

# Ramsey County Procurement

**DEMANDSTAR**  
by ONVIA



## What is Onvia DemandStar?

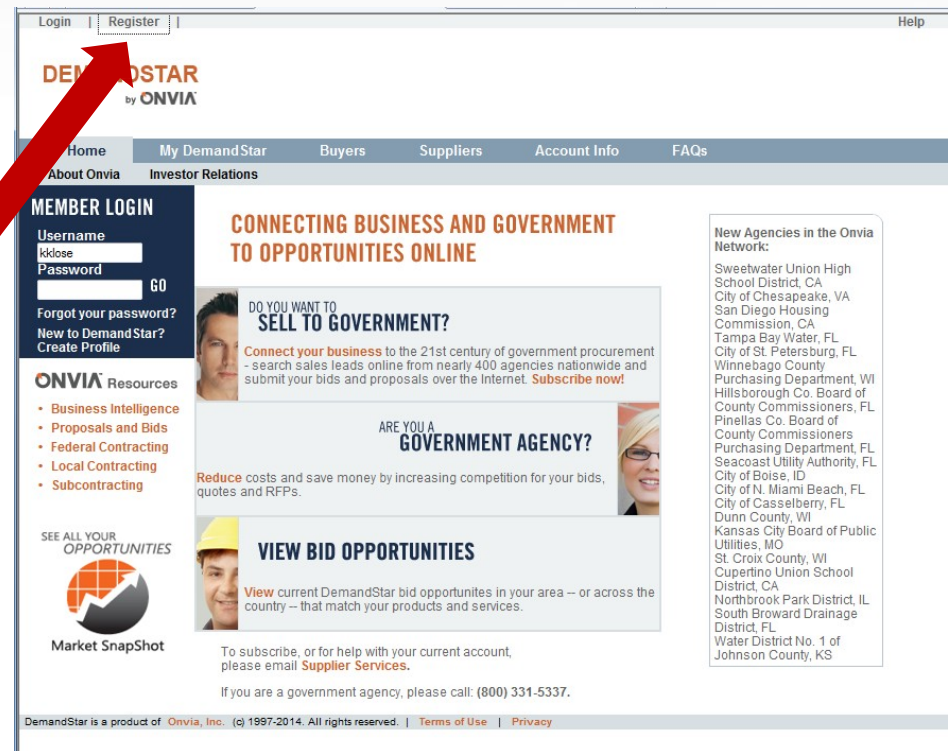
- Onvia DemandStar (DemandStar) is a web-based notification and delivery system used for public solicitations.
- DemandStar is free (with single agency subscription) and automatically notifies registered vendors when competitive solicitations are released.
- The next few slides will walk through the registration process.
- If you need help along the way, please call customer service at 1-800-711-1712 or email [Demandstar@onvia.com](mailto:Demandstar@onvia.com).

## Overview of the Registration Process

1. Register your Agency
- 2-4. Set up your password (to “activate” your account)
5. Go back to the website to add Account Info (Self Declarations and Commodity Codes)

# Step 1. Register your Agency

1. Go to [www.demandstar.com/](http://www.demandstar.com/)
2. Click on the **Register** tab



The screenshot shows the DemandStar website interface. At the top, there are navigation tabs for 'Login' and 'Register'. A red arrow points from the 'Register' tab in the instructions to the 'Register' tab on the website. Below the navigation, there is a main menu with 'Home', 'My DemandStar', 'Buyers', 'Suppliers', 'Account Info', and 'FAQs'. The 'Register' tab is highlighted. The main content area features a 'MEMBER LOGIN' section with fields for 'Username', 'Password', and a '60' character limit. Below this is a 'New to DemandStar? Create Profile' link. To the right, there are promotional banners for 'CONNECTING BUSINESS AND GOVERNMENT TO OPPORTUNITIES ONLINE', 'DO YOU WANT TO SELL TO GOVERNMENT?', 'ARE YOU A GOVERNMENT AGENCY?', and 'VIEW BID OPPORTUNITIES'. A sidebar on the right lists 'New Agencies in the Onvia Network' with various government entities. At the bottom, there is a 'Market SnapShot' section and a footer with 'DemandStar is a product of Onvia, Inc. (c) 1997-2014. All rights reserved. | Terms of Use | Privacy'.

The next page will show you the three DemandStar subscription options. Select the FREE AGENCY option.

