Respond to RFx

After you have reviewed the RFx information, determined that the RFx is of interest to your organization, and wish to submit a response, you may proceed by following the steps outlined in this section. While the screenshots show a Competitive Sealed Bid response in PASSPort, the tabs on the left-hand navigation menu and the general process and information requested will remain unchanged for responses to other procurement methods such as a Competitive Sealed Proposal (CSP) and Request for Proposal (RFP).

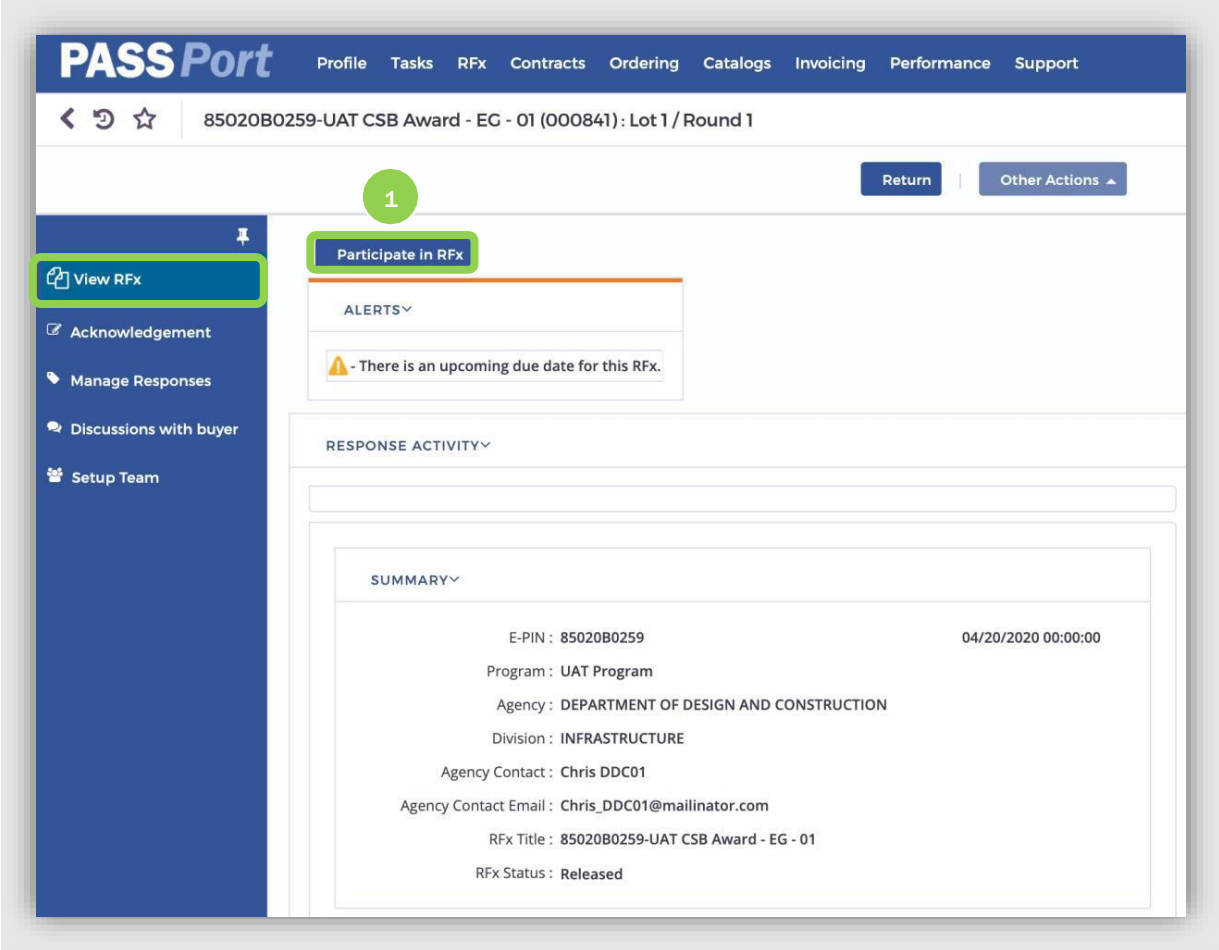
As a reminder, vendors must have a PASSPort account to begin an RFx response. If you do not currently have a PASSPort account, please go to our PASSPort website at www.nyc.gov/passport to create an account.

Note: Vendors can only submit a response to an RFx that is listed in "RFX Released" status (see RFx Status column).

Respond to an RFx

Once you have found an opportunity you wish to respond to, and you are logged into your PASSPort account, navigate to the View RFx tab by following the steps outlined in the Browse RFx sections of this user manual. As a reminder, you cannot respond to opportunities from the Procurement Navigator.

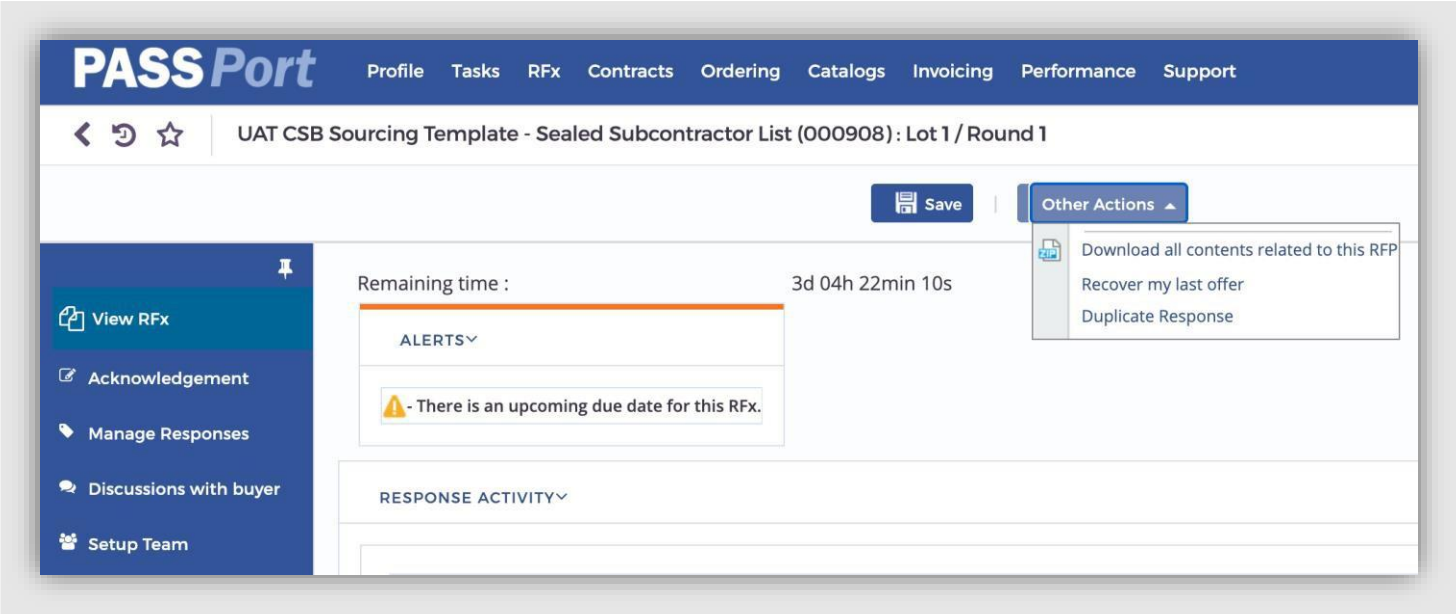
Can't find an RFx in PASSPort? Make sure you try several keywords to locate the RFx, including select words contained in the RFx title. Still unable to locate the RFx? Reach out directly to the City agency that issued the RFx. You may use the Discussion Forum tab (Discussion With Buyer) to communicate with the agency.



The following steps outline the process for responding to an RFx.

Note: Vendors can only submit a response to an RFx if the RFx is listed in "RFX Released" status (see RFx Status column).

1. Click the "Participate in RFx" button located in the View RFx tab.



A countdown timer displays the Remaining time to respond to an RFx.

Clicking the "Other Actions" button will display the following options:

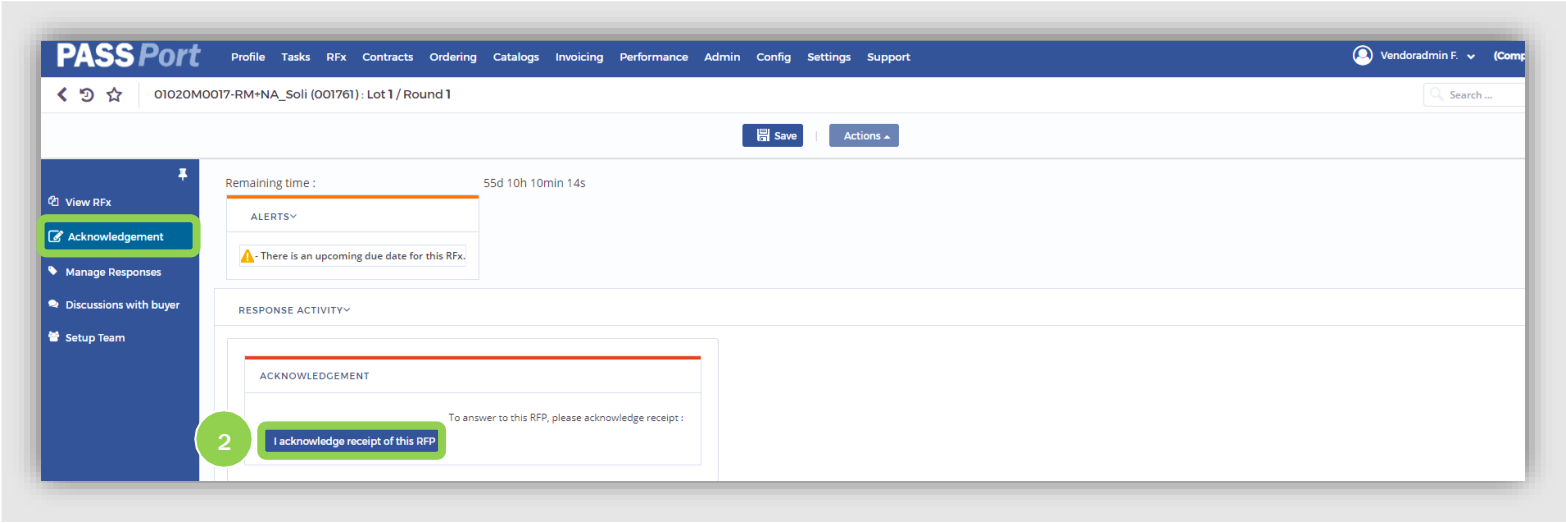
-Download all contents related to this RFP. This option allows you to download a copy of the RFx so you can work on the RFx outside of the PASSPort system.

-Recover my last offer. This option allows you to retrieve a previous offer, if one exists.

-Duplicate Response. This option allows you to clone your response to an RFx for purposes of creating an additional RFx response for subsequent competition pools, or submit information related to an RFx addendum.

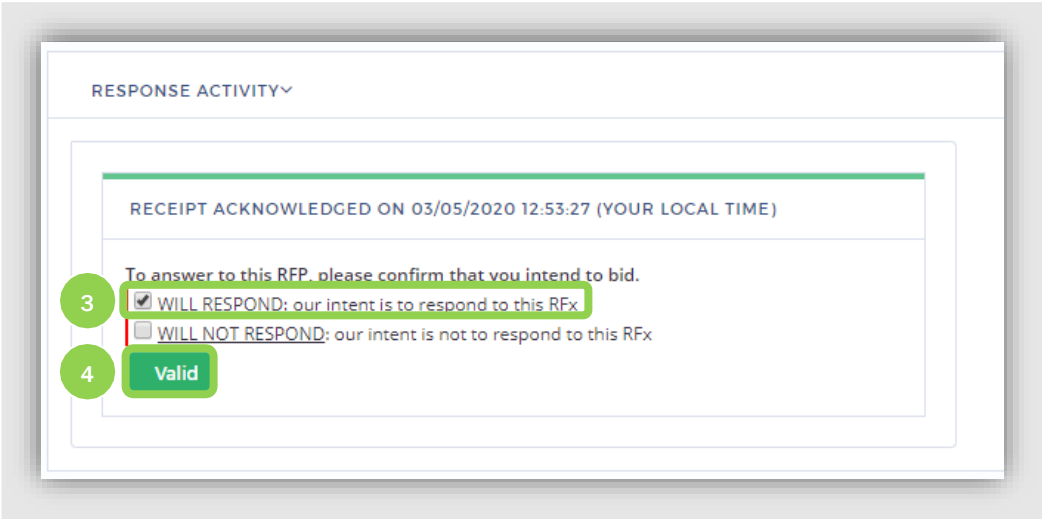
RFx Acknowledgement

Some RFx require acknowledgement of receipt and intent to respond before a response can be started. In these instances, you are required to follow the steps listed below prior to being able to move forward with your response.



If an RFx requires acknowledgement of receipt of the RFx and/or intent to respond, an Acknowledgement section will display in the Acknowledgement tab.
Note: Not all RFx require Acknowledgements.

2. Click the "I acknowledge receipt of this RFx" button.



3. Click the checkbox to the left of "WILL RESPOND: our intent is to respond to this RFx."

4. Click the "Valid" button.

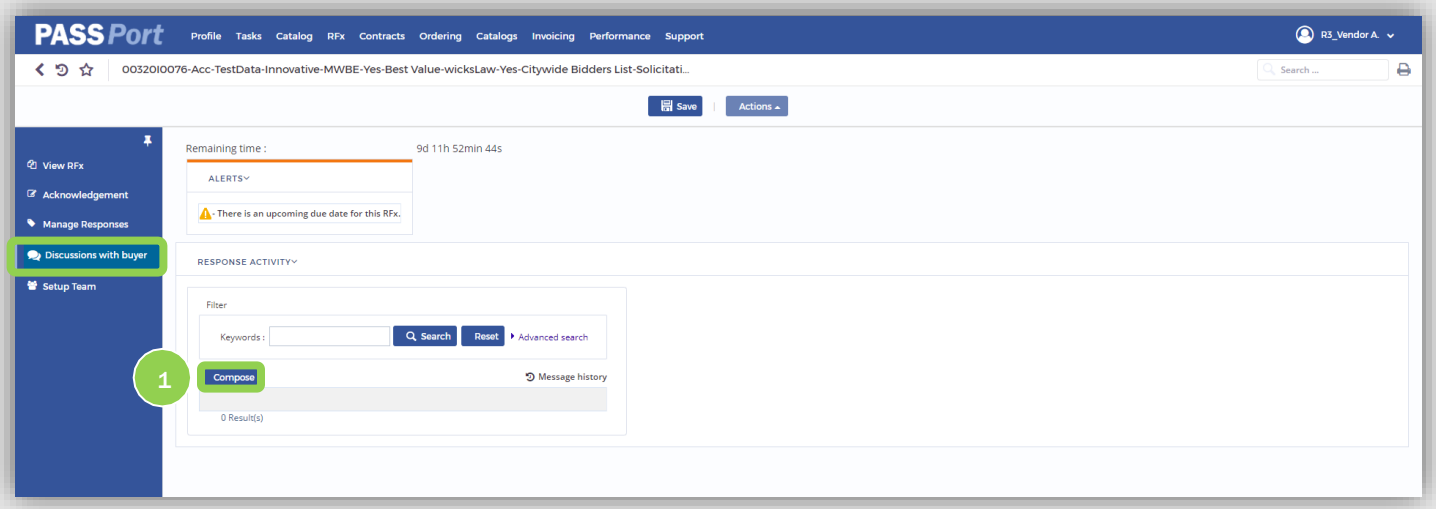
After your acknowledgement is completed, a draft response is automatically created by the system for you to begin working on.

Before the steps of creating your response are covered, this guide will provide an overview of the Discussion with buyer (agency) and Setup Team tabs which will assist you in completing your response.

Note: In order to complete an RFx acknowledgement, a user must have been a vendor contact prior to the RFx release in PASSPort and have either a Vendor Admin and/or Procurement role. Vendor contacts added to the account after the RFx was release will not be able to do so. They can, however, be added by a Vendor Admin to the Setup Team tab of the RFx in order to work on the vendor response for their organization.

Discussion with Buyer (Agency)

If you have a question about the RFx, you can initiate a conversation with the contracting agency using the Discussion with buyer (agency) forum. This feature will consolidate communication in PASSPort and save time from having conversations outside of the system (i.e., via email).

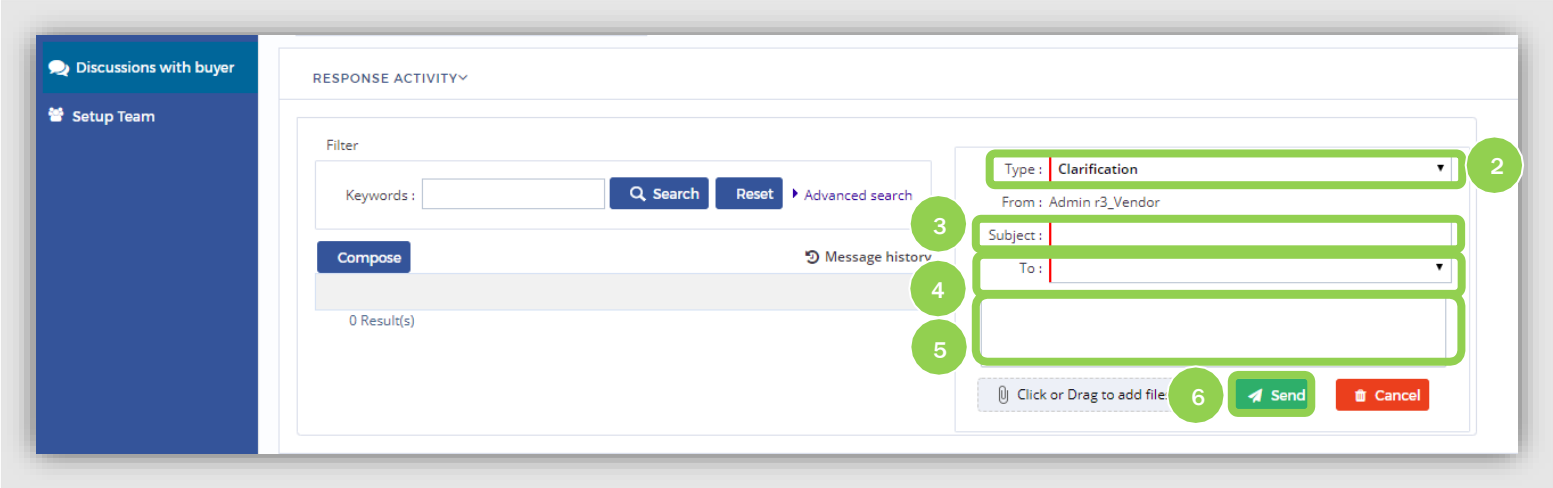


The Discussion with buyer tab is a forum to communicate directly in PASSPort with the RFx contracting agency after you have decided to respond to the RFx (i.e. clicked "Participate in RFx" button).

PASSPort maintains and can display a record of all interactions between you and the agency.

1. To draft a message, click the "Compose" button.

Mayor's Office of Contract Services



2. Indicate the Type of message you would like to send by selecting a category from the drop-down.

3. Add a Subject line.

4. Indicate the agency contact To whom you are sending this message by selecting from the drop-down menu.

5. Compose your message in the textbox.

6. Click the “Send” button to submit your message.

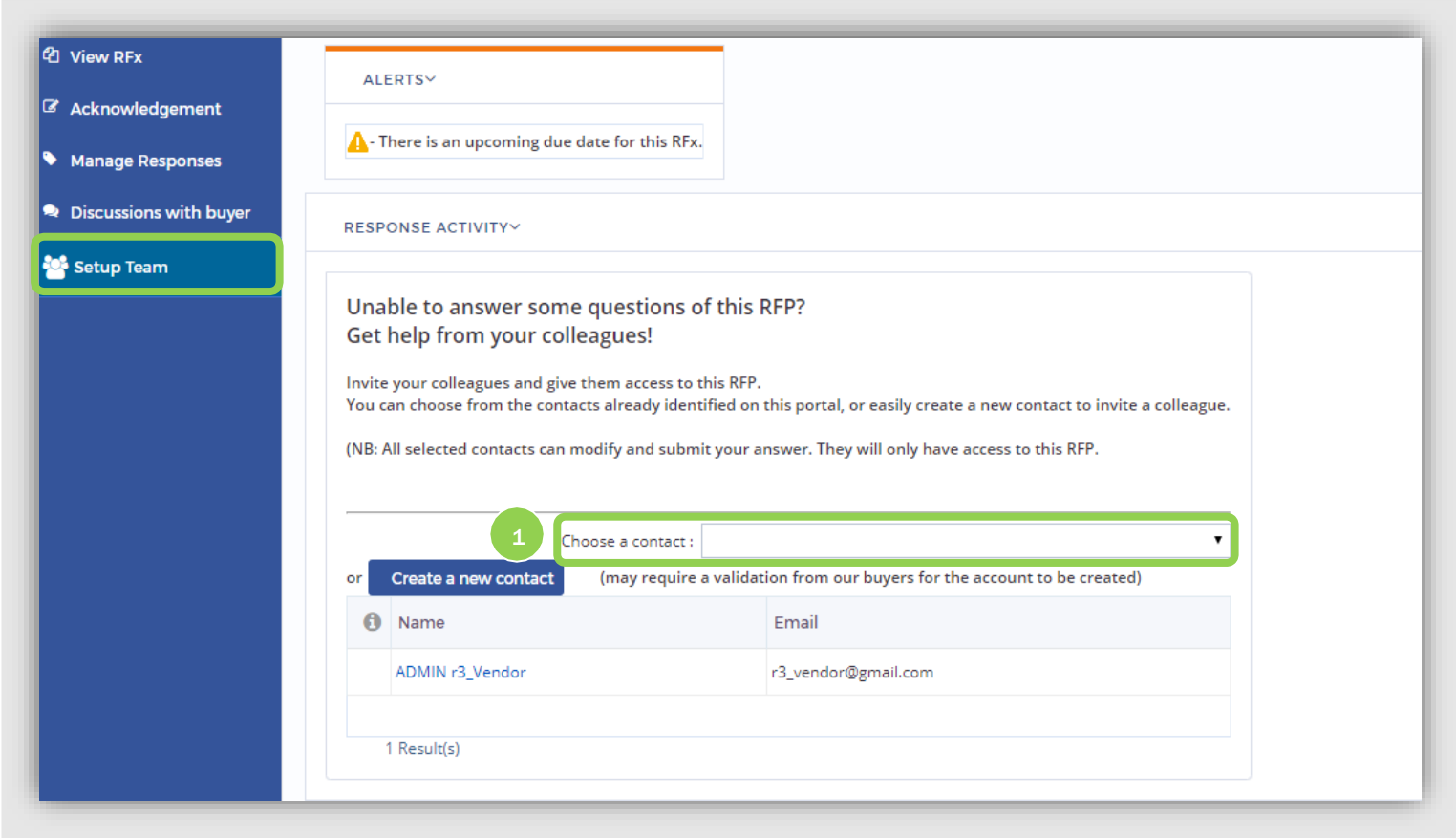
Note: You can attach files to your correspondence by clicking the “Click or Drag to add files” gray button.

Setup Team

When a draft RFx response is created, only the user who initiated the proposal through clicking on the "Participate in RFx" button and completing the acknowledgement (if applicable) will be part of the RFx team. As a result, they will be the only one who can work on the RFx. If this initial user wants to add further individuals from their organization to contribute to the response, the Setup Team tab provides the ability for this user to add team members to this RFx.

