# Sound Transit Vendor Portal User Guide

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Vendor Registration

If you are new to Sound Transit’s Vendor Portal and wish to participate in opportunities, please complete the Vendor Registration process. Registration is free and completed in three easy steps. To begin, select the “Vendor Registration” button.

STEP 1 – Identify and select all applicable commodities that your organization provides

Sound Transit utilizes a modified version of the North American Industry Classification System (NAICS) to categorize solicitations. Once you have selected commodity codes, select the “Continue Application” button.
STEP 2 – Create a User ID and password

Your e-mail address is your Sound Transit Vendor Portal User ID.

You will be asked to verify your User ID prior to creating your password to ensure you have not already registered in the Sound Transit Vendor Portal. Once your User ID has been verified, enter and re-enter a password. When complete, click the “Next” button.
**STEP 3 – Complete your company profile.**

Complete both the “Registrant’s Name and Address for Solicitations” and “Small/Disadvantaged Business Information” sections as fully as possible.

All fields denoted by a red asterisk are required to finish registration.
Vendor Portal Navigation

Main Menu

The main menu dropdown feature enables users to navigate through the various components of the portal, including:

- **Vendor Registration** – Allows vendors to establish a user profile in Sound Transit’s Vendor Portal, and participate in solicitations
- **Agency Website** – Directs users to Sound Transit’s Procurement and Contracts webpage
- **Small Business** – Directs users to Sound Transit’s Business & Labor Compliance Office webpage
- **NAICS** – Directs users to the North American Industry Classification System webpage
- **FAQ** – Outlines commonly asked questions related to Sound Transit’s Vendor Portal and solicitation process
- **Do I need to Subscribe to Biddingo** – Describes the differences between the Biddingo platform’s U.S. and Canadian networks
Log-in

Registered vendors can use the “Log-in” dropdown in the top right-hand corner of every screen to log in to the Sound Transit Vendor Portal.

You must be a registered vendor and logged in to the Vendor Portal in order to download solicitation documents and added to the Document Takers list.
Home Page Navigation

Prior to logging in, users are defaulted to the “List of Solicitations” view which shows all of Sound Transit’s solicitations, regardless of status (Open for Bidding, Closed, Awarded, and Cancelled). Users can search, filter, and view solicitation details, but cannot download solicitation documents unless they are logged into the Vendor Portal.

Once logged in, users will see two tabs on their home page:

1. My Bids
2. List of Solicitations
List of Solicitations

The “List of Solicitations” tab shows all of Sound Transit’s solicitations, including solicitations that are Open for Bidding, Closed, Awarded, and Cancelled. Users can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Keyword Search** – Narrow your view by searching for a particular word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.

- **Date Range Search** – Narrow your view by searching for solicitations that fall within a date range based on the solicitation’s Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.

- **Status Filter** – Click the magnifying glass under “Status” to select one or more statuses to filter your view.

From the “List of Solicitations” tab, you can see basic information about a solicitation to help you identify solicitations you want to view. Once you have identified a solicitation you would like to view, click on the Solicitation Number or Solicitation Name to access the solicitation.

You can also directly access a given solicitation’s Bid Documents or, for Type 3 solicitations, start electronic proposal submission using the “Access Bid Document(s)” and “Start Submission” links in the far right column.
My Bids

The “My Bids” tab shows a focused view of solicitations that pertain to you based on solicitations you are either participating in or following. Solicitations are grouped into a few different categories:

- **My Bid Opportunities** – Solicitations where you have downloaded solicitation documents and are considered a document taker
- **Solicitations I’m Following** – Solicitations you have opted to follow by selecting the “Follow” button within a given solicitation
- **Amendment(s) Issued** – Solicitations where you are a document taker that have issued amendments to the solicitation
- **Invitation Received** – Solicitations you have been invited to bid on by Sound Transit

Similar to the “List of Solicitations” view, you can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Category Search** – Narrow your view to solicitations in only one of the categories listed above (e.g. My Bid Opportunities).
- **Keyword Search** – Narrow your view by searching for a particular word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.
- **Date Range Search** – Narrow your view by searching for solicitations that fall within a date range based on the solicitation’s Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.
- **Status Filter** – Click the magnifying glass under “Status” to select one or more statuses to filter your view.
From the “My Bids” tab, you can see basic information about a solicitation to help you identify solicitations you want to view. Once you have identified a solicitation you would like to view, click on the Solicitation Number or Solicitation Name to access the solicitation.
View a Solicitation