**DEMANDSTAR SUBSCRIPTION OPTIONS**

Onvia DemandStar directly connects you to government contracts. You specify the types of bids you want to receive, and we notify you when an Onvia DemandStar government agency has an opportunity that matches your business.

Please select which of the following Onvia DemandStar subscription options you would like:

**New from Onvia**

**Onvia Guide for Small Business**  
Starts at \$45/month

Bids and RFP's from all DemandStar agencies plus thousands of additional agencies. Onvia Guide for Small Business gives you the best coverage and the fastest notification available anywhere.

[Get Started >](#)

**Onvia DemandStar SELECT**

\$100

*Get bid notification from Onvia DemandStar agencies in up to 4 counties \$100/year. (additional \$25 for each county up to 8 counties)*

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads.

**Onvia DemandStar FREE AGENCY**

FREE

*Receive notification from a single agency at no cost.*

This product includes full functionality of the Onvia DemandStar platform including Bidwire, Quotewire and free document downloads. Plans and specifications continue to be available for an additional charge.

**Onvia DemandStar BASIC**

FREE

*Search only the Onvia DemandStar Agency database at no cost.*

This product does not include Bidwire, Quotewire or free document downloads. Document downloads are \$5 each. Once a document is downloaded, you will receive notification of addenda for that specific product.

In addition to Onvia DemandStar, Onvia provides broader notification services and in-depth government business intelligence from more than 89,000 local, municipal, state and federal government and education purchasing offices.



**Select this option**

# Complete the Free Agency Registration form

Be sure to select Ramsey County



**DEMANDSTAR**  
 by ONVIA

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Home
My DemandStar
Buyers
Suppliers
Account Info
FAQs

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### Subscriber General Information

By completing and submitting the form below you're creating a Free Subscription to one Demandstar Agency. Your subscription includes the full functionality of the DemandStar platform including Bidwire, Quotewire and free document downloads from a single agency. Bid document downloads from other agencies are available at an additional cost.

\* indicates required fields

#### Create Your Username

Login Username (E-Mail) \*

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#### Main Contact Information

First Name \*

Last Name \*

Phone \*

E-mail Address \*  (Please call 800-711-1712 for help if you do not have an email address)

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#### Company Information

Company Name \*

Address Line 1 \*

Address Line 2

City \*

State/Province \*

Zip/Postal Code \*

Phone Number \*

Fax Number

Time Zone \*

Country \*

Website

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#### Free Agency Selection

Select the agency \*



## Step 2: You will need to accept the Membership Agreement

After you click Accept, you will be taken to your Account Info page



**DEMANDSTAR**  
by **ONVIA**

My DemandStar Suppliers Account Info  
About Onvia Investor Relations

### Membership Agreement

The following legal agreement must be accepted before using the service.

ONVIA GENERAL TERMS AND CONDITIONS

Terms and Conditions

ONVIA GENERAL TERMS AND CONDITIONS

This Agreement provides the general terms and conditions (the "General Terms and Conditions") applicable to all services (the "Services") offered by Onvia, Inc., a Delaware corporation ("Onvia"), to you through its Web sites located at [www.onvia.com](http://www.onvia.com), [www.projectguides.com](http://www.projectguides.com) and [www.demandstar.com](http://www.demandstar.com) (together, the "Site"). THESE GENERAL TERMS AND CONDITIONS ARE SUPPLEMENTED BY AND SHOULD BE READ IN CONJUNCTION WITH THE SPECIFIC TERMS AND CONDITIONS APPLICABLE TO SUCH SERVICES. By using any Service, you agree to these General Terms and Conditions as well as the specific terms and conditions applicable to the Service(s) you are using. The term "Agreement" means these General Terms and Conditions plus all other applicable terms and conditions. Onvia reserves the right in its sole discretion and without notice to amend

Accept Decline



## Step 3: You will get an email from onlineregistration@Demandstar.com

onlineregistration@demandstar.com

Today at 9:46 AM

To: [REDACTED]

Dear [REDACTED]

Thank you for signing up on Onvia DemandStar for your single agency subscription. This service includes full functionality of the Onvia DemandStar system and free document downloads for your selected agency.

Please use the login information below to go online at [www.demandstar.com](http://www.demandstar.com) and begin updating your company profile. Updating your company profile to specific commodity and service codes is critical to receiving qualified bid opportunities from your chosen agency. Once logged in, select the Account Info tab and then choose Commodity Codes to begin selecting the commodity codes that best match your business's line of work.

