

SF Small Business Summit

**FINDING OPPORTUNITIES AND
BIDDING ON THE SF CITY PARTNER
WEBSITE**

OFFICE OF THE CONTROLLER



SF CITY PARTNER

Finding Opportunities and Bidding on the SF City Partner Website

Tuesday, October 5, 2021



CITY & COUNTY OF SAN FRANCISCO

Office of the Controller
Systems Division



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There Are Job Aids to Help Walk You Through This Process

Finding the "Viewing and Bidding on City Business" Job Aids

View Opportunities Help - Log In/Register

- Contact
- FAQ
- Training**
- Become a Supplier

Partner with the City

Explore. Bid. Manage. Get Paid.

Find an Opportunity
View and Bid on Events

Anyone can view City business opportunities. Jump ahead to search now. [Get Started](#)

Announcements

Suppliers and Bidders may have intermittent access to the SF City Partner website on Thursday, August 19 from 6:30 p.m. to 7:30 p.m. for planned improvements.
August 12, 2021

Sign Up
Register your organization so...

View Opportunities Help - Log In/Register

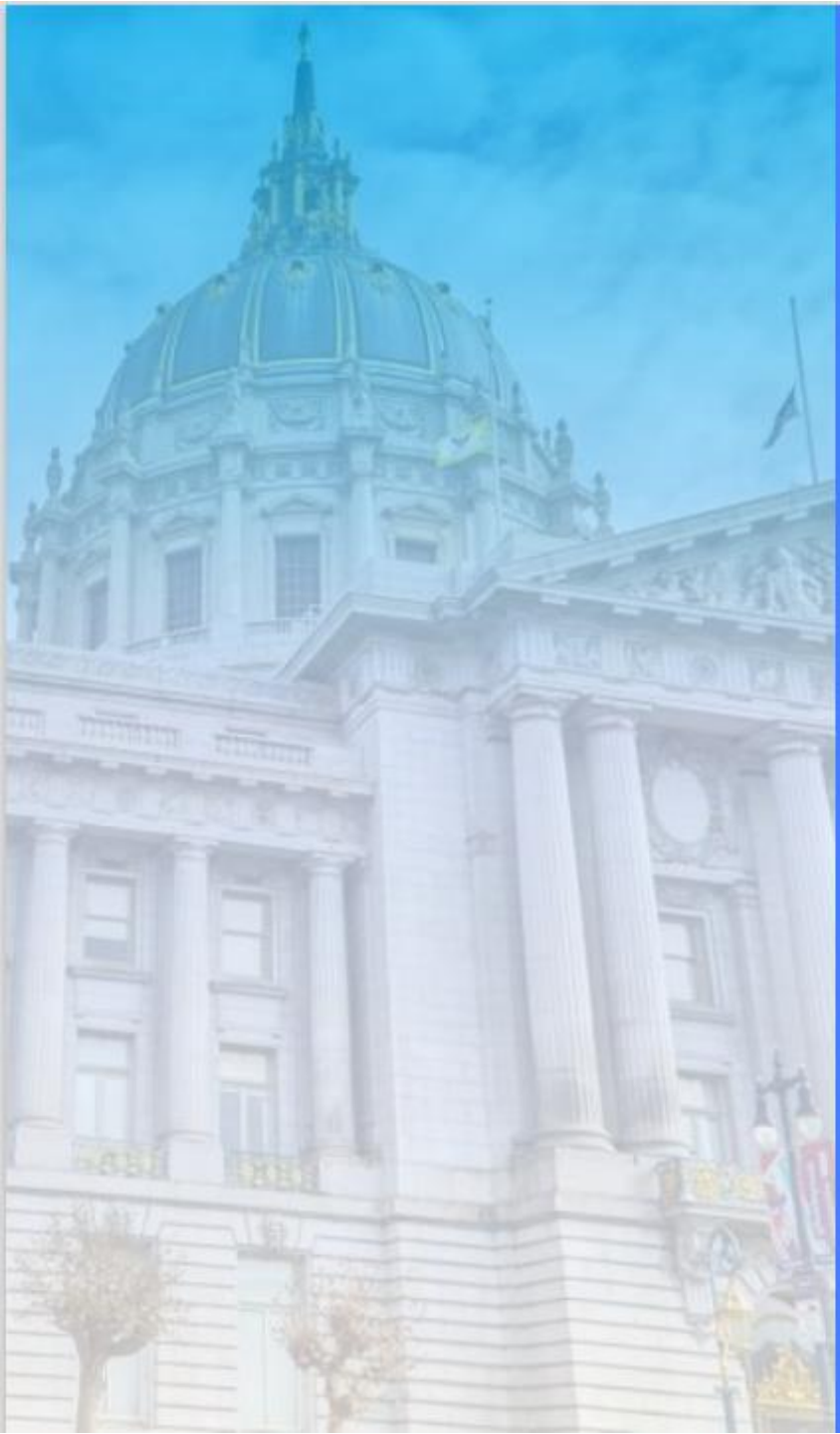
Training and Resources

Job Aids

Although our goal is to make our system so easy and intuitive that you won't need instructions, we are still providing instructions to help you with certain key activities that you might take. Please click on the appropriate icon below to be taken to the job aids that can help you with your business process.

[Bidder Job Aids](#) [Supplier Job Aids](#)





How to Search for Bid Opportunities

- [Searching for Public Events](#)
- Searching for Private Events
- Bid Advertisements vs Sourcing Events
- Entering in a Bid
- Finding Events that You've Already Bid On
- Contact Information



What Are Public Vs Private Events?

Public Events

- A Public Event is one that is posted on the SF City Partner Website for anyone to view, including the General Public.
- Public Events are posted on the main Opportunities page on the SF City Partner Website
- To enter in a Bid, you must be a Bidder or a Supplier in our system.

