

Submitting a Bid

JGSM-03-D



Accessing the Event – Email Invitation

To **Access the Event** through an email invitation, follow the steps below:

- 1 The buyer invites the Supplier to participate in a sourcing event through a **System Generated Email**. Select the **link** from the invitation email to **View** the sourcing event.

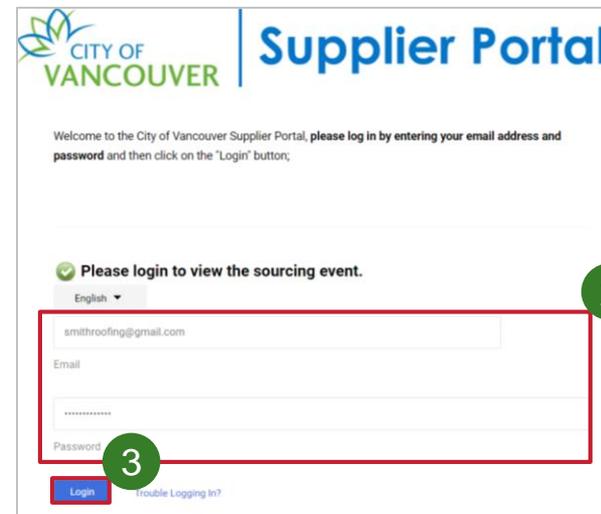
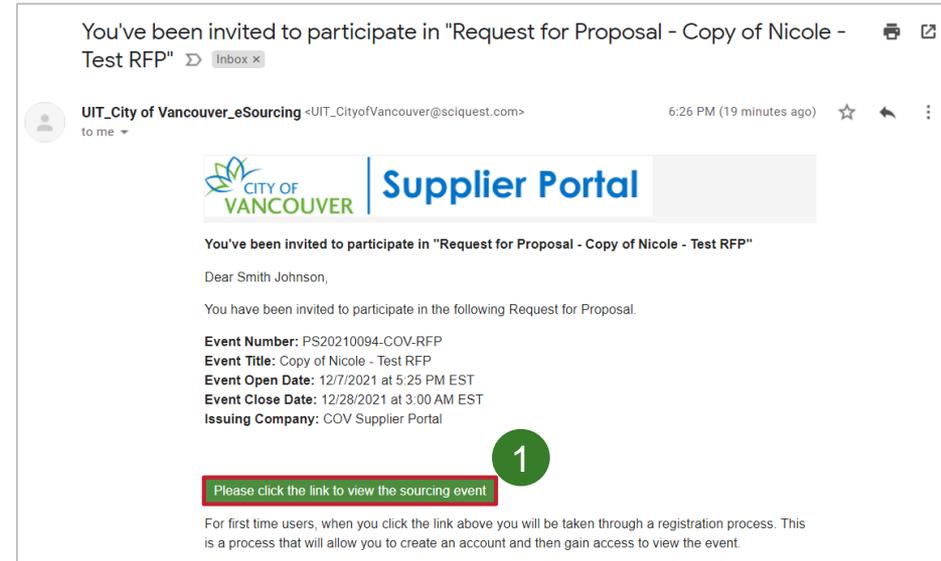
*You are directed to the **Supplier Portal** login page.*

- 2 Enter your **Login Credentials** in the appropriate fields.
- 3 Select the **Login** button.

*The **Event Summary** page displays.*



For first time users, clicking the invitation link will take you to a registration process where you need to create an account before getting access to view the event.



