

# BCBid

## Broader Public Sector Buyer Guide

## 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 to the Broader Public Service (BPS) on how to use the BC Bid application.

## 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 in your PDF reader, click Control-F4.

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**.

Abbreviated sections of this document have also been created as Quick Reference Guides (QRG) and are available on the BC Procurement Resources site.

## 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.

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## General Interface

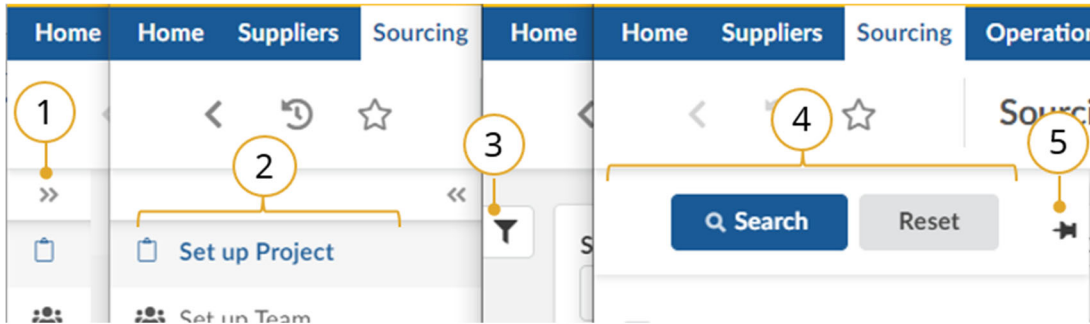
This section describes some general functionality of BC Bid.

### Browser Types

BC Bid will work with all modern web browsers. Microsoft Edge or Google Chrome are recommended. **BC Bid is not compatible with Internet Explorer.**

If using Firefox, ensure that popups are allowed. Do not click the “Don’t allow env.ivalua.ca to prompt you again” message.

### Expand/Collapse Menu and Expand/Collapse Filters



1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded view.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon** to keep open.

## Search Commodity Codes

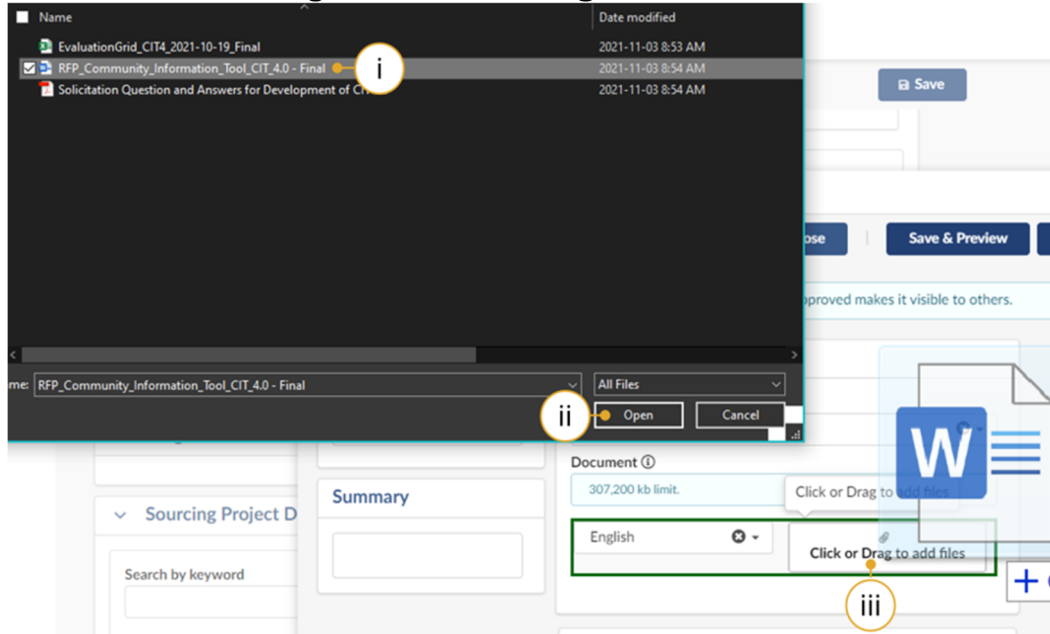
In the Commodity Code search pop-up (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

Note that when there is an active search, the commodity code selector sticks to the search results. Be sure to reset the search to allow you to expand the selection you want. You can also update your search to include results with terms in that specific tree.

For more details, please see the [Commodity Codes video](#).

## Adding files

Files are added using the **Click or Drag to add files** button.



- i. Select the document to upload.
- ii. Click **Open**.
- iii. Alternatively, open Windows Explorer and drag the file to the Click or Drag to add files button.

## File Size and File Formats

File uploads are limited to 500 MB. An individual file of 500MB can be uploaded. If multiple files are being uploaded at the same time, the total size must also be under 500 MB. File types include common business application file types. There are an unlimited number of attachments.

BC Bid accepts most common document formats, including:

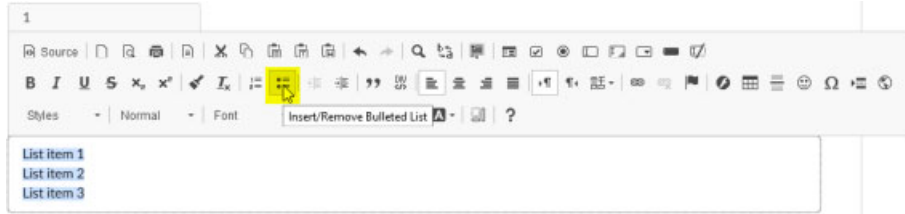
- PDF
- Office
- Word
- Excel
- PowerPoint
- Visio
- MS Project
- AutoCad
- Text files

## Text Fields Editing Toolbar

Most text fields in the application allow for the entry of rich text using the editor or What You See Is What You Get (WYSIWYG) toolbar. Only some of the buttons on this toolbar are operational.

Copy/Paste: Use CTRL+C for copy and CTRL+V for paste instead of mouse-click (right-click).

Also note that pasting in a bulleted list from an external document may not work as expected. Copy in an un-bulleted list of text, select these rows of text, and then click the Bulleted List icon in the toolbar.



## Close to Save Using “X”

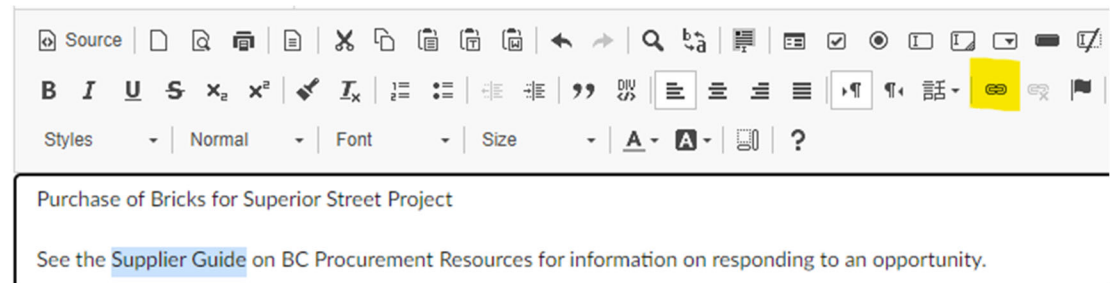
In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the “X” at the top-right of the dialog box, the application saves your entry.

## Adding a Link to a Text Field

### Create New Link

To create a new link directly from a web page:

1. Copy link from web page.
2. Paste link into text field.
3. Select text link and click the link button.
4. In the dialog box, paste web address into URL field.



5. Click Ok.

### Copy and Edit a Link

If copying a link from another source such as a word document:

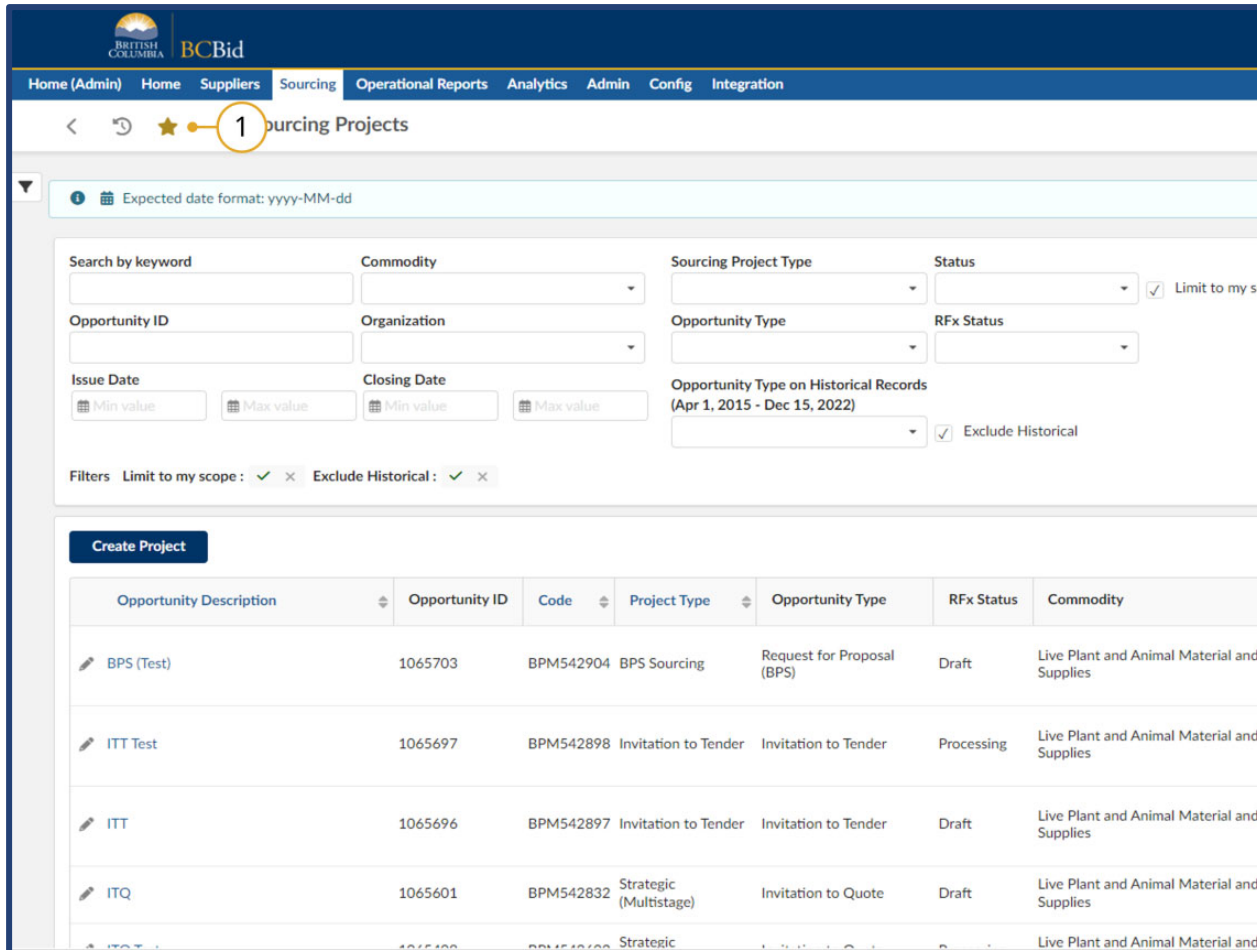
1. Copy text with URL from word document or other source.
2. Select the link text and click the link button
3. In the dialog box, delete the content of the URL field.
4. Go to the webpage and copy the URL.
5. Paste into the URL field.
6. Click OK.

The screenshot shows a 'Link' dialog box with a close button (X) in the top right corner. It has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. Below the tabs, there are three sections: 'Display Text' with a text input field containing 'Supplier Guide'; 'Link Type' with a dropdown menu set to 'URL'; and 'Protocol' with a dropdown menu set to 'https://'. To the right of the 'Protocol' dropdown is a text input field containing the URL 'www2.gov.bc.ca/gov/content?id=3C62FBAD49774604AC21E'. A yellow sticky note with the text 'URL\*' is placed over the 'URL' dropdown and the URL input field. At the bottom right of the dialog box are two buttons: 'OK' (green) and 'Cancel' (white).

### My Saved Pages

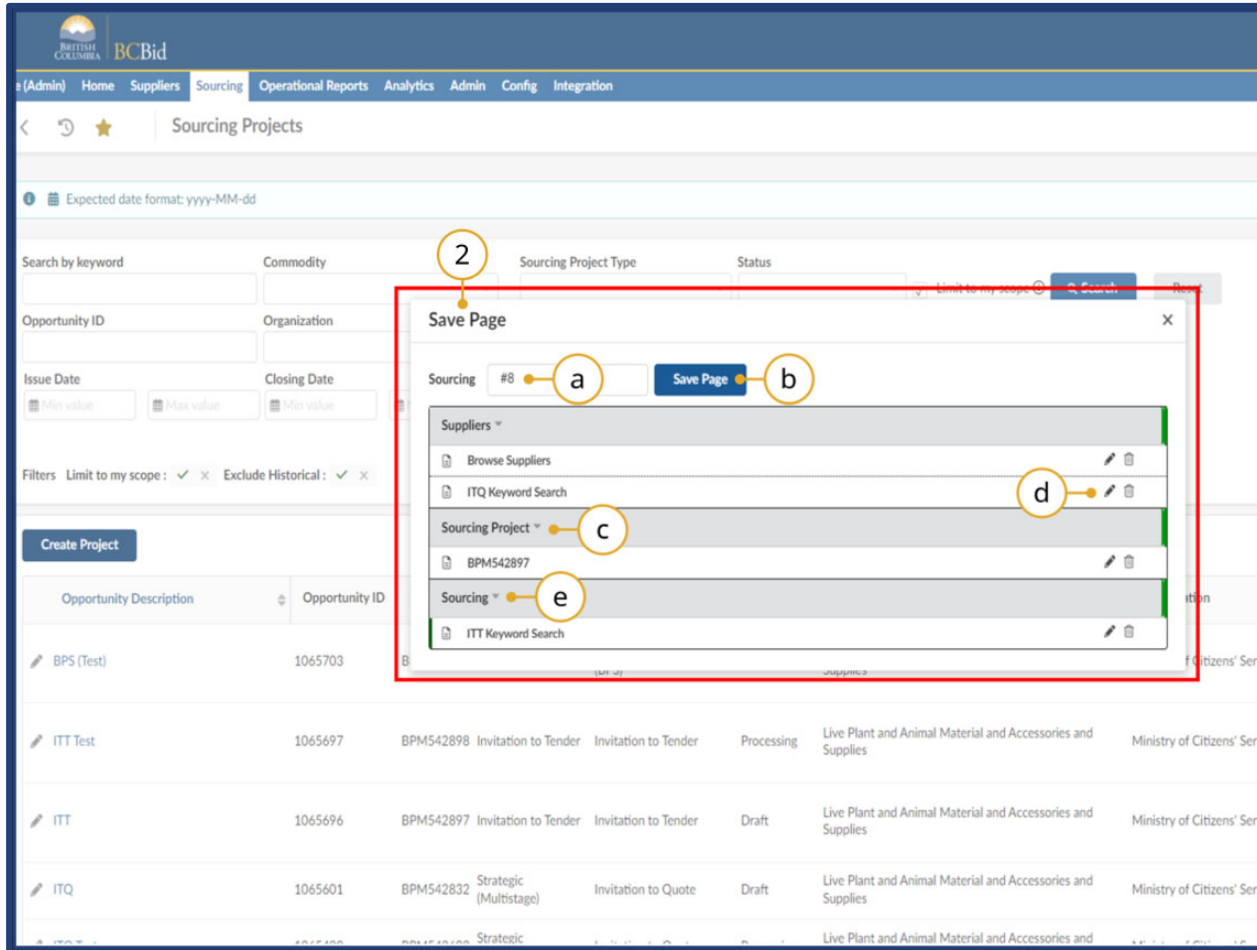
Within the BC Bid application, you have the option to save any page that you frequently visit, so that you can easily revisit the page as needed.

### Star Icon (Save Page)



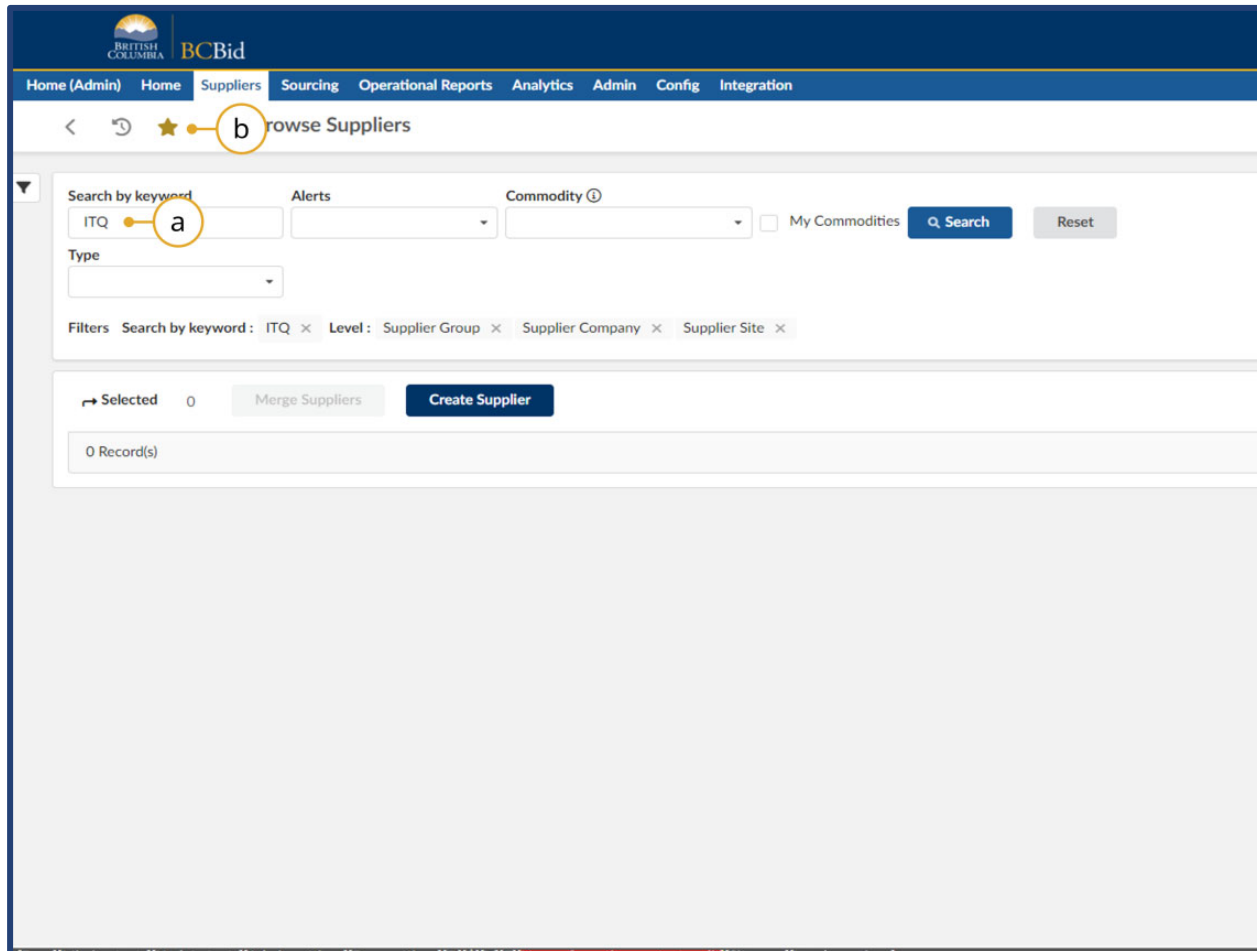
1. On any page within BC Bid you should see the **star icon** in the top left corner. Click on the icon to open the **Save Page** window. If the star is gold, this means that you are on a page that has been previously saved.

Save Page Window



2. Once the **Save Page** window is open there are a variety of things you can do:
  - a. Type in a custom name for your saved page into the text box here.
  - b. Click the **Save Page** button to save that page and add it to the list below.
  - c. Pages are grouped into categories based on where they are in BC Bid.
  - d. Click the **pencil icon** to edit or the **trashcan icon** to delete a saved page.
  - e. Click the small grey arrow beside a category label to minimize each dropdown.

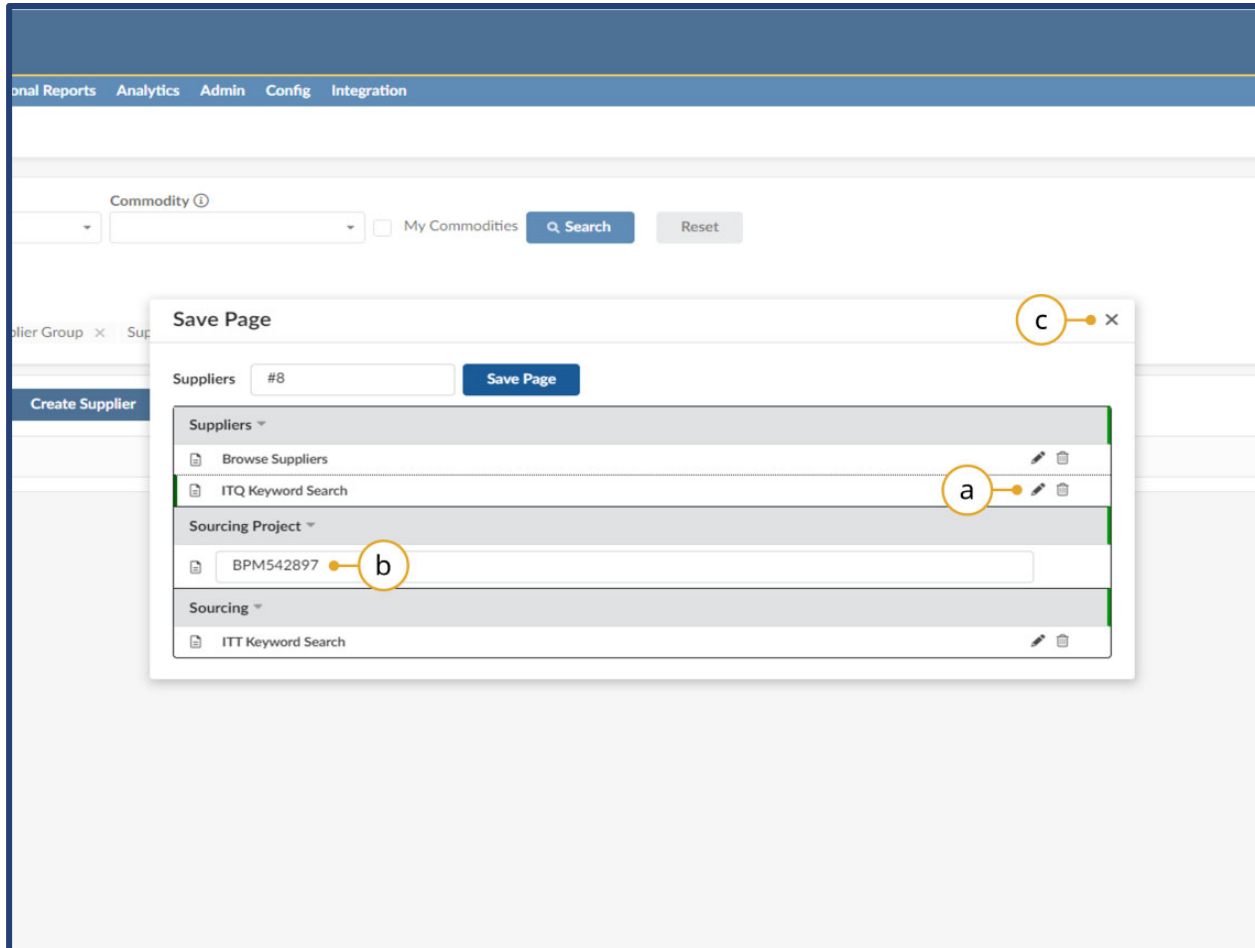
## Save Text Fields



The screenshot shows the 'Browse Suppliers' page in the BC Bid system. The page has a dark blue header with the BC Bid logo and navigation tabs: Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the header is a breadcrumb trail: < < Home > Suppliers > Browse Suppliers. The main content area features a search section with the following elements: a 'Search by keyword' input field containing 'ITQ' (circled with a yellow 'a'), an 'Alerts' dropdown menu, a 'Commodity' dropdown menu, a 'My Commodities' checkbox, a 'Search' button, and a 'Reset' button. Below the search fields is a 'Type' dropdown menu. A 'Filters' section shows 'Search by keyword: ITQ' with three filter tags: 'Level: Supplier Group', 'Supplier Company', and 'Supplier Site'. At the bottom of the search section, there is a 'Selected' count of 0, a 'Merge Suppliers' button, and a 'Create Supplier' button. The main table area shows '0 Record(s)'. A yellow circle with a 'b' is placed over the star icon in the breadcrumb trail.

3. As you are saving pages in BC Bid, pages with text fields can have the entered text in the fields saved as well. This is useful for search pages, where you can save keyword searches such as ITQ, RFP, ITT etc.
  - a. Type the desired text into the search parameters.
  - b. Click the **star icon** to save the page. Once saved, when you revisit the page, the text fields that were saved will also populate as well.

## Editing Saved Pages



4. When you are within the **Save Page** window, you can edit and adjust the saved names of pages you've already created as needed.
  - a. Click the **pencil icon** to edit the name of a saved page.
  - b. The **text box** on the name will open and you can adjust the name as needed
  - c. Click the **x** in the top right corner to leave the Save Page window.

My Saved Pages - Keyword Searches

The screenshot shows the 'Sourcing Projects' page in the BC Bid system. A circled '5' highlights the search filters section. The filters include:

- Search by keyword: Construction
- Commodity: [Dropdown]
- Sourcing Project Type: Invitation to Tender
- Status: In progress
- Opportunity ID: 1234567
- Organization: Construction & Maintenance Branch
- Opportunity Type: Request for Proposal
- RFX Status: Open
- Issue Date: [Min/Max value]
- Closing Date: [Min/Max value]
- Opportunity Type on Historical Records (Apr 1, 2015 - Dec 15, 2022): [Dropdown]
- Exclude Historical: [Checked]

Filters summary: Limit to my scope: [Checked] Exclude Historical: [Checked] Organization: Construction & Maintenance Branch Opportunity Type: Request for Proposal RFX Status: Open Opportunity ID: 1234567 Type: Invitation to Tender Status: In progress

Opportunity Description	Opportunity ID	Code	Project Type	Opportunity Type	RFX Status	Commodity	Organization
BPS (Test)	1065703	BPM542904	BPS Sourcing	Request for Proposal (BPS)	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITT Test	1065697	BPM542898	Invitation to Tender	Invitation to Tender	Processing	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITT	1065696	BPM542897	Invitation to Tender	Invitation to Tender	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of
ITO	1065601	BPM542892	Strategic	Invitation to Quote	Draft	Live Plant and Animal Material and Accessories and Supplies	Ministry of

5. One of the main benefits of the 'My Saved Pages' functionality is that users can save keyword searches as needed. This is a chance to fill in search parameters with your most searched keywords and then save that page. When you revisit the saved page, your keywords will remain allowing you to easily access your most used searches.

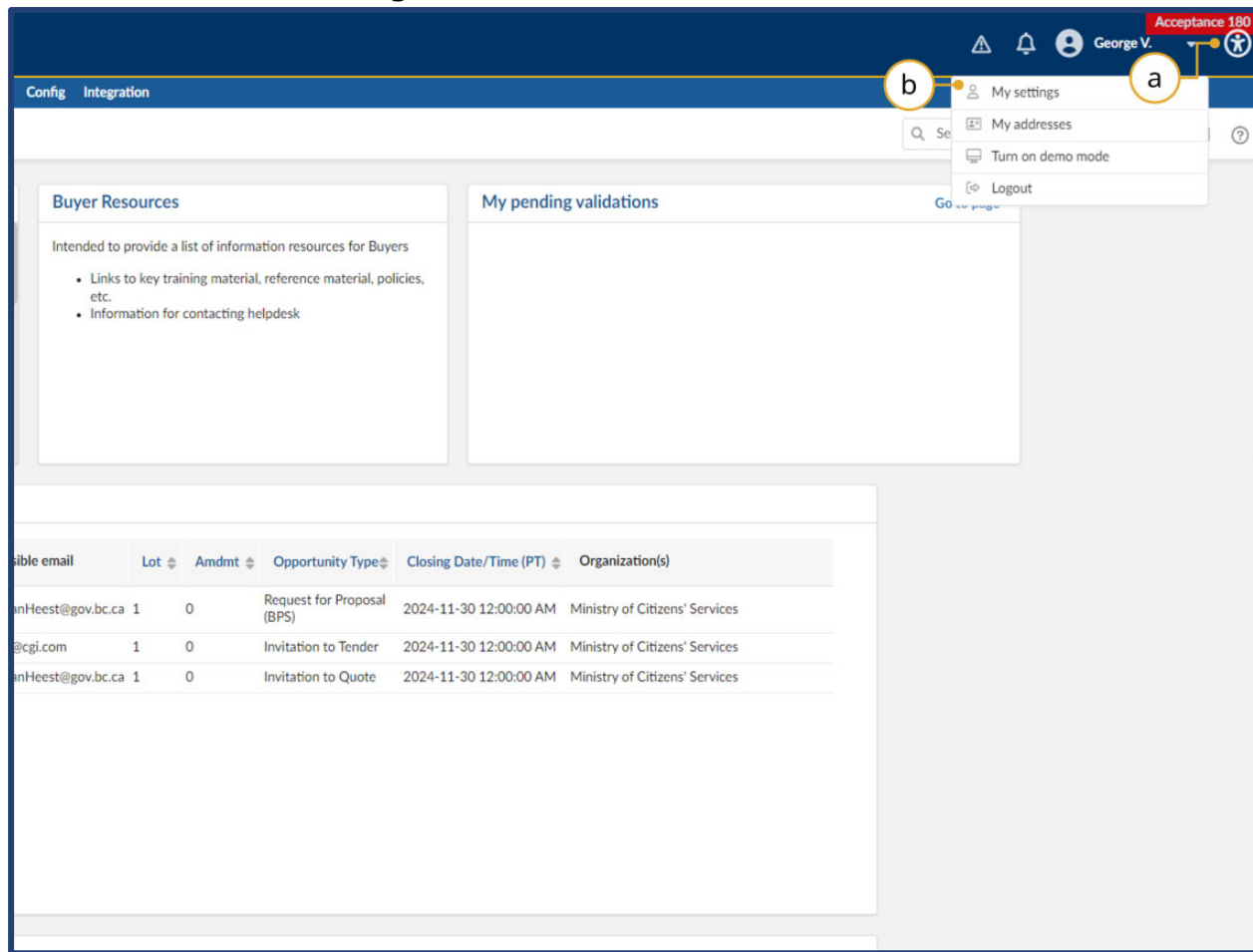
You can search based on the following:

- Keyword
- Sourcing Project Type
- Status
- Opportunity ID
- Organization
- Opportunity Type
- RFX Status

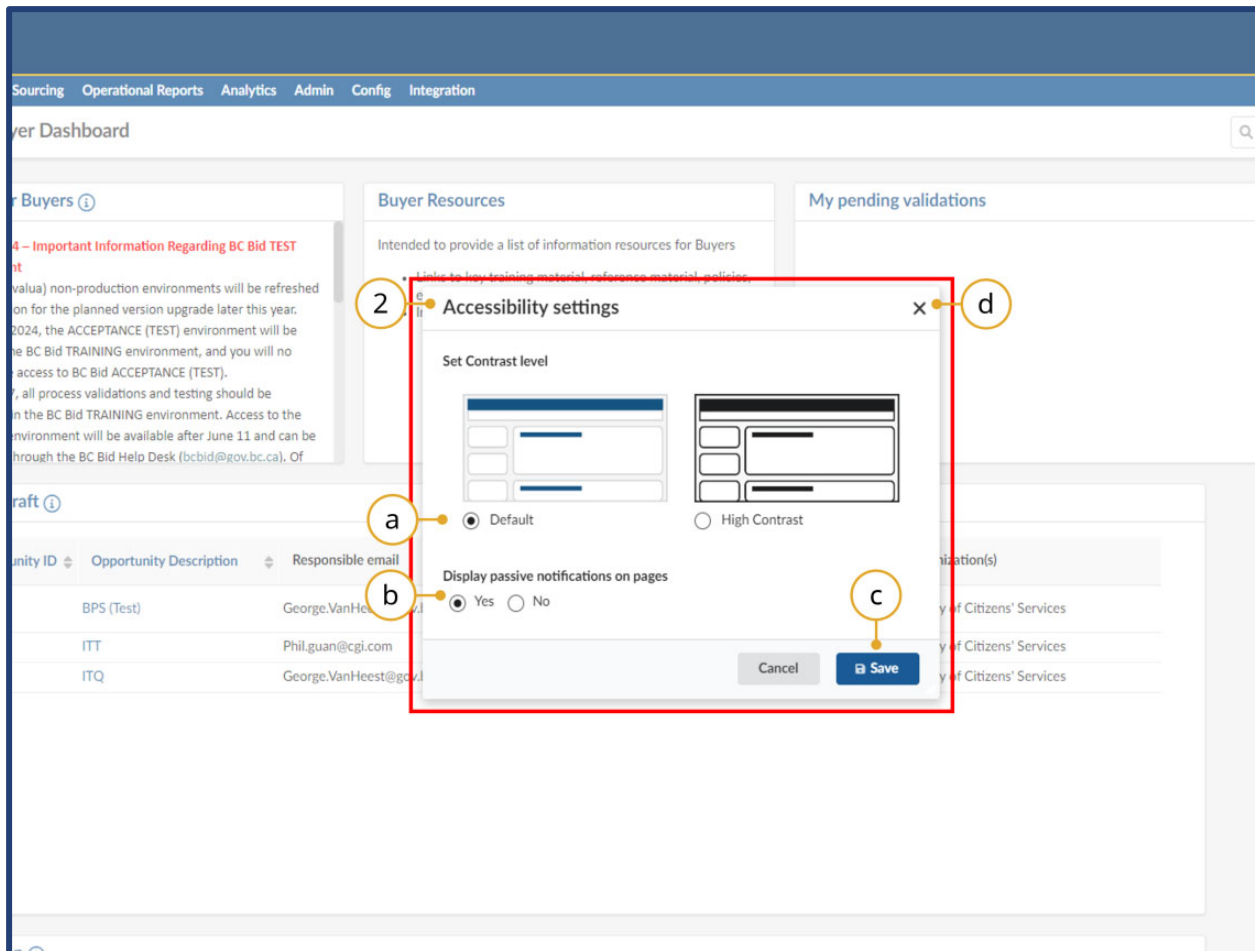
## Accessibility Features

In the BC Bid application you can toggle accessibility features in 2 different ways. Contrast can be adjusted and passive notifications can be turned off.

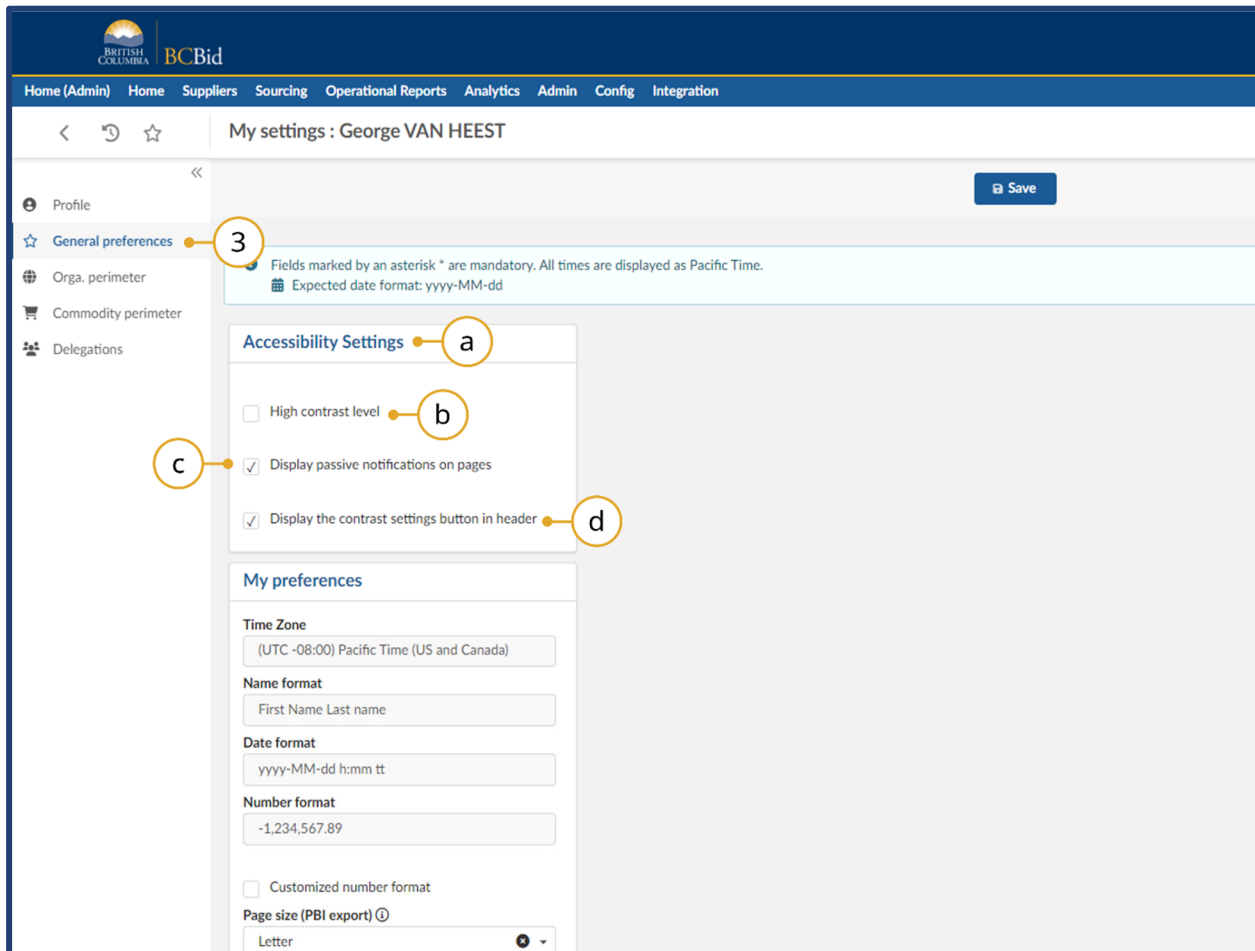
**Please Note:** The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. We have not updated every single screenshot, but it will now be in the top right (it can also be turned off in the settings).



1. There are 2 ways to access accessibility settings.
  - a. Click the **circular symbol** in the top right hand corner.
  - b. Click on your name and click on my **settings** in the drop-down menu.



2. The **accessibility settings** window will open after clicking on the circular icon in the top right hand corner.
  - a. Here you can adjust **contrast settings** between the default and high contrast modes.
  - b. You can turn **passive notifications** (blue) on or off in this section.
  - c. Always click **Save** to save your updated settings choices.
  - d. *Optional:* Click the **x** to exit this menu without saving, if you simply need to close it.



3. After clicking on your name in the top right hand corner, and clicking on **My Settings**, you will be taken to the My Settings page. Click on **General Preferences** on the left hand side.

a. Under the **Accessibility Settings** you can make adjustments to certain features.

b. You can turn **high contrast** on by checking this box.

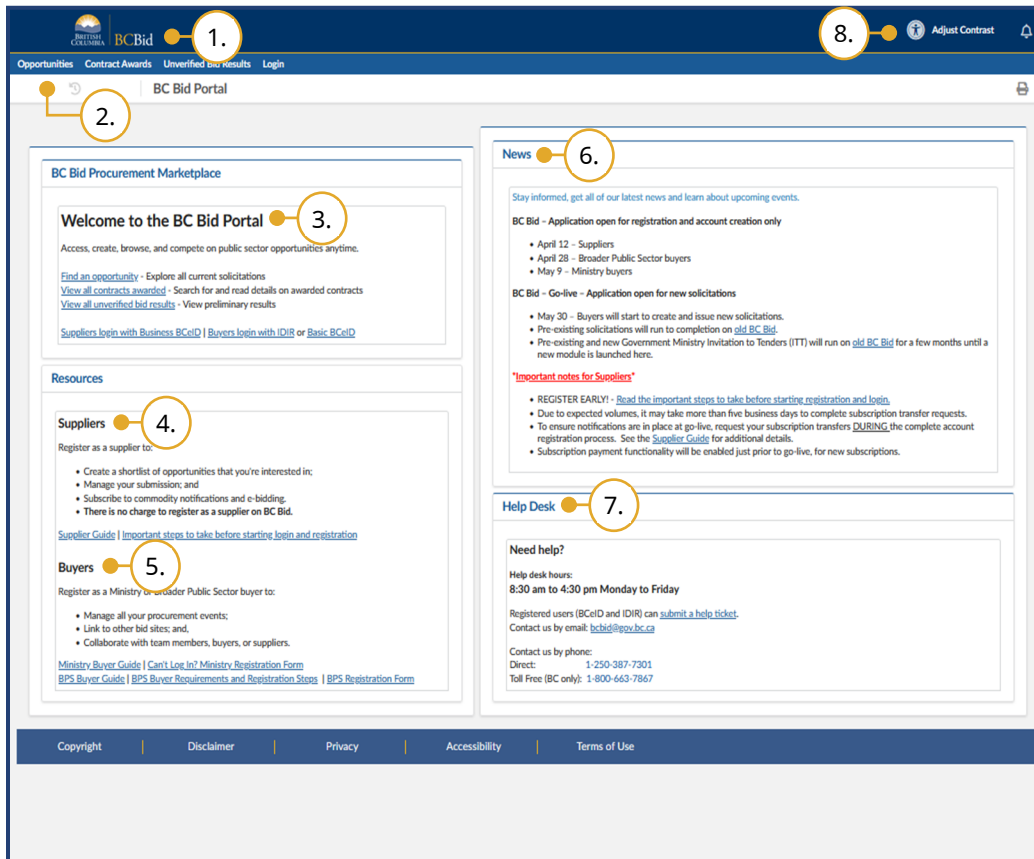
c. You can chose to turn off **passive (blue) notifications** but unchecking this box.

d. You can chose to hide the **circular accessibility settings icon** from the top right hand corner of BC Bid by unchecking this box.