Private Events

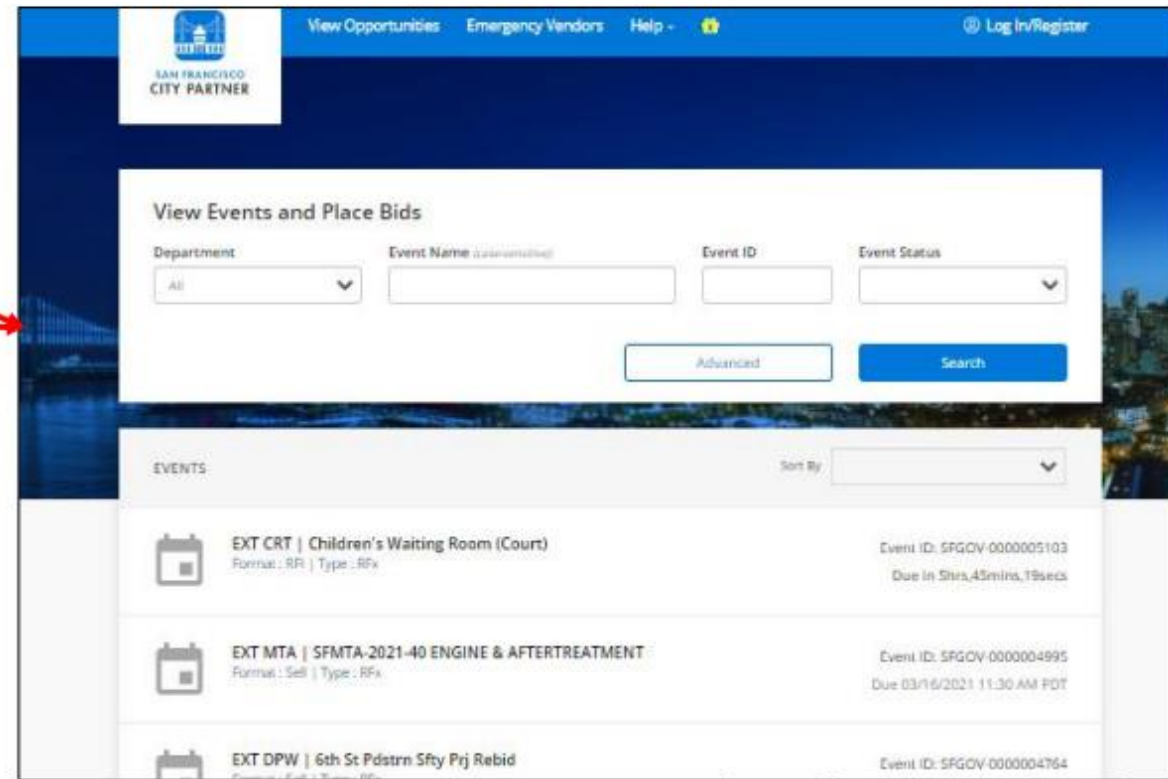
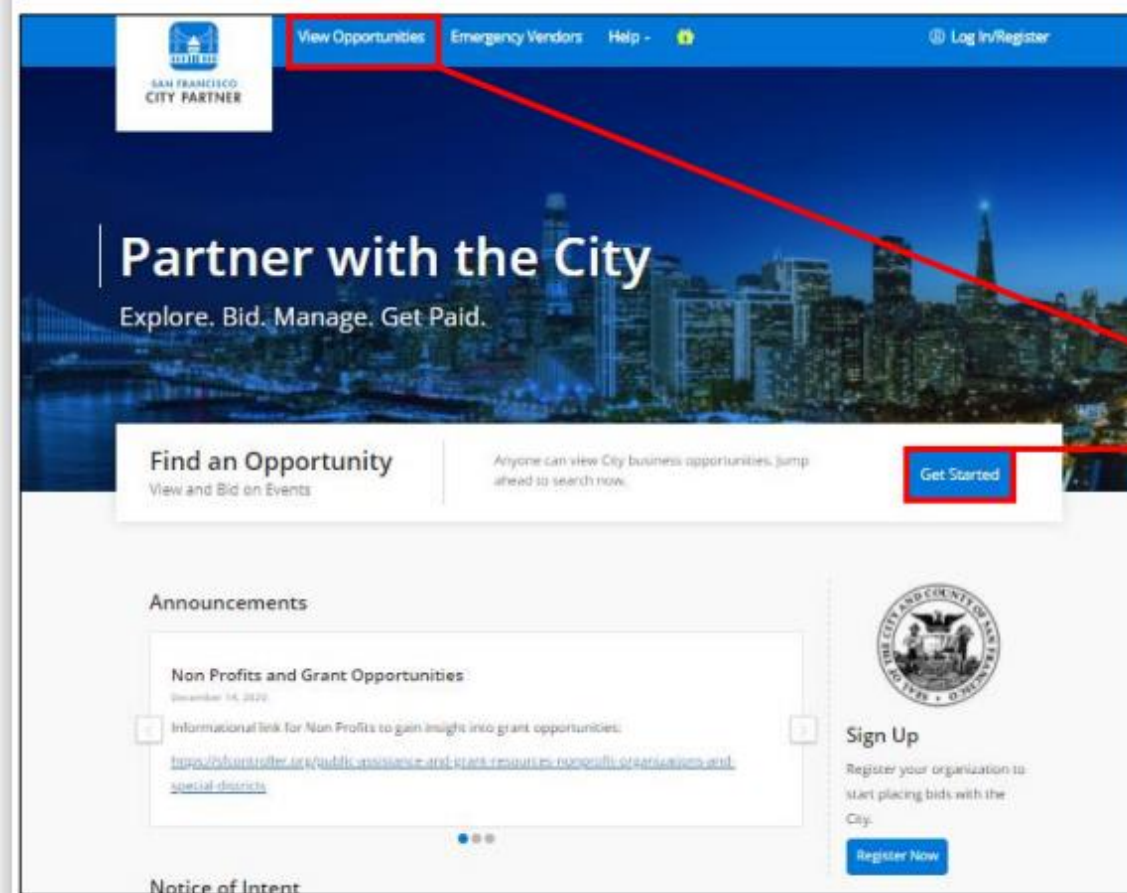
- A Private Event is one where a pre-selected or pre-qualified group of Bidders/Suppliers is asked to view and bid on the Bid Opportunity.
- You must be an invited Bidder/Supplier to view and bid on a Private Event.
- Private Events are posted in a separate area on the SF City Partner Website.





How Can the General Public Find Public Events?

Anyone can view Public Events on the SF City Partner website (<https://sfcitypartner.sfgov.org/pages/index.aspx>) by clicking on the View Opportunities menu item or the Get Started button.





How Can You Find Public Events After Logging In?

After logging in, Bidders/Suppliers can view Public Events on the SF City Partner website (<https://sfcitypartner.sfgov.org/pages/index.aspx>) by clicking on the View Opportunities menu item, the Get Started button, or the View Opportunities hyperlink.

