



# HOW TO VIEW SOLICITATION EVENTS AND SUBMIT BIDS

## County of Sonoma Supplier Portal

You must be registered in the County of Sonoma’s [Supplier Portal](#) in order to view solicitation documents, receive emailed solicitation notifications, and submit bids. Register as a [Bidder](#) if your company has not done business with the County of Sonoma in the past. If your company has previously done business with the County, register as a [Supplier](#).

The information contained in this document is a general overview and applies to solicitations for both goods and services, including RFPs, RFQs, and RFIs. Please note that our software and documentation refer to all submissions as “bids”. You can navigate to a particular topic by selecting the topic from the table of contents.

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### Signing in to the Supplier Portal

Navigate to the [Supplier Portal](#) and select **Sign In** to begin.

**Sonoma County Portal**

Welcome to the Sonoma County Supplier Portal. This site is best viewed with Microsoft Edge or Google Chrome. You may need to disable your internet browser's pop-up blocker to fully access this website.

The County only accepts electronic bids submitted through the Supplier Portal. Hard copy, faxed, and/or emailed submissions will not be accepted.

Registration is required in order to view bid documents, receive bid alerts and addenda, and bid on County solicitations; instructions and additional support are available in FAQ section below.

System may be temporarily unavailable for maintenance: Tuesdays 6:00-7:30am and Thursdays 5:30-7:30pm.

Effective January 1, 2024, the County's Living Wage rate increased from \$17.95 to \$18.10 per hour. The increase was approved by the Sonoma County Board of Supervisors on December 12, 2023 in accordance with Municipal Code section 2-377(d). All county government service contractors must pay employees at least the current living wage rate. Questions? Email [livingwage@sonoma-county.org](mailto:livingwage@sonoma-county.org).

**Sign In**

**Bidding Opportunities**

01 Opportunities

**User Registration**

View Registration Options.

**Executive Order N-6-22**

Required Compliance

Login using your User ID and password. If you forgot your User ID or experience technical issues while viewing an event or submitting a bid, email our [Supplier Desk](#) for prompt assistance. If you have your User ID but forgot your password, please select **“Forgot Password?”** to reset.

In order to view solicitations and submit bids, select the **Bidding Opportunities** tile.

### **View a Solicitation Event**

Active public solicitation events are listed on the **Bidding Opportunities** page. To search for a specific event or keyword use the Find function in your browser (keyboard shortcut Ctrl-F) or use the filter in the upper left corner. Click anywhere on the line of the event you want to view.

**Bidding Opportunities**

Time Zone: Pacific Time (US) | Date Format: MMDDYY | [Apply](#)

Bidding Event Information 1 row

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Test Event for Portal Improvements	COUNTY OF SONOMA 0000001781	Sell RFx	02/15/2024 07:00 AM PST 03/10/2024 05:00 PM PDT	24 days	New	>

You will be taken to the Event Details page for your selected event. To receive notifications of any addenda or changes for this event, click the **Accept Invitation** button. This does not obligate you to bid, but it will place your organization on our bidders list, and you will receive notifications of any addenda or changes for this event.

**Event Details**

**▼ Bidding Event Information**

Event Name	Test Event for Portal Improvements	Event Start Date	02/15/2024 07:00 AM PST
Business Unit	COUNTY OF SONOMA	Event End Date	03/10/2024 05:00 PM PDT
Event ID	0000001781	Event Round	1

To view or download documentation related to the Solicitation event, click the [View Bid Package](#) link.

**Event Details**

**▼ Bidding Event Information**

Event Name	Test Event for Portal Improvements	Event Start Date	02/15/2024 07:00 AM PST	
Business Unit	COUNTY OF SONOMA	Event End Date	03/10/2024 05:00 PM PDT	
Event ID	0000001781	Event Round	1	
Event Status	Posted	Event Version	1	
Buyer Name	SC Buyer	Event Format	Sell	
Sealed Event	Yes	Event Type	RFX	
Payment Terms		Billing Location	EFS TEAM	
Contact Information	Event Contact	Event Currency	US Dollar	
Description	<input type="text"/>		Multiple Bids	Allowed
		Edits to Submitted Bids	Yes	

If these documents are a PDF, they will open in a new tab. If they are a Word or Excel document, the download process will begin automatically. If the new tab does not open, or the download process does not occur, ensure pop-up blockers in your web browser are turned off. When ready to return the Event Details page, click the X at the top of the View Bid Package window.

