Go to www.sccprc.org/eRFP, scroll down to the bottom of the page, and click sign in. Then, click the appropriate portal that matches your registration date* and sign in to your account.

*if you registered before 09/20/2018, you will be managing users in the BIDSYNC LINKS/LINKSPLUS account version.

**To submit an eRFP proposal submission from your homepage:**

1. Search and find the solicitation relevant to the goods/services you provide or is of interest to you*.
   *See training guide, Searching for Issued Solicitations for assistance.

2. Download the issued solicitation packet**, fill out the packet, and save your changes on your computer for steps 10-16.
   **See training guide, Downloading Issued Solicitation Packets for assistance.

*if you registered after 09/20/2018, you will be managing users in the BIDSYNC BASIC/PRO account version.

**To submit an eRFP proposal submission from your homepage:**

1. Search and find the solicitation relevant to the goods/services you provide or is of interest to you*.
   *See training guide, Searching for Issued Solicitations for assistance.

2. Download the issued solicitation packet**, fill out the packet, and save your changes on your computer for steps 10-16.
   **See training guide, Downloading Issued Solicitation Packets for assistance.

Continue to the next page for further assistance on submitting an eRFP proposal submission.
3. Review the required documents.
   a. Click on the documents tab.
   b. Under the documents tab, you will see a list of documents that the County requires you to read, review, and/or fill out.
   c. Read, review, and/or fill out each document by clicking on the document’s title.
   d. For the documents that you fill out, complete the appropriate fields, enter your account password (the password acts as an electronic signature) at the bottom of the document, and click save. Then, the page will refresh and show an accepted status.
   e. To proceed with your eRFP proposal submission, all documents must show as accepted. If it has not been accepted, below the document, you will see pending acceptance***.
      ***Downloading the bid packet is NOT the same as accepting documents. There, you will start the process where you place your offer.

4. Place an offer.
   a. To place an offer, click on the place offer button to the right of each line item****.
      ****eRFP line items are where you upload your proposal response, cost proposal form, or other specific proposal documents that are included in the document bid packet.
   b. A new page will appear that says, “upload attachment.” After clicking the upload attachment hyperlink, a window will appear.
   c. In the new window, select the choose file button.
   d. Choose the attachment on your computer that corresponds with the line item (e.g., proposal response, cost proposal form, or other specific proposal document). Then, click the blue button that says, “submit.”
   e. After you’ve uploaded your attachment, the window will close out and you will see your document’s name to the right of a yellow, highlighted box that reads, “new!”
   f. Below your document name, there will be a text box, titled “bid notes,” with the option to add notes that you would like to include with your proposal.
   g. Enter any notes you’d like to include.

5. Review your proposal submission.
   a. After you’ve finished uploading all the pertinent documents and adding any notes you’d like to add with your proposal, click review response.
   b. Once you click review response, an offer confirmation window page will display*****. This will allow you to review and confirm your response. Once your offer is ready to be submitted, enter your account password (the password acts as an electronic signature) and click confirm & submit response******.
      *****There is an option to receive a confirmation email on this page. Click the appropriate box above username and password to receive this email.
      ******If you are not ready to confirm & submit response, you have to option to click the back button and return to the previous page to reupload any attachments or edit any notes you added.
   c. You will be redirected to a new, offer received page that indicates you’ve successfully placed your order. Click the hyperlink that says, “view offer report” in the top right-hand corner if you’d like to print your submission.

6. If you’ve repeated steps 4 and 5 for each line item, YOU ARE DONE!

Continue to the next page for further assistance on editing an eRFP proposal submission.
To edit a formal submission for an eRFP****** from your homepage:

******A formal submission can only be edited if the solicitation has not closed and is still in progress.

1. Go to the search bar, enter the eRFP’s name, press enter or click the magnifying glass icon, and then locate the solicitation.
2. Click the solicitation and you’ll be redirected to it’s overview page where you’ll see the details tab automatically opened.
3. Locate the blue place offer button, click it, and a page with your previous submission will appear.
4. Make edits by repeating steps 4 and 5 in “to submit an eRFP proposal submission.”

If you need further assistance or information, please contact BidSync directly at 1-800-990-9339, visit their website at www.bidsync.com to use their BidSync Support Portal, or go directly to this link to see answers to FAQs: http://support.bidsync.com/hc/en-us/categories/203148568-FAQs.