

ACCESSColorado



3 STEPS for doing business with the State of Colorado



STEP 1 - RESEARCH

STEP 2 - REGISTER

STEP 3 - ACCESS

Goods and Services Edition



State Purchasing Office
"Working Together for Procurement Excellence"



Department of Personnel & Administration

STATE OF COLORADO

OFFICE OF THE GOVERNOR

136 State Capitol
Denver, CO 80203 - 1792
Phone (303) 866-2471



John W. Hickenlooper
Governor



January 1, 2013

Welcome to the State Purchasing Office's **ACCESS**Colorado supplier guide. A key to successful businesses is being able to identify and pursue areas of opportunity and be able to access markets to promote goods and services.

In three simple steps, this guide will help business owners and management understand how the State Purchasing Office conducts purchases and solicitations, assist in identifying opportunities, and will provide access to the State's procurement process.

The State of Colorado's purchasing market is accessible to all businesses – regardless of size or ownership; all businesses are given an equal opportunity to compete for State of Colorado business. The State of Colorado values the advancement of all persons regardless of age, disability, national origin, race, color, religion, gender and sexual orientation; we believe in making State purchasing opportunities accessible to all small, minority and women-owned businesses. Purchasing agencies are encouraged to support diverse businesses in their procurement activities. By considering the goods and services of sometimes under-utilized businesses, it creates strength in our diverse communities.

We hope you will find this guide useful as you consider doing business with the State of Colorado.

Sincerely,

A handwritten signature in black ink that reads "John W. Hickenlooper".

John W. Hickenlooper
Governor

STATE PURCHASING 101

The Mission of the Colorado State Purchasing Office is to ensure a fair and open market for State procurement.

State Purchasing Office

The State Purchasing Office establishes Statewide Price Agreements for goods and services and currently maintains about 200 agreements. All State Agencies, State Institutions of Higher Education, Political Subdivisions (local government jurisdictions; cities, counties, and special districts such as school, water, fire, transportation and utilities) and Certified Nonprofits may use State Price Agreements. By considering aggregate spend, the State is able to receive better pricing; thus, being a better steward of taxpayers' monies. These cost savings can be achieved through strategic sourcing such as Cooperative Price Agreements, negotiated with other government entities. Some Price Agreements are mandatory and others are permissive. State Agencies and some State Institutions of Higher Education utilize the mandatory State Price Agreements to purchase goods and services. Permissive State Price Agreements may be utilized, at the discretion of the State Agency or State Institution of Higher Education. All Price Agreements go through a competitive bid process, typically every five years or less. Current State Price Agreements may be viewed at www.colorado.gov/bids.

State Purchasing Units and State Institutions of Higher Education

State Agencies and State Institutions of Higher Education are delegated by the State Purchasing Office to operate and maintain their own purchasing departments. Contact information for State Purchasing Units can be found on our website at www.colorado.gov/spo. Most solicitations for competitive procurements are listed on Colorado Bid Information Distribution System (Colorado BIDS www.colorado.gov/bids). Some State Institutions of Higher Education (often referred to as Opted out State Institutions of Higher Education) have chosen to conduct their procurements outside of the State Procurement Code following their own procurement rules.

Political Subdivisions & Registered Nonprofits

Political Subdivisions may use State Price Agreements at their discretion. Registered Nonprofits that receive Federal, State or Local funds and meet the requirements of the Colorado Revised Statutes (C.R.S.) 24-110-101 may purchase goods and services from State Price Agreements.

Disability Set Aside Program

The Disability Set Aside program (C.R.S. 24-103-801 through 807) was created to support the employ of persons with disabilities. This program reduces disabled persons' dependence on government programs for their basic needs. State Agencies must use the Disability Set Aside suppliers when they "intend to solicit" per the Statute (only applies to services and not goods). Discretionary purchases are not subject to the Disability Set Aside Program.

