

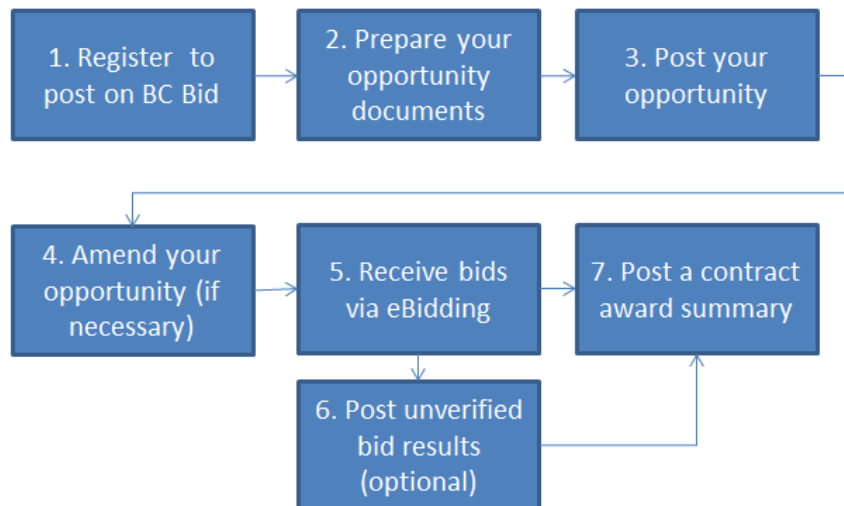
## **Ministry or Broader Public Sector User of BC Bid**

(link to online version of this document)

(or copy and paste - <https://www2.qa.gov.bc.ca/gov/topic.page?id=E8F611289367434CA4B72FE5589DAF94>)

BC Bid enables provincial public sector organizations (buyers) to publish opportunity notices and distribute tender documents on the Internet, and allows suppliers to review opportunities, download tender documents and electronically bid on selected opportunities. BC Bid presents over \$1.5 billion annually in procurement opportunities and is an integral part of government's fair and open procurement process.

These pages describe how public sector buyers can use BC Bid during the solicitation process. A high level overview of the solicitation process steps is shown below.



You can access answers to common questions on the [FAQ page](#).

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## 1. Register to Post on BC Bid

If you work for the B.C. Government or a publically funded broader public sector organization (eg city, town, regional district, health authority, school district or university) you are eligible to post on BC Bid.

If you would like to post an opportunity on BC Bid, the first step you take is to create a profile in BC Bid through a registration process (or logon to [Post an Opportunity](#) if you already have an account). It usually takes a few hours for the BC Bid Help Desk to complete the registration and respond by email.

1. Go to the BC Bid homepage at [www.bcbid.ca](http://www.bcbid.ca).
2. Click on **Public Sector User registration** in the upper right-hand area, under the “Start Your eService” heading.



3. Enter your registration details (name and contact information, organization, address) into the online form and click **Submit** at the bottom.

A screenshot of the 'Self Registration' form on the BC Bid website. The form is titled 'Self Registration' and includes a note: 'This registration process is for public sector employees only for posting opportunities to the BC Bid site.' Below this, there's a 'Back' button. The form is divided into 'Personal Information:' and 'BC Government employees only: IDIR username'. The 'Personal Information:' section includes fields for 'Ministry/Organization:', 'Branch/Department:', 'First Name:', 'Last Name:', 'Position/Title:', and 'Telephone:' (with sub-fields for Country Code, Area Code, Number, and Extension). The 'BC Government employees only: IDIR username' section includes a field for 'IDIR username'. At the bottom of the form, there's a 'Submit' button. A legend at the bottom left indicates that an asterisk (\*) indicates a required field.

The BC Bid Help Desk will be automatically notified that you have completed the registration form. The help desk will determine from information in the registration request whether you are eligible to post on BC Bid. If your organization is not eligible, or if more information is required before making that determination, the help desk will contact you.

