

EE Procurement Portal – User Manual

<https://eeprourementportal.icfwebservices.com/>

Roles:

- [Anonymous \(Non-Logged In\)](#)
- [Bidder \(Logged In\)](#)

Please select appropriate role above to be directed to the corresponding section of the User Manual.
For technical support please email us at EEOProcurementPortalTeam@icfi.com.

User Rights as Anonymous (Non-Logged In) User:

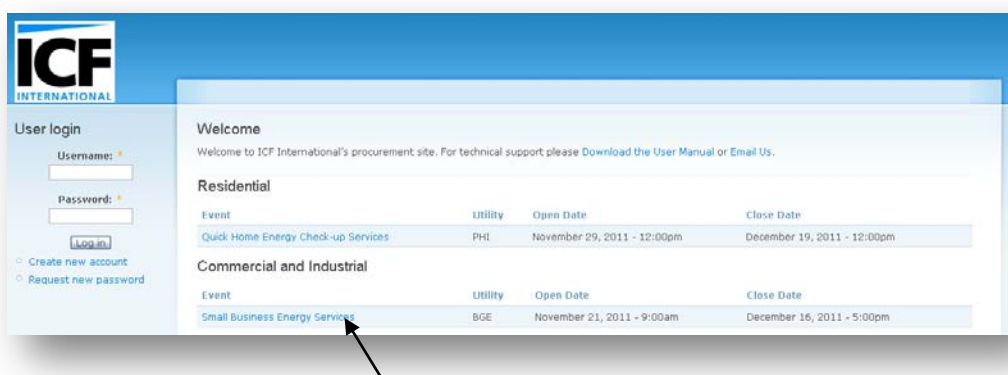
1. [View Events](https://eeprourementportal.icfwebservices.com/) - <https://eeprourementportal.icfwebservices.com/>
2. [Create New Account](https://eeprourementportal.icfwebservices.com/user/register) - <https://eeprourementportal.icfwebservices.com/user/register>
 - a. [Receive on-screen notification of account pending admin approval](#)
 - b. [Receive email notification of account pending admin approval](#)
 - c. [Receive email notification of account approval](#)
 - d. [Use one time login link](#)

Please select appropriate user right to be directed to the corresponding section of the User Manual.

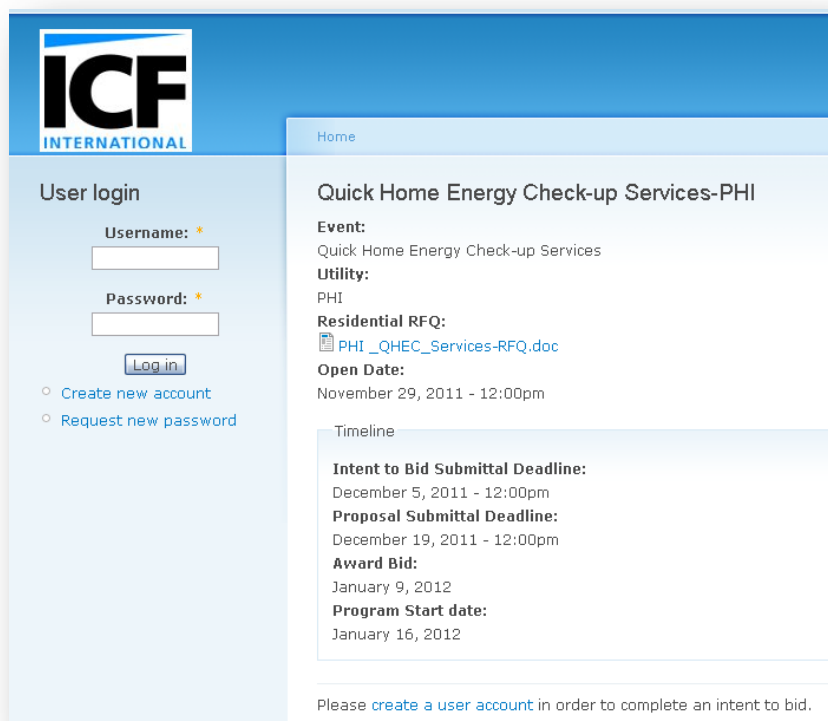
View Events

All events (RFPs/RFOs) will be listed on the homepage under the appropriate sector (Residential or Commercial and Industrial – C&I).

Please note: Each event has an 'Open Date' and 'Close Date'. The event will not be accessible before the open date or after the close date.



