

Entering A Bid On-line Using the City of Boston Supplier Portal

- Once logged into the Portal locate the bid you are interested in from the 'Events' list and click on the 'Event Name' link.

My Sell Events

Event ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00002726	Cloud-Based CRM/Work Flow Management Solution	12/09/2015 9:00AM EST	01/15/2016 12:00 PM	Posted
EV00002684	Enterprise Energy Management System (EEMS)	11/09/2015 12:00PM EST	01/08/2016 12:00 PM	Posted
EV00002784	2015+Later 3/4Ton Cab & Chassis Utility Body Truck	12/14/2015 9:00AM EST	1 hr, 43 mins, 38 secs	Posted
EV00002785	(2) 2016 or Later 12 Passenger Vans BTD	12/14/2015 9:00AM EST	1 hr, 43 mins, 38 secs	Posted
EV00002802	Soffit Repair at Faneuil Hall	12/16/2015 3:33PM EST	5 hrs, 16 mins, 50 secs	Posted
EV00002804	2016 RWD Van - (BFD)	12/21/2015 9:01AM EST	01/06/2016 12:00 PM	Posted
EV00002807	Rack Body Service Truck - BFD	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002808	Ford Explorers (4) BFD	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002809	2016 Mid Size Sedan (BFD)	12/21/2015 9:00AM EST	01/08/2016 12:00 PM	Posted
EV00002815	Removal of asbestos pipe insulation	12/21/2015 12:00PM EST	01/06/2016 12:00 PM	Posted
EV00002816	2016 F-250 3/4 Ton Pick-Up Truck (MOEM) Per Spec	12/28/2015 9:01AM EST	01/15/2016 12:00 PM	Posted
EV00002817	Rim & Tire Repair or Replacement	12/21/2015 12:00PM EST	01/11/2016 11:00 AM	Posted
EV00002822	BFD BUNKER GEAR	12/28/2015 9:00AM EST	01/12/2016 12:00 PM	Posted
EV00002823	Medium Duty Cab & Chassis w/Wheel Lift - BTD	12/28/2015 9:01AM EST	01/15/2016 12:00 PM	Posted
EV00002825	Headsets	12/24/2015 9:00AM EST	4 hrs, 43 mins, 38 secs	Posted
EV00002830	DotNetNuke License	12/28/2015 3:30PM EST	5 hrs, 13 mins, 38 secs	Posted

- The 'Event Details' page will display. This is a view only page. You cannot enter any bid response information yet. You can access any attachments the event creator has made available to bidders by clicking the 'View Event Package' link located to the right of the 'Bidding Shortcuts' area.

Event Details

Welcome, Paul McCormack Inc
User: PaulMcCormack

Bidding Shortcuts: [View Event Activity](#) [View Event Package](#)

Event Name: BFD BUNKER GEAR
Event ID: BOSTN-EV00002822
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 12/28/2015 9:00AM EST
Event End Date: 01/12/2016 12:00 PM EST

Event Description:
BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR; JACKETS, PANTS per specification OR APPROVED EQUAL

Contact: Lamberti, Arlene
Phone: 617 6353705
Email: Arlene.Lamberti@boston.gov
Online Discussion:
Live Chat Help:

Payment Terms: Net 30
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Display: All Lines Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	
2	Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	

- When you click the 'View Event Package' link you will be brought to the 'Event Header Comments and Attachments' page. Here you can view any attached documents the event creator has attached to the event such as details and specifications etc. by clicking on the 'View' button. Click the 'OK' button to return to the 'Event Details' page.

Event ID: EV00000596

Comments:
 THE PURCHASE OF THESE PRODUCTS WILL BE BASED UPON THE AVAILABILITY OF AN APPROPRIATION. THE AWARD OF A CONTRACT TO THE WINNING BIDDER DOES NOT CONSTITUTE AN ORDER. ANY ORDERING WILL BE DONE BY THE CITY OF BOSTON ISSUING A PURCHASE ORDER.
 BID WILL BE AWARDED IN TOTAL TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER MEETING SPECIFICATIONS.
 VENDOR MUST BID ON ALL ITEMS.

Attached File	Attachment Description	
EVENT_596_-_DETAILS.pdf	DETAILS	View
EV596_RE-AD_TERMS__CONDITIONS.pdf	TERMS AND CONDITIONS	View

[OK](#) [Cancel](#)

TIP:
 If the document does not display it could be the pop-up blocker settings on your PC. Click on your pop-up blocker message and select 'Allow Download'. Another method is to press and HOLD your Control (Ctrl) key while clicking the 'View' button. Give it a moment and the document should download.

