

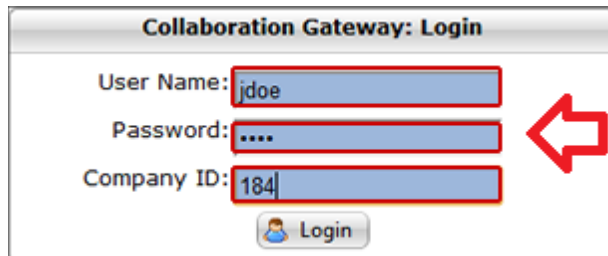
Welcome to the DC Office of the Chief Financial Officer Vendor Gateway FAQ

Existing Vendors

Vendor/Client Gateway: Logging In

Starting April 1, 2021, the OCFO vendor gateway will be utilizing multi-factor authentication to login and respond to solicitations. All registered users will receive a SMS text message to their cell phones to authenticate their credentials to access the CobbleStone Vendor Gateway. Updated vendor registration document are located in the Vendor Document Library.

To log into the Vendor/Client Gateway, enter your username and password along with the Company ID provided by the Gateway's Organization.




Collaboration Gateway: Login

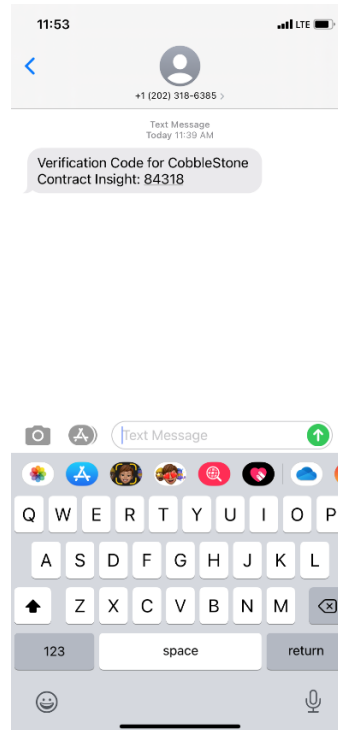
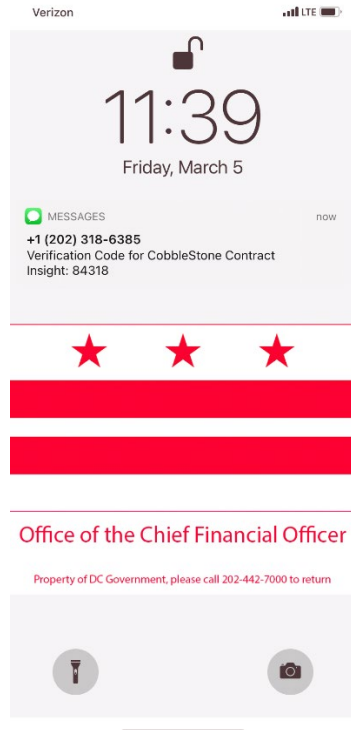
User Name:

Password:

Company ID:

 Login

Once you hit Login, your cell phone should receive the SMS Code like the below:



Type in the verification and you should be back on the main page of the DC OCFO Vendor Gateway

Mar 02 2021 15:15:36

Lisa Pierson

Main
Contracts
Search Public Solicitations
Sole Source Procurements
Solicitations
Reports
Document Library
Help
Log Out

Welcome Lisa Pierson

Logout
Refresh

Collaboration Portal Overview

You have successfully logged into the OCFO Office of Contracts Solicitation Gateway

- View a Public Solicitations and click "Request as as Respondent" to download solicitations, receive automatic notifications of solicitation amendment, and respond to solicitations
- How to Respond to Solicitations:
 - Login
 - View Public Solicitation
 - Click on "Register as Respondent"
 - Go to Solicitation tab, "My Solicitation"
 - Upload Solicitation Responses. Note: Uploads cannot be deleted or replaced, and each file size should not be larger than 1 GB
- Section L.12 of each solicitation provides Delivery Instruction for responses
- The Public Questions and Answers feature is NOT activate in the Gateway
- Public Questions and Government Response will be handled in accordance with Section L.2 of each respective solicitation

Effective date of April 15th all Certificate of Clean Hands must come from taxpayers via the Office of Tax and Revenue's (OTR) online portal, MyTax.DC.gov. Agencies will no longer have access to the Clean Hands system. Please see the Flyer attached under the Help Menu for details.

