



### To view the procurement opportunity without logging in

**Step 1:** Go to the OhioBuys [Log in page](#). Click on the blue “Public Solicitations” button on the lower left side of the screen.

**Step 2:** Complete the security control access check by entering the given four digits into the security control box, then clicking the blue “Proceed” button.

**Step 3:** Search for the opportunity by solicitation type (RFQ-QBS) or by entering the project number in the keyword search.

**Step 4:** Navigate to the “Solicitation Documents” section and download the attachments.

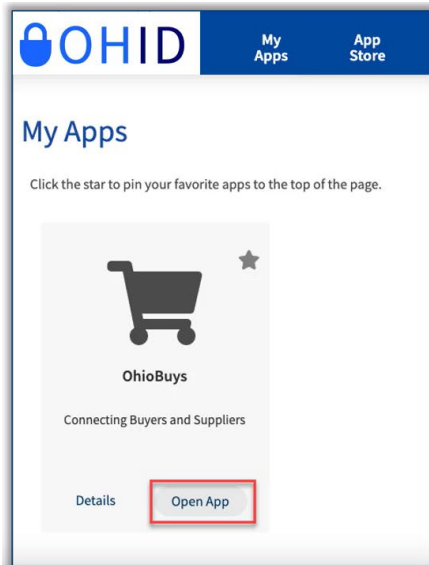
### To participate in an OhioBuys procurement opportunity

**In order to respond in OhioBuys, every bidder must have an OH|ID and an assigned profile.**

**Step 1:** Create an OH|ID Account. If you’ve already done so, skip to Step 2.

- Visit <https://ohid.ohio.gov> and create an account.

**Step 2:** Open the OhioBuys App.



Once your OHID is created, you will be routed to <https://ohid.ohio.gov>. From this page, find the OhioBuys Citizen Portal tile and click Open App.

- If you do not see the OhioBuys Citizen Portal tile, click on the App Store header, search for “OhioBuys”, and then click Request Access. You will receive an email notification when access has been granted and then will see the OhioBuys Citizen Portal tile under My Apps.
- If you see the Bidder Registration Request form after clicking Open App, your OHID has not been added as a Supplier Contact to any active Supplier accounts. If you need access to a Supplier account, please reach out to your organization's Account Administrator to be added or email the helpdesk for assistance.

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**Step 3:** Register as a bidder. If you have previously done business with the State, skip to Step 4.

STEP 1 - FILL IN MANDATORY COMPANY AND CONTACT INFORMATION

**Tax Information**

Tax ID Number  Are you a DBA supplier?  Yes  No

Tax ID Number is a Social Security Number  Yes  No

**Company Information**

Company Name

Company Legal Name

Corporate Email

Secretary of State Charter/Entity Number   Secretary of State Charter/Entity Number Exempt?

State of Ohio Certification

**Contact Information**

US Format?  Yes  No

First Name

Last Name


Email

Work Phone Number

If your organization has never registered or done business with the State of Ohio, you will need to submit an OhioBuys' Bidder Registration Request. Successfully completing a Bidder Registration Request allows a company to gain access to OhioBuys to submit responses for solicitations and also receive notices of new solicitations for specific commodity areas.

To submit a Bidder Registration Request, enter basic information, including:

- Company Legal Name
- Tax ID Number
- State of Ohio Certification (if applicable, e.g., MBE, EDGE, VBE)
- Address
- Commodities
- Secretary of State Charter/Entity Number
- Doing Business As (DBA) Status



- You will receive an email notification when the State of Ohio has reviewed and taken action on your Bidder Registration Request. If your request is approved, you will be able to click the confirmation link from the body of the email you received to log in and access OhioBuys.
- If your organization had previously registered in OhioPays or OhioBuys and your OHID is associated with your organization's profile, you will not need to submit a Bidder Registration Request and you will be navigated to the OhioBuys homepage.

**Step 4:** Navigate to Solicitations

- If you're not already logged in, go to <https://ohiobuys.ohio.gov>. Click the blue "OhioBuys Log In" button, and use your OH|ID credentials to access the system.

After logging in, click on "Browse Public Solicitations". Use filters to narrow your search:

- Solicitation type (RFQ-QBS or RFQ-BVS)
- Keyword (e.g., project name or number)



### **Step 5: Set Up Notifications (Optional)**

To receive automatic alerts, update your Supplier Profile with relevant commodity codes:

- 81100000 – Professional engineering services and/or
- 72000000 – Building and Facility Construction and Maintenance Services

This ensures you're notified when matching solicitations are posted.

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### **Step 6: Review Solicitation Details**

Click on a solicitation title to view:

- Scope of work
  - Submission requirements
  - Deadlines
  - Contact information
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### **Step 7: Submit a Response**

- Download and complete the required forms (e.g., F110-330).
  - Combine all documents into a single PDF (max 25 MB).
  - Upload your response directly through the solicitation page before the deadline.
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### **Helpful Links**

- <https://ohid.ohio.gov>
- <https://ohiobuys.ohio.gov>