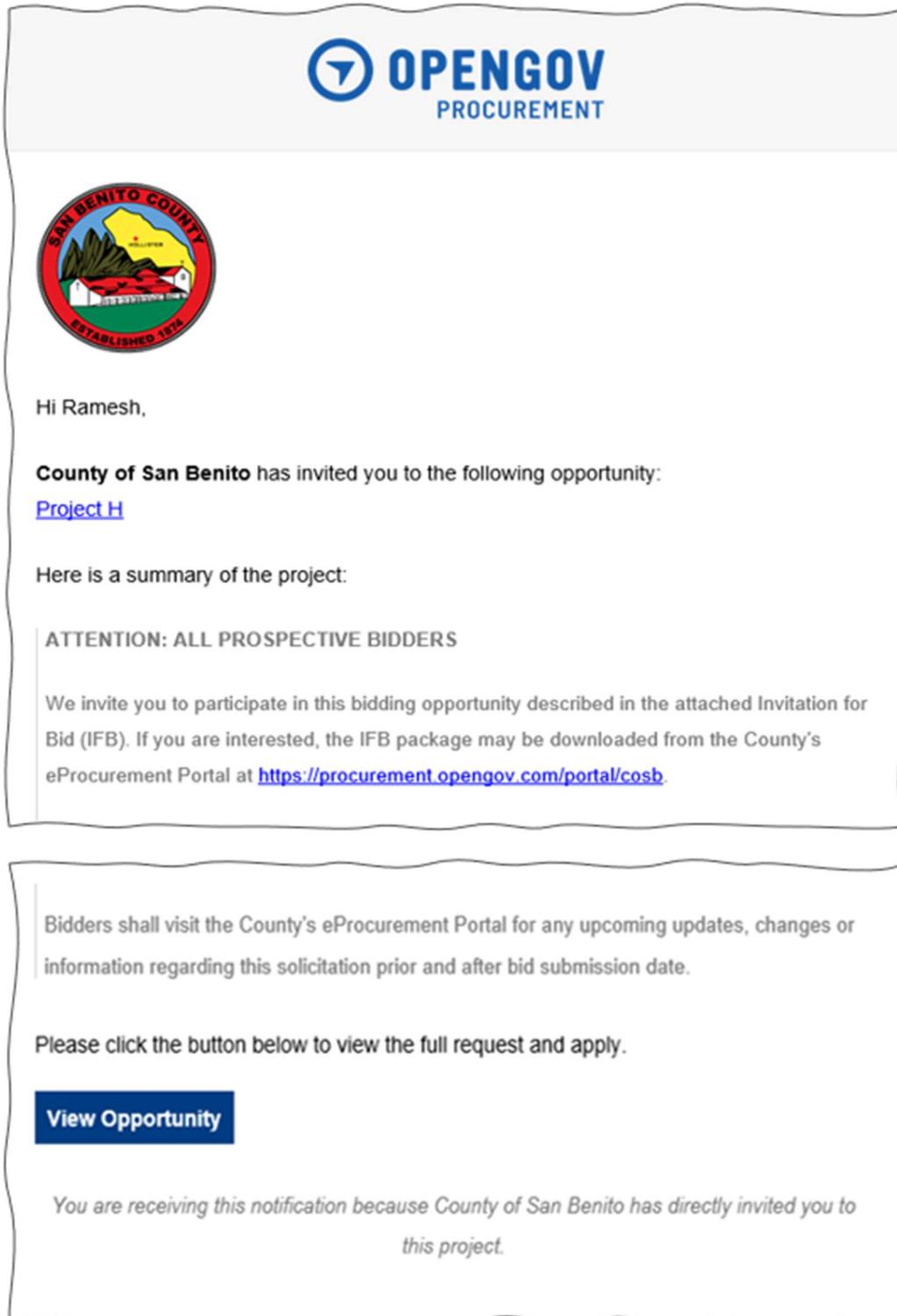


## OpenGov Tutorial for New Vendors

Dear Valued Vendors and Suppliers,

If you have received an email Invitation from the County of San Benito (example below), just click on the Project link. If asked, create an OpenGov Account and complete the Account Activation Process.