**View Bid Package** ✕

**▼ Attachments**

Filename	Description
Test_Event_for_Portal_Improvements.pdf	Event Details

## How to Place a Bid

From the Event Details Page click the [Bid on Event](#) button to initiate the bid process.

**Event Details**

Invitation Accepted

**▼ Bidding Event Information**

Event Name	TEST EVENT	Event Start Date	12/13/2023 01:56 PM PST
Business Unit	COUNTY OF SONOMA	Event End Date	12/13/2024 01:56 PM PST

To upload documents specified in the solicitation, click [Download/Upload Documents Here](#).

**Bidder Response**

Event Name TEST EVENT PMTST  
 Event ID 0000001735  
 End Date 12/13/2024 01:56 PM PST

1 General Information      2 Line Bid      3 Review & Submit

Next >

\* Bid Required

Download/Upload Documents Here      Save for Later

To upload one or more documents, click [Add Attachment](#).

[Cancel](#) **Event Comments and Attachments**

Business Unit SC001      Event ID 0000001735  
 Event Round 1      Event Version 1

**Add New Comments**

Comments

**View Event Attachments**

Attached File	Attachment Description
<a href="#">TEST_EVENT.pdf</a>	Event Details

**Attachment Details**

No Attachment exists

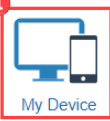
[Add Attachment](#)

When prompted, click the [My Device](#) button and locate the file(s) for upload. Click Open to confirm your selection. Once all of your selected documents show in the box below, click [Upload](#) to upload your attachments.


**File Attachment** 3 Done

You may attach up to 99 files to upload

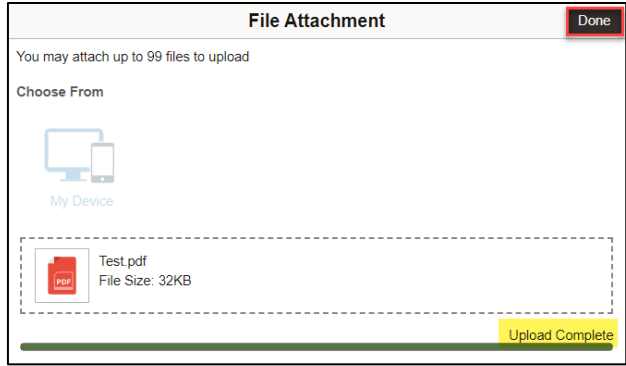
Choose From

1  My Device

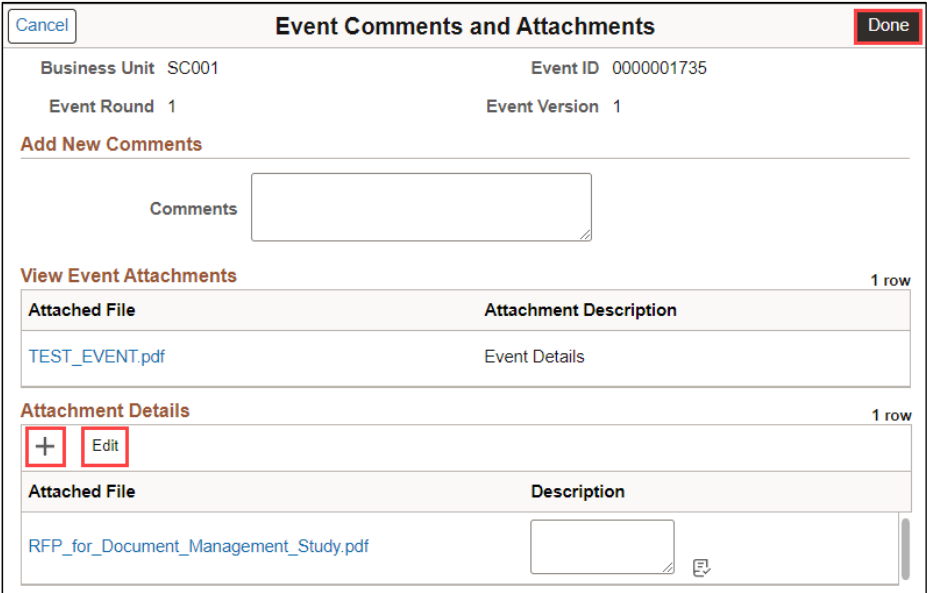
2 [Upload](#) [Clear](#)

