

## BidNet Vendor Navigation Guide SANDAG Grant Programs



Last Updated: 9/15/2022

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How do I select the solicitation I want to access? How do I navigate the Grant **Solicitation Home Page?** How do I ask a question? How do I submit an application? How do I withdraw a submitted application? Troubleshooting

SAM



## How do I select the solicitation I want to access?

### BidNet Direct SANDAG Grants Web Page

SANDAG uses BidNet for all of its competitive grant solicitations.

To begin, go to: https://www.bidnetdirect.co m/sandag/sandag-grants

| SANDAG Grants - Bid Opportunit 🗙 🕂   |                              |
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| ← → C ☆ bidnetdirect.com/sandag/sandag-grants  |                              |
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|  | l Us: 800-835-4603 💄 Login 🌰 |
| bidnetdirect. Bids Participating Agencies Purchasing Groups Vendor Solutions Buyer Solutions | Vendor Registration          |
| Enter your business keywords   | Q Find Bids                  |
|  |                              |
| SANDAG Grants  | Star Inc.                    |
| Get notified of bid opportunities from SANDAG Grants   |                              |
| SANDAG   | 2                            |

### SANDAG Grants Bid Opportunities

SANDAG Grants's Open and Closed Solicitations are posted below. Please <u>register</u> or <u>login</u> to see details of all open opportunities. Welcome to SANDAG Grants!

As the regional planning agency, the San Diego Association of Governments (SANDAG) allocates millions of dollars each year in local, state, and federal funds through several competitive grant programs. Grants awarded range from infrastructure projects to habitat management and monitoring efforts to specialized transportation services for senior and disabled populations. While each individual grant program maintains a particular focus, all work together to enhance our region's quality of life.

Visit our FAQs for additional information.

#### Open Solicitations Closed Solicitations



Register to Bid

REGISTER NOW  $\rightarrow$ 

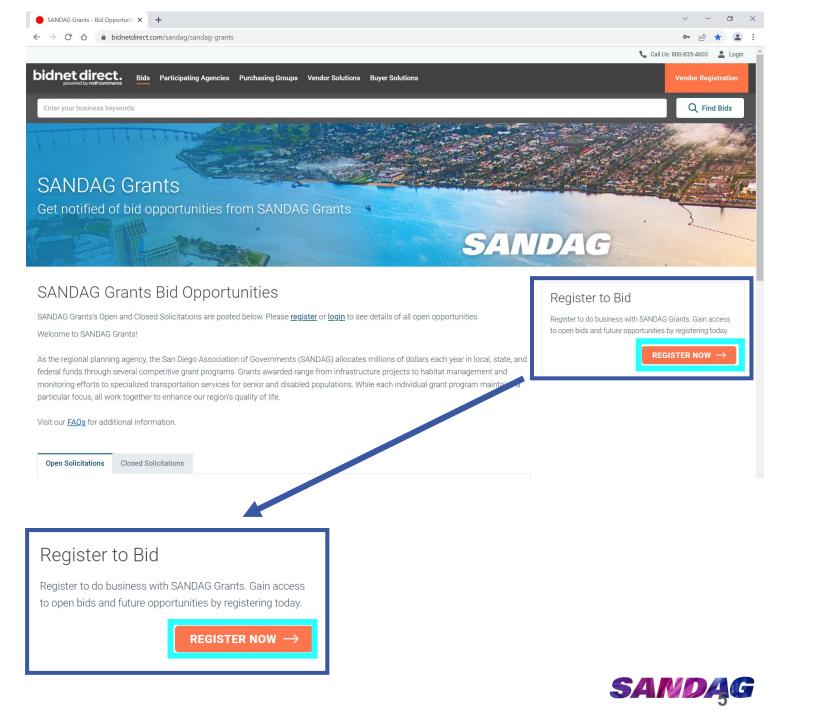


## Vendor Registration

If you have already registered for BidNet, continue onto the next slide.

If you have not yet registered for BidNet:

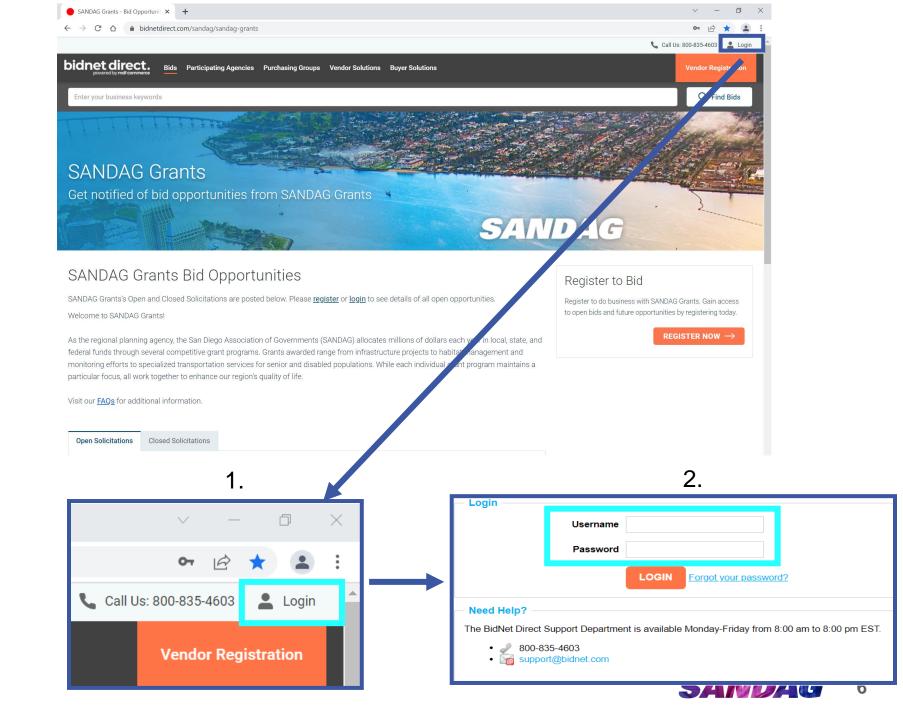
- 1. Review the BidNet registration instructions available at <u>www.sandag.org/gra</u> <u>nts</u>
- 2. Click Register Now



