



# ORPIN

**ORegon Procurement Information Network**

## **Supplier Guide to Registration**

*Opportunities to grow your business!*

**ORPIN.Oregon.gov**

Revision 5—03/7/11



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ORPIN



Welcome to the Oregon Procurement Information Network (ORPIN). ORPIN provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions. You may browse the site as an anonymous user and see summary information. Select the "Browse" option in the left navigation bar to explore these capabilities.

If you wish to view or download the entire opportunity you will need to complete the registration process. You may register as a Basic or Premium Subscriber. Please see the "Subscription Levels" option in the left navigation bar to see the features of each subscription level.

If you have not yet registered you may register now by selecting the "Supplier Registration" option in the left navigation bar. If you are already registered you may log on now by selecting the "Logon to ORPIN" option in the left navigation bar.

If you have any questions about ORPIN, information, including answers to commonly asked questions, can be found here.

[Last ORPIN Update 11/04/2006](#)

If you have already registered or started a registration in ORPIN  
**DO NOT Re-Register**

# Step 1

Access the ORPIN website at:  
<http://orpin.oregon.gov>

From the ORPIN Main Menu screen, you can register as a new Supplier or 'Log in to ORPIN' as a previously registered user.

- **CLICK** on "Supplier Registration" to register as a new Supplier.

**NOTE: Please DO NOT re-register.** If you are currently registered and forgot your Password or User Name, click on the "Forgot your password? Click here to reset it!" button on the *Login to ORPIN* screen.

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## Registration

(Test)

- ❓ Provide personal and company information and create your own product/service and location profile.

Initial registration allows one user per company. A Company's primary account may also add and maintain additional users. Note: Each additional user who chooses Premium service will be required to pay the relevant subscription fee.

## eServices Information

Select one of the following:

- Basic Subscription (\$0.00/1 Year)** ❓

Electronic Bidding

A Basic Subscription allows the user to 'express interest' in posted bid opportunities, receive e-mail notice of all addenda issued and download existing attachments (some restrictions may apply) if any.

The product/service and location profile allows for focused opportunity searches and supports vendor sourcing capabilities.

- Premium Subscription (\$100.00/1 Year)** ❓

Email Notification

Electronic Bidding

A Premium Subscription provides all the basic subscription features. In addition, your selected profile triggers email notification of all matching new, revised or cancelled opportunities.

Step 1 of 5

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## Step 2

- **SELECT** your subscription option.

**Choose one:**

**Basic Subscription  
No Cost**

- Review Notice listings
- Review Opportunity (Bid) listings
- Download open Opportunities
- Receive email notice of all addenda issued for open Opportunities that you have expressed an interest in
- Submit e-Bid when Opportunity process allows
- Browse closed Opportunities for Bid results and intent to award
- Browse summaries of current contracts

- or -

**Premium Subscription  
\$100 Annual Fee  
Includes all Basic Subscriber services, PLUS...**

- Receive automatic email "push" notification of all open Opportunities for commodity areas which match your supplier profile
- View contract attachments

- **Do not hit 'Next' yet. Step 2 continues with 'e-Bidding' on the next page...**

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## Step 2— continued

### Check the Electronic Bidding box to add this free feature to either Subscription Level.

- A) Electronic Bidding (eBidding) is simply an alternative to traditional hard-copy (Manual) bid submissions. E bidding allows you to enter bids electronically through the ORPIN system, including entering pricing, item descriptions, attachments, etc.
- B) Not all opportunities will allow for eBidding. Be sure to check the top of each solicitation document to see what types of bids will be accepted.

**NOTE:** *In order to submit an eBid, you must have an active eBid Keyword. (An eBid Keyword is a special password used only for electronic bids.)*

*One eBid Keyword is shared by all users under a company account. The primary contact on the company's ORPIN account will control the company's eBid Keyword.*

- **CLICK "Next"** to continue your Registration process.

