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How to Use This Guide

To make it easier for you to identify certain sections within this training guide, we have created a list of icons. These icons illustrate tasks, timeframes, and dependencies.

Notes are preceded with this icon. Notes are used to call your attention to facts regarding the topic being discussed.

Warnings, Alerts and Exceptions are preceded with this icon.

A reminder.

Information indicates to review other documentation available on the topic.
Introduction to eSource

*eSource* is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities. Essentially, eSource replaces the use of fax or processing paper-based solicitations.

eSource is part of the *Georgia Procurement Registry (GPR)*. The GPR is a web-based system used by Georgia state entities to post and advertise all solicitations.

With eSource, issuing officers can submit a variety of solicitation types, referred to as *events*, and include a closing date and time and all documentation required for processing the solicitation.

When events are posted, those suppliers that are registered in *Team Georgia Marketplace™*, receive automatic notification of events that match the *National Institute of Governmental Purchasing (NIGP) Code* selected during their registration process.

Using the email notification, suppliers can access events and respond to the specific requirements. At the closing of the event, the issuing officer downloads the information submitted by the different suppliers participating in the event and evaluates their responses, makes award decisions, and notifies them of the award decision electronically.

Issuing officers can post various types of solicitations as follows:

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Quote (RFQ)
- Request for Qualified Contractors (RFQC)

*Request for Information (RFI)* is a method used by procurement to gain information for goods and/or services for a future solicitation. With an RFI, participating suppliers respond to specific questions and submit them for review. However, the response does not include pricing information. There is no award with an RFI. The state can use responses to an RFI to develop a Request for Proposal (RFP), Request for Quotation (RFQ), or a Request for Qualified Contractors (RFQC).
Request for Proposal (RFP) is a method used by procurement to procure goods or services where price is not the only consideration for award decision. To select a supplier for award, all suppliers’ technical proposals are scored and the scoring results are combined with their cost proposal scores. The scores are based on a percentage split that adds up to 100%. The supplier with the highest combined scores for the technical and cost proposals is selected for award of the contract. Only responsible and responsive suppliers are considered for award when using this method.

Request for Quote (RFQ) is a method used by procurement to procure goods or specifically defined services which must be met by the supplier without deviation. Cost is the only consideration for selecting the winning supplier. Only responsible and responsive suppliers are considered for award when using this method.

Request for Qualified Contractors (RFQC) is a two-step method used by procurement. In the first step, the RFQC is used to prequalify suppliers who meet a minimum standard of quality, certification, tolerances, or requirements. In the second step, the prequalified suppliers are asked to participate in a Request for Quotation (RFQ) or Request for Proposal (RFP). The RFQC event is not used to award a contract; it is only used to prequalify the suppliers to participate in another event. This second event is used to select a supplier for award.

To be able to participate in this process, suppliers must be registered on Team Georgia Marketplace™.
Team Georgia Marketplace™ Resources

*Team Georgia Marketplace™* is a web-based system containing a database with the list of all the suppliers registered to conduct business with the state of Georgia.

This guide provides you with information to complete your registration in Team Georgia Marketplace™. However, you have access to additional supporting information on the Department of Administrative Services (DOAS) website:

- Training Clips
- Quick Reference Guides
- Additional Instructions

The links to these resources have been provided for your convenience.

<table>
<thead>
<tr>
<th>Training Clips for Bidders</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Bidder Registration (17 minutes)</td>
<td>Learn how to register as a Sourcing Bidder by viewing this training clip.</td>
</tr>
<tr>
<td>Maintain Bidder Information (6 minutes)</td>
<td>Be sure to keep your bidder profile up-to-date by following the guidelines in this training clip.</td>
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<table>
<thead>
<tr>
<th>Training Clips for Suppliers</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Supplier Registration (7 minutes)</td>
<td>Learn how to register as a Supplier by viewing this training clip.</td>
</tr>
<tr>
<td>Maintain Supplier Information (10 minutes)</td>
<td>Be sure to keep your contact information up-to-date by following the guidelines in this training clip.</td>
</tr>
<tr>
<td>Manage Purchase Orders (10 minutes)</td>
<td>If you have done business with the State of Georgia, learn how to view purchasing orders online in Team Georgia Marketplace™ in this training clip.</td>
</tr>
<tr>
<td>Review Payment Information (6 minutes)</td>
<td>If you have done business with the State of Georgia, learn how to review your payment information online in Team Georgia Marketplace™ in this training clip.</td>
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## Training Clips for Bid Events

<table>
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<tr>
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<tbody>
<tr>
<td><strong>Search and View Bids</strong></td>
<td>View this training clip which explains how to search for and view public events for the State of Georgia.</td>
</tr>
<tr>
<td>(15 minutes)</td>
<td></td>
</tr>
<tr>
<td><strong>Respond to Events and Place Bids</strong></td>
<td>View this training clip and learn how to respond to events and place events in Team Georgia Marketplace™.</td>
</tr>
<tr>
<td>(15 minutes)</td>
<td></td>
</tr>
<tr>
<td><strong>Responding to an RFQ in eSource</strong></td>
<td>View this training clip and learn how to respond to RFQ events using the eSource application.</td>
</tr>
<tr>
<td><strong>Responding to an RFP in eSource</strong></td>
<td>View this training clip and learn how to respond to RFP events using the eSource application.</td>
</tr>
<tr>
<td><strong>Responding to an RFQC in eSource</strong></td>
<td>View this training clip and learn how to respond to RFQC events using the eSource application.</td>
</tr>
<tr>
<td><strong>Responding to an RFI in eSource</strong></td>
<td>View this training clip and learn how to respond to RFI events using the eSource application.</td>
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## Quick Reference Guides

<table>
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<tr>
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<tbody>
<tr>
<td><strong>Register as a Sourcing Bidder</strong></td>
<td>Read and print this guideline to register as a Sourcing Bidder.</td>
</tr>
<tr>
<td><strong>Maintain Bidder Profile</strong></td>
<td>Use this guideline to Maintain your Bidder Profile. You are responsible for your information including your NIGP Codes, email address, and other contact information.</td>
</tr>
<tr>
<td><strong>Register as a Supplier</strong></td>
<td>Read and print this guideline to register as a Supplier. Included are the instructions to review your company information which is currently in our Financial System.</td>
</tr>
</tbody>
</table>
**Maintain Supplier Profile**
Use this guideline to Maintain your profile. You are responsible for your information including your NIGP Codes, email address, and other contact information.

**View Bids**
Learn how to search for and view public events for the State of Georgia with this guideline.

**Respond to Bids**
Read and print this guideline to respond to events and place events in Team Georgia Marketplace™.

**Manage Orders and Review Payment**
Use this guideline to view your purchase orders and review payments if you are a current supplier for the State of Georgia.

