RFP 122 Submission Instructions and Screenshots

1) **Submit button** – The button is located at the bottom of the last page of the application.

OEWD Request for Proposals (RFP) 122 Application

Page: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14

Ready to Submit?

The "**Submit**" button is located below. Do not press this button until ready to submit the final application. If the application contains errors in need of correction, an error message will be generated, and the errors will need to be fixed before submission is possible. After successful submission, an automated message will confirm receipt.

Applications will not be accepted after the deadline.

Helpful information is available on the **OEWD RFP 122 website**.

For technical support, email **oewd.procurement@sfgov.org**.

Previous Page   **Submit**

2) **Error notification** – A pop-up will indicate if any corrections need to be made before final submission.

oewdprocurement.tfaforms.net says

The form is not complete and has not been submitted yet. There are 3 problems with your submission.

OK

You will be taken directly to the highlighted page and a description of the issue:

OEWD Request for Proposals (RFP) 122 Application

Page: 1 2 3 **4** 5 6 7 8 9 10

☐ Save my progress and resume later | Resume a previously saved form

Part I. Primary Applicant Profile (continued)

Primary Applicant Organizational Budget Information

List the total organizational budget amount for the Primary Applicant for the last completed fiscal year. Please note this is different than the budget for the proposed program. *

$1

Please enter a number (without decimals).

Another example:

Has the Program Lead been certified as a San Francisco Local Business Enterprise (LBE)? *

○ Yes, certified LBE

○ No, not a certified LBE

This field is required.

Another example:

Please review the error(s) below.

- **Error: This file type is not allowed.**

3) **Review and Confirm** - After making corrections and pressing "Submit" again, you will be able to review your application and confirm. This also gives you the opportunity to print your submission for your records.

Please review your response and confirm.

You **MUST click the confirm button** at the bottom of this page to finalize your response. If you want to print this page for your record, you may do it now.

After reviewing, you will see buttons giving you the option to:

- **Confirm**: When you select "Confirm", this submits your proposal. After this point, the application will be locked and you will not be able to make further edits. Make sure to press "Confirm" to make your final submission before the deadline.
- **Make a correction**: Click this button to make any edits.
- **Print this page**: Click this button to print or save the application as a PDF for your records.

Confirm	✏ Make a correction	🖶 Print this page

4) **Final Submission** – Press the "Confirm" button to make your final submission, which must occur before the deadline. The system locks out at the 5:00 P.M. deadline, when confirmation and submission will no longer be possible. After final submission, the application will be locked and further edits will not be possible.