

Things to Remember for Suppliers Wishing to Respond to Bids in Team Georgia Marketplace:

1. Supported Internet Browsers are as follows: **Internet Explorer** 8, 9, 10, 11*, **Firefox** 3.6, 7, **Mac Users: Safari** 3, 4, 5. *On IE 11, you may have to click on Compatibility View to use latest functions. SAO does not support mobile devices.
2. When signing into Team Georgia Marketplace, the User ID and password are case-sensitive.
3. Disable pop-up blocker on Internet browser tool bar. The attachment will not open.
4. Click on **Bid on Event** to view all event details.
5. Click on **“View/Add General Comments and Attachments”** to see Header comments and attachments.
6. Check each level (Header, Line) for attachments. For the line level, click on the comment bubble  to the right to view line comments and attachments. **Read EACH document.**
7. **Read** eRFx instructions for all information related to solicitation.
8. If attachments do not open when you click **VIEW**, hold down <CTRL> on keyboard until document opens when clicking **VIEW** to open documents.
9. Upload your documents at the same level where you downloaded them. For example, if you download a Buyer’s document from the Header level, attach it back at the Header level. **When you submit your bid, the Bid Confirmation screen will have a list of your attachments. You will also receive an email with your bid response. At the end of your bid response will be a list of your submitted attachments.**
10. Save documents with the same name that the Buyer has used in order to eliminate confusion when Buyer is opening document. Include your company name in the beginning. For example, **ABCCOMPANY_Pricing Worksheet.xls**, would be filename for your company’s pricing worksheet. Document filenames are limited to 50 characters and documents are limited to 50MB in size.
 - If the State entity is unable to open an electronic file due to a virus or because the file has become corrupted, the Offeror’s proposal may be considered incomplete and disqualified from further consideration.
 - The Offeror must use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad (.doc), Microsoft Excel (.xls), portable document format file

(.pdf), plain text files with the file extension noted in parentheses (.txt). Save MS Office documents as Microsoft Office 2007 or newer versions.

- Unless the eRFx specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format.
 - In the event the State Entity is unable to open an electronic file because the State Entity does not have ready access to the software utilized by the Offeror, the Offeror's proposal may be considered incomplete and disqualified from further consideration.
11. Read each tab on Excel documents, especially the Mandatory, Mandatory Scored, Additional Scored and Cost/Pricing Worksheet.
 12. Be sure to answer all Mandatory Questions. You must answer all questions as noted or be disqualified.
 13. Be sure to answer all Mandatory Scored and Additional Scored Questions, if applicable.
 14. Focus on Bid Factors. Several Bid Factors are required and you will not be able to proceed with submission unless you have responded.
 15. For the Line Level, if there is Cost/Pricing Worksheet attached, some number **must** go into the Unit Bid Price cell, even if it is not marked as required with *. That number will usually be dictated by the eRFx instructions. If not, please place 1.00 in the cell. **In order to be considered for award in the system, a number HAS to be in the cell.**
 16. The Offeror must save its response until the Offeror is ready to submit its bid. Select the "Save for Later" button at the top of the page under "Event Details" of the Event if you need to add more information or documents.
 17. After submitting a bid, if you go back into TGM to review or make changes, re-SUBMIT BID. If you do not, your bid will be un-submitted! Even if you click **SAVE FOR LATER**, you still need to click **SUBMIT BID** in order for your bid to be submitted!
 18. We do not allow multiple bids from the same Taxpayer ID. So, determine who will be the respondent as we will take the last bid that is in the system at closing time.
 19. All bids are sealed until after closing date and time.
 20. If you have technical questions about the Team Georgia Marketplace system, email the Procurement Help Desk at procurementhelp@doas.ga.gov or call (404) 657-6000. **If you encounter an issue, do not wait longer than 15 minutes. Please contact the Procurement Help Desk right way. Issuing Officers do not support technical issues.**
 21. Attend all Pre-Bid or Offerors' Conferences, whether mandatory or optional. Use that time to network with others in your industry. If you have not attended a mandatory pre-bid or offerors' conference, you will not be allowed to participate in the solicitation.