Responding to Solicitations

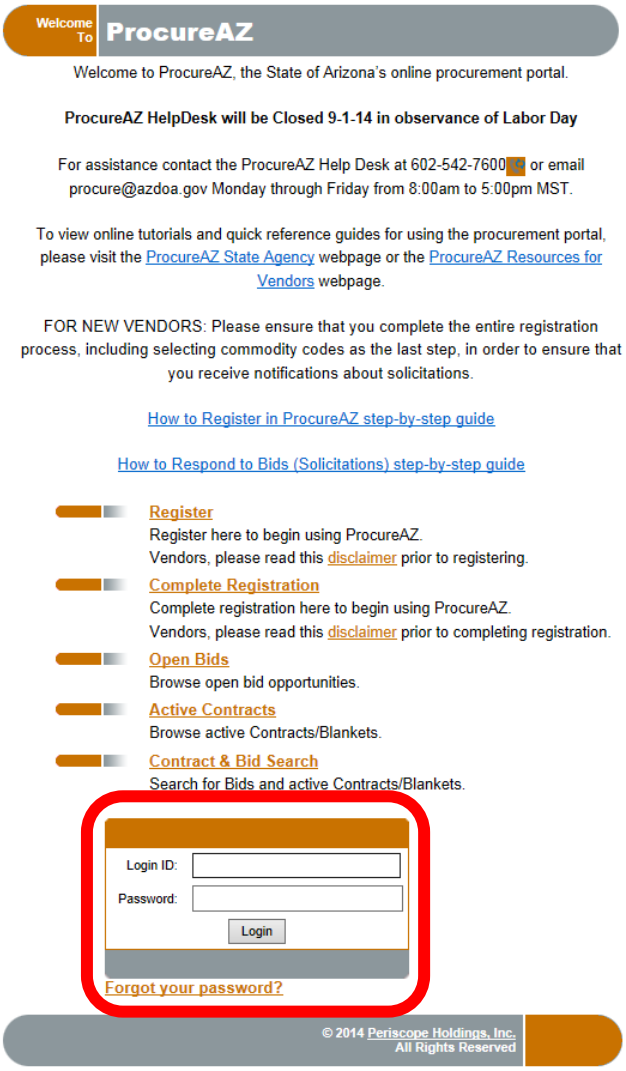
The following will guide a vendor through the process of responding to a solicitation. In ProcureAZ, a solicitation (Request for Quotation, Invitation for Bid, Request for Proposal, etc.) is referred to as a "Bid" document.

All solicitations issued by the State of Arizona in ProcureAZ will be managed and conducted online, including solicitation responses by vendors. All offers shall be submitted electronically in ProcureAZ to be considered. In order to respond to a solicitation, a Vendor must be fully registered in ProcureAZ. If the vendor is not registered, they should go to http://procure.az.gov and click Register. A step-by-step registration guide is located at http://www.spo.az.gov/ProcureAZ/Vendors/default.asp.

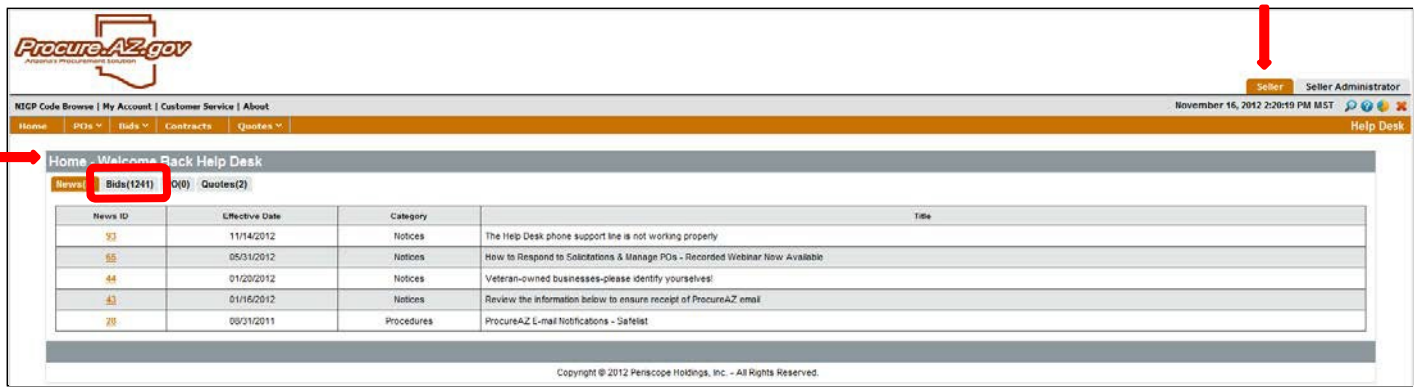
Creating a Response (Vendor Quote) to the Solicitation

In ProcureAZ, a response (offer, quote, bid, or proposal) to a solicitation is referred to as a "Quote."
Use the following instructions to assist you in creating your quote.