**Note:** Please save your settings after any changes by clicking the save button.

# Public Portal, Registration and Login

URL: [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)



1. Click the **BC Bid** icon at any time to return to this main page.
2. Main menu has links to **Opportunities, Contract Awards, Unverified Bid Results and Login.**
3. The Welcome box will display a welcome message and quick links.
4. Supplier Resources are listed. Learn about benefits to registration and follow links to registration form and login.
5. Buyer Resources are listed. Follow links to access buyer resources pages, registration form and login.
6. News and upcoming events will be posted here.
7. Help Desk contact information including a link to the ticket system.
8. This icon has shifted to now be located in the top right hand corner of the page. Adjust contrast here.



[Navigating the Public Portal](#)

## Registration

Only users whose organizations have submitted Access Agreements will be able to register their BC Bid accounts.



The screenshot shows the BCeID registration form. At the top, there is a navigation bar with the BCeID logo and links for Types of BCeID, Service Directory, Locations, Agreements, FAQs, and Contact Us. Below the navigation bar, there is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and links for Privacy and Terms. Below the reCAPTCHA widget, there is a checkbox labeled "a." followed by the text "Yes, I have read and I accept the [Terms of Use Agreement](#)". Below this text is a link "Read the [BCeID Privacy Policy](#)". At the bottom of the form, there is a blue "Continue" button with a right-pointing arrow, followed by a yellow circle containing the letter "b.".

1. If you don't have an IDIR, register for a Basic BCeID using the following link: [Register for a Basic BCeID](#).
  - a. Complete the form, then select the **Terms of Use Agreement** checkbox.
  - b. Click **Continue**.

You will see a "registration complete" screen with a summary of your registration. IDIR users can proceed to the next step.

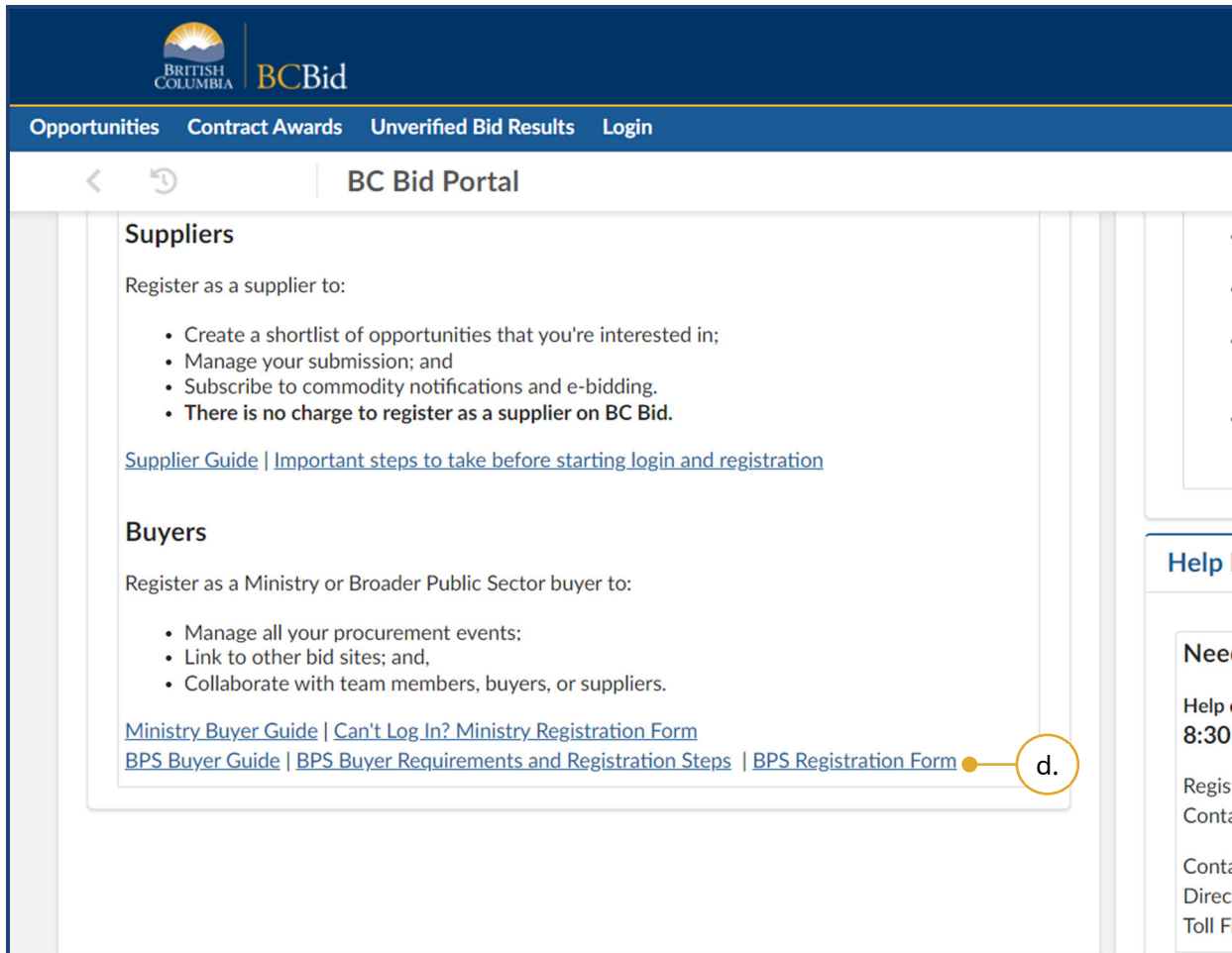
You will receive an account confirmation email from [BCeID@gov.bc.ca](mailto:BCeID@gov.bc.ca).



[BPS Registration](#)



The Basic BCeID registration link is available on the BC Procurement Resources website. Buyers can navigate to that page by clicking the **BPS Buyer Requirements and Registration Steps** link on BC Bid Public Portal at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).



- c. Register for a BPS Buyer account by visiting the BC Bid Public Portal at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).
- d. In the Buyers section, click the **BPS Registration Form** link.

BRITISH COLUMBIA BCBid

Opportunities Contract Awards Unverified Bid Results Login

Buyer Registration

f. Submit Cancel

Broader Public Sector (BPS) employees and contractors

Check here if BPS.

IDIR or Basic BCeID User ID\* e. TestID

Need a BCeID? Please click [here](#) to learn more and to register for a BCeID.

Contractor?

Are you a Contractor acting on behalf of this Organization? (If Yes, fill in the Name and Email address of the person within this Organization who can approve this request)

No  
 Yes

Name

Email

- e. Complete the form and then in the Broader Public Sector (BPS) employees and contractors section, enter your **IDIR or Basic BCeID User ID** in the text box.
- f. Click **Submit**.

You will see a screen with a *Thank you for registering message*.

You will receive a *Your BC Bid Buyer registration has been received email*.

Review the instructions on the screen. If you are registering with Basic BCeID, click the **log in to BC Bid** link included in the confirmation email to complete your registration.

If you are registering with IDIR, proceed to the [Buyer Dashboard Overview](#).

## Login

BRITISH COLUMBIA

Log in to sfstest7.gov.bc.ca

Log in with BCeID

User ID  
Use a Business or Basic BCeID

TESTID

ii.

Password

.....

iii.

Continue

iv.

[Forgot your user ID or password?](#)

No account?  
[Register for a BCeID](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) legal action against such person.

If you are registering with Basic BCeID, you will be redirected to the BC Bid application Log In page.

- g. Log in to the application:
  - i. Click **Log in with BCeID**.
  - ii. Enter your Basic BCeID **User ID**.
  - iii. Enter your **Password**.
  - iv. Click **Continue**.



[Login and How the Buyer Dashboard works](#)



To reset a BCeID password, contact BCeID Help Desk at toll free 1-866-356-2741 or using the [Online Form](#).  
To reset an IDIR password, contact Help Desk at 250-387-7000 or by emailing [77000@gov.bc.ca](mailto:77000@gov.bc.ca).

**To complete login with your BCeID, review your BCeID account activity.**

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account. If you do not recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last Logins with Your BCeID

September 1, 2021 at 1:32 PM



**When do you want to review your BCeID account activity?**

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at [www.bceid.ca](http://www.bceid.ca).

Do not show me BCeID account activity when I log in



**Continue**



Your BCeID

Go to [www.bceid.ca](http://www.bceid.ca) to manage your account. You can also contact us for more information.

We recommend you update your contact information.

[Manage your account](#)

Need help?

[Contact the support team](#)

- v. Review your BCeID Account Activity.
- vi. *Optional:* Select the **Do not show me BCeID account activity when I log in** checkbox. Selecting this option means this step will be skipped for future logins.
- vii. Click **Continue**.

You will see a screen displaying an *Access Denied to BC Bid* message.

Note: This is a mandatory step. Your attempt to log in to the BC Bid application for the first time prompts BC Bid application to create your user account.

You will receive an email from the Help Desk after your registration is reviewed.

Registration can take up to two business days. Once the registration is accepted, you will receive a *Your BC Bid Buyer registration has been accepted* email.

When you receive the email, log in to the BC Bid application using your IDIR or Basic BCeID.

Contact the Help Desk if you receive a *Your BC Bid Buyer registration requires follow up* email.

See [Appendix 1](#) to view the Registration Messages

## Contractor Accounts

1. Contractors only need one BCeID to create an account in BC Bid and post on behalf of Broader Public Sector (BPS) organizations. The contractor should register for a BC Bid account under one BPS organization where they provide support.

To post on behalf of a BPS organization, the contractor can register using:

- An existing IDIR if they have one, or
- A Basic BCeID

BCBid  
Acceptance  
Adjust Contrast

Opportunities Contract Awards Unverified Bid Results Login

Buyer Registration

Submit Cancel

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

**Personal Information**

**BASIC BCeID REQUIRED**  
A Basic BCeID account or BC Government IDIR. Need a Basic BCeID? Register and then return to this page.

1

First name\*

Last name\*

Position/Title\*

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

E-mail Address\*

**Address**

Map Satellite

AFRICA EUROPE

Privacy Terms

2. Once the BCBid account is active, the contractor needs to [contact the BC Bid Help Desk](#) to request access to any other organizations they support.

The Help Desk will:

- Request approval from the organizations identified
- Provide the requested access to the contractor

Contractor? — 2

Are you a Contractor acting on behalf of this Organization? (If Yes, fill in the Name and Email address of the person within this Organization who can approve this request)

No

Yes

Name

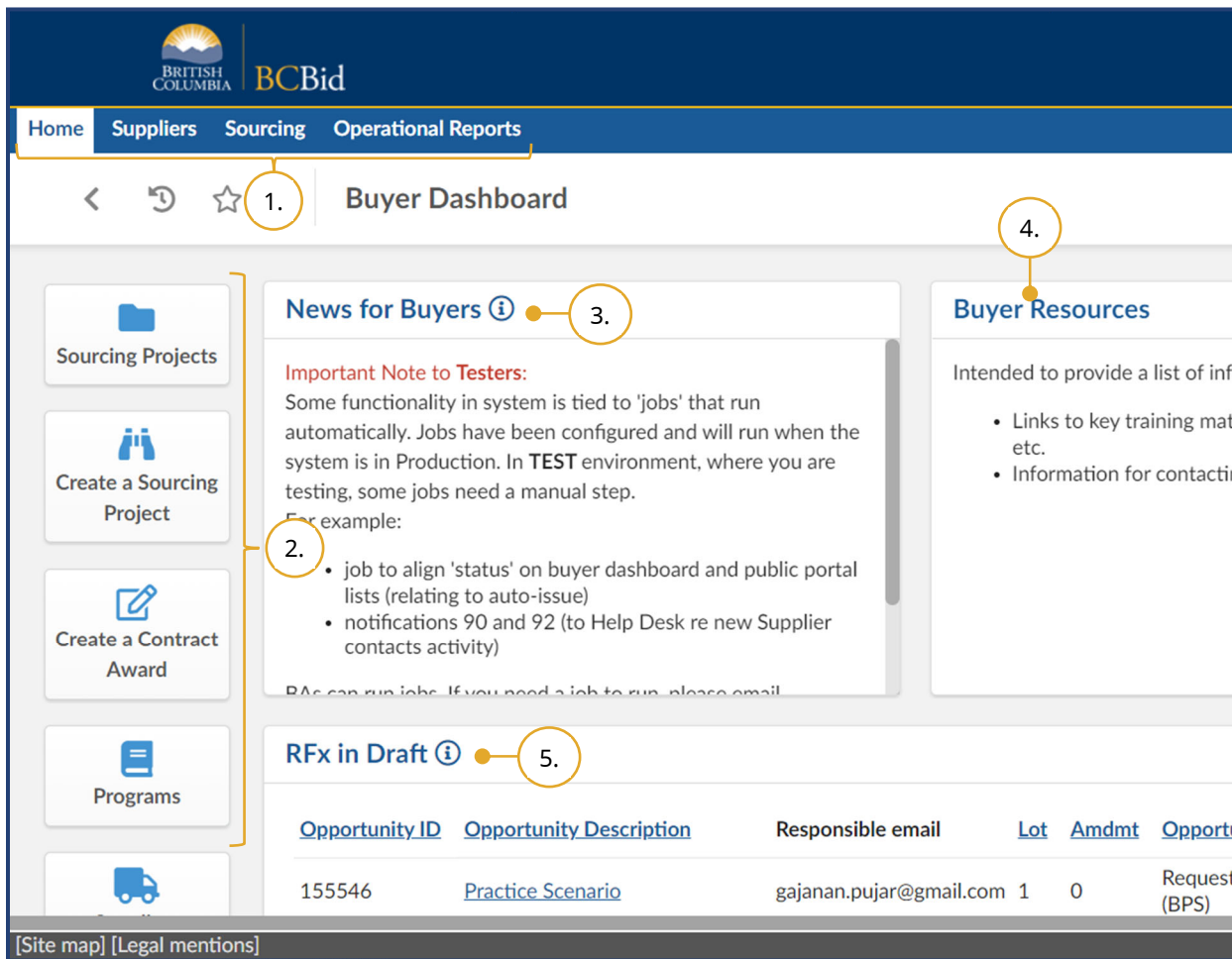
Email

**Note:** The BPS Access Agreement for the BPS organization covers the contractor, and the contractor should not submit a BPS Access Agreement.

As an alternative, at the sourcing project level, would be to give registered users access to only that opportunity. Users added in this way wouldn't have a view into any other buyer portal opportunities.

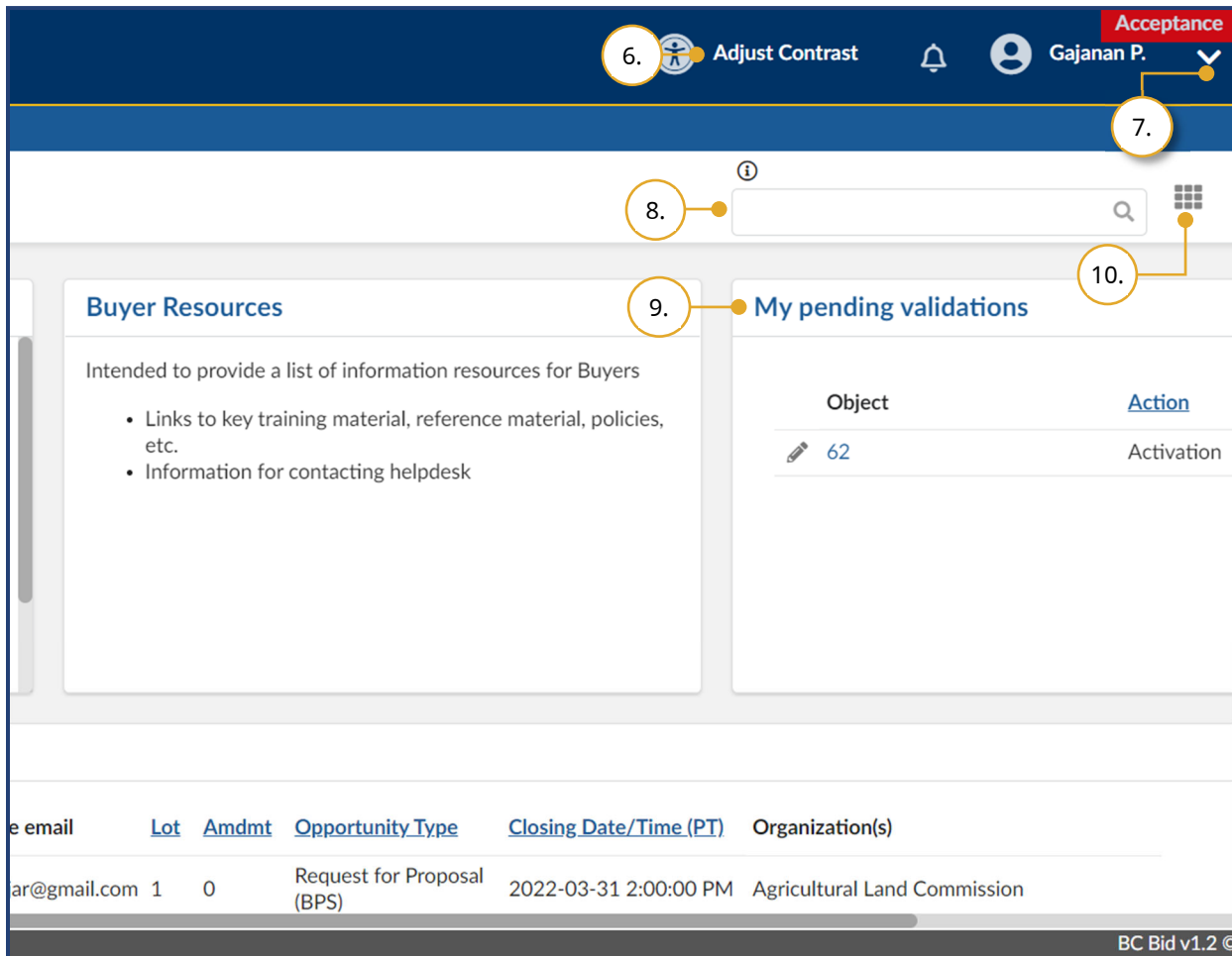
## Buyer Dashboard

The Buyer Dashboard is the home page when buyers log in to BC Bid application. This section describes the layout and content of the home page.



g, and Operational Reports drop-down

- Quick Access Menu:** Quick access to Sourcing Projects, Create a Sourcing Project, Create a Contract Award, and Suppliers (same as accessing through Main menu bar).
- News for Buyers:** Information for buyers from the BC Bid Help Desk.
- Buyer Resources:** Links to information such as key training material, reference material, policies, and the BC Bid Help Desk.
- RFx in Draft:** Shows project and or RFx lists within which you are a team member. The lists are sorted by Closing Date, with those issuing soonest at the top.



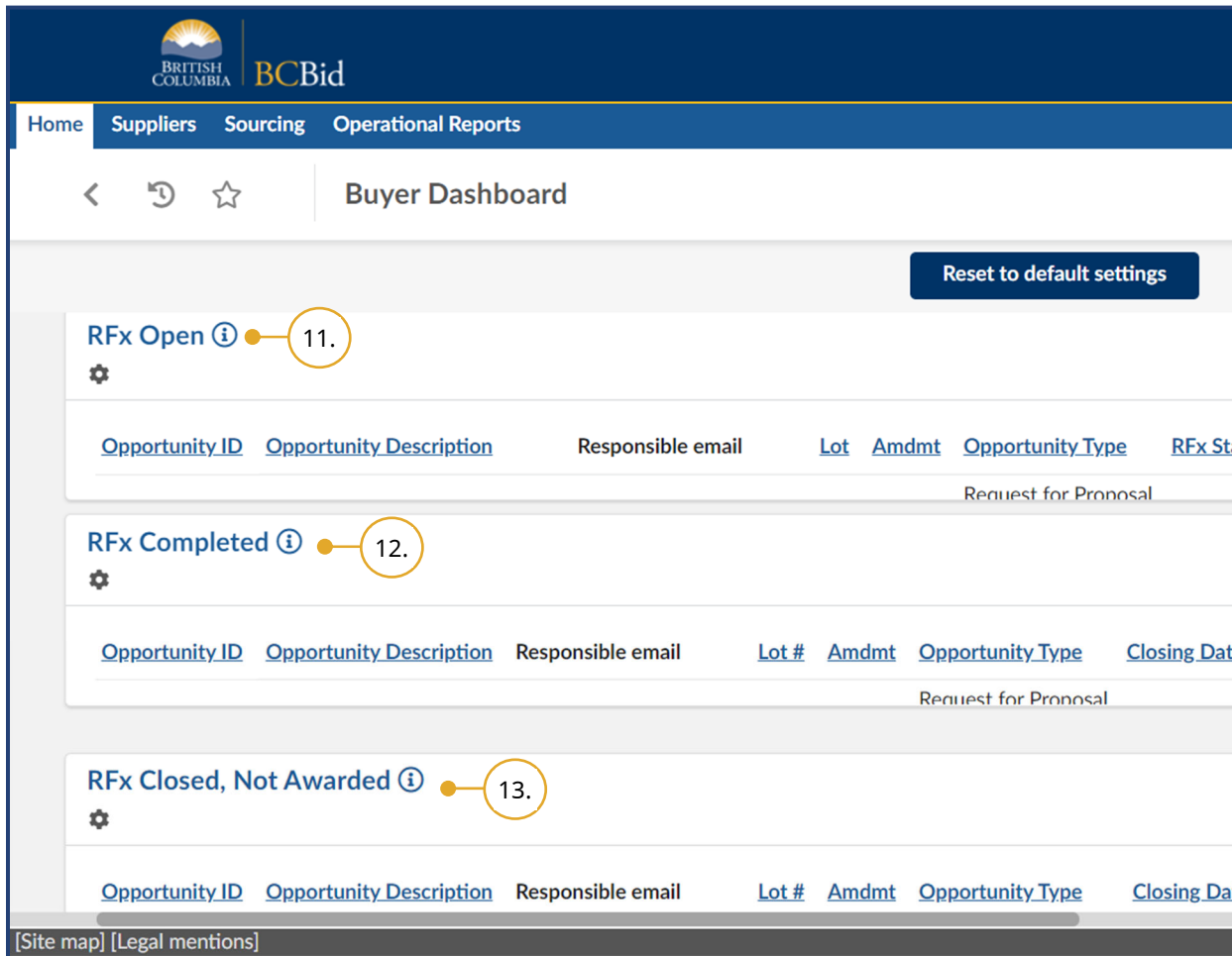
6. **Adjust Contrast:** Adjust your screen brightness to a darker mode or reset it to the default brightness. Note, this icon is now located in the top, right-hand corner of the page.
7. **My Profile:** See [Customizing My Profile](#) for more information.
8. **Search** box.
9. **My Pending Validations:** Shows projects and/or RFxs where your action is required.
10. **Customize Dashboard:** See [Customize Dashboard](#) for more information.



[Login and how the Buyer Dashboard works](#)



The purpose of the **Search** box is to find Sourcing Projects created within your organization available to view, Suppliers, and Contracts.



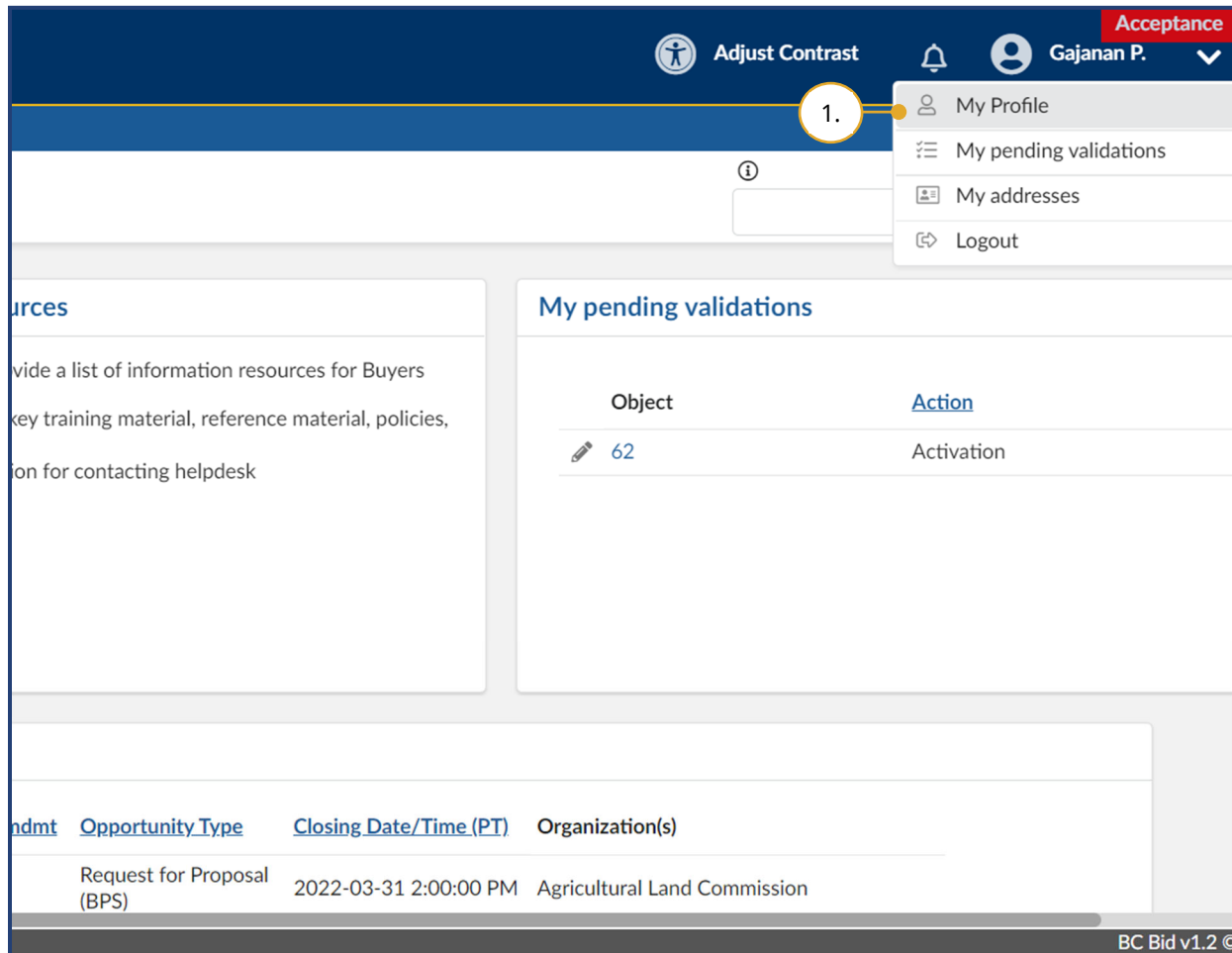
- 11. **RFX Open:** Shows open projects and/or RFXs where you are a team member. These are sorted by soonest Closing Date at the top.
- 12. **RFX Completed:** Shows completed projects and/or RFXs where you are a team member. These are sorted by most recent Closing Date at the top.
- 13. **RFX Closed, Not Awarded:** Shows closed projects and/or RFXs where you are a team member. These are sorted by oldest Closing Date at the top.

## Customizing My Profile

This section provides the steps for updating your profile in BC Bid application. It is not necessary to update or complete the profile, but there are features that may be useful to you. For example, if you usually buy for only one organization, that detail can be prepopulated in the Default settings.

Note: Other users can see some of the information within these profile pages, such as Identity, Addresses, Organization, and Purchasing Scope.

### Edit My Profile



(hand corner) and click **My Profile**.

Home Suppliers Sourcing Operational Reports

Profile Management : Gajanan PUJAR

Save

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

**Default settings** a.

Main Organization

Default commodity

**Identity** b.

Contact First Name\* Gajanan

Contact Last Name\* Pujar

Email\* gajanan.pujar@gmail.com

Position ⓘ

Last Connection

Organizations/...

Organization

2 value(s) selected

Organizational

Alber

Attor

Audit

BC P

BPS

Minis

[Site map] [Legal mentions]

2. Available fields include:

- a. **Default Settings:** Only the option selected in the Main Organization drop-down list will be prepopulated in future Sourcing Projects.
- b. **Identity:** The details (except for Position) entered here will be prepopulated in future Sourcing Projects.

ne Suppliers Sourcing Operational Reports

< ↻ ☆ Profile Management : Gajanan PUJAR

Save

Organizations/Commodities c.

**Organization Perimeter**

2 value(s) selected

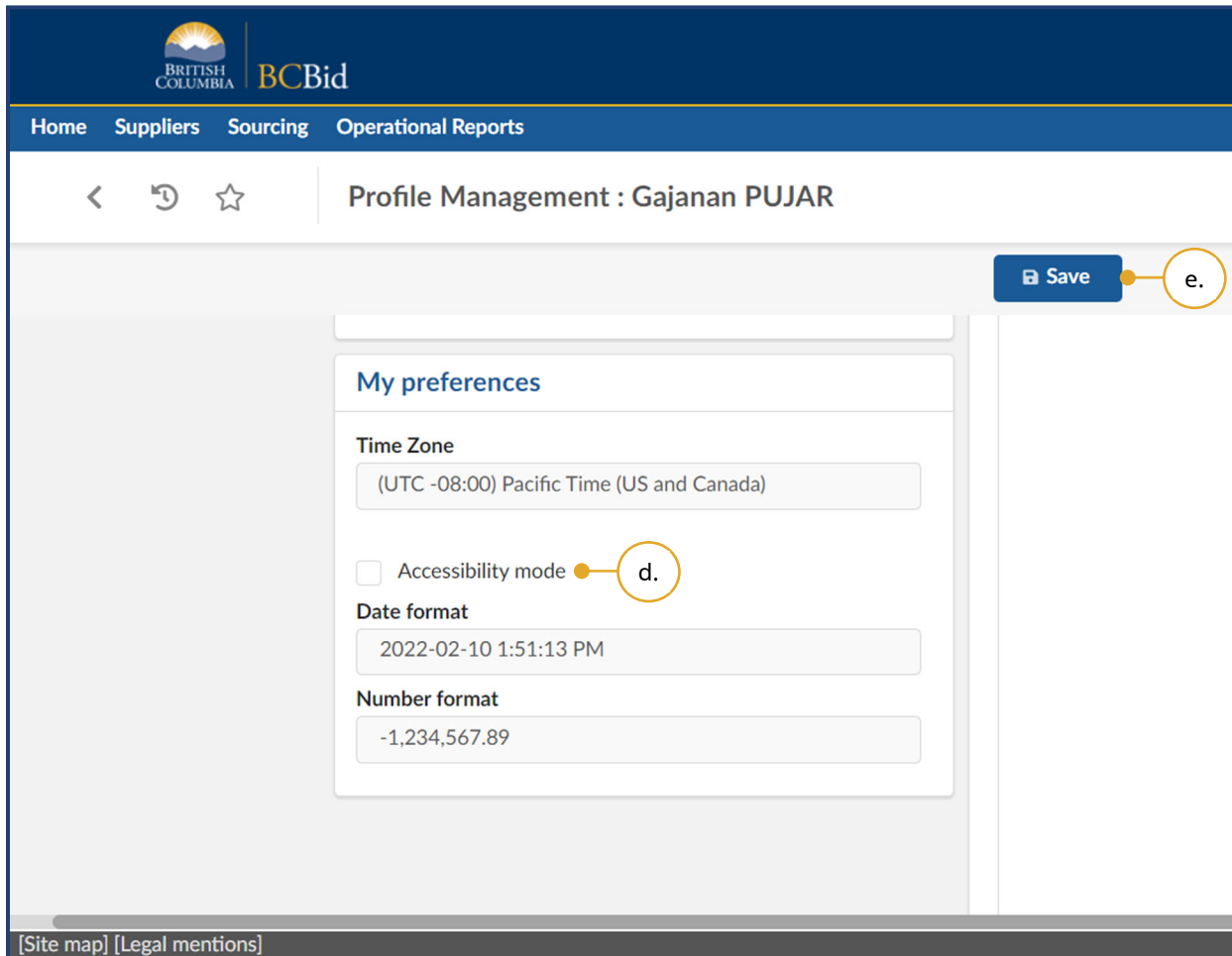
- Organizational hierarchy
  - Alberta
  - Attorney General
  - Auditor General for Local Government
  - BC Public Service Agency
  - BPS
  - Ministry of Advanced Education, Skills and Training
  - Ministry of Agriculture, Food and Fisheries
  - Ministry of Children and Family Development
  - Ministry of Citizens' Services

**Commodity Perimeter**

- IND - Indirect
- DIR - Direct
- 10000000 - Live Plant a
- 11000000 - Mineral an
- 12000000 - Chemicals
- 13000000 - Resin and F
- 14000000 - Paper Mate
- 15000000 - Fuels and F
- 20000000 - Mining and
- 21000000 - Farming an
- 22000000 - Building an

map] [Legal mentions]

- c. **Organizations/Commodities:**  
This section is controlled by Administrators. So, it is not applicable to any user.



- d. **My Preferences:** The Accessibility mode setting allows users to adjust the zoom level.
- e. Click **Save**.

## Explore Sourcing Projects/Opportunities

The screenshot shows the BCBid user interface. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' menu is open, showing options like 'Sourcing Projects', 'Create Sourcing Project', 'Programs', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice', 'Unverified Bid Results', and 'RFx in Draft'. A callout 'a.' points to the 'Sourcing Projects' menu item. On the left sidebar, there is a 'Sourcing Projects' folder icon with a callout 'i.' pointing to it. Below the sidebar, there are buttons for 'Create a Sourcing Project', 'Create a Contract Award', and 'Programs'. The main content area shows a section titled 'RFx in Draft' with a table of opportunities.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportu
155546	<a href="#">Practice Scenario</a>	gajanan.pujar@gmail.com	1	0	Request (BPS)

URL: https://envault.ivalua.ca/buyer/ssbc/rctevol/s4nxe/page.aspx/en/bpm/process\_browse

- a. Click **Sourcing Projects** to view all sourcing projects created within your organization available to view, or
- i. Click **Sourcing Projects** in the quick access menu.



[Exploring Opportunities](#)

Note: Users with the Manager profile can see all Sourcing Projects within their organization. They can also reassign the Buyer Responsible role in a Sourcing Project, to a different user.

The screenshot displays the 'Sourcing Projects' interface. At the top, there are navigation tabs for 'Suppliers', 'Sourcing', and 'Operational Reports'. Below these are search filters: 'Search by keyword', 'Commodity', 'Sourcing Project Type', 'Status', 'Opportunity ID', 'Organization', 'Opportunity Type', and 'RFX Status'. A yellow bracket groups the 'Opportunity ID', 'Organization', 'Opportunity Type', and 'RFX Status' fields, with a circled '2.' pointing to the 'Opportunity Type' field. Below the filters are two checked checkboxes: 'Limit to my scope' and 'Include Historical'. A 'Create Project' button is located below the filters. The main content is a table with columns: 'Label', 'Opportunity ID', 'Code', 'Project Type', 'Opportunity Type', 'RFX Status', and 'Co'. The table contains two rows of data.

Label	Opportunity ID	Code	Project Type	Opportunity Type	RFX Status	Co
<a href="#">RFP for Architect</a>	156008	BPM085148	BPS Sourcing	Request for Proposal (BPS)	Open	Ar en
<a href="#">Discussion Forum</a>		BPM085123	BPS Sourcing			Liv An Ma

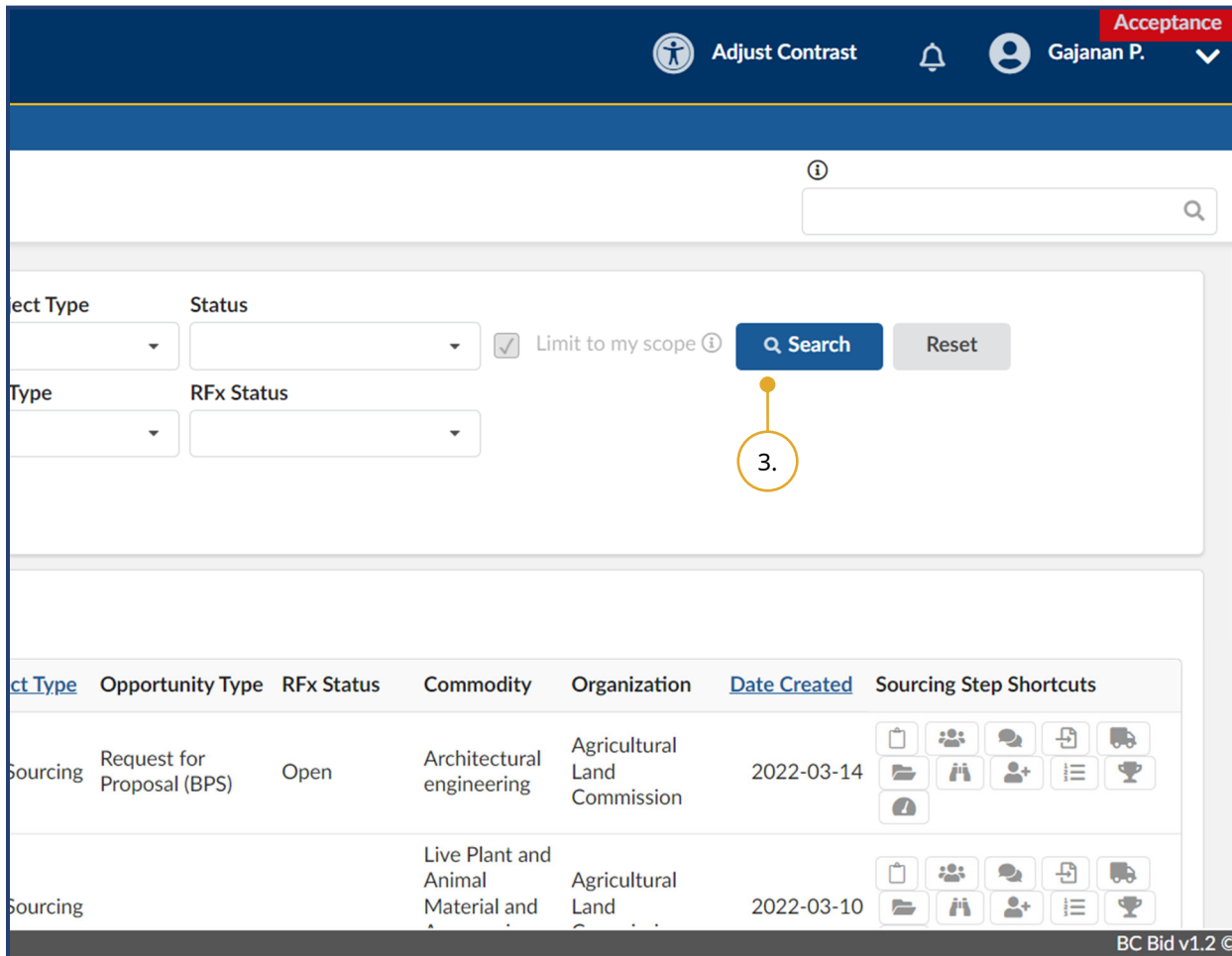
2. Search by: Entering keywords in the **Search by keyword** or **Opportunity ID** text boxes.

Use one or more of the **Commodity, Sourcing Project Type, Status, Organization, Opportunity Type, or RFX Status** drop-down lists to filter.

Note: **Limit to my scope** is controlled by Administrator. So, it is not applicable to any user.

**Include Historical:** Check this if you would like to include historical in your search, otherwise the default search will exclude historical data in the results.

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



3. Click **Search**.  
The results will display in a list.

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing Operational Reports

Sourcing Projects

Search by keyword Commodity Sourcing Project Type Status

Opportunity ID Organization Opportunity Type RFX Status

Filters Limit to my scope :

Create Project

Label	Opportunity ID	Code	Project Type	Opportunity Type	RFX Status
<a href="#">RFP for Architect</a> <b>4.</b>	156008	BPM085148	BPS Sourcing	Request for Proposal (BPS)	Open
<a href="#">Discussion Forum</a>		BPM085123	BPS Sourcing		

[Site map] [Legal mentions]

- To review opportunities that are read-only access, click the **Label** of the appropriate Sourcing Project.
- To edit opportunities that are available for editing, click the **Label** or **pencil** icon beside the appropriate Sourcing Project.