Username: [REDACTED]

Please set your account password by clicking on the link below:

<https://www.demandstar.com/account/users/tokensignin.asp?token=4B6A3634-533F-4005-8726-7C9FAEE5138C>

Note: If clicking the link above does not work, please copy and paste the URL in a new browser window instead.

We look forward to connecting your business to more government bid and quote opportunities.

Sincerely,

Hank Riner  
CEO, President  
Onvia, Inc.  
[www.onvia.com](http://www.onvia.com)  
[suppliersales@onvia.com](mailto:suppliersales@onvia.com)



Click on the provided link to  
go to the password reset  
page to create your  
password



## Step 4: Set your password

**DEMANDSTAR**  
by ONVIA

My DemandStar	Suppliers	Account Info
General	[Users]	Self Declarations
		Subscriptions
		Commodity Codes

### Change Password

\* indicates required fields

Username (E-mail) \*

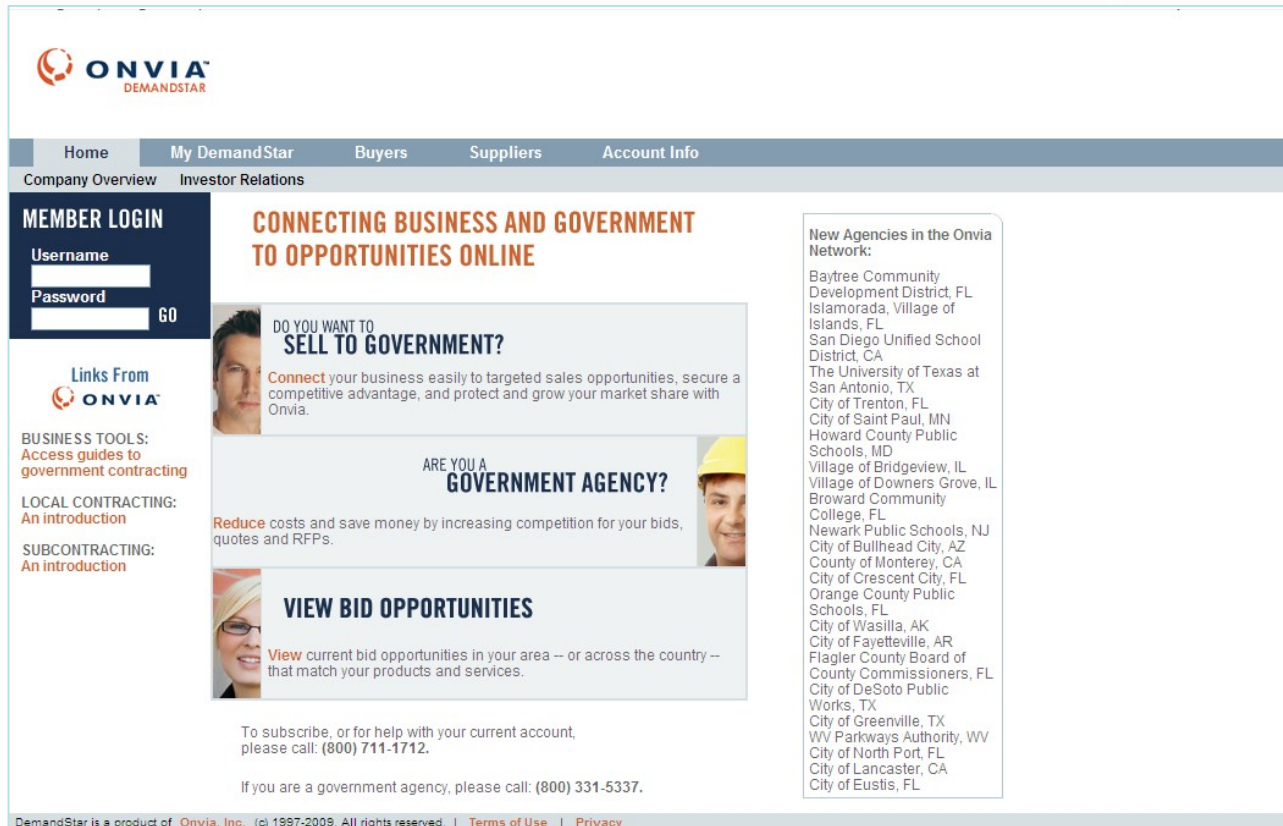
New Password \*

Passwords must be a minimum of 8 characters long and include letters and numbers.

