

1. What is the DPS Online Bid Room?

The Online Bid Room provides vendors with easy insight into DPS contracting opportunities. The Online Bid Room specifically focuses on DPS opportunities. This targeted approach ensures that vendors can quickly access and engage with opportunities relevant to DPS divisions. It does not replace posting solicitations to ESBD; it supplements that process and allows a more direct response by potential contractors.

2. Must I register in the Online Bid Room portal to submit proposals for DPS open solicitations?

Using the Online Bid Room is optional; however, registering as a vendor and creating an account allows you to communicate with DPS, act on opportunities, and submit proposals for open solicitations. Registering for the DPS vendor portal now will have your account ready when submitting proposals through the Online Bid Room becomes required on 9/1/2025.

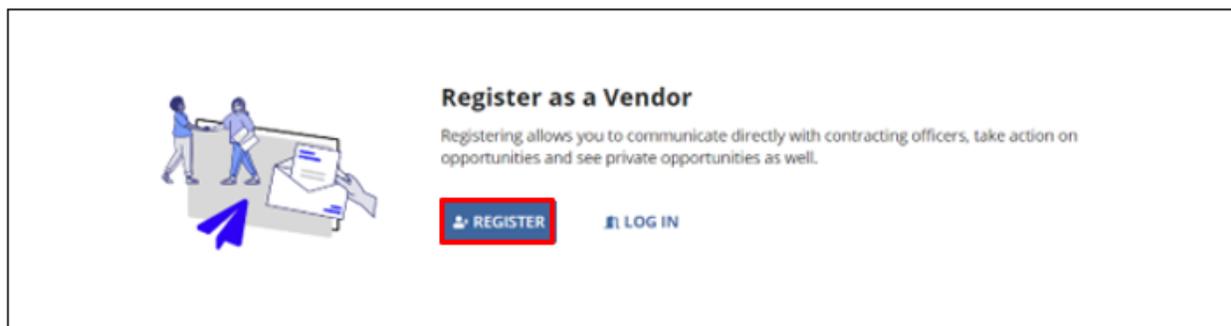
As a vendor, once you register and have an established account, you can view DPS opportunities, indicate interest in a specific opportunity, submit questions related to that opportunity, upload documents, and submit proposals for open solicitations directly within the system. You will be notified of the results of a submitted proposal once it is reviewed and evaluated.

3. How do I register for the DPS Online Bid Room?

Click on the [DPS Online Bid Room](#) link to access the DPS Online Bid Room registration portal page.

To register as a vendor, click on the Register button.

OBJ:

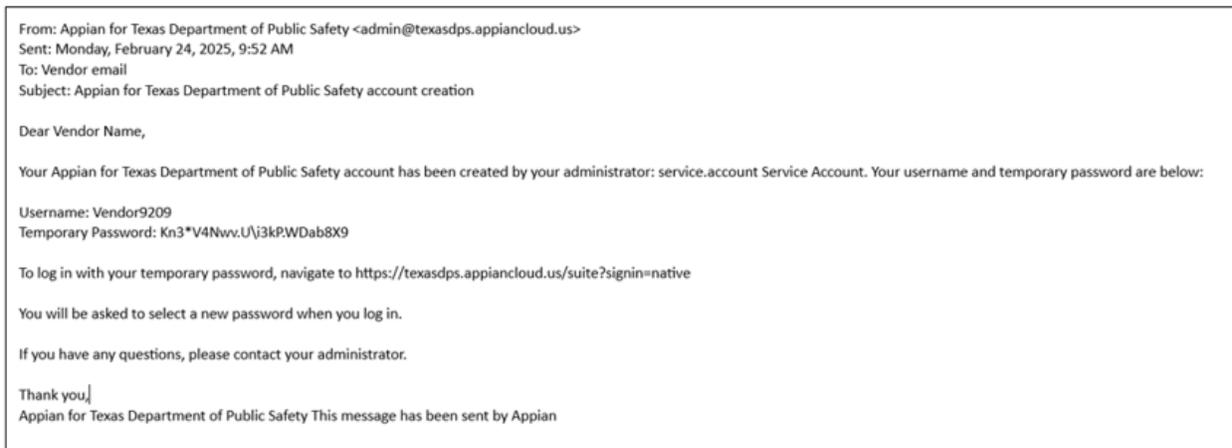


You must have a Texas Identification Number (TIN) to register. If you need to obtain a TIN, complete the application using this link: [AP-152 Application for Texas Identification Number](#). This form must be returned to the Comptroller's Office.

