11/12/2010

Dear UCSD Supplier,

UCSD’s Procurement & Contracts Office recently implemented BizLink, the University’s new e-business tool, which provides an electronic method of administering the formal bidding process from inception to award. This new application replaces our current business practice of distributing bid solicitations and receiving responses. This electronic process provides a more efficient and effective way of doing business for both the University and the supplier. At a minimum, we can ensure potential bidding opportunities are distributed to the appropriate supplier base, decrease processing time, and support campus sustainability efforts by reducing paper usage, copying and mailing costs.

The University intends to administer all bid solicitations for goods and services through BizLink, including Requests for Proposals (RFP’s), Requests for Quotes (RFQ’s) and Requests for Information (RFI’s).

If your company is interested in responding to any bids on products and/or services for the University, you must register your business on the BizLink site. Benefits include:

- An opportunity to identify for UCSD all goods and services offered by your company
- Timely email notifications of potential bidding opportunities at UCSD and addenda issued for specific bid solicitations; and updates of closed bids and bid awards
- Streamlined process of entering bid responses and attaching documents as required

To begin the registration process and set up your company profile in UCSD’s BizLink, please go to [http://www-bfs.ucsd.edu/pur/bizlink/UCSD_bizlink.html](http://www-bfs.ucsd.edu/pur/bizlink/UCSD_bizlink.html) and select the New Supplier Registration link. Local, regional and corporate offices with multiple locations may register independently. Multiple users in the same location may also be added; please send email for instructions. It is your responsibility to ensure that your registration contact information remains valid and updated. If you registered after a bid opportunity was posted, you will not receive a separate email invitation to respond. You must click on the View Bid Opportunities link located under Bid Shortcuts on the login home page.

If you have any questions, please email bizlink@ucsd.edu for additional information or assistance with registration.

Sincerely,

Todd D. Adams
Senior Manager, Central Procurement
Procurement & Contracts
University of California, San Diego