

BCBid

Invitation to Quote (ITQ) Guide
for Ministry Buyers
with the Read-only Role

Introduction

BC Bid is an online marketplace where public sector organizations (including municipalities, school districts, health authorities, Crown corporations and the B.C. government) advertise opportunities for a wide range of goods and services contracts.

The BC Bid application is a key tool, supporting B.C.'s Procurement Strategy transformation goals. This application provides a modern platform for government sourcing projects, increases transparency, and makes it easier for businesses of all sizes to do business with the public sector entities.

The application is easy to navigate and allows users to complete many tasks online:

- Buyers can set up opportunities, communicate with team members and suppliers, and post and award contracts.
- Suppliers can subscribe to or renew e-Bidding accounts and opportunity subscriptions, view and respond to opportunities (some via e-Bids) and manage a dashboard of their opportunities and communicate with buyers.

Throughout this and other BC Bid User Guides, short video clips are available to demonstrate key functions.

This guide provides instructions on the Invitation to Quote template for Read-only users.

How to Use this Guide

Hyperlinks throughout this guide take you to the appropriate sections and accompanying videos.

Opening the Navigation Pane on the left of your screen allows you to quickly move between sections of the document – click any heading to jump directly to that section. To open the Navigation Pane, click the **View** tab in the ribbon at the top of your screen, select the check box beside **Navigation Pane**.

Information Icons

Information icons are included throughout this document and other BC Bid Guides to provide additional context and navigation support.



This icon indicates important information – either instructions that will have impact further ahead in the process or additional information or context for a process.



This icon indicates additional information about or related to a process.



This icon indicates a link to a video clip demonstrating a function.

Table of Contents

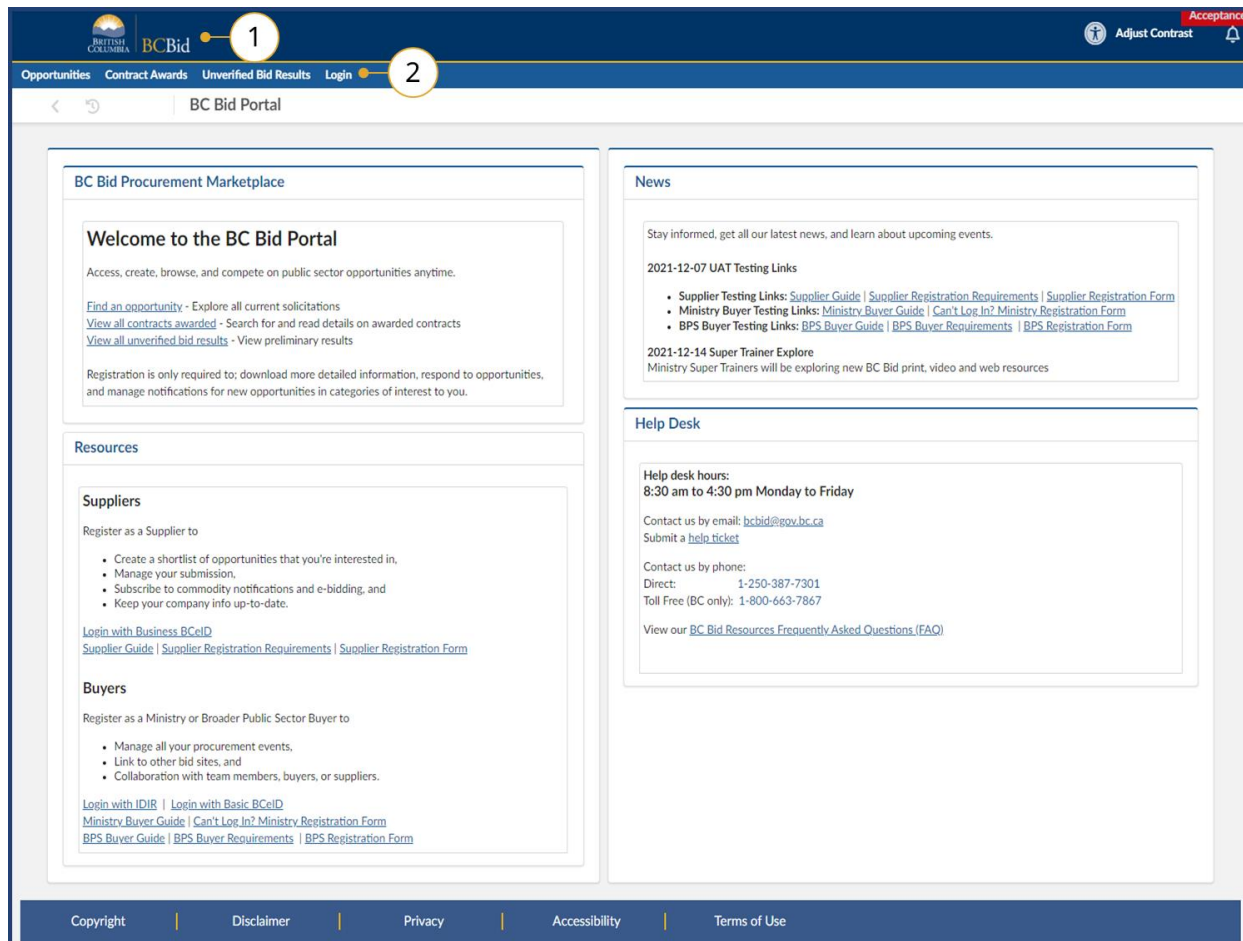
Introduction	2
How to Use this Guide	2
Information Icons	3
Reset Password	6
Login	7
Registration.....	9
Buyer Portal.....	10
Home – Buyer Dashboard	10
Frequently Asked Questions (FAQs).....	11
Requisition Import.....	14
Search for Opportunities.....	15
View Sourcing Project.....	17
Set up Project.....	17
Set up Team	18
Discussion Forum.....	19
Create a New Message	20
View a Message	22
Set up Documents.....	23
View Opportunity.....	24
Prepare RFx - Opportunity Details	25
Setup tab	25
Additional RFx Info tab	29
RFx Process Rules tab	33
Documents tab	34

Supplier tab	35
Item tab	36
Requirements tab	37
Addenda	39
Amendments	40
Direct Awards	41
View RFx Activity	42
View Supplier Submissions	43
View Selected Supplier.....	44
Award Info.....	46
View Purchase Order Information from CFS.....	48
Appendix 1: Provincial Help Desk.....	49
Appendix 2: Training Video Links	50
Appendix 3: Invitation To Quote Requisition & Purchase Order Process Overview.....	51
Requisition	51
Draft/Issue ITQ	51
Direct Awards	52
Analyze/Award/Close	52
Purchase Order	53
Appendix 4: Corporate Financial System (CFS) Resources	54
Sourcing Project Roles Chart	55

Reset Password

Your BC Bid username and password is your IDIR username and password. If you require your password to be reset, contact 77000, 250-387-7000 or toll free 1-866-660-0811.

Login



1. Navigate to the [BC Bid Public Portal](#).
2. Click **Login**.

Log in to sfstest7.gov.bc.ca

Log in with IDIR

IDIR Username

Password

Continue

Or log in with:

Log in with BCeID

Need help?

Contact your IDIR security administrator or the 7-7000 Service Desk at:

Phone: 250-387-7000
Email: 77000@gov.bc.ca

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

[Disclaimer](#) | [Privacy](#) | [Accessibility](#) | [Copyright](#)

3. Enter **IDIR Username** and **Password**.
4. Click **Continue**.

You will be directed to the Buyer Portal dashboard.



[Login and Buyer Dashboard](#)

Registration

Opportunities Contract Awards Unverified Bid Results Login

Adjust Contrast Acceptance

Buyer Registration

2 Submit Cancel

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.

Personal Information 1

BASIC BCeID REQUIRED
A Basic BCeID account or BC Government IDIR is required to complete your BC Bid registration.
Need a Basic BCeID? [Register](#) and then return to this page.

First name*

Last name*

Position/Title*

Telephone (E.g. 1-777-888-9999 ext 1234)*

E-mail Address*

Address

Map Satellite

EUROPE
AFRICA
Atlantic Ocean

Privacy - Terms

There are a few situations where you may need to take steps to register:

- You may have moved position in the B.C. government;
- Your name has changed; or
- You are a contractor with a new IDIR or BCeID.

In these cases, you should first confirm that you have a functioning IDIR. Then you will need to fill out the Buyer Registration Form. The BC Bid Help Desk will review your submission.

1. Complete the **Buyer Registration** form.
2. Click **Submit**.
3. The BC Bid Help Desk will review and process registrations.

