The purpose of this BC Bid Application Single Use RFQ Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the [Ministry Buyer Guide.](#)

Single-use RFQs (SURFQ) establish a shortlist of qualified suppliers that are eligible to respond to a specific procurement that may follow.

To…	Follow these steps…	Tips and Links…
	To set up a single list	

Create Sourcing Project	1. **Set up Project:**
	  • Select Sourcing Project Type: **Strategic (Multistage)**
	  • If posting on behalf of another organization **Issued for** is the Ministry/branch requesting the procurement.
	  • Main Commodity/Other Commodities: search for and select Commodity.
	  • Click Save.
	2. Click **Set up Team**.
	  • The person who creates the Project has by default the Official Contact and Responsible roles.
	  • Add any additional users based on their assigned roles.
	3. Click **Set up Documents** to upload documents related to the opportunity.
	  • The documents are in draft status and will need to be changed to **Approved** status before being added to the opportunity in Prepare RFx.
		[How to create a Sourcing Project](#)
		
		[Set up Team](#)
		
		[Set up Documents](#)

Prepare RFx	1. In the **Setup** tab Select Opportunity Type: **Single Use Request for Qualification**. Fill in the Summary Details and assign **Issue** and **Closing** dates. 2. Click **Validate & Save**. 3. In **Setup** tab again enter the **Estimated Amount** and **Category**. 4. In the **Additional RFx Info** tab, select submission delivery method(s), delivery location and Region. 5. In the **Documents** tab, upload documents (either new or from Set up Documents) and ensure all documents for supplier view are uploaded and marked as **Approved**. 6. In the **Suppliers** tab, ensure that Public Portal is selected as the default. 7. In the **Approvals** tab, fill out the relevant details. 8. Click **Validate & Save**.	[Additional RFx Info](#) [How to add documents to an Opportunity](#) [Approvals](#)
Issue RFx	1. Click **View as Supplier** to review the RFx. 2. Click **Ready to Issue** and Legal Approved if Yes was selected in Approvals tab, remedy any missing information. 3. Click **EA Approved.** 4. Click **All approvals complete**. 5. Click **Issue Opportunity**. 6. Click **Send and close**. 7. Click **OK** twice (Step 1 and Step 2). Your SURFQ is Open.	[Issue an Opportunity](#)

If need to change the Closing Date	1. In the **Prepare RFx Setup** tab, change the **Closing Date**. 2. Issue an **Addendum** in the **Discussion Forum** to document the change.	
Issue Addendum	1. In the **Discussion Forum**, select **Compose Message**. 2. Send the message to **All invited suppliers.** 3. In the **Subject field** enter the Opportunity ID, Description and Addendum number. 4. In the body of the message, enter the content of the addendum. 5. *Optional*. Add an attachment.	📹 Issuing an Addendum Addenda provide answers to questions or additional information 📹 How to use Discussion Forum
Issue an Amendment	1. In any **Prepare RFx** screen of the Open SURFQ, select the **Other Actions** drop-down list, then select **Create new Amendment** 2. Select the information to be copied to the new version. 3. In the **Prepare RFx Setup** screen, enter the **Amendment Reason** and select **Issue** and **Closing** dates. 4. Make any required changes and issue the opportunity.	📹 Issuing an Amendment Amendments will require suppliers to submit new challenges
Review Submissions	Once the Opportunity closes: 1. Add offline submissions if any. 2. **Unseal submissions** on the Setup tab. 3. Select **View RFx Activity** and review submissions for each supplier (download and distribute documents for evaluation).	📹 Uploading Submissions All offline submissions must be entered before unsealing 📹 Unsealing and downloading Submissions
Award an Opportunity	1. Click the **Analyze & Award** tab. 2. Click the **Shortlisted icon** for suppliers who will be added to the Single Use List and the **Do not award** icon for suppliers who are not added. 3. Notify results to all Respondents using the **Discussion Forum** in the left-hand menu or via government **email.**	📹 Awarding a Contract
	To use a list from a Single List RFQ	
Create a new Lot	1. In any **Prepare RFx** screen of the completed SURFQ, select **Create new Lot**. 2. Select **Copy from selected RFx** in the Copy Options.	📹 How to Transfer a Qualified Suppliers List from a SURFQ
Prepare RFx	1. In the **Setup** tab select the Opportunity Type planned where the list will be used. 2. Complete the fields. 3. Click **Validate & Save**. 4. Enter **Estimated Amount**, **Category**, and select the **Add shortlisted supplier** checkbox. 5. Follow all steps from **Prepare RFx to Review Submissions**.	
Award an Opportunity	1. Click the **Analyze & Award** tab. 2. Click the **Award icon** for the awarded supplier. • If there are non-compliant bids, select the **Do not Award** icon and enter a **Non-admissible reason**.	📹 Awarding a Contract
Notify & Share	1. Send **Successful** & **Unsuccessful notifications**. Edit the email templates as required. 2. Create **Contract Award Summary**.	📹 Sending Award Results Notification to Suppliers 📹 Creating a Contract Award Summary

Update RFx and Project Status	Once a project is complete: 1. In **Prepare RFx Setup** tab, update the status to Completed. 2. In the **Set up Project** tab, update the status to Closed.	🎥 Completing an Opportunity 🎥 Closeout a Sourcing Project Suppliers need to know the final status of a Project even if it isn't awarded

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

Training Help

Please see the BC Bid Resources website for a list of Ministry trainers and contact information.