

# eSupplier Bidding, Contracting and eSignature Guide

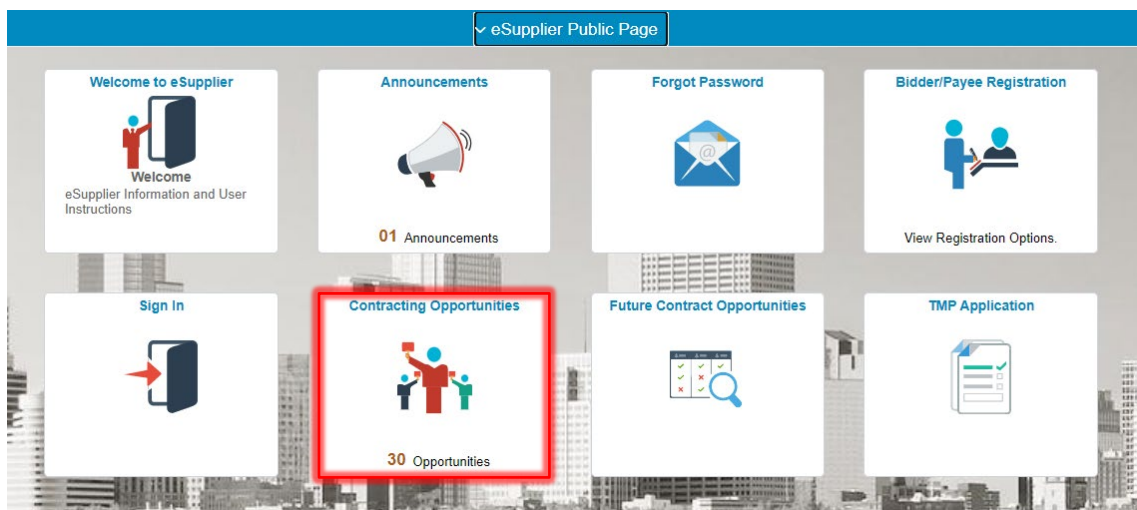
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## eSupplier Contracting Opportunities Overview

Public events for solicitation posted by the City can be found on the **Contracting Opportunities** icon through the eSupplier Public Page:




The Public Contracting Opportunities will display the event information, when the opportunity was posted and when it ends. Select an Event’s Details to review any additional information:

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	0000000113	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	0000000124	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	0000000141	Sell	RFX	▲ Ending Soon 11 hours, 45 mins	11/07/2018 10:37AM	11/07/2018 10:37PM

## 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-0000000141 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 Sign In to the eSupplier portal.
- Access the Contracting Opportunities icon from your Secure Supplier Home 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:

Supplier Secure Home Page		Bidding Opportunities			
Bidding Event Information					
Invited Events		Public Events			
Event Name	Business Unit / Event ID	Format / Type	Start Date / End Date	Ends In	
Picnic Shelter & Site Imp. at Triangle Park	City of Minneapolis 0000000141	Sell RFX	11/07/2018 10:37 AM CST 11/07/2018 10:37 PM CST	▲ Ending Soon 11 hours, 44 mins	

4. Select an event name to access the event details.
5. On the event details page, you can accept your invitation, to indicate your interest, view the event specifics, and place your bid:

**Event Details**

**Bidding Event Information**

Event Name: Whole Effluent Toxicity Testing  
 Business Unit: City of Minneapolis  
 Event ID: 000000631  
 Event Status: Posted  
 Buyer Name: Aksana Belik  
 Sealed Event: No  
 Payment Terms:  
 Contact Information: Aksana Belik  
 Description: The Minneapolis Division of Water Treatment and Distribution Services operates under a National

Event Start Date: 08/30/2019 8:26AM  
 Event End Date: 02/29/2020 4:00PM  
 Event Round: 1  
 Event Version: 2  
 Event Format: Sell  
 Event Type: RFX  
 COM Event Type: Standard Contract  
 Multiple Bids: Not Allowed  
 Edits to Submitted Bids: Yes

[View Bid Package](#)

**Lines**

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	Yes	Lab Testing Services on CHMP Neutralized waste as part of NPDES Permit	1.0000 Each	

- a) From the event details page, Select the View Bid Package hyperlink to view related event documents. You may see duplicated file names if the event is public and you were invited to the event - You can review and use either document. There may be documents that require you to download, complete, and attach to your bid submission:

**View Bid Package**

**Attachments**

Filename	Description
WET_Laboratory_RFP_2019.pdf	RFP - Scope of Services
StandardContractForm.pdf	Standard Agreement template

