

Texas Department of Public Safety (DPS)

Procurement & Contract Services

Online Bid Room Vendor User Guide

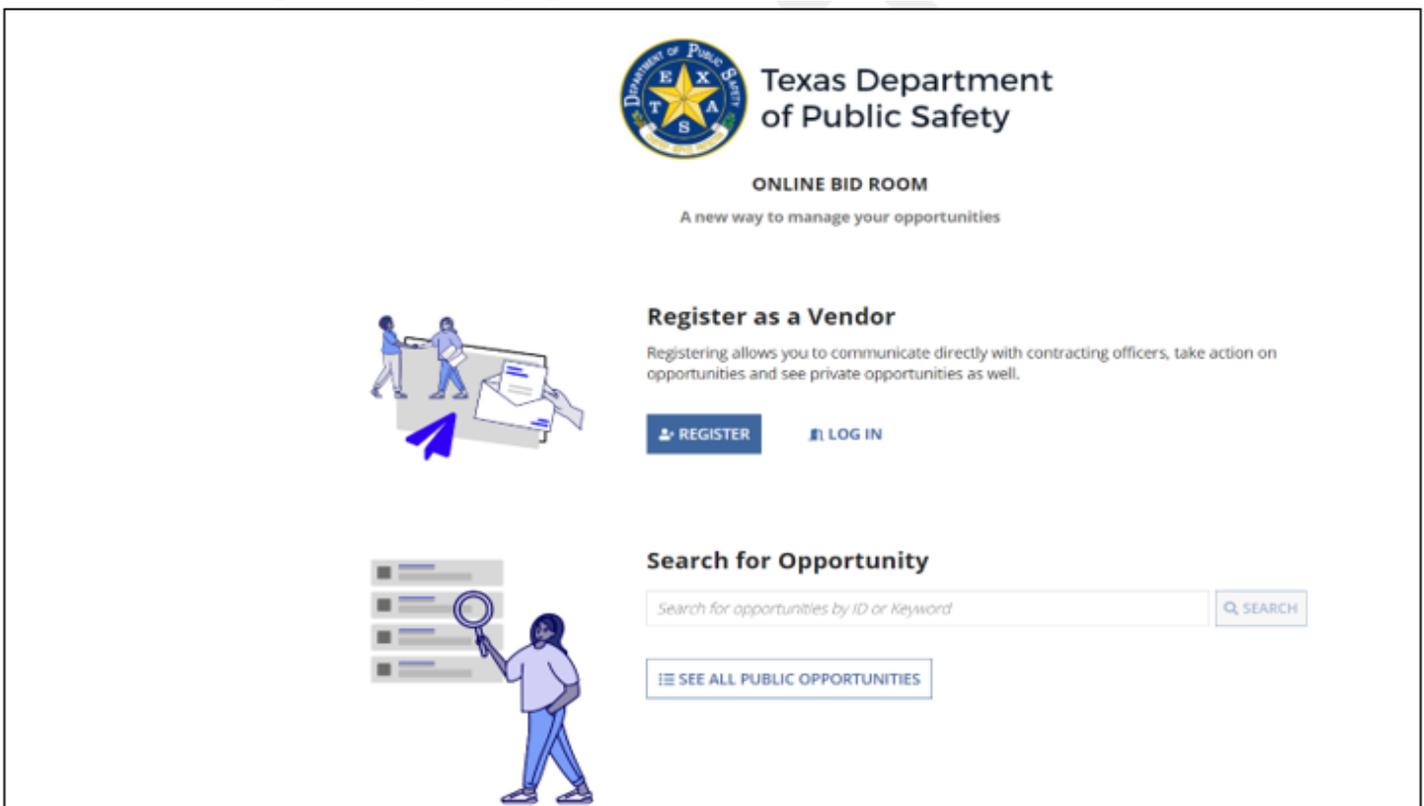
- 1. **PURPOSE..... 3**
- 2. **REGISTER TO CREATE A VENDOR ACCOUNT..... 3**
- 3. **LOGIN..... 7**
- 4. **THE ONLINE BID ROOM..... 8**
 - 4.1. **Home9**
 - 4.2. **Opportunities.....9**
 - 4.2.1. Summary.....12
 - 4.2.2. Description and Instructions17
 - 4.2.3. Questions17
 - 4.2.4. Related Actions.....18
 - 4.3. **Awards.....19**
 - 4.4. **Profile19**
 - 4.4.1. Summary.....19
 - 4.4.2. Users20
 - 4.4.3. Edit Profile21

1. PURPOSE

This document outlines vendor registration and how to utilize the Department of Public Safety (DPS) Online Bid Room. The Online Bid Room provides vendors with easy insight into DPS contracting opportunities. Unlike the Electronic State Business Daily (ESBD), a statutorily required public-facing platform for all state agencies' opportunities, the Online Bid Room specifically focuses on DPS opportunities. This targeted approach ensures that vendors can quickly access and engage with opportunities relevant to DPS divisions. It does not replace posting solicitations to ESBD; it supplements that process and allows a more direct response by potential contractors. As a vendor, once you register and have an established account, you can view DPS opportunities, indicate interest in a specific opportunity, submit questions related to that opportunity, upload documents, and submit proposals for open solicitations directly within the system. You will be notified of the results of a submitted proposal once it is reviewed and evaluated.

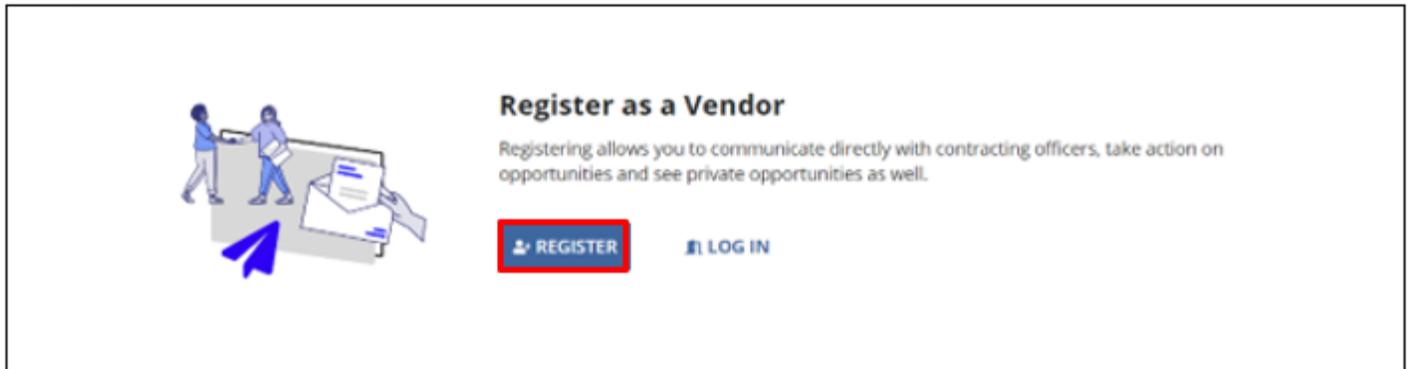
2. REGISTER TO CREATE A VENDOR ACCOUNT

Click on this link <https://texasdps.appianportalsgov.com/vendor-management> to access the DPS Online Bid Room registration portal page.



In the portal, you can search for a specific opportunity or view all public opportunities without registering; however, you must register as a vendor and create an account if you wish to communicate with DPS, take action on opportunities, and submit proposals for open solicitations.

