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The more information on vendor quotes, the better and make sure you submit all required documents.

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Do not view the city as your only source of business.

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Vendors are responsible for checking [Rocky Mountain e-Purchasing System BidNet Direct www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado) for postings and addendums.

13

Contact [Rocky Mountain e-Purchasing System BidNet Direct](http://www.bidnetdirect.com/colorado) with questions/issues regarding submitting your response into their system. Purchasing does not have a role in submitting your proposal to BidNet Direct.



14

Read the Purchase Order (PO) thoroughly to ensure no misunderstandings.

15

The Purchasing Team wants to help you. It is in the city's advantage to have vendors understand the bidding process.



15 Best practices for vendors in government procurement

by

AJ Cannady, Andrew M. Miskell, Brenda D. Hannu, Janell E. Schafer, Jeff D. Wylde, John D. (JD) Allred, Joseph Furman, Kenton Janzen, Maggie Baker, Michael P. Romero, Paige Cheney, Ruth Bruski, Scott R. Harris, and Tenlee J. Shoffstall



PURCHASING
DENVER GENERAL SERVICES

City and County of Denver
General Services Purchasing Division
201 W. Colfax Ave. Dept. 304, 11th floor
Denver, Colorado 80202
720.913.8120
www.denvergov.org/purchasing

City and County of Denver



PURCHASING
DENVER GENERAL SERVICES

Delivering opportunities to our community and value to our city

Welcome

Welcome to the City and County of Denver General Services Purchasing Division (Purchasing). This document is the product of a suggestion from a vendor. The vendor wanted to hear “Best Practices” directly from our buyers and here they are.



1

Read the solicitation thoroughly to ensure no misunderstandings.

2

Buyers are the sole point of contact during the solicitation process.

3

Make your best effort to attend any pre-bid meeting, even when non-mandatory. It is a great opportunity to meet others in the industry and to identify prime/subcontractors.

15 Best practices for vendors in government procurement

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The city’s purchasing process is centralized and accounts payable as well. After a solicitation is complete and awarded . . .

- The agency contact is the primary contact for delivery, install, etc., and not the buyer
- Accounts payable processes invoices and not the buyer

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Purchasing cannot give a vendor business. There must be:

- a need—identified by an end user
- funding to cover the expense of the need
- vendor proposed solution must meet that need



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6

Per Purchasing policy, buyers can not accept lunch meetings with vendors whether a solicitation is active or not. Also, buyers can not accept lunch if a vendor brings it to them.



7

Make sure you give yourself enough time to submit your proposal on time. Late proposals are rejected.

8

Buyers can not answer vendor’s questions after the deadline to submit questions and buyers can not accept proposals after the posted deadline.

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Meetings with buyers must be scheduled in advance. Meeting requests should ideally be accompanied with a clear and concise reason.