

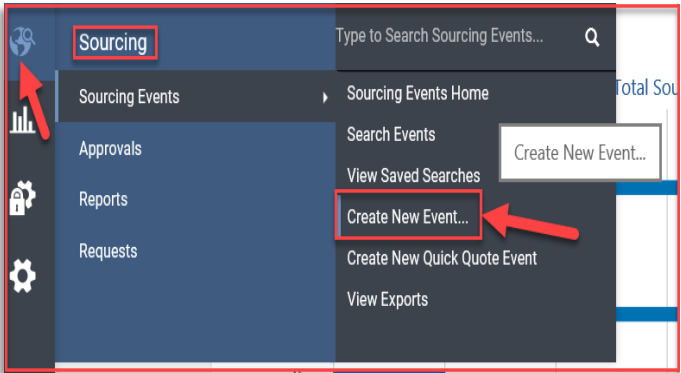




Electronic Request for Qualified Contractors (eRFQC) Process

Jaggaer Sourcing Director for the University System of Georgia

Create Draft eRFQC	
<p>1. Access Website to Sign In</p> <ol style="list-style-type: none">Open up a web browserGo to https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia	
<p>2. Enter Logon Credentials</p> <ol style="list-style-type: none">Enter User NameEnter PasswordSelect "SIGN IN"	
<p>3. Access the Sourcing Menu</p> <ol style="list-style-type: none">Navigate to Sourcing Menu Icon Select "Sourcing Events"Select "Create New Event..."	

Create Draft eRFQC

4. eRFQC Title and State Entity Name

- In the “Event Title” Field, **include the State Entity Abbreviation** plus Event Title Name (e.g. MGA Prequalification for Repair Services)
- Select/Confirm your State Entity’s name
- Click “Next”

Tip: including State Entity Name in Event Title will assist in Sourcing Director event list (as there is no column to display state entity’s name).

Create Sourcing Event

About the Sourcing Event (Step 1 of 2)

Event Title * MGA Prequalification for Repair Sen

Entity * Middle Georgia State University

* Required

Next >

5. Select Event Type and Template

- In the “Event Type” Field, click the magnifying glass
- Select “Request for Quote”
- RECOMMENDED:** Use the eRFQ template to simplify event creation
 - Click the magnifying glass for the “Create from Template” field
 - Click the “Select” button for eRFQ template or Skip step c if you want to create your own event and upload completed eRFQ template under Buyer attachments.

OR

- Skip step c if you want to create your own event and upload completed eRFQ template ([SPD-SP020 eRFQC Template](#)) under Buyer attachments.
- Select “Create Sourcing Event”

Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

Event Type * Event Type

Create from Template Template Name

Sourcing Event Type

Name

Request for Information Select

Request for Proposal Select

Request for Qualified Contractors Select

Request for Quote Select

Selected Value

No Value Selected

Close

Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

Event Type * Request for Qualified Contractors

Create from Template Template Name

* Required

Previous Create Sourcing Event

Sourcing Event Templates

Name

eRFQC Template Select

Create Draft eRFQC

Create Sourcing Event ×

About the Sourcing Event *(Step 2 of 2)* ?

Event Type * ⊙ Request for Qualified Contractors × Q

Create from Template eRFQC Template × Q

* Required ← Previous **Create Sourcing Event**

6. Confirmation of Draft Event

- Verify that draft Event has been successfully created

Sourcing > Sourcing Events > Search Events

MGA Prequalification for Repair Services
58300-eRFQC-00000285-2022

Type: Request for Qualified Contractors
Event Status: Draft

Settings and Content ∨

Setup ✓
Additional Event Details ✓

Event Title * MGA Prequalification for Repair Ser...
Event Type ⊙ Request for Qualified Contractors
Entity Middle Georgia State University
Event Number * 58300-eRFQC-00000285-2022
Stage Title ⊙

Success
The draft Event, entitled MGA Prequalification for Repair Services, has been successfully created in Sourcing Director.

Once the event draft is created, you'll complete a setup wizard to assist with completion and submission of your event.

At the bottom of each page of the wizard, there is a button to save progress and to move on to the next page.

You can also navigate through the various pages of the setup wizard by selecting the page desired on the left side of the screen.

There is also a Tools option at the bottom of the setup wizard. Continue event set-up by completing steps below.

Type: **Request for Qualified Contractors**

Event Status: **Draft**

Settings and Content ∨

Setup ✓

- Additional Event Details ✓
- Users ✓
- Description ✓
- Prerequisites 5
- Buyer Attachments 2
- Supplier Attachments ✓
- Questions 20
- Supplier General Informa... ✓
- Mandatory Questions ✓
- Mandatory Scored Questi... ✓
- Additional Scored Questi... ✓
- Additional Item Fields ✓
- Price Components ✓
- Items 1
- Suppliers 0
- Review and Submit ✓

* Required Save Progress Next >

Complete Event Set-Up

7. Settings and Content

- View Event Title and Edit as needed
- Note that Event Number is automatically assigned by the system
- The "Stage Title" field should be left blank during set-up

NOTE: The Event Type and Entity cannot be edited once the draft is created. If there was an error in selecting the Event Type or Entity, then the draft event should be deleted and a new drafted started.

MGA Prequalification for Repair Services
58300-eRFQC-00000285-2022

Type: Request for Qualified Contractors
Event Status: Draft

Settings and Content ▾

Setup ✓
Additional Event Details ✓

Setup

Event Title * MGA Prequalification for Repair Ser

Event Type Request for Qualified Contractors

Entity Middle Georgia State University

Event Number * 58300-eRFQC-00000285-2022

Stage Title

8. Select First NIGP Code

- Click the "Edit" button for Reporting NIGP Code
- Search for the NIGP code by number or text description and click the magnifying glass icon
- View the search results and click "Select" for the desired code
- Confirm the desired code appears or select "edit" to modify

IMPORTANT: Do NOT select an NIGP code ending in "00". No suppliers are allowed to register with NIGP codes ending in "00" so this would prevent email notifications being sent to registered suppliers.

▼ NIGP Codes

Reporting NIGP Code - Edit

Additional NIGP Codes - Edit

Forced Supplier Invitation by NIGP Code Yes

NIGP Codes

consulting

Q

< > Page 1 of 4 1-20 of 79 Results 20 Per Page ▾

NIGP Code	Description	Select
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	Select
91800	CONSULTING SERVICES	Select
91802	Audio/Visual Consulting Services	Select

▼ NIGP Codes

Reporting NIGP Code 91802 - Audio/Visual Consulti... Edit

Additional NIGP Codes - Edit

consulting

Q

< > Page 1 of 4 1-20 of 79 Results 20 Per Page ▾

NIGP Code	Description	Select
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	Select
91800	CONSULTING SERVICES	Select
91802	Audio/Visual Consulting Services	Select
91803	Alcohol and Drug Abuse Consulting Services	Select
91804	Accounting/Auditing/Budget Consulting	Select
91806	Administrative Consulting	Select
91807	Advertising Consulting	Select
91809	Agricultural Consulting	Select
91810	Air Pollution Consulting	Select

Close

Complete Event Set-Up

9. Select Additional NIGP Codes

- To add more than one NIGP code (RECOMMENDED), select the “edit” button beside Additional NIGP codes
- Repeat the steps above to search
- Click the box to add a “check” for each desired additional code
- Click “Done”
- Click “Save Progress” at the bottom of the page
- To view codes select, click “xx Values Selected” to view additional codes

TIP #1: You must first select “Save Progress” before you are able to click and view the codes that are selected for the Additional NIGP Codes line.

TIP #2: To remove an NIGP Code selected in error, click Edit and then search for the specific NIGP code to be removed. From the search results, select “Remove” (for the reporting NIGP code line) or deselect the checkbox (for the additional NIGP code line).

NIGP Code	Description	
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
91800	CONSULTING SERVICES	<input type="checkbox"/>
91802	Audio/Visual Consulting Services	<input type="checkbox"/>
91803	Alcohol and Drug Abuse Consulting Services	<input type="checkbox"/>
91804	Accounting/Auditing/Budget Consulting	<input type="checkbox"/>
91806	Administrative Consulting	<input type="checkbox"/>
91807	Advertising Consulting	<input checked="" type="checkbox"/>
91809	Agricultural Consulting	<input checked="" type="checkbox"/>
91810	Air Pollution Consulting	<input checked="" type="checkbox"/>
91811	Anthropology Consulting	<input type="checkbox"/>
91812	Analytical Studies and Surveys (Consulting)	<input type="checkbox"/>

10. Payment

- Currency will always default to US Dollar
- Insert the estimated purchase price for your event. NOTE: The system will use this amount to calculate “savings” (if any) based on final award amount.

* Also re-enter the same amount under Additional Event Details field. This is used for delegated purchasing authority (DPA) workflow.

Complete Event Set-Up

11. Bid and Evaluation

- Sealed bid - will always default to Yes.**
- Use Panel Questionnaire – will always default to Yes.** Buyer may use this feature if the eRFQC includes a scored technical component.
- Auto Score** – allows buyer to set automatic points per question. **Not generally applicable to RFQCs. Recommend sent to “No.”**
- Allow Split Item Quantity in Evaluations** – permits awarding items to multiple Suppliers. **Will always default to Yes.**

▼ Bid and Evaluation

Sealed Bid Yes

Use Panel Questionnaire Yes No

Auto Score Yes No

Allow Split Item Quantity in Evaluations Yes

The event creator manages which users can see supplier prices. If you believe that you should be able to see prices on the sourcing event, then contact the event creator for further assistance. Select any additional applicable options.