01GOLIVE - SUPPLIER/BIDDER

View Opportunities

SAN FRANCISCO CITY PARTNER

Find an Opportunity

View and Bid on Events

Anyone can view City business opportunities. Jump ahead to search now.

Get Started

01GOLIVE | 01GOLIVE | 0000040980

You are a Supplier but attention is needed to exam/maintain a fully compliant status.

Announcements

Non Profits and Grant Opportunities
December 14, 2020
Informational link for Non Profits to gain insight into grant opportunities:
<https://sfrcontroller.org/public-assistance-and-grant-resources-nonprofit-organizations-and-special-districts>

My Account

User Profile (Log-On Access)
Contacts
Addresses
My Categories & Alerts
Enroll in ACH payments
Request Account Changes
Change Password/MPs

My Activity

View Opportunities
View My Activity

Certifications

12B Declaration
14B LBE Certification

My Orders / Invoices / Payments

View Purchase Orders
View Invoices
View Receipts
View Payments
Additional Options

eSettlements

Online Invoicing
Payment Affidavit (Prime)
Payment Affidavit (Sub)
CMD Participation Report
Additional Options

Notice of Intent

View Opportunities Emergency Vendors Help - Log In/Register

View Events and Place Bids

Department: All
Event Name:
Event ID:
Event Status:

Advanced Search

EVENTS

Event Name	Event ID	Due In
EXT CRT Children's Waiting Room (Court) Format: RF Type: RFx	SFGOV-000005103	5hrs, 45mins, 19secs
EXT MTA SFMTA-2021-40 ENGINE & AFTERTREATMENT Format: Sell Type: RFx	SFGOV-000004995	Due 03/16/2021 11:30 AM PDT
EXT DPW 6th St Pdstrn Sfty Prj Rebid	SFGOV-000004764	





Use Search Criteria to Narrow Your Search

View Bid Opportunities from a Specific Department

The screenshot shows the San Francisco City Partner portal interface. At the top, there is a blue navigation bar with the San Francisco City Partner logo on the left, and links for "View Opportunities", "FAQ", and "Help -" in the center. On the right side of the navigation bar, it says "SNAP1 - BIDDER". Below the navigation bar, there is a white search form titled "View Events and Place Bids". The form contains four input fields: "Department" (a dropdown menu with "All" selected and highlighted by a red box), "Event Name (case-sensitive)" (a text input field), "Event ID" (a text input field), and "Event Status" (a dropdown menu). Below these fields are three buttons: "Expand Saved Search", "Advanced Search Criteria", and "Search" (highlighted with a red box). Below the search form, there is a section titled "OPPORTUNITIES" with a "Sort By" dropdown menu. The first opportunity listed is "MTA 1301 and 1302 Job Order Contract for Locally F", with details "Format : Sell | Type : RFx" and "Event ID: SFGOV-0000001524". The due date is "Due 12/28/2019 03:34 PM PST".





Use Search Criteria to Narrow Your Search

Click Advanced Search Criteria to Expand Your Search Options

View Opportunities FAQ Help - SNAP1 - BIDDER

View Events and Place Bids

Department: All | Event Name (case-sensitive): | Event ID: | Event Status:

Expand Saved Search **Advanced Search Criteria** Search

OPPORTUNITIES Sort By:

MTA 1301 and 1302 Job Order Contract for Locally F
Format: Sell | Type: RFX
Event ID: SFGOV-0000001524
Due: 12/28/2019 03:34 PM PST

View Opportunities FAQ Help - SNAP1 - BIDDER

View Events and Place Bids

Department: All | Event Name (case-sensitive): | Event ID: | Event Status:

Start Date
From: | Through: |
Enter date in the format mm/dd/yyyy

End Date
From: 04/05/2019 | Through: |
Enter date in the format mm/dd/yyyy

Sell Event
 Request For Information
 Include Declined Invitations?

Expand Saved Search Basic Search Criteria **Search**

OPPORTUNITIES Sort By:

MTA 1301 and 1302 Job Order Contract for Locally F
Format: Sell | Type: RFX
Status: Accepted
Event ID: SFGOV-0000001524
Due: 12/28/2019 03:34 PM PST

OCA-DPW-11,000 GWR Pressure Washer Truck
Format: Sell | Type: RFX
Event ID: SFGOV-0000001527





Use Search Criteria to Narrow Your Search

Search by Start Date

The Start Date represents the date when Bidders/Suppliers can start bidding on an event.

If you are consistently looking through the City's bid opportunities, we would recommend using the "From" and "Through" fields here to help you identify new listings.

For example, if you search for City events on a weekly basis, you could use the Start Date fields to search for Public Events that began within the past week.

The screenshot shows the 'View Events and Place Bids' search interface. At the top, there are navigation links for 'View Opportunities', 'FAQ', and 'Help'. The user is logged in as 'SNAP1 BIDDER'. The search form includes the following fields:

- Department: All (dropdown)
- Event Name (case-sensitive): [text input]
- Event ID: [text input]
- Event Status: [dropdown]
- Start Date:
 - From: [calendar icon]
 - Through: [calendar icon]
- End Date:
 - From: 04/05/2019 [calendar icon]
 - Through: [calendar icon]

Below the date fields, there are three checked checkboxes: 'Sell Event', 'Request For Information', and 'Include Declined Invitations?'. At the bottom of the search form, there are three buttons: 'Expand Saved Search', 'Basic Search Criteria', and 'Search' (highlighted with a red box). Below the search form, the 'OPPORTUNITIES' section is visible, showing a list of events with details like 'MTA 1301 and 1302 Job Order Contract for Locally F' and 'OCA-DPW-11,000 GVWR Pressure Washer Truck'.





Use Search Criteria to Narrow Your Search

Search by End Date

The End Date represents the date when bidding on the Public Event ends.

Please note that the "From" field for End Date will be pre-populated with today's event. To find information on events that have already ended, you will need to change the "From" and "Through" fields here to bookend a timeframe in the past.