<table>
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<tr>
<th><strong>Additional Instructions</strong></th>
<th><strong>Description</strong></th>
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<tr>
<td>Compatible Operating and Internet Systems</td>
<td>Learn which internet systems and networks are compatible with Team Georgia Marketplace™.</td>
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**How to Get Help**
If you have questions about the solicitation, contact the Issuing Officer.

To receive help-desk assistance for eSource or Team Georgia Marketplace™ (for example, you cannot sign on, a screen does not display, etc.), contact the State Purchasing Division’s (SPD) help desk:

- By sending an email to the Help Desk at procurementhelp@doas.ga.gov
- By calling the Help Desk at 404-657-6000.
Registering on the Team Georgia Marketplace™ System

Team Georgia Marketplace™ is a web-based system containing a database with the list of suppliers registered to conduct business with the State of Georgia. Using Team Georgia Marketplace™ requires that you establish a user name and password. You use this user name and password to access Team Georgia Marketplace™.

Due to State security requirements, the password will expire every 6 months. When you try to sign on, you receive a message indicating that your password has expired. When this is the case, simply follow the steps to enter a new password to gain access to Team Georgia Marketplace™.

1. To register on Team Georgia Marketplace™, display the Department of Administrative Services (DOAS) website at www.doas.georgia.gov.

2. Once the DOAS website displays, click on Getting Started under the Supplier Services.

You can also click on Suppliers, located on the green header bar to drop down the list of options. Then, click on Getting Started.
3 Click on **Team Georgia Marketplace™** Services.

The following screen displays.

Click to register as a Bidder or as a Supplier depending on your status.
4 Before clicking on either link, it is important that you determine whether your company is a:

- **Sourcing Bidder:** If your company provides goods or services but, has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder. Your company may fit into this category even if it is active in our old Vendor Registration System.

- **Supplier:** If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a Team Georgia Marketplace™ vendor number in our Financials system.

*Read these definitions carefully.* If you need to, click on the links with instructions. These instructions provide you with additional information on determining whether your company is a Sourcing Bidder or a Supplier.

5 Once you determine whether your company is a Sourcing Bidder or a Supplier, click on the corresponding link.

**Registering as a Sourcing Bidder**

You register as a **Sourcing Bidder** if your company provides goods or services but, has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia. Your company may fit into this category even if it is active in our old Vendor Registration System.

1 To register as a **Sourcing Bidder**, click on **Team Georgia Marketplace™**.

2 When this screen displays, click on Register as Sourcing Bidder.
3 This begins Step 1 of 7. Provide the necessary responses as they relate to your company and click **Next**.

4 Once you click Next, the following screen displays to proceed with the registration process.

This begins Step 2 of 7. Fill out the fields and continue scrolling down until you fill out all fields. Then, click next.
5. Enter all requested information and click **Next**.

- Note that some fields have asterisks next to the field name. This indicates that the field is required.

6. When you click Next, this screen displays. This begins Step 3 of 7. Provide your primary address information. Then, click **Next**.

7. When you click Next, this screen displays. This begins Step 4 of 7. Select the response that best fits the information requested in this screen then, click **Next**.
8 When you click Next, this screen displays. This begins Step 5 of 7. Using this screen, you enter additional addresses as necessary.

Enter additional addresses only if your Primary Address is not used for all address types. Then, designate each of your registered users to an appropriate address category. If you are not sure which address category is the best match, choose **Primary Address**.

9 Then, click **Next**.

10 When you click Next, this screen displays. This begins Step 6 of 7. Enter your Tax Identification information.
11 Select your Standard Industry Code (SIC) or NIGP codes. The State of Georgia uses these codes to identify the goods or services that your company provides. Choose only those SIC codes which best represent the products or goods that your company provides.

To enter more than one SIC code, click on Add Row.

12 To reveal the SIC codes available, click on the magnifying glass.
The system has over 1800 SIC codes. To find the SIC codes that are appropriate to your company, locate the Description field. Then, select from the drop-down box:

- **begins with** - to enter the beginning of the good or service that your company offers using the field on the right, or
- **contains** – to enter a word contained in the goods or services your company provides using the field on the right

14 Click on **Look Up**.

For example, if you enter the keyword *Printing*, the following codes display:
15 To add a SIC to your company profile, locate and click on the code best representing your goods or services.

Once you have found the appropriate NIGP codes, you return to this screen. The NIGP code or codes you selected display in the Standard Industry Code field.

16 Once you have finished entering all appropriate NIGP Codes,
click **Next**. This next screen displays. This begins Step 7 of 7. In this step, you review the standard Terms and Conditions.

17 Read the Standard Terms and Conditions. Then, click on **I agree to be bound by the following Terms and conditions.**

18 Click **Finish**.

Once you complete your registration, you receive an email from Team Georgia Marketplace™. This is a sample email similar to the one you receive. This email confirms your bidder registration and provides you with login and password information.
Receipt of automatic email notifications of sourcing events is limited to sourcing events posted after your registration. Therefore, access the Georgia Procurement Registry to view all open sourcing events.

Registering as a Supplier

You register as a Supplier if your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia. A company in this category will have a Team Georgia Marketplace™ vendor number in the State’s Financials system.

1. To register as a Supplier, click on Register as a Supplier.

   ![Register as a Supplier screenshot]

   When you click on Register as a Supplier, this screen displays.

2. Enter 1234 in the Code field. This is a generic code which allows you to start the registration process.
2 Enter in your User ID code. The User ID must be all in caps.

3 Enter a Description of your organization. For example, Corporation.

3 Enter your Email ID or email address.

4 Enter a password in the Password field.

-your password:
  - Must contain 8 characters
  - Must include a number and a special character. A special character such as !,@,#,$,%,^,&,*,(,).

5 Once you enter your password, re-enter this information in the Confirm field to confirm your password.

6 Select English from the Language drop-down box. English is a default value.

7 In the Currency field, click on the magnifying glass and select USD (US Dollar).

8 Enter the Tax ID Number (or SSN if registered as an individual), Postal Code or zip code, and your Team Georgia Marketplace™ ID. The Team Georgia Marketplace™ ID is the
Vendor number already assigned to you.

9  Click **Create**.

Once your registration is complete, you will receive your User Name and Password to Team Georgia Marketplace™. This User Name and Password allows you to log into Team Georgia Marketplace™ to add or change the information you provided.

**Reviewing Your Registration Information**

Once your registration is complete, you will receive your User Name and Password to Team Georgia Marketplace™. This User Name and Password allows you to log into Team Georgia Marketplace™ to add or change the information you provided.

