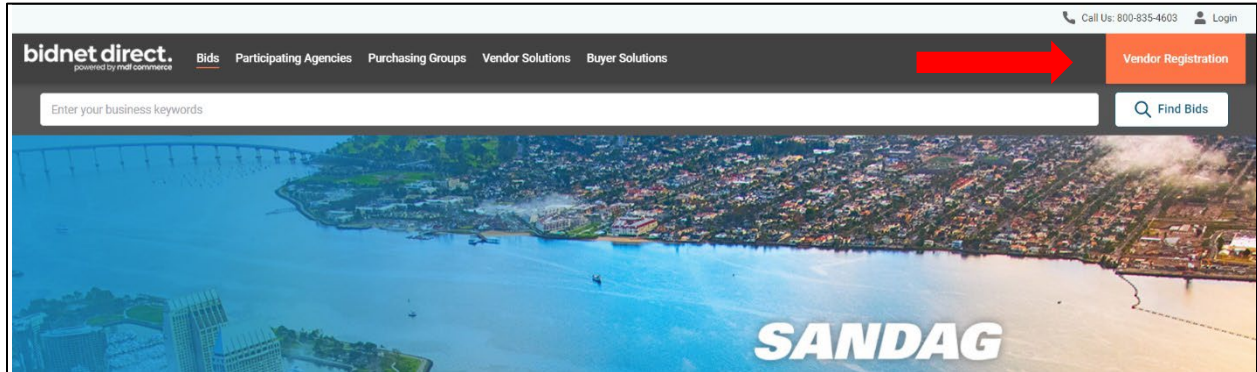


Thank you for your interest in doing business with the San Diego Association of Governments (SANDAG)! SANDAG is transitioning to a new bidding platform and vendor portal that is hosted by BidNet Direct. Please register on the new system as soon as possible, so that you are able to receive notifications of future and current contracting opportunities. For more information, please visit www.sandag.org/smallbiz.

How to Register as a SANDAG Vendor

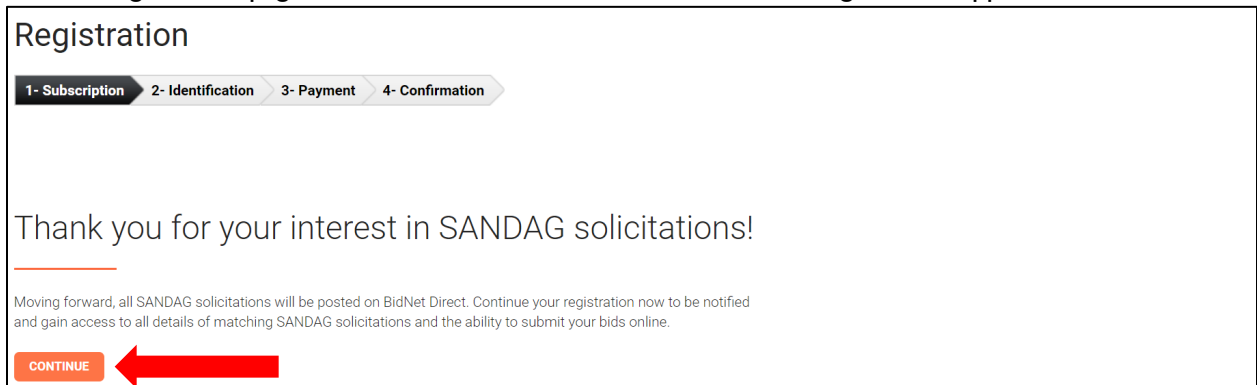
1. Open a browser window and go to www.bidnetdirect.com/sandag.



2. Then, click on the orange [Vendor Registration](#) button on the top right corner of the page or scroll down the page to see the orange [Register Now](#) button.



3. On the Registration page, click on the [Continue](#) button to start the registration application.



- Then, start filling out your firm's company information that is required (*) and complete the entire application. Please note there is no fee to register as a SANDAG Vendor.

The screenshot shows the BidNet Direct registration interface. At the top left is the BidNet DIRECT logo. Below it is the heading "Registration". A progress bar below the heading shows four steps: "1- Subscription", "2- Identification" (which is highlighted with a dark background and a red bracket above it), "3- Payment", and "4- Confirmation". Underneath the progress bar is a section titled "Organization Information" with a blue underline. This section contains several input fields, each with a red asterisk indicating it is required: "Organization Name*", "Address*", "City*", "Country*" (with a dropdown menu showing "United States"), "State/Province*" (with a dropdown menu), and "Zip/Postal Code*".

- After completing the Vendor Registration, your firm should receive a confirmation email from BidNet Direct. Please keep your profile information current to ensure you get up-to-date information.

