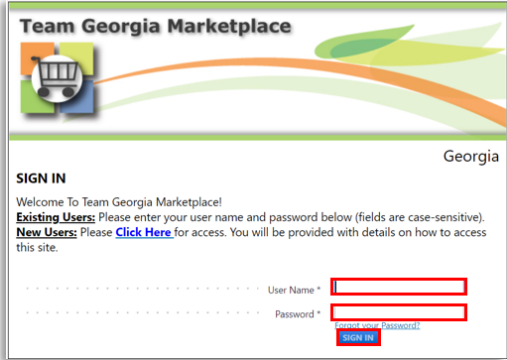

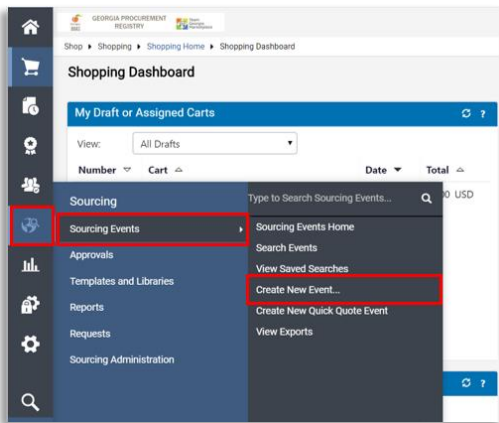




Electronic Request for Information (eRFI) Process

Jaggaer Sourcing Director for the University System of Georgia

Create Draft eRFI	
<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 eRFI

4. eRFI Title and State Entity Name

- In the "Event Title" Field, **include the State Entity Abbreviation** plus Event Title Name (e.g., KSU Consulting Services)
- Select/Confirm your 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 *

Entity Name *

* Required Next

5. Select Event Type and Template

- In the "Event Type" Field, click the magnifying glass
- select "Request for Information"
- RECOMMENDED:** Use the eRFI template to simplify event creation
 - Click the magnifying glass for the "Create from Template" field
 - Click the "Select" button for eRFI template
- Select "Create Sourcing Event"

Create Sourcing Event

About the Sourcing Event (Step 2 of 2) ?

Event Type * Q

Create from Template Q

Sourcing Event Type

Q

Name

Request for Information	Select
Request for Proposal	Select
Request for Qualified Contractors	Select
Request for Quote	Select

Create Sourcing Event

About the Sourcing Event (Step 2 of 2) ?

Event Type * Q

Create from Template Q

Sourcing Event Templates

Q

Name

eRFI template	Select
---------------	---------------------

Create Draft eRFI

Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

Event Type * Request for Information

Create from Template eRFI template

* Required < Previous **Create Sourcing Event**

6. Confirmation of Draft Event

- Verify the draft Event has been successfully created

Team Georgia Performance TRAINING SITE

Sourcing > Sourcing Events > Search Events

GSU Enrollment Management System eRFI
50900-eRFI-000000083-2021

Type: Request for Information
Event Status: Draft

Settings and Content <

Setup ✓

Additional Event Details ✓

Event Title * GSU Enrollment Management System

Event Type Request for Information

Entity Georgia State University

Event Number * 50900-eRFI-000000083-2021

Stage Title

Success
The draft Event, entitled GSU Enrollment Management System eRFI 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.

GSU Enrollment Management System eRFI
50900-eRFI-000000227-2022

Type: Request for Information
Event Status: Draft

Settings and Content ▾

Setup ✓

Additional Event Details ✓

Users ✓

Description ✓

Prerequisites 3

Buyer Attachments 1

Supplier Attachments ✓

Questions 6

Supplier General Informa...

RFI Questions

Suppliers 0

Review and Submit ✓

Tools >

* 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 (not applicable to RFIs)

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.

