

# 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.

# Table of Contents

- Introduction .....2**
  - How to Use this Guide .....2
  - Information Icons .....3
- General Interface .....8**
  - Browser Types .....8
  - Expand/Collapse Menu and Expand/Collapse Filters .....8
  - Search Commodity Codes .....9
  - Adding files..... 10
  - File Size and File Formats ..... 11
  - Text Fields Editing Toolbar ..... 11
  - Close to Save Using "X" ..... 11
  - Adding a Link to a Text Field ..... 12
- Public Portal, Registration and Login ..... 13**
  - Registration..... 15
  - Login ..... 18
- Buyer Dashboard .....21**
  - Customizing My Profile..... 24
  - Edit My Profile ..... 24
- Explore Sourcing Projects/Opportunities .....28**
- Step 1 – Create a Sourcing Project.....33**
  - General Information Form ..... 34
  - Set up Project..... 36
  - Set up Team ..... 38



Discussion Forum ..... 44

Set up Documents ..... 48

Add Suppliers ..... 51

**Step 2 – Prepare RFX ..... 64**

    Setup Tab..... 64

    Additional RFX Info Tab..... 69

    Documents Tab..... 72

    Suppliers Tab ..... 75

**Step 3 – Issue Opportunity ..... 76**

**Step 4 – Manage Open Opportunity ..... 79**

    Inviting Supplier to Open Opportunity ..... 79

    Creating an Amendment ..... 81

    Creating an Addendum ..... 88

    Changes to Closing Date & Time ..... 90

    Cancel an Open Opportunity ..... 91

    Interested Supplier List..... 92

    Upload Submissions to Open Opportunities ..... 93

**Step 5 – Opportunity Close ..... 94**

    View Submissions ..... 94

    Uploading Submissions ..... 96

    Unsealing and Downloading Submissions ..... 100

    Unverified Bid Results ..... 104

**Step 6 – Analyze & Award ..... 107**

**Step 7 – Notify & Share ..... 109**

    Contract Award Summary ..... 112

Editing or Deleting Contract Award Summary..... 114

**Step 8 – Completing an Opportunity..... 116**

    Creating a New Lot..... 118

    Toggle Amendment or Lot ..... 120

    Closeout a Sourcing Project ..... 121

**Special Considerations ..... 122**

    Contract Award Notice ..... 122

    Delete a Draft Opportunity (RFx)..... 125

    Printing Records..... 126

    Customize Dashboard ..... 128

    Programs..... 133

    View Supplier Email History ..... 144

**Appendix 1: Help Desk ..... 147**

    BC Bid Help Desk..... 147

    BCeID Help Desk ..... 147

**Appendix 2: Training Video Links ..... 148**

**Appendix 3: Operational Reports ..... 150**

    Available Reports..... 150

**Appendix 4: Opportunity (RFx) Status..... 151**

    Draft..... 151

    Open ..... 151

    Closed ..... 151

    Processing..... 151

    Completed..... 151

Cancelled ..... 152

**Appendix 5: Sourcing Project Team Roles ..... 153**

Responsible..... 153

Official Contact ..... 154

Contributor ..... 154

Read-only ..... 155

Activities not tied to a role (not part of a Sourcing Project) ..... 155

Sourcing Project Roles Chart ..... 156

**Appendix 6: Registration Messages ..... 158**

Thank you for registering..... 158

Your BC Bid Buyer registration has been received ..... 158

Access denied to BC Bid ..... 159

Your BC Bid Buyer registration has been accepted ..... 159

Your BC Bid Buyer registration requires follow up ..... 160

## General Interface

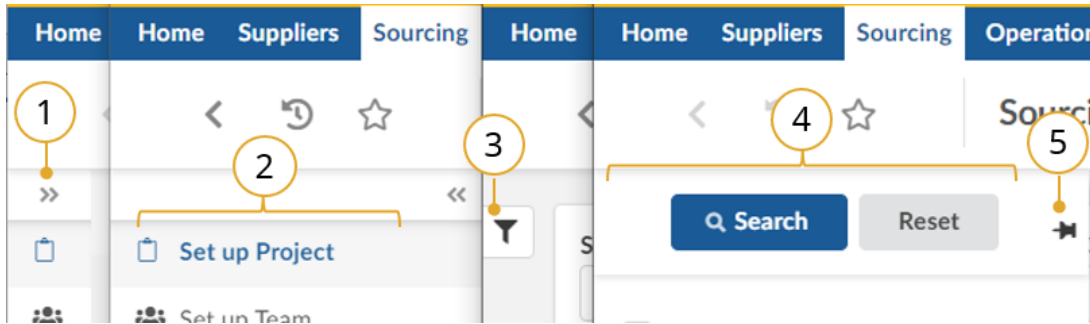
This section describes some general functionality of BC Bid.

### 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

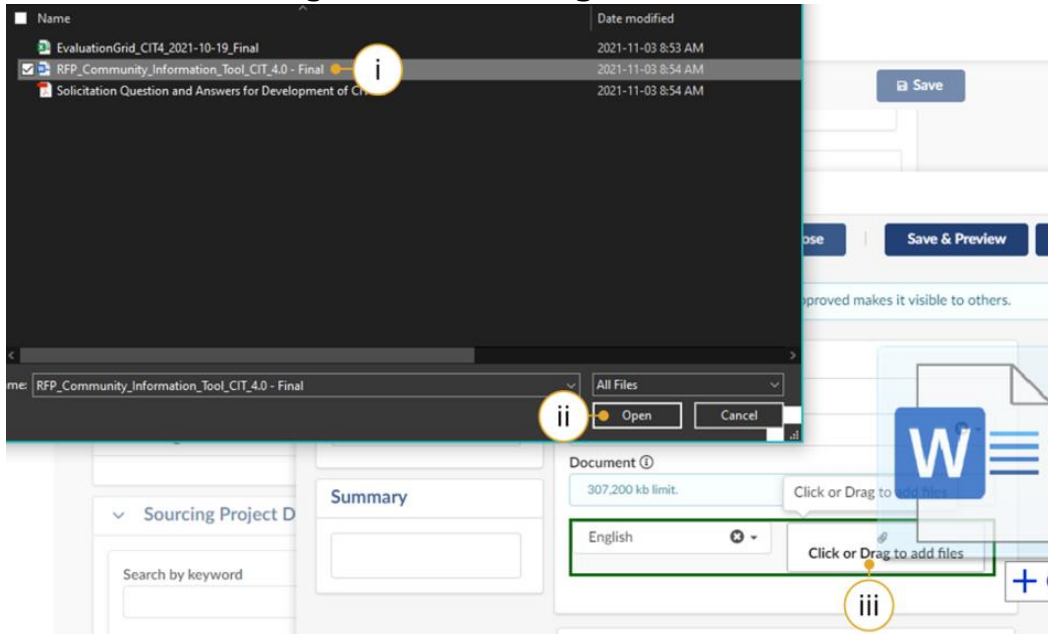
In the Commodity Code search pop-up (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

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

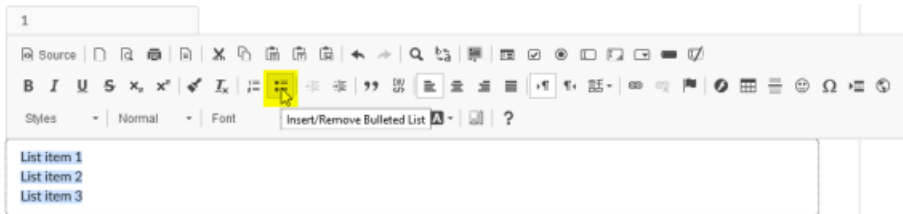
File uploads are limited to 500 MB. An individual file of 500MB can be uploaded. If multiple files are being uploaded at the same time, the total size must also be under 500 MB. File types include common business application file types. There are an unlimited number of attachments.

## 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”

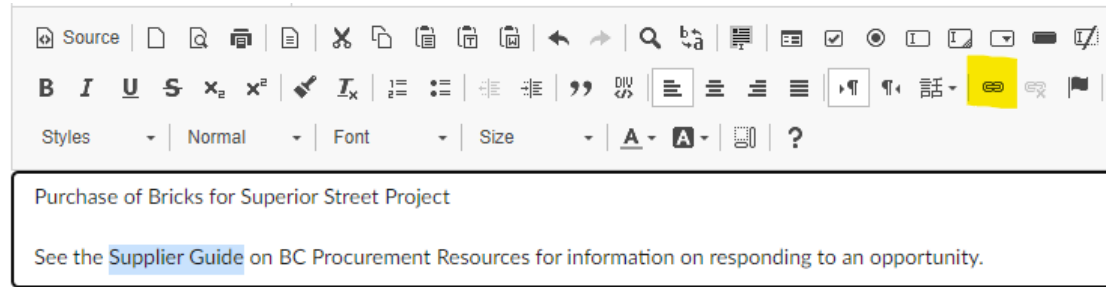
In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the “X” at the top-right of the dialog box, the application saves your entry.

## Adding a Link to a Text Field

### Create New Link

To create a new link directly from a web page:

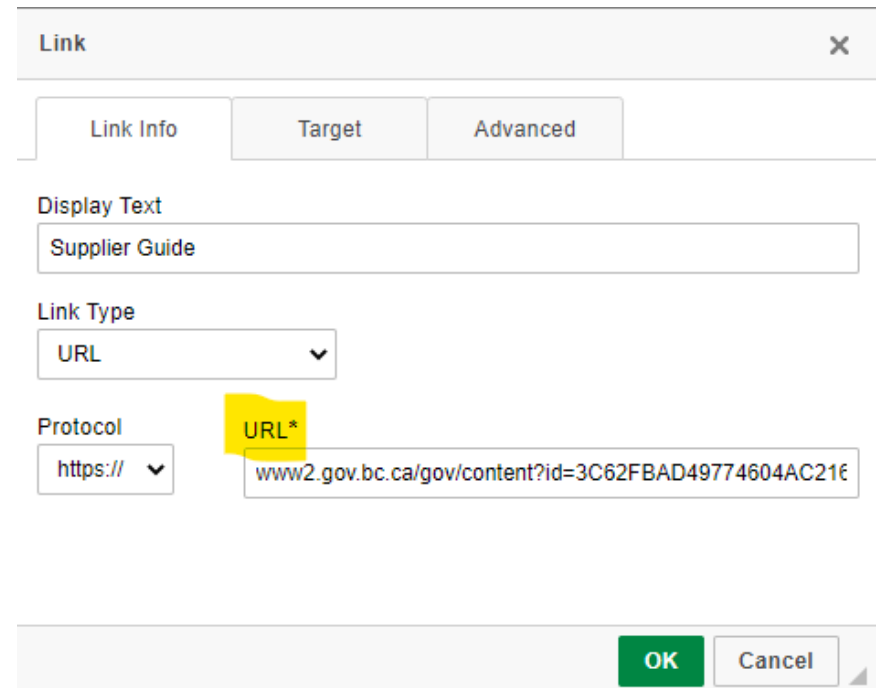
1. Copy link from web page.
2. Paste link into text field.
3. Select text link and click the link button.
4. In the dialog box, paste web address into URL field.
5. Click Ok.



### 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.





## Public Portal, Registration and Login

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

The screenshot shows the BC Bid Portal homepage. The main navigation bar includes links for Opportunities, Contract Awards, Unverified Bid Results, and Login. The page is divided into several sections:

- 1.** BC Bid logo in the top left corner.
- 2.** BC Bid Portal breadcrumb navigation.
- 3.** Welcome to the BC Bid Portal message with quick links for finding opportunities, viewing awards, and bid results.
- 4.** Suppliers section with registration instructions and a list of steps.
- 5.** Buyers section with registration instructions and a list of steps.
- 6.** News section with a list of recent updates.
- 7.** Help Desk section with contact information and hours.
- 8.** Adjust Contrast button in the top right corner.

The footer contains links for Copyright, Disclaimer, Privacy, Accessibility, and Terms of Use.

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. **Adjust Contrast** – Click here to activate a higher contrast dark mode



[Navigating the Public Portal](#)



## Registration


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

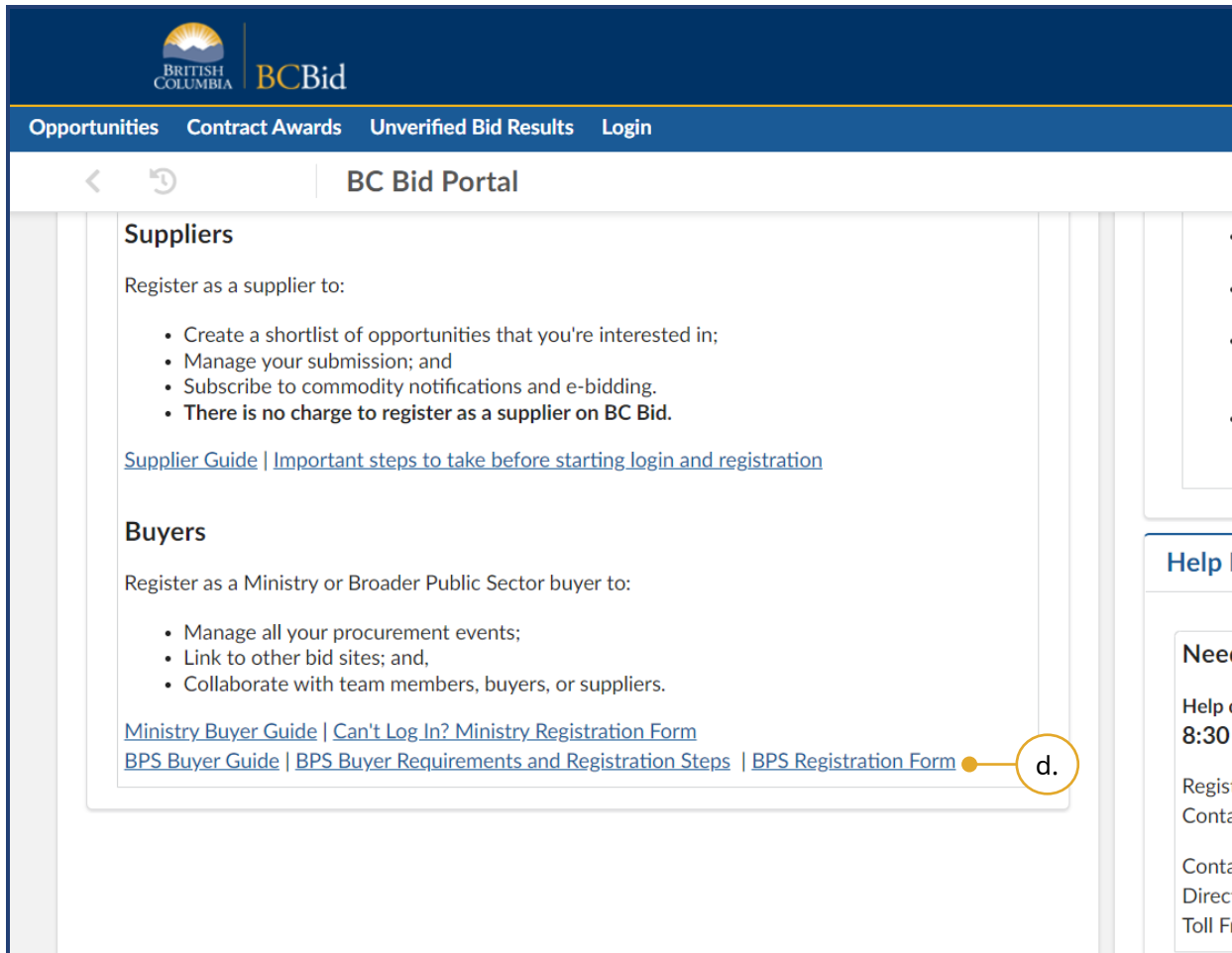
1. If you don't have an IDIR, register for a Basic BCeID using the following link: [Register for a Basic BCeID](#).
  - a. Complete the form, then select the **Terms of Use Agreement** checkbox.
  - b. Click **Continue**.

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.

The screenshot shows the 'Buyer Registration' page on the BC Bid website. The page has a dark blue header with the BC Bid logo and navigation links: 'Opportunities', 'Contract Awards', 'Unverified Bid Results', and 'Login'. Below the header is a breadcrumb trail: '<' and 'Buyer Registration'. The main content area is titled 'Broader Public Sector (BPS) employees and contractors'. It contains a checkbox labeled 'Check here if BPS.' which is checked. Below this is a text input field for 'IDIR or Basic BCeID User ID\*' with the value 'TestID' and a red asterisk. A yellow circle labeled 'e.' is around the input field. Below the input field is a link: 'Need a BCeID? Please click [here](#) to learn more and to register for a BCeID.' To the right of the input field are two buttons: 'Submit' and 'Cancel'. A yellow circle labeled 'f.' is around the 'Submit' button. Below this section is a section titled 'Contractor?' with the question: '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)'. There are two radio buttons: 'No' (selected) and 'Yes'. Below this are input fields for 'Name' and '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 BCeID for more information.

We recommend you address up to date information.

[Manage your account](#)

Need help?

[Contact the help desk](#)

- 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.

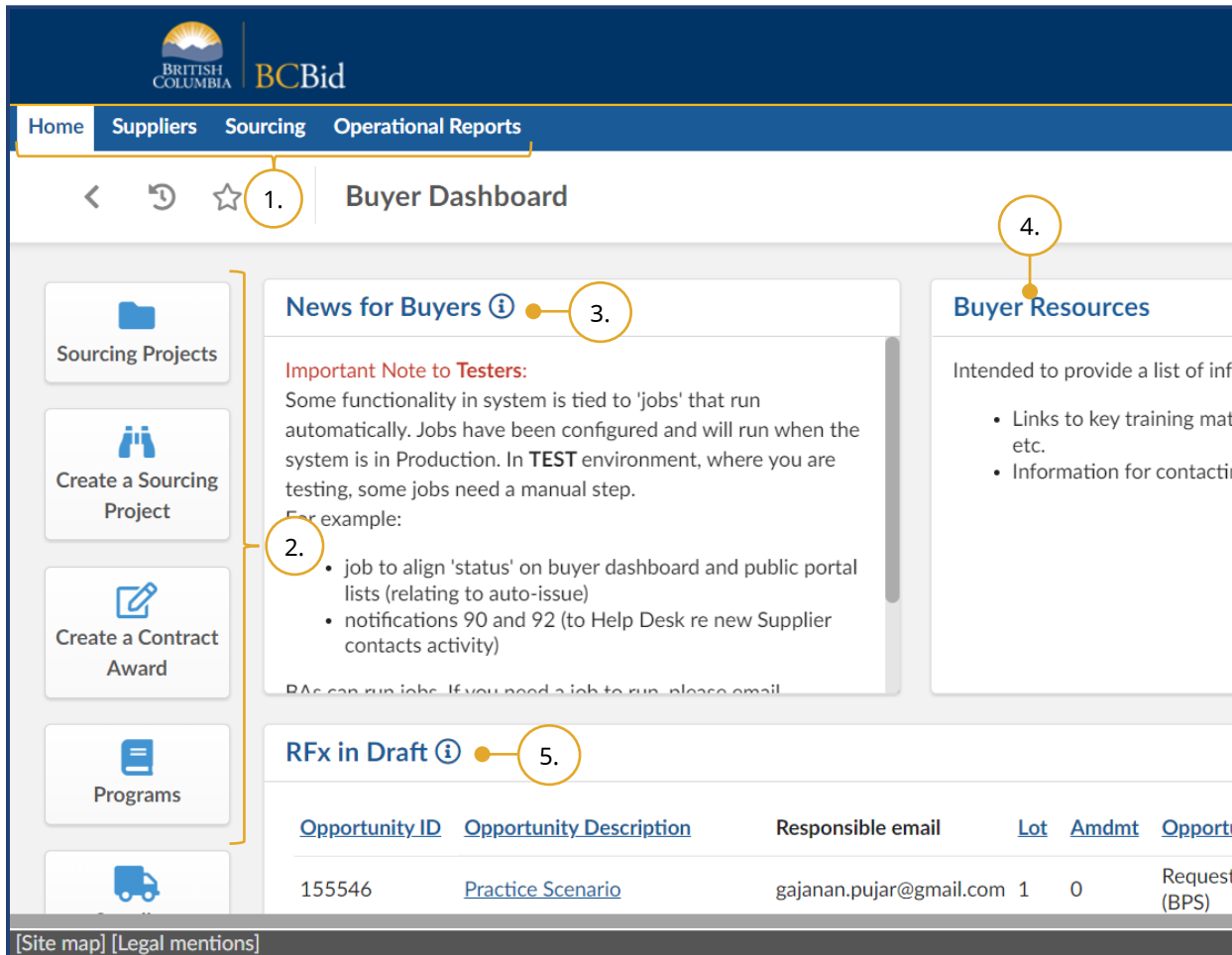
Contact the Help Desk if you receive a *Your BC Bid Buyer registration requires follow up* email.

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

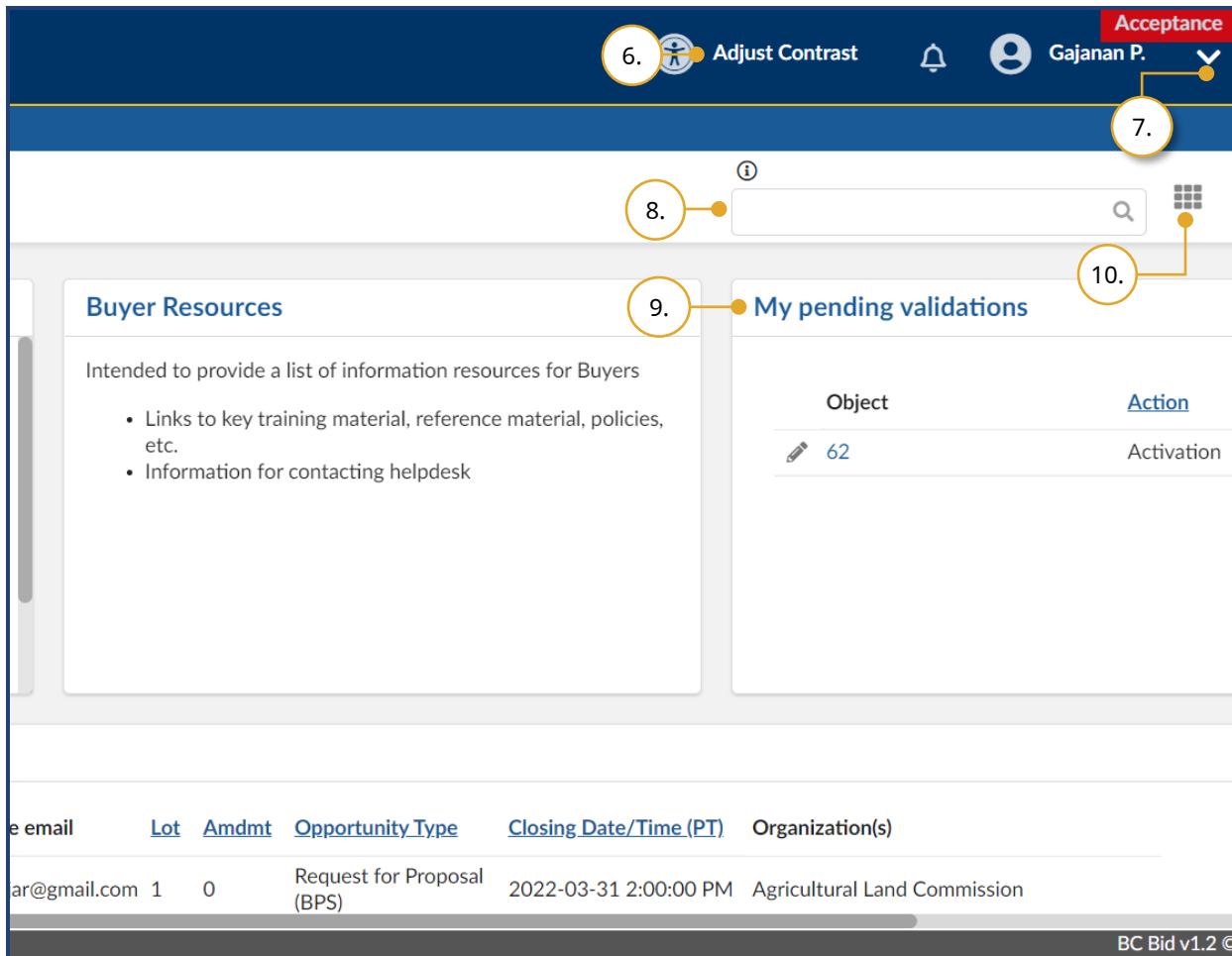


## Buyer Dashboard

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.



- Main Menu Bar:** Access to Home, Suppliers, Sourcing, and Operational Reports drop-down menus.
- Quick Access Menu:** Quick access to Sourcing Projects, Create a Sourcing Project, Create a Contract Award, Programs, 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.



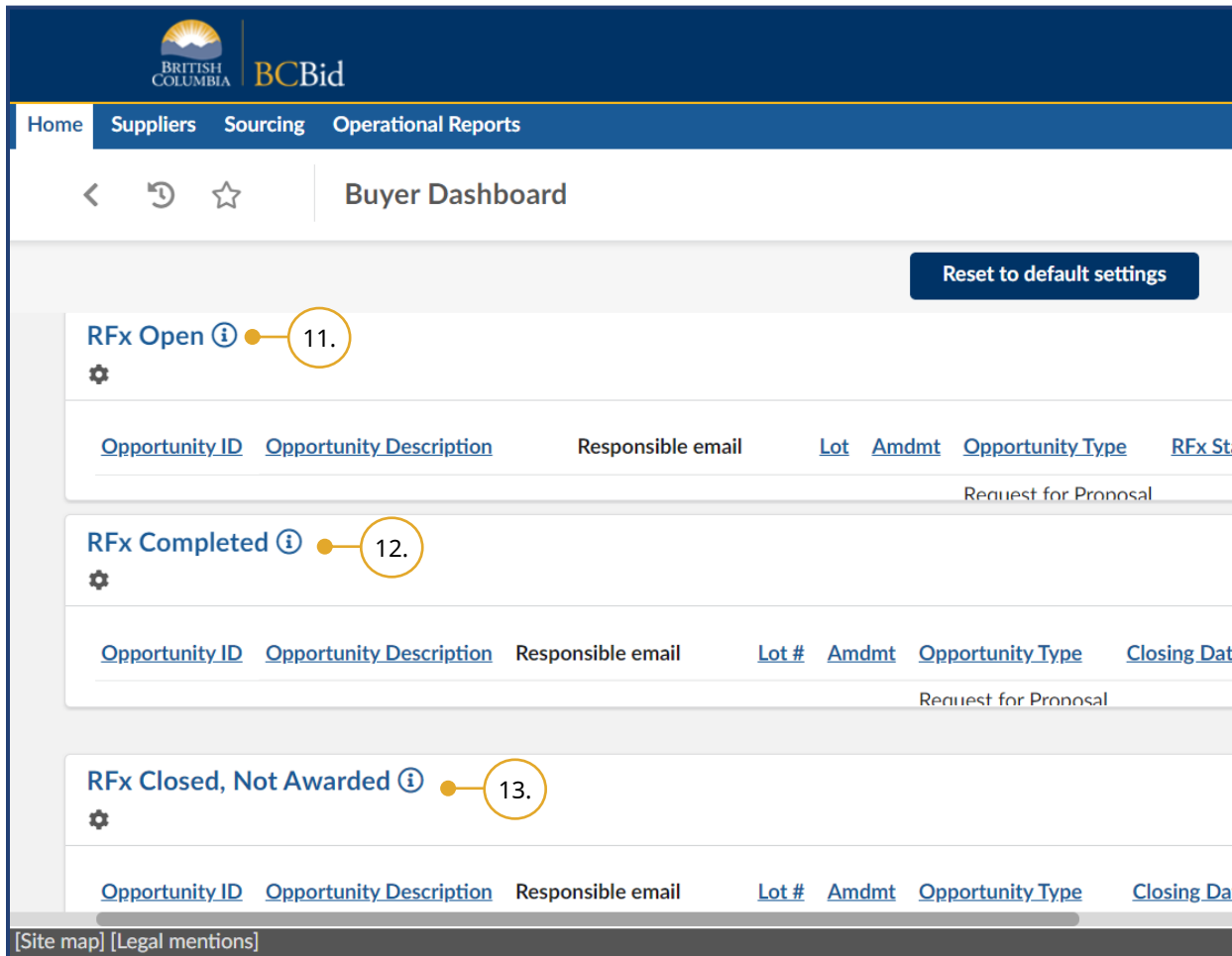
- 6. **Adjust Contrast:** Adjust your screen brightness to a darker mode or reset it to the default brightness.
- 7. **My Profile:** See [Customizing My Profile](#) for more information.
- 8. **Search** box.
- 9. **My Pending Validations:** Shows projects and/or RFxs where your action is required.
- 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.



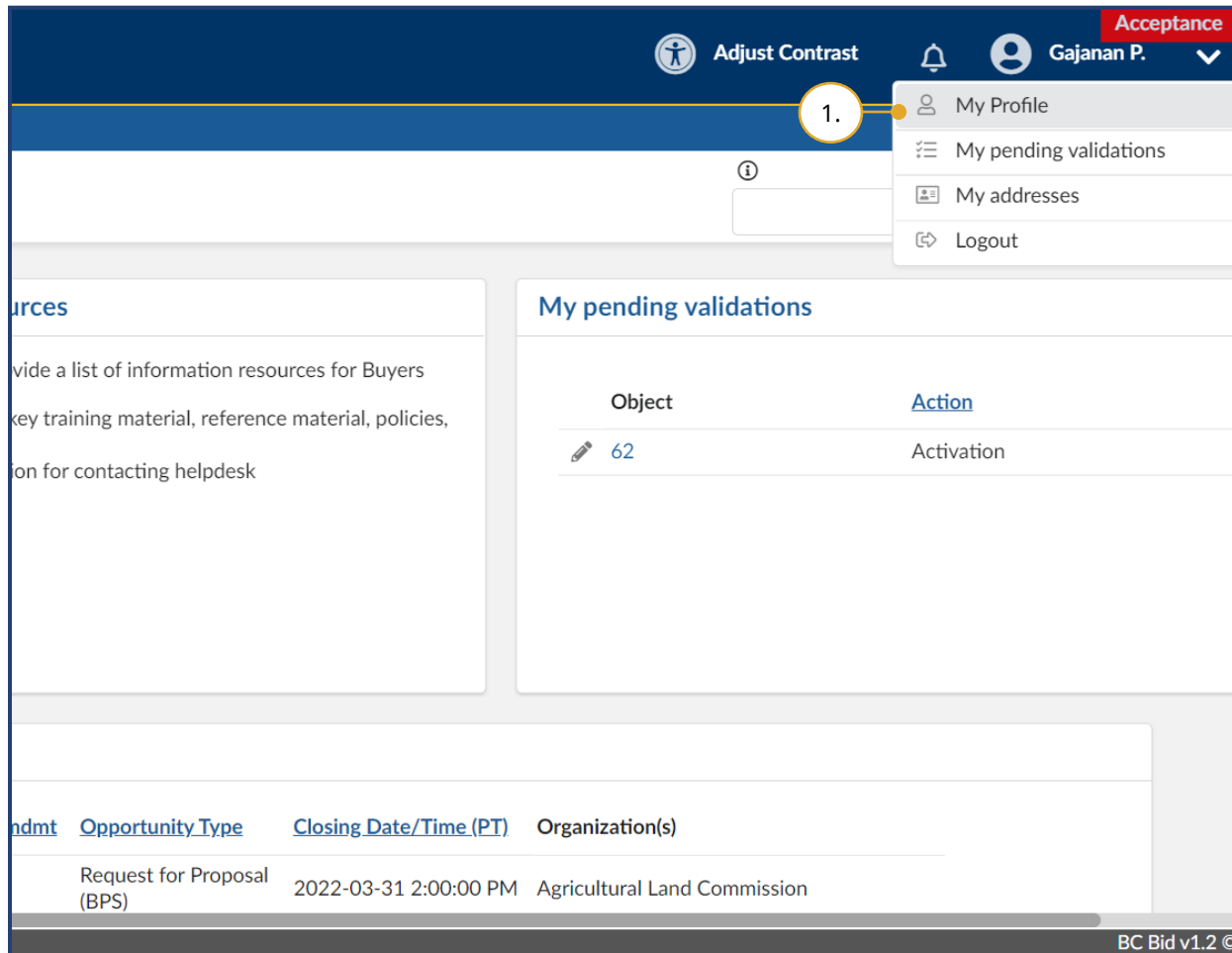
- 11. **RFX Open:** Shows open projects and/or RFXs where you are a team member. These are sorted by soonest Closing Date at the top.
- 12. **RFX Completed:** Shows completed projects and/or RFXs where you are a team member. These are sorted by most recent Closing Date at the top.
- 13. **RFX Closed, 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



1. To customize your profile, click your name (top right-hand corner) and click **My Profile**.

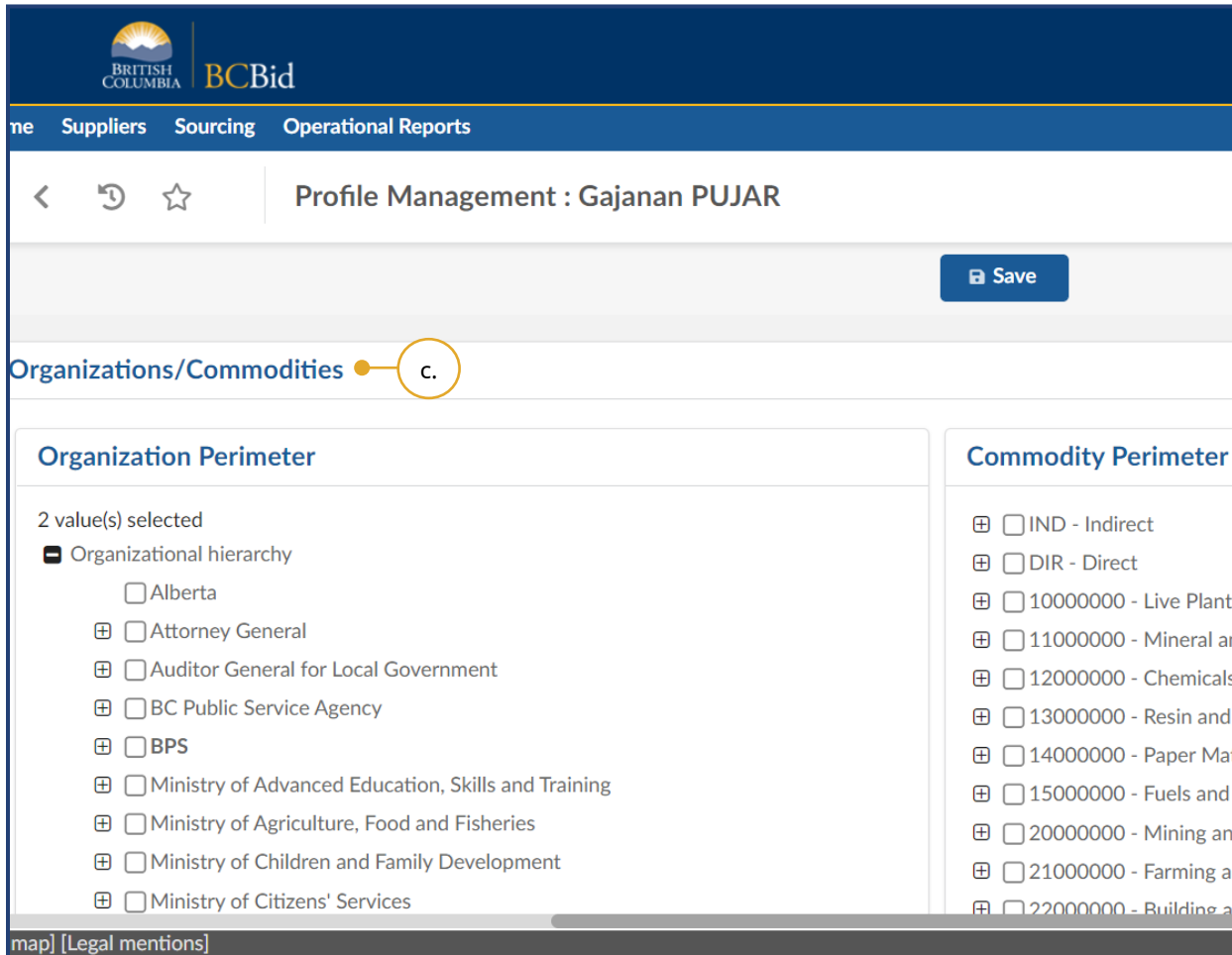
The screenshot displays the 'Profile Management : Gajanan PUJAR' page. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. Below this is a breadcrumb trail with navigation icons and the title 'Profile Management : Gajanan PUJAR'. A 'Save' button is located in the top right corner. A message states: 'Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time.'