Accessing the Event – Public Portal

To **Access the Event** through the public portal, login to the **Supplier Portal** and follow the steps below:

1 Select the **Go to Public Opportunities** link.

*You will be directed to the **COV Procurement Opportunities** page*

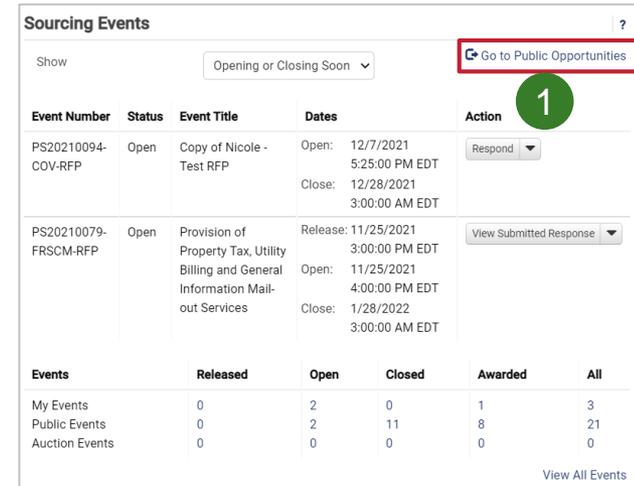
Select the following tabs for more information:

2 **Open for Bid**
View events that are currently open for bidding.

3 **Upcoming**
View upcoming events.

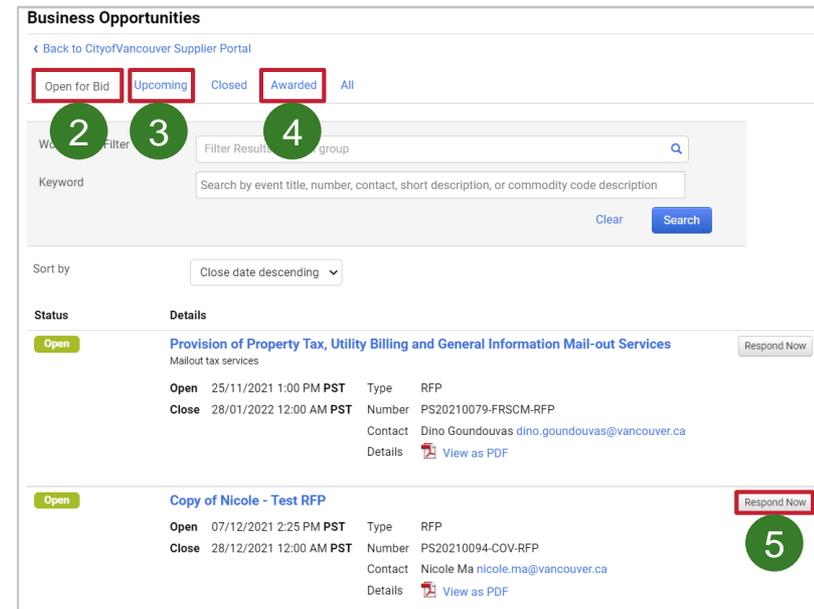
4 **Awarded**
View events that have recently been awarded.

5 Select the **Respond Now** button next to the event name to be directed to the **Event Summary** page.



The screenshot shows the 'Sourcing Events' page. At the top right, there is a link 'Go to Public Opportunities' highlighted with a red box and a green circle with the number 1. Below this is a table of events. The first event is 'Copy of Nicole - Test RFP' with a 'Respond' button. The second event is 'Provision of Property Tax, Utility Billing and General Information Mail-out Services' with a 'View Submitted Response' button. At the bottom, there is a summary table for 'Events' with columns for Released, Open, Closed, Awarded, and All.

Events	Released	Open	Closed	Awarded	All
My Events	0	2	0	1	3
Public Events	0	2	11	8	21
Auction Events	0	0	0	0	0



