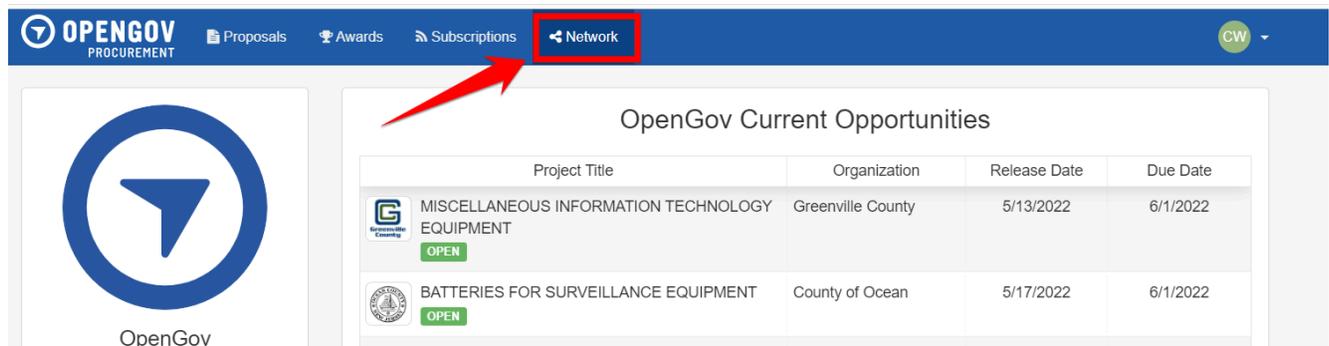
OpenGov Subscriptions

This article provides a step-by-step guide on how to get started with OpenGov Procurement Subscriptions. It begins by encouraging users to subscribe to thousands of government bid opportunities. The article then outlines the process of account activation, navigating to the 'Network' tab, browsing or searching for open bids based on category code, and subscribing to a bid or agency of interest. The article concludes by advising users to select the notification mode that best suits their needs.

Subscribe to 1000s of Government Bid Opportunities!

Getting Started with OpenGov Procurement Subscriptions is super easy! Just follow these easy steps:

1. Visit <https://procurement.opengov.com/signup> (<https://procurement.opengov.com/signup>)
2. Complete the account activation process.
3. Navigate to the "Network" Tab.



The screenshot shows the OpenGov Procurement website interface. The top navigation bar is blue and contains the following items: the OpenGov logo, 'Proposals', 'Awards', 'Subscriptions', and 'Network'. The 'Network' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is 'OpenGov Current Opportunities'. On the left side, there is a large blue circular logo with a white triangle pointing down, labeled 'OpenGov'. The main content area displays a table of current opportunities.

Project Title	Organization	Release Date	Due Date
MISCELLANEOUS INFORMATION TECHNOLOGY EQUIPMENT OPEN	Greenville County	5/13/2022	6/1/2022
BATTERIES FOR SURVEILLANCE EQUIPMENT OPEN	County of Ocean	5/17/2022	6/1/2022

4. Browse Open Bids of interest to you or Search* based off Category Code.

The screenshot shows the OpenGov Procurement Portal interface. The top navigation bar includes links for Proposals, Awards, Subscriptions, and Network. The main content area is titled "OpenGov Current Opportunities" and displays a table of open bids. On the left, there is a sidebar with the OpenGov logo, the text "OpenGov Procurement Portal", and a list of open opportunities. Below this, there are search filters for "NIGP" and "Search Categories...", along with a "view categories" link and a "Search" button.

Project Title	Organization	Release Date
MISCELLANEOUS INFORMATION TECHNOLOGY EQUIPMENT	Greenville County	5/13/2022
BATTERIES FOR SURVEILLANCE EQUIPMENT	County of Ocean	5/17/2022
Buyer-Seller Connect 2022 - SAVE THE DATE	Tampa International A...	4/19/2022
24x7 Network Operations Center, Application Monitoring	City of Santa Monica	5/13/2022
Reverse Trade Show - Tampa Bay Area Chapter of NIGP	Tampa International A...	5/12/2022
Hyperconverged Infrastructure (HCI) Solution & Cloud-Hosted Disaster Recovery (DR)	City of Santa Monica	5/5/2022

5. Once you find a bid that interests you or an agency that you are trying to do business with, click on the project, then "[Agency Name] Portal" link:

The screenshot shows the OpenGov Procurement Portal interface, similar to the previous one, but with a "CW" notification in the top right corner. The table of current opportunities is updated with new entries. The sidebar on the left remains the same, showing the search filters and the "Search" button.

