ORPIN

ORegon **P**rocurement **I**nformation **N**etwork

OMWESB Certified Suppliers Guide to Registration

Opportunities to grow your business!

http://orpin.oregon.gov

Oregon Procurement Information Network (ORPIN)

ORPIN

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Welcome to the Oregon Procurement Information Network (ORPIN). ORPIN provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions. You may browse the site as an anonymous user and see summary information. Select the "Browse" option in the left navigation bar to explore these capabilities.

If you wish to view or download the entire opportunity you will need to complete the registration process. You may register as a Basic or Premium Subscriber. Please see the "Subscription Levels" option in the left navigation bar to see the features of each subscription level.

If you have not yet registered you may register now by selecting the "Supplier Registration" option in the left navigation bar. If you are already registered you may log on now by selecting the "Logon to ORPIN" option in the left navigation bar.

If you have any questions about ORPIN, information, including answers to commonly asked questions, can be found here.

Last ORPIN Update 11/04/2006

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If you have already registered or started a registration in ORPIN DO NOT Re-Register

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Access the ORPIN website at: http://orpin.oregon.gov

Have you previously registered in ORPIN?

If so, you do not need to create a new account. Simply log in using your existing name and password. Your OMWESB certification information will display on your account under "**My Company Details**".

For new ORPIN users:

• *CLICK* on "**Supplier Registration**" to register as a new Supplier.

Registration

(?) Provide personal and company information and create your own product/service and location profile.

Initial registration allows one user per company. A Company's primary account may also add and maintain additional users. Note: Each additional user who chooses Premium service will be required to pay the relevant subscription fee.

Allow 1-2 weeks for e-bidding confirmation after receipt of the completed Authentication Application Packet.

eServices Information

Select one of the following:

(•) Basic Subscription ($0.00/1 Year) (?)

☐ Electronic Bidding

A Basic Subscription allows the user to 'express interest' in posted bid opportunities, receive e-mail notice of all addenda issued and download existing attachments (some restrictions may apply) if any.

The product/service and location profile allows for focused opportunity searches and supports vendor sourcing capabilities.

(○) Premium Subscription ($100.00/1 Year) (?)

☐ Email Notification
☐ Electronic Bidding

A Premium Subscription provides all the basic subscription features. In addition, your selected profile triggers email notification of all matching new, revised or cancelled opportunities.

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Step 2

- **SELECT** your subscription option.

Choose one:

☐ **Basic Subscription No Cost**
- Review Notice listings
- Review Opportunity (Bid) listings
- Download open Opportunities
- Receive email notice of all addenda issued for open Opportunities you have expressed interest in
- Submit e-Bid when Opportunity process allows
- Browse closed Opportunities for Bid results and Intent to Award
- Browse summaries of current contracts

- or -

☐ **Premium Subscription $100** Annual Fee
Includes all Basic Subscriber services, PLUS...
- Receive automatic email "push" notification of all open Opportunities for commodity areas which match your supplier profile
- View current and expired contracts in their entirety

- **CLICK** "**Next**" to continue with the registration process...

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Agreement

TERMS AND CONDITIONS OF USE

The Oregon Procurement Information Network ("ORPIN") is provided by the State of Oregon ("State") for the convenience of Suppliers to access procurement information issued by participating governmental entities in Oregon ("Entities"). The service provides users the ability to register as a Supplier and respond to procurement opportunities posted by participating Entities. If a Supplier registers as a Premium Subscription and selects e-notification, the ORPIN system will provide email notification of procurement opportunities matching the profile established by the Supplier. Subject to approval by the State, Suppliers may submit proposals electronically for certain procurement opportunities. The State reserves the right to update the terms and conditions of use at any time. Supplier's continued use of the ORPIN website means that you accept those changes.

