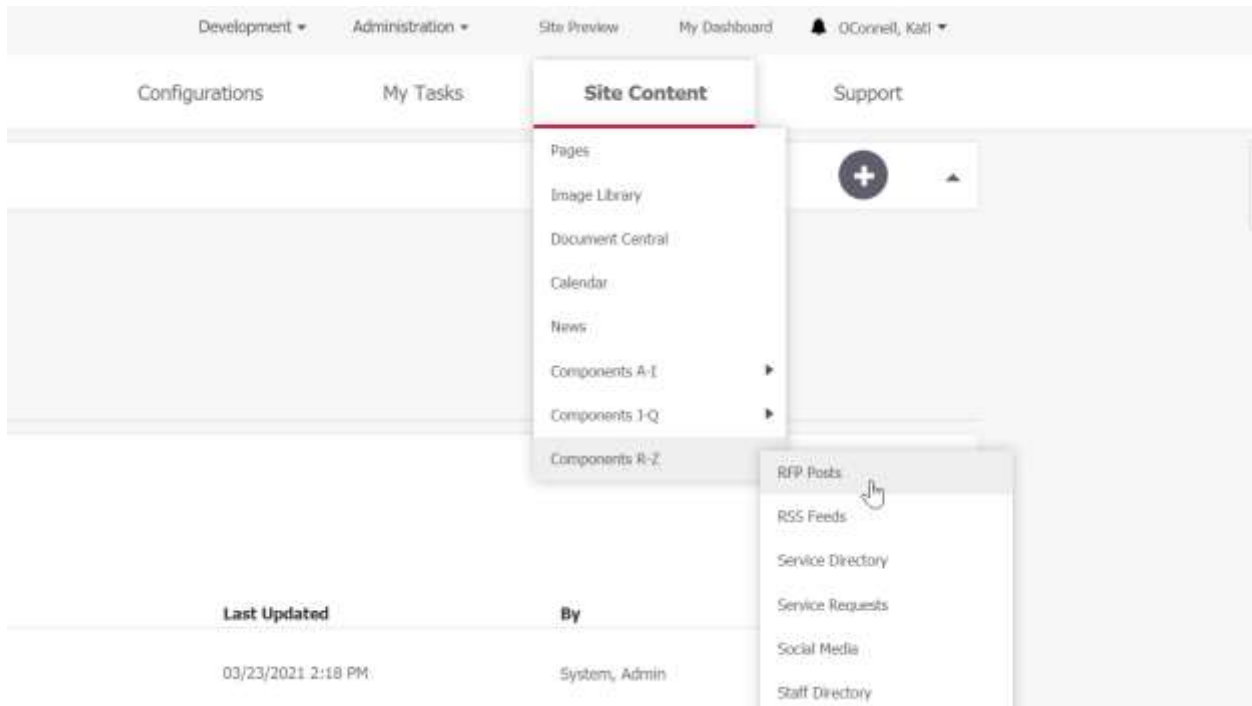


To make an RFP post, you will want to start by opening this component in the CMS. You can find the RFP Posts under “Site Content”



When you click “ADD POST”, you will be brought to a page that allows you to edit anything you need about the new post. Here is what each of these elements do:



Here are some of the advanced options for RFP posts:

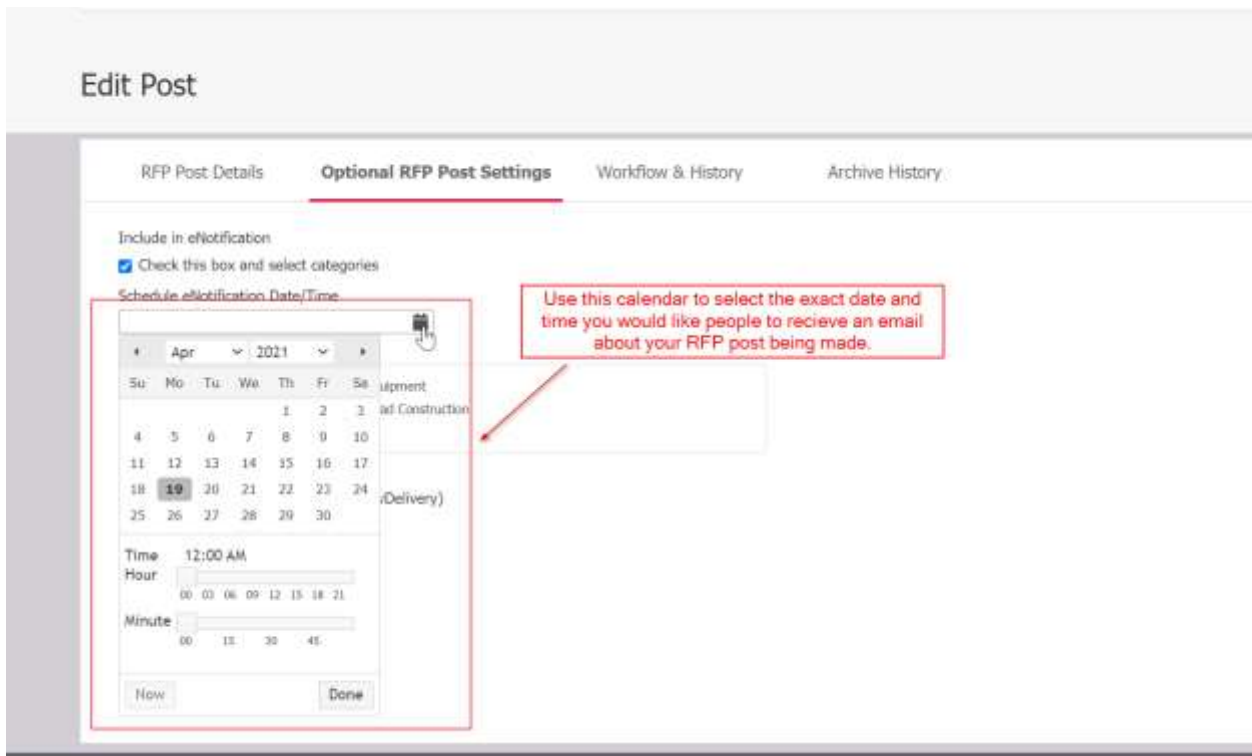
Under RFP Post Details:



Under Optional RFP Post Settings:



To schedule eNotifications, check the box next to it and select the time and day you would like these to be sent out, or pick "Now" to send these out immediately:



Here is what a user will see when signing up for eNotifications for RFP categories:

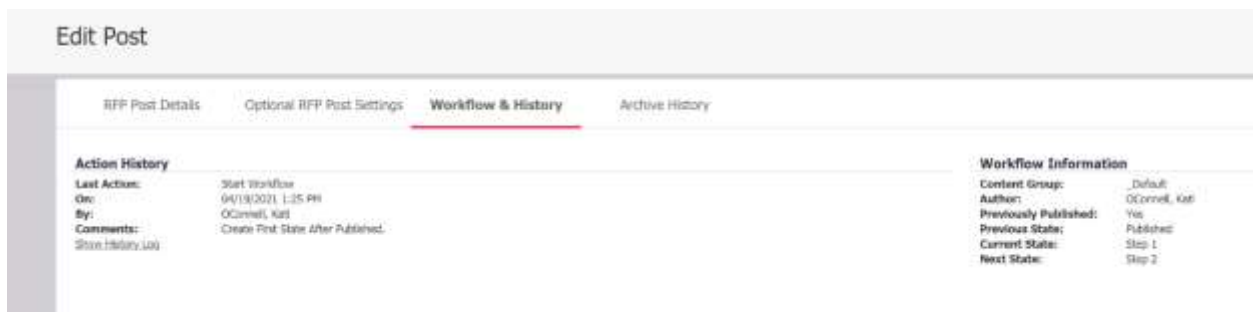
RFP Posts

 All City RFPs

 Professional Services

 Technology

Workflow and history will show who made, approved, and published this post. Here is what that will look like:



Action History		Workflow Information	
Last Action:	Start Workflow	Content Group:	Default
On:	04/19/2021 1:25 PM	Author:	O'Connell, Karl
By:	O'Connell, Karl	Previously Published:	Yes
Comments:	Create Print State After Published.	Current State:	Step 1
	View History Log	Next State:	Step 2

Archive History will show all past versions of the post, as well as allow you to restore old versions of the post. Here is what that will look like:



Action	Comment	By	Status	Version	ID
Created		O'Connell, Karl	Created	1	1
Created		O'Connell, Karl	Created	1	1

To create an RFP category, you can go back to the “Manage RFPs” page. (This is under Site Content):



Here is what it looks like to create a category for RFPs:

Posts **Categories**

SAVE **BACK**

RFP Posts Category Name *

Content Groups *
Only selected Content Groups will be allowed to Add or Edit RFPs in this Category.

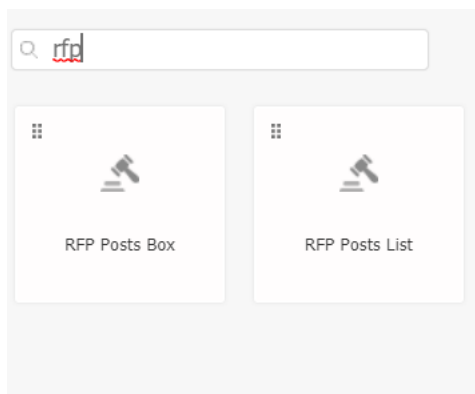
<input checked="" type="checkbox"/> _Default	<input type="checkbox"/> _Jetpacks	<input type="checkbox"/> _Robert
<input checked="" type="checkbox"/> Department of Transportation	<input type="checkbox"/> Development - Melanie	<input checked="" type="checkbox"/> EMA
<input type="checkbox"/> Intranet Test	<input type="checkbox"/> LauraAndrew	<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Parks and Rec - Kay & Maggie	<input checked="" type="checkbox"/> Personnel	<input type="checkbox"/> Peter Test
<input checked="" type="checkbox"/> Sanitation	<input type="checkbox"/> ServiceRequests	<input type="checkbox"/> Test Content Group

Select All

SAVE **BACK**

Content Groups in categories help determine who can edit or add RFPs to your new category

Now that this post has been created, here are some ways that we can put these onto a page. Here are the widgets that allow to display RFP posts on a page:



Here is how these different widgets will look to a user:

RFP POSTS




Post Title **NEW!**
 Number: 9999


Alyssa Test RFP SBG
 TBD

RFP Post Title
 Number: 54321
 TBD

This is RFP Posts Box

MORE POSTS 

(All Categories)  (All Departments)  (All Bids) 

(All Years) 

This is RFP Posts List

RFP NUMBER	TITLE	STARTING	CLOSING	STATUS
12345	Test NEW!	10/28/2021		Pending
11223344	RFP Post Title Test - 1 NEW!	04/25/2021		Pending
9999	Post Title NEW!	04/19/2021	04/20/2021	Open
5062	Jazzy's RFP PAINT MY HOUSE	04/01/2021	04/09/2021 5:08 PM	Awarded
	Alyssa Test RFP SBG	03/26/2021 3:52 PM		Open
54321	RFP Post Title	03/18/2021 2:41 PM		Open

Here are the settings for the RFP Posts Box:

RFP Posts Box

Set Total Number of RFPs to Display (blank = no limit)
3

Select Detail View Page ("More" link URL)

Category Constraint Type
 Include Exclude

Include Category Constraint (Leave all unchecked to display all RFPs)

