

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

Instructions for Access to Agency Information Registration and RFP Application

The following are steps to access the online RFP system (including Agency Information Registration) beginning January 5, 2010.

The deadline for submitting a proposal is **Thursday, February 4, 2010, 5:00pm** (this is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time -- the online 'Submit' button will be disabled once the deadline arrives).

You must first register your agency, set up user accounts and provide information about your organization prior to accessing the online RFP form (this is so you can either enter new agency information or review/update existing agency information so records are correct prior to submitting a proposal).

TOTAL GRANT SOLUTION™

New fiscal year, new look!
Introducing the new TGS (Total Grant Solution)
with updated look for sign-in and home pages.
SIGN IN BELOW:

WELCOME to TGS (TOTAL GRANT SOLUTION)
redesigned to accommodate usability & upcoming features
Sign in or Register

Sign in for Total Grant Solution access:
User ID
Password
SIGN IN
[Forgot your User ID? \(click here\)](#)
[Forgot your Password? \(click here\)](#)

If your agency is not yet set up in this system, please follow the steps below to register.

STEP 1 REGISTER **CONFIRM AGENCY IS NOT IN THE SYSTEM:**
Type your agency name and check the list for a match; if you find your agency name, please use the forgot username/forgot password links in the Sign-In area above* (DO NOT CREATE A DUPLICATE AGENCY!)

Agency Name

*If your agency is in the system, but no User ID's have been set up, please contact your Grant Coordinator.

STEP 2 **AFTER PERFORMING STEP 1:**
If you cannot find your agency name in step 1, click the 'Not on List' button below.

NOT ON LIST

coming soon: GOOD MOJO site for sharing non-profit and service information
GOOD MOJO
dig it

Agency Registration - RFP Access Screen

(instructions start on the next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

If you have Organization Admin or Data Entry login information (User ID / Password) for your agency:
(note: an Organization Admin is usually an Executive Director or other high level staff member who has full access rights to online Total Grant Solution – TGS.)

1. Go to www.sfgov.org/moci or www.sfgov.org/moh or http://www.oewd.org/Workforce_Development_Funding.aspx (coming soon) and click on the 'Total



Grant Solution - TGS' button

2. Enter your Organization Admin or Data Entry level user ID and password, and then choose Agency Information from the drop down list. Click on the "Go" button.

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

3. On the next screen, confirm that all the posted Agency Information is correct/up-to-date, then submit the data by clicking the 'Submit' button at the top or bottom of the screen

San Francisco total grant solution
Agency Info *** RFP *** Green Light *** 7c
(sän fräns sis'kō)

Switch to: <Select> GO >>>

LOGOFF

Please review your Agency Information below and update fields as needed.
Once done, click the 'Submit' button to the right or at the bottom of this page to save your data.

Fields with an asterisk (*) are required.

Click to save agency information: **SUBMIT**

=ADMINISTRATIVE ADDRESS=
25 Van Ness Av
San Francisco, CA 94102

=MAILING ADDRESS=
ADDRESS LINE 1 * 123 Van Ness Street
ADDRESS LINE 2
CITY * San Francisco STATE * CA
ZIP CODE * 94103

=AGENCY PHONE, EMAIL, WEB ADDRESS=
PHONE # * 415-555-3460
ADDITIONAL PHONE #

== USEFUL TIPS ==
INSTRUCTIONS:
Complete the requested information, and when finished, click the 'Submit' button at the bottom or top of the screen.
If you are intending to submit an RFP, after submitting updated agency information, click the 'Launch RFP' button. You will be taken to the RFP application site.
SUGGESTION:
For longer answers, as with the ADA section, it is a good idea to type your responses in a word processing program, then copy/paste into the appropriate boxes.
REMEMBER:
Items with an asterisk (*) are required fields. You will not be able to submit your information with these fields left blank.