To register as a vendor, click on the REGISTER button.



Next, you must complete two sections: (1) Profile and (2) Business Details.

Complete (1) Profile information fields:

* Asterisk indicates the field is required

- Vendor Legal Name:
- Contact First Name:
- Contact Last Name:
- Email:
- Texas Identification Number (TIN):
- DUNS:
- HUB Status:
- HUB Expiration Date:
- CMBL:
- CMBL Expiration

Click on NEXT

Register as a Vendor

1 Profile

Vendor Legal Name *
Brooks LLC

Contact First Name *
Pamela

Contact Last Name *
Collins

No special characters are allowed in the Contact First Name. If special characters are added, they will be removed.

No special characters are allowed in the Contact Last Name. If special characters are added, they will be removed.

Email *
pc_brooks@gmail.com

TIN *
1122334425

DUNS
999999999

HUB Status *
 Yes No

CMBL *
 Yes No

HUB Expiration Date *
09/30/2025

CMBL Expiration Date *
09/30/2025

CANCEL **NEXT**

Complete (2) Business Details fields:

- o Doing Business As:
- o Business Type: Select a choice if you answered Yes to HUB Status on the Profile page: (1) Woman-Owned Business, (2) Asian Pacific American Owned, (3) Native American Owned, (4) Black American Owned, (5) Service-Disabled Veteran Owned Business. Select N/A if you answered No to HUB Status on the profile page
- o Address Line 1:
- o Address Line 2:
- o City:
- o Country:
- o ZIP Code:

Click on Register

2 Business Details

Doing Business As
Marine Accessories & More

Business Type *
Service Disabled Veteran Owned Business

Address Line 1
123 Rockwood

Address Line 2
Suite 300

City
Austin

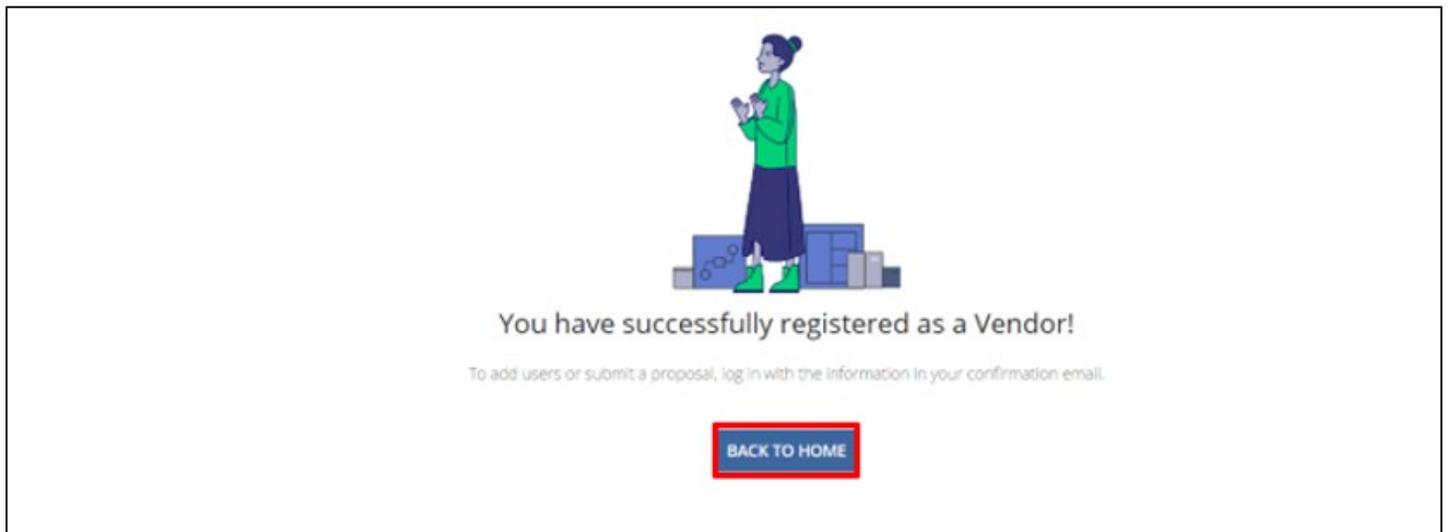
Country
United States

State
Please select a value

Zip Code
78759

[BACK](#) [CANCEL](#) [REGISTER](#)

When the successful registration screen is displayed, you will receive an email from Appian with your credentials. Click on BACK TO HOME



Go to the inbox for the email address you entered in the registration screen and locate the email from Appian with your credentials. Check your Junk or Spam folder if you do not see the email in your inbox.

From: Appian for Texas Department of Public Safety <admin@texasdps.appiancloud.us>
Sent: Monday, February 24, 2025, 9:52 AM
To: Vendor email
Subject: Appian for Texas Department of Public Safety account creation

Dear Vendor Name,

Your Appian for Texas Department of Public Safety account has been created by your administrator: service.account Service Account. Your username and temporary password are below:

Username: Vendor9209
Temporary Password: Kn3*V4Nww.U\i3kP:WDab8X9

To log in with your temporary password, navigate to <https://texasdps.appiancloud.us/suite?signin=native>

You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

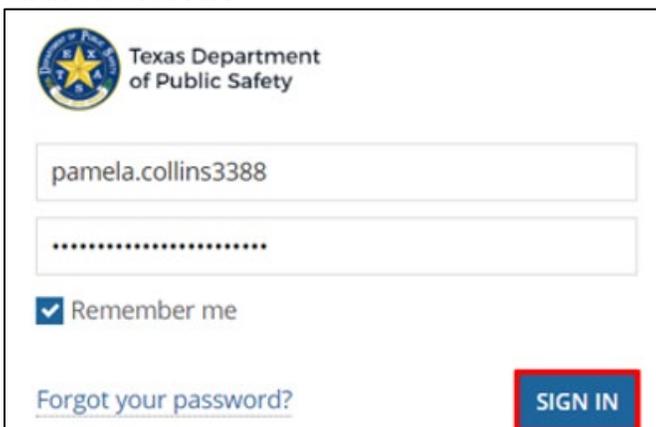
Thank you,
Appian for Texas Department of Public Safety This message has been sent by Appian

3. LOGIN

To log into the DPS Online Bid Room with your temporary password, click the link in the Appian email: <https://texasdps.appiancloud.us/suite?signin=native> You will be asked to select a new password.

Enter the username and temporary password provided in the email. We recommend copying and pasting the temporary password.

Click on SIGN IN



Texas Department of Public Safety

pamela.collins3388

Remember me

[Forgot your password?](#)

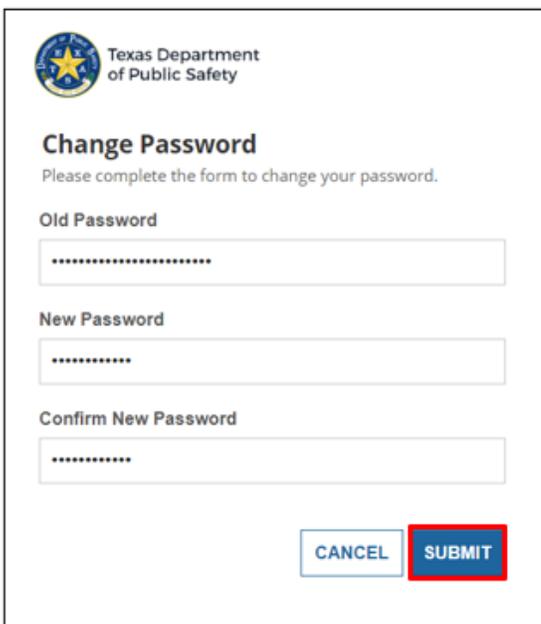
SIGN IN

You will be prompted to change your password. Please select a password that meets all the following criteria.

