



WASHINGTON COUNTY E-PROCUREMENT SERVICES

INSTRUCTIONS FOR SEARCHING, REVIEWING & SUBMITTING BIDS THROUGH PROCURENOW

The following will guide general contractors / suppliers through the process of responding to a formal solicitation or Invitation to Bid (ITB) for Washington County.


All Washington County solicitations are now available through ProcureNow. In order to respond electronically to a Washington County solicitation or Invitation to Bid (ITB), a contractor must be a fully registered vendor in ProcureNow. Registration is free for contractors/bidders at:

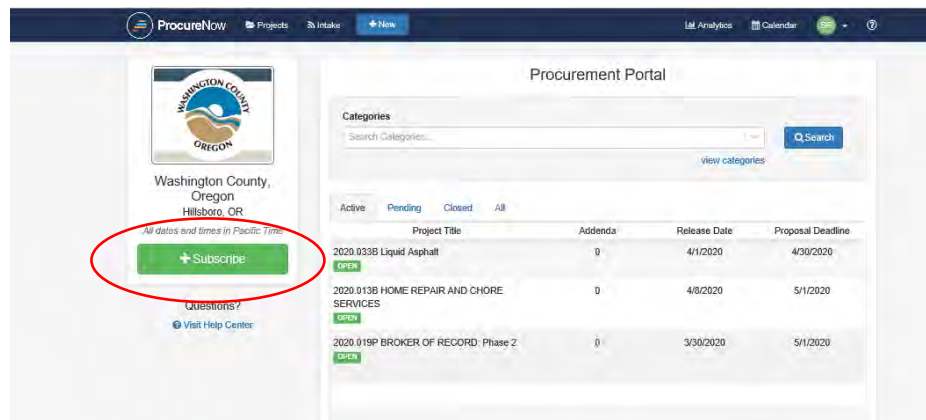
<https://secure.procurenow.com/signup>

To reach the ProcureNow portal for Washington County solicitations, follow the link [here](#) or paste the following text into your browser:

<https://secure.procurenow.com/portal/washington-county-or>

Once you access the ProcureNow Procurement Portal for Washington County, you will see something that looks like this:

To follow all Washington County solicitations, click on the green  button



Note to all Potential Bidders to County Procurement Solicitations:


Bids will only be accepted via ProcureNow unless otherwise stated in the solicitation document. Vendors and contractors are solely responsible for their own online account security on ProcureNow.

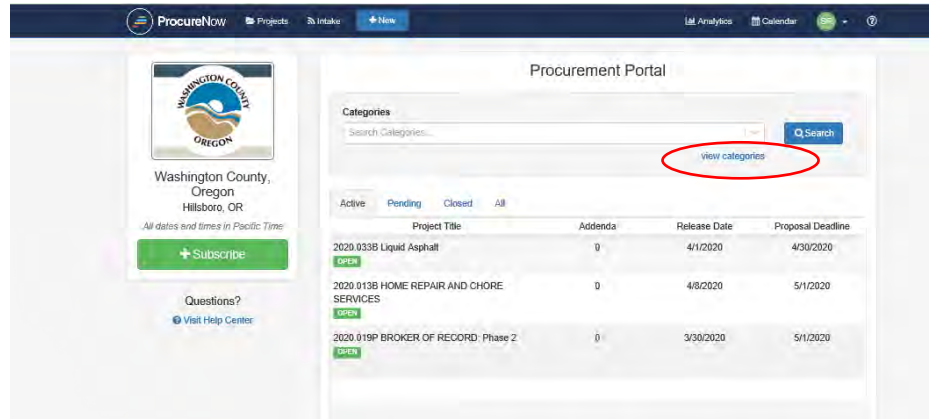
All submission dates and times are based on ProcureNow audit log entries, therefore it is strongly recommended for all contractors and vendors to submit their bids as early as possible. Late submissions will not be accepted unless otherwise stated in the solicitation document.

Washington County's privacy policy extends to the County government websites only. If you access a third party organization's website through this or any other Washington County website, you should read that organization's privacy policy to determine its website practices. While we are diligent in our review of external sites before linking to them, we do not exercise controls over the sites and their content. These other sites may place their own cookies or other files on your computer, collect data, or solicit personal information from you.

