

**Attention HHF Contractors:**

**Late Fall 2017 - Detroit Land Bank Authority (DLBA) will transition to electronic bidding for HHF procurements.**

This fall, the DLBA’s HHF Team is implementing an eProcurement System – *BidSync*. BidSync will allow the DLBA to streamline the bidding process. As a contractor, BidSync will give you access to:

- An online supplier (contractor) portal where you can update and manage your own information and forms;
- Automated bid notifications for newly published bids, amendments, confirmation of bid submission, and forms nearing expiration;
- Up to date bid documents and information; and
- Electronic bid submission, including a confirmation email.

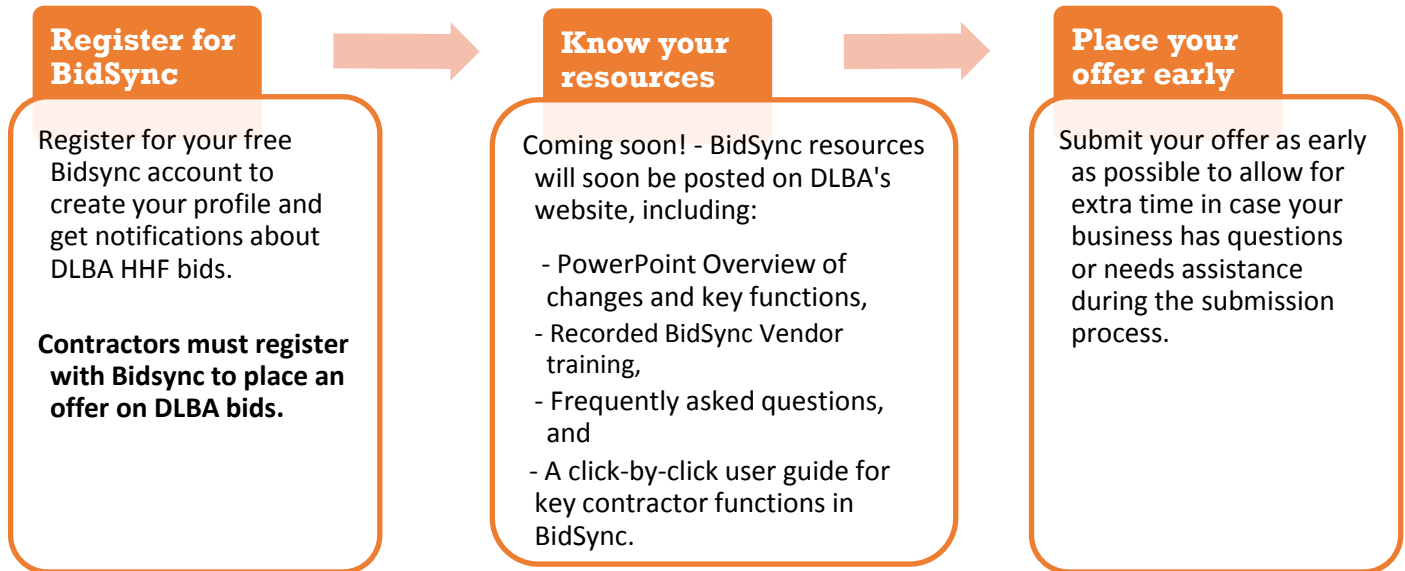
**Bidding on HHF Work with Land Bank**

Once BidSync is implemented, HHF contractors will bid on work for any HHF bid types through the process outlined below.



**Important Reminders for Your Business**

Here are some important reminders for your business as you submit offers through the BidSync system:



**Register for BidSync**

Register for your free Bidsync account to create your profile and get notifications about DLBA HHF bids.

**Contractors must register with Bidsync to place an offer on DLBA bids.**

**Know your resources**

Coming soon! - BidSync resources will soon be posted on DLBA's website, including:

- PowerPoint Overview of changes and key functions,
- Recorded BidSync Vendor training,
- Frequently asked questions, and
- A click-by-click user guide for key contractor functions in BidSync.

**Place your offer early**

Submit your offer as early as possible to allow for extra time in case your business has questions or needs assistance during the submission process.

**If you have any questions, please contact the procurement team at [rebuildingprocurement@detroitmi.gov](mailto:rebuildingprocurement@detroitmi.gov) and start the subject line with "HHF."**

**For technical system questions, call or email BidSync directly at 1-800-990-9339 or [support@bidsync.com](mailto:support@bidsync.com)**