Setup

Event Title *

Event Type ⓘ Request for Information

Entity Georgia State University

Event Number * 50900-eRFI-000000083-2021

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 ⓘ -

Additional NIGP Codes -

Forced Supplier Invitation by NIGP Code Yes

NIGP Codes

Search by commodity code name, number, or description

consulting

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)	<input type="button" value="Select"/>
91800	CONSULTING SERVICES	<input checked="" type="button" value="Select"/>
91802	Audio/Visual Consulting Services	<input type="button" value="Select"/>
91803	Alcohol and Drug Abuse Consulting Services	<input type="button" value="Select"/>
91804	Accounting/Auditing/Budget Consulting	<input type="button" value="Select"/>
91806	Administrative Consulting	<input type="button" value="Select"/>
91807	Advertising Consulting	<input type="button" value="Select"/>
91809	Agricultural Consulting	<input type="button" value="Select"/>
91810	Air Pollution Consulting	<input type="button" value="Select"/>

▼ NIGP Codes

Reporting NIGP Code ⓘ 91806 - Administrative Consul...

Additional NIGP Codes -

Forced Supplier Invitation by NIGP Code Yes

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 selected, click “xx Values Selected” to view additional codes

▼ NIGP Codes

Reporting NIGP Code ⓘ 91806 - Administrative Consul...

Additional NIGP Codes -

Forced Supplier Invitation by NIGP Code Yes

Complete Event Set-Up

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	Selected
91803	Alcohol and Drug Abuse Consulting Services	<input type="checkbox"/>
91804	Accounting/Auditing/Budget Consulting	<input checked="" type="checkbox"/>
91806	Administrative Consulting	<input checked="" type="checkbox"/>
91807	Advertising Consulting	<input checked="" type="checkbox"/>
91809	Agricultural Consulting	<input type="checkbox"/>
91810	Air Pollution Consulting	<input type="checkbox"/>
91811	Anthropology Consulting	<input type="checkbox"/>
91812	Analytical Studies and Surveys (Consulting)	<input type="checkbox"/>
91813	Asbestos Consulting	<input type="checkbox"/>
91814	Appraisals Consulting	<input type="checkbox"/>
91815	Architectural Consulting	<input type="checkbox"/>
91816	Archeological Consulting	<input type="checkbox"/>
91817	Aviation Consulting	<input type="checkbox"/>
91818	Boiler Chemistry Consulting	<input type="checkbox"/>
91819	Buildings, Structures and Components Consulting	<input type="checkbox"/>

NIGP Codes

Reporting NIGP Code: 91806 - Administrative Consult. Edit

Additional NIGP Codes: 3 Values Selected Edit ^{2nd}

Forced Supplier Invitation by NIGP Code: Yes

Display and Communication

Visible to Public: Yes

★ Required Save Progress ^{1st} Next >

10. Display and Communication

- Enter brief description to be displayed on Jaggaer Sourcing Director site.
- RECOMMENDED: include state entity’s full name in the description.

Display and Communication

Visible to Public: Yes

Public Event Short Description: 200 characters remaining

Include Full State Entity Name !

11. 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
- Click “Save Progress”

Dates

Time Zone: EDT/EST - Eastern Standard Time (US/East-1)

Open Date *

Close Date *

Q&A Submission Close Date *

★ Required

April 30, 2020




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

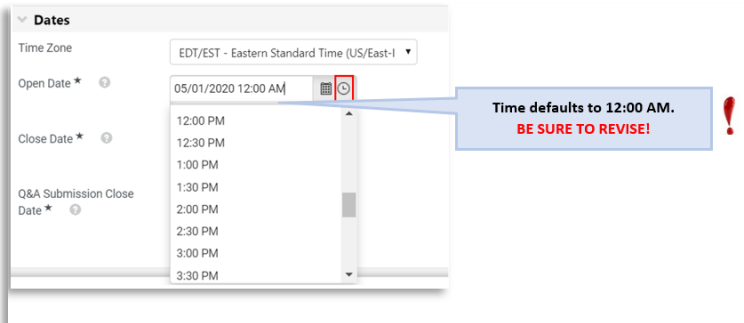
Complete Event Set-Up

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 submitting with “old” dates that are invalid or failing to observe the minimum posting period.



Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date: 05/01/2020 12:00 AM

Close Date: 12:00 PM, 12:30 PM, 1:00 PM, 1:30 PM, 2:00 PM, 2:30 PM, 3:00 PM, 3:30 PM

Q&A Submission Close Date: 2:00 PM

Time defaults to 12:00 AM. BE SURE TO REVISE!

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

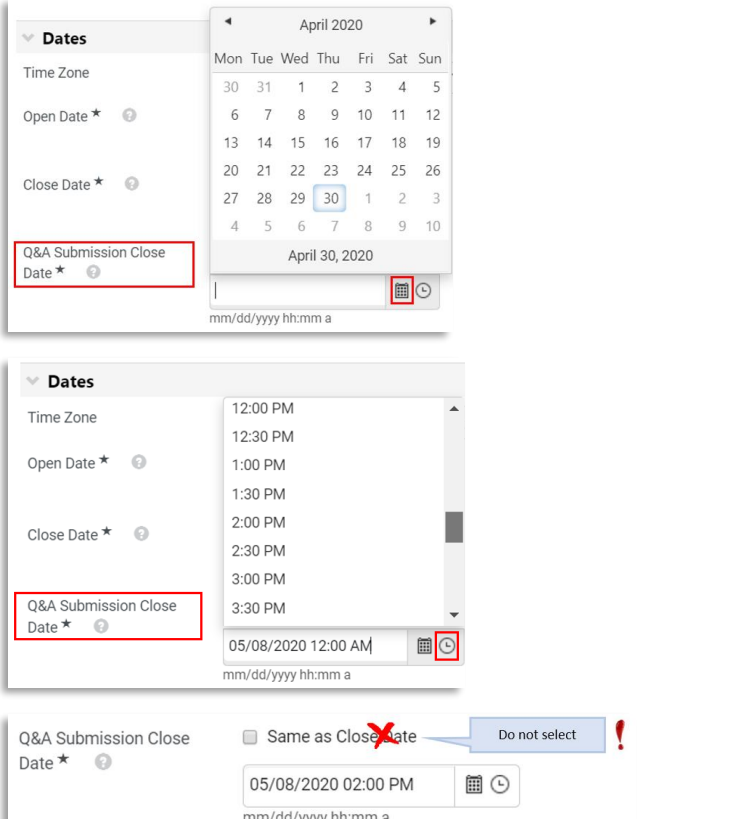
Close Date: mmm/dd/yyyy hh:mm a

★ Required Save Progress Next >

12. Set Q&A Deadline

- a. Identify Deadline for Suppliers to submit questions to the issuing officer
 - i. Click Calendar to Select Date
 - ii. Click Clock to Select Time
- b. Select “Save Progress”
- c. 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.



Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date: 05/01/2020 12:00 AM

Close Date: 05/01/2020 12:00 AM

Q&A Submission Close Date: 05/01/2020 12:00 AM

Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date: 05/01/2020 12:00 AM

Close Date: 05/01/2020 12:00 AM

Q&A Submission Close Date: 05/08/2020 12:00 AM

Time Zone: EDT/EST - Eastern Standard Time (US/East-I)

Open Date: 05/01/2020 12:00 AM

Close Date: 05/01/2020 12:00 AM

Q&A Submission Close Date: 05/08/2020 02:00 PM

Same as Close Date **Do not select!**

05/08/2020 02:00 PM

mm/dd/yyyy hh:mm a

Complete Event Set-Up

13. Enter Additional Event Details

- Enter Fiscal Year Event will be Posted (e.g., 2020, 2021, etc.)
- For Purchasing Type, select “Request for Information – No Contract Issued” from drop-down list
- Select Category Type from drop-down list
- OPTIONAL: enter state entity’s website address in the URL field

