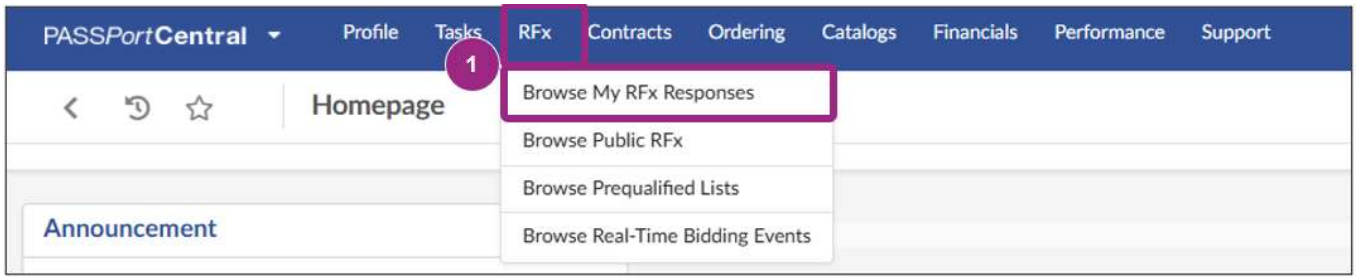
Transfer Data between Rounds of an RFx

When agencies make significant changes to an RFx, like modifying the scope, a **new round** is issued in PASSPort.

Review the RFx changes in the New Round Addenda. If you intend to participate in the new round, submit a new response in the updated round, as responses from previous rounds will not be considered.

To make responding to a new round faster and easier, follow these steps on how to **transfer data** (by duplicating it) from your original RFx response(s) or a previous round to the latest round:

1. In PASSPort Central, click **RFx** and select **Browse My RFx Responses** from the drop-down menu.



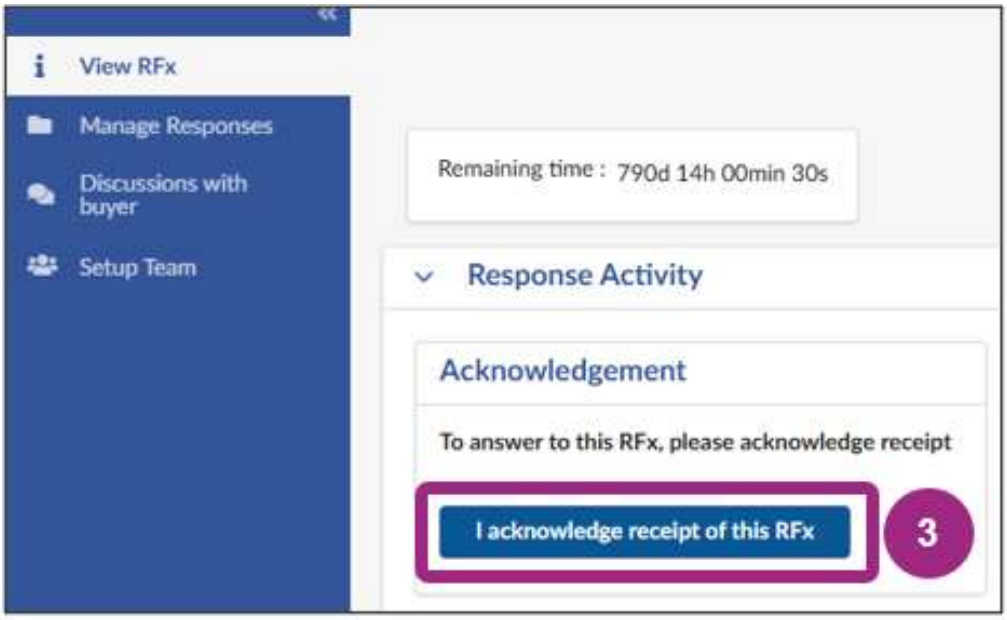
2. Click the **pencil** icon to access the new round (indicated by the **Released RFx** status).



