

# RFP Attachment D

## OregonBuys Vendor How-to Guides



### ***MDM (Misinformation, Disinformation, and Mal-information) Analysis Platform Services***

#### *Disclaimer:*

*This guide is being provided to Proposers as a courtesy for reference-purposes only.  
Agency is not responsible for any inaccuracies or interpretation issues related to this  
attachment.*

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## Registering in OregonBuys

1. To start Click on the **Blue** Register Button located at the top right of the screen.

This will bring up a screen asking for:

**Tax ID**

**Company Name**

**Email Address**

2. Click the **Green** Register button located In the middle of the screen.

3. This will take you to a new screen with multiple tabs.

**A. Company Information:**

This tab is where you enter the basic information about your company (Vendor Name, Address, Tax ID, etc.)

**B. Administrator:**

This tab is where you enter information about the Administrator (owner) of the account, it is also where you will create your Login ID and Password for the account.

**C. Address:**

This tab is where you enter your company address, a secondary address can be added, if needed.

**D. Terms:**

This tab is where you enter your company's Payment terms, Freight Terms and Shipping terms.

**E. Categories & Certifications:**

This tab is where you accept the Terms of Use. (Note: all of the Categories in bold on this tab are not able to be selected. They are for internal use only.).

**F. Commodity/Service Codes:**

This tab is where you select the NIGP codes that fit the services that your company provides. If you are not sure what Commodity code to choose you can use a keyword to search for codes (example: if your company sells spark plugs, you can type in Spark plugs into the NIGP Keyword Box and click the "search" button. Codes that match that product will come up, you can then select the code that best fits your service/Product and click "save and continue" or you can "save and add more").

**G. Summary:**

This tab is a summary of all the above information that you have entered into your profile. After you have reviewed the information for accuracy, click the "Complete Registration Button" located at the bottom of the screen. After a few moments you will be redirected confirmation screen thanking you for registering in OregonBuys.

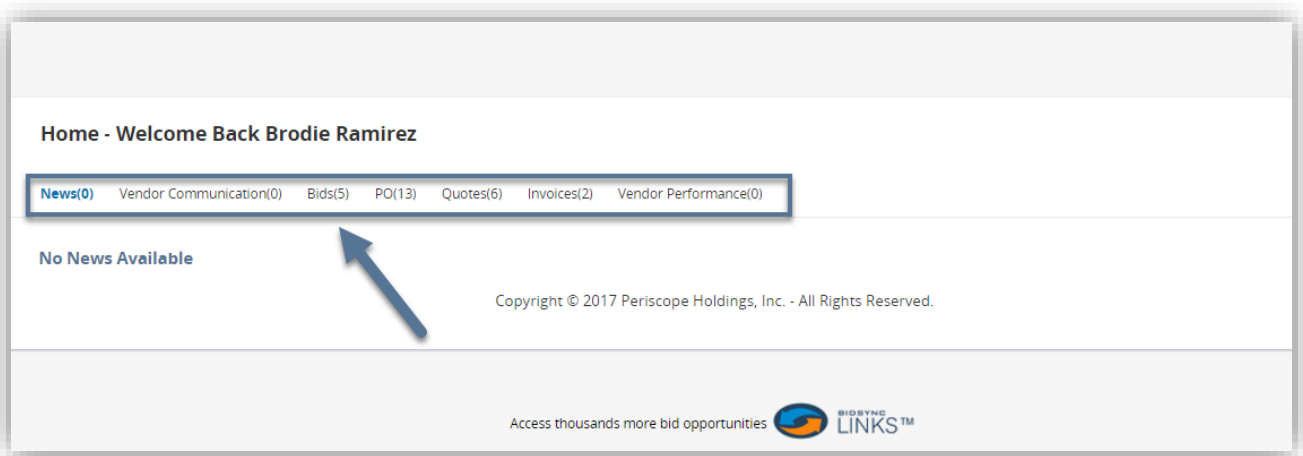
**You have successfully registered in OregonBuys!!!!**

## Viewing the RFP and Submitting Questions

### Homepage

The purpose of the Homepage is to present documents the Seller may take action on (e.g., Open Solicitations and Purchase Orders) or that the Seller has created in the past (e.g., Quotes and Invoices). The Homepage also presents the latest news items or updates regarding the system.

