



City of Minneapolis eSupplier Bidding, Contracting and Electronic Signatures Guide

December 2018

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.

eSupplier Public Page		Bidding Opportunities					
Bidding Event Information							
Event Name	Business Unit	Event ID	Event Format	Event Type	Ends In	Start Date	End Date
Prof Svcs <\$100k TLR	City of Minneapolis	000000113	Sell	RFX	Ending Soon 1 hours, 26 mins	10/31/2018 3:18PM	11/07/2018 12:18PM
Rental of Motor Graders for Snow Removal	City of Minneapolis	000000124	Sell	RFX	Ending Soon 3 hours, 8 mins	11/06/2018 9:49AM	11/07/2018 2:00PM
Picnic Shelter & Site Imp. at Triangle Park	City of Minneapolis	000000141	Sell	RFX	Ending Soon 11 hours, 45 mins	11/07/2018 10:37AM	11/07/2018 10:37PM

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.



Event Invitation

Dear Invited Bidder,
You have been invited to participate in a strategic sourcing event. Review this information and use the URL below to bid on this event.

Event Overview

Event Name: Picnic Shelter & Site Imp. at Triangle Park
Description:
 Picnic Shelter and Site Improvements at Triangle Park

Event Details

Event Id: MPLMN-000000141 Round 1 Version 1
Event Starts: 11/07/2018 10:37AM CST
Event Ends: 11/07/2018 10:37PM CST
Header Attachments: Call_for_Bids_Nokomis_Picnic_Shelter_E2E_10252018.docx, Bid_Documents_-_Nokomis_Triangle_Park_Picnic_Shelter_E2E.pdf,
Line Attachments: None

Event URL

[Review and bid on this 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.

Supplier Secure Home Page

<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> Contracting Opportunities  0 Events </div>	<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> Bidder Profile  </div>	<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> My Event Activity  </div>
<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> My Categories  </div>	<div style="background-color: #f2f2f2; padding: 5px; border: 1px solid #ccc;"> Change Password  </div>	

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:

The screenshot shows the 'Bidding Opportunities' page with the 'Invited Events' tab highlighted in a red box. Below the tabs is a table with the following data:

Event Name	Business Unit / Event ID	Format / Type	Start Date / End Date	Ends In
Picnic Shelter & Site Imp. at Triangle Park	City of Minneapolis 000000141	Sell RFx	11/07/2018 10:37 AM CST 11/07/2018 10:37 PM CST	Ending Soon 11 hours, 44 mins

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:

The screenshot shows the 'Event Details' page. At the top right, a red box highlights four buttons: 'Bid on Event', 'Upload Bid', 'Accept Invitation', and 'Decline Invitation'. Below this, the 'Bidding Event Information' section contains the following details:

- Event Name: Picnic Shelter & Site Imp. at Triangle Park
- Business Unit: City of Minneapolis
- Event ID: 000000141
- Event Status: Posted
- Buyer Name: [Redacted]
- Sealed Event: Yes
- Payment Terms: [Redacted]
- Contact Information: Melody Hansen
- Description: Picnic Shelter and Site Improvements at Triangle Park

Additional event details include: Event Ends In 11hrs,43mins,27secs, Event Start Date 11/07/2018 10:37AM, Event End Date 11/07/2018 10:37PM, Event Round 1, Event Version 1, Event Format Sell, Event Type RFx, Multiple Bids Not Allowed, and Edits to Submitted Bids Yes.

A red box highlights the 'View Bid Package' button. Below this is a table with one line item:

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	Picnic Shelter Construction and Site Improvements at Triangle Park - Lake Nokomis	1,0000 Each	[Attachment Icon]

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:

The screenshot shows the 'View Bid Package' page with a list of attachments:

Filename	Description
Call_for_Bids_Nokomis_Picnic_Shelter_E2E_10252018.docx	Call For Bids
Bid_Documents_-_Nokomis_Triangle_Park_Picnic_Shelter_E2E.pdf	Bid Specifications and Project Manual
Picnic_Shelter__Site_Imp__at_Triangle_Park.xml	Event Bid Package
Picnic_Shelter__Site_Imp__at_Triangle_Park.xml	Event Bid Package
Picnic_Shelter__Site_Imp__at_Triangle_Park.pdf	Event Details
Picnic_Shelter__Site_Imp__at_Triangle_Park.pdf	Event Details

