



2023 S/DBEAC

OpenGov Overview, Vendor Registration and Procurement Advice

Brenda Leo, CPPO, CPPB, Contract Manager

Contracting and Procurement

This presentation is the property of RTD and is being provided for informational purposes only. Nothing in this presentation is being offered as legal advice, nor does it create any form of agreement between RTD and the recipient. Further, this document and RTD's procurement policies are subject to change at any time and without notice.

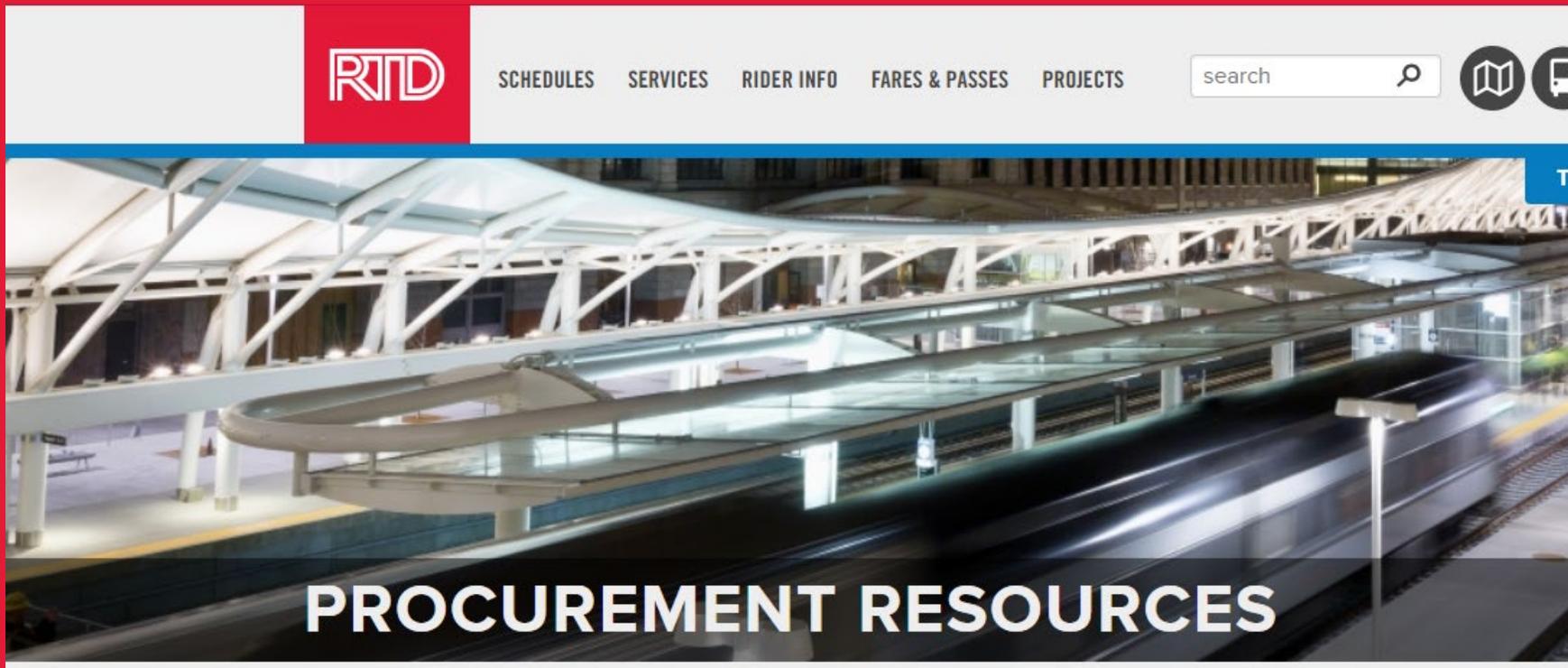
June 28, 2023

Presentation Topics

- OpenGov Overview
- New RTD Procurement Resources Page
- Vendor Registration
- Follow a Solicitation in OpenGov
- Advice from Procurement Staff

