City of Minneapolis eSupplier Bidding, Contracting and Electronic Signatures Guide

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eSupplier Bidding, Contracting and Electronic Signatures Guide

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eSupplier Contracting Opportunities Overview

When navigating to the City of Minneapolis' eSupplier portal, public events for solicitation posted by the City can be found on the Contracting Opportunities icon. Here, you can also view public announcements, upcoming events, and register or sign into the eSupplier portal. For assistance with logging in or bidder registration, see the eSupplier Bidder Registration and eSupplier Login guides found on the City's procurement website.

To review a public solicitation, click on the Contracting Opportunities tile located on the eSupplier Public Homepage. From here, you can view the public event information, when the opportunity ends, and the date range the need for solicitation.

You may click into the event line at any point to review further bid opportunity details

Bidding on an Event

If the City has invited your organization to bid on a solicitation, an email will be sent inviting you to the event.

To bid on the event, you must login to the eSupplier portal. Registering and logging in assistance can be found in the eSupplier Bidder Registration and eSupplier Login guides found on the City's procurement website. Once you are signed in, you will be brought to a Secure Supplier Homepage. The "Contracting Opportunities" icon will look the same as it did on the public eSupplier page, however you can now bid on any available events.

After clicking on the "Contracting Opportunities" icon, you will be brought to the event details page. If you have been invited to bid on an event, you will find the event on the Invited Events tab. All other public events can be found on the Public Events tab:

On the event details page, you can accept your invitation, view the event specifics, and place your bid. Below are steps you can follow to ensure you successfully bid on the event:

1. Click into the Bid Package hyperlink to view any related documents specific to the event. If you have been invited to the event and the event is public, you may see duplicated documents. One is specific to your Organization and the other is public. You can review and use either document:

2. Click the "Bid on Event" button to start your bid process. You can also upload a bid via XML, by clicking the "Upload Bid" button. Through either of these options, you will be asked a series of questions that may require you to provide additional details and/or upload documents:

Required answers will be indicated as such through a * character. To attach a file, click the "Enter File Attachment Response" hyperlink:

From here, you can upload a file attachment from your PC by clicking the upload button, and locating the file from your documents. Make sure to click the "OK" button when the attachment upload is complete:

3. When all questions have been answered, you can enter your bid amount and submit your bid:

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	1
Lines Responded To	0
Your Total Line Pricing	0.0000 USD

Hide Line Detail

★Bid Required   ⊙Line Comments/Files

Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	Picnic Shelter Construction and Site Improvements at Triangle Park - Lake Nokomis	EA	1.0000	1.0000	50000.00	☐	0.0000 USD	Bid	⊙

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid	**Save for Later**		**Validate Entries**

Upon submission, you will be brought to a confirmation page and will also receive a confirmation email. If the event is still posted, and you'd like to modify your bid, you can do so by clicking on the "My Event Activity" icon from the Secure Homepage.

Bid Award

When the event submission period has ended, the City's procurement department will review all bids and award the event to a Supplier. If you receive the award, a notice will be sent to you and you may be contacted further by the City of Minneapolis Procurement Team or Civil Rights Department to gather additional requirements.

Award Notification

You have been awarded this Sourcing event.

Event Details

Event Id: MPLMN - 0000000141 Round 1 Version 1
Name: Picnic Shelter & Site Imp. at Triangle Park

Award Details

Award Type: Procurement Contract
Award ID:

Awarded Item:
Description: Picnic Shelter Construction and Site Improvements at Triangle Park - Lake Nokomis
Awarded Quantity: 1
Awarded Unit Price: 50000 USD

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Contract Collaboration

Once an event has been awarded, a contract between the Bidder's Organization and the City of Minneapolis will be drafted. If the City needs your organization's review on the contract verbiage, you will receive an email notification, which will direct you to view the contract details within the eSupplier portal. You will also follow this same procedure if amendments have been made to any of your organization's contracts. Upon signing in, click the "Manage Contract Documents" icon from your secure Supplier page:
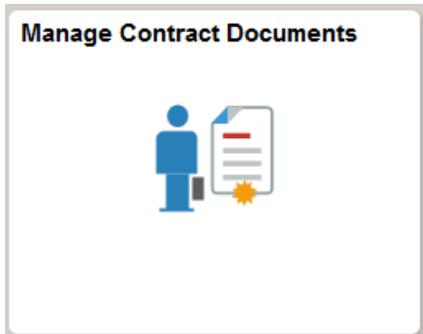
From there, click the search button to find the pending document. You can leave these fields blank, or put in search criteria, such as a date range.

You can then click the Contract document URL from the above image, to access the contract document.

When you are directed to the maintain contract documents page, click the **view** button to review the contract agreement. If your organization would like to make edits, save the document that you just viewed, make edits as needed, and then upload the revised document via the button highlighted below:

If you need to make edits, you must save the document to your personal computer and save it with the same file name that it was downloaded as. Once your edits are complete, you can then click the "upload a revised Amendment file" button.