Buyer Portal

Home – Buyer Dashboard

The screenshot shows the BC Bid Buyer Dashboard. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Home' tab is selected. The dashboard is divided into several sections:

- Left Sidebar:** Contains icons for 'Sourcing Projects', 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', 'Qualified Supplier Lists', and 'Suppliers'.
- Top Right:** Includes a user profile icon (f), 'Adjust Contrast', a notification bell, and the date 'Monday N.'.
- Main Content Area:**
 - News for Buyers (b):** Contains an 'Important Note to Testers' about system functionality in TEST vs. Production environments.
 - Buyer Resources (c):** Lists links to training material, reference material, policies, and helpdesk information.
 - My pending validation (e):** A section for pending validations.
 - RFX in Draft (d):** A table listing opportunities in draft format.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organization(s)
158049	Purchase of Picnic Tables	Lauren.Pinkerton@gov.bc.ca	2	0	Invitation to Quote	2022-05-27 2:00:00 PM	BC Parks - Provincial S Ministry of Citizens' Se Ministry of Environmen Change Strategy
155747	Content Development 2022 02 25 - Chainsaws	Lauren.Pinkerton@gov.bc.ca	1	0	Invitation to Quote	2022-03-11 2:00:00 PM	BC Wildfire Service Ministry of Citizens' Se
155437	Four Mountain Snowmobiles - response form sample	Lauren.Pinkerton@gov.bc.ca	1	0	Invitation to Quote	2022-04-30 2:00:00 PM	Ministry of Citizens' Se Ministry of Environmen Change Strategy
155215	ITQ	Monday@November.com	1	0	Request for Proposal	2022-03-22 6:00:00 AM	O63 Reconsideration Procurement Services
22859	Sample Opportunity	Lauren.Pinkerton@gov.bc.ca	3	0	Invitation to Quote	2022-03-31 2:00:00 PM	Ministry of Citizens' Se Procurement Services

At the bottom of the dashboard, there are links for '[Admin settings]', '[Page settings]', '[Site map]', and '[Legal mentions]'. The version 'BC Bid v1.2' is displayed in the bottom right corner.

1. Navigate to the **Home** tab to see the **Buyer Dashboard**.
 - a. Select a **Quick Access** button to navigate to quickly start a task in BC Bid.
 - b. Check the **News for Buyers** for important news about BC Bid.
 - c. Check **Buyer Resources** for important information.
 - d. Check **RFX in Draft** to review opportunities that are currently in draft format.
 - e. Check **My pending validations** to see if there are any validations pending approval.
 - f. Select **Adjust Contrast** to change the theme for accessibility.

Note: Depending on your account permissions, you may see a slightly different dashboard.

Frequently Asked Questions (FAQs)

Q: What is the status of my purchase?

A: On the [Prepare RFX – Setup tab](#), look for the opportunity status. The Opportunity status typically occurs in the following order: Draft, Open, Closed, Processing, Complete.

Q: Why can't I see my opportunity in BC Bid?

A: When a requisition is received by Procurement Services Branch (PSB), it goes through an intake process/queue before being assigned to a PSB buyer. The PSB buyer will then add the Ministry client to the Set up team. The Sourcing Project will not be visible until users are added to the Set up Team by the PSB buyer.

Q: Who at PSB is responsible for my purchase?

A: On the [Set up Team](#) tab of the opportunity, look for the person with the **Responsible** role.

Q: How can I have other people from my branch/office added to the project?

A: In the [Discussion Forum](#), send a message to the PSB employee in the Responsible role asking to have the person added to the [Set up Team tab](#).

Q: When will my opportunity close?

A: The closing date/time is visible on the [Prepare RFX – Setup tab](#). If your opportunity is in **draft** status, both the issue and closing date may be changed before the opportunity is issued.

Q: I have been asked to review the draft opportunity. What do I look at?

A: You should review the information on the Prepare RFX tab. Specifically the [Setup](#), [Additional RFX Info](#), [Documents](#), [Item](#) and [Requirements](#) tabs. This ensures that everything from the requisition is included in the ITQ.

Q: What is the goods delivery date indicated to the suppliers?

A: The requested delivery date is listed on the [Prepare RFX Items tab](#). This comes from the Corporate Financial System (CFS) issued requisition.

Q: How are Direct Awards processed in BC Bid?

A: [Direct Awards](#) are issued as ITQs to the supplier indicated (they are not posted publicly). The supplier will have to complete a response to the ITQ and submit it before the ITQ closing date.

Q: Where are the supplier submissions located?

A: Supplier submissions are only visible after an opportunity has closed and the submissions have been unsealed by the person with the Responsible role. The opportunity will be in Processing status if the opportunities are available to be viewed. See [View Supplier Submissions](#).

Q: What suppliers have seen my opportunity?

A: When suppliers are logged into BC Bid and select the Start Submissions button, they will be added to the Supplier tab and the View RFx activity tab. See [Prepare RFx Supplier tab](#) and [View RFx Activity](#). There is no tracking of suppliers who access the BC Bid Public Portal or who view the opportunity without selecting the Start Submissions button.

Q: Why can't I see the supplier submissions?

A: Once the closing date/time has passed, the PSB buyer or the PSB admin need to enter submissions received outside of BC Bid. Once those submissions have been entered, the person with the responsible role will need to unseal the submissions.

Q: What documents are included in my opportunity?

A: Documents are found in two different places. Documents related to the Sourcing Project are located on the [Documents](#) tab. Documents are also assigned to the ITQ and they are located on the [Prepare RFx Documents](#) tab. Documents can be in draft or approved status. Suppliers and Read-only buyers can only see Approved documents. When documents are imported from CFS, they are imported in draft status.

Q: How is the Purchase Order (PO) issued?

A: Through BC Bid, the PSB buyer is able to send the award information directly to CFS. This provides information to CFS, including: the successful supplier, the line item amounts, and the total award amount. The PSB buyer will notify the

successful supplier and the Ministry buyer is responsible for sending a copy of the Purchase Order. See [Appendix 3: ITQ Requisition and PO Process Overview](#).

Q: What does the supplier see when looking at the ITQ?

A: To see the public view of an opportunity, check the [BC Bid Public Portal](#). If the opportunity is still in draft, go to the [Prepare RFX Items](#) or [Prepare RFX Requirements](#) tabs and click on **Preview**.

Q: What is required for the supplier's submission to be compliant?

A: For a supplier's submission to be considered, it must meet the requirements listed in the **Mandatory Criteria** section. For buyers (PSB and Ministry) this is contained on the [Additional RFX Info tab](#). Suppliers will see this information on the **Opportunity Details** tab. Once the Mandatory Criteria is met, a submission is evaluated against the stated specifications.

Requisition Import

The CFS requisition is imported automatically to BC Bid after the Ministry's Expense Authority (EA) has approved it. The requisition requester and the requisition preparer will receive a confirmation email that the import was successful. The notification email will contain the requisition number (from CFS) and the requisition ID (a unique CFS number). The requisition ID is what is used to search for the number in BC Bid.

The requisition information from CFS will automatically populate a draft ITQ opportunity which the PSB buyer will update before issuing it on BC Bid for supplier responses. The PSB buyer will add the Ministry client(s) to the Set up Team tab. Until the Ministry client(s) are added to Set up Team, the project won't be visible to the Ministry.

The PSB buyer may request the Ministry preparer/requestor make an amendment to the requisition to edit or add line items.

Search for Opportunities

The screenshot shows the BCBid Ministry User Guide interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' menu is expanded, showing options like 'Sourcing Projects', 'Create Sourcing Project', 'Qualified Supplier Lists', 'Programs', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice', and 'Unverified Bid Results'. A red circle with the number '1' highlights the 'Sourcing Projects' option. Below the menu, there are buttons for 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', 'Qualified Supplier Lists', and 'Suppliers'. The main content area displays 'RFx in Draft' with a table of opportunities.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Org
5076810	Bricks for Superior Street Project	Lauren.Pinkerton@gov.bc.ca	1	0	Invitation to Quote	2022-10-05 2:00:00 PM	
485960	Bricks for Superior Street Project	Lauren.Pinkerton@gov.bc.ca	2	0	Invitation to Quote	2022-09-22 12:00:00 AM	
485722	Purchase of Dog Food and Treats	Lauren.Pinkerton@gov.bc.ca	7	0	Invitation to Quote	2022-09-09 12:00:00 AM	Pro
484256	test	Lauren.Pinkerton@gov.bc.ca	1	0	Invitation to Quote	2022-04-22 7:46:19 AM	
155747	Content Development 2022 02 25 - Chainsaws	Lauren.Pinkerton@gov.bc.ca	1	0	Invitation to Quote	2022-03-11 2:00:00 PM	

At the bottom of the page, there are links for [Admin settings], [Page settings], [Site map], and [Legal mentions]. The version number 'BC Bid v1.3' is also displayed.