TO USE ORPIN, THE USER MUST READ AND UNCONDITIONALLY AGREE TO THE FOLLOWING TERMS AND CONDITIONS OF USE ON BEHALF OF THE SUPPLIER. YOUR ACKNOWLEDGMENT OF THE TERMS AND CONDITIONS OF THIS AGREEMENT IS EVIDENCED BY CLICKING ON THE "I Agree" BUTTON ON THE BOTTOM OF THIS PAGE. SELECTING THE "I Agree" BUTTON ALSO MEANS THAT THE USER HAS READ, AGREES TO, AND UNDERSTANDS THE PRIVACY POLICY AND DISCLAIMER POSTED ON THIS ORPIN WEBSITE. IN ADDITION, THE SUPPLIER WILL BE SUBJECT TO ANY POSTED GUIDELINES OR RULES APPLICABLE TO THE ORPIN SERVICES. TO PROCEED TO REGISTRATION. YOU MUST SELECT "I Agree". OTHERWISE, IF THE SUPPLIER DECLINES, CLICK ON THE "I Disagree" BUTTON ON THE BROWSER TO RETURN TO THE ORPIN HOME PAGE.

Supplier's users agree to: (1) provide true, accurate, current and complete information as prompted by ORPIN's registration form; and (2) maintain and properly update registration information to keep it true, accurate, current, and complete. If the Supplier provides any information that is untrue, inaccurate, not current, or incomplete, the State has the right to suspend or terminate the Supplier account and refuse any current or future use of ORPIN.

Supplier's users will have a password and user ID upon completion of the registration process. Supplier's Primary Contact and registered subusers are responsible for maintaining the confidentiality of the password and account and are responsible for all activities under that password or account. Supplier agrees to: (1) immediately notify the Department of Administrative Services State Procurement Office ("DAS SPO") of any unauthorized use of Supplier's password or user ID or any other breach of security; and (2) ensure that Supplier properly logs off the account at the end of each session.

Supplier is responsible for all content uploaded, posted, emailed, transmitted, or otherwise made available to the State through ORPIN by the Supplier or through the Supplier's a

③
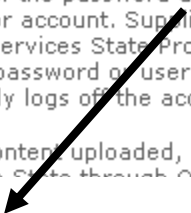
Any informa ⟨ I Agree ⟩   ⟨ I Disagree ⟩   nents set forth in the Oregon

The State reserves the right at any time to modify ORPIN and shall not be liable to

Step 3

- *REVIEW* the Terms and Conditions of Use.

- *SELECT* "I Agree" to continue with your registration.

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Primary Contact Registration

Provide supplier primary contact information. The supplier primary contact is responsible for maintaining the Supplier Registration Information.

Primary Contact Information: (?)

First:	* John
Middle:	
Last:	* Doe
User Name:	* johndoe
Password:	* ••••••
Confirm Password:	* ••••••

	Country Code	Area Code	Number	Extn
Telephone:	* 1	* 503	* 555-1212	
Fax:	* 1	* 503	* 555-1212	

E-mail address: * johndoe@hotmail.com

* indicates a required field.

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Step 4

All fields with an asterisk (*) must be filled in.

You get to choose your own Logon (User Name) and Password!

HELPFUL HINTS:
- User Name must contain at least 7 characters, is **not** case sensitive, and should be generic.
- Password must contain at least 7 characters, **is** case sensitive, and must include a number or symbol.
  Examples: Tommy61 or Diamond$

The spaces provided below are for your reference only.

User Name: _____
(Logon ID)

Password: _____

NOTE: If you get an error screen, go back and make sure all of the required (asterisked) fields are filled in.

- ***CLICK* "Next"** to continue with your registration process...

Possible Duplicate Registration

(?) The ORPIN system has found that a similar registration may already exist. This can occur if you have previously registered within the system, or if you were registered by an internal person.

Please select the registration that you believe to be correct. If none appear correct, you may select your current entered information at the bottom of this screen. Click "Continue" when you have selected a registration.

(Continue)

Existing Registrations

1 ○ JOHN DOE
1 (999) 555-1212
GENERIC SERVICE PROVIDER
555 MAIN ST.
SALEM, OR 55555
1 (999) 555-1212

4 ←

2 ○ Doe, John
1 (999) 7221191

New Registration

3 ○ Doe, John
1 (503) 555-1212

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ORPIN compares your information to its registration database and looks for duplicates.

Find the existing registration that matches your account information. (All OMWESB Certified Firms are imported into ORPIN daily so you should be able to locate a matching registration.) *Hint: The imported names are in all capital letters.*

• When you locate your existing account information, *CLICK* the radio button next to it.

• If you <u>do not</u> locate your existing account, contact the ORPIN Help Desk at 503-378-4642 for assistance in locating it.

• *CLICK* "**Continue**" at the top of the screen to proceed with the registration process.