Guidelines for creating a password

- o Has not been used in the previous four passwords
- o A minimum of twelve characters in length
- o Contains at least:
 - Two uppercase characters (A through Z)
 - Two numeric characters (0 through 9)
 - Two lower-case characters (a through z)
 - Two characters in the English alphabet (such as #, \$, %)

Click on SUBMIT



The screenshot shows a web form titled "Change Password" from the Texas Department of Public Safety. The form contains three input fields: "Old Password", "New Password", and "Confirm New Password", each with a masked password input. At the bottom right, there are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is highlighted with a red border.

4. THE ONLINE BID ROOM

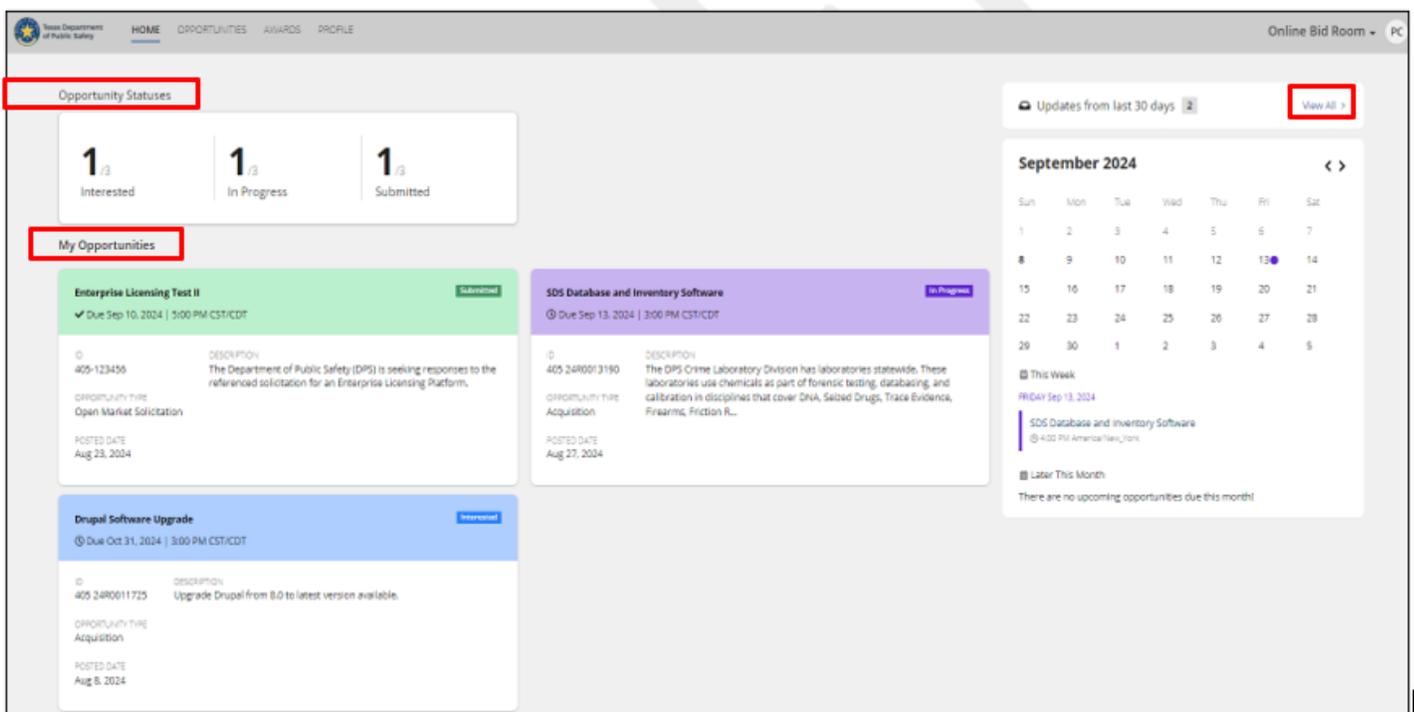
The online Bid room makes it easy to view active opportunities and take action on individual opportunities. You can mark an opportunity as interested and submit questions to DPS. When you are ready to submit your proposal, you can view instructions and required documents and submit your bid.

Once logged in the Online Bid Room, Home is your landing page. In addition, you will see additional tabs for Opportunities, Awards, and Profile.



4.1. Home

The *Home* screen is your dashboard; it captures all your activity in one location and helps you keep bids up to date. **Opportunity Status** is a snapshot of how many opportunities you are interested in, in progress, and submitted. Under **My Opportunities**, you can view a detailed card for each opportunity you are involved in. Each opportunity card is color-coded and shows the status. You can click on the card to go to the opportunity. A calendar is provided where you can review any upcoming deadlines for opportunities you are involved in. Under **Updates from the last 30 days**, by clicking View All above the calendar, you will see a list of DPS updates, if any, for opportunities you marked as interested.



4.2. Opportunities

The Opportunities tab lets you view all DPS opportunities listed in the Online Bid Room, allowing you to browse opportunities available to your business.

On this page, you can search for a specific opportunity. Use filters to focus on what you are looking for. Filter for opportunities with a status of Active or Closed. Under My Status, apply Filters related to your activity and select Submitted, In Progress, Interested, and Not Started. Filter for Opportunity Type: Competitive Bidding (IFBs), Competitive Sealed Proposals (RFPs), DIR Pricing Request (DIR PR), Request for Information (RFI), Request for Offer (RFO), and Request for Qualifications (RFQ). Under Due Date, you can search for opportunities with a due date within a specific date range.

Texas Department of Public Safety | HOME | **OPPORTUNITIES** | AWARDS | PROFILE | Online Bid Room | PC

Opportunities

Search Opportunities [SEARCH] OPPORTUNITY STATUS | Any | MY STATUS | Any | TYPE | Any | DUE DATE | Any - Any

Opportunity Status	My Status	Expiration Status	Opportunity	Type	Response Due Date
Closed	Not Started	Expired	123123 test	Solicitation	May 17, 2024 4:30 AM CST/CDT
Active	Not Started	Open	1900OPCV Opportunity for OPCV	Solicitation	Mar 1, 2025 9:00 AM EST/EDT
Active	Not Started	Expired	20240521 Multiple Items Solicitation	Solicitation	May 24, 2024 5:30 PM CST/CDT
Closed	Not Started	Expired	24-5252829 DNA Testing Equipment	Solicitation	May 17, 2024 5:30 PM CST/CDT
Active	Not Started	Expired	24P0098765 Drones for Parks	Solicitation	May 10, 2024 5:00 PM CST/CDT
Active	Not Started	Open	24R00001 KPMG Consulting on Application Development	RFI	Dec 6, 2024 10:00 AM CST/CDT

Search for opportunities using keywords.

Texas Department of Public Safety | HOME | **OPPORTUNITIES** | AWARDS | PROFILE

Opportunities

Search Opportunities [SEARCH] OPPORTUNITY STATUS | Any | MY STATUS | Any | TYPE | Any | DUE DATE | Any - Any | CREATED BY | Any

Opportunity Status	My Status	Expiration Status	Opportunity	Type
Active	Not Started	Expired	405-25R0010054 Childress Flooring Replacement	Open Market Solicitation

Generate reports using filters, save the criteria, and run them at any time without recreating the steps.