# Agreement

(Test)

## TERMS AND CONDITIONS OF USE

The Oregon Procurement Information Network ("ORPIN") is provided by the State of Oregon ("State") for the convenience of Suppliers to access procurement information issued by participating governmental entities in Oregon ("Entities"). The service provides users the ability to register as a Supplier and respond to procurement opportunities posted by participating Entities. If a Supplier registers as a Premium Subscription and selects e-notification, the ORPIN system will provide email notification of procurement opportunities matching the profile established by the Supplier. Subject to approval by the State, Suppliers may submit proposals electronically for certain procurement opportunities. The State reserves the right to update the terms and conditions of use at any time. Supplier's continued use of the ORPIN website means that you accept those changes.

TO USE ORPIN, THE USER MUST READ AND UNCONDITIONALLY AGREE TO THE FOLLOWING TERMS AND CONDITIONS OF USE ON BEHALF OF THE SUPPLIER. YOUR ACKNOWLEDGMENT OF THE TERMS AND CONDITIONS OF THIS AGREEMENT IS EVIDENCED BY CLICKING ON THE "I Agree" BUTTON ON THE BOTTOM OF THIS PAGE. SELECTING THE "I Agree" BUTTON ALSO MEANS THAT THE USER HAS READ, AGREES TO, AND UNDERSTANDS THE PRIVACY POLICY AND DISCLAIMER POSTED ON THIS ORPIN WEBSITE. IN ADDITION, THE SUPPLIER WILL BE SUBJECT TO ANY POSTED GUIDELINES OR RULES APPLICABLE TO THE ORPIN SERVICES. TO PROCEED TO REGISTRATION, YOU MUST SELECT "I Agree". OTHERWISE, IF THE SUPPLIER DECLINES, CLICK ON THE "I Disagree" BUTTON ON THE BROWSER TO RETURN TO THE ORPIN HOME PAGE.

Supplier's users agree to: (1) provide true, accurate, current and complete information as prompted by ORPIN's registration form; and (2) maintain and properly update registration information to keep it true, accurate, current, and complete. If the Supplier provides any information that is untrue, inaccurate, not current, or incomplete, the State has the right to suspend or terminate the Supplier account and refuse any current or future use of ORPIN.

Supplier's users will have a password and user ID upon completion of the registration process. Supplier's Primary Contact and registered users are responsible for maintaining the confidentiality of the password and account and are responsible for all activities under that password or account. Supplier agrees to: (1) immediately notify the Department of Administrative Services State Procurement Office ("DAS SPO") of any unauthorized use of Supplier's password or user ID or any other breach of security; and (2) ensure that Supplier properly logs off the account at the end of each session.

Supplier is responsible for all content uploaded, posted, emailed, transmitted, or otherwise made available to the State through ORPIN by the Supplier or through the Supplier's agent.

Any information provided by the Supplier is subject to the terms and conditions set forth in the Oregon Procurement Information Network Terms and Conditions of Use.

The State reserves the right at any time to modify ORPIN and shall not be liable to



# Step 3

- **REVIEW** the Terms and Conditions of Use.
- **SELECT** "I Agree" to continue with your registration.

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## Primary Contact Registration

(Test)

Provide supplier primary contact information. The supplier primary contact is responsible for maintaining the Supplier Registration Information.

### Primary Contact Information: ?

First:	*	<input type="text" value="John"/>			
Middle:		<input type="text"/>			
Last:	*	<input type="text" value="Doe"/>			
User Name:	*	<input type="text" value="johndoe"/>			
Password:	*	<input type="password" value="*****"/>			
Confirm Password:	*	<input type="password" value="*****"/>			
Telephone:	*	Country Code <input type="text" value="1"/>	Area Code <input type="text" value="503"/>	Number <input type="text" value="555-1212"/>	Extn <input type="text"/>
Fax:	*	<input type="text" value="1"/>	<input type="text" value="503"/>	<input type="text" value="555-1212"/>	<input type="text"/>
E-mail address:	*	<input type="text" value="johndoe@hotmail.com"/>			

\* indicates a required field.

[Back](#)

Step 2 of 5

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## Step 4

**All fields with an asterisk (\*) must be filled in.**

You get to choose your own Logon (User Name) and Password!