When considering designating a team member to assist in a response(s) to RFx in PASSPort, it is important to understand how user roles are structured. The table below outlines the core attributes of each user profile in PASSPort:

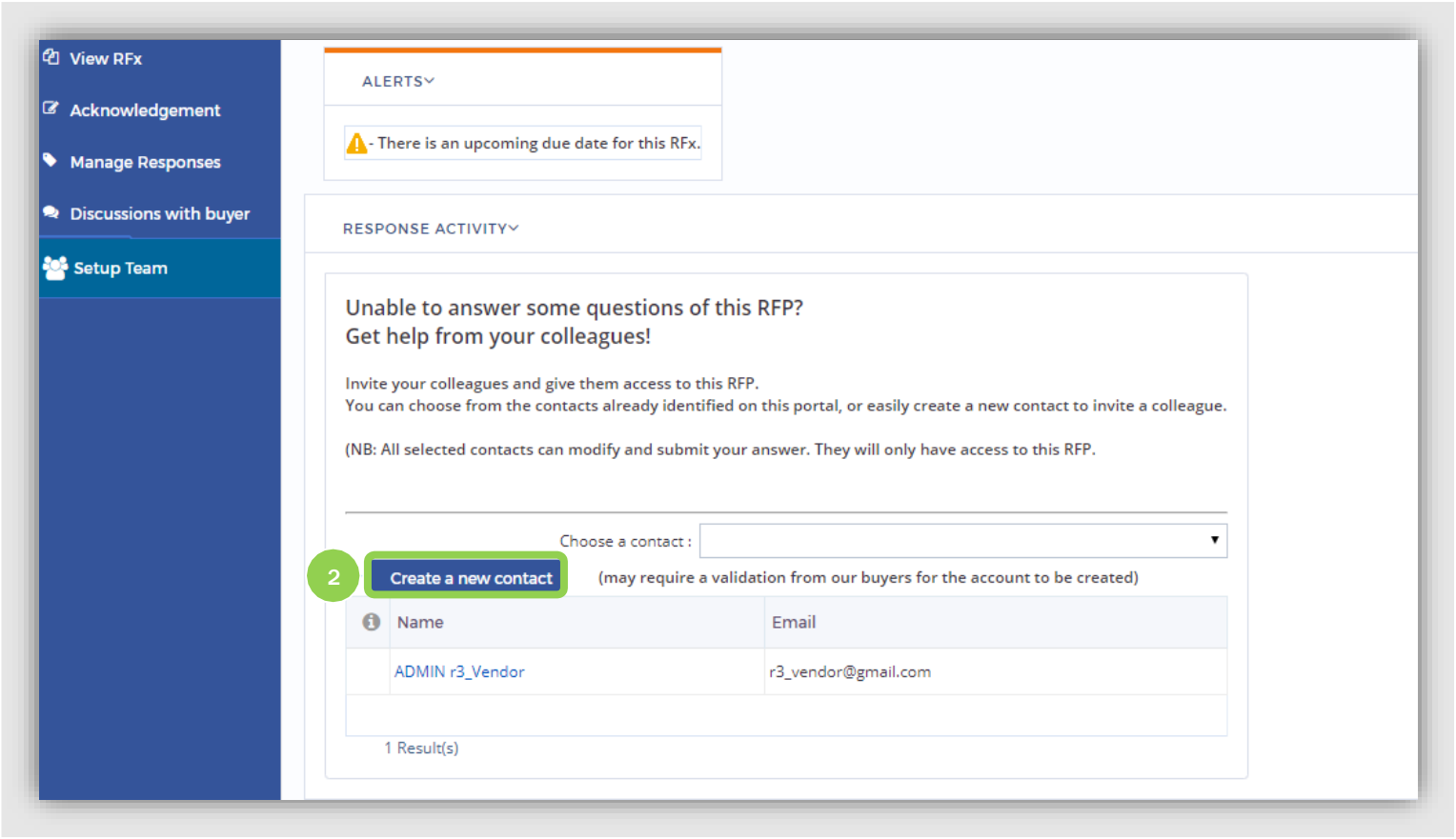
Profile	Release 1	Release 3
Vendor Admin	Create Account Assign roles User can add and save information to the account, vendor questionnaire and principal questionnaire. Authorized user who can sign and submit account for filing.	• Receive RFx notification emails from Agencies. • View PQL lists, complete and sign and submit PQL applications • View and Edit Responses • Set up team for responses
Procurement L1	No authorizations	• Receive RFx notification emails from Agencies. • View PQL lists, complete draft PQL applications • Set up team for responses
Procurement L2	No authorizations	• Receive RFx notification emails from Agencies. • View PQL lists, complete and sign and submit PQL applications • View and Edit Responses • Set up team for responses



The Setup Team tab is where you can designate additional staff from your organization to work on the response.

1. To select an existing PASSPort contact, select their name from the Choose a contact drop-down.

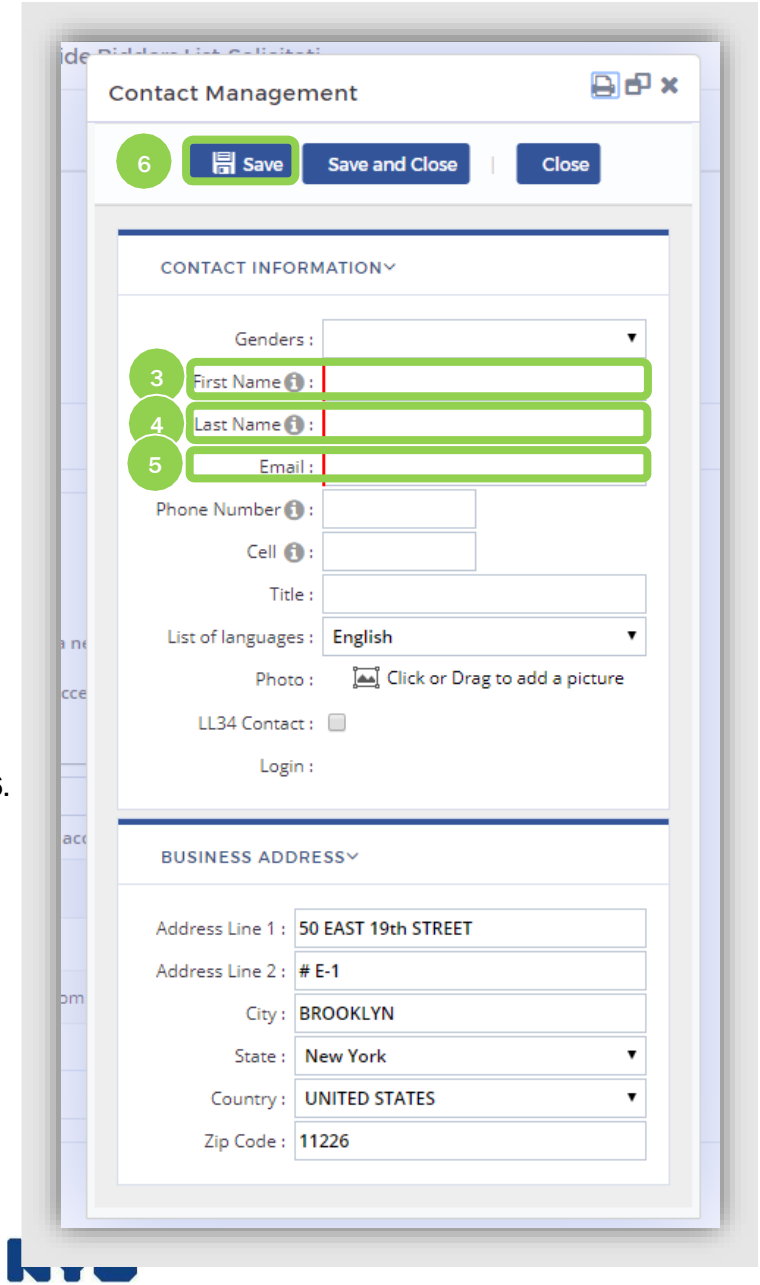
Mayor's Office of Contract Services



2. To add an individual from your organization to respond to the RFx, click the "Create a new contact" button.

Note: only users with the following roles can add new contacts:
-Vendor Admin
-Vendor Procurement Level 1
-Vendor Procurement Level 2

6.



When creating a new contact, the Contact Management window will appear. Here you will enter the relevant information for the contact. Complete the required fields. Required fields have a red marker.

3. Add the contact First Name.

4. Add the contact Last Name.

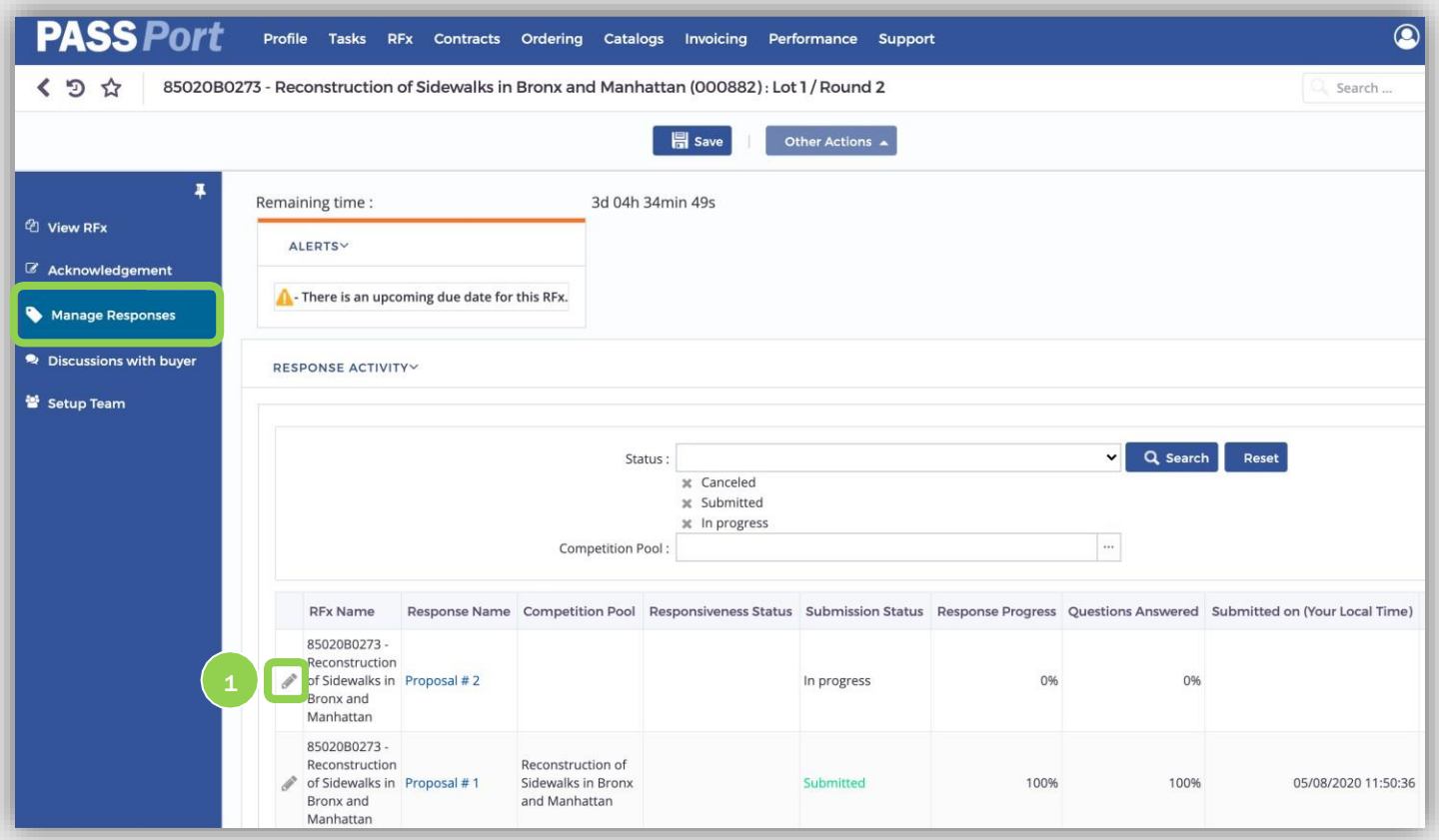
5. Add the contact Email address.

   Click the “Save” button.

Note: the new contact’s business address will auto-populate the form with your company’s current business address. You can edit this default address by clicking into the corresponding boxes.

Manage Responses

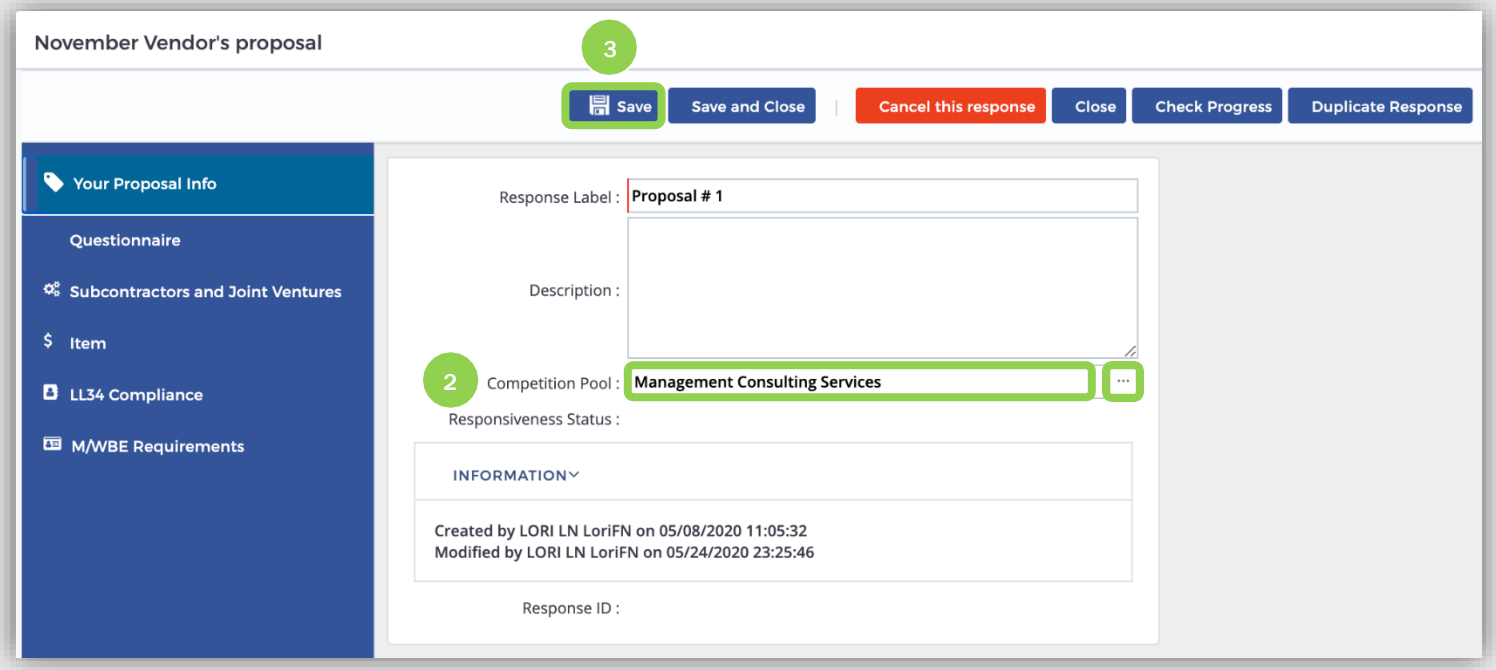
The Manage Responses tab is where you will see all your RFx responses. Your initial response will appear here after deciding to participate in an RFx. This section of the guide will provide step-by-step guidance for accessing, completing, submitting your response.



The Manage Responses tab is a repository of all of your current and past responses to RFx.

1. Click the pencil icon to open and view more detail about a response. This will open a new screen, Your Proposal Info.

You may also search by Status or Competition Pool. All RFx have at least one competition pool. An agency may choose to segment a procurement into multiple competition pools based on the procurement's specifications.



The action buttons at the top of the page allow you to Save progress, Cancel this Response (if necessary), Check Progress to view a list of remaining steps and Duplicate Response, if desired.

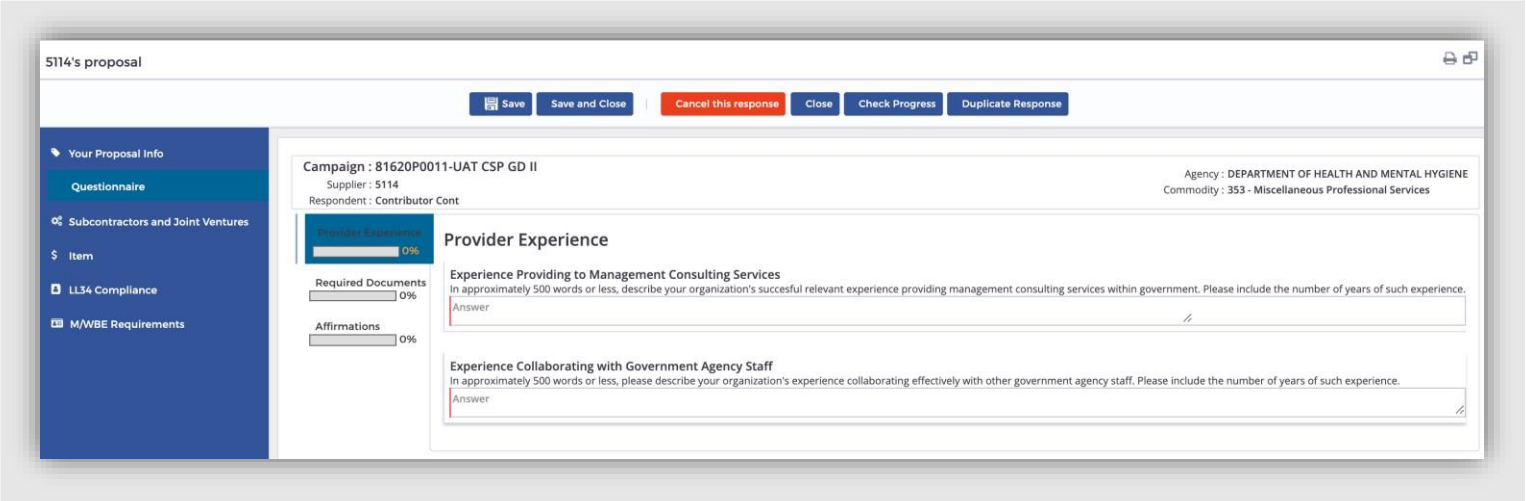
2. To proceed with your response, either type in the competition pool or click on the ellipsis to search for the competition pool you wish to submit a response for.

3. Click the "Save" button.

Note: You may submit additional responses after your first response is complete.
This will only be available <u>after</u> the first response has been submitted.
A "Create New Response" button will be available for you to initiate the new proposal.

Questionnaire

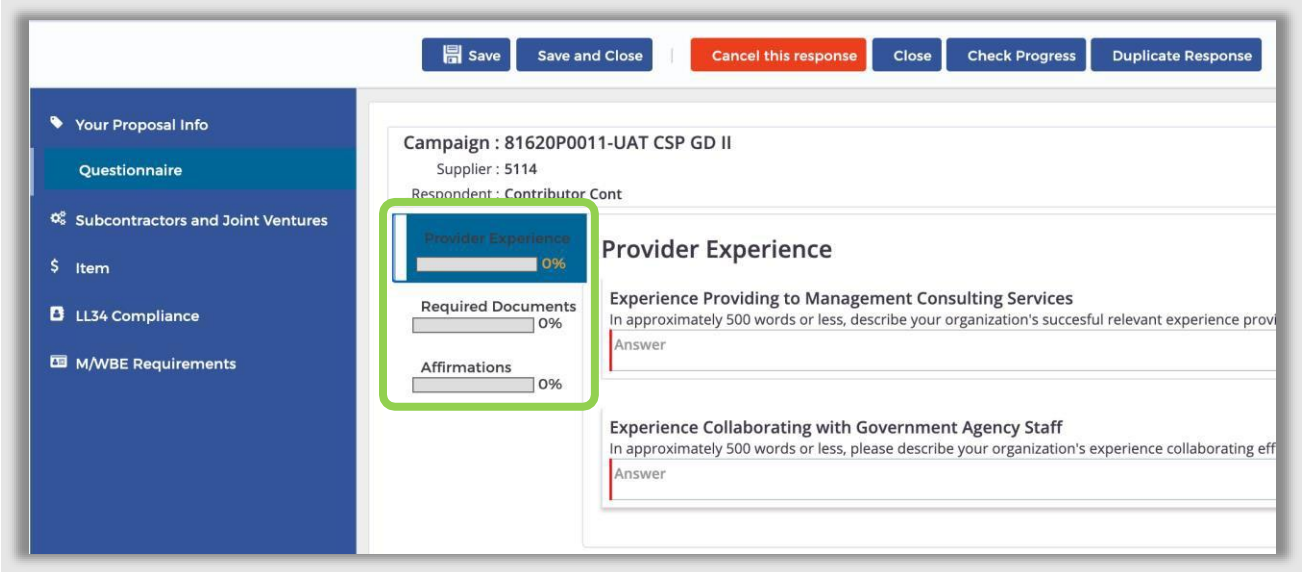
The Questionnaire tab is where you answer the questions configured by the agency for evaluation in connection with the RFx.



The Questionnaire tab displays questions the agency wants you to respond to as part of the RFx.

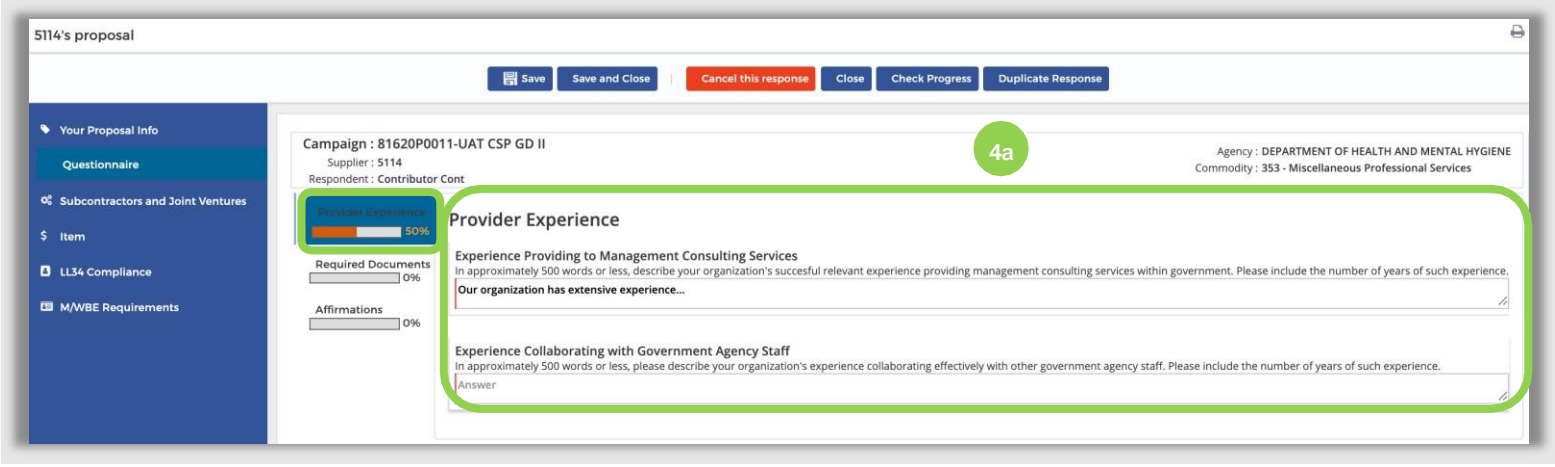
The questions are written by the agency and will be used to evaluate your bid/proposal during the Evaluation and Award phase.

Depending on the procurement method and the agency's questions, there may be more than one Questionnaire tab, and questions may be scored or used for informational and/or responsiveness purposes.



