

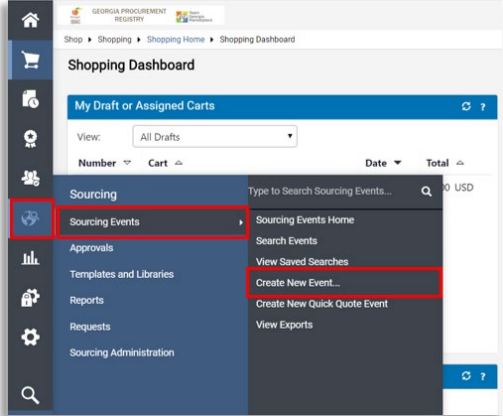




## Electronic Request for Proposals (eRFP) Process

### Jaggaer Sourcing Director for the University System of Georgia

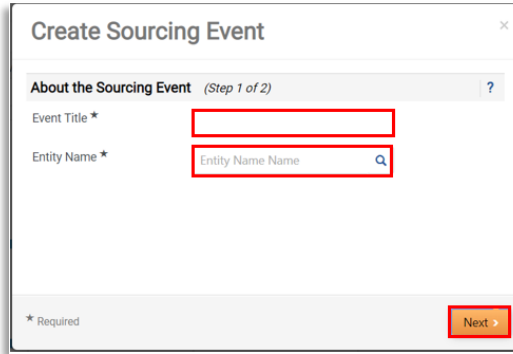
Create Draft eRFP	
<p><b>1. Access Website to Sign In</b></p> <ol style="list-style-type: none"><li>Open up a web browser</li><li>Go to <a href="https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia">https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia</a></li></ol>	
<p><b>2. Enter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

## Create Draft eRFP

### 4. eRFP Title and State Entity Name

- In the “Event Title” Field, **include the State Entity Abbreviation** plus Event Title Name (e.g. GSU Consulting eRFP)
- 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 \*

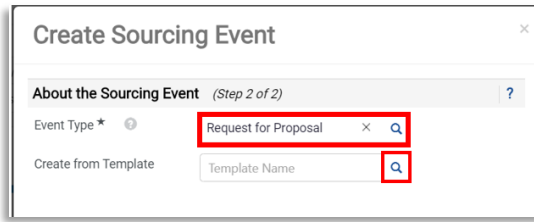
\* Required Next >

### 5. Select Event Type and Template

- In the Event Type Field, click the magnifying glass
- Select “Request for Proposal”
- RECOMMENDED:** Use the eRFP template to simply event creation
  - Click the magnifying glass for the “Create from Template” field
  - Click the “Select” button for eRFP template

OR

- Skip step c if you want to create your own event and upload completed eRFP template ([SPD-SP016 eRFP Template](#)) under Buyer attachments.
- Select “Create Sourcing Event”

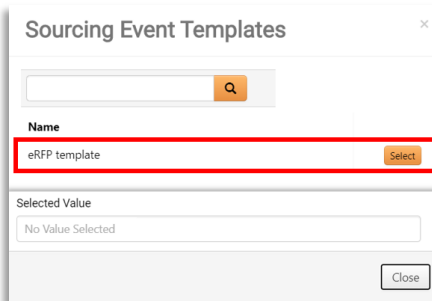


Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

Event Type \*

Create from Template



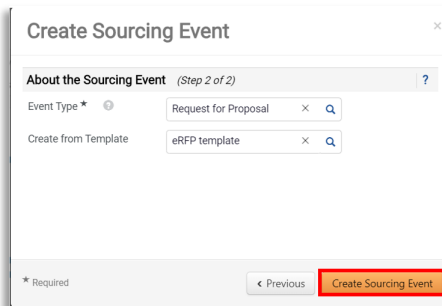
Sourcing Event Templates

Name

eRFP template Select

Selected Value

Close



Create Sourcing Event

About the Sourcing Event (Step 2 of 2)