12. Display and Communication

- VISIBLE TO PUBLIC will always default to Yes
- Enter brief description to be displayed on Jaggaer Sourcing Director site. **RECOMMENDED:** include the state entity’s full name in the description.
- Restrict Buyer Notification will always default to Yes so that only the issuing officer will receive event-related notifications. If you want additional users to receive notifications, those can be added in User Tab under Notifications Recipients.

▼ Display and Communication

Visible to Public Yes

Public Event Short Description
Middle Georgia State University is seeking a consultant to help assist with implementing results
31 characters remaining

Restrict Buyer Notifications Yes

Notification Recipients * Only Notification Recipients will be eligible to receive system-generated event notifications. [Edit Users](#)

13. Posting Dates

- Verify Time Zone is set to “Eastern Standard Time”
- Identify “Open Date” (must be today or in the future)
 - Click Calendar to Select Date
 - Click Clock to Select Time
- Identify “Close Date”
 - Click Calendar to Select Date
 - Click Clock to Select Time
- Sealed Bid Open Date** – Defaults to “Same as Close Date” which allows Issuing Officer to access bids as soon as the event closes. **Do not change.**
- Show Sealed Bid Open Date to Suppliers** – Defaults to “Show Sealed Bid Open Date to Supplier”. **Do not change.**

▼ Dates

Time Zone

Open Date *

Close Date *

Q&A Submission Close Date *

★ Required

April 30, 2020


Complete Event Set-Up

f. Select "Save Progress"



IMPORTANT: VERIFY THAT YOU HAVE NOT SELECTED A STATE HOLIDAY, WEEKEND OR OTHER DATE WHEN YOU WILL BE OUT OF THE OFFICE. ENSURE CLOSING TIME IS BETWEEN THE FOLLOWING TIMEFRAME (10AM – 2PM) TO ENSURE SUPPLIER'S ACCESS TO HELPDESK SUPPORT.

TIP #1: Once the date is selected, the time defaults to 12:00 AM. Be sure to revise the time to normal business hours.


TIP #2: Click the  symbol for Close Date to view the posting guidelines based on dollar value.

TIP #3: *Wait to finalize the event open and close dates* until you are ready to finalize and post the Event. This prevents posting with "old" dates that are invalid or failing to observe the minimum posting period.



The Close Date is the date in which the bidding period ends and Suppliers can no longer submit a response.

Public Posting Guidelines

If the Estimated Contract Value is...	Then the Posting Period is...
\$0 - \$24,999.99	No Posting Required
\$25,000 - \$99,999.99	Minimum of 3 Business Days
\$100,000 - \$249,999.99	Minimum of 5 Business Days
\$250,000 and above	Minimum of 15 Business Days
Construction/ Public Works Contracts	Minimum of 30 Calendar Days

Close Date * 






Sealed Bid Open Date *  Same as Close Date

Show Sealed Bid Open Date to Supplier  Show Sealed Bid Open Date to Supplier 

14. Set Q&A Deadline

- Identify Deadline for Suppliers to submit questions to the issuing officer
 - Click Calendar to Select Date
 - Click Clock to Select Time
- Select "Save Progress"
- Select "Next"

TIP: The deadline for submitting questions should allow enough time for the issuing officer to review and post answers prior to the closing date. For that reason, **do not select** the "Same as Close Date" box for the Q&A deadline as this does not allow time for responses.

Q&A Submission Close Date *  Same as Close Date    Do not select 

Complete Event Set-Up

Complete Event Set-Up	
	<p>★ Required Save Progress Next ></p>
<p>15. Additional Event Details</p> <ol style="list-style-type: none">Re-enter Estimated Dollar Value (Put in the same amount as in Payment section above)Enter Fiscal Year Event will be Awarded (e.g., 2020, 2021, etc.)Select appropriate Purchasing Type from drop-down listSelect Category Type from drop-down listOPTIONAL: Enter state entity's website address in the URL field. (Optional)	<div data-bbox="792 247 1406 667"><p>▼ Additional Event Details</p><p>Dollar Estimate (Re-Enter Estimated Dollar value) ★ ? Field Validation</p><p>Fiscal Year ▼</p><p>Purchasing Type ★ ▼</p><p>Category Type ★ ▼</p><p>URL ▼</p></div>
<p>16. Enter Offerors' Conference Information</p> <ol style="list-style-type: none">Indicate whether an offerors'/bidders' conference will be conducted by the State Entity.<ol style="list-style-type: none">Choose "N/A" if no conference will be held<u>OR</u>If conference will be offered, select whether supplier attendance is "Optional" or "Mandatory". Continue to identify location and additional comments related to conference.Select "Save Progress"Select "Next" <p>NOTE: This information is transmitted and displayed on the Georgia Procurement as part of the public notice. The issuing officer must also include offerors' conference information by publishing SPD-SPR010 Bidders/Offerors' Conference Announcement in the Buyers' Attachment section.</p>	<div data-bbox="792 730 1315 1331" style="border: 2px solid red; padding: 5px;"><p>▼ Offerors' Conference Information</p><p>Offerors Conference ★ ? Mandatory ▼</p><p>Offerors Conference Date 06/04/2020 mm/dd/yyyy</p><p>Offerors Conference Time (HH:MM AM/PM) 10.00 am</p><p>Offerors Conference Location 1972 characters remaining</p><p>Offerors Conference Street 1974 characters remaining</p><p>Offerors Conference City City</p><p>Offerors Conference State GA ▼</p><p>Offerors Conference Zip 30033</p><p>Offerors Conference Comments 1972 characters remaining</p></div>

Complete Event Set-Up

17. Review/Assign Users

- Verify Event Creator and Owner information is correct
- Verify contact information that will be displayed to suppliers is correct
- OPTIONAL: assign additional stakeholders (if any) that will have access to view the event and responses
 - Click Edit Users
 - Search by username, email address
 - Select Individual
 - Select "Save Changes"
- Select "Save Progress"
- Select "Next"

NOTE: only individuals with Jaggaer accounts will be visible; contact the CUPO to add users.

18. Description

- If the eRFQC template was selected, then the tool prepopulates standard text. Review "Instructions to Issuing Officer", edit text, and then delete notes
- Otherwise, please add text
- Please be sure to include state entity's full name in the description

TIP: To remove yellow highlighting, select the text and then click the "Paint Bucket" icon to change the background color. Select top left box for "white" or no background color

NOTE: this description will be displayed to suppliers on the Georgia Procurement Registry

19. Stage Description

- This is not applicable to RFQCs. This should be left blank.
- Select "Save Progress"
- Select "Next"

20. Review and Edit Event Prerequisites

- If the eRFQC template was selected, then the tool prepopulates standard Event Prerequisites

Complete Event Set-Up

- b. To add additional prerequisites, click “Add Prerequisite” and select from the following:
 - i. “Add New Prerequisite” (to add custom) OR
 - ii. Select “Add from Library” (to select standard prerequisite)

Note: Suppliers must acknowledge/respond to prerequisites (either before accessing the event or before submitting an electronic response depending on how the prerequisite is configured).

The lock symbol indicates the supplier must acknowledge prior to viewing the event.

The star symbol indicates the supplier must acknowledge prior to submitting an electronic response

Required to View Event

★ Required to Enter Bid

Instructions to supplier	Prerequisite Content	
eRFQ Instructions for Suppliers ★	eRFQ Instructions for Suppliers eRFQ+Additional+Instructions.docx	Actions ▾
General Pricing Rules ★	General Pricing Rules GeneralPricingRules.docx	Actions ▾
Georgia Standard Terms and Conditions ★	Georgia Standard Terms and Conditions	Actions ▾
Proposal Certification & Certificate of Non-Collusion ★	Proposal Certification	Actions ▾
Registration in Team Georgia Marketplace™ ★	Registration in Team Georgia Marketplace™	Actions ▾
Restrictions on Communications with State Staff ★	Restrictions on Communicating with State Staff	Actions ▾
Supplier Q&A Board ★	Supplier Q&A Template SPD-SPR004SupplierQandATemplate.doc	Actions ▾

Prerequisites

Add Prerequisite ▾

Add New Prerequisite

Add from Library

Add Event Prerequisites (CONT.)

- i. **Add New Prerequisite (to add custom)**
 - a. Select “Add New Prerequisite”
 - b. In the “Instructions to supplier”, add a title to describe the requirement
 - c. For “prerequisite content”, select to enter text directly or attach a file with additional information
 - d. For “Type”, select whether the prerequisite is “optional,” “required to view event” or “required to enter bid.”
 - e. Edit “Certification Text” as desired
 - f. If the supplier is required to include an attachment, select the checkbox
 - g. Use the Display Order to change position of new prerequisite as it will appear with any other prerequisites added
 - h. Select “Save Changes”
 - i. Repeat the steps above to add additional custom prerequisites

Prerequisites

Add Prerequisite ▾

Add New Prerequisite

Add from Library

Add Prerequisite

Instructions to supplier *

1000 characters remaining

Prerequisite Content *

Type *

Type *

Certification Text *

Optional

Required to View Event

Required to Enter Bid

Certification Text *

444 characters remaining

Supplier Must Also Upload a File

Hide Display Position Options

Display Order *

* Required

Save Changes Close

Add Event Prerequisites (CONT.)

