



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 refer to all submissions as “bids”. You can navigate to a particular topic by selecting the topic from the table of contents.

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Signing in to the Supplier Portal

Navigate to the [Supplier Portal](#) and select **Sign In** to begin.

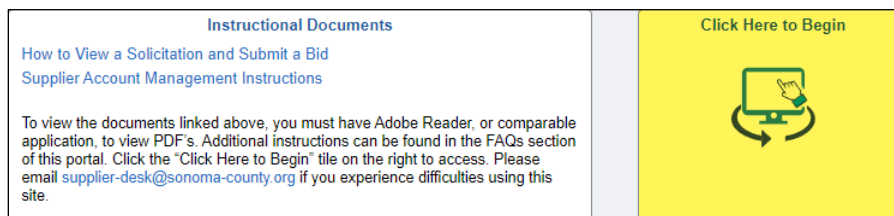
<p>User Registration</p>  <p>View Registration Options.</p>	<p>Sign In</p> 	<p>Bidding Opportunities</p>  <p>01 Opportunities</p>	<p>Intent to Award</p>  <p>0 Notices in 90 Days</p>
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Login using your User ID and password. If you forgot your User ID or experience technical issues while viewing an event or submitting a bid, email our [Supplier Desk](#) for prompt assistance. If you have your User ID but forgot your password, please select “[Forgot Password?](#)” to reset.



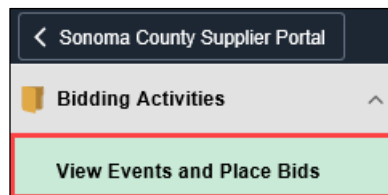
The image shows a 'Sign In' window with a title bar containing a close button. It features two input fields: 'User ID' with the text 'JANEDOE' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Enable Screen Reader Mode'. At the bottom, there are two buttons: a blue 'Sign In' button and a blue 'Forgot Password?' button, which is highlighted with a red rectangular border.

In order to view completed solicitations, receive emailed notifications and submit bids, select the tile that states [Click Here to Begin](#). **These are the initial sign-in steps to follow in order to conduct activities within the Supplier Portal.**



The image shows a two-column layout. The left column is titled 'Instructional Documents' and contains two links: 'How to View a Solicitation and Submit a Bid' and 'Supplier Account Management Instructions'. Below these links is a paragraph of text: 'To view the documents linked above, you must have Adobe Reader, or comparable application, to view PDF's. Additional instructions can be found in the FAQs section of this portal. Click the "Click Here to Begin" tile on the right to access. Please email supplier-desk@sonoma-county.org if you experience difficulties using this site.' The right column is a yellow tile titled 'Click Here to Begin' with a green icon of a computer monitor and a hand cursor pointing at it.

The default view once you have signed in to the Supplier Portal will be the [View Events and Place Bids](#) page. **All actions illustrated within this document begin on this page.**



Search for a Solicitation Event

Public solicitation events will appear in the panel on the right side of the [View Events and Place Bids](#) page. To narrow results, use the Search Criteria filters. Select the link for the solicitation event you want to view.

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID -

Event Name

Event Type

Event Status

Include Declined Invitations?

Results Should Include:

Sell Event

Purchase Event

Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

Event ID	Event Name	Format	Type	End Date
SC001-0000001440	RFP Document Shredding	Sell	RFx	03/08/2022 10:18 AM PST

You will be taken to the Event Details page for your selected event. Select the **Accept Invitation** button. This will place your firm on our bidders list, and you will receive notifications of any addenda or changes.

Event Details

[Information On Inquiry Options](#)

Event Name RFP Document Shredding
Event ID SC001-0000001440
Event Format/Type Sell Event RFx
Event Round 1
Event Version 1
Event Start Date 02/28/2022 10:18AM PST
Event End Date 03/08/2022 10:18 AM PST

You will then be returned to the **View Events and Place Bids** screen. Select the **Event ID** to initiate the review and bid process.

Event ID	Event Name	Format	Type	End Date
SC001-0000001440	RFP Document Shredding	Sell	RFx	03/08/2022 10:18 AM PST

View a Solicitation Event

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

Event Details

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

[View Docs/Submit Bid](#)

Event Name RFP Document Shredding
Event ID SC001-0000001440
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 02/28/2022 10:18AM PST
Event End Date 03/08/2022 10:18 AM PST

Event Description:
Document shredding RFP - for office bins as well as large batch destruction.

