



HOW TO VIEW SOLICITATION EVENTS AND SUBMIT BIDS

County of Sonoma Supplier Portal

You must be registered in the County of Sonoma's [Supplier Portal](#) in order to view complete solicitations, receive emailed solicitation notifications, and submit bids. Register as a **Bidder** if your company has not done business with the County of Sonoma in the past. If your company has previously done business with the County, register as a **Supplier**.

The information contained in this document is a general overview and applies to solicitations for both goods and services, including RFPs, RFQs, and RFIs. Please note that our software and documentation refers to all submissions as "bids."

Navigate to the [Supplier Portal](#) and login using your User ID and password.

If you forgot your User ID or experience technical issues while viewing an event or submitting a bid, or if you experience technical issues while viewing an event or submitting a bid, email our [Supplier Desk](#) for prompt assistance.


Supplier Login


User ID

Password

Sign In

[Forgot Password ?](#)

 [Register as a Sourcing Bidder](#)
Click here to register as a bidder and to be able to bid on events.

 [Create New User Accounts](#)
Click here to Register a New User to an existing Supplier account

Search for a Solicitation Event

Using the blue navigation bar, navigate to *Main Menu > Manage Events and Place Bids > View Events and Place Bids*. Public solicitation events will appear in the Search Results area. To narrow results, use the Search Criteria filters.

Click on the link for the solicitation event you want to view. You will be taken to the Event Details page for your selected event.

The screenshot displays the 'View Events and Place Bids' interface. At the top, there is a navigation bar with 'Main Menu', 'Manage Events and Place Bids', and 'View Events and Place Bids'. The page title is 'View Events and Place Bids' and the user is identified as 'Electric Company' with user ID 'SCBIDDER02'. Below the title, there is a search criteria section with fields for 'Event ID', 'Event Name', 'Event Type', and 'Event Status'. There are also checkboxes for 'Include Declined Invitations?' and 'Results Should Include:' with options for 'Sell Event', 'Purchase Event', and 'Request For Information'. A 'Search' button is present. Below the search criteria, there is a 'Search Results' section with a table of results. The first result is highlighted with a red box.

Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit
SC001-0000000432	RFP IBM RS/6000 RPG II Conversion Solution	Sell	RFx	02/23/2017 02:00 PM PST			Discuss
SC001-0000000433	RFP Professional Audit Services SC Water Agency	Sell	RFx	02/21/2017 02:00 PM PST			Discuss
SC001-0000000437	RFP Employment Services	Sell	RFx	02/09/2017 02:00 PM PST			Discuss
SC001-0000000439	RFP Job Link Operator	Sell	RFx	15hrs,9mins,1sec			Discuss
SC001-0000000441	RFP Professional Audit Services for APOSD	Sell	RFx	02/21/2017 02:00 PM PST			Discuss
SC001-0000000456	Test ABC	Sell	RFx	02/28/2017 04:30 PM PST			Discuss
SC001-0000000457	RFP so many tests	Sell	RFx	02/28/2017 04:44 PM PST			Discuss

View a Solicitation Event

In order to view the entire solicitation and download documentation, click [Bid on Event](#). This does not obligate you to bid, but will allow you to view the event and its documentation.

Main Menu > Manage Events and Place Bids > View Events and Place Bids

COUNTY OF SONOMA

Event Details Welcome, Electric Company
User: SCBIDDER02

[Information On Inquiry Options](#) [Bidding Shortcuts:](#) [View Event Activity](#)

[Accept Invitation](#)
[Bid on Event](#)

Event Name RFP IBM RS/6000 RPG II Conversion Solution
Event ID SC001-0000000432
Event Format/Type Sell Event RFX
Event Round 1
Event Version 2
Event Start Date 01/03/2017 11:00AM PST
Event End Date: 02/23/2017 02:00 PM PST

Event Description:
UPDATE 01/05/2017: Addendum 1 is attached to this notification and posted in this event's "View Comments and Attachments" section. Please review the attachments, or login to your account to review the Addendum and all other associated documents.
The County of Sonoma is pleased to invite you to respond to a Request for Proposal for IBM RS/6000 RPG II Conversion Solution.