- i. **Add Prerequisite from Library (standard)**
 - a. Select “Add from Library”
 - b. Select the magnifying glass
 - c. Click “Select” for GA Library
 - d. Click “checkbox” for each desired prerequisite

Prerequisites

Add Prerequisite ▾

Add New Prerequisite


Add from Library

Complete Event Set-Up

- e. Click “Add Selected Prerequisites”
- f. Confirm desired prerequisites appear
- g. Click the “Actions” drop-down to edit or delete
- h. Repeat the steps above to add additional prerequisites
- i. Click “Save Progress”
- j. Click “Next”

Add Prerequisites from Library


Choose Where to Add From

Library * 

> Show Display Position Options

* Required Add Selected Prerequisites Close

Select Values



Name

GA Library Select

Selected Value

No Value Selected

Close

Add Prerequisites from Library

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT - SUB-CONTRACTOR *	AFFIDAVIT	
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT *	GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT	
Download the tax compliance form, and upload your completed response. *	Sales and Use Tax Compliance	
Proposal Evaluation, Negotiations and Award *	Proposal Evaluation, Negotiations and Award	
Registration in Team Georgia Marketplace™ *	Registration in Team Georgia Marketplace™	
Proposal Certification & Certificate of Non-Collusion *	Proposal Certification	
Georgia Standard Terms and Conditions *	Georgia Standard Terms and Conditions	
Sensitive/Confidential Information	Sensitive/Confidential Information	
Mandatory Bidders/Offerors Conference *	Mandatory Bidders/Offerors Conference	
Pre-Qualification *	Pre-Qualification	
eRFI Certification *	eRFI Additional Instructions	

* Required Add Selected Prerequisites Close

* Required < Previous Save Progress Next >


The star symbol indicates the supplier must acknowledge prior to submitting an electronic response

The lock symbol indicates the supplier must acknowledge prior to viewing the event

21. Add Buyer Attachments

- a. Select “Add Attachment” and select from:
 - i. Add New Attachment
 - OR
 - ii. Add from Library
- b. For **New Attachments**, please
 - i. Create a Display Name (which will appear to the supplier)
 - ii. Click “Select File” to search for file, browse and click the file, then click open
 - iii. Confirm desired file Appears
 - iv. Add any additional comments for the file
 - v. Click “Save Changes”

Buyer Attachments

Add Attachment 

Add New Attachment

Add from Library

...s below.

Complete Event Set-Up

- vi. Repeat steps above for each additional file
- c. On main “Buyer Attachments” page, select “Actions” button to edit, delete or modify the attachments
- d. Click “Save Changes”
- e. Click “Next”

TIP: If you are using the eRFQC template within Jaggaer Sourcing Director, there is no need to separately attach SPD-SP020 State Entity eRFQC Template.

Add Attachment

Attachment Type File Link

File Drop files to attach, or browse.

MGA Project Background Informatic 100%

Maximum upload file size: 50.0 MB

Comments

1000 characters remaining

Display Order

Required

Buyer Attachments

Attachment	Version	Size	Added By	Modified Date	Actions
eRFQ Template eRFQ Template.urlf	1	0 KB	Leena Patel	4/29/2020 9:28:05 PM	Actions
E-Verify Affidavit E-Verify Affidavit.urlf	1	0 KB	Leena Patel	4/29/2020 9:28:46 PM	Actions
Questions and Answers Questions and Answers.urlf	1	0 KB	Leena Patel	4/29/2020 9:29:03 PM	Actions
Sample File Sample File.docx	1	118 KB	Mary SPD Admin	5/1/2020 4:26:25 PM	Actions

Required

22. Supplier Attachments

- a. Observe that all event types are set up to allow suppliers to upload attachments
- b. Click “Next”

Supplier Attachments

For this event suppliers will be able to upload attachments with their bid response.

23. Event Questions

- a. **RECOMMENDED:** To allow suppliers to answer questions directly within the Sourcing Tool, add event questions.
- b. When using the template, the tool will prepopulate standard questions.
- c. To add event questions, you can use any of the following options:
 - i. Select “Add New Question” to enter a custom question
 - ii. Select “Add from Library” for standard questions

Questions

On This Page

Group 1: eRFI

Group 2: Supplier

If importing questions from a file, you must use the system template

#	Question Text	Conditional Upon	Response Type	Actions
1.1	Supplier Question Text		Yes/No	Edit

Response is Required Protected Content from Template

Complete Event Set-Up

- iii. Select "Import from File" to upload previously prepared questions
IMPORTANT: you must use system template.
 - iv. NOTE: If the eRFQC template was selected during event set-up, the buyer will have existing event questions pre-populated. To maintain the existing questions and add additional within the template, select "Export Questions" to obtain system template while also maintaining existing page structure and pre-populated questions.
- d. Questions are organized into "Pages" and, on each Page, into "Groups".
 - i. From the main Question page, select "Add Question Page". Or select "Add Question Group" to add a new group on an existing page.
 - ii. To add a new question to a particular group, select the "Add Question" button for the identified group.
 - e. Select "Save Progress"
 - f. Select "Next"

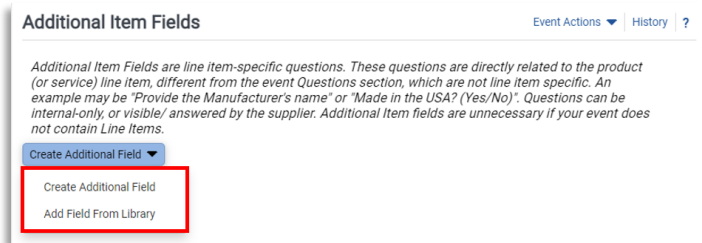
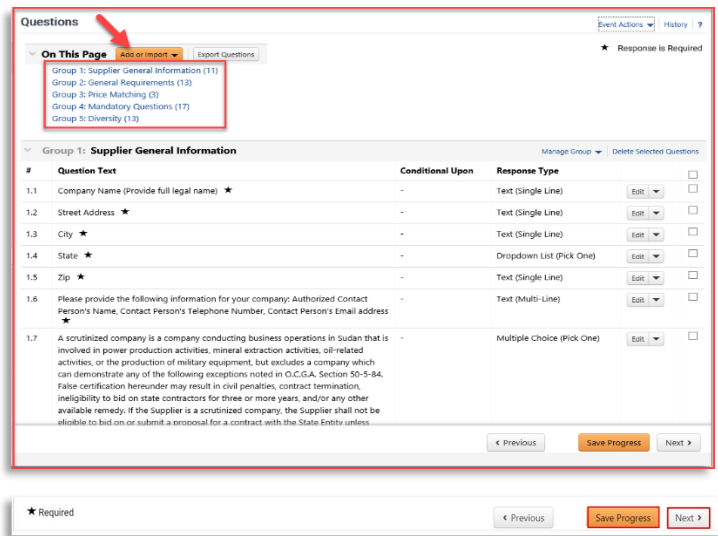
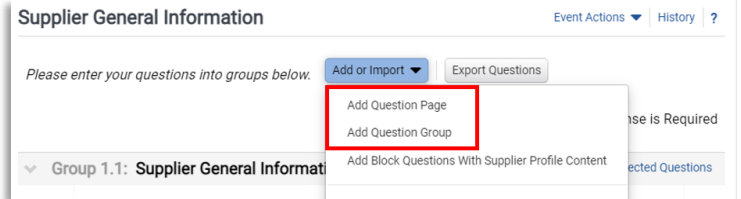
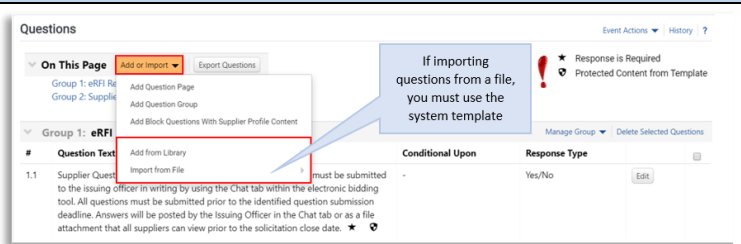
NOTE: Use of Event Questions is optional but **strongly recommended**. As an alternative, questions can be uploaded as a file attachment in the Buyer Attachments section.

TIP: Review the *Import Event Questions Quick Reference Guide* for additional instructions.

24. Add Additional Item Fields (OPTIONAL)

NOTE: Not generally applicable to eRFQCs.

- a. Additional Item Fields allows the Buyer to capture supplier data at the cost line item level. These questions are directly related to the product (or service) line item, different from the event Questions section, which are not line item specific. For example, for each cost line item, the buyer may include item fields to capture product information such as the Manufacturer's name, or whether the product is made in the USA.
- b. Select "Create Additional Field" and choose:



Complete Event Set-Up

- i. "Create Additional Field" (to create custom question)
- OR
- ii. "Add Field From Library" (to browse and select standard content)
- c. If creating custom additional field, then complete the following steps:
 - i. Enter Name for field
 - ii. Integration Id may be left blank
 - iii. Add text in Description as needed to assist suppliers in responding
 - iv. For "Applicable To", choose whether the additional field is applicable to product line items, service line items or both.
 - v. For "Supplier Can Respond", be sure to select "Yes" and also check "Supplier response is required"
 - vi. From the "Field Type" drop-down menu, choose desired response type for supplier (Text (single line), Text (Multi-line), Yes/No, etc.)
 - vii. Select "Save Changes"
 - viii. Repeat steps above to add more additional fields
- d. If selecting from library, then click the magnifying glass and then select GA library on the next screen. From the menu, view the options, check the box to select, and then select "Add Selected Item Fields"

TIP: Finalize cost line items (next step) before adding additional item fields.