 RFP for Document Management Study.pdf  
 File Size: 15439KB

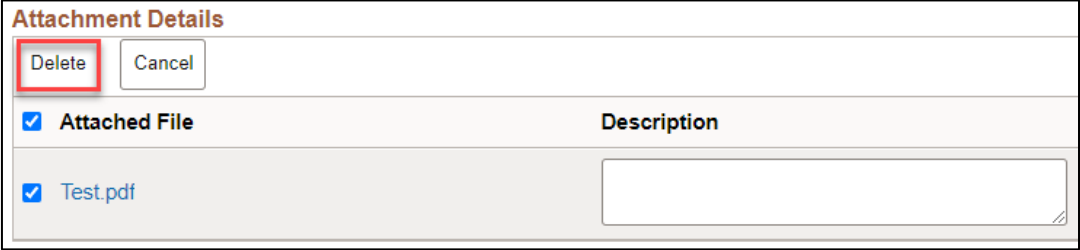
When the attachments have uploaded, this screen will display Upload Complete. Large attachments may take longer to upload. Verify that Upload Complete is visible, then click [Done](#).



Descriptions may be added for each attachment. To upload additional attachments, select the **Plus** button then repeat the steps above. Select **Done** when finished.



If needed, attachments can be removed using the **Edit** button. Click the check box next to each attachment you would like to delete and click **Delete**.



On the **General Information** stage, use the dropdown menus to answer the required questions. Any exceptions must be listed in your uploaded documentation.

**Bidder Response**

Event Name TEST EVENT  
 Event ID 0000001735  
 End Date 12/13/2024 01:56 PM PST

1 ————— 2  
 General Information ————— Line Bid

★ Bid Required

General Questions 2

Required  2 / 2

Response Entered  1 / 2

Item Lines 1

Response Entered 0

**General Questions**

1 ★ Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.  
 Response

2 ★ Have you uploaded all required documents?  
 Response

Click [Next](#) to advance to the Line Bid stage.

**Bidder Response**

Event Name TEST EVENT PMTST  
 Event ID 0000001735  
 End Date 12/13/2024 01:56 PM PST

1 — 2 — 3  
 General Information — Line Bid — Review & Submit

Next >

Enter your **Bid Quantity** and **Unit Bid Price** for each line. Select **No Bid** (blue box) if you are not bidding on a particular line.

Note – if you are submitting a proposal for RFP or RFQ, enter \$.01 in the Your Unit Bid Price field when submitting your bid and accompanying proposal. The County will evaluate the proposal based on the actual costs shown in the proposal itself.

**Bidder Response**

Event Name TEST EVENT  
 Event ID 0000001735  
 End Date 12/13/2024 01:56 PM PST

1 — 2 — 3  
 General Information — Line Bid — Review & Submit

< Previous    Next >

Filter Items ▾      Bid Currency USD US Dollar      Total Line Price 0.0000 USD      Save For Later

Line 1 - TEST LINE1  No Bid

Bid Quantity  EA      Requested Quantity 1.0000 EA      Total Bid Price 0.0000 USD

Unit Bid Price  USD

Additional bid notes:

- If there is a line for Shipping/Freight, enter 1 in the Bid Quantity field, and the total shipping/freight charge in the Unit Bid Price field.

