

Vendor Application

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



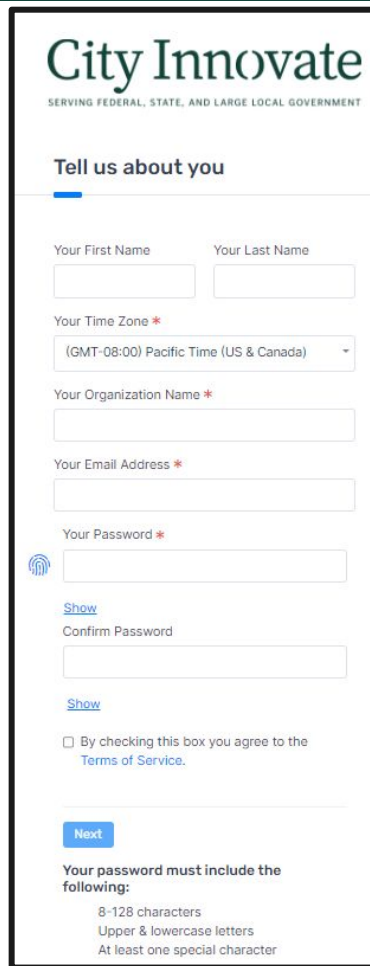
1

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*



The screenshot shows the registration form for City Innovate. At the top, the City Innovate logo and tagline are displayed. Below the logo, the heading "Tell us about you" is followed by a series of input fields: "Your First Name" and "Your Last Name" (two separate text boxes), "Your Time Zone" (a dropdown menu currently showing "(GMT-08:00) Pacific Time (US & Canada)"), "Your Organization Name" (a text box), "Your Email Address" (a text box), and "Your Password" (a text box with a "Show" link below it). Below the password field is a "Confirm Password" text box with another "Show" link. At the bottom of the form, there is a checkbox labeled "By checking this box you agree to the Terms of Service." and a blue "Next" button. A password requirements section at the bottom states: "Your password must include the following: 8-128 characters, Upper & lowercase letters, At least one special character".

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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	X	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.



The Vendor Application Portal

NON IT - IFB - Consulting for NON IT - IFB - Consulting

- ▶ INVITATION FOR BID NON-IT
- ▶ ATTACHMENT 1: CONFLICT OF IN...
- ▶ ATTACHMENT 2: BIDDER SUBMIS...
- ▶ ATTACHMENT 3: BIDDER CERTIFI...
- ▶ ATTACHMENT 4: COST WORKSH...
- ▶ ATTACHMENT 5: BIDDER REFERE...
- ▶ ATTACHMENT 6: SUBCONTRACT...
- ▶ ATTACHMENT 7: PAYEE DATA RE...
- ▶ ATTACHMENT 8: BIDDER DECLAR...
- ▶ ATTACHMENT 9: DISABLED VETE...
- ▶ ATTACHMENT 10: TARGET AREA ...
- ▶ ATTACHMENT 11: DARFUR CONT...
- ▶ ATTACHMENT 12: CONTRACTOR ...
- ▶ ATTACHMENT 13: DCSS CONFIDE...
- ▶ ATTACHMENT : DCSS CONFLICT ...

[Submit and Complete](#)
[Save](#) [Cancel](#)

NON IT - IFB - Consulting

[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
March 22, 2023 at 12:00 AM - March 30, 2023 at 12:00 AM (Pacific Time (US & Canada))

[Download Document DOCX](#)

INVITATION FOR BID 321466
NON IT - IFB - Consulting Services
Notice to Prospective Bidders

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.

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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.

- ▶ 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: BOSS CONSIDEN...

Submit and Complete
Save
Cancel

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

How can vendors ask questions?

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Training Test Run 3.2.2023

Your Response

Q&A

Questions & Answers

Below is a list of Questions that have been submitted by vendor(s). The period to submit questions for this project runs from March 2, 2023 at 12:00 AM and ends on March 8, 2023 at 12:00 AM.

ID	QUESTION	SUBMITTED	VENDOR	RESPONSE
1	Will my submission be kept confidential?	2:42pm	Visible to all vendors	Published
2	Will my submission materials be kept as records...	2:43pm	vdllc	Not Started
3	Can you tell me how to get to sesame street?	2:45pm	Visible to all vendors	Published

Add New Question

- 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.

Ask a Question

Only one question should be submitted. Add another question for additional questions. Please note the substance of your question and the answer may still be shared with others at the discretion of the receiving party, regardless of the confidentiality justification.

Question *

Will my submission materials be kept as records beyond the submission deadline?

Confidentiality Justification

Not necessary

Only provide justification if you believe this question is confidential or proprietary and should not be shared with other vendors.

Create Question Cancel

Question

QUESTION

Will my submission be kept confidential?

Back

Answer

Answered: 2:46pm

Response: Published

Answer Visibility: Visible to all vendors

Yes, all submission materials will be kept confidential.

Submitting an Application

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- ▶ 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: DOCS CONFIDEN...

Submit and Complete

Save Cancel

Your responses were successfully saved and your application has been submitted.

Evaluation Builder Example Project V7

Your Response

Q&A

Thank you for completing your submission for Evaluation Builder Example Project V7

Applications are open from February 2, 2023 at 12:00 AM to February 17, 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?
Evaluation Builder Example Project V7	✓

Response submitted 12:01pm. You can continue to edit your form submissions until Feb 17.

Back

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.

Error: Submitting an Application



PROJECTS / ALL RESPONSES / PROJECTS / EVALUATION BUILDER EXAMPLE PROJECT V7 / RELEASE TESTING ORGANIZATION FOR CI STAFF RESPONSE / FORMS / EVALUATION BUILDER EXAMPLE PROJECT V7

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](#)

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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 *

This field is required.

0/200 words maximum

Maximum 200 words.

Q1 Mandatory qualification

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