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Login Assistance

◀ Back

（?） You have selected the following registration. If this is incorrect, please click 'Back' to select another registration.

Person Information

Name: JOHN DOE

Company Information

Company Name: GENERIC SERVICE PROVIDER
Phone: 1 (999) 555-1212
Fax: 1 (999) 555-1212
Mailing Address: 555 MAIN ST.
                                     SALEM, OR 55555

The registration you have chosen does not have a login associated with it. Please click 'Submit' to create a login and an email address using the information you submitted earlier.

User Name:	*	johndoe
Password:	*	
Confirm Password:	*	
Email:	*	johndoe@test.com

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(Submit)

Please contact the help desk or the supplier registrar if you have any questions or concerns.

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Step 4– *continued*

- For security purposes, your password did not carry over from the Primary Contact Registration screen. Please *RE-ENTER* your password into both the **Password** and **Confirm Password** fields for your login account.

- *CLICK* **"Submit"** to continue with your registration process.

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Company Information

(?) This is the Supplier's Company information.

Primary Contact:

Name: JOHN DOE
Email: johndoe@test.com
Job Title: [   ]

Company Information:

Lookup your company's name/business class: www.filinginoregon.com

Legal/Business Name: GENERIC SERVICE PROVIDER

Doing Business As: ☑ Same as Legal Name

or Enter Name: [   ]

MWESB Information: (View My MWESB Information)

FID: [   ] 9 digits, **not** your SSN

Business Class: [General Corporation ▼] [   ] 🏷

	Country Code	Area Code	Number	Extn
Office:	*[1]	*[999:]	*[555-1212]	[ ]
Fax:	[1]	[999:]	[555-1213]	[ ]
Cell:	[1]	[ ]	[ ]	[ ]
Toll Free:	[1]	[ ]	[ ]	[ ]

Authorized Company Email Address: *[johndoe@test.com]

Website Address: http:// [   ]

Country: *[United States ▼]

State: *Select State
[Oregon ▼]

Address Line 1: *[555 MAIN ST.]

Address Line 2: [   ]

Address Line 3: [   ]

Address Line 4: [   ]

City: *Select City
[SALEM ▼]
or Enter City
[   ]

Zip Code: *[55555]

* indicates a required field.

(Back)   Step 3 of 5   (Next)

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▸Continue
My Company Details
Users
▸Continue
My Company Details
Users
▸Continue
My Company Details
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▸Continue
Users
▸Continue Registration
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Step 5

Take a moment to verify the details on the Company Information screen.

- If the information is accurate, ***CLICK 'Next'*** to continue.

NOTE: All changes to Company Information MUST first be submitted through the Office of Minority, Women, and Emerging Small Business. If you need to change your company information, please contact the OMWESB office at 503-947-7976.

You may continue with your registration process regardless. Please leave the information unchanged in ORPIN as the changes will be loaded into the system during the next daily OMWESB import.

Company Registration Continued

(?) This page is for review of your MWESB Certifications information. Changes to certification information cannot be made in ORPIN, contact the Department of Consumer and Business Services, Office of Minority, Women and Emerging Small Business.

State of Oregon MWESB Certifications   (Find My MWESB Certification)

MWESB (Minority, Women, Emerging Small Business)   1234   (View MWESB Certification)

* indicates a required field

(Back)   Step 3 of 5   (Next)

CLICK on **"View MWESB Certification"** for a list of the products/ services you are certified to provide.

Your MWESB Certification Number will display on this page.

To view the products/services that you are MWESB certified to provide, **CLICK** on the link titled "**View MWESB Certification**".

To access the OMWESB website and view a list of <u>all</u> State of Oregon MWESB Certified firms, **CLICK** on the link titled "**View MWESB Certification**".

- **CLICK** "**Next**" to continue with your registration process.

Menu (sidebar)

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Profile Setup

Product/Service Information ⑦ ⟨Go⟩

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "Go" to see a list of product/service groupings. Select the classification which best describes your company's products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

You must make at least one selection to proceed.

If you should decide that there is no applicable category for your product or service, please contact us at 503-378-4642 for assistance. for assistance.

Location Information ⑦ ⟨Go⟩

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting "Go" you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company's potential to regional supply requirements.

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Step 7

Creating your Company Profile

To set up your company profile, you need to select the commodities (goods/services) that your company can provide. You also need to specify the regions you are willing to provide services to. This part of the registration process is key as it allows ORPIN to match you to bidding Opportunities.

