



Quick Reference Guide: Manage Strategic Sourcing Archived Attachments

This document provides the steps to review and complete a RFI.

- From the event workbench, click on the analyze icon.

Event Workbench

Search Criteria

Event ID: From Start Date: To Start Date: Sort With:

Created By: From End Date: To End Date: Sort Order:

Event Format: Category: Business Unit: Only show Events I created

Event Name: Item ID: Fiscal Year: Only show Active Events

Event Status: Description: Origin: Use my search defaults

Associated With Plan: Plan Name:

Default Search Preferences

Legend

Search Results

Event ID	Name	Format	Type	Origin	Buyer	Unit	Status	Find	View 25	First	100 of 20	Last
DHS0000206	Web Application fo...	RFI	RFx	401		42700	Pending RFI Review					
SOS0000028	Social Media Outre...	RFI	RFx	124		47800	Pending RFI Review					
DOR0000064	DRIVES Request for...	RFI	RFx	060		47400	Pending RFI Review					
DHS0000238	Enterprise Content...	RFI	RFx	002		42700	Pending RFI Review					
DHS0000243	RFI_Learning Manag...	RFI	RFx	002		42700	Pending RFI Review					
DCH0000107	RFI for Medicaid P...	RFI	RFx	021		41900	Pending RFI Review					
ECL0000011	Online Professiona...	RFI	RFx	001		46900	Pending RFI Review					
DHS0000250	RFI_Random Moment ...	RFI	RFx	002		42700	Pending RFI Review					
DBH0000517	041-Automated Key ...	RFI	RFx	041		44100	Pending RFI Review					
CTT0000021	Vending Management...	RFI	RFx	013		82700	Pending RFI Review					
DHS0000261	Pillow Compressor/...	RFI	RFx	620		42700	Pending RFI Review					
ECL0000013	Fraud, Waste, and ...	RFI	RFx	010		46900	Pending RFI Review					

- The page opens at Analyze RFI. (You can review responses from each bidder from this page.)

Analyze Total

Business Unit: 42700 Event ID: DHS0000206 Round: 1 Version: 3 Event Name: Web Application for Mobile Devices

Event Format: RFI Event Type: RFx Currency: USD End Date: 02/09/2015 5:00PM EST Status: Pending RFI Review Go To:

[Bid Analysis and Display Options](#)

Analysis

Bidder Name	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
Event Version Responded To:	3	3	3	3	3
Bid Number:	1	1	1	1	1
Total Score:	0.0000	0.0000	0.0000	0.0000	0.0000

Bid Action

Hide Bid

Factors

- Click on the Comments icon bubble. Review each comment icon for each bidder.



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Analyze Total

Business Unit: 42700 Event ID: DHS0000206 Round: 1 Version: 3 Event Name: Web Application for Mobile Devices

Event Format: RFI Event Type: RFX Currency: USD End Date: 02/09/2015 5:00PM EST Status: Pending RFI Review Go To: [Dropdown]

▸ Bid Analysis and Display Options

Analysis

Bidder Name	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
Event Version Responded To:	3	3	3	3	3
Bid Number:	1	1	1	1	1
Total Score:	0.0000	0.0000	0.0000	0.0000	0.0000

Bid Action
Hide Bid

▸ Factors

Recalculate Add / Edit Factors Unhide Bids << < > >>

Save Return to Search

4. All comments and attachments that the vendor added will be available for review.

Response Header Comments/Attachments

Business Unit: 42700 Event ID: DHS0000206

Comments

Comments:

Attachments Personalize | Find | [Grid Icon] | [Print Icon] First 1-2 of 2 Last

































Attached File	Attachment Description
Vendor E_Response_to_Georgia_DHS_RFI_Adobe.pdf	Please see the attached document for all information regarding Vendor E response to this RFI.
Web_Application_for_Mobile_Devices.pdf	Bid Details

Return

5. Click on the Change RFI to Review icon



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	<p>Analyze Total</p> <p>Business Unit: 42700 Event ID: DHS0000206 Round: 1 Version: 3 Event Name: Web Application for Mobile Devices </p> <p>Event Format: RFI Event Type: RFX Currency: USD End Date: 02/09/2015 5:00PM EST Status: Pending RFI Review Go To: <input type="text"/></p> <p>Bid Analysis and Display Options</p> <p>Analysis</p> <table border="1"> <thead> <tr> <th>Bidder Name</th> <th>Vendor A</th> <th>Vendor B</th> <th>Vendor C</th> <th>Vendor D</th> <th>Vendor E</th> </tr> </thead> <tbody> <tr> <td>Event Version Responded To:</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Bid Number:</td> <td>1 </td> <td>1 </td> <td>1 </td> <td>1 </td> <td>1 </td> </tr> <tr> <td>Total Score:</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> </tr> </tbody> </table> <p>Bid Action Hide Bid <input type="checkbox"/></p> <p>Factors</p> <p>Recalculate Add / Edit Factors Unhide Bids << < > >></p> <p>Save Return to Search</p>	Bidder Name	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Event Version Responded To:	3	3	3	3	3	Bid Number:	1 	1 	1 	1 	1 	Total Score:	0.0000	0.0000	0.0000	0.0000	0.0000
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Total Score:	0.0000	0.0000	0.0000	0.0000	0.0000																				
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7.	Event Workbench status will be updated as well.																								



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Event Workbench

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[Default Search Preferences](#)

▶ Legend

Search Results [Find](#) | [View 100](#) | [First](#) | 1-25 of 107 | [Last](#)

Event ID	Name	Format	Type	Origin	Buyer	Unit	Status			
DHS0000206	Web Application fo...	RFI	RFX	SPD		47400	RFI Reviewed			
DBH0000009	Design Professiona...	RFI	RFX	026		44100	RFI Reviewed			
DBH0000008	Design Professiona...	RFI	RFX	026		44100	RFI Reviewed			
DBH0000006	Architectural Desi...	RFI	RFX	026		44100	RFI Reviewed			
DBH0000007	Design Professiona...	RFI	RFX	026		44100	RFI Reviewed			
DBH0000011	Design Professiona...	RFI	RFX	026		44100	RFI Reviewed			