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## OPENGOV

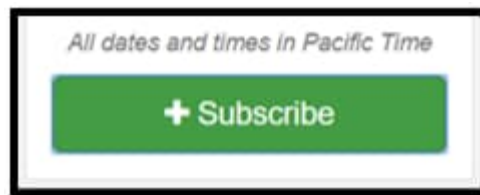
### VENDOR REGISTRATION INSTRUCTIONS

The City of Prescott Purchasing Division is proud to announce a new partnership with OpenGov Procurement, a web-based e-Procurement service. In order to submit bid responses for the City of Prescott, you must register as a Vendor on the OpenGov website, then subscribe to the City of Prescott. The website address is listed below:

[Procurement Portal \(opengov.com\)](http://opengov.com)

Instructions for registering on the OpenGov website as well as registering as a Vendor with the City of Prescott on the OpenGov website are as follows:

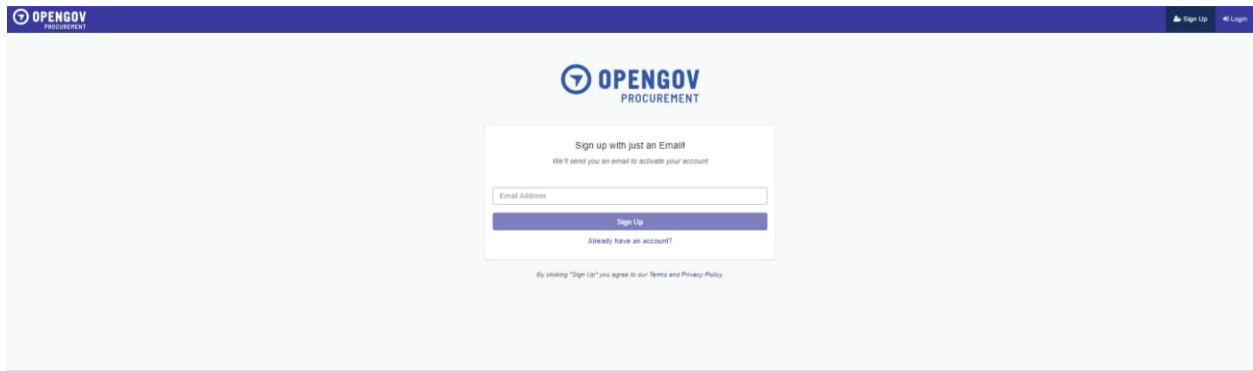
**Step 1.** Click the above link or copy and paste it into your browser to access the website. You will see the City of Prescott “Procurement Portal.” Click on the “Subscribe” button.



**Step 2.** Make sure you click the “Sign up” link if this is your first time creating an account with OpenGov Procurement.

A screenshot of a mobile app "Log In" screen. At the top, it says "Log In" with a close icon. Below is a message: "You must be logged in to subscribe to government projects. Please log in or create an account." There are two input fields: "Email Address" and "Password". Both fields have a red border and a red "X" icon on the right, indicating they are required. Below each field is the text "This field is required". There is a link "Forgot Password?" below the password field. At the bottom is a blue "Log In" button and a link "Don't have an account yet? Sign up".

**Step 3.** Enter your email address and click on “Sign Up”.

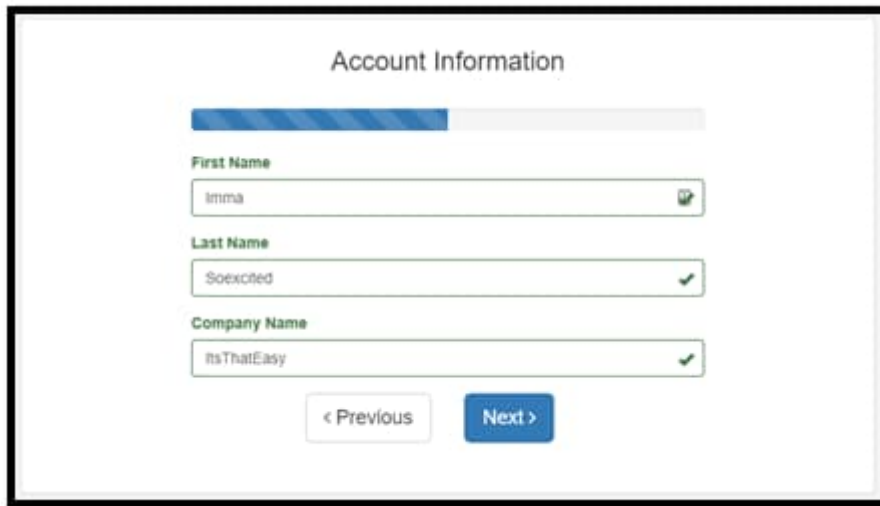
The screenshot shows the OpenGov Procurement sign-up interface. At the top, there is a dark blue header with the OpenGov Procurement logo on the left and 'Sign Up' and 'Login' links on the right. The main content area is white and features the OpenGov Procurement logo at the top. Below the logo, the text reads 'Sign up with just an Email' and 'We'll send you an email to activate your account'. There is a text input field labeled 'Email Address' and a blue 'Sign Up' button. Below the button, there is a link that says 'Already have an account?'. At the bottom of the form, a small line of text states 'By clicking "Sign Up" you agree to our Terms and Privacy Policy'.