If the user's Homepage does not look like the one above, the user should navigate to the Seller role.

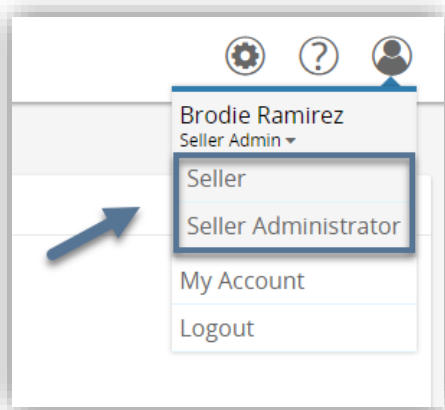


To change roles, follow the steps shown below.

**Step 1:** Click the Account Icon in the upper right of the Homepage

**Step 2:** Click the down arrow under the Username

**Step 3:** Select Seller

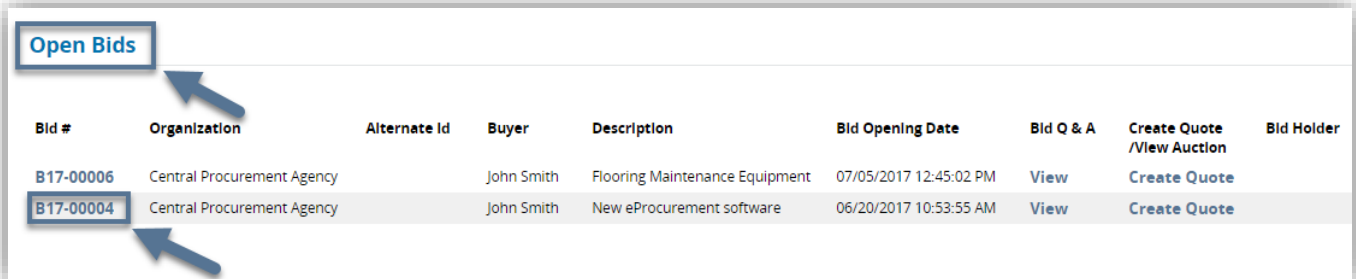


**Step 1:** Select the Bids tab

**Step 2:** Scroll to the Open Bids section to locate the Bid

All solicitations that are available for Seller responses are shown in the Open Bids section until the Bid Opening Date and Time. After the Bid Opening Date and Time has passed, the Bids are displayed in the Closed Bids section.

**Step 3: Click the Bid # to view the Solicitation**



The screenshot shows a table titled "Open Bids". A blue box highlights the "Open Bids" header, and a blue arrow points to it. Another blue box highlights the bid number "B17-00004" in the first column, with a blue arrow pointing to it. The table has the following columns: Bid #, Organization, Alternate Id, Buyer, Description, Bid Opening Date, Bid Q & A, Create Quote /View Auction, and Bid Holder.

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
<a href="#">B17-00006</a>	Central Procurement Agency		John Smith	Flooring Maintenance Equipment	07/05/2017 12:45:02 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	
<a href="#">B17-00004</a>	Central Procurement Agency		John Smith	New eProcurement software	06/20/2017 10:53:55 AM	<a href="#">View</a>	<a href="#">Create Quote</a>	

**Step 4: Acknowledge the Bid**

Click Yes to receive future notifications regarding the Bid (e.g., Bid Amendments). Click No to view the Bid without receiving future notifications.



The screenshot shows a form titled "Acknowledge Receipt and View Solicitation". It displays the bid details: Bid # B17-00004 and Bid Description New eProcurement software. Below this, there is a text prompt: "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?". At the bottom, there are two buttons: "Yes" and "No". A blue arrow points to the "Yes" button. The footer of the form reads: "Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved."

**Acknowledge Receipt and View Solicitation**

**Bid #** B17-00004  
**Bid Description** New eProcurement software

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](#)

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## Bid/Solicitation

The Seller can view the Bid and download attachments after acknowledging the Bid. The Bid is divided into two sections: Header Information and Item Information.

