

Qualification Based Selection (QBS) Vendor Registration Instructions

In accordance with Missouri law (RSMo Section 8.285 to 8.291), when professional services within the realm of architecture, engineering, land surveying, the Zoo will engage the use of the Qualification-Based Selection (QBS) process to search and select the most qualified candidate. These questions are intended to identify the most qualified firm to handle a project based on skills and expertise, ensuring alignment with the Zoo’s needs and project goals.

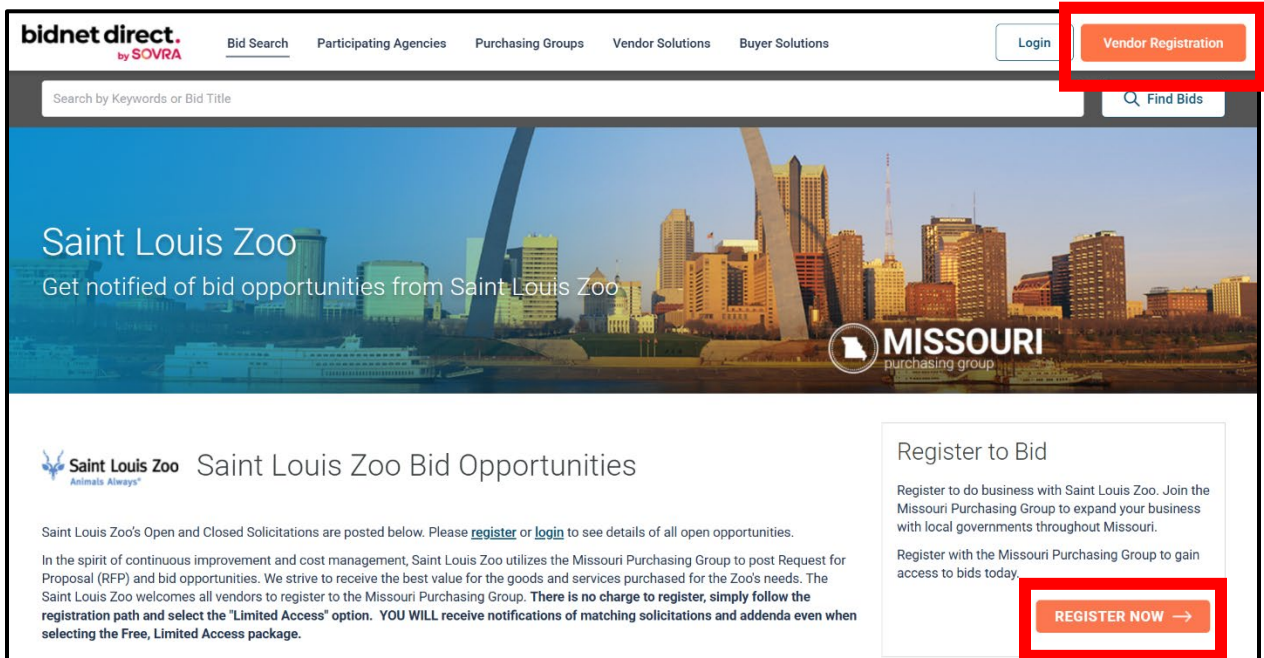
Step 1:

Go to BidNet Direct:

⇒ <https://www.bidnetdirect.com/missouri/saintlouiszoo>

Step 2:

Click “Vendor Registration” or “Register Now” to sign up.



The screenshot shows the BidNet Direct website interface. At the top, there is a navigation bar with the BidNet Direct logo (by SOVRA) and several menu items: Bid Search, Participating Agencies, Purchasing Groups, Vendor Solutions, and Buyer Solutions. On the right side of the navigation bar, there are two buttons: "Login" and "Vendor Registration". The "Vendor Registration" button is highlighted with a red rectangular box. Below the navigation bar is a search bar with the placeholder text "Search by Keywords or Bid Title" and a "Find Bids" button. The main content area features a large banner image of the Saint Louis Zoo skyline. Below the banner, there is a section titled "Saint Louis Zoo Bid Opportunities" with a sub-header "Saint Louis Zoo Bid Opportunities". The text in this section describes the Zoo's solicitation process and provides links to "register" or "login". To the right of this section, there is a "Register to Bid" box with text explaining the process and a "REGISTER NOW →" button, which is also highlighted with a red rectangular box.

