

Dear Valued Vendor,

In the spirit of continuous improvement, the Town of Smithfield has transitioned from the Newport Online Bidding System to the Rhode Island Purchasing Group platform to post bid opportunities and accept electronic bid responses from vendors. We strive to receive the best value for the goods and services purchased. We welcome all vendors and invite you to register on the Rhode Island Purchasing Group. **To register at no charge, simply follow the registration path and select the "Limited Access" option which will provide you with automatic e-mail notification at no charge. This option will alert you anytime you match with new bid opportunities from the Town of Smithfield and any other participating agencies.**

**It's easy to participate. Simply visit the Rhode Island Purchasing Group website at [bidnetdirect.com/rhode-island](http://bidnetdirect.com/rhode-island), and click on the link to complete your registration. If you are already registered as a vendor on this system, you do not need to register again.**

We hope you find this service useful in expanding your visibility to the broad array bid opportunities from the growing number of agencies that are part of the Rhode Island Purchasing Group. We appreciate your cooperation and welcome your participation!

If you need help registering, please call BidNet's Support Department at 800-835-4603, Option 2.

Sincerely,

*Brian Silvia*

Brian Silvia  
Finance Director

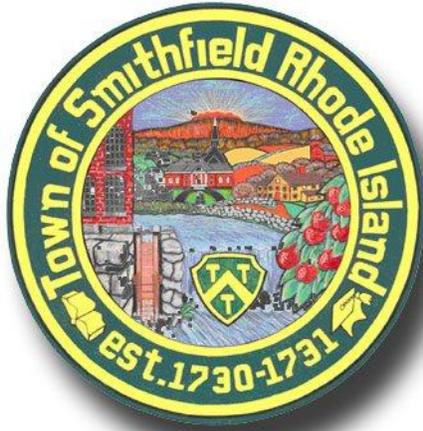




# Register for access to the Town of Smithfield, RI Business Opportunities

<https://www.bidnetdirect.com/rhode-island/smithfieldri>





<https://www.bidnetdirect.com/rhode-island/smithfieldri>

- In addition to having access to the Town of Smithfield's solicitations, by registering you have:
  - Access to over 100 local and state government agencies located within Rhode Island
  - Access to respond electronically to business opportunities issued by participating agencies
  - Ability to receive solicitation and addendum alert emails
  - Ability to market your company through the Advertising Profile options



# Registration

- Enter in your Company information including:
  - Address
  - Company Name
- Enter in your main user information including:
  - Email address
  - Requested username/password

## Registration

1- Identification 2- Subscription 3- Payment 4- Confirmation

**Organization Information**

Organization Name\* Example Construction Services

Address\* 123 Rocky Avenue

City\* Newport

Country\* United States

State/Province\* Rhode Island

Zip/Postal Code\* 02840

**Contact Information**

Job Title

First Name\* Nap Initial

Last Name\* Fortich

Phone\* (401) 555-5555 ext.

Email\* nfort9579@gmail.com

Email Confirmation\* nfort9579@gmail.com

Time Zone\* Eastern (US & Canada)

**Login Credentials**

Desired Username\* nfort9579@gmail.com

Desired Password\* .....

Password Confirmation\* .....

**Terms and Conditions**

I agree to the [Terms & Conditions](#) stated herein.  
I am an authorized representative of the above-named organization.

NEXT

**Have registration questions?**

**Vendor Support is here to help**

Monday-Friday from 8:00 am to 8:00 pm EST

800-835-4603

**Registration Tip:**

Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.

**You are just a few simple steps away from:**

Receiving real-time notifications of matched bids & RFPs

Instant notification of addendum from buyers

Full access to online bid documents

Promoting your products & services to buyers

And so much more!

# Select Package

- Select the package that makes the most sense for your company.
- Select **Limited Access** at **no charge** to receive automatic email notification from all member agencies of the Rhode Island Purchasing group.
- For automatic email notification within the **RI Purchasing Group** that includes advanced searching capabilities, select the **Purchasing Group** option.
- For Statewide opportunities, select the **Statewide** option which includes bids in the RI Purchasing Group + all other bid opportunities in Rhode Island.

## Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

Select a plan for each state

	Limited Access	Purchasing Groups	MAXIMUM BID OPPORTUNITIES
	\$0	\$9 / month (billed annually)	Statewide Bids \$33 / month (billed annually)
		Discount for 3+ groups	Discount for 3+ states
Access Bids from Purchasing Group Agencies	✓	✓	✓
Receive matching bid & addenda notifications	✓	✓	✓
Filter bids through advanced search	✗	✓	✓
Access a dashboard of your bid history	✗	✓	✓
Receive expiring term contract opportunities	✗	✓	✓
Access more bids through the entire State	✗	✗	✓
Filter statewide bids through advanced search	✗	✗	✓
Receive notice of additional State & Local bids	✗	✗	✓

### GROUPS

<input checked="" type="radio"/> Rhode Island Purchasing Group	SELECT	1 agencies SELECT	115 agencies <input checked="" type="checkbox"/> SELECTED
<input type="button" value="+ Add More Groups"/>			

TOTAL Taxes may apply

<input type="radio"/> \$396 for one year	<input checked="" type="radio"/> \$33 / month	<input type="radio"/> \$672 for two years	<input type="radio"/> \$28 / month
---	---	--	------------------------------------

NEXT

# Optional Advertising Profile

- An option is available to add your logo, product sell-sheets, etc. to your company profile
- You can add this to your profile or select “Not Now”

## Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

### Stand Out from the Competition

Let buyers know what sets YOU apart! In addition to receiving bid opportunities from government buyers, stand out from your competition with the Enhanced Advertising Profile.

Stand out from your competition  
Advertise your company's brand, product & services  
Showcase your sell-sheets & one-pagers  
List your company & offering details  
Catch the eye of more buyers

Get the Enhanced Advertising Profile & get the competitive advantage.

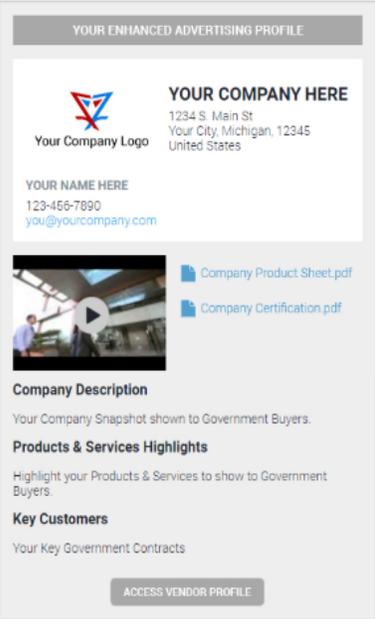
Not Now  Add to Profile: \$49.95  
\* Taxes may apply

[PREVIOUS](#) [NEXT](#)

#### Enhanced Advertising Profile Tip:

Add a video of your product or services to be viewed by our participating government buyers!

##### YOUR ENHANCED ADVERTISING PROFILE



**YOUR COMPANY HERE**  
1234 S. Main St  
Your City, Michigan, 12345  
United States

**YOUR NAME HERE**  
123-456-7890  
you@yourcompany.com

 Company Product Sheet.pdf  
 Company Certification.pdf

**Company Description**  
Your Company Snapshot shown to Government Buyers.

**Products & Services Highlights**  
Highlight your Products & Services to show to Government Buyers.

**Key Customers**  
Your Key Government Contracts

[ACCESS VENDOR PROFILE](#)

# Complete & Verify Email

- The summary of your registration options will be displayed
- If any paid registration options were selected, you will be asked for your credit card information
- CHECK YOUR EMAIL to complete the registration process & verify your email address

## Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

[Registration Confirmation](#)

### Check your email to complete your registration

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct's Support Department at 800-835-4603. We provide technical support for this online bidding system and are available Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department  
[support@bidnet.com](mailto:support@bidnet.com)

1- Subscription 2- Identification 3- Payment 4- Confirmation

### Subscription Details

Please review the following registration details and enter your credit card information. This information will be used to process the charges below. It will be securely stored.