Project Title	Organization	Release Date	Due Date
City Hall IT Cooling System Replacement Project	City of West Sacrame...	3/25/2022	5/18/2022
Vinyl Flooring Removal and Replacement	Omnitrans	4/18/2022	5/18/2022
Drugs and Pharmaceutical Supplies	City of Newark	5/4/2022	5/19/2022
Upholstery Shop Parts or Approved Equal	Santa Clara Valley Tr...	4/7/2022	5/19/2022
Office Furniture	City of Tempe	5/16/2022	5/19/2022
REBID - Medical Grade Oxygen, Continuing Supply	Leon County	5/5/2022	5/19/2022
Hardware Supplies (Rebid)	Boone County	5/12/2022	5/19/2022

6. Click the big green "Subscribe" button.

The screenshot shows the OpenGov Procurement interface. The top navigation bar includes links for Proposals, Awards, Subscriptions, and Network. The main content area is divided into two columns. The left column features a logo for the Santa Clara Valley Transportation Authority with the tagline "Solutions that move you". Below the logo, the text reads "Santa Clara Valley Transportation Authority, San Jose, CA" and "All dates and times in Pacific Time". A prominent green button with a white plus sign and the text "+ Subscribe" is highlighted with a red rectangular border. Below this button, there is a link for "Questions? Visit Help Center". The right column is titled "Procurement" and has tabs for "Projects" and "Calendar". A dropdown menu is set to "All Departments". Below this is a table of project listings.

Project Title	Project ID
Upholstery Shop Parts or Approved Equal OPEN	P21251
Veritas NetBackup & NetBackup SaaS Subscription OPEN	IFB P220
P22079 CAD AVL Storage Upgrade OPEN	P22079
(Industry Review Phase) Eastridge to BART Regional Connector	C20121

7. Select the notification mode that best fits your needs (All bids notifications OR By Category Code)**

Subscriptions

Network

ent Portal

Projects

All Department

Active

Addenda

Upholstery Shop F

OPEN

Veritas NetBackup Subscription

OPEN

P22079 CAD AVL

OPEN

(Industry Review F

Regional Connect

OPEN

Planning On-Call Co

OPEN

LIGHT RAIL HVAC OVERHAUL PROJECT

P20100

0

0

1

0

040

0

11

You will be notified when

- Any new opportunity is issued
- Any new opportunity is issued
- New opportunity matches company category codes
- Never

important notes (* & **)

*Local Government agencies and School Districts can use only one set of Category Codes (NIGP, NAICS and UNSPSC). When searching for projects that relate to your business, we recommend you add the category codes for each of the 3 options to cover all OpenGov Procurement customers.

****You MUST** set up Category Codes under your Company Profile in order for the option to be Notified When New Opportunity Matches Company Category Codes.

Version 1

OpenGov

How to Subscribe to Organizations & Find Active RFPs & RFBs

This article provides a guide on how to subscribe to organizations' procurement portals to find active RFPs and bids. It explains the steps to navigate to the portals of interest, subscribe to receive notifications on new projects, and access these portals from the vendor dashboard. Additionally, it offers a pro tip on adding category codes to receive notifications relevant to the business.

How to find agency project lists ("Portals") and how to save those portal links to your vendor dashboard for quick access in the future. If you just signed up, your vendor dashboard might be empty. That's okay! Everyone starts out that way. This article will help you fill it up and get connected with the agencies you want to do business with.

