BCBid

Supplier Guide – Responding to an Opportunity

British Columbia

Introduction

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

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

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

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

This guide provides information to suppliers on how to respond to opportunities in the BC Bid application.

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**.

Condensed Quick Reference Guides (QRG) are available on the BC Procurement Resources site. For suppliers there are two QRGs, one for registration and one for submissions.

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.

Table of Contents

Getting Started

Introduction

By registering for BC Bid suppliers will gain access to their own Supplier Dashboards and be able to:

- Create a short list of proposals
- Manage proposals
- Update company information
- Have multiple users within the business collaborate on proposals
- Receive notifications on amendments and addenda on opportunities of interest by clicking the Start Submission button
- Draft a submission online with the BC Bid application (some opportunity types)
- Submit response via e-Bidding (subscription required)

Business BCeIDs

To register for and login to BC Bid as a supplier, a Business BCeID is required. The first Business BCeID user for a company will be designated the Business Profile Manager.

See the Supplier Registration Guide for information on how to prepare and register for BC Bid.

Registering in BC Bid

The first user to register a business in BC Bid will be assigned the **Supplier Admin** role for the company. The Supplier Admin is responsible for adding and activating additional users ("Contacts") for the company in BC Bid. Each additional Contact must have their own Business BCeID. See Appendix 3, Appendix 4, and Appendix 5 for more information on the role responsibilities.

Sites

The Supplier Admin can create multiple sites for their legal entity. This is useful when different sites for the same legal entity want to submit competing bids for the same opportunity. To navigate between supplier sites, click the arrow beside the company name in the upper right-hand corner.

Subscription Expiry Dates

When users are subscribed to e-Bidding or Notification subscriptions, the expiry date listed is the date that the subscription is expired. Eg: expiry date June 1, 2022, the service is expired, and the user cannot use their subscription. The last date of the subscription is May 30, 2022.

General Interface

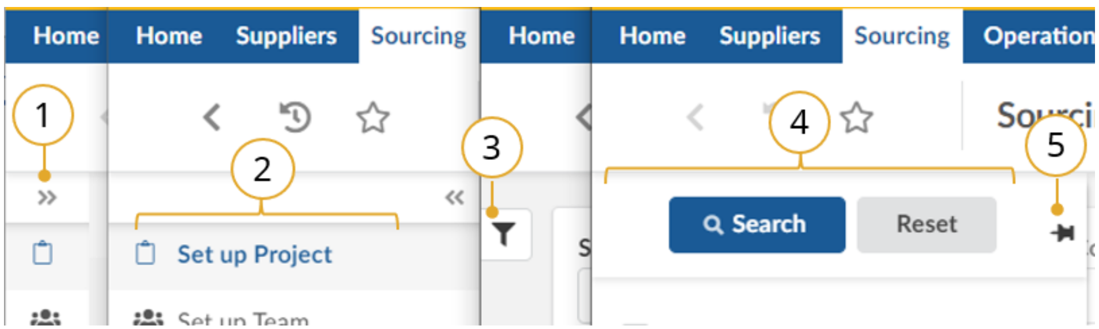
This section describes some general functionality of BC Bid.

Browser Types

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

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

Expand/Collapse Menu and Expand/Collapse Filters



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

Search Commodity Codes

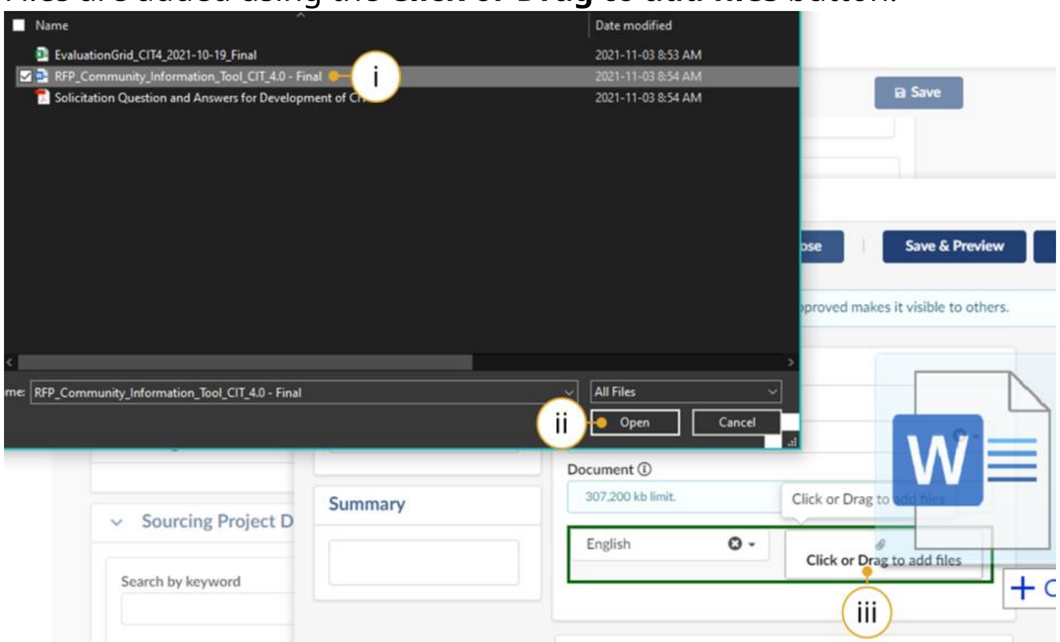
In the Commodity Code search pop-up (only), the search is *first match* not *best match*. First match relates to close spelling as you progress down the alphanumeric tree, whereas best match considers context. Alternatively, searching in the Commodities drop-down produces a *best match* result.

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

For more details, please see the Commodity Codes video.

Adding files

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



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

File Size and File Formats

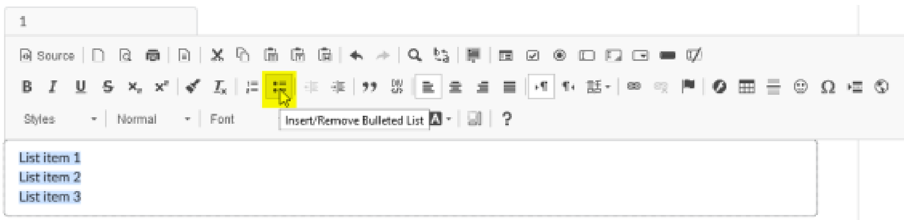
File uploads are limited to 500 MB per file. File types include common business application file types. There are an unlimited number of attachments.

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"

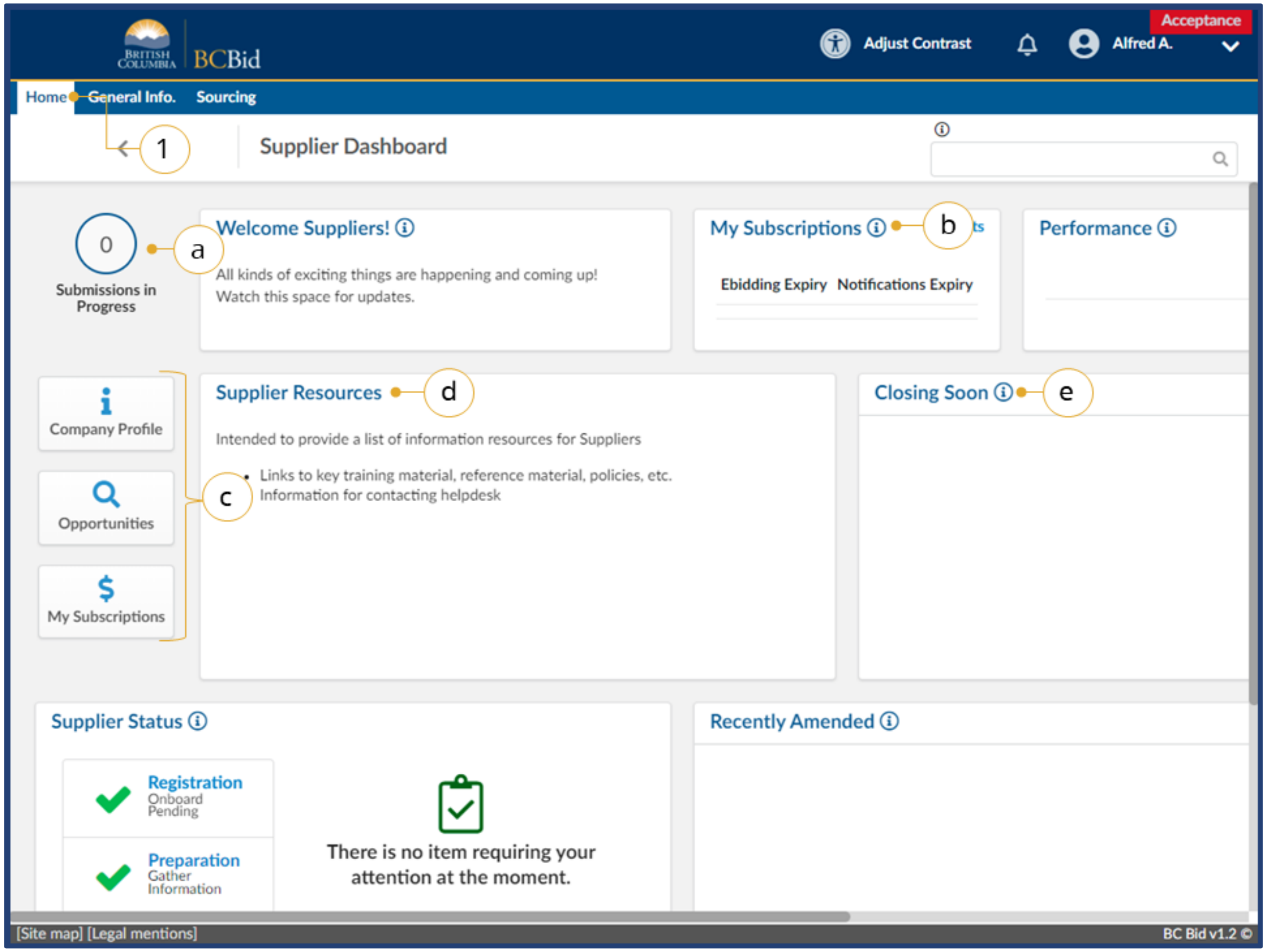
In many instances throughout BC Bid, you will make selections in a dialog box. In cases where you do not see a Save & Close button, click the "X" at the top-right of the dialog box, the application saves your entry.

Excel Response Form (Invitation to Quote, Timber Auction, and Invitation to Tender only)

If completing the Excel response form outside BC Bid, some fields may have long instructions. Turning on text wrapping in Excel will make viewing content easier.

If completing the Excel response form outside BC Bid, answers to questions are case sensitive (eg: yes/Yes). Refer to the response form in BC Bid for how to complete the fields.

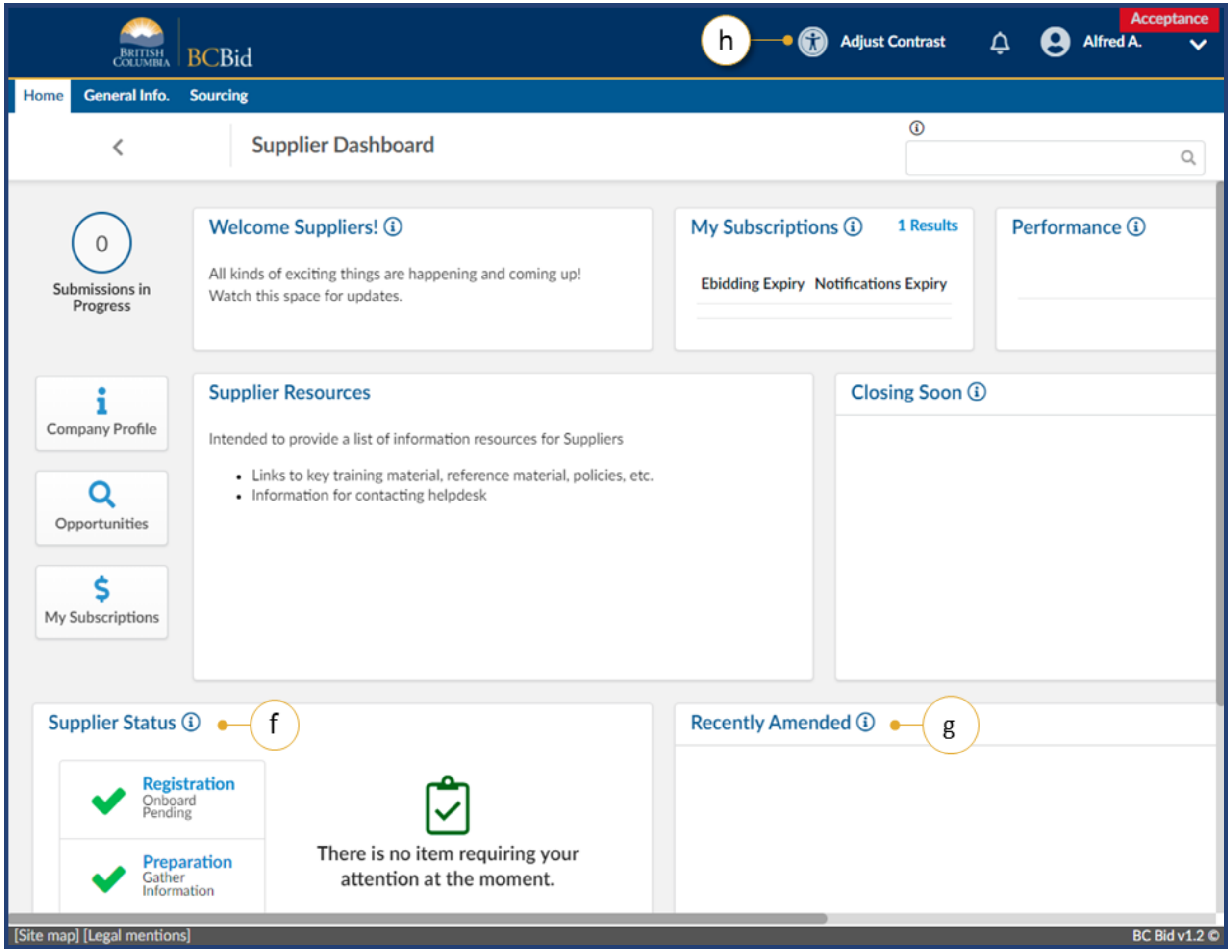
Supplier Dashboard



1. Navigate to the **Home** tab to see the Supplier Dashboard.
    a. Click the **Submissions in Progress** to review all of your organization's In Progress submissions.
    b. Review the **My Subscriptions** to see the e-Bidding and Notifications expiry dates.
    c. Click a **Quick Access** button to navigate quickly to a particular area of BC Bid.
    d. Check the **Supplier Resources** for important information
    e. Review the **Closing Soon** list to view the opportunities you are interested in that are closing the soonest.

[Exploring the Supplier Dashboard]

Closing Soon and **Recently Amended** lists are based on selecting showing interest in an opportunity by selecting the "Start Submission" button. They are unique to each user.

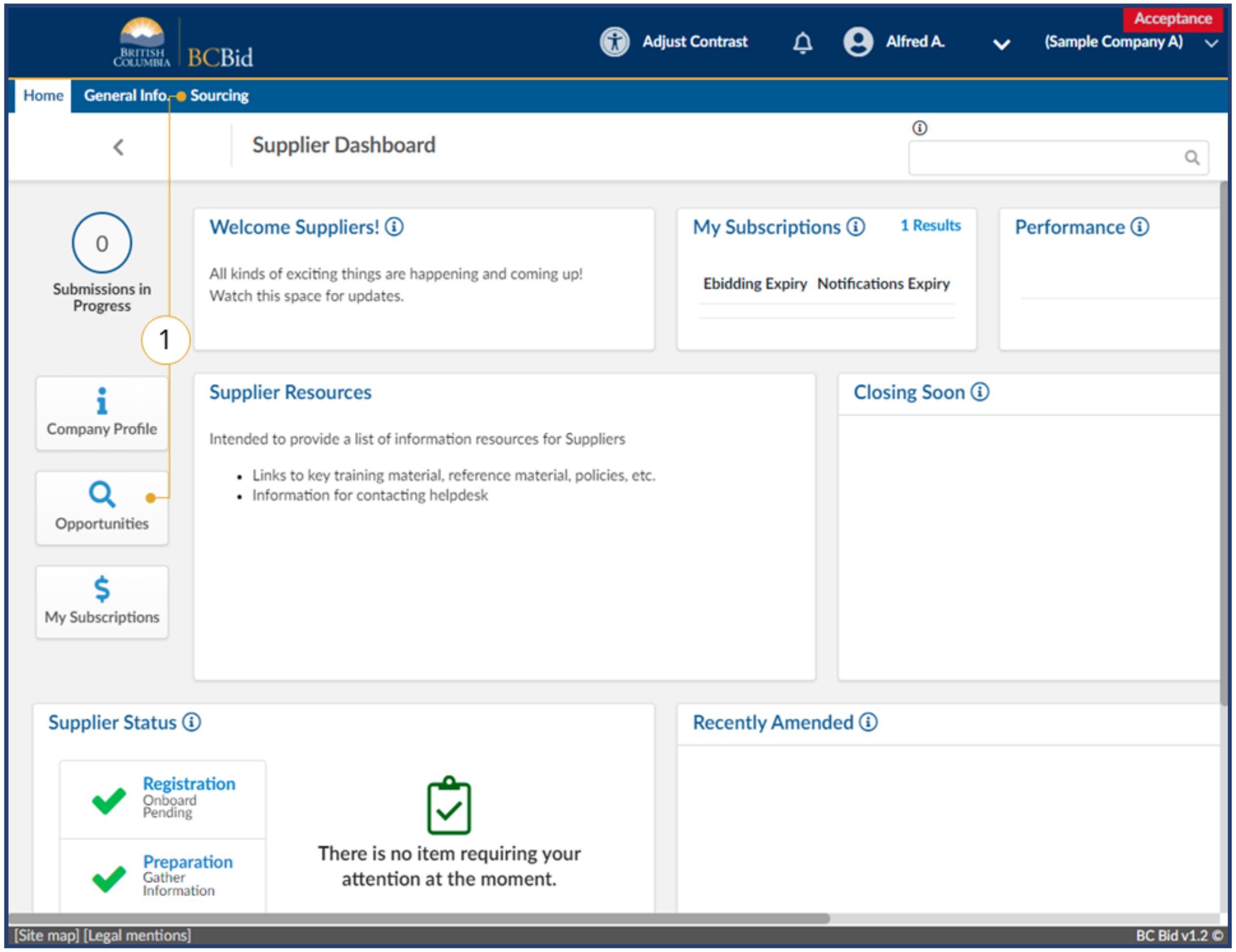


f. Check the **Supplier Status** area to review any items that may require attention.
g. Review the **Recently Amended** list to view opportunities of interest that have been recently amended.
h. Optional: Click **Adjust Contrast** to change the theme for accessibility.

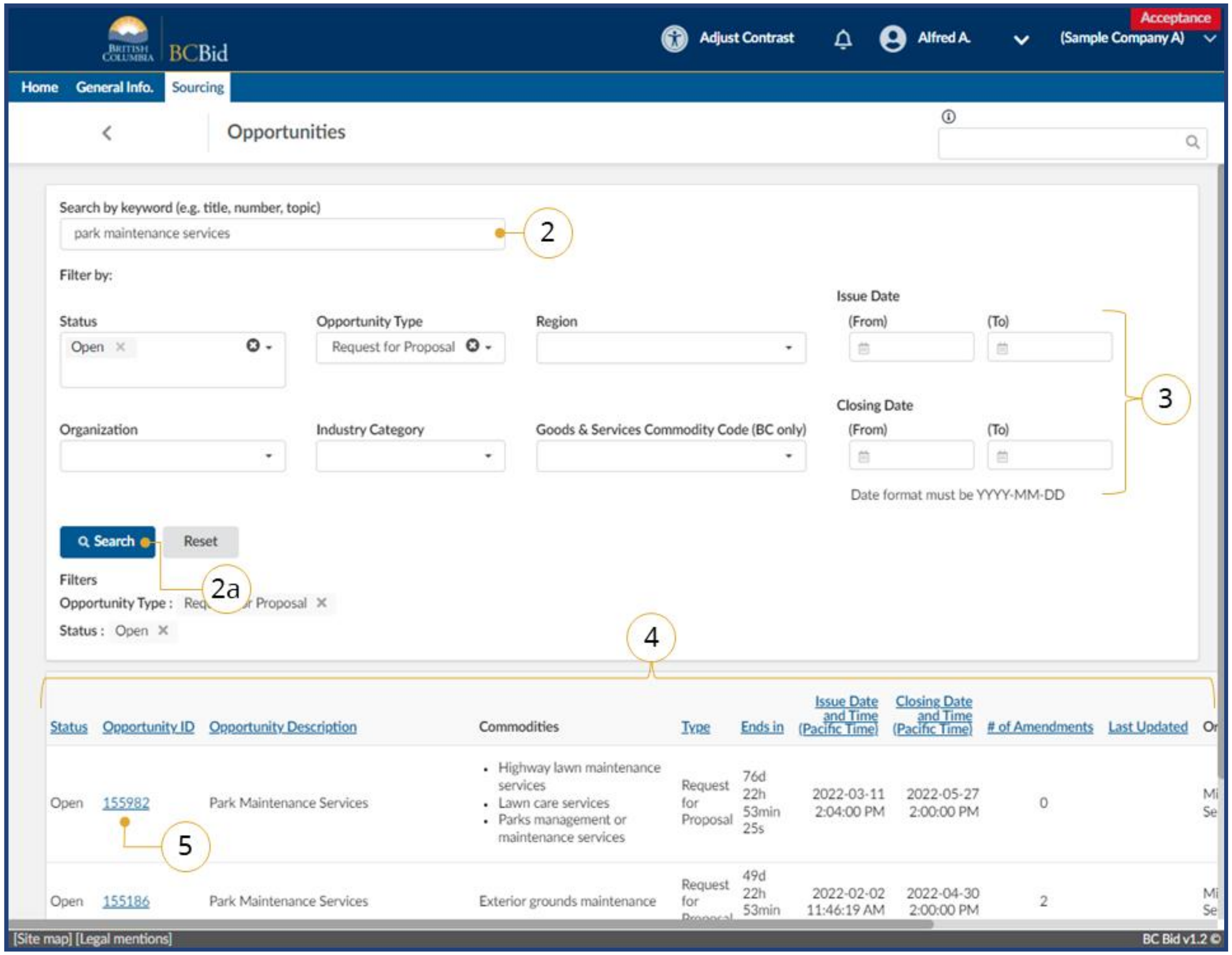
Explore Opportunities

This section outlines how to search for opportunities, contract awards, unverified bids and Manage Submissions. All are included in the Souring menu drop-down.

Search for Opportunities



1. On the main menu, click **Sourcing**, then click **Opportunities** or click **Opportunities** on the Supplier Dashboard.



2. Use the **Search by keyword** text box to search based on **opportunity title**, **number**, or **topic**.
   a. Click **Search**.
3. Additional filters can be applied. Once additional filters have been applied, click **Search**.

Note: If searching using the Industry Category, not all opportunities will display as the field is only used by some opportunity types. Use Commodity Code for best results.

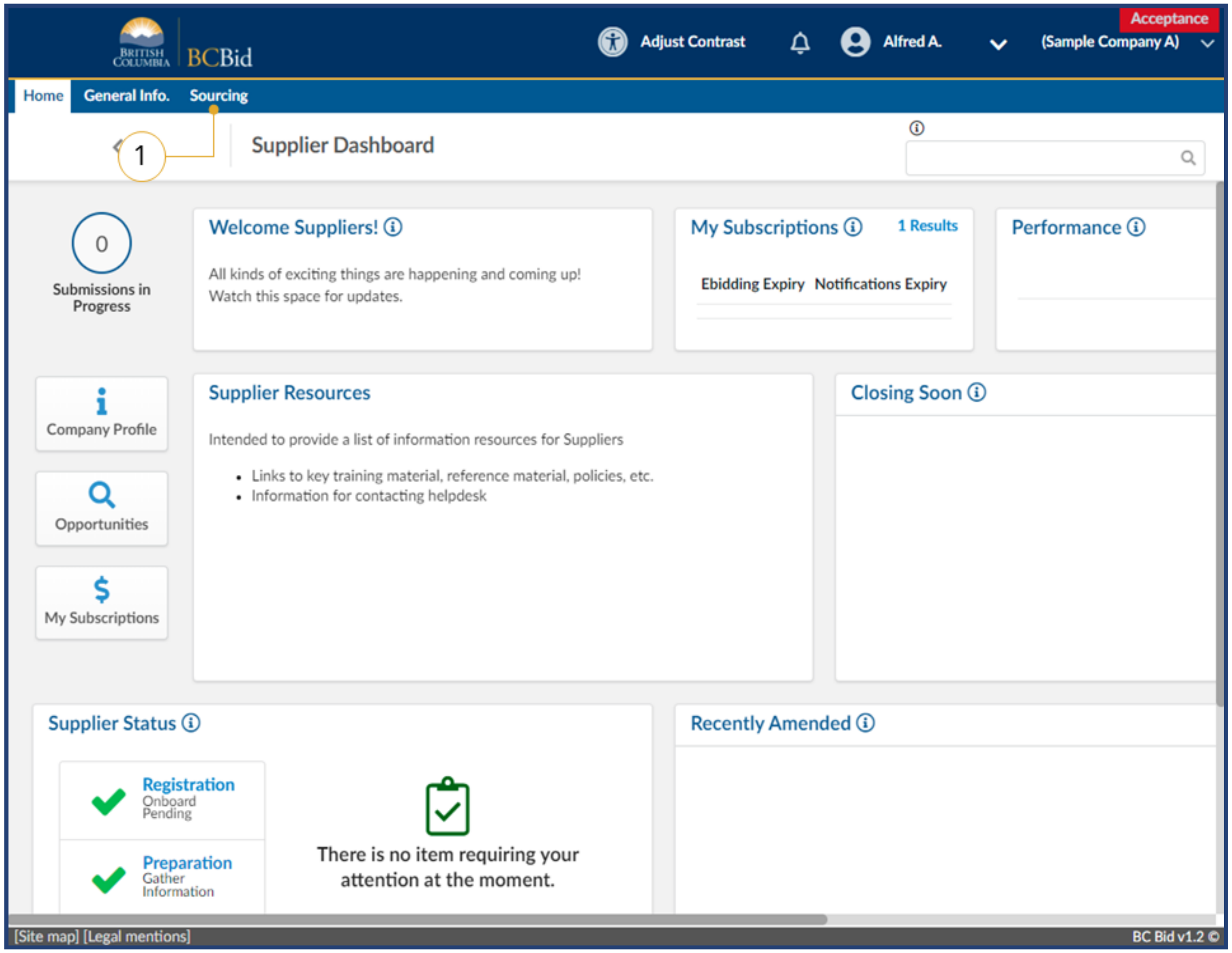
4. The results from the search and filter are listed below. This list can be sorted by clicking on the titles of each column.
5. To view details of the desired sourcing event, click the **Opportunity ID**.

Begin Step 1: Opportunity Overview.

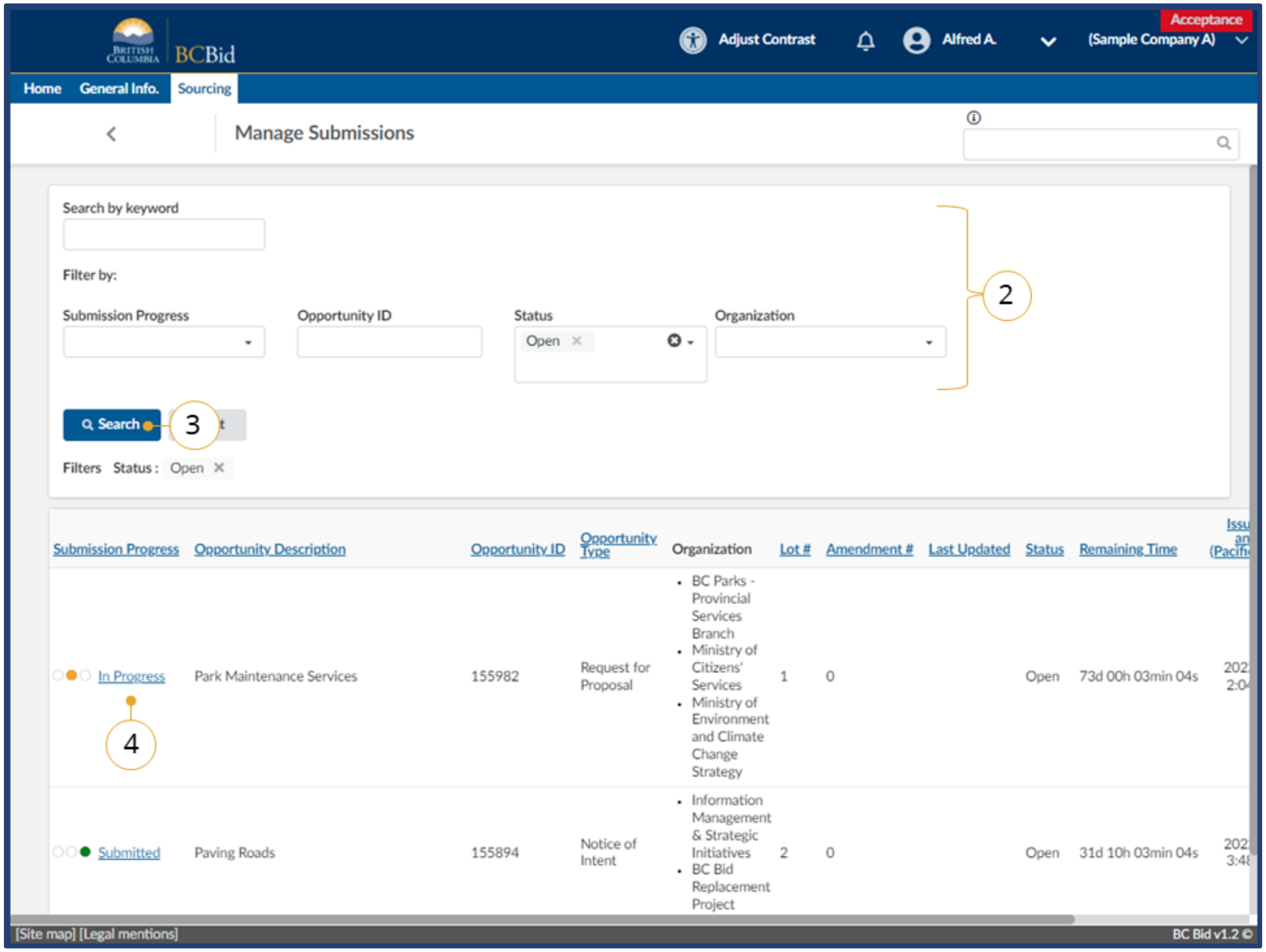
The search results only display public opportunities. If suppliers were invited to an opportunity that is not public, it will not be listed. To see these opportunities, view Manage Submissions

Search Your Manage Submissions Page

The Manage Submissions page will list opportunities where the Start Submission button has been selected or where the supplier has been invited to an opportunity.



1. On the main menu, click **Sourcing**, then click **Manage Submissions**.



2. Use the **Search by keyword** field and additional filters as needed.

Note: the Status field defaults to searching for Open opportinities.

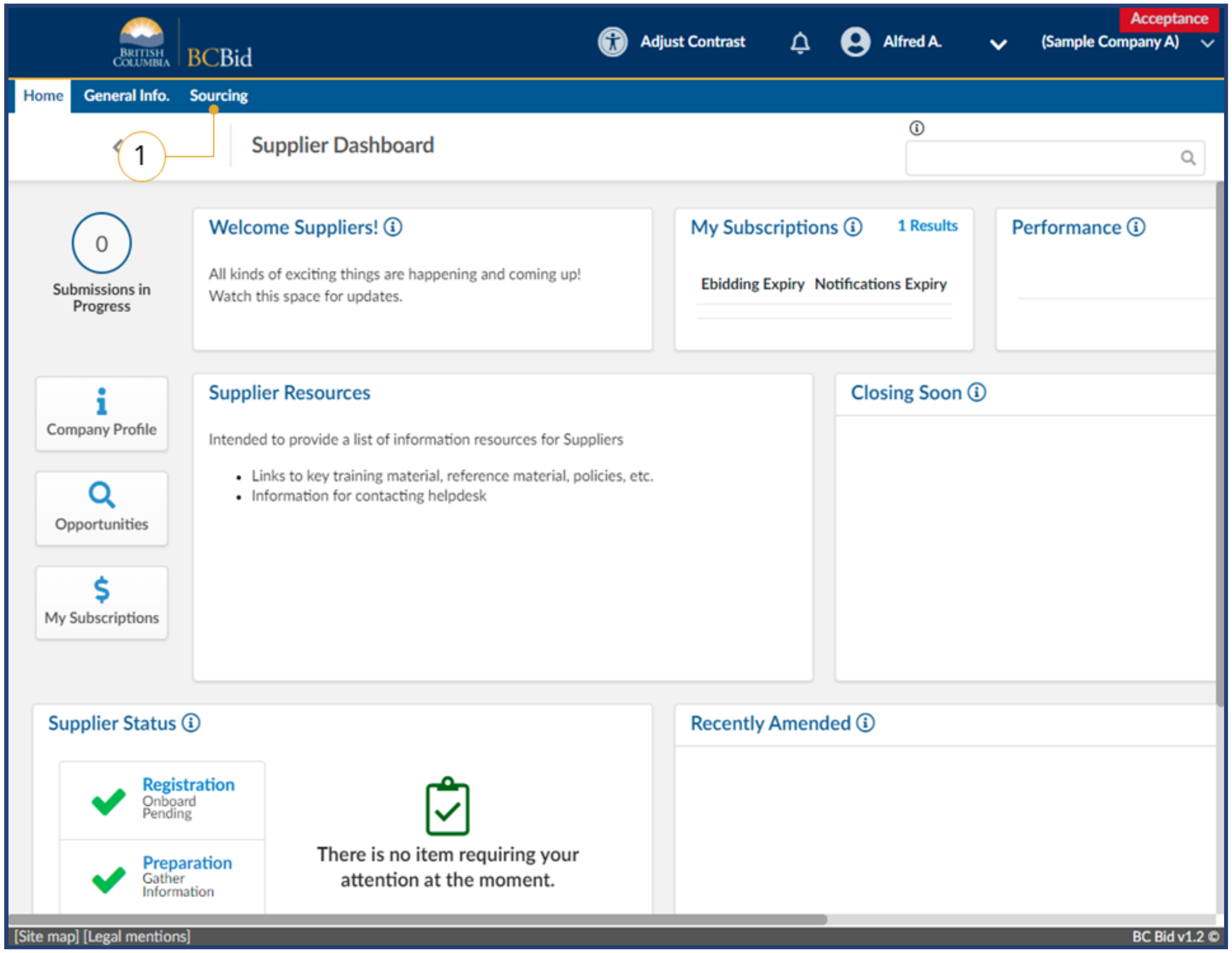
3. Click **Search**.

4. Click the submission progress to view the submission.

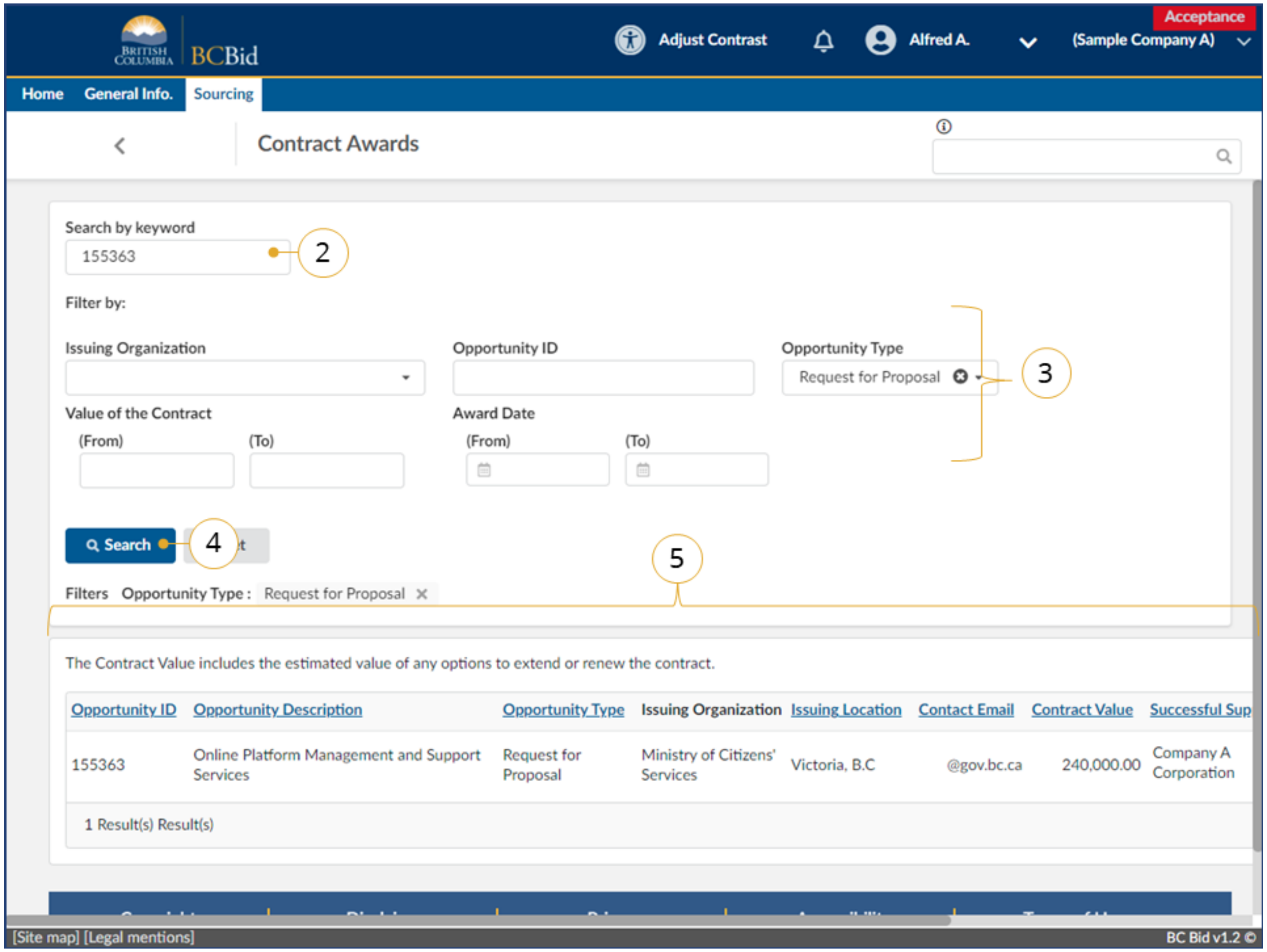
For a list of Submission Progress status see Appendix 6.

To search of an opportunity in a status other than Open, use the **Status** drop-down to select the appropriate status.