The screenshot shows the 'View Events and Place Bids' search interface. At the top, there are navigation links for 'View Opportunities', 'FAQ', and 'Help'. The user is logged in as 'SNAP1 - BIDDER'. The search criteria include:

- Department: All
- Event Name (case-sensitive): [Empty]
- Event ID: [Empty]
- Event Status: [Dropdown]
- Start Date From: [Empty]
- Start Date Through: [Empty]
- End Date From: 04/05/2019
- End Date Through: [Empty]

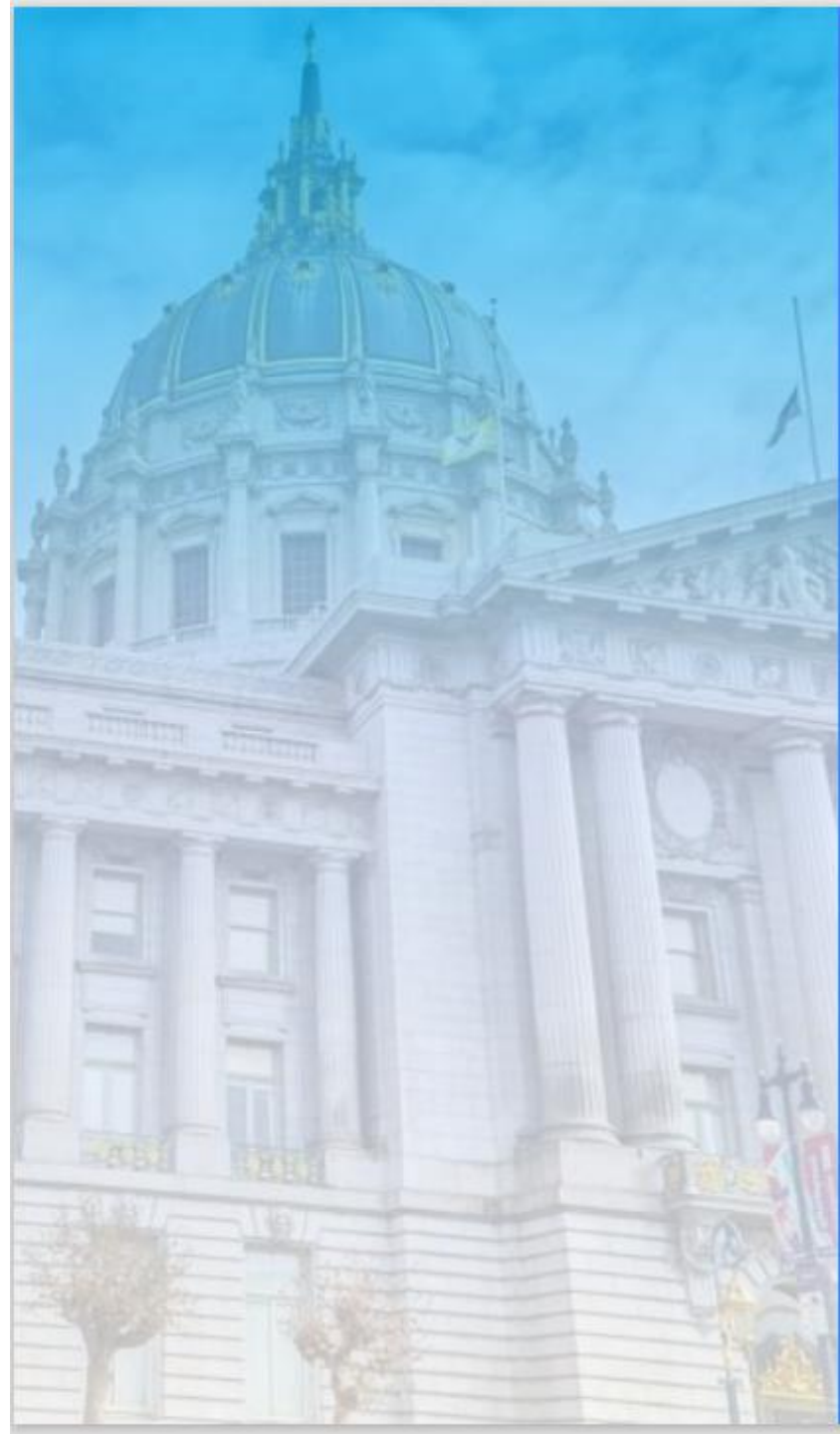
 Below the date fields are three checked checkboxes: 'Sell Event', 'Request For Information', and 'Include Declined Invitations?'. At the bottom of the search criteria are three buttons: 'Expand Saved Search', 'Basic Search Criteria', and 'Search' (highlighted in red). Below the search criteria is a section for 'OPPORTUNITIES' with a 'Sort By' dropdown. Two opportunities are listed:

- MTA 1301 and 1302 Job Order Contract for Locally F (Event ID: SFGOV-000001524, Due 12/28/2019 03:34 PM PST)
- OCA-DPW-11,000 GVWR Pressure Washer Truck (Event ID: SFGOV-000001527)