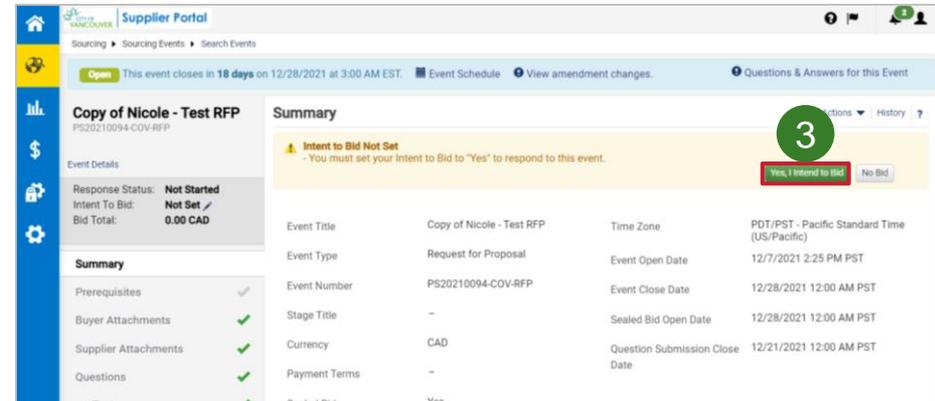
The screenshot shows the 'Business Opportunities' page. At the top, there are tabs for 'Open for Bid', 'Upcoming', 'Closed', 'Awarded', and 'All'. The 'Open for Bid' and 'Upcoming' tabs are highlighted with red boxes and green circles with numbers 2 and 3 respectively. Below the tabs is a search bar with a 'Search' button. Below the search bar is a table of events. The first event is 'Provision of Property Tax, Utility Billing and General Information Mail-out Services' with a 'Respond Now' button highlighted with a red box and a green circle with the number 4. The second event is 'Copy of Nicole - Test RFP' with a 'Respond Now' button highlighted with a red box and a green circle with the number 5.

Status	Details
Open	Provision of Property Tax, Utility Billing and General Information Mail-out Services Mailout tax services Open 25/11/2021 1:00 PM PST Type RFP Close 28/01/2022 12:00 AM PST Number PS20210079-FRSCM-RFP Contact Dino Goundouvas dino.goundouvas@vancouver.ca Details View as PDF
Open	Copy of Nicole - Test RFP Open 07/12/2021 2:25 PM PST Type RFP Close 28/12/2021 12:00 AM PST Number PS20210094-COV-RFP Contact Nicole Ma nicole.ma@vancouver.ca Details View as PDF

Submitting a Bid (Contd.)

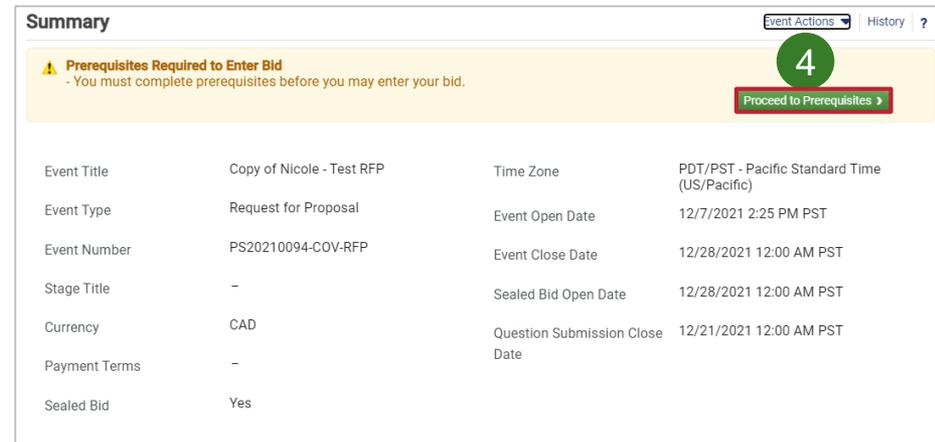
3 Select the **Yes, I Intend to Bid** button.

A message will appear requesting that you complete prerequisites before you can enter a bid.



4 Select the **Proceed to Prerequisites** button.

The Prerequisites section displays.



Prerequisite Section

1 Select each **Prerequisite** link.

A pop-up window will display.

A Read the **Information** from each pop-up window.

B Select the **I agree** button to **Acknowledge** and **Agree** with the events **Prerequisite Requirements**.