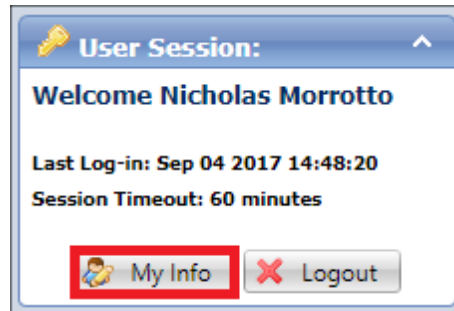
Notice:

April 15th at 2:00 p.m. All Certificate of Clean Hands must come from taxpayers via the Office of Tax and Revenue's (OTR) online portal, <http://MyTax.DC.gov>.

If this is your first-time logging into the Vendor Gateway, please change your password.

Vendor/Client Gateway: Changing Your Password

If the organization has allowed Company Contacts/Users the ability to change passwords, click the My Info on the User Session side menu.

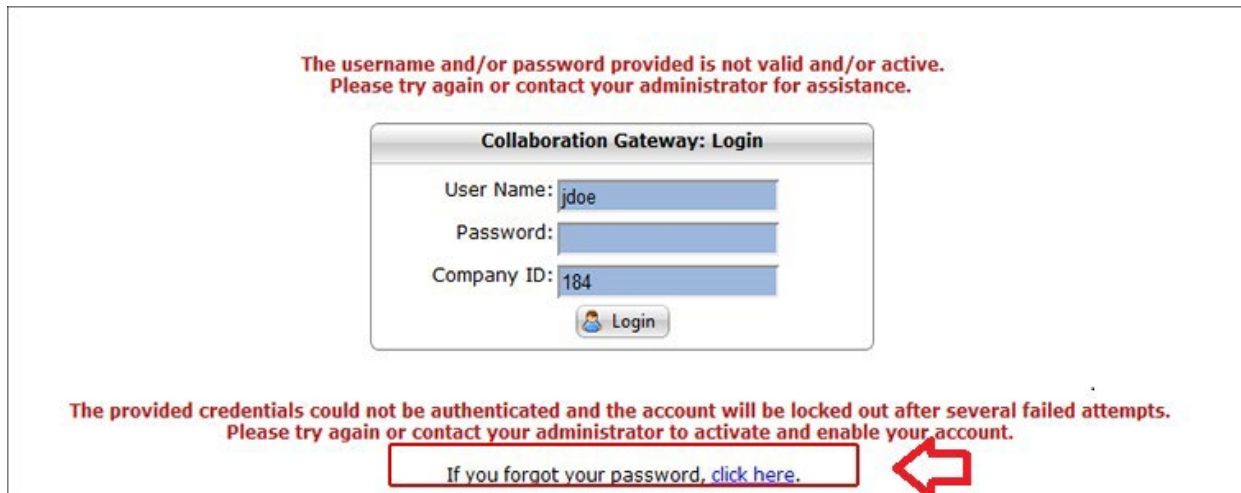


The My Company Contacts/Users Details screen displays where users can view the details of their user account, change the password used to access the Vendor/Client Gateway, and update Regional Setting (the Regional Settings sets the date/time formats displayed once logged-in) as necessary. If your contact or company info. is incorrect, please notify us at OCFOvendorhelp@dc.gov.

