



Broward County Housing Authority
Solicitation Number RFI 21-298
Request for Information (RFI)

DOCUMENT MANAGEMENT SYSTEM (DMS)

Date of Issue: May 14, 2021
Questions Due: May 24, 2021, 10:00 am EST
Proposal Submission Date: June 03, 2021, 10:00 am EST

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Broward County Housing Authority
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1. Introduction, Background, Purpose and Anticipated Schedule

The Broward County Housing Authority (BCHA) is requesting information from qualified vendors to provide document management system software and maintenance service.

The purpose of this Request for Information (RFI) is to collect relevant information from qualified vendors who can provide a document management system (DMS) for the electronic creation and storage of various records necessary for BCHA to fulfill its mission essential responsibilities. This system will further permit BCHA in maintaining continuity of operations during a disaster event. It will, also, allow documents to be accessed by stakeholders through specific applications.

The mission of BCHA, its affiliates and instrumentalities is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

BCHA provides a full range of housing services, including low-income housing; Housing Choice Voucher (Section 8) assistance; LIHTC redevelopment; property acquisitions of multifamily rentals; housing counseling (including first time home buyer assistance); mortgage foreclosure prevention assistance; and family self-sufficiency program support. These housing services require the use of various document forms within BCHA. Both state and federal rules govern these provided services; therefore, reliable and timely information contained in required documentation must be readily accessible, securely edited and properly stored in a DMS for audit and decision-making purposes.

The BCHA DMS must adhere to applicable state and federal guidelines and must meet accessibility and records retention requirements imposed by law, for example, those requirements found in Section 119.021, Florida Statutes.

BCHA's goal is to have a fully-integrated document management system and associated software maintenance. Ideally, these services should come from a single provider; however, BCHA may accept two integrated solutions that will accomplish the goals of a fully functional DMS. The agency's desire is to adopt a system that can improve BCHA's documentation requirements and to automate processes and work flows that will drive efficiencies across the agency's departments, which include both operational and administrative functions. The appropriate DMS will be adopted agency-wide and will facilitate daily, quarterly, and annual business processes.

At this phase in the project, BCHA is collecting preliminary data on available document management solutions in the marketplace. This RFI does not constitute a Request for Proposal (RFP), a Quotation Request (QR) or an Invitation for Bid (IFB). This RFI will not result in a contract award, and BCHA is not responsible for any vendor costs associated with responding to this RFI.

The RFI submittals must be prepared according to the specifications detailed within this RFI document.

Thank you for responding to our request.

Every effort will be made to maintain the RFI schedule below. However, all dates are subject to change if a change is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
RFI Published	Friday, May 14, 2021
Deadline for Receipt of Questions and/or Comments via E-Mail	Monday, May 24, 2021 at 10:00am
Deadline for Posting of Answer to Questions	Friday, May 28, 2021
Deadline for Proposal Submissions	Thursday, June 3, 2021 at 10:00am
Vendor Presentations, if needed.	Week of June 7-11

2.0 Response Submission - Proposal

BCHA will receive submittals of proposals electronically through DemandStar at www.demandstar.com.

In order to submit a proposal electronically through DemandStar, the vendor must be registered with DemandStar. The vendor's participation on DemandStar is free to parties interested in viewing and downloading documents, as well as submitting proposals. Bid documents may be obtained electronically on DemandStar at <https://network.demandstar.com/agencies/florida/broward-county/housingauthority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/>

Instruction on the "DemandStar ebid" is attached to this document.

- Follow the attached instructions on "Responding to an Electronic Bid" on DemandStar.
- Contact DemandStar support at support@demandstar.com or call technical assistance at (206) 940-0305 in the event of technical difficulties when submitting documents.

3.0 Proposal Preparation and Submission Outline:

3.1 The application format for this RFI contains three major areas as indicated below. The RFI responses must be clear, concise and formatted as outlined below to allow for consistent and fair evaluation of each submittal.

- I. Company Information page (provided)
- II. Questionnaire Response (excel document attached)
- III. Additional Information – Answers to question and additional information and/or suggestions

- 3.2 As you complete the RFI, please be as creative as possible. BCHA is interested in ideas and concepts that will assist BCHA in achieving its DMS goals and welcomes your professional perspective and input.
- 3.3 Please answer all questions.
- 3.4 The RFI response documents should be completed as follows:
 - 3.4.1 Company Information Page—Fill out completely the attached Company Information Page form.
 - 3.4.2 Questionnaire Response—Answer every question provided in the attached Excel document.
 - 3.4.3 Additional Information—Provide a written document with detailed answers to the questions when necessary. Separate each answer by indicating the question's number. You can also provide additional suggestions, solutions or other input in the additional information document.