Feel free to add additional comments, if desired. Once finished, click the "Mark as reviewed" button. This will finalize your portion of the contract review process.

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Electronic Signatures

After the contract between your organization and the City has been drafted and sent for signatures, you will receive an email from the City via DocuSign to electronically sign the contract. The email will look like the one below, and after clicking the "Review Document" Button, you will be taken to DocuSign for the next eSignature steps:
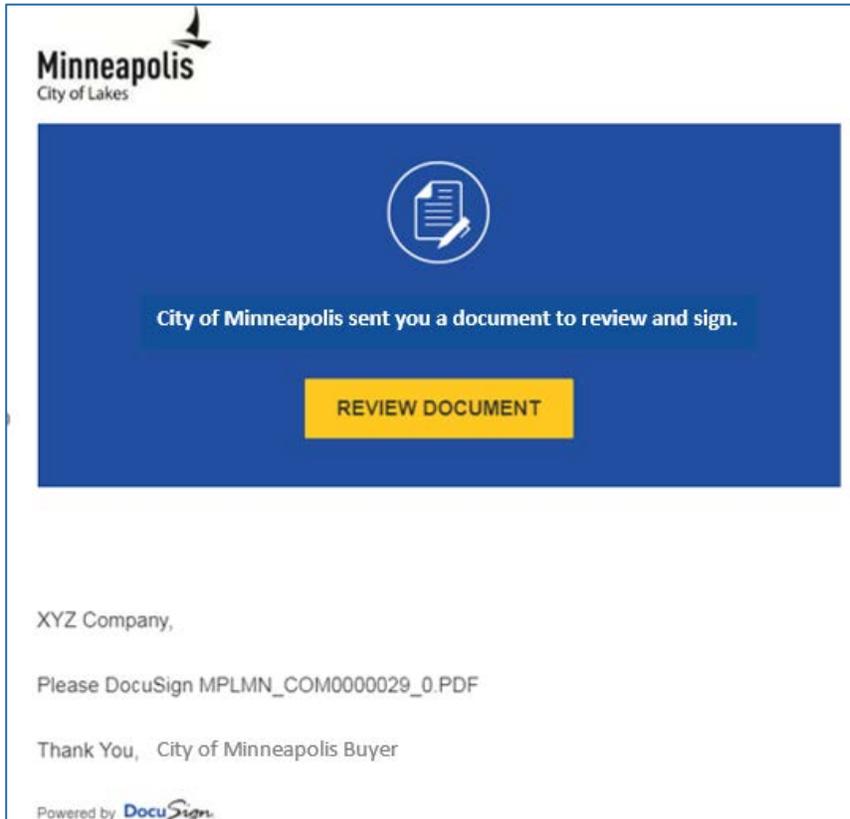
1. The document will appear in a browser window as shown above. The first time you are asked to sign a document, you will need to agree to use electronic signatures by checking the box indicated. The next time you are required to sign a document you will not need to check the box.

2. Once you agree, the continue box will become active. Click the OK button to remove the questions box at the top of the page and begin reviewing the contractual document. By pressing the Start button DocuSign will immediately take you to where you need to sign on the document.
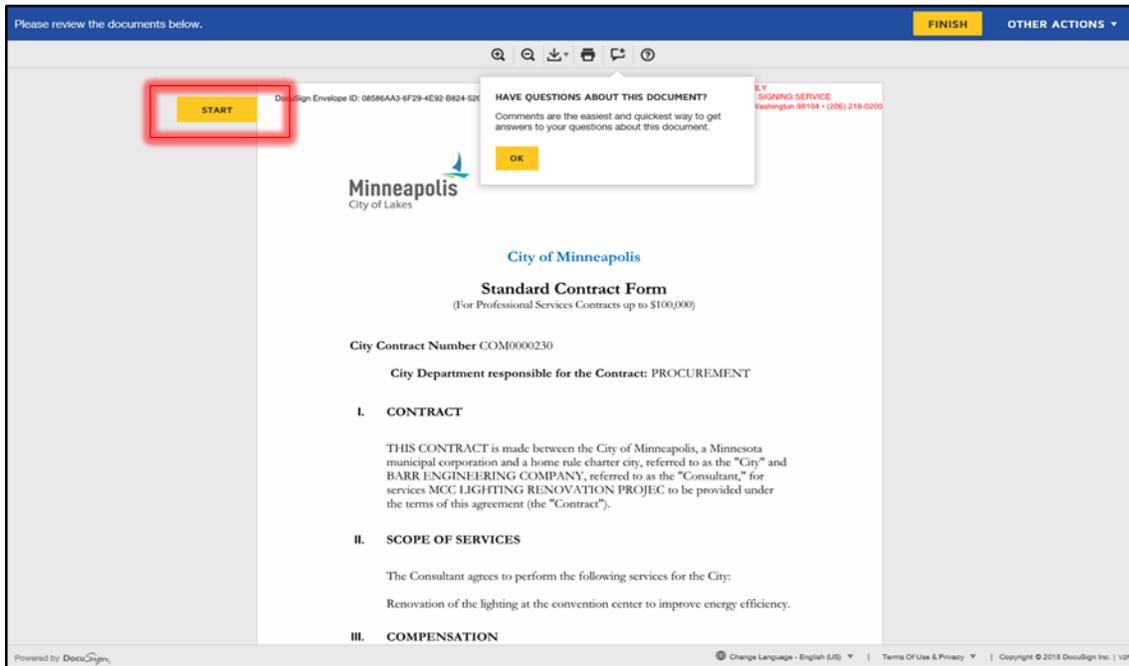

