Responding to a Solicitation

Important

- Bid solicitations are viewed in the "Overview" tab.
- Only bid solicitations of the Spend Categories (NIGP codes) Suppliers select in their vendor profile are displayed and accessible.
- If email notification of an upcoming bid was not received, Suppliers should request getting added to the Bidders List by contacting the Procurement Specialist assigned to the bid. If required, update the vendor profile to include the Spend Categories (NIGP codes) of the bid in question.
- Submissions are not allowed after the "Submission Deadline".
- Changes may be made before the "Submission Deadline".
- Rejected/Accepted bids are viewed in the Vendor's Overview tab (Note: Notification of rejected bids are not sent to Suppliers).
- Responses should be either electronic or paper; not both.
- TIP: Suppliers should periodically review and update their selected Spend Categories (NIGP codes) to ensure email notifications for the products/service they provide are received.

San Antonio eProcurement System

Troubleshoot Overview tab

☐ I'm unable to see the RFx…
1. Click on the Refresh button
2. If you still can't see the RFx
    1. Make sure our website is allowed by pop up blocker
    2. Make sure you have no filters/conditions set under Show/Hide Quick Criteria Maintenance
3. If you still can't see the RFx, make sure your Security/Downloads are set to enable.
    1. Go to Tools
    2. Click on "Internet Options"
    3. Click on "Security" tab
    4. Select "Internet" Icon
    5. Click on "Custom level" button
    6. Look for "downloads – on Automatic prompting for file downloads
    7. Select "Enable"
    8. Click on "Ok" button
    9. Log back into the SAePS Portal
    10. Click on "Overview" tab
    11. Click on "Refresh" You should see the RFx number appear.

Example of Notification of a solicitation via email

RFx 6100000306

☐ **BUYERS BUYERS** Add to contacts
To scotsherman@hotmail.com

Mr. Will Smith,
We would like to draw your attention to the following RFx:
ZD_BUYER1 03/07/2011 11:11 6100000306

Closing date for applications:
Submission deadline: 03/22/2011 00:00:00
Opening time: 03/25/2011 00:00:00

Please log into your supplier account on our website to find complete information about this RFx.

We would be pleased to receive an RFx response from you.

Best regards,

The City of San Antonio

SAePS Portal Logon

Access to this system is limited to authorized users only. Unauthorized access to the system, the unauthorized use of an account, or the unauthorized use of a password are criminal offenses under Section 33.02 Texas Penal Code.

RFx Overview tab

Click on the **Overview** tab and select **All**

If you don't see the RFx listed, click the **Refresh button.

If you still don't see the RFx, click on **Hide Quick Criteria Maintenance** to remove any specific criteria which may be preventing a proper refresh.
Clear out any prefilled search filter criteria by clicking the dropdown box and then click **Apply**.

Active Queries

eRFxs   All (2)   Published (0)   Ended (0)   Completed (0)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Event Number: ⬦ [   ]   To [   ] ➡

Event Status: [▼]

Creation Date: ⬦ [🔳]   To [🔳] ➡

Deadline Date Flag: [▼]

Status: [▼]

Response Timeframe: [▼]

Smart Number: [   ]

[Apply]

View [Standard View] [▼] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export ▴

SA ePS
San Antonio eProcurement System

When the RFx Number you are looking for appears in the **Event Number** field, click on the number or highlight the RFx Row and click on **Display Event** to view.

Active Queries

eRFxs   All (2)   Published (0)   Ended (0)   Completed (0)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Event Number:	◇	[ ]	To	[ ]	⇨
Event Status:		[▼]			
Creation Date:	◇	[🗐]	To	[🗐]	⇨
Deadline Date Flag:		[▼]			
Status:		[▼]			
Response Timeframe:		[▼]			
Smart Number:		[ ]			

Apply

View [Standard View] ▼ | Create Response | **Display Event** | Display Response | Print Preview | Refresh | Export ▲

🗒	Event Number	Event Description	Event Type	Event Status	Start Date	End Date ⇳	Response Number	Response Status
	6100003013	A/C Citywide Janitorial Supplies	Invitation for bid	Published		09/04/2013		No Bid Created
	6100003332	AC for Landscape Services for SWMD	Invitation for bid	Published		08/16/2013		No Bid Created

SA ePS
San Antonio eProcurement System

From the Display RFX screen, click the **Notes and Attachments** tab to view bid documents. NOTE: It is recommended that you save the documents to use as reference when creating a response.

Click **Create Response** to highlight the **Add Attachment** button and upload your bid response.

** A free copy of Adobe Acrobat Reader is available at www.sanantonio.gov.

Display RFx : 6100003013

RFx Number 6100003013   Smart Number A/C Citywide Janitorial Supplies   RFX Status Published   RFx Start Date   Submission Deadline 09/04/201?
RFx Owner JACQUELYN MENDEZ   RFx Version Number 2   RFx Version Type Active Version

| Close | Print Preview | Refresh | Participate | Do Not Participate | Tentative | Create Response | Questions And Answers (0) | Export | System Information |

| RFX Information | Items | Notes and Attachments |

▼ Notes

| Add ◢ | Clear |

	Assigned To	Category	Text Preview

▼ Attachments

| Add Attachment | Edit Description | Versioning ◢ | Delete | Create Qualification Profile |

	Assigned To	Category	Description	File Name
	Document Header	Standard Attachment	Attachment D - Utilization Plan	Attachment D - Utilization Plan.pdf
	Document Header	Standard Attachment	Attachment E - Punch Out Requirements	Attachment E - Punch Out Requirements.xls
	Document Header	Standard Attachment	Attachment F - Reference Sheet	Attachment F - Reference Sheet.pdf
	Document Header	Standard Attachment	6100003013 Annual Contract for Citywide Janitorial Supplies	6100003013 Annual Contract for Citywide Janitorial Supplies.pdf
	Document Header	Standard Attachment	Attachment A - LPP Identification Form	Attachment A - LPP Identification Form.pdf

SA(e)PS
San Antonio eProcurement System

To upload your bid response, click **Add Attachments**. Then click on the **Browse** button to locate the file on your computer.
Add a short description and select General Data in the "**Assign To**" box. Then click **OK**.

Create RFx Response

RFx Response Number 7000003821   RFx Number 6100003013   Status In Process   Submission Deadline 09/04/2013 14:00
Remaining Time 19 Days 03:35:05   RFx Owner JACQUELYN MENDEZ   Total Value 0.00 USD   RFx Response Version Numb

| Submit | Close | | Read Only | Print Preview | | Check | Save | Export | Import | Questions And Answers (0) | System Information |

| RFx Information | Items | Notes and Attachments | Summary | Tracking |

▼ Notes

| Add ⊿ | Clear |

	Assigned To	Category	Text Preview

▼ Attachments

| Add Attachment |

| | Assigned To | | Checked Out |

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: \Guides\Bid Response.pdf [Browse...]

Description: Bid Response

Assign To: *   General Data ▼

[OK] [Cancel]

After uploading your bid response, check the **"Size (KB)"** field to ensure the value is not zero. A zero indicates an empty file. Upload your response again whenever you see a zero.

If you're responding to an RFx with line items, simply enter your bid price in the "**Price**" field of the RFx. *If you're responding to an RFx without line items*, download the Price Schedule and any additional corresponding documents from the **Notes and Attachments** tab. Fill out documents as requested and upload them as attachments.

If you're offering a prompt payment discount, please update the payment terms in the **Payment** section of the **RFx Information** tab.

Create RFx Response

RFx Response Number 7000003825   RFx Number 6100003013   Status In Process   Submission Deadline 09/04/2013 14:00:00 CST   Opening Dat

Remaining Time 18 Days 23:58:42   RFx Owner JACQUELYN MENDEZ   Total Value 0.00 USD   RFx Response Version Number Active Version   RF

| Submit | Close | Read Only | Print Preview | Check | Save | Export | Import | Questions And Answers (0) | System Information | Create Memory Snapshot |

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | **Payment**

Payment Terms:

Incoterm Key / Location:

Check the **Questions** section of **RFx Information** tab to ensure the Procurement Specialist is not requesting specific information. You <u>cannot</u> submit a response unless all questions are answered.

RFx Number 6100000111   Smart Number Health - Blood Pressure Meters   RFX Status Published   RFx Start Date   Submission Deadline 03/07/2011 11:30:00 CST

Remaining Time RFx Number 0 Days 00:00:00   RFx Owner   RFx Version Number 2   RFx Version Type Active Version   RFx Response 7000000120

| Close | Print Preview | Refresh | Questions And Answers (0) | Export | System Information | Create Memory Snapshot |

RFX Information   Items   Notes and Attachments

RFx Parameters | **Questions** | Note and Attachments | Table Extensions | Payment | Synopsis | User-Specified Status

Question	Reply			Comment
Is your facility located within a 10 mile radius of the Bexar County Line?:	○ Yes	○ No	○ No Reply	

You can submit questions pertaining to the RFx through the **Questions and Answers** button. To submit a question, click on **Questions and Answers**, type your question, and click **Send**. The question is received and answered by the Procurement Specialist assigned the RFx.

If you saved your response and need to edit for submission, click **Edit** to continue your response. Once you finish your changes, click on **Check** to verify no errors are present. Then click on **Submit** to send your response electronically. Do not click on **Save** to submit your response. **Save** simply saves your response for future editing.

You will receive the following messages after you click **Submit**. If you do not receive these messages, please ensure that you clicked on **Submit** and not **Save**. After the messages appear, click **Close**. You will be directed to the **Overview** section of the **Bidder** tab.

Display Response : 7000000123

Help

RFx Response Number 7000000123	RFx Number 6100000303	Status Submitted	Submission Deadline 03/11/2011 12:00:00 CST	Opening Date 03/11/2011 12:01:00 CST
Remaining Time 2 Days 00:34:07	RFx Owner AMANDA ALVARADO	Total Value 100,000.00 USD	RFx Response Version Number Active Version	RFx Version Number 1

☑ RFx response 7000000123 submitted
☑ RFx response is complete and contains no errors

Show My Tasks | Edit | Close | Print Preview | Refresh | Withdraw | Export | Questions And Answers (0) | System Information | Create Memory Snapshot

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters

Currency: United States Dollar

Pricing Arrangement
Service and Delivery
Pricing Arrangement:
Ceiling Amount:

Status and Statistics

Created on:	03/09/2011 10:51:02 CST
Created by:	Mr. Bidder1234 Smithv1000033
Last Processed on:	03/09/2011 10:51:02 CST
Last Processed by:	Mr. Bidder1234 Smithv1000033

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
ℹ The table does not contain any data					

In the **Overview** section of the **Bidder** tab, check the **Response Status** for the response you submitted and ensure the status is "Submitted".