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.
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
     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.**

---

**Active Queries**

<table>
<thead>
<tr>
<th>eRFxs</th>
<th>All (2)</th>
<th>Published (0)</th>
<th>Ended (0)</th>
<th>Completed (0)</th>
</tr>
</thead>
</table>

**eRFxs - All**

- **Show Quick Criteria Maintenance**

**View**
- [Standard View] - Create Response - Display Event - Display Response - Print Preview - Refresh - Export

<table>
<thead>
<tr>
<th>Event Number</th>
<th>Event Description</th>
<th>Event Type</th>
<th>Event Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Response Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100003332</td>
<td>AC for Landscape Services for SWMD</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>08/16/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6100003013</td>
<td>A/C Citywide Janitorial Supplies</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>09/04/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**.
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.
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.**
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**.
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.
Check the **Questions** section of **RFx Information** tab to ensure the Procurement Specialist is not requesting specific information. You **cannot** submit a response unless all questions are answered.
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.
In the **Overview** section of the **Bidder** tab, check the **Response Status** for the response you submitted and ensure the status is “Submitted“.

<table>
<thead>
<tr>
<th>Event Number</th>
<th>Event Description</th>
<th>Event Type</th>
<th>Event Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Response Number</th>
<th>Response Status</th>
<th>Event Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100000301</td>
<td>ZQ_BUYER2 03/09/2011 08:06</td>
<td>Req for Price Quote</td>
<td>Published</td>
<td>03/09/2011</td>
<td></td>
<td></td>
<td>Submitted</td>
<td>1</td>
</tr>
<tr>
<td>6100000300</td>
<td>ZQ_BUYER2 03/09/2011 21:29</td>
<td>Req for Price Quote</td>
<td>Published</td>
<td>03/09/2011</td>
<td></td>
<td></td>
<td>Submitted</td>
<td>1</td>
</tr>
<tr>
<td>6100000291</td>
<td>ZQ_BUYER5 08/03/2011 15:04</td>
<td>Request for Qual.</td>
<td>Published</td>
<td>03/15/2011</td>
<td></td>
<td></td>
<td>No Bid Created</td>
<td>1</td>
</tr>
<tr>
<td>6100000208</td>
<td>Parks - Horse Trailer</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>02/25/2011</td>
<td></td>
<td></td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>6100000152</td>
<td>Marc's Annual</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>02/24/2011</td>
<td></td>
<td></td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>6100000111</td>
<td>Health - Blood Pressure Meters</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>03/07/2011</td>
<td></td>
<td></td>
<td>Submitted</td>
<td>2</td>
</tr>
<tr>
<td>6100000110</td>
<td>Public Works - Gatorade</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>02/08/2011</td>
<td></td>
<td></td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>6100000091</td>
<td>HORSE TRAILER SUNDowner SUNLIGHT 777</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>02/01/2011</td>
<td></td>
<td></td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>6100000083</td>
<td>ZQ_BUYER1 01/31/2011 10:02:20</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>01/31/2011</td>
<td></td>
<td></td>
<td>Submitted</td>
<td>1</td>
</tr>
<tr>
<td>6100000081</td>
<td>ZQ_BUYER1 01/28/2011 13:47:06</td>
<td>Invitation for bid</td>
<td>Published</td>
<td>01/28/2011</td>
<td></td>
<td></td>
<td>Rejected</td>
<td>1</td>
</tr>
</tbody>
</table>