3. You will automatically be brought to the **View RFx** screen.

   If the procurement requires acknowledgement, click the **I acknowledge receipt of this RFx** button.

   If the procurement does not require an acknowledgement, skip to step 5.



4. Select **WILL RESPOND**.
5. Click the green **Valid** button.



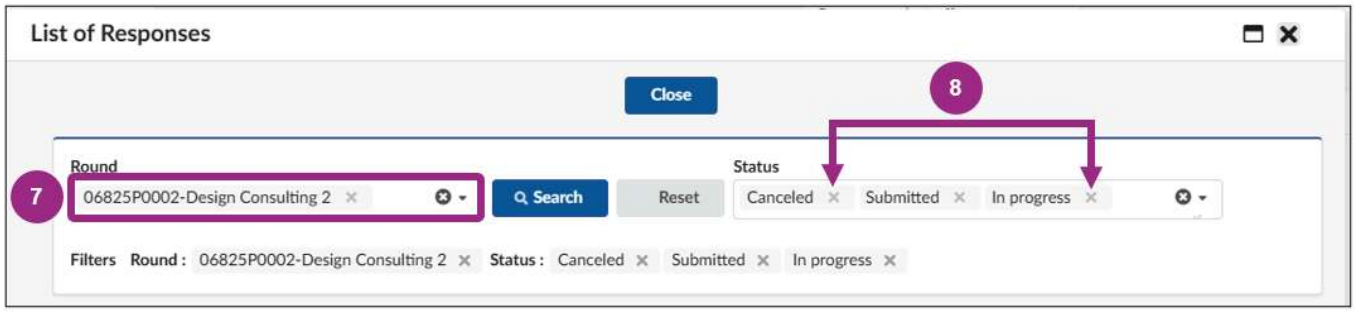
6. Click the **Close** button and select **Duplicate Response** from the drop-down.



   A **List of Responses** window will display.

7. In the **Round** field, check to make sure the round from which you would like to transfer data displays. The latest round will display by default.
8. Click the **x** to remove **Canceled** or **In Progress** RFx responses, narrowing search results to show only **Submitted** responses.

Note: If you are looking to duplicate a proposal that you started but did not yet submit (a draft response) in the previous round, then select **In Progress** in the **Status** search field instead. After you select the filters, click the **Search** button. Then, select the checkbox on the left-hand side of the proposal you want to duplicate and click the duplicate icon on the right-hand side.