2 Select the **Next** button after acknowledging all the **Prerequisite Requirements** in this section.



The checkbox will turn green after selecting the **I agree** button for each Prerequisite Requirement.

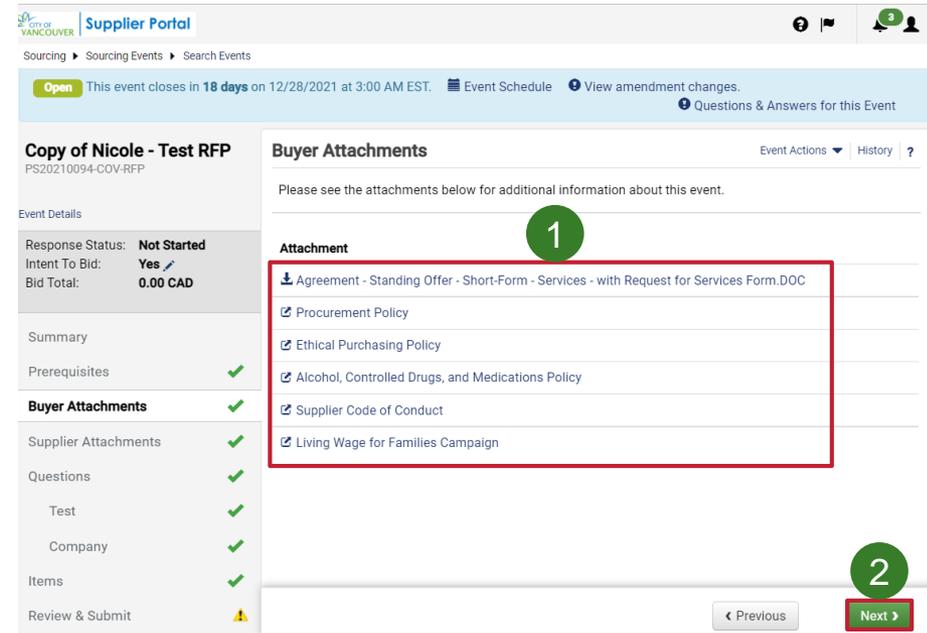
The screenshot shows the 'Prerequisites' section of a Request for Proposal (RFP) for 'Copy of Nicole - Test RFP'. The interface includes a sidebar with navigation links: Event Details, Response Status (Not Started), Intent To Bid (Yes), Bid Total (0.00 CAD), Summary, Prerequisites, Buyer Attachments, Supplier Attachments, Questions, Test, Company, Items, Review & Submit, Q & A Board, and My Exports and Imports. The main content area displays a list of prerequisites with checkboxes and 'I agree' buttons. A yellow warning banner states: 'Prerequisites Required to Enter Bid - You must complete prerequisites before you may enter your bid.' The prerequisites listed are: 'Information and Instructions' (checked), 'Information Meeting - Mandatory' (checked), and 'Legal Terms and Conditions of the RFP' (checked). A red box highlights the 'Information and Instructions' prerequisite, and a blue arrow points to a pop-up window titled 'Information and Instructions' which contains the RFP terms and conditions. Another red box highlights the 'Legal Terms and Conditions of the RFP' prerequisite, and a blue arrow points to a download icon. A third red box highlights the 'I agree' button for the 'Information Meeting - Mandatory' prerequisite, and a blue arrow points to a pop-up window titled 'Information Meeting - Mandatory' which contains the meeting details. A fourth red box highlights the 'Next' button at the bottom right of the prerequisites list, and a blue arrow points to a pop-up window titled 'Next' which contains the 'Next' button. A green circle with the number '1' is placed over the 'I agree' button for the 'Information Meeting - Mandatory' prerequisite, and a green circle with the number '2' is placed over the 'Next' button. A red dashed box surrounds the 'I agree' button for the 'Information Meeting - Mandatory' prerequisite, and a red dashed box surrounds the 'Next' button.