Subscription Type One Year Subscription: (10/22/2020 to 10/21/2021)

### Transaction Details

The following charges will be placed against your credit card immediately.

Rhode Island Statewide Notification (\$33/month)	\$396.00
Enhanced Advertising Profile	\$49.95
<b>Total</b>	<b>\$445.95</b>

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$445.95 US Dollars (plus applicable taxes) for the following year will be due on 10/22/2021 and yearly thereafter. We will place these charges against your credit card on file on that date unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

### Credit Card Information

Credit Card Type\*    

Card Number\*

Expiration Date\* -- Month --  -- Year --

Card Holder's Name\*

Security Code\*  

[PREVIOUS](#) [COMPLETE REGISTRATION](#)

<https://www.bidnetdirect.com/rhode-island/smithfieldri>

# Follow link to Activate Account

- CHECK YOUR EMAIL to complete the registration process & verify your email address
- Click the link & login using your selected username and password

The image shows a composite of two screenshots. On the left is an email from BidNet Direct to Nap Fortich, thanking him for registration and providing instructions to activate his account. On the right is a screenshot of the BidNet Direct account activation page, which prompts the user to enter their registration username and password to activate the account. Below the login fields is a 'LOGIN' button. A 'Need Help?' section provides support contact information: 800-835-4603 and support@bidnet.com.

**BidNet DIRECT**

Nap Fortich,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using your registration:

[BidNet Direct - Example Construction Services Account Activation](#)

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department

[support@bidnet.com](mailto:support@bidnet.com)

### Account Activation

**Activation**

Please enter the username and password you chose during your registration in order to activate your account.

**Username**

**Password**

**LOGIN**

**Need Help?**

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

800-835-4603

[support@bidnet.com](mailto:support@bidnet.com)

<https://www.bidnetdirect.com/rhode-island/smithfieldri>

# Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For any automatic email notifications of matching solicitations
  - In your company profile for buyers to search & find by product/service offering
  - For any “invitation” to bid manually requested by buyers

### Account Activation

1 - Category Selection 2 - Additional Information 3 - Confirmation

Thanks for registering! Now that your account is all set up, select your categories to find matching bids!

**NIGP CATEGORIES** 3 Selected

Categories Selected (3) [Clear All](#)

91800	CONSULTING SERVICES	
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting	
91832	Consulting Services (Not Otherwise Classified) Consulting Services (Not Otherwise Classified)	

**CATEGORIES**

▼ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES	
<input type="checkbox"/>	90528 Aviation Analytical Studies Including Surveys (See 918-12 for <b>Consulting</b> ) Aviation Analytical Studies Including Surveys (See 918-12 for <b>Consulting</b> )	
▼ 911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION	
<input type="checkbox"/>	91158 C.I.P., Special <b>Consultants</b> C.I.P., Special <b>Consultants</b>	
▼ 918	<b>CONSULTING</b> SERVICES	
<input checked="" type="checkbox"/>	91800 <b>CONSULTING</b> SERVICES	

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

**NEXT**

# Additional Information

- Additional information such as the type of business structure, any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile
- This information is used:
  - In your company profile for buyers to search & find by product/service offering
  - For any “invitation” to bid manually requested by buyers

Account Activation

1 - Category Selection 2 - Additional Information 3 - Confirmation

Business Structure\*  Public Corporation  
 Private Corporation  
 Partnership  
 LLC or LLP  
 Individual/Independent Contractor/Sole Proprietor  
 Joint Venture  
 Non-Profit Organization  
 Government Agency  
 Organization exempt under Sec 501 (a)  
 Other

