



# Register for access to Housing Authority of Bergen County, NJ Business Opportunities

[www.bidnetdirect.com/new-jersey/habcnj](http://www.bidnetdirect.com/new-jersey/habcnj)

**bidnet direct.**  
powered by mdf commerce



# Vendor Benefits

- In addition to having access to Housing Authority of Bergen County's solicitations, by registering you will have the:
  - Access to numerous participating local government agencies located throughout **New Jersey**
  - Ability to access over 1,700 local, state, and federal government agencies located within **New Jersey**
  - Ability to respond electronically to bid opportunities issued by all participating agencies
  - Ability to receive email alerts of new solicitations and amendments (**small subscription fee required**)
  - Ability to market your company through the Advertising Profile option (**small subscription fee required**)



[www.bidnetdirect.com/new-jersey/habcnj](http://www.bidnetdirect.com/new-jersey/habcnj)



# Package Selection

- Select the package that makes the most sense for your company
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL **Participating Member Agencies, State & Local**, and **Federal** bids across **New York** (subscription fee required)
- Limited package provides access to all bid information; however, you are **not notified** when you match with new information as it is published. *Vendors can still view, search, download and respond electronically to solicitations at no cost.*
- You can also add more States you are interested in doing business by clicking “Modify States”
- Press Save and Continue

**Registration**

1 Package Selection

One year  Two years (save up to 20%)

Package	Price	Features
Limited	\$0	Member agencies bids
Group Agencies	\$9 /state /month	Member agencies bids, Daily notifications, Advanced search
State & Local	\$33 /state /month	Member agencies bids, Daily notifications, Advanced search, State & local bids
<b>Federal, State &amp; Local</b>	<b>\$43 /state /month</b>	Member agencies bids, Daily notifications, Advanced search, State & local bids, Federal bids

Select your States (1) **Get up to 25% OFF when you select 3+ states**

New Jersey x

Modify States

Save and Continue

**Selected States - Federal Package**

State Name

STATE NAME (# OF AGENCIES) **Select All/None**

- Alabama (1045)
- Alaska (899)
- Arizona (985)
- Arkansas (1127)
- California (1589)
- Colorado & Wyoming (1317)
- Connecticut (1242)
- Delaware (883)
- Florida (1257)
- Georgia (1119)

State Discounts (Per Month)	
1-2 states	\$43.00 each
3-4 states	\$38.00 each
5 or more states	\$175.00

Cancel **Confirm (1) States**

**Order Details**

Federal Package (One year)

New Jersey New Jersey Purchasing Group

Sub-Total \$516.00

Total \$516.00

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$516.00 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

# Personal Information

- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

## 2 Personal Information

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>


### Connection Details

Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich@exampleconstruction.com"/>
Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>

I agree to the [Terms & Conditions](#) stated herein  
I am an authorized representative of the above-named organization.


# Advertising Profile (Optional)

- Also in this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or click on the toggle to remove the Advertising Package. *You can always add this later.*
- Review your personal information and click “Save and Continue”
- *Note: If you did not select any paid packages, the button will say “Finalize the Registration”. Skip to page 7.*



### Stand out from the competition!

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers



Added \$49.95


## 2 Personal Information

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>

### Connection Details


Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich@exampleconstruction.com"/>
Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>

I agree to the [Terms & Conditions](#) stated herein  
I am an authorized representative of the above-named organization.



### Stand out from the competition!

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers



Added \$49.95

[Save and Continue](#)

### Order Details

Federal Package  
(One year)

New Jersey  
New Jersey Purchasing Group

Enhanced Advertising Profile	\$49.95
Sub-Total	\$565.95
Total	\$565.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$565.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.



### User Information

Nap Fortich  
Example Construction Services  
nap.fortich@exampleconstruction.com

# Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration

### 3 Payment Method

VISA  

Card Holder Name

Card Number  Expiry Date  Security Code

#### Billing Address

Address

City  Zip/Postal Code

Country  State/Province

[Finalize the registration](#)

#### Order Details

**Federal Package**  
(One year)

**New Jersey**  
New Jersey Purchasing Group

**Enhanced Advertising Profile** \$49.95

**Sub-Total** \$565.95

**Total** \$565.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$565.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

#### User Information


Nap Fortich

Example Construction Services

nap.fortich@exampleconstruction.com

# Complete & Activate Account

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- **Check your email** to complete the registration process & verify your email address. *Make sure to check your Spam Inbox if you have not received your activation email.*
- Click on the link and login using the username and password you entered



## Thank you for subscribing. Welcome, Nap Fortich.

Your activation email is on its way to **nap.fortich@exampleconstruction.com** inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

**Subscription Details**

You purchased the **Federal Package - New Jersey** and **Enhanced Advertising Profile**

You will be charged **\$565.95 (plus applicable taxes)** yearly

**Primary Contact**

Nap Fortich  
Example Construction Services  
nap.fortich@exampleconstruction.com  
518 245 2368

**Payment Method**

## Sample Email:

**bidnet direct.**  
powered by mdf commerceNEED HELP: 800-835-4603HOME

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Nap Fortich,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:  
[BidNet Direct - Example Construction Services Account Activation](#)

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

## Account Activation

**Activation**

Please enter the username and password you chose during your registration in order to activate your account.

