HOUSING AGENCY MARKETPLACE

Housing Agency Marketplace

Vendor Registration Instructions

Oakland Housing Authority

Oakland Housing Authority



© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Table of Contents

01	Vendor Sign Up	Page 3
02	Vendor Sign Up (continued)	Page 4
03	Commodities / Services	Page 5
04	Service Level	Page 6
05	Dedicated Agency	Page 7
06	Bronze, Silver, Gold & Platinum	Page 8
07	Email Notifications / Bids	Page 9
08	Submitting Your Response	Page 10
09	Vendor Support	Page 11

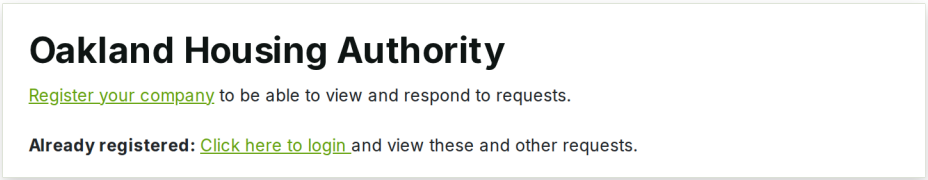
© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Vendor Sign Up

Register your company with Oakland Housing Authority on the Housing Agency Marketplace.

Sign Up Link – Click Here
https://ha.internationaleprocurement.com/requests.html?company_id=50863

1 Click "Register your company"

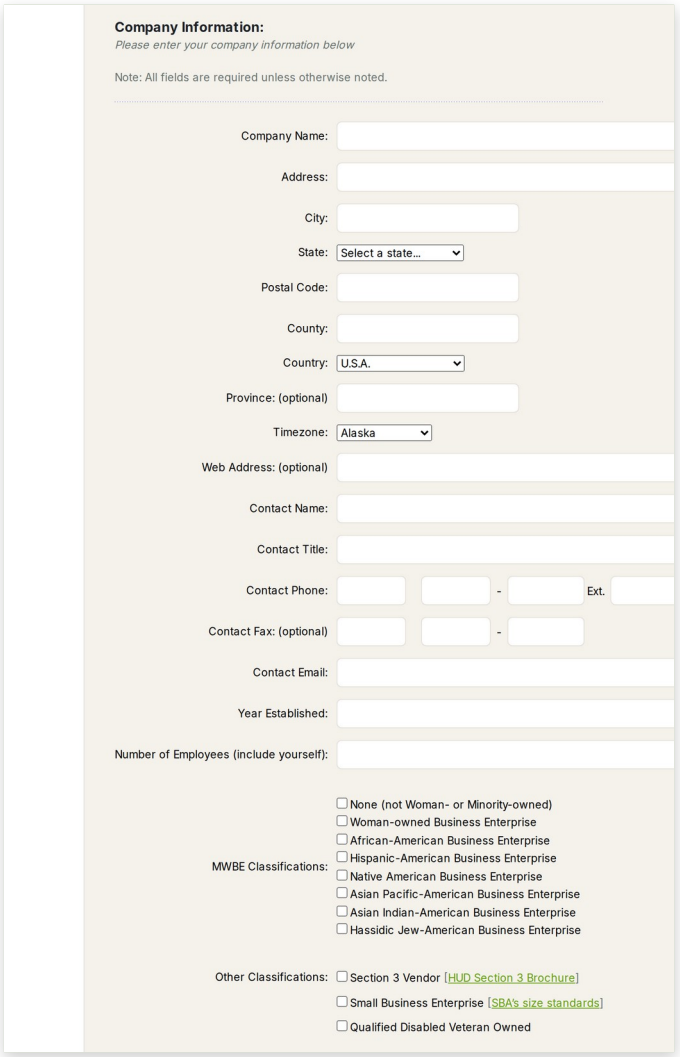


2 Enter your Company Information

All fields are required unless the field is marked "optional".

Under MWBE Classifications, check "None" or every box that applies to your company.

