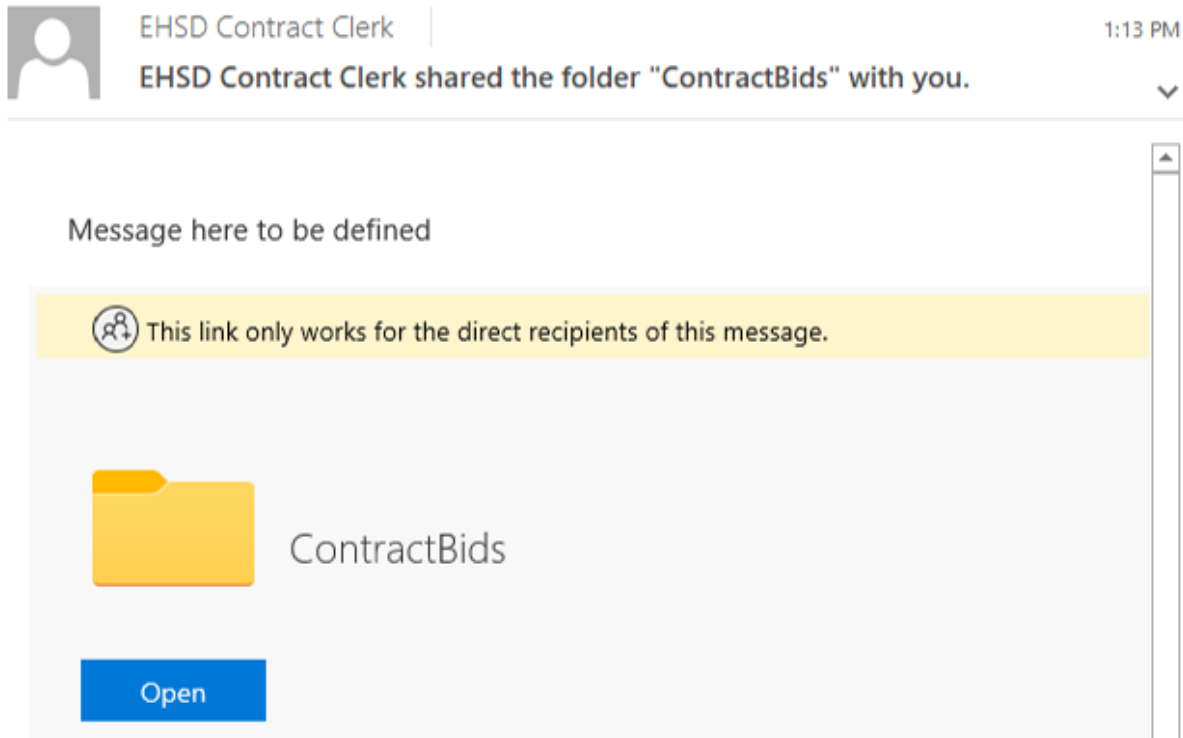


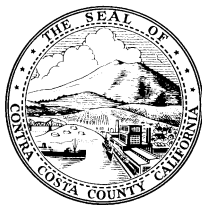


ELECTRONIC RFI PROPOSAL SUBMISSION INSTRUCTIONS

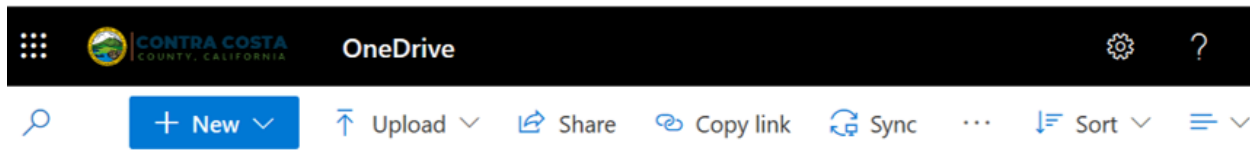
1. Send an email to contractbid@ehsd.cccounty.us indicating you would like to receive instructions to submit proposal documents to our OneDrive folder. In the body of the email, indicate the bidder's agency name, address, phone number, and email address.
2. You will receive an email within one business day containing the link to upload proposal documents.
3. Click on the provided link to open the OneDrive folder.



4. Submit a single file labeled as "RFI ___ - Your Agency Name" containing your proposal document(s). Proposals and required attachments shall be submitted as specified in the RFI and must be signed by officials authorized to bind the bidder to the provisions of the RFI. If the RFI requires your agency's financials, submit a second separate file labeled "RFI___-Your Agency Name-Financials".
5. Upload your file(s) to the OneDrive folder.



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES
Contracts and Grants Division



My files > ContractBids

 Name ▾ Modified ▾ Modified... ▾ File size ▾



Drag files here

6. Your file(s) will then be archived and removed from the OneDrive folder to ensure your bid remains private during the bid process.
7. Within two (2) business days, you will receive an email confirming receipt of your bid files(s). If you do not receive a response within two (2) business days, please call the EHSD Contracts Unit at (925) 608-4969.