Header Information					
<b>Bid Number:</b>	B17-00004	<b>Description:</b>	New eProcurement software	<b>Bid Opening Date:</b>	06/20/2017 10:53:55 AM
<b>Purchaser:</b>	John Smith	<b>Organization:</b>	Central Procurement Agency		
<b>Department:</b>	300PSV - Professional Services	<b>Location:</b>	00003 - Business Office - Region C		
<b>Fiscal Year:</b>	17	<b>Type Code:</b>		<b>Allow Electronic Quote:</b>	Yes
<b>Alternate Id:</b>		<b>Required Date:</b>		<b>Available Date :</b>	04/27/2017 01:43:03 PM
<b>Info Contact:</b>		<b>Bid Type:</b>	OPEN	<b>Informal Bid Flag:</b>	No
<b>Purchase Method:</b>	Open Market				
<b>NIGP Code Certified Required:</b>	No	<b>Acknowledge Inclusion Required:</b>	No	<b>Hour of Acknowledge Inclusion:</b>	0.0
<b>Subcontractor Info:</b>	Review instructions for subcontractors in RFP attachment				
<b>Pre Bid Conference:</b>					
<b>Bulletin Desc:</b>					
<b>Ship-to Address:</b>	Jane Doe Business Office Region B 433 E 1st Street San Antonio, TX 78212 US Email: test@procurement.com Phone: (555)555-5555	<b>Bill-to Address:</b>	Jane Doe Business Office Region B 433 E 1st Street San Antonio, TX 78212 US Email: test@procurement.com Phone: (555)555-5555	<b>Print Format:</b>	Bid Print New
<b>File Attachments:</b>	<a href="#">RFP for new eProcurement Software.docx</a>				
<b>Form Attachments:</b>					
<b>Procurement Type:</b>	RFP				
<b>Questions:</b>	Question #	Print Sequence	Required	Question	Response
	1	1.0	Yes	Are you acknowledging that your required forms are attached to your quote? This includes SBR certification, and Veteran's Application. You must attach your forms to be considered for award.	

The purpose of the Header information is to document general information regarding the Bid, including any Attachments. Here, the Seller finds important information regarding the solicitation, such as the Bid Opening Date and Pre-Bid Conference information (if applicable to the solicitation). The Seller can also download any Attachments, which often include the terms and conditions and any additional requirements of the solicitation. To download Attachments, click the file name.

The purpose of the Item information is to document the goods or services that the Agency is soliciting. **For purposes of this RFP for OCVR Modernization, pricing on the items tab has been disabled and is not required to be completed.**

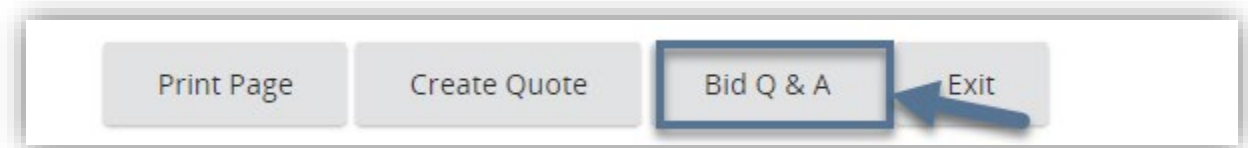
## Bid Q&A

The purpose of the Bid Q&A is to allow the Seller to ask questions regarding the Bid and to allow the Agency to respond

### Submit Questions

#### Step 1: Click Bid Q&A

The Bid Q&A is found at the bottom of the Bid. If Bid Q&A is not enabled for the solicitation, the Seller will receive a message that "There are no questions and answers for this bid".



#### Step 2: Complete up to three Questions

#### Step 3: Click Save & Continue

After saving, the Seller can enter additional questions. If the Seller has no additional questions, then click Save & Exit. The Seller can click Reset to erase the entered information or click Cancel & Exit to return to the Bid.

**Current Q & A for this bid:**

Question #	Created Date	User Created	Question Subject	Question	Answer
1	06/14/2017	John Smith	Go- Live Support	Do you offer year long Go- Live Support?	

