City of Portland

1. Tutorial Title

Respond to a City of Portland bid opportunity

2. Estimated Completion Time

10 minutes

3. Purpose / Overview

How to respond to a bid opportunity

4. Audience

Businesses who want to respond to bid opportunities at the City of Portland.

5. What you may need before you begin

You may need the following to complete this tutorial.

- A complete proposal to upload
- Account for the Portland Supplier Portal

If you do not have an account, follow the Create an account for the Portland Supplier Portal tutorial to create one. The City's Portland Supplier Portal uses the SAP Business Network, and creating an account allows businesses to respond to or be notified of City of Portland solicitations. If your organization is already registered with the SAP Business Network, you will need the username and password to login. Go to your organization's SAP Business Network account administrator for assistance. See Troubleshooting & Support for more information.

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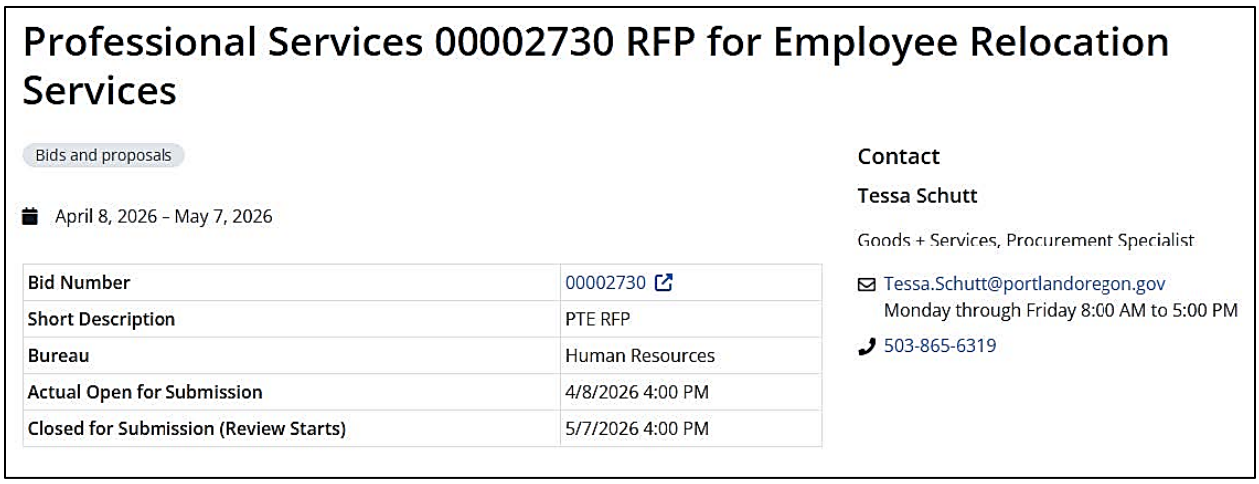
6. Step-by-Step Instructions

1. View open solicitations for the City of Portland on our Bids and Proposals page. Click on the solicitation to view details.

2. If the Bid Number starts with "0000####" (e.g., Professional Services “00002730”) then follow these instructions to respond: https://www.portland.gov/business-opportunities/documents/electronic-bid-submittal-instructions-legacy-system/download



3. If the Bid Number DOES NOT start with "0000####," then continue with this tutorial. Click on the hyperlinked Bid Number. **All Bids list a Buyer, your single point of contact. Please direct questions about the bid to the Buyer listed.**

Construction 2074502300 Price Agreements for CBWTP, TCWTP AND PUMP STATION

Bids and proposals

March 27, 2026 – May 7, 2026

Bid Number	2074502300
Short Description	Construction RFP
Bureau	Environmental Services
Actual Open for Submission	3/27/2026 6:00 AM
Closed for Submission (Review Starts)	5/7/2026 2:00 PM

