

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

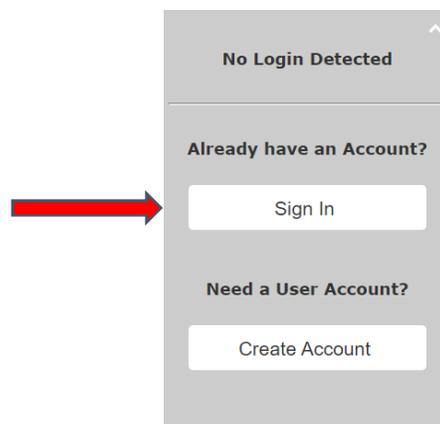
Existing Vendors

Vendor/Client Gateway: Logging In

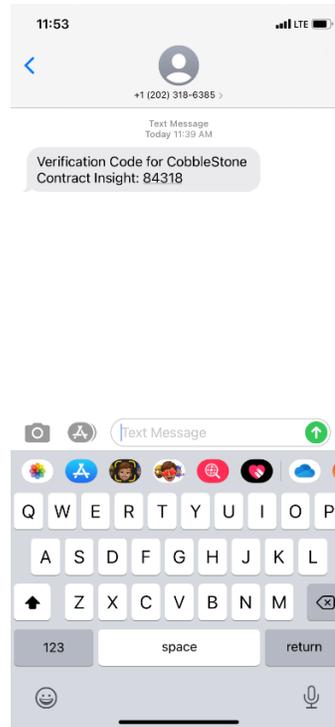
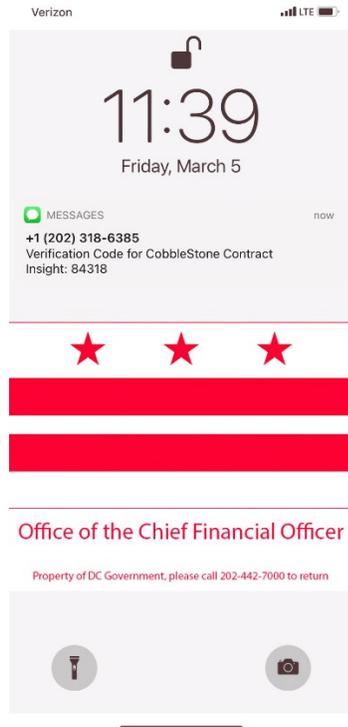
Starting April 1, 2021, the OCFO vendor gateway will be utilizing multi-factor authentication to login and respond to solicitations. All registered users will receive an SMS text message to their cell phones to authenticate their credentials to access the CobbleStone Vendor Gateway. The updated vendor registration document is 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.

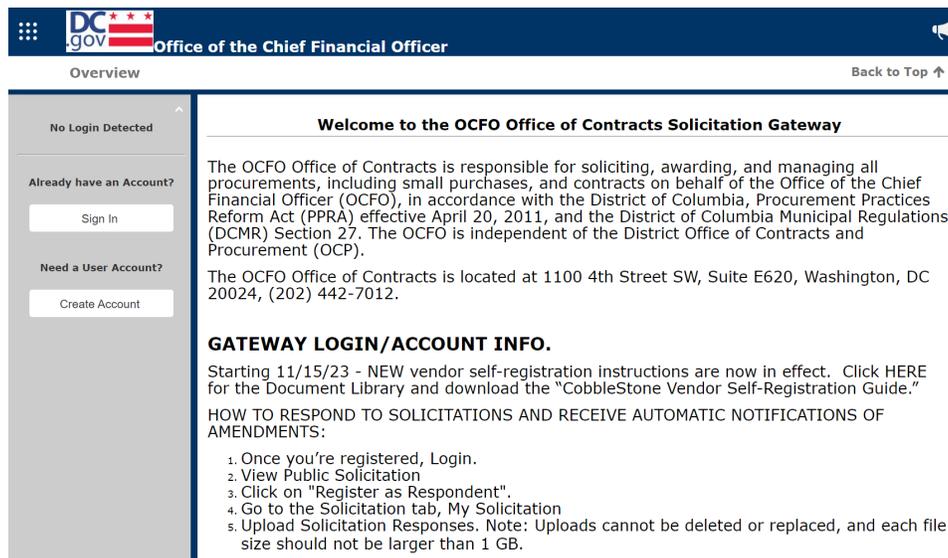
1. Go to the menu on the left-hand side of the of webpage



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



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



- 3a. If this is your first-time logging into the Vendor Gateway, please change your password.