A screenshot of the 'My Company Contacts/Users Details' screen. The top header shows the DC.gov logo and 'Office of the Chief Financial Officer'. Below that, it says 'No Gateway Login required' and the date 'Jan 31 2019 11:24:21'. The main content area is divided into sections. On the left, there's a 'User Session' sidebar with 'Welcome Jane Doe', 'Last Log-in: Jan 31 2019 11:24:08', 'Session Timeout: 60 minutes', and buttons for 'My Info', 'Logout', and 'Refresh'. The main section is titled 'My Company Contacts/Users Details' and contains a 'Details' table with fields like First Name, Last Name, Title, Email, Phone, Address1, Address2, City, State/Province, Postal Code, Country, Username, Password, and Is Active. Below the details table, there's an 'Access Settings' section with 'Change My Password' and fields for Old Password, New Password, and Retype New Password. To the right of that is a 'My Regional Setting' section with a dropdown for 'Select Regional Setting' and a 'Save Regional Setting' button. At the bottom, there's a 'Confidentiality Message'.

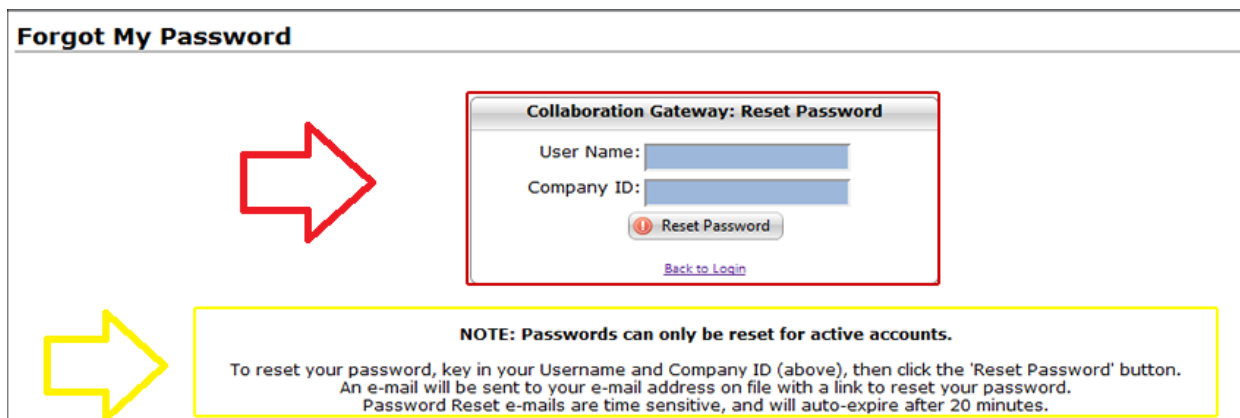
Forgotten Password

1. If you have forgotten your password for the Vendor/Client Gateway, click the Click Here link If you forgot your password.



The screenshot shows the 'Collaboration Gateway: Login' form. The form has three input fields: 'User Name' with the value 'jdoe', 'Password' (empty), and 'Company ID' with the value '184'. Below the fields is a 'Login' button. Above the form, a red error message states: 'The username and/or password provided is not valid and/or active. Please try again or contact your administrator for assistance.' Below the form, another red message states: 'The provided credentials could not be authenticated and the account will be locked out after several failed attempts. Please try again or contact your administrator to activate and enable your account.' At the bottom, there is a link 'If you forgot your password, [click here.](#)' which is highlighted with a red box and a red arrow pointing to it.

2. The Forgot My Password screen displays (see below). Enter your username and Company ID.
3. Click Reset Password.
4. An email is sent to the email address on file with a link to reset your password.



The screenshot shows the 'Collaboration Gateway: Reset Password' form. The form has two input fields: 'User Name' and 'Company ID'. Below the fields is a 'Reset Password' button with a red exclamation mark icon. Below the button is a link 'Back to Login'. To the left of the form is a large red arrow pointing right. Below the form is a yellow box containing a 'NOTE: Passwords can only be reset for active accounts.' and instructions: 'To reset your password, key in your Username and Company ID (above), then click the 'Reset Password' button. An e-mail will be sent to your e-mail address on file with a link to reset your password. Password Reset e-mails are time sensitive, and will auto-expire after 20 minutes.' To the left of the yellow box is a large yellow arrow pointing right.

