How do I select the solicitation I want to access?

How do I navigate the Grant Solicitation Home Page?

How do I ask a question?

How do I submit an application?

How do I withdraw a submitted application?

Troubleshooting
How do I select the solicitation I want to access?
SANDAG uses BidNet for all of its competitive grant solicitations.

To begin, go to: https://www.bidnetdirect.com/sandag/sandag-grants
Vendor Registration

If you have already registered for BidNet, continue onto the next slide.

If you have not yet registered for BidNet:
1. Review the BidNet registration instructions available at www.sandag.org/grants
2. Click Register Now
Vendor Login

If you have registered in BidNet,
1. Click on **Login** in upper right corner
2. Enter your **Username** and **Password**
Filter to Grant Programs

Once you login, you will be directed to Solicitation Search. To readily view grant opportunities, filter solicitations by solicitation type.

1. Click **SOLICITATION TYPE** in the left side bar.

2. Click the box next to **Grant – Call for Projects**.
Choose Grant Solicitation

Click on the name of the solicitation you are interested in (e.g., *TransNet Smart Growth Incentive Program - Planning*) to access more information and solicitation materials.
How do I navigate the Grant Solicitation Home Page?
Grant Solicitation Home Page

This is the home page for the grant solicitation you selected.

1. It lists the amount of time left to submit a grant application.

2. From here you can use the navigation bar on the left to access the various Call for Projects materials, which are discussed in detail in upcoming slides.
Review the **Notice Tab** for summary information about the Call for Projects you selected.
SANDAG uses the North American Industry Classification System (NAICS) codes to categorize solicitation subject areas. The NAICS codes SANDAG uses for each grant program can be found on the Grants FAQ page of BidNet: http://faq.bidnetdirect.com/sandag-grants/

Please ensure the NAICS code that appears in the Categories Tab matches the solicitation you selected and the NAICS code listed on the Grants FAQ page of BidNet for the corresponding grant program.
Addendum Tab

If SANDAG issues a change to a Call for Projects, an addendum is released.

If an addendum is released:

- The Addendum Tab will appear on the left navigation panel.
- You can click on the Addendum Title to view the addendum.
- BidNet will also automatically notify you via email.

If an addendum has not been released:

- The Addendum tab will not appear on the left navigation panel.
View Addendum

If you click on an Addendum Title, more information will appear on the addendum.

Addendum Description: Grants staff posts a description of what the addendum changes to the Call for Projects.

Notice Modifications:

✓ Notice Information categorizes the addendum content.
✓ Information in the From Value column shows existing Call for Projects information.
✓ Information in the To Value columns shows the specific changes to the Call for Projects Information. Changes are noted in bold text. In the example on the right, the workshop recording was added to this section.
1. **Category Modifications**: If NAICS codes were changed, they would be shown here in the Added Categories or Removed Categories sections.

2. **Added Documents**: If any documents were added to the Call for Projects, they will be listed here.
   - You can download them by clicking on the file name.
   - In the example on the right, two documents were added – (a) workshop PowerPoint slides and (b) workshop questions and answers.
Documents Tab

All documents SANDAG has released relating to the Call for Projects are available here. BidNet sorts them into categories based on when the document was released. In the example on the right, there is the Original Solicitation and Addendum No. 1.

✓ **Original Solicitation**: files that were released when the Call for Projects was first released.

✓ **Addendum No. 1**: files that were released with Addendum No. 1.
Q & A Tab

All questions and answers related to a Call for Projects go through BidNet.

Each question asked will be listed on this page, along with the corresponding answer from SANDAG.

✓ The date and time each question and answer was posted is listed.
Questions and SANDAG responses can be searched through BidNet.

To search, click on the magnifying glass, enter search terms, and click Search.

Instructions on how to ask a question will be discussed in upcoming slides.
When an organization downloads one of the files in BidNet, their name and contact information is recorded on the Document Request List. This information is updated in real time and can be used to locate entities that are interested in this Call for Projects.