The main content area is divided into three sections:

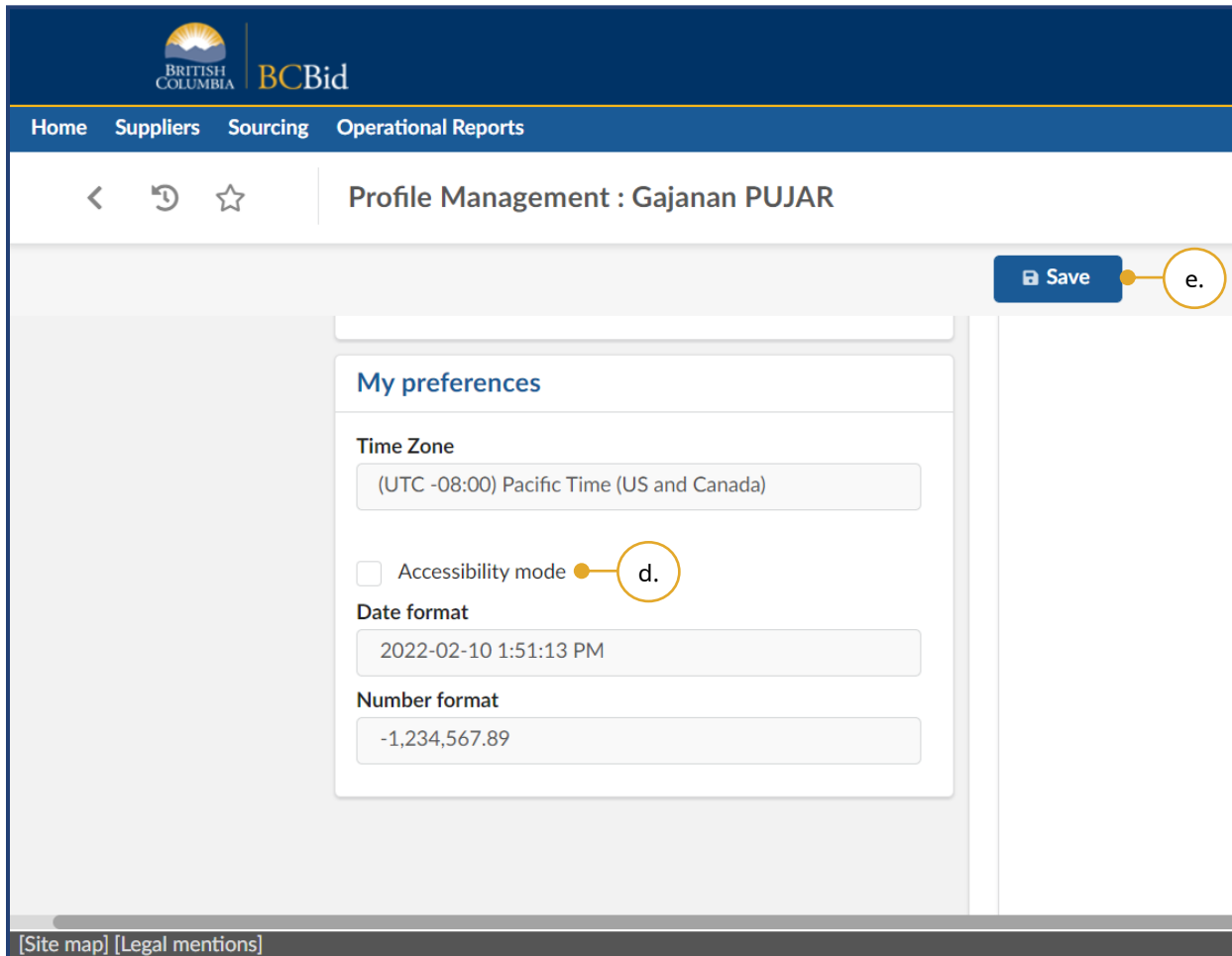
- Default settings (a.):** Contains two dropdown menus: 'Main Organization' and 'Default commodity'.
- Identity (b.):** Contains several input fields: 'Contact First Name\*' (Gajanan), 'Contact Last Name\*' (Pujar), 'Email\*' (gajanan.pujar@gmail.com), and 'Position'.
- Organizations/Commodity:** A sidebar on the right showing a list of organizations with checkboxes. Two values are selected, and the list includes 'Organizational', 'Alber', 'Attor', 'Audit', 'BC P', 'BPS', and 'Minis'.

At the bottom left, there are links for '[Site map]' and '[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.

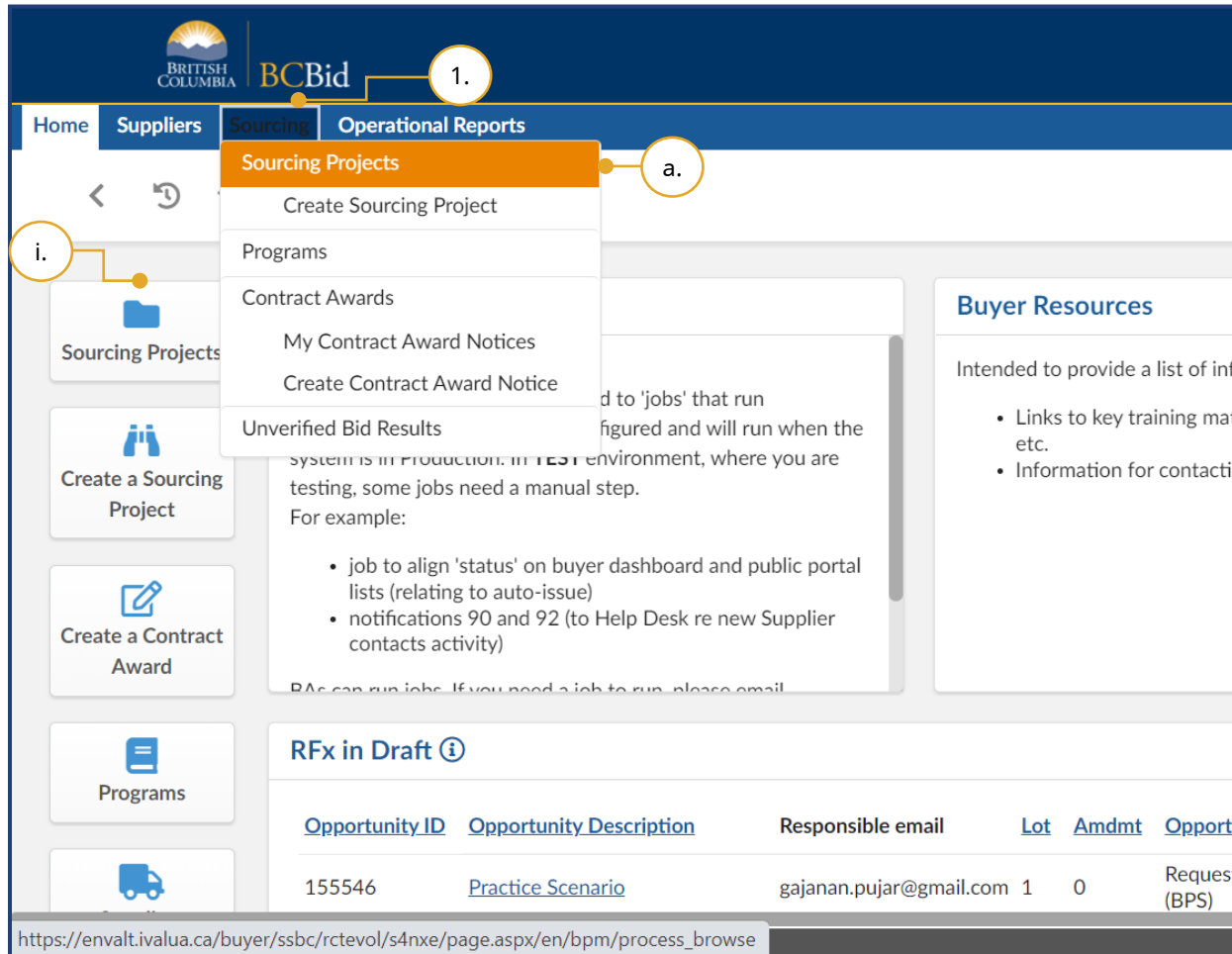


c. **Organizations/Commodities:** This section is controlled by Administrators. So, it is not applicable to any user.



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

## Explore Sourcing Projects/Opportunities



1. *Optional:* In the main menu, click **Sourcing**.
  - 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 shows the 'Sourcing Projects' interface. At the top, there are navigation tabs for 'Suppliers', 'Sourcing', and 'Operational Reports'. Below this is a search area with several filters: 'Search by keyword', 'Commodity', 'Sourcing Project Type', 'Status', 'Opportunity ID', 'Organization', 'Opportunity Type', and 'RFX Status'. There are also two filter checkboxes: 'Limit to my scope' (checked) and 'Include Historical' (checked). A yellow bracket highlights the search filters, and a circled '2.' points to the 'Include Historical' checkbox.

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

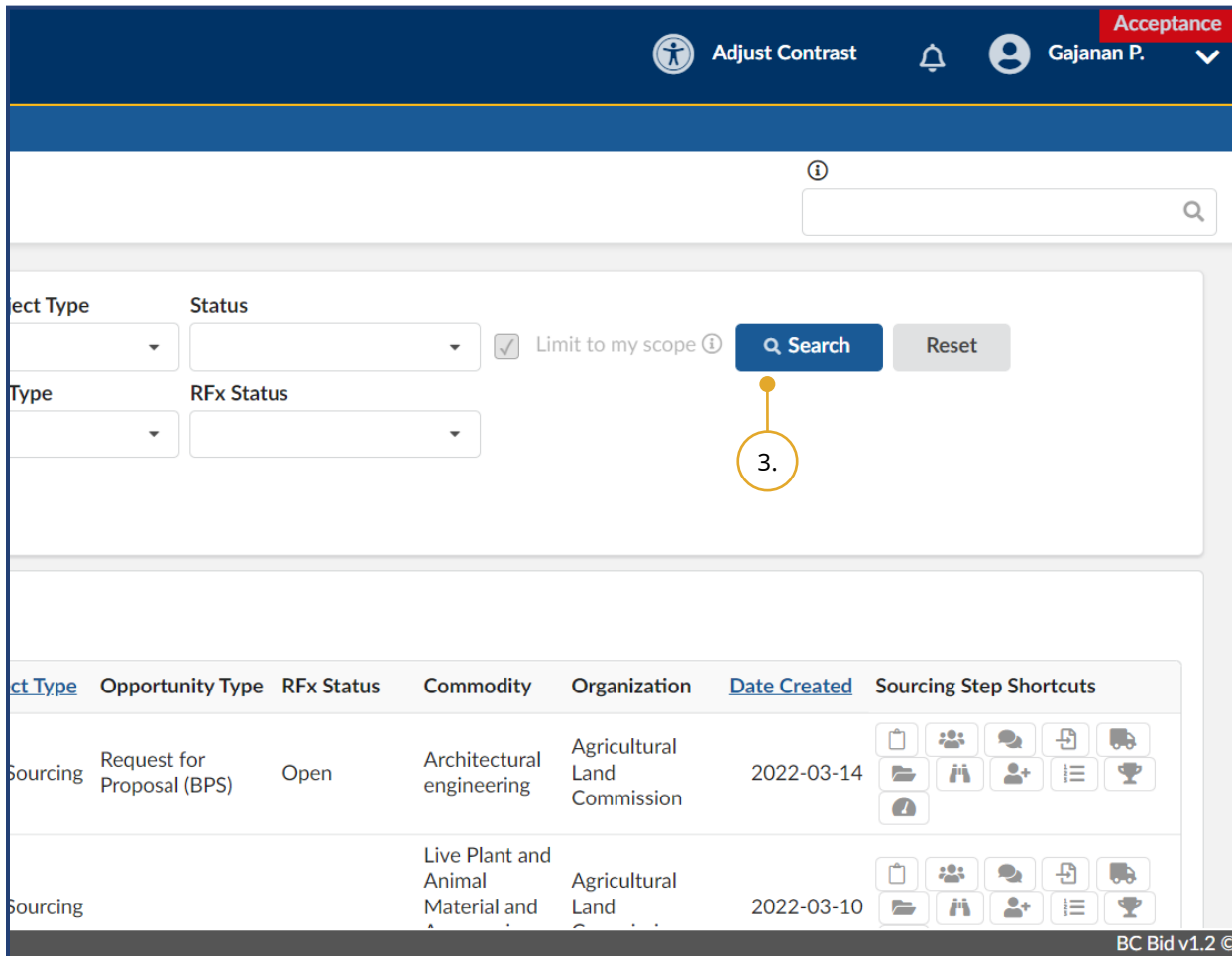
2. Search by: Entering keywords in the **Search by keyword** or **Opportunity ID** text boxes.

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

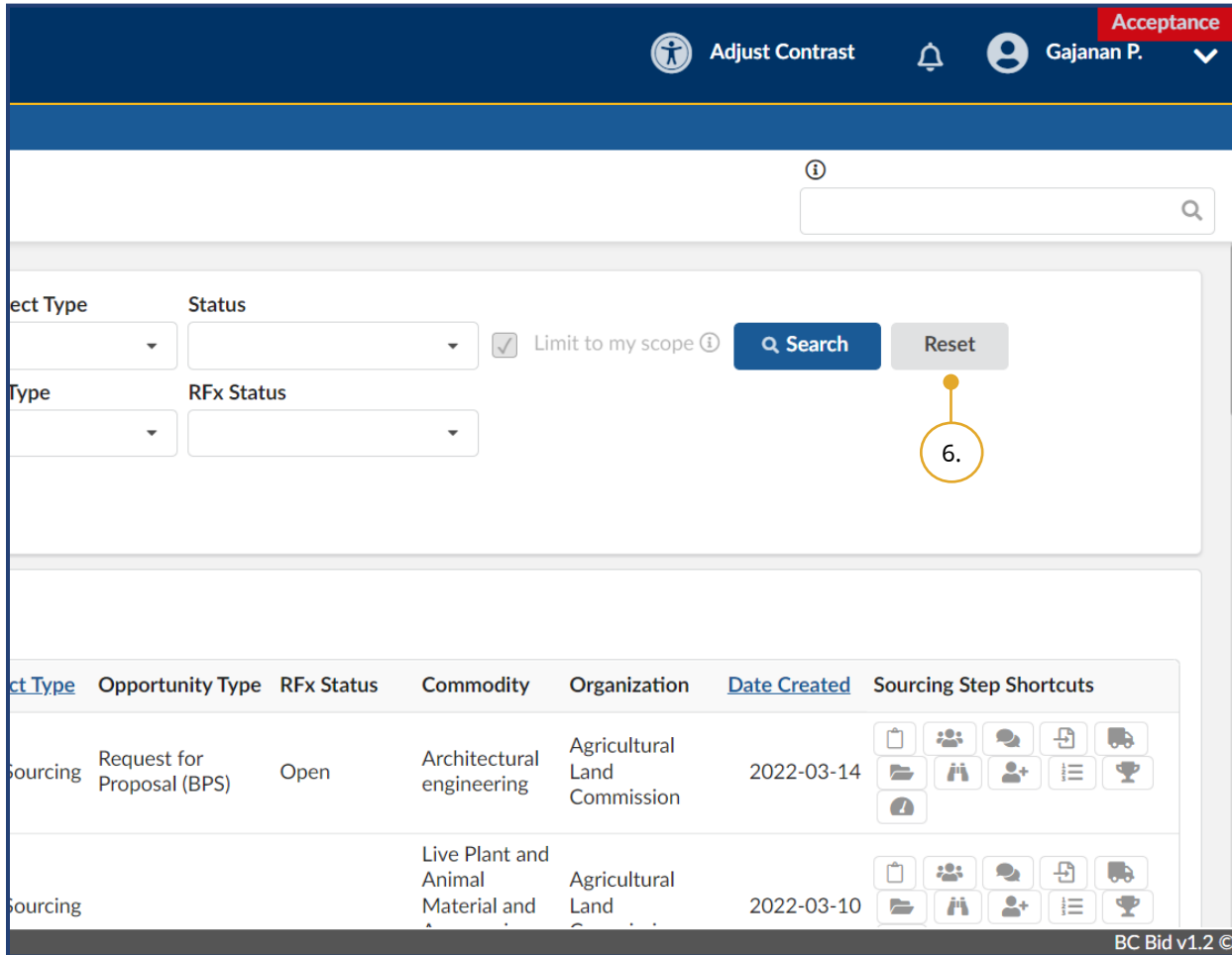
Label	Opportunity ID	Code	Project Type	Opportunity Type	RFx Status
<a href="#">RFP for Architect</a>	156008	BPM085148	BPS Sourcing	Request for Proposal (BPS)	Open
<a href="#">Discussion Forum</a>		BPM085123	BPS Sourcing		

[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.

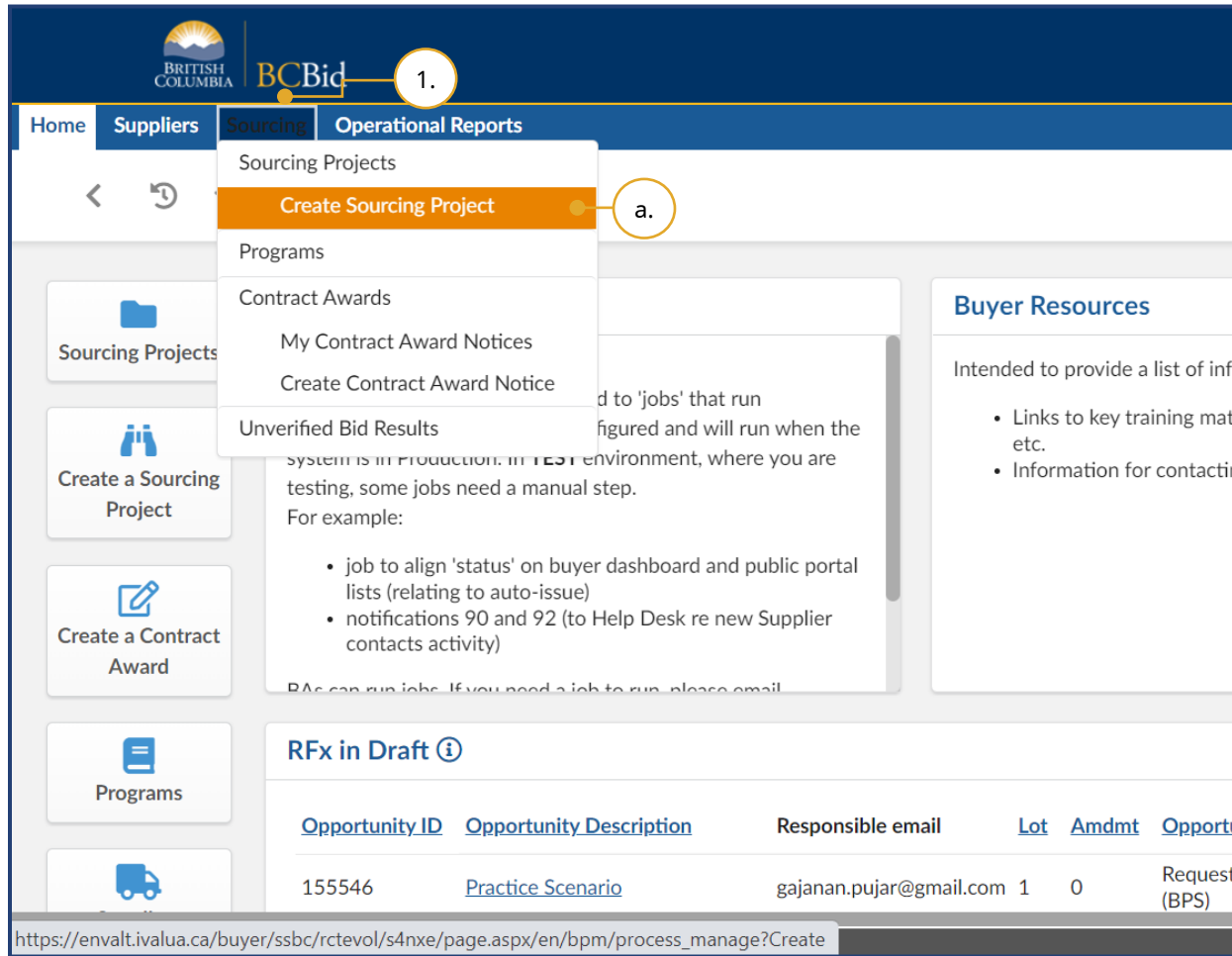


**Code** is an application generated unique identifier for a Sourcing Project.



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

## Step 1 – Create a Sourcing Project



1. On the main menu, click **Sourcing**.
- 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

Home Suppliers Sourcing Operational Reports

Create Sourcing Project

Save

### General Information

Code

Sourcing Project Type\* Status\*

BPS Sourcing In progress

Opportunity Description\* Date Created\*

RFP for Architect 2022-03-15

Confidential Sourcing Project

Issued By\* Issued For\*

Agricultural Land Commission

Main Commodity\* Program

81101508 - Architectural engineering

Other Commodities

[Site map] [Legal mentions]

2. In General Information section, enter a description using the **Opportunity Description** text box.
3. Select the issuing organization from the **Issued By** drop-down list.
4. *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**.
5. 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.

The screenshot shows the 'Create Sourcing Project' form in the BC Bid system. The form is titled 'Create Sourcing Project' and has a 'Save' button at the top right. The form is divided into sections: 'General Information' and 'Other Commodities'. The 'General Information' section includes fields for 'Code', 'Sourcing Project Type\*' (BPS Sourcing), 'Status\*' (In progress), 'Opportunity Description\*' (RFP for Architect), 'Date Created\*' (2022-03-15), 'Issued By\*' (Agricultural Land Commission), and 'Issued For'. The 'Other Commodities' section includes 'Main Commodity\*' (81101508 - Architectural engineering) and 'Other Commodities'. A 'Program' dropdown is also present. Numbered callouts 6, 7, and 8 highlight the 'Other Commodities', 'Program' dropdown, and 'Save' button respectively.

6. *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**.
7. *Optional:* Select a **Program** from the drop-down list to link it to the opportunity. See [Programs](#) for additional information.
8. Click **Save**.

## Set up Project

Home Suppliers Sourcing Operational Reports

Sourcing project: BPM085170 - RFP for Architect - Set up Project

9. 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

Copy Sourcing

Copy sourcing ⓘ

To copy RFx tabs from an existing Sourcing project, choose a project using the selector above and click the Save button. Note: the copy will only occur when the Sourcing project has no RFx

General Information

Code  
BPM085170

Sourcing Project Type\* BPS Sourcing Status\* In progress

Opportunity Description\* RFP for Architect Date Created 2022-03-5

Confidential Sourcing Project

[Site map] [Legal mentions]

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

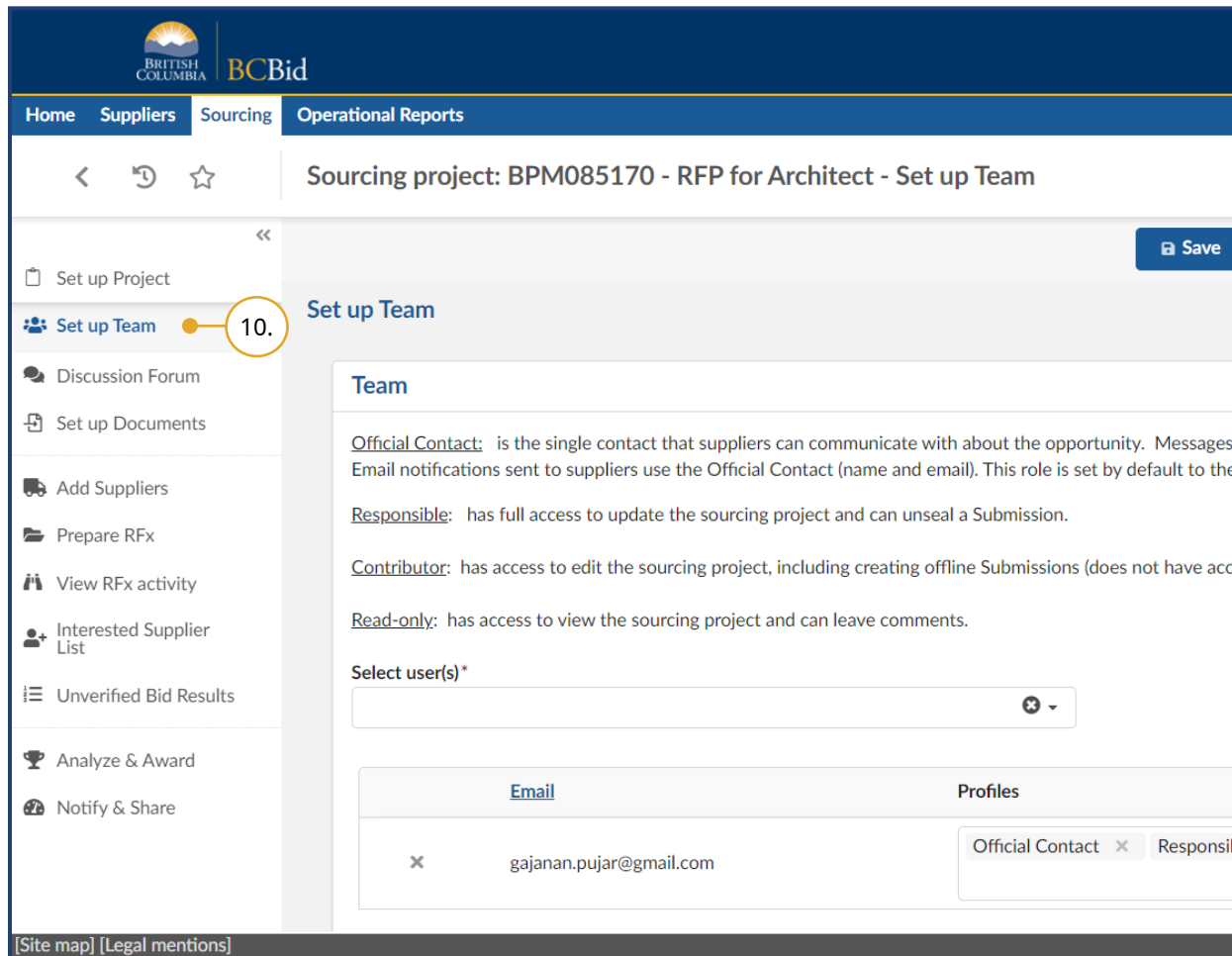
The screenshot shows the 'Set up Project' page in the BCBid system. The page title is 'Sourcing project: BPM085170 - RFP for Architect - Set up Project'. The 'Copy Sourcing' section has a dropdown menu with 'b.' selected, which is circled in orange. Below this, there is a note: 'To copy RFX tabs from an existing Sourcing project, choose a project using the selector above and click the Save button. Note: the copy will only occur when the Sourcing project has no RFX'. The 'General Information' section includes fields for 'Code' (BPM085170), 'Sourcing Project Type' (BPS Sourcing), 'Status' (In progress), and 'Opportunity Description' (RFP for Architect). There is also a 'Date Created' field showing '2022-03-1'. A 'Save' button is visible in the top right corner of the form area.

- 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



10. 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](#)

## Adding Users

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

The screenshot shows the BC Bid Sourcing project setup page for 'Sourcing project: BPM085148 - RFP for Architect - Set up Team'. The left sidebar contains navigation options: Home, Suppliers, Sourcing, and Operational Reports. The main content area is titled 'Set up Team' and includes a 'Save' button. Below the title, there are sections for 'Official Contact', 'Responsible', 'Contributor', and 'Read-only'. A 'Select user(s)\*' dropdown menu is open, showing a search input with 'gajanan' and a list of results including 'PUJAR Gajanan'. A 'See All' link is visible below the list. A 'Contributor' role is selected for the user 'no-reply@clarity-demo.com'.

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.

The screenshot shows the 'Browse Users' dialog box in the BCBid system. At the top, there are tabs for 'Sourcing' and 'Operational Reports'. The main heading is 'Browse Users'. Below this, there is a search interface with a 'Search by keyword' field containing 'gajanan' (callout 12), a 'Filter by profile' dropdown menu set to 'Administrator' (callout 13), and a 'Search' button (callout 'a.'). A 'Reset' button is also present. Below the search fields, there is a 'Type' dropdown set to 'Internal contact'. A 'Filters' section shows 'Type: Internal contact' and 'Filter by profile: Administrator'. Below the filters is a table with columns: 'Add', 'User', 'Email', 'Profile', and 'Commodity perimeter'. One user is listed: 'Pujar Gajanan' with email 'Gajanan.Pujar@gov.bc.ca' and profile 'Administrator / Buyer / Employee / Procurement Service Branch' (callout 'b.'). Below the table, it says '1 Result(s) Result(s)'. At the bottom, there are links for 'Email' and '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.**

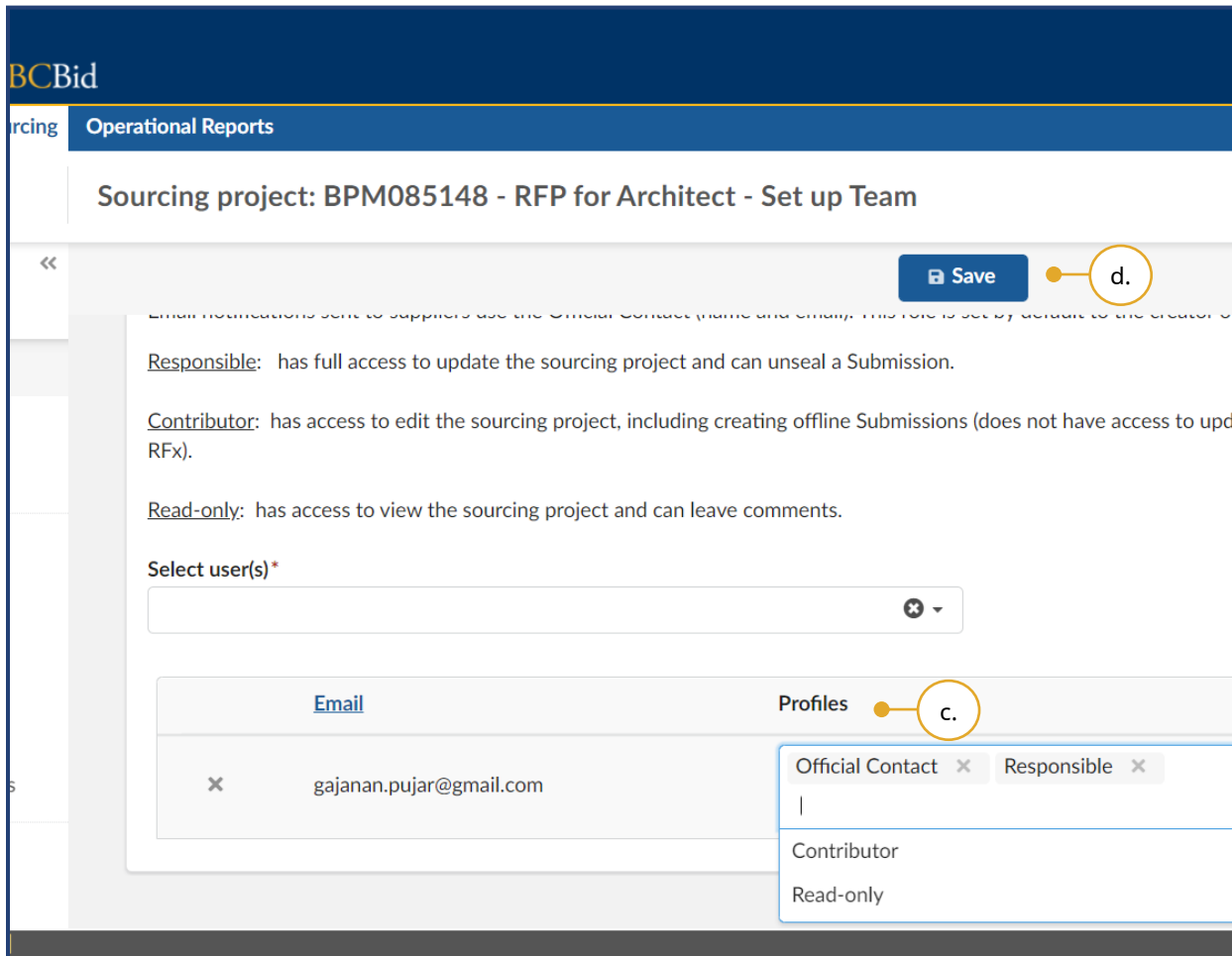
Email	Profile
admin@xxx.com	Administrator / Local Administrator / Supplier Approver / View MDX query
clarity.corp	Administrator / Employee
bc.ca	Administrator / Buyer / Buyer (BPS) / Buyer copy function / Buyer (ITT) / Employee / Procurement Service Branch / Supplier Approver
clarity-demo.com	Administrator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

[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**.



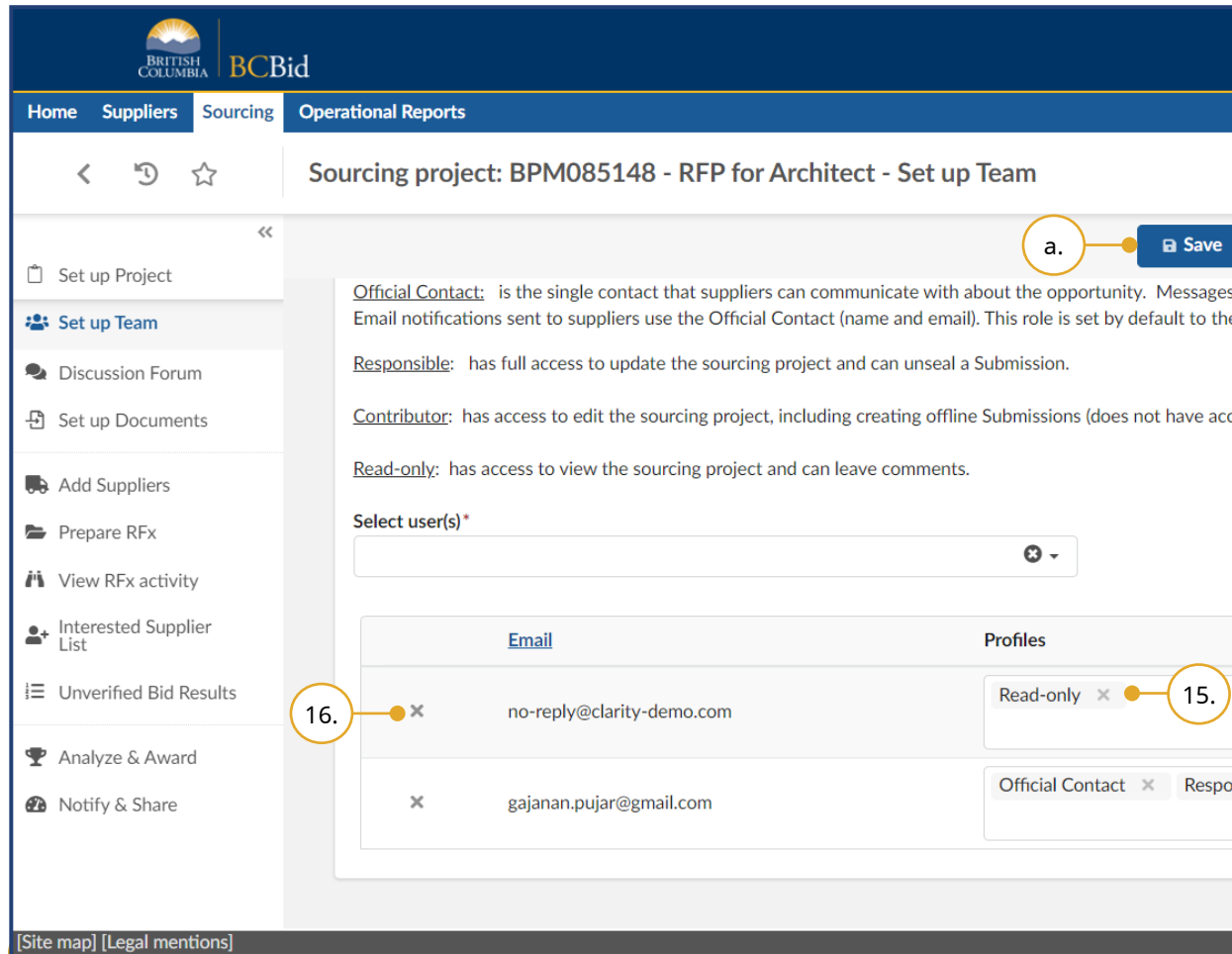
If a user cannot be found, they may not be registered in the BC Bid application.



