

# Submit Proposals Online

## Supplier Portal Training Quick Reference Guide

**Task:** Respond to a Bids and Solicitations Online from Supplier Public Homepage Portal

**Bidder:** Click the Sign In Tile from the Supplier Public Homepage Portal




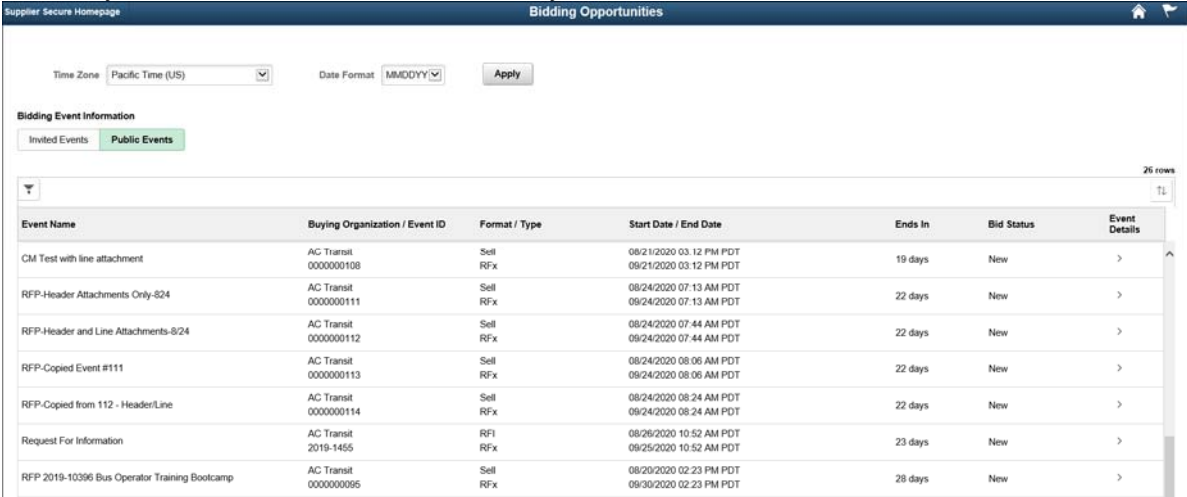



Step	Instructions
1	<p>  Takes you to the Sign-In page           <ul style="list-style-type: none"> <li>Enter Email Address and Password and click </li> </ul> </p> <div data-bbox="267 1031 834 1377" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Sign In</b> <span style="float: right;">×</span></p> <p>Email Address <input type="text" value="Email Address"/></p> <p>Password <input type="password" value="Password"/></p> <p><input type="checkbox"/> Enable Screen Reader Mode</p> <p style="text-align: center;"></p> </div>
2	<p>  Takes you to the Supplier Secure Homepage           <ul style="list-style-type: none"> <li>Click the Bidding Opportunities Tile</li> </ul> </p> <div data-bbox="267 1482 1312 1940" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Supplier Secure Homepage</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%; padding: 5px;"> <p><b>Bidding Opportunities</b></p> <p style="text-align: center;">26 Events</p> </div> <div style="width: 25%; padding: 5px;"> <p><b>FAQs   Contact Us</b></p> <p style="text-align: center;">Get helpful information here.</p> </div> <div style="width: 25%; padding: 5px;"> <p><b>Manage Profile</b></p> <p style="text-align: center;">Update your Registration and Profile</p> </div> <div style="width: 25%; padding: 5px;"> <p><b>Secure Notice Of Intent Award</b></p> <p style="text-align: center;">06 Notices in 90 Days</p> </div> <div style="width: 25%; padding: 5px;"> <p><b>Awarded Events</b></p> <p style="text-align: center;">02 Award(s) in 90 days 01 Non Award in 90 days</p> </div> <div style="width: 25%; padding: 5px;"> <p><b>Bidding Homepage</b></p> </div> </div> </div>