Search for Contract Awards

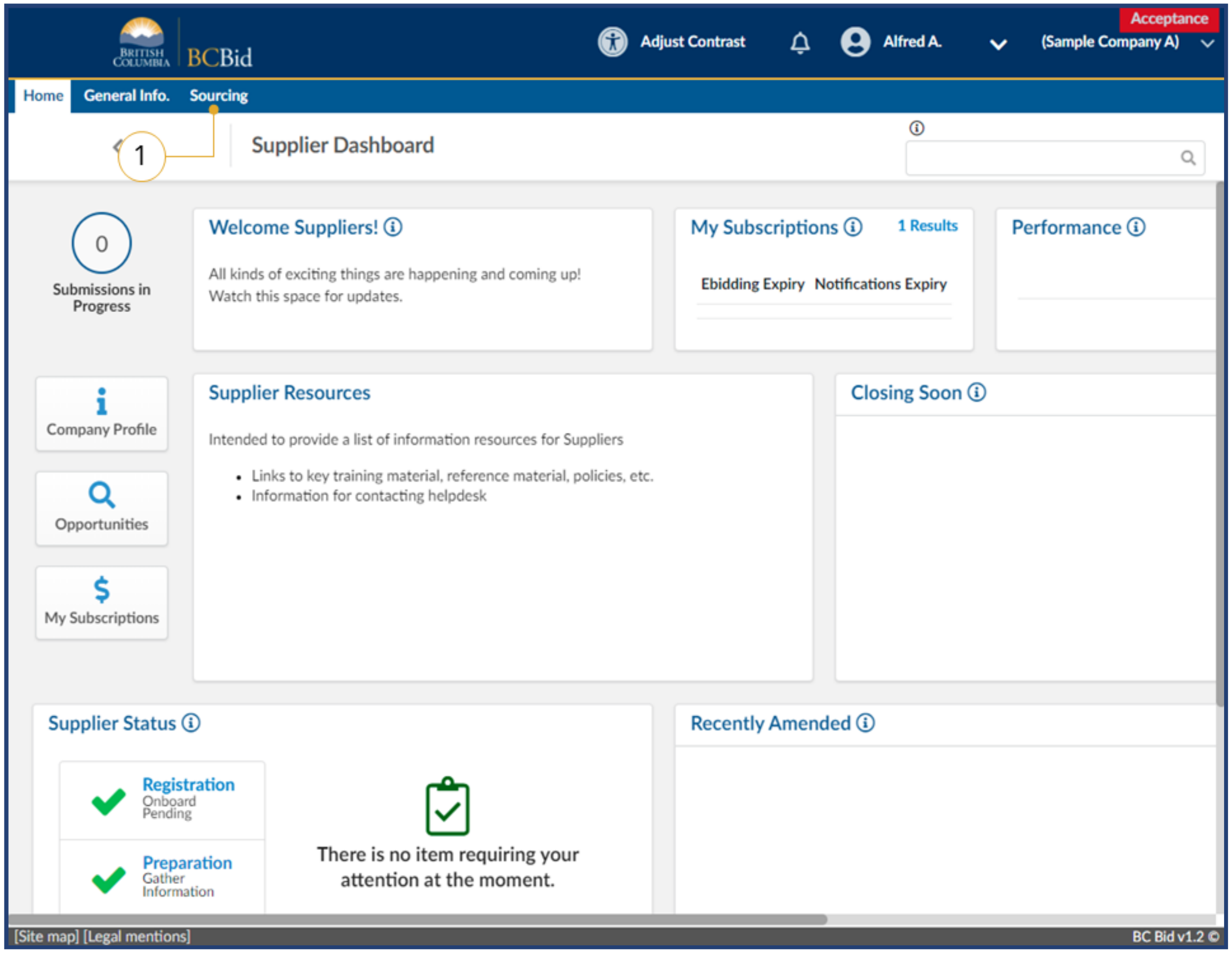


1. On the main menu, click **Sourcing**, then click **Contract Awards**.

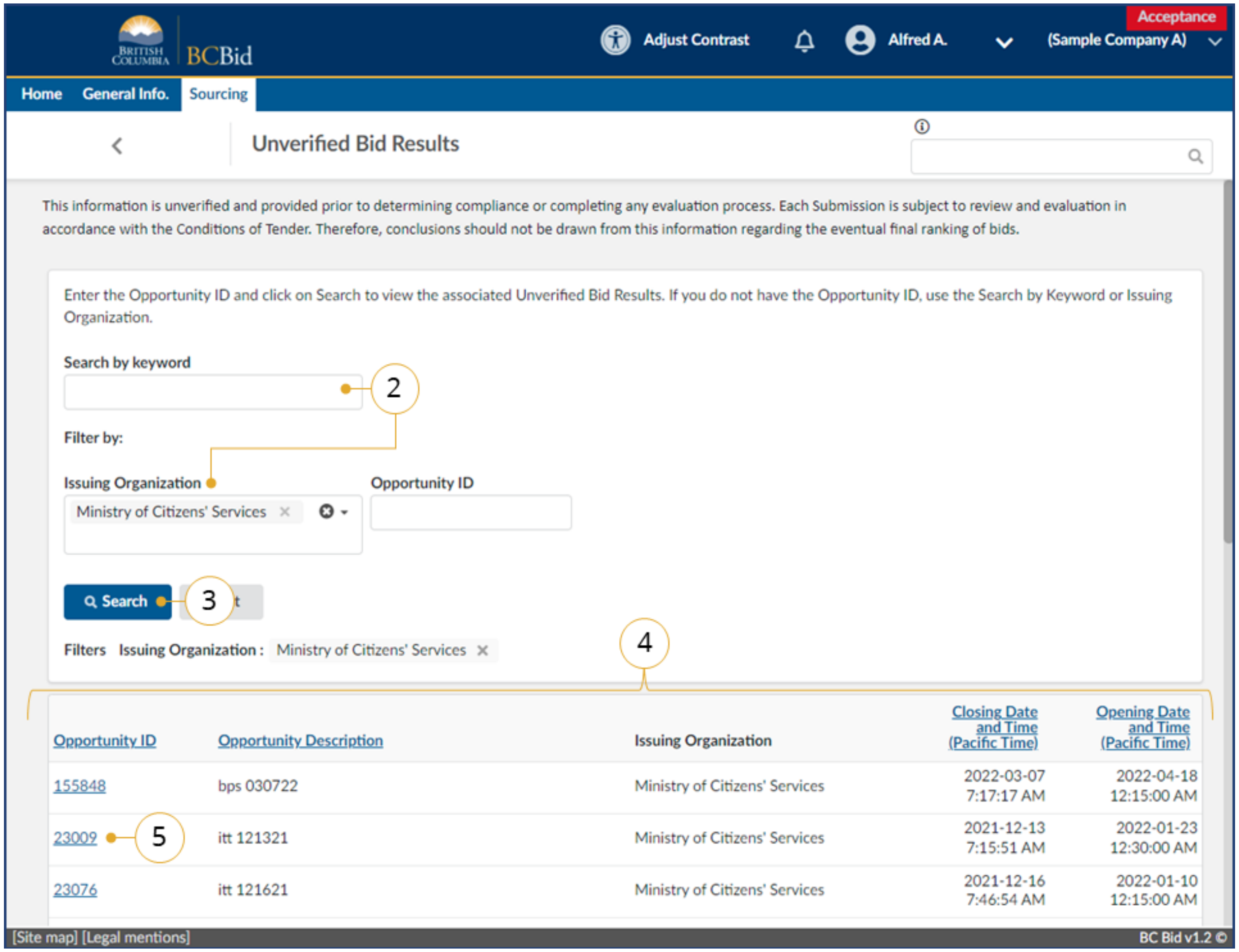


2. Use the **Search by keyword field** to search for the opportunity.
3. *Optional*: Use the filters as needed
4. Click **Search**.
5. Review the results listed below.

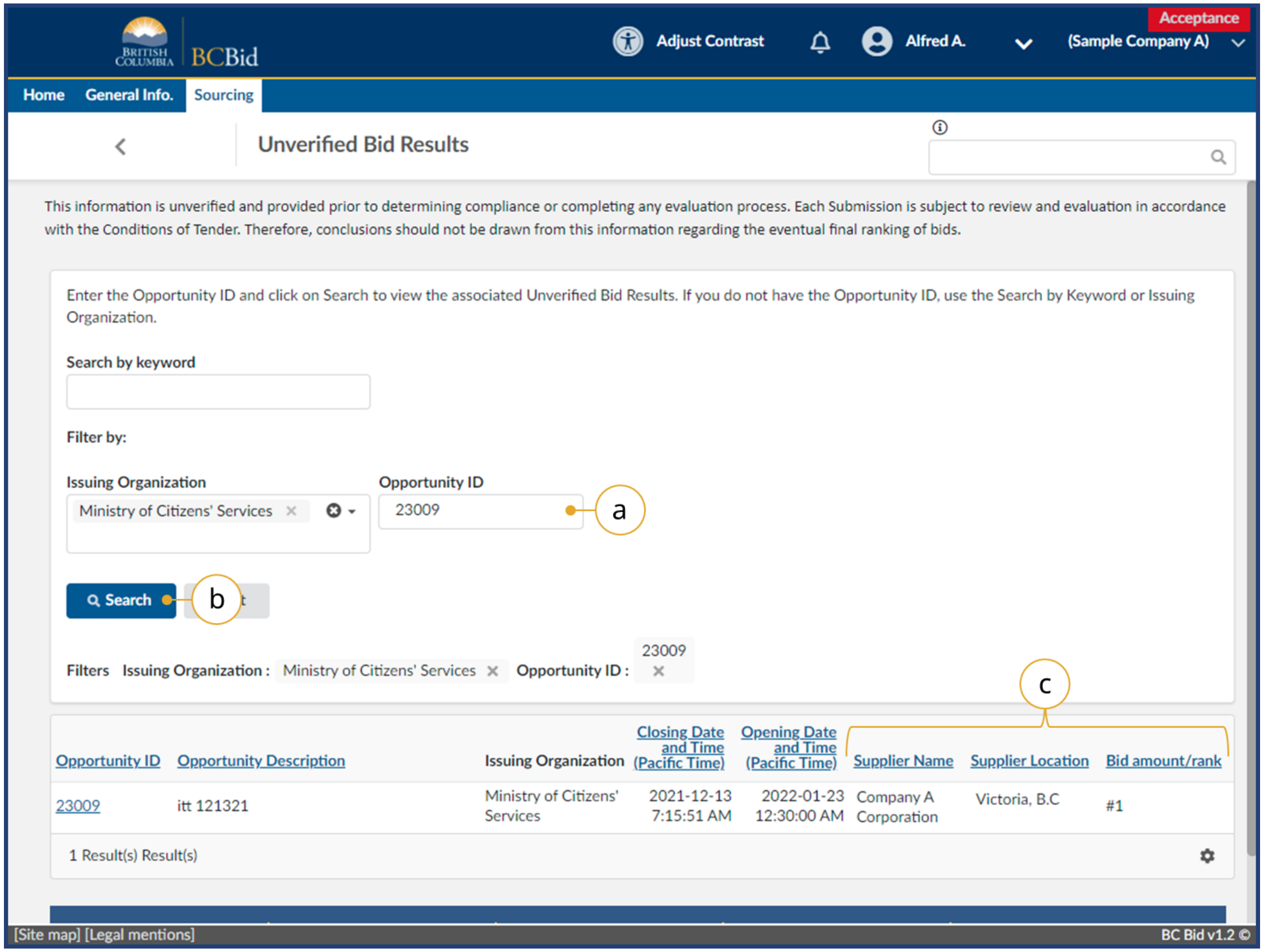
Search for Unverified Bid Results



1. On the main menu, click **Sourcing**, then click **Unverified Bid Results**.



2. Use the **Search by keyword field** or the Issing organization to see if there is an unverified bid for the opportunity.
3. Click **Search**.
4. Review the listing.
5. Copy the **Opportunity ID** of interest.



6. To view the details of the unverified bid:
   a. Paste the opportunity ID in the **Opportunity ID** field.
   b. Click **Search**.
   c. View the details of the unverified bid.

Step 1: Opportunity Overview

Reviewing the opportunity information will help organizations decide if they want to participate in the opportunity.

Pre-Advertisement

Some opportunities may be pre-advertised. This means that they are posted on BC Bid but not available for bidding initially. They have status of pre-advertisement.

Amendments

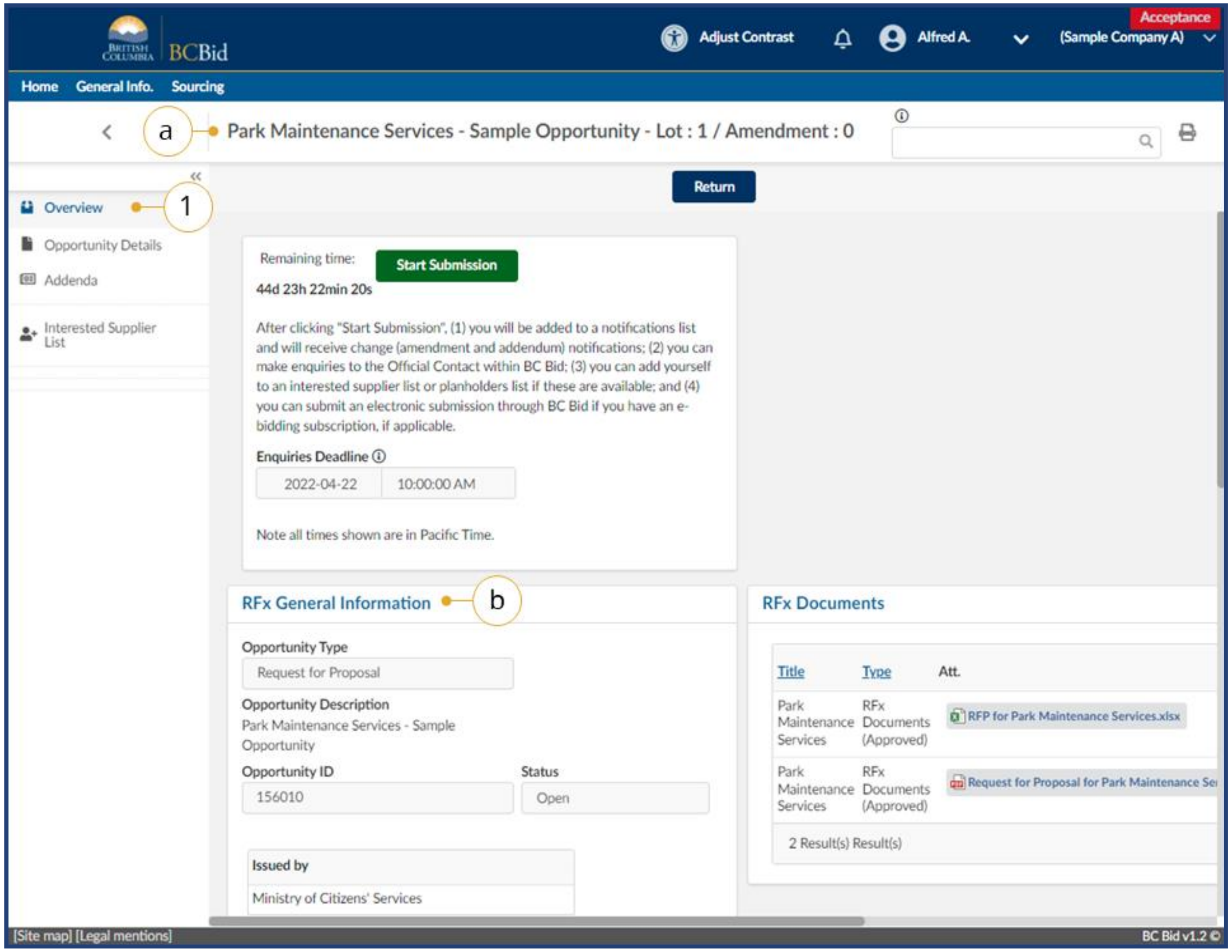
Amendments reflect substantial changes to a specific lot. If an amendment has been issued, any previously received submissions for that opportunity (in the same lot) are rejected and will need to be resubmitted. For more information see Addenda and Amendments.

Lots

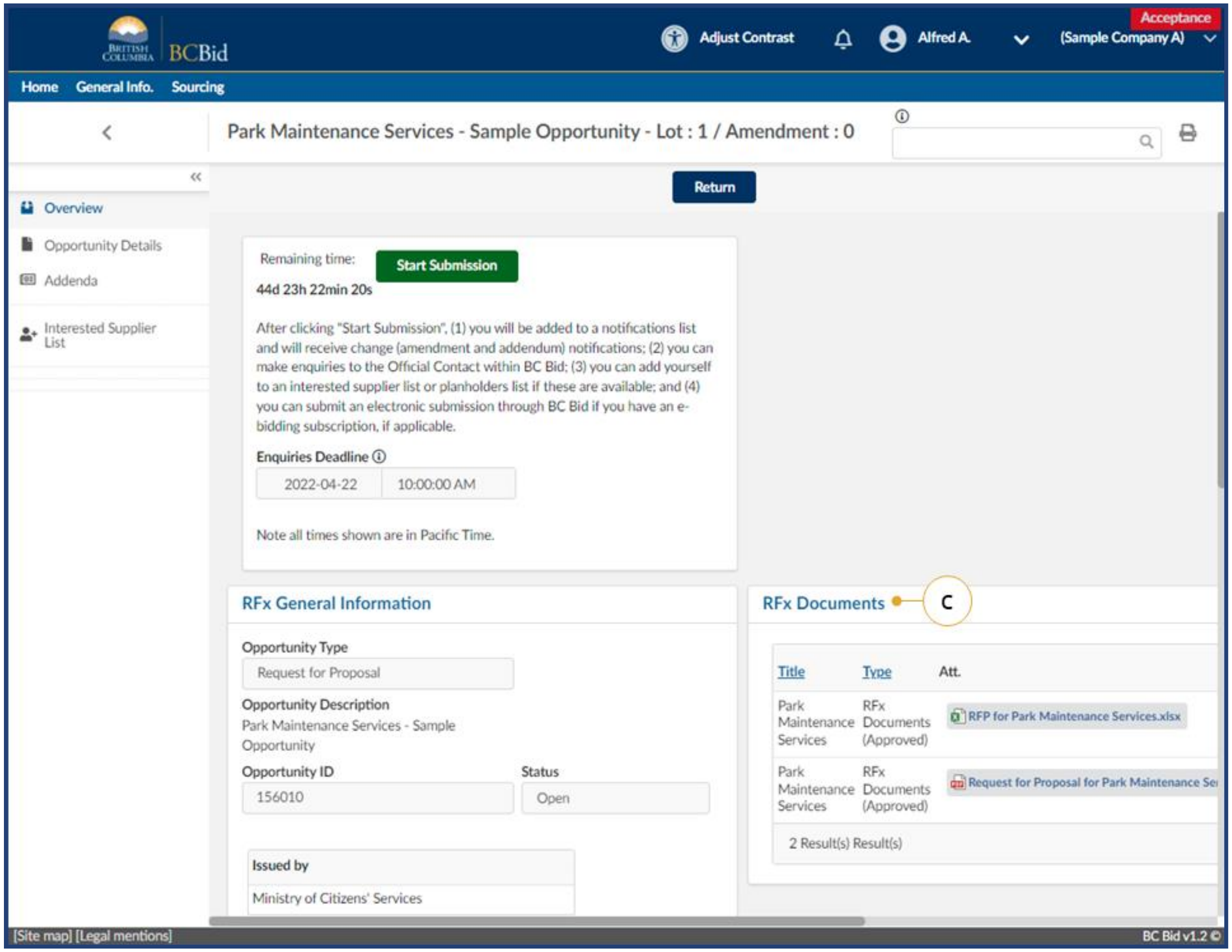
Opportunities that have multiple stages are managed using Lots. An example is running the first Lot to generate a list of qualified suppliers followed by a second Lot with shortlisted suppliers. Lots can also be used to break up large item sets into smaller sets.

Review Opportunity Information

When organizations are reviewing an opportunity to determine their interest, they want to review the opportunity information to determine if they can provide the product and/or service that is being requested.

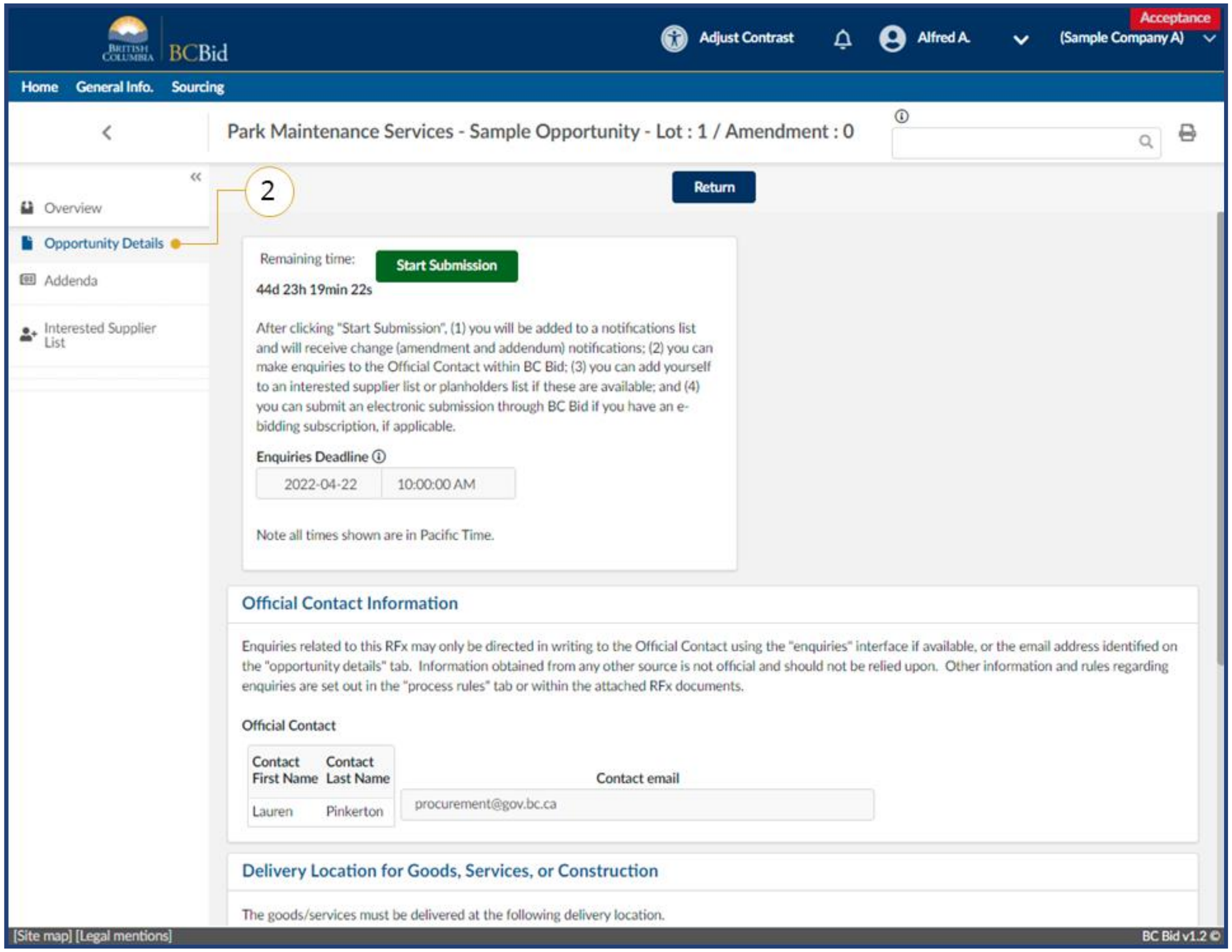


1. Once you've selected an opportunity from the search, on the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
   a. **Opportunity Description and Lot/Amendment numbers** will be identified.
   b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, and Summary Details.



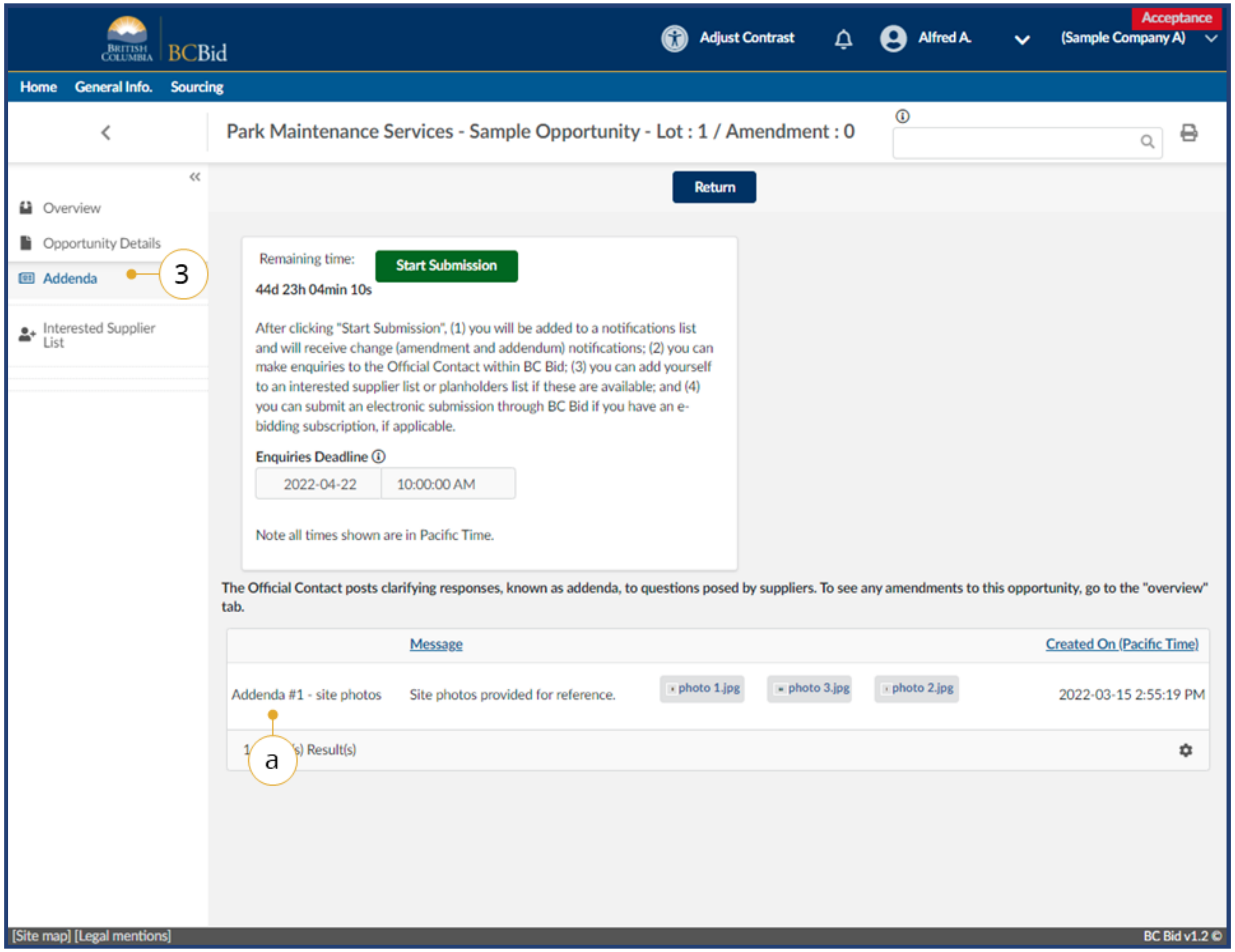
c. **RFx Documents** are the attachments related to the opportunity. The documents may need to be completed and included with the submission.

There may be additional documents provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



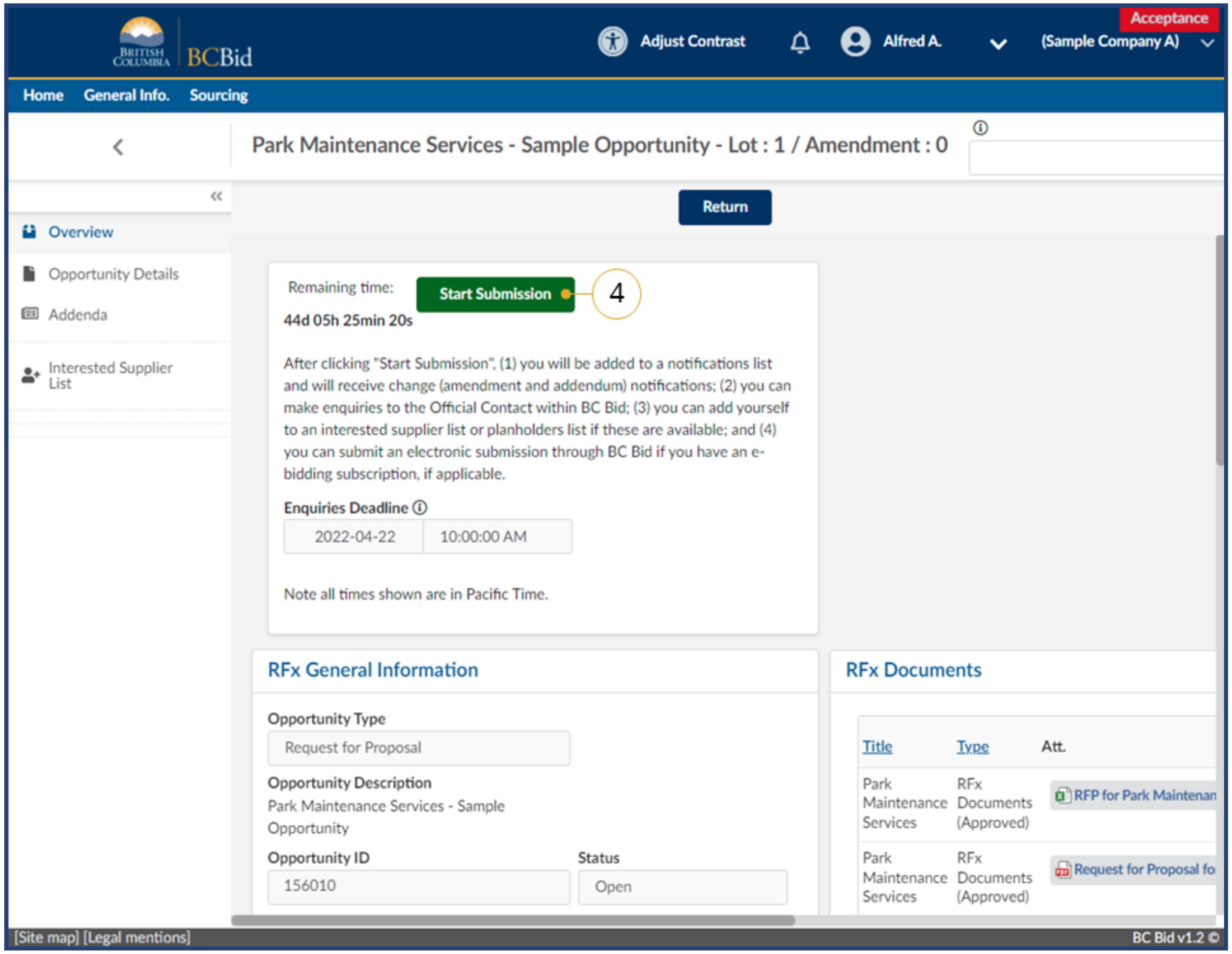
2. On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

   Note: These options are different for each opportunity type. There may be more or less information depending on the opportunity.



3. On the left-hand menu, click **Addenda** to view any addenda issued.
   a. Addenda are minor changes to an opportunity, such as providing clarifying information or a buyer replying to a question. Addenda will not require responses to be resubmitted.

For more information, see the Amendments & Addenda section.

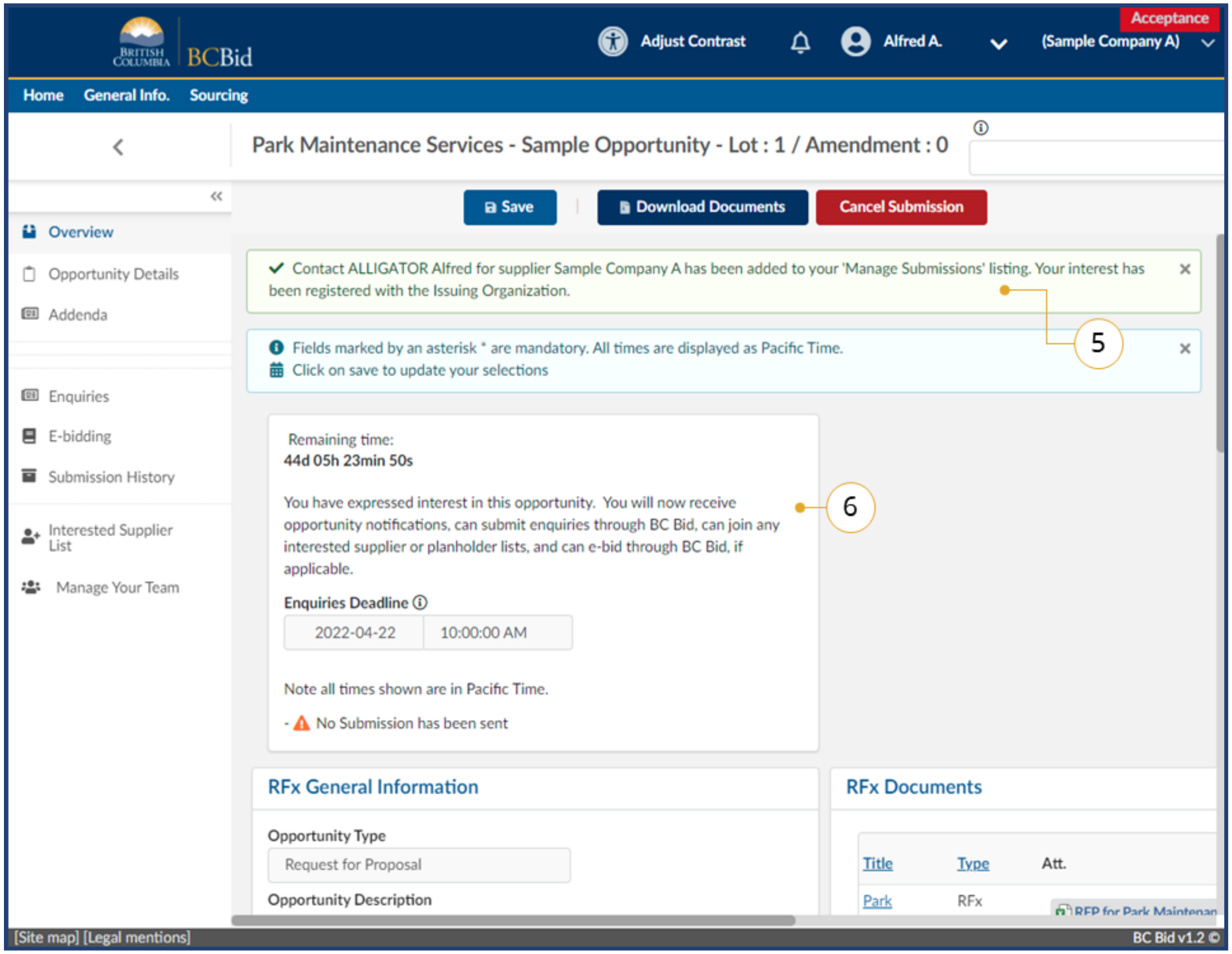


4. To proceed in participating in the opportunity, click the **Start Submission** button.

   By clicking **Start Submission** (or by being added as a known supplier by the buyer), the supplier will:

   - Receive notifications of addenda and amendments
   - Easily access the project on the Manage Submissions list
   - Submit Enquiries to the Official Contact within BC Bid
   - Begin drafting the opportunity in the application (for e-Bidding or offline submission) for ITQ, Timber Auction, or ITT)

The buyer will see a list of suppliers who are interested in the opportunity based on the **Start Submission** button being selected.

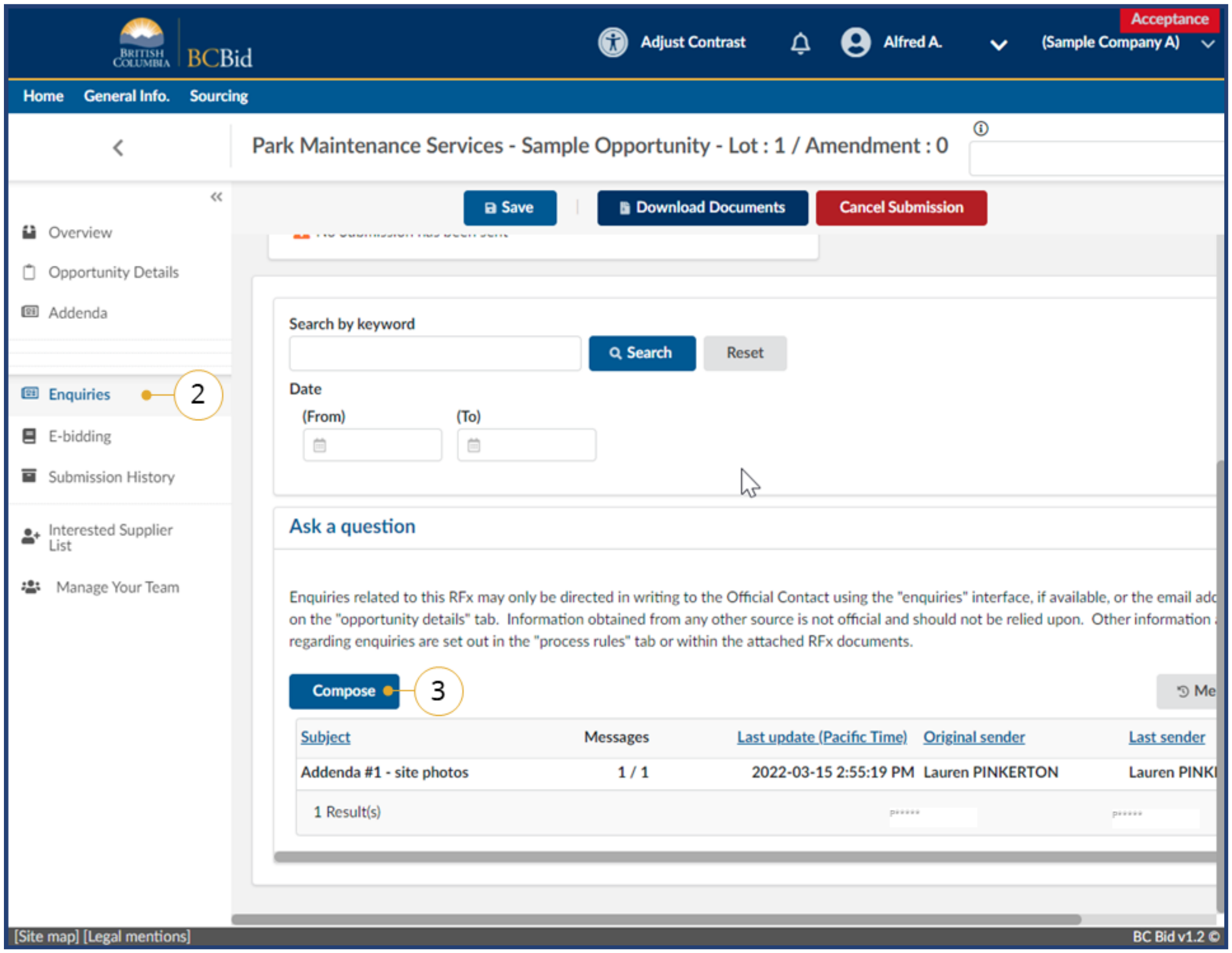


5. Once the Start Submission button has been clicked, there will be a notification displayed.
6. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.

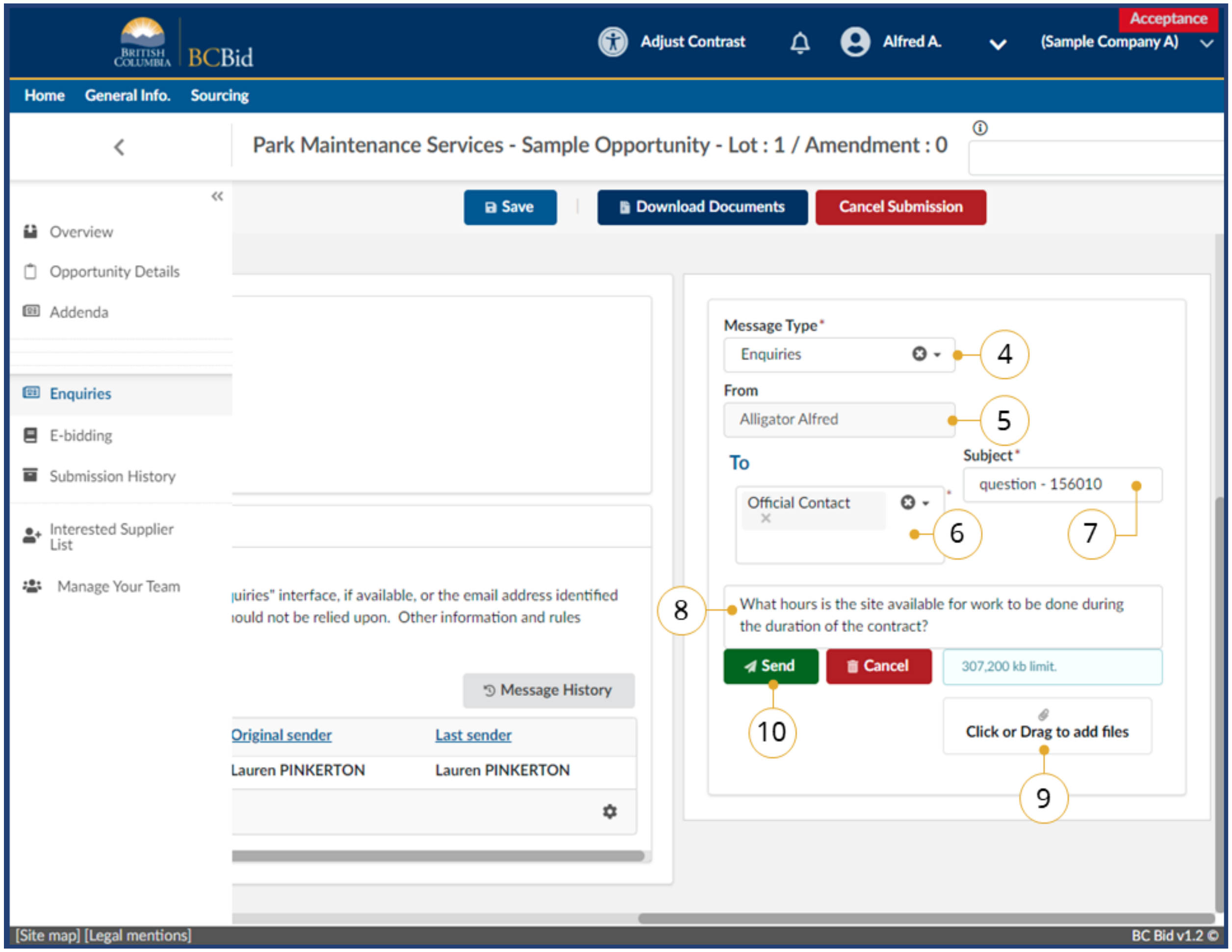
Step 2: Questions for Buyer

You may have some questions for the buyer regarding the opportunity.