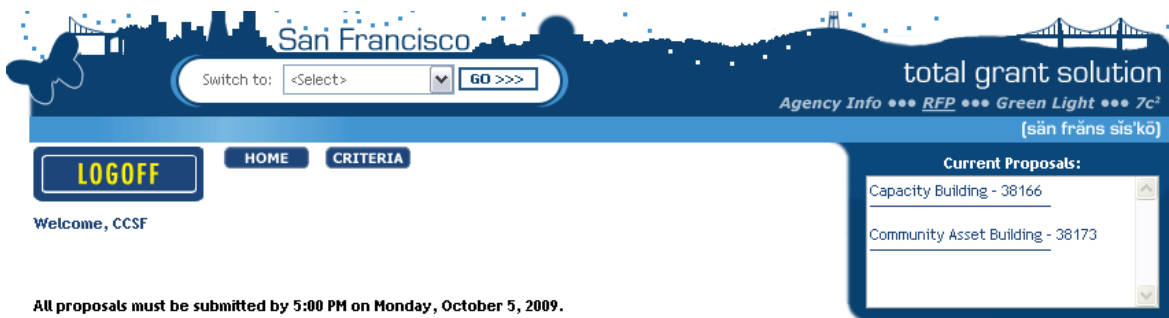
4. After clicking the 'Submit' button, a confirmation message regarding saved data will appear at the top of the screen (unless any fields are missing data, in which case, an error message will appear)

Remember: When you click 'Submit' on any online Total Grant Solution – TGS application, you are electronically signing the submission. Your electronic signature, which is based on your login information, acts exactly the same as your ink signature on paper documents.

(cont'd, next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

- Once you successfully submit your agency information, click the drop down list on top of the screen, and then choose "online RFP", then click on the "Go" button.



Select Program Area

Select and Edit Established Proposal:

[Capacity Building - 38166 \(Planning\)](#)

[Community Asset Building - 38173 \(Employment Training\)](#)

Create a New Proposal:

Select the program for which you are applying. A full description of the different programs and their criteria can be found on the MOCI home page.

New Proposal:

Select the category of services that most closely matches the services that your program will provide.

New Proposal Type:

View and Print Proposal

Select a Proposal:

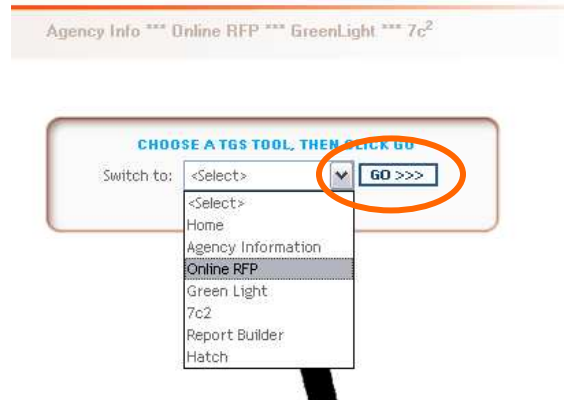
Proposal:

Please note that this list includes:

Screen shot of the online RFP page once you are successfully logged on.

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

You can also navigate between authorized applications by using the “Switcher” drop down located at the home page and top section of each page of Total Grant Solution – TGS.



6. Complete and electronically submit your online proposal by **5:00 p.m., Thursday, February 4, 2010** (though those with Data Entry level access may enter information on the online RFP, only Organization Admin-level users may click the final 'Submit' button at the end of the process)

IMPORTANT DEADLINE INFORMATION: 5:00 p.m., Thursday, February 4, 2010 is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time – late applications, including those with saved, but non-submitted data cannot be accepted). The online RFP 'Submit' button will become disabled **5:00 p.m., Thursday, Thursday, February 4, 2010.**

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

If you do not have the Organization Admin or Data Entry login info (User ID / Password) for your agency:
(note: an Organization Admin is usually an Executive Director or other high level staff member who has full access rights to online Total Grant Solution - TGS)

1. Go to www.sfgov.org/moci or www.sfgov.org/moh or http://www.oewd.org/Workforce_Development_Funding.aspx (coming soon) and click on the 'Total



Grant Solution - TGS' button

2. Type your agency's name in the "Agency Name" field (right side of the Agency Registration login screen, Step 1) until you find it in the list

Tip: Since there can be a number of ways to enter an agency name, if you do not find yours on the list at first, try variations. This will help ensure that you do not create a duplicate entry.