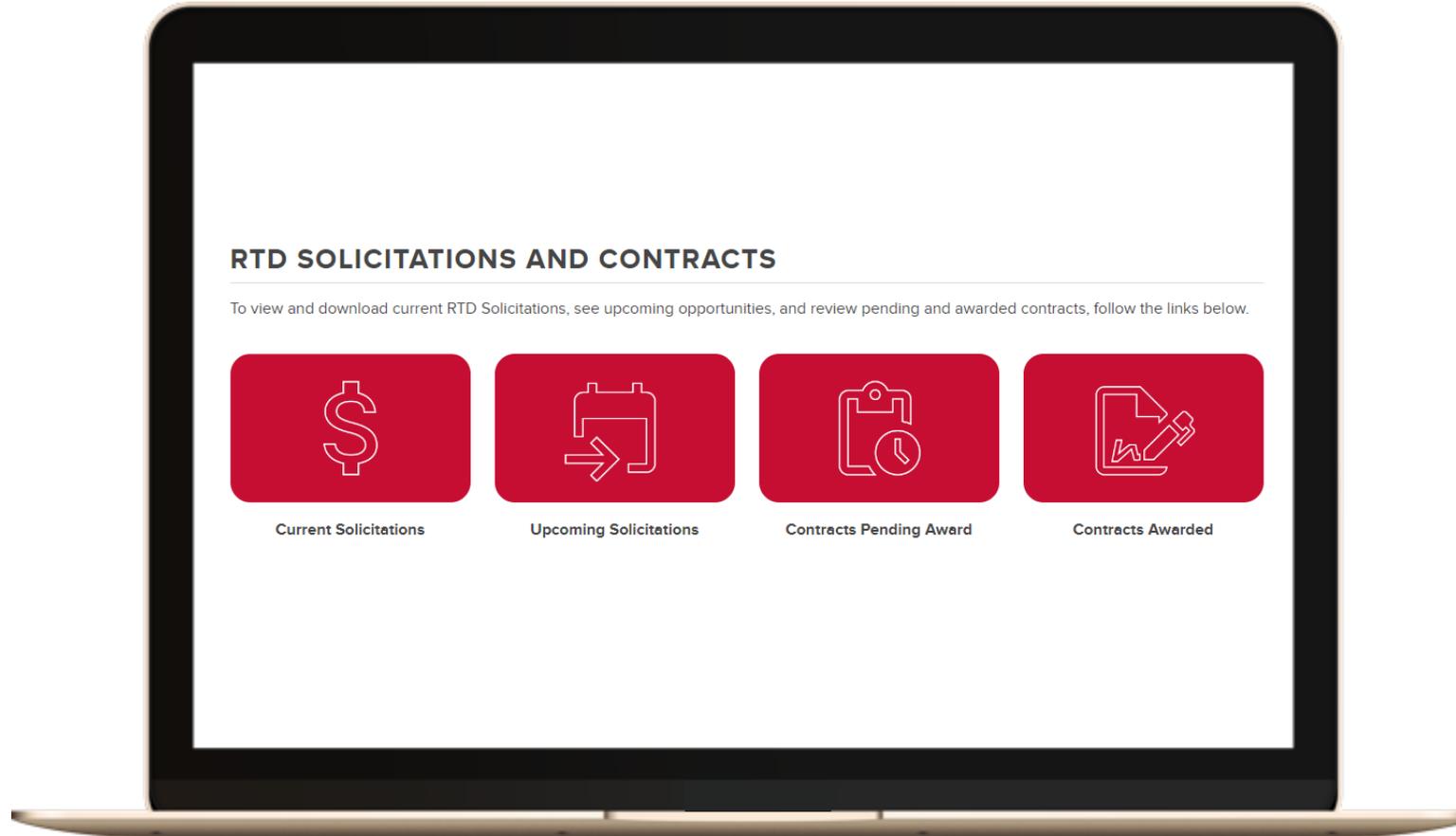
OpenGov Overview

- OpenGov is an award-winning cloud-based Contract Lifecycle Management (CLM) tool with end-to-end workflow automation that encourages collaboration and accelerates procurement processes for compliant solicitation development, evaluation, contract creation, award and management
- RTD now advertises solicitations and receive vendor proposals and bids through a secure web portal
- Suppliers utilize the industry's most guided and intuitive *Vendor Portal*, leading to more complete, compliant solicitation responses and a more sustainable vendor network
- Vendors can download and monitor solicitations at no cost
- Proactive Contract Management Software - track milestones and set automatic notifications for upcoming deadlines (future)
- Public facing contract database (future)



RTD has a New Procurement Resources page. This page has valuable information regarding vendor registration, upcoming and advertised solicitations, as well as pending and awarded contracts.