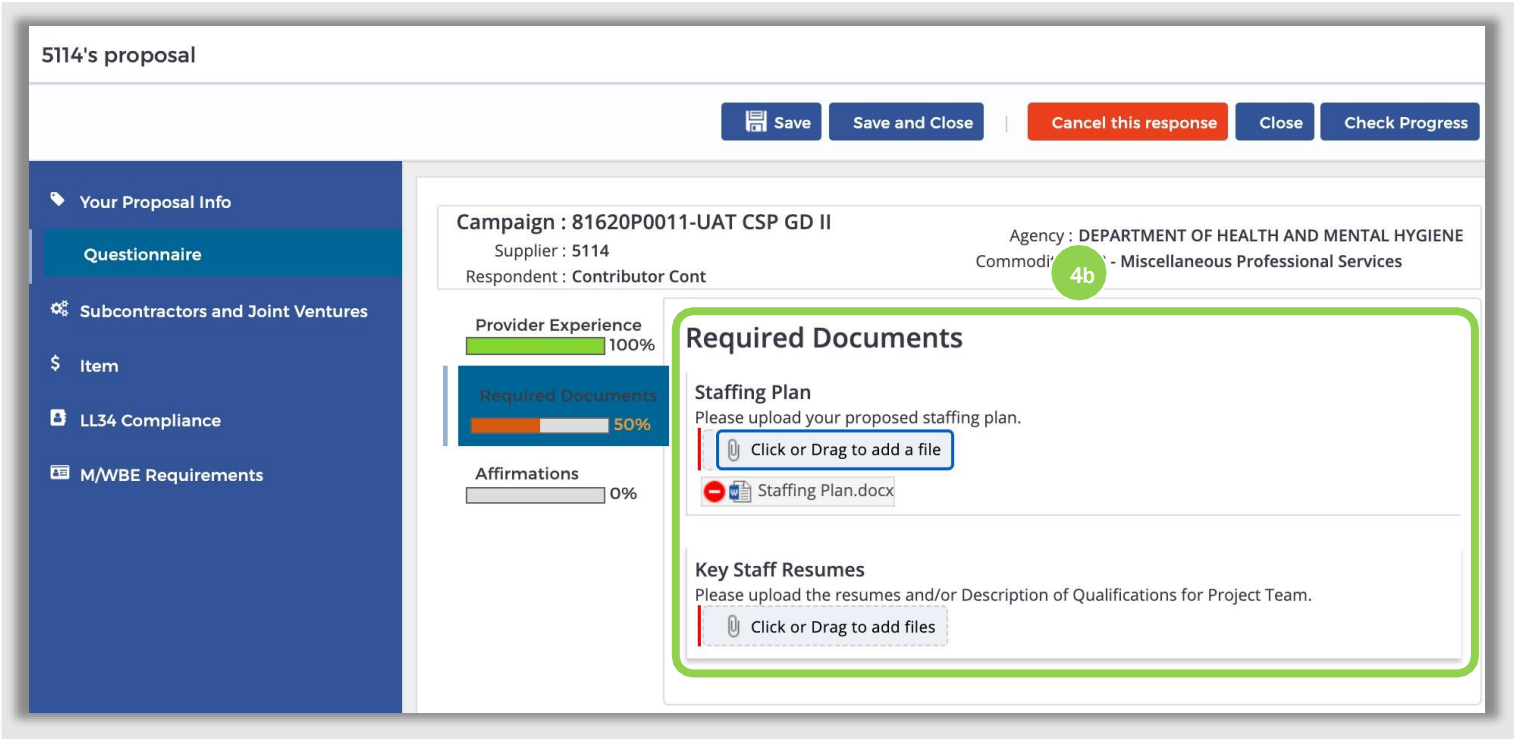
A questionnaire may include one or more sections. The questionnaire will default to the first section, Provider Experience. You may navigate between sections at any time.

A progress bar will display the percentage of questions completed for your reference.



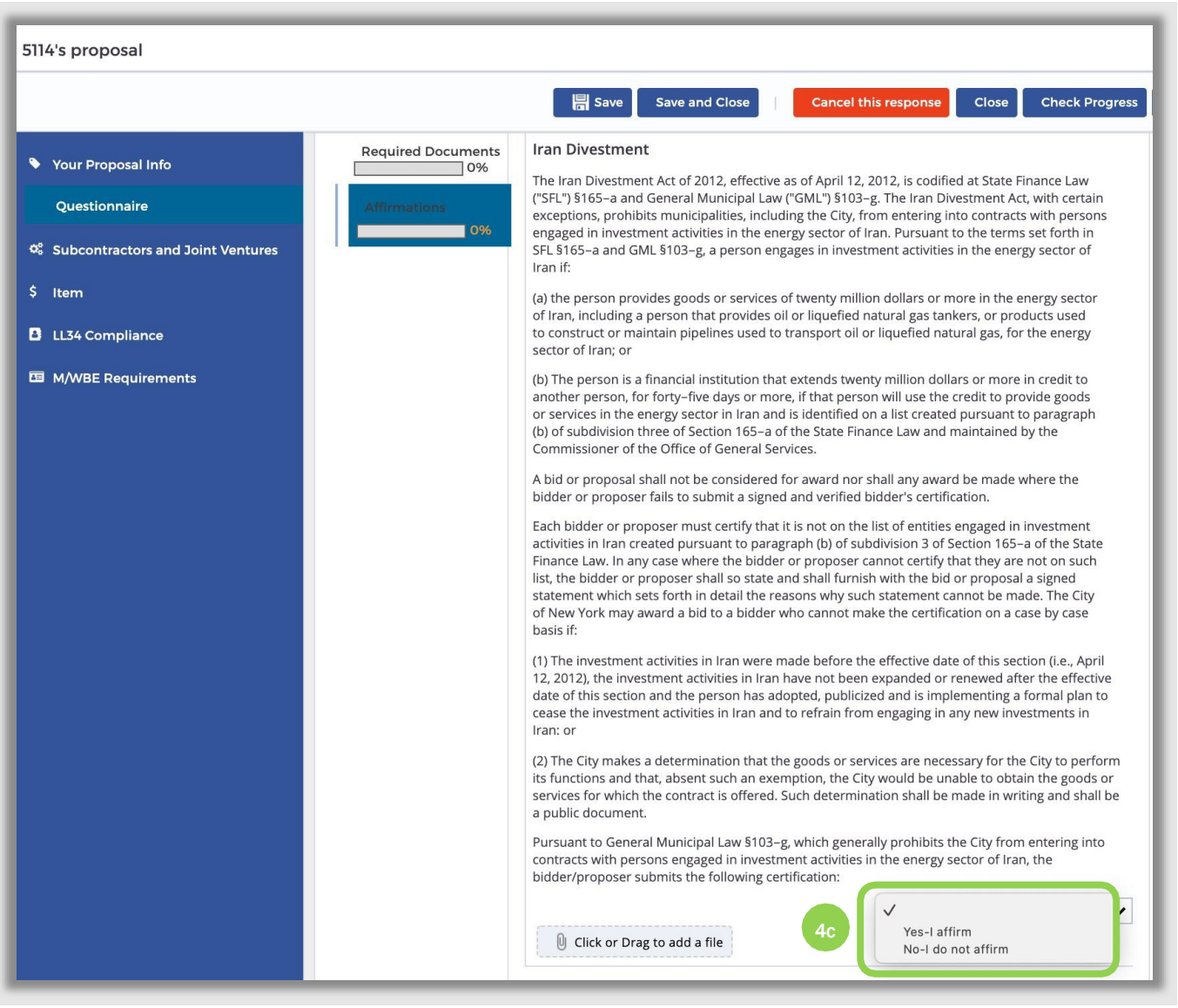
4(a) The Questionnaire tab offers a wide range of customization for agencies to create questions.

In this example, the agency provides free text boxes for you to submit your response. Also note the progress bar update as responses are saved. This section has been completed at 50%.

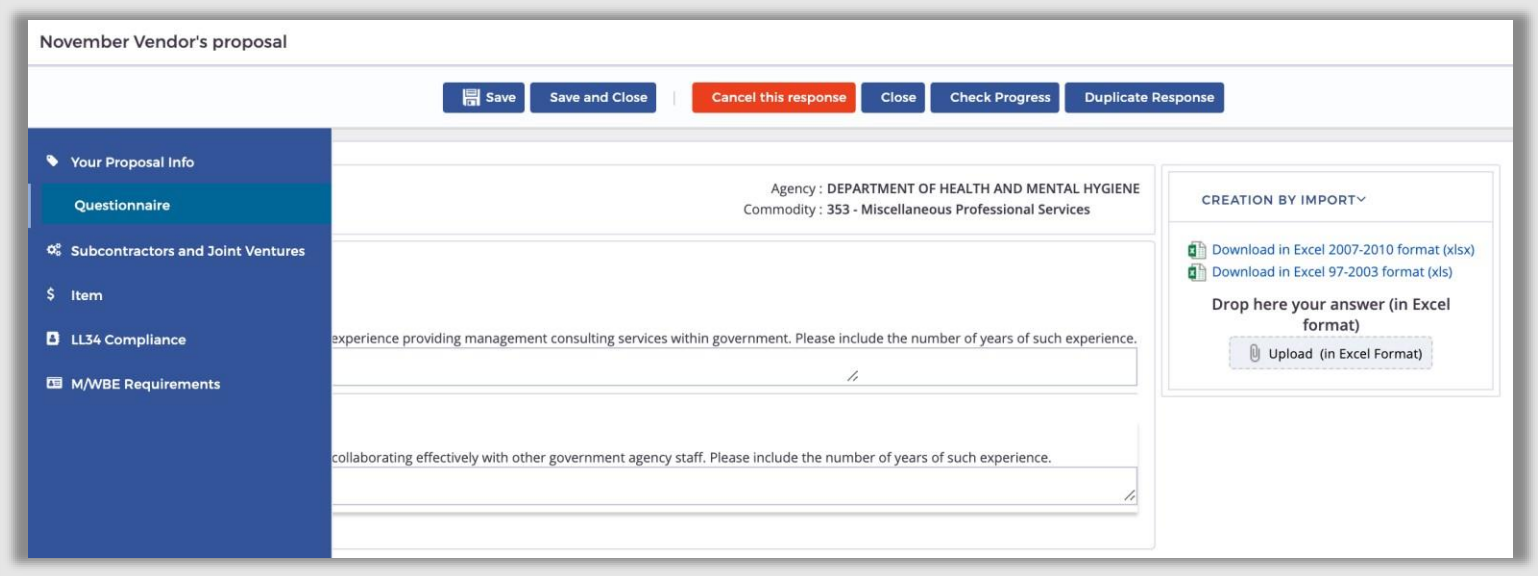


4 (b) Agencies may also structure questions in the form of requests for documents.

In this example, providing an attachment will successfully complete the response. The progress bar will update after each document is uploaded. Note that the Provider Experience section progress bar now displays in green, indicating that section has been completed.



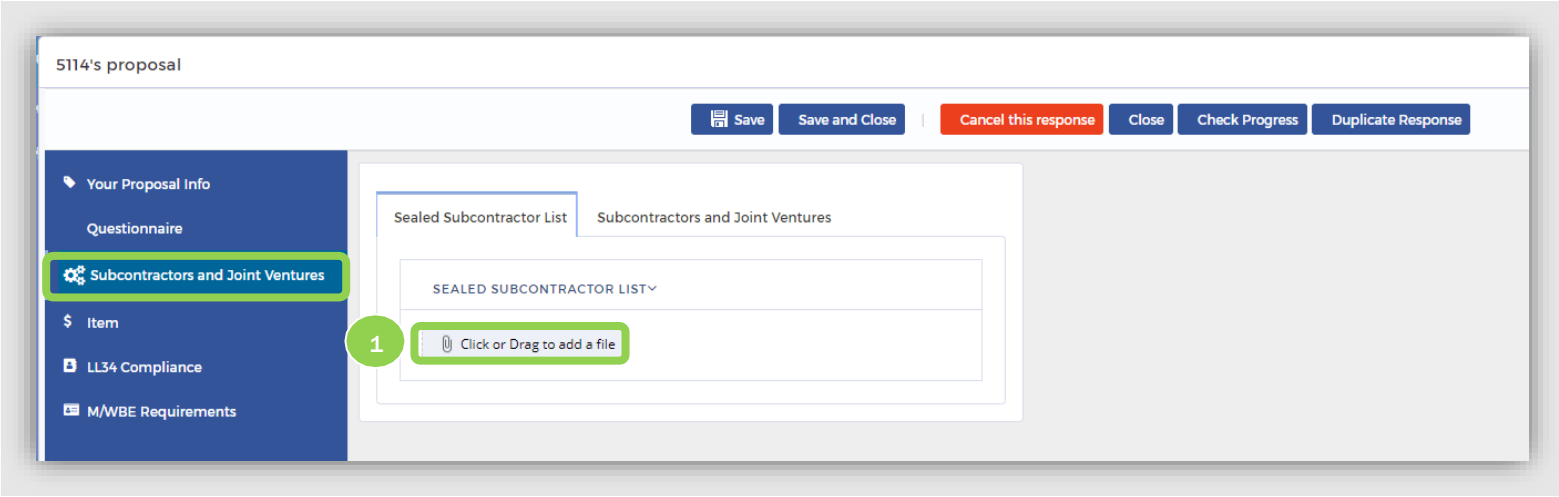
4 (c) Agencies may also request affirmations within the Questionnaire tab. The progress bar will update after each affirmation is completed and saved.



PASSPort enables you to download an Excel workbook to complete outside of the system or to share with a team member without a PASSPort account. After the questions are answered, upload the form (in Excel format). Your answers will automatically populate in PASSPort.

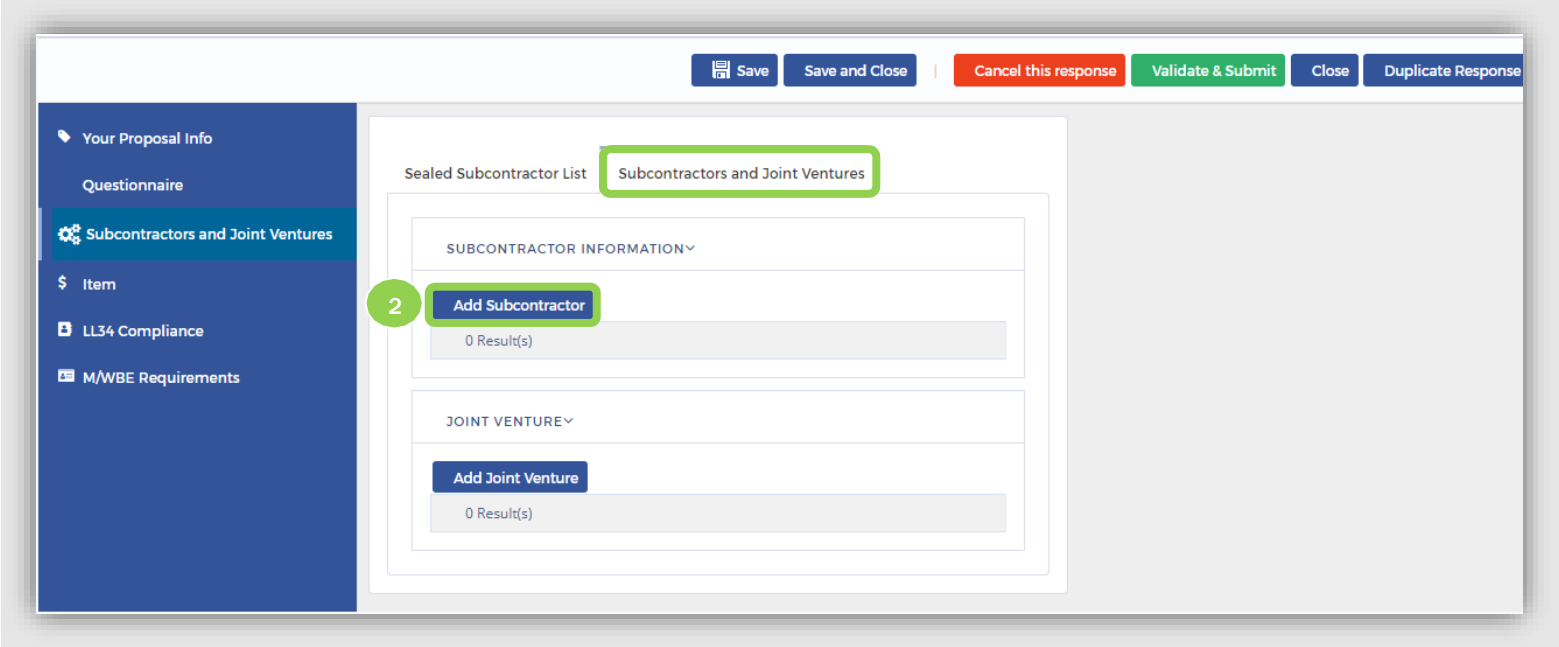
Subcontractors and Joint Ventures

The Subcontractors and Joint Ventures tab is where you identify any applicable joint ventures or subcontractors in connection with the RFx and enter corresponding information, if applicable.



The Subcontractors and Joint Ventures tab is available to capture this information for your response, if required.

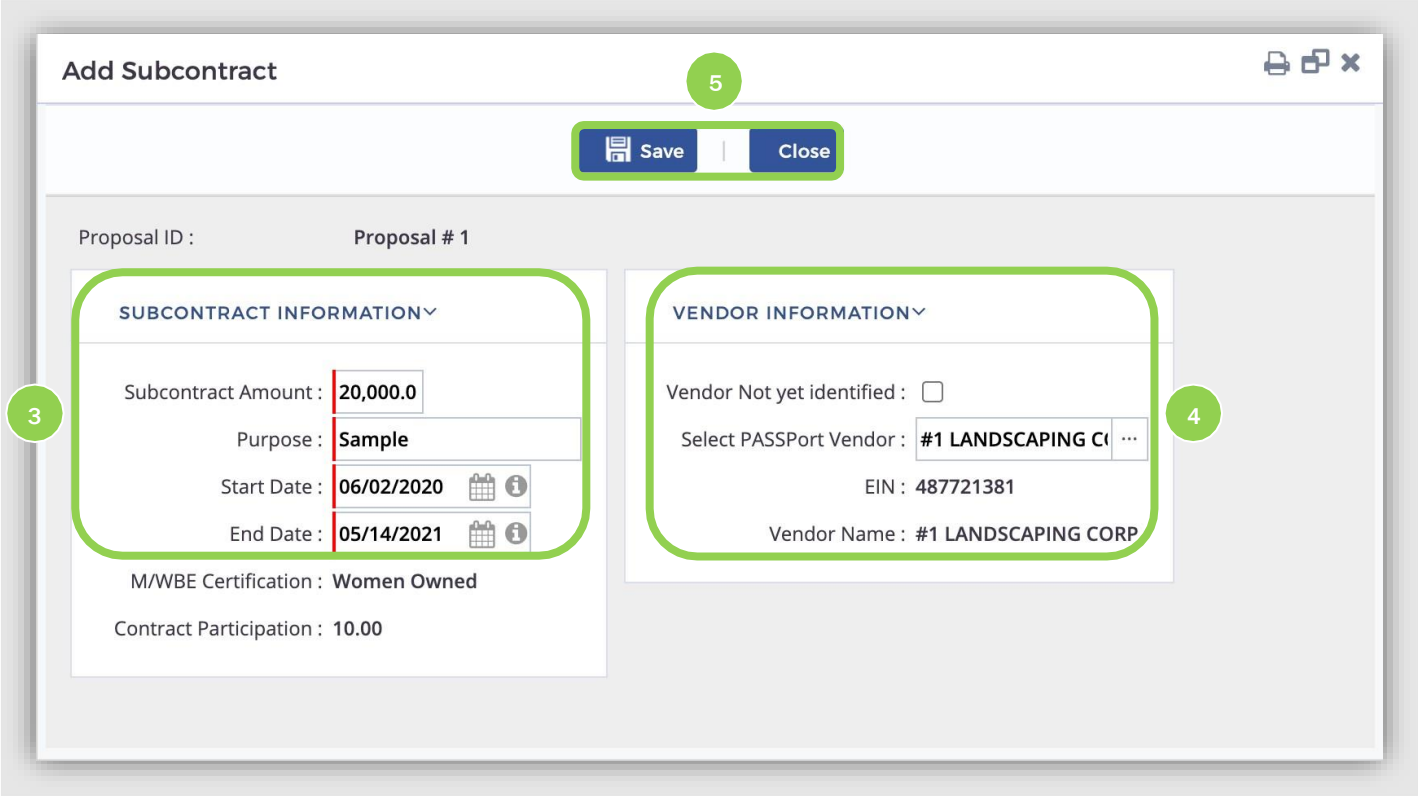
1. If Wick's Law is applicable, you can upload the Sealed Subcontractor List by uploading the file directly by clicking "Click or Drag to add a file." Upload the file.



If Wick's Law is not applicable, click the Subcontractors and Joint Ventures subtab.

2. Click the "Add Subcontractor" button to add any subcontractor information not already in PASSPort.

An Add Subcontract window will appear.



3. In the Add Subcontract window, complete the required fields. Required fields have a red marker.

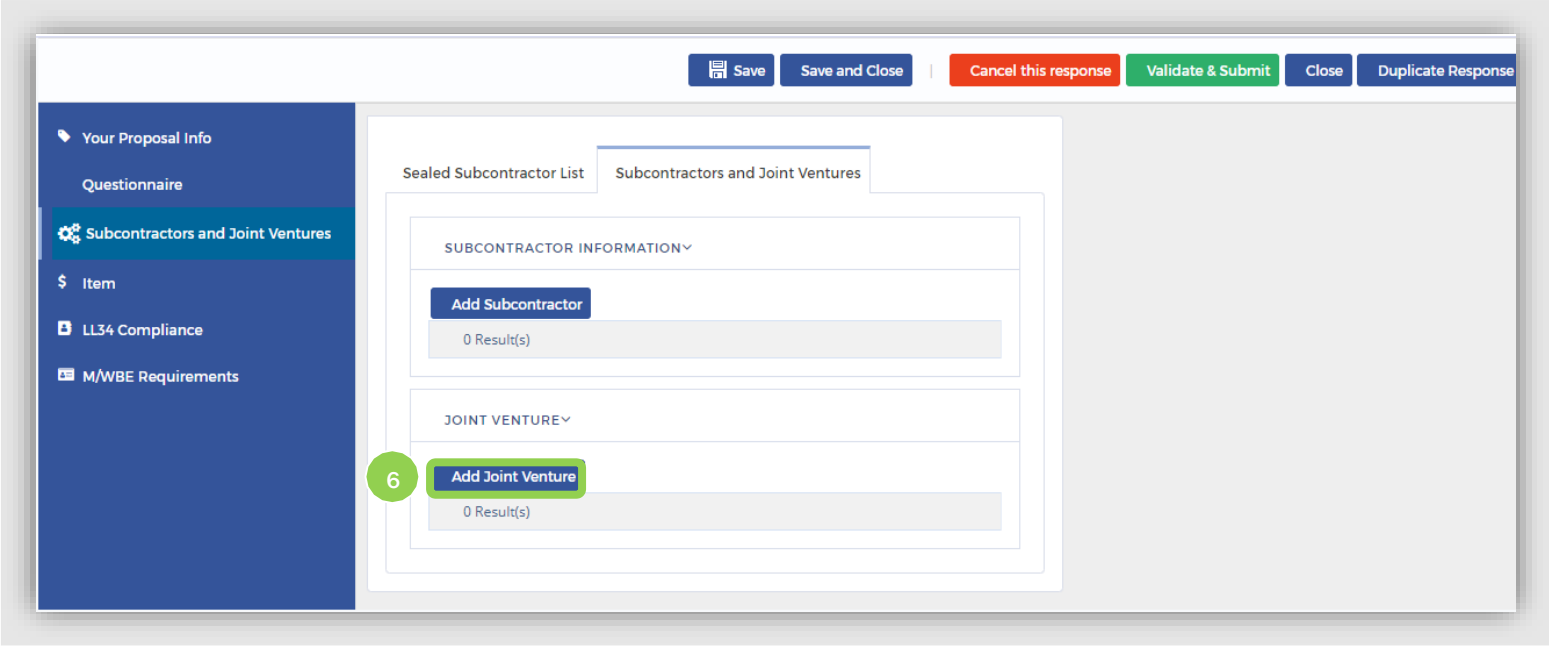
4. If the Subcontractor exists in PASSPort, you may search for them in the Vendor Information section.