### HELPFUL HINTS:

- User Name must contain at least 7 characters, is **not** case sensitive, and should be generic.
- Password must contain at least 7 characters, **is** case sensitive, and must include a number or symbol.

**Examples:** Tommy61 or Diamond\$

The spaces provided below are for your reference only.

**User Name:** \_\_\_\_\_  
(Logon ID)


**Password:** \_\_\_\_\_

**NOTE:** If you get an error screen, go back and make sure all of the required (asterisked) fields are filled in.

- **CLICK "Next"** to continue with your registration process...

## Possible Duplicate Registration

(Test)

 The ORPIN system has found that a similar registration may already exist. This can occur if you have previously registered within the system, or if you were registered by an internal person.

Please select the registration that you believe to be correct. If none appear correct, you may select your current entered information at the bottom of this screen. Click "Continue" when you have selected a registration.

Continue

**Existing Registrations**

1  Doe, John  
1 (999) 555-5555  
Generic Service Provider  
555 Main St.  
Aberdeen OR 55555  
1 (999) 555-5555

---

2  Doe, John  
1 (999) 7221191

**New Registration**

3  Doe, John  
1 (503) 555-1212

4

## Step 4— continued

**ORPIN compares your registration information to its database and looks for duplicates.**

**If ORPIN does not find duplicates, please skip to Page 8 to continue with your registration.**

**If you receive a screen titled 'Possible Duplicate Registration', please complete the steps listed below.**

- Review the Existing Registrations displayed on the screen to see if any of them may be a duplicate of your account.
- If you locate a duplicate, **CLICK** the radio button next to it.
- If you do not locate a duplicate of your account, **CLICK** the radio button next to your information listed under 'New Registration'.

## Person Confirmation

(Test)

- ⓘ The following individual has been created within the ORPIN system. If you do not wish to continue with registration, you may logout of ORPIN and finish your registration at a later date. Remember: Do Not Re-Register - Write down the User Name and Password you created and use it to re-enter the ORPIN system.

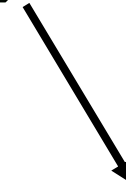
To continue with this registration process click "Next" and you will be prompted to place your "Company Information" into ORPIN.

### Person Information

**Name:** Jane Doe  
**User Name:** janedoe  
**Phone:** 1 (999) 555-1212  
**Fax:**  
**Email:** janedoe@email.com

Step 2 of 5

4



Next

## Step 4— continued

- **CONFIRM** your personal information
- **CLICK “Next”** to continue with your registration process

**NOTE:** Once you reach this screen, your user account has been established in ORPIN. This means that should you choose **not** to continue your registration at this point, your information will still be saved and you should use the “**Login to ORPIN**” option next time you access the ORPIN system.

## Company Search

(Test)

**?** Please search for your company to make sure that it is not already registered in the ORPIN System. If no matching search results are returned, this means your company is not yet registered and you may then proceed to the Company Registration page by clicking "Next".

Any search results that are found are possible matches to your search criteria. If you think any of the results are your company, you can submit a request to be affiliated with that company by selecting the checkbox and then clicking "Next".

### Find Company ?

Company Name:

City:

Company	Prime Contact	
1 Joe's Farm 123 Main Street Eugene OR 97401 1 (999) 555-1212	Tester, Joe 1 (999) 555-1212	<input type="checkbox"/>
2 Test Inc. 123 Main Street Salem OR 97302 1 (999) 555-1212	Test, This is a 1 (999) 555-1212	<input type="checkbox"/>
3 Monroe Industries 123 Main Street Salem OR 97302 1 (999) 555-1212	Monroe, Marilyn 1 (999) 555-1212	<input type="checkbox"/>
4 Lester's Landscaping 999 9th Street Lowell OR 99999 1 (999) 555-1212	Tester, Lester 1 (999) 555-1212	<input type="checkbox"/>
5 wow 1212 main street Salem OR 97311 1 (999) 555-1212	iam, sam 1 (999) 555-1212	<input type="checkbox"/>

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**?** [Help for ORPIN](#)

[Contact Us](#) | [Disclaimer](#)  
[Privacy Statement](#)

Version (O&PEN 2.24.49)

# Step 5

**Enter your Company Name to see if your company already exists in ORPIN. To narrow the results, you can choose to include a City as well.**

- If you locate an existing profile for your company, click the checkbox next to it.
- If you do not locate an existing profile for your company, **LEAVE** the checkboxes blank.
- If you see the message "That company name was not found. Please refine your search to create a more general search criteria," **CLICK** "Next" to continue.