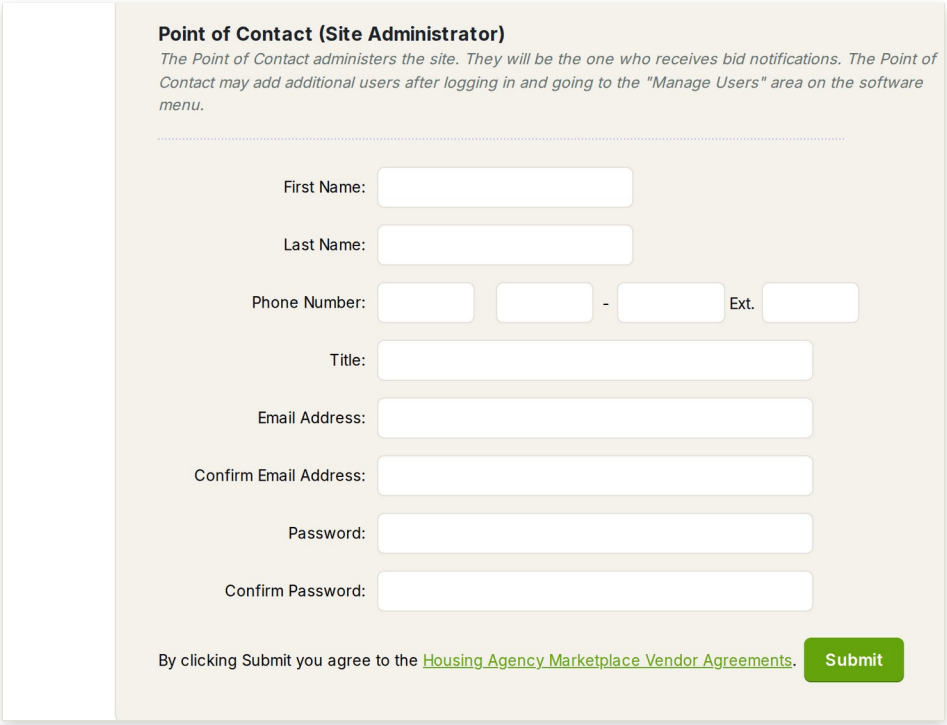
Scroll down to continue with the Point of Contact section (next page).



© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Vendor Sign Up (continued)

3 Enter the Point of Contact (Site Administrator)



Point of Contact (Site Administrator)

The Point of Contact administers the site. They will be the one who receives bid notifications. The Point of Contact may add additional users after logging in and going to the "Manage Users" area on the software menu.

First Name:

Last Name:

Phone Number: - Ext.

Title:

Email Address:

Confirm Email Address:

Password:

Confirm Password:

By clicking Submit you agree to the Housing Agency Marketplace Vendor Agreements. Submit

The Point of Contact administers the account and receives bid notifications. Additional users can be added later under "Manage Users".

Click Submit when finished.

4 Log in to continue your registration

To continue registration, log in using the username and password you just created at https://ha.internationaleprocurement.com/.

After logging in, accept the Vendor Agreement terms (step 5 below), then select your Commodities / Services (next page).

5 Accept the Vendor Agreement terms



https://ha.internationaleprocurement.com
Toll Free Customer Support
(866) 526-9266

The Housing Agency Marketplace

VENDOR AGREEMENT

Welcome to the Housing Agency Marketplace!

