



August 26, 2015

To: All Current and Potential Vendors of Central Texas College District

Subject: Implementation of New E-Bidding System

The Central Texas College Purchasing Department is pleased to announce that we have implemented a new E-Bidding System. The new system will maximize the efficiencies of operations by reducing the cost of paper intensive business process to an electronic process.

All vendors, including those currently doing business with Central Texas College will need to complete a new vendor (supplier) registration. Central Texas College E-bidding System has many new and exciting features; below are a few of the new features.

- It's FREE to register and participate in any bid, quote, or RFP process.
- Automatically receive emails when solicitations are issued for their particular area of expertise.
- The system is Green. Notices and bids will be sent and/or submitted electronically.
- Everything is in one area including the specifications.
- View a calendar of solicitation opportunities.
- Be able to access and submit solicitation responses through the Central Texas College E-bidding system at any time and from any computer with internet access.

Vendors may go to our Purchasing Department webpage and register on-line at <http://www.ctcd.edu/faculty-staff/business-services/purchasing/>. Once you have registered, you may add additional users by logging in and going to My Account.

If you do not have access to a computer, we will be having an Open House for initial registration on Monday, August 31, 2015, from 8:00 am to 4:00 pm in Building 139, Room 126B.

If you have any questions or require any additional assistance please contact Ms. Sonji Jones, Purchasing Supervisor, at sonji.jones@ctcd.edu or (254) 526-1203. You may also contact Ms. Tammy Holloway, Assistant Director, Business Services at tammy.holloway@ctcd.edu or (254) 526-1668.

Central Texas College
Purchasing Department