



**ALBUQUERQUE  
PUBLIC SCHOOLS**

*Accelerate Progress for Students*

Rennette R. Apodaca, MPA, CPPO  
Executive Director

Raquel Reedy  
Superintendent

### Vendor Registration and Bid Notification System

Dear Valued Vendor,

We are pleased to announce Albuquerque Public Schools has an online Vendor Registration system to help us better serve you.

Our new registration system is powered by Vendor Registry. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable us and Vendor Registry to notify you of important Bid or Request for Proposal opportunities in the future.

**To register to receive email notifications of APS Bid and RFP solicitations, go to:**

<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

Please note that your business does *not* have to be a current vendor with APS in order to register, or to participate in a bid or RFP solicitation.

#### **TO REGISTER FROM THE APS WEBSITE:**

- Please visit our website at <http://www.aps.edu/procurement>
- Click on the word: Vendors
- Under Vendor Registration, click on the wording: Register with Vendor Registry
- Complete your registration by following the instructions provided on the Vendor Registry website.
- If you need assistance during the registration process, you may call Vendor Registry at 844-802-9202.

If you have any questions regarding the process you may call 865-777-4337 or email to [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com).

Thank you again for taking the time to update your contact information and product and service offerings so that we may better serve you.

Sincerely,

Rennette Apodaca, MPA, CPPO  
Executive Director – Procurement and Accounts Payable