1. Go to https://procure.az.gov and log in by entering your Login ID and Password into the Login Box.

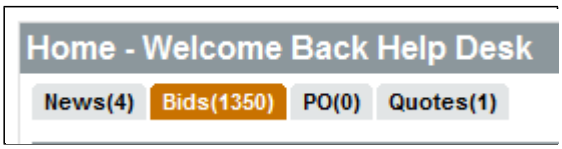


Responding to Solicitations

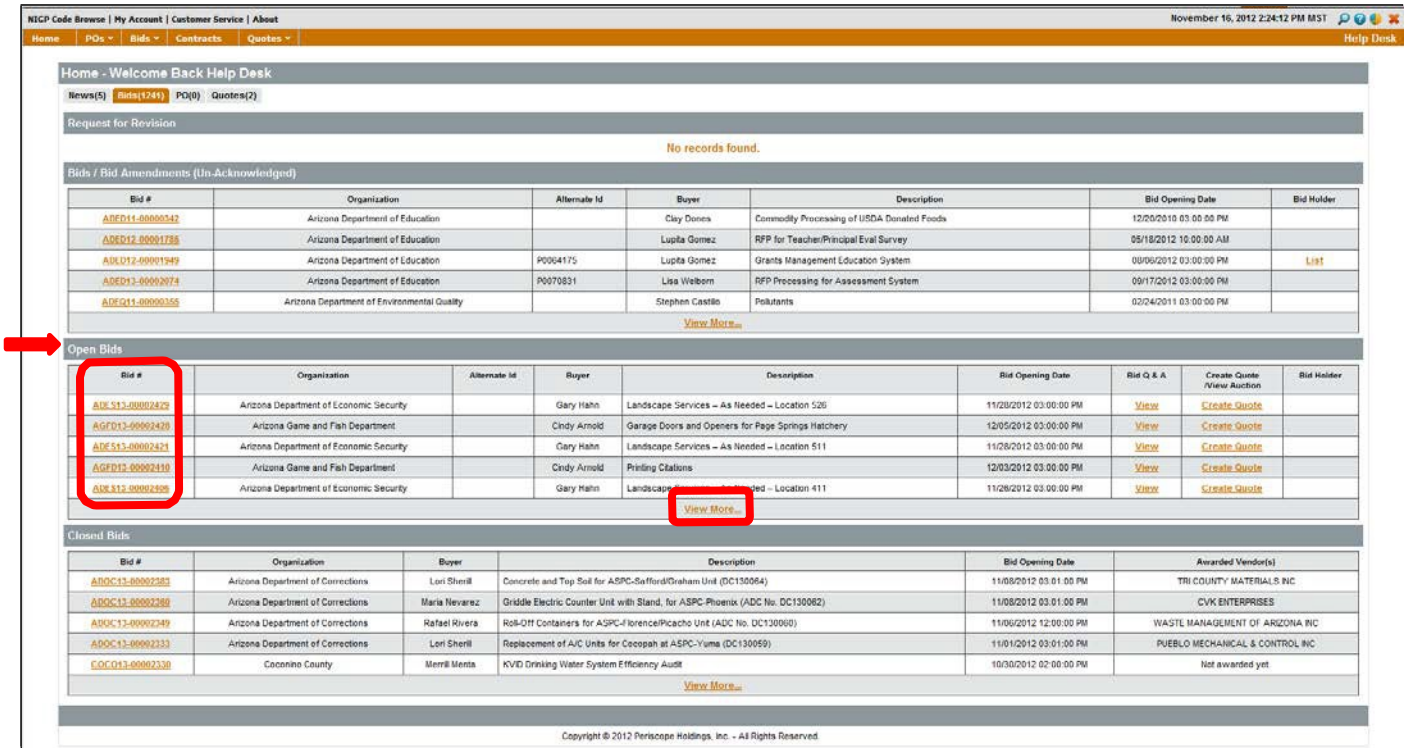


2. Once logged in you will be on the home screen bearing the greeting “Welcome Back, <Your Name>”. If you do not see this greeting, click on the Seller tab in the upper right of the screen. This should bring you to the Seller Home Page.

3. To locate an active bid that you wish to respond to, click on the gray “Bids” tab just below the “Welcome Back, …” greeting.

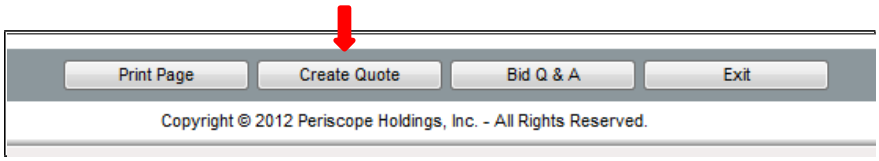


4. A section labeled **Open Bids** will be available in the “Bids” tab. Active bids are referred to as “Open Bids”. Initially only 5 open bids are displayed. In order to expand the list and view additional bids click on the **View More…** link posted just under the list of **Open Bids**.

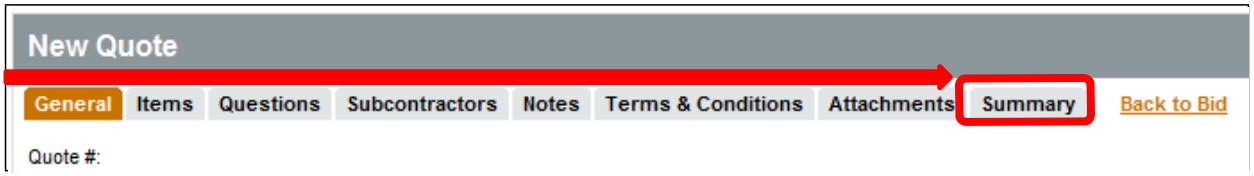


5. Click the Bid Number to view the bid you are interested in. To view the bid you must acknowledge download of the bid by clicking the "**Yes**" button.

6. You can create a response by clicking the **Create Quote** button on the bottom of the bid. This will display the New Quote screen.



7. Quotes are completed by working through the tabs along the top of the document from left to right, saving on each tab. The final tab on the right, the Summary tab, contains a summary of all of the data entered on the previous tabs and allows you to submit the Quote.



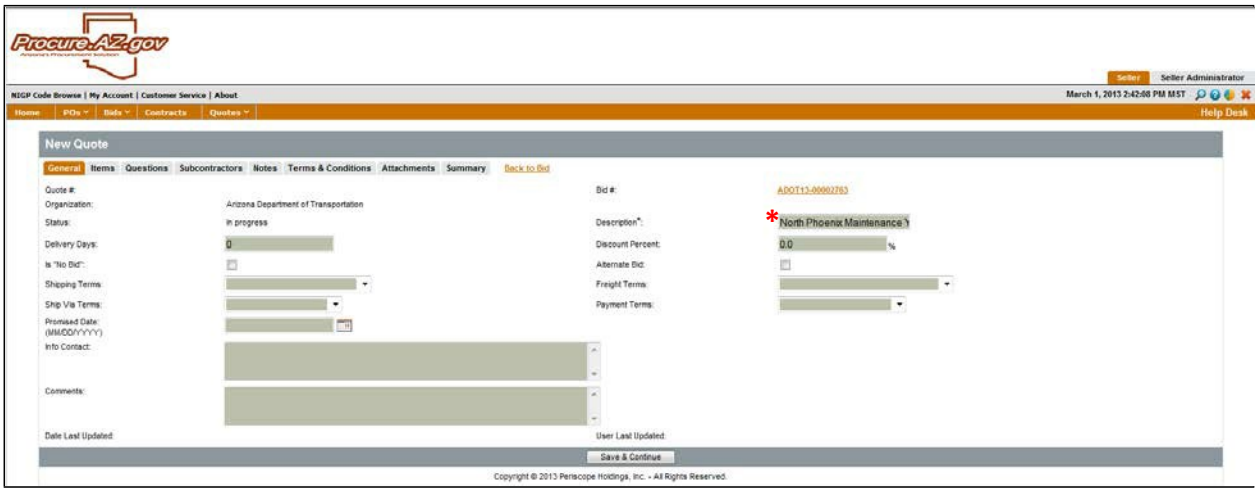
NOTE: You must click the "Submit Quote" button in the Summary tab for your response to be considered for award.

The General Tab

Fields marked with an asterisk (*) require you to enter information. Please refer to the bid you are responding to for special instructions regarding required fields in your quote.

