Texas Department of Public Safety Online Bid Room

The **Online Bid Room** allows vendors to access and participate in DPS solicitation opportunities, streamlining the process of submitting proposals directly through the system and making it easier for vendors to respond to solicitations. The Online Bid Room is a secure and centralized repository for all solicitation documents, ensuring vendors can access the most current and accurate information.

- Register in the online portal for access to the system
- View DPS opportunities
- Express interest in specific opportunities
- Ask questions about a specific solicitation.
- Upload proposal documents
- Submit proposals

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)**

System Functionality:

The **Online Bid Room** offers several key features to help navigate the solicitation and proposal submission process. Here's an overview of its functionality:

- **Vendor Registration and Portal Access:**
  The vendor must register through the portal to create an account. Once registered, the vendor can access DPS opportunities, submit proposals, and track vendor submissions.
- **Proposal Submission Process:**
  The system allows vendors to submit proposals directly for specific

solicitations. The vendor will fill out the required fields, upload vendor documents, and finalize vendor submission by the specified deadline. Submissions via the DPS Online Bid Room will receive submission confirmation through the system. If confirmation is received through the DPS Online Bid Room, no additional confirmation of receipt is required.

- **Document Upload and Q&A:**
  The vendor can easily upload supporting documents (e.g., proposal files, compliance documents) in PDF, Word, and Excel formats. The system also includes a Q&A feature where the vendor can submit questions related to a solicitation, and DPS will respond publicly so all interested vendors can access the answers.
- **Repository for Solicitation Documents:**
  All solicitation documents are stored securely in the portal. The vendor can access, download, and review the latest documents for an active solicitation, ensuring vendors have all the information needed to submit accurate proposals.
- **System Notifications and Updates:**
  The system displays automated notifications to inform the vendor of essential events, such as:
    - Confirmation of registration or proposal submission
    - Updates or changes to solicitations, including addenda
    - Responses to submitted questions
    - Reminders for upcoming deadlines

Accessing the Online Bid Room

The Online Bid Room can be accessed through the Vendor Portal by either of the following:

- By clicking on the Link: Vendor Portal, or
- Doing Business with DPS

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How Vendors Can Prepare

- Read Frequently Asked Questions
- Watch the online tutorial to understand how to access and submit vendor bids electronically through the DPS Online Bid Room:
    - Online Bid Room Vendor Tutorial
    - Online Bid Room Vendor User Guide

We welcome input to make using the DPS Online Bid Room an easy and helpful vendor experience. Contact PCS_BSM@dps.texas.gov with vendor suggestions. Vendor comments and suggestions will help enhance future versions of this new tool.

Need More Help?

DPS Online Bid Room Technical Assistance and Support:

For general questions and assistance, contact PCS_BSM@dps.texas.gov

For technical support, Contact DPS-Online Bid Room Vendor Support

Solicitation Inquiries:

For inquiries related to a posted solicitation, contact the individual listed as the point of contact for the specified solicitation, and for any general solicitation inquiries, contact PCS_GeneralProcurements@dps.texas.gov