SEARCH FOR BIDS

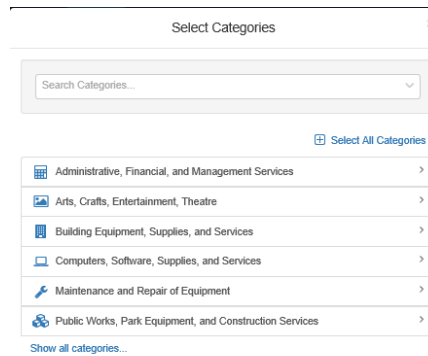
Once you access the ProcureNow Procurement Portal for Washington County, you will see something that looks like this:



To follow all Washington County solicitations, click on the green  button

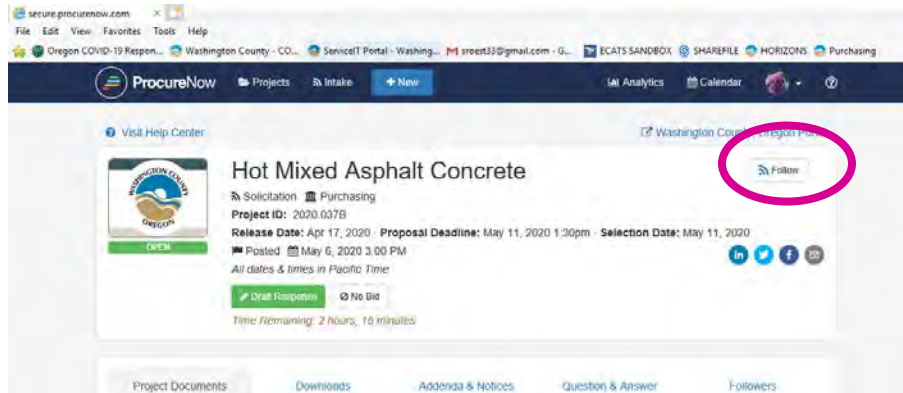


You can use this page to search for solicitations by solicitation number, title, NIGP code, even NIGP code keywords. For example, you could enter 'home' in the category field and the search response would show you a list of NIGP codes with the word 'home' in the description. You can also search by categories by clicking on View Categories (circled in red).

Clicking on the View Categories option brings up a sub-menu that allows you to choose what you are looking for:




When you find a solicitation you want to look at, click on the green  button, and ProcureNow will open the solicitation. Once the solicitation is open, you will be presented with a Follow button  if you want to track the solicitation updates / notices.



REVIEWING A SOLICITATION

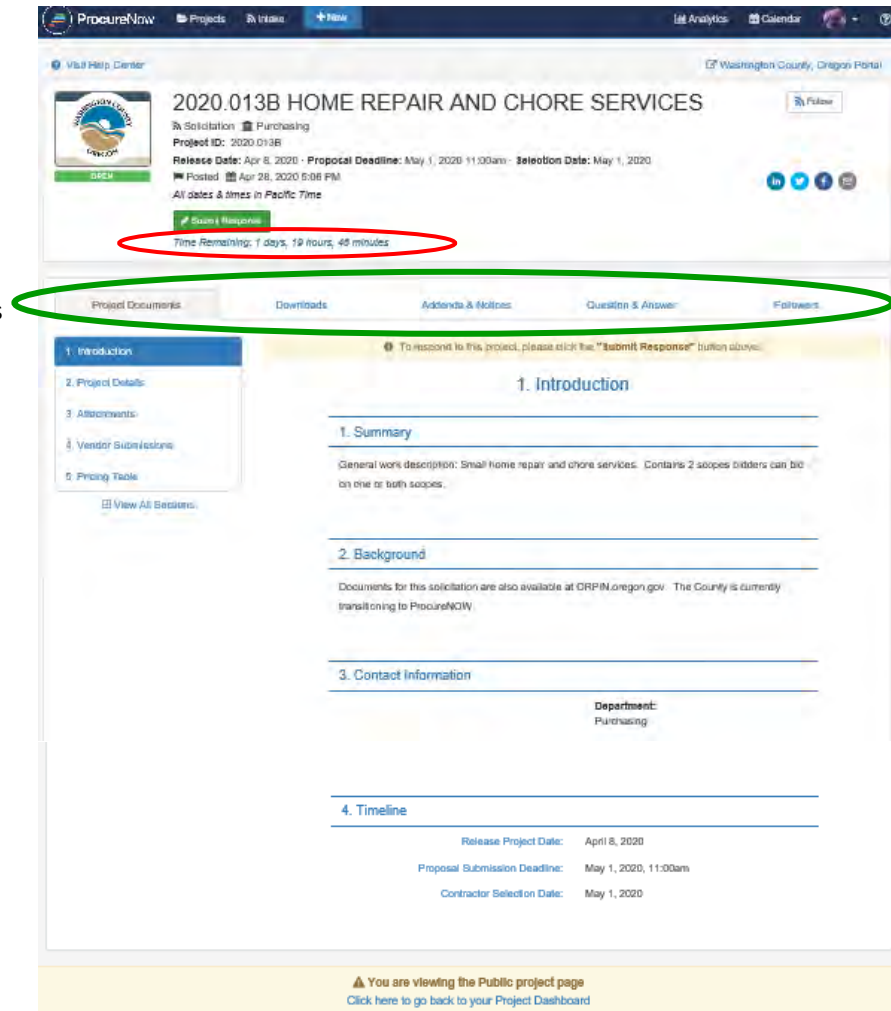
The solicitation is presented in logical, numbered order. **Be sure you go through the entire solicitation project and all its components *before you decide to submit*.**

In the header area, next to the Washington County logo, is the title of the solicitation and generic information about the project.