1. On the main menu select **Sourcing**, then **Sourcing Project** or click **Sourcing Projects** on the Buyer Dashboard.



[Exploring Opportunities](#)

The screenshot shows the 'Sourcing Projects' interface. At the top, there's a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. Below this is a search bar and a 'Create Project' button. The main section contains several filters: 'Search by keyword', 'Commodity', 'Sourcing Project Type', 'Status', 'Opportunity ID' (with callout 1), 'Organization', 'Opportunity Type' (with a dropdown menu showing 'Invitation to Quote' and callout 2), and 'RFx Status'. There's a 'Limit to my scope' checkbox and a 'Search' button (with callout 2). Below the filters, there's a 'Filters' summary bar showing 'Limit to my scope: ✓', 'Opportunity ID: 5076807 ✕', 'Opportunity Type: Invitation to Quote ✕', and 'Include Historical: ✓'. The results table has columns: Label, Opportunity ID, Code, Project Type, Opportunity Type, RFx Status, Date Created, Commodity, and Organization. The first result is 'Bricks for Superior Street Project' (with callout 3), with Opportunity ID 5076807, Code BPM249144, Project Type Strategic (Multistage), Opportunity Type Invitation to Quote, RFx Status Deleted and Processing, Date Created 2022-09-02, Commodity Bricks, and Organization Finance and Citizens Services and Procurement Services Branch. At the bottom, there's a footer with links for Admin settings, Page settings, Site map, and Legal mentions, and a version number BC Bid v1.3.

2. In one or multiple searchable fields, enter text or use the drop-down lists to filter the search.
 - a. Enter the requisition ID from the import notification in the Opportunity ID field
 - b. Click **Search**.
3. Select the **Label** or **Pencil Icon** to view the Sourcing Project.
4. To start a new search, click **Reset**.

Filters: There are 2 filters. Limit to my scope limits the scope of the search to Sourcing Projects that the user is a member of the team for. Unselecting this checkbox will show more results. Include historical will allow you to search historical data as well, otherwise it will be excluded by default.

Note: More than one opportunity type can be selected in the opportunity type drop down menu.

View Sourcing Project

A Sourcing Project refers to one or multiple opportunities linked through lots or stages of an opportunity. An Opportunity refers to a specific opportunity within a Sourcing Project. Sourcing Project information is imported automatically from the CFS requisition.

Set up Project

The screenshot shows the 'Set up Project' form in the BCBid system. The form is titled 'Sourcing project: BPM249144 - Bricks for Superior Street Project - Set up Project'. The left sidebar contains navigation links: Home, Suppliers, Sourcing, and Operational Reports. The main content area is divided into sections: General Information, Issued By, Issued For, Main Commodity, and Other Commodities. The form fields are as follows:

- Code:** BPM249144
- Sourcing Project Type:** Strategic (Multistage)
- Status:** In progress (highlighted with callout 'a')
- Opportunity Description:** Bricks for Superior Street Project (highlighted with callout 'b')
- Date Created:** 2022-09-02
- Confidential Sourcing Project:** ☐
- Issued By:** Procurement Services Branch
- Issued For:** Finance and Citizens Services (highlighted with callout 'c')
- Main Commodity:** 30131600 - Bricks
- Program:** ITQ_PSB - PSB: ITQ for Goods
- Other Commodities:** (empty field)

Callout 'd' points to the 'Main Commodity' field. The bottom of the form shows a 'Tracking' section and a footer with links: [Admin settings] [Page settings] [Site map] [Legal mentions] and the version 'BC Bid v1.3'.

1. Click on **Set up Project**, information includes:
 - a. **Project Status** – the default status will default to **In progress**.
 - b. **Description** – this is the title of the requisition. The PSB buyer can edit the title.
 - c. Issued by/for – Issued by will default to **Procurement Services Branch**. The Issued for will display the Ministry/Branch requesting the purchase.
 - d. **Commodity codes** – as imported from the requisition. The PSB buyer can edit the commodity codes.

Set up Team

The team members and their roles are listed on the Set up Team tab. The PSB buyer overseeing the opportunity will have the Responsible and Official Contact roles.

1. Click on the **Set up Team** tab in the opportunity.
2. The team members names are listed.
3. The profiles are assigned to each team member.
4. The person with the Responsible role can add other members to the team.
5. The person with the Official Contact role (usually the same as the Responsible role) will receive communication from suppliers while the opportunity is open.



[Set up Team](#)



The requisition preparer/requestor (Ministry buyer) are assigned the read-only role. The person with the responsible role can add additional members to the team.

Discussion Forum

The Discussion forum allows members of the team to communicate with each other. The person with the Official Contact role will be able to receive enquiries from suppliers.

The screenshot shows the BCBid web application interface. The top navigation bar includes the BCBid logo, user profile 'Lauren P.', and an 'Acceptance' button. The left-hand menu is expanded, showing options like 'Set up Project', 'Set up Team', 'Discussion Forum' (highlighted with a red circle and the number 1), 'Set up Documents', 'Add Suppliers', 'Prepare RFx', 'View RFx activity', 'Interested Supplier List', 'Analyze & Award', and 'Notify & Share'. The main content area is titled 'Discussion Forum' and contains a 'Recover Messages' button, a search bar with 'Search by keyword', 'Advanced search', 'Search', and 'Reset' buttons, and a 'Display' dropdown menu set to 'All'. Below the search bar are filters for 'Supplier', 'Message Type' (set to 'Enquiries'), 'User', and 'Date' (with 'From' and 'To' date pickers). A 'Compose' button is at the bottom left, and a 'Message History' button is at the bottom right. The footer includes links for 'Admin settings', 'Page settings', 'Site map', and 'Legal mentions', along with the version 'BC Bid v1.2'.

1. In the left-hand menu click **Discussion Forum.**

The Discussion Forum is used for internal communication among buyers and external communication between the Official Contact and suppliers. It is also used to issue Addenda.



[How to use the Discussion Forum](#)

Create a New Message

The screenshot shows the BCBid Sourcing project interface for 'BPM085313 - Purchase of Bricks - Discussion Forum'. The left sidebar contains navigation links: Home, Suppliers, Sourcing, Operational Reports, Set up Project, Set up Team, Discussion Forum (selected), Set up Documents, Add Suppliers, Prepare RFX, View RFX activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area is titled 'Discussion Forum' and includes a 'Save' button. Below this, there is a message box with a 'Recover Messages' button. A search section follows with fields for 'Search by keyword', 'Advanced search', 'Search', and 'Reset'. Below the search section are filters for 'Display' (set to 'All'), 'Supplier', 'Message Type' (set to 'Enquiries'), 'User', and 'Date' (with 'From' and 'To' date pickers). A 'Compose' button is located at the bottom left of the message box, highlighted with a red circle and the number 1. A 'Message History' button is at the bottom right. The footer contains links for [Admin settings], [Page settings], [Site map], and [Legal mentions], along with the version 'BC Bid v1.2'.

1. Click **Compose**.

The message box will display on the right side of the screen.

2. The **Message Type** will default to **Enquiries**.
3. *Optional:* Select the **Send me a copy** checkbox to receive a copy of the message by email.
4. In the **To** section:
 - a. In the **Recipients** drop-down list, select the individual or role category to send the message to.
 - b. In the **Subject** field, enter the subject of the message.
 - c. In the message text box, enter the content of the message.
 - d. In **Click or Drag to add files**, add any related attachments.
 - e. Click **Send**.

Note: Ministry buyers should only be sending communication to the Internal Team.

View a Message

The screenshot displays the BCBid system interface for viewing a message. The top navigation bar includes links for Home, Suppliers, Sourcing, and Operational Reports. The main content area is titled 'Sourcing project: BPM085313 - Purchase of Bricks - Discussion Forum'. The left sidebar contains various project management tasks. The central message view shows a message from 'Pinkerton Lauren' (callout 3) dated '2022-04-06' at '11:23:35 AM' (callout 2). The message content (callout 4) is addressed to 'All internal team members' (callout 1) and asks for confirmation of the specifications document. A 'Message History' button is visible below the message content. At the bottom, a table lists the message history with columns for Time, Original sender, and Last sender.

Time	Original sender	Last sender
11:23 AM	Lauren PINKERTON	Lauren PINKERTON

1. Select the message by clicking on any part of it.
2. Review the message on the right side of the screen (side-to-side scrolling may be needed). The message content will include:
 - a. Who the message was from.
 - b. Date and time the message was sent.
 - c. Recipients of the message.
 - d. Message content.
 - e. *Optional:* View any attachments included with the message.

