Step By Step Guide for Registering with BidSync

MIAMIBEACH

Procurement Department

Step 1:

 Enter City of Miami Beach Website <u>www.miamibeachfl.gov</u> and click "CITY HALL."



Step 2:

Scroll the Departments
listed and click on the
"PROCUREMENT" tile.



Step 3:

Scroll down and click
"How to become a vendor?"
under the Top Links section.



Step 4:

Click on the link located in the "Looking for Bid Opportunities" Section;

www.bidsync.com/miami-beach



Step 5:

 Once you enter <u>www.bidsync.com/miami-beach</u>, click "Register for Free."



Step 6:

• Fill in the required information and click "Submit."

BidSync [®]	FEATURES CUSTO	MERS PRICING WHY BIDSYNC THE LA	B MARKETPLACE O SIGN IN GET BIDSYNC NOW	BidSync	FEATURES	CUSTOMERS PRICING WHY BIDSYNC	THE LAB	MARKETPLACE	e sign in	GET BIDSYNC NOW	
	Get	t BidSync Bas	ic								
	Email Address*	We'll need to ensure your email isn't already in use	BidSync Basic		Company Revenue *		\sim				
	Reenter Email* veser)		side by side comparis parts page to see a side by side comparison of our Basic, State Pro, Regional Pro, and National Pro plans.		Company Size *		\sim				
			Have additional enterprise needs or question that our Sales Associates can help you with? Do not hesitate to contact us. We would be happy to help		Industry *		\sim				
	First Name*	Last Name*	COMPARE PLANS		Why are you Registering With Bid	sync? *	\sim				
	Address*										
	City*				Yes, I understand and agree to the B	idSync Terms and Conditions.					
	State*	Zipcode *		(SUBMIT						

Step 7:

• Once you submit visit your email to verify email address.



Step 8:

• Click the link to confirm your email address.



Step 9:

• Once you click the link, create your password.



Step 10:

• Join or Create a company.



Step 11:

• Once you have joined or created a company you must select a sales territory.



Step 12:

 Select three (3) keywords to create a bid list that fits your business and click "next."

Enter Keywoi Keywords are used to create a bid list that fits	rds
You can edit keywords later after you log i	nto BidSync. Keywor
Keywords	Enter Keyw
	city 😒 🌔
Enter Keywords	+ You can al
Keyword 1 Keyword 2 Keyword 3	Add Negat
BACI	Sample Big
(800) 990-9339 hel	D@bidsvnc.com
	Possible



Step 13:

• Select the NIGP Code that match your keywords or search codes that match your company profile.

/	1 7 1		NIGP Codes	×	
Select N Based on your keywords the app You can edit the codes n	NGP Codes propriate NIGP codes have been selected. ow or later in the company profile.		Available NIGP Codes Select	V USE KEYWORDS IN MY PROFILE	
NIGP Codes			485-76		
Enter Keywords or NIGP Codes	×	USE KEYWORDS IN MY PROFILE	958-63 Janitorial Management Services	NIGP Codes	×
Available NIGP Codes	Selected NIGP Codes		910-39	Enter Keywords or NIGP Codes janitorial	X USE KEYWORDS IN MY PROFILE
 Administrative, Financial, and Management Services 				Available NIGP Codes	Selected NIGP Codes
Agricultural Equipment and Related Products and Services Arts, Crafts, Entertainment, Theatre				485-76 • Recycled Janitorial Supplies •	958-63 Japitorial Management Services
Automotive Products, Vehicles, and Services	~			958-63 Japitorial Management Services	
(<u>800) 990 9339</u>	_	help@bidsync.com		910-39	CANCEL SAVE
					CANCEL SAVE

Congratulations, your business profile is complete!

Your Bids are Ready

We've created a list of bids, just for you!

TAKE ME TO THE BID LIST

You can use the additional edit options now or later in the settings to further refine your bid list.

INCREASE BID RELEVANCY



(800) 990-9339

help@bidsync.com

BidSync Notifications

• Registered firms will receive emails from BidSync with advertised solicitations that meets keywords selected during registration.