Quick Links



Current Solicitations



Regional Transportation District
Denver, CO

All dates and times in Mountain Time

[+ Subscribe](#)

Questions?

[Visit Help Center](#)

Procurement Portal

Projects

Calendar

All Departments

Active

[Advanced Search](#)

| Project Title | Project ID | Addenda | Release Date | Due Date |
|--|--------------|---------|--------------|-----------|
| Ladders for N Line Alignment OPEN | RFQ23JC007-R | 1 | 6/23/2023 | 6/29/2023 |
| Rail Rodeo Promotional Items OPEN | RFQ 23JC012 | 0 | 6/23/2023 | 6/30/2023 |
| Low/No Emission Facilities and Fleet Transition Plan (10% DBE Goal) OPEN | RFP 123FK003 | 5 | 5/23/2023 | 6/30/2023 |
| Light Rail 14th and Stout Alley Blank Out Traffic Signs OPEN | RFQ 23JC011 | 1 | 6/1/2023 | 6/30/2023 |
| Software Asset Management Solution OPEN | RFP 123DO008 | 1 | 6/2/2023 | 7/3/2023 |
| Staffing Services - Information Technology OPEN | RFP 123DO009 | 1 | 6/8/2023 | 7/7/2023 |
| East Metro Hoist Replacement (10% SBE Goal) OPEN | IFB 323DH025 | 0 | 6/5/2023 | 7/7/2023 |

June 28, 2023

Upcoming Solicitations



Regional Transportation District
Denver, CO

All dates and times in Mountain Time

+ Subscribe

Questions?

[Visit Help Center](#)

Procurement Portal

Projects [Calendar](#)

All Departments

Coming Soon

| Project Title | Project ID |
|---|--------------|
| US36/Sheridan Elevator (20%SBE Goal) COMING SOON | IFB 323DP004 |
| 7190 Colorado Janitorial Services COMING SOON | RFQ 123LF002 |
| Tree and Shrub Maintenance COMING SOON | RFP 123DM007 |
| Denver University Bike-n-Ride Shelter COMING SOON | IFB323FH026 |
| Bus Rodeo Promotional Items COMING SOON | RFQ23JC013 |

Contracts Pending Award



Regional Transportation District
Denver, CO

All dates and times in Mountain Time

+ Subscribe

Questions?

[Visit Help Center](#)

Procurement Portal

Projects [Calendar](#)

All Departments

Pending

[Advanced Search](#)

| Project Title | Project ID | Addenda | Release Date | Due Date |
|--|--------------|---------|--------------|-----------|
| Support Vehicle Tires and Alignments EVALUATION | RFP 123DM005 | 1 | 5/9/2023 | 6/7/2023 |
| Grates For East Metro PENDING | RFQ 123LF001 | 1 | 5/11/2023 | 6/6/2023 |
| Paratransit Call Center Services EVALUATION | RFP 123DH014 | 2 | 4/21/2023 | 6/1/2023 |
| Tree and Shrub Maintenance At Various RTD Facilities PENDING | RFP 123DM003 | 2 | 4/20/2023 | 5/25/2023 |
| Executive Recruitment Services - General Superintendent, Maintenance AWARD PENDING | 123RB001 | 1 | 5/10/2023 | 5/24/2023 |
| Community and Customer Surveys AWARD PENDING | RFP 123DO007 | 1 | 4/6/2023 | 4/27/2023 |
| Enterprise Content Management (ECM) Replacement Project EVALUATION | RFP 123DH002 | 1 | 3/22/2023 | 4/26/2023 |

Contracts Awarded



Regional Transportation District
Denver, CO

All dates and times in Mountain Time

+ Subscribe

Questions?

