Instructions for the ODHE RFP portal

The ODHE RFP portal provides one place to view funding opportunities and submit applications/proposals. While it is possible to download the materials related to funding opportunities at anytime, <u>you must have an account to submit a proposal or application through the ODHE RFP portal</u>. We recommend following these steps for the Commercial Truck Driver Student Aid Program process.

1. The link to the RFP portal page is https://rfp.ohiohighered.org/.

2. An applicant may download an active RFP and supporting documentation, without creating an account.

3. An applicant selects "apply" to the active RFP of interest. This will enable an applicant to 'create' an account profile for submission purposes.

      a. An individual with an existing account will not need to set up a new profile.

      b. You MUST have an account to apply to and RFP.

      c. You will create a password as part of the registration process.

      d. You will indicate your project title as part of the registration process.

4. The Project Title indicated for the selected active RFP will appear in the applicant's dashboard.

5. An applicant selects the project title and proceeds with "applying/submitting".

6. Write your proposal and create the two required files:

      a) the proposal pdf,

      b) the completed Excel application form, and

7. An applicant selects "submit" after responding to ALL required information and uploading any required documents.

8. An applicant will NOT get an email confirmation; however, your dashboard will indicate a 'timestamp' of submission.

9. An applicant may resubmit any required information/documentation PRIOR to the submission deadline of 11:59 P.M. on August 22, 2024..