




WASHINGTON COUNTY E-PROCUREMENT SERVICES HOW TO SUBMIT BIDS THROUGH THE WASHINGTON COUNTY PROCUREMENT PORTAL ON OPENGOV

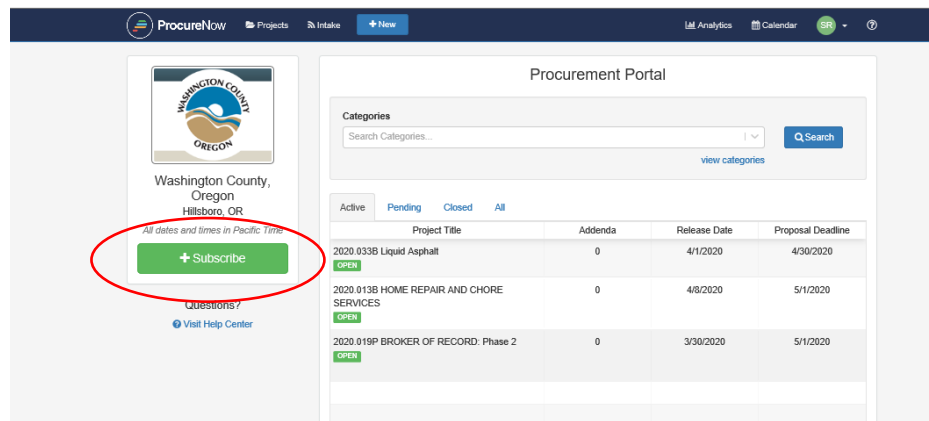
All Washington County solicitations are now available through OpenGov. In order to respond electronically to a Washington County solicitation or Invitation to Bid (ITB), a contractor must be a fully registered vendor in OpenGov.

To reach the Washington County Procurement Portal to review or respond to solicitations, follow the link paste the following text into your browser:

<https://procurement.opengov.com/portal/washington-county-or>

Once you access the Washington County Procurement Portal for Washington County, you will see something that looks like this:

To follow all Washington County solicitations, click on the green  button



Note to all Potential Bidders to County Procurement Solicitations:

Bids will only be accepted via OpenGov unless otherwise stated in the solicitation document. Vendors and contractors are solely responsible for their own online account security on OpenGov.

All submission dates and times are based on OpenGov audit log entries, therefore it is strongly recommended for all contractors and vendors to submit their bids as early as possible. Late submissions will not be accepted unless otherwise stated in the solicitation document.

Washington County's privacy policy extends to the County government websites only. If you access a third party organization's website through this or any other Washington County website, you should read that organization's privacy policy to determine its website practices. While we are diligent in our review of external sites before linking to them, we do not exercise controls over the sites and their content. These other sites


may place their own cookies or other files on your computer, collect data, or solicit personal information from you.

REVIEWING A SOLICITATION

The solicitation is presented in logical, numbered order. **Be sure you go through the entire solicitation project and all its components before you decide to submit.**