Select [Download/Upload Documents Here](#) to see available solicitation documents.

Event Details

[Submit Bid](#) [Save for Later](#) [Cancel](#)

Event Name RFP Document Shredding
Event ID SC001-0000001440
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 02/28/2022 10:18AM PST
Event End Date 03/08/2022 10:18 AM PST

[Download/Upload Documents Here](#)

Select [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 does not open, or the download process does not occur, check and ensure pop-up blockers in your web browser are turned off. When ready to return to the Event Details page, select [OK](#) at the bottom of the Event Comments and Attachments page.


Event Comments and Attachments x

[Help](#)

Business Unit SC001 Event ID 0000001440 Event Round: 1 Event Version: 1


Attachments

[View Event Attachments](#) ?

 1-1 of 1

Attached File	Attachment Description	View
RFP_Document_Shredding.pdf	Event Details	View


Add New Attachments ?

 1-1 of 1

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

Comments

[Add New Comments](#) ?



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

How to Place a Bid

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

Event Details

[Submit Bid](#) [Save for Later](#) [Cancel](#)

Event Name RFP Document Shredding

Event ID SC001-0000001440

Event Format/Type Sell Event RFX

Event Round 1

Event Version 1

Event Start Date 02/28/2022 10:18AM PST

Event End Date 03/08/2022 10:18 AM PST

[Download/Upload Documents Here](#)

To upload a document, select **Upload**.

The screenshot shows a window titled "Event Comments and Attachments" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main content area displays event information: Business Unit SC001, Event ID 000001440, Event Round: 1, and Event Version: 1. Under the "Attachments" section, there is a "View Event Attachments" link with a help icon and a table with one row. The table has columns for "Attached File", "Attachment Description", and "View". The row contains "RFP_Document_Shredding.pdf", "Event Details", and a "View" button. Below this is an "Add New Attachments" section with a help icon and a table with columns for "Attached File", "Attachment Description", "Upload", "View", and two empty columns. The "Upload" button in the "Upload" column is highlighted with a red box.

When prompted, select **Browse** and locate the file for upload. Select **Upload** to add the attachment to your bid.

The screenshot shows a "File Attachment" dialog box with a close button (X) in the top right corner. The dialog has a "Browse..." button highlighted with a red box and a red circle with the number 1. Below the dialog, there are "Upload" and "Cancel" buttons, with the "Upload" button highlighted with a red box and a red circle with the number 2.

To upload additional documents, select **Add New Attachments**. Descriptions may be added for each document. Select **OK** when finished.

The screenshot shows the "Add New Attachments" dialog box with a help icon and a table with columns for "Attached File", "Attachment Description", "Upload", "View", and two empty columns. The row contains "Test_Word_Document.docx", an empty text input field, a disabled "Upload" button, a "View" button, and an "Add New Attachments" button highlighted with a red box. Below the table is a "Comments" section with a "Add New Comments" link and a help icon, followed by a large text area with a file icon. At the bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted with a red box.

On the Event Details page, scroll to the Event Questions section and use the dropdowns to answer the **General Questions**. Any exceptions must be listed in your uploaded documentation.

Event Questions

★ Bid Required 🌟 Ideal Response Required

General Questions

★

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

Response

★

Have you uploaded all required documents?

Response

Enter **Your Bid Quantity**, and **Your Unit Bid Price** for each line. Select **No Bid** (blue box) if you are not bidding on a particular line.

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

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Document Shredding	EA	1.0000	1.0000	0.000000	<input type="checkbox"/>	0.0000 USD	Bid

Additional bid notes:

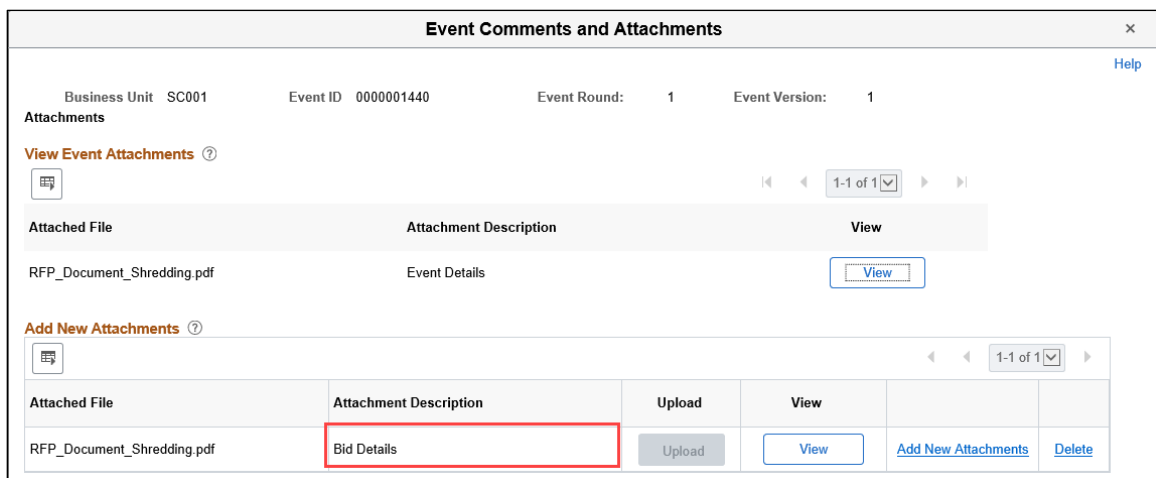
- If there is a line for Shipping/Freight, enter 1 in the Your Bid Quantity field, and the total shipping/freight charge in the Your Unit Bid Price field.
 - If there is no charge for Shipping/Freight, enter 0.00 in the Your Unit Bid Price field. Do not use the No Bid box or change the bid quantity on the Shipping/Freight line, as errors will result.

After entering all pricing, confirm all entries and make any corrections. If prices are correct, select **Validate Entries**. If an error message is received, fix the error and select Validate Entries again.

You will also receive an email confirming receipt of your bid. This email will include an attachment entitled **Your Bid**, reflecting your entries in response to the solicitation.



Please note that a copy of your bid will now appear in the attachments for the event in your account, described as **Bid Details**. **Do not delete this attachment** - deletion of this document could result in system errors.

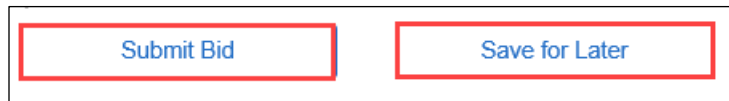


Retrieving a Saved Bid

From [View Events and Place Bids](#), locate the event with the saved bid – the saved bid will show in the Saved Not Submitted Column. Select [View/Edit](#) to open the saved bid.

Search Results							
Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit
SC001-0000001440	RFP Document Shredding	Sell	RFx	03/08/2022 10:18 AM PST		1 Saved	View/Edit

You will be returned to the Event Details page. Review or edit your bid, following the same process outlined in the How to Place a Bid section, to submit your bid. Once updates are completed, [Submit Bid](#) or [Save for Later](#).



Editing a Submitted Bid

From [View Events and Place Bids](#), locate your submitted bid, and select [View/Edit](#) to begin the edit process.

Search Results								
Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit	Status
SC001-0000001440	RFP Document Shredding	Sell	RFx	03/08/2022 10:18 AM PST	1 Submitted		View/Edit	Accepted

This will open the Event Details page. Edit your bid, following the same process outlined in the [How to Place a Bid](#) section. Once updates are completed, [Validate Entries](#) first, and then select [Update Submitted Bid](#). If you select [Retract Bid](#), your edited bid will not be resubmitted, and will be in an incomplete saved status. After submitting your updated bid, you will receive an onscreen Bid Confirmation message and an emailed Bid Notification as illustrated earlier in this document.

Lines									
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Document Shredding	EA	1.0000	1.0000	0.010000	<input type="checkbox"/>	0.0100 USD	Bid

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

[Update Submitted Bid](#) 2 [Retract Bid](#) 1 [Validate Entries](#)

Canceling a Submitted Bid

Cancellations of submitted bids must be completed prior to the ending date and time of the solicitation event. Select the link for the related **Event ID**, for the submitted bid that you would like to cancel.

Search Results							
Event ID	Event Name	Format	Type	End Date	Submitted	Saved Not Submitted	View/Edit
SC001-0000001440	RFP Document Shredding	Sell	RFx	03/08/2022 10:18 AM PST	1 Submitted		View/Edit

On the Event Details page, select **View, Edit or Copy from Saved Bids**.

