Submit Response (Proposals) – Online

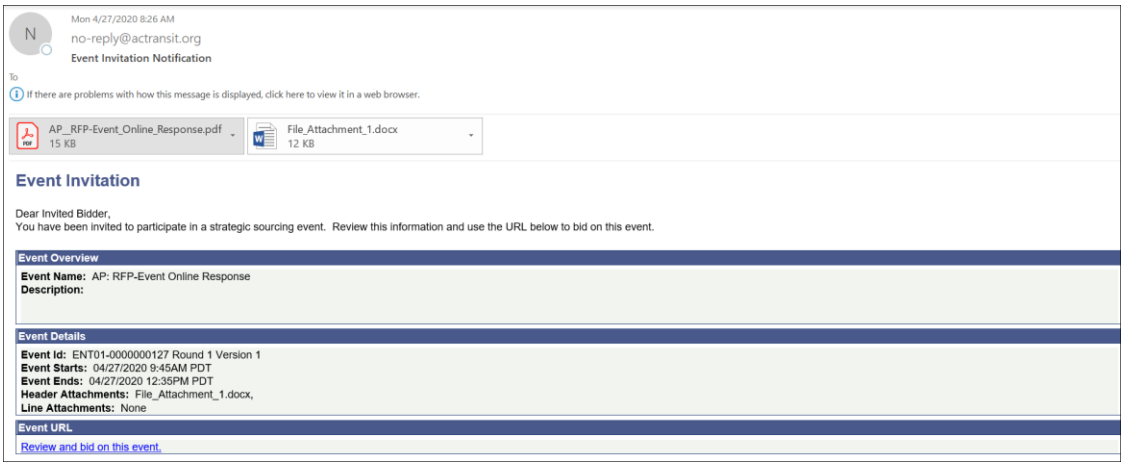
Strategic Sourcing Training Quick Reference Guide

Task: **A Bidder responds to a Bid and Solicitation by submitting their response Online**

Bidder:

Bidder receives an email for Bid

- A Bidder receives an Event Invitation Notification with the PDF file, XML file and all associated file attachments of an Event
- Click Event URL Review and bid on this event.



Step	Instructions
1	Takes you to PeopleSoft Sign-on page • Enter User ID and Password and click Sign In
2	Takes you to the Bidding Home Page • Click Click here to place a bid on Event: ENT01 - 0000000127 AP: RFP-Event Online Response

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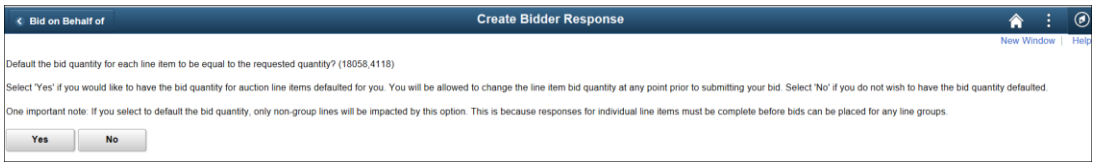
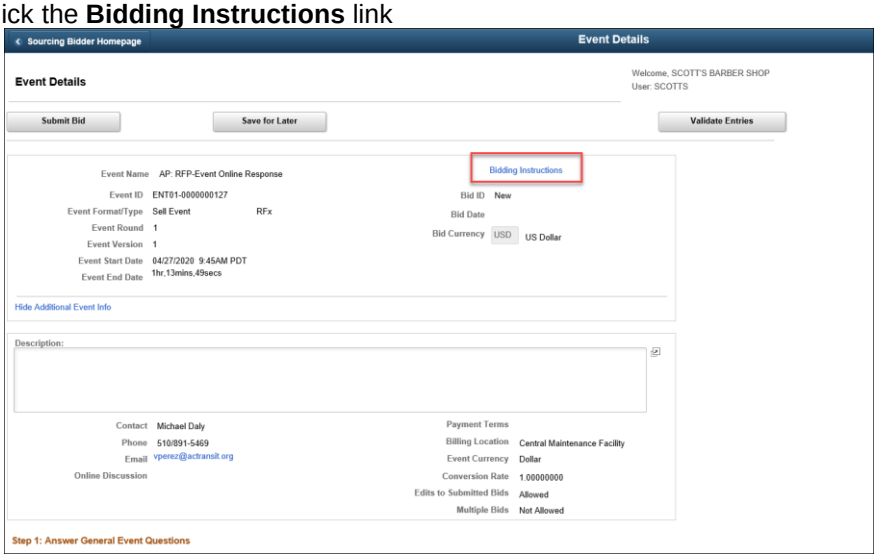
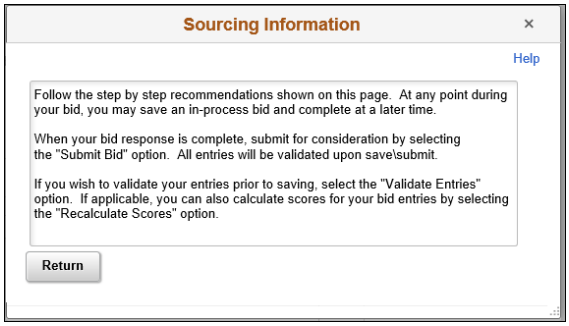
Step	Instructions
3	• Click the **Bid using online entry** link • Select **Yes or No,** if **Yes,** the Bid Quantity does not appear on the Line Bid Quantity; if No, the Bid Quantity appears on the Line Bid Quantity 
4	Takes you to the Event Details page • Click the **Bidding Instructions** link 
5	Sourcing Information page comes up • Click Return 