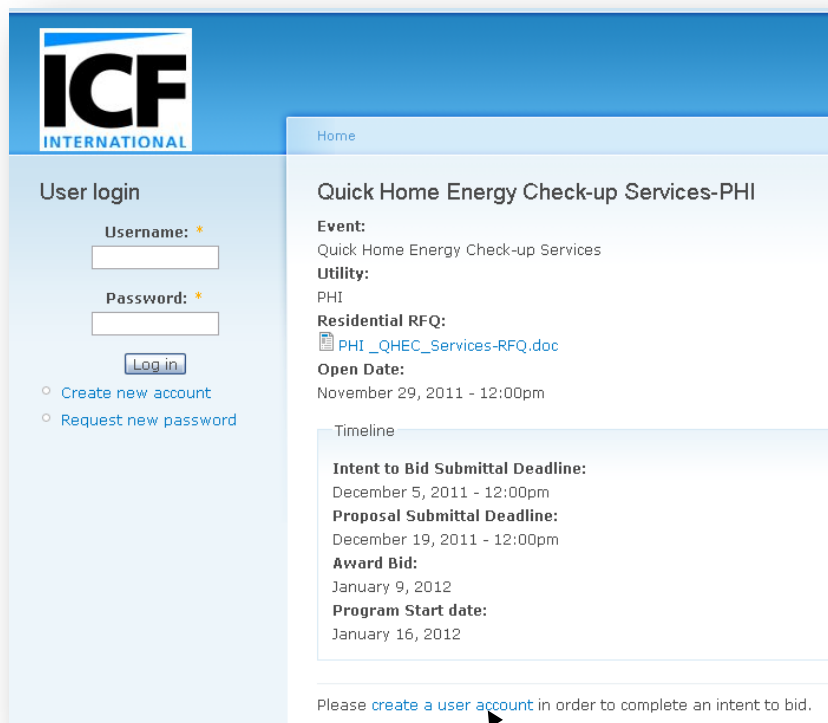
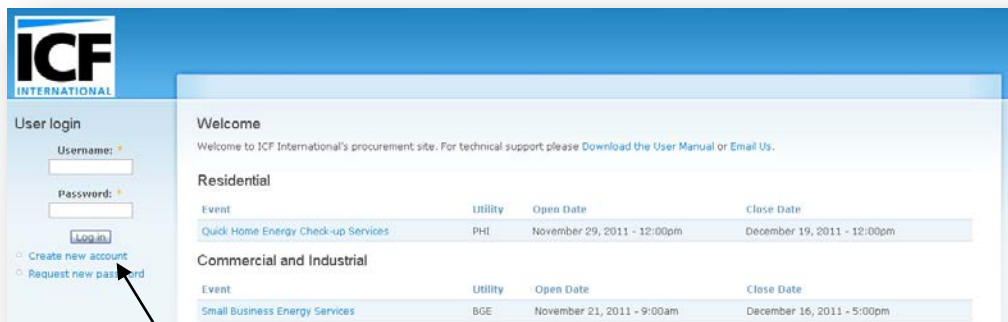
Be sure to adhere to the event timeline, which highlights important events and non-negotiable due dates.



[Back to Anonymous User Rights](#)

Create New Account

In order to submit an Intent to Bid, all users MUST create an account. This option is available on the homepage or through a link on the event page.



[Back to Anonymous User Rights](#)

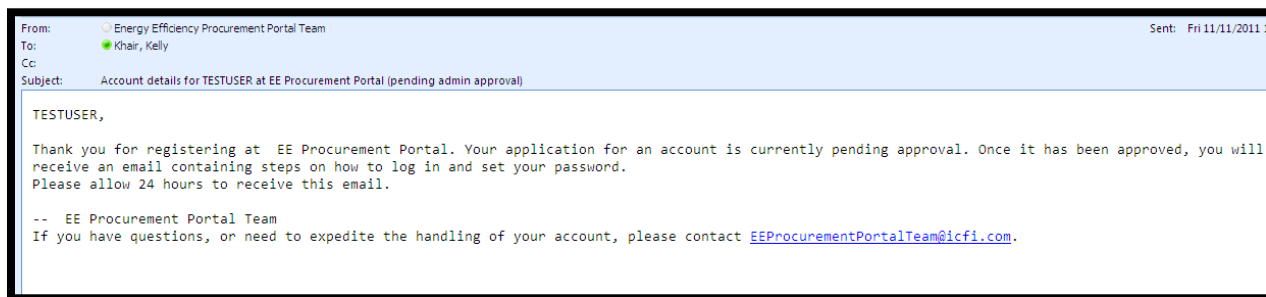
Required fields include username, email address, company name, contact name, address, city, state, zip code and phone number. Fax number is optional.

Once you click 'create new account' you will receive a notification, that your account pending approval, at the email address you provided.

On-screen notification of account pending admin approval

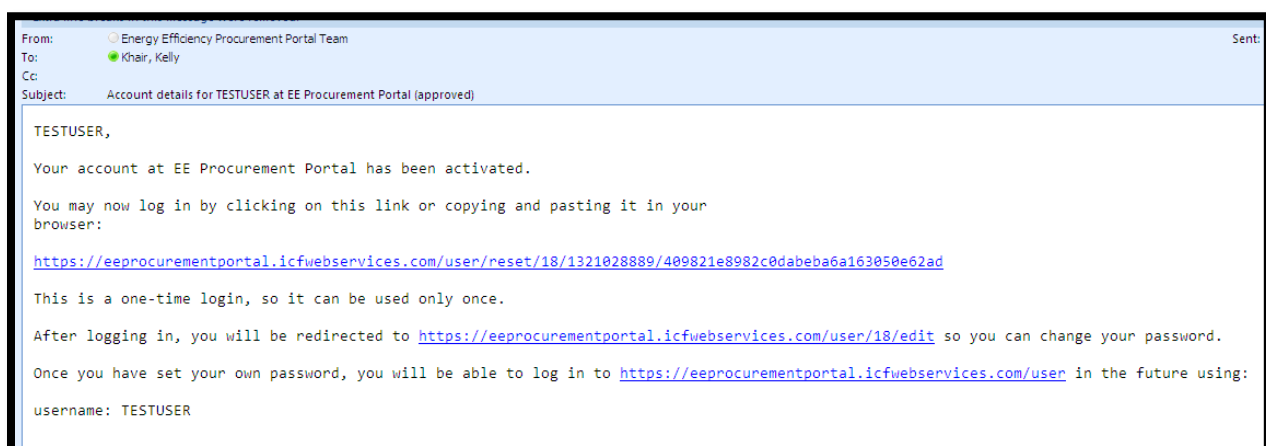
[Back to Anonymous User Rights](#)