## Vendor Login

If you have registered in BidNet,

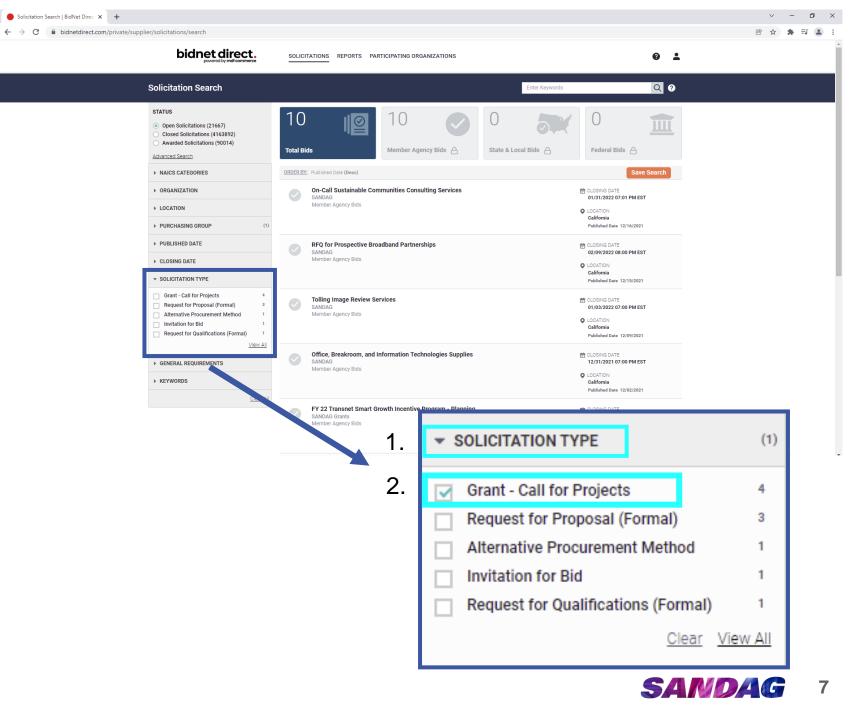
- 1. Click on Login in upper right corner
- 2. Enter your Username and Password



### Filter to Grant Programs

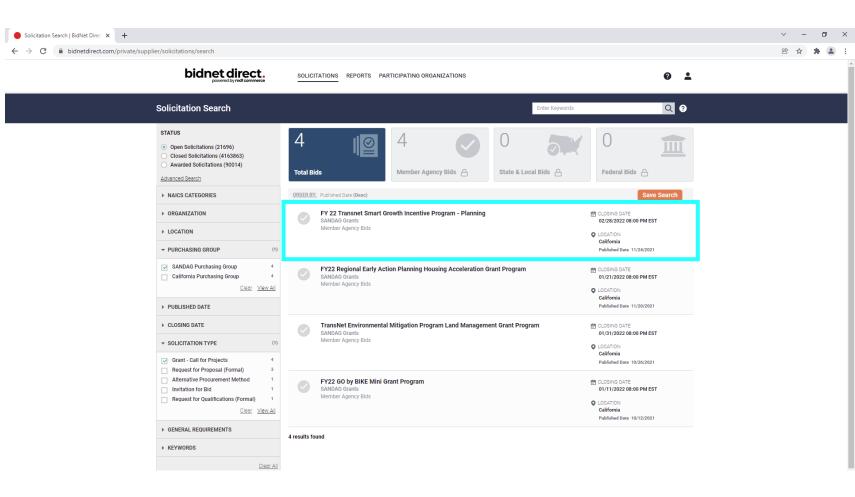
Once you login, you will be directed to Solicitation Search. To readily view grant opportunities, filter solicitations by solicitation type.

- 1. Click **SOLICITATION TYPE** in the left side bar.
- Click the box next to Grant – Call for Projects.



### Choose Grant Solicitation

Click on the name of the solicitation you are interested in (e.g., *TransNet* Smart Growth Incentive Program -Planning) to access more information and solicitation materials.







# How do I navigate the Grant Solicitation Home Page?

### Grant **Solicitation Home Page**

This is the home page for the grant solicitation you selected.

- 1. It lists the amount of time left to submit a grant application.
- 2. From here you can use the navigation bar on the left to access the various Call for Projects materials, which are discussed in detail in upcoming slides.

| BidNet Direct - FY 22 Specialized × +                |  |   |
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| ← → C △ ● bidnetdirect.com/priv bidnet direct.       | ate/solicitations/2303855160/abstract                                    |   |
| powered by mdf commerce                              | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS                        |   |
| SOL964597 - FY 22 Specialized                        | Transportation Grant Program Cycle 11 Supplemental                       | Place Bid Download  |
| Time Left to Bid <b>59</b> d <b>02</b> h <b>04</b> m |  | Follow Ask Question Print   |
| Notice<br>Categories                                 | Basic Information  |   |
| Documents  | Reference Number<br>0000278371   | Issuing Organization<br>SANDAG Grants   |
| Q & A<br>Document Request List                       | Owner Organization<br>SANDAG   | Solicitation Type<br>G-CFP - Grant - Call for Projects (Formal)               |
| Audit  | Solicitation Number<br>SOL964597   | Title<br>FY 22 Specialized Transportation Grant Program Cycle 11 Supplemental |
|  | Source ID<br>PU.OTH.USA.1309051.2153593.C13247226                        |   |
|  | Details  |   |
|  | Location<br>United States, California, San Diego County                  | Delivery Point<br>San Diego County, CA  |
|  | Purchase Type<br>Term: 09/30/2022 08:00 PM EDT - 09/30/2029 08:00 PM EDT | Piggyback Contract<br>No  |
| 1. Time Let  |  |   |
| <b>324</b>   | 02h 02m ⑦  |   |
| 2. Notice  |  |   |
| Categori   | es   |   |
| Docume   | nts  |   |
| Q & A  |  |   |
| Docume   | nt Request List  |   |
| Audit  |  | SANDAG 10   |

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### Notice Tab

Review the **Notice Tab** for summary information about the Call for Projects you selected.