BidSync Notifications (Continued)

- Firms will also be able to log-in to their BidSync profile and view advertisements that meet the firms preselected keywords; this is automatically generated by BidSync.
 - OR
- Firms may also search for solicitations via the BidSync search database.

Bid <mark>Sync</mark>		Search		۹		=	e 🖿 =	
₩ FILTER			🖡 NEW FOR YOU 🔶 YOUR BIDS 🛛 🗮 ALL	BIDS				
Keywords (3)		Match 🔻	Bid Title Bid ID	Agency	State	End Date Added		
Enter Keywords +	☆	Best Match	Municipal Vulnerability Preparedness (MVP) Planning Grant FY 21 BD-20-1042-ENV-ENV01-50655	Operational Services Division	MA	08/07/2020 6 Days Ago	tile agu	
Negative Keywords v States/Provinces ^	☆	Best Match	Security Services for Municipal Court 20-39-A	City of Lewisville, Texas	TX	07/16/2020 3 Days Ago	ster ags	
Search all states/provinces	☆	Good	DOER PON-ENE-2020-018 Municipal Energy Technical Assistance Grant Program BD-20-1041-ENE01-ENE01-52762	Operational Services Division	MA	08/20/2020 4 Days Ago	nder Agn	
Bid End Date ~	☆	Possible	Exterior Painting of Various City Buildings PSPW-20-05	City of Pembroke Pines	FL	07/07/2020 3 Days Ago	ide agr	
Edit Default Filters	☆	Possible	Vehicle Towing & Storage Services for the City of Tallahassee IFB-102-20-KM	City of Tallahassee	FL	07/16/2020 4 Days Ago	187 491	

STEP BY STEP GUIDE ON HOW TO SUBMIT AN ELECTRONIC BID

MIAMIBEACH

Procurement Department

Step 1:

If interested in a solicitation click "Add to My Bids."

Bid #2006-014 - Professional Coastal Carpency Constructional Carpency Market Constructional Carpency Constructional Carpency Market Constructional C	Posterio Publicogo	Home	My account	Orders	Agency list	Admir
Download Bid Packet Add to My bids Details Documents Line items Q&A Vendor ads Planholder's list Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging Image: RFQ @ Image: RFQ @ Image: RFQ @ Image: RFQ @ Image: RFQ @ Image: RFQ @ <td< td=""><td></td><td>Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging City of Miami Beach, FL Procurement Time left: 2 days, 8 hrs Bid started: Jun 08, 2020 3:59:50 PM EDT</td><td>MIAA</td><td>How do 1 place an offer?</td><td></td><td></td></td<>		Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging City of Miami Beach, FL Procurement Time left: 2 days, 8 hrs Bid started: Jun 08, 2020 3:59:50 PM EDT	MIAA	How do 1 place an offer?		
Time started: Jun 08, 2020 3:59:50 PM EDT Bid contact: <u>See contact information</u> Issuing apery: City of Maimi Beach, FL See other Bids by this agency Issuing department: <u>Hore Request for Qualifications</u> (RFO) is issued by the City of Mami Beach, Florida (the "City"), as the means for prospective Proposers to submit proposals for the City's consideration in evaluating qualifications to select a firm with whom it may negotiate an egreement for the purpose noted herein. Prospective (www.bidsync.com) are advised that the City utilizes BidSync (www.bidsync.com) are advised that the City		Download Bid Packet Add to My bids Details Documents Line items Q&A Vendor a Bid #2006-014 - Professional Coastal Engin Dredging	ds Planholder's list neering Services for	r Waterway		
Prospective Proposers that have obtained this solicitation in any manner other than via <i>BidSync (www.bidSync.com</i>) are advised that the City utilizes <i>BidSync (www.bidSync.com</i>) for automatic notification of competitives solicitation constructives and document fulfiliment including the		Time started: Jun 08, 2020 3:59:50 PM Bid contact: <u>See contact information</u> Issuing agency: City of Marmi Beach, FL Issuing department: Procurement <u>See Other</u> Bid Comments: <u>1.GEMERAL</u> . This Regu of Miami Beach, Florida (Proposers to submit prop qualifications to select a f the purpose noted herein.	EDT See other Bids by this ager Bids by this department est for Qualifications (RFQ) the "City", as the means for osals for the City's consider rim with whom it may negoti	LEY, I is issued by the City r prospective ation in evaluating late an agreement for		
issuance of any addendum to this RFQ. Any Prospective Proposer who has received this RFQ by any means other than through <i>BidSync</i> must register immediately with <i>BidSync</i> to assure it receives any addendum issued to this RFQ. <u>Failure to receive an addendum may result in</u> <u>disgualification of proposal submitted</u> .		Prospective Proposers the other than via BidSync (yu utilizes BidSync (syww.bid competitive solicitation op issuance of any addendu has received this RFQ by register immediately with issued to this RFQ. <u>Failur</u> disqualification of propose	at have obtained this solicities ww.bidsync.com) are advis sync.com) for automatic nc portunities and document fu no this RFQ. Any Prospec any means other than throu Bid/Sync to assure it receive e to receive an addendum r al submitted.	ation in any manner sed that the City bification of ulfillment, including the tive Proposer who ugh <i>BidSync</i> must as any addendum may result in		