- When you are ready to begin entering your bid click on the 'Bid On Event' button

Event Details

Welcome, Paul McCormack Inc
 User: PaulMcCormack

[Accept Invitation](#) [View Event Activity](#)
[View Event Package](#)

Bidding Shortcuts: [View Event Activity](#)
[View Event Package](#)

Bid on Event

Event Name: BFD BUNKER GEAR
Event ID: BOSTN-EV00002822
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 12/28/2015 9:00AM EST
Event End Date: 01/12/2016 12:00 PM EST

Event Description:
 BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR; JACKETS, PANTS per specification OR APPROVED EQUAL

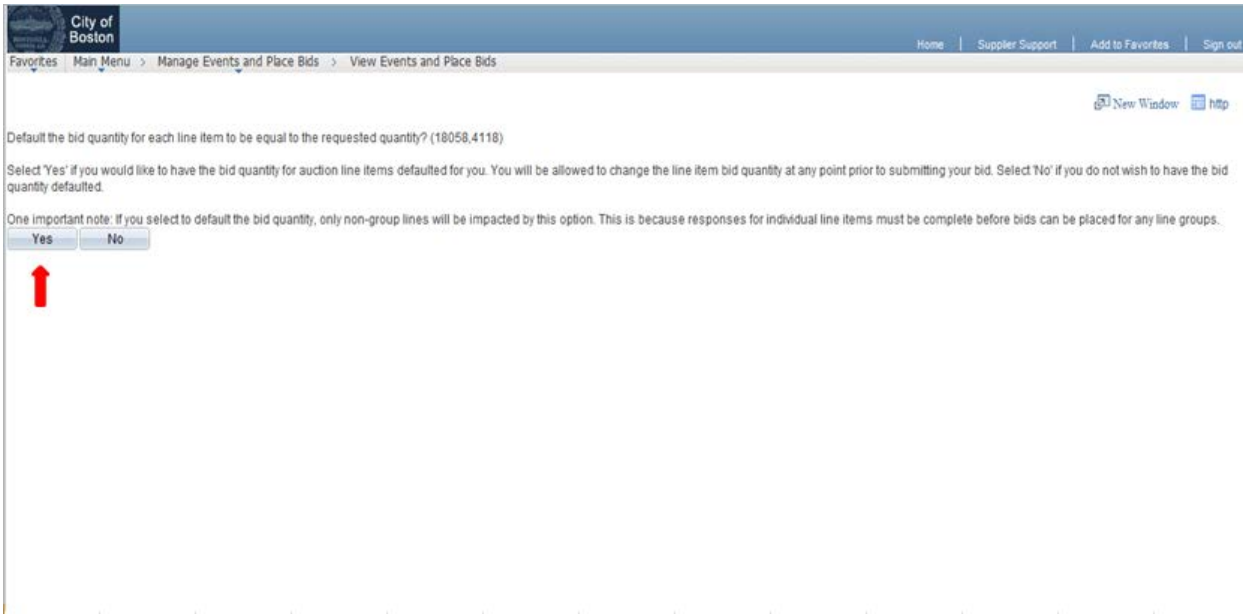
Contact: Lamberti, Arlene
Phone: 617 6353705
Email: Arlene.Lamberti@boston.gov
Online Discussion:
Live Chat Help:

Payment Terms: Net 30
My Bids: 0
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Display: All Lines ★ Bid Required [Line Comments/Files](#)

Line	Description	Unit	Requested Quantity	Status
1	Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	
2	Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	

5. The system will ask you if you would like to have the bid quantity amounts automatically populated for you with the same quantity that the City is requesting. Typically you would click 'Yes' here. You will still be able to change these values on the next page if you need to.



The screenshot shows the City of Boston bidding system interface. At the top, there is a navigation bar with the City of Boston logo and links for Home, Supplier Support, Add to Favorites, and Sign out. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Manage Events and Place Bids > View Events and Place Bids. The main content area contains the following text:

Default the bid quantity for each line item to be equal to the requested quantity? (18058.4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

Below the text are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.

6. You are now back on the '**Event Details**' page however the page is no longer view only, you can now enter information i.e. answer the required bid factor questions, enter bid amounts and add your own documents as attachments if necessary. You will now see three new buttons; 'Submit Bid', 'Save for Later', and 'Validate Entries'. Their functions are described below:
- Validate Entries: This will check your bid response and alert you if there are any errors on your bid submission prior to submitting it.
 - Save for Later: If you begin your bid response and decide you need to finish it at another time and do not want to lose your work, you can click this button. *It is important to note that 'Save for Later' does not submit your bid to the City. You MUST click the 'Submit Bid' button to send your bid.
 - **Important: If you submit a bid and re-access it prior to the deadline to view/edit your bid response you MUST resubmit your bid by clicking the 'Submit Bid' button again.**
 - Submit Bid: This will send your completed bid to the City of Boston. Similar to the functionality in the 'Validate Entries' button, the system will alert you if you have not responded to one of the required entries when you click this button.