Note: Some organizations will review account requests before approving; the BC Bid Help Desk will follow the process in place for your organization. The approval step can affect the turnaround time to complete your account.

The BC Bid Help Desk will contact you by email when your account is ready, usually within a few hours if the information is complete (and approved, if required). The email will confirm your logon details, explain how to access BC Bid and include a [guide](#) to help you post opportunities.

## 2. Prepare your Opportunity Documents – Decide whether eBidding will be allowed

Preparing the documents that will be used in your solicitation process is the result of **planning** undertaken by your organization. [Resources available](#) to help you prepare documents for your opportunity include [procurement templates](#), [procurement specialists](#), and a [Procurement Community of Practice](#) (Broader Public Sector users please contact [procurement@gov.bc.ca](mailto:procurement@gov.bc.ca) for access).

As you build documents for your opportunity, you will need to decide if you will allow electronic bid submissions (eBid responses) through BC Bid because if you do opt to use eBidding, the solicitation documents need to include that option.

- Access a detailed [guide](#) for more information about accepting eBid responses on your opportunity.

## 3. Post Your Opportunity

You can choose how much information to post to BC Bid in addition to the basic mandatory fields. Some organizations post all documentation and details to BC Bid and others may use it as an advertisement to direct users to additional information on their own site.

- Access a detailed [guide](#) that provides the steps you take to post an opportunity on BC Bid.

You will need the following information ready before you post your opportunity on BC Bid:

- A reference number if available, otherwise you can generate one in BC Bid;
- A descriptive title for the opportunity;
- Contact details;
- An overview of the opportunity;
- The commodity category you will choose (one or more Goods, Services, or Construction sub-categories);
- The solicitation documents (or a link to where they will be retained) if applicable; and
- Closing location/date/time.

A high level summary of the steps to take includes:

1. Log into [BC Bid](#) with your username and password. If you do not already have a registration, please [Register to post](#).
2. Click **Opportunity Notice** in the left-hand menu and select the Notice Type from the list before clicking the **Create Document** button to create an opportunity notice.

3. Click **Solicitation Number** to enter your reference number or generate one if required.

Document Summary - Windows Internet Explorer

*Request for Proposal e-Advertisement*

**Ministry For Posting ITQs** 6. →

**No Document Title**

**No Commodities Selected** ← 5.

- All Locations Specified
- Supplier Attachments do not exist
- This document may not be responded to Online

**For more information contact:**

BC Bid Help Desk

Ministry For Posting ITQs  
Address Line 1  
Victoria, British Columbia  
V8V 1X4

Phone: 1 (250) 387-7301

Fax:

Email: [bcbid@gov.bc.ca](mailto:bcbid@gov.bc.ca)

**Summary Details:** ← 7.

**Issue Notice** ← 9.

**Exit Document**

**Help Desk**

- Need help?

**Draft**

**Solicitation Number:** ← 3.

**Original Publish Date:**

**Close Date & Time:** ← 4.

**Time Zone:**

All dates are yyyy/mm/dd

4. Click **Close Date & Time** to open the Tender Notice Control Fields screen. You will need to complete the mandatory fields on this screen - the closing date, closing time, the time zone and title. You can optionally allow eBid responses and postpone the publish date on this screen.
5. Click **No Commodities Selected** to select a category for your opportunity.
6. Click **Supplier Attachments Do Not Exist** to upload attachments, if applicable.
7. Click **Summary Details** to enter an overview of the opportunity details.
8. Review the contact name and address and change if required.
9. Click **Issue Notice** in the left-hand menu when you are ready to publish the opportunity notice publically. If you have successfully completed the mandatory fields, you will see a Review/Approve screen.

If a mandatory field is incomplete or incorrect, you will see an Integrity Check Failed message with additional information. Complete or correct the data and choose **Issue Notice** again.

10. Click **Submit Return** on the Review/Approve screen to publish the opportunity notice. You will see a "Document Completed" message on your screen to confirm your notice has been published.

