

## 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.

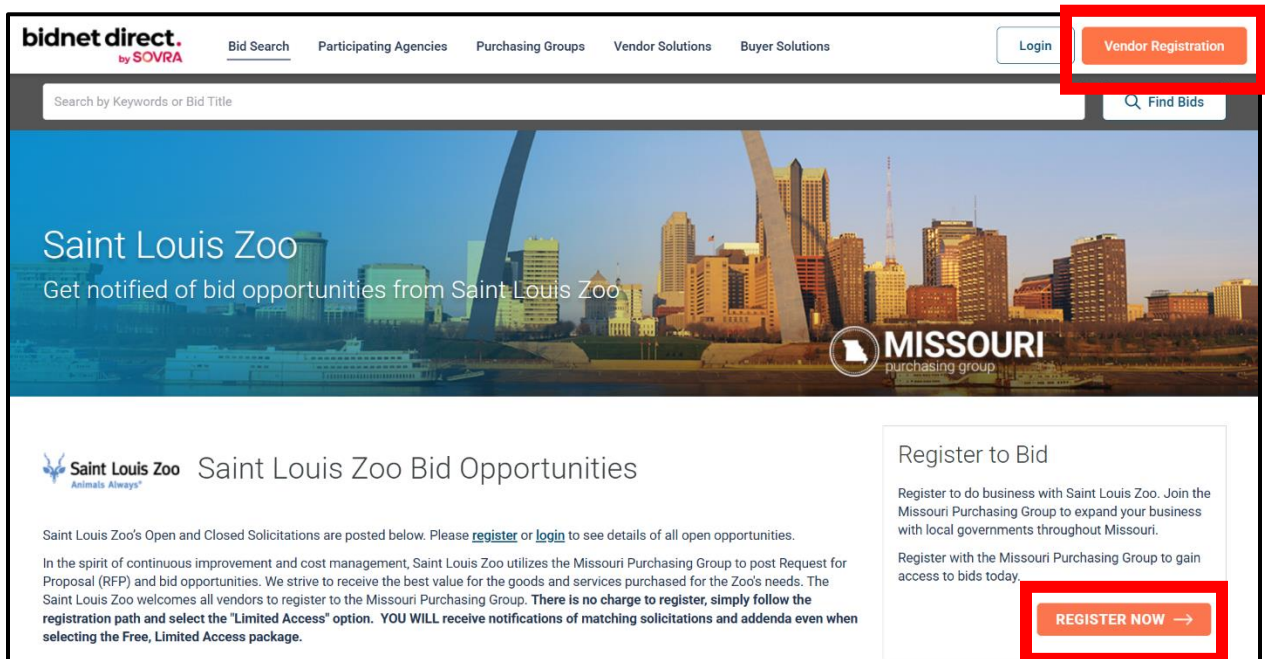
### **Step 1:**

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. The top navigation bar includes links for Bid Search, Participating Agencies, Purchasing Groups, Vendor Solutions, and Buyer Solutions. A 'Vendor Registration' button is highlighted in the top right corner. The main content area features a banner for Saint Louis Zoo with the text 'Get notified of bid opportunities from Saint Louis Zoo'. Below the banner, there is a section titled 'Saint Louis Zoo Bid Opportunities' with a description of the Zoo's solicitation process. To the right, a 'Register to Bid' section provides instructions on how to register with the Missouri Purchasing Group. A 'REGISTER NOW' button is highlighted in the bottom right corner of the 'Register to Bid' section.

### **Step 3:**

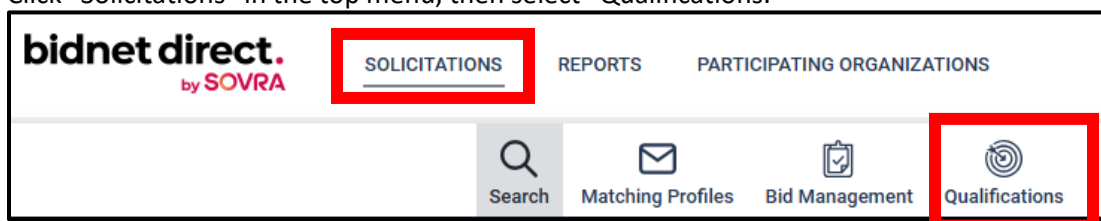
Fill out the registration form with your company's information.

💡 *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 website's top navigation bar. The 'SOLICITATIONS' link is highlighted with a red box. Below the navigation bar, there is a section with icons for Search, Matching Profiles, Bid Management, and Qualifications. The 'Qualifications' icon is highlighted with a red box.



**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			<a href="#">Apply for Qualification</a>

**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 [e-procurementsupport@bidnet.com](mailto:e-procurementsupport@bidnet.com)

Phone 1-800-835-4603