Set up Documents

Documents can be added at the project level (Set up Documents) and at the opportunity level (Prepare RFx – Documents). Documents listed here may be internal or external. For a document to be visible to a supplier it needs to be in approved status and added to an opportunity. General and Project documents lists contain general reference documents for the buyers (e.g., government templates). Documents related to the Sourcing Project are listed under Sourcing Project Documents.

The screenshot shows the 'Set up Documents' page for a sourcing project. The sidebar on the left contains navigation links: Home, Suppliers, Sourcing, Operational Reports, Set up Project, Set up Team, Discussion Forum, Set up Documents (annotated with '1'), Add Suppliers, Prepare RFx, View RFx activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area is titled 'Set up Documents' and includes a warning: 'Documents stored on this page are only visible to internal users, i.e. not the suppliers. To share documents with suppliers see the Documents tab within the Prepare RFx section'. Below this are three expandable sections: 'General Documents', 'Program Documents', and 'Sourcing Project Documents' (annotated with '2'). The 'Sourcing Project Documents' section contains a search bar and a table of documents. The table has columns for Title, Att., Contact, Last Modification (Pacific Time), Created on (Pacific Time), and Validity End Date. It lists two documents: 'Specifications' and 'Delivery Instructions'. A bracket 'a' is placed around the table. At the bottom of the page are links for Admin settings, Page settings, Site map, and Legal mentions, and a version indicator 'BC Bid v1.2'.

Title	Att.	Contact	Last Modification (Pacific Time)	Created on (Pacific Time)	Validity End Date
Specifications	specifications.docx	PINKERTON Lauren	2022-04-06 11:32:33 AM	2022-04-06 11:32:33 AM	
Delivery Instructions	Delivery Instructions.pdf	PINKERTON Lauren	2022-04-06 1:34:48 PM	2022-04-06 1:34:48 PM	

1. Click on Set up Documents.
2. Under the Sourcing Project Documents, see the related documents
 - a. Documents will need to be in approved status for users with the Read-only role to view them

Note: Documents imported from the requisition will be in draft status until the PSB buyer updates the status.

View Opportunity

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFX

Set up Project
Set up Team
Discussion Forum
Set up Documents
Add Suppliers
Prepare RFX
View RFX activity
Interested Supplier List
Analyze & Award
Notify & Share

Selected Lot - Amendment*

Lot : 1 - Amendment : 0 - Bricks for Superior Street Project (Draft)

View as Supplier

Setup Additional RFX Info RFX Process Rules Documents Suppliers Item Requirements Scoring Approvals

Prepare RFX - Setup

RFX Settings

Opportunity ID
5076811

RFX Status
Draft

Opportunity Type
Invitation to Quote

Opportunity Description
Bricks for Superior Street Project

Lot #
1

Amendment #
0

[Admin settings] [Page settings] [Site map] [Legal mentions] BC Bid v1.3

1. To view an opportunity within a Sourcing Project, click on **Prepare RFX**.
2. Use the **Lot/Amendment** drop-down to select the desired opportunity. All projects begin with Lot 1: Amendment 0.
 - a. The opportunity status will be in brackets at the end of the title.

Prepare RfX - Opportunity Details

Setup tab

The screenshot displays the BCBid web application interface for the 'Prepare RfX - Setup' tab. The top navigation bar includes links for Home, Suppliers, Sourcing, and Operational Reports. The main content area is titled 'Prepare RfX - Setup' and contains a section for 'RfX Settings'. The settings include:

- Opportunity ID:** 5076811 (labeled 'a')
- RfX Status:** Draft (labeled 'b')
- Opportunity Type:** Invitation to Quote
- Opportunity Description:** Bricks for Superior Street Project (labeled 'c')
- Lot # 1:** 1
- Amendment # 1:** 1

The 'Setup' tab is highlighted in the top navigation bar, and a 'View as Supplier' link is visible. The footer shows links for Admin settings, Page settings, Site map, and Legal mentions, along with the version number BC Bid v1.3.

1. Click on the **Setup** tab. The Setup tab includes information such as:
 - a. **Opportunity ID** – the requisition ID from the CFS requisition.
 - b. **RfX Status** – the status of the opportunity
 - c. **Opportunity Description** – the name of the opportunity that is visible to suppliers.

The screenshot shows the BC Bid system interface for a sourcing project. The top navigation bar includes the BC Bid logo, a user profile icon, and a date indicator. The main navigation menu on the left lists various project management steps. The central content area displays the details for a specific sourcing project, with fields for Opportunity ID, RFx Status, Opportunity Type, Opportunity Description, Lot #, Amendment #, Estimated Amount (CAD), and Category. The 'Estimated Amount (CAD)' field is highlighted with a yellow circle and labeled 'd', and the 'Summary Details' field is highlighted with a yellow circle and labeled 'e'.

Field	Value
Opportunity ID	5076811
RFx Status	Draft
Opportunity Type	Invitation to Quote
Opportunity Description	Bricks for Superior Street Project
Lot #	1
Amendment #	0
Estimated Amount (CAD)	300,000.00
Category	Goods
Summary Details	Purchase of Bricks for Superior Street Project

- d. **Estimated amount** – the approval amount from the imported requisition. This is not visible to suppliers.
- e. **Summary Details** – a brief description of the opportunity that is visible to suppliers.

BCBid

Adjust Contrast

Monday N.

Acceptance

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFx

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Additional CFS Information (not directly displayed to Supplier/Public) f

Set of Books: 69
Requisition Number: 43183

Contact Info Type: invoice
Address: 563 SUPERIOR ST 1ST FLR
PO BOX 9476 STN PROV GOVT
VICTORIA
BC
V8V 0C5
Contact Person: PINKERTON, LAUREN

Email: Lauren.Pinkerton@gov.bc.ca

Contact Info Type: shipto
Address: 563 SUPERIOR ST 1ST FLR
PO BOX 9476 STN PROV GOVT
VICTORIA
BC
V8V 0C5
Contact Person: PINKERTON, LAUREN

Email: Lauren.Pinkerton@gov.bc.ca

Buyer Notes 1: must be delivered by December 30

Buyer Notes 2: must be delivered by December 30

Buyer Notes 3: must be delivered by December 30

Contact Information from CFS (not directly displayed to Supplier/Public) g

Preparer Email: Lauren.Pinkerton@gov.bc.ca
Requestor Email: Lauren.Pinkerton@gov.bc.ca

[Admin settings] [Page settings] [Site map] [Legal mentions]

BC Bid v1.3 ©

- f. **Additional CFS Information** – information for the PSB buyer from the CFS requisition
- g. **Contact Information from CFS** – email address of the requisition requestor and preparer.

BCBid

Adjust Contrast

Monday N.

Acceptance

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFx

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

CFS Integration Information h

CFS Order Type	CFS Requisition	CFS Purchase Order		
Purchase Order	5076811			
Ministry	Responsibility	Account	STOB	Project
032	32P01	35102	5718	3200000

Issue Date and Closing Date (times are shown in Pacific Time) i

Issue Date 2022-09-26 10:00:00 AM ☐ Auto issuing 1

Closing Date & Time 2022-10-06 2:00:00 PM ☒ Auto closure 1

Enquiries Deadline 12:00:00 AM

☐ RFx to be pre-advertised

☐ NDA required from Suppliers

Visible to Public

☒ Post this opportunity publicly?

[Admin settings] [Page settings] [Site map] [Legal mentions]

BC Bid v1.3 ©

- h. **CFS Integration Information** – account coding from the CFS requisition used by PSB for reporting.
- i. The **Issue/Close** dates of the opportunity. When in draft, the Responsible person can change these fields before issuing the opportunity. They can also manually issue the opportunity before the date/time.

Additional RFX Info tab

The screenshot displays the BCBid web application interface. The top navigation bar includes the BCBid logo, user profile, and date. The sidebar on the left lists various project management tasks. The main content area is titled 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Prepare...'. The 'Additional RFX Info' tab is selected, showing a form for 'Prepare RFX - Additional RFX Info'. This form includes a table for 'Official Contact' and 'Contact email', and a section for 'Submissions' with checkboxes for different delivery methods. The 'Alternate email' field is also present.