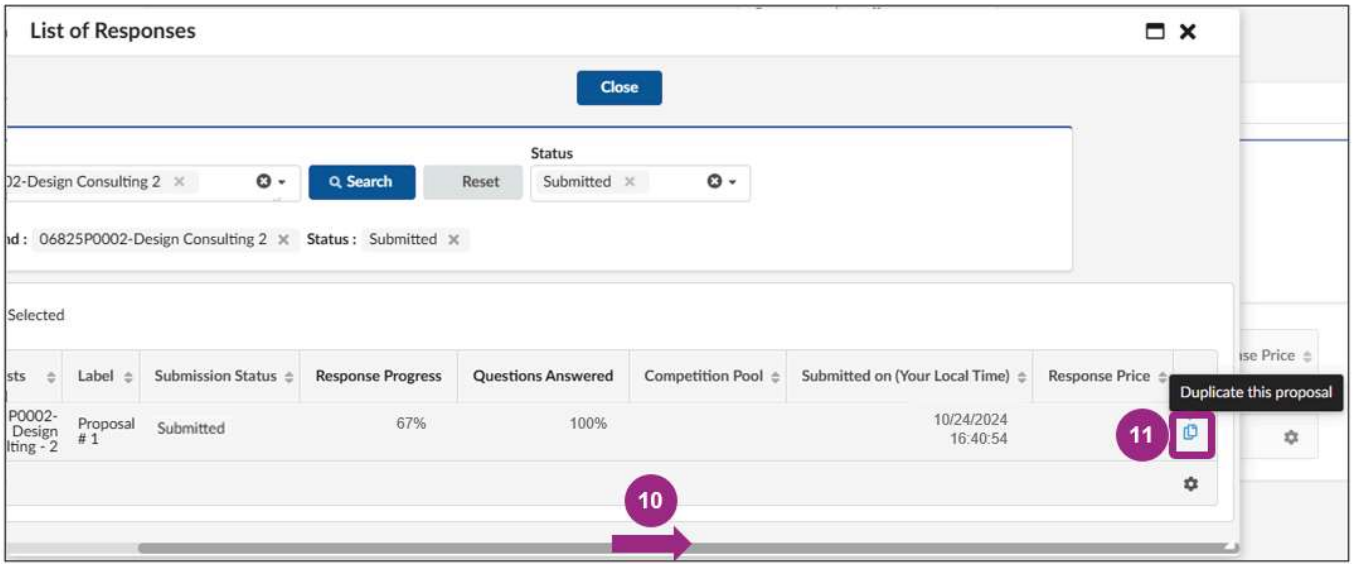


9. After you select the filters, click the **Search** button.

   Only **Submitted** status RFx responses should now display.



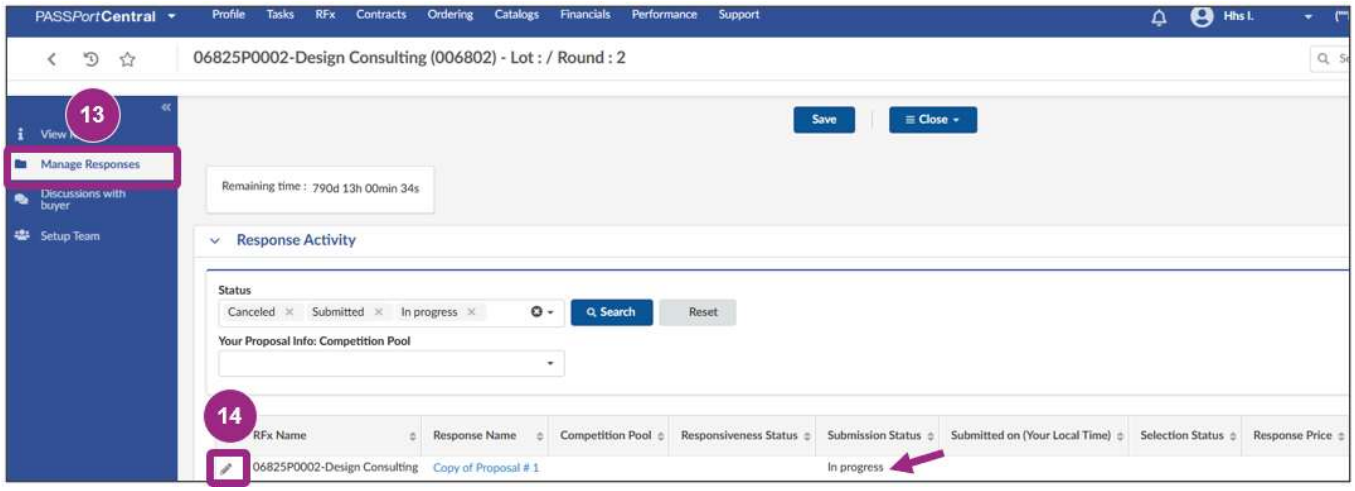
10. Scroll to the right using the scroll bar at the bottom of the window.
11. Click the **Duplicate** icon for the submitted RFx response you're looking to duplicate.



12. A message will pop-up asking you to confirm that this is the specific proposal you want to duplicate. Select the **OK** button to proceed.



13. You will then be brought back to the View RFx screen. Click the **Manage Responses** tab on the left to view the copy of the proposal you duplicated.
14. The duplicated RFx response now displays with an **In Progress** submission status. To work on and submit the new round response, click the **pencil** icon next to the proposal.



Complete and submit your response. For instructions, refer to the **Respond to RFx** guide.