Submit a Question in BC Bid



1. Ensure that the **Start Submission** button has been selected.
2. On the left-hand menu click **Enquiries**.
   Note: The Enquiries menu is not visible until the **Start Submission** button is selected.
3. In the **Ask a question** section, click **Compose**, a box will open on the right-hand side of the page.



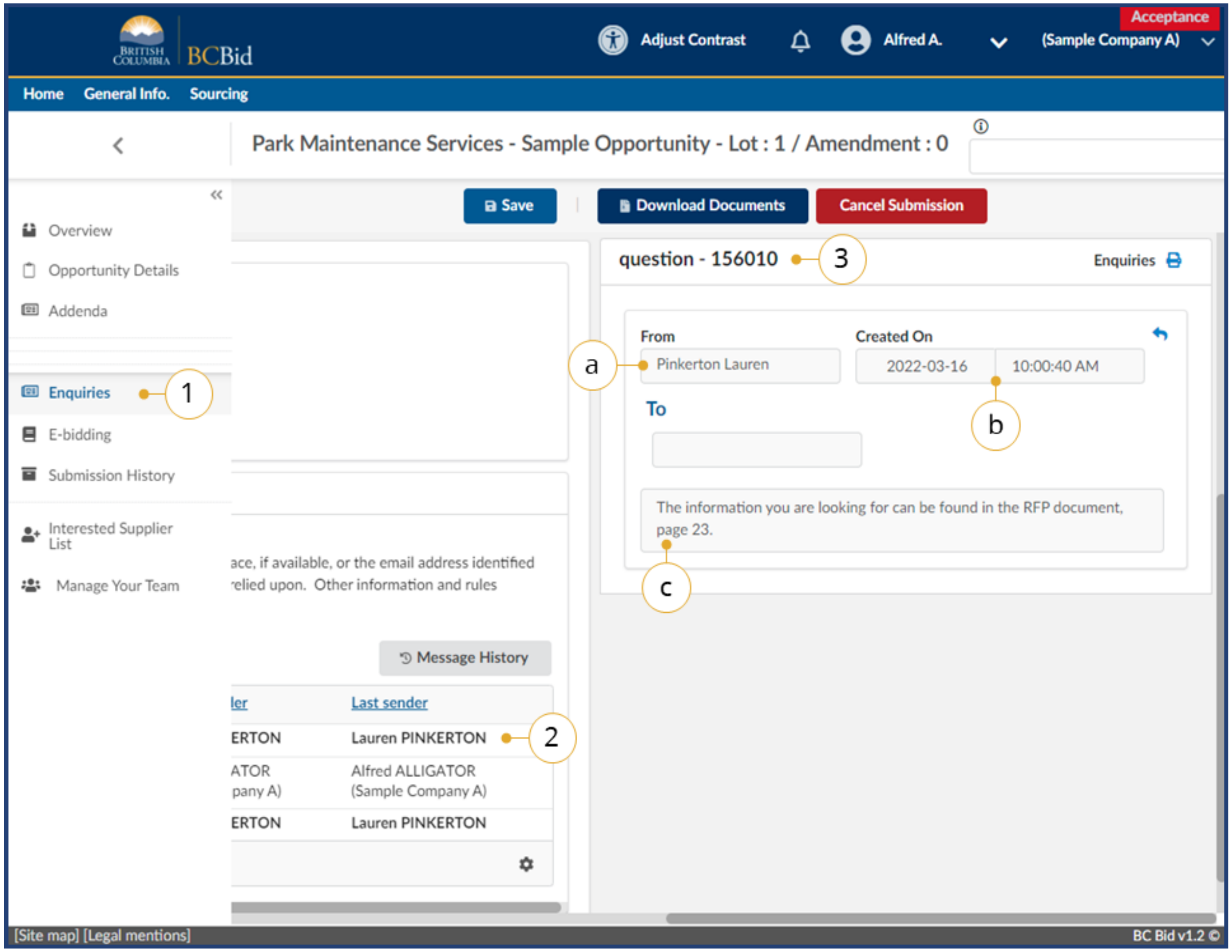
4. In the **Message Type** drop-down list, **Enquiries** will be selected.
5. In the **From** field, the supplier contact name associated with the BCeID account will be auto populated.
6. In the **To** drop-down list, select the **Official Contact**.
7. In the **Subject** field, enter an appropriate subject for the message. For ease of reference, include the **Opportunity ID** in the subject field.
8. In the **text box**, enter the content of the message.
9. *Optional*: Click the **Click or Drag to add files** button to add an attachment related to the question.
10. Click **Send**.

    Note: Clicking save on this page will not save a draft of the message.

Some opportunities may have an enquiries deadline. Questions received after this deadline may not be answered. The Enquiries Deadline is displayed on the Opportunity Details page.

View Responses to Questions

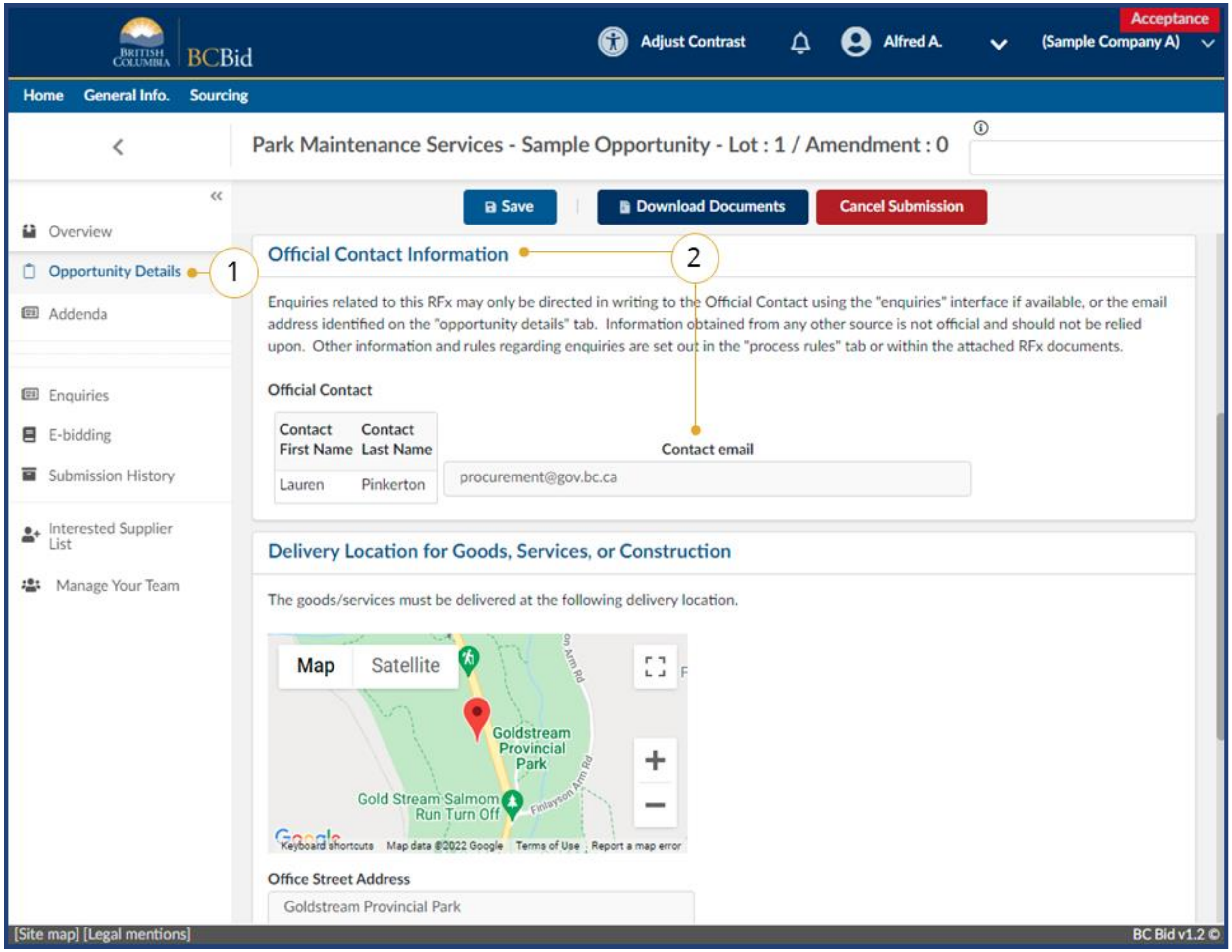
Buyers can respond directly to suppliers (for process related questions) or reply to a question publicly via an Addendum (for clarification of specifications). The steps below show how to view a direct response. See [Addenda](#) for how to view a response received via Addenda.



1. When viewing the opportunity, on the left-hand menu click **Enquiries**.
2. In the **Ask a question** section, select the message by clicking on any part of it.
3. View the message on the right-hand side of the screen (side to side scrolling may be needed). Message content will include:
   a. Who the message was from.
   b. Created date and time.
   c. Review the message content.

Submit a Question by e-mail

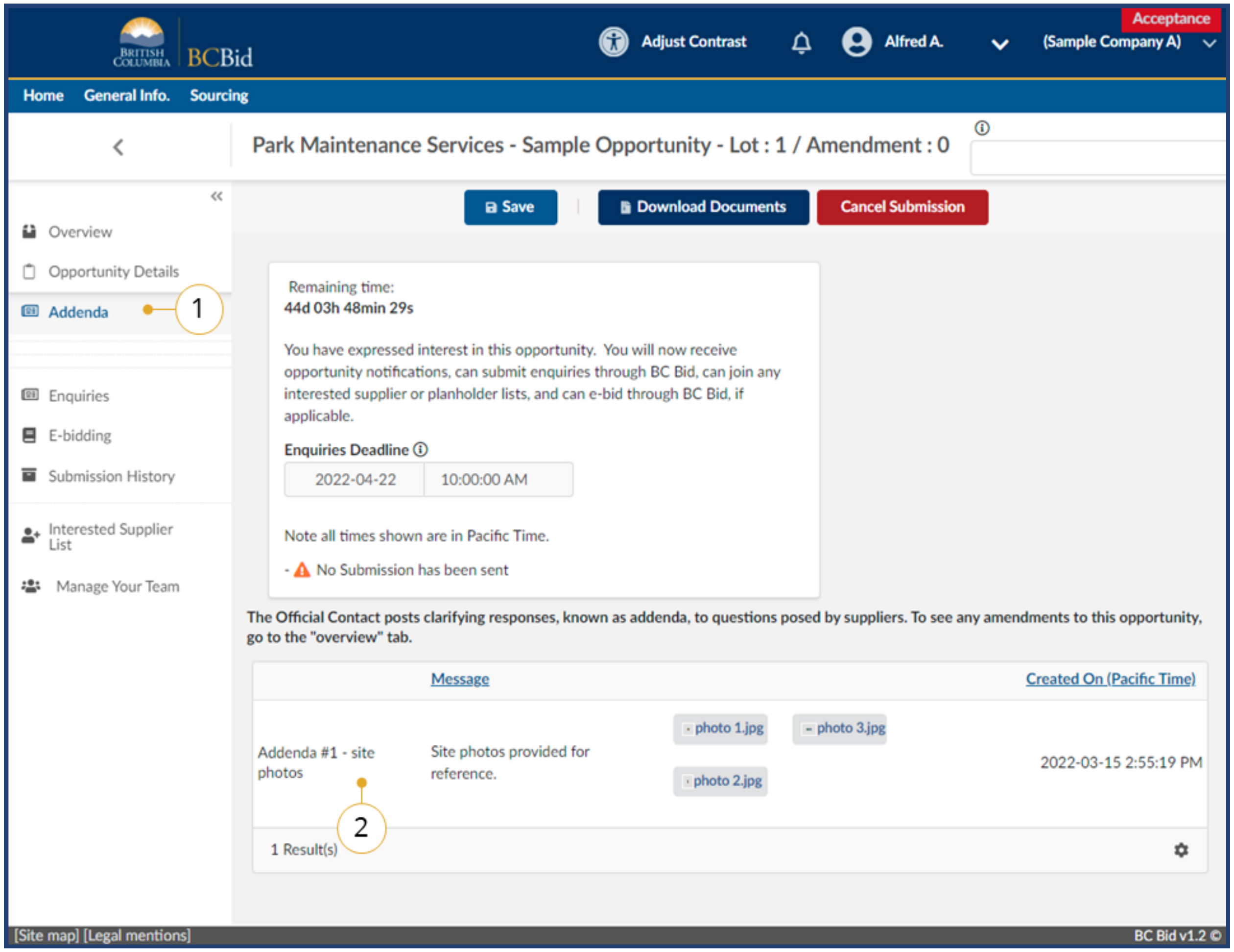
In addition to the **Enquiries** screen, questions may also be submitted to the Official Contact via the email address indicated in the opportunity. The Start Submissions button does not need to be clicked to send a question by email.



1. Click the **Opportunity Details** tab.
2. In the **Official Contact Information** section, copy the Contact email address.
3. Using an email application, send an email to the Official Contact using the email address provided. Ensure that the Opportunity ID is referenced in the subject line.
4. The Official Contact may respond by email (for process related enquiries) or by issuing an addendum or amendment (for clarification or changes to specifications).

Addenda

Addenda are minor changes or clarifications to the opportunity. It is the supplier's responsibility to review any addenda. Addenda does not require a supplier to resubmit a response to the opportunity. Addenda may be issued in response to an Enquiry. Any addenda issued are also visible from the Enquiries screen. Addenda are not used for the Invitation to Tender.



1. When viewing the opportunity, on the left-hand menu click **Addenda**.
2. Review the listed addenda, including any attachments provided.
   For more information, see the Amendments & Addenda section.

Step 3a: Start Your Submission

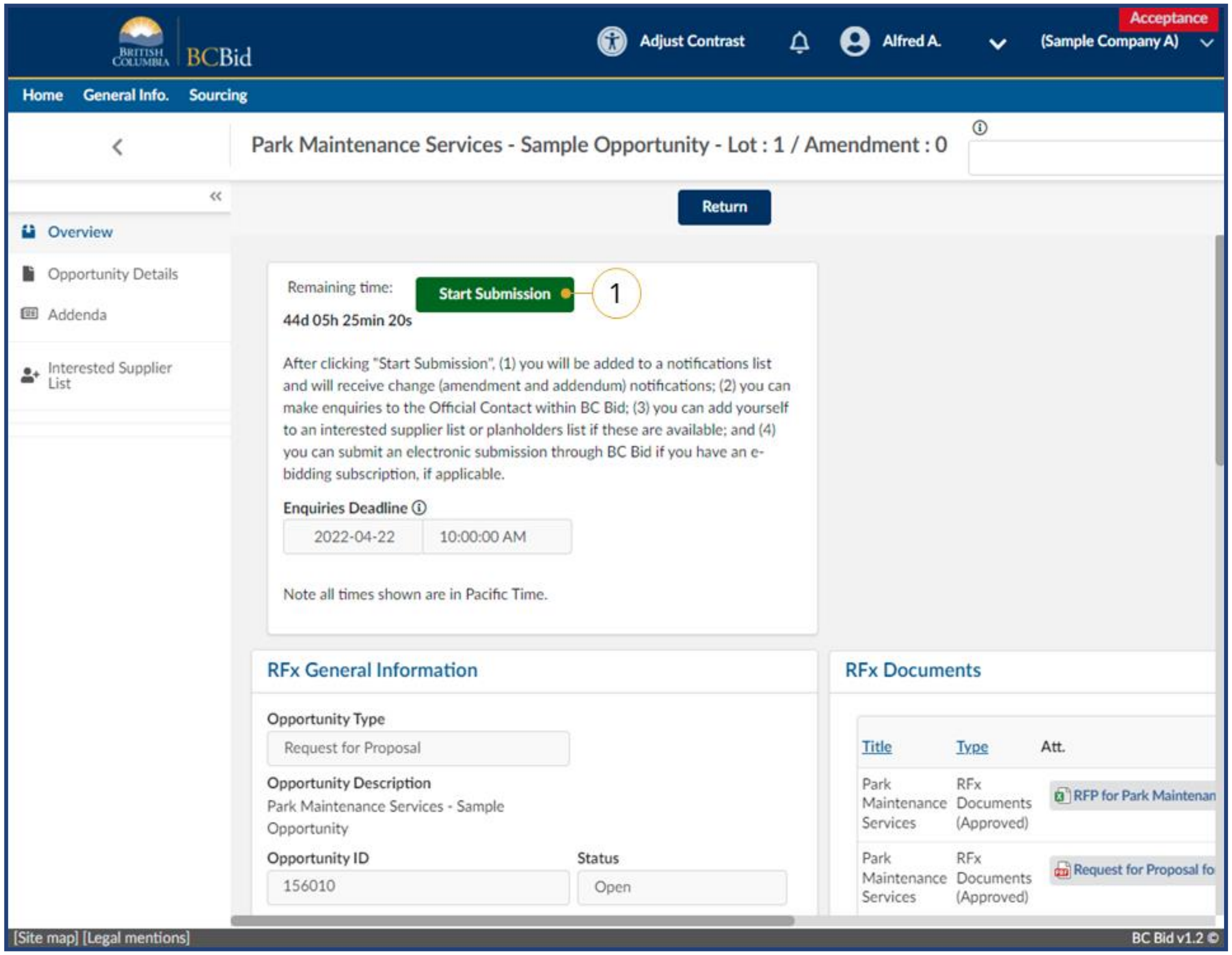
Note: Not all fields are used for each Opportunity Type. If a field isn't visible, it means that it isn't used in that Opportunity.

This section provides instruction for Starting Your Submission for most opportunity types including Request for Proposal (RFP) Request for Quotation (RFQ), Request for Information (RFI) and many more.

The submission process for Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT) is different, see Step 3b: Start Your Submission – ITQ, Timber Auction, and ITT for that process.

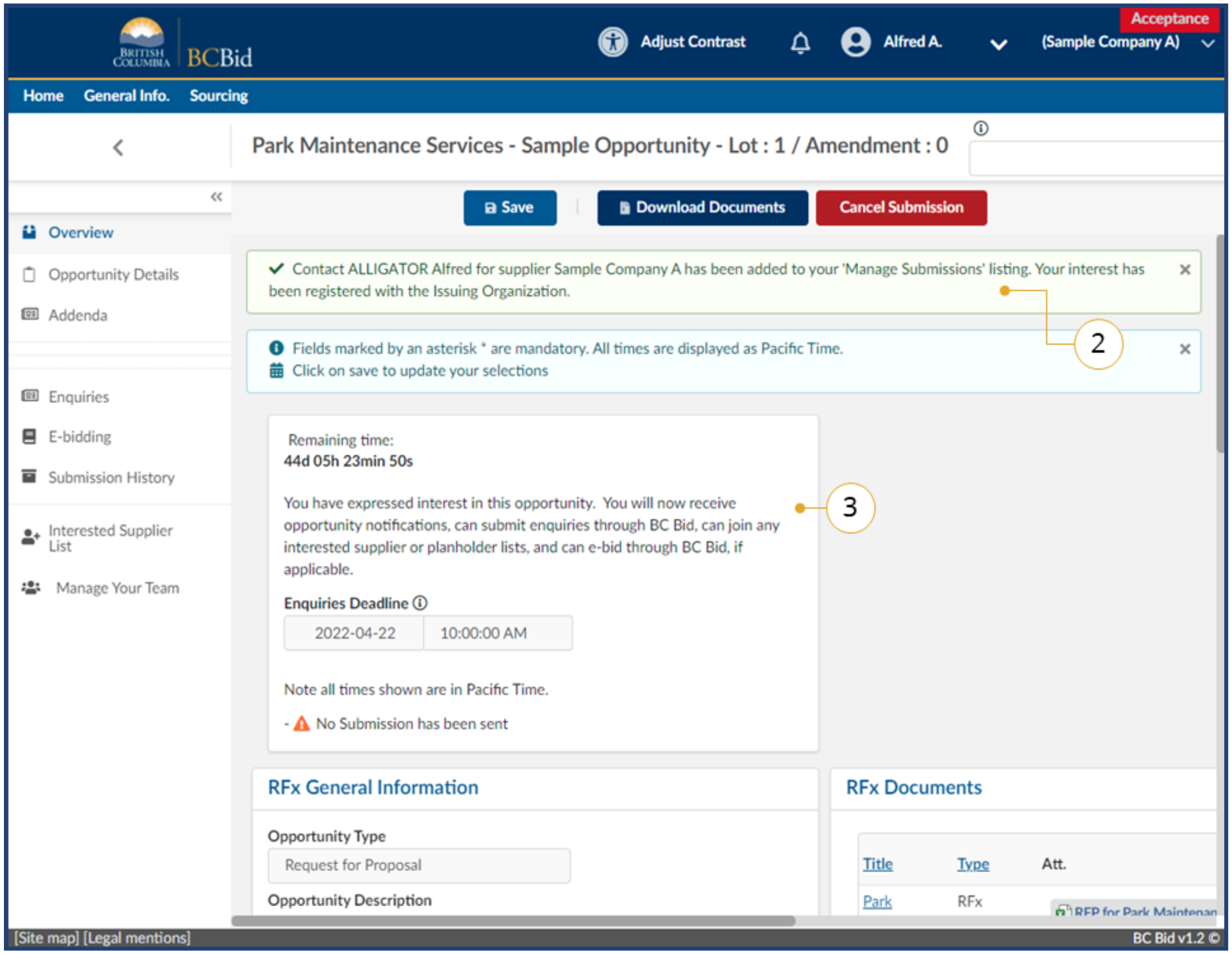
Opportunity Information

Once interested in an opportunity, organizations will want to thoroughly review all the opportunity information.



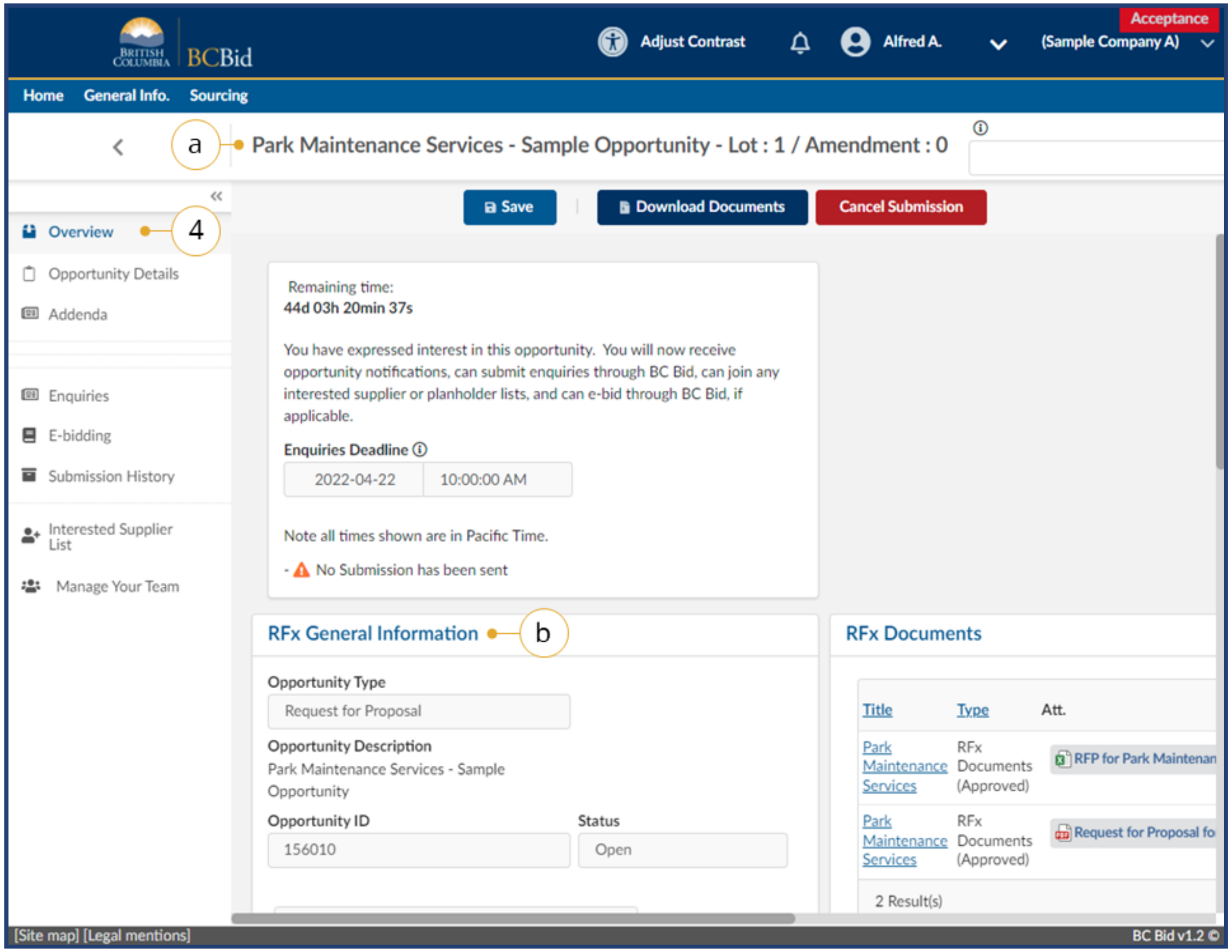
1. Ensure that the **Start Submission** button has been clicked.

Note: The user that clicks on the **start submission** button will become the default contact for the opportunity, as well as the default contact for any downstream opportunities that result from this initial submission. Please ensure that you have the specific user you wish to be the default contact for the opportunity logged in, and that they are the one pressing the button.

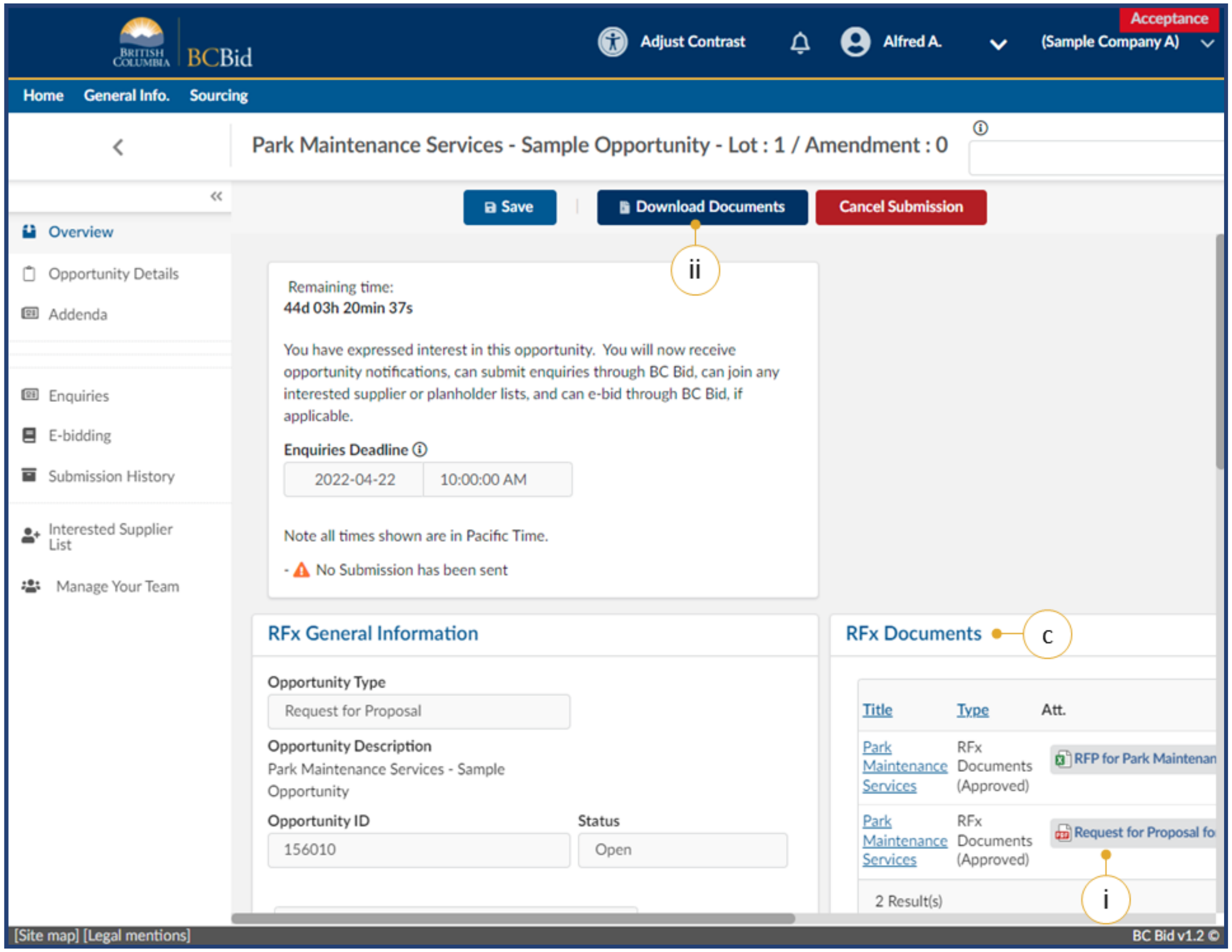


2. Once the Start Submission button has been clicked, there will be a notification displayed.
3. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.

[Responding to an Opportunity](#)

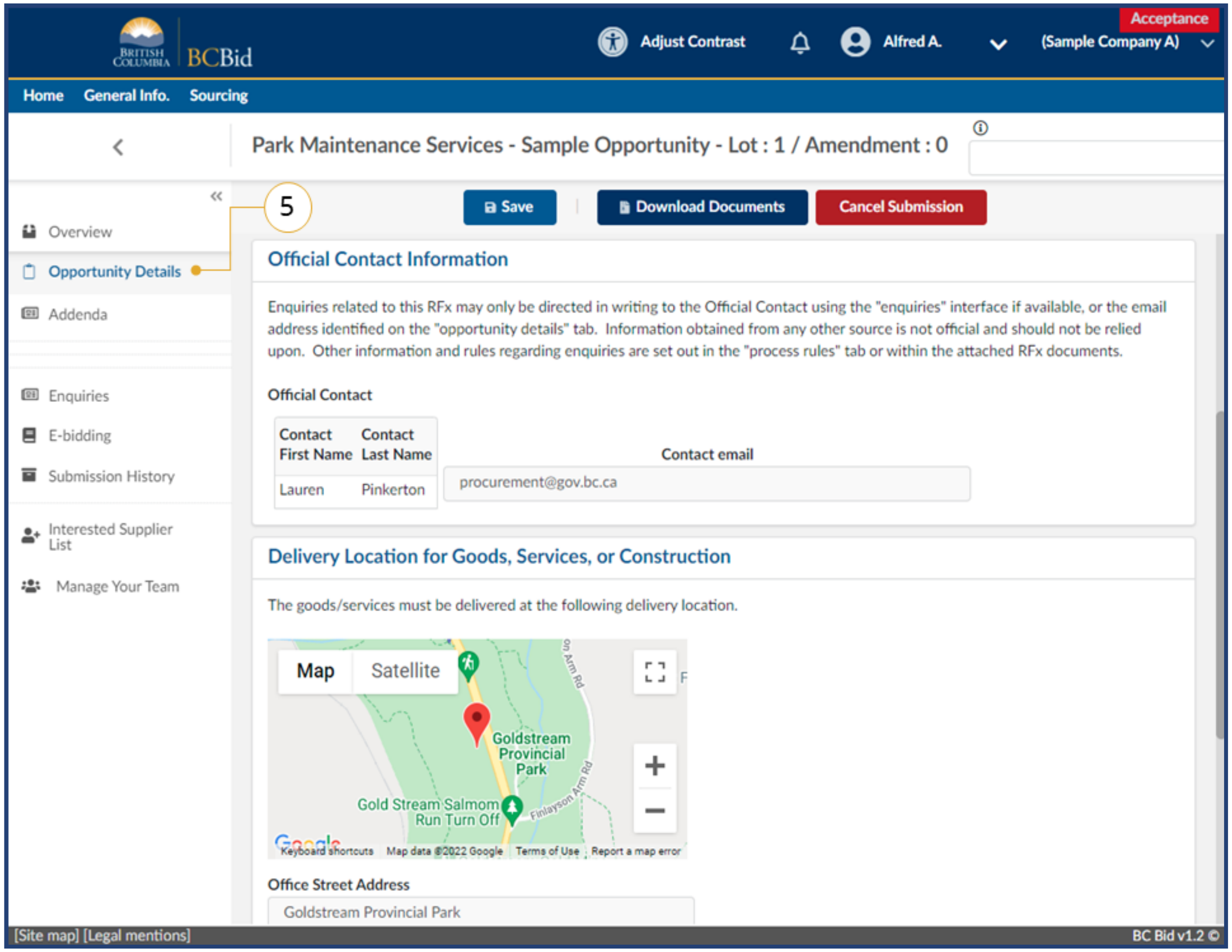


4. On the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
   a. **Opportunity Description and Lot/Amendment numbers.**
   b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, Public Opening (if applicable), and Summary Details.



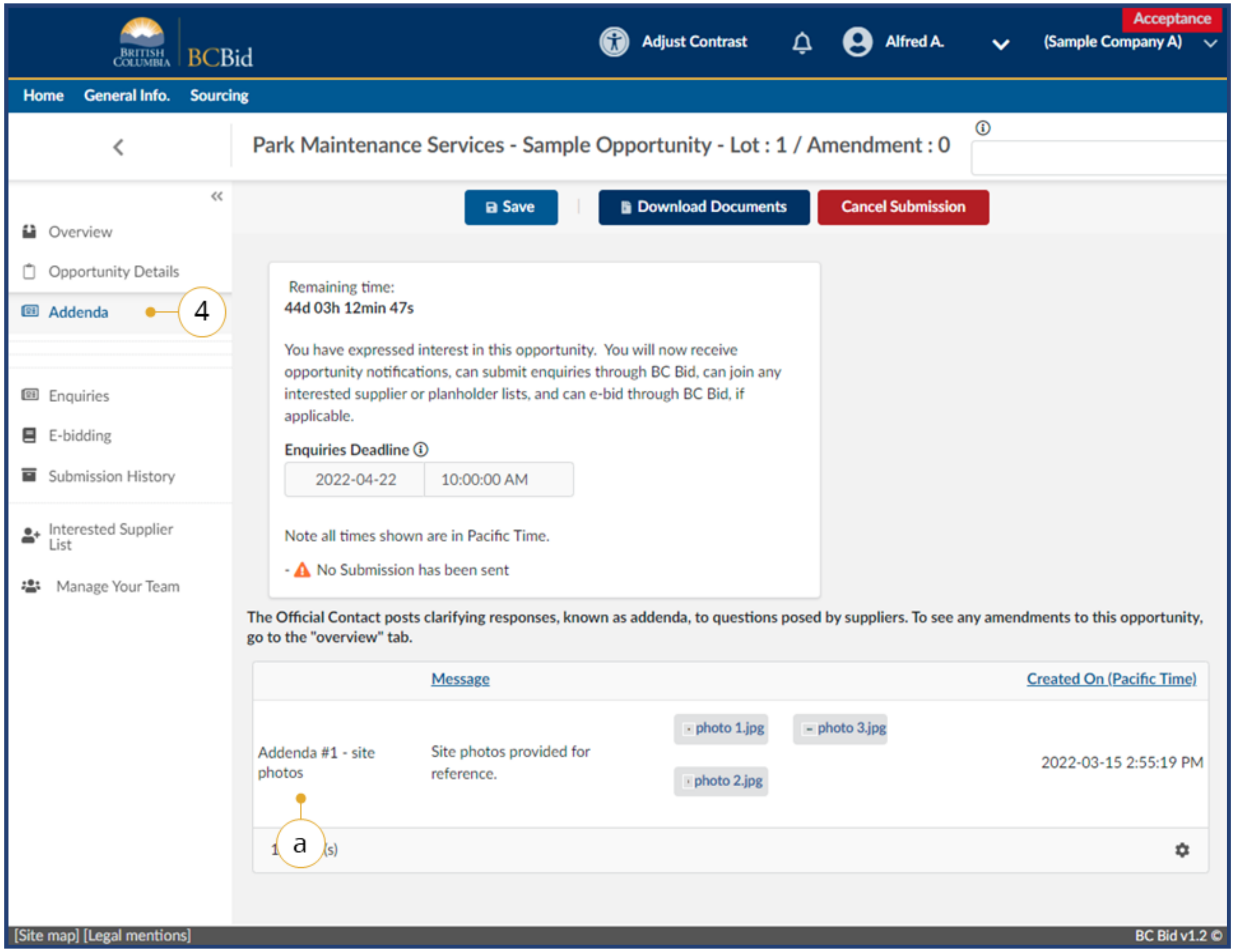
c. **RFx Documents** are the attachments related to the opportunity. Depending on the opportunity, the Opportunity Documents may need to be completed and included with the submission.
   i. Click the file to download a copy
   ii. To download all documents, **Download Documents**.

> There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



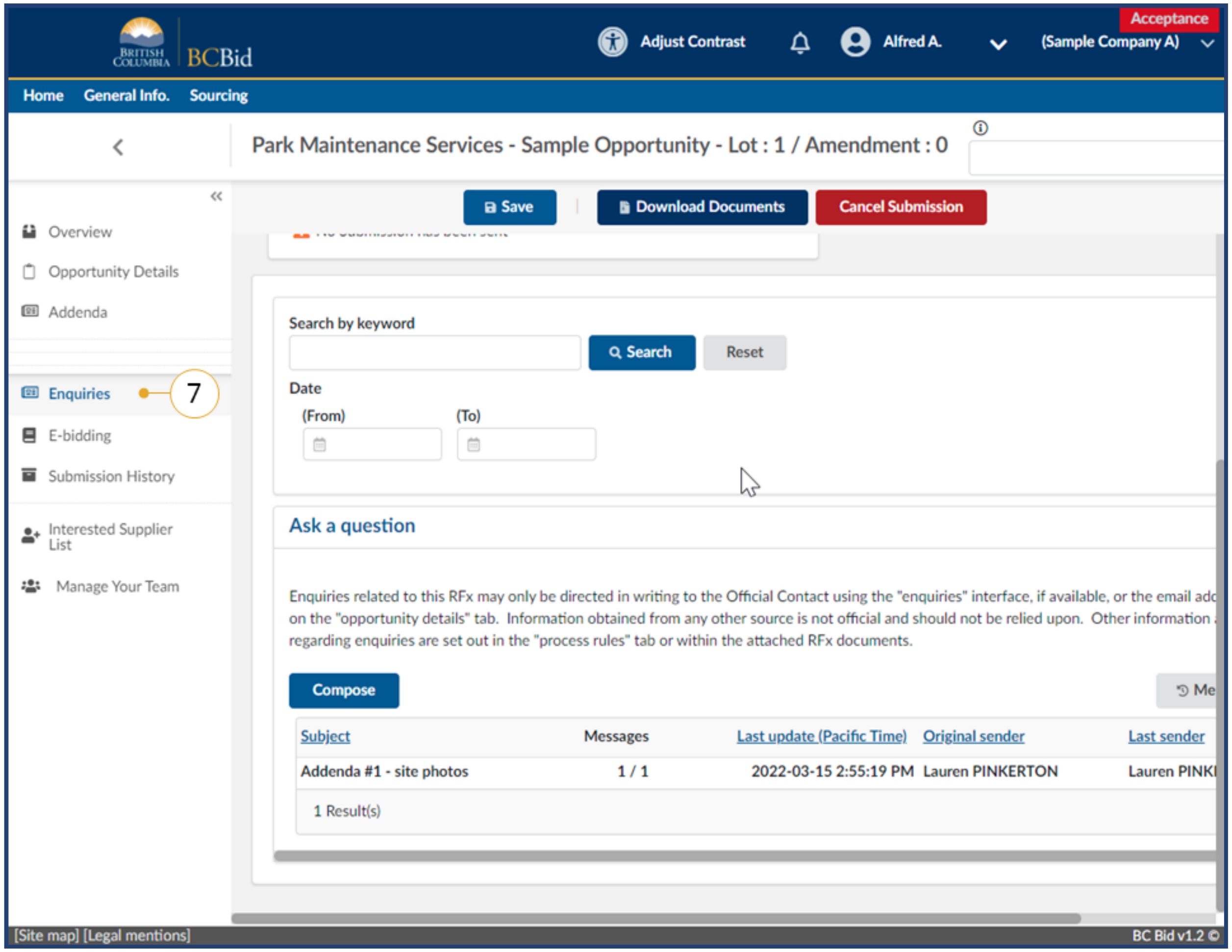
5. On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

   Note: These options are different for each opportunity type.