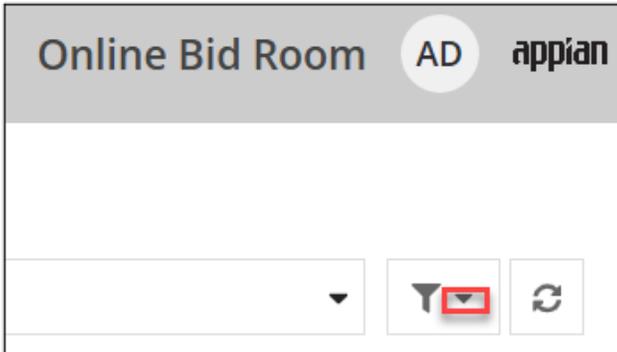
Texas Department of Public Safety | HOME | **OPPORTUNITIES** | AWARDS | PROFILE

Opportunities

Search Opportunities [SEARCH] OPPORTUNITY STATUS | Closed | MY STATUS | Submitted | DUE DATE | Any - Any | CREATED BY | Any

Opportunity Status	My Status	Expiration Status	Opportunity	Type
--------------------	-----------	-------------------	-------------	------

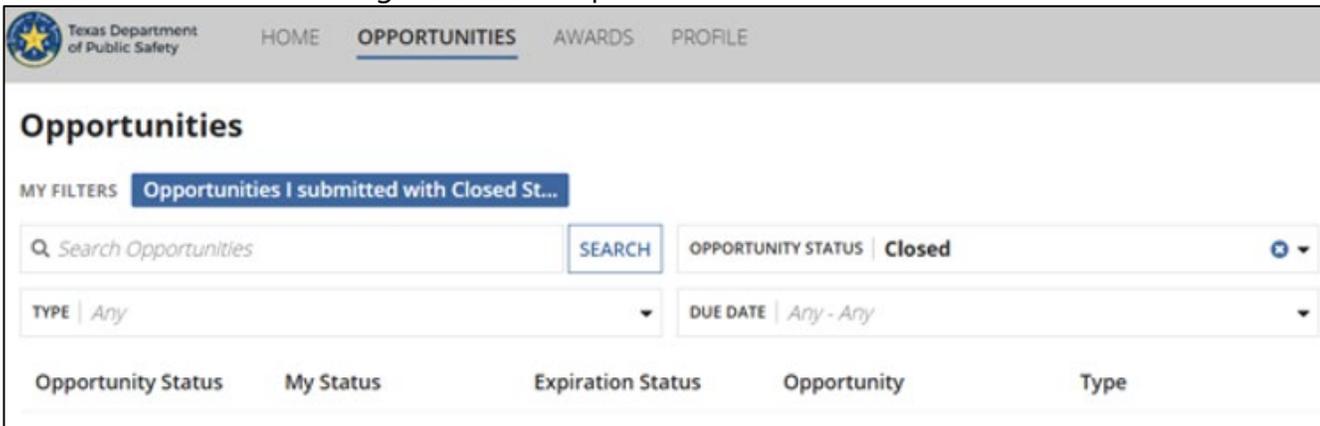
The option to manage and save filters is available by clicking the down arrow next to the filter icon.



Select Save Filter As. Name your report and click on Save

A screenshot of the 'Save Filters' dialog box. It has a title 'Save Filters' and a text input field for 'Name *' containing 'Opportunities I submitted with Closed Status' and a character count '45/50'. There is a checked checkbox for 'Set as default'. Below this, a grey box displays the filter criteria: 'Opportunity Status = Closed' and 'My Status = Submitted'. At the bottom, there are 'CANCEL' and 'SAVE' buttons. The 'SAVE' button is highlighted with a red box.

The report will be saved under My Filters in the Opportunities tab and will only be viewable within your account. Click on it to generate the report.



When the report is no longer needed. Select Manage My Filters from the down arrow next to the filter icon, select the X to remove it, and click Save.

Manage My Filters

Name	Filter Values	
★ Opportunities I submitted with Clos 44/50	Opportunity Status = Closed My Status = Submitted	✕

CANCEL SAVE

To view an opportunity, click on the opportunity link.

Active
 Not Started
 Open
 405-123456 | Enterprise Licensing Test II
Open Market Solicitation

Once an opportunity is selected, the Summary, Description, Instructions, Questions, and Related Actions tabs will be displayed for the chosen solicitation.


Texas Department of Public Safety

HOME
OPPORTUNITIES
AWARDS
PROFILE

Enterprise Licensing Test II

Summary

Description and Instructions

Questions

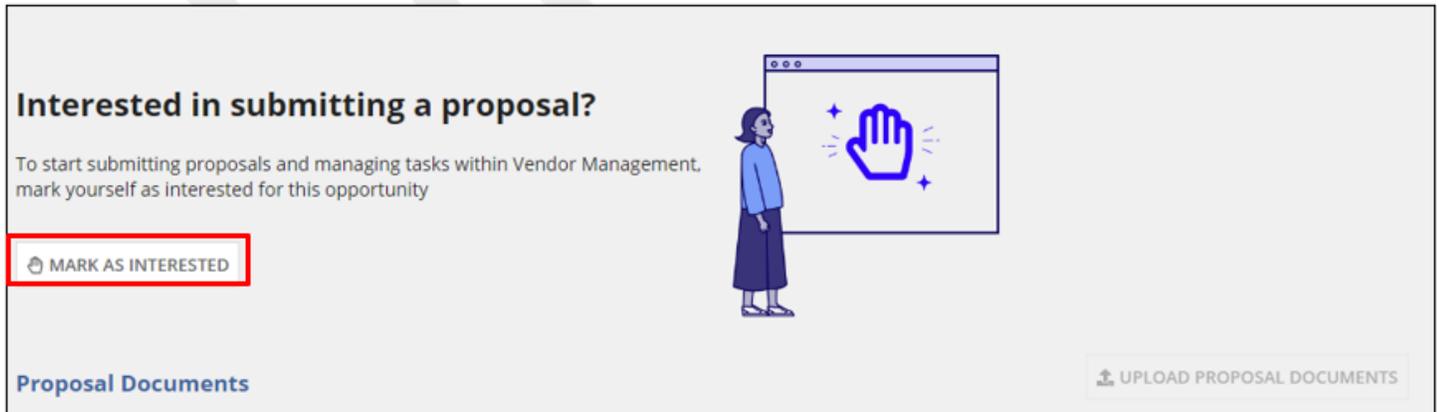
Related Actions

4.2.1. Summary

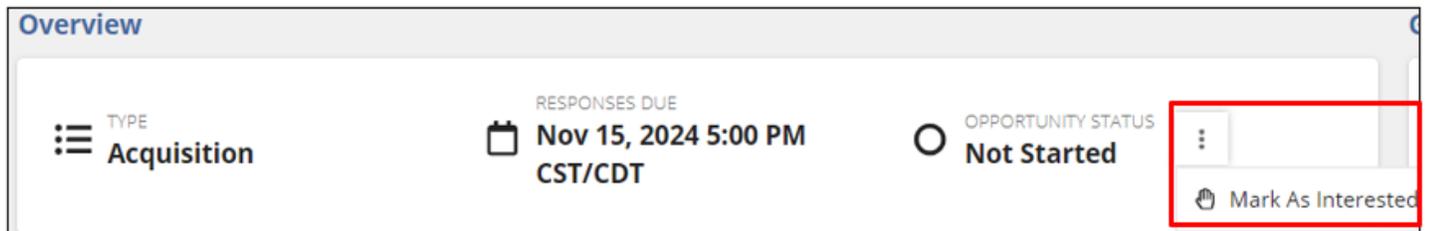
The Summary page displays the details of the opportunity. The information includes its description, instructions, required documents, and updates. Any DPS updates to the Opportunity will be listed under the **Updates** label as an addendum. Under the **Overview** label, Type, Response Due Date, and Opportunity Status are displayed. The **Description** and **Instructions** sections on the summary page may not display all the details. Go to the Description and Instructions tab for complete information.