Additional Event Details

Fiscal Year ★

Purchasing Type ★

Category Type ★

URL

14. Enter Offerors’ Conference Information

- Indicate whether an offerors’/bidders’ conference will be conducted by the State Entity.
 - Choose “N/A” if no conference will be held
OR
 - 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”

NOTE: This information is transmitted and displayed on the Georgia Procurement (GPR) as part of the public notice. It is not visible within the event itself. The issuing officer must also include offerors’ conference information by publishing **SPD-SPR010 Bidders/Offerors’ Conference Announcement** in the Buyers’ Attachment section.

Offerors’ Conference Information

Offerors Conference ★

Offerors Conference Date

Offerors Conference Time

Offerors Conference Location

Offerors Conference Street

Offerors Conference City

Offerors Conference State

Offerors Conference Zip

Offerors Conference Comments

2000 characters remaining

★ Required Previous Save Progress Next

15. 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 (e.g., CUPO, other buyer, or any other individual that is set up to “view events”, etc.)
 - Click Edit Users
 - Search by username, email address
 - Select Individual

Users

Event Creator ★ SPD Admin, Mary

Event Owners ★ Event Owners have full control over this event.

SPD Admin, Mary

Event Managers on this Entity Name have full control over this event:

Department: 40199 (State Purchasing Division (SPD)) (11 users)

Contacts ★ Contact information for these users is shown to supplier.

SPD Admin, Mary

Stakeholders Stakeholders can view the event and responses.

No User Selected

Stakeholders on this Entity Name can view the event and responses

Complete Event Set-Up

- iv. Select "Save Changes"
- d. Select "Save Progress"
- e. Select "Next"

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

16. Event Description

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

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

17. Stage Description (OPTIONAL)

- a. This is not applicable during event set-up. This can be left blank.
- b. Select "Save Progress"
- c. Select "Next"

18. Add Event Prerequisites

- a. If the eRFI template was selected, then the tool prepopulates standard Event Prerequisites for the eRFI. Select the "Actions" button to edit or delete as needed.
- 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 browse and select standard prerequisite(s))

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

Complete Event Set-Up

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 *

Prerequisite Content *

Type *

Certification Text *

Display Order *

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
 - 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”

Prerequisites

Add Prerequisite ▾

Add New Prerequisite

Add from Library

Add Prerequisites from Library

Choose Where to Add From

Library *

Show Display Position Options

Add Selected Prerequisites Close

Select Values

Name

Selected Value

Close

Complete Event Set-Up

Add Prerequisites from Library

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

* Required

Add Selected Prerequisites Close

← Previous Save Progress Next >

19. Add Buyer Attachments

- Select "Add Attachment" and select from:
 - Add New Attachment
 - OR
 - Add From Library
- For **New Attachments**, please
 - Create a Display Name (which will appear to the supplier)
 - Click "Select File" to search for file, browse and click the file, then click open
 - Confirm Desired File Appears
 - Add any additional comments for the file
 - Click "Save Changes"
 - Repeat steps above for each additional file
- On main "Buyer Attachments" page, select "Actions" button to edit, delete or modify the attachments
- Click "Save Changes"
- Click "Next"

TIP: If you are using the eRFI template within Jaggaer Sourcing Director, there is no need to separately attach SPD-PS013 State Entity eRFI Template.

Buyer Attachments

Add Attachment ▾

Add New Attachment

Add from Library

Add Attachment

Attachment Type * File Link

Display Name *

File * Drop file to attach, or browse.