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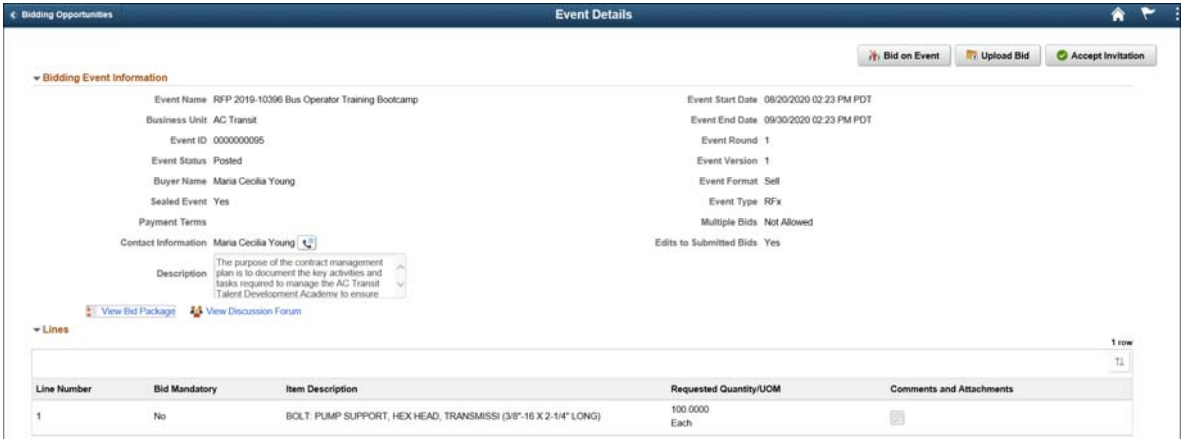
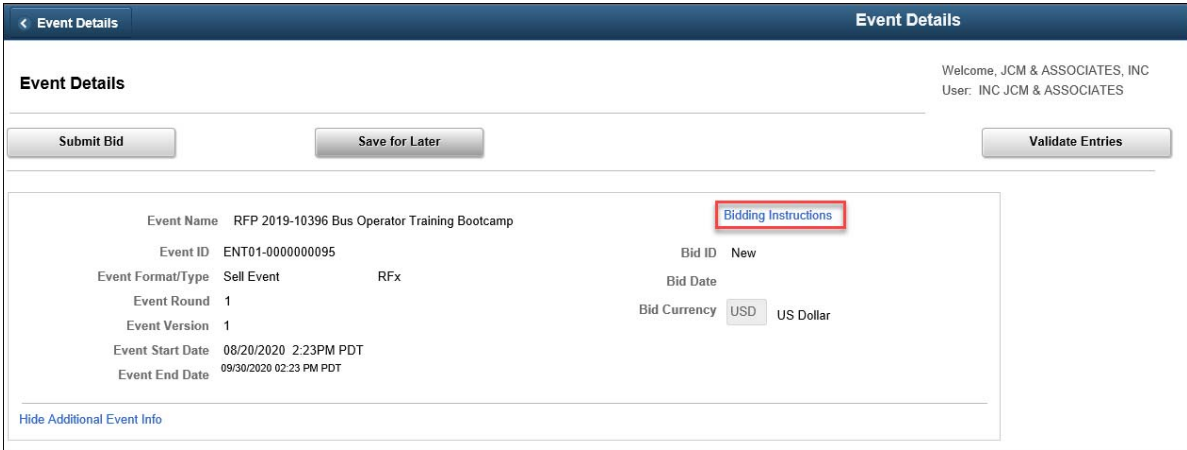
## Strategic Sourcing Training Quick Reference Guide

Step	Instructions
3	<ul style="list-style-type: none"> <li>Takes you to the Bidding Opportunities Homepage</li> <li>By default, Invited Events will list the Bidding Opportunities that matches the US NAICS Code and/or US SIC Code that you registered to</li> <li>Click the Expand icon </li> <li>If there are no specific events listed, click </li> </ul> 
4	<ul style="list-style-type: none"> <li>Click anywhere over next to the <b>Event Name</b> you are interested in:</li> </ul> 
5	<ul style="list-style-type: none"> <li>Click View Bid Package link to view the Bid and Solicitation Announcements and Attachment</li> </ul> 