Email notification of account pending admin approval



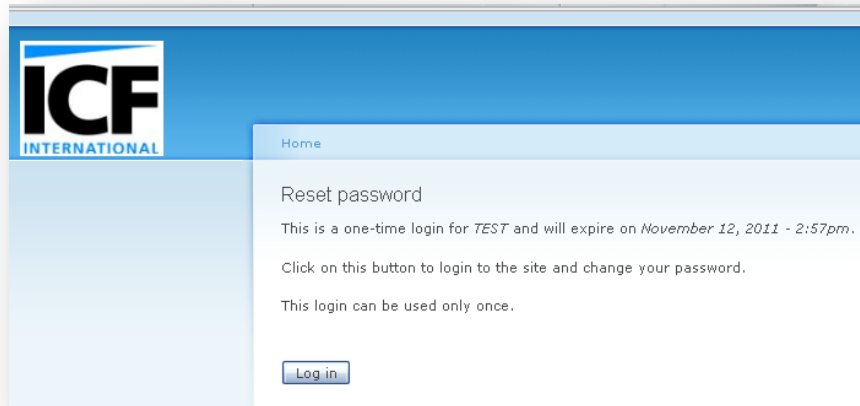
Receive notification of account approval

Once a site administrator has approved your account you will receive the following notification at the email address you provided.



You must login through the one time login link provided within the account approval email.

Use one time login link



When you click 'Log in' you will be prompted to create a password and save your account information. Please make your password unique yet memorable. If you forget your password you will be able to request a new password.

User Rights as Bidder (Logged In):

1. [Log In](https://eeprocurementportal.icfwebservices.com/) - <https://eeprocurementportal.icfwebservices.com/>
2. [View/Update Account Information](https://eeprocurementportal.icfwebservices.com/user) - <https://eeprocurementportal.icfwebservices.com/user>
3. [Request New Password](https://eeprocurementportal.icfwebservices.com/user/password) - <https://eeprocurementportal.icfwebservices.com/user/password>
 - a. [Receive on-screen confirmation of new password](#)
 - b. [Receive email confirmation of new password](#)
4. [View Event](https://eeprocurementportal.icfwebservices.com/) - <https://eeprocurementportal.icfwebservices.com/>
5. [Complete Intent to Bid Form](#) – link is on each event page
 - a. [Receive on-screen notification of completion](#)
 - b. [Receive email notification of completion](#)
6. [Submit Proposal/Quote](#) – link is on each event page
 - a. [Receive on-screen notification of completion](#)
 - b. [Receive email notification of completion](#)
7. [View all submitted intent to bids](https://eeprocurementportal.icfwebservices.com/intent-to-bid/submitted) - <https://eeprocurementportal.icfwebservices.com/intent-to-bid/submitted>
8. [View all submitted proposals/quotes](https://eeprocurementportal.icfwebservices.com/submissions) - <https://eeprocurementportal.icfwebservices.com/submissions>
9. [Log Out](https://eeprocurementportal.icfwebservices.com/home) - <https://eeprocurementportal.icfwebservices.com/home>

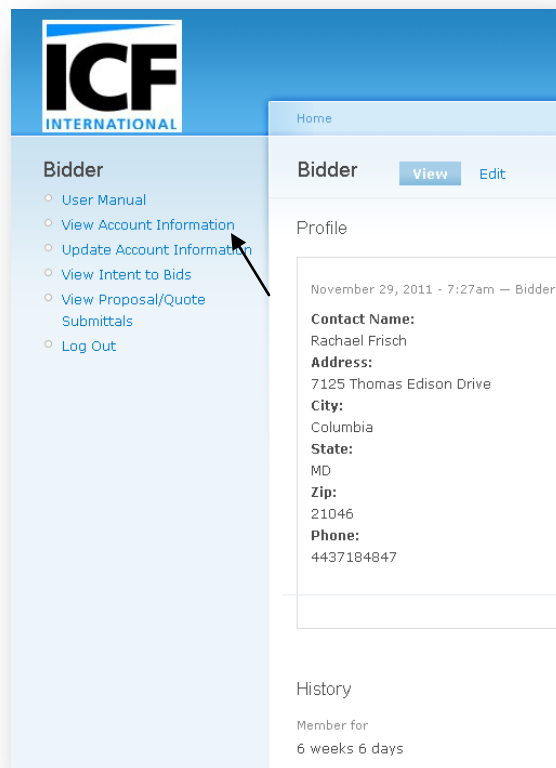
Please select appropriate user right to be directed to the corresponding section of the User Manual.

Log In



The image shows a login form for ICF International. At the top is the ICF International logo. Below it is the heading "User login". There are two input fields: "Username:" and "Password:", each with a small yellow star icon to its right. Below the password field is a "Log in" button. At the bottom, there are two links: "Create new account" and "Request new password", each preceded by a small circle icon.