Maximum upload file size: 50.0 MB

Comments

1000 characters remaining

* Required Save Changes Close

File * Drop file to attach, or browse. Done ✓

Sample File.docx 100% ×

Maximum upload file size: 50.0 MB

Comments

1000 characters remaining

* Required Save Changes Close

Attachment	Version	Size	Added By	Modified Date	Actions
Sample File.docx	1	118 KB	Mary SPD Admin	5/1/2020 4:26:25 PM	(Actions)

* Required

← Previous Save Progress Next >

20. Supplier Attachments

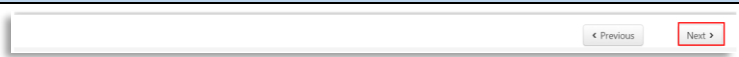
- Observe that all event types are set up to allow suppliers to upload attachments

Supplier Attachments

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

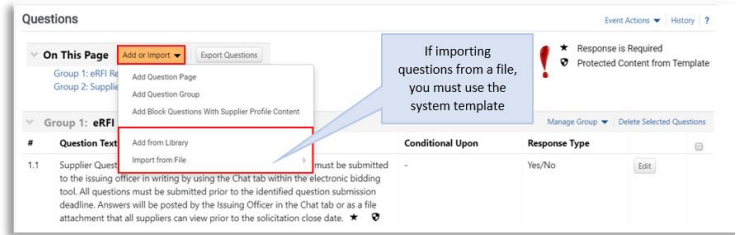
Complete Event Set-Up

b. Click “Next”



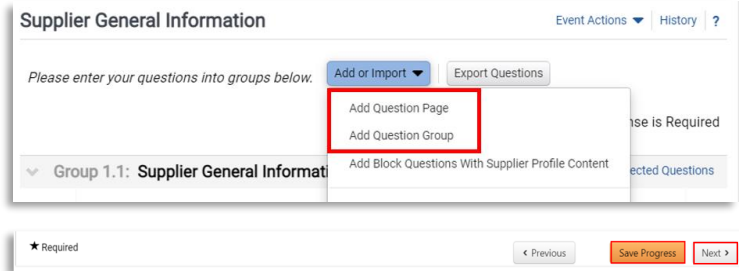
21. Event Questions

- 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
 - iii. Select “Import from File” to upload previously prepared questions
IMPORTANT: you must use system template.
- d. Questions are organized into “groups” and “Pages”. 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”



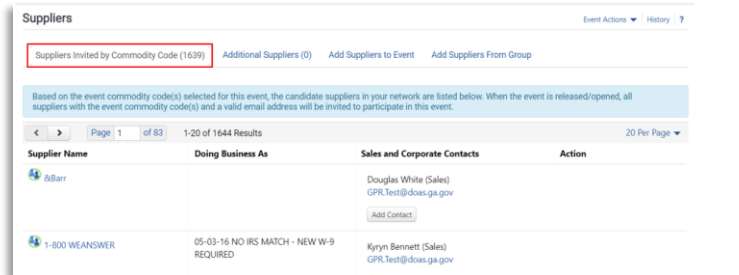
NOTE: Use of Event Questions is optional but strongly recommended. As an alternative, questions can be uploaded as a file attachment in the Buyer Attachments section.

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



22. View Suppliers Invited by NIGP Code

- a. View the “Suppliers Invited by Commodity Code” to see which registered suppliers will receive an email notification based on the NIGP Code(s) selected
- b. Invite additional suppliers by completing the next step



Complete Event Set-Up

23. Invite Additional Suppliers

- Select the “Add Suppliers to Event” tab to invite additional registered suppliers by search
OR
- Select “Manually Invite Suppliers” and desired option
 - To add individually, select “Add Supplier to Event”
 - Enter Supplier Name, contact person and email address
 - Click “Save” or “Save and Add Another”
- 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.