6. On the left-hand menu, click **Addenda** to view any addenda issued including any additional documents provided.
   a. Addenda are minor changes to an opportunity. Addenda will not require responses to be resubmitted.

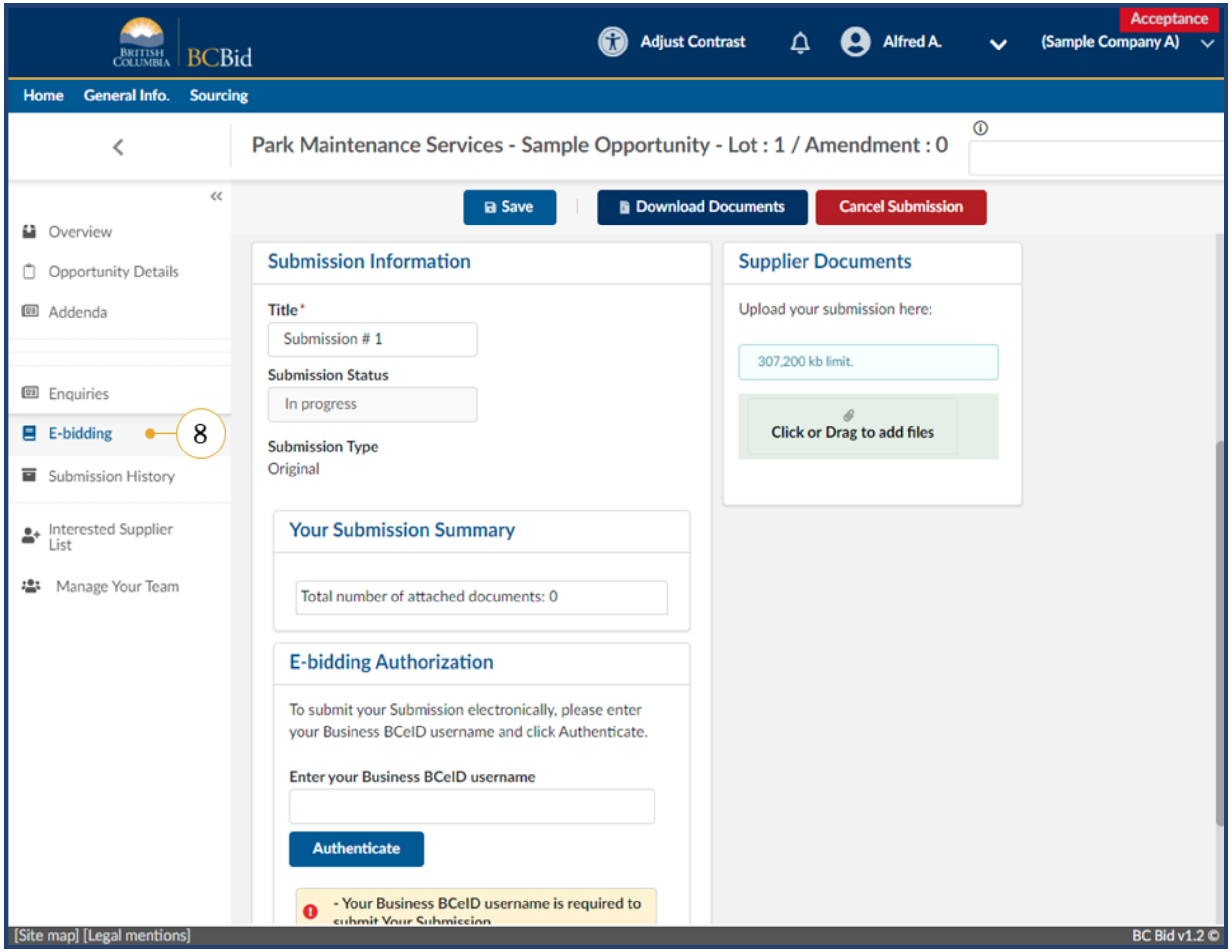
For more information, see [Amendments & Addenda](#) section.



7. *Optional*: On the left-hand menu, click the **Enquiries** tab. This is where suppliers can send a message to the Official Contact and receive a response within the BC Bid application. This Enquiries tab will only be visible if **Start Submission** was selected on the Overview screen.

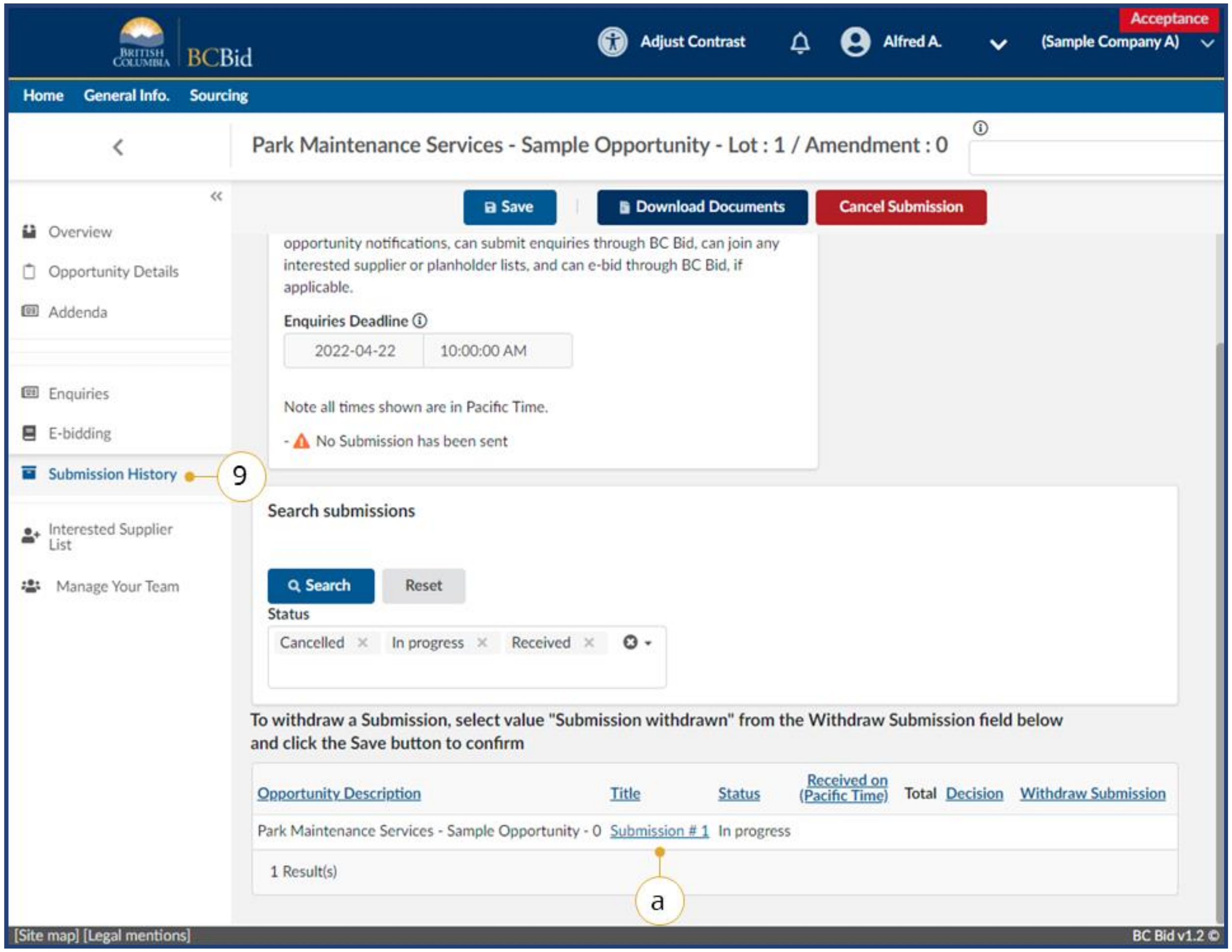
   See the [Submit a Question](#) section for instructions on how to compose a message.

   See the [View Responses to a Question](#) section for instructions on how to view a response to a message.



8. *Optional*: In the left-hand menu, click **e-Bidding**.

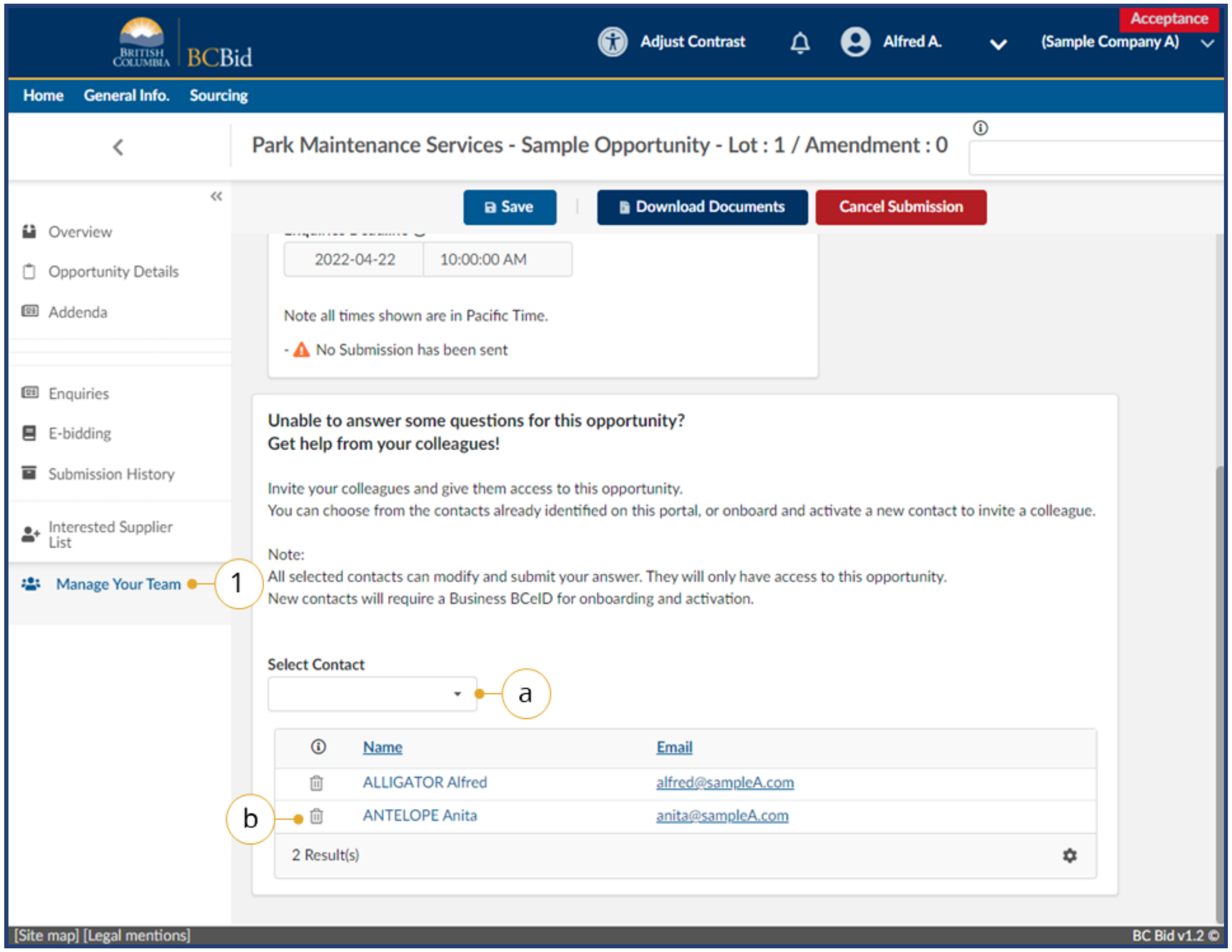
   See e-Bidding Submission for further information on how to submit an e-Bidding response.



9. *Optional*: In the left-hand menu, click **Submission History**. This view will list all in progress, cancelled or submitted responses for this opportunity.
    a. To view the details of any of the submissions listed, click the Title of that submission.

Manage Team

Adding contacts to your team allows collaboration when drafting a response to an opportunity.

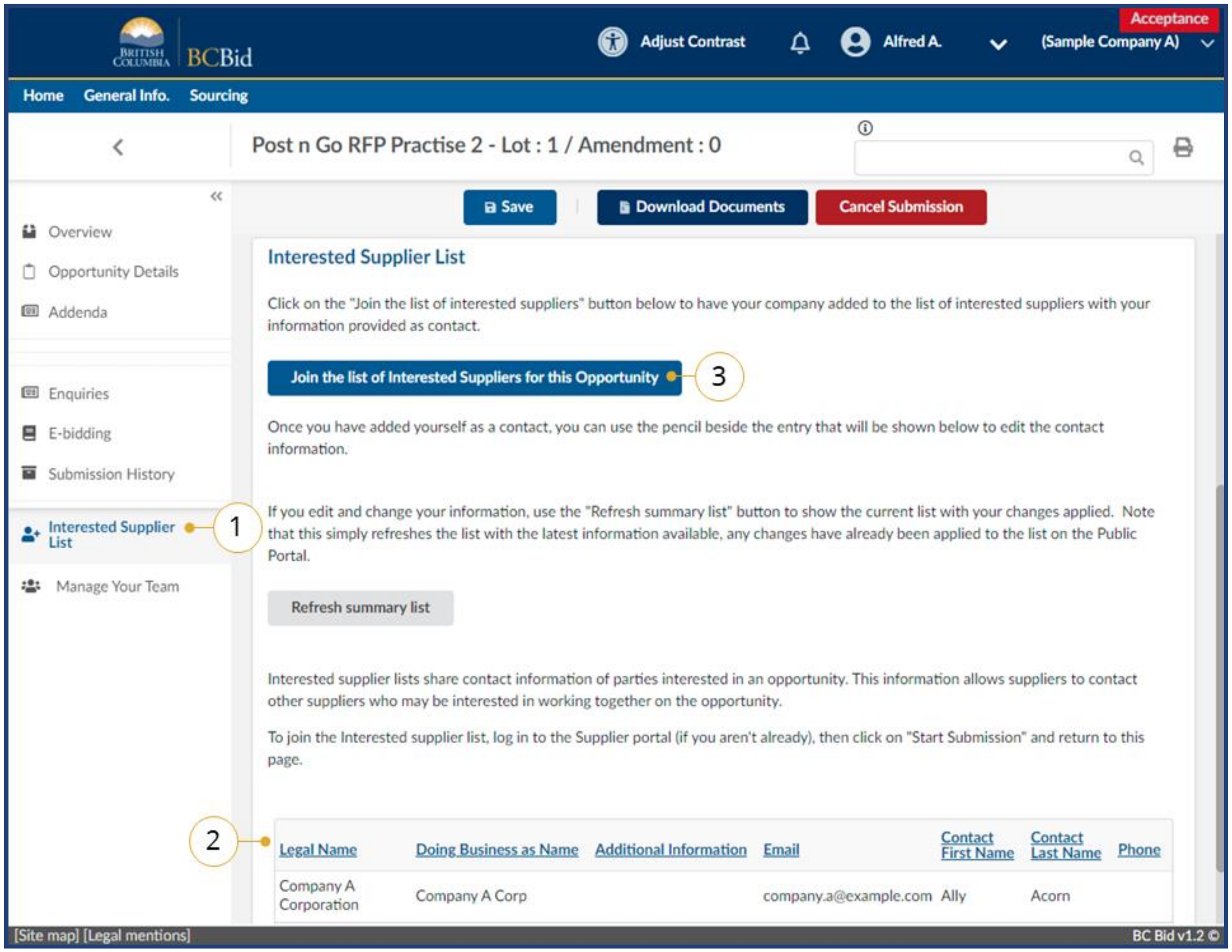


1. *Optional*: In the left-hand menu, click **Manage Your Team**. Invite someone within the organization to participate in drafting the response to the opportunity.
   a. Using the **Select Contact** drop-down list, select the name of the person to add to the opportunity. To add a person not listed, the BCeID Business Profile Manger for the organization will need to create an account. For more information, see the Supplier Guide – account management, Additional Users section.
   b. Click the trashcan icon to remove a users access to the opportunity.

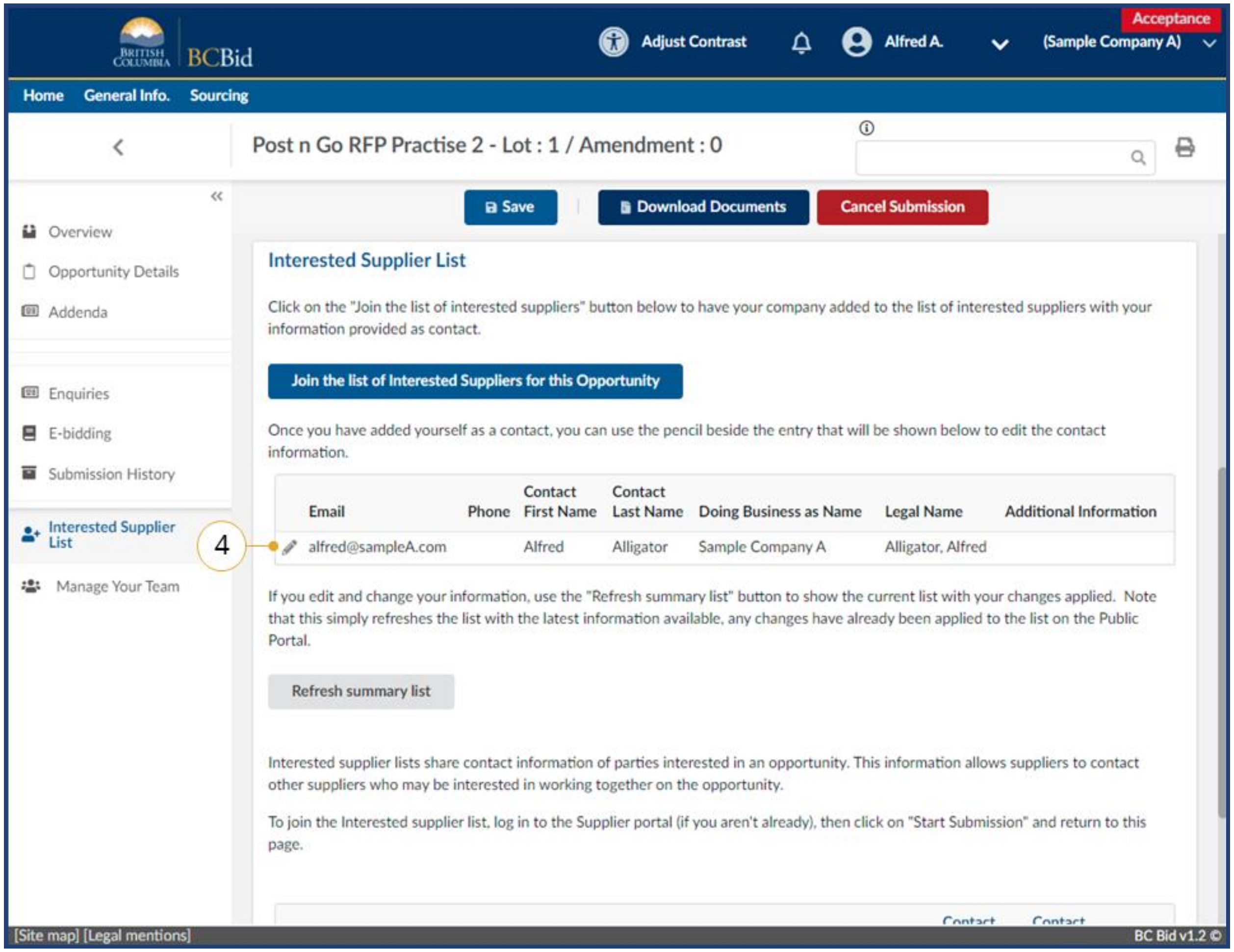
Additional users are also added if they click “Start Submission” and there is already a submission started by another user.

Planholders & Interested Suppliers List

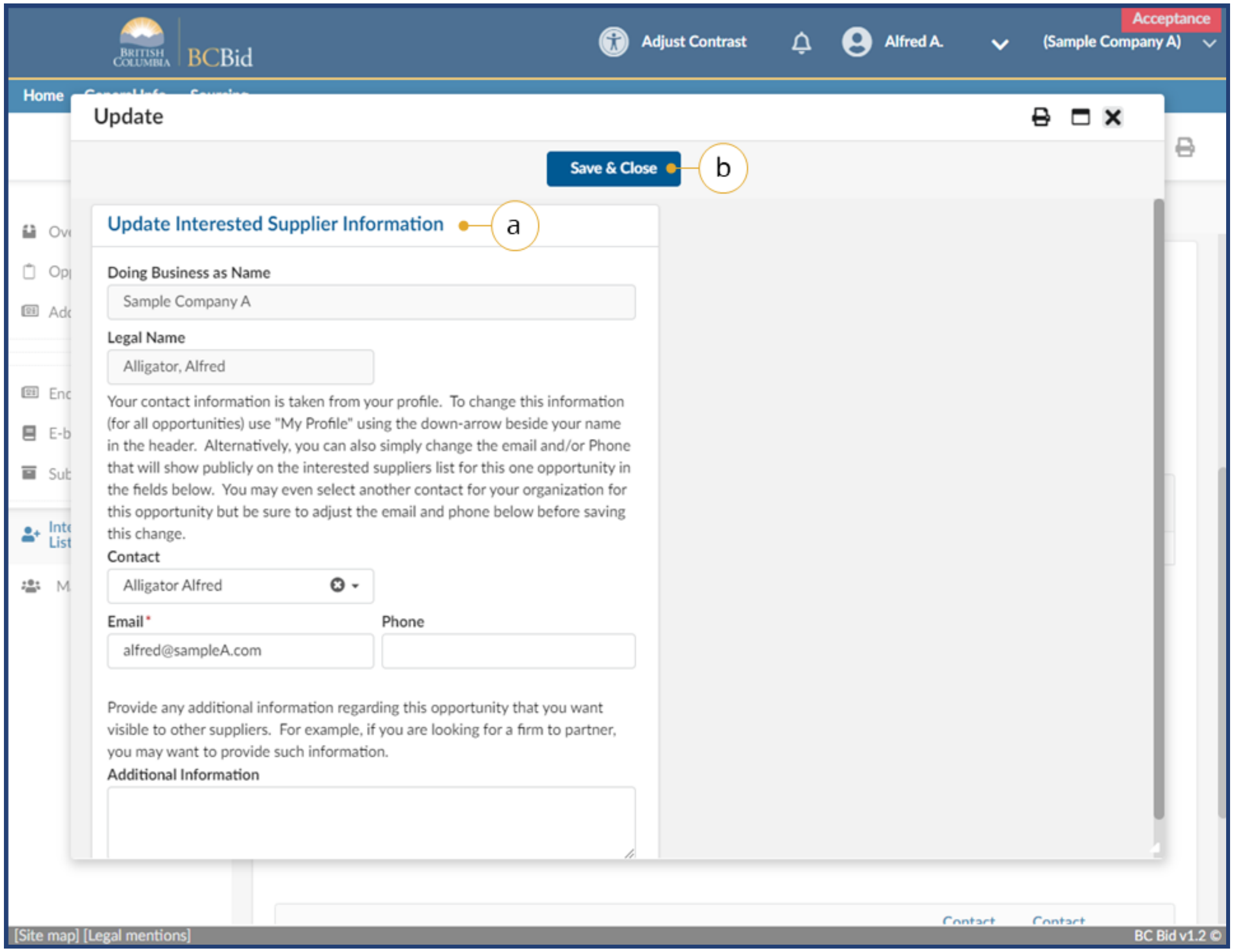
Some opportunities may have a Planholders or Interested Suppliers list. These tabs, if used, will be on the left-hand menu. Click the tabs to view the relevant information. If a Planholders List is used, suppliers must join the Planholders List to view the RFx documents.



1. On the left-hand menu, click **Planholders** or **Interested Suppliers** list.
2. If used in the opportunity, view the listing of Planholders or Interested suppliers.
3. To join the Planholders or Interested Suppliers list, click the Join Planholders or Interested suppliers button.
   a. In the dialog box, click **Save and Close**.



4. Optional: Once added to the Planholders or Interested suppliers list, use the **pencil icon** to edit the contact information if needed.
5. Optional: Once added to the Planholders or Interested Suppliers list, you may now remove yourself from the list if desired.

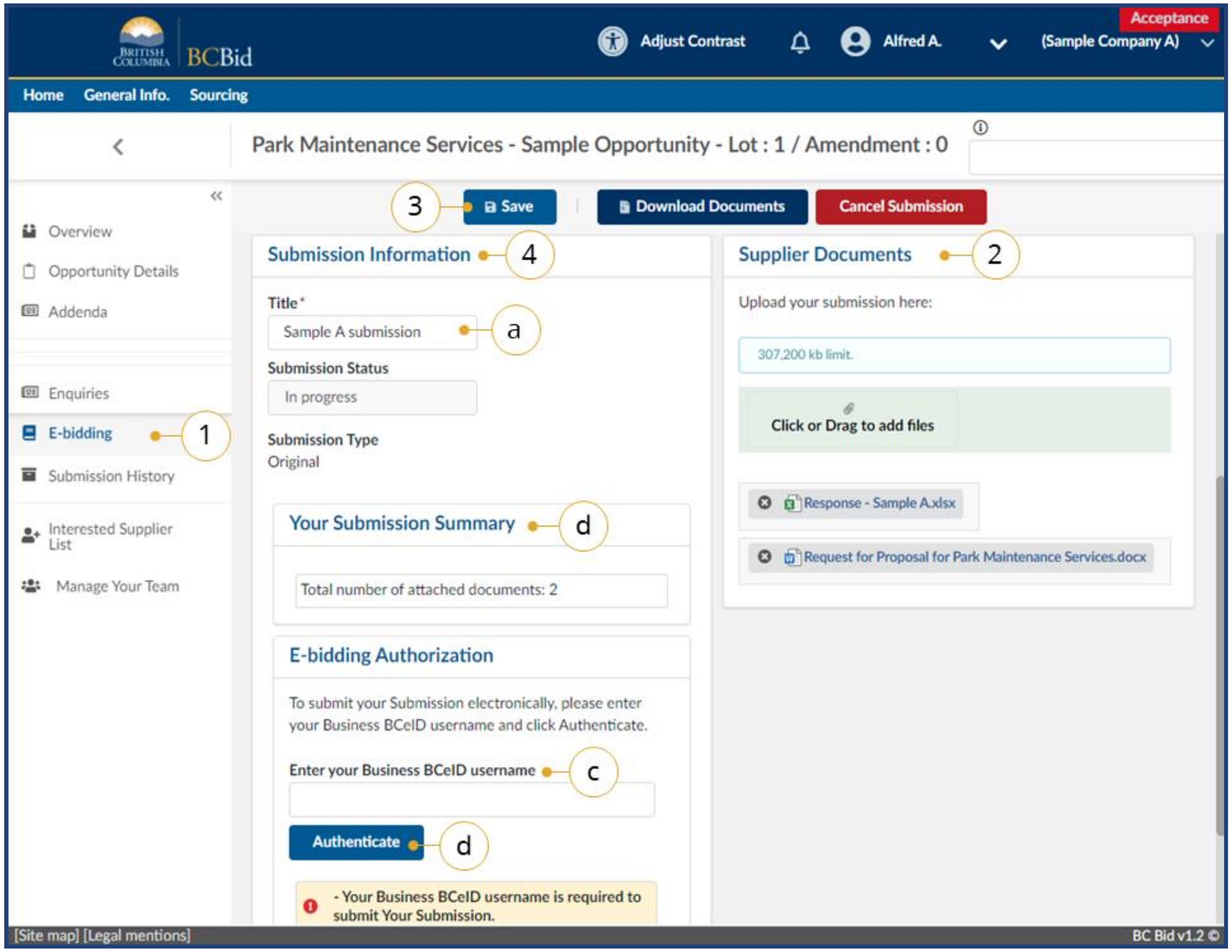


a. In the dialog box, update Supplier Information as needed
b. Click **Save and Close**.

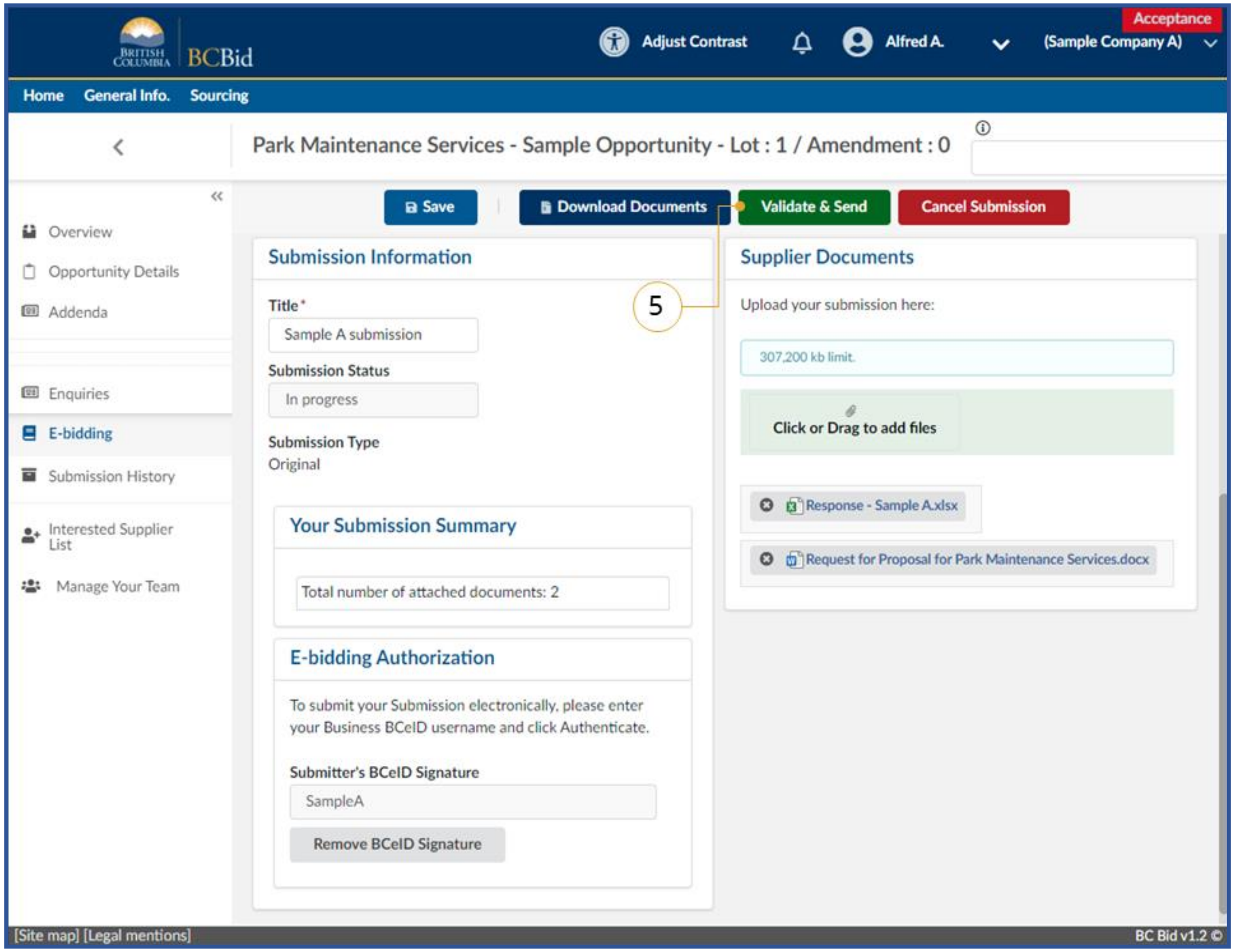
Submitting the Response

e-Bid Submission

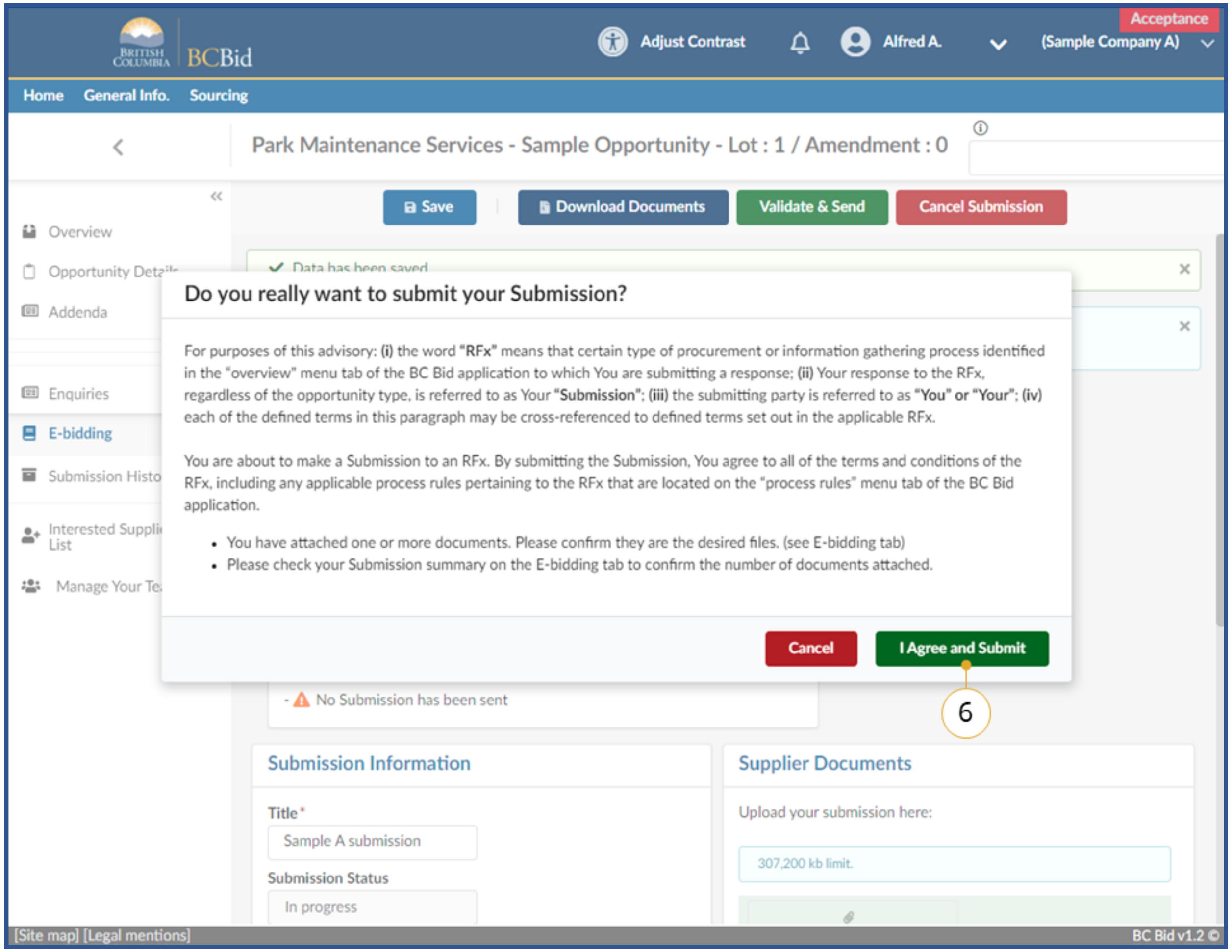
Note: e-Bidding requires a current e-Bidding subscription. For more information, see the Supplier Guide – account management, Subscriptions section.



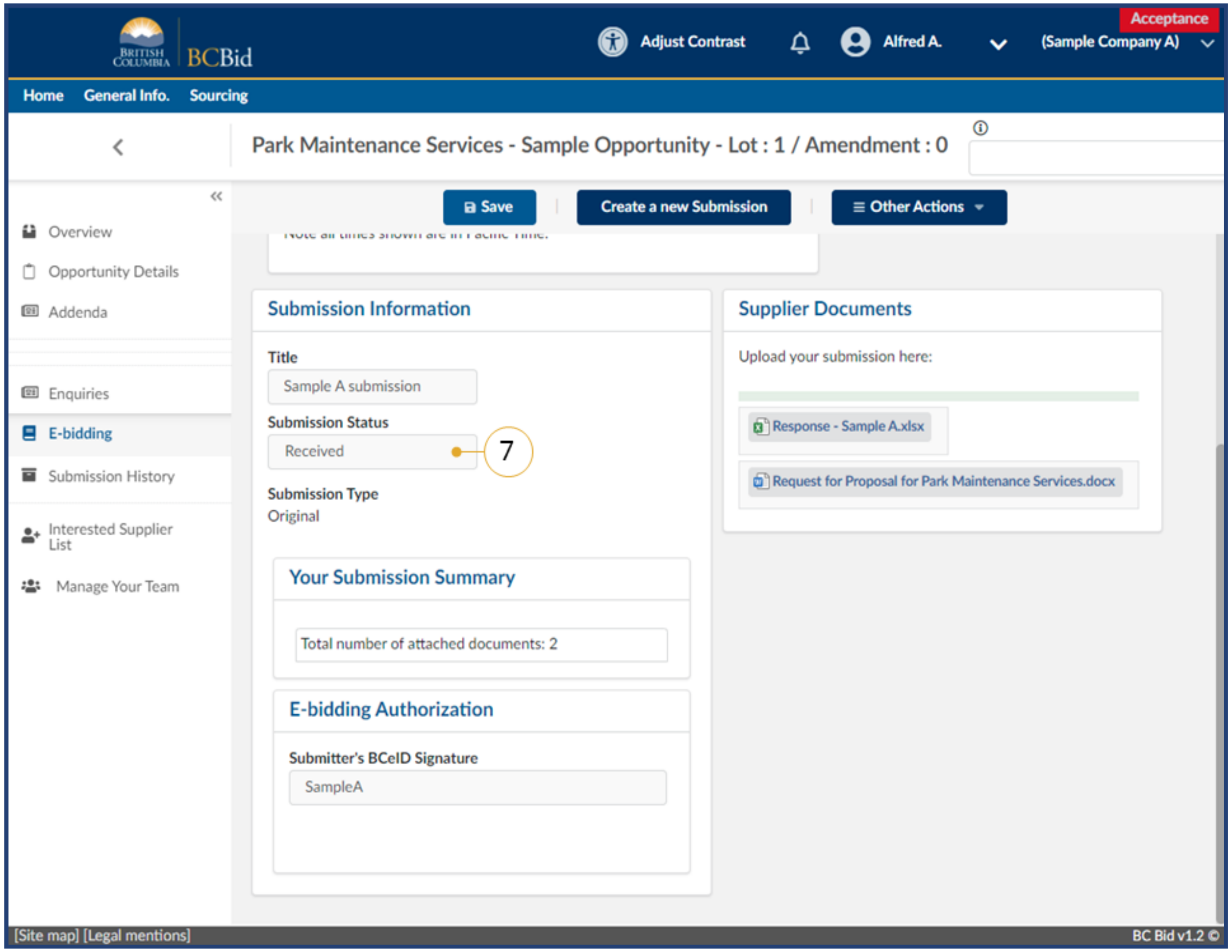
1. In the left-hand menu, click **e-Bidding**.
2. Upload related **Supplier Documents** using the **Click or Drag to add files** area.
   Note: document count field will detail the number of documents attached to the submission
3. Click **Save**.
4. In the **Submission information** box:
   a. *Optional*: Edit/update the **Title** of the submission
   b. Review the **Your Submission Summary** section which lists attached documents (may vary depending on the opportunity).
   c. Enter the **BCeID username**
   d. Click **Authenticate.**



5. Click **Validate & Send**.



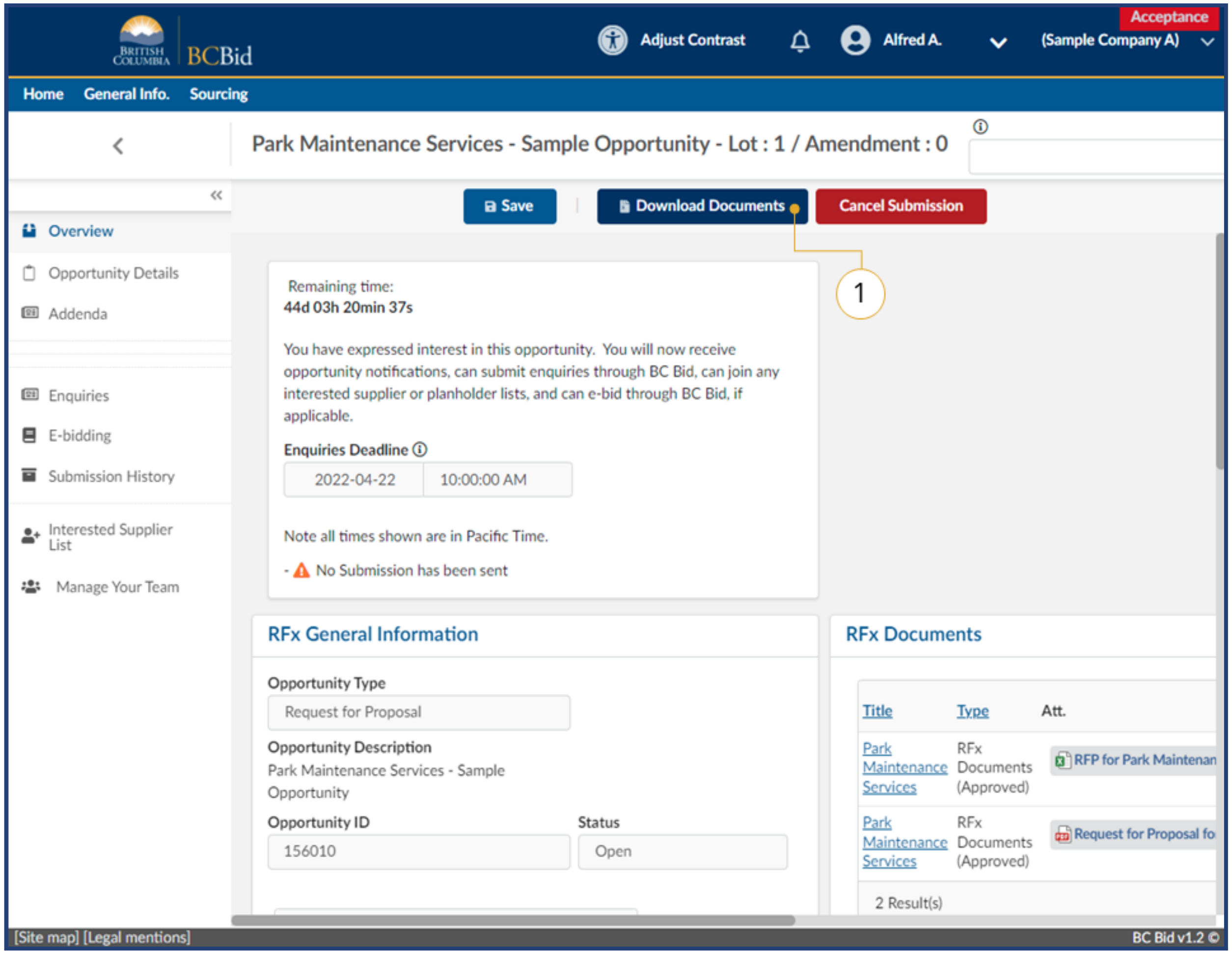
6. In the dialog box, review the terms and click **I Agree and Submit**.



