



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 completed 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."

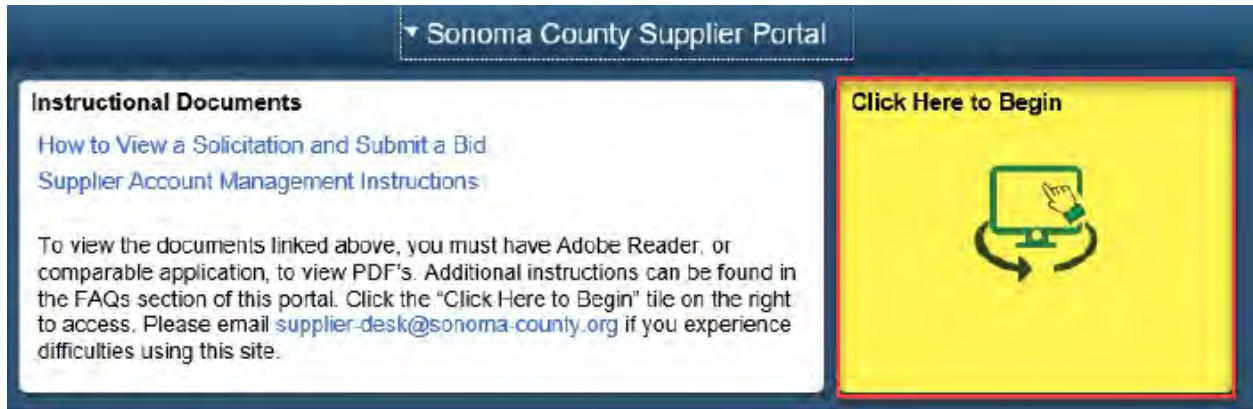
Navigate to the [Supplier Portal](#) and login using your User ID and password.

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

The screenshot displays the Sonoma County Supplier Portal interface. The main page features a navigation bar with the County of Sonoma logo and the text "Sonoma County Supplier Portal". Below the navigation bar, there is a "Sign In" button highlighted with a red box and a red circle with the number 1. A red arrow points from this button to a larger "Sign In" window. In this window, the "User ID" field is highlighted with a red box and a red circle with the number 2, and the "Sign In" button is highlighted with a red box and a red circle with the number 3. The "Sign In" window also includes a "Forgot Password?" link and an "Enable Screen Reader Mode" checkbox.