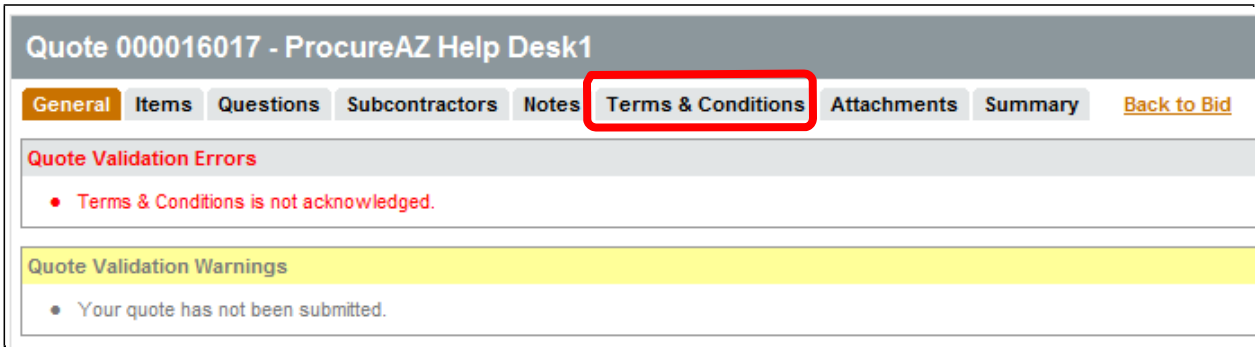
8. Once the necessary information has been entered, click **Save & Continue**. The screen will refresh and a unique quote number will be assigned.

NOTE: Fields marked with asterisks are required.



Error Messaging:

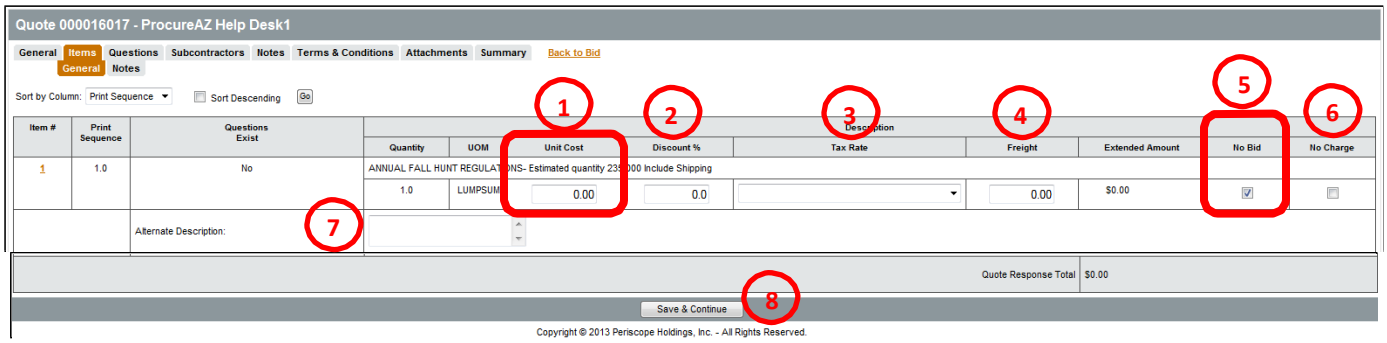
While working on the Quote, you may see red or yellow error messages. Red error messages indicate actions that must be completed before submitting a response. A yellow warning indicates information or actions that may need to be addressed, but the response can still be submitted.



NOTE: The errors above appear once you click on the Save & Continue button on the General tab of your quote. You must view and make selections on the Terms & Conditions tab in order to be able to submit a quote. However, it is still possible to move forward to the next tab, the **Items** tab, by clicking on the tab with your mouse.

The "Items" Tab

The items tab is where the vendor enters pricing information for the items requested. **If pricing is requested as a separate attachment (indicated by language in the solicitation documents), a Unit Cost of $1.00 must be entered and saved in order to deselect the "No Bid" check box next to the item.**

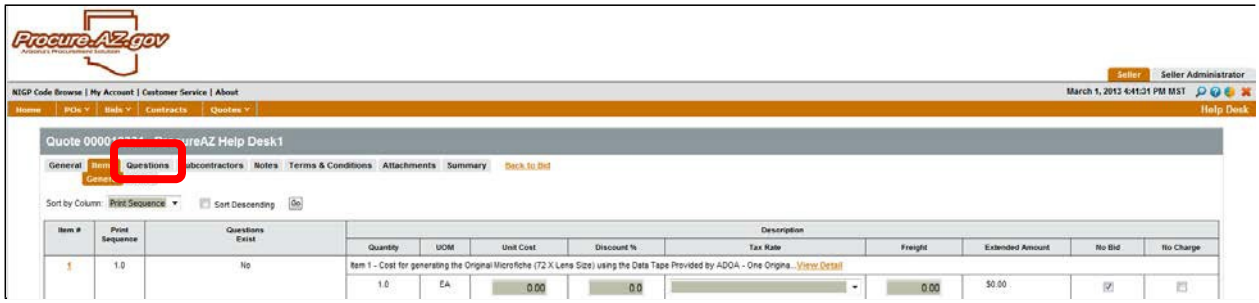


9. The following fields are available for entering information (please check your bid instructions to know what is required in your response):

   1) **Unit Cost**: Enter in the unit cost per item. ProcureAZ will automatically multiply the unit cost by the quantity. This field will also automatically deselect the “No Bid” check box when an amount is entered and saved.
   2) **Discount Percent**: Enter in the discount for the specific item, if applicable. Procure.AZ will automatically calculate the amount
   3) **Tax Rate**: If applicable, choose the Tax Rate. ProcureAZ will automatically calculate the amount
   4) **Freight**: If applicable, enter the freight
   5) **No Bid**: If checked, indicates the vendor is not supplying a quote for this specific item
   6) **No Charge:** If checked, the item is considered to be included provided the vendor is awarded the contract
   7) **Alternate Description:** An alternate description can be provided, either to supplement the description provided in the State’s solicitation or to replace the State’s description. For example, you can use this field to indicate if you are providing a different brand, or if pricing is based on a specific unit of measure that is different than indicated in the solicitation.