4.0 Miscellaneous

- 4.1 All questions, notices, demands, claims, requests for information or clarifications pertaining to this request must be submitted through the e-mail address on the cover sheet of this solicitation. No questions will be accepted by telephone. Responses to such e-mailed questions shall be issued through addenda which will be posted on the BCHA website and/or on DemandStar.
- 4.2 Florida statutes and applicable administrative codes, including the Florida Open Records Act, require procurement and other BCHA records to be made public unless otherwise provided by law.
- 4.3 All documents and information generated, prepared, assembled or encountered by or provided to BCHA pursuant to this RFI are the property of BCHA. Firms shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFI.
- 4.4 Based on the responses to this RFI, BCHA may choose to issue a competitive solicitation for the purchase of the DMS. Any vendor that submits a response to this RFI will be notified directly if a solicitation is issued.

5.0 Vendor's Presentation

BCHA may schedule meetings that will provide vendors the opportunity of presenting their products and services.

LAST PAGE OF DOCUMENT

**Document Management System (DMS)
Functional Requirements Document**

**BROWARD COUNTY HOUSING AUTHORITY
4780 NORTH STATE ROAD 7
LAUDERDALE LAKES, FL 33319**

1 INTRODUCTION

A document management system (DMS) provides for the electronic creation and storage of various records necessary for an organization to fulfill its mission essential responsibilities. A DMS further permits an organization in maintaining continuity of operations during a disaster event and allows documents to be accessed by stakeholders through specific applications. A DMS is a crucial component of an organization's infrastructure.

1.1 Purpose

This document identifies the functional requirements necessary to implement a DMS for the Broward County Housing Authority (BCHA).

1.2 Scope

This document addresses the DMS functions within BCHA.

1.3 Background

BCHA provides a full range of housing services, including low-income housing; Housing Choice Voucher (Section 8) assistance; LIHTC redevelopment; property acquisitions of multifamily rentals; housing counseling (including first time home buyer assistance); mortgage foreclosure prevention assistance; and family self-sufficiency program support. These housing services require the use of various document forms within BCHA. Both state and federal rules govern these provided services; therefore, reliable and timely information contained in required documentation must be readily accessible, securely edited and properly stored in a DMS for audit and decision-making purposes.

1.4 References

The BCHA DMS must adhere to applicable state and federal guidelines and must meet accessibility and records retention requirements imposed by law, for example, those requirements found in Section 119.021, Florida Statutes.

1.5 Assumptions and Constraints

1.5.1 Assumptions

The project assumptions are as follows:

1. Adequate financial resources are available to procure a DMS,
2. Adequate IT resources are available to configure the DMS,
3. Adequate electronic storage of the DMS data is available to meet state and federal requirements, and
4. Adequate staffing resources are available to implement the DMS.

1.5.2 Constraints

The project constraints are as follows:

1. The DMS complies with appropriate state and federal reporting and storage requirements,
2. The DMS is fully integrated with current operational systems,
3. The DMS provides for adequate internal control and appropriate segregation of responsibilities in creating, reviewing, editing, and storing electronic documents, and
4. Appropriate audit logs for transactional and system changes are preserved and available for review.

2 BUSINESS REQUIREMENTS

In providing a full range of housing services, BCHA processes numerous and various documents that are generated both internally and externally. These processes include the receiving of documents from external sources, the transmitting of internally created documents to external sources, the reviewing of documents for decision-making and quality control purposes, and the editing and signing of documents. Additionally, these document related processes will occur on a daily basis. Staff will need a DMS to properly record, retrieve, edit, sign and audit these documents at both the operating division and executive levels. Staff will employ a quality control process that includes a review of the electronic documents to identify any document errors and to enable corrective actions.

The DMS must comply with the requirements of Florida's public records law and all applicable federal records requirements.