- If there is no charge for Shipping/Freight, enter 0.00 in the Your Unit Bid Price field. Do not use the No Bid box or change the bid quantity on the Shipping/Freight line, as errors will result.

After entering all pricing, confirm all entries and make any corrections. If prices are correct, click **Next** to advance to the Review & Submit stage.

**Bidder Response**

Event Name Test Event for Portal Improvements  
 Event ID 0000001781  
 End Date 03/10/2024 05:00 PM PDT

1  
[General Information](#)

2  
[Line Bid](#)

3  
[Review & Submit](#)

< Previous
Next >

If an error message is displayed, click the **Edit** button to return to that stage to correct the error.

**Bidder Response**

Event Name Test Event for Portal Improvements  
 Event ID 0000001781  
 End Date 03/10/2024 05:00 PM PDT

1  
[General Information](#)

2  
[Line Bid](#)

3  
[Review & Submit](#)

< Previous
Submit

v **General Questions(Step-1)**
Save for Later

Error Message	Edit
General Question - 2, Response Required Have you uploaded all required documents?	<span style="border: 1px solid black; padding: 2px 5px;">✎</span>

Review your bid for completeness and accuracy. To return to a previous stage and make a change, click that stage name or click the Previous buttons. To review your attachments, click **Download/Upload Documents Here**.

**Bidder Response**

Event Name Test Event for Portal Improvements  
 Event ID 0000001781  
 End Date 03/10/2024 05:00 PM PDT

1  
[General Information](#)

2  
[Line Bid](#)

3  
[Review & Submit](#)

< Previous
Submit

**Bid Response Ready for Submission**

Save for Later
Download/Upload Documents Here

**1 Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.**

Response 3 - Yes

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**2 Have you uploaded all required documents?**

Response Yes

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Total Line Price 0.0100 USD

**v Line Bid**

**Line 1 - Testing Supplies** No Bid No

Bid Quantity 1.0000 EA	Requested Quantity 1.0000 EA	Total Bid Price 0.0100 USD
Unit Bid Price 0.01 USD	Unit Start Price 0.000000 USD	

After validating entries, you may **Submit** your bid, or **Save for Later**. The submission process is not complete until Submit Bid is selected, and you receive onscreen confirmation of bid receipt. Retrieving saved bids will be illustrated later in this document.

**Bidder Response**

Event Name Test Event for Portal Improvements  
Event ID 0000001781  
End Date 03/10/2024 05:00 PM PDT

1 General Information      2 Line Bid      3 Review & Submit

< Previous      Submit

**Bid Response Ready for Submission**

Save for Later

Download/Upload Documents Here

Clicking **Submit** will display a screen asking you to confirm your choice to submit your bid. Click **OK** to submit it.

Selecting OK will Submit this Bid. Cancel will cancel Bid submission.

OK      Cancel

An onscreen confirmation will immediately appear after your submission; however, your bid will not be reviewed for accuracy or completeness until after close of the event.

Click **Bidding Opportunities** to return to the Bidding Opportunities page.

