



# ELECTRONIC REQUEST FOR PROPOSAL (ERFP) SUBMISSION TRAINING

County of Santa Clara - Procurement Department  
Vendor Services & Resources

*Note: BidSync is now named Periscope. All steps outlined in this guide still apply.*



This is the Bid Overview landing page.


Begin the submission process by reviewing the required documents.

Click on the **Documents** tab to see the list of required documents the County requires for this solicitation.

**Bid #TEST-PRC-FY20-0192 - TEST**  
County of Santa Clara, CA  
PROCUREMENT DEPARTMENT

Time left: 4 days, 5 hrs  
Bid started: Dec 31, 2019 8:47:44 AM PST  
Bid ends: Jan 10, 2020 5:00:00 PM PST



[? How do I place an offer?](#)

Notifications are **OFF**   
With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this Bid](#)

[Download Bid Packet](#) [Add to My bids](#)

Details **Documents** Line items Q&A Vendor ads

**Bid #TEST-PRC-FY20-0192 - TEST**  

Time started: Dec 31, 2019 8:47:44 AM PST  
Bid contact: [See contact information](#)  
Issuing agency: County of Santa Clara, CA [See other Bids by this agency](#)  
Issuing department: PROCUREMENT DEPARTMENT [See other Bids by this department](#)  
Bid Comments: 1. [Join our mailing list](#) to stay up-to-date with Procurement news, upcoming events, and business opportunities at [www.sccprc.org/sign-up](http://www.sccprc.org/sign-up) !  
2. [Visit and bookmark](#) our website to stay connected at [www.sccprc.org](http://www.sccprc.org) !

Classification codes: [View classification codes](#)  
Contract duration: One Time Purchase  
Contract renewal: 1 annual renewal  
Prices good for: 30 days  
Estimated Amount: \$0.00  
Regions: California, Santa Clara

[Vendor viewed report](#)

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)




Under the **Documents** tab, you will see the list of documents required in the solicitation showing a **Pending Acceptance** alert.

Click on the Document's name to review the document.


In this example, there is only one required document.

**Bid #TEST-PRC-FY20-0192 - TEST**  
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PROCUREMENT DEPARTMENT





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Details Documents Line items Q&A Vendor ads


**Bid #TEST-PRC-FY20-0192 - TEST**  



You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

<input type="checkbox"/>	<a href="#">Instructions to Bidders</a>	<a href="#">[download]</a>	 Pending acceptance
--------------------------	---	----------------------------	--

[Select all](#) [Deselect all](#)  = Included in Bid Packet  = Excluded from Bid Packet

[Generate zip file](#) [Send to Print Vendor](#)

[Download Bid Packet](#)

Bid packet is a .pdf file that includes all documents and bid details, including line items.

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)



**Bid #TEST-PRC-FY20-0192 - TEST**  
 County of Santa Clara, CA  
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Details Documents Line items Q&A Vendor ads

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[Generate zip file](#)  
 To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"

[Send to Print Vendor](#)  
 To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

[Download Bid Packet](#)

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Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)



**Supplier Response Form**

**INSTRUCTIONS TO BIDDERS**

**THIS INVITATION TO BID REQUIRES ALL BIDS TO BE SUBMITTED ELECTRONICALLY THROUGH BIDS SYNC. NO PAPER, EMAIL, FAX OR OTHER SUBMISSIONS WILL BE ACCEPTED.**

The County is requesting bids from prospective suppliers for the products and/or services as specified in this Invitation to Bid (ITB).

All bids are secure and may not be accessed by the County until the ITB closing date and time indicated in this ITB. It is the sole responsibility of the Bidder to ensure its bid is submitted before the closing date and time. The County is not responsible for any late or incomplete submissions due to any technical issues that may be encountered in the BidSync system.

The following are the requirements and procedures Bidders are required to follow in submitting a bid to the County.