Step 2:

You will find various tabs for the solicitation on the main page for the solicitation, read through information found in the "Details" tab.

	lome	My account	Orders	Agency list	Admin
Bid #2006-014 - Professional C Engineering Services for Water	oastal way	MIAN	BEACH		
Dredging City of Miami Beach, FL Procurement		C	How do I place an offer?		
Time left: 2 days, 8 hrs Bid started: Jun 08, 2020 3:59:50 PM EDT Bid ends: Jun 12, 2020 5:00:00 PM EDT					
Download Bid Packet Add to My	pids				
Bid #2006-014 - Professional Co Dredging ● RFQ @	bastal Engineer	ing Services for	Waterway		
Time started: Jun 08, 2 Bid contact: See cont Issuing agency: City of M Issuing department: Procuren Bid Comments: 1. <u>GENE</u> of Miami Proposer qualificat the purpo	020 3:59:50 PM EDT act information ami Beach, FL See RAL, This Request fc Beach, Florida (the "C s to submit proposals ons to select a firm w se noted herein.	other Bids by this agent by this department or Qualifications (RFQ) i fly"), as the means for I for the City's considera ith whom it may negotia	X s issued by the City prospective tion in evaluating te an agreement for		
Prospect other that utilizes B competiti issuance has recei register i issued to	ve Proposers that have n via BidSync (www.b idSync (www.bidsync, ve solicitation opportu of any addendum to t ved this RFQ by any r mmediately with BidSy this RFQ. Failure to r	ve obtained this solicitat idsync.com) are advise com) for automatic not inflies and document ful his RFQ. Any Prospecti means other than throug virc to assure it receives eceive an addendum m	ion in any manner d that the City ification of filiment, including the ve Proposer who h <i>BidSync</i> must any addendum ay result in		

Step 3:

At the bottom of the "Details" tab you will find the following statement "Vendors must possess the following qualifications before they can participate in this bid: QUALIFICATION View required qualifications." Bidder shall complete the vendor qualifications prior to proceeding any further by clicking "view required qualifications."

1. Attendance (in person or via telephone) is encouraged and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Submission Meeting via telephone must follow these steps: (1) Dial the TELEPHONE NUMBER: 1-877-873-8018 (Toll-free North America) (2) Enter the MEETING NUMBER: 6312925 Proposers who are interested in participating via telephone should send an e-mail to the contact person listed in this RFQ expressing their intent to participate via telephone. Classification codes: Yew classification codes Contract duration: 3 years Regions: Yew regions Yendor viewed report 3 years Wendors must possess the following qualifications before they can participate in this bid: QUALIFICATION View View required qualifications for this agency. Click here Years and years It out other qualifications for this agency. Click here Years and years File out other qualifications for this agency. Silck here Years and years Years and years and years Years and years Bid History Years Proposes the following qualifications before they can participate in this bid: QUALIFICATION Years Years File out other qualifications for this agency. Silck here Offers last updated on Jun	2.
	Submit (0 of 1) Reset Cancel

Step 4:

Once you have completed the vendor qualifications and the City has approved the qualifications you may proceed to the "Documents" tab.