**Bid Confirmation**

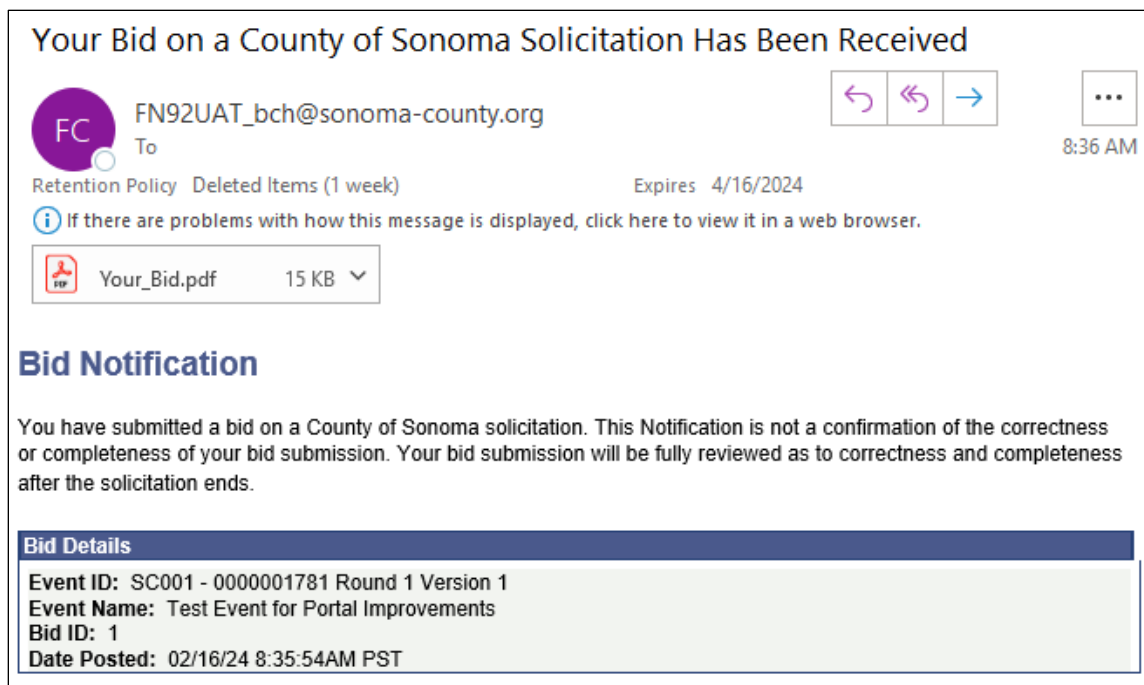
Your bid will be reviewed for accuracy and completeness after close of the event.

Event Name	Test Event for Portal Improvements	Buyer Name	SC Buyer
Event ID	0000001781	Event Start Date	02/15/2024 7:00AM
Event Round	1	Submit Date	02/16/2024 8:36:39AM
Event Version	1	Ends On	03/10/2024 5:00PM
Event Format	Buy	Submitted By	Company Name
Total Bid Amount	0.01 USD	Edits to Submitted Bids	Yes

Bidding Opportunities

You will also receive an email confirming receipt of your bid. This email will include an attachment entitled **Your Bid**, reflecting your entries in response to the solicitation.

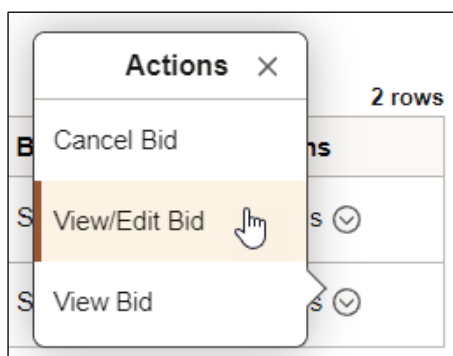




Please note that a copy of your bid will now appear in the attachments for the event in your account, described as **Bid Details**. **Do not delete this attachment** - deletion of this document could result in system errors.

### **Retrieving a Saved Bid**

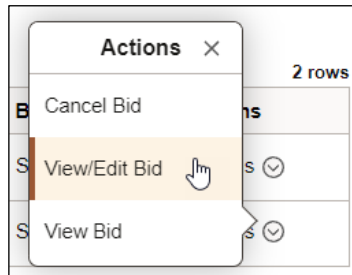
From **Bidding Opportunities**, locate the event with the saved bid. Click the Event to open **Event Details** – the saved bid will have Saved in the Bid Status column. On the Actions menu, select **View/Edit Bid** to open the saved bid.



