

DETROIT LAND BANK AUTHORITY PROCUREMENT NEWS

Reminder – The Detroit Land Bank Authority (DLBA) Procurement Office has transitioned to electronic bidding for Non-HHF procurements.

The DLBA Procurement Office will manage all bids through an eProcurement System – *BidSync*. Suppliers will now bid on work through the process outlined below.



As a supplier, BidSync gives you access to:

- An online supplier portal where you 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;
- Electronic bid submission, including a confirmation email; and
- When awarded, electronic contract signing of the contract by the supplier and all DLBA signatories.

Are you ready?

Suppliers must be registered with Bidsync to place an offer on DLBA bids. Make sure to take the following steps to prepare for the transition to BidSync:

- ✓ Register for your free Bidsync account to create your profile and get notifications about DLBA bids relevant to your business
- ✓ Visit DLBA's website for BidSync resources, including:
 - PowerPoint Overview of changes and key functions
 - Frequently asked questions, and
 - A click-by-click user guide for key supplier functions in BidSync.
- ✓ 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

nonhhfbidsyncsupport@detroitlandbank.org

For technical system questions, call or email BidSync directly at 1-800-990-9339 or support@bidsync.com