Official Contact	Contact email
Lauren Pinkerton	Lauren.Pinkerton@gov.bc.ca

Alternate email
procurement@gov.bc.ca

Submissions must be submitted using one of the following delivery methods

- ☒ BC Bid Electronic Submission: Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out in the process rules for the subject RFX. Only pre-authorized electronic bidders registered on the BC Bid system can make an electronic Submission using the BC Bid system.
- ☒ Email Submission: Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with the email submission instructions set out in the process rules for the subject RFX. Include the opportunity description and ID in the subject line of the email.
- ☒ Fax Submission: Submit a submission by fax. Submissions must be faxed to 250-387-7309 or 250-387-7310 in accordance with the faxed submission instructions set out in the RFX Process Rules for the subject RFX.

1. Click on the **Additional RFX Info** tab. The Additional RFX info tab includes information such as:
 - a. **Official Contact** and **contact email** address for supplier enquiries. If the **Alternate email** field is completed, the contact email will not be displayed with the ITQ.
 - b. **Submission delivery** methods when suppliers respond to the opportunity.

BCBID
BRITISH COLUMBIA

Adjust Contrast

Monday N.

Acceptance

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFx

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Delivery Location for Goods, Services, or Construction C

For Goods:
Enter the street address where the supplier will deliver goods to.

For Services (including IM/IT and Construction):
Enter the location where the supplier will carry out the work. This could be a street address, a municipality, geographic coordinates and/or service.

1. Enter address or geographic coordinates
If there is more than one delivery location, add an appendix with all addresses to the "documents" tab, and make a note in the Additional Information field.

Map Satellite

Office Street Address
563 Superior St

Postal Code
V8V 1T7

City
Victoria

Country
Canada

State/Province
British Columbia

[Admin settings] [Page settings] [Site map] [Legal mentions]

BC Bid v1.3 ©

- c. View the **Delivery location** of the goods. This section includes the region where the goods will be delivered to and any additional information related to the delivery site.

BCBid

Adjust Contrast

Monday N.

Acceptance

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFx

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Trade Agreements

Trade Agreements apply?

☐ No

☒ Yes

Trade Agreement(s)

☒ The New West Partnership Trade Agreement

☒ The Canadian Free Trade Agreement

☐ Canada-European Union Comprehensive Economic and Trade Agreement

☐ Canada-United Kingdom Trade Continuity Agreement

☐ Comprehensive and Progressive Agreement for Trans-Pacific Partnership

☐ The World Trade Organization - Agreement on Government Procurement

Current thresholds for the applicable Trade Agreements can be found below. Exemptions from trade obligations may apply to certain purchases. Trade Agreements have minimum posting periods. For any questions regarding the impact of the Trade Agreements on your procurement or if a trade agreement applies, please contact the Ministry's Procurement Specialist, Procurement Services Branch, or Ministry of Attorney General, Legal Services Branch.

The New West Partnership Trade Agreement

- select this option if the opportunity is for goods valued at or above \$10K, services at or above \$75K, or construction at or above \$100K

[Admin settings] [Page settings] [Site map] [Legal mentions]

BC Bid v1.3

- d. **Trade Agreements** that apply to this purchase. The values for the trade agreements are based on the approved amount from the requisition.

The screenshot displays the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo, a user profile icon, and a red 'Acceptance' button. Below the navigation bar, a sidebar on the left contains a list of project management tasks: 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFX' (highlighted), 'View RFX activity', 'Interested Supplier List', 'Analyze & Award', and 'Notify & Share'. The main content area is titled 'Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFX'. It features a section titled 'Mandatory Criteria' with a circled 'e' next to it. This section contains a list of requirements for the quotation to be considered. Below this, there is a section for 'Additional Mandatory Requirements' and a 'Quotation Pricing Evaluation' section. The footer of the page includes links for 'Admin settings', 'Page settings', 'Site map', and 'Legal mentions', along with the version number 'BC Bid v1.3'.

BCBid

Adjust Contrast

Monday N.

Acceptance

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249146 - Bricks for Superior Street Project - Prepare RFX

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFX

View RFX activity

Interested Supplier List

Analyze & Award

Notify & Share

Mandatory Criteria e

In order for the Quotation to receive consideration it must meet the following:

- The Quotation must be in English.
- The Quotation must be received by the Ministry before the Closing Date and Time.
- Quotation pricing must be in Canadian dollars.
- The Quotation must comply with the Quotation delivery submission method requirements set out in the Delivery of Submissions "overview" tab.
- If the Quotation is submitted by fax or email the Quotation must include a Submission Declaration (located in the RFX document "overview" tab and/or attached to a Response Form) signed by an authorized representative of the Proponent.
- Regardless of the Submission method, the Quotation must include the information and documentation, if any, required by the Form(s).

Additional Mandatory Requirements

Quotation Pricing Evaluation

Quotations will be assessed in accordance with the terms and conditions of the ITQ. The Quotation with the lowest price that satisfies the terms and conditions of the ITQ and the Specifications, will be awarded a Contract.

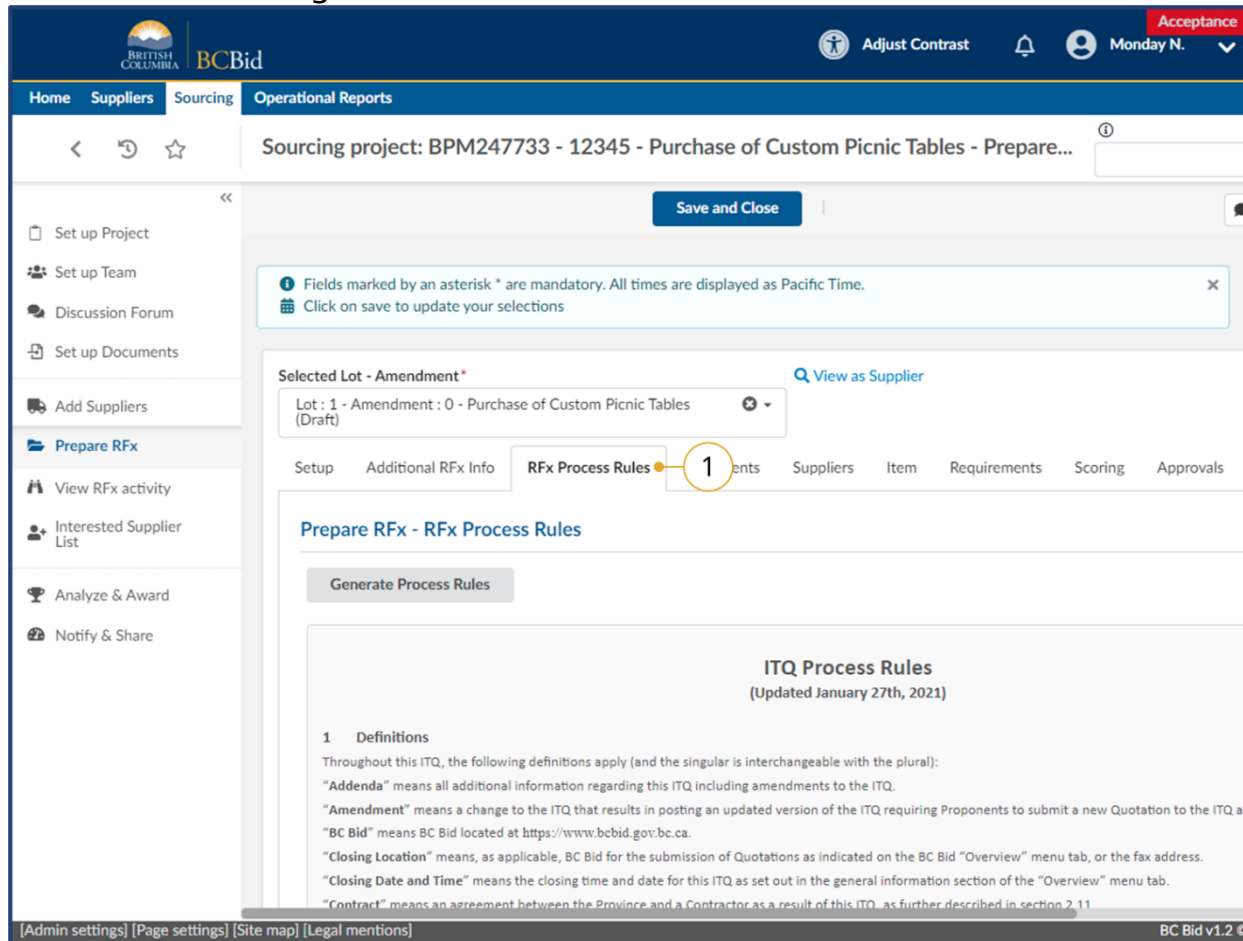
[Admin settings] [Page settings] [Site map] [Legal mentions]

BC Bid v1.3

- e. The **Mandatory Criteria** related to the opportunity. The PSB buyer may add additional mandatory criteria depending on the opportunity. Suppliers must meet all the criteria listed in order for their submission to receive consideration.

