



June 17, 2024

## → EE Procurement – Bidder Manual

### EEW Drupal Websites

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## Login and New User

To login go to <https://eeprocurementportal.com/>, passwords are case sensitive.

**SIGHTLINE™**  
POWERED BY ICF

### Welcome to ICF's Energy Efficiency Procurement Portal

For technical support please [Download the User Manual](#) or [Email Us](#).

#### Commercial and Industrial

No events currently available

#### Residential

Name	Utility	Open Date	Close Date
Test test	test	Tue, 06/18/2024 - 9:00am	Fri, 06/21/2024 - 5:00pm

Username \*

Password \*

[Log in](#)

[Create new account](#)  
[Reset your password](#)

[Privacy Statement](#) | [Terms of Use](#)

If events are currently listed, they can be visible on the front page regardless of whether you are logged in. If no events are listed, a message stating 'No events are currently available' will appear in both the 'Commercial and Industrial' and 'Residential' listings.



If you're a **new user**, you can create a bidder account on this page by clicking the 'Create new account' link below the login button. To submit an Intent to Bid or a proposal, it's mandatory for all users to create an account. After clicking the link, complete the new account form with all requested information, including your username, email address, company name, contact name, address, city, state, zip code, and phone number. Upon clicking 'create new account,' you'll receive a notification regarding account approval at the registered email address.

### Create new account

 Email address \*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

 Username \*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Contact Name \*

Company \*

Address \*

City \*

State \*

Zip \*

Phone \*

Enter Phone without dashes: 1111111111

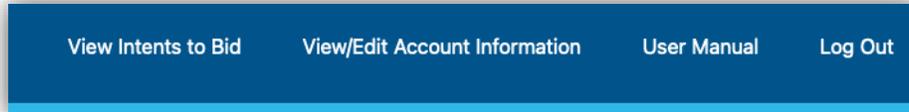
## IMPORTANT NOTE

Please do not share your credentials with any other parties. It is your responsibility to provide the most accurate information when creating an account. If you face any technical issues, please reach out to us at [EEProcurementPortalTeam@icf.com](mailto:EEProcurementPortalTeam@icf.com).



## Top Menu Navigation

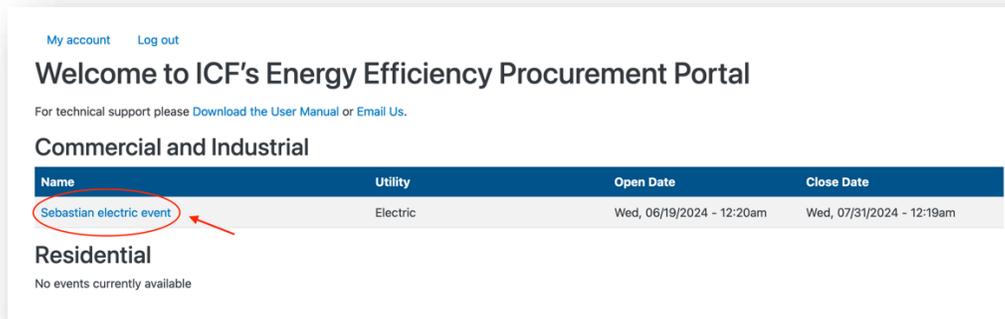
Once logged in you will have access to the top navigation menu, all site's functionalities are accessible through this menu.



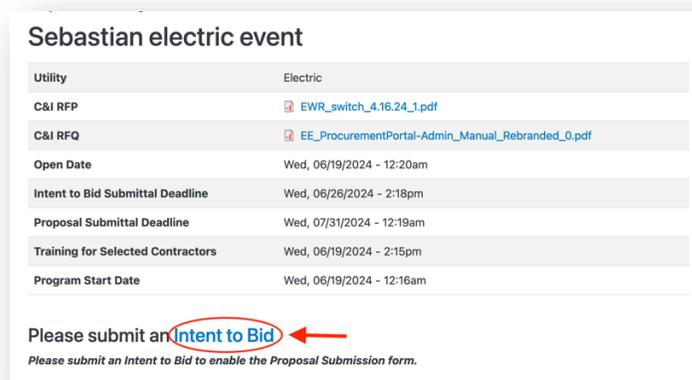
## Submit an Intent to Bid

You will not be permitted to submit a proposal unless you create an intent to bid prior to the intent to bid submittal deadline. The link to submit a proposal will appear once you've created an intent to bid.

To submit an intent to bid, click on the event you would like to bid on.



Once you click on the event, review all information is accurate with the event you would like to bid on and click on "Intent to bid" to begin the process.



Once you click on the “Intent to Bid” link, you will need to add at least one attendee contact to submit an intent to bid. You can add multiple attendee contacts by clicking the “Add Attendee Contact” button, however due to location restraints, we are only allowing two attendees per company to the pre-bidders conference. All registered attendees will be emailed a Bidders Conference invitation when the conference details are set.

**Create Intent to Bid**

RFP \*  
Evento test

Intentions \*  
 We have accessed your Request for Proposal (RFP), and intend to submit a proposal.

For those who are planning on attending the pre-bidders conference, please provide the Attendees' names below

**Attendee Contacts**

Attendee Contact ✓ Collapse

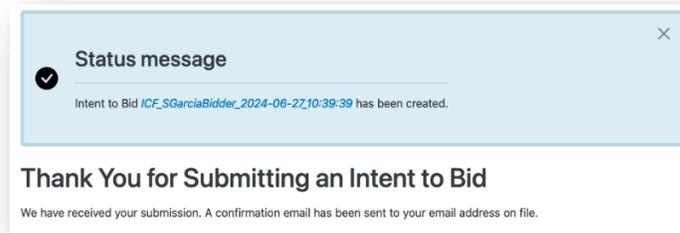
Name  
+

Email Address

✓ Add Attendee Contact to Attendee Contacts

✓ Save

Once all attendee contacts have been added, click on save, then you will see an on-screen confirmation message, and you will also receive an email confirmation.