Create Additional Field

Name * [Text Input] 100 characters remaining

Integration Id [Text Input] 100 characters remaining

Description [Text Area] 1000 characters remaining

Applicable To * Product Line Item Service Line Item Both

Supplier Can Respond Yes No
 Supplier response is required

Field Type * [Dropdown]

* Required [Save Changes] [Close]

Add Additional Item Fields from Library

Choose Where to Add From

Library * [Search] Type to filter... [Magnifying Glass]

> Show Display Position Options

* Required [Add Selected Item Fields] [Close]

Select Values

[Search]

Name

GA Library [Select]

Add Additional Item Fields from Library

Choose Where to Add From

Library * GA Library [X] [Magnifying Glass]

Name	Field Type	Applicable To	Supplier Can Respond
<input type="checkbox"/> What is the brand/manufacturer's name that you are quoting? *	Text (Single Line)	Product Line Item	Yes
<input type="checkbox"/> What is the model number for this equipment? *	Text (Single Line)	Product Line Item	Yes
<input type="checkbox"/> Please list complete warranty information for the item that you are quoting. Include contact info. *	Text (Multi-Line)	Product Line Item	Yes

> Show Display Position Options

* Required [Add Selected Item Fields] [Close]

25. Add Cost Line Item(s)

- a. The Items page allows the Buyer to create one or more cost line items for suppliers to submit pricing. Lines may be created on the Product Line Items tab, Service Line Items tab or both. **IMPORTANT: Although eRFQs do not result in contract award, the buyer must be able to select those suppliers that are considered pre-qualified and publishing this information.**

Items [Event Actions] [History] [?]

Product Line Items (1) Service Line Items (1)

Go To All Groups [Add or Import] [Export Items] * Unit Price is Required

Group S1 (1-1 of 1 Items) [Manage Group] [Delete Selected Item(s)]

#	Name	Description	Qty	UOM	Requested Service Delivery
S1.1	Labor Total Cost *		1	Lot	- [Edit] [X]

[Add Service Line Item]

Complete Event Set-Up

To do so, the Buyer MUST have at least one cost line item.

- b. Select the desired tab. If your solicitation includes both products & services, you will add items for both tabs. NOTE: if you used a template to create your event, you will have pre-populated content. Edit or delete as desired.
- c. Select “Add Product Line Item”/ “Add Service Line Item, and choose:
 - i. “Add New Item” to create custom cost line item. Enter required information. **IMPORTANT: be sure to check the box for “Unit Price is Required.”** This ensures the suppliers does not leave the price line blank (which will prevent contract award). Select “Save Changes”.
 - ii. “Add Item from Library” to browse and select standard line items. Click the magnifying glass and then select GA Library. Check the box to select desired cost line items and then click “Add Selected Items”.
- d. If you have a significant number of line items to add, then select “Add or Import” and choose and of the following:
 - i. “Add Item Group” to create one or more groups to organize multiple cost lines
OR
 - ii. “Import from File” to download Excel file template, populate and then import (beneficial for large number of cost line items)

TIP #1: NIGP codes can be added to the line item, if desired. However, only NIGP codes added in the “Set-up” section will display on the GPR and generate supplier invitations.

TIP #2: Since cost is not being requested, the buyer must include a note instructing suppliers as to the dollar amount to enter. Please see sample text shown here. **Buyers should never instruct suppliers to enter \$1 in the total cost line item as this will generate an inaccurate protest filing period countdown on the Georgia Procurement Registry.**

IMPORTANT: Check “Unit Price is Required” to ensure Supplier is prompted to enter pricing

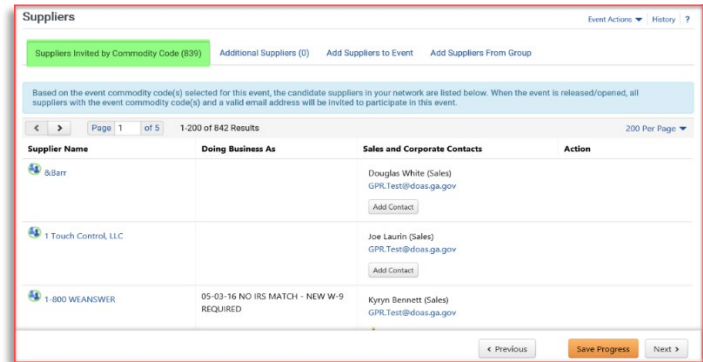
#	Name	Description	Qty	UOM	Requested Service Delivery	
S1.1	eRFQC Estimated Value *	For system purposes on... (See full description)	1	-	-	Edit

Complete Event Set-Up

26. View Suppliers Invited by Commodity Code

- View the “Suppliers Invited by Commodity Code” tab to see which registered suppliers will receive an email notification based on the NIGP Codes selected in the “Setup” section.
- Proceed to the next step to invite additional suppliers

TIP: if the tab is blank, return to the “Setup” section and select NIGP codes.



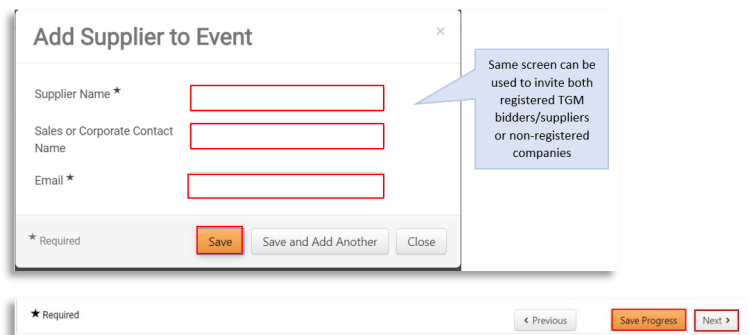
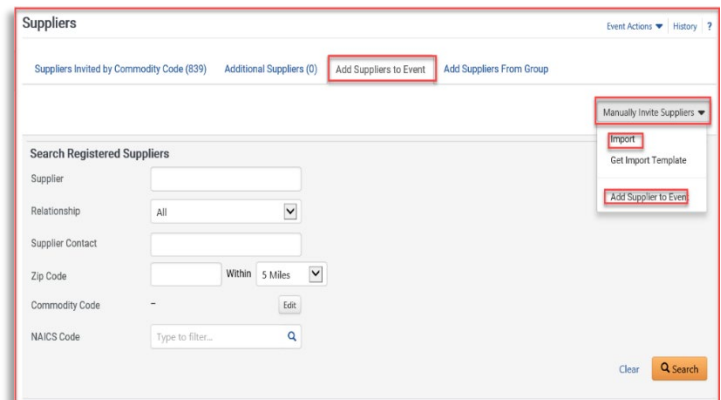
27. Invite Additional Suppliers

- Select the “Add Suppliers to Event” tab and choose to:
 - Invite additional registered suppliers by search

OR

 - Select “Manually Invite Suppliers” and desired option
- To add by “Search Registered Suppliers”:
 - Enter part of the Supplier’s name
 - Select Relationship (In Network or Out of Network) See note below.
 - Select desired supplier from results
- To manually invite suppliers:
 - If only adding a few suppliers, then select “Add Supplier to Event”, enter Supplier Name, contact person and email address and then click “Save” or “Save and Add Another”
 - If adding multiple suppliers, then select “Get Import Template”, download and complete template, and then select “Import” to import file
- Select “Save Progress”
- Select “Next”

NOTE: The “Search Registered Suppliers” menu allows the buyer to search for additional companies that are registered in Team Georgia Marketplace™ (TGM) (*In Network*) or that are registered directly with Jaggaer (*Out of Network*). The buyer can search for suppliers by name, supplier contact, location or NAICS code. As the State has not adopted NAICS codes, this search feature will not work to find *In Network* suppliers.



Complete Event Set-Up

28. Review and Submit

- Review your progress for each section
- Click the Section Title to return to a section for editing
- Once satisfied, click “Submit”
- View the “Event Submitted” confirmation page and summary of your event posting
- If there is workflow surrounding the event, Approval Steps can be viewed by clicking “View Approval Steps”
- In this example as the Estimated Value is above the state entity’s DPA limit there is an SPD’s Approval step before the bid is released to suppliers.
- View the “Event Submitted” confirmation page and summary of your event posting. Notice the Event Status is in Pending Approval as the event is under SPD for approval. Once SPD approves the event, the Event status will be changed to ‘Open’ as it will be released to suppliers and an email notification will be sent out to all the suppliers that are matched to the event NIGP codes.



IMPORTANT: Once the event is under ‘Open’ status you can verify it on the GPR Public Interface

<https://ssl.doas.state.ga.us/gpr/>

Section	Progress
Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	✓ No Required Data
Buyer Attachments	✓ No Required Data
Supplier Attachments	✓ No Required Data
Questions	✓ No Required Data
Items	✓ 2 Required Data Provided
Suppliers	✓ 839 Required Data Provided

Event Summary			
Event Title	UGA Consulting eRFQ	Time Zone	EDT/EST - Eastern Standard Time (US/East-Indiana)
Event Type	Request for Quote	Open Date	4/30/2020 12:00:00 AM
Entity Name	Middle Georgia State University	Close Date	5/5/2020 12:00:00 AM
Event Number	58300-eRFQ-000000181-2020		
Event Status	Approved		

29. Complete Final Approvals

- Select “Return to My Event”
- Observe the event status. If status is “Approved”, no further action is required. If status is “Pending”, then review pending approvals.
- Open the “Tools” menu and select “Approvals”
- Observe the steps remaining in the “Sourcing Event Approval Workflow” tab. The **Buyer Pre Bid Finalization** approval step requires the buyer to approve the event before it will be in approval status.
- Perform a final review of your event. When ready, select the “Workflow Actions” drop down. Select “Approve.”