NOTE: Be sure to select the products/services you are MWESB certified in! You may choose to add additional commodities, but they will not be included in your MWESB certification.

- *CLICK* the **"GO"** button next to Product/Service Information to select your commodities.

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Product/Service Selection

Product/Service Selection Information ⑦

Your Profile

Opportunities are cross-referenced to product/service groupings. Select the product/service groups for your offerings. Professional/Personal services are included within each product/service grouping. An 'X' indicates a selection at a lower level in the hierarchy. A 'checkmark' indicates an explicit selection.

7

Search for a Specific Product/Service Grouping (Find)   **A.**

(Submit/Remain) (Clear Checks)

☐ Administrative, Financial, and Management Services ...
☐ Agricultural Equipment and Related Products and Services ...

Catalog Hierarchy - Microsoft Internet Explorer provided by DAS

OREGON   Close ⊗

Catalog Hierarchy
(Test)

Product/Service Name [instruction]   (Search)
⑦

1-30 / 40

1 2   (Next)

- Administrative, Financial, and Management Services
  - HUMAN SERVICES
    - Training and Instruction (For Clients, Not Staff)
- Automotive Products, Vehicles, and Services
  - AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
    - Training Aids and Instructional Equip. and Supplies, Automotive
- Computers, Software, Supplies, and Services
  - COMPUTER ACCESSORIES AND SUPPLIES
    - Computer Instructional Aids and Training Devices
- Medical Equipment, Supplies, and Services
  - DENTAL EQUIPMENT AND SUPPLIES
    - Models, Manikins, and Instructional Aids

🖲 Local intranet

Options for selecting Products/Services:

OPTION A

- *CLICK* the **"Find"** button, enter a keyword describing your product or service, and *CLICK* **"Search".**

- *CLICK* on any returned heading to see associated products/services.

- *SELECT* your commodity matches, and then *CLICK* on **"Submit/Remain"** to add additional products/services and to save your selections.

- When you are finished, *CLICK* on **"Submit/Remain"** again to save.

- *CLICK* on **"Close"** in the upper right corner of the ORPIN screen. This will take you back to the Product/Location screen.

HELPFUL HINT: Ellipse icons **(...)** at the end of a category indicate additional products/services. *CLICK* on **(...)** to reveal additional choices under each heading. You are encouraged to use these to drill down to more specific options as you make your selections. The profile you set allows ORPIN to identify and match you to open bidding opportunities.

Product/Service Selection

Product/Service Selection Information ⓘ

Your Profile

Opportunities are cross-referenced to product/service groupings. Select the product/service groups for your offerings. Professional/Personal services are included within each product/service grouping. An 'X' indicates a selection at a lower level in the hierarchy. A 'checkmark' indicates an explicit selection.

Search for a Specific Product/Service Grouping (Find)

7 **B.**

(Submit/Remain) (Clear Checks)

Your Product Information has been updated.

- ☐ Administrative, Financial and Management Services ...
- ☐ Agricultural Equipment and Related Products and Services ...
- ☐ Arts, Crafts, Entertainment, Theatre ...
- ☐ Automotive Products, Vehicles, and Services ...
- ☐ Building Equipment, Supplies, and Services ...
- ☐ Clothing, Textiles, Laundry Equipment, and Supplies ...
- ☐ Communication Equipment and Services ...
- ☐ Computers, Software, Supplies, and Services ...
- ☑ Food, Equipment, and Related Services ...
- ☐ Furnishings and Related Services ...
- ☐ Furniture and Related Services ...
- ☐ Hardware, Related Equipment, and Services ...
- ☐ Highway Road Equipment, Materials, and Related Equipment ...
- ☐ Janitorial and Cleaning Equipment, Supplies, and Services ...
- ☐ Laboratory Equipment, Supplies, and Services ...
- ☐ Maintenance and Repair of Equipment ...
- ☐ Medical Equipment, Supplies, and Services ...
- ☐ Miscellaneous Commodities and Services ...
- ☐ Office Supplies, Related Items, and Services ...
- ☐ Paper, Printing Equipment, and Related Products and Ser...
- ☐ Personal Products, Equipment, and Services ...

Click on "(...)" for a more refined product selection.

