

1**Find Opportunities****2****Certify on COBID****3****Discover what we buy****4****Learn Solicitation Types****5****Market your business****6****Respond with the details****1****Find**

Suppliers interested in doing business with the City can find solicitations and documents on ORPIN, the [Oregon Procurement Information Network](#). Registered suppliers are contacted via email about contracting opportunities and can access bid and proposal documents; there is no cost to the supplier to register. Register with ORPIN at:

orpin.oregon.gov/open.dll/welcome

Public Works solicitations are posted on the City of Eugene website - see "Quick Links" on the home page and click on "Bids and Proposals".

2**Certify**

The City encourages eligible suppliers to get certified as a [Minority Business Enterprise](#) (MBE), [Women Business Enterprise](#) (WBE), [Emerging Small Business](#) (ESB), and/or a [Disadvantaged Business Enterprise](#) (SV/DBE) through the State of Oregon Certification Office of Business Inclusion and Diversity (COBID). Register with COBID at:

oregon4biz.com/How-We-Can-Help/COBID/

3**Discover**

The City of Eugene buys a wide range of products & services to support the needs of our community. Your business may be qualified to provide for our departments/divisions, such as Facility Management, Fire & EMS, Human Resources, Library, Parks, Planning & Development, Police, Public Works, Recreation and Transportation. If you're unsure whether the City buys your product or service, call the Purchasing Office at:

541-682-5055

4**Learn**

Most City-issued solicitations are for purchases expected to exceed \$10,000. Each solicitation has its own legal and submittal requirements. Solicitation documents define the specification of the product or service, outline the submittal process, and indicate minimum requirements. The City issues the following types of solicitations:

RFQ: Request for Quote	RFI: Request for Information
RFP: Request for Proposal	RFQu: Request for Qualifications
ITB: Invitation to Bid	

5**Market**

So much of business success is built upon relationships. Establishing connections at the City, within the Purchasing Office as well as within individual divisions that purchase products and services (such as Public Works and Facility Management) will increase your opportunities for successfully contracting with the City. Attend events where Buyers, PMs, and businesses network (such as Vendor Trade Shows, workshops and open houses), attend pre-bid/proposal meetings to have your questions answered, get your business name and email onto the Purchasing Office contact list (we'll let you know about upcoming opportunities), include key words about your product/service on your business card, create a one-page "leave behind" about your business that can be shared across the organization.

6**Respond**

Pay careful attention to the requirements of each specific solicitation! Understand the scope, follow the format, demonstrate expertise, show you can deliver, and know the schedule. Assistance is available!

City of Eugene Purchasing Office: **541.682.5055**

Government Contract Assistance Program: **www.gcap.org**

Secretary of State's Business Express: **www.business.oregon.gov**

Small Business Administration: **www.sba.gov**

SCORE: **www.score.org**

"To thrive, cities need to harness the dynamism, innovation and resources of the private sector. In return, businesses can make a practical contribution to developing cities as centres for talent, creativity and innovation; and in being good places to live."

Global Cities Business Alliance, 2016 Report:
City-business interaction: current trends and future outlook



The City of Eugene works to procure goods and services at the best value for our community - using the most efficient and effective methods possible while abiding by state and local rules and regulations.

Be Our
Partner Build Our
Community



Central Services | Finance | Purchasing

100 W 10th Ave, Suite 400

Eugene, OR 97401

Phone | 541-682-5055 Fax | 541-682-6233

Email | eugene.purchasing@ci.eugene.or.us

www.eugene-or.gov/purchasing