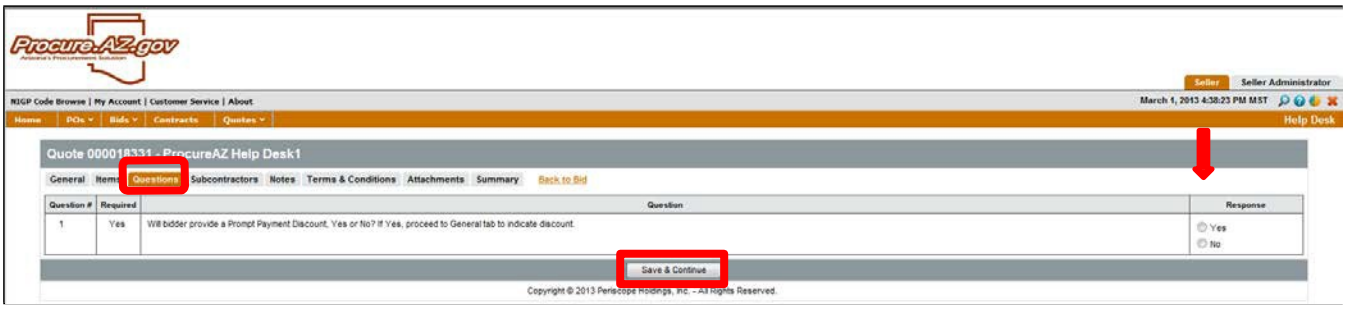
10. Once completed, click **Save & Continue**.

11. Check the Questions tab.



The Questions Tab

The **Questions** tab allows the vendor to respond to questions posted on the Bid. Please note that if responses to questions are required, you must respond in order to submit your Quote. Unanswered questions will generate red error messages.



If there are no questions posted, move to the next tab you need to complete.

11. Answer the question(s) and click **Save & Continue**.

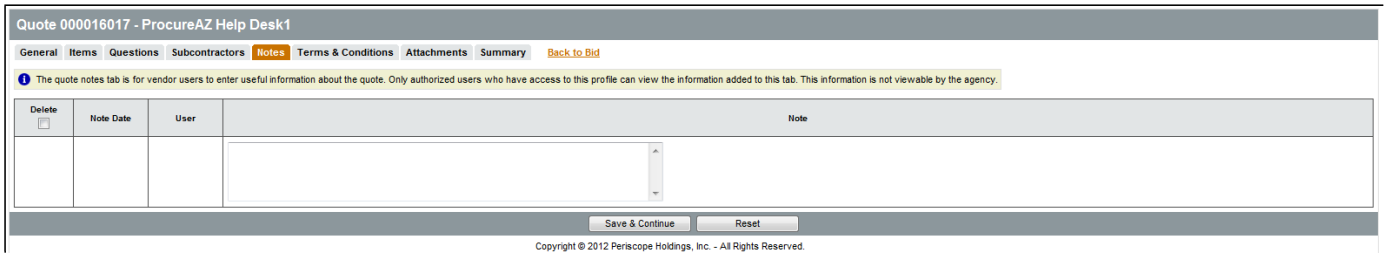
12. Click the next tab you need to fill out.

The Subcontrators Tab

This State of Arizona does not use this tab. Do not enter any information here unless specifically told to do so in your bid instructions.

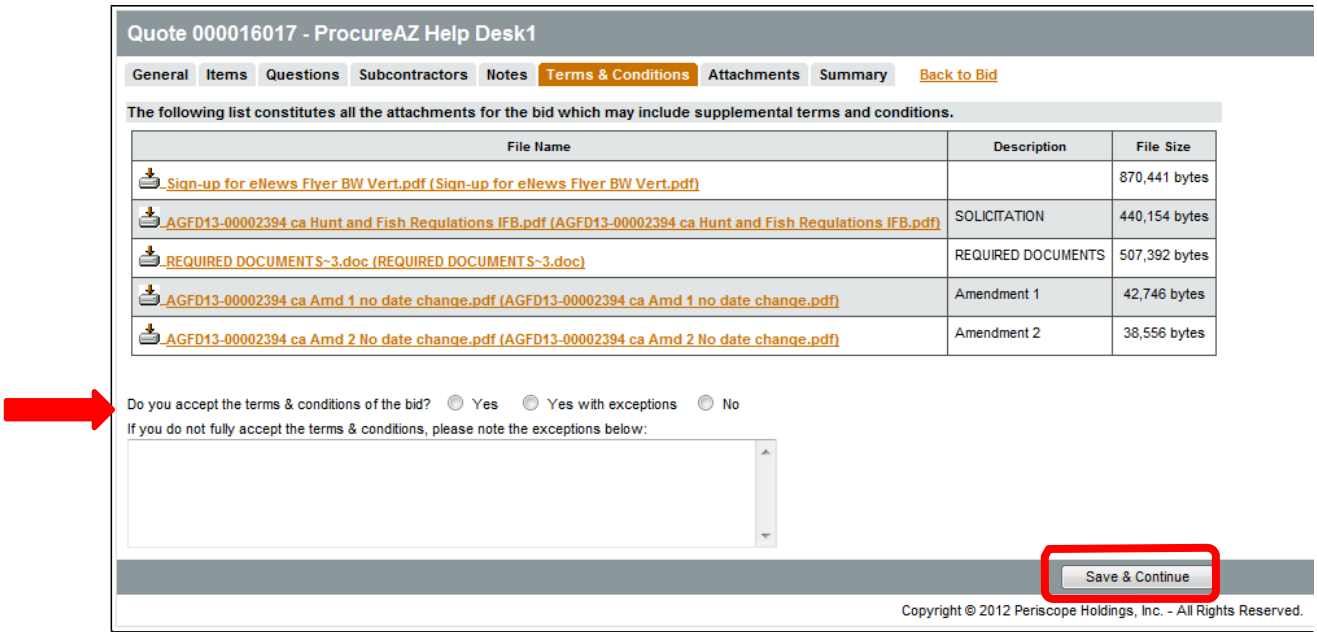
The Notes Tab

The **Notes** tab allows you to record internal comments. For example, if multiple users are working on a response, the Notes tab can be used to track changes from one user to another. **TheAgency issuing the solicitation will NOT see any notes when evaluating the responses**.