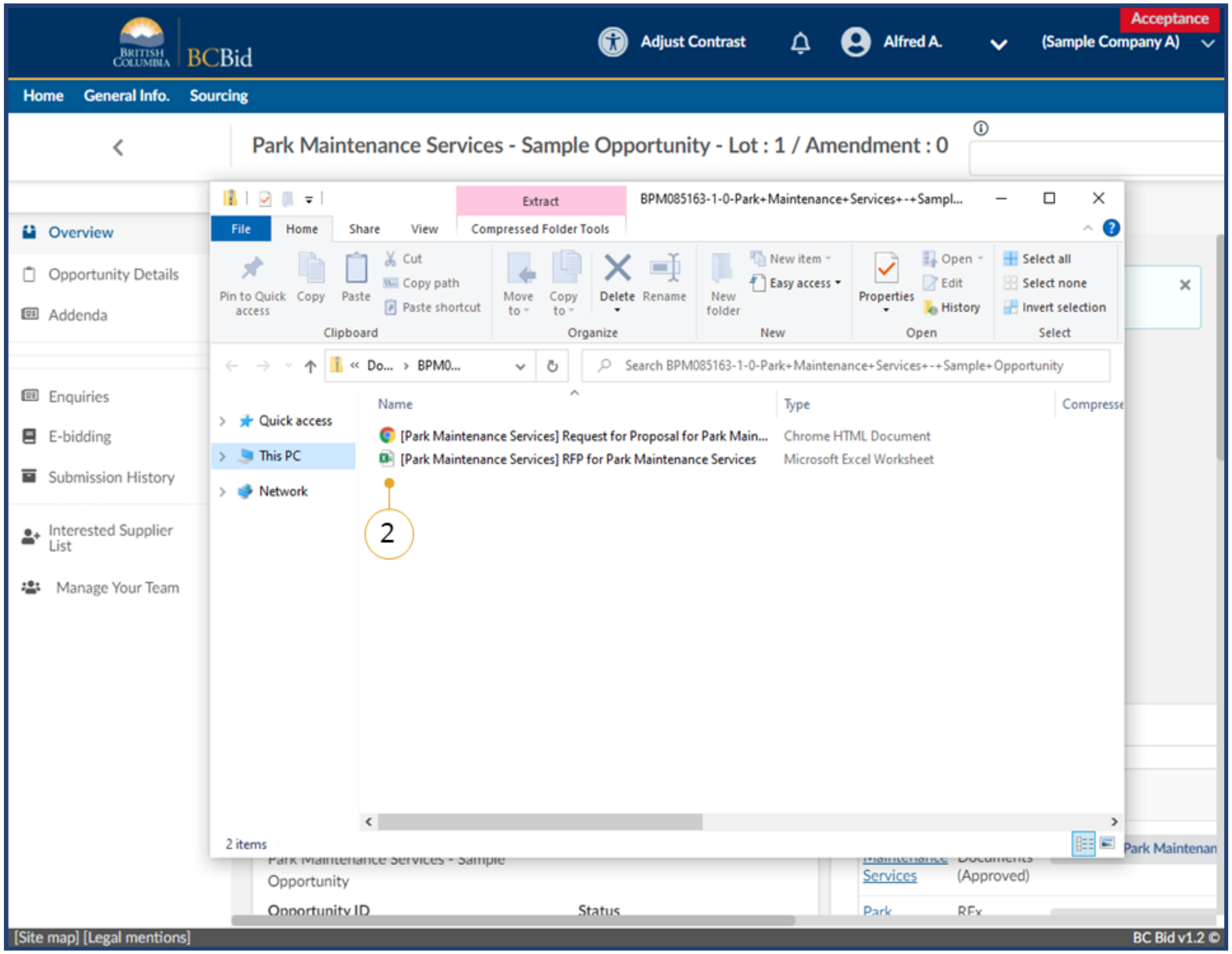
7. In the **Submission information** box, the **Submission Status** will update to Received (from In progress).

Offline Submission

Offline submissions methods are specified in the opportunity and may include hardcopy, or email.



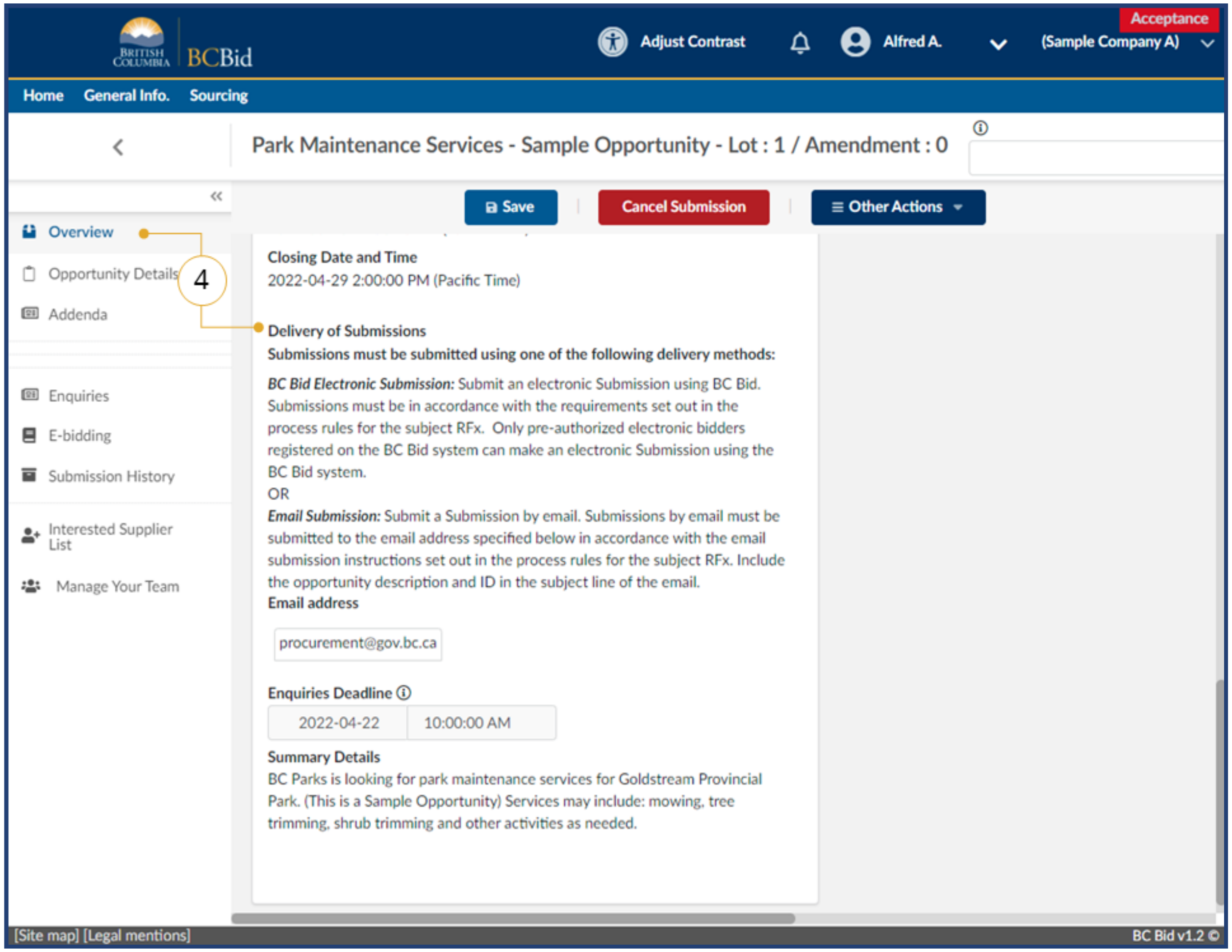
1. Ensure the RFx documents are downloaded. Click **Download Documents**.



2. Check the computer’s **Downloads** folder for the zipped file. The zipped file contains all documents related to the RFx (listed on the Overview screen).

   Note: Check the Addenda tab for any additional documents that may have been added.

3. Complete the documents as directed.



4. Submit all necessary documents according to the submission instructions of the opportunity.

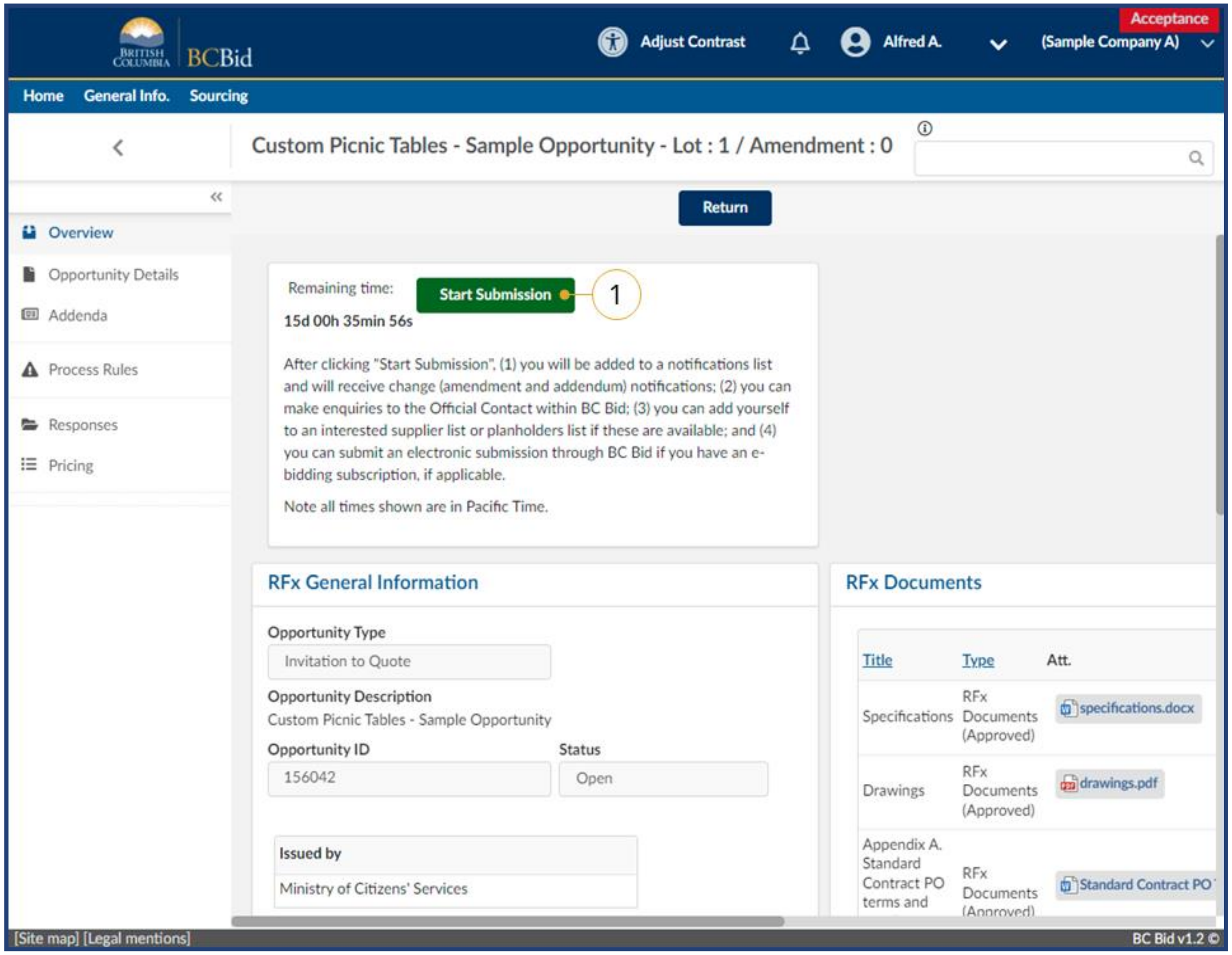
   Note: When submitting using an offline submission method, ensure that the **Opportunity ID** is clearly referenced with the submission.

Step 3b: Start Your Submission – Invitation to Quote, Timber Auction and Invitation to Tender Only

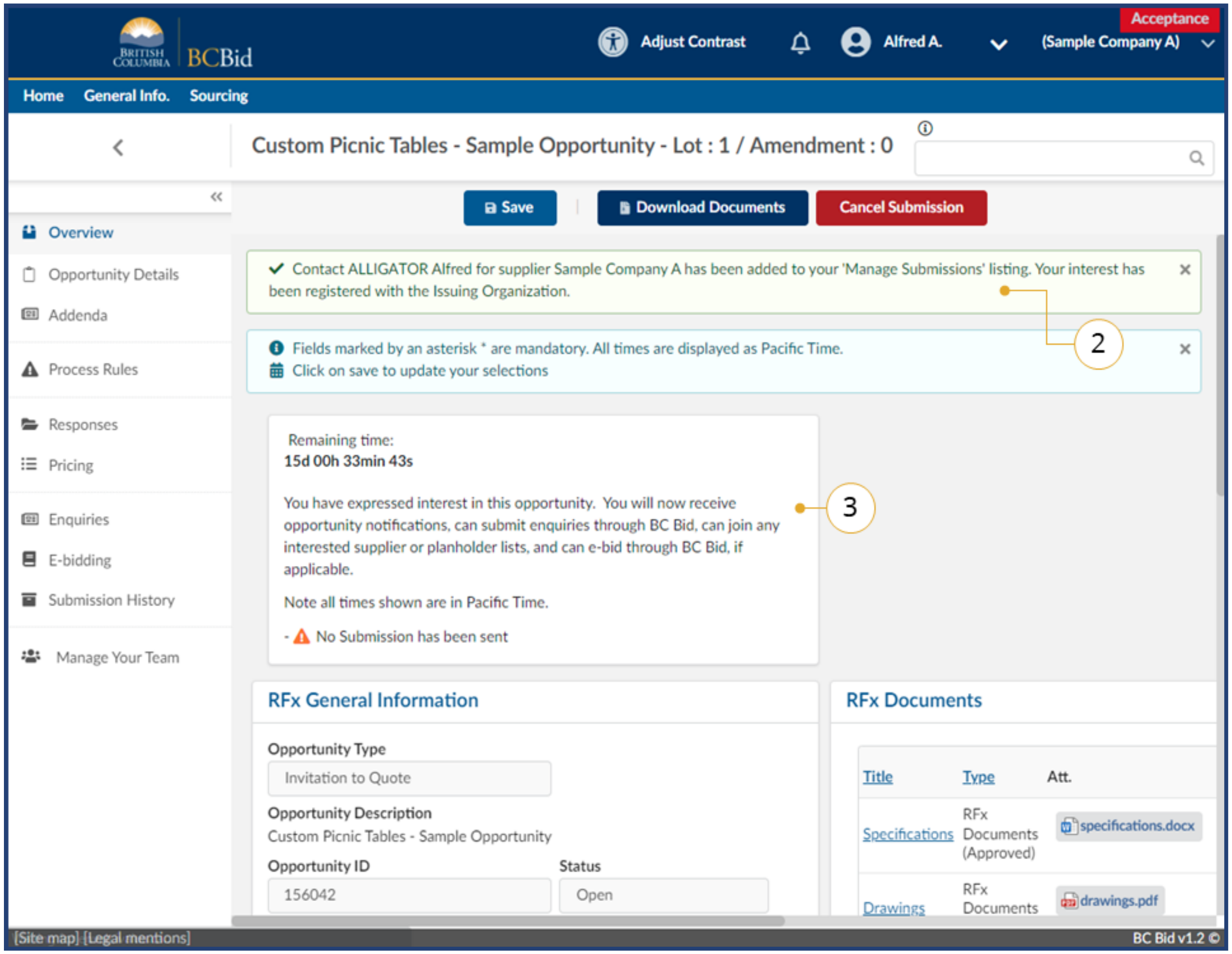
Note: If responding to an opportunity type other than Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT), see the Step 3a: Start your Submission section.

Submissions for Invitation to Quote (ITQ), Timber Auction and Invitation to Tender (ITT) can be prepared in the BC Bid application or in the downloadable templates and submitted via e-Bidding or an offline submission method.

Opportunity Information

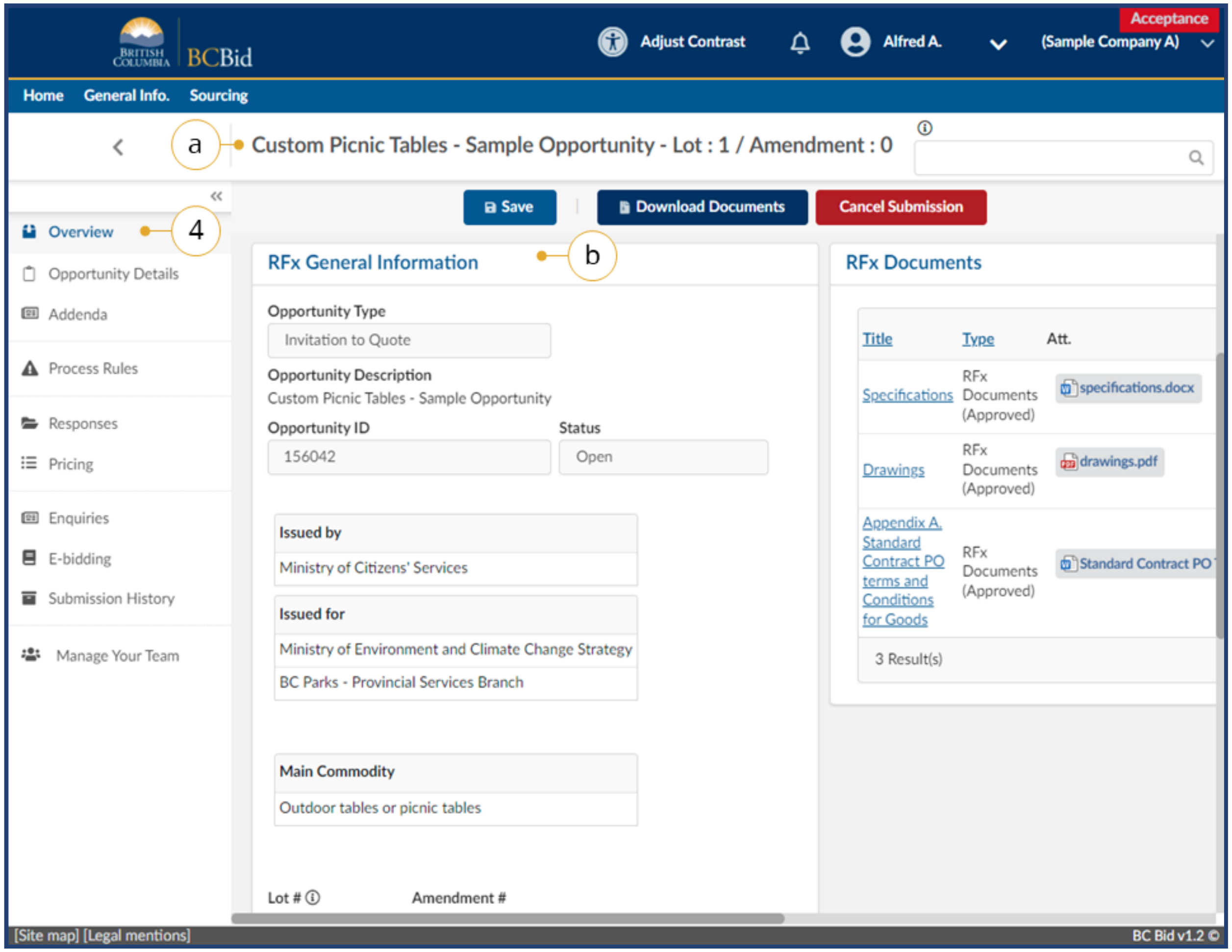


1. Ensure that the **Start Submission** button has been clicked.

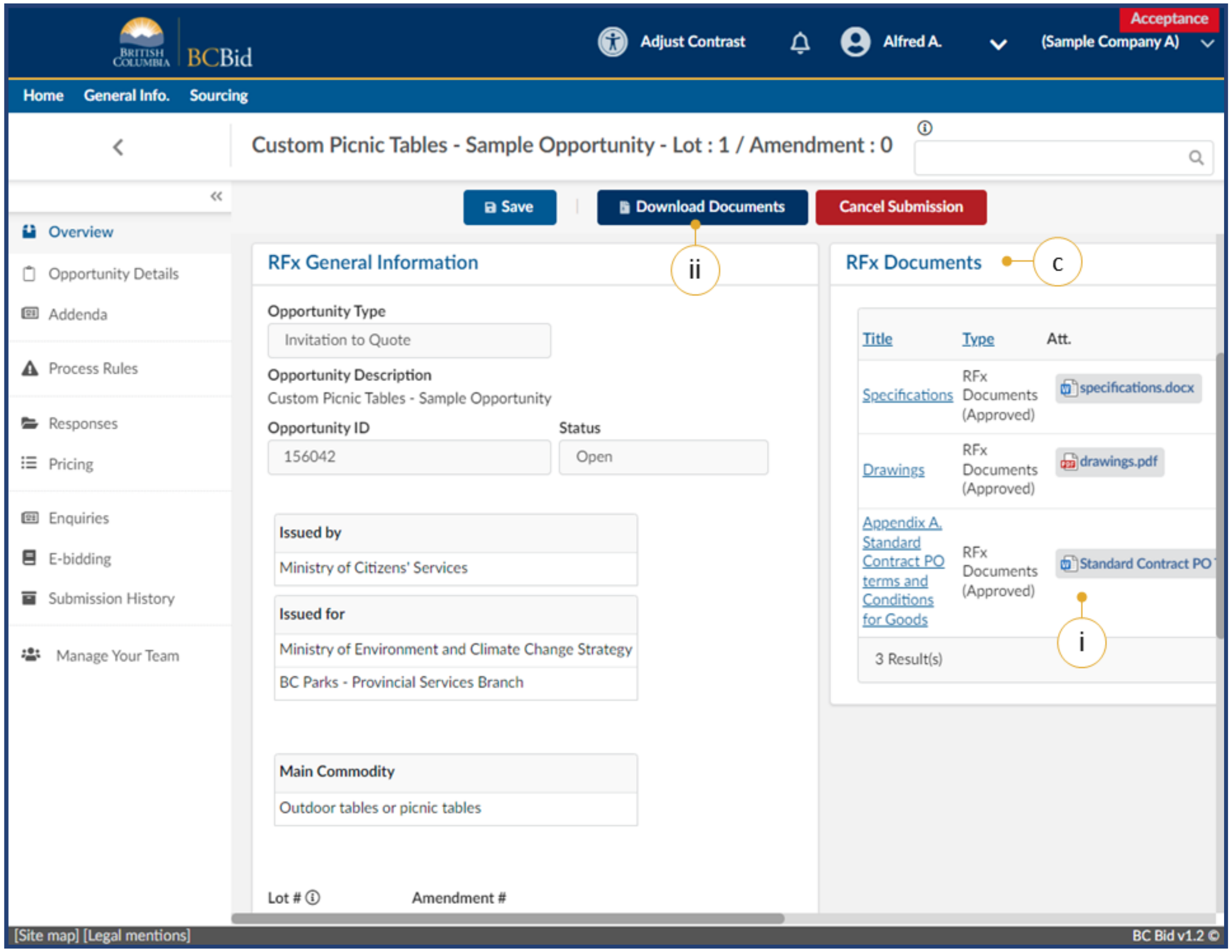


2. Once the Start Submission button has been clicked, there will be a notification displayed.
3. The **Start Submission** button will not be visible once it has been selected. If the buyer added the supplier as a interested supplier, the **Start Submission** button will not be visible.

[Responding to an Opportunity]



4. On the **Overview** tab, review the **RFx General Information** and **RFx Documents** sections.
   a. **Opportunity Description and Lot/Amendment numbers.**
   b. **RFx General Information** displays Opportunity Type, Opportunity Description, Opportunity ID, Issued by/for organization, Commodity Codes, Amendment History, Issue/Closing dates, Submission Instructions, Public Opening (if applicable), and Summary Details.

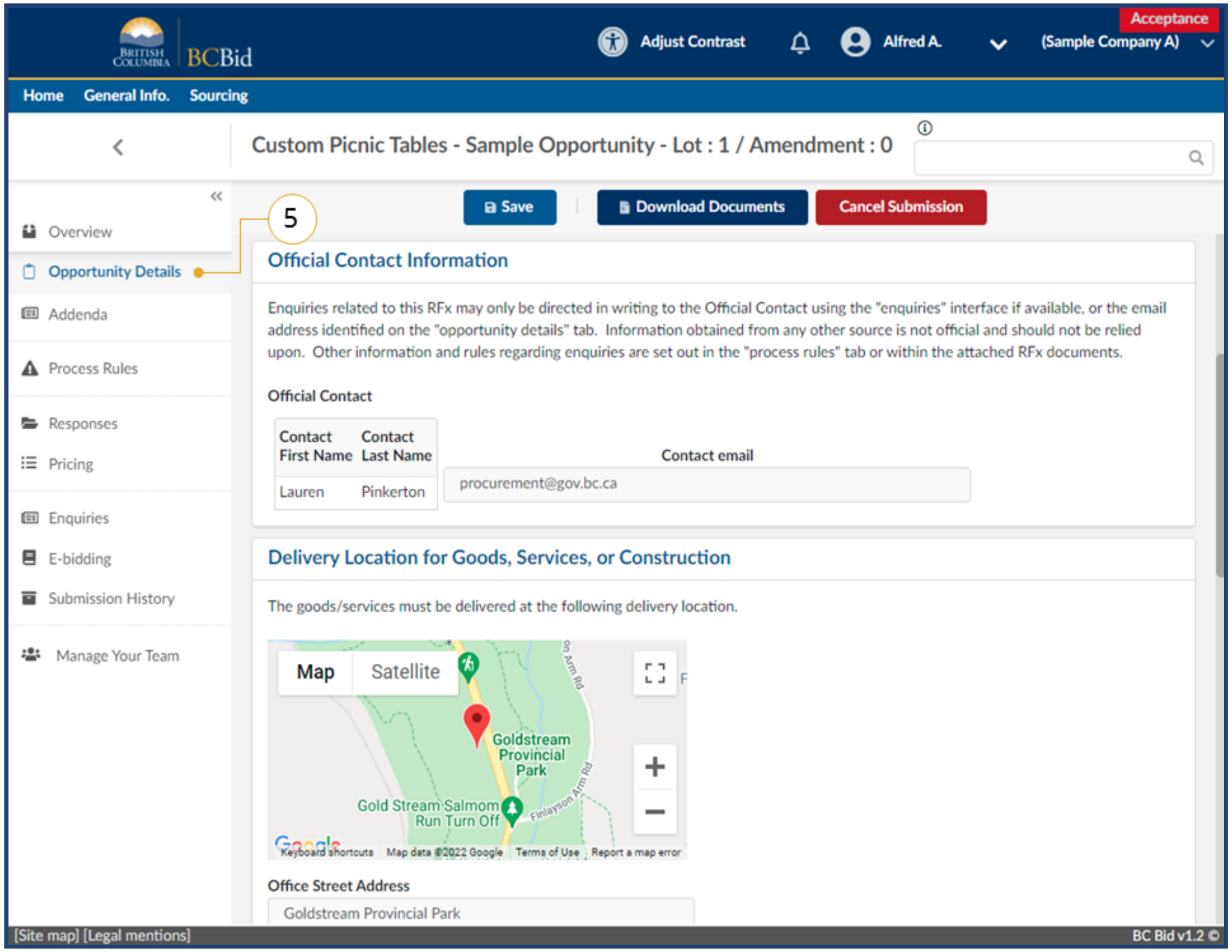


c. **RFx Documents** are the attachments related to the opportunity. Depending on the opportunity, the Opportunity Documents may need to be completed and included with the submission.

   i. Click the file to download a copy

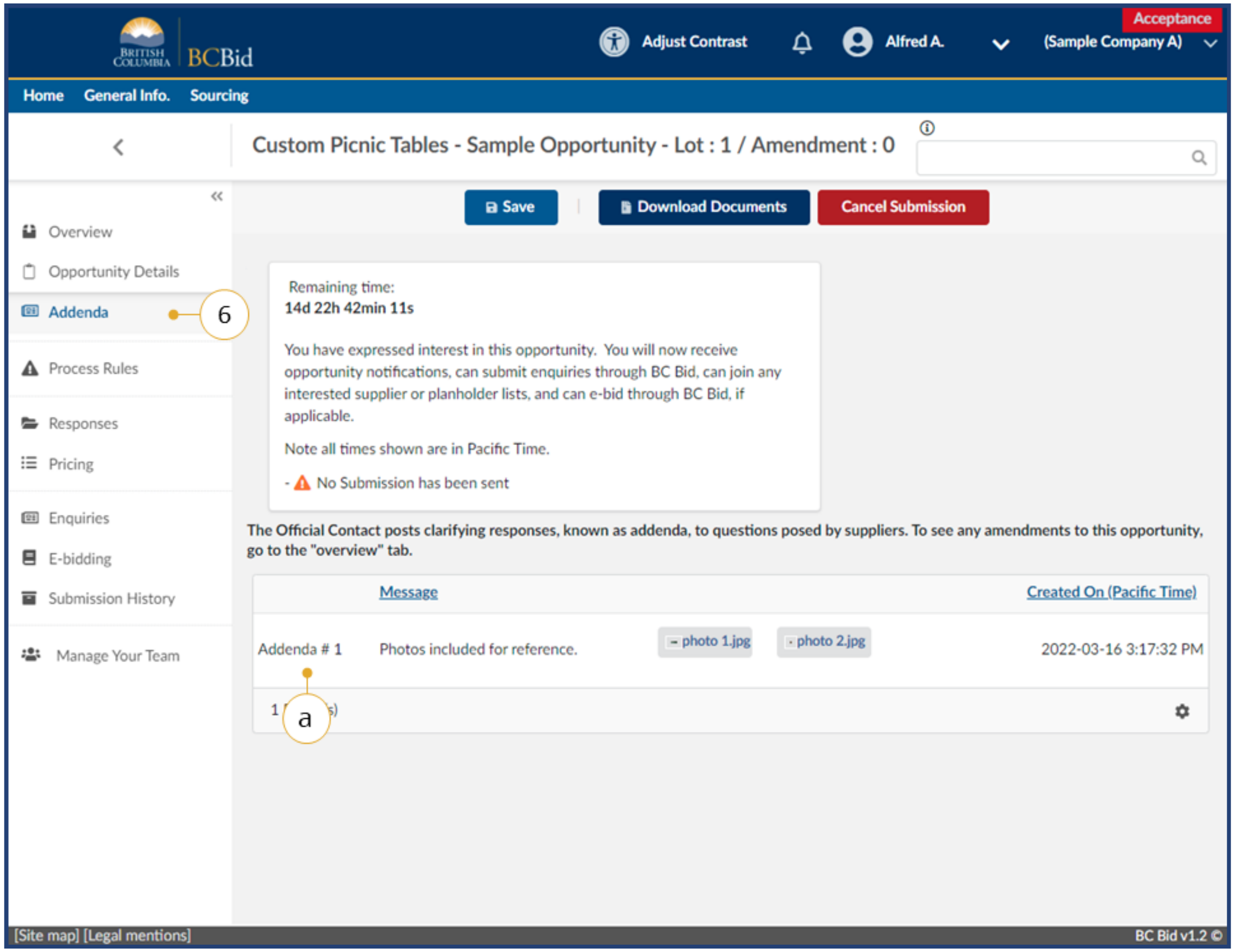
   ii. To download all documents, **Download Documents**.

There may be additional attachments provided with any addenda issued. Check the **Addenda** tab for any additional information and documents.



5. On the left-hand menu, click **Opportunity Details**. This screen provides details related to the opportunity such as: **Official Contact**, **Delivery location**, **Trade Agreements**, and **Mandatory Criteria**.

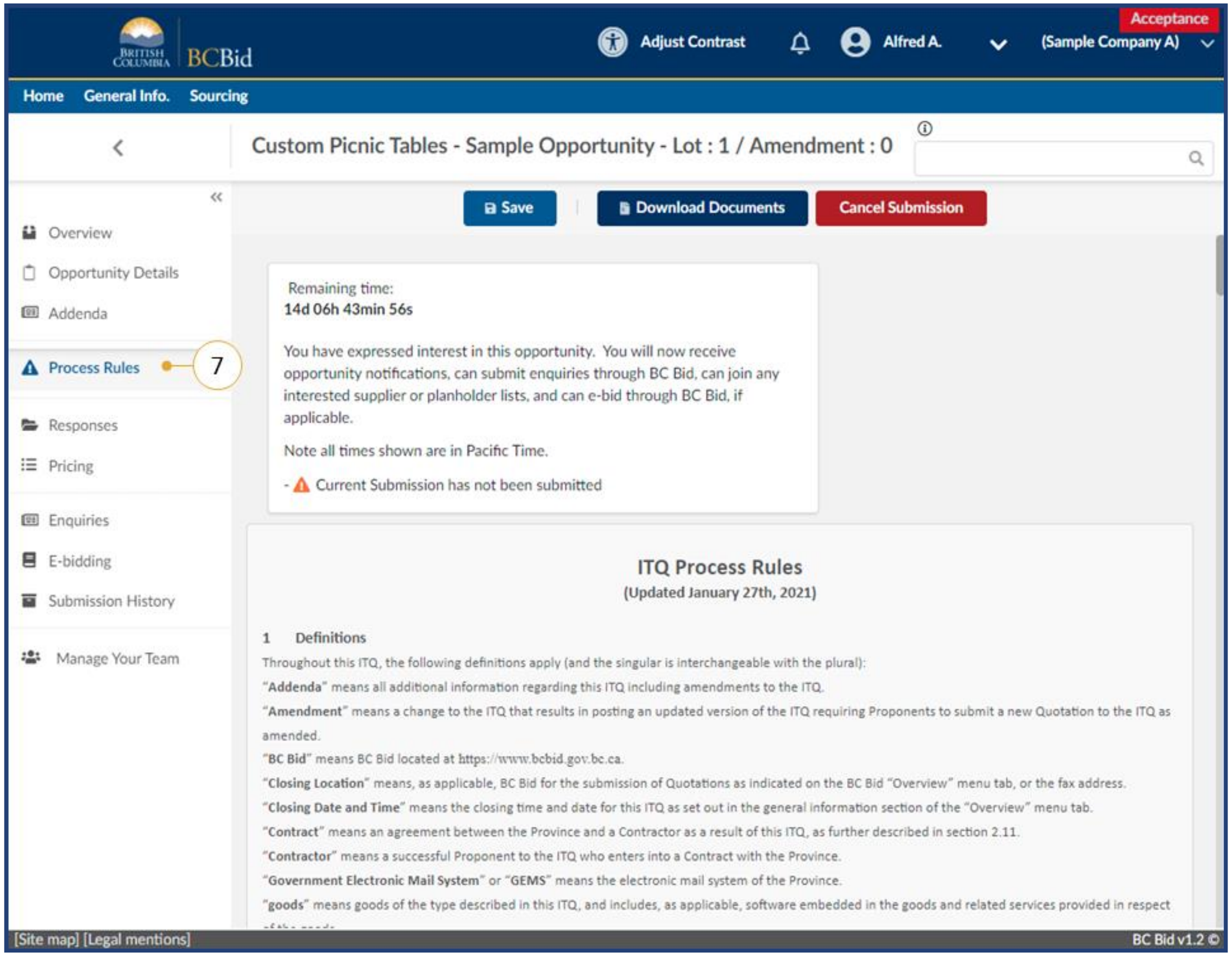
   Note: These options are different for each opportunity type.



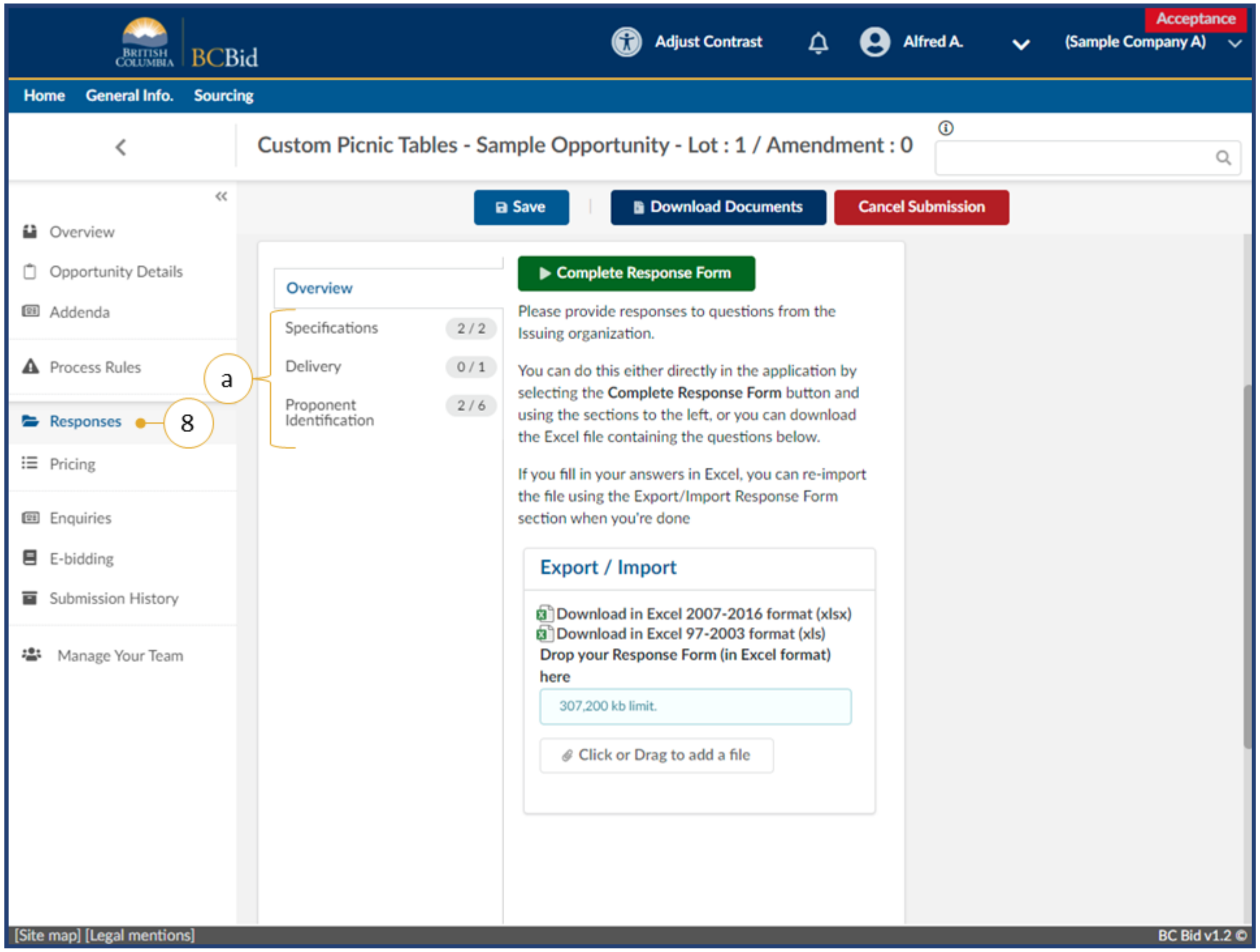
6. On the left-hand menu, click **Addenda** to view any addenda issued.
   a. Addenda are minor changes to an opportunity. Addenda will not require responses to be resubmitted.

