Introduction

The "How to Respond to Q&A's" Quick Reference Guide is designed to provide the minimum steps necessary to answering questions from the Vendor(s) regarding a Bid Solicitation.

Pre-requisites

You must have the Basic Purchasing Role.

Steps

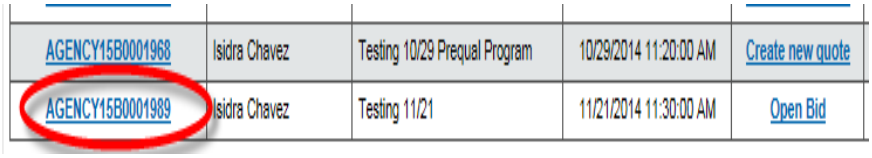
Step 1:

a.) From the home page once logged in, select the **Bids Tab > Ready to Open Sub-tab.**

Step 2:

A list of results will display.

a.) Select the appropriate Bid by clicking the **Bid link**.

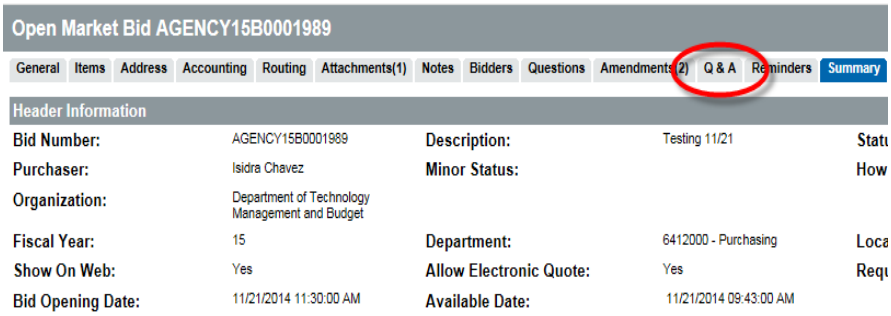


AGENCY15B0001968	Isidra Chavez	Testing 10/29 Prequal Program	10/29/2014 11:20:00 AM	Create new quote
AGENCY15B0001989	Isidra Chavez	Testing 11/21	11/21/2014 11:30:00 AM	Open Bid

Step 3:

The page defaults to the Summary Tab.

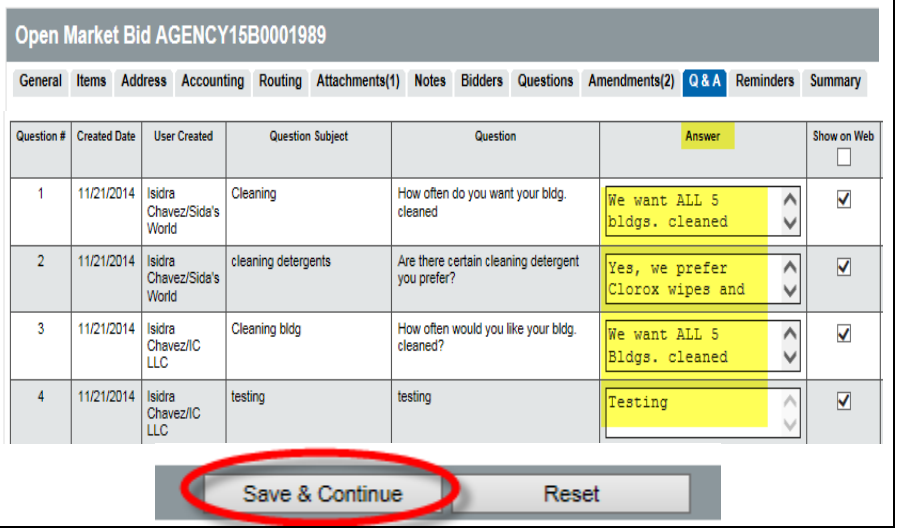
a.) Select the **Q&A Tab**.



Step 4:

Questions from the Vendor(s) will display.

a.) Answer each question under the **Answer** column.



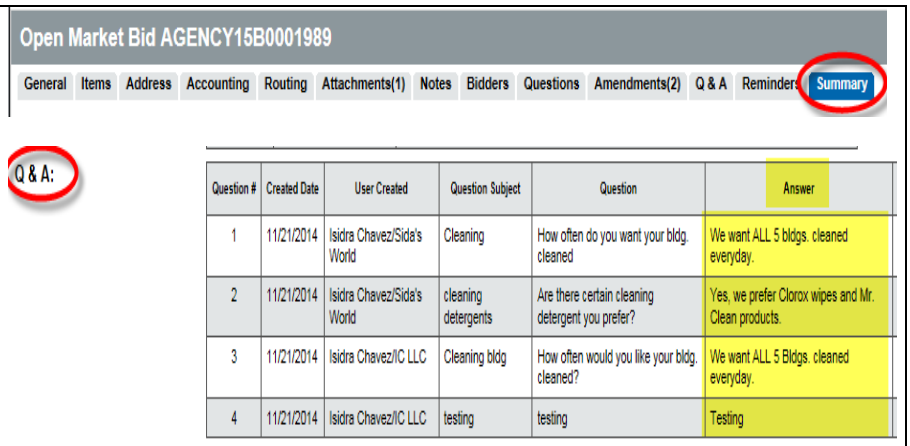
Question #	Created Date	User Created	Question Subject	Question	Answer	Show on Web
1	11/21/2014	Isidra Chavez/Sida's World	Cleaning	How often do you want your bldg. cleaned	We want ALL 5 bldgs. cleaned	☑
2	11/21/2014	Isidra Chavez/Sida's World	cleaning detergents	Are there certain cleaning detergent you prefer?	Yes, we prefer Clorox wipes and	☑
3	11/21/2014	Isidra Chavez/IC LLC	Cleaning bldg	How often would you like your bldg. cleaned?	We want ALL 5 Bldgs. cleaned	☑
4	11/21/2014	Isidra Chavez/IC LLC	testing	testing	Testing	☑

Step 5:

The page defaults back to the Summary Tab.

Your answers will appear immediately after clicking the **Save & Continue** button in step # 4.

a.) Proceed with Opening/Awarding your Bid by following the standard steps.



Question #	Created Date	User Created	Question Subject	Question	Answer
1	11/21/2014	Isidra Chavez/Sida's World	Cleaning	How often do you want your bldg. cleaned	We want ALL 5 bldgs. cleaned everyday.
2	11/21/2014	Isidra Chavez/Sida's World	cleaning detergents	Are there certain cleaning detergent you prefer?	Yes, we prefer Clorox wipes and Mr. Clean products.
3	11/21/2014	Isidra Chavez/IC LLC	Cleaning bldg	How often would you like your bldg. cleaned?	We want ALL 5 Bldgs. cleaned everyday.
4	11/21/2014	Isidra Chavez/IC LLC	testing	testing	Testing