



Ministry 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 Contract Award Notices.
- Suppliers can subscribe to or renew e-Bidding accounts and opportunity subscriptions, view and respond to opportunities (some via e-Bids), manage a dashboard of their opportunities and communicate with buyers.

This guide provides instructions to Ministry Buyers on how to use the BC Bid.

How to Use this Guide

Hyperlinks throughout this guide take you to the appropriate sections, as well as to short video clips demonstrating key functions.

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

Abbreviated versions of this document are available as Quick Reference Guides (QRGs) 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 such as instructions that will have impact further ahead in the process or provides additional information or context for a process.



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



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

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General Interface

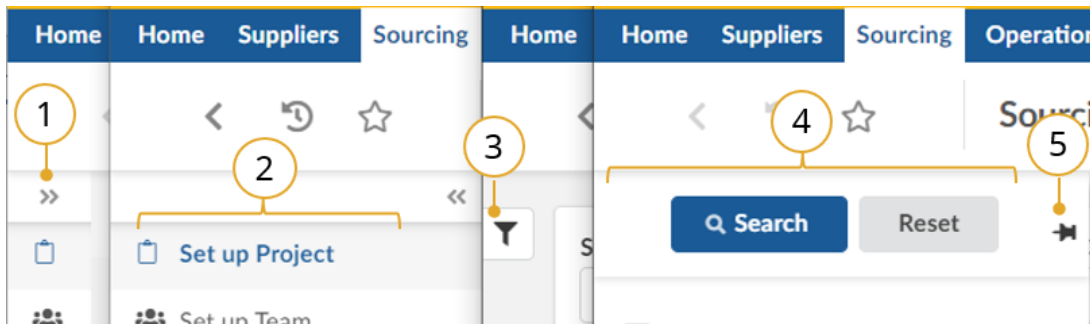
This section describes some general functionality of BC Bid.

Browser Types

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

If using Firefox, note that Firefox has pop-up blocking functionality that can impede the workflow functionality: do not click “Don’t allow env.ivalua.ca to prompt you again”.

Expand/Collapse Menu



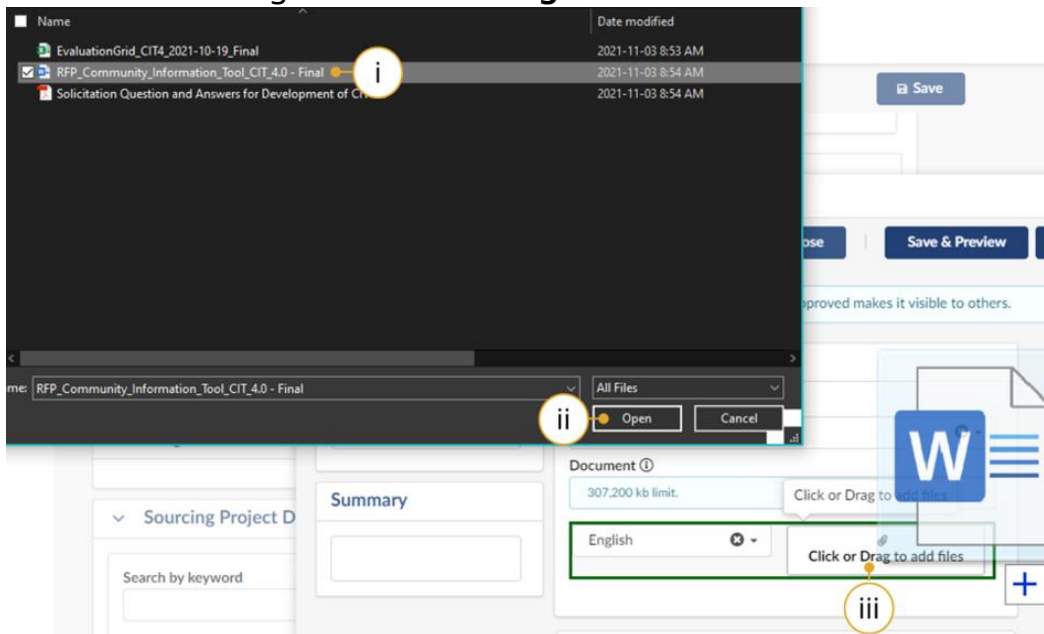
1. The left-hand menu can be expanded or collapsed by selecting the **double arrow**. When collapsed the icon related to each step is visible, hover over the icon to see the name.
2. Expanded.
3. Filters on tables can be expanded by clicking the **funnel icon**.
4. Expanded.
5. Click **pin icon** to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

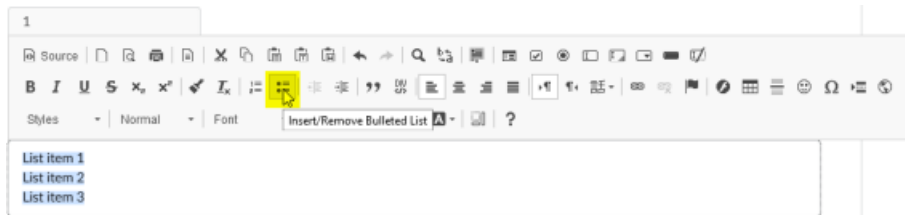
File uploads are limited to 500 MB. An individual file of 500MB can be uploaded. If multiple files are being uploaded at the same time, the total size must also be under 500 MB. File types include common business application file types. There are an unlimited number of attachments.

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”

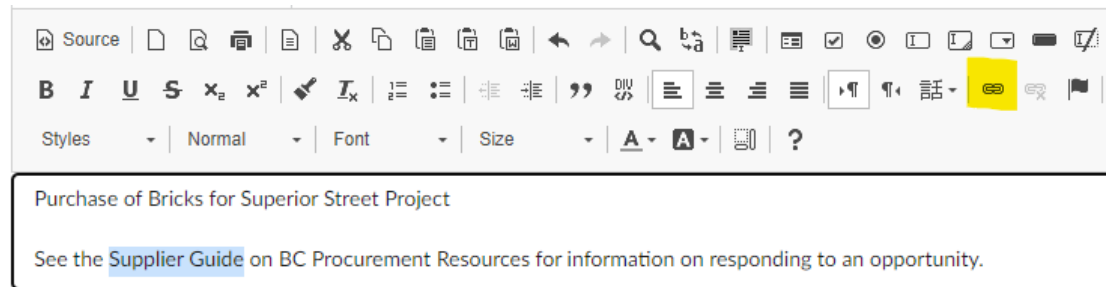
In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the “X” at the top-right of the dialog box, the application saves your entry.

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:

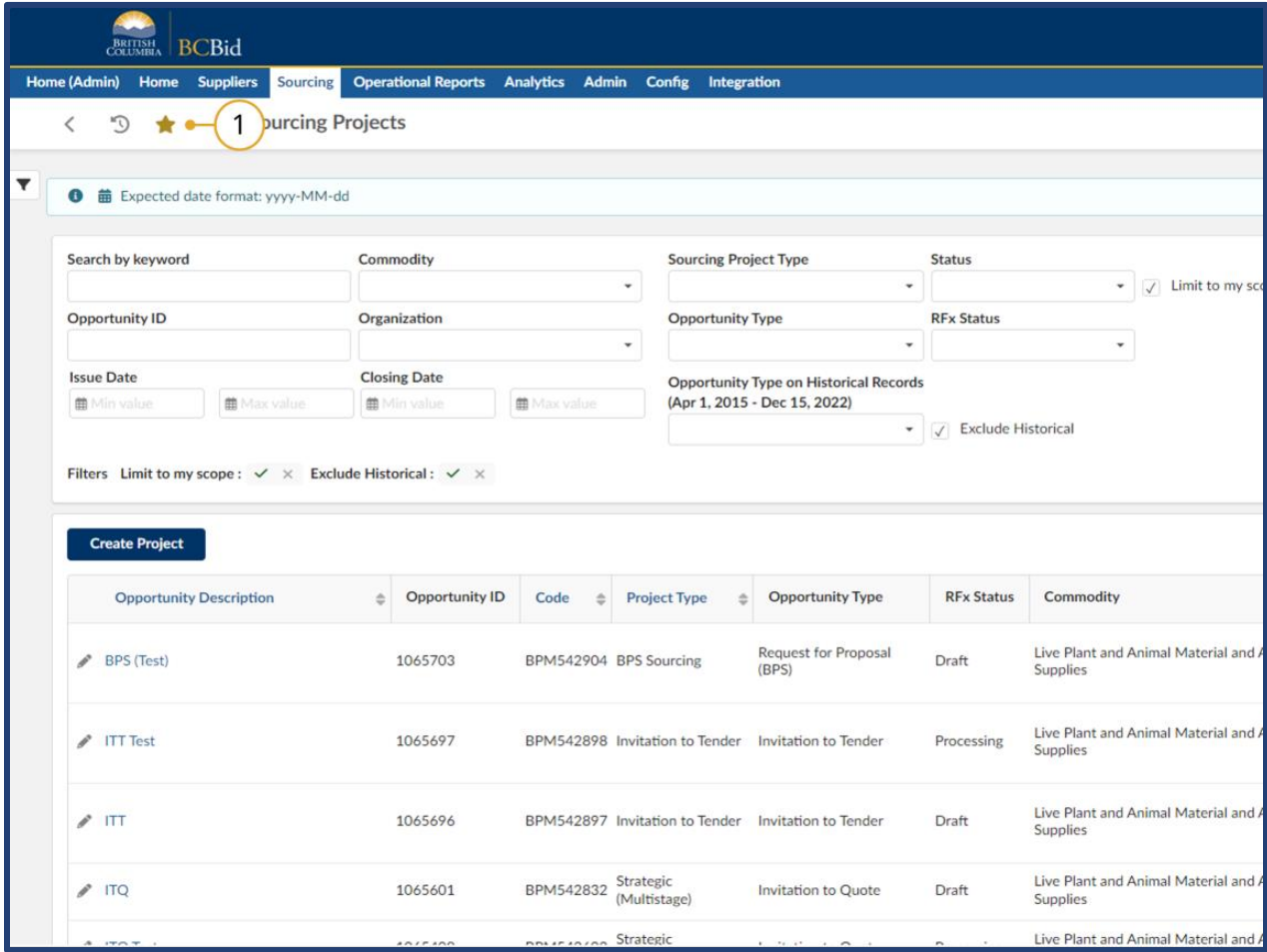
1. Copy text with URL from word document or other source.
2. Select the link text and click the link button
3. In the dialog box, delete the content of the URL field.
4. Go to the webpage and copy the URL.
5. Paste into the URL field.
6. Click OK.

A screenshot of the 'Link' dialog box. The 'Link Info' tab is selected. The 'Display Text' field contains 'Supplier Guide'. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to 'https://'. The 'URL*' field contains 'www2.gov.bc.ca/gov/content?id=3C62FBAD49774604AC21E'. The 'URL*' label is highlighted with a yellow box. At the bottom right, there are 'OK' and 'Cancel' buttons.

My Saved Pages (New for 2025)

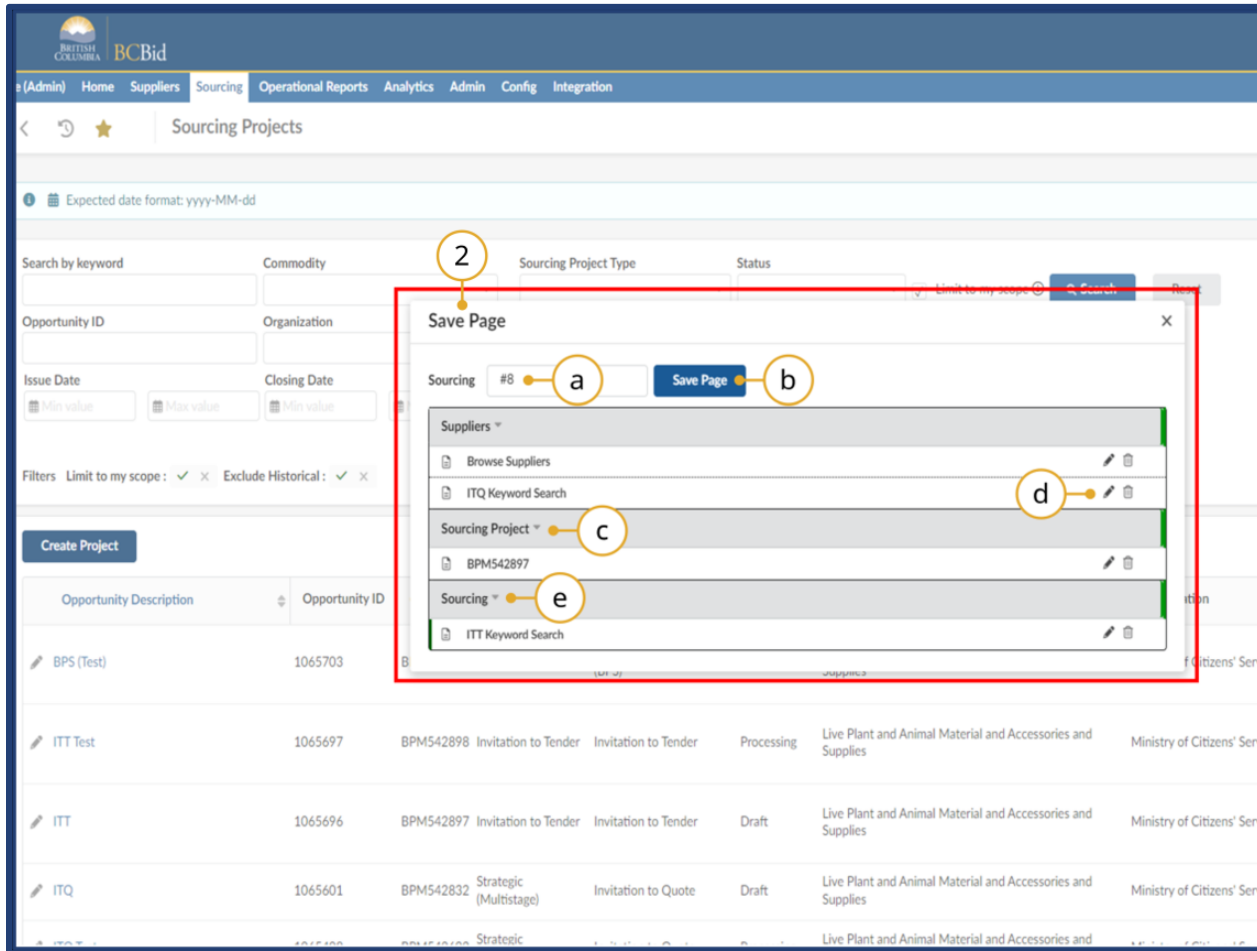
Within the BC Bid application, you have the option to save any page that you frequently visit, so that you can easily revisit the page as needed.

Star Icon (Save Page)



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

Save Page Window



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

Save Text Fields

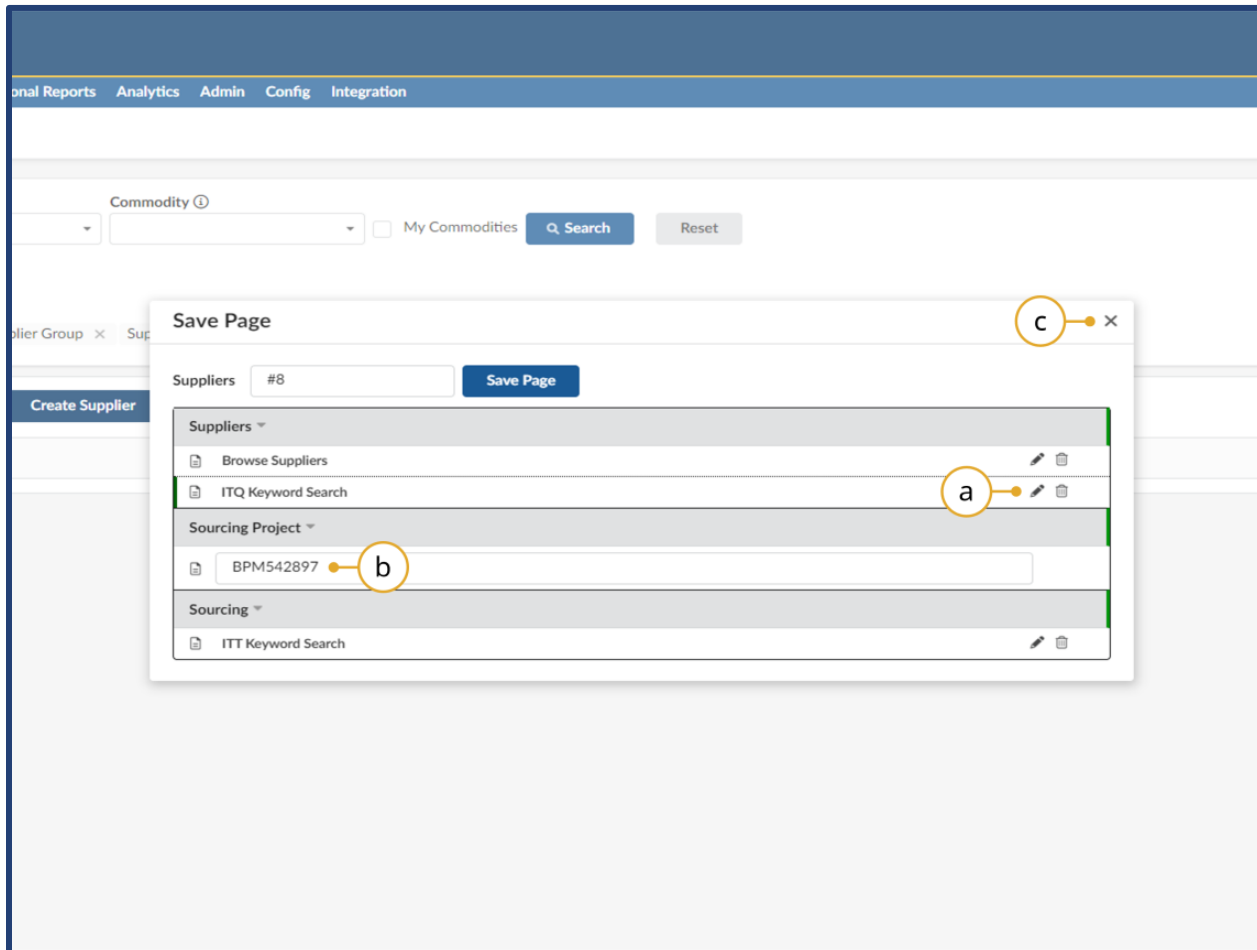
The screenshot shows the 'Browse Suppliers' page in the BC Bid system. The page has a dark blue header with the 'BCBid' logo and navigation links: Home (Admin), Home, Suppliers, Sourcing, Operational Reports, Analytics, Admin, Config, and Integration. Below the header is a breadcrumb trail: < > ⌚ ⭐ b Browse Suppliers. The main content area has a search bar with 'ITQ' entered, a 'Search' button, and a 'Reset' button. There are also dropdown menus for 'Alerts' and 'Commodity'. Below the search bar, there are filters for 'Search by keyword', 'Level', 'Supplier Group', 'Supplier Company', and 'Supplier Site'. At the bottom, there is a 'Selected' count of 0, a 'Merge Suppliers' button, and a 'Create Supplier' button. The page also shows '0 Record(s)'.

Annotations in the image:

- a**: Points to the search keyword field containing 'ITQ'.
- b**: Points to the star icon in the breadcrumb trail.

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

Editing Saved Pages



4. When you are within the **Save Page** window, you can edit and adjust the saved names of pages you've already created as needed.

a. Click the **pencil icon** to edit the name of a saved page.

b. The **text box** on the name will open and you can adjust the name as needed

c. Click the **x** in the top right corner to leave the Save Page window.

My Saved Pages - Keyword Searches

The screenshot shows the 'Sourcing Projects' page in the BC Bid system. A yellow circle with the number '5' highlights the 'Search by keyword' field, which contains the text 'Construction'. Below this field, there are various other filters including 'Opportunity ID' (1234567), 'Commodity', 'Organization' (Construction & Maintenance Branch), 'Sourcing Project Type' (Invitation to Tender), 'Status' (In progress), 'Opportunity Type' (Request for Proposal), 'RFX Status' (Open), 'Issue Date', 'Closing Date', and 'Opportunity Type on Historical Records' (Apr 1, 2015 - Dec 15, 2022). A 'Limit to my scope' checkbox is also present. Below the filters, there is a 'Create Project' button and a table of sourcing projects.

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

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

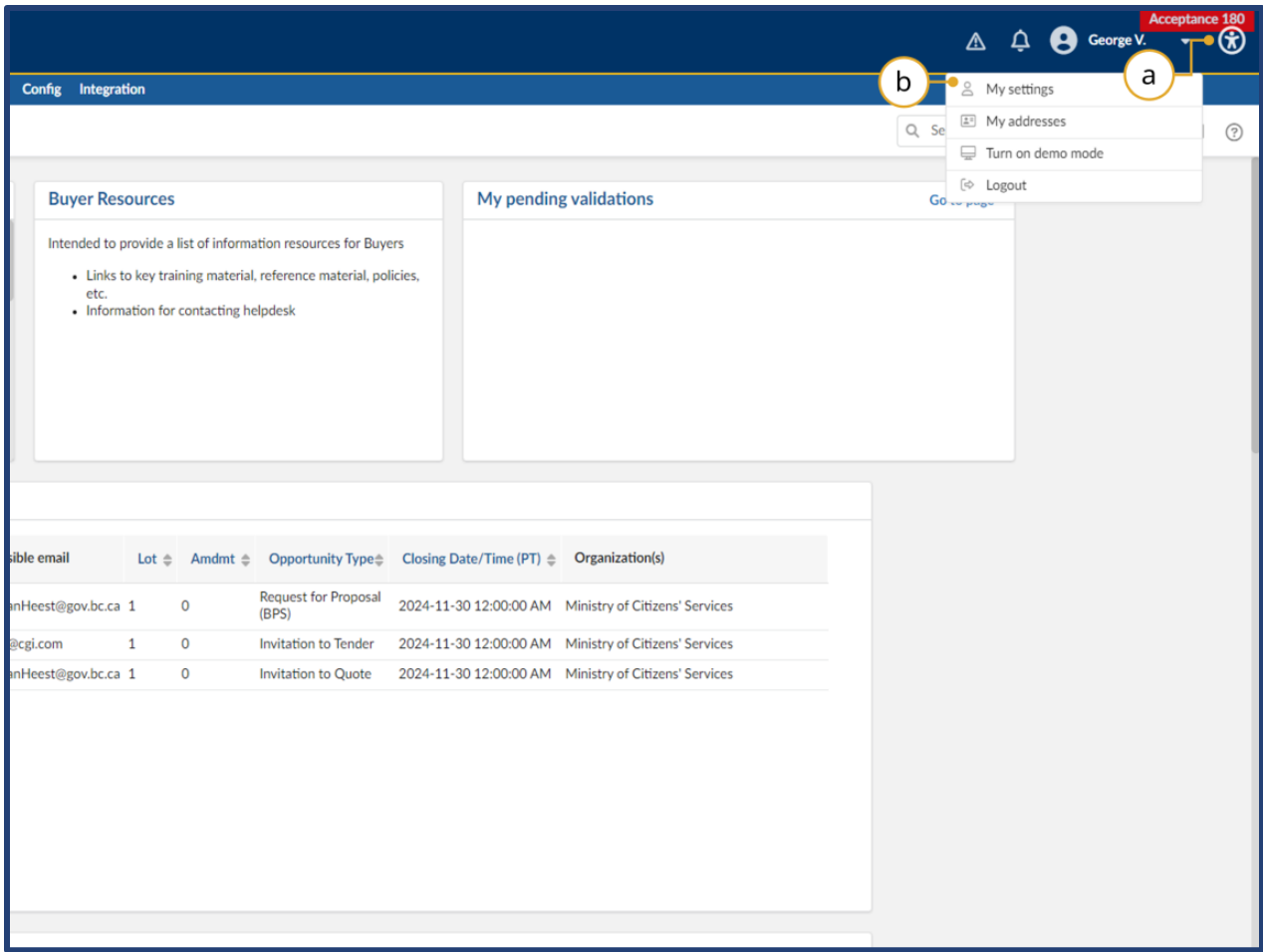
You can search based on the following:

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

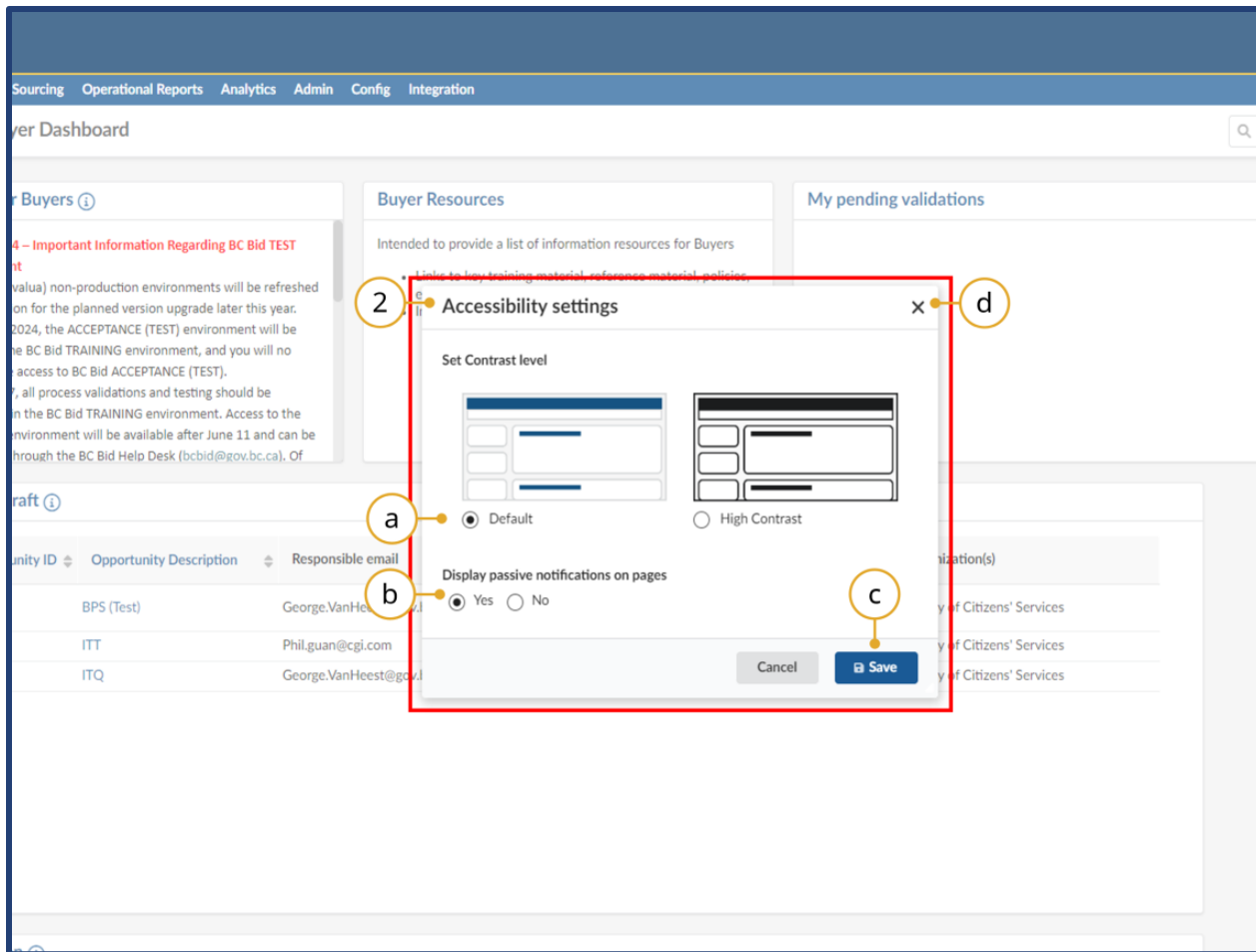
Accessibility Features (New for 2025)

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

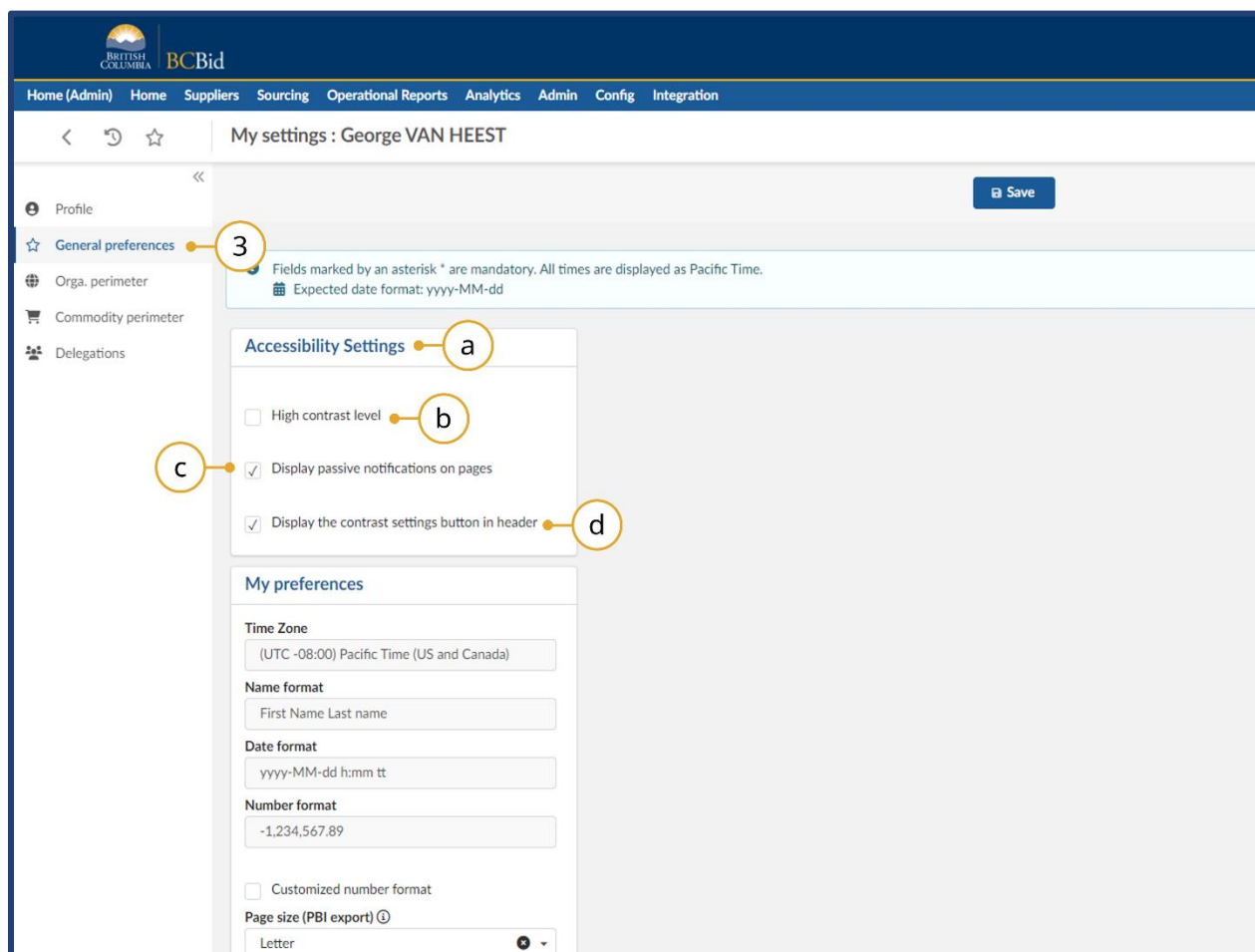
Please Note: The accessibility icon is now in the top right hand corner of the BC Bid application. Older screenshots may show this symbol located in another area. This symbol can be turned off.



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



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



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

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

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

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

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

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

Public Portal, Login, and Registration

URL: <https://bcbid.gov.bc.ca>

The screenshot shows the BC Bid Portal homepage. At the top, there is a navigation bar with the BC Bid logo (1) and an 'Adjust Contrast' button (8). Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'BC Bid Procurement Marketplace' section with a 'Welcome to the BC Bid Portal' message (3) and links for finding opportunities, viewing contracts, and logging in. Below this is a 'Resources' section with 'Suppliers' (4) and 'Buyers' (5) sub-sections. On the right, there is a 'News' section (6) with updates on the application process and a 'Help Desk' section (7) with contact information. The layout is clean and professional, with a blue and white color scheme.

1. Click the BC Bid icon at any time to return to this main page.
2. The main menu has direct links to **Opportunities, Contract Awards, Unverified Bid Results** and **Login**.
3. The Welcome box displays a welcome message and quick links.
4. Suppliers see the benefits of registration and can follow links to prepare for registration, to register, login and access their Supplier Guide for navigation support.
5. Buyers can link to register login and access their navigation guides.
6. News and upcoming events will be posted here.
7. Help Desk contact information including a link to the ticket system.
8. This icon has shifted to now be located in the top right hand corner of the page. Adjust contrast here.



[Navigating the Public Portal](#)

Login

The screenshot shows the login interface for BC Bid. At the top, a dark blue header contains the British Columbia logo and the text 'Log in to sfstest7.gov.bc.ca' with a yellow circle and the number '1' next to it. Below the header, the main content area has a light gray background. On the left, there is a 'Log in with IDIR' section with a blue header. It contains two input fields: 'IDIR Username' and 'Password', both with yellow circles and the number '2' next to them. Below these fields is a blue 'Continue' button with a yellow circle and the number '3' next to it. To the right of the IDIR section, there is a 'Log in with BCellD' button. Below this, there is a 'Need help?' section with the text 'Contact your IDIR security administrator or the 7-7000 Service Desk at:' followed by 'Phone: 250-387-7000' and 'Email: 77000@gov.bc.ca'. At the bottom of the page, there is a dark blue footer with links for 'Disclaimer', 'Privacy', 'Accessibility', and 'Copyright'. A small disclaimer text is also visible above the footer: 'Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.'

1. Navigate to BC Bid to see the **Login Screen**.
2. Enter your IDIR Username and Password.
3. Click **Continue**.

Buyers will be directed to the Buyer Dashboard.



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

Note: If you have registered for BC Bid and have certain permissions (e.g. purchasing permissions), and then you switch organizations, ministries or roles, you will need to contact the BC Bid help desk to arrange permissions for the new role if they are needed.

Registration

The screenshot shows the BC Bid website's Buyer Registration page. At the top, there's a navigation bar with links for Opportunities, Contract Awards, Unverified Bid Results, and Login. The BC Bid logo is on the left, and 'Adjust Contrast' and 'Acceptance' buttons are on the right. Below the navigation bar, the page title is 'Buyer Registration'. There are 'Submit' and 'Cancel' buttons. A message box states: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.' The form is divided into two sections: 'Personal Information' and 'Address'. The 'Personal Information' section includes a note: 'BASIC BCeID REQUIRED. A Basic BCeID account or BC Government IDIR is required to complete your BC Bid registration. Need a Basic BCeID? Register and then return to this page.' Below this are input fields for First name*, Last name*, Position/Title*, Telephone (E.g. 1-777-888-9999 ext 1234)*, and E-mail Address*. The 'Address' section features a map with 'Map' and 'Satellite' tabs, and a 'Privacy - Terms' link at the bottom right.