From the “List of Solicitations” or “My Bids” tab, click on the Solicitation Number or Solicitation Name to view the solicitation. A solicitation is made up of some or all of the following components, which vary based on the opportunity and Sound Transit’s business requirements:

- Solicitation Overview
- Solicitation Document(s)
- Online Submission (if applicable)
- Site Meeting (optional component)
- Q&A Board (optional component)
- Amendment(s)
- Document Takers

Additionally, you have the option to follow the solicitation by clicking the “Follow” button, or click “Back” to return to the Home Page.
Solicitation Overview

- Provides a high-level overview of the solicitation, including key information like Closing Date, Bid Status, as well as Site Meeting and/or Question Deadline, if applicable.

Solicitation Document(s)

- All solicitation documents are accessible from the “Solicitation Document(s)” component. From here you can download and access solicitation document(s) to read instructions about how to respond to the solicitation.

- Select the documents you would like to download. The click “Download Selected Documents” to download the solicitation documents and any amendment/announcement documents to a .zip file.
When downloading documents, you will be asked to agree to the Biddingo.com terms and conditions. You will also be asked to select your prospective role in the solicitation/project. You may change your role at any time by going to the “Document Takers” component and selecting a different role.

Online Submission (if applicable)

- Depending on the solicitation type selected by Sound Transit, you may have the ability to submit your response to a solicitation electronically through Sound Transit’s Vendor Portal using eFile Submission. eFile Submission is an electronic process that enables vendors to respond to and submit bid responses through electronic submission by uploading relevant files and attachments.

- If a solicitation is accepting electronic proposal submissions, it will have an “Online Submission” section which will have a link to access the eFile Submission portal, and reflect the status of your electronic submission for that solicitation.
Site Meeting/Pre-Bid Meeting (if applicable)

- At Sound Transit’s discretion, your attendance may be required or recommended at a site or pre-bid meeting. If a site/pre-bid meeting is required, you must attend or risk disqualification from the bid process.
- Information such as date, time, and address are posted for both mandatory and recommended site/pre-bid meetings.

Document Takers

- This component allows users to view a list of companies that have downloaded solicitation documents.
- Users who are on the Document Takers list may come here to change their prospective role at any time.
Amendment(s) (if applicable)

- Throughout the course of a bid, the Buyer may choose to modify or update the bid document by way of an amendment (e.g. solicitation amendments, clarifications, etc.).
- Amendment documents are characterized by name, number, and issue date.
- Amendments should be reviewed in their entirety, and bid responses should be modified as per the instructions therein.

Q&A Board (if applicable)

- Questions can be submitted during the open question and answer period on the Q&A Board. Select “Go to Q&A Board”.
  - Select “+ Add New Question” to submit a question.
    - When you submit a question, your company name will remain confidential; however, your question can be viewed by other document takers.
    - Questions submitted after the deadline period may not be answered.
    - It is at the Agency’s discretion to respond to any questions it receives, make the responses public, or issue an amendment to formally address all questions.
Bid Award

- At Sound Transit’s discretion, users can view the successful bidder’s company name, company address, and bid price (if applicable).

- If applicable, the Buyer may post a “Notice of Award” attachment to announce the successful bidder as a public announcement.
Electronic Response Submission (eFile)

Depending on the solicitation type selected by Sound Transit, you may have the ability to submit your response to a solicitation electronically through Sound Transit’s Vendor Portal using eFile Submission. eFile Submission is an electronic process that enables vendors to respond to and submit bid responses through electronic submission by uploading relevant files and attachments.

Users can easily see if Sound Transit is accepting electronic submissions for a given solicitation in the “Solicitation Overview” section under “Quick Glance at this bid”. Sound Transit may choose to accept online electronic submissions only, or either electronic or paper submissions.

Electronic submissions are initiated from the “Online Submission” section by selecting “Click Here” to access the electronic submission page.
From the electronic submission page, users can upload documents using the following steps:

- Select “Choose File” to select a file for upload
- Provide a description of your file
- Click “Upload Document”

Users can delete a file by selecting the red “X” to the right of the file record.
To attach multiple files in your submission at once, select “Click to attach more file(s)”. 