5. Once you have logged in, please review your company information and your own contact information, if there are changes to be made please contact OCFOvendorhelp@dc.gov.
6. Once you've finished reviewing your information, you can go Search Public Solicitations from the main menu bar:

7. If you find a solicitation that you want to respond to, select View next to the solicitation name and then click on Register as Respondent under the Page Actions Menu to the far left:

Welcome Jane Doe

Last Log-In: Feb 21 2019 15:45:02
Session Timeout: 60 minutes

My Info
Logout
Refresh

Page Actions:

Export Options:

Print
Export to Excel

Solicitations: [Solicitations - Public Search](#)

Page 1 of 1, Items 1 to 8 of 8.

View	Solicitation Number	Solicitation Title	Description	Contract Specialist	Agency Name	Procurement Method	Solicitation Close Date	Status Name
View	CFOPD-19-R-019	Lottery and Sports Wagering Advisory Services	The Office of the Chief Financial Officer ("OCFO") for the District of Columbia ("District") and the Office of Contracts on behalf of the Office of Lottery and Charitable Games ("Lottery") is seeking a consultant ("Contractor") to provide general lottery advisory services.	Samira Davis	Office of Lottery & Charitable Games (OLCG)	Request for Proposal	2/22/2019 2:00:00 PM	Pending Award
View	CFOPD-19-D-018	IT Positions	The District of Columbia Office of the Chief Information Officer (OCIO), Office of Contracts, on behalf of Office of the Chief Information Officer (OCIO) (the "District") is seeking a contractor to provide the following: 1. Senior Systems Administrator to support the ongoing design, implementation, operation and security of the OCFO network and the supporting security infrastructure. 2. Senior Systems Analyst/Programmer to support the configuration of all aspects of the GenTax® COTS application. 3. Business Analyst to support the DC Government's tax applications of software development methodologies; traditional and agile/hybrid. 4. Senior Program Manager to support future capital tax projects (real property), and sub projects for converting legacy and new taxes into MTS system. 5. Senior Database Developer to function as part of the OCFO Tax systems group to maintain and monitor day-to-day operation of the OCFO SQL server database infrastructure and develop and maintain SQL reports.	Crystal Farmer-Linder	Office of the Chief Information Officer (OCIO)	Request for Proposal	3/7/2019 2:00:00 PM	Pending Award
View	CFOPD-19-R-015	EPS Organization Change Management	The Office of the Chief Financial Officer (OCFO) for the District of Columbia (District), Office of Contracts, is seeking a Contractor to provide Organizational Change Management (OCM) services to scope, plan and implement the organizational changes required to support the new Enterprise Financial System (EFS).	Andrea Simpson	Office of the Chief Information Officer (OCIO)	Request for Proposal	3/1/2019 2:00:00 PM	Pending Award
View	CFOPD-19-D-012	Cisco Hardware and Software Maintenance and Support	The Office of the Chief Information Officer (OCIO) of the Office of the Chief Financial Officer (OCFO) of the Government of the District of Columbia currently has Cisco equipment for its existing IT infrastructure and security. The OCFO is looking for a Contractor to provide support and maintenance services of existing Cisco Software and hardware.	Yemarsnet Kebede	Office of the Chief Information Officer (OCIO)	Invitation for Bid	11/28/2018 2:00:00 PM	Pending Award
View	CFOPD-19-R-006	Financial Advisory Services	The District of Columbia Government (District), Office of Finance and Treasury (OFT), is seeking a Contractor(s) to provide municipal financial advisory services with respect to debt and swap portfolio management, long-range capital planning, and debt issuance.	Carla Roane	Office of Finance & Treasury (OFT)	Request for Proposal	12/7/2018 2:00:00 PM	Pending Award
View	CFOPD-19-R-005	Travel and Expenses Software	The Office of the Chief Financial Officer (OCFO) for the District of Columbia and the Office of Contracts on behalf of the Office of the Chief Information Officer (OCIO) requires a Contractor to do automation of the current travel and expense (T&E) process project that includes all assessment, planning, execution, implementation and training for a new T&E automated system and its related processes.	Yemarsnet Kebede	Office of the Chief Information Officer (OCIO)	Request for Proposal	11/27/2018 2:00:00 PM	Pending Award

No Gateway Login required

Feb 21 2019 15:45:55

User Session:

Welcome Jane Doe

Last Log-In: Feb 21 2019 15:45:02
Session Timeout: 60 minutes

My Info
Logout
Refresh

Page Actions:

Interested in Responding?