6. Select Bid on Event. The Event Details display again, and a series of questions for you to answer:

**Event Details**

Submit Bid Save for Later Validate Entries

Event Name: Whole Effluent Toxicity Testing [Bidding Instructions](#)  
Event ID: MPLMN-000000631 Bid ID: New  
Event Format/Type: Sell Event RFX Bid Date:  
Event Round: 1 Bid Currency: USD US Dollar  
Event Version: 2  
Event Start Date: 08/30/2019 8:26AM CDT  
Event End Date: 02/29/2020 04:00 PM CST

[Hide Additional Event Info](#)

Description:  
The Minneapolis Division of Water Treatment and Distribution Services operates under a National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) permit for discharge of residuals streams to the Mississippi River. The 2019-2024 permit has whole effluent toxicity testing requirements for which the City is seeking laboratory professional services.

Contact: Aksana Belik  
Phone: 612/673-2177  
Email:  
Online Discussion

Payment Terms  
Billing Location: AP BILL TO ADDRESS ON PO  
Event Currency: Dollar  
Conversion Rate: 1.00000000  
Edits to Submitted Bids: Allowed  
Multiple Bids: Not Allowed

**Step 1: Answer General Event Questions**  
The event administrator requests your response to questions not specific to any specific item.  
General Event Questions: 2  
Required Questions: 2  
Questions Responded To: 0

[Hide Event Questions](#)

**Event Questions**

\* Bid Required \* Ideal Response Required

General Questions

Previo Quest: 1 of 2 Next Questions

\*  
Please attach your proposal.  
Detailed scope of services is located under Event Comments and Attachments link below.

[Enter File Attachment Response](#)

a) Questions marked with a \* are required. To attach a file, select the Enter File Attachment Response hyperlink and upload related documents:

**Event Questions**

\* Bid Required \* Ideal Response Required

General Questions

Previo Quest: 1 of 2 Next Questions

\*  
Please attach your proposal.  
Detailed scope of services is located under Event Comments and Attachments link below.

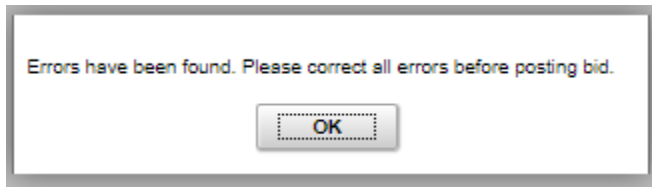
[Enter File Attachment Response](#)

\*  
Did you review the Standard Contract Form with terms and conditions located under Events Comments and Attachment

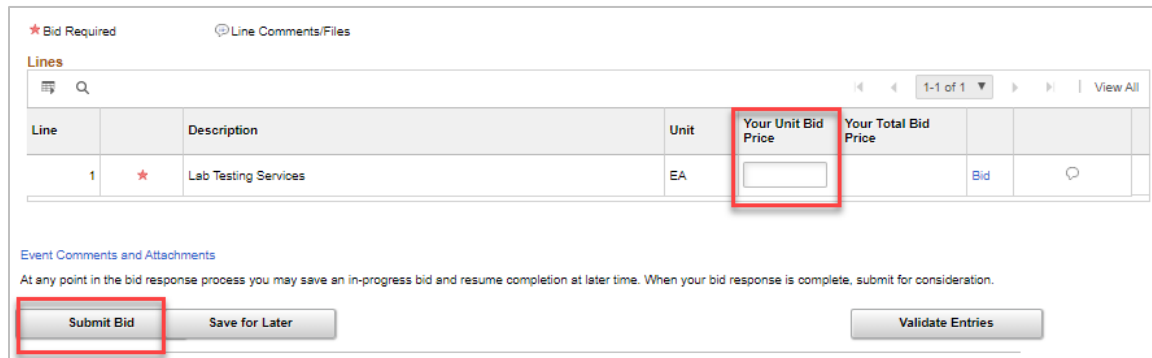
Response:

[Add Comments or Attachments](#)

b) If you do not complete a required question, the following message will display:

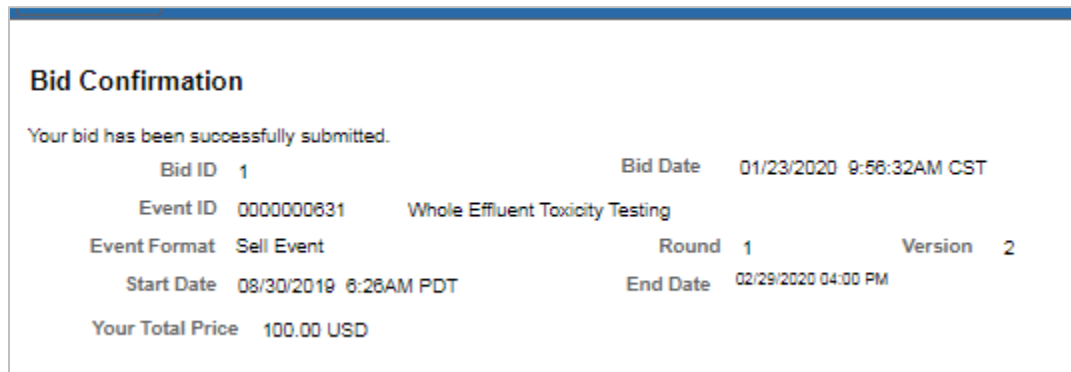


7. Scroll to the bottom of the Event Details Page and enter Your Bid Price Amount:



8. Select Submit Bid

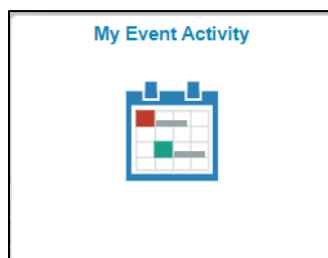
a) You will receive a bid confirmation email and a Bid Confirmation page:



Select the Home icon to Exit this page.

## Reviewing or Modifying your Submitted Bid

Locate the My Event Activity icon from your Supplier Secure Home Page:



1. Locate the event you want to review through the **Events Bid On** Number or through the Search Criteria – Modify the search to “Events Bid On” and **Search**:

Event Activity Summary

Click on number to view events below

Events Invited To: 0      Events Bid On: 1      Events Awarded: 0

Search Criteria

Event Format: [Dropdown]       Events Invited To       Events Bid On       Events Awarded

Event Type: [Dropdown]      Date Range: From [Calendar] Through [Calendar]

**Search**

Legend

Events

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
<b>MPLMN-000000631</b>	Sell	Whole Effluent Toxicity Testing	Posted	08/30/2019 8:28AM PDT	02/29/2020 2:00PM PST	Accepted

Refresh

2. Select the Event ID when the search results display.
3. Select the View, Edit or Copy from Saved Bids Link:

Event Details

[Information On Inquiry Options](#)      Bidding Shortcuts: [View Event Activity](#)  
[View, Edit or Copy from Saved Bids](#)

Event Name: Whole Effluent Toxicity Testing

Event ID: MPLMN-000000631

Event Format/Type: Sell Event      RFx

Event Round: 1

Event Version: 2

Event Start Date: 08/30/2019 8:28AM CDT

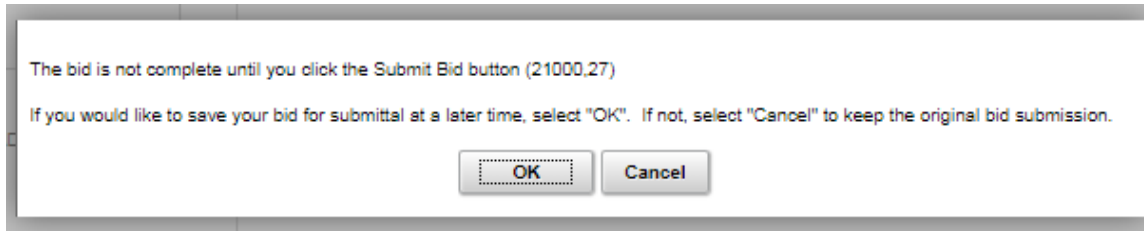
Event End Date: 02/29/2020 04:00 PM CST

4. Select the View/Edit hyperlink:

Bids

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	2	Posted	Posted	01/23/2020 9:56AM CST	<a href="#">View/Edit</a>	<a href="#">Cancel</a>

Notice the Posted Bid Status. if you edit your bid and save for later, the Bid Status will change to Saved and will not be considered a valid bid:



5. Make edits as needed and Submit Bid.

## 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
<b>Event Id:</b> MPLMN - 000000141 Round 1 Version 1
<b>Name:</b> Picnic Shelter & Site Imp. at Triangle Park

Award Details
<b>Award Type:</b> Procurement Contract
<b>Award ID:</b>
<b>Awarded Item:</b>
<b>Description:</b> Picnic Shelter Construction and Site Improvements at Triangle Park - Lake Nokomis
<b>Awarded Quantity:</b> 1
<b>Awarded Unit Price:</b> 50000 USD

## Contract Collaboration

Once an event has been awarded, a contract between the 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.