Step 3:

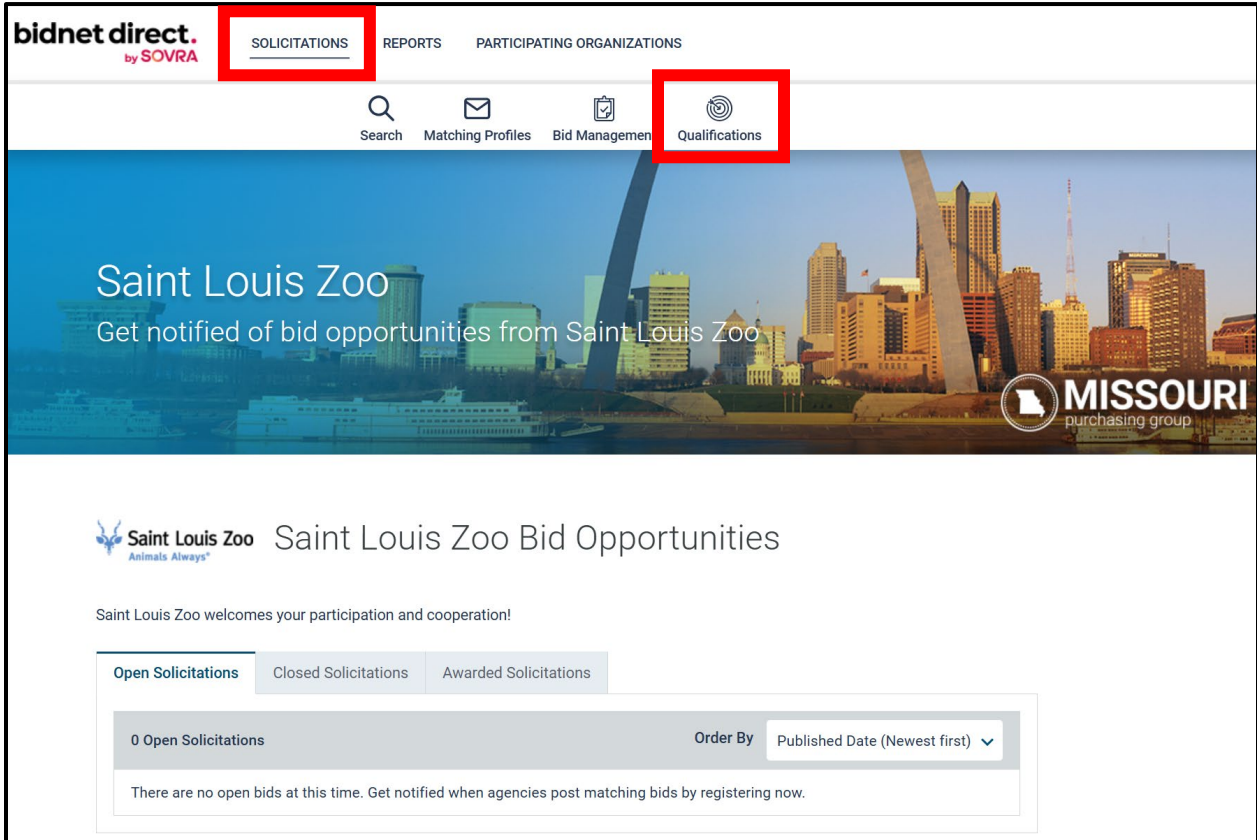
Fill out the registration form with your company’s information.

💡 *The Saint Louis Zoo recommends choosing the FREE limited registration option.*

Step 4:

After registering, your homepage will appear.

Click “Solicitations” in the top menu, then select “Qualifications.”



The screenshot shows the bidnet direct by SOVRA website. The top navigation menu includes 'SOLICITATIONS', 'REPORTS', and 'PARTICIPATING ORGANIZATIONS'. Below the menu are icons for 'Search', 'Matching Profiles', 'Bid Management', and 'Qualifications'. The 'Qualifications' icon is highlighted with a red box. The main content area features a banner for 'Saint Louis Zoo' with the text 'Get notified of bid opportunities from Saint Louis Zoo' and the Missouri purchasing group logo. Below the banner, there is a section titled 'Saint Louis Zoo Bid Opportunities' with a message: 'Saint Louis Zoo welcomes your participation and cooperation!'. There are three tabs: 'Open Solicitations', 'Closed Solicitations', and 'Awarded Solicitations'. The 'Open Solicitations' tab is active, showing '0 Open Solicitations' and an 'Order By' dropdown set to 'Published Date (Newest first)'. A message below states: 'There are no open bids at this time. Get notified when agencies post matching bids by registering now.'

Step 5:

Find and click on the Saint Louis Zoo Pre-Qualification Form from the list.

Click “Apply for Qualification.”

Available Qualifications				
Buyer Name ▲	Qualification	Duration	Deadline	Actions
Saint Louis Zoo	Saint Louis Zoo Pre-Qualification Form			Apply for Qualification

Step 6:

Complete the form with the appropriate information for your company.

 You can click “Save and Quit” at the bottom to save your progress and return later.



Step 7:

Once the form is complete, click “Submit Application” at the bottom of the page.

Supplier Affirmation

By submitting this request for qualification, I, the undersigned, agree and certify that:

- ✓ I am duly authorized to provide the information requested herein and declare that all the information provided is true and correct in all respects.
- ✓ Supplier is responsible to advise the Saint Louis Zoo of any updates to the submitted information as changes occur.

Application Submitted By (Full Name)*

For security reason please re-enter your password*

[Cancel](#) [Save & Quit](#) [Submit Application](#)

Step 8:

The Saint Louis Zoo will review your application. You will receive a notification once approved or if additional information is needed.

Need help? Contact BidNet Vendor Support:

Email support@bidnet.com

Phone 1-800-835-4603