Buyer Attachment Section

To ensure that **Buyer** and **Supplier** Interests are aligned, follow the steps below:

1 Under **Attachment** click on each document link to review it and ensure that buyer and supplier interests are aligned.

2 Select the **Next** button to proceed to the **Supplier Attachments** section.



The screenshot displays the 'Supplier Portal' interface for a specific RFP titled 'Copy of Nicole - Test RFP'. The page is divided into several sections:

- Event Details:** Shows 'Response Status: Not Started', 'Intent To Bid: Yes', and 'Bid Total: 0.00 CAD'.
- Summary:** Includes 'Prerequisites' with a green checkmark.
- Buyer Attachments:** A section with a green checkmark, containing a list of attachments: 'Agreement - Standing Offer - Short-Form - Services - with Request for Services Form.DOC', 'Procurement Policy', 'Ethical Purchasing Policy', 'Alcohol, Controlled Drugs, and Medications Policy', 'Supplier Code of Conduct', and 'Living Wage for Families Campaign'. A red box highlights this list, and a green circle with the number '1' is placed above it.
- Supplier Attachments:** A section with a green checkmark.
- Questions:** A section with a green checkmark, containing sub-sections for 'Test', 'Company', and 'Items', each with a green checkmark.
- Review & Submit:** A section with a yellow warning icon.

At the bottom right of the interface, there are two navigation buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border and a green circle with the number '2' above it.

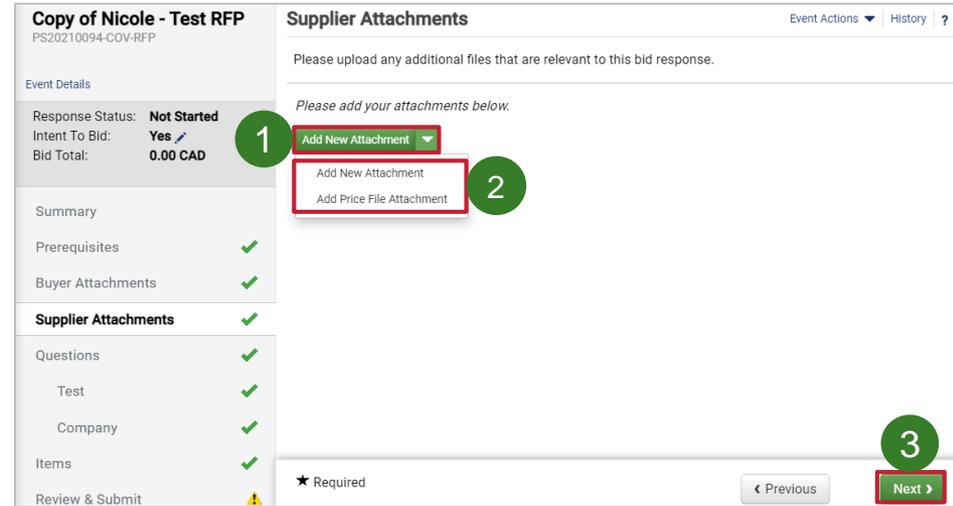
Suppliers Attachment Section

1 Suppliers can click the **Add New Attachment** drop-down button to upload any **Supplementary** documentation they want to provide the buyer.

2 Select an **attachment type** option from the drop-down list.

*An **Attachment** window displays for you to upload any documents.*

3 Select the **Next** button to proceed to the **Questions** Section.



Copy of Nicole - Test RFP
PS20210094-COV-RFP

Event Actions | History | ?

Supplier Attachments

Please upload any additional files that are relevant to this bid response.

Please add your attachments below.