#### 4. Amend the Opportunity (if necessary)

Sometimes information that is posted on BC Bid needs to be adjusted – for example if the closing date/time changes or if additional information needs to be posted such as questions & answers, proponent meeting minutes or addenda. You will need to create an amendment within BC Bid to make changes to the posted information.

- Access a detailed [guide](#) on how to amend an opportunity.

You will need the following information ready before you make an amendment to existing opportunity details:

- A brief summary of the change to enter into the Summary Details area; and
- The amendment details (either the full description if no document will be uploaded, or a document with the amendment information, or a link to where the changes are posted).

A high level summary of the steps to take includes:

1. Log into [BC Bid](http://www.bcbid.ca) (www.bcbid.ca) with your username and password.
2. Click **My Documents** in the left-hand menu, then **Document Search**.
3. Enter the document number and click the **Search** button.
4. Scroll down to view the search results; click onto the document number to open the opportunity (if there were previous amendments, click onto the latest amendment).
5. Click **Amendments** in the left-hand menu of the opportunity notice, then **Amend Document**. BC Bid will create a draft amendment with yellow **Amendment #** noted by the Solicitation Number.

Document Summary - Windows Internet Explorer

*Request for Proposal e-Advertisement*

**Ministry For Posting ITQs**  
**BC Bid Opportunity Notice posting**  
**Communications**

- All Locations Specified
- Supplier Attachments do not exist
- This document may be responded to Online

**For more information contact:**

Default Contact

Ministry For Posting ITQs  
This field populates with data from the profile but can be updated if different  
Victoria, British Columbia  
V8V 1X4

Phone: 1 (250) 555-5555  
Phone: (250) 555-5555

Email: emailaddress@gov.bc.ca

**Final**

Solicitation Number: 4125  
Original Publish Date: 2014/08/29  
Close Date & Time: 2014/08/29 16:30  
Time Zone: Pacific Time

**Approx. Time Left:** 0day 0hr 33min 54sec

All dates are yyyy/mm/dd

**Summary Details:**  
An example of a BC Bid opportunity notice posting.

6. Edit existing information or add amendment details on the draft amendment.
7. Click on **Summary Details** and add a description of the amendment so that users will know what they need to view or download to have complete information about your opportunity. Summary Details for an amendment may look like: "August 5, 2014: Amendment #3 posted to add Questions & Answers #1 (see Supplier Attachments above)."

8. Click **Issue Notice** in the left-hand menu when you are ready to publish the amendment publically. You will see a Review/Approve screen.
9. Click **Submit Return** on the Review/Approve screen to publish the opportunity notice. You will see a “Document Completed” message on your screen to confirm your notice has been published.

## 5. Receive Bids via eBidding

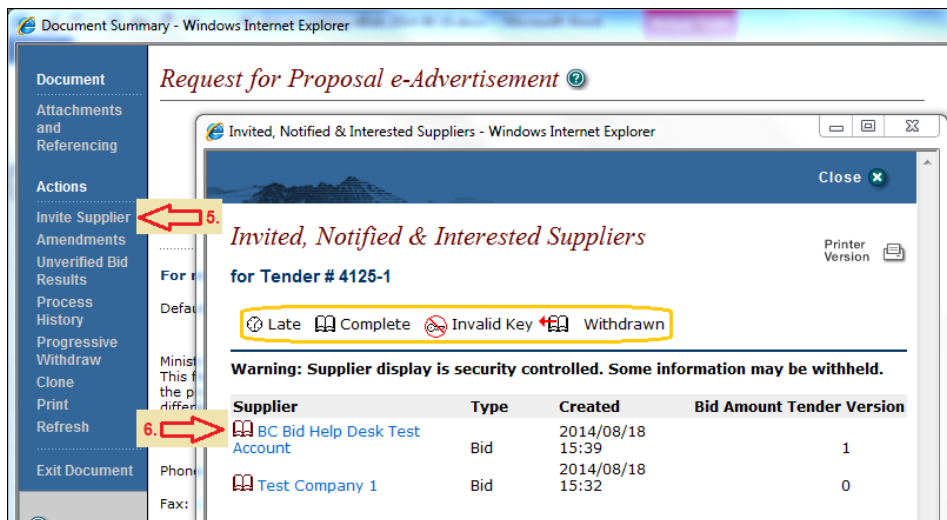
If your opportunity allowed the option to submit an eBid response, you’ll need to check if any were submitted after the opportunity closes on BC Bid. An automated reminder email will be sent to the person who posted the opportunity after it closes to remind them to check for eBid responses.