STEP 1 – RESEARCH

Understanding where your goods and services fit into State procurement is essential to your success in doing business with the State of Colorado.

There are two basic areas of opportunities for doing business with the State of Colorado: through small discretionary purchases, and larger competitive procurements.

Small Discretionary Purchases

State Procurement Rules set dollar limits for small purchases (commonly referred to as discretionary spending) that do not require competitive bids. Currently these limits are up to \$10,000.00 for goods, and up to \$25,000.00 for services. Much of the State’s purchasing is done within these dollar limits. Most purchases of \$5,000.00 or less are made by State employees who are not purchasing specialists, and usually purchased with the State’s procurement card (P-card). Purchases of goods between \$5,000 and \$10,000 and purchases of services between \$5,000.00 and \$25,000.00 are usually processed via a purchase order issued by a State purchasing official, usually without a competitive bid. For most discretionary purchases, the decision for the choice of supplier may be with any State employee (not a purchasing specialist) who is the end user of goods, materials and equipment, and/or the program managers who are responsible for the services being purchased. It can be difficult to find who these individuals may be within State Agencies or State Institutions of Higher Education. A variety of marketing and networking approaches may be needed in order to make your business known to the right people.

Competitive Procurement Process

Award Statistics, State Price Agreements, Bid Opportunities, and other information concerning competitive procurements for the State of Colorado can be viewed on www.colorado.gov/bids. Delegated Authorities are broken down into two groups and have different methods for procuring goods or services. The chart below will help you understand procurement methods for both Delegations.

SOURCING METHOD	FOR THE PROCUREMENT OF GOODS	FOR THE PROCUREMENT OF SERVICES
Price Agreements	Up to Limit of Agreement, for those items covered by the Agreement	Up to Limit of Agreement, for those items covered by the Agreement
Discretionary	< \$10,000	< \$25,000
Documented Quote (DQ)	< \$150,000	< \$150,000
Invitations for Bid (IFB)	> \$150,000	> \$150,000
Best Value Bids	> \$150,000 Group II Delegated Authorities Group I Delegated Authorities – Not Authorized	> \$150,000 Group II Delegated Authorities Group I Delegated Authorities – Not Authorized
Request for Proposal (RFP)	> \$150,000 Group II Delegated Authorities Group I Delegated Authorities – Not Authorized	> \$150,000 Group II Delegated Authorities Group I Delegated Authorities – Not Authorized
Sole Source	No Dollar Limit	No Dollar Limit
Emergency	To Scope of Emergency	To Scope of Emergency

Group I Delegated Agencies

Agriculture	Charter School Institute	CO Council on the Arts
Education	Colorado Energy Office	History Colorado
Homeland Security	Local Affairs Division of Emergency Management	Office of Economic Development and International Trade

Group II Delegated Agencies

Corrections	Health Care Policy & Financing	Human Services
Institutions of Higher Education	Information Technology	Labor and Employment
Military and Veteran Affairs	Natural Resources	Public Health and Environment
Public Safety	Regulatory Agencies	Revenue
State Patrol	Transportation	

State Agencies Not Governed by Procurement Code

Elected Officials	Legislative Branch	Judicial Branch
Institutions of Higher Education who have Opted out of the Procurement Code		

Award Statistics

Award statistics give historical data on what has been procured through the competitive bidding process and help you identify potential opportunities and determine how to best position your goods or services in State purchasing. Award statistics do not include anything procured in discretionary spending, emergency procurement, and sole-source selections. To access award statistics on Colorado BIDS select "Award Statistics" in the upper right-hand corner. Award statistics are available in two formats. Sorting the information by category gives you the historical purchasing data by related goods and services. Viewing the information by State Agency gives you an understanding for what State Agencies are spending on goods and services.