Step 5:

Next you must view/accept all documents and complete the questionnaire found in the "Documents" tab before you can place an offer. To accept or view a pending document, click on the name of the document, <u>NOT</u> on [download]. Click on download only if you want to save the document to your computer and/or print it out. When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging City of Miami Beach, FL Procurement Time left: 2 days, 5 hrs Bid started: Jun 08, 2020 2:59:50 PM CDT Bid ends: Jun 12, 2020 4:00:00 PM CDT	MIAMBEACH We do I place an offer? Notifications are OFF With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences	Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging City of Miami Beach, FL Procurement Time left: 2 days, 5 hrs Bid started: Jun 08, 2020 3:59:50 PM EDT Bid ends: Jun 12, 2020 5:00:00 PM EDT Download Bid Packet Add to My bids		
Download Bid Packet Add to My bids Details Documents Line items Q&A Vendor ads Bid #2006-014 - Professional Coastal Engineer Dredging Image: Comparison of the professional Coastal Engineer You must view/accept all documents before you can place and To accept or view a pending document, click on the name of th download only if you want to save the document to your compute When working with a document from this section, be sure to satisfies any data that you have entered. Select the documents you want to view: Image: RFQ 2020-161-ND 3.19.20 ESW.doc Image: Comparison of the professional comparison of the profession of the profess	Notify me about this Bid Planholder's list ring Services for Waterway offer on this bid. e document, NOT on [download]. Click on iter and/or print it out. we your work at least every 30 minutes to avoid lot viewed LBen Final [dimensional] @ Pending	Details Documents Line items Q&A Vendor das Planholder's list Bid #2006-014 - Professional Coastal Engineering Services for Waterway Dredging Image: NFO Colspan="2">Colspan="2" Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Colspan="2" Colspan="2" <td <="" colspan="2" td=""></td>		

Step 6:

Once you have completed the documents tab you may proceed to the "Line Items" tab.



Step 7:

In the "Line Items" tab you will find the submittal requirements for the solicitation. You must place and offer for every line item by clicking "place offer."



Step 8:

Then click "Upload Attachment" to upload your response(s) to each line item/submittal requirement

Bid #2006-014 - Profession	al Coastal Engineering Services for Waterway Dredging		
		Page 1 of 1	
Time Left: 2 days, 4 hrs		Bid Ends: Jun 12, 2020 5:00:00 PM EDT	line Items ner nager 5 V
			ente recto per poger
Offer			
2006-014-01-01	Default Lot: SUBMIT - TAB 1 Cover Letter & Table of Contents		
	Product Code		Prices are not requested for this item.
	Notes for Buyer	Attachments [Ligioed Attachment]	
-			
2006-014-01-02	Default Lot: SUBMIT - TAB 2 Experience & Qualifications of the Firm		
	Product Code [optional]		Prices are not requested for this item. Save
	Notes for Buyer	Attachments [Upload Attachment]	

Step 9:

Upon submission of all line items/submittal requirements you must click "Review response" located at the bottom of line items page.

Bid Notes:	These notes apply to the bid as a whole.	
Note: This agency may * Fee Waived.	choose to make all documents and notes open to the public.	onse Cancel

Step 10:

Next you must review your response and confirm you have provided responses/attachments where required. Then proceed to the bottom of the page, enter your password, and click "Confirm & Submit Response."

Offer Confirmation	
Username testvendor3 Password	email,
Is your information correct?	
	Confirm & submit response ABack Cancel

CONGRATULATIONS YOU HAVE SUBMITTED YOUR OFFER !

Electronic responses to solicitations are to be submitted through BidSync until the date and time as indicated in the document. *It is the sole responsibility of the Proposer to ensure its proposal reaches BidSync before the Solicitation closing date and time.* There is no cost to the Proposer to submit a proposal in response to a City of Miami Beach solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files (proposal format indicated below). All proposals received and time stamped through BidSync, prior to the proposal submittal deadline shall be accepted as timely submitted. Proposals will be opened promptly at the time and date specified. Hard copy proposals or proposals received electronically, either through email or facsimile, submitted prior to or after the deadline for receipt of proposals are not acceptable and will be rejected. Late bids cannot be submitted, bidders are cautioned to plan sufficiently. The City will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence.