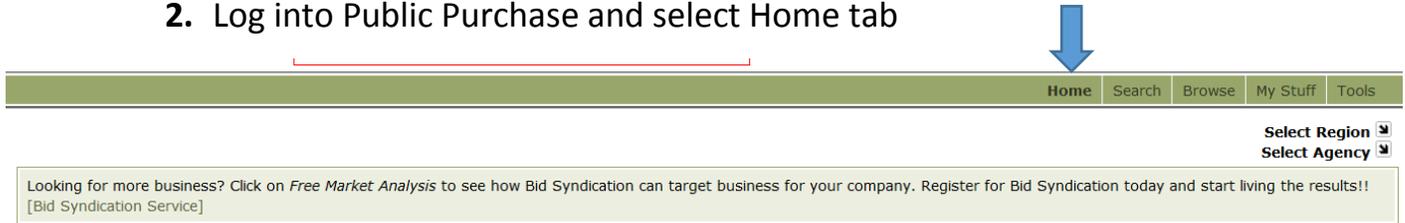
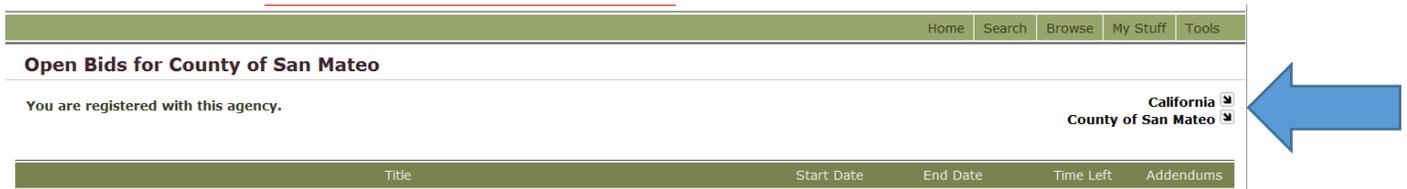


# How to upload proposal in response to a County of San Mateo RFP

1. Register to be a vendor in Public Purchase (see how to register on Public Purchase)
2. Log into Public Purchase and select Home tab



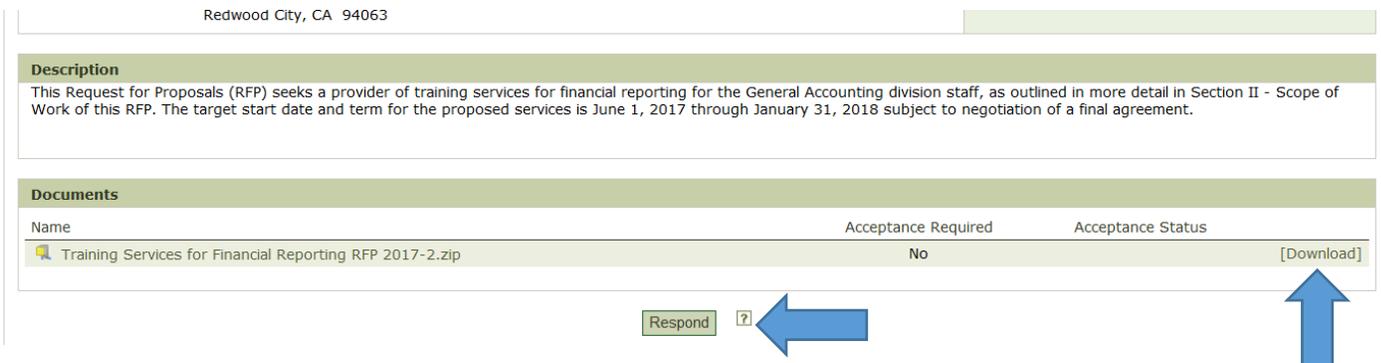
3. Select Region- California and Select Agency- County of San Mateo



You will see a list of bids or grants that have been released by San Mateo County. Look for the STEM Out-of-School RFP.

4. Click on the Title of the RFP

This should show you a description of the RFP, scroll down to the bottom of the page to download the RFP.



5. To submit a proposal, hit Respond

6. When you hit the Respond button the RFP will automatically be saved in your “Bids Responding To” section. See example below:

**Bids Responding To**

Bid ▶ ?	Agency ▶	Start Date ▶	End Date ▲	Timeleft	Addendums
RFP #HSA-2017-03 - HSA - Information Technology Professionals - Contingency Staffing	County of San Mateo	Apr 14, 2017 8:00:59 AM PDT	Apr 28, 2017 5:00:00 PM PDT	1 hour 4 min	No Addendums



Grant Deadline

7. Upload your proposal in response to the bid by the deadline. Example below:

**Response to Bid RFP #HSA-2017-03 - HSA - Information Technology Professionals - Contingency Staffing**

**General Attachments**

No attachments uploaded.

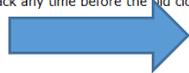
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**General Comments for the Agency**



**How is my bid response submitted?**

When you upload a document or save your comments above, your response is *immediately* submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.



8. Make sure you print out your submitted information and check back frequently for updated information, answer to questions regarding the RFP, or to leave comments for the agency.