24. 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

Section	Progress
Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	2 No Required Data
Buyer Attachments	1 No Required Data
Supplier Attachments	✓ No Required Data
Questions	7 No Required Data
Suppliers	1639 Required Data Provided

Complete Event Set-Up

Event Submitted

Next Steps
What would you like to do next? Here are links to common actions:

- Return to My Event
- Add Another Event
- Go to My Home Page
- Go to Sourcing Dashboard

View Approval Steps

Event Summary

Event Title	KSU Enrollment Mgmt System eRFI	Time Zone	EDT/EST - Eastern Standard Time (US/Canada)
Event Type	Request for Information	Open Date	5/2/2020 9:00:00 AM
Entity Name	State Purchasing Division (SPD)	Close Date	5/15/2020 2:00:00 PM
Event Number	40199-eRFI-000000191-2020		
Event Status	Approved		

25. 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."
- 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.

Event Submitted

Next Steps
What would you like to do next? Here are links to common actions:

- Return to My Event
- Add Another Event
- Go to My Home Page
- Go to Sourcing Dashboard

This event is **Pending Approval**. It must be approved before it can be opened as scheduled on 8/2/2021 9:00 AM EDT.

GSU Enrollment Management System eRFI
50900-eRFI-000000225-2022

Type: Request for Information
Event Status: Pending

Settings and Content

Setup Additional Event Details

Stage Title

GSU Enrollment Management System eRFI
50900-eRFI-000000225-2022

Type: Request for Information
Event Status: Pending

Settings and Content

Tools

- Internal Notes
- Exports and Imports
- Q & A Board
- Approvals
- Award Notifications

Approvals

Sourcing Event Approval Workflow | Sourcing Event Evaluation Workflow

Submitted 8/2/2021 7:51 AM → **Buyer Pre Bid Finalization** (Active) → Finish

GSUstudent03 Train
View approvers

Workflow Actions

Approve

Complete Event Set-Up

This event is **Approved**. It will be opened to suppliers on 8/2/2021 9:00 AM EDT.

GSU Enrollment Management System eRFI
50900-eRFI-00000225-2022

Type: **Request for information**
Event Status: **Approved**

Approvals

Sourcing Event Approval Workflow | Sourcing Event Evaluation Workflow

Submitted 8/2/2021 7:51 AM → Buyer Pre Bid Finalization Approved ✓ GSUstudent03 Train → Completed 8/2/2021 8:07 AM

26. 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.

GEORGIA PROCUREMENT REGISTRY TRAINING SITE

Event Announcement to Suppliers

Train 01 Supplier
train_supplier01@doas.ga.gov

Georgia State University, a Georgia government entity, has posted an Event which is available for your company's response. Your firm may have been selected based on NIGP code(s) listed in your registration profile.

The Event details are summarized below.

Event Number: 50900-eRFI-00000225-2022
Event Title: GSU Enrollment Management System eRFI
Event Open Date: 8/2/2021 at 9:00 AM EDT
Event Close Date: 4:00 PM EDT

The event can be reviewed at: <https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=50900-eRFI-00000225-2022&sourceSystemType=jag>
(Please Copy and Paste the link into a browser)

You can respond to the event at: [Please click the link to view the sourcing event!](#)

For first time users, please register at https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL? prior to accessing the event.

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.


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

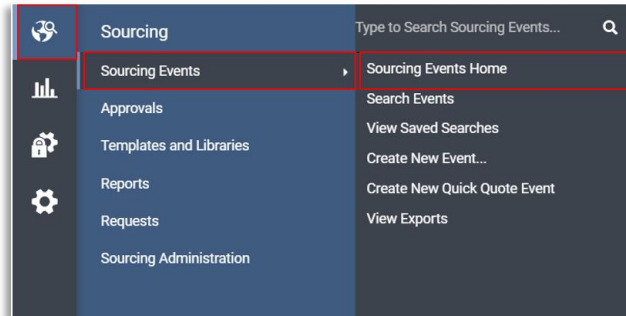
Viewing Supplier Progress in "Open" Status

2. Enter Logon Credentials

- Enter User Name
- Enter Password
- Click "SIGN IN"