State Price Agreements

On Colorado BIDS look for Price Agreements in the category where your business provides goods or services (there might be more than one category for your business). If there is a Price Agreement in place, negotiated prices can be seen on the Price Agreements. This can help you determine if your goods or services are price competitive. If the category is mandatory, opportunities will be limited until the category for the good or service is re-opened for bid. Price Agreements normally run for their full term (five years or less), but there are circumstances where Price Agreements may terminate before their term expires. If there is a mandatory Price Agreement in your business category, you can still sell to purchasing units not under the State Procurement Code such as Political Subdivisions, and State Opted out Institutions of Higher Education. Contact information for Political Subdivisions and State Institutions of Higher Education can be found on our website; www.colorado.gov/spo.

Bid Opportunities

Colorado BIDS allows you to view current and upcoming bid opportunities. Suppliers are able to review bid information on goods, services and construction notices. This will help you identify procurement opportunities for your goods or services. By reviewing current bids, you are able to see how bids are structured and view basic requirements for solicitations. Non registered users may see limited information and registered users are able to view complete solicitations.

STEP 2 - REGISTER

Register on Colorado BIDS www.colorado.gov/bids

Colorado BIDS Registration

Once you have determined that the State purchases your goods or services, and if you would like to be notified of future bid opportunities, register on Colorado BIDS at www.colorado.gov/bids. Colorado BIDS requires a \$40.00 annual registration fee. Once registered, suppliers can review and download bid opportunities (solicitations) like Invitations for Bid (IFB), Request for Proposals (RFP), and Documented Quotes (DQ) directly from this site. Colorado BIDS offers an e-mail “Push Notice” which notifies registered suppliers when a solicitation, in their area of interest, is published. This feature is only available to registered suppliers that have elected to receive push notifications and have selected categories of interest. Suppliers are strongly encouraged to select all relevant categories to receive the most relevant notifications. State Agencies are not required to notify bidders outside of posting their solicitations on Colorado BIDS and this serves as the only notification of the solicitation. Although push notifications work for most solicitations, we recommend checking the website regularly for procurement opportunities.

With over 8,000 registered suppliers, Colorado BIDS is not a preferred vendor list. In most cases, State Agencies require awarded suppliers to be registered on Colorado BIDS.

Lifecycle of Solicitations as seen by Registered Users on Colorado BIDS

Upcoming Bids	Open Bids	Closed	Awarded
Future Opportunities	Current Opportunities	Under Evaluation	Completed Solicitations

Registration Maintenance

Remember to keep your registration information updated. Your registration record needs to be updated should you have any changes of personnel, location, etc. Maintaining your registration records with appropriate contact information (including e-mail) ensures Colorado BIDS opportunities are not missed and you are notified of your renewal.

Registration Renewal

The Colorado State Purchasing Office will send you an e-mail 30 days before your registration is due for renewal. Keeping your registration current will provide you with access to bid information and prevent you from missing any opportunities. You can renew online using a credit card. If you run into any problems with your registration renewal, please contact the Colorado BIDS Help Desk.

Assistance with Colorado BIDS

For more information online; visit FAQs at www.colorado.gov/bids, call the Colorado BIDS Help Desk at 303-866-6464 or email bids.help@state.co.us.

STEP 3 – ACCESS

Access Procurement Markets

Submit a Proposal for Bid

Follow all the instructions on the solicitation to ensure your bid is eligible for consideration. Do not assume those who evaluate your response have knowledge of the goods or services that you are selling. Provide as much information as possible. Make sure your proposal is easy to read and contains a response to all the requirements in the bid. Careful attention should be given to terms such as; must, required, need, prerequisite, etc. as these are requirements. Submittals that do not meet the criteria in the solicitation are considered “non-responsive” and are not considered eligible for award. Terms such as; may, might, can, preferred, etc. are not requirements. Agency contact information is on the solicitation and any questions regarding open solicitations should be directed to the person listed on the solicitation.

Attend Events where Purchasing Units will be Attending

Look for current events on our website www.colorado.gov/spo where Purchasing Units will be present. This is an excellent way to meet face to face with Purchasing Units and discuss areas of opportunity.