Contact Eric Wilhelm
Phone
Email: eric.wilhelm@scwa.ca.gov
Online Discussion: [Discuss Event in Forum](#)
Live Chat Help:

Payment Terms:
My Bids: 0
Edits to Submitted Bids Allowed
Multiple Bids Allowed

★ Bid Required [Line Comments/Files](#)

Lines [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Description	Unit	Requested Quantity	Status
1	Please enter \$.01 in price field so system will accept your submittal.	EA	1.0000	

[Return to Event Search](#)

Select **Yes** or **No**. You can change this selection in a later step if desired.

Do you want to bid the exact quantity requested? (NOTE: Always select "Yes" for RFPs, RFQs, or RFIs) (18058,4118)

If you want to bid the exact quantity requested, select "Yes" and the bid quantity will default to the requested quantity. You can change the bid quantity at any time before submitting your bid.

If you want to bid a different quantity than requested, select "No" and enter the quantity manually.

The following screenshots are partial views of the Event Details page; scroll down on your computer to view all event-related information.

Click [View/Add General Comments and Attachments](#).

Main Menu > Manage Events and Place Bids > View Events and Place Bids

COUNTY OF SONOMA

Welcome, Electric Company
User: SCBIDDER02

Event Details

Submit Bid Save for Later Validate Entries

Event Name RFP IBM RS/6000 RPG II Conversion Solution Bidding Instructions

Event ID SC001-0000000432 Bid ID New

Event Format/Type Sell Event RFx Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 2

Event Start Date 01/03/2017 11:00AM PST

Event End Date 02/23/2017 02:00 PM PST

[View/Add General Comments and Attachments](#)

Click [View](#) to view and download solicitation documents.

Event Comments and Attachments

Business Unit SC001 Event ID 0000000432 Event Round: 1 Event Version: 2

Attachments

View Event Attachments Personalize First 1-6 of 6 Last

Attached File	Attachment Description	View
RFP_IBM_RS6000_RPG_II_Conversion_Solution.pdf	RFP	View
Declaration_of_Local_Business_for_Services_Rev_B.pdf	Declaration of Local Business - Services	View
Living_Wage_Evaluation_Preference_Form_Rev_B.pdf	Living Wage Form	View
Addendum_1.pdf	Addendum 1	View
7-6-16_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf	Standard Terms and Conditions	View
RFP_IBM_RS_6000_RPG_II_Conversion_Solution.pdf	Event Details	View

Add New Attachments Personalize First 1 of 1

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments

[OK](#) [Cancel](#)

Click [OK](#) when finished.

Scroll down to view the rest of the event.

To save your bid for later review, click [Save for Later](#). If you want to place a bid now, continue with these instructions.

Lines								
Personalize First Previous Lines 1 of 1 Next Lines								
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	Please enter \$.01 in price field so system will accept your submittal.	EA	1.0000	<input type="text" value="1.0000"/>	<input type="text" value="0.000000"/>	<input type="checkbox"/>	0.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

How to Place a Bid

To upload documents specified in the solicitation, click [View/Add General Comments and Attachments](#).

Main Menu > Manage Events and Place Bids > View Events and Place Bids

COUNTY OF SONOMA

Welcome, Electric Company
User: SCBIDDER02

Event Details

Event Name	RFP IBM RS/6000 RPG II Conversion Solution	Bidding Instructions	
Event ID	SC001-0000000432	Bid ID	New
Event Format/Type	Sell Event RFX	Bid Date	
Event Round	1	Bid Currency	<input type="text" value="USD"/> US Dollar
Event Version	2		
Event Start Date	01/03/2017 11:00AM PST		
Event End Date	02/23/2017 02:00 PM PST		

To upload a single document, click **Upload**. If uploading multiple documents, click **Upload** for the first document. For each additional document, click **Add New Attachments**, then **Upload**. You may add a description for each document. Click **OK** when finished.