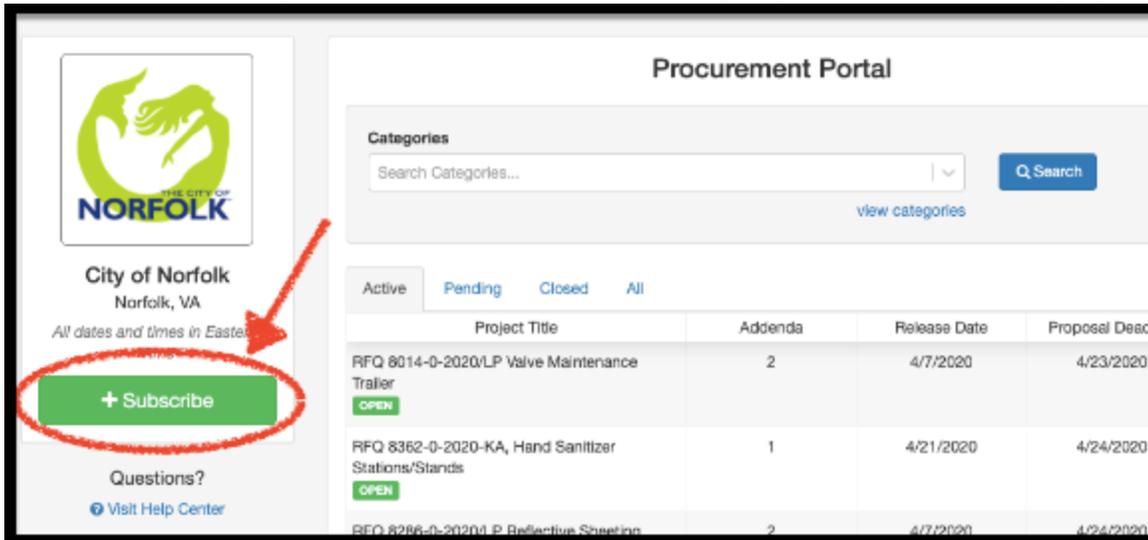
How To Subscribe To OpenGov Procurement Portals from the Governments' Website

Step 1: Navigate to an Organizations Portal that you're interested in

You can find agency portals by going to the websites of the Procurement/Purchasing teams you want to work with. They will typically post a link on their website to their OpenGov Procurement portal or they may have a live portal embedded directly into their website. Some keywords for this page on agency websites include *Purchasing, Procurement, Contracting, Doing Business With Us, Vendor Signup, Bidding Opportunities, or RFPs & Bids.*

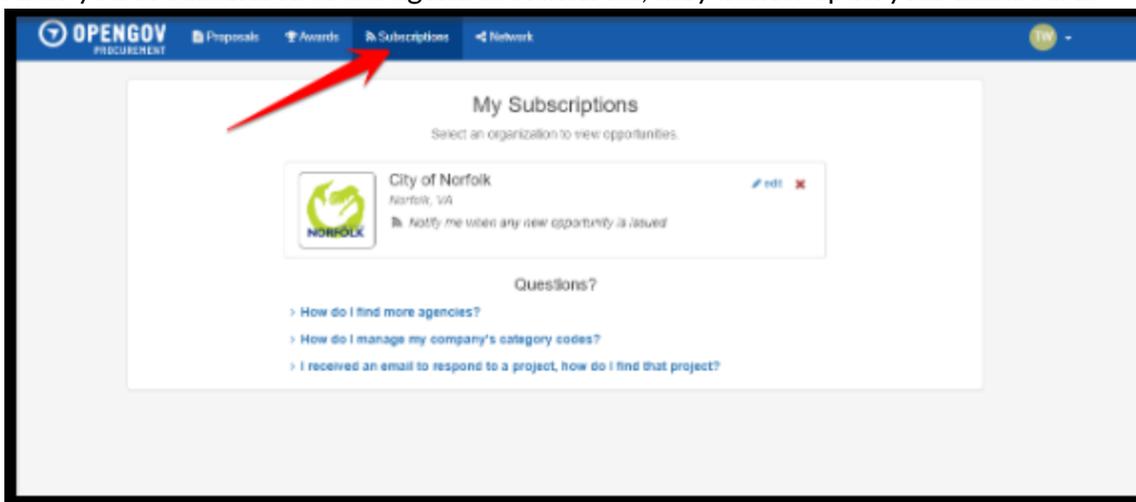
Step 2: Click "Subscribe"

You can sign up to get notifications on new bids and RFPs by clicking the green "Subscribe" button agency portals. This will send you notification emails from that agency when there are new projects.