Step 7– *continued*

Options for selecting Products/ Services:

OPTION B

BROWSE the list of commodities displayed on the Selection screen. If you check a box from this screen, you will select every product/service inside that category. However, Ellipse icons **(...)** next to a category name indicate that more specific products/services are included inside the category at lower levels. You are encouraged to pick and choose from products within a category to be as specific as possible. ***CLICK*** **on the Ellipses (...)** to drill down before checking a box next to a commodity.

- ***CLICK*** on **"Submit/ Remain"** to add additional products/services and to save your selections in ORPIN.

- When you are finished, ***CLICK*** on **"Submit/Remain"** again to save.

- ***CLICK*** on **"Close"** in the upper right corner of the ORPIN screen. This will take you back to the Product/Location screen.

Profile Setup

Product/Service Information ⑦　　　　　　　　　(Go)

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "Go" to see a list of product/service groupings. Select the classification which best describes your company's products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

You must make at least one selection to proceed.

If you should decide that there is no applicable category for your product or service, please contact us at 503-378-4642 for assistance. for assistance.

Location Information ⑦　　　　　　　　　　　(Go)

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting "Go" you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company's potential to regional supply requirements.

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(Back)　　　　　　　　　　Step 4 of 5　　　　　　　　　　(Next)

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Exit from ORPIN

Once you are back at the **"Profile Setup"** main screen,

- **CLICK** on **"GO"** next to Location Information to define your geographic preference for doing business in Oregon.

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OREGON

Close ⊗

Location Selection

## Location Information ②

Your Profile

Most opportunities posted to the ORPIN system are cross-referenced to the region of the State in which the goods or services are required. Select the region or regions that you wish to search by.

Click on the region/zone to see a list of counties.

(Statewide) ⟵ **A.** ⟵ **8** (Submit)

Oregon

- ☐ Central Coast
- ☐ Central Valley
- ☐ North Central
- ☐ North Coast
- ☐ North Valley ⟵ **B.**
- ☐ Northeastern
- ☐ South Central
- ☐ South Coast
- ☐ South Valley
- ☐ Southeastern
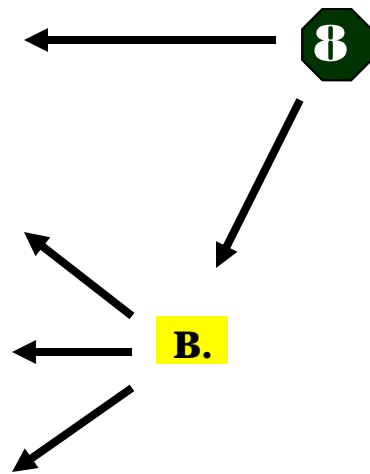
↑ Top

At the **"Location Selection"** screen you can:

A. *SELECT* **"Statewide"** to indicate that your goods/services are available anywhere in the state of Oregon.

- **or** -

B. *SELECT* individual location regions by county in your location profile.
- Click on the underlined regions to view the geographical areas included in each county.

- When you finish with your Location selection, *CLICK* **"SUBMIT"** to save your selection.

- To continue your registration process *CLICK* on the **"Close"** button in upper right hand corner of your ORPIN screen. This will take you back to the Product/Service Profile main screen.

Profile Setup

Product/Service Information ⑦

(Go)

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "Go" to see a list of product/service groupings. Select the classification which best describes your company's products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

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Location Information ⑦

(Go)

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting "Go" you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company's potential to regional supply requirements.

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Step 9

After selecting your Location Information, you will return to the Product/Service Information Main Menu

- **CLICK** the **"Next"** button to continue your registration process.

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Registration Summary

Print

This is the summary registration information.

Company Information

Company Name:	GENERIC SERVICE PROVIDER
Business Class:	1 (999) 555-1212
Phone:	1 (999) 555-1213
Fax:	johndoe@test.com
Email:	555 MAIN ST.
Mailing Address:	SALEM, OR 55555
	United States

MWESB: (View MWESB Certification)

Primary Contact
Name: JOHN DOE
Email: johndoe@test.com

Personal Information

Name:	JOHN DOE
User Name:	johndoe
Phone:	1 (999) 555-1212
Fax:	1 (999) 555-1213
Email:	johndoe@test.com
Notification Method:	Fax

Subscription Level
Basic Subscription

Location Profile
All Locations

Product/Service Profile
Administrative, Financial, and Management Services

Please review the registration information above to ensure that it is correct and complete before proceeding. If you wish to modify it in any way you can click the 'Back' button below or go back to the start.