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:

Event Name Picnic Shelter & Site Imp. at Triangle Park [Bidding Instructions](#)

Event ID MPLMN-000000141 Bid ID New

Event Format/Type Sell Event RFX Bid Date

Event Round 1 Bid Currency USD US Dollar

Event Version 1

Event Start Date 11/07/2018 10:37AM CST

Event End Date 11hrs, 40mins, 19secs

[Hide Additional Event Info](#)

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

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 2 Next Questions

★ Did you attach your signed prevailing wage certification? [Enter File Attachment Response](#)

★ If awarded this project, will you be able to obtain a Performance Bond and Payment Bond as requested?

Response

[Add Comments or Attachments](#)

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:

Question Comments and Attachments

Business Unit MPLMN Event ID 000000141

Did you attach your signed prevailing wage certification?

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View
		<input type="button" value="Upload"/>	<input type="button" value="View"/>

Comments

Add New Comments

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	<input type="text" value="1.0000"/>	<input type="text" value="50000.00"/>	<input type="checkbox"/>	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.

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.

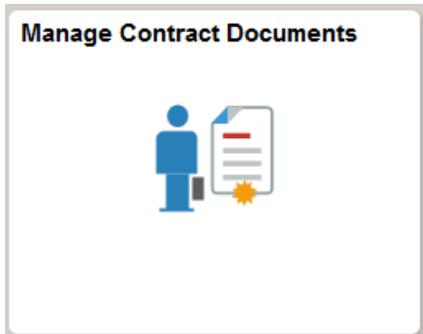
Award Notification

You have been awarded this Sourcing event.

Event Details
Event Id: MPLMN - 000000141 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

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.

The screenshot shows the "Maintain Contract Documents" page in the eSupplier portal. The page has a blue header with "Supplier Secure Home Page" on the left and "Maintain Contract Documents" on the right. Below the header, the page title "Maintain Contract Documents" is followed by a "Document Search" section. This section includes a "Document Administrator" search field, "From Begin Date" and "To Begin Date" date pickers, "From End Date" and "To End Date" date pickers, and radio buttons for "All Documents" and "Pending Review" (which is selected). Below these is a "Search" button highlighted with a red box. Underneath is an "Advanced Search Criteria" section. The main content area is titled "List of Documents" and features a table with columns for "Contract Document", "Description", "Document Status", and "Status Date/Time". The first row in the table has "COM0000067" in the "Contract Document" column, "SPL Test" in the "Description" column, "Pending Review" in the "Document Status" column, and "12/24/2018 10:40AM" in the "Status Date/Time" column. The "COM0000067" cell is highlighted with a red box.

Contract Document	Description	Document Status	Status Date/Time
COM0000067	SPL Test	Pending Review	12/24/2018 10:40AM

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:

The screenshot shows a web interface for managing contract documents. At the top, there is a blue header with 'Ind Documents' on the left and 'Documents' on the right. Below the header, the page title is 'Maintain Contract Documents' and the sub-section is 'Document Management'. A link 'Return to Document Search' is visible. A paragraph of text explains the document's status and the user's capabilities. Below this is a table of document details. A 'Collaboration Comments' section contains a text box with a comment. At the bottom, several buttons are highlighted with red boxes: 'View Document', 'Open/Edit Amendment File', 'Upload Revised Amendment File', 'Save Comments', and 'Mark as Reviewed'. There are also links for 'Add Additional Attachments', 'View Document History', and 'Send E-Mail'.

Contract ID	COM000067
Description	SPL Test
Document Administrator	Phyllis W Rugaru
Created On	11/20/2018 8:17PM
Begin Date	11/20/2018
Expire Date	12/31/2019
Document Status	Pending Review
Amendment	1
Owner	Rdo Construction Equipment Co.