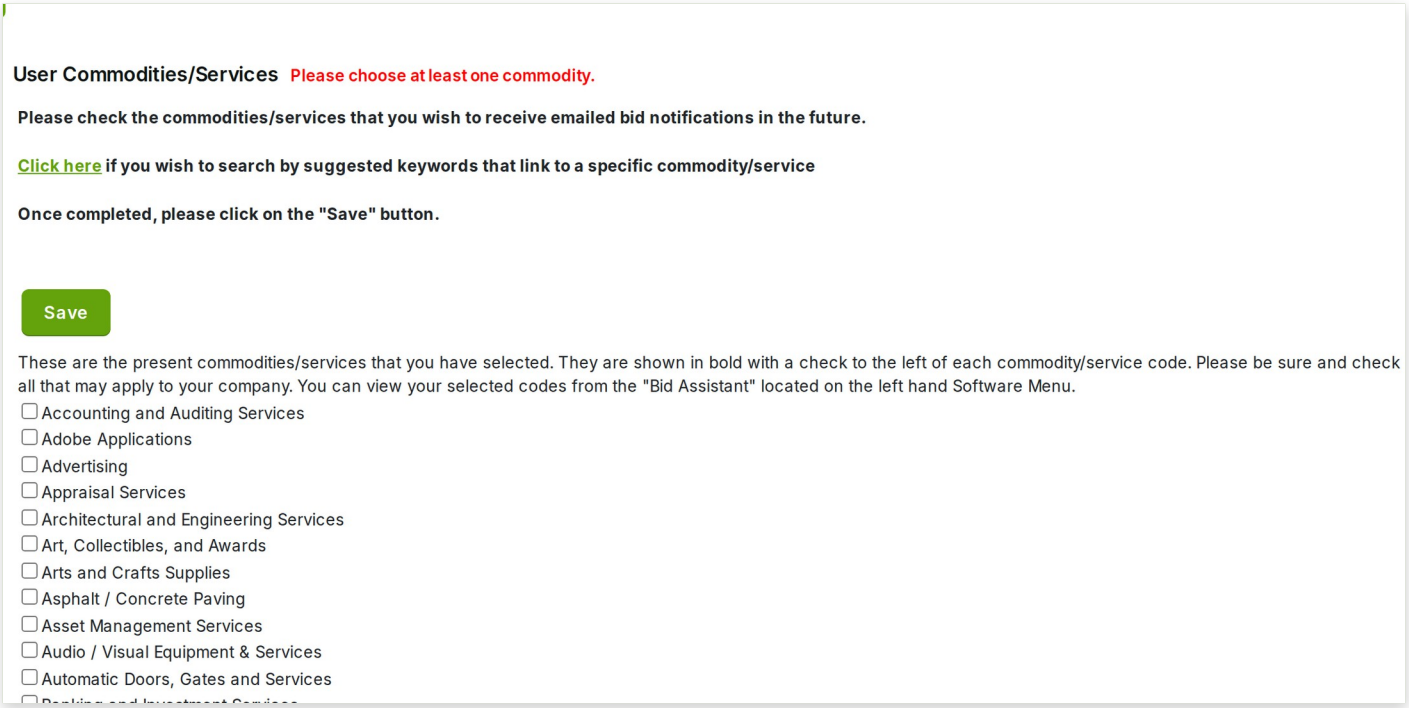
This electronic marketplace will enable your company ("vendor") to sell goods and services efficiently and competitively over the Internet to local housing authorities and community development agencies nationwide.

Review the Housing Agency Marketplace Vendor Agreement and click Accept / Submit to agree to the terms.

Commodities / Services

Software Menu › Commodities / Services

1 Select ALL commodities/services that apply to your business



2 Click Save

The more commodities/services you select, the more bid opportunities you will receive. You can always remove selections later.

Select everything that applies to your business.

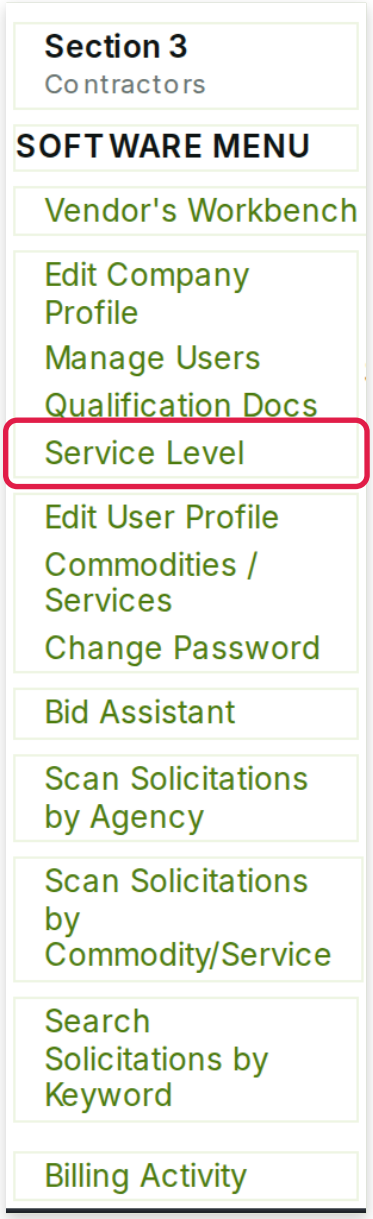
© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Service Level

Software Menu › Service Level

1 Select "Service Level"

It is in the Software Menu on the left side of the screen.



