

## NOTICE TO OUR VENDORS (EFFECTIVE 8/01/2024)

EFFECTIVE AUGUST 1, 2024, THE CITY OF MARIETTA HAS MOVED TO AN ELECTRONIC PROCUREMENT PLATFORM FOR ALL FUTURE SOLICITATIONS.

**WHAT IS BIDNETDIRECT?** BIDNET IS A NO-COST/LOW-COST CLOUD-BASED PLATFORM TO DISTRIBUTE SOLICITATIONS AND RECEIVE ELECTRONIC BIDS AND PROPOSALS ON A TIMELY BASIS.

### HOW IT'S USED:

- **KEEP THE SOLICITATION PROCESS SIMPLE AND REDUCE/ELIMINATE CONFUSION IN THE BIDDING PROCESS.**
  - **REPLACES HARD COPY SUBMISSIONS – PREFERRED METHOD IS “ELECTRONIC”.**
1. **STEP ONE.** REGISTER ON BIDNETDIRECT.COM TO BEGIN RECEIVING SOLICITATIONS FROM CITY OF MARIETTA THAT MATCH YOUR COMPANY’S BUSINESS– NO CHARGE TO REGISTER AS A VENDOR. IF ALREADY REGISTERED, NO ADDITIONAL ACTION IS NEEDED.
  2. **STEP TWO.** MAKE SURE YOUR VENDOR PROFILE ON BIDNET IS CURRENT. IDENTIFY ‘KEY CONTACTS’ IN YOUR BUSINESS TO RECEIVE TIMELY EMAIL NOTIFICATIONS. WHEN REGISTERING YOUR BUSINESS, BE SURE INDUSTRY CODE(S) ARE ACCURATE. THE INDUSTRY CODES WILL BE USED TO IDENTIFY AND “MATCH” BUSINESS OPPORTUNITIES ACCORDINGLY. *THIS IS AN IMPORTANT STEP TO ENSURE QUALIFICATION & INTEREST IN THE TYPE OF SOLICITATION IS COMMUNICATED TO YOUR BUSINESS.*
  3. **STEP THREE.** WHEN REGISTRATION IS COMPLETED, SELECT SOLICITATION, DOWNLOAD DOCUMENTS AND REVIEW “BIDDING INSTRUCTIONS”.  
**NOTE:** BE SURE TO CHECK SOLICITATION FOR “MANDATORY REQUIREMENTS” PRIOR TO PLACING ELECTRONIC BID SUBMISSION.
  4. **STEP FOUR.** PREPARE BID SUBMISSION BY CLICKING ON “PLACE BID”.
  5. IF YOU NEED HELP, CLICK ON THE HELP ICON 

