

Effective February 1, 2014, The City of Oklahoma City's Office of Arts & Cultural Affairs will begin issuing Calls to Artists for Public Art Projects and announcements seeking related service providers through BidSync. Those who may be interested in submitting their qualifications to be considered for future projects are encouraged to register in BidSync now, in order to submit your proposals electronically at a future date.

Registration Category Instructions:

Primary Industry use: Arts, Crafts, Entertainment & Theatre

Keyword: Public Art

NIGP Code: You may indicate others, but at a minimum, use the following, **NIGP code: 962-07 Arts Services (cultural, design, visual, etc.)** All project announcements will be classified using this code, so please make sure you select this category as you register so you'll receive direct announcements.

Below are Instructions and a link if you are interested in watching a training video. All submissions are free of charge, so please do not sign up for any paid subscriptions unless you are interested in doing so. Thank you.

How to register

- 1. Go to www.bidsync.com, select the BidSync Links icon, then click the "Register Now" button.
- 2. Enter information for the main contact on the account, as well as your company information.
- 3. Select your primary industry and narrow down your results by specific keywords. Select where you do business and how you wish to receive notifications.
- 4. Your information will be saved and your account will be activated within 24 hours. For quicker activation, please contact BidSync Customer Service at (800) 990-9339.

For more information on bidding, watch our training videos for <u>construction project</u> <u>contractors</u> and <u>material items/services vendors</u>.