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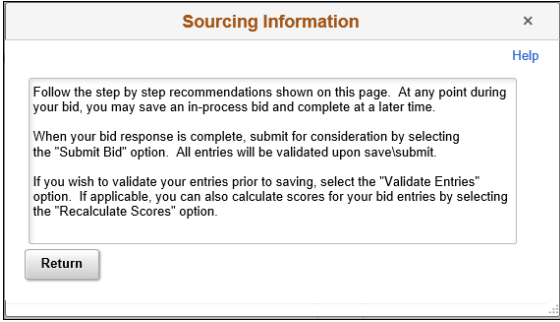
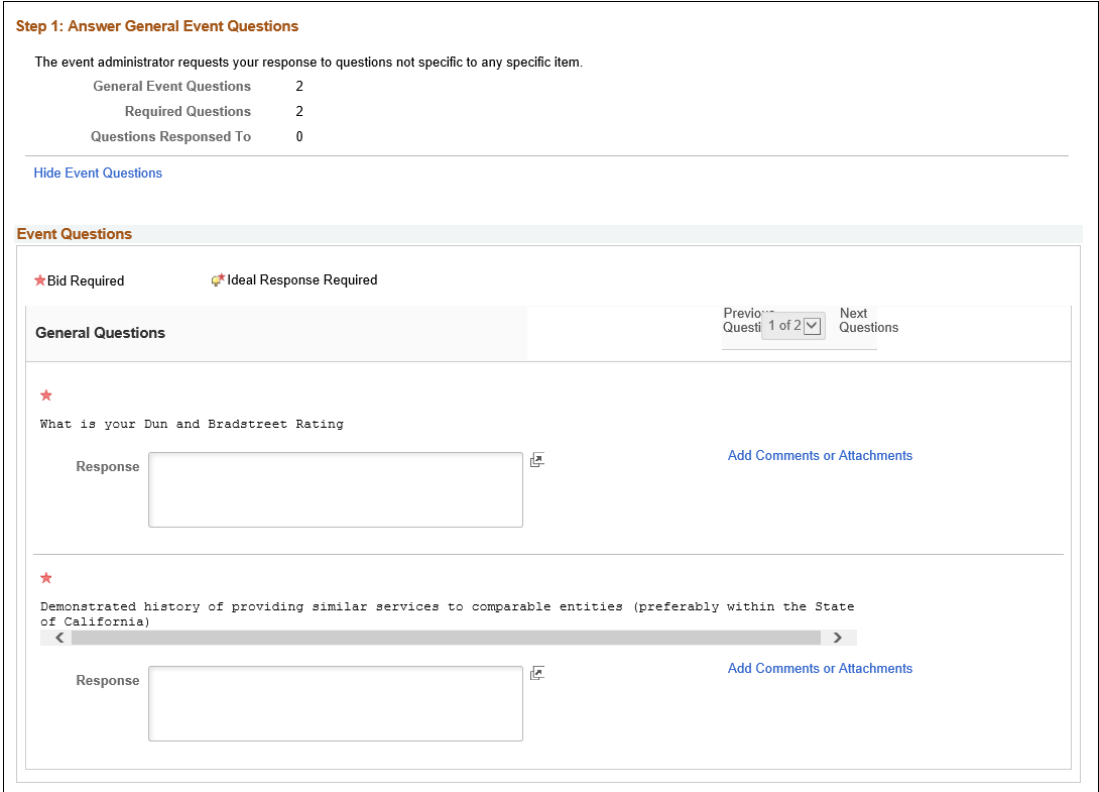
## Strategic Sourcing Training Quick Reference Guide