Register as Respondent

Export Options:

Print
Export Files/Attachments
Export Questions/Answers

Opportunity Details

Opportunities: [Opportunities - Public Search](#); Opportunity Details (ID: 159)

Details:

Solicitation Number: CFOPD-19-R-002

Solicitation Title: Check Writer Software

Description: The District of Columbia Government, Office of the Chief Financial Officer (OCFO), Office of Contracts, on behalf of the Office of Finance and Treasury (OFT), is seeking a Contractor to provide, implement, and maintain a new Check Write Program.

Contract Specialist: Crystal Farmer-Linder

Agency Name: Office of Finance & Treasury (OFT)

Procurement Method: Request for Proposal

CBE Subcontracting: Yes

Vendor Market: Open Market

Solicitation Open/Release Date: 10/17/2018 1:00:00 PM

Questions Due Date: 12/21/2018 2:00:00 PM

Waiver Request Date: 1/14/2019 2:00:00 PM

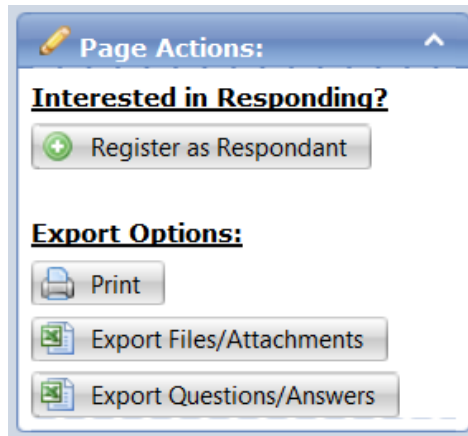
Solicitation Close Date: 2/27/2019 2:00:00 PM

Status Name: Pending Award

Public Files, Documents, Images:

Page 1 of 1, Items 1 to 6 of 6.

View File	Description	Date
19-R-002 Check Writer Software - Amendment 5.pdf	Amendment 5	2/11/2019 3:18:57 PM
19-R-002 - Check Write Services - Amendment 4.pdf	Amendment 4	2/1/2019 12:38:05 PM



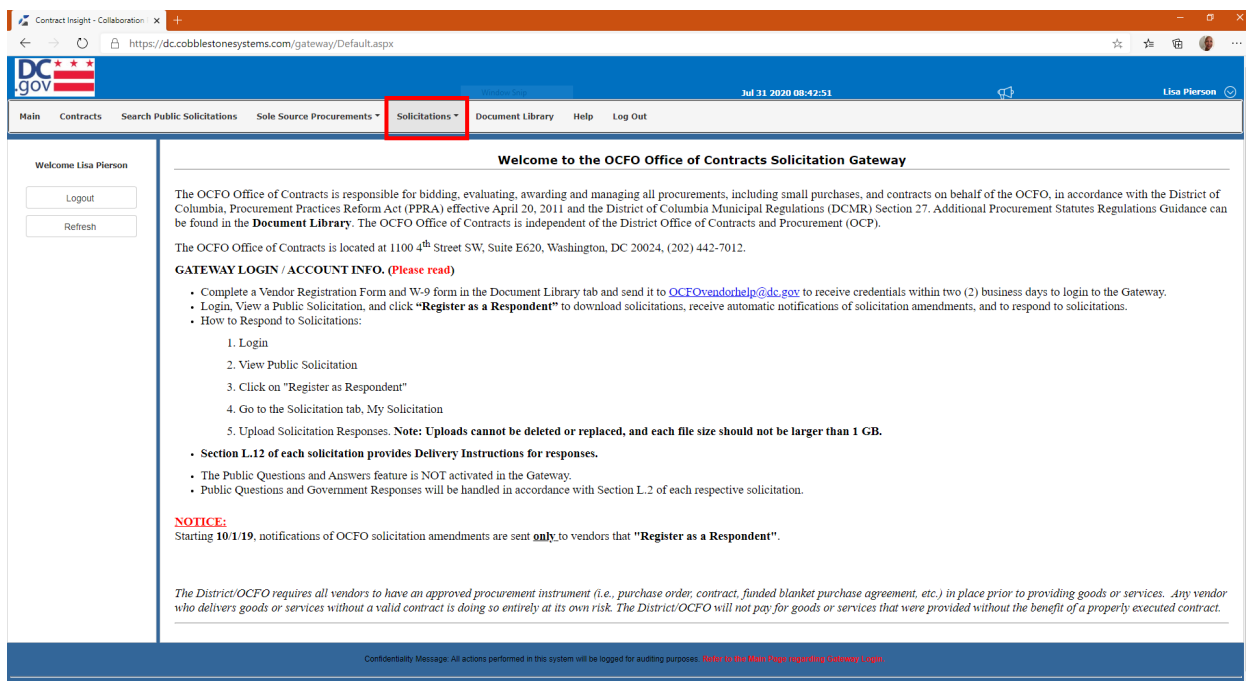
Selecting Register as Respondent will also keep you notified if there are any amendments to the solicitation.

