



# HOW TO VIEW SOLICITATION EVENTS AND SUBMIT BIDS

## County of Sonoma Supplier Portal

You must be registered in the County of Sonoma's [Supplier Portal](#) in order to view solicitation documents, receive emailed solicitation notifications, and submit bids. Register as a [Bidder](#) if your company has not done business with the County of Sonoma in the past. If your company has previously done business with the County, register as a [Supplier](#).

The information contained in this document is a general overview and applies to solicitations for both goods and services, including RFPs, RFQs, and RFIs. Please note that our software and documentation refer to all submissions as "bids". You can navigate to a particular topic by selecting the topic from the table of contents.

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### Signing in to the Supplier Portal

Navigate to the [Supplier Portal](#) and select **Sign In** to begin.

The seal of Sonoma County, California, featuring a circular design with a star, a tree, and a plow, surrounded by the text "SONOMA COUNTY CALIFORNIA" and "AGRICULTURE INDUSTRY RECREATION".

**Sonoma County Portal**

Welcome to the Sonoma County Supplier Portal. This site is best viewed with Microsoft Edge or Google Chrome. You may need to disable your internet browser's pop-up blocker to fully access this website.

The County only accepts electronic bids submitted through the Supplier Portal. Hard copy, faxed, and/or emailed submissions will not be accepted.

Registration is required in order to view bid documents, receive bid alerts and addenda, and bid on County solicitations; instructions and additional support are available in FAQ section below.

System may be temporarily unavailable for maintenance: Tuesdays 6:00-7:30am and Thursdays 5:30-7:30pm.

Effective July 1, 2025, the County's Living Wage rate will increase from \$18.10 to \$23.15 per hour. The increase was approved by the Sonoma County Board of Supervisors on January 14, 2025 in accordance with Municipal Code section 2-377(d). All county government service contractors must pay employees at least the current living wage rate. Questions? See the [press release](#) for more information.

**Sign In**

A button with a right-pointing arrow and a question mark icon.

**FAQs | Contact Us**

A button with a question mark icon and a speech bubble icon.

Get helpful information here.

Log in using your User ID and password. If you forgot your User ID or experience technical issues while viewing an event or submitting a bid, email our [Supplier Desk](#) for prompt assistance. If you have your User ID but forgot your password, please select “[Forgot Password?](#)” to reset.

Sign In

User ID

JANEDOE

Password

.....

☐ Enable Screen Reader Mode

Sign In

[Forgot Password?](#)


In order to view solicitations and submit bids, select the [Bidding Opportunities](#) tile.

Instructional Documents

[How to View a Solicitation and Submit a Bid](#)  
[Supplier Account Management Instructions](#)


To view the documents linked above, you must have Adobe Reader, or comparable application, to view PDF's. Additional instructions can be found in the FAQs section of this portal. Please email [supplier-desk@sonoma-county.org](mailto:supplier-desk@sonoma-county.org) if you experience difficulties using this site.

Bidding Opportunities



02 Events

Maintain User Account



## View a Solicitation Event

Active public solicitation events are listed on the [Bidding Opportunities](#) page. To search for a specific event or keyword use the Find function in your browser (keyboard shortcut Ctrl+F) or use the filter in the upper left corner. Click anywhere on the line of the event you want to view.

Bidding Opportunities

Time Zone

Pacific Time (US)

Date Format

MMDDYY

Apply

Bidding Event Information

1 row

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Test Event for Portal Improvements	COUNTY OF SONOMA 0000001781	Sell RFx	02/15/2024 07:00 AM PST 03/10/2024 05:00 PM PDT	24 days	New	>

The Event Details page for your selected event will display. To receive notifications of any addenda or changes for this event, click the [Accept Invitation](#) button. This does not obligate you to bid but it will place your organization on our bidders list, and you will receive notifications of any addenda or changes for this event.

To view or download documentation related to the solicitation event, click the [View Bid Package](#) link.

Click a Filename to view the document. If the document is a PDF, it will open in a new tab. If it is a Word or Excel document, the download process will begin automatically. If the new tab does not open, or the download process does not occur, ensure pop-up blockers in your web browser are turned off. To return to the Event Details page, click the X icon at the top of the View Bid Package window.

## How to Place a Bid

From the Event Details Page click the **Bid on Event** button to initiate the bid process.

