



WebProcure™

Vendor Registration User Guide

Document Version 3.0.01.08

# **Beacon: Quick Guide For Artist Applicants**

**Full vendor registration user guide can be found at:**

**<https://pittsburghpa.gov/beacon/faq.html>**

**Technical questions regarding registration can be directed to:**

**[webprocure-support@proactis.com](mailto:webprocure-support@proactis.com)**

## Registration

Registration on Beacon is required to apply for any City of Pittsburgh artist opportunities. This overview will guide you through quick registration in four steps.

Start here → <https://pittsburghpa.gov/beacon/>

You will see this:



LOGIN



Then click here  
to begin.



REGISTRATION

BID OPPORTUNITIES

CURRENT CONTRACTS

BUYING PLAN

FAQ'S

WELCOME TO BEACON

## Step 1:

**Read and agree to the General Disclaimer.**

**Please note many of the documents listed on this page are not needed in order to register or to apply for solicitations. If selected for a commission, you will be required to supply these documents as needed.**

**Click here to accept.**



**Then click "Next".**



**Individual artists will need their name, address, phone, and social security number. Those registering as a business entity have additional options.**

**Individuals should select "Parent/Holding Company".**

**Choose "Later" to add these documents in the future as needed.**

[illegible]

**Then click “Next”.**

### Step 3:

**Provide your personal information, and create a username and password.**

Instructions   Organization Information   **Contact Information**   Commodity/Service Codes

---

#### Organization Contact Information

Please enter the information for your organization's main point of contact for the City of Pittsburgh.

Selection  
--Select--

First Name \*

Last Name \*

Job Title

Main Phone Number(10 digits, no spaces or hyphens) \*  Ext.

Fax Number(10 digits, no spaces or hyphens)

Email Address \*

User name \*

Password \*

Confirm Password \*

#### Additional Contacts

The following information is optional, and can be added at a later date. If no information is provided, these additional point of contact will default to the Main Contact's

**NOTE:** This information is for PO submission purposes only. You may create additional users for your account once logged into the system with your main account.

\*denotes required fields.

Then click "Next".

#### Step 4:

In this step you can subscribe to receive notifications of future solicitations. Search by category (such as “graphic design”).

If you do not wish to receive notifications, search for and select “Unknown.”

The screenshot shows a web form titled "Select Commodity/Service Codes". At the top, there are navigation tabs: "Instructions", "Organization Information", "Contact Information", and "Commodity/Service Codes". Below the title, a paragraph explains that selecting codes will subscribe the user to receive notifications of future solicitations. A note states that at least one code must be selected. Below this, there is a search bar with a "Q Search" button and a "Clear Search" link. The main area is divided into two columns: "Available Categories" and "Selected Categories". The "Available Categories" column contains a list of categories with checkboxes, including "Apparel and Luggage and Personal Care Products (53000000)", "Building and Construction Machinery and Accessories (22000000)", "Building and Facility Construction and Maintenance Services (72000000)", "Chemicals including Bio Chemicals and Gas Materials (12000000)", "Cleaning Equipment and Supplies (47000000)", "Commercial and Military and Private Vehicles and their Accessories and...", "Defense and Law Enforcement and Security and Safety Equipment and Supp...", "Distribution and Conditioning Systems and Equipment and Components (4000)", "Domestic Appliances and Supplies and Consumer Electronic Products (52000)", "Drugs and Pharmaceutical Products (31000000)", "Editorial and Design and Graphic and Fine Art Services (32000000)", "Education and Training Services (80000000)", "Electrical Systems and Lighting and Components and Accessories and Sup...", "Electronic Components and Supplies (32000000)", "Engineering and Research and Technology Based Services (31000000)", "Environmental Services (77000000)", "Farming and Fishing and Forestry and Wildlife Contracting Services (70000000)", "Farming and Fishing and Forestry and Wildlife Machinery and Accessories...", and "Financial Instruments, Products, Contracts and Agreements (64000000)". The "Selected Categories" column is currently empty. At the bottom of the form, there are two buttons: "Back" and "Process My Registration".