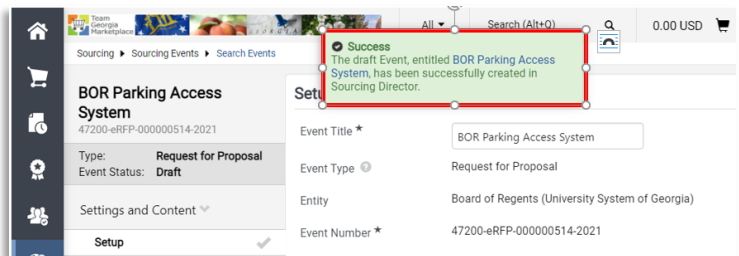
Event Type \*

Create from Template

\* Required < Previous Create Sourcing Event

### 6. Confirmation of Draft Event

- Verify that draft Event has been successfully created
- Continue event set-up by completing steps below



Team Georgia Marketplace

Sourcing > Sourcing Events > Search Events

Success The draft Event, entitled BOR Parking Access System, has been successfully created in Sourcing Director.

**BOR Parking Access System**  
47200-eRFP-00000514-2021

Type: Request for Proposal  
Event Status: Draft

Settings and Content

Setup

Event Title \* BOR Parking Access System

Event Type Request for Proposal

Entity Board of Regents (University System of Georgia)

Event Number \* 47200-eRFP-00000514-2021

## Create Draft eRFP

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.

**BOR Parking Access System**  
47200-eRFP-00000514-2021

Type: Request for Proposal  
Event Status: Draft

Settings and Content ▾

- Setup ✓
- Additional Event Details ✓
- Users ✓
- Description ✓
- Prerequisites 5
- Buyer Attachments 2
- Supplier Attachments ✓
- Questions 24
  - Supplier General Informa...
  - Mandatory Questions
  - Mandatory Scored Questi...
  - Additional Scored Questi...
- Additional Item Fields
- Price Components
- Items 1
- 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 can be left blank during initial set-up for eRFP.

**TIP:** Sourcing Director can be used to collect revised responses from suppliers after the Event close date. Examples would include revised technical proposals or cost proposals if negotiations occur. The Stage Title is entered by the issue officer at the time the negotiation round occurs.

**NOTE:** The Event Type and Entity cannot be edited once the draft is created. If there was an error in

**Setup**

Event Title ★ BOR Parking Access System

Event Type ⓘ Request for Proposal

Entity Board of Regents (University System of Georgia)

Event Number ★ 47200-eRFP-00000514-2021

Stage Title ⓘ

## Complete Event Set-Up

selecting the Event Type or Entity, then the draft event should be deleted and a new drafted started.

### 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 "search" 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.

**IMPORTANT: IF THE EVENT IS LIMITED TO SUPPLIERS THAT WERE PREQUALIFIED THROUGH AN eRFQC, THEN DO NOT SELECT ANY NIGP CODES. INSTEAD, ADD THE QUALIFIED SUPPLIERS TO THE EVENT TO BE NOTIFIED MANUALLY.**

▼ NIGP Codes

Reporting NIGP Code  - Edit

Additional NIGP Codes  Edit

Forced Supplier Invitation by NIGP Code Yes

NIGP Codes

Search by commodity code name, number, or description

Q

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

▼ NIGP Codes

Reporting NIGP Code  91806 - Administrative Consul... Edit

Additional NIGP Codes  Edit

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"
- To view codes selected, 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.

**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

▼ NIGP Codes

Reporting NIGP Code  91806 - Administrative Consul... Edit

Additional NIGP Codes  Edit

Forced Supplier Invitation by NIGP Code Yes

## Complete Event Set-Up

“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 Consul.

