

The purpose of this BC Bid application Broader Public Sector (BPS) Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [BPS Buyer Guide](#).

To...	Follow these steps...	Links & Tips
Create Sourcing Project	<ol style="list-style-type: none"> Click Create Sourcing Project to enter project information. <ul style="list-style-type: none"> Issued for is the contracting Organization/Branch. Click Set up Team. <ul style="list-style-type: none"> The person who creates the project has by default the Official Contact and Responsible roles. Add any additional users (with the required role). Click Set up Documents. <ul style="list-style-type: none"> Any uploaded documents will initially be in draft status and must be changed to Approved status before being added to the opportunity, to make them visible to Suppliers. <i>Optional:</i> Click Add Suppliers. <ul style="list-style-type: none"> Add Suppliers to invite them to the opportunity. 	Create a Sourcing Project Set up Team Set up Documents Add Suppliers
Prepare RFx	<ol style="list-style-type: none"> On the Setup tab, select the Opportunity Type. Select Issue and Closing Dates. On the Additional RFx Info tab, click Submission delivery method(s) and enter the delivery location details. On the Documents tab, upload documents (either new or from Set up Documents menu). On the Suppliers tab, review the Supplier(s) invited to the opportunity. 	Additional RFx Info tab How to Add Documents to RFx
Issue RFx	<ol style="list-style-type: none"> Click View as Supplier for a final review of the opportunity. Click Ready to Issue. Click Issue Opportunity. Edit the template email and remove all blue text from the Subject and Body. Click Send and close. Click OK twice. Your opportunity is open. 	
Change the Closing Date	<ol style="list-style-type: none"> <i>Optional:</i> In the Prepare RFx Setup tab, change the Closing Date. Issue an Addendum in the Discussion Forum to document the change. 	
Issue Addendum	<ol style="list-style-type: none"> In the Discussion Forum, click Compose. Send the message to the Public Portal and/or All invited Suppliers. In the Subject field enter the Addendum # and Opportunity ID. In the body of the message, enter the content of the Addendum. <i>Optional:</i> Add an attachment. 	<p>Addenda answer questions or provide additional information</p> Issuing an Addendum
Issue an Amendment	<ol style="list-style-type: none"> On any Prepare RFx menu screen of an open opportunity, click the Other Actions drop-down list, then click Create new Amendment. Click the information to be copied to the new version. On the Prepare RFx menu Setup tab screen, enter the Amendment Reason. Make any required changes and issue the amended opportunity. 	<p>Amendments will require Suppliers to resubmit their Submissions</p> Issuing an Amendment

<p>Manage Submissions</p>	<p>Once the opportunity closes:</p> <ol style="list-style-type: none"> 1. Upload Submissions not submitted through the BC Bid application. 2. If applicable, click the padlock icon in the Setup tab to unseal and access Submissions. 3. Click View RFX Activity. Download Submissions for each Supplier. 	<p>All Submissions not submitted through the BC Bid application must be entered before unsealing</p> <p> Unsealing and Downloading Submissions</p> <p> Upload Submissions</p>
<p>Award an Opportunity</p>	<ol style="list-style-type: none"> 1. Click the Analyze & Award menu. 2. If there are non-compliant Submissions, click the Do not Award icon and enter a Non-admissible reason. 3. Click the Trophy icon for the Supplier who will be awarded the opportunity. 4. To shortlist a Supplier, click the Ribbon icon. 	<p> Awarding a Contract/Shortlisting</p>
<p>Notify & Share</p>	<ol style="list-style-type: none"> 1. Send Successful & Unsuccessful notifications. Edit the email templates as required. This is optional if multiple contracts are resulting from a single opportunity. 2. Notify shortlisted Suppliers through Discussion Forum or official email. 3. Create Contract Award Summary once you have a signed contract. <ul style="list-style-type: none"> • For opportunities resulting in multiple contracts, use the Contract Award Notice webform from the Sourcing drop-down menu. 	<p> Sending Award Results Notifications</p> <p> Sending List Results Notifications</p> <p> Create Contract Award Summary</p>
<p>Create a New Lot</p>	<ol style="list-style-type: none"> 1. On any Prepare RFX menu screen of a closed opportunity, click Create new Lot. 2. Select the appropriate Opportunity Type for the downstream opportunity. 3. Complete the necessary menus and tabs then issue the opportunity. 	<p>Opportunities that have multiple stages are managed using Lots.</p> <p> Create a New Lot</p>
<p>Update RFX and Project Status</p>	<p>Once a project is complete:</p> <ol style="list-style-type: none"> 1. In Prepare RFX menu Setup tab, update the opportunity status as applicable. 2. For Sourcing Projects, in the Set up Project menu, update the status as needed. 	<p>Suppliers will need to know the final status of an RFX</p> <p> Complete an opportunity</p> <p> Closeout a Sourcing Project</p>

BC Bid Help Desk Information

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

BCeID Bid Help Desk Information

Help desk hours: 7:30 am to 4:00 pm
Monday to Friday

Submit a help request: [Online Form](#)

Contact the help desk by phone:

Direct: 1-250-387-7301

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