3 FUNCTIONAL REQUIREMENTS

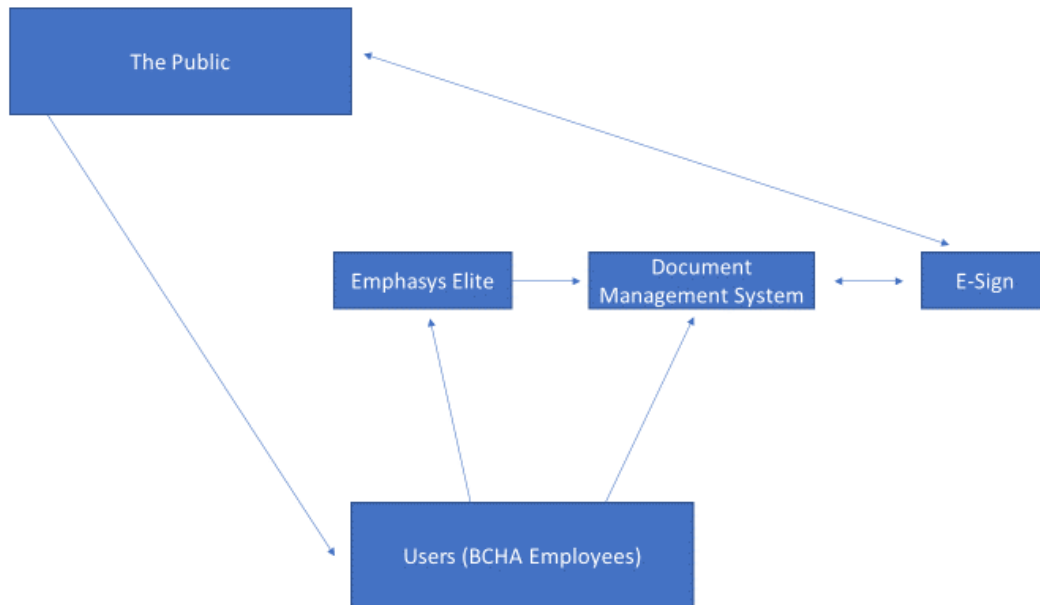
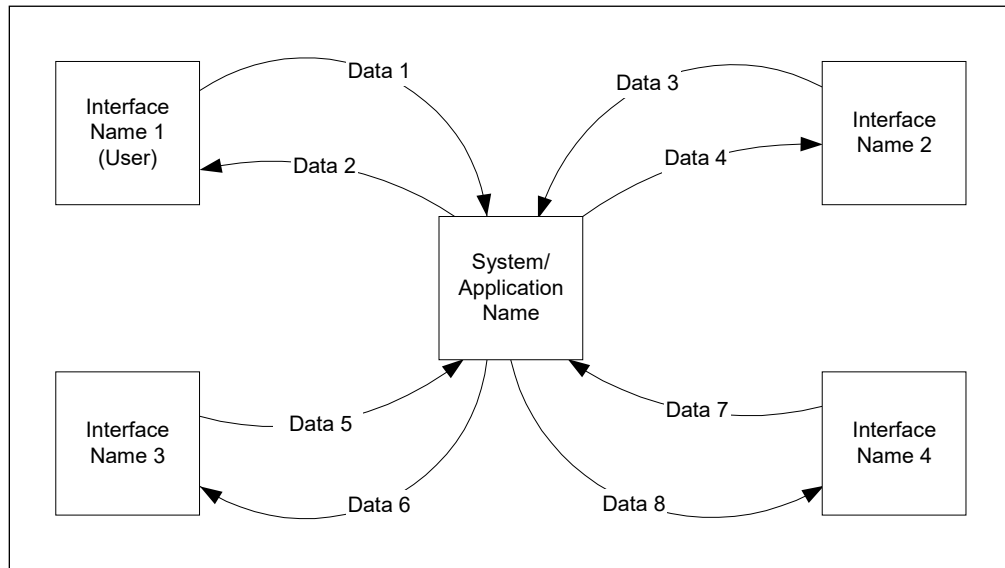
The DMS will allow users to perform the following tasks:

1. Choose the correct document for the housing services being rendered or the actions to be processed.
2. Record a document with correct landlord, resident or applicant information, project name, project unit number and entity number.
3. Generate an appropriate notification and log of the document related event.
4. Generate an appropriate notification for actions to be taken based on project name and project number.
5. Allow documents to be corrected or updated for specific users with appropriate system authority.
6. Review created and stored documents to
 - a. Prepare appropriate BCHA responses and reporting,
 - b. Permit discrete document sorting based on user criteria,
 - c. Analyze documents from offsite locations and with offsite devices, and
 - d. Determine a case status.
7. Generate ad hoc reports that show document creation, transmission, receipt and editing for a specific user, location or device.
8. Generate reports that will be used to prepare responses to public records requests.
9. Generate reports for internal and external auditing.