**\*\*\*If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.**

**Step 4.** Check your inbox and click the “Activate Account” button in the welcome email.





**Step 5.** Fill in your Name and your Company Name




Account Information

Progress bar: 50% complete (blue and grey segments)

First Name  
 

Last Name  
 

Company Name  
 

[< Previous](#) [Next >](#)

**Step 6.** Enter a password.



Set Password

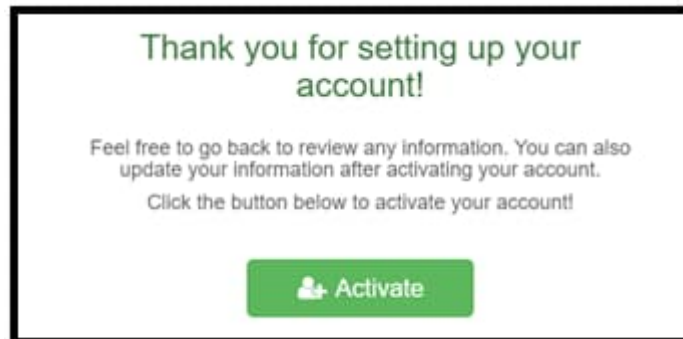
Progress bar: 100% complete (green bar with checkmark and 'Completed' text)

New Password  
 

Confirm Password  
 

[< Previous](#) [Next >](#)

**Last Step.** Press the “Activate” button, and you’re in!



Thank you for setting up your account!

Feel free to go back to review any information. You can also update your information after activating your account.

Click the button below to activate your account!

[👤 Activate](#)

Once you've activated your account, you'll be taken back to the agency's OpenGov Procurement bid portal. Here are a few things you'll probably want to do:

1. **Make sure you've hit the Subscribe button from the agency's public bid portal. This will ensure you receive notifications about new bid opportunities from the agency.**
2. Update Your Contact Information and Company Profile. Doing it now is a great idea. This information will be automatically submitted with each of your responses and proposals. If you ultimately submit a bid proposal, we will force you to enter this before you can submit anything. Updating this information on your company profile will remove the need to correct auto-populated information in your company profile section on each response.
3. Make sure you fill in the purchasing categories you want to be notified about. This is found under your company profile in the area titled "category codes". NOTE: If you subscribe to the agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
4. Click "Follow" on any open projects that are of interest to you.
5. Click "Apply to Project" on any project you want to submit a proposal to.
6. Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other and share projects with our easy social media share links. See below:



## The "Network" of Open Opportunities

Vendors may also see a full listing of open opportunities across the entire OpenGov Procurement network, and it's all absolutely free.

Listing of ALL Open Projects In the OpenGov Procurement Network

Click here to reorder by due date

Search by NIGP, NAICS or UNSPSC codes

Project Title	Organization	Release Date	Due Date
2022 Domestic Water & Sanitary Sewer Master Plan Updates	City of Santa Monica	3/22/2022	5/13/2022
2022 Recycled Water Master Plan	City of Santa Monica	3/22/2022	5/13/2022
Water Management Strategy	City of West Sacrame...	4/29/2022	5/13/2022
Request For Qualifications Construction Manager at Risk Services Sacramento International Airport Terminal A Restroom Rehabilitation Project	County of Sacramento	5/5/2022	5/13/2022
Greenville County Pharmaceuticals	Greenville County	4/29/2022	5/16/2022
Rebuild of Pump 4 at Main Lift Sewer Pump Station	City of Milpitas	4/14/2022	5/16/2022

If you need any assistance during this process, please contact OpenGov by clicking on the chat symbol at the bottom right corner of the page.



For additional information on OpenGov, please go to [Vendor Guides \(opengov.my.site.com\)](https://opengov.my.site.com) where you will find videos and articles to assist vendors. If you have additional questions, please contact [support@opengov.com](mailto:support@opengov.com).