- 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, the page title is 'Sourcing project: BPM085148 - RFP for Architect - Discussion Forum'. On the left, a sidebar menu lists various actions: 'Set up Project', 'Set up Team', 'Discussion Forum' (highlighted with a yellow circle and the number 17), '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 contains a 'Save' button, a 'Recover Messages' button, a search bar with 'Search by keyword', 'Advanced search', 'Search', and 'Reset' buttons, and a 'Display' dropdown menu set to 'All'. Below the search bar, there is a warning message: 'Enquiries related to this RFX may only be directed in writing to the Official Contact using the "enquiries" interface. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding the use of this system are available in the Terms of Use and Privacy Act.' A 'Compose' button is also visible. At the bottom of the page, there are 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.

0 Result(s) Result(s)

Message Type\*

Enquiries

Pujar Gajanan

To

Recipients ⓘ\*

Subject\*

- 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.

rchitect - Discussion Forum

Adjust Contrast

Gajanan P.

Acceptance

Save

Search Reset

Message Type \*

Enquiries

Send me a copy

Pujar Gajanan

To

Recipients \*

External Emails

All internal team members

Official Contact

> Official Contact-PUJAR Gajanan

Message History

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 shows 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 is titled 'Architect - Discussion Forum' and contains a 'Save' button and a 'Message History' button. The central form is for composing a message and includes the following elements:

- Recipients:** A dropdown menu showing 'All internal team members'.
- External Emails:** A text input field containing 'procurement@gov.bc.ca'.
- Subject:** A text input field with callout 'e.' pointing to it.
- Text Area:** A larger text input field with callout 'f.' pointing to it.
- File Upload:** A button labeled 'Click or Drag to add files' with callout 'g.' pointing to it.
- Buttons:** A green 'Send' button with callout 'h.' pointing to it, and a red 'Cancel' button.
- Limit:** A light blue box indicating a '307,200 kb limit'.

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

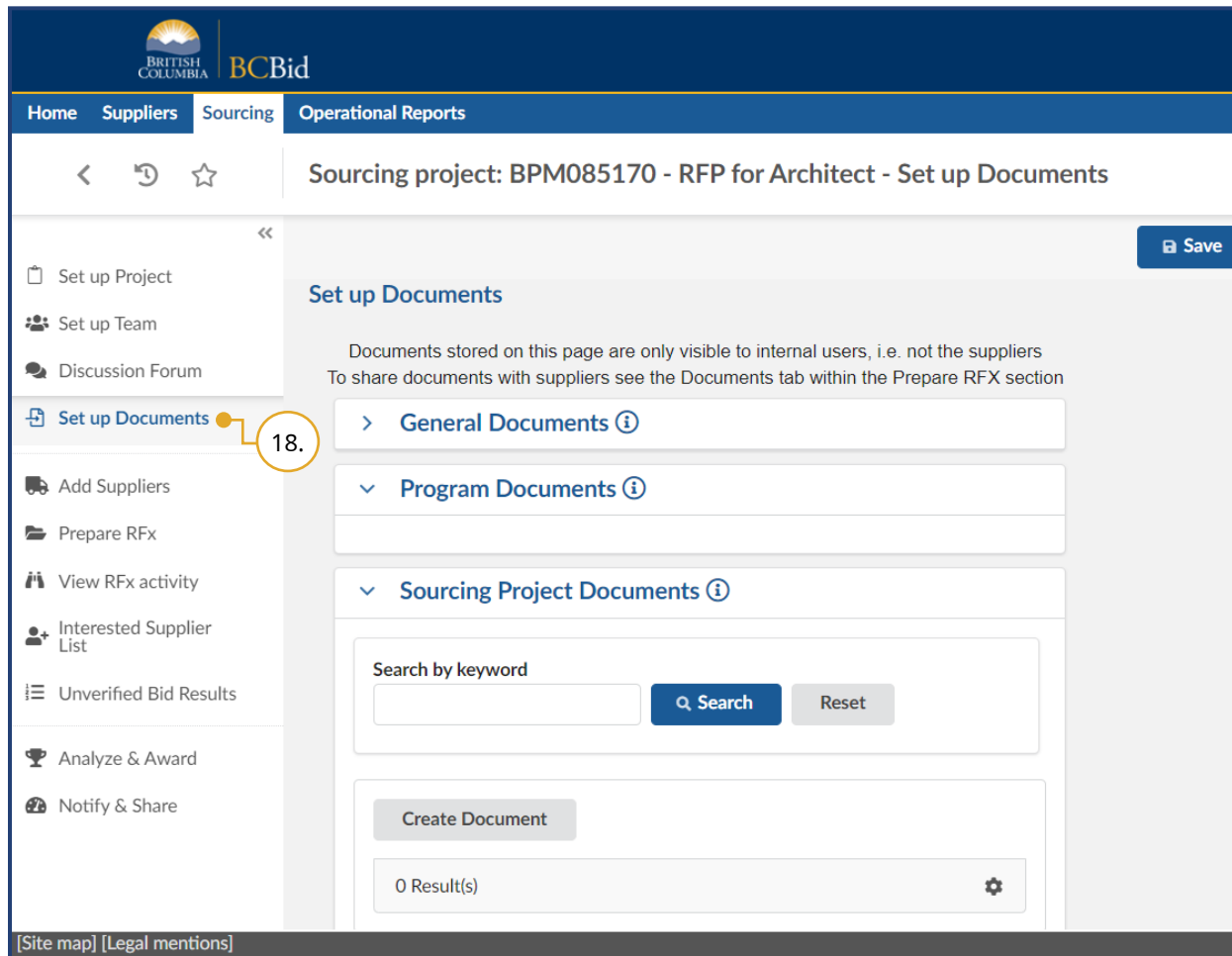
- e. Enter the **Subject** in the following format: [Opportunity ID, Opportunity description].
- f. In the text box below, enter your message.
- g. Add attachments to your message by clicking **Click or Drag to add files** or directly dragging and dropping a file onto the button.
- h. Once your message 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, Program 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. Callout 'a.' points to the 'Create Document' button in the left sidebar. Callout 'i.' points to the 'Title' field containing 'Draft RFP'. Callout 'ii.' points to the 'Document Status' dropdown menu set to 'Approved'. Callout 'iii.' points to the 'Summary' text area. Callout 'iv.' points to the 'Click or Drag to add files' button. Callout 'v.' points to the 'Save & Close' button at the top right. A message at the top states: 'A Draft document is not visible to other users. Changing the status to Approved makes it visible to others.'

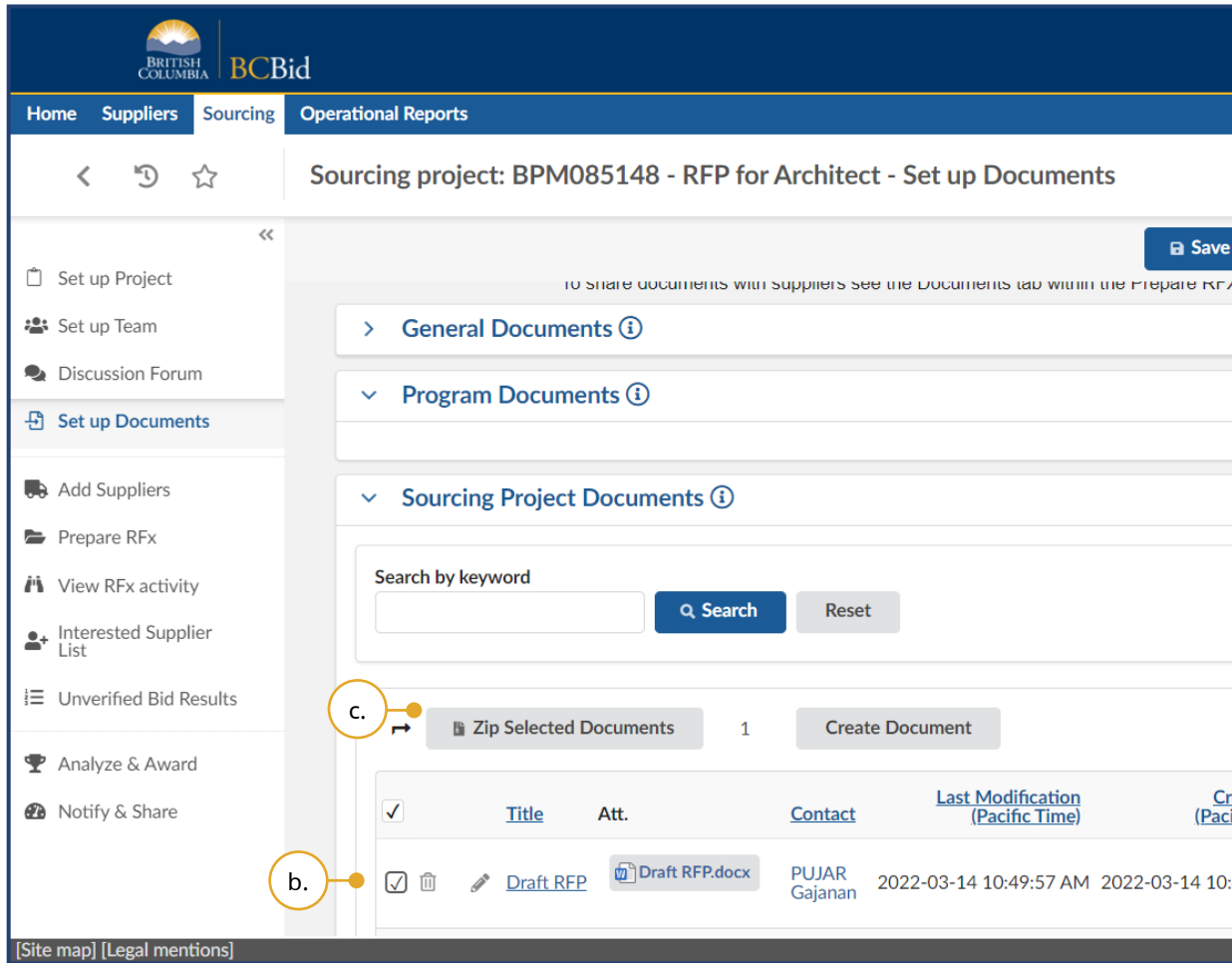
- a. Click **Create Document**.
  - i. Enter a **Title**.
  - ii. Using the **Document Status** drop-down list select **Approved** to make the file visible to Suppliers.
  - iii. *Optional:* Enter a **Summary**.
  - iv. To upload files, click **Click or Drag to add files** or drag and drop files on top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



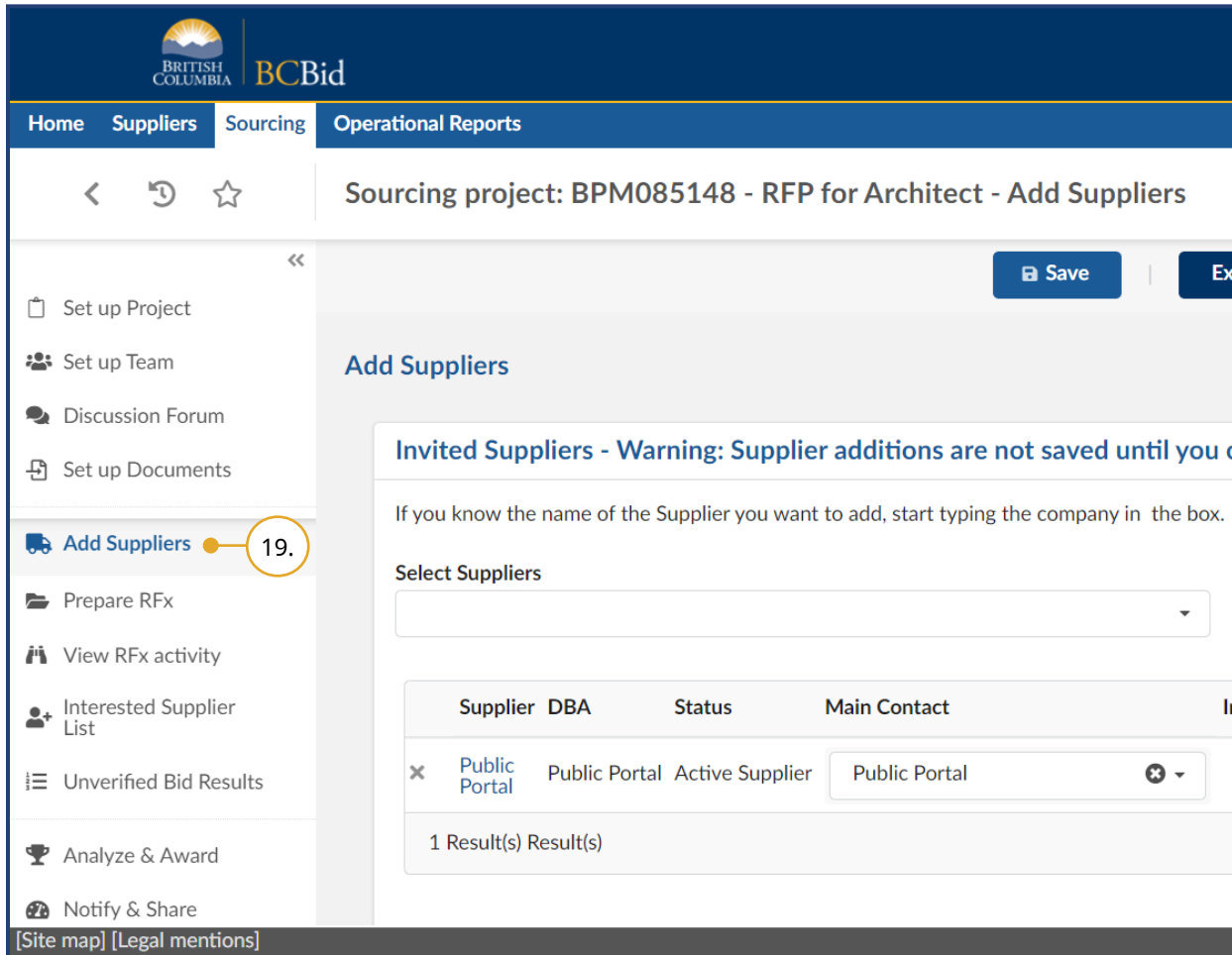
Read-only profiles can only see approved documents. Contributor roles can see and edit all approved documents and can only see and edit draft documents created by themselves

Downloading Existing Documents



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

## Add Suppliers



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.

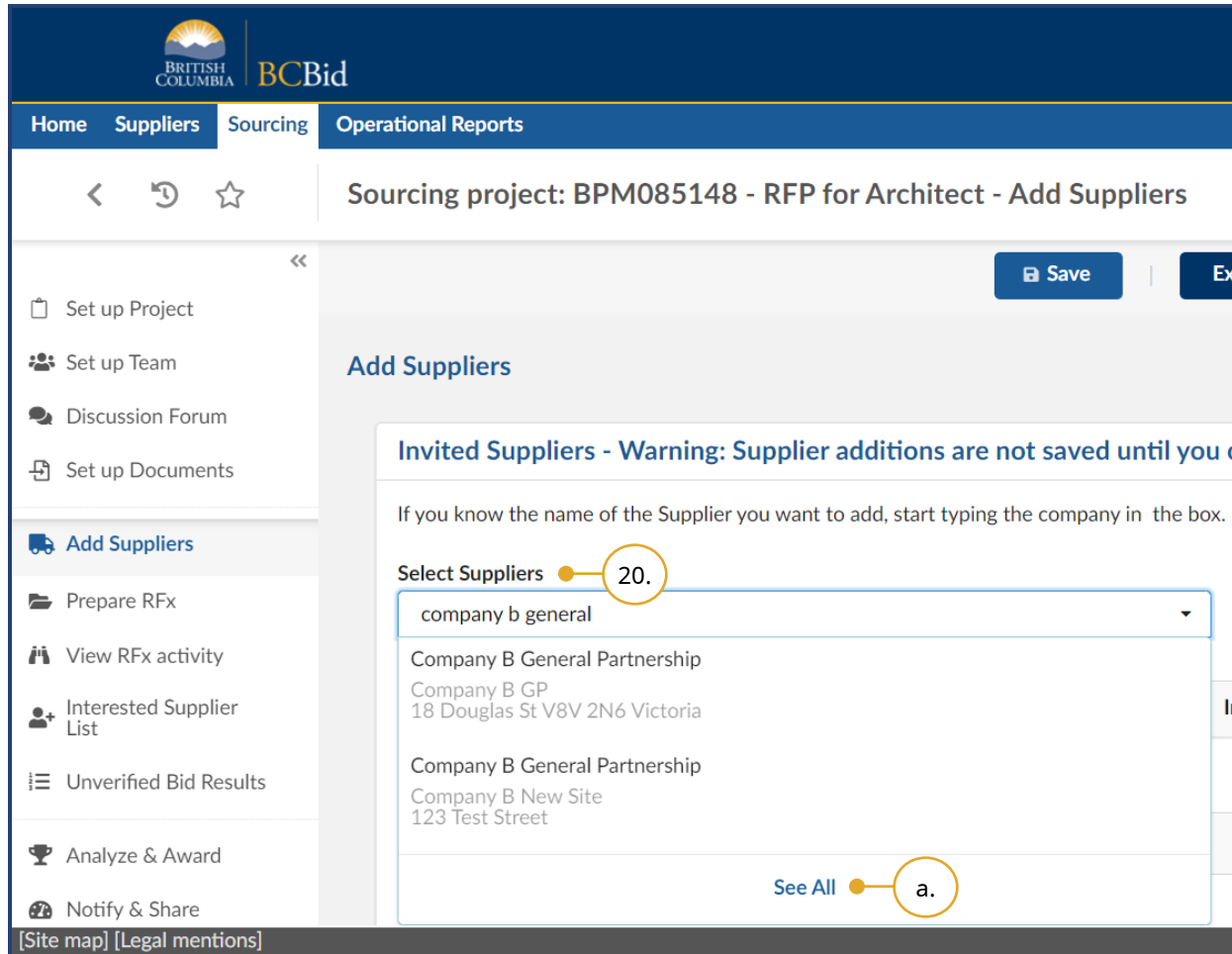


[Add Suppliers Overview](#)



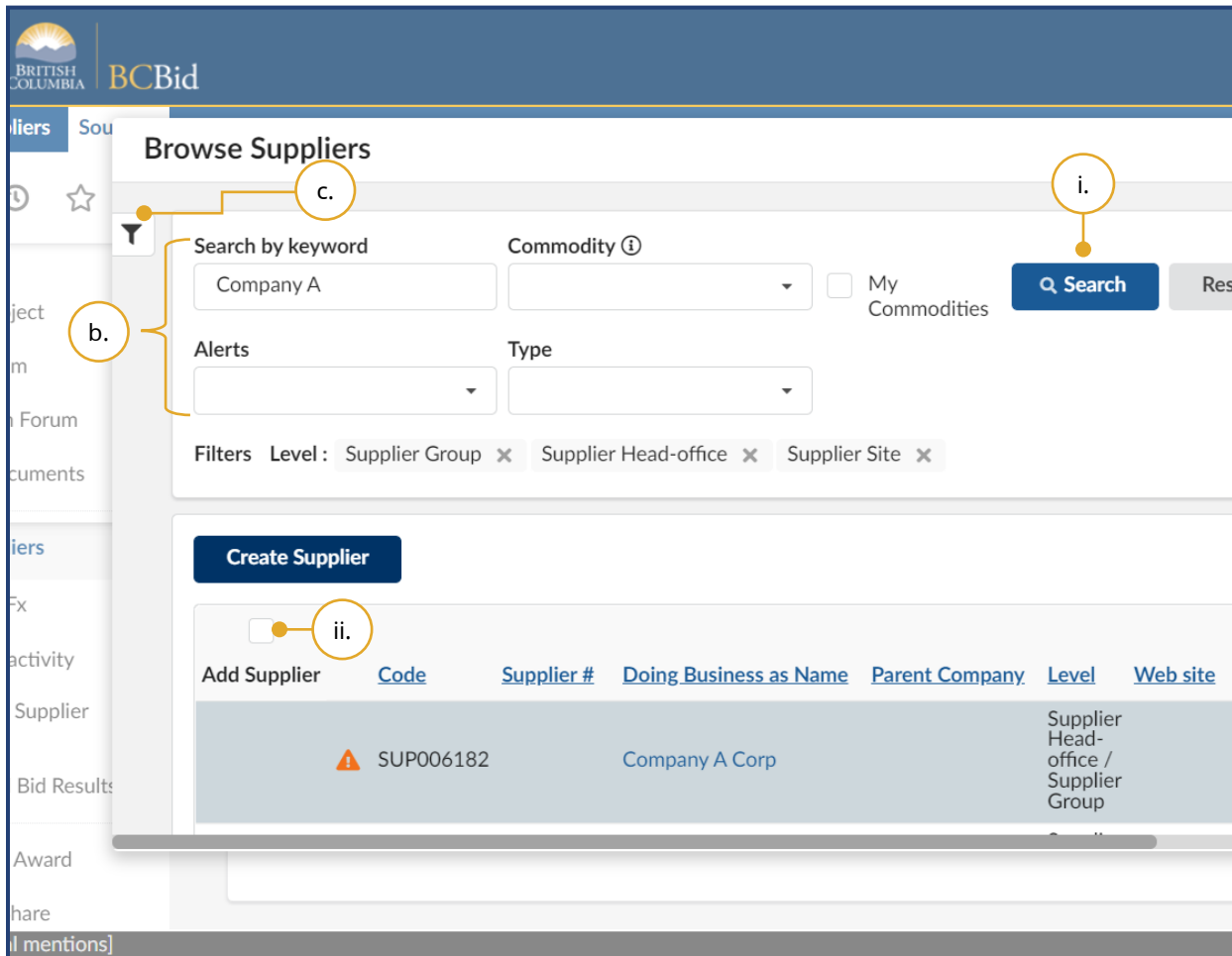


Adding Suppliers



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.



- 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

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**.



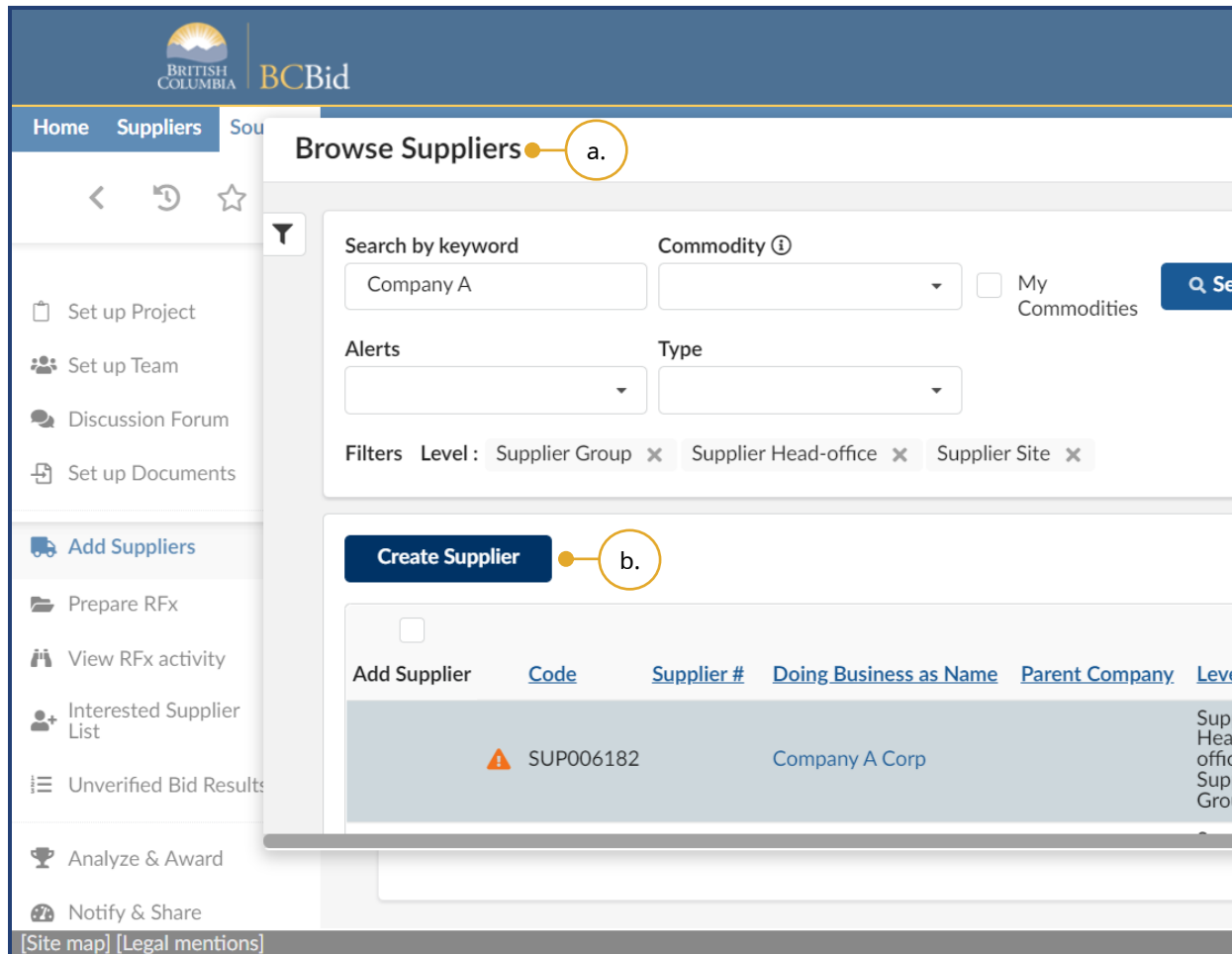
[Removing Suppliers and Extracting Supplier List](#)



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](#)

The screenshot shows the 'Create' form in the BC Bid system. The 'Supplier Information' section is highlighted with a yellow circle labeled 'c.'. The 'Type' dropdown menu is open, showing options: Contractor, Partner, Shell for offline Submissions (selected), and Vendor. A yellow circle labeled 'i.' points to the selected option. The 'Address' section includes a map, 'Address Label', 'Office Street Address', 'Mailing Address (if different)', and 'City' fields.

Supplier Information **c.**

Doing Business as Name ⓘ\*  
Test Supplier

Legal Name ⓘ\*  
Test Ltd

Website

Legal Structure

Year Founded

Company Size ⓘ

Type

- Contractor
- Partner
- Shell for offline Submissions **i.**
- Vendor

Address

Map Satellite

Address Label ⓘ

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**.



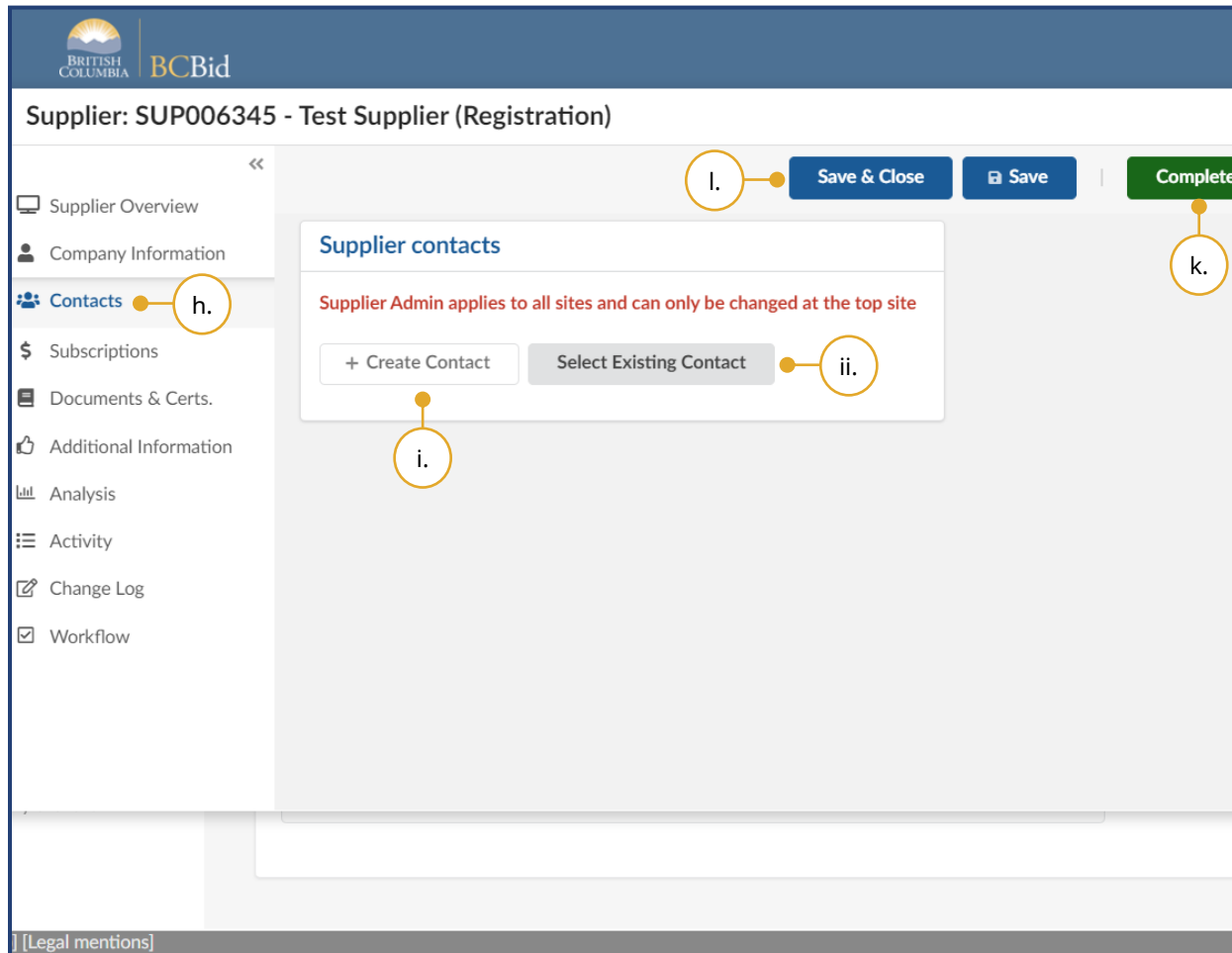
The screenshot shows the 'Sourcing project: BPM085148 - RFP for Architect - Add Suppliers' page. The left sidebar contains navigation options: Home, Suppliers, Sourcing, and Operational Reports. The main content area has a 'Save' button circled with 'f.'. Below it is a section titled 'Add Suppliers' with a warning: 'Invited Suppliers - Warning: Supplier additions are not saved until you click Save'. A text input field is present with the instruction: 'If you know the name of the Supplier you want to add, start typing the company in the box. The text will be auto-suggested as you type.' Below this is a 'Select Suppliers' dropdown menu. A table lists the following suppliers:

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	

The table is circled with 'g.' in the screenshot. At the bottom of the page, there are links for '[Site map]' and '[Legal mentions]'.

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

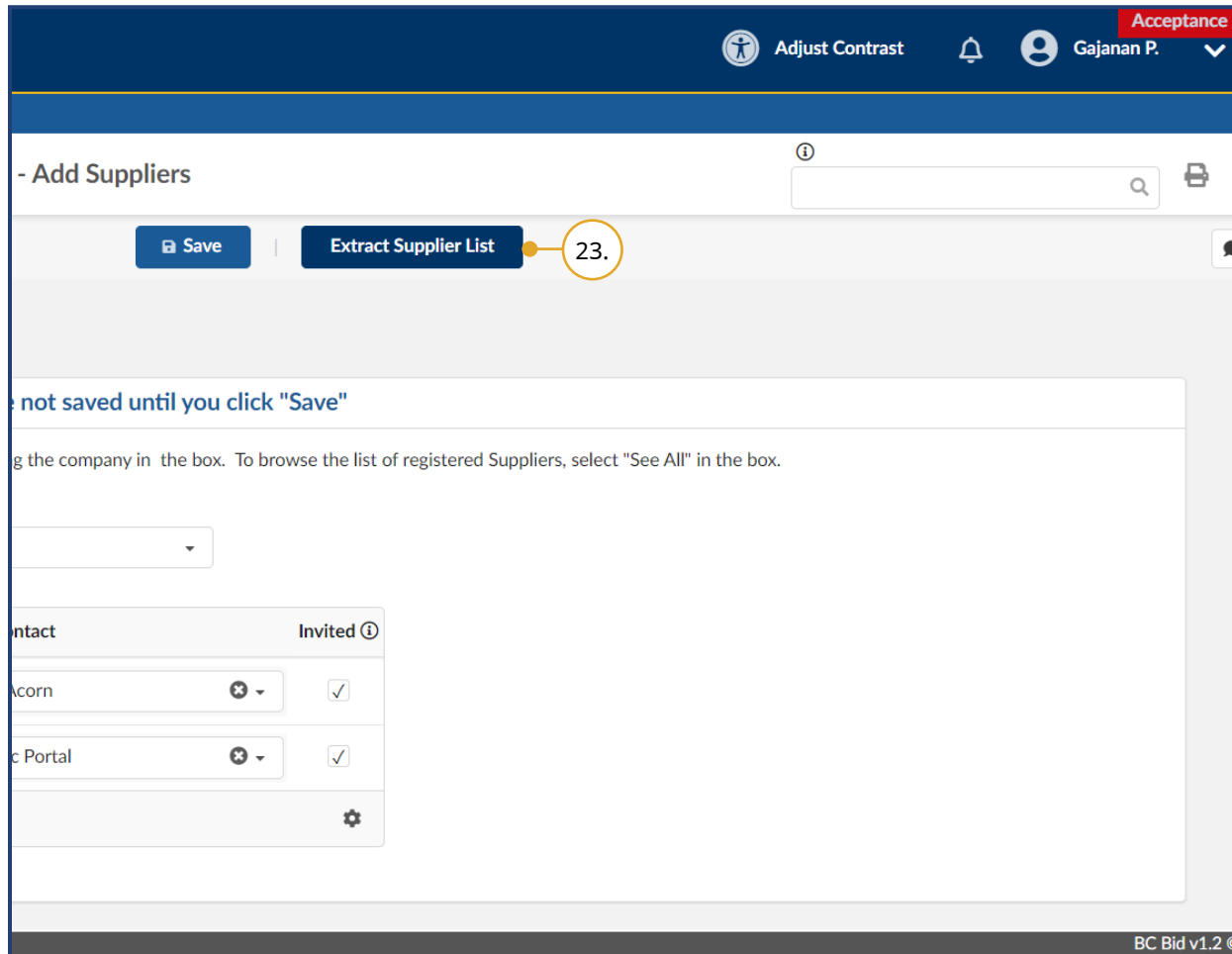




- h. In dialog box, in the left-hand sliding menu, select **Contacts**.
- i. In Supplier contacts box, click **+ Create Contact**
  - i. Enter the details of the Main Contact for the Supplier, or
  - ii. Use **Select Existing Contact** to designate a contact as the Main Contact.
- j. Complete other left-hand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

Extract Supplier List

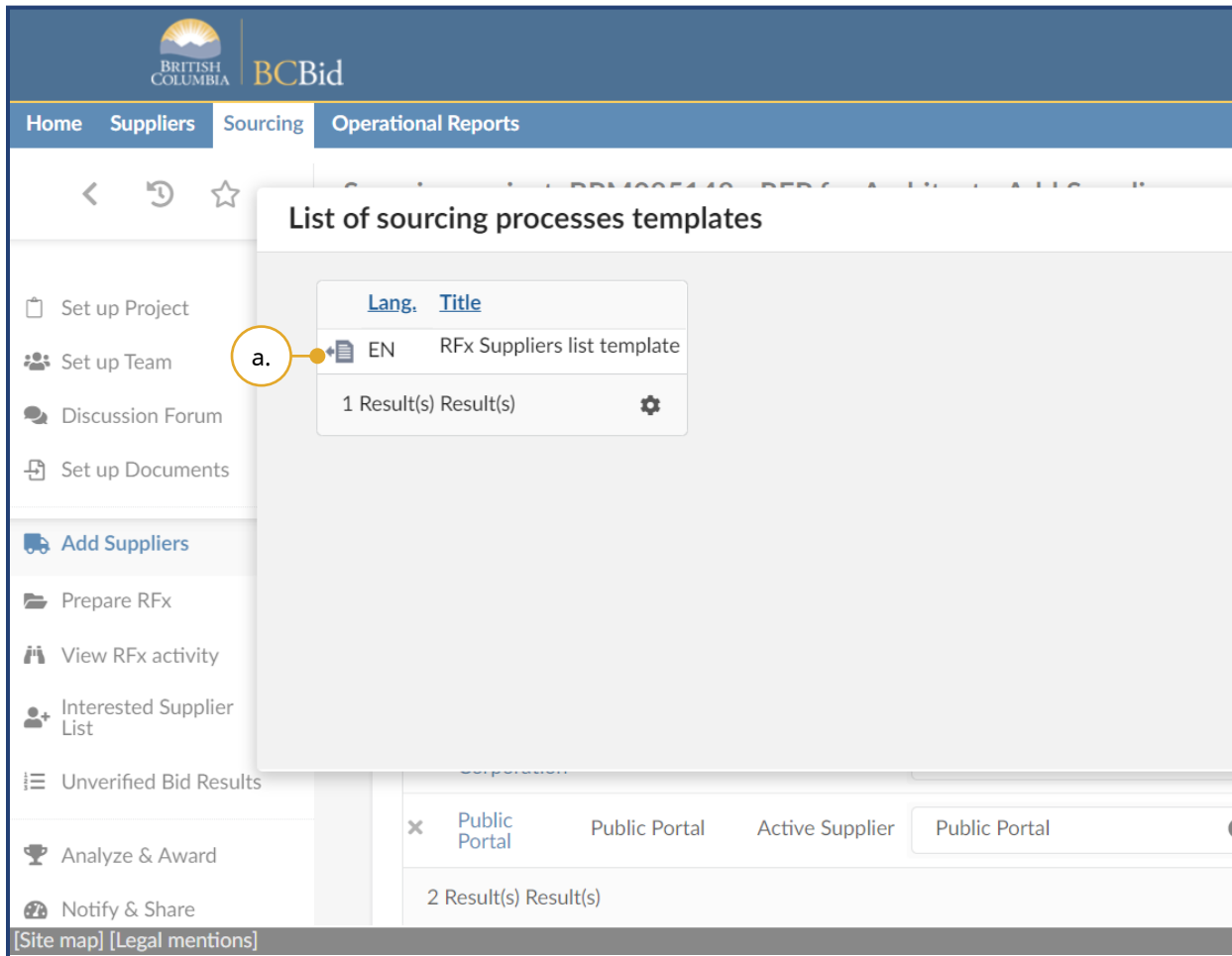
Extracting the Suppliers list allows the list to be used outside of the BC Bid application.



