

## General Information to Vendors about License Office Bidding

The Division of Purchasing within the Office of Administration is the office responsible for the competitive procurement of the license offices in the State of Missouri.

The Division of Purchasing uses an electronic process to obtain competitive proposals for goods and services needed. If you have not already done so, be sure to visit our home page website at: <http://oa.mo.gov/purchasing>.

From this site you can find a wealth of information about the Division of Purchasing and doing business with the State of Missouri. You might find it helpful to review the documents found on the *Vendors* tab of our home page.

### **MissouriBUYS:**

The Division of Purchasing is now posting all of bid solicitation documents, including bid solicitations for the Department of Revenue's License Offices, on the new MissouriBUYS Bid Board (<https://www.missouribuys.mo.gov>).

### **Vendor Registration:**

From the MissouriBUYS website referenced above, you can click on the *Register* link which allows registration as a vendor and downloading of solicitation documents directly from the internet. Detailed vendor registration instructions are also provided from this site.

All vendors who register through the MissouriBUYS Vendor Registration System and sign up for the license office commodity code (**80161500 – Management Support services**), will receive an automatic, computer-generated email each time a new license office RFP is issued.

### **Submitting a Solicitation Response:**

Vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. Both methods of submission are explained in the step-by-step instructions provided at [https://missouribuys.mo.gov/pdfs/how\\_to\\_respond\\_to\\_a\\_solicitation.pdf](https://missouribuys.mo.gov/pdfs/how_to_respond_to_a_solicitation.pdf).

### **Review of Past Procurements:**

You may find it helpful to take some time and review some of the past procurements, especially for any offices for which you may have interest. The information about each of the past procurements can be found through our *Awarded Bid and Contract Document Search* System.

You can access documents related to past procurements by going to the Division of Purchasing's home page at: <http://oa.mo.gov/purchasing>. Under the *Bidding and Contracts* tab, click on the link for *Awarded Bid and Contract Document Search*. This takes you to: <http://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>.

From this screen, select the *OnBase System Search Enter Here* link. This link will log you into the *Awarded Contract and Bid Documents Search* site.

From the drop down box on the *Awarded Contract and Bid Documents Search* site, you have three options:

- *Public Contract & Bid Search* - Any bid documents associated with bids that were awarded after June 12, 2015.
- *Public Contract & Bid Search (Pre 2015)* - Any bid documents associated with bids that were awarded before June 13, 2015.
- *Public Delegation (AOC, PGA, SDA, ERS) Search* - Any new delegation documents created after June 12, 2015 are searchable by the delegation number. Any delegation documents created prior to June 13, 2015 are searchable by contract number in the *Public Contract & Bid Search (Pre 2015)*.

After selecting the appropriate search type, you can search by the bid number or the contract number. A list of license office locations, the contract numbers, and the bid numbers for each of the current license office contracts can be found by clicking on *Listing of DOR License Offices Contracts* on the Vendor tab at the following website: <http://oa.mo.gov/purchasing>.

More detailed document search instructions are available from the OnBase System website by clicking on the *Search & Retrieval Instructions* link.