**Add new questions:**

Question Subject

Question (max 2000 characters)

### View Responses

If the Agency posts answers online during the Bidding period, the Seller may view the answers online. In other cases, all questions are answered by the Agency and posted as a new Attachment to the Bid through the Bid Amendment process.

**Step 1: Click View under Bid Q&A**

Open Bids								
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B17-00006	Central Procurement Agency		John Smith	Flooring Maintenance Equipment	07/05/2017 12:45:02 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	
B17-00004	Central Procurement Agency		John Smith	New eProcurement software	06/20/2017 10:53:55 AM	<a href="#">View</a>	<a href="#">Create Quote</a>	

**Step 2: View Responses**

The Seller can view the responses from the Agency as well as other questions posed by other Sellers if the questions are configured to show to all Sellers.

**Step 3: Click Cancel & Exit**

The user can submit more questions on this screen and click Save & Exit to save the questions or click Save & Continue. The user can click Reset to erase the questions entered that you no longer wish to save.

Open Market Bid B17-00004

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	06/14/2017	John Smith	Go- Live Support	Do you offer year long Go- Live Support?	
2	06/14/2017	Brodie Ramirez/Office Supply Solutions	Go Live Support	We offer 18 months of Go-Live Support.	
3	06/14/2017	Michelle Nixon/Software Solutions, Inc.	Support	We offer 6 months of Go Live Support	
4	06/14/2017	Michelle Nixon/Software Solutions, Inc.	Users	How many users will be using the software?	

Add new questions:

Question Subject

Question (max 2000 characters)

Save & Exit

Save & Continue

Reset

Cancel & Exit

## Responding to the RFP

### General Tab

The purpose of the General tab is to capture header level data for the Quote template. Each Quote template is blank when created from scratch. The Seller completes the information to generate a specific Quote number, which is a unique identifier that can be used to locate the Quote in OregonBuys.

#### Step 1: Complete Required Fields

The Seller must complete all required fields, marked with an asterisk (\*), before saving the new response.

Field Name	Field Description	Field Implication	Recommended Usage
Description	Defaults from description of Bid; Seller may edit	N/A	Description of Seller's solicitation response

#### Step 2: Click Save & Continue

Once the Seller saves the Quote, protected fields are auto filled by the system, and the Quote is now searchable in the system, including from the Seller's Homepage.

The following fields are protected, meaning that the Seller cannot update the fields.

Field Name	Field Description	Field Implication	Recommended Usage
Quote #	Automatically generated upon the first Save	Searchable in internal searches	Automatically numbers the Quote in sequential order
Bid #	Identifies the specific Bid to which Seller is responding	Links Quote to specific Bid	Allows Seller to click document link and view Bid
Organization	Entity requesting Seller's response	Informational	N/A
Status	Initial status is set to In Progress & will update after the Quote is submitted	Identifies where the document is in the process & if the document is editable	N/A
Date Last Updated	Automatically generated upon first Save	Informational	Audit Trail
User Last Updated	Automatically generated upon first Save	Informational	Audit Trail

After the Seller saves the Quote, validation messages will appear at the top of the Quote. These errors will not prevent the Seller from continuing to complete the Quote. The messages alert the Seller to fields or tasks that should or must be performed before submitting the Quote.

Red validation errors must be addressed before the Seller can submit the Quote. Yellow validation warnings are cautionary and do not prevent the Seller from submitting the Quote.

**Step 3: Complete Optional Fields as preferred**

Field Name	Field Description	Field Implication	Recommended Usage
Delivery Days	Days to deliver items or services	Informational	May be used to track performance
Discount Percent	Discount percent for all items	All Items will have same Discount Percent	May be used for catalog discounts
Is "No Bid"	Checkmark to respond to Bid without bidding on any items	All Items will be marked as "No Bid"; Seller cannot be awarded No Bid Items	Some Sellers may select "No Bid" to acknowledge the choice to not bid on the solicitation
Shipping Terms	Configurable dropdown	May be used by Purchaser or overridden	To allow Sellers to identify their preferred Shipping Terms
Freight Terms	Configurable dropdown	May be used by Purchaser or overridden	To allow Sellers to identify their preferred Freight Terms
Ship Via Terms	Configurable dropdown	May be used by Purchaser or overridden	To allow Sellers to identify their preferred Ship Via Terms
Payment Terms	Configurable dropdown	May be used by Purchaser or overridden; payment terms are used to calculate discounts	To allow Sellers to identify their preferred Payment Terms
Promised Date	Date to deliver Items to Agency	Informational	May be used to track performance
Info Contact	Contact information for questions regarding Quote	Informational	N/A
Comments	Field to enter in notes to Agency	Information only	N/A