Next, complete two sections: (1) Profile and (2) Business Details. When the successful registration screen is displayed, you will receive an email from Appian with your credentials.

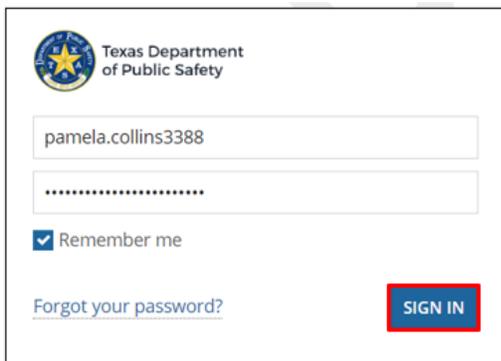
Go to the inbox for the email address you entered on the registration screen and locate the email from Appian with your username and temporary password. Check your Junk or Spam folder if you do not see the email in your inbox.

To log in to the DPS Online Bid Room with your temporary password, click on the link provided in the Appian email: <https://texasdps.appiancloud.us/suite?signin=native>



Enter the username and temporary password provided in the email. We recommend copying and pasting the temporary password.

Click on SIGN IN

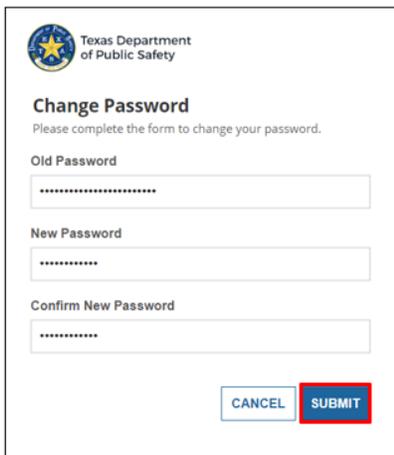


You will be prompted to change your password. Please select a password that meets all the following criteria.

Guidelines for creating a password

- o Has not been used in the previous four passwords
- o A minimum of twelve characters in length
- o Contains at least:
 - Two uppercase characters (A through Z)
 - Two numeric characters (0 through 9)
 - Two lower-case characters (a through z)
 - Two characters in the English alphabet (such as #, \$, %)

Click on SUBMIT



The screenshot shows a web form titled "Change Password" from the Texas Department of Public Safety. The form includes the department's logo and the instruction "Please complete the form to change your password." It features three input fields: "Old Password", "New Password", and "Confirm New Password", each with a masked password field. At the bottom, there are two buttons: "CANCEL" and "SUBMIT".

4. How long does it take to get my login email from Appian once registered?

You will get an email with your credentials once registration is completed.

5. Who do I contact if I have registration Issues?

For technical assistance and support [Contact DPS-Online Bid Room Vendor Support](#)

For additional assistance contact PCS_BSM@dps.texas.gov

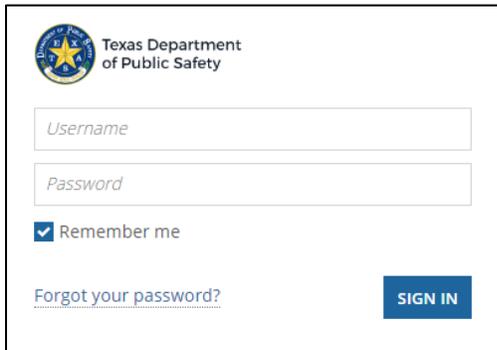
6. How do I retrieve a forgotten Username?

For technical assistance and support [Contact DPS-Online Bid Room Vendor Support](#)

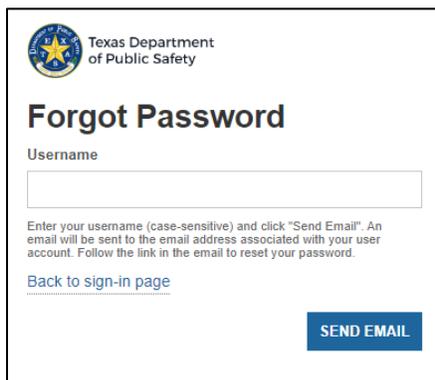
For additional assistance contact PCS_BSM@dps.texas.gov

7. How do I retrieve a Forgotten password?

Click on Forgot your password?



