

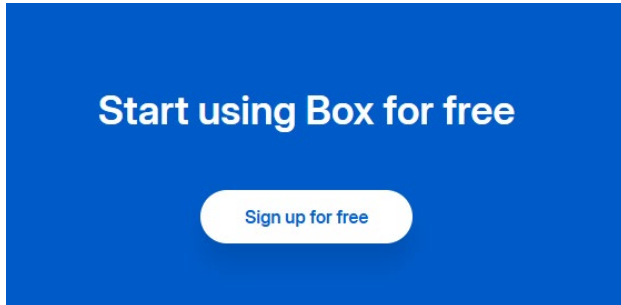
## Box Proposal Submission Instructions

**Purpose:** Instruct proposers on submitting proposals using Box.

### 1. Register for Box:

Proposers must have a Box account to submit proposals in Box. Use the following link to set up a free box account: [Set up Box Account](#).

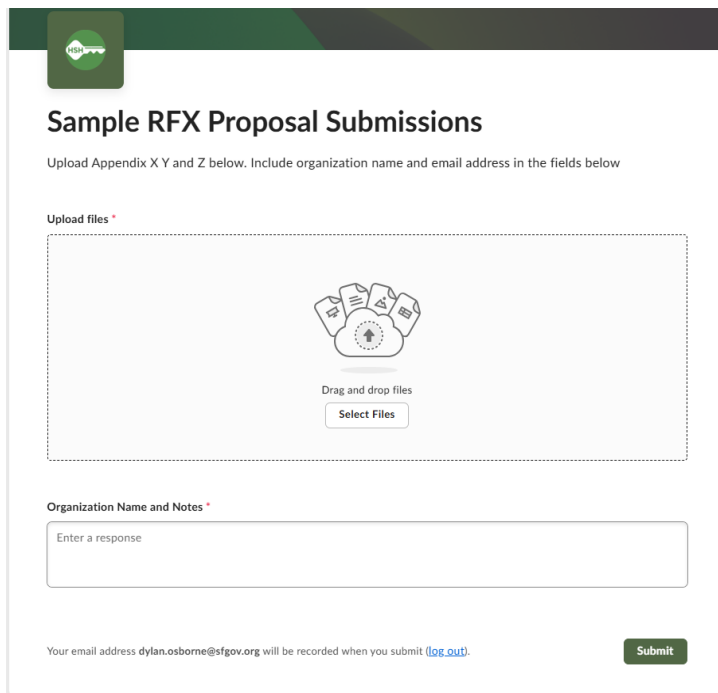
Select “Get a free account” to sign up.



### 2. Access the Submission Link:

Use the submission link included in the solicitation in **Time and Place for Submission of Proposals** section. HSH solicitations can be found on [HSH Procurement Opportunities](#).

After clicking the link you'll be brought to a page like the image below.

A screenshot of a web form titled "Sample RFX Proposal Submissions". The form has a header with the HSH logo and the title. Below the title is a instruction: "Upload Appendix X Y and Z below. Include organization name and email address in the fields below". The main section is labeled "Upload files \*" and contains a large dashed box with a file upload icon and the text "Drag and drop files" and "Select Files". Below this is a section labeled "Organization Name and Notes \*" with a text input field containing the placeholder "Enter a response". At the bottom, there is a small text line: "Your email address dylan.osborne@sfgov.org will be recorded when you submit (log out)." and a green "Submit" button.

### 3. Upload ALL Required Proposal Documents:

Upload all required proposal documents including Appendices and Attachments, using the Upload Files section. Files can be dragged and dropped into the Upload Files section or click Select Files to upload from your computer. Complete all required fields marked with a red asterisk (e.g. Organization Name).

Click **Submit** to submit proposal.

## **Box Proposal Submission Instructions**

### **4. Confirm Submission:**

After submitting, check your email for confirmation via a Submission Received email from HSH Procurements confirming files submitted. Review the email to ensure all documents submitted are listed.

If any documents are missing, upload and resubmit.

If you do not receive a confirmation email, your submission was not successful and will not be received by HSH.

### **5. Submit Revisions (IF needed):**

Revised proposals may be submitted until the solicitation's Deadline to Submit Proposals.

Use the file naming convention described in the solicitation and followed by "REVISED[date]".

Include notes on revisions in the text box on the upload page to indicate final proposal.

**If you're having any trouble with the process or require assistance, please contact the Procurement Lead prior to the submission deadline at [HSHProcurements@sfgov.org](mailto:HSHProcurements@sfgov.org).**