



Submit questions and responses to Marion County opportunities via the Marion County Procurement Collaboration Portal

<https://contracts-marioncountygcc.msapproxy.net/gateway/>

Electronic copies of any posting and related attachments, if any, can be obtained from the Marion County Procurement Collaboration Portal at the URL listed above.

### 1. Log Into the Procurement Collaboration Portal

- a. Go to the Marion County Procurement Collaboration Portal which can be found at: <https://contracts-marioncountygcc.msapproxy.net/gateway/>
- b. Sign In or Create an Account
- c. **Creating an account MUST be completed 15-30 minutes before files will be able to be submitted through the portal.**

### 2. Solicitations Tab

- a. At the top of the page, hover over **Solicitations**
- b. Select **Search All Solicitations**
- c. Click **View** next to the applicable solicitation

### 3. Opportunity Details

- a. **Viewing Documents** – Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.
- b. **Submitting a Question** – If you would like to submit a question, scroll down the page to the Questions & Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.
- c. **Register as Respondent** - If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.
- d. **Submitting Documents** – If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.
- e. **Response Status** – Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the appropriate status for your submission, then click Submit.