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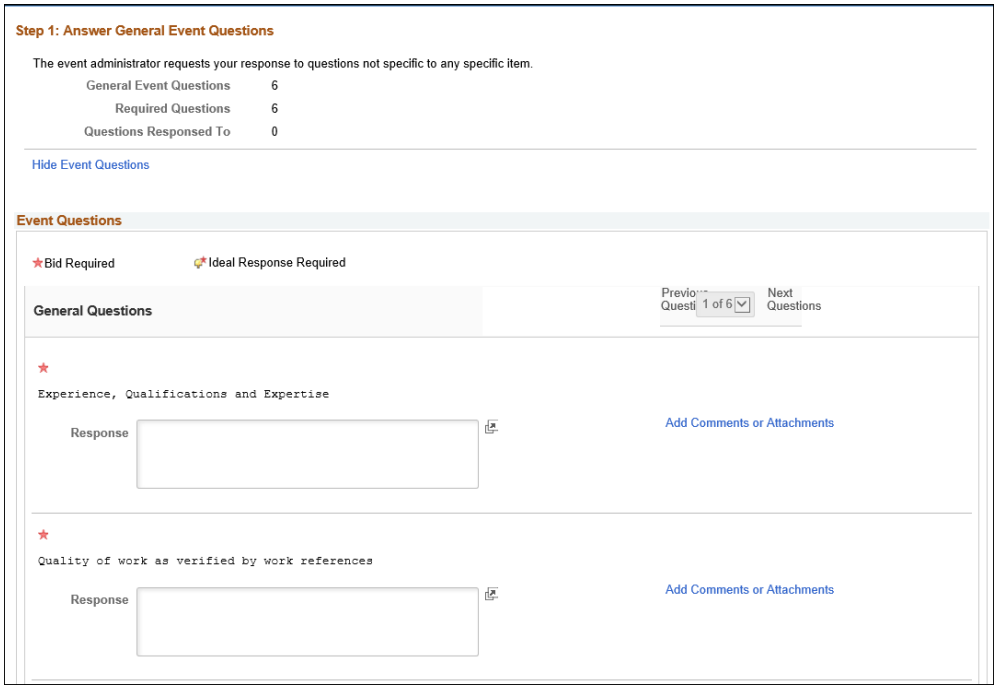
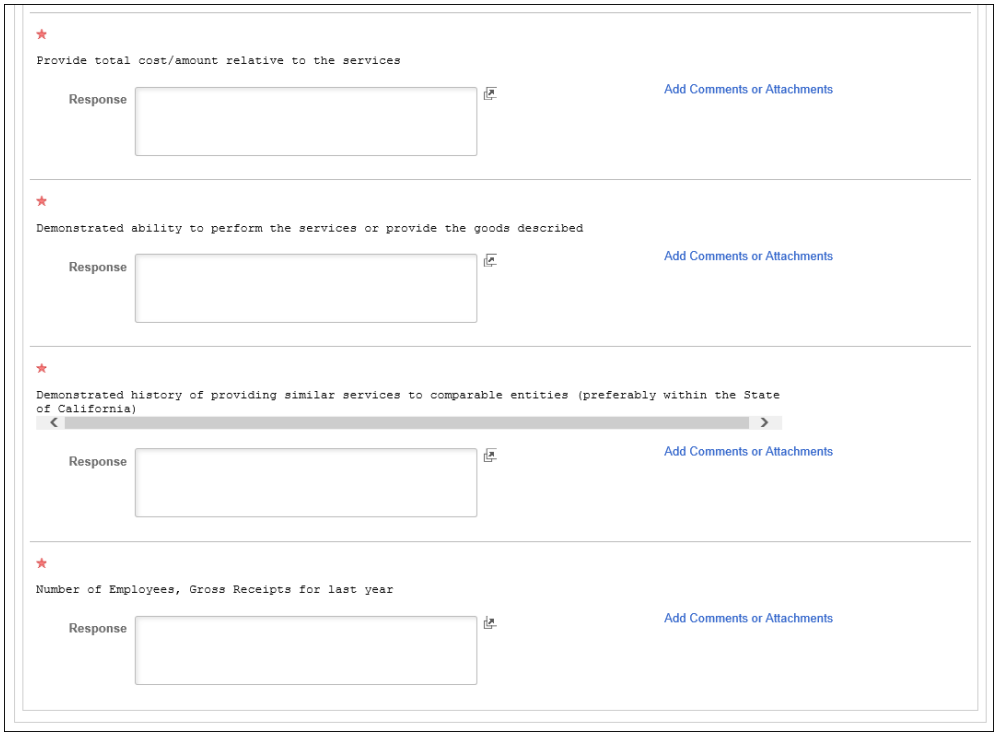
Step	Instructions
6	Under **Step 1: Answer General Event Questions** ○ Note the number of General Event Questions and the Required Questions ○ A General Question denoted with * is Bid Required • Enter your answers in the Response field • Answer all Required Questions ○ Questions not denoted by an asterisk are optional and not required





