

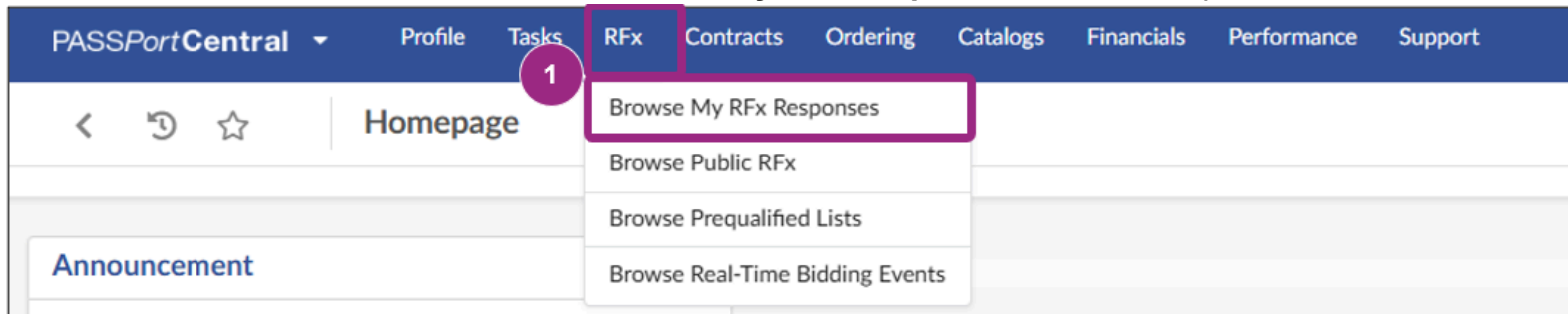
Transfer Data between Rounds of an RFx

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.



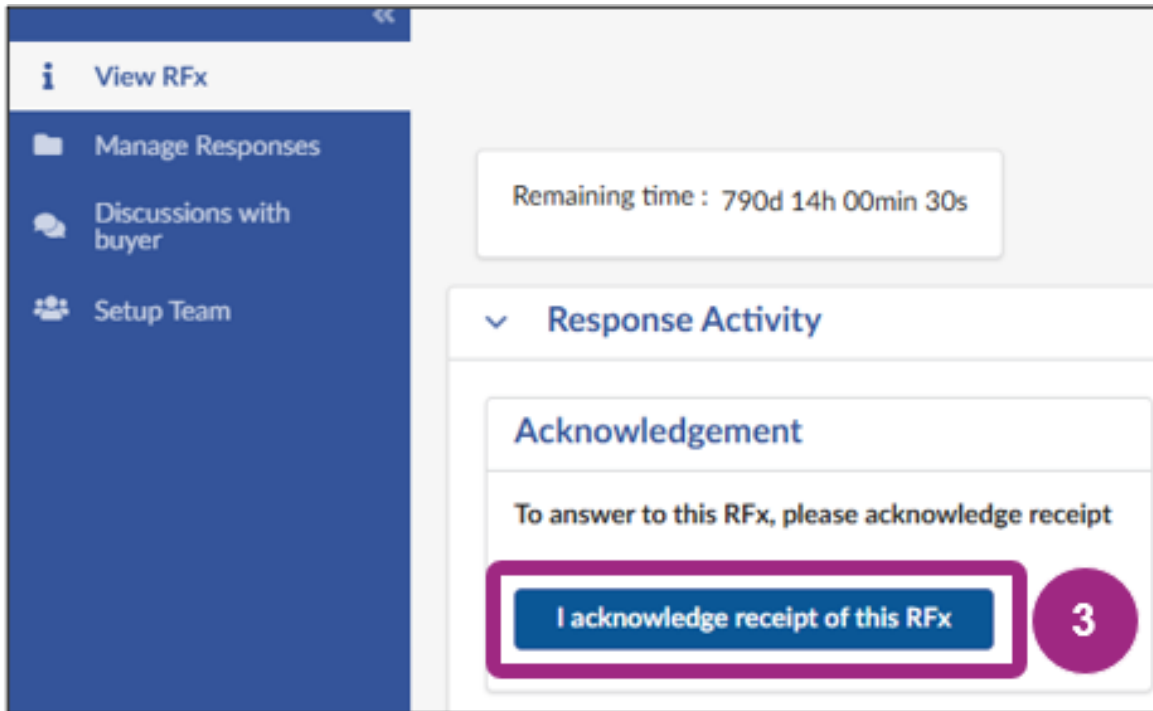
2. Click the **pencil** icon to access the new round (indicated by the **Released RFX** status).