Business Type  Small  
 Large  
 Minority Owned  
 Woman Owned  
 Veteran Owned  
 Disabled  
 Disadvantaged  
 Service Disabled  
 Historically Underutilized Business (located in a HUB Zone)  
 Historically Underutilized Business (not located in a HUB Zone)  
 Historically Black College or University  
 Other

Owner Ethnicity  Caucasian  
 Hispanic  
 Asian/Asian Pacific  
 Sub-Continent Asian (Asian Indian)  
 African American/Black  
 Native American  
 Other

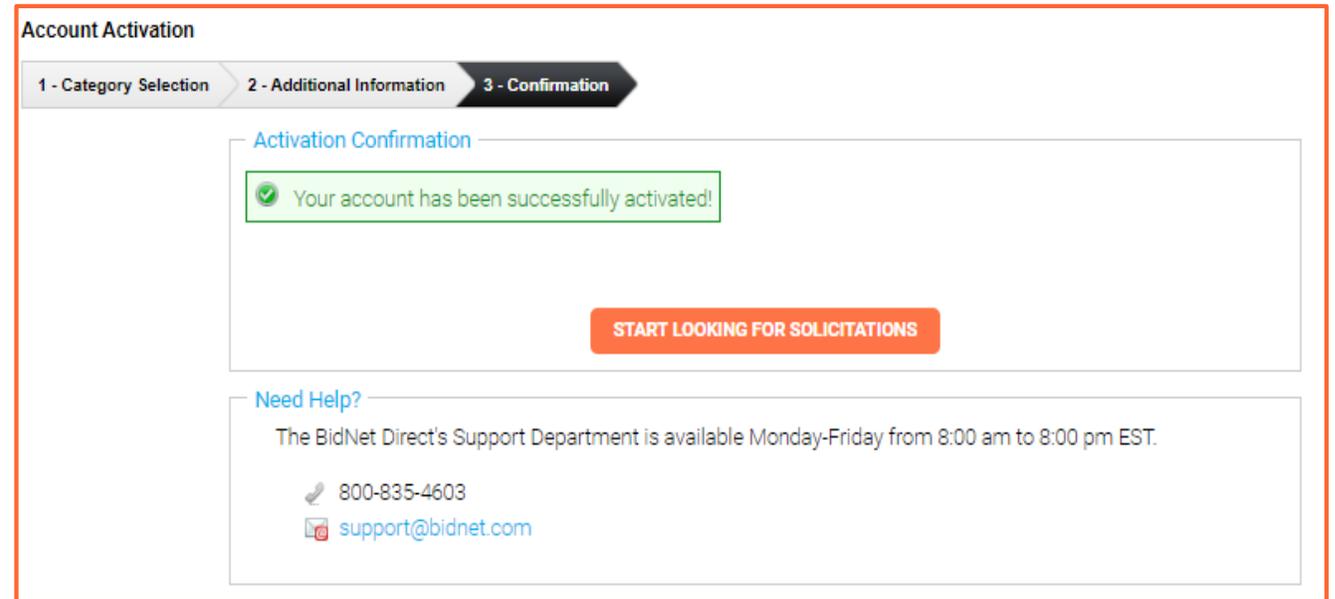
Number of Employees\* 51 to 250

Established Since\* 2005

W-9 [Upload W-9 form](#)

# Registration COMPLETE

- Login and start looking at open solicitations
- Depending on your registration type, notifications of matching open solicitations will start immediately
- Need registration help? Contact the BidNet Direct vendor support team at 800-835-4603, option 2



The screenshot shows the 'Account Activation' process. At the top, there are three steps: '1 - Category Selection', '2 - Additional Information', and '3 - Confirmation', with the third step being the active one. Below this, a green box with a checkmark icon contains the message: 'Your account has been successfully activated!'. Underneath this message is an orange button labeled 'START LOOKING FOR SOLICITATIONS'. At the bottom, there is a 'Need Help?' section with the text: 'The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.' Below this text are two contact options: a phone icon followed by '800-835-4603' and an email icon followed by 'support@bidnet.com'.