Event Comments and Attachments

Business Unit SC001 Event ID 0000000432 Event Round: 1 Event Version: 2

Attachments

View Event Attachments [?](#) Personalize | [\[2\]](#) First [1-6 of 6](#) Last

Attached File	Attachment Description	View
RFP_IBM_RS6000_RPG_II_Conversion_Solution.pdf	RFP	View
Declaration_of_Local_Business_for_Services_Rev_B.pdf	Declaration of Local Business - Services	View
Living_Wage_Evaluation_Preference_Form_Rev_B.pdf	Living Wage Form	View
Addendum_1.pdf	Addendum 1	View
7-6-16_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf	Standard Terms and Conditions	View
RFP_IBM_RS_6000_RPG_II_Conversion_Solution.pdf	Event Details	View

Add New Attachments [?](#) Personalize | [\[2\]](#) First [1-3 of 3](#)

Attached File	Attachment Description	Upload	View	Add New Attachments	Delete
Price_Sheet_1MB.pdf	<input type="text" value="Price Sheet"/>	Upload	View	Add New Attachments	Delete
Completed_Declaration_of_Local_Business_4MB.pdf	<input type="text"/>	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments [?](#)

[OK](#) [Cancel](#)

Use the dropdown menu to answer the question regarding acceptance of the County's Terms and Conditions. Any exceptions must be listed in your uploaded documentation and/or hard copy submittal.

Event Questions

★ Bid Required 🏆 Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.

Response

Enter Pricing

Enter the quantity you are bidding on and your unit bid price for each line (see red box). Click No Bid (see purple box) if you are not bidding on a particular line.

Note: If you are submitting a proposal for a RFP or RFQ, enter \$.01 in the Unit Bid Price field when submitting your bid and accompanying proposal. The County will evaluate the proposal based upon the actual costs shown in the proposal itself.

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	Valves	EA	10.0000	10.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid
2	Gaskets	EA	3.0000	3.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid
3	Flanges	EA	2.0000	2.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid
4	Shipping	EA	1.0000	1.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid

If there is a line for Shipping/Freight, enter 1 in the Bid Quantity field, and the total shipping/freight charge in the Unit Bid Price field.

If there is no charge for Shipping/Freight, enter 0.00 in the Unit Bid Price field. Do not use the “No Bid” box or change the bid quantity on the Shipping/Freight line, as errors will result.

After entering all pricing, confirm bid pricing (green boxes) and make any corrections. If prices are correct, click Validate Entries. If you get an error message, fix the error and click **Validate Entries** again.

Upon receiving a No Errors Found message, you may save your bid for later, or submit your bid now. The submission process is not complete until **Submit Bid** is selected, and you receive confirmation.