You must access and make changes in your profile information anytime the following occurs:

- A change in your phone number, etc.
- A change in the email address
- A change of personnel listed as primary or secondary, contact
- A change in the products or services your company provides
- You want to change your password
- You want to un-enroll from the Team Georgia Marketplace™

You should periodically log back into the system to ensure your information is correct and up to date.

🔔 To change your company name, address and/or tax identification number you must submit a signed W9 form to procurementhelp@doas.ga.gov or fax to 404-657-8444.
Finding Open Solicitations

To find open solicitations posted by state entities, you must access the *Georgia Procurement Registry (GPR)*.

Issuing officers from Georgia state entities post and advertise all solicitation opportunities on the GPR. The solicitations posted on the GPR result from postings made on eSource, Team Georgia Marketplace™, or directly on the GPR (for paper-based solicitations which are processed without the use of an electronic system).

The *Georgia Procurement Registry (GPR)* is a web-based system used by the state of Georgia to post and advertise for solicitations. State government entities post the following types of solicitation events:

- Request for Information (RFI)
- Request for Quotes (RFQ)
- Request for Qualified Contractors (RFQC)
- Request for Proposals (RFP)
- Sole-source notices

様々 eSource is part of the GPR and is used to process solicitation events. Therefore, any solicitation event posted and processed using eSource, also posts on the GPR automatically.

1 To access the GPR, display the DOAS website at [www.doas.ga.gov](http://www.doas.ga.gov).

2 Find and click the link to Bid Notices – **Bid Notices-GA Procurement Registry** under the Direct Links section.
When the GPR main menu displays, you see the **GPR Scrolling screen**. This provides you with several ways to search the GPR.

The top portion of the screen has scrolling information divided into three different areas:

- **Recently Awarded Events** – To allow you to access...
events that were recently awarded in the last 30 days.

- **New Opportunities** – To allow you to access events that were recently posted and are still open for bidding/responses.
- **Access to Team Georgia Marketplace™** – To allow you to review your account information, update it or register as a bidder or supplier so that you can receive notification of posted solicitations.

The bottom portion of the screen allows you to conduct more advanced searches by entering a search criteria.

To view recently awarded solicitations, click on the hyperlinked **View Award Information**. This hyperlink displays below the contract name.
Once you click the **View Award Information** hyperlink, the following information displays.

4 To view recently posted events that are still open, review the **New Opportunities** area of the screen. Once you locate an event that interests you, click on the orange hyperlink.
By clicking on the Closes on... hyperlink in the New Opportunities area, general information for that specific event displays.

Once you click on the hyperlink, the eSource Summary Information page displays with information specific to the event you selected.

At this point, you can:

- **Respond Now** – This allows you to access the solicitation to download the requirements and bid/respond to the solicitation. To respond to the solicitation, click on the Respond Now hyperlink.

- **Request an Immediate Invite** - This selection allows you to request to be added to participate in the solicitation. If you are not registered as a bidder or supplier in Team Georgia Marketplace™, the system directs you to the registration site so that you register as a bidder or supplier using Team Georgia Marketplace™. To request to be added to the solicitation, click on the Request an Immediate Invite hyperlink.

- **Manage your Business Account** - The last option provided by the GPR rolling screen provides you with the ability to register or update your supplier profile information available on Team Georgia Marketplace™.
To register or to update your profile with Team Georgia Marketplace™, click the **Bidder/Supplier Profile** hyperlink.

When you click on the **Bidder/Supplier Profile** hyperlink, it displays the login screen to Team Georgia Marketplace™. If you are a registered bidder/supplier, you can enter your sign on information (User ID and Password) and access your profile information. Otherwise, you must register as a bidder/supplier to be able to participate in the solicitation.
Searching the GPR Using a Search Criteria

You can search the Georgia Procurement Registry (GPR) by entering a search criteria.

1. To enter the search criteria, access the GPR. Once you access the GPR, this screen displays.

Using the the bottom portion of the screen labeled Search Criteria, you can enter any or all of the following criteria for your search:

- **Type of Bid Response Required**
  - All Types of Bid Responses
  - Electronic Responses
  - Paper Responses

- **Bid Status**
  - Open
  - Awarded
  - Under Evaluation
  - Canceled
  - All Bids
  - Notice of Intent to Award

- **Government Type**
  - All Government Type
2. Once you enter your search criteria, click on **Search** to display the results of your search criteria.

The following sample screen shows the entries to search for:

- All types of bid responses (Electronic and Paper Responses)
- Open solicitations only
- Solicitations from all government types (solicitations from State Government agencies, Municipalities, County Government, and K12 Public School Districts)
- The list is to sort by solicitation number (bid number)
The next screen shows the results. Click on the desired Bid Number to open the solicitation. Make the appropriate selections to view the types of solicitation you want to participate in. Then, click Search. eSource will retrieve and sort the data according to your selection criteria as shown in the next screen. To participate in a solicitation, you would click on the hyperlinked blue link. This opens the solicitation for your viewing.

In this example the data has been selected to sort by Closing Date.
Finding Open Solicitations – By Specific Government Entity

You can search for open solicitation events by selecting the specific Government Entity and reviewing the solicitations the state entity has posted.

1. To search By specific Government Agency, drop down the list of state entities and select the one you are interested in.
2 Click the **Solicitation Event Number** to view the solicitation.

Once the solicitation opens, the eSource Summary Information screen displays. This screen displays general
information about the solicitation.

The eSource Summary Information screen allows you to:
- Respond to the solicitation event now (if you received an invitation to participate in this event already).
- Request an Immediate Invite (if you did not receive an invitation to participate in this solicitation event).
- Register with Team Georgia Marketplace™ (if you are not registered to do business with the State of Georgia).

Finding Open Solicitations – By Using a Keyword

1. You can search open solicitations using a keyword by typing in the description in the eSource Search Title field.

2. Click **Search** to view the results.
The following screen shows the search results. These are all the open solicitation events that have the word *staffing* in the title of the solicitation.

3. Click on the **Solicitation Event Number** to view the solicitation.
Once the solicitation opens, the eSource Summary Information screen displays. This screen displays general information about the solicitation.

The eSource Summary Information screen allows you to:

- Respond to the solicitation event now (if you received an invitation to participate in this event already).
- Request an Immediate Invite (if you did not receive an invitation to participate in this solicitation event).
- Register with Team Georgia Marketplace™ (if you are not registered to do business with the State of Georgia).
Responding to a Solicitation

Regardless of the search criteria you use to display the list of solicitation events, you must click on the specific solicitation event number to view information about the solicitation event.

Once the solicitation event opens, the eSource Summary Information screen displays. This screen displays general information about the solicitation event.