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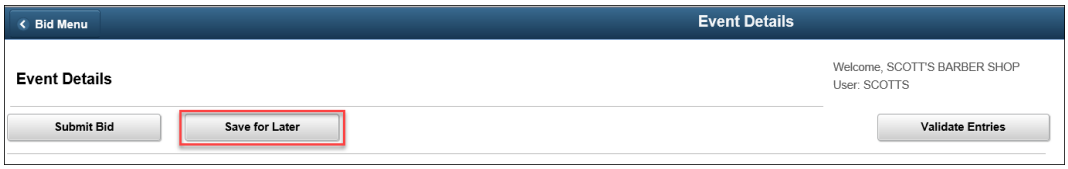
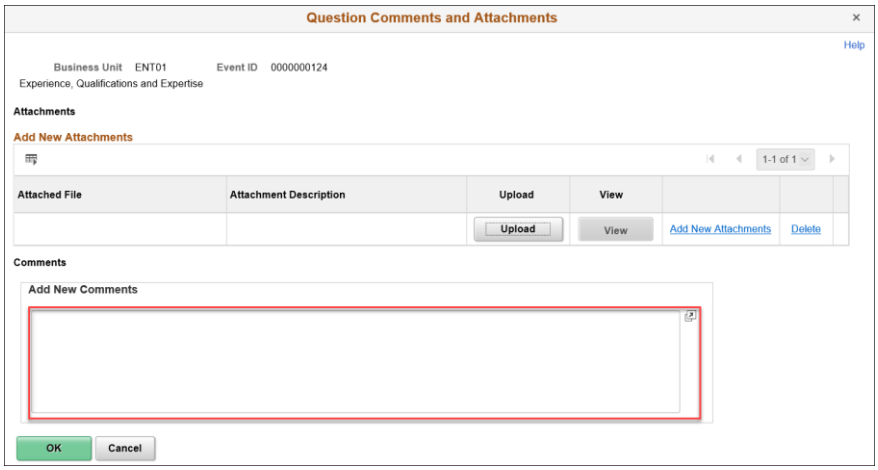
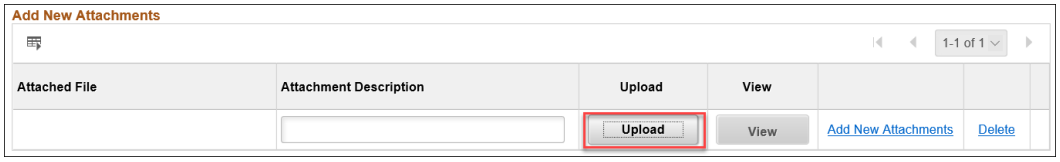
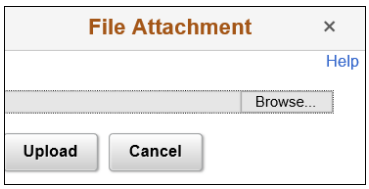
Step	Instructions
7	• Click Save for Later to save all entries • Click Validate Entries and No Errors found message appear • Click OK 