MGA Prequalification for Repair Services	
Type:	Request for Qualified Contractors
Event Status:	Pending
Settings and Content	
Setup	✓
Additional Event Details	✓

Setup	
Event Title *	MGA Prequalification for Repair Ser
Event Type	Request for Qualified Contractors
Entity	Middle Georgia State University
Event Number *	58300-eRFQC-000000285-2022
Stage Title	

Complete Event Set-Up

- f. Observe new status of event. If no other approvals are remaining, the status will display as "Approved."

NOTE: Once the scheduled open date/time arrives, the event will transition to "Open" status, a public notice will appear on the Georgia Procurement Registry, and courtesy emails will be sent to all invited suppliers.

MGA Prequalification for Repair Services

58300-eRFQC-00000285-2022

Type: Request for Qualified Contractors

Event Status: Pending

Settings and Content >

Evaluations >

Panel Questionnaire >

Tools ▾

Internal No

Exports and Imports

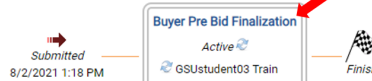
Q & A Board

Approvals

Award Notifications

Approvals

Sourcing Event Approval Workflow Sourcing Event Evaluation Workflow



Workflow Actions ▾

Approve

This event is **Approved**. It will be opened to suppliers on 9/1/2021 2:00 PM EDT.

MGA Prequalification for Repair Services

58300-eRFQC-00000285-2022

Type: Request for Qualified Contractors

Event Status: Approved

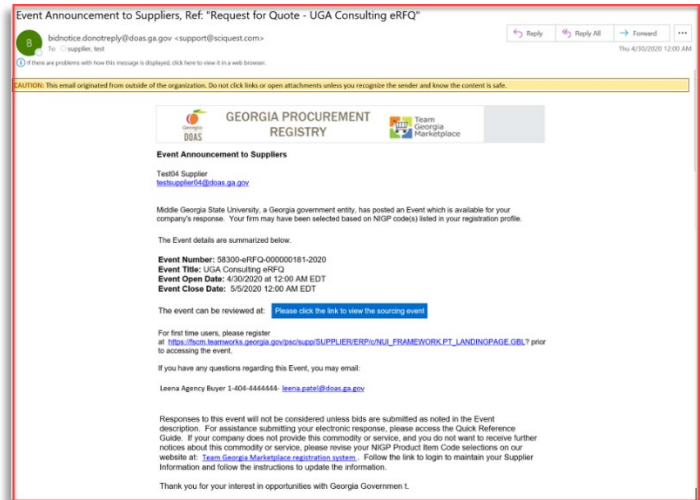
Approvals

Sourcing Event Approval Workflow

Complete Event Set-Up

30. Email Notification to Supplier

Once the event is Open, email notifications will be sent to all invited suppliers. The email will include a link to view the event. Interested suppliers may elect to respond. To submit an electronic bid, suppliers will be prompted to create an account in Jaggaer Sourcing Director.



Managing Question and Answer (Q&A) Board

Review the *Managing Q&A Board Quick Reference Guide* for additional instructions.

Amending, Extending or Cancelling Events

Review the *Amending, Extending or Cancelling Events Quick Reference Guide* for additional instructions.

Viewing Supplier Progress in "Open" Status

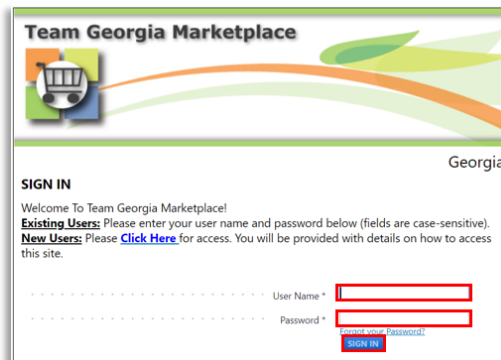
RECOMMENDED: While the event is in "Open" status, the buyer should actively monitor supplier progress to ensure adequate competition. The buyer may invite additional suppliers to respond or extend the event to ensure adequate competition. Follow the steps below to view supplier progress. **The identities of the bidders submitting responses is confidential and should not be shared publicly.**

1. Access Website to Sign In

- a. Open up a web browser
- b. Go to <https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>


2. Enter Logon Credentials

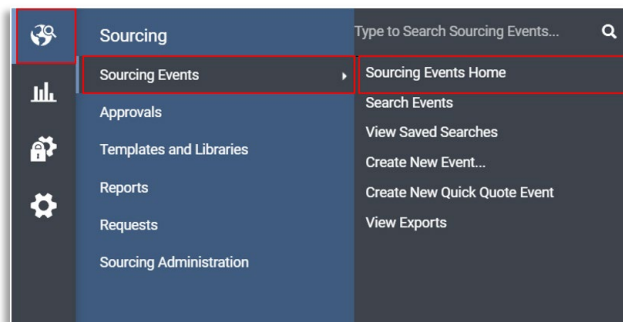
- a. Enter User Name
- b. Enter Password
- c. Click "SIGN IN"



Viewing Supplier Progress in “Open” Status

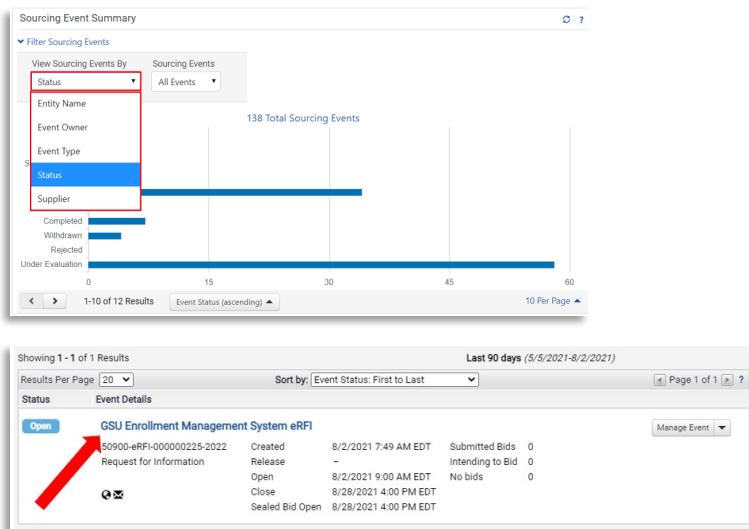
3. Access the Sourcing Menu

- Navigate to Sourcing Menu Icon 
- Select “Sourcing Events”
- Select “Sourcing Events Home”



4. Search for Event

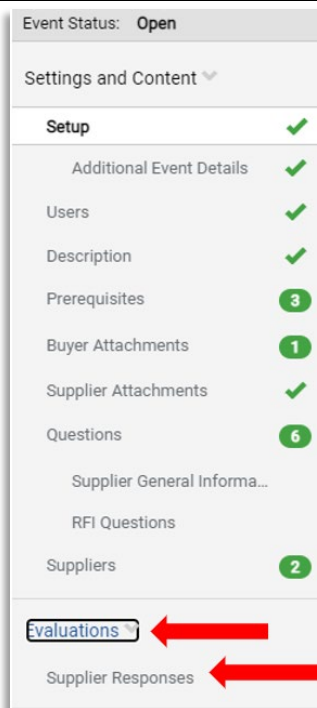
- View the Sourcing Event Summary table
- Choose the preferred sorting feature from the “View Sourcing Events By” drop-down menu
- From the search results, find and click on the “Event Number” to select the event



5. View Supplier Progress

- From the left-hand side menu, select “Evaluations” to expand
- Select “Supplier Responses”
- View supplier progress, including whether supplier has accepted the email invitation, viewed the bid, selected no bid/intent to bid and overall progress in submitting response.
- Select “Resend Supplier Invite” to resend the email invitation to invited suppliers if needed.

NOTE: The contents of suppliers’ responses will not be visible to the buyer until the event closes and is under evaluation. **The identities of the bidders submitting responses is confidential and should not be shared publicly.**



Viewing Supplier Progress in “Open” Status

Supplier Responses

Supplier opted-in via Public Site

6 Invited Suppliers

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	Actions
Submitted	100%	Made with Love Cafe and Catering	Ask a Question Response sealed until 8/31/2021 3:00 PM EDT.
Submitted	100%	She Construction	Ask a Question Response sealed until 8/31/2021 3:00 PM EDT.
Intend To Bid	20%	peachstate landscaping	Resend Supplier Invite
No Bid	0%	Rocking R Enterprises LLC	Resend Supplier Invite
Event Not Viewed	-	E ESCHER INC	Resend Supplier Invite
Invitation Unaccepted	-	Mary's Company	Resend Supplier Invite

Conducting Evaluation and Selection Activities

1. Follow the steps above to logon and locate the event

See Above

2. Select Event

- Locate event in Search Results and Select “Manage Event”
- Select “Manage Event” from drop-down menu

Under Evaluation MGA Prequalification for Repair Services

58300-eRFQC-000000285-2022 Request for Qualified Contractors

Created 9/1/2021 12:22 PM EDT
Release -
Open 9/1/2021 1:00 PM EDT
Close 10/13/2021 3:00 PM EDT
Sealed Bid Open 10/13/2021 3:00 PM EDT

Manage Event (highlighted with red box and arrow)
Export Event as PDF

3. View Supplier Responses Individually

- The event will open in the “Evaluations” section and display supplier responses
- The Buyer can observe the submission status of all suppliers
- To view submitted responses, click the “View Response” option to the right of the supplier’s name
- View the supplier’s response to the prerequisites
- Click “Next” or click on “Supplier Attachments” to view submitted files. The buyer can click to open and download each file.
- Click “Next” or click on “Questions” to view responses to event questions
- NOTE: if file attachments were allowed to specific questions, then these file uploads will appear in this section. Click on the file name to download and open each file.
- Once complete, click “Back to Event” to select the next supplier’s response to review

Settings and Content >

Evaluations (highlighted with red arrow)

Supplier Responses

Eval. Calculation Options

6 Invited Suppliers

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	Total Bid	View Response
Submitted	100%	Greater Images of Atlanta, LLC	250,000.00 USD	View Response
Submitted	100%	Rocking R Enterprises LLC	250,000.00 USD	View Response
Submitted	100%	She Construction	250,000.00 USD	View Response
Submitted	100%	peachstate landscaping	250,000.00 USD	View Response
Event Not Viewed	-	Jones Lang LaSalle Americas, Inc.	-	
Event Not Viewed	-	MCKENNEY'S INC	-	

Back to Event (highlighted with red box)

This event is Under Evaluation, and may be awarded once a winning bid has been chosen.