This screen presents you with three choices:

- **Bid Now:** Use this link if you have received an email inviting you to participate in this solicitation event and you already have a User ID and Password for this event.
- **Request an Immediate Invite to Bid:** Use this link if you are a Team Georgia Marketplace™ registered bidder or supplier, but have not received an email inviting you to participate in this solicitation event.
- **Register to Bid:** Use this link if you are not registered in Team Georgia Marketplace™ and want to participate in this solicitation event.
Bidding Now

You use Bid Now if you have already received an email inviting you to participate in this solicitation event. This selection assumes that you have a User ID and Password to access this solicitation event.

When an issuing officer creates a solicitation in eSource, eSource selects and sends email notifications to all suppliers registered in Team Georgia Marketplace™, who registered with the NIGP code included in the solicitation.

Although you may be actively registered in Team Georgia Marketplace™, you may not receive an invitation to participate in an eSource. This may happen due to the following reasons:

- You are actively registered in Team Georgia Marketplace™, but you have different NIGP Codes from the one used for the specific eSource event.
- You registered in Team Georgia Marketplace™ after the eSource event was posted.
- Your contact email address information changed since you registered in Team Georgia Marketplace™.
- Your company is active in the Team Georgia Marketplace™, with different email addresses from the one you are using.

In all situations, to receive an invitation to an already posted solicitation you must validate that your Team Georgia Marketplace™ registration has a current valid email address. After which, you may use the Request an Immediate Invite to Bid function to request an invitation to bid and be added to participate in a posted solicitation event.

1 Depending on how you requested to display your search, you can open a solicitation in eSource by clicking on the desired:

- Title
- Agency Name
- Bid Number
- Bid Closing Date
- Bid Posting Date
The example below shows the list of open solicitations sorted by the event solicitation number.

When you click on the Solicitation Event Number, this screen displays.

2 Only if you already received an email inviting you to participate in this solicitation, can you click on **Bid Now.**
Click on Bid Now if you already received an invitation to participate on an event in eSource.

The next screen requests that you enter your User ID and Password to access this particular solicitation event. You should have received this information on the invitational email.

**Requesting to be Added to an Open Solicitation in eSource – Supplier is Registered in Team Georgia Marketplace™**

1. Depending on how you requested to display your search, you can open a solicitation in eSource by clicking on the desired:
   - Title
   - Agency Name
   - Bid Number
   - Bid Closing Date
   - Bid Posting Date

The example below shows the list of open solicitations sorted by Event Solicitation Number.
When you click on the Bid Number, this screen displays.

2. If you are a Team Georgia Marketplace™ registered supplier, click on **Request an Immediate Invite to Bid.**
When this screen displays, enter your eMail address you used to register in Team Georgia Marketplace™ and click Submit.

By entering your email address, the eSource system automatically adds you to this specific solicitation as a participant supplier. You will then receive an invitational email with your unique User ID and Password to participate in this event.

The request to participate in this solicitation is only valid for this solicitation. If you wish to participate in another solicitation, you will need to follow these same steps to receive an invitation.

It is important that you ensure the information about your company is complete and correct before you request to be added to an eSource solicitation. Therefore, if you are not sure what information is on the Team Georgia Marketplace™ Registration System, log into the system to ensure its correctness.
Requesting to be Added to an Open Solicitation in eSource – Supplier is not Registered in Team Georgia Marketplace™

You can request to participate in an open solicitation posted in eSource even if you are not registered in Team Georgia Marketplace™. However, you must register in Team Georgia Marketplace™ first, before you can participate in the solicitation.

1. Once you find an open solicitation that you are interested in participating, click on the eSource number to display the screen that follows.

2. When this screen displays, click on Register to Bid. This will allow you to register in Team Georgia Marketplace™ as a bidder or supplier. Once you are registered in Team Georgia Marketplace™, you can make a request to the Issuing Officer to add you to the solicitation.

When you click on Register to Bid, this screen displays.

3. Click on Learn More... after you expand the Team Georgia
3 Read the instructions carefully to understand whether you are a Sourcing Bidder or a Supplier. Once you determine whether you are a Sourcing Bidder or a Supplier, click on **Team Georgia Marketplace™** to register.

4 To register in Team Georgia Marketplace™, follow the steps in the registration section at the beginning of this guide – **Registering on the Team Georgia Marketplace™ System**.

5 Once you register in Team Georgia Marketplace™, go back to the GPR and search for the desired solicitation. Follow the steps in **Requesting to be Added to a Solicitation – Supplier Registered in Team Georgia Marketplace™**. Following these steps will have eSource automatically add you to this specific solicitation and send you an invitational email with the User ID and Password to participate in this open solicitation.
Receiving an Invitation from eSource to Participate in a Solicitation

To participate in a solicitation posted in eSource, you receive an invitational email. This email includes the following information:

- The name of the company’s contact person and email address to whom the invitation is being sent.
- The name of the company’s contact person and email address to whom the invitation is being sent.
- The name of the company.
- The state entity or governmental entity sending the invitation to participate in the solicitation posted in eSource.
- The title of the solicitation plus the date and time the event closes.
- An explanation of how to use the one-time user ID and password.
- The one-time user ID and password associated with this particular solicitation.
- The URL link that gives access to the solicitation.
- The name and email address of the issuing officer who posted the solicitation.
- The link to the eSource Supplier’s Guide.

The following is a sample invitational email.
This section reviews each of the items in the invitational email.

<p>| | |</p>
<table>
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<tr>
<td><strong>1</strong></td>
<td>The name of the company receiving the invitation to participate in a solicitation event in eSource.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>The email address of the contact person who is receiving the email invitation.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>The state entity or governmental entity sending the invitation to participate in the solicitation event.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>The title of the solicitation event plus the date and time the solicitation event closes. That is, the last</td>
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</table>

FLINT RIVER TECHNICAL COLLEGE, a Georgia government entity, has posted a solicitation which is available for your company’s response. Your firm was selected based on NIGP code(s) listed in your registration profile.

This solicitation entitled, Technical Books for Dental Tech Program is accessible for on-line viewing and reply. It will close on (07/30/2010) 3 (1:00 PM).

To access this solicitation, the following system USER-ID and PASSWORD are required.

NOTE: The USER-ID and PASSWORD are provided for this solicitation only. They are not related to your user name and password in the registration system. Your USER-ID and PASSWORD will remain valid until this solicitation closes.

USER-ID: fiscuts@sao.ga.gov
PASSWORD: quote15461

Click on the link below to access the eSource system: http://esourcedevtest.EQ_vender_login.jsp?N=371771

If you have any questions regarding this solicitation, you may email (Acry, Stacy) at (scary@flintrivertech.edu).

Thank you for your interest in opportunities with Georgia Government.

Online Training for eSource (http://pur.doas.ga.gov/eQuote/Training/player.html)

Supplier’s Guide to eSource

Responses to this solicitation will not be considered if submitted by Fax, Email, Post or Hand delivery. Only responses submitted via the electronic link provided in this email will be considered.