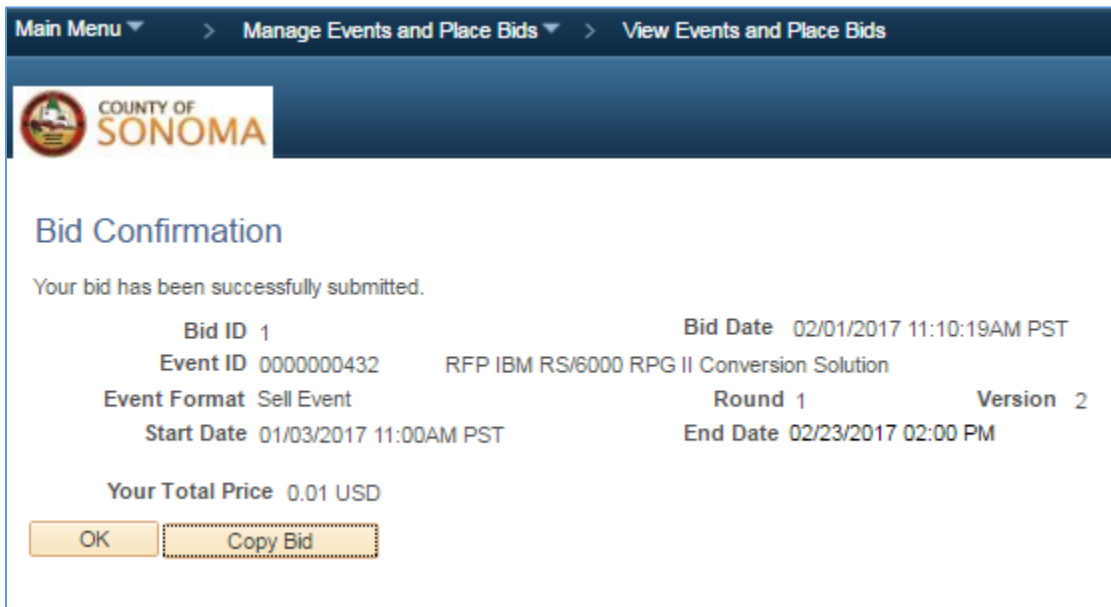
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	Valves	EA	10.0000	10.0000	100.000000	<input type="checkbox"/>	1,000.0000 USD	Bid
2	Gaskets	EA	3.0000	3.0000	20.000000	<input type="checkbox"/>	60.0000 USD	Bid
3	Flanges	EA	2.0000	2.0000	200.000000	<input type="checkbox"/>	0.0000 USD	Bid
4	Shipping	EA	1.0000	1.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid
Save for Later
Validate Entries

Bid Confirmation

An onscreen confirmation will immediately appear after your submission.



The screenshot shows a web interface for the County of Sonoma. At the top, there is a navigation bar with 'Main Menu', 'Manage Events and Place Bids', and 'View Events and Place Bids'. Below this is the County of Sonoma logo. The main heading is 'Bid Confirmation'. A message states 'Your bid has been successfully submitted.' Below this, bid details are listed in two columns: Bid ID 1, Event ID 0000000432, Event Format Sell Event, Start Date 01/03/2017 11:00AM PST, Bid Date 02/01/2017 11:10:19AM PST, RFP IBM RS/6000 RPG II Conversion Solution, Round 1, Version 2, and End Date 02/23/2017 02:00 PM. At the bottom, 'Your Total Price' is 0.01 USD. There are two buttons: 'OK' and 'Copy Bid'.

You will also receive an emailed confirmation.



The screenshot shows an email notification. The subject is 'Your Bid on a County of Sonoma Solicitation Has Been Received'. The recipient is 'To'. There is an attachment 'Your_Bid.pdf (17 KB)'. A message icon indicates a problem with display, with a link to view it in a web browser. Below this is the heading 'Bid Notification'. The body text says 'This is a confirmation of your bid placed on a County of Sonoma solicitation. See below for details.' A 'Bid Details' section is highlighted in blue and contains the following information: Event ID: SC001 - 0000000432 Round 1 Version 2, Event Name: RFP IBM RS/6000 RPG II Conversion Solution, Bid ID: 1, and Date Posted: 02/01/17 11:10:19AM PST.

Retrieving a Saved Bid

Using the blue navigation bar, go to *Manage Events & Place Bids > View Events and Place Bids*. Your saved, unsubmitted bid should appear. Click on [View/Edit](#).

Search Results									
Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit	Status	
SC001-0000000432	RFP IBM RS/6000 RPG II Conversion Solution	Sell	RFx	02/23/2017 02:00 PM PST	1 Submitted		View/Edit	Accepted	Discuss
SC001-0000000433	RFP Professional Audit Services SC Water Agency	Sell	RFx	02/21/2017 02:00 PM PST		1 Saved	View/Edit	Accepted	Discuss
SC001-0000000437	RFP Employment Services	Sell	RFx	02/09/2017 02:00 PM PST					Discuss
SC001-0000000439	RFP Job Link Operator	Sell	RFx	14hrs,35mins,3secs					Discuss

You will be returned to the Event Details page. Edit your bid, following the same process outlined in the Enter Your Bid section.