Contact

Valentine Hellman

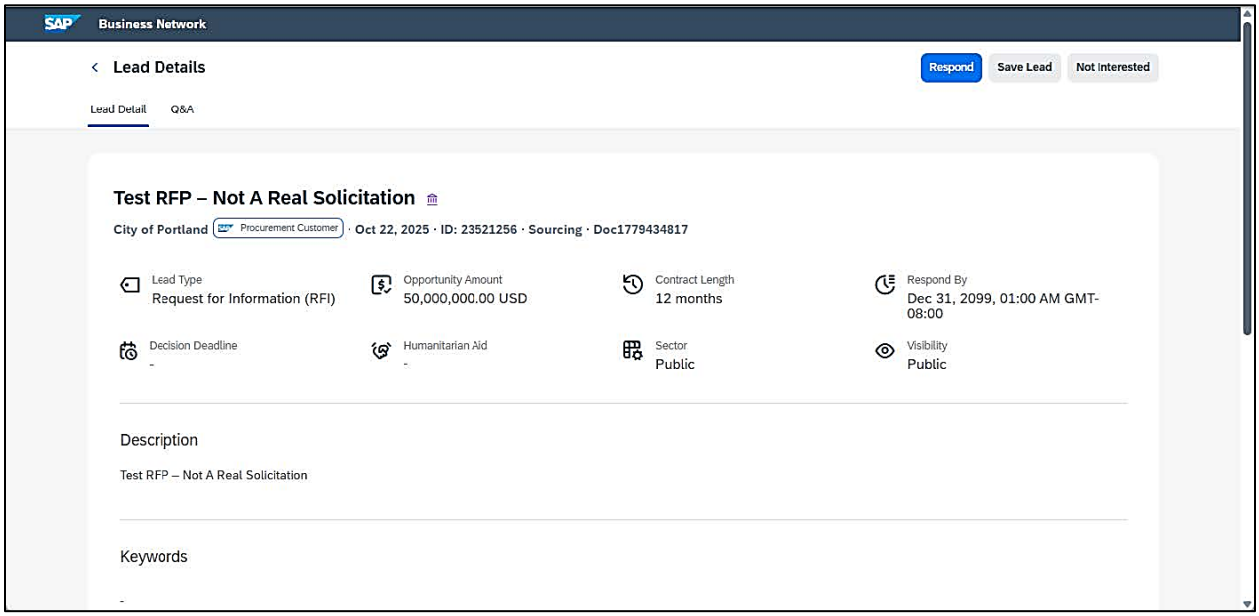
Construction, Senior Procurement Specialist