Additional NIGP Codes: 3 Values Selected <sup>2<sup>nd</sup></sup>

Forced Supplier Invitation by NIGP Code: Yes

**Display and Communication**

Visible to Public: Yes

<sup>1<sup>st</sup></sup>

### 10. Set Payment and Estimated Value

- To use cost analysis against estimated value of the project, enter that estimated value here. NOTE: The system will use this amount to calculate “savings” (if any) based on final award amount.
- Also please re-enter the same estimated value amount under Additional Event Details field. This is used for delegated purchasing authority (DPA) workflow.

**Payment**

Currency: US Dollar

Estimated Value  USD

**Additional Event Details**

Dollar Estimate (Re-Enter Estimated Dollar value)\*

## Complete Event Set-Up

### 11. Set Bid and Evaluation Options

- a. **Sealed bid - will always default to Yes.**
- b. **Cost Per Quality Point and Best Value** – this allows scoring calculations within the system based on a percentage of cost and technical points. Great option to use for eRFPs with simple cost evaluations (total cost that can be captured in a single line item). **Recommend set to Yes.**
- c. **Best Value** – assigns weight to quality (technical) and price (cost). **Recommend set to Yes. Use slider scale to assign percentage allocation for technical and cost.**
- d. **Use Panel Questionnaire** - allows for scoring and collection of comments on suppliers' technical proposals. **Defaults to Yes.**
- e. **Auto Score** (OPTIONAL) - allows buyer to set automatic points per question. Beneficial to use if there are specific questions that you want to call out an automatic response to in evaluations. Not applicable when using evaluation team. **Recommend default to No.**
- f. **Cost Analysis** (OPTIONAL) – allows for the calculation of monetary implications of supplier's answers to questions. **Recommend default to No.**
- g. **Alternate Items** – allows bidders to suggest alternate items to those required on the event. Not generally applicable to RFPs. **Recommend default to No.**
- h. **Confidential Pricing** (OPTIONAL) - Confidential is displayed when the user is not allowed to see the prices on items or on supplier responses. If you are using the Panel Questionnaire option, then select "yes" so that cost is not disclosed to the evaluation team. **Recommend select Yes.**

**NOTE:** The event creator manages which users can see prices. If you believe that you should be able to see prices on the sourcing event, then contact the event creator for further assistance.

The screenshot shows the 'Bid and Evaluation' configuration panel. It includes the following options:

- Sealed Bid: Yes
- Cost Per Quality Point: Yes (selected)
- Best Value: Yes (selected), with a slider set to 30% Price and 70% Quality.
- Use Panel Questionnaire: Yes
- Auto Score: No (selected)
- Cost Analysis: No (selected)
- Alternate Items: No (selected)
- Allow Split Item Quantity in Evaluations: Yes
- Confidential Pricing: Yes (selected)

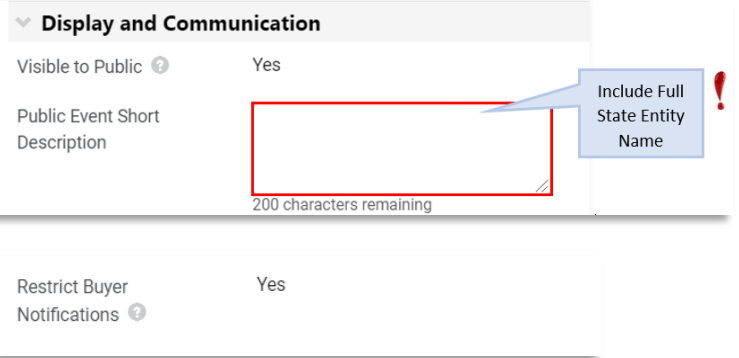
## Complete Event Set-Up

### 12. Display and Communication

- VISIBLE TO PUBLIC will always default to Yes
- Enter brief description to be displayed on Jaggaer Sourcing Director site.
- Please be sure to include state entity's full name in the description.
- Restrict Buyer Notifications set 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.

Notification Recipients \* Only Notification Recipients will be eligible to receive system-generated event notifications.