Confirm Password \*

Save

Once you set up your password, go to [www.demandstar.com](http://www.demandstar.com) and login



**ONVIA DEMANDSTAR**

Home | My DemandStar | Buyers | Suppliers | Account Info

Company Overview | Investor Relations

**MEMBER LOGIN**

Username

Password  **GO**

**CONNECTING BUSINESS AND GOVERNMENT TO OPPORTUNITIES ONLINE**

**DO YOU WANT TO SELL TO GOVERNMENT?**

Connect your business easily to targeted sales opportunities, secure a competitive advantage, and protect and grow your market share with Onvia.

**ARE YOU A GOVERNMENT AGENCY?**

Reduce costs and save money by increasing competition for your bids, quotes and RFPs.

**VIEW BID OPPORTUNITIES**

View current bid opportunities in your area -- or across the country -- that match your products and services.

To subscribe, or for help with your current account, please call: (800) 711-1712.

If you are a government agency, please call: (800) 331-5337.

**Links From ONVIA**

**BUSINESS TOOLS:**  
Access guides to government contracting

**LOCAL CONTRACTING:**  
An introduction

**SUBCONTRACTING:**  
An introduction

**New Agencies in the Onvia Network:**

- Baytree Community Development District, FL
- Islamorada, Village of Islands, FL
- San Diego Unified School District, CA
- The University of Texas at San Antonio, TX
- City of Trenton, FL
- City of Saint Paul, MN
- Howard County Public Schools, MD
- Village of Bridgeview, IL
- Village of Downers Grove, IL
- Broward Community College, FL
- Newark Public Schools, NJ
- City of Bullhead City, AZ
- County of Monterey, CA
- City of Crescent City, FL
- Orange County Public Schools, FL
- City of Wasilla, AK
- City of Fayetteville, AR
- Flagler County Board of County Commissioners, FL
- City of DeSoto Public Works, TX
- City of Greenville, TX
- WV Parkways Authority, WV
- City of North Port, FL
- City of Lancaster, CA
- City of Eustis, FL

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## Step 5.

Select

Account Info, then

Self Declarations

**ONVIA DEMANDSTAR**

**LIVE EXPERT**  
NEED HELP? CLICK TO CHAT.

My DemandStar   **Suppliers**   **Account Info**   [Commodity Codes](#)

General   Users   Programs   **Self Declarations**   Subscriptions

**Onvia Test**

**Member Information** EDIT

Address Onvia Test  
509 Olive Way  
Seattle, WA 98101  
Phone: 2063739157

Notification Notify via Email to 1 user(s)

**User Accounts** EDIT

Primary Contact Onvia Test, Main Contact

**Programs** EDIT

Certification Application Status None

**Self Declarations** EDIT

Attributes None

**Subscriptions** EDIT

Services BidWire, QuoteWire (Active)