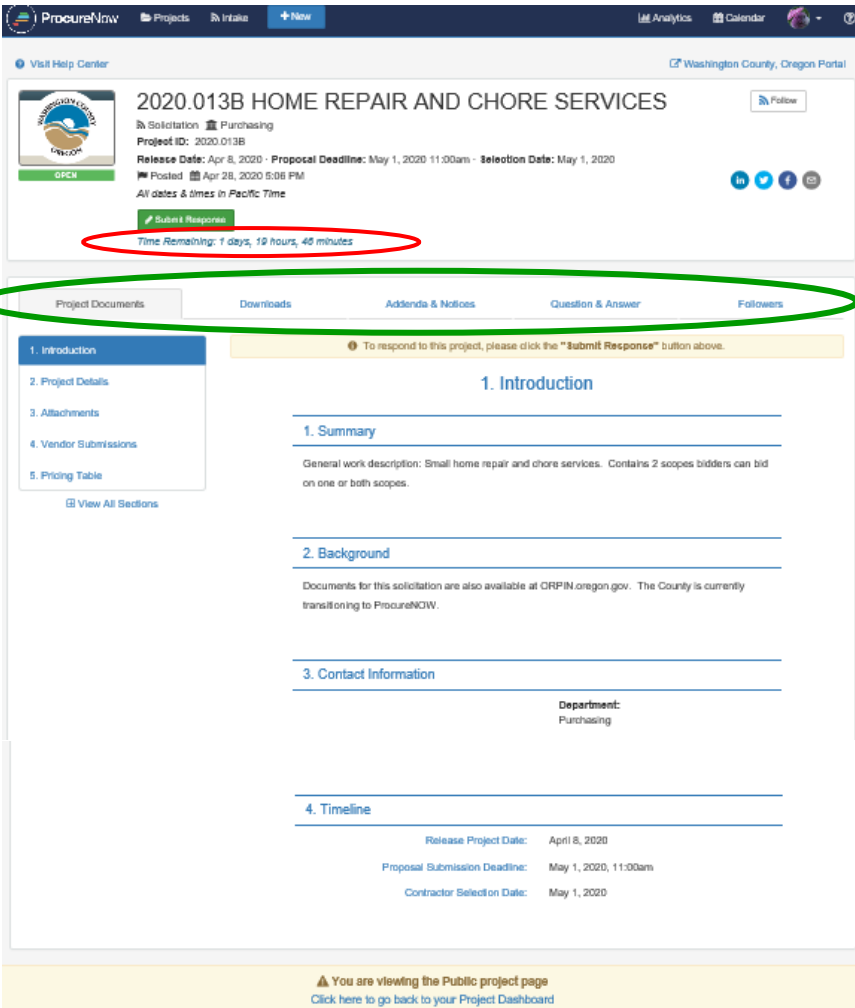
In the header area, next to the Washington County logo, is the title of the solicitation and generic information about the project.

Note the countdown to submission deadline, located just below the

green  button (circled in red). All submission dates and times are based on ProcureNow audit log entries. Late submissions will not be accepted unless otherwise stated in the solicitation document.

The solicitation project is set up like a folder, with 5 tabbed sections actors the top (circled in green):

- **Project Documents Tab**
- **Downloads Tab**
- **Addenda & Notices Tab**
- **Question & Answer Tab**
- **Followers Tab**



The screenshot shows the ProcureNow interface for a solicitation project titled "2020.013B HOME REPAIR AND CHORE SERVICES". The project ID is 2020.013B. The release date is April 8, 2020, the proposal deadline is May 1, 2020, 11:00am, and the selection date is May 1, 2020. The project was posted on April 28, 2020, at 5:06 PM. A green "Submit Response" button is circled in red, and a countdown timer shows "Time Remaining: 1 days, 19 hours, 46 minutes". The interface features a navigation bar with five tabs: "Project Documents", "Downloads", "Addenda & Notices", "Question & Answer", and "Followers", which are collectively circled in green. The main content area is divided into sections: "1. Introduction", "1. Summary", "2. Background", "3. Contact Information", and "4. Timeline". The "Contact Information" section lists the Department as Purchasing. The "Timeline" section provides key dates: Release Project Date (April 8, 2020), Proposal Submission Deadline (May 1, 2020, 11:00am), and Contractor Selection Date (May 1, 2020). A yellow banner at the bottom states: "You are viewing the Public project page. Click here to go back to your Project Dashboard".

The following sections will cover the content elements of each tab and help you to submit your bid or proposal correctly.

- **Project Documents Tab**
- **Downloads Tab**
- **Addenda & Notices Tab**
- **Question & Answer Tab**
- **Followers Tab**

PROJECT DOCUMENTS TAB

Project Documents

1. Introduction

This section introduces the solicitation project and provides a general overview of the main points and key deliverables for submitters.

There can be any number of elements in this section, but at a minimum, there will be a Summary, Contact Information, and Timeline.

Note that in the timeline information, the Proposal Submission Deadline is the same as the Proposal Deadline in the header, and the Time Remaining is updated every minute during the last hour and every second during the final countdown.

The listed Contact Information provides name, phone and email of the appropriate Washington County representative best able to respond / answer your questions about this project.