**1. TERMINOLOGY:**

- The following are definitions of terms used in the ITB:
  - "Bidder" means the entity, offeror, supplier, person, firm, or corporation submitting a bid.
  - "Contractor" means the individual or firm awarded a purchase order or contract as a result of its bid.
  - "County" means County of Santa Clara.
  - "ITB" means Invitation to Bid and refers to this particular ITB.
  - "Time" stated as number of days shall mean "calendar" days.

**2. PREPARATION OF BID:**

- 2.1 All bid responses for this ITB must be submitted electronically through the BidSync system, including required attachments, as applicable.
- 2.2 Time of delivery is a part of the bid and must be adhered to. Bidder shall respond to the delivery question set forth in the ITB.
- 2.3 Bid must be complete. All questions and requested submittals required by the ITB must be answered and/or provided.
- 2.4 All bids must have the Bidder's name and must be submitted by a responsible officer or employee with the authority to bind the Bidder to contractual obligations. Obligations assumed by such a submission must be fulfilled.

**3. COSTS ASSOCIATED WITH ITB:**

Bidder shall be solely responsible for all costs associated with the preparation and submittal of a response to this ITB.

**4. QUESTIONS AND ADDENDA:**

- 4.1 Bidder shall post questions related to the ITB within BidSync prior to the closing of the ITB. The County will not respond to any other method of questions (email, phone, etc.) while the ITB is still open. If a Bidder has a question after the closing of the ITB, Bidder is required to send an email to the Point of Contact for this ITB.
- 4.2 The County Procurement Department will respond to inquiries deemed necessary and relevant to responding to the ITB in a written Addendum posted within BidSync.
- 4.3 The County will post ITB and any addenda in BidSync. Bidders are responsible for checking www.BidSync.com for postings.
- 4.4 The County is not liable for verbal responses, interpretations or representations.
- 4.5 The County makes no guarantee that it will answer any questions submitted by a Bidder before the ITB closing date and time.
- 4.6 The County reserves the right to extend any deadlines, including the deadline for questions, by posting an addendum to the ITB in BidSync, if in the best interest of the County. Bidders are responsible for checking BidSync for any such addenda.

**5. SUBMISSION OF BID:**

- 5.1 Any bid not submitted electronically through BidSync, including any required attachments, shall be considered non-responsive and will be rejected.
- 5.2 Bids must be submitted electronically in www.BidSync.com in accordance with the County requirements. Bids submitted in any other form, including, but not limited to, the following forms, will not be accepted: Hard copy, oral, telephone, or facsimile.
- 5.3 In order for your bid to be considered, you must electronically submit your response to this ITB prior to the closing time and date of this ITB. The County will not accept any bid submitted after the closing date and time of this ITB.
- 5.4 All information submitted is subject to investigation, as well as to disclosure to third parties under the California Public Records Act.
- 5.5 If the County is unable to open a file due to a virus or because the file has been corrupted, the bid response may be considered incomplete and disqualified from further consideration.
- 5.6 The County has the capability of viewing documents submitted in the following formats: Microsoft Word, Microsoft Excel, or portable document format file (PDF).
- 5.7 Bidder should allow adequate time to submit its bid electronically. Submission of a bid response may not be instantaneous and may be affected by several events, such as temporarily losing connection to the internet or incorrect format. Bidders are solely responsible for ensuring their bids are completed and submitted electronically in www.BidSync.com prior to the closing date and time for this ITB.
- 5.8 If the solicitation is an aggregate ("All or None") Bid, Bidder must complete all bid line items prior to submission of the Bid Form. If Bidder fails to complete a line item, BidSync will populate the line item with zero. The value of zero will be disregarded and the bid response will be deemed non-responsive and the Bidder will be eliminated. For all other types of bids, if a Bidder fails to complete a line item, the County will disregard the value of zero for that line item and will evaluate the completed line items of the bid as identified in the ITB.

**6. MULTIPLE BIDS:**

Only one bid will be accepted from any one Bidder.