Are you Interested in submitting a proposal? If you are interested in submitting a proposal for the opportunity, mark it as interested to initiate the process by (1) Click on MARK AS INTERESTED under the Interested in submitting a proposal? Label. Or (2) Mark as interested from the ellipse under the Overview label. If you change your mind after marking interest in the ellipse, you can also select Mark as Uninterested.

(1)



(2)



Once you mark an opportunity as interested, you can submit questions and documents for your proposal. All documents must be uploaded by the deadline for submitting a proposal. To view and submit the DPS required documents:

- Go to the Proposal Documents section
- Download the required documents
- Review, complete, and save to your PC all required documents
- Click on UPLOAD PROPOSAL DOCUMENTS on the upper right side in the Proposal Documents section.

Proposal Documents 📁 UPLOAD PROPOSAL DOCUMENTS

APPLICATION FOR TEXAS IDENTIFICATION NUMBER - No Document Uploaded Required

Form
Please submit the proposal document by filling out and uploading the form

📄 SOL_EXH_F.4_Application for Texas Identification Number AP-152 [📄 DOWNLOAD](#)

INFORMATION AND CERTIFICATION FORMD - No Document Uploaded Required

Form
Please submit the proposal document by filling out and uploading the form

📄 SOL_EXH_F1_Information and Certification Form [📄 DOWNLOAD](#)

VENDOR DIRECT DEPOSIT - No Document Uploaded Required

Form
Please submit the proposal document by filling out and uploading the form

There are three steps to follow when uploading proposal documents.

(1) Upload Documents

Click on the upload button to select files stored on your computer or drag and drop them into the Drop files here section. Up to 15 documents can be uploaded at a time.

Upload Proposal Documents to Enterprise Licensing Test II

- Upload Documents >**
- Tag Documents
- Review and Upload

Upload Documents
Please upload all of your **required** and **additional** proposal documents. You will be able to tag these documents in the next step.

UPLOAD 📄 Drop files here

Supported file types: pdf, doc, docx, xls,xlsx, ppt, & pptx
Document types to be uploaded : Required Proposal Documents, Additional Proposal Documents
📄 15 documents can be uploaded at a time

CANCEL NEXT

Upload all documents required by DPS and additional ones you wish to submit. Click on NEXT.

The screenshot shows the 'Upload Documents' step of a three-step process. The progress bar indicates step 1 is active. The main heading is 'Upload Documents'. Below it, a message states: 'Please upload all of your required and additional proposal documents. You will be able to tag these documents in the next step.' A document card is visible with the title 'SOLICIEKH_F,10,IT Require...' and a file size of 'PDF - 296.45 KB'. Below the card is a 'Drop files here' area with a plus icon. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

(2) Tag documents

Tag documents by entering under the Description field, whether they are **Required** by DPS or **Additional** you wish to include. Select the corresponding required document name from the Type dropdown field for DPS-required documents. Use the Type field only to tag DPS-required documents and leave it blank for additional documents you uploaded. Click on NEXT

The screenshot shows the 'Tag Documents' step of a three-step process. The progress bar indicates step 2 is active. The main heading is 'Tag Documents'. Below it, a message states: 'This Opportunity may have required documents that you need to submit. Please identify your documents as required or additional proposal documents.' A table is displayed with columns for 'Document Name', 'Description', and 'Type'. The first row shows 'SOLICIEKH_F,10,IT Requirements' with 'Required' in the Description field and 'SOLIC_405123456_RFO' in the Type dropdown. The second row shows 'RESOURCES' with 'Additional' in the Description field and a blank Type dropdown. At the bottom, there are 'BACK', 'CANCEL', and 'NEXT' buttons.

Document Name	Description	Type
SOLICIEKH_F,10,IT Requirements	Required	SOLIC_405123456_RFO
RESOURCES	Additional	-- Select a Document Type --

(3) Review and upload

Review and click on UPLOAD.

The screenshot shows the 'Review and Upload' step of a three-step process. The progress bar indicates step 3 is active. The main heading is 'Review and Upload'. Below it, a message states: 'Please review your documents before uploading. Once you've uploaded your proposal, be sure to submit it using the Submit Proposal button at the top of the page.' A table is displayed with columns for 'Document Name', 'Description', and 'Type'. The first row shows 'SOLICIEKH_F,10,IT Requirements' with 'Required' in the Description field and 'Required Document' in the Type dropdown, with a document icon and 'SOLIC_405123456_RFO' to the right. The second row shows 'RESOURCES' with 'Additional' in the Description field and 'Additional Document' in the Type dropdown. At the bottom, there are 'BACK', 'CANCEL', and 'UPLOAD' buttons.

Document Name	Description	Type
SOLICIEKH_F,10,IT Requirements	Required	Required Document
RESOURCES	Additional	Additional Document

You can view your uploaded documents and how they were tagged under Proposal Documents. The option to delete an uploaded document and upload a new one is available by selecting the delete icon. 🗑️

The screenshot shows a 'Proposal Documents' section with an 'UPLOAD DOCUMENTS' button in the top right. Below, two documents are listed:

- SOLIC_405123456_RFO - SOLICIEXH_F.10_IT Requirements.pdf**: Tagged as 'Uploaded' and 'Required'. Below it is a 'Form' section with instructions: 'Please submit the proposal document by filling out and uploading the form'. A link for 'SOLICI_405-24R0010718_Enterprise Licensing Platform RFO' with a 'DOWNLOAD' button is also present.
- RESOURCES.docx**: Tagged as 'Uploaded'.

After uploading all required documents, you can submit your proposal for review by the DPS procurement team by clicking **SUBMIT PROPOSAL** in the top right corner of the page.

The screenshot shows the 'Enterprise Licensing Test II' page. The 'SUBMIT PROPOSAL' button in the top right corner is highlighted with a red box. The page includes navigation tabs for 'Summary', 'Description and Instructions', 'Questions', 'Revision History', and 'Related Actions'. The 'Overview' section is currently selected.

Once a proposal is submitted, under Overview, the Opportunity Status will display Submitted, and the submission date will be displayed, along with the date and time stamp.

The screenshot shows the 'Enterprise Licensing Test II' page after submission. The 'WITHDRAW PROPOSAL' button in the top right corner is highlighted with a red box. The 'Overview' section shows the following details:

- TYPE**: Open Market Solicitation
- RESPONSES DUE**: Sep 10, 2024 5:00 PM CST/CDT
- OPPORTUNITY STATUS**: Submitted (highlighted with a red box)
- Submitted Date**: Sep 7, 2024 | 8:34 PM CST/CDT

Notice that once you submit the proposal, the Submit Proposal button changes to Withdraw Proposal, allowing you to withdraw the submitted proposal by clicking **WITHDRAW PROPOSAL**.

