



The Village of Orland Park posts all BID/RFP/RFQs on BidNet Direct, the Village's online bidding service provider. In order to participate in Orland Park opportunities, please register online at BidNet Direct from the Village of Orland Park link www.bidnetdirect.com/illinois/villageoforlandpark.

BidNet Direct gives vendors instant access and alerts to matched bid opportunities by NIGP categories. BidNet Direct vendors receive more bid information, less paperwork, and an easier method of doing business with state and local government agencies. Register for **FREE** today for Orland Park bids.

VENDOR REGISTRATION

1

CLICK BIDNET LINK

Register to do business with the Village of Orland Park by navigating to www.orlandpark.org, click on "Government" then, click on "BIDs/RFPs". On the BIDs/RFPs page, click on "Register Now". Then on the Village of Orland Park Bid Opportunities page, click on "Register Now".

2

ORGANIZATION INFORMATION

Enter organization and contact information.

3

SELECT LIMITED ACCESS PLAN

The "Limited Access" option for the Illinois Purchasing Group will provide you with matching bid notifications and alerts from the Village of Orland Park.

4

ADVERTISING PROFILE

If you are interested in advertising your company's brand, product & service you may select to be seen by government buyers and pay to add this service to your subscription. You may opt out of this, by clicking "Not Now".

5

REVIEW REGISTRATION DETAILS

Review and confirm subscription and term, then click "Complete Registration".

6

CHECK YOUR EMAIL

You must activate your account by using the link sent to you via email to finalize your registration.

7

SELECT NIGP CODES

Now that your account is set up, select the NIGP Codes (National Institute of Government Purchasing, Inc.) for automatic email notifications when you match with new Village of Orland Park solicitations.

8

FINALIZE ORGNIZATION PROFILE

Identify business structure, type, number of employees, and establishment and click "Activate" to complete the registration.

ELECTRONIC BID SUBMISSION

BidNet Direct's Electronic Bid Submission feature allows suppliers to submit bids/proposals online. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to www.bidnetdirect.com/illinois/villageoforlandpark to participate in EBS with the Village of Orland Park.

Before submitting a bid/proposal, verify that you are "Following" the solicitation. By following a solicitation vendors will be alerted of ANY addendum or communication regarding the solicitation. Please review the addendum and communication tab for any information that may have already been issued and make certain to download existing documents and/or addendum.

How to Submit a Bid/Proposal

1 LOGIN TO BIDNET DIRECT

2 LOCATE THE BID/RFP/RFO

Click on the Bid/RFP/RFO title to open the solicitation information page.

3 DOWNLOAD SOLICITATION DOCUMENTS

Ensure you have downloaded all documents from the solicitation.

4 PLACE A BID

Click on "Place Bid" and select "Place a new Bid".

5 ATTACH BID DOCUMENTS

You can drag-and-drop individual files or a compressed file. To browse for a file, simply click on the link labeled "Browse for your file" and select the files from your computer.

6 RE-ENTER PASSWORD

You will be asked to re-enter your BidNet Direct user password before officially submitting your bid., then click "Submit Bid".

7 SUBMIT BID

Finally you will confirm if you would like to proceed with submitting your bid, click "Yes".



If you are having trouble with vendor registration or electronic bid submission, you may contact the Vendor Support team Monday - Friday from 7:00am to 7:00pm CDT at (800) 835-4603 or support@bidnet.com.