The screenshot displays the ProcureNow interface for a project titled "CATERING SERVICES FOR WESTSIDE COMMONS AND THE WINGSPAN EVENT & CONFERENCE CENTER". The project is in the "OPEN" status. Key details include: Project ID: 2020.017, Release Date: Apr 16, 2020, and Proposal Deadline: May 19, 2020 3:00pm. A "Submit Response" button is highlighted with a yellow circle, and a "Time Remaining" of 18 days, 3 hours, and 22 minutes is shown below it. The page is divided into sections: 1. Introduction, 2. Project Details, 3. Vendor Submissions, and 4. Attachments. The "1. Introduction" section is expanded, showing a "1. Summary" and "2. Contact Information". The "2. Contact Information" section lists Suzi Fulcher, Purchasing Manager, with her contact details. The "3. Timeline" section is also visible, with the "Question Response Deadline" of May 15, 2020, 5:00pm circled in yellow.

Deadline Type	Deadline
Release Project Date	April 16, 2020
Question Submission Deadline	May 12, 2020, 5:00pm
Question Response Deadline	May 15, 2020, 5:00pm
Proposal Submission Deadline	May 19, 2020, 3:00pm

2. Project Details

This area is of particular importance, as other important considerations of the project may be specified or listed here.

Project Documents Downloads Addenda & Notices Question & Answer Followers

To respond to this project, please click the "Submit Response" button above.

2. Project Details

1. Important Instructions for Electronic Submittal

Vendors must submit all forms and answer all questions contained in Section 8 of the document. This includes the listed Attachments.

2. Deadline Disclaimer

It is the responsibility of the vendor to submit electronic bids before the deadline date and time approaches as posted on ProcureNow.

Some people are experiencing problems with the Internet, so make sure that all documents are uploaded as soon as possible well in advance of the deadline. The County's ProcureNow system will close promptly at the deadline date and time...no exceptions are allowed.

3. Vendor Submissions

This area may ask questions about you as a potential bidder on this project. All questions must be fully answered and any documents requested uploaded as requested. Failure to do so may disqualify your submission.

Project Documents Downloads Addenda & Notices Question & Answer Followers

To respond to this project, please click the "Submit Response" button above.

3. Vendor Submissions

1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements in the Attachments ?

Yes
 No

*Response required

2. Addenda*

To confirm that you have received and read all Addenda related to this solicitation, please type the Addenda numbers here (i.e. "1,2,3"). If there were no Addenda, type "N/A"

Enter response

*Response required

3. Proposal*


Please Upload your COMPLETE Proposal here.

Drop some files here or click to select files to upload.

*Response required

IN THIS EXAMPLE, the first question asks if you have read through the proposal requirements listed in the Attachments (circled section 4) and the Addenda & Notices tab (circled tab).







4. Attachments

This area is where you will find forms that must be completed by you and submitted as part of your bid documentation. Download these to your computer by clicking on the  icon to the right of each document.

Project Documents Downloads Addenda & Notices Question & Answer Followers

To respond to this project, please click the "Submit Response" button above.

4. Attachments

A - Attachment A - Certification and Contract Offer	
B - Attachment C - Sustainability Questionnaire	
C - Attachment D - Catering Experience Form	
D - Attachment E - Scope of Service Proposal Form	
E - Attachment F - Menu Proposal Form	
F - 2020 017 Wingspan Catering	