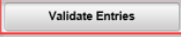

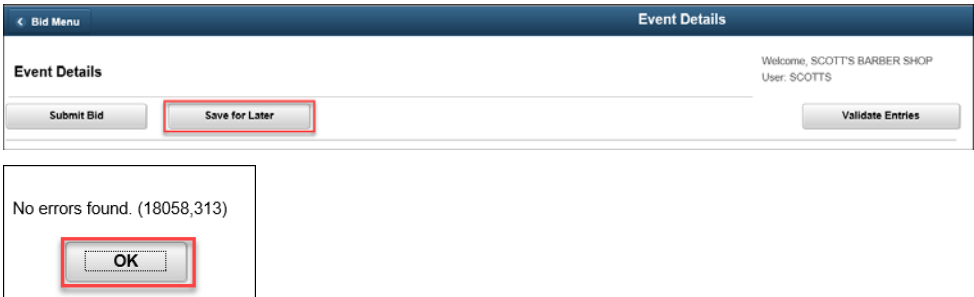



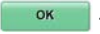
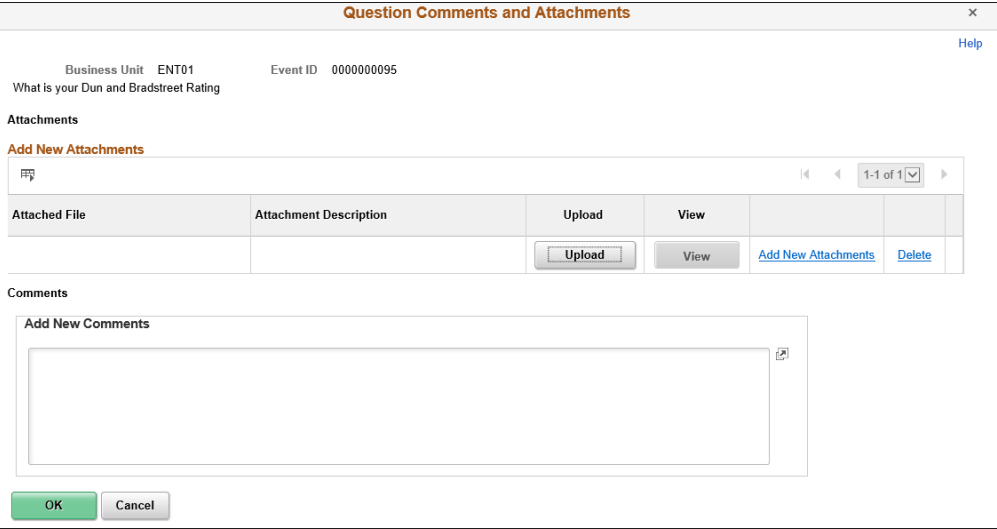
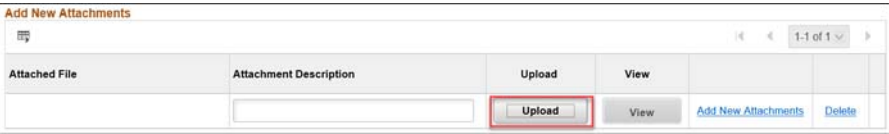