Note the countdown to submission deadline, located just below the green  button (circled in red). All submission dates and times are based on ProcureNow audit log entries. Late submissions will not be accepted unless otherwise stated in the solicitation document.

The solicitation project is set up like a folder, with 5 tabbed sections actors the top (circled in green):

- **Project Documents Tab**
- **Downloads Tab**
- **Addenda & Notices Tab**
- **Question & Answer Tab**
- **Followers Tab**



The following sections will cover the content elements of each tab and help you to submit your bid or proposal correctly.

- **Project Documents Tab**
- **Downloads Tab**
- **Addenda & Notices Tab**
- **Question & Answer Tab**
- **Followers Tab**

PROJECT DOCUMENTS TAB

Project Documents

1. Introduction

This section introduces the solicitation project and provides a general overview of the main points and key deliverables for submitters.

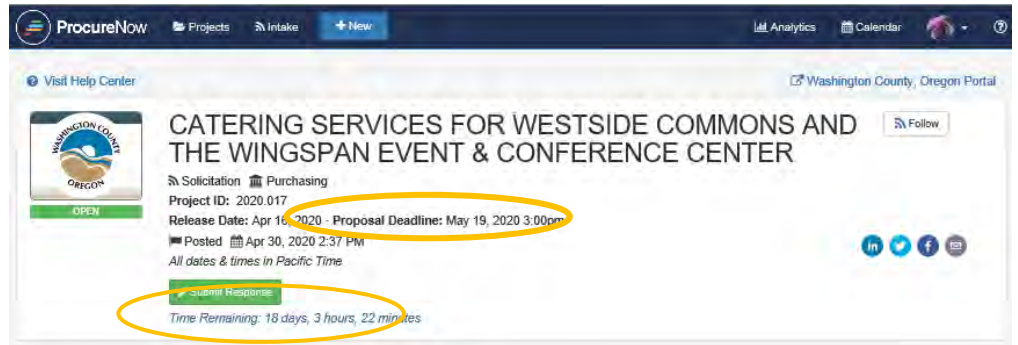
There can be any number of elements in this section, but at a minimum, there will be a Summary, Contact Information, and Timeline.

Note that in the timeline information, the Proposal Submission Deadline is the same as the Proposal Deadline in the header, and the Time Remaining is updated every minute during the last hour and every second during the final countdown.

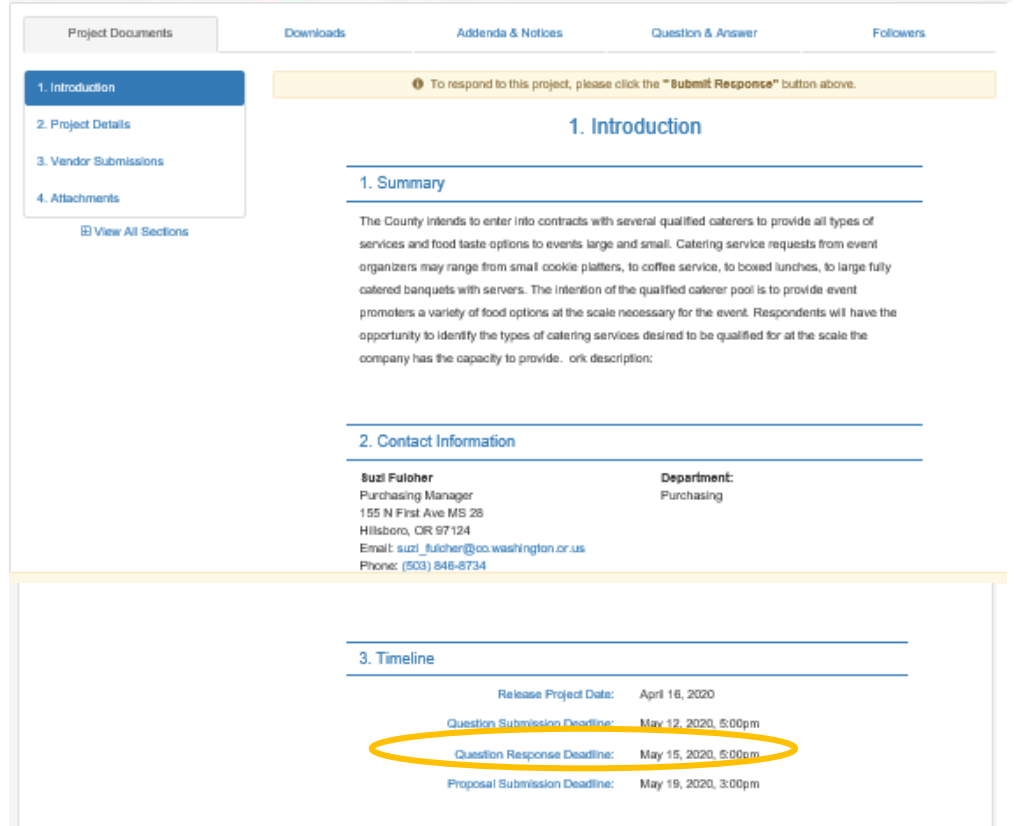
The listed Contact Information provides name, phone and email of the appropriate Washington County representative best able to respond / answer your questions about this project.