The Terms & Conditions Tab

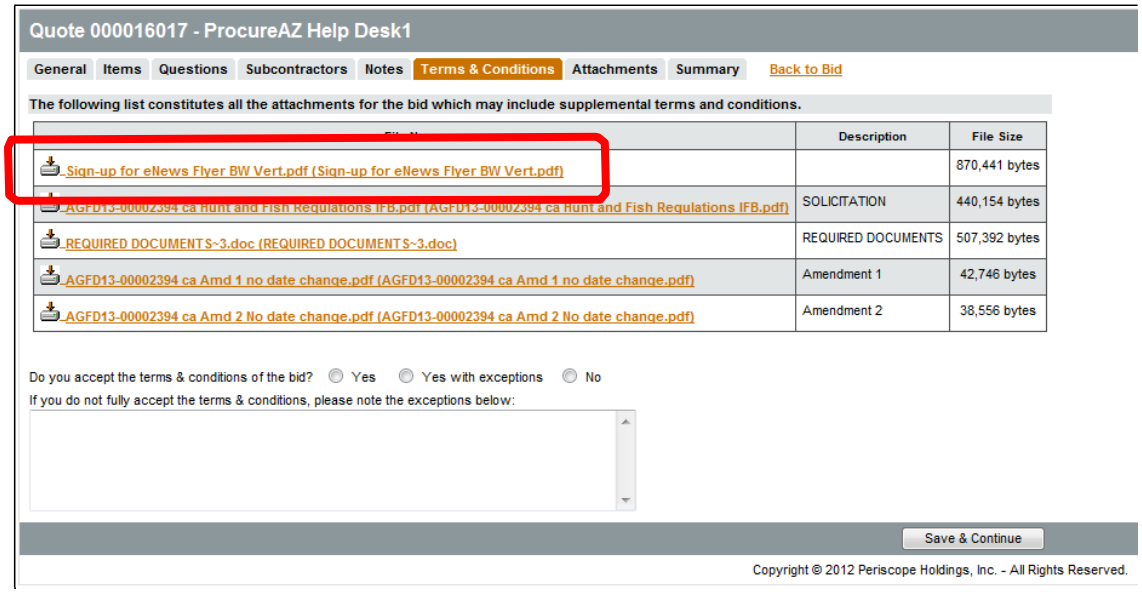
The Terms & Conditions tab allows you to view or download any attachments to the bid. The attachments will include the official documentation related to the bid you may have already downloaded from the bid itself. You are also asked whether or not you accept the terms and conditions of the bid.



13. Click to accept, accept with exceptions or not accept the Terms & Conditions of the bid. If you select Yes with Exceptions or No, the field below becomes required and you must state the reasons for not accepting the Terms and Conditions.

14. Click **Save & Continue**.

15. Download bid attachments provided by the buyer in this section by clicking the File Name:

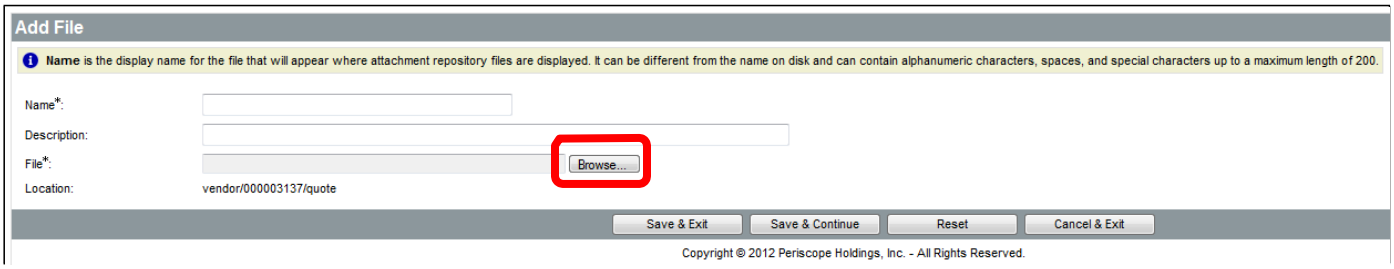


16. Save these files to your computer so you can easily access them.

The Attachments Tab of Quote

The **Attachments** tab allows you to upload files to your Quote. These files can include specifications, statement of work, pricing sheets and any other information requested in the bid instructions.

17. To add an attachment, click the Add Attachments button.



18. Click the Browse button to search for the file to upload from your computer. (Individual attachment documents shall not exceed 10 MB. Only one (1) file may be uploaded at a time.) The Name* field will automatically populate when you choose the file to upload. The Description field is not required.

19. Once you have selected your file, click **Save & Exit**.

20. To upload more attachments repeat steps 18 & 19.

NOTE: If you click on **Save & Continue**, ProcureAZ will save your changes, but will remain on the Attachment screen. Clicking **Save & Exit** will return you to the attachments list.

Marking an attached document Confidential signals your desire for the document not to be visible publicly. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination.

Successfully uploaded attachments will appear in the Attachments tab of your quote:

Attachments that have successfully uploaded should show in list form as hyperlinks to those files.

To Delete an Attachment: Check the Delete box and click Save & Continue. The file will then be removed.

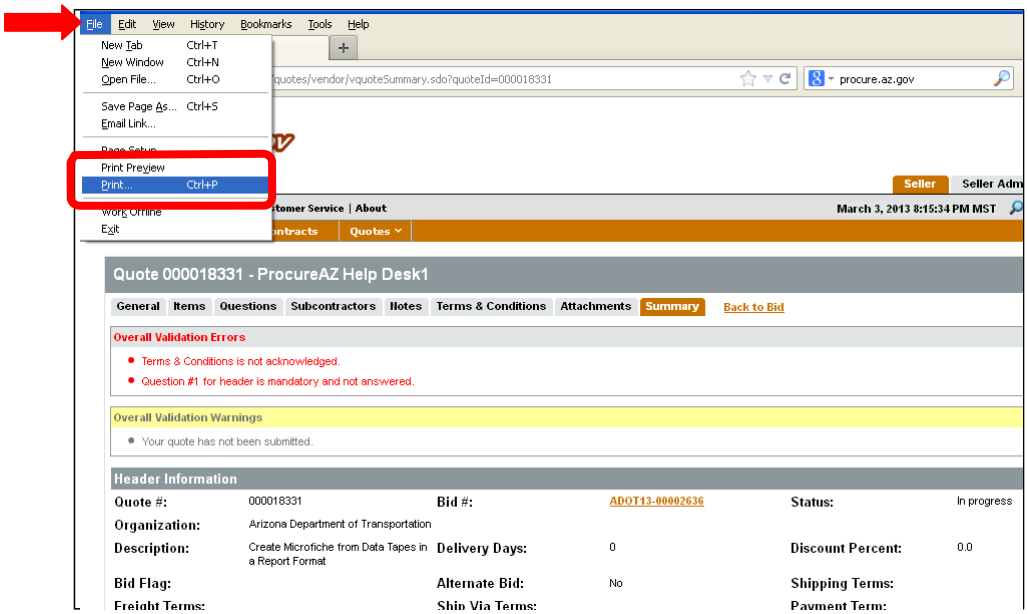
NOTE: File names cannot contain spaces or special characters. Also, it is best to put files you will be adding as attachments on your Desktop – they will be easier to locate when browsing for them.

