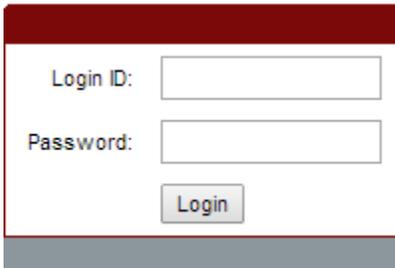# How to Respond to a City of Alexandria Solicitation Electronically

The following provides a basic tutorial on how to electronically respond to a solicitation.  In e-Procure, all solicitations, whether an RFP, ITB, or task order are referred to as a "Bid" document.

To respond to a solicitation, a vendor must be a fully registered vendor in e-Procure. If the vendor is not registered, they should register by accessing the e-Procure login screen and selecting "Register".

For vendors who are fully registered, please log in with your respective Login ID and Password.

| | |
|---|---|
| Login ID: | |
| Password: | |
| | Login |

## Getting Started

After gaining access into e-Procure, confirm that you are under the "Seller" tab and not in the "Seller Administrator" tab. The "Seller" tab contains the information required to electronically submit a solicitation response.  Those tabs are located at the top right corner of the webpage.

| Seller | Seller Administrator |
|---|---|
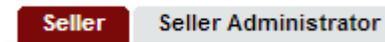
Within the "Seller" tab, there are four distinct tabs: "News", "Bids", "PO", and "Quotes".  Click on the tab that states, "Bids".

News(2)  **Bids(225)**  PO(0)  Quotes(0)

Under the "Bids" tab, locate the relevant solicitation To the right of the relevant solicitation, click on  "Create Quote".  In e-Procure, a response to a solicitation is referred to as a "quote."  Note that if there is no option to create a quote; then, the City has elected to only accept hard copy responses.

**Electronic Submission available:**

| Create Quote /View Auction |
|---|
| Create Quote |

**Hard-Copy Only:**

| online quote not allowed |
|---|
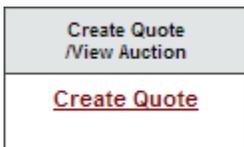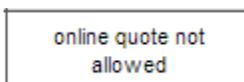
After you click on, "Create Quote", you will be taken to an acknowledgment page, asking if you would like to proceed in responding to the solicitation in question.

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**Acknowledge Receipt and View Solicitation**

Bid #

Bid Description

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

| Yes | No |
|-----|-----|

Click on the "Yes" button to acknowledge your intent to respond to the respective solicitation.   After clicking "Yes", you will be directed to the "New Quote" database.  In the "New Quote" database, you will see the eight tabs of "General", "Items", "Questions", "Subcontractors", "Notes", "Terms & Conditions", "Attachments", and "Summary".  After the acknowledgment page, you are automatically directed to the "General" tab in the "New Quote" database.

Click "No"  if your company does not intend to respond to the solicitation.  By clicking on "No", this will prevent any future correspondence pertaining to this respective solicitation from being emailed to the company's email address that is on file. If you do plan to respond to the solicitation, please ensure that you click, "Yes" because failure to do so will prevent your company from receiving any future correspondence with regards to this solicitation.

**New Quote**

| General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | Back to Bid |
|---------|-------|-----------|----------------|-------|--------------------|-------------|---------|-------------|

Quote #:

Bid #:           00000442

Status:          In progress

Description*:

Delivery Days:   0

Discount Percent:   0.0   %

Is "No Bid":     ☐

Alternate Bid:   ☐

Shipping Terms:              ▼

Freight Terms:               ▼

Ship Via Terms:              ▼

Payment Terms:   Net 45   ▼

Promised Date:
(MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated:

User Last Updated:

Save & Continue

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The following provides a description of the fields provided on the **General** tab of the quote. An asterick(*) denotes a required field.

| | |
|---|---|
| **Quote Number –** | Will be auto assigned upon completion of the General tab |
| **Description –** | Same as the bid description. This can be edited to provide a description of your response, if appropriate |
| **Delivery Days –** | If applicable, number of days for delivery (if response is for an ongoing, orderable set of goods or services) |
| **Discount Percent –** | If entered, will apply the discount to all items on quote. If discount is item by item, please use the Items tab |
| **Is "No Bid" –** | Selecting no bid will notify the agency that you do not wish to submit a response |
| **Alternate Bid –** | If the vendor submits multiple quotes, the vendor can flag specific response as an "alternate" |
| **Terms –** | Defaults to terms selected during vendor registration. These can be modified by selecting the appropriate term from the drop down menu |
| **Promised Date –** | If applicable, promised date for delivery of the requested good or service (for one-time delivery) |
| **Info Contact –** | Enter Vendor primary contact information for the solicitation response |
| **Comments –** | Enter in any comments for the quote. This will display to the buyer and be considered part of your response |

Please note that many of the fields may not apply and a user may skip to the next field. Once you have entered the necessary fields, click "Save and Continue." The screen will refresh and a quote number will be assigned.

### Error Message

After you click "Save and Continue", you will receive an error message stating that, "Terms & Conditions is not acknowledged". At this point, you will want to go to the respective tab that is labeled "Terms & Conditions."

**Quote Validation Errors**

- Terms & Conditions is not acknowledged.

General | Items | Questions | Subcontractors | Notes | **Terms & Conditions** | Attachments | Summary

### Terms & Conditions Tab

The Terms & Conditions tab allows the vendor to view or download any attachments to the solicitation. The vendor is also asked whether or not they accept the terms and conditions of the solicitation.

