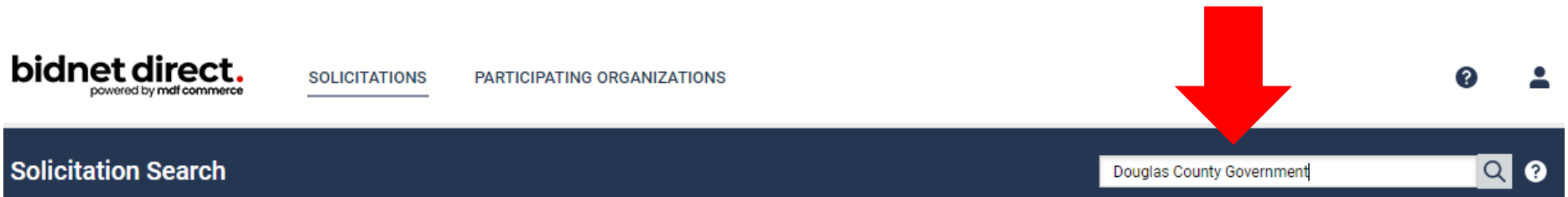


- 1) **Set-up a free account.** If your organization wants to pay for more features that is your option, but you will be able to access everything you need with a free account.
- 2) In the **Search** bar enter “Douglas County Government”.




- 3) You will see all the current, open bids. **Look for the one listed with “Human Service” in the title and in Colorado.** (The actual name of the bid may vary.)

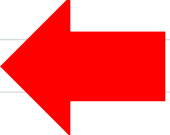
<input checked="" type="checkbox"/> Youth Care Compact Program Development Douglas County Government Member Agency Bids	CLOSING DATE 08/16/2023 05:00 PM EDT LOCATION Colorado Published Date 07/18/2023
<input checked="" type="checkbox"/> 2023 GRAVEL ROAD CHIP SEAL PILOT PROJECT Douglas County Engineering Member Agency Bids	CLOSING DATE 08/08/2023 05:00 PM EDT LOCATION Colorado Published Date 07/17/2023
<input checked="" type="checkbox"/> Community Response Team (CRT) Program Douglas County Government Member Agency Bids	CLOSING DATE 08/10/2023 06:00 PM EDT LOCATION Colorado Published Date 07/11/2023
<input checked="" type="checkbox"/> Human Services Client and Staff Goods and Services Douglas County Government Member Agency Bids	CLOSING DATE 08/11/2023 05:00 PM EDT LOCATION Colorado Published Date 07/10/2023



4) **Click on the link.** Various details will populate. **Click on “Documents”** to access the bid and any related items.

#029-23 - Human Services Client and Staff Goods and Services

Time Left to Bid
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- Notice
- Categories
- Addendums
- Documents** 
- Document Request List
- Audit

Basic Information

Reference Number	0000324752	Issuing Organization	Douglas County Government
Owner Organization	Douglas County Government	Solicitation Type	RFQ - Request for Qualifications (Formal)
Solicitation Number	#029-23	Title	Human Services Client and Staff Goods and Services

5) **Download the documents.** (This will vary based on each bid so the actual documents may not match this example.)

File

-  [RFQ #029-23.pdf](#)
-  [Exhibit A.pdf](#)
-  [Exhibit B.docx](#)
-  [Exhibit C.docx](#)
-  [Exhibit D.docx](#)

- 6) **Read all the documents.** Typically, you should read the RFQ first - it contains the general instructions, information on the process and deadline for submitting questions, bid response format, and due date/time. It is strongly encouraged that you don't wait to mail your response until a few days before it's due as the County cannot accept responses received by the County Mail Room after the due date/time. If you are getting close to the deadline, please drop off your response to the address listed in the RFQ (not the Human Services building).

- 7) If there are questions submitted, **questions and responses will be posted.** It is strongly encouraged that you wait to see all the responses before finalizing your bid in case they provide additional clarification or information. (This will vary based on each bid so there may be additional documents. If there is no "Vendor Questions and Answers" document that means no questions were submitted or they were submitted after the due date.)

Addendum No. 1

File

 [Vendor Questions and Answers.pdf](#)

- 8) **There is nothing to submit or post on BidNet Direct.** Directions for response format, due date/time, and location to return your response to are all provided in the RFQ.