8. When you have finished, please log out of the Vendor Gateway portal.

To Respond to a Solicitation

1. Log back into to the Solicitation when you're ready to respond to the posted solicitations,

2. Go to the Solicitation Menu



3. Select My Solicitations from the drop-down menu

The screenshot shows the DC.gov portal interface. At the top, the DC.gov logo is on the left, and the date 'Jul 31 2020 08:47:31' and user name 'Lisa Pierson' are on the right. Below the header is a navigation bar with links: Main, Contracts, Search Public Solicitations, Sole Source Procurements, Solicitations, and Document Library. A dropdown menu for 'Solicitations' is open, showing 'My Solicitations' (highlighted with a red box) and 'Search All Solicitations'. Below the navigation bar, the left sidebar shows 'Welcome Lisa Pierson' with 'Logout' and 'Refresh' buttons. The main content area is titled 'Collaboration Portal Overview' and contains a message: 'You have successfully logged into the OCFO Office of Contracts Solicitation Gateway'. Below this message is a list of instructions for users, including login steps and response guidelines. A 'Notice' section at the bottom mentions the effective date of April 15th regarding Clean Hands requirements.

Welcome Lisa Pierson

Logout

Refresh

Collaboration Portal Overview

You have successfully logged into the OCFO Office of Contracts Solicitation Gateway

- View a Public Solicitations and click "Request as as Respondent" to download solicitations, receive automatic notifications of solicitation amendment, and respond to solicitations
- How to Respond to Solicitations:
 1. Login
 2. View Public Solicitation
 3. Click on "Register as Respondent"
 4. Go to Solicitation tab, "My Solicitation"
 5. Upload Solicitation Responses. Note: Uploads cannot be deleted or replaced, and each file size should not be larger than 1 GB
- Section L.12 of each solicitation provides Delivery Instruction for responses
- The Public Questions and Answers feature is NOT activate in the Gateway
- Public Questions and Government Response will be handled in accordance with Section L.2 of each respective solicitation

Effective date of April 15th all Certificate of Clean Hands must come from taxpayers via the Office of Tax and Revenue's (OTR) online portal, MyTax.DC.gov. Agencies will no longer have access to the Clean Hands system. Please see the Flyer attached under the Help Menu for details.

Notice:

Any active solicitation that you responded as an Interested Party are reflect under the My Opportunities List.

The screenshot shows the 'My Opportunities List' section of the DC.gov portal. It features a table with columns: View, Solicitation Number, Solicitation Title, Solicitation Open/Release Date, and Solicitation Close Date. The table contains one row of data for solicitation CFOPD-20-T-001. The 'View' column has a link icon. The 'Solicitation Number' column has a dropdown arrow. The 'Solicitation Title' column has a dropdown arrow. The 'Solicitation Open/Release Date' column has a calendar icon and a dropdown arrow. The 'Solicitation Close Date' column has a calendar icon and a dropdown arrow. The table is paginated, showing 'Page 1 of 1, items 1 to 1 of 1.' Below the table, there are 'Page Actions' including 'Print' and 'Export to Excel'.