Step	Instructions										
6	<ul style="list-style-type: none"> <li>Open, View and Save each of the Attachments below to your local drive/documents folder</li> <li>The document attachments contain the comprehensive proposals from AC Transit               <ul style="list-style-type: none"> <li>The attachment with an .xml file extension is only used when submitting response by XML (See Submit Proposal Response XML Reference Guide)</li> </ul> </li> <li>Click  to exit from the View Bid Package page</li> </ul>  <p>The screenshot shows a 'View Bid Package' window with a close button (x). Under 'Attachments', there is a table:</p> <table border="1"> <thead> <tr> <th>Filename</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>RFP_2019-10396_-_Bus_Operator_Bootcamp_(rev_02.28.2019)_1.pdf</td> <td>RFP 2019-10396</td> </tr> <tr> <td>RFP_2019-10396_Bus_Operator_Training_Bootcamp.xml</td> <td>Event Bid Package</td> </tr> <tr> <td>RFP_2019-10396_Bus_Operator_Training_Bootcamp.pdf</td> <td>Event Details</td> </tr> </tbody> </table> <p>Under 'Comments', there is a text block starting with 'The Alameda-Contra Costa Transit District (the "District") is requesting proposals from qualified firms to provide an application that will continuously and comprehensively analyze the District's service reliability system-wide with the go...' and two 'More' links.</p>	Filename	Description	RFP_2019-10396_-_Bus_Operator_Bootcamp_(rev_02.28.2019)_1.pdf	RFP 2019-10396	RFP_2019-10396_Bus_Operator_Training_Bootcamp.xml	Event Bid Package	RFP_2019-10396_Bus_Operator_Training_Bootcamp.pdf	Event Details		
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RFP_2019-10396_Bus_Operator_Training_Bootcamp.pdf	Event Details										
7	<ul style="list-style-type: none"> <li>Takes you back to the Event Details</li> <li>Click the </li> </ul>  <p>The screenshot shows the 'Event Details' page for 'RFP 2019-10396 Bus Operator Training Bootcamp'. It includes buttons for 'Bid on Event', 'Upload Bid', and 'Accept Invitation'. The 'Bidding Event Information' section contains details like Event Name, Business Unit, Event ID, Event Status, Buyer Name, Sealed Event, Payment Terms, Contact Information, and Description. Below this is a 'Lines' table:</p> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Bid Mandatory</th> <th>Item Description</th> <th>Requested Quantity/UOM</th> <th>Comments and Attachments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No</td> <td>BOLT PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)</td> <td>100 0000 Each</td> <td></td> </tr> </tbody> </table>	Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments	1	No	BOLT PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)	100 0000 Each	
Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments							
1	No	BOLT PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)	100 0000 Each								
8	<ul style="list-style-type: none"> <li>Click the <a href="#">Bidding Instructions</a></li> </ul>  <p>The screenshot shows the 'Event Details' page with a 'Submit Bid' button, a 'Save for Later' button, and a 'Validate Entries' button. The event details section includes:</p> <ul style="list-style-type: none"> <li>Event Name: RFP 2019-10396 Bus Operator Training Bootcamp</li> <li>Event ID: ENT01-0000000095</li> <li>Event Format/Type: Sell Event RFX</li> <li>Event Round: 1</li> <li>Event Version: 1</li> <li>Event Start Date: 08/20/2020 2:23PM PDT</li> <li>Event End Date: 09/30/2020 02:23 PM PDT</li> <li>Bid ID: New</li> <li>Bid Date:</li> <li>Bid Currency: USD US Dollar</li> </ul> <p>The 'Bidding Instructions' link is highlighted with a red box.</p>										



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Step	Instructions						
	<p> Sourcing Information page comes up</p> <ul style="list-style-type: none"><li>Click </li></ul> <div data-bbox="267 441 824 760"><p>The screenshot shows a dialog box titled "Sourcing Information" with a close button (X) and a "Help" link. The text inside reads: "Follow the step by step recommendations shown on this page. At any point during your bid, you may save an in-process bid and complete at a later time. When your bid response is complete, submit for consideration by selecting the 'Submit Bid' option. All entries will be validated upon save/submit. If you wish to validate your entries prior to saving, select the 'Validate Entries' option. If applicable, you can also calculate scores for your bid entries by selecting the 'Recalculate Scores' option." There is a "Return" button at the bottom left.</p></div>						
9	<p>Under <b>Step 1: Answer General Event Questions</b></p> <ul style="list-style-type: none"><li>Note the number of General Event Questions and the Required Questions</li><li>A General Question denoted with * is Bid Required</li><li>Enter your answers in the Response field</li><li>Answer all Required Questions<ul style="list-style-type: none"><li>Questions not denoted by an asterisk are optional and not required</li></ul></li></ul> <div data-bbox="267 1024 1360 1810"><p>The screenshot shows the "Step 1: Answer General Event Questions" page. It includes a summary table:</p><table border="1"><tr><td>General Event Questions</td><td>2</td></tr><tr><td>Required Questions</td><td>2</td></tr><tr><td>Questions Responded To</td><td>0</td></tr></table><p>Below the table is a "Hide Event Questions" link. The main section is titled "Event Questions" and has two filters: "Bid Required" (selected) and "Ideal Response Required". There are "Previous Questions" and "Next Questions" navigation buttons. The first question is "What is your Dun and Bradstreet Rating" with a red asterisk. The second question is "Demonstrated history of providing similar services to comparable entities (preferably within the State of California)" with a red asterisk. Both questions have a "Response" text box and an "Add Comments or Attachments" link.</p></div>	General Event Questions	2	Required Questions	2	Questions Responded To	0
General Event Questions	2						
Required Questions	2						
Questions Responded To	0						