valentine.hellman@portlandoregon.gov

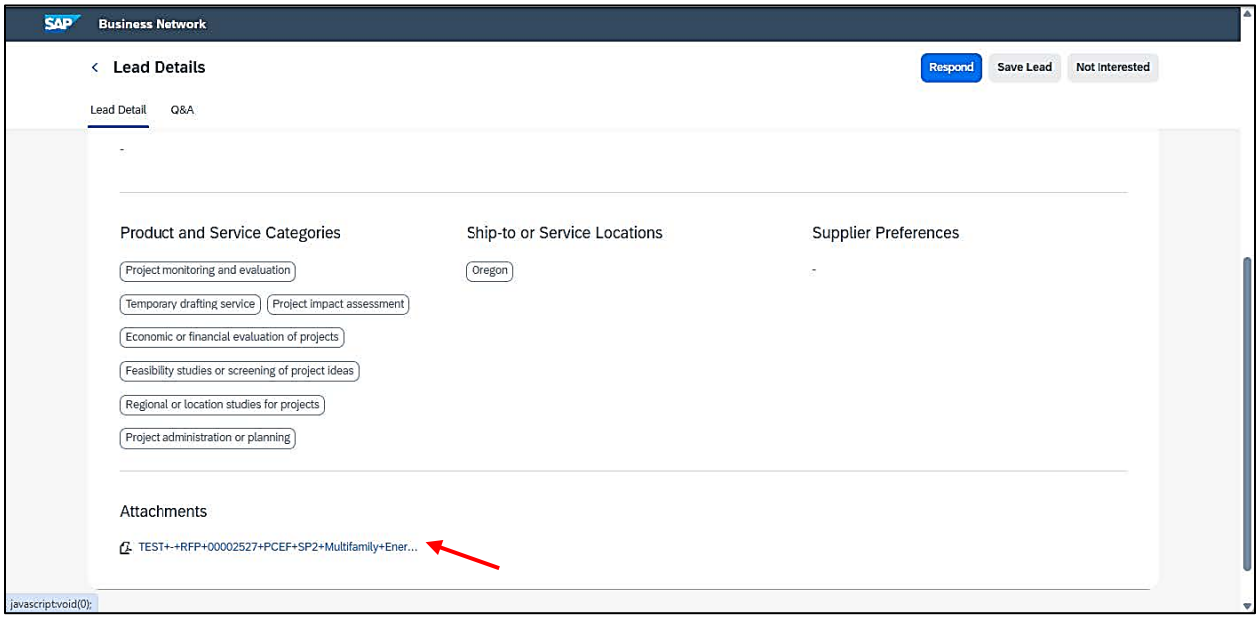
503-823-8234

4. Read through the details of the solicitation.

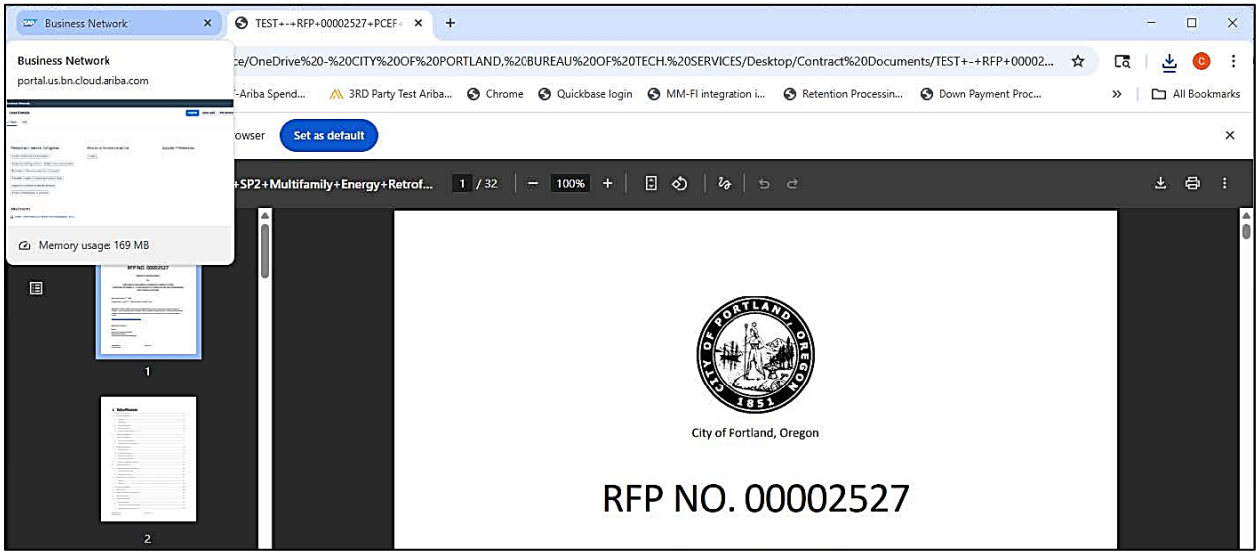
Some postings on our list of public postings are test projects. Using the test projects, Suppliers may practice responding to a City of Portland opportunity at any time. Here is an example of a test project:



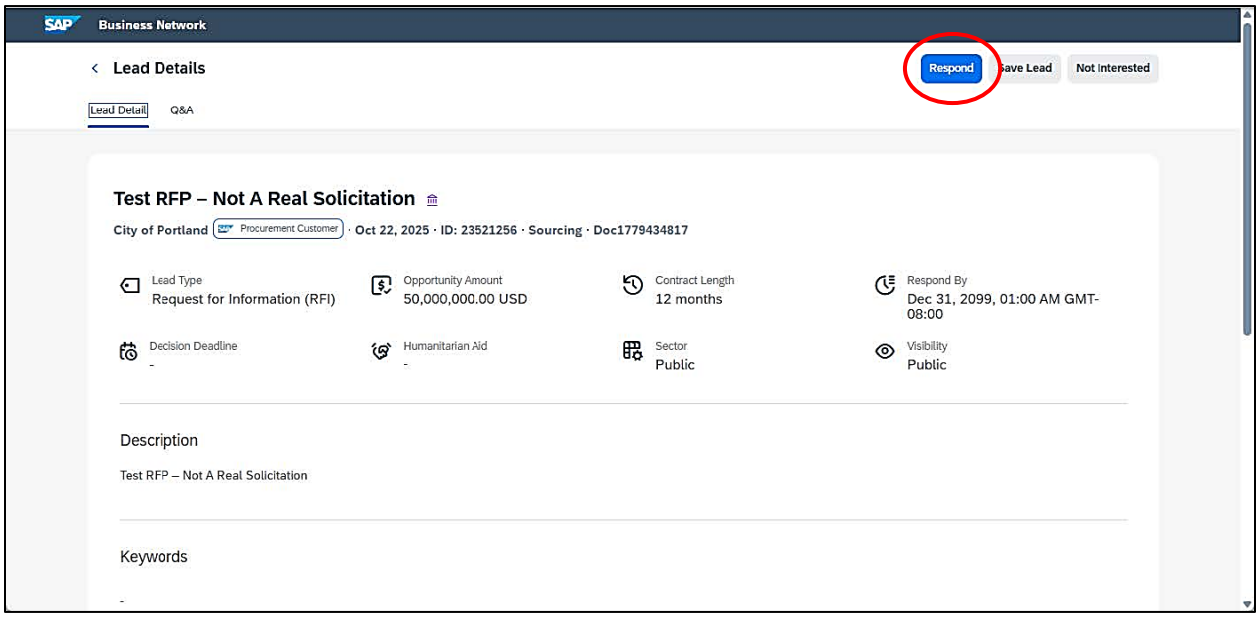
5. Click the link to the attachment to start the download process. Save and open the file.