Welcome Lisa Pierson

Logout

Refresh

My Opportunities List

Opportunities: [Opportunities](#) - [View My](#)

Page 1 of 1, items 1 to 1 of 1.

View	Solicitation Number	Solicitation Title	Solicitation Open/Release Date	Solicitation Close Date
View	CFOPD-20-T-001	Exempt test	7/31/2020 7:00:00 AM	8/5/2020 6:00:00 AM

Page 1 of 1, items 1 to 1 of 1.

Page Actions

[Print](#)

[Export to Excel](#)

4. Click on view to see the solicitation:

My Opportunities List

Opportunities: [Opportunities](#) - [View My](#)

1	Page 1 of 1, items 1 to 1 of 1.			
View	Solicitation Number	Solicitation Title	Solicitation Open/Release Date	Solicitation Close Date
View	CFOPD-20-T-001	Exempt test	7/31/2020 7:00:00 AM	8/5/2020 6:00:00 AM
1	Page 1 of 1, items 1 to 1 of 1.			

5. Go to the Files Documents, Image

Files, Documents, Images

There are currently no files/attachments on this solicitation.

Public Files:

1

Page 1 of 1, Items 0 to 0 of 0.

View File	Description	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

1

Page 1 of 1, Items 0 to 0 of 0.

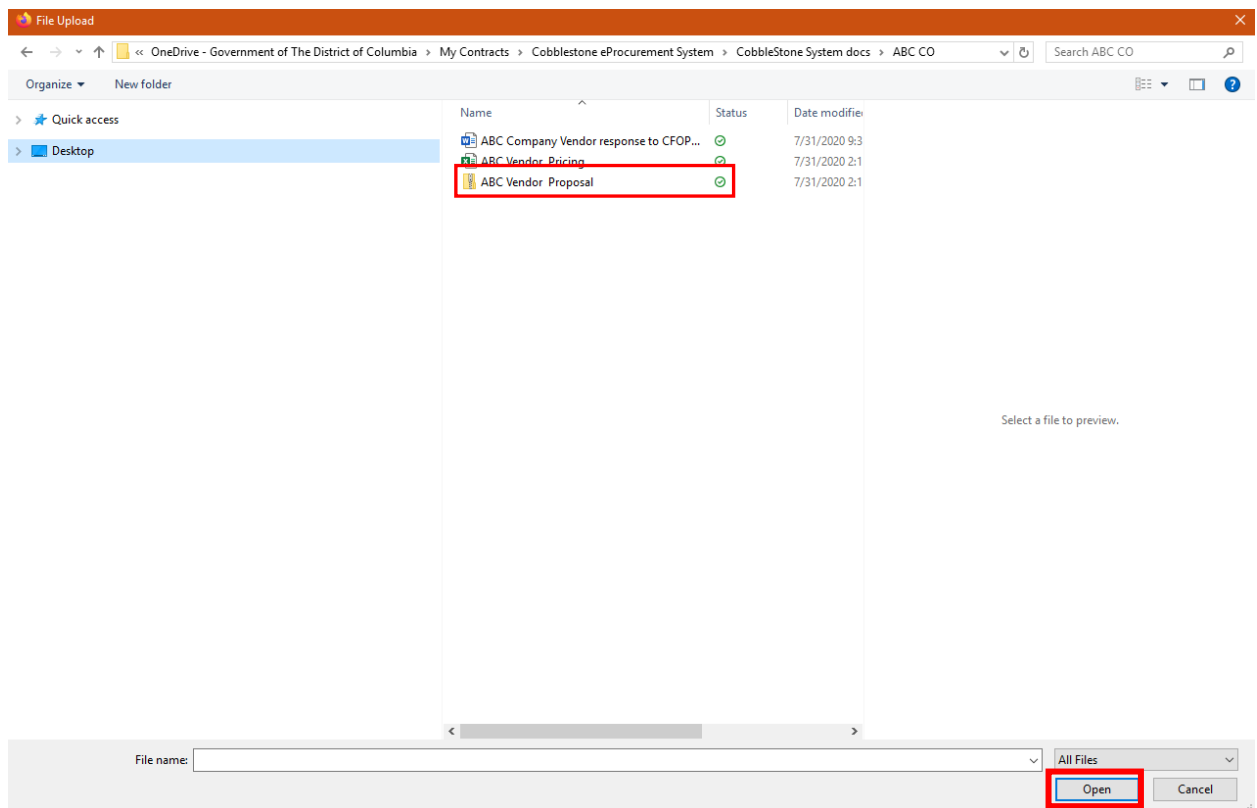
My Files

Select File:

-- Select File Category -- ▾

Description:

6. Under the My Files portion hit Select and it will take you to your computer folders, select the zip file for proposal or bid response you want



7. Select Open.

My Files

Select File:

ABC Vendor Proposal.zip -- Select File Category -- ▾

Description:

ABC Proposal CFOPD-20-T-001

8

****Ignore the Select File Category, add your Description, and hit Save File****

8. Complete the Description Info and hit Save File.

9. The Files that you've uploaded to respond to the Solicitation will appear in the View File portion of the window below the My files section. If you have more than one document, please zip your entire bid or proposal and attach a single zip file contain all the necessary documentation to fulfill the proposal or bid requirements specified in the solicitation.

Files, Documents, Images

ABC Company Vendor response to CFOPD-20-T-001 Test_07312020.docx File/Attachment Added Successfully

Public Files:

1
Page 1 of 1, items 0 to 0 of 0.

View File	Description	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

1
Page 1 of 1, items 0 to 0 of 0.

My Files

Select File:

Select

-- Select File Category --

Description:

Save File

1
Page 1 of 1, items 1 to 1 of 1.

View File	Description	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