Collaboration Comments

[General Cntrct Admin QA 2018-11-26-16.01.16.000000]
Please review and attach certificate of Insurance

View Document

Open/Edit Amendment File

Upload Revised Amendment File

Save Comments

Mark as Reviewed

[Add Additional Attachments](#)

[View Document History](#)

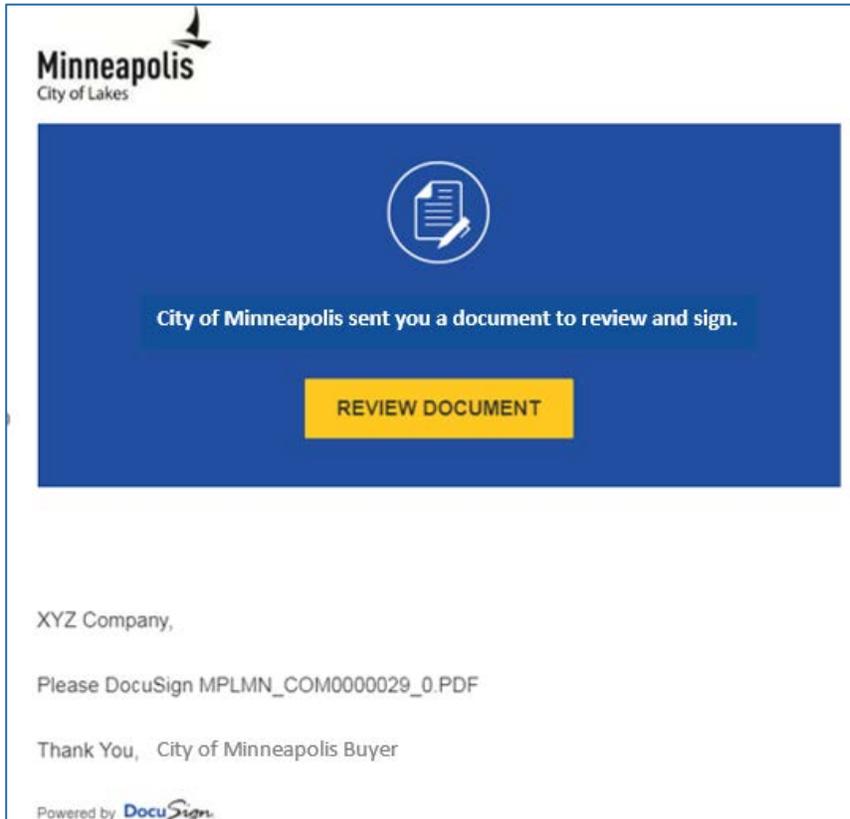
[Send E-Mail](#)

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.

Electronic Signatures

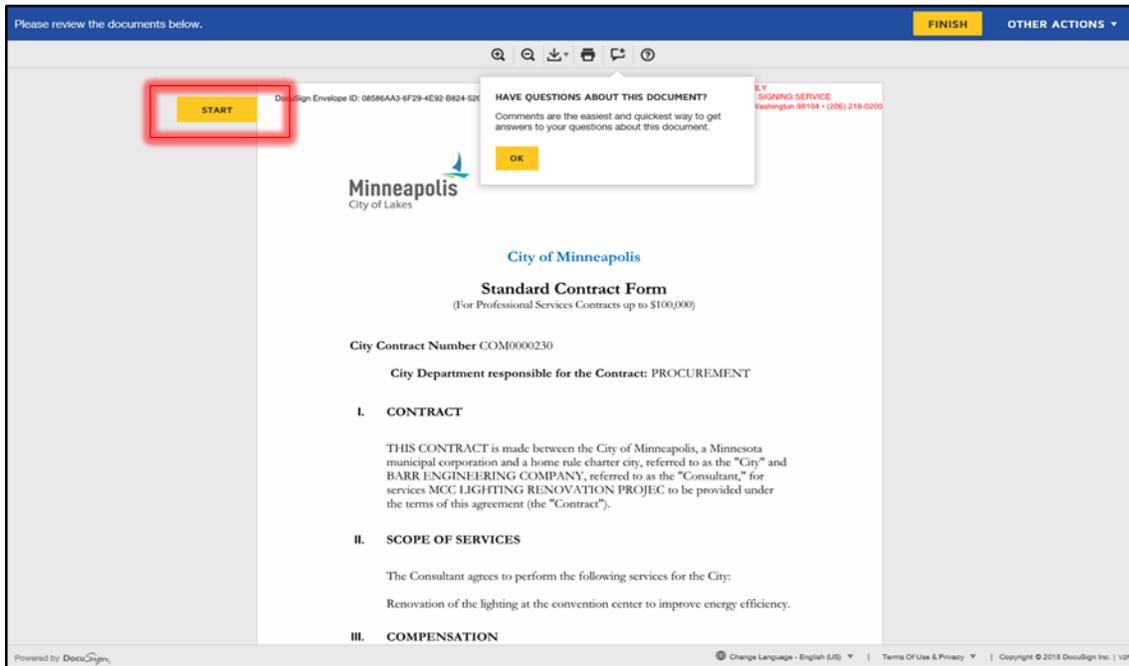
After the contract between your organization and the City has been drafted and sent for signatures, you will receive an email from the City via DocuSign to electronically sign the contract. The email will look like the one below, and after clicking the “Review Document” Button, you will be taken to DocuSign for the next eSignature steps:



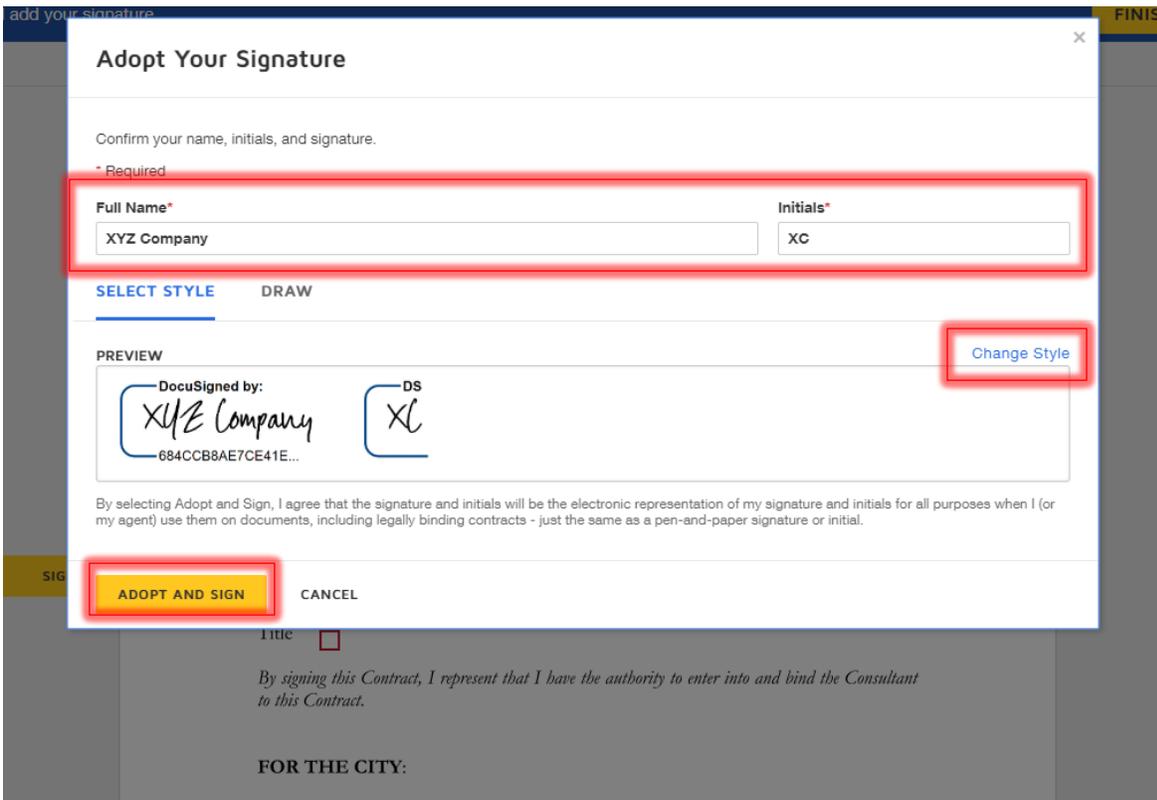
1. The document will appear in a browser window as shown above. The first time you are asked to sign a document, you will need to agree to use electronic signatures by checking the box indicated. The next time you are required to sign a document you will not need to check the box.



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