8	Additional Response for Every Question
	• Click the Add Comments or Attachments link next to each question
	  ○ Enter additional response for every Question in the **Add New Comments** field
	  ○ To upload a file as additional response for every Question, click Upload
	  ▪ File Attachment page appears, click Browse to search and select the file and click Upload
	  ▪ To add more attachments, click the Add New Attachments link
	• Click OK to take you back to the Event Details page
	 
	 
	 

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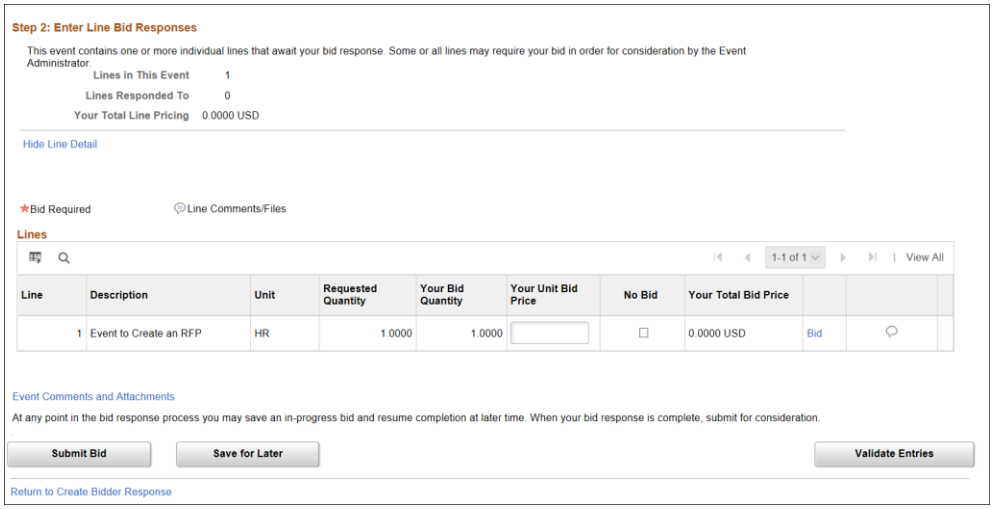
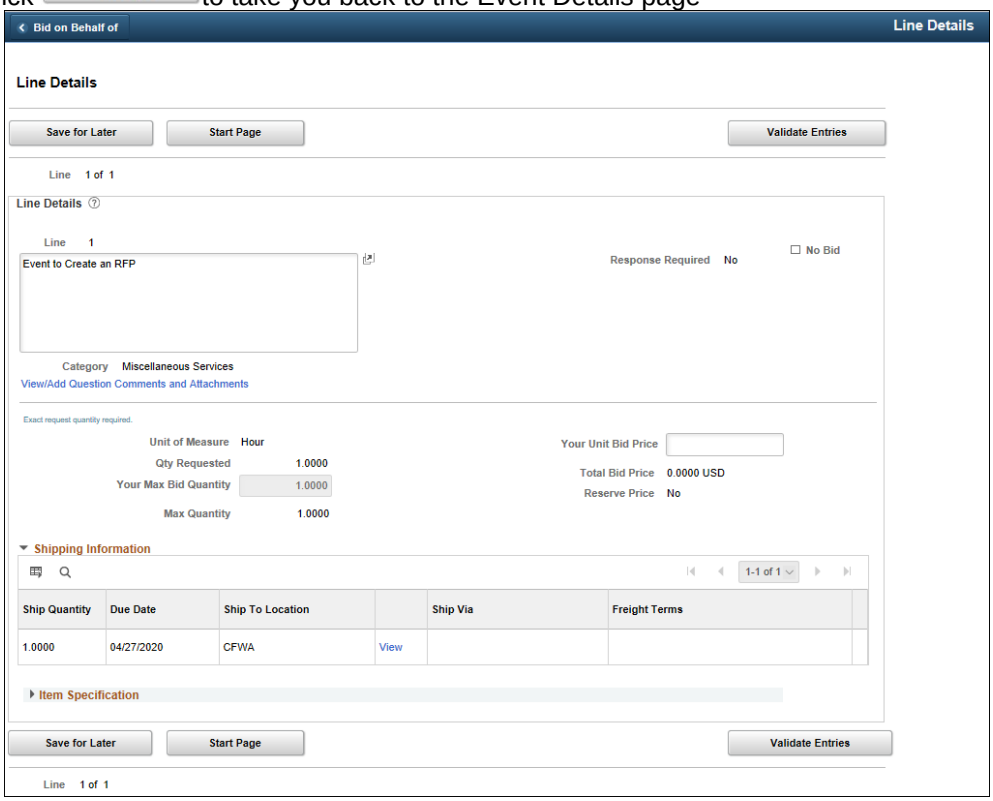
Step	Instructions
9	From **Step 2: Enter Line Bid Response** • Enter the **Unit Bid Price** for the Line Item • Click the Bid link of the Line Item



10	The Bid Link takes you to the Line Item page • You can also enter Bid Price on the **Your Unit Bid Price** field • Enter Comments or file attachments in the View/Add Question Comments and Attachments • Click Start Page to take you back to the Event Details page



