

**WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS**  
**and**  
**Onvia, Inc.**

**Frequently Asked Questions about Onvia – WAPP Services**

- 1. Why are DemandStar/Onvia and WAPP offering Wisconsin local government units solicitations free to vendors ?**
  - a. Our mutual goal was to develop one website where vendors could register for solicitations from **WAPP** participating member agencies. This service is free to Wisconsin local units of government including member cities, counties, schools, technical colleges, etc.
  
- 2. What services are available for vendors?**
  - a. Access to multiple Wisconsin agency solicitations in one location
  - b. Vendor self-registration for desired solicitations
  - c. Automated notification of solicitation opportunities 24/7 to your desktop
  - d. Agency solicitations and information posted on the website
  
- 3. What is the price of the service for my business?**
  - a. There is no charge for vendors to access **WAPP** member agencies solicitations.
  - b. The service is free of charge to vendors that do business with **WAPP** member institutions.
  - c. DemandStar/Onvia also offers additional services, such as notification and/or daily email alert of bid solicitations from other government agencies in the state (that are not **WAPP** members), region or nation, at varying levels of subscription rates.
  
- 4. How do I know which Wisconsin agencies are members and participate?**
  - a. That information is available on the website: [www.onvia.com/WAPP](http://www.onvia.com/WAPP)
  
- 5. How do I register to receive notification of solicitations for bids and proposals?**
  - a. Registration can be completed by visiting a participating **WAPP** member website or visit Onvia's registration Web page at [www.onvia.com/WAPP](http://www.onvia.com/WAPP).
  
- 6. What if a vendor does not have a computer to register & accept bids?**
  - a. Several options are available for the small number of vendors who are not on-line capable. Contact Onvia for assistance with registering for notices to be sent via fax.
  
- 7. If my business only wishes to be registered for solicitations from a single public purchasing entity; is this an option?**
  - a. Yes. During the registration process, identify the specific institution and you will receive solicitations only from that agency.
  
- 8. FOR MORE INFORMATION or to get help with registering:**
  - a. Contact Onvia, Inc., Supplier Services
    - i. 509 Olive Way, 4<sup>th</sup> Floor, Seattle, Washington 98101
    - ii. Toll free: (800)711-1712 Email address: [supplierservices@onvia.com](mailto:supplierservices@onvia.com)
    - iii. Web: [www.onvia.com/WAPP](http://www.onvia.com/WAPP).