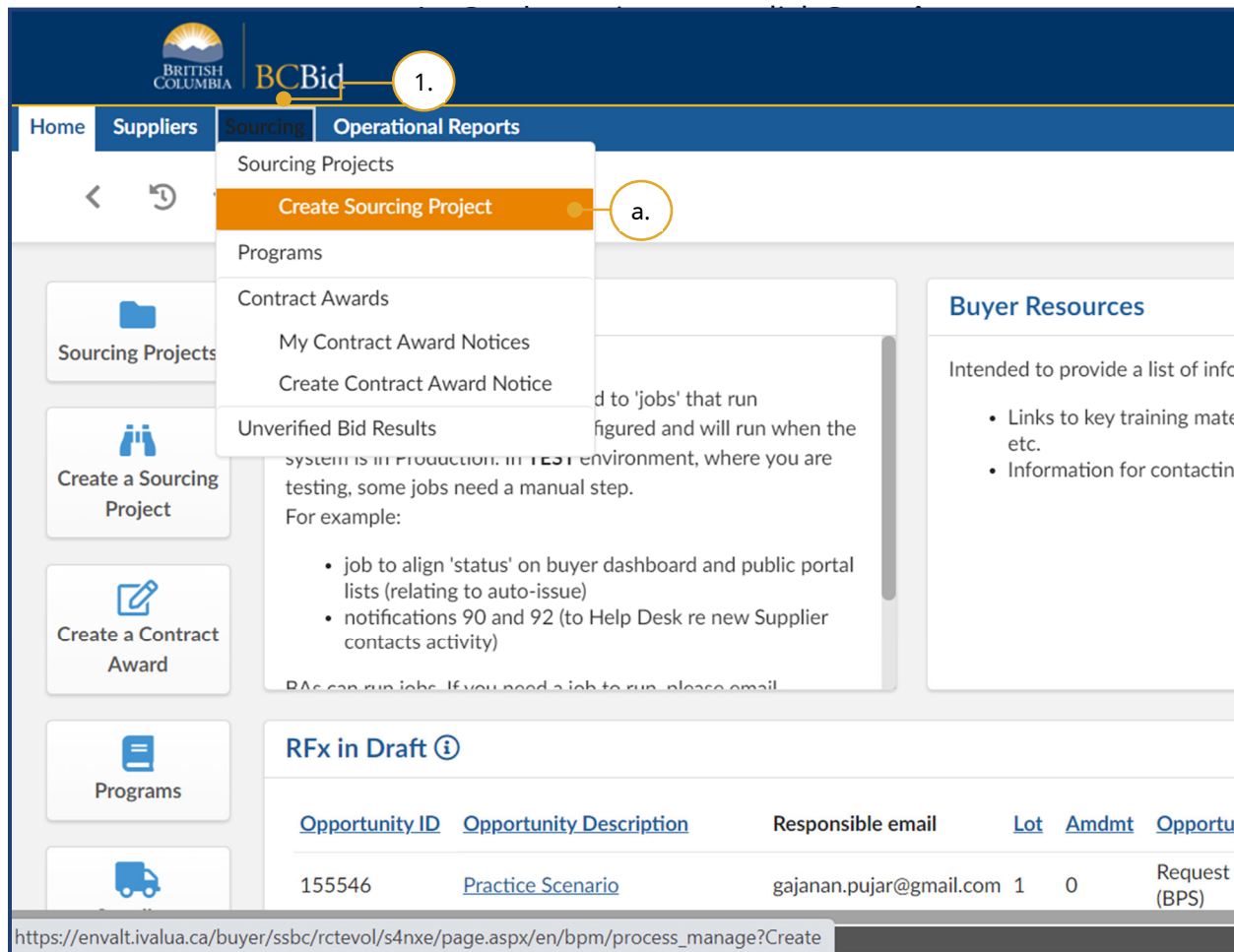


**Code** is an application generated unique identifier for a Sourcing Project.

The screenshot shows the BC Bid application interface. At the top, there is a navigation bar with 'Adjust Contrast', a notification bell, a user profile for 'Gajanan P.', and a red 'Acceptance' button. Below this is a search bar with a magnifying glass icon. The main content area features a search filter section with dropdown menus for 'Project Type' and 'Status', a checked 'Limit to my scope' option, and 'Search' and 'Reset' buttons. A yellow circle with the number '6.' is drawn around the 'Reset' button. Below the filters is a table with columns: 'Project Type', 'Opportunity Type', 'RFx Status', 'Commodity', 'Organization', 'Date Created', and 'Sourcing Step Shortcuts'. The table contains two rows of data. The first row shows 'Sourcing', 'Request for Proposal (BPS)', 'Open', 'Architectural engineering', 'Agricultural Land Commission', and '2022-03-14'. The second row shows 'Sourcing', 'Live Plant and Animal Material and', 'Agricultural Land', and '2022-03-10'. The 'Sourcing Step Shortcuts' column contains icons for various actions like copy, share, and refresh. The footer of the page reads 'BC Bid v1.2 ©'.

6. Click **Reset** to start a new search.

## Step 1 – Create a Sourcing Project



The screenshot shows the BC Bid Buyer Guide interface. The 'Sourcing' menu is open, and 'Create Sourcing Project' is highlighted. A callout '1.' points to the 'Sourcing' menu, and another callout 'a.' points to the 'Create Sourcing Project' option. The interface includes a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. A sidebar on the left has 'Sourcing Projects', 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', and a truck icon. The main content area shows 'Sourcing Projects' with a 'Create Sourcing Project' button, 'Contract Awards' with 'My Contract Award Notices' and 'Create Contract Award Notice', and 'Unverified Bid Results'. A 'Buyer Resources' section is also visible. At the bottom, there is a table for 'RFx in Draft'.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportu
155546	<a href="#">Practice Scenario</a>	gajanan.pujar@gmail.com	1	0	Request (BPS)

a. Click **Create Sourcing Project**.

Note: A Sourcing Project can contain one or more opportunities as separate Lots for example, RFP, RFI etc.



[How to Create a Sourcing Project](#)



Alternatively, you can create a Sourcing Project by clicking **Create a Sourcing Project** quick access menu or by clicking **Sourcing Projects** quick access menu and then clicking **Create Project**.

General Information Form

2. Choose a **Sourcing Project Type**.
3. In General Information section, enter a description using the **Opportunity Description** text box.
4. Select the issuing organization from the **Issued By** drop-down list.
5. *Optional:* If you are issuing on behalf of another organization, select the organization in the **Issued For** drop-down list. To see more options, click **See All**.
6. From the **Main Commodity** drop-down list, select the appropriate commodity at the appropriate tier, based on the purchase.



[Commodity Codes](#)



To issue a **Confidential Sourcing Project**, contact an Administrator to set it up. The character limit for the **Opportunity Description** text box is 192.

Home (Admin) Home Suppliers Sourcing Operational Reports Analytics Admin Config Integration

Create Sourcing Project

Save 8

Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.  
Expected date format: yyyy-MM-dd

Set up Project

General Information

Code  Is a template

Sourcing Project Type\*  Status\* In progress

Opportunity Description\*  Date Created 2024-12-06

Confidential Sourcing Project

Issued By\*

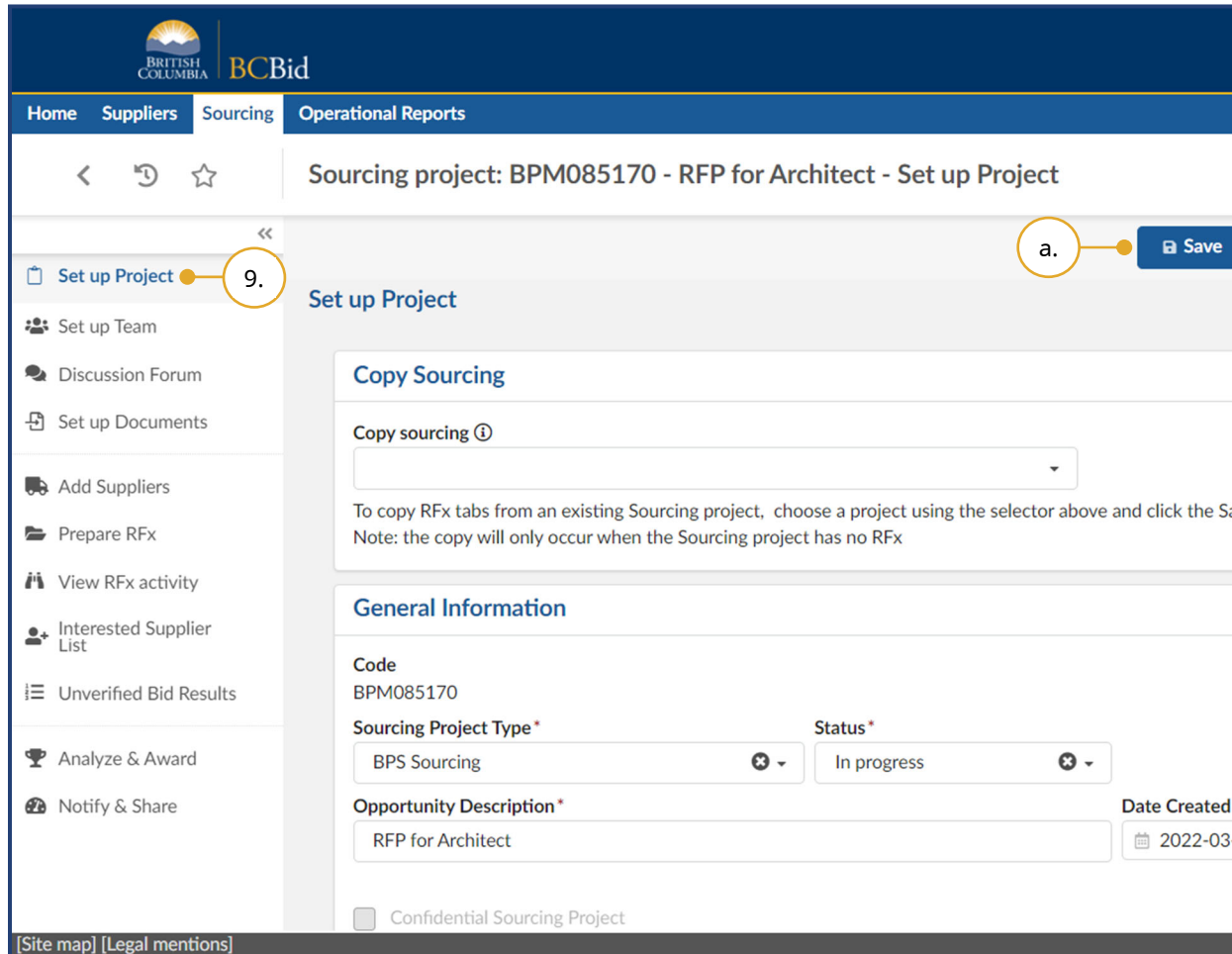
Issued For

Main Commodity\*

Other Commodities  7

7. *Optional:* Use the **Other Commodities** drop-down list to select the appropriate commodities at the appropriate tier. If a more detailed search is required, select **See All**.
8. Click **Save**.

Set up Project



9. In the **Set up Project** menu, review the information entered after selecting Create Sourcing Project and make changes, if necessary.
  - a. Click **Save**.

Copy Sourcing

The screenshot shows the 'Set up Project' page in the BCBid system. The breadcrumb trail is 'Home > Suppliers > Sourcing > Operational Reports'. The page title is 'Sourcing project: BPM085170 - RFP for Architect - Set up Project'. A 'Save' button is in the top right. A left-hand navigation menu includes options like 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFX', 'View RFX activity', 'Interested Supplier List', 'Unverified Bid Results', 'Analyze & Award', and 'Notify & Share'. The main content area is titled 'Set up Project' and contains a 'Copy Sourcing' section with a dropdown menu where 'b.' is selected. Below this is a 'General Information' section with fields for 'Code' (BPM085170), 'Sourcing Project Type\*' (BPS Sourcing), 'Status\*' (In progress), 'Opportunity Description\*' (RFP for Architect), and 'Date Created' (2022-03-1). A 'Confidential Sourcing Project' checkbox is at the bottom.

- b. *Optional:* To copy RFX tabs from an existing Sourcing Project, select the appropriate Sourcing Project from the **Copy sourcing** drop-down. This may not be applicable to all users.



[Copy Sourcing & Status](#)

## Set up Team

The screenshot shows the BC Bid web application interface. At the top, there are navigation tabs: Home, Suppliers, Sourcing, and Operational Reports. The current page is titled 'Sourcing project: BPM085170 - RFP for Architect - Set up Team'. On the left-hand side, there is a vertical menu with several options: Set up Project, Set up Team (highlighted with a yellow circle and the number '10.'), Discussion Forum, Set up Documents, Add Suppliers, Prepare RFx, View RFx activity, Interested Supplier List, Unverified Bid Results, Analyze & Award, and Notify & Share. The main content area is titled 'Set up Team' and contains a 'Team' section with the following roles and descriptions:

- Official Contact:** is the single contact that suppliers can communicate with about the opportunity. Messages and Email notifications sent to suppliers use the Official Contact (name and email). This role is set by default to the user who created the project.
- Responsible:** has full access to update the sourcing project and can unseal a Submission.
- Contributor:** has access to edit the sourcing project, including creating offline Submissions (does not have access to unseal a Submission).
- Read-only:** has access to view the sourcing project and can leave comments.

Below the roles, there is a section for 'Select user(s)\*' with a search input field and a dropdown arrow. At the bottom, there is a table with columns 'Email' and 'Profiles'. The 'Email' column contains the email address 'gajanan.pujar@gmail.com'. The 'Profiles' column contains two roles: 'Official Contact' and 'Responsible'.

- In the left-hand menu click **Set up Team**.

Set up Team is used to add users and assign Official Contact, Contributor, Responsible, or Read-only roles for the project. Assigning users to a team can only be done by the user with the Responsible role.

The creator of the sourcing project is assigned the Official Contact and Responsible roles by default.

There can only be one Responsible profile and one Official Contact profile assigned. The Official Contact does not have to be the same user as the Responsible profile.

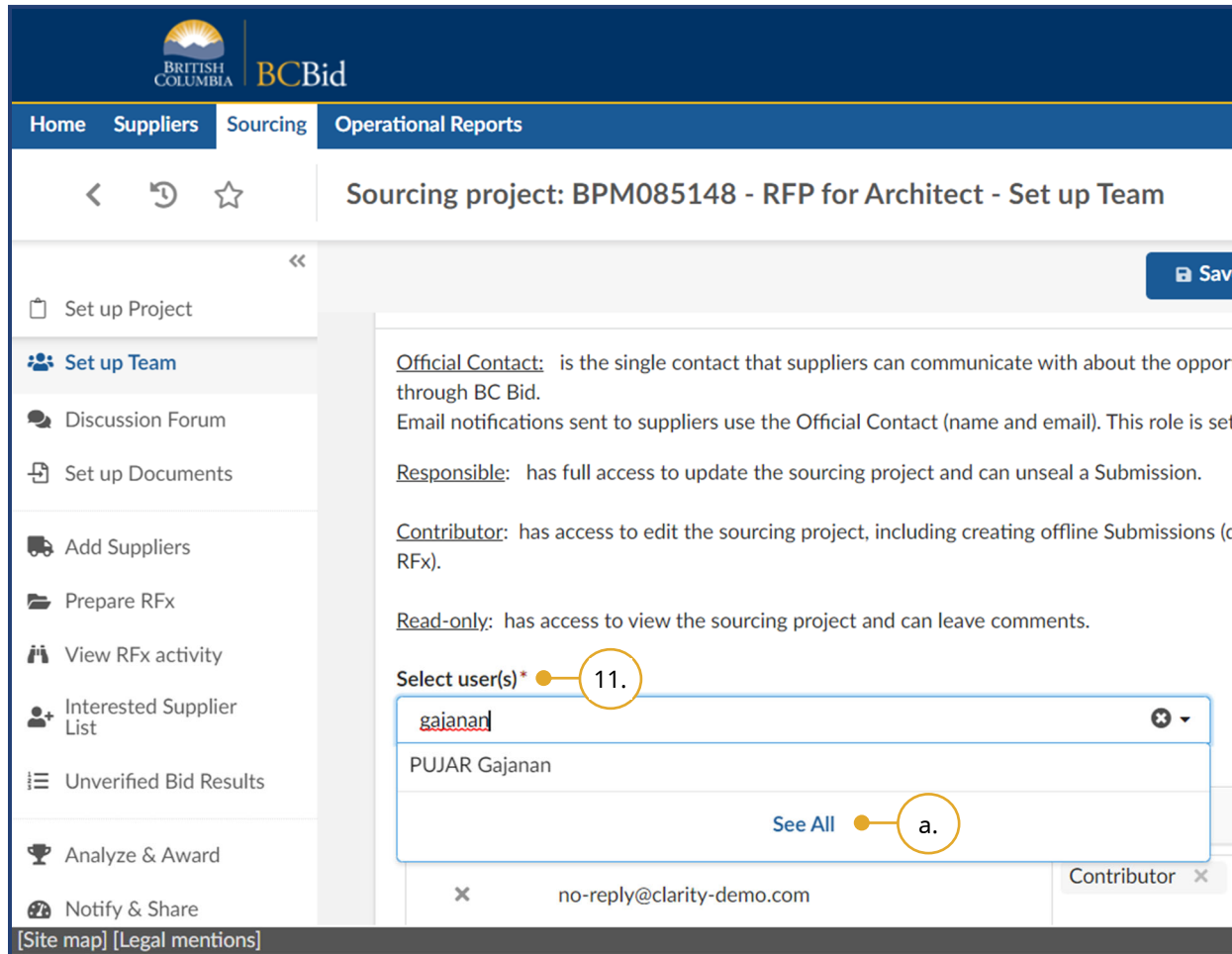


[Set up Team](#)

**Note:** It's always recommended to have more than one user registered for your organization to avoid disruption if a team member with active projects in BC Bid leaves your team. A registered team member in the responsible role can modify role assignments through the supplier portal. If the team member in the responsible role is not able to make the change, please [contact the BC Bid Help Desk](#) to make the change.

Adding Users

There are several ways to search for users to add them to a sourcing team.




11. In the **Select user(s)** drop-down list, enter the user name and select the user to add to the team. Then click **Save**.
  - a. If unable to narrow the options sufficiently, click **See All**. This will open the Browse Users dialog box.

BCBid


Procurement Operational Reports

### Browse Users

14. 


12. Search by keyword: gajanan

13. Filter by profile: Administrator

a. 

Type: Internal contact

Filters Type: Internal contact Filter by profile: Administrator

<input type="checkbox"/>	Add	User	Email	Profile	Commodity perimeter	Other
<input type="checkbox"/>		Pujar Gajanan	Gajanan.Pujar@gov.bc.ca	Administrator / Buyer / Employee / Procurement Service Branch		M Se

1 Result(s) Result(s)

[Email](#) [Profiles](#)

12. The Browse Users dialog box has more details available on the users in case of multiple users sharing the same name. Enter keywords in **Search by keyword** to filter users by name.

- a. Click **Search**.
- b. Select the user in the Add column, close the dialog box and then click **Save**.

13. In the Browse Users dialog box select the **Filter by profile** drop-down list to filter users by the user role assigned.

- a. Click **Search**.
- b. Select the user, close the dialog box and then click **Save**.

Note: The filter is applicable to internal profiles (i.e. not a Supplier) only. To view user information, select the user's name.

14. In the Browse Users dialog box click the **filter** icon to open the advanced filter.

**Browse Users**

Search Reset

Filter by profile

Organization **a.**

Commodity **b.**

email	Profile
admin@xxx.com	Administrator / Local Administrator / Supplier Approver / View MDX query
clarity.corp	Administrator / Employee
bc.ca	Administrator / Buyer / Buyer (BPS) / Buy copy function / Buyer (ITT) / Employee / Procurement Service Branch / Supplier Approver
clarity-demo.com	Administrator / Developer / Configurator
	Administrator / Buyer / Buyer (BPS) / Buve

[Site map] [Legal mentions]

- Click the **Organization** drop-down list to filter users by organization, then click **Search** and select the user. Close the dialog box and click **Save**.
- Click the **Commodity** drop-down list to filter users by commodity, then click **Search** and select the user. Close the dialog box and click **Save**.



If a user cannot be found, they may not be registered in the BC Bid application.

BCBid

Sourcing Operational Reports

Sourcing project: BPM085148 - RFP for Architect - Set up Team

Save

d.

Responsible: has full access to update the sourcing project and can unseal a Submission.

Contributor: has access to edit the sourcing project, including creating offline Submissions (does not have access to update RFX).

Read-only: has access to view the sourcing project and can leave comments.

Select user(s)\*

Email

Profiles

c.

Official Contact x Responsible x

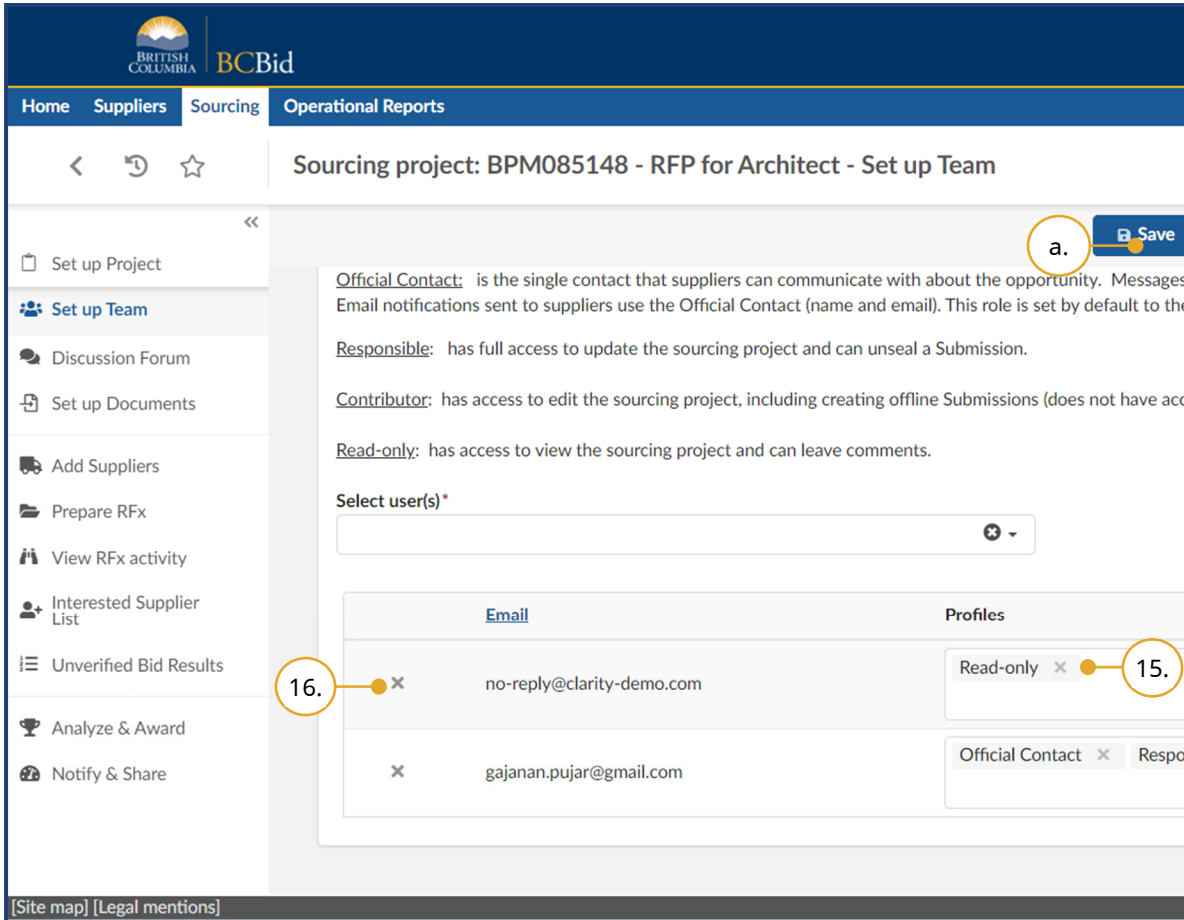
Contributor

Read-only

- c. Use the **Profiles** drop-down list to select a profile for the added user.
- d. Click **Save**.

Removing Users and Profiles

To remove a user and profile, follow these steps:



- 15. Click the **X** beside a profile to remove that profile for that specific user.
- 16. Click the **X** beside a contact email to remove that user from the team.
  - a. Click **Save**.

Note: If you click the **X** in the Select user(s) drop-down, the entire team is removed.

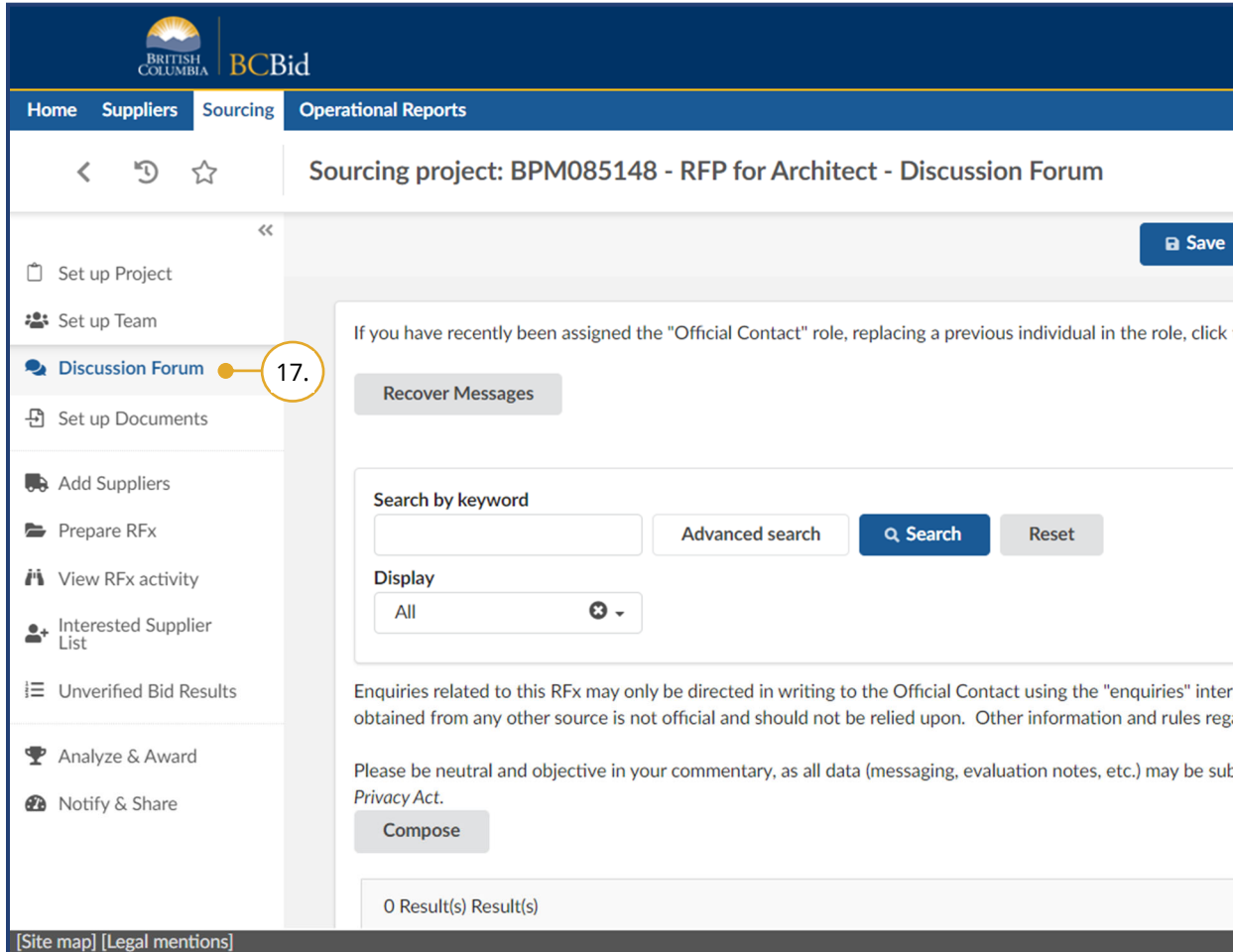
Before reassigning the Responsible role to another user, to ensure you don't lose access to the Sourcing Project, assign an alternate role to yourself.



To reassign the Responsible role to a new user in an event where the current person acting in that role is no longer available to reassign the role themselves, someone from your organization should contact the BC Bid Help Desk for assistance.

## Discussion Forum

The Discussion Forum is used for external communication between Buyers and Suppliers and internal communication between sourcing team members.



The screenshot shows the BC Bid web application interface. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. Below this is a breadcrumb trail: '<', 'Sourcing project: BPM085148 - RFP for Architect - Discussion Forum', and 'Save'. The left-hand menu is visible, with 'Discussion Forum' highlighted and circled with the number 17. The main content area contains a search bar with the text 'Search by keyword', a 'Recover Messages' button, and a 'Compose' button. Below the search bar, there is a 'Display' dropdown menu set to 'All'. At the bottom of the main content area, it says '0 Result(s) Result(s)'. The footer of the page includes links for '[Site map]' and '[Legal mentions]'.

17. *Optional:* In the left-hand menu click **Discussion Forum**.

This menu allows Sourcing Project teams to keep relevant collaborative discussions in one place for records management.

Users can write messages and attach documents.

Suppliers can submit enquiries and Official Contact can provide answers to all Suppliers, creating an Addendum.



[How to use Discussion Forum](#)

## Creating a New Message

Operational Reports

Sourcing project: BPM085148 - RFP for Architect - Discussion Forum

Save

Recover Messages

Search by keyword

Advanced search Search Reset

Display

All

Enquiries related to this RFX may only be directed in writing to the Official Contact using the "enquiries" interface, if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFX documents.

Please be neutral and objective in your commentary, as all data (messaging, evaluation notes, etc.) may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.

Message History

Compose a.

Message Type\*

Enquiries

Pujar Gajanan

To

Recipients ⓘ\*

Subject\*

0 Result(s) Result(s)

a. Click **Compose**.

A message field will display on the right of the window. By default, the message type is Enquiries.

Note: By clicking the **Recover Messages** button, any new Official Contact will have access to all communications sent to the previous Official Contact.

The screenshot shows the 'Discussion Forum' interface. At the top, there is a navigation bar with 'Adjust Contrast', a notification bell, and a user profile for 'Gajanan P.' with a dropdown arrow. Below this is a search bar and a 'Save' button. The main form area contains a 'Message Type' dropdown menu set to 'Enquiries', a 'Send me a copy' checkbox, a text input field containing 'Pujar Gajanan', and a 'To' section with a 'Recipients' dropdown menu open. The dropdown menu lists 'All internal team members', 'Official Contact', and '> Official Contact-PUJAR Gajanan'. To the right of the 'To' section is an 'External Emails' text input field. A 'Message History' button is located on the left side of the form. The bottom right corner of the interface displays 'BC Bid v1.2 ©'.

- b. *Optional:* Select the **Send me a copy** checkbox to receive a copy of the email.
- c. In the To section, select the recipients using the **Recipients** drop-down list.

Selectable recipients include: sourcing project team members and Suppliers added in the Add Suppliers menu. Recipients are grouped by role.

- d. You can send your message to an external email addresses by entering the addresses (separated by semi-colons) in the **External Emails** text box. They will not be able to see or open any attachments through their email. They will have to use the Public Portal/Supplier dashboard to access the documents. Only registered users will have access to the attachments in non-public events.



The screenshot displays the 'Discussion Forum' interface for 'Architect'. The top navigation bar includes 'Adjust Contrast', a notification bell, a user profile for 'Gajanan P.', and an 'Acceptance' status. The main content area shows a 'Save' button and a 'Message History' button. The central form is titled 'Discussion Forum' and contains the following fields and controls:

- Recipients:** A dropdown menu showing 'All internal team members' with a close icon.
- External Emails:** A text input field containing 'procurement@gov.bc.ca'.
- Subject:** Two empty text input fields, with callouts 'e.' and 'f.' pointing to the first and second fields respectively.
- Attachments:** A section with a '307,200 kb limit.' indicator, a 'Send' button, and a 'Cancel' button. Below this is a 'Click or Drag to add files' button with a callout 'g.' pointing to it.
- Send/Cancel:** A green 'Send' button and a red 'Cancel' button, with a callout 'h.' pointing to the 'Send' button.

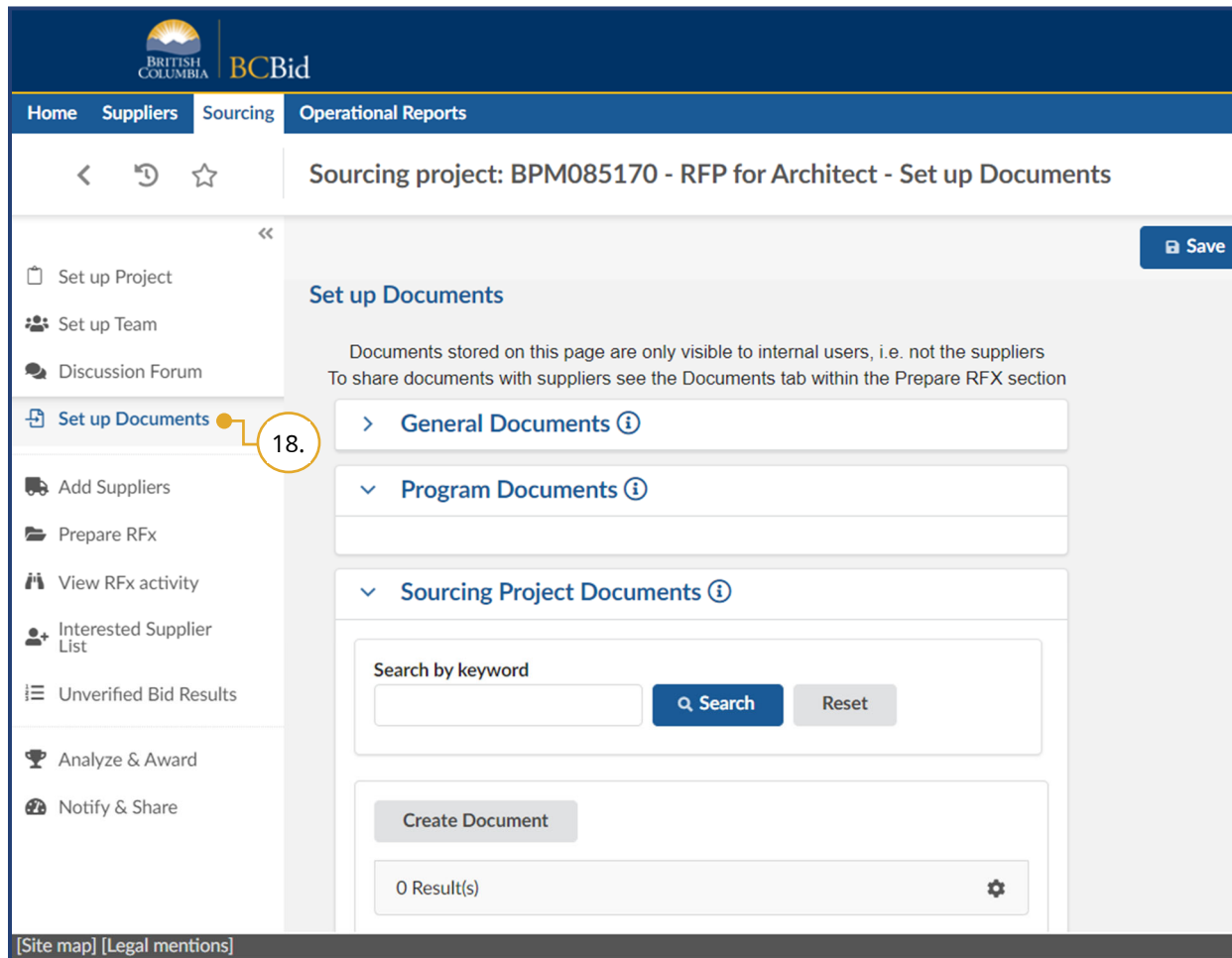
The bottom right corner of the interface shows 'BC Bid v1.2 ©'.

- e. Enter the **Subject** in the following format: [Opportunity ID, Opportunity description].
- f. In the text box below, enter your message.
- g. Add attachments to your message by clicking **Click or Drag to add files** or directly dragging and dropping a file onto the button.
- h. Once your message is ready, click **Send**.  
Note: You cannot delete a message once it has been sent. Select the **tick** icon to mark a message as replied (applicable to messages received from Suppliers only).



Buyers are encouraged not to use the **External Emails** field. Buyers should encourage Suppliers to register for a BC Bid account. Messages sent through the Discussion Form do not contain attachments. Suppliers and sourcing team members need to log in to the BC Bid application to retrieve attachments.

## Set up Documents



18. *Optional:* In the left-hand menu, click **Set up Documents**.

This section provides an overview of all the General Documents and Sourcing Project Documents relevant to the project. Buyers can also upload Sourcing Project Documents.

Note: General Documents are controlled by Administrator. So, it is not applicable to any user.



[Set up Documents overview](#)

## Uploading Documents

The screenshot shows the 'Sourcing Project Documents' form. Callouts are as follows:

- a.** Points to the 'Create Document' button in the left sidebar.
- i.** Points to the 'Title' text box containing 'Draft RFP'.
- ii.** Points to the 'Document Status' dropdown menu, which is currently set to 'Approved'.
- iii.** Points to the 'Summary' text box.
- iv.** Points to the 'Click or Drag to add files' button.
- v.** Points to the 'Save & Close' button at the top right of the form.

Additional visible elements include a 'Save' button, a 'Save & Preview' button, and a notification message: 'A Draft document is not visible to other users. Changing the status to Approved makes it visible to others.' The 'Sourcing Project' field contains 'RFP for Architect'.

- a. Click **Create Document**.
  - i. Enter a **Title**.
  - ii. Using the **Document Status** drop-down list select **Approved** to make the file visible to Suppliers.
  - iii. *Optional:* Enter a **Summary**.
  - iv. To upload files, click **Click or Drag to add files** or drag and drop files on top of the button.
  - v. Click **Save & Close**.

Note: Although multiple documents can be uploaded at once, this isn't recommended as those documents cannot be sorted. Sorting is based on the value in the Title text box, not the actual document names.



Read-only profiles can only see approved documents. Contributor roles can see and edit all approved documents and can only see and edit draft documents created by themselves

Downloading Existing Documents

The screenshot shows the BCBid web application interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The current page is titled 'Sourcing project: BPM085148 - RFP for Architect - Set up Documents'. A left sidebar contains various project management tasks, with 'Set up Documents' highlighted. The main content area shows a 'Save' button and a 'General Documents' section. Below this is a 'Sourcing Project Documents' section with a search bar and a 'Zip Selected Documents' button. A table of documents is displayed below, with one document selected. Callout 'b.' points to the checkbox in the table, and callout 'c.' points to the 'Zip Selected Documents' button.

<input checked="" type="checkbox"/>	Title	Att.	Contact	Last Modification (Pacific Time)	Cre (Pacif
<input checked="" type="checkbox"/>	Draft RFP	Draft RFP.docx	PUJAR Gajanan	2022-03-14 10:49:57 AM	2022-03-14 10:4

- b. Select the **Checkbox** next to the document(s) to be downloaded.
- c. Click **Zip Selected Documents** to download the document(s).

## Add Suppliers

The screenshot displays the BC Bid application interface. The left-hand navigation menu is visible, with the 'Add Suppliers' option highlighted by a red circle and the number '19'. The main content area shows a warning message: 'Invited Suppliers - Warning: Supplier additions are not saved until you click Save'. Below the warning is a search box for 'Select Suppliers' and a table with one result: 'Public Portal' (Public Portal, Active Supplier, Main Contact: Public Portal). The table has columns for Supplier, DBA, Status, and Main Contact.

Supplier	DBA	Status	Main Contact
Public Portal	Public Portal	Active Supplier	Public Portal

1 Result(s) Result(s)

19. *Optional:* In the left-hand menu, click **Add Suppliers** to create a list of invited Suppliers.

The Add Suppliers menu can be used to:

- invite a list of potential Suppliers to participate in a specific opportunity, and
- add Suppliers for uploading Submissions not submitted through the BC Bid application.

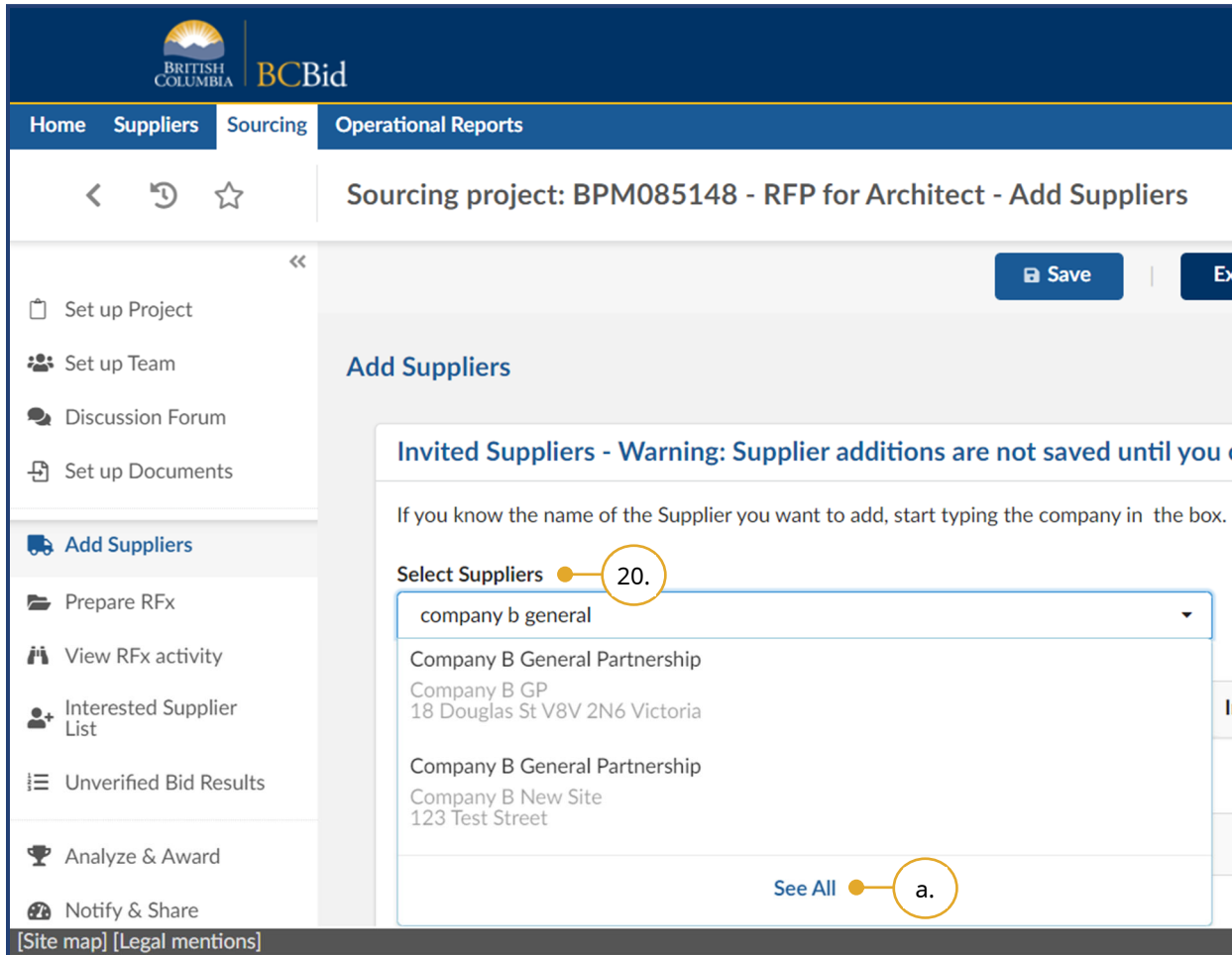
Add Suppliers shows Public Portal by default. This is required to be present for all publicly issued opportunities but should be removed from an invite-only opportunity.

