

# Vendor Workshop Schedule

## July Availability:

Day	Date	Time(s)	Workshop Link
Thursday	July 22	2:00 PM - 3:00 PM	<a href="https://bit.ly/lacountyelectronicsubmittal0722">https://bit.ly/lacountyelectronicsubmittal0722</a>
Tuesday	July 27	11:00 AM - 12:00 NOON	<a href="https://bit.ly/lacountyelectronicsubmittal0727">https://bit.ly/lacountyelectronicsubmittal0727</a>

## August Availability:

Day	Date	Time(s)	Workshop Link
Tuesday	August 10	11:00 AM - 12:00 NOON	<a href="https://bit.ly/lacountyelectronicsubmittal0810">https://bit.ly/lacountyelectronicsubmittal0810</a>
Tuesday	August 31	2:00 PM - 3:00 PM	<a href="https://bit.ly/lacountyelectronicsubmittal0831">https://bit.ly/lacountyelectronicsubmittal0831</a>

## September Availability:

Day	Date	Time(s)	Workshop Link
Tuesday	September 14	9:00 AM - 10:00 AM	<a href="https://bit.ly/lacountyelectronicsubmittal0914">https://bit.ly/lacountyelectronicsubmittal0914</a>
Monday	September 20	11:00 AM - 12:00 NOON	<a href="https://bit.ly/lacountyelectronicsubmittal0920">https://bit.ly/lacountyelectronicsubmittal0920</a>

## Vendor Presentation Agenda

Introduction: Highlight Board directives and ISD initiatives and review presentation agenda

Streamlining bid responses for vendors: Purpose/benefits

Cut-Off Date: Move towards all bid responses submitted online and identification of cut off date for accepting hard copy responses

Forms Overview

Review forms and terms provisions included in forms – what was streamlined

How To: Use of forms in solicitations and bid/proposal responses

Where to create your form repository – why/how/benefits

Q and A

VSS Online Bid/Proposal Response Overview

Introduction to VSS Online Responses – overview of submission steps for vendors

Training video (7.39 minutes long)

<https://web.microsoftstream.com/video/2c81ae91-66e8-4253-925b-363a5e7d8437>

Recap submission steps

Q and A

Resources for Vendors

Guidelines for Responding to Solicitations Online (attachments preparation, file size limitations, updating, etc.)

DBW and VSS Resources

Active eCAPS Vendor ID and VSS Account Activation

Recommended Browsers

Support

Ongoing Vendor Workshops

County Resources (buyers/analysts)

Length of workshops: 1 hour