**7. PUBLIC BID OPENING:**

There will be a public bid opening at the date and time specified in the ITB as per the Schedule of Events. For those unable to attend in person, a teleconference line will be available. The County does not guarantee an error free connection so a Bidder's choice to attend using a teleconference line is at Bidder's risk. See the Schedule of Events section of the ITB for the teleconference information.

**8. LATE RESPONSES:**

The County will not accept late responses. The County is not responsible for any late or incomplete submissions due to any technical issues that may be encountered in BidSync.

Now that you've been redirected to a tab with the document, review and complete the appropriate fields.



**Supplier Response Form**

**INSTRUCTIONS TO BIDDERS**

Please enter your password below and click Save to save your response.  
Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:  
1) Click Take Exception.  
2) Create a Word document detailing your exceptions.  
3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **Vendor Outreach**  
Password

\* Required fields

Scroll to the bottom of the document to confirm that you have reviewed and completed all required fields.

To submit the document, scroll to the bottom where you will be asked to enter your password.


For every document, enter your password and select the blue **Save** button to confirm you have reviewed and populated all fields. The page will refresh, and the list of all required documents will reappear.



Once you've entered and saved your password, the document's status will change to **Accepted**.

In order to proceed with your submission, all Documents must have the green **Accepted** alert.

**Bid #TEST-PRC-FY20-0192 - TEST**  
County of Santa Clara, CA  
PROCUREMENT DEPARTMENT




Time left: 4 days, 5 hrs  
Bid started: Dec 31, 2019 8:47:44 AM PST  
Bid ends: Jan 10, 2020 5:00:00 PM PST

[How do I place an offer?](#)

[Download Bid Packet](#) [Add to My bids](#)

Details Documents Line items Q&A Vendor ads


**Bid #TEST-PRC-FY20-0192 - TEST** 



You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

<input type="checkbox"/>	Instructions to Bidders	<a href="#">[download]</a>	 Accepted
--------------------------	-------------------------	----------------------------	--

[Select all](#) [Deselect all](#)  = Included in Bid Packet  = Excluded from Bid Packet

[Generate zip file](#) [Send to Print Vendor](#)

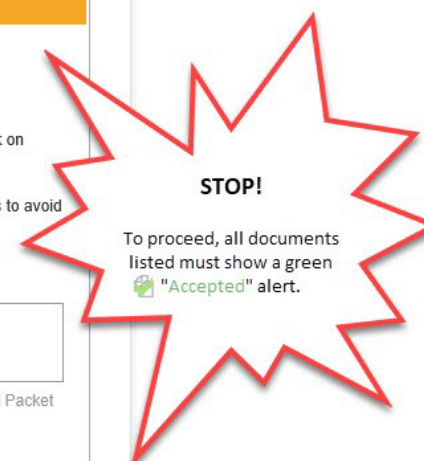
*To generate a zip file, select the document(s) you want from the list above and click "Generate zip file"* *To send documents to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"*

[Download Bid Packet](#)

*Bid packet is a .pdf file that includes all documents and bid details, including line items.*

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#) [Place "No bid"](#)





Now that all Documents have been accepted, you can place an offer by clicking on the **Line Items** tab.

## Bid #TEST-PRC-FY20-0192 - TEST

County of Santa Clara, CA  
PROCUREMENT DEPARTMENT



[? How do I place an offer?](#)

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[Download Bid Packet](#)

[Add to My bids](#)

[Details](#)

[Documents](#)

[Line items](#)

[Q&A](#)

[Vendor ads](#)