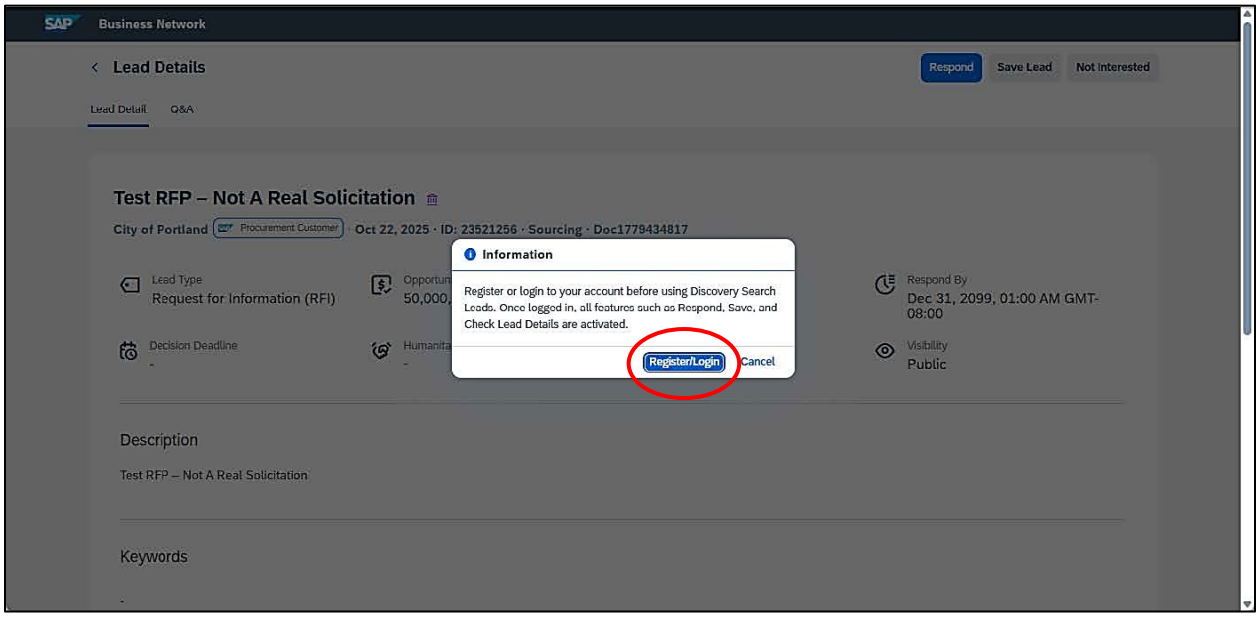
6. Navigate back to the City's Portland Supplier Portal. Review the document to learn about the solicitation.



7. Click "Respond."



8. Click “Register/Login” if you are not already logged in. If you do not have an account, click "Register as Supplier" and follow the tutorial Create an account for the City’s Portland Supplier Portal.