Use Contact Information www.colorado.gov/spo

The State Purchasing Office website has contact information for State Agencies, State Institutions of Higher Education and Political Subdivisions. You may contact these entities and inquire if they purchase the goods or services your business offers and ask questions to understand how they conduct their procurement activities.

Contact State Agencies - Let State Agencies know you are registered on Colorado BIDS and that your company can be found on the Colorado BIDS. Ask the State Purchasing Units if they use Colorado BIDS for purchasing in your category or if this type of purchase is done under the Agency’s discretionary purchasing.

Contact State Institutions of Higher Education - Contact information can be found on our website for all State Institutions of Higher Education. Specific information can be found to Institutions who are under the Procurement Code and those who have opted out.

Contact Political Subdivisions - Political Subdivisions do not utilize Colorado BIDS for solicitations. Talking directly to Political Subdivisions or visiting their procurement websites will help you best understand how they procure their goods and services.

Price Agreements Suppliers

If your company has been awarded a Price Agreement, in addition to contacting State Agencies, you may want to contact Political Subdivisions and Certified Nonprofits to make them aware of your Price Agreement with the State Purchasing Office. Nonprofits that receive Federal, State or Local funding, who are registered with the I.R.S. as a 501(c)3, and in good standing with the Colorado Secretary of State are eligible to be a Certified Purchasing Unit (able to purchase from State Price Agreements). Certified Nonprofits are assigned a NP number by the State Purchasing Office. If a nonprofit you are working with does not have an NP number, have the nonprofit contact the State Purchasing Office to receive information on being a Certified Nonprofit or direct them to the nonprofit section on our website; www.colorado.gov/spo. Price Agreement Suppliers negotiate payment terms directly with Certified Nonprofit organizations.

PURCHASING TERMINOLOGIES

The following terms are commonly associated with purchasing or procurement activities.

The State Purchasing Community uses some words, acronyms and terminologies that may not easily be understood. The Colorado Revised Statute, Procurement Code and Procurement Rules can be accessed on www.colorado.gov/spo. Definitions can also be found in the Procurement Code.

Best Value – Typically this term is used for IFBs in Procurement Code and Procurement Rules. For RFPs the term “advantageous” is used. In Procurement Code defines advantageous as: “A judgmental assessment of what is in the State’s best interest.”

Bid Opening – The formal process in which sealed bids are opened, usually in the presence of one or more witnesses, at the time and place specified in the IFB. Bid Openings are public events at which the names of the bidders responding to a Bid Solicitation and prices of the Bidders are read aloud and recorded. The written record is available for public inspection upon request.

Colorado Revised Statutes (C.R.S.) – These laws are created by the Colorado State Legislature and are the backbone of Colorado’s State Purchasing Office and direct the procurement function for State Agencies under the Procurement Code.

Cooperative Agreement – Combining two or more governmental purchasing units to a purchasing agreement to receive a better advantage of volume purchases and reduce administrative expenses.

Discretionary Spending – Procurements for goods over \$10,000 and services over \$25,000 have to be solicited through a competitive process. Procurements under this threshold may be solicited directly through a supplier and is referred to as discretionary spending.

Documented Quote (DQ) – Under Procurement Rules 24-103-204-03 DQs may be used for informal solicitations of specific goods or services: commodities costing between \$10,000 and \$150,000; services costing between \$25,000 and \$150,000; and construction projects between \$25,000 and \$150,000. DQs greater than \$10,000 must be solicited by purchasing staff and require detailed specifications and/or statements of work (SOW). Supplier selection must be based on which acceptable response is most advantageous to the State, price/cost being the primary consideration.

Fiscal Rules – Administrative rules created by the State Controller pursuant to C.R.S. 24-30-202, which have the force and effect of law and apply to State contracts entered into by State Agencies and Institutions of Higher Education.