### Bid #TEST-PRC-FY20-0192 - TEST



Time started: Dec 31, 2019 8:47:44 AM PST  
Bid contact: [See contact information](#)  
Issuing agency: County of Santa Clara, CA [See other Bids by this agency](#)  
Issuing department: PROCUREMENT DEPARTMENT [See other Bids by this department](#)  
Bid Comments: 1. [Join our mailing list](#) to stay up-to-date with Procurement news, upcoming events, and business opportunities at [www.sccprc.org/sign-up](#) !  
2. [Visit and bookmark](#) our website to stay connected at [www.sccprc.org](#) !  
Classification codes: [View classification codes](#)  
Contract duration: One Time Purchase  
Contract renewal: 1 annual renewal  
Prices good for: 30 days  
Estimated Amount: \$0.00  
Regions: California, Santa Clara

[Vendor viewed report](#)

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#)

[Place "No bid"](#)



Within the **Line Items** tab, you will see a summary view of all line items along with a description, number, and status of your offer.

**Note:** In this example, there are two line items that require an 'offer'.

The line items are where you upload your proposal response and additional required solicitation documents, such as cost proposal form.

To upload the respective attachment for a Line Item, click the **place offer** buttons.

**NOTE:** Please ensure that you follow the steps in sequential order. The system will recognize if you skip a line item and will prevent you from opening the line item.

## Bid #TEST-PRC-FY20-0192 - TEST

County of Santa Clara, CA  
PROCUREMENT DEPARTMENT



[How do I place an offer?](#)

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[Add to My bids](#)

[Details](#) [Documents](#) [Line items](#) [Q&A](#) [Vendor ads](#)

Items

Title	Description	Item Number	Has Offer	
<b>1</b> <a href="#">TEST eRFP Proposal</a>	Complete and upload eRFP Proposal by clicking on the "Place Offer" button within the corresponding line item.	TEST-PRC-FY20-0192-01-01	No	<a href="#">Place offer</a>
<b>2</b> <a href="#">TEST Cost Proposal Form</a>	Complete and upload Cost Proposal Form by clicking on the "Place Offer" button within the corresponding line item.	TEST-PRC-FY20-0192-01-02	No	<a href="#">Place offer</a>

Results Per Page: 10

Fill out the qualifications for this agency. [Click here](#)

[Place offer](#)

[Place "No bid"](#)





[Go to Bid Information](#)

Bid #TEST-PRC-FY20-0192 - TEST

Page 1 of 1

Time Left: 4 days, 4 hrs

Bid Ends: Jan 10, 2020 5:00:00 PM PST

Line Items per page: 5

Offer

TEST-PRC-FY20-0192-01-01

Line Items  
1

1

Default Lot: TEST eRFP Proposal

Product Code  (optional)

Notes for Buyer

Prices are not requested for this item.

[Save](#)

Attachments [Upload Attachment](#)

[Alternate Offer](#)

[Remove](#)

TEST-PRC-FY20-0192-01-02

2

Default Lot: TEST Cost Proposal Form

Product Code  (optional)

Notes for Buyer

Prices are not requested for this item.

[Save](#)

Attachments [Upload Attachment](#)

[Alternate Offer](#)

[Remove](#)

Bid Notes:

These notes apply to the bid as a whole.

[Review response](#)

[Cancel](#)

**Note:** This agency may choose to make all documents and notes open to the public.

\* Fee Waived.

Placing an Offer redirects you to see a detailed view of all line items.

Click the **Upload** hyperlink to the right and a window will appear with additional prompts.

**Note:** Before you proceed, make sure you do not use macros in any of your attachments as they will not transfer and appear in your completed submission.



**BEFORE you upload,  
please clear your  
web browser cache!**

Press the keys [Ctrl], [Shift] and [Del] all at once and a new window will open to "Clear Browser cache".