View/Update Account Information



The image shows the "Bidder" account information page in the ICF International portal. The page has a blue header with the ICF International logo. On the left is a sidebar menu with the heading "Bidder" and several links: "User Manual", "View Account Information", "Update Account Information", "View Intent to Bids", "View Proposal/Quote Submittals", and "Log Out". An arrow points to the "Update Account Information" link. The main content area has a heading "Bidder" with "View" and "Edit" buttons. Below this is a "Profile" section with the text "November 29, 2011 - 7:27am - Bidder". The profile information includes: "Contact Name: Rachael Frisch", "Address: 7125 Thomas Edison Drive", "City: Columbia", "State: MD", "Zip: 21046", and "Phone: 4437184847". At the bottom is a "History" section with the text "Member for 6 weeks 6 days".

Home > My account

Bidder View Edit

Account Profile

Account information

E-mail address: *

20810@icfi.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Save

To ensure you receive all information and updates regarding the portal and listed events, please keep all contact information current.

Home > My account

Bidder View Edit

Account Profile

Company Name: *

ICF International

Contact Name: *

Rachael Frisch

Address: *

7125 Thomas Edison Drive

City: *

Columbia

State: *

MD

Zip: *

21046

Phone: *

4437184847

Enter Phone without dashes: 1111111111

Fax:

Save

Request New Password



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User login

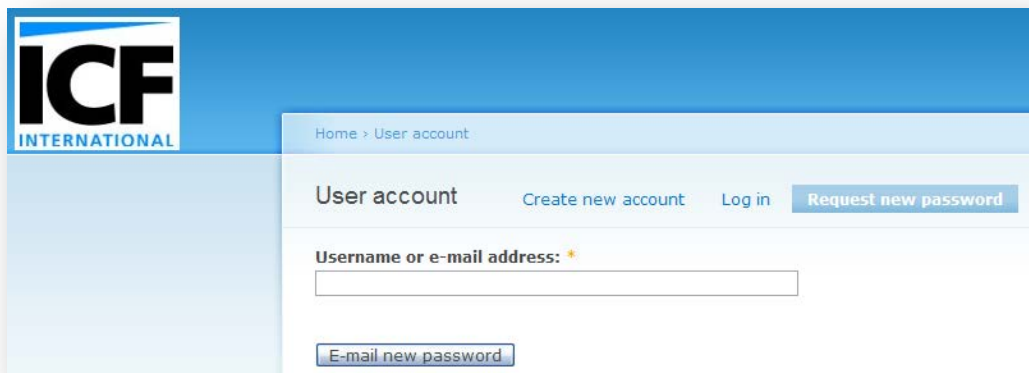
Username: *

Password: *

☐ Create new account

☐ Request new password

An arrow points to the "Request new password" radio button.



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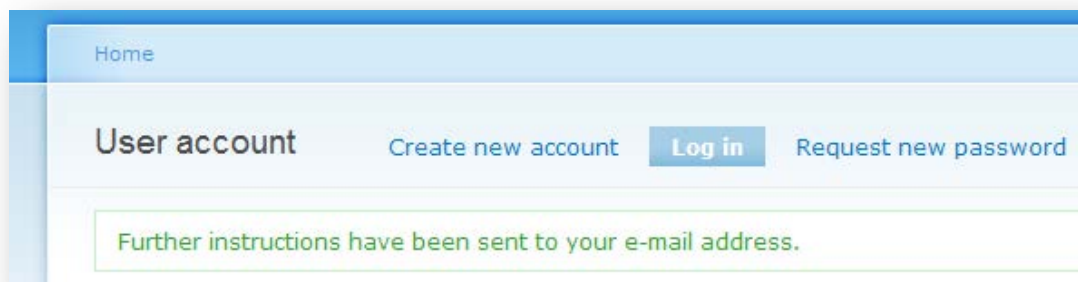
Home > User account

User account Create new account Log in **Request new password**

Username or e-mail address: *

An on-screen confirmation will pop up explaining that further instructions have been sent to the email address you provided.