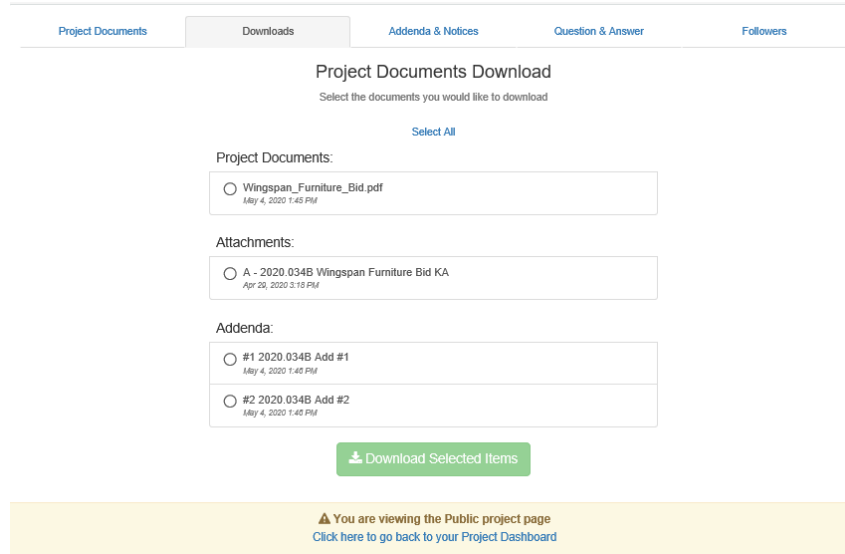
DOWNLOADS TAB

The downloads tab contains all the major elements of the bid project documentation itself.

Select the elements you wish to download to your desktop and click on the

 **Download Selected Items**

Button

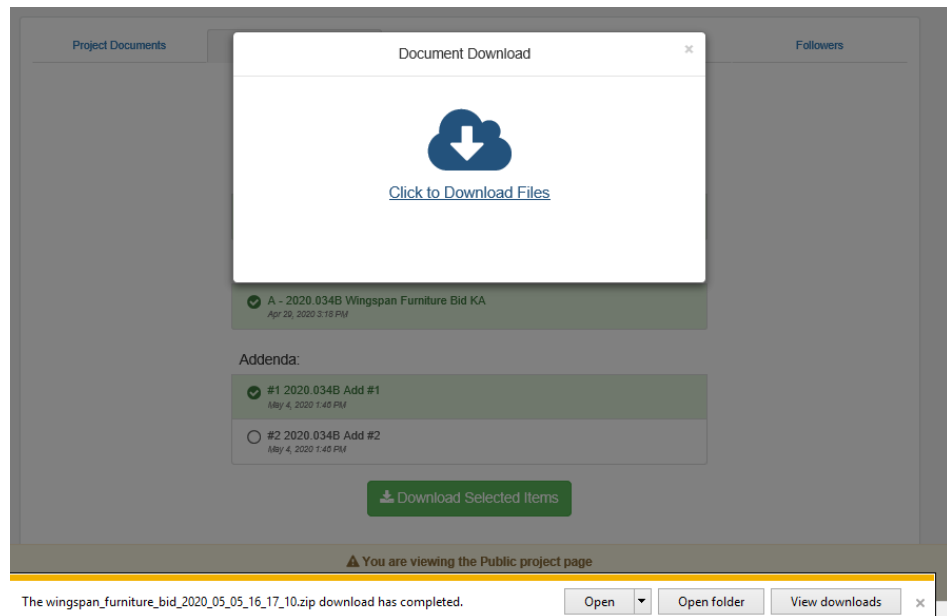


You will be prompted to respond as follows:

Choose the options that work best for you to either view or download the documents.

If you decide you DO want to submit a bid for this project, you will need to have these documents on your desktop for uploading later.

The documents are downloaded into a .zip file where directed.



The main Bid Document is recognizable by the cover sheet, which generally looks something like this.

If none of the documents you downloaded look like this, notify the Washington County Purchasing representative referred to in the Contact Information section.



WASHINGTON COUNTY
OREGON

Bid submissions will not be accepted in electronic form. All submissions must be delivered in hard copy in accordance with the instructions of the document.

**INVITATION
TO
BID**

**WINGSPAN EVENT AND CONFERENCE
CENTER FURNITURE
FOR
WASHINGTON COUNTY, OREGON**

BID CLOSING: 11:00 A.M., Wednesday, May 6th, 2020

(NO. 2020.034B)

PLEASE NOTE:

Copies of Invitation to Bid (ITB) documents obtained from sources other than the Washington County Purchasing Division or the Oregon Procurement Information Network (ORPIN) are not valid documents.

ADDENDA & NOTICES TAB

If applicable, Addenda and Official Notices will be listed here.

These documents are part of the formal solicitation / bid project and if ignored, could be assigned a non-compliant bid or no bid status from Washington County.

QUESTION & ANSWER TAB

Here is where questions are asked and answered. Questions asked via email and phone calls will not be responded to, so as to give everyone and equal opportunity and avoid the appearance of preferential treatment.

FOLLOWERS TAB

Anyone who is following the bid is listed here.