## Internal 500 System Error

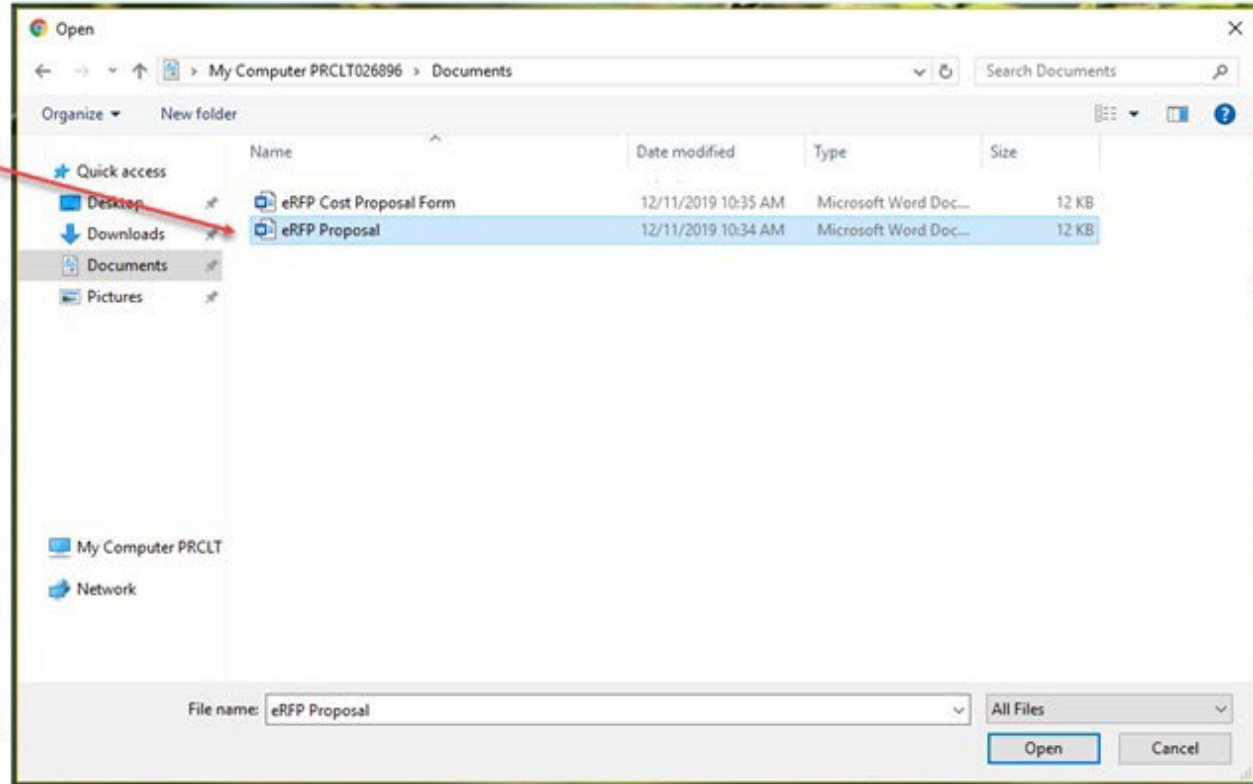
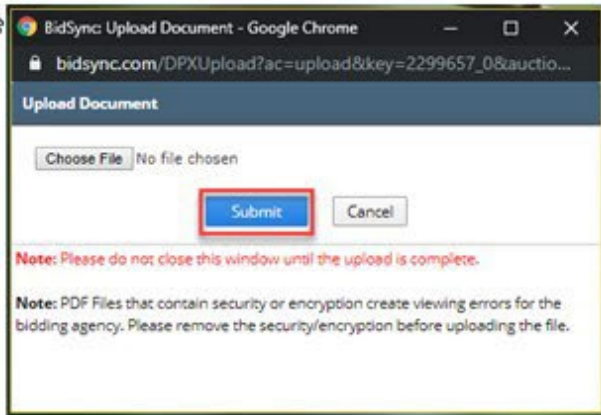
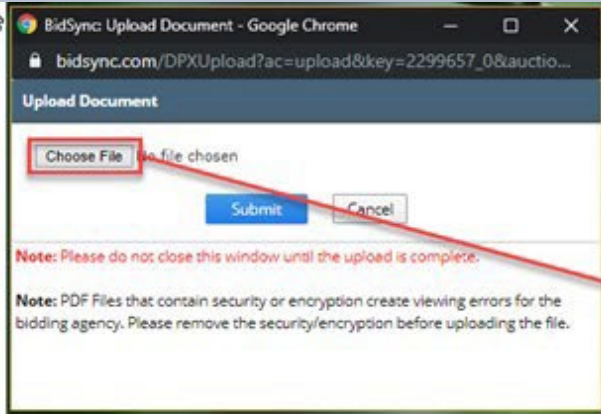
---

