

# City of Kenai

## Electronic Bid/Proposal Submission Instructions

1. Go to <https://forms.kenai.city/Forms/BidSubmissionForm>

The screenshot shows the 'City of Kenai Bid or RFP Submission Form'. At the top left is the Kenai logo. The title 'City of Kenai Bid or RFP Submission Form' is at the top right. Below the title, there is a 'Date Time' section with a note: 'Date and time will be captured on form submission'. The main form area contains several fields: 'Project Submitting For:' with a dropdown menu showing 'Cybersecurity Assessment 2023'; 'Name of Respondants Firm/Company \*' with a text input field; 'Submitters Name \*' with a text input field; 'Email Address \*' with a text input field; 'Proposal' with a dashed box for file upload and a 'Choose files' button; 'Fees' with a dashed box for file upload and a 'Choose files' button; and a 'Disclaimer \*' section with a checkbox and the text: 'By checking this box I agree that I am authorized to submit a response on behalf of the afore named firm/company.' At the bottom right is a blue 'Submit' button.

2. Select the project you are submitting from using the “Project Submitting For:” drop down box.
3. Enter the name of your Firm or Company.
4. Enter your name.
5. Enter an email address that will be used for issuing a receipt for the submission. *All other communications regarding your bid/proposal will be directed to the contacts listed in the bid/proposal.*
6. Upload your bid/proposal.
  - a. If you are submitting a bid there will only be one upload field.
  - b. If you are submitting a response to a Request for Proposal, there will be two upload fields. You **MUST** submit your proposal using the “Proposal” upload field. You **MUST** submit your fee information in a separate attachment using the “Fee” upload field.
7. If you are authorized to submit a bid on behalf of the listed firm/company, check the “Disclaimer” box. If you are not authorized to submit on behalf of the listed firm, please do not submit this form.
8. Press the button labeled “Submit.”

You should receive an email confirming receipt of your proposal shortly after submitting. If you do not, please contact the City using the information in the bid/RFP documents.