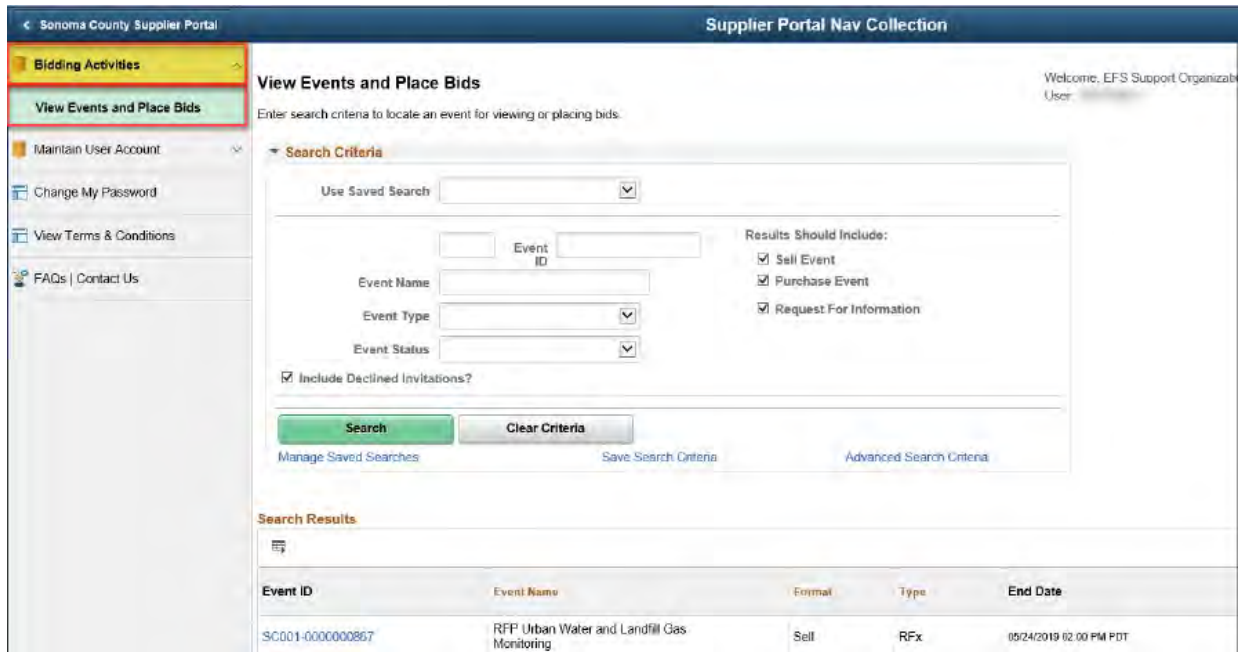
Navigating the Supplier Portal

In order to view completed solicitations, receive emailed solicitation notifications and submit bids, select the tile on the Supplier Portal landing page that states [Click Here to Begin](#).



Search for a Solicitation Event

In the left navigation pane, click [Bidding Activities](#) to open the folder, then choose [View Events and Place Bids](#). Public solicitation events will appear in the web panel on the right. 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.



Accept Invitation

Please select [Accept Invitation](#) button. This will place your firm on our bidders list, and you will receive notifications of any addenda or changes. You will then be returned to the previous step on View Events and Place Bids screen.

Event Details	Welcome, Purchasing Validation User: purchasing
Information On Inquiry Options	View Event Activity
Accept Invitation	
View Docs/Submit Bid	
<hr/>	
Event Name Test Event for Portal Improvements 3	
Event ID SC001-0000001129	
Event Format/Type	Sell Event RFX
Event Round	1
Event Version	1
Event Start Date	08/24/2020 10:36AM PDT
Event End Date	08/24/2021 10:36 AM PDT

View a Solicitation Event

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

Event Details	Welcome, Supplier Portal Improvements Test User: SITTestBidder
Information On Inquiry Options	View Event Activity
View Docs/Submit Bid	
<hr/>	
Event Name Test Event 4 for Supplier Improvements	
Event ID SC001-0000001132	
Event Format/Type	Sell Event RFX
Event Round	1
Event Version	1
Event Start Date	08/26/2020 4:46PM PDT
Event End Date	08/26/2021 04:46 PM PDT
Event Description:	
<div style="border: 1px solid gray; height: 40px;"></div>	
Contact SC Buyer1Test	Payment Terms
Phone	My Bids 0
Email Email ID	Edits to Submitted Bids Allowed
	Multiple Bids Allowed

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

Click [Download/Upload Documents Here](#)

Event Details Welcome, Supplier Portal Improvements Test
User: SITTestBidder

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name	Test Event 4 for Supplier Improvements		Bidding Instructions	
Event ID	SC001-000001132	Bid ID	New	
Event Format/Type	Sell Event	RFX	Bid Date	
Event Round	1	Bid Currency	USD	US Dollar
Event Version	1			
Event Start Date	08/28/2020 4:46PM PDT			
Event End Date	08/28/2021 04:45 PM PDT			

[Download/Upload Documents Here](#)

[Hide Additional Event Info](#)

Click [View](#) to view and download solicitation documents. If these documents are a PDF, they will open in a new tab. If they are a Word or Excel document, the download process will begin automatically. If the new tab, or the download process does not happen, check and ensure pop-up blockers in your web browser are turned off. When ready to return to the Events Detail page, click [OK](#) at the bottom of the Event Comments and Attachment page.