1 Add New Attachment

Add New Attachment

Add Price File Attachment 2

3

★ Required

← Previous

Next →

Event Details

Response Status: **Not Started**

Intent To Bid: **Yes**

Bid Total: **0.00 CAD**

Summary

Prerequisites ✓

Buyer Attachments ✓

Supplier Attachments ✓

Questions ✓

Test ✓

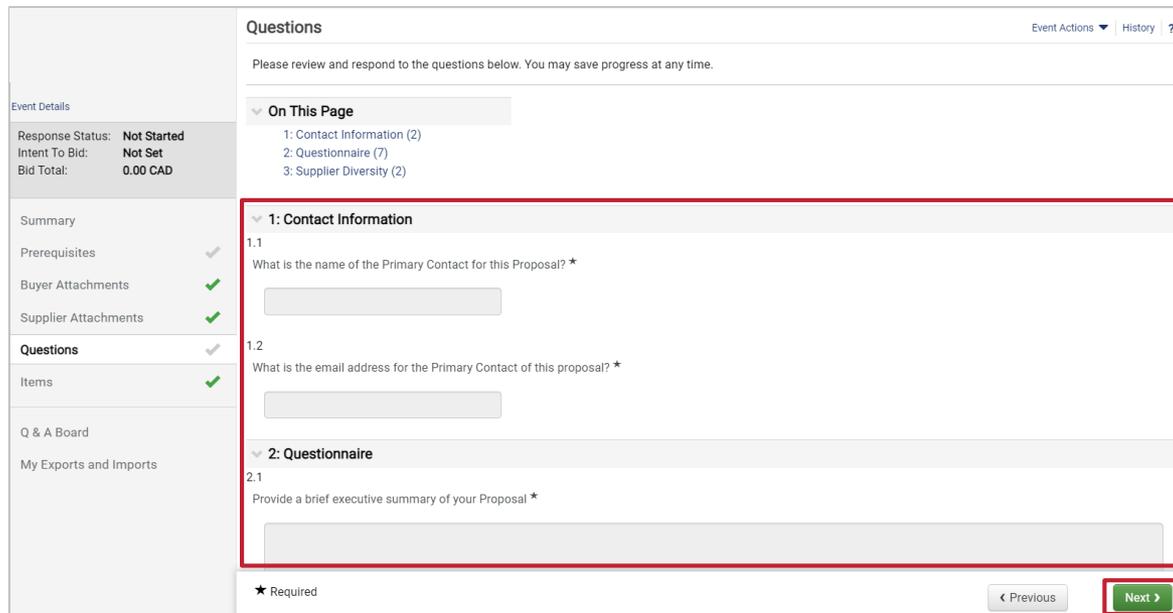
Company ✓

Items ✓

Review & Submit ⚠

To complete the **Questions** section, follow the steps below:

- 1 Complete all the **Mandatory** questions that are marked by **asterisks(*)**.
- 2 Select the **Next** button to proceed to the **Items Section**.



Questions Event Actions | History | ?

Please review and respond to the questions below. You may save progress at any time.

On This Page

- 1: Contact Information (2)
- 2: Questionnaire (7)
- 3: Supplier Diversity (2)