 Edit Users



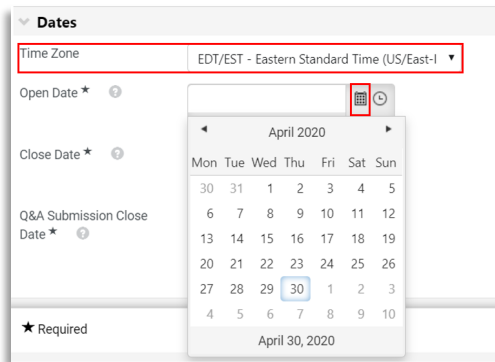
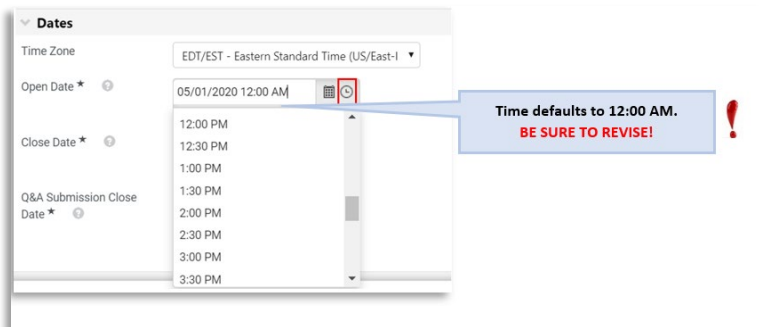
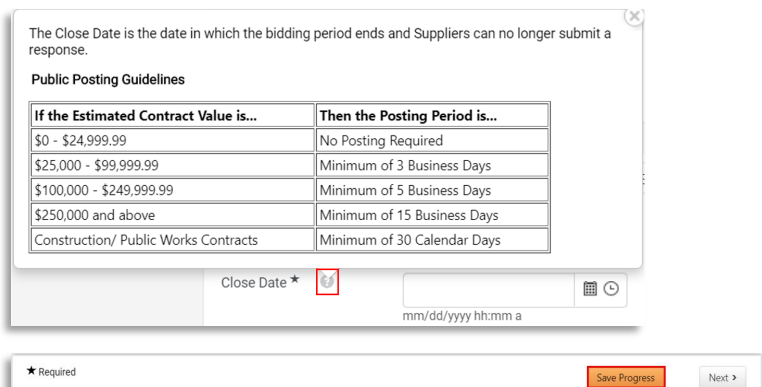
### 13. Identify Posting Dates

- 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.**
- Click "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:** Click the  symbol for Close Date to view the posting guidelines based on dollar value.

**TIP #2:** *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

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

## Complete Event Set-Up

are invalid or do not meet the minimum posting period.

### 14. 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.

Q&A Submission Close Date \*

Q&A Submission Close Date \*

Q&A Submission Close Date \*

Same as Close Date  Do not select !

### 15. Enter Additional Event Details

- a. Re-enter Estimated Dollar Value (Put in the same amount as in Payment section above)
- b. Enter Fiscal Year Event will be Posted (e.g., 2020, 2021, etc.)
- c. For Purchasing Type, select from drop-down list
- d. Select Category Type from drop-down list
- e. OPTIONAL: enter state entity's website address in the URL field

Dollar Estimate (Re-Enter Estimated Dollar value) \*

Fiscal Year \*

Purchasing Type \*

Category Type \*

URL

### 16. Enter Offerors' Conference Information

- a. Indicate whether an offerors'/bidders' conference will be conducted by the State Entity
  - i. Choose "N/A" if no conference will be held  
OR

Offerors Conference \*

Offerors Conference Date

Offerors Conference Time

Offerors Conference Location



## Complete Event Set-Up

- ii. If conference will be offered, select whether supplier attendance is “Optional” or “Mandatory”

### 17. (IF OFFEROR’S CONFERENCE WILL BE OFFERED) Enter Conference Details

- a. Click Calendar to Select Offerors Conference Date
- b. Type Conference Start Time using the following format: HH:MM AM/PM
- c. Enter Conference Location (Building Name, etc.)
- d. Enter Street
- e. Enter City
- f. Select State from Drop Down
- g. Enter Zip Code
- h. Enter any additional information any comments section
- i. Select “Save Progress”
- j. Select “Next”

**NOTE:** This information is transmitted and displayed on the Georgia Procurement Registry (GPR) as part of the public notice. **It is not visible on 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.

