



Austin Finance Online

City of Austin - Financial and Administrative Services

Welcome to Vendor Connection!

Vendor Connection provides a public clearinghouse to view detailed information about current business opportunities with the City of Austin. This site allows vendors to create Subscriber accounts to subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.

OPEN SOLICITATIONS

CLOSED SOLICITATIONS

- ◆ New solicitations are posted in Vendor Connection
- ◆ Select “OPEN SOLICITATIONS” tab
- ◆ “View All” solicitations are listed as default
- ◆ Select the down arrow to select other choices to narrow the search
- ◆ Search can be done by typing a Solicitation Number or Description

Select the “OPEN SOLICITATIONS” tab

Select down arrow to narrow search

Search by typing a Solicitation Number or Description

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<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500	

- ◆ The category of the solicitation is listed in the grid along with the due date
- ◆ Select the “Solicitation Number” or select the “Arrow” to view more information about that specific solicitation

Select “Solicitation Number” or “Arrow” for more information

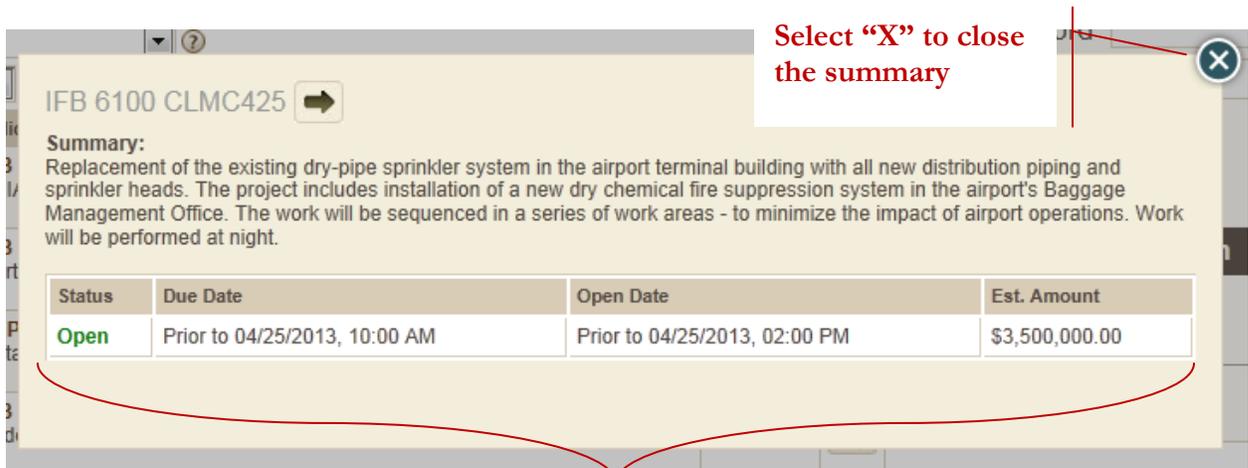
Category	Solicitation Number / Description	Due Date	
	IFB 6100 CLMC425 ↗ ABIA Terminal Fire Protection Improvements - Phase 2	04/25/2013	
	IFB 6100 CLMC426 ↗ North Acres Water & Wastewater Improvements-South	04/18/2013	
	RFP 5600 BKH 0159 ↗ Data Center Relocation Consultant Services	04/15/2013	
	IFB 6100 CLMC423 ↗ Todd Lane Improvements from Ben White to Saint Elmo	04/11/2013	
	RFP 1500 SDC0008 ↗ Materials Exchange	04/05/2013	
	RFP 1100 DKC0043 ↗ moonlight tower inspection & maintenance	04/04/2013	

- ◆ Select the icon on the right side of the Solicitation Number to show a summary of the solicitation

	Solicitation Number / Description	Category	Due Date	
	IFB 2200 SHE0022 ↗ Establish A Contract For Fire Hydrant Upper Barrels.	Construction	09/30/2011	
	IFB 1100 SHE0025 ↗			

Select “Icon” for Summary of Solicitation

- ◆ The Summary shows the Status, Due Date, Open Date and Est. Amount of the solicitation
- ◆ Select the “X” in the upper right corner of the summary to close it



Summary of the solicitation

- ◆ Select the “ATTACHMENTS” tab to download the attachments
- ◆ To download the attachments subscribe to the solicitation by selecting “(subscribe)”



- ◆ A Subscriber account allows viewing and downloading solicitation information and attachments
- ◆ Subscribing gives us a way to notify you about revisions to the solicitation

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- ◆ If you are already a registered vendor or have previously subscribed, you can login to your account