Good(s) – Items purchased or available for purchase other than real property or services. Defined under the UCC as “a transportable article of trade or commerce that can be bartered or sold.” Associated words/concepts: noun, assets, durables, items, materials, stock, supplies, things for sale. Any item of merchandise, raw materials or finished goods; inventoriable items or assets of any kind, including supplies and items in the process of production.

Institutions of Higher Education (IHEs) – The State has 27 public institutions of higher education: 12 four-year public institutions and 15 two-year institutions. Associated words/concepts: State Fiscal Rules (F.R.) 3-1 defines an IHE as a public college, community college or university established as part of the State.

Invitation for Bid (IFB) – Formal requests to prospective bidders soliciting price quotations or bids. IFBs contain, or incorporate by reference, the specifications of the statement of work (SOW) and all contractual terms and conditions. Associated words/concepts: procurement process used when the requirements are clearly defined, negotiations are not necessary and price is the major determining factor for selection. IFBs use the Competitive Sealed Bidding method. The IFB is only a Solicitation. It does not qualify as an offer since the State will review bids and select a supplier prior to entering into a binding contract.

Lowest Responsible Bidder – Typically this is the lowest responsive and responsible bidder and this term usually applies only to IFBs. DQs and RFPs have factors in addition to price but are not usually weighted high for pricing.

Non-responsive – This is the term used when a bid submission does not meet the requirements set forth in the solicitation.

Procurement vs. Purchasing – Procurement properly describes the process of acquiring goods or services (strategic sourcing, bid solicitations, etc.) while purchasing relates more to the activity of the transaction.

Procurement Code – This is the section of the Colorado Revised Statute dictates the procurement activities for State Purchasing Units. Purchasing activities excluded from Procurement Code can be found in C.R. S. 24-101-105.

Procurement Rules – Rules are the practical interpretation of how to follow procurement code.

Request for Information (RFI) - A general invitation to suppliers requesting information for a potential future solicitation. RFIs are typically used during the project planning phase where the State cannot clearly identify product requirements, specifications and purchase options. RFIs must clearly indicate that award of a contract will not automatically follow.

Request for Proposal (RFP) – Document used in sealed-bid procurement procedures through which a buyer advises potential bidders of: the statement and statement of work; specifications, schedules or timelines, procured, general criteria used in evaluation procedure, special contractual requirements, technical goals, instructions for preparation of technical, management, and/or cost proposals. RFPs are publically advertised and bidders respond with a detailed proposal, not just a price quote. They provide for negotiations after sealed proposals are opened, and contracts may not necessarily be awarded to the lowest bidder.

Request for Qualifications (RFQ) – A solicitation document requesting submittal of qualifications or specialized expertise in response to the scope of services required. Pricing is not solicited with RFQs. Document issued prior to RFPs typically describing projects in enough detail to let potential bidders determine if they wish to compete, and forms the basis for requesting qualifications submissions in a two-phase or prequalification process. Used most often with construction projects.

Request for Quote (RFQ) – An informal solicitation document requesting pricing on small dollar purchases. Associated words/concepts: document used in soliciting price and delivery quotes meeting minimum quality specifications for a specific quantity of goods and/or services. RFQs are usually not advertised publicly, and are used commonly for: standard, off-the-shelf items, items built to know specifications, items required in small quantities, or items whose purchase price falls below sealed-bidding thresholds. Bidders respond to a RFQs with firm quotations, and an award is generally made to the lowest-priced quote.

Responsive Bidder – Responsible bidders whose bids are determined to be in substantial conformance with the conditions, completion or delivery requirements, and specifications detailed in the IFB, RFP, RFQ, etc.

Service(s) – The furnishing of labor by a supplier which may include the delivery of a tangible end product. If services and goods are combined, e.g. copier delivery, the test is whether labor or goods is the primary factor (decide which is incidental to the other). In the case of copier, the labor to deliver the copier is incidental to the copier purchase, making it a goods contract. Associated words/concepts: defines an intangible commodity in the form of human effort, such as labor, skill, expertise or advice.