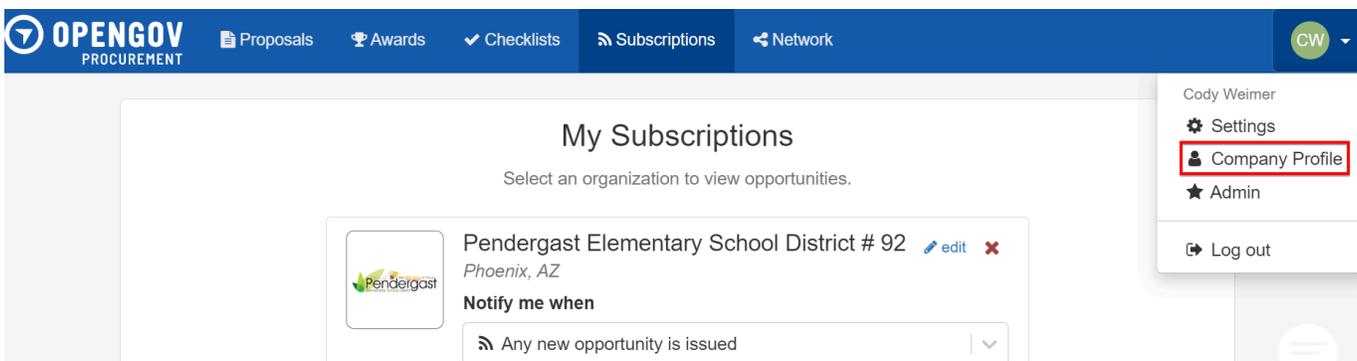


Step 3: Navigate to Portals from your Vendor Dashboard

After you've subscribed to the agencies of interest, they'll show up on your dashboard.

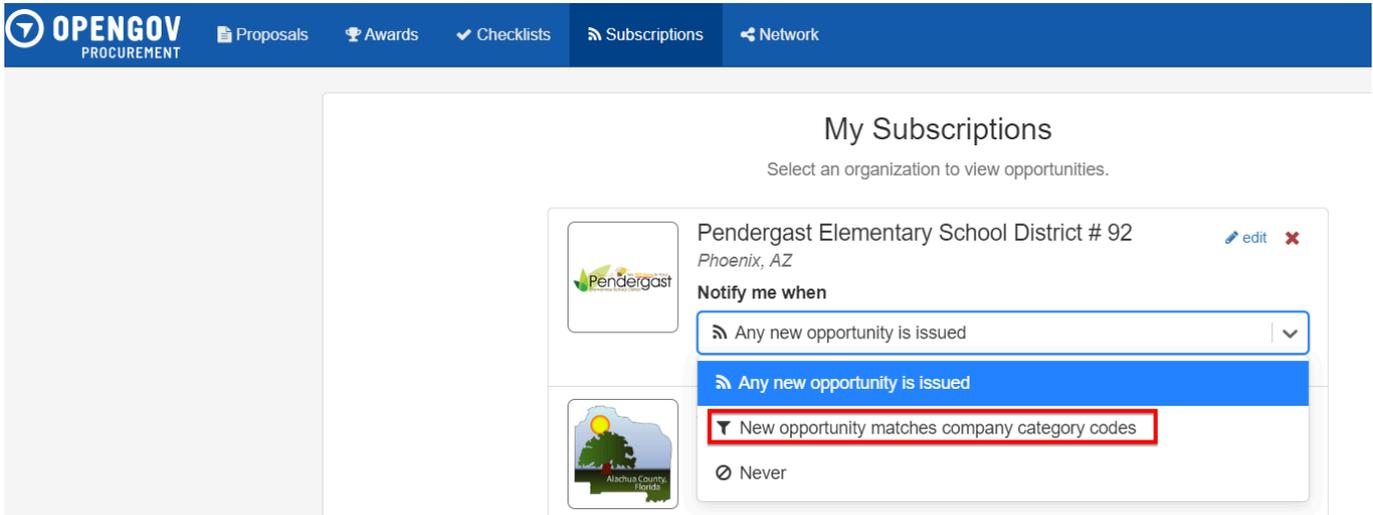


PRO TIP: If you would like to be notified of opportunities that are only relevant to your business, please make sure you have added category codes to your Company Profile.