Active Products City of Redmond - Purchasing Division

**Commodity Codes** EDIT

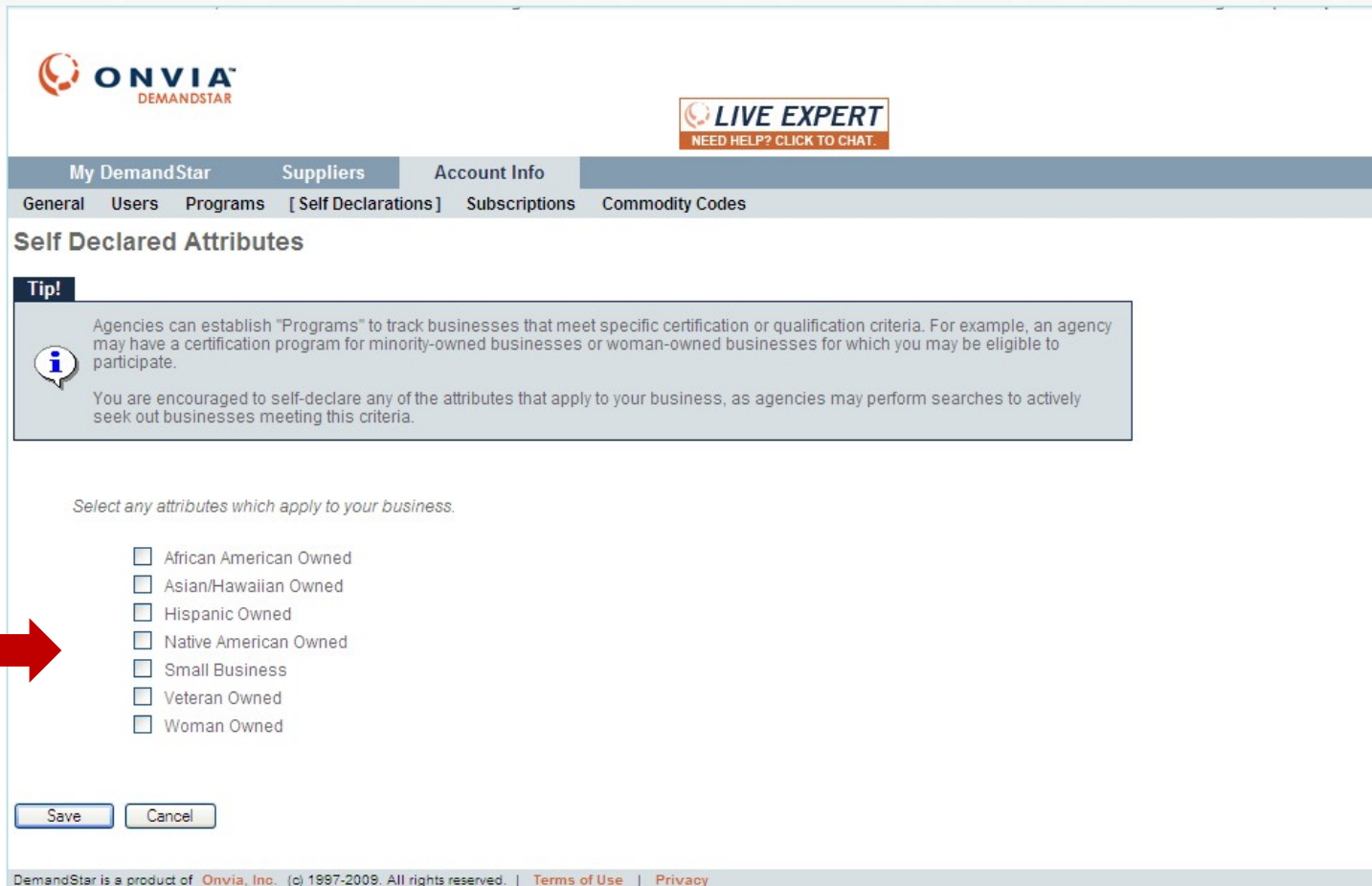
Selected Codes



**Credit Card on File** EDIT

Credit Card None

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Here you can select and save any self declared attributes



My DemandStar Suppliers Account Info

General Users Programs [ Self Declarations ] Subscriptions Commodity Codes

### Self Declared Attributes

**Tip!**

Agencies can establish "Programs" to track businesses that meet specific certification or qualification criteria. For example, an agency may have a certification program for minority-owned businesses or woman-owned businesses for which you may be eligible to participate.

You are encouraged to self-declare any of the attributes that apply to your business, as agencies may perform searches to actively seek out businesses meeting this criteria.

Select any attributes which apply to your business.