ABC Company Vendor response to CFOPD-20-T-001 Test_07312020.docx	Lisa Pierson (Test Vendor): Solicitation Response	7/31/2020 10:46:53 AM
--	---	-----------------------

1
Page 1 of 1, items 1 to 1 of 1.

Response Status

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status:

Submit

10. Then click on Open to upload the file to the Vendor Gateway solicitation.

11. Add a Description to the file you uploaded and hit Save.

***** Note: Once you've uploaded any file to this portion of the Vendor Response, it cannot be deleted. Please make sure you've added the correct file before you hit the Save File in step 8.**

12. Go to the bottom of the page, to Vendor Response section:

Response Status ▲

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status: ▼ Submit

- Interested in Responding
- NOT Interested in Responding
- Withdraw Response
- Bid is Finalized and Fully Submitted

Message: All actions performed in this system will be logged for auditing purposes. Please see the bottom page regarding Gateway Login.

13. Indicate your organizations response by choosing one of the following:
- a) Interested in Responding – if you haven't already done so previously. This also will allow your organization to get any solicitation amendments;
 - b) Not Interested in Responding – if you've been sent an invite but don't want to respond or not interest otherwise;
 - c) Withdraw Response – if you submitted a response but have decided to withdraw before the bid close date; or
 - d) Bid Finalized and Fully Submitted.

14. Hit Submit to register your response to the Solicitation




Response Status ▲

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status: Bid is Finalized and Fully Submitted ▼ Submit

If you have submitted something error, you will need to resubmit. Please follow steps 4 -12 again.

15. Before exiting please review your submission and make sure all documentation is shown in the Response Status portion under the solicitation your company is responding to.

1 Page 1 of 1, items 1 to 2 of 2.		
View File	Description	Date
<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
ABC Vendor Proposal.zip	Lisa Pierson (Test Vendor): ABC Proposal CFOPD-20-T-001 ver. 2.0	7/31/2020 2:37:49 PM
ABC Company Vendor response to CFOPD-20-T-001 Test_07312020.docx	Lisa Pierson (Test Vendor): Solicitation Response	7/31/2020 10:46:53 AM
1 Page 1 of 1, items 1 to 2 of 2.		