**Step 4: Click Save & Continue**

**Step 5: Click Items tab**

**Quote Validation Errors**  
Terms & Conditions is not acknowledged.  
Question #1 for header is mandatory and not answered.

**Quote Validation Warnings**  
Your quote has not been submitted.

**Quote Q00000012 - Office Supply Solutions**

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

Quote #: Q00000012 Bid #: B17-00009  
Organization: Central Procurement Agency  
Status: In progress  
Description\*: eProcurement software for Ce  
Delivery Days: 0 Discount Percent: 0.0 %  
Is "No Bid": ☐ Alternate Bid: ☐  
Shipping Terms:  Freight Terms:   
Ship Via Terms:  Payment Terms:   
Promised Date: (MM/DD/YYYY)   
Info Contact:   
Comments:   
Date Last Updated: 06/22/2017 09:07:10 AM User Last Updated: Brodie Ramirez  
**Save & Continue**

**Items Tab**

**Pricing has been disabled on the Items tab by the Agency for this solicitation. Proposers are to complete and attach the Cost Proposal.**

**Questions Tab**

**The Questions tab will not be used for this RFP.**

**Notes Tab**

The purpose of the Notes tab is to capture internal notes applicable to all Items listed on the Bid. Agency users cannot see the Seller's notes. The Seller may also capture notes regarding each Item on the Items Tab/Notes subtab.

**Add a Note**

**Step 1: Enter note information in the box**

**Step 2: Click Save & Continue**

The Seller can click Reset to erase all information entered in the Note field box, prior to clicking Save & Continue. Any note may be deleted after being saved.

The screenshot shows the 'Notes' tab in a software interface. At the top, there are navigation tabs: General, Items, Questions, Subcontractors, **Notes**, Terms & Conditions, Attachments, Summary, and Back to Bid. Below the tabs is an information box stating: 'The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.' Below this is a table with columns: Delete All, Note Date, User, and Note. The 'Delete All' column has a checkbox. The 'Note' column contains the text 'Review the T&C with Rosie.' A blue arrow points to this text box. Below the table, there are two buttons: 'Save & Continue' (highlighted with a blue box and a blue arrow) and 'Reset'.

### **Delete a note**

#### **Step 1: Select the note from the Delete column**

The Seller can also select Delete All to delete all notes on the Notes tab.

#### **Step 2: Click Save & Continue**

The Seller can select Reset to undo the delete action.

#### **Step 3: Click Terms & Conditions tab**

The screenshot shows the 'Terms & Conditions' tab in the same software interface. The navigation tabs are the same, but 'Terms & Conditions' is now selected and highlighted with a blue box. A blue arrow points to this tab. Below the tabs is the same information box. Below this is a table with columns: Delete All, Note Date, User, and Note. The 'Delete All' column has a checkbox. The 'Note' column contains the text 'Review the T&C with Rosie.' A blue arrow points to the checkbox in the 'Delete All' column. Below the table, there are two buttons: 'Save & Continue' (highlighted with a blue box and a blue arrow) and 'Reset'.

### **Terms & Conditions Tab**

The purpose of the Terms & Conditions tab is to allow Sellers to respond to the terms and conditions associated with the Bid. The Terms & Conditions and all other Bid Attachments are shown on the tab (and in the Bid Attachments). In some cases, the Terms & Conditions will be embedded in one of the Attachments and not be shown as a "stand alone" document. Any attachment shown on the tab may be downloaded by the Seller.

