

IMPORTANT NOTICE - ELECTRONIC BIDDING SYSTEM

Metropolitan Community College (MO) is using Public Purchase, a **FREE** web-based e-Procurement service. To begin or continue to receive bid notifications as a current vendor you must complete the [two-step registration](#). Please register as soon as possible so that you have uninterrupted access to our bids and the notification of our bids.

REGISTRATION INSTRUCTIONS:

STEP 1: Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to step 2.

STEP 2: Register with Metropolitan Community College (MO):

1. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency **Metropolitan Community College (MO)**- Make sure the Registration Status field is set to "All"
5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
6. Complete the registration steps with the agency.

*It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the **Metropolitan Community College (MO)**. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

Puyallup School District Public Purchase homepage:

<https://www.publicpurchase.com/gems/puyallupsd,wa/buyer/public/home>

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

REGISTER WITH AGENCY:

Agency	City	State	Registered	
Metropolitan Community College (MO)	Kansas City	MO		[View] [Register]

Step 1: Introduction – Please read through the information on the page. This will give you the agency’s basic instructions for registration. When finished, click **“Continue.”** This will take you to the next step for registration.

Registration with Metropolitan Community College (MO)

Click any of the steps to directly review its information

Step 1 Introduction	Step 2 Classification	Step 3 Business Types	Step 4 Confirmation
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Agency Name: **Metropolitan Community College (MO)**

Instructions:

- This is a one-time process for this agency. Once you are done you will be able to respond to other bids from this agency without having to repeat this step. *
- Please click the "Continue" button below to register with the agency.

* If an agency updates the information they require from vendors, you may be asked to return to this screen to review your information.

Step 2: Classification – Select the classification codes that match the bids you want to be notified about. Enter the classification codes under which your company falls. The classifications you have already chosen during Public Purchase registration will show up here as well. If you wish to remove one or more classifications, simply click on the **Trash Can**.

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In order to match bids with interested vendors, this agency uses **NIGP** (National Institute of Governmental Purchasing).

To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. If you have already selected your classifications for NIGP with other agencies, please take a moment to review the information to make sure it is accurate.

Please note that you can always manage your classifications for all agencies from within the "Tools" area.

Classifications you have Selected

[946-14] Appraisal services, antique, art, etc. 

Browse	Search
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- Administrative, financial, and management services
 - Financial services
 - Human services
 - Insurance and insurance services, all types
 - [953-06] Accident insurance [Add]
 - [953-13] Aviation insurance [Add]
 - [953-22] Boiler insurance [Add]

You can select additional classifications by using the **Browse** or **Search** tab. Click **“[Add]”** on the code you want listed.

Once you have completed your Classification Codes, click **“Continue”** at the bottom.

Step 3: Business types – If any of the listed business types match your business, check the box. You can upload documents as well. Click **“Continue”** to move to the final step.

Step 1 Introduction Step 2 Classification Step 3 W9 **Step 4 Business Types** Step 5 Confirmation

HUB HUBZone (Historically Underutilized Business Zone) Small Business

8(a) 8(a) Qualified Business

MBE Minority Owned Business

SDVOB Service-disabled Veteran Owned Business

SBE Small Business Enterprise

SDB Small Disadvantage Business

VetBiz Veteran Owned Business

WBE Woman Owned Business

Local Local Business

SSV Sole Source Vendor

MCBE Micro-business enterprise (preference eligible)

MWBE Minority Women-Owned Business Enterprise

SDBE Self-declared business enterprise

Local Local Business

MBE Minority Business Enterprise

AABE African American Business Enterprise

ABE Asian American Business Enterprise

HABE Hispanic American Business Enterprise

NABE Native American Business Enterprise

SBE Small Business Enterprise

WBE Woman-owned Business Enterprise

VBE Veteran-Owned Business Enterprise

ROB Resident-Owned Business

SECTION 3 Section 3 Business Concern

HUB Historically Underutilized Business

500 Employs 500 in TX

Local Local Business

NFP Non Profit

EMER Emergency Providers

DBE Disadvantaged Business Enterprise

Documents

Step 4: Confirm – Review all the information you entered during the Agency Vendor Registration process. If everything is correct, click **“Register”**.

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Step 1 Introduction Step 2 Classification Step 3 Business Types **Step 4 Confirmation** Step 5 Confirmation

Agency Name: **Metropolitan Community College (MO)**

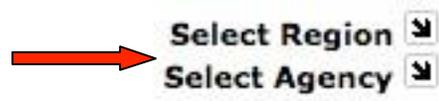
Note: Your registration is not yet complete. Please click "Register" below.

Review

- You selected classification codes from NIGP to describe your business.
- You selected business(es) type(s) 8(a).

SEARCH FOR AGENCY'S HOMEPAGE:

You can search for bids from specific agencies by selecting the Home tab and using the two filters at the top right. Click on "**Select Region**" select **Missouri** and the click on "**Select Agency**" select **Metropolitan Community College**. You will be directed tot the agency's homepage.



Open Bids for Metropolitan Community College (MO)

You are registered with this agency.

Missouri
Metropolitan Community College (MO)

Title	Start Date	End Date	Time Left	Addendums
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There are no open bids for this agency at this time.

Open Bids
Closed Bids