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 for the 'Prepare RFx' step. The left-hand menu is visible, with 'Prepare RFx' highlighted by a yellow circle and the number '24.'. The main content area shows the 'Setup' tab with the following fields:

- RFx Status:** Draft
- Opportunity Type\*:** Request for Proposal (BPS) (highlighted with a yellow circle 'a.')
- Opportunity Description\*:** RFP for Architect (highlighted with a yellow circle 'b.')
- Lot #:** 1
- Amendment #:** 0

Buttons for 'Save and Close' and 'Validate' are visible in the top right corner of the main content area.

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.

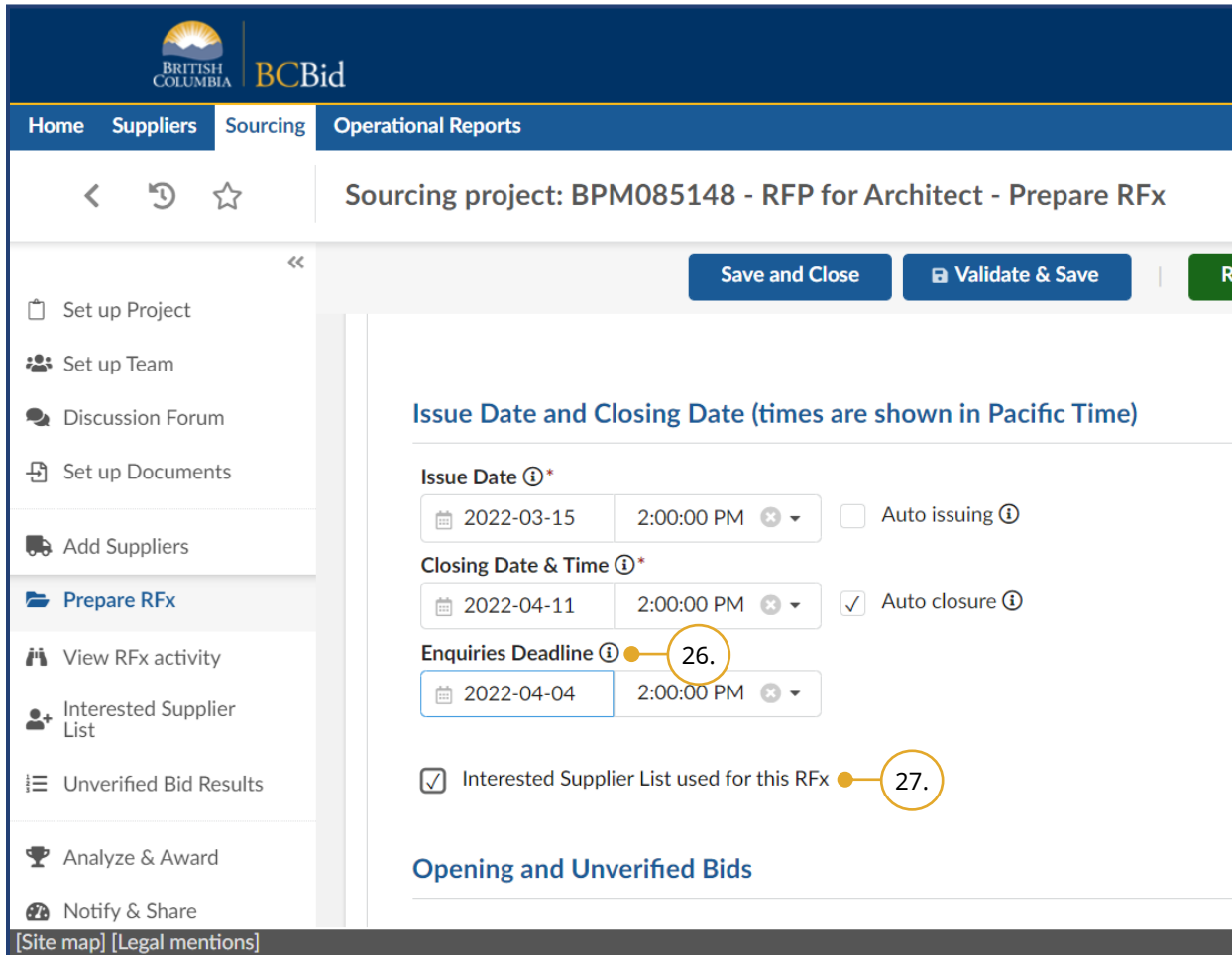
The screenshot shows the 'Sourcing' tab for project 'BPM085148 - RFP for Architect - Prepare RFx'. At the top right are 'Save and Close' and 'Validate & Save' buttons. The 'Summary Details' section contains a text box with the text: 'The Agricultural Land Commission is seeking architectural services to design a building for the Province at 1'. Below this is the 'Issue Date and Closing Date (times are shown in Pacific Time)' section. It includes two rows of date and time pickers. The first row is for the 'Issue Date' (2022-03-15, 2:00:00 PM) and has an 'Auto issuing' checkbox. The second row is for the 'Closing Date & Time' (2022-04-11, 2:00:00 PM) and has an 'Auto closure' checkbox. Callouts 'c.', 'd.', 'e.', 'f.', 'g.', and '25.' are placed over the text box, the date/time pickers, and the 'Validate & Save' button 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.

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.



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 BC Bid Sourcing project configuration page for 'BPM085148 - RFP for Architect - Prepare RFX'. The page is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as '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 has a header with 'Sourcing project: BPM085148 - RFP for Architect - Prepare RFX' and buttons for 'Save and Close', 'Validate & Save', and 'Re'. Below the header, there is a 'Sealed Submissions' section with a checkbox checked and a value of '30' circled in orange. Below this is an 'Advanced Options' section with a 'Tracking' section. The 'Created on' date is '2022-03-15 9:47:38 AM (Pacific Time)'. At the bottom of the page, there 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.

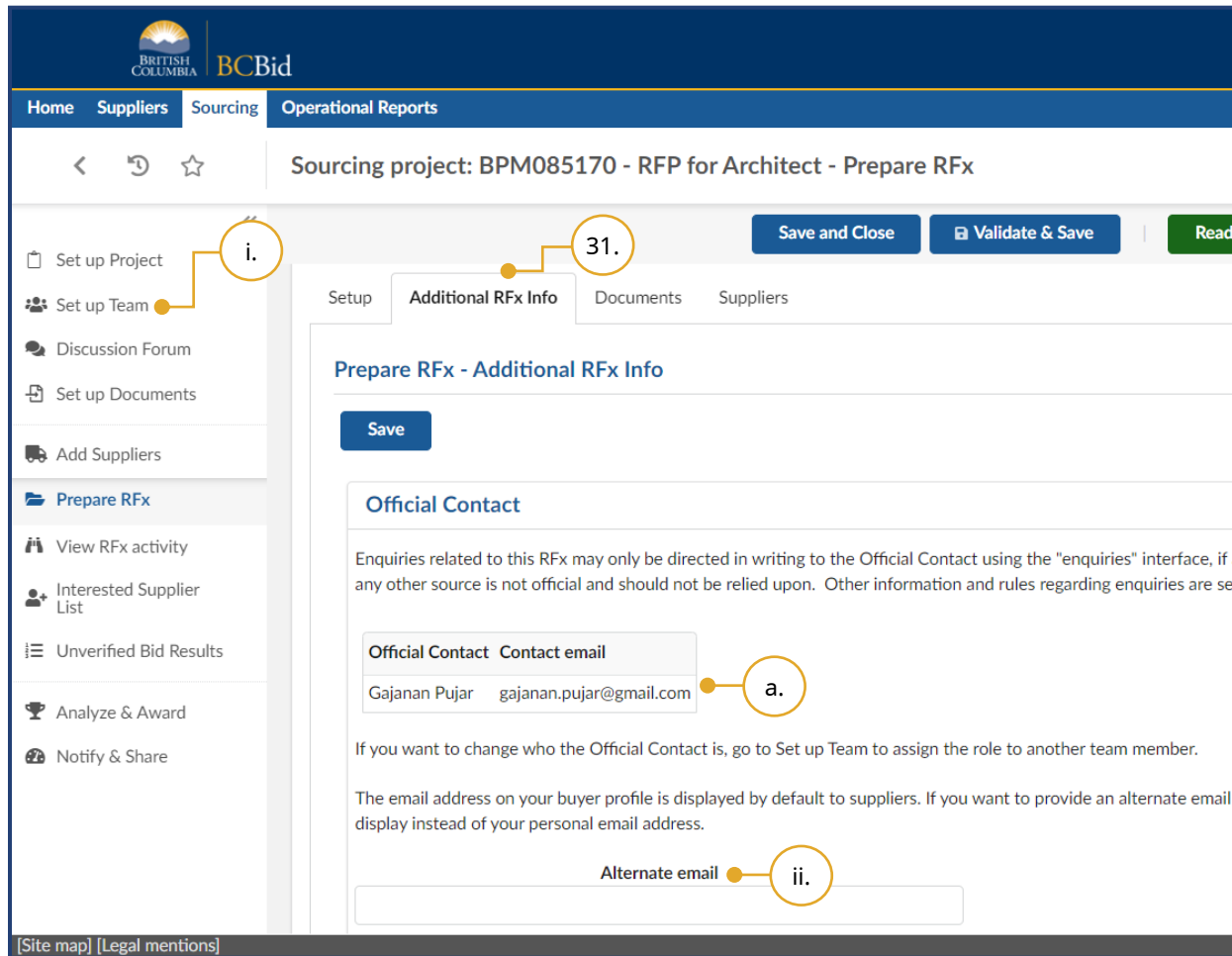
Note: The Sealed Submissions checkbox is selected by default. This means opportunities must pass the Closing Date and Time before Submissions can be unsealed. Deselecting this checkbox should be done for any opportunity where Submissions are opened continuously as they are received, such as for an RFI.



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](#)

The screenshot shows the BC Bid system interface for a sourcing project. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The main content area is titled 'Sourcing project: BPM085170 - RFP for Architect - Prepare RFx'. The 'Submissions' section is highlighted, showing a heading 'Submissions' with a circled '32.'. Below the heading, a note states 'Submissions must be submitted using one of the following delivery methods.\*'. Two checkboxes are checked: 'BC Bid Electronic Submission: Submit an electronic Submission using BC Bid. Only p... electronic Submission using the BC Bid system.' and 'Other'. Below these is a text box for 'Other submission delivery method details\*' containing the text 'Submit two (2) hard copies before Closing Time at the Closing Location.'.

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

Office Street Address

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\*

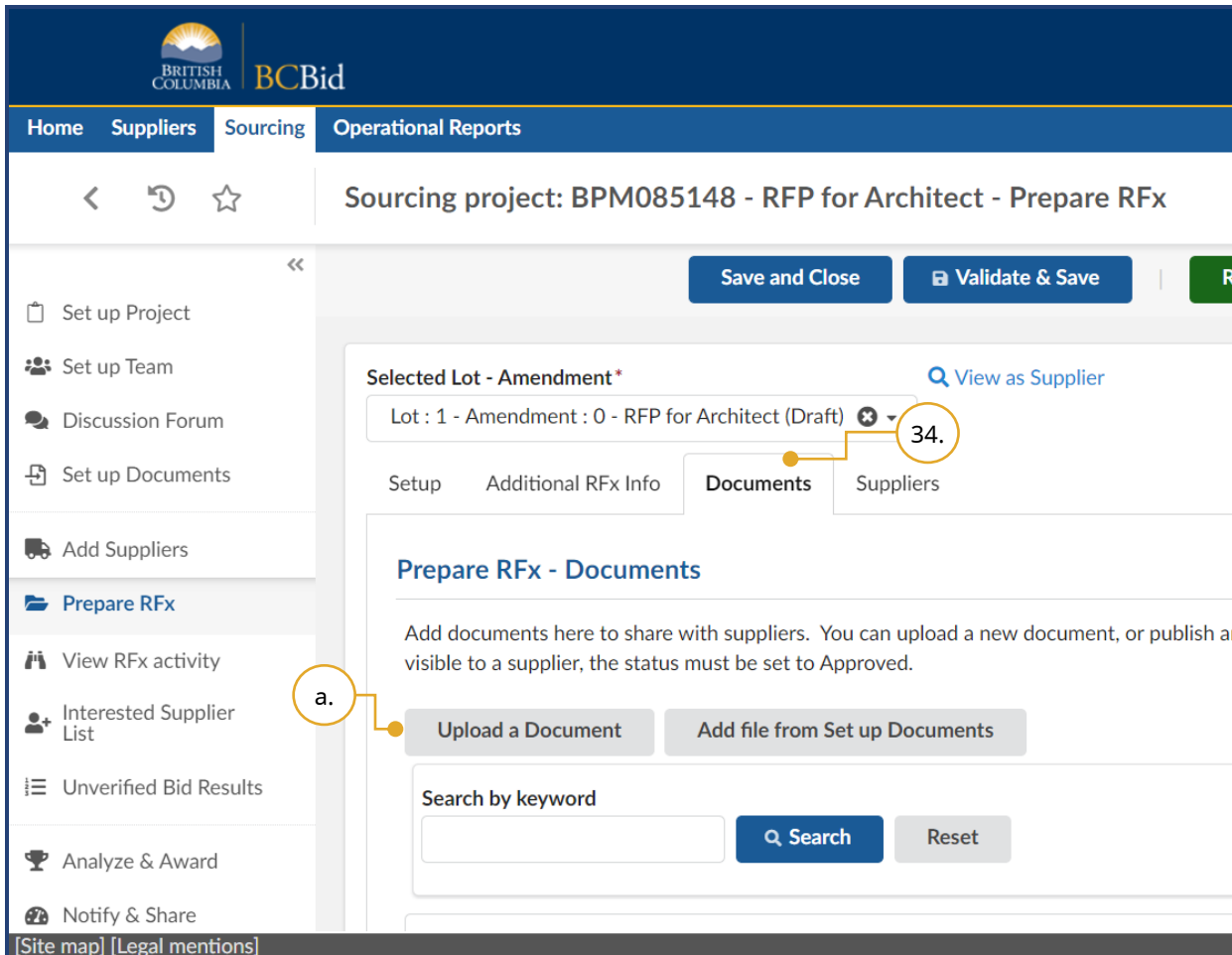
3. Additional Information  
 If there are more details the supplier will need to know about the location, please provide them here:

[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 several sections:

- Title:** A text input field containing 'RFP', with a callout 'i.' pointing to it.
- Summary:** An empty text input field, with a callout 'iii.' pointing to it.
- Information:** A section containing:
  - Document Status\*:** A dropdown menu with 'Approved' selected, with a callout 'ii.' pointing to it.
  - Document:** A text input field with '307,200 kb limit.' and an information icon.
  - Language:** A dropdown menu with 'English' selected.
  - Upload:** A button labeled 'Click or Drag to add files' with a callout 'iv.' pointing to it. A red label '(Public file)' is visible above the button.
- RFx:** A section with an 'RFx' label and a text input field containing 'RFP for Architect'.

At the bottom of the editor, there is a '0 Result(s)' indicator.

- 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.
- In the dialog box, select the documents you want to add.
  - Click **Save & Close**.



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

## Suppliers Tab

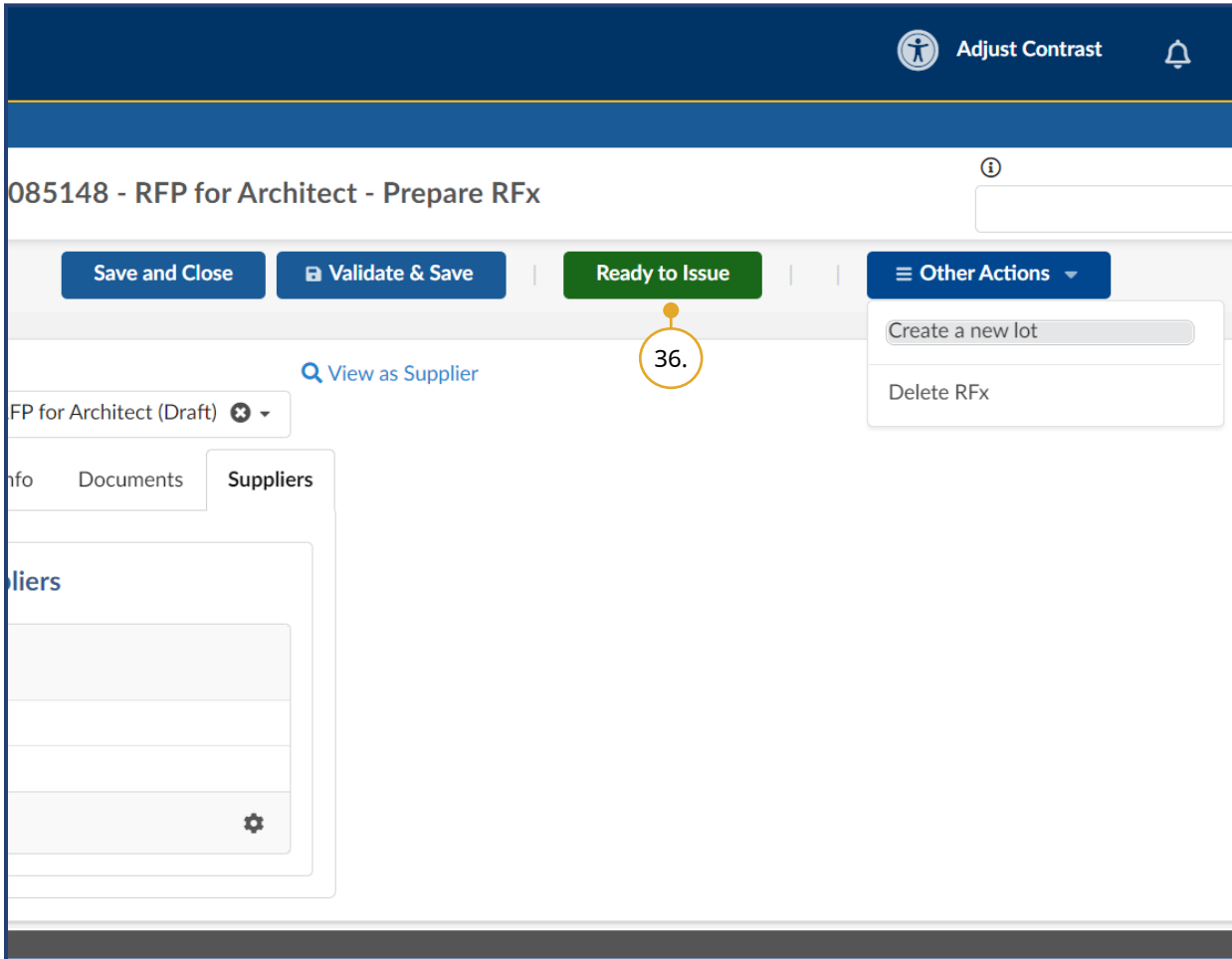
35. *Optional:* Click the **Suppliers** tab to review the list of invited Suppliers.
- To add Suppliers to the list, click **Add Suppliers** in the left-hand menu.
  - If a Supplier should not be receiving an invitation, deselect that Supplier.
  - Click **Validate & Save**.

**NOTE:** When adding suppliers, Shell Suppliers will be marked with **[SHELL (Unregistered) Supplier]** to the right of the supplier's name.



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 bell icon. The main header displays '085148 - RFP for Architect - Prepare RFX'. Below the header, there are several action buttons: 'Save and Close', 'Validate & Save', 'Ready to Issue' (highlighted with a callout '36.'), and 'Other Actions'. The 'Other Actions' dropdown menu is open, showing 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.

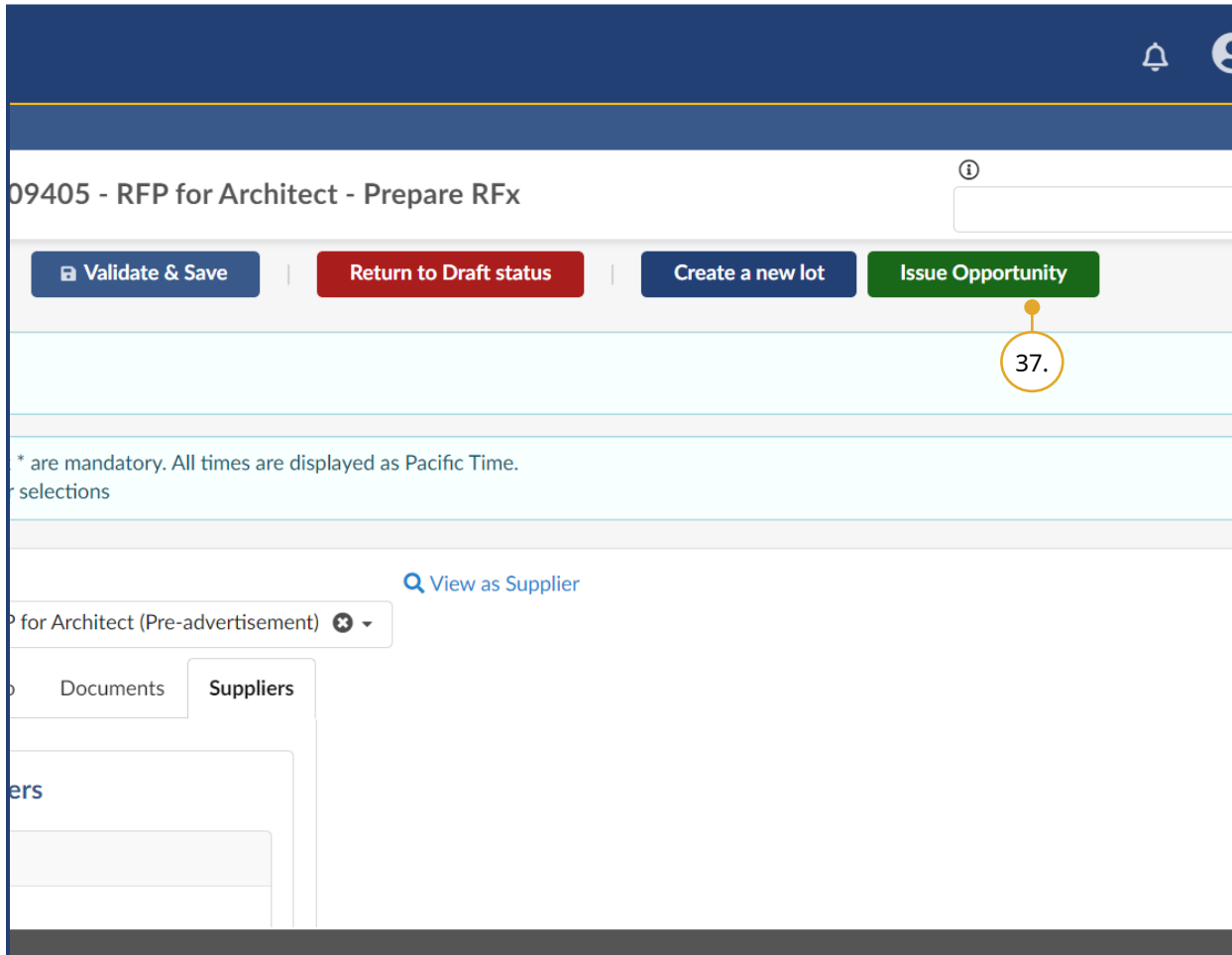


[Issuing an Opportunity](#)



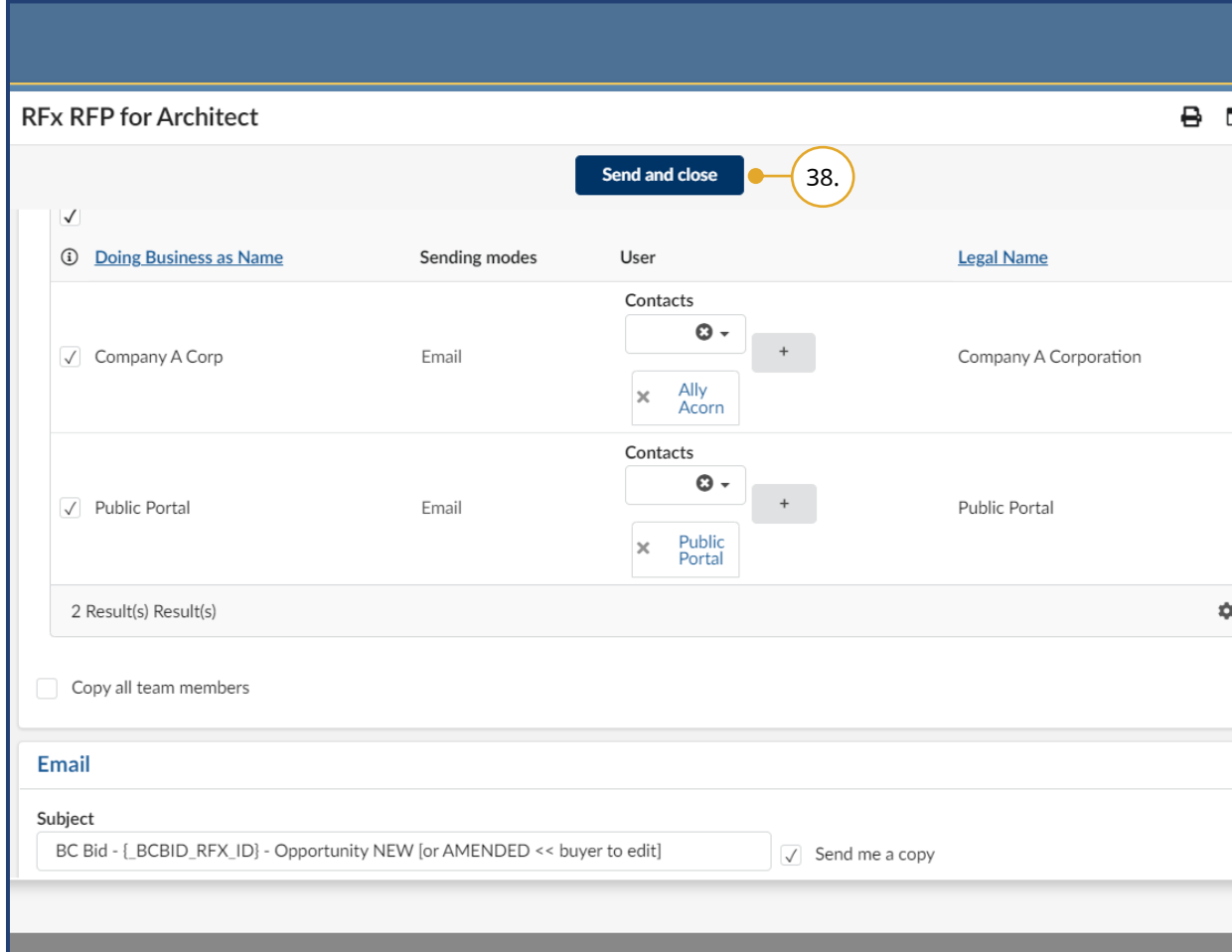
If the **Auto issuing** checkbox is selected in the Setup tab, the BC Bid application will automatically post the opportunity at the Issue Date & Time.





37. Click **Issue Opportunity**.

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



The screenshot shows the 'RFX RFP for Architect' interface. At the top right, there is a 'Send and close' button, which is circled in orange with the number '38.' next to it. Below this is a table with columns for 'Doing Business as Name', 'Sending modes', 'User', and 'Legal Name'. The table contains two rows: 'Company A Corp' and 'Public Portal'. Each row has a 'Contacts' dropdown menu with a '+' button to the right. The 'Company A Corp' row shows 'Ally Acorn' as a contact, and the 'Public Portal' row shows 'Public Portal' as a contact. Below the table, 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.

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.

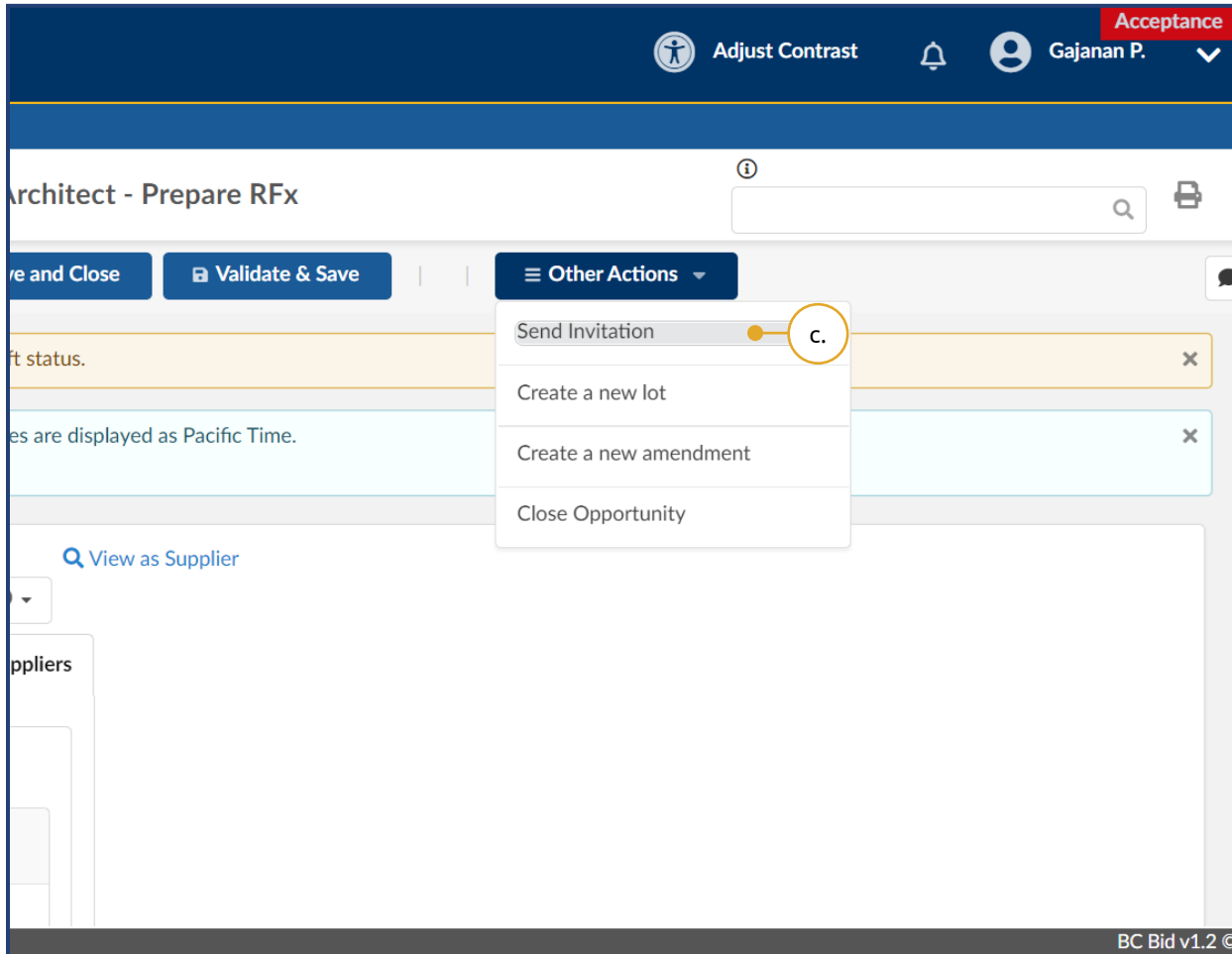
To receive a copy of the opportunity by email, Buyers must select the **Send me a copy** checkbox.



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.