- Access a detailed [guide](#) for more information about accepting eBid responses on your opportunity.

A high level summary of the steps to take includes:

1. Log into [BC Bid](http://www.bcbid.ca) (www.bcbid.ca) with your username and password.
2. Click **My Documents** in the left-hand menu, then **Document Search**.
3. Enter the document number and click the **Search** button.
4. Scroll down to view the search results; click onto the document number to open the opportunity (if there were previous amendments, click onto the latest amendment).
5. Choose **Invite Supplier** in the left-hand menu of the opportunity notice.

6. Click onto the Supplier Name to access their eBid response and any attachments.



## 6. Optional – Post Unverified Bid Results

You can post Unverified Bid Results on BC Bid at your discretion. Unverified Bid Results are a list of all suppliers who have submitted a response and (optionally) their total price, similar to the information disclosed at a public tender opening. Information in Unverified Bid Results has not been scrutinized and is provided prior to determining compliancy or completing any evaluation process.

Unverified Bid Results are often used for construction opportunities and some organizations choose to post results for all opportunities. You have the option whether or not to include the total bid price, so it can simply be a listing of all suppliers who submitted a bid.

- Access a detailed [guide](#) on how to post Unverified Bid Results.

You will need the following information ready before you post an unverified bid result:

- The responses to your opportunity, or a list of respondent names;
- Total bid prices if you choose to publish them; and
- Any additional information you want to include for clarification, such as “partial bid”.

A high level summary of the steps to take includes:

1. Log into [BC Bid](http://www.bcbid.ca) (www.bcbid.ca) with your username and password.
2. Click **My Documents** in the left-hand menu, then **Document Search**.
3. Enter the document number and click the **Search** button.
4. Scroll down to view the search results; click onto the document number to open the opportunity (if there were previous amendments, click onto the latest amendment).
5. Choose **Unverified Bid Results** in the left-hand menu of the opportunity notice.



6. Enter the unverified bid result information for one response and click **Update** to save; continue to add all responses.



7. Click **Preview** and then **Publish** to post the results on BC Bid.

## 7. Post a Contract Award Summary

Posting contract awards enables anyone to check BC Bid at their convenience for results of a competition, and aligns with the B.C. Government commitment to open government.

Ministries have been directed to post contract award summaries for each competitive opportunity published on BC Bid effective July 1, 2014 as per the [Core Policy and Procedure Manual \(6.3.3 b. 11\)](#). Award summaries are to be posted once the contract is signed.

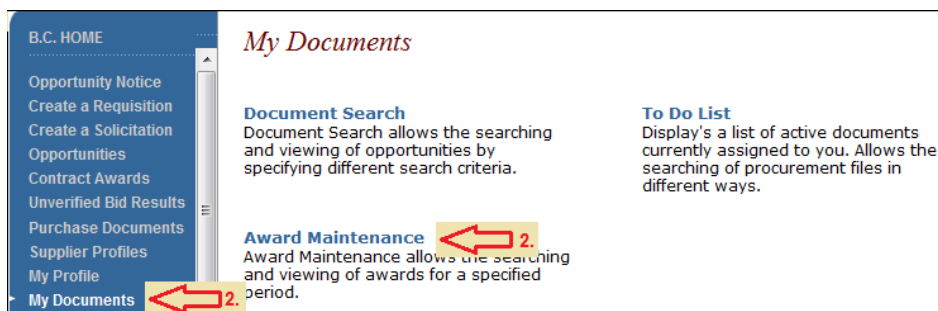
- Access a detailed [guide](#) on how to post Contract Awards.