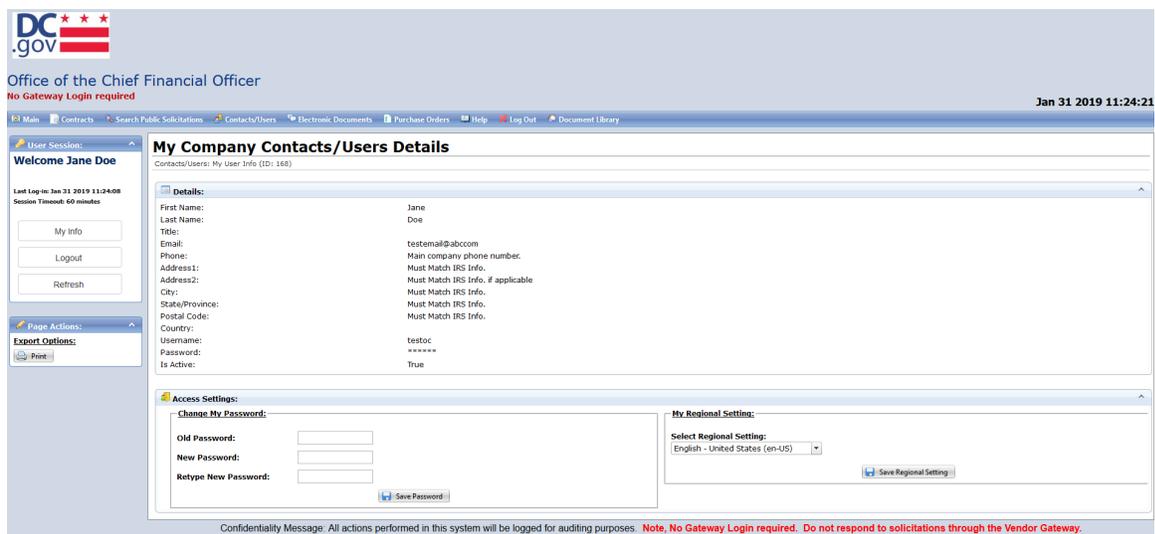
2. Vendor/Client Gateway: Changing Your Password

Your company system administrator for your CobbleStone account should be able to update

your password. Go to the Waffle Menu icon  in the upper left-hand corner and select

My Dashboard from the menu to update your company contact info.

If your contact or company info. is incorrect, please notify us at OCFOvendorhelp@dc.gov.



DC.gov
Office of the Chief Financial Officer
No Gateway Login required
Jan 31 2019 11:24:21

Main Contracts Search Public Solicitations Contacts/Users Electronic Documents Purchase Orders Help Log Out Document Library

User Session: Welcome Jane Doe
Last Log In: Jan 31 2019 11:24:08
Session Timeout: 60 minutes
My Info Logout Refresh

Page Actions: Export Options Print

My Company Contacts/Users Details

Contacts/Users: My User Info (ID: 168)

Details:

First Name:	Jane
Last Name:	Doe
Title:	
Email:	testemail@abccom
Phone:	Main company phone number
Address1:	Must Match IRS Info.
Address2:	Must Match IRS Info, if applicable
City:	Must Match IRS Info.
State/Province:	Must Match IRS Info.
Postal Code:	Must Match IRS Info.
Country:	
Username:	testoc
Password:	*****
Is Active:	True

Access Settings:

Change My Password:

Old Password:

New Password:

Retype New Password:

My Regional Setting:

Select Regional Setting:
English - United States (en-US)

Confidentiality Message: All actions performed in this system will be logged for auditing purposes. Note, No Gateway Login required. Do not respond to solicitations through the Vendor Gateway.

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 username and/or password provided is not valid and/or active.
Please try again or contact your administrator for assistance.

Collaboration Gateway: Login

User Name:

Password:

Company ID:

 Login

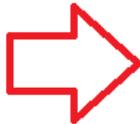
The provided credentials could not be authenticated and the account will be locked out after several failed attempts.
Please try again or contact your administrator to activate and enable your account.

If you forgot your password, [click here](#).



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.