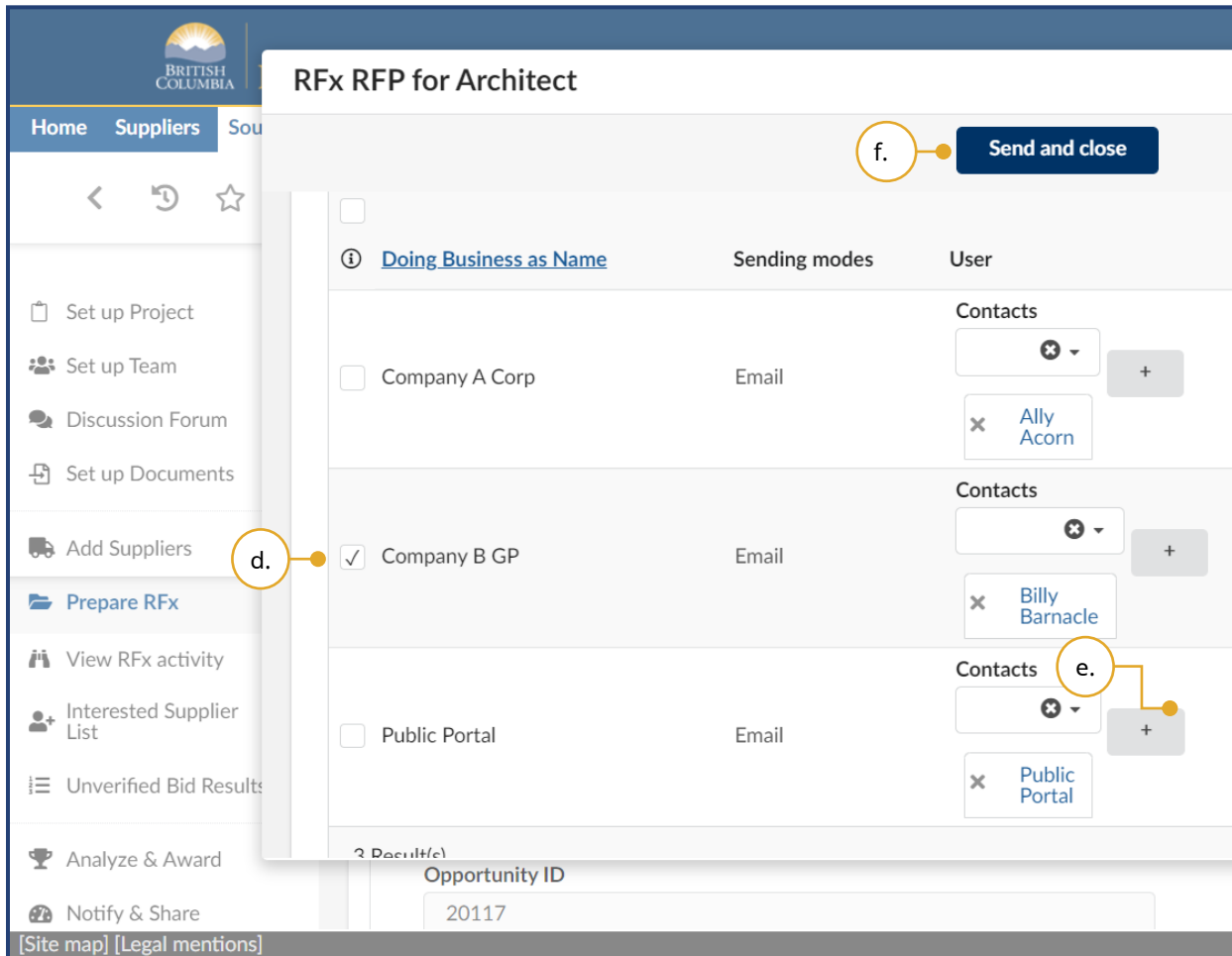
## Step 4 – Manage Open Opportunity

### 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.

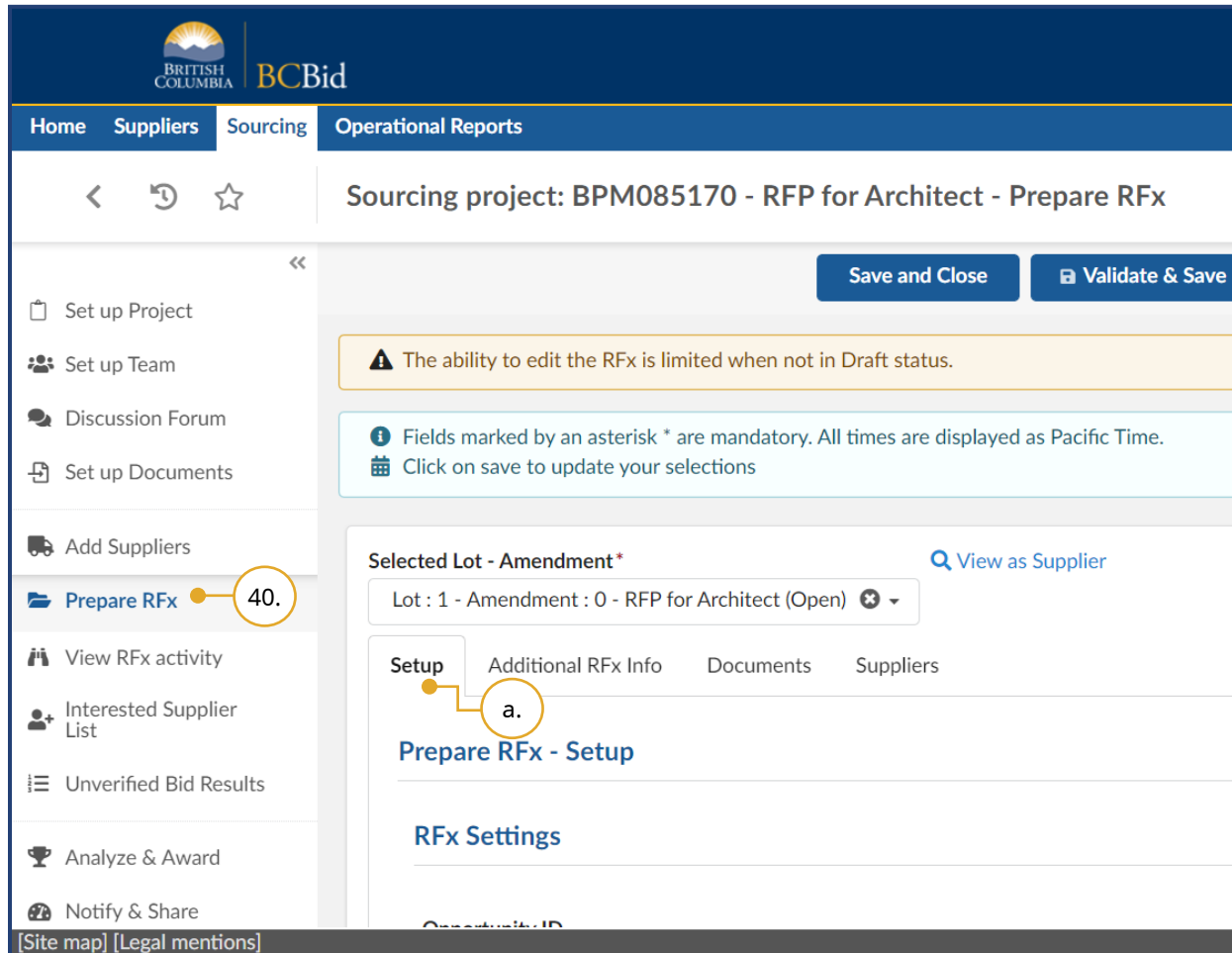


- d. In the dialog box, select the new Supplier.
- e. *Optional:* Click the + button to add a contact to the Supplier profile.
- f. Click **Send and close**.

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

## 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.

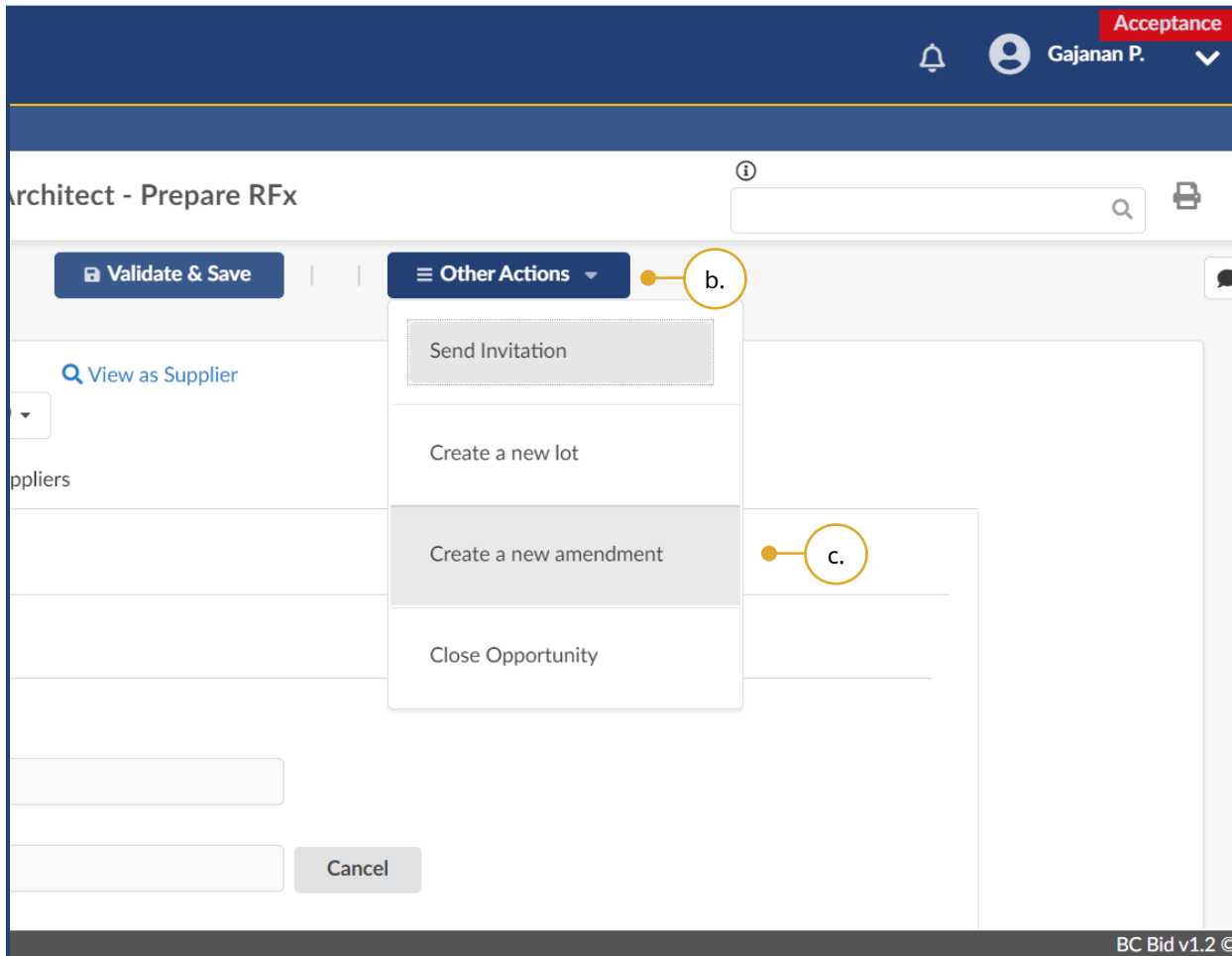


40. *Optional:* To create an Amendment, in the left-hand menu, click **Prepare RFX**.

a. Click the **Setup** tab.



[Issue an Amendment](#)



- 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 Search Reset

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	d. Copy from selected RFX
Setup Tab	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Open Cancel

RFX Type

- 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**.



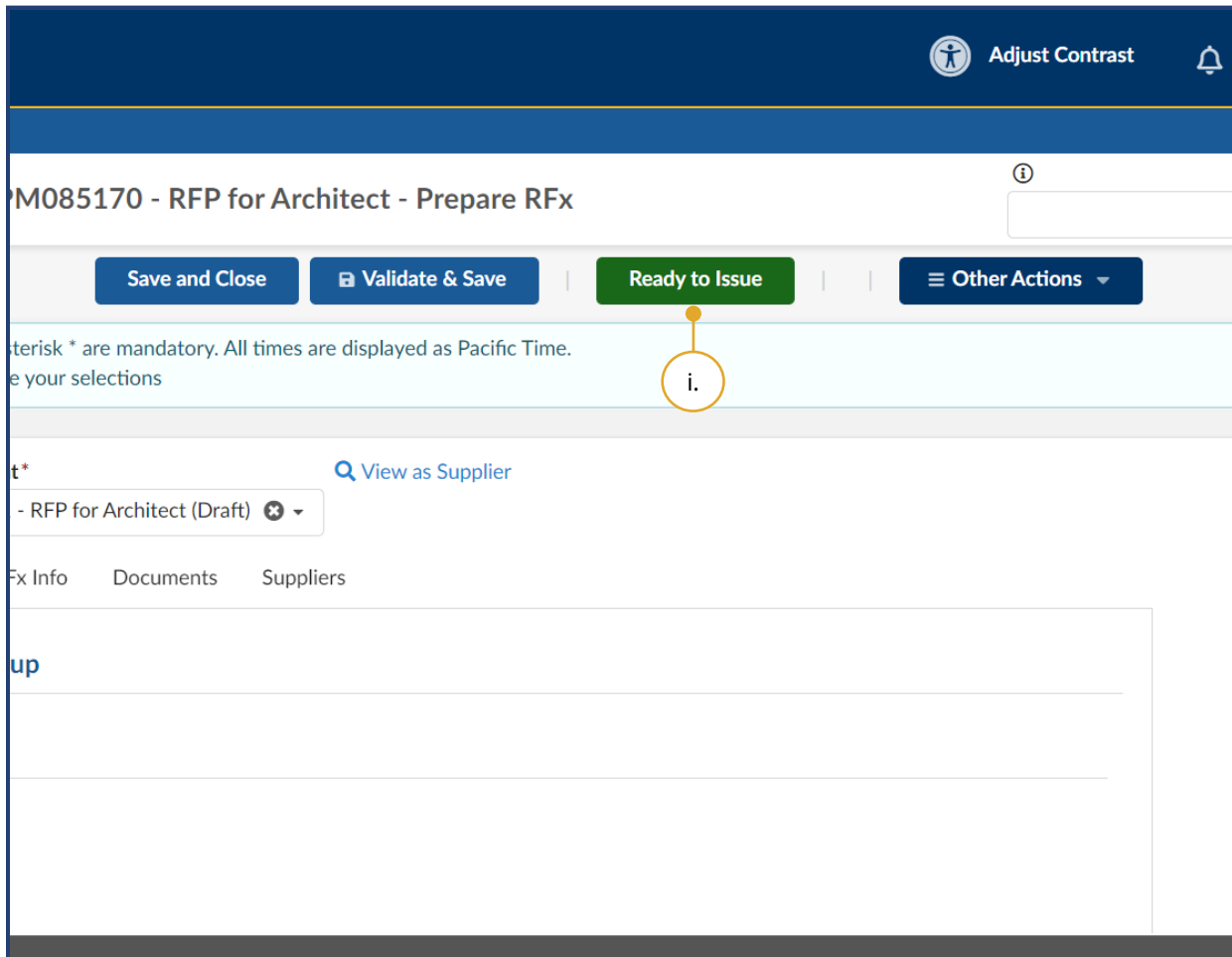
Only select **Copy from selected RFX**. Do not select **Blank** or **Default from RFX Type**.

- 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.

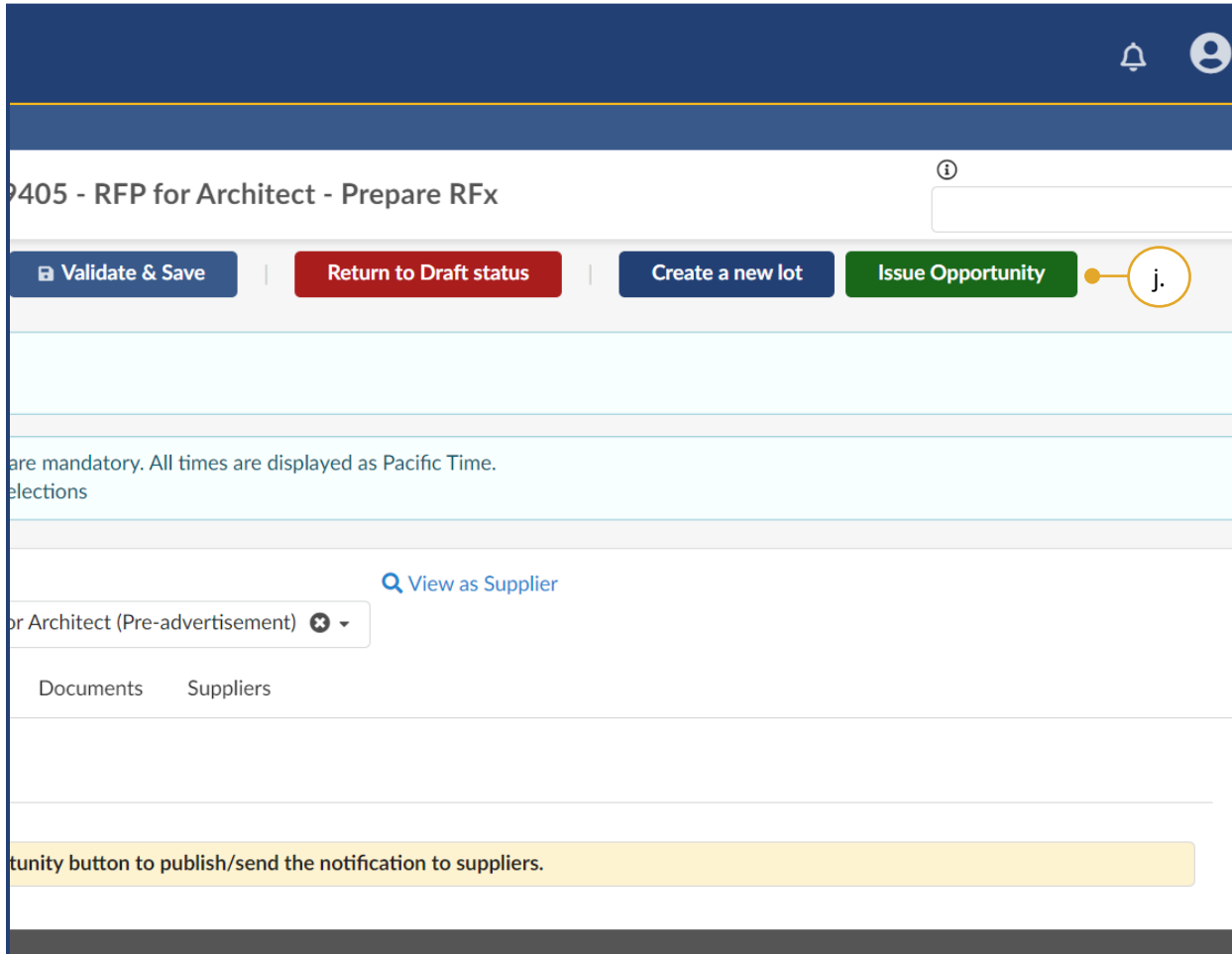
**i** It is recommended that Buyers rename document titles (e.g. with "\_amended") in the Documents tab as it can be confusing for Suppliers to determine which document has been changed.





- 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'. A table lists three entries: 'Company A Corp', 'Company B GP', and 'Public Portal'. Each entry 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 table, 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.

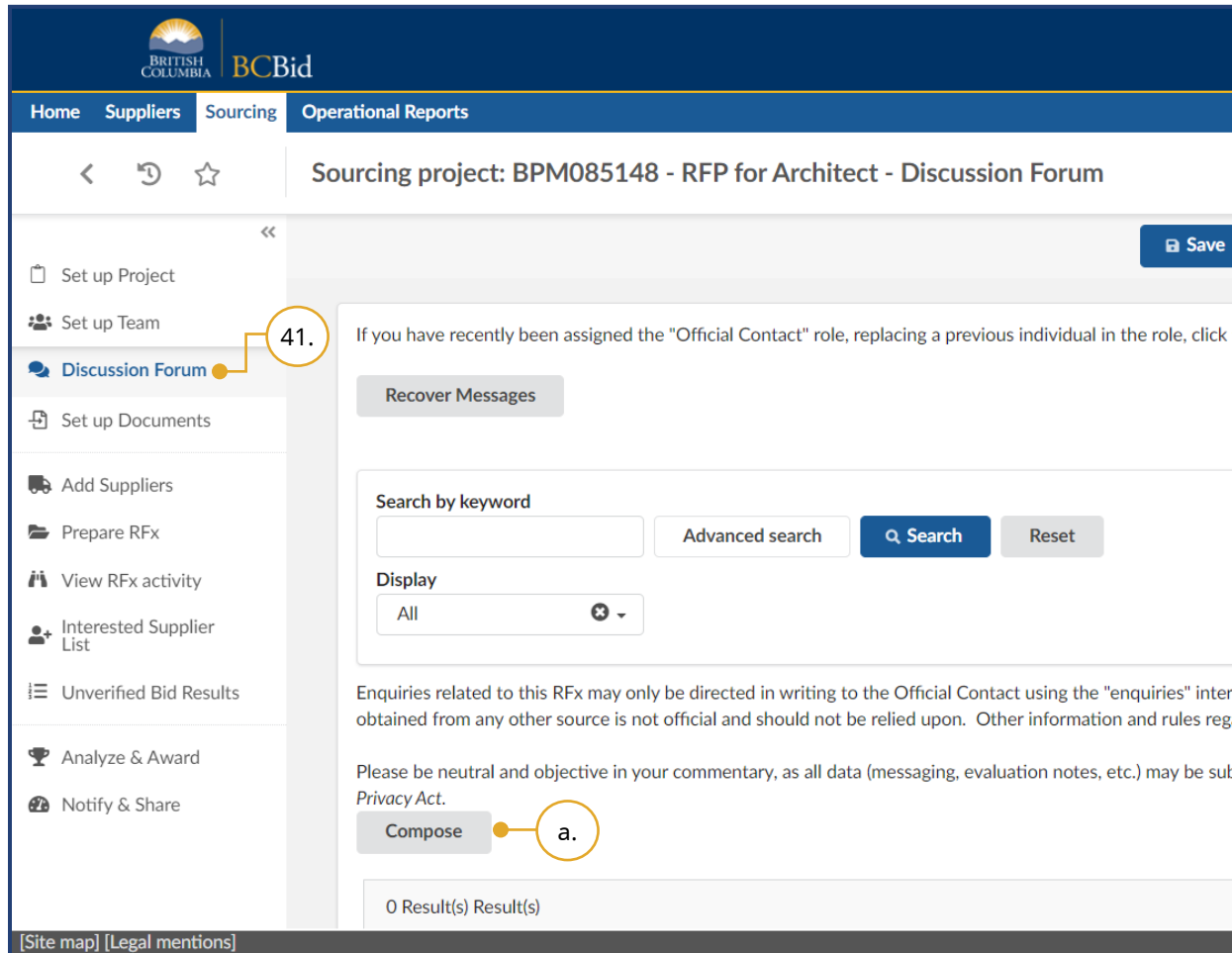
To receive a copy of the opportunity by email, Buyers must select the **Send me a copy** checkbox.



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.



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](#)

Discussion Forum

Adjust Contrast | Gajanan P. | Acceptance

Save

Message Type\*  
Enquiries

Send me a copy

Pujar Gajanan

To

Recipients\* | External Emails

Subject\*  
Opportunity ID, Add #

307,200 kb limit

Send | Cancel

Click or Drag to add files

BC Bid v1.2 ©

- 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



Suppliers will receive notification on an addendum if they have selected the **Start Submission** button and the message is sent to **All Invited Suppliers**.

## 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.

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

The screenshot displays the BC Bid web application interface. At the top, there are navigation tabs for 'Suppliers', 'Sourcing', and 'Operational Reports'. The current page is titled 'Sourcing project: BPM248913 - RFP for Architect - Prepare RFX'. On the left-hand side, a vertical menu lists various actions, with 'Prepare RFX' highlighted and circled in yellow, accompanied by a callout bubble containing the number '43.'. The main content area shows the 'Prepare RFX - Setup' configuration page. Under the 'RFX Settings' section, there are three input fields: 'Opportunity ID' containing '485607', 'RFX Status' containing 'Open', and 'Opportunity Type' containing 'Request for Proposal (BPS)'. A 'Cancel' button is located to the right of the 'RFX Status' field and is circled in yellow with a callout bubble containing the letter 'a.'. At the top right of the main content area, there are two buttons: 'Save and Close' and 'Validate & Save'. The bottom of the page shows a footer with 'map] [Legal mentions]'.

43. *Optional:* In the left-hand menu, click **Prepare RFX**.
- In the Setup tab, click the **Cancel** button.
  - 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. Below this is a breadcrumb trail: Sourcing project: BPM085170 - RFP for Architect - Interested Supplier List. A left-hand sidebar menu contains various project management options, with 'Interested Supplier List' highlighted by a yellow circle and the number '44.'. The main content area is titled 'Interested Supplier List' and includes a search bar with filters for 'RFX Lot - Amendment' (set to 'Lot 1 - Amendment 1 : RFP for Architect') and 'RFX Status' (set to 'Open'). Below the search filters is a table with the following data:

Legal Name	Doing Business as Name	Additional Information	Contact First Name	Contact Last Name
Company A Corporation	Company A Corp		Ally	Acorn

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.

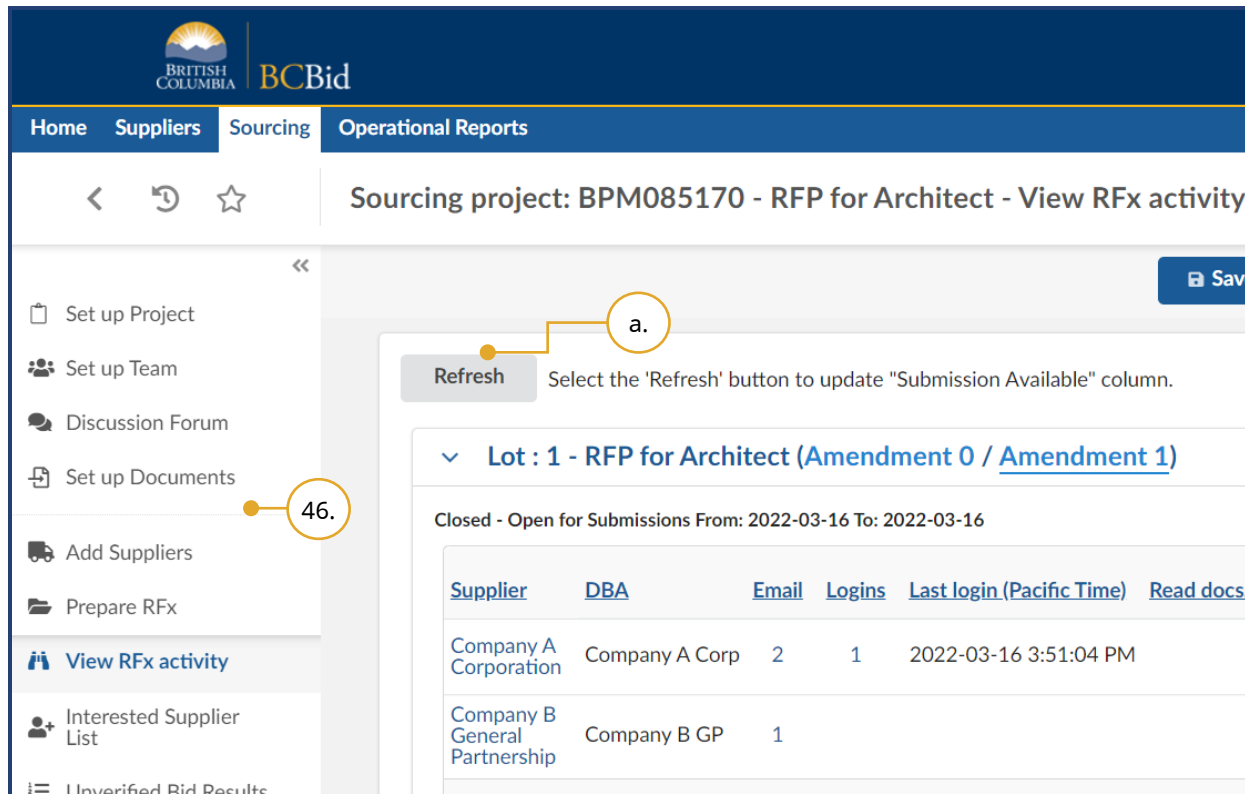
**Note:** When adding suppliers, Shell Suppliers are marked with [SHELL (Unregistered) Supplier].



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



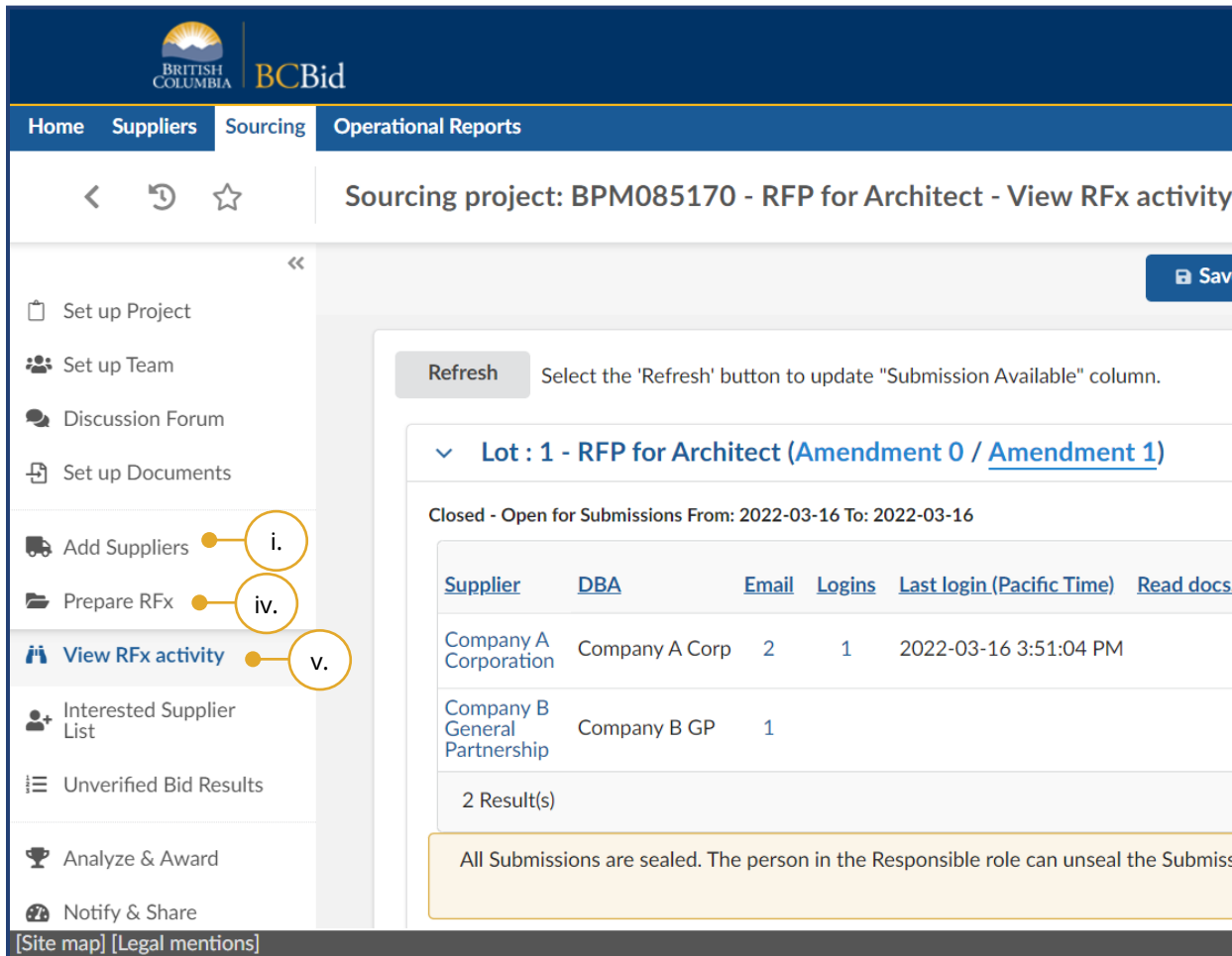
46. In the left-hand menu, click **View RFX activity** to review the received Submissions.

- 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.

## Uploading Submissions

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

The screenshot shows a web interface for viewing RFP activity. At the top, there's a header with 'Adjust Cor' and a user icon. Below is a 'Reports' section with a title 'g project: BPM085170 - RFP for Architect - View RFx activity'. A 'Save' button is visible. A 'Refresh' button is also present 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)' with a status 'Closed - Open for Submissions From: 2022-03-16 To: 2022-03-16'. A table lists suppliers with columns: 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. Below the table, it says '2 Result(s)'. 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](#)

The screenshot shows a web interface for submitting a bid. At the top, there are buttons for 'Save', 'Save & Close', 'Submit', and 'Cancel this Submission'. The 'Submit' button is circled in yellow and labeled 'iii.'. Below the buttons, the form is divided into two columns. The left column, titled 'Submission Information', contains fields for 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), and Offline Submission Entered (12:00:00 AM). The 'Offline Submission Receipt\*' field is circled in yellow and labeled 'i.'. The right column, titled 'Supplier Documents', shows a 307,200 kb limit and a green button labeled 'Click or Drag to add files', which is circled in yellow and labeled 'ii.'. The top right corner of the dialog box has a user profile icon and the text 'Adju'.

- 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**.

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 type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

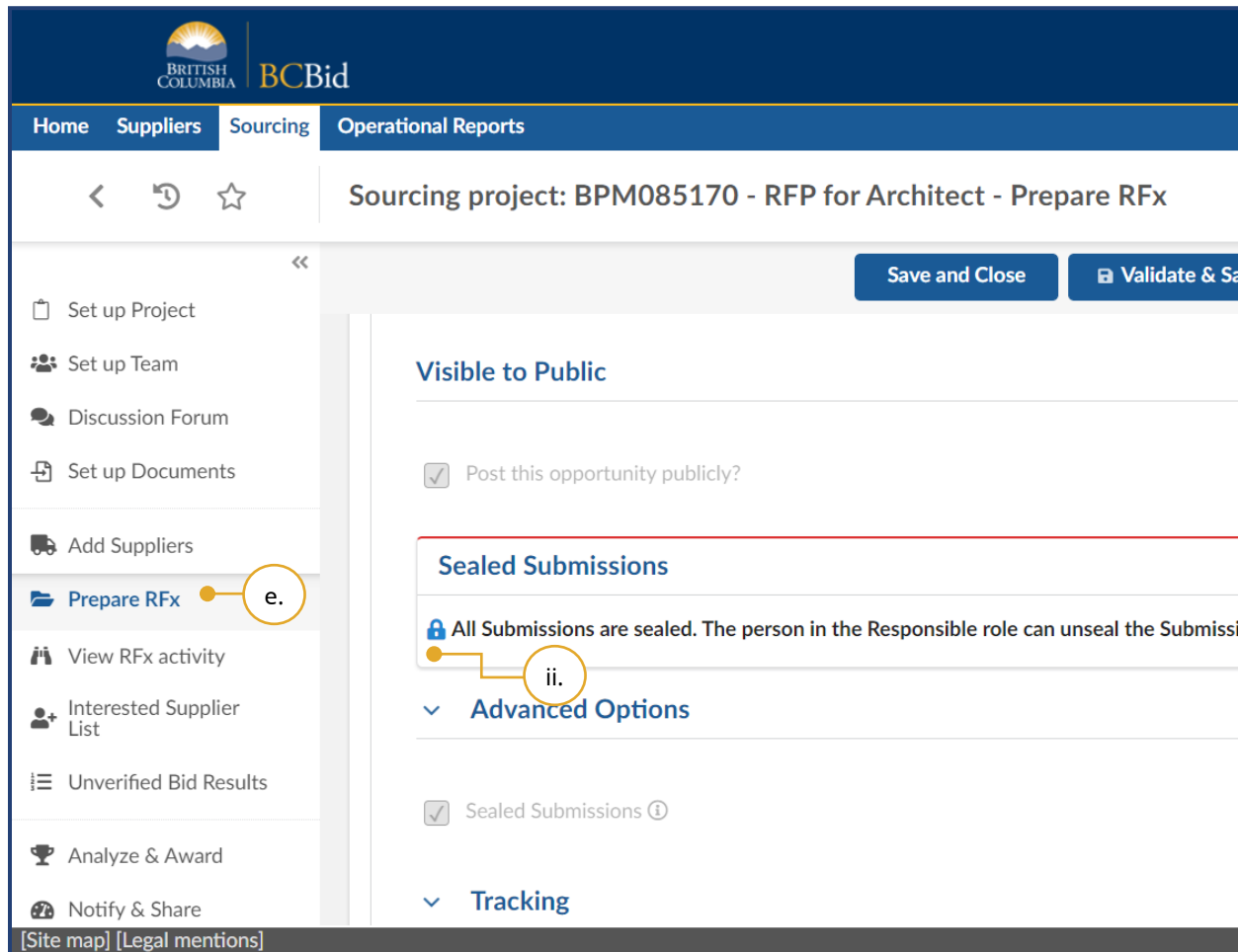
Responsible role can unseal the Submissions after 2022-03-16 3:52:14 PM (Pacific Time) from the Prepare RFX tab.

BC Bid v1.2 ©

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

## Unsealing and Downloading Submissions

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



- e. 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 interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The breadcrumb trail indicates the current page is 'Sourcing project: BPM085170 - RFP for Architect - View RFX activity'. A left-hand menu contains various project management tasks, with 'View RFX activity' highlighted and circled in yellow, accompanied by a callout 'f.'. The main content area displays a 'Refresh' button and a 'Save' button. Below this, a section titled 'Lot : 1 - RFP for Architect (Amendment 0 / Amendment 1)' shows a table of suppliers. A notification at the bottom states: 'Submissions are now available for evaluation, unsealed on 2022-03-16 4:03:16 PM (P) by PUJAR Gajanan'.