Account Login

Username

Password

[Create Account](#)
[Retrieve Username](#)
[Reset Password](#)

Contact Information

[Central Purchasing](#)
[Contract Management](#)

- ◆ Select a document by the “File Description”

MAIN
CREATE ACCOUNT
OPEN SOLICITATIONS
CLOSED SOLICITATIONS
BID TAB / RES

DESCRIPTION

ATTACHMENTS

EVENTS

COMMODITIES

Solicitation Number

← [IFB 6100 CLMC425 \(subscribe\)](#)

Packet Download Files

BIDDERS / PROPOSERS:

Listed below are the various documents that have been issued as part of this Solicitation. Each document contains specific information about the solicitation. We recommend that you view and/or download each document before preparing your response to the solicitation, and that you use the bid subscription link to record your interest in this solicitation. The attached documents are not the official documents of record. For a complete, official set of documents, you must contact the Contract & Land Management Department - Plan Room located at 505 Barton Springs Road, Suite 760. The Plan Room can also be reached at (512) 974-7151.

* - Must be logged in to download

Doc	File Description	Type	Date
SCOFWK	Scope of Work	doc	03/11/2013

Select “Scope of Work”

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- ◆ You will not be able to download a file without subscribing to the solicitation
- ◆ If you have not subscribed to the solicitation this error message will appear

- ◆ To create a Subscriber Account, select “create an account”

Select “create an account”

- ◆ To become a Subscriber complete and submit the one page of information shown on the screen

Check this box to provide additional information to become a Registered Vendor

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- ◆ If you are no longer interested in the solicitation, unsubscribe from the solicitation by selecting “(unsubscribe)”

DESCRIPTION ATTACHMENTS EVENTS C

Solicitation Number

← IFB 7400 SAP0155 (unsubscribe)

Details

Select “(unsubscribe)”

- ◆ Solicitations that have closed can be viewed also
- ◆ Select the “CLOSED SOLICITATIONS” tab

Select the “CLOSED SOLICITATIONS” tab

MAIN CREATE ACCOUNT OPEN SOLICITATIONS **CLOSED SOLICITATIONS** BID TAB / RESPONSE

CLOSED SOLICITATION SEARCH

Search Criteria

Search by Description/Solicitation only or use a date range, or both.

Solicitation Number or Description: ?

Category: View All ?

Closing Date From: To:

Search

Account Login

Username

Password

Login

Create Account
Retrieve Username
Reset Password

Contact Information

Central Purchasing
Contract Management

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- ◆ Using your mouse to hover over a question mark will explain criteria choices in more detail
- ◆ Select the down arrow to select other choices to narrow the search

Hover over “?” to get examples of criteria to enter

CLOSED SOLICITATION SEARCH

Search Criteria

Search by Description/Solicitation only or use a date range, or both.

Solicitation Number or Description: ?

Category: ?

Closing Date From:

Search by Solicitation Number

IFB 6100 CLM00032 Type full number including spaces, or partial number. Example: (CLM00032, IFB 61)

Search by Description

STREET This will return records containing the word STREET. Example: (STREETS, STREETLIGHT)

Account Login

Username

Password

Central Purchasing
Contract Management

Select down arrow to narrow the search

- ◆ Search by Description, Solicitation Number or date range or by using multiple criteria
- ◆ Select “Search” after criteria has been entered

CLOSED SOLICITATION SEARCH

Search Criteria

Search by Description/Solicitation only or use a date range, or both.

Solicitation Number or Description: ?

Category: ?

Closing Date From: To:

Search

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- ◆ Select the “Solicitation Number” or select the “Arrow” to view more information about that specific closed solicitation

CLOSED SOLICITATION SEARCH

Search Criteria

Searching For	Category	From	To
BKH	All Categories	---	---

List of Closed Solicitations

Select “Solicitation Number” or “Arrow” for more information

Show 10 entries

Solicitation Number or Description:

Category	Solicitation Number / Description	Due Date	
	RFP 5600 BKH0156 ↗ Public Information Request Solution	01/11/2013	
	RFP 5600 BKH0153REBID ↗ STRUCTURED COMMUNICATIONS CABLING SERVICES	11/27/2012	
	RFP 8100 BKH0135REBID ↗ Austin-Bergstrom International Airport IT Master Plan	11/08/2012	
	RFP 5600 BKH0155 ↗ City of Austin IT Assessment RFP	08/27/2012	
	RFP 5600 BKH0154 ↗ WELLNESS TRACKING SOFTWARE SYSTEM	08/06/2012	

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