How to Search for Bid Opportunities

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- Entering in a Bid
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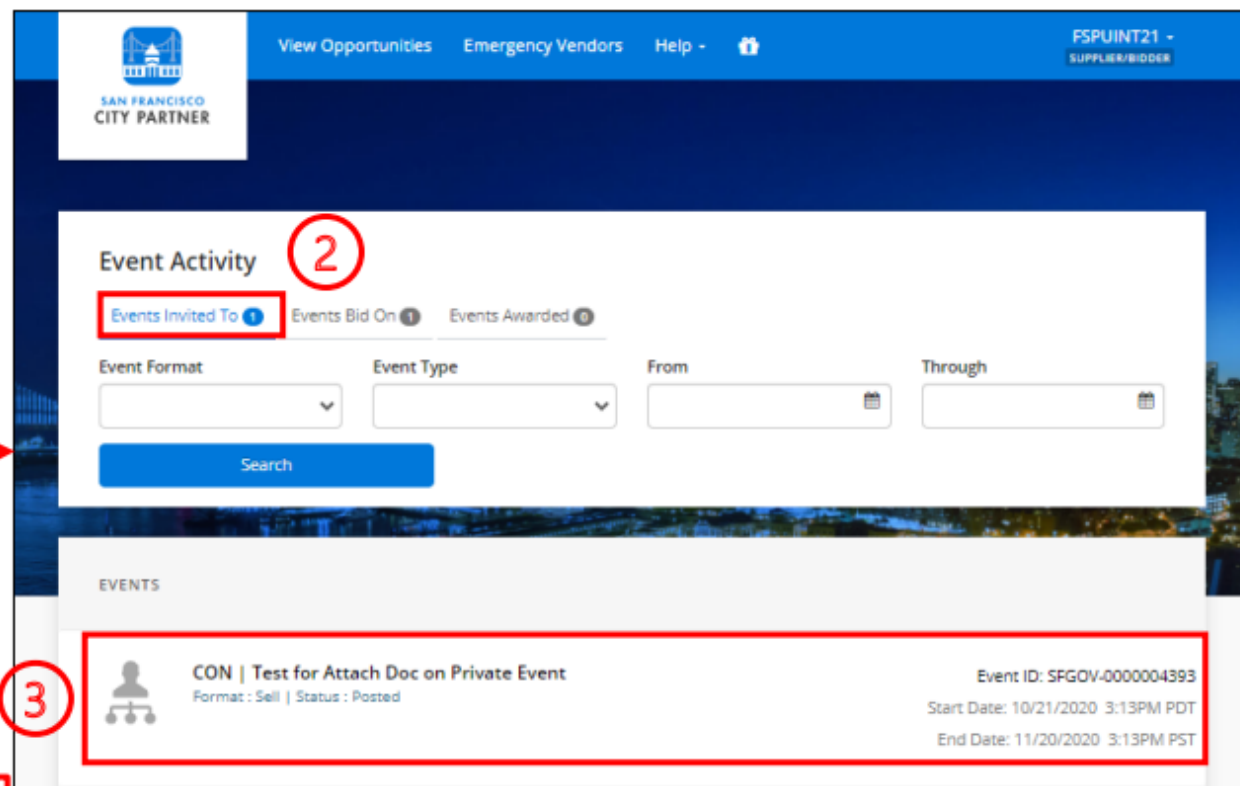
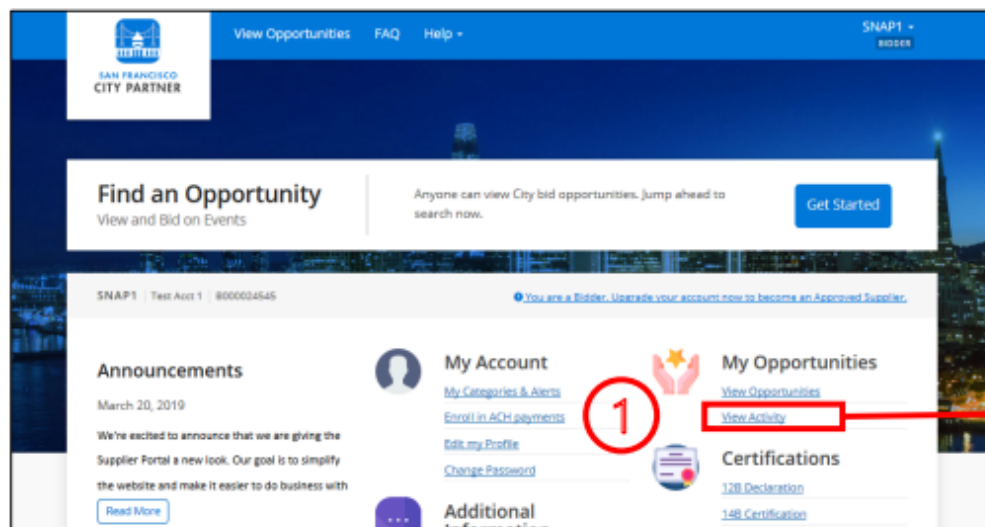


How Can Bidders/Suppliers Find Private Events?

Private Events Are Found Through a Different Pathway

1) To find a Private Event (to which you have been invited), Bidders/Suppliers must first login and click the View Activity link.

2) On the Event Activity page, you then need to click the Events Invited To link.



3) You can then click into the Event to Place a Bid.



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Bid Advertisements vs Sourcing Events

There Are Two Main Types of Bid Opportunities You Will See

Bid Advertisements

- These are advertisements of Bid Opportunities where the Bidder/Supplier will need to submit their bid outside of the SF City Partner website.
- Examples of when this might be used include:
 - A City department has its own sourcing system
 - A City department may post details on a Sourcing Event for a Supplier that is advertising a Trade Package on an existing City Contract.
- The names of Bid Advertisements start with "EXT" followed by the 3-letter code for the department that is posting the event.

Sourcing Events (and Requests for Information)

- These are Bid Opportunities where the Bidder/Supplier is expected to enter their bid directly into our system via the SF City Partner website.
- The names of these events begin with the 3-letter code for the department that is posting the event.





Bid Advertisements vs Sourcing Events

The Type of Event Will Determine if You Can Enter a Bid in Our System

Bid Advertisements

Bids cannot be entered for Bid Advertisements because...
1) the Accept Invitation button will not show and...

Events Search > Event : SFGOV-000005127

EXT DPH | RFP 2-2021 Chinese Comm Prob Gambling

Due by: 04/15/2021 12:00 PM PDT
Start Date: 03/11/2021 4:05PM PST

[See Attachments](#)

To ensure that your bid is successfully placed please review the attachments and submit the required documents.

[Place Bid](#)

[Find Partner](#)

[View Partner Requests](#)

Details

To receive a copy of this RFP, please go to:
<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/>

The City and County of San Francisco (City), acting by and through the San Francisco Department of Public Health (SFDPH), is soliciting applications for Request for Proposal (RFP) for: (1) Chinese Community Problem Gambling Project (CCPGP) and (2) Cultural and Linguistically Appropriate Services Advocacy, Consultation and Training Project (CLAS) ACT. Applicants' qualifications will be evaluated through the process described in Section V of this RFP. No applicant shall have any legal or equitable right or obligation to enter into the contract or to perform the work as a result of such applicant being chosen as a qualified Applicant.

Event ID: SFGOV-000005127
Format/Type: Request For Information RFI
Round: 1
Version: 1

Contact Information

Huang,Lucinda
Phone:
Email sfdphcontractsoffice@sfdph.org

Payment Terms

Please read the Details section for information on how to bid on this opportunity

...the Place Bid button will direct you to read the Details section for directions on how to place a bid

Sourcing Events (and Requests for Information)

Events Search > Event : SFGOV-000005069

OCA DPW | 9,000 GVWR Cargo Van Mobile Testing Lab

Due by: 04/30/2021 02:00 PM PDT
Start Date: 03/02/2021 9:10AM PST

[See Attachments](#)

To ensure that your bid is successfully placed please review the attachments and submit the required documents.