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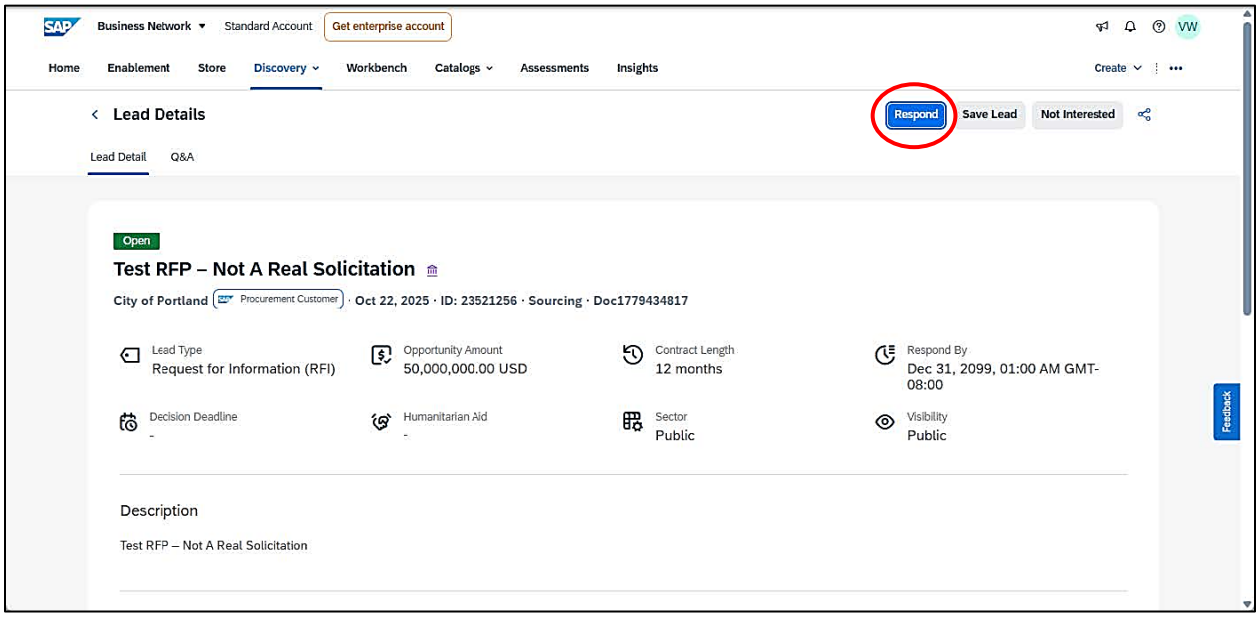
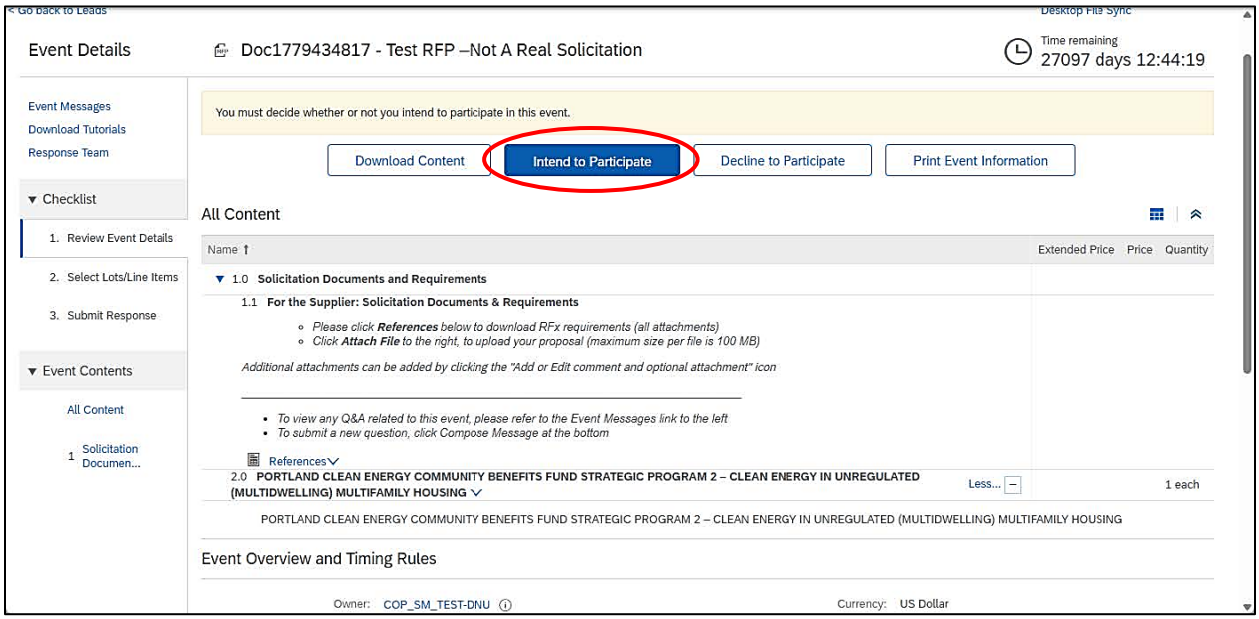
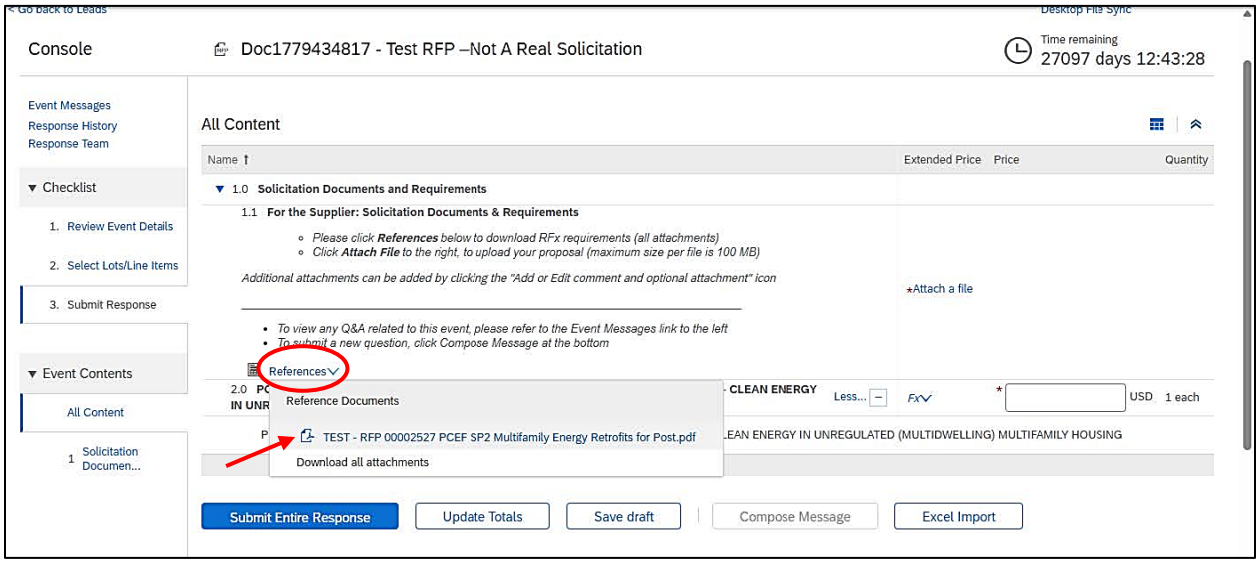
9. Click “Respond.”