There are a few situations where you may not be successful logging in:

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

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

After you submit the Buyer Registration form, it may take a few days before your registration is processed and you are able to login with your IDIR to BC Bid.

Buyer Dashboard

Home – 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.

The screenshot shows the BC Bid Buyer Dashboard. At the top is a navigation bar with 'Home', 'Suppliers', and 'Sourcing' tabs. Below this is a 'Buyer Dashboard' header with a search bar and a grid icon. On the left is a sidebar with icons for 'Sourcing Projects', 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', 'Qualified Supplier Lists', and 'Suppliers'. The main content area is divided into three sections: 'News for Buyers' (containing an 'Important Note to Testers' and a list of jobs), 'Buyer Resources' (containing links to training material and helpdesk), and 'RFx in Draft' (containing a table of draft RFx opportunities). Numbered callouts point to specific elements: 1 points to the 'Buyer Dashboard' header, 2 points to the 'Create a Contract Award' button, 3 points to the 'News for Buyers' section, and 4 points to the 'Buyer Resources' section.

1 Buyer Dashboard

2 Create a Contract Award

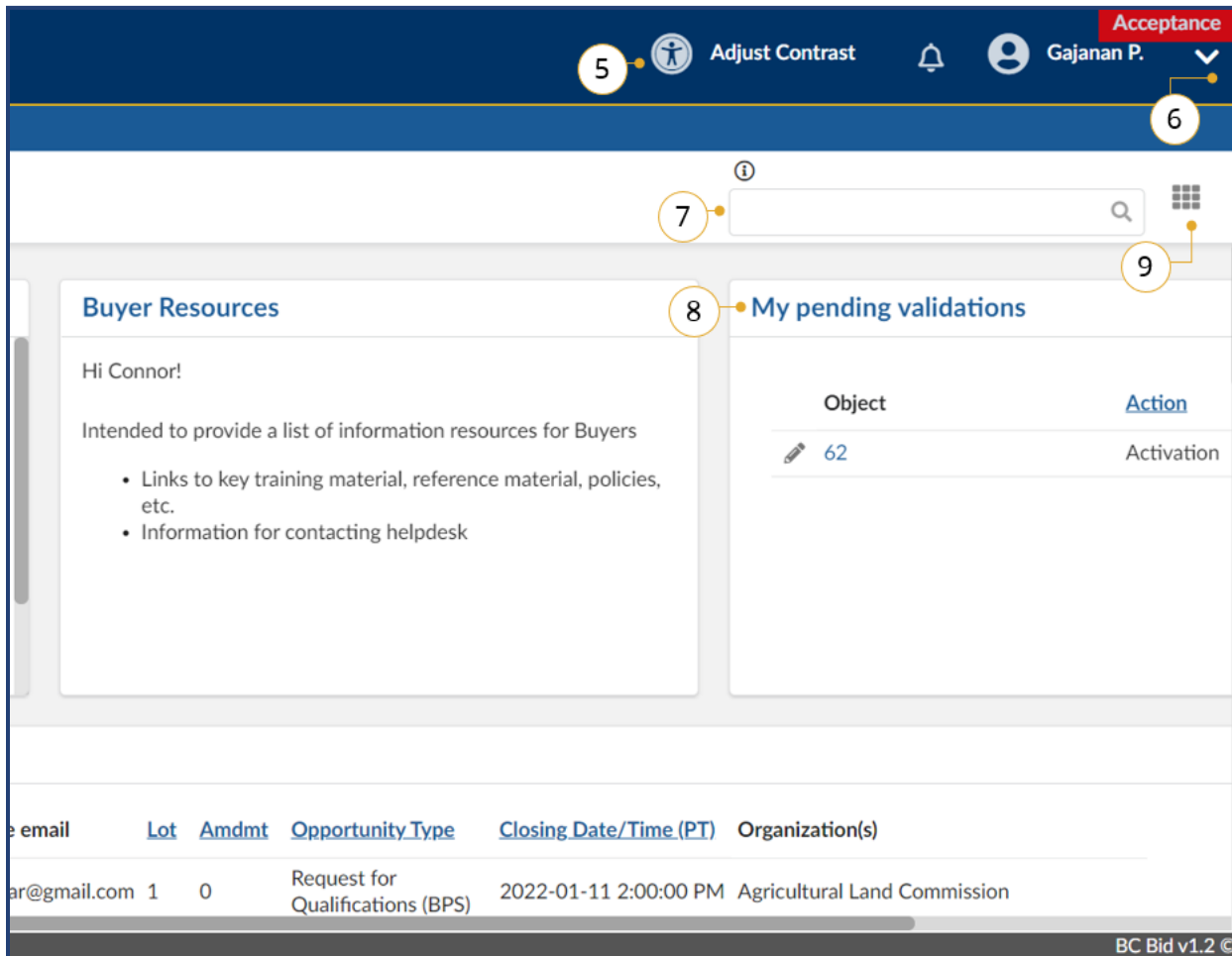
3 News for Buyers

4 Buyer Resources

RFx in Draft

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/T
154185	Test WYSIWYG for block of Flash button	Charles.Burnett@gov.bc.ca	1	0	Request for Proposal	2022-02-22 12
23135	Testing font on Mandatory Criteria BBG-7335	Charles.Burnett@gov.bc.ca	1	0	Request for Proposal	2022-01-04 12
23096	consultant to assess the damages to agriculture lands that resulted from the 2021 BC floods	Charles.Burnett@gov.bc.ca	1	0	Request for Proposal	2022-01-15 23

1. **Main Menu Bar:** Access to Home, Suppliers, Sourcing, and Operational Reports drop-down menus.
2. **Quick Access Menu:** Quick access to Sourcing Projects, Create a Sourcing Project, Create a Contract Award, and Suppliers (same as accessing through Main menu bar).
3. **News for Buyers:** Information for buyers from the BC Bid Help Desk.
4. **Buyer Resources:** Links to information such as key training material, reference material, policies, and the BC Bid Help Desk.



5. **Adjust Contrast:** Adjust your screen brightness to a darker mode or reset it to the default brightness. Please note this symbol is now in the top right-hand corner of the screen.
6. **My Profile:** to review your profile. If adjustments are required contact Help Desk.
7. **Search** box to search for Contracts, Suppliers; or your Sourcing Projects.
8. **My Pending Validations:** Shows projects and/or RFxs where your action is required.
9. **Customize Dashboard** to move or resize widgets.

BCBid

Home Suppliers Sourcing

Buyer Dashboard

Project

Create a Contract Award

Programs

Qualified Supplier Lists

Suppliers

For example:

- job to align 'status' on buyer dashboard and public portal lists (relating to auto-issue)
- notifications 90 and 92 (to Help Desk re new Supplier contacts activity)

RFx in Draft 10

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organization(s)
23034	RFS	Ben.Rosche@gov.bc.ca	1	0	Request for Submissions	2021-12-28 12:00:00 AM	Ministry of Citizens

RFx Open 11

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	RFx Status	Closing Date/Time (PT)	Orga
23184	test	Ben.Rosche@gov.bc.ca	1	0	Contract Award Notice	Open	2022-01-26 12:00:00 AM	Min

RFx Closed, Not Awarded 12

Opportunity ID	Opportunity Description	Responsible email	Lot #	Amdmt	Opportunity Type	Closing Date/Time (PT)	Org
ON-003238	Consultant Services	Ben.Rosche@gov.bc.ca	1	1	e-Request for Proposal	2019-08-22 2:00:00 PM	Min

RFx Completed 13

Opportunity ID	Opportunity Description	Responsible email	Lot #	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organization(s)
20600	Community Information Tool	Ben.Rosche@gov.bc.ca	1	1	Request for Proposal	2021-11-08 1:05:15 PM	Ministry of Citizens' Service

[Site map] [Legal mentions]

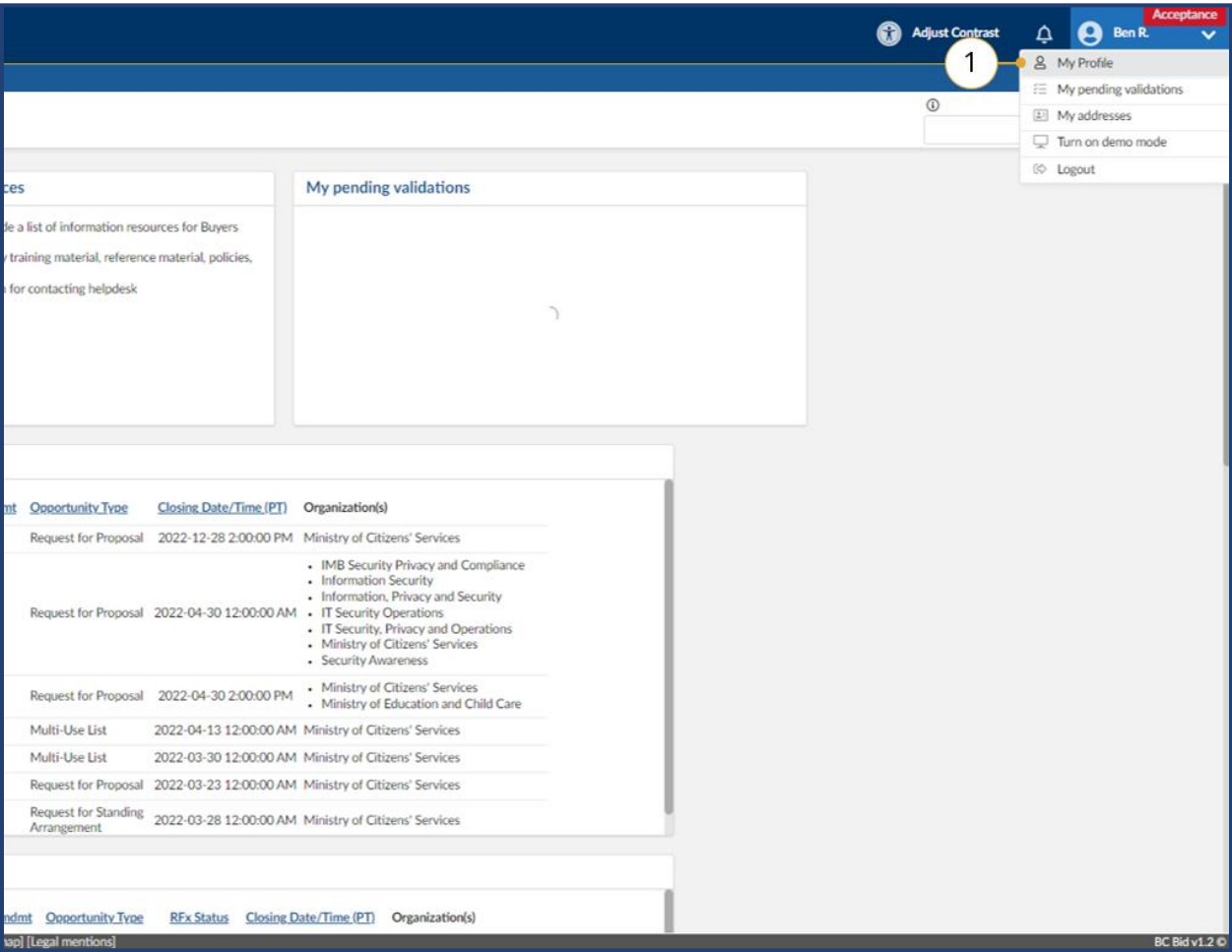
10. **RFx in Draft** Shows all draft Opportunities that the Buyer is involved in.
11. **RFx Open** Shows open projects and/or RFxs where you are a team member. These are sorted by soonest Closing Date at the top.
12. **RFx Closed, Not Awarded:** Shows closed projects and/or RFxs where you are a team member. These are sorted by oldest Closing Date at the top.
13. **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.

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**.

BCBid

Home Suppliers Sourcing

< > Profile Management :

Save

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Default settings a

Main Organization
Default commodity

Identity b

Contact First Name* Contact Last Name*
Email*
Position Status
Active

Delegation

Give my private access to
Give my approval workflow tasks to

Last Connection

Last Connection
2022-03-22 at 11:53 AM with IP address: 192.168.195.63

Tracking

Last Modification 2022-02-15 1:15:56 PM (Pacific Time)
by Rosche, Ben

My preferences

Time Zone
(UTC -07:00) Pacific Time (US and Canada)

Organizations/Commodities c

Organization Perimeter

1 value(s) selected
☒ Organizational hierarchy

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

[Page] [Missing texts] [Update texts] [Admin settings] [Page settings] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

2. Available fields include:

- Default Settings:** Only the option selected in the Main Organization drop-down list will be prepopulated in future Sourcing Projects.
- Identity:** The details (except for Position) entered here will be prepopulated in future Sourcing Projects.
- Organizations/Commodities:** This section is controlled by Administrators. So, it is not applicable to any user.

Home Suppliers Sourcing

< > Profile Management :

Save e

Last Modification 2022-02-15 1:15:56 PM (Pacific Time) by

My preferences

Time Zone
(UTC -07:00) Pacific Time (US and Canada)

Name format
First Name Last name

☒ Accessibility mode d

Date format
2022-03-22 3:06:10 PM

Number format
-1,234,567.89

☐ Customized number format

Subscriptions

- ☒ 75 - RFQ Termination date approaching
- ☒ BC Bid - New Organization Created
- ☒ BCCA Error Notification
- ☒ BCCA Success Notification
- ☒ CFS ITQ Error Notification

- ☐ Attorney General
- ☐ Auditor General for Local Government
- ☐ BC Public Service Agency
- ☐ BPS
- ☐ Ministry of Advanced Education, Skills and Training
- ☐ Ministry of Agriculture and Food
- ☐ Ministry of Children and Family Development
- ☒ Ministry of Citizens' Services
- ☐ Ministry of Education and Child Care
- ☐ Ministry of Energy, Mines and Low Carbon Innovation
- ☐ Ministry of Environment and Climate Change Strategy
- ☐ Ministry of Finance
- ☐ Ministry of Forests
- ☐ Ministry of Health
- ☐ Ministry of Indigenous Relations and Reconciliation
- ☐ Ministry of Jobs, Economic Recovery and Innovation
- ☐ Ministry of Labour
- ☐ Ministry of Land, Water and Resource Stewardship
- ☐ Ministry of Mental Health and Addictions
- ☐ Ministry of Municipal Affairs
- ☐ Ministry of Public Safety and Solicitor General and Emergency BC
- ☐ Ministry of Social Development and Poverty Reduction
- ☐ Ministry of Tourism, Arts and Culture
- ☐ Ministry of Transportation and Infrastructure
- ☐ Office of the Auditor General
- ☐ Office of the BC Human Rights Commission
- ☐ Office of the Information and Privacy Commissioner
- ☐ Office of the Merit Commissioner
- ☐ Office of the Ombudsperson
- ☐ Office of the Police Complaint Commissioner
- ☐ Office of the Registrar and Cabinet Office

https://envalt.valua.ca/buyer/ssbc/rctevol/s4nxe/page.aspx/en/usi/account_manage# No configuration context audit [Site map] [Legal mentions]

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

Explore Sourcing Projects

The screenshot shows the BCBid user interface. At the top, there's a navigation bar with tabs: Home (Admin), Home, Suppliers, Sourcing, Analytics, Admin, Config, and Integration. The 'Sourcing' tab is active, and a dropdown menu for 'Sourcing Projects' is open, showing options like 'Create Sourcing Project', 'Qualified Supplier Lists', 'Programs', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice', and 'Unverified Bid Results'. A red circle with the number '1' highlights the 'Sourcing Projects' option in the dropdown. Below the navigation bar, there's a sidebar with icons for 'Sourcing Projects', 'Create a Sourcing Project', 'Create a Contract Award', 'Programs', 'Qualified Supplier Lists', and 'Suppliers'. The main content area is divided into sections: 'Buyer Resources' (Intended to provide a list of information resources for Buyers, including links to training material and helpdesk information) and 'RFx in Draft' (a table of opportunities). The table has columns for Opportunity ID, Opportunity Description, Responsible email, Lot, Amdmt, Opportunity Type, Closing Date/Time (PT), and Organization. The table lists several opportunities, including 'Master Skills Training and Employment Program', 'Cedar Licenses', 'RFP for Comparison', 'Pending Val', 'For Definitions', 'Definition Review', and 'Test'.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organization
1000	[Master] Skills Training and Employment Program	Ben.Rosche@gov.bc.ca	1	0	Multiuse List Request for Qualification	2021-11-30 12:00:00 AM	Ministry of Education and Child Development
20550	Cedar Licenses	Ben.Rosche@gov.bc.ca	1	0	Timber Auction	2021-11-30 12:00:00 AM	Ministry of Forests, Land and Natural Resources
20516	RFP for Comparison	Ben.Rosche@gov.bc.ca	1	0	Request for Proposal	2021-12-15 12:00:00 AM	Ministry of Health Services
16656	Pending Val	Courtney.DunsmoorFarley@gov.bc.ca	2	0	Request for Information	2021-10-28 12:00:00 AM	Ministry of Health Services
14330	For Definitions	Ben.Rosche@gov.bc.ca	1	0	e-Request for Proposal	2021-11-24 2:00:00 AM	Ministry of Health Services
16663	Definition Review	Ben.Rosche@gov.bc.ca	1	0	e-Request for Proposal	2021-11-26 2:00:00 AM	Ministry of Health Services
12869	Test	Ben.Rosche@gov.bc.ca	1	0	Sprint with Us	2021-09-29 2:00:00 PM	Ministry of Health Services

1. In the Quick Access menu, click **Sourcing Projects** or click **Sourcing** in the main menu, then click **Sourcing Projects**.



[Exploring Opportunities](#)



A Sourcing Project refers to one or multiple Opportunities linked through 'Lots' or stages of an Opportunity. An Opportunity refers to a specific Opportunity within a Sourcing Project.

BC Bid Sourcing Projects

Search by keyword: Commodity: Sourcing Project Type: Status: ☒ Limit to my scope

Opportunity ID: Organization: Opportunity Type: RFX Status:

Filters Limit to my scope: ☒ Include Historical: ☒

5

Label 4	Opportunity ID	Code	Project Type	Opportunity Type	RFX Status	Commodity
Opportunity		BPM016967	Strategic (Multistage)			Live Plant and Animal Material and Accessories and Supplies
Cedar Licenses	20550	BPM016959	Timber Auction	Timber Auction	Draft	Cedar or cedro colorado tree
Joyce testing 3		BPM016955	Strategic (Multistage)			Computer data storage management systems
Community Information Tool	• 20542 • 20542	BPM016953	Strategic (Multistage)	• Request for Proposal • Request for Proposal • Request for Proposal	• Closed • Completed • Draft	Research programs
RFP for Comparison	20516	BPM016935	Strategic (Multistage)	Request for Proposal	Draft	Mineral and Textile and Inedible Animal Materials
Test	17839	BPM014265	Strategic (Multistage)	e-Request for Proposal	Draft	Fisheries and aquaculture
[Master] Skills Training and Employment Program	1000	BPM013874	Multistage List Request for Qualification	Multistage List Request for Qualification	Draft	Education and Training Services

[Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

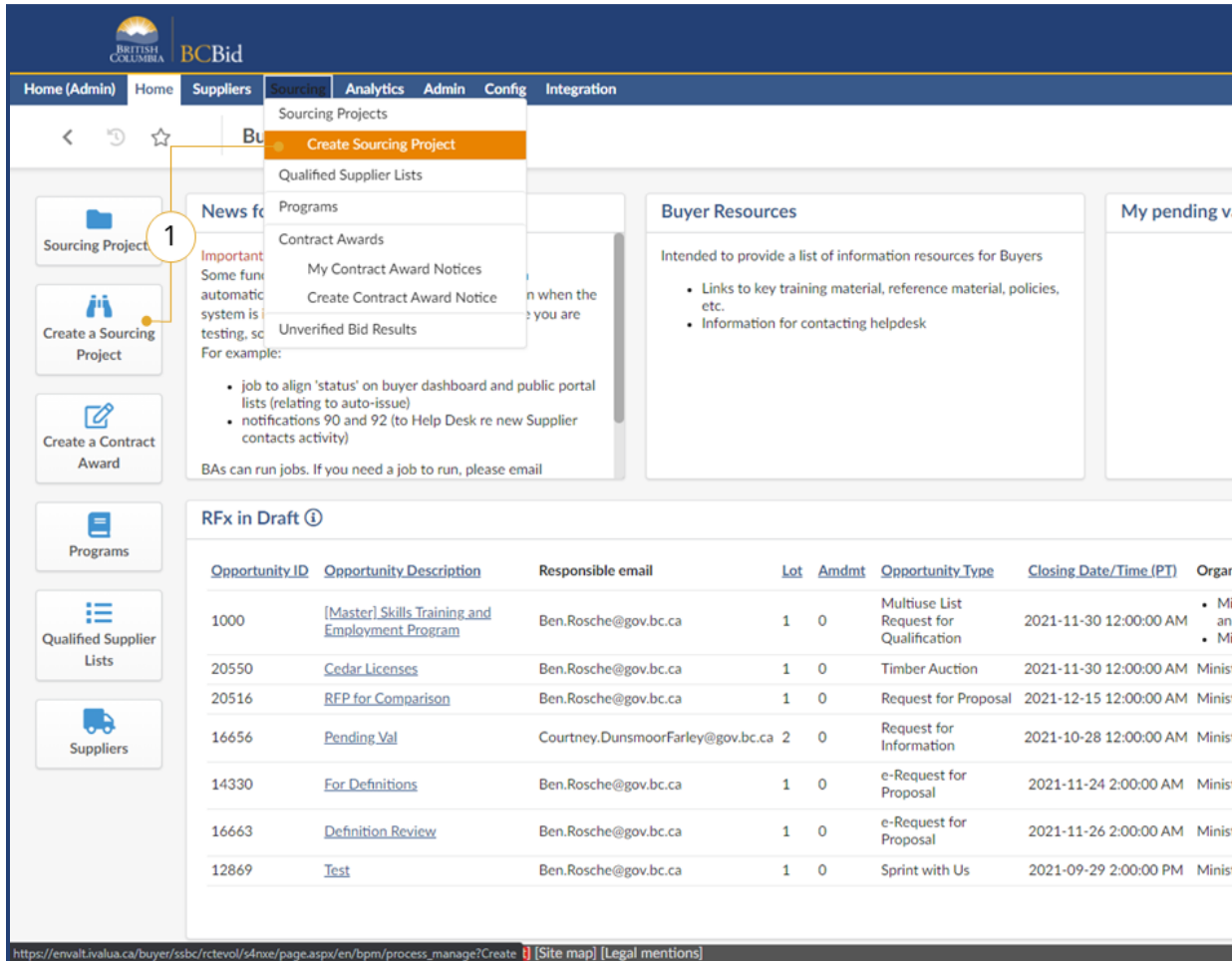
- In one or multiple searchable fields, enter text or use the drop-down lists to filter the search options.
 - Click **Search**.
 - To start a new search, click **Reset**.
- To read-only, click the **Label** or **Code** of the Sourcing Project.
- To edit opportunities click the **pencil** icon to edit the Sourcing Project.
- To create a new sourcing project, click **Create Project**.

The General Information form will display.

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

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

Step 1 - Create a Sourcing Project



The screenshot shows the BCBid system interface. The top navigation bar includes 'Home (Admin)', 'Home', 'Suppliers', 'Sourcing', 'Analytics', 'Admin', 'Config', and 'Integration'. The 'Sourcing' dropdown menu is open, showing options: 'Sourcing Projects', 'Create Sourcing Project' (highlighted with a red circle and the number '1'), 'Qualified Supplier Lists', 'Programs', 'Contract Awards', 'My Contract Award Notices', 'Create Contract Award Notice', and 'Unverified Bid Results'. The 'Create Sourcing Project' button is also visible in the Quick Access menu on the left. The main content area displays 'Buyer Resources' and a table of 'RFx in Draft'.

Opportunity ID	Opportunity Description	Responsible email	Lot	Amdmt	Opportunity Type	Closing Date/Time (PT)	Organiz
1000	[Master] Skills Training and Employment Program	Ben.Rosche@gov.bc.ca	1	0	Multiuse List Request for Qualification	2021-11-30 12:00:00 AM	• Min and • Min
20550	Cedar Licenses	Ben.Rosche@gov.bc.ca	1	0	Timber Auction	2021-11-30 12:00:00 AM	Ministr
20516	RFP for Comparison	Ben.Rosche@gov.bc.ca	1	0	Request for Proposal	2021-12-15 12:00:00 AM	Ministr
16656	Pending Val	Courtney.DunsmoorFarley@gov.bc.ca	2	0	Request for Information	2021-10-28 12:00:00 AM	Ministr
14330	For Definitions	Ben.Rosche@gov.bc.ca	1	0	e-Request for Proposal	2021-11-24 2:00:00 AM	Ministr
16663	Definition Review	Ben.Rosche@gov.bc.ca	1	0	e-Request for Proposal	2021-11-26 2:00:00 AM	Ministr
12869	Test	Ben.Rosche@gov.bc.ca	1	0	Sprint with Us	2021-09-29 2:00:00 PM	Ministr

1. In the Quick Access menu, click **Create Sourcing Project** or in the main menu click **Sourcing** and then **Create Sourcing Project**.



[How to Create a Sourcing Project](#)



Buyers are unable to use team member names to narrow the scope of the Sourcing Project search.

General Information Form

The selection of Sourcing Project Type determines the available Opportunity Types within the Sourcing Project. Some Opportunity Types are not available to all ministries. Furthermore, some Opportunity Types have sealed Submissions, which prevents Buyers from viewing Submissions prior to the Closing Date & Time of the Opportunity.

Sourcing Project Types	Opportunity Types	All Ministries?	Sealed Submissions?
Strategic (Multistage)	Invitation to Quote (ITQ)	No	Yes
	Request for Information (RFI)	Yes	No
	Single Use Request for Qualifications (SURFQ)	Yes	Yes
	Request for Proposal (RFP)	Yes	Yes
	Request for Standing Arrangement (RSA)	No	No
	Request for Submission (RFS)	No	No
	Request for Corporate Standing Arrangement (RCSA)	No	Yes
	Negotiated Procurement	No	Yes
	Other Procurement Type	No	Yes
Multi-use List	Multi-use List	Yes	No
Timber Auction	Timber Auction	No	Yes
Notice to Vendors	Notice to Vendors (NTV)	Yes	No
Limited Tendering (NOI/CAN)	Notice of Intent (NOI) to Contract Award Notice (CAN)	Yes	No

The screenshot shows the 'Create Sourcing Project' form. At the top, there are navigation icons (back, refresh, star) and a 'Save' button. A light blue banner contains a note: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time. Expected date format: yyyy-MM-dd'. Below this is the 'Set up Project' section, which includes a 'General Information' sub-section. The form fields are as follows:

- Code**: A text input field with callout 'a' pointing to it.
- Is a template**: A checkbox.
- Sourcing Project Type***: A dropdown menu with callout 'a' pointing to it.
- Status***: A dropdown menu with 'In progress' selected and callout 'b' pointing to it.
- Opportunity Description***: A text input field with callout 'c' pointing to it.
- Date Created ⓘ***: A date field showing '2025-01-03'.
- Confidential Sourcing Project**: A checkbox.
- Issued By***: A dropdown menu with callout 'd' pointing to it.
- Issued For**: A dropdown menu with callout 'e' pointing to it.
- Main Commodity***: A dropdown menu.
- Other Commodities**: A dropdown menu.

1. In the General Information Form
 - a. In the **Sourcing Project Type** drop-down list, select the appropriate Sourcing Project Type.
 - b. In the **Opportunity Description** text box, enter a title for the opportunity.
 - c. If a Buyer needs to run a **Confidential Sourcing Project** they must contact BC Bid Helpdesk to set up the Opportunity.
 - d. From the **Issued By** drop-down list, select the appropriate Organization.
 - e. *Optional*: If posting on behalf of another Organization, select the Organization in the **Issued For** drop-down list. To see more options, click **See All**.

BRITISH COLUMBIA BCBid

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

Create Sourcing Project

Save h

Expected date format: yyyy-MM-dd

Set up Project

General Information

Code

☐ Is a template

Sourcing Project Type* Status*

In progress

Opportunity Description* Date Created* 2024-12-04

☐ Confidential Sourcing Project

Issued By*

Issued For

Main Commodity* f

Other Commodities g

Save

- f. In the **Main Commodity** drop-down list, select the appropriate code at the appropriate tier, based on the purchase.
- g. *Optional:* Use the **Other Commodities** drop-down list to select the appropriate commodities at the appropriate tier, based on the purchase. If a more detailed search is required, select See All.
- h. Click **Save**.



[Commodity Codes](#)



The Issued by and Issued for fields cannot have the same value as each other. If using Issued for field, select the branch or division at a different level than what is selected in Issued by.

Multi-use List General Information Form

BC Bid

Home Suppliers Sourcing

Create Sourcing Project

Save Save and Close

General Information

Code

Sourcing Project Type*
Multiuse List Request for Qualification

Status*
In progress

Opportunity Description*
Skills Training and Employment Programs

☐ Confidential Sourcing Project

Issued By*
Ministry of Citizens' Services

Issued For
Ministry of Advanced Education, Skills and Training

Main Commodity*
86101810 - Personnel skills training

Other Commodities

Program

i Do you want all other ministries to have access to this RFQ list? Before selecting YES confirm with Legal Services Branch to ensure you have the authority to do this.
☐ Yes ☒ No

Available only to these organizations: (Select your own branch, division, or ministry, plus any other organizations who should have access to this list)*

j

[Site map] [Legal mentions]

- i. If the resulting Qualified Supplier List (QSL) can be accessed by all other ministry organizations, select **Yes**.
- j. If **No** is selected, then use the **Available only to these organizations** drop-down list to select the ministry organizations that can access the resulting QSL. If no other ministry organization can access the QSL, then select your ministry or the specific division/branch that is allowed to use the list.

Note: If more than 5 organizations are listed, click the double arrow to view all.

- k. Click **Save**.



[How to create a MUL](#)



Users must seek legal advice to establish if they have the authority to create QSLs for other ministries. This must be done prior to selecting the **Yes** radio button for **Do you want all other ministries to have access to the RFQ list?**

Set up Project

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Set up Project

Save

Set up Project 1

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFX

View RFX activity

Interested Supplier List

Analyze & Award

Notify & Share

Copy Sourcing

Copy sourcing ①

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
BPM017004

Is a template

Sourcing Project Type*
Strategic (Multistage)

Status*
In progress

Opportunity Description*
Community Information Tool

Date Created ①*
2021-11-08

Confidential Sourcing Project

Issued By*
Ministry of Citizens' Services

Issued For

Main Commodity*
81112000 - Data services

Program ①

Other Commodities

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. In the **Set Up Project** menu, review the information entered after selecting Create Sourcing Project and make changes, if necessary.
2. *Optional:* Select the two left-facing arrows to expand or collapse the left-hand navigation pane.



The **Sourcing Project Type** can be changed at any point prior to selecting an **Opportunity Type** on the **Prepare RFX – Setup** tab.

Copy Sourcing

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Set up Project

Save

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Copy Sourcing

Copy sourcing ①

1

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
BPM017004

Is a template

Sourcing Project Type*
Strategic (Multistage)

Status*
In progress

Opportunity Description*
Community Information Tool

Date Created ①*
2021-11-08

Confidential Sourcing Project

Issued By*
Ministry of Citizens' Services

Issued For

Main Commodity*
81112000 - Data services

Program ①

Other Commodities

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. In the **Set up Project** tab, select a previously created Opportunity from the **Copy sourcing** drop-down list.

Note: Copy sourcing duplicates all data from a previous Opportunity except for the Opportunity ID and Opportunity Description fields. . Some information will only display after the buyer clicks 'Save' on the Prepare RFx. In this scenario, you can only change the Opportunity Type prior to Validate & Save.



[Copy Sourcing and Status](#)



Note that not all Buyers will see the **Copy sourcing** function.

Set up Team

The screenshot shows the BCBid interface for setting up a team for a sourcing project. The left-hand menu is visible, with 'Set up Team' highlighted and a circled '1' next to it. The main content area is titled 'Set up Team' and includes a 'Save' button. Below the title, there are definitions for various roles: 'Official Contact' (single contact for suppliers), 'Responsible' (full access to update project and unseal submissions), 'Contributor' (access to edit project and create offline submissions), and 'Read-only' (access to view project and leave comments). A 'Select user(s)*' dropdown is present. Below this, there is a table with columns 'Decision By' and 'Profiles'. The 'Decision By' column contains the email 'Ben.Rosche@gov.bc.ca'. The 'Profiles' column contains two roles: 'Official Contact' and 'Responsible', each with a close button (X).

Decision By	Profiles
Ben.Rosche@gov.bc.ca	Official Contact X Responsible X

1. In the left-hand menu, click **Set Up Team** to add team members and assign roles for the project.



[Set up Team](#)



Assigning users to a team can only be done by the user with the Responsible role. The creator of the Sourcing Project is the Responsible by default. This can be changed.

Adding Users

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Set up Team

Save

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Team

Official Contact: is the single contact that suppliers can communicate with about the opportunity. Messages from Suppliers will be received within the D... Email notifications sent to suppliers use the Official Contact (name and email). This role is set by default to the creator of the sourcing project but can be ch...

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

Contributor: has access to edit the sourcing project, including creating offline Submissions (does not have access to update the set up team tab, unseal a S...

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

Select user(s)*

ADMIN Amanda

ADMIN CA

ADMIN CharlesAdmin

ADMIN Clarity

ADMIN CourtneyAdmin

ADMIN FR

ADMIN James

ADMIN Jason

ADMIN U.S.