Event Comments and Attachments

Business Unit: SC001 Event ID: 000000763 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#)

Attached File	Attachment Description	View
7-5-16_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf	Terms and Conditions	View
How_to_View_Solicitations_and_Submit_Bids_Rev_C_20170201.pdf	How to View and Submit Bids	View
Vendor_Attachments.pdf	How to Submit Bid Attachments	View
Declaration_of_Local_Business_for_Goods.pdf	Declaration of Local Business	View
General_information_and_required_data_event_152.pdf	General Information and Required Data	View
2019_COMPACT_7_PASSENGER_VAN_FOR_DHS.pdf	Vehicle Specifications	View
Vehicle_2019_Compact_7_Passenger_Van.pdf	Event Details	View

Add New Attachments

Attached File	Attachment Description	Upload	View
		Upload	View

Comments

[Add New Comments](#)

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

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.

The screenshot shows a table with the following columns: Line, Description, Unit, Requested Quantity, Your Bid Quantity, Your Unit Bid Price, No Bid, and Your Total Bid Price. The first row contains the following data: Line 1, Description '1 BID - 2019 MODEL YEAR COMPACT 7 PASSENGER VAN PER ATTACHED SPECIFICATIONS. COLOR LIGHT GREEN METALLIC', Unit 'EA', Requested Quantity '1,0000', Your Bid Quantity '1,0000', Your Unit Bid Price '0.000000', No Bid checkbox, and Your Total Bid Price '0.0000 USD'. Below the table, there is a message: '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.' At the bottom, there are three buttons: 'Submit Bid', 'Save for Later' (highlighted with a red box), and 'Validate Entries'.

How to Place a Bid

To upload documents specified in the solicitation, click [Download/Upload Documents Here](#).

The screenshot shows the 'Event Details' page. At the top right, it says 'Welcome, Supplier Portal Improvements Test User: SITTestBidder'. Below this are three buttons: 'Submit Bid', 'Save for Later', and 'Validate Entries'. The main content area contains event information: Event Name 'Test Event 4 for Supplier Improvements', Event ID 'SC001-0000001132', Event Format/Type 'Sell Event RFX', Event Round '1', Event Version '1', Event Start Date '08/26/2020 4:46PM PDT', and Event End Date '08/26/2021 04:45 PM PDT'. To the right, under 'Bidding Instructions', it shows Bid ID 'New', Bid Date, and Bid Currency 'USD US Dollar'. At the bottom left, there is a button labeled 'Download/Upload Documents Here' (highlighted with a red box) and a link 'Hide Additional Event Info'.

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.

[Home](#) | [Sign Out](#)

Event Comments and Attachments

Business Unit: SC001 | Event ID: 000000763 | Event Round: 1 | Event Version: 1

Attachments

[View Event Attachments](#)

Attached File	Attachment Description	View
7-8-16_COUNTY_OF_SONOMA_BID_TERMS_AND_CONDITIONS.pdf	Terms and Conditions	View
How_to_View_Solicitations_and_Submit_Bids_Rev_C_20170201.pdf	How to View and Submit Bids	View
Vendor_Attachments.pdf	How to Submit Bid Attachments	View
Declaration_of_Local_Business_for_Goods.pdf	Declaration of Local Business	View
General_Information_and_required_data_Event_762.pdf	General Information and Required Data	View
2019_COMPACT_7_PASSENGER_VAN_FOR_DHS.pdf	Vehicle Specifications	View
Vehicle_2019_Compact_7_Passenger_Van.pdf	Event Details	View

[Add New Attachments](#)

Attached File	Attachment Description	Upload	View
Completed_Declaration_of_Local_Business_4MB.pdf		Upload Upload	View 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

1 of 2

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

Response:

★ Have you uploaded all required documents?

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 blue 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	BID - 2019 MODEL YEAR COMPACT 7 PASSENGER VAN PER ATTACHED SPECIFICATIONS. COLOR: LIGHT GREEN METALLIC	EA	1 0000	1 0000	0.000000	<input type="checkbox"/>	0.0000 USD

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 quantity and 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.

Line	Description	Unit	Requested quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price
1	BID - 2019 MODEL YEAR COMPACT 7 PASSENGER VAN PER ATTACHED SPECIFICATIONS. COLOR: LIGHT GREEN METALLIC	EA	1 0000	1 0000	35699.000000	<input type="checkbox"/>	35,699.0000 USD

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.