The main contact identified in the Supplier's profile will receive notifications when the Supplier is invited to participate in an opportunity.



[Add Suppliers Overview](#)

Adding Suppliers



20. In the **Select Suppliers** drop-down list, enter the name of the Supplier and select the Supplier. Then click **Save**.
- a. If unable to narrow the options sufficiently, click **See All** to make a more detailed search. This will open the Browse Suppliers dialog box.

**NOTE:** In the **Select Suppliers** drop-down you will be able to identify Shell Suppliers as they will be marked with **[SHELL (Unregistered) Supplier]** to the right of the supplier name.

Please do not invite a **[SHELL (Unregistered) Supplier]** to an **invite-only** sourcing project as these accounts cannot be used to log in and view the details of the opportunity. If you wish to invite a supplier to an invite-only opportunity they are required to register for their own account prior to being invited.

**Browse Suppliers**

Search by keyword: Company A

Commodity: [Dropdown]

Alerts: [Dropdown]

Type: [Dropdown]

Q Search

My Commodities

Filters: Level: Supplier Group x Supplier Head-office x Supplier Site x

Create Supplier

Add Supplier	Code	Supplier #	Doing Business as Name	Parent Company	Level	Web site
	SUP006182		Company A Corp		Supplier Head-office / Supplier Group	

- b. In the Browse Suppliers dialog box, search for the Supplier by **keyword, Alerts, Type** or **Commodity**.
  - i. Select **Search**.
  - ii. Select the Add Supplier checkbox beside the Supplier to be added and close the dialog box. Click **Save**.
- c. Click the **filter** icon to open the advanced filter.

BCBid

## Browse Suppliers

Pending Change Requests ⓘ

Required Docs missing

Status

### Supplier Scope

Organization ⓘ

My Organizations

Region

My Commodities

Head-office x Supplier Site x

Going Business as Name	Parent Company	Level	Web site
Sample Company A		Supplier Head-office / Supplier Group	

- i. In the Browse Suppliers sliding menu, use the appropriate drop-down list, checkbox, or text box to filter Suppliers, then click **Search** and add the Supplier. Close the dialog box and click **Save**.

Removing Suppliers

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Add Suppliers

Set up Project  
Set up Team  
Discussion Forum  
Set up Documents  
**Add Suppliers** (a.)  
Prepare RFx  
View RFx activity  
Interested Supplier List  
Unverified Bid Results  
Analyze & Award  
Notify & Share

**Add Suppliers**

Invited Suppliers - Warning: Supplier additions are not saved until you click "Save"

If you know the name of the Supplier you want to add, start typing the company in the box. To browse the list

Select Suppliers

Supplier	DBA	Status	Main Contact	Invited
Company A Corporation	Company A Corp	Active Supplier	Ally Acorn	✓
Public Portal	Public Portal	Active Supplier	Public Portal	✓
2 Result(s)				⚙️

[Site map] [Legal mentions]

21. To remove a Supplier from an opportunity:
  - a. Click **Add Suppliers** in the left-hand menu.
  - b. Click the **X** beside the Supplier name.
  - c. Click **Save**.



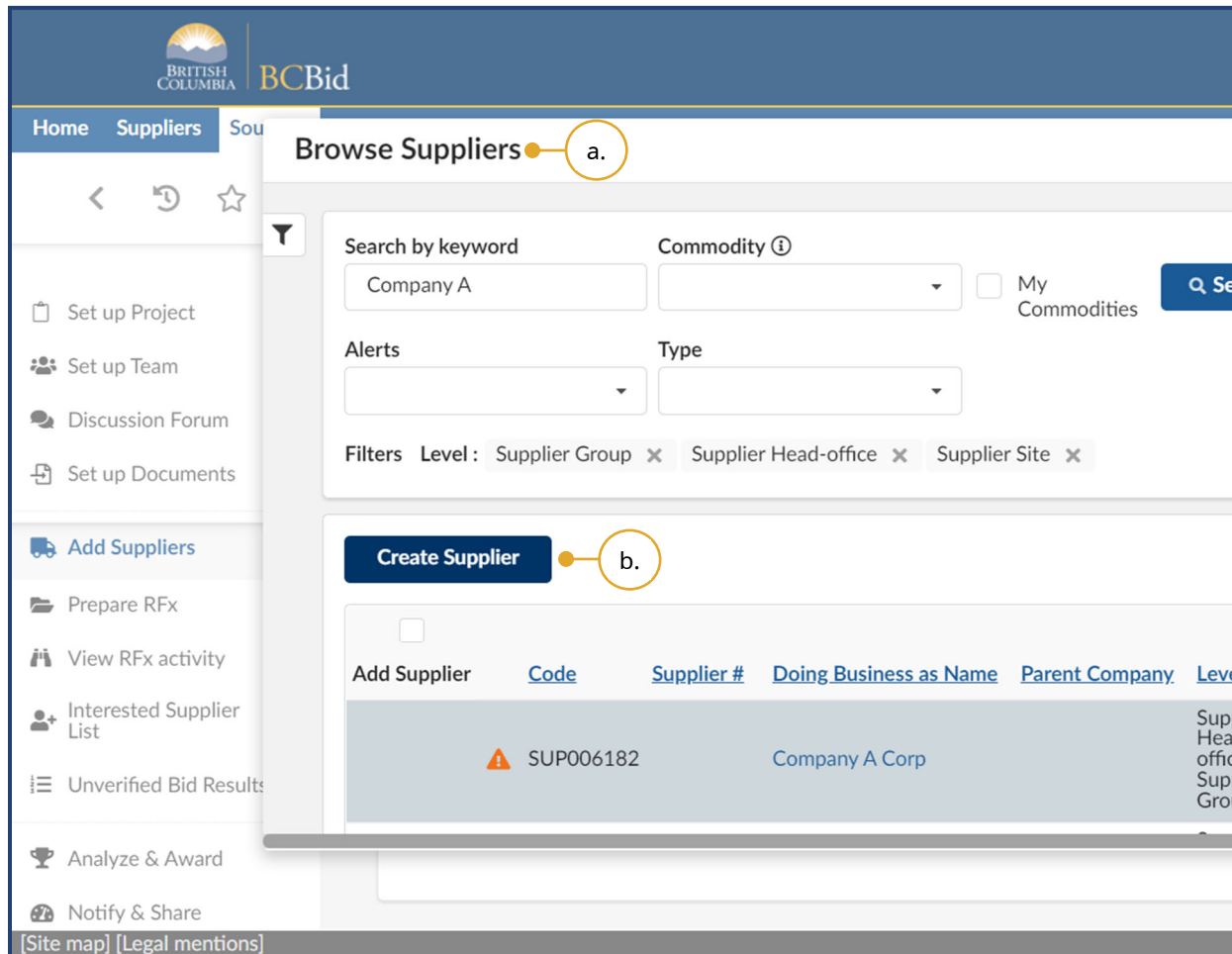
[Removing Suppliers and Extracting Supplier List](#)



Invited Suppliers cannot be removed after the opportunity is issued.

Creating a New Supplier

Creating a new Supplier is used when a Buyer is inviting a Supplier to an opportunity or uploading Submission from a Supplier that is not yet identified in the BC Bid application. Buyers should ensure that the Supplier does not yet exist, prior to creating a new one. If a duplicate is found, contact the BC Bid Help Desk.



22. To create a Supplier:

- a. From the Add Suppliers menu, open the Browse Suppliers dialog box by clicking **Select Suppliers** then **See All**.
- b. Click **Create Supplier**.



[Create a new Supplier](#)

Supplier Information **c.**

Doing Business as Name <sup>i</sup>\*  
Test Supplier

Legal Name <sup>i</sup>\*  
Test Ltd

Website

Legal Structure

Year Founded

Company Size <sup>i</sup>

Type

- Contractor
- Partner
- Shell for offline Submissions
- Vendor

Address

Map Satellite

Address Label <sup>i</sup>

Office Street Address  
search for an address, a place, a monument or longitude.

Mailing Address (if different)

City

[Site map] [Legal mentions]

- c. In the dialog box, enter the mandatory fields in Supplier Information section.
  - i. In the **Type** drop-down list, select **Shell for offline Submissions**.

**Note:** SHELL supplier accounts require an address to comply with trade agreement requirements.

The screenshot displays a web form for adding a supplier. At the top, there are three buttons: "Save & Close" (circled in yellow with callout 'e.'), "Save", and "Back to selection". Below these is a search bar with the placeholder text "search for an address, a place, a monument or longitude/l...". The form is divided into several sections:

- Address section:** Contains fields for "Mailing Address (if different)", "City", "Postal / Zip Code", "State/Province", and "Country\*". The "Country\*" field is a dropdown menu circled in yellow with callout 'd.'.
- Government or 3rd Party IDs section:** Contains two input fields for "Business #", each with an information icon.
- Internal Comment section:** A large text area for entering comments.

At the bottom of the form, there is a status bar showing "2 Result(s)" and a settings gear icon.

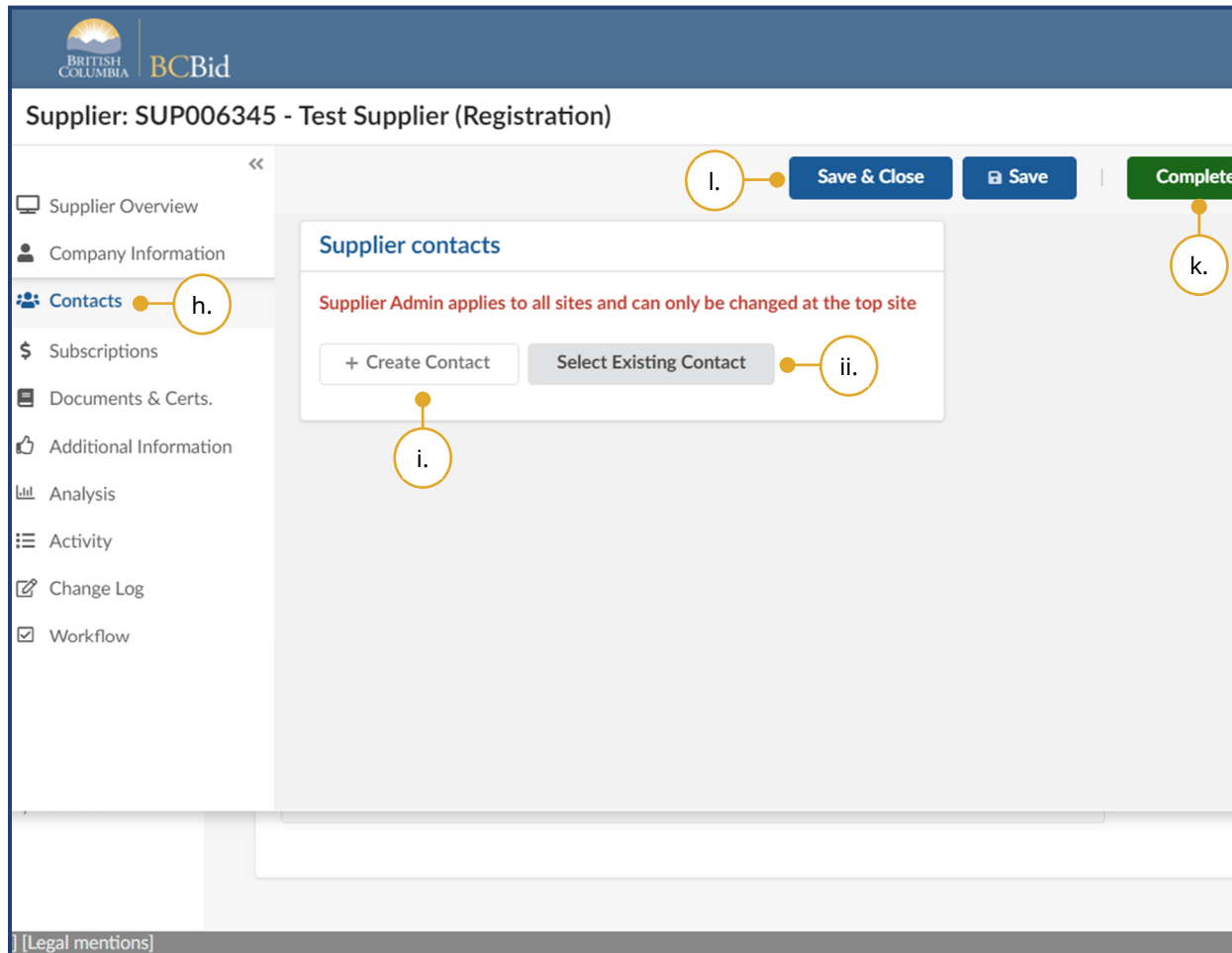
- d. In the Address section, select an option from the mandatory **Country** drop-down list.
- e. Click **Save & Close**.

Note: The Supplier is automatically added to the Add Suppliers menu.

The screenshot shows the 'Sourcing project: BPM085148 - RFP for Architect - Add Suppliers' page. The left sidebar contains navigation options: Home, Suppliers, Sourcing, and Operational Reports. The main content area is titled 'Add Suppliers' and includes a warning: 'Invited Suppliers - Warning: Supplier additions are not saved until you click Save'. Below the warning is a search box and a table of suppliers. A 'Save' button is circled with 'f.' and the table area is circled with 'g.'.

Supplier	DBA	Status	Main Contact
Company A Corporation	Company A Corp	Active Supplier	Ally Acorn
Public Portal	Public Portal	Active Supplier	Public Portal
Test Ltd.	Test Supplier	Registration	

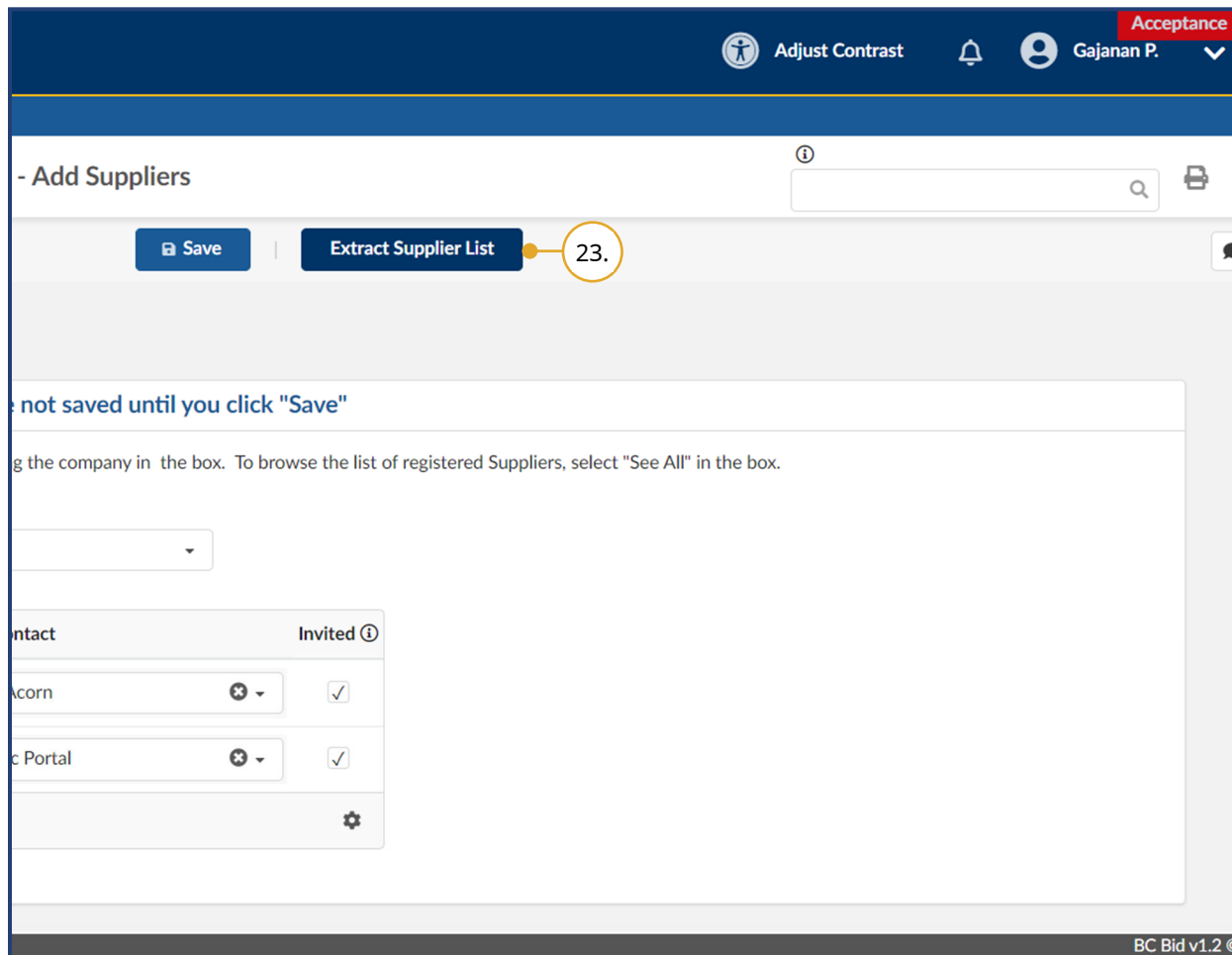
- f. Click **Save**.
- g. Click the newly created **Supplier** to edit the Supplier information.



- h. In dialog box, in the left-hand sliding menu, select **Contacts**.
- i. In Supplier contacts box, click **+ Create Contact**
  - i. Enter the details of the Main Contact for the Supplier, or
  - ii. Use **Select Existing Contact** to designate a contact as the Main Contact.
- j. Complete other left-hand sliding menus as necessary.
- k. Click **Complete Account Registration**.
- l. Click **Save & Close**.

## Extract Supplier List

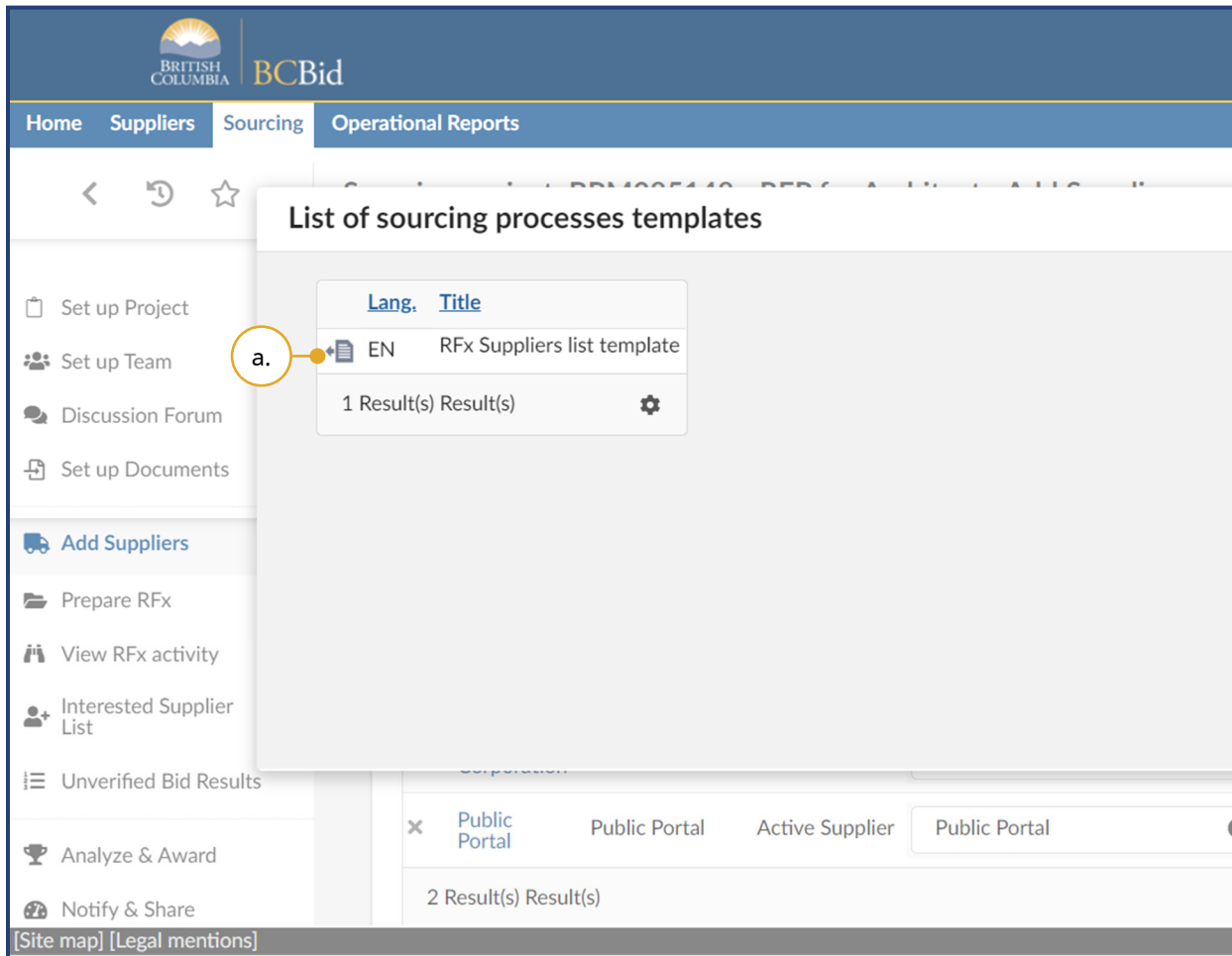
Extracting the Suppliers list allows the list to be used outside of the BC Bid application.



23. To extract a Supplier list, go to the Add Suppliers menu, click **Extract Supplier List**.



[Removing Suppliers and Extracting Supplier List](#)



- a. Click the **Download** icon (arrow and sheet of paper) to download a Microsoft Word file for your official records.

## Step 2 – Prepare RFx

### Setup Tab

This section is where all public or Supplier facing information in the opportunity is entered or uploaded. You will be working your way left to right through the tabs as they appear (e.g. Setup, Additional RFx Info; Documents; and Suppliers).

The screenshot displays the BC Bid system interface. At the top, there is a navigation bar with tabs for Home, Suppliers, Sourcing, and Operational Reports. Below this, a breadcrumb trail shows the current path: Sourcing project: BPM085170 - RFP for Architect - Prepare RFx. The left-hand menu is visible, with 'Prepare RFx' highlighted and circled with '24.'. The main content area shows the 'Setup' tab with 'RFx Settings' including 'RFx Status' (Draft), 'Opportunity Type\*' (Request for Proposal (BPS)), 'Opportunity Description\*' (RFP for Architect), 'Lot #' (1), and 'Amendment #' (0). Callouts 'a.' and 'b.' point to the Opportunity Type and Opportunity Description fields respectively.

24. In the left-hand menu, click **Prepare RFx**, the Setup tab will open.
  - a. In the **Opportunity Type** drop-down list, select the appropriate template.
  - b. Review the **Opportunity Description**, and update if necessary.

Note: Once the **Opportunity Type** has been selected and the Validate & Save button clicked, the Opportunity Type cannot be changed. Changing the Opportunity Description in the Setup tab doesn't change the **Opportunity Description** in the Set up Project menu.

The screenshot displays the 'Sourcing' tab for project BPM085148. The 'Summary Details' section contains the text: 'The Agricultural Land Commission is seeking architectural services to design a building for the Province at 1'. Below this, the 'Issue Date and Closing Date' section is titled '(times are shown in Pacific Time)'. It includes two rows of date and time pickers. The first row is for the 'Issue Date', set to 2022-03-15 at 2:00:00 PM, with an 'Auto issuing' checkbox that is unchecked. The second row is for the 'Closing Date & Time', set to 2022-04-11 at 2:00:00 PM, with an 'Auto closure' checkbox that is checked. At the top right, there are 'Save and Close' and 'Validate & Save' buttons. A callout '25.' points to the 'Validate & Save' button. Other callouts 'c.', 'd.', 'e.', 'f.', and 'g.' point to the 'Summary Details' text box, the 'Issue Date' date and time pickers, the 'Auto issuing' checkbox, the 'Closing Date & Time' date and time pickers, and the 'Auto closure' checkbox, respectively.

- c. In the **Summary Details** text box, enter a summary of the opportunity.
  - d. Select an **Issue Date** and time.
  - e. *Optional:* Select the **Auto issuing** checkbox.
  - f. Select a **Closing Date & Time**.
  - g. *Optional:* Deselect the **Auto closure** checkbox.
25. Click **Validate & Save** and continue in the Setup tab.

The screenshot shows the BC Bid Sourcing project page for 'BPM543407 - Test Opportunity new category field - Prepare RFX'. The page has a navigation menu at the top with options like Home (Admin), Suppliers, Sourcing, Buyer Registrations, Operational Reports, Audit Reports, Analytics, Admin, Config, Integration, and Contact Us. A sidebar on the left contains various project management tasks such as 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFX', 'View RFX activity', 'Interested Supplier List', 'Unverified Bid Results', 'Analyze & Award', and 'Notify & Share'. The main content area is titled 'Sourcing project: BPM543407 - Test Opportunity new category field - Prepare RFX' and features two buttons: 'Save and Close' and 'Validate & Save'. Below these buttons is the 'RFX Settings' section, which includes a 'Save' button, a checkbox, and several input fields: 'Opportunity ID\*' (1066445), 'RFX Status' (Draft), 'Opportunity Type' (Request for Proposal (BPS)), 'Opportunity Description\*' (RFP for admin services), 'Lot #' (1), 'Amendment #' (0), 'Estimated Contract Duration (in months)', and 'Category\*'. A callout bubble labeled '25b' points to the 'Category\*' dropdown menu.

25b. After clicking validate and save, select a **Category** from the drop down (Construction, Goods or Services) that best describes the opportunity and click **Save**.

Note: Click **Save and Close** to save any changes and exit the Sourcing Project.



**Auto issuing** automatically posts the opportunity to BC Bid at the selected date and time (once all approvals are complete). **Auto closure** checkbox automatically closes the opportunity at the closing date and time. The auto-generated **Opportunity ID** can be edited until the opportunity is in draft status.

The screenshot displays the configuration interface for a sourcing project. The main content area is titled 'Issue Date and Closing Date (times are shown in Pacific Time)'. It contains three rows of date and time selection fields, each with a calendar icon, a time dropdown, and an 'Auto' checkbox. The 'Enquiries Deadline' row is highlighted with a yellow circle and labeled '26.'. Below these fields is a checked checkbox labeled 'Interested Supplier List used for this RFx', which is also highlighted with a yellow circle and labeled '27.'. The left sidebar contains navigation options such as 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFx', 'View RFx activity', 'Interested Supplier List', 'Unverified Bid Results', 'Analyze & Award', and 'Notify & Share'. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The breadcrumb trail shows 'Sourcing project: BPM085148 - RFP for Architect - Prepare RFx'. Buttons for 'Save and Close' and 'Validate & Save' are visible at the top right of the configuration area.

26. *Optional:* In the **Enquiries Deadline** field, select the preferred date and time deadline for submitting enquiries.

**Note:** if at a later time the closing date is extended, the enquiries deadline can be extended without an amendment.

27. *Optional:* Select the **Interested Supplier List used for this RFx** checkbox to include public-facing Interested Supplier List functionality into the opportunity.

Once issued, Suppliers will have the option to add themselves to the opportunity's Interested Supplier List. The benefit is that small Suppliers can see and contact general Contractors who are developing Submissions or vice-versa.



BPS entities will now use the **Interested Supplier List** instead of the Planholder List as used in old BC Bid.

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085148 - RFP for Architect - Prepare RFX

Save and Close Validate & Save Read

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

### Opening and Unverified Bids

Opening and Unverified Bids used for this RFX 28.

Opening Date and Time\* a.  
2022-04-12 9:00:00 AM

Opening Location\* b.  
563 Superior St, Victoria

Unverified Bid Results Format\* c.  
Unverified Amount

### Visible to Public

Post this opportunity publicly? 29.

[Site map] [Legal mentions]

28. *Optional:* Select the **Opening and Unverified Bids used for this RFX** checkbox to allow Buyers to open the bids and publish the bid amount, Supplier name or rank before doing any compliance check.

Note: This option may not be applicable to all opportunity types or users.

- Select the **Opening Date and Time**.
- Enter the **Opening Location**.
- Select an option from the **Unverified Bid Results Format** drop-down list.

29. *Optional:* In the **Visible to Public** section, deselect the **Post this opportunity publicly** checkbox. This option is available for invite-only opportunities only.



Click **View as Supplier** button to preview the opportunity as a Supplier would see it. This button is visible in all tabs within Prepare RFX menu.

The screenshot shows the BCBid interface for a sourcing project. The breadcrumb trail is Home > Suppliers > Sourcing > Operational Reports. The project title is 'Sourcing project: BPM085148 - RFP for Architect - Prepare RFx'. The main content area contains a 'Sealed Submissions' section with a lock icon and the text 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions'. Below this is an 'Advanced Options' section where the 'Sealed Submissions' checkbox is checked and circled in orange, with a '30.' next to it. Below that is a 'Tracking' section with a 'Created on' timestamp of '2022-03-15 9:47:38 AM (Pacific Time)'. The sidebar on the left includes options like 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFx', 'View RFx activity', 'Interested Supplier List', 'Unverified Bid Results', 'Analyze & Award', and 'Notify & Share'. At the bottom of the sidebar are links for '[Site map]' and '[Legal mentions]'.

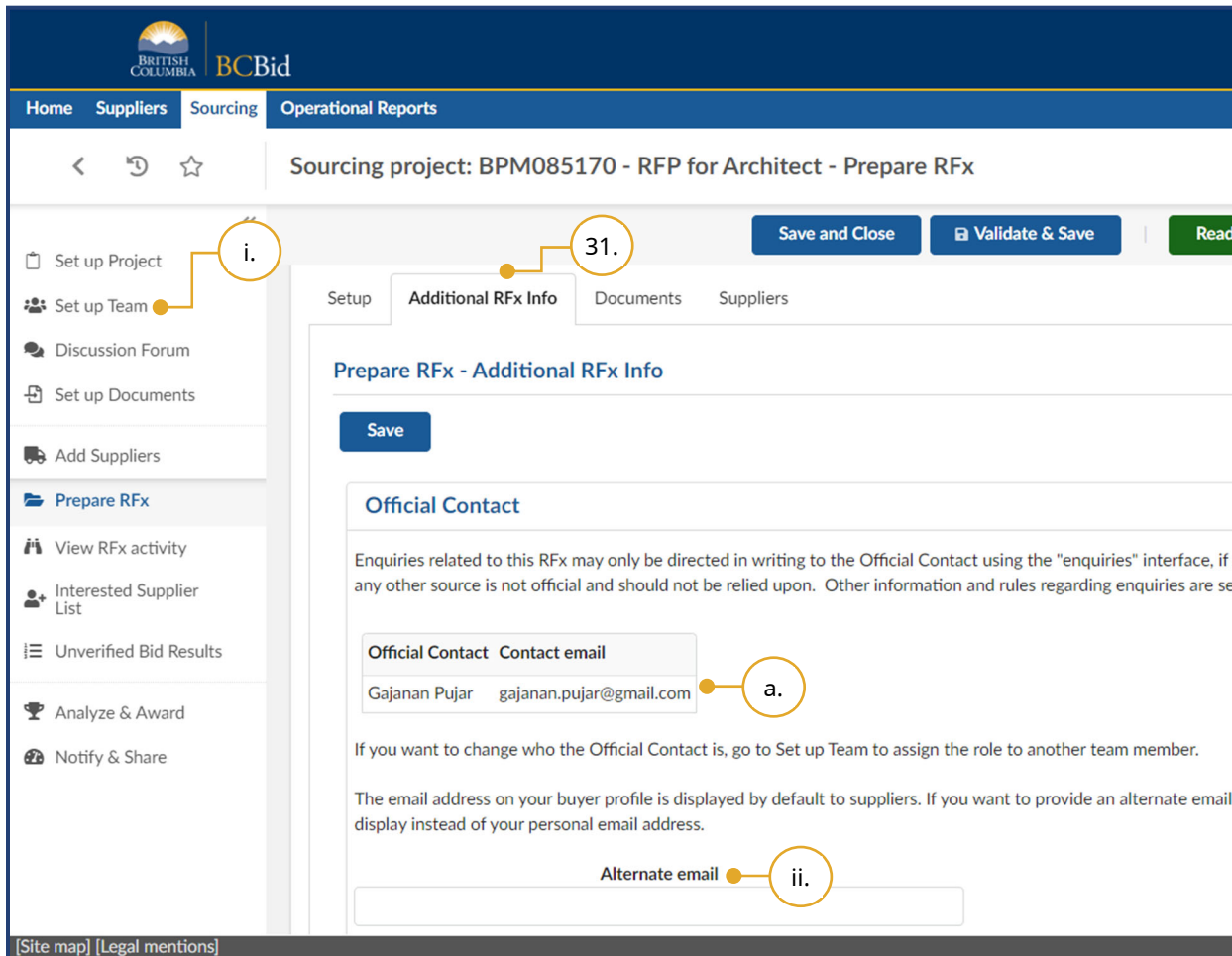
30. *Optional:* In the Advanced Options section, deselect the **Sealed Submissions** checkbox. Then scroll to the top.

Note: The Sealed Submissions checkbox is selected by default. This means opportunities must pass the Closing Date and Time before Submissions can be unsealed. Deselecting this checkbox should be done for any opportunity where Submissions are opened continuously as they are received, such as for an RFI.



To save all progress, Buyers must click **Save** before navigating to a different tab or menu. Note: The **Save** button is different from **Validate & Save**. Save will save the sourcing project without checking the template for errors. Validate & Save will only save if all mandatory fields are filled out correctly.

Additional RFX Info Tab



31. Click the **Additional RFX Info** tab.
  - a. Review the Official Contact.
    - i. To edit the Official Contact, click **Set up Team** and change the Official Contact.
    - ii. *Optional:* Enter an **Alternate email**; this will replace the default user email address of the Official Contact in the Supplier view. This is an information-only field for non-registered Suppliers to use when emailing questions.



[Additional RFX Info tab](#)

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Prepare RFx

Save and Close Validate & Save Re

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Unverified Bid Results

Analyze & Award

Notify & Share

[Site map] [Legal mentions]

**Submissions** 32.

Submissions must be submitted using one of the following delivery methods:\*

BC Bid Electronic Submission: Submit an electronic Submission using BC Bid. Only p  
electronic Submission using the BC Bid system.

Other

**a.**

**Other submission delivery method details\***

Submit two (2) hard copies before Closing Time at the Closing Location.

**b.**

32. Select the **Submissions** delivery methods using the appropriate checkboxes.

- To allow the Suppliers to submit a Submission electronically through BC Bid, select the **BC Bid Electronic Submission** checkbox.

Note: A Supplier can only submit an electronic Submission if they are registered and have subscribed to that service.

- If the **Other** checkbox is selected, provide details in the **Other submission delivery method details** text box.

Note: If managing the opportunity on an external sourcing platform, you could add the link to the external sourcing platform in the **Other submission delivery method details** text box.

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Prepare RFx

Save and Close Validate & Save Ready

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Unverified Bid Results

Analyze & Award

Notify & Share

Office Street Address

search for an address, a place, a monument or longitude...

Postal Code City

Country State/Province

Latitude Longitude

No physical location (e.g. vendor can carry out the work remotely)

2. Select region(s) where the work will be done or goods will be delivered to  
Select all that apply. Don't know which region to pick? Refer to [WorkBC's Regional Profiles](#).

Regions\*

3. Additional Information  
If there are more details the supplier will need to know about the location, please provide them here:

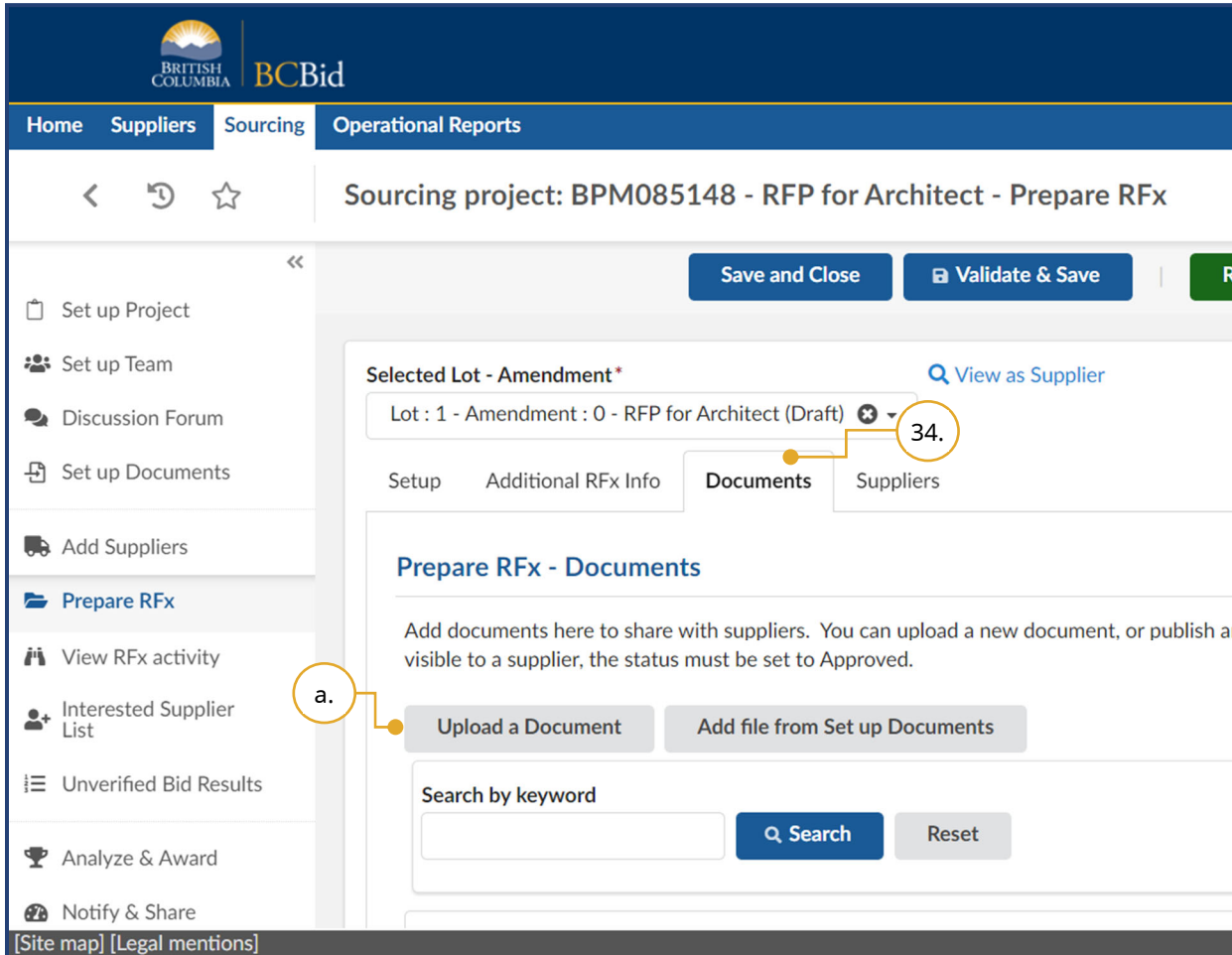
[Site map] [Legal mentions]

33. In the Delivery Location for Goods, Services, or Construction section, complete the following:

- Optional:* Enter the physical address where goods need to be delivered or Supplier will carry out work in the **Office Street Address** text box.
- Optional:* Select the **No physical location** checkbox if the work can be carried out remotely.
- Using the **Regions** drop-down list select the region(s) where the work will be done, or goods will be delivered.
- Optional:* If there are more details the Supplier will need to know about the location, provide them in the **Additional Information** text box.

## Documents Tab

There are two ways to upload documents to your opportunity that will be made visible to Suppliers – uploading a document from outside the BC Bid application into Documents tab or transferring documents that have already been uploaded to Set up Documents menu.



34. Click the **Documents** tab.

- a. Click **Upload a Document** to add a new document. This will open Content editor dialog box.

Note: Documents uploaded using **Upload a Document** button will automatically be added to Set up Documents in the left-hand menu.

The screenshot shows a 'Content editor' window with a top navigation bar containing 'Save', 'Save & Close', 'Save & Preview', and 'Delete' buttons. The main area is divided into two sections: 'Title' and 'Information'. The 'Title' section has a 'Title\*' field with 'RFP' entered, circled with 'i.'. The 'Information' section has a 'Document Status\*' dropdown menu with 'Approved' selected, circled with 'ii.'. Below this is a 'Document' field with a '307,200 kb limit.' warning, a language dropdown set to 'English', and a 'Click or Drag to add files' button circled with 'iv.'. A red '(Public file)' label is next to the button. A line connects the 'Save & Close' button to a callout 'v.'.

- i. Enter the document **Title**.
- ii. Use the **Document Status** drop-down list to select **Approved** to make the file visible to Suppliers.
- iii. *Optional:* Enter a **Summary** (e.g., time last updated and by whom).
- iv. To upload files, click the **Click or Drag to add files** button or drag and drop files on top of the button.
- v. Click **Save & Close**.



If the **Document Status** is Draft, the document will not be visible to Suppliers.

Sourcing Project / Documents

Save Save & Close

Program Documents ⓘ

Sourcing Project Documents ⓘ

Search by keyword

Search Search Reset

Zip Selected Documents 0

	Title	Att.	Contact	Last Modification (Pacific Time)	Created on (Pacific Time)
<input type="checkbox"/>	Appendix A	Contract Form.pdf	PUJAR Gajanan	2021-11-10 10:51:45 AM	2021-11-10 10:51:45 AM

1 Result(s)

Notify & Share

[Site map] [Legal mentions]

- b. To add an existing document, click **Add file from Set up Documents** button in the Documents tab.
  - i. In the dialog box, select the documents you want to add.
  - ii. Click **Save & Close**.