2. Project Details

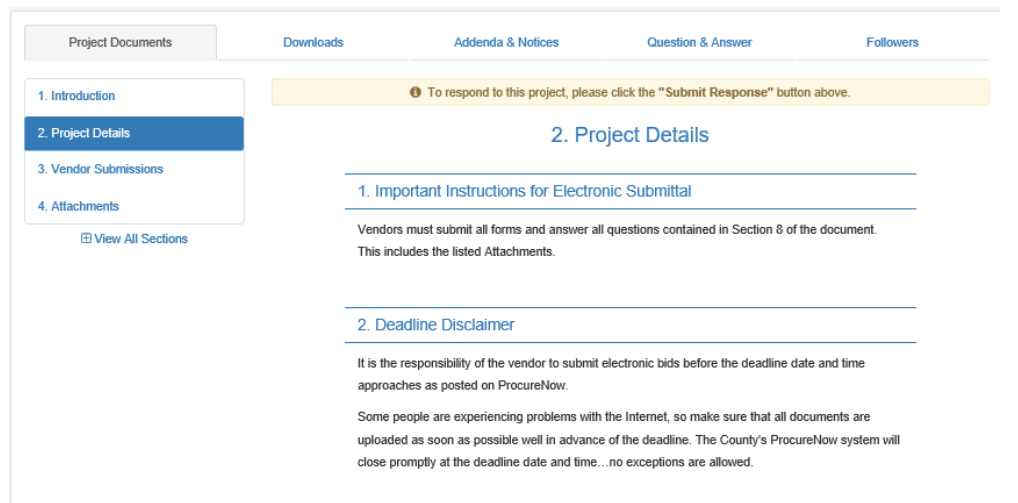
This area is of particular importance, as other important considerations of the project may be specified or listed here.



The screenshot shows the top navigation bar of the ProcureNow website with 'Projects', 'Intake', and '+ New' buttons. Below the navigation is a 'Visit Help Center' link and a location indicator for 'Washington County, Oregon Portal'. The main header features the Washington County logo, the project title 'CATERING SERVICES FOR WESTSIDE COMMONS AND THE WINGSPAN EVENT & CONFERENCE CENTER', and a 'Follow' button. Key information includes 'Solicitation Purchasing', 'Project ID: 2020.017', 'Release Date: Apr 16, 2020 - Proposal Deadline: May 19, 2020 3:00pm', and 'Posted Apr 30, 2020 2:37 PM'. A 'Submit Response' button is highlighted with a yellow circle, and the 'Time Remaining: 18 days, 3 hours, 22 minutes' is also highlighted.



The screenshot shows the main content area of the project page. It includes a navigation menu with 'Project Documents', 'Downloads', 'Addenda & Notices', 'Question & Answer', and 'Followers'. A yellow banner at the top of the content area reads: 'To respond to this project, please click the "Submit Response" button above.' The content is organized into sections: '1. Introduction', '1. Summary', '2. Contact Information', and '3. Timeline'. The 'Contact Information' section lists Suzi Fulcher, Purchasing Manager, with her address, phone, and email. The 'Timeline' section lists key dates: 'Release Project Date: April 16, 2020', 'Question Submission Deadline: May 12, 2020, 6:00pm', 'Question Response Deadline: May 15, 2020, 6:00pm' (highlighted with a yellow circle), and 'Proposal Submission Deadline: May 19, 2020, 3:00pm'.