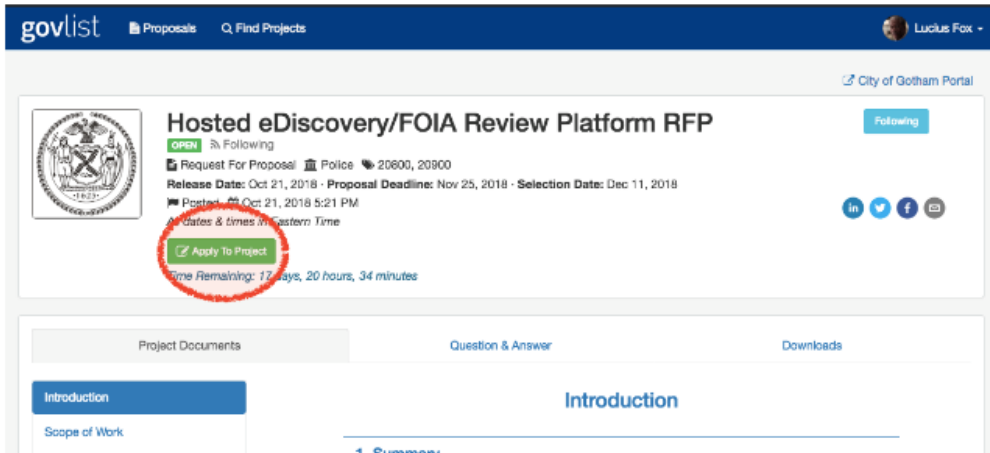
Vendor	Contact Name	Contact Email	Proposal Submitted
HCONE International IMPEX inc	ENOCH Kabuley	edkabuley@hconecompanies.com	✓
King Office Designs	Veronica Barnett-Reynolds	veronica@kingoffice.biz	

SUBMITTING A BID

ProcureNow has simple and easy-to-understand documentation on how to submit a bid: <http://help.procurenw.com/en/articles/2478772-how-to-respond-to-a-project>

Start on the project page that you're interested in applying for.

Step 1: Click "Apply To Project"



Step 2: Follow the steps to apply

Each step and its status is listed on the left hand side of the page. You'll need to work through each of the steps before you'll be able to submit your proposal. The steps can vary depending on what's required for the project, but you'll know that when everything on the left is checked, you're all done!



Step 3: Click "Submit Proposal"

This will submit your proposal. Clicking this will send it to the buyer. A proposal needs to be submitted to be considered completed.

The screenshot shows the top of a proposal page. On the left is the City of Houston logo. The main heading is "Hosted eDiscovery/FOIA Review Platform RFP" with a green "OPEN" tag. Below this, it says "Request For Proposal" with a building icon, "Police" with a truck icon, and "20800, 20800". It lists "Release Date: Oct 21, 2018", "Proposal Deadline: Nov 25, 2018", and "Selection Date: Dec 11, 2018". It also shows "Posted Oct 21, 2018 5:21 PM" and "All dates & times in Eastern Time". A "Time Remaining: 17 days, 20 hours, 16 minutes" is displayed. On the right, there is a "Follow" button and social media icons for LinkedIn, Twitter, Facebook, and Email. Below the header is a navigation bar with tabs for "Proposal", "Project Documents", "Question & Answer", and "Downloads". The "Proposal" tab is active, showing a progress list on the left: "1. Contact Information" (checked), "2. Upload Documents" (checked), "3. Pricing" (checked), "4. Company Profile" (checked), and "5. Submit Proposal" (Ready). The main content area is titled "Govlist Proposal" and contains the text: "Use the button below to submit your proposal. After submission, you may still revise your proposal until the submission deadline." A green "Submit Proposal" button with a right-pointing arrow is circled in red. Below this, it says "Your proposal is complete! Submit your proposal whenever you are ready." and a "< Back" button.

Whoops I messed up! Can I change my proposal?

Yes you can. If you click into your proposal and scroll to the bottom of the page, you can click "Unsubmit Proposal" up until the proposal submission deadline.

REVISE PROPOSAL

To revise the proposal, use the Unsubmit button. After editing, submit the proposal again, so it can be reviewed.

Unsubmit Proposal