[How to transfer documents from Set up Documents menu](#)

Suppliers Tab

The screenshot displays the BCBid 'Suppliers' tab for a sourcing project. The interface includes a navigation menu on the left with 'Add Suppliers' circled in orange and labeled 'a'. The main content area features a 'Validate & Save' button circled in orange and labeled 'c'. Below this, a 'View as supplier' button is circled in orange and labeled 'd'. The 'Suppliers' tab is active, showing a search bar and a table of invited suppliers. The table has columns for 'Invited Suppliers' and 'Notified Supplier's Contact'. Three suppliers are listed: 'Public Portal' (1), 'Company A Corp' (2), and 'Company B GP' (1). A bracket labeled 'b' groups these rows. A tooltip for 'Company A Corp' is shown, listing 'ACORN Ally' and 'SMITH John' with a count of '2'.

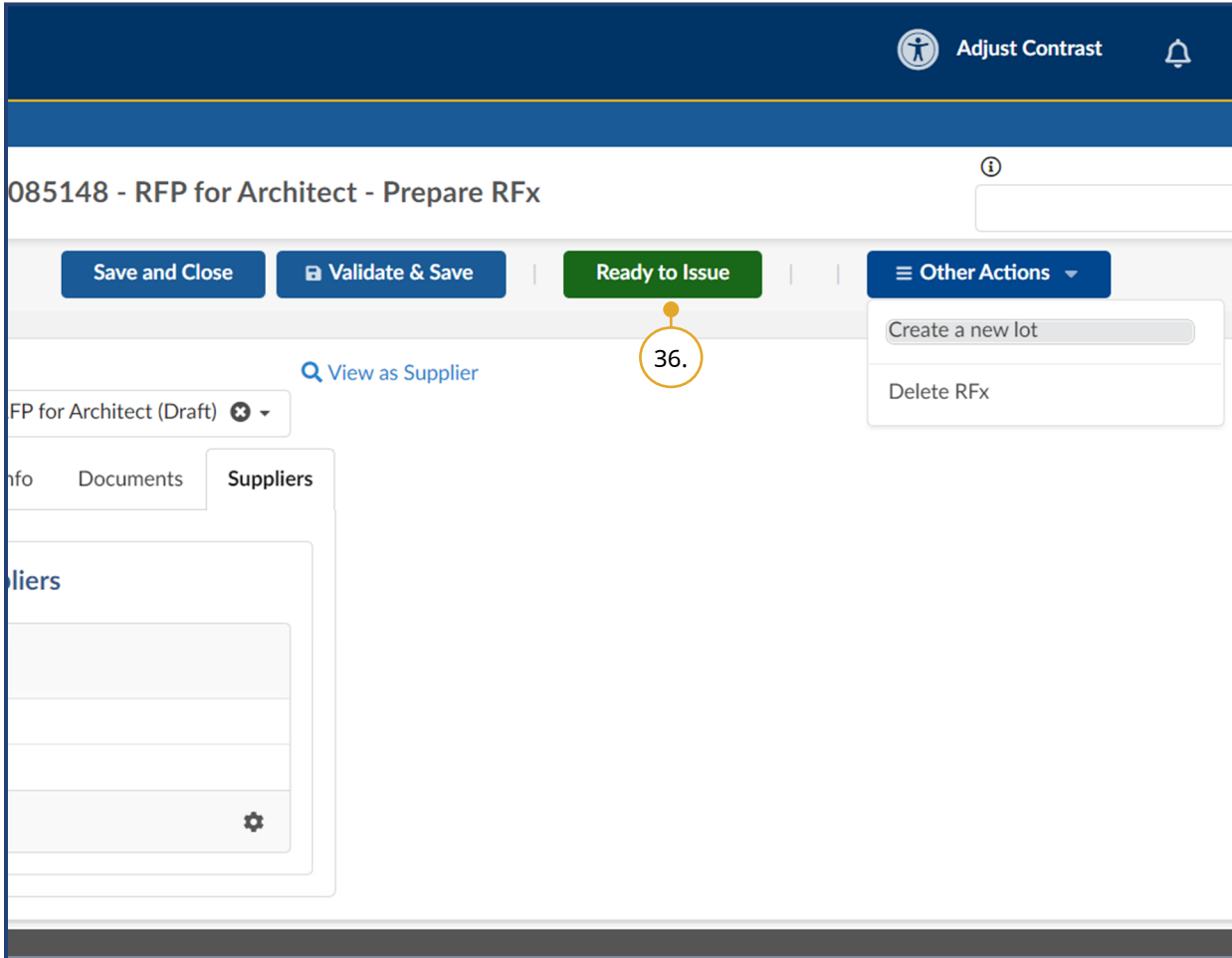
35. *Optional:* Click the **Suppliers** tab to review the list of invited Suppliers.
- a. To add Suppliers to the list, click **Add Suppliers** in the left-hand menu.
  - b. If a Supplier should not be receiving an invitation, deselect that Supplier.
  - c. Click **Validate & Save**.
  - d. *Optional:* Click **View as supplier** button to preview the opportunity as a supplier would see it.

**Note:** You may hover over the number listed under the **Notified Supplier's Contact** and it will show which supplier contacts were notified. See below.



Click **View as Supplier** button to preview the opportunity as a Supplier would see it.

## Step 3 – Issue Opportunity



The screenshot shows the BC Bid application interface for an RFP. The top navigation bar includes 'Adjust Contrast' and a notification bell. The main header displays '085148 - RFP for Architect - Prepare RFX'. Below the header, there are three buttons: 'Save and Close', 'Validate & Save', and 'Ready to Issue'. The 'Ready to Issue' button is highlighted with a yellow circle and the number '36.'. To the right of these buttons is an 'Other Actions' dropdown menu, which is open and shows two options: 'Create a new lot' and 'Delete RFX'. Below the buttons, there is a 'View as Supplier' link and a dropdown menu for 'FP for Architect (Draft)'. The main content area shows a 'Suppliers' tab and a list of suppliers.

36. Click **Ready to Issue**.

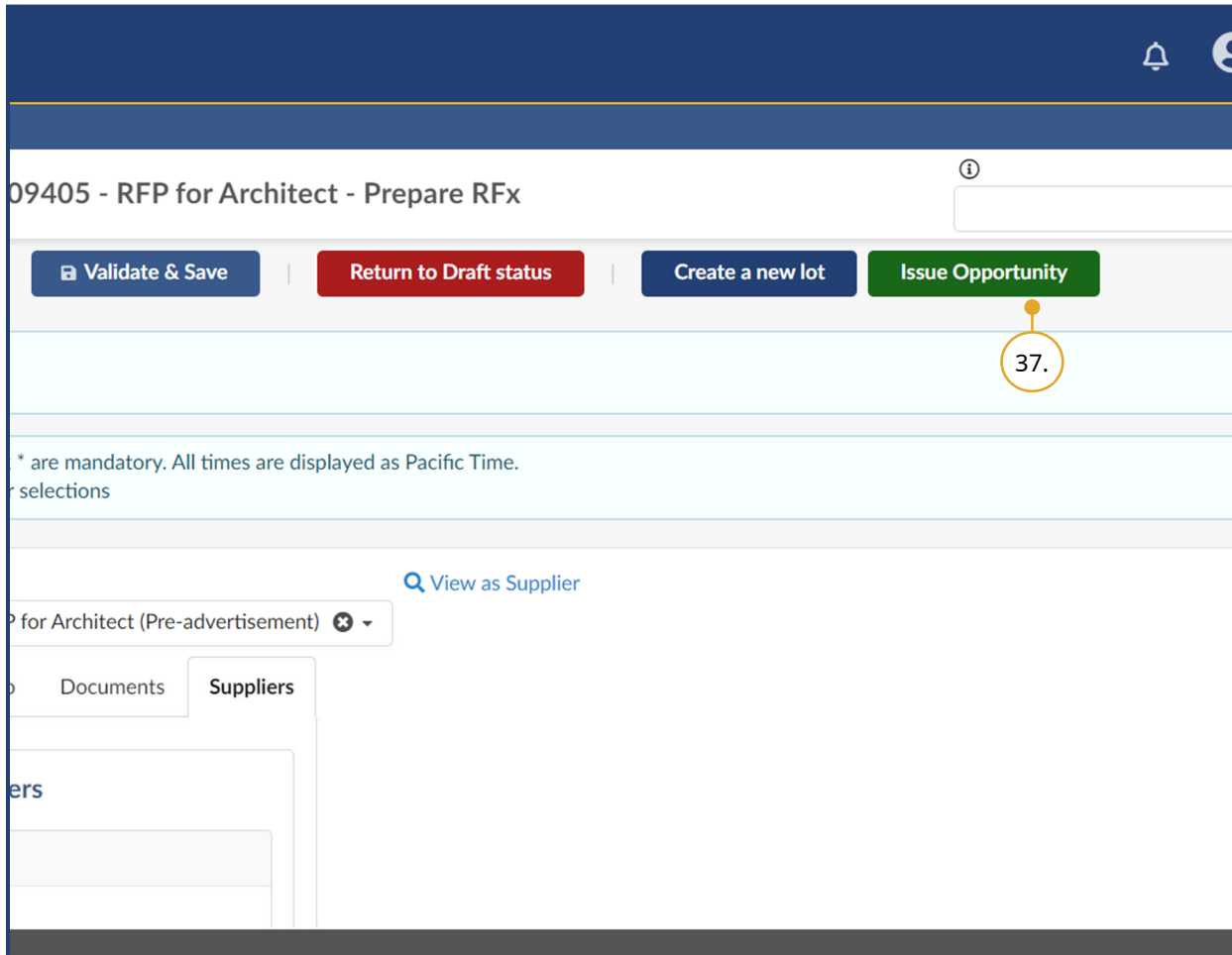
Note: To delete a draft opportunity, click the **Other Actions** drop-down button and select **Delete RFX**. To undelete a draft RFX, contact BC Bid Help Desk. Deleted opportunities are not visible in the Sourcing Projects menu.



[Issuing an Opportunity](#)



If the **Auto issuing** checkbox is selected in the Setup tab, the BC Bid application will automatically post the opportunity at the Issue Date & Time.



37. Click **Issue Opportunity**.

Note: Click **Return to Draft status** to continue drafting the opportunity.

RFX RFP for Architect

**Send and close** 38.

<input checked="" type="checkbox"/>	<a href="#">Doing Business as Name</a>	Sending modes	User	<a href="#">Legal Name</a>
<input checked="" type="checkbox"/>	Company A Corp	Email	Contacts Ally Acorn	Company A Corporation
<input checked="" type="checkbox"/>	Public Portal	Email	Contacts Public Portal	Public Portal

2 Result(s) Result(s)

Copy all team members

**Email**

Subject  
BC Bid - [\_BCBID\_RFX\_ID] - Opportunity NEW [or AMENDED << buyer to edit]  Send me a copy

38. In the dialog box, the Public Dashboard and all invited Suppliers will be selected to receive a notification of the opportunity, deselect any that do not apply and then click **Send and Close**.

Note: After clicking Send and Close, Buyers should review the two messages that display and click **OK** to issue the opportunity.

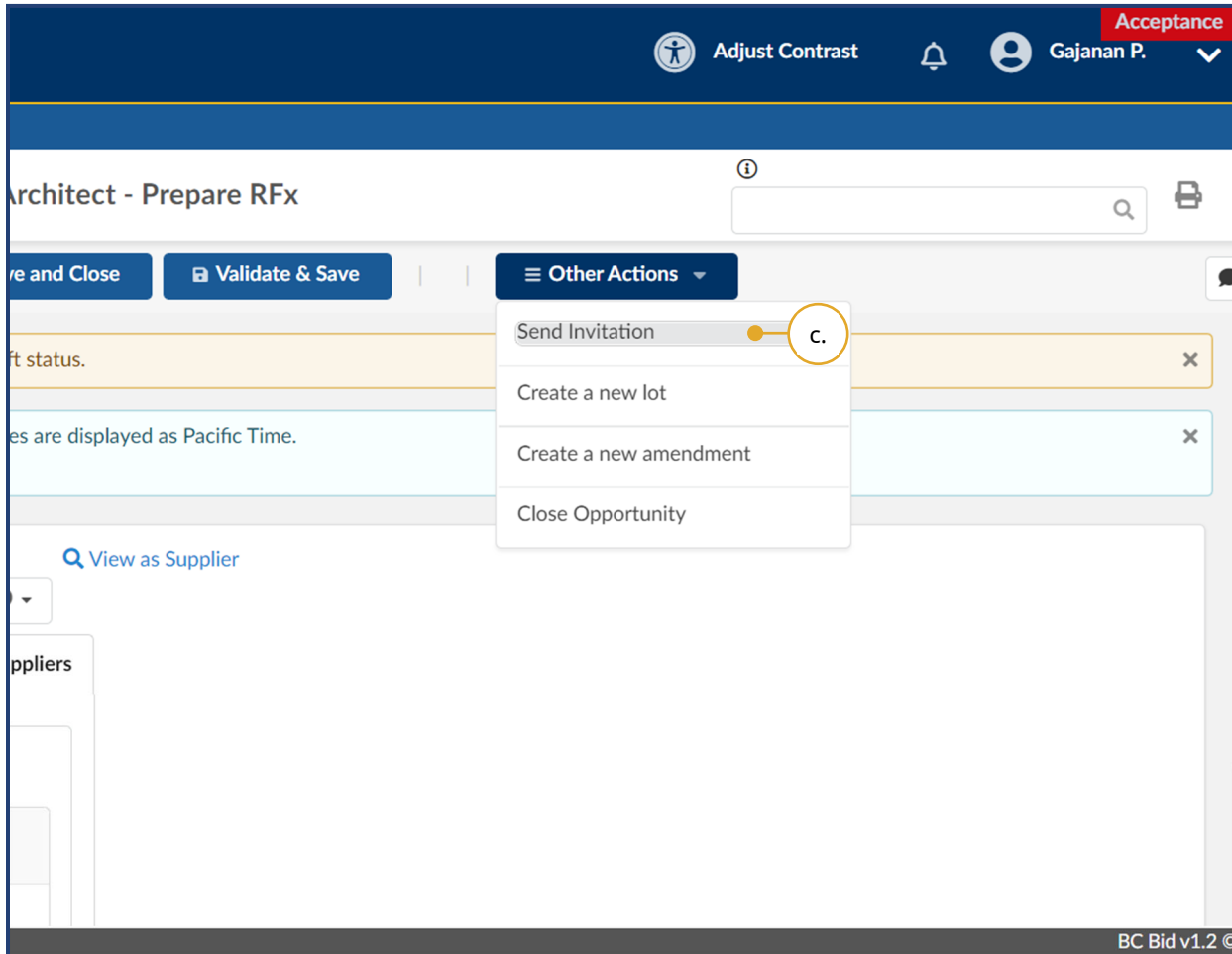
To receive a copy of the opportunity by email, Buyers must select the **Send me a copy** checkbox.



Buyers should edit the subject and body of the email notification as necessary to ensure that Suppliers know if the opportunity is new or has been amended. Any content contained within curly brackets in the email notification will auto-fill from fields in the BC Bid application.

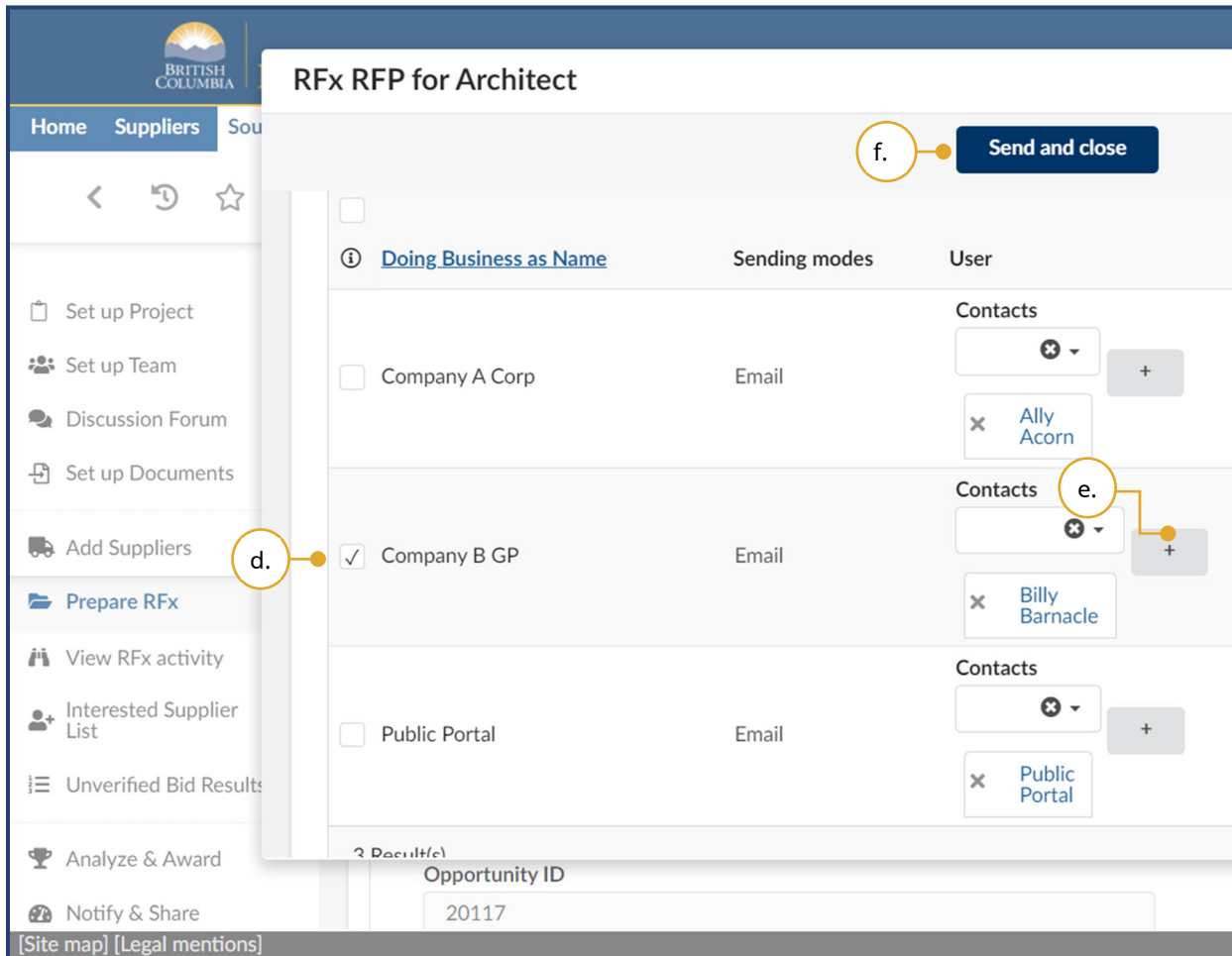
## Step 4 – Manage Open Opportunity

### Inviting Supplier to Open Opportunity



39. *Optional:* To add a Supplier to an open opportunity:
- In **Add Suppliers** menu, add the new Supplier and click **Save**.
  - In the left-hand menu, click **Prepare RFX**.
  - From the Other Actions drop-down list, select **Send Invitation**.

Note: “The ability to edit the RFX is limited when not in Draft status” is a warning that many fields are locked down when an opportunity is not in draft status.



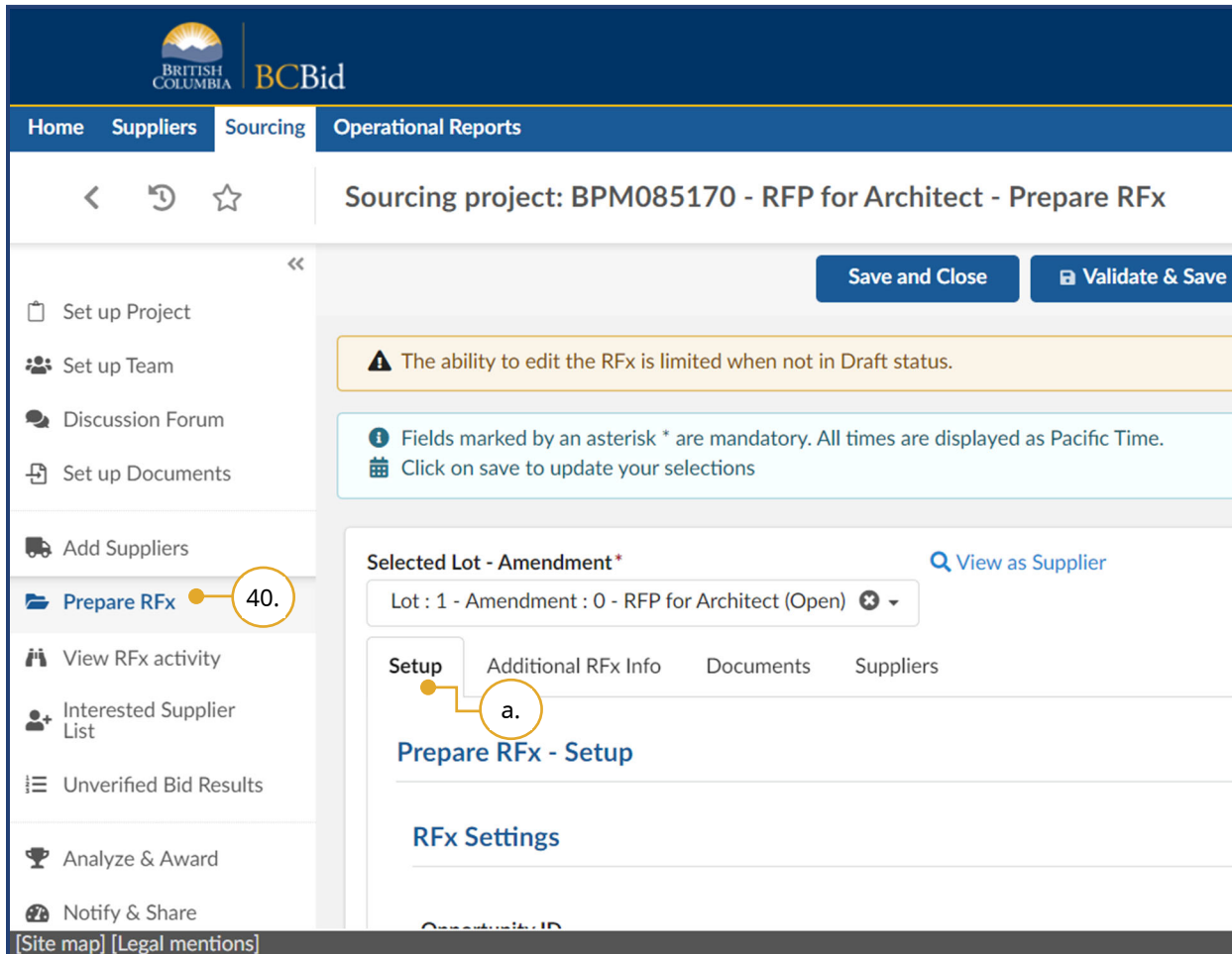
- d. In the dialog box, select the new Supplier.
- e. *Optional:* Click the + button to add a contact to the Supplier profile.
- f. Click **Send and close**.

**NOTE:** Shell Suppliers will be marked with **[SHELL (Unregistered) Supplier]** to the right of the supplier name.

Please do not invite a **[SHELL (Unregistered) Supplier]** to an **invite-only** sourcing project as these accounts cannot be used to log in and view the details of the opportunity. If you wish to invite a supplier to an invite-only opportunity they are required to register for their own account prior to being invited.

## Creating an Amendment

An Amendment is created to make changes to an opportunity that cannot be done through an Addendum. Changes to the information in a document attached to an opportunity is an example of an Amendment. Amendments will require Suppliers to submit new Submissions.



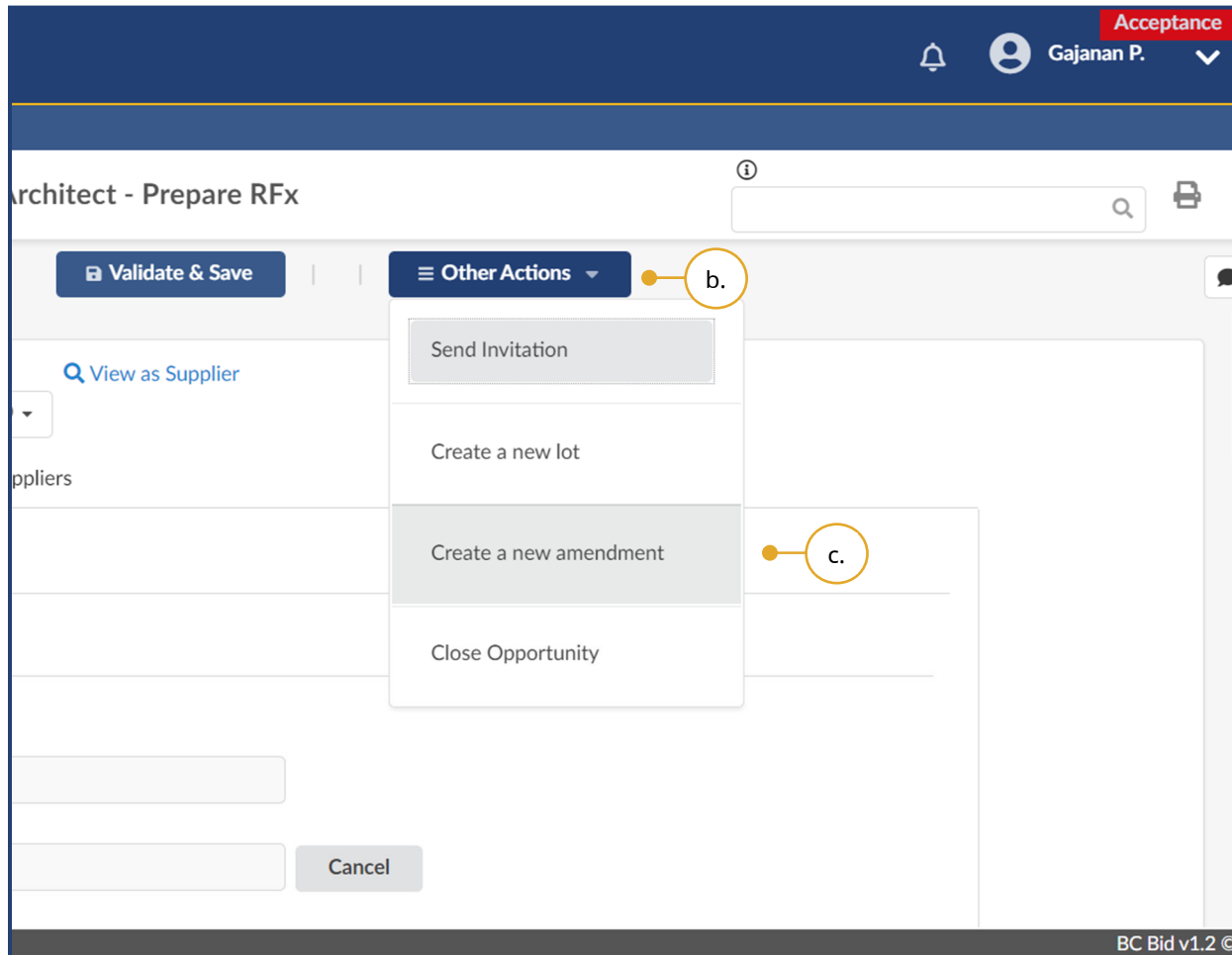
40. *Optional:* To create an Amendment, in the left-hand menu, click **Prepare RFX**.

a. Click the **Setup** tab.



[Issue an Amendment](#)

[See Appendix 7: Amendment or Addenda?](#)



- b. Click the **Other Actions** drop-down list.
- c. Click **Create a new amendment**.

Create a new Amendment/Lot

**Create & Close** e.

Commodity: 81101508 - Architectural engineering  Organization: Agricultural Land Commission

Program:   Templates only

RfX Template	RfX Type	Lot #	Amendment #	Opportunity Description	Issue Date	Closing Date
<input checked="" type="radio"/>	Request for Proposal (BPS)	1	0	RFP for Architect	2021-08-26	2021-09-23

1 Result(s)

**Copy Options**

Choose what to copy

	Blank	Default from RfX Type	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">d.</span> Copy from selected RfX
Setup Tab	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- d. In the dialog box, within the Copy Options table, ensure the **Copy from selected RfX** option is selected.
- e. Click **Create & Close** and then click **Continue**.



Only select **Copy from selected RfX**. Do not select **Blank** or **Default from RfX Type**.

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Prepare RFx

g. Save and Close Validate & Save

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Unverified Bid Results

Analyze & Award

Notify & Share

[Site map] [Legal mentions]

Opportunity Type  
Request for Proposal (BPS)

Opportunity Description\*  
RFP for Architect

Lot # ①  
1

Amendment # ①  
1

Amendment reason\*  
Scope of the opportunity has been amended.

Summary Details ①\*  
The Agricultural Land Commission is seeking architectural services to design two (2) buil

- f. Enter the reason for the amendment in the **Amendment reason** text box.
- g. Click **Validate & Save**.
- h. Amend the opportunity as necessary.

Note: Click **Validate & Save** again after amending the opportunity.

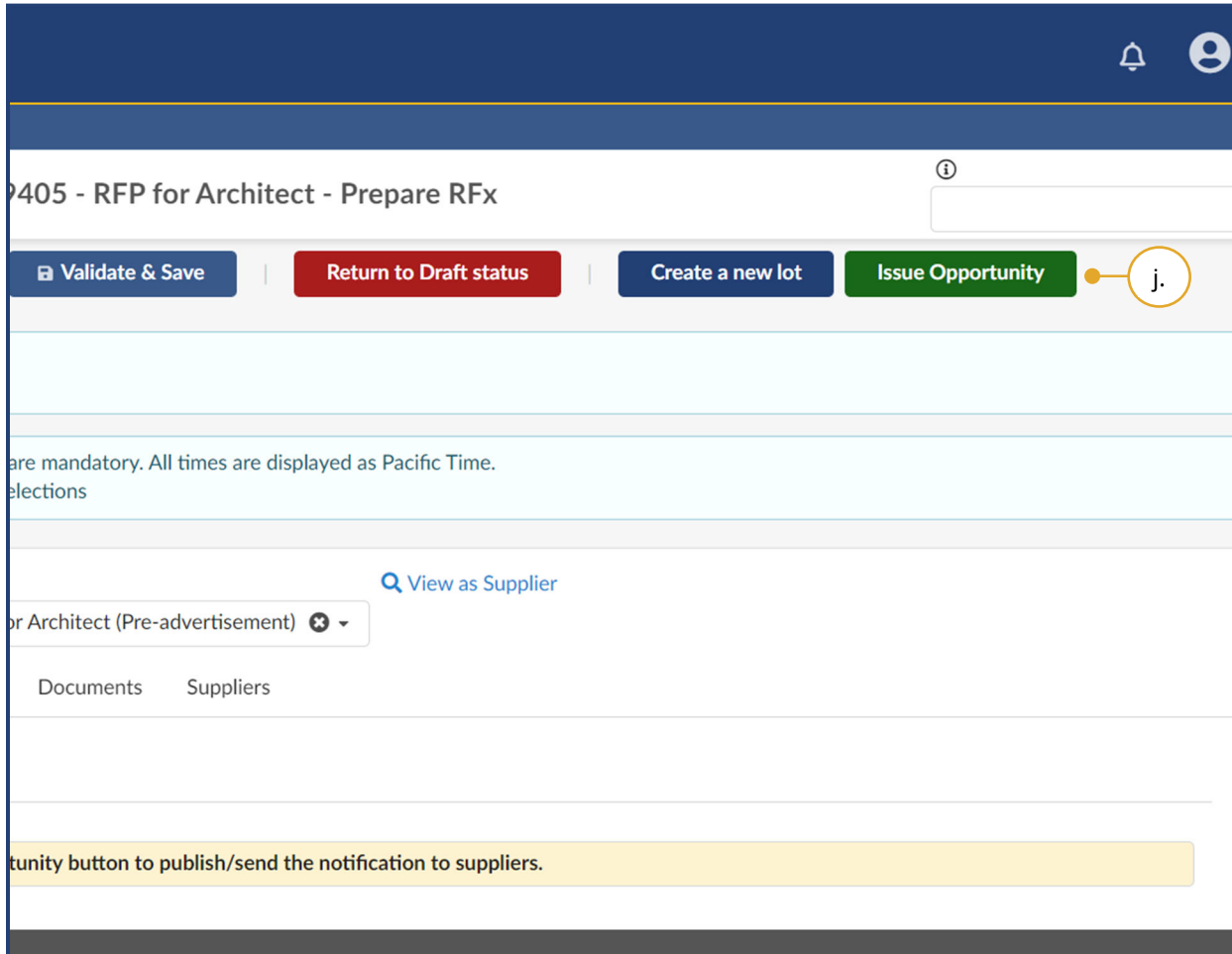


It is recommended that Buyers rename document titles (e.g. with "\_amended") in the Documents tab as it can be confusing for Suppliers to determine which document has been changed.

The screenshot displays the BC Bid system interface for an RFP titled "M085170 - RFP for Architect - Prepare RFx". The top navigation bar includes "Adjust Contrast" and a notification bell. Below the title, there are four buttons: "Save and Close", "Validate & Save", "Ready to Issue" (highlighted with a callout 'i.'), and "Other Actions". A light blue banner below the buttons contains the text: "Asterisk \* are mandatory. All times are displayed as Pacific Time. Please review your selections". Below this banner, there is a search bar with "View as Supplier" and a dropdown menu showing "- RFP for Architect (Draft)". At the bottom, there are tabs for "RFx Info", "Documents", and "Suppliers".

i. Click **Ready to Issue**.

Note: To delete a draft Amendment/Lot, click the **Other Actions** drop-down button and select **Delete RFx**. This won't impact the original opportunity.



j. Click **Issue Opportunity**.

The screenshot shows the 'Operational Reports' section for an 'RFX RFP for Architect'. It displays a list of three suppliers: Company A Corp, Company B GP, and Public Portal. Each supplier has a 'Send and close' button. A yellow circle highlights the 'Send and close' button for Company A Corp, with a callout 'k.' pointing to it. Below the list, there is a 'Copy all team members' checkbox and an 'Email' section with a 'Subject' field containing 'BC Bid - [BCBID\_RFX\_ID] - Opportunity NEW [or AMENDED << buyer to edit]' and a 'Send me a copy' checkbox.

k. Click **Send and close**.

Note: After clicking Send and close, Buyers should review the three messages that display and click **OK** to issue the amended opportunity.

Once a Supplier has expressed interest in the opportunity through BC Bid, they will be added to the 'Add Suppliers' menu and will be visible in this dialog box, so they will receive the amendment notice unless deselected.

To receive a copy of the opportunity by email, Buyers must select the **Send me a copy** checkbox.



Buyers should edit the subject and body of the email notification as necessary to ensure that Suppliers know if the opportunity is new or has been amended. Any content contained within curly brackets in the email notification will auto-fill from fields in the BC Bid application.

## Creating an Addendum

An Addendum is created in the Discussion Forum to make minor changes or clarifications to an opportunity. Items that are changed via Addendum could be: clarification on a requirement, responding to a Supplier question, and providing additional information with an additional document. Creating an Addendum will not require Suppliers to submit a new Submission.


The screenshot shows the BC Bid system interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The main header displays 'Sourcing project: BPM085148 - RFP for Architect - Discussion Forum'. A left-hand menu contains various options, with 'Discussion Forum' highlighted and circled with '41.'. The main content area shows a search bar with 'Search by keyword', 'Advanced search', and 'Search' buttons. Below the search bar, there is a 'Display' dropdown menu set to 'All'. A 'Compose' button is circled with 'a.'. The bottom of the page includes links for '[Site map]' and '[Legal mentions]'.

41. To create an Addendum, click **Discussion Forum** in the left-hand menu.

Note: Keep "Public Portal" selected in the list of recipients to publish on the Addenda tab. Please refer to your Training Guide for more information.

a. Click **Compose**.

Note: If the Official Contact, issuing organization, Closing Date & Time, Main Commodity, Other Commodity, or Opening Date & Time of Unverified Bids is changed, Buyers should notify the invited Suppliers or public through an Addendum.

 [Issuing Addendum](#)  
[See Appendix 7.](#)

The screenshot displays the 'Discussion Forum' message composition interface. Key elements include:

- Message Type:** A dropdown menu currently set to 'Enquiries'.
- Send me a copy:** A checkbox option.
- To:** A section containing 'Recipients' and 'External Emails' dropdown menus.
- Subject:** A text field with a placeholder 'Opportunity ID, Add #'.
- File Upload:** A button labeled 'Click or Drag to add files' with a file icon.
- Buttons:** 'Send' (green) and 'Cancel' (red) buttons.
- Limit:** A notification '307,200 kb limit.'.
- User Info:** The user's name 'Gajanan P.' is shown in the top right.

- b. Under the **To** section, in the **Recipients** drop-down list, select **Public Portal** for publicly posted opportunities, or **All Invited Suppliers** for opportunities that are limited to specific suppliers. For the addenda to be visible to all team members, also add **All Internal Team Members**.
- c. *Optional:* Select the **Send me a copy** checkbox to receive a copy of the notification.
- d. Enter the **Subject** in the following format: [Opportunity ID, Addendum # X]
- e. Enter a message in the message text box.
- f. Click the **Click or Drag to add files** button to attach documents.
- g. Click **Send**.

Note: Documents linked to the enquiries are not visible in the email notifications that are sent. You will have to log in to view and download them or use the Public Portal.



Suppliers will receive notification on an addendum if they have selected the **Start Submission** button and the message is sent to **All Invited Suppliers**. When issuing Addendums "all invited Suppliers" includes any supplier who has hit start submission or has been added to any amendment/lot on your Opportunity. If it's for an invite only downstream version of your Opportunity, choose each supplier individually.

## Changes to Closing Date & Time

Changes to the Closing Date & Time do not require an Amendment but must have an Addendum issued to notify Suppliers of the change.

The screenshot shows the BCBid Sourcing project interface for "Sourcing project: BPM085170 - RFP for Architect - Prepare RFX". The left-hand menu has "Prepare RFX" circled in orange with the number "42." next to it. The main content area is titled "Issue Date and Closing Date (times are shown in Pacific Time)". It contains the following fields:

- Issue Date:** 2022-03-16 1:10:41 PM. An "Auto issuing" checkbox is present and circled in orange with the letter "b." next to it.
- Closing Date & Time:** 2022-04-15 2:00:00 PM. This field is circled in orange with the letter "a." next to it. An "Auto closure" checkbox is checked.
- Amendment Date & Time:** 2022-03-16 3:22:54 PM.
- Enquiries Deadline:** 2022-04-08 2:00:00 PM.

At the bottom, there is a checked checkbox for "Interested Supplier List used for this RFX".

42. In the left-hand menu, click **Prepare RFX**.

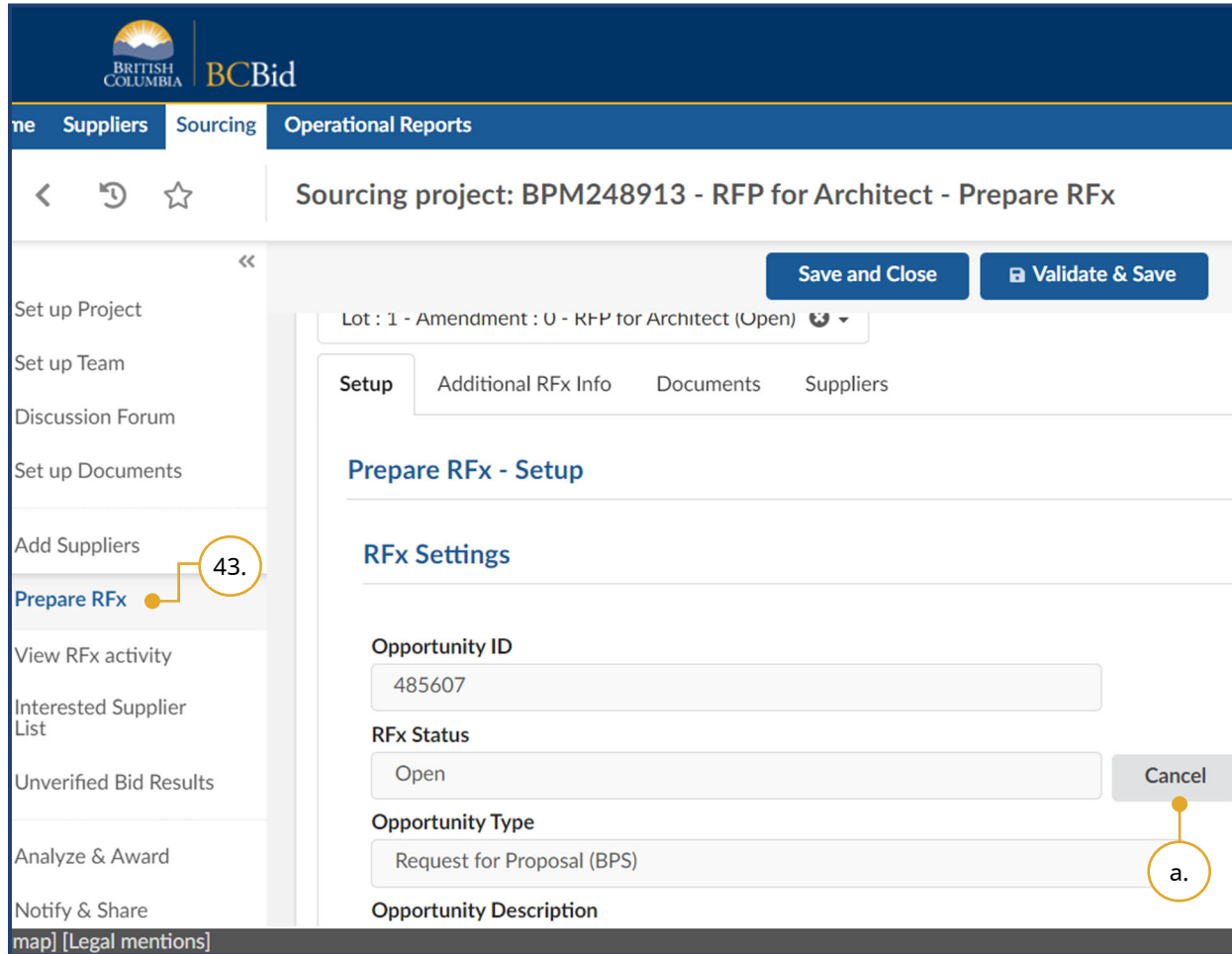
a. In the Setup tab, update the **Closing Date & Time**.