Updated: 3/10/2025  
Source: Bidding Guidelines

On the **General Information** stage, use the dropdown menus and upload buttons to answer the required questions. Any exceptions must be listed in your uploaded documentation.

Bidder Response	
Event Name TEST EVENT Event ID 0000001954 End Date 03/06/2025 02:00 PM PST	<div><div>1</div><div>General Information</div></div> <div><div>2</div><div>Line Bid</div></div>
★ Bid Required	
<div>General Questions 2</div> <div>Required <div></div> 2 / 2</div> <div>Response Entered <div></div> 0 / 2</div>	<div>Item Lines 1</div> <div><div></div></div> <div>Response Entered 0</div>
<b>General Questions</b>	
1 ★ Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.	
Response	<div></div>
2 ★ Have you uploaded all required documents?	
<div>Upload Documents Here</div>	

To upload documents specified in the solicitation, click **Upload Documents Here**.

General Questions	
1 ★ Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.	
Response	<div></div>
2 ★ Have you uploaded all required documents?	
<div>Upload Documents Here</div>	

To upload one or more documents, click **Add Attachment**.

Question Comments and Attachments	
Business Unit SC001	Event ID 0000001954
Have you uploaded all required documents?	
<b>Add New Comments</b>	
Comments	<div></div>
<b>Attachment Details</b>	
No Attachment exists	
<div>Add Attachment</div>	

When prompted, click **My Device** and locate the file(s) for upload. Click Open to confirm your selection. Once all of your selected documents show in the box below, click **Upload** to upload your attachments.

The dialog box is titled "File Attachment" and has a "Done" button in the top right corner. Below the title, it says "You may attach up to 99 files to upload". Under the "Choose From" section, there is a red box around the "My Device" icon, which is labeled with a red "1". Below this, there is a red box around the "Upload" button, labeled with a red "2". A "Clear" button is also present.

When the attachments have uploaded, this screen will display Upload Complete. Do not click the upload button until all selected files are displayed. Large attachments may take longer to upload. Verify that the text Upload Complete is displayed, then click **Done**.

The dialog box is titled "File Attachment" and has a "Done" button in the top right corner. Below the title, it says "You may attach up to 99 files to upload". Under the "Choose From" section, there is a "My Device" icon. Below this, there is a dashed box containing a file icon and the text "Test.pdf" and "File Size: 32KB". At the bottom right of the dashed box, there is a yellow box with the text "Upload Complete".

Descriptions may be added for each attachment. To upload additional attachments, select the **Plus icon** button then repeat the steps above. Select **Done** when finished.

The screen is titled "Question Comments and Attachments" and has a "Cancel" button on the top left and a "Done" button on the top right. Below the title, it shows "Business Unit SC001" and "Event ID 0000001954". Below this, it asks "Have you uploaded all required documents?". Under the "Add New Comments" section, there is a "Comments" text box. Below this, there is an "Attachment Details" section with a "1 row" indicator. In this section, there is a red box around the "+" icon and a red box around the "Edit" button. Below this, there is a table with two columns: "Attached File" and "Description". The first row of the table has "Test" in the "Attached File" column and an empty text box in the "Description" column.

If needed, attachments can be removed using the **Edit** button. Click the check box next to each attachment you would like to delete and click **Delete**. Select **Done** when finished.

Attachment Details	
<input type="button" value="Delete"/> <input type="button" value="Cancel"/>	
<input checked="" type="checkbox"/> Attached File	Description
<input checked="" type="checkbox"/> Test.pdf	<input type="text"/>

Click **Next** to advance to the Line Bid stage.

Bidder Response			
Event Name	TEST EVENT PMTST		
Event ID	0000001735		
End Date	12/13/2024 01:56 PM PST		
	<div>1</div> <b>General Information</b>	<div>2</div> <b>Line Bid</b>	<div>3</div> <b>Review &amp; Submit</b>
			<input type="button" value="Next &gt;"/>

Enter your **Bid Quantity** and **Unit Bid Price** for each line. Select **No Bid** (blue box) if you are not bidding on a particular line.

Note: if you are submitting a proposal for RFP or RFQ, enter 1 in the Bid Quantity Field and \$.01 in the Unit Bid Price field when submitting your bid and attaching a proposal. The County will evaluate the proposal based on the actual costs shown in the attached proposal itself.