For example:

"Vietnamese Community Ctr of SF"
"Vietnamese Community Center of San Francisco"
"SF Vietnamese Community Center"
"SF Vietnamese Comm Ctr"
"San Francisco Vietnamese Comm Ctr"

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

3. Find your agency's name by typing the name of your organization in the input box.
If your organization's name is listed, you will have four options to obtain your account information.

Option 1 – Click on the “Forgot your User ID?” link to retrieve instructions for attaining User ID

Option 2 – Click on the “Forgot your password?” link to retrieve your password information by email

Option 3 - Click on the “Click here” link in the “Forgot your User ID?” page to retrieve information by email for all users with organization admin level.

Option 4 – Call our office at 415-701-5500 for assistance

Forgot your User ID? (click here)
Forgot your Password? (click here)

If your agency is not yet set up in this system, please follow the steps below to register.

STEP 1 **CONFIRM AGENCY IS NOT IN THE SYSTEM:**
Type your agency name and check the list for a match; if you find your agency name, please use the forgot username/forgot password links in the Sign-In area above* (DO NOT CREATE A DUPLICATE AGENCY!)

REGISTER

Agency Name

- Goodw
- Goodwill Industries of San Francisco, San Mateo & Marin Counties (2802)
- Government Computer Sales, Inc. (3428)
- GP/TODCO, Inc. (2072)
- Grace Life Center (3523)
- Grand Theft Auto (30028)
- Granite Excavation & Demolition, Inc. (51266)
- Grant Printing (30305)
- Grant's on Taylor Street (30002)
- Great Wall contractors, Inc. (50627)
- Greater Calvary Hill Missionary Baptist Church (50810)

100

Copyright © 2009 Tekmeca, Inc. All rights reserved.

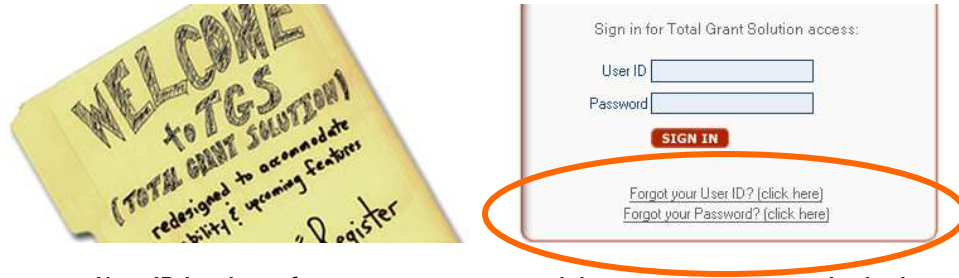
OPEN SOURCE OPPORTUNITY

VeriSign Secured

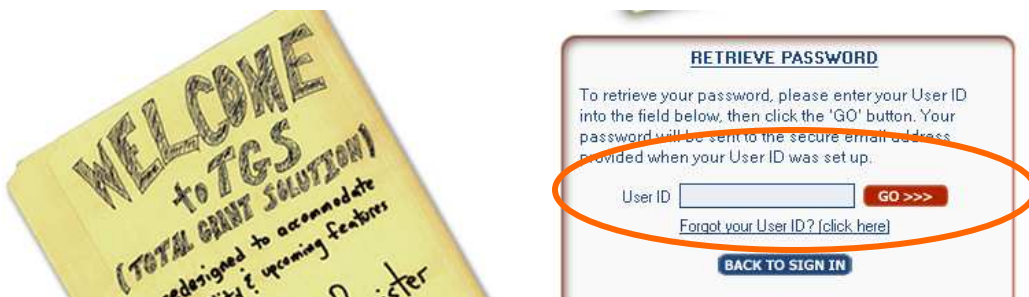
(cont'd, next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

4. If your organization is listed on the list, then please use the “Forgot your User ID?” and “Forgot your Password?” links



5. If you have your User ID but have forgotten your password, input your user name in the input field, then click the “Go” button.



6. You will receive your password via email.
7. If you don't have your User ID and you are not an organization admin, please contact your organization's Total Grant Solution – TGS organization admin to provide your user information.
8. If you are an organization admin and do not have your User ID, then, click on the “Forgot your User ID?” link



9. Then click on the “Click here” link, select the name of your organization, then, click on the “GO” button. An email containing User ID and password information will be sent to ALL users with organization admin level access at your agency.



AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS



RETRIEVE ORG ADMIN USER ID's

To retrieve login info for all Org Admin users at your agency, type your agency name in the field below (a list will start to appear), click on your agency name, then click "GO."

Agency Name

Goodwill	GO >>>
Goodwill Industries of San Francisco, San Mateo & Marin Counties (2802)	
Government Computer Sales, Inc. (3428)	
GP/TODCO, Inc. (2072)	
Grace Life Center (3523)	

10. Once the e-mail with login information is received, an Organization Admin at your agency can follow the login procedure under the "If you have Organization Admin or Data Entry login information (User ID / Password) for your agency" section of this document

For all other applicants (agencies that never had Total Grant Solution – TGS online accounts):

1. Go to www.sfgov.org/moci or www.sfgov.org/moh or http://www.oewd.org/Workforce_Development_Funding.aspx (coming soon) and click on the 'Total



Grant Solution - TGS' button

2. Confirm your agency is **not** in the system by typing your agency's name in the "Agency Name" field

Tip: Since there can be a number of ways to enter an agency name, if you do not find yours on the list at first, try variations. This will help ensure that you do not create a duplicate entry.

For example:

- "Vietnamese Community Ctr of SF"
- "Vietnamese Community Center of San Francisco"
- "SF Vietnamese Community Center"
- "SF Vietnamese Comm Ctr"
- "San Francisco Vietnamese Comm Ctr"

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

The screenshot displays the 'TOTAL GRANT SOLUTION™' website. At the top left, a red banner reads 'TOTAL GRANT SOLUTION™'. To the right, a yellow callout box says: 'New fiscal year, new look! Introducing the new TGS (Total Grant Solution) with updated look for sign-in and home pages. SIGN IN BELOW:'. On the left side, a yellow sign reads: 'WELCOME to TGS (TOTAL GRANT SOLUTION) redesigned to accommodate usability & upcoming features Sign in 2018 Register'. Below this is a blue banner for 'GOOD MOJO' with the text 'coming soon: GOOD MOJO site for sharing non-profit and service information' and 'dig it'. The main content area is divided into two sections. The top section is for sign-in, with fields for 'User ID' and 'Password', a 'SIGN IN' button, and links for 'Forgot your User ID? (click here)' and 'Forgot your Password? (click here)'. The bottom section is for registration, starting with the text: 'If your agency is not yet set up in this system, please follow the steps below to register.' It includes 'STEP 1 CONFIRM AGENCY IS NOT IN THE SYSTEM: Type your agency name and check the list for a match; if you find your agency name, please use the forgot username/forgot password links in the Sign-In area above! (DO NOT CREATE A DUPLICATE AGENCY!)'. Below this is a 'REGISTER' section with an 'Agency Name' input field, which is circled in orange. A note below the field says: '*If your agency is in the system, but no User ID's have been set up, please contact your Grant Coordinator.' 'STEP 2 AFTER PERFORMING STEP 1: If you cannot find your agency name in step 1, click the 'Not on List' button below.' A 'NOT ON LIST' button is located at the bottom right of this section.


3. If you find your agency's name in the list, then please follow the directions in the "If you do not have the Organization Admin or Data Entry login info (User ID / Password) for your agency" section (above) – do not continue with the steps in this section; if you do **not** find your agency's name in the list, then click the 'Not on List' button

This is a close-up of the 'STEP 2 AFTER PERFORMING STEP 1:' section from the registration page. It contains the text: 'If you cannot find your agency name in step 1, click the 'Not on List' button below.' Below the text is a blue button labeled 'NOT ON LIST', which is circled in orange.

(cont'd, next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

- After clicking the 'Not on List' button, a short version of the online Agency Registration form will appear; complete the form, then click the 'Submit' button at the bottom of the page (if you are acting as a Fiscal Agent for a grantee, please switch to the Fiscal Agent Registration form,

by clicking the  – 'Switch to Fiscal Agent Form'– button near the top of the page)



The screenshot shows a web form with a 'Submit' button circled in red. Above the button, there is a dropdown menu for 'ROLE * (Select)'. Below the button, there is a copyright notice: 'Copyright © 2007 City & County of San Francisco. All rights reserved.'

