



INDEPENDENT REDISTRICTING COMMISSION PUBLIC OUTREACH AND ENGAGEMENT CONSULTANT SERVICES

Request for Proposals (RFP)



RFP Process

- ▶ Structured Process
 - ▶ Best Value to the County
 - ▶ Price and all other factors are considered

- ▶ RFP Packet Key
 - ▶ RFP Instructions and Rules / Forms
 - ▶ Evaluation Criteria
 - ▶ Submittal Items
 - ▶ Draft Agreement
 - ▶ Exhibits A – Statement of Work
 - ▶ Exhibit B – Insurance Requirements
 - ▶ Exhibit C – Pricing/Payment Schedule

- ▶ RFP will be posted to BuyNet



BuyNet Registration

How to Register on BuyNet

You may access BuyNet through the County of San Diego website (<http://www.sandiegocounty.gov/>) or you may enter the address directly into your web browser: <https://buynet.sdcounty.ca.gov>

From the County of San Diego home page:

The screenshot shows the San Diego County website with a navigation menu. A red box highlights the following path:

Step 1: Go to Business → Procurement → BuyNet, Online Procurement

The navigation menu includes: DEPARTMENTS, I WANT TO, GOVERNMENT, RESIDENTS, BUSINESS, and JOBS. Under BUSINESS, the following categories are listed:

- PROCUREMENT: BuyNet, Online Procurement; Purchasing and Contracting Dept.
- BUILDING: Building Permits; Discretionary Permits (Administrative Permits, Major Use, Site Plans, Variances, etc.); Online Building Permit Process; Business Licenses; Zoning Ordinance; General Plan; Air Quality Permits; Planning & Development Services; Planning & Development Services; CODEFORCE
- FOOD: FoodVendor Program; Food Permits, Roles; Food Plan Check; Special Event Food Permits
- ADDITIONAL PERMITS: Price Scanner Registration; Body Art; Pest Control; Nurseries

Other sections on the page include: COUNTYNEWSCENTER, Popular Services (Jobs, Child Support, County Library, Parks, Medi-Cal, Property Taxes), Board of Supervisors, SDCountyInFocus, and Emergency Preparation.

Registering as a Supplier With the County of San Diego – BuyNet



BuyNet Registration

You have arrived at the BuyNet website when the following page displays:



Step 2: Click on the “Register” link. Note: If you select the “Login as a Guest” link, you will have the option to browse through the current listing of solicitations, awards and other related content.



BuyNet Registration

The Registration page has three sections which must be completed: Account Information, Company Profile Information and Contact Information.



In addition to DVBE, you can now add the VOSB or SBE certification to your company profile:

Step 3:

- Complete all sections of the registration form.
- Check the certification (s) that your company currently holds, if any.
 - If you select DVBE, BuyNet will automatically check VOSB as well.
 - Each magnifying glass will direct you to a website with information about the certification.



Step 4: When you have completed the form, click on the "Register" button.

You will arrive at the following page after creating a successful registration:



BuyNet Registration





[Change Password](#) | [My Profile](#) | [Logout](#) | [Information](#)

Thank You!

You have successfully registered.

Welcome to BuyNet. As a registered BuyNet supplier you can respond to RFQs, download attachments, and review your response history.

You will be receiving an email confirming your registration.

Your next step is to register commodities so you will be notified of future solicitations.

[Register Commodities](#)