On-screen confirmation - New Password

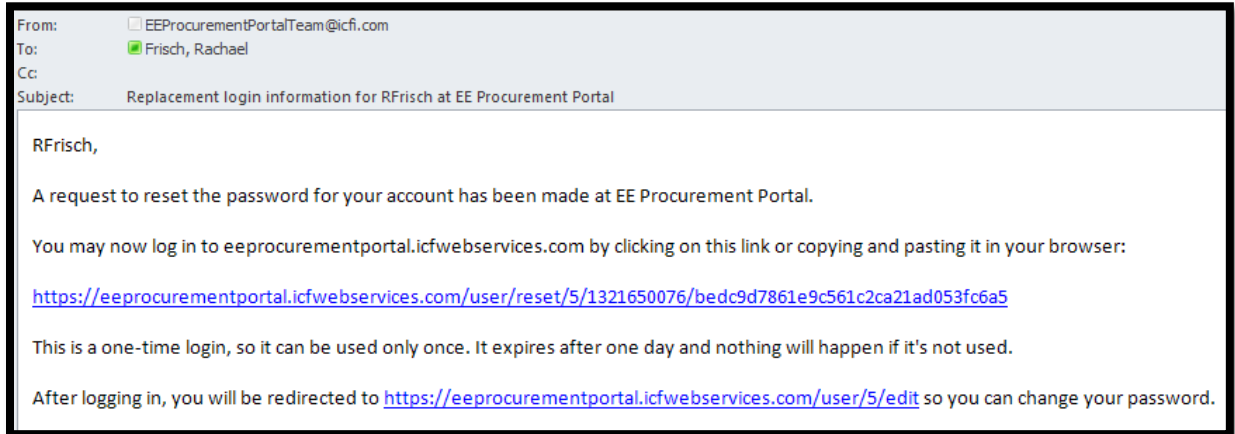


Home

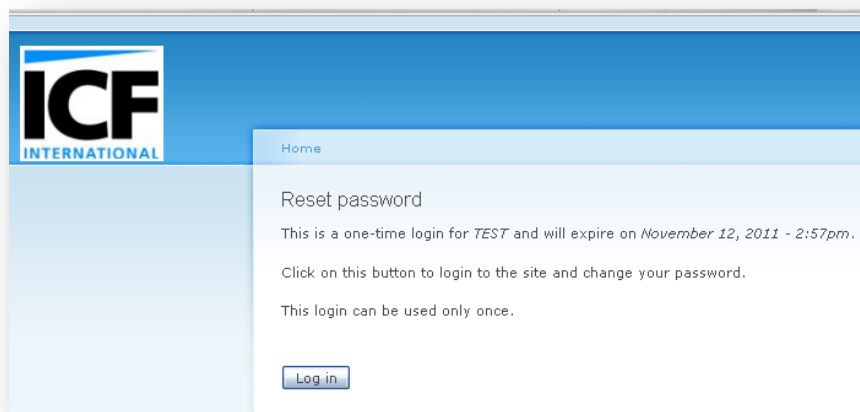
User account Create new account **Log in** Request new password

Further instructions have been sent to your e-mail address.

Email confirmation - New Password



You must login through the one time login link provided within the replacement login email.



When you click 'Log in' you will be prompted to create a new password and save your account information.

The screenshot displays the 'My account' page in the EE Procurement Portal. At the top, a breadcrumb trail shows 'Home > My account'. Below this, the 'Bidder' section is active, with 'View' and 'Edit' buttons. The 'Account' tab is selected, showing a message: 'You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password.' The 'Account information' section contains three fields: 'E-mail address' (with a star icon and the value '20810@icfi.com'), 'Password', and 'Confirm password'. A note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' Another note at the bottom of the form says: 'To change the current user password, enter the new password in both fields.' A 'Save' button is located at the bottom left of the form.

Home > My account

Bidder View Edit

Account Profile

You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password.

Account information

E-mail address: ★
20810@icfi.com
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

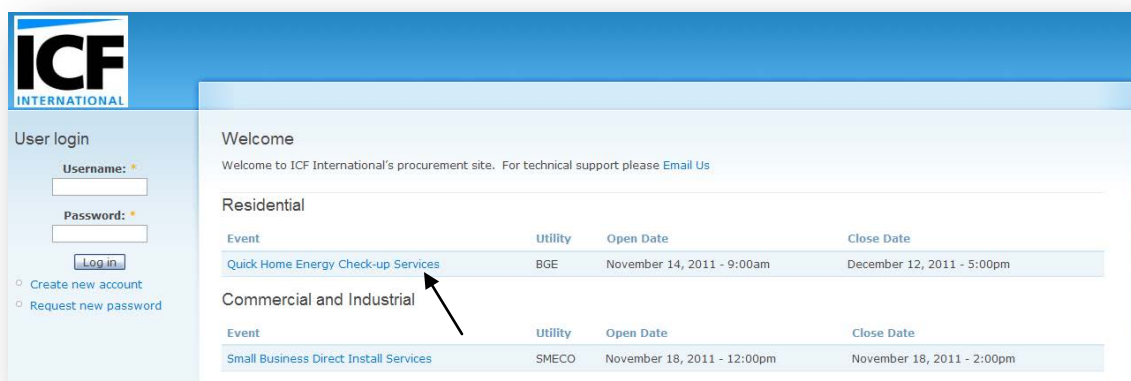
Save

Please make your password unique yet memorable.

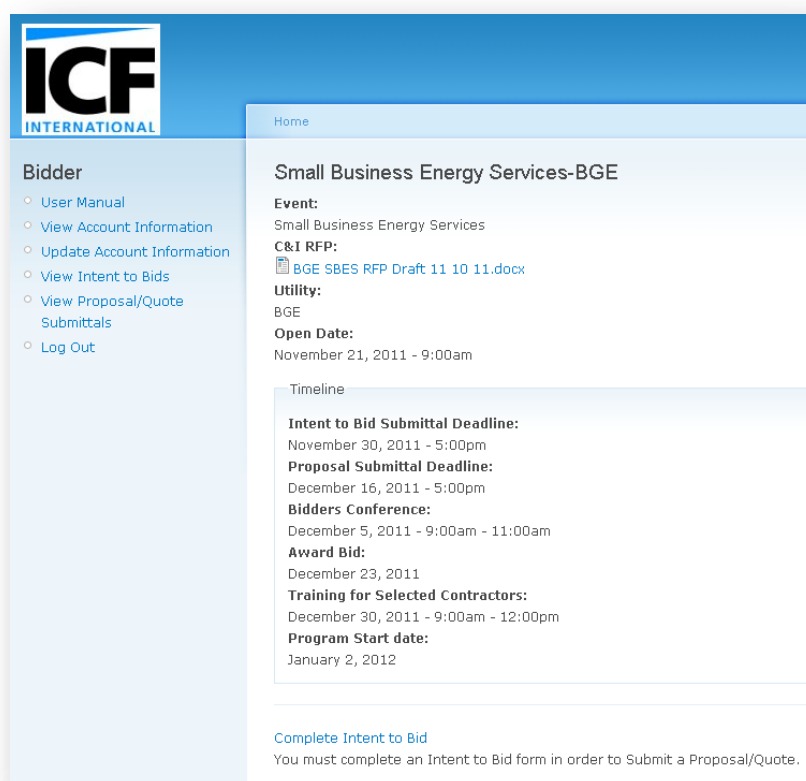
View Event

All events (RFPs/RFOs) will be listed on the homepage under the appropriate sector (Residential or Commercial and Industrial – C&I).