ADMIN Vivek

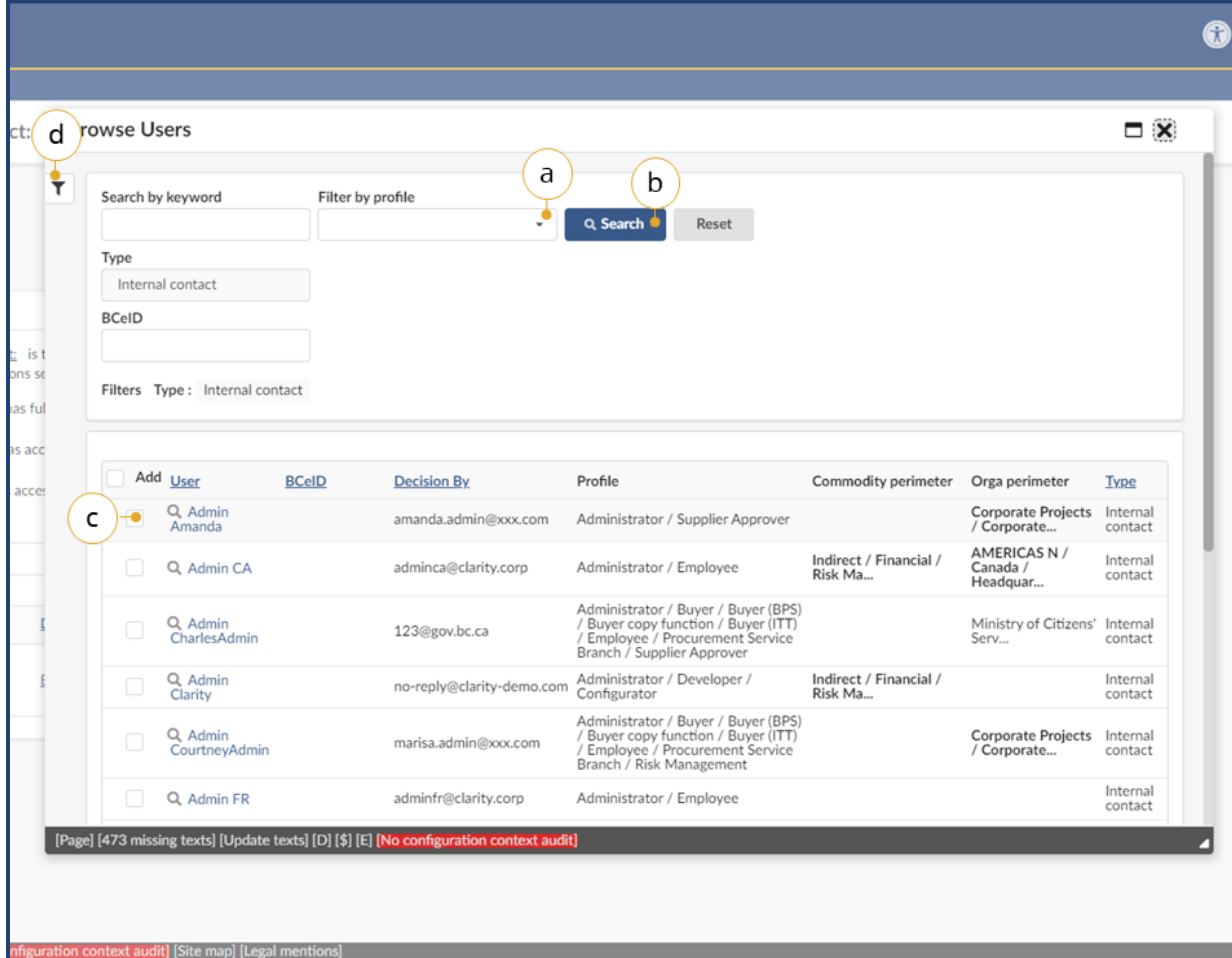
See All

Responsible

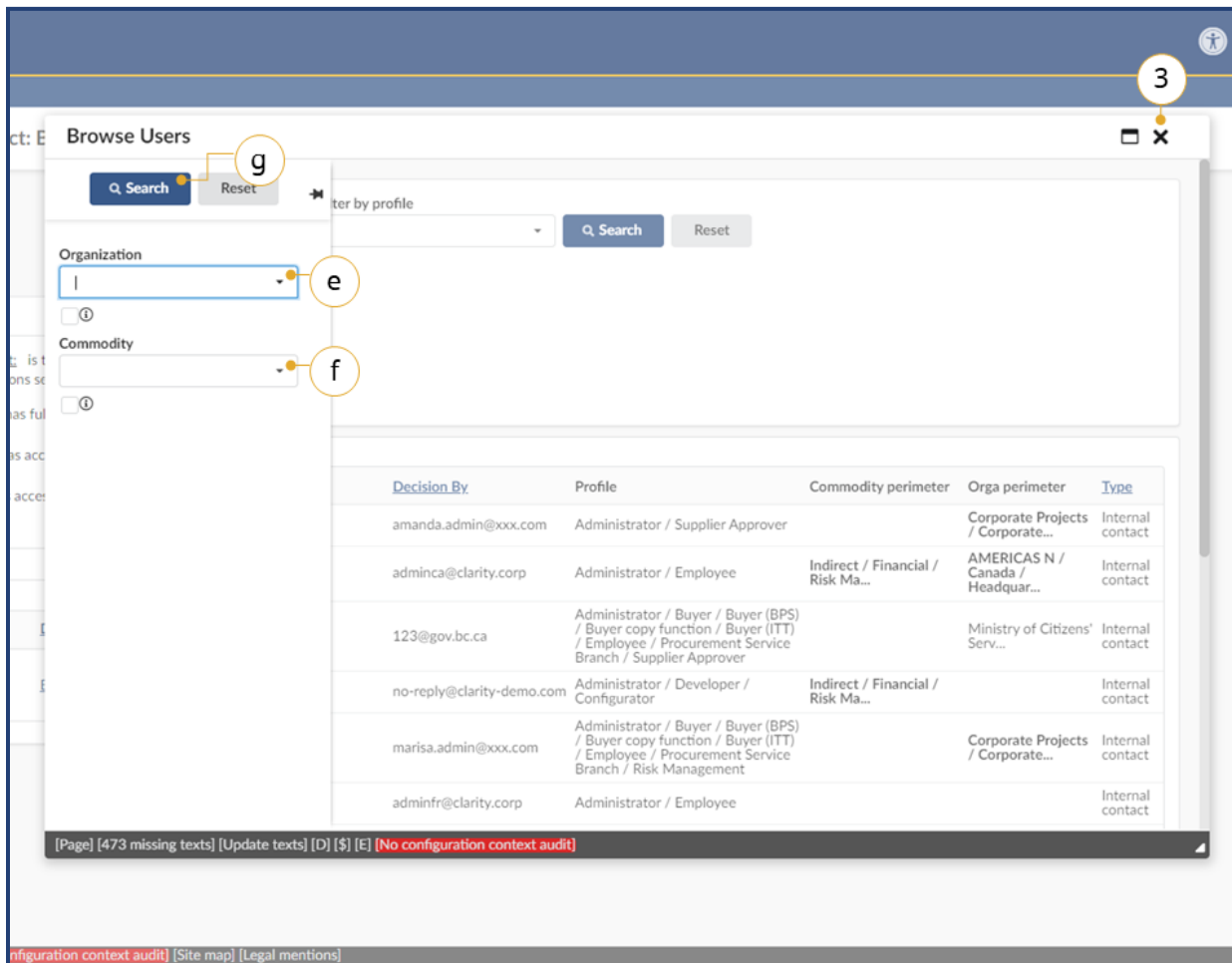
1. To add users to a sourcing team:
 - a. In the **Select user(s)** drop-down list, enter the username and select the user to add to the team.
 - b. In the **Select user(s)** drop-down list, click **See all** to search using Browse Users.



It is advised that the Buyer adds users to the team through the process of selecting **See All** to ensure that the correct user is selected.



2. In the Browse Users window use **Search by keyword** to find a user.
 - a. Select a profile type in the **Filter by profile** to narrow the search.
 - b. Click **Search**.
 - c. Select the **checkbox** in the **Add** column, for the required Users.
 - d. *Optional:* Click the **pin** button to open the advanced filter.



- e. *Optional:* Click the **Organization** drop-down list to filter users by organization.
 - f. *Optional:* Click the **Commodity** drop-down list to filter users by commodity.
 - g. Click **Search**.
 - h. Repeat steps 2(a) through 2(g) as required.
3. Click **X** to close the window. There is no Save or Validate & Save for this window.



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

Sourcing project: BPM019043 - Community Information Tool - Set up Team

[Save](#) 5

Set up Team

Team

Official Contact: is the single contact that suppliers can communicate with about the opportunity. Messages from Suppliers will be received within the Discussion Forum if sent through BC Bid. Email notifications sent to suppliers use the Official Contact (name and email). This role is set by default to the creator of the sourcing project but can be changed.

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

Contributor: has access to edit the sourcing project, including creating offline Submissions (does not have access to update the set up team tab, unseal a Submission, or delete an RFx).

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

Select user(s)*

✕ Ben.Rosche@gov.bc.ca

Email	Profiles	Contact
✕ Ben.Rosche@gov.bc.ca	Official Contact ✕ Responsible ✕ Contributor Read-only	ROSCHE Ben 4

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

Note: 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.

Note: There can only be 1 Responsible profile and 1 Official Contact profile assigned. The Official Contact does not have to be the same user as the Responsible profile.

Note: When adding or removing profiles (as per step 4), the page will update with the change in the set up teams tab, but the change has not actually been saved yet. You must still click the save button (Step 5) to finalize the change, otherwise it will revert, and the updated profile will not save.

Remove a User or Profile

The screenshot shows the 'Set up Team' page for a sourcing project. The page has a left sidebar with navigation links: Home, Suppliers, Sourcing, Set up Project, Set up Team, Discussion Forum, Set up Documents, Add Suppliers, Prepare RFx, View RFx activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area is titled 'Set up Team' and contains a 'Team' section. The 'Team' section includes a 'Select user(s)*' dropdown (callout 3) and a 'Profiles' section. The 'Profiles' section has a 'Decision By' dropdown (callout 2) and a 'Profiles' list. The 'Profiles' list shows 'Official Contact' and 'Responsible' roles (callout 1). The 'Responsible' role is currently assigned to 'Ben.Rosche@gov.bc.ca'. A 'Save' button (callout 4) is located at the top right of the 'Set up Team' section. The page footer contains a status bar with the text: [Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions].

1. Click the **X** beside a profile to remove that profile for that specific user.
2. Click the **X** beside a Contact email to remove that user from the team.
3. Click the **X** in the **Select user(s)** dropdown to remove the entire team.
4. Click **Save**.



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 themselves, someone from the sourcing projects organization should contact the BC Bid Help Desk for assistance.

Discussion Forum

The Discussion Forum allows Sourcing Project teams to keep relevant collaborative discussions in one place for records management. The Official Contact can also communicate with Suppliers, as appropriate, for example issuing Addenda.

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



[How to use Discussion Forum](#)

Note: There is no ability to reply directly to other users communications. This is an intentional design to mitigate the risk of sending out potentially sensitive information to all interested suppliers. Best practice is to reformulate the questions and send it out as a separate addenda.

Creating a New Message

The screenshot shows the BCBid Sourcing project interface for project BPM017004. The left sidebar contains navigation links: Home, Suppliers, Sourcing, Set up Project, Set up Team, Discussion Forum, Set up Documents, Add Suppliers, Prepare RFx, View RFx activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area is titled 'Sourcing project: BPM017004 - Community Information Tool - Discussion Forum'. It features a 'Recover Messages' button, a search bar with 'Search by keyword', 'Advanced search', 'Search', and 'Reset' buttons, and a 'Display' dropdown set to 'All'. Below these are filters for 'Supplier', 'Message Type' (set to 'Enquiries'), 'User', and 'Date' (with 'From' and 'To' date pickers). A 'Save' button is in the top right. A disclaimer states: '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 in 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.' Below this is a note: '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.' A 'Compose' button is highlighted with a circled '1'. A 'Message History' button is also visible. The bottom of the page shows a footer with links: [Page], [Missing texts], [Update texts], [D], [\$], [V], [E], [No configuration context audit], [Site map], and [Legal mentions].

1. Click **Compose**.

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

Adjust Contrast Ben R. Acceptance

ty Information Tool - Discussi...

Save

Reset

Message Type*

Enquiries

Send me a copy

Rosche Ben

To

Recipients* 3

External Emails 4

Subject*

Send Cancel

Click or Drag to add files

Message History

Time (Pacific Time)	Original sender	Last sender
08 12:40:51 PM	Ben ROSCHE	Ben ROSCHE
08 12:38:26 PM	Ally ACORN (Company A Corp)	Ally ACORN (Company A Corp)

BC Bid v1.2

2. *Optional:* Select the **Send me a copy** checkbox to receive a copy of the email.
3. 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 step. Recipients are grouped by role.
4. You can send your message to external email addresses by entering the addresses (separated by semi-colons) in the **External Emails** field. Note that the Recipients field must be populated to use this field.



Messages emailed by the application (Discussion Form) do not contain attachments. Suppliers (and Buyer team members) need to sign into the application to retrieve attachments. It is recommended that if the buyer attaches files to a message that they make a note in the message text that attachments are available. Buyers should encourage suppliers (or buyers) to register for a BC Bid account.

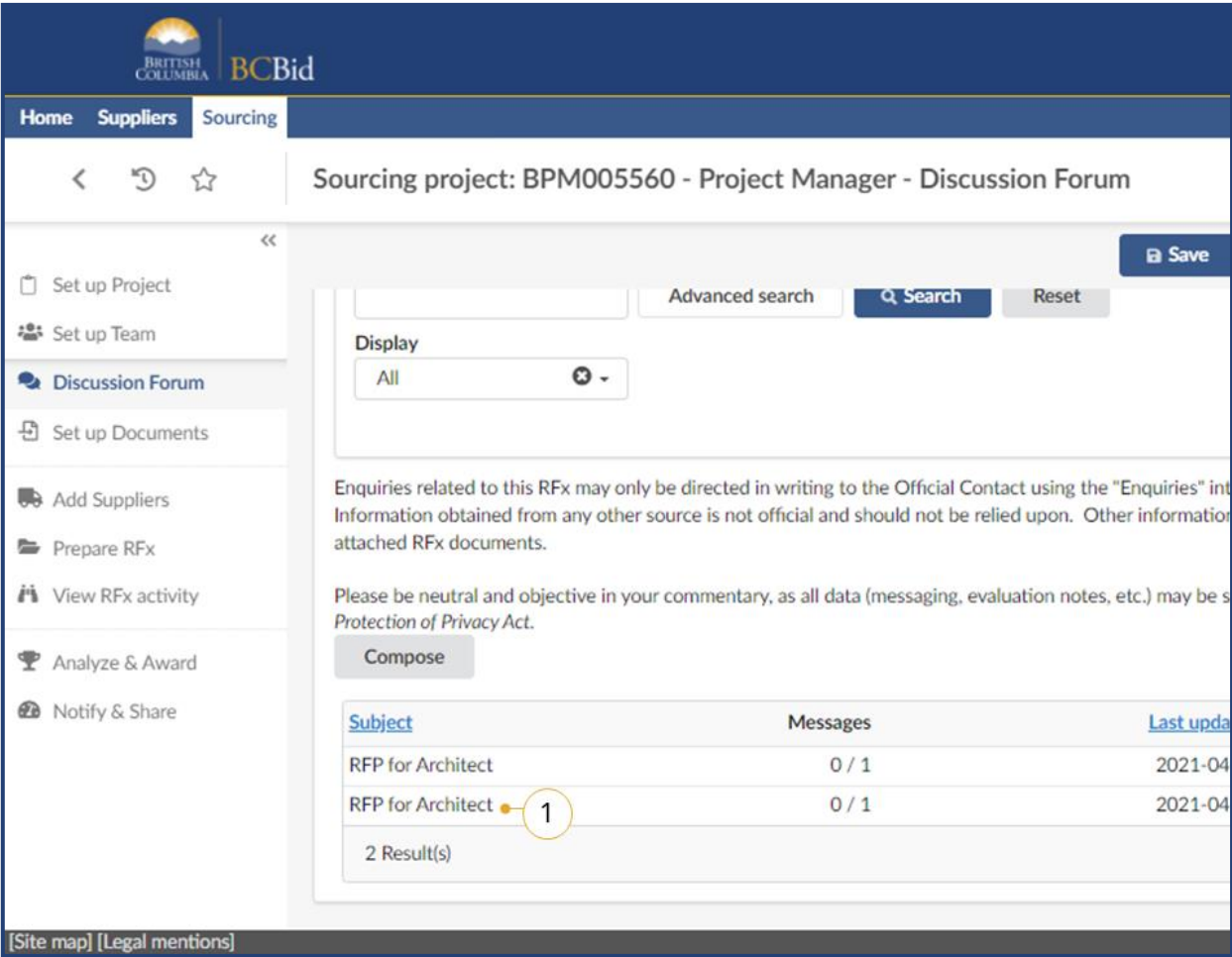
The screenshot shows a web application interface for a discussion forum. At the top, there's a dark blue header with a bell icon, a user profile icon labeled 'Kathy J.', and a red 'Acceptance' button. Below the header, the main content area is titled '1 KJ - Discussion Forum'. On the left, there's a sidebar with a 'Save' button and a 'Message History' button. The main form area is titled 'Send To' and contains several fields: 'Recipients' (with a dropdown menu showing 'All internal team members'), 'External Emails' (with a text input field containing 'procurement@gov.bc.ca'), and 'Subject' (with a text input field). Below these fields are two buttons: a green 'Send' button and a red 'Cancel' button. At the bottom of the form, there's a button labeled 'Click or Drag to add files'. Numbered callouts (5, 6, 7, 8) point to the 'Subject' field, the 'Send' button, the 'Click or Drag to add files' button, and the 'Send' button respectively. The bottom right corner of the interface shows 'BCBid v1.2 ©'.

5. Enter the message subject in the **Subject** field. The **Subject** should always include the Opportunity ID and Opportunity description.
6. In the field below, enter your message.
7. Add attachments to your message by clicking **Click or Drag to add files** or directly dragging and dropping a file onto the button.
8. Once your message is ready, click **Send**.



You cannot delete a message once it has been sent.

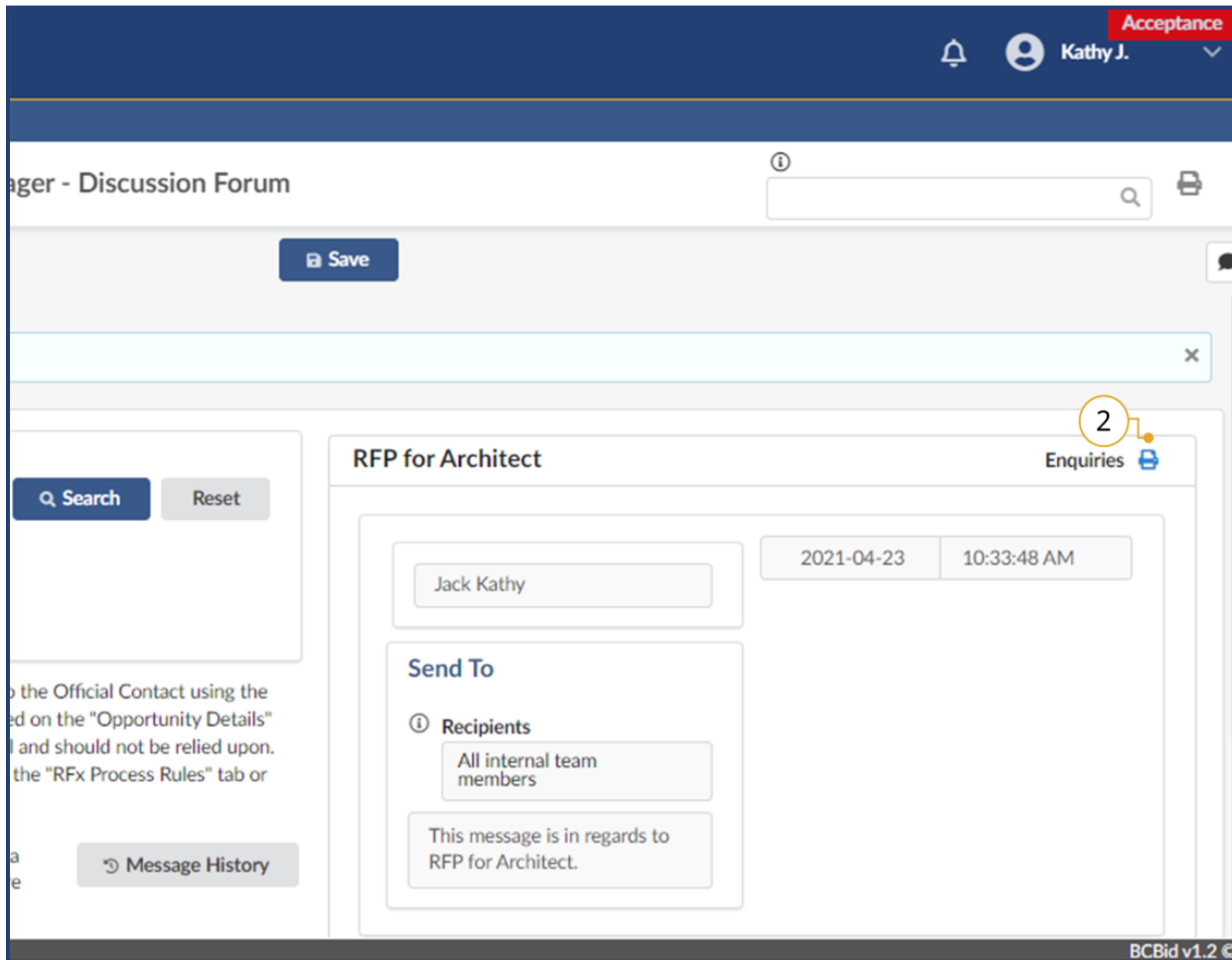
Print a Communication



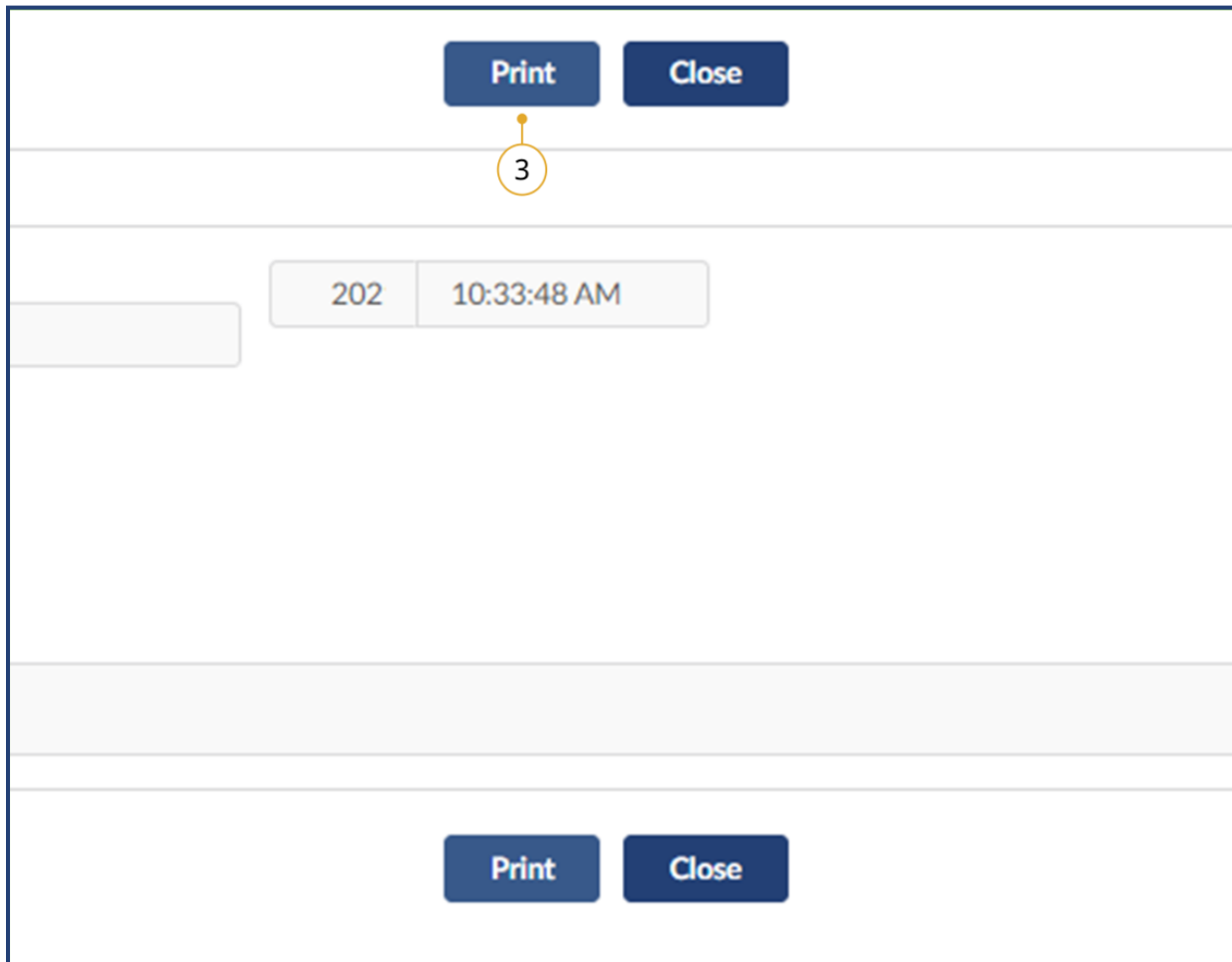
1. Select the communication you would like to print.



Buyers should note that when archiving message data for an Opportunity, i.e. the 'message history', they will need to the print out of each message plus the Excel file to establish who was sent each message. An Excel document showing the content isn't going to cut it so we'll need both. The message spreadsheet can be downloaded via the cog icon.



2. Click the **Print** (printer) icon.



3. In the dialog box, click **Print**.

Set up Documents

1. In the left-hand menu, click **Set Up Documents**.



[Set up Documents](#)



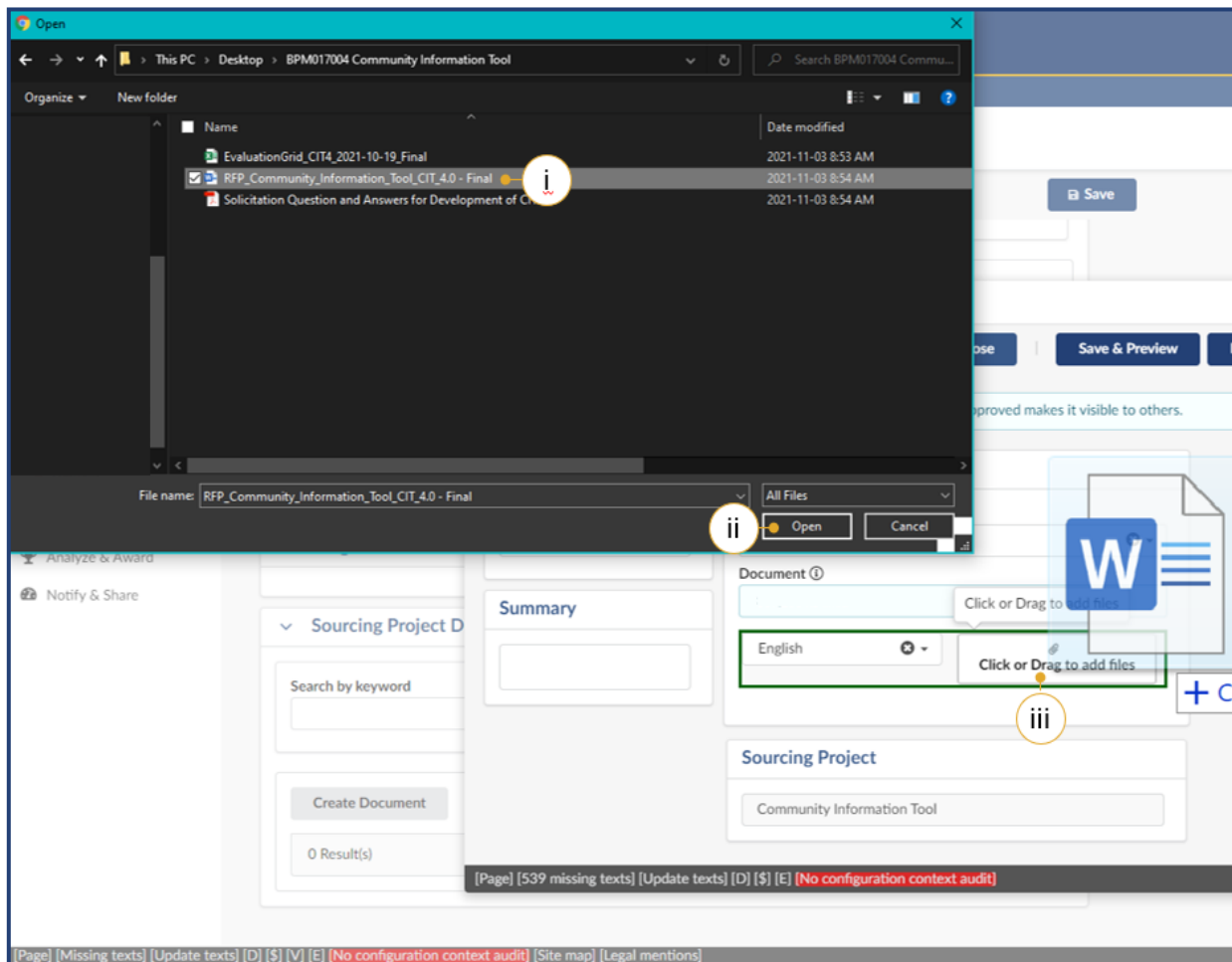
Provides a list of all the General Documents and Sourcing Project Documents that are relevant to the project. Buyers can use this screen to upload Sourcing Project Documents.

Uploading Documents

1. Click **Create Document**.
 - a. Enter a **Title**.
 - b. Using the **Document Status** drop-down list, select **Draft** or **Approved**.
 - c. *Optional*: Enter a **Summary**
 - d. Open the file manager application by clicking **Click or Drag to add files**.



Buyers must only upload 1 document per upload.



- iv. Select the document to upload.
- v. Click **Open**.
- vi. Alternatively, open Windows Explorer and drag the file to the **Click or Drag to add files** button.

Sourcing Project Documents

Save Save & Close Save & Preview Delete

Title

Title*

RFP_Community_Informa...

Summary

Information

Document Status*

Approved

Document ⓘ

English

Click or Drag to add files

EN - RFP_Community_Information_Tool_CIT_4.0 - Final.docx

Sourcing Project

Community Information Tools

Tracking

Created on 2021-11-08 12:09:33 PM (Pacific Time) by Rosche Ben

Last Modification 2021-11-08 12:09:33 PM (Pacific Time) by Rosche Ben

Page| [859 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[No configuration context audit] [Site map] [Legal mentions]

- e. Click **Save & Preview** to preview the uploaded documents from a Supplier perspective.
- f. Click **Save & Close** to upload.

Downloading Existing Documents

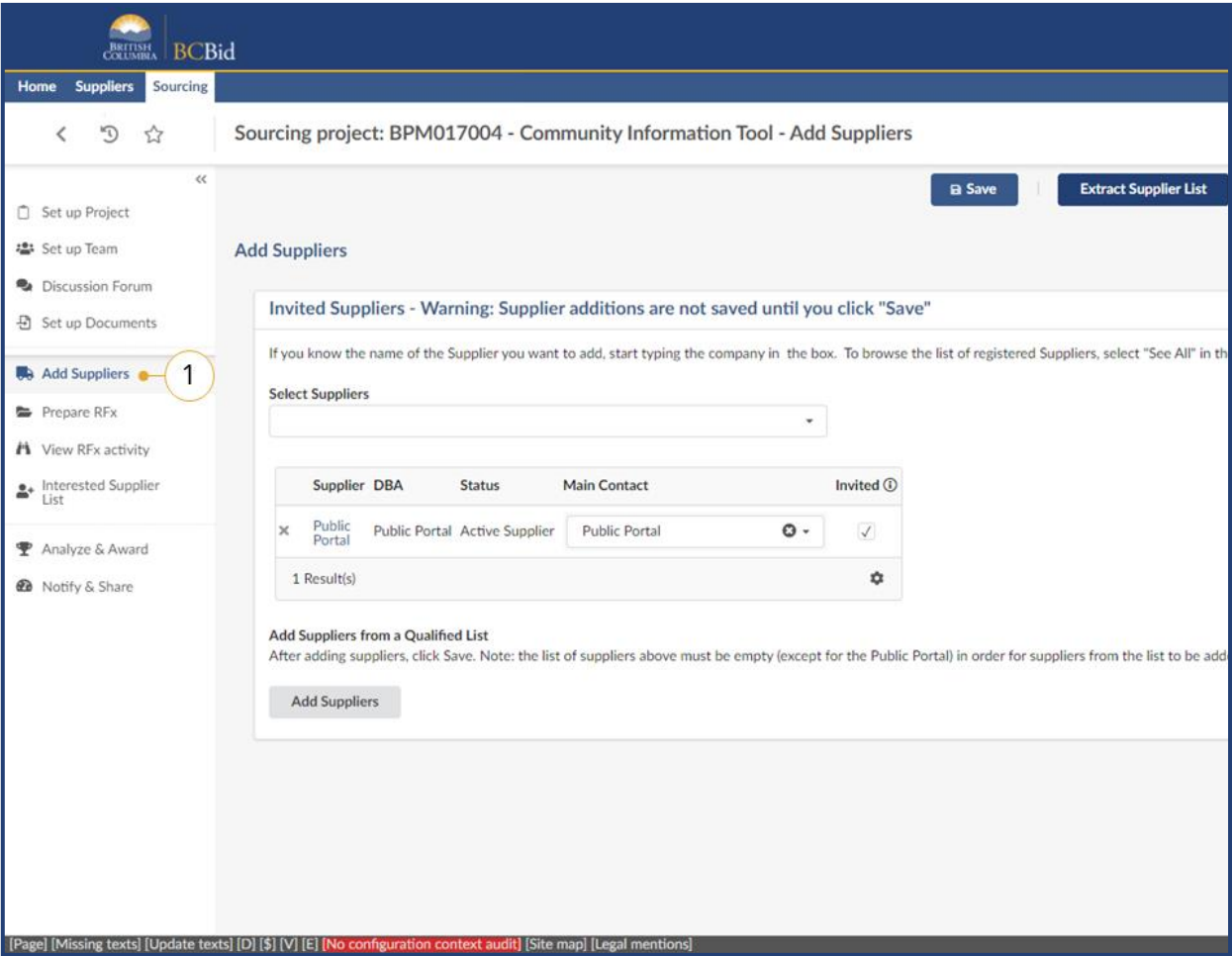
The screenshot displays the BCBid Sourcing project interface for 'Sourcing project: BPM017004 - Community Information Tool - Set up Documents'. The left sidebar contains a navigation menu with options: Set up Project, Set up Team, Discussion Forum, Set up Documents (highlighted), Add Suppliers, Prepare RFx, View RFx activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area is divided into sections: General Documents, Program Documents, and Sourcing Project Documents. The General Documents section includes a search bar and a table of documents. A document titled 'test 1' is selected, indicated by a checkbox and a yellow circle labeled '1'. The 'Zip Selected Documents' button is highlighted with a yellow circle labeled '2'. The table shows the following data:

✓	Title	Att.	Contact	Last Modification (Pacific Time)	Created on (Pacific Time)	Validity End Date
<input checked="" type="checkbox"/>	test 1	Test File All.pdf	TAYLOR Jason	2021-06-23 10:48:50 AM	2020-12-31 12:27:49 PM	

Below the table, it indicates '1 Result(s)'. The bottom of the page features a footer with links: [Page], [Missing texts], [Update texts], [D], [\$], [V], [E], [No configuration context audit], [Site map], and [Legal mentions].