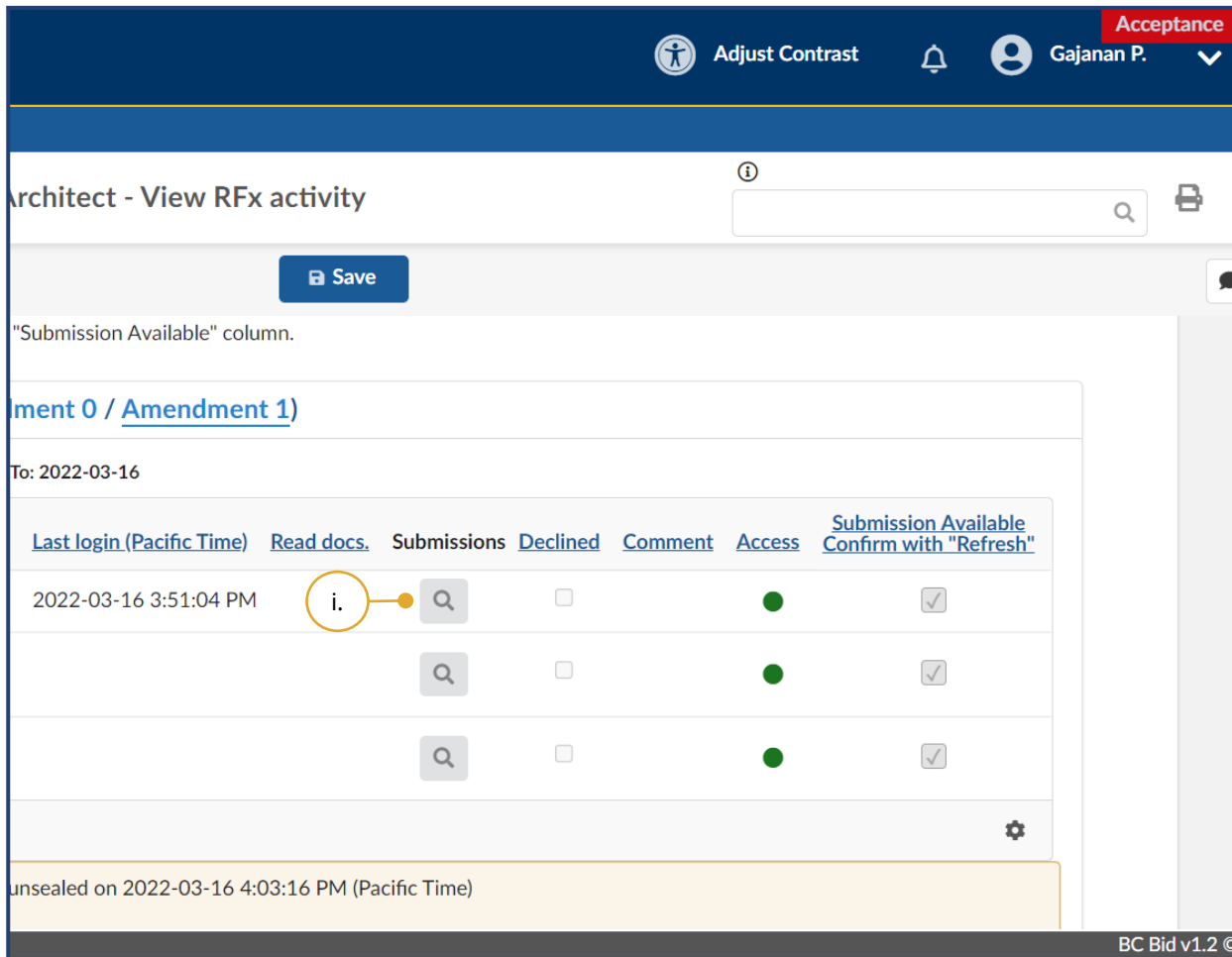
Supplier	DBA	Email	Logins	Last login (Pacific Time)	Read docs.
Company A Corporation	Company A Corp	2	1	2022-03-16 3:51:04 PM	
Company B General Partnership	Company B GP	2			
Company C Sole Proprietor	Company C SP				

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](#)

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

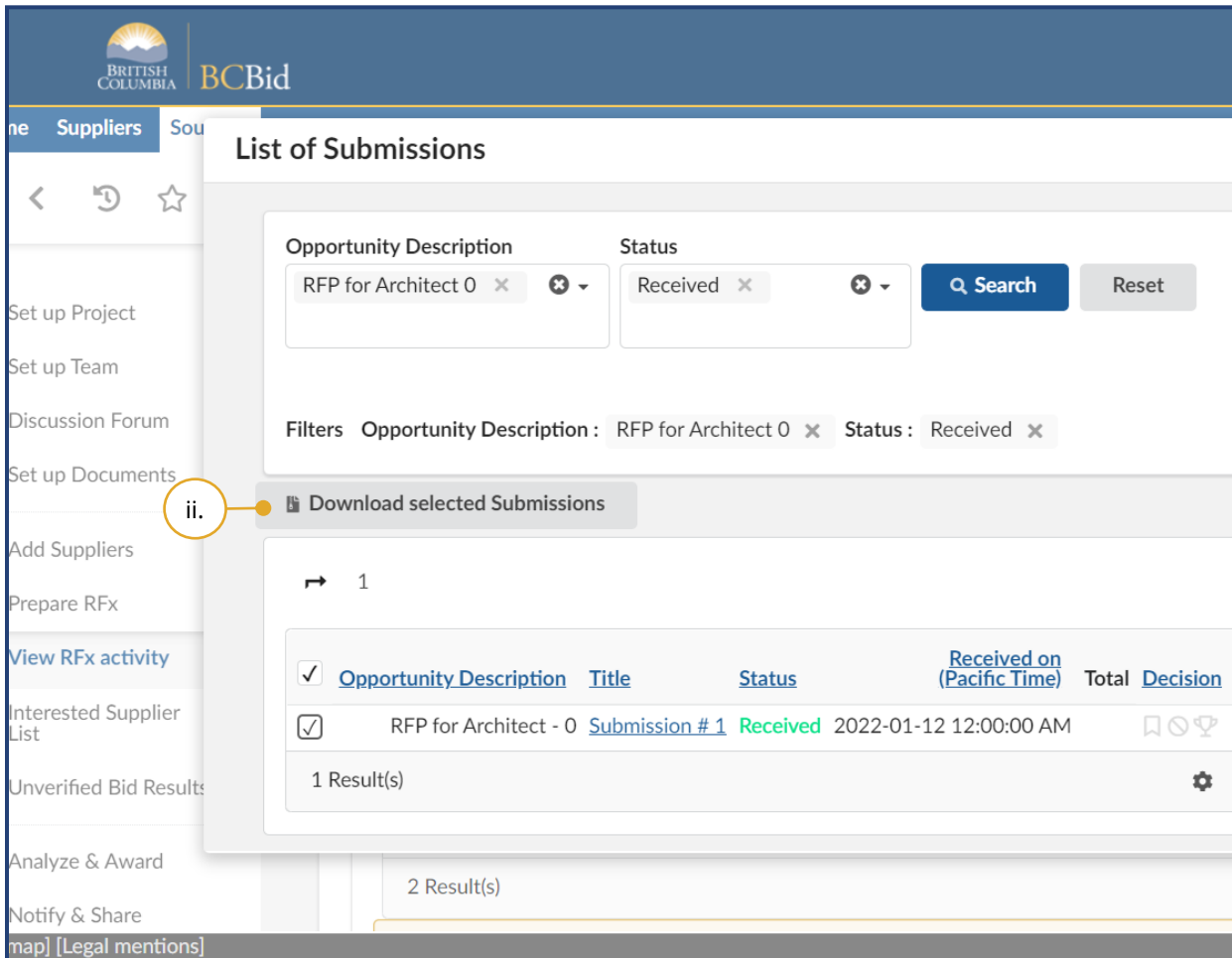


- i. Click the **magnifying glass** icon beside each Supplier in the Submissions column to access the Submissions.

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.

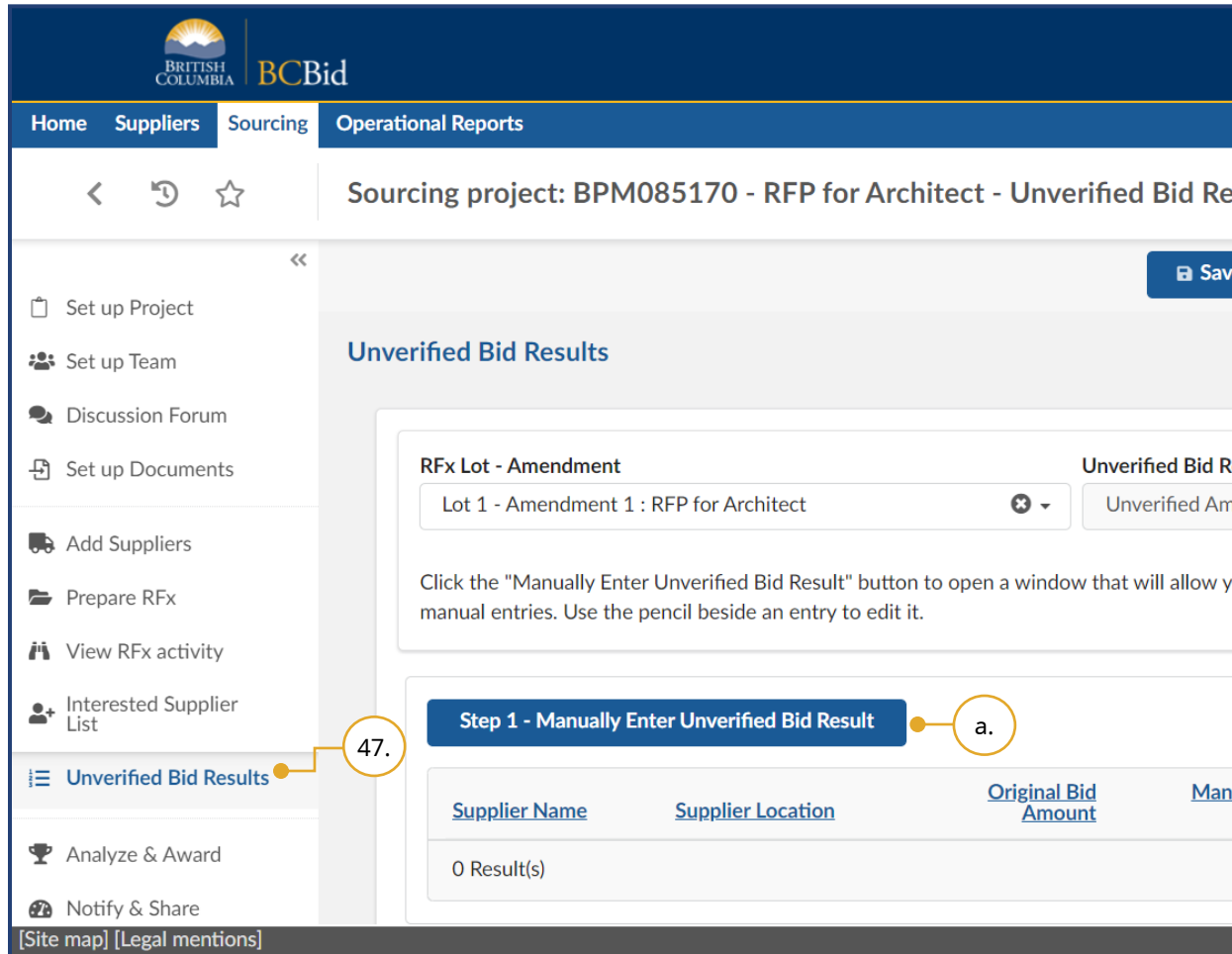


- ii. Select the Submission and then click **Download selected Submissions**.

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



47. 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](#)

**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.

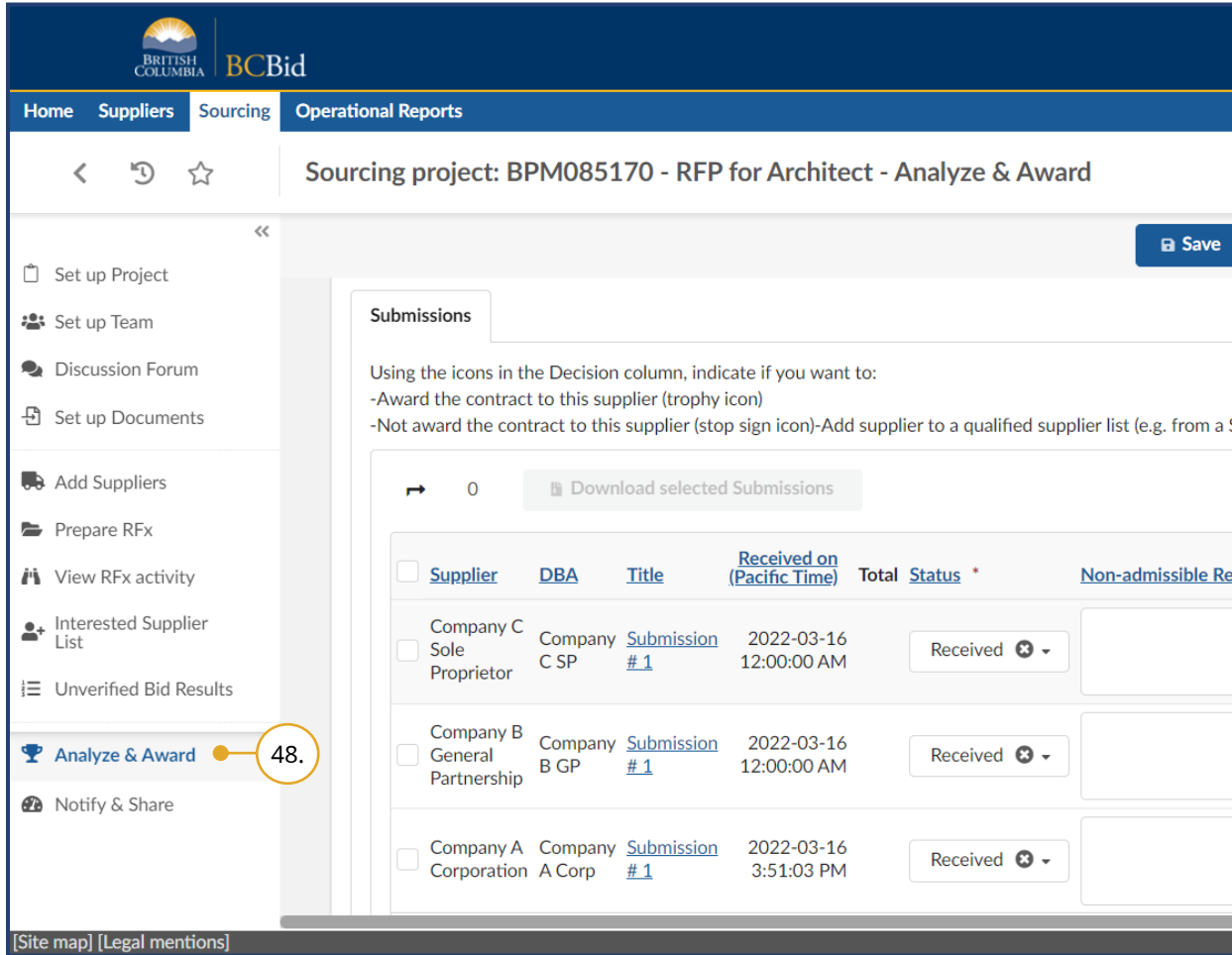
c. *Optional:* Click **Alternative Step 2 - Publish 0 Bids to Public Portal**.

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



Submissions

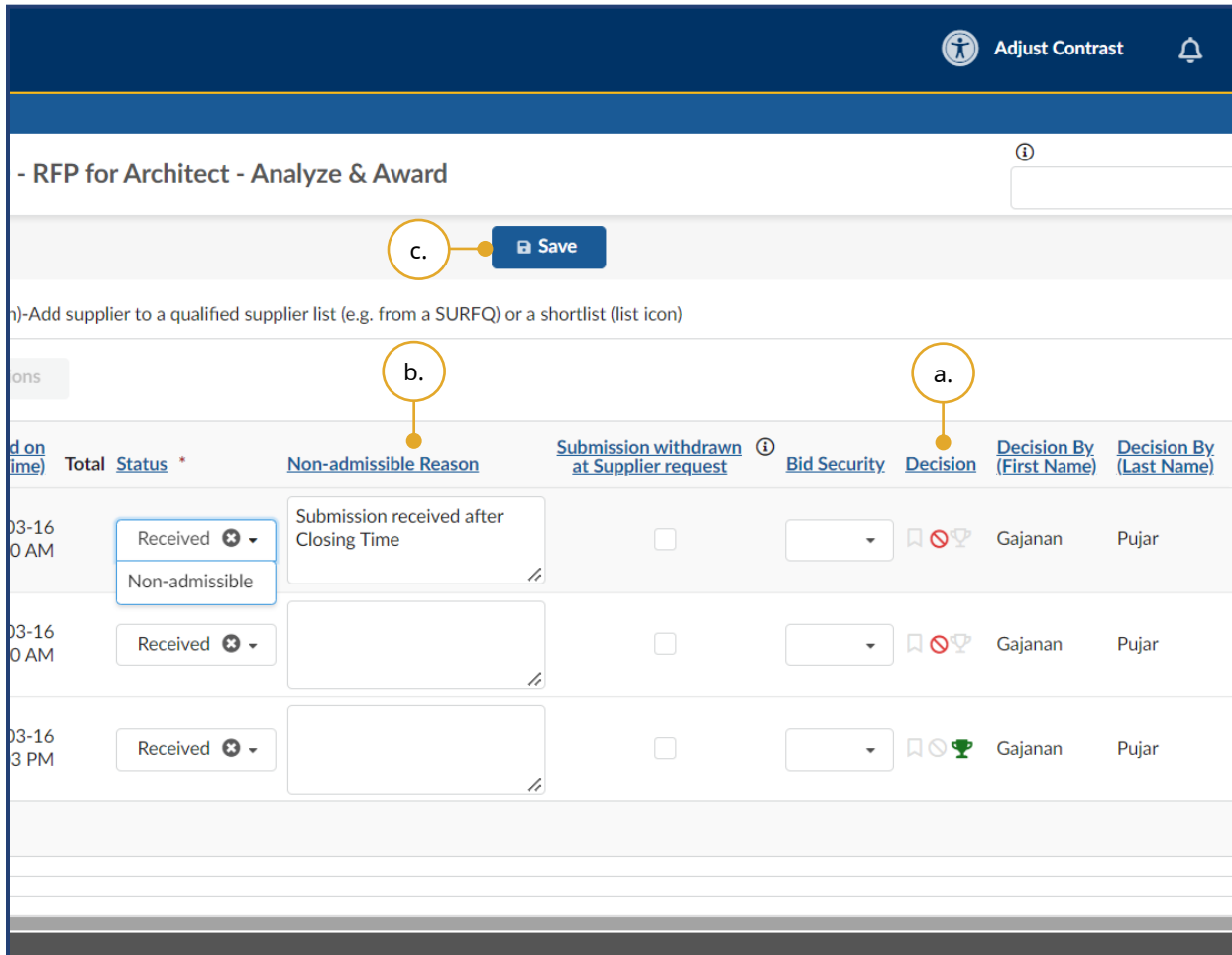
Using the icons in the Decision column, indicate if you want to:  
 -Award the contract to this supplier (trophy icon)  
 -Not award the contract to this supplier (stop sign icon)-Add supplier to a qualified supplier list (e.g. from a S

<input type="checkbox"/>	Supplier	DBA	Title	Received on (Pacific Time)	Total	Status *	Non-admissible Rea
<input type="checkbox"/>	Company C Sole Proprietor	Company C SP	<a href="#">Submission # 1</a>	2022-03-16 12:00:00 AM		Received 🏆	
<input type="checkbox"/>	Company B General Partnership	Company B GP	<a href="#">Submission # 1</a>	2022-03-16 12:00:00 AM		Received 🏆	
<input type="checkbox"/>	Company A Corporation	Company A Corp	<a href="#">Submission # 1</a>	2022-03-16 3:51:03 PM		Received 🏆	

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



[Awarding a Contract/Shortlisting](#)



- a. 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.
- b. 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.
- c. 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

The screenshot displays the BC Bid system interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The breadcrumb trail shows 'Sourcing project: BPM085170 - RFP for Architect - Notify & Share'. The left-hand menu is visible, with 'Notify & Share' highlighted and a circled '49.' next to it. The main content area features a 'Search Submissions' section with filters for 'Supplier', 'Amendment', and 'Decision'. The 'Amendment' filter is set to 'Lot : 1 - RFP for Architect - Amendment : 1'. The 'Decision' filter is set to 'Unsuccessful' and 'Selected'. Below the search filters is a table titled 'Notifications Sent (Selected and Not Selected)' with the following data:

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	

49. 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.

Additional Reports

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

[Save](#)

Search Submissions

Supplier:

Amendment: Lot : 1 - RFP for Architect - Amendment : 1  [Search](#) [Reset](#)

Decision: Unsuccessful  Selected

**Notifications Sent (Selected and Not Selected)**

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification	Contract Aw
Company A Corporation	Company A Corp	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Selected		<a href="#">Send notification</a>	<a href="#">Create Con</a>
Company B General Partnership	Company B GP	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Unsuccessful		<a href="#">Send Notification</a>	
Company C Sole Proprietor	Company C SP	Lot : 1 / Amendment : 1	<a href="#">Submission # 1</a>	Unsuccessful		<a href="#">Send Notification</a>	

3 Result(s)

- a. Click **Send notification** in the Notification column. This will open Send an e-mail dialog box.

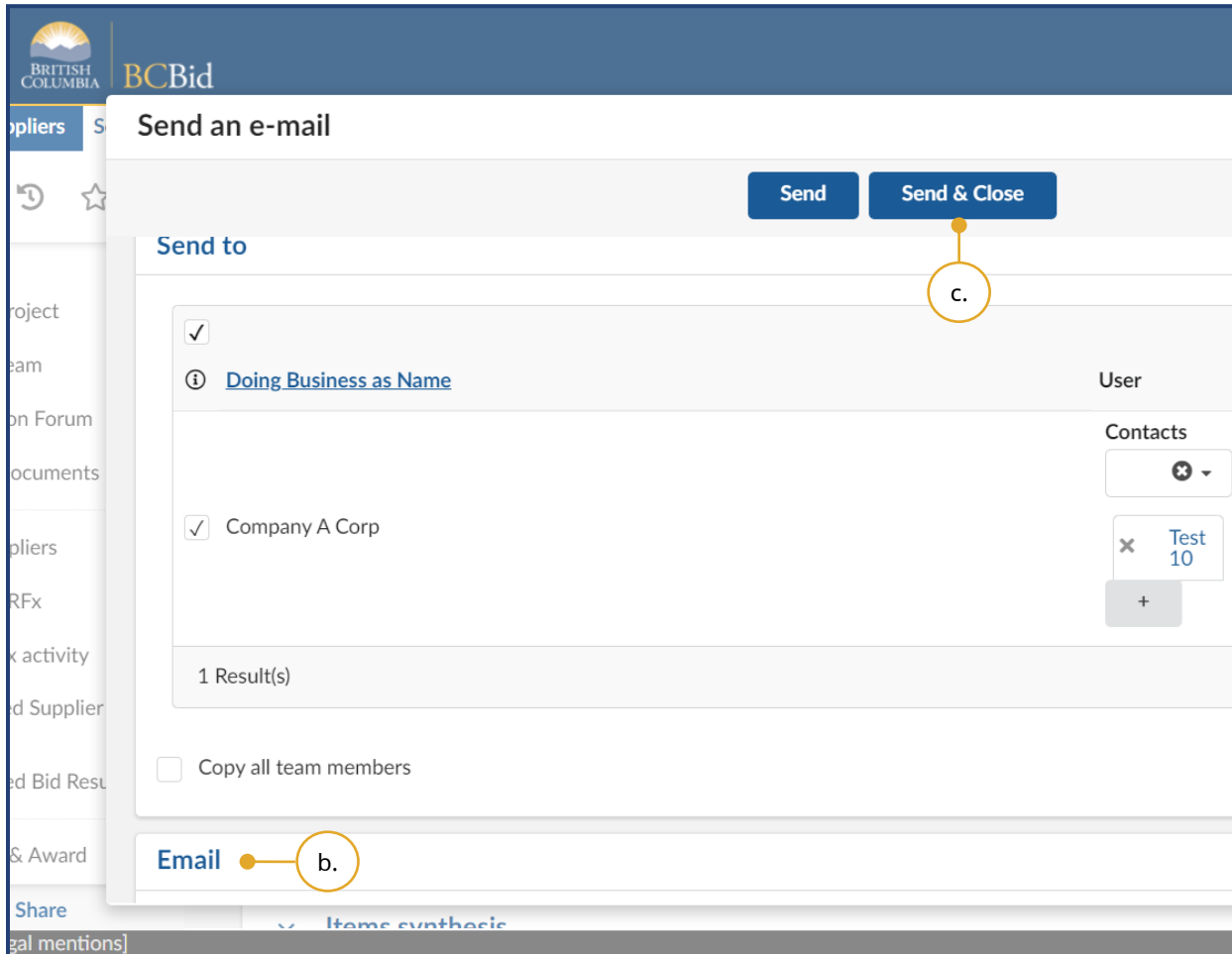
Note: For opportunity types that involve shortlisting or qualifying Suppliers, Buyers notify the Suppliers through the Discussion Forum or a communication channel external to BC Bid application.



[Sending List Results Notification to Suppliers](#)

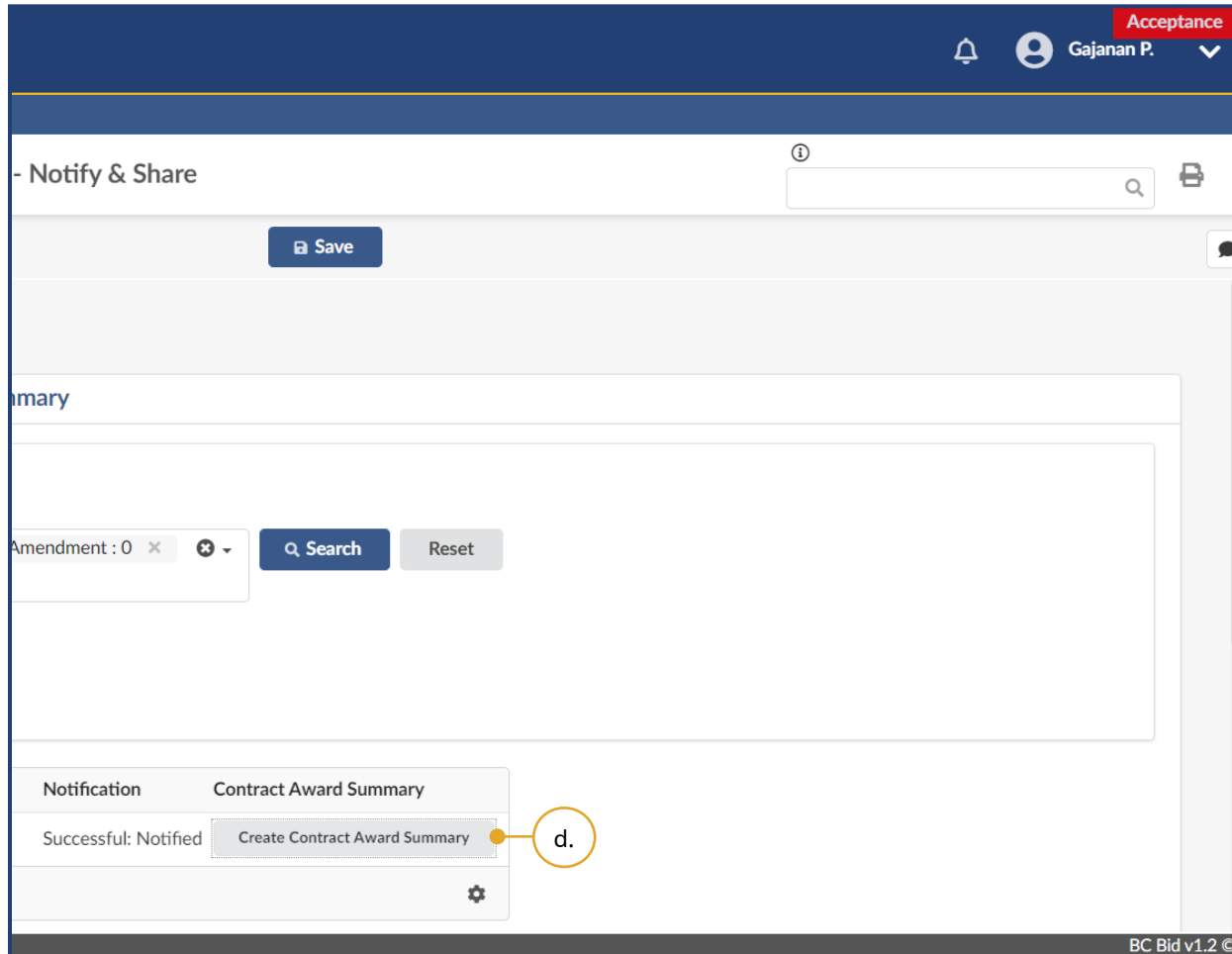


[Sending Award Results Notification to Suppliers](#)



- 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 shows the 'Contract' form in the BCBid system. The form is titled 'Contract:' and has a 'Save & Close' button at the top right. Below the button is a 'General Information' section. The form contains the following fields and values:

- Contract Number\***: 13F91GP (Callout i.)
- Type**: Simple Agreement
- Sourcing Project**: RFP for Architect
- Supplier**: Company C Sole Proprietor (Callout vi.)
- Main Address**: (Empty field)
- Justification for Direct Award/Limited Tendering**: Competitive
- Award Date\***: 2022-01-06 (Callout ii.)
- Issuing Location\***: 563 Superior St, Victoria (Callout iii.)
- Contract Value\***: 500000 (Callout iv.)
- Contract contact email\***: alc@gmail.com (Callout v.)

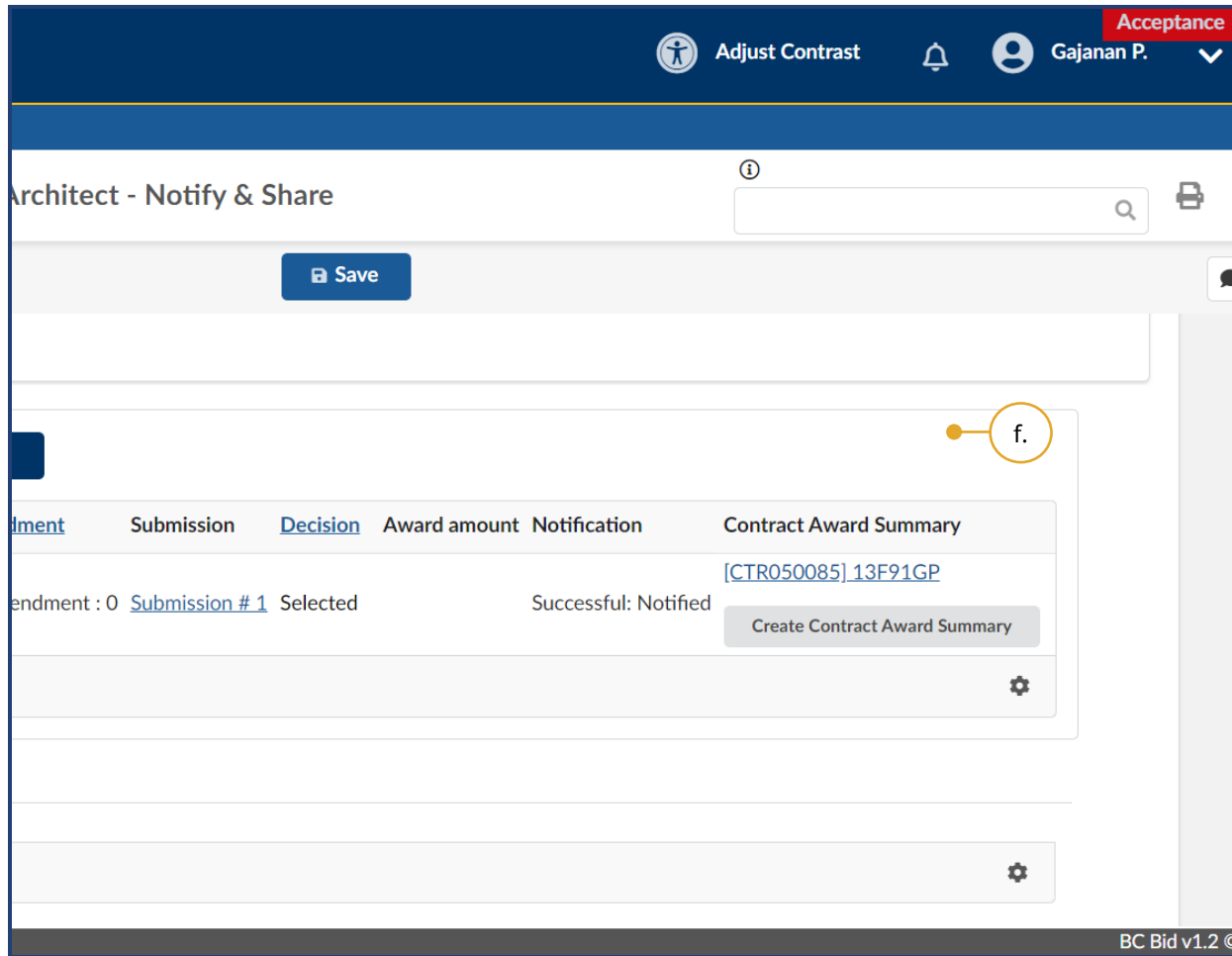
Callout vii. points to the 'Save & Close' button.

- e. In the dialog box, complete the following:
- Enter the **Contract Number**.
  - Select the **Award Date**.
  - Enter the full address of the **Issuing Location**.
  - Enter the **Contract Value**.
  - Enter the **Contract contact email**.
  - Enter **Justification for Direct Award/Limited Tendering**.
  - Click **Save & Close**.




The **Type** field is a BC Bid application requirement and is not available to any user.

Editing or Deleting Contract Award Summary



- f. *Optional:* To edit or delete a Contract Award Summary, click the Contract Award Summary **hyperlink**.

 A Contract Award Summary cannot be edited or deleted if the opportunity status is 'Completed'.

**Contract header**

Type: Simple Agreement

Contract: 50085

Sourcing Project: RFP for Architect

Rfx reference: RFP for Architect

Contract Number\*: 13F91GP

Supplier: Company A Corporation

Supplier Address\*: 18 Douglas St, Victoria, British Columbia

Justification for Direct Award/Limited Tendering: Competitive

Award Date\*: 2022-05-20

Issuing Location\*: 563 Superior St, Victoria

0 Result(s)

- i. Edit the Contract Award Summary as necessary, or
- ii. To delete the Contract Award Summary, select **Deleted** in the Status drop-down.
- iii. Click **Save**.

## 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 titled 'Selected Lot - Amendment\*' and shows 'Lot : 1 - Amendment : 0 - RFP for Architect (Closed)'. There are two buttons at the top right: 'Save and Close' and 'Validate & Sa'. The left-hand menu is visible, with 'Prepare RFX' highlighted and circled in yellow, with a yellow dot and the letter 'a.' next to it. The 'Prepare RFX' menu item has a sub-menu with 'Setup' highlighted and circled in yellow, with a yellow dot and the letter 'i.' next to it. The main content area shows the 'Prepare RFX - Setup' form with the following fields: 'Opportunity ID' (156008), 'RFX Status' (Closed), and 'Opportunity Type' (Request for Proposal (BPS)). There is a 'Cancel' button next to the 'RFX Status' field. At the bottom left of the interface, there are links for '[Site map]' and '[Legal mentions]'.

50. When appropriate, change the status of the opportunity to 'Completed':

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

- Click the **Setup** tab.