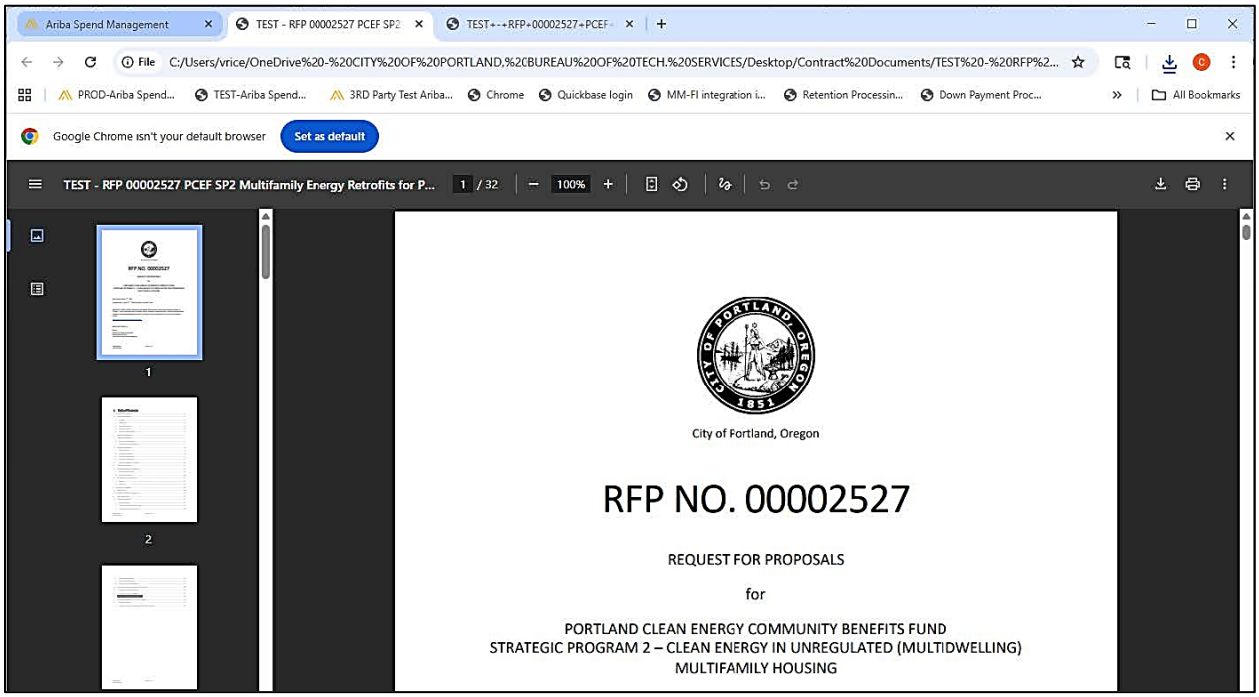
10. Click “Intend to Participate.” By clicking “Intend to Participate,” you can access all documents, messages, and information for the solicitation. Once registered, you can download materials, complete your bid and questionnaires, and save drafts any time before the deadline.



11. Click “References.” Click the attachment link. Alternatively, click “Download all attachments” if there are multiple.