- Organization Admin level login information (User ID and password) will be e-mailed to the Executive Director's e-mail address provided on the Agency Information form shortly after the submission (note: depending on system usage, this e-mail can sometimes take up to 24-48 hours to be sent)
- Once you receive the e-mail with login information, go back to www.sfgov.org/moci or www.sfgov.org/moh or http://www.oewd.org/Workforce_Development_Funding.aspx (coming soon) and click on the "Total Grant Solution – TGS" button



- Enter the Organization Admin level login information sent by email, then click the 'Sign In' button



The screenshot shows the 'TOTAL GRANT SOLUTION' login and registration page. It features a 'WELCOME to TGS' sign, a 'Sign in for Total Grant Solution access:' form with 'User ID' and 'Password' fields, and a 'SIGN IN' button circled in red. Below the sign-in form is a 'REGISTER' section with 'Agency Name' field and instructions for new agencies. A 'NOT ON LIST' button is also visible.

(cont'd, next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

- An extended Agency Information form will appear; complete this form, then click the 'Submit' button at the top or bottom of the screen (note: this form is a more detailed Agency Information form than the initial one mentioned in step #4; please scroll to view/complete all requested information)

Remember: When you click 'Submit' on any online Total Grant Solution - TGS, you are electronically signing the submission. Your electronic signature, which is based on your login information, acts exactly the same as your ink signature on paper documents.

San Francisco
Mayor's Office of Community Development
Mayor's Office of Housing

Agency Info *** RFP *** Green Light *** 7c
[sign from site ko]

AGENCY REGISTRATION

Click to save agency information: **Submit**

Click for online RFP application

ADMINISTRATIVE ADDRESS
25 Van Ness Av
San Francisco, CA 94102

MAILING ADDRESS

ADDRESS LINE 1: 123 Jupiter Drive
ADDRESS LINE 2: number street name street type
CITY: San Francisco STATE: CA

USEFUL TIPS

INSTRUCTIONS
Complete the requested information, and when finished, click the "Submit" button at the bottom or top of the screen.

If you are intending to submit an RFP, after submitting updated agency information, click the "Launch RFP" button. You will be taken to the RFP location site.

SUGGESTION:
For longer answers, use with the ADA section, it is a good idea to paste your responses in a word processing program, then copy/paste into the appropriate boxes.

REMEMBER:
Items with an asterisk (*) are required fields. You will not be able to submit your information with these fields left blank.

- Enter your Organization Admin or Data Entry level user ID and password, and then choose Agency Information from the drop down list. Click on the "Go" button.

TION

New fiscal year, new look!
Introducing the new TGS (Total Grant Solution)
with updated look for sign-in and home pages.
SIGN IN BELOW:

Sign in for Total Grant Solution access:

User ID:

Password:

SIGN IN

[Forgot your User ID? \(click here\)](#)
[Forgot your Password? \(click here\)](#)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS



- On the next screen, confirm that all the posted Agency Information is correct/up-to-date, then submit the data by clicking the 'Submit' button at the top or bottom of the screen

The screenshot shows the 'Agency Information' registration form. At the top, there is a 'Switch to:' dropdown menu and a 'GO >>>' button. Below this is a 'LOGOFF' button. The main heading is 'San Francisco' with the 'total grant solution' logo and the text 'Agency Info *** RFP *** Green Light *** 7c² (sān frāns sis'kō)'. A 'Click to save agency information:' label points to a blue 'SUBMIT' button, which is circled in orange. The form contains several sections:

- ADMINISTRATIVE ADDRESS:** 25 Van Ness Av, San Francisco, CA 94102
- MAILING ADDRESS:** ADDRESS LINE 1 * (123, Van Ness, Street), ADDRESS LINE 2, CITY * (San Francisco), STATE * (CA), ZIP CODE * (94103)
- AGENCY PHONE, EMAIL, WEB ADDRESS:** PHONE # * (415-555-3460), ADDITIONAL PHONE #

 A vertical 'SAN FRANCISCO' watermark is on the left. On the right, a 'USEFUL TIPS' sidebar contains:

- INSTRUCTIONS:** Complete the requested information, and when finished, click the 'Submit' button at the bottom or top of the screen.
- SUGGESTION:** For longer answers, as with the ADA section, it is a good idea to type your responses in a word processing program, then copy/paste into the appropriate boxes.
- REMEMBER:** Items with an asterisk (*) are required fields. You will not be able to submit your information with these fields left blank.