The image shows a screenshot of an email invitation from the County of San Benito. At the top, there is a header with the OpenGov Procurement logo. Below the header is the County of San Benito seal. The main body of the email contains a personalized greeting, an invitation to a bidding opportunity, a project link, a summary of the project, and a call to action to view the opportunity. The email is enclosed in a hand-drawn rectangular border.

**OPENGOV**  
PROCUREMENT



Hi Ramesh,

**County of San Benito** has invited you to the following opportunity:  
[Project H](#)

Here is a summary of the project:

**ATTENTION: ALL PROSPECTIVE BIDDERS**

We invite you to participate in this bidding opportunity described in the attached Invitation for Bid (IFB). If you are interested, the IFB package may be downloaded from the County's eProcurement Portal at <https://procurement.opengov.com/portal/cosb>.

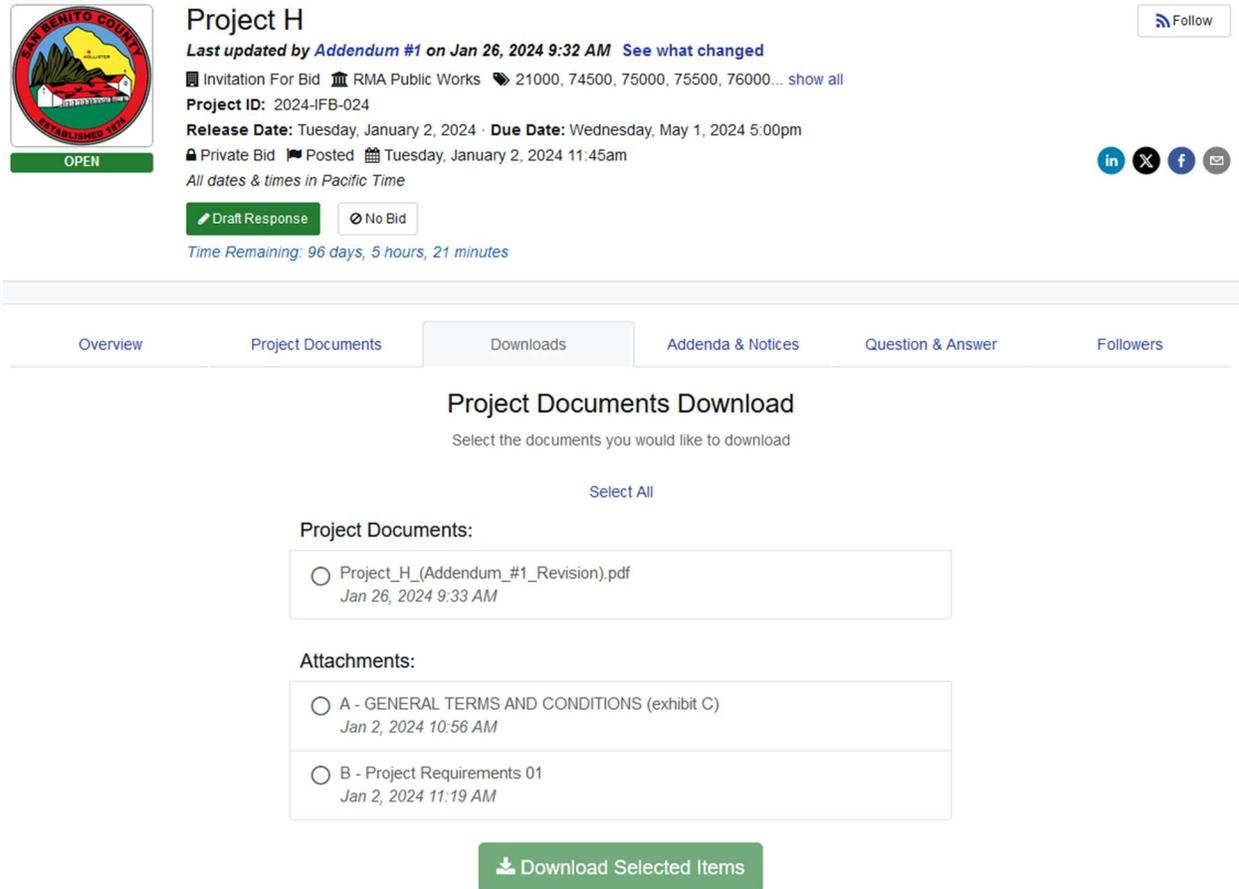
Bidders shall visit the County's eProcurement Portal for any upcoming updates, changes or information regarding this solicitation prior and after bid submission date.