Authentication Application

📄 IN-SUPPLIER-AUTHENTICATION-APPLICATION-PACKET-FINAL-02-05-08.pdf (89.45 kB)

If you have selected the eBid service you must download, complete, and mail the Electronic Signature Code Agreement to the State Procurement Office. This form contains additional information that is required to validate yourself and your company for electronic bidding.

If making payment offline by Visa/MC please contact the State Procurement Office at 503-3██-████.

If making payment offline by check please send payment to:

DAS State Procurement Office
1225 Ferry ST SE U140
Salem OR 97301-4285

Please identify on your check your Supplier Number as the invoice number.

Subscription Fees

Fee Status	Paid	
Basic Subscription	$0.00	effective from 03/27/2008 to 03/27/2009 12:00 AM

(Back)   Step 5 of 5   (Finish)

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Step 10

YOU'RE ALMOST FINISHED!

- Check your Registration Summary for accuracy.

If you selected the e-Bidding feature, you are required to complete the Authentication process prior to submitting electronic bids:
- Download the "Electronic Bidding Authentication Application", and perform the following steps:
  1. Complete the application by filling in **all** blank fields.
  2. Submit the entire Application to the State Procurement Office for processing.
- Scroll to the bottom of the page and *CLICK* on "Finish".

NOTE: Your Authentication Application must be filled out completely and accurately, or your application may be rejected and will require resubmission. **Approval time can be up to 2 weeks.**

CONGRATULATIONS!
YOU ARE NOW SUCCESSFULLY REGISTERED IN ORPIN.

Hello JOHN DOE

Supplier No: 27174

The last time you logged onto the system was: 03/03/2008 8:14 AM

Welcome to ORPIN The Navigation menu on the left includes links to all functions you have been ~~auth~~

Th[...]iers and contractors. Accessible as part of the State of Oregon web site, the supplier registration site is provided as a way for companies to register and maintain their corporate and product information. This site is a direct link to the ORPIN system supplier and contractor database used by procurement personnel. Please ensure that the information entered as your Company Details is current and complete. We invite you to use the Browse features to review bid opportunities.

You have successfully registered to access the ORPIN system.

You are NOW able to use the ORPIN system to browse opportunities and download documents. **You can NOW submit bids manually.**

Since you indicated an interest in electronic bidding (e-bid), please complete and submit an e-bid authentication packet available HERE or download the packet from the registration Summary area under **My Profile**.

Authentication can take up to 2 weeks once the completed e-bid authentication packet has been received; however, please remember that ALL other ORPIN system functions are available to you NOW.

Your subscription will expire on 03/03/2009 12:00 AM.

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- My Company Details
- Users
- ORPIN Time
- Exit from ORPIN

CLICK **"Browse Opportunities**

(?) **Help for ORPIN**   Contact Us | Disclaimer   Version (O&PEN 2.2

Browse Opportunities

Now that you are a Registered Supplier, you are ready to "Browse Opportunities"!

There are several different ways to "Browse Opportunities" in ORPIN.

Let's Begin...

CLICK **"Browse Opportunities"** from the left-hand menu bar.

Browse Opportunities

menu

▶ Browse Opportunities

- Open Opportunities
- By My Profile
- By Product
- By Organization
- Advanced Search

Browse Award Results

My Watch List

Browse Contracts

My Profile

My Documents

My Company Details

Users

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Exit from ORPIN

Open Opportunities
All open opportunities.

By Product/Service
Opportunities by Product/Service grouping.

Advanced Search
Find all open or closed opportunities, or narrow your search by entering a date range, opportunity number, or other criteria.

By My Profile
Browse opportunities that match your previously defined preferences for products and locations.

By Organization
Opportunities by organization.

CLICK on "By My Profile"

Browsing Suggestions

Until becoming familiar with ORPIN, here is a suggestion about monitoring bidding Opportunities:

- Browse **"All Open Opportunities".** This option will display all open Opportunities in the ORPIN system.
  - **and** -
- Browse **"By My Profile".** This option will filter open Opportunities based on the selections you made to your Product/Service and Location profiles.

