

# Workshop:

# HOW TO USE E-PROCUREMENT SYSTEMS TO WIN CONTRACTS



With the advent of e-procurement systems, more and more public agencies and general contractors are using the internet as a vehicle to find subcontractors/suppliers for needed services/materials. MCTC, for example, is using the Mid-Coast Project Vendor Portal (powered by PlanetBids) to find firms to help build the Mid-Coast Transit Corridor, which extends Trolley service from the Santa Fe Depot in Downtown San Diego to the University City community.

Firms that are properly registered with e-procurement systems and understand how to respond to electronic Requests for Proposals (RFPs) will have a leg up on their competition. This training session will help firms understand how to use an e-procurement system to win contracts.

Specifically, you will learn how to:

- Use MCTC's e-procurement system (Mid-Coast Project Vendor Portal)
- Register your firm to maximize visibility
- Track RFPs issued through the internet
- Download and view online RFP documents
- View electronic drawings
- Make a Request For Information (RFI)
- Prepare simple and responsive e-proposals

## DATE:

Tuesday, September 15, 2015

## TIME:

2 to 5 p.m.

## LOCATION:

San Diego Contracting  
Opportunities Center  
4007 Camino Del Rio South  
Suite 210, Room 206  
San Diego, CA 92108

## REGISTER FOR THE WORKSHOP HERE:

<http://ptac-sandiego.org/mctc>



This is the third session in a six-part series. MCTC is committed to providing valuable supportive services including training and technical support to DBEs and SBs to help make this a winning project for all involved.

**ALL CONSTRUCTION BUILDING TRADES ARE ENCOURAGED TO ATTEND!**