

How to Do Business with Travis County



Thank you for visiting the Travis County Purchasing Office. Please expand your search by visiting Travis County's third-party procurement and bid notification system vendor, www.bidsync.com



There is NO FEE to register as a Travis County vendor, or to participate in the County's solicitation process. However, other government agencies using BidSync may pass that fee to the vendor. There will never be a fee with Travis County bids!



The Purchasing Agent is the chief procurement officer for Travis County. By statute, the Purchasing Agent is responsible to direct and oversee the County procurement process for all elected and appointed officials and commissioners court departments. Your Purchasing Office is the "single point of contact" for doing business with Travis County

Registration is Free

Placing an Offer

Select BidSync Links

Navigate to www.bidsync.com, select the BidSync Links™ icon for Suppliers, then select the "Register Now" button.

Your Information

Enter information for the Main Contact on the account, as well as your Company information.

Goods & Services

Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.

Thank you for registering with BidSync

Your information will be saved and your account will be activated with 24 hours. For quicker activation, please call Bid Sync directly at 1-800-990-9339, ext. 1.

Login to www.bidsync.com

Locate the bid to which you are responding.

- Click the "Search" tab on the top left page
- Enter keyword or bid number and click "Search"

Click on the "Bid Title/Description" to open the Bid Information Page.

View and Accept all documents in the document section.

Select "Place Offer" found at the bottom of the page.

Enter your pricing, notes, and upload attachments to this page.

Click "Submit" at the bottom of the page.

Review Offer(s)

Enter your password.

Your offer has been received!

For Additional Information:

BidSync Vendor Support
vendorsupport@bidsync.com
1-800-990-9339 Ext. 1
629 E. Quality Drive, Suite 101
American Fork, UT 84003

Travis County Purchasing Office
700 Lavaca, Suite 800
Austin, Texas 78701

(512) 854-9700
(512) 854-9185 Fax

www.traviscountytexas.gov/purchasing/

Want to learn how to use BidSync as a valuable research tool? Flip over to learn more!

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BidSync is a useful research tool for vendors!

As a registered user, you can locate bid tabs for previous bids:

Click on “**Bids**” on the gray menu bar, then click on “**History**”.

Use the “**Search**” function to find previous bids by typing in keywords or bid number.

Click on “**Bid Tabs**” to see winning vendor and contact information.

If a bid tabulation report is not available, please contact the Purchasing Office at (512) 854-9700 to request. You may also contact the **Point of Contact** listed in the bid description via e-mail or phone. Please have the bid number or title ready when you contact the office.

You can locate names of vendors who have viewed current bids:

Click on “**Bids**” on the gray menu bar, then click on “**Bids of Interest**” or,

Click on “**Search**” and enter information such as bid title or bid number.

In the first box with the bid number and title, look for Notifications to the right of the screen, then click on “**Report.**”

Vendor names and State location only will be listed. BidSync does not provide detailed contact information on open bids. You can copy the names and use any popular internet **Search Engine** to get their contact information. (NOTE: Some vendor names may be truncated.)

NOTE: For construction bids, other plan holders may be listed with other plan rooms. See the project specification book for a list of plan rooms.

BidSync benefits for Vendors:

Upon logging into BidSync, vendors are provided a list of all current bid requests for products or services in the self-selected classifications and geographical areas.

Vendors also have the option to receive notifications via e-mail whenever a public agency submits a bid or proposal for products or services, or makes a change in a previously sent request for a bid or proposal.

Vendor may submit questions and/or request additional clarification on bids or proposals, thus maintaining a fair and competitive solicitation process.

Vendors have the ability to attach photos, descriptive material, written documents, etc., in response to most bids.

BidSync provides **FREE** training during normal business hours by call 1-800-990-9339, Ext. 1.