If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at:

Follow the link to the Team Georgia Marketplace registration system Login' tool your Supplier Information and follow the instruction to update the information.
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<table>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>date and time when you can submit your response to this solicitation event or the last date and time when you can edit your response you have already submitted to the solicitation event requirements.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>An explanation of how you use the one-time User ID and Password and a reminder that the solicitation event remains open and available until the date and time of closing.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>The one-time User ID and Password associated with this particular solicitation event.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>The URL link that gives you access to the solicitation event in eSource.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>The name and email address of the issuing officer who posted the solicitation event.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>All communications regarding this solicitation must go to and through this issuing officer (with the exception of customer service problems or help-desk issues).</strong></td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>The link to training resources on how to respond to this solicitation.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>The link to the Supplier’s eSource Guide.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>11</strong></td>
<td><strong>Statement explaining that you must enter all your responses using eSource.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>The State of Georgia will not accept a response to an event by email, by Fed Ex or UPS or postal service, fax, or hand-delivery.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**If you delete the invitational email to a solicitation, but decide later on that you want to participate in the solicitation**
event, contact the issuing officer and request to have the email resent to you. You can go back to the Georgia Procurement Registry (GPR) and find the solicitation.

For instructions on how to find open solicitations, review the Finding Open Solicitations in eSource section in this guide.

1. To respond to an open solicitation in eSource, click on the URL link you receive in the invitational email. This opens the following screen to allow you to sign on to the specific solicitation.

2. Once you enter your User ID and password, click the Submit button.

   The User ID and password included in the email only allows access to this eSource solicitation event. You can use the one-time User ID and Password until the event closes. If you lose or delete the email, contact the issuing officer to have the invitational email resent to you.
This User ID and password *is not the same* as your Team Georgia Marketplace™ User ID or Password. This User ID and password is specific to this solicitation you are invited to participate.

Once you click Submit, the eSource Summary Information screen displays. This page provides you with general information about the solicitation and allows you to decide whether or not you want to participate in the solicitation by *Responding Now* or *Responding at a later time*.

The eSource Summary Information screen provides you with the following information about the solicitation:

- The unique solicitation number (eSource Number)
- The contact information for the state entity issuing officer
- The title of the solicitation
- A description area which may also include other instructions
- The date the solicitation was released or posted
- The date and time the solicitation closes
- The NIGP Code(s) associated with the solicitation
• Any documents that are attached to the solicitation
• A link to the eSource Supplier’s Guide
• Two buttons to allow you to do the following:
  o **Respond Now**: You can choose this selection to enter your response information now.
  o **Respond at a later time**: If you decide to Bid Later you can return to the solicitation using the same User ID, password, and URL link at any time up to the time and date the event closes.

**Responding to a Solicitation Now**

To respond to a solicitation in eSource, you must complete the **Header Panel** first. The Header Panel includes the following information:

- **Bidder Name**: Enter the name of the person entering the response to the solicitation. On some occasions, your company may receive more than one invitation to participate in a solicitation because different individuals working for the same company are listed on the Team Georgia Marketplace™ to receive such invitations. It is for this reason that you should enter the name of the person submitting the response and not the name of the company. This is a required field.

- **Supplier Email Address**: Enter your email address. The issuing officer may use this email address to contact you. This is a required field.

- **Supplier Phone #:** Enter your phone number. The issuing officer may use this number to contact you. This is a required field.

- **Supplier Comment**: This field is an open text field. It allows you to provide additional information or comments relevant to your response.

![Be aware that the issuing officer will not be able to see any comments you enter in the Suppliers]
Comments field until after the closing date of the solicitation. If you include any comments or questions that are intrinsic to the solicitation, it is best that you contact the issuing officer directly in writing.

Below is a sample Header Panel. The sample shows a Request for Proposal (RFP) solicitation type. However, the Header Panel is the same, regardless of the solicitation type.

Scrolling down allows you to respond to the solicitation. The type of information below the Header Panel changes depending on the type of solicitation. You can respond to
the following types of solicitations:
- Request for Information (RFI)
- Request for Quotations (RFQ)
- Request for Qualified Contractors (RFQC)
- Request for Proposals (RFP)

Responding to a Request for Information (RFI) Event

Request for Information (RFI) is a method used by procurement to gain information for goods and/or services for a future solicitation. With an RFI, participating suppliers respond to specific questions and submit them for review. However, the response does not include pricing information. There is no award with an RFI. The state can use responses to an RFI to develop a Request for Proposal (RFP), Request for Quotation (RFQ), or a Request for Qualified Contractors (RFQC).

To respond to a Request for Information (RFI) event, you begin by accessing the RFI with the unique User ID and Password information provided in the invitational email you received from eSource.

Review the information provided in the eSource Summary Information page and make the appropriate decision to Respond Now or Respond at a later time.

1 Assuming that you want to respond now, click on the hyperlink to view any and all attached documents. Once you have reviewed them for details and/or clarifications, proceed with your response by clicking on **Respond Now**.
2. Click on the hyperlink in the Document field to download the attached document(s). The attached document(s) contains the questions requiring your response.

3. When the dialogue box displays, click on **Save** to save the file to your computer.

4. Locate the document you saved to your computer and...
provide a response to the questions included in the document.

5 Rename the file to follow this naming convention: 
_Solicitation Number__Response__Supplier Company Name__your initials_

For example: RFI8470090_ChocolateCookies_ACMEINC MEZ

6 Once you are ready to upload your document containing response to the questions included in the RFI, click on Respond Now.

7 Enter all the information required in the Header Panel, such as your name, email and phone number.

8 Click on Upload Completed Response Document.

9 Click on Upload completed Response Document. After clicking on uploading the response document the next screen displays.

10 Click on Browse to locate the document containing your response to the questions included in the RFI.
11 Once you locate the document on your PC, click on the document and then, click **Open**.

12 Next enter the title you want associated with this document. Follow the naming convention:

*Solicitation Number* _Response_ *Supplier Company Name* _your initials_

For example: RFI8470090_ChocolateCookies_ACMEINC MEZ

13 Once you enter the title of the document, click on **Upload**
To ensure that your document has been uploaded, review the Supplier Response Document Title section of the screen. The name of your document displays in that column.

You can upload additional documents by repeating steps 8 through 13 above. Each time you upload a new document,
the document name displays in the Supplier Response Document Title column below the last document you uploaded.

You can also delete uploaded documents. To delete an uploaded document, click on the box adjacent to the document in the Select Document for Deletion column. Then, click Delete selected Documents.

14 Once you have uploaded all the documents you want to include as part of your response, click Return.

15 After clicking Return, the system displays the Header Panel for your review and/or submittal of additional information. If you are satisfied with your response, click on Submit your Response.