1. Select the **Checkbox** next to the document(s) to be downloaded.
2. Click **Zip Selected Documents** to download the document(s).

Add Suppliers



1. In the left-hand menu, click **Add Suppliers** to review the list of invited suppliers from the Add Suppliers tab.

 [Add Suppliers Overview](#)

If adding additional suppliers after initially completing this step: go to the **Prepare RFX, Suppliers** tab, check that the supplier is listed and click **Validate & Save**.

Adding Suppliers Not On Qualified List

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Add Suppliers

Save Extract Supplier List

Add Suppliers

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

If you know the name of the Supplier you want to add, start typing the company in the box. To browse the list of registered Suppliers, select "See All" in the

Select Suppliers

Company A

RepresentativeOf, CompanyA
Company A
18 Douglas St V8V 2N6 Victoria

Invited ⓘ

See All 2

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. In the **Select Suppliers** drop-down list, start typing in the name of the Supplier to be added, then select it when it displays.
 - a. Click **Save**.
2. If unable to find the Supplier, click **See All**.



[Adding suppliers not on a QSL](#)

NOTE: In the **Select Suppliers** drop-down you will be able to identify Shell Suppliers as they will be marked with **[SHELL (Unregistered) Supplier]** to the right of the supplier name. Please do not invite a **[SHELL (Unregistered) Supplier]** to an **invite-only** sourcing project as these accounts cannot be used to log in and view the details of the opportunity. If you wish to invite a supplier to an invite-only opportunity they are required to register for their own account prior to being invited.



Once an opportunity is posted, Suppliers that are selected here will get a notification.

Browse Suppliers

Browse Suppliers

Sourcing project: BPM017004 - Community Information Tool - Add Suppliers

Search by keyword: Commodity: ☐ My Commodities

Alerts: Type:

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

Add Supplier	Code	Supplier #	Doing Business as Name	Parent Company	Level	Web site	Status	Qualification	Document Status	Do Val
<input type="checkbox"/>	SUP006188		Circum DBA		Supplier Head-office / Supplier Group		Enrollment Rev.			
<input type="checkbox"/>	SUP006187		Everest DBA		Supplier Head-office / Supplier Group		Registration			
<input type="checkbox"/>	SUP006186		Company C		Supplier Head-office / Supplier Group	companyC.example.com	Active Supplier			
<input type="checkbox"/>	SUP006185		Test4 DBA		Supplier Head-office /		Registration			

[Page] [551 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

texts [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- In the **Browse Suppliers** window, filter Suppliers using setting search parameters. Once search parameters are set, click **Search**.
- Once the Supplier(s) to be added are found, select the **checkbox(s)** in the **Add Supplier** column.
- Click the **X** to add and close the Browse Suppliers window.
- When the Browse Suppliers window closes, click **Save** on the Add Suppliers tab.

Removing Suppliers and Extracting Supplier List

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Add Suppliers

Save Extract Supplier List

Add Suppliers

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

If you know the name of the Supplier you want to add, start typing the company in the box. To browse the list of registered Suppliers, select "See All" in the box.

Select Suppliers

Supplier	DBA	Status	Main Contact	Invited
CompanyB, RepresentativeOf	Company B	Active Supplier	RepresentativeOf CompanyB	<input checked="" type="checkbox"/>
CompanyC, RepresentativeOf	Company C	Active Supplier	RepresentativeOf CompanyC	<input checked="" type="checkbox"/>
Public Portal	Public Portal	Active Supplier	Public Portal	<input checked="" type="checkbox"/>
RepresentativeOf, CompanyA	Company A	Active Supplier	CompanyA RepresentativeOf	<input checked="" type="checkbox"/>

4 Result(s)

Add Suppliers from a Qualified List
After adding suppliers, click Save. Note: the list of suppliers above must be empty (except for the Public Portal) in order for suppliers from the list to be added.

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. To remove a Supplier, select the **X** next to the Supplier name.
2. To remove a Supplier from the invitation list, select the **checkbox** in the Invited column.
3. Click **Extract Supplier List**.
4. Click **Save**



[Removing suppliers and extracting a supplier list](#)



For limited competitions that are below trade thresholds or competitions that are run off a Qualified Suppliers List, do not remove **Public Portal** from the invitation. The Public Portal needs to be selected to allow addenda to be visible to invited suppliers.

Creating a New Supplier

Creating a new Supplier is used when the Buyer is uploading Submission data from a Supplier that is not yet identified in BC Bid. 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.

The screenshot shows the 'Add Suppliers' page in the BC Bid system. The page has a dark blue header with the BC Bid logo and navigation tabs: Home, Suppliers, and Sourcing. Below the header, there's a breadcrumb trail: Sourcing project: BPM017004 - Community Information Tool - Add Suppliers. The main content area is titled 'Add Suppliers' and contains a warning: 'Invited Suppliers - Warning: Supplier additions are not saved until you click "Save"'. Below the warning, there's a text input field for searching suppliers. A dropdown menu is open, showing 'Company D' and a list of suppliers. At the bottom of the dropdown, there's a 'See All' link, which is highlighted with a yellow circle and the number '1'. To the right of the dropdown, there's a table with columns for 'Invited' and checkboxes. The table has four rows, each with a checkbox that is checked. At the bottom of the page, there's a footer with links: [Page], [Missing texts], [Update texts], [D], [\$], [V], [E], [No configuration context audit], [Site map], [Legal mentions].

1. In the **Select Suppliers** drop-down list, select **See All**.



[Creating a new Supplier](#)

[Home](#)
[Suppliers](#)
[Sourcing](#)

[Sourcing project: BPM017004 - Community Information Tool - Add Suppliers](#)

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

Browse Suppliers

Commodity ①

☐ My Commodities

Alerts

Type

Filters
Level:
Supplier Group
Supplier Head-office
Supplier Site

2

Add Supplier	Code	Supplier #	Doing Business as Name	Parent Company	Level	Web site	Status	Qualification
<input type="checkbox"/>	SUP006188		Circum DBA		Supplier Head-office / Supplier Group		Enrollment Rev.	
<input type="checkbox"/>	SUP006187		Everest DBA		Supplier Head-office / Supplier Group		Registration	
<input type="checkbox"/>	SUP006186		Company C		Supplier Head-office / Supplier Group	companyC.example.com	Active Supplier	
<input type="checkbox"/>	SUP006185		Test4 DBA		Supplier Head-office /		Registration	

[Page] [551 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

- In the Browse Suppliers window, click **Create Supplier**.

Home (Add) Home Suppliers Create Create New Supplier Add New Supplier Supplier Information

Create

Save & Close Save Back to selection

Supplier Information

Doing Business as Name ① Type ②

Legal Name ③ Responsible

Website

Legal Structure

Year Founded

Company Size ①

Address

Map Satellite

Address Label ①

Office Street Address

Mailing Address (if different)

City

Postal / Zip Code

State/Province Country* ④

5

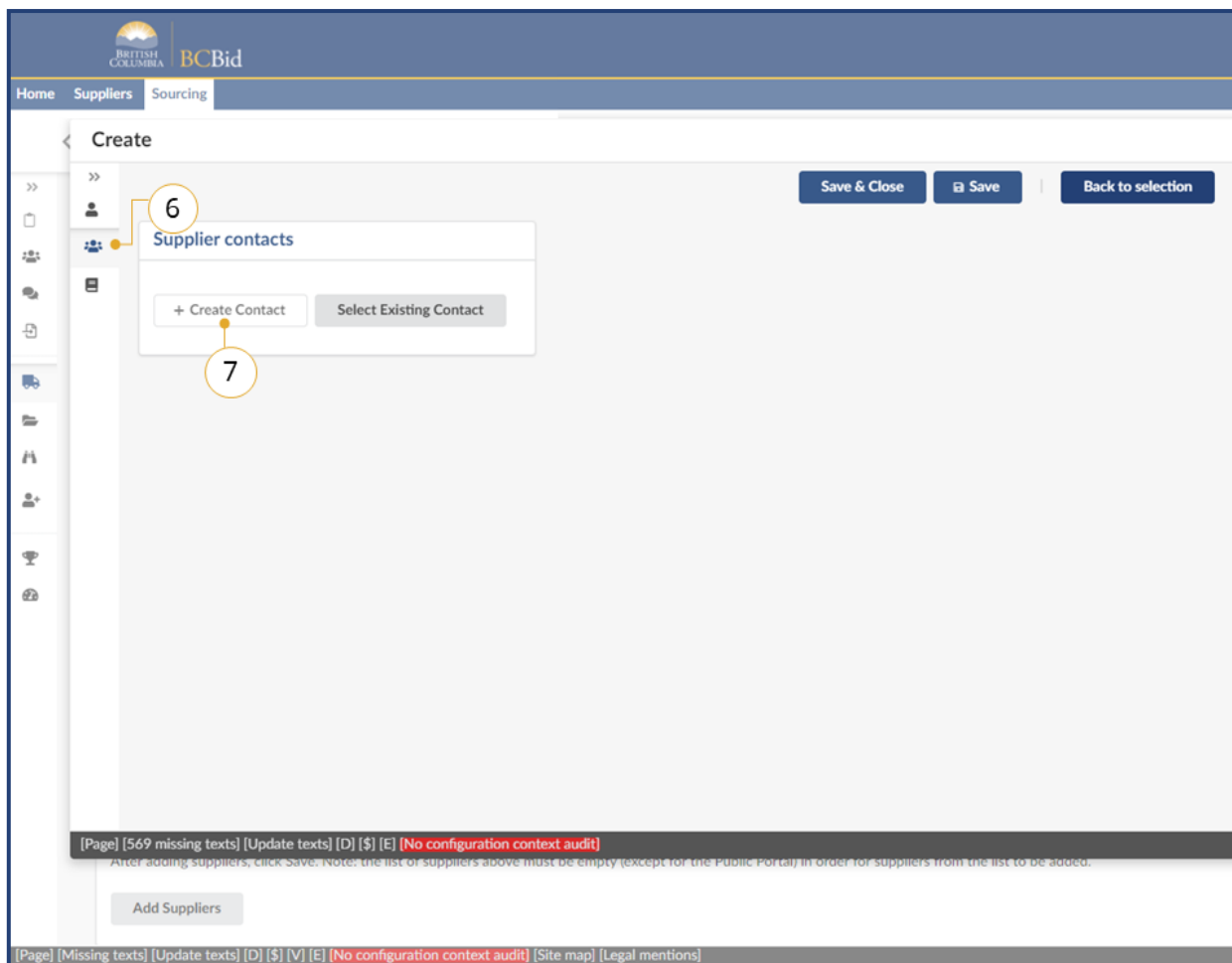
Add Suppliers

[Page] [569 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. In the Doing Business as Name textbox, enter the business name the Supplier is operating as.
2. In the **Type** drop-down list select Vendor or Shell for offline Submissions, as applicable.
3. In the Legal Name textbox, enter the Suppliers legal name.
4. In the **Country** drop-down list, select the Country the Supplier is in.
5. Click **Save**.

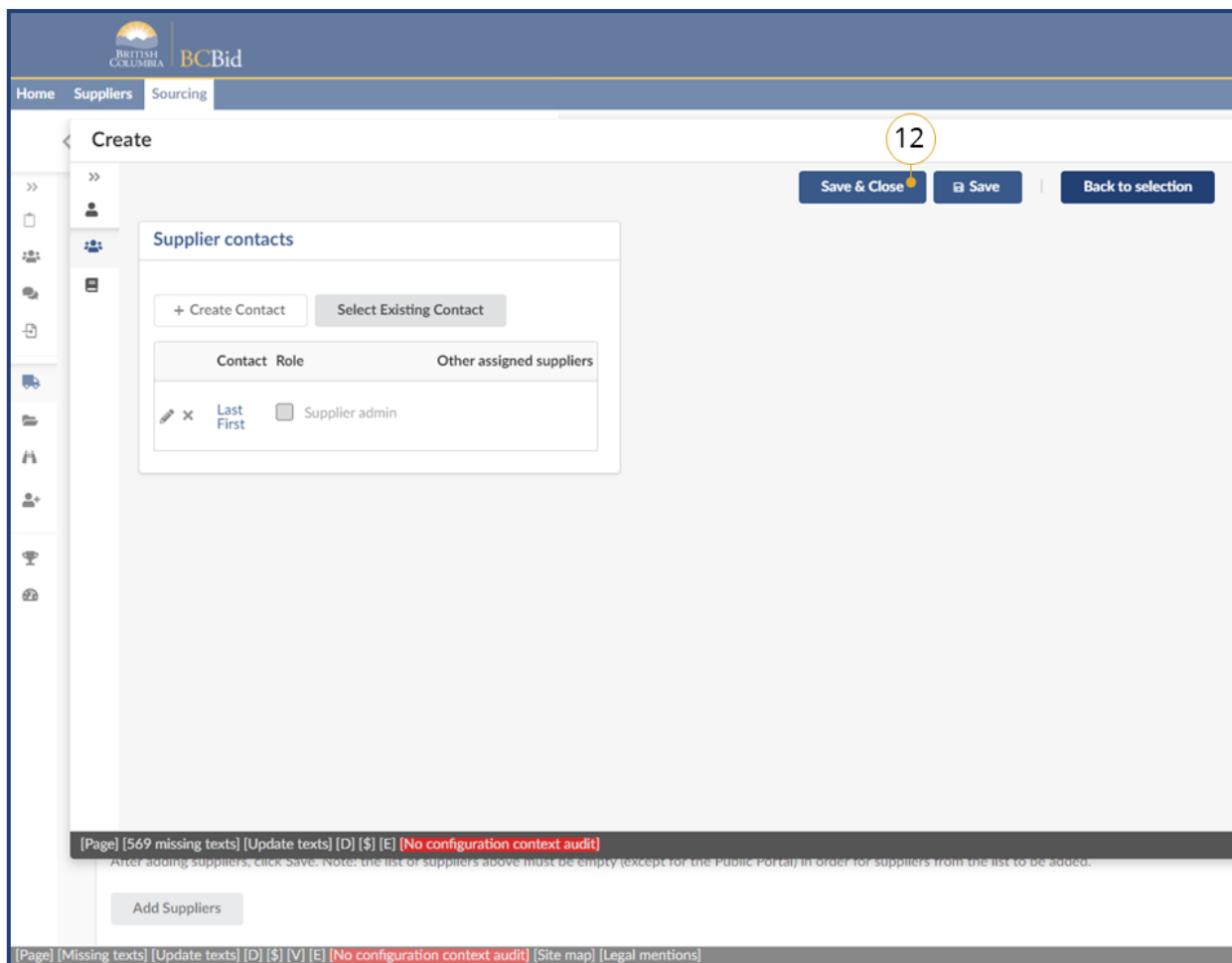
Note: SHELL supplier accounts require an address to comply with trade agreement requirements.



6. In the left-hand navigation pane, click the **Contacts** tab.
7. Select the **+ Create Contact** button.

The screenshot shows a web application window titled "Supplier contact management". At the top right of the window are icons for print, a document, and a close button. Below these are two buttons: "Save" and "Save & Close", with the latter circled in yellow and labeled with a yellow circle containing the number 11. The main form area is divided into two sections: "Identity" and "Phone". The "Identity" section contains several text input fields: "Contact First Name*" (labeled with a yellow circle 8), "Contact Last Name*" (labeled with a yellow circle 9), "Email*" (labeled with a yellow circle 10), "Position" (with a help icon), "Supplier Legal Name", and "Supplier DBA". The "Phone" section contains three text input fields: "Phone", "Cell Phone", and "Fax". At the bottom of the form is a map widget with "Map" and "Satellite" tabs, and a small map showing Europe and Africa. The entire form is enclosed in a light gray border.

8. In the **Contact First Name** textbox, enter the Supplier contact's first name.
9. In the **Contact Last Name** textbox, enter the Supplier contact's last name
10. In the **Email** textbox, enter the Supplier contact's email address.
11. Click **Save & Close**.



12. Click **Save & Close**.

Adding Suppliers From a Qualified Suppliers List

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Add Suppliers

Qualified Supplier Lists

Use the checkbox to add qualified suppliers from RFQ lists available to you below.

Search by keyword

Search

Reset

Opportunity Type

Multiuse List Request for Qualification, e-Multiuse List Request for Qualification

Filters Opportunity Type: Multiuse List Request for Qualification e-Multiuse List Request for Qualification Opportunity Type: Multiuse List Request for Qualification e-Multiuse List Request for Qualification

Commodity	Opportunity Description	Can be used by all	Opportunity ID	Can be used by?
<input type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	081921 mrfq	<input checked="" type="checkbox"/>	• 12728 • 12728 • 12731	
<input type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	091621 mrfq	<input checked="" type="checkbox"/>	13385	
<input type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	mrfq	<input checked="" type="checkbox"/>	• 12619 • 12619	
<input type="checkbox"/> 10000000 - Live Plant and Animal Material and Accessories and Supplies	mrfq 07	<input checked="" type="checkbox"/>	14243	

[Page] [569 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

1. Click **Add Suppliers**.

- Insert a keyword in the **Search by keyword** textbox.
- Click **Search**.
- When the Qualified Suppliers List is located, select the **checkbox** to add the Qualified Suppliers List.
- Click **Save** after the Qualified Suppliers List closes.



[How to Add from a Multi-use List Qualified Suppliers List](#)

Step 2 – Prepare RFx

Setup

This section is where all public or Supplier facing information on the Opportunity are inputted or uploaded. You will be working your way left to right through the tabs (e.g. Setup, Additional RFx; Documents; Suppliers; and Approvals and Approvals Workflow if needed).

1. In the left-hand menu, click Prepare RFx.
 - a. In the **Opportunity Type** drop-down list, select the applicable Opportunity Type.
 - b. In the **Opportunity Description** text box, confirm the description of the opportunity. Changing the Opportunity Description here will not change the Opportunity Description on the Set up Project tab.
 - c. In the **Summary Details** text box, enter a summary of the Opportunity.

Note: Once the Opportunity Type is selected and Validate & Save is clicked, the Opportunity Type cannot be changed.

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save

Draft

Opportunity Type*

Request for Proposal

Opportunity Description*

Community Information Tool

Lot # ⓘ

1

Amendment # ⓘ

0

Summary Details ⓘ*

The Ministry of Citizens' Services, Connectivity Division, is soliciting for a contractor to enhance our Community Information Tools (CIT) to perform the following current and future state of connectivity projects in BC; integrate connectivity data and other sector-based data into CIT to enable rapid analysis to support investment making; incorporate strong linkages and user centered design to provide more intuitive features. Budget maximum is \$250K.

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

Issue Date ⓘ*

2021-11-09 2:00:00 PM ⓘ

Auto issuing ⓘ

Closing Date & Time ⓘ*

2021-12-08 12:00:00 PM ⓘ

Auto closure ⓘ

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- d. Select an **Issue Date**.
- e. *Optional*: Click **Auto issuing**. If Auto issuing is selected, there will be no Ready to Issue button in [Step 3 – Issue an Opportunity](#).
- f. Select a **Closing Date & Time**.
- g. Click **Validate & Save**.

Note: Auto issuing will automatically issue the opportunity to BC Bid at the selected Issue date & time, once all approvals are completed. For MUL, see [Multi-use List Setup](#). If not, continue to the next page.



After your first Validate and Save, you may see alert/error messages related to incomplete mandatory fields in this and other tabs. Review other tabs and fill in fields. Validate and Save often. Mandatory error guidance will be visible on the Setup tab.

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Ready to Issue

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

Estimated Amount (CAD) ⓘ*
250000 **h**

Category*
Services ⓘ **i**
Construction
Goods

The Ministry of Citizens' Services, Connectivity Division, is soliciting for a contractor to enhance our Community Information Tools (CIT) to perform the following current and future state of connectivity projects in BC; integrate connectivity data and other sector-based data into CIT to enable rapid analysis to support investment making; incorporate strong linkages and user centered design to provide more intuitive features. Budget maximum is \$250K.

Add shortlisted suppliers from a single-use RFQ

j Add shortlisted suppliers ⓘ
To add all shortlisted suppliers from a single-use Request For Qualifications to this RFx, check the checkbox and click Save.

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

Issue Date ⓘ*
2021-11-09 2:00:00 PM ⓘ ☐ Auto issuing ⓘ

Closing Date & Time ⓘ*
2021-12-08 2:00:00 PM ⓘ ☒ Auto closure ⓘ

Enquiries Deadline ⓘ
12:00:00 AM ⓘ

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

Continuing in the **Setup** tab.

- h. In the **Estimated Amount (CAD)** field, insert the estimated value of the end contract.
- i. In the **Category** drop-down list, select a category.
- j. *Optional:* Select the **Add shortlisted suppliers checkbox**, if the Opportunity is the Lot after a Single-use Request for Qualifications. See [Create New Lot](#).



Depending on the Opportunity Type, a Buyer may not see all fields. Although not in the screenshot, Opportunity ID can be edited as required.

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

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

2021-11-09 2:00:00 PM Auto issuing
Closing Date & Time*
2021-12-08 2:00:00 PM Auto closure
Enquiries Deadline
12:00:00 AM

l Interested Supplier List used for this RFx
m NDA required from Suppliers

Visible to Public
n Post this opportunity publicly?

Sealed Submissions
All Submissions are sealed. The person in the Responsible role can unseal the Submissions after the Closing Date and Time has passed.

Tracking
Created on 2021-11-08 11:57:06 AM (Pacific Time)

o Validate & Save Ready to Issue

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- k. *Optional:* In the **Enquiries Deadline** field, select the deadline for submitting enquiries.
Note: if at a later time the closing date is extended, the enquiries deadline can be extended without an amendment.
- l. *Optional:* If applicable to the Opportunity Type, select the **Interested Supplier List used for this RFx** checkbox to create a public facing interested suppliers list. Contact your Ministry Procurement Specialist prior to using.
- m. *Optional:* If an **NDA** is required, select the **NDA required from Suppliers** checkbox to add the NDA workflow to the Opportunity.
- n. *Optional:* In the **Visible to Public** section, deselect the **Post this opportunity publicly?** checkbox. This step is for invite-only.
- o. Click **Validate & Save**.



At this stage you will be prompted to complete all mandatory fields that can be found on the Additional RFx tab and the Approvals tab. For procurement processes that are not MUL, skip Multi-use List Setup and see Additional RFx.

Multi-use List Setup

Home

Suppliers

Sourcing

<

↺

☆

Sourcing project: BPM008868 - Pre-Qualified List of Painters (Multiuse List) - P...

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Analyze & Award

Notify & Share

Validate & Save

Ready to Issue

Category

Services

Summary Details ⓘ *

The Ministry of Citizens' Services, Procurement and Supply Division (PSD), is seeking a list of pre-qualified p
Road, Victoria, BC.

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

Issue Date ⓘ *

2021-06-07

11:30:00 AM ⓘ

☐ Auto issuing ⓘ

Termination Date ⓘ *

2023-06-06

2:00:00 PM ⓘ

Initial Intake Date and Time ⓘ

2021-06-14

2:00:00 PM ⓘ

1

☐ RFx to be pre-advertised

[Site map]

[Legal mentions]

1. *Optional:* Select an **Initial Intake Date and Time** for the intial batch of submissions for evaluation.
- Note:** This date is visible to Suppliers.

Home Suppliers Sourcing

Sourcing project: BPM008868 - Pre-Qualified List of Painters (Multiuse List) - P...

Validate & Save Ready to Issue

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Analyze & Award

Notify & Share

RFx to be pre-advertised

2 NDA required from Suppliers

3 This lot to be used for Qualified List

Visible to Public

4 Post this opportunity publicly?

5 Post Shortlisted results publicly?

Advanced Options

Buyers can change the Closing/Termination Date and Time

[Site map] [Legal mentions]

2. *Optional:* If a Non-Disclosure Agreement (NDA) is required for the Opportunity, select the **NDA required from Suppliers**.
3. *Optional:* Select **This lot to be used for Qualified List** checkbox if the MUL will have multiple lots or stages of evaluations
4. *Optional:* Select the **Post Shortlisted results publicly?** if the results of the MUL are to be posted publicly.
5. *Optional:* Select or unselect the **Post this opportunity publicly?** checkbox as appropriate.



RFx to be pre-advertised checkbox and the checkboxes under Advanced Options section are not to be used for MULs. To save all progress, Buyers must select Save before navigating to a different tab or menu. If the lot is to be used for Qualified List checkbox is selected, Buyer needs to state which 'Lot' will be the one where the final shortlisting will happen.

Additional RFx

1. Click the **Additional RFx Info** tab.

2. Review the **Official Contact**.

a. To edit the Official Contact, click **Set up Team** and change the Official Contact.

b. *Optional*: Enter an **alternate email**, this will replace the default email address of the Official Contact.



[Additional RFx Info](#)



The **Save** button is different than **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.

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Ready to Issue

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

3 Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Submissions

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

- ☒ **BC Bid Electronic Submission:** Submit an electronic Submission using BC Bid. Submissions must be in accordance with the requirements set out a Bid system can make an electronic Submission using the BC Bid system.
- ☐ **Email Submission:** Submit a Submission by email. Submissions by email must be submitted to the email address specified below in accordance with opportunity description and ID in the subject line of the email.
- ☐ **Hard Copy Submission:** Submit one (1) paper hard-copy of Your Submission together with one (1) electronic copy of Your Submission saved on a U this manner should be contained within an envelope clearly marked with Your name and address, the Opportunity Description and ID number and

Refer to the [Guidelines for the Receipt of Submissions Via Email](#) before selecting the email option

Delivery Location for Goods, Services, or Construction

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

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

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

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- Within the **Submissions** section, select the delivery methods using the appropriate checkboxes. If **Hard Copy Submission** is selected, enter Physical Address for delivery. If **Email Submission** is selected, enter the email address for delivery.

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Ready to Issue

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

Delivery Location for Goods, Services, or Construction 4

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

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

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

Map **Satellite**

Google Keyboard shortcuts Map data ©2021 Terms of Use

Office Street Address

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

Postal Code City

Country State/Province

Latitude Longitude

a

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

4. On the same page in the **Delivery Location** for **Goods, Service or Construction** section.
 - a. Enter a location.

BCBid

Home Suppliers Sourcing

Sourcing project: BPM083742 - Community Information Tool - Prepare RFX

Save and Close Validate & Save Ready to Issue Other Actions

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFX

View RFX activity

Interested Supplier List

Analyze & Award

Notify & Share

Country State/Province

Latitude Longitude

b ☐ 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 *

British Columbia x c

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

d

- Select the **No physical location...** checkbox if the work can be done remotely.
- Select the **Regions** where the goods or services will be delivered from the drop-down list.
- Enter any **Additional Information** as required.

Documents

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFX

Validate & Save Ready to Issue

Data has been saved

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Selected Lot - Amendment*

Lot : 1 - Amendment : 0 - Community Information Tool (Draft)

View as Supplier

Setup Additional RFX Info Documents Suppliers Approvals Approval Workflow

Prepare RFX - Documents

Add documents here to share with suppliers. You can upload a new document, or publish an existing document from the Set up Documents section. In o

Upload a Document Add file from Set up Documents

Search by keyword

Search Reset

0 Result(s)

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. Click the **Documents** tab.
 - a. If adding a new document, click **Upload a Document**. Once selected, see [Uploading Documents](#). Only add new Documents to the Set up Documents tab, then upload them using the following steps.
 - b. If adding an existing document, from the Set up Documents tab, select **Add file from Set up Documents**.
2. *Optional:* Click **View as Supplier** to review the Opportunity from the Supplier perspective.



Documents to be uploaded on the Documents tab must be in **Approved** status to be posted publicly. Documents uploaded on the Documents tab will also be visible in Set up Documents.

The screenshot displays the 'Sourcing Project / Documents' interface. At the top, there are tabs for 'Home', 'My Projects', 'My Documents', 'My Sourcing Projects', 'My Sourcing Documents', 'My Sourcing Projects / Documents', 'My Sourcing Documents / Documents', 'My Sourcing Projects / Documents / Documents', and 'My Sourcing Documents / Documents / Documents'. The 'My Sourcing Projects / Documents' tab is active.

The main content area shows a list of documents. The first document is 'Test File All.pdf' by TAYLOR Jason, dated 2021-06-23 10:48:50 AM, with a last modification date of 2020-12-31 12:27:49 PM. Below this, there is a section for 'Program Documents' and a section for 'Sourcing Project Documents'. The 'Sourcing Project Documents' section is expanded, showing a search bar with the text 'Search by keyword' and a 'Search' button. Below the search bar, there is a table of documents. The table has columns for 'Title', 'Att.', 'Contact', 'Last Modification (Pacific Time)', and 'Created on (Pacific Time)'. The first document in the table is 'RFP_Community_Information_Tool_CIT_4.0 - Final.docx' by ROSCHE Ben, dated 2021-11-08 12:09:33 PM, with a last modification date of 2021-11-08 12:09:33 PM. Below the table, there is a section for '1 Result(s)'.

The footer of the page contains the following text: '[Page] [602 missing texts] [Update texts] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]'.



Page 79 of 186

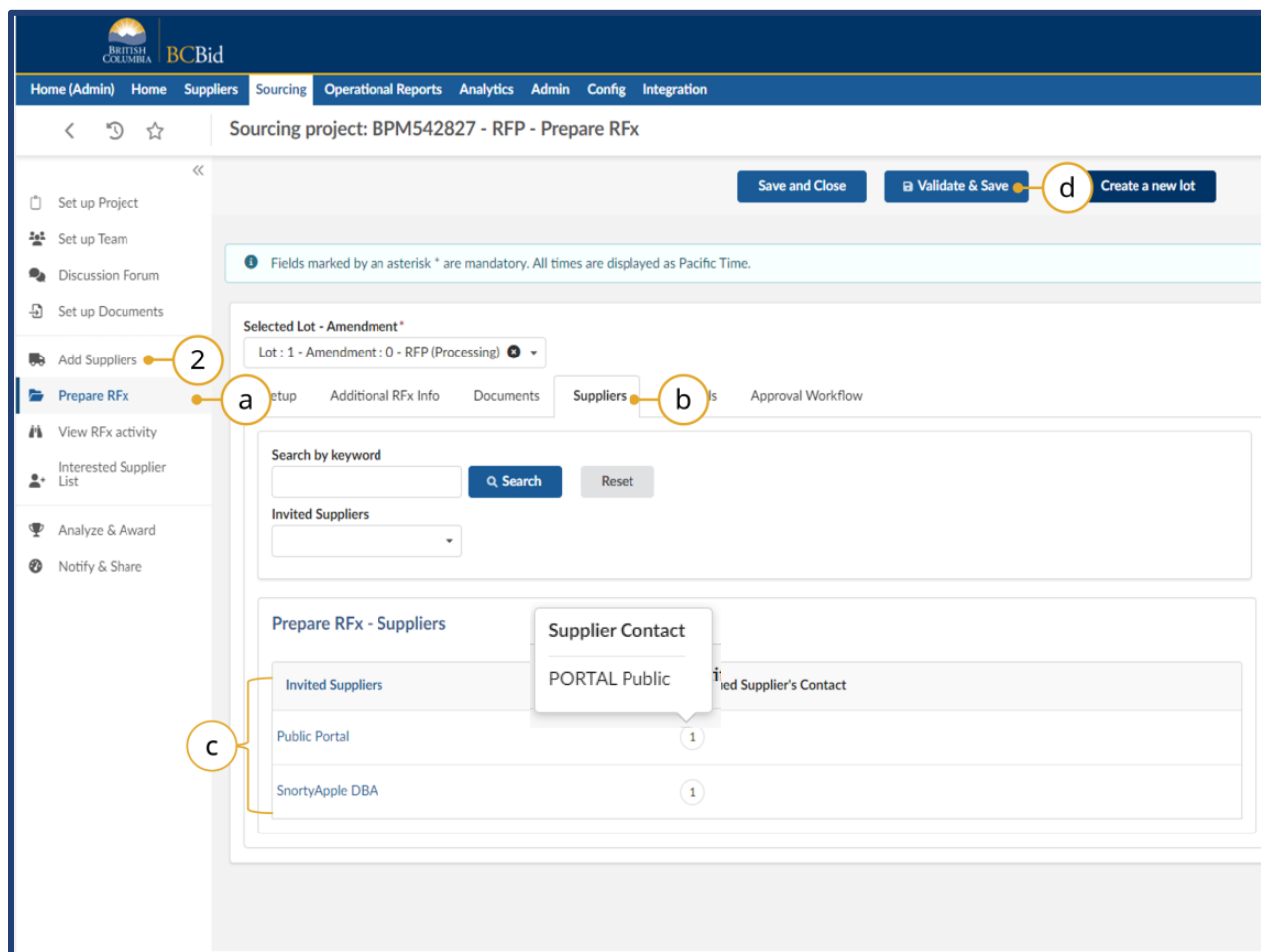
Suppliers (Updated for 2025)

The screenshot shows the 'Suppliers' tab within the 'Sourcing project: BPM542827 - RFP - Prepare RFx' interface. The left sidebar contains navigation links: Set up Project, Set up Team, Discussion Forum, Set up Documents, Add Suppliers, Prepare RFx (highlighted), View RFx activity, Interested Supplier List, Analyze & Award, and Notify & Share. The main content area has a top bar with 'Save and Close', 'Validate & Save', and 'Create a new lot' buttons. Below this is a message: 'Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.' The 'Selected Lot - Amendment*' dropdown is set to 'Lot : 1 - Amendment : 0 - RFP (Processing)'. The 'Suppliers' subtab is active, showing a search bar with 'Search by keyword', a search button, and a reset button. Below the search bar is an 'Invited Suppliers' dropdown. The main table, titled 'Prepare RFx - Suppliers', has two columns: 'Invited Suppliers' and 'Notified Supplier's Contact'. The table lists two suppliers: 'Public Portal' and 'SnortyApple DBA'. The 'Notified Supplier's Contact' column shows a '1' in a circle for both suppliers. Callout letters are used to highlight specific features: 'a' points to the 'Invited Suppliers' column, 'b' points to the 'Notified Supplier's Contact' column, 'c' points to the search bar, and '1' points to the 'Selected Lot - Amendment*' dropdown.

1. *Optional:* Click the **Suppliers** tab.
 - a. Review list of invited suppliers. Even if the opportunity isn't posted publicly (from the Prepare RFx Setup tab) the Public Portal needs to be present to allow addenda to be visible to invited suppliers.
 - b. **Notified Supplier's Contact** is an area of the Suppliers subtab that indicates if the supplier has been notified or not. A number 1+ in a circle being displayed indicates they've been notified, a 0 indicates they have not been notified and this will reset for each amendment. You can toggle between multiple amendments with the **Selected Lot – Amendment dropdown**.
 - c. You can search the list of invited suppliers based on keywords or invited suppliers.