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If the Terms and Conditions are acceptable, select "Yes" and click "Save & Continue."

If the vendor selects "Yes with Exceptions" or "No", the field below becomes required and the vendor must state the reasons for not accepting the Terms and Conditions.

**Attachments Tab**

After completing the Terms & Conditions tab, click on the "Attachments" tab to add any necessary documentation for the quote. This will include at a minimum your Proposal, including, but not limited to specifications, statement of work, pricing sheets, required submittals or any other relevant documents that are required in order to submit a complete response to the solicitation. When clicking on the "Attachments" tab,the following screen will appear:



In the "Attachments" tab, click "Browse Repository." After clicking, you will be directed to this screen below.

Upon being transferred to this new screen, click on "Add File" so that you can edit the name of the file as well as give it a description.



Use the Browse button to search for the file to upload from your computer.  Once the file is chosen, the vendor can edit the name of the file as well as giving it a description. Once completed, click "Save & Exit."

The "Attachments" tab will then list all attachments on the Quote.  To add additional files, click on "Add Attachment."  You have the capability of removing any unnecessary attachments by clicking on any respective attachment box under the "Delete" column and clicking "Save & Continue."



**Ready to Submit**

After attaching all files,,  submit the quote to the City's Purchasing Division.  Until you submit the quote, your quote will not be received by the City. To submit a quote, go to the "Summary" tab.



The "Summary" tab is the vendor's opportunity to review all the information entered and uploaded. If any changes need to be made, click on the appropriate tab,  edit the information, and click save & continue on the screen.

At the bottom of the Summary tab, you will see three clickable buttons:



The **Print** button allows the Vendor to print a copy for their records.

The **Submit Quote** button will submit the quote into the system. No changes can be made to the quote unless the vendor withdraws the Quote.

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

### Quote 00000147 - Tim's Laptops

| General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments(1) | **Summary** | **Back to Bid** |

**Header Information**

| | | | | | | |
|---|---|---|---|---|---|---|
| Quote #: | 00000147 | Bid #: | 00000093 | Status: | In progress |
| Organization: | Morning Training Sessions | | | | |
| Description: | Monitors | Delivery Days: | 0 | Discount Percent: | 0.0 |
| Bid Flag: | | Alternate Bid: | No | Shipping Terms: | |
| Freight Terms: | | Ship Via Terms: | | Payment Term: | |
| Promised Date | | Info Contact: | | Quote Total | $4,000.00 |
| Comment: | | | | | |
| Date Last Updated: | 09/02/2009 10:25:21 AM | User last Updated: | Timothy Garza | | |

Vendor accepts the terms & conditions with no exceptions.

**Questions:**

| Question # | Required | Question | Response |
|---|---|---|---|
| 1 | No | What brand of monitor is it? | |

**Attachments:** Quick Reference Guide.doc

**Item Information**

**Print Sequence # 1.0 : ( 204 - 54 ) 20" Flat Screen Monitor**

| Quantity | UOM | Unit Cost | Discount % | Tax Rate | Freight | Extended Amount | No Bid | No Charge |
|---|---|---|---|---|---|---|---|---|
| 10.0 | EA | $400.00 | 0.0% | 0.0% | $0.00 | $4,000.00 | No | No |

[ Print ]   [ Submit Quote ]   [ Cancel Quote ]

### Withdrawing a Quote

Once the quote is submitted, no changes can be made unless the vendor chooses to withdraw the quote. If changes need to be made either due to an amendment or by vendor decision, the "Withdraw Quote" button will appear on the "Summary" tab. Click this button, then choose the "Reopen" Button at the bottom of the Summary tab to modify and resubmit the response. The quote will be fully open to make changes.

Note that the quote must be resubmitted before the Bid Opening Date/Time or the quote will not be accepted.

### The Other Attachment Tabs

The other attachment tabs that were not mentioned in the tutorial can be disregarded because they are seldomly used when submitting a proposal electronically. The important tabs to complete are the "General", "Terms & Conditions," "Attachments," and "Summary" tabs.

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**Acknowledgement of Submission**

The City is unable to verify if it has received your response until the submittal deadline.  There is also no receipt system in place.   To verify that your response was successfully submitted, go to the "Quotes" tab which is located directly below the salutation in the "Seller" home page.  If the "Quotes" tab shows Submitted (0), then the City has not received a proposal.  Under the "Quotes" tab, it should show Submitted (1) if one proposal has been submitted.  If it doesn't reflect this then you will need to go into the "Summary" tab under your respective quote and click on the "Submit Quote" in order make that necessary change.

For those vendors that have submitted responses to past solicitations, it is possible that the number that is shown in the "Submitted" tab's parenthesis may be greater than 1.  It is very important to ensure that the number in the parenthesis for the " Working" tab always shows '0' and not '1'.  If the "Working" tab has a number other than '0'; then there is a possibility that your response is still pending.   Again, you will need to go to the respective quote and check the "Summary" tab to ensure that you have clicked on "Submit Quote".

**Not Submitted:**

News(2)  Bids(225)  PO(0)  Quotes(1)
Informal(0)  Working(1)  Submitted(0)  Withdrawn(0)

**Submitted:**

News(2)  Bids(225)  PO(0)  Quotes(1)
Informal(0)  Working(0)  Submitted(1)  Withdrawn(0)

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