MGA Prequalification for Repair Services

Supplier: Greater Images of Atlanta, LLC
Bid Status: Submitted
Type: Request for Qualified Contractors
Event Status: Under Evaluation

Response from Greater Images of Atlanta, LLC

Prerequisites

- eRFQC Instructions for Suppliers *
- I certify that I have read and agree to the terms above.
- Proposal Certification & Certificate of Non-Collusion *
- Proposal Certification
- I certify that I have read and agree to the terms above.
- Registration in Team Georgia Marketplace™ *
- Registration in Team Georgia Marketplace™
- I certify that I have read and agree to the terms above.

Next > (highlighted with red box)

TIP: The “Supplier Attachments” section will display all files uploaded by the supplier in the “Supplier Attachments” section. However, check the “Questions” section for file(s) uploaded in response to a particular question.

Conducting Evaluation and Selection Activities

4. Side-by-Side Review and Exporting Supplier Responses

- a. As an alternative to reviewing each response individually, the buyer can also conduct a side-by-side review by completing the following steps:
 - i. Check the box to select all desired suppliers
 - ii. Then select “Evaluate Selected Responses”
 - iii. On the new screen, observe each supplier appears in a separate column. Click to expand the rows (Total Bid, Product Line Items, Supplier Attachment, Questions) to view each supplier’s response side-by-side
- b. Another option is to export supplier responses.
 - i. To export all supplier responses from the system, start from the Evaluations section, Supplier Responses subsection.
 - ii. Select the dropdown arrow for “Evaluation Actions” and choose “Export All Responses”
 - iii. On the “Evaluation Export” pop-up, select “Submit”
 - iv. A new pop-up will appear, stating “You have successfully submitted an export request, click here to view it.” Click the blue text to access the report.
 - v. On the new screen, select the file name to download and save.
 - vi. Once finished, click on “View Event” (to the right of the Event Number) to return to the event.

6 Invited Suppliers Evaluate Selected Responses

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	Total Bid	
Submitted	100%	Greater Images of Atlanta, LLC	250,000.00 USD	<input type="checkbox"/>
Submitted	100%	Rocking R Enterprises LLC	250,000.00 USD	<input type="checkbox"/>
Submitted	100%	She Construction	250,000.00 USD	<input type="checkbox"/>
Submitted	100%	peachstate landscaping	250,000.00 USD	<input type="checkbox"/>
Event Not Viewed	-	Jones Lang LaSalle Americas, Inc.	-	<input type="checkbox"/>

Scenario Award Actions

	Greater Images of Atlanta, LLC	Rocking R Enterprises LLC	She Construction
Response Notes	1000 characters remaining	1000 characters remaining	1000 characters remaining
Total Bid	250,000.00 USD	250,000.00 USD	250,000.00 USD
Subtotal: Required Items	250,000.00 USD	250,000.00 USD	250,000.00 USD
Subtotal: Optional Items	0.00 USD	0.00 USD	0.00 USD
Service Line Items	250,000.00 USD	250,000.00 USD	250,000.00 USD
Group S1	250,000.00 USD	250,000.00 USD	250,000.00 USD
Questions			
Supplier General Information			
Group 1.1: Supplier General Information			

This event is Under Evaluation. You may view responses.

MGA Prequalification for Repair Services

Type: Request for Qualified Contractors

Event Status: Under Evaluation

Supplier Responses

Evaluation Actions

- Evaluate All Responses
- Ask a Question
- Evaluate Response Attachments
- Export All Responses
- Export Evaluation Spreadsheet
- Add Selected to Panel Questionnaire (0)
- Tag Supplier(s) for next stage (0)
- Untag Supplier(s) for next stage (0)

Supplier Name	Total Bid	
Greater Images of Atlanta, LLC	250,000.00 USD	<input type="checkbox"/>
Rocking R Enterprises LLC	250,000.00 USD	<input type="checkbox"/>
She Construction	250,000.00 USD	<input type="checkbox"/>
peachstate landscaping	250,000.00 USD	<input type="checkbox"/>
Jones Lang LaSalle Americas, Inc.	-	<input type="checkbox"/>
MCKENNEY'S INC	-	<input type="checkbox"/>

Evaluation Export

Description * MGA Prequalification for Repair Sen

* Required

Evaluation Export

You have successfully submitted an export request, click here to view it.

Conducting Evaluation and Selection Activities

Sourcing Event Evaluation Exports

Events Evaluations Searches Reports

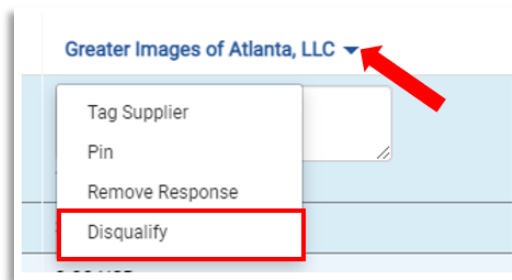
Filter Exports Refresh this Page

Exports will be deleted 7 day(s) after creation

Status	File Name	Description	Number of Suppliers	Event Number	Export Date/Time	Exported By
Completed	EventEvaluationExport_44481214	MGA Prequalification for Repair Services	4	58300-rRFQC-00000285-2022 View Event	9/2/2021 7:02 AM EDT	Mary Chapman

5. Disqualifying Suppliers

- a. During administrative review, the buyer may determine that a supplier is disqualified (failing mandatory requirement, submitting a conditional bid, etc.). The buyer can identify the supplier as disqualified by completing the following steps:
 - i. From the side-by-side comparison (see previous step), click on the drop-down arrow for the supplier's name
 - ii. Enter the reason for disqualification and click "Continue"
 - iii. Observe that disqualified supplier no longer appears on the current page. Select "Back to Event" to return to Supplier Responses page
 - iv. Observe the supplier's status has changed from "Submitted" to "Disqualified"
- b. If the buyer needs to undo disqualification, select the "View Response" drop-down menu and select "Re-Qualify"



Disqualify

Comments *

Supplier failed mandatory requirement

963 characters remaining

* Required

Continue Close

Back to Event

Under Evaluation

Award Scenario for Milton's Batteries

View Scenario Save As... Reset Export

Scenario Navigator Scenario Breakdown Scenario Savings

Sort Bids by: Total Bid Ascending Show Supplier Response Notes

Scenario Award Actions: Made with Love Cafe and Catering

Response Notes

1000 characters remaining

Supplier Responses

Event Actions History

Supplier opted-in via Public Site

5 Invited Suppliers

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	Actions
Submitted	100%	Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)	View Response
Disqualified	100%	Greater Images of Atlanta, LLC	-	-	View Response Re-Qualify
Intend To Bid	0%	peachstate landscaping	-	-	View Response
No Bid	0%	GEORGIA BALANCE	-	-	View Response
Event Not Viewed	-	CABLEXPRESS TECHNOLOGIES	-	-	View Response

Save Progress

NOTE: disqualifying a supplier within Sourcing Director does not send a communication to the supplier. When the buyer is ready to post the NOIA/NOA, the buyer must list all unsuccessful suppliers and the reason each supplier was not selected for award.

