



## **VENDOR ANNOUNCEMENT**

### **IMPORTANT NOTICE - CHANGE TO A NEW NOTIFICATION SYSTEM FOR PURCHASING AND CONTRACT SERVICES**

Dear Registered Vendor,

The City of Keene, NH Purchasing Division is proud to announce that we will now be using Public Group, a web based e-Procurement service. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

We will make the move from our current e-procurement system to Public Group fully effective August 1, 2017. Please register as soon as possible and no later than July 19, 2017 so that you have uninterrupted access to our bids and the notification of our bids.

We will keep our current project database active for the time being in order for your convenience in checking the status of ongoing projects and archived information.

#### ***INSTRUCTIONS***

**1. Register with Public Purchase:**

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

**2. Register with City of Keene, NH:**

A. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

B. Click on the "Tools" tab, Click on the "Agencies" tab.

C. This will take you to the agency search page. In the agency name box type in the name of the agency. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search" this will bring up the agency below, to the far right of it you will see "view" and "Register" click on the "Register" link to complete the vendor registration with the agency.

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the City of Keene, NH. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

***If you have any questions or need support, please click on the “chat button” (top-left side of the page you are on) and the Public Group customer service will assist you. Please DO NOT call or email the City of Keene Purchasing & Contract Services office - all questions should be directed to The Public Group.***

#### ***Why the switch?***

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

#### ***Benefits to Us***

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

#### ***What benefits to You?***

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com). Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in City of Keene, NH new registration process.

Sincerely,

Jeffrey W. Titus  
Purchasing & Contract Services Manager  
City of Keene, NH