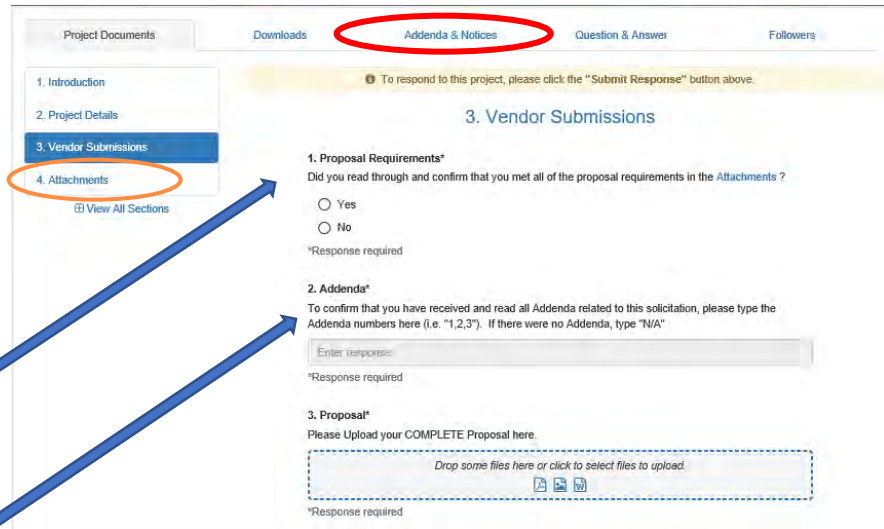


The screenshot shows the '2. Project Details' section of the project page. It includes the same navigation menu as the previous screenshot. A yellow banner at the top of the content area reads: 'To respond to this project, please click the "Submit Response" button above.' The content is organized into sections: '2. Project Details', '1. Important Instructions for Electronic Submittal', and '2. Deadline Disclaimer'. The 'Important Instructions for Electronic Submittal' section states: 'Vendors must submit all forms and answer all questions contained in Section 8 of the document. This includes the listed Attachments.' The 'Deadline Disclaimer' section states: 'It is the responsibility of the vendor to submit electronic bids before the deadline date and time approaches as posted on ProcureNow. Some people are experiencing problems with the Internet, so make sure that all documents are uploaded as soon as possible well in advance of the deadline. The County's ProcureNow system will close promptly at the deadline date and time...no exceptions are allowed.'


3. Vendor Submissions

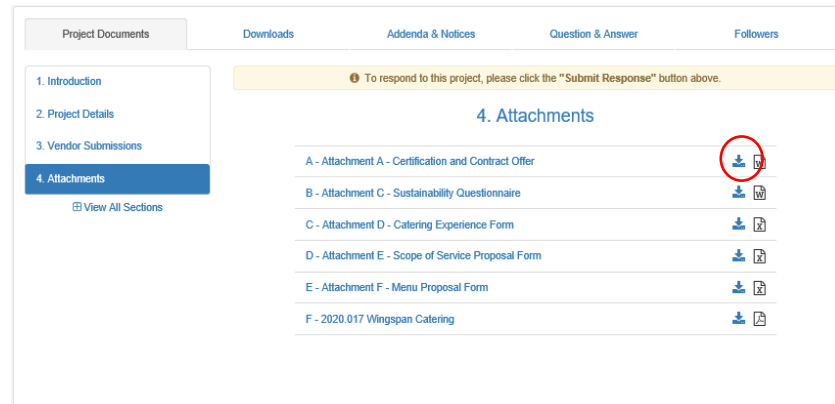
This area may ask questions about you as a potential bidder on this project. All questions must be fully answered and any documents requested uploaded as requested. Failure to do so may disqualify your submission.

IN THIS EXAMPLE, the first question asks if you read through the proposal requirements listed in the Attachments (circled section 4) and the Addenda & Notices tab (circled tab).




4. Attachments

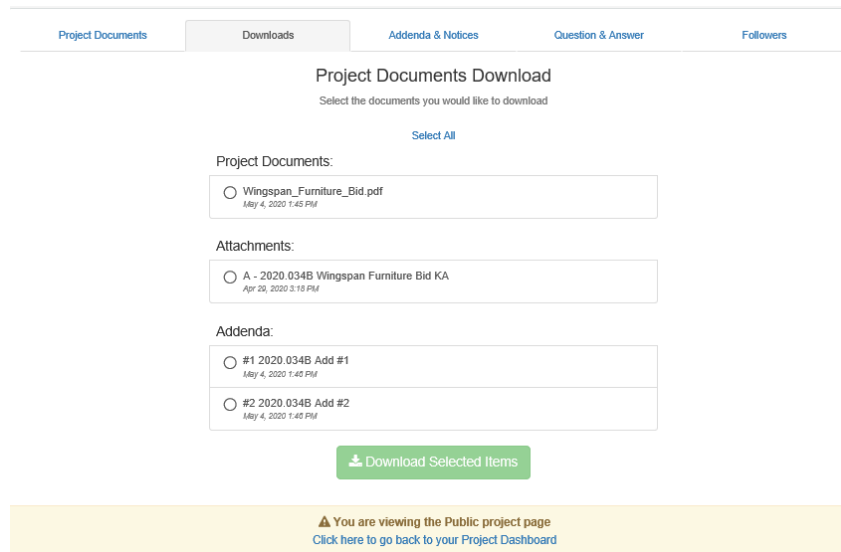
This area is where you will find forms that must be completed by you and submitted as part of your bid documentation. Download these to your computer by clicking on the  icon to the right of each document.



DOWNLOADS TAB

The downloads tab contains all the major elements of the bid project documentation itself.