We're sorry. We've encountered an unexpected problem while processing your request. We recommend using your browser's back button to return to the previous page and trying again. If you continue experiencing this error or need immediate assistance, please [contact us](#).

You may also use the navigation bar above to continue using our website. Thank you for your patience. We apologize for any inconvenience this may have caused you.

### BidSync Customer Support

**NOTE:** To prevent an 'Internal 500 System Error', please ensure that you clear the cache in your web browser. If clearing the cache does not resolve this issue, please use a different web browser.



In the window, select the **Choose File** button.  
Select and Upload the appropriate attachment from your computer.  
Select the blue **Submit** button.



[Go to Bid Information](#)

Bid #TEST-PRC-FY20-0192 - TEST

Page 1 of 1

Time Left: 4 days, 4 hrs

Bid Ends: Jan 10, 2020 5:00:00 PM PST

Line Items per page: 5

Offer

Note: You have unconfirmed offers on this bid. To confirm your offers, click the review response button. If you wish to remove unconfirmed offers click cancel. Offers already confirmed cannot be removed.

TEST-PRC-FY20-0192-01-01

1

Default Lot: TEST eRFP Proposal

Product Code  (optional)

Offer Not Confirmed

Notes for Buyer

Prices are not requested for this item.

Save

Attachments [\[Upload Attachment\]](#)

New eRFP Proposal.docx [\[download\]](#)

Delete

Alternate Offer

Remove

TEST-PRC-FY20-0192-01-02

2

Default Lot: TEST Cost Proposal Form

Product Code  (optional)

Offer Not Confirmed

Notes for Buyer

Prices are not requested for this item.

Save

Attachments [\[Upload Attachment\]](#)

Alternate Offer

Remove

Bid Notes:

These notes apply to the bid as a whole.

Review response

Cancel

Note: This agency may choose to make all documents and notes open to the public.

\* Fee Waived.

Back on the Detailed View page of the Line Items, you will see a **New** alert confirming your attachment was uploaded.

Note: Under the Product Code field, a "Offer not confirmed" warning will appear. You do not need to complete this field and can proceed to the next Line Item.



[Go to Bid Information](#)

Bid #TEST-PRC-FY20-0192 - TEST

Page 1 of 1

Time Left: 4 days, 4 hrs

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Line Items per page: 5

Offer

Note: You have unconfirmed offers on this bid. To confirm your offers, click the review response button. If you wish to remove unconfirmed offers click cancel. Offers already confirmed cannot be removed.

TEST-PRC-FY20-0192-01-01

1

Default Lot: TEST eRFP Proposal

Product Code  (optional)

Offer Not Confirmed

Notes for Buyer

Prices are not requested for this item.

Save

Attachments [\[Upload Attachment\]](#)

**New** eRFP Proposal.docx [\[download\]](#)

[Delete](#)

[Alternate Offer](#) [Remove](#)

TEST-PRC-FY20-0192-01-02

2

Default Lot: TEST Cost Proposal Form

Product Code  (optional)

Offer Not Confirmed

Notes for Buyer

Prices are not requested for this item.

Save

Attachments [\[Upload Attachment\]](#)

**New** eRFP Cost Proposal Form.docx [\[download\]](#)

[Delete](#)

[Alternate Offer](#) [Remove](#)

Bid Notes:

These notes apply to the bid as a whole.