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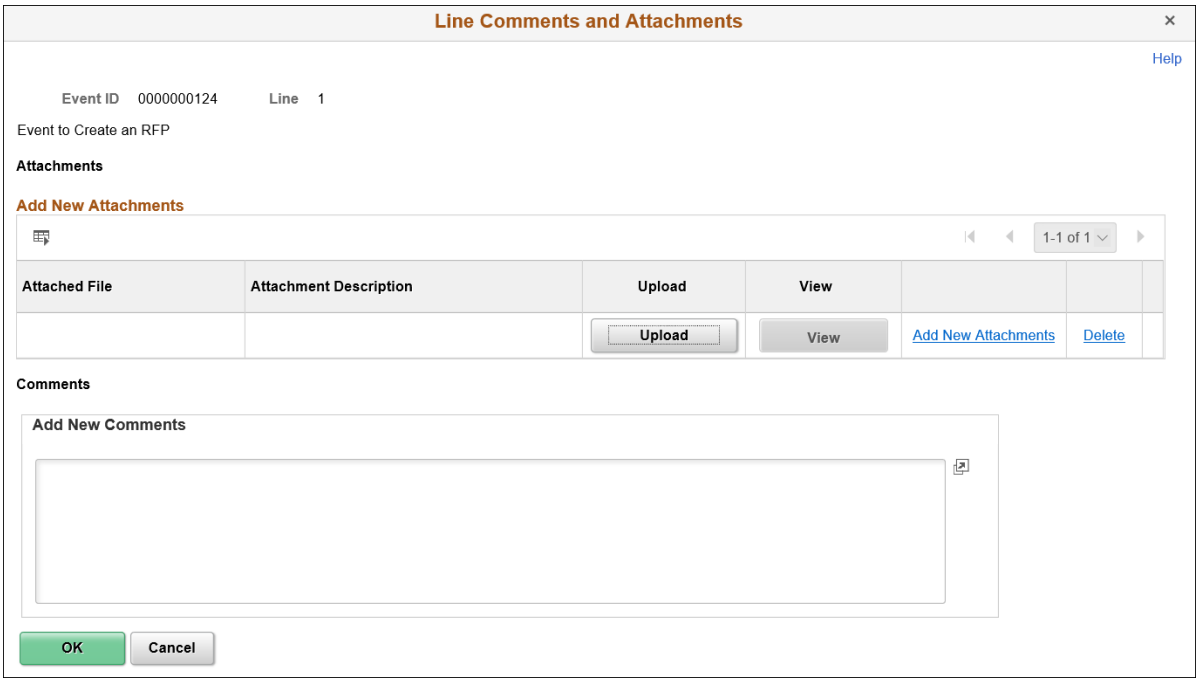
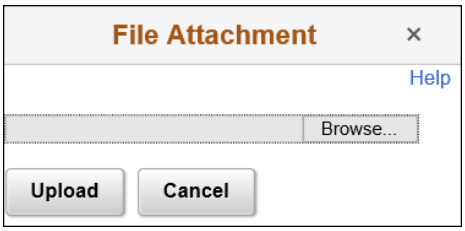
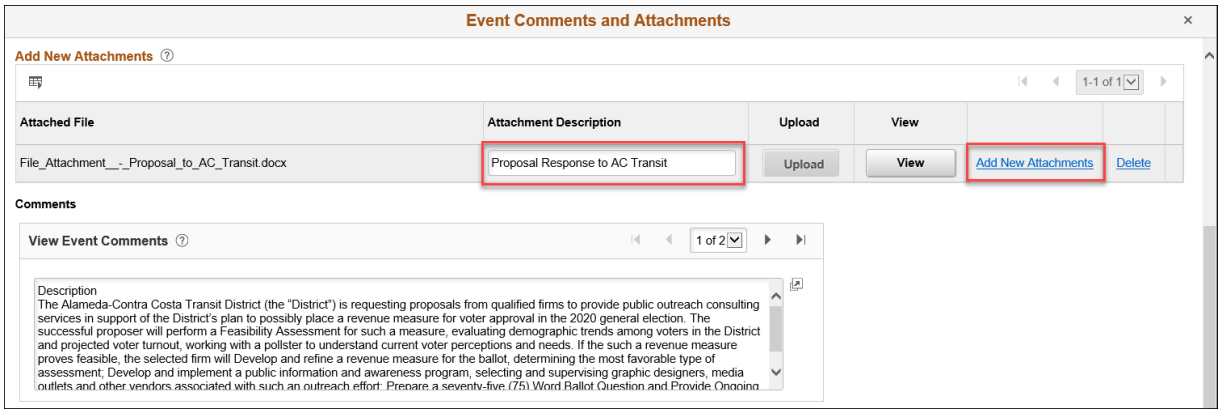
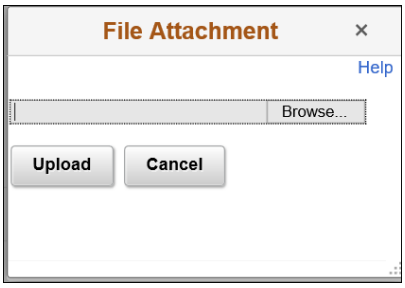
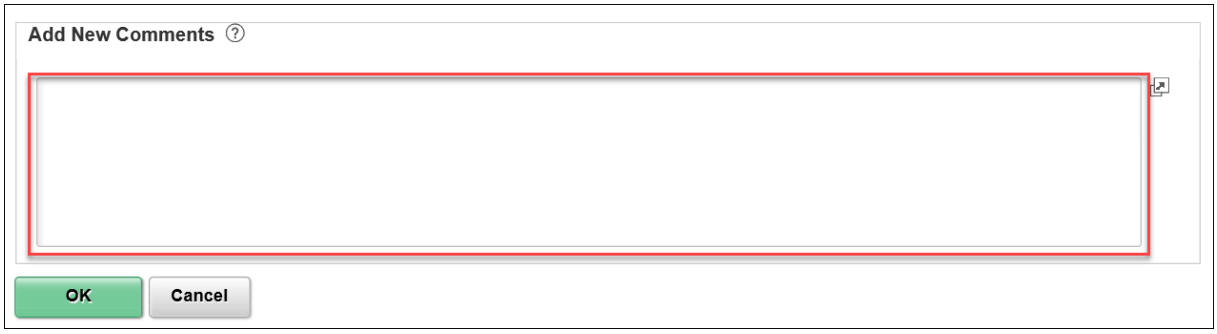
Step	Instructions
11	• Click for Line Comments and Attachments • Enter Comments in the Add New Comments field • Click Upload to upload a file. File Attachment page appears. Click Browse to search file in your documents folder then click Upload. Enter an Attachment Description. • To add new attachment, click the Add New Attachments link • Click OK to take you back to the Event Details page  
12	• Scroll down towards the bottom of the page • Click the Events Comments and Attachments link
13	• The Event Package (PDF, XML), Attachments, Addendums, Comments/Announcements from AC Transit are listed under the View Event Attachments • To upload your File Proposal and Response to AC Transit, click the Upload button