Username

Password

**LOGIN**

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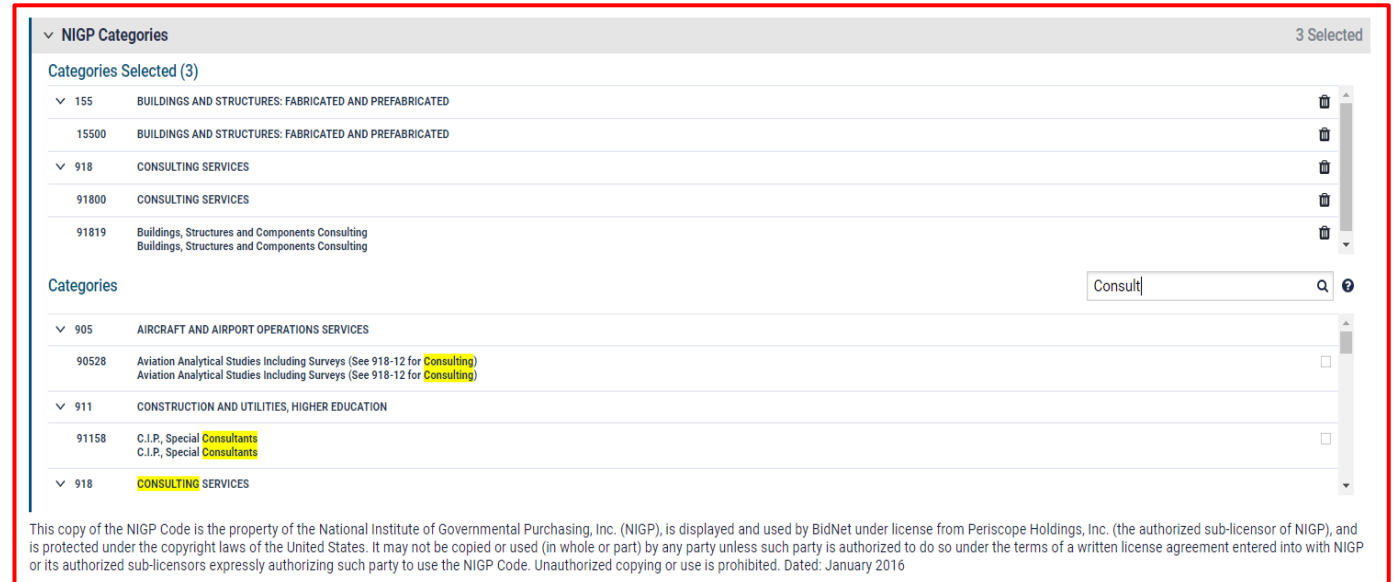
**Need Help?**

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

📞 800-835-4603  
✉ [support@bidnet.com](mailto:support@bidnet.com)

# Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers



3 Selected

Categories Selected (3)

155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
918	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91800	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting	<input checked="" type="checkbox"/>

Categories

Consult

905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES	<input type="checkbox"/>
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION	<input type="checkbox"/>
91158	C.I.P, Special Consultants C.I.P, Special Consultants	<input type="checkbox"/>
918	CONSULTING SERVICES	<input type="checkbox"/>

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# Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

1 - Category Selection      2 - Additional Information      3 - Confirmation

**Business Structure\***

- Public Corporation
- Private Corporation
- Partnership
- LLC or LLP
- Individual/Independent Contractor/Sole Proprietor
- Joint Venture
- Non-Profit Organization
- Government Agency
- Organization exempt under Sec 501 (a)
- Other

**Business Type**

- Small
- Large
- Minority Owned
- Woman Owned
- Veteran Owned
- Disabled
- Disadvantaged
- Service Disabled
- Historically Underutilized Business (located in a HUB Zone)
- Historically Underutilized Business (not located in a HUB Zone)
- Historically Black College or University
- Other

**Owner Ethnicity**

- Caucasian
- Hispanic
- Asian/Asian Pacific
- Sub-Continent Asian (Asian Indian)
- African American/Black
- Native American
- Other

**Number of Employees\***      **Established Since\***

11 to 50      2005

**W-9**

[Upload W-9 form](#)

# New Jersey Purchasing Group Form

**New Jersey Purchasing Group - Additional Information**

**1. State of New Jersey Registration**

Is your company registered with the state of New Jersey?\*

Yes  
 No

Is your company registered as a Small Business in New Jersey?\*

Yes  
 No

**2. New Jersey Division of Revenue and Enterprise Services**

Is your company registered with the New Jersey Division of Revenue and Enterprise Services?\*