## IMPORTANT NOTE

Not all events will host a pre-bidders conference. If a Bidders Conference is not listed within the timeline, then one is not being offered for that event.



## Submit a Proposal/Quote

You will not be permitted to submit a proposal/quote unless you create an intent to bid prior to the intent to bid submittal deadline. The link to submit a proposal/quote will appear once you've created an intent to bid.

To submit a proposal, from the home page select the event you would like to submit the proposal.

### Welcome to ICF's Energy Efficiency Procurement Portal

For technical support please [Download the User Manual](#) or [Email Us](#).

#### Commercial and Industrial

Name	Utility	Open Date	Close Date
<a href="#">Evento test</a>	Water	Mon, 06/24/2024 - 11:06pm	Fri, 06/28/2024 - 11:06pm

#### Residential

Name	Utility	Open Date	Close Date
<a href="#">Test test</a>	test	Fri, 06/21/2024 - 9:00am	Fri, 06/28/2024 - 5:00pm

Click on the "Submit a Proposal" link within the to Bid Submission box.

### Intent to Bid Submission

Post Date	Attendee Contacts
Thursday, June 27, 2024 - 10:39am EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>  Juan <a href="mailto:juansebastian.garciamoreno@icf.com">juansebastian.garciamoreno@icf.com</a>

[Submit a Proposal.](#)  
*Please only submit one proposal.*



Then submit all documentation related to your proposal. The sites allow the following types of files: txt doc docx pdf xls xlsx. Once all documents are ready hit save.

Once submitted you will get a confirmation message and email confirmation. Additionally, you will also be able to update/remove the documents submitted by clicking edit at the right side of the submission.

Utility	Water
Open Date	Mon, 06/24/2024 - 11:06pm
Intent to Bid Submittal Deadline	Wed, 06/26/2024 - 11:06pm
Proposal Submittal Deadline	Fri, 06/28/2024 - 11:06pm

Post Date	Attendee Contacts
Thursday, June 27, 2024 - 10:39am EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>
	Juan <a href="mailto:juansebastian.garciamoreno@icf.com">juansebastian.garciamoreno@icf.com</a>

Post Date	Proposal	RFP
Thursday, June 27, 2024 - 1:28pm EDT	<a href="#">test 2.docx</a> , <a href="#">test 1.docx</a>	Evento test <a href="#">edit</a>



## View Submitted Intents to Bid

If you submit intents to bid to multiple events your submissions will be summarized on the View Intents to Bid page, you can access this page by clicking on the “View Intents to Bid” on the top menu.

Intents to Bid		
RFP	Post Date	Attendee Contacts
<a href="#">Evento test</a>	Thursday, June 27, 2024 - 10:39am EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>  Juan <a href="mailto:juansebastian.garciamoreno@icf.com">juansebastian.garciamoreno@icf.com</a>
<a href="#">Test test</a>	Monday, June 24, 2024 - 3:26pm EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>
	Friday, June 21, 2024 - 1:42pm EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>

When you select any of the Intents to Bid, you can also see previously submitted Proposals/quotes at the bottom of the page.

### Evento test

Utility	Water
Open Date	Mon, 06/24/2024 - 11:06pm
Intent to Bid Submittal Deadline	Wed, 06/26/2024 - 11:06pm
Proposal Submittal Deadline	Fri, 06/28/2024 - 11:06pm

#### Intent to Bid Submission

Post Date	Attendee Contacts
Thursday, June 27, 2024 - 10:39am EDT	Sebastian <a href="mailto:sebastian.garcia@icf.com">sebastian.garcia@icf.com</a>  Juan <a href="mailto:juansebastian.garciamoreno@icf.com">juansebastian.garciamoreno@icf.com</a>

Submit a [Proposal](#).  
*Please only submit one proposal.*

#### Proposal Submissions

Post Date	Proposal	RFP
Thursday, June 27, 2024 - 1:47pm EDT	<a href="#">test 1_0.docx</a> , <a href="#">test 2_0.docx</a>	Evento test <a href="#">edit</a>
Thursday, June 27, 2024 - 1:28pm EDT	<a href="#">test 2.docx</a>	Evento test <a href="#">edit</a>

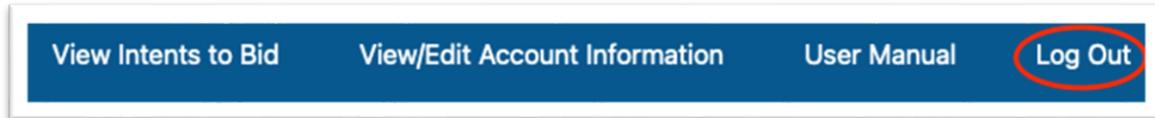


## Access the user manual

You can access the Bidder User manuals by clicking “User Manual” on the top menu.

## Log Out

Please log out after every session to ensure account security.





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[icf.com](http://icf.com)

 <https://twitter.com/ICF>

 [linkedin.com/company/icf-international](https://www.linkedin.com/company/icf-international)

 [facebook.com/ThisIsICF](https://www.facebook.com/ThisIsICF)

 [#thisisicf](https://www.instagram.com/thisisicf)

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#### ICF EE Procurement

The ICF EE Procurement Portal is used to manage EE Commercial, Industrial and Residential RFPs/RFQs.