Program	Industry	Agency	EPIN	Procurement Name	Procurement Method	RFX Status
 2 Click Better	Human/Client Service	ADMINISTRATION FOR CHILDREN'S SERVICES	06825P0003	06825P0003-L&D Staging	Competitive Sealed Proposal	Released
 Program_Name_Test	Professional Services - IT Related	ADMINISTRATION FOR CHILDREN'S SERVICES	06825P0002	06825P0002-Design Consulting	Competitive Sealed Proposal	Released

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.



View RFX

Manage Responses

Discussions with buyer

Setup Team

Remaining time : 790d 14h 00min 30s

Response Activity

Acknowledgement

To answer to this RFX, please acknowledge receipt

I acknowledge receipt of this RFX 3

4. Select **WILL RESPOND**.

5. Click the green **Valid** button.

The screenshot shows a 'Response Activity' window. At the top, it says 'Receipt acknowledged on 11/1/2024 10:45:53 AM (Your Local Time)'. Below this, it asks 'To answer to this RFx, please confirm that you intend to bid.' There are two radio button options: 'WILL RESPOND: our intent is to respond to this RFx' (which is selected and highlighted with a purple circle and the number 4) and 'WILL NOT RESPOND: our intent is not to respond to this RFx'. At the bottom, there is a green 'Valid' button highlighted with a purple circle and the number 5.

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

The screenshot shows the PASSPortCentral interface. The top navigation bar includes 'Profile', 'Tasks', 'RFx', 'Contracts', 'Ordering', 'Catalogs', 'Financials', 'Performance', and 'Support'. The main header shows '06825P0002-Design Consulting (006802) - Lot : / Round : 2'. On the left, there are buttons for 'View RFx' and 'Manage Responses'. On the right, there is a 'Save' button and an 'Other Actions' dropdown menu. The 'Other Actions' menu is open, showing 'Duplicate Response' and 'Recover my last offer'. The 'Duplicate Response' option is highlighted with a purple circle and the number 6.

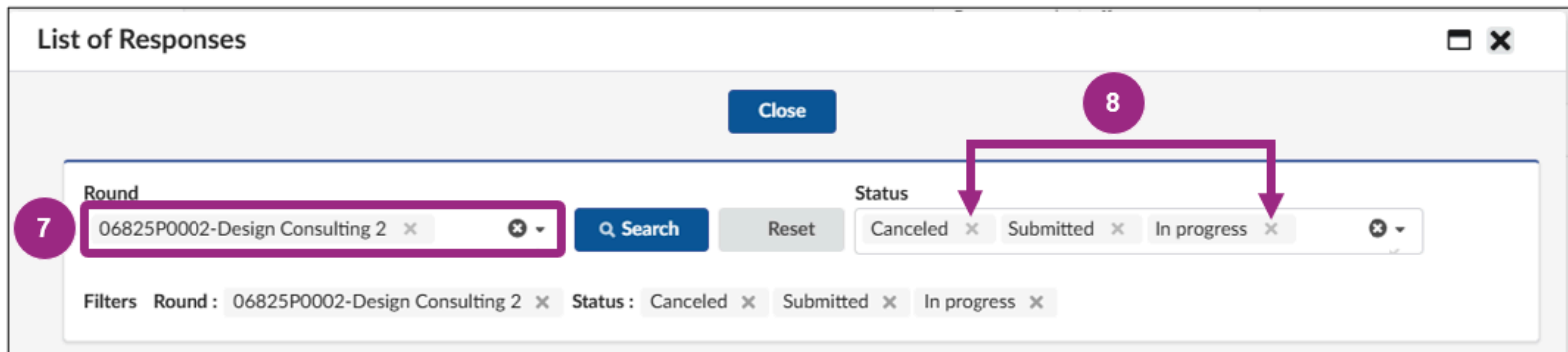
A **List of Responses** window will display.