Please note: Each event has an 'Open Date' and 'Close Date'. The event will be inaccessible before the open date and after the close date.

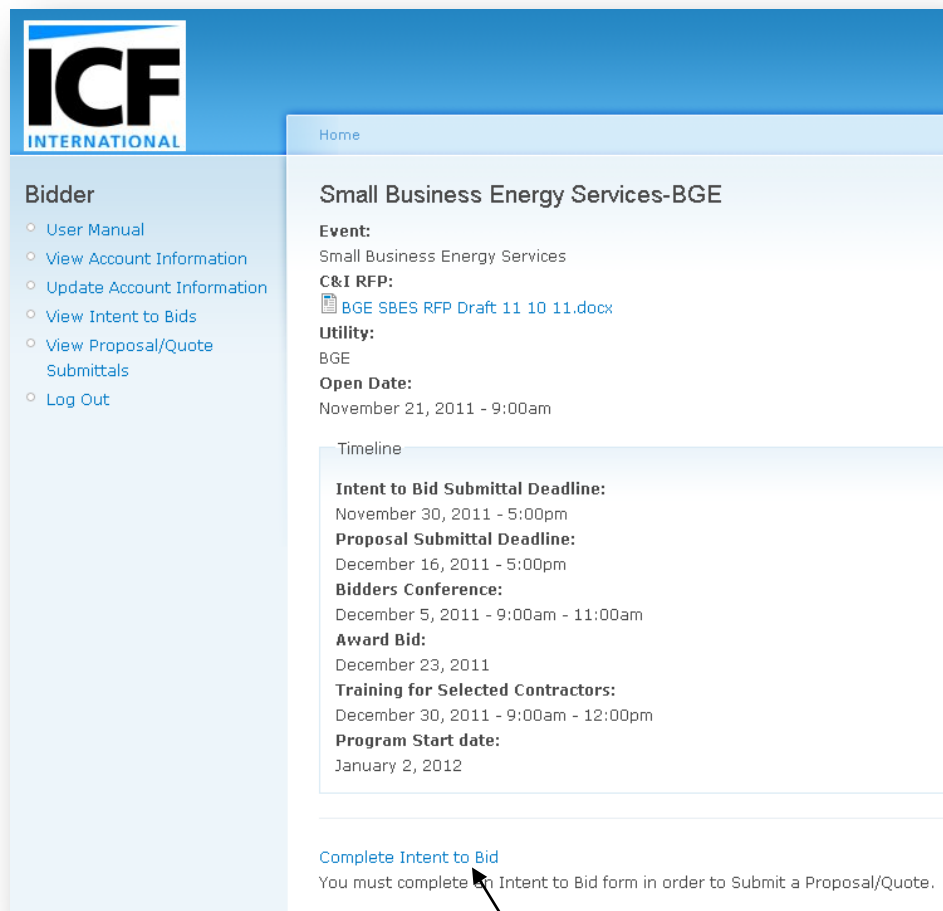


Be sure to adhere to the event timeline, which highlights important events and non-negotiable due dates.



Complete 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.



The screenshot displays the ICF International portal interface. On the left is a navigation menu under the heading 'Bidder' with links: User Manual, View Account Information, Update Account Information, View Intent to Bids, View Proposal/Quote Submittals, and Log Out. The main content area is titled 'Home' and features details for the 'Small Business Energy Services-BGE' event. It lists the Event, C&I RFP (with a document icon and filename 'BGE SBES RFP Draft 11 10 11.docx'), Utility (BGE), and Open Date (November 21, 2011 - 9:00am). A 'Timeline' section lists key dates: Intent to Bid Submittal Deadline (November 30, 2011 - 5:00pm), Proposal Submittal Deadline (December 16, 2011 - 5:00pm), Bidders Conference (December 5, 2011 - 9:00am - 11:00am), Award Bid (December 23, 2011), Training for Selected Contractors (December 30, 2011 - 9:00am - 12:00pm), and Program Start date (January 2, 2012). At the bottom, a blue link 'Complete Intent to Bid' is shown, with a black arrow pointing to it. Below the link is the text: 'You must complete an Intent to Bid form in order to Submit a Proposal/Quote.'

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Home

Bidder

- [User Manual](#)
- [View Account Information](#)
- [Update Account Information](#)
- [View Intent to Bids](#)
- [View Proposal/Quote Submittals](#)
- [Log Out](#)

Small Business Energy Services-BGE

Event:
Small Business Energy Services

C&I RFP:
 [BGE SBES RFP Draft 11 10 11.docx](#)

Utility:
BGE

Open Date:
November 21, 2011 - 9:00am

Timeline

Intent to Bid Submittal Deadline:
November 30, 2011 - 5:00pm

Proposal Submittal Deadline:
December 16, 2011 - 5:00pm

Bidders Conference:
December 5, 2011 - 9:00am - 11:00am

Award Bid:
December 23, 2011

Training for Selected Contractors:
December 30, 2011 - 9:00am - 12:00pm

Program Start date:
January 2, 2012

[Complete Intent to Bid](#)

You must complete an Intent to Bid form in order to Submit a Proposal/Quote.