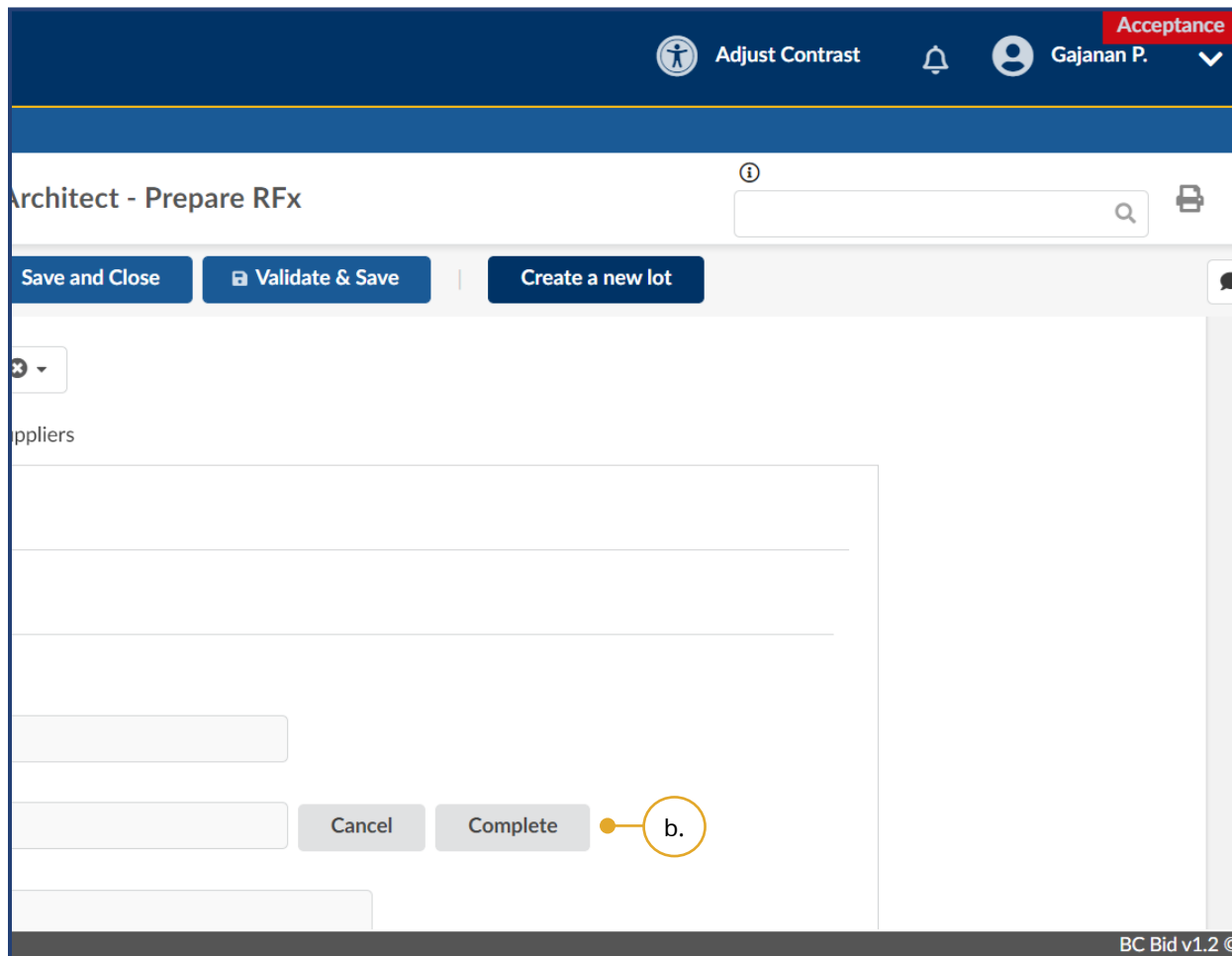


[Completing an opportunity](#)



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'.

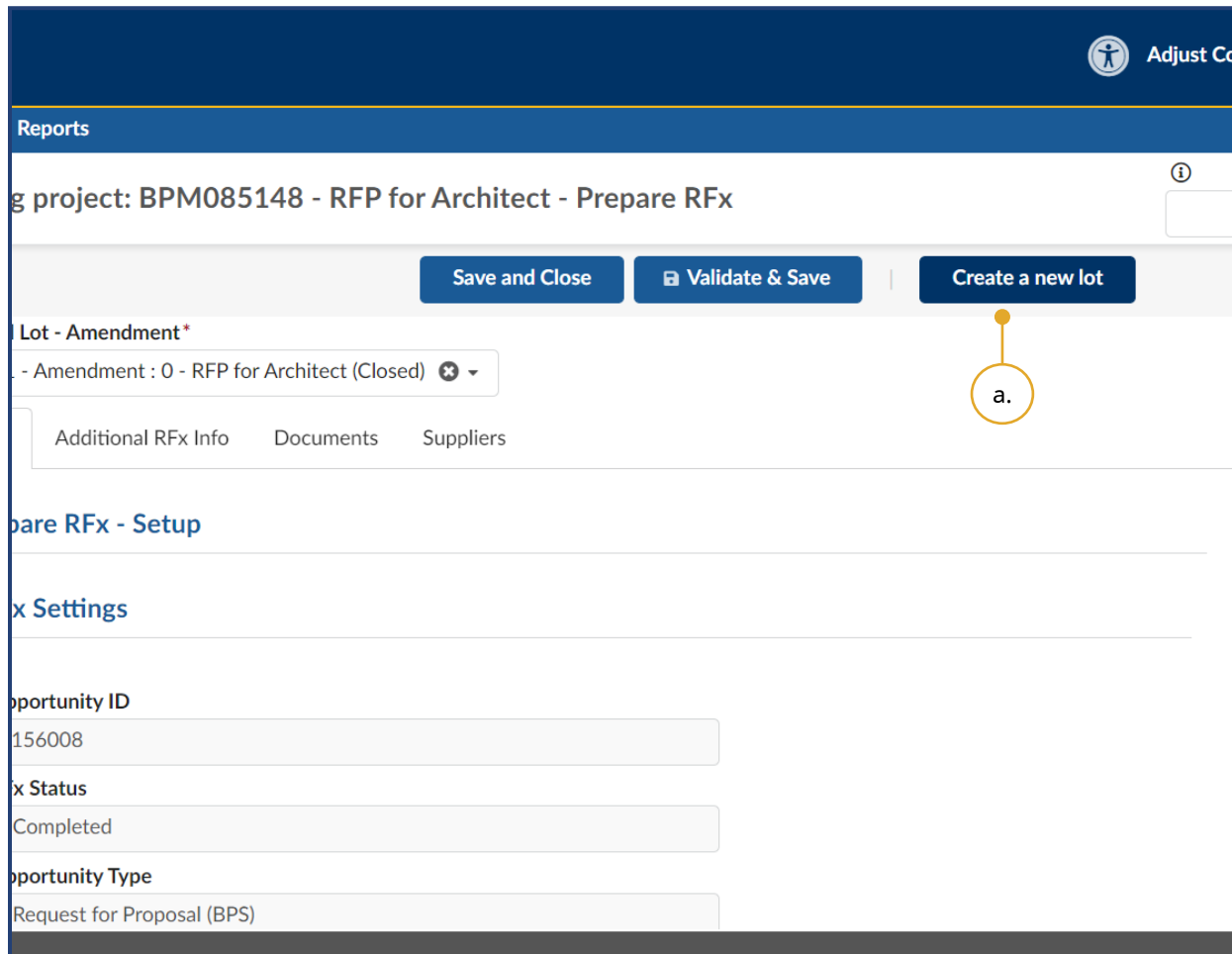
Note: Click **Cancel** to cancel the opportunity at any point before the contract award notice is published. There can be different reasons for cancelling an opportunity.



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.



51. *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

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"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">b.</span>	<input type="radio"/>

RFP for Architect

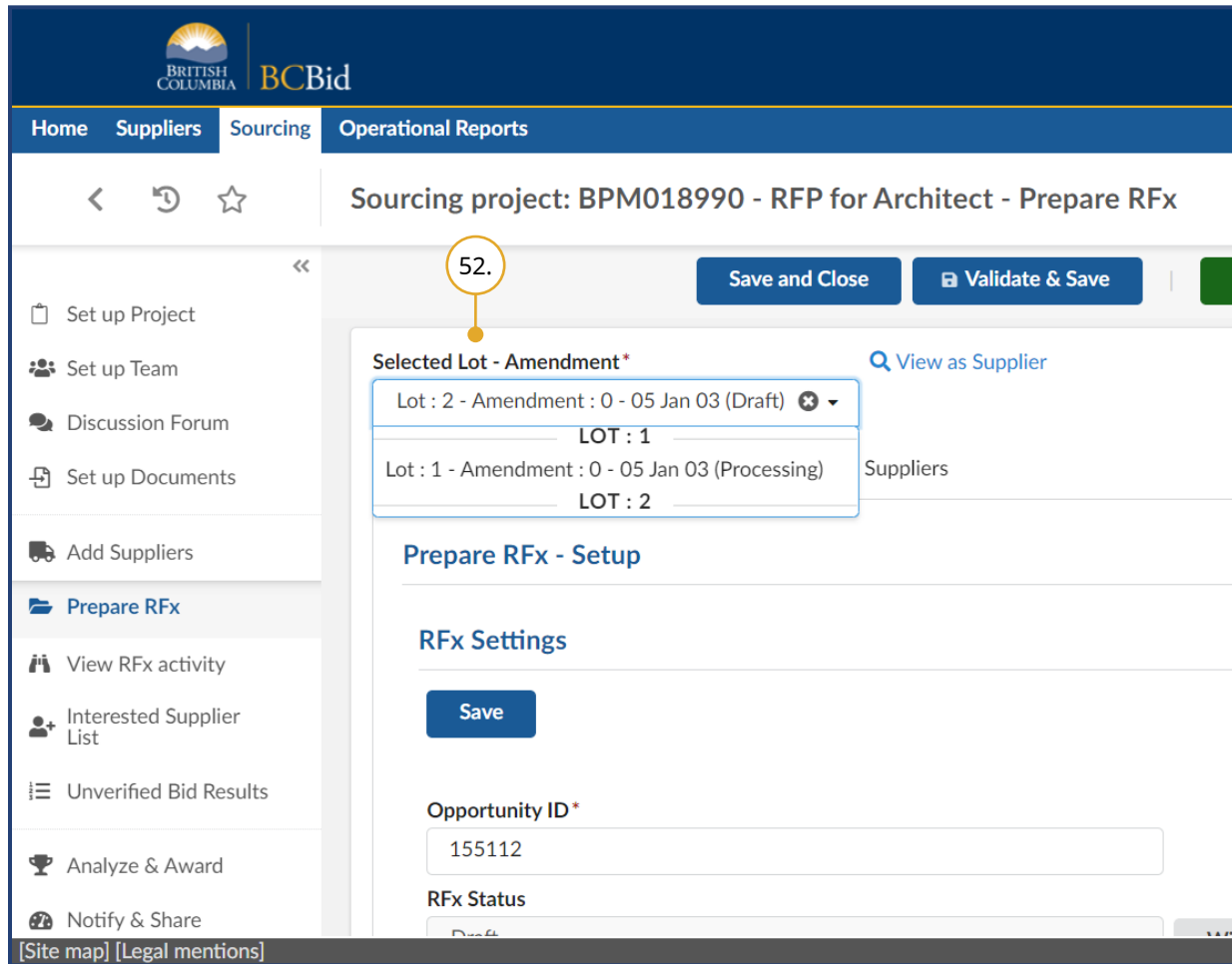
- b. In the dialog box, within the Copy Options table, ensure the **Default from RFX Type** option is selected.
- c. Click **Create & Close** and then click **Continue**.

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



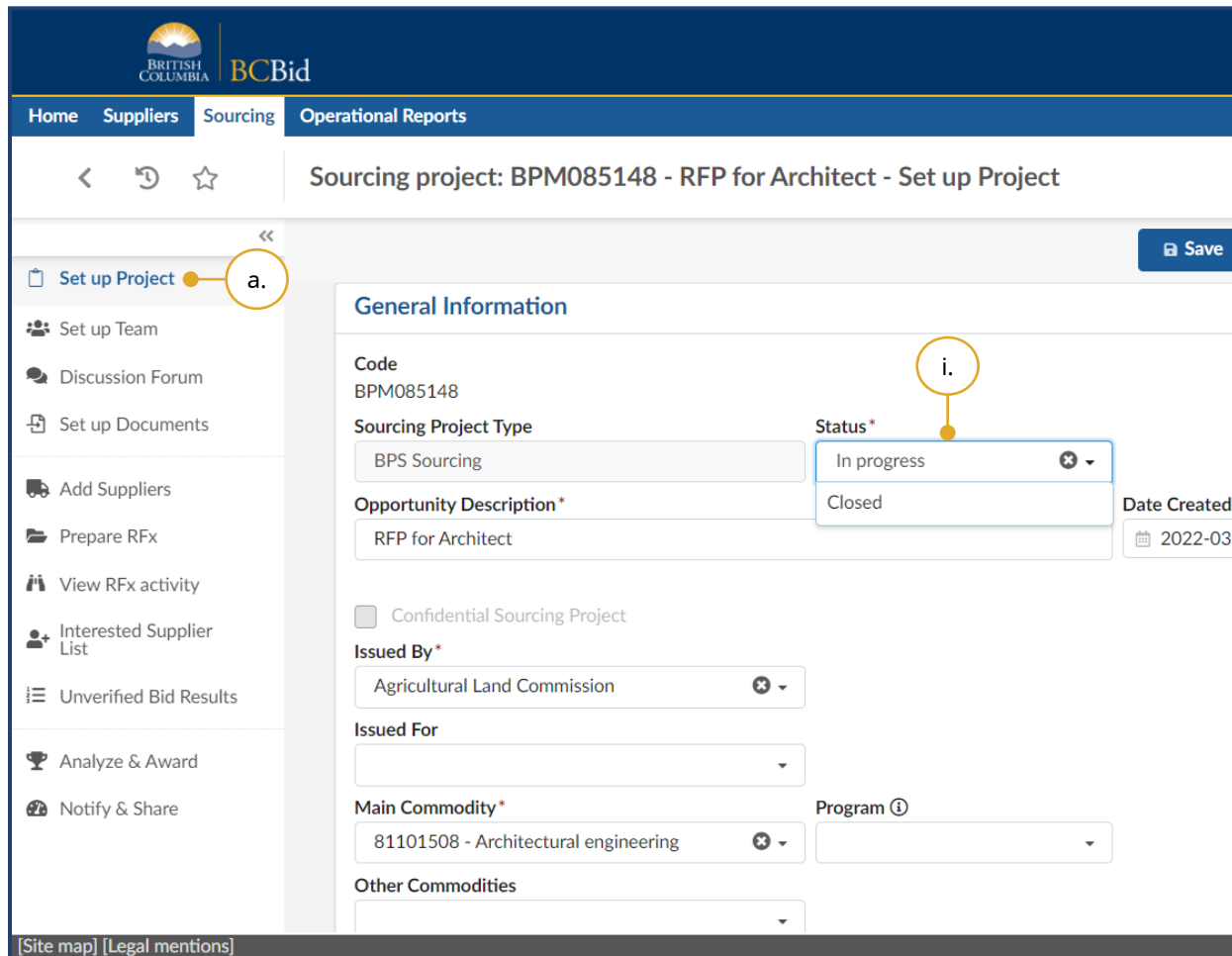
After creating a new Lot, Buyers must complete the necessary menus and tabs then issue the opportunity

Toggle Amendment or Lot



52. *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



- 53. *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

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.

The screenshot shows the BCBid system interface. The top navigation bar includes 'Home', 'Suppliers', 'Sourcing', and 'Operational Reports'. The 'Sourcing' menu is open, showing options: 'Sourcing Projects', 'Create Sourcing Project', 'Programs', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice' (highlighted in orange), and 'Unverified Bid Results'. A red circle with the number '1.' points to the 'Sourcing' menu, and another red circle with the number '2.' points to the 'Create Contract Award Notice' option. Below the menu, there are sections for 'Sourcing Projects', 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', and 'RFx in Draft'. The 'RFx in Draft' section contains a table with the following data:

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

The URL at the bottom of the page is [https://envalt.ivalua.ca/buyer/ssbc/rctevol/s4nxe/page.aspx/en/ctr/ctr\\_nonrfx\\_manage](https://envalt.ivalua.ca/buyer/ssbc/rctevol/s4nxe/page.aspx/en/ctr/ctr_nonrfx_manage).

1. On the main menu, click **Sourcing**.
2. 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](#)

Home Suppliers Sourcing Operational Reports

Create Contract Award Notice

Publish

Opportunity ID\* a. 12814

Opportunity Type\* b. Direct Award

Supply Arrangement

Opportunity Description\* c. GPS Collars

Issuing Organization\* d. Agricultural Land Commission

Issuing Location\* e. 563 Superior St

Contract Contact Email\* f. alc@gmail.com

Contract Number\* 13F91GP

Type Simple Agreement

Supplier\* Company A Corporation

Supplier Address 900 Jackson Ave, Langford

Award Date\* 2022-01-06

Contract Value\* 500000

Justification for Direct Award/Limited Tendering  
Company A Corporation is the only Contractor who is qualified

[Site map] [Legal mentions]

3. In the dialog box:
  - a. Enter the **Opportunity ID**.
  - b. Select the **Opportunity Type**.
  - c. Enter the **Opportunity Description**.
  - d. Select the **Issuing Organization**.
  - e. Enter the **Issuing Location**.
  - f. Enter the **Contract Contact Email**.

Note: The **Supply Arrangement** drop-down list is not applicable to Direct Awards but is required for multiple contract awards resulting from a single opportunity.

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 'Publish' button. The form contains several fields with callouts:

- Opportunity ID\***: 12814
- Opportunity Type\***: Direct Award
- Supply Arrangement**: (empty)
- Opportunity Description\***: GPS Collars
- Issuing Organization\***: Agricultural Land Commission
- Issuing Location\***: 563 Superior St
- Contract Contact Email\***: alc@gmail.com
- Contract Number\***: 13F91GP (labeled 'g.')
- Type**: Simple Agreement
- Supplier\***: Company A Corporation (labeled 'h.')
- Supplier Address**: 900 Jackson Ave, Langford (labeled 'i.')
- Award Date\***: 2022-01-06 (labeled 'j.')
- Contract Value\***: 500000 (labeled 'k.')
- Justification for Direct Award/Limited Tendering**: Company A Corporation is the only Contractor who is qualified (labeled 'l.')
- Publish** button (labeled 'm.')

At the bottom of the form, there are links for [Site map] and [Legal mentions].

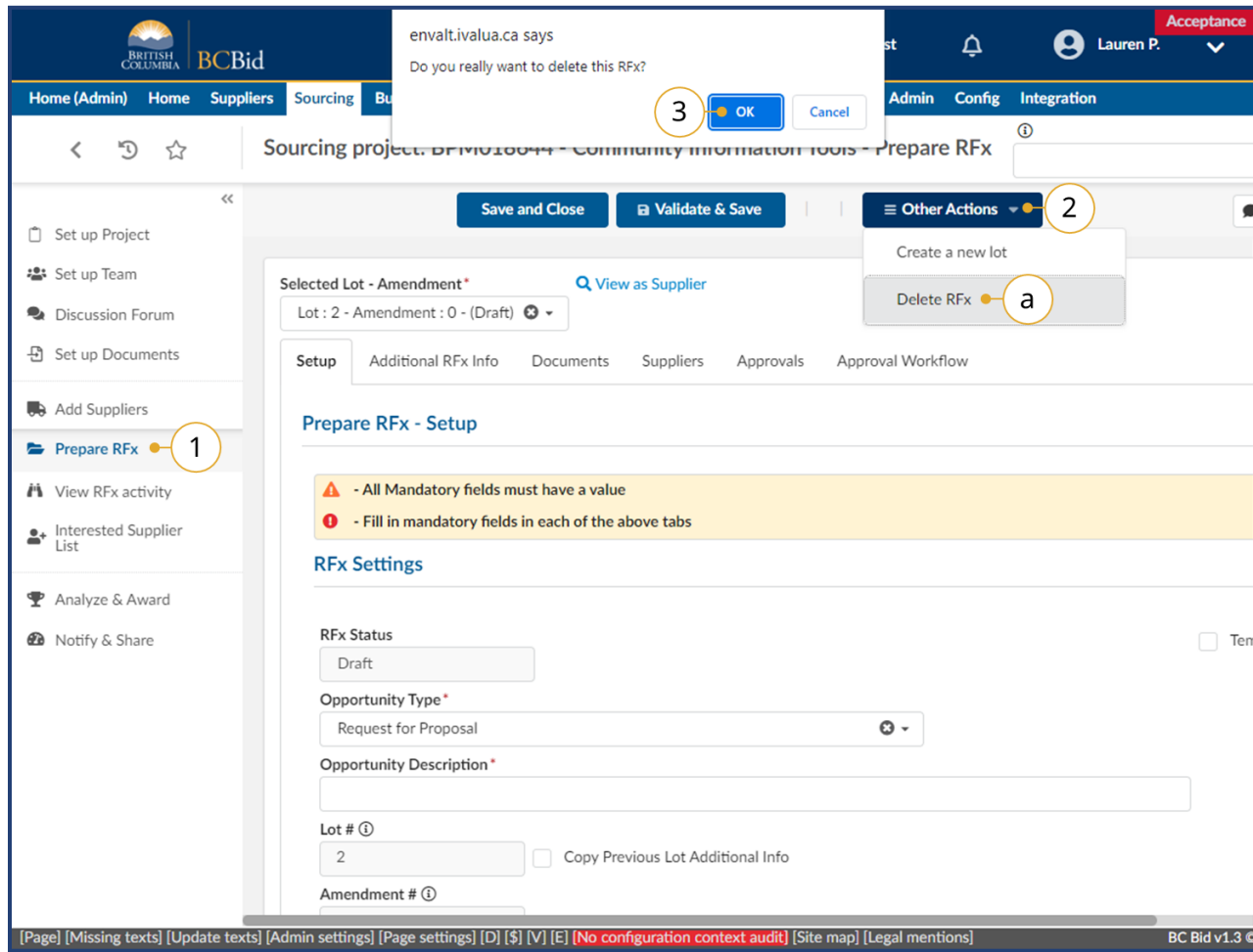
- g. Enter the **Contract Number**.
- h. Select the **Supplier**.
- i. Enter the **Supplier Address**.
- j. Select the **Award Date**.
- k. Enter the **Contract Value**.
- l. Enter the **Justification for Direct Award/Limited Tendering**.
- m. Click **Publish**.



[How to explore Contract Awards](#)



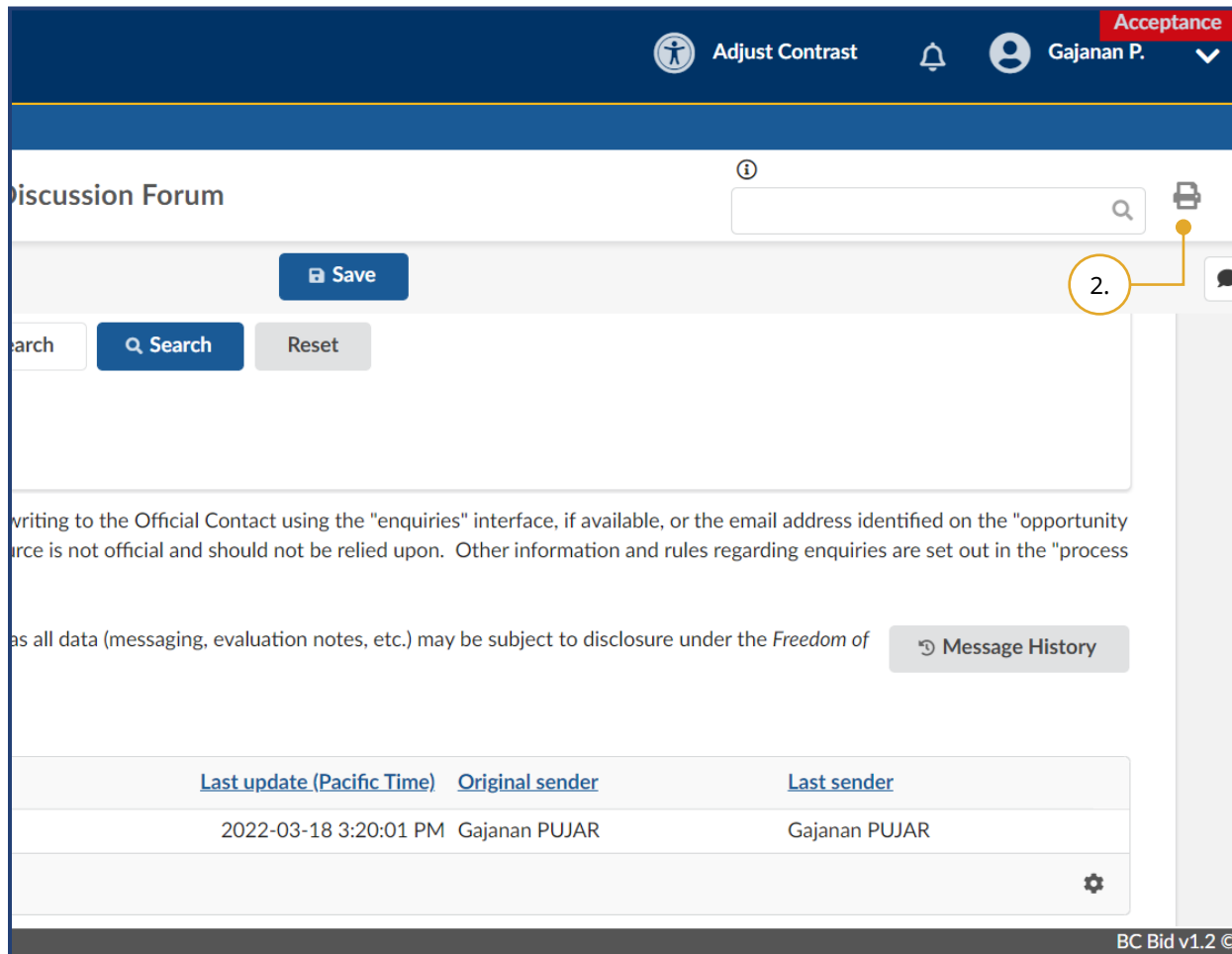
## Delete a Draft Opportunity (RFx)



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.



1. Navigate to the screen you would like to print.
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 other means. Information received from 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)

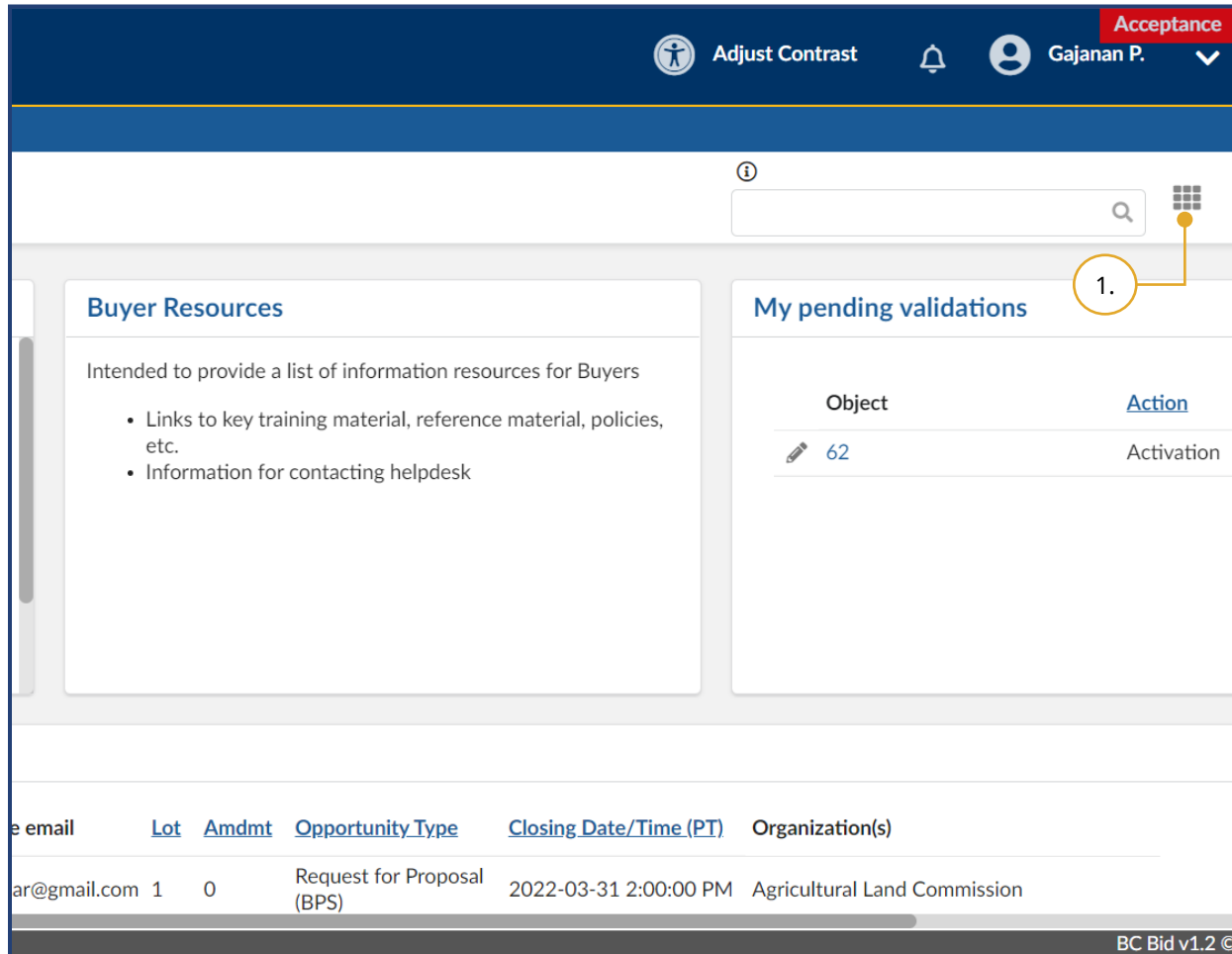
3. Click **Print**.

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**.

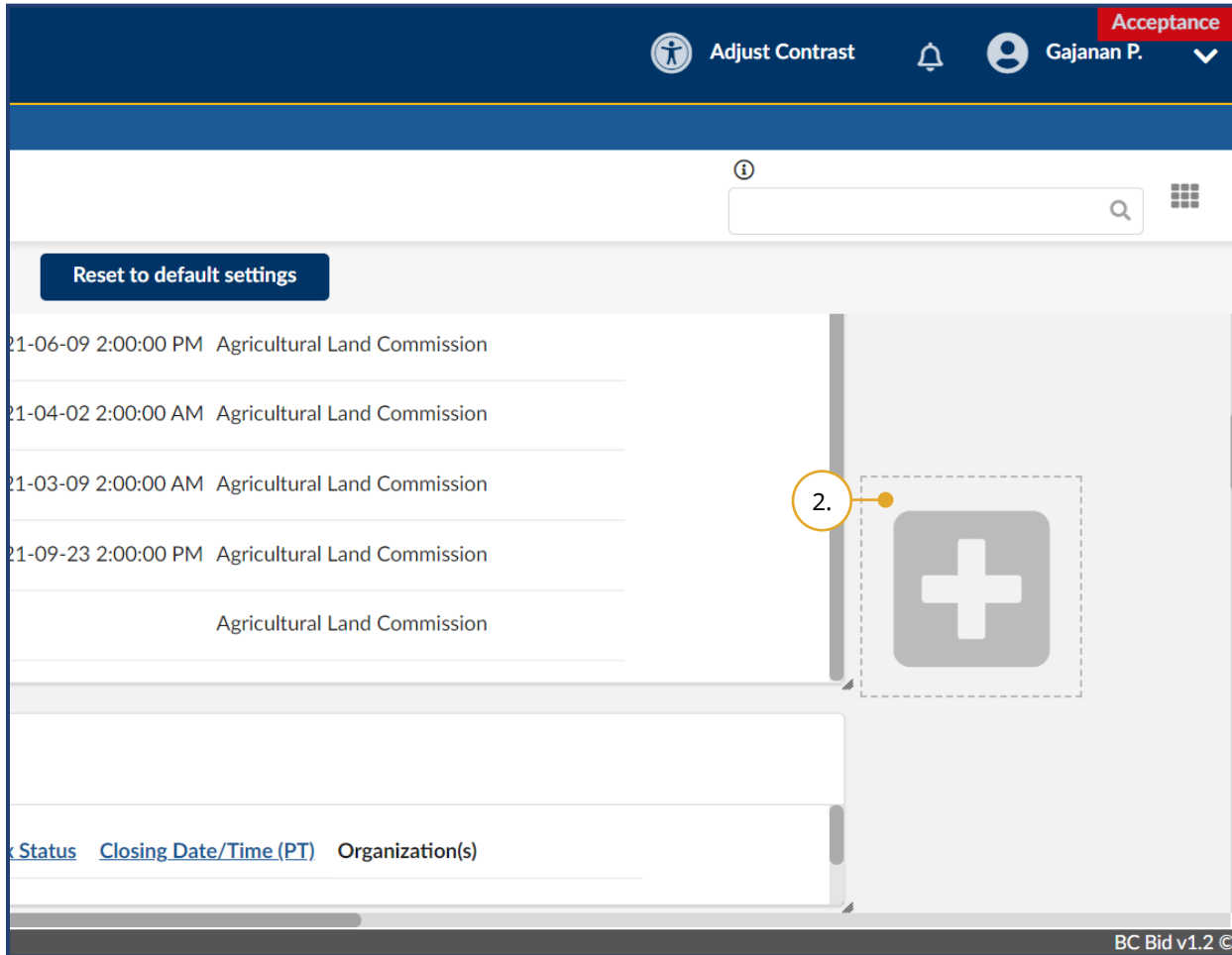
## Customize Dashboard

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



1. On the Buyer Dashboard, click the **Customize dashboard** icon (grid of 9 squares) at the top-right of the page.

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

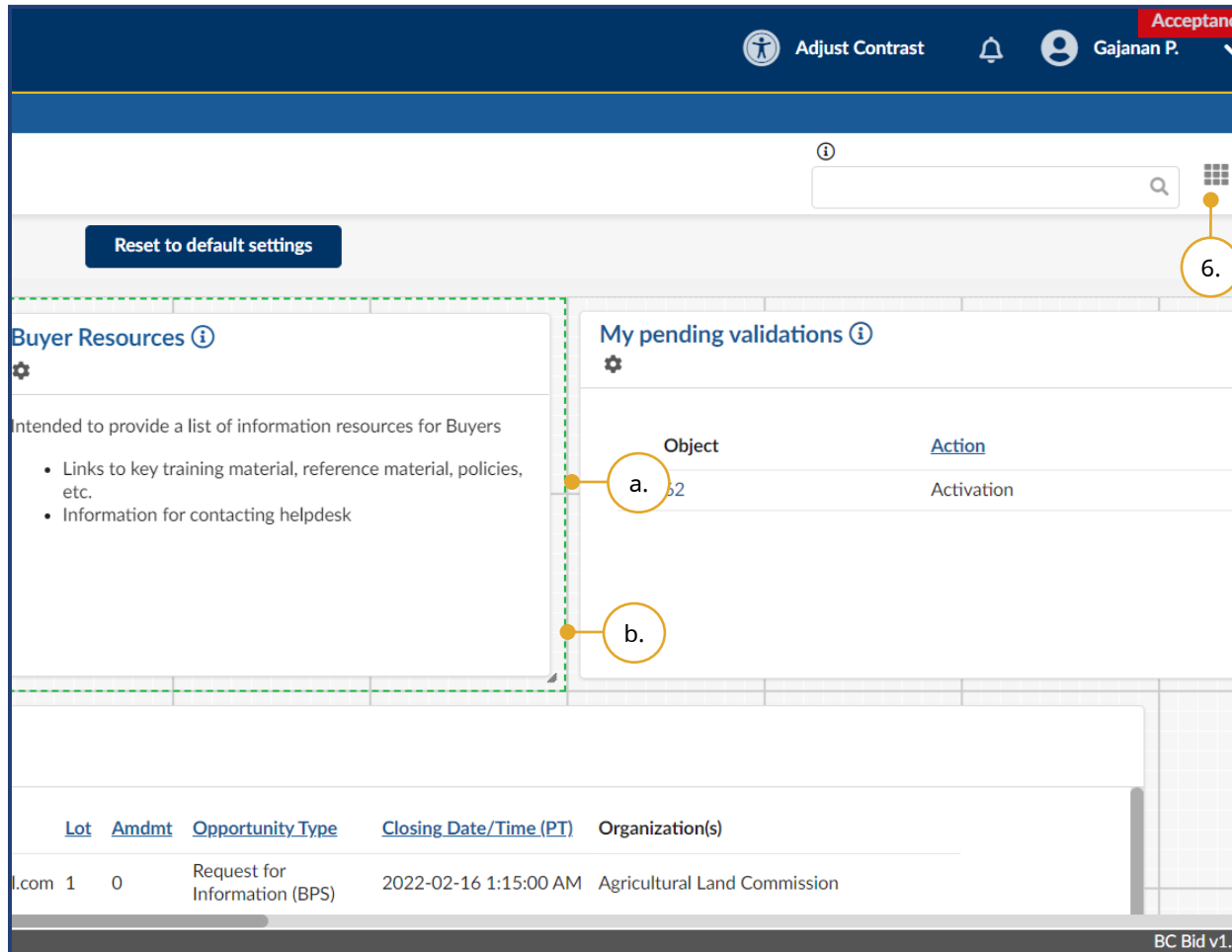
Module

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.

