

## IMPORTANT ANNOUNCEMENT

### CHANGE TO GPCOG COOPERATIVE PURCHASING PROGRAM PROTOCOL

Dear GPCOG Cooperative Purchasing Program Participants;

GPCOG is proud to announce that we will now be using [Public Purchase](#), a free, web based e-Procurement service for all transactions related to our Cooperative Purchasing program. In order to begin, or continue to, receive bid notifications and submit Estimated Needs to participate in bids you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below.

GPCOG will make the move from our current procedures to Public Purchase effective March 6, 2017. **Please register as soon as possible and no later than March 10, 2017 so that you have uninterrupted access to our bid 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.

<http://www.publicpurchase.com/gems/gpcog.me/register/agency>

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

Using this service will make the bid process easier and less expensive to manage for us and simplify the bid process for our participants and vendors. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

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

This e-Procurement system will create a single location in which to submit Estimated Needs, view open bids and award information and tracks all financial transactions and reporting. 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 or GPCOG. We are discontinuing “bid fees” for both member and non-member participants in our bid process except for road salt.**

If you need any assistance with this process please contact Public Purchase at [kevinra@thepublicgroup.com](mailto:kevinra@thepublicgroup.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 GPCOG's new Cooperative Purchasing e-Procurement service.

Sincerely,

Stephanie Carver, Cooperative Purchasing Director  
Greater Portland Council of Governments

P.S. The bid schedule will still be posted on our website, but all future bid information will be contained within the e-Procurement service on-line portal.