Sole Source – Sole source procurements are justified when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. (C.R.S. 24-103-205)

Solicitation(s) – A document requesting submittal of bids or proposals in accordance with the advertised specifications. Associated words/concepts: the act or an instance of requesting or seeking to obtain something. Unlike an offer, a solicitation is not unequivocal offer to enter into a binding agreement.

Statement of Work (SOW) – A detailed description of the work suppliers are to perform. Contractual provisions defining the parties' respective obligations. Often SOWs cover such terms as inspection and acceptance, quality-assurance requirements, packing and marking, data requirements, and training. Associated words/concepts: generally, there are two types of specifications in SOWs: performance specifications establishing minimum requirements for goods or services and design specifications establishing the methods to be used in meeting those minimum requirements.

RESOURCES - STATE OF COLORADO

Colorado State Purchasing Office (SPO)

Department of Personnel & Administration
Division of Finance and Procurement
633 17th Street, Suite 1520
Denver, CO 80202
(303) 866-6100
www.colorado.gov/SPO

The State Purchasing Office provides strategic vision, leadership and education for State procurement. The State Purchasing Office is responsible for creating and administering procurement rules based on the Procurement Code in the Colorado Revised Statutes, manages automated tools for procurement processes (Colorado BIDS), negotiates and implements Statewide Price Agreements, conducts procurement services for non-delegated State Agencies and hears final bid protest appeals.

Colorado Department of Local Affairs

1313 Sherman Street, Room 518
Denver, CO 80203
(303) 866-2771
www.dola.colorado.gov

The Department of Local Affairs works with communities throughout Colorado. You can access their website to find Local Government Information under the Division of Local Government to find listings for Political Subdivisions.

Colorado Department of Transportation (CDOT)

4201 East Arkansas Avenue
Denver, CO 80222
(303) 757-9236
www.coloradodot.info/business

Colorado Department of Transportation is responsible for all new construction and maintenance of the State transportation system. Check out their website for opportunities for suppliers to do business with CDOT.

Colorado Governor's Office of Information Technology (OIT)

Vendor Management Office
601 East 18th Avenue, Suite 180
Denver, CO 80203
(303) 764-7769
www.colorado.gov/oit

The Governor's Office of Information Technology (OIT) is responsible for the operation and delivery of information and communications technology (ICT) services and innovation across all Executive Branch agencies in the State of Colorado.

Colorado Office of Economic Development and International Trade (OEDIT)

Minority Business Office
1625 Broadway Street, Suite 2700
Denver, CO 80202
(303) 892-3840
www.advancecolorado.com

The Colorado Office of Economic Development and International Trade (OEDIT), Minority Business Office works with statewide partners to create a positive business climate by providing financial and technical support for Colorado Minority Businesses.

Colorado Secretary of State

1700 Broadway
Denver, CO 80290
(303) 894-2200
1-855-428-3555 (toll free)
www.sos.state.co.us

The Colorado Secretary of State's Office is where businesses go to register their business, trade names, and trademarks with the State of Colorado.

RESOURCES - BUSINESS ASSISTANCE

Colorado Procurement Technical Assistance Center (PTAC) Headquarters

US Bank Building
6 S. Tejon Street, Suite 850
Colorado Springs, CO 80903
(719) 434-3470
www.coloradoptac.org

Colorado PTAC provides technical procurement assistance to help businesses sell goods and services to the appropriate government agency by offering confidential no cost counseling. The foundation of PTAC's procurement assistance program is counseling and education.

Colorado Unified Certification Program

www.coloradodbe.org

The Colorado Unified Certification Program (UPC) was established to facilitate statewide Disadvantaged Business Enterprise (DBE) certification. Through registration with the UCP, suppliers can be certified to do business with CDOT, City and County of Denver, Denver International Airport and other Agencies. The State Purchasing Office does not require a supplier to be registered through the UPC.