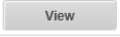





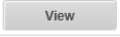

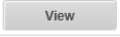



Step	Instructions
<p><b>10</b></p>	<ul style="list-style-type: none"> <li>Click Save for Later to save all entries</li> <li>Click  and No Errors found message appear</li> <li>Click </li> </ul> 
<p><b>11</b></p>	<ul style="list-style-type: none"> <li> Additional Response for Every Question           <ul style="list-style-type: none"> <li>Click the <a href="#">Add Comments or Attachments</a> link next to each question               <ul style="list-style-type: none"> <li>Enter additional response for every Question in the <b>Add New Comments</b> field</li> <li>To upload a file as additional response for every Question, click  <ul style="list-style-type: none"> <li>File Attachment page appears, click Browse to search and select the file and click </li> <li>To add more attachments, click the <a href="#">Add New Attachments</a> link</li> </ul> </li> </ul> </li> <li>Click  to take you back to the Event Details page</li> </ul> </li> </ul>   



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12	<p>From <b>Step 2: Enter Line Bid Response</b></p> <ul style="list-style-type: none"> <li>Enter the <b>Unit Bid Price</b> for the Line Item</li> <li>Click the <a href="#">Bid</a> link of the Line Item</li> </ul> <div data-bbox="269 457 1485 934" style="border: 1px solid black; padding: 5px;"> <p><b>Step 2: Enter Line Bid Responses</b></p> <p>This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.</p> <p>Lines in This Event      1          Lines Responded To      0          Your Total Line Pricing    0.0000 USD</p> <p><a href="#">Hide Line Detail</a></p> <p>★ Bid Required      <a href="#">Line Comments/Files</a></p> <p><b>Lines</b></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item ID</th> <th>Description</th> <th>Unit</th> <th>Requested Quantity</th> <th>Your Bid Quantity</th> <th>Your Unit Bid Price</th> <th>No Bid</th> <th>Your Total Bid Price</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>114629</td> <td>BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)</td> <td>EA</td> <td>100.0000</td> <td>100.0000</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td>0.0000 USD</td> <td><a href="#">Bid</a></td> <td><a href="#">?</a></td> </tr> </tbody> </table> </div> <div data-bbox="269 955 1377 1843" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Line Details</b></p> <p><a href="#">Save for Later</a>      <a href="#">Start Page</a>      <a href="#">Validate Entries</a></p> <p>Line 1 of 1</p> <p><b>Line Details</b> <a href="#">?</a></p> <p>Line 1      Item ID 114629</p> <p>BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)      Response Required No      <input type="checkbox"/> No Bid</p> <p>Category Transmission</p> <p><a href="#">View/Add Question Comments and Attachments</a></p> <p>Exact request quantity required.</p> <table> <tr> <td>Unit of Measure</td> <td>Each</td> <td>Your Unit Bid Price</td> <td><input type="text"/></td> </tr> <tr> <td>Qty Requested</td> <td>100.0000</td> <td>Total Bid Price</td> <td>0.0000 USD</td> </tr> <tr> <td>Your Max Bid Quantity</td> <td>100.0000</td> <td>Reserve Price</td> <td>No</td> </tr> <tr> <td>Max Quantity</td> <td>100.0000</td> <td></td> <td></td> </tr> </table> <p><b>Shipping Information</b></p> <table border="1"> <thead> <tr> <th>Ship Quantity</th> <th>Due Date</th> <th>Ship To Location</th> <th>Ship Via</th> <th>Freight Terms</th> </tr> </thead> <tbody> <tr> <td>100.0000</td> <td>09/30/2020</td> <td>CMF</td> <td><a href="#">View</a></td> <td></td> </tr> </tbody> </table> <p><a href="#">Item Specification</a></p> <p><a href="#">Save for Later</a>      <a href="#">Start Page</a>      <a href="#">Validate Entries</a></p> </div>	Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price			1	114629	BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)	EA	100.0000	100.0000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	<a href="#">Bid</a>	<a href="#">?</a>	Unit of Measure	Each	Your Unit Bid Price	<input type="text"/>	Qty Requested	100.0000	Total Bid Price	0.0000 USD	Your Max Bid Quantity	100.0000	Reserve Price	No	Max Quantity	100.0000			Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms	100.0000	09/30/2020	CMF	<a href="#">View</a>	
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1	114629	BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)	EA	100.0000	100.0000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	<a href="#">Bid</a>	<a href="#">?</a>																																							
Unit of Measure	Each	Your Unit Bid Price	<input type="text"/>																																														
Qty Requested	100.0000	Total Bid Price	0.0000 USD																																														
Your Max Bid Quantity	100.0000	Reserve Price	No																																														
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Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms																																													
100.0000	09/30/2020	CMF	<a href="#">View</a>																																														
13	<ul style="list-style-type: none"> <li>Click <a href="#">?</a> for Line Comments and Attachments</li> <li>Enter Comments in the Add New Comments field</li> </ul>																																																