The screenshot shows the 'Event Details' page for 'RFP Document Shredding'. The page includes a navigation bar with 'Favorites', 'Main Menu', 'Supplier Portal Nav Collection', and 'Response Inquiry Detail'. The event details are as follows:

- Event Name: RFP Document Shredding
- Event ID: SC001-0000001440
- Event Format/Type: Sell Event RFx
- Event Round: 1
- Event Version: 1
- Event Start Date: 02/28/2022 10:18AM PST
- Event End Date: 03/08/2022 10:18 AM PST

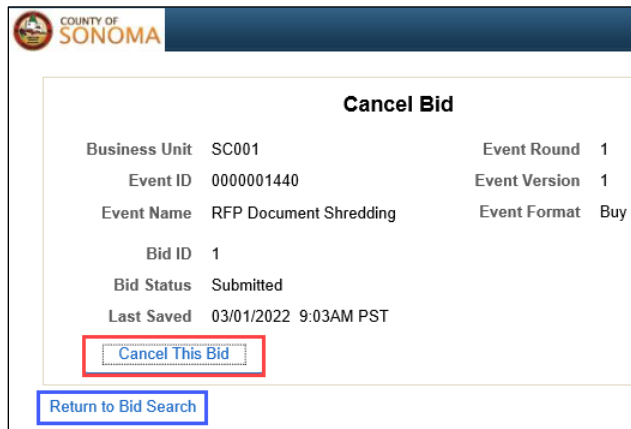
There are two buttons: 'View Docs/Submit Bid' and 'View Event Activity'. The 'View Event Activity' button has a sub-link 'View, Edit or Copy from Saved Bids' which is highlighted with a red box.

Select **Cancel**.

The screenshot shows the 'View, Edit or copy from Saved Bids' page. It displays the same event details as the previous screenshot. Below the details is a 'Bids' section with a table of submitted bids. The 'Cancel' button is highlighted with a red box.

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	View/Edit	Copy	Cancel
1	1	1	Submitted	Posted	03/01/2022 9:03AM PST	View/Edit	Copy	Cancel

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



COUNTY OF SONOMA

Cancel Bid

Business Unit	SC001	Event Round	1
Event ID	0000001440	Event Version	1
Event Name	RFP Document Shredding	Event Format	Buy
Bid ID	1		
Bid Status	Submitted		
Last Saved	03/01/2022 9:03AM PST		

[Cancel This Bid](#)

[Return to Bid Search](#)

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

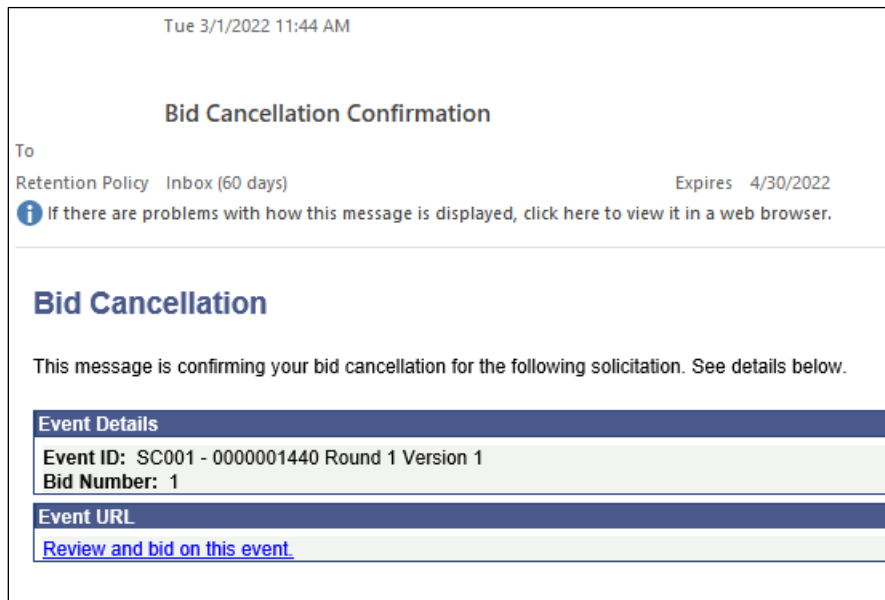


Are you sure you would like to cancel this bid? (18058,325)

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

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

You will receive a Bid Cancellation Confirmation via email.



Tue 3/1/2022 11:44 AM

Bid Cancellation Confirmation

To
Retention Policy Inbox (60 days) Expires 4/30/2022

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

Bid Cancellation

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

Event Details
Event ID: SC001 - 0000001440 Round 1 Version 1 Bid Number: 1
Event URL
Review and bid on this event.