

## NEW ACCOUNT USERS

1. Go to <https://procurement.opengov.com/si> [gnup](https://procurement.opengov.com/si) to register as a vendor in the City's online procurement system.

2. Sign up with just an email

**OPENGOV**  
PROCUREMENT

Sign up with just an Email!  
We'll send you an email to activate your account

Email Address

Sign Up

Already have an account?

By clicking "Sign Up" you agree to our Terms and Privacy Policy.

3. **YOU HAVE SUCCESSFULLY SIGNED UP!**

4. We sent an activation email to **your email address**
5. Please check your inbox and follow the instructions to activate your account
6. If you need help activating your account please email us at [procurement-support@opengov.com](mailto:procurement-support@opengov.com)
7. Follow the City of Tucson to receive notifications of bid opportunities based on your selection of NIGP codes.

## EXISTING ACCOUNT USERS

### FORGOT YOUR PASSWORD?

1. Go to <https://procurement.opengov.com/login/>
2. Click on *Forgot Password*
3. Enter email address and click *Submit*.

Your username and password will be sent to you shortly. If you do not have an account, a pop-up message will state *User information not found*.

**OPENGOV**  
PROCUREMENT

Email Address

This field is required.

Continue

Forgot Password?

### IF YOU NEED SYSTEM TRAINING

1. Go to <https://procurement.opengov.com/login/>
2. Click on the "?" for the Help Center

**OPENGOV**  
PROCUREMENT

Go to OpenGov Procurement | English

Advice and answers from the OpenGov Procurement Team

Search for articles...

- OpenGov Procurement Cases and Product Updates  
By Thai • 21 articles
- Submit Ideas! (beta)  
How can we help make your life easier? Let us know by commenting on our 'Idea Cards'  
By Thai • 1 article
- Regins & Internal Staff  
These resources are here to help team members on the buy side of the OpenGov Procurement Platform...  
By Thai and 9 others • 110 articles
- Vendor Guides  
These articles are designed to help vendors answer common questions. No Login Required.



255 W. ALAMEDA, 6<sup>TH</sup> FLOOR WEST  
TUCSON, ARIZONA, 85701

PHONE: (520) 837-4000

EMAIL:  
[PROCUREMENT@TUCSONAZ.GOV](mailto:PROCUREMENT@TUCSONAZ.GOV)

WEBSITE:  
[HTTPS://WWW.TUCSONAZ.GOV/DEPARTMENTS/BUSINESS-SERVICES-DEPARTMENT/PROCUREMENT](https://www.tucsonaz.gov/departments/business-services-department/procurement)

## PROCUREMENT DIVISION WEBSITE

Everything you need to know about Procurement begins at the home page.

<https://www.tucsonaz.gov/Departments/s/Business-Services-Department/Procurement>

Home / Departments / Business Services Department / Procurement

### Procurement

The Procurement Division of Business Services Department is committed to the principles of open competition and fairness.

We provide exemplary support to our City departments and the business community by offering strategic and innovative services and opportunities in the procurement of goods and services, through commitment to our values of accountability, ethics, impartiality, professionalism, service and transparency.

We encourage businesses to register with us as a vendor and then visit us often to view current opportunities as well as other interesting items you will find on our website.

The legal authority for the operation of the Business Services Department is established by the City Charter, Tucson Procurement Code, and State laws.

[Procurement FAQ >](#)

### City of Tucson Procurement Portal

[Sign Up for Access to Procurement Portal](#)

[Log In to Procurement Portal](#)

[Procurement Portal - Bid Opportunities](#)

[Procurement Calendar](#)

[Procurement Portal Registration and other Help](#)

#### Navigation

- [About Procurement](#)
- [Procurement FAQ](#)
- [Contact Procurement](#)
- [Browse Bid Opportunities](#)
- [Current Contracts](#)
- [JEB/RFP/RFQs](#)
- [Contract Types & Construction Contracts](#)
- [Contract Compliance - DBE, SBE, DBRA](#)
- [Delivery](#)
- [Legal](#)
- [Policy](#)
- [Payment](#)
- [Cooperative Contracting Program](#)
- [Procurement Code](#)
- [Buy City Surplus](#)

## INVOICE AND PAYMENT INFORMATION

Go to

<https://www.tucsonaz.gov/Departments/Business-Services-Department/Procurement/Payment>

Home / Departments / Business Services Department / Procurement / Payment

### Payment

Vendor Invoices +

How the City Pays +

Payment +

Payment Terms +

## VIEW BID OPPORTUNITIES ON OPENGOV

Project Title	Project ID	Addenda	Release Date	Due Date
Qualified Vendor List for Psychological & Psychiatric Services for the Tucson Police Department <b>OPEN</b>	230147	0	5/23/2023	5/23/2028
Non-Congregate Shelter, Qualified Vendor List (QVL) <b>OPEN</b>	230175	0	5/19/2023	8/16/2027
Qualified Vendor List (QVL) for the Purchase of New Vehicles <b>OPEN</b>	230022	1	1/30/2023	2/23/2025

## HELPFUL INFORMATION AT PROCUREMENT FAQ!

Go to

<https://www.tucsonaz.gov/Departments/Business-Services-Department/Procurement/Procurement-Frequently-Asked-Questions>

Home / Departments / Business Services Department / Procurement / Procurement FAQ

### Procurement FAQ

How do I do business with the City? +

What is the Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Programs? +

Do I qualify for DBE &/or SBE? +

Does the City provide support for small businesses? +

My contract is currently being monitored in the City's compliance system. How do I complete my monthly payment audits? +

How/where do I submit my invoices for payment? I have outstanding invoices; how do I get them paid? +

What is Workday? How do I get registered in Workday? +

Where/How do I apply for a business license? I paid for my business license but have yet to receive it. +