

RFP# 99999-001-SPD0000152

RFP Title: Supplemental Public Mass Transit & Transportation Vehicles and Related Equipment and Accessories.

## Guidance/Checklist for Submitting RFP Response

This information is being provided as a tool to help Offerors ensure that they have completed and uploaded all needed response documents (see Checklist below) to the above referenced solicitation in a timely manner.

It is strongly recommended that you submit your bid as early as possible – suggested 1 day prior to closing date. You need to allow time to receive any requested assistance and TGM system verification of your submittal.

### TGM TECHNICAL HELP IS AVAILABLE

For technical questions related to the use of Team Georgia Marketplace™, suppliers have access to phone support through the Procurement Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM excluding State Holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Suppliers can also email questions to: [ProcurementHelp@doas.ga.gov](mailto:ProcurementHelp@doas.ga.gov).

#### Guidance:



















1. Please restrict document file names to less than 60 characters (no special characters and no spaces – shorter is better.)
2. We strongly suggest that you periodically save your submission after uploading a few documents.
3. Be sure to click the Submit Bid option when you have finished answering questions and uploading documents.
4. After submitting a bid, if you go back into Team Georgia Marketplace (TGM) to **review or make changes, your bid is no longer submitted. You must re-SUBMIT your BID by clicking the Submit Bid option.** Your bid will **NOT be evaluated** or considered as a submitted bid response unless you do so.
5. Before the bidding period ends, we suggest you take a screen shot displaying your uploaded documents.
6. If you are having trouble (i.e., out-of-place menus, missing buttons, etc.) with how TGM appears on your screen, this may be the result of a browser compatibility issue. We suggest you click on the compatibility icon at the top of your screen, usually situated to the left of the refresh button. If problems persist, please contact the Procurement Help Desk.

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7. For your use, below is a checklist of the RFP documents upload requirements.

### RFP Document Upload Checklist

	Document	Attachment Reference	Required?
	Mandatory Response Worksheet	Attachment D	Yes
	Mandatory Scored Response Worksheet	Attachment E	Yes
	<b>Cost Workbooks (Submit only the Cost Workbooks for Vehicles Proposed)</b>		
	Cost Workbook G-1 Coach Buses, Ver 2	Attachment G-1	Yes
	Cost Workbook G-2 Transit Buses, Ver 3	Attachment G-2	Yes
	Cost Workbook G-3 Electric Buses, Ver 2	Attachment G-3	Yes
	Cost Workbook G-4 Medium Duty Transit Vehicle (Cutaways), Ver 2	Attachment G-4	Yes
	Cost Workbook G-5 Warranty Labor Hour Rates	Attachment G-5	Yes
	Cost Workbook G-6 Additional Options (Universal can be used with all cost sheets)	Attachment G-6	Yes
	Statewide Contract Terms and Conditions	Attachment H	Yes
	Contract Exceptions	Attachment I	Yes
	Tax Compliance Form	Attachment K	Yes
	FTA Required Certifications Forms, <b>Ver 2</b>	Attachment N	Yes
	FTA Form CER 10 (For each vehicle proposed)	Attachment O	Yes
	Request for Specifications Deviation	Attachment P	Yes
	Certification of Specification Compliance Form	Attachment Q	Yes
	Certificate of Non-Collusion	Attachment R	Yes
	Department of Audits Immigration and Security Form	Attachment S	Yes
	Additional Scored Response Worksheet	<b>Attachment F</b>	Not Required but Recommended
	<b>All Addendums (signed)</b>	<b>Addendums 1-5</b>	<b>Yes</b>

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8. Have you answered all of the RFP Event Bid Factor questions contained at the header level of the eRFP?

*Thanks,*

A handwritten signature in red ink, appearing to be "M. H. H.", with a long horizontal flourish extending to the right.