When you post a contract award, most fields will be automatically populated from the original posting on BC Bid. You will need the following information ready before you can complete the contract award summary:

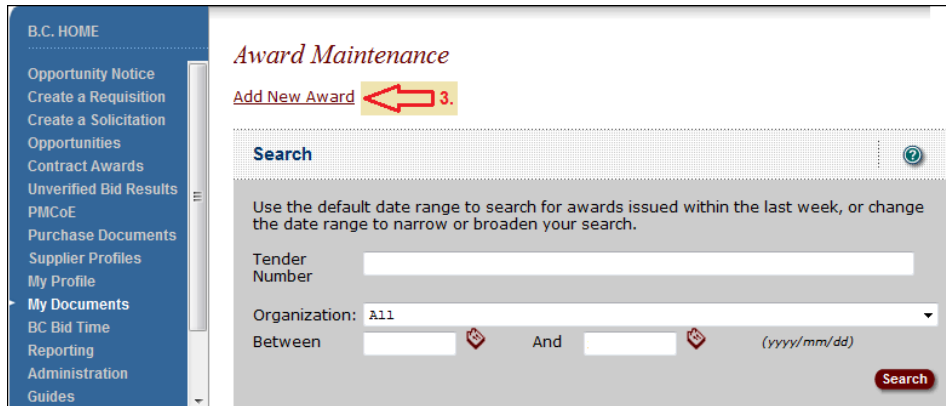
- The solicitation number and organization as posted originally on BC Bid;
- The successful supplier name(s) and location(s); and
- The award total (or zero if no amount is to be posted).

A high level summary of the steps to take includes:

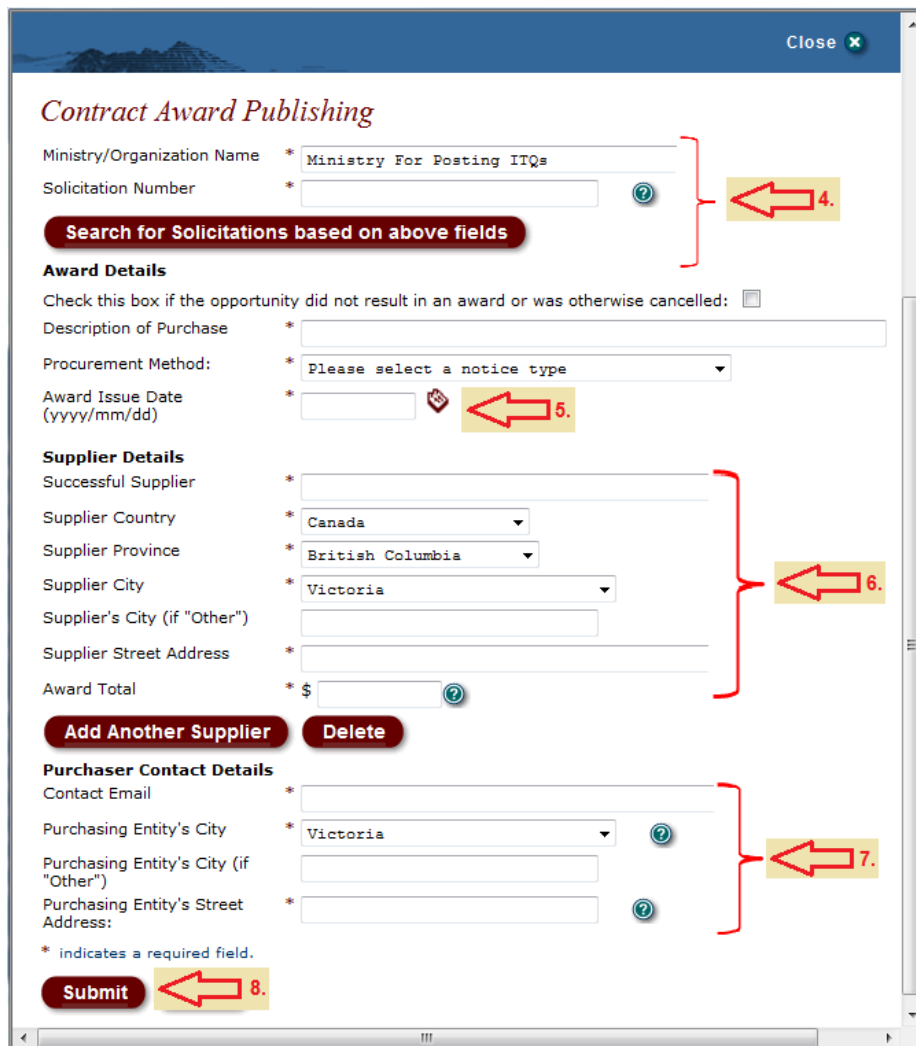
1. Log into [BC Bid](#) (www.bcbid.ca) with your username and password.
2. Click **My Documents** in the left-hand menu, then **Award Maintenance**.