### 18. Review/Assign Users

- a. Verify Event Creator and Owner information is correct
- b. Verify contact information that will be displayed to suppliers is correct
- c. OPTIONAL: assign additional users as “Stakeholders” that will have access to view the event and supplier responses (e.g. CUPO, other buyer, or any other individual that is set up to “view events”, etc.)
  - i. Click Edit Users
  - ii. Search by username, email address
  - iii. Select Individual
  - 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.

## Complete Event Set-Up

### 19. Event Description

- If the eRFP template was selected during event set-up, then the tool prepopulates standard text. Review “Instructions to Issuing Officer”, edit text, and then delete notes
- Otherwise, please add text to describe your solicitation.
- 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 displays on the Georgia Procurement Registry

Description

Please enter a description for this event, or copy from library. \*

Format (inherited font) (inherited size) B I U A A [Paint Bucket icon]

**Purpose of Procurement**

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated 50-5-50 et seq.), this electronic Request for Proposals (“eRFP”) is being issued to establish a contract with a qualified supplier who will provide **Enter the Sourcing Event Name** to the **Enter State Entity’s Name** (hereinafter, “the State Entity”) as further described in this eRFP.

**INSTRUCTIONS TO ISSUING OFFICER:** Describe a general overview of the project, service, or commodity being purchased. The information should define the value proposition for the suppliers and be able to answer the question, “Why should the supplier submit a proposal?” Provide a general scope of the procurement (e.g., magnitude of the procurement, historical spend, and/or quantities if applicable). Different types of information to be included are as follows: Multiple or single award, number of Divisions involved, etc. After this action is complete, please delete this instructional note.

### 20. Stage Description

- Not applicable during event set-up. This should be left “blank”
- Select “Save Progress”
- Select “Next”

**NOTE:** After the eRFP closes, the buyer can create additional stages of the event (for example, to conduct rounds of technical or cost negotiations). When creating the new stage, the buyer will be prompted to assign stage names and descriptions to differentiate. Reference the **Conducting Stages Quick Reference Guide** for additional instructions.

Stage Description

Please enter a description for this event stage. You could put some more instructions here. \*

Format (inherited font) (inherited size) B I U A A [Paint Bucket icon]

★ Required

< Previous Save Progress Next >

### 21. Review and Edit Event Prerequisites

- If the eRFP template was selected during event set-up, then there will be standard Prerequisites already added to the Event. If there is need to add additional Prerequisites just follow the steps below.
- Click “Add Prerequisite” and select from the following:
  - Select “Add New Prerequisite” (to create custom prerequisite)
  - OR
  - Select “Add from Library” (to choose from pre-approved prerequisites)

**TIP:** Suppliers must acknowledge/respond to prerequisites (either before accessing the event or

Prerequisites

Add Prerequisite

★ Required to Enter Bid

Instructions to supplier	Prerequisite Content	Actions
eRFP Instructions for Suppliers *	eRFP Instructions for Suppliers eRFP Additional Instructions.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

Prerequisites

Add Prerequisite

- Add New Prerequisite
- Add from Library

Two Prerequisite Types:

## Complete Event Set-Up

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 Enter Bid
- 🔒 Required to View Event

### Add Event Prerequisites (CONT.)

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

- Add Prerequisite from Library (standard)**
  - Select "Add from Library"
  - Select the magnifying glass
  - Click "Select" for GA Library
  - Click "checkbox" for each desired prerequisite
  