[Visit Help Center](#)

Procurement Portal

Projects [Calendar](#)

All Departments

Closed

[Advanced Search](#)

| Project Title | Project ID | Addenda | Release Date | Due Date |
|---|--------------|---------|--------------|-----------|
| MAP API Service CLOSED ⚠️ | RFQ 23JC010 | 2 | 6/7/2023 | 6/20/2023 |
| Ladder for the N Line Alignment CLOSED ⚠️ | RFQ 23JC007 | 5 | 5/9/2023 | 6/20/2023 |
| Downtown Boulder Station Decontamination CLOSED | RFQ 23JC009 | 2 | 4/27/2023 | 5/11/2023 |
| Closed Caption Television (CCTV) Cameras and Accessories Phase II CLOSED | RFQ 123EB004 | 1 | 4/7/2023 | 4/26/2023 |
| Equal Employment Opportunity (EEO) and Non-Equal Employment Opportunity (Non-EEO) Workplace Investigations CLOSED | RFP 123DH013 | 1 | 3/24/2023 | 4/21/2023 |
| Facilities Trash Services CLOSED | IFB 223DM001 | 0 | 3/21/2023 | 4/20/2023 |
| Longmont Administration Building Demolition CLOSED | RFQ 123MR001 | 1 | 3/15/2023 | 4/19/2023 |



Register as a Vendor on OpenGov

Registration is easy and gives you
access to OpenGov and RTD
Solicitations within minutes!



Why Should You Register as a Vendor on OpenGov?

Automatic Notifications

Receive notifications of advertised solicitations

Instant Access

Ability to access and download all solicitation documents at no charge

Ask Questions

Ask any questions you have about a solicitation online through OpenGov

Submit Solicitation Responses

Submit responses to solicitations through a secure online process

See Solicitation “Followers”

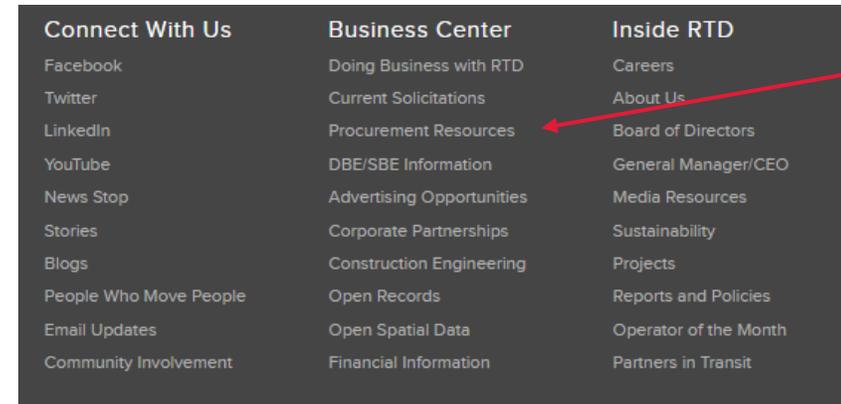
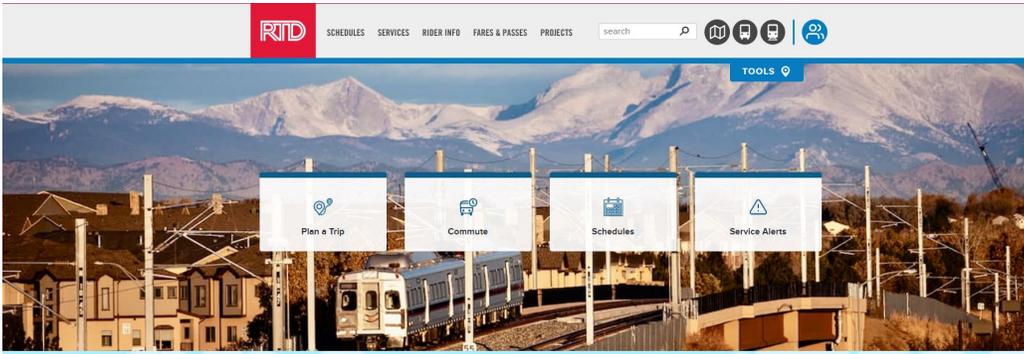
View Vendor Analytics to see contractors that have “followed” a solicitation



How to Register as a Vendor in OpenGov

1. Go to RTD's website at www.RTD-Denver.com

2. Scroll to the bottom section of the main web page and click on Procurement Resources





Register as a Vendor, continued

3. Click on "Register as a Vendor"



Home • Doing Business with RTD • Procurement Resources

Notice To Vendors

On February 28, 2023, RTD will be converting its solicitation management to OpenGov from QuestCDN. Solicitations issued prior to that date will continue to be located on the former "Current Solicitations" page on RTD's website found here: [Current Solicitations](#). Once those solicitations are completed, the link to that page will be retired and all solicitations will be advertised and processed on this page.

DOING BUSINESS WITH RTD

To do business with RTD, please click on the link below to register as an RTD vendor through OpenGov. Vendor registration, downloading of solicitation documents, and submittal of responses are available at no charge.