This tab is a due diligence tab. On this tab the Responsible will ensure that the correct Suppliers are invited to the Opportunity.



2. Optional: To add additional Suppliers, return to the **Add Suppliers** tab.
3. If additional supplier(s) were added on the Add Suppliers tab:
 - a. Click on **Prepare RFX**.
 - b. Click on **Suppliers**.
 - c. Confirm that the added supplier(s) is listed.
 - d. Click **Validate & Save**.

Note: If you hover over the number under the Notified suppliers column a small window will pop up showing the supplier contacts who have been notified.



If the **Validate & Save** step is not completed, additional Suppliers will not be notified of the Opportunity.

Approvals

The screenshot shows the 'Sourcing project: BPM017004 - Community Information Tool - Prepare RFx' interface. The 'Approvals' tab is selected, indicated by a circled '1'. The 'Approval Workflow Setup' section contains two main parts: 'Legal advice required*' and 'Risk Management consultation required ⓘ*'. Both sections have radio buttons for 'No' and 'Yes'. The 'Legal advice required*' section has a 'Reason' text box. The 'Risk Management consultation required ⓘ*' section has a 'Reason*' text box with 'N/A' entered. A third section, 'Have you obtained Expense Authority approval?*', is partially visible at the bottom. A sidebar on the left lists various project steps, with 'Prepare RFx' highlighted. A callout 'a' points to the 'Legal advice required*' section, and a callout 'b' points to the 'Risk Management consultation required ⓘ*' section.

1. Click the **Approvals** tab.
 - a. Select **No** or **Yes** for **Legal Consultation required**.
If **No**, provide a **Reason** in the text box.
 - b. Select **No** or **Yes** for **Risk Management approval required**.
If **No**, provide a **Reason** in the text box.
If **Yes**, enter the name of the approver.



[Approvals](#)



Buyers may see different approval needs depending on the Opportunity Type. Additionally, Buyers may not see the Approvals or Approval Workflow tab for their Opportunity Type, if so, progress to [Step 3 – Issue an Opportunity](#).

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Ready to Issue

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Risk Management consultation required ⓘ*

☐ No

☐ Yes

Reason *

N/A

Have you obtained Expense Authority approval? ⓘ* Please attach PDF from E-approvals, or other documentation of EA approval.

☐ No

☒ Yes

Click or Drag to add a file *

eApprovals.pdf

Reason

Risk Management consultant ⓘ

Procurement Services Branch approver ⓘ

Engage with the Procurement and Supply Division, Ministry of Citizens' Services in the planning phase if:

(i) the procurement involves goods with an estimated value equal to or above \$10,000;

(ii) the procurement involves services with an estimated value equal to or above \$250,000;

(iii) the procurement impacts or involves multiple ministries;

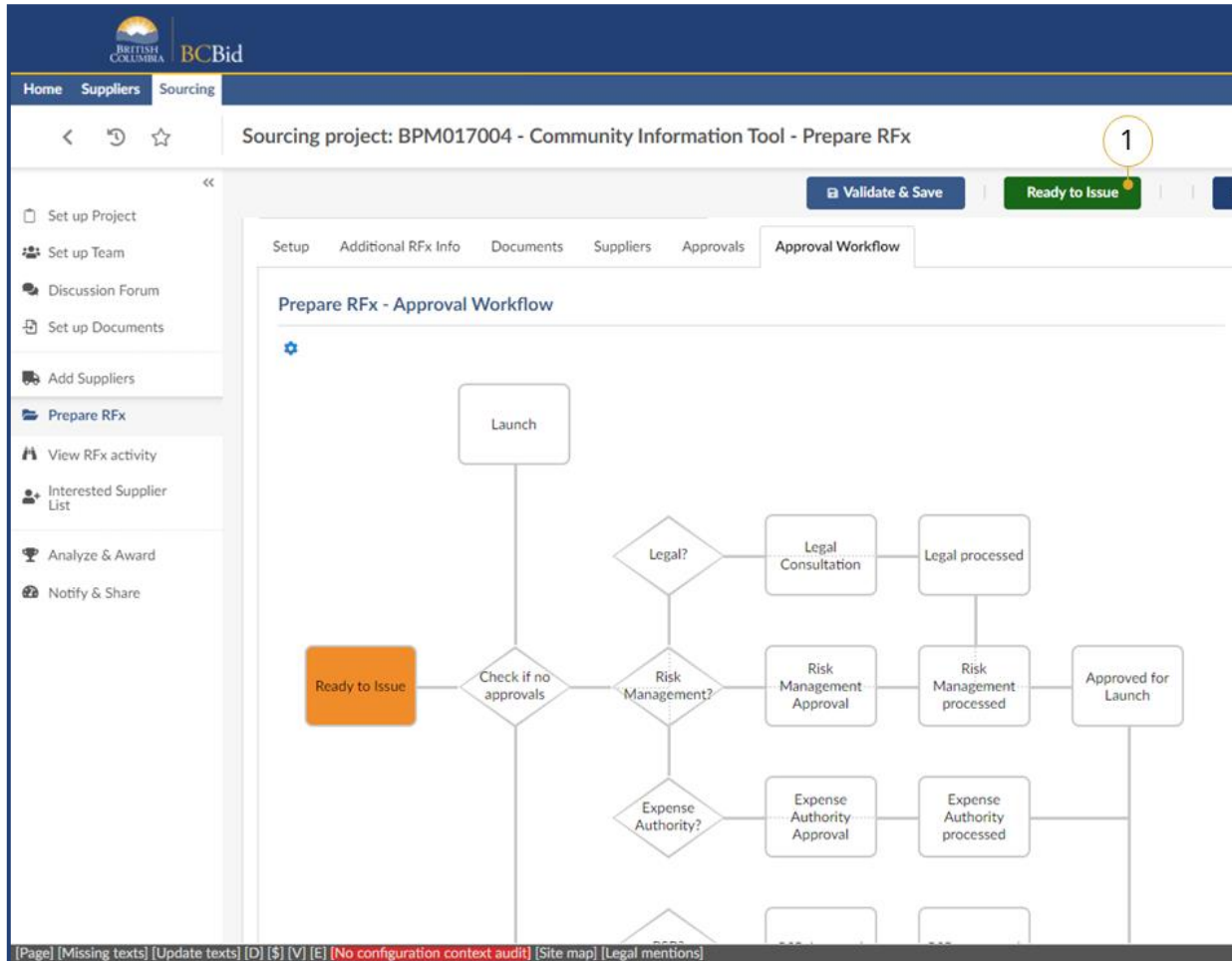
(iv) the procurement is high risk; or

(v) a customized solicitation template is required, including negotiated processes or joint solutioning.

[Page] [Missing texts] [Update texts] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- c. Select **No** or **Yes** for **Expense Authority approval required**.
If **No**, provide a Reason in the text box.
If **Yes**, attach PDF from E-approvals or other documentation of EA approval using the **Click or Drag to add a file** button.
 - d. If required, indicate the **Risk Management consultant** by selecting the name from the drop-down list.
2. Click **Validate & Save**.

Step 3 – Issue an Opportunity



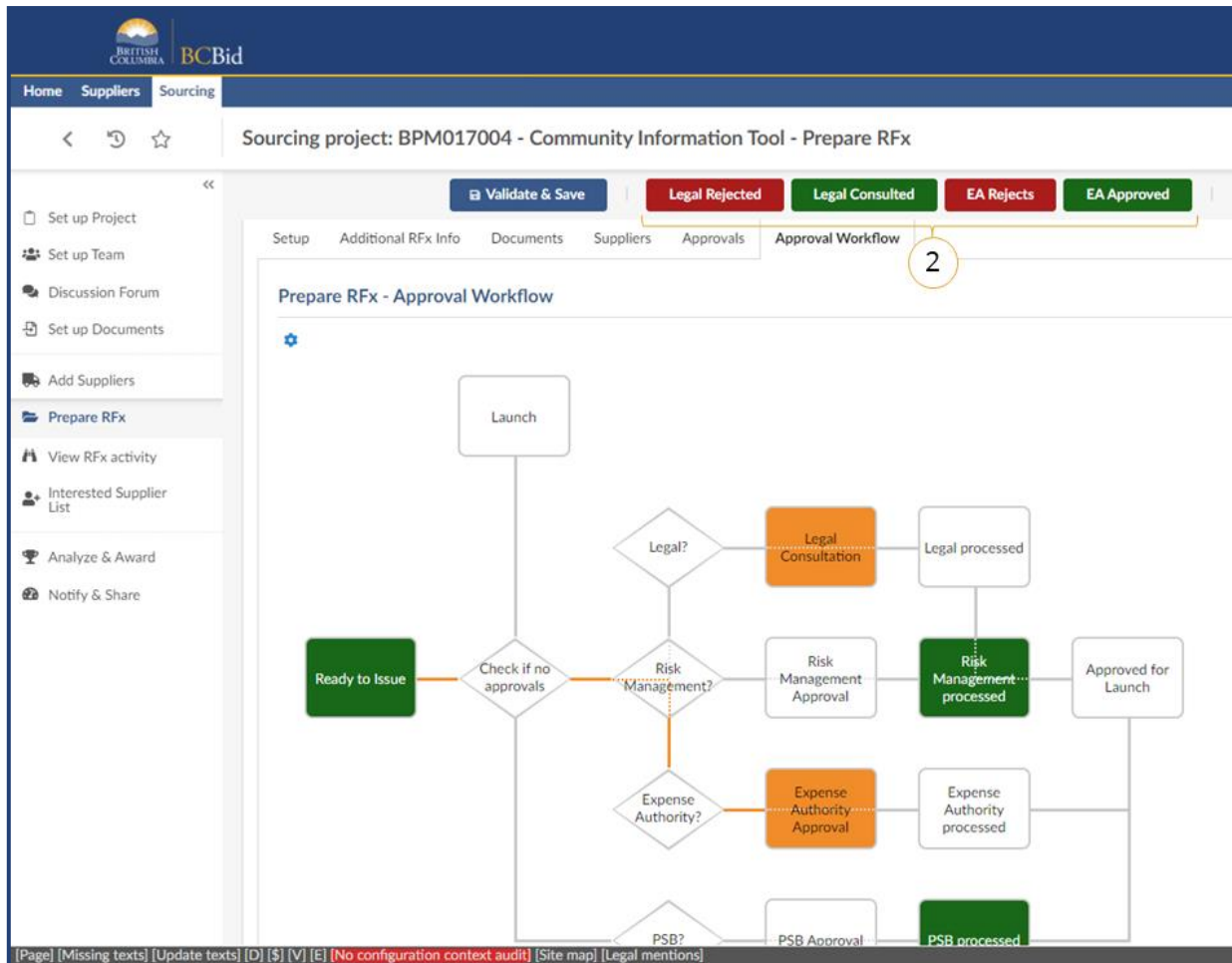
1. Click **Ready to Issue**.



[Approvals Workflow and Issuing an Opportunity](#)



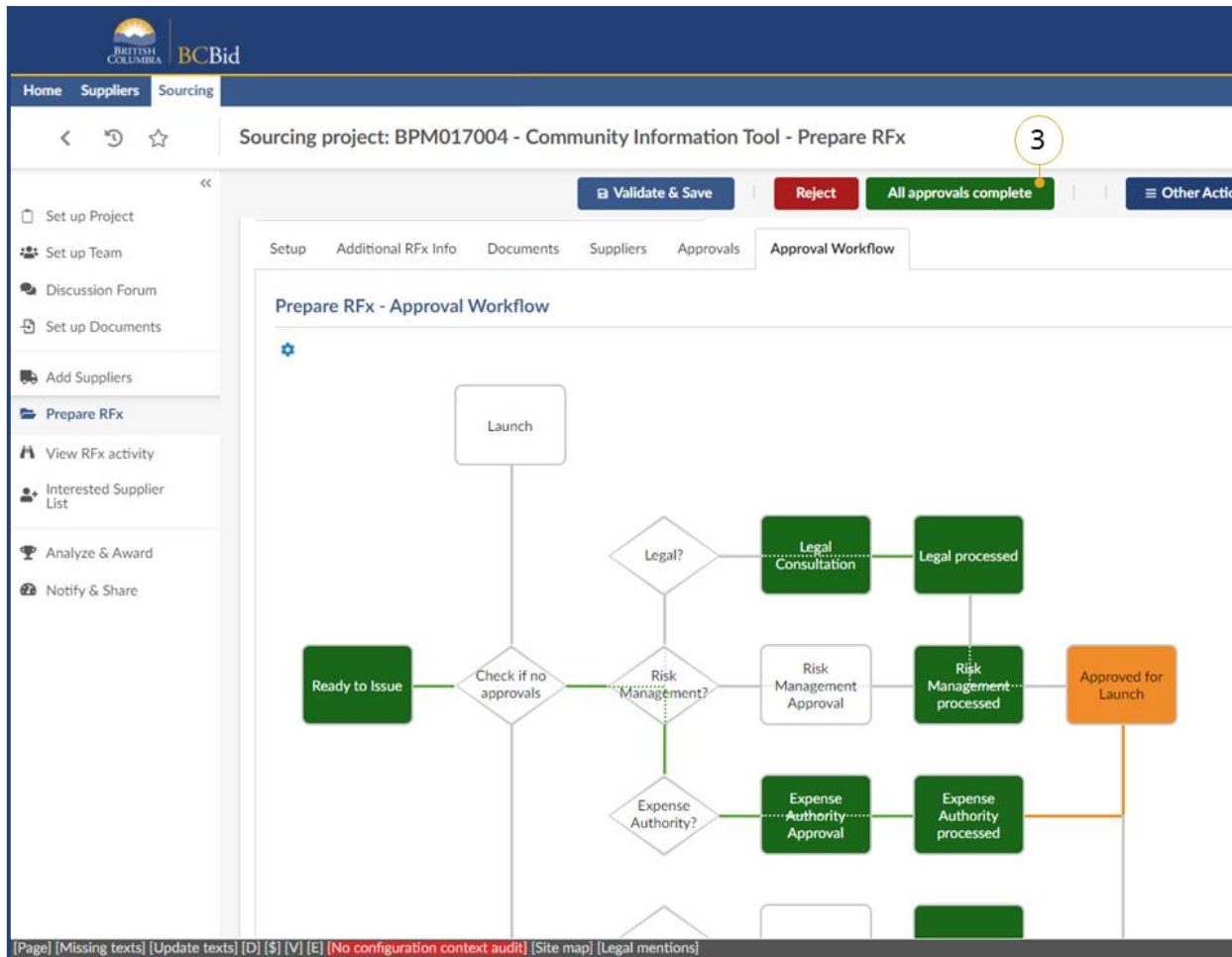
If, on the **Prepare RFX – Setup** tab, **Auto issuing** was selected then there will be no **Ready to Issue** button. The Opportunity will be posted at the selected Issue Date and time.



- Click the applicable approvals or reject buttons.



A Buyer may have more **Approved** buttons to accept prior to issuing. Selecting **Rejects** will return the Sourcing Project to draft.



3. Click **All approvals complete**.

1017004 - Community Information Tool - Prepare RFx

Adjust Co

4

Validate & Save | Return to Draft status | Create a new lot | Issue Opportunity

risk * are mandatory. All times are displayed as Pacific Time.
your selections

5

View as Supplier

Community Information Tool (Pre-

Info Documents Suppliers Approvals Approval Workflow

Approval Workflow

Launch

Legal?

Legal Consultation

Legal processed

Check if no approvals

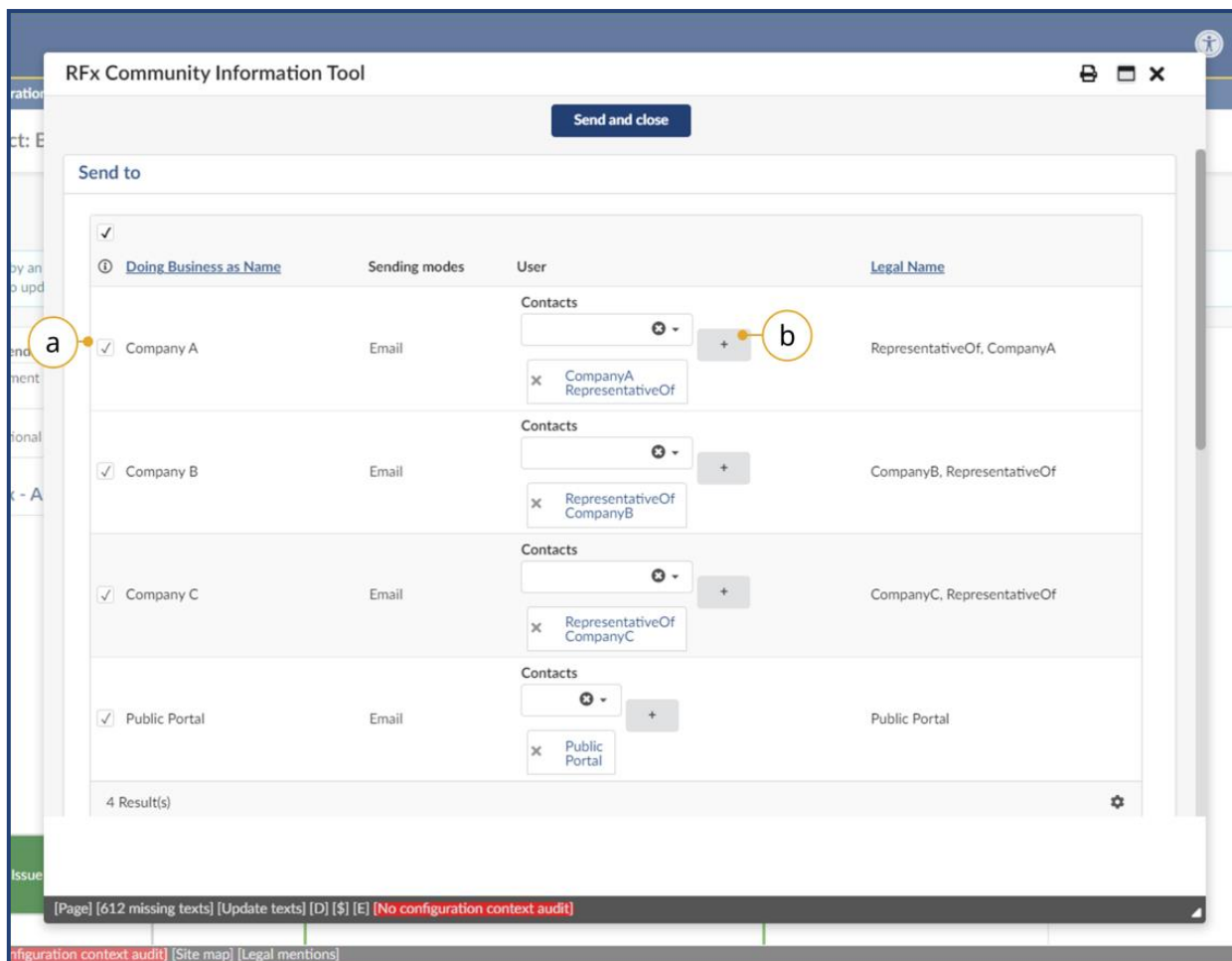
Risk Management?

Risk Management

Approved for Launch

n context audit [Site map] [Legal mentions]

4. Click **Issue Opportunity** to open a new window.
5. Click **View as Supplier** to review the Opportunity from the Supplier perspective.



- a. *Optional:* In the pop-up window, review the invited Suppliers and select or unselect the **checkbox** to ensure an invitation is sent.
- b. *Optional:* In the User column, select the + icon if a contact is needed.

Note: The system requires all Suppliers to have at least 1 contact added. If a contact is missing the Buyer will be unable to remove the Supplier or add contacts to other Suppliers.



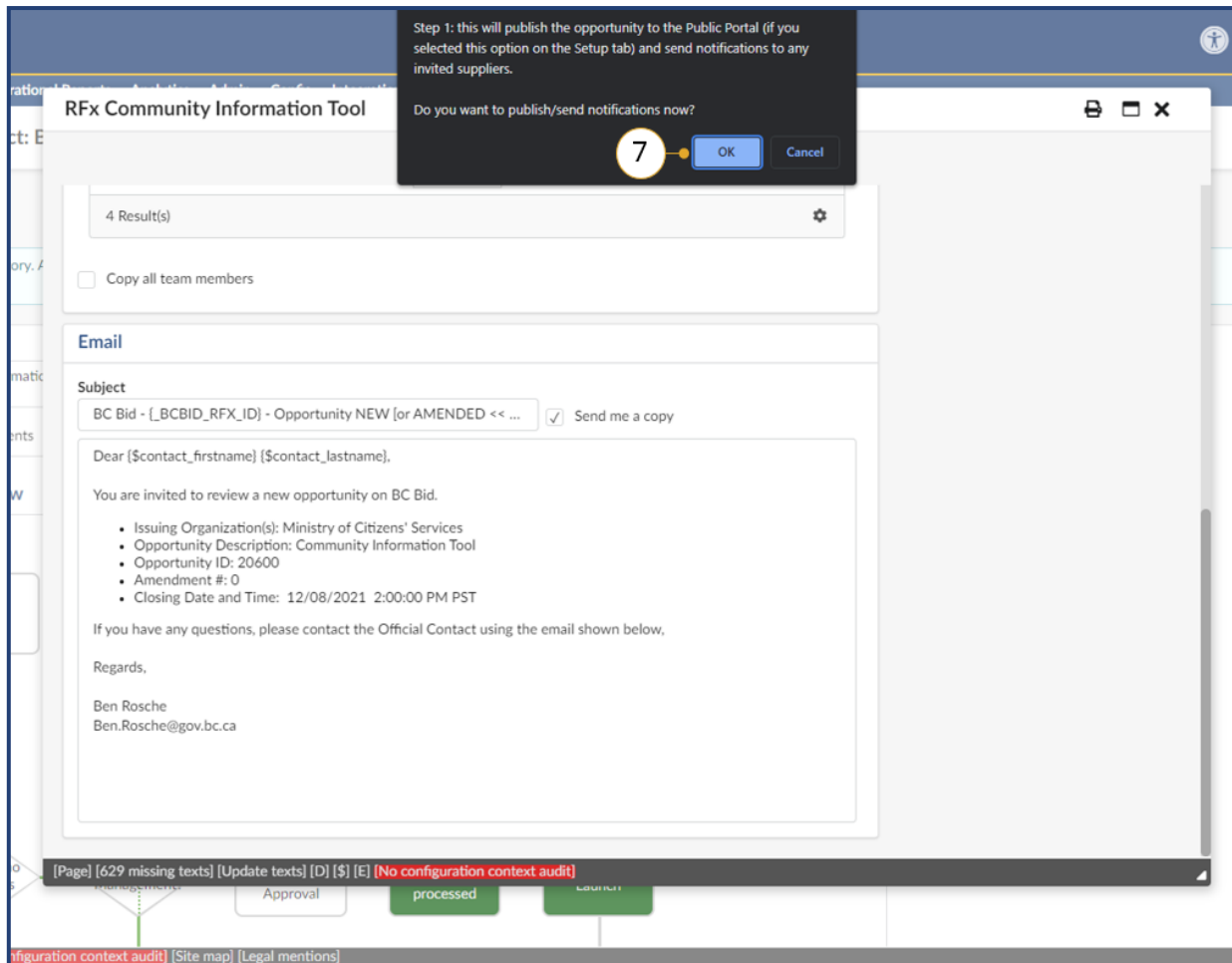
If a public opportunity and no invited suppliers are part of the process you must still send the notification to the Public Portal.

The screenshot shows the 'RFx Community Information Tool' window. At the top right, there is a 'Maximize' button and window control icons. Below the title bar, there is a 'Send and close' button (callout 6) and a 'Copy all team members' checkbox (callout c). The main content area is titled 'Email' and contains a 'Subject' field (callout d) with the text 'BC Bid - [_BCBID_RFX_ID] - Opportunity NEW [or AMENDED << buyer to edit]'. To the right of the subject field is a 'Send me a copy' checkbox (callout e). The email body contains several paragraphs, including a blue text instruction: '[Buyer to edit. Please remove instructions in square brackets. Remember to edit the SUBJECT too.]'. There are also blue text instructions for including or deleting paragraphs based on whether it's a new opportunity or an amendment. A list of opportunity details is provided, including Issuing Organization(s), Opportunity Description, Opportunity ID, Amendment #, and Closing Date and Time. At the bottom, there is a footer with links for '[Page]', '[612 missing texts]', '[Update texts]', '[D]', '[\$]', '[E]', '[No configuration context audit]', '[configuration context audit]', '[Site map]', and '[Legal mentions]'.

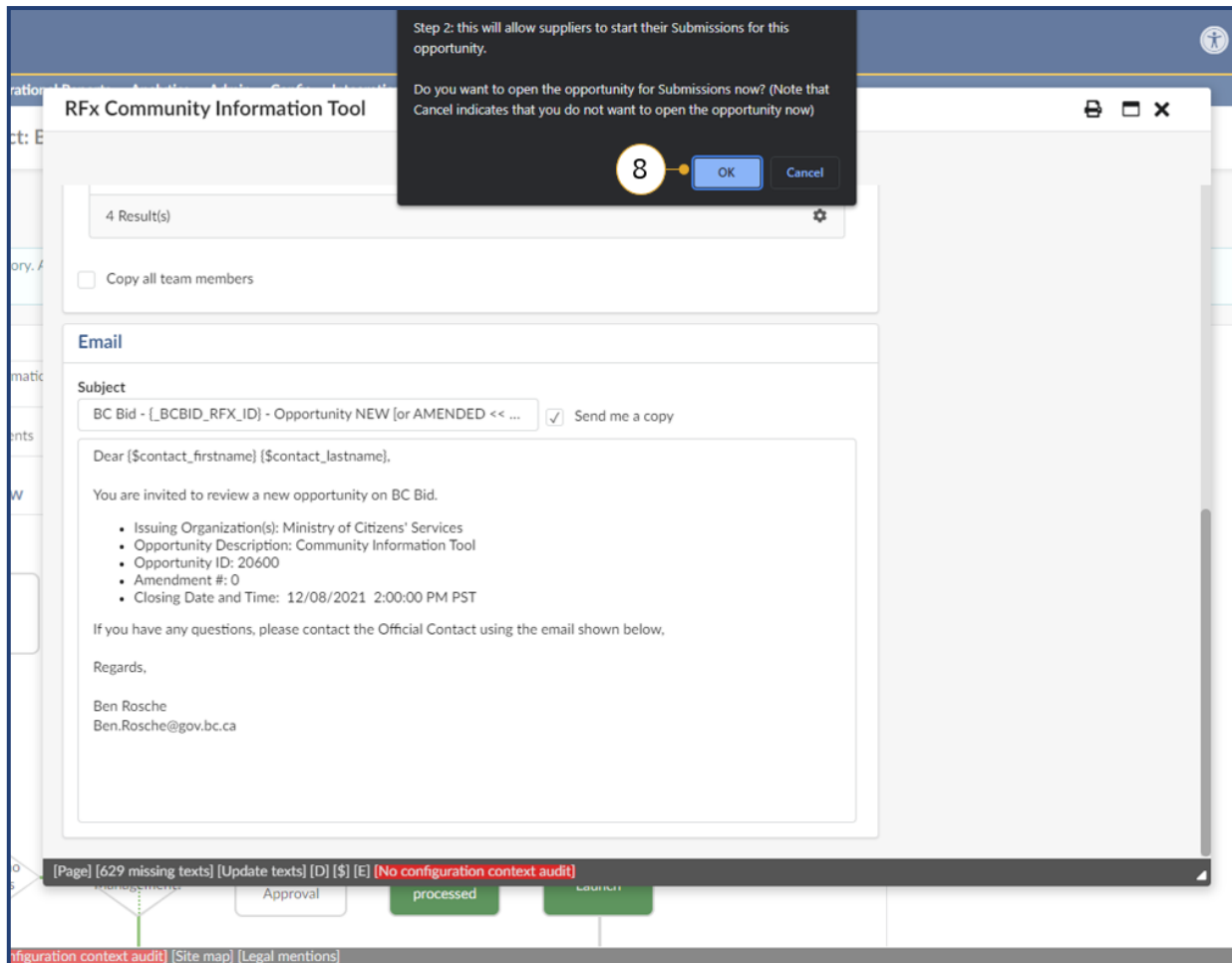
- c. *Optional:* Click the **Copy all team members** checkbox to send the invitation to all team members.
 - d. In the **Subject** textbox, review the subject name and make the applicable edits.
 - e. *Optional:* Click the **Send me a copy** checkbox to receive a copy of the invitation.
 - f. Review the email and make edits following the **Blue** text instructions, then deleting the blue text. **Note:** Bracketed content in the salutation will be autopopulated so do not edit.
6. Select **Send and close**.



Issuing Organization(s) shows both the Issued By and Issued For organizations. The Buyer may choose to separate the two prior to posting.



7. Click **OK**.



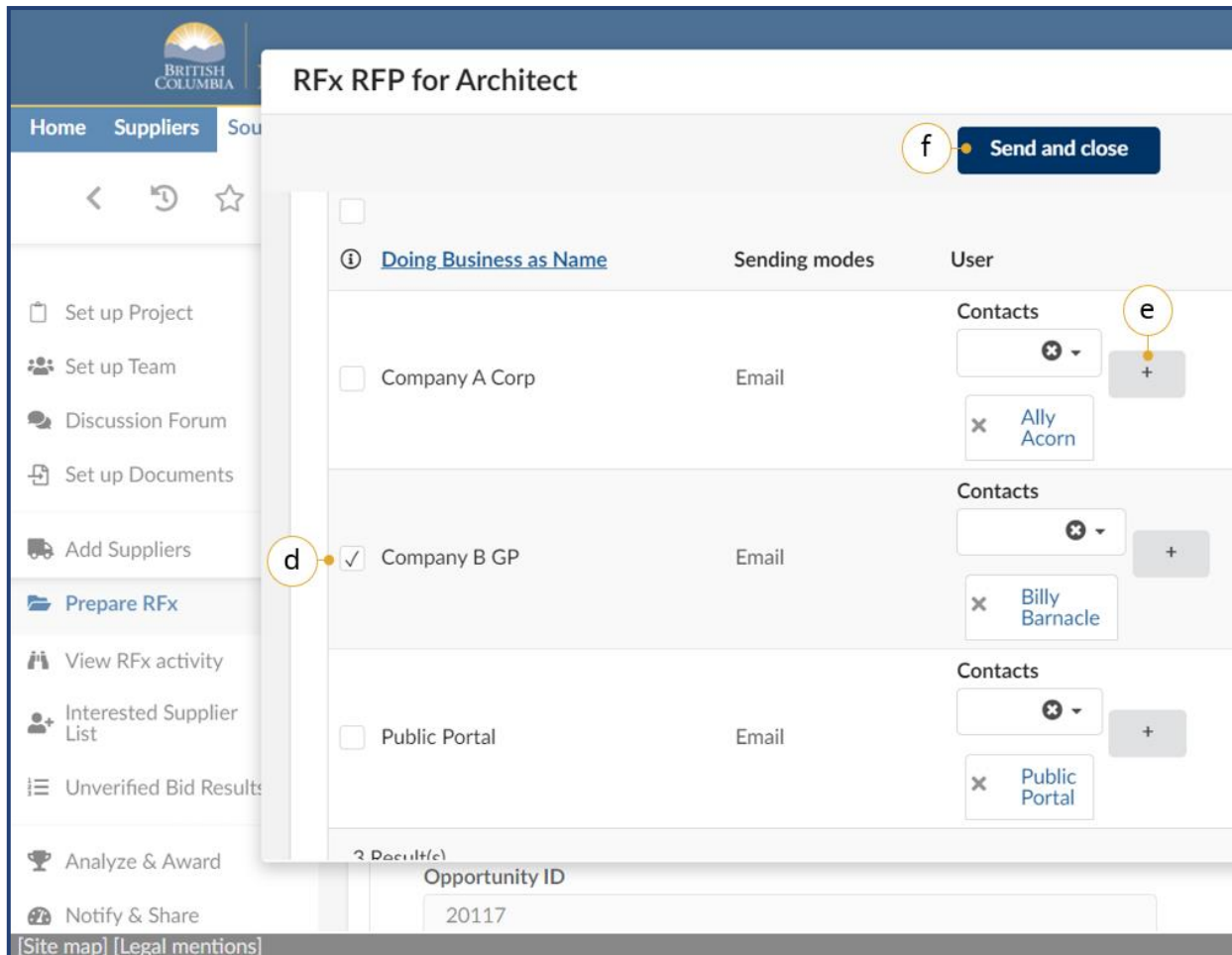
8. Click **OK**.

Step 4 – Manage Open Opportunity

Inviting Suppliers to an Open Opportunity

The screenshot shows a web application interface for managing an open opportunity. The header bar is dark blue with a user icon, 'Adjust Contrast', and a bell icon. The main content area has a title '018873 - Test RFP - Prepare RFx' and a search bar. Below the title, there are buttons for 'Validate & Save' and 'Other Actions'. The 'Other Actions' dropdown menu is open, showing options: 'Send Invitation' (highlighted with a yellow circle and a 'C' icon), 'Create a new lot', 'Create a new amendment', and 'Close Opportunity'. On the left, there is a sidebar with 'Test RFP (Open)' and tabs for 'Info', 'Documents', and 'Suppliers'. At the bottom, there is a 'Cancel' button and a text input field labeled '(BPS)'.

1. *Optional:* To add a Supplier to an open opportunity:
 - a. Add the new Supplier in the **Add Suppliers** menu.
 - b. In the left-hand menu, click **Prepare RFx**.
 - c. From the Other Actions drop-down list, select **Send Invitation**.



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

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

Creating an 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 cause Submissions to submit a new Submission.

Search by keyword

Advanced search

Display: All

Supplier: Message Type: Enquiries

User: Date: (From) (To)

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 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 rule".

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 Privacy Act.

Subject	Messages	Last update (Pacific Time)	Original sender	Last sent
Enquiry 1	1 / 1	2021-11-08 12:38:26 PM	CompanyA REPRESENTATIVEOF (Company A)	Company (Company A)

1 Result(s)

1. In the left-hand menu, click **Discussion Forum**.
 - a. To review an Enquiry, select the message in the messages table.
 - b. Click **Compose** to begin the Addendum.



[Issuing an Addendum](#)

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.

[See Appendix 6: Amendment or Addenda?](#)

Adjust Contrast Ben R. Acceptance

Discussion Forum

Save

Reset

Message Type*

Enquiries

Send me a copy

Rosche Ben

To

Recipients (1)*

> Public Portal

External Emails (1)

Subject*

Addendum 1

f

h

g

Send

Cancel

Click or Drag to add files

Solicitation Question and Answers for Development of CIT 4.0.pdf

Message History

Last sender

COMPANYA REPRESENTATIVEOF (Company A)

BC Bid v1.2

- c. 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**.
- d. *Optional:* In the **External Emails** textbox insert an external email, if applicable.
- e. In the **Subject** textbox, enter the subject of the addendum. This is visible on the *Public Portal* and *Supplier Dashboard*
- f. In the second textbox below **Subject**, enter the description / content of the addendum.
- g. *Optional:* Upload documentation related to the addendum. See **Discussion Forum**.
- h. Click **Send** to complete the addendum.



