This document is designed to help the **City Attorney Manager** use SFBid. If you are not the City Attorney Manager, please use the manual associated with your user role in the “Help” section on the SFBid website.

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As a city employee, you are already registered with SFBid.

1. Go to https://sfbid.sfwater.org

2. Click on the blue “log in” icon in the top right corner of the screen.

3. Log in using your @sfwater.org email address (e.g. sfbid@sfwater.org)

4. Enter your password
   - Your password is the same password you use to log in to your computer in the morning.

You may need to contact us to be assigned the correct user role in the system.

Send an email to sfbid@sfwater.org to get set up with the correct user role.
   - Please be sure to have your supervisor’s approval for the role which you are requesting.

You will receive confirmation that your account has been updated with your role(s).
1. Log in to SFBid (see Log In section above for instructions)

2. Your landing page upon log in will be your My SFBid (to return to this location at any time, click star icon (My SFBid) in the top right corner of the screen).
   - On the My SFBid page, you can review Action Items and My Contracts
     - The Action Items queue includes all tasks which are waiting for you to perform an action.
     - The My Contracts queue includes all contracts for which you have a role in the workflow.

3. Click anywhere on the Action Item row to jump to that Action Item.
ASSIGN CITY ATTORNEY TO RFP

- After the Contract Owner, Analyst, CMD and Business Approvers have drafted and reviewed the RFP, you will receive an email from SFBid to “Assign City Attorney.”
- Click on the blue Assign City Attorney link in the email to jump into SFBid and log in using your email address and password.

- After you log in, you will be redirected to the Contract Web Form.
- Review the information entered by the Contract Owner and/or Contract Analyst.
  - Click on the top of each blind to expand and see the fields of information.
- Review any comments made at the bottom of the RFP Web Form.
- Below the Edit line are your tasks:
  - Assign User
  - Comment (optional)
- Below the Actions line is your action:
  - Send to City Attorney for Review

EDIT

- Based on the information that you ascertain from the Summary of Scope of Services, you can determine who to assign for each RFP.

ASSIGN USER

- Click on the “Select User” drop-down in the Assign User blind.
  - Begin typing to narrow your search; or
  - Scroll down to the desired user
• Click on the desired user or press enter when the name is highlighted in the scroll.

**COMMENT**

• Type in comments and click the blue “Add Comment” button to add comments to the Contract for the Team members and managers to see along the workflow.
• Comments are editable and removable later; however, comments are not private and are viewable by all users in the workflow.

**ACTIONS**

**SEND TO CITY ATTORNEY FOR REVIEW**
• Click the green “Send to City Attorney Review” to move the Contract forward in the workflow.

• The City Attorney you assign to the RFP will be able to enter the CMD Information and review the RFP Document for recommendations and edits/additions as needed.

• All Changes are AutoSaved in the RFP Web Form. You will not need to save as you go (other than in the RFP Document Check-In/Out).