*Optional:* At this time enquiries deadline can also be changed without creating a new amendment.

b. Click **Validate & Save**.

c. Proceed with creating an Addendum to notify Suppliers of the change. See [Creating an Addendum](#) section for additional information.

Cancel an Open Opportunity



43. *Optional:* In the left-hand menu, click **Prepare RFX**.

- a. In the Setup tab, click the **Cancel** button.
- b. Then click **OK**.



If the deletion of an opportunity needs to be reversed contact BC Bid Help Desk.

Interested Supplier List

The screenshot displays the BC Bid web application interface. At the top, there are navigation tabs: Home, Suppliers, Sourcing, and Operational Reports. The current page is titled 'Sourcing project: BPM085170 - RFP for Architect - Interested Supplier List'. On the left, a vertical menu lists various project management tasks, with 'Interested Supplier List' highlighted and circled in red, accompanied by the number '44.'. The main content area features a search bar with the instruction 'Search for the desired RFX Lot - Amendment in order to see the Interested Supplier List for it.' Below the search bar, there are two filter fields: 'RFX Lot - Amendment' (set to 'Lot 1 - Amendment 1 : RFP for Architect') and 'RFX Status' (set to 'Open'). A search button is visible to the right of these filters. Below the filters, a table displays the results. The table has columns for 'Legal Name', 'Doing Business as Name', 'Additional Information', 'Contact First Name', and 'Contact Last Name'. One result is shown: 'Company A Corporation' with 'Company A Corp' as the doing business as name, 'Ally' as the contact first name, and 'Acorn' as the contact last name. Below the table, it indicates '1 Result(s)'. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]'.

44. *Optional:* In the left-hand menu, click **Interested Supplier List** to review the list of Suppliers who have joined the list of public-facing interested Suppliers for the opportunity.

Note: This step is applicable only if the Interested Supplier List used for this RFX checkbox was checked in the Setup tab. It is not mandatory for the Suppliers to join the Interested Supplier List.



[Viewing Interested Supplier List](#)

## Upload Submissions to Open Opportunities

45. *Optional:* To upload a Submission received by hard-copy or email for open opportunities, such as the Request for Information, add the Supplier in **Add Suppliers** menu and click **Save**.

- a. Navigate to **Prepare RFX** menu and click **Validate & Save**.
- b. In the **View RFX activity** menu upload the Submission by completing the steps identified in [Uploading Submissions](#).

**Note:** If the Validate & Save button is not selected “NA” will appear in the View RFX activity menu.

**Note:** When adding suppliers, Shell Suppliers are marked with [SHELL (Unregistered) Supplier].



Upload Submissions to open opportunities step is applicable if the Sealed Submissions checkbox in Setup tab was deselected before issuing the opportunity.

## Step 5 – Opportunity Close

### View Submissions

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - View RFX activity

Save

Refresh Select the 'Refresh' button to update "Submission Available" column.

46.

a.

Lot : 1 - RFP for Architect (Amendment 0 / Amendment 1)

Closed - Open for Submissions From: 2022-03-16 To: 2022-03-16

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Read docs.
Company A Corporation	Company A Corp	2	1	2022-03-16 3:51:04 PM	
Company B General Partnership	Company B GP	1			

2 Result(s)

All Submissions are sealed. The person in the Responsible role can unseal the Submissions.

[Site map] [Legal mentions]

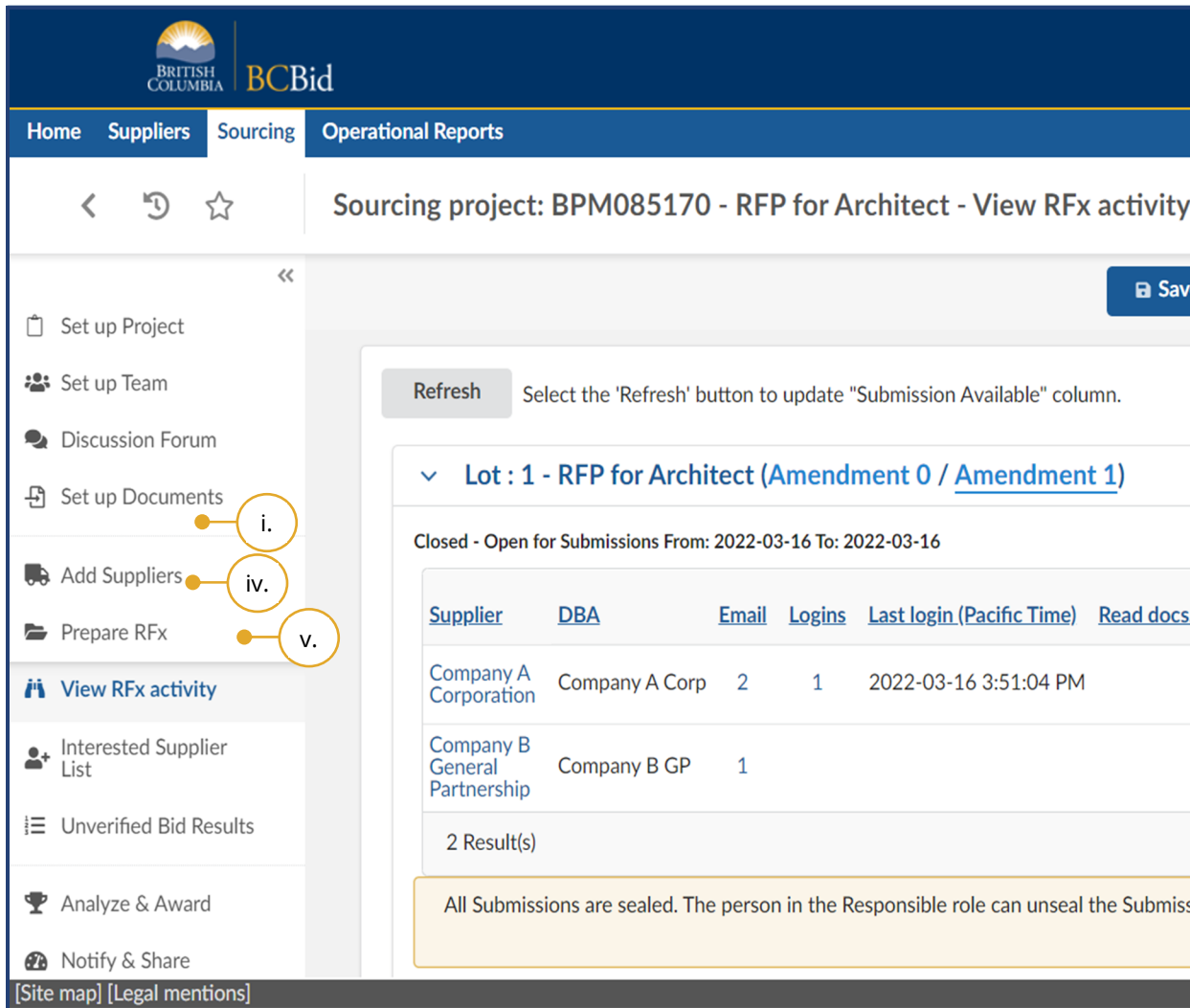
46. In the left-hand menu, click **View RFX activity** to review the received Submissions.

- a. Click **Refresh** to update the Submission Available column to see which of the listed Suppliers have submitted Submissions.

Note: The Refresh button works once an opportunity is 'Open', if the Submissions are not sealed. The Refresh button only works once the opportunity has closed for Submissions that are sealed.



Evaluations for all templates will be done outside the BC Bid application but the results can be captured in the BC Bid application.



Ensure that all Submissions not submitted through the BC Bid application have been entered before BC Bid electronic Submissions are unsealed. Once BC Bid electronic Submissions are unsealed, Submissions not submitted through BC Bid application cannot be added.

- b. To add a Submission for a Supplier not listed:
  - i. Click **Add Suppliers**.
  - ii. Search for the Supplier and then add the Supplier.
  - iii. Click **Save**.
  - iv. If the Sealed Submissions checkbox in Setup tab was deselected before issuing the opportunity, click **Prepare RFX** menu and then click **Validate & Save**.
  - v. Return to the **View RFX activity** menu to start entering Submissions not submitted through BC Bid application.

**Note:** BC Bid should not be used as a source for record keeping. Record keeping needs to comply with ARCS/ORCS or the data management policies of your organization.

## Uploading Submissions

Submissions that are only to be viewed after Closing Date and Time, are uploaded after the opportunity is closed.

The screenshot shows the 'Reports' section for project 'BPM085170 - RFP for Architect - View RFX activity'. It includes a 'Save' button and a 'Refresh' button with a tooltip: 'Select the 'Refresh' button to update "Submission Available" column.' Below this is a section for 'Lot : 1 - RFP for Architect (Amendment 0 / Amendment 1)' which is 'Closed - Open for Submissions From: 2022-03-16 To: 2022-03-16'. A table lists suppliers with columns for Supplier, DBA, Email, Logins, Last login (Pacific Time), Read docs., Submissions, Declined, Comment, and Access. Two suppliers are listed: 'Company A Corporation' and 'Company B General Partnership'. The 'Submissions' column for 'Company B General Partnership' has a '+' button circled in yellow with a 'c.' label. At the bottom, a message states: 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-03-16 3:52:14 PM (Pacific Time)'.

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Read docs.	Submissions	Declined	Comment	Access
Company A Corporation	Company A Corp	2	1	2022-03-16 3:51:04 PM		+			
Company B General Partnership	Company B GP	1				+			

- c. In the Submissions column, click the + button to manually add a Submission not submitted through BC Bid application.



[Uploading Submissions](#)

Supplier Submission

Save Save & Close Submit Cancel this Submission

**Submission Information**

Opportunity ID  
20656

Opportunity Description  
RFP for Architect

Legal Name  
Company A Corporation

Doing Business as Name  
Company A Corp

Submission Type  
Original

Submission Status  
In progress

Offline Submission Receipt\*  
12:00:00 AM

Offline Submission Entered  
12:00:00 AM

**Supplier Documents**

307,200 kb limit.

Click or Drag to add files

- i. In the Supplier Submission dialog box, select the **Offline Submission Receipt** date and time.
- ii. *Optional:* Upload the Submission by clicking **Click or Drag to add files** button or directly dragging and dropping files onto the button.  
**Note:** document count field will detail the number of documents attached to the submission
- iii. Click **Submit**.

**Note:** SHELL supplier accounts require an address to comply with trade agreement requirements.

er Submission

Save Save & Close Submit Cancel this Submission

Data has been saved

**Do you really want to submit your Submission?**

For purposes of this advisory: (i) the word "RFX" means that certain type of procurement or information gathering process identified in the "overview" menu tab of the BC Bid application to which You are submitting a response; (ii) Your response to the RFX, regardless of the opportunity type, is referred to as Your "Submission"; (iii) the submitting party is referred to as "You" or "Your"; (iv) each of the defined terms in this paragraph may be cross-referenced to defined terms set out in the applicable RFX.

You are about to make a Submission to an RFX. By submitting the Submission, You agree to all of the terms and conditions of the RFX, including any applicable process rules pertaining to the RFX that are located on the "process rules" menu tab of the BC Bid application.

- Total number of attached documents: 0

Cancel I Agree and Submit

Submission Type  
Original

Submission Status  
In progress

Offline Submission Receipt\*

iv. Review the dialog box and click **I Agree and Submit**.  
Note: As a Buyer you are not agreeing to this dialog box advisory. It is a step required to upload a Submission into the BC Bid application for creation of the contract award notice within your opportunity.

v. Click **Save & Close**.

Architect - View RFX activity

Adjust Contrast | Gajanan P. | Acceptance

Save

"Submission Available" column.

ment 0 / [Amendment 1](#))

2022-03-16

Last login (Pacific Time)	Read docs.	Submissions	Declined	Comment	Access	Submission Available Confirm with "Refresh"
2022-03-16 3:51:04 PM			<input type="checkbox"/>			<input checked="" type="checkbox"/>
			<input type="checkbox"/>			<input checked="" type="checkbox"/>
			<input type="checkbox"/>			<input type="checkbox"/>

d.

Responsible role can unseal the Submissions after 2022-03-16 3:52:14 PM (Pacific Time) from the Prepare RFX tab.

BC Bid v1.2 ©

- d. *Optional:* Select the **Declined** checkbox to track all invited Suppliers who did not provide a Submission.

## Open Envelope Opportunities

Open envelope opportunities (those that allow unsealed submissions) include a function that ensures Buyers can upload offline submissions received seconds prior to the opportunity closing.

The screenshot shows the 'Prepare RFX' page in the BCBid system. The breadcrumb trail is 'Home (Admin) > Home > Suppliers > Sourcing > Buyer Registrations > Operational Reports > Audit Reports > Analytics > Admin > Config > Integration > Contact Us'. The page title is 'Sourcing project: BPM543402 - Open envelope guide update - Prepare RFX'. The left sidebar contains navigation items: Set up Project, Set up Team, Discussion Forum, Set up Documents, Add Suppliers, Prepare RFX (highlighted), View RFX activity, Interested Supplier List, Unverified Bid Results, Analyze & Award, and Notify & Share. The main content area includes fields for Lot # (1), Amendment # (0), Estimated Contract Duration (in months), Category (Services), and Summary Details. Below these are date and time fields for Issue Date (2025-11-2 11:27:49 AM), Closing Date & Time (2025-11-2 11:30:00 AM), and Enquiries Deadline (11:00:00 AM). There is a checkbox for 'Interested Supplier List used for this RFX'. The 'Visible to Public' section has a checked checkbox for 'Post this opportunity publicly?'. The 'Advanced Options' section is expanded, and the 'Sealed Submissions' checkbox is unchecked, with a red circle and the number 1 next to it.

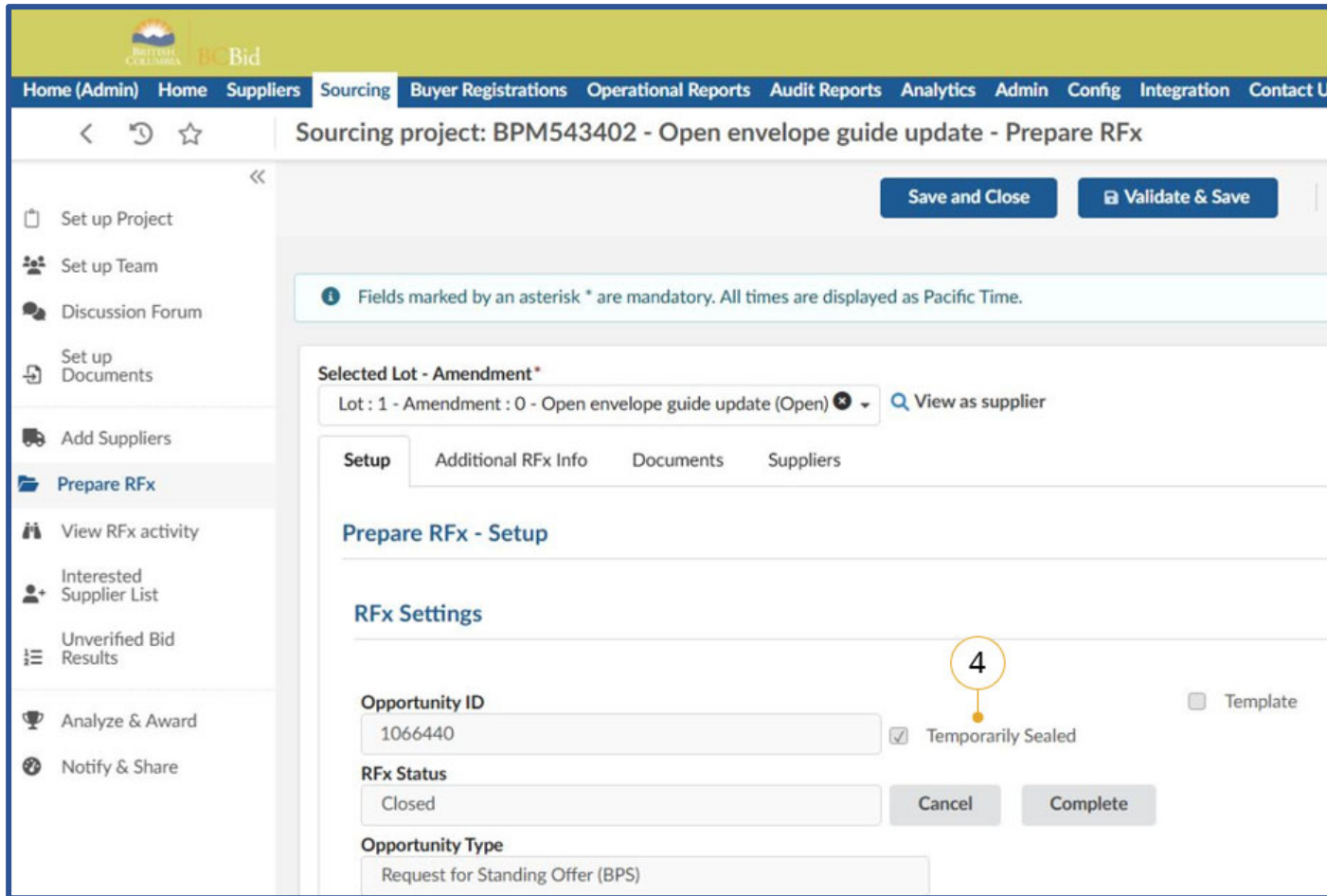
1. To activate this functionality in applicable templates, make sure to uncheck the box for **Sealed Submissions** under **Advanced options** when creating your opportunity as shown to the left.

The screenshot displays the BC Bid system interface for a sourcing project titled "Sourcing project: BPM543402 - Open envelope guide update - Prepare Rfx". The interface includes a navigation menu on the left with items such as "Set up Project", "Set up Team", "Discussion Forum", "Set up Documents", "Add Suppliers", "Prepare Rfx" (highlighted with a red circle and the number 2), "View Rfx activity", "Interested Supplier List", "Unverified Bid Results", "Analyze & Award", and "Notify & Share". The main content area shows the "Prepare Rfx - Setup" page with the following fields and buttons:

- Selected Lot - Amendment\***: Lot : 1 - Amendment : 0 - Open envelope guide update (Open) [View as supplier]
- Setup** (selected tab), Additional Rfx Info, Documents, Suppliers
- Prepare Rfx - Setup**
- Rfx Settings**
- Opportunity ID**: 1066440 [Temporarily Scaled] **Temporarily Seal Opportunity** (highlighted with a red circle and the number 3)
- Rfx Status**: Closed [Cancel] [Complete]
- Opportunity Type**: Request for Standing Offer (BPS)
- Opportunity Description**: Open envelope guide update

To upload an offline submission received before the closing date/time to an open envelope opportunity after the opportunity has closed, follow these steps:

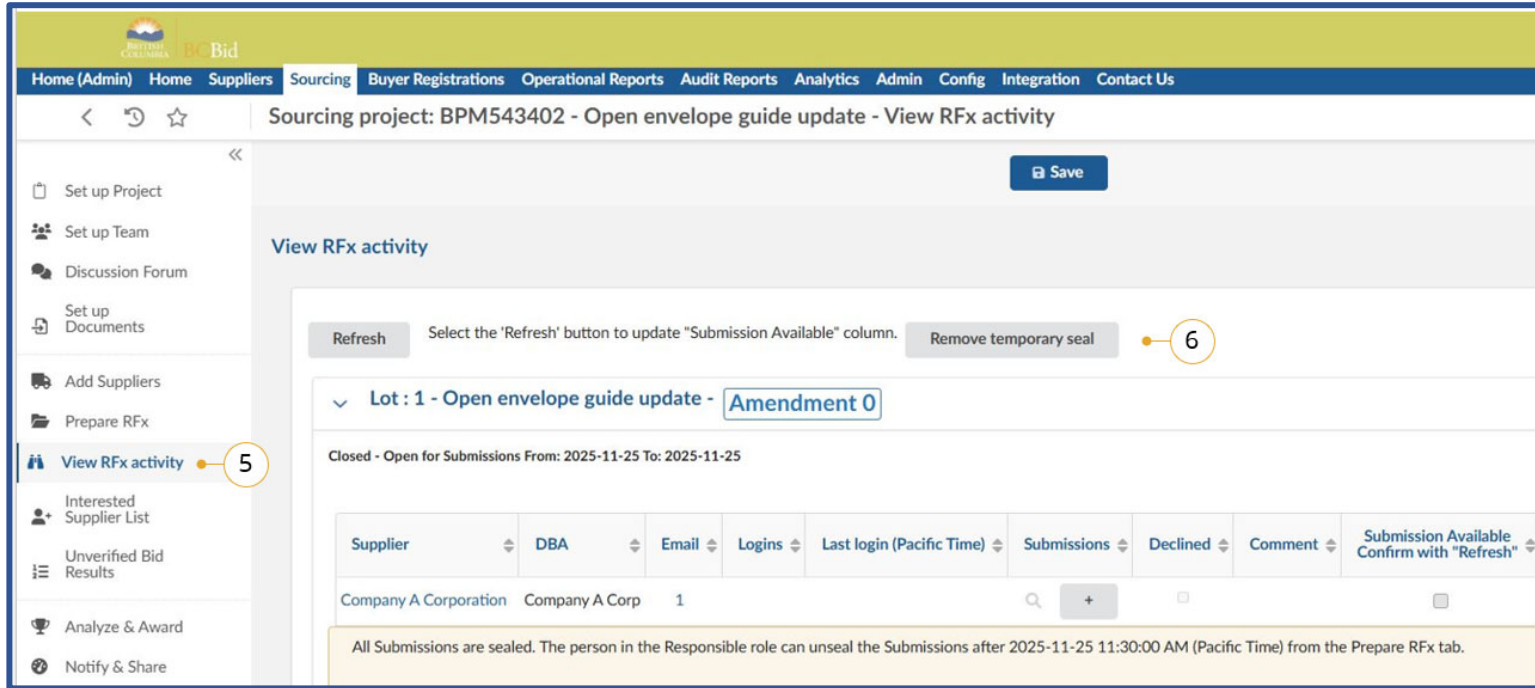
2. Using the left-hand menu, click **Prepare Rfx**
3. Click **Temporarily Seal Opportunity**



4. The opportunity should indicate that it is temporarily sealed as shown to the left.

Next, proceed to follow the steps listed under the **Upload Submissions** tab.

Once you have finished uploading all submissions:



5. Click on **View RFX activity**.

6. Click the **Remove temporary seal** button.

Sourcing Buyer Registrations Operational Reports Audit Reports Analytics Admin Config Integration Contact Us

Sourcing project: BPM543402 - Open envelope guide update - View RFX activity

Save

View RFX activity

Refresh Select the 'Refresh' button to update "Submission Available" column.

Lot : 1 - Open envelope guide update - Amendment 0 ⓘ

Closed - Open for Submissions From: 2025-11-25 To: 2025-11-25

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Submissions	Declined
Company A Corporation	Company A Corp	1				

ⓘ ⓘ

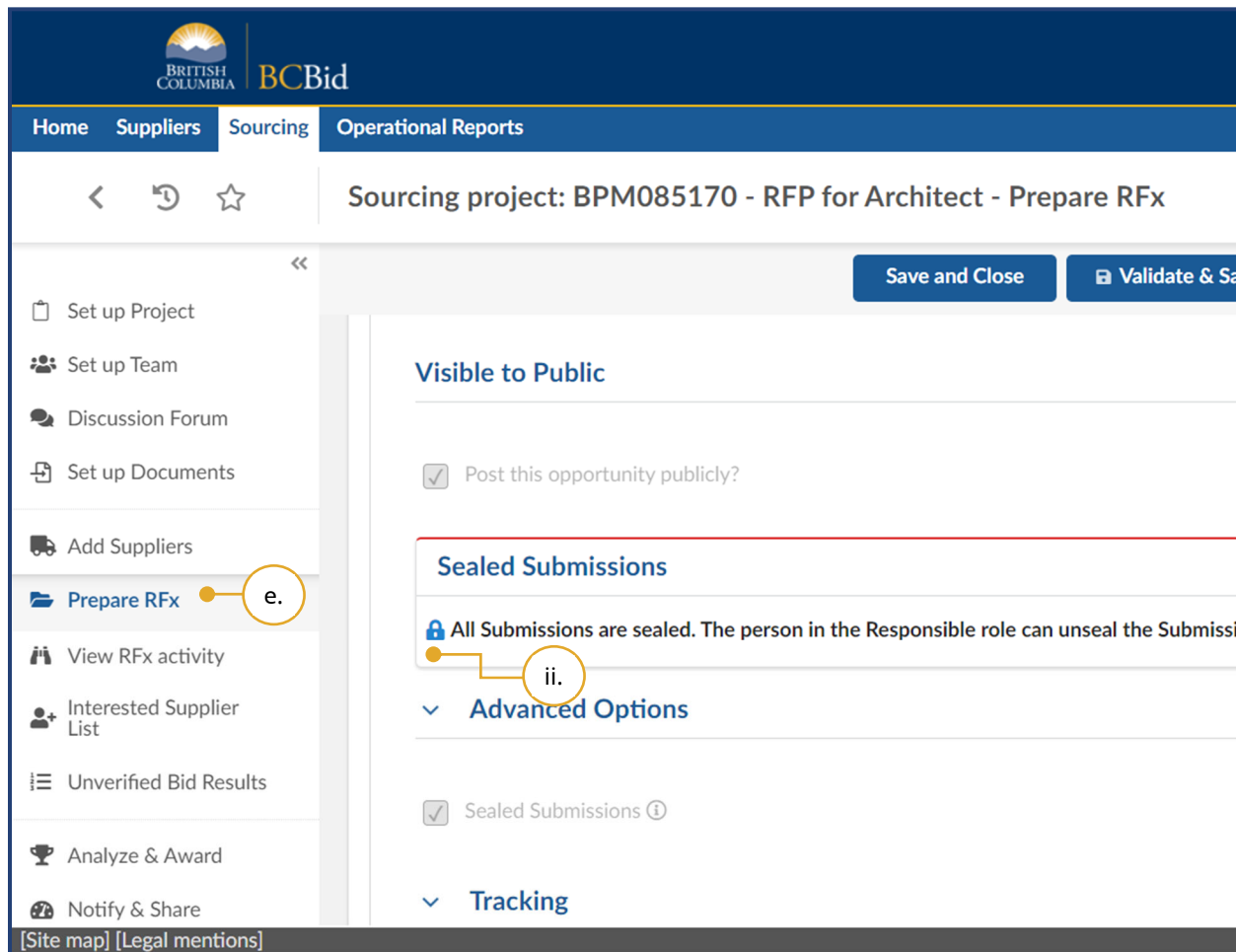
- i. The **Remove temporary seal** button should disappear as shown to the right.
- ii. You should be able to view the offline submissions that have been uploaded by **clicking the magnifying glass** next to each supplier record.



**Note:** You can repeat this process multiple times as long as the status of the opportunity is **Closed**. Once the opportunity has been updated to the status of **Completed** the *Temporarily Seal Opportunity* function will be permanently unavailable for the opportunity. This step cannot be reversed.

## Unsealing and Downloading Submissions

Before unsealing Submissions ensure that all Submissions not submitted through the BC Bid application have been uploaded to the opportunity.



- a. In the left-hand menu, click **Prepare RFX**.

Note: This step is applicable only if the Sealed Submissions checkbox was selected in the Setup tab.

- i. On the **Setup** tab, scroll down to Sealed Submissions.
- ii. In the Sealed Submissions section, as the user with the Responsible role, click the **padlock** icon to unseal the Submissions and then click **OK**.

**Note:** A pop-up will display before unsealing submissions with the following:

'Have you uploaded ALL offline Submissions into BC Bid?'

The screenshot shows the BCBid Sourcing project interface for 'BPM085170 - RFP for Architect - View RFX activity'. The left-hand menu has 'View RFX activity' highlighted with a yellow circle and the letter 'f.'. The main content area shows a 'Refresh' button and a table of suppliers for 'Lot : 1 - RFP for Architect (Amendment 0 / Amendment 1)'. The table has columns for Supplier, DBA, Email, Logins, Last login (Pacific Time), and Read docs. Below the table, it indicates '3 Result(s)' and a message: 'Submissions are now available for evaluation, unsealed on 2022-03-16 4:03:16 PM (P) by PUJAR Gajanan'.

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Read docs.
Company A Corporation	Company A Corp	2	1	2022-03-16 3:51:04 PM	
Company B General Partnership	Company B GP	2			
Company C Sole Proprietor	Company C SP				

If not, click CANCEL. If you click OK, you will no longer be able to upload offline Submissions. Once unsealed, offline Submissions cannot be uploaded. Please refer to your Buyer Guide for full instructions.'



[Unsealing and downloading Submissions](#)

b. In the left-hand menu, click **View RFX activity.**

Architect - View RFX activity

Adjust Contrast | Gajanan P. | Acceptance

Save

"Submission Available" column.

ment 0 / Amendment 1)

To: 2022-03-16

Last login (Pacific Time)	Read docs.	Submissions	Declined	Comment	Access	Submission Available Confirm with "Refresh"
2022-03-16 3:51:04 PM	i.	🔍	<input type="checkbox"/>		●	☑
		🔍	<input type="checkbox"/>		●	☑
		🔍	<input type="checkbox"/>		●	☑

Unsealed on 2022-03-16 4:03:16 PM (Pacific Time)

BC Bid v1.2 ©

- i. Click the **magnifying glass** icon beside each Supplier in the Submissions column to access the Submissions.

Note: To confirm if Suppliers opened all procurement documents uploaded to the Documents tab before Submission, Buyers should view the **Read docs** column. If, for example, five documents were uploaded to the Documents tab, and a Supplier opened all five documents before submitting a Submission, the Read docs column will display "5" for that Supplier.



If the **Read docs.** column is not visible, select the **cog** icon and make the 'Read docs' column visible using the toggle button.

The screenshot displays the 'List of Submissions' page in the BCBid system. At the top, there are search filters for 'Opportunity Description' (RFP for Architect 0) and 'Status' (Received). A 'Search' button and a 'Reset' button are visible. Below the filters, a button labeled 'Download selected Submissions' is highlighted with a yellow circle and the letter 'ii.'. Below this button, a table shows one submission result:

<input checked="" type="checkbox"/>	<a href="#">Opportunity Description</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Received on (Pacific Time)</a>	Total	<a href="#">Decision</a>
<input checked="" type="checkbox"/>	RFP for Architect - 0	<a href="#">Submission # 1</a>	Received	2022-01-12 12:00:00 AM		

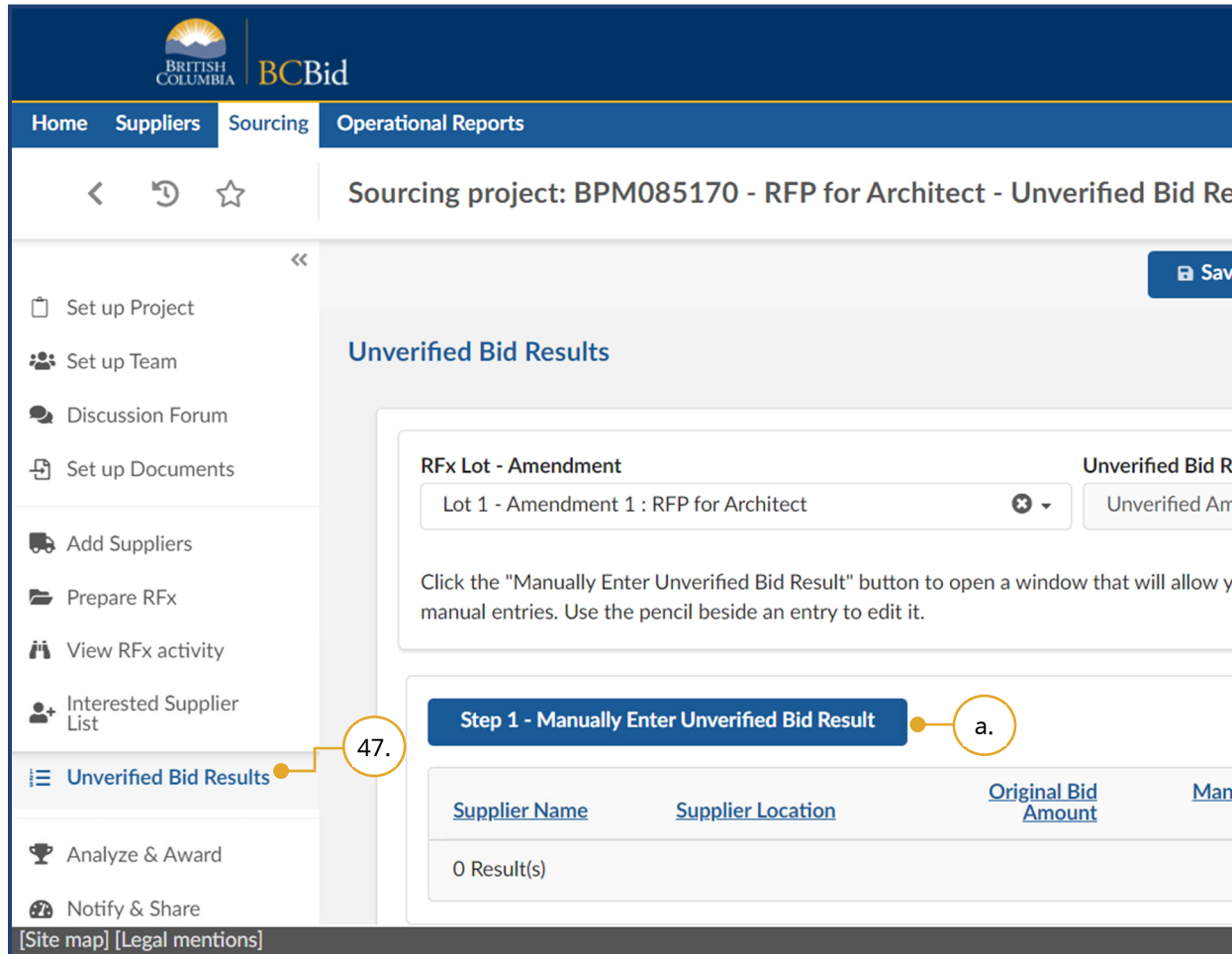
Below the table, it indicates '1 Result(s)'. At the bottom of the page, it shows '2 Result(s)' for another section.

- ii. Select the Submission and then click **Download selected Submissions**.

Note: If alternative Submissions are allowed, select the appropriate Submission to download it.

Zipped files generated after clicking **Download selected Submissions** will include a set of folders named after each Supplier. However, the files within each folder will not have the Supplier's name in the filename. Caution should be taken to separate the files or rename them to preserve the Supplier identification per Submission.

Unverified Bid Results



4. In the left-hand menu, click **Unverified Bid Results** to enter the bid results.

Note: This step is applicable only if the Opening and Unverified Bids used for the RFX checkbox was selected in the Prepare RFX menu, Setup tab.

- a. Click **Step 1 - Manually Enter Unverified Bid Result**.



[Unverified Bid Results](#)

BCBid

### Unverified Bid

Save & Close vii.

**Unverified Bid**

RFX	Opportunity ID	Unverified Bid Results Format	Status
Lot 1 - Amendment 1 : RFP for Architect	156043	Unverified Amount	

Supplier\* ii.  
Company A Corporation  Do not display as Unverified Bid

Supplier Location iii.  
900 Jackson Ave, Langford

Original Bid Amount iv. Manual Revision Amount v. Unverified Tender Amount\* i.  
100000

Receipt Date & Time (Pacific Time) vi.  
12:00:00 AM

If there have been tenders submitted, click on the "Publish Unverified Bid Results to Public Portal" button to make the tender that should not be published, use the pencil in the grid above to edit it and mark it as "Do not display as Unverified Bid".

In the dialog box, complete the following:

- i. Enter the **Unverified Tender Amount**.

Note: This field may change depending on the selection made in the Unverified Bid Results Format drop-down list in Prepare RFX – Setup tab.

- ii. Select the **Supplier** from the drop down list.
- iii. *Optional:* Enter the **Supplier Location**.
- iv. *Optional:* Enter the **Original Bid Amount**
- v. *Optional:* Enter the **Manual Revision Amount**.
- vi. *Optional:* Select **Receipt Date & Time**.
- vii. Click **Save & Close**.



The **Do not display as Unverified Bid** checkbox allows a Buyer to upload Bids that are not compliant with one or more obvious mandatory criteria. These Bids are not displayed as Unverified Bids.

Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Unverified Bid Results

Save **d.**

Supplier Name	Supplier Location	Original Bid Amount	Manual Revision Amount	Unverified
Company A Corporation	900 Jackson Ave, Langford			1
Company B General Partnership	1120 Dell Street, Kelowna			1

2 Result(s)

If there have been tenders submitted, click on the "Publish Unverified Bid Results to Public Portal" button to make the unverified tender that should not be published, use the pencil in the grid above to edit it and mark it as "Do not display as Unverified Bid" before publishing to the Public Portal.

**Step 2 - Publish Unverified Bid Results to Public Portal** **b.**

If no tenders were submitted for this RFX, click on "Publish 0 Bids to Public Portal" button to update the Public Portal to indicate that no bids were received.

**Alternate Step 2 - Publish 0 Bids to Public Portal** **c.**

b. Click **Step 2 – Publish Unverified Bid Results to Public Portal**.

Note: The status of the bids will change to Published.

c. *Optional:* Click **Alternative Step 2 - Publish 0 Bids to Public Portal**.

Note: This option will update the Public Dashboard to indicate that there were no bids.

d. Click **Save**.

**Note:** Offline submission receipt dates and times entered during the unverified bid results process will auto-populate when entering subsequent hardcopy submissions.

## Step 6 – Analyze & Award

Sourcing project: BPM542827 - RFP - Analyze & Award

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

**Analyze & Award**

Selected Amendment  
Lot : 1 - Amendment : 0 - RFP (Processing)

**Submissions**

2 a  
Total Submissions Submitted

Using the icons in the Decision column, indicate if you want to:  
 -Award the contract to this supplier (trophy icon)  
 -Not award the contract to this supplier (stop sign icon)  
 -Add supplier to a qualified supplier list (e.g. from a SURFQ) or a shortlist (list icon)  
 Do not select 'Confirm Decision' after selecting the list icon to create qualified supplier list or shortlist

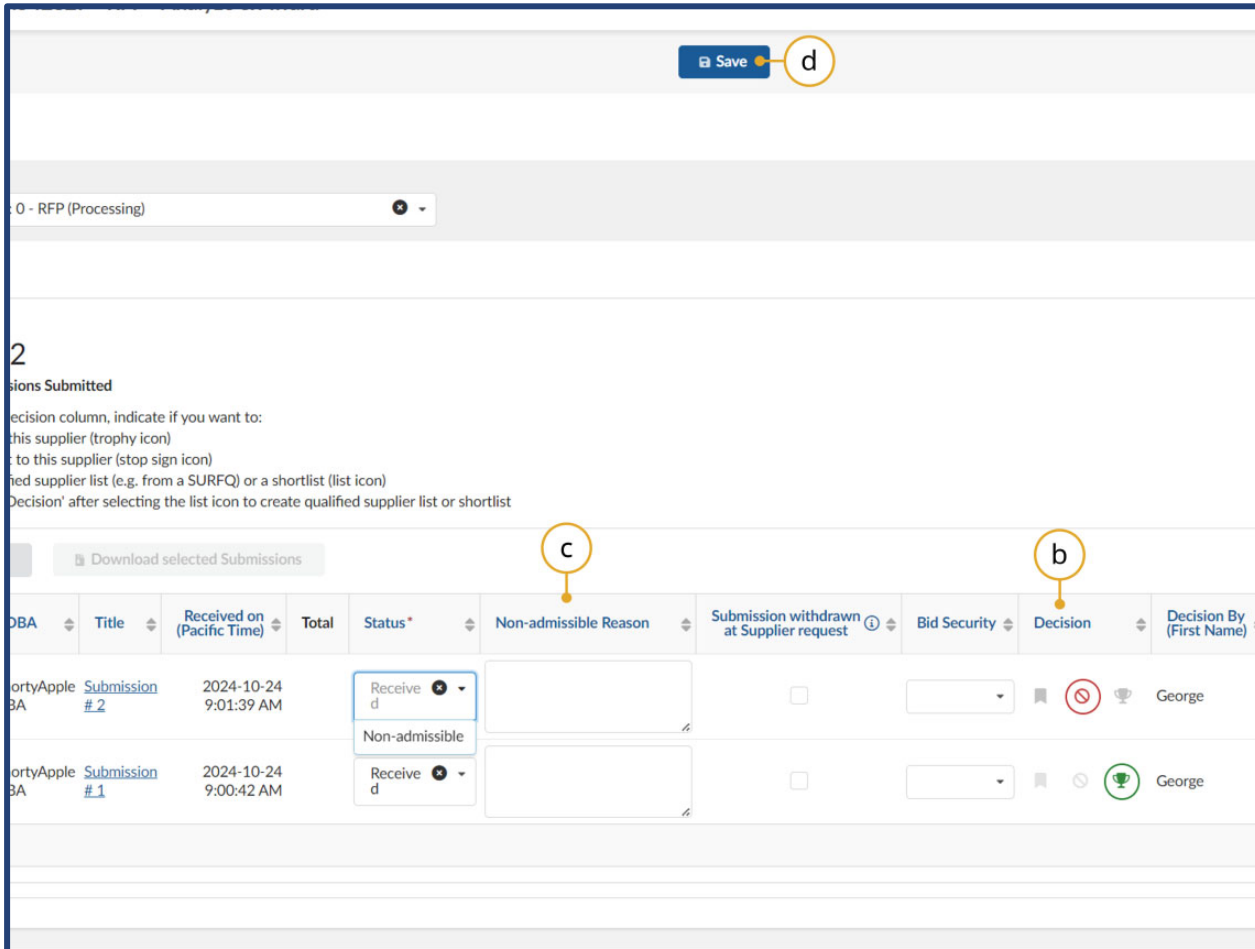
Supplier	DBA	Title	Received on (Pacific Time)	Total	Status*	Non-admissible Reason	Submission withdrawn at Supplier request
<input type="checkbox"/> SnortyApple partnership	SnortyApple DBA	<a href="#">Submission # 2</a>	2024-10-24 9:01:39 AM		Received		<input type="checkbox"/>

5. In the left-hand menu, click **Analyze & Award**.

- a. The number here will indicate the total number of submissions received for the opportunity.



