Vendor Application

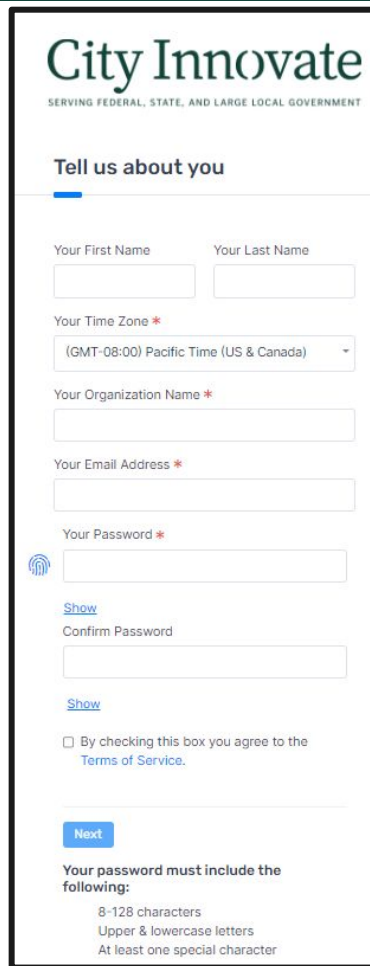**Click through the slides to learn how to navigate the Vendor Application portal**

Registering

In order for vendors to apply to your project, they will have to register in Evaluation Builder. Vendors can **preview the application** prior to registration.

To register, Vendors will be asked to provide the following:

- *First and Last Name*
- *Time Zone*
- *Organization Name (advise vendor to select org name in respect of their company)*
- *Email Address*
- *Password*
- *Agree to the Terms of Service*

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The Vendor Dashboard

VendorCorp Response

| NON IT - IFB - Consulting |
| Your Response |
| Q&A |

Please complete the following forms for NON IT - IFB - Consulting

If you'd like to, you can invite colleagues to help you complete these forms.

Applications are open from March 22, 2023 at 12:00 AM to March 30, 2023 at 12:00 AM (Pacific Time (US & Canada)).
Once you submit your application, you can edit and submit changes until the close of applications.

FORM NAME	SUBMITTED?	STAGE ASSOCIATED	
NON IT - IFB - Consulting	✕	NON IT - IFB - Consulting	Edit Responses

You haven't submitted your forms for Document Builder.   **Submit Forms**

Back

On the left panel, the vendor will find **Your Response** and **Q&A**.

- The vendor can go to **Your Response** and click **Edit Responses** to read through the project information and documents and submit a response.

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The Vendor Application Portal

After clicking into **Edit Responses**, the vendor will find all of the project documents listed on left panel.

The vendor can scroll down to read through the documents and provide the required responses.

The Vendor Application Portal

As the vendor reads through the materials, there will be fields that require responses such as file uploads, written responses, buttons, etc.

All required responses must be completed before the application can be submitted. Vendors can also save their responses and continue at a later time.

Is there anything within the RFO Response Content detail that would be undeliverable by your organization? If not, please note "no conflict". *

Maximum 300 words.   0/300 words maximum

RESPONSE COVER PAGE UPLOAD *

First, download this file. Then, after you've completed it, please export it and attach it below.

Choose File   No file chosen

Please select the best option

Please select an option that best applies to your organization's ability to adhere to the confidentiality statement. *

| Fully compliant | Mostly compliant | Partially compliant | Cannot Comply |

- RFO COVER PAGE
- RFO MAIN TEMPLATE
- ATTACHMENT 1: MANDATORY COR...
- ATTACHMENT 2: COST WORKSHEET
- ATTACHMENT 3: CONTRACTOR CE...
- ATTACHMENT 4: SUB-CONTRACT...
- ATTACHMENT 5: VENDOR REFERE...
- ATTACHMENT 6: PAYEE DATA REC...
- ATTACHMENT 7: SMALL BUSINESS...
- ATTACHMENT 8: DOSS CONFIDEN...

Submit and Complete

Save   Cancel

How can vendors ask questions?

- Once the Q&A period is open, as determined by the project owner, vendors can navigate to the **Q&A** section from the left panel.
- The vendor can submit a question by clicking **Add New Question**
  - **Ask a Question** popup will appear where the vendor can type the question and provide confidentiality justification. Click **Create Question** to submit the question.
- The vendor can also view questions from other vendor(s) and the **Published** responses.

Submitting an Application

Once a vendor has completed all required fields and has reviewed all the documents, they can click **Submit and Complete** to submit their application for review. After that, they will return to the application dashboard where a blue bar indicates that the application was successfully submitted.

There will also be a timestamp to when the application was submitted and how long a vendor has to make changes. There will also be a **green check mark** that confirms submissions.

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Error: Submitting an Application

ERROR

Evaluation Builder Example Project V7 for Evaluation Builder Example Project V7

Your responses were successfully saved, but please complete or fix the fields noted below before continuing.

▼ 1.0 CBP SOLICITATION

COVER PAGE

▸ 1. INTRODUCTION

▸ 2. PROBLEM STATEMENT

▸ 3. SOLICITATION PROCESS

▸ 4. ADMINISTRATIVE INFORMATION

▸ 5. SCOPE OF SERVICES

▼ COVER PAGE UPLOAD SECTION

Evaluation Builder Example Project V7

Download as PDF

The details of the solicitation are below. To submit a response, please complete all the necessary fields within this page. You can navigate to different sections using the Table of Contents. You can save your progress by clicking the "Save" button and you can Submit your response by clicking the "Submit and Complete" button. If you have any questions as you draft a response, you can submit a question and receive a response via the Q&A tab during the time frame listed below.

SUBMISSION START AND END DATES

February 2, 2023 at 12:00 AM - February 17, 2023 at 12:00 AM (Pacific Time (US & Canada))

Q&A SUBMISSION WINDOW

February 10, 2023 at 12:00 AM - February 14, 2023 at 12:00 AM (Pacific Time (US & Canada))

Please describe the solution *

0/200 words maximum

This field is required.

Maximum 200 words.

Q1 Mandatory qualification

Erroneous or incomplete applications will be flagged before the applicant can complete their submission.

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