PASSPort will automatically populate their EIN, M/WBE Certification, Vendor Name and Contract Participation fields.

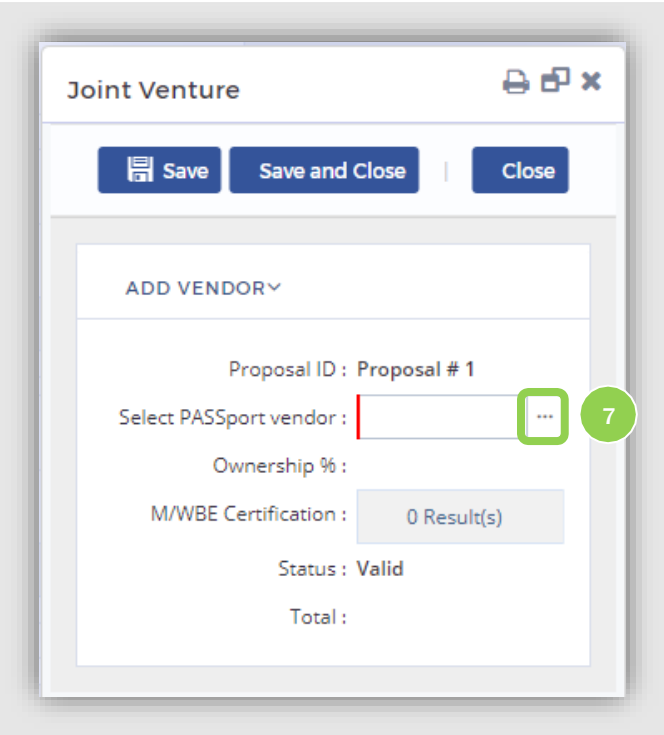
If a vendor is not found because they do not have a PASSPort account, the vendor may obtain guidance on how to create an account by accessing the Requesting a Vendor PASSPort Account guide.

If you have not identified your subcontractor yet, you may select the checkbox by the field Vendor Not yet identified. You will make an M/WBE selection based on the anticipated M/WBE certification of the subcontractor. If selected, you will be able to inform the agency the subcontractor information when the group is identified.

5. Click the “Save” and then the “Close” button.

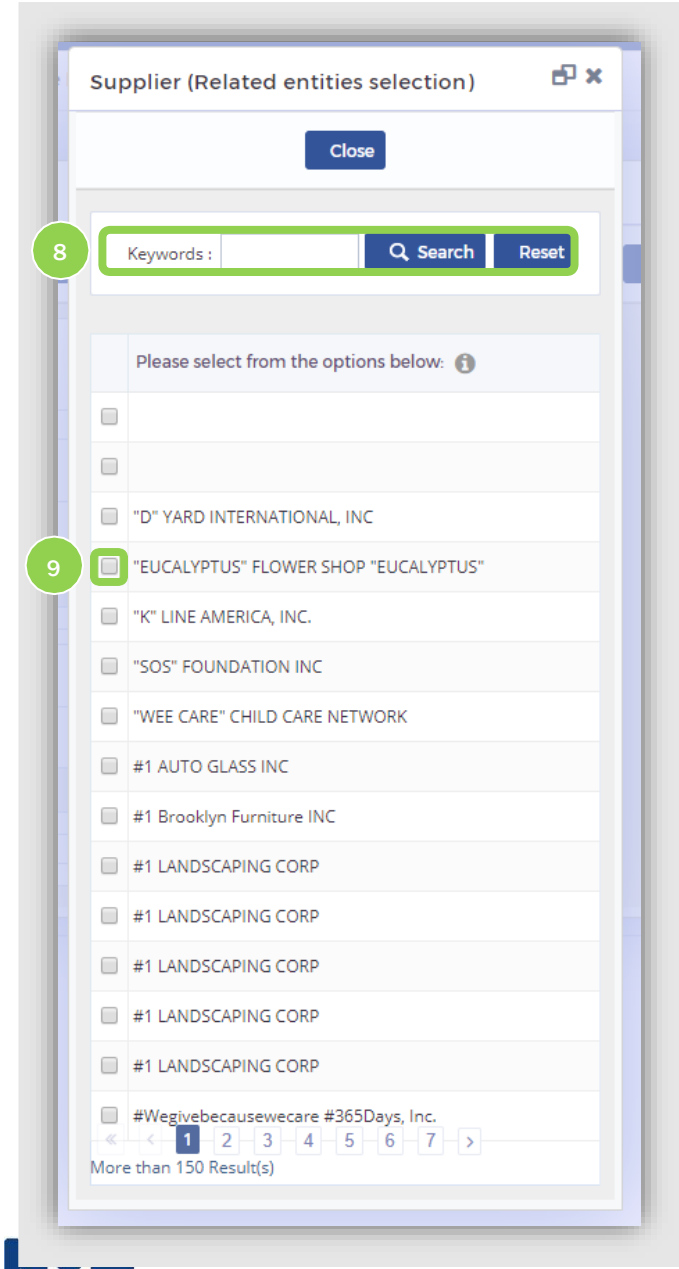


6. If applicable, click the "Add Joint Venture" button.



Upon clicking the "Add Joint Venture" button, a Joint Venture window will appear.

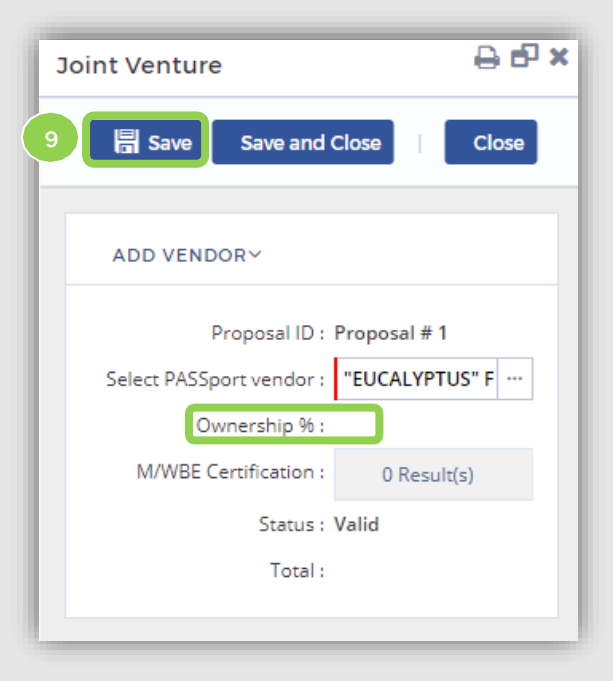
7. Click on the ellipsis to select PASSPort vendor.



8. Upon clicking the ellipsis, a new window will appear for you to identify the joint venture. Enter in a keyword to search for a specific vendor, then click the "Search" button.

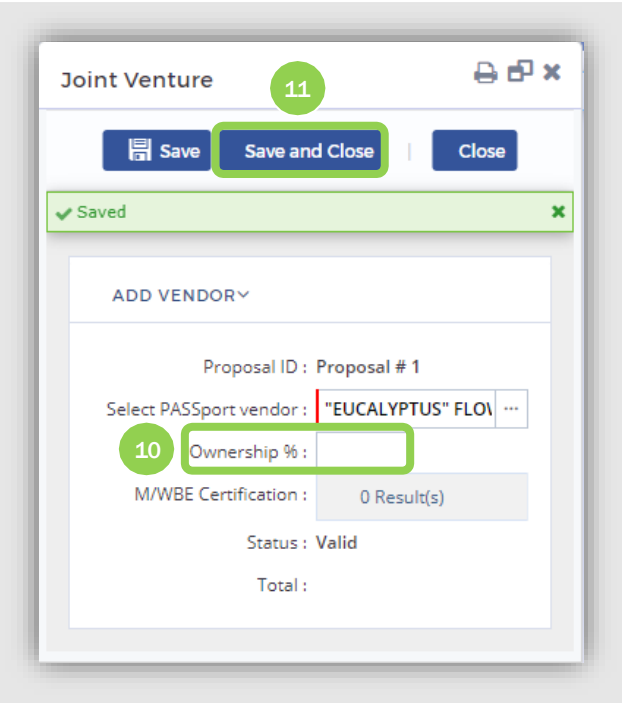
Note: the search results list is in alphabetical order. You can also manually search by using the numbers or arrows at the bottom of the list to navigate.

9. Click the checkbox to select the vendor related to your joint venture.



10. Click the "Save" button to save your selection.

Upon saving, the Ownership % field will become available to edit.



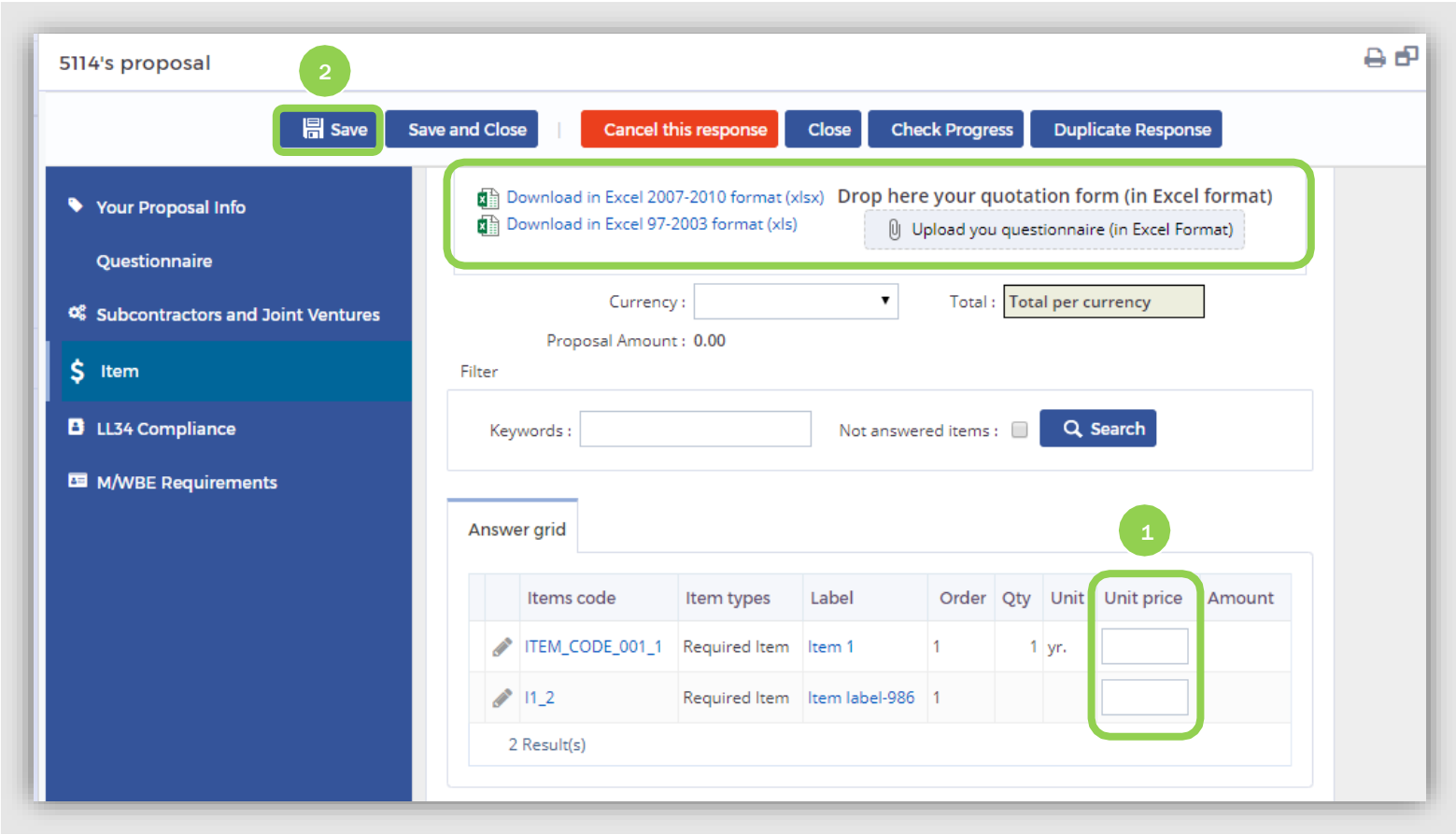
10. Enter in the Ownership percentage for this vendor's role in the joint venture.

11. Click the "Save and Close" button.

NOTE: Repeat Steps 7 through 11 for each vendor that is part of the joint venture.

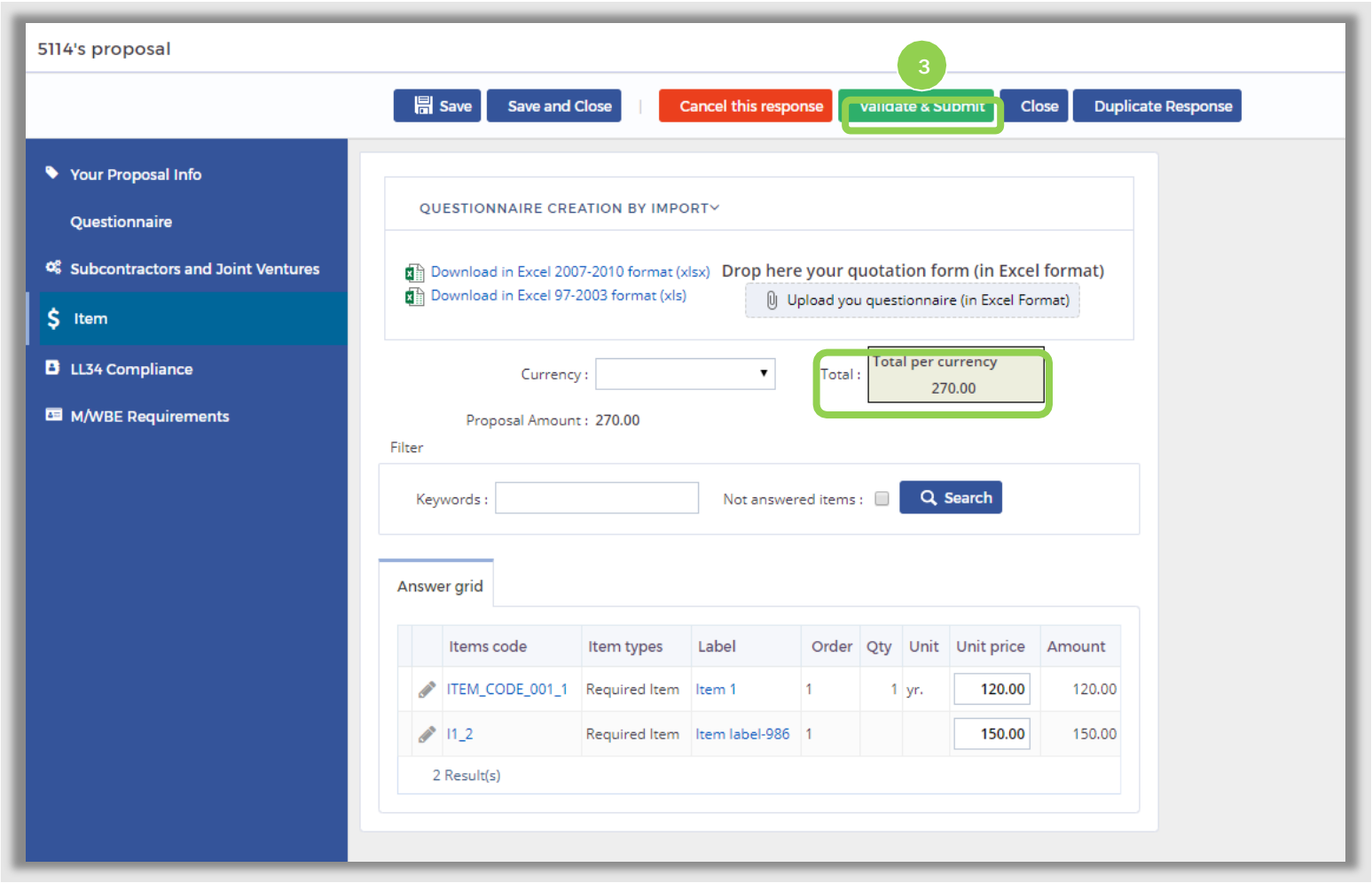
Item

The Item tab is where the agency identifies the required items for the contract.



The Item tab may be completed directly in the system or you may download, complete and upload a quotation form (in Excel format) for PASSPort to automatically populate the responses you provided.

1. Enter the Unit Price per listed Required Item.
2. Click the “Save” button.



Note: clicking the "Save" button will update the total price in the Total per currency box.

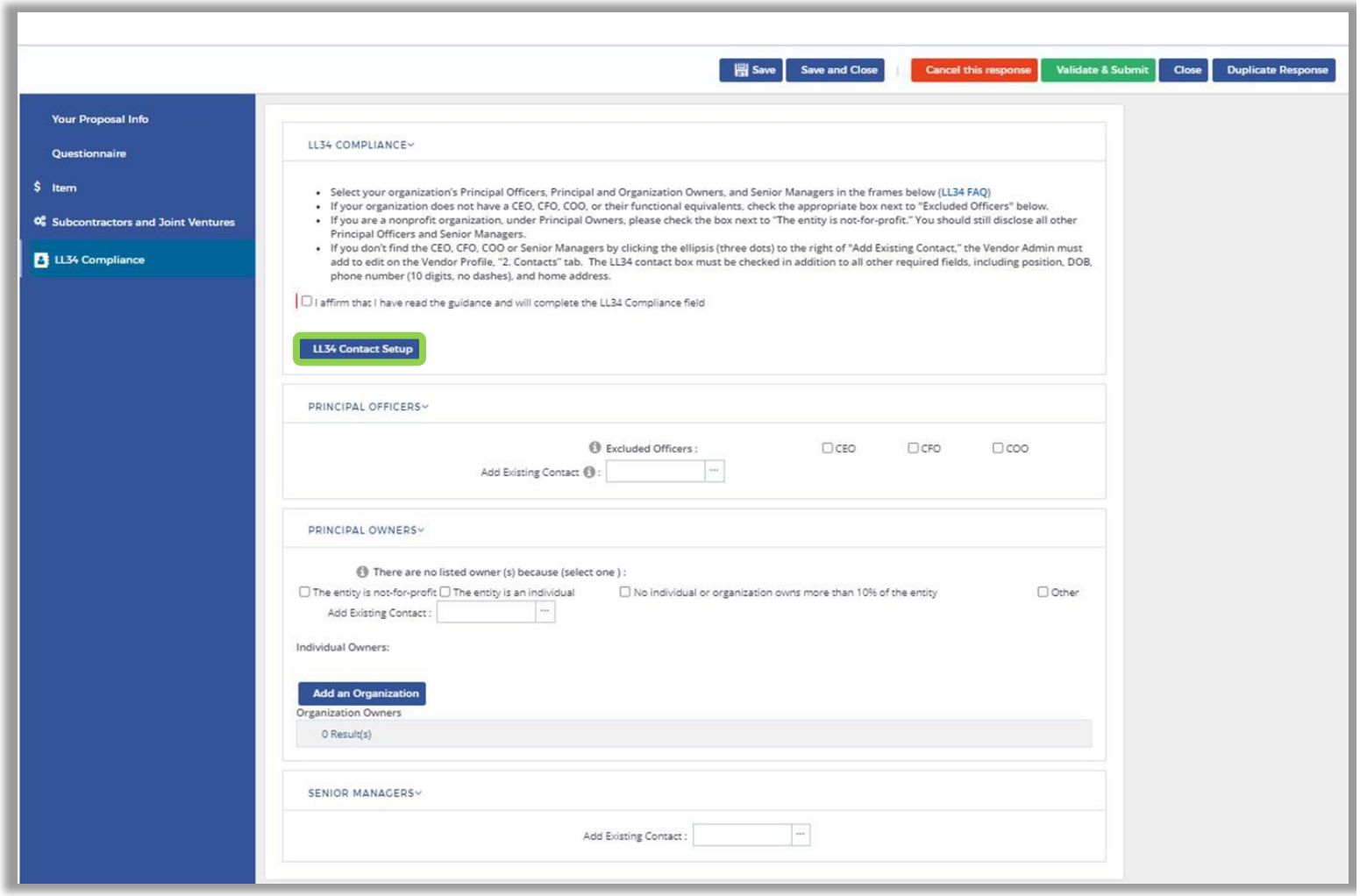
3. Upon saving your prices, a green "Validate & Submit" button will appear. Click this button to submit your response.

Mayor's Office of Contract Services

LL34 Compliance

The LL34 Compliance tab allows you to complete all Doing Business Data information within PASSPort. Local Law 34 of 2007 (LL 34) is New York City's campaign finance law that limits municipal campaign contributions from principal officers, owners, and senior managers of entities doing business with the City.

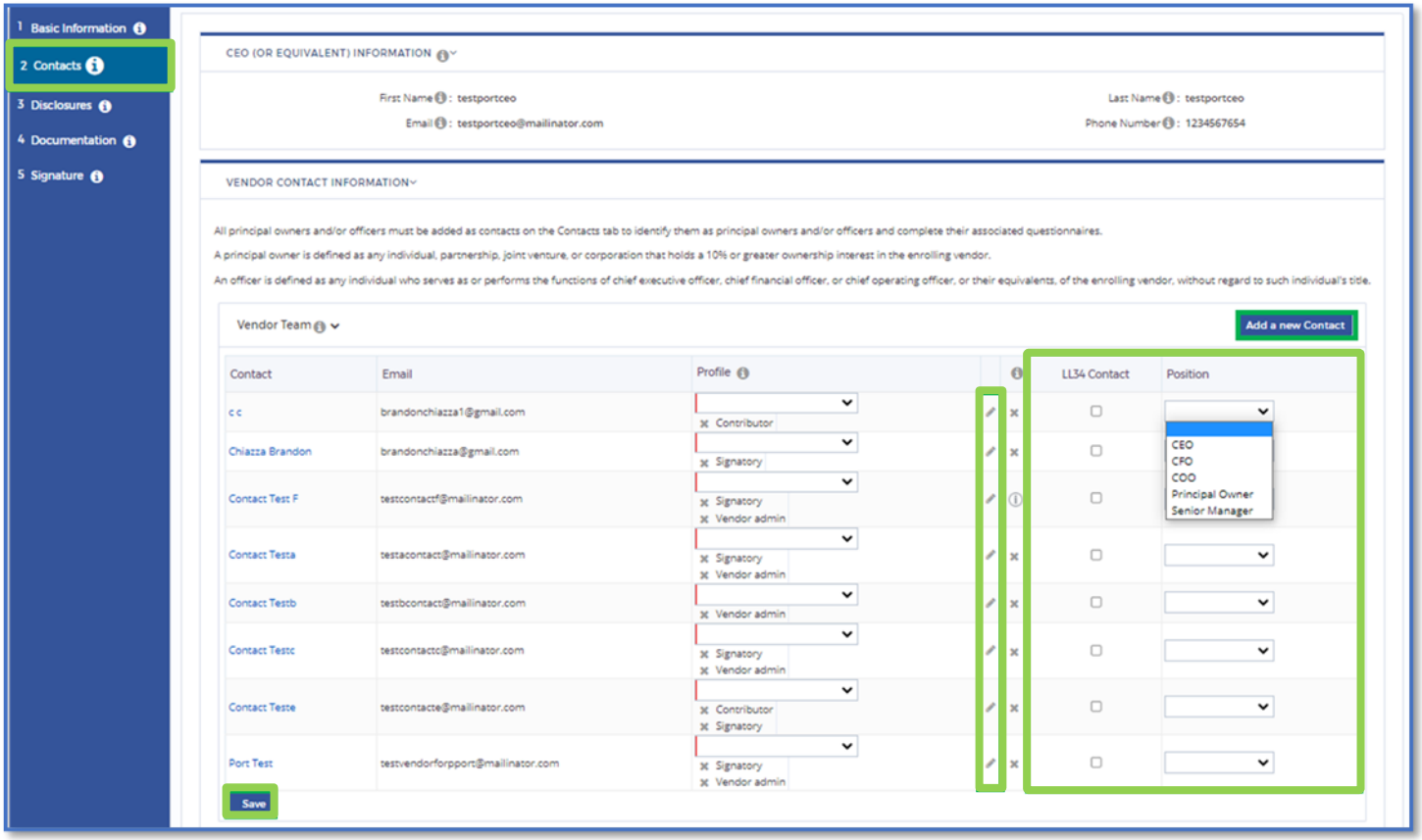
An organization is required to submit the information requested on this tab each time it enters into a transaction considered a business dealing with the City, regardless of whether the organization or the people associated with it make or intend to make campaign contributions.