Bidder Response			
Event Name	TEST EVENT		
Event ID	0000001735		
End Date	12/13/2024 01:56 PM PST		
	<div>1</div> <b>General Information</b>	<div>2</div> <b>Line Bid</b>	<div>3</div> <b>Review &amp; Submit</b>
		<input type="button" value="Previous"/>	<input type="button" value="Next &gt;"/>
<input type="button" value="Filter Items"/>	Bid Currency: <input type="text" value="USD"/> US Dollar	Total Line Price: 0.0000 USD	<input type="button" value="Save For Later"/>
<div>Line 1 - TEST LINE1</div>			
Bid Quantity: <input type="text"/> EA	Requested Quantity: 1.0000 EA	Total Bid Price: 0.0000 USD	<input type="button" value="No Bid"/>
Unit Bid Price: <input type="text"/> USD			

Additional bid notes:

- If there is a line for Shipping/Freight, enter 1 in the Bid Quantity field, and the total shipping/freight charge in the Unit Bid Price field. If your organization is not charging for shipping/freight, enter 0.00 in the Unit Bid Price field on the Shipping/Freight line. Do not use the No Bid box or change the bid quantity on the Shipping/Freight line in this situation because this may cause errors in your bid.

After entering all pricing, confirm all entries and make any corrections. If prices are correct, click **Next** to advance to the Review & Submit stage.

Bidder Response			
Event Name	Test Event for Portal Improvements	1	2
Event ID	0000001781	General Information	Line Bid
End Date	03/10/2024 05:00 PM PDT		3
			Review & Submit
		<a href="#">&lt; Previous</a> <a href="#">Next &gt;</a>	

If an error message is displayed on the Review & Submit page, click the [pencil icon](#) under **Edit** to return to that stage and correct the error.

Bidder Response			
Event Name	Test Event for Portal Improvements	1	2
Event ID	0000001781	General Information	Line Bid
End Date	03/10/2024 05:00 PM PDT		3
			Review & Submit
		<a href="#">&lt; Previous</a> <a href="#">Submit</a>	
<a href="#">Save for Later</a>			
<a href="#">General Questions(Step-1)</a>			
		1 row	
Error Message		Edit	
General Question - 2, Response Required Have you uploaded all required documents?		<a href="#">Pencil Icon</a>	

Review your bid for completeness and accuracy. To return to a previous stage and make a change, click that stage name or click the Previous and Next buttons to navigate between stages. To review your attachments, click [Upload Documents Here](#).

Bidder Response			
Event Name	TEST EVENT	1	2
Event ID	0000001954	General Information	Line Bid
End Date	03/06/2025 02:00 PM PST		3
			Review & Submit
		<a href="#">&lt; Previous</a> <a href="#">Submit</a>	
<a href="#">Save for Later</a>			
<b>Bid Response Ready for Submission</b>			
<a href="#">General Information</a>			
<b>1 Do you accept Sonoma County's Terms and Conditions? Please list any exceptions.</b>			
Response 3 - Yes			
<b>2 Have you uploaded all required documents?</b>			
<a href="#">Upload Documents Here</a>			
Total Line Price 0.0100 USD			
<a href="#">Line Bid</a>			
Line 1 - Testing Supplies			
No Bid No			
Bid Quantity	1.0000 LS	Requested Quantity	1.0000 LS
Unit Bid Price 0.01 USD		Total Bid Price 0.0100 USD	
		Weighting 100%	

After validating entries, you may [Submit](#) your bid or click [Save for Later](#) to save your draft in progress. Saving a draft does not complete the submission process. Retrieving saved draft bids will be illustrated later in this document.

Bidder Response

Event Name

Test Event for Portal Improvements

Event ID

0000001781

End Date

03/10/2024 05:00 PM PDT

1

General Information

2

Line Bid

3

Review & Submit

< Previous

Submit

Bid Response Ready for Submission

Save for Later

General Information

Clicking **Submit** will display a screen asking you to confirm your choice to submit your bid. Click **OK** to submit it.

Selecting OK will Submit this Bid. Cancel will cancel Bid submission.

OK

Cancel

An onscreen submission confirmation will immediately appear after your submission; however, your bid will not be reviewed for accuracy or completeness until after close of the event.

Click **Bidding Opportunities** to return to the Bidding Opportunities page.