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|---------------------------------------|--|---|
|                                       | tations/2214518891/abstract  | (e) ☆ 書 章 章   |
| bidnet direct.                        | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS                        | 0   |
| SOL953742 - FY 22 Transnet Smar       | t Growth Incentive Program - Planning                                    | Piace Bid Downik  |
| Fime Left to Bid<br>68 d 06 h 16 m ⑦  |  | ✓ Following Ask Question Print                                    |
| Notice                                |  |   |
| Categories                            | Basic Information  |   |
| Addendum                              | Reference Number<br>0000274280   | Issuing Organization<br>SANDAG Grants                             |
| ocuments                              | Owner Organization   | Solicitation Type   |
| & A                                   | SANDAG   | G-CFP - Grant - Call for Projects (Formal)                        |
| ocument Request List                  | Solicitation Number<br>SOL953742   | Title<br>FY 22 Transnet Smart Growth Incentive Program - Planning |
| Audit                                 |  | Fr 22 Hanslet Shart Glowul incentive Flogram - Flaining           |
|                                       | Source ID<br>PU.OTH.USA.1309051.2153593.C13247226                        |   |
|                                       | Details  |   |
|                                       | Location   | Delivery Point  |
|                                       | United States, California, San Diego County                              | San Diego County, CA  |
|                                       | Purchase Type<br>Term: 05/09/2022 11:00 AM EDT - 05/09/2025 08:00 PM EDT | Piggyback Contract<br>No  |
|                                       | Dates  |   |
|                                       | Publication<br>11/24/2021 11:41 AM EST                                   | Bid Intent<br>Not Available                                       |
|                                       | Question Acceptance Deadline<br>02/11/2022 08:00 PM EST                  | Questions are submitted online<br>Yes                             |

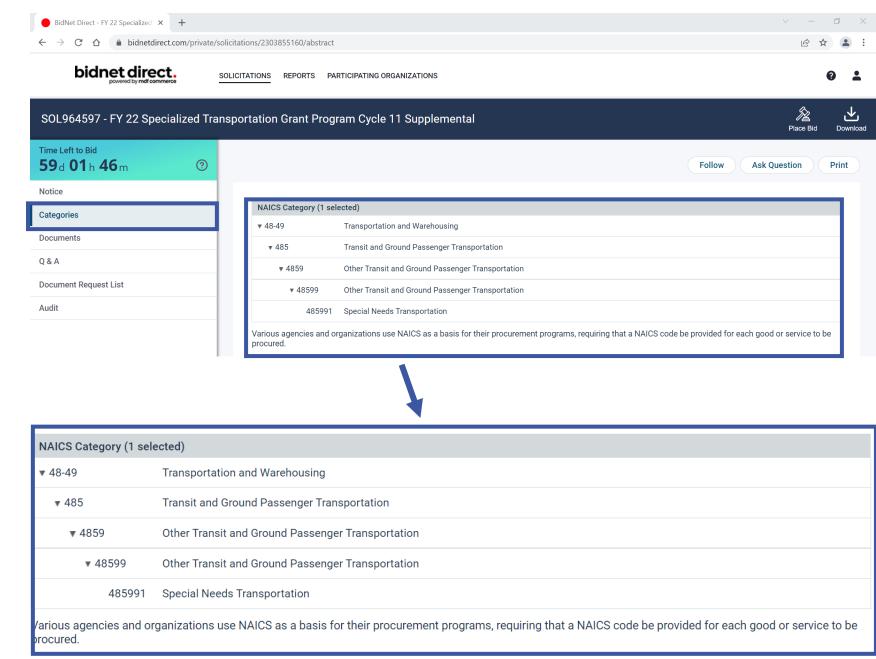


### Categories Tab

SANDAG uses the North American Industry Classification System (NAICS) codes to categorize solicitation subject areas.

The NAICS codes SANDAG uses for each grant program can be found on the Grants FAQ page of BidNet: <u>http://faq.bidnetdirect.com/</u> <u>sandag-grants/</u>

Please ensure the NAICS code that appears in the **Categories Tab** matches the solicitation you selected and the NAICS code listed on the Grants FAQ page of BidNet for the corresponding grant program.





### Addendum Tab

If SANDAG issues a change to a Call for Projects, an addendum is released.

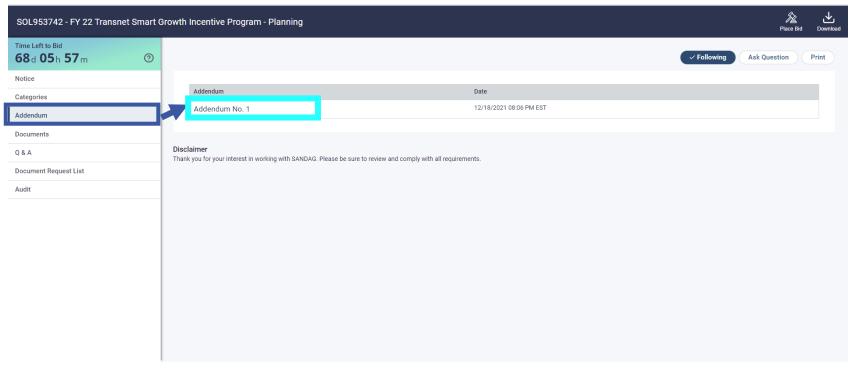
If an addendum is released:

- The Addendum Tab will appear on the left navigation panel.
- ✓ You can click on the Addendum Title to view the addendum.
- ✓ BidNet will also automatically notify you via email.

If an addendum has not been released:

 The Addendum tab will not appear on the left navigation panel.

| bidnet direct.  | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS |            |
|---|---|------------|
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| BidNet Direct - FY 22 Transnet Sn 🗙 🕂                           |   | v - 0 X    |



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### View Addendum

If you click on an Addendum Title, more information will appear on the addendum.

Addendum Description: Grants staff posts a description of what the addendum changes to the Call for Projects.

### **Notice Modifications:**

- Notice Information categorizes the addendum content.
- ✓ Information in the From
   Value column shows existing
   Call for Projects information.
- Information in the To Value columns shows the specific changes to the Call for Projects Information.
   Changes are noted in bold text. In the example on the right, the workshop recording was added to this section.

### **View Addendum**

### Addendum Description

This addendum provides the PowerPoint slides and Questions and Answers from the Workshop.

| Notice Modifications |  |   |  |  |
|----------------------|--|---|--|--|
| Notice Information   | From Value   | To Value  |  |  |
| Pre-Bidding Events   | Prebid Conference  | Prebid Conference   |  |  |
|                      | Recommended  | Recommended   |  |  |
|                      | 12/7/21 1:00 PM PST/PDT  | 12/7/21 1:00 PM PST/PDT   |  |  |
|                      | Zoom   | Zoom  |  |  |
|                      | A public workshop will be conducted to<br>provide an overview of this call for projects<br>and application process and to address any<br>questions. SANDAG staff will also provide<br>information and address questions on the<br>eligibility, approval, contracting, and specific<br>requirements of this grant program. This<br>workshop will be held virtually. | A public workshop will be conducted to provide an<br>overview of this call for projects and application<br>process and to address any questions. SANDAG<br>staff will also provide information and address<br>questions on the eligibility, approval, contracting,<br>and specific requirements of this grant program.<br>This workshop will be held virtually. |  |  |
|                      |  | A recording of the Workshop is available here:<br>https://www.sandag.org/index.asp?<br>conferenceid=510&fuseaction=conferences.detail   |  |  |

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### View Addendum (continued)

1. Category Modifications: If NAICS codes were changed, they would be shown here in the Added Categories or Removed Categories sections.