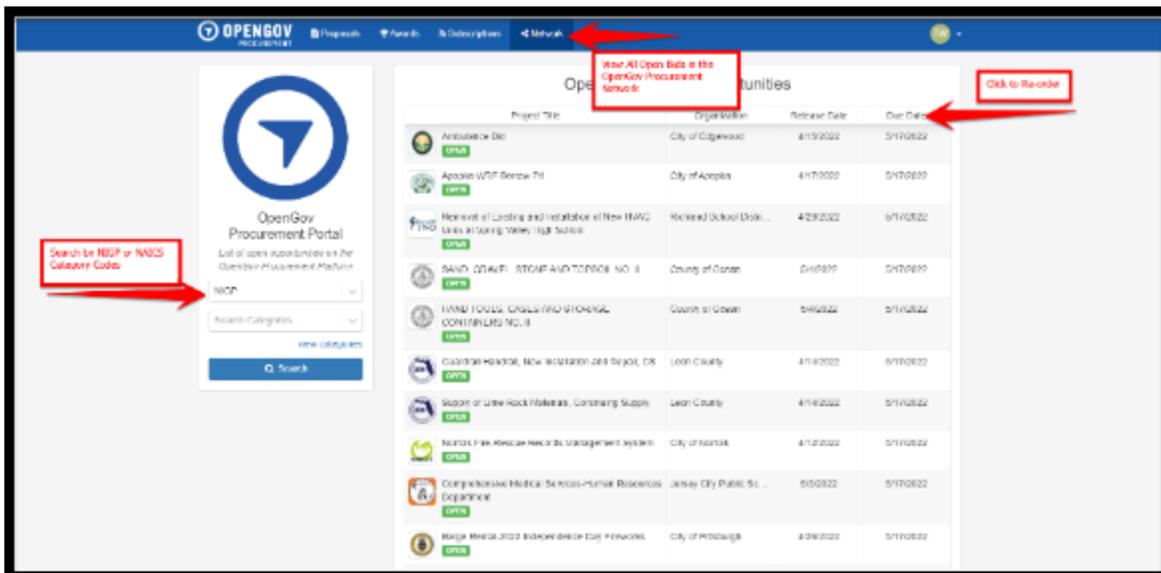


You will also want to make sure your subscription settings are set to **Notify Me When New Opportunity Matches Company Category Codes**.

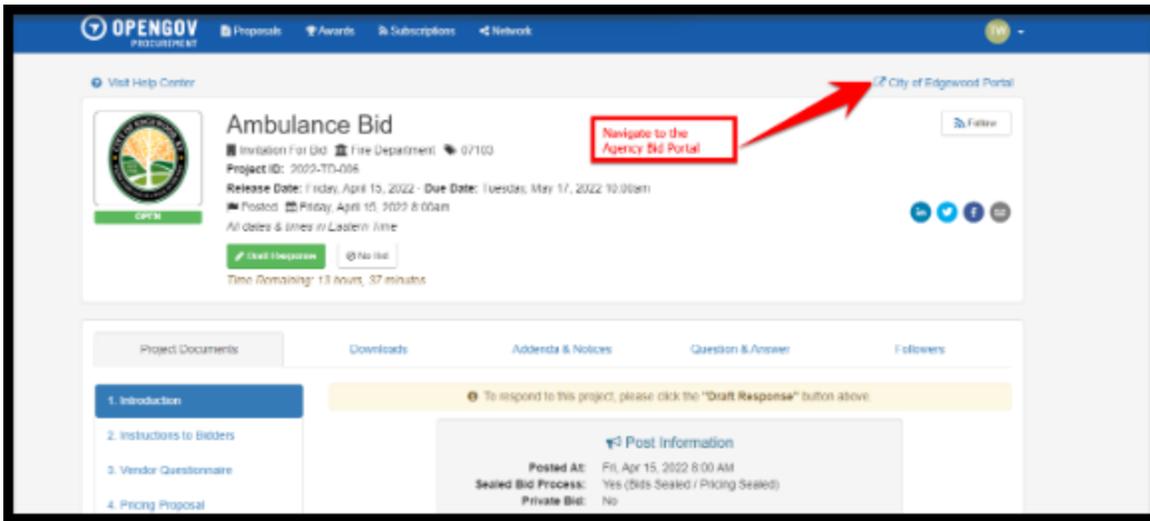
NOTE: If an agency chooses to release their project(s) without category codes assigned, they are choosing to notify their entire vendor list with the exception of vendors that have selected to Never be notified.



How to Find Active RFPs/Bids (The Network Tab)



To view the open bids of all OpenGov Procurement customers at a moment in time, click on the "Network" tab. Once you click on the Project of interest, it will navigate you to the Project Detail page, which can then take you to the Agency's bid portal:



Version 1