When you are done uploading, ensure you see all files listed with their File Name, Description, File Size, and Upload Date. It is recommended that you double check all uploaded documents prior to submitting your bid response.

Once all uploaded documents have been reviewed and you are ready to submit, users can proceed with submission:

- Select “Review Response Before Submission”
- If applicable, acknowledge any amendments by clicking the checkbox next to each amendment
- Agree to the Terms of Use
- Select “Submit”
Bid Response Checklist and Submission Form

You have not yet submitted your eBid response. In order to submit your bid, please complete the following:

1. Complete all required fields, including acknowledgement of amendments and agreement to the Terms of Use.
2. Click the **Submit** button at the bottom of the Bid Response Checklist and Submission Form.

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>File Name</th>
<th>Description</th>
<th>File Size (KB)</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attachment 1 for AF 0035-20 Response.docx</td>
<td>Attachment 1</td>
<td>11</td>
<td>02/19/2020 16:19:15</td>
</tr>
<tr>
<td>2</td>
<td>Bid Response to AF 0035-20.docx</td>
<td>Bid Response Packet</td>
<td>11</td>
<td>02/19/2020 16:19:15</td>
</tr>
</tbody>
</table>

Legend: 🟢 = Required Fields Complete  🟠 = Required Fields Incomplete  □ = Optional

**Addendum / Amendment Confirmation**

I (the vendor) acknowledge and accept all addenda and amendments issued.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Addendum/Amendment Number</th>
<th>Addendum/Amendment Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amendment 1</td>
<td>Updated Solicitation Scope</td>
</tr>
</tbody>
</table>

**Electronic Bid Response Terms of Use**

By completing and submitting this Electronic Bid Response Form,

1. I confirm that I have the authority to submit this Electronic Bid Response Form on behalf of my company.
2. I confirm that all the information submitted on the Electronic Bid Response Form is true and complete to the best of my knowledge.
3. I understand that failure to provide complete and correct information may result in my bid response being disqualified.
4. I understand that the information provided on the Electronic Bid Response Form will be accessed by the organization(s) publishing the bid, which may make some or all the information provided a matter of public record according to its bylaws.
5. I understand that Biddingo.com cannot guarantee uninterrupted working of the service for reasons beyond its control and that Biddingo.com will make reasonable efforts to restore the service.

Until you have received the electronic receipt for your bid submission you have not submitted your bid.

☐ I have read and agree to the Terms of Use

[Tabs]: Cancel  Submit
Upon submission, users will see a pop-up confirming their response was submitted, and after clicking “Close” will see a timestamped submission status in the top right corner of the screen. Additionally, if your eFile Submission was successful, you will receive an E-Receipt via e-mail at the address you used to register for Sound Transit’s Vendor Portal.
Users can edit their submission as many times as they wish prior to bid closure. To edit your electronic submission, go to the “Online Submission” section, and select “Click Here”. This will take you to the electronic submission page where you can edit or delete existing documents, or upload additional documents. **To submit any edits to your electronic submission, be sure to select “Review Response Before Submission” to walk through the full submission process again.**

Users can withdraw their submission at any time prior to bid closure. To withdraw your electronic submission, go to the “Online Submission” section, and select “Click Here”. This will take you to the electronic submission page where you can withdraw your submission by selecting “Withdraw my eBid Response”. 
To complete the withdrawal process, enter withdrawal comments and select “Confirm”.

If a user wishes to resubmit after withdrawal, they must re-start the electronic submission process from the beginning.

A dedicated customer support team is available to assist you with questions or technical support for electronic bid submission, and are available by telephone or e-mail during regular business hours. Please see “Additional Support” for contact information.

**Additional Support**

A dedicated customer support team is available to assist you with your questions and to provide technical system support Monday through Friday, between 8:30AM–5:30PM Pacific Time. If you need assistance resetting your password or deactivating your account, please contact us by telephone or e-mail.

- Telephone: (323) 206-4114
- E-mail: info@biddingo.com
Forgot or Lost Password

If you forgot or lost your password, click the Log-in dropdown button and click the “Forgot password?” hyperlink.

Enter your email address and click the “Send Password Reset Link” button.