Enter your username (case-sensitive) and click "Send Email." An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password; the link expires in 15 minutes from the email receipt.



8. Who do I contact if I have a technical issue or a question?

[Contact DPS-Online Bid Room Vendor Support](#) to report technical issues or submit a question unrelated to a specific solicitation.

For additional assistance contact PCS_BSM@dps.texas.gov

9. If I report a technical issue or have a question about the Online Bid Room, how long will it take to receive a response?

You can expect to receive a response within two business days of your email.

10. What internet browser should I use when accessing the DPS Online Bid Room?

The recommended browser is Google Chrome. Other supported browsers are Microsoft Edge, Firefox, and Safari.

11. How do I search for solicitations?

The Opportunities tab lets you view all DPS solicitations in the Online Bid Room, allowing you to browse opportunities available to your business. You can search this page for specific opportunities, status, and due dates.

Opportunity Status	My Status	Expiration Status	Opportunity	Type	Response Due Date
<input checked="" type="checkbox"/> Closed	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Expired	123123 test	Solicitation	May 17, 2024 4:30 AM CST/CDT
<input checked="" type="checkbox"/> Active	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Open	1900OPCV Opportunity for OPCV	Solicitation	Mar 1, 2025 9:00 AM EST/EDT
<input checked="" type="checkbox"/> Active	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Expired	20240521 Multiple Items Solicitation	Solicitation	May 24, 2024 5:30 PM CST/CDT
<input checked="" type="checkbox"/> Closed	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Expired	24-5252829 DNA Testing Equipment	Solicitation	May 17, 2024 5:30 PM CST/CDT
<input checked="" type="checkbox"/> Active	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Expired	24P0098765 Drones for Parks	Solicitation	May 10, 2024 5:00 PM CST/CDT
<input checked="" type="checkbox"/> Active	<input type="radio"/> Not Started	<input checked="" type="checkbox"/> Open	24R00001 KPMG Consulting on Application Development	RFI	Dec 6, 2024 10:00 AM CST/CDT

12. What types of solicitations are posted in the Online Bid Room?

The Online Bid Room allows for the following types of solicitations:

- Competitive Bidding (IFBs)
- Competitive Sealed Proposals (RFPs)
- DIR Pricing Request (DIR PR)
- Request for Information (RFI)
- Request for Offer (RFO)
- Request for Qualifications (RFQ)

13. What are the requirements for submitting signed documents?

Electronic and digital signatures are accepted.

14. What type of document attachments may be submitted with a response?

- PDF - Portable Document Format.
- Doc & Docx -MS Word
- Xls & Xlsx - MS Excel
- Ppt & Pptx –PowerPoint Presentation

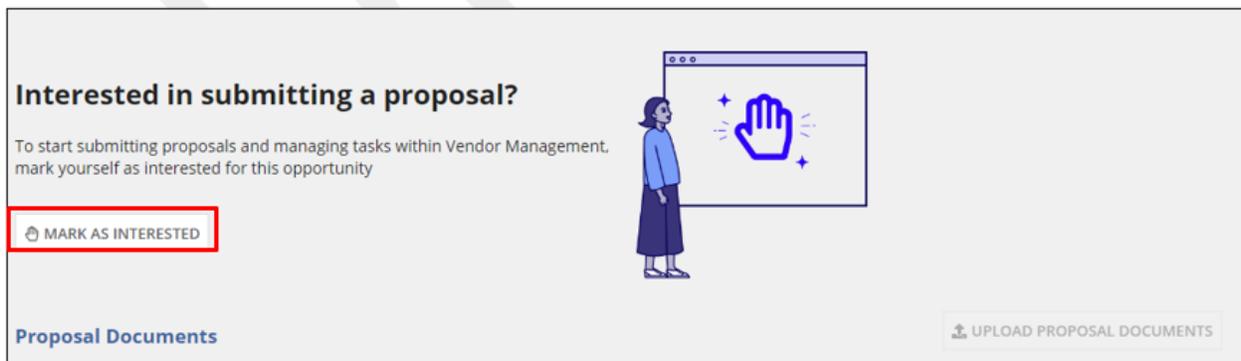
15. What is the size limit for attachments?