CONNECT2DOT

1625 Broadway, Suite 2700
Denver, CO 80202
(720) 624-6728
www.denversbdc.org/programs/connect2dot

CONNECT2DOT is a statewide program designed to help small businesses in the transportation industry become more competitive and successful in bidding and contracting with the Colorado Department of Transportation (CDOT). As part of the Denver Metro Small Business Development Center (SBDC), CONNECT2DOT offers free consulting, training, events and technical support services tailored to contractors and professional design, architecture and engineering firms. This program is for start-up and experienced businesses.

Denver Office of Strategic Partnerships

201 West Colfax Avenue, #701
Denver, CO 80202
(720) 913-8852
www.denvergov.org/strategicpartnerships

The Denver Office of Strategic Partnerships (DOSP) serves as a liaison between the City of Denver and the nonprofit sector. DOSP believes that by working collectively, public and nonprofit sectors can be even more efficient and effective in strengthening Denver's communities. DOSP offers training and valuable resources for nonprofits.

Denver Public Library

10 West 14th Avenue Parkway
Denver, CO 80204
(720) 865-1111
www.denverlibrary.org

The Denver Public Library can help small businesses with business research and planning.

Denver Small Business Development Centers (SBDC)

1445 Market Street
Denver, CO 80202
(303) 620-8076
www.coloradosbdc.org

The Colorado Small Business Development Center Network (SBDC) helps small businesses throughout Colorado by providing free, confidential counseling and various training programs. The SBDC has several locations throughout Colorado.

RESOURCES - BUSINESS ASSISTANCE

(continued)

Mi Casa Resource Center

360 Acoma Street
Denver, CO 80223
(303) 573-1302
www.micasaresourcecenter.org

Mi Casa Resource Center advances economic success of Latino and working families by expanding opportunities for educational, professional and entrepreneurial advancement. Youth training inspires academic success, leadership, and career exploration. Adults can find assistance in career advancement or business ownership.

SCORE, Denver

721 19th Street, Room 426
Denver, CO 80202
(303) 844-3985
www.denver.score.org

SCORE Denver (a nonprofit partner of the SBA) helps both start up and established businesses by providing individual free counseling, low cost training, in-depth business checkups and other business-related services. SCORE can help businesses with financing sourcing, business plan writing, and development of sales and marketing strategies. SCORE has offices outside of the Denver Metro area.

US Small Business Administration (SBA)

721 19th Street Suite 426
Denver, CO 80202
(303) 844-2607
www.sba.gov

The U.S. Small Business Administration provides support for small businesses by providing loans, loan guarantees, contracts, counseling sessions, and other forms of assistance to small businesses. Areas of assistance are primarily through four programmatic functions: business financing, entrepreneurial development, government contracting, and advocacy.

RESOURCES - LOCAL PURCHASING ASSOCIATIONS

Cooperative Educational Purchasing Council (CEPC)

www.coloradocepc.com

The Cooperative Educational Purchasing Council (CEPC) is comprised of Purchasing Professionals from public school districts throughout the State of Colorado.

Multiple Assembly of Procurement Officials (MAPO)

www.coloradomapo.net

The Multiple Assembly of Procurement Officials (MAPO) mission is to obtain the highest level of value for taxpayers by collectively issuing solicitations for goods and services commonly required by Colorado local government agencies.

Rocky Mountain Governmental Purchasing Association (RMGPA)

www.rmgpa.org

The Rocky Mountain Governmental Purchasing Association (RMGPA) provides their membership with the education, professional development and technical assistance for the highest level of excellence and effectiveness in public purchasing.



State of Colorado
Department of Personnel & Administration
Division of Finance and Procurement
State Purchasing Office
633 17th Street, Suite 1520
Denver, CO 80202
www.colorado.gov/spo



Colorado BIDS Help Desk 303-866-6464
www.colorado.gov/bids

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Current revisions to this guide are made available at www.colorado.gov/spo