Conducting Evaluation and Selection Activities

6. Selecting Prequalified Suppliers

- a. Select all supplier responses and then select "Evaluate Selected Responses".
- b. When the buyer is ready to select all suppliers to be prequalified, the buyer should:
 - i. Check the box for "Total Bid" or select the specific cost line item(s) to be awarded
 - ii. Select the drop-down menu for "Scenario Award Actions"
 - iii. Select "Split Between Suppliers." This will allow the Buyer to select all suppliers that will be prequalified.
 - iv. Observe that the "Split Item" screen will appear, listing all suppliers that bid that have not been disqualified.
 - v. Observe the total quantity on the event. In this example, there was a single line item with a quantity of "1". Based on the number of suppliers to be pre-qualified, the buyer will distribute the "1" item amongst the selected suppliers.
 - vi. EXAMPLE: in the example shown, the buyer has selected all four suppliers to be pre-qualified. As a result ".25" was awarded to each supplier.
 - vii. Once you have assigned a value to each supplier to be pre-qualified, select "Save and Close"
 - viii. Observe that the selected suppliers will include the designation "Pending Award".
 - ix. If incorrect, the buyer can click the drop-down by the supplier's name and select "Remove Award from Supplier".
 - x. **If correct, the buyer MUST select "Finalize Award"**
 - xi. In the pop-up box, enter the Scenario Name (for example, Prequalified Suppliers)
 - xii. Click "Save and Finalize"
 - xiii. Observe Award Scenario Title and "Finalized". Observe that new

6 Invited Suppliers 4 selected Evaluate Selected Responses

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	Total Bid	
Submitted	100%	Greater Images of Atlanta, LLC	250,000.00 USD	<input checked="" type="checkbox"/> View Response
Submitted	100%	Rocking R Enterprises LLC	250,000.00 USD	<input checked="" type="checkbox"/> View Response
Submitted	100%	She Construction	250,000.00 USD	<input checked="" type="checkbox"/> View Response
Submitted	100%	peachstate landscaping	250,000.00 USD	<input checked="" type="checkbox"/> View Response
Event Not Viewed	-	Jones Lang LaSalle Americas, Inc.	-	

Scenario Award Actions Greater Images of Atlanta, LLC Made with Love Cafe and Catering

Reuse Notes

	1000 characters remaining	1000 characters remaining
<input checked="" type="checkbox"/> Total Bid	30,000.00 USD	36,000.00 USD
<input checked="" type="checkbox"/> Product Line Items	30,000.00 USD	36,000.00 USD
<input type="checkbox"/> Supplier Attachments		
<input type="checkbox"/> Questions		

Scenario Award Actions Greater Images of Atlanta, LLC Rocking R Enterprises LLC She Construction

Award To Greater Images of Atlanta, LLC

Award To Rocking R Enterprises LLC

Award To She Construction

Award To peachstate landscaping

No Award

Split Between Suppliers

	1000 characters remaining	1000 characters remaining
Award To peachstate landscaping	250,000.00 USD	250,000.00 USD
No Award	250,000.00 USD	250,000.00 USD

Split Item

eRFQC Estimated Value (Item 1 of 1)

Requested Quantity: 1

0.00 of 1 requested quantity have been assigned. (1.00 remaining)

Supplier Name	Unit Price	Assigned Quantity	Award Price
She Construction	250,000.00 USD	<input type="text"/>	
peachstate landscaping	250,000.00 USD	<input type="text"/>	
Rocking R Enterprises LLC	250,000.00 USD	<input type="text"/>	
Greater Images of Atlanta, LLC	250,000.00 USD	<input type="text"/>	

Example:

Split Item

eRFQC Estimated Value (Item 1 of 1)

Requested Quantity: 1

1.0000 of 1 requested quantity have been assigned. (0.0000 remaining)

Supplier Name	Unit Price	Assigned Quantity	Award Price
She Construction	250,000.00 USD	0.2500	62,500.00 USD
peachstate landscaping	250,000.00 USD	0.2500	62,500.00 USD
Rocking R Enterprises LLC	250,000.00 USD	0.2500	62,500.00 USD
Greater Images of Atlanta, LLC	250,000.00 USD	0.2500	62,500.00 USD

Conducting Evaluation and Selection Activities

option will appear to “Remove Finalized Award” if needed.

NOTE: Completing the steps above will complete the award selection. However, the event status will remain “Under Evaluation” on the Georgia Procurement Registry until the buyer completes the public notice steps noted below.

Awarded Scenario	Greater Images of Atlanta, LLC	Rocking R Enterprises LLC	She Construction	peachstate landscaping
	Pending Award	Pending Award	Pending Award	Pending Award
	1000 characters remaining	1000 characters remaining	1000 characters remaining	1000 characters remaining
Award Split	250,000.00 USD	250,000.00 USD	250,000.00 USD	250,000.00 USD
	250,000.00 USD	250,000.00 USD	250,000.00 USD	250,000.00 USD
	0.00 USD	0.00 USD	0.00 USD	0.00 USD
Award Split	250,000.00 USD	250,000.00 USD	250,000.00 USD	250,000.00 USD
Award Split	250,000.00 USD	250,000.00 USD	250,000.00 USD	250,000.00 USD
4 suppliers	250,000.00 USD	250,000.00 USD	250,000.00 USD	250,000.00 USD

Scenario Award Actions

Awarded Scenario

Greater Images of Atlanta, LLC

Response Notes

Tag Supplier

Remove Award From Supplier

1000 characters remaining

Made with Love Cafe and Catering

1000 characters remaining

Award Scenario for MGA Prequalification for Repair Services

View Scenario ▾ Save As... Reset Export ▾ Finalize Award

Scenario Navigator Scenario Breakdown Scenario Savings

Save a New Scenario

Scenario Name * Prequalified Suppliers

Scenario Notes

1000 characters remaining

* Required Save and Finalize Close

Award Scenario "Prequalified Suppliers" for MGA Prequalification for Repair Services Finalized

Load Saved Scenario Export ▾ Finalize Award Remove Finalized Award

7. Public Notice Process

- After you complete the step above, select “Back to Event”.
- On the left navigation click on Tools to expand and Click on “Award Notifications”
- Under Public Site Award Attachments, click on “Add Attachments”
- On the “Add Attachment” pop-up menu, click “Select Files”
- Browse your computer to select the completed **SPD-AP008 RFQC List of Qualified Suppliers** and select “Open”
- Observe the file now appears in the Attachments section in green (100% uploaded).
- Select “Save Changes”

← Back to Event

Under Evaluation The response(s) from 4 suppliers is Pending Award.

Award Scenario "Prequalified Suppliers" for MGA Prequalification for Repair Services Finalized

Load Saved Scenario Export ▾ Finalize Award Remove Finalized Award

Conducting Evaluation and Selection Activities

- h. **IMPORTANT:** Next, click the drop-down menu for “Edit” and choose “Publish”. You must choose “publish” for the status to update on the Georgia Procurement Registry and for the file to be visible to the public.
- i. On the pop-up message, click “Yes” to confirm publication
- j. Observe that the “Edit” option is now replaced by an option to “Unpublish”
- k. Repeat the steps above to add and publish any additional files, such as SPD-EP002 Sample Bid Evaluation Template.
- l. Send a courtesy email to all suppliers alerting them that the eRFQC results have been posted. The buyer may do so from his/her email account or by following the steps in Tip #3 below.

TIP #1: Visit the Georgia Procurement Registry and search for your bid to confirm the status is now at “Notice of Intent to Award” and the protest countdown has begun.

<https://ssl.doas.state.ga.us/gpr/>

TIP #2: In Jaggaer Sourcing Director, the event status will remain in “Under Evaluation”. The buyer must observe the NOIA protest filing period before approving the final award in Jaggaer Sourcing Director.

TIP #3: The “Award Notifications” section includes the option to send email notifications to suppliers. However, these templates cannot be generated during the NOIA phase. SPD strongly recommends sending a courtesy email to all participating suppliers alerting them that the NOIA has been published. The buyer may do so from his/her email account or by following these steps:

- a. Return to the Evaluations section, Supplier Responses subsection.
- b. Check the box beside all participating suppliers.
- c. Select the drop-down menu for “Evaluation Actions” and select “Ask a Question”
- d. In the pop-up box, enter the Subject line (Notice of Intent to Award) and question (see example) and select “Submit a Question”.

MGA Prequalification for Repair Services
58300-eRFQC-00000285-2022

Type: Request for Qualified Contractors
Event Status: Under Evaluation

Supplier Responses

Progress	Response % Complete
Pending Award	100%
Pending Award	100%
Pending Award	100%
Event Not Viewed	-
Event Not Viewed	-

Tools: [Dropdown]

Award Notifications

Award Notifications

Type	Status	Message
Awarded Supplier Email	Pending	Default
Participating Supplier Email	Pending	Default
Non-Participating Supplier Email	Pending	Default

Public Site Award Attachments

Add Attachment

No attachments have been added.

Add Attachment

Attachment Type: File Link

Files *

File Name	Progress
SPD-AP008RFQCListofQualifiedCon	100%

Maximum upload file size: 50.0 MB

Save Changes

Public Site Award Attachments

#	Attachment	Description	Date Uploaded
1	SPD-AP008RFQCListofQualifiedContractors.docx		9/2/2021 7:31 AM EDT

Edit

Delete

Publish

Conducting Evaluation and Selection Activities

- e. Observe that the Q & A board menu is displayed with the new posting. This will trigger an email to all selected suppliers.

Publish

Are you sure you want to publish this information to the public site?

Public Site Award Attachments

#	Attachment	Description	Date Uploaded
1	SPD-AP008RFQCLISTofQualifiedContractors.docx		9/2/2021 7:31 AM EDT

Milton's Batteries
SPD-AP008RFQCLISTofQualifiedContractors

Type: Request for Quote Under Evaluation

Event Status: Under Evaluation

Settings and Content >

Evaluations >

Supplier Responses

Tools >

Supplier Responses

Supplier Name	Required Items Total Bid	Optional Items Total Bid
Greater Images of Atlanta, LLC	0.00 USD	30,000.00 USD (1 of 1)
Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)
peachstate landscaping	-	-
GEORGIA BALANCE	-	-
CABLEXPRESS TECHNOLOGIES	-	-

Ask a Question

Send To ★ All Suppliers

Subject ★ Notice of Intent to Award

Question ★ The NOIA has been posted and may be viewed on the event.

4944 characters remaining

Attachment Drop file to attach, or browse.