Select the elements you wish to download to your desktop and click on the  Button

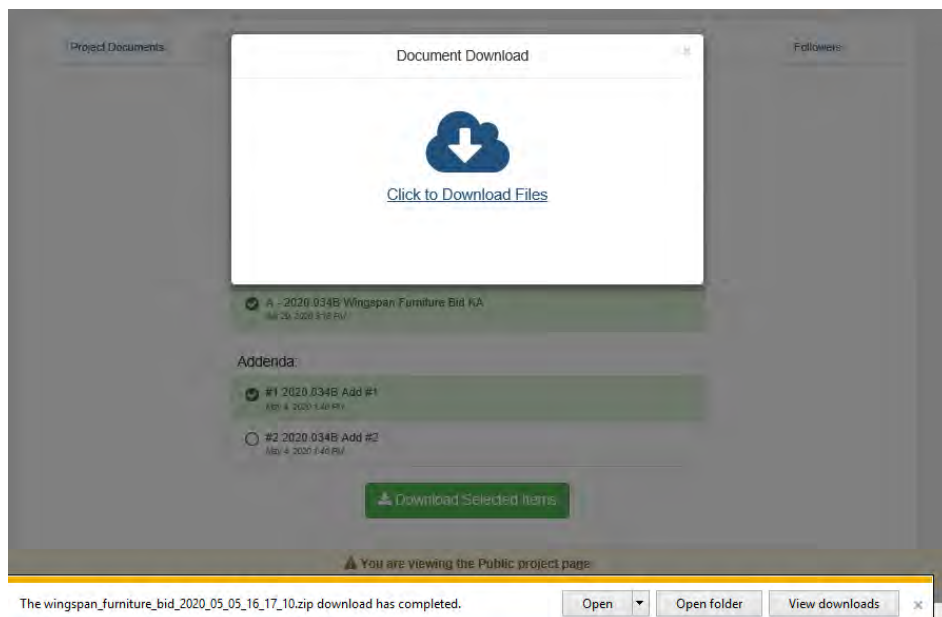


You will be prompted to respond as follows:

Choose the options that work best for you to either view or download the documents.

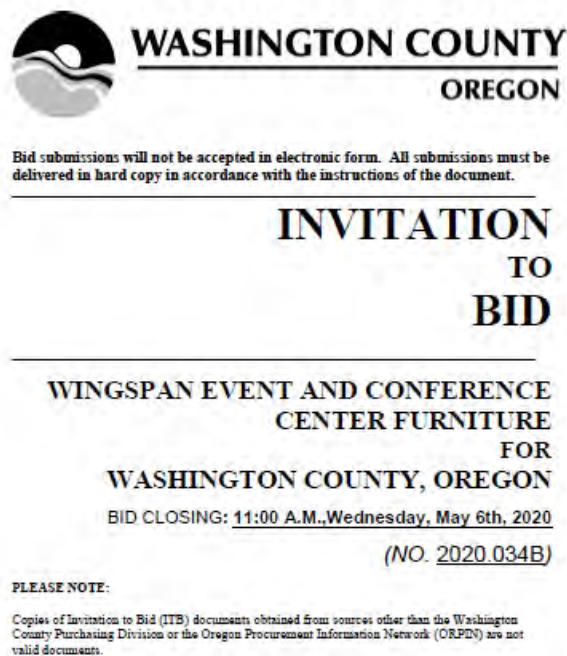
If you decide you DO want to submit a bid for this project, you will need to have these documents on your desktop for uploading later.

The documents are downloaded into a .zip file where directed.



The main Bid Document is recognizable by the cover sheet, which generally looks something like this.

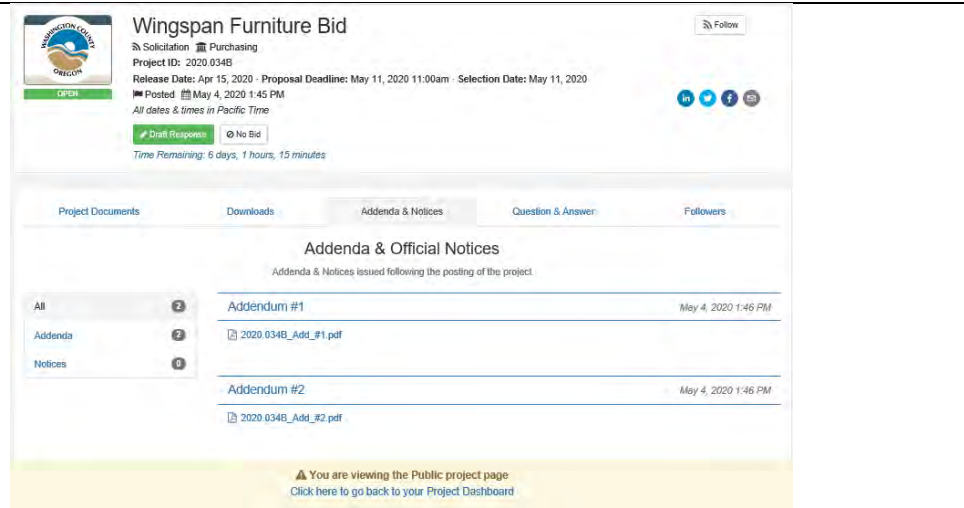
If none of the documents you downloaded look like this, notify the Washington County Purchasing representative referred to in the Contact Information section.



