

Insert supplier or company name,

Thank you for reaching out. It may be helpful to explain how bid opportunities work at Arizona State University.

Generally, purchases under $100,000 are handled or informally bid directly by each department. If the purchase were over $100,000, then our university Procurement team would be involved in the solicitation process in which we formally bid the purchase via a public forum.  If you want to see current bids underway by Procurement, please access the [bid boards](https://urldefense.proofpoint.com/v2/url?u=https-3A__cfo.asu.edu_bid-2Dboards&d=DwMFaQ&c=l45AxH-kUV29SRQusp9vYR0n1GycN4_2jInuKy6zbqQ&r=BTme0qtcBXHhUBAk2v6NFaEsKnR4uxB-6BUYrwLHiB0&m=XqawWH2KeQtjKDHHiheUf0lnCrreJzNoXhqickuab4c&s=YvhxSO0_jf2DyAXAHxi6um_zjXy3W6M1jDHdTemslao&e=).  Within that site is another link to the [subscription web form](https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=ASU) where you can provide information about your company, including any small or diverse business classifications you have and register to be added to the distribution list for future bid opportunities. Through the subscription web form, your company will also be searchable by departments for goods or services under $100,000. Additionally, our [Trademark and Licensing](https://cfo.asu.edu/trademark-and-licensing) and [Do Business with ASU](https://cfo.asu.edu/do-business-asu) webpages will provide you with more information that may be applicable.

Thank you,

Insert your signature