The LL34 Compliance tab effectively replaces the Doing Business Data Form; this subtab lists Principal Officers and Principal Owners.

Check the box to affirm the statement. In the following tiles below, select your organization's Principal Officers, Principal and Organization Owners, and Senior Managers.

If the CEO, CFO, COO or Senior Managers are not found by clicking the ellipsis (three dots) to the right of "Add Existing Contact," the Vendor Admin must click the LL34 Contact Setup button to open a popup to the Vendor profile.

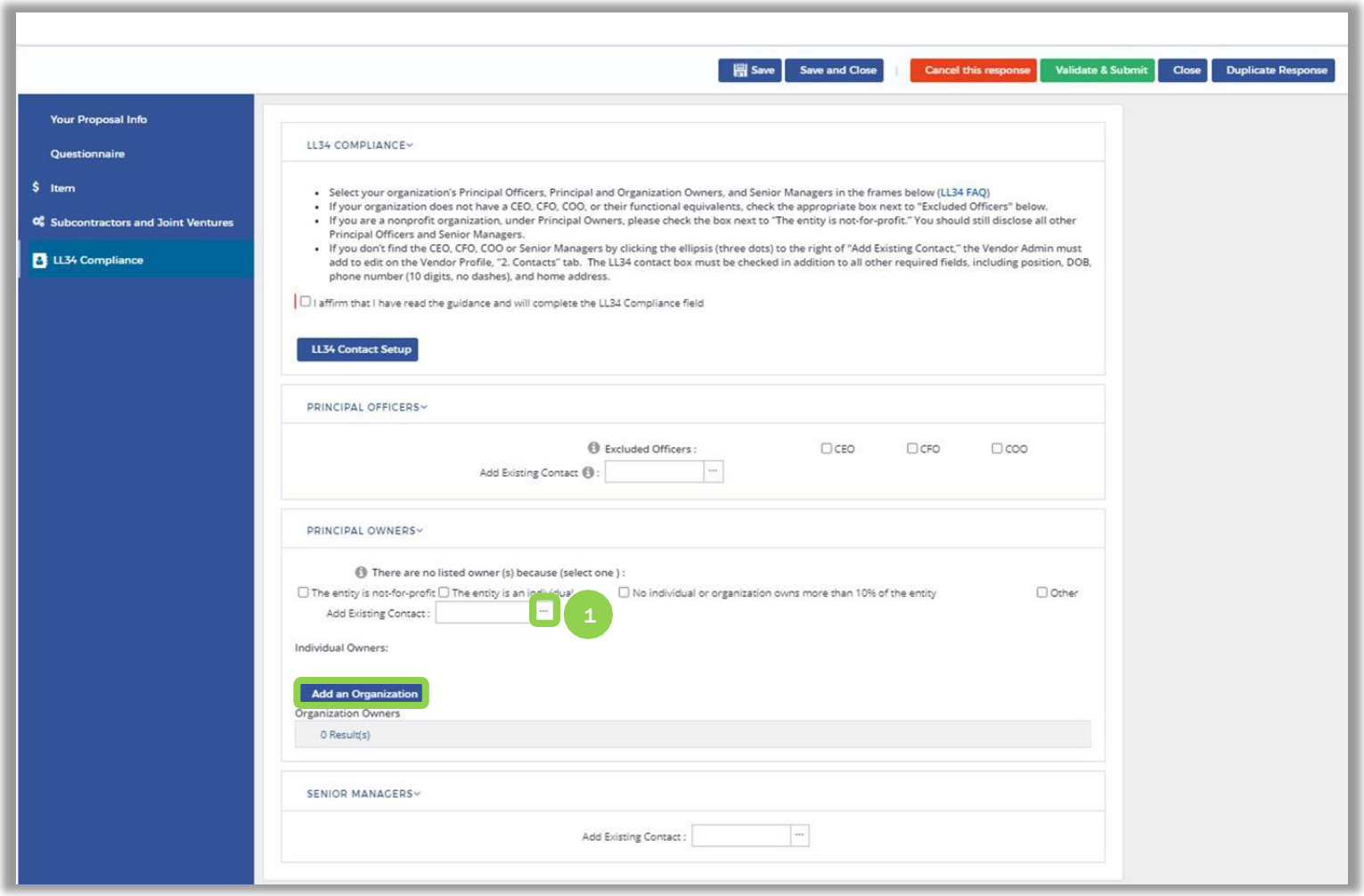


The Add Contact window will appear. Within the Add Contact window, PASSPort users will be listed, along with the positions they have in system.

2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.

If new contacts need to be added, click the “Add a new Contact” button in the LL34 Compliance tile.
Refer to page 49 for details.

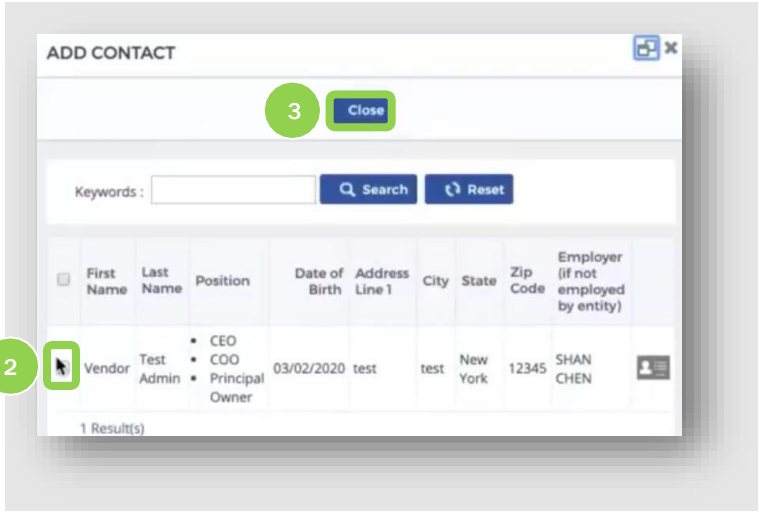


Within the Principal Owners tile, identify all of your organization's principal owners. Here's how:

To add an Organization, click the "Add an Organization" button to submit an Organization Owner. A popup will appear to enter the Organization name and click "Submit."

Add all Principal Owners using the ellipsis (three dots); Or, indicate a reason that there is no listed owner by clicking the checkbox by the most applicable reason from the options listed. If selecting Other, a dialog box will appear, and an explanation needs to be entered.

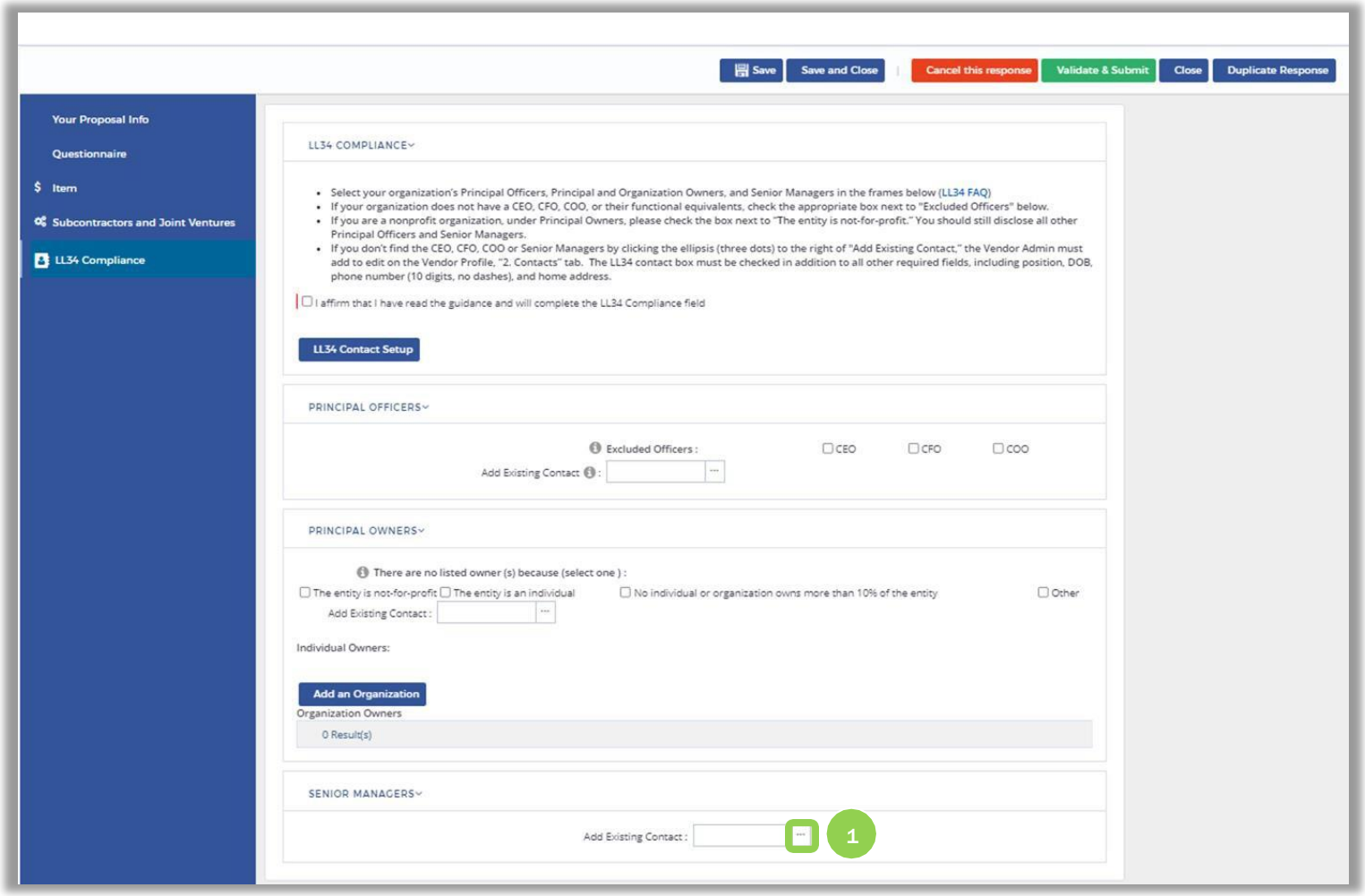
1. To add a contact and assign a role, click on the ellipsis to open a menu of available contacts.



The Add Contact window will appear. Within the Add Contact window, PASSPort users will be listed, along with the positions they have in system.

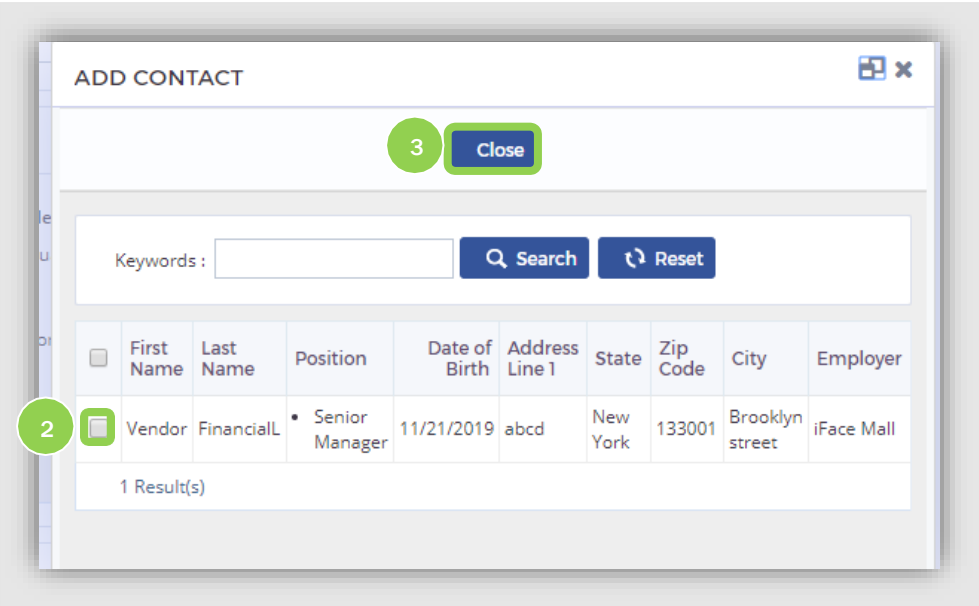
2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.



To identify an individual as a Senior Manager, click on the ellipsis in Add Existing Contact.

Note: In order to submit a response, at least one Senior Manager must be identified.



The Add Contact window will appear. Select the appropriate contact. You can search by keyword or scroll through the list in the Add Contact window. If the individual is not currently in PASSPort, you may add them as a contact first.

2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.

M/WBE Compliance

The M/WBE Requirements tab along with the information provided in the Subcontractors and Joint Ventures tab of the RFx encompasses a Prime Vendor's M/WBE Utilization Plan.

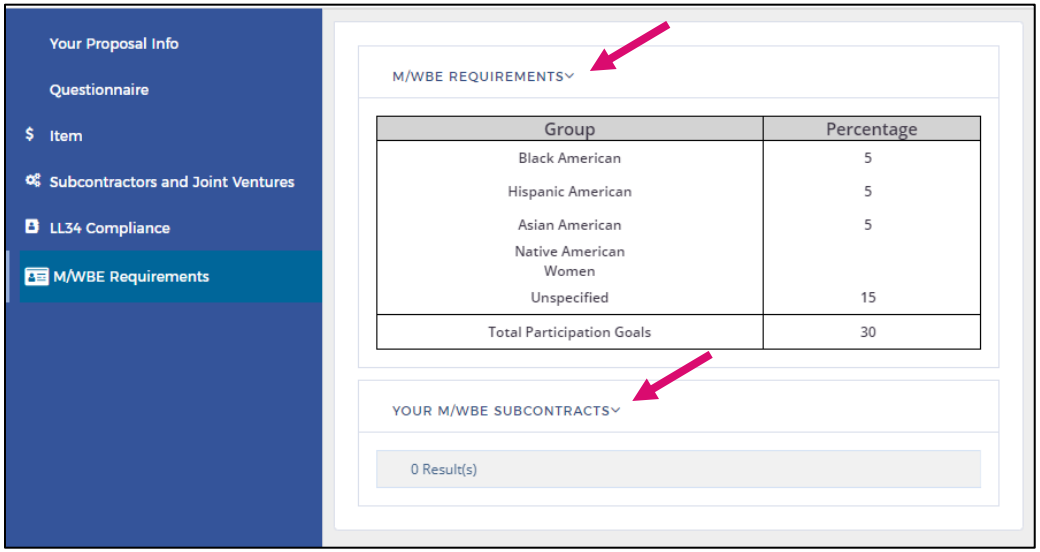
Part 1: M/WBE Participation Goals

The M/WBE Participation Goals are found in the M/WBE Requirements tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to **review** an RFx's M/WBE Participation Goals in PASSPort. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

1. Log in to PASSPort and click the **pencil icon** to access the RFx.

2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.

3. Click the **M/WBE Requirements** tab. The M/WBE Requirements section will outline the goals for the RFx. The Your M/WBE Subcontracts section will list all subcontracting work that you've identified for certified M/WBEs. (Please see Part 2 for instructions on how to add subcontracting information in PASSPort.)



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Part 2: M/WBE Participation Plan

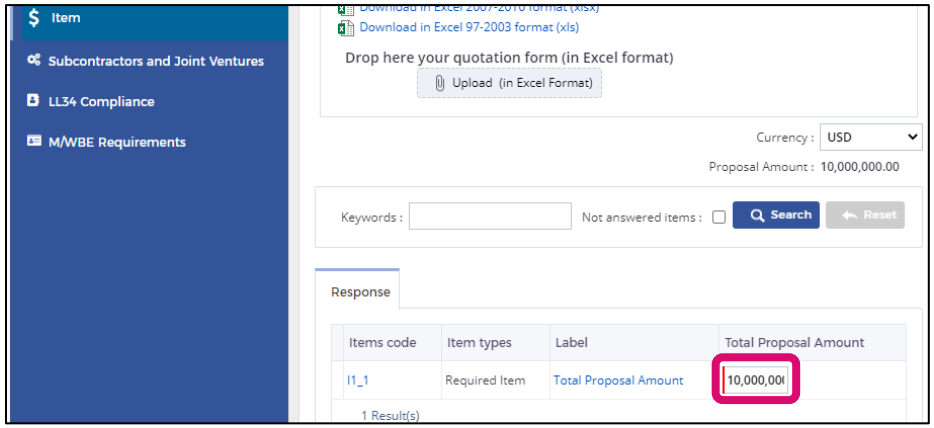
The M/WBE Participation Goals are found in both the M/WBE Requirements tab and the Subcontractors and Joint Ventures tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to review an RFx's M/WBE Participation Goals and **enter** information in PASSPort to meet these goals. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

1. Log in to PASSPort and click the **pencil icon** to access the RFx.

2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.

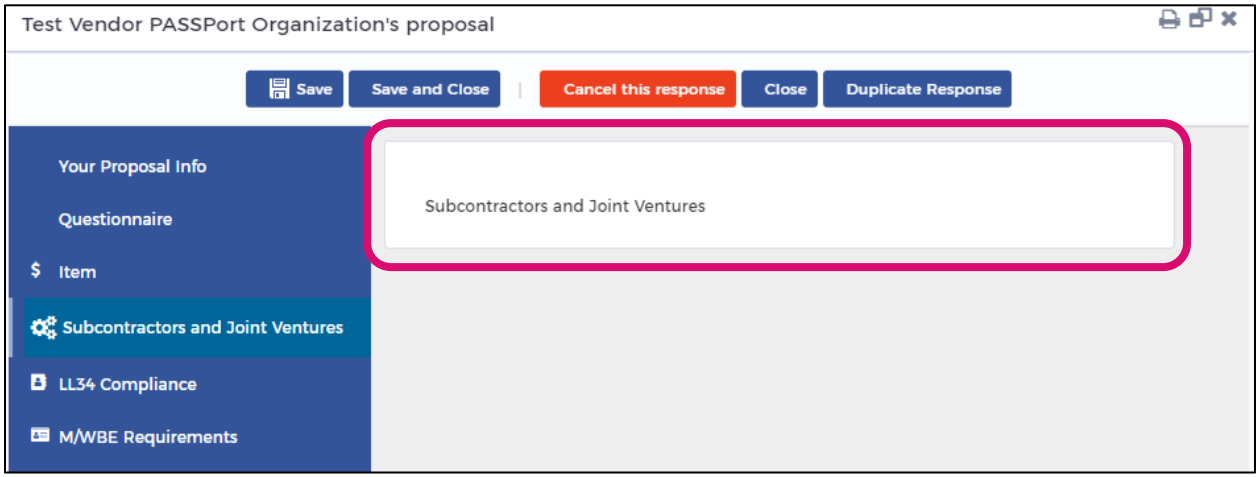
3. Complete all the required sections in the Your Proposal Info, Questionnaire, Item, LL34 Compliance (if required) and all other relevant tabs in your Response.

4. Be sure to complete the **Item** tab before the Subcontractors and Joint Ventures tab. Enter the **Proposal Amount** (or Bid Amount) and click **Save**.

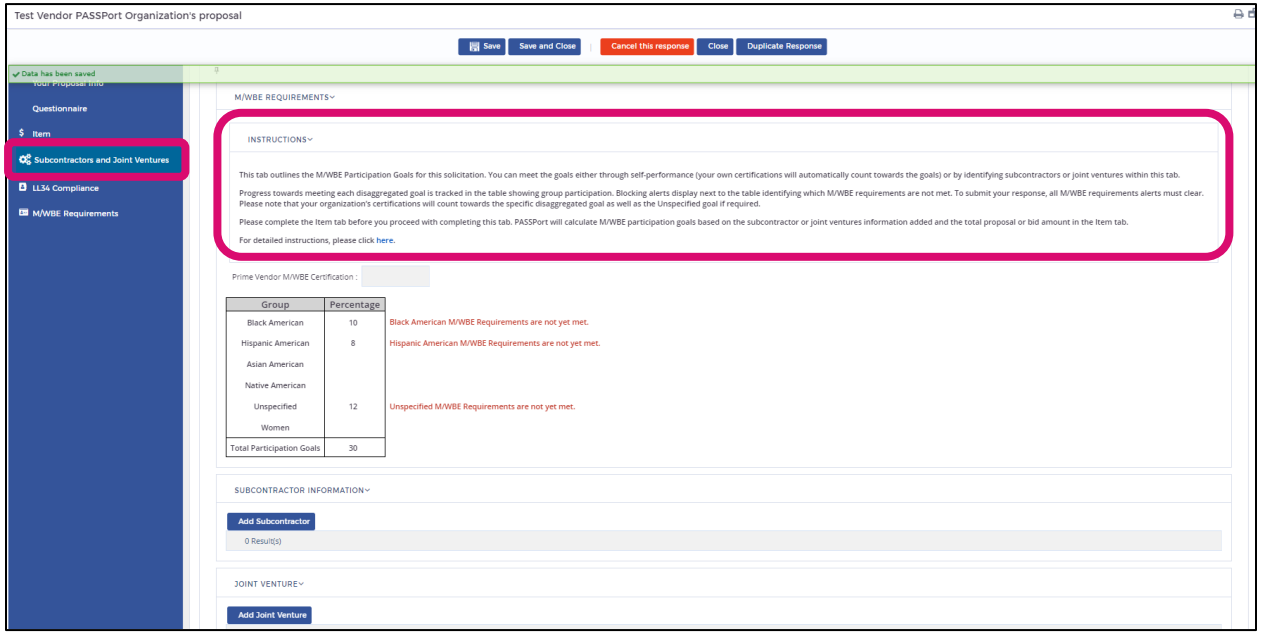


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5. To identify your M/WBE subcontractors and joint ventures, click the **Subcontractors and Joint Ventures** tab and click the white box with the Subcontractors and Joint Venture text.

