

**2017 REQUEST FOR QUALIFICATIONS (RFQ)
DEVELOPMENT OF MIXED-INCOME FOR-SALE HOUSING ON REAL PROPERTY
LOCATED AT 2907-2915 WELTON STREET
WIZEHIVE GUIDE**

The following Wizehive Guide is provided as a tool to assist you in ensuring that adequate information is available as you begin the application submission process.

A. *WizeHive* System Requirements

In order to begin, you must:

- Have a valid email address, and
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit or a Denver Public Library or a Denver Workforce Center Resource Room. Locations are listed here:
<http://www.denvergov.org/oed/DenverOfficeofEconomicDevelopment/WorkforceDevelopment/Locations/tabid/435817/Default.aspx>.

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome,
- Use Microsoft Office 2007 or above, and
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

B. Using the *WizeHive* System to Create an Application

The first time you enter the *WizeHive* system

(<https://app.wizehive.com/apps/2017ForSaleHousingRFQ>) you will be instructed to enter an email and create a password in the “Signup” area. In subsequent visits, you will be required to enter the same email and password in the “Login” area.

In an effort to help you save the data that you’ve entered into the application, the *WizeHive* system will automatically save your work every ten (10) minutes. This action will create a pop-up box in the middle of the screen that indicates that the form is being saved and will fade away in a few seconds.

In addition, on an intermittent basis, we recommend that you scroll down to the bottom of the page and select “Save Draft” to be sure to save all of your work.

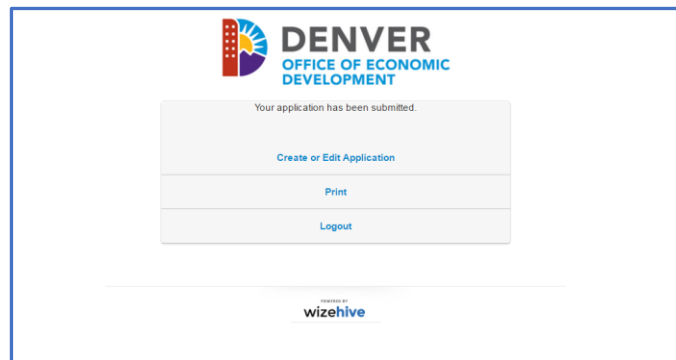
Once you have completed the application and uploaded all attachments, you may proceed to submit your application by following the next two steps:

1. Select “Submit Application”. The (radio) button will automatically appear selected next to “**AND** Submit Application”.
2. Proceed to **ALSO PRESS** the “Submit Application and Submit Application” button. The following message will display:



NOTE: WizeHive will not allow you to submit the application until you have completed all required fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields.** Once all fields have been completed, you may try to submit the application again.

3. When you click “OK”, you will be redirected to the *WizeHive* application overview page (read only). It will display as:



4. Your application is now complete. You can go back to edit and resubmit your application until the deadline for submission.

Please contact OED at OEDProposals@denvergov.org with any technical questions regarding the Wizehive system and submission of your application. Technical questions will be accepted until the submission deadline.