The Seller has the option to accept or to not accept the Terms & Conditions of the Bid. Until the Seller takes action on this tab, a red validation error will appear at the top of the Quote.

**NOTE:** Regardless of how the Proposer responds in OregonBuys, Agency will use the response to RFP Attachment F (Sample Contract) as the Proposer's official acceptance and/or exceptions.

### Step 1: Answer Terms & Conditions

The Seller has the option to select Yes, Yes with exceptions, or No. If the Seller selects Yes with exceptions or No, then the Seller is prompted to enter exceptions in the text box.

### Step 2: Click Save & Continue

### Step 3: Click Attachments tab

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

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
RFP for new eProcurement Software.docx (view details)		11,413 bytes

Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

### Attachments Tab

The purpose of the Attachments tab is to capture any supporting documentation related to the Quote that may be helpful to the Purchaser or evaluators of the Seller's Quote. Examples include proposal documents, product specifications, warranty documents and completed/signed forms required by the solicitation.

### Files

Files are documents that are completed outside of the system, saved, and uploaded to the Quote.

Note: File names that include special characters (e.g., \$, %, ~, etc.) are blocked by the system for security reasons. As such, the Seller should rename files on their local device before attempting to upload them to the Quote.

### **Add new files**

#### **Step 1: Click Add File**

#### **Step 2: Click Choose File (Google Chrome) or Click Browse (Internet Explorer, Mozilla Firefox)**

The Seller clicks Choose File to upload a file from their computer.

#### **Step 3: Select the file**

Only one file can be selected at a time.

#### **Step 4: Click Open**

#### **Step 5: Complete the fields**

The Seller may update the Name for the attachment and enter a description that displays to the Agency user.

#### **Step 6: Click Save & Exit**

The Seller can click Save & Continue to save the current Attachment and add another one. The Seller can also click Cancel & Exit, and the Attachment will not be saved. The Seller will be returned to the previous screen.

#### **Step 7: Update visibility and order (if applicable)**

An Attachment that is marked as confidential can not be viewed by the public or other Sellers.

**Step 8: Click Save & Continue**

**Files**

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Vendor can mark files as Confidential and prioritize the file order

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx (view details)		<input checked="" type="checkbox"/>	1	Brodie Ramirez	06/22/2017	<input type="checkbox"/>
SBR Certification for Office Supply Solutions.docx (view details)		<input type="checkbox"/>	2	Brodie Ramirez	06/22/2017	<input type="checkbox"/>

**Forms**

Click **Add Form** to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

**Update file description****Step 1: Click view details**

**Files**

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx (view details)		<input checked="" type="checkbox"/>	1	Brodie Ramirez	06/22/2017	<input type="checkbox"/>
SBR Certification for Office Supply Solutions.docx (view details)		<input type="checkbox"/>	2	Brodie Ramirez	06/22/2017	<input type="checkbox"/>

**Step 2: Update Description****Step 3: Click Save & Exit**

**Attachment File Detail: Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx**

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name\*: Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx

Description: Response from Office Supply Solutions which includes subcontractor information

File: Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx

Location: vendor/V00000013/profile

Confidential: ☒

Size: 11,407 bytes

Uploaded: 06/22/2017 10:36:54 AM

Last Modified On Disk: 06/22/2017 10:36:54 AM

Uploaded By: Brodie Ramirez

Save & Exit Save & Continue Reset Cancel & Exit

## Delete the file

### Step 1: Select Delete

The Seller may choose more than one file to delete from the Quote.

### Step 2: Click Save & Continue

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
Office Supply Solutions RFP for eProcurement Software for Central Procurement.docx	(view details)	<input checked="" type="checkbox"/>	1	Brodie Ramirez	06/22/2017	<input type="checkbox"/>
SBR Certification for Office Supply Solutions.docx	(view details)	<input type="checkbox"/>	2	Brodie Ramirez	06/22/2017	<input checked="" type="checkbox"/>

**Forms**

Click **Add Form** to add form attachments.

No Form Attachments

**Save & Continue** Add File Add Form

## Summary Tab

The Summary tab provides an overview of all the information provided by the Seller on the previous tabs for review prior to submitting the Quote. Once the Quote is submitted, the Seller cannot edit the document; however, the Seller may withdraw the Quote (for editing and resubmission) at any time before the Bid Opening Date and Time.