1.

2.

- 2. Added Documents: If any documents were added to the Call for Projects, they will be listed here.
  - You can download them by clicking on the file name.
  - In the example on the right, two documents were added – (a) workshop PowerPoint slides and (b) workshop questions and answers.

| View Addend         | lum  |   |   |
|---------------------|--|---|---|
|                     | and application process and to address<br>questions. SANDAG staff will also prov<br>information and address questions on<br>eligibility, approval, contracting, and sp<br>requirements of this grant program. Th<br>workshop will be held virtually. | s any process and<br>staff will als<br>the questions or<br>ecific and specific<br>is This worksh<br>A recording<br>https://www. | to address any questions. SANDAG<br>o provide information and address<br>o the eligibility, approval, contracting,<br>requirements of this grant program.<br>op will be held virtually.<br>of the Workshop is available here:<br>sandag.org/index.asp?<br>d=510&fuseaction=conferences.deta |
| Category Modificat  | tions  |   |   |
| Added Categories    |  |   |   |
| No Categories Added |  |   |   |
| Removed Categori    | es   |   |   |
| No Categories Remov | red  |   |   |
| Added Documents     |  |   |   |
| File                |  | Size  | Uploaded Date   |
| Morkshop Dow        | verPoint Slides.pdf  | 1 Mb  | 12/18/2021 08:04 PM EST   |
| Morkshop Pow        | en ondeo.pui   |   |   |



### Documents Tab

All documents SANDAG has released relating to the Call for Projects are available here.

BidNet sorts them into categories based on when the document was released. In the example on the right, there is the Original Solicitation and Addendum No. 1.

- Original Solicitation: files that were released when the Call for Projects was first released.
- Addendum No. 1: files that were released with Addendum No. 1.

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| bidnet direct.                       | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS  | 0                              |
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| Notice                               |  |                                |
| Categories                           | (1) Vendors must download at least one document in order to be considered a document holder. |                                |
| Addendum                             |  |                                |
| Documents                            | Documents  |                                |
| Q & A                                | Addendum No. 1   |                                |
| Document Request List                | File   | Size Uploaded Date             |
| Audit                                | Workshop PowerPoint Slides.pdf   | 1 Mb 12/18/2021 08:04 PM EST   |
|                                      | Workshop Questions and Answers.pdf   | 69 Kb 12/18/2021 08:04 PM EST  |
|                                      | Original Solicitation  |                                |
|                                      | File   | Size Uploaded Date             |
|                                      | Call for Projects.pdf  | 338 Kb 11/24/2021 11:40 AM EST |
|                                      |  |                                |
|                                      | Disclaimer   |                                |

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**SANDAG** 16

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## Q & A Tab

All questions and answers related to a Call for Projects go through BidNet.

Each question asked will be listed on this page, along with the corresponding answer from SANDAG.

> ✓ The date and time each question and answer was posted is listed.

|                                     | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS   |                              |
|-------------------------------------|---|------------------------------|
| SOL953742 - FY 22 Transnet Sma      | rt Growth Incentive Program - Planning  | Place Bic                    |
| Time Left to Bid<br>68 d 04 h 23 m  |   | lowing Ask Question          |
| Notice<br>Categories<br>Addendum    | Questions & Answers<br>Question Acceptance Deadline 02/11/2022 08:00 PM EST ( 51d 4h 23m )<br>Closing Date 02/28/2022 08:00 PM EST ( 68d 4h 23m )   | All Questions                |
| Documents                           | Expand All Collapse All   |                              |
| Q & A                               | No A Question/Answer Question Date  | Answer Date                  |
| Document Request List               | Q1  v Question: Eligibility (by SANDAG Grants Distribution) Are projects located within a "potential" smart growth area as defined by the regional map eligible for the current planning or pending capital SGIP grant programs?  | PM EST 12/16/2021 01:52 PM E |
|                                     | This Call for Projects is for planning projects only. Planning projects can be located in either existing/planned or potential Smart Growth Opportunity Areas (SBOAs). The next cycle of SGIP will contain planning and capital funds. With the recent passage of the 2021 Regional Plan, the SGOAs for the future call for projects could be different than they are now.  I result found  Disclaimer  Thank you for your interest in working with SANNI G. Please be sure to review and comply with all requirements. |                              |
|                                     |   | power                        |
| Terms & Conditions   Privacy Policy |   |                              |
| Terms & Conditions   Privacy Policy | Question Date   | Answer Date                  |



## Q & A Tab (Continued)

Questions and SANDAG responses can be searched through BidNet.

To search, click on the **magnifying glass**, enter **search terms**, and click **Search**.

Instructions on how to ask a question will be discussed in upcoming slides.

### **Ouestions & Answers** Q Question Acceptance Deadline 04/22/2022 08:00 PM EDT ( 45d 0h 5m ) All Ouestions Closing Date 05/06/2022 08:00 PM EDT ( 59d 0h 5m ) 岛 Expand All Collapse All No 🔺 **Ouestion/Answer Ouestion Date Answer Date** No results match your criteria. **Ouestions & Answers** I Questions - Q Question Acceptance Deadline 04/22/2022 08:00 PM EDT (45d 0h 5m) Closing Date 05/06/2022 08:00 PM EDT ( 59d 0h 5m ) Search For Answer Date 🛱 🛍 to 🛱 🗇 Clear Search ₿ Expand All Collapse All No 🔺 **Question/Answer Question Date** Answer Date No results match your criteria



### Document **Request List** Tab

When an organization downloads one of the files in BidNet, their name and contact information is recorded on the Document Request List.

This information is updated in real time and can be used to locate entities that are interested in this Call for Projects.

All organizations on this list are sent an email notification whenever a change is made to the grant solicitation. For example:

- $\checkmark$  An addendum is released
- $\checkmark$  A date is changed
- ✓ Responses to questions are posted

| bidnet direct.  | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS | @ <b>1</b>  |
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| <b>04</b> h <b>19</b> m |   |                                       |                         | ✓ Following | Ask Question   |
|-------------------------|---|---------------------------------------|-------------------------|-------------|----------------|
| e                       |   |                                       |                         |             |                |
| gories                  | (i) Vendors must download at least one document in orde | r to be considered a document holder. |                         |             |                |
| dendum                  | Organization Name                                       | Main Contact                          | Download Date 🔻         | City        | Province/State |
| cuments                 | > City of Escondido                                     | Karen Youel                           | 12/21/2021 01:41 PM EST | Escondido   | California     |
| & A                     | > Burns & McDonnell                                     | Krystn Gull                           | 12/20/2021 12:45 PM EST | Brea        | California     |
| ocument Request List    | > City of Chula Vista                                   | Mark Caro                             | 12/14/2021 07:45 PM EST | Chula Vista | California     |
| ıdit                    | > County of San Diego Planning & Development Services   | Donna Bagsic                          | 12/08/2021 07:19 PM EST | San Diego   | California     |
|                         | > City of La Mesa                                       | Kerry Kusiak                          | 12/07/2021 04:30 PM EST | La Mesa     | California     |
|                         | > Civic Community Ventures                              | Daniel Kay                            | 12/07/2021 02:26 PM EST | San Diego   | California     |
|                         | > Virtual Workplace Solutions, LLC                      | Jojo Harris                           | 12/01/2021 01:31 PM EST | Carlsbad    | California     |
|                         | > CR Associates   | Monique Chen                          | 11/30/2021 07:20 PM EST | Hillcrest   | California     |
|                         | > City of El Cajon                                      | Mario Sanchez                         | 11/30/2021 05:03 PM EST | El Cajon    | California     |
|                         | > Hunsaker & Associates San Diego                       | Paul Brencick                         | 11/24/2021 01:49 PM EST | San Diego   | California     |
|                         | > Kimley-Horn   | CA Marketing                          | 11/24/2021 01:07 PM EST | San Diego   | California     |

Thank you for your interest in working with SANDAG. Please be sure to review and comply with all requirements



### Audit Tab

The Audit tab records when major changes are made to the solicitation. For example:

- ✓ The Call for Projects is published
- ✓ An addendum is released

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|  | SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS                               |   | Ø                              |
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| Categories   | Solicitation Status   | Date  |                                |
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| Terms & Conditions   Privacy Policy                                |   |   | powered by mode                |

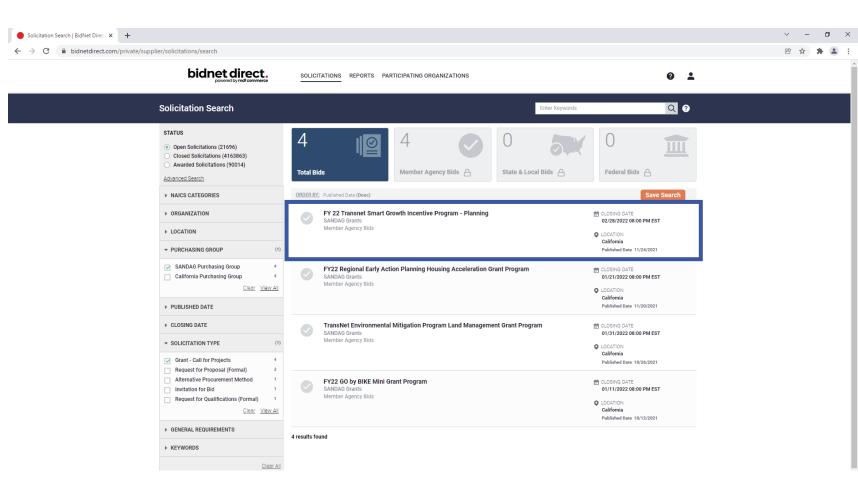




## How do I ask a question?

### Choose Grant Solicitation

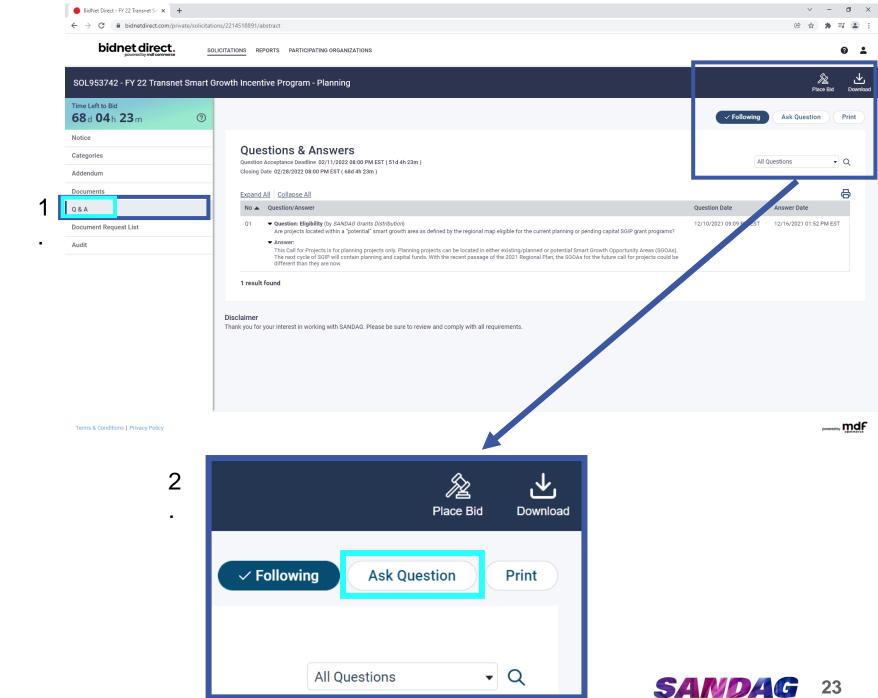
Click on the name of the solicitation you are interested in (e.g., *TransNet* Smart Growth Incentive Program -Planning).





## Q & A Tab

- 1. Click **Q & A** on the left side.
- 2. Click Ask Question located in the top right corner.



## Ask a Question

Enter the **Subject** the question pertains to. Enter the **Question**. Click **Submit.** 

| Ask a Question  | ⊗    |
|---|------|
| SOL953742 - FY 22 Transnet Smart Growth Incentive Program - Planning  |      |
| Subject*  |      |
| Subcontractors  |      |
| Question*   |      |
| If we are awarded a HAP or SGIP grant, can we also use contractors on the SANDAG bench? If so, can we know what companies are included in that bench? |      |
| 149 character(s) (maximum: 20   | )00) |
| Cancel  |      |



### Questions and Answers Page

The question will be listed on this page.

