Respond to a bid or proposal

Go to the [Hennepin County Supplier Portal](), log in, then select **Contracting opportunities.**

Important Note: While creating your response, save often! Select the **Save for Later** button to save your work, even if you have not completed all required information.

Review event information

1. Be sure to review events on both the Invited and Public tabs.
2. Select the Event name to open the event.
3. Review Bidding Event Information, Description, Contact and Lines.
4. Review event attachments.
5. Select the **View Documents** link.
6. Select the **Filename** link to download an attachment. NOTE: you may need to disable your browser's pop-up blocker.
7. Select the **X** button to close the attachment window.
8. To enter a response, select the **Bid on Event** button.

Answer general event questions

9. Scroll down to Step 1: Answer General Event Questions. A ⭐ indicates that an answer is required in order to submit a response to the event.
10. Answer each question.
11. For yes/no or list questions, Select the arrow ▼ to select your answer.
12. For text questions, type your response in the provided text box.
13. For questions that require an attachment response: Select the **Enter File Attachment Response** link. Select the **Upload** button, then the **Choose File** button. Select the appropriate document, then select the **Upload** button. Enter an **Attachment Description**, then select the **OK** button.

Enter line bid responses

14. Scroll down to the Step 2: Enter Line Bid Responses section. A ⭐ indicates that you must provide a price for the item.
15. Some items may not require a price to be entered. The item description will advise you when a price is not required or the No Bid link will display.

Validate and submit response

16. Select the **Validate Entries** button. If there are errors, scroll to the top of the page to view them.
17. *"! Response required. You must enter a response for General Question..."* indicates that you have not responded to a question in Section 1: Answer General Event Questions.
18. *"! Response required. You must enter a response for line bid questions for line..."* indicates that you have not responded to a line bid question. Scroll to the Enter Line Bid Responses section and select the **Respond to bid questions** link at the end of the line.
19. Once all errors have been resolved, select the **Submit Bid** button.
20. Read the text closely. If you agree, select the **I Agree** box and select the **Sign Submission** button.
21. A confirmation page will display and an email confirmation will be sent.

Edit or cancel a response

22. To finish a response that was saved for later, or to edit or cancel a submitted response, log into the Supplier Portal and select **My event activity**.
23. Select **Events Bid on**.
24. Select the Event ID that you would like to edit or cancel.
25. Select **View, Edit or Copy from Saved Bids** link.
26. Select the **View/Edit** link to view or edit a saved response or a previously submitted response.
27. Select the **Cancel** link to cancel a response.