All organizations on this list are sent an email notification whenever a change is made to the grant solicitation. For example:

- An addendum is released
- A date is changed
- Responses to questions are posted
Audit Tab

The Audit tab records when major changes are made to the solicitation. For example:

- ✓ The Call for Projects is published
- ✓ An addendum is released
How do I ask a question?
Choose Grant Solicitation

Click on the name of the solicitation you are interested in (e.g., TransNet Smart Growth Incentive Program - Planning).
1. Click **Q & A** on the left side.
2. Click **Ask Question** located in the top right corner.
Ask a Question

Enter the **Subject** the question pertains to.
Enter the **Question**.
Click **Submit**.
The question will be listed on this page.
The SANDAG Grants team will be notified of your question and will respond via BidNet.

Once a response has been posted, the response will appear on this page.

✓ Organizations who downloaded any of the documents will be notified by email when the response is posted.
How do I submit an application?
Choose Grant Solicitation

Click on the name of the solicitation you are interested in (e.g., *TransNet Smart Growth Incentive Program - Planning*).
Place a Bid

To submit your organization’s application, first click on **Place Bid** located in the top right corner.
Select the type of Bid you would like to place.

✓ **Place a New Bid** — select this option to submit an application

✓ **Place a No Bid** — select this option to notify SANDAG that your organization will not be submitting an application.

✓ **Click Continue.**
The application will be divided into multiple categories based on the required documents listed in the Call for Projects.

In the example on the right, there are two categories shown:

✓ **Bid Documents – Organization Application**

✓ **Bid Documents – Project Application**

In each category, you can add a file or a zip file. Click **browse for your file** or **browse for your zip file**. You can also use the drag & drop function.
Click **Save & Quit** to return to this page later.
Once you have uploaded a file and clicked next, your file will be displayed in the File section.

To remove a file:

1. Click the gear icon under Actions
2. Click Remove Document.
Submit Application

When you have finished uploading all your files, click Next.
Complete the remaining fields:

1. For “Does this bid contain exceptions?” select No. Exceptions are not allowed under SANDAG grant programs.

2. For “Bid Submitted By (Full Name),” enter the name of the person submitting the bid. It does not need to be the person who signed the application.

3. For security reasons please re-enter your password.

Once done, click Submit Bid.
After you click **Submit Bid**, a Bid Submission Confirmation pop-up window will appear. Click **Yes**.
Submission Confirmation (Continued)

After you click Yes in the prior step:

1. **BID SUBMITTED** will appear in the upper right corner.

2. BidNet will generate a Confirmation Number.

3. You can download a PDF version of the confirmation for your organization's records (recommended).

4. You can withdraw your bid until the Call for Projects closes. This will be described in the next slide.
How do I withdraw a submitted application?
1. If you want to withdraw a submitted application,
   A. Click on **Back to Bid Management** from the bid submission window
   Or
   B. Click on **View Bid** in the upper right corner from the home page of the solicitation you selected. Continue to Slide 40.
If you want to withdraw a submitted application:
2. The Bid Management window will appear. Click on the 3 dots adjacent to the Confirmation No. You will have the option to view or withdraw. Click withdraw.
3. The Withdraw Window will appear. Enter Your Full Name and your Password.
4. Click Withdraw Bid in the bottom right corner.
5. When prompted, follow the directions to confirm the application withdrawal.
Troubleshooting

• If you have questions on this Guide, contact grantsdistribution@sandag.org.

• If you have questions on the content of the Call for Projects, submit questions through BidNet. Do not email or call SANDAG staff for these questions.

• If you experience technical issues navigating BidNet, contact the BidNet Direct Vendor Support Department, which is available Monday through Friday from 5 a.m. to 5 p.m. Pacific Time.
  • Call: (800) 835-4603
  • Email: support@bidnet.com