Once you have finished entering your bid, [Validate Entries](#), [Save for Later](#), or [Submit Bid](#) now.

Lines									
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	Valves	EA	10.0000	10.0000	100.000000	<input type="checkbox"/>	1,000.0000 USD		Bid
2	Gaskets	EA	3.0000	3.0000	20.000000	<input type="checkbox"/>	60.0000 USD		Bid
3	Flanges	EA	2.0000	2.0000	200.000000	<input type="checkbox"/>	0.0000 USD		Bid
4	Shipping	EA	1.0000	1.0000	0.000000	<input type="checkbox"/>	0.0000 USD		Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid	Save for Later	Validate Entries
----------------------------	--------------------------------	----------------------------------

Editing a Submitted Bid

Using the blue navigation bar, go to *Manage Events & Place Bids > View Events and Place Bids*. Your submitted bid should appear. Click on [View/Edit](#).

Search Results									
Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit	Status	
SC001-0000000432	RFP IBM RS/6000 RPG II Conversion Solution	Sell	RFx	02/23/2017 02:00 PM PST	1 Submitted		View/Edit	Accepted	Discuss
SC001-0000000433	RFP Professional Audit Services SC Water Agency	Sell	RFx	02/21/2017 02:00 PM PST		1 Saved	View/Edit	Accepted	Discuss
SC001-0000000437	RFP Employment Services	Sell	RFx	02/09/2017 02:00 PM PST					Discuss
SC001-0000000439	RFP Job Link Operator	Sell	RFx	14hrs,30mins,14secs					Discuss

You will be returned to the Event Details page. Edit your bid, following the same process outlined in the **Enter Your Bid** section.

Event Details
Welcome, Electric Company
User: SCBIDDER02

Update Submitted Bid
Retract Bid
Validate Entries

Event Name RFP IBM RS/6000 RPG II Conversion Solution

Event ID SC001-0000000432

Event Format/Type Sell Event RFX

Event Round 1

Event Version 2

Event Start Date 01/03/2017 11:00AM PST

Event End Date 02/23/2017 02:00 PM PST

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Bidding Instructions

Bid ID 1

Bid Date 02/01/2017 11:10:19AM PST

Bid Currency USD US Dollar

Description:

UPDATE 01/05/2017: Addendum 1 is attached to this notification and posted in this event's "View Comments and Attachments" section. Please review the attachments, or login to your account to review the Addendum and all other associated documents.

The County of Sonoma is pleased to invite you to respond to a Request for Proposal for IBM RS/6000 RPG II Conversion Solution.

The Sonoma County Water Agency (SCWA) provides water and waste water services to approximately 600,000 residents/customers. Wholesale water sales and waste

Contact Eric Wilhelm

Phone

Email eric.wilhelm@scwa.ca.gov

Online Discussion Discuss Event in Forum

Payment Terms

Billing Location EFS TEAM

Event Currency Dollar

Conversion Rate 1.00000000

Edits to Submitted Bids Allowed

Multiple Bids Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1
Required Questions	1
Questions Responded To	1

To submit your edited bid, **Validate Entries** first and then select **Update Submitted Bid**. If you select **Retract Bid** now, your edited bid will not be resubmitted, and will be in an incomplete, saved status.

Lines Personalize First Previous Lines 1-4 of 4 Next Lines								
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	Valves	EA	10.0000	10.0000	100.000000	<input type="checkbox"/>	1,000.0000 USD	Bid
2	Gaskets	EA	3.0000	3.0000	25.000000	<input type="checkbox"/>	60.0000 USD	Bid
3	Flanges	EA	2.0000	2.0000	200.000000	<input type="checkbox"/>	400.0000 USD	Bid
4	Shipping	EA	1.0000		0.000000	<input type="checkbox"/>	0.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Update Submitted Bid
Retract Bid
Validate Entries

After submitting your updated bid, you will receive an onscreen Bid Confirmation and an emailed Bid Notification.