10. Complete documents which include fillable fields and electronic signatures through an agency website.
11. Upload case related documentation through an agency website.

4.1 Context

Exhibit 2 - Generic Context Diagram



4.2 User Requirements

The DMS general usage requirements for each user are as follows:

1. Must be easy to navigate and is generally user friendly.
2. Must support handwriting recognition.
3. Must allow scanning of paper documents.
4. Must allow import of common electronic document types, for example, TIF, PDF, JPG, and Microsoft Office formats.
5. Must be able to OCR scanned color documents.
6. Must have copier integration.
7. Must interface with BCHA applications and databases.
8. Must be able to recognize bar and QR codes for auto indexing.
9. Must be able to scan or print documents directly into the DMS without requiring a hard copy.
10. Must permit documents to be imported directly from scanner, virtual printer, drag and drop, and browsing to file.
11. Must be able to store images in native file format.
12. Must be able to view multiple images simultaneously.
13. Must render viewable quality and detail on color images.
14. Must render images in correct orientation for viewing.
15. Must permit text to be readable up to the edge of the document.
16. Must permit cropping of images.
17. Must be scalable to at least 100 simultaneous users.
18. Must provide active directory and single sign-on capabilities in all available clients.
19. Must have robust import and export functionality or the ability to import and export from other software packages.
20. Must be able to pre-populate discrete information within a document based upon the user's input of unique data, like a case number or a name.
21. Must provide comprehensive training materials, for example, function-specific user manuals and e-learning tools.
22. Must provide access to the DMS through common web browser applications or mobile devices.
23. Must permit users to perform e-discovery for public records purposes and to preserve document formats and contents for an indefinite duration.

The DMS searching capabilities for each user are as follows:

1. Users are able to search the full texts of the documents.
2. Users are able to search for documents based on key words
3. Users are able to use advanced search features, for example, the use of multiple search criteria to query single documents or a range of documents.

4. Users are able to search for documents using fuzzy logic.
5. Users are able to search for documents using homonyms.
6. Users are able to search for documents using “wildcard” characters.

User Role	User Rights
1) System Administrator	Full Access Rights
2) Management	Create/Read/Write/Modify/Execute/Delete/Purge
3) BCHA Departmental Users	Create/Read/Write/Modify/Append—specific rights based on user roles/job classifications
4) External Users	Read Only or Read/Write—rights based on the external user’s need, for example, to complete, audit, view or print a document

4.3 Functional Requirements

The DMS must have the following functional requirements:

1. Must be able to automate workflows, including the transmitting of documents from one user or system to another through an automated process.
2. Must initiate routing and approval workflows when documents are created.
3. Must route documents according to a pre-defined set of rules.
4. Must create an audit trail or log of activities related to the workflow.
5. Must be flexible to route documents in an ad hoc process as necessary.
6. Must adhere to BCHA’s document retention schedules.
7. Must schedule documents to be purged.
8. Must archive documents prior to scheduled purge dates.
9. Must identify whether documents should be deleted or archived.
10. Must schedule and log disposition of files and folders.
11. Must permit annotation of documents without permanently changing the original image.
12. Must permit highlighting, redaction, and text annotations.
13. Must permit redaction at the discretion of the end user.
14. Must permit only a system administrator to restrict views of annotated and see through redactions.
15. Must permit the printing of a document with and without redactions.
16. Must provide a check in and check out restriction for documents.

17. Must permit a system administrator to override check in and check out restrictions.
18. Must provide electronic storage and indexing of documents through optical character recognition (OCR) technology.
19. Must allow system administrator to define fields for automatic indexing of documents through OCR processes.
20. Must support full text indexing.
21. Must be able to create metadata from data fields on forms.
22. Must provide document file version management.
23. Must provide published versus non-published document version management.
24. Must permit access to previous document versions based on security control.