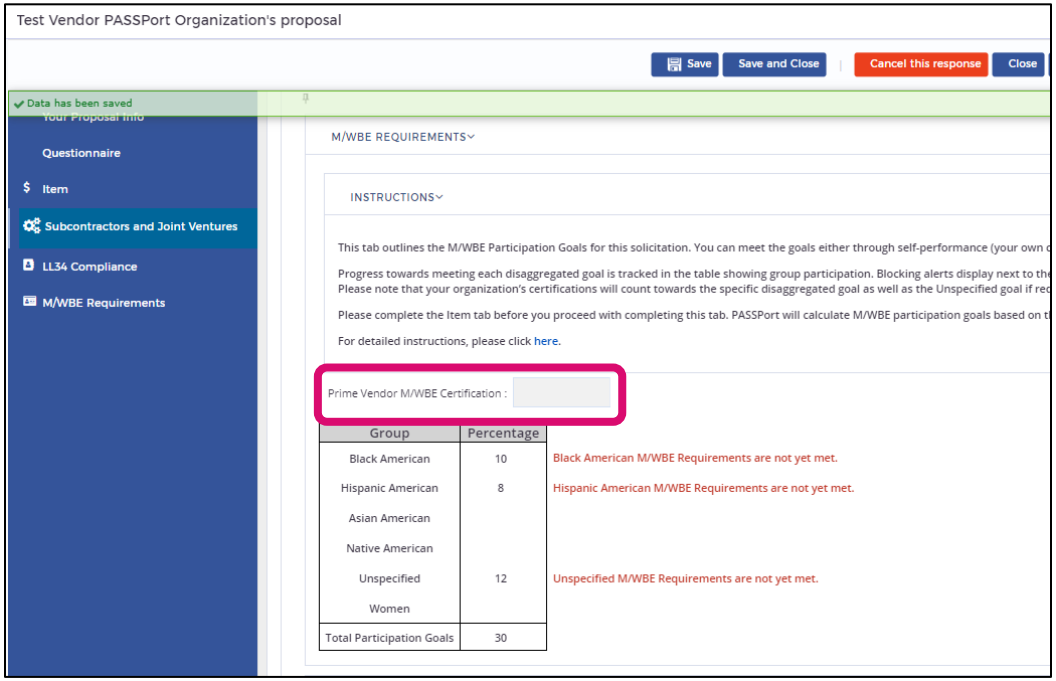


6. Read the instructions in the M/WBE Requirements section of this tab.

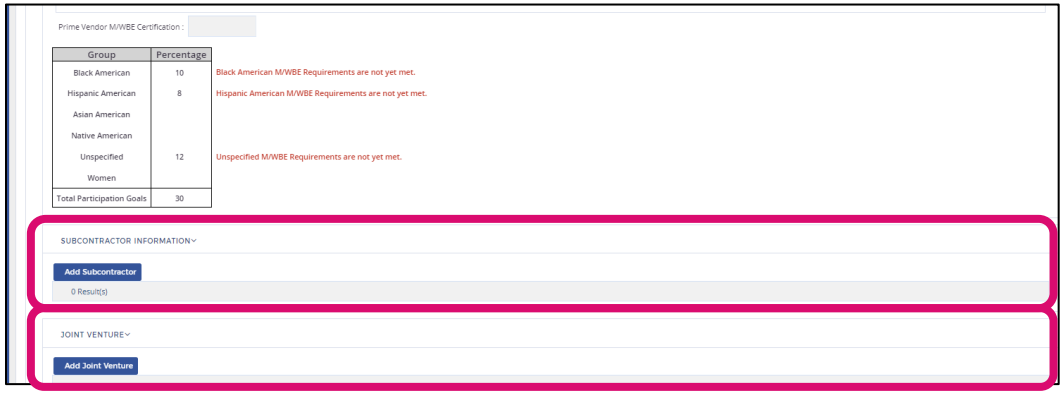


7. Your own organization's M/WBE certifications count towards the Total Participation Goals and automatically display in the field directly below the Instructions labeled as **Prime Vendor M/WBE Certification**. Any M/WBE participation goals that remain unmet are highlighted with red text alerts displaying to the right of the M/WBE Participation Goals table.

   In this example, the Prime Vendor does not have any M/WBE Certifications displaying (the field is blank) and thus still needs to meet the requirements as indicated.



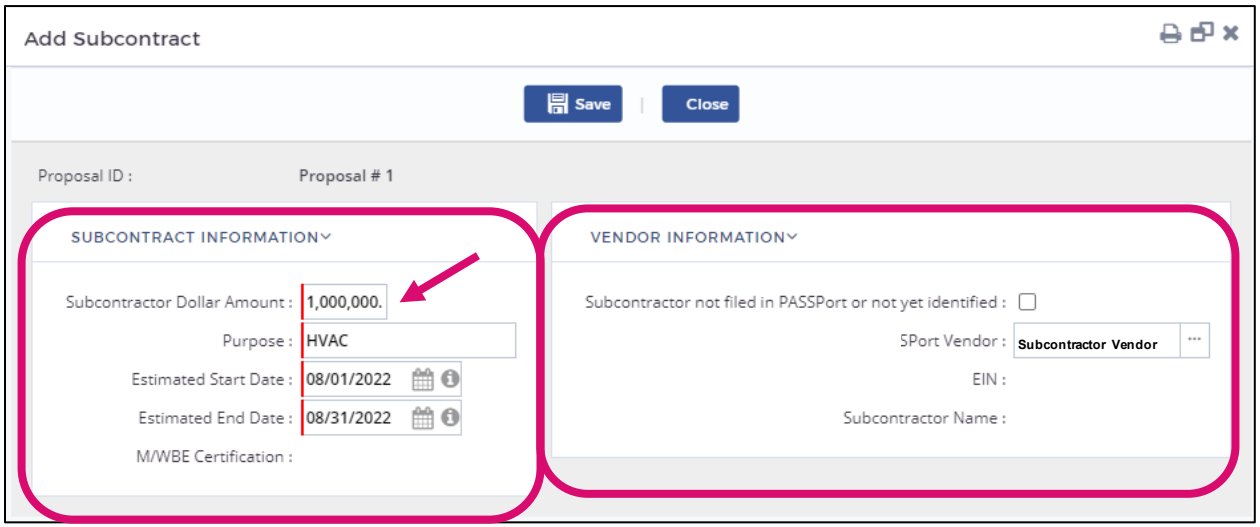
8. Any participation goal(s) your organization cannot meet through its own certification(s), must be met by identifying subcontractors and/or joint ventures with the required certifications in the **Subcontractor Information** and **Joint Venture** sections of the Subcontractors and Joint Ventures tab.



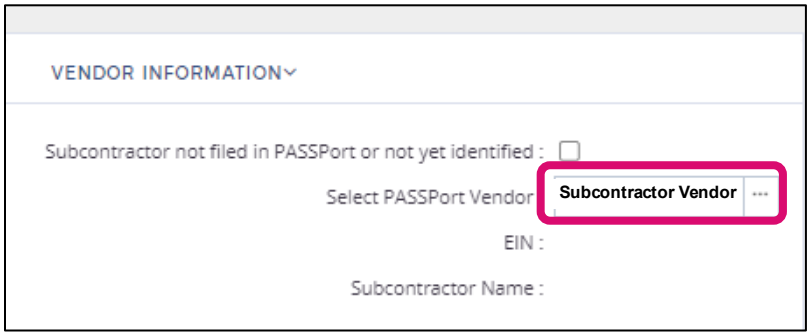
9. To add a subcontractor, click the **Add Subcontractor** button.

10. In the Add Subcontract window, complete all the fields in both the **Subcontract Information** and **Vendor Information** sections.
    Note, the **Subcontractor Dollar Amount** value entered will be calculated against the total Proposal Amount in the Item tab to determine the percentage towards your M/WBE Goal Participation for this RFx.

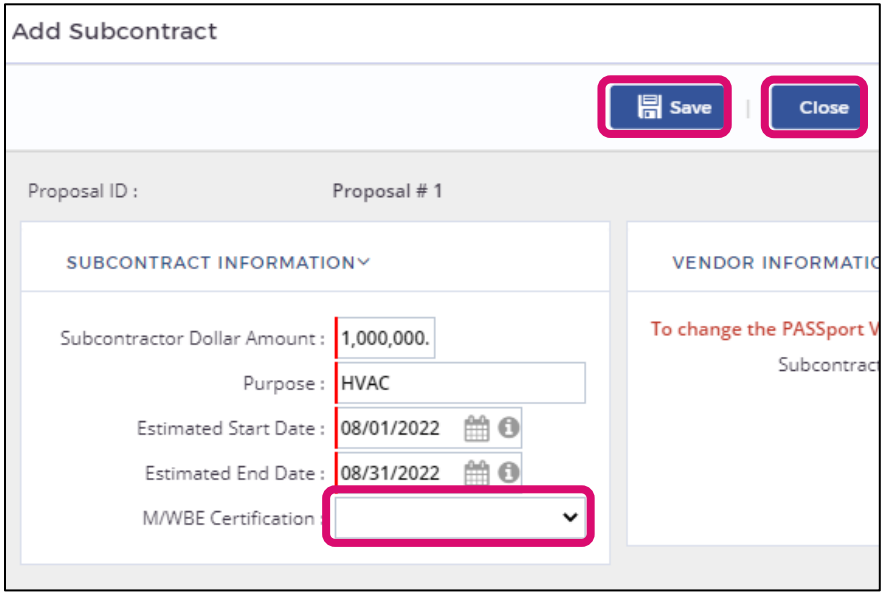
    In this example, $1 million is allocated to the **Subcontractor Dollar Amount** which is 10% of the Proposal Amount (in the Item tab) and can count towards a Participation Goal if the subcontractor is M/WBE Certified in one of the specified goals.



11. To identify a specific M/WBE certified PASSPort Vendor, type the subcontracting vendor name in the **Select PASSPort Vendor** field or click the ellipsis to search for and select the vendor. Click **Save**.



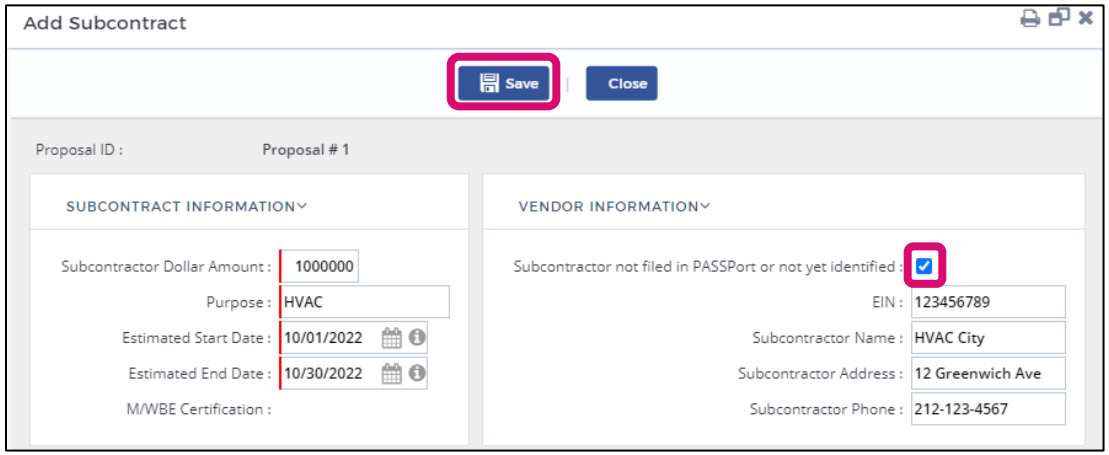
12. Choose the relevant **M/WBE Certification** from the drop-down in the Subcontract Information section of the Add Subcontract screen. Click **Save** and then click **Close** to return to the Subcontractors and Joint Ventures tab.



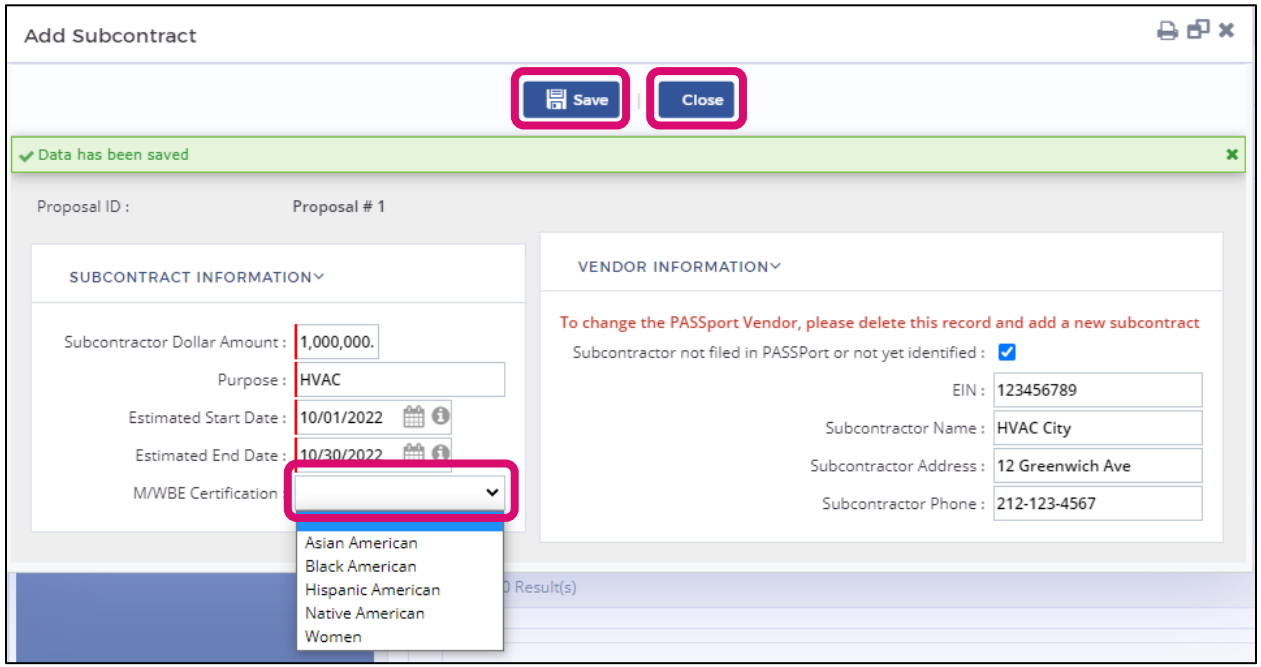
13. If the **Subcontractor is not Filed in PASSPort or not yet identified** (to be determined), click the corresponding checkbox in the Add Subcontract pop-up window. Be sure to complete all relevant fields in each section and click **Save**. The example below reflects scenarios 1 or 2.

    Scenarios to click this checkbox:

    1: If the subcontractor has a PASSPort account, but their PASSPort Vendor Status is not Filed.
    2: If the subcontractor does not have a PASSPort account.
    3: A specific subcontractor was not yet identified by your organization, and this serves as a placeholder to meet a specific participation goal.

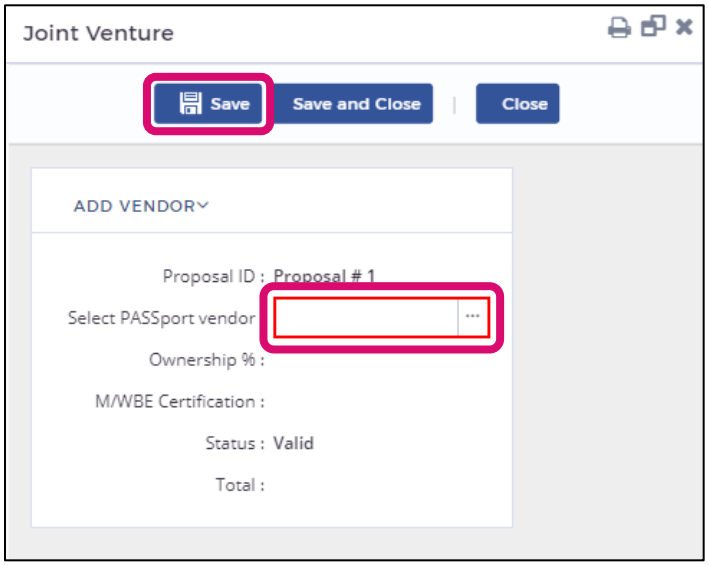


14. Choose the applicable **M/WBE Certification** from the drop-down to meet the corresponding Participation Goal for the subcontractor. Click **Save** and then **Close** to return to the Subcontractors and Joint Ventures tab.

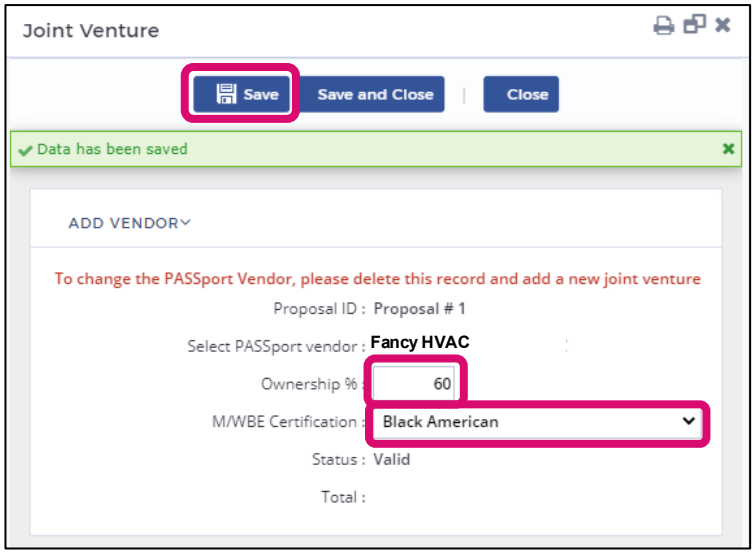


15. If you are submitting on behalf of a joint venture, click **Add Joint Venture** in the Subcontractors and Joint Ventures tab.

16. To identify a specific M/WBE certified PASSPort Vendor, type the vendor name of the joint venture partner entity in the **Select PASSPort Vendor** field or click the **ellipsis** to search for and select the vendor. Click **Save**.

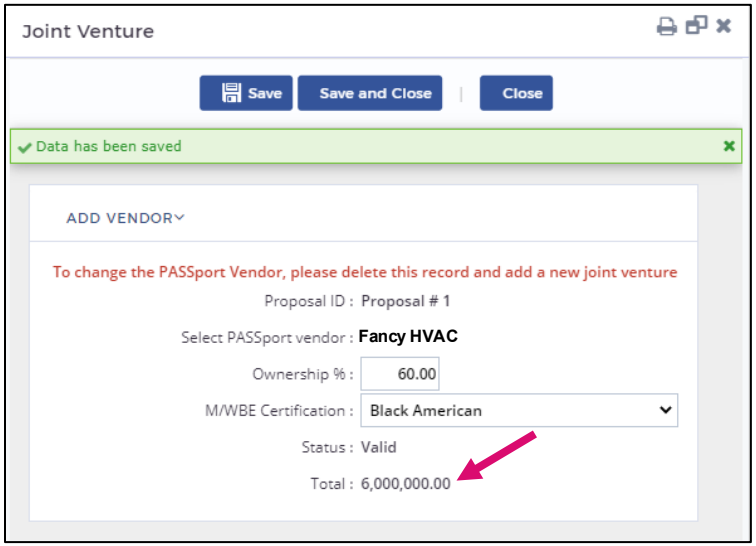


17. Complete the **remaining fields** in the Add Vendor section of the Joint Venture pop-up and click **Save**.



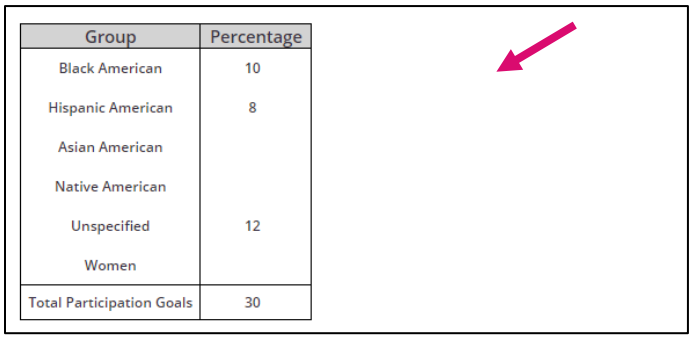
18. PASSPort automatically populates the **Total** amount covered by the joint venture based on the Ownership % entered compared to the Proposal Amount (see Item tab).

    In this example, the joint venture partner entity selected has 60% ownership which calculates here to equal $6 million in total of the full $10 million Proposal Amount.



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19. Once participation goals are met and all alerts are addressed, the alerts will disappear from the tab.



Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

For vendors with **multiple M/WBE certifications,** please note that only one certification can be entered at a time. To add an additional certification, please repeat the Add Subcontractor or Add Joint Venture steps to meet additional participation goals.

If any information entered requires updating in an added Subcontractor or Joint Venture record, delete the record by clicking the **trash icon** and add it again with the updated information.

Part 3: Submit a Request for Waiver of M/WBE Participation Requirement

Please review the instructions to submit a request for waiver of the M/WBE participation requirement. A copy of the blank form (3 pages) can be found at the end of this document with the linked Vendor Contract History Excel template on the first page of the form.

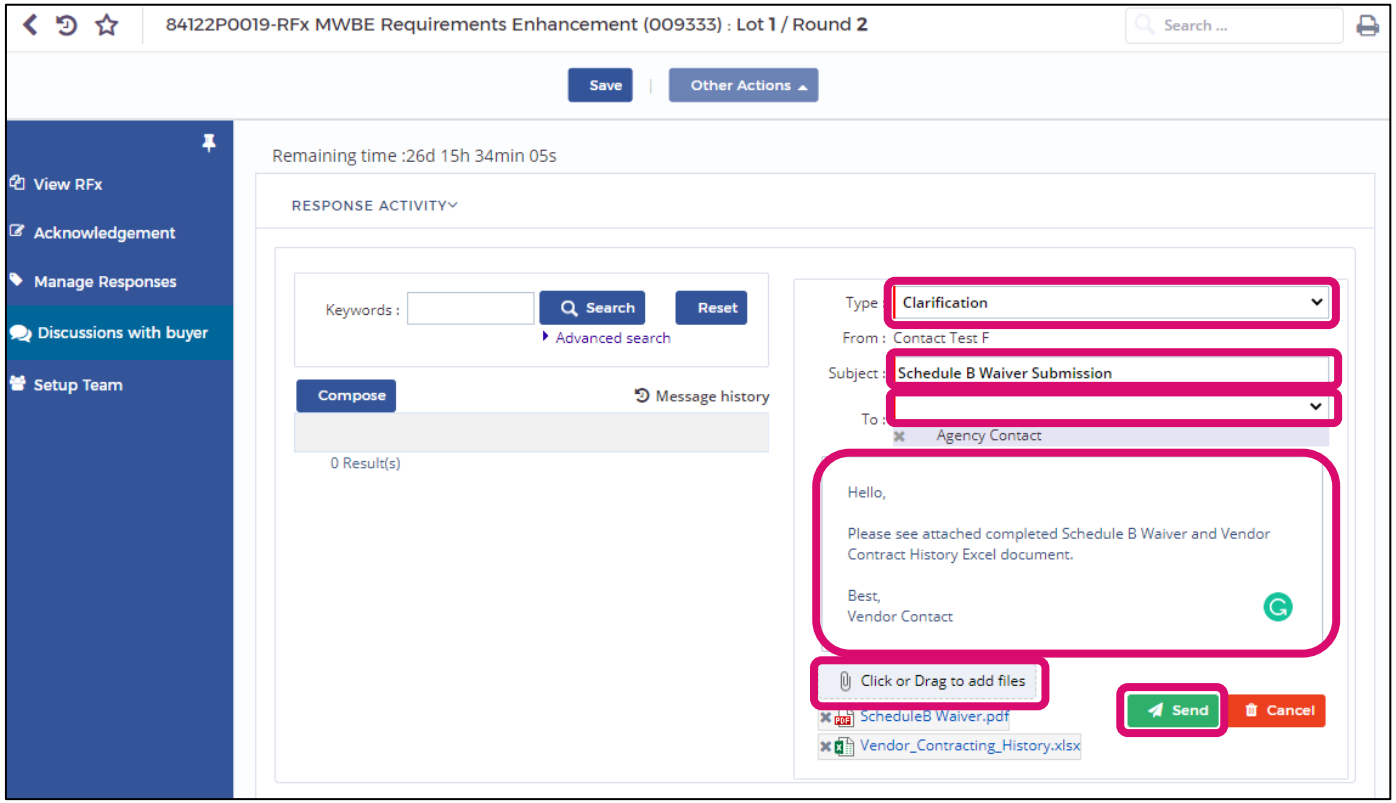
Follow these steps to submit a Waiver Request to the Agency:

1. Log in to PASSPort and click the **pencil icon** to access the RFx.
2. From the View RFx tab, download the Schedule B form and complete Part 3.
3. Navigate to the **Discussion with Buyer** tab and click the Compose button to start a draft message to the Agency.

Note: Be sure to Acknowledge the RFx prior to completing step 9.

4. Click the **Type** drop-down and select **Clarification**.
5. Type a subject in the **Subject** field such as “Schedule B Waiver Submission”.
6. Select Agency Contact from the **To** field drop-down.