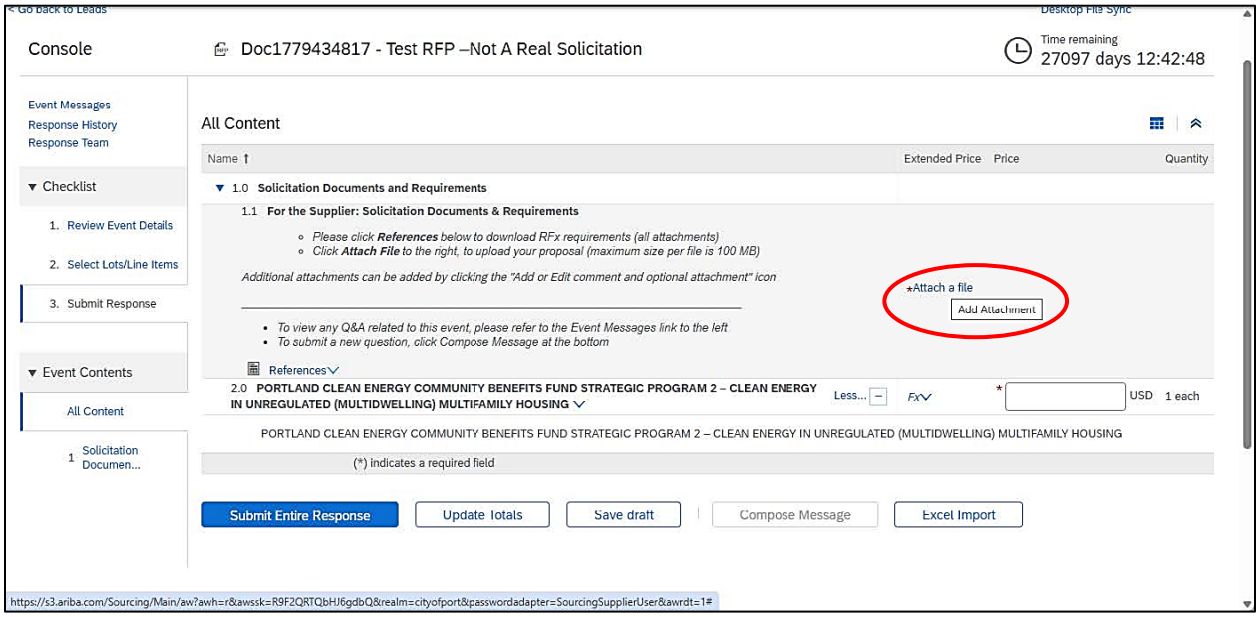


12. Save and open the files. Review the document(s) to learn more about the solicitation. After reviewing the solicitation document, you will likely log out and take time to prepare your proposal. Any time you are working in the solicitation page, you can click “Save draft” to save any work you have started