[Awarding a Contract/Shortlisting](#)



- b. In the Submissions tab, manually select the decision for each Submission using the appropriate icon options in the **Decision** column. The award decision (**Trophy** icon) should be selected last.
- c. To reject a Submission for failing mandatory requirements, enter a **Non-admissible Reason** for the appropriate Supplier and click the **Do not award** icon in the Decision column.
- d. Click **Save**.

Note: Buyers can change the status of a Submission to Non-admissible by clicking **Non-admissible** in the Status drop-down list. This step must be completed after entering a **Non-admissible Reason** and all official notifications are sent to the Suppliers as Suppliers can see the updated status on their Supplier Dashboard.

## Step 7 – Notify & Share

Sourcing project: BPM085170 - RFP for Architect - Notify & Share

Search Submissions

Supplier: [Dropdown]

Amendment: Lot : 1 - RFP for Architect - Amendment : 1

Decision: Unsuccessful, Selected

Notifications Sent (Selected and Not Selected)

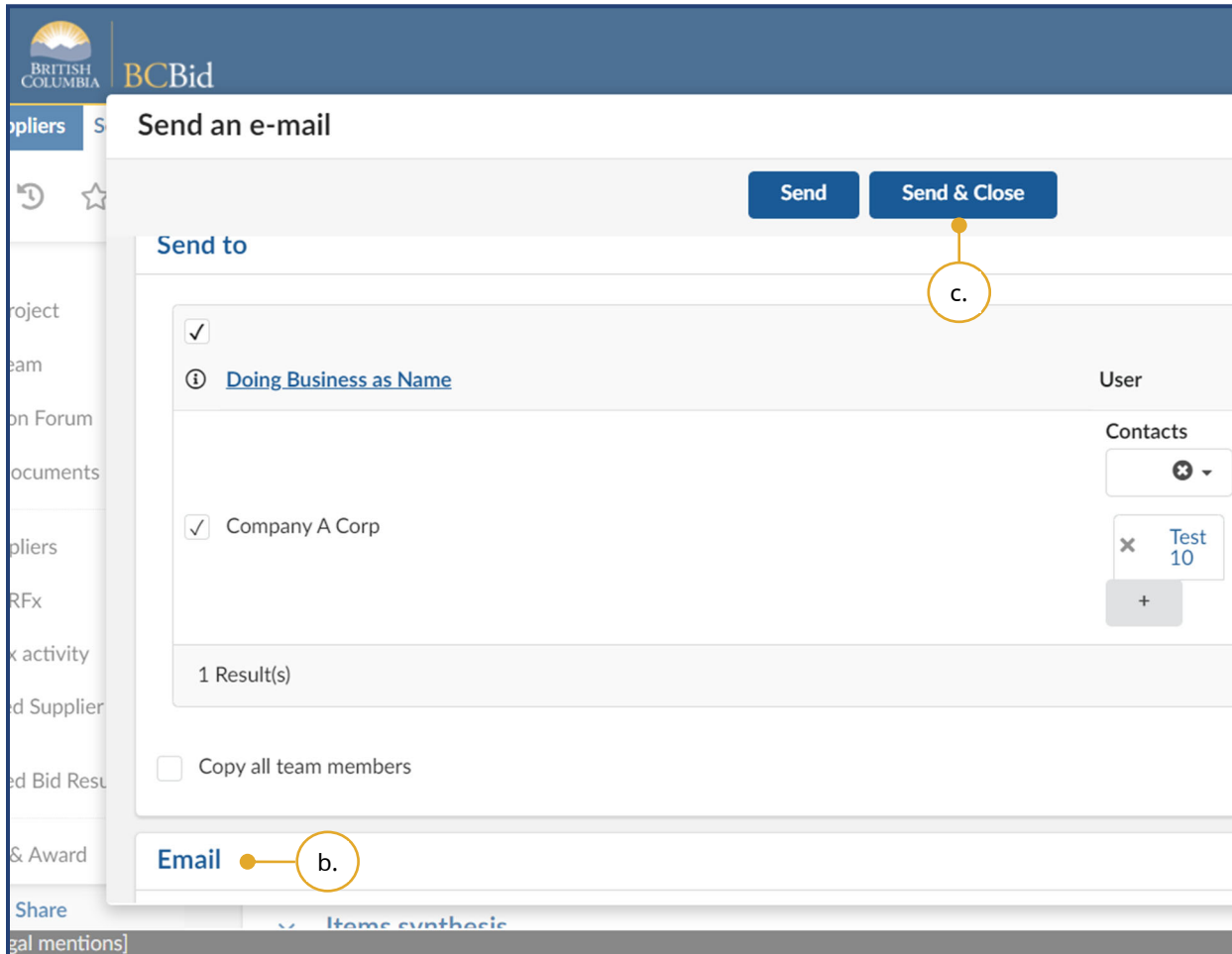
Supplier	DBA	Lot / Amendment	Submission	Decision	Awar
Company A Corporation	Company A Corp	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Selected	
Company B General Partnership	Company B GP	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Unsuccessful	
Company C Sole Proprietor	Company C SP	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Unsuccessful	

6. In the left-hand menu, click **Notify & Share** to notify all Suppliers.



Buyers can use the Search Submissions section to narrow filter by Supplier, Amendment or the Decision made in the Analyze & Award menu.





- b. *Optional:* In the **Email** section, the BC Bid application displays a default email template that can be edited as necessary and allows attachments to be added to the email.
- c. Click **Send & Close**

## Contract Award Summary

d. Click **Create Contract Award Summary**.

**Note:** The contract award notice should be published, when appropriate, as soon as possible after the Contract has been signed.

If awarding multiple Contracts from a single opportunity, do not use the contract award notice within the opportunity. Use the [Contract Award Notice](#) webform. See Direct Award section for use, but include your Opportunity Type and 'competitive' for your Justification.



[Creating Contract Award Summary](#)

The screenshot displays a web application interface for managing a contract award notice. The main content area is titled "Contract:" and contains a "Publish" button and a "Close" button. Below this is a "General Information" section with the following fields:

- Sourcing Project:** Contract Award Notice from RFX - Guide
- Status:** Awarded
- Contract Number\*:** 123TEST456
- Contract contact email\*:** CompanyA@noemails.com
- Issuing Location\*:** Victoria, BC
- Supplier:** SnortyApple partnership
- Award Date\*:** 2025-05-2
- Contract Value\*:** 300,000
- Supplier Contract Address\*:** 563 Superior St
- Justification for Direct Award/Limited Tendering:** Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct award as specified by the applicable trade agreements. Otherwise state "Competitive"

The form also includes a "Mailing Address (if different)" field, a "Postal Code" field (V8V 1T9), a "City\*" field (Victoria), a "Country\*" dropdown (CANADA), and a "State/Province\*" dropdown (British Columbia). A map is displayed below the address fields, showing the location of 563 Superior St, 1T9 Victoria.

- e. In the dialog box, complete the following:
- Enter **Contract Number**.
  - Enter **Contract contact email**.
  - Enter the full address of the **Issuing Location**.
  - Select **Award Date**.
  - Enter **Contract Value**.
  - Enter "Competitive" in **Justification for Direct Award/Limited Tendering**.
  - Enter the **Supplier Contract Address**.
  - Click **Publish**.

Home Suppliers Sourcing Operational Reports Contact Us

Sourcing project: BPM543184 - Contract Award Notice from RFx - Guide - Notify & ...

Contract: CTR211977 - 123TEST456 (Running)

Close **f**

Submission  
Contract Award Notice from RFx - GuideSubmission # 1

**General Information**

<b>Sourcing Project</b> Contract Award Notice from RFx - Guide	<b>Status</b> Awarded
<b>Contract Number</b> 123TEST456	<b>Contract contact email</b> CompanyA@noemails.com
<b>Award Date</b> 2025-05-27	<b>Contract Value</b> 300,000.00
<b>Issuing Location</b> Victoria, BC	
<b>Supplier</b> SnortyApple partnership	
<b>Justification for Direct Award/Limited Tendering</b> Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct award as specified by the applicable trade agreements. Otherwise state "Competitive"	
<b>Supplier Contract Address</b>	
<b>Office Street Address</b> 563 Superior St	
<b>Mailing Address (if different)</b>	
<b>Postal Code</b> V8V 1T9	<b>City</b> Victoria
<b>Country</b> CANADA	<b>State/Province</b> British Columbia

Map Satellite  
Map showing location in Victoria, BC. Landmarks include Royal BC Museum and St. Anne's Academy and Auditorium.

Awarded items only (0 / 0)

f. Click **Close**.

## Editing a Contract Award Notice

The screenshot displays the 'Notify & Share' interface for editing a Contract Award Notice. The main content area is titled 'Notify Suppliers and Create a Contract Award Summary'. It features a search bar for 'Supplier' and 'Amendment' with a 'Search' button. Below the search bar, there are filters for 'Decision' (Unsuccessful, Selected) and a 'Notifications Sent (Selected and Not Selected)' table. The table has columns for Supplier, DBA, Lot / Amendment, Submission, Decision, Award amount, Notification, and Contract Award Summary. A single record is shown for 'SnortyApple partnership' with a 'Send notification' link and a 'Create Contract Award Notice' button. The 'Items synthesis' section shows '0 Record(s)' and the 'Award overview' section shows 'All items' and 'Awarded items only (0 / 0)'. A yellow circle with the number '1' is placed over the 'Notify & Share' tab in the left sidebar, and another yellow circle with the letter 'a' is placed over the 'Create Contract Award Notice' button in the table.

1. Open the opportunity in which you created a Contract Award Notice via the **Notify & Share** tab.
  - a. Select the hyperlink above the **Create Contract Award Summary** button.



This action cannot be completed after the steps identified in Complete an Opportunity (next section).

The screenshot displays a web application interface for managing a contract award notice. The main content area is titled "Contract: CTR211977 - 123TEST456 (Running)". At the top right of this section are "Publish" and "Close" buttons, with callouts 3 and 4 pointing to them. The form is divided into several sections:

- Contract header:** Contains fields for Sourcing Project (Contract Award Notice from RFX - Guide), Status (Awarded), and Rfx reference (Contract Award Notice from RFX - Guide).
- Contract details:** Includes Contract Number\* (123TEST456), Contract contact email\* (CompanyA@noemails.com), Issuing Location\* (Vancouver, BC), Award Date\* (2025-05-2), and Contract Value\* (300,000.00).
- Supplier information:** Shows Supplier (SnortyApple partnership) and Supplier Contract Address\* (563 Superior St).
- Address details:** Includes Mailing Address (if different), Postal Code (V8V 1T9), City\* (Victoria), Country\* (CANADA), and State/Province\* (British Columbia).
- Justification:** A text area for Justification for Direct Award/Limited Tendering.
- Map:** A map showing the location of the supplier contract address in Victoria, BC.

Callouts a through g highlight specific fields: a) Contract Number, b) Contract contact email, c) Issuing Location, d) Award Date, e) Contract Value, f) Justification for Direct Award/Limited Tendering, and g) Supplier Contract Address.

2. Make any required changes on the **Contract** page. Note you can only make changes to these fields:
  - a) **Contract Number**
  - b) **Contract contact email**
  - c) **Issuing Location**
  - d) **Award Date**
  - e) **Contract Value**
  - f) **Justification for Direct Award/Limited Tendering**
  - g) **Supplier Contract Address**
3. Click **Publish**.
4. Then click **Close**.

**Note:** A Contract Award Notice cannot be deleted. Please contact the BC Bid helpdesk if you require any assistance

## Step 8 – Completing an Opportunity

The screenshot displays the BC Bid web application interface. At the top, there is a navigation bar with tabs for 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. Below this, a breadcrumb trail shows 'Sourcing project: BPM085148 - RFP for Architect - Prepare RFX'. The main content area is divided into a left-hand menu and a central workspace. The left-hand menu includes options like 'Set up Project', 'Set up Team', 'Discussion Forum', 'Set up Documents', 'Add Suppliers', 'Prepare RFX', 'View RFX activity', 'Interested Supplier List', 'Unverified Bid Results', 'Analyze & Award', and 'Notify & Share'. The 'Prepare RFX' option is highlighted with a yellow circle and labeled 'a.'. The central workspace shows the 'Selected Lot - Amendment\*' section with a dropdown menu set to 'Lot : 1 - Amendment : 0 - RFP for Architect (Closed)'. Below this, there are four tabs: 'Setup', 'Additional RFX Info', 'Documents', and 'Suppliers'. The 'Setup' tab is active, and the 'Prepare RFX - Setup' section is visible. The 'RFX Settings' section contains three input fields: 'Opportunity ID' (156008), 'RFX Status' (Closed), and 'Opportunity Type' (Request for Proposal (BPS)). A 'Cancel' button is visible next to the 'RFX Status' field. A yellow circle labeled 'i.' points to the 'Setup' tab in the screenshot.

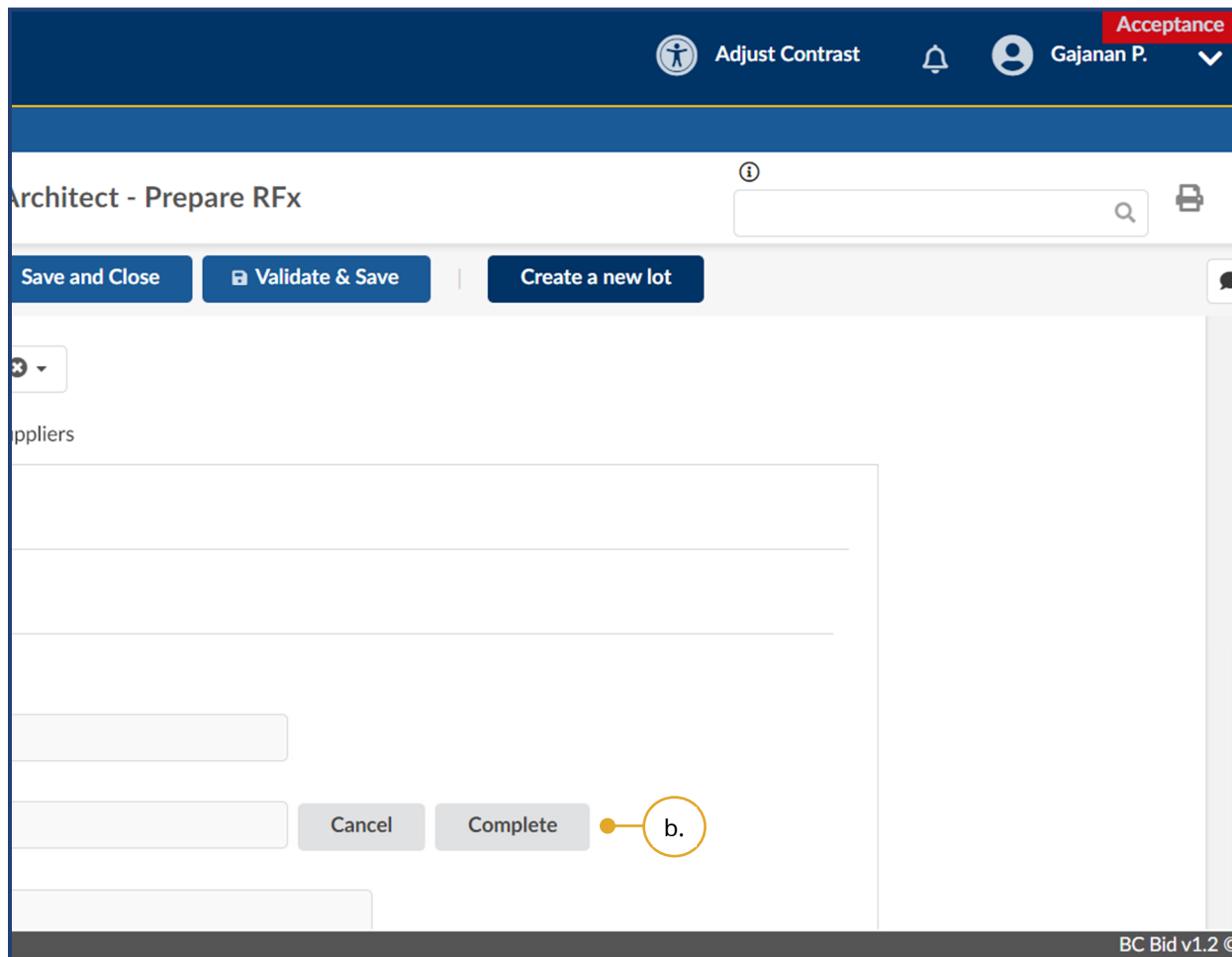
5. When appropriate, change the status of the opportunity to 'Completed':
  - a. In the left-hand menu, click **Prepare RFX**.
    - i. Click the **Setup** tab.



[Completing an opportunity](#)



This step does not apply to opportunities with continuous intake until the Closing Date is reached.



- b. Click **Complete** to change the RFX Status to 'Completed'.

Note: Click **Cancel** to cancel the opportunity at any point before the contract award notice is published. There can be different reasons for cancelling an opportunity.



Suppliers who participated in the opportunity will see the opportunity in 'Processing' status until the RFX status is changed to 'Completed' by clicking the **Complete** button.

## Creating a New Lot

Lots are utilized in multi-stage procurements, they connect different stages of a procurement (eg: RFI, RFQ and RFP). The Discussion Forum, Set up Team, Set up Documents, and Enquiries as well as the Add Supplier tabs are copied across all RFx/Lots within a Sourcing Project.

g project: BPM085148 - RFP for Architect - Prepare RFX

Adjust Cor

Save and Close | Validate & Save | Create a new lot

Lot - Amendment\*

- Amendment : 0 - RFP for Architect (Closed)

Additional RFX Info | Documents | Suppliers

Prepare RFX - Setup

RFX Settings

Opportunity ID  
156008

RFX Status  
Completed

Opportunity Type  
Request for Proposal (BPS)

6. *Optional:* To create a new Lot, in the left-hand menu, click **Prepare RFX**.
  - a. Click **Create a new Lot**.

Note: The information entered in Discussion Forum, Set up Team, Set up Documents and the Add Supplier menus is copied across all opportunities within a Sourcing Project.



[How to create a new Lot](#)

d

### Create a new Amendment/Lot

**Create & Close** **c.**

Commodity: 81101508 - Architectural engineering ✖  
Organization: Agricultural Land Commission ✖  
**Q Search** **Reset**

Program:   
 Templates only

Opportunity Type	Lot #	Amendment #	Opportunity Description	Issue Date	Closing Date
<input checked="" type="radio"/> Request for Proposal (BPS)	1	0	RFP for Architect	2022-03-15	2022-03-18

1 Result(s)

#### Copy Options

Choose what to copy

	Blank	Default from RFX Type	Copy from selected RFX
Setup Tab	<input type="radio"/>	<input checked="" type="radio"/> <b>b.</b>	<input type="radio"/>

RFP for Architect

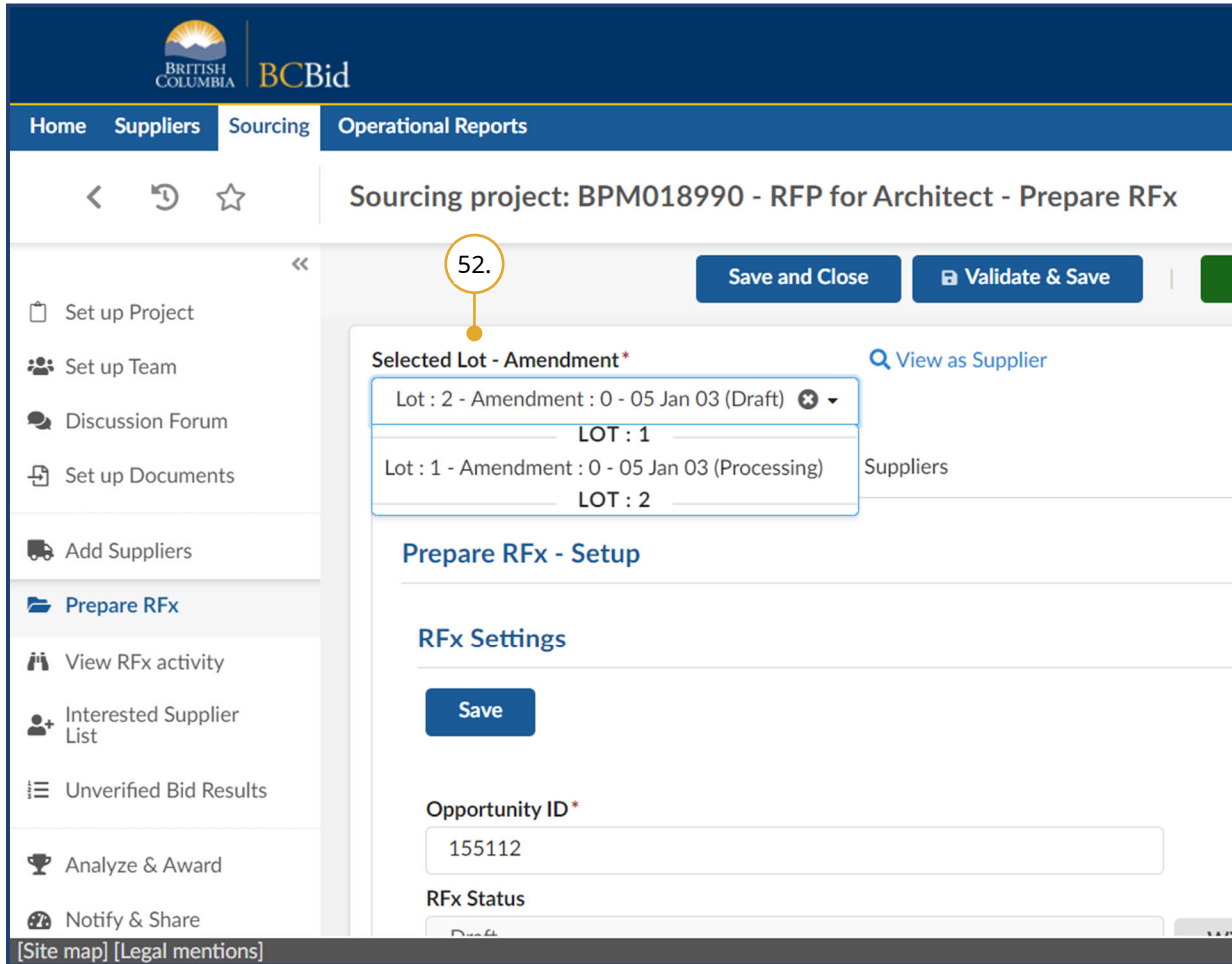
- b. In the dialog box, within the Copy Options table, ensure the **Default from RFX Type** option is selected.
- c. Click **Create & Close** and then click **Continue**.

Note: When you are editing or reviewing an opportunity, ensure that you are in the correct Lot.



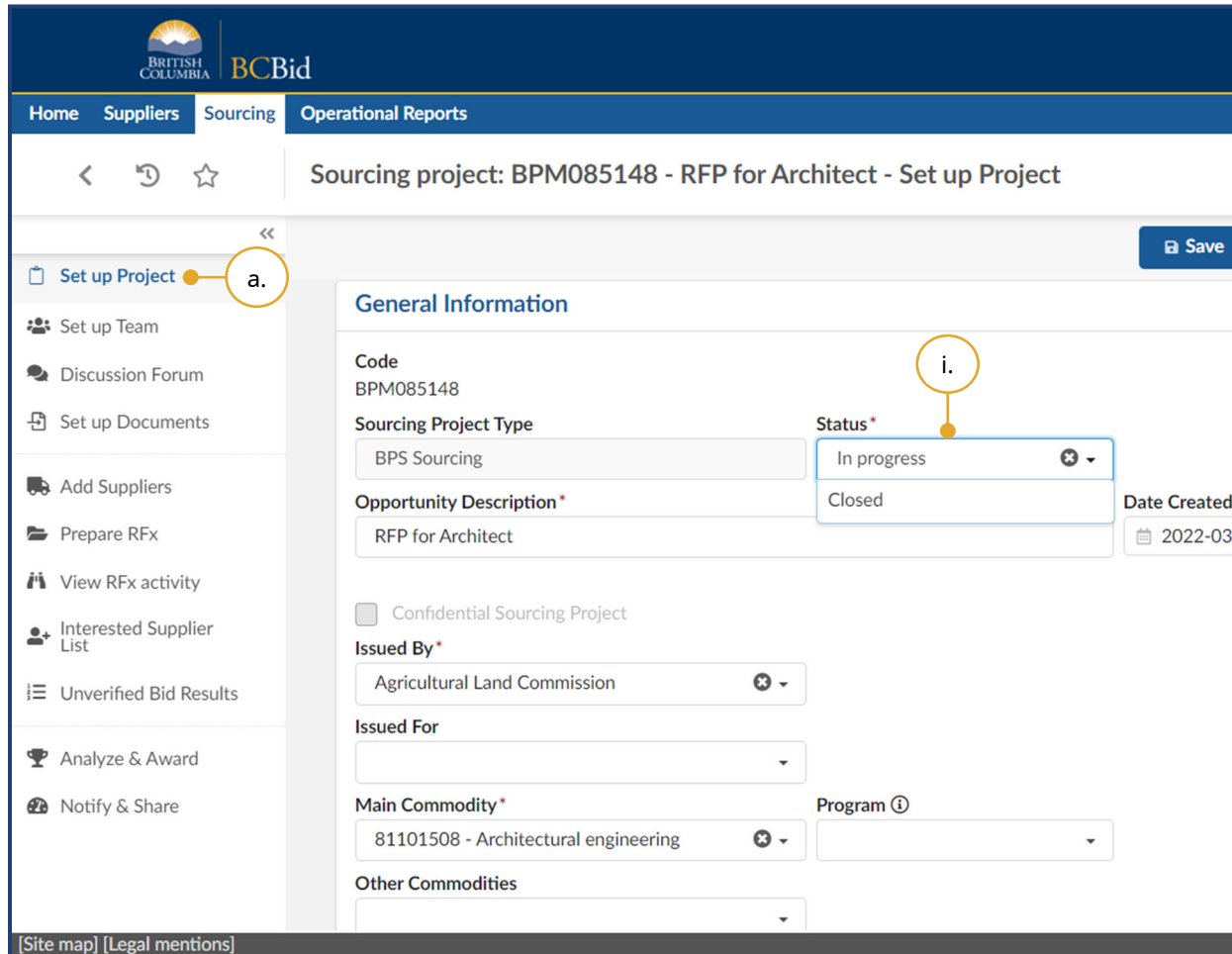
After creating a new Lot, Buyers must complete the necessary menus and tabs then issue the opportunity

Toggle Amendment or Lot



7. *Optional:* To toggle between Amendments or Lots, in Prepare RFX menu, choose the Amendment or Lot using the **Selected Lot - Amendment** dropdown.

Closeout a Sourcing Project



8. *Optional:* Change the status of the Sourcing Project to 'Closed':
  - a. In the left-hand menu, click **Set up Project**.
  - i. In the **Status** drop-down list, click **Closed**.

Note: This optional step is applicable to Sourcing Projects.



[Closeout a Sourcing Project](#)

## Special Considerations

### Contract Award Notice

The screenshot shows the BC Bid system interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', 'Operational Reports', and 'Contact Us'. The 'Sourcing' menu is open, showing options: 'Sourcing Projects', 'Create Sourcing Project', 'Qualified Supplier Lists', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice' (highlighted in orange), and 'Unverified Bid Results'. A yellow circle with the number '1' is placed over the 'Create Contract Award Notice' option, with a line pointing to the 'Create a Contract Award' button in the left-hand navigation pane. The main content area includes 'Buyer Resources' and 'My pending validations' sections. A notification banner at the top right mentions 'BC Bid TEST' and 'will be upgrade later'. A 'RFX in Draft' notification is also visible.

Buyers must use the Contract Award Notice for all direct awards that are over threshold. The Contract Award Notice is used for any purchases from a standing arrangement, standing offer or other form of direct selection. Additionally, the Contract Award Notice is used for opportunities that result in multiple contract awards.

1. In the Quick Access menu, click **Create a Contract Award** or click **Sourcing** in the main menu, then click **Create Contract Award Notice**.

**Note:** The **My Contract Award Notices** menu is intended to allow Buyers to review and edit the contract award notices that they have created through the **Create Contract Award Notice** form. It does not show (or allow Buyers to edit) Contract award notices that were created through the **Notify & Share** menu in an opportunity.



[Creating a Contract Award Notice](#)

## Create Contract Award Notice for Procurement posted to BC Bid

Home Suppliers Sourcing Operational Reports Contact Us

< ↻ ☆ Create Contract Award Notice

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

**\*\*Must select BC Bid Opportunity or enter Opportunity Title and click Save to proceed**

Select BC Bid Opportunity ⓘ OR Enter Opportunity Title ⓘ\* Status\*

1066119

Test May 2025 1066119

Test opportunity May 2025 1066118

See All

Draft

2. In the dialog box, **select the BC Bid opportunity** you have worked on from the dropdown menu, so the system will autofill all fields that pertain to the opportunity (such as description, opportunity ID, etc).

**Note:** you will only be able to select from the dropdown those opportunities in which you hold at least one of these roles except read-only (responsible, contributor, and/or official contact).

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

Save 3

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

**\*\*Must select BC Bid Opportunity or enter Opportunity Title and click Save to proceed**

Select BC Bid Opportunity  OR Enter Opportunity Title

Status\*

For System Use Only  
System ID  Type

3. Select the opportunity and then click **Save**.

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

Save i

This form has been updated. Learn more: Ministry Buyer BPS Buyer

Select BC Bid Opportunity  Status\*

Opportunity Type  Opportunity Description  Supplier\*  Split Award

Issued By  Issued For

Commodities  Issuing Location\*

Contract Number\*  Contract Contact Email\*  Supply Arrangement

Award Date  Contract Value\*  Justification for Direct Award/Limited Tendering

Supplier Contract Address b

Office Street Address\*  Mailing Address (if different)

Postal Code  City\*

Country\*  State/Province\*

Map Satellite Street View

4000 Seymour Pl, 457 Victoria

For System Use Only  
[Site map]

4. The system will automatically populate all fields associated with the information provided in the opportunity posting. Once this is complete, proceed to complete any remaining mandatory fields, which are indicated by a red asterisk (\*):

- Select the **Supplier** from the dropdown. If the supplier record does not exist in the system, create the supplier record. See [Creating a new supplier](#).
- Enter the **Supplier Contract Address**.
- Enter the **Issuing Location**. Issuing Location must be a complete address.
- Enter the **Contract number**.
- Enter the **Contract Contact Email**.
- Select the **Award Date**.
- Enter the **Contract Value**.
- Enter the **Justification for Direct Award/Limited Tendering**. If awarding multiple contracts from 1 Opportunity, type "Competitive" into the textbox.
  - Click **Save**.

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

Save

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

Select BC Bid Opportunity  **Status (Select Awarded to proceed to Publish)\***  a

Opportunity Type   b

Supplier\*   Split Award

Supplier Contract Address

Office Street Address\*

Mailing Address (if different)

Postal Code  City\*

Country\*  State/Province\*

Map Satellite

For System Use Only

5. After saving the draft of your contract award notice, the system will highlight its status to remind you it needs to be updated if you wish to publish it now.

- a. To publish your Contract Award, click on the **Status** field,
- b. From the dropdown menu, select **Awarded**.

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

[Publish](#) 6

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

Select BC Bid Opportunity ⓘ Test May 2025

Status (Select Awarded to proceed to Publish)\* Awarded

Opportunity Type Request for Proposal

Opportunity Description Test May 2025

Supplier BC Bid\_TEST  Split Award

Supplier Contract Address

Office Street Address ⓘ\* 4000 Seymour Pl

Mailing Address (if different)

Postal Code V8X 4S7

City\* Victoria

Country\* CANADA

State/Province\* British Columbia

Map Satellite

For System Use Only

System ID 211975

Type Simple Agreement  Manual

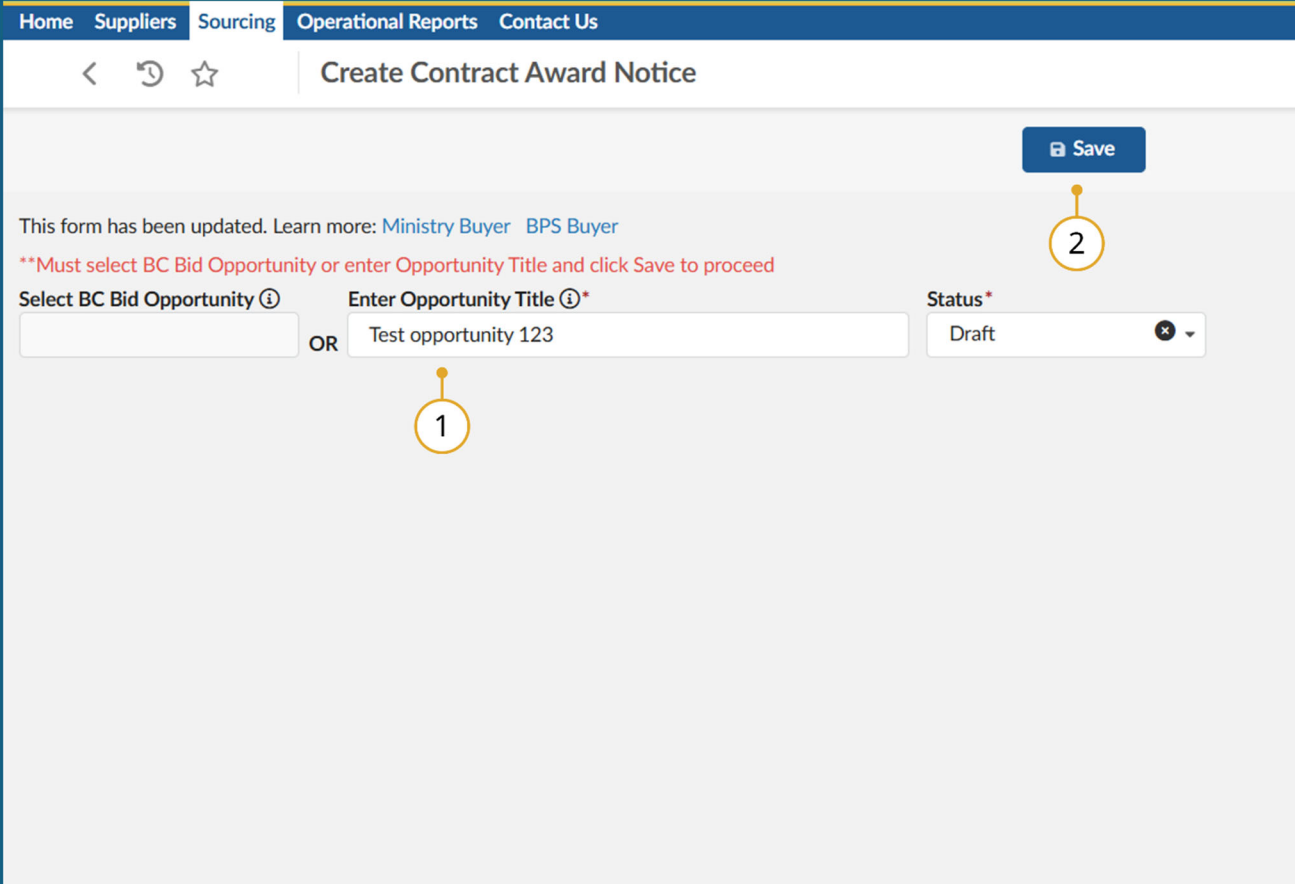
6. Click **Publish**. Once you have published it, the status will be updated to **awarded**.

**Note:** If you are awarding the same opportunity to multiple vendors, you will need to repeat this process for each supplier that is awarded.

If you published a contract award by mistake, you will need to contact the BC Bid Helpdesk for assistance.

## Create Contract Award Notice for Procurement **not** posted to BC Bid

Navigate back to the Quick Access menu, click **Create a Contract Award** or click Sourcing in the main menu, then click **Create Contract Award Notice**.





Home Suppliers Sourcing Operational Reports Contact Us

< <img alt="refresh icon" data-bbox="118 303 131 316"/> <img alt="star icon" data-bbox="144 303 157 316"/> Create Contract Award Notice

Save

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

**\*\*Must select BC Bid Opportunity or enter Opportunity Title and click Save to proceed**

Select BC Bid Opportunity  OR Enter Opportunity Title \*

Status\*

Draft

1

2

- In the **Enter Opportunity Title** dialog box, type the title or reference number for the procurement not posted to BC Bid.
- Click outside of the dialog box, and a save button will display at the top. Click **Save**.

The screenshot shows the 'Create Contract Award Notice' form in the BC Bid system. The form is titled 'Create Contract Award Notice' and has a 'Save' button at the top right. The form contains several fields and sections, each marked with a callout letter:

- a:** Opportunity Type (Request for Prop)
- b:** Opportunity Description (This is just a test)
- c:** Supplier (Test Ltd)
- d:** Issued By (Ministry of Citizens' Services)
- e:** Supplier Contract Address (Office Street Address: 563 Superior St)
- f:** Commodities (80101500 - Business and corporate management consultation services)
- g:** Issuing Location (Victoria, BC)
- h:** Contract Number (123456)
- i:** Contract Contact Email (procurement@gov.bc.ca)
- j:** Award Date (2025-05-2)
- k:** Contract Value (3,000,000.00)
- l:** Justification for Direct Award/Limited Tendering (Add the rationale for the contract award. If you didn't follow a process, include an appropriate reason.)

At the top right, there is a '3' in a circle pointing to the 'Save' button. The form also includes a 'Status' dropdown menu (Draft, Awarded, Deleted) and a 'Supplier Contract Address' section with fields for Office Street Address, Mailing Address, Postal Code, City, Country, and State/Province. A map is visible at the bottom right of the form.

Once saved, BC Bid will display all mandatory fields that must be completed:

- a. Opportunity Type
  - b. Opportunity Description
  - c. Select the Supplier. If the supplier record does not exist in the system, create the supplier record. See [Creating a new supplier](#).
  - d. Issued By
  - e. Supplier Contract Address
  - f. Select at least one commodity from the Commodities dropdown. Click **See All** to find the commodity that best fits your contract award.
  - g. Issuing Location. Must be a complete address.
  - h. Contract number
  - i. Contract Contact Email
  - j. Award Date
  - k. Contract Value
  - l. Justification for Direct Award/Limited Tendering. If awarding multiple contracts from 1 Opportunity, type "Competitive" into the textbox.
3. Click **Save**

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

This form has been updated. Learn more: [Ministry Buyer](#) [BPS Buyer](#)

Enter Opportunity Title <sup>?</sup>

Status (Select Awarded to proceed to Publish) <sup>?</sup> Awarded 4

Opportunity Type <sup>?</sup>  Opportunity Description <sup>?</sup>

Supplier

Issued By <sup>?</sup>  Issued For

Commodities <sup>?</sup>  Issuing Location <sup>?</sup>

Contract Number <sup>?</sup>  Contract Contact Email <sup>?</sup>  Supply Arrangement

Award Date <sup>?</sup>  Contract Value <sup>?</sup>

Justification for Direct Award/Limited Tendering

Supplier Contract Address

Office Street Address <sup>?</sup>

Mailing Address (if different)

Postal Code  City <sup>?</sup>

Country <sup>?</sup>  State/Province <sup>?</sup>

Map Satellite

4. To publish your draft, click on the **Status** field, and select **Awarded** from the dropdown.
5. Click **Publish**. BC Bid will save your entry and will update the status of your Contract Award Notice to **Awarded**.

## Modify a Published Contract Award

The screenshot shows the 'My Contract Award Notices' page. At the top, there are navigation tabs: Home, Suppliers, Sourcing, Operational Reports, and Contact Us. Below the tabs is a search bar with fields for Organizations, Opportunity ID, Contract Number, Supply Arrangement, and Contract Award Notice Status. A 'Search' button and a 'Reset' button are also present. The main content is a table with the following columns: Opportunity ID, Opportunity Description, Status, Issuing Organization, Issuing Location, Contract Number, Contract Contact Email, Supplier, Supplier Address, Award Date, and Contract Value. The first row is highlighted with a pencil icon circled in orange and labeled '2'. A line from a circled '3' points to this pencil icon.