3. Choose **Add New Award**.



4. Select the organization name, enter the solicitation/document number and click the **Search for Solicitations** button to link the award to the original BC Bid posting and auto-populate the Award screen with information from the posting.



5. Enter or select the date of the award(s).
6. Enter the supplier name(s), location(s) and award total(s).
7. Review the purchaser contact details and update if required.
8. Click the **Submit** button to publish the information on BC Bid.

## FAQs: Broader Public Sector User of BC Bid

### User Information

- Q. My contact information has changed. How can I update my BC Bid profile?
- A. Log into [BC Bid](http://www.bcbid.ca) (www.bcbid.ca) with your username and password, then click on **My Profile** in the left-hand menu. You can change your address, email address, phone and fax numbers. If you log on with a BC Bid account (not IDIR or BCeID), you can also change your password. Contact the [BC Bid Help Desk](mailto:bcbid@gov.bc.ca) (bcbid@gov.bc.ca) to change your title or the organization associated with your profile.
- Q. My IDIR or BCeID password has changed. How do I update BC Bid?
- A. If you change your IDIR or BCeID password, just use the new one when you log on to BC Bid. BC Bid uses IDIR and BCeID for validation of those logon credentials and does not store your password separately.

### Register to Post on BC Bid

- Q. When do I have to post an opportunity on BC Bid?
- A. You can choose to post any business opportunity to BC Bid, and some must be posted by ministries as per the Core Policy and Procedures Manual, Section 6 ([Goods, Services and Construction](#)).
- Q. How much does it cost to post on BC Bid?
- A. There is no cost to post on BC Bid.
- Q. How much does it cost suppliers to access my opportunity on BC Bid?
- A. In general the information you post and any attached documents will be available at no cost to anyone with internet access. The exception is organizations which have mandatory planholder lists for their opportunities (usually construction-related). More information about planholder lists is included in the **Post your Opportunity** section below.
- Q. Do I have to register on BC Bid even if I have an IDIR or BCeID username and password?
- A. Yes, you will need to register on BC Bid to create an account. The account will be set up to use your existing IDIR or BCeID username and password for logging on.