1: Contact Information

1.1 What is the name of the Primary Contact for this Proposal? *

1.2 What is the email address for the Primary Contact of this proposal? *

2: Questionnaire

2.1 Provide a brief executive summary of your Proposal *

★ Required

Previous Next

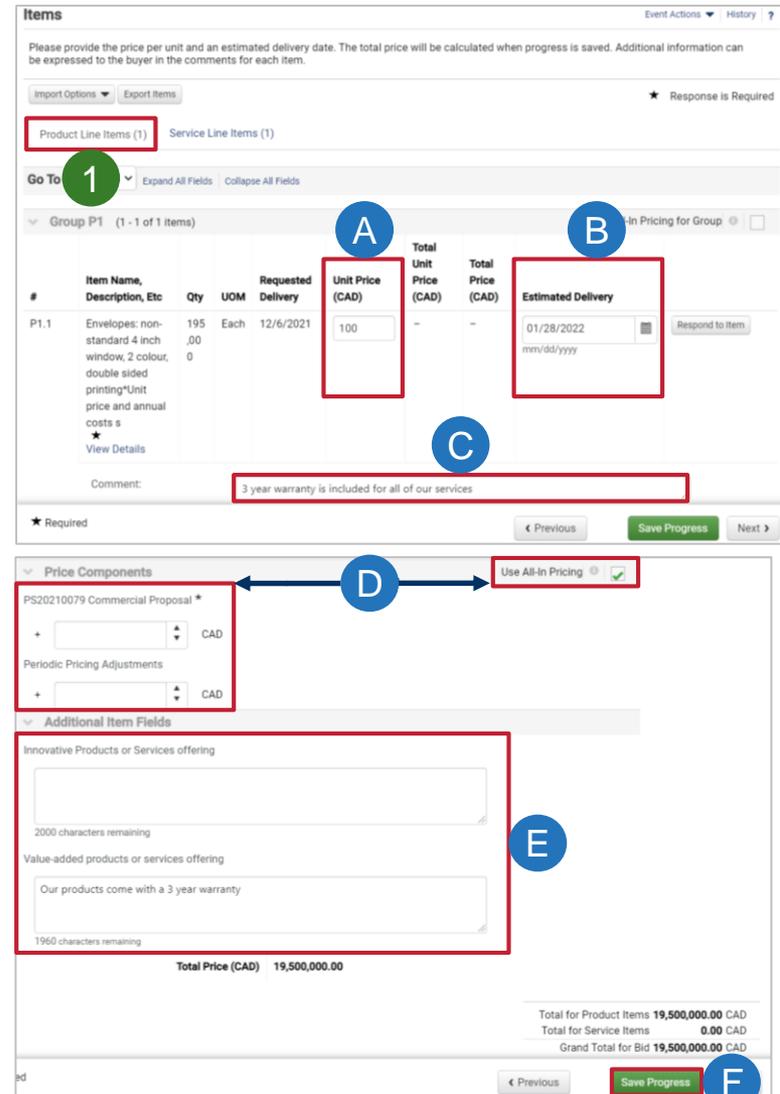
1

2

Items Section – Product Line Items

To complete the **Items** section, follow the steps below:

- 1 Select the **Product Line Items** tab.
 - A Enter the **Unit Price** for the product(s) being sourced.
 - B Select the Calendar icon and select the **Estimated Delivery** date.
 - C Enter any **Comments** you wish to leave for the **Buyer**.
 - D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.
 - E Enter additional product or service offerings in the **Comments** field.
 - F Select the **Save Changes** button.



The screenshot displays the 'Items' section of a software application. It features a table of product line items and a section for pricing components. Red boxes and blue circles highlight specific fields and actions:

- 1**: A red box highlights the 'Product Line Items (1)' tab.
- A**: A blue circle highlights the 'Unit Price (CAD)' input field.
- B**: A blue circle highlights the 'Estimated Delivery' date field, which includes a calendar icon.
- C**: A blue circle highlights the 'Comment' field, which contains the text '3 year warranty is included for all of our services'.
- D**: A blue circle highlights the 'Use All-In Pricing' checkbox, which is checked.
- E**: A blue circle highlights the 'Additional Item Fields' section, which contains two text areas for 'Innovative Products or Services offering' and 'Value-added products or services offering'.
- F**: A blue circle highlights the 'Save Progress' button.

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (CAD)	Total Unit Price (CAD)	Total Price (CAD)	Estimated Delivery
P1.1	Envelopes: non-standard 4 inch window, 2 colour, double sided printing*Unit price and annual costs s ★ View Details	195 00	Each	12/6/2021	100	-	-	01/28/2022 mm/dd/yyyy

Comment: 3 year warranty is included for all of our services

Price Components: PS20210079 Commercial Proposal *
+ [] CAD
Periodic Pricing Adjustments
+ [] CAD

Additional Item Fields:
Innovative Products or Services offering
2000 characters remaining
Value-added products or services offering
Our products come with a 3 year warranty
1960 characters remaining