5 SYSTEM REQUIREMENTS

5.1 Interface Requirements

Web Browser (Microsoft Edge, Google Chrome, Mozilla Firefox, Internet Explorer)

5.1.1 Hardware Interfaces

PC (includes laptop), limited mobile device, iPad iOS

5.1.2 Software Interfaces

Emphasys Elite

5.1.3 Communications Interfaces

1. BCHA Local Area Network (LAN)/Wide Area Network (WAN) to Azure cloud
2. Public Internet to Azure cloud

5.2 Data Conversion Requirements

No conversion of legacy data will be required.

5.3 Hardware/Software Requirements

The following hardware and software platforms will support the DMS:

1. Microsoft Azure,
2. Storage Space,

3. Processing Resources,
4. Backup Storage, and
5. Networked Multifunction Printers.

5.4 Operational Requirements

The DMS must have the following operational requirements:

1. Minimizes the number of steps or menus required to create, retrieve, annotate, publish and store documents.
2. Prevents users from modifying document fields with incompatible data, for example, entering alpha characters in a field that requires numbers only.
3. Allows users to define tables, fields, screens, reports, menus, business rules and workflows.

Operational requirements describe how the system will run and communicate with operations personnel.

5.4.1 Security and Privacy

The DMS must provide security and privacy functions as follows:

1. Provides for user, group, or departmental level security.
2. Limits user access to documents based on security roles.
3. Restricts user access to documents based on department, group, peer, or supervisor designations.
4. Permits ad hoc security administration to allow documents or files to be shared across BCHA departments on an as-needed basis.
5. Permits document hierarchy security and document level security.
6. Permits annotation level security that controls a user's ability to view annotations and redacted content.
7. Permits restricting the creation and management of user profiles.
8. Permits restricting user access to documents, workflows, and system features.
9. Provides for encryption of documents and records within documents.

List of the security requirements using the following criteria:

A. Consequences of the following breaches of security in the subject application:

1. Loss or corruption of data
Business will be temporarily interrupted up to completely stopped.
2. Disclosure of secrets or sensitive information
Violation of law and current BCHA policies/procedures.

- 3. Disclosure of privileged/privacy information about individuals
Violation of law and current BCHA policies/procedures.

- 4. Corruption of software or introduction of malware, such as viruses
Business will be temporarily interrupted up to completely stopped.

B. Type(s) of security required. Include the need for the following as appropriate:

- 1. Physical security.
BCHA will determine the appropriate physical security requirements for the DMS based upon the adopted solution.
- 2. Access by user role or types.

User Role	User Rights
1) System Administrator	Full Access Rights
2) Management	Create/Read/Write/Modify/Execute/Delete/Purge
3) BCHA Departmental Users	Create/Read/Write/Modify/Append—specific rights based on user roles/job classifications
4) External Users	Read Only or Read/Write—rights based on the external user’s need, for example, to complete, audit, view or print a document

- 3. Access control requirements by data attribute is to be determined.
- 4. Access requirements based on system function.
The system shall make the role of managing system users available to the System Administrator only.
- 5. The vendor chosen shall certify the system complies with appropriate security requirements (for example, SOX, NIST, ISO, FISMA, COBIT, etc.).

5.4.2 Audit Trail

The DMS must provide audit functions as follows:

- 1. Permits auditing of document access.
- 2. Permits auditing of document creation.
- 3. Creates a log of user access to documents.

4. Creates a log of user actions on documents.
5. Creates event, audit, and reporting logs for all documents and workflows.

Other audit requirements are to be determined.

5.4.3 Reliability

Required application's reliability. Minimum acceptable level of reliability.

- a. Mean-Time-Between-Failure is the number of time units the system is operable before the first failure occurs.

The DMS must be operable 99.99% of the time during normal business hours.

- b. Mean-Time-To-Failure is the number of time units before the system is operable divided by the number of failures during the time period.

To be determined.

- c. Mean-Time-To-Repair is the number of time units required to perform system repair divided by the number of repairs during the time period.]

To be determined.

5.4.4 Recoverability

- A. In the event the application is unavailable to users (down) because of a system failure, how soon after the failure is detected must function be restored?

To be determined.

- B. In the event the database is corrupted, to what level of currency must it be restored? For example, the database must be capable of being restored to its condition in no more than 1 hour before the corruption occurred.

The DMS restoration requirements after the occurrence of a database corruption are to be determined.

- C. If the processing site (hardware, data, and onsite backup) is destroyed, how soon must the application be able to be restored?]