The file size limit is 1GB

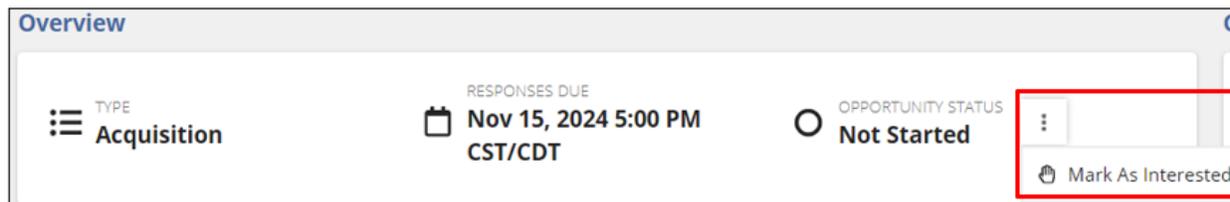
How do I initiate the process of submitting a proposal or bid?

If you are interested in submitting a proposal for the opportunity, mark it as interested to initiate the process by (1) Click on MARK AS INTERESTED under the Interested in submitting a proposal? Label. Or (2) Mark as interested from the ellipse under the Overview label.

(1)



(2)

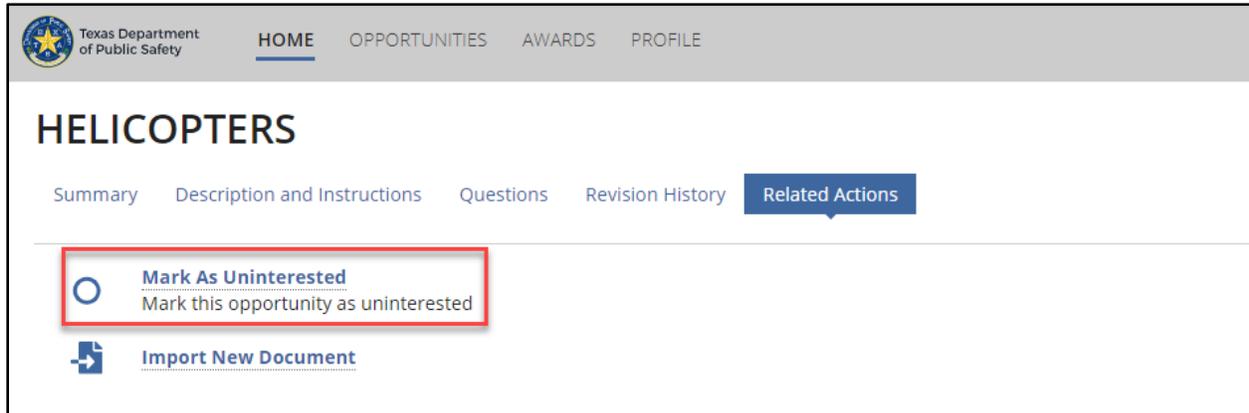


16. If I mark an opportunity as interested, must I submit a bid or proposal?

No, you are not required to submit a proposal. However, if the opportunity is marked as Interested, it allows you to ask questions about the solicitation and is kept in your dashboard.