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- Browse Opportunities
- Browse Award Results
- My Watch List
- Browse Contracts
- My Profile
- My Documents
- My Company Details
- Users
- [Continue Registration](#)
- ORPIN Time
- [Exit from ORPIN](#)

name/business class:  
Legal/Business Name: \* John Doe Construction

Doing Business As:  
 Same as Legal Name

or Enter Name:  
\_\_\_\_\_

MWESB Information:  
No MWESB Certification

FID: \_\_\_\_\_ 9 digits, not your SSN

Business Class:  
General Corporation

Country Code	Area Code	Number	Extn
* 1	* 999	* 555-1212	
1			
1			
1			

Office:  
Fax:  
Cell:  
Toll Free:

Authorized Company Email Address: \* johndoe@email.com

Website Address: http:// \_\_\_\_\_

Country: \* United States

State: \* Select State  
Oregon

Address Line 1: \* 123 Main Street

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Address Line 4: \_\_\_\_\_

City: \* Select City  
Salem  
or Enter City  
\_\_\_\_\_

Zip Code: \* 97302

5

Use the drop down box to change the state.

\* indicates a required field.

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Next

## Step 5— continued

Continue filling in all fields with an asterisk, then...

- **CLICK "Next"** to continue with your registration process.

## Company Registration Continued

(Test)

 This page is for review of your MWESB Certifications information. Changes to certification information cannot be made in ORPIN, contact the Department of Consumer and Business Services, Office of Minority, Women and Emerging Small Business.

### State of Oregon MWESB Certifications

[Find My MWESB Certification](#)

### MWESB (Minority, Women, Emerging Small Business)

[View MWESB Certification](#)

\* indicates a required field

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## Step 6

**If you would like to view a list of State of Oregon MWESB Certifications, *CLICK* the link to access the MWESB website.**

- ***CLICK* “Next”** to continue with your registration process.

## Profile Setup

(Test)

### Product/Service Information ?

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "Go" to see a list of product/service groupings. Select the classification which best describes your company's products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

You must make at least one selection to proceed.

If you should decide that there is no applicable category for your product or service, please contact us at 503-378-4642 for assistance.



Go

### Location Information ?

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting "Go" you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier establishing your company's potential to regional supply requirements.

Go

Back

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Next

# Step 7

## Creating your User Profile

**To set up your user profile, you need to select the products and services you can provide to the state. This part of the registration process is key because it allows ORPIN to match you to bidding Opportunities.**

- **CLICK on "GO" next to Product Information.**

**NOTE:** You may spend a considerable amount of time customizing your "Profile Setup".



# Product/Service Selection

(Test)

## Product/Service Selection Information

### Your Profile

Opportunities are cross-referenced to product/service groupings. Select the product/service groups for your offerings. Professional/Personal services are included within each product/service grouping. An 'X' indicates a selection at a lower level in the hierarchy. A 'checkmark' indicates an explicit selection.

Search for a Specific Product/Service Grouping



**B.**

Your Product Information has been updated.

- Administrative, Financial, and Management Services ...
- Agricultural Equipment and Related Products and Services ...
- Arts, Crafts, Entertainment, Theatre ...
- Automotive Products, Vehicles, and Services ...
- Building Equipment, Supplies, and Services ...
- Clothing, Textiles, Laundry Equipment, and Supplies ...
- Communication Equipment and Services ...
- Computers, Software, Supplies, and Services ...
- Food, Equipment, and Related Services ...
- Furnishings and Related Services ...
- Furniture and Related Services ...
- Hardware, Related Equipment, and Services ...
- Highway Road Equipment, Materials, and Related Equipment ...
- Janitorial and Cleaning Equipment, Supplies, and Services ...
- Laboratory Equipment, Supplies, and Services ...
- Maintenance and Repair of Equipment ...
- Medical Equipment, Supplies, and Services ...
- Miscellaneous Commodities and Services ...
- Office Supplies, Related Items, and Services ...
- Paper, Printing Equipment, and Related Products and Services ...
- Personal Products, Equipment, and Services ...