ADDENDA & NOTICES TAB

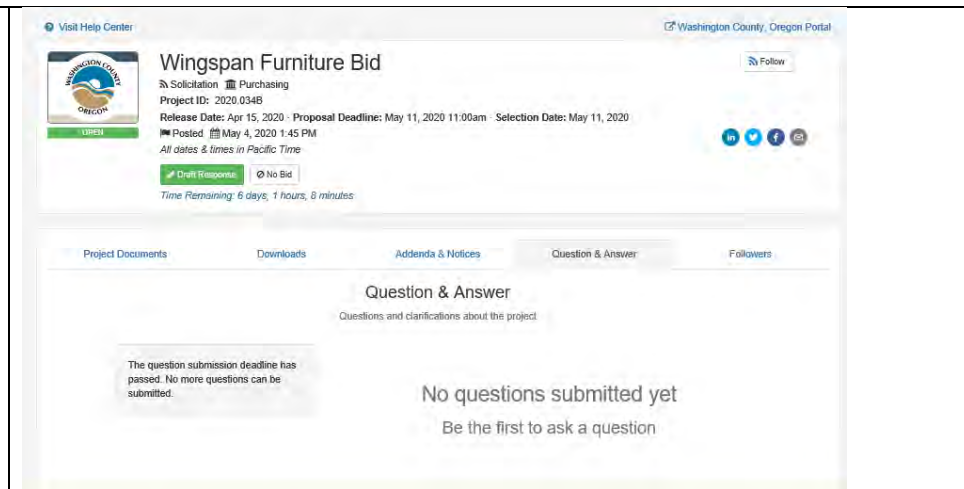
If applicable, Addenda and Official Notices will be listed here.

These documents are part of the formal solicitation / bid project and if ignored, could be assigned a non-compliant bid or no bid status from Washington County.



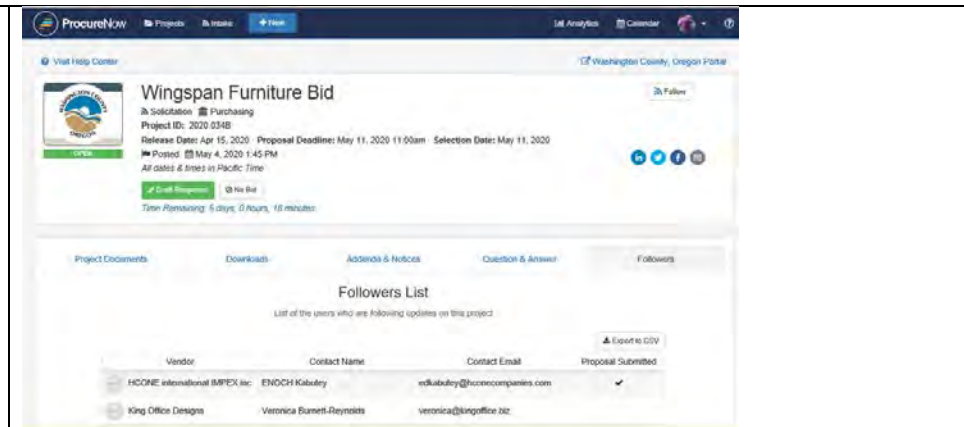
QUESTION & ANSWER TAB

Here is where questions are asked and answered. Questions asked via email and phone calls will not be responded to, so as to give everyone and equal opportunity and avoid the appearance of preferential treatment.



FOLLOWERS TAB

Anyone who is following the bid is listed here.

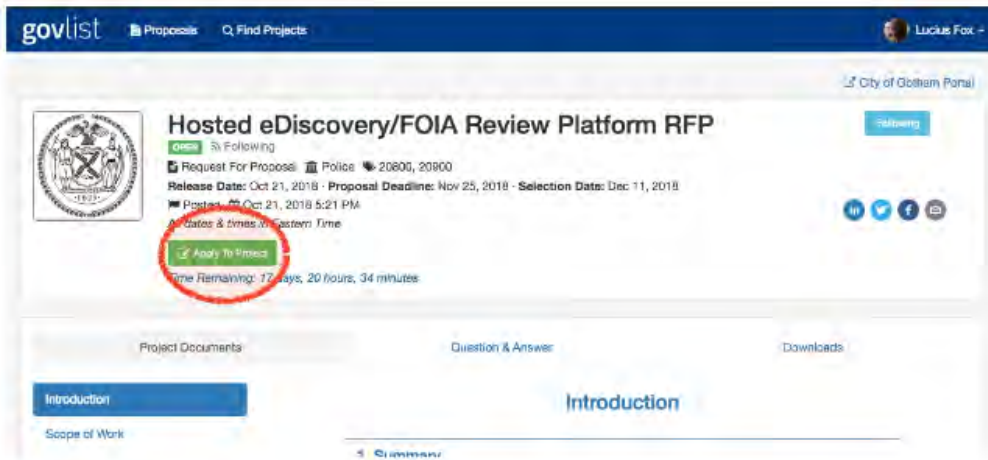


SUBMITTING A BID

ProcureNow has simple and easy-to-understand documentation on how to submit a bid: <http://help.procurenw.com/en/articles/2478772-how-to-respond-to-a-project>