Step	Instructions												
	<ul style="list-style-type: none"> <li>Click  to upload a file. File Attachment page appears. Click Browse to search file in your documents folder then click . Enter an Attachment Description.</li> <li>To add new attachment, click the Add New Attachments link</li> <li>Click  to take you back to the Event Details page</li> </ul> <div data-bbox="297 514 1356 1108" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;"><b>Line Comments and Attachments</b> <span style="float: right;">x</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p>Event ID 0000000095      Line 1</p> <p>BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)</p> <p><b>Attachments</b></p> <p><b>Add New Attachments</b></p> <div style="border: 1px solid gray; padding: 2px;"> <span>🔍</span> <span style="float: right;">1-1 of 1</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Attached File</th> <th>Attachment Description</th> <th>Upload</th> <th>View</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"><a href="#">Add New Attachments</a></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> </tbody> </table> <p><b>Comments</b></p> <p>Add New Comments</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: left;"> </p> </div> <div data-bbox="297 1140 755 1360" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>File Attachment</b> <span style="float: right;">x</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <span>Browse...</span> </div> <p style="text-align: left;"> </p> </div>	Attached File	Attachment Description	Upload	View							<a href="#">Add New Attachments</a>	<a href="#">Delete</a>
Attached File	Attachment Description	Upload	View										
				<a href="#">Add New Attachments</a>	<a href="#">Delete</a>								
<p><b>14</b></p>	<ul style="list-style-type: none"> <li>Scroll down towards the bottom of the page</li> <li>Click the <a href="#">Events Comments and Attachments</a> link</li> </ul> <div data-bbox="267 1486 1433 1633" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="border: 1px solid red; display: inline-block; padding: 2px;">Event Comments and Attachments</p></div> <p style="font-size: small;">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.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> </div> <p style="font-size: small; margin-top: 5px;"><a href="#">Return to Bidding Homepage</a></p>												



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### Step Instructions

**Event Comments and Attachments**

Business Unit: ENT01    Event ID: 000000095    Event Round: 1    Event Version: 1

**Attachments**

View Event Attachments ?

Attached File	Attachment Description	View
RFP_2019-10396_-_Bus_Operator_Bootcamp_(rev_02.28.2019)_1.pdf	RFP 2019-10396	<input type="button" value="View"/>
RFP_2019-10396_Bus_Operator_Training_Bootcamp.xml	Event Bid Package	<input type="button" value="View"/>
RFP_2019-10396_Bus_Operator_Training_Bootcamp.pdf	Event Details	<input type="button" value="View"/>

**Event Comments and Attachments**

Add New Attachments ?

Attached File	Attachment Description	Upload	View		
File_Attachment_-_Proposal_to_AC_Transit.docx	Proposal Response to AC Transit	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/>	<input type="button" value="Delete"/>

**Comments**

View Event Comments ?

Description  
The Alameda-Contra Costa Transit District (the "District") is requesting proposals from qualified firms to provide public outreach consulting services in support of the District's plan to possibly place a revenue measure for voter approval in the 2020 general election. The successful proposer will perform a Feasibility Assessment for such a measure, evaluating demographic trends among voters in the District and projected voter turnout, working with a pollster to understand current voter perceptions and needs. If the such a revenue measure proves feasible, the selected firm will Develop and refine a revenue measure for the ballot, determining the most favorable type of assessment. Develop and implement a public information and awareness program, selecting and supervising graphic designers, media outlets and other vendors associated with such an outreach effort. Prepare a seventy-five (75) Word Ballot Question and Provide Ono...

**File Attachment**

Browse...