### Step 1: Scroll to the bottom of the page

### Step 2: Click Submit Quote

This will trigger a pop-up to ensure the Seller wants to submit the Quote.

### Step 3: Click OK

Are you sure you want to submit this quote?

OK Cancel

UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
YR	\$100,000.00	0.0%	0.0%	\$0.00	\$100,000.00	No	No

Question

What is the length of support after Go-Live?

Review RFP with Eugene.

**# 2.0 : ( 920 - 45 ) Support for eProcurement software**

UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
YR	\$125,000.00	0.0%	0.0%	\$0.00	\$125,000.00	No	No

Print Submit Quote Cancel Quote

### Withdrawing or Modifying a Quote

The purpose of withdrawing a Quote is to allow the Seller to update their Quote before the Bid Opening Date/Time or to withdraw it entirely. To update the Quote, the Seller must remove the Quote from consideration and reopen it. To be eligible for consideration, the Seller must resubmit the revised Quote before the Bid Opening Date/Time. The Seller cannot withdraw their Quote after the Bid Opening Date/Time.

#### Step 1: Click the Quotes tab from the Homepage

#### Step 2: Click Submitted

Only the first five Quotes are listed. Click View More at the bottom to view other submitted Quotes.

**Step 3: Click the Quote number**

Home - Welcome Back Brodie Ramirez

News(0) Vendor Communication(0) Bids(7) PO(13) **Quotes(7)** Invoices(2) Vendor Performance(0)

Informal(1) Working(0) **Submitted(3)** Revision(2) Withdrawn(1)


Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
<b>Q00000012</b>	<b>Central Procurement Agency</b>	<b>B17-00009</b>	<b>07/26/2017 02:00:00 PM</b>	<b>06/22/2017 11:04:13 AM</b>
Q00000004	Central Procurement Agency	B17-00005	06/06/2017 04:13:08 PM	06/06/2017 04:22:04 PM
Q00000003	Central Procurement Agency	B17-00003	04/25/2017 01:19:00 PM	04/25/2017 01:21:43 PM

**Step 4: Click the Summary tab****Step 5: Click Withdraw Quote**

A pop-up displays "Are you sure you want to withdraw this quote?" to ensure that the Seller wants to withdraw the Quote.

**Step 6: Click OK**

Are you sure you want to withdraw this quote?

 **OK**

0.0%	0.0%	\$0.00	\$100,000.00	No	No Charge
					No


Question

after Go-Live?

Review RFP with Eugene.

**Support for eProcurement software**

Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
0.0%	0.0%	\$0.00	\$125,000.00	No	No




**Step 7: Click Reopen Quote**

Item Notes: Review RFP with Eugene.

**Print Sequence # 2.0 : ( 920 - 45 ) Support for eProcurement software**

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	YR	\$125,000.00	0.0%	0.0%	\$0.00	\$125,000.00	No	No	No



The Seller can update any tab on the Quote after it has been reopened.

**Step 8: Update the Quote**

See the section on Responding to a Solicitation for detail on updating the Quote.

**Step 9: Click the Summary tab****Step 10: Click Submit Quote**

A pop-up displays "Are you sure you want to submit this quote?" to ensure the Seller wants to submit the Quote.

**Step 11: Click OK**

The Quote will be submitted once again. If desired, the Seller may withdraw, reopen, and resubmit the Quote multiple times before the Bid Opening Date/Time.

The screenshot displays a confirmation pop-up window with the text "Are you sure you want to submit this quote?". The pop-up has two buttons: "OK" and "Cancel". A blue arrow points from the "OK" button to the "Submit Quote" button in the table below.

UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
YR	\$100,000.00	0.0%	0.0%	\$0.00	\$100,000.00	No	No

What is the length of support after Go-Live?

Review RFP with Eugene.

**# 2.0 : ( 920 - 45 ) Support for eProcurement software**

UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
YR	\$125,000.00	0.0%	0.0%	\$0.00	\$125,000.00	No	No

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