4.2.2. Description and Instructions

Select the Description and Instructions tab to see the full opportunity description and complete instructions.

The screenshot shows the 'Enterprise Licensing Test II' page with the 'Description and Instructions' tab selected. The page header includes the Texas Department of Public Safety logo and navigation links for HOME, OPPORTUNITIES, AWARDS, and PROFILE. The main content area is divided into sections: 'Responses Due' (Sep 6, 2024 | 5:00 PM CST/CDT), 'Description' (The Department of Public Safety (DPS) is seeking responses to the referenced solicitation for an Enterprise Licensing Platform. Questions and Response date extended), and 'Instructions' (DPS is not currently accepting any in-person solicitation responses. DPS will only accept electronic responses received by the date and time indicated in this solicitation document. We can and will provide the email address associated with the responses later).

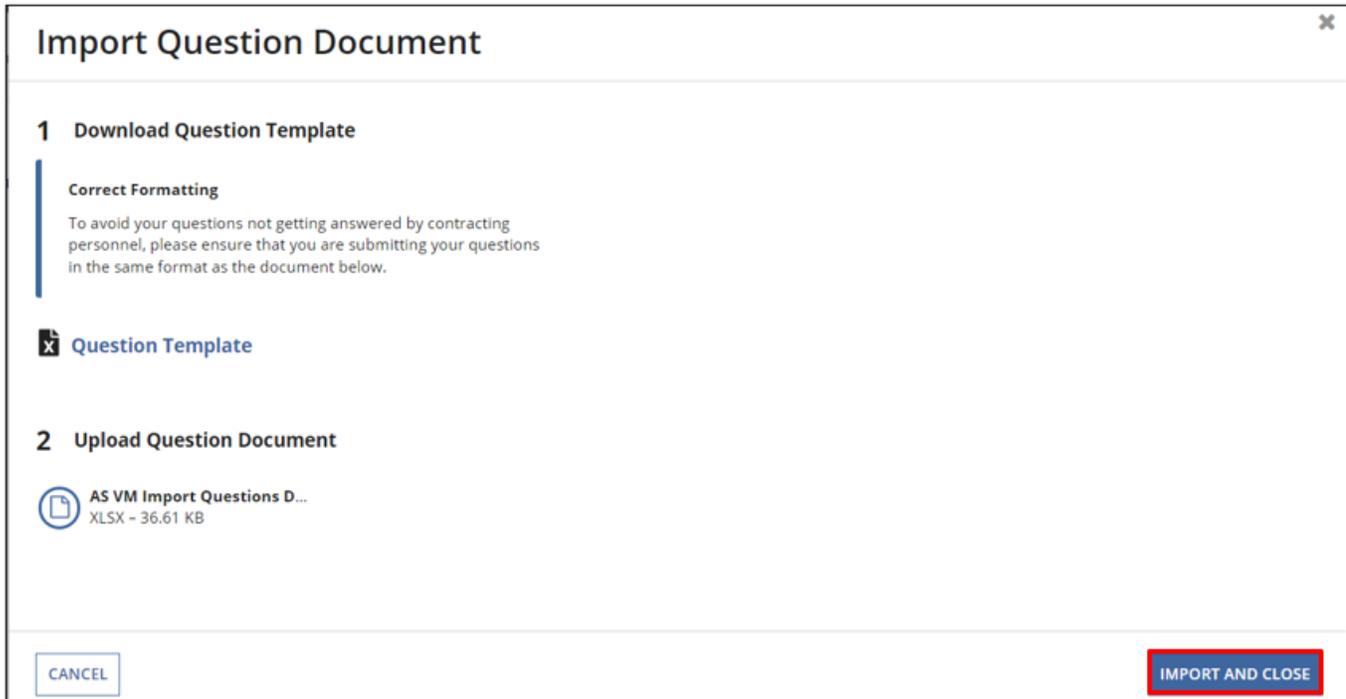
4.2.3. Questions

The questions tab allows you to correspond with DPS and clarify questions about the opportunity. You can submit questions about the specific solicitation until the question's Due Date. There are two ways to submit questions under the Questions tab: (1) Quick Add and (2) Import.

(1) **Quick Add:** To ask questions one at a time, select the Quick Add tab, enter a question under the Add Questions section, and click SUBMIT.

The screenshot shows the 'Enterprise Licensing Test II' page with the 'Questions' tab selected. The page header includes the Texas Department of Public Safety logo and navigation links for HOME, OPPORTUNITIES, AWARDS, and PROFILE. The main content area is divided into sections: 'Questions' (with a 'Question Due Date: Sep 9, 2024 | 5:00 PM CST/CDT'), 'Quick Add' (with a text input field containing 'Do all contractors have to be US based?' and a 'SUBMIT' button highlighted in red), and 'Submitted Questions' (with a search bar and a 'SEARCH' button). The user's name, Pamela Collins, is visible in the bottom right corner.

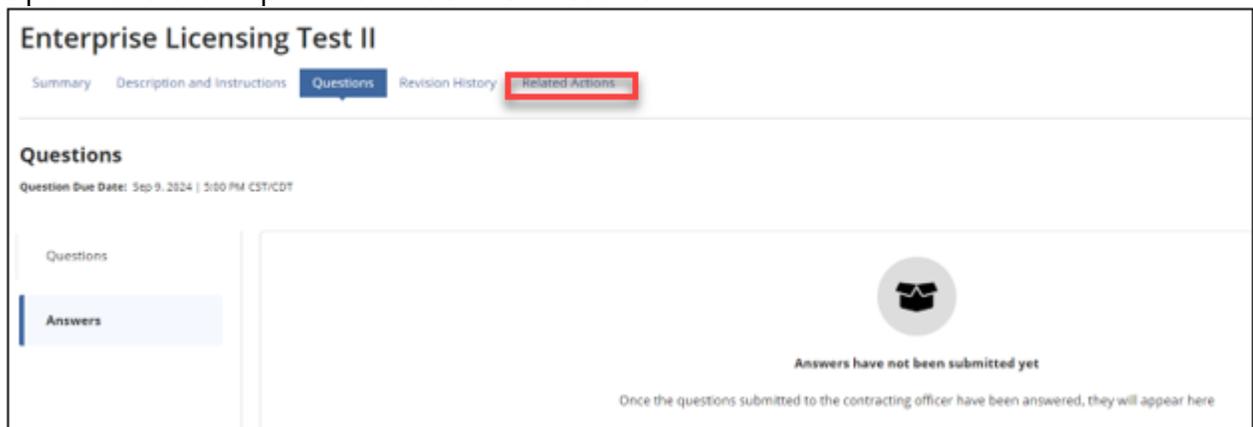
- (2) **Import:** Use this feature to submit multiple questions in one document
- Download by clicking on the Question Template
 - Complete and save the document to your computer
 - Click on Upload to select the file, or drag and drop the file
 - Select IMPORT AND CLOSE



You can view or export to PDF the response to your answer(s) under the Answers tab when DPS has sent a response.

4.2.4. Related Actions

The Related Actions tab within the opportunity allows you to use the Mark As Interested Option and the Import New Document feature.