Note: Addenda are not used for the Invitation to Tender.

For more information, see [Amendments & Addenda](#) section.

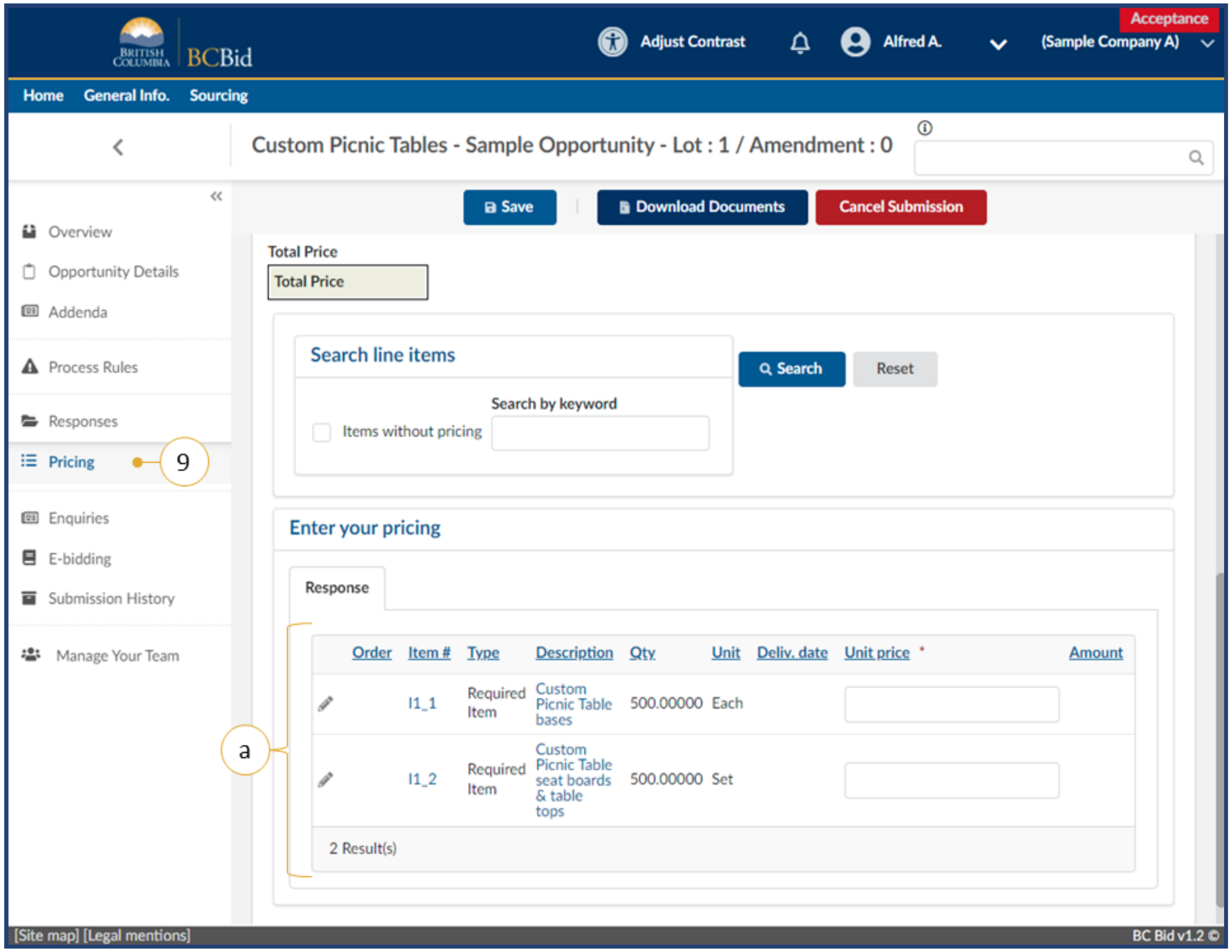


7. On the left-hand menu, click **Process Rules**. This page provides the terms and conditions related to the opportunity. These are specific to each type of opportunity.



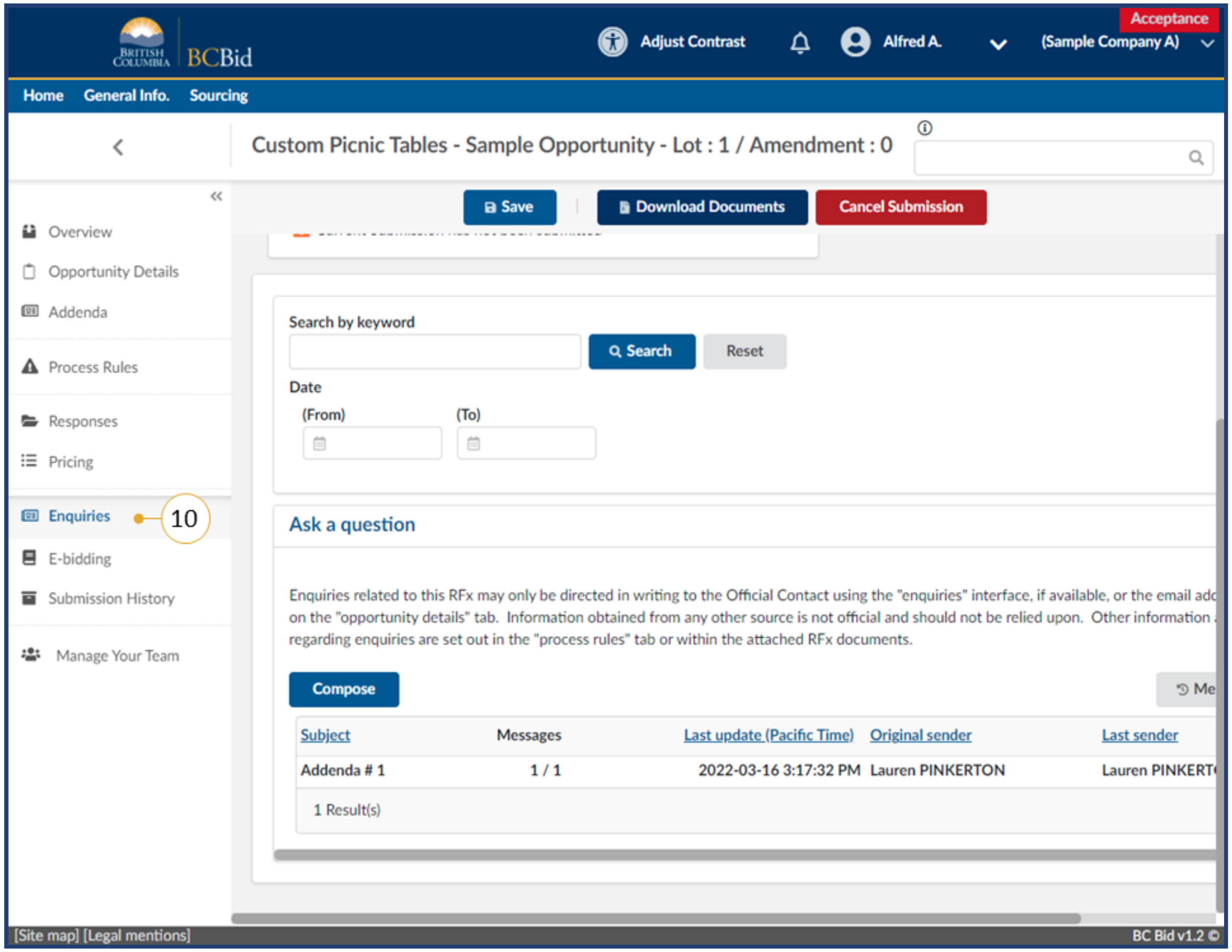
8. On the left-hand menu, click **Responses**. The responses tab is where suppliers will reply to questions or information needed by the buyer. Complete the required information as indicated on the Response Form.
    a. Each section of the response form will appear as a tab on the left side of the page.

For additional information, see Responses Tab section.



9. On the left-hand menu, click **Pricing**.
    a. The pricing tab may have one or more pricing grids with the items being purchased.

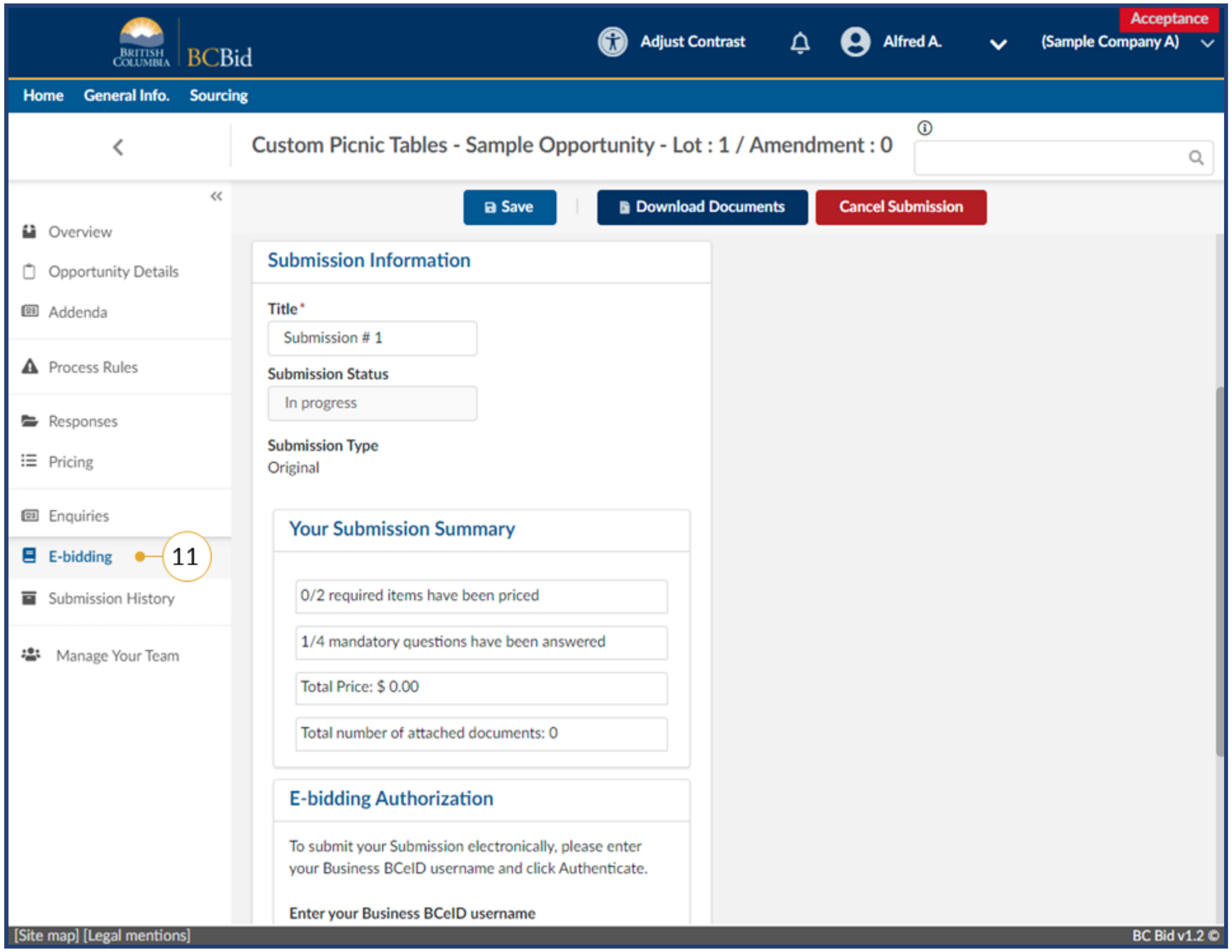
For additional information, see Pricing Tab section.



10. On the left-hand menu, click the **Enquiries** tab. This is where suppliers can send a message to the Official Contact and receive a response within the BC Bid application. This Enquiries tab will only be visible if **Start Submission** was selected on the Overview screen.

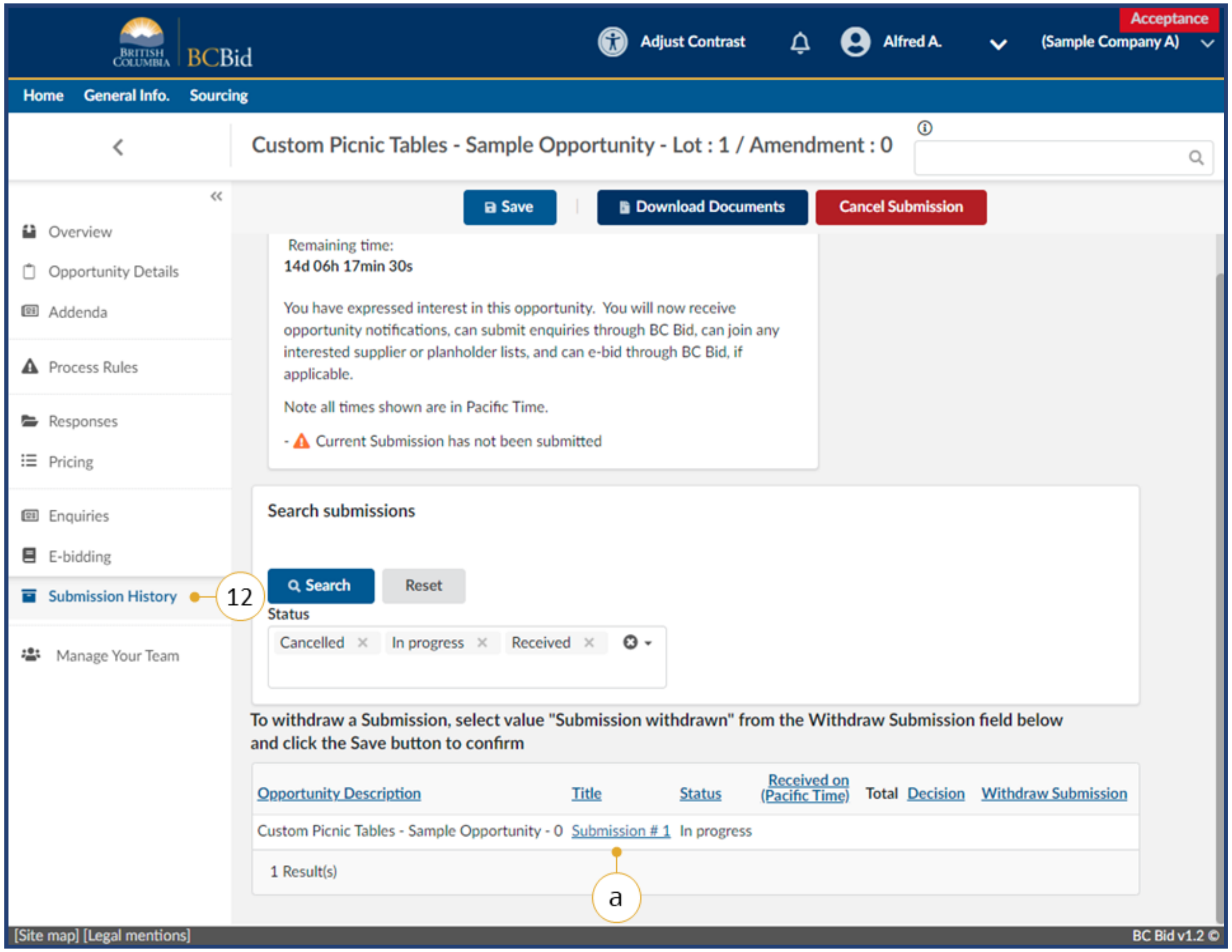
    See the Submit a Question section for instructions on how to compose a message.

    See the View Responses to a Question section for instructions on how to view a response to a message.



11. *Optional*: In the left-hand menu, click **e-Bidding**.

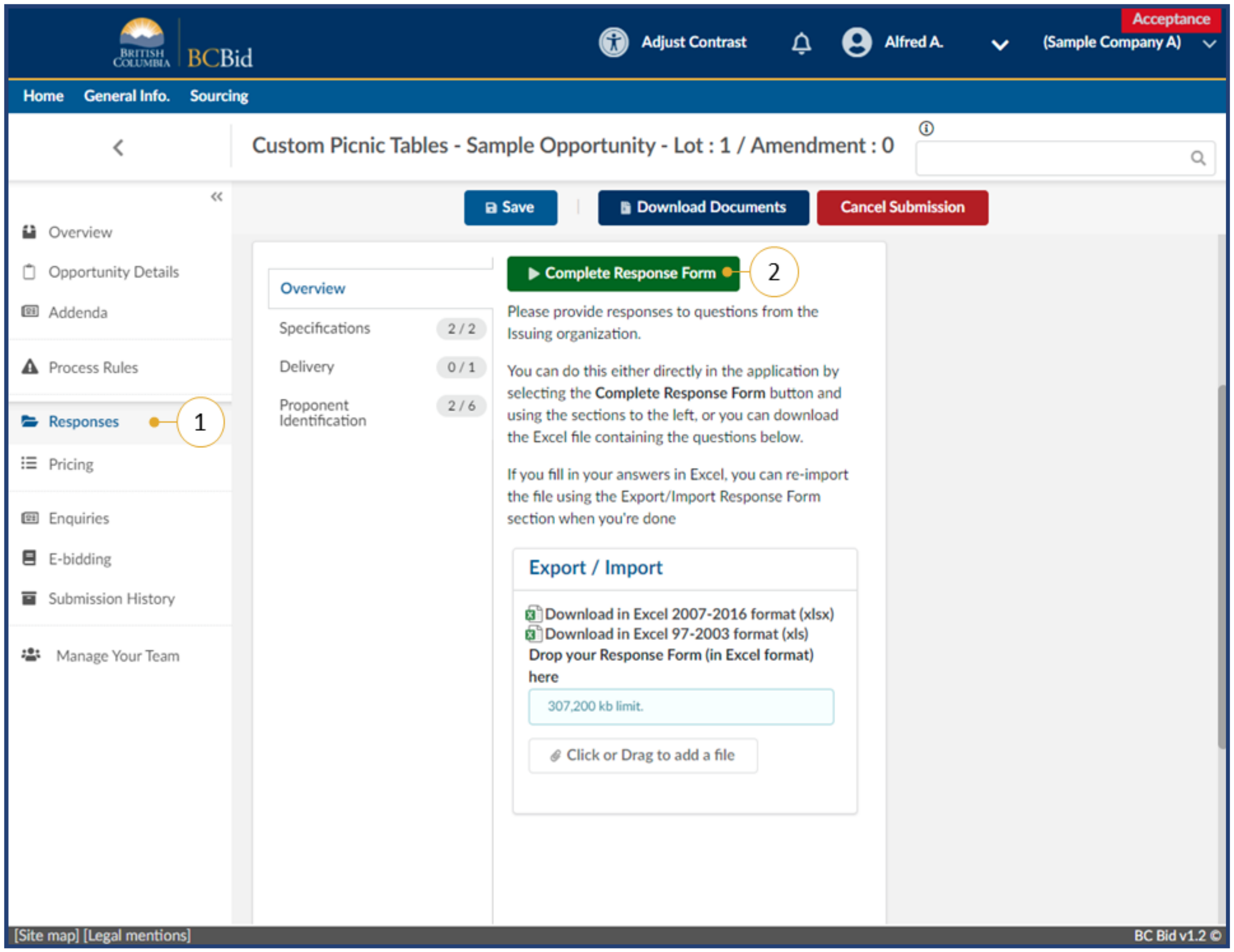
    See e-Bidding Submission for further information on how to submit an e-Bidding response.



12. *Optional*: In the left-hand menu, click **Submission History**. This view will list all in progress, cancelled or submitted responses for this opportunity.
    a. To view the details of any of the submissions listed, click the Title of that submission.

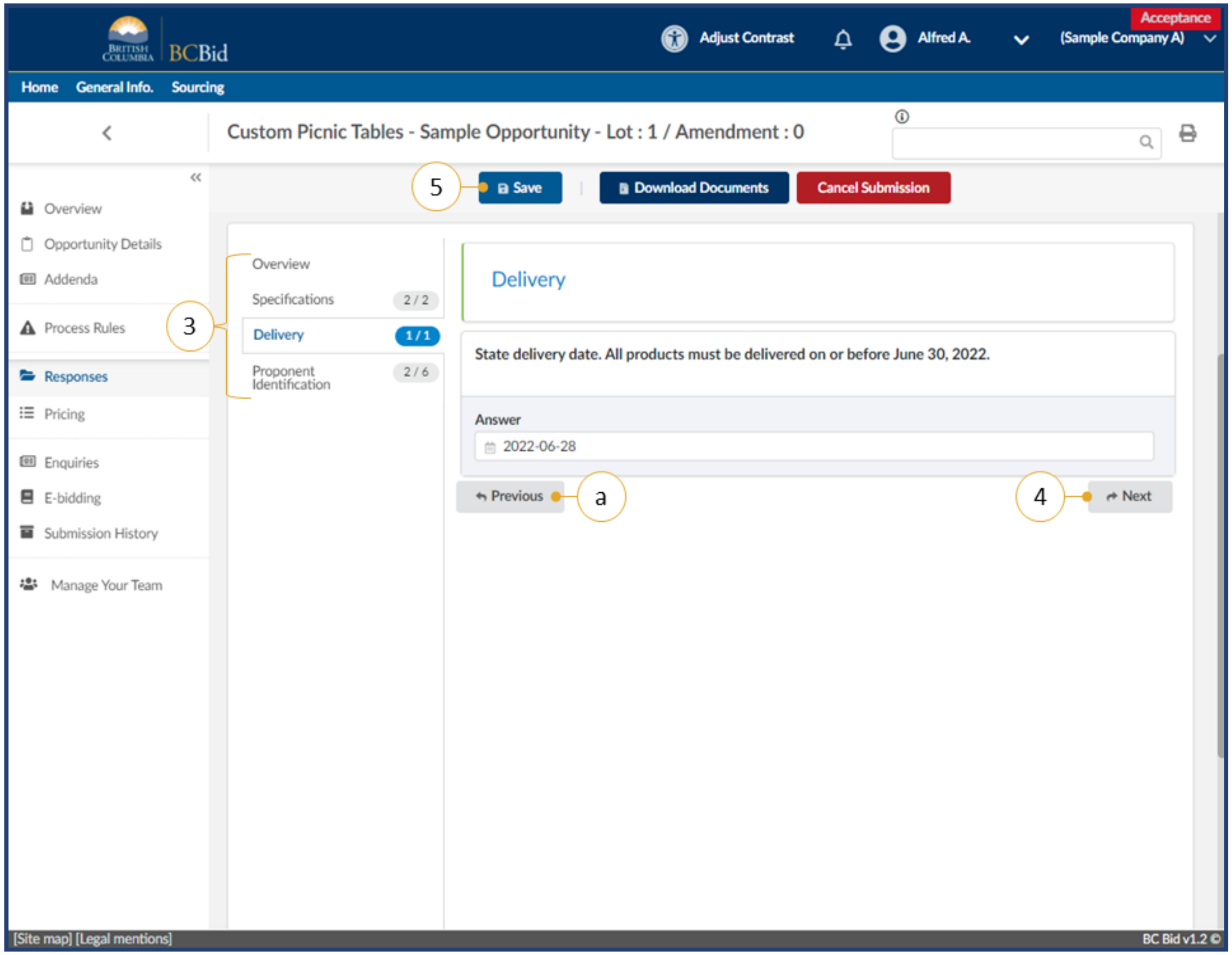
Responses Tab

The Response Form is highly customizable by the buyer, it will appear differently between opportunities. The Responses form can be configured so items are mandatory or optional.



1. On the left-hand menu, click the **Responses** tab.
2. On the **Overview** sub-tab, click **Complete Response Form**.

[Providing a Submission (Response Form)]

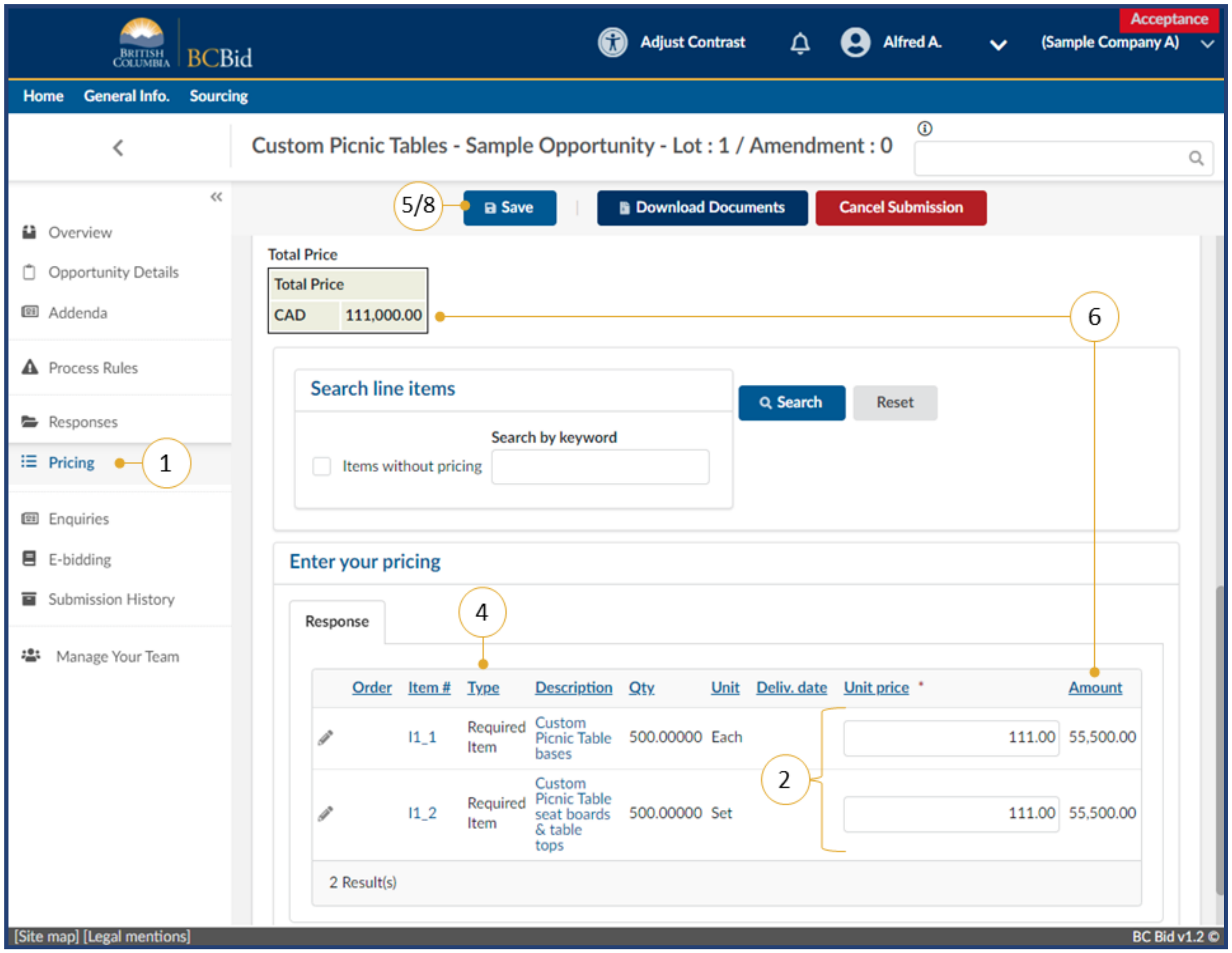


3. Complete the different section(s) as needed.
    a. Each response field will indicate if it is a required field by a red star.
4. Click **Next** at the bottom of each section until the final section is reached.
    a. To go back to a previous section, click **Previous** at the bottom of the screen or click the section name on the left-hand sub-menu.
5. Click **Save**.

Response form questions may contain attachments. These are in addition to documents included in the RFx Documents section on the Overview tab.

Pricing Tab

The Pricing section is highly customizable by the buyer, it will appear differently between opportunities. The Pricing form can be configured so items are a Required Item, Optional Item or Additional Fees. Items can also be identified in parent or group relationships. Opportunities can also have multiple grids, depending on what is being purchased.

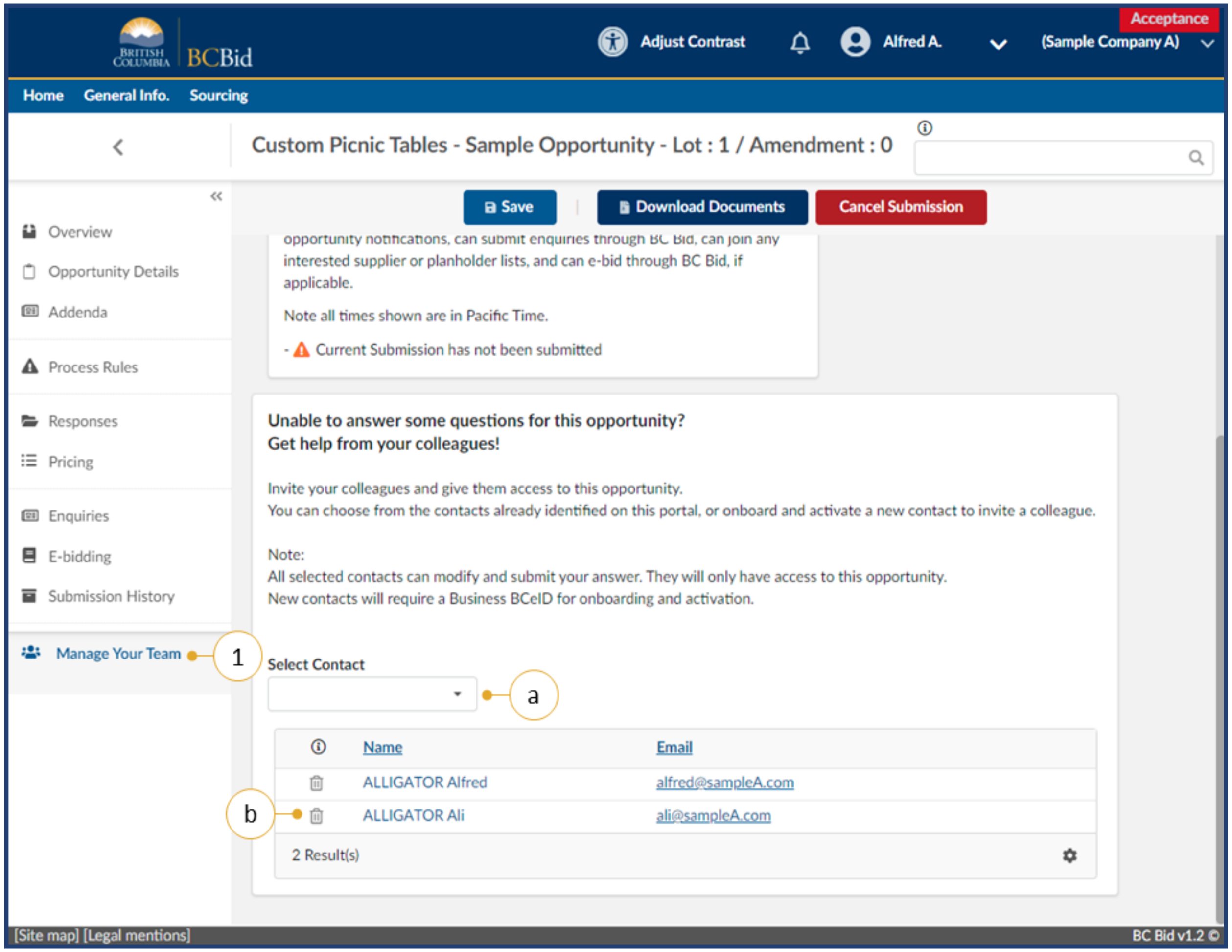


1. On the left-hand menu, click the **Pricing** tab.
2. Complete the **unit price** for each line item.
3. *Optional*: Complete any other required information.
4. Review the **Type** column for Required, *Optional* and Additional Fees items.
5. Click **Save**.
6. Confirm the calculated **amount** (item level) and the **total**.
7. *Optional*: Complete any other additional fields or additional pricing grids.
8. Click **Save**.

[Providing a Submission (Pricing)]

Manage Team

Adding contacts to your team allows collaboration when drafting a response to an opportunity.



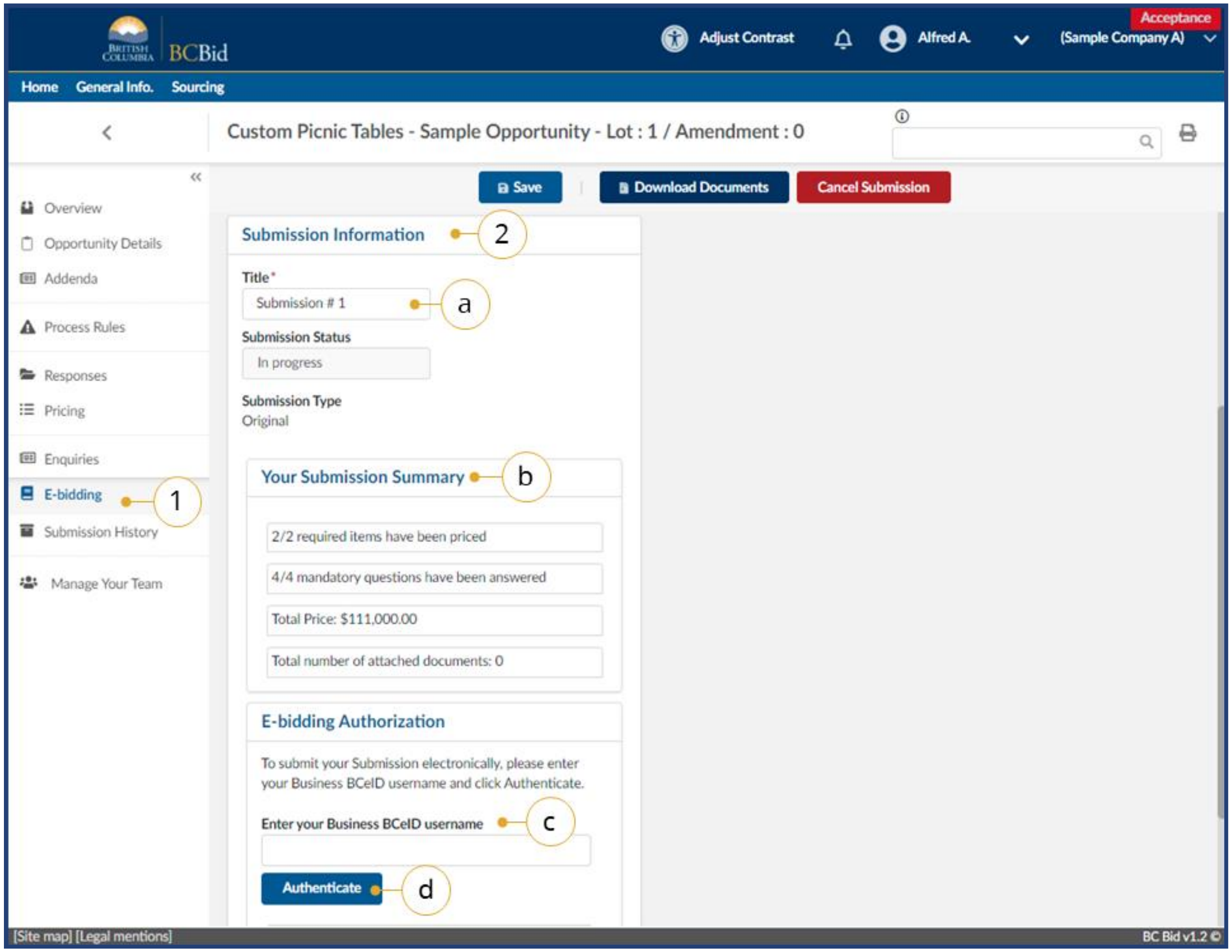
1. *Optional*: In the left-hand menu, click **Manage Your Team**. Invite someone within the organization to participate in drafting the response to the opportunity.
   a. Using the **Select Contact** drop-down list, select the name of the person to add to the opportunity. To add a person not listed, the BCeID Business Profile Manger for the organization will need to create an account. For more information, see the Supplier Guide – account management, Additional Users section.
   b. Click the trashcan icon to remove a users access to the opportunity.

Additional users are also added if they click “Start Submission” and there is already a submission started by another user.

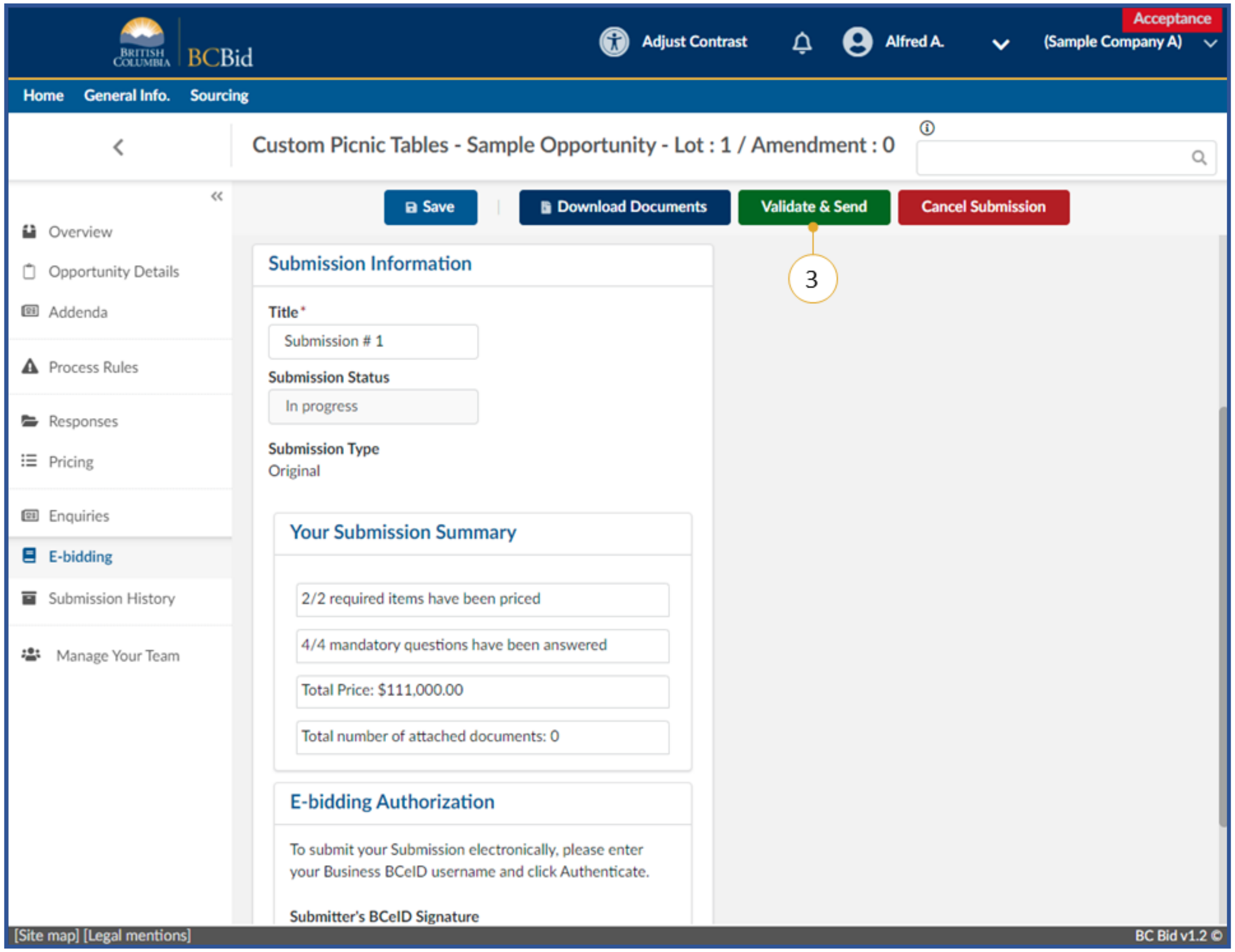
Submitting the Response

e-Bid Submission

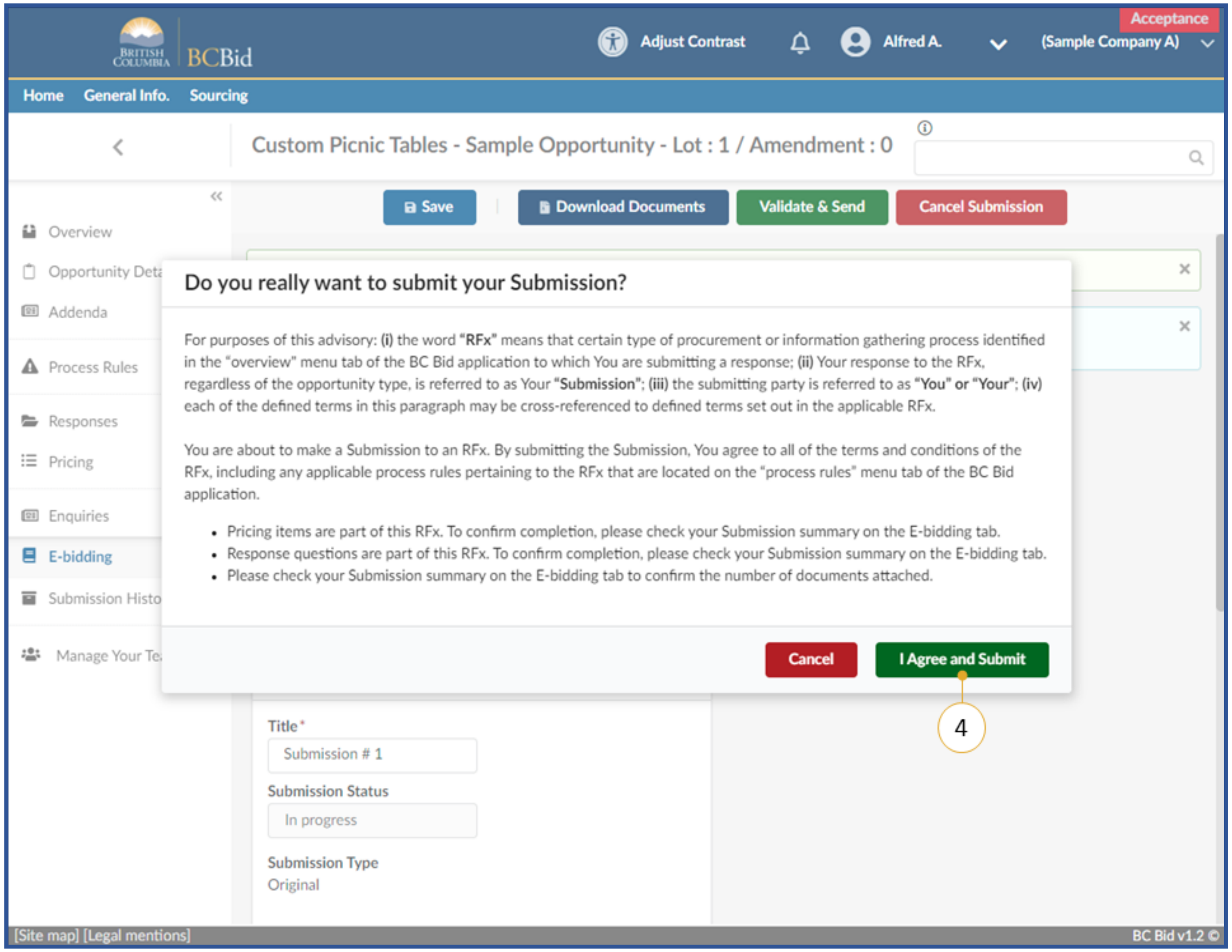
Note: e-Bidding requires a current e-Bidding subscription. For more information, see the Supplier Guide – account management, subscriptions section.