Dedicated
One Agency (FREE)

Oakland Housing Authority

UPGRADE TO RECEIVE MORE BIDS

Bronze – One state
Silver – One region
Gold – Any 3 regions
Platinum – Nationwide (all 8 regions)

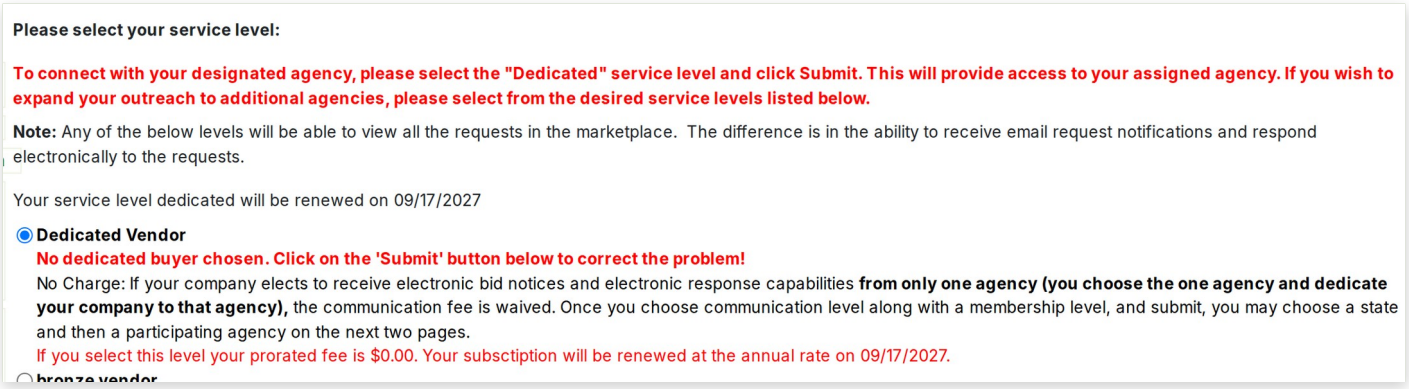
See page 8 for details on paid service levels.

© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

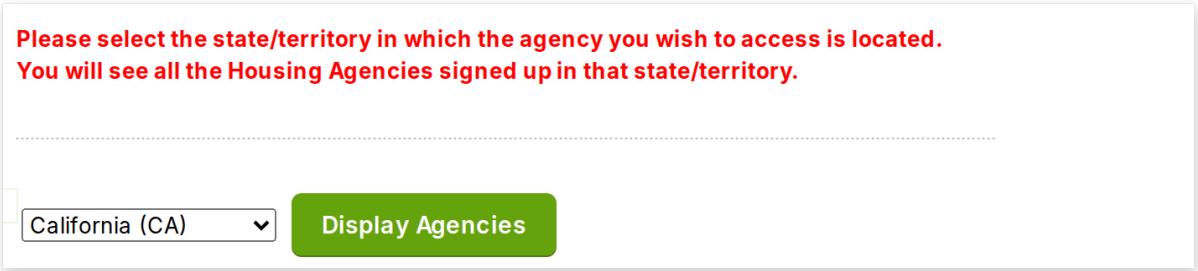
Dedicated Agency

Connect your company to one agency at no charge.

1 Select "Dedicated Vendor" (FREE), then click Submit



2 Select the state where the agency is located, then click "Display Agencies"



3 Click the agency name shown in green



Oakland Housing Authority will appear in the California list. Click the name to dedicate your company to the agency.

Once dedicated, you will receive e-mail bid notifications from this agency and can respond electronically at no charge.

© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Bronze, Silver, Gold & Platinum

Want more project opportunities?

195 Housing Agencies Nationwide

View active agencies:
https://www.housingagencymarketplace.com/active-housing-agencies-by-state-agency

Upgrade your membership to expand your reach across NAHRO regions and get in front of more agencies looking for your services:

- **Receive more bid notifications across multiple regions**
- **Access larger project pipelines**
- **Compete beyond your home state**
- **Increase visibility with procurement teams nationwide**

Bronze
One state
$149 / yr

Silver
One NAHRO region
$399 / yr

Gold
Any three regions
$599 / yr

Platinum
Nationwide – all 8 regions
$999 / yr



© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Email Notifications / Bids

Now that you have selected your commodities/services and your service level, you will receive e-mail notifications when matching opportunities are posted.