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 onscreen and email confirmation.

An onscreen confirmation will immediately appear after your submission, however your bid will not be reviewed for accuracy or completeness until after close of event.

Bid Confirmation

Your bid will be reviewed for accuracy and completeness after close of the event.

Bid ID 1 Bid Date 08/27/2020 9:17:00AM PDT
Event ID 0000001132 Test Event 4 for Supplier Improvements
Event Format Sell Event Round 1 Version 1
Start Date 08/26/2020 4:46PM PDT End Date 08/26/2021 4:46 PM PDT
Your Total Price 37,500.00 USD

You will also receive an emailed confirmation.



Retrieving a Saved Bid

If you previously saved a bid and did not submit it, follow the instruction in this section to continue the bid process.

In the left navigation pane, click [Bidding Activities](#) to open the folder, then choose [View Events and Place Bids](#). Your saved, not-submitted bid should appear. Click on [View/Edit](#).

Event ID	Event Name	Form	Type	Event	Submitted	Saved Not Submitted	View/Edit	Status
SC001-000000763	Vehicle 2019 Compact 7 Passenger Van	Sell	RFX	02/21/2019 03:31 PM PST	1 Submitted		View/Edit	Accepted Discuss
SC001-000000766	RFP Fire Debris Removal Insurance Recovery Svcs	Sell	RFX	03/20/2019 02:00 PM PDT		1 Saved	View/Edit	Accepted Discuss
SC001-000000774	RFP - Event Venue at Bodega Bay	Sell	RFX	03/19/2019 04:11 PM PDT				Discuss

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

Event Details Welcome, TEST
User: SC00001ESTUAT00

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Event Name: RFP Fire Debris Removal Insurance Recovery Svcs [Bidding Instructions](#)
Event ID: SC001-000000758 Bid ID: 1
Event Format/Type: Sell Event RFX Bid Date:
Event Round: 1 Bid Currency: USD US Dollar
Event Version: 2
Event Start Date: 11/06/2018 12:00PM PST
Event End Date: 03/20/2019 02:00PM PDT

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

Description:
UPDATE 02/01/2019: Questions and Answers for this solicitation event are attached to this notification and posted in this event's "View Comments and Attachments" section. Please review the attachment, or login to your account to review the Addendum and all other associated documents.
The County of Sonoma is soliciting proposals from qualified consulting firms and/or third party claims administrators to provide Fire Debris Removal Insurance Recovery Services to support the County's recovery from the Sonoma County Complex Fires, Federal Emergency Management Agency (FEMA) Major Disaster Declaration 4344 DR CA.

Contact: Lee Hopkins [Get in Touch](#)
Phone:
Email: Email ID
[Get in Touch](#) [Discuss Event in Forum](#)

Payment Terms
Billing Location: EFS TEAM
Event Currency: Dollar
Conversion Rate: 1.00000000
Bids for International Bids: Allowed
Multiple Bids: Allowed

Step 1: Answer General Event Questions
The event administrator requests your response to questions and specific to any specific item
General Event Questions: 1

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

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price
1	Enter \$ 01 in the Unit Bid Price field when submitting your bid and accompanying proposal. The County will evaluate based upon the actual costs shown in the proposal.	FA	1 0000	1 0000	0 010000	<input type="checkbox"/>	0 0000 USD

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

[Submit Bid](#) [Save for Later](#) [Validate Entries](#)

Editing a Submitted Bid

In the left navigation pane, click [Bidding Activities](#) to open the folder, then choose [View Events and Place Bids](#). Your submitted bid should appear. Click on [View/Edit](#).

Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit	Status	Details
SC001-000000763	Vehicle 2019 Compact 7 Passenger Van	Sel	RFX	02/21/2019 03:31 PM PST	1 Submitted		View/Edit	Accepted	Details
SC001-000000768	RFP Fire Debris Removal Insurance Recovery Svcs	Sel	RFX	02/20/2019 03:00 PM PST		1 Saved	View/Edit	Accepted	Details
SC001-000000774	RFP - Event Venue at Budget Day	Sel	RFX	02/19/2019 04:11 PM PST					Details

You will be returned to the Event Details page. Edit your bid, following the same process outlined in the [How to Place a Bid](#) section.