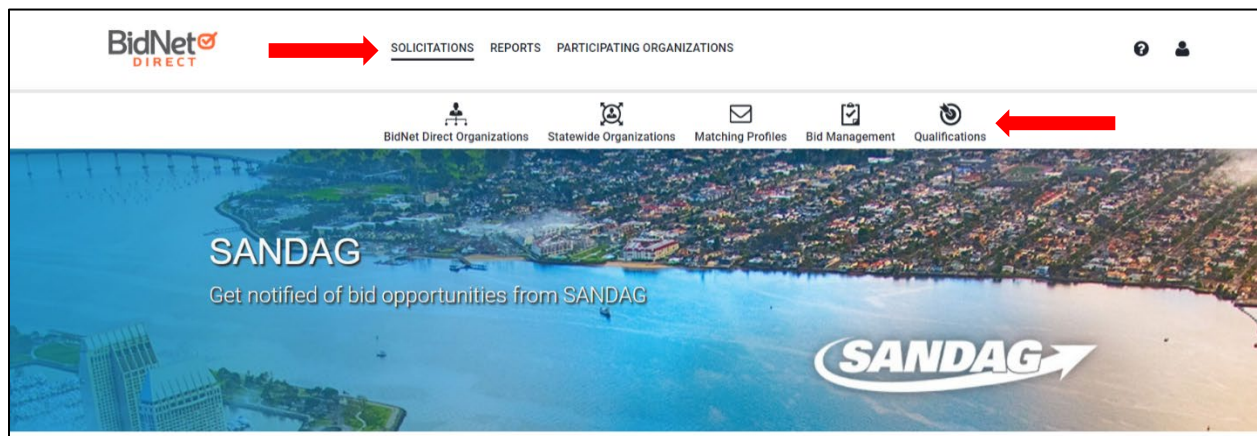
How to Register for the SANDAG Bench Program

The SANDAG Bench Program is opened to firms who are certified Disadvantaged Business Enterprise (DBE) by the California Unified Certification Program or as a Small Business (SB) by the State of California Department of General Services. Additionally, firms must provide Architecture and Engineering (A&E), Construction Management (CM), and Planning services. For more information, please visit the [SANDAG Bench Program webpage](#). Below are the instructions to register for the Bench.

1. Once you have completed your Vendor Registration, you will be brought to the SANDAG Bid Opportunities page.

From here, you may view your Bench application using the top navigation bar.

Select the **Solicitations** tab and a navigation bar will appear. Then select the **Qualifications** button to take you to the Qualifications page.



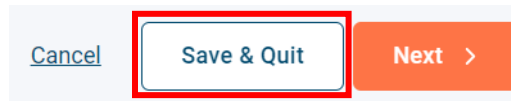
2. Once you are on the Qualifications page, you will see the SANDAG Bench Firm Certification available under the Available Qualifications tab on the left side navigation bar.

To begin a new application, select the highlighted Apply for Qualifications link to take you to the Bench Application page.



3. Please read all the information and directions carefully and fill out the required information thoroughly.

You may stop and save the application at any time and revisit the application later. To save the application draft, scroll to the bottom of the application page and select **Save & Quit** to save your application for later.



4. To reopen your application later, navigate to the **Qualifications** page (Step 1). Your application will now be saved as a draft under the My Applications tab on the left navigation bar.

To edit your application, click the **View History** link or the arrow to view current applications.

Select the 3 vertical dots menu next to your application. Here you can **Edit** or **Delete** your Bench Application.

My Applications

SANDAG Bench Firm Certification
SANDAG

Qualification
Active

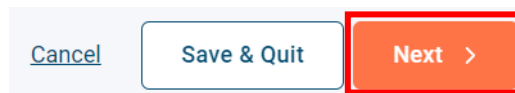
DRAFT [View History](#) ^

Status	Version	Activation Date	Expiration Date
Draft	1	N/A	N/A

Edit
Delete

A screenshot of the 'My Applications' page. It shows a table with one row for a 'Draft' application. To the right of the table is a 'View History' link with a dropdown arrow. Below the table, a red arrow points to a menu with 'Edit' and 'Delete' options.

5. When you have completed your application and are ready to submit it for review, please click the **Next** button.



6. You will then be taken to the **Supplier Affirmation** page. Please read the statement and sign your name in the box below to acknowledge and agree to the statement.

When you are ready to submit your application, select the **Submit Application** button.


Supplier Affirmation

By submitting this Bench application, I certify and declare under penalty of perjury that:

- ✓ The information provided for the questions above is true and correct in all respects.
- ✓ All attachments submitted are true, accurate, and a full copy of the original documents in our possession.
- ✓ It is our responsibility to advise SANDAG of any updates to the information submitted as changes occur.

Application Submitted By (Full Name)*

< [Previous](#) [Cancel](#) [Save & Quit](#) [Submit Application](#)



7. The SANDAG Small Business Coordinator will be notified of your submitted application. The review and approval process should take between 3 - 5 business days. If you have any questions regarding the status of your Bench Application, please reach out to the Small Business Coordinator via email at sb.coordinator@sandag.org.