



**TIPS ON DOING
BUSINESS WITH
THE STATE OF
MISSOURI**



- Register on MissouriBUYS, the State of Missouri's new eProcurement system (<https://missouribuys.mo.gov>). As a registered vendor, make sure you have selected a commodity/service code(s) for your business so you can receive e-mail notifications of bidding opportunities.
- Monitor the Bid Board on MissouriBUYS for bid opportunities. Download solicitation documents in their entirety, including all attachments.
- Read solicitation documents thoroughly including the terms and conditions. Be sure you understand all the requirements. If you have questions, contact the buyer for clarification.
- When submitting bid responses (electronically or via mail), be sure to follow instructions. Submit all required and requested information. Be sure your bid is legible and complete. If responding by hard copy, include appropriate number of copies plus original.
- Be sure that your bid is electronically submitted or mailed to arrive in Purchasing's office before the specified opening date and time.
- Follow up on submitted bids by monitoring the Awarded Bid & Contract Document Search on Purchasing's website. Find out who won the award, the prices, and other information. Review the evaluation report.
- Get to know the local purchasing needs of the various state agencies.
- Review bid opportunities on the Bid Board on MissouriBUYS.
- Have a good reputation for service, quality product, and reliability.
- Ask questions.
- Don't offer gratuities.