Restoration of the DMS following a destructive event is to be determined.

Absent any agreement to the contrary, the DMS must have the following general recoverability attributes:

1. The system should be capable of being operational within four hours of a system failure.
2. The system should be capable of restoring data to within eight hours of the last entry of uncorrupted data.

5.4.5 System Availability

The DMS must be available during normal business hours and during other hours on an as-needed basis (for example, on a Saturday or in special circumstances.)

Monday-Saturday (06:00 AM - 07:00 PM).

5.4.6 General Performance

- A. Response time for queries and updates – To be determined.
- B. Throughput – To be determined.
- C. Expected rate of user activity:

The DMS should be able to process documents normally and simultaneously for up to 75 users at one time regardless of the DMS user's geographic location.

5.4.7 Capacity

The DMS must be capable of recording between 1,000 and 1,500 records per day regardless of the DMS user's geographic location. Please note, a single document may consist of multiple records. For example, a document for an application for housing may consist of multiple records contained within that document (like an application form, an image of the applicant's driver license, an employment pay record, etc.).

5.4.8 Data Retention

The DMS must meet Florida's records retention requirements as published in the Florida's General Records Schedules and applicable federal records retention requirements.

5.4.9 Error Handling

To be determined.

5.4.10 Validation Rules

Entity ID will be required for indexing the records.

5.4.11 Conventions/Standards

To be determined.



Responding to an Electronic Bid

5 Step Instructions

Step 1

- Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.
- Click on the solicitation.

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs for 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar, there is a large orange arrow pointing right with the word 'Bids' inside it. To the right of this arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below these elements is a table of active bids. A red arrow points to the first bid item in the table.

ID	Agency	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL					Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.

Bid Details

Agency Name [Redacted]
Bid Writer [Redacted]
Bid ID ITB-20B-
Bid Type ITB - Invitation to Bid
Broadcast Date 07/08/2020 4:00 AM Eastern
Fiscal Year 2020
Due 08/11/2020 3:00 PM Eastern
Bid Status Text None

Scope of Work

The Development Districts is requesting bids for:

Documents

[Download all documents](#)

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

Distribution Info

Bid Bond NO
Plan (blueprint) None

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”.

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Messages Responses Robyn Gallardi

Home > Bids > 113780 > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
Address 2 (optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension Extension (optional)

Bid Amount 127,000 (invalid) Alternate Bid Amount Alternate Bid Amount (optional)

Notes
For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The page is titled 'E-Bid Response' and features a 'Save & Finish Later' button and a 'Cancel' button.

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/AD
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (*.DWG)
- AutoCAD Drawing Web Format (*.DWF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Microsoft Word (*.DOCK)
- Plain Text (*.TXT)
- Plot file (*.PLT)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- WordPerfect (*.WPO)
- ZIP Compressed Archive (*.ZIP)

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

There is a place for you to add "Supplemental", i.e. non-required, documents.

The screenshot displays the 'E-Bid Response' interface. On the left, the 'Bid Details' section includes:

- Agency Name: z z agencydtest2.0 TEST
- Bid Number: Ebid-DSTESTB04 29-06-2020-0-2020/sdS
- Bid Due Date: 07/21/2020 11:00 AM (Pacific)
- Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining
- Bid Name: DSTESTB04 29-06-2020

The 'E-Bid Progress' section shows a sequence of steps: Contact Information, Documents Upload, and Review Bid. A red arrow points from the 'Documents Upload' step to the right-hand side of the interface.

The right-hand side is titled 'E-Bid Response' and contains the 'Required Documents' section. It lists 'Agency Accepted File Formats' such as Adobe Acrobat (*.PDF), AutoCAD Drawing (*.DWG), JPEG Image (*.JPG), Microsoft Excel (*.XLS), Microsoft PowerPoint (*.PPT), Microsoft Word (*.DOCX), Plot File (*.PLT), TIFF Image (*.TIF), and ZIP Compressed Archive (*.ZIP).

