



**Department of General Services
Procurement Division**

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Broadcast Date: January 21, 2011

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business and Disabled Veteran Business Enterprise Advocates
DGS Small Business Advisory Council
Disabled Veterans Business Enterprise Advisory Council
Procurement Division
Certified Small Businesses
Certified DVBEs**

RE: Bidsync Promotions Option

Due to a recent change with Bidsync promotions, the Department of General Services would like to make sure that all certified small businesses and DVBEs are afforded the opportunity to opt out of these options.

State contracting is free. The following instructions are for those who have not signed up for Bidsync's fee service (Bidsync Links Plus), but are still receiving **marketing** emails and would like them stopped.

Please check the following items in your Bidsync profile:

Go to www.eprocure.dgs.ca.gov

Click Access eProcurement (eP)

Login to your registered eProfile with your Bidsync user name and password

Click the Tools button

Under Account Profile Setup:

- *click* Regions: **only** California should be checked.
- *click* Notifications: Include Bidsync Links Plus Bids in my Bids of Interest email and Send me exclusive offers and promotions should be checked **Never**.
- *click* Agency Types: **only** State should be checked.

If you have any questions regarding this notification, please contact:

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