Bid Confirmation

Your bid will be reviewed for accuracy and completeness after close of the event.

Event Name

Test Event for Portal Improvements

Event ID

0000001781

Event Round

1

Event Version

1

Event Format

Buy

Total Bid Amount

0.01 USD

Buyer Name

SC Buyer

Event Start Date

02/15/2024 7:00AM

Submit Date

02/16/2024 8:36:39AM

Ends On

03/10/2024 5:00PM

Submitted By

Company Name

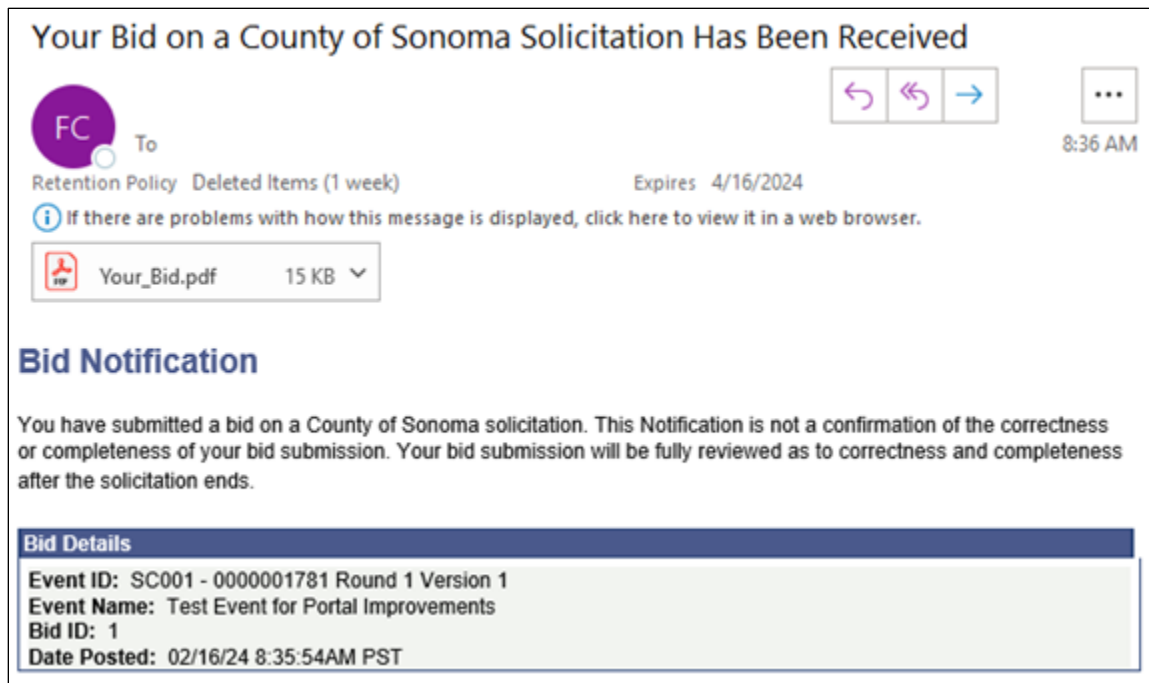
Edits to Submitted Bids

Yes

Bidding Opportunities

You will also receive an email confirming receipt of your bid submission. This email will include an attachment entitled **Your Bid**, reflecting your entries in response to the solicitation.





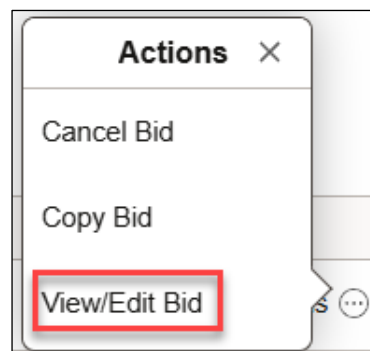
Please note that a copy of your bid responses will now appear in the attachments for the event in your supplier portal account, described as [Bid Details](#). **Do not delete this attachment.** Deletion of this document could result in system errors.

### Retrieving a Saved Draft Bid

From [Bidding Opportunities](#), locate the event with the saved bid. Click the Event to open [Event Details](#). The saved draft bid for that event will have “Saved” in the Bid Status column.