Canceling a Submitted Bid

Cancellations of submitted bids must be done successfully prior to the solicitation event's ending date and time.

Using the grey menu bar, navigate to *Main Menu > Manage Events and Place Bids > My Event Activity* then click on link for **Events Bid On**.

Event Activity User: SCBIDDER02

Event Activity Summary

Click on number to view events below

Events Invited To: **Events Bid On: 2** Events Awarded:

▼ Search Criteria

Event Format Events Invited To Events Bid On Events Awarded

Event Type Date Range: From Through

► Legend

[Return to Event Search](#)

Click on the link for the event.

Event Activity User: SCBIDDER02

Event Activity Summary

Click on number to view events below

Events Invited To: **Events Bid On: 2** Events Awarded:

▼ Search Criteria

Event Format Events Invited To Events Bid On Events Awarded

Event Type Date Range: From Through

► Legend

Events Find First 1-2 of 2 Last

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
▶ SC001-000000432	Sell	RFP IBM RS/6000 RPG II Conversion Solution	Posted	01/03/2017 11:00AM PST	02/23/2017 2:00PM PST	Accepted
▶ SC001-000000433	Sell	RFP Professional Audit Services SC Water Agency	Posted	01/03/2017 8:40AM PST	02/21/2017 2:00PM PST	Accepted

[Return to Event Search](#)

Click on **View, Edit or Copy from Saved Bids**.

Event Details Welcome, Electric Company
User: SCBIDDER02

[Information On Inquiry Options](#) **Bidding Shortcuts:** [View Event Activity](#)
[View, Edit or Copy from Saved Bids](#)

[Bid on Event](#)

Event Name RFP IBM RS/6000 RPG II Conversion Solution
Event ID SC001-0000000432
Event Format/Type Sell Event RFx
Event Round 1
Event Version 2
Event Start Date 01/03/2017 11:00AM PST
Event End Date: 02/23/2017 02:00 PM PST

Click on **Cancel**.

User: SCBIDDER02

View, Edit or copy from Saved Bids

Event Name RFP IBM RS/6000 RPG II Conversion Solution
Event ID SC001-0000000432 **Event Round** 1
Event Format/Type Sell Event RFx **Event Version** 2
Event Start Date 01/03/2017 11:00AM PST **Multiple Bids** Allowed
Event End Date: 02/23/2017 02:00 PM PST **Currency:** US Dollar

Bids Personalize | [?](#) First 1 of 1 Last

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			
1	1	2	Submitted	Posted	02/01/2017 11:10AM PST	View/Edit	Copy	Cancel

[Return to Event Search](#)

To cancel your previously submitted bid, click **Cancel This Bid**. If you do not wish to cancel, click **Return to Bid Search**.

Cancel Bid

Business Unit SC001 **Event Round** 1
Event ID 0000000432 **Event Version** 2
Event Name RFP IBM RS/6000 RPG II **Event Format** Buy
Conversion Solution
Bid ID 1
Bid Status Submitted
Last Saved 02/01/2017 11:10AM PST

[Cancel This Bid](#)

[Return to Bid Search](#)

If you are sure you want to cancel the bid, click **Yes**. If you do not want to cancel, click **No**.

Message


Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.
Click No if you do not want to cancel this bid.

You will receive an emailed Bid Cancellation Confirmation.

Bid Cancellation Confirmation

To

 If there are problems with how this message is displayed, click here to view it in a web browser.

Bid Cancellation

This message is confirming your bid cancellation for the following solicitation. See details below.

Event Details
Event ID: SC001 - 0000000432 Round 1 Version 2 Bid Number: 1
Event URL
Review and bid on this event.