RFx Process Rules tab

The ITQ Process Rules are the legal terms related to the ITQ Process. The PSB buyer may edit these rules if needed, in consultation with Legal Services Branch.



The screenshot shows the BCBid web application interface. The top navigation bar includes the BCBid logo, user profile, and date. The main navigation menu on the left lists various project management tasks. The central content area is titled 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Prepare...'. A 'Save and Close' button is visible. A notification box states: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time. Click on save to update your selections'. Below this, the 'Selected Lot - Amendment*' dropdown shows 'Lot : 1 - Amendment : 0 - Purchase of Custom Picnic Tables (Draft)'. A 'View as Supplier' link is present. The 'RFx Process Rules' tab is selected and highlighted with a yellow circle and the number '1'. The 'Prepare RFX - RFx Process Rules' section contains a 'Generate Process Rules' button and a document titled 'ITQ Process Rules (Updated January 27th, 2021)'. The document content includes a '1 Definitions' section with definitions for 'Addenda', 'Amendment', 'BC Bid', 'Closing Location', 'Closing Date and Time', and 'Contract'.

1. Click **RFx Process Rules** to read the legal terms for the ITQ.

Documents tab

Any documents related to an opportunity will be added on the Prepare RFX Documents tab. These documents may be added from the Sourcing Project documents or added as new documents to the opportunity. Documents must be in approved status before being visible to read-only users.

The screenshot shows the BC Bid system interface. The top navigation bar includes links for Home, Suppliers, Sourcing, and Operational Reports. The main content area is titled 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Prepare...'. The 'Documents' tab is selected and highlighted with a red circle labeled '1'. Below the tab, the 'Prepare RFX - Documents' section is visible. It includes a search bar and a table of documents. The table has columns for Title, Att., Contact, Last Modification (Pacific Time), Created on (Pacific Time), Validity End Date, and Status. Two documents are listed: 'Specifications' and 'Sample Photo'. The 'Specifications' document is highlighted with a yellow circle labeled '2'. The status for both documents is 'RFX Documents (Approved)'.

Title	Att.	Contact	Last Modification (Pacific Time)	Created on (Pacific Time)	Validity End Date	Status
Specifications	Specifications.docx	PINKERTON Lauren	2022-05-20 7:40:44 AM	2022-05-20 7:40:44 AM		RFX Documents (Approved)
Sample Photo	photo 1.jpg	PINKERTON Lauren	2022-05-20 7:41:14 AM	2022-05-20 7:41:14 AM		RFX Documents (Approved)

1. Click on the **Documents** tab to view the RFX Documents.
2. Click the file to view the attachments.
3. Documents imported from CFS are imported with Draft status. The PSB buyer will change to Approved status to have them visible to suppliers with the opportunity.

Supplier tab

For most opportunities, the Public Portal will be selected. This posts the opportunity publicly on BC Bid. Suppliers will be listed here if they have clicked the **Start Submission** button or once the opportunity has closed and the Responsible person has entered the responses received from outside of BC Bid.

The screenshot displays the BC Bid web application interface. The top navigation bar includes the BC Bid logo, user profile, and date. The main navigation bar has tabs for Home, Suppliers, Sourcing, and Operational Reports. The 'Suppliers' tab is selected, showing a list of suppliers for a specific sourcing project. The 'Suppliers' tab is highlighted with a yellow circle and labeled '1'. Below the tab, the 'Prepare RfX - Suppliers' section is highlighted with a yellow circle and labeled '2'. This section contains a list of suppliers with checkboxes. The 'Public Portal' checkbox is highlighted with a yellow circle and labeled 'a'. Below this, a list of suppliers is shown, with 'Public Portal' and 'Sample Company A' highlighted by a yellow circle and labeled 'b'. Another list of suppliers is shown below, with 'Sample B' highlighted by a yellow circle and labeled 'c'. The bottom of the page includes links for Admin settings, Page settings, Site map, and Legal mentions, along with the version number BC Bid v1.2.

1. Click on the Suppliers tab.
2. View the Suppliers who have been interacting with the opportunity.
 - a. When an opportunity is issued, the Public Portal is invited.
 - b. If an opportunity is a Direct Award, the invited supplier will be listed.
 - c. Once the opportunity is open, suppliers who are registered and click the **Start Submission** button will be listed.

Item tab

The items being purchased are listed on the Items tab; item description, quantity, and unit are included. Items can be identified as required or optional by the PSB buyer. Some changes to the items will require a requisition amendment by the Ministry buyer.

1. Click on the **Items** tab.

2. View the **Response** grid, all information is imported from the CFS requisition.

a. Type – required or optional item

b. Description – description of the item

c. Qty – how much of the item

d. Delivery date – the required by date from the requisition

e. Reference Price – the per unit pricing from the requisition

3. Click **Preview** to see the supplier view of the Pricing form.

Note: The unit price field can support up to 6 decimal places.

Requirements tab

The requirements tab form allows the PSB buyer to collect information from the suppliers when responses are submitted. This can include items such as: confirming make and model or warranty information.

The screenshot shows the BCBid web application interface. At the top, there's a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' tab is active. Below this, a breadcrumb trail shows 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Prepare...'. A 'Save and Close' button is visible. The 'Requirements' tab is highlighted with a yellow circle and the number '1'. Below the tabs, the 'Prepare RFX - Requirements' section is shown. It contains a 'Response Form Configuration' table. The 'Preview' button is highlighted with a yellow circle and the number '2'.

Row/Answer Type	Section/Question	Required	Answer List	Multi-Answer	In scoring	Scoring Type
Section	Specifications				<input type="checkbox"/>	
List of values	Does the product meet the stated specifications?	<input type="checkbox"/>	Custom List	<input type="checkbox"/>	<input type="checkbox"/>	
Text	State warranty period	<input type="checkbox"/>			<input type="checkbox"/>	
Section	Delivery				<input type="checkbox"/>	
List of values	Goods need to be delivered Monday - Friday between 9am and 3pm	<input type="checkbox"/>	Custom List	<input type="checkbox"/>	<input type="checkbox"/>	
Section	Proponent Identification				<input type="checkbox"/>	Dropdown list
Text	FOR ATTENTION OF PROPONENTS THAT ARE SUBMITTING PROPOSALS THROUGH A SUBMISSION DELIVERY ROUTE OTHER THAN ELECTRONIC BIDDING THROUGH BC BID: You must include include the attached form with your proposal package. It must be signed	<input type="checkbox"/>			<input type="checkbox"/>	

1. Click the Requirements tab.
2. Click Preview to review the content of the supplier response form.

Response Form : Purchase of Custom Picnic Tables

3

Overview

Specifications	0 / 2
Delivery	0 / 1
Proponent Identification	0 / 6

Complete Response Form

Export / Import

Download in Excel 2007-2016 format (xlsx)
Download in Excel 97-2003 format (xls)
Drop your Response Form (in Excel format) here
307,200 kb limit.
Click or Drag to add a file

4

FOR ATTENTION OF PROPONENTS THAT ARE SUBMITTING PROPOSALS THROUGH A SUBMISSION DELIVERY ROUTE OTHER THAN ELECTRONIC BIDDING THROUGH BC BID: You must include include the attached form with your proposal package. It must be signed

[Admin settings] [Page settings] [Site map] [Legal mentions] BC Bid v1.2

3. Navigate through the Response Form sections to view the supplier response form.
4. Click X to close the dialog box

Addenda

Addenda represent small changes to an opportunity (clarifying information and answers to supplier questions) and are issued by the PSB buyer in the Discussion Forum.

The screenshot displays the BCBid web application interface. The top navigation bar includes the BCBid logo, user profile, and date. The main header shows the project name: "Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Discuss...". The left sidebar contains a list of navigation options, with "Discussion Forum" highlighted and circled with a yellow circle and the number 1. The main content area is titled "Discussion Forum" and contains a search bar, a "Display" dropdown, and a table of messages. The table has columns for "Subject", "Messages", "Last update (Pacific Time)", "Original sender", and "Last sender". A message titled "Addenda #1" is highlighted with a yellow circle and the number 2. The message content shows a question and answer about picnic tables. On the right side of the screen, there is a section titled "Addenda #1" circled with a yellow circle and the number 3, which displays the details of the selected addendum, including the sender "Pinkerton Lauren" and the date "2022-06-02".

1. Click on the **Discussion Forum** tab.

2. Click the message.

3. View the content of the message on the right side of the screen.

Amendments

Amendments represent substantial changes to an opportunity (changes in quantity or specifications). For suppliers, an amendment will require them to resubmit a response to the opportunity.

