

Vendor Application

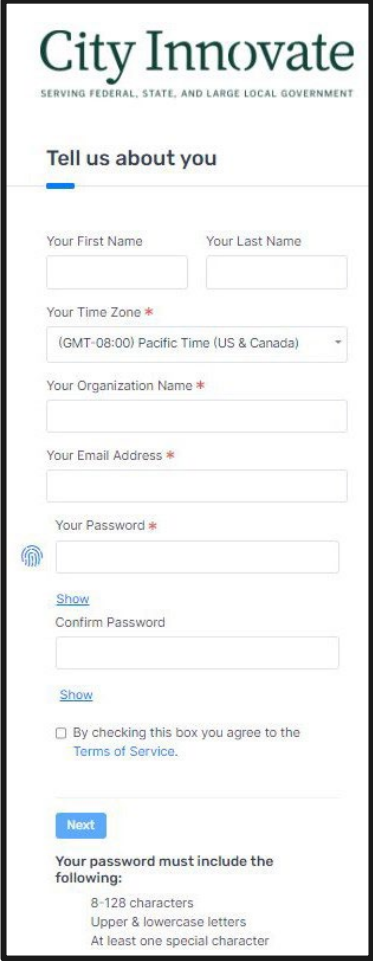
Instructions on how to navigate the Vendor Application portal.

Registering

In order for vendors to apply to the project, they will have to register in Solicitation 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 a registration form for City Innovate. The header includes the logo and tagline. The form is titled 'Tell us about you' and contains several input fields: 'Your First Name', 'Your Last Name', 'Your Time Zone' (with a dropdown menu), 'Your Organization Name', 'Your Email Address', and 'Your Password'. There are also links for 'Show' and 'Show' next to the password fields. A checkbox for 'By checking this box you agree to the Terms of Service' is present. A 'Next' button is at the bottom. A note at the bottom states: 'Your password must include the following: 8-128 characters, Upper & lowercase letters, At least one special character'.

City Innovate
SERVING FEDERAL, STATE, AND LARGE LOCAL GOVERNMENT

Tell us about you

Your First Name

Your Last Name

Your Time Zone *
(GMT-08:00) Pacific Time (US & Canada)

Your Organization Name *

Your Email Address *

Your Password *

[Show](#)

Confirm Password

[Show](#)

☐ By checking this box you agree to the [Terms of Service](#).

[Next](#)

Your password must include the following:
8-128 characters
Upper & lowercase letters
At least one special character

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

You haven't submitted your forms for Document Builder.

[Back](#) [Submit Forms](#) [Edit Responses](#)

On the left panel, the vendor will find **Your Response**.

- 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 321456
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.

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: POSS/CONCERN

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

Submitting an Application

The image shows a two-part interface for submitting an application. On the left is a sidebar menu with a list of items: '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...', and 'ATTACHMENT 8: DOCS CONFIDEN...'. At the bottom of this menu is a blue button labeled 'Submit and Complete', with 'Save' and 'Cancel' links below it. On the right is the main content area. At the top, a light blue banner states: 'Your responses were successfully saved and your application has been submitted.' Below this, the page title is 'Evaluation Builder Example Project V7'. There are sections for 'Your Response' and 'Q&A'. The main body of the page says: 'Thank you for completing your submission for Evaluation Builder Example Project V'. It includes application dates: 'Applications are open from February 2, 2023 at 12:00 AM to February 17, 2023 at 12:00 AM (Pacific Time (US & Canada))'. Below this is a table with two columns: 'FORM NAME' and 'SUBMITTED?'. The first row shows 'Evaluation Builder Example Project V7' and a green checkmark. A yellow banner below the table says: 'Response submitted 12:01pm. You can continue to edit your form submissions until Feb 17.' At the bottom is a blue 'Back' button.

▶ 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 V

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](#)

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 *

This field is required.

Maximum 200 words.

Q1 Mandatory qualification

0/200 words maximum

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