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

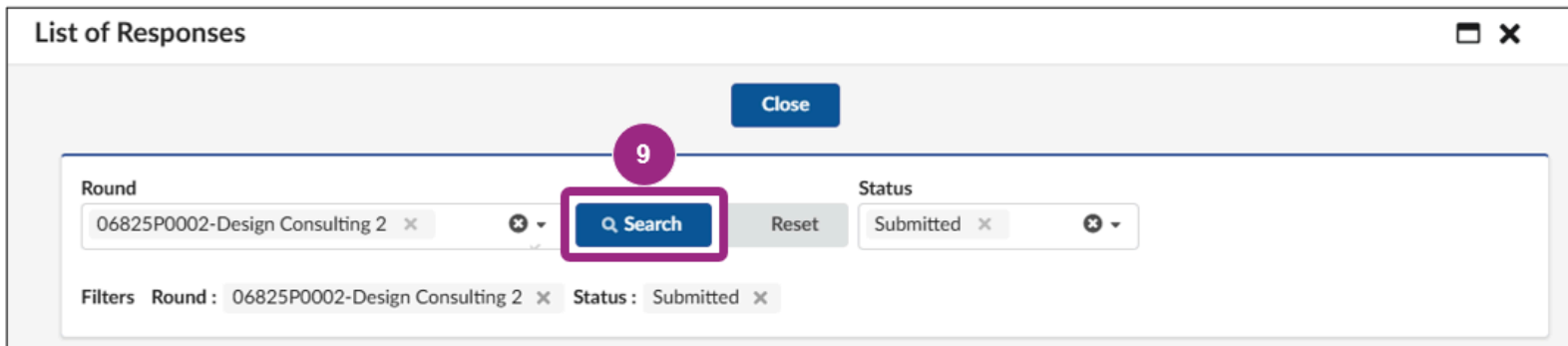
Search button. Then, select the checkbox on the left-hand side of the proposal you want to duplicate and click the duplicate icon on the right-hand side.



The screenshot shows a window titled "List of Responses" with a "Close" button at the top right. Below the title bar, there is a search and filter section. A purple box labeled "7" highlights the "Round" dropdown menu, which currently shows "06825P0002-Design Consulting 2". To the right of the dropdown is a blue "Search" button and a gray "Reset" button. Further right, the "Status" section has three buttons: "Canceled", "Submitted", and "In progress". A purple box labeled "8" highlights the "Submitted" button. Below these buttons, a "Filters" section shows the selected filters: "Round : 06825P0002-Design Consulting 2" and "Status : Canceled Submitted In progress".

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

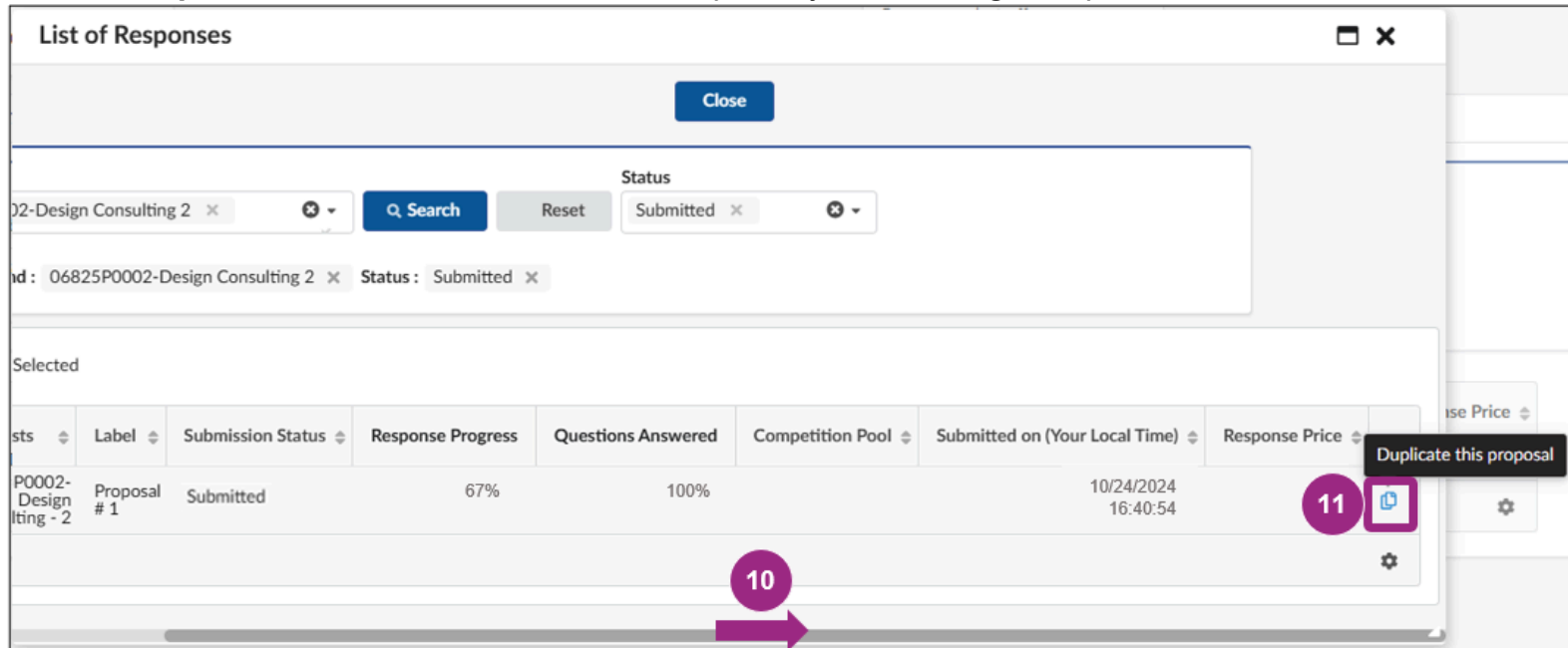
Only **Submitted** status RFX responses should now display.