Yes  
 No


**3. Other Certifications Outside of New Jersey**

Does your company have other Certifications outside of New Jersey?\*

Yes  
 No

Taxpayer ID (Federal Employer Number)\*

W9 Form - please upload your W9 Internal Revenue Service\*

 Upload W9 Form

[< Previous](#) [Activate](#)

Information requested:

- Adding registration date, certification number, etc.
- Upload SBE, MBE, DVOB, Women Owned or Veteran Owned certificate from **New Jersey**
- Upload SBE, MBE, DVOB, Women Owned or Veteran Owned certificate from **other states**
- Taxpayer ID
- W9 form (please note, only NJ participating agencies will be able to see this info & it does not take the place of your supplier profile)

# New Jersey Purchasing Group Form

**1. State of New Jersey Registration**

Is your company registered with the state of New Jersey?\*

Yes  
 No

Registration Date\*  
07/06/2021

\*  
New\_NJ\_Registration\_Form (1).png  
Upload Date: 07/13/2021 09:09 PM EDT [Delete](#)

[Upload Business Registration](#)

Is your company registered as a Small Business in New Jersey?\*

Yes  
 No

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**2. New Jersey Division of Revenue and Enterprise Services**

Is your company registered with the New Jersey Division of Revenue and Enterprise Services?\*

Yes  
 No

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**3. Other Certifications Outside of New Jersey**

Does your company have other Certifications outside of New Jersey?\*

Yes  
 No

Taxpayer ID (Federal Employer Number)\*  
1234567890

W9 Form - please upload your W9 Internal Revenue Service\*  
Test.docx  
08/11/2021 11:50 AM EDT [Delete](#)

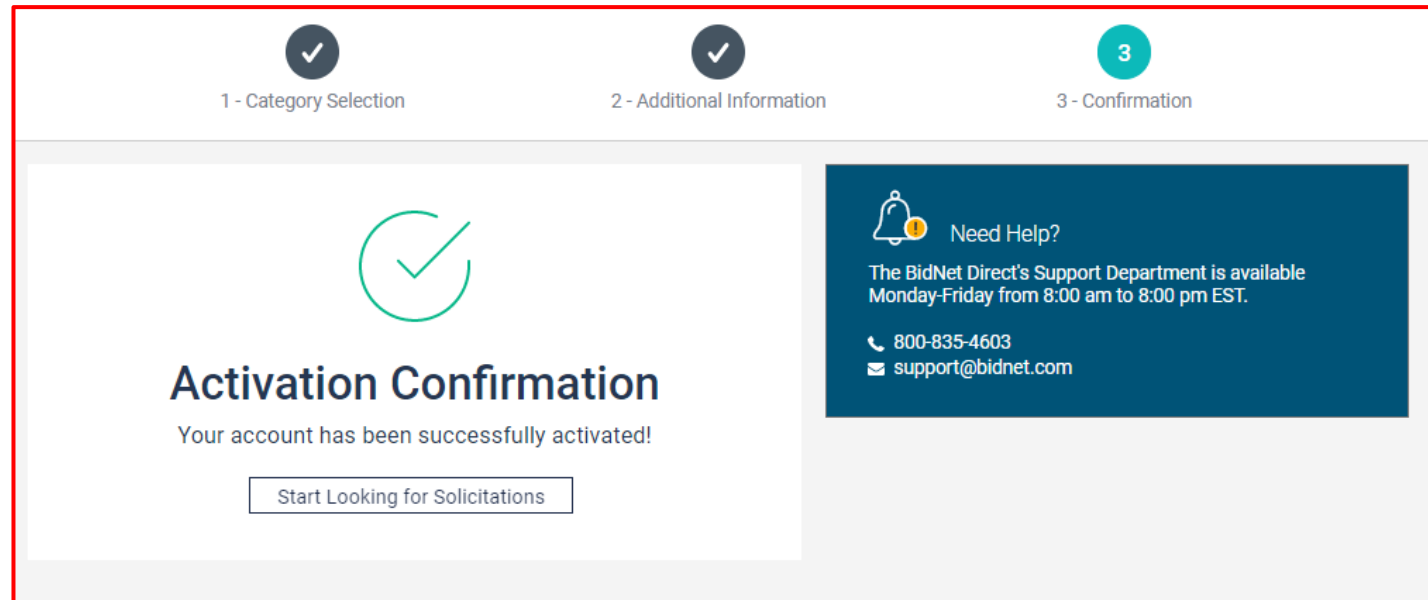
[Upload W9 Form](#)

[Cancel](#) [Save](#)

Once registration is completed, you can always update & edit information:

- Adding CORRECT registration date, certification number, etc.
- Upload SBE, MBE, DVOB, Women Owned or Veteran Owned certificate from **New Jersey**
- Upload SBE, MBE, DVOB, Women Owned or Veteran Owned certificate from **other states**
- Taxpayer ID
- W-9

# Registration Complete!



- Login and start looking for open solicitations from **Housing Authority of Bergen County**
- If you selected the paid e-mail notification for Group, Statewide or Federal Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the **bidnet direct** Vendor Support team at **800-835-4603, option 2**