Event Details

Welcome, TEST
User: SCR001TEST047100

[Update Submitted Bid](#) [Retract Bid](#) [Validate Entries](#)

Event Name: Vehicle 2019 Compact 7 Passenger Van [Bidding Instructions](#)

Event ID: SC001-000000763 Bid ID: 1

Event Format/Type: Sell Event RFX Bid Date: 02/21/2019 9:36:17AM PST

Event Round: 1 Bid Currency: USD (US Dollar)

Event Version: 1

Event Start Date: 11/07/2018 11:00AM PST

Event End Date: 02/21/2019 03:31 PM PST

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

Hide Additional Event Info

Description:
Sonoma County is soliciting bids for 2019 MODEL YEAR COMPACT 7 PASSENGER VAN COLOR: LIGHT GREEN METALLIC
All Specifications are located in the Supplier Portal
Please Log into the Supplier Portal at <https://supplier.sonomacounty.ca.gov/psp/FMFRQVSUPPLIER/ERP/Hub=DEFAULT> to View Full event including Bid Solicitation, Specifications and Attachments

Contact: Brenda Heae
Phone:
Email: [Email](#)
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

[Hide Event Questions](#)

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.

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price
1	BID - 2019 MODEL YEAR COMPACT 7 PASSENGER VAN PER ATTACHED SPECIFICATIONS. COLOR: LIGHT GREEN METALLIC	EA	1.0000	1.0000	35699.000000	<input type="checkbox"/>	35,699.0000 USD

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.

In the left navigation pane, click [Bidding Activities](#) to open the folder, then choose [View Events and Place Bids](#). Click on the link for the submitted event you would like to cancel.

Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit	Status
SC001-000000763	Vehicle 2019 Compact 7 Passenger Van	Sell	RFx	02/27/2019 03:31 PM PST	1 Submitted		View/Edit	Accepted
SC001-000000768	RFP Fire Debris Removal Insurance Recovery Svcs	Sell	RFx	03/02/2019 02:00 PM PST		1 Saved	View/Edit	Accepted
SC001-000000774	RFP - Event Venue at Bodega Bay	Sell	RFx	03/02/2019 04:11 PM PST				Dismiss

Click on [View](#), [Edit](#) or [Copy from Saved Bids](#).

Event Details

Welcome, T544
User: SCBIDDERTESTUAT100

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

[Bid on Event](#) [View, Edit or Copy from Saved Bids](#)

Bidding Shortcuts:

Event Name	Vehicle 2019 Compact 7 Passenger Van
Event ID	SC001-000000763
Event Format/Type	Sell Event RFx
Event Round	1
Event Version	1
Event Start Date	11/07/2018 11:00AM PST
Event End Date:	02/27/2019 03:31 PM PST

Click on [Cancel](#).

View, Edit or copy from Saved Bids

Event Name: Vehicle 2019 Compact 7 Passenger Van
Event ID: SC001-000000763
Event Round: 1
Event Version: 1
Multiple Bids: Allowed
Currency: US Dollar

Event Start Date: 11/07/2018 11:00AM PST
Event End Date: 02/27/2019 03:31 PM PST

Bids

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	1	Submitted	Posted	02/21/2019 9:35AM 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 ID: 000000763
Event Name: Vehicle 2019 Compact 7 Passenger Van
Bid ID: 1
Bid Status: Submitted
Last Saved: 02/21/2019 9:35AM PST

Event Round: 1
Event Version: 1
Event Format: Buy

[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](#).

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.

[Yes](#) [No](#)

You will receive an emailed Bid Cancellation Confirmation.

Bid Cancellation Confirmation

To

Retention Policy Inbox (50 days)

Bid Cancellation

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

Event Details
Event ID: SC001 - 0000000763 Round 1 Version 1 Bid Number: 1
Event URL
Review and bid on this event.