The Summary Tab of Quote

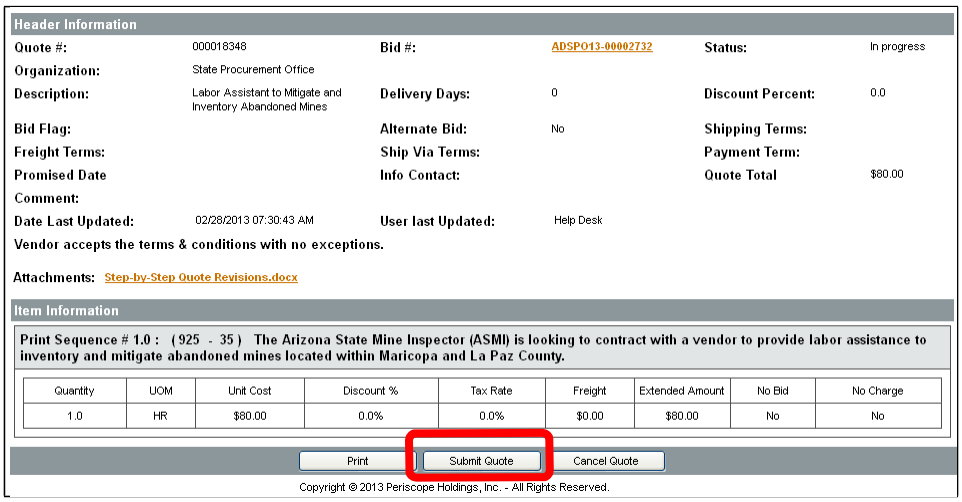
The Summary Tab is your opportunity to review all the information entered in the Quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

21. Scroll down to the bottom of the screen and click **Submit Quote**.

If you would like to print a copy for your records you will need to use your browser's print function for each screen.



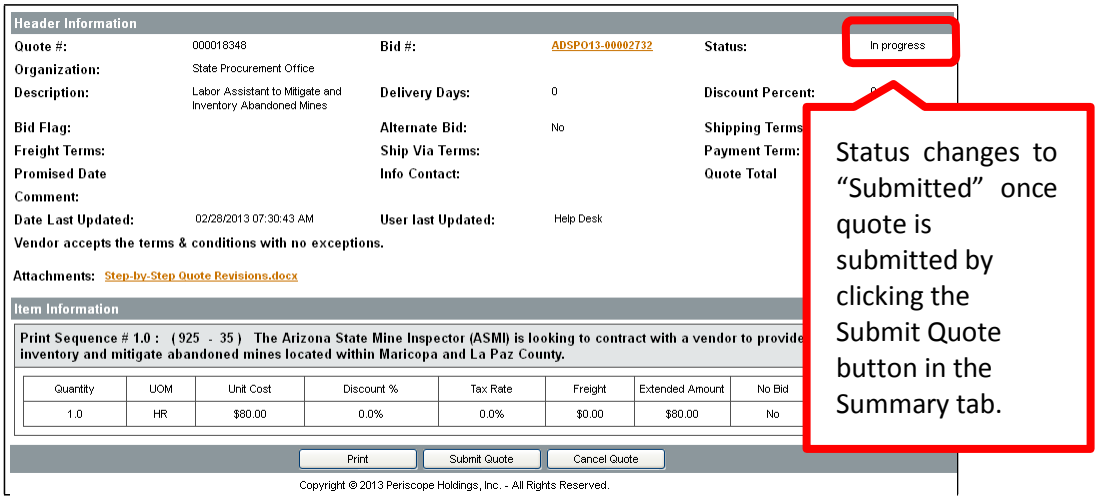
The **Submit Quote** button will submit the quote into the system. You must click the **Submit Quote** button to be considered for award:



NOTE: If you do not see the Submit Quote button at the bottom of your screen, as in the image above, then you may still need to make a selection in the Terms & Conditions tab.

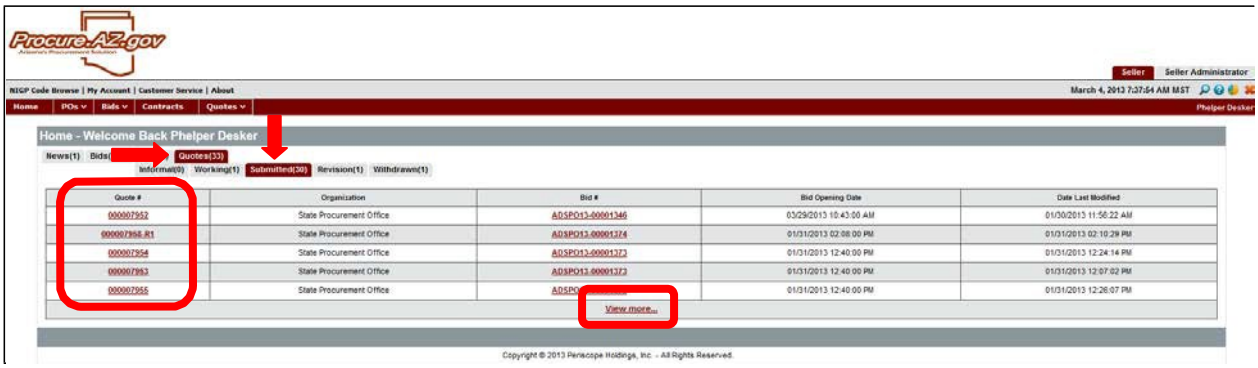
Once submitted, the Status field on the top right of the Quote will display "Submitted." **If anything else displays in this field, then the Quote has NOT been submitted and you <u>will</u> <u>not</u> be considered for award.**

No changes can be made to the Quote once submitted unless the Quote is <u>withdrawn</u>. (See below)



You will receive a confirmation email of your submittal to the main email address of your ProcureAZ account. If you do not receive this confirmation, call the Help Desk immediately at (602) 542-7600, Option #1, or email at procure@azdoa.gov.

If any question remains regarding whether a Quote has been submitted, the list of all your Submitted Quotes can be viewed by selecting the gray "Quotes" tab on the vendor's homepage, then the "Submitted" sub-tab that appears below.



