

TIPS FOR SUCCESS IN THE BIDDING PROCESS



REGISTER IN BIDBUY

Registering in BidBuy is crucial for companies looking to do business with the State of Illinois. Without registration, companies will not be alerted to active solicitations and may miss out on valuable contracting opportunities. It is highly recommended that companies register in BidBuy to stay informed and participate in government procurement activities.

UPDATE USER INFORMATION

Make sure that your user information is up to date. Staff turnover can result in bid notices going to disabled email accounts at your business. The BidBuy system does not send back notices to State agencies that an account is no longer active.

REVIEW YOUR BID

It's essential to thoroughly review your bid before submitting to verify that all necessary forms are attached and signed. Neglecting to provide the required documentation may lead to your bid being considered non-responsive.

ATTEND THE PRE-BID CONFERENCE

Attending the Pre-Bid Conference provides an opportunity to gather important information, clarify doubts, and network with other potential bidders. It allows for a better understanding of the project requirements, objectives, and timelines, helping to increase chances of submitting a competitive and successful bid.

REVIEW YOUR BID AGAIN

Taking time to thoroughly review and securely submit your bid is essential to ensure accuracy and effectiveness. Rushing may lead to errors or oversights that could negatively impact your chances of success. Allocating enough time for careful evaluation and confidently uploading your bid will increase the likelihood of a successful submission.

UPDATE OTHER REGISTRATIONS

Complete or update all the necessary registrations in advance to ensure everything is in order and up to date. This helps avoid any last-minute complications or delays that could hinder timely and accurate bid submissions.

- BidBuy
- Illinois Procurement Gateway
- Small Business Set-Aside Program
- Business Enterprise Program
- Illinois State Board of Elections

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ILLINOIS DEPARTMENT OF CORRECTIONS