



Access the Solicitation in 4 Simple Steps

Link:

https://sb.cityinnovate.com/teams/dhcs?challenge_id=15859

Step 1:

Click the link provided above with this Procurement Announcement and select “Get Started” to register as a vendor. You will need to provide some basic information, such as your name, business name, and contact details, and to create a unique password.

The PDF version of the solicitation is available for download without registration on the Solicitation page by clicking “Preview the Form”.

Step 2:

Click on the opportunity title to see the solicitation. You may invite other collaborators from your company to view and respond to the procurement from this page.

Step 3:

If you are interested in submitting a bid or proposal, complete/prepare each of the documents or responses indicated on the procurement response page. Using the “Next” button, move through the document and upload each item to the vendor portal in the identified location. In many cases, the required document will be provided as a link to download, complete, and upload to the same page. This process simplifies previously complicated submission folder structures and ensures all documents are stored in precisely the right location. You may save your progress and re-enter the portal at any time up to the final submission date and time.

Step 4:

When your submission is ready to submit, simply click Submit and Complete. You will receive verification of the date and time your proposal or bid was submitted. This timestamp is visible at any time via the portal. If any documents are missing, the associated procurement document will be identified by a red box. Scroll from top to bottom of the document to locate the missing field.

Note: All submission requirements must be completed prior to the portal accepting your submission.