## How to Respond to a Project

Start on the project page that you're interested in applying for. You can access this Portal on the City's website or by visiting: **https://procurement.opengov.com/portal/staugustine**

1. Click either "Draft Response", RSVP to public meetings or let the City know you will be "No Bidding" the project.
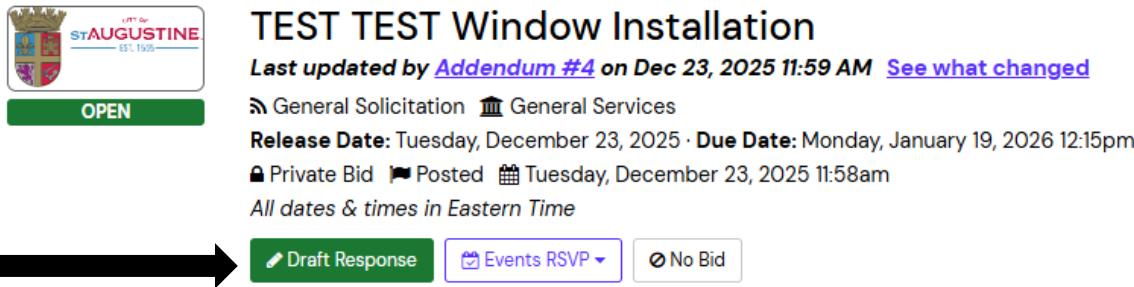


**TEST TEST Window Installation**
*Last updated by Addendum #4 on Dec 23, 2025 11:59 AM* **See what changed**
🔊 General Solicitation 🏛 General Services
**Release Date:** Tuesday, December 23, 2025 · **Due Date:** Monday, January 19, 2026 12:15pm
🔒 Private Bid 🚩 Posted 📅 Tuesday, December 23, 2025 11:58am
*All dates & times in Eastern Time*

[✏ Draft Response] [📅 Events RSVP ▼] [⊘ No Bid]

2. Follow the steps to apply.
   a. Each step and its status are listed on the left-hand side of the page. You'll need to work through each of the steps before you are able to submit your proposal. The steps can vary depending on what's required for the project, but you'll know that when everything on the left is checked, you're all done!
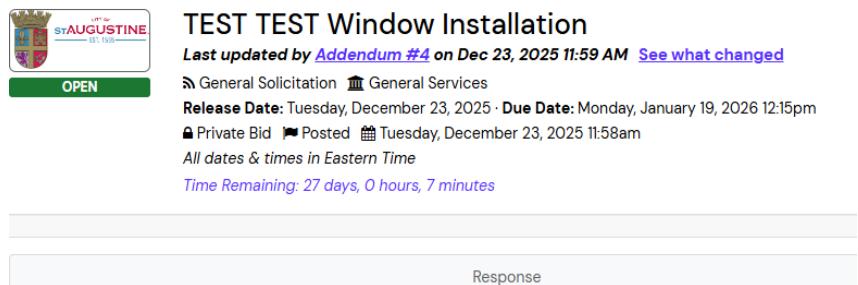


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*All dates & times in Eastern Time*
*Time Remaining: 27 days, 0 hours, 7 minutes*

Response

| | |
|---|---|
| 1. Contact Information | |
| 2. Addenda Confirmation | |
| 3. Vendor Submissions | **Company Name *** |
| 4. Pricing Table | [ The Best Test Company ] |
| 5. Company Profile | All fields marked with * are red |
| 6. Submit  [Incomplete] | **Address Line 1 *** |
| | [ Required ] |
| | **Address Line 2** |

3. Click 'Submit' (Green Button at the bottom)
   a. This will submit your response. Clicking this will send it to the City. A response needs to be submitted to be considered completed.



## **Changes to Submissions?**

Yes, you can. If you click on your response and scroll to the bottom of the page, you can click 'Unsubmit' until the submission deadline.

**REVISE PROPOSAL**

To revise the proposal, use the Unsubmit button. After editing, submit the proposal again, so it can be reviewed.
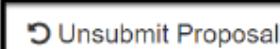
↺ Unsubmit Proposal

## **How to Submit a Question**

1. While the Question and Answer period is open, select the Question & Answer tab

| Response | | | | Project Information | |
|---|---|---|---|---|---|
| Overview | Project Documents | Downloads | Addenda & Notices | Question & Answer | Followers |

2. Then click 'Ask Question' on the left hand side. PLEASE note the time left to submit a question

Question & Answer is open.Your name and contact information will only be viewable by the agency. It will be displayed anonymously to all others viewing the project questions.

✈ Ask Question

## Answers and Addenda

When a Question has been answered or an Addenda has been issued, you will receive an email notification.

**IMPORTANT NOTE: If you submit your proposal and the agency releases an Addendum, you MUST log back in, un-submit your proposal, acknowledge the new addendum, or risk your response being deemed non-responsive. OpenGov Procurement will notify you frequently via email until this is completed.**

**Other Items:**

- Keep updated your contact information and company profile. This information will be automatically submitted with each of your responses and proposals. Updating this information on your company profile will remove the need to correct auto-populated information in your company profile section on each response.
- Click "Follow" on any open projects that are of interest to you.