Then click

**“Process My Registration”.**



## Registration complete! You will see this confirmation:

The screenshot shows an email titled "Vendor Registration Confirmation" from Brady Designs. The email text includes a welcome message, instructions on how to log in, and a confirmation of the vendor's registration. A yellow arrow points to a button labeled "Take me to WebProcure Now".

Vendor Registration

Brady Designs TEST VENDOR - Registration Confirmation

Thank you Brady, you are DONE!

Your registration to become a certified bidder for the City of Pittsburgh is complete. You can log in to the system by clicking on the button below and navigate through the business opportunities available in this system. If the City of Pittsburgh publish any opportunities for the categories of contract commodity codes you have chosen to provide, you will receive an email alert to your email address, [bradyhel@bradydesigns.com](mailto:bradyhel@bradydesigns.com).

A confirmation email of this registration will also be sent to you.

Please print or note the following:

Your username is: [bradyhel@bradydesigns.com](mailto:bradyhel@bradydesigns.com)

You will receive an email with confirmation of this registration. It will be sent to your email address, [bradyhel@bradydesigns.com](mailto:bradyhel@bradydesigns.com).

[Take me to WebProcure Now](#)

Disclaimer: It is the responsibility of the subscriber to keep vendor information accurate for notification purposes. The City of Pittsburgh is not responsible for failure to notify any applicant of solicitation opportunities if the contact information in WebProcure is not accurate.

For further assistance, please contact WebProcure Technical support using the information: Support is available Monday through Friday 8:00am to 5:00pm (Eastern Standard Time).

Email: [WebProcureSupport@pghnet.com](mailto:WebProcureSupport@pghnet.com)

Phone: (412) 321-1111

You can now use this link and log in at any time.

The log in screen will look like this:

The screenshot shows the WebProcure login interface. It features a header with the "WebProcure" logo, a login form with fields for "Username / Email Address" and "Password", and a "Login" button. Below the login form, there is a link for "Vendors" and a link for "Need an account? Register Here".

WebProcure

Username / Email Address

Username or Email

Password

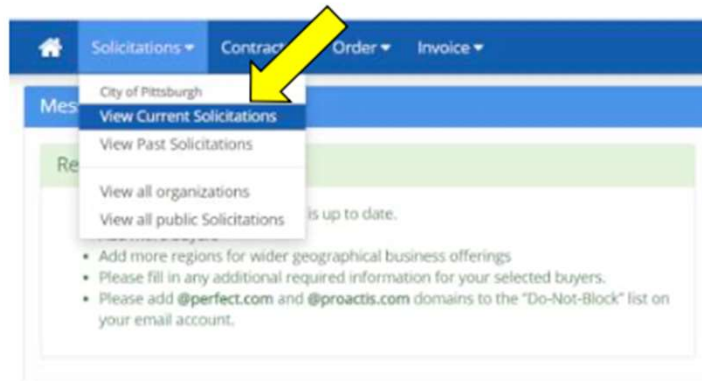
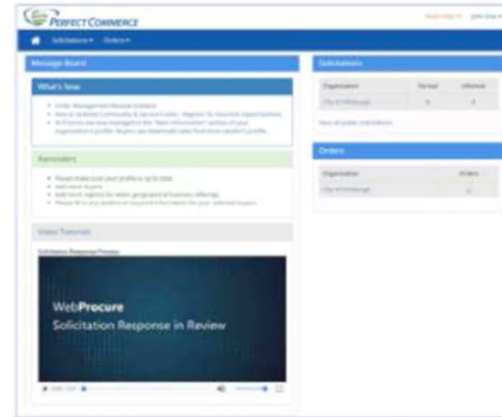
Password

Login

Need an account? Register Here

## Finding Solicitations

When you log in, you will see this page:



Use the menu to click  
**"View Current Solicitations":**



The screenshot shows the 'Current Solicitations' page of the City of Pittsburgh Vendor Portal. At the top, there is a blue navigation bar with links for 'Solicitations', 'Contracts', 'Order', and 'Invoice'. Below this, the 'Current Solicitations' section contains several filters: 'Filter by Agency' (set to 'All'), 'Filter by Title', 'Filter by Exp. No.', 'Start Date From (MM/DD/YYYY)', 'Start Date To (MM/DD/YYYY)', 'End Date From (MM/DD/YYYY)', and 'End Date To (MM/DD/YYYY)'. There are 'Submit' and 'Reset' buttons. Below the filters, a light blue banner reads 'Please be sure to view both "My List" and "Other Active Opportunities."'. Underneath, there is a section titled 'Other Active Opportunities - City of Pittsburgh'. At the bottom, there is a navigation bar with 'My List' and 'Other Active Opportunities' links. A yellow arrow points to the 'Other Active Opportunities' link.

Click on “Other Active Opportunities” and then search by title.

Public art opportunities can be found by searching for “art”.

**That’s it! You are ready to start responding to solicitations from the City of Pittsburgh.**

**Each opportunity will have its own requirements for submission (such as images of your work, an artist bio, or a proposal letter) so be sure to read each one carefully before applying.**

**Questions regarding the application process or current opportunities can be directed to: [vendors@pittsburghpa.gov](mailto:vendors@pittsburghpa.gov)**

# Finding the Solicitation: RFP 21000380

proactis

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Solicitations Contracts Order Invoice

### Current Solicitations

Filter by Agency: -- All --

Filter By Title: homewood park

Filter By Opp. No:

Start Date From (MM/DD/YYYY): Select Date

Start Date to (MM/DD/YYYY): Select Date

End Date From (MM/DD/YYYY): Select Date

End Date To (MM/DD/YYYY): Select Date

Submit Reset

Please be sure to view both "My List" and "Other Active Opportunities."

Other Active Opportunities : City of Pittsburgh

My List Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
RFP21000380	City of Pittsburgh	Homewood Park Public Art Call for Artists	August 05, 2021 at 3:00:00 PM EDT	September 07, 2021 at 3:00:00 PM EDT	15d:4h:50m:47s	Active	

+ Add New Response

Displaying: 1-1 / 1

<< < 1 > >>

# Completing the Solicitation: Overview

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RFP21000380 - Homewood Park  
Public Art Call for Artists (Formal)

Overview Requirements Questionnaire Review Response Collaborate

No	RFP21000380
Type	Formal Solicitation (ITB,RFP,RFI)
Duration	Start Date: August 05, 2021 at 3:00:00 PM EDT End Date: September 07, 2021 at 3:00:00 PM EDT
Vendor Q&A Duration	Start Date: August 05, 2021 at 3:15:00 PM EDT End Date: August 26, 2021 at 3:00:00 PM EDT

Agency: City of Pittsburgh  
Contact Details: Dan Tobin  
414 Grant Street Room 502  
Pittsburgh PA, 15219  
Tel: 412-255-2458  
daniel.tobin@pittsburghpa.gov

Description: The City of Pittsburgh is soliciting qualifications of individuals or creative groups to realize public artwork(s) as part of the design of the new Homewood Park and Field in 2022. The community is looking for artwork(s) that tell the story of the historic Homewood community and its notable people, organizations, and events.

Delivery Term: N/A: Not Applicable  
Payment Terms: Net 45 Days

**\*\*You must review and acknowledge receipt of the documents before responding to this Solicitation.**

[Check All] [Uncheck All]

### Original Solicitation Documents

Select	Accepted	Document	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Appendix B - Site Plan and Park History.pdf	⋮

Accept

Solicitation Categories

Professional artists and performers (82150000)

Print Close

# Completing the Solicitation: Attach

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RFP21000380 - Homewood Park Public Art Call for Artists (Formal)

Overview Requirements Questionnaire **Attach Documents** Review Response Collaborate

**DRAFT BID**  
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

**Review & Submit**

**Supplier Attachments**

No documents are attached

**Upload Document**

To upload a new document click on the "Browse..." button. The "Choose file" window will appear. Make sure that you select the file type in the "Files of type" drop down. Browse your computer to find the file you want to upload. Select the file and click the "Open" button. The "Choose file" window will close. You may perform this process for up to 5 documents at a time. Finally click the "Upload" button. If you need to upload more than 5 documents, repeat the Upload process.