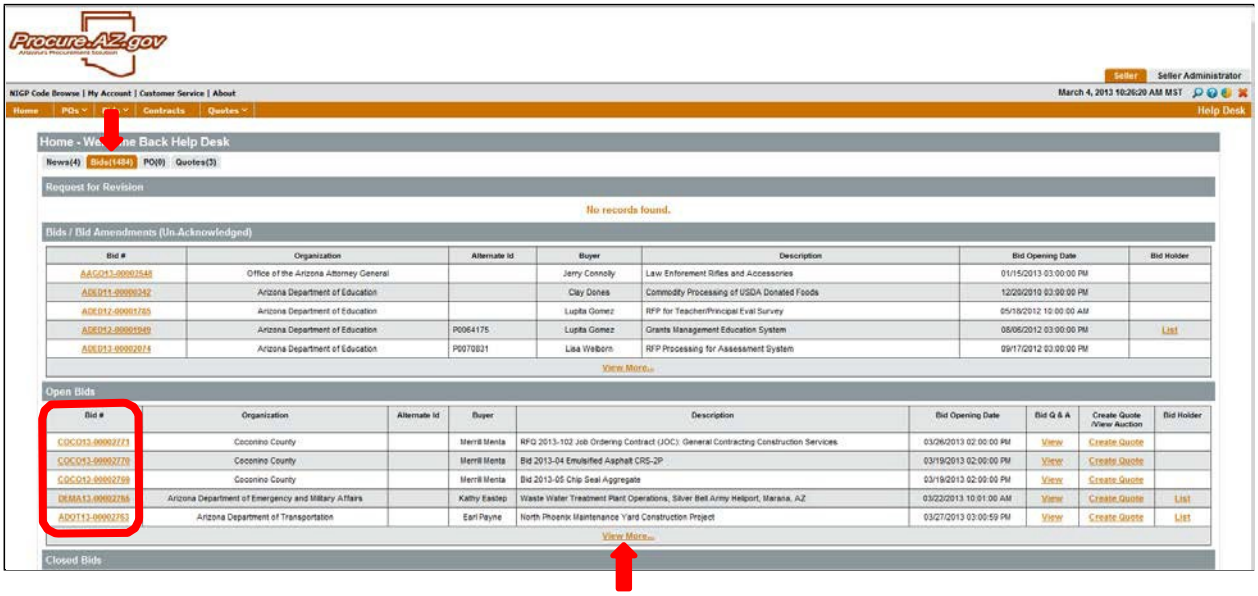
The five most recently submitted Quotes will appear first. Clicking View More will display the twenty-five (25) most recently submitted Quotes and links to the pages where any previously submitted Quotes will display. If a Quote does not appear on any of these screens, then it has NOT been submitted. Please locateyour Working Quote and click the Submit Quote button on the Summary tab of the quote to be considered for award.

The **Cancel Quote** button cancels the quote.

Viewing and Submitting Questions

Vendors may also be able to view and submit questions in ProcureAZ regarding a solicitation.

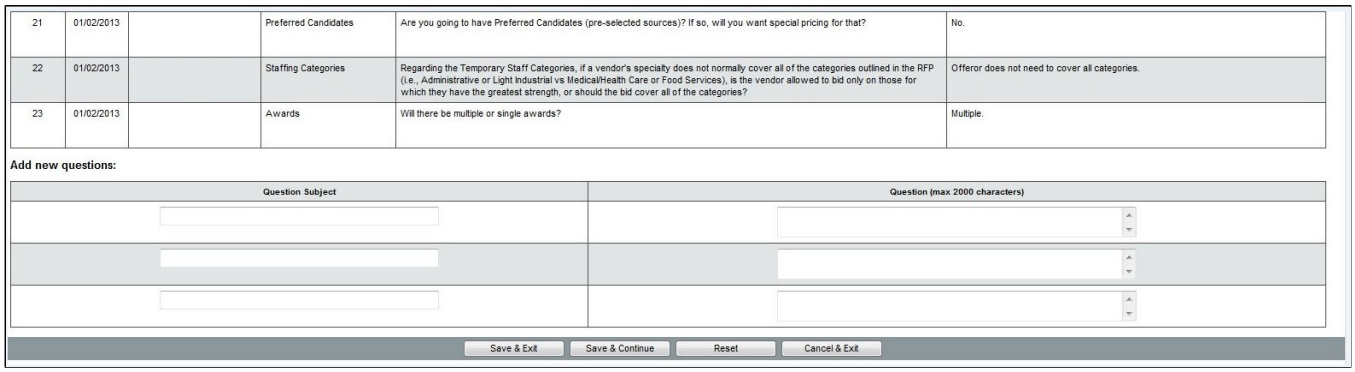
1. Locate the Open Bid in the Bid tab on the Seller homepage and click the bid number to view that bid.



At the bottom of the bid page there will be a **Bid Q & A** button:

2. Click the **Bid Q & A** button to view any previously published questions and answers.

If enabled by the procurement officer, the vendor will now have the ability to add new questions:



21	01/02/2013		Preferred Candidates	Are you going to have Preferred Candidates (pre-selected sources)? If so, will you want special pricing for that?	No.
22	01/02/2013		Staffing Categories	Regarding the Temporary Staff Categories, if a vendor's specialty does not normally cover all of the categories outlined in the RFP (i.e., Administrative or Light Industrial vs Medical/Health Care or Food Services), is the vendor allowed to bid only on those for which they have the greatest strength, or should the bid cover all of the categories?	Offeror does not need to cover all categories.
23	01/02/2013		Awards	Will there be multiple or single awards?	Multiple.

Add new questions:

Question Subject	Question (max 2000 characters)

Save & Exit | Save & Continue | Reset | Cancel & Exit

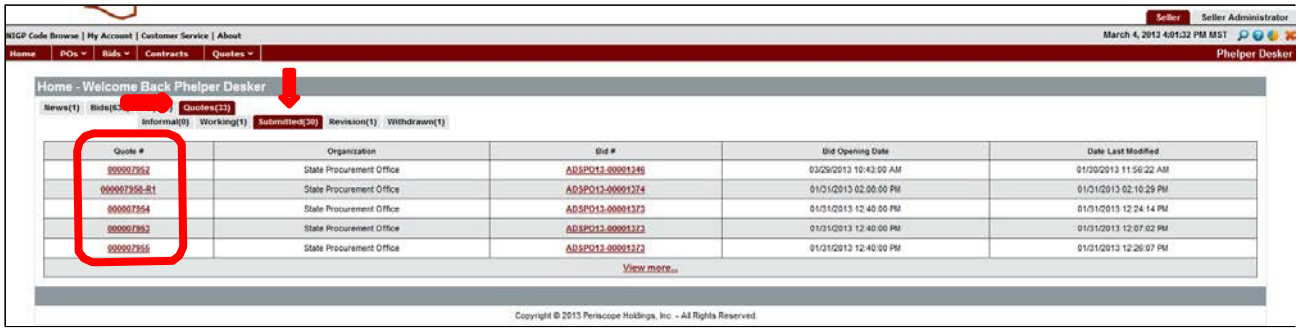
3. To ask a question type the subject of your question into the Question Subject field, then ask your question by typing it in the Question field.