Forgot My Password



Collaboration Gateway: Reset Password

User Name:

Company ID:

 Reset Password

[Back to Login](#)



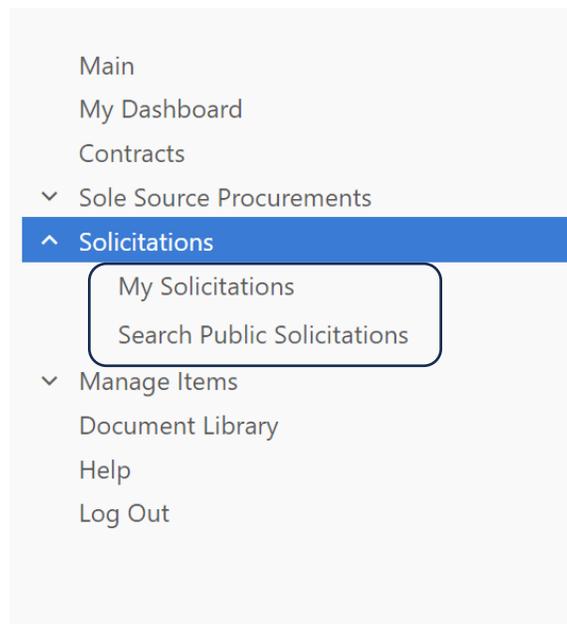
NOTE: Passwords can only be reset for active accounts.

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.

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 Waffle Icon located in the upper left-hand corner:



7. Select “Solicitations,” then choose either Search Public Solicitations or if you have responded to a solicitation, select “My Solicitations,” to review your submittal(s)



8. 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:

Public Solicitations Search

1 Page 1 of 1, items 1 to 121 of 121.

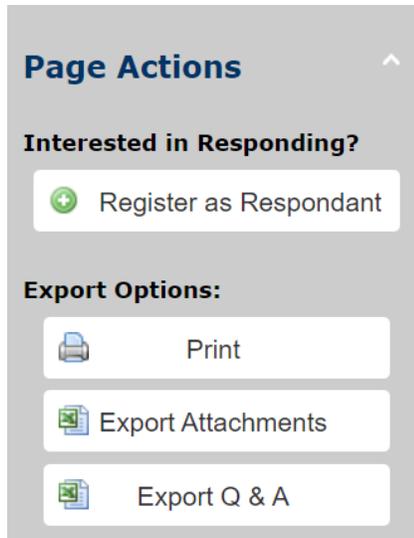
View	Solicitation Number	Solicitation Title	Solicitation Open/Release Date	Status	Solicitation C Date
View	CFOPD-24-D-035	IBM Software and Support Services	5/24/2024 10:00:00 AM	Pending Award	6/11/2024 2:00
View	CFOPD-24-R-019	Electronic Claims Processing System	4/22/2024 4:00:00 PM	Cancelled	5/17/2024 2:00
View	CFOPD-24-R-014	401(a) and 457 Management Services	12/14/2023 3:00:00 PM	Pending Award	3/5/2024 2:00
View	CFOPD-24-R-007	Pre-Paid Debit Card Services	5/22/2024 12:00:00 PM	Pending Award	8/12/2024 2:00
		Kiosks with Smart Vault Technoloav and			

9. View the details of the solicitation

Solicitation Details

Solicitation: [Solicitations - Public Search](#): Solicitation Details (ID: 413)

Details		
Solicitation Number	Solicitation Title	
CFOPD-24-D-035	IBM Software and Support Services	
Description		
The District of Columbia Office of the Chief Financial Officer (OCFO), Office of Contracts, on behalf of Office of the Chief Information Officer (OCIO), has a requirement for IBM Software and Support Services.		
Procurement Method	Status	
Invitation for Bid	Pending Award	
Solicitation Milestone Dates		
Solicitation Open/Release Date	Questions Due Date	Solicitation Close Date
5/24/2024 10:00:00 AM	5/31/2024 4:00:00 PM	6/11/2024 2:00:00 PM
Waiver Request Date		
6/10/2024 12:00:00 AM		

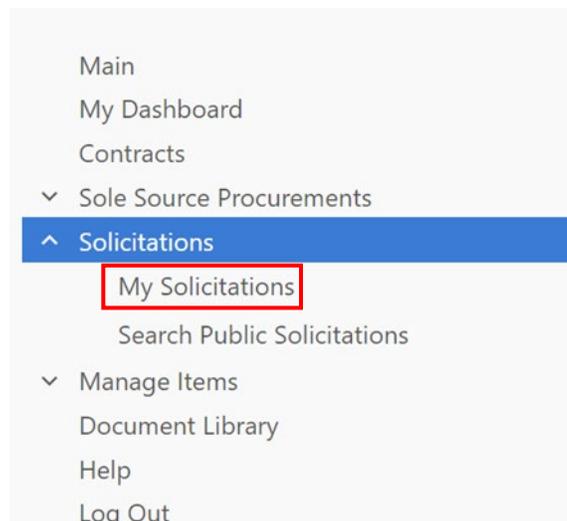


Selecting the Register as Respondent will also keep you notified if there are any amendments to the solicitation.