The SANDAG Grants team will be notified of your question and will respond via BidNet.

Once a response has been posted, the response will appear on this page.

 Organizations who downloaded any of the documents will be notified by email when the response is posted.

| <ul> <li>BidNet Direct - FY 22 Transnet Sn × +</li> <li>← → C</li></ul> | licitations/2214518891/abstract  |                         | ✓ - □ × Ø ☆ ★ 팩 ▲ :     |
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| Notice<br>Categories<br>Addendum<br>Documents                           | Questions & Answers<br>Question Acceptance Deadline 02/11/2022 08:00 PM EST (51d 4h 6m)<br>Closing Date 02/28/2022 08:00 PM EST (68d 4h 6m)  | All                     | Questions • Q           |
| Q & A   | Expand All Collapse All No  Question/Answer  | Question Date           | Answer Date             |
| Document Request List<br>Audit  | Q1 <ul> <li>Question: Eligibility (by SANDAG Grants Distribution)<br/>Are projects located within a "potential" smart growth area as defined by the regional map eligible for the current planning or pending capital SGIP grant programs?</li> </ul> ✓ Answer:         This Call for Projects is for planning projects only. Planning projects can be located in either existing/planned or potential Smart Growth Opportunity Areas (SGOAs).<br>The next cycle of SGIP will contain planning and capital funds. With the recent passage of the 2021 Regional Plan, the SGOAs for the future call for projects could be<br>different than they are now. | 12/10/2021 09:09 PM EST | 12/16/2021 01:52 PM EST |
|   | Q4 • Question: Subcontractors (by SANDAG Grants Distribution)<br>If we are awarded a SGIP grant, can we also use contractors on the SANDAG bench? If so, can we know what companies are included in that bench?<br>No answer has been provided for this question yet.  | 12/22/2021 03:53 PM EST |                         |
|   | 2 results found  |                         |                         |
|   | Disclaimer<br>Thank you for your interest in working with SANDAG. Please be sure to review and comply with all requirements.   |                         |                         |
| Terms & Conditions   Privacy Policy                                     |  |                         | powered by merce        |

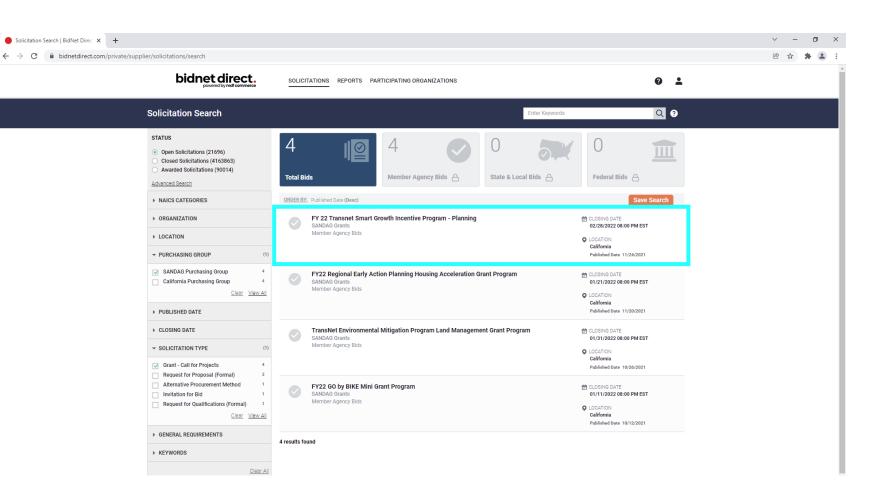




## How do I submit an application?

### Choose Grant Solicitation

Click on the name of the solicitation you are interested in (e.g., *TransNet* Smart Growth Incentive Program -Planning).





### **Place a Bid**

To submit your organization's application, first click on **Place Bid** located in the top right corner.

#### BidNet Direct - FY22 GO by BIKE × + ~ - • × ← → C 🔒 bidnetdirect.com/private/solicitations/2170159924/abstract 🖻 🕁 🌲 🗊 🚨 bidnet direct. SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS 0 -Find Intent Place Bid Downloa SOL894779 - FY22 GO by BIKE Mini Grant Program Time Left to Bid 20d 00h 30m ? ✓ Following Ask Quest Print Notice **Basic Information** Categories Reference Number **Issuing Organization** Documents 0000271557 SANDAG Grants Q & A **Owner Organization** Solicitation Type Document Request List SANDAG G-CFP - Grant - Call for Projects (Formal) Audit Solicitation Number Title SOL894779 FY22 GO by BIKE Mini Grant Program Source ID PU.OTH.USA.1309051.2153593.C12849176 Details Location Delivery Point United States, California, San Diego County San Diego County, CA Purchase Type **Piggyback Contract** Term: 03/18/2022 08:00 PM EDT - 06/18/2022 03:00 AM EDT No Dates Publication Bid I 10/12/2021 07:55 PM EDT **Bid Intent Deadline** uestion Acceptance Deadline 01/11/2022 08:00 PM EST 12/28/2021 08:00 PM EST Download Place Bid

SANDAG

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Select the type of Bid you would like to place.

- Place a New Bid select this option to submit an application
- Place a No Bid select this option to notify SANDAG that your organization will not be submitting an application.

✓ Click Continue.

| Place a Bid  | $\otimes$                     |
|--|-------------------------------|
| SOL894779 - FY22 GO b  | oy BIKE Mini Grant Program    |
| Closing Date: 01/11/2022                                       | 08:00 PM EST                  |
| Please select the desired<br>Place a new Bid<br>Place a No Bid | action and click on Continue. |
|  | Cancel                        |



The application will be divided into multiple categories based on the required documents listed in the Call for Projects.