4. Click **Save & Continue** to submit your question(s).

Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision and the bid has not closed, the Withdraw Quote button will appear on the Summary tab of the submitted quote.

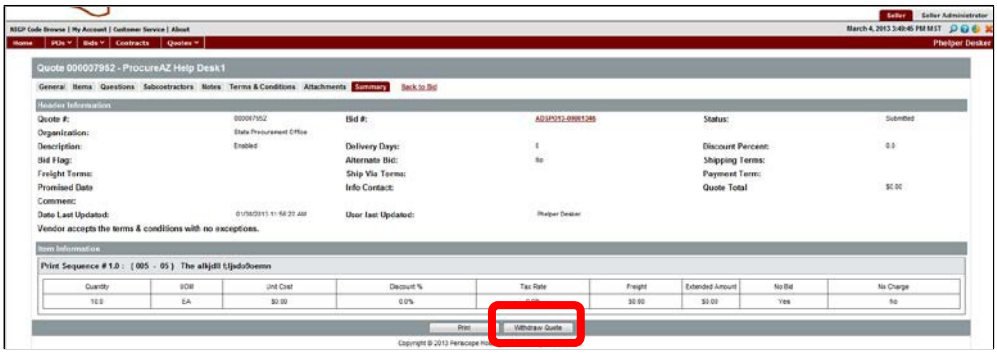
Submitted quotes may be located in a sub-tab of the Quotes tab on the Seller homepage.



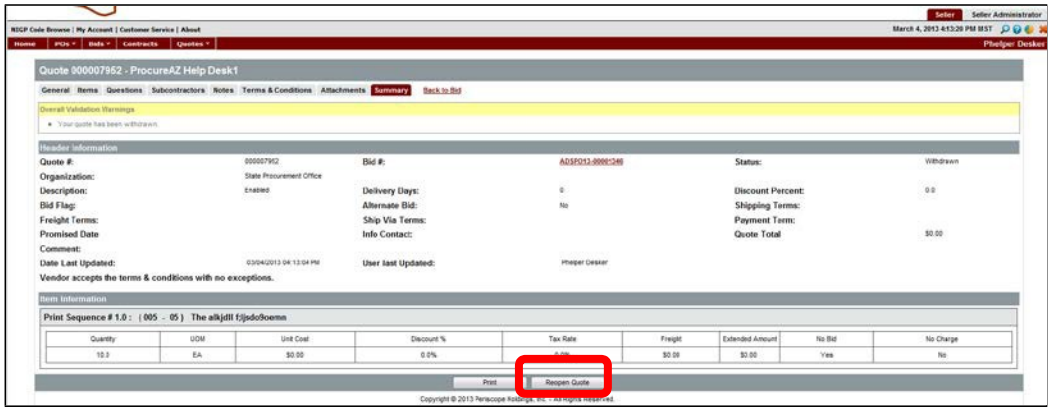
1. Click the Quote # to view that quote.

2. Click into the Summary tab of your quote and scroll to the bottom of the page.

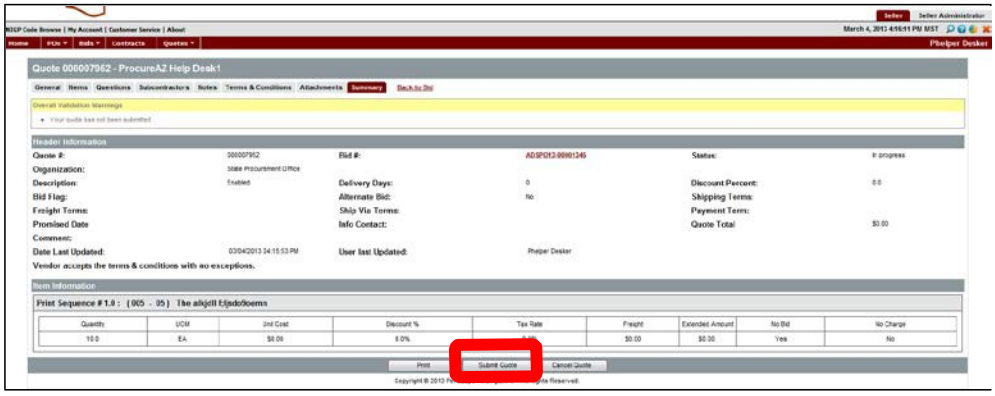
3. Click the **Withdraw Quote** button:



4. Next, choose the **Reopen** button at the bottom of the Summary tab if you would like to modify and resubmit the response. The Quote will be fully open to make changes. Yellow warning messages alert you to the withdrawn/unsubmitted status of your quote.



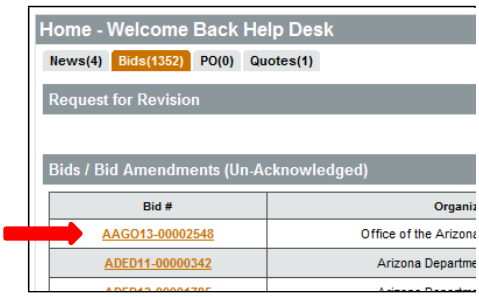
5. Once you have made the necessary changes you must resubmit your quote by clicking the Submit Quote button in order to be considered for award.



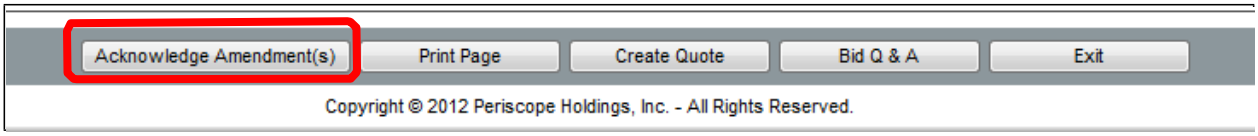
NOTE: The Quote must again be submitted by clicking the Submit Quote button in the Summary tab before the Bid Opening Date/Time or the Quote shall not be accepted.

Amendments and Acknowledgements

If the Agency makes an amendment to the Bid, you must acknowledge the amendment. If you have previously submitted a Quote, were originally notified about the Bid, or have viewed and acknowledged the Bid, you will receive an email and the amendment will be shown in the Bids tab located on the Seller homepage. On the Bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.



Clicking on the Bid # will bring you to the bid detail view. Once you have read the amendments (usually located in the attachments of the bid), click the **Acknowledge Amendments** button.



NOTE: If the Amendment makes a change to the items, you may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

Additional Information

For assistance with your quote contact the ProcureAZ Help Desk at 602-542-7600 (option 1) or email procure@azdoa.gov.

For more information on how to use ProcureAZ go to https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors and view the Quick Reference Guides and recorded webinar.