After submitting your response, eSource displays the following screen to confirm the submission of your response.
16 Click OK to confirm that you want to submit your response now. In addition, you receive an email notification indicating that your response has been recorded as submitted.

When you click OK, this screen displays to confirm that your response to the RFI has been submitted. You can return and make modifications to your responses up to the close date and time of the solicitation event.

17 To exit this screen click on Close Window.
Responding to a Request for Proposal (RFP) Event

Request for Proposal (RFP) is a method used by procurement to procure goods or services where price is not the only consideration for award decision. To select a supplier for award, all suppliers’ technical proposals are scored and the scoring results are combined with their cost proposal scores. The scores are based on a percentage split that adds up to 100%. The supplier with the highest combined scores for the technical and cost proposals is selected for award of the contract. Only responsible and responsive suppliers are considered for award when using this method.

To respond to a Request for Proposal (RFP), you begin by accessing the RFP with the unique User ID and Password information provided in the invitational email you received from eSource.

1. Review the information provided in the eSource Summary Information page.

2. Click on the hyperlinked document name in the Documents section to download the attached documents.

The attached documents represent the RFP document that includes a description of the scope of the project, instructions for this process, information on how the
evaluation is conducted and the maximum evaluation points, the RFP requirements, the RFP cost sheet(s), and other pertinent attachments. You use these documents to respond to the RFP requirements, provide cost information, and respond to additional required information pertinent to the RFP.

3 As you open each document, save a copy of the document on your computer.

You must use these documents to provide your response to the RFP. Failure to use the documents that are provided for your response will result in disqualification.

4 Review the RFP template document. Ensure that you understand each section and are familiar with the rest of the attached documents.

5 Provide the required answers to the proposal in the RFP documents you downloaded. You must use these documents to provide your response to the RFP.

6 Once you have provided your proposal to the requirements you downloaded and you are ready to upload your response to the requirements, cost information, and any other additional required RFP document, click on Respond Now.
7 Enter the information required in the Header Panel:
   - Name of person submitting responses
   - Bidder’s email address
   - Phone Number
   - Supplier’s Comments

   ![Screen shot of eSource Supplier Response Form]

Remember that the issuing officer cannot see your comments until the solicitation event close date and time.

8 Click on **Upload Completed Response Documents** to upload your response to the RFP requirements.

9 To upload the documents and attach them as your response submittal, click on **Browse** to find the documents in your PC. These documents contain your responses to the RFP requirements, cost sheet(s), and any additional required
10 Name your document using the following naming convention:
*Solicitation Name_Response_Supplier Company Name_your initials.*
For example:  RFP_ChocolateCookies_ACMEINC_MEZ

11 Once you name your document, click on **Upload the Document** to complete the upload process.

⚠️ The size of the file must not be larger than 50MB.
You can ensure that you uploaded the required document by reviewing the Supplier Response Document Title column. The uploaded documents display in this column.

12 Repeat these steps 8 through 11 for each document required for the submittal of the RFP response.

13 Once you have uploaded all required documents, click Return.
When you click Return, eSource displays the Header Panel. Notice the attached documents. Review to ensure that you have attached all required documents containing your response to the RFP requirements, cost sheet(s), and any additional required document.

14 Once you have determined that all the required documents have been attached to your response, then click **Submit your Response**.

You can return to this solicitation event to edit your responses, continue to attach additional documents, or replace already attached documents until the RFP closing date and time.
Once you click Submit Your Response, this screen displays to confirm that your response documents have been uploaded.

15 Click OK to complete the submission process.

After submitting your response, eSource displays this screen to confirm that you submitted your response to the RFP. You also receive an email confirming that your response has been submitted.
16 Be sure to review the Solicitation Instructions.

17 Be sure to review the Terms and Conditions attached to this solicitation event.

18 Be sure to review the Certificate of Non-Collusion.

19 To exit, click on **Close Window**.
Responding to a Request for Quote (RFQ) Event

Request for Quote (RFQ) is a method used by procurement to procure goods or specifically defined services which must be met by the supplier without deviation. Cost is the only consideration for selecting the winning supplier. Only responsible and responsive suppliers are considered for award when using this method.

To respond to a Request for Quote (RFQ), you begin by accessing the RFQ with the unique User ID and Password information provided in the invitational email you received from the eSource.

1. Review the information provided in the eSource Summary Information page.

2. Click on the hyperlinked document name in the Documents section to download the attached documents.

   The attached documents represent the RFQ document that include a description of the scope of the project, instructions for this process, and other pertinent attachments.

3. As you open each document, save a copy of the document on your computer.
4 Click on **Respond Now**.

5 Enter the information required in the Header Panel:
   - Name of person submitting responses
   - Bidder’s email address
   - Phone Number
   - Supplier’s Comments

   Remember that the issuing officer cannot see the comments until the solicitation event close date and time.
Enter the required information. Your name, Email address and phone number.

6. Upload any required documents or documents that support your response to the RFQ by clicking on **Click Here to Upload Documents**.

The documents you upload in this section of the solicitation relate to the entire solicitation and not to an individual line item.
7 Click **Browse** to find the desired document on your PC and upload it to the solicitation.

8 Find the desired document on your PC and select it to be uploaded.

9 Click **Open** to upload the desired file.

⚠️ The size of the file must not be larger than 50mg.
10 Name your document using the following naming convention:
*Solicitation Name_Response_Supplier Company Name_your initials.*
For example: RFQ_ChocolateCookies_ACMEINC_MEZ

11 Once you name your file, click **Upload the Document** to complete the upload process.
The following screen displays to confirm that the document has been uploaded. To ensure that your document was uploaded, check that the name of the file displays in the Supplier Response Document Title column.

12. When you are finished uploading documents that relate to the entire solicitation, click Return.

To upload additional documents, repeat steps 3 through 7.
13 Click **Solicitation Instructions** to read instructions on how to submit your responses and other pertinent instructions.

14 Click **Terms and Conditions** to read the terms and conditions for this solicitation.

15 Click **Certificate on Non-Collusion** to read the certificate.
Once you have uploaded all required documents and reviewed the instructions, terms and conditions, and certificate of non-collusion, click the box indicating that you have read and agree to the Terms and Conditions and Certificate of Non-Collusion.
Once you have placed a check mark to indicate that you agree with the terms and conditions and the certificate of non-collusion, scroll down the screen to enter your response to the individual line items associated with the RFQ event.

To review specific details for each line item, click on the hyperlink for each line item under the Title column. There could be additional documents attached to each line item, once you click on the hyperlink, you can review these documents for specific details.
The next column represents the **Unit of Measure** requested for the RFQ. This unit of measure represents the unit of measure desired by the issuing officer.