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

9. After clicking the 'Submit' button, a confirmation message regarding saved data will appear at the top of the screen (unless any fields are missing data, in which case, an error message will appear)

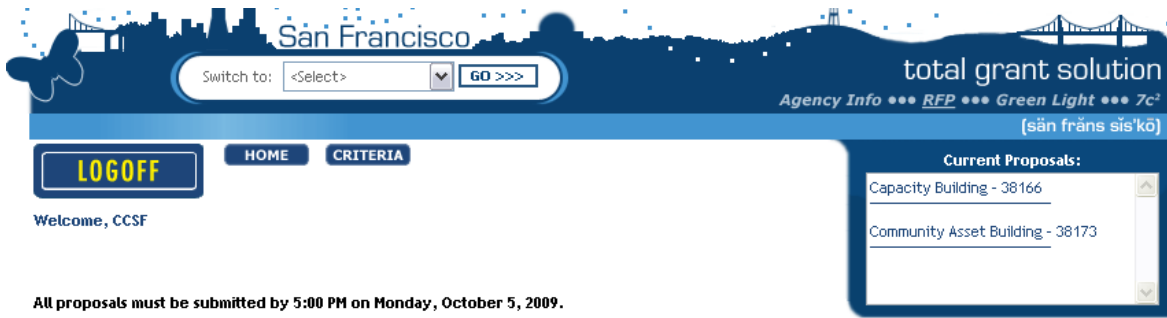
Remember: When you click 'Submit' on any online Total Grant Solution – TGS application, you are electronically signing the submission. Your electronic signature, which is based on your login information, acts exactly the same as your ink signature on paper documents.

10. Once you successfully submit your agency information, click the drop down list on top of the screen, and then choose "online RFP", then click on the "Go" button.



(cont'd, next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS



For security, this page will time out 45 minutes from the time it was accessed.
Once this page times out, you will need to re-login to continue working (any unsaved data will be lost).

Select Program Area

Select and Edit Established Proposal:

[Capacity Building - 38166 \(Planning\)](#)

[Community Asset Building - 38173 \(Employment Training\)](#)

Create a New Proposal:

Select the program for which you are applying. A full description of the different programs and their criteria can be found on the MOCI home page.

New Proposal: (Select) ▼

Select the category of services that most closely matches the services that your program will provide.

New Proposal Type: (Select) ▼

View and Print Proposal

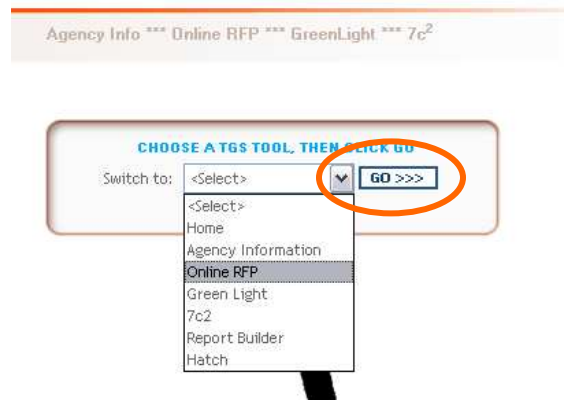
Select a Proposal:

Proposal: (Select) ▼

Please note that this list includes:

Screen shot of the online RFP page once you are successfully logged on.

You can also navigate between authorized applications by using the “Switcher” drop down located at the home page and top section of each page of Total Grant Solution – TGS.



AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

11. Complete and electronically submit your online proposal by **5:00 p.m., Thursday, February 4, 2010** (though those with Data Entry level access may enter information on the online RFP, only Organization Admin-level users may click the final 'Submit' button at the end of the process)

IMPORTANT DEADLINE INFORMATION: 5:00 p.m., Thursday, February 4, 2010 is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time – late applications, including those with saved, but non-submitted data cannot be accepted). The online RFP 'Submit' button will become disabled **5:00 p.m., Thursday, February 4, 2010**.