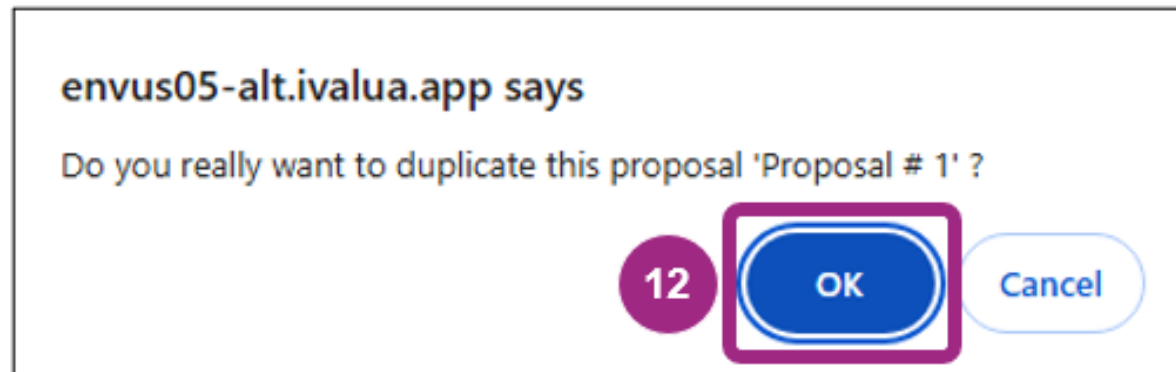
The screenshot shows the same "List of Responses" window. A purple box labeled "9" highlights the blue "Search" button. The "Round" dropdown still shows "06825P0002-Design Consulting 2". The "Status" section now only shows the "Submitted" button, indicating that the other filters have been applied. The "Filters" section at the bottom shows "Round : 06825P0002-Design Consulting 2" and "Status : Submitted".

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.

PASSPortCentral Profile Tasks RFx Contracts Ordering Catalogs Financials Performance Support

06825P0002-Design Consulting (006802) - Lot : / Round : 2

13 Manage Responses

Save Close

Remaining time : 790d 13h 00min 34s

Response Activity

Status

Canceled Submitted In progress Search Reset

Your Proposal Info: Competition Pool

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RFx Name	Response Name	Competition Pool	Responsiveness Status	Submission Status	Submitted on (Your Local Time)	Selection Status	Response Price
06825P0002-Design Consulting	Copy of Proposal # 1			In progress			

Complete and submit your response. For instructions, refer to the **Respond to RFx** (Link: [/site/mocs/passport/articles/respond-opportunities.page](https://www.nyc.gov/site/mocs/passport/articles/respond-opportunities.page)) guide.