[Accept Invitation](#)

[Place Bid](#)

[Find Partner](#)

[View Partner Requests](#)

Details

****This addendum version is to extend the bid due date to Friday, April 30, 2021 at 2 P.M. ****

*** Pre-Bid Meeting on Thursday, March 11, 2021 at 10 A.M. on phone bridge number (877) 411-9748, Access Code: 5546256 ***

***** NOTE: This is a full and open competition bid opportunity. If a vendor observes any bid specification it perceives to be a barrier to competition for comparable alternate models/designs/technologies, please alert the administrator of the bid as soon as possible citing such instances. In some cases, baseline specifications may resemble specific models but are listed for comparison purposes only and alternate solutions can be proposed. Participation in any pre-bid meetings is strongly recommended for specification review and clarification. *****

The City and County of San Francisco invites your firm to submit a bid to fully provide the goods and/or services described herein. This Request for Quotation and any subsequent contract award will be in strict accordance with the documents included; (Offeror should check and be sure that they have received all documents, and should follow the instructions contained within this RFQ when preparing their bid. Please, avoid mistakes and read the documents identified herein.) This request is to provide the City and County of San Francisco with two 9,000 GVWR Cargo Van Mobile Testing Labs or City approved equal unit and other equipment or services that may be required.

Event ID: SFGOV-000005069

Contact Information

Farley,Mark T
Phone: (415) 554-6257
Email mark.farley@sfgov.org

Sourcing Events and Requests for Information will have active Accept Invitation and Place Bid buttons.



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How Do Bidders/Suppliers Enter in a Bid?

Review the Event to See if You Are Interested in Bidding

OCA RFP 85701- Security Grd. Svcs.-RED Buildings
 Due by: 12/16/2019 03:12 PM PST
 Start Date: 04/04/2019 3:12PM PDT

Bid Package
[See Attachments](#)
 To ensure that your bid is successfully placed please review the attachments and submit the required documents.

Place Bid
[Accept Invitation](#)
[Find Partner](#)
[View Partner Requests](#)

Contact Information
 Beaulieu, Camille
 Phone:
 Email: CamilleBeaulieu@sf.gov

Details
 The City and County of San Francisco's Office of Contract Administration ("OCA"), on behalf of the San Francisco Real Estate Department ("RED"), is seeking proposals from qualified organizations for unarmed security guard services for several office buildings managed by RED. The unarmed security guard services required for these contracts include but are not limited to: maintaining order; deterring intrusion, disputes, and vandalism; providing assistance and information; responding to emergencies as required to protect the safety of people and property on City property; to preventing and minimizing theft, vandalism, trespassing, and exposure to liability. The locations are split up into three aggregates as follows:
 Aggregate 1:
 -Location 1 is 1650 Mission Street & 77 Divisadero Street
 -Location 2 is 1660 Mission Street
 Aggregate 2:
 -Location 1 is 1 South Van Ness Avenue
 -Location 2 is 25 South Van Ness Avenue
 -Location 3 is 30 South Van Ness Avenue
 -4th and 5th floors of 30 Van Ness Avenue
 -Suites 3000 and 4100 of 30 Van Ness Avenue
 Aggregate 3:
 -350 Rhode Island Street
 For complete details see the RFP and its accompanying appendices, which are found in the "View Event Package" link.
 UPDATES:
 12/04/2018:
 The proposal due date has been extended to 11AM December 17, 2018.
 An optional site tour has been scheduled for 1PM December 10, 2018.
 The following documents have been uploaded to the Event Package: Addendum #1, Questions and Answers Document #1, and the Pre-Proposal Conference Sign In Sheet. Please see Addendum #1 and the Questions and Answers document for complete information on these changes.
 Event ID: SFGOV-000001594
 Format/Type: Sell Event RFPs
 Round: 1
 Version: 1

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

Requirements

Line	Description	Unit	Requested Quantity	Status
1	Guard, Unarmed; Weekdays 12 Hours per Night 1800 - 0600 Holidays Included	EA	1,000	

This section lets you know the date when your Bid is due

"Header Level" attachments can be found here

If you are looking for someone to Partner with on an event, use the Partner Request buttons

Contact Information for this event can be found here

The details gives a summary of the event and may provide directions on how to bid on this event

These Line Items officially list what goods/services are being purchased





How Do Bidders/Suppliers Enter in a Bid?

Accept the Invitation to a Sourcing Event

First click the Accept Invitation button.

- This lets the system know you are interested in this opportunity and allows it to send you updates if the event is changed.
- Accepting the invitation gives the Sourcing Event Administrator the ability to take certain steps to help you if system issues prevent you from entering a bid.
- Clicking this button currently returns you to the View Opportunities page, so you'll need to find your event again to bid.

Events Search > Event: SFGOV-0000001534

OCA-REC-Marked Police Utility with Upfitting

Due by: 12/28/2019 03:54 PM PST
Start Date: 01/22/2019 3:54PM PST

Bid Package

[See Attachments](#)

To ensure that your bid is successfully placed please review the attachments and submit the required documents.

[Place Bid](#)

[Accept Invitation](#)

[Find Partner](#)

[View Partner Requests](#)

Details

Event details testing
Event ID: SFGOV-0000001534
Format/Type: Sell Event RFX
Round: 1
Version: 3

Payment Terms

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

Contact Information

West, Michael
Phone:
Email: PeopleSoftTesting@sfgov.org

Requirements

Line	Description	Unit	Requested Quantity	Status
1	CS-820 AMENDMENT 1 - TO INCREASE THE CONTRACT VALUE TO \$9,998,561 WITH NO TIME EXTENSION PER PUC RESOLUTION 08-0135 7/22/2008 CS-820 AMENDMENT #8 (ENGINEERING DESIGN SERVICES, NEW IRVINGTON TUNNEL) TO EXTEND CONTRACT TERM FROM 04/30/2017 TO 03/31/2018 PS	EA	1.0000	





How Do Bidders/Suppliers Enter in a Bid?

Enter a Bid on a Sourcing Event

Events Search > Event : SFGOV-0000001534

OCA-REC-Marked Police Utility with Upfitting

Due by: 12/28/2019 03:54 PM PST
Start Date: 01/22/2019 3:54PM PST

Bid Package

[See Attachments](#)

To ensure that your bid is successfully placed please review the attachments and submit the required documents.