Monitoring both areas will allow you to cross-reference commodity selections in your profile.

Example: If you see an opportunity under **"Open Opportunities"**, but you *DO NOT* see it under **"By My Profile"**, then you will need to adjust your profile selections to include that commodity or location area for future opportunities.

- **Let's *CLICK* on "By My Profile".**

menu

- Browse Opportunities

  - Open Opportunities
  - By My Profile
  - By Product
  - By Organization
  - Advanced Search

Browse Award Results

My Watch List

Browse Contracts

My Profile

My Documents

My Company Details

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Browse All Open Opportunities

Browse opportunities using my profile ?

The following is a list of all open opportunities. Click on the Opportunity number for more details.

⊞ Legend

[Show Details :::]

	Opportunity No	Organization Name	Published Date	Closing Date
1	📖 ODE-1109-07R	ODE - Office of Student Learning and Partnerships	08/01/2007	06/30/2008 2:00 PM
	Amend No.: 1	**Mediation Services**		
2	📖 ODE-1111-07R	ODE-SLP-Special Education	08/07/2007	06/30/2008 4:00 PM
		Complaint Resolution Services		
3	📖 102-1108-07	Justice Department	03/16/2007	02/20/2009 3:30 PM
		Alternative Dispute Resolution Services		

CLICK

Browsing Suggestions

You should have a screen showing several bidding opportunities. If not, *SELECT* "Open Opportunities" from the left-hand navigation bar and browse the Opportunity listings that look of interest.

1. *CLICK* on the 📖 icon.

   This will reveal the Bidding Notice

2. *SELECTING* the **"Hide/Show Details"** button, (located above the list of Opportunities), will reveal the Opportunity summary.

Notice

Request for Qualifications
Alternative Dispute Resolution Services
(Test)
Only Manual Bids Allowed

ORPIN
Oregon Procurement Information Network

menu

- ⊗ Close
- ▶ View PDF

Document
Interested
Activity Log
No Electronic
Bids Permitted

Refresh

- ? Help

Issued By

State Procurement Office
1225 Ferry Street SE, U140
Salem, Oregon
97301-4285

Contact: Tim Hay
Phone: 1 (503) 378-4650
Fax: 1 (503) 373-1626
Email: tim.hay@state.or.us

Notice #
102-1108-07
Publish Date & Time
03/16/2007 4:04 PM
Closing Date & Time
02/20/2009 3:30 PM
Time Zone
Pacific Time
Approx. Time Remaining
353 Days 23:48:48
All dates are mm/dd/yyyy

📁 Attachments Exist
Organization Attachments Do Not Exist
Documents for Purchase Do Not Exist

Expressing Interest

You can only download or view attachments after you "Express Interest".

Issued For

Justice Department
1162 Court St

Notice Summary

Per OAR 125-247-0550, the State of Oregon, acting by and through its Department of Administrative Services (DAS) State Procurement Office, and on behalf of the Oregon Department of Justice, issues this Request for Qualifications (RFQ) in order to establish a qualified list of ADR Providers (also known as the "ADR Provider Roster") of mediation and facilitation services for state agencies.

Please download the attached Request for Qualifications and Statement of Qualifications for more information.

Delivery Requirements

Payment Terms
Net 30

FOB
(Not Applicable)

Manual & Electronic response must express an interest. Manual response must 1st DOWNLOAD the document. Electronic Response [if allowed] – must express interest; select Supplier Response & complete response. Instructions can be found in the HELP screens

This step is <u>mandatory</u> if you are interested in an Opportunity and you want to download Attachments on it. Expressing Interest will also allow you to get notification of any changes in the Opportunity document.

1. On the Left Menu Bar, *CLICK* on **"Interested"**
   - Set the 'Interested As' dropdown. Specify whether you are a "Prime or Sub-contractor"
   - *CLICK* on **"Submit".**
2. You can now download and view the selected Opportunity's Attachment(s).

If you review the Attachments and decide you are not interested in that particular Opportunity, *SELECT* **"Interested"** from the navigation bar, *CLICK* the Trash Can next to your name, and hit **"Submit**." This removes you from the interested list. You will not be notified of any subsequent changes for this Opportunity.

NOTE: To see a list Opportunities you have expressed interest in, *CLICK* on 'My Watch List' in the menu bar on the main screen. The Opportunities will remain on your list until they close.