Bid Status	Actions
Saved	Actions ⋮

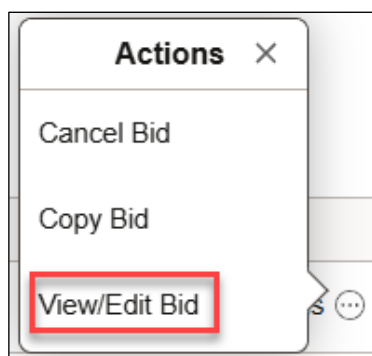
On the Actions menu, select [View/Edit Bid](#) to open the saved draft bid.



You will be returned to the [Bidder Response](#) page. Review or edit your draft bid following the same process outlined in the [How to Place a Bid](#) section to submit your bid.

### **Editing a Submitted Bid**

From [Bidding Opportunities](#), locate the event with the saved bid. Click the Event to open [Event Details](#). The submitted bid will have Submitted in the Bid Status column. On the Actions menu, select [View/Edit Bid](#) to open the submitted bid.



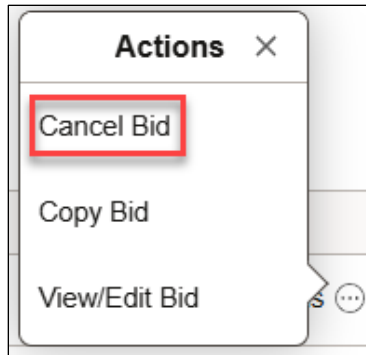
This will open the Bidder Response page. Edit your bid following the same process outlined in [How to Place a Bid](#) section. Once updates are completed, [Submit](#) your bid or [Save for Later](#). If you select Save for Later your edited bid will not be resubmitted and will be in an incomplete saved status. You must submit your bid again in order for it to be viewable by County Staff at the end of the bidding opportunity.

Bidder Response		
Event Name Test Event for Portal Improvements Event ID 0000001781 End Date 03/10/2024 05:00 PM PDT	1 General Information	2 Line Bid
		3 Review & Submit <a href="#">&lt; Previous</a> <a href="#">Submit</a>
Bid Response Ready for Submission		
<a href="#">General Information</a>		<a href="#">Save for Later</a>
<a href="#">Download/Upload Documents Here</a>		

After submitting your updated bid you will receive an onscreen Bid Confirmation message and an emailed Bid Notification as illustrated earlier in this document.

### **Cancelling a Submitted Bid**

From [Bidding Opportunities](#), locate the event with your submitted bid. Click the Event to open [Event Details](#). The submitted bid will have Submitted in the Bid Status column. On the Actions menu, select [Cancel Bid](#).



On the Cancel Bid page, confirm this is the correct bid that you wish to cancel and click [Cancel This Bid](#).

**Cancel Bid**

<b>Business Unit</b>	SC001	<b>Event Round</b>	1
<b>Event ID</b>	0000001781	<b>Event Version</b>	1
<b>Event Name</b>	Test Event for Portal Improvements	<b>Event Format</b>	Buy
<b>Bid ID</b>	1		
<b>Bid Status</b>	Submitted		
<b>Last Saved</b>	02/16/2024 9:52AM PST		

[Cancel This Bid](#)

Note: Cancelled bids can be viewed but not re-submitted. If you change your mind after cancelling a bid, you will need to start a new bid in order to and submit it.

If you are sure you want to cancel the bid, click [Yes](#). If you do not want to cancel, click [No](#).

Are you sure you would like to cancel this bid? (18058,325)

Click Yes to cancel the bid.  
Click No if you do not want to cancel this bid.

Yes

No

The status of the Bid will update to Cancelled.

Cancel Bid

Business Unit	SC001	Event Round	1
Event ID	0000001781	Event Version	1
Event Name	Test Event for Portal Improvements	Event Format	Buy
Bid ID	1		
Bid Status	Cancelled		
Last Saved	02/16/2024 9:52AM PST		

Cancel This Bid

You will receive a Bid Cancellation Confirmation via email.

Bid Cancellation Confirmation

To

Retention Policy

Inbox (60 days)

Expires

4/20/2024

If there are problems with how this message is displayed, click here to view it in a web browser.

Bid Cancellation

This message is confirming your bid cancellation for the following solicitation. See details below.

Event Details

Event ID: SC001 - 0000001781 Round 1 Version 1

Bid Number: 4

Event URL

[Review and bid on this event.](#)