How to do business with Northeast Wisconsin Technical College

Northeast Wisconsin Technical College Procurement Department issues Requests For Proposals (RFP), Requests for Quotes (RFQ) and other solicitations electronically via DemandStar. Vendors may register for DemandStar services free of charge at www.demandstar.com. DemandStar registered vendors will receive free electronic notification of solicitations plus free document downloads.

Current business opportunities with Northeast Wisconsin Technical College can be viewed here: http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=957016.

Please follow these simple step-by-step instructions for proper registration and access to our quotes. The process will take approximately **5 to 10 minutes** to complete your initial registration.

1. Log onto www.demandstar.com.
   a. Click on **Get Started** at the top of the page**.**
   b. Enter your email and company name and click **Create your DemandStar account**.
   c. Scroll down to pick your free agency. IMPORTANT: Pick the **Wisconsin Association of Public Procurement (WAPP)** to select all current Wisconsin government agencies. Click on **Next**.
   d. **IMPORTANT:** Choose commodity codes to assist the system in matching what your company provides to what governments need, helping you find the best bids and quotes to bid on. **Click Continue**.
   e. Choose subscriptions. If you want to pay for additional subscriptions outside of the free WAPP selection already made, choose those here, otherwise select **Continue without adding subscriptions** at the bottom of the page. Then click **Skip getting notifications**.
   f. Fill in your business and contact information on the following screen and click **Finish registration**.
   g. You will receive a confirmation email to set your password and finish setting up your account.

2. Log onto www.demandstar.com using your user id and password. This is the DemandStar homepage website.

3. Click on your login name at the top right and select **Account** to display the information you provided earlier.

4. Check for accuracy. Use the Edit keys to change or update the information.

5. Under the **Account** option, click on the **User Accounts** tab and to add other users in your organization you wish to receive notifications from DemandStar in case you are unavailable. Click on **Add User**. Fill in the appropriate information and click **Save Changes**.

   You can also self-declare disadvantaged business certifications under the **Account** option and the **Self Declarations tab**. Choose your options and click **Save Changes**.

6. Click on your login name and then select **Commodity Codes**. You can edit the codes selected in letter d under step 1 above in this section. Click **Edit**. When a solicitation is posted in DemandStar, it is associated with one or more commodity codes. Your account profile tells DemandStar the commodity codes for which bids to be notified on. DemandStar groups all commodity codes into general categories.

   By clicking on   the symbol, you can expand any category to see which high level commodity codes it contains.

Click on (›) the symbol again of to drill down to more specific, lower-level codes.

Once you have identified a commodity code in which you are interested, click on the empty box next to the description.

A green ☑ will appear, indicating this code has been added to your profile.

Click **Submit Commodity Codes** when finished.

You can select as many or as few codes as you wish. **A vendor will only receive electronic notification of bid information for the codes selected.** You may update your profile when needed.

7.   Check your e-mail account for notifications from DemandStar (supplierservices@demandstar.com). When NWTC or any WAPP agency posts a solicitation on DemandStar, all vendors who are registered for the commodity codes associated with it will receive an e-mail notification alerting them about the solicitation.

Click on **View Bid Details** within the email to directly access the bid.

Directly beneath the Bid Number/Name is a button to download the bid documents. Click on **Download Bid Package**. The document will open in *pdf* format. You can print the documents from here. **Downloading the documents is free.**

8.   Access Amendments and Award Information the same way. You will receive an e-mail alert and can gain access to these documents the same way as described above.

9.   A vendor may search for solicitations in the system, including solicitations posted before the vendor became registered. This is another method to make sure correct commodity codes are selected.

From the DemandStar home page, click on the **Bids** tab. Choose your search options on the left. You can edit for commodity codes, status, etc. by using the Advanced Search options. Click on the **Search** button under See More Options to open up the Advanced Search Options. Only bids from Wisconsin Association of Public Purchasing (WAPP) members are free.

10.   If you have questions about services provided by DemandStar or the registration process, please send an e-mail to: hello@demandstar.com or you may call (866)-273-1863 to speak to a DemandStar customer service representative.

11.   Once you receive a solicitation your company is interested in review the requirements, fill out the proposal and submit your response per the instructions provided.