Step	Instructions

- Browse the file and Upload
- Enter an Attachment Description
- Click the Add New Attachments link for additional files to Upload
- Enter any Comments in the **Add New Comments** box
- Click the OK button







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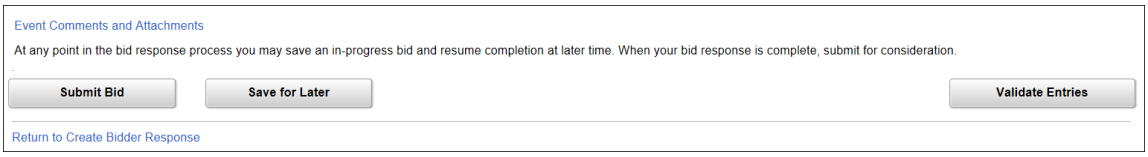
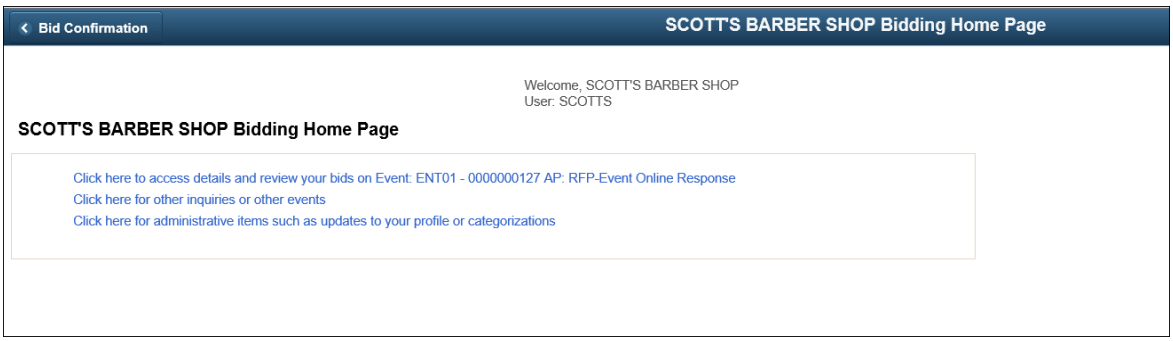
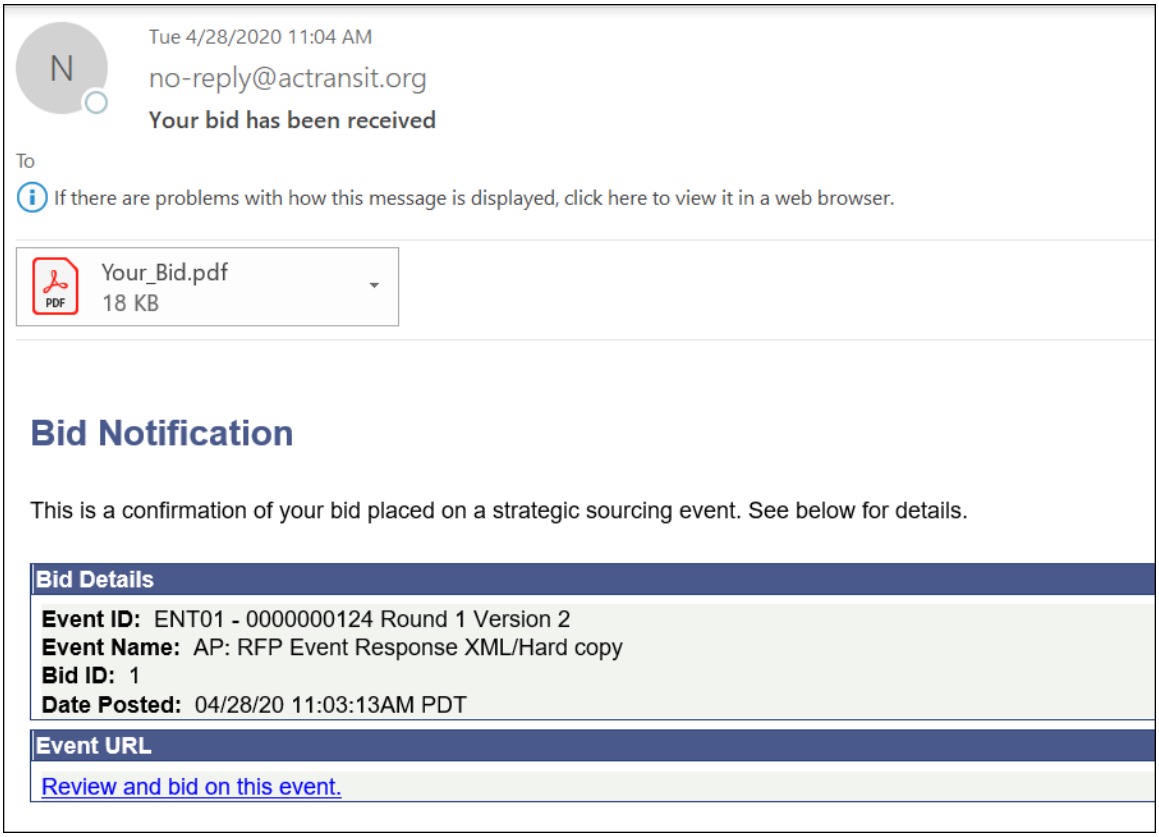
Step	Instructions
14	• Click Save for Later to Save all entries • Click Validate Entries • Click OK if No errors are found in your entries • Click Submit Bid 
15	Bid Confirmation page appears • Click the OK button • Takes you back to the Bidding Home Page • A softcopy of the entered Bid Response in the General Questions is sent to your registered email address ○ Attachments and files included in the Response are not included in the email 

Step	Instructions
	 Tue 4/28/2020 11:04 AM no-reply@actransit.org **Your bid has been received** To If there are problems with how this message is displayed, click here to view it in a web browser. Your_Bid.pdf 18 KB **Bid Notification** This is a confirmation of your bid placed on a strategic sourcing event. See below for details. **Bid Details** **Event ID:** ENT01 - 0000000124 Round 1 Version 2 **Event Name:** AP: RFP Event Response XML/Hard copy **Bid ID:** 1 **Date Posted:** 04/28/20 11:03:13AM PDT **Event URL** Review and bid on this event.
	End of Procedure.