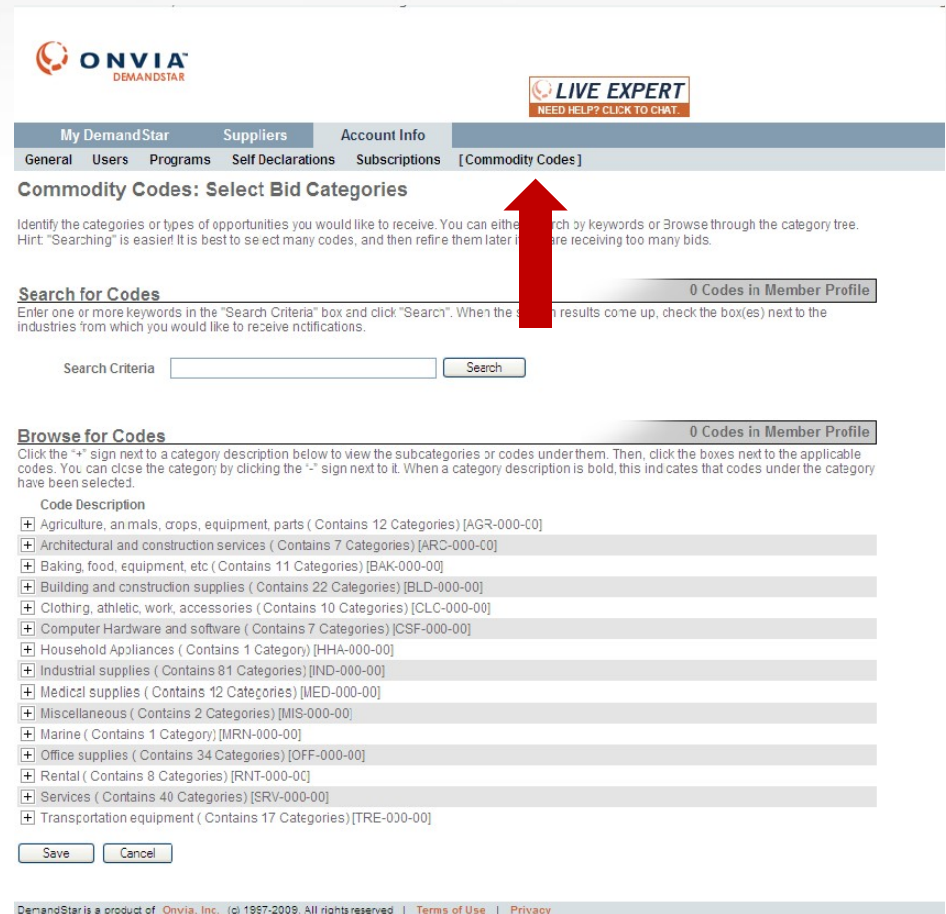
- African American Owned
- Asian/Hawaiian Owned
- Hispanic Owned
- Native American Owned
- Small Business
- Veteran Owned
- Woman Owned

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Go to the Commodity Codes sub-heading where you can search, select and save all of the commodity codes that relate to your business.

A “Commodity Code” is a type of service. Choose as many Commodity Codes as you want to, in order to receive a broad array of notifications.

**FINISHED!!!** You will now be notified of any solicitations that the Ramsey County posts on DemandStar.



The screenshot shows the ONVIA DemandStar interface. At the top, there is a navigation menu with tabs for 'My DemandStar', 'Suppliers', 'Account Info', and 'Commodity Codes'. The 'Commodity Codes' tab is selected and highlighted. Below the navigation, there is a 'LIVE EXPERT' chat button. The main heading is 'Commodity Codes: Select Bid Categories'. Below this, there is a search section with a search criteria input field and a 'Search' button. A red arrow points to the 'Commodity Codes' tab in the navigation menu. The search results section is titled 'Browse for Codes' and lists various commodity categories with their respective counts and codes. At the bottom, there are 'Save' and 'Cancel' buttons.

**Commodity Codes: Select Bid Categories**

Identify the categories or types of opportunities you would like to receive. You can either search by keywords or browse through the category tree. Hint: "Searching" is easier if it is best to select many codes, and then refine them later if you are receiving too many bids.

**Search for Codes** 0 Codes in Member Profile

Enter one or more keywords in the "Search Criteria" box and click "Search". When the search results come up, check the box(es) next to the industries from which you would like to receive notifications.

Search Criteria

**Browse for Codes** 0 Codes in Member Profile

Click the "+" sign next to a category description below to view the subcategories or codes under them. Then, click the boxes next to the applicable codes. You can close the category by clicking the "-" sign next to it. When a category description is bold, this indicates that codes under the category have been selected.

Code Description

- Agriculture, animals, crops, equipment, parts ( Contains 12 Categories) [AGR-000-00]
- Architectural and construction services ( Contains 7 Categories) [ARC-000-00]
- Baking, food, equipment, etc ( Contains 11 Categories) [BAK-000-00]
- Building and construction supplies ( Contains 22 Categories) [BLD-000-00]
- Clothing, athletic, work, accessories ( Contains 10 Categories) [CLC-000-00]
- Computer Hardware and software ( Contains 7 Categories) [CSF-000-00]
- Household Appliances ( Contains 1 Category) [HHA-000-00]
- Industrial supplies ( Contains 81 Categories) [IND-000-00]
- Medical supplies ( Contains 12 Categories) [MED-000-00]
- Miscellaneous ( Contains 2 Categories) [MIS-000-00]
- Marine ( Contains 1 Category) [MRN-000-00]
- Office supplies ( Contains 34 Categories) [OFF-000-00]
- Rental ( Contains 8 Categories) [RNT-000-00]
- Services ( Contains 40 Categories) [SRV-000-00]
- Transportation equipment ( Contains 17 Categories) [TRE-000-00]

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