Home > Create content

Submit Intent to Bid for Small Business Energy Services-BGE

Name of Company: *

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:

Name:

Email:

Name:

Email:

Please Note: Not all events will host a Bidders Conference

Open Date:
November 21, 2011 - 9:00am

Intent to Bid Submittal Deadline:
November 30, 2011 - 5:00pm

Bidders Conference:
December 5, 2011 - 9:00am - 11:00am

Please 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.

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.

Intent to Bid – On-screen Confirmation

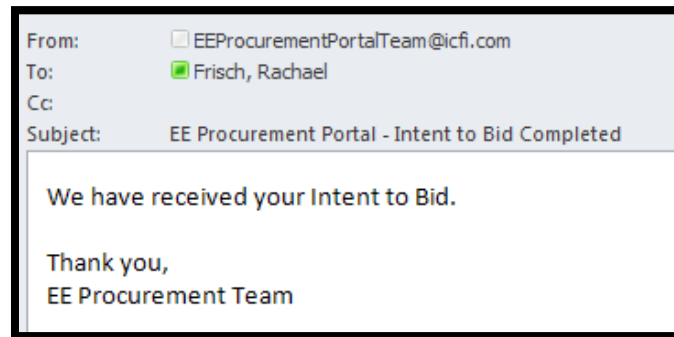
Home

Thank You for Submitting an Intent to Bid

C&I Intent to Bid ICF International has been created.

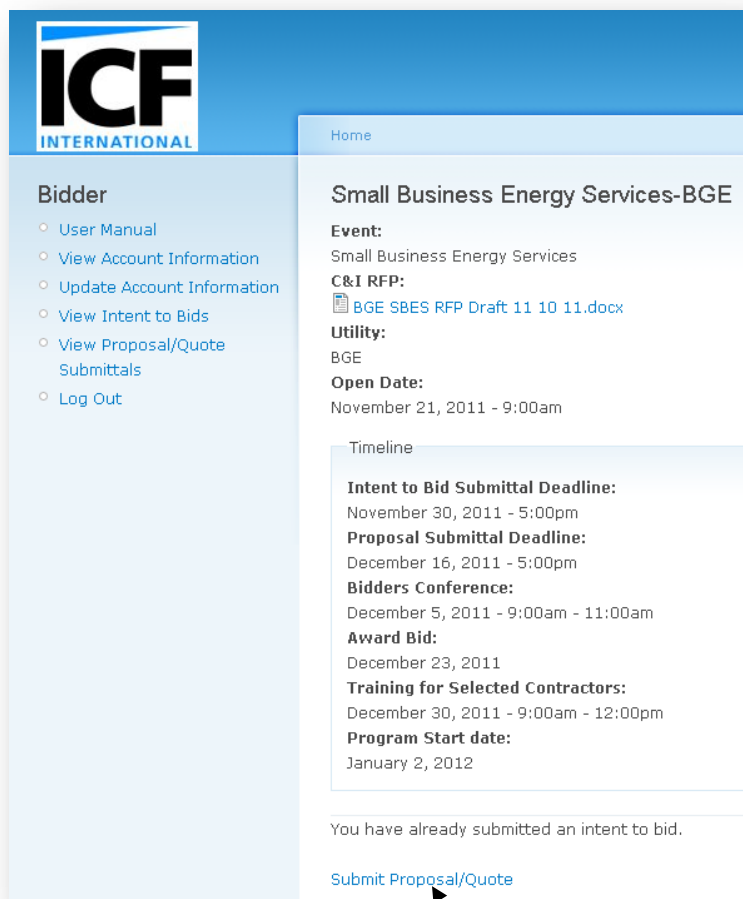
We have received your submission. A confirmation email has been sent to your email address on file.

Intent to Bid - Email Confirmation



Submit 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.



Home > Create content

Submit Proposal for Small Business Energy Services-BGE

[Save](#)

Proposal:

[Choose File](#) No file chosen [Upload](#)

Maximum file size: 20 MB
Allowed extensions: txt doc docx pdf xls xlsx

Please upload all documents before clicking "save". You will not be able to add additional documents to this form after saving. Please [Contact Us](#) to add or remove documents from your entry.

[Add another item](#)

The portal accepts the following file extensions: txt, doc, docx, pdf, xls, xlsx

Proposal:

[Choose File](#) No file chosen [Upload](#)