**Click on “(..)” for a more refined product selection.**

# Step 7—continued

## Options for selecting Products/Services:

### OPTION B

**BROWSE** the list of commodities displayed on the Selection screen. If you check a box from this screen, you will select every product/service inside that category. However, Ellipse icons (...) next to a category name indicate that more specific products/services are included inside the category at lower levels. You are encouraged to pick and choose from products within a category to be as specific as possible. **CLICK on the Ellipses (...)** to drill down before checking a box next to a commodity.

- **CLICK** on “**Submit/ Remain**” to add additional products/services and to save your selections in ORPIN.
- When you are finished, **CLICK** on “**Submit/Remain**” again to save.
- **CLICK** on “**Close**” in the upper right corner of the ORPIN screen. This will take you back to the Product/Location screen.

# Profile Setup

(Test)

## Product/Service Information ?

Go

Use Product/Service Information to define the product(s) and/or service(s) provided by your company. Select "Go" to see a list of product/service groupings. Select the classification which best describes your company's products or services. These selections will create your supplier profile which will be used for email notification for a Premium Subscriber and will also simplify your ability to browse for opportunities you may be interested in if you are a Basic Subscriber.

You must make at least one selection to proceed.

If you should decide that there is no applicable category for your product or service, please contact us at 503-378-4642 for assistance. for assistance.

## Location Information ?

Go

Most Opportunities are cross-referenced to geographic regions in Oregon where products or services are required. After selecting "Go" you will see a list of geographical categories comprised of various regions in Oregon. Select the locations where you can supply your product or service. These selections will become part of your Supplier Profile which will be used for notification under Premium Subscription described earlier. establishing your company's potential to regional supply requirements.



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Next

# Step 8

Once you are back at the "Profile Setup" main screen,

- **CLICK on "GO"** next to Location Information to define your geographic preference for doing business in Oregon.

## Location Selection

### Location Information

#### Your Profile

Most opportunities posted to the ORPIN system are cross-referenced to the region of the State in which the goods or services are required. Select the region or regions that you wish to search by.

Click on the region/zone to see a list of counties.

Statewide

**A.**

**B.**

Submit

Oregon

- [Central Coast](#)
- [Central Valley](#)
- [North Central](#)
- [North Coast](#)
- [North Valley](#)
- [Northeastern](#)
- [South Central](#)
- [South Coast](#)
- [South Valley](#)
- [Southeastern](#)

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## Step 8—continued

At the “**Location Selection**” screen you can:

A. **SELECT** “**Statewide**” to indicate that your goods/services are available anywhere in the state of Oregon.

- or -

B. **SELECT** individual location regions by county in your location profile.  
 - Click on the underlined regions to view the geographical areas included in each county.

- When you finish with your Location selection, **CLICK** “**SUBMIT**” to save your selection.
- To continue your registration process **CLICK on the “Close”** button in upper right hand corner of your ORPIN screen. This will take you back to the Product/Service Profile main screen.

- Browse Opportunities
- Browse Award Results
- My Watch List
- Browse Contracts
- My Profile
- My Documents
- My Company Details
- Users
- [Continue Registration](#)
- ORPIN Time
- [Exit from ORPIN](#)

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(Test)

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Next



# Step 9

After selecting your Location Information, you will return to the Product/Service Information Main Menu

- **CLICK** the “Next” button to continue your registration process.

- Browse Opportunities
- Browse Award Results
- My Watch List
- Browse Contracts
- My Profile
- My Documents
- My Company Details
- Users
- Continue Registration
- ORPIN Time
- Exit from ORPIN

# Registration Summary

(Test)

? This is the summary registration information.

