

Department of General Services

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Divisions

Administrative and Business Services
Construction Management and Inspection
Contract and Purchasing Services
Facility and Property Services
Fleet Services

County of Sacramento

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ATTENTION COUNTY A&E CONTRACTORS

Beginning July 1st, The County of Sacramento will begin posting its Architectural & Engineering (A&E) Requests for Proposal (RFPs) on Public Purchase, a web based eProcurement service. In order to view and download the RFPs or to receive bid notifications for the County of Sacramento, you will need to register with Public Purchase through the County's website, www.saccounty bids.net. This registration is a two-step process.

The first step is to create an account (there is no cost) for your organization with Public Purchase (If you are already registered with Public Purchase please go to step 2). You can do so by going to our website (www.saccounty bids.net) and clicking VENDOR REGISTRATION on the left-hand side of the page. This will link you to the Public Purchase vendor registration site where you should follow the instructions provided on the screen. Your registration will be submitted to Public Purchase for activation and review, then your account will be created. This process usually takes about 24 hours.

The second step is to link your Public Purchase account to the "County of Sacramento – Construction". **Note: "The County of Sacramento" currently utilizes Public Purchase for the solicitation of "goods and services" under an account labeled "County of Sacramento". We have created a separate account labeled "County of Sacramento – Construction" which requires its own registration process that will be used solely for construction opportunities and A&E RFPs. If you already have an account that is linked to "County of Sacramento", you will also need to link your account to "County of Sacramento – Construction" to receive email notification of A&E RFPs.** When your registration with Public Purchase is complete and activated, you will receive a confirmation email from Public Purchase. Using the link provided in the email, log in using your username and password, then click on the "Tools" tab on the top right hand side of the screen. Type in "County of Sacramento" and click on search then click "Register with Agency" on the right hand side of the "County of Sacramento – Construction".

The County of Sacramento, Contract & Purchasing Services Division requires you to complete two (2) tasks in this part of the registration process:

- 1) You must select the NIGP commodity code(s) that relate to your business so you can receive email notifications of A&E RFP opportunities that match the code(s) you select, and
- 2) You will be prompted to fill out a Payee Data Records Form (similar to a W-9) for the County of Sacramento records. This form must be completed before you are able to receive notifications from the County of Sacramento.

If you follow the process outlined above the eProcurement system will provide you with an automatic notification (email) of current A&E RFP opportunities. It is your responsibility to keep the information current, particularly the contact names and email addresses.

Although the County is moving toward eventual electronic proposal submittals and RFP opening for all A&E projects, the current processes for submission of responses and opening have not changed (the RFP will provide specific instructions).

You should note that the automated email notifications will come from Public Purchase, not the County of Sacramento. Please check your email filter (SPAM, Junk, etc.) settings to ensure you will receive notification from "@publicpurchase.com". In addition, Public Purchase gives you access to opportunities with other

government entities. All of this is provided at no charge to contractors. Public Purchase provides government agencies and their contractors with a comprehensive and easy to use web based eProcurement system. The Public Purchase eProcurement system is designed exclusively for use by government agencies and their contractors and is compliant with all Federal and State regulations, which set forth the required procedures for government agency purchasing.

If you are a construction contractor (either Prime contractor or sub-contractor), separate instructions were sent to construction contractors earlier explaining the process for receiving notifications for construction notices to contractors (NTCs). If you need a copy of these instructions, please go to www.saccounty bids.net and click on "Architectural & Engineering" on the left-hand side of the page.

If you have any problems with this process, please contact Public Purchase at support@publicpurchase.com.

Register with Public Purchase (click on the [FREE REGISTRATION](#) link).