1. Sign In to eSupplier and access the Manage Contract Documents icon



2. Select the search button to find the pending document. You can leave these fields blank, or put in search criteria, such as a date range:

Supplier Secure Home Page Maintain Contract Documents

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Maintain Contract Documents

### Document Search

Document Administrator

From Begin Date   To Begin Date

From End Date   To End Date

All Documents  
 Pending Review

Advanced Search Criteria

List of Documents

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

3. Click the Contract document ID from the above image, to access the contract document.
4. click the **view** button to review the contract agreement:

End Documents Documents

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Maintain Contract Documents

### Document Management

[Return to Document Search](#)

This document is currently pending your review/feedback. You have been granted Edit capabilities. Use the Open/Edit Document buttons to launch the files and make any changes within the document. Use the Upload Revised Document button to load the modified document back into the system. When complete use the Mark as Reviewed button to return the document back to the contract administrator.

Contract ID COM0000067  
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 2018-11-26-16.01.16.0000000]  
Please review and attach certificate of Insurance

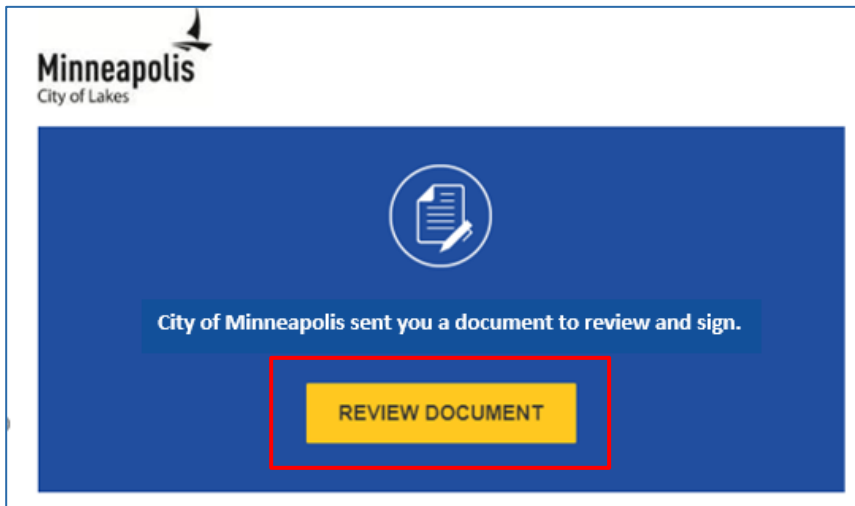
[Add Additional Attachments](#)  
[View Document History](#)  
[Send E-Mail](#)

5. 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. You can then Select **Upload a revised Amendment File**.

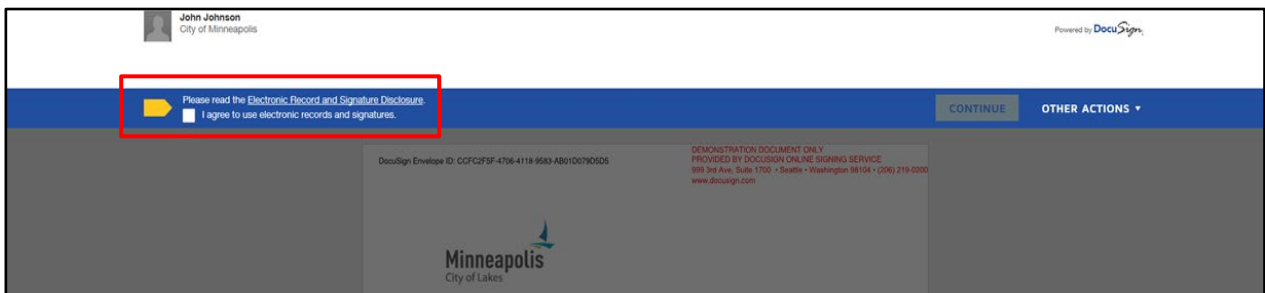


## Electronic Signatures

Once a City of Minneapolis contract is drafted, 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 selecting Review Document, you will be taken to DocuSign for the next eSignature steps:



1. The first time you electronically 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. The continue box will become active.
3. Select the OK button to remove the questions box at the top of the page and begin reviewing the contractual document. Select the Start button, to be taken to your signature space within the Document:



4. Enter your full name as you would like it to appear along with your Initials. You can change the default signature style by selecting the Change Style link, or you could choose to draw your name using either your mouse or smartphone/tablet by pressing the Draw Option:

add your signature

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\* XYZ Company Initials\* XC

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by: XYZ Company 684CCB8AE7CE41E... DS XL

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

TITLE

By signing this Contract, I represent that I have the authority to enter into and bind the Consultant to this Contract.

FOR THE CITY:

5. Select Adopt and Sign button to finish signing the document. The document will continue routing to all additional parties that need to sign.

## DOCUSIGN ASSISTANCE

You do not need to have a DocuSign account to electronically sign documents.

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](mailto:eProcurement@minneapolismn.gov)