### Post your Opportunity

- Q. Where can I enter the Original Publish Date on my opportunity notice?
- A. The Original Publish Date field will fill in with the date at the time you publish the opportunity to BC Bid.
- Q. My co-worker started an opportunity but did not publish it. Can I publish the opportunity they created?
- A. Draft documents, such as an amendment or opportunity that is created but not yet published, belong to the user who created them. You will be able to find the opportunity but not make changes or publish. Contact the BC Bid Help Desk (by [email](mailto:bcbid@gov.bc.ca) bcbid@gov.bc.ca or phone 250 387-7301) for assistance. The help desk will be able to forward the draft to you in BC Bid so that you will be able to edit and publish the opportunity.
- Q. Can I use the same number more than once on BC Bid? When I try to enter the number I get the error message "Warning: Document number already on file for organization".
- A. You can re-use a document number in BC Bid. The system will warn it is a duplicate but if you do want to use the same number, close down the warning screen and click Refresh in the left-hand menu. The number you entered will appear in the Solicitation Number field.
- Q. Do I have to choose a category (commodity) for my opportunity?
- A. Yes, category selection is mandatory when you post an opportunity on BC Bid. Opportunities are grouped on BC Bid by dates, organizations and categories. BC Bid email subscribers receive notifications of opportunities published when they choose the matching category in their profile. You can choose more than one category.

- Q. Can I see who has downloaded my opportunity after it is posted?
- A. Most information on BC Bid is available anonymously to anyone with internet access so you are not able to know who has downloaded your opportunity attachments, or how many times the attachments have been downloaded. The exception is opportunities posted with a mandatory planholder list.

- Q. What are planholder lists?
- A. Planholder lists are most often used for construction-related opportunities. A planholder list allows the posting organization know who has downloaded their attachments because suppliers are unable to access the attachments until they have added themselves to the list. The planholder list is also helpful on construction opportunities for tradespeople to submit their bid for the portion of goods and services they can provide in the opportunity to general contractors listed on the planholder list.

When an opportunity has a planholder list, suppliers must have a paid subscription on BC Bid to be able to add their details to the list and download the attachments. The planholder lists are available for viewing publically.

- Q. How do I post an opportunity with a planholder list?
- A. If an organization is set up to use planholder lists, they will automatically be on every opportunity posted by the organization. Please ask your manager or director to contact the BC Bid [Help Desk](#) if you would like to have a separate organization set up on BC Bid to use planholder lists. There will then be two listings for your organization; one with *planholder list* in the organization name. You will choose the appropriate organization to use at the time you post each opportunity.
- Q. When will my opportunity appear publically on BC Bid?
- A. As soon as you see the "Document Completed" message on your screen after issuing your opportunity notice, it is live on the BC Bid site.

You can confirm that your opportunity is publically available on BC Bid:

- Click on **Exit from BC Bid** in the left-hand menu and log off.
- Go to the [BC Bid homepage](http://www.bcbid.ca) (www.bcbid.ca) and click on **Browse for Bid Opportunities** without logging on with your username and password.
- Choose the **Browse opportunities by organization** link at the top of the Browse page, then click on your organization name to find all opportunities posted by your organization.
- Confirm that your opportunity is in the list under your organization so you know it can be accessed by the public.

If your opportunity is not in the list, it has not been properly finalized. Log back on to BC Bid with your username and password, click **My Documents** then **Document Search** to find your opportunity and complete the posting process. If you need assistance, refer to the [guide](#) for posting an opportunity or contact the BC Bid Help Desk [by email](mailto:bcbid@gov.bc.ca) (bcbid@gov.bc.ca) or telephone at 250 387-7301.

- Q. I need to publish an opportunity on BC Bid to coincide with a public announcement (or for any other reason). Can I complete the opportunity notice now and have it automatically publish at a later date and time?
- A. Yes, you can postpone the publish date and time of an opportunity. You must complete both the postpone date and postpone time fields on the Tender Notice Control Fields screen to delay the publication of your opportunity.

### *Tender Notice Control Fields*

**Submit Return**

2010 Related

Closing Date \*

Closing Time \*

Opening Date (if later than the closing date)

Opening Time (if later than the closing time)

Time Zone \*

Date Required

Document Date \*

Document Title \*

Allow e-Bid Response

Estimated dollar value for this opportunity notice

Postpone Publish Date Until

Postpone Publish Time Until

\* indicates a required field

**Submit Return**

Continue to complete and publish your opportunity notice as usual. The opportunity will be held by BC Bid and then released publicly when the postpone date and time are reached.

If you need to make changes after you have completed the notice but before it is released publicly, do not amend the opportunity. Contact the BC Bid Help Desk for assistance in making changes to postponed opportunity notices.

- Q. Can I copy an opportunity notice?
- B. Yes, you can copy (clone) an opportunity notice. This is useful if you are re-publishing an opportunity or publishing opportunities with similar attachments or details. Go through **My Documents**, then **Document Search** to open the opportunity notice you wish to copy. Click **Clone** in the left-hand menu to create a draft copy of the notice, including any attachments.
- Q. Can I cancel an opportunity that is currently open on BC Bid?
- A. Yes, you can cancel an opportunity. There are two options:
- You could withdraw the opportunity notice by accessing the notice through **My Documents**, then **Document Search**. **Withdraw** is an option in the left-hand menu. You do not have the ability to add an explanation if you withdraw the notice. The opportunity notice will remain on BC Bid until it closes, but the number will be greyed-out and display a yellow **Withdrawn** notation. Users will not be able to open it from the browse screen. BC Bid email subscribers who have the category used for posting in their profile will receive an email advising the opportunity has been withdrawn.
  - Alternatively, you could amend the opportunity and add information to the Summary Details area to explain that the opportunity is cancelled. You could delete attachments or change other information if desired before publishing the amendment.
- Q. I withdrew an opportunity by mistake. Can I undo that step?

- A. No, the withdraw step is final and cannot be changed. If your opportunity should be back on BC Bid, you will have to publish a new opportunity notice and should include a brief explanation in the new opportunity for clarity.

### **Amend an Opportunity**

- Q. My co-worker published an opportunity and is now sick/on vacation/away. How do I amend their opportunity?
  - A. Any user with privileges for the same organization can amend another user's opportunity. The difference is changing the Document Search so you can find their opportunity to begin the process. When you click on Document Search, the default is "Find by Person" (the opportunities you published). Change the search to "Find by Document Number" and enter the document number before clicking the Search button to find an opportunity a co-worker published. Open the opportunity and amend as normal.
- Q. My co-worker started an amendment but didn't publish it. Can I publish the amendment they created?
  - A. Draft documents, such as an amendment or opportunity that is created but not yet published, belong to the user who created them. You will be able to find the opportunity but not make changes or publish. Contact the BC Bid [Help Desk](mailto:bcbid@gov.bc.ca) (linked email bcbid@gov.bc.ca or phone 250 387-7301) for assistance. The help desk will be able to forward the draft to you in BC Bid so that you will be able to edit and publish the amendment.
- Q. Can I amend my opportunity after it has closed?
  - A. You can only create an amendment on an opportunity that is open on BC Bid. Once the opportunity closes, you will no longer have the option to create an amendment and would have to create a new opportunity notice.

### **Post Unverified Bid Results**

- Q. Do I have to publish unverified bid results?
  - A. No, posting unverified bid results on BC Bid is optional.
- Q. Why would I publish unverified bid results?
  - A. Unverified bid results are a listing of all suppliers who submitted responses with (optionally) their total bid amounts and are common for construction-related opportunities. They are the electronic equivalent of an in-person public tender opening. Some organizations use them routinely for all their opportunities as a proactive open release of information.
- Q. My RFP doesn't have a total bid amount because there are many factors that could affect the total. What do I put in the unverified bid results?
  - A. The minimum information for posting unverified bid results is the names of the suppliers who responded. You can optionally choose to include a total bid amount or other financial information, such as an hourly amount or lump sum, if applicable. You can also optionally choose to complete the Notes field to enter further or explanatory information.

### **Post a Contract Award Summary**

- Q. Do I have to publish contract award summaries?
  - A. Ministries have been directed to post contract award summaries for each competitive opportunity published on BC Bid effective July 1, 2014 as per the [Core Policy and Procedure Manual \(6.3.3 b. 11\)](#).

Broader public sector organizations should follow their own policy that relates to publishing contract awards.