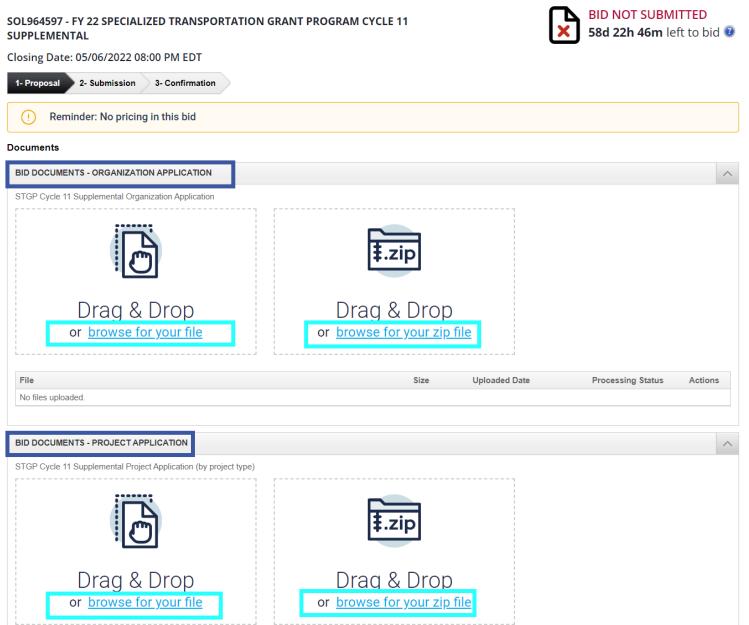
In the example on the right, there are two categories shown:

- ✓ Bid Documents –
   Organization Application
- ✓ Bid Documents Project Application

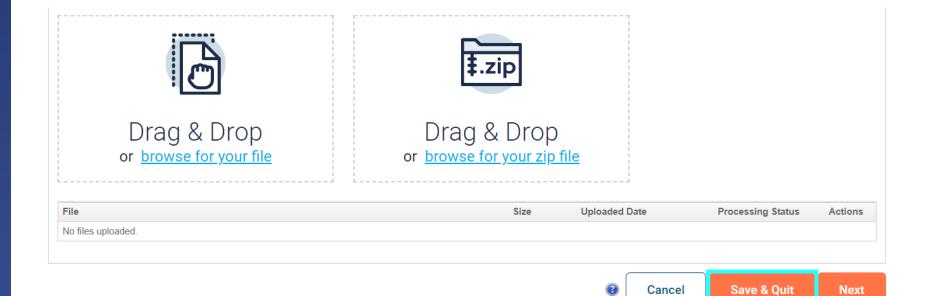
In each category, you can add a file or a zip file. Click browse for your file or browse for your zip file. You can also use the drag & drop function.



#### CREATE BID



Click **Save & Quit** to return to this page later.







Once you have uploaded a file and clicked next, your file will be displayed in the File section.

To remove a file:

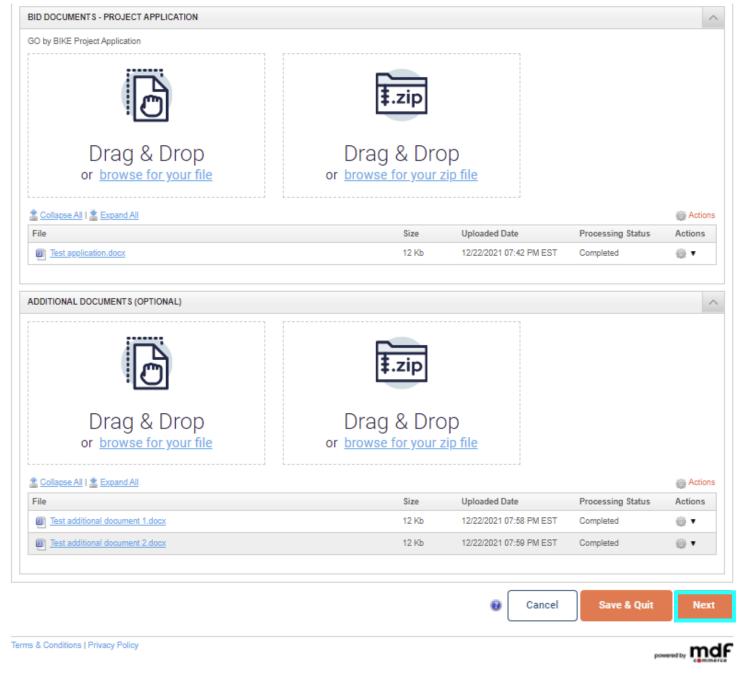
- 1. Click the gear icon under Actions
- 2. Click Remove Document.

| BID DOCUMENTS - PROJECT APPI      | LICATION |   | ^  |
|-----------------------------------|----------|---|--|
| GO by BIKE Project Application    |          |   |  |
|                                   |          | ‡.zip   |  |
| Drag & I<br>or <u>browse for</u>  |          | Drag & Drop<br>or browse for your zip file                          |  |
| 🟦 Collapse All I 🌋 Expand All     |          |   | Actions                                    |
|                                   |          |   |  |
| File <u>Test application.docx</u> |          | Size         Uploaded Date           12 Kb         12/22/2021 07:42 | Processing Status Actions PM EST Completed |
| File                              |          |   |  |



## Submit Application

When you have finished uploading all your files, click Next.





### Submit Application (Continued)

Complete the remaining fields:

- For "Does this bid contain exceptions?" select No. Exceptions are not allowed under SANDAG grant programs.
- For "Bid Submitted By (Full Name)," enter the name of the person submitting the bid. It does <u>not</u> need to be the person who signed the application.
- 3. For security reasons please re-enter your password.

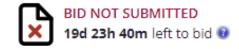
Once done, click Submit Bid.

### CREATE BID

### SOL894779 - FY22 GO BY BIKE MINI GRANT PROGRAM

Closing Date: 01/11/2022 08:00 PM EST

| 1- | Proposal 2- Submission 3- Confirmation       |  |
|----|--|--|
| 1  | Does this bid contain No DYes<br>exceptions? |  |

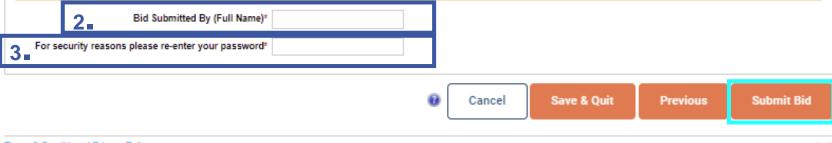


#### Bidder Compliance & Authentication

By submitting this electronic response, I certify and declare:

- The response is valid, authorized, and binding.
- · All required documentation has been completed and is true and correct in all respects.
- Any known existing or potential conflict of interest for respondent has been disclosed to SANDAG and respondent confirms that it has not provided gifts to any SANDAG employee valued at
  more than \$50 aggregate in the last 12 months.
- The individual signing the response is an authorized agent who has fulfilled all requirements to possess legal authority to bind respondent to every term, condition, article, and obligation of the response, and any potential resultant contract.

Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.



Terms & Conditions | Privacy Policy

powered by mdF



### Submission Confirmation

After you click **Submit Bid**, a Bid Submission Confirmation pop-up window will appear. Click **Yes.** 



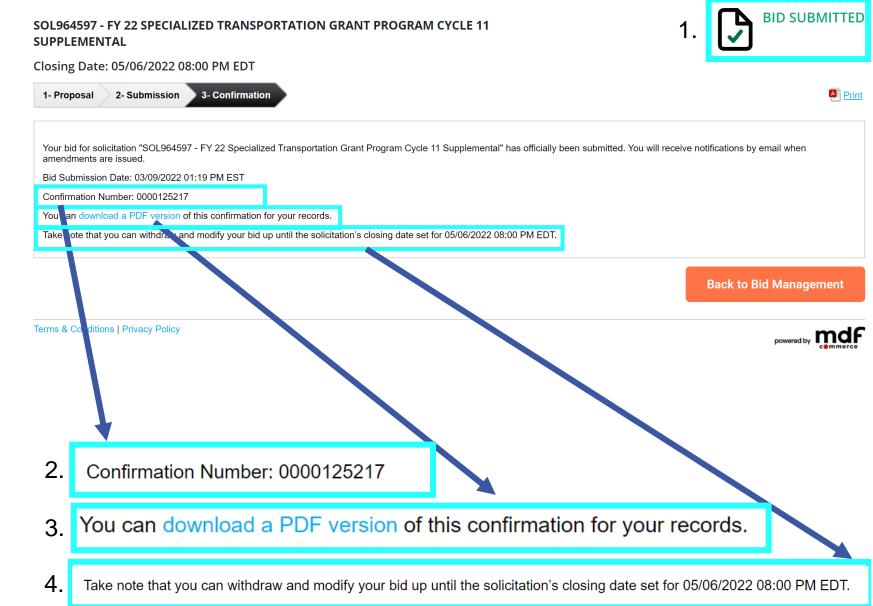


## Submission Confirmation (Continued)

After you click Yes in the prior step:

- 1. BID SUBMITTED will appear in the upper right corner.
- 2. BidNet will generate a **Confirmation Number**.
- 3. You can **download a PDF version** of the confirmation for your organization's records (recommended).
- 4. You can withdraw your bid until the Call for Projects closes. This will be described in the next slide.

EDIT BID



SAND

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# How do I withdraw a submitted application?

## Withdrawing a Submitted Application

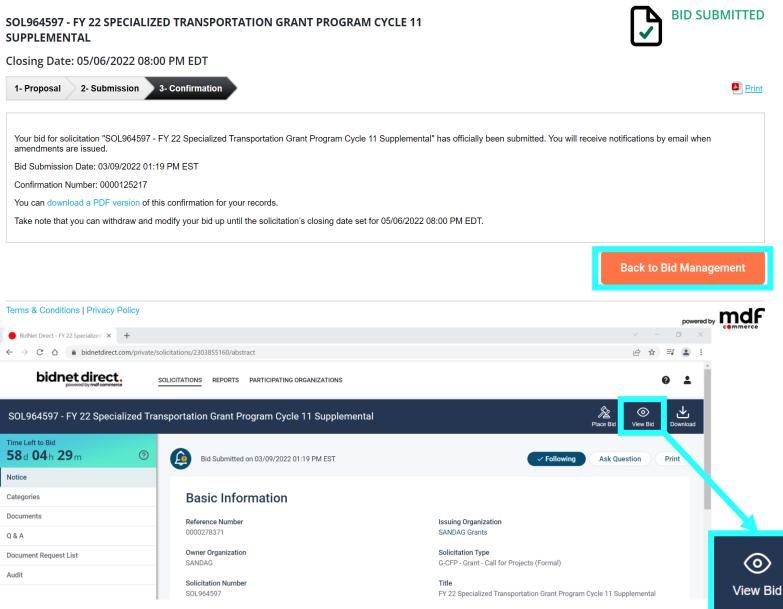
- 1. If you want to withdraw a submitted application,
  - A. Click on **Back to Bid Management** from the bid submission window

Or

B. Click on View Bid in the upper right corner from the home page of the solicitation you selected. Continue to Slide 40.

### A. EDIT BID

B





### Withdrawing a Submitted Application (Continued)

If you want to withdraw a submitted application:

- 2. The Bid Management window will appear. Click on the 3 dots adjacent to the Confirmation No. You will have the option to view or withdraw. Click withdraw.
- The Withdraw Window will 3. appear. Enter Your Full Name and your Password.
- Click Withdraw Bid in the 4. bottom right corner.
- When prompted, follow the 5. directions to confirm the application withdrawal.

| E | 3id Managen  | nent                                   |   |            | Search by Solicitation Number or Title | Q F            | dvanced |
|---|--------------|--|---|------------|--|----------------|---------|
|   | Sol.Number 🔺 | Title                                  | Closing Date (Time Remaining)           | Bid Status | Bid Submission Date                    | Confirmation N | D.      |
|   | SOL964597    | FY 22<br>Specialized<br>Transportation | 05/06/2022 08:00 PM EDT<br>(58d 5h 12m) | Submitted  | 03/09/2022 01:19 PM EST                | 0000125217     | •       |

3.

### WITHDRAW BID

- Withdraw

3

SOL964597 - FY 22 SPECIALIZED TRANSPORTATION GRANT PROGRAM CYCLE 11 **SUPPLEMENTAL** 

Closing Date: 05/06/2022 08:00 PM EDT

2- Confirmation



Bid Submission Date: 03/09/2022 01:19 PM EST

Submitted By: zri@sandag.org

Confirmation Number: 0000125217

Cancel

Please note that any associated fees that might have been applied during the bid submission are non-refundable.

For security reasons please re-enter your password\*

Withdraw Submitted By (Full Name)<sup>3</sup>



4.

Withdraw Bid



## Troubleshooting

- If you have questions on this Guide, contact grantsdistribution@sandag.org.
- If you have questions on the content of the Call for Projects, submit questions through BidNet. **Do not email or call SANDAG staff for these questions**.
- If you experience technical issues navigating BidNet, contact the BidNet Direct Vendor Support Department, which is available Monday through Friday from 5 a.m. to 5 p.m. Pacific Time.
  - Call: (800) 835-4603
  - Email: <u>support@bidnet.com</u>