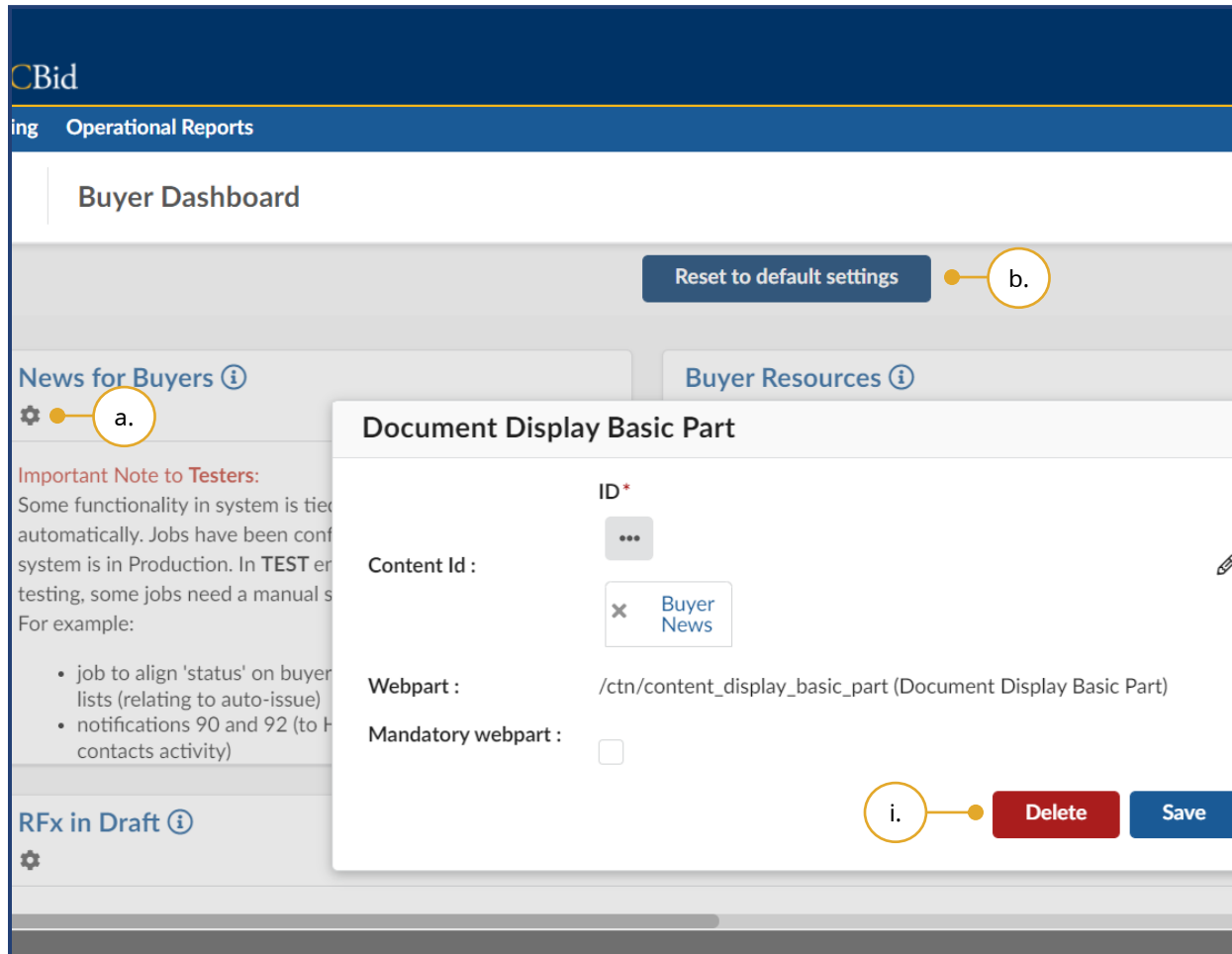
3. In the dialog box, enter text in the **Search by keyword** text box or select an option from the **Module** drop-down list and then click **Search**.
- a. Select the appropriate checkbox to add the widget to the dashboard.
4. Repeat as necessary.
5. Click the **Customize dashboard** icon again to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

Move Widgets



6. Click the **Customize dashboard** icon.
  - 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



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



## Programs

Programs are document storage repositories for commonly used generic documents or for grouping a suite of Sourcing Projects under a single umbrella. You can set up and link programs to your opportunities by selecting the appropriate program from the Programs drop-down list. Documents available under a program will be accessible to the sourcing team members to upload for external view. You can track opportunities linked to a program and view the status of those opportunities. Within a program, you can create a team to manage the documents for a wider group and use the discussion forum to communicate with program team members.

### Create a Program

The screenshot shows the BC Bid Buyer Dashboard. On the left sidebar, there are several menu items: Sourcing Projects, Create a Sourcing Project, Create a Contract Award, Programs, and a truck icon. The 'Programs' item is highlighted with a yellow circle and a callout box containing the number '1.'. The main content area shows 'News for Buyers' with an important note to testers, 'Buyer Resources', and '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)

1. In the quick access menu, click **Programs.**



[How to Create a Program](#)

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing Operational Reports

Programs

Search by keyword Contact Status Types

Organization Commodity

Filters

Create Program 2.

ID	Code	Program Name
PRJ000101	BC Transit Program 2022	Program BC Transit Program 2022
PRJ000100	CODE1	Program Name
PRJ000092	PIA&STRA	Privacy Pilot Program
PRJ000088	123456	Sample Program
PRJ000085	2021	test
PRJ000084	debttest	deb test program

[Site map] [Legal mentions]

2. Click **Create Program**.
3. *Optional:* You can edit Programs by clicking the **pencil** icon beside the appropriate Program ID.

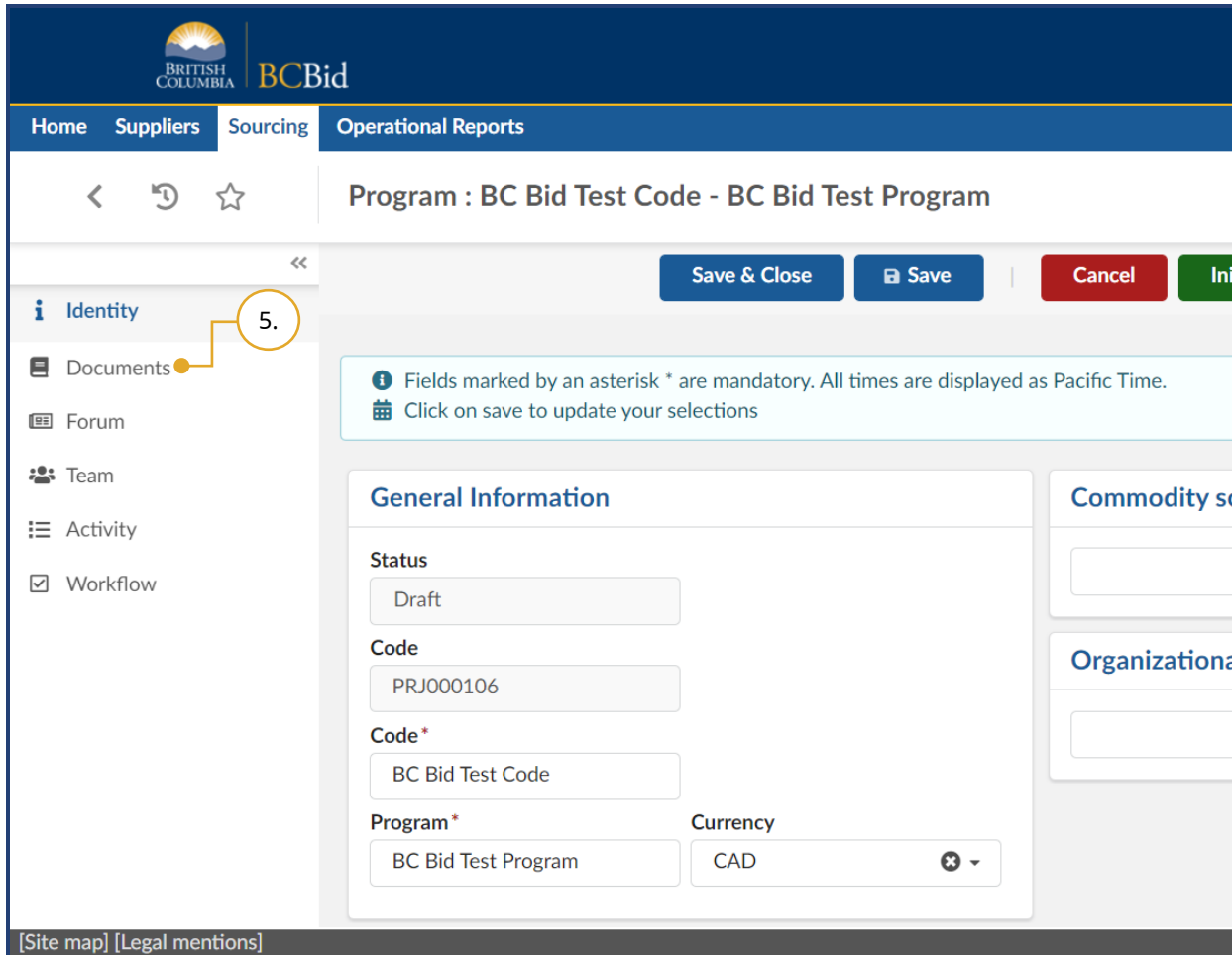
The screenshot shows the 'Program' form in the BC Bid application. The form is titled 'Program : -' and has a 'Save' button circled with a '4.'. The form is divided into two main sections: 'General Information' and 'Commodity scope'. In the 'General Information' section, there are fields for 'Status' (Draft), 'Code', 'Code\*' (BC Bid Test Code), 'Program\*' (BC Bid Program Code), and 'Currency' (CAD). In the 'Commodity scope' section, there are two drop-down lists: 'Commodity scope' (81101508 - Architectural engineering) and 'Organizational scope' (Agricultural Land Commission). Callouts 'a.', 'b.', and 'c.' point to the 'Code', 'Description', and 'Organizational scope' fields respectively.

4. Complete the General Information form and click **Save**.
  - a. Enter a **Code** and **Program**.
  - b. *Optional*: Enter a description of the program.
  - c. Select an **Organizational scope** and **Commodity scope** from the drop-down lists to differentiate between programs and make them easy to find.

Note: BPS entities can run opportunities and request bids in USD because the evaluation and pricing information are not captured in the BC Bid application. They will have to convert to CAD when they post the Contract award notice. To duplicate an existing program, click **Duplicate Program**.



**Code** is a unique identifier for the Program. Users should enter a label name specific to their organization in the Program's **Code** text box. To limit a Program to an organization, select that organization in the **Organizational scope** drop-down list. The only **Currency** available is CAD.



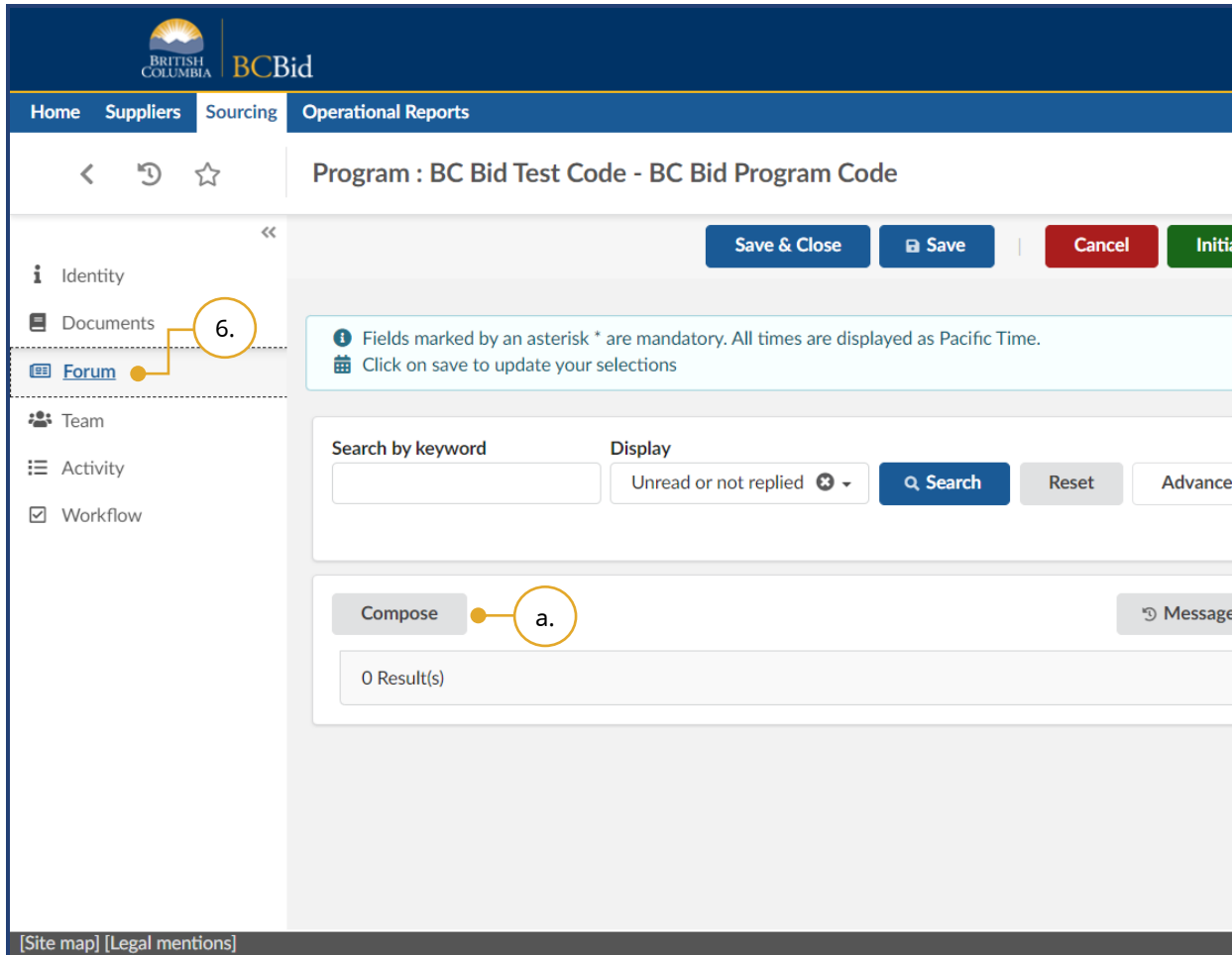
5. To attach the relevant documents, click the **Documents** menu.

The screenshot shows the BCBid Content editor interface. The main window is titled "Content editor" and has three buttons at the top: "Save", "Save & Close", and "Save & Preview". A notification banner at the top states: "A Draft document is not visible to other users. Changing the status to Approved makes it visible to other users." The form is divided into several sections:

- Title:** A text input field containing "Contract Template".
- Information:** A section containing:
  - Document Status\*:** A dropdown menu set to "Approved".
  - Document:** A section with a "307,200 kb limit." and a language dropdown set to "English".
  - File Upload:** A button labeled "Click or Drag to add files" with a file icon. Below it, a file named "EN - Contract Template.docx" is shown.
- Program:** A text input field containing "BC Bid Test Code - BC Bid Program Code".

Callouts a-f point to specific elements: a. Search by keyword field; b. Title input field; c. Document Status dropdown; d. Summary input field; e. Click or Drag to add files button; f. Save & Close button.

- Click **Upload a Document**.
- Enter a **Title**.
- Change **Document Status** to Approved if you are ready to make it accessible to the program.
- Optional:* Enter a **Summary**.
- To upload files, click **Click or Drag to add files** or drag and drop files on top of the button.
- Click **Save & Close**.



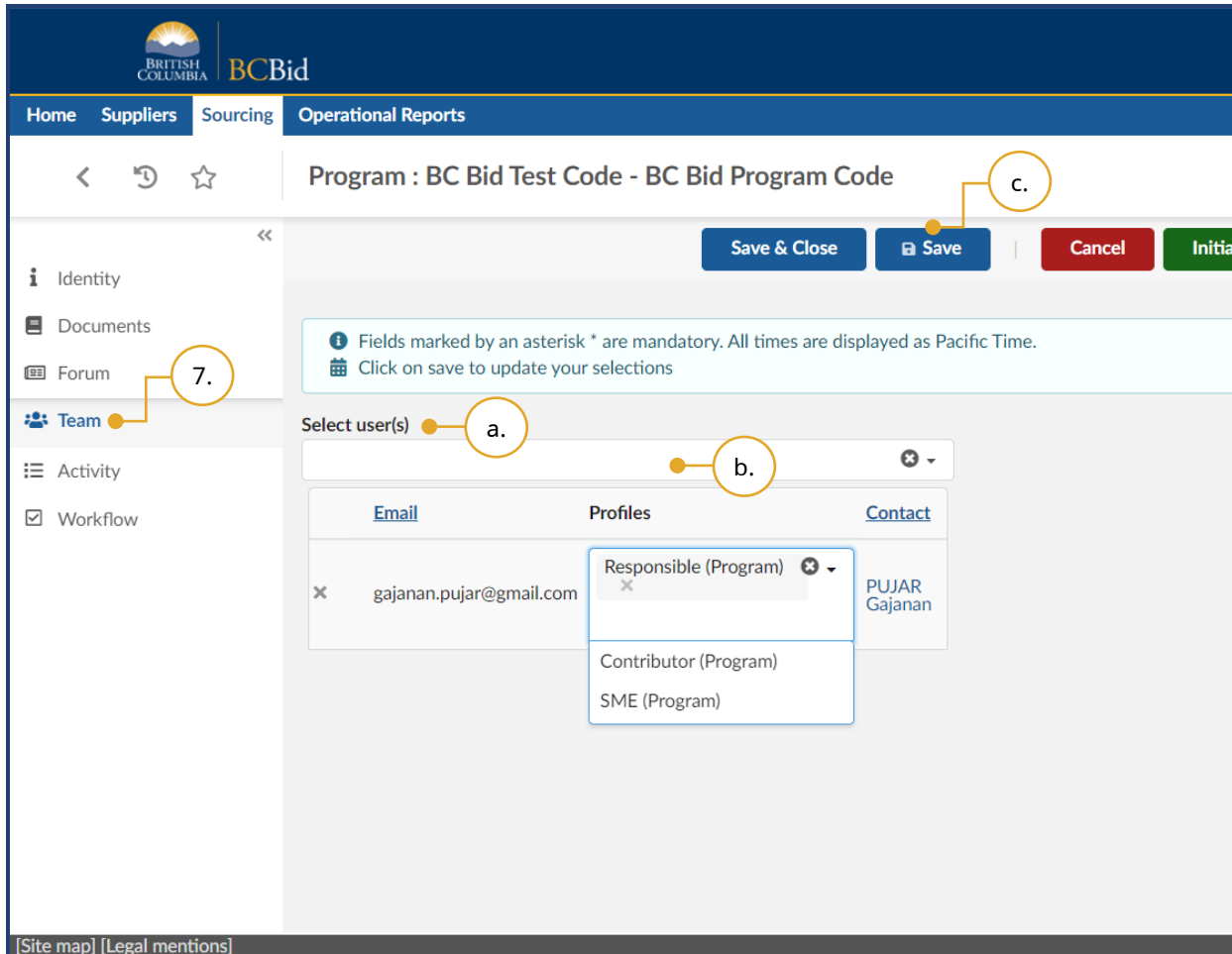
6. *Optional:* Use the **Forum** menu to communicate with members added to the program.
  - a. Click **Compose**.

- b. Use the **To** drop-down list to select one or multiple recipients.
- c. *Optional:* In the **External Emails** text box, insert the email address of one or multiple external recipients.
- d. Enter a **Subject**.
- e. *Optional:* Enter a **Message**.
- f. Add attachments to your message by clicking **Click or Drag to add files** or directly dragging and dropping a file onto the button.
- g. To receive a copy of the message, click **Send me a copy**.
- h. To send the message, click **Send**.

Note: You cannot delete sent messages.

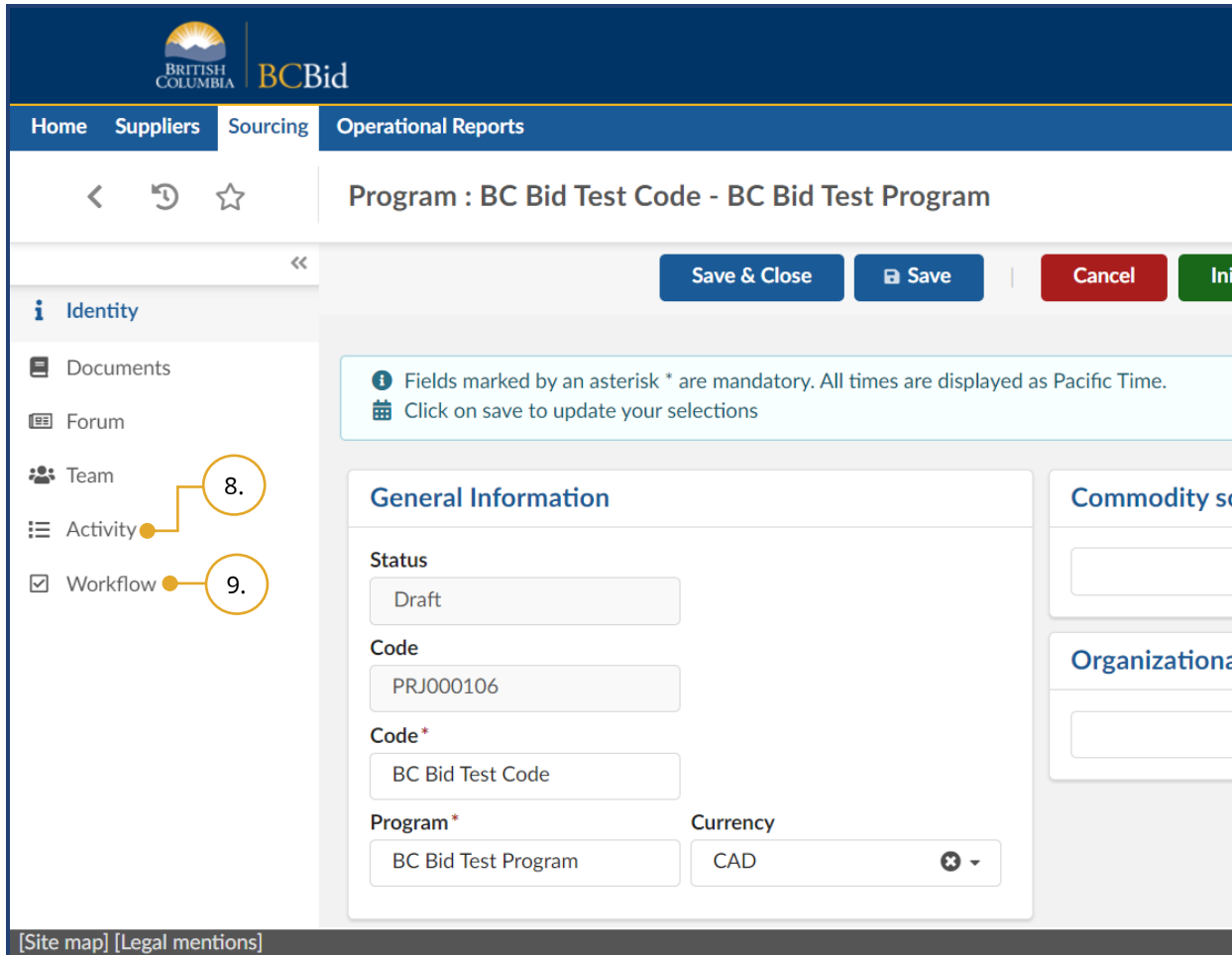


Files that are attached to BC Bid messages are only available within the BC Bid application and will not appear in the external email notification.

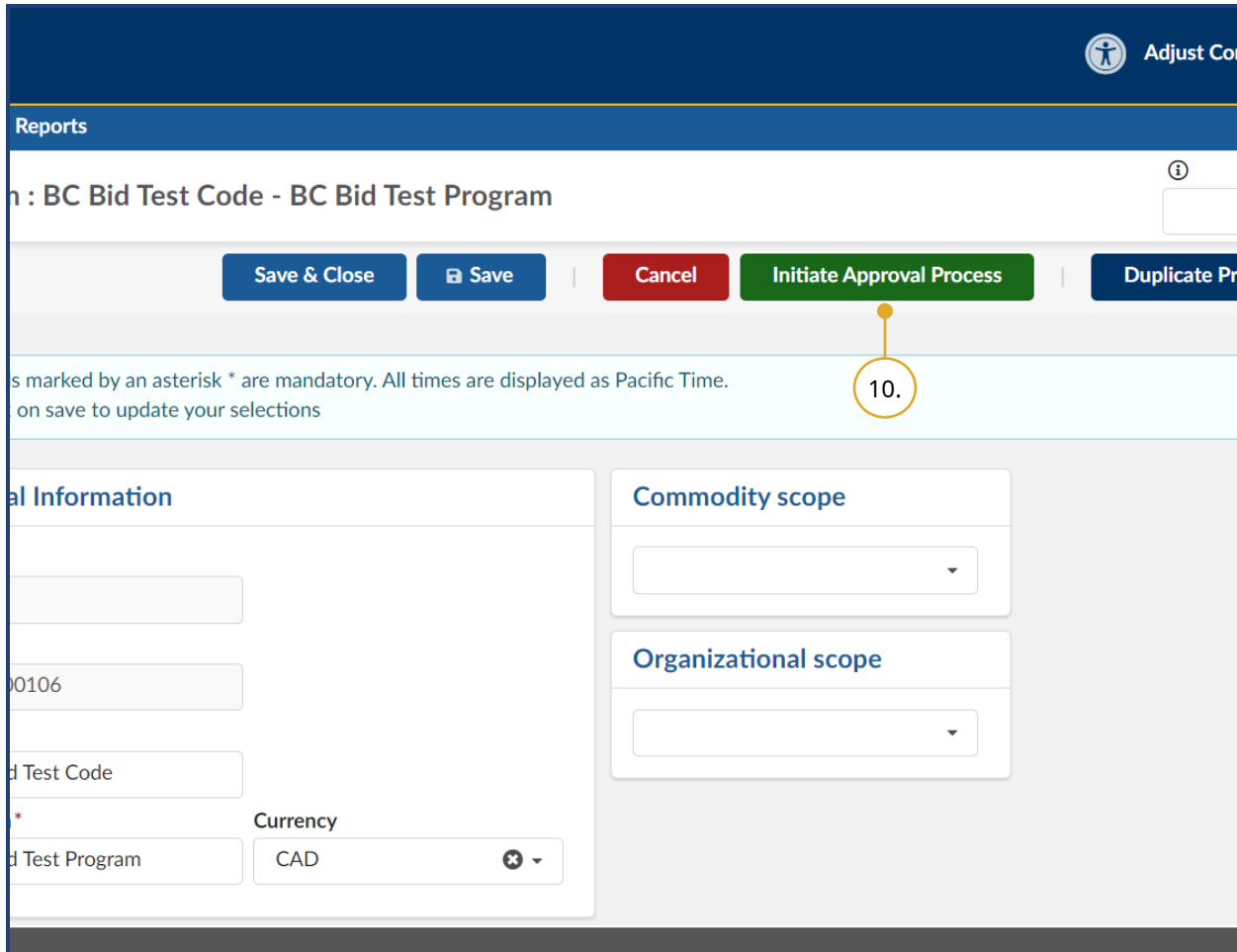


7. *Optional:* Use the **Team** menu to add members to the program.
  - a. In the **Select user(s)** drop-down list, enter a user name.
  - b. Using the **Profiles** column drop-down list, select a profile for the user.
  - c. Click **Save**.





- 8. *Optional:* Use the **Activity** menu to track opportunities linked to the program.
- 9. *Optional:* Click the **Workflow** menu to see the actual workflow.

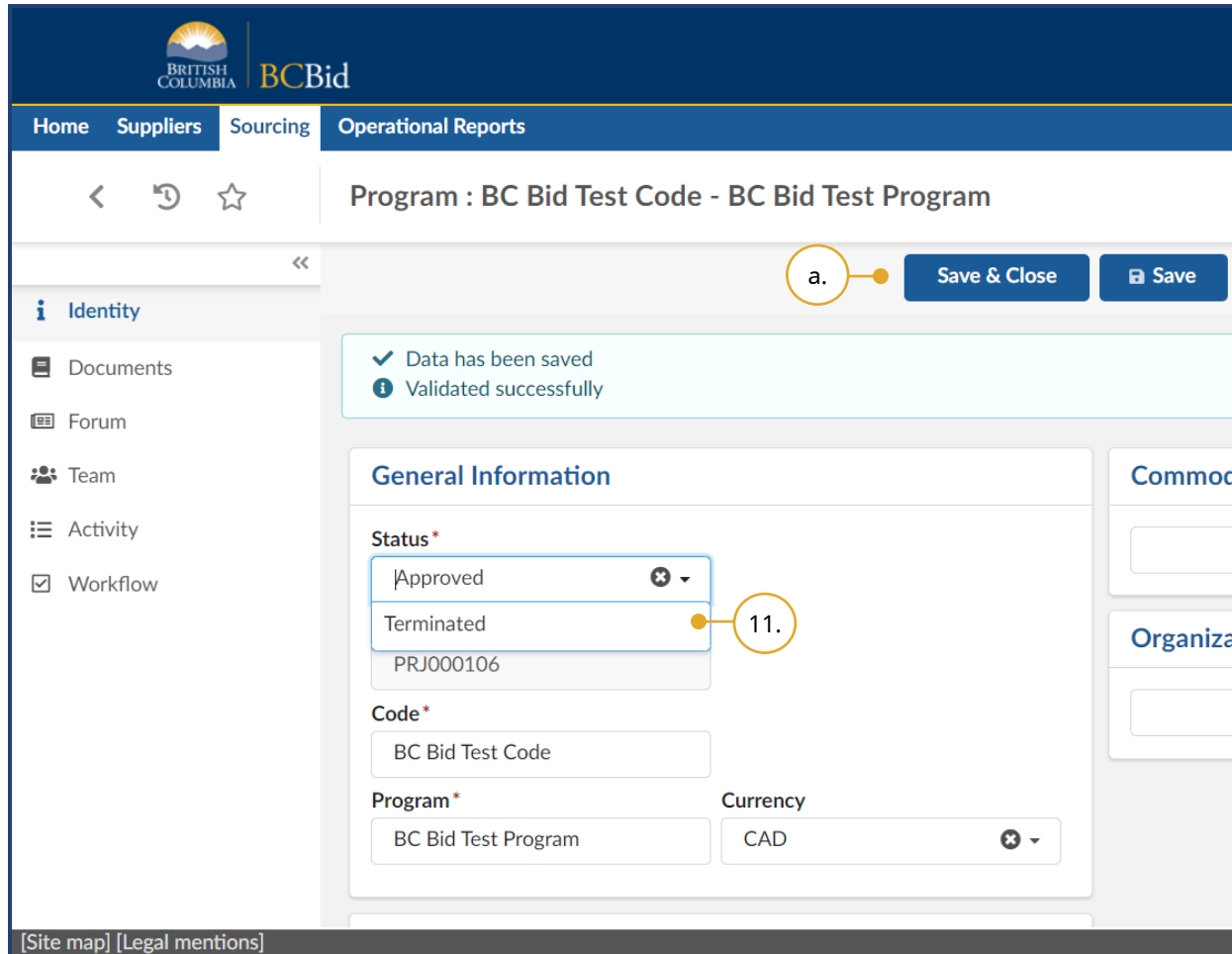


The screenshot shows a web application interface for managing a 'BC Bid Test Program'. At the top right, there is a user profile icon and the text 'Adjust Cor'. Below this is a 'Reports' section. The main title of the form is 'BC Bid Test Code - BC Bid Test Program'. A toolbar contains several buttons: 'Save & Close', 'Save', 'Cancel', 'Initiate Approval Process' (highlighted with a yellow circle and the number '10.'), and 'Duplicate Pr'. Below the toolbar, a note states: 'Fields marked by an asterisk \* are mandatory. All times are displayed as Pacific Time. Click on save to update your selections'. The form is divided into two main sections: 'General Information' on the left and 'Commodity scope' and 'Organizational scope' on the right. The 'General Information' section includes input fields for 'Bid Test Code' and 'Bid Test Program', and a 'Currency' dropdown menu currently set to 'CAD'. The 'Commodity scope' and 'Organizational scope' sections each have a dropdown menu.

10. Click **Initiate Approval Process** to start the workflow.

Note: After clicking Initiate Approval Process, the Status of the Program will change to 'Approval in progress'. To update the Status to 'Approved', click **Approve**. Only 'Approved' programs can be linked to an opportunity. Then click **Save & Close**.

Terminating a Program



11. *Optional:* To change the status of a program from 'Approved' to 'Terminated', select **Terminated** from the Status drop-down.
  - a. Click **Save & Close**.

Note: This removes the program from being connected to future sourcing projects and can be done either by the user responsible for the program or an Administrator.

## 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 project BPM249405. The page includes a navigation menu on the left with 'View RFX activity' circled in red with a '1'. The main content area shows a table of suppliers under the heading 'Lot : 1 - Park Maintenance Services (Amendment 0 / Amendment 1)', where 'Amendment 1' is circled in red with a '2'. The table has columns: Supplier, DBA, Email, Logins, Last login (Pacific Time), Non-Disclosure Agreement, Submissions, and Declined. The 'Email' column header is circled in red with a '3'. The table contains 4 rows of data:

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	SampleC	1					
Dog, Douglas	SampleD	1		2022-10-31 8:15:25 AM			

Below the table, it says '4 Result(s)' and 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)'.

1. Click on **View RFX Activity**.
2. Choose amendment version to view.
3. Click on the **number** in the Email column.

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

The screenshot shows the BCBid web application interface. At the top, there is a navigation bar with the BCBid logo and user information (Lauren P.). Below the navigation bar, there is a breadcrumb trail: Home (Admin) > Home > Suppliers > Sourcing > Buyer Registrations > Operational Reports > Audit Reports > Analytics > Admin > Config > Integration. The main content area displays a 'Sourcing project: BPM249405 - Park Maintenance Services - View RFX activity' page. A 'Sent e-mails' dialog box is open, showing a list of sent emails. The dialog box has a title bar with 'Sent e-mails' and a 'Save' button. Below the title bar, there is a dropdown menu for 'Amendment' with the value 'Park Maintenance Services - 1'. The main content of the dialog box is a table with the following columns: ID, Date, Subject, and RFX Status. The table contains two rows of data:

ID	Date	Subject	RFX Status
83,957 ALLIGATOR Alfred	2022-10-31 8:17:05 AM	"ALLIGATOR Alfred" BC Bid - 486268 - Opportunity response submitted	Sent
83,953 ALLIGATOR Alfred	2022-10-31 8:14:36 AM	"ALLIGATOR Alfred" BC Bid - 486268 - Opportunity AMENDED	Sent

Below the table, it says '2 Result(s)'. A circled '4' points to the first row, and a circled '5' points to the 'Sent' status of the second row. At the bottom of the dialog box, there is a footer with the text: '[Page] [761 missing texts] [Update texts] [Admin settings] [Page settings] [D] [\$] [E] [No configuration context audit]'. The background page shows a list of suppliers with columns for Name, Sample, and a count. The first two rows are 'Cat, Cassie' and 'Dog, Douglas', both with a count of 1. Below this list, it says '4 Result(s)'. At the bottom of the background page, there is a yellow warning box with the text: 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-11-14 2:00:00 PM (Pacific...'. The footer of the background page contains: '[Page] [Missing texts] [Update texts] [Admin settings] [Page settings] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions] BCBid v1.3'.

4. In the **Sent emails** dialog box, view a listing of the emails sent to the selected supplier.
5. Click on the **subject** to view the email.

6

Save Save & Close

Send to  
"ALLIGATOR Alfred" <alfred@sampleA.com> (Alfred Alligator)

CC

BCC  
"PINKERTON Lauren" <Lauren.Pinkerton@gov.bc.ca>

Reply to  
PCWEBTEAM@gov.bc.ca

Acknowledged by

Date  
2022-10-31 8:14:36 AM

Subject  
BC Bid - 486268 - Opportunity AMENDED

Message  
Dear Alfred Alligator,  
This opportunity has been amended. If you received this amendment notice after you have submitted an e-bid to this opportunity, you will be required to submit a new Submission. Please review the changes related to the amendment reasons (on the "overview" tab), copy an existing Submission through the "other actions" menu (making sure to remove the Filters present), update your Submission as necessary, and submit your new Submission before the Closing Date and Time.  
Some information about this opportunity is provided below.

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

6. In the Notification Send Sheet dialog box to view the 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/OebNeX1BH4">https://youtu.be/OebNeX1BH4</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/apHKSzSsSKI">https://youtu.be/apHKSzSsSKI</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>
How to create a Program	<a href="https://youtu.be/BweOKTfZC2o">https://youtu.be/BweOKTfZC2o</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)

- Create a program
- 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)

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