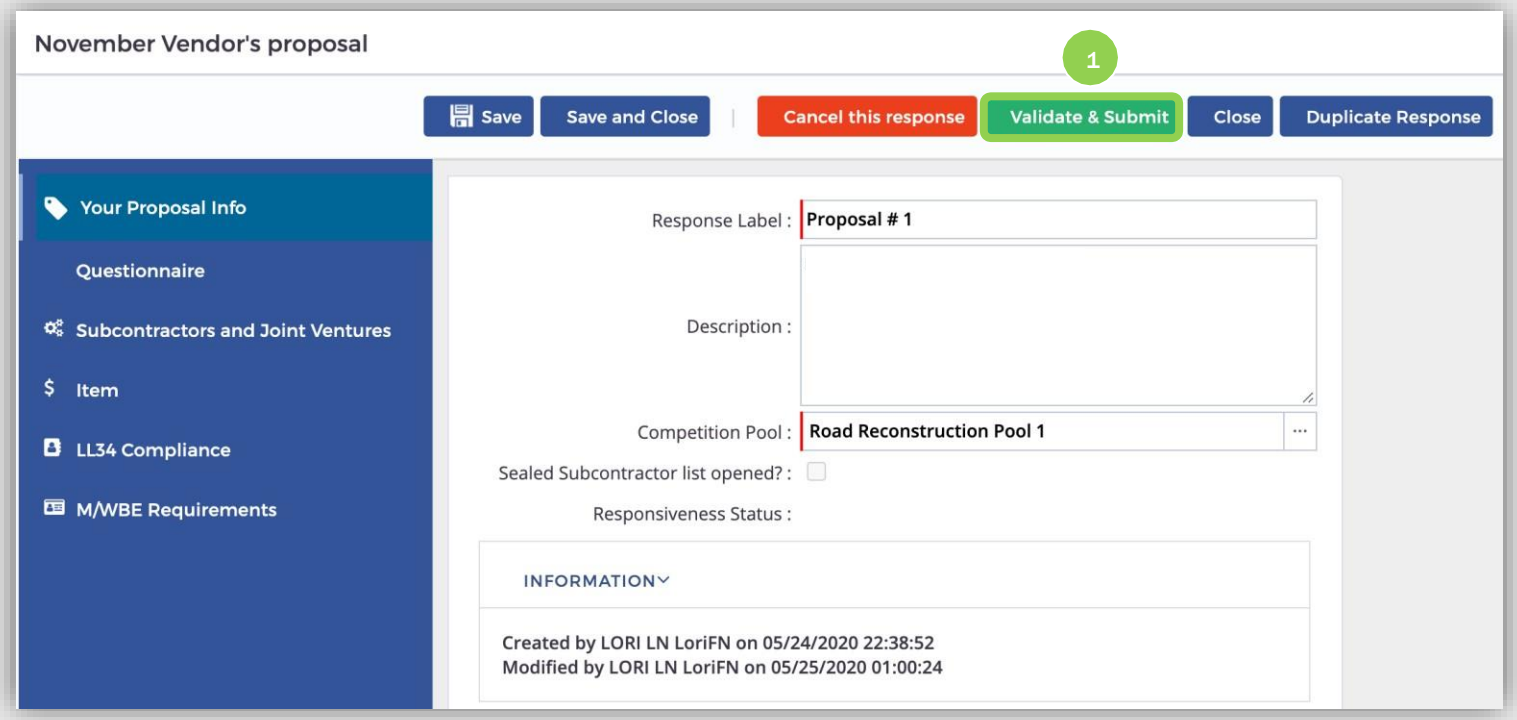
7. Type your message in the **text area**.
8. Attach the completed Schedule B – Part 3 form and the completed Vendor Contract History Excel document by clicking the **Click or Drag to add files** button.
9. Click the **Send** button to submit your message and its attachments to the Agency Contact.
10. The Agency will review the waiver and the result of the Agency's waiver determination will be reflected in PASSPort in both the M/WBE Requirements tab and the Subcontractor and Joint Ventures tab of your RFx response. For additional information, refer to **the Local Law 1 Notice to All Prospective Contractors**.



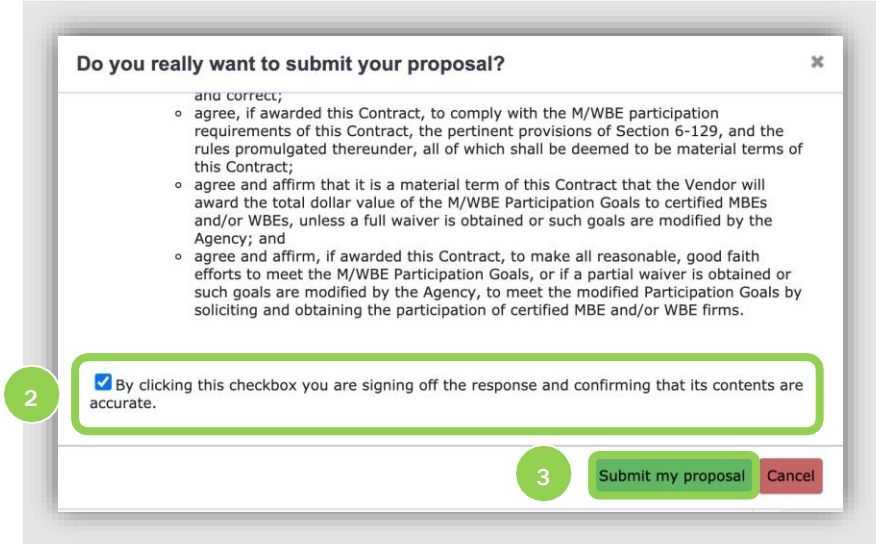
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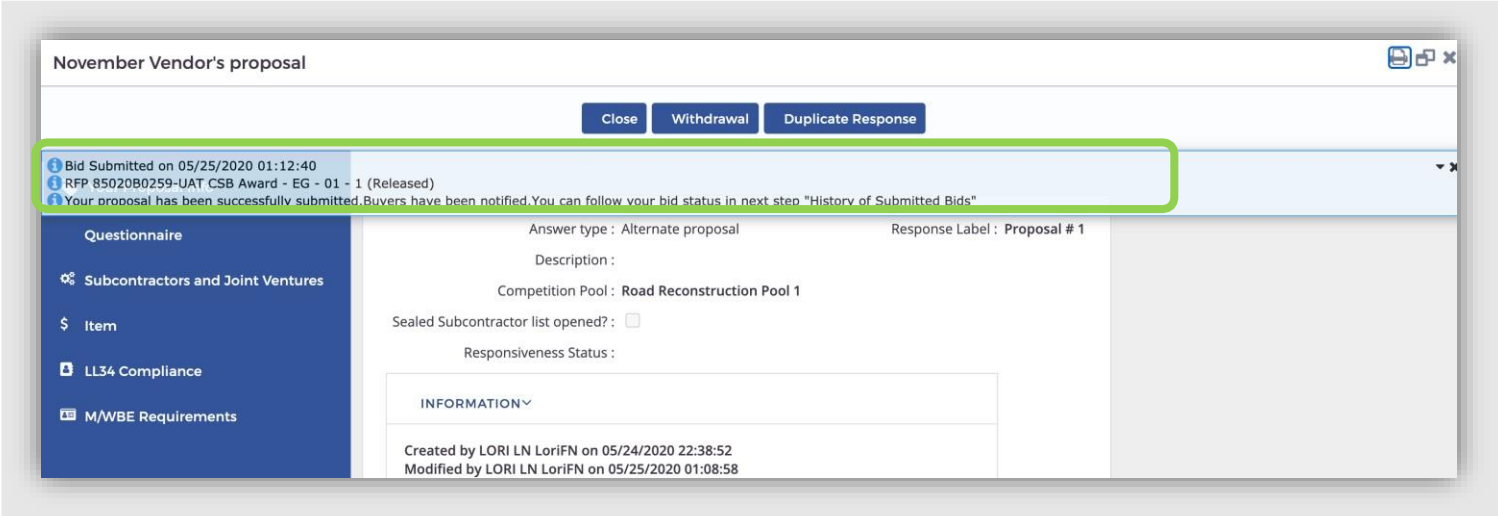
Submit your Response

After you have filled out all the information in the tabs outlined in the previous sections, you are now ready to submit your response. This section provides step-by-step guidance for submitting your response.



1. Once your response is complete, and all required information submitted, the “Validate & Submit” button will appear. Click the button to proceed.

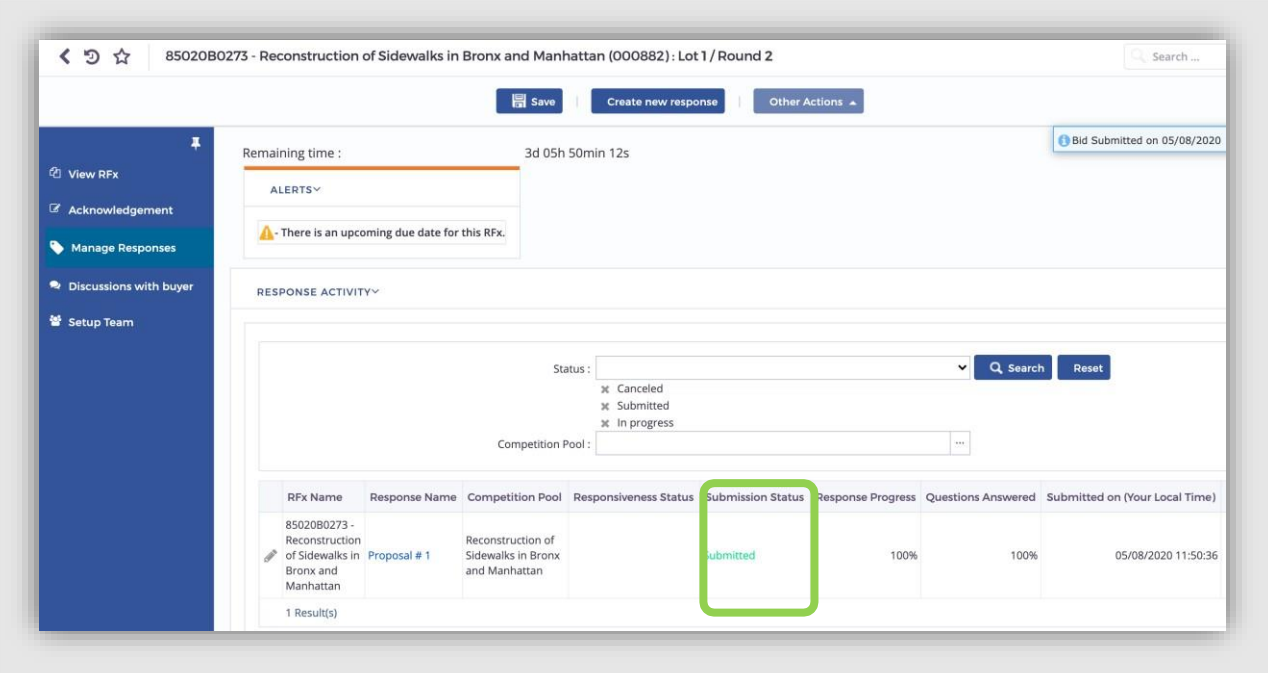




2. Carefully read the disclosure. Click the checkbox to provide sign-off on the accuracy of the response.

3. Click the “Submit my proposal” button.
A dialog box will appear asking you to confirm the submission. Scroll to read the disclosure and click the checkbox.

Note: After you submit your proposal, you will not be able to retract or modify your response. Please be sure to review your work carefully before submitting!



You have successfully submitted your response!

You will see a series of notifications with key details regarding your submission.

Within the Manage Responses tab, you will see the Submission Status update in green to Submitted.

Identify and Respond to Requests for Information (RFI)

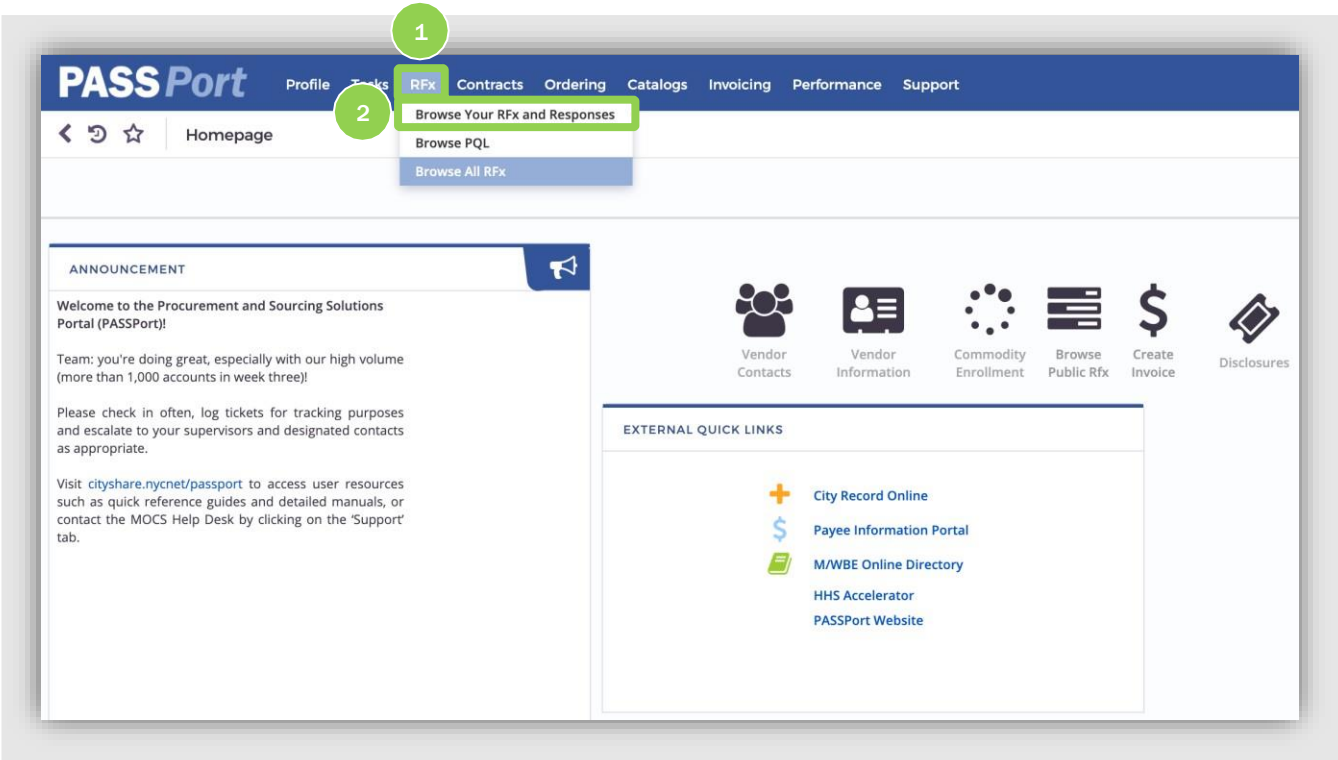
This section provides step by step instructions on how to find and successfully complete a response to an RFI in PASSPort.

A Request for Information (RFI) is released when agencies would like to request information from Vendors for a variety of reasons, including feedback on Concept Papers for Health and Human Services Competitive Sealed Proposals, quotes for M/WBE Noncompetitive Small Purchases, and Expressions of Interest for Sole Source procurements.

Information on released RFI's will be available in the Procurement Navigator and also in the Browse All RFx portal in PASSPort. If you are on an Agency's bidder list for the specific opportunity, you will be notified for upcoming and released RFI through email. You can also browse all RFI's for which you have been invited by an Agency to respond, by navigating to the Browse
My RFx tab in PASSPort.

For RFIs used for M/WBE Noncompetitive Small Purchase method, only City-certified M/WBE Vendors with PASSPort accounts can submit a response and be awarded a direct contract. City-certified M/WBE vendors on the Agency's direct vendor list will be notified when the RFI is released to them in PASSPort. If an agency has identified a potential vendor who may be able to provide the purchasing need but no PASSPort account was found, the Vendor will be notified by the Agency that they need to create an account in PASSPort. Creating a PASSPort account is a simple, two-step process. For additional guidance on how to create an account, please refer to the Requesting a Vendor Account Request guide. It may take up to two business days for your account to be approved. Learn more about the M/WBE Noncompetitive Purchase Methods here.

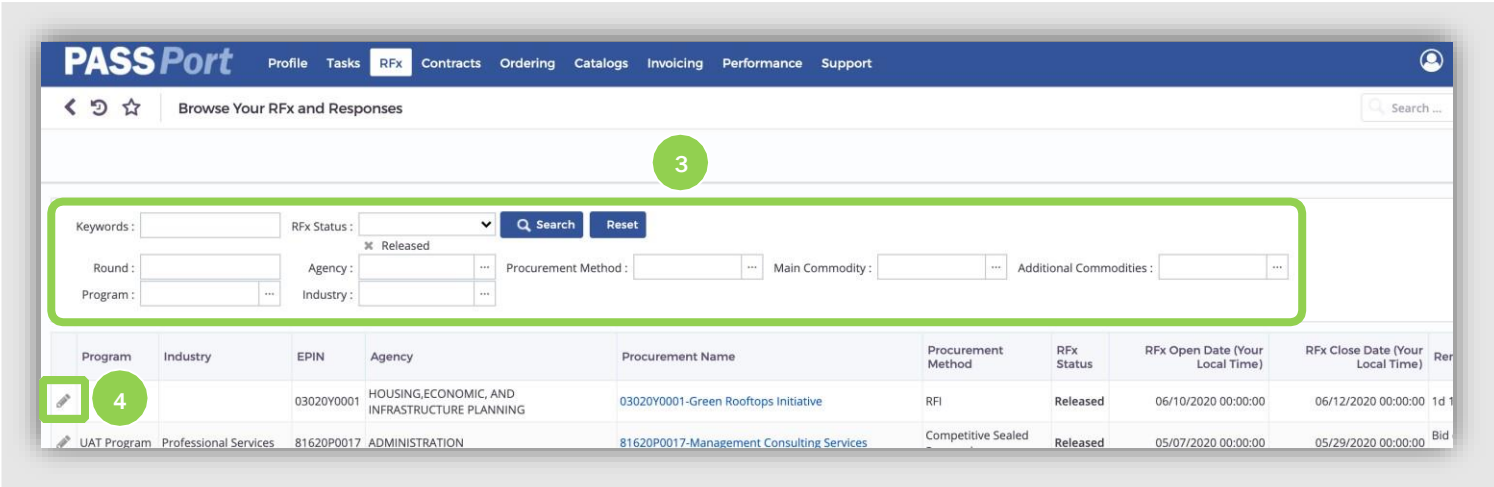
Note: To submit a response to an RFI, a Vendor must have a PASSPort account prior to the RFI release and log in to its PASSPort account to start the process. Please visit our PASSPort website at www.nyc.gov/passport for more information on signing up for an account in PASSPort.

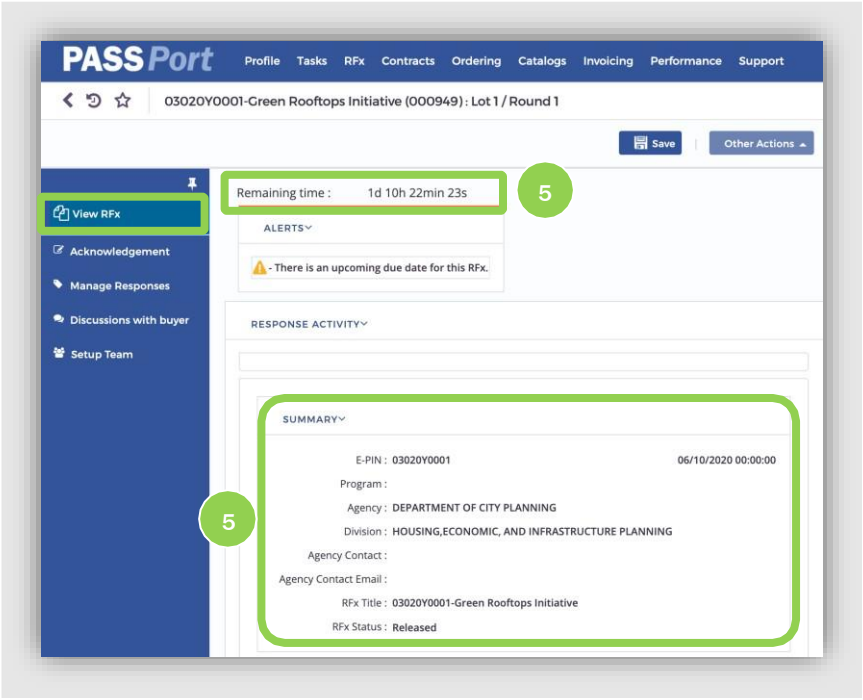


The steps below outline the process for identifying an RFI through the Browse Your RFx section in PASSPort:

1. From any page in PASSPort, click the "RFx" menu option at the top of the page.

2. Select "Browse Your RFx and Responses" from the drop-down menu.





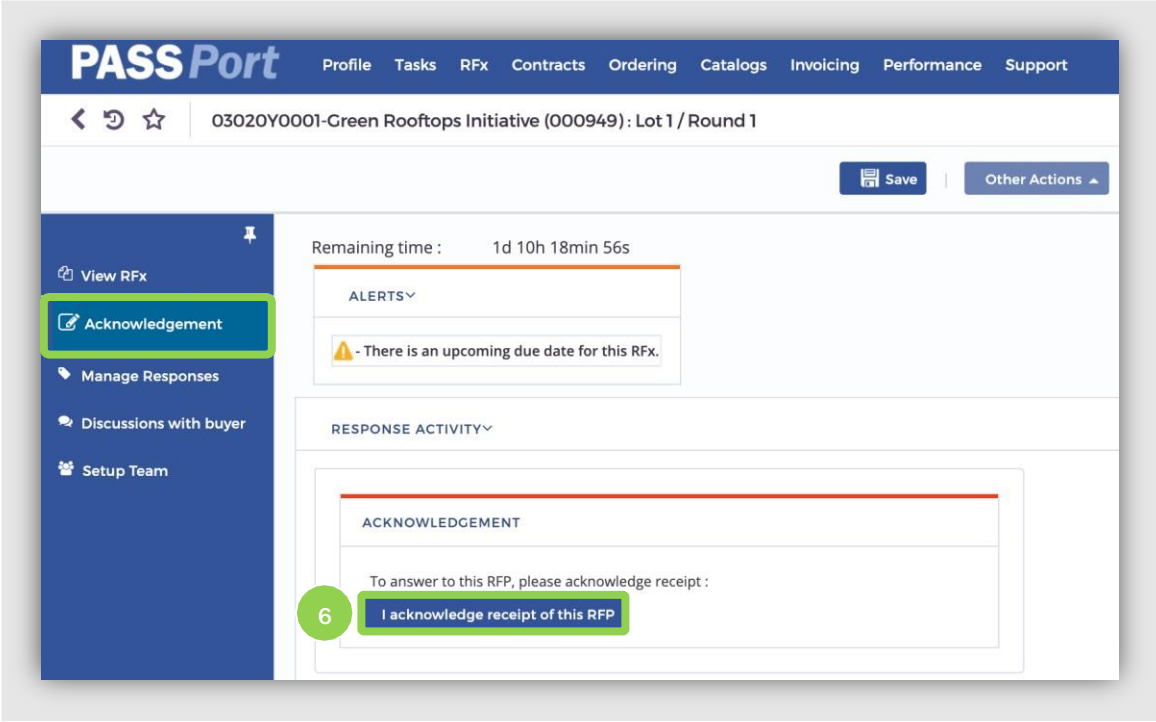
3. In the Browse Your RFx and Responses tab, you can search for all your RFIs by Keywords, Industry, Agency, Procurement Method, and more.

The following steps outline the process for responding to an RFI in PASSPort.