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

Changes to Closing Date

Changes to the Closing Date must have an Addendum processed at the same time as a method to notify suppliers of the change. They do not require an Amendment.

The screenshot shows the BC Bid Sourcing project interface for 'BPM009936 - Purchase of Bricks - Prepare RFX'. The left-hand menu has 'Prepare RFX' circled with a '1'. The main content area has the 'Setup' tab selected, and 'RFX Settings' is circled with a '2'. The 'RFX Settings' section includes fields for Opportunity ID (13418), RFX Status (Open), RFX Type (Invitation to Quote), RFX Name (Purchase of Bricks), Lot # (1), Amendment # (1), Amendment reason (Update item quantities and extend closing date), and Estimated Amount (CAD) (150,000.00). A note at the bottom states: 'Requests for IM/IT services of \$500,000 or more and requests for goods over \$5,000 must be competed through the Procurement Services Branch (PSB). PSB must also review \$100,000 and \$500,000.'

1. On the left-hand menu, click **Prepare RFX**.
2. Click the **Setup** tab.

Home Suppliers Sourcing

Sourcing project: BPM009936 - Purchase of Bricks - Prepare RFx

4 Validate & Save Other Actions

3

Summary Details ⓘ

Purchase of Bricks

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

Issue Date ⓘ

2021-09-24 10:34:43 AM ☐ Auto issuing ⓘ

Closing Date & Time * ⓘ

2021-10-21 2:00:00 PM ☒ Auto closure ⓘ

Amendment Date & Time ⓘ

2021-09-28 7:49:45 AM

Enquiries Deadline ⓘ

12:00:00 AM

☐ RFx to be pre-advertised

☐ NDA required from Suppliers

Visible to Public

☒ Post this opportunity publicly?

Sealed Submissions

3. Update the **Closing Date & Time**.
Optional: At this time enquiries deadline can also be changed without creating a new amendment.
4. Click **Validate & Save**.

Home Suppliers Sourcing

Sourcing project: BPM009936 - Purchase of Bricks - Discussion Forum

Set up Project
Set up Team
Discussion Forum 5
Set up Documents
Add Suppliers
Prepare RFx
View RFx activity
Interested Supplier List
Analyze & Award
Notify & Share

Recover messages

Search by keyword
Advanced search Q Search Reset

Display
All

Supplier
Message Type
Enquiries

User
Date
(From) (To)

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 "RFx 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

Subject	Messages	Last update (Pacific Time)	Original sender	Last sender
review documents	0 / 1	2021-09-20 1:09:54 PM	Lauren PINKERTON	Lauren PINKERTON

1 Result(s)

Message Type
Enquiries 6

To
Recipients * 1 * External Emails 1
All invited suppliers x

Subject **
Addenda # 1- closing date
The closing date has been updated.

Send Ca

Click or Drag to add files

5. On the left-hand menu, click **Discussion Forum**.
6. Proceed with creating an addendum to notify suppliers of the change in closing date. See [Addendum](#) section for more information.



Changes to Main Commodity or Other Commodities will require the posting of an Addendum as well.

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 to the Opportunity.

Selected Lot - Amendment*
Lot : 1 - Amendment : 0 - Community Information Tool (Open) View as Supplier

Setup Additional RfX Info Documents Suppliers Approvals Approval Workflow

Prepare RfX - Setup

RFx Settings

Opportunity ID
20600

RFx Status
Open Cancel

Opportunity Type
Request for Proposal

RFx Name
Community Information Tool

Lot # ①
1

Amendment # ①
0

Estimated Amount (CAD) ①
250,000.00

Category

Other Actions

- Send Invitation
- Create a new lot
- Create a new amendment
- Close Opportunity

1. In the left-hand menu, click **Prepare RfX**.

- Navigate to the **Setup** tab.
- From the **Other Actions** drop-down list select **Create a new amendment**.



[Issuing an Amendment](#)

[See Appendix 6: Amendment or Addenda?](#)

Project: BPM017004 - Community Information Tool - Prepare RFx

Create a new Amendment/Lot

Create & Close d

Commodity: 81112000 - Data services ✕ Organization: Ministry of Citizens' Services ✕ **Search** **Reset**

Program: ▼ ☐ Templates only

Opportunity Type	Lot #	Amendment #	Opportunity Description	Issue Date	Closing Date	RFx Status
<input checked="" type="radio"/> Request for Proposal	1	0	Community Information Tool	2021-11-08	2021-12-08	Open

1 Result(s) ⚙️

Copy Options

Choose what to copy

	Blank	Default from RFx Type	Copy from selected RFx
Setup Tab	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> C

[Page] [629 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[Configuration context audit](#) [Site map](#) [Legal mentions](#)

- c. In the **Create a new Amendment/Lot** window, select **Copy from selected RFx**.
- d. Click **Create & Close**.



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

Project: BPM017004 - Community Information Tool - Prepare RFX

Create a new Amendment/Lot

Create & Close

Commodity: 81112000 - Data services Organization: Ministry of Citizens' Services

Program: ☐ Templates only

Warning

Amendment/Lot creation:

Opportunity Type: ☒ Request for Proposal

1 Result(s)

Copy Options

Choose what to copy

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

[Page] [629 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[Configuration context audit](#) [Site map](#) [Legal mentions](#)

2. Click **Continue**.



Creating an amendment will cause any Submissions already received to be rejected, requiring vendors to resubmit their response. Submission submitted on previous amendment versions will not be able to be evaluated.

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Other Actions

RFx Settings

RFx Status

Draft Withdraw

Opportunity Type

Request for Proposal

Opportunity Description*

Community Information Tool

Lot # ①

1

Amendment # ①

1

Amendment reason* ③

Enter the reason for the amendment and list all changes.

Summary Details ①*

The Ministry of Citizens' Services, Connectivity Division, is soliciting for a contractor to enhance our Community Information Tools (CIT) to perform the following activities: Streamline the connectivity projects in BC; integrate connectivity data and other sector-based data into CIT to enable rapid analysis to support investment opportunity identification, connectivity planning design to provide more intuitive features. Budget maximum is \$250K.

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

Issue Date ①

12:00:00 AM Auto issuing ①

[Page] [Missing texts] [Update texts] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

- After amending the Opportunity, navigate to the **Setup** tab and enter the reason for the amendment in the **Amendment reason** textbox.
- Click **Validate & Save**.



Do not change the Opportunity ID with an Amendment.

Posting an Amendment

The screenshot shows the BCBid Sourcing project interface for 'Sourcing project: BPM017004 - Community Information Tool - Prepare RFx'. The 'Ready to Issue' button is highlighted with a circled number 6. The interface includes a navigation bar with 'Home', 'Suppliers', and 'Sourcing' tabs. Below the navigation bar, there are buttons for 'Validate & Save', 'Ready to Issue', and 'Other Actions'. A sidebar on the left contains various icons. The main content area displays 'Selected Lot - Amendment*' and 'Lot : 1 - Amendment : 1 - Community Information Tool (Draft)'. Below this, there are tabs for 'Setup', 'Additional RFx Info', 'Documents', 'Suppliers', 'Approvals', and 'Approval Workflow'. The 'Approval Workflow' tab is active, showing a flowchart for 'Prepare RFx - Approval Workflow'. The flowchart starts with 'Launch', leading to a decision 'Legal?'. If 'Legal?', it goes to 'Legal Consultation' and then 'Legal processed'. If not 'Legal?', it goes to 'Check if no approvals'. From 'Check if no approvals', it goes to 'Risk Management?'. If 'Risk Management?', it goes to 'Risk Management Approval' and then 'Risk Management processed'. If not 'Risk Management?', it goes to 'Approved for Launch'. The 'Ready to Issue' button is highlighted in orange.

5. Click **Ready to Issue**.



If the Buyer wants to delete the Lot or Amendment they can do so prior to issuing using the **Other Actions** dropdown button.

BCBid

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

Validate & Save Reject All approvals complete Other Actions

✓ Data has been saved
 ⓘ The activity Expense Authority processed has been automatically validated
 ⓘ The activity Risk Management processed has been automatically validated
 ⓘ The activity PSB processed has been automatically validated
 ⓘ The activity Legal processed has been automatically validated
 ⓘ Validated successfully

ⓘ Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
 ⓘ Click on save to update your selections

Selected Lot - Amendment* View as Supplier

Lot : 1 - Amendment : 1 - Community Information Tool (Draft)

Setup Additional RFx Info Documents Suppliers Approvals Approval Workflow

Prepare RFx - Approval Workflow

Launch

Legal?

Legal Consultation

Legal processed

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

6. Select **All approvals complete**.

Home Suppliers Sourcing

Sourcing project: BPM017004 - Community Information Tool - Prepare RFx

8

Validate & Save Return to Draft status Create a new lot Issue Opportunity

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Selected Lot - Amendment* Lot : 1 - Amendment : 1 - Community Information Tool (Pre-advertisement) View as Supplier

Setup Additional RFx Info Documents Suppliers Approvals Approval Workflow

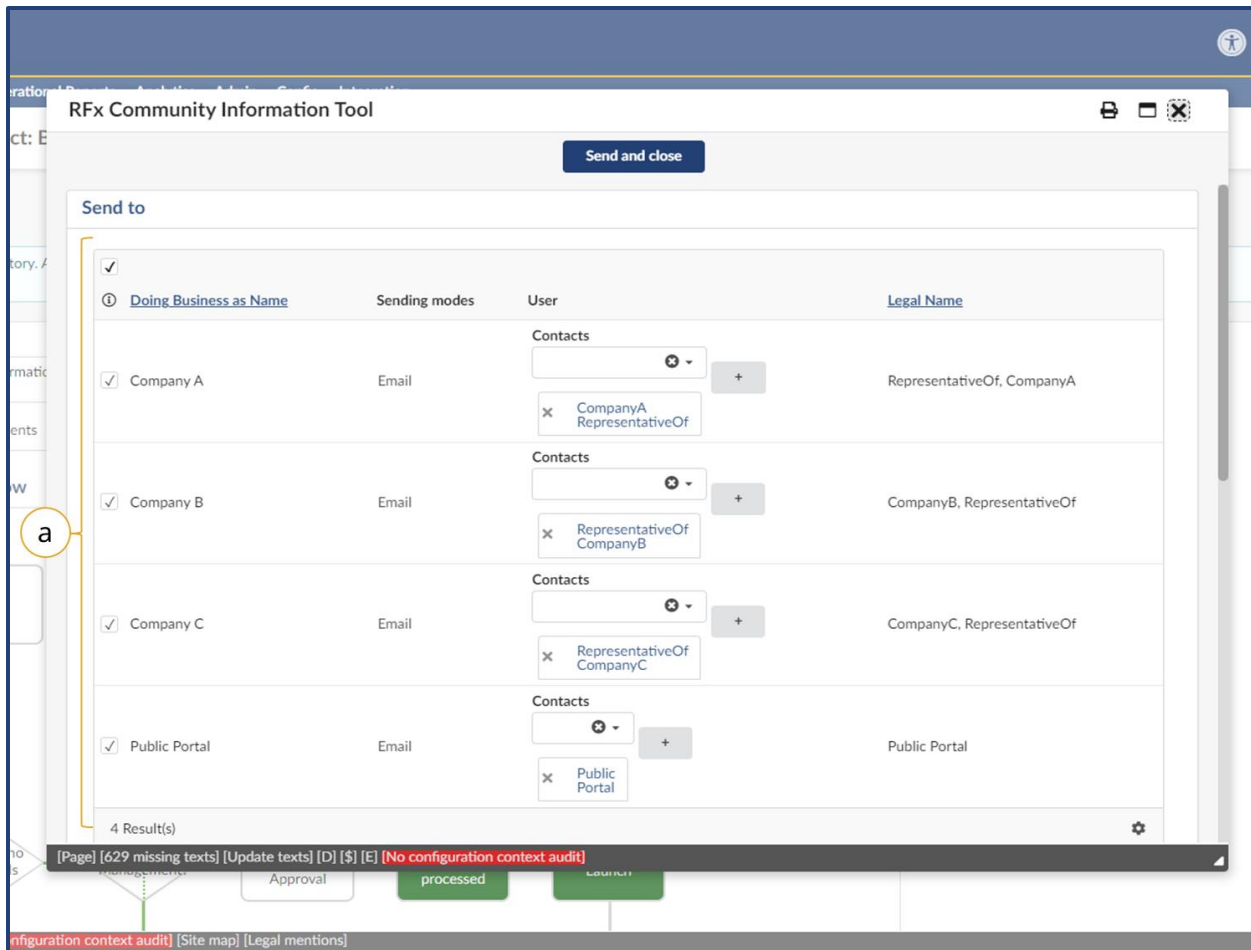
Prepare RFx - Approval Workflow

```

graph TD
    Launch[Launch] --> Check{Check if no approvals}
    Check -- No --> Ready[Ready to Issue]
    Check -- Yes --> Risk{Risk Management?}
    Risk -- No --> Legal{Legal?}
    Risk -- Yes --> RiskApp[Risk Management Approval]
    Legal -- No --> LegalCons[Legal Consultation]
    Legal -- Yes --> RiskApp
    LegalCons --> LegalProc[Legal processed]
    RiskApp --> RiskProc[Risk Management processed]
    RiskProc --> Approved[Approved for Launch]
    Approved --> Launch
  
```

[Page] [Missing texts] [Update texts] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

7. Click **Issue Opportunity**.



- a. Suppliers listed will receive email notifications of the amendment.
- Suppliers are listed if they were invited to the opportunity or if they clicked the **Start Submission** button in the Supplier Dashboard.

RFX Community Information Tool

Send and close

☐ Copy all team members

Email

Subject
BC Bid - [_BCBID_RFX_ID] - Opportunity NEW [or AMENDED << buyer to edit]

☒ Send me a copy

[Buyer to edit. Please remove instructions in square brackets. Remember to edit the SUBJECT too.]

Dear { \$contact_firstname } { \$contact_lastname },

[Include next paragraph if this is a new opportunity, otherwise delete.]

You are invited to review a new opportunity on BC Bid.

[Include next paragraph if this is an amendment, otherwise delete.]

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 a previous Submission using the 'other actions' menu, update your Submission as necessary, and submit your new Submission before the Closing Date and Time.

Some information about this opportunity is provided below.

[Bold any lines below as required. For example, in the case of an amendment, bold these fields: 'Amendment #' and 'Closing Date and Time']

- Issuing Organization(s): Ministry of Citizens' Services
- Opportunity Description: Community Information Tool
- Opportunity ID: 20600
- Amendment #: 1
- Closing Date and Time: 12/08/2021 2:00:00 PM PST

If you have any questions, please contact the Official Contact using the email shown below,

[Page] [629 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

Approval processed

configuration context audit [Site map] [Legal mentions]

- b. *Optional:* Click the **Copy all team members** checkbox to send the invitation to all team members.
 - c. *Optional:* In the **Subject** textbox, review the subject name.
 - d. *Optional:* Click the **Send me a copy** checkbox to receive a copy of the invitation.
 - e. Review the email and make edits according to the **Blue** text.
8. Select **Send and close**.

Step 1: this will publish the opportunity to the Public Portal (if you selected this option on the Setup tab) and send notifications to any invited suppliers.

Do you want to publish/send notifications now?

10 OK Cancel

RFx Community Information Tool

4 Result(s)

☐ Copy all team members

Email

Subject

BC Bid - [_BCBID_RFX_ID] - Opportunity NEW [or AMENDED << buyer to edit] ☒ Send me a copy

Dear {\$contact_firstname} {\$contact_lastname},

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 a previous Submission using the 'other actions' menu, update your Submission as necessary, and submit your new Submission before the Closing Date and Time.

Some information about this opportunity is provided below.

- Issuing Organization(s): Ministry of Citizens' Services
- Opportunity Description: Community Information Tool
- Opportunity ID: 20600
- Amendment #: 1
- Closing Date and Time: 12/08/2021 2:00:00 PM PST

If you have any questions, please contact the Official Contact using the email shown below,

Regards,

Ben Rosche
Ben.Rosche@gov.bc.ca

[Page] [629 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

Approval processed

configuration context audit Site map Legal mentions

9. Click **OK**.

Step 2: this will allow suppliers to start their Submissions for this opportunity.

Do you want to open the opportunity for Submissions now? (Note that Cancel indicates that you do not want to open the opportunity now)

11 OK Cancel

RFx Community Information Tool

4 Result(s)

☐ Copy all team members

Email

Subject
BC Bid - [_BCBID_RFX_ID] - Opportunity NEW [or AMENDED << buyer to edit] ☒ Send me a copy

Dear {\$contact_firstname} {\$contact_lastname},

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 a previous Submission using the 'other actions' menu, update your Submission as necessary, and submit your new Submission before the Closing Date and Time.

Some information about this opportunity is provided below.

- Issuing Organization(s): Ministry of Citizens' Services
- Opportunity Description: Community Information Tool
- Opportunity ID: 20600
- Amendment #: 1
- Closing Date and Time: 12/08/2021 2:00:00 PM PST

If you have any questions, please contact the Official Contact using the email shown below,

Regards,

Ben Rosche
Ben.Rosche@gov.bc.ca

[Page] [629 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

Approval processed

configuration context audit [Site map] [Legal mentions]

10. Click **OK**.

Toggle Amendment or Lot

The screenshot shows the BCBid Sourcing interface for project BPM018644. The 'Selected Lot - Amendment' dropdown is open, showing options for LOT 1 and LOT 2. A yellow callout box with the number 1 points to the dropdown arrow. Below the dropdown, there are tabs for 'Approvals' and 'Approval Workflow'. A yellow warning banner states: '- All Mandatory fields must have a value' and '- Fill in mandatory fields in the Approvals tab'. The 'RFx Settings' section includes fields for 'RFx Status' (Draft), 'Opportunity Type' (Request for Proposal), 'Opportunity Description', 'Lot #', 'Amendment #', and 'Summary Details'.

1. To toggle between amendments or lots choose the amendment or lot using the **Selected Lot – Amendment** dropdown.



See [Create New Lot](#) for guidance on creating a new lot.

Amending a Qualified Supplier List Generating Opportunity

Buyers and Suppliers should be aware that when a multiuse list opportunity is amended the old version is closed and the Suppliers will see the amended version in their manage submissions queue. It will not impact their shortlisted status if a Supplier has already qualified, but because 'closed' versions of any opportunity are filtered out they'll see the amended version of the opportunity and it will look like they have not submitted anything. Suppliers can change the filters to see the old version of the opportunity.

To reassure the Suppliers, Buyers should contact the qualified suppliers to tell them that they are still shortlisted even though there was an amendment and it looks like they have not submitted/qualified.

Additionally, Buyers should add the Suppliers they want to the new version of the opportunity using the offline submission route. This will ensure the Supplier browse screen shows the suppliers did have submissions to that opportunity and are still shortlisted. This also ensures the Buyer has a view showing all shortlisted suppliers in the same list rather than spread across multiple versions of the opportunity. Anyone using the list in a downstream opportunity will see the full list imported into their opportunity, so this doesn't impact them.

Interested Supplier List

[Home](#) [Suppliers](#) [Sourcing](#)

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☆

Sourcing project: BPM018740 - SURFQ for Architect - Interested Sup

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Interested Supplier List

Search for the desired RFx Lot - Amendment in order to see the Interested Supplier List for it.

RFx Lot - Amendment

RFx Status

Lot 1 - Amendment 0 : SURFQ for Architect

Open

Legal Name	Doing Business as Name	Additional Information	Contact First Name	Contact Last Name
Company B General Partnership	Company B GP		Billy	Barnacle

1 Result(s)

[Site map]

[Legal mentions]

1. *Optional:* In the left-hand menu, click **Interested Supplier List** to review the list of suppliers who have joined the list of interested suppliers for this opportunity.

Note: This step is applicable only if the publicly available Interested Supplier List used for this RFx checkbox was checked in the Setup tab.

Review NDA

The screenshot shows the BCBid Sourcing interface. The left-hand menu is visible, with 'View RFX activity' highlighted and a circled '1' next to it. The main content area displays the 'Submissions' tab for the project 'BPM084508 - Test Opportunity - Timber Auction'. A 'Refresh' button is present, with a note: 'Select the 'Refresh' button to update "Submission Available" column.' Below this, the 'Lot : 1 - Test Opportunity - Timber Auction (Amendment 0)' is shown, with a status of 'Open - Open for Submissions From: 2022-01-31 To: 2022-01-31 00h 23min 15s'. A table lists the submission results:

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure
Company A Corporation	Test123		1	2022-01-31 10:06:37 AM	Submitted on 10:06:34 AM

Below the table, it states '1 Result(s)' and a note: 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions.'

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

Note: This step is applicable only if the NDA required from Supplier's checkbox was selected in Prepare RFX – Setup tab.

Adjust

cing project: BPM084508 - Test Opportunity - Timber Auction - View RFx activity

Save

Submissions Evaluations

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

Lot : 1 - Test Opportunity - Timber Auction (Amendment 0)

Open - Open for Submissions From: 2022-01-31 To: 2022-01-31 00h 23min 15s

Supplier	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure Agreement	Submissions	Declined	Co
Company A Corporation	Test123		1	2022-01-31 10:06:37 AM	Submitted on 2022-01-31 10:06:34 AM (Pacific Time)	2		

1 Result(s)

All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-01-31 10:30:00 AM (P

Legal mentions]

- Click the NDA submission under the **Non-Disclosure Agreement** column.



If the Non- Disclosure Agreement column is not visible, select the Cog icon in the lower right corner of the table. Once selected, the user can change which columns are visible.

The screenshot shows the BCBid website's 'Sourcing' section. A modal window titled 'NDA management' is open. It contains the following elements:

- Buttons:** 'Save' and 'Save & Close' (circled with a 6).
- Non-disclosure agreement:** A section with a link 'Signed NDA_CompanyA.docx' (circled with a 3).
- Decision:** Radio buttons for 'Approve' and 'Reject' (circled with a 4).
- Reason:** A text input field.
- Comment:** A text input field (circled with a 5).

At the bottom of the modal, there is a 'Notify & Share' button. Below the modal, a message states '1 Result(s)' and 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions'.

At the very bottom of the page, there are links: [Admin settings] [Page settings] [Site map] [Legal mentions].

3. Download the **Non-disclosure agreement**.
4. Select **Approve** or **Reject**.
5. Enter a **Comment** if NDA submission is rejected.
6. Click **Save & Close**.

Upload Submissions to Open Opportunities

To upload a Submission received by hard-copy or email for open opportunities, such as the Request for Information, or Multi-Use List, follow the steps identified in [Adding Suppliers Not on a Qualified List](#) prior to the steps in this section. This section is not for contract-resulting Opportunities.

1. After adding the Supplier on the add Supplier tab, navigate to the **Prepare RFX – Setup** tab.

2. Click the **Validate & Save** button.

3. Complete the steps identified in the [Upload Submissions](#).


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



[Upload Submissions for Open Opportunities](#)

Cancel an Issued Opportunity

- 1. On the Prepare RfX – Setup tab click the **Cancel** button.



Home

Suppliers

Sourcing

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☆

Sourcing project: BPM085220 - Community Information Tool - Prepare RfX

Save and Close

Validate & Save

Other Action

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RfX

View RfX activity

Interested Supplier List

Analyze & Award

Notify & Share

Selected Lot - Amendment*

Lot : 1 - Amendment : 0 - Community Information Tool (Open)

View as Supplier

Setup

Additional RfX Info

Documents

Suppliers

Approvals

Approval Workflow

Prepare RfX - Setup

RfX Settings

Opportunity ID

156089

RfX Status

Open

Cancel

Opportunity Type

Request for Proposal

Opportunity Description

Community Information Tool

Lot #

1

Amendment #

0

Estimated Amount (CAD)

250,000.00

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

BCBid

Home

Suppliers

Sourcing

←

↺

☆

Sourcing project: BPM085220 - Community Information Tool - Prep

Save and Close

Validate & Save

Other Action

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFX

View RFX activity

Interested Supplier List

Analyze & Award

Notify & Share

Are you sure you want to Cancel this RFX? Click OK to Cancel the RFX and Cancel to keep the RFX in its current state. The RFX Cancel action cannot be undone.

2

OK

Cancel

The ability to edit the RFX is limited when not in Draft status.

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Selected Lot - Amendment*

Lot : 1 - Amendment : 0 - Community Information Tool (Open)

View as Supplier

Setup

Additional RFX Info

Documents

Suppliers

Approvals

Approval Workflow

Prepare RFX - Setup

RFX Settings

Opportunity ID

156089

RFX Status

Open

Cancel

Opportunity Type

Request for Proposal

Opportunity Description

Community Information Tool

Lot # ①

1

Amendment # ①

0

Estimated Amount (CAD) ①

250,000.00

[Page]

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[Update texts]

[Admin settings]

[Page settings]

[D]

[S]

[V]

[E]

[No configuration context audit]

[Site map]

[Legal mentions]

2. Click the **OK**.

Last Update: **May 28, 2025**

Page **118** of **186**

Step 5 – Opportunity Close

Manual Close of Opportunity

BCBid

Home Suppliers Sourcing

Sourcing project: BPM018644 - Community Information Tools - Prepare RFX

Validate & Save Other Actions

Fields marked by an asterisk * are mandatory. All times are displayed as Pacific Time.
Click on save to update your selections

Selected Lot - Amendment *
Lot : 1 - Amendment : 1 - Community Information Tools (Open) View as Supplier

Setup Additional RFX Info Documents Suppliers Approvals Approval Workflow

Prepare RFX - Setup

RFX Settings

Opportunity ID
22861

RFX Status
Open Cancel

Opportunity Type
Request for Proposal

Opportunity Description
Community Information Tools

Lot # ①
1

Amendment # ①
1

Amendment reason
Uploaded Appendix A.

Estimated Amount (CAD) ①

1. In the left-hand menu, click **Prepare RFX**.
2. Click the **Other Actions** dropdown button.
3. Click **Close Opportunity**.

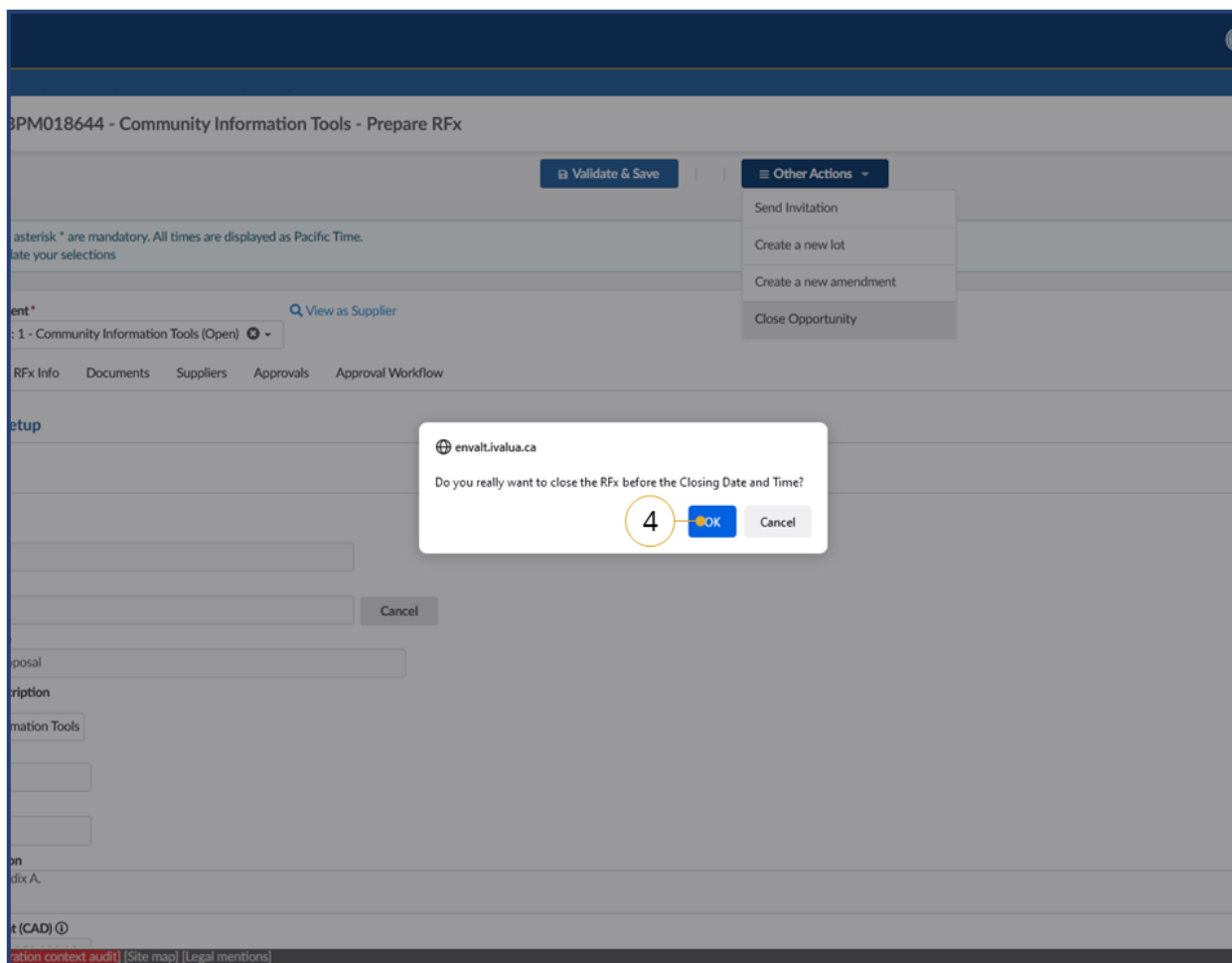
This section is here for training to allow trainers to upload Submissions during practice.



[Manually Close a Posted Opportunity](#)



Manual closure of opportunities is available and should be used in accordance with core policy and best practices. This function is not recommended for use.



4. Click **OK**.

Upload Submissions

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

The screenshot shows the BC Bid Sourcing interface for project BPM019043. The 'View RFX activity' tab is active. The left-hand menu has 'View RFX activity' highlighted with a circled '1'. The main content area shows a table of suppliers. The 'Submissions' column has a '+' button highlighted with a circled '3'. The 'Declined' column has a checkbox highlighted with a circled '2'. A 'Refresh' button is highlighted with a circled '4' and a callout: 'Select the 'Refresh' button to update "Submission Available" column.' The table lists three suppliers: Company A Corporation, Company B General Partnership, and Company C Sole Proprietor. Below the table, it says '3 Result(s)' and 'All Submissions are sealed. The person in the Responsible role can unseal the Submissions after 2022-01-11 11:45:09 AM (Pacific Time) from'.

1. Using the left-hand menu, click **View RFX Activity**.
2. Select the **Declined** checkbox to track all invited Suppliers who did not provide a Submission.
3. Click the **+** button in the row of the Supplier whose Submission is being added.
4. Click the **Refresh** button to update the Submission Available Confirm with "Refresh" column. This is a way to confirm that the Submission was uploaded by the Buyer.



[Uploading Submissions](#)

Note: If a supplier is not listed on the View RFX tab, see [Adding Suppliers Not On Qualified List](#) to add them before uploading the submission.



The Responsible must upload Submissions to BC Bid for any Opportunity that is not accepting BC Bid Electronic Submissions. Submissions must be uploaded to award, shortlist or not award and to create a Contract Award Notice.

The screenshot shows a web application window titled "Supplier Submission". At the top, there are buttons for "Save", "Save & Close", "Submit" (highlighted with a yellow circle and the number 5), and "Cancel this Submission". Below these buttons is a tab labeled "RFx Community Information Tool - 1 (Closed)".

The form is divided into two main sections: "Submission Information" on the left and "Supplier Documents" on the right.

Submission Information:

- Opportunity ID: 20600
- Opportunity Description: Community Information Tool
- Legal Name: RepresentativeOf, CompanyA
- Doing Business as Name: Company A
- Submission Type: Original
- Submission Status: In progress
- Offline Submission Receipt*: A date and time selector showing "2021-11-08" and "1:00:00 PM". This field is annotated with a yellow circle and the letter 'a'.
- Offline Submission Entered: A time selector showing "12:00:00 AM".
- Label*: Submission # 1

Supplier Documents:

- A button labeled "Click or Drag to add files" is annotated with a yellow circle and the letter 'b'.
- Below this button, a file named "Submission 1.pdf" is listed with a document icon.

At the bottom of the window, there is a status bar with the text: "[Page] [644 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]".

- a. Select a date and time under **Offline Submission Receipt**
 - b. Click the **Click or Drag to add files** button or drag a file to upload a Submission.
Note: document count field will detail the number of documents attached to the submission
5. Click **Submit**.

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

6. Click **I Agree and Submit**.

Supplier Submission

Save Save & Close Submit Cancel this Submission

Submission Info

✓ Data has been saved
i RFX Community Information Tool - 1 (Closed)

Submission Information Supplier Documents

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.

- 1 document(s) have been attached to the Submission. (Submission)
- Total number of attached documents: 1

Cancel I Agree and Submit

Offline Submission Receipt*

2021-11-08 1:00:00 PM

Offline Submission Entered

12:00:00 AM

Label*

Submission # 1

[Page] [648 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[configuration context audit] [Site map] [Legal mentions]



As a Buyer you are not agreeing to this pop-up advisory. It's a step required to upload a Submission into BC Bid for creation of the contract award notice within your Opportunity.

Supplier Submission

Save & Close 7

Submission Info

Bid Received on 2021-11-08 1:10:43 PM
 RFx Community Information Tool - 1 (Closed)
 Your submission has been successfully sent. The Official Contact has been notified.
 You can follow your response status within the History tab (left-hand menu) using "submitted" as the Status filter

Submission Information

Opportunity ID
20600

Opportunity Description
Community Information Tool

Legal Name
RepresentativeOf, CompanyA

Doing Business as Name
Company A

Submission Type
Original

Submission Status
Received

Offline Submission Receipt

2021-11-08	1:00:00 PM
------------	------------

Offline Submission Entered

2021-11-08	1:10:43 PM
------------	------------

Supplier Documents

Submission 1.pdf

[Page] [648 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

configuration context audit [Site map] [Legal mentions]

7. Click **Save and Close**

Unseal Submissions

Before unsealing Submissions ensure that all Submissions have been uploaded to the Opportunity. See [Upload Submissions](#).

The screenshot displays the BC Bid Sourcing project page for BPM017004 - Community Information Tool - Prepare RFx. The left-hand menu shows the 'Prepare RFx' option highlighted with a circled '1'. The main content area shows the 'Amendment Date & Time' (2021-11-08 12:56:19 PM) and 'Enquiries Deadline' (12:00:00 AM). Below this, the 'Sealed Submissions' section is highlighted with a circled '2', indicating that all submissions are sealed and can only be unsealed after the closing date and time. The 'Tracking' section shows the submission was created on 2021-11-08 12:45:36 PM (Pacific Time) and last modified on 2021-11-08 1:05:13 PM (Pacific Time).

1. In the left-hand menu, click **Prepare RFx**, then navigate to the **Setup** tab.
2. Within Sealed Submissions, click the **padlock** icon to unseal submissions.

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

‘Have you uploaded ALL offline Submissions into BC Bid?
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](#)

Step 6 – Analyze and Award

View RFx Activity – Download Submissions

The screenshot displays the BCBid Sourcing project interface for 'BPM019043 - Community Information Tool - View RFx activity'. The left-hand menu is visible, with 'View RFx activity' highlighted. The main content area shows a 'Submissions' tab with a 'Refresh' button (labeled 2) and a 'Save' button. Below this, a table lists suppliers for 'Lot : 1 - Community Information Tool (Amendment 0)'. The table has columns for Supplier, DBA, Email, Logins, Last login (Pacific Time), Non-Disclosure Agreement, Submissions, Declined, and Comment. Three suppliers are listed: Company A Corporation, Company B General Partnership, and Company C Sole Proprietor. The 'Submissions' column for each supplier has a magnifying glass icon (labeled 3). A yellow banner at the bottom states: 'Submissions are now available for evaluation, unsealed on 2022-01-11 11:53:39 AM (Pacific Time) by ROSCHE Ben'.

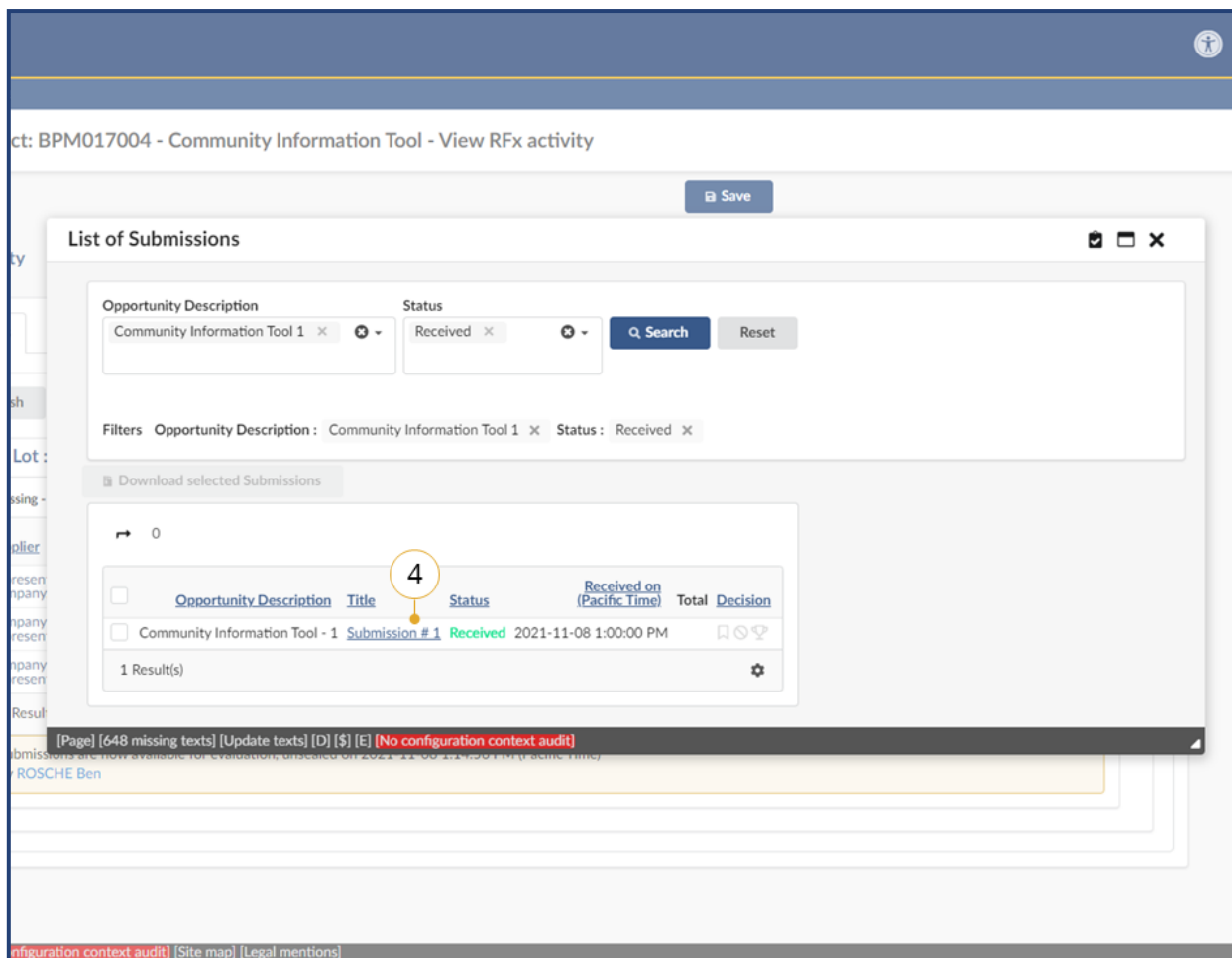
Supplier	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure Agreement	Submissions	Declined	Comment
Company A Corporation	Company A Corp						<input type="checkbox"/>	
Company B General Partnership	Company B GP						<input type="checkbox"/>	
Company C Sole Proprietor	Company C SP						<input type="checkbox"/>	

3 Result(s)

Submissions are now available for evaluation, unsealed on 2022-01-11 11:53:39 AM (Pacific Time) by ROSCHE Ben

1. In the left-hand menu, click **View RFx activity**.
2. For Opportunities that do not require Submissions to be unsealed, click the **Refresh** button to confirm the Submissions Available Confirm with "Refresh" column is up to date.
3. Click the **magnifying glass** icon in the Submissions column for each Supplier to download their Submission.

Note: If you have received no compliant bids in response to your opportunity, or you must cancel the opportunity before awarding the contract, ensure that you mark the unsealed bids as 'Do Not Award' (page 130). Once you have done this, you will be able to notify the unsuccessful or affected suppliers via the Notify and Share Tab (page 132).



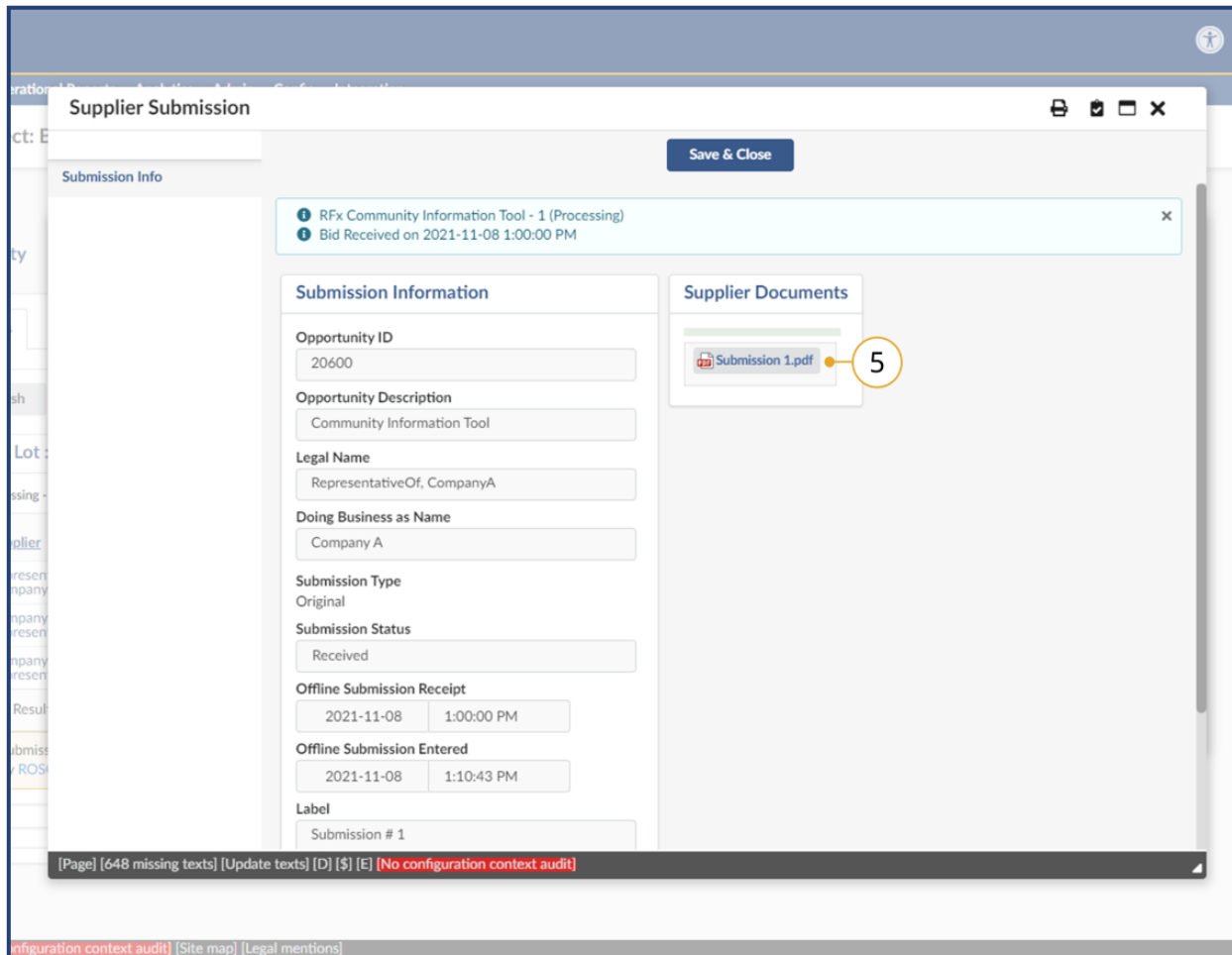
4. Click the **Title** hyperlink.

Notes: If alternative submissions are allowed, select all Submissions to download them.

Note: Never use the Status filter to review Submissions that were replaced by a new Submission or cancelled by a Supplier.



Buyers should note that the zipped file generated when they click '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.



5. Click the Submission(s) in the **Supplier Documents** section to download.
Note: document count field will detail the number of documents attached to the submission

BPM084997 - Skills Training and Employment Program [2022-03-01...

Save

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

1 - Skills Training and Employment Program [2022-03-01] (Amendment 0)

Open for Submissions From: 2022-03-01 To: 2022-07-29 128d 11h 36min 22s

	DBA	Email	Logins	Last login (Pacific Time)	Non-Disclosure Agreement	Read docs.	Submissions	Declined	Co
ny A tion	Company A Corp	2							
ny B ship	Company B GP	2	1	2022-03-04 2:17:45 PM					
ny C tor	Company C SP	2							
ny E	Company E								
ult(s)									

Download table in Excel format

Show columns:

- Last login (Pacific Time)
- Non-Disclosure Agreement
- Read docs.
- Submissions
- Declined
- Comment
- Access
- Submission Available Confirmation with "Refresh"

Reset to default parameters

bpm/process_manage/84997/rfp_bid_followup_eval?process_type=RFQ_standalone#

Alternatively, a Buyer may choose to show the Read Docs column, to review the Submissions.

1. Click the cog icon and then toggle **Read Docs**. To on.
2. Select the **magnifying glass** icon.

Decision – Award Submissions (Updated for 2025)

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

Sourcing project: BPM542827 - RFP - Analyze & Award

Save

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

Analyze & Award

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

Submissions

2
Total Submissions Submitted

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

Download selected Submissions

Supplier	DBA	Title	Received on (Pacific Time)	Total	Status*	Non-admissible Reason	Submission withdrawn at Supplier request	Bid Security
SnortyApple partnership	SnortyApple DBA	Submission # 2	2024-10-24 9:01:39 AM		Received			

1. Navigate to the **Analyze & Award** tab.
 - a. Using the Selected Amendment dropdown, ensure the most recent Amendment is selected.
 - b. The total number of submissions is detailed under the **Total Number of Submissions** section.
 - c. Use the **Status** dropdown to filter between received or non-admissible submissions.
 - d. To restore non-admissible submissions, click the filter button and search based on both received and non-admissible submissions.

Note: To post a list of qualified suppliers publicly, you must go into your MUL and click on the **Prepare RFX** setup tab on the left-hand side. From here under 'Visible to Public' select the checkbox titled 'Post Shortlisted results publicly?'. Once clicked this will publish the list of qualified suppliers. This option is only available for a MUL.

Bid

Suppliers Sourcing Operational Reports Analytics Admin Config Integration

Sourcing project: BPM542827 - RFP - Analyze & Award

Save g

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

Analyze & Award

Selected Amendment

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

Submissions

2

Total Submissions Submitted

Using the icons in the Decision column, indicate if you want to:

- Award the contract to this supplier (trophy icon)
- Not award the contract to this supplier (stop sign icon)
- Add supplier to a qualified supplier list (e.g. from a SURFQ) or a shortlist (list icon)

Do not select 'Confirm Decision' after selecting the list icon to create qualified supplier list or shortlist

i Download selected Submissions

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

h e

- To reject a Submission for failing mandatory requirements, enter a **Non-admissible Reason** for the appropriate Supplier.
- Click the **Do not award** icon in the Decision column (second of the 3).
- Click Save.
- Optional:* Buyers can change the status of a Submission to Non-admissible by clicking **Non-admissible** in the Status drop-down list.
- Optional:* Select the filter button to search for received or non-admissible status items.

Note: This step must be completed after all official notifications are sent to the Suppliers as Suppliers can see the updated status on their Supplier Dashboard.

envault.ivalua.ca says
Do you want to proceed with awarding the selected proposal?

OK Cancel

Sourcing project: BPM542827 - RFP - Analyze & Award

Save

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

Submissions

2







Total Submissions Submitted

Using the icons in the Decision column, indicate if you want to:

- Award the contract to this supplier (trophy icon)
- Not award the contract to this supplier (stop sign icon)
- Add supplier to a qualified supplier list (e.g. from a SURFQ) or a shortlist (list icon)

Do not select 'Confirm Decision' after selecting the list icon to create qualified supplier list or shortlist

0 Download selected Submissions

Supplier	DBA	Title	Received on (Pacific Time)	Total	Status*	Non-admissible Reason	Submission withdrawn at Supplier request	Bid Security	Decision
SnortyApple partnership	SnortyApple DBA	Submission #2	2024-10-24 9:01:39 AM		Received				  
SnortyApple partnership	SnortyApple DBA	Submission #1	2024-10-24 9:00:42 AM		Received				  

2 Record(s)

- j. Click the **Do Not Award** icon in the Decision column for the Submissions that were unsuccessful (second of the 3).
- k. Click the **Shortlist** icon to shortlist the runner-up Submissions (first of the 3).
- l. Click the **Award** icon to identify the lead Supplier (trophy icon).
- m. Click **OK** after each selection.
- n. Ensure to click **Save** after making your selections so that the information is saved.



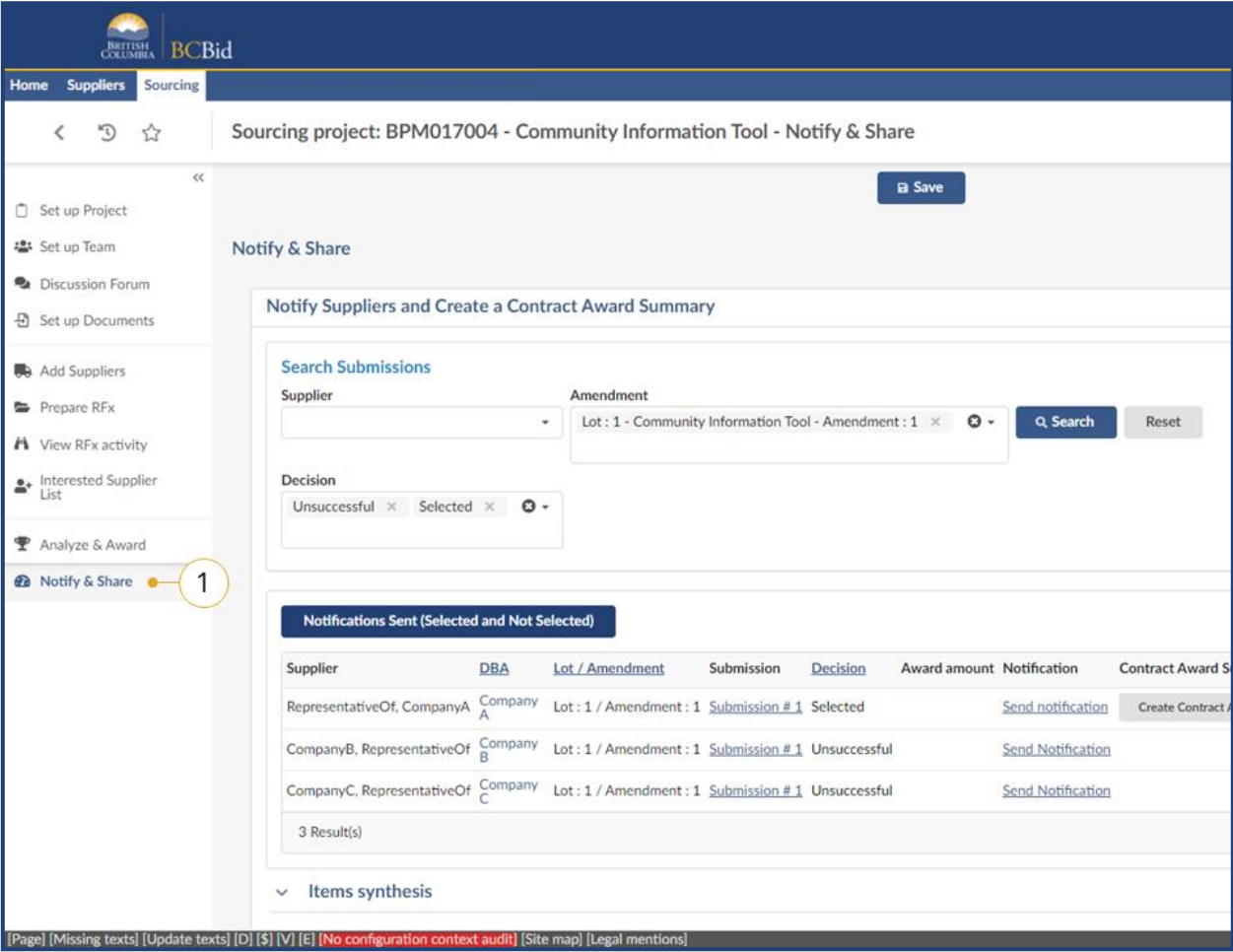
[Awarding a Contract](#)

Note: The **Do Not Award** and **Shortlist** suppliers must be selected before the **Awarded** supplier. Click the Award icon to unaward a selection to make changes to do not award or shortlisted suppliers.



[Sending List Results Notifications to Suppliers](#)

Step 7 – Notify and Share



1. In the left-hand menu, click **Notify and Share** and review the information.

Note: Have you received no compliant bids in response to your solicitation?

If the unsuccessful proposals are in BC Bid, and unsealed, you must mark them as ‘Do Not Award’ in the Analyze & Award Tab (page 121) and then you will be able to send ‘unsuccessful’ notifications to the unsuccessful suppliers using the Notify and Share Tab.

Note: Will your opportunity be cancelled before awarding?

If the proposals are in BC Bid, you must mark the bids as ‘Do Not Award’ prior to cancelling the opportunity, then you will be able to send notifications to the affected suppliers from the Notify and Share Tab.

Send Notifications

BC Bid Sourcing project: BPM017004 - Community Information Tool - Notify & Share

Notify Suppliers and Create a Contract Award Summary

Search Submissions

Supplier: [Dropdown] Amendment: Lot : 1 - Community Information Tool - Amendment : 1 [X] [Search] [Reset]

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

Notifications Sent (Selected and Not Selected)

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification	Contract Award Summary
RepresentativeOf, CompanyA	Company A	Lot : 1 / Amendment : 1	Submission # 1	Selected		Send notification	Create Contract Award Summary
CompanyB, RepresentativeOf	Company B	Lot : 1 / Amendment : 1	Submission # 1	Unsuccessful		Send Notification	
CompanyC, RepresentativeOf	Company C	Lot : 1 / Amendment : 1	Submission # 1	Unsuccessful		Send Notification	

3 Result(s)

Items synthesis

1. Buyers can use the **Search Submissions** field to narrow filter by Supplier, Amendment or the Decision made on the Analyze & Award tab.

Click **Notifications Sent (Selected and Not Selected)** or the **Send notification** hyperlink in the Notification column.

Note: This is not applicable for any process that creates a Qualified Suppliers List. Buyers should use the Discussion Forum or government email to notify Suppliers that were successful at qualifying for the Qualified Suppliers List.



[Sending Award Results Notification to Suppliers](#)



[Sending List Results Notification to Suppliers](#)



If the Buyer awarded a non-admissible Submission the Buyer will be unable to complete the actions described in this section.

Send an e-mail

Send Send & Close

Message

Send to

☒ Doing Business as Name

User

Contacts

☒ Company A

1 Result(s)

☐ Copy all team members

Email

Subject

BC Bid - [_BCBID_RFX_ID] - Selected

Attachments

307,200 kb limit. ☒ Send me a copy

Click or Drag to add files

[Page] [669 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

[configuration context audit](#)
[Site map](#)
[Legal mentions](#)

- a. *Optional:* In the User column, select the + icon if a contact is needed.

The screenshot shows a 'Send an e-mail' dialog box with the following elements:

- Buttons:** 'Send' and 'Send & Close' (circled with '2').
- Subject:** 'BC Bid - [_BCBID_RFX_ID] - Selected'.
- Attachments:** '307,200 kb limit.' (circled with 'b'). A checkbox 'Send me a copy' is checked.
- File Upload:** 'Click or Drag to add files' (circled with 'c').
- Message:** A text area containing a blue instruction: '[Buyer to edit as needed. Please remove these instructions before sending.]'. Below this is the email body text (circled with 'd'):

Dear [\$contact_firstname] [\$contact_lastname],

Thank you for your submission to the RFX referenced above. The evaluation process has determined that Your Submission Submission # 1 is the lead Submission subject to contract finalization and the RFX process rules.

A representative of the issuing organization will reach out regarding next steps.

Best regards,

Ben Rosche
Ben.Rosche@gov.bc.ca
- Footer:** '[Page] [669 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]'.

- b. *Optional:* Click the **Send me a copy** checkbox to receive a copy of the notification.
 - c. *Optional:* Click **Click or Drag to** add files or drag a file.
 - d. In the **Message** textbox review the message. Make edits as required then remove the **Blue** text.
2. Click **Send & Close**.

Note: The email message can be edited as necessary.

Contract Award Summary

Home

Suppliers

Sourcing

Operational Reports

Contact Us

<

🕒

☆

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

Save

Set up Project

Set up Team

Discussion Forum

Set up Documents

Project Schedule

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Notify & Share

Notify Suppliers and Create a Contract Award Summary

Search Submissions

Supplier

Amendment

Decision

Unsuccessful

Selected

Search

Reset

Notifications Sent (Selected and Not Selected)

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification	Contract Award Summary
SnortyApple partnership	SnortyApple DBA	Lot : 1 / Amendment : 0	Submission # 1	Selected		Send notification	Create Contract Award Notice
1 Record(s)							

Items synthesis

0 Record(s)

Award overview

1. Click **Create Contract Award Notice**.



[Creating a Contract Award Summary](#)

Note: If a contract is not awarded, do not create a Contract Award Summary. See [Complete an Opportunity](#) on how to cancel an opportunity.



Once a Contract Award Summary is published it can be edited but it cannot be canceled.

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

General Information

Sourcing Project: Contract Award Notice from RFx - Guide

Status: Awarded

Contract Number*: 123TEST456

Contract contact email*: CompanyA@noemails.com

Issuing Location*: Victoria, BC

Award Date*: 2025-05-2

Contract Value*: 300,000

Justification for Direct Award/Limited Tendering: Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct award as specified by the applicable trade agreements. Otherwise state "Competitive"

Supplier: SnortyApple partnership

Supplier Contract Address: 563 Superior St

Mailing Address (if different):

Postal Code: V8V 1T9

City*: Victoria

Country*: CANADA

State/Province*: British Columbia

Map: 563 Superior St, 1T9 Victoria

3 Publish Close

2. In the Contract window, complete the following:
 - a. Enter **Contract Number**.
 - b. Enter **Contract contact email**.
 - c. Enter the full address of the **Issuing Location**.
 - d. Select **Award Date**.
 - e. Enter **Contract Value**.
 - f. Enter "Competitive" in **Justification for Direct Award/Limited Tendering**, if the Opportunity is competitive. If not, apply the appropriate Direct Award as described in Core Policy and Procedures Manual Chapter 6.
 - g. Enter the **Supplier Contract Address**.
3. Click **Publish**.

Home Suppliers Sourcing Operational Reports Contact Us

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

Contract: CTR211977 - 123TEST456 (Running)

Close 4

Submission

Contract Award Notice from RFx - Guide(Submission # 1)

General Information

Sourcing Project	Status		
Contract Award Notice from RFx - Guide	Awarded		
Contract Number	Contract contact email	Issuing Location	Supplier
123TEST456	CompanyA@noemails.com	Victoria, BC	SnortyApple partnership
Award Date	Contract Value	Justification for Direct Award/Limited Tendering	
2025-05-27	300,000.00	Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct award as specified by the applicable trade agreements. Otherwise state "Competitive"	

Supplier Contract Address

Office Street Address

563 Superior St

Mailing Address (if different)

Postal Code

V8V 1T9

City

Victoria

Country

CANADA

State/Province

British Columbia

Map

Satellite

Map data ©2025 Google

Awarded items only (0 / 0)

4. Click **Close**.

Edit a Contract Award Notice

Home Suppliers Sourcing Operational Reports Contact Us

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

Save

Notify & Share

Notify Suppliers and Create a Contract Award Summary

Search Submissions

Supplier Amendment

Lot: 1 - Amendment: 0 - Contract Award Notice from RFx - Guide

Search Reset

Decision

Unsuccessful Selected

Notifications Sent (Selected and Not Selected)

Supplier	DBA	Lot / Amendment	Submission	Decision	Award amount	Notification	Contract Award Summary
SnortyApple partnership	SnortyApple DBA	Lot : 1 / Amendment : 0	Submission # 1	Selected		Send notification	[CTR211977] 123TEST456 Create Contract Award Notice

1 Record(s)

Items synthesis

0 Record(s)

Award overview

Items	Price CAD
All items	
Awarded items only (0 / 0)	

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



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

The screenshot shows a web application interface for managing contracts. At the top, there's a navigation bar with 'Home', 'Suppliers', 'Sourcing', 'Operational Reports', and 'Contact Us'. Below this, a breadcrumb trail reads 'Sourcing project: BPM543184 - Contract Award Notice from RFx - Guide - Notify & ...'. The main title is 'Contract: CTR211977 - 123TEST456 (Running)'. Below the title, there are 'Publish' and 'Close' buttons, with callouts 3 and 4 pointing to them respectively. The form is divided into several sections: 'Contract header' with fields for 'Sourcing Project' (Contract Award Notice from RFx - Guide), 'Status' (Awarded, callout b), and 'Rfx reference' (Contract Award Notice from RFx - Guide). The 'Contract Number' field is '123TEST456' (callout a). The 'Contract contact email' is 'CompanyA@noemails.com' (callout b). The 'Issuing Location' is 'Vancouver BC' (callout c). The 'Award Date' is '2025-05-2' (callout d). The 'Contract Value' is '300,000.00' (callout e). The 'Justification for Direct Award/Limited Tendering' field is empty (callout f). The 'Supplier' section shows 'SnortyApple partnership'. The 'Supplier Contract Address' is '563 Superior St' (callout g). Below this, there are fields for 'Mailing Address (if different)', 'Postal Code' (V8V 1T9), 'City' (Victoria), 'Country' (CANADA), and 'State/Province' (British Columbia). At the bottom, there's a map showing the location of the supplier address. The bottom of the form has a table with 'Contract' and 'Type' columns, showing '211977' and 'Simple Agreement' respectively.

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

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

Complete an Opportunity

Home Suppliers Sourcing

Sourcing project: BPM085220 - Community Information Tool - Prepare RFX

Save and Close Validate & Save Create a new lot

✓ Data has been saved
⚠ The ability to edit the RFX is limited when not in Draft status.

Selected Lot - Amendment*

Lot : 1 - Amendment : 1 - Community Information Tool (Closed)

Setup Additional RFX Info Documents Suppliers Approvals Approval Workflow

Prepare RFX - Setup

RFX Settings

Opportunity ID
156089

RFX Status
Closed

Opportunity Type
Request for Proposal

Opportunity Description
Community Information Tool

Lot # ①
1

Amendment # ①
1

Amendment reason
thunf

Estimated Amount (CAD) ①

Cancel Complete

[Panel] [Missing texts] [Update texts] [Admin settings] [Page settings] [ID] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

1. Click the **Complete** button.
2. *Optional:* If justified, select the **Cancel** button.

BCBid

Home Suppliers Sourcing

Sourcing project: BPM085220 - Community Information Tool - Prep

Are you sure you want to Complete this RFx? Click OK to Complete the RFx and Cancel to keep the RFx in its current state. The RFx Complete action cannot be undone.

3 OK Cancel

Save and Close Validate & Save Create a new lot

✓ Data has been saved
⚠ The ability to edit the RFx is limited when not in Draft status.

Selected Lot - Amendment *

Lot : 1 - Amendment : 1 - Community Information Tool (Closed) ⚙

Setup Additional RFx Info Documents Suppliers Approvals Approval Workflow

Prepare RFx - Setup

RFx Settings

Opportunity ID
156089

RFx Status
Closed Cancel Complete

Opportunity Type
Request for Proposal

Opportunity Description
Community Information Tool

Lot # ①
1

Amendment # ①
1

Amendment reason
thunf

Estimated Amount (CAD) ①

[Page] [Missing texts] [Update texts] [Admin settings] [Page settings] [D] [S] [V] [E] [No configuration context audit] [Site map] [Legal mentions]

3. Click the **OK**.

Step 8 – Downstream Activities

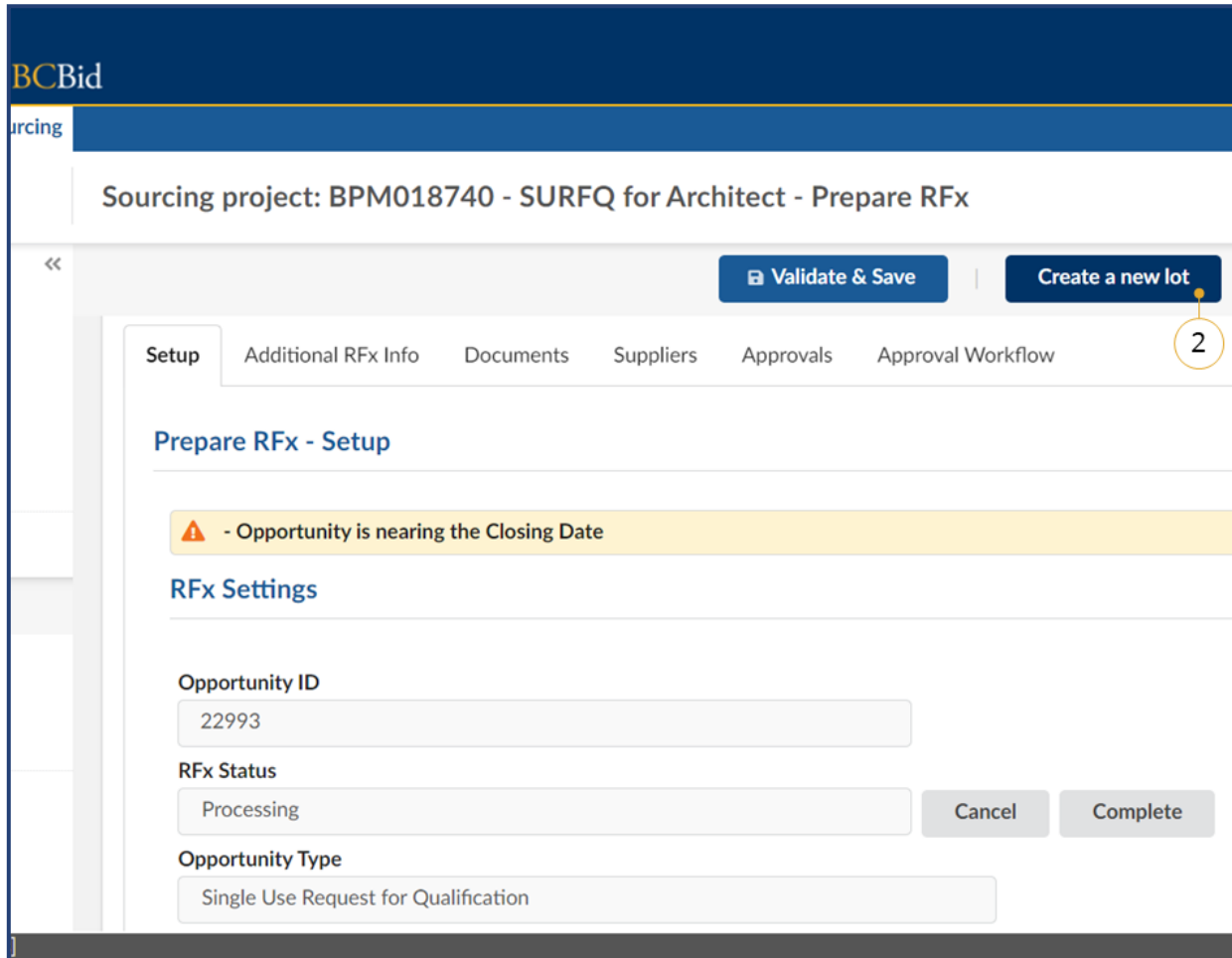
Opportunity	How used	See Page
MUL	Used on a new Sourcing Project and the associated Opportunity Type(s) by adding the Qualified Suppliers List through the Add Suppliers tab – Adding Suppliers From a Qualified Suppliers List .	144
SURFQ	Used for an Opportunity immediately downstream to the creation of the Qualified Suppliers List.	145
New Lot	Used for Limited Tendering (NOI/CAN) to create the Contract Award Notice downstream to the Notice of Intent process.	151

Multi-use List Downstream Process

In the downstream process, the results of this RFx will be used to establish a Qualified Suppliers List. This Qualified Suppliers List can then be used to invite qualified suppliers to a subsequent RFx. For information on how to use a Qualified Suppliers List to invite Suppliers, see [Adding Suppliers From a Qualified Suppliers List](#) (p.67).

Note: There can only be one service area per Qualified Suppliers List, so users should create one Multi-use List event for each service area.

Single-use Request for Qualifications Downstream Process



BCBid

Sourcing

Sourcing project: BPM018740 - SURFQ for Architect - Prepare RFx

Validate & Save | Create a new lot

Setup | Additional RFx Info | Documents | Suppliers | Approvals | Approval Workflow

Prepare RFx - Setup

⚠ - Opportunity is nearing the Closing Date

RFx Settings

Opportunity ID
22993

RFx Status
Processing

Opportunity Type
Single Use Request for Qualification

Cancel Complete

1. In the left-hand menu, click **Prepare RFx**.
2. Click **Create a new lot**.



[How to Transfer a Qualified Suppliers List from a SURFQ](#)

Note: If you are running an invite-only opportunity please be sure to uncheck "Post this Opportunity Publicly".



If creating a new Lot, that is not downstream to a Single use Request for Qualifications, see [Create New Lot](#). Lots must have their own Opportunity ID; it can be modified but not identical to prior SURFQ ID.

Create a new Amendment/Lot

Create & Close 4

Modality: 01508 - Architectural engineering Organization: Ministry of Citizens' Services Search Reset

am Templates only

Opportunity Type	Lot #	Amendment #	Opportunity Description	Issue Date	Closing Date	RFx Status
Single Use Request for Qualification	1	0	SURFQ for Architect	2021-12-09	2021-12-09	Processing

Copy Options

What to copy

Default from RFx Type Copy from selected RFx 3

Setup Tab

for Architect

3. In the Create a new Amendment/Lot dialog box, in Copy Options, select the radio button in the **Copy from selected RFx** column.
4. Click **Create & Close**.



When issuing Addendums on a multi lot Opportunity “all invited Suppliers” includes any supplier who has hit start submission or has been added to any amendment/lot on your Opportunity. If it’s for an invite only downstream version of your Opportunity, choose each supplier individually.

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing

Sourcing project: BPM018740 - SURFQ for Architect - Prepare RFx

Validate & Save

Setup Additional RFx Info Documents Suppliers Approvals Approval Workflow

Prepare RFx - Setup

- All Mandatory fields must have a value
- Fill in mandatory fields in the Approvals tab

RFx Settings

RFx Status
Draft Withdraw

Opportunity Type*
Request for Proposal 5

Opportunity Description*
RFP for Architect 6

Lot # ①
2 ☐ Copy Previous Lot Additional Info

[Site map] [Legal mentions]

5. In the **Opportunity Type** drop-down list, select the applicable opportunity type for the downstream process.
6. Enter the Opportunity Description.

Home Suppliers Sourcing

Sourcing project: BPM018740 - SURFQ for Architect - Prepare RFx

11 Validate & Save

Summary Details 7

Request For Proposal for Architectural Services required at 1234 Province Rd, Victoria B

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

Issue Date 8

2021-12-09 3:00:00 PM

Auto issuing 9

Closing Date & Time 10

2022-01-06 2:00:00 PM

Auto closure

Sealed Submissions

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

[Site map] [Legal mentions]

7. In the **Summary Details** text box, enter a summary of the opportunity.
8. Select an **Issue Date**.
9. *Optional:* Select **Auto issuing**.
10. Select a **Closing Date & Time**.
11. Click **Validate & Save**.

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing

Sourcing project: BPM018740 - SURFQ for Architect - Prepare RFx

13 Validate & Save Ready to Issue

Summary Details ⓘ*

Request For Proposal for Architectural Services required at 1234 Province Rd, Victoria B

Add shortlisted suppliers from a single-use RFQ

☒ Add shortlisted suppliers ⓘ 12

To add all shortlisted suppliers from a single-use Request For Qualifications to this RFx, che

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

Issue Date ⓘ*

2021-12-09 3:00:00 PM ⓘ Auto issuing ⓘ

Closing Date & Time ⓘ*

[Site map] [Legal mentions]

12. Complete any mandatory fields and then select **Add shortlisted suppliers** checkbox.

13. Click **Validate & Save**.

Admin Home **Suppliers** Sourcing Operational Reports Analytics Admin Config Integration

Sourcing project: BPM542827 - RFP - Prepare RFx

Save and Close Validate & Save Create a new lot

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

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

Setup Additional RFx Info Documents **Suppliers** Approvals Approval Workflow

Search by keyword

Invited Suppliers

Prepare RFx - Suppliers

Invited Suppliers	Notified Supplier's Contact
Public Portal	1
SnortyApple DBA	1

14. Select **Suppliers** tab and review the updated list of qualified Suppliers.

Create 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.

1. In the left-hand menu, click **Prepare RFX**.
2. To toggle between amendments or lots choose the amendment or lot using the **Selected Lot - Amendment** dropdown.
3. Click **Create a new lot**.



[How to create a new lot](#)

BPM018644 - Community Information Tools - Prepare RFX

Create a new Amendment/Lot

Commodity: 81112000 - Data services Organization: Ministry of Citizens' Services

Program: [Dropdown] ☐ Templates only

Search [Search] [Reset]

Opportunity Type	Lot #	Amendment #	Opportunity Description	Issue Date	Closing Date	RFX Status
<input type="radio"/> Request for Proposal	1	1	Community Information Tools	2021-12-06	2022-02-15	Open
<input type="radio"/> Request for Proposal	1	0	Community Information Tools	2021-12-06	2021-12-06	Closed
<input checked="" type="radio"/> Request for Proposal	1	2	[Master RFP] Community Information Tool	2021-11-08	2021-12-08	Draft

3 Result(s)

Copy Options

Choose what to copy

Blank ☒ Default from RFX Type ☐ Copy from selected RFX ☐

Setup Tab

[Page] [867 missing texts] [Update texts] [D] [S] [E] [No configuration context audit]

- In the Create a new Amendment/Lot window, select the appropriate options: Blank, Default from RFX Type, or Copy from selected RFX.
- Click **Create & Close**.



Selecting "Blank" will create a new lot that has no opportunity type assigned to it. Selecting "Default from RFX Type" will copy the current opportunity type with no information copied from the previous version. Selecting "Copy from selected RFX" will create an exact duplicate of the opportunity that a new lot is being developed off.

BPM018644 - Community Information Tools - Prepare RFx

Validate & Save Other Actions

Create a new Amendment/Lot

Create & Close

Commodity: 81112000 - Data services Organization: Ministry of Citizens' Services Search Reset

Program: ☐ Templates only

Warning

Amendment/Lot creation:

Opportunity Type

- ☐ Request for Proposal
- ☐ Request for Proposal
- ☒ Request for Proposal

3 Result(s)

Copy Options

Choose what to copy

Blank	Default from RFx Type	Copy from selected RFx
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

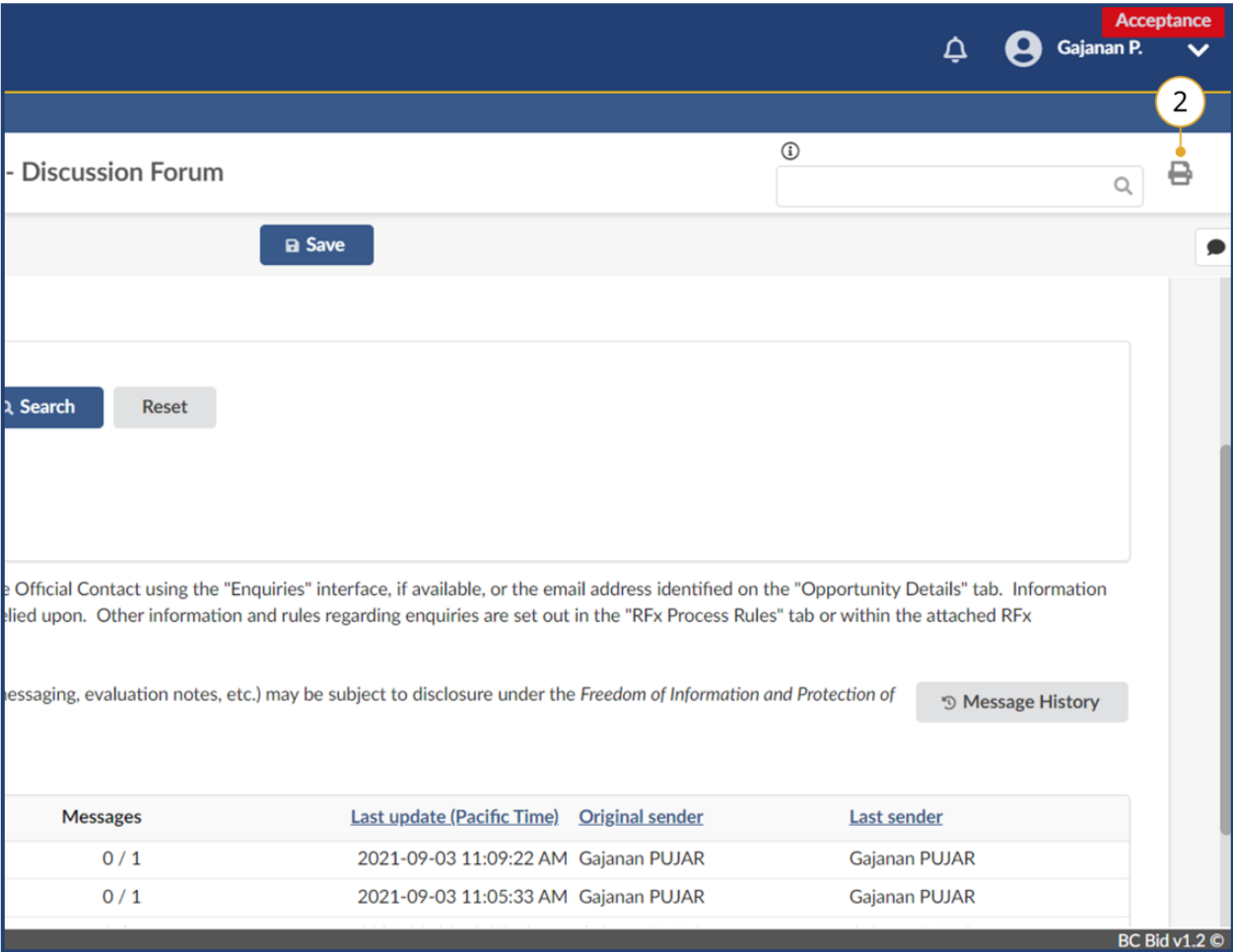
[Page] [867 missing texts] [Update texts] [D] [\$] [E] [No configuration context audit]

6. Click **Continue**.

Step 9 – Complete the Opportunity and Project

Printing Records

The Print icon can be used to print a tab or menu of a sourcing project or to save an opportunity as 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 Freedom of Information (FOI) requests outside the application.



1. Navigate to the screen you would like to print.
2. Click the **Print** icon on the top-right corner to open the print version of the screen in a new browser tab.

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 Messages" button to get

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 the email address official and should not be relied upon. Other information and rules regarding enquiries are set out in the "RFx Process Rules" tab or within the attached

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 Act*.

Subject	Messages	Last update (Pacific Time)	Original sender	Last sender
RFP for Architect - Clarification	0 / 1	2021-09-03 11:09:22 AM	Gajanan PUJAR	Gajanan PUJAR
Approval to post	0 / 1	2021-09-03 11:05:33 AM	Gajanan PUJAR	Gajanan PUJAR
Test	0 / 1	2021-09-02 10:27:18 AM	Gajanan PUJAR	Gajanan PUJAR

3 Result(s)

Set up Project

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**.

End Opportunity

BRITISH COLUMBIA BCBid

Home Suppliers Sourcing

Sourcing project: BPM013872 - RFP for Architect - Prepare RFX

Validate & Save Create a

Selected Lot - Amendment*

Lot : 1 - Amendment : 0 - RFP for Architect (Open) View as Supplier

Setup Additional RFX Info Documents Suppliers

Prepare RFX - Setup

RFX Settings

Opportunity ID

17822

RFX Status

Closed

Opportunity Type

Request for Proposal (BPS)

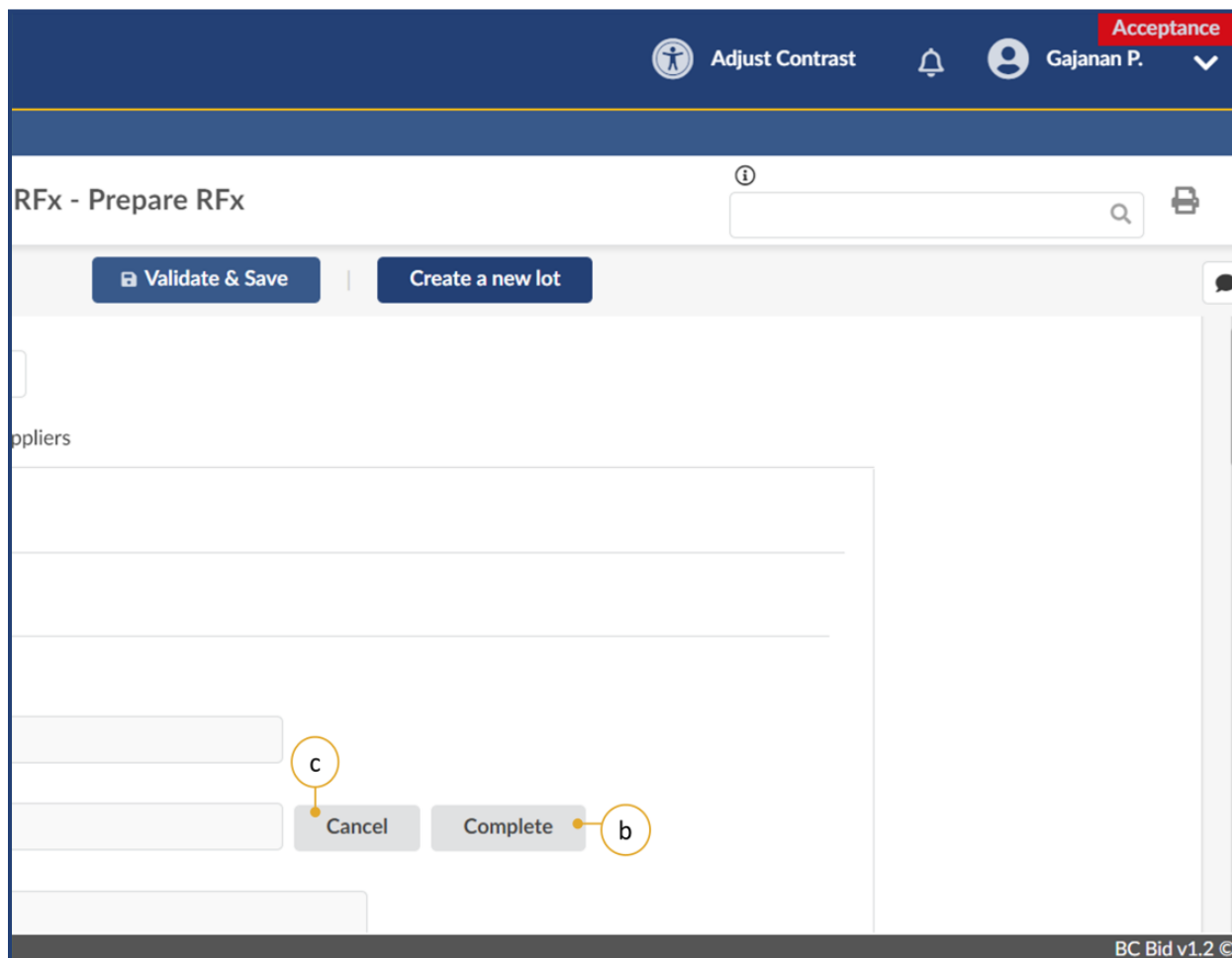
Prepare RFX a

[Site map] [Legal mentions]

1. Change the status of the Opportunity to completed:
 - a. In the left-hand menu, click **Prepare RFX**.



[Closeout an Opportunity](#)



- b. Click **Complete** to change the Opportunity Status from Closed to Completed.
- c. Click **Cancel** to change the Opportunity Status from Open to Canceled, if the Opportunity has been canceled.



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

Close Sourcing Project

Home Suppliers Sourcing

Sourcing project: BPM019043 - Community Information Tool - Set up Project

Set up Project 1

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

Sourcing Project Type: Strategic (Multistage)

Opportunity Description*: Community Information Tool

Status*: In progress

Date Created: 2022-01-10

Issued By*: Ministry of Citizens' Services

Issued For: Information Management & Strategic Initiatives

Main Commodity*: 83120000 - Information services

Program

Other Commodities

Tracking

Created on: 2022-01-10 1:21:31 PM (Pacific Time)

Last Modification: 2022-01-11 11:45:39 AM (Pacific Time)

Save Save and Close

1. *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](#)

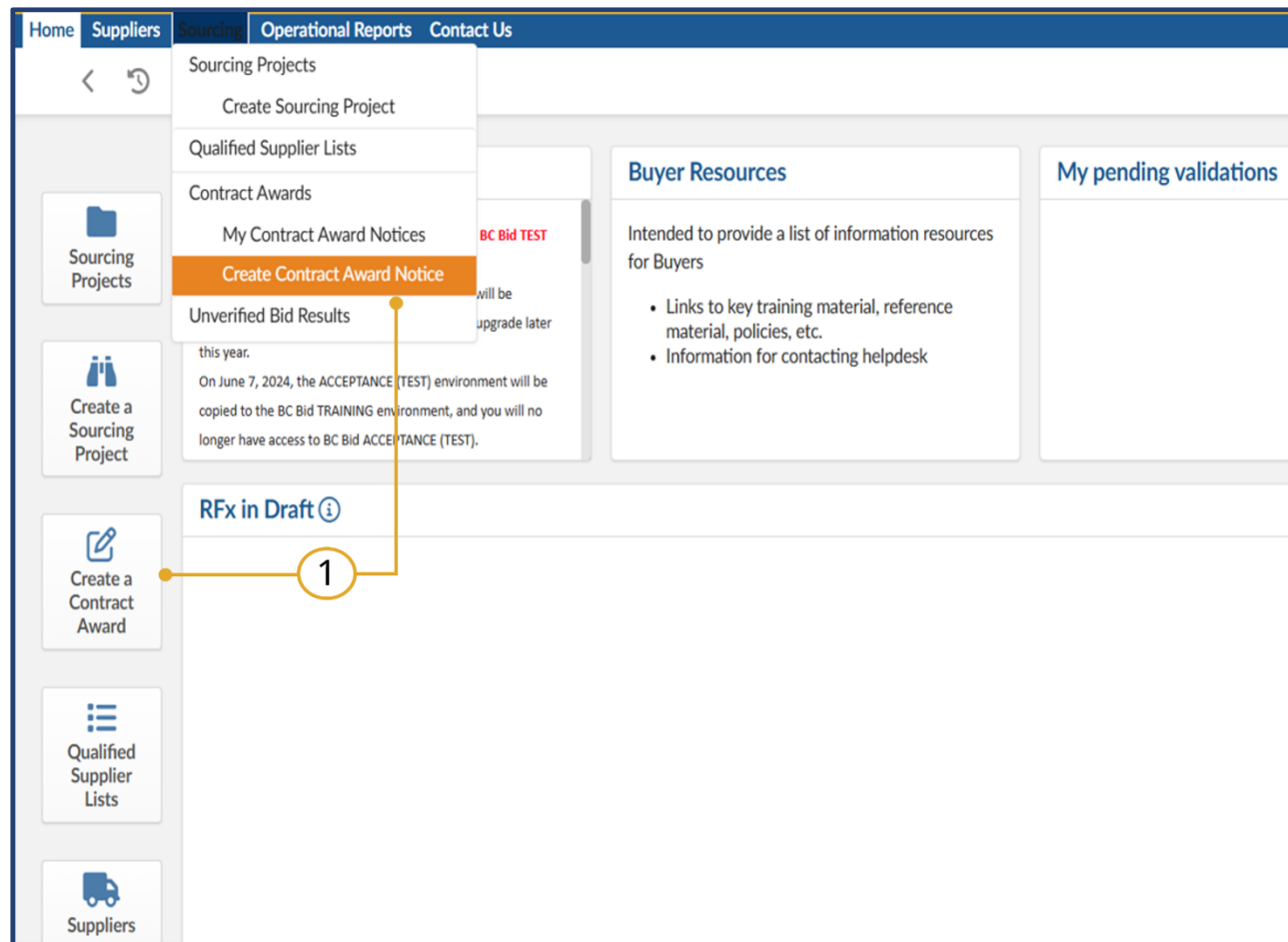


After creating a new Lot, Buyers must complete the necessary menus and tabs then issue the opportunity

Special Considerations

Contract Award Notice Webform

Buyers must use the Contract Award Notice Webform for all direct awards, excluding direct awards awarded through the Notice of Intent (NOI) process. The Contract Award Notice webform is used for any purchases from a standing arrangement, standing offer or other form of direct selection. Additionally, the Contract Award Notice Webform is used for opportunities that result in multiple contract awards.



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



[Creating a Contract Award Notice](#)

Note: Selecting **My Contract Award Notices** will allow Buyers to review previously posted Contract Award Notices. Buyers may also choose to edit Contract Award Notices issued using this Contract Award Notice Webform. This process is not the same as the [Contract Award Summary](#).

Create Contract Award Notice for Procurement posted to BC Bid

Home Suppliers Sourcing Operational Reports Contact Us

< > ⌕ ⭐ Create Contract Award Notice

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

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

Select BC Bid Opportunity ⓘ OR Enter Opportunity Title ⓘ*

1066119

Test May 2025
1066119

Test opportunity May 2025
1066118

See All

Status*

Draft

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

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

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

Save 3

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

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

Select BC Bid Opportunity ① Enter Opportunity Title ① Status *

|Test May 2025 OR Draft

For System Use Only

System ID Type

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

The screenshot shows the 'Create Contract Award Notice' form. Callouts are placed on the following fields:

- a**: Supplier dropdown menu (set to 'BC Bid_TEST')
- b**: Supplier Contract Address dropdown menu
- c**: Issuing Location dropdown menu (set to 'Victoria, BC')
- d**: Contract Number text field (set to '123456')
- e**: Contract Contact Email text field (set to 'procurement@gov.bc.ca')
- f**: Award Date calendar icon (set to '2025-05-2')
- g**: Contract Value text field (set to '300,000')
- h**: Justification for Direct Award/Limited Tendering text area
- i**: Save button

Other visible fields include: Select BC Bid Opportunity (Test May 2025), Status (Draft), Opportunity Type (Request for Proposal), Opportunity Description (Test May 2025), Issued By (Ministry of Citizens' Services), Issued For, Commodities (73151805 - Laminating services), Issuing Location*, Mailing Address (if different), Postal Code (V8X 4S7), City* (Victoria), Country* (CANADA), and State/Province* (British Columbia).

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

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

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Create Contract Award Notice

Save

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

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

Test May 2025 Draft

Opportunity Type Request for Proposal

Issued By Ministry of Citizens' Services

Issued For

Commodities 73151805 - Laminating services

Issuing Location* Victoria, BC

Contract Number* 123456

Contract Contact Email* procurement@gov.bc.ca

Supply Arrangement

Award Date ⓘ* 2025-05-2

Contract Value* 300,000.00

Justification for Direct Award/Limited Tendering

Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct award.

Supplier* BC Bid_TEST

Split Award

Supplier Contract Address

Office Street Address ⓘ* 4000 Seymour Pl

Mailing Address (if different)

Postal Code V8X 4S7

City* Victoria

Country* CANADA

State/Province* British Columbia

Map Satellite

For System Use Only

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

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

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

[Publish](#) 6

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

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

Test May 2025 **Awarded**

Opportunity Type: Request for Proposal

Opportunity Description: Test May 2025

Supplier: BC Bid_TEST ☐ Split Award

Issued By: Ministry of Citizens' Services

Issued For:

Commodities: 73151805 - Laminating services

Issuing Location*: Victoria, BC

Contract Number*: 123456

Contract Contact Email*: procurement@gov.bc.ca

Supply Arrangement:

Award Date ⓘ*: 2025-05-2

Contract Value*: 300,000.00

Justification for Direct Award/Limited Tendering

Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the direct

Supplier Contract Address

Office Street Address ⓘ*: 4000 Seymour Pl

Mailing Address (if different):

Postal Code: V8X 4S7

City*: Victoria

Country*: CANADA

State/Province*: British Columbia

Map Satellite

For System Use Only

System ID: 211975

Type: Simple Agreement ☒ Manual

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

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

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

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

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

Home Suppliers Sourcing Operational Reports Contact Us

< > ⌚ ☆ Create Contract Award Notice

Save

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

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

Select BC Bid Opportunity ⓘ OR Enter Opportunity Title ⓘ*

Status*

Draft

1

2

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

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

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

Enter Opportunity Title ¹*

Test opportunity 123

Opportunity Type* ^a

Request for Prop

Opportunity Description* ^b

This is just a test

Status (Select Awarded to proceed to Publish)* ³

Draft

Awarded

Deleted

Supplier* ^c

Test Ltd

Split Award

Issued By* ^d

Ministry of Citizens' Services

Issued For

Supplier Contract Address ^e

Office Street Address ¹*

563 Superior St

Mailing Address (if different)

Postal Code

V8V 1T9

City*

Victoria

Country*

CANADA

State/Province*

British Columbia

Commodities* ^f

80101500 - Business and corporate management consultation services

Issuing Location* ^g

Victoria, BC

Contract Number* ^h

123456

Contract Contact Email* ⁱ

procurement@gov.bc.ca

Supply Arrangement

Award Date ^j

2025-05-2

Contract Value* ^k

3,000,000.00

Justification for Direct Award/Limited Tendering ^l

Add the rationale for the competitive award. If you didn't follow a competitive process include an appropriate reason.

For System Use Only

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

a. Opportunity Type

b. Opportunity Description

c. Select the Supplier. If the supplier record does not exist in the system, create the supplier record. See [Creating a new supplier](#).

d. Issued By

e. Supplier Contract Address

f. Select at least one commodity from the **Commodities** dropdown. Click **See All** to find the commodity that best fits your contract award.

g. Issuing Location. Must be a complete address

h. Contract number

i. Contract Contact Email

j. Award Date

k. Contract Value

l. Justification for Direct Award/Limited Tendering. If awarding multiple contracts from one Opportunity, then type "Competitive" into the textbox.

3. Click **Save**

Home Suppliers Sourcing Operational Reports Contact Us

Create Contract Award Notice

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

Enter Opportunity Title *
Test opportunity 123

Status (Select Awarded to proceed to Publish) *
Awarded

Opportunity Type *
Request for Proposal

Opportunity Description *
This is just a test

Supplier
Test Ltd

Issued By *
Ministry of Citizens' Services

Issued For

Commodities *
80101500 - Business and corporate management consultation services

Issuing Location *
Victoria, BC

Contract Number *
123456

Contract Contact Email *
procurement@gov.bc.ca

Supply Arrangement

Award Date *
2025-05-2

Contract Value *
3,000,000.00

Justification for Direct Award/Limited Tendering
Add the rationale for the contract award. If you didn't follow a competitive process include an appropriate reason for the

Supplier Contract Address

Office Street Address *
563 Superior St

Mailing Address (if different)

Postal Code
V8V 1T9

City *
Victoria

Country *
CANADA

State/Province *
British Columbia

Map

4. To publish your draft, click on the **Status** field, and select **Awarded** from the dropdown.

5. Click **Publish**. BC Bid will save your entry and will update the status of your Contract Award Notice to **Awarded**.








Modify a Published Contract Award

Home Suppliers **Sourcing** Operational Reports Contact Us

< ⌂ ☆ My Contract Award Notices

Organizations Opportunity ID Contract Number

Supply Arrangement Contract Award Notice Status

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



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

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

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

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

- Issuing location
- Contract Number
- Contract Contact Email
- Supplier Arrangement
- Award Date
- Contract Value
- Justification for Direct Award/Limited Tendering
- Supplier Contract Address

4. Click **Publish** to save.

Delete a Draft Opportunity (RFx)

envault.ivalua.ca says
Do you really want to delete this RFx?

3 OK Cancel

Acceptance
Lauren P.

Home (Admin) Home Suppliers Sourcing Bu

Admin Config Integration

Sourcing project: B101004 - Community information tools - Prepare RFx

Save and Close Validate & Save

Other Actions 2

Create a new lot

Delete RFx a

Selected Lot - Amendment* View as Supplier

Lot : 2 - Amendment : 0 - (Draft)

Setup Additional RFx Info Documents Suppliers Approvals Approval Workflow

Prepare RFx - Setup

All Mandatory fields must have a value
Fill in mandatory fields in each of the above tabs

RFx Settings

RFx Status
Draft

Opportunity Type*
Request for Proposal

Opportunity Description*

Lot # ①
2 Copy Previous Lot Additional Info

Amendment # ①

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

a. Click **Delete RFx**.

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.

BRITISH COLUMBIA

BCBid

Adjust Contrast

Lauren P.

Acceptance

Home (Admin)

Home

Suppliers

Sourcing

Buyer Registrations

Operational Reports

Audit Reports

Analytics

Admin

Config

Integration

<

↺

☆

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

Save

Set up Project

Set up Team

Discussion Forum

Set up Documents

Add Suppliers

Prepare RFx

View RFx activity

Interested Supplier List

Analyze & Award

Notify & Share

View RFx activity

Submissions

Refresh

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

Lot : 1 - Park Maintenance Services (Amendment 0 / Amendment 1)

Open - Open for Submissions From: 2022-10-31 To: 2022-11-14 06h 38min 28s

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			

4 Result(s)

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

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

BC Bid v1.3 ©

- 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.

Note: All notifications will be grouped together in one email for the ease of suppliers use.

BCBid

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

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

Save

Set up Project

Set Dis Set Ad Pre

View List Ana Not

Sent e-mails

Amendment

Park Maintenance Services - 1

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

2 Result(s)

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

Cat, SampleC 1

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

4 Result(s)

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

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

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

Appendix 1: Provincial Help Desk

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

Email Contact: bcbid@gov.bc.ca

Contact the help desk by phone:

Direct: 1-250-387-7301

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

[View the Help Desk Self-Help Resources](#)

Appendix 2: Training Video Links

Video Name	URL (Link)
Navigating the Public Portal	https://youtu.be/loEjkEXP6wY
Login and How the Buyer Dashboard Works	https://youtu.be/IYFQrrJeP2A
Exploring Opportunities	https://youtu.be/cPG8eZrDiiI
How to Create a Sourcing Project	https://youtu.be/HDFk6Li_N2s
Commodity Codes	https://youtu.be/TLYaL76-4YE
How to Create a MUL	https://youtu.be/mtvEJ75ZZdY
Copy Sourcing and Status	https://youtu.be/1QLiIGQBVo4
Set up Team	https://youtu.be/PCAxNIQJPOw
How to use the Discussion Forum	https://youtu.be/730QwYbAo7o
Set up Documents	https://youtu.be/nvIgeU-vQaY
Add Suppliers Overview	https://youtu.be/Mjlgs-A8Jkk
Adding Suppliers Not on a Qualified Suppliers List	https://youtu.be/ia26IYmCFk
Removing suppliers and extracting a suppliers list	https://youtu.be/UxQPRLiUPyg
Creating a new supplier	https://youtu.be/tLIDSA5QRSk
How to Add from a Multi-use List Qualified Suppliers List	https://youtu.be/Lx3GxkyTsSw
Additional RFx Info	https://youtu.be/GS8ps2erpB8
How to add documents to an opportunity	https://youtu.be/PDQ95HzdTjo
Approvals	https://youtu.be/S-ki_HIPD8w
Approvals Workflow and Issuing an Opportunity	https://youtu.be/65sLwv_Ytmo
Issuing an Addendum	https://youtu.be/rbT6gU7o9a4
Issuing an Amendment	https://youtu.be/omumJYSv5YM
Upload submissions for open opportunities	https://youtu.be/9yxMVEpMIwc
Manually Close a Posted Opportunity	https://youtu.be/8xBSF77TyRY
Uploading Submissions	https://youtu.be/bB_bc6qsQyY
Unsealing and Downloading Submissions	https://youtu.be/Wn049OeEjgs

Video Name	URL (Link)
Awarding a Contract	https://youtu.be/lpN3E5tM3zc
Sending list results notifications to Suppliers	https://youtu.be/qvdxBTNKw5s
Sending award results notification to suppliers	https://youtu.be/MRqtjl6rHTk
Creating a Contract Award Summary	https://youtu.be/ypD5hRRXqMs
How to transfer a qualified suppliers list from a SURFQ	https://youtu.be/AqKoWrFxpJg
How to create a new lot	https://youtu.be/rtlXq104On8
Close an opportunity	https://youtu.be/9WnvXrprEWA
Close a Sourcing Project	https://youtu.be/h69SQjglbtM
Creating a contract award notice	https://youtu.be/lvdfwNE6zUo

Appendix 3: Operational Reports

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)
- 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

Contributor

- Edit the sourcing project
- Send and receive Discussion Forum messages
- Add/edit documents (Set up Documents or Prepare RFx Documents)
- Add suppliers to a Sourcing Project
- Create a supplier* (from Add Suppliers menu)
- Edit the opportunity
- Add/edit items tab (ITQ and Timber Auction only)
- Edit an amendment in draft status

- Enter supplier offline submissions
- View and download supplier submissions (once unsealed, if applicable)
- Can award a decision
- Can shortlist suppliers from an opportunity
- Send successful and unsuccessful notifications
- Create the contract award summary
- Create a new (draft) lot

Read-only

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

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

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

Sourcing Project Roles Chart

✓ users with that role can complete the function

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

BC Bid Function	Responsible	Official Contact	Contributor	Read-only	Notes
Edit the sourcing project	✓	✓	✓	-	
Add members to Set up Team tab	✓	-	-	-	
Send and receive Discussion Forum messages	✓	✓	✓	✓	
Receive Discussion Forum messages from suppliers	-	✓	-	-	
Add/edit documents (Set up Documents or Prepare RFx Documents)	✓	✓	✓	-	
Add suppliers to a Sourcing Project	✓	✓	✓	-	
Create a supplier* (from Add Suppliers menu)	✓	✓	✓	-	
Edit the opportunity	✓	✓	✓	-	
Add/edit items tab (ITQ and Timber Auction only)	✓	✓	✓	-	
Delete a draft RFx	✓	-	-	-	
Issue (post) opportunities	✓	-	-	-	
Create an amendment	✓	✓	✓	-	Some opportunity types, only responsible can create
Edit an amendment in draft status	✓	✓	✓	-	
Issue an amendment	✓				
Enter supplier offline submissions	✓	✓	✓	-	
Unseal supplier submissions	✓	-	-	-	
View and download supplier submissions (once unsealed, if applicable)	✓	✓	✓	✓	Continuous intakes do not require unsealing
Award a decision	✓	✓	✓	-	
Shortlist suppliers from an opportunity	✓	✓	✓	-	
Send successful and unsuccessful notifications	✓	✓	✓	-	Best practice for the Official Contact to send notifications
Create the contract award summary	✓	✓	✓	-	

Create a new (draft) lot	✓	✓	✓	-	
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* 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: Amendment or Addenda?

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

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

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

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