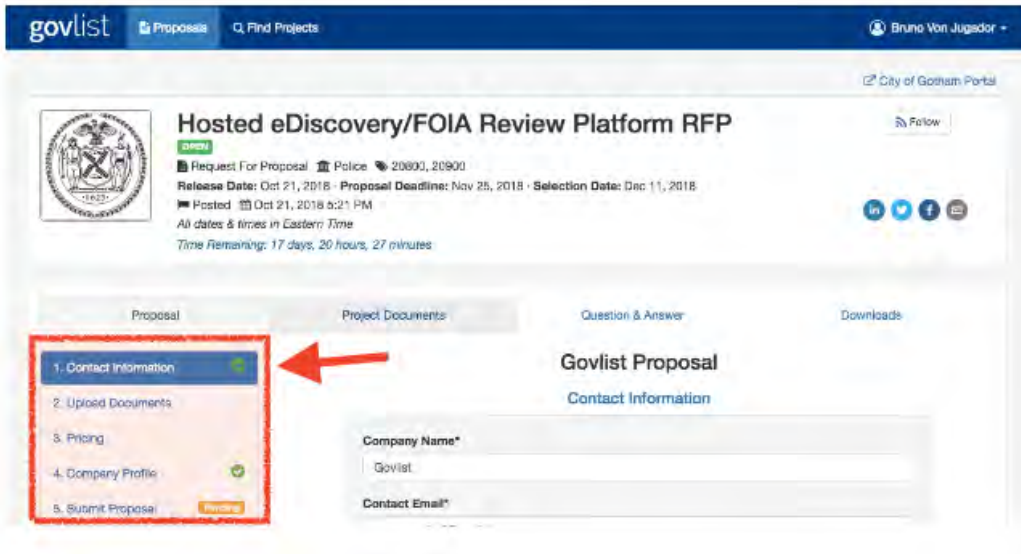
Start on the project page that you're interested in applying for.

Step 1: Click "Apply To Project"



Step 2: Follow the steps to apply

Each step and its status is listed on the left hand side of the page. You'll need to work through each of the steps before you'll be able to submit your proposal. The steps can vary depending on what's required for the project, but you'll know that when everything on the left is checked, you're all done!



Step 3: Click "Submit Proposal"

This will submit your proposal. Clicking this will send it to the buyer. A proposal needs to be submitted to be considered completed.

The screenshot shows the 'Hosted eDiscovery/FOIA Review Platform RFP' page. At the top left is the seal of the Commonwealth of Massachusetts. The title is 'Hosted eDiscovery/FOIA Review Platform RFP' with a 'Closed' status. Below the title, it says 'Request For Proposal' with a 'Police' icon and '20800, 20900'. The 'Release Date' is Oct 21, 2018, 'Proposal Deadline' is Nov 25, 2018, and 'Selection Date' is Dec 11, 2018. It was 'Posted' on Oct 21, 2018 at 5:21 PM. A timer shows 'Time Remaining: 17 days, 20 hours, 16 minutes'. On the right, there is a 'Follow' button and social media icons for LinkedIn, Twitter, Facebook, and Messenger.

Below the header, there are four tabs: 'Proposal', 'Project Documents', 'Question & Answer', and 'Downloads'. The 'Proposal' tab is active, showing a progress list on the left:

- 1. Contact Information ✓
- 2. Upload Documents ✓
- 3. Pricing ✓
- 4. Company Profile ✓
- 5. Submit Proposal **Ready**

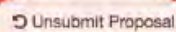
The main content area is titled 'Govlist Proposal'. It contains the following text: 'Use the button below to submit your proposal. After submission, you may still revise your proposal until the submission deadline.' Below this text is a green button with a white arrow icon and the text 'Submit Proposal', which is circled in red. Below the button, it says 'Your proposal is complete! Submit your proposal whenever you are ready.' At the bottom of the main content area is a '< Back' button.

Whoops I messed up! Can I change my proposal?

Yes you can. If you click into your proposal and scroll to the bottom of the page, you can click "Unsubmit Proposal" up until the proposal submission deadline.

REVISE PROPOSAL

To revise the proposal, use the Unsubmit button. After editing, submit the proposal again, so it can be reviewed.

 Unsubmit Proposal