



## IMPORTANT NOTICE

### THE URA IS NOW USING PUBLIC PURCHASE

Effective March 1, 2018

The Urban Redevelopment Authority of Pittsburgh is proud to announce we are now using Public Purchase, a web based e-Procurement service for the automatic notification and transmittal of bid solicitations, at no charge to vendors.

Note: Effective March 1, 2018, all parties interested in receiving notifications of URA proposal requests and bid opportunities must register with this new system. Requests for land development proposals and other bid opportunities will no longer be distributed via the URA's Developer's List. Instructions for the two-step registration process are detailed below and should only take a few minutes.

#### INSTRUCTIONS

The two-step process requires registration with the Public Purchase web based eProcurement service and then a second step to register with the URA. If you are already registered with Public Purchase, then proceed directly to step 2.

##### 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 to add this email address to your contacts to avoid bid notification emails being sent to your junk folder.

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

##### 2. Register with the Urban Redevelopment Authority of Pittsburgh:

- A. Once you have received your activation email from Public Purchase, log in to [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.
- B. Then click on the link below to start your registration process with the URA.

<https://www.publicpurchase.com/gems/ura,pa/buyer/public/home>

Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive

email notifications of future bid opportunities.

C. If for any reason the link fails, you can use the following procedure to complete the registration process:

1. Use the Public Purchase link in Step 1 and log in.
2. Then click "Select Region," and "Select Agency." After selecting Urban Redevelopment Authority, click on the "Register with Urban Redevelopment Authority" on the righthand side of the URA logo.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming opportunities with the URA. It is your responsibility to keep information up to date, particularly the contacts and email addresses. Please email Diamonte Walker at [dwalker@ura.org](mailto:dwalker@ura.org) if you encounter an issue setting up your registration.

### **Why are we moving to this eProcurement System?**

Using this service will make the quoting process easier for us and those looking to do business with us. 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.

### **Benefits to You**

This eProcurement system will create a single location in which to view open Requests for Proposals, other bid opportunities and award information for previous solicitations 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.

### **Need Assistance?**

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 the Urban Redevelopment Authority's new registration process.

Sincerely,

Urban Redevelopment Authority of Pittsburgh