17. I'm no longer interested in an opportunity. How do I remove it from my dashboard?

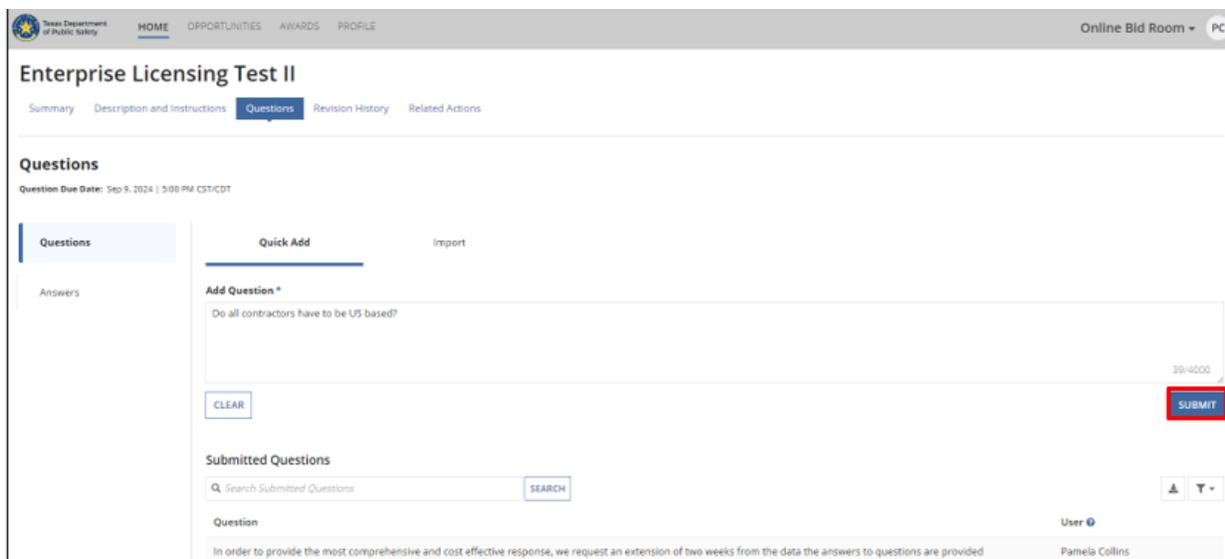
The Related Actions tab within the opportunity allows you to remove interest by selecting the link Mark As Uninterested. Another option is to Mark As Uninterested from the ellipse under the Overview label.



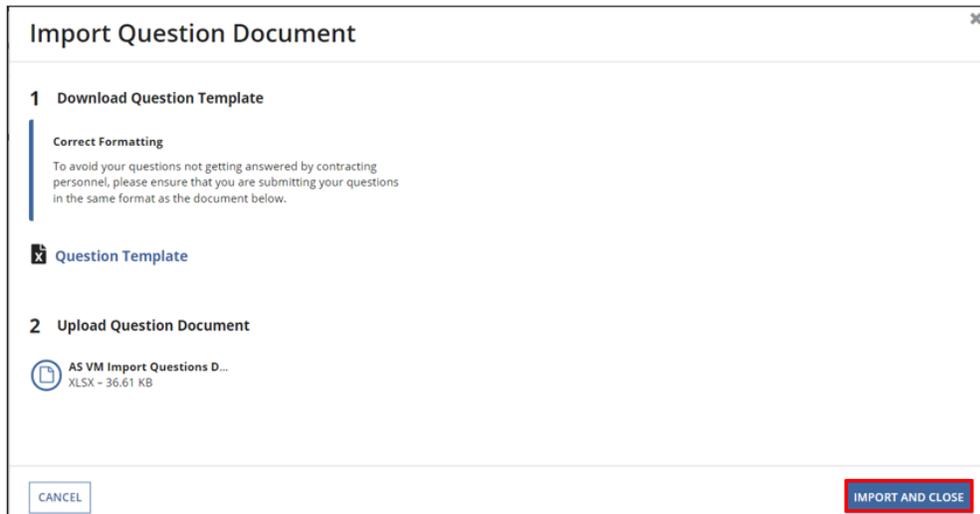
18. How do I submit questions about the solicitation/opportunity?

First, you must mark interest in the opportunity; then, within the opportunity, the questions tab enables you to correspond with DPS and clarify questions about the opportunity. You can submit questions about the specific solicitation until the questions due date and time expires.

(1) Quick Add: To ask questions one at a time, select the Quick Add tab, enter a question under the Add Questions section, and click SUBMIT.



(2) Import: To submit multiple questions in one document.



19. How do I view/retrieve answers to my submitted questions in the portal?

You can view or export the response to your answer(s) under the Answers tab to PDF when DPS has sent a response.



20. How can I verify that my proposal was submitted to DPS if I used the Online Bid Room?

Once a proposal is submitted, under Overview, the Opportunity Status will display Submitted, and the submission date will be displayed, along with the date and time stamp. Submissions via the DPS Online Bid Room receive submission confirmation through the system. If confirmation is received through the DPS Online Bid Room, no additional confirmation of receipt is required.



21. Can I make changes to my submitted proposal?

Yes, if the response due date and time have not expired.

22. Can I withdraw a submitted Proposal?

You can withdraw your submitted proposal before the due date and time for the response by selecting WITHDRAW PROPOSAL.

