

## Uploading a Price Proposal for a City of Boston RFP Using the Supplier Portal

For Request for Proposals issued by the City of Boston that are governed by Massachusetts General Law Chapter 30B, Section 5, it is imperative that pricing information be kept separate from the technical non-price proposal. Failure to separate pricing information from the technical proposal will result in rejection of the proposal.

When responding to an RFP event on the City of Boston's Supplier Portal, pricing can be entered onto any of the event's lines and those prices will remain hidden and separate from the City's evaluation team until the time they are ready to open and view price proposals.

In cases where a more detailed price proposal is needed, there is a place to upload an attachment file that will similarly keep the attachment file separate and unavailable to the City's evaluation team until the time they are ready to open and view price proposals. The place is directly on the Line Item itself.

Please see the following screenshots on how to upload an attachment directly to the price line:

At the bottom of the Event Details Start page (the main response page), Step 2 is for entering line bid response. Price can be entered at this summary level, but it also features the ability to drill down into the details of that line. To do so, click on the small link labeled "Bid"

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1  
Lines Responded To: 0  
Your Total Line Pricing: 1,000,000.000000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1	On-Site Technical Assistance for Small Businesses in Boston	EA	1.0000	1.0000	1000000.000000	<input type="checkbox"/>	1,000,000.000000 USD	<a href="#">Bid</a>

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

The Line Details page will open. On that page is a link labeled “View/Add Question Comments and Attachments.” Click that link to begin the process of uploading a price proposal attachment file.


**Line Details**

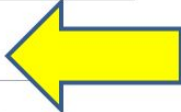
Save for Later Start Page Validate Entries

Line: 1 of 1


**Line Details**

Line: 1

On-Site Technical Assistance for Small Businesses in Boston  Response Required: No  No Bid

Category: Business Administration Servic [View/Add Question Comments and Attachments](#) 

Unit of Measure: Each Your Unit Bid Price: 1000000.000000  
Qty Requested: 1.0000 Total Bid Price: 1,000,000.000000 USD  
Your Max Bid Quantity: 1.0000 Reserve Price: No

**Shipping Information** Customize Find  First 1 of 1 Last

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	09/13/2014	2610	<a href="#">View</a>	

**Item Specification**

Save for Later Start Page Validate Entries

The Line


Comments and Attachment page opens. Click the link for “Add New Attachments.”

**Line Comments and Attachments**

Event ID: EV00001622 Line: 1


On-Site Technical Assistance for Small Businesses in Boston

**Attachments**

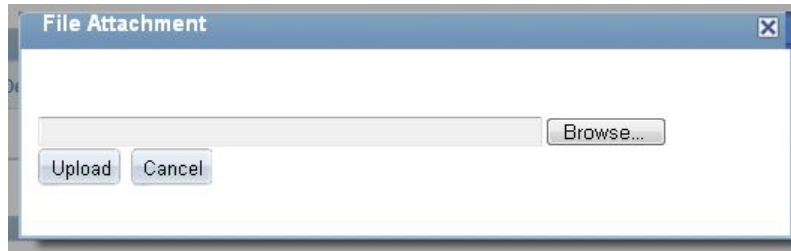
Add New Attachments Customize Find  First 1 of 1 Last

Attached File	Attachment Description	Upload	View	
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/> <input type="button" value="Delete"/>

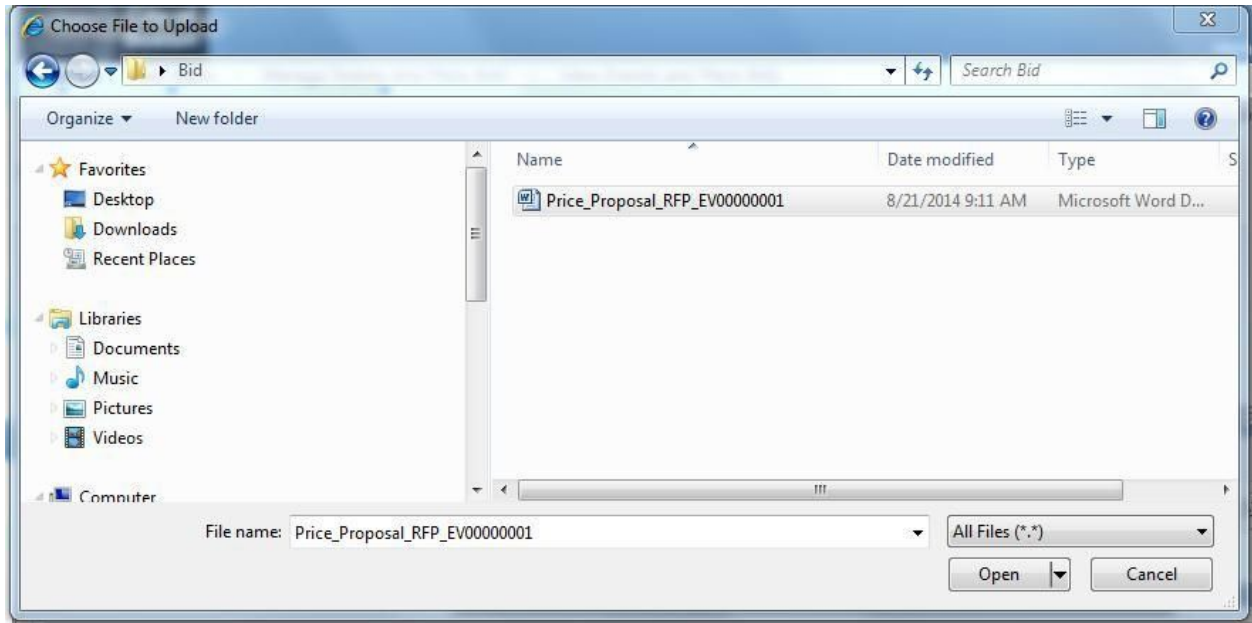
**Comments**

Add New Comments 

On the File Attachment pop-up, click “Browse” to begin searching for your file on your PC.



Navigate your PC and select the file you want to upload. Once select click “Open”



The file path will be shown. If the file is correct, click “Upload”



The Line Comments and Attachments page will now show that your file has been uploaded:

**Line Comments and Attachments**

Event ID: EV00001622 Line: 1

On-Site Technical Assistance for Small Businesses in Boston

**Attachments**

Add New Attachments				
Attached File	Attachment Description	Upload	View	
Price_Proposal_RFP_EV00000001.docx		Upload	View	Add New Attachments

**Comments**

Add New Comments

OK Cancel

You have the option to add a description to the attachment, as well as a comment, to clarify or communicate to the City’s evaluation team. Click “OK” when finished to return to the Line Details page.

On the Line Details page, click the “Start Page” button once all price file attachments are uploaded to return to the main Event Details response page.