File Name	Confidential
<b>Browse...</b> Narrative-Homewood Park Art.docx	<input type="checkbox"/> Confidential
<b>Browse...</b> Work Samples - Homewood Park Art.docx	<input type="checkbox"/> Confidential
<b>Browse...</b> Artist Resume - Homewood Park Art.docx	<input type="checkbox"/> Confidential
<b>Browse...</b> Artist References - Homewood Park Art.docx	<input type="checkbox"/> Confidential
<b>Browse...</b>	<input type="checkbox"/> Confidential

**Upload** **Cancel**

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RFP21000380 - Homewood Park Public Art Call for Artists (Formal)

Overview Requirements Questionnaire **Attach Documents** Review Response Collaborate

**DRAFT BID**  
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

**Review & Submit**

**Supplier Attachments**

**Add Attachment** **Done**

Type	Document	Actions
Document	Narrative-Homewood Park Art.docx	⋮
Document	Work Samples - Homewood Park Art.docx	⋮
Document	Artist Resume - Homewood Park Art.docx	⋮
Document	Artist References - Homewood Park Art.docx	⋮

# Completing the Solicitation: Review, Submit

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RFP21000380 - Homewood Park Public Art Call for Artists (Formal) CITY OF PITTSBURGH

Overview Requirements Questionnaire Attach Documents Review Response Collaborate

**DRAFT BID**  
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer. Submit

**No** RFP21000380  
**Title** Homewood Park Public Art Call for Artists  
**Type** Formal Solicitation (ITB,RFP,RFI)  
**Duration Dates** **Start Date** August 05, 2021 at 3:00:00 PM EDT **End Date** September 07, 2021 at 3:00:00 PM EDT  
**Vendor Q&A Duration** **Start Date** August 05, 2021 at 3:15:00 PM EDT **End Date** August 26, 2021 at 3:00:00 PM EDT  
**Description** The City of Pittsburgh is soliciting qualifications of individuals or creative groups to realize public artwork(s) as part of the design of the new Homewood Park and Field in 2022. The community is looking for artwork(s) that tell the story of the historic Homewood community and its notable people, organizations, and events.  
**Delivery Term** N/A: Not Applicable  
**Payment Term** Net 45 Days  
**Contact Details** City of Pittsburgh  
Dan Tobin  
414 Grant Street Room 502  
Pittsburgh PA, 15219  
Tel: 412-255-2458  
daniel.tobin@pittsburghpa.gov

**Solicitation Categories**  
**Professional artists and performers (82150000)**  
This Solicitation contains no Items

**Documents Required Before Bidding**  
Appendix B - Site Plan and Park History.pdf

**Supplier Attachments(Solicitation Header Level)**  
Narrative-Homewood Park Art.docx  
Work Samples - Homewood Park Art.docx  
Artist Resume - Homewood Park Art.docx  
Artist References - Homewood Park Art.docx

**Note:** To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.

Download Close



# Resources

## **RFP# 21000380: Homewood Park Public Art Call for Artists**

<https://pittsburghpa.gov/beacon/bid-opportunities.html>

## **Webprocure/Proactis Customer Service**

Phone support: 866-889-8533

Email support: [WebProcure-Support@proactis.com](mailto:WebProcure-Support@proactis.com)

## **Dan Tobin**

City of Pittsburgh Sourcing Specialist

Tel: 412-255-2458

Email: [daniel.tobin@pittsburghpa.gov](mailto:daniel.tobin@pittsburghpa.gov)