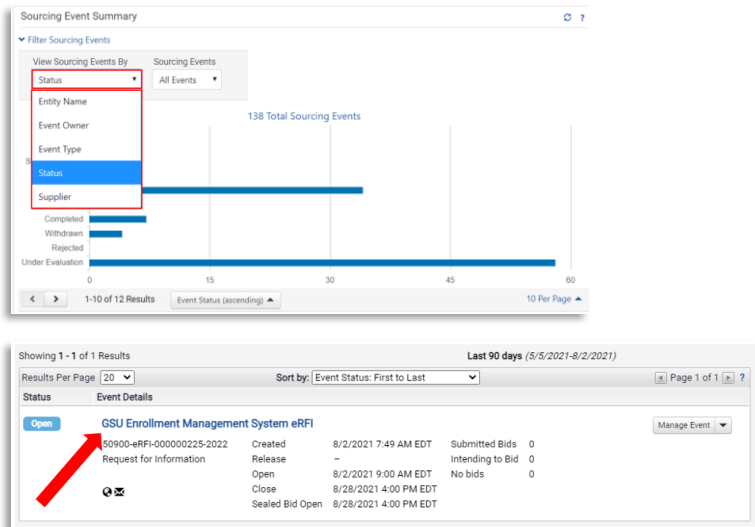
3. Access the Sourcing Menu

- 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



Viewing Supplier Progress in “Open” Status

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.

GSU Enrollment Management System eRFI
50900-eRFI-000000225-2022

Type: Request for Information
Event Status: Open

Settings and Content ▾

- Setup ✓
- Additional Event Details ✓
- Users ✓
- Description ✓
- Prerequisites 3
- Buyer Attachments 1
- Supplier Attachments ✓
- Questions 6
- Supplier General Informa...
- RFI Questions
- Suppliers 2
- Evaluations** ←
- Supplier Responses ←

Supplier Responses Event Actions History ?

Supplier opted-in via Public Site

6 Invited Suppliers

1-6 of 6 Results 50 Per Page

Progress	Response % Complete	Supplier Name	
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

Viewing Supplier Responses in “Under Evaluation” Status

- Follow the steps above to logon and locate the event

See Above

- Select Event

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

Results Per Page: 20 Sort by: Event Status: First to Last Page 1 of 1 ?

Status: **Under Evaluation** Event Details Manage Event

Middle Georgia Test eRFI for Import Questions 051920

58300-eRFI-000000271-2020	Created	5/19/2020 10:51 AM EDT	Submitted Bids	1
Request for Information	Release	-	Intending to Bid	1
	Open	5/19/2020 9:00 AM EDT	No bids	0
	Close	5/19/2020 5:30 PM EDT		
	Sealed Bid Open	5/19/2020 5:30 PM EDT		

Viewing Supplier Responses in “Under Evaluation” Status

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

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.

The screenshot shows the 'Supplier Responses' section with a table of 15 invited suppliers. The first row, CORTECHS INC, is highlighted with a red box. The table columns are Progress, Response % Complete, Supplier Name, and Total Bid.

Progress	Response % Complete	Supplier Name	Total Bid
Submitted	100%	CORTECHS INC	0.00 USD
Intention Not Declared	0%	BEST LAB DEALS INC	-
Intention Not Declared	0%	DATASOFT TECHNOLOGIES INC	-
Event Not Viewed	-	A C DIRT WORKS INC	-

Below the table, there are sections for 'Prerequisites', 'Supplier Attachments', and 'Questions'. The 'Prerequisites' section is highlighted with a red box, showing a 'Response from CORTECHS INC' with a 'Prerequisites' section that includes a registration requirement and a certification checkbox.

4. Download/Export All Supplier Responses

- To export all supplier responses from the system, start from the Evaluations section, Supplier Responses subsection.
- Select the dropdown arrow for “Evaluation Actions” and choose “Export All Responses”
- On the “Evaluation Export” pop-up, select “Submit”
- 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.