Enter your cost per unit for each line item in the **Supplier Bid per Unit column**. The eSource application allows up to 4 places for the decimal.

> **When submitting pricing for an event, you must include the shipping charges to the line item amount.**

As you enter the individual amount for the line items, eSource calculates the dollar value for the **Total Amount submitted bid** field.
Remember that each line must include the cost of shipping and handling since the issuing officer has the option to split the bid award. Also, remember you cannot include any comments or documents for which you need responses before the solicitation closes (such as questions regarding specifications). Contact the issuing officer directly about these issues.

19 The No Bid column allows you to indicate that you will not bid for that particular line item. Place a check mark next to each line item if you are not bidding on that line item. Otherwise, leave unchecked.
20 Enter any comments in the Supplier comments field.

Remember that the issuing officer can not view these comments until the closing date of the event.

21 If necessary, upload any supporting documentation for that particular line item. To do this, click on **Click** for the specific line item where you want to upload a document.
22 Once you responded to each line item and you attached any required document, click **Submit Your Response** to submit your responses to the RFQ.

23 When you click **Submit Your Response** to process your response, a dialogue box displays providing the total bid amount and asking you to confirm your bid submission. Click **OK** to agree to the amount submitted or **Cancel** to go back and edit your entries.
Once you click **OK**, the following message displays.

24 Click **Close Window**.

By clicking on the **State of Georgia Procurement Register**, you go back to the main screen of the Georgia Procurement Register inviting you to view other bid opportunities.

You are able to access this RFQ until the close date to edit, change your responses, and upload and/or remove documents.

You also receive an email confirming the receipt of your response to the RFQ. If you do not receive the email it
indicates that your response did not process successfully. If this happens, contact the Help Desk. Below is a sample of this confirmation email.

![Sample Confirmation Email]

**Responding to a Request for Qualified Contractors (RFQC) Event**

*Request for Qualified Contractors (RFQC)* is a two-step method used by procurement. In the first step, the RFQC is used to prequalify suppliers who meet a minimum standard of quality, certification, tolerances, or requirements. In the second step, the prequalified suppliers are asked to participate in a Request for Quotation (RFQ) or Request for Proposal (RFP). The RFQC event is not used to award a contract, it is only used to prequalify the suppliers to participate in another event. This second event is used to select a supplier for award.

To respond to a Request for Qualified Contractors (RFQC), you begin by accessing the RFQC with the unique User ID and Password information provided in the invitational email you received from eSource.

Review the information provided in the eSource Summary Information page.

2. Click on the hyperlinked document name in the **Documents** section to download the attached documents.
3 As you open each document, save a copy of the document on your computer.

⚠️ You must use these documents to provide your response to the RFQC.

4 Review the RFQC template document. Ensure that you understand each section and are familiar with the rest of the attached documents.

5 Provide the required answers using the RFQC documents you downloaded. You must use these documents to provide your response to the RFQC.

6 Once you are ready to upload your documents, click on Respond Now.
7. Enter the information required in the Header Panel:
   - Name of person submitting responses
   - Bidder’s email address
   - Phone Number
   - Supplier’s Comments

   Remember that the issuing officer cannot see these comments until the close date.
8 Click on **Upload Completed Response Documents** to upload your response to the RFP requirements.

9 Find the documents in your PC and upload them as your response submittal, click on **Browse**. These documents contain your responses to the RFQC requirements and any additional required document.

10 Name your document using the following naming
convention:
*Solicitation Name_Response_Supplier Company Name_your initials.*  
For example: RFQC_ChocolateCookies_ACMEINC_MEZ

11 Once you name your document, click on **Upload the Document** to complete the upload process.

⚠️ The size of the file must not be larger than 50MB.

You can ensure that you uploaded the required document by reviewing the Supplier Response Document Title column. The uploaded documents display in this column.
12 Once you have uploaded all documents, click on Return. This screen displays.

Ensure that your document has been uploaded by checking that it displays under the Upload Completed Response Document button.

13 Review the Terms and Conditions by clicking on the Terms and Conditions button.

14 Review the Certificate of Non-Collusion by clicking on the Certificate of Non-Collusion button.

15 After reviewing these documents, place a checkmark to indicate that you have read and agreed to the terms and conditions and the certificate of non-collusion.

16 Click Submit Your Response.

When you click Submit Your Response, eSource displays an alert to notify you that your response documents have been uploaded.

17 To continue with your submittal, click OK. Otherwise, click Cancel to return to the response submission form.
Once you click OK, eSource displays this screen to notify you that your response has been accepted.
Responding at a Later Time

When you click on **Respond at a later time**, you indicate that you want to respond to the solicitation at a later time. You can enter your response to the solicitation at any time prior to the closing date and time of the solicitation event.

Once you click on **Bid at a later time**, eSource displays the Georgia Procurement Registry (GPR) search screen.
Editing Your Response to a Solicitation

You can edit or make changes to a response you already submitted. You can continue to make these changes up to the close date and time of the solicitation.

You can make the following changes:
- Add new documents.
- Delete documents you have already uploaded.
- Make changes to an attached document.
- Change your price on line items in an RFQ.
- Withdraw your response to the solicitation.

To make any changes, access the invitation email and click on the link provided for the specific solicitation event you were invited to participate.

Enter the specific User ID and Password from the invitational email.

Make any necessary changes.

Editing Your Response to an RFI, RFP, or RFQC Solicitation Event

1. To edit your response to an RFP, access the specific solicitation by accessing the invitational email and clicking on the link provided in the email.

2. Enter the User ID and Password sent in the invitational email to access the solicitation.

3. Make any necessary changes, upload any additional documents, or remove any attached document.

4. Click on any of the documents to make any changes.
5 Click **Update Your Response** to submit your changes.

6 When the updated response confirmation displays, click **OK** to submit your response.
7 Once you click OK, the following screen displays to confirm that you have updated your response. Click **Close Window** to exit eSource.

eSource sends you an email confirmation similar to this sample email.
In the event you need to make additional changes, access the original notification email to access the specific solicitation event. You can make unlimited changes to this solicitation event up to the closing date and time of the solicitation event.

**Editing Your Response to an RFQ Solicitation Event**

1. To edit your response to an RFQ, access the specific solicitation by accessing the invitational email and clicking on the link provided in the email.

2. Enter the User ID and Password sent in the invitational email to access the solicitation.

3. Make any necessary changes, upload any additional documents, or remove any attached document.
4. Click **Update your Response** to submit your changes.

5. When the updated response confirmation displays, click **OK** to submit your response.
6 Once you click OK, the following screen displays to confirm that you have updated your response. Click **Close Window** to exit eSource.

eSource sends you a confirmation email similar to this sample email.
In the event you need to make additional changes, access the original notification email to access the specific solicitation event. You can make unlimited changes to this solicitation event up to the closing date and time of the solicitation event.