[Review response](#) [Cancel](#)

Note: This agency may choose to make all documents and notes open to the public.

\* Fee Waived.

Once you see "New" alerts alongside each successful line item submission, click the **Review Response** button.

Note: Each eRFP varies in how many line items are required. You may need to repeat the previous steps to upload attachments.



## Review Offer

Bid #TEST-PRC-FY20-0166 - TEST

**Your Offer**

4		
TEST-PRC-FY20-0166-01-01	<a href="#">TEST eRFP Proposal</a> (Edit) Product Code <b>Offer Not Confirmed</b> Notes for Buyer	Prices are not requested for this item. Attachments <a href="#">New</a> eRFP Proposal.docx (Download)
TEST-PRC-FY20-0166-01-02	<a href="#">TEST Cost Proposal Form</a> (Edit) Product Code <b>Offer Not Confirmed</b> Notes for Buyer	Prices are not requested for this item. Attachments <a href="#">New</a> eRFP Cost Proposal Form.docx (Download)

**Bid Notes:** - These notes apply to the bid as a whole.  
**Bid Attachments:** - These attachments apply to the bid as a whole.

\* Fee Waived.

**Offer Confirmation**

Please send me a confirmation email. \*\*If you have opted to block your notifications, you will not receive a confirmation email.

Username: **vendorstreach@prc.sccgov.org**

Password:

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

### Is your information correct?

If you made a mistake on an offer, click on the "Back" button below, and change your offer information.

Once the page has refreshed, you have the option to click the grey "Back" button to upload additional attachments. You may also request confirmation of your submission by selecting the box above your username.

Once you have confirmed you are ready to submit, select the **Confirm & Submit Response** button and you will be directed to the confirmation page.



## Offer Received

### Offer(s) on Bid TEST-PRC-FY20-0166

Listed below is your offer information. Click on the "Return to Offer" button below to return to the bid information screen.

[View Offer Report](#)

Your Offer(s)		
TEST-PRC-FY20-0166-01-01	<a href="#">TEST-PRC-FY20-0166-01-01</a> Product Code	Prices are not requested for this item. Attachments <a href="#">ePRC Proposal Form.docx</a> (download)
TEST-PRC-FY20-0166-01-02	<a href="#">TEST-PRC-FY20-0166-01-02</a> Product Code	Prices are not requested for this item. Attachments <a href="#">ePRC Cost Proposal Form.docx</a> (download)

**Bid Notes:** - These notes apply to the bid as a whole.

**Bid Attachments:** - These attachments apply to the bid as a whole.

A confirmation email for this bid has been sent to [vendorstreach@prc.sccgov.org](mailto:vendorstreach@prc.sccgov.org)

To change your notification options:

1. Click on the "Tools" tab at the top.
2. On the "Your Info" page, click on the "Notifications" link at the bottom.
3. Edit your notifications and then click on the "Save" button.

You can also change your preference to receive future confirmation notifications by clicking the link below.

[No, I do not want to receive confirmation emails.](#)

[Return to Offer](#)

Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)

Home | Bid Search | Bids | Orders | My account | Privacy | Terms | Logout






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If you would like to print your submission, click the **View Offer Report** link on the top-right corner.



Details Documents Line items Q&A Vendor ads

**Bid #ERFP-CEO-FY23-0079 - Small Business Incubator Opportunities for Justice Involved Citizens**

**Q & A deadline: Sep 23, 2022 3:00:00 PM PDT**

Print

3 Questions  
0 Unanswered Questions

**NOTE:** Please be aware of the Q&A submission deadline (date & time). You will not be able to submit any questions after the Q & A deadline indicated in the bid.





# Questions?

Contact Periscope directly at **1-800-990-9339**

or

[Visit their Support Portal](#)



**County of Santa Clara | Procurement Department**  
150 West Tasman Drive  
San Jose, CA 95134  
(408) 491 - 7400