The screenshot shows the 'Supplier Responses' section with a table of 5 invited suppliers. The 'Evaluation Actions' dropdown menu is open, and the 'Export All Responses' option is highlighted with a red box. The table columns are Progress, Response % Complete, Supplier Name, and Total Bid.

Progress	Response % Complete	Supplier Name	Total Bid
Submitted	100%	Greater Images of Atlanta, LLC	0.00 USD
Submitted	100%	Made with Love Cafe and Catering	0.00 USD
Intend To Bid	0%	peachstate landscaping	-
No Bid	0%	GEORGIA BALANCE	-
Event Not Viewed	-	ACTION TARGET INC	-

Viewing Supplier Responses in “Under Evaluation” Status

- e. On the new screen, select the file name to download and save.
- f. Once finished, click on “View Event” (to the right of the Event Number) to return to the event.

The screenshot displays the 'Supplier Responses' interface. At the top, the 'Evaluation Actions' dropdown menu is open, with 'Export All Responses' highlighted. Below this is the 'Evaluation Export' form, where the description 'Middle Georgia Test eRFI' is entered, and the 'Submit' button is highlighted. A second 'Evaluation Export' message box shows a successful submission with a red arrow pointing to the 'click here to view it' link. At the bottom, the 'Sourcing Event Evaluation Exports' table is shown with a red arrow pointing to the 'Event EvaluationExport_L43090908' file name and another red arrow pointing to the 'View Event' link.

Status	File Name	Description	Number of Suppliers	Event Number
Completed	EventEvaluationExport_L43090908	Middle Georgia Test eRFI	2	50900-eRFI-000000188-2022 View Event

Completing eRFI Event

1. Locate and Select Event Completing Steps Above

See Above

2. Access Workflow Actions Menu

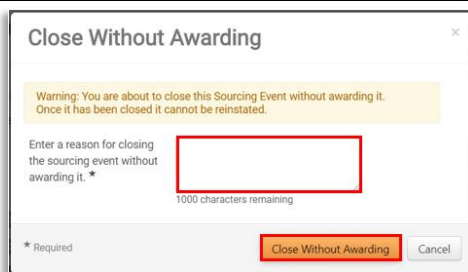
- a. Select the “Workflow Actions” menu
- b. Select “Close Without Awarding”

The screenshot shows the 'Workflow Actions' dropdown menu. The 'Close Without Awarding' option is highlighted with a red box.

Completing eRFI Event

3. Document Final Status

- a. Enter Comment in Text Box (e.g., RFI responses reviewed; contract award not applicable)
- b. Select "Close without Awarding"

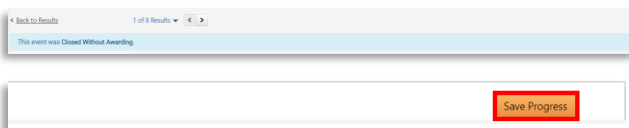


The screenshot shows a dialog box titled "Close Without Awarding" with a close button (X) in the top right corner. A yellow warning banner at the top reads: "Warning: You are about to close this Sourcing Event without awarding it. Once it has been closed it cannot be reinstated." Below the banner, there is a text input field with the label "Enter a reason for closing the sourcing event without awarding it. *". A red box highlights this text input field. Below the text box, it says "1000 characters remaining". At the bottom left, there is a "* Required" label. At the bottom right, there are two buttons: "Close Without Awarding" (highlighted with a red box) and "Cancel".

4. Finalize

- a. Note new event status
- b. Select "Save Progress"
- c. Exit or continue working

TIP: Event will now appear under "Completed" status in Sourcing Event Summary dashboard.



The screenshot shows a confirmation message in a light blue box: "This event was Closed Without Awarding". Above this message is a breadcrumb trail: "Back to Results" followed by "1 of 6 Results" and navigation arrows. Below the confirmation message is a "Save Progress" button highlighted with a red box.