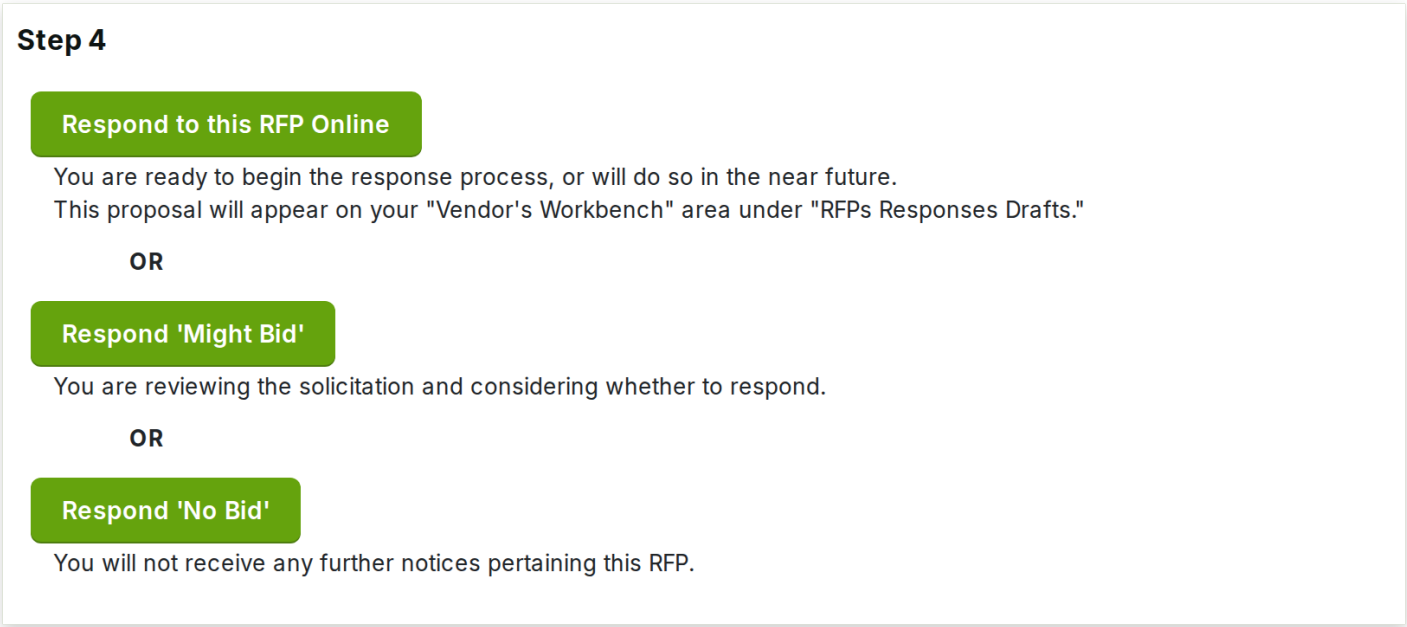
Bidding on Projects

1 Open the solicitation and click "Register to Download", then choose your bidding plan

"Respond to this RFP Online" / "Respond 'Will Bid'" – you plan to bid

"Respond 'Might Bid'" – you may or may not bid

"Respond 'No Bid'" – you do not plan to bid



Hard Copy / Mail-in: If the buyer requests a hard-copy or mail-in submission, select "Respond Will Bid" as a courtesy to let them know you will be mailing in your proposal.

Submitting Your Response

Software Menu › Vendor's Workbench

1 Click "Respond Will Bid"

When you click "Respond Will Bid", the status notifies the agency that you are interested in the project. If you are not ready to respond yet, you can always access the project later under your Vendor's Workbench.

2 Open the project from your Vendor's Workbench

When you are ready to respond, find the project on the Vendor's Workbench and click on it. A drop-down menu will load with "View Response".

3 Click "View Response"

Once you click "View Response" you can revise and upload your response documents.

4 Click "Confirm Response"

You must click "Confirm Response" once your submission is uploaded. This gives you a time stamp and a confirmation number letting you know your response has been delivered to the agency.

Please note: your response is sealed and can only be viewed by the agency after the deadline has passed.

© 2026 International eProcurement | REV C
(866) 526-9266 | support@internationaleprocurement.com

Vendor Support

Thank you for joining the Housing Agency Marketplace!

Monday – Friday
9:00am – 7:00pm EST (excluding holidays)

(866) 526-9266
support@internationaleprocurement.com

www.housingagencymarketplace.com



© 2026 International eProcurement | REV C