Below this, a table lists required documents with their submission options and uploaded files:

Required Document	Submission Option	Uploaded Document
Bid Proposal	Online/Electronic	RFB2020-3239.PDF
Insurance Certificate	Online/Electronic	Insurance Certificate.docx

The 'Supplemental Documents' section allows for additional uploads. It includes a text input field for 'Document Title', an 'Add Document' button, and a table for supplemental documents:

Supplemental Document	Submission Option	Uploaded Document
References	Online/Electronic	References.docx

At the bottom, there are 'Previous' and 'Upload All' buttons.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot shows the DEMANDSTAR web interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and contains the following sections:

- Bid Details:**
 - Agency Name: agency2.0
 - Bid Number: ESD-123456-0-2020/AD
 - Bid Due Date: 02/28/2020 (PST)
 - Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining
 - Bid Name: TEST80
- E-Bid Progress:**
 - Contact Information
 - Documents Upload
 - Review Bid
- Contact Info:**
 - Company Name: Calgon Carbon Corporation
 - Address 1: P.O. Box 717
 - Address 2:
 - City: Pittsburgh
 - State: Pennsylvania
 - Country: United States of America
 - Postal Code: 15220-0717
 - Phone Number: 4127876810
 - Fax:
 - Bid Amount: \$127,000.00
 - Alternate Bid Amount:
 - Notes: For the full 6 month contract
- Agency Required Documents:**
 - Service Doc agency2.0(Electronic/Online)
- Supplemental Documents:**
 - References(Electronic/Online)

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.

For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com

CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB Σ Inbox x

supplierservices@demandstar.com
to me ▾

9:59 AM (1 minute ago)

RESPONSE CONFIRMATION

Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Agency: Z Demandstar Agency
Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB
Bid Name: DSTEST01 01042020
Bid Amount: \$25000
Alt Bid Amount: \$18000

Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may [update your eBid response](#) up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into www.demandstar.com and clicking on the "Responses" tab.

Sincerely,
The DemandStar Team

CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening!]

There are two ways of confirming your activity and responses:

1. Look at *all* your eBid Responses under Activities
2. View History per each solicitation to which you responded

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The main content area is titled 'eBid Responses (8)' and contains a table with the following data:

Bid Name	Agency	ID	Activity	Date / Time
TEST FOR NOTIFICATIONS - ONLY - no...	Z Demandstar Agency	RFP-TEST-ONLY-0-2020/LW	Bid response submitted by Steve Tran.	09/18/2020 7:30 PM Eastern
DSTEST01 01042020	Z Demandstar Agency	EBID-DSTE		
DSTESTB02 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
DSTESTB01 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
The Duluth Playhouse Reroof & Tuck...	St. Louis County, MN - Purchasing Division	RFB-5468A		
IFB 090-2020 INDUSTRIAL STATIONAR...	City of Springfield, MO - Division of Purchases	IFB-IFB 090		
Re-Bid SLC Courthouse - Duluth Rest...	St. Louis County, MN - Purchasing Division	RFB-090		
123 Testing Sample Bid	Clark County Regional Flood Control District	RFP-123te		

A red arrow points to the 'WATER MAIN & FORCE MAIN REPL...' bid in the table. A secondary window titled 'My Bid Responses' is open, showing the 'Responses' tab. The details for the selected bid are as follows:

Responses

Bids

Reminder Date: 71

WATER MAIN & FORCE MAIN REPL...

Response Date: 09/22/2020
Status: Incomplete

supplier updating eBid response d...

Response Date: 09/21/2020
Status: Incomplete

TEST FOR NOTIFICATIONS - ONLY - ...

Response Date: 09/18/2020
Status: Complete

DSTEST01 01042020

Response Date: 09/18/2020
Status: Updated

IFB 006-2021 BUILDING DEMOLITIO...

Response Date: 09/02/2020
Status: Incomplete

Potable Water and Wastewater Pol...

Response Date: 08/11/2020
Status: Incomplete

Response Details

Agency Name: Town of Callahan
Bid Number: ITB-0W492021-0-2020/MW
Bid Name: WATER MAIN & FORCE MAIN REPLACEMENTS/ EXTENSIONS
Bid Due Date: 10/22/2020 2:30 PM Eastern
Response Submitted On: 09/22/2020 12:35 PM Eastern
Countdown to Bid Due: 30 days, 01 hour, 31 minutes, 07 seconds Remaining
Date: [blank]
State: Florida
Status: Incomplete

Contact Information

Company Name: Best Painting Company (TEST ACCOUNT)
Address 1: 1411 Fourth Ave
Address 2: [blank]
City: Seattle
State: Washington
Postal Code: 98101
Response Number: 21824
Phone Number: 206-889-4485

For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com