



Accessing Walkerton Clean Water Centre's RFB Vendor of Record for Training Services (RFB 2016-02)  
through Bravo Solutions

- Connect to <https://ontariotenders.bravosolution.com>
- Set up a Username and Password using the link to **"New User? Register Now"** (please note there is a video demonstration on this page entitled "Vendor Registration Instruction" that will help in this process). If you have already set up an account, enter your Username and Password.
- You will receive a confirmation email indicating that you have created an account. At that time you will have been assigned a temporary password, and will be prompted to create your own.
  - Once logged in, choose **"Opportunities Open to All Suppliers"** from the Welcome Page
  - From the dropdown list, Select a filter: **"Search: Project Info"**
  - From the dropdown list, choose **"Contains"**, then type in **"4315"**, then press the blue **"Search"** button
  - You will see **"Request for Bids for Vendors to Provide Training Services Vendor of Record"**
  - Click on the title
  - There will be a Project Details page providing an overview of the RFB
  - On the top right of the page, click on **"Express Interest"**
    - If you are returning to this page, this will read **"Go to Project Detail"**
  - Click on the title **"RFB No.: 2016-02 Request for Bids for Vendors to Provide Training Services Vendor of Record"**
  - There will be 5 documents to open, download and print
    - Appendix C1 – Training Services RFB
    - Appendix C3 – Training Services RFB
    - Appendix C6 – Training Services RFB
    - Appendix C8 – Training Services RFB
    - Request for Bids – Training Services RFB

All appendices must be completed and returned as part of the bid submission.

Submit your completed RFB according to the instructions provided in Appendix C6.

The closing date for submission is August 5, 2016 (2:00:50 p.m. Walkerton time)