Opportunity ID	Opportunity Description	Status	Issuing Organization	Issuing Location	Contract Number	Contract Contact Email	Supplier	Supplier Address	Award Date	Contract Value
Edit 123456 Test opportunity 123	This is just a test	Awarded	Ministry of Citizens' Services	Victoria, BC	123456	procurement@gov.bc.ca	Test Ltd	563 Superior St Victoria British Columbia CA	2025-05-27	3,000,000.00
1066119	Test May 2025	Awarded	Ministry of Citizens' Services	Victoria, BC	123456	procurement@gov.bc.ca	BC Bid_TEST	4000 Seymour Pl Victoria British Columbia CA	2025-05-27	300,000.00
1066119	Test May 2025	Draft								
Test opportunity 123	This just a test contract award notice	Awarded	Ministry of Citizens' Services	Victoria, B.C.	123456	procurement@gov.bc.ca	Test Ltd	563 Superior St Victoria British Columbia CA	2025-05-21	3,000,000.00
1066119	Test May 2025	Awarded	Ministry of Citizens' Services	Victoria, BC	123456	procurement@gov.bc.ca	BC Bid_TEST	4000 Seymour Pl Victoria British Columbia CA	2025-05-21	300,000.00
1066119	Test May 2025	Awarded	Ministry of Citizens' Services	Victoria BC	1234	noemail@noemail.com	5625	563 Superior St Victoria British Columbia CA	2025-05-21	30,000.00
1066119	Test May 2025	Draft		Victoria, BC	TESTMAY1234	procurement@gov.bc.ca	BC Bid_TEST	4000 Seymour Pl Victoria British Columbia CA	2025-05-21	300,000.00

1. Navigate to **Sourcing** and then click on **My contract award notices**.

2. From the list, click on the pencil icon next to the Contract Award you wish to edit

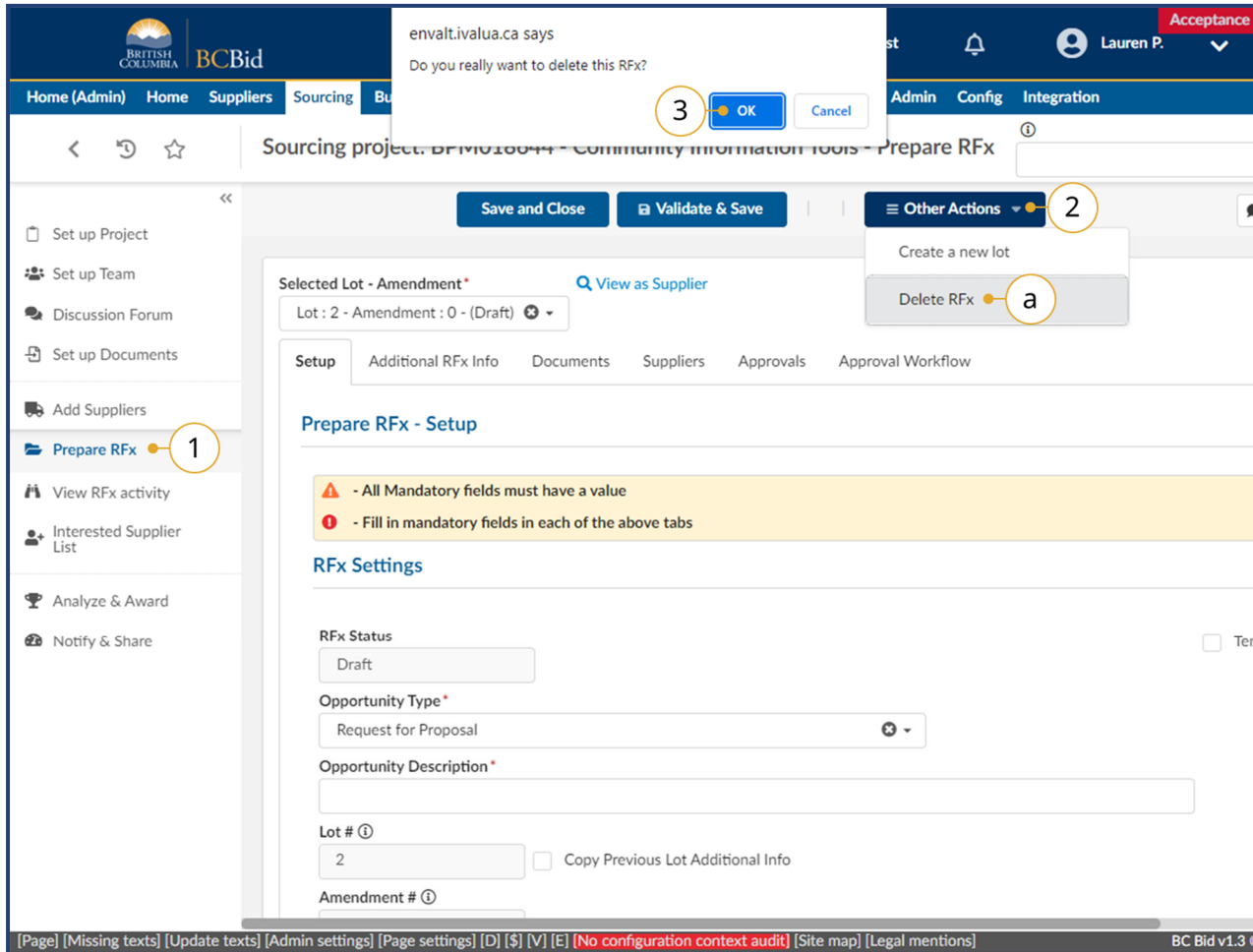
3. The contract award notice page will open. The following fields can be edited:

- a. Issuing location
- b. Contract Number
- c. Contract Contact Email
- d. Supplier Arrangement
- e. Award Date
- f. Contract Value
- g. Justification for Direct Award/Limited Tendering
- h. Supplier Contract Address

 Only certain fields of a contract award notice can be edited if you have already published.

4. Click **Publish** to save.

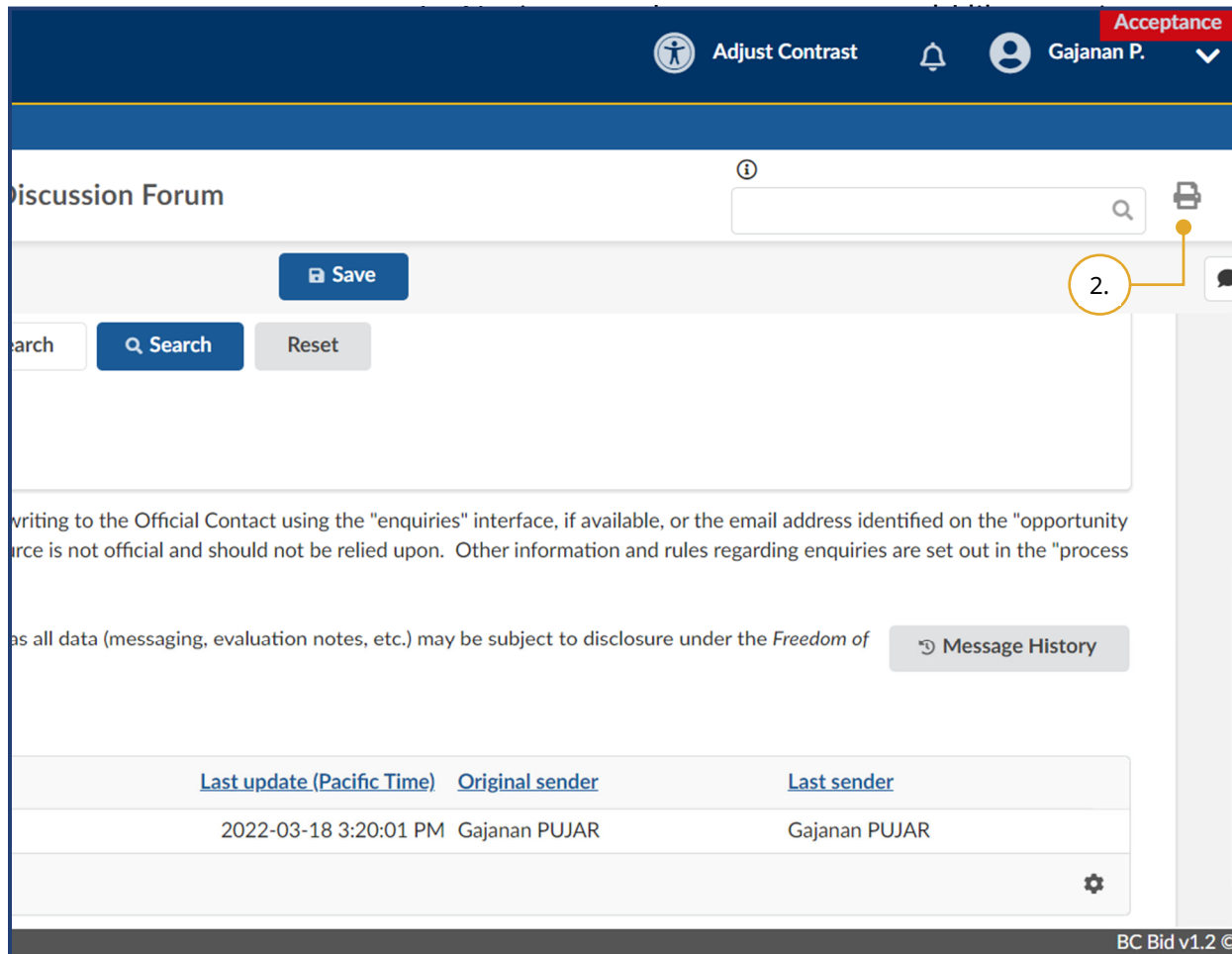
## Delete a Draft Opportunity (RFx)



1. Click on **Prepare RFx**.
2. Click Other Actions.
  - a. Click **Delete RFx**.
3. In the dialog box, click **OK** to confirm deleting the RFx.

## Printing Records

Print enables users to print a tab or the menu of an opportunity, or to save an opportunity as a PDF for records management. A Buyer, for example, may use the print function to save a copy of the internal and external communication for their records or FOI requests.



2. Click the **Print** icon (top-right corner of the screen) to open the print version in a new tab in your browser.

Note: When archiving message data for an opportunity using **Message History** button, you will need the print out of each message plus the Excel file to establish who was sent each message. The message spreadsheet can be downloaded via the **cog** icon.

3.
Print
Close

**Discussion Forum**

If you have recently been assigned the "Official Contact" role, replacing a previous individual in the role, click the "Recover Message" button.

Search by keyword

Display

All ✕ ▾

Enquiries related to this RFX may only be directed in writing to the Official Contact using the "enquiries" interface, if available, or through any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the RFX documents.

Please be neutral and objective in your commentary, as all data (messaging, evaluation notes, etc.) may be subject to disclosure under the Access to Information Act.

Subject	Messages	Last update (Pacific Time)	Original sender	Last sender
Project Timelines	0 / 1	2021-12-22 10:25:58 AM	Gajanan PUJAR	Gajanan PUJAR

1 Result(s)

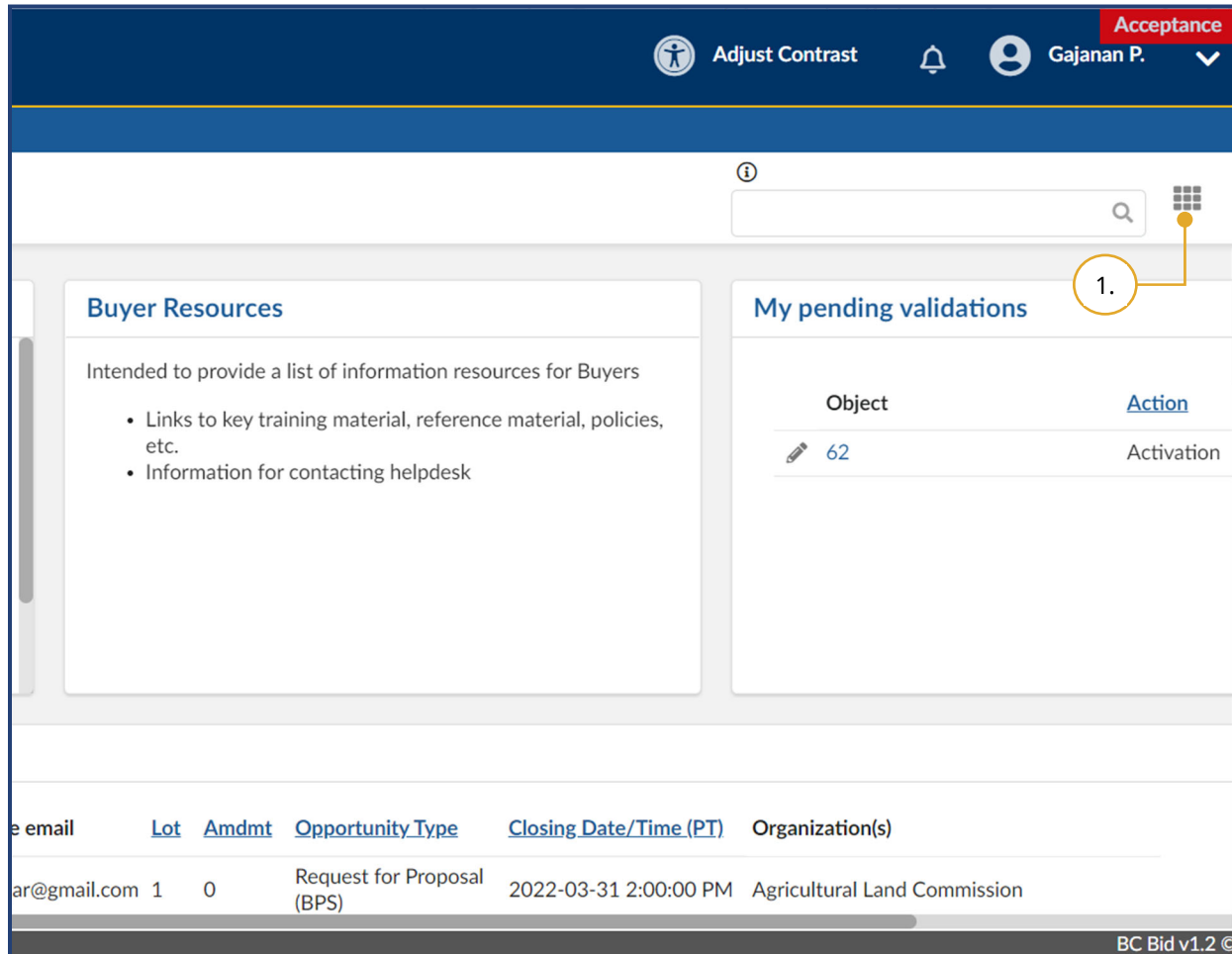
3. Click **Print**.

Note: Users should ensure that no changes are made on this screen.

4. In the dialog box, select the appropriate print settings and click **Print**.

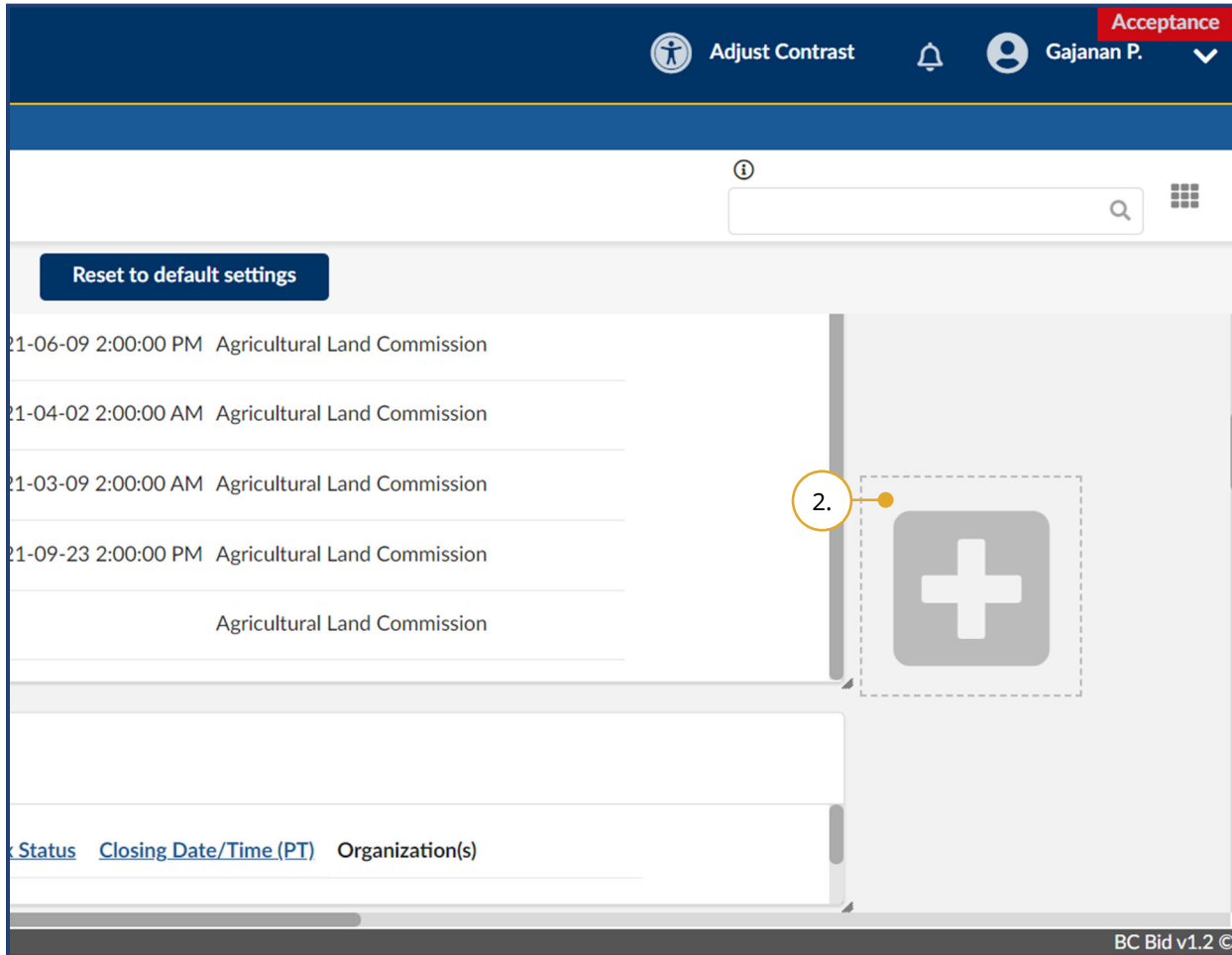
## Customize Dashboard

You can customize your Buyer Dashboard to suit your needs. You can also add shortcuts to various widgets to the dashboard.



board icon (grid of 9 squares) at the top-right

Add Widgets



2. Point to any blank area of the dashboard and an enlarged + sign will display. Click the dashboard.

Analytics

Buyer Dashboard

List of content available

3.

Search by keyword

Q Search Reset

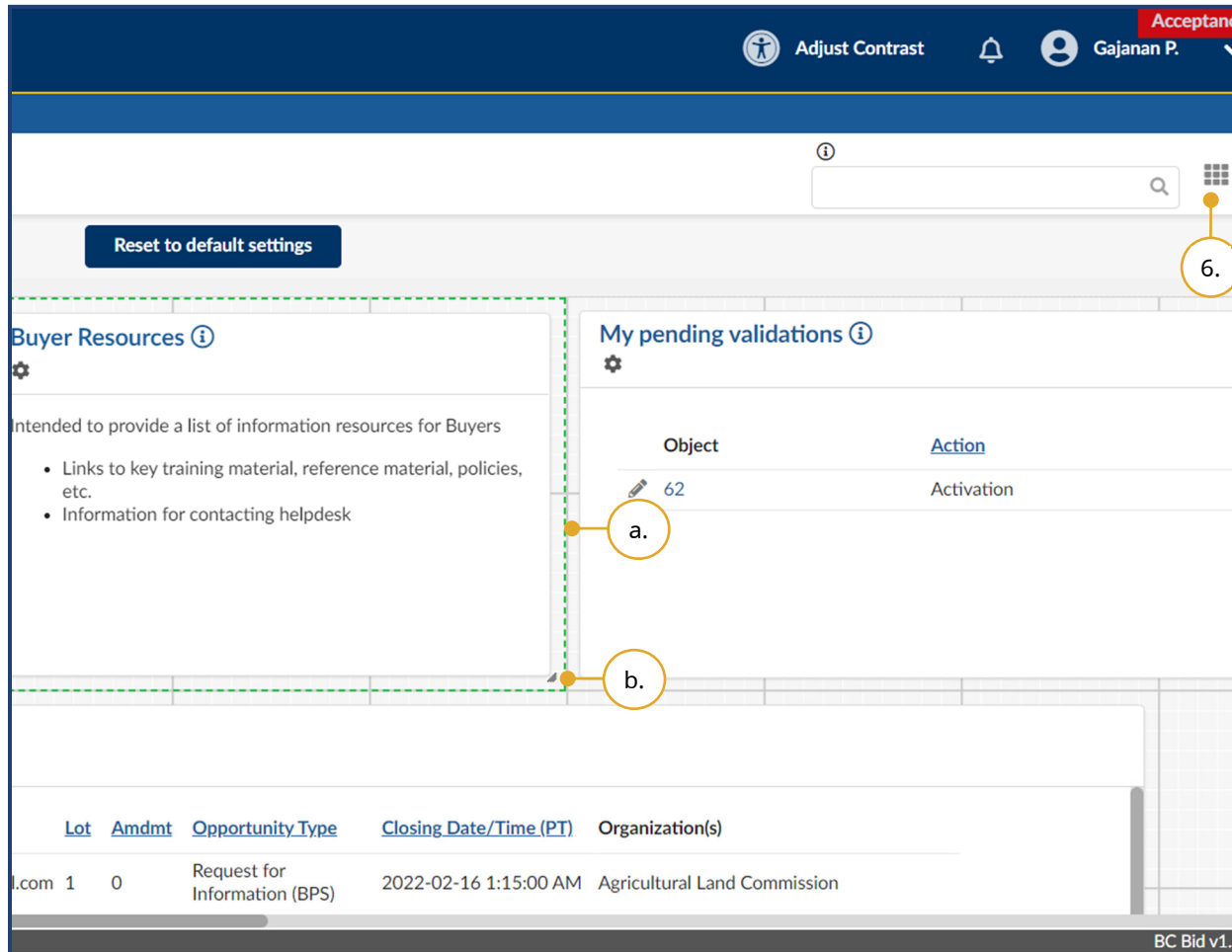
Module

Title	Description
<input type="checkbox"/> Generic webpart	
<input type="checkbox"/> Generic extranet webpart	
<input type="checkbox"/> Sourcing Projects	Direct access for suppliers to their Sourcing projects
<input type="checkbox"/> Sourcing Projects in Progress	BPM browse with status "In progress"
<input type="checkbox"/> Sourcing Projects	Direct access for suppliers to their Sourcing projects
<input type="checkbox"/> Service requests	
<input type="checkbox"/> Buyer Summary	
<input type="checkbox"/> Useful links	Allows you to display URL links from content/documents created with the "Useful links" type
<input type="checkbox"/> Personal tasks	Personnal tasks

a.

3. In the dialog box, enter text in the **Search by keyword** text box or select an option from the **Module** drop-down list and then click **Search**.
  - a. Select the appropriate checkbox to add the widget to the dashboard.
4. Repeat as necessary.
5. Click the **Customize dashboard** icon again to stop adding widgets and save the changes.

Move Widgets



- a. Select the appropriate widget. When it is surrounded by a green box, drag it to a new place on the dashboard.
- b. Select the corner or sides of a widget to reduce, expand or reshape the widget.

## Delete Widgets

The screenshot shows the BC Bid Buyer Dashboard with a modal window titled "Document Display Basic Part". The modal contains the following fields:

- ID\*: A dropdown menu with a callout 'b.' pointing to the "Reset to default settings" button above it.
- Content Id: A dropdown menu with "Buyer News" selected and a callout 'a.' pointing to the gear icon on the "News for Buyers" widget.
- Webpart: /ctn/content\_display\_basic\_part (Document Display Basic Part)
- Mandatory webpart:

At the bottom of the modal, there is a "Delete" button (highlighted with callout 'i.') and a "Save" button.

- a. Click the **cog** icon on the appropriate widget
  - i. Click **Delete**.
- b. Click **Reset to default settings** to use only the default widgets.

## View Supplier Email History

Buyers can view the emails sent from BC Bid to a supplier. Suppliers may receive a different number of notifications from one another depending on when they click Start Submissions or other notifications they receive such as e-Bidding confirmation.

The screenshot shows the 'View RFX activity' page for a sourcing project. The page includes a navigation menu on the left with 'View RFX activity' circled in yellow and labeled '1'. The main content area shows a 'Submissions' section for 'Lot: 1 - Park Maintenance Services (Amendment 0 / Amendment 1)', which is also circled in yellow and labeled '2'. Below this, there is a table of suppliers with columns for Supplier, DBA, Email, Logins, Last login (Pacific Time), Non-Disclosure Agreement, Submissions, and Declined. The 'Email' column for 'Alligator, Alfred' is circled in yellow and labeled '3'. The table data is as follows:

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure Agreement	Submissions	Declined
Alligator, Alfred	Sample Company A	2	1	2022-10-31 8:17:05 AM			
Bear, Barry	Sample B	1					
Cat, Cassie	Sample C	1					
Dog, Douglas	Sample D	1		2022-10-31 8:15:25 AM			

At the bottom of the table, it says '4 Result(s)'. Below the table, there is a message: 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-11-14 2:00:00 PM (Pacific Time)'.

Note: Suppliers may have received a different number of email depending on when they clicked the Start Submission button.

Home (Admin) Home Suppliers Sourcing Buyer Registrations Operational Reports Audit Reports Analytics Admin Config Integration

Sourcing project: BPM249405 - Park Maintenance Services - View RFX activity

Save

Set up Project

Set e-mails

Amendment

Park Maintenance Services - 1

ID	Date	Subject	RFX Status
83,957 ALLIGATOR Alfred	2022-10-31 8:17:05 AM	"ALLIGATOR Alfred"	Sent
83,953 ALLIGATOR Alfred	2022-10-31 8:14:36 AM	"ALLIGATOR Alfred"	Sent

2 Result(s)

[Page] [761 missing texts] [Update texts] [Admin settings] [Page settings] [D] [\$] [E] [No configuration context audit]

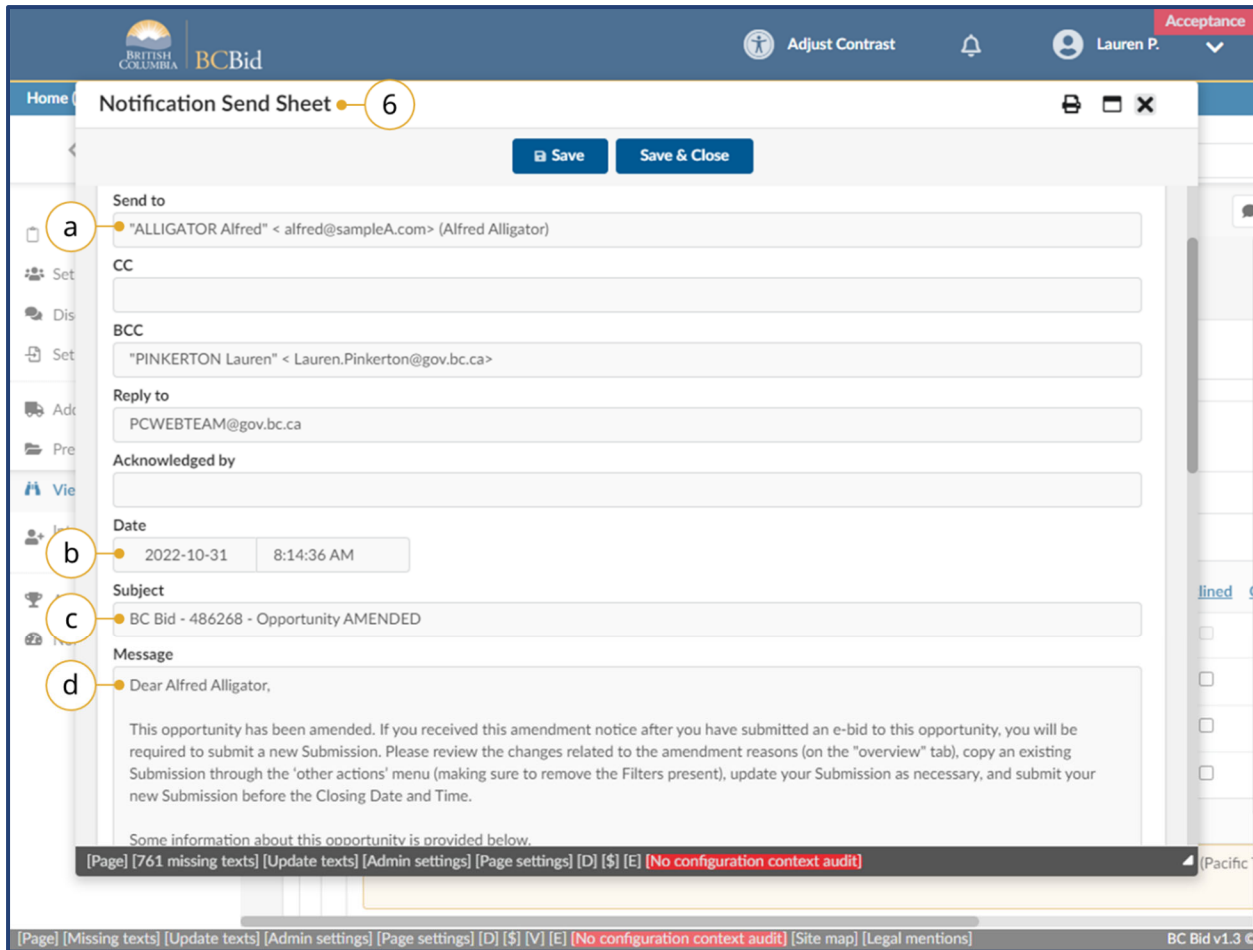
Cat. Cassie	SampleC	1	
Dog. Douglas	SampleD	1	2022-10-31 8:15:25 AM

4 Result(s)

All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-11-14 2:00:00 PM (Pacific)

[Page] [Missing texts] [Update texts] [Admin settings] [Page settings] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions] BC Bid v1.3

emails sent to the selected supplier.



Desired information.

- a. Send to – the email address the notification was sent to.
- b. Date – the date and time the email was sent.
- c. Subject – the subject line of the email.
- d. Message content – content of the message.

## Appendix 1: Help Desk

### BC Bid Help Desk

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

Email Contact: [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)

Contact the help desk by phone:

Direct: 1-250-387-7301

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

View the Help Desk on the BC Bid Public Portal: [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

Explore the [BC Bid user guides on BC Procurement Resources](#).

### BCeID Help Desk

Help desk hours: 7:30 am to 5:00 pm  
Monday to Friday

Help Request: [Online Form](#)

Contact the help desk by phone:

Canada and USA toll free: 1-888-356-2741

Within the lower mainland or outside Canada and USA: 604-660-2355

## Appendix 2: Training Video Links

Video Name	URL (Link)
Navigating the Public Portal	<a href="https://youtu.be/W4 k s6SoPs">https://youtu.be/W4 k s6SoPs</a>
BPS Registration	<a href="https://youtu.be/WMCXIBuWSZE">https://youtu.be/WMCXIBuWSZE</a>
Login and How the Buyer Dashboard works	<a href="https://youtu.be/IYFQrrJeP2A">https://youtu.be/IYFQrrJeP2A</a>
Exploring Opportunities	<a href="https://youtu.be/cPG8eZrDiiI">https://youtu.be/cPG8eZrDiiI</a>
How to Create a Sourcing Project	<a href="https://youtu.be/PkF7Efs9PqI">https://youtu.be/PkF7Efs9PqI</a>
Commodity Codes	<a href="https://youtu.be/oWN 6NYYq3E">https://youtu.be/oWN 6NYYq3E</a>
Copy Sourcing & Status	<a href="https://youtu.be/OebNeX1 BHu4">https://youtu.be/OebNeX1 BHu4</a>
Set up Team	<a href="https://youtu.be/PCAxNIQJPow">https://youtu.be/PCAxNIQJPow</a>
How to use the Discussion Forum	<a href="https://youtu.be/730QwYbAo7o">https://youtu.be/730QwYbAo7o</a>
Set up Documents overview	<a href="https://youtu.be/nvIgeU-vQaY">https://youtu.be/nvIgeU-vQaY</a>
Add Suppliers overview	<a href="https://youtu.be/nA6y9AYxpWY">https://youtu.be/nA6y9AYxpWY</a>
Removing Suppliers and Extracting a Supplier list	<a href="https://youtu.be/UxQPRLiUPyg">https://youtu.be/UxQPRLiUPyg</a>
Creating a new Supplier	<a href="https://youtu.be/tLIDSA5QRSk">https://youtu.be/tLIDSA5QRSk</a>
Additional RFx Info	<a href="https://youtu.be/ikJIOej- JU">https://youtu.be/ikJIOej- JU</a>
How to transfer documents from Set up Documents tab	<a href="https://youtu.be/PDQ95HzdTjo">https://youtu.be/PDQ95HzdTjo</a>
Issuing an Opportunity	<a href="https://youtu.be/8NaMpMVGWmo">https://youtu.be/8NaMpMVGWmo</a>
Issuing an Amendment	<a href="https://youtu.be/zk8HO1JiiQo">https://youtu.be/zk8HO1JiiQo</a>
Issuing an Addendum	<a href="https://youtu.be/rbT6gU7o9a4">https://youtu.be/rbT6gU7o9a4</a>
Viewing Interested Supplier List	<a href="https://youtu.be/XZrvG1Fkjr4">https://youtu.be/XZrvG1Fkjr4</a>
Uploading Submissions	<a href="https://youtu.be/ KuG95TsMWM">https://youtu.be/ KuG95TsMWM</a>
Unsealing and Downloading Submissions	<a href="https://youtu.be/SebnImDbboI">https://youtu.be/SebnImDbboI</a>
Unverified Bid Results	<a href="https://youtu.be/EXRTdqVeDRs">https://youtu.be/EXRTdqVeDRs</a>
Awarding a Contract/Shortlisting	<a href="https://youtu.be/apHKSbzsSKI">https://youtu.be/apHKSbzsSKI</a>
Sending List Results Notification to Suppliers	<a href="https://youtu.be/6XNs49rH1oI">https://youtu.be/6XNs49rH1oI</a>
Sending Award Results Notification to Suppliers	<a href="https://youtu.be/VeTR7t2pvlY">https://youtu.be/VeTR7t2pvlY</a>

<b>Video Name</b>	<b>URL (Link)</b>
Creating a Contract Award Summary	<a href="https://youtu.be/ypD5hRRXqMs">https://youtu.be/ypD5hRRXqMs</a>
Completing an Opportunity	<a href="https://youtu.be/e871xjwU-s8">https://youtu.be/e871xjwU-s8</a>
How to create a new Lot	<a href="https://youtu.be/jqZBLUrNgeI">https://youtu.be/jqZBLUrNgeI</a>
Closeout a Sourcing Project	<a href="https://youtu.be/cnEJSI_Uk7o">https://youtu.be/cnEJSI_Uk7o</a>
Creating a Contract Award Notice	<a href="https://youtu.be/lvdfwNE6zUo">https://youtu.be/lvdfwNE6zUo</a>
How to explore Contract Awards	<a href="https://youtu.be/oGLbRCO8GfA">https://youtu.be/oGLbRCO8GfA</a>

## Appendix 3: Operational Reports

Operational Reports are self-serve in BC Bid application: users do not need to contact BC Bid Help Desk to run these reports. After refining the search parameters, the application will generate a spreadsheet that can be downloaded and saved.

Note that results for each report will be constrained by the user's organization. For example, if the user is assigned to a branch, the application will return results specific to that branch.

Each report has Parameters (filters) that the user must select before clicking the Extract button. Do not click the Print icon in the Run Query interface: it prints the interface box and not the report.

Depending on your browser settings, the results (in .xlsx format) will save to your Downloads folder or you will be prompted to save the file.

### Available Reports

Report	Description
Unverified Bids Results Report	A report displaying all bids per Opportunity, within a date range. Filterable by Issued By, Issued For and Opportunity ID - if you just want to see unverified bids for one Opportunity.
Report on Awards	A report displaying sourcing award information for posted opportunities, within a date range. Filterable by Issued By and Issued For.
Posted Opportunities Details Report	A report displaying details of posted Opportunities between, within a date range. Filterable by Issued By and Issued For.
Opportunities e-Bid vs Manual Bid by Closing Date Report	A report displaying details of showing numbers of e-Bid versus Offline bids, within a date range, and for one or more RFx type(s). Filterable by Issued By and Issued For.

## Appendix 4: Opportunity (RFx) Status

The RFx Status indicates to buyers and suppliers the status of the opportunity. Some of the RFx Status changes happen automatically, for example when an open opportunity closes at the specified date/time. Other RFx Status changes are based on the user with the Responsible role clicking a button beside the RFx Status.

### Draft

All opportunities begin in **Draft** status. When opportunities are in draft, they can be edited.

### Open

The opportunity is **Open** (posted) and available for suppliers on the public portal (or to the selected suppliers). An opportunity is open when the current date is between the Issue date and the closing date.

When in **Open** status, the cancel button is visible beside the RFx Status (for Responsible role only).

### Closed

Once the closing date has passed, the opportunity will automatically move to **Closed** status (unless the auto-close checkbox has been deselected).

When in **Closed** status, the cancel and complete buttons are visible beside the RFx Status (for Responsible role only).

### Processing

Once the submissions have been unsealed by the Responsible role, the opportunity will automatically change to **Processing** status. This is when submissions can be downloaded, the opportunity can be awarded, and successful/unsuccessful notifications sent to suppliers.

When in **Processing** status, the cancel and completed buttons are visible beside the RFx status (for Responsible role only).

### Completed

Once the opportunity has been processed, suppliers notified of the end result and, if applicable, the contract award notice as been posted the user with the Responsible role can click the **Completed** button beside the RFx Status.

One the Completed button has been selected and the action confirmed by selecting OK, the action cannot be undone.

## Cancelled

When an opportunity is in **Open**, **Closed**, or **Processing** status, the cancel button is visible beside the RFX Status for the user with the Responsible role only..

Once the **Cancelled** button has been selected and the action confirmed by selecting OK, the action cannot be undone.

The statuses referred to are the **RFX Status** located on the **Prepare RFX Setup** tab. These are different from the **Sourcing Project status** located on the **Set up Project** tab.

## Appendix 5: Sourcing Project Team Roles

When users are added to a Sourcing Project's Set up Team tab, they are assigned a role that provides different levels of access to the Sourcing Project and the opportunities within.

### Responsible

- Edit the sourcing project
- The only one who can add members to Set up Team tab
- Send and receive Discussion Forum messages
- 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)
- The only one who can delete a draft RFX
- The only one who can issue (post) opportunities
- Create an amendment (some opportunity types only responsible can create the amendment)
- The only one who can issue an amendment
- Can edit an amendment in draft status
- Enter supplier offline submissions
- The only one who can unseal supplier submissions
- View and download supplier submissions (once unsealed, if applicable)
- Can award a decision
- Can shortlist suppliers from an opportunity
- Send successful and unsuccessful notifications
- Create the contract award summary
- Create a new (draft) lot

## Official Contact

- Edit the sourcing project
- Send and receive Discussion Forum messages
- The only one who can 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)
- Edit an amendment in draft status
- Enter supplier offline submissions
- View and download supplier submissions (once unsealed, if applicable)
- Create the contract award summary
- Create a new (draft) lot

## Contributor

- Edit the sourcing project
- Send and receive Discussion Forum messages
- 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)
- Edit an amendment in draft status
- Enter supplier offline submissions
- View and download supplier submissions (once unsealed, if applicable)

- Can award a decision
- Can shortlist suppliers from an opportunity
- Send successful and unsuccessful notifications
- Create the contract award summary
- Create a new (draft) lot

### Read-only

- Can view the entire sourcing project
- Can send messages in the discussion forum
- Can issue addenda in the discussion forum
- Can view supplier submissions once unsealed (once unsealed, if applicable)

### Activities not tied to a role (not part of a Sourcing Project)

- Contract award notice
- Create a supplier (from supplier menu)

### 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, if applicable)	✓	✓	✓	✓	Continuous intakes do not require unsealing
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.

## Appendix 6: Registration Messages

### Thank you for registering

Thank you for registering. Please check your email.

**Basic BCeID Registrants:** To complete your BC Bid registration, please open the confirmation email we just sent you, and click on the link. Once you have completed this last step, the BC Bid Help Desk will activate your account and send you an email to confirm.

**IDIR Registrants:** Registration with BC Bid is now complete, and your Buyer Account has been created. Check your email for a record of your registration. Note that this may take up to two business days.

### Your BC Bid Buyer registration has been received

Dear Buyer Registrant,

**If you are a IDIR Registrant:** Your BC Bid Buyer registration has been received and is under review.

**If you are a BCeID Registrant:** Your BC Bid Buyer registration has been received. To complete your registration, please log in to BC Bid using your Basic BCeID. When you attempt to log in to BC Bid you will receive an “access denied” message. Despite this message, your request for registration at that point will be reviewed by the BC Bid Help Desk.

Best regards,  
BC Bid  
bcbid.gov.bc.ca

This is an automatically generated email, please do not reply.

## Access denied to BC Bid

Access denied to BC Bid.

**Business BCeID Registrations:** Your new **BC Bid** account is being reviewed for activation. You will receive an email when complete.

**Basic BCeID Registrations:** Your new **BC Bid** account is being reviewed for activation. You will receive an email when complete.

To register for a Supplier or Buyer account, visit the BC Bid Portal for more information.

## Your BC Bid Buyer registration has been accepted

Dear Buyer,

Your BC Bid Buyer registration has been accepted.  
Please log in to BC Bid using your IDIR or Basic BCeID account.

Forgot your BCeID password?

Best regards,  
BC Bid  
bcbid.gov.bc.ca

This is an automatically generated email, please do not reply.

## Your BC Bid Buyer registration requires follow up

Dear Buyer Registrant,

Your BC Bid Buyer registration requires a follow-up conversation.

Please contact the BC Bid Help Desk.

250-387-7301

8:30am - 4:30pm Monday-Friday

Best regards,

BC Bid

[bcbid.gov.bc.ca](http://bcbid.gov.bc.ca)

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## Appendix 7: Amendment or Addenda?

Please look at the following chart for a quick overview of which changes would result in an amendment vs. which changes would result in an addendum. If you have any questions about this information or whether your change would require an amendment or an addendum, please reach out to the [BC Bid Help Desk](#).

Amendment or Addenda?			
Change	Amendment	Addenda	Comment
Alternate official contact email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Closing Date/Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*not applicable ITT
Interested Supplier List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Item Grid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Location/Region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Opportunity Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Opportunity ID	<input type="checkbox"/>	<input type="checkbox"/>	Can't be updated
Post Opportunity Publicly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Post Questions and Answers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*not applicable ITT
Response Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sealed/Unsealed Submissions	<input type="checkbox"/>	<input type="checkbox"/>	Can't be updated
Solicitation Documents/Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Submission Methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Summary Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Template/Opportunity Type	<input type="checkbox"/>	<input type="checkbox"/>	Can't be updated
Unverified Bid Results Settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

\*\*No changes can be made once an opportunity has closed