[Register As A Vendor](#)

4. Click on the "Click Here" link to go to OpenGov to register as a vendor.

1 REGISTER WITH OPENGOV

[Click here](#) to register at no charge with OpenGov to receive notifications of current solicitation opportunities. Upon registration, you will receive an email from OpenGov with instructions to activate your account.



Note: The image on this page is a screenshot and not an active sign-up screen.



Register as a Vendor, continued

5. The active vendor registration page will have this banner at the top of the screen:



6. Enter your email address to begin creating a vendor account.

A screenshot of the vendor registration page. At the top right is the OPENGOV PROCUREMENT logo. The main content area is a white box with a light blue border. Inside, it says "Sign up with just an Email!" followed by "We'll send you an email to activate your account". Below this is a text input field containing "RTDOpenGovTest@gmail.com" with a green checkmark to its right. Underneath the input field is a blue "Sign Up" button. Below the button is a link that says "Already have an account?". At the bottom of the white box, there is a small line of text: "By clicking 'Sign Up' you agree to our Terms and Privacy Policy."



Register as a Vendor, continued

7. Confirmation of sign-up screen appears and OpenGov also sends an activation email.



8. Open the OpenGov email and click on "Activate Account".





Register as a Vendor, continued

9. Click on "Start" to set up you account.

Welcome to OpenGov Procurement!

We are excited to have you join!
Let's set-up your account

Start »

10. Enter your information for **all** fields, then click on "next":

Account Information

First Name

This field is required.

Last Name

Company Name

Company Phone Number

[Add Ext.](#)

Outside the United States & Canada?

< Previous

Next >



Register as a Vendor, continued

11. Enter a password with at least 12 characters, then enter password again to confirm.

Set Password

New Password [Show](#)

This field is required

12 characters minimum. Why so many characters? [?](#)

Confirm Password

[< Previous](#) [Next >](#)

12. You will need to activate your account. Click on "Activate".

Account Activation

Thank you for setting up your account!
Please click the button below to activate your account.

[+ Activate](#) [← Go Back](#)

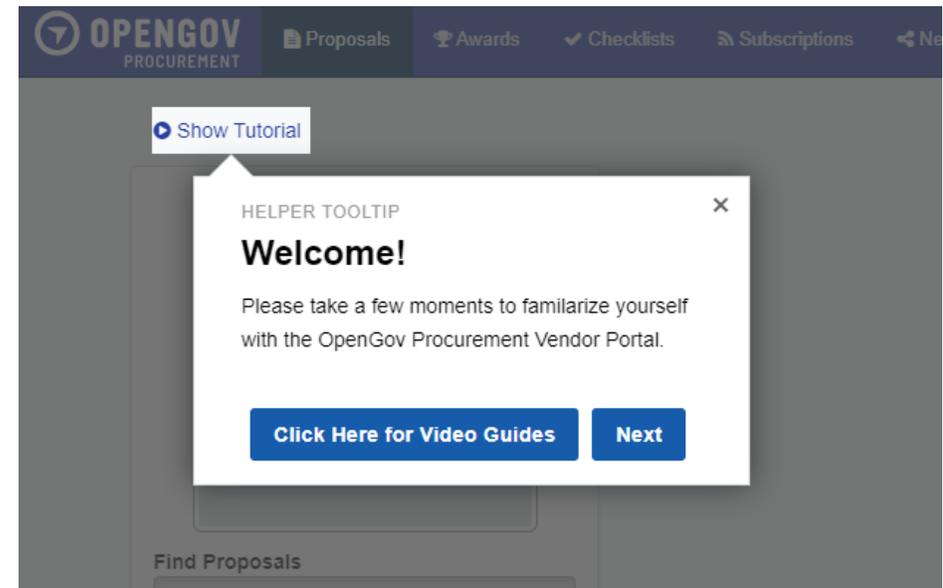


Register as a Vendor, continued

13. OpenGov will send you an email confirmation that you have completed your account registration. Follow the instructions to add OpenGov email addresses to your contacts or safe senders list.



14. When you login to OpenGov, a tutorial screen will pop up. Watch the Video Guides to learn about the OpenGov Procurement Vendor Portal.