Place Bid

Accept Invitation

Find Partner

View Partner Requests

Details

Event details testing
Event ID: SFGOV-0000001534
Format/Type: Sell Event Rfx
Round: 1
Version: 3

Payment Terms

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

Contact Information

West,Michael
Phone:
Email: PeopleSoftTesting@sfgov.org

Requirements

Line	Description	Unit	Requested Quantity	Status
1	CS-820 AMENDMENT 1 - TO INCREASE THE CONTRACT VALUE TO \$9,998,561 WITH NO TIME EXTENSION PER PUC RESOLUTION 08-0135 7/22/2008 CS-820 AMENDMENT #8 (ENGINEERING DESIGN SERVICES, NEW IRVINGTON TUNNEL) TO EXTEND CONTRACT TERM FROM 04/30/2017 TO 03/31/2018 PS	EA	1.0000	

The second step should be to click the **Place Bid** button, when you are ready to enter your bid.





How Do Bidders/Suppliers Enter in a Bid?

Enter a Bid on a Sourcing Event

Click through the pop-up shown here...

Message

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

No

Yes

...and arrive at the page where you can enter your bid.

The top part of this page has general info as well as a button to take you to the attachments on this Sourcing Event.

Events Search > Event : SFGOV-0000001594

OCA RFP 85701- Security Grd. Svcs.-RED Buildings

Due Date: 12/16/2019 03:12 PM PST

Start Date: 04/04/2019 3:12PM PDT

Event Details

Format/Type: Sell Event RFX

Round: 1

Version: 1

Bid ID: New

Bid Date:

Bid Currency: USD (US Dollar)

[Bidding Instructions](#)

[Comments and Attachments](#)

Contact Information

Beaulieu, Camille

Phone:

Email: PeopleSoftTesting@sfgov.org

Description

The City and County of San Francisco's Office of Contract Administration ("OCA"), on behalf of the San Francisco Real Estate Department ("RED"), is seeking proposals from qualified organizations for unarmed security guard services for several office buildings managed by RED. The unarmed security guard services required for these contracts include but are not limited to: maintaining order; deterring intrusion, disputes, and vandalism; providing assistance and information; responding to emergencies as required to protect the safety of people and property on City property; to preventing and minimizing theft, vandalism, trespassing, and exposure to liability. The locations are split up into three aggregates as follows: Aggregate 1: -Location 1 is 1650 Mission Street & 77 Otis Street -Location 2 is 1660 Mission Street Aggregate 2: -Location 1 is 1 South Van Ness Avenue -Location 2 is 25 South Van Ness Avenue -Location 3 is 30 South Van Ness Avenue -4th and 5th floors of 30 Van Ness Avenue -Suites 3000 and 4100 of 30 Van Ness Avenue Aggregate 3: -350 Rhode Island Street For complete details see the RFP and its accompanying appendices, which are found in the "View Event Package" link. UPDATES: 12/04/2018: The proposal due date has been extended to 11AM December 17, 2018. An optional site tour has been scheduled for 1PM December 10, 2018. The following documents have been uploaded to the Event Package: Addendum #1, Questions and Answers Document #1, and the Pre-Proposal Conference Sign-In Sheet. Please see Addendum #1 and the Questions and Answers document for complete information on these changes.

Payment Terms

Billing Location: City Hall Room 432

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Allowed





How Do Bidders/Suppliers Enter in a Bid?

Enter a Bid on a Sourcing Event

The next part of the Bid Page will require that any Bid Factor questions/requests be responded to, including answering questions, entering data, and uploading files.

Step 1: Answer General Event Questions

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

General Event Questions : 2

Required Questions :

Questions Responded To : 0

Have you done business with the city before? Weighting 50.00000

Are you 12B Compliant? Weighting 50.00000





How Do Bidders/Suppliers Enter in a Bid?

Enter a Bid on a Sourcing Event

The bottom section of this form will require you to enter in your actual bid.

Step 2: Enter Line Bid Responses

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.

Lines in This Event: 1
Lines Responded To: 0
Total Amount: 0.0000 USD

Line 1: Guard, Unarmed; Weekdays 12 Hours per Night 1800 - 0600 Holidays Included

Requested Quantity	Unit	Your Unit Bid Price
1.0000	EA	<input type="text"/>
Your Bid Quantity		Your Total Line Pricing
		0.0000 USD

No 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.

LINE 1 OF 1

Category: SECURITY, FIRE, SAFETY, AND EM Description: Guard, Unarmed; Weekdays 12 Hours per Night 1800 - 0600 Holidays Included

Response Required: No

No Bid

Unit of Measure	Each	Your Unit Bid Price	<input type="text"/>
Qty Requested	1.0000	Total Bid Price	0.0000 USD
Your Max Bid Quantity	<input type="text"/>	Reserve Price	No
Max Quantity	1.0000	Weighting	100.00000

Exact request quantity required.

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	12/16/2019		<input type="button" value="View"/>	

If there are Line Level Bid Factors, you will need to click in here to see these Bid Factor questions/requests.





How Do Bidders/Suppliers Enter in a Bid?

Enter a Bid on a Sourcing Event

After clicking Submit Bid, you will see a Bid Confirmation page, which you can simply click through.

Bid Confirmation

Your bid has been successfully submitted.