You can also view any of the attachments that the event creator has provided to bidders by clicking on the 'View/Add General Comments and Attachments' link.

City of Boston
 Home | Add to Favorites | Sign out
 Welcome, Paul McCormack Inc
 User: PaulMcCormack

Event Details

Submit Bid | Save for Later | Validate Entries

Event Name: BFD BUNKER GEAR
 Event ID: BOSTN-EV00002822
 Event Form/Type: Sell Event RFX
 Event Round: 1
 Event Version: 1
 Event Start Date: 12/28/2015 9:00AM EST
 Event End Date: 01/12/2016 12:00 PM EST

Bidding Instructions
 Bid ID: New
 Bid Date:
 Bid Currency: USD US Dollar

[View/Add General Comments and Attachments](#)

Hide Additional Event Info

Description:
 BUNKER GEAR-STRUCTURAL FIREFIGHTING GEAR, JACKETS, PANTS per specification OR APPROVED EQUAL

Contact: Lamberti, Arlene
 Phone: 617 6353705
 Email: Arlene.Lamberti@boston.gov
 Online Discussion:

Payment Terms: Net 30
 Billing Location: Purchasing Department
 Event Currency: Dollar
 Conversion Rate: 1.0000000
 Edits to Submitted Bids: Allowed
 Multiple Bids: Not Allowed

(Scroll down)

There are two basic steps to placing your Bid. Step #1- 'Answer General Event Questions' and Step #2 - 'Enter Line Bid Responses'.

Step #1 - Answer Bid Event Questions

City of Boston
 Home | Supplier Support | Add to Favorites | Sign out
 Manage Events and Place Bids > View Events and Place Bids

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 8
 Required Questions: 6
 Questions Responded To: 0

Summary of bid questions and responses

Hide Event Questions

Event Questions

★ Bid Required Ideal Response Required

General Questions

Please review the below instructions for responding to this bid.

IF RESPONDING ONLINE THROUGH THE SUPPLIER PORTAL:

Please answer the questions asked in this bid event, including any file attachment uploads. Certain questions will require an answer in order to submit your response, while other questions are optional when they pertain to your company. Some questions require a specific answer which will be identified to you. You will be warned of disqualification if you answer with an unacceptable answer prior to submission.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the 'No Bid' checkbox.

After answering the questions and listing your price quotes, you can click the 'Validate Entries' button to check if you've properly answered all requirements. When there are no errors, 'Submit' your official bid response.

IF RESPONDING THROUGH A HARD-COPY PAPER PACKAGE:

Please answer all questions asked in this bid event, including inserting any requested file attachments. Certain questions require an answer in order to be considered a valid response.

Be sure to answer every question that is labeled with the phrase 'RESPONSE REQUIRED: YES'. Some questions may require a specific answer which will be identified to you. Those questions will be labeled as 'MANDATORY RESPONSE REQUIRED: YES'. Bid submissions must include the mandatory response to be eligible for award.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the 'No Bid' checkbox.

★ BID EVENT AND CONTRACT TERMS AND CONDITIONS

I confirm that I have read, fully understand, and agree to comply with all terms and conditions that are associated with this bid event and the eventual contract.

To view the associated terms and conditions, scroll to the top of the page, select the View Event Package hyperlink and click the View button for the Event Details document.

Response: I Agree

View All Event Attachment Files

Instructions for responding to bid.


All required Bid Questions have a red star on the top

- Many of the bid questions can be answered by selecting the appropriate answer from a Response drop-down box as shown below. Others may require manual text entry or on occasion you may be required to attach a file to respond to the question. Respond to all required questions.

★ **BID EVENT AND CONTRACT TERMS AND CONDITIONS**

I confirm that I have read, fully understand, and agree to comply with all terms and conditions that are associated with this bid event and the eventual contract.

To view the associated terms and conditions, scroll to the top of the page, select the View Event Package hyperlink and click the View button for the Event Details document.

Response:  [View All Event Attachment Files](#)

- 1 - I Agree
- 2 - I Do Not Agree

Step #2 - Enter Line Bid Responses

- Once you have responded to all of the required bid questions – scroll down to the line item(s) listed on the bid event. This is where you will enter ‘Your Unit Bid Price’ for all the lines listed on the event.

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: 2
 Lines Responded To: 0
 Your Total Line Pricing: 0.000000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files


Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	
2		Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	

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.

[Return to Event Search](#)

There are several columns associated with each line item. See the screenshot below for an explanation of each.