## Company Information

**Company Name:** John Doe Construction  
**Business Class:** General Corporation  
**Current Status:** Seeking Authentication  
**Phone:** 1 (999) 555-1212  
**Email:** johndoe@email.com  
**Mailing Address:** 123 Main Street  
 Salem OR 97302  
 United States

## Primary Contact

**Name:** Jane Doe  
**Email:** janedoe@email.com

## Personal Information

**Name:** Jane Doe  
**User Name:** janedoe  
**Phone:** 1 (999) 555-1212  
**Email:** janedoe@email.com  
**Notification Method:** Email

## Subscription Level

Basic Subscription: eBid Service

## Location Profile

All Locations

## Product/Service Profile

### Food, Equipment, and Related Services

- FOODS: BAKERY PRODUCTS (FRESH)
  - Doughnuts, Fried Pies, Bagels, etc.
  - MUFFINS

Print



# Step 10

## YOU'RE ON THE LAST STEP!

- Check your Registration Summary for accuracy.
- If you selected the Premium Subscription level, choose your preferred method of payment.
- Scroll to the bottom of the page and **CLICK** on "Finish".

**CONGRATULATIONS!**  
**YOU ARE NOW SUCCESSFULLY REGISTERED IN ORPIN.**



## menu

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[Browse Award Results](#)  
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Hello Jane Doe

Supplier No: 27174

The last time you logged onto the system was: 03/03/2008 8:14 AM

Welcome to ORPIN The Navigation menu on the left includes links to all functions you have been authorized to use in the ORPIN system.

The Supplier Registration Site is created as a service to suppliers and contractors. Accessible as part of the State of Oregon web site, the supplier registration site is provided as a way for companies to register and maintain their corporate and product information. This site is a direct link to the ORPIN system supplier and contractor database used by procurement personnel. Please ensure that the information entered as your Company Details is current and complete. We invite you to use the Browse features to review bid opportunities.

You have successfully registered to access the ORPIN system.

You are NOW able to use the ORPIN system to browse opportunities and download documents. You can NOW submit bids manually.

**CLICK "Browse Opportunities" in the left hand menu bar**

Your subscription will expire on 03/03/2009 12:00 AM.

# Browse Opportunities

**Now that you are a Registered Supplier, you are ready to "Browse Opportunities"!**

There are several different ways to "Browse Opportunities" in ORPIN.

**Let's Begin...**

**CLICK "Browse Opportunities" from the left-hand menu bar.**

## menu

### ► Browse Opportunities

- Open Opportunities
- By My Profile
- By Product
- By Organization
- Advanced Search

[Browse Award Results](#)

[My Watch List](#)

[Browse Contracts](#)

[My Profile](#)

[My Documents](#)

[My Company Details](#)

[Users](#)

[ORPIN Time](#)

[Exit from ORPIN](#)

## Browse Opportunities

(Test)

### Open Opportunities

All open opportunities.

### By Product/Service

Opportunities by Product/Service grouping.

### Advanced Search

Find all open or closed opportunities, or narrow your search by entering a date range, opportunity number, or other criteria.

### By My Profile

Browse opportunities that match your previously defined preferences for products and locations.

### By Organization

Opportunities by organization.

**CLICK on “Open Opportunities” to see every open opportunity currently posted in the system, regardless of commodity**

**CLICK on “By My Profile” to see only opportunities that match the goods and/or services you selected on your Profile during registration**

## Browsing Suggestions

**Until becoming familiar with ORPIN, here is a suggestion about monitoring bidding Opportunities:**

- Browse “**All Open Opportunities**”. This option will display all open Opportunities in the ORPIN system.  
- and -
- Browse “**By My Profile**”. This option will filter open Opportunities based on the selections you made to your Product/Service and Location profiles.

**Monitoring both areas will allow you to cross-reference commodity selections in your profile.**

**Example:** If you see an opportunity under “**Open Opportunities**”, but you *DO NOT* see it under “**By My Profile**”, then you will need to adjust your profile selections to include that commodity or location area for future opportunities.