Follow Solicitations in OpenGov

- Remember to follow all solicitations that you may be interested in and that your company can provide goods or services to help complete the work identified in the SOW
- When you follow a solicitation your company name, your name, and email address will then be shown on the “Follower’s” list
- Appearing on the list will make it easy for prime contractors to contact you
- When you follow a solicitation, you will receive all notifications regarding that solicitation



How to Follow a Solicitation

- Click on a solicitation
- On the top right side of the screen, click on "Follow"

A screenshot of the OPENGOV Procurement portal. The header is blue with the OPENGOV logo and 'PROCUREMENT' text. Below the header, there are links for 'Visit Help Center' and 'Regional Transportation District Portal'. The main content area shows a solicitation card for '14th and California Rail Crossing Rehabilitation and Reconstruction (15% SBE Goal)'. The card includes the RTD logo, a green 'OPEN' button, and details such as 'Project ID: IFB 323DH027', 'Release Date: Tuesday, June 13, 2023', and 'Due Date: Thursday, July 13, 2023 2:00pm'. A 'Follow' button is located in the top right corner of the card, with a red arrow pointing to it. Below the card, there are buttons for 'Draft Response', 'Events RSVP', and 'No Bid'. Social media icons for LinkedIn, Twitter, Facebook, and Email are also present.



How to Follow a Solicitation

- Select Follow Designation from drop down menu (Prime Contractor or Subcontractor)
- Then click on Follow Project

A dialog box titled "Confirmation Required" with a close button (x) in the top right corner. The text inside reads "Follow to receive updates on this project". Below this is a dropdown menu labeled "Follower Designation" with "None" selected. At the bottom are two buttons: "Cancel" and "Follow Project" (which is highlighted in green).

- A box will pop up on the bottom left screen that says "Following Project"
- On the upper right-hand side of the screen the blue box will now say "Following"

14th and California Rail Crossing Rehabilitation and Reconstruction (15% SBE Goal)

Solicitation Rail Operations

Project ID: IFB 323DH027

Release Date: Tuesday, June 13, 2023 - Due Date: Thursday, July 13, 2023 2:00pm

Posted Tuesday, June 13, 2023 8:00am



How to View Solicitation “Followers”

- Contact prime contractors that have “followed” a solicitation on OpenGov that may be submitting a bid or proposal for RTD solicitations, especially those with an DBE/SBE goal to let them know of your interest in participating as a subcontractor.
- Offer your goods or services to the prime contractors to use your DBE/SBE certification status to assist in meeting the assigned goals.
- Ask Questions! Submit questions to the Procurement representative listed in the solicitation via OpenGov by the date and time listed for the Inquiry Period.
- Ensure that your proposal or bid includes all the required information and provides thorough responses to all listed requirements.

Advice from the Procurement Staff

- Contact prime contractors that have “followed” a solicitation on OpenGov that may be submitting a bid or proposal for RTD solicitations, especially those with an DBE/SBE goal to let them know of your interest in participating as a subcontractor.
- Offer your goods or services to the prime contractors to use your DBE/SBE certification status to assist in meeting the assigned goals.
- Ask Questions! Submit questions to the Procurement representative listed in the solicitation via OpenGov by the date and time listed for the Inquiry Period.
- Ensure that your proposal or bid includes all the required information and provides thorough responses to all listed requirements.

Advice from the Procurement Staff

- Do not wait until the “last minute” to contact a prime or to submit your bid or proposal. Rushed responses often result in errors and missing information. Plan ahead to submit your bid/proposal on time.
- For RTD solicitations with an DBE/SBE goal, bidders or proposers must make good faith efforts to meet the goal listed in the solicitation documents. All DBE/SBE Enclosures need to be submitted.
- Ensure that you thoroughly read all DBE/SBE contract requirements.
- Provide pricing that you know to be competitive.

Advice from the Procurement Staff

Tips for working with Prime Contractors:

- Promptly provide information (Company info, pricing, etc.)
- Contact prime contractors early so they have time to consider working with you
- Follow-up with prime contractors
- Be available for questions, clarification, pricing, or other information
- Ensure that the work and/or products you provide are timely, efficient, and meet all requirements.

Procurement Staff Availability and Contact Information

- Procurement Staff is available from 8am – 4pm, Monday – Friday.
- The Purchasing Help email address is: purchasing.help@rtd-Denver.com.
- The best way to contact a procurement agent is through email.
- Procurement contact information is always included in advertised solicitations.