All City RFPs Alyssa Test Category Equipment
 Professional Services Ray's Very Important RFP... Road Construction
 Technology

Select All

Set Department Constraint (Leave all unchecked to display all RFPs)

Alyssa Building Service City Attorney
 City Clerk City Investigations Clean City Commission
 Development Emergency Communicati... Emergency Management...
 Engineering and Environm... Evil League of Evil Finance
 Fire / Rescue Grandemic 2020 Historical Photos
 Inspectors Library Mayor's Office
 Monarch Administration Monster Control Municipal Court
 Parks and Recreation Personnel Planning
 Police Public Information Public Parking
 Report an Issue 211 Retirement Risk Management
 Riverfront Facilities Sanitation Special Events
 Tech Dept of Coconut Wat... Tiltam Zoo-Mann Museum

Select All

Highlighted field has been updated.
 "Reset to Default" button returns all default settings for the widget.

This is how many RFPs will display on the widget. Users can see more by clicking "More Posts"

RFPs assigned to these categories will show up. (This is not necessary)

RFPs assigned to these departments will show up

	CLOSING	STATUS
		Pending
		Pending
	04/15/2021	Open
	04/16/2021 3:08 PM	Assigned
0:02		Open
0:41		Open
0:23		Open
0:04		Open
		Open

Here is the RFP Posts List widget:

RFP Posts List

Allows for content area to write more information about all of the posts

Hide Content Area Widget in Detail View
 Yes No

Table Column Display Options
 Closing
 RFP Number
 Starting
 Status
 Title

Determines what will be displayed on the table.

Display Year Filter
 Yes No

Display Status Filter
 Yes No

Determines the filters that users can use to sort (These are the drop down menus)

Select RFP Status Options
 Awarded
 Canceled
 Closed
 Open
 Pending

Only RFPs of these statuses will be shown

Set Total Number of days to display closed RFP Posts (0 = no limit)
 30

Display Category Filter
 Yes No

Category Constraint Type
 Include Exclude

These are the same as the previously shown widget

Include Category Constraint (Leave all unchecked to display all RFPs)

All City RFPs
 Professional Services
 Technology
 Alyssa Test Category
 Ray's Very Important RFP...
 Equipment
 Road Construction
 Select All

Display Department Filter
 Yes No

Set Department Constraint (Leave all unchecked to display all RFPs)

Alyssa
 City Clerk
 Development
 Engineering and Environm...
 Fire / Rescue
 Inspections
 Monarch Administration
 Parks and Recreation
 Police
 Report an Issue 311
 Riverfront Facilities
 Test Dept of Coconut Wat...
 Building Service
 City Investigations
 Emergency Communicatio...
 Evil League of Evil
 Grandemic 2020
 Library
 Monarch Control
 Personnel
 Public Information
 Retirement
 Sanitation
 Titans
 City Attorney
 Clean City Commission
 Emergency Management ...
 Finance
 Historical Photos
 Mayor's Office
 Municipal Court
 Planning
 Public Parking
 Risk Management
 Special Events
 Zoo-Mann Museum
 Select All

SAVE

CLOSE

CLOSING	STATUS
	Pending
	Pending
04/25/2021	Open
04/28/2021 5:00 PM	Awarded
241	Open
12:53	Open
3:56	Open
8:08	Open
9:34	Open
3:20	Open
10:47	Open
10:44	Open
10:34	Open
10:23	Open
10:02	Open
10:11	Open
10:30	Open
10:29	Open
5:51	Open
	Open

Here is what a user will see when they click on your RFP post:

Post Title

Department:

City Clerk, Development, Emergency Management Agency, Engineering and

Category:

Technology, Road Construction, Equipment, Professional Services, All City RFPs

RFP Number:

9999

Start Date:

04/19/2021

Close Date:

04/20/2021

Users can click here to see all posts

RFP Details here

These are the details we entered

[Return to full list >>](#)