10. 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 (see steps 1-7 above), and then select "My Solicitations."



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

My Solicitations List Back to Top ↑

Welcome Lisa Test

Logout

Refresh

Page Actions

Print

Export to Excel

My Solicitations List

Solicitations: [Solicitations - View My](#)

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

View	Solicitation Number	Solicitation Title	Solicitation Open/Release Date	Status	Solicitation Close Date
View	CFOPD-24-T-001	Test	6/5/2024 12:00:00 AM	Pending Award	6/7/2024 12:00:00 AM

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

4. Click on view to see the solicitation:

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.

5. Go to the Files Documents, Image

Files, Documents, Images

There are currently no files/attachments on this solicitation.

Public Files:

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

View File	Description	Date

No records to display.

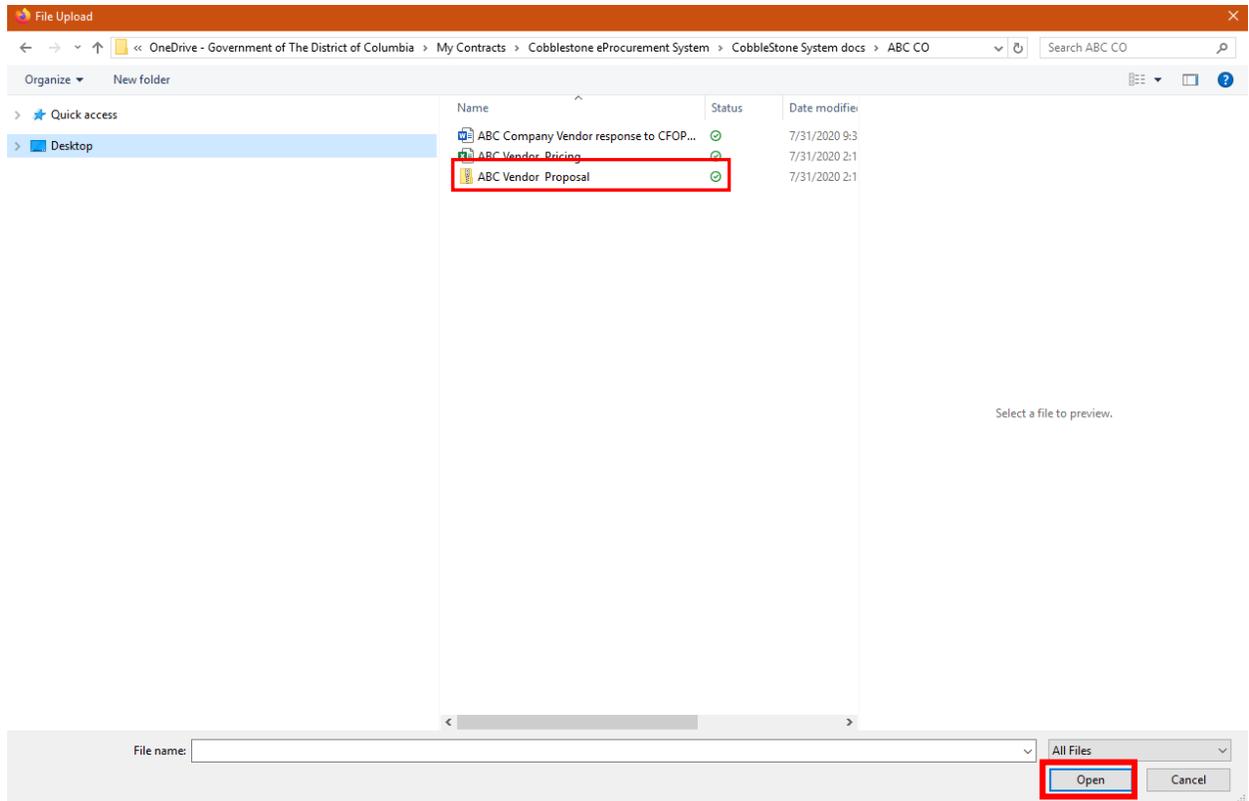
Page 1 of 1, items 0 to 0 of 0.

My Files

Select File:

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.

8. Complete the Description Info and hit Save File.

My Files

Select File:

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

Description:

ABC Proposal CFOPD-20-T-001

Save File

8

****Ignore the Select File Category, add your Description, 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 contains 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: ▼

Description:

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: ▼

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:

- 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. [Click here for more information 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:

****Remember: 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.		