The screenshot displays the BC Bid system interface for a sourcing project titled "BPM247849 - test - Prepare RFX". The interface includes a top navigation bar with "Home", "Sourcing", and "Operational Reports" tabs. A left sidebar contains various project management options, with "Prepare RFX" highlighted. The main content area shows the "Prepare RFX - Setup" tab, which includes fields for "Opportunity ID", "RFX Status", "Opportunity Type", "Opportunity Description", "Lot #", "Amendment #", "Amendment reason", and "Amendment History".

Numbered callouts indicate the following steps:

1. Click on the **Prepare RFX, Setup** tab.
2. To navigate between amendment versions, click the **Amendment** dropdown.
3. Look at the current **Amendment #** and **Amendment Reason**.
4. If there are previous amendments, they are listed in the **Amendment History**.

1. Click on the **Prepare RFX, Setup** tab.
2. To navigate between amendment versions, click the **Amendment** dropdown.
3. Look at the current **Amendment #** and **Amendment Reason**.
4. If there are previous amendments, they are listed in the **Amendment History**.

Amendments can be initiated by an amended requisition or in BC Bid by the PSB buyer.

Direct Awards

If an opportunity is identified as a Direct Award, the PSB buyer will issue the opportunity to the one supplier indicated for the Direct Award. The Direct Award supplier will need to respond to the Direct Award opportunity within the issue/close date of the ITQ. Direct Awards are not posted publicly and are only visible to the one supplier indicated.

The screenshot displays the BC Bid system interface for a sourcing project titled "BPM249146 - Bricks for Superior Street Project - Prepare RFX". The interface includes a top navigation bar with "Home", "Suppliers", "Sourcing", and "Operational Reports" tabs. A left sidebar contains various project management options. The main content area is divided into tabs: "Setup", "Additional RFX Info", "RFX Process Rules", "Documents", "Suppliers", "Item", "Requirements", "Scoring", and "Approvals". The "Setup" tab is active, showing fields for "Issue Date and Closing Date (times are shown in Pacific Time)". The "Issue Date" is set to 2022-09-26 at 10:00:00 AM, and the "Closing Date & Time" is set to 2022-09-29 at 2:00:00 PM. There are checkboxes for "Auto issuing" and "Auto closure". Below these are fields for "Enquiries Deadline" and checkboxes for "RFX to be pre-advertised" and "NDA required from Suppliers". A section titled "Visible to Public" contains checkboxes for "Public Portal" and "Sample Company A", both of which are checked. A note at the bottom states: "All Submissions are sealed. The person in the Responsible role can unseal the Submissions after the Closing Date and Time has passed."

1. Click on the Add Supplier tab.
 - a. The Direct Award supplier will be listed. Public Portal will also be selected, but this does not control the visibility of the opportunity.
2. On the Prepare RFX Setup tab, the visible to public checkbox will be unchecked.

This allows only the invited supplier to view the opportunity.
3. View the Issue and Closing date. The invited supplier needs to respond before the Closing Date & Time.

View RFx Activity

The View RFx Activity tab displays the suppliers that have been involved in the opportunity based on lot/amendment. Users can see if the supplier has received emails and if they have logged into BC Bid. Supplier submissions can only be viewed after the opportunity has closed and the PSB buyer has unsealed the submissions (opportunity status will be "Processing").

1. Click on the **View RFx Activity** tab.

2. Confirm the **status** of the opportunity and if **submissions are unsealed**.

3. Once the opportunity has been closed and submissions are unsealed, view the list of suppliers who interacted with the opportunity. Suppliers listed have interacted with the opportunity, but may not have submitted a response.

View Supplier Submissions

Once an opportunity closes, it will be in closed status. While it is in closed status the PSB buyer or PSB admin will need to enter any submissions received outside BC Bid. Those submissions will be visible in BC Bid once the person with the Responsible role unseals the responses. Once the responses are unsealed, the opportunity will be in Processing status and the individual submissions can be viewed.

The screenshot shows the BC Bid web application interface. The top navigation bar includes the BC Bid logo, user profile, and date. The main navigation menu on the left includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' section is active, showing a project titled 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - View RF...'. The 'Submissions' tab is selected, displaying a table of supplier submissions for 'Lot: 1 - Purchase of Custom Picnic Tables (Amendment 0)'. The table has columns for Supplier, DBA, Email, Logins, Last login (Pacific Time), Non-Disclosure Agreement, Read docs, and Submissions. Five suppliers are listed: Alligator, Alfred; Bear, Barry; Cat, Cassie; Dog, Douglas; and Moose, Marty. A notification banner at the bottom of the table states: 'Submissions are now available for evaluation, unsealed on 2022-05-25 10:48:26 AM (Pacific Time) by PINKERTON Lauren'.

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure Agreement	Read docs	Submissions
Alligator, Alfred	Sample Company A		1	2022-05-25 9:53:16 AM		1	Q
Bear, Barry	Sample B		1	2022-05-25 9:59:57 AM			Q
Cat, Cassie	SampleC		1	2022-05-25 10:05:04 AM			Q
Dog, Douglas	SampleD		1	2022-05-25 10:09:29 AM			Q
Moose, Marty	Moose's Doggy Day Care						Q

5 Result(s)

Submissions are now available for evaluation, unsealed on 2022-05-25 10:48:26 AM (Pacific Time) by PINKERTON Lauren

1. Click **View RFX Activity**.
2. Confirm that the opportunity has been unsealed.

View Selected Supplier

Once the PSB buyer has identified the lowest priced submission, the results can be viewed from the Notify & Share tab.

BCBid

Home Sourcing Operational Reports

Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Notify ...

Notify & Share

Notify Suppliers and Create a Contract Award Summary

Search Submissions

Supplier: [Dropdown] Amendment: Lot : 1 - Purchase of Custom Picnic Tables - Amendment : 0 [X] [Q Search]

Decision: Unsuccessful [X] Selected [X] [Q Search]

Notifications Sent (Selected and Not Selected)

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification
Bear, Barry	Sample B	Lot : 1 / Amendment : 0	Submission # 1	Unsuccessful		Send Notification
Cat, Cassie	SampleC	Lot : 1 / Amendment : 0	Submission # 1	Unsuccessful		Send Notification
Dog, Douglas	SampleD	Lot : 1 / Amendment : 0	Submission # 1	Selected	45,600.00 CAD	Successful: Notified

3 Result(s)

Items synthesis

[Site map] [Legal mentions] BC Bid v1.3

1. Click on the **Notify & Share** tab.
2. View the **Decision** column to identify the lowest compliant submission.
3. To review the submission details, click the title of the submission.

Supplier Submission

Submission Info

Response Form

Pricing

Save Save & Close

Submission Information

Opportunity ID
484107

Opportunity Description
Purchase of Custom Picnic Tables

Legal Name
Dog, Douglas

Doing Business as Name
SampleD

Submission Type
Original

Submission Status
Received

Offline Submission Receipt
12:00:00 AM

Offline Submission Entered
12:00:00 AM

Label
Submission # 1

Items synthesis

[Site map] [Legal mentions] BC Bid v1.3 ©

- a. In the Supplier Submission dialog box, review the information contained in the **Submission Info**, **Response Form**, and **Pricing** tabs.

Award Info

Once the Purchase Order has been issued to the supplier, the PSB buyer will complete the Contract Award Summary on the Notify & Share tab. This will make public the results of the opportunity.

The screenshot displays the BCBid web application interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' tab is active, showing a project titled 'Sourcing project: BPM247733 - 12345 - Purchase of Custom Picnic Tables - Notify ...'. The left sidebar contains various project management options, with 'Notify & Share' highlighted by a red circle labeled '1'. The main content area is titled 'Notify & Share' and includes a 'Notify Suppliers and Create a Contract Award Summary' section. This section has a 'Search Submissions' filter and a table of 'Notifications Sent (Selected and Not Selected)'. The table has columns for Supplier, DBA, Lot / Amendment, Submission, Decision, Award amount, Notification, and Contract Award Summary. The 'Contract Award Summary' column for the 'Dog, Douglas' entry is highlighted by a red circle labeled '2'. Below the table is an 'Items synthesis' section with a table of requests and items.

