



How to View and Download Procurements

Diversity Compliance Reporting System (DCRS)



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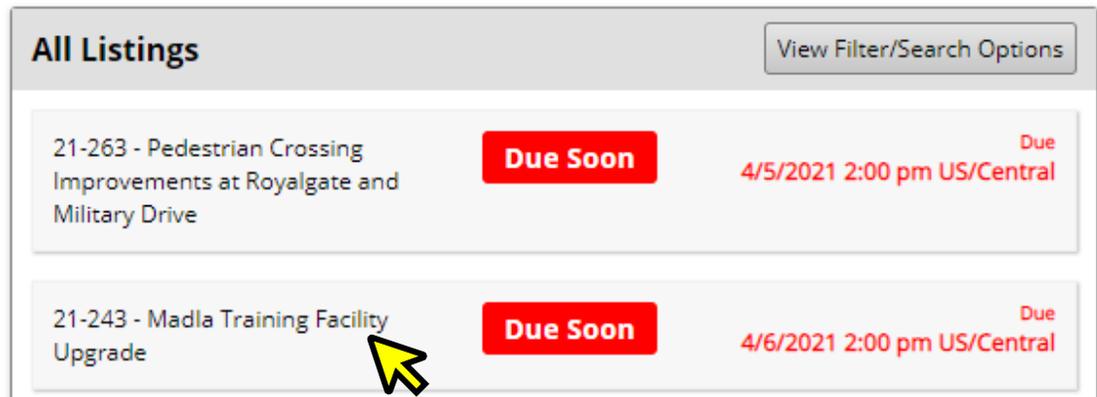
View & Download Procurements

STEP 1: Go to the following web address: <https://via.diversitycompliance.com/>

STEP 2: On the left-hand side, under **Outreach & Proposals** select **View Procurement Opportunities**.

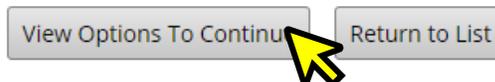


STEP 3: Select on any of the solicitations listed.



STEP 4: Select **View Options to Continue**.

Below is a summary of the listing. To access full details and documents of this listing, you must first login to the system or create an account.



Bid Solicitation Information	
TITLE/BRIEF DESCRIPTION	Madla Training Facility Upgrade
REFERENCE NUMBER	21-243
ORGANIZATION	VIA Metropolitan Transit
DEPARTMENT	Facility Engineering

STEP 5: Select **I already have an account in the system**. If you do not have an account, please see the guide titled **How to Register with VIA Metropolitan Transit**.

Select an option:

- [I already have an account in this system](#)
- [I forgot my username and/password and would like to look up my account](#)
- [I'm not sure I have an account](#)
- [I've never used this system before and need to create an account](#)
- [I would like to ask a question](#)
- [I need help](#)

STEP 6: Enter your **Username** and **Password**, then select **Login**.

System Access Login

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

[FORGOT PASSWORD](#)

Remember Username

[Login](#)

STEP 7: On the **Solicitation: View** page, you can view and download all documents associated with the solicitation under the **Documents** section.

Documents

ATTACHED FILE(S)

 	1. NEW  Addendum No. 1 (PDF, 1.30 MB) Posted on 3/29/2021
 	2. NEW  Addendum No. 2 (PDF, 33.44 KB) Posted on 3/30/2021
 	3. NEW  Addendum No. 3 (PDF, 71.55 KB) Posted on 4/1/2021
 	4. NEW  Invitation for Bid (PDF, 4.62 MB) Posted on 3/5/2021

STEP 8: At the top of the page, select the **Follow** button. When documents are uploaded to solicitation, all vendors who are following will receive notices via email. To unfollow a solicitation, simply click the **Unfollow** button.



QUESTIONS?

For assistance with viewing bid documents or registration please contact us:

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For Upcoming Contracting and Networking Opportunities visit via.diversitycompliance.com

The scope of contracting opportunities encompasses a wide variety of projects and services, including, but not limited to:

- Architecture
- Engineering
- Construction
- Facilities & Maintenance
- Goods & Services

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