★ Required

Tools >

Supplier

Sort by Date Asked: Most Recent First

Internal Notes

Exports and Imports

Q & A Board

Approvals

Award Notifications

Notice of Intent to Award

The NOIA has been posted and may be viewed on the event. Asked 8/2/2021 at 6:25 PM by Mary Chapman (My Question)

Submitted to Made with Love Cafe and Catering, Greater Images of Atlanta, LLC

No answer yet. You may withdraw this question until it is answered. Withdraw this Question

8. Approve Final Results of eRFQC

- On right side, click on the "Workflow Actions" dropdown and select "Approve"
- Observe the Event is now in Awarded status
- Verify status of your event on the GPR and send courtesy emails to suppliers following the tips below.

This event is Under Evaluation. You may view responses. The response from 4 suppliers is Pending Award. You may view the [scenario breakdown](#).

MGA Prequalification for Repair Services
SPD-AP008RFQCLISTofQualifiedContractors

Type: Request for Qualified Contractors

Event Status: Under Evaluation

Settings and Content >

Evaluations >

Panel Questionnaire >

Tools >

Award Notifications

Type	Status	Message
Awarded Supplier Email	Pending	Default
Participating Supplier Email	Pending	Default
Non-Participating Supplier Email	Pending	Default

Public Site Award Attachments

#	Attachment	Description	Date Uploaded
1	SPD-AP008RFQCLISTofQualifiedContractors.docx		9/2/2021 7:31 AM EDT

Workflow Actions

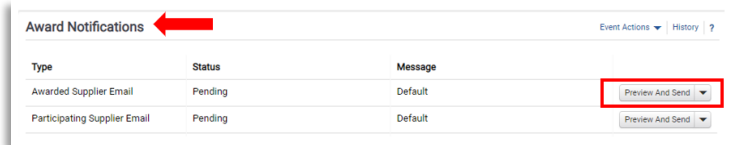
- Approve
- Close Without Awarding
- Create New Quick Quote Stage
- Create New Stage
- Forward To ...
- Put on Hold
- Return to Evaluator

Conducting Evaluation and Selection Activities

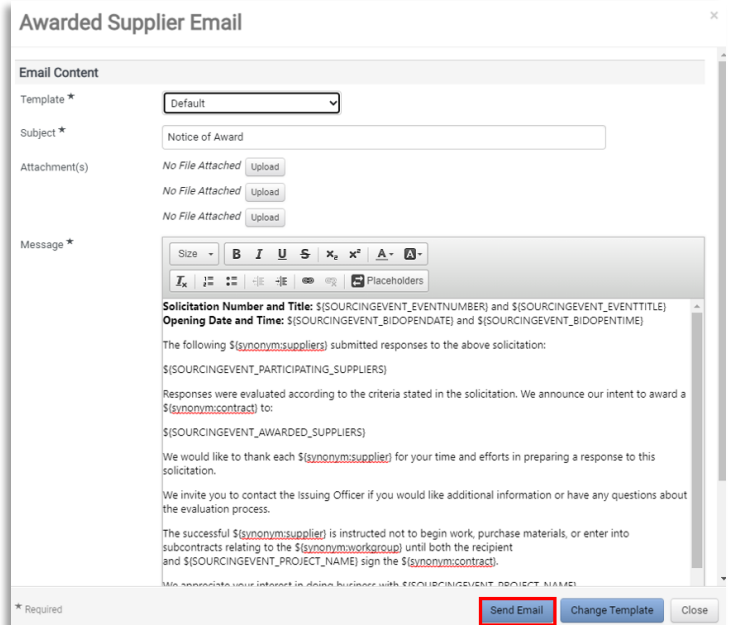
TIP #1: Visit the Georgia Procurement Registry and search for your bid to confirm the status is now at “Notice of Award” <https://ssl.doas.state.ga.us/gpr/>

TIP #2: The “Award Notifications” section includes the option to send email notifications to suppliers. SPD strongly recommends sending a courtesy email to all participating suppliers alerting them that the RFQC results have been finalized and the identification of prequalified suppliers. To do so, complete these steps:

- In the Award Notification section, select “Preview and Send” for the Awarded Supplier Email type
- Review message and select “Send Email”
- On the pop-up confirmation, select “Send Email”
- Next, proceed to the Participating Supplier Email type and select “Preview and Send”
- On the pop-up confirmation, select “Send Email”



Type	Status	Message	
Awarded Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>
Participating Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>



Awarded Supplier Email

Event Actions | History ?

Type	Status	Message	
Awarded Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>
Participating Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>

Event Actions | History ?

Template * Default

Subject * Notice of Award

Attachment(s) No File Attached Upload

No File Attached Upload

No File Attached Upload

Message *

Size - B I U S x₂ x² A- A+

Placeholder

Solicitation Number and Title: \${SOURCINGEVENT_EVENTNUMBER} and \${SOURCINGEVENT_EVENTTITLE}

Opening Date and Time: \${SOURCINGEVENT_BIDOPENDATE} and \${SOURCINGEVENT_BIDOPENTIME}

The following \${synonym:suppliers} submitted responses to the above solicitation:

\${SOURCINGEVENT_PARTICIPATING_SUPPLIERS}

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a \${synonym:contract} to:

\${SOURCINGEVENT_AWARDED_SUPPLIERS}

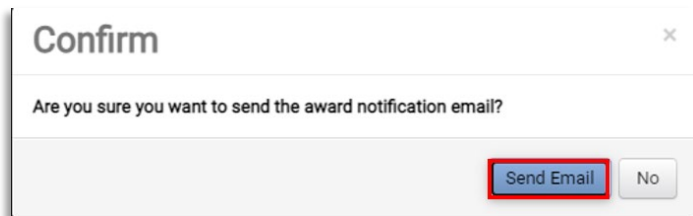
We would like to thank each \${synonym:supplier} for your time and efforts in preparing a response to this solicitation.

We invite you to contact the Issuing Officer if you would like additional information or have any questions about the evaluation process.

The successful \${synonym:supplier} is instructed not to begin work, purchase materials, or enter into subcontracts relating to the \${synonym:workgroup} until both the recipient and \${SOURCINGEVENT_PROJECT_NAME} sign the \${synonym:contract}.

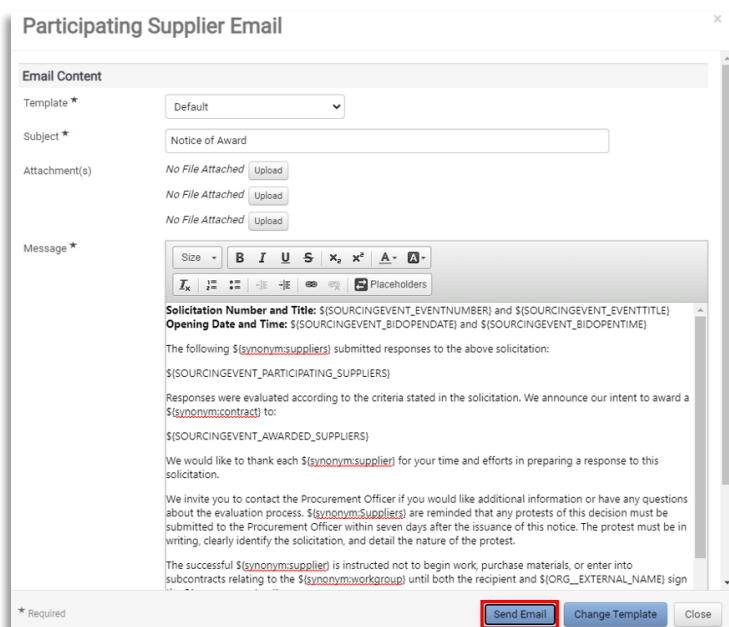
We appreciate your interest in doing business with \${SOURCINGEVENT_PROJECT_NAME}.

* Required



Confirm

Are you sure you want to send the award notification email?



Participating Supplier Email

Event Actions | History ?

Type	Status	Message	
Awarded Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>
Participating Supplier Email	Pending	Default	<input type="button" value="Preview And Send"/>

Event Actions | History ?

Template * Default

Subject * Notice of Award

Attachment(s) No File Attached Upload

No File Attached Upload

No File Attached Upload

Message *

Size - B I U S x₂ x² A- A+

Placeholder

Solicitation Number and Title: \${SOURCINGEVENT_EVENTNUMBER} and \${SOURCINGEVENT_EVENTTITLE}

Opening Date and Time: \${SOURCINGEVENT_BIDOPENDATE} and \${SOURCINGEVENT_BIDOPENTIME}

The following \${synonym:suppliers} submitted responses to the above solicitation:

\${SOURCINGEVENT_PARTICIPATING_SUPPLIERS}

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a \${synonym:contract} to:

\${SOURCINGEVENT_AWARDED_SUPPLIERS}

We would like to thank each \${synonym:supplier} for your time and efforts in preparing a response to this solicitation.

We invite you to contact the Procurement Officer if you would like additional information or have any questions about the evaluation process. \${synonym:Suppliers} are reminded that any protests of this decision must be submitted to the Procurement Officer within seven days after the issuance of this notice. The protest must be in writing, clearly identify the solicitation, and detail the nature of the protest.

The successful \${synonym:supplier} is instructed not to begin work, purchase materials, or enter into subcontracts relating to the \${synonym:workgroup} until both the recipient and \${ORG_EXTERNAL_NAME} sign

* Required

Conducting Evaluation and Selection Activities

Confirm ✕

Are you sure you want to send the award notification email?