- **Let’s CLICK on “By My Profile”.**

## menu

### ► Browse Opportunities

- Open Opportunities
- By My Profile
- By Product
- By Organization
- Advanced Search

[Browse Award Results](#)

[My Watch List](#)

[Browse Contracts](#)

[My Profile](#)

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[Exit from ORPIN](#)

## Browse All Open Opportunities




(Test)

### Browse opportunities using my profile

The following is a list of all open opportunities. Click on the Opportunity number for more details.

 Legend


Show Details 

	Opportunity No	Organization Name	Published Date	Closing Date
1	 <a href="#">ODE-1109-07R</a>	ODE - Office of Student Learning and Partnerships Amend No.: 1 <b>Mediation Services</b>	08/01/2007	06/30/2008 2:00 PM
2	 <a href="#">ODE-1111-07R</a>	ODE-SLP-Special Education <b>Complaint Resolution Services</b>	08/07/2007	06/30/2008 4:00 PM
3	 <a href="#">102-1108-07</a>	Justice Department <b>Alternative Dispute Resolution Services</b>	03/16/2007	02/20/2009 3:30 PM

**CLICK the book icon to open the document**

## Browsing Suggestions

**You should have a screen showing several bidding opportunities. If not, *SELECT* “Open Opportunities” from the left-hand navigation bar and browse the Opportunity listings that look of interest.**

1. **CLICK** on the  icon.

This will reveal the Bidding Notice

2. **SELECTING** the “**Hide/Show Details**” button, (located above the list of Opportunities), will reveal the solicitation summary.

- ✕ Close
- ▶ PDF Not Available
- ▶ Refresh
- ? Help

- [Respond Online](#)
- [Express/View Interest](#)
- [Additional Information](#)
- [Notice Specific Information](#)

**Notice**  
 Request for Qualifications  
 Alternative Dispute Resolution Services  
 (Test)  
 Only Manual Bids Allowed



**Issued By**  
 State Procurement Office  
 1225 Ferry Street SE, U140  
 Salem, Oregon  
 97301-4285

<b>Notice #</b> 102-1108-07
<b>Publish Date &amp; Time</b> 03/16/2007 4:04 PM
<b>Closing Date &amp; Time</b> 02/20/2009 3:30 PM
<b>Time Zone</b> Pacific Time
<b>Approx. Time Remaining</b> 353 Days 23:48:48
All dates are mm/dd/yyyy

**Contact:** Tim Hay  
**Phone:** 1 (503) 378-4650  
**Fax:** 1 (503) 373-1626  
**Email:** tim.hay@state.or.us

Attachments Exist  
 Organization Attachments Do Not Exist  
 Documents for Purchase Do Not Exist

**Expressing Interest**

**Issued For**  
 Justice Department

**You can only download or view attachments after you express interest.**

**Notice Summary**

Per OAR 125-247-0550, the State of Oregon, acting by and through its Department of Administrative Services (DAS) State Procurement Office, and on behalf of the Oregon Department of Justice, issues this Request for Qualifications (RFQ) in order to establish a qualified list of ADR Providers (also known as the "ADR Provider Roster") of mediation and facilitation services for state agencies.

Please download the attached Request for Qualifications and Statement of Qualifications for more information.

**Delivery Requirements**

**Payment Terms**

Net 30

**FOB**

(Not Applicable)

**Manual & Electronic response must express an interest. Manual response must 1st DOWNLOAD the document. Electronic Response [if allowed] – must express interest; select Supplier Response & complete response. Instructions can be found in the HELP screens**

# Expressing Interest

This step is **critical** if you are interested in an Opportunity and you want to download the Attachments on an Opportunity. Expressing Interest will also allow you to receive notification of any changes in the solicitation document.

1. On the Left Menu Bar, **CLICK** on **“Express/View Interest”**
  - Set the ‘Interested As’ dropdown. Specify whether you are a **“Primary or Sub-contractor”**
  - **CLICK** on **“Submit”**.
2. You can now download and view the selected Opportunity’s Attachment(s).

**NOTE:** If you review the Attachments and decide you are not interested in that particular Opportunity, just **SELECT “Express/View Interest”** from the navigation bar again, **uncheck the “Interested” box next to your name, and “Submit.”** This removes you from the interested list. You will not be notified of any subsequent changes for this Opportunity.