

Joining the Proposal Team (or Becoming a Bid Respondent) - The Invitation to Participate

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In order to provide responses to an RFP, you must first be *invited* to be a Bid Respondent, and then you must *accept* that invitation. This invitation will come someone, perhaps your proposal coordinator, whose DecisionDirector account has Engagement Manager (aka Engagement Guest) authority.

Invitations will come to you via email. A copy of each invitation is also included in your Message log.

The screen shots below will walk you through the process of becoming a Bid Respondent. These steps include receiving an invitation, accepting an invitation, then accessing the RFP from your dashboard.

Let's start with email.

Acting on an Invitation Email

When you receive an emailed invitation from DecisionDirector, the email will describe what you are being invited to do, and will explain how to respond, as shown below:

DecisionDirector®

INVITATION to PARTICIPATE -> Bid Respondent request for HR/Payroll RFP 2015-A0027 - Email
Regarding: App Centers of America

You have been invited to provide responses on behalf of Advantiv University for the bid entitled HR/Payroll RFP 2015-A0027. If you are able to assist, please Accept this invitation, and the bid will appear on your dashboard. Otherwise, you may Decline this invitation. - Email

Additional Message Text
Hoping you can help...!

Invitation expires on: 9/11/2015 8:00:00 AM

To view or act upon this message, please click the link below:
<https://advantiv.decisiondirector.com/users/dwelsh001/messages/d6e50592-0cb1-4286-b6ff-40bd58774ce1>

To access DecisionDirector, please click the link below:
<https://advantiv.decisiondirector.com>

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To ensure you keep receiving emails as specified for your account, add the following e-mail address to your contacts or safe list: notify@decisiondirector.com
This email was sent to the following email address: dwelsh001@dddemo.com
Please do not reply to this email

Note: If you have received an invitation from DecisionDirector, but have not yet created a DecisionDirector account, one will be created for you. See [Creating an Account Via an Invitation](#) .

Acting on an Invitation through the Message Log

You can always act on invitations directly through your Message Log. You get to your Message Log from your Dashboard or your Account Control pull-down.

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Diane Welsh

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Dashboard Messages Access Account Settings

Organizations +

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Users +

Your Account Control will show you how many unread messages you have.

If you are new to DecisionDirector, or if there are no currently active projects, your dashboard will be empty.

The Messages tab will contain any invitations sent to you, including invitations to participate in responding to a bid.

No matter what you may be doing in DecisionDirector, your Account Control pull-down is always available, You can get to your Message Log quickly and easily at all times:

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My Dashboard

Messages (2)

Account Settings

Logout

Messages Access Account Settings

Organizations +

Workspaces +

Activities +

You can also get to your Messages through your Account Control pull-down.

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Your Message Log contains all of your messages.

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Dashboard Messages Access Account Settings

Messages

Created On	Title
8/30/2015 6:06 PM	Account - Profile Updated
8/30/2015 5:55 PM	INVITATION to PARTICIPATE -> Bid Respondent request for HR/Payroll RFP 2015-A0027

Message Details

This is the Message Log.

Note the Invitation to Participate (as a Bid Respondent). Click it to open the message.

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Accepting or Declining the Invitation

Whether you access the invitation directly from the email, or get to it through your Message Log, you'll end up at the same place where you can then either Accept or Decline the invitation.

This is the Invitation message.

Accept or Decline. If you accept, the RFP will show up on your dashboard. If you decline, you can change your mind and Accprt later.

Once You Have Accepted the Invitation to Be a Bid Respondent

Upon acceptance, the RFP will show up on your dashboard. See [The Dashboard - Bid Respondents](#) video for how to access an RFP.

Once you've accepted an invitation to be a bid respondent, the RFP will show up on your dashboard. Click the Collaborate link to see the documents and to respond to requirements and questions.