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification	Contract Award Summary
Bear, Barry	Sample B	Lot : 1 / Amendment : 0	Submission # 1	Unsuccessful		Send Notification	
Cat, Cassie	SampleC	Lot : 1 / Amendment : 0	Submission # 1	Unsuccessful		Send Notification	
Dog, Douglas	SampleD	Lot : 1 / Amendment : 0	Submission # 1	Selected	45,600.00 CAD	Successful: Notified	[CTR050103] PO-987654321

1. Click on the **Notify & Share** tab.
2. Click on the PO number in the **Contract Award Summary** column.

Contract:

Contract header 3

Type: Simple Agreement

Contract: 50103

Status: Awarded

Sourcing Project: 12345 - Purchase of Custom Picnic Tables

Rfx reference: Purchase of Custom Picnic Tables

Contract Number*: PO-987654321

Supplier: Dog, Douglas

Supplier Address*

Justification for Direct Award/Limited Tendering

Award Date*: 2022-05-25

Issuing Location*: Victoria

Contract Value*: 45,600.00

Contract contact email*: procurement@gov.bc.ca

Issued by: Ministry of Citizens' Services, Ministry of Environment and Climate Change Strategy

Commodities: 56101603 - Outdoor tables or picnic tables

Supplier	Sample	Lot	Submission	Status
Dog, Douglas	SampleD	Lot : 1 / Amendment : 0	Submission # 1 Selected	45,600.00 CAD Successful: Notified

3 Result(s)

[Admin settings] [Page settings] [Site map] [Legal mentions] BC Bid v1.3

3. In the dialog box, view the award information.

View Purchase Order Information from CFS

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM249144 - Bricks for Superior Street Project - Analyze & Award

Set up Project
Set up Team
Discussion Forum
Set up Documents
Add Suppliers
Prepare RFx
View RFx activity
Interested Supplier List

Analyze & Award 1. Generate POs and send them to CFS after Award:
1. Ensure the Supplier # is present for the awarded Suppliers. If not displayed, it will need to be updated on the Supplier record by the helpdesk team.
2. Enter the Site # for awarded Suppliers and click on Save.
3. Click on the Generate PO(s) button.
NOTE: The Generate PO(s) button only displays if a proposal has been awarded and both a Supplier # and Site # are saved for all awarded proposals.

Generate PO(s)

RFx	Results Date/Time (Pacific Time)	BPM	CFS PO	Results
Bricks for Superior Street Project	2022-09-07 1:38:24 PM	Bricks for Superior Street Project	PO-BPM249144-1	SUCCEEDED

1 Result(s)

[Admin settings] [Page settings] [Site map] [Legal mentions] BC Bid v1.3

1. Click on the Analyze & Award tab.
2. View the CFS PO number.
3. View the CFS integration result.

Appendix 1: Provincial Help Desk

Help desk hours: 8:30 am to 4:30 pm Monday to Friday

Email Contact: bcbid@gov.bc.ca

Contact the help desk by phone:

Direct: 1-250-387-7301

Toll Free (BC only): 1-800-663-7867

Appendix 2: Training Video Links

Video Name	URL (Link)
Login and How the Buyer Dashboard works	https://youtu.be/qEFdCimZNvw
Exploring Opportunities	https://youtu.be/cPG8eZrDiiI
Set up Team	https://youtu.be/PCAxNIQJPow
How to use the Discussion Forum	https://youtu.be/j-MZaF9z4tY

Appendix 3: Invitation To Quote Requisition & Purchase Order Process Overview

This outlines the steps from the Ministry Buyer creating a requisition within the Corporate Financial System (CFS) using iProcurement (iPro) through the PSB Buyer creating and issuing the Invitation to Quote (ITQ) opportunity within BC Bid to the Ministry buyer issuing a Purchase Order to the successful supplier.

Requisition

1. CFS/iPro requisition is created.
 - a. iPro is used to submit an approved requisition
 - b. Ministry buyers use the new UNSPSC commodity codes when creating the iPro requisition
 - c. Ministry buyers can use the [iPro Sourcing via BC Bid guide](#) for assistance in creating the requisition
 - d. Ministry buyers may need to amend a requisition at the PSB buyer's request. This could be to: change the unit of measure or to move items to additional lines. A notification email will be sent to itq.procurement@gov.bc.ca to notify PSB about the amendment. PSB may initiate the request to Ministry buyers via the BC Bid Discussion forum
2. EA approves requisition.
 - a. This initiates the import to BC Bid.
3. CFS-BC Bid integration creates the Sourcing Project and draft ITQ in BC Bid.
 - a. Email notification is sent to PSB Admin at itq.procurement@gov.bc.ca as well as the Ministry requisition preparer and Ministry requisition requestor confirming the successful import to BC Bid.
 - b. Email contains the requisition number and requisition ID for searching in BC Bid.
 - c. Email notifications will also be sent for amended requisitions. The contents of the email will indicate if it is an amendment to a requisition.
4. PSB buyer or ITQ supervisor completes intake/assignment process.

Draft/Issue ITQ

1. PSB buyer locates the Sourcing Project BC Bid

- a. The PSB buyer will use the requisition ID contained in the notification email to search for the Sourcing Project. The **Limit to my scope** checkbox is to be unselected.
2. The PSB buyer drafts the opportunity in BC Bid
 - a. If the opportunity is a Direct Award, see the Direct Awards section.
 - b. The PSB buyer adds the Ministry buyer to the team with the Read-only role.
 - c. If changes to the requisition information are needed, PSB can ask the Ministry buyer to amend the requisition.
 - i. Amended requisitions are imported as new draft versions of the ITQ.
3. PSB buyer issues and closes the opportunity in BC Bid
 - a. Amendments – may get issued because of an amended requisition or due to a supplier question and does not need the requisition amended.
 - b. Addenda – providing clarifying information due to a supplier question.

Direct Awards

1. The desired supplier will be added to the ITQ, and post publicly checkbox will be unchecked.
2. The Supplier will need to respond to the opportunity.

Analyze/Award/Close

1. PSB admin enters offline submissions in BC Bid, creates new suppliers in BC Bid, if needed.
2. PSB buyer completes evaluation and award in BC Bid
 - a. For successful supplier only PSB admin confirms or requests: CFS Supplier #, Site code.
 - b. PSB buyer confirms award criteria with Ministry buyer using the discussion forum and Ministry buyer logging in to view results.
 - c. PSB buyer confirms tax verification letter status with the successful supplier for opportunities over \$100k using the discussion forum or the successful notification email.
3. PSB buyer ensures PSB buyer initiates BC Bid-CFS integration with award information by clicking the Generate PO button.
4. PSB buyer sends notifications to successful and unsuccessful suppliers.

5. PSB buyer completes the Contract Award Summary (with the PO # generated above) and including the Direct Award justification if needed.
6. PSB buyer closes RFX and Sourcing project.

Purchase Order

1. The Ministry Client completes the PO in CFS and sends PO to supplier.

Appendix 4: Corporate Financial System (CFS) Resources

Resources for Ministry Buyers for Corporate Financial System (CFS) to create requisitions and issue Purchase Orders.

These links are owned and managed by Ministry of Finance.

[Ministry CFS Resources](#)

[iProcurement Sourcing via BCBID](#)

[Purchase Order Print Report](#)

Sourcing Project Roles Chart

✓ users with that role can complete the function

Orange users with that role are the only ones that can complete that function

BC Bid Function	Responsible	Official Contact	Contributor	Read-only	Notes
Edit the sourcing project	✓	✓	✓	-	
Add members to Set up Team tab	✓	-	-	-	
Send and receive Discussion Forum messages	✓	✓	✓	✓	
Receive Discussion Forum messages from suppliers	-	✓	-	-	
Add/edit documents (Set up Documents or Prepare RFx Documents)	✓	✓	✓	-	
Add suppliers to a Sourcing Project	✓	✓	✓	-	
Create a supplier* (from Add Suppliers menu)	✓	✓	✓	-	
Edit the opportunity	✓	✓	✓	-	
Add/edit items tab (ITQ and Timber Auction only)	✓	✓	✓	-	
Delete a draft RFx	✓	-	-	-	
Issue (post) opportunities	✓	-	-	-	
Create an amendment	✓	✓	✓	-	Some opportunity types, only responsible can create
Edit an amendment in draft status	✓	✓	✓	-	
Issue an amendment	✓				
Enter supplier offline submissions	✓	✓	✓	-	
Unseal supplier submissions	✓	-	-	-	
View and download supplier submissions (once unsealed)	✓	✓	✓	✓	
Award a decision	✓	✓	✓	-	
Shortlist suppliers from an opportunity	✓	✓	✓	-	
Send successful and unsuccessful notifications	✓	✓	✓	-	Best practice for the Official Contact to send notifications
Create the contract award summary	✓	✓	✓	-	

Create a new (draft) lot	✓	✓	✓	-	
--------------------------	---	---	---	---	--

* Suppliers can also be created by selecting **Suppliers** from the main menu, then selecting **Create**. Users don't need to have a role on a team to create a supplier from the Suppliers menu.

BCBid