How to find, view and download solicitation documents on the CTsource Bid Board

- 1. Go to: CTsource Bid Board
- 2. Enter the name or number of the solicitation (or relevant key words) in the "search" box. In the example below we used the solicitation number.

Connecticut's Official State Website	Search Connecticut Government	Q	La	anguage + Settings	
Departm	nt of Administrative S	ervices	¥		
Bid Board ۹		×	8 #	English ▼ 	
Clear Filter Apply FI	3. The results of your search will be a solicitation title (in blue font) to ope	lisplayed below. Find the number of the first the first term of term	e correct s mary Page [*]	olicitation and c	lick o
Organization Select Organization	20230823NGP NONPROFIT GRANT PRO The Office of Policy and Management (0PM) is accept to provide grants-in-aid to private, nonprofit health and Revenue Code of 1986, and that receive funds from the renovations, improvements, additions and new constru-	JORAM Round 8 Request for Applica ing applications for the Nonprofit Grant Program human service organizations that are exempt un state to provide direct health or human servicei ction, including health, safety, compliance with t	tions (RFA)* (NGP). The purpose of ader Section 501(c)(3) s to state agency clier he Americans with Dis	۲ of the NGP is of the Internal its, for alterations, sabilities Act	
None selected	(ADA) and energy conservation improvements information	tion technology systems, technology for indeper	ndence nurchase of v	ehicles and	

- 4. Once on the "Solicitation Summary Page", scroll down to the "Solicitation Attachments" section to find:
 - Mandatory Documents
 - Addendum Documents
 - Solicitation Addenda

An example of what the "Solicitation Attachments" section looks like is below.

Solicitation Attachments	
Mandatory Documents	Addendum Documents
1. NGP Guidelines Round 8 MASTER_ FINAL.pdf	1. Q and A Doc NGP Round 8.pdf
2. NGP Application Round 8 MASTER_FINAL.pdf	2. REVISED NGP Guidelines Instructions ADDENDUM 2.pdf
	3. NGP REVISED Application Addendum 1.pdf
Solicitation Addenda	
1. VendorChangeDetailsReport_20230823NGP_v2_Oct_2_23.pdf	
2. VendorChangeDetailsReport_20230823NGP_v1_Aug_29_23.pdf	

When you click on any of the document links in the "Solicitation Attachments" section you will be prompted to check off the box "I'm not a robot". Once you have checked off the box, you will be able to click the "DOWNLOAD ATTACHMENT" button, and the document will be downloaded.



If you do not know the specific name or number of a solicitation, or if you want to search for solicitations by using key words, it is recommended to use the following filters: Organization, Status, Bid Type, and/or Commodities, to narrow your search results. For additional guidance please review the <u>CTsource-Bid-Board-Guide.pdf</u>.