Total Price (CAD) 19,500,000.00

Total for Product Items 19,500,000.00 CAD
Total for Service Items 0.00 CAD
Grand Total for Bid 19,500,000.00 CAD

Items Section – Service Line Items

- 2 Select the **Service Line Items** tab.
 - A Enter the **Unit Price** for the services being sourced.
 - B Select the **Calendar** icon and select the **Estimated Delivery** date.
 - C Enter any **Comments** you wish to leave for the **Buyer**.
 - D Enter the **Commercial Proposal** and **Periodic Pricing Adjustment** amount or click the **Unit All-In Pricing** checkbox to eliminate individual allowance and fee fields.
 - E Enter additional service offerings in the **Comments** field.
 - F Select the **Save Progress** button.
- 3 Select the **Next** button.

The screenshot shows the 'Items' section of a procurement system. It includes a table for 'Group S1' with columns for Item Name, Qty, UOM, Requested Service Delivery, Unit Price (CAD), Total Unit Price (CAD), Total Price (CAD), Estimated Service Start, and Estimated Service End. A 'Comment' field contains the text 'price covers tax and delivery fees together'. Below the table are 'Price Components' and 'Additional Item Fields' sections. The 'Price Components' section includes a 'Commercial Proposal' field and 'Periodic Pricing Adjustments'. The 'Additional Item Fields' section has two text areas for 'Innovative Products or Services offering' and 'Value-added products or services offering'. At the bottom, there are 'Total Price (CAD)' fields and a 'Save Progress' button.

#	Item Name, Description, Etc	Qty	UOM	Requested Service Delivery	Unit Price (CAD)	Total Unit Price (CAD)	Total Price (CAD)	Estimated Service Start	Estimated Service End
S1.1	General service for tax mailout	19 5,0 00	Lum p Sum	12/6/2021 to 12/17/202	20	-	-	01/05/2022	01/28/2022

Comment: price covers tax and delivery fees together

Price Components: PS20210079 Commercial Proposal *
 + [] CAD
 Periodic Pricing Adjustments
 + [] CAD

Additional Item Fields
 Innovative Products or Services offering
 2000 characters remaining
 Value-added products or services offering
 Our products come with a 3 year warranty
 1960 characters remaining

Total Price (CAD) 19,500,000.00

Total for Product Items 19,500,000.00 CAD
 Total for Service Items 3,900,000.00 CAD
 Grand Total for Bid 23,400,000.00 CAD

Review & Submit Section

- 1 **Review** all the sections to check for completion.
- 2 Select the **Certification** checkbox to acknowledge that the statements in the bid application are true.
- 3 Select the **Submit Response** button.

*A **Confirmation Screen** will display to notify the supplier that the bid has been successfully **Submitted**.*

*On this confirmation screen, suppliers will be able to see the events' **release, open and close Dates** to either review or withdraw their Bid Submission.*

Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Buyer Attachments	✓ No Required fields
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete
Test	✓ Required fields complete
Company	✓ Required fields complete
Items	✓ Required fields complete

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

Submit Response

Response Submitted

Next Steps

You have submitted a bid of 23,400,000.00 CAD. You have until 3:00 AM EST to withdraw or change your bid.

- Return to Home Page
- Event Summary

Event Summary

Event Title	Provision of Property Tax, Utility Billing and General Information Mail-out Services	Time Zone	PDT/PST - Pacific Standard Time (US/Pacific)
Event Type	Request for Proposal	Release Date	11/25/2021 12:00 PM PST
Event Number	PS20210079-FRSCM-RFP	Event Open Date	11/25/2021 1:00 PM PST
Stage Title	-	Event Close Date	1/28/2022 12:00 AM PST
Currency	CAD	Question Submission Close Date	1/21/2022 12:00 AM PST
Payment Terms	0% 10, Net 30		



The Bid can be adjusted and resubmitted prior to the event close date even after initial submission.