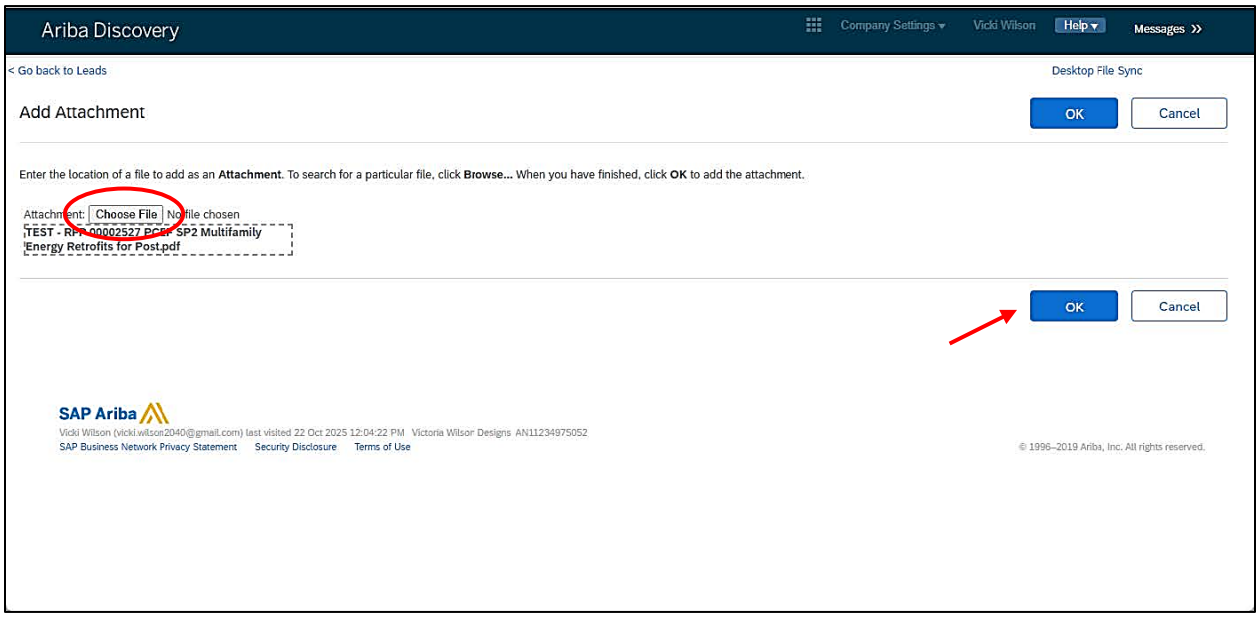


In the next steps, we will assume the proposal has been prepared and is ready to upload. If you need to upload multiple files, you can create a ZIP file to attach. Alternatively, if the comment icon displays, you can click the comment icon to add additional attachments.

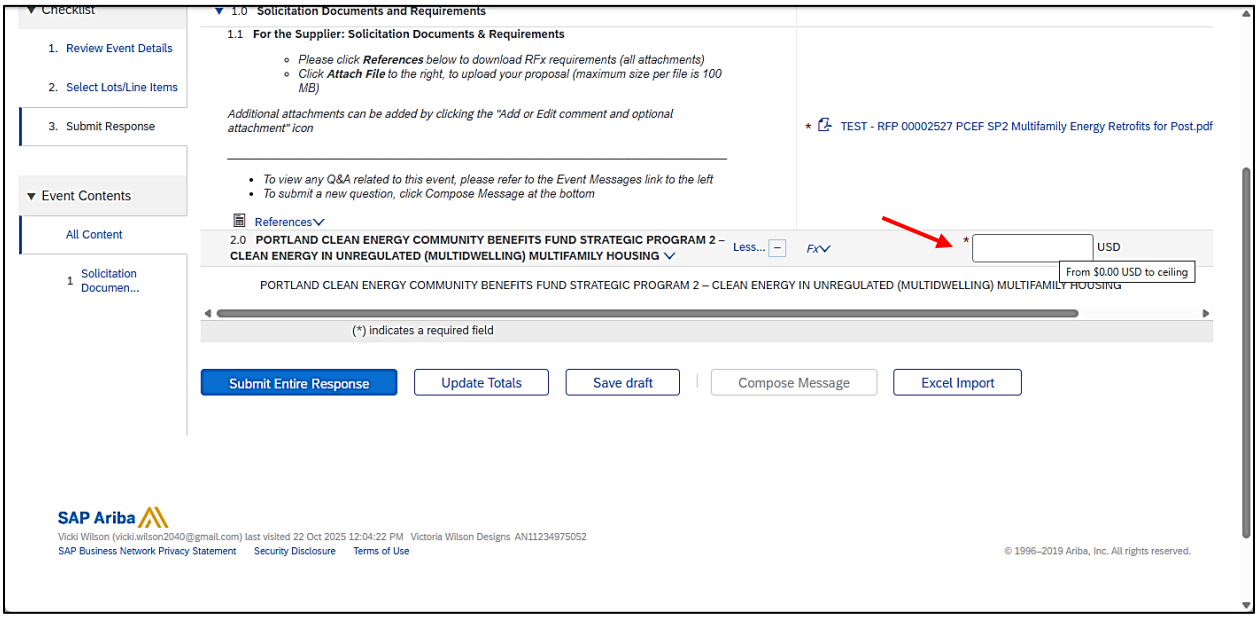
13. Navigate back to the Portland Supplier Portal. Click “Attach a file.”



14. Drag and drop your proposal document to this space. Alternatively, you can click Choose File button to select the document from your computer. Click “OK.”



15. Enter your bid amount in the provided field.



16. Click “Submit Entire Response.” Click “OK.” You submitted the response!

7. Troubleshooting & Support

- Some Businesses trying to view open solicitations, clicked on the link and received an error message. Clear your browser’s cookies and cache and try again.
- All Bids list a Buyer, a single point of contact. Direct questions about the bid to the Buyer listed.
- If you are a Supplier trying to respond to City of Portland bid opportunity and you are receiving an error, please schedule a one-on-one session (phone call, virtual, or in-person) with our Support team or contact the Procurement Buyer assigned to the project.

Important Links

- This article provides a list of common errors (and potential solutions) that Suppliers encounter when submitting a bid.
- How do I get expedited support for my event ending within 60 minutes?
- Schedule a one-on-one session (phone call, virtual or in-person) with our Support Team

- Visit the City of Portland's Support Center for more support resources for businesses

8. FAQs

Visit the Frequently Asked Questions on the City of Portland's Support Center.

9. Version & Update History

Version 2.0 – Updated screenshots to be clearer and combined phone call, virtual, and in-person support sessions together.