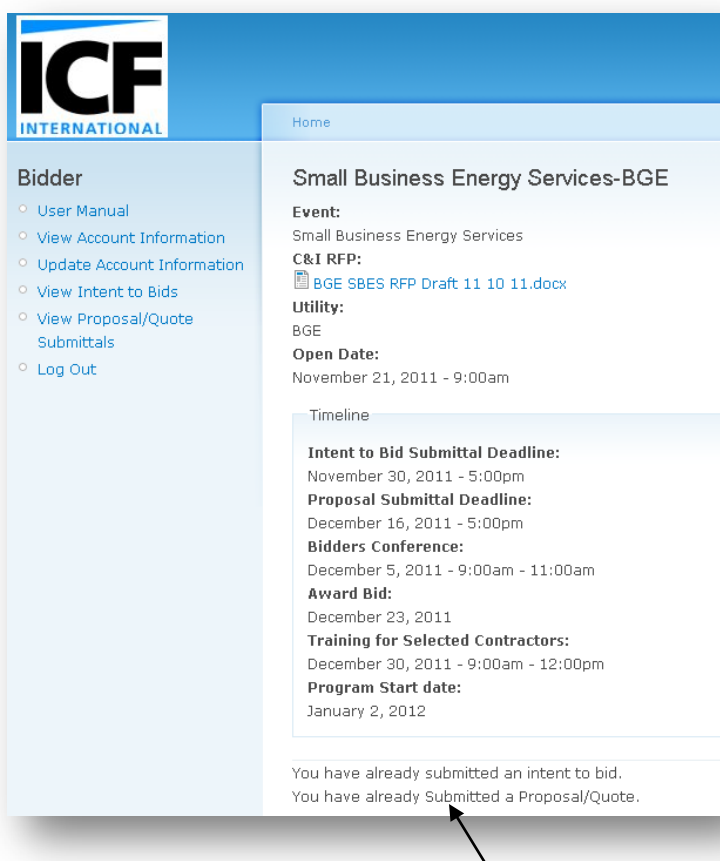
Maximum file size: 20 MB
Allowed extensions: txt doc docx pdf xls xlsx

Please upload all documents before clicking "save". You will not be able to add additional documents to this form after saving. Please [Contact Us](#) to add or remove documents from your entry.

[Add another item](#)

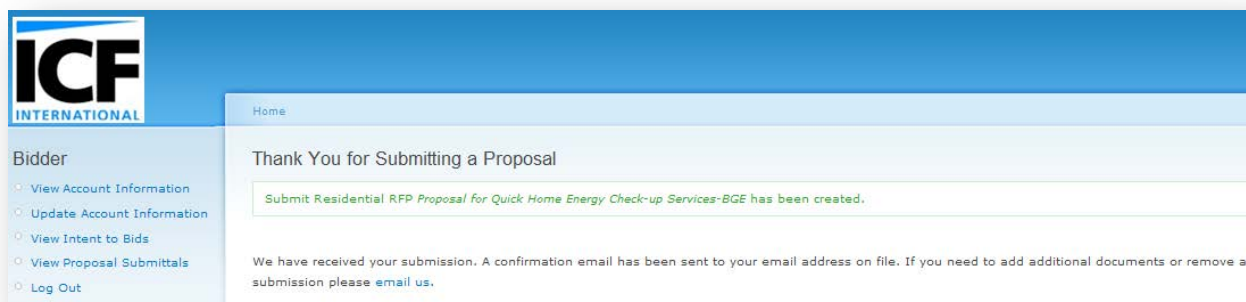
Please add an appropriate description to your submission. Click the add another item button to submit more than one file.

Please upload all documents before clicking "save". You will not be able to add additional files to this form after saving. Please contact us at EEPProcurementPortalTeam@icfi.com to add or remove documents from your entry.



The event page will inform you if you've submitted a proposal/quote.

Proposal/Quote Submission – On-screen Confirmation



Proposal/Quote Submission - Email Confirmation



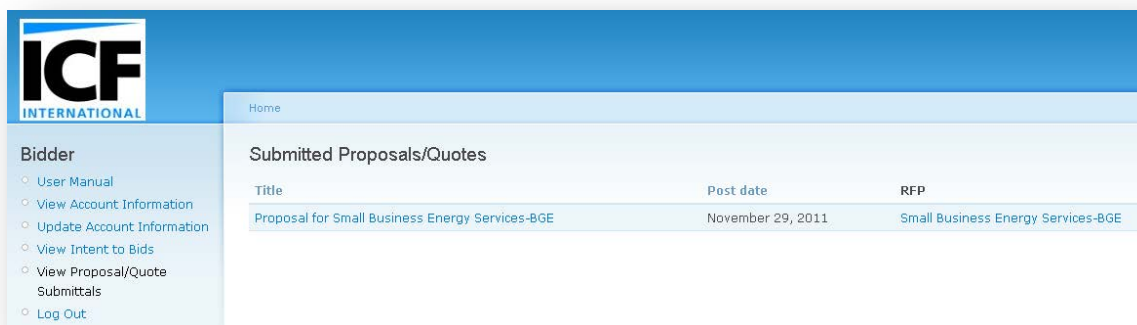
View Submitted Intent to Bids

If you submit intent to bids to multiple events your submissions will be summarized on the View Intent to Bids page.



View Submitted Proposals/Quotes

If you submit proposals to multiple events your submissions will be summarized on the View Proposal/Quote Submittals page.



The screenshot shows the ICF International portal interface. On the left is a navigation menu under the heading 'Bidder' with links: User Manual, View Account Information, Update Account Information, View Intent to Bids, View Proposal/Quote Submittals, and Log Out. The main content area has a 'Home' link and a section titled 'Submitted Proposals/Quotes'. Below this is a table with three columns: Title, Post date, and RFP. One row is visible with the following data:

Title	Post date	RFP
Proposal for Small Business Energy Services-BGE	November 29, 2011	Small Business Energy Services-BGE



The screenshot shows the ICF International portal interface with the details of a submitted proposal. The left navigation menu is the same as in the previous screenshot. The main content area has a 'Home' link and a section titled 'Proposal for Small Business Energy Services-BGE'. Below the title is the date and time: 'November 29, 2011 - 7:33am — Bidder'. The details are as follows:

RFP:
Small Business Energy Services-BGE

User:
Bidder

Proposal:
 ICF International Proposal

[Back to Bidder User Rights](#)

Log Out

Please log out after every session to ensure account security.