Please click the button below to view the full request and apply.

**View Opportunity**

*You are receiving this notification because County of San Benito has directly invited you to this project.*

Once the Project page loads, you will be able to download the Project (RFP) document and Attachments from the Download tab on the OpenGov Platform (example below).



The screenshot displays the OpenGov interface for a project titled "Project H". At the top left is the San Benito County logo with a green "OPEN" button below it. The project title "Project H" is followed by a "Follow" button. Below the title, it states "Last updated by Addendum #1 on Jan 26, 2024 9:32 AM" with a link to "See what changed". The project details include "Invitation For Bid" and "RMA Public Works" with a location pin icon, followed by a list of numbers (21000, 74500, 75000, 75500, 76000...) and a "show all" link. The "Project ID" is 2024-IFB-024. The "Release Date" is Tuesday, January 2, 2024, and the "Due Date" is Wednesday, May 1, 2024 5:00pm. It also shows "Private Bid" and "Posted" with a calendar icon, dated Tuesday, January 2, 2024 11:45am. Below this is a note "All dates & times in Pacific Time". There are two buttons: "Draft Response" and "No Bid". A timer indicates "Time Remaining: 96 days, 5 hours, 21 minutes".

Navigation tabs include Overview, Project Documents, Downloads, Addenda & Notices, Question & Answer, and Followers. The "Downloads" tab is active, showing "Project Documents Download" with the instruction "Select the documents you would like to download". A "Select All" link is present. Under "Project Documents:", there is one item: "Project\_H\_(Addendum\_#1\_Revision).pdf" dated "Jan 26, 2024 9:33 AM". Under "Attachments:", there are two items: "A - GENERAL TERMS AND CONDITIONS (exhibit C)" dated "Jan 2, 2024 10:56 AM" and "B - Project Requirements 01" dated "Jan 2, 2024 11:19 AM". A green button at the bottom says "Download Selected Items".

If you have not received an email, please follow the simple steps given below to Signup for the OpenGov Procurement Platform:

1. Visit <https://procurement.opengov.com/signup>
2. Create an Account and Complete the Account Activation Process
3. Navigate to the "Network" Tab to view OpenGov Current Opportunities

For more assistance on navigating through the OpenGov Platform, please refer to the Tutorials below:

[Vendor Registration](#)

[How to Respond to an Opportunity](#)

[How to Submit an RFP Question](#)

[How to Submit a "No Bid"](#)

[More Tutorials](#)

## Technical Support

Please direct all Technical Questions / Requests to OpenGov Technical Support Team.

TRANSFORM 2023



# How to Engage OpenGov Support



### Chat or Email

Find answers to your questions in real time, powered by automated tools and technical support experts at [support.opengov.com](https://support.opengov.com).

Kickoff getting support for your questions and challenges directly from your email: [procurement-support@opengov.com](mailto:procurement-support@opengov.com)



### (650) 336-7167

Talk through your questions with one of our technical support experts 4:00 AM PT to 7:00 PM PT, Mon-Fri.