3. Once you have reviewed the document enter your title in the red box next to Title then click on the yellow Sign icon. Enter your full name as you would like it to appear along with your Initials. You can change the default signature style by clicking on the Change Style link, or you could choose to draw your name using either your mouse or smartphone/tablet by pressing the Draw tab.
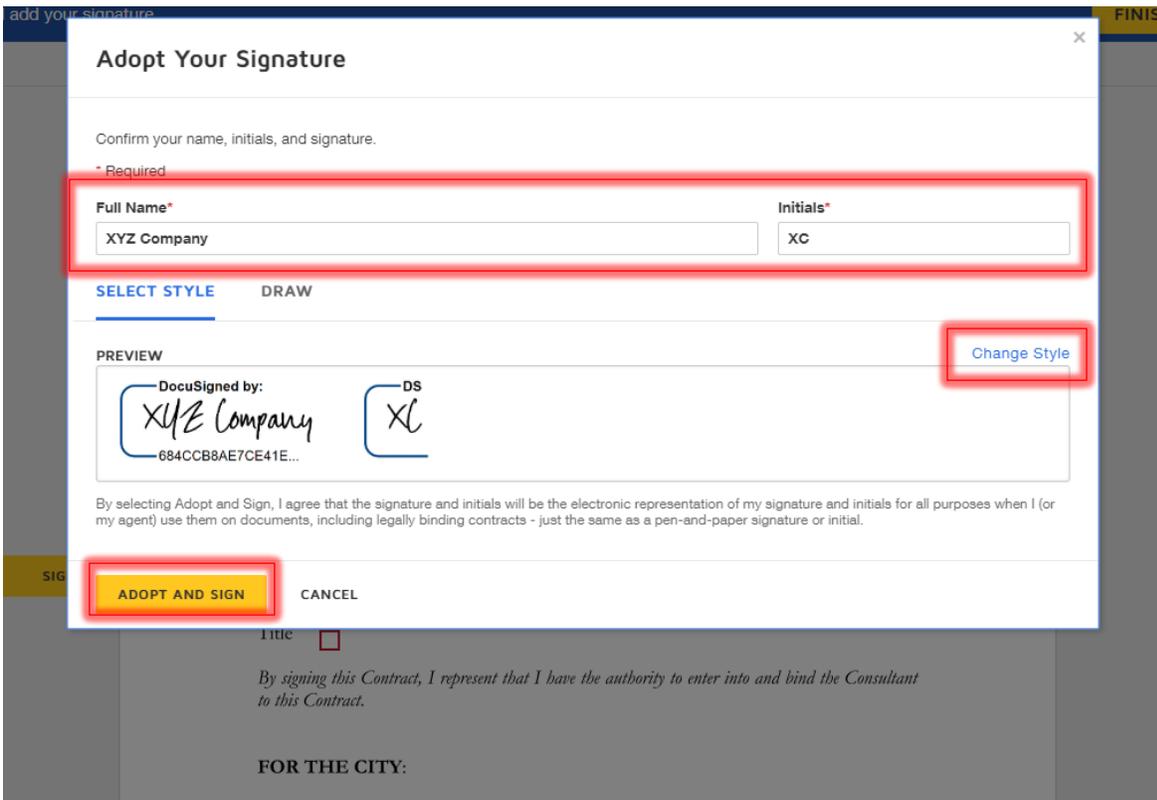
After selecting a style for your signature, click the "Adopt and Sign" button to finish signing the document. Another screen will pop up asking if you would like to create a DocuSign account, this is optional and is not required, but you may do so if you would like to.

The document will continue routing through all the assigned signatures as designated by the City of Minneapolis.

DocuSign Assistance

If you need assistance with electronically signing a contract within DocuSign, feel free to visit DocuSign's common signing issues webpage at: https://support.docusign.com/en/articles/Common-signing-issues

You can also reach out to the City of Minneapolis contract administrator who sent you the contract for review. Their email address will be provided upon sending you a contract for review and signature.

Contact Us

If at any point you need further assistance, contact us at: Phone: 612 673-2311 or e-mail: eProcurement@minneapolismn.gov