Lines										
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Structural firefighting gear (Jacket) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	



1

2

3

4

5

6

7

- 1.) Requested Quantity: (pre-populated). The number of units the City of Boston is requesting.
 - 2.) Your Bid Quantity: (Required entry). The number of units you are willing to provide. (This value will default in to the same number the City is requesting if you chose 'Yes' in step #6 above-you can edit as necessary if required).
 - 3.) Your Unit Bid Price: (Required entry). The price at which you can provide the item listed. You must enter a unit bid price on every line you wish to bid on.
 - 4.) No Bid: (Optional). If you do not wish to bid on a particular line item, you must check off the 'No Bid' box.
 - 5.) Your Total Bid Price: (Auto populated). The Unit Bid Price entered multiplied by the bid quantity. This is automatically calculated by the system. No entry is required here.
 - 6.) 'Bid' link: (Optional entry). You do not have to click on this link on the majority of bid events however some bid events may require you to input more detailed information about the line item such as manufacturer and part number of the product you would supply to the City of Boston. If this is the case the system would alert you by indicating that you were missing information on that line number when you clicked the 'Submit Bid' or 'Validate Entries' buttons.
 - 7.) Line Comment/Attachments: (Optional entry). Click here to add any comments or add any attachments that are specific to that line item.
9. When all required fields are complete and you are ready to submit your bid response to The City of Boston, click the **'Submit Bid'** button.

		or Approved Equal								
2		Structural firefighting gear (Pant) Per Specification or Approved Equal	EA	300.0000	300.0000	<input type="text"/>	<input type="checkbox"/>	0.000000 USD	Bid	

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.

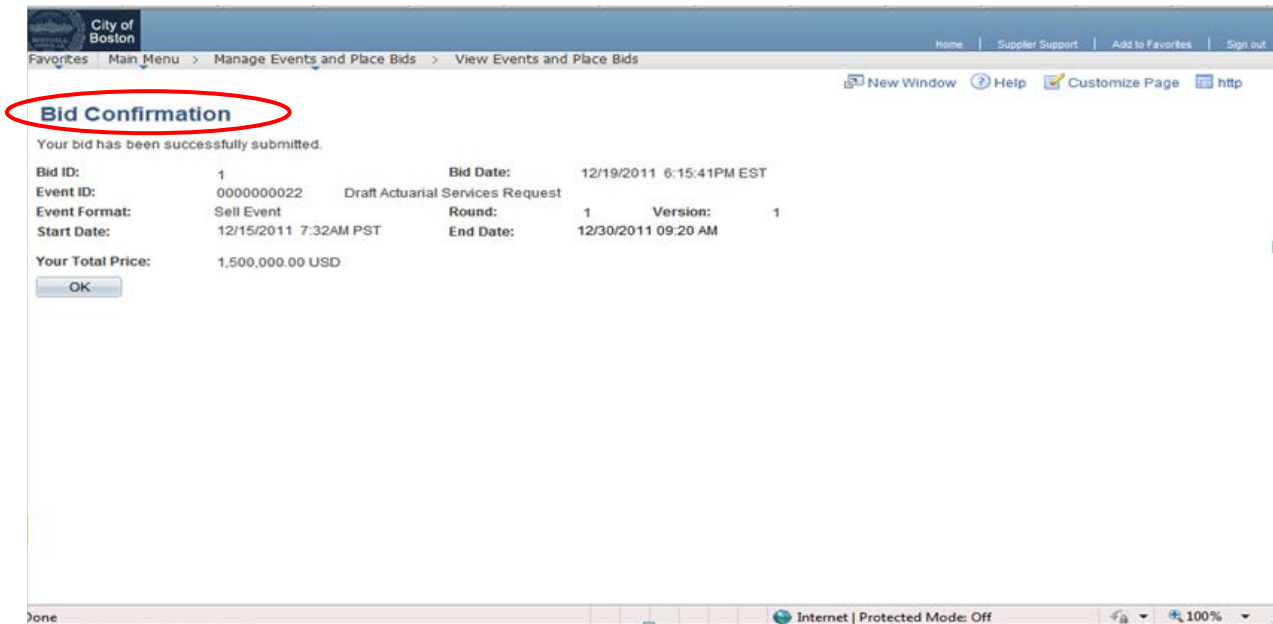
Submit Bid

Save for Later

Validate Entries

[Return to Event Search](#)

10. When you click 'Submit Bid' it may take a moment or two for the system to process your bid response. Once it is successfully processed, you will receive a bid confirmation message confirming that your bid was submitted. You will also receive an e-mail confirming your bid submission along with a .pdf copy of your bid response.



11. Bid/quote submission complete

If you have any questions or encounter any difficulty using the on-line Supplier Portal please e-mail us at vendor.questions@boston.gov or call us at 617-961-1058. Please give yourself ample time to familiarize yourself with the supplier portal and get any support questions resolved well in advance of the deadline of your bid.

Thank you for using the City of Boston supplier portal!