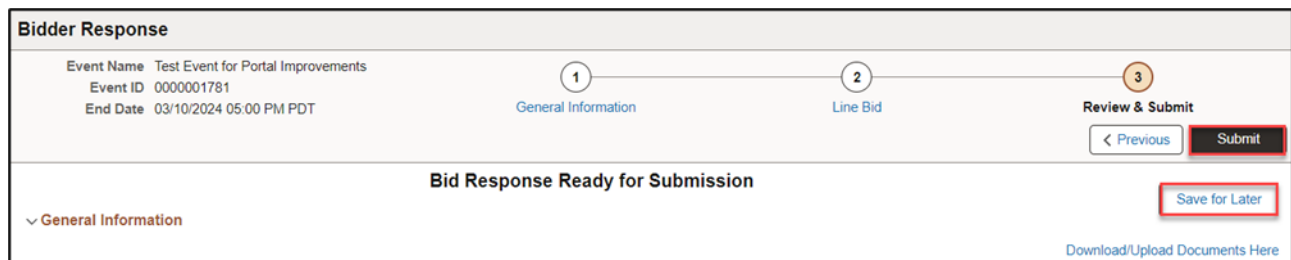
You will be returned to the **Bidder Response** page. Review or edit your bid, following the same process outlined in the **How to Place a Bid** section, to submit your bid.

## Editing a Submitted Bid

From [Bidding Opportunities](#), locate the event with the saved bid. Click the Event to open [Event Details](#) – the submitted bid will have Submitted in the Bid Status column. On the Actions menu, select [View/Edit Bid](#) to open the submitted bid.



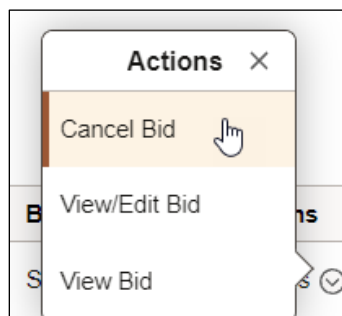
This will open the Bidder Response page. Edit your bid, following the same process outlined in [How to Place a Bid](#) section. Once updates are completed, [Submit](#) your bid or [Save for Later](#). If you select Save for Later, your edited bid will not be resubmitted, and will be in an incomplete saved status.



After submitting your updated bid, you will receive an onscreen Bid Confirmation message and an emailed Bid Notification as illustrated earlier in this document.

## Cancelling a Submitted Bid

From [Bidding Opportunities](#), locate the event with your submitted bid. Click the Event to open [Event Details](#) – the submitted bid will have Submitted in the Bid Status column. On the Actions menu, select [Cancel Bid](#).



On the Cancel Bid page, confirm this is the correct bid that you wish to cancel and click **Cancel This Bid**.

**Cancel Bid**

<b>Business Unit</b>	SC001	<b>Event Round</b>	1
<b>Event ID</b>	0000001781	<b>Event Version</b>	1
<b>Event Name</b>	Test Event for Portal Improvements	<b>Event Format</b>	Buy
<b>Bid ID</b>	1		
<b>Bid Status</b>	Submitted		
<b>Last Saved</b>	02/16/2024 9:52AM PST		

[Cancel This Bid](#)

Note: Cancelled bids can be viewed but not re-submitted. If you change your mind after cancelling a bid, you will need to start a new bid in order to submit it.

If you are sure you want to cancel the bid, click **Yes**. If you do not want to cancel, click **No**.

Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.  
Click No if you do not want to cancel this bid.

[Yes](#) [No](#)

The status of the Bid will update to Cancelled.

**Cancel Bid**

<b>Business Unit</b>	SC001	<b>Event Round</b>	1
<b>Event ID</b>	0000001781	<b>Event Version</b>	1
<b>Event Name</b>	Test Event for Portal Improvements	<b>Event Format</b>	Buy
<b>Bid ID</b>	1		
<b>Bid Status</b>	Cancelled		
<b>Last Saved</b>	02/16/2024 9:52AM PST		


[Cancel This Bid](#)

You will receive a Bid Cancellation Confirmation via email.

**Bid Cancellation Confirmation**

To

Retention Policy: Inbox (60 days) Expires: 4/20/2024

 If there are problems with how this message is displayed, click here to view it in a web browser.

**Bid Cancellation**

This message is confirming your bid cancellation for the following solicitation. See details below.

Event Details
Event ID: SC001 - 0000001781 Round 1 Version 1 Bid Number: 4
Event URL
<a href="#">Review and bid on this event.</a>