## 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

		Home	Search	Browse	My Stuff	Tools
Open Bids for County of San Mateo						
You are registered with this agency.				Coun	Cali ty of San	ifornia 빌 Mateo 일
Title	Start Date	End Date	:	Time Lef	ft Add	endums

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.

Redwood City, CA 94063			
Description			
This Request for Proposals (RFP) seeks a provider of training services for financial reporting Work of this RFP. The target start date and term for the proposed services is June 1, 2017	for the General Accounting division st through January 31, 2018 subject to	aff, as outlined in more detai negotiation of a final agreem	l in Section II - Scope of ent.
Documents			
Name	Acceptance Requ	uired Acceptance S	Status
Training Services for Financial Reporting RFP 2017-2.zip	No		[Download]
Resp	ond ?		

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
Agency >
Start Date >
End Date >
Timeleft
Addendums

RFP #HSA-2017-03 - HSA - Information Technology Professionals - Contingency
County of San Mateo
Apr 14, 2017 8:00:59 AM PDT
Apr 28, 2017 5:00:00 PM min
I hour 4 min
No Addendums

Staffing Image
Image<

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.
Upload File
General Comments for the Agency
How is my bid response submitted? When you upload a document or save your comments above, your response is <i>immediately</i> 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. Print Submitted Information Return to Bid

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.