**Withdrawing Your Response to a Solicitation event**

You can withdraw your response from a solicitation event at any time during the solicitation process.

1. To withdraw your response from a solicitation event, access the invitational email you received from eSource.
2. Click the link in the email to access the specific event solicitation.
3. Enter the User ID and Password from the invitational email.
4. Scroll down and click **Complete Delete of Your Response**.

This sample screen below shows the Complete Delete of Your Response button on an RFP solicitation event.
This sample screen shows the Complete Delete of Your Response button on an RFQ solicitation event.

5 Click OK to continue. Otherwise, click Cancel to keep your response.
When you click OK, the following screen displays confirming the withdrawal of your response to the solicitation event.

6 Click **Close Window** to exit eSource.

eSource sends you an email confirmation of your withdrawal from the solicitation event similar to this sample email.
You can return to resubmit a response to this solicitation event as long as the solicitation event is open.
Receiving Email Notifications from eSource

While a solicitation is open, you may receive different email notifications from eSource.

Cancellation of a Solicitation - When this happens, you receive an email stating the solicitation has been cancelled. All suppliers participating in the solicitation receive this email notification. This is a sample email notification.

Changes in the current solicitation - When this happens, all suppliers participating in the solicitation receive this email notification. This is a sample email notification.

Award Notification – Selected Supplier - When this happens, only the selected supplier or suppliers receive this email notification. This is a sample email notification.
Award Notification – Non-selected Supplier - When this happens, all suppliers who do not receive the award, receive an email similar to this one.
Viewing Closed and Under Evaluation Solicitations

You can see if a solicitation is closed and under evaluation status.

1. Access the eSource/GPR Search screen and select **Under Evaluation** in the drop down menu.

2. Click **Search** after reselecting Under Evaluation in the Bid Status field.

When you click Search, a listing of all closed/under evaluation solicitation displays.
You will not be able to view the actual bid responses until after the posting of the Notice of Intent to Award (NOIA) or the Notice of Award (NOA).

- A Notice of Intent to Award (NOIA) is normally posted when the solicitation award is $100,000.00 or greater and indicates the intent to award the solicitation to one or multiple suppliers. The form includes the supplier or suppliers who are to receive the award as well as the suppliers who did not receive the award as well as the intended award amount. The NOIA marks the beginning of the 10-day protest period.
- A Notice of Award (NOA) is always posted to indicate the winning supplier(s). The form also lists those suppliers who did not receive the award as well as the award amount.

Viewing Awarded Solicitations

1. You can view awarded solicitations by selecting Awarded in the Bid Status drop-down menu.

2. Then, click Search.
Once you click on Search, the following screen displays.

3. Click on the **Event Closing Date**.

When you click on the award date, this screen displays. On this screen, you can review:
- The actual solicitation event
• The awarded information
• The responses to the solicitation event

4 Click on **View Award Information**.

This screen allows you to view the awarded information. Note the Notice Of Award (NOA) attached under the Documents field.

5 If, on the other hand, you click **View Bid Responses**, you can view a list of all suppliers and their associated bid.
5 When you click on View Bid Responses, this screen displays.

6 To view the bid information for a specific supplier, click on Bid. A screen such as this one displays with the bid information.
Viewing Solicitations $100,000 and Above

Solicitations with an award value of $100,000 or greater must have a Notice of Intent to Award (NOIA) posted before a final award.

The NOIA indicates that the state has selected a supplier or a list of suppliers who will be awarded the contract. This marks the beginning of a 10-day protest period. During this 10-day protest period, a supplier that suspects wrong doing regarding the award process can formalize a protest. If a supplier files a protest, the NOIA time period remains suspended until the protest situation is settled. Meanwhile, participating suppliers receive an email notifying them of the NOIA.

1. You can view solicitations that have the NOIA status by selecting Notice of Intent to Award from the list of choices in the Bid Status field and clicking Search.
The following is an example of a search of all solicitation events under NOIA status. Notice that the Closing Date field indicates the remaining number of days for the event and the Event Status field indicates the status of the solicitation event.

2. Click the eSource number.
3 By clicking the eSource number, the following screen displays to allow you to view more information about this solicitation. Click **View Responses** to view all suppliers who responded to this event.

Clicking to view the responses shows all suppliers who responded to the event and their corresponding responses.
4 Clicking the corresponding Bid button allows you to view the following:

- View the actual solicitation event.
- View the participating supplier’s responses.
- View the Notice of Intent to Award (the NOIA contains the name of the supplier(s) that will receive the award, as well as, the suppliers who will not receive the award and the amount of the award.)

5 Clicking on the View Notice of Intent to Award displays the NOIA document.
Then, a screen similar to this one displays with the NOIA information.

The State intends to award a contract to the apparent successful offeror(s). The Notice of Intent to Award should not be considered as a binding commitment by the State. Inquiries should be addressed to the Issuing Officer. Although the State will provide the reason(s) an offeror was not successful in accordance with Georgia law, please note that the reasons listed below under the name of the unsuccessful offeror(s) should not be interpreted as an

Award Type: PRIMARY / SECONDARY

<table>
<thead>
<tr>
<th>Award NGIP Code(s)</th>
<th>Company Name</th>
<th>Award Amount</th>
<th>Company Name</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>204204</td>
<td>HEWLETT-PACKARD COMPANY</td>
<td>$ 10521</td>
<td>JARDEN CORPORATION</td>
<td>$ 9242</td>
</tr>
</tbody>
</table>

The total proposed award amount is $ 18521.00
All suppliers who responded to the event receive an email with the NOIA information.

Once the 10-day protest period expires, if there is no protest filed or once the protest has been settled, the issuing officer will issue and post a Notice of Award (NOA). The NOA lists the supplier who has been selected to receive the award, the reason for the selection and the award amount, as well as, the list of the suppliers who did not receive the award and the rejection reason.

Once the issuing officer posts the NOIA or the NOA, it also posts on the Georgia Procurement Registry (GPR) automatically as eSource is part of the GPR.

Posting the NOA triggers eSource to send an email to the awarded supplier(s). The awarded supplier(s) who participated in the solicitation receive an email similar to this example.

Similarly, the suppliers who did not receive the award receive a similar email indicating that they were not selected to receive the award.
NOTICE OF AWARD

cSource Number ES-RFQ 04780-95

Congratulations, you have been selected as part of eSource # ES-RFQ 04780-95, entitled "Technical Books for Dental Tech Program" for which you recently submitted an order response.

Access the supobination for further details. The award office will contact you in the near future.

Contact Information:

AGENCY: Bolton Technical College
CONTACT NAME: Ann, Dean
CONTACT PHONE: 444-444-4444

Please sign and return this letter of award for the record.

signature