4. Click the pencil icon to open the View RFx screen.

The View RFx tab provides an overview of what the agency intends to procure, key dates (anticipated contract start and end dates, release and due dates) and any relevant documents.

5. From the View RFx tab, view key details for this RFI, including the Remaining Time and Summary details.

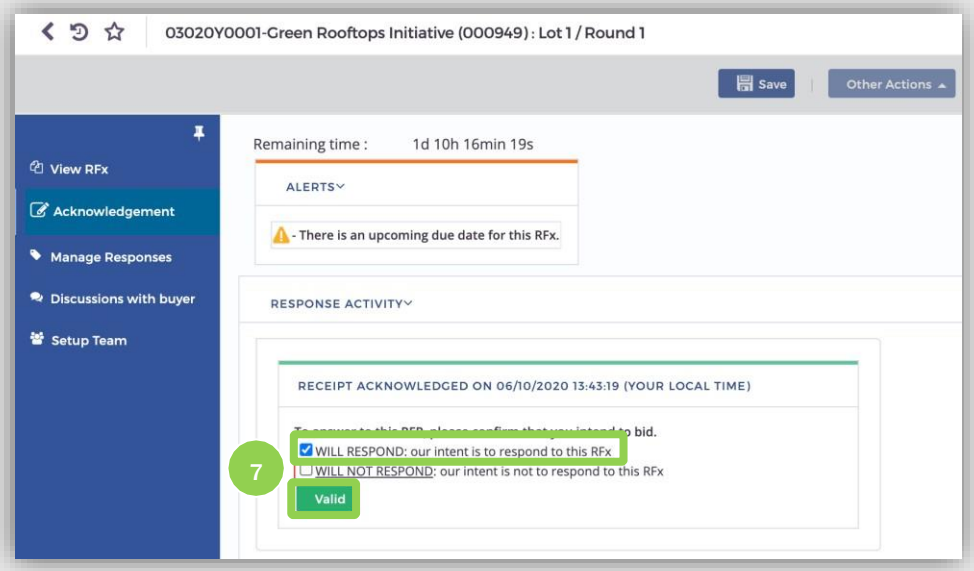


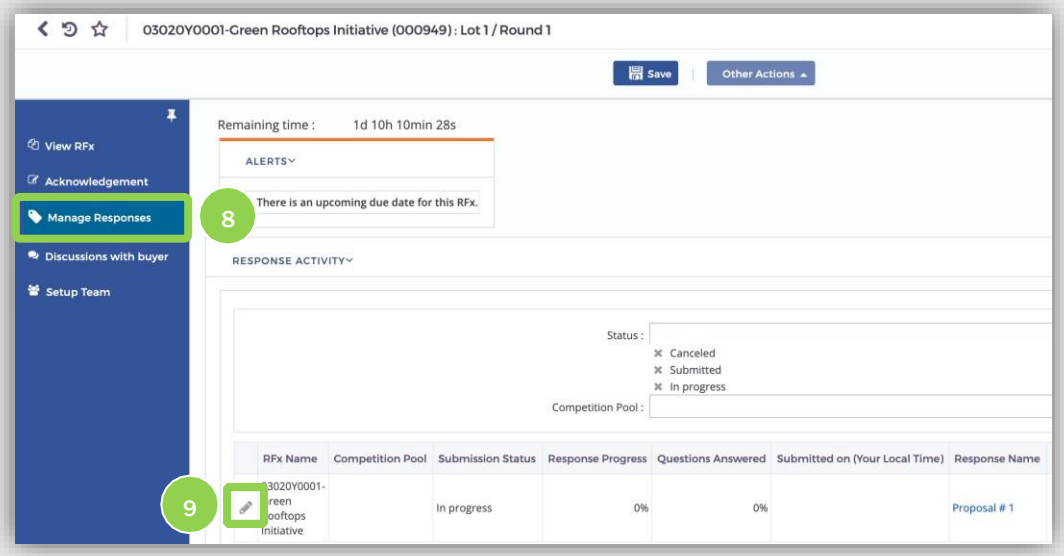
If your organization intends to respond to the RFI, click on the "Acknowledgement" tab.

If an agency requires acknowledgement of receipt, an acknowledgement tile will display in the Acknowledgement tab.

6. Click the "I acknowledge receipt of this RFx" button.

Upon clicking a response box will appear to confirm the intend respond to this RFI.





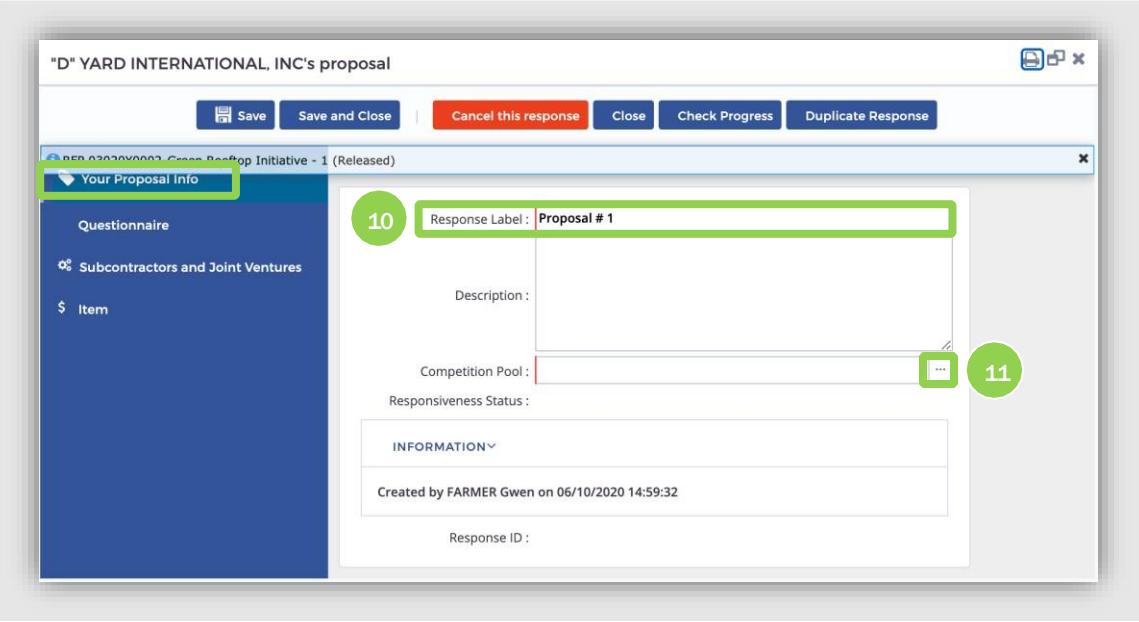
7. To confirm that you intend to respond to this RFI, click the checkbox next to "WILL RESPOND: our intent is to respond to this RFx." Then click "Valid."

If your organization does *not* intend to respond to the RFI, select "WILL NOT RESPOND: our intent is not to respond to this RFI" instead. Selecting this option will prompt a Reason box to appear. Please add a brief explanation of the reason for not responding. Then click "Valid."

8. Vendors that selected Will Respond may proceed to the "Manage Responses" tab to complete the questionnaire.

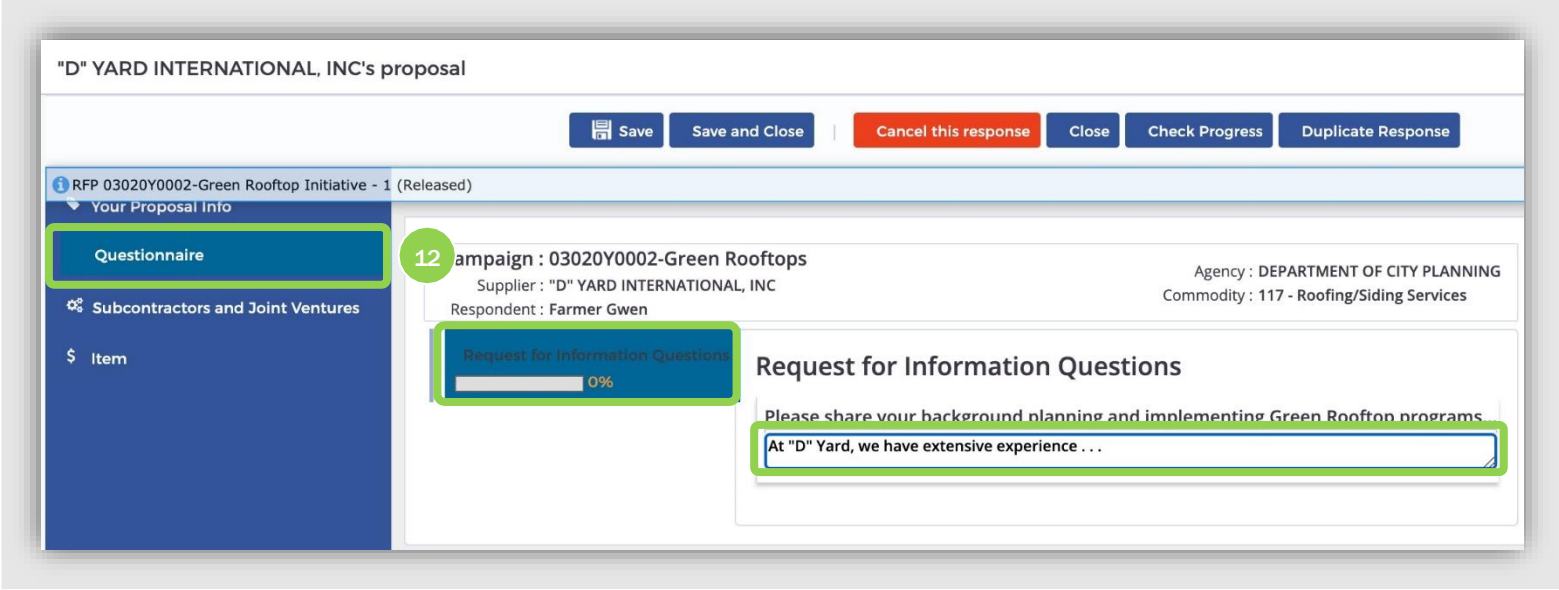
9. Click the pencil icon. A popup window will appear.

Note: There are two more tabs on the left-hand navigation pane: Discussion with buyer function allows vendors to communicate directly with an assigned agency contacts. See chapter 7.3 for more information. The Setup Team tab is for adding contacts to support developing the response. See chapter 7.4 for more information.

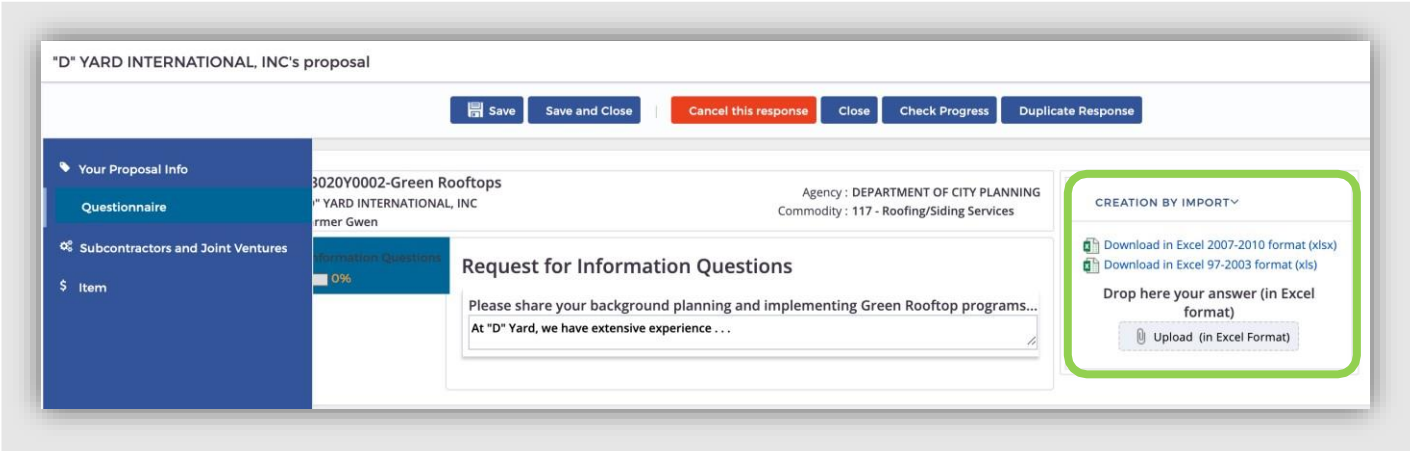


10. On the first tab of the popup window, Your Proposal Info, complete the Response Label. *Note: This field will be pre-populated. To edit, simply overwrite the text.*

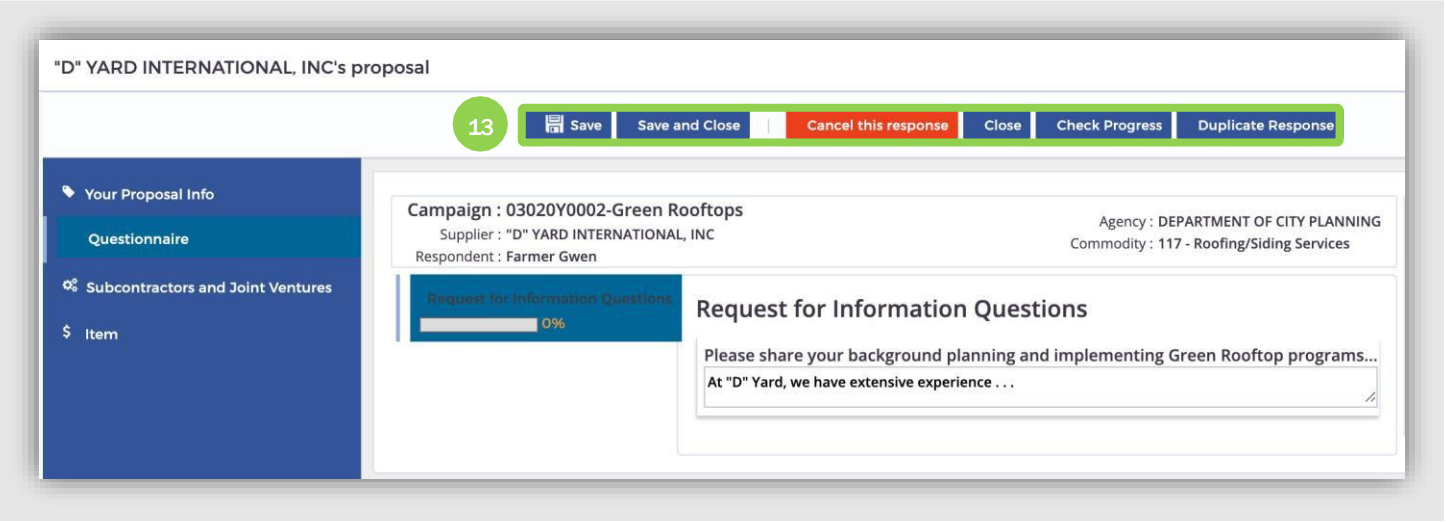
11. Select the Competition Pool. Click the ellipsis and select the appropriate competition pool. Clicking into the Competition Pool field is another option. Upon clicking the drop-down list all available competition pool names will appear.



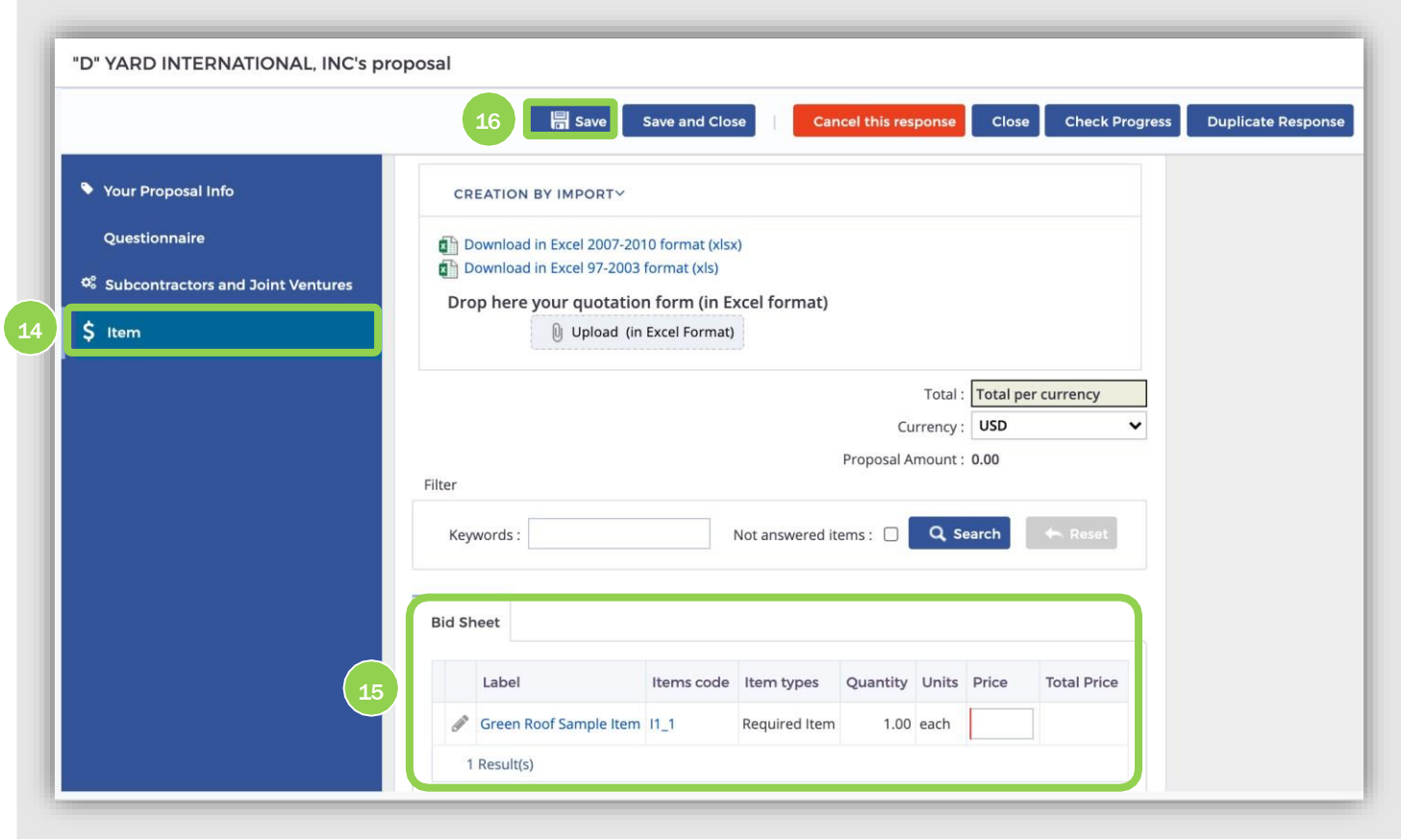
12. Click on the Questionnaire tab. This tab displays questions the agency wants you to respond to as part of the RFI and will be used for informational and/or responsiveness purposes.
A questionnaire may include one or more sections.
By default, the questionnaire will default to the first section. You may navigate between sections at any time.
A progress bar will display the percentage of questions completed for your reference.
Enter your responses in the available text box(es).



Note: PASSPort enables you to download an Excel workbook to complete outside of the system or to share with a team member without a PASSPort account. After the questions are answered, upload the form (in Excel format). Your answers will automatically populate in PASSPort.



13. The action buttons at the top of the page allow you to Save progress, Cancel this response (if necessary), Check Progress to view a list of remaining steps and Duplicate Response, if desired.



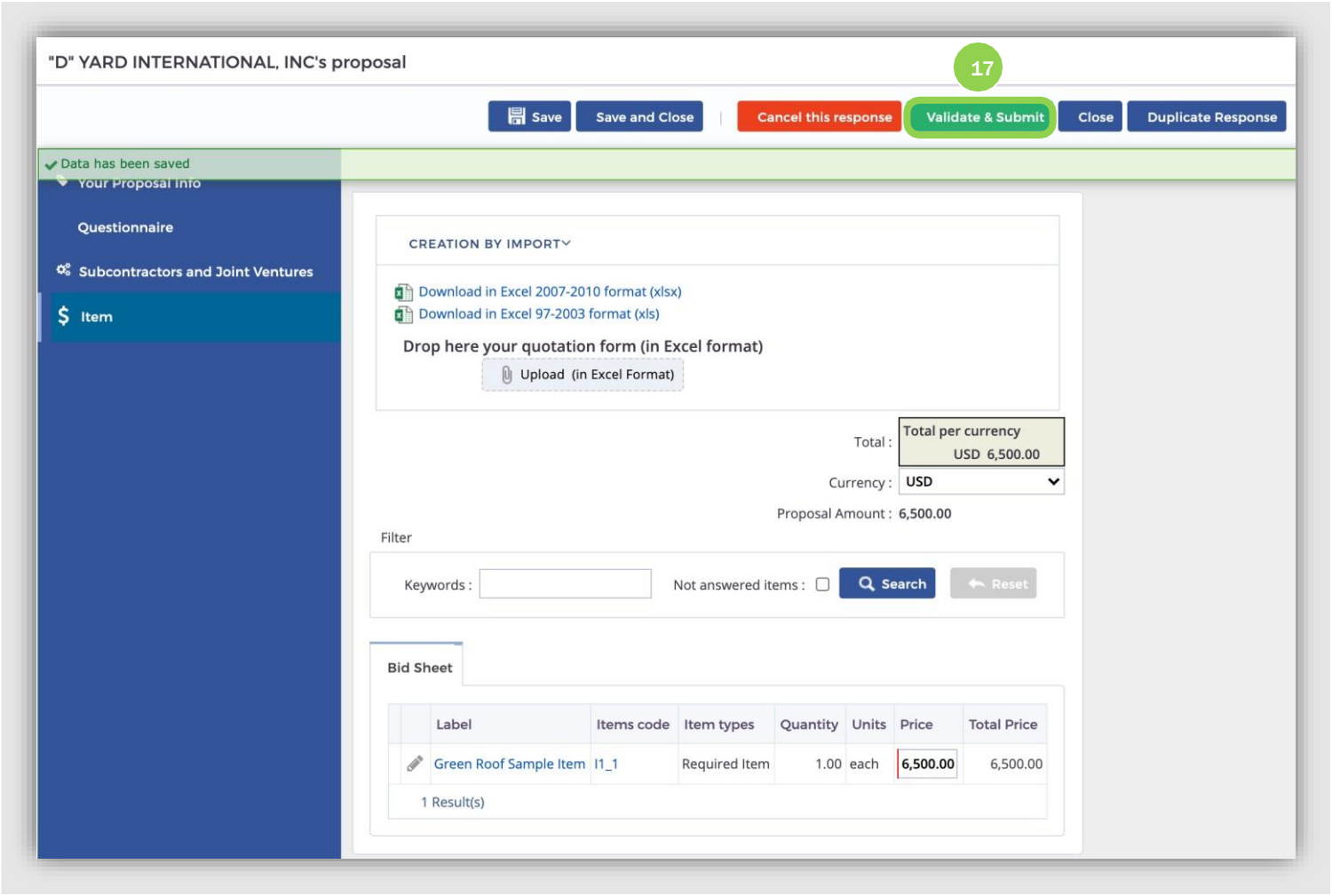
14. Price components for RFIs will be collected within the Item tab. For M/WBE Noncompetitive Small Purchases, the items grid will be the place quotes will be collected.

15. The Item tab may be completed directly in the system or you may download, complete and upload a quotation form (in Excel format) for PASSPort to automatically populate the responses you provided.

16. Click the "Save" button.

Note: Subcontractors and Joint Ventures are not allowed for this procurement method.

This concludes the Finding and Responding RFx User Manual. Please see the Award Activities User Manual for step-by-step guidance on the award phase of the procurement process.



17. Upon saving your prices, a green "Validate & Submit" button will appear. Click this button to submit your response.

Note: After you submit your proposal, you will not be able to retract or modify your response. Please be sure to review your work carefully before submitting!