



Entering A Bid Online

1. Open your Internet browser and type <https://procurement.boston.gov>
2. Once logged into the Portal locate the bid you are interested in from the 'Events' list and click on the '**Event Name**' link.
3. When you are ready to begin entering your bid click on the '**Bid On Event**' button'

City of Boston
Welcome, Paul McCormack Inc
User: Paul McCormack

Event Details

Information On Inquiry Options: [View Event Activity](#) [View Event Package](#)

Accept Invitation

Bidding Shortcuts:

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: Lambert, Arlene
Phone: 617 6353705
Email: Arlene.Lambert@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	

4. 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. 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.
 - i. **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.

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



City of Boston

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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

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: (3)

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.
- 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.

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



Procurement

Lines									
Customize First Previous Lines 1-2 of 2 Next 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="checkbox"/>	0.000000 USD	Bid

1

2

3

4

5

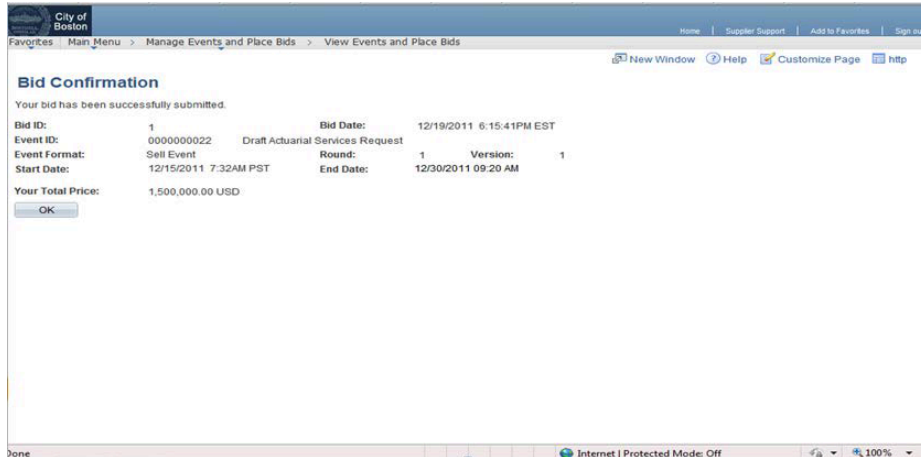
6

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.
7. 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.



8. 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.



9. Bid/quote submission complete

Still having problems?

- Please reach out to Vendor Support. Open Monday - Friday 8:30am - 5:30pm ET at 617-961-1058 or at vendor.questions@boston.gov