- (1) Mark the opportunity as being interested in selecting the Mark As Interested option. Or you can choose Mark as Uninterested and remove it from your dashboard.
- (2) Import New Document: Use this feature to submit multiple questions in one document
 - Download by clicking on the Question Template
 - Complete and save the document to your computer
 - Click on Upload to select the file, or drag and drop the file
 - Select IMPORT AND CLOSE

4.3. Awards

Please be advised that the functionality of the Awards Tab is not fully operational at this time.

4.4. Profile

The profile tab shows your vendor profile page. From here, you can view information about your business, manage users within your organization, and edit your Profile.

4.4.1. Summary

The summary page in the vendor profile displays information entered during the registration process in two sections: Primary Vendor Details and Additional Vendor Details. There is also a section for Active Opportunities where you can view any opportunities you are interested in, in the process of applying to, or have submitted proposals for.

The screenshot shows the vendor profile for Brooks LLC. The page is titled 'Brooks LLC' with a legal name of 'Brooks LLC' and an expiration date of 'N/A'. The 'Summary' tab is selected, showing the following details:

- ADDITIONAL VENDOR DETAILS:**
 - Address: 123 Rockwood, Suite 300, Austin, Texas 78759, United States
 - DJUNS: 999999999
 - TIN: 1122334425
 - HUB Status: Yes (expires 9/30/2025)
 - CMBL: Yes (expires 9/30/2025)
- PRIMARY VENDOR DETAILS:**
 - DOING BUSINESS AS:** Marine Accessories & More
 - BUSINESS TYPE:** Service Disabled Veteran Owned Business
 - NIGP CODES:**

Class	Class Item	Description
204	29	*Data/File Security Hardware/Software, to Include Encryption
- ACTIVE OPPORTUNITIES:**
 - Enterprise Licensing Test II (405-123456) - Due Sep 10, 2024
 - SDS Database and Inventory Software (405 24R0013190) - Due Sep 13, 2024
 - Drupal Software Upgrade (405 24R0011725) - Due Oct 31, 2024

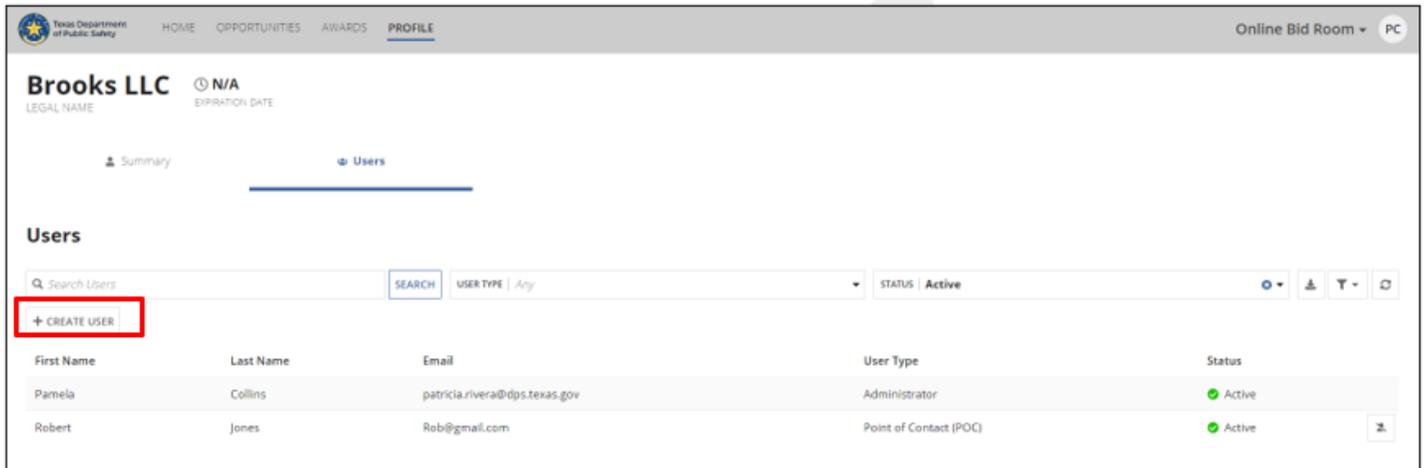
4.4.2. Users

The Users tab displays a list of users assigned to your vendor account. There are two types of Users: (1) Administrator and (2) Point of Contact (POC)

As an administrator, you can (1) add new users to your vendor account and (2) deactivate existing users.

(1) Add New User

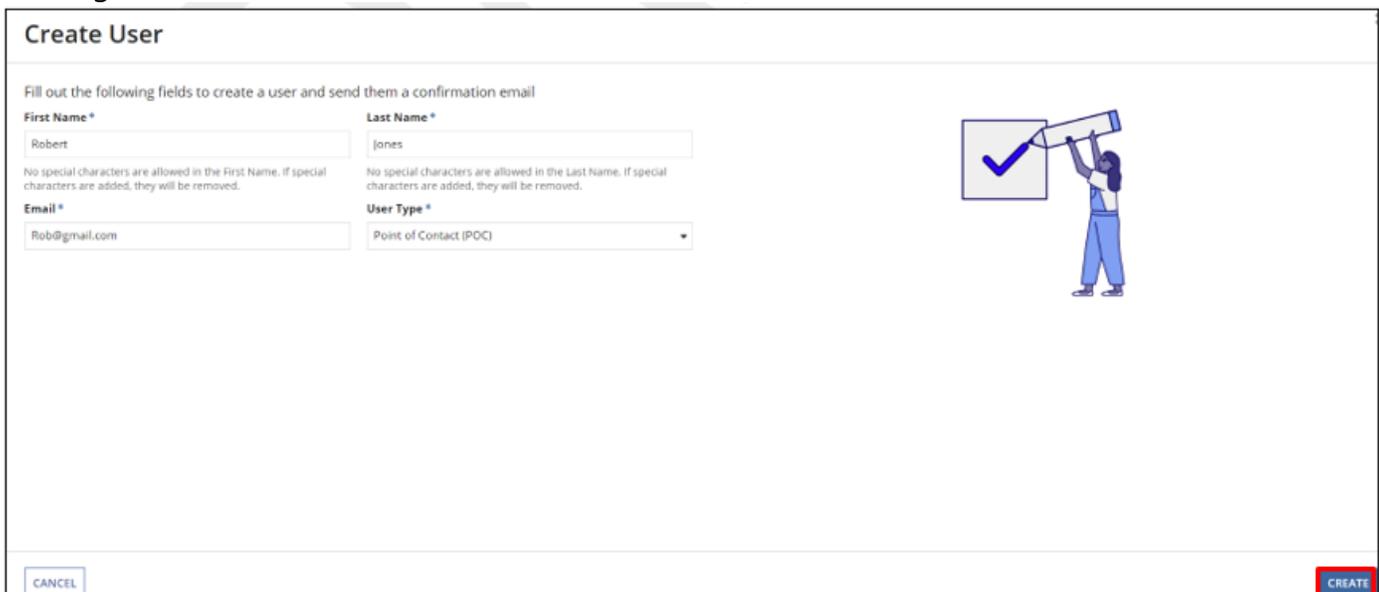
Click on +CREATE USER to add a new user.