**Add New Comments ?**

OK

16

- Click  to Save all entries
- Click
- Click OK if No errors are found in your entries
- Click






Step	Instructions																								
	<div data-bbox="300 331 1437 630"> <p><a href="#">Event Comments and Attachments</a></p> <p>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.</p> <p> <input type="button" value="Submit Bid"/> <input type="button" value="Save for Later"/> <input type="button" value="Validate Entries"/> </p> <p><a href="#">Return to Create Bidder Response</a></p> <hr/> <p>No errors found. (18058,313)</p> <p><input type="button" value="OK"/></p> </div>																								
<p><b>17</b></p>	<p><b>Bid Confirmation page appears</b></p> <ul style="list-style-type: none"> <li>• Click the OK button</li> <li>• Takes you back to the Bidding Home Page</li> <li>• A softcopy of the entered Bid Response in the General Questions is sent to your registered email address             <ul style="list-style-type: none"> <li>○ Attachments and files included in the Response are not included in the email</li> </ul> </li> </ul> <div data-bbox="300 871 1453 1291"> <p><b>Bid Confirmation</b></p> <p>Your bid has been successfully submitted.</p> <table border="0"> <tr> <td>Bid ID</td> <td>1</td> <td>Bid Date</td> <td>04/27/2020 12:23:54PM PDT</td> </tr> <tr> <td>Event ID</td> <td>0000000127</td> <td>AP:</td> <td>RFP-Event Online Response</td> </tr> <tr> <td>Event Format</td> <td>Sell Event</td> <td>Round</td> <td>1</td> </tr> <tr> <td>Start Date</td> <td>04/27/2020 9:45AM PDT</td> <td>Version</td> <td>1</td> </tr> <tr> <td>End Date</td> <td>0hrs,10mins,53secs</td> <td></td> <td></td> </tr> <tr> <td>Your Total Price</td> <td>15,000.00 USD</td> <td></td> <td></td> </tr> </table> <p><input type="button" value="OK"/></p> </div> <div data-bbox="300 1312 1453 1648"> <p><b>SCOTT'S BARBER SHOP Bidding Home Page</b></p> <p>Welcome, SCOTT'S BARBER SHOP User: SCOTTS</p> <p><b>SCOTT'S BARBER SHOP Bidding Home Page</b></p> <p> <a href="#">Click here to access details and review your bids on Event: ENT01 - 0000000127 AP: RFP-Event Online Response</a>  <a href="#">Click here for other inquiries or other events</a>  <a href="#">Click here for administrative items such as updates to your profile or categorizations</a> </p> </div>	Bid ID	1	Bid Date	04/27/2020 12:23:54PM PDT	Event ID	0000000127	AP:	RFP-Event Online Response	Event Format	Sell Event	Round	1	Start Date	04/27/2020 9:45AM PDT	Version	1	End Date	0hrs,10mins,53secs			Your Total Price	15,000.00 USD		
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# Submit Proposals Online

## Strategic Sourcing Training Quick Reference Guide

Step	Instructions
	<p data-bbox="313 331 730 441"> Tue 4/28/2020 11:04 AM no-reply@actransit.org <b>Your bid has been received</b></p> <p data-bbox="313 457 1185 520">To  If there are problems with how this message is displayed, click here to view it in a web browser.</p> <div data-bbox="313 552 690 636"> Your_Bid.pdf 18 KB</div> <p data-bbox="313 720 584 762"><b>Bid Notification</b></p> <p data-bbox="313 804 1258 835">This is a confirmation of your bid placed on a strategic sourcing event. See below for details.</p> <div data-bbox="313 867 1442 1119"><p data-bbox="329 867 451 898"><b>Bid Details</b></p><p data-bbox="329 909 917 1024"><b>Event ID:</b> ENT01 - 0000000124 Round 1 Version 2 <b>Event Name:</b> AP: RFP Event Response XML/Hard copy <b>Bid ID:</b> 1 <b>Date Posted:</b> 04/28/20 11:03:13AM PDT</p><p data-bbox="329 1035 451 1066"><b>Event URL</b></p><p data-bbox="329 1077 633 1108"><a href="#">Review and bid on this event.</a></p></div>
	<p data-bbox="224 1182 451 1213"><b>End of Procedure.</b></p>