OCA RFP 85701- Security Grd. Svcs.-RED Buildings

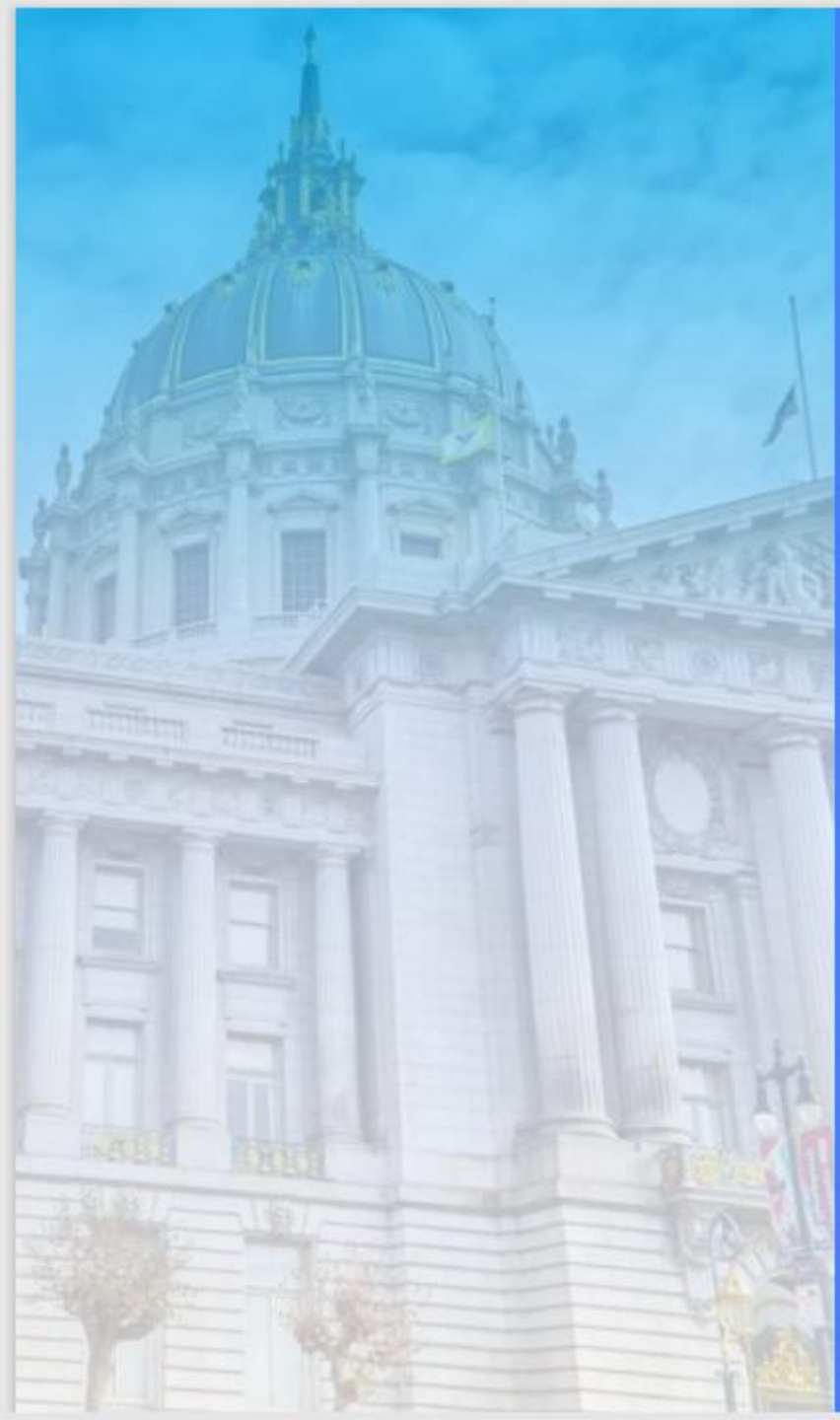
ID	Bid Date
1	04/06/2019 5:07:53AM PDT
Event ID	Round
0000001594	1
Format/Type	Version
Sell Event	1
Start Date	End Date
04/04/2019 3:12PM PDT	12/16/2019 03:12 PM
Your Total Price	
15.00 USD	

[Event List](#)



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- Contact Information





Finding Events that You've Already Bid On

The screenshot shows the SF City Partner website interface. At the top, there is a navigation bar with 'View Opportunities', 'FAQ', and 'Help' links, and a user profile 'SNAP1 - BIDDER'. Below this is a 'Find an Opportunity' section with a 'Get Started' button. The main content area is divided into three columns: 'Announcements', 'My Account', and 'My Opportunities'. The 'My Opportunities' column contains a red-bordered box around the 'View Activity' link, with a red arrow pointing to it from a text box on the right. Other links in the 'My Opportunities' column include 'View Opportunities', '12B Declaration', and '14B Certification'. The 'My Account' column includes links for 'My Categories & Alerts', 'Enroll in ACH payments', 'Edit my Profile', and 'Change Password'. The 'Announcements' column features a notice dated March 20, 2019, with a 'Read More' button.

To view/edit a bid that you have already submitted, you will need to log in and click on the View Activity link to go to the Event Activity page.





Finding Events that You've Already Bid On

On the Event Activity page, you will then need to click on the Events Bid On link, which will cause a list of events that you've already been bid on to show below.

You will then click on the "greater than" icon (>) for the event that you want to view or edit.





Finding Events that You've Already Bid On

View Opportunities Emergency Vendors Help - FSPUINFATTACHMENT TEST

Event Activity

Events Invited To 1 Events Bid On 1 Events Awarded 0

Event Format: [Dropdown] Event Type: [Dropdown] From: [Date Picker] Through: [Date Picker]

Search

EVENTS

FSPUINFATTACHMENT TEST
Format: Sell | Status: Posted

Event ID: SFGOV-000004394
Start Date: 10/21/2020 3:45PM PDT
End Date: 11/30/2099 3:45PM PST

Bid ID	Round	Event Version	Status	Date Time Posted	Currency Code	Total Bid Amount	
1	1	1	Posted	10/22/2020 10:43:14AM PDT	USD	1.00000	View Details

Return Showing Results

The system will then show additional details on this event/bid. You can then click the View Details button to go to the Bid Entry page for that event.



How to Search for Bid Opportunities

- Searching for Public Events
- Searching for Private Events
- Bid Advertisements vs Sourcing Events
- Entering in a Bid
- Finding Events that You've Already Bid On
- **Contact Information**





Contact Information

Our User Support Team Is Available to Help!

The screenshot shows the 'Contact' page on the SF City Partner website. At the top, there is a navigation bar with 'View Opportunities', 'Emergency Vendors', 'Help', and 'D1GOLIVE - SUPPLIER/BIDDER'. The 'Help' dropdown menu is open, showing 'Contact', 'FAQ', 'Training', and 'Become a Supplier'. The main heading is 'Contact' with the sub-heading 'Contact User Support'. The 'User Ticket' section includes a description and two buttons: 'Create A New Ticket' and 'Check Ticket Status'. The 'Live Help' section provides contact details for phone and email support, along with a 'Help Me' button. The 'One-on-One Labs' section lists availability on Mondays (except holidays) from 8:30 AM to 5:00 PM, with instructions on how to make a reservation and a note about video conferencing.

You can file a User Ticket

Live support is available on workdays from 8:30 AM – 5:00 PM via phone and/or email

We have screen-sharing technology that can be used by a User Support agent