The screenshot shows the 'Users' tab for 'Brooks LLC'. At the top, there are navigation links: HOME, OPPORTUNITIES, AWARDS, and PROFILE. The current page is 'Online Bid Room' with a 'PC' indicator. Below the company name, there are tabs for 'Summary' and 'Users'. The 'Users' tab is active. Below the tabs, there is a search bar with the text 'Search Users' and a 'SEARCH' button. To the right of the search bar, there is a dropdown menu for 'USER TYPE' set to 'Any' and a 'STATUS' dropdown set to 'Active'. A '+ CREATE USER' button is highlighted with a red box. Below the search and filters, there is a table of users:

First Name	Last Name	Email	User Type	Status
Pamela	Collins	patricia.rivera@dps.texas.gov	Administrator	Active
Robert	Jones	Rob@gmail.com	Point of Contact (POC)	Active

Fill out the form with information about the User. Click on Create. The new User will receive an email with sign-in instructions.



The screenshot shows the 'Create User' form. The form has the following fields:

- First Name ***: Robert
- Last Name ***: Jones
- Email ***: Rob@gmail.com
- User Type ***: Point of Contact (POC)

There is a 'CANCEL' button at the bottom left and a 'CREATE' button at the bottom right, which is highlighted with a red box. An illustration of a person holding a large pencil and pointing to a checkmark on a board is visible on the right side of the form.

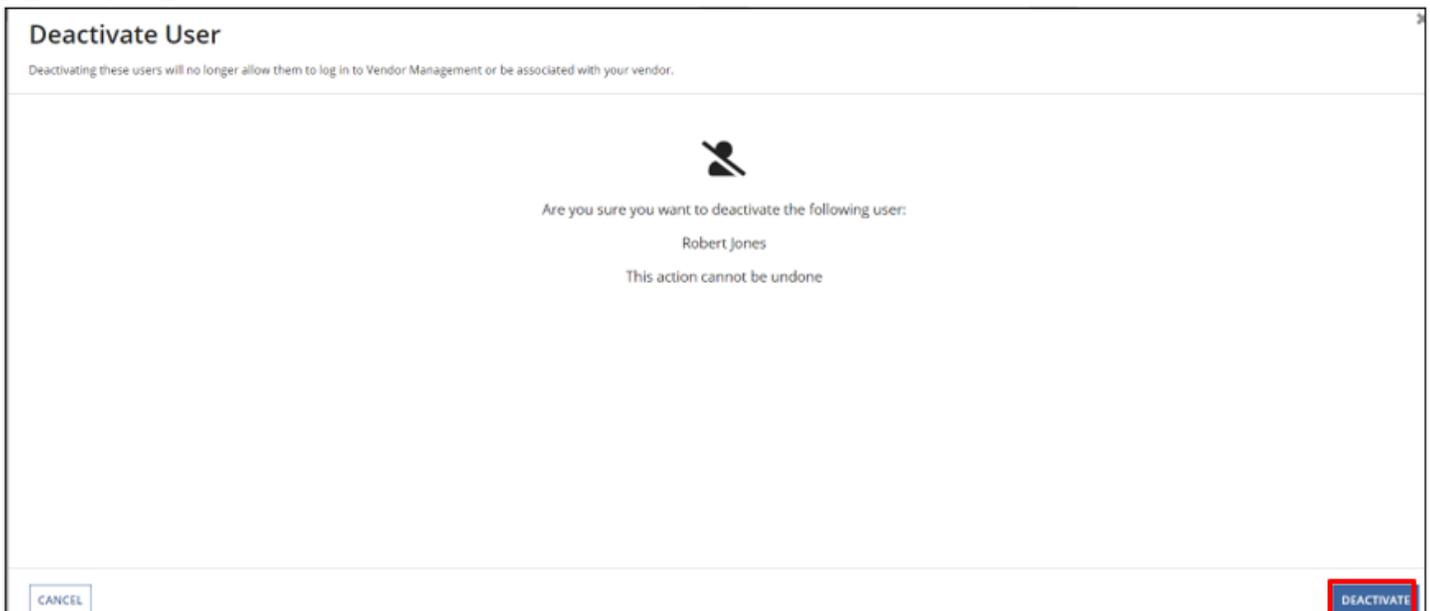
(2) Deactivate existing User

Click the deactivate icon next to the Status field to deactivate a user.



The screenshot shows a 'Users' management interface. At the top, there is a search bar with 'Search Users' and a 'SEARCH' button. To the right, there are filters for 'USER TYPE' (set to 'Any') and 'STATUS' (set to 'Active'). Below the search bar is a '+ CREATE USER' button. The main area contains a table with the following columns: First Name, Last Name, Email, User Type, and Status. Two users are listed: Pamela Collins (Administrator) and Robert Jones (Point of Contact (POC)). Both have a green checkmark in the Status column. A red box highlights a deactivate icon (a crossed-out person) next to the Status field for Robert Jones. At the bottom right, there is a button that says 'Deactivate User - Click here to deactivate user'.

You will receive a prompt so you can verify the name of the User who will be made inactive. Click on DEACTIVATE



The screenshot shows a 'Deactivate User' confirmation dialog. The title is 'Deactivate User'. Below the title, it says 'Deactivating these users will no longer allow them to log in to Vendor Management or be associated with your vendor.' In the center, there is a crossed-out person icon. Below the icon, it asks 'Are you sure you want to deactivate the following user:' followed by 'Robert Jones'. Underneath, it states 'This action cannot be undone'. At the bottom left, there is a 'CANCEL' button. At the bottom right, there is a red 'DEACTIVATE' button.

4.4.3. Edit Profile

Vendor administrators can edit their vendor profile if updates are needed.

To edit your vendor profile, click EDIT PROFILE.



The screenshot shows a vendor profile page for 'Brooks LLC'. The page header includes the Texas Department of Public Safety logo and navigation links for HOME, OPPORTUNITIES, AWARDS, and PROFILE. The profile name is 'Brooks LLC' and the legal name is 'Brooks LLC'. The expiration date is 'N/A'. There is a red box around an 'EDIT PROFILE' button in the top right corner. Below the profile information, there are sections for 'ADDITIONAL VENDOR DETAILS', 'PRIMARY VENDOR DETAILS', and 'ACTIVE OPPORTUNITIES'. The 'ADDITIONAL VENDOR DETAILS' section shows the address: 123 Rockwood, Suite 300, Austin, Texas 78759, United States. The 'PRIMARY VENDOR DETAILS' section shows 'DOING BUSINESS AS'. The 'ACTIVE OPPORTUNITIES' section shows 'Enterprise Licensing Test II' with a due date of Sep 10, 2024.

Update or add to any fields except the vendor's legal name. This field is not editable
Click on UPDATE

Edit Profile

Vendor Legal Name *
Brooks LLC

Contact First Name *
Pamela
No special characters are allowed in the Contact First Name. If special characters are added, they will be removed.

Contact Last Name *
Collins
No special characters are allowed in the Contact Last Name. If special characters are added, they will be removed.

Email *
patricia.rivera@dps.texas.gov

DUNS
999999999

HUB Status *
 Yes No

CMBL *
 Yes No

Doing Business As
Marine Accessories & More

Address Line 1
123 Rockwood

Address Line 2
Suite 300

City
Austin

Country
United States

State
Texas

Zip Code
78759

TIN *
1122334425

HUB Expiration Date *
09/30/2025

Service Disabled Veteran Owned Business

NIGP Code

Class	Class Item	Description
204	29	*Data/File Security Hardware/Software, to Include Encryption

[Add New](#)

Appendix A – Change Control Log

The table below outlines changes to the Online Bid Room Vendor User Guide.

Date	Version	Description of Change(s)
9/6/2024	1.0	Original