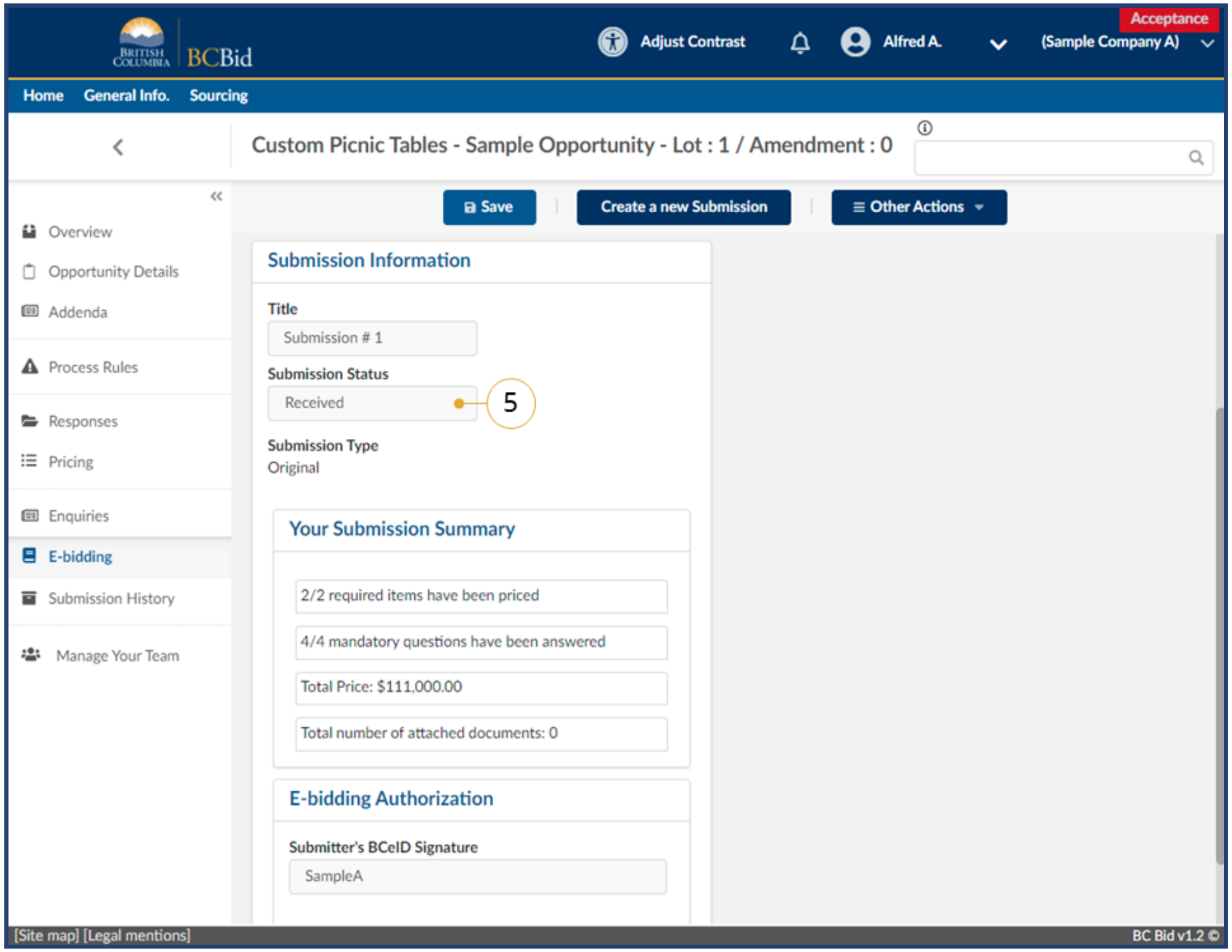
1. In the left-hand menu, click **e-Bidding**.
2. In the **Submission information** box:
   a. *Optional*: edit/update the **Title** of the submission
   b. Review the **Your Submission Summary** section, which lists the number of response questions completed, pricing items and attached documents.
   c. Enter the **BCeID username**
   d. Click **Authenticate.**



3. Click **Validate & Send**.



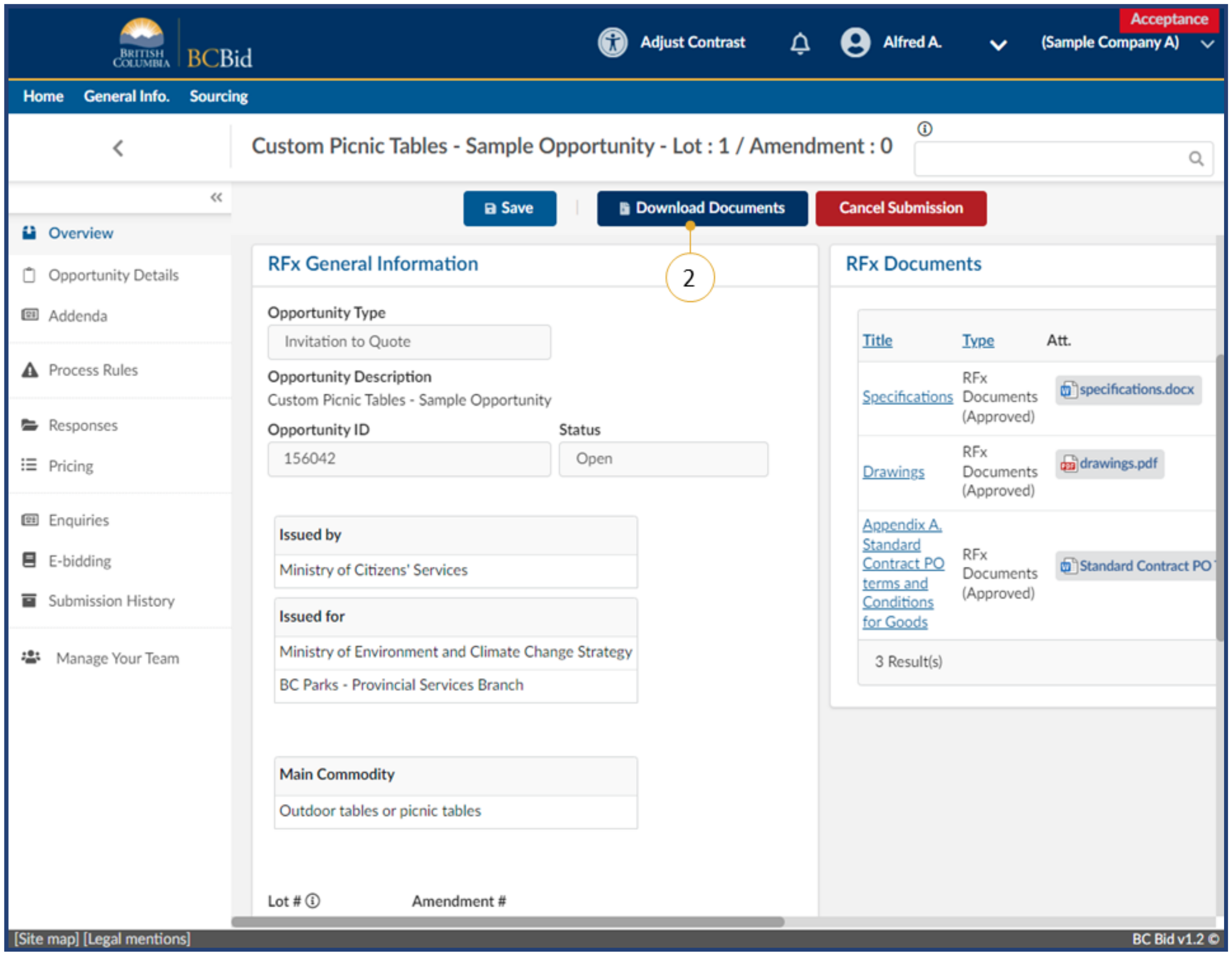
4. In the dialog box, review the terms and click **I Agree and Submit**.



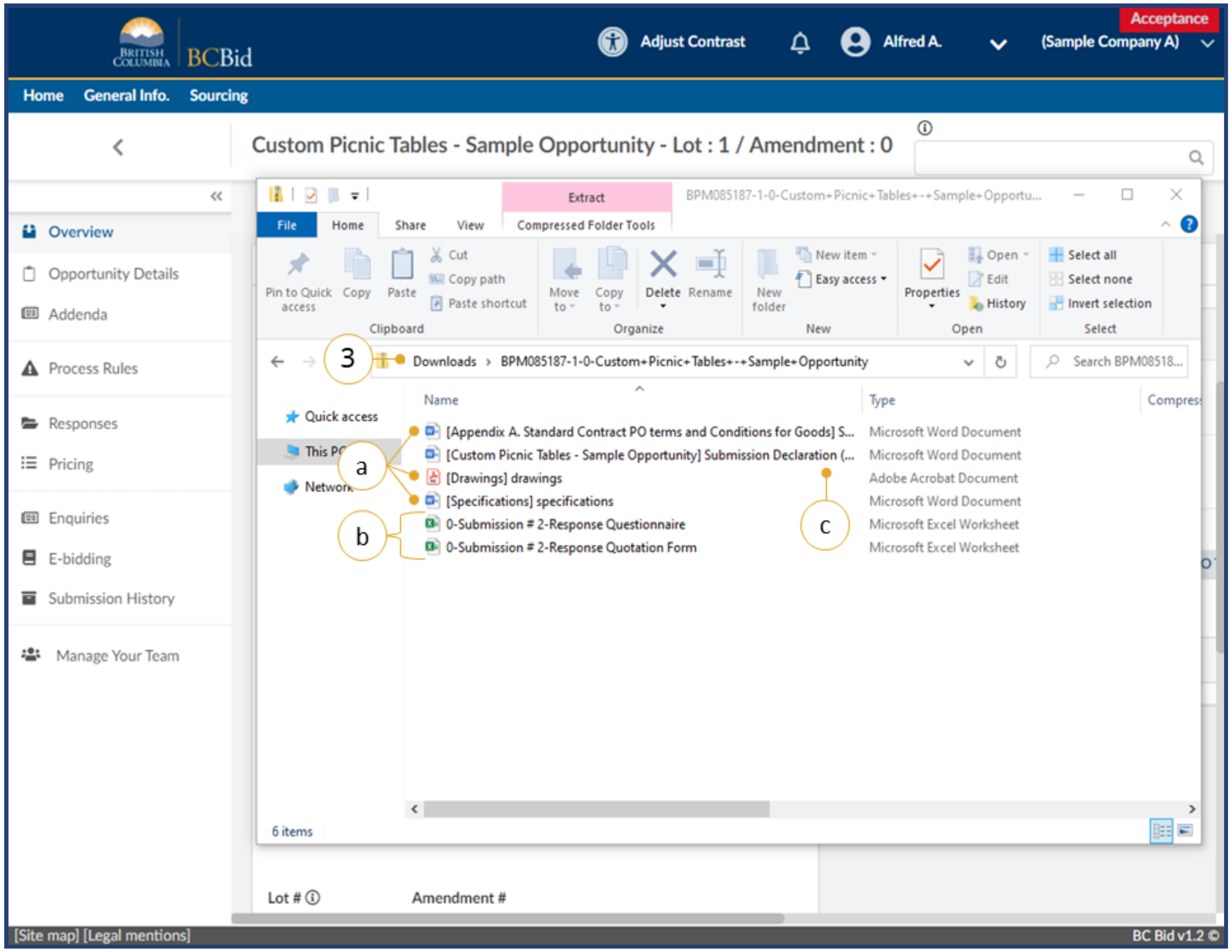
5. In the **Submission information** box, the **Submission Status** will update to Received (from In progress).

Offline Submission – Drafting Submission in BC Bid

One way to draft an Offline submission is to draft it directly in BC Bid (some opportunity types only – ITQ, Timber Auction and ITT). Offline submissions methods are specified in the opportunity and may include hardcopy or Email

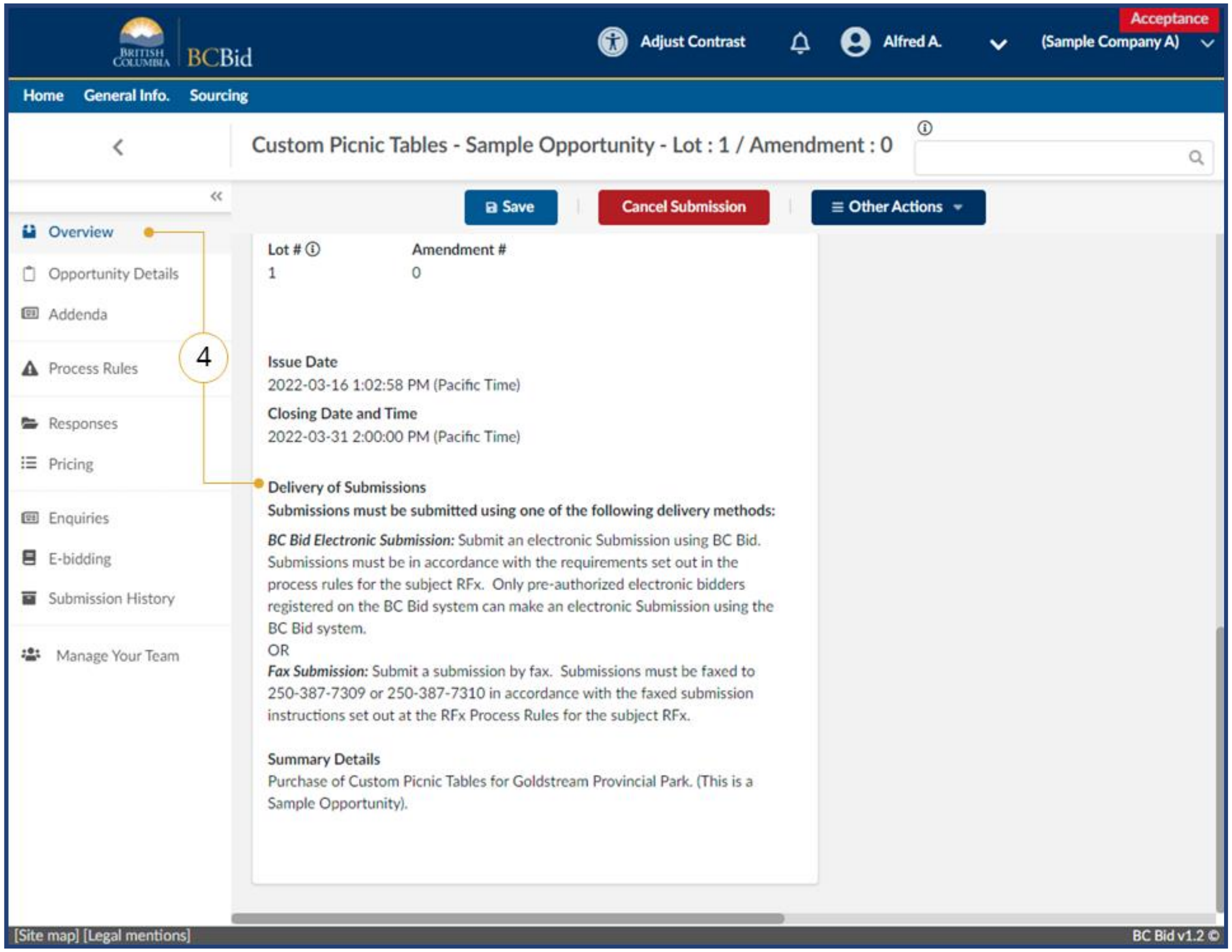


1. Draft the response in BC Bid as described above.
2. Click the **Other Actions** button, then click **Download Documents**.



3. Check the computer's **Downloads** folder for the zipped file. The zipped file contains:
   a. All documents related to the RFx (listed on the Overview screen).
   b. Copies of the Responses and Pricing forms (if applicable for the opportunity).
   c. Any additional documents that may be required for submission.

   Note: Check the Addenda tab for any additional documents that may have been added.

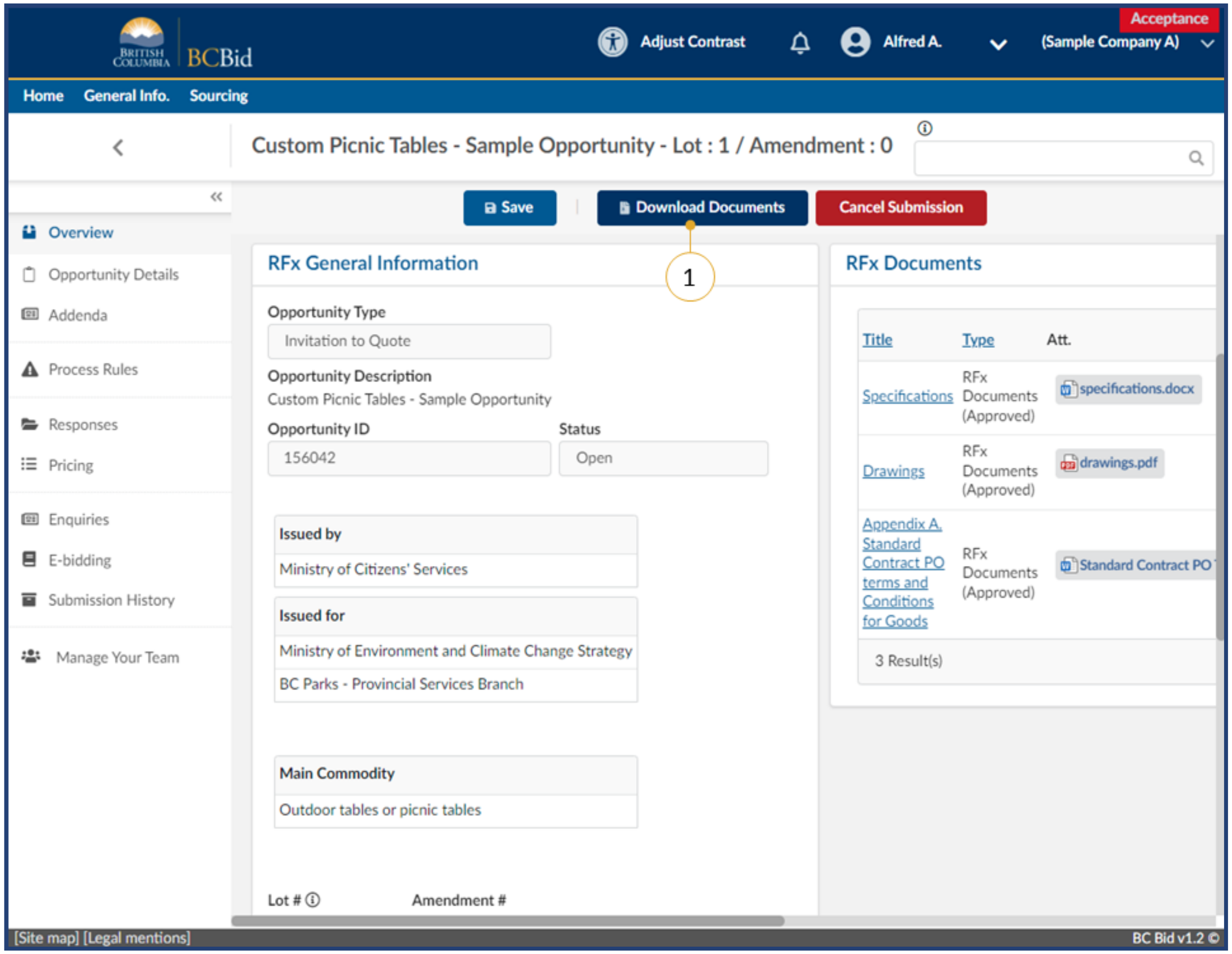


4. Submit all necessary documents according to the submission instructions of the opportunity using one of the methods indicated in the opportunity on the **Overview** tab.
5. The submission status will remain in with a status of in progress until the buyer enters the submission. Depending on the opportunity type, the buyer may need to wait until after the opportunity closes to enter the offline submissions.

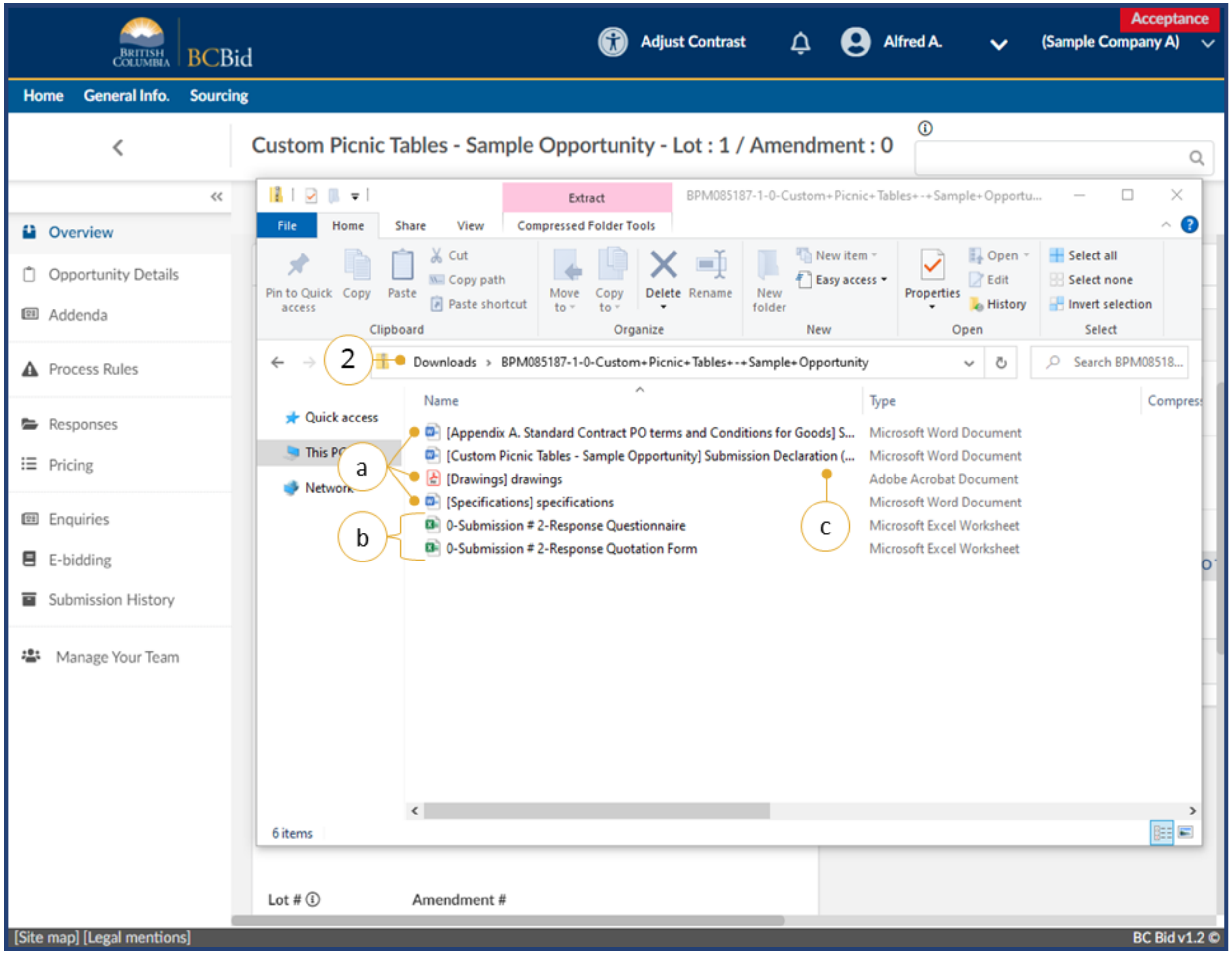
When submitting using an offline submission method, ensure that the Opportunity ID is clearly referenced with the submission.

Offline Submission – Drafting Submission outside BC Bid using Excel Templates

Another way to draft a document for offline submission is to download the documents and complete them outside of BC Bid. Offline submissions methods are specified in the opportunity and may include hardcopy, or email.



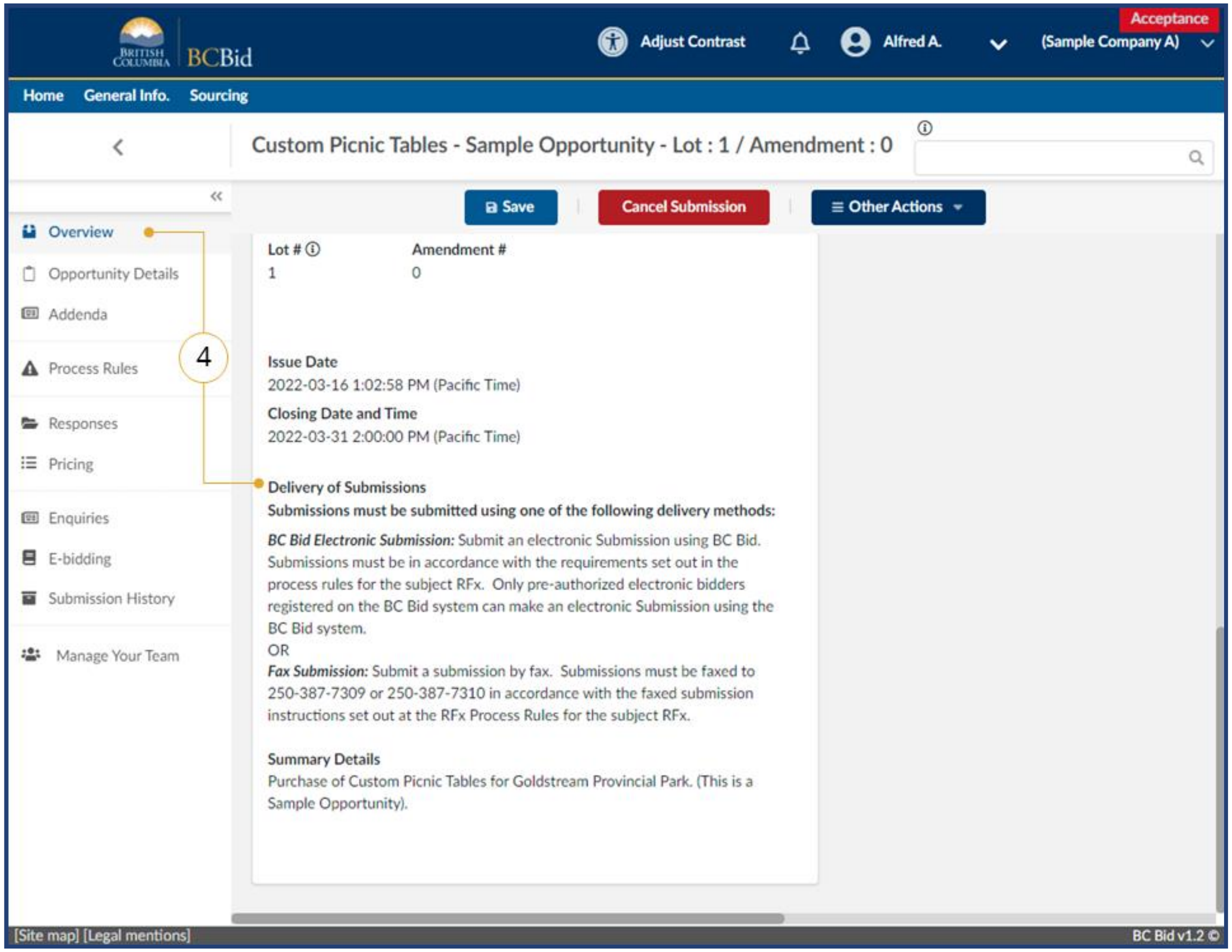
1. Click **Download Documents** button to download all the RFx Documents.



2. Check the computer's **Downloads** folder for the zipped file. The zipped file contains:
    a. All documents related to the RFx (listed on the Overview screen).
    b. Copies of the Responses and Pricing forms (if applicable for the specific RFx).
    c. Any additional documents that may be required for submission.

    Note: Check the Addenda tab for any additional documents that may have been added.

3. Complete the downloaded Response and Pricing forms (if applicable for the specific RFx) and any other documents required for the opportunity outside BC Bid.



4. Submit all necessary documents according to the submission instructions of the opportunity.

   Note: When submitting using an offline submission method, ensure that the Opportunity ID is clearly referenced with the submission.

Step 4: Amendments & Addenda

Overview

If an opportunity is amended, any bids previously submitted will be rejected. Interested suppliers will need to submit a new response to the amended version of the opportunity. Amendments represent a large/substantial change to the opportunity. Minor updates, clarifications and answers to questions will be processed as an Addendum via the Addenda tab and will not required bids to be resubmitted. For more information, see the Questions for Buyer section.

Suppliers are responsible for monitoring BC Bid for both amendments and addenda. If a supplier user has clicked the **Start Submission** button, that user will receive notification that an amendment has been issued.

Opportunities that have been amended can be identified by:

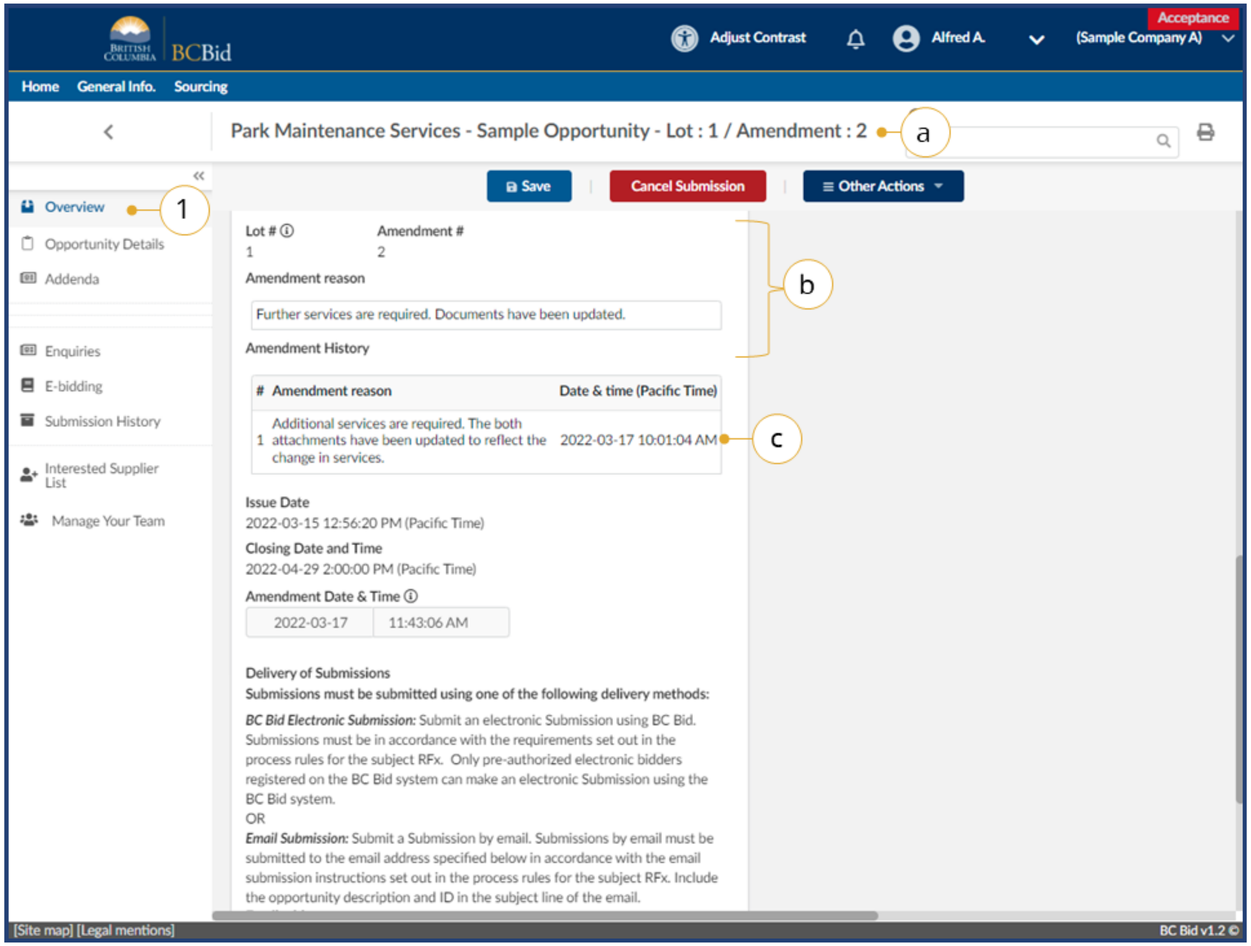
- In Manage Submissions, the submission will revert back to the **Start** submission status (from **In Progress** or **Submitted**)
- Receive an email indicating that there was an update to the opportunity

Note: Addenda are not used for the Invitation to Tender.

Note: Anytime an opportunity is amended, or a new lot is created, the Supplier must re-add their team members to the opportunity. A new button has been created under the 'Manage Your Team' section of the opportunity called 'Add Supplier Team'. You can click this to quickly re-add your team members once the amendment/new lot has been created.

Amendment

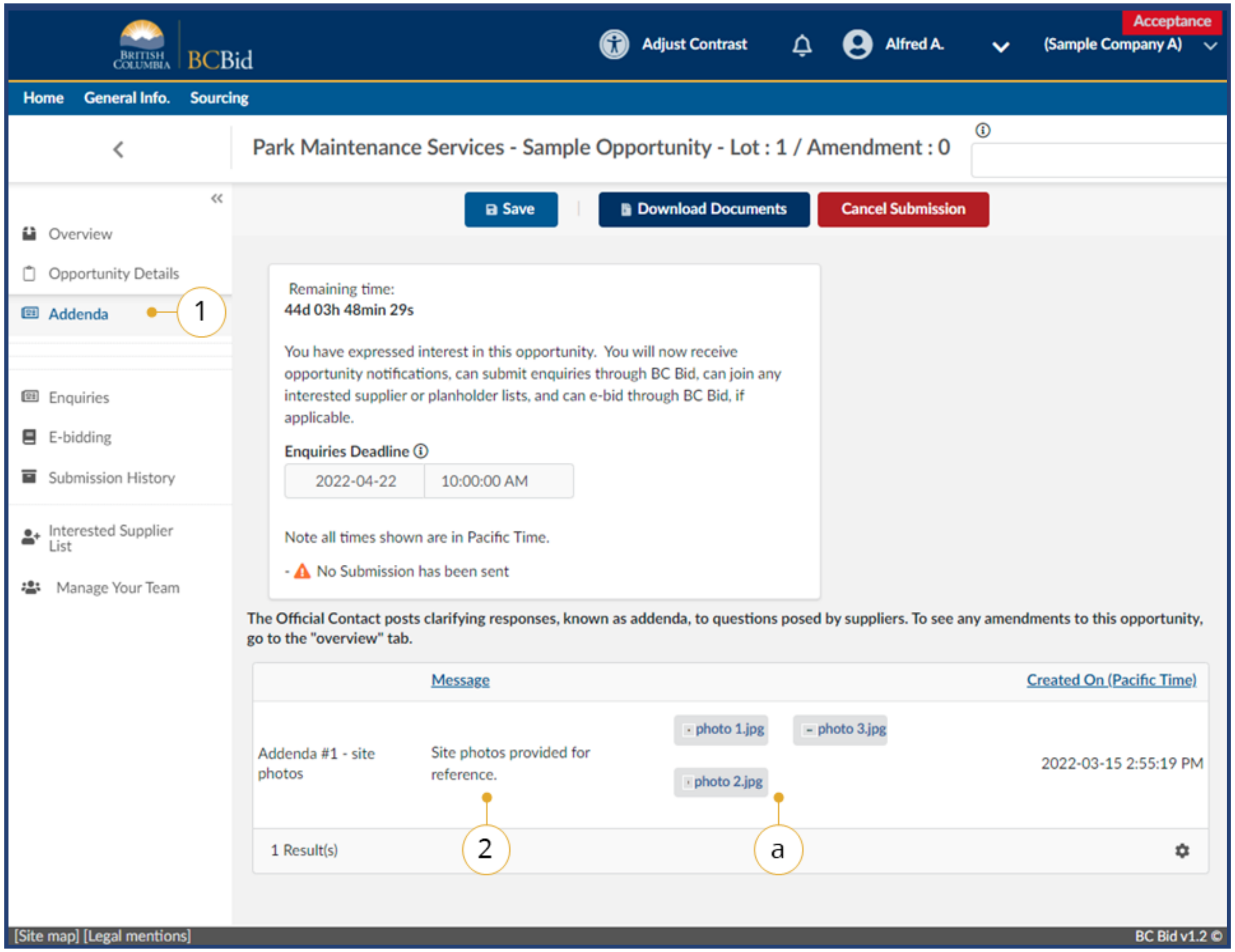
Look for Changes



1. In the left-hand menu, click **Overview**.
   a. The Title of the opportunity will indicate what Lot/Amendment version is issued.
   b. In the **Amendment Reason** section, review the reason for the current amendment.
   c. If present, in the **Amendment History** section, review any previous amendment details.
2. Proceed in drafting a response to the amended opportunity. This new draft response has blank information in the Responses and Pricing Sections (if they are used). To copy a previous response, see the [Step 5: Creating Alternate or Replacement Submissions](#) section.

Addenda

Look for Changes



1. In the left-hand menu, click **Addenda.**
2. Review the content of any **Addenda** issued.
   a. Additional documents may be included.
3. If changes are required, update the submission if in **In Progress** status. Alternatively, [create an alternate or replacement submission]() if the opportunity was previously submitted.

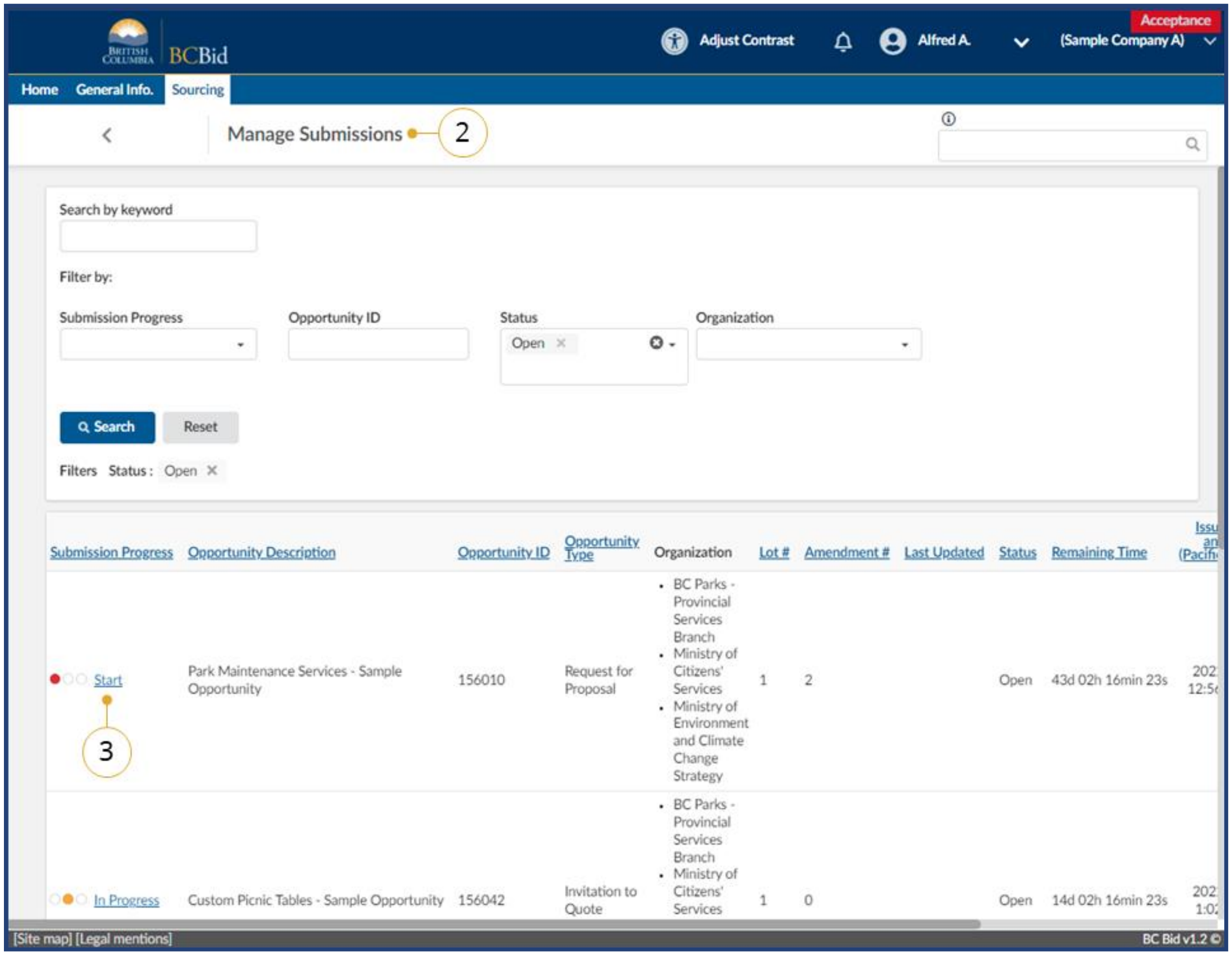
Note: Addenda are not used for the Invitation to Tender.

Note: Supplier teams must be re-added when creating an amendment or new lot. Once the amendment/new lot is created, please go to the 'Manage Your Team' tab and click the new button titled 'Add Supplier Team' to re-add your team members.

Step 5: Creating Alternate or Replacement Submissions

Finding Previous Submissions

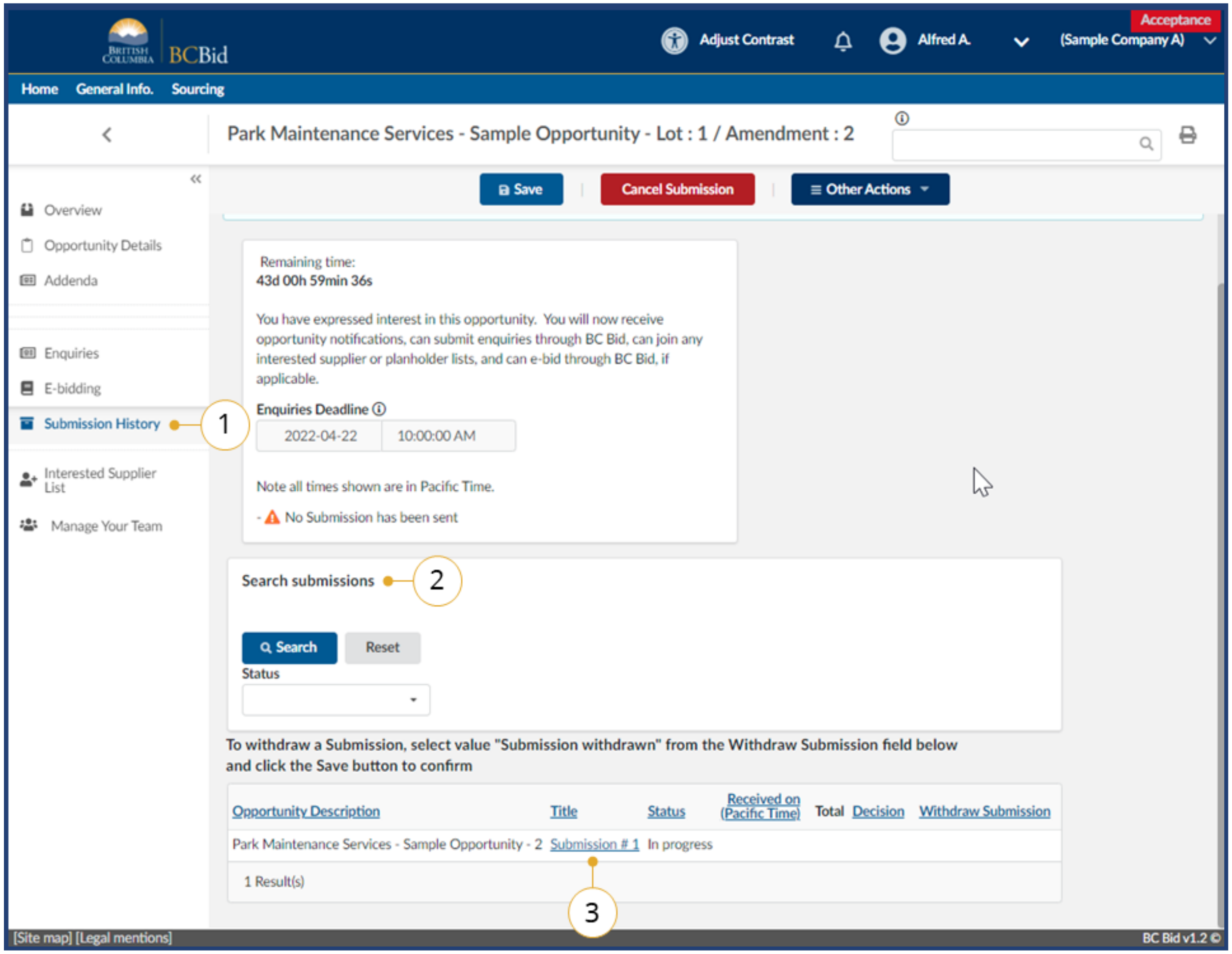
Manage Submissions



1. On the main menu, select **Sourcing** then click **Manage Submissions**, or select **Submissions in Progress** on the Supplier Dashboard.
2. On the **Manage Submissions** page, search and filter for the desidred opportunity.
3. Click the **Submission Progress** to view the opportunity.

For a list of Submission Progress status see [Appendix 6](#).

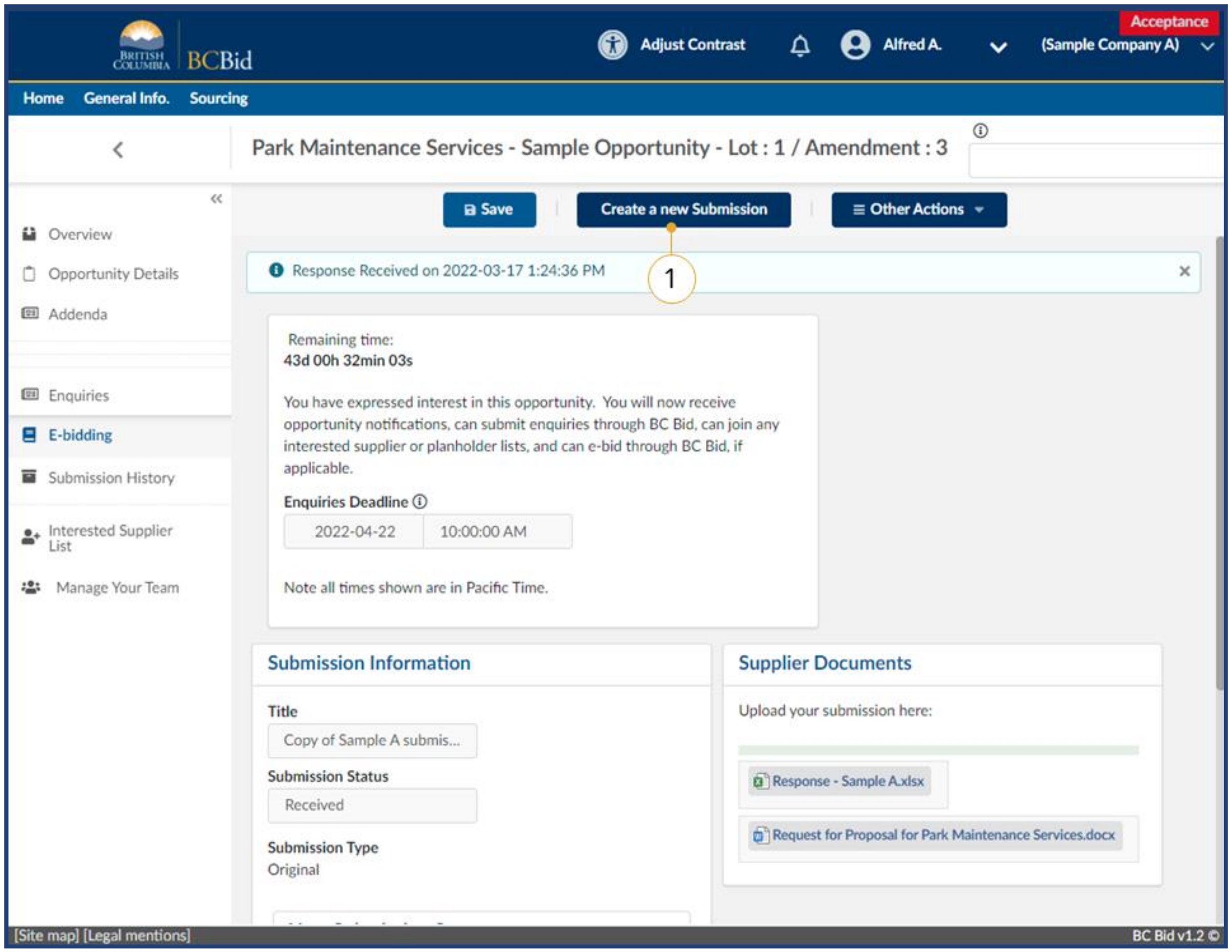
Submission History



1. When viewing the opportunity, in the left-hand menu, select Submission History.
2. Using the Search Submissions field, use the filter to locate a submission.
3. Click on the Title to view the details of that submission.

Create a New Submission

Creating a new submission will create a new (blank) proposal. To see the **Create a new Submission** button, the original submission must have been submitted via e-Bidding. The create a new submission button will not be visible if the submission was submitted via an offline method, use Copy a Submission to submit alternate and replacement submissions.

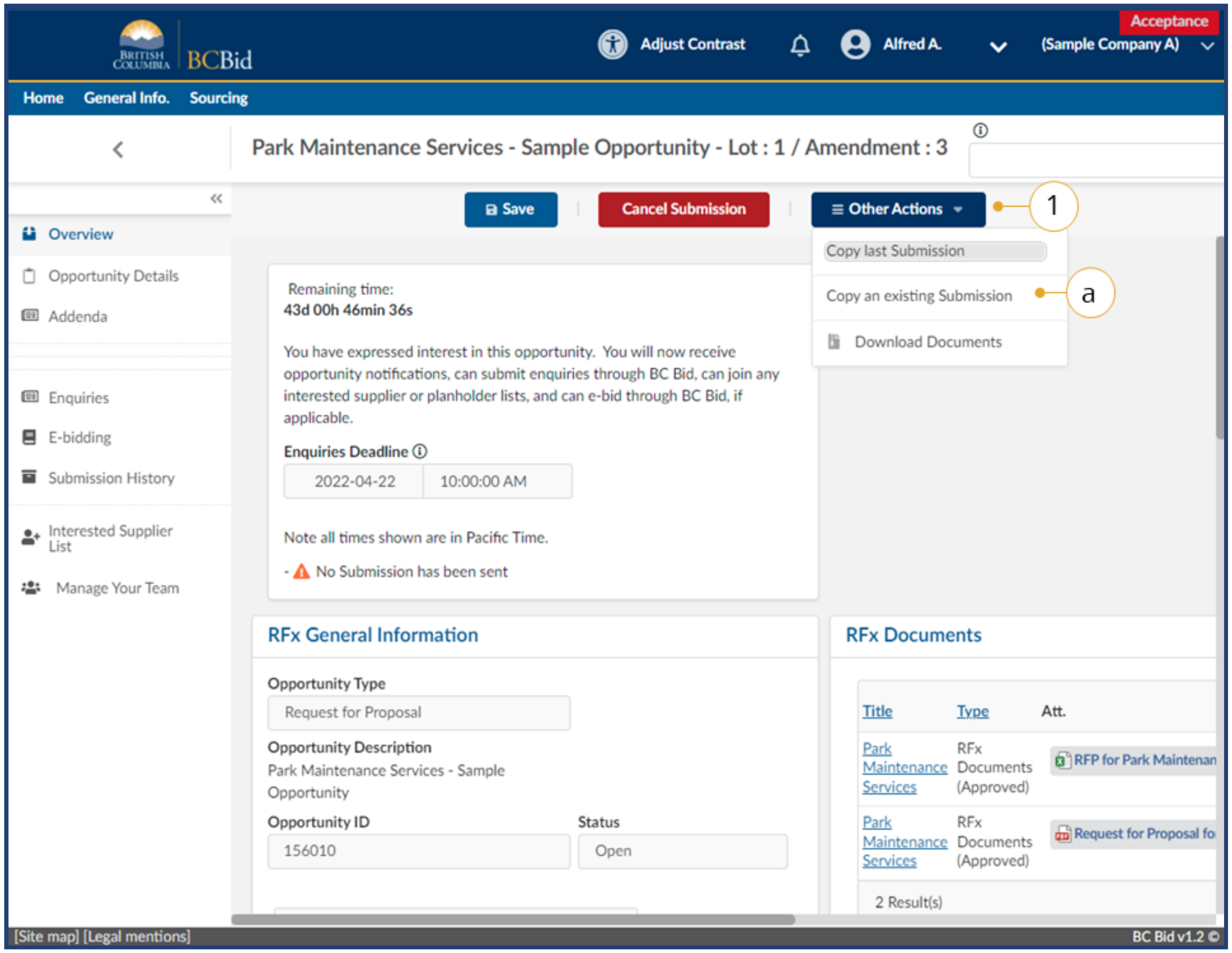


1. While viewing the opportunity, click **Create a new Submission**.

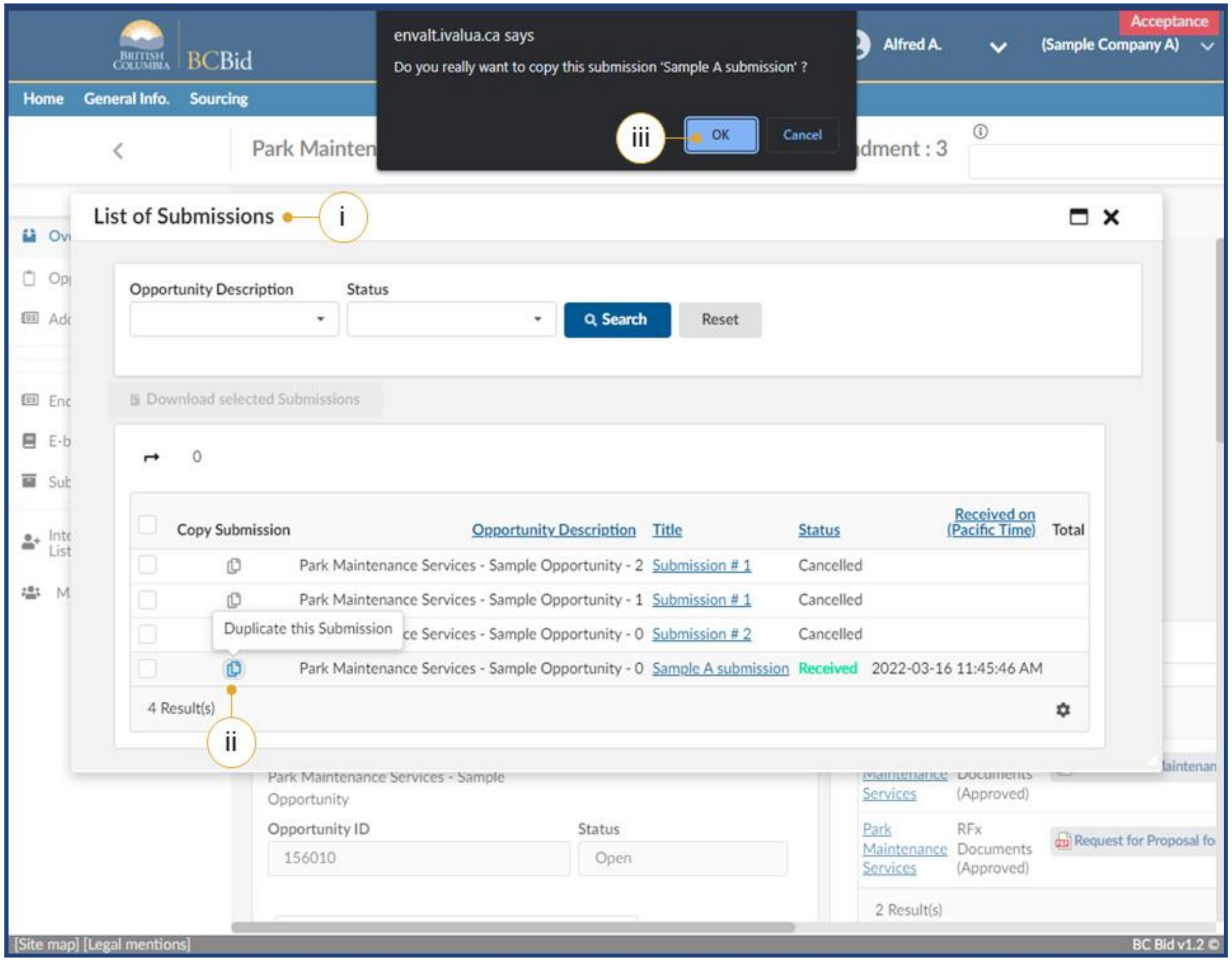
2. e-Bidding tab, in the Submission information section:
   a. Create a **Title** for this submission.
   b. Identify if this is an **Alternate Submission** or a **Replacement Submission**.
   c. If **Replacement Submission** is selected, indicate which **previous submission** this is replacing.
3. Proceed in drafting the proposal. See Start Submission or Start Submission (ITQ, Timber Auction, or ITT) for more information.

Copy a Submission

Copying a submission will create a copy of a previous proposal for editing and submission (in addition to a previous submission or replacing a previous submission).



1. While viewing the opportunity, click the **Other Actions** drop-down list.
   a. Click **Copy an existing submission.**

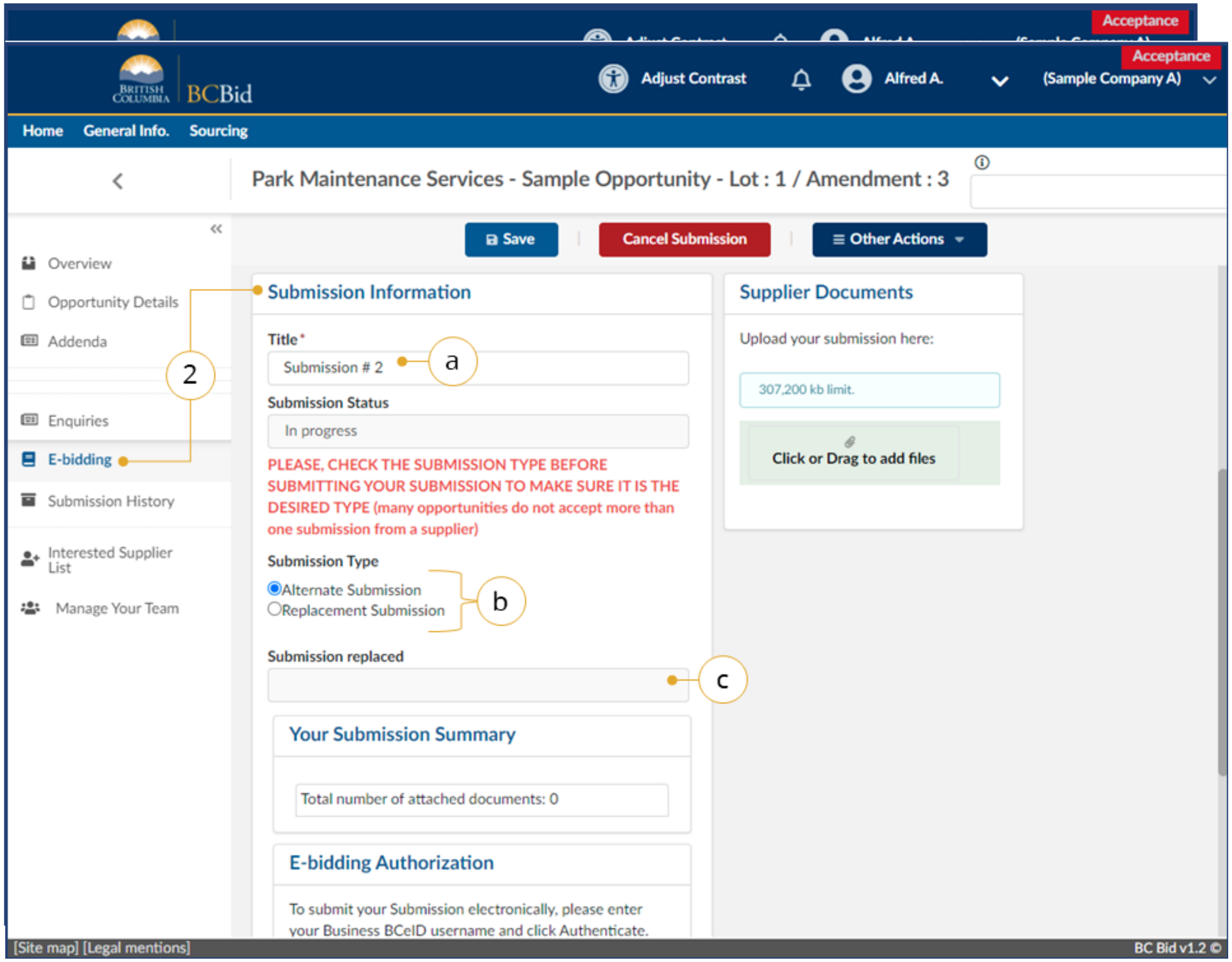


i. In the dialog window, the list of previous proposals will be listed.

Note: The Opportunity Description and Status fields may need to be updated. They default to the current opportunty amendment and received status.

ii. Click on the **Copy Submission** icon beside the proposal to be copied.

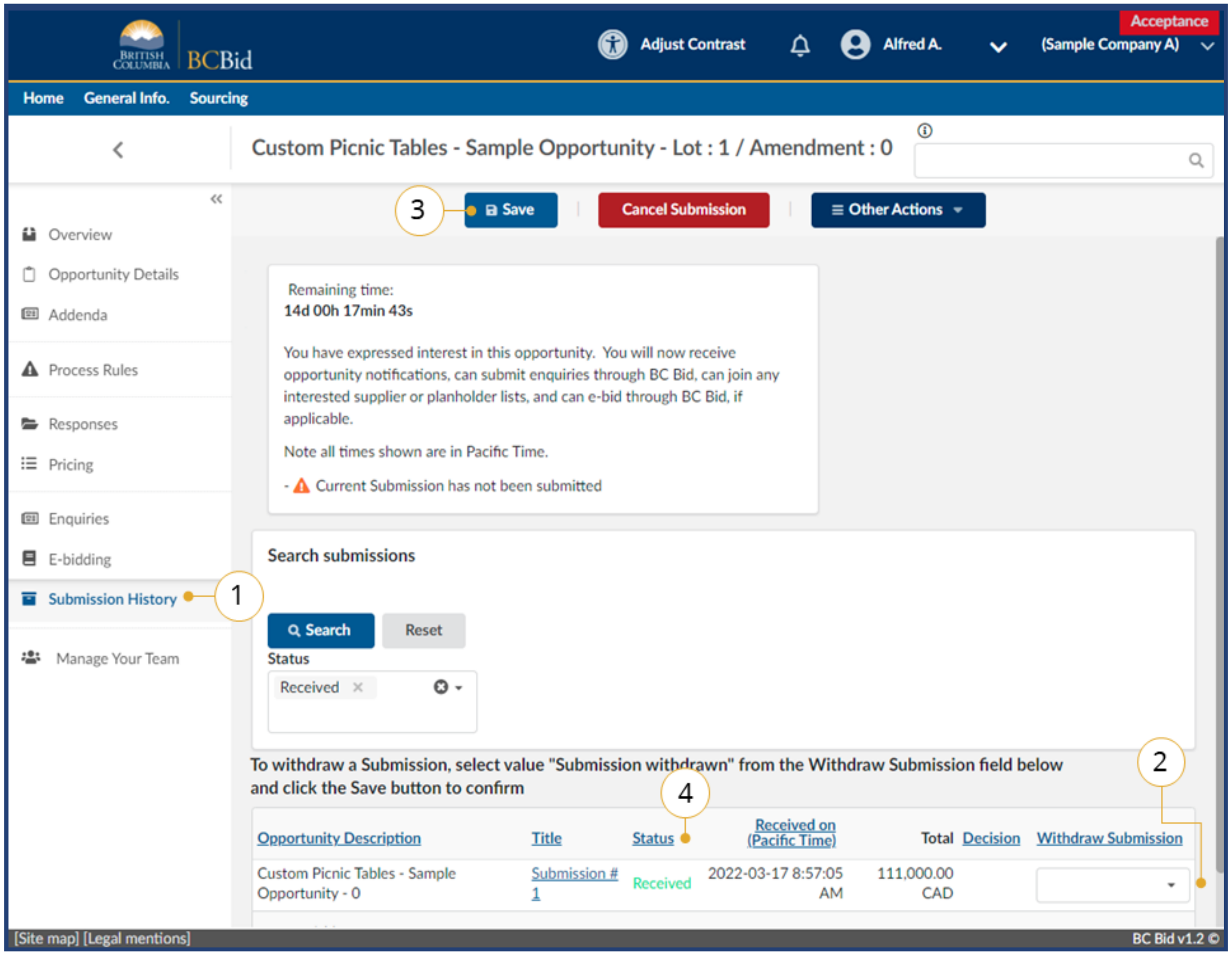
iii. Click **OK** to confirm the proposal to be copied.



Click **Copy last subm**

2. On the e-Bidding tab, update the Submission Information.
   a. Create a **Title** for this submission.
   b. Identify if this is an **Alternate Submission** or a **Replacement Submission**.
   c. If **Replacement Submission** is selected, indicate which **previous submission** this is replacing.
   d. Click **Save**.
3. Proceed in drafting the proposal as needed. See Start Submission or Start Submission (ITQ, Timber Auction, or ITT) for more information.

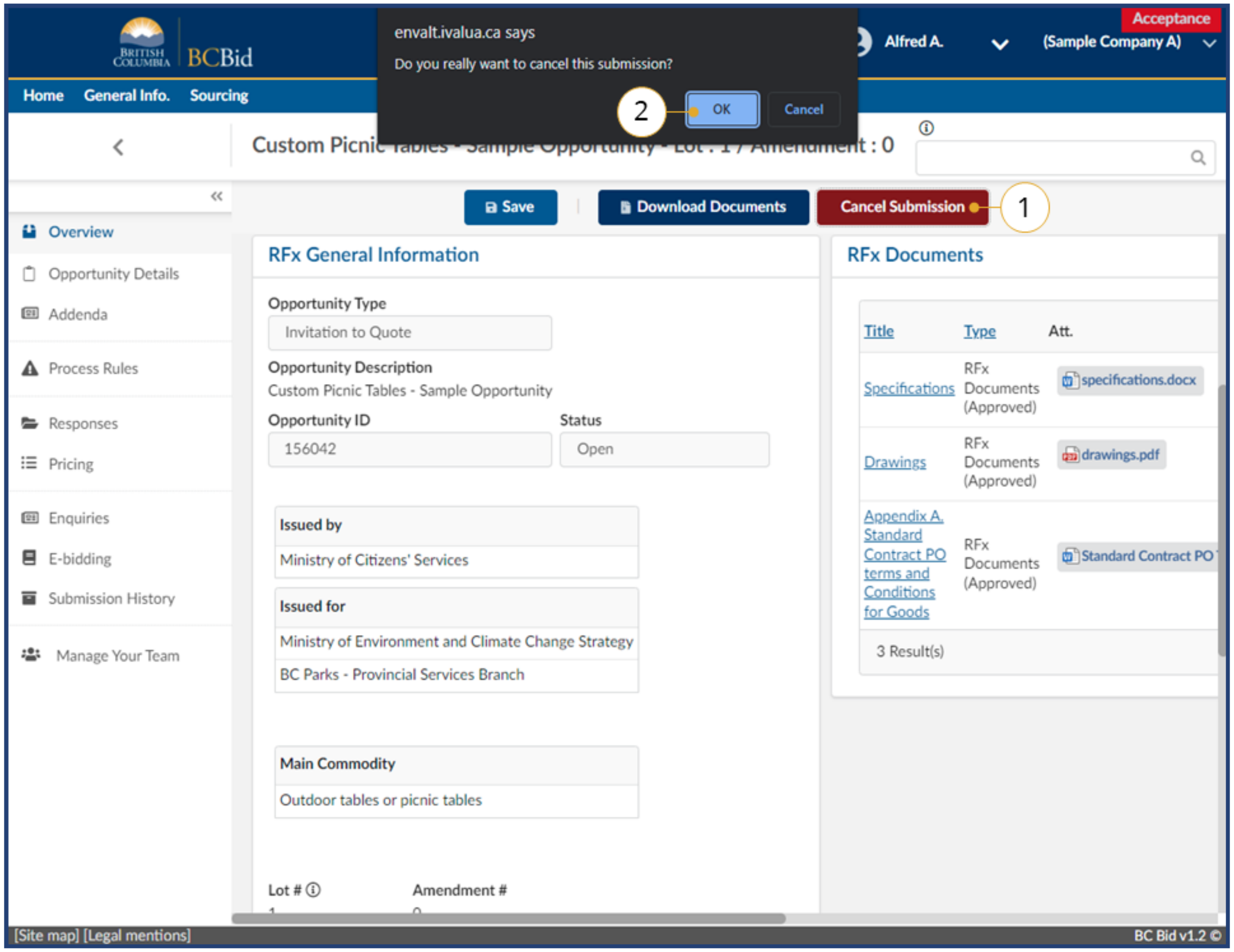
Withdrawing an e-Bid Submission



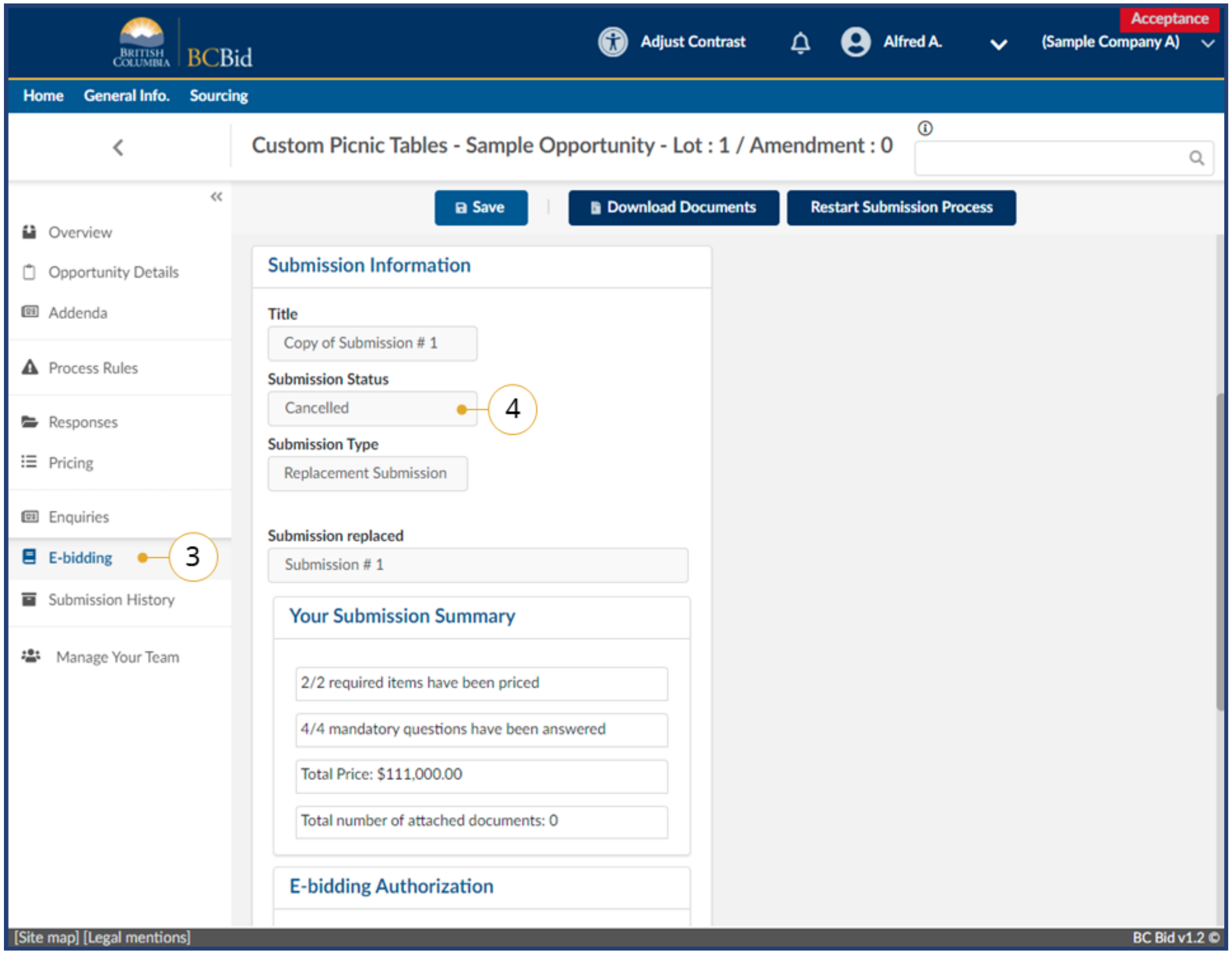
1. When viewing the opportunity, on the left-hand menu, click **Submission History**.
2. In the **Withdraw Submission** column, use the drop-down list to select **Submission Withdrawn**.
3. Click **Save**.
4. Confirm that the **Status** has changed from **Received** to **Cancelled**.

   Note: to withdraw a submission sent via an offline submission method, contact the Official Contact of the opportunity through the Enquiries tab.

Cancelling an In-Progress Submission



1. While viewing the opportunity, click **Cancel Submission**.
2. In dialog box, click **OK** to confirm cancellation of the submission.



3. Click on the **e-Bidding** tab.
4. Confirm that the **Submission Status** is **Cancelled** (previosuly In Progress).

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 on the BC Bid Public Portal: www.bcbid.gov.bc.ca.

Explore BC Bid web guides on BC Procurement Resources.

Appendix 2: Training Video Links

Video Name	URL (Link)
Supplier Registration	https://youtu.be/stKZj50AbBY
Exploring the Supplier Dashboard	https://youtu.be/_iiHKTHK2Sc
How to Manage Supplier Profile	https://youtu.be/mHQ1Q_TxdmY
How to Manage Subscriptions	https://youtu.be/m0V847DJ1D8
How to Manage Additional Contacts	https://youtu.be/SWxUOuSn3M4
How to Manage Additional Sites	https://youtu.be/KR5yIngS3cw
Responding to an Opportunity	https://youtu.be/kHNOob0Xtvk
Providing a Submission (Response Form)	https://youtu.be/AiD3mF5cAic
Providing a Submission (Pricing)	https://youtu.be/bkMO1AeH_o0

Appendix 3: Supplier Admin Responsibilities

In order to create and manage a supplier account within **BC Bid**, the **Supplier Admin** is responsible for completing the following activities:

Application	Responsibilities/Privileges
BCeID	• Obtaining and activating the Business BceID account • Managing the business BCeID account • Creating Business BCeID accounts for additional users
BC Bid	• Self registration and onboarding of the supplier account • Onboarding and activating additional users • Paying for e-Bidding and notifications on behalf of additional users (they can also pay for themselves) • Revoking and enabling e-Bidding privileges • Deactivating additional users • Relinquishing the supplier admin role • Creating and Managing Supplier Sites • Submitting Change Requests • Updating contact information (changes from BCeID don't update to BC Bid)

Appendix 4: Additional User Responsibilities

In order to be assigned to a supplier account, an additional supplier user is responsible for the following activities:

Application	Responsibilities/Privileges
BCeID	• Contacting the Business Profile Manager to set up and activate a Business BCeID
BC Bid	• Self registration of additional user account

Appendix 5: Supplier Role Matrix

	Supplier Admin	**Additional supplier user**	**BC Bid Help Desk**
New Supplier Account registration – Business BCeID	Yes	No	No
New Supplier Site creation and registration	Yes	No	No
Validation and approval of new Supplier Account	No	No	Yes
Validation and approval of new Supplier Site	No	No	Yes
Additional supplier user activation	Yes	No	Yes
Revoking e-Bidding privileges	Yes	No	Yes
Relinquishing Supplier Admin role to another user	Yes	No	Yes
Paying for Subscriptions on behalf of another user	Yes	No	No
Submitting a Change Request	Yes	No	Yes
Approving a Change Request	No	No	Yes

Appendix 6: Submission Progress and Submission Status

There are two areas where Suppliers can see the status of their submission. Each location has a different status list displayed.

Submission Progress: The Submission Progress is displayed in the Manage Submissions search. The status displayed are: Start, In Progress, and Submitted.

Submission Status: The Submission Status is displayed on the Submission History tab when viewing the opportunity. The status displayed are: In Progress, Received, Cancelled, Replaced, Non-admissible.

Submission Progress / Submission Status	**Description**
Cancelled	A Received Submission has been withdrawn. Withdrawn submissions are only visible when looking at the opportunity's Submission History. If Start Submission was selected and a Submission was Withdrawn, there will always be an In Progress submission and you will still see the Cancel Submission button. You can select Cancel Submission to cancel an In Progress Submission, but Submissions with that status have not been received by the issuing organization and nor are they accessible. It does not change to Start, unlike when the issuing organization posts an amendment because you are within the same version of the opportunity.
In Progress	The Start Submission button has been selected. If the Start Submission button has been selected, there will always be an In Progress submission (including if a submission was withdrawn), unless the issuing organization has issued an amendment. If an amendment has been issued it will show Start. If Start Submission has been selected in BC Bid, but the Submission was prepared outside BC Bid and submitted via email or another method, then submission progress will remain In Progress within BC Bid.
Non-admissible	The Submission that had been received by the issuing organization was deemed to have failed a mandatory requirement and as such cannot progress to the evaluation stage

Received	An issuing organization has received your Submission. This is different to the Submitted status as it is when the Submission was actually received within BC Bid.
Replaced	A Submission that was received by the issuing organization that has been replaced by an updated Submission.
Start	The Start Submission button had been selected, but the opportunity was amended.
Submitted	A Submission was submitted to the issuing organization. This is different to the Received status as it indicates the Submission was submitted.

BCBid