

**SOUTHERN COLORADO VENDOR  
OUTREACH ONE-ON-ONE  
AUGUST 5, 2008**

**Background:**

The State Purchasing Office has initiated a partnership with the numerous State Offices located in southern Colorado, for the purpose of providing Vendor Outreach to Minority and Women Business (MWB) in that area. Participating Offices include: The Colorado Department of Transportation, Department of Human Services, Pueblo Community College, Adams State College, Colorado State University at Pueblo, Pikes Peak Community College, Department of Corrections and Trinidad State Junior College.

**Purpose:**

The Vendor Outreach which will be held in Pueblo, Colorado August 5, 2008, from 9:00 a.m. to 12:00 p.m. will allow the Minority and Women Business community an opportunity to meet One-On-One with Purchasing Agents from the above mentioned agencies, for a period of fifteen minutes. The discussion will focus on the kinds of commodities and/or services the agency will be looking for in 2008 and into 2009 and how that MWB can best market their business to the state.

**Outcome:**

At the conclusion of the morning, vendors should have a clearer picture of how to do business with the state, should be familiar with the types of bids all state agencies use in procuring goods and services, have a working knowledge of the on-line Purchasing web-site known as Colorado BIDS, and finally, have an understanding of those noncompetitive small dollar purchases all state agencies use.

**Participating State Agency will not schedule appointments for the One-On-One.**

Minority and Women Businesses wishing to participate in the Vendor Outreach One-On-One must contact Mr. John Cisneros, Small Business Development Coordinator, State Purchasing Office at 303-866-6104, or [john.cisneros@state.co.us](mailto:john.cisneros@state.co.us) to schedule an appointment and time with a participating agency(s). Vendors will be allowed to meet with two different agencies.

**MWB VENDORS WHO DO NOT HAVE AN APPOINTMENT WILL NOT BE  
ALLOWED TO MEET WITH A PURCHASING AGENT.**

**THE INTRODUCTORY “HOW TO DO BUSINESS WITH THE STATE OF  
COLORADO” WORKSHOP, PRESENTED BY MR. CISNEROS, IS  
MANDATORY FOR ALL VENDORS TO ATTEND.**

When calling, please be prepared to tell Mr. Cisneros which state agencies you would like to meet and the times that best fit your schedule. If a requested time slot has already been booked, alternatives will be suggested.

**SCHEDULE OF EVENTS**  
**AUGUST 5, 2008**

9:00am - 9:30 am      HOW TO DO BUSINESS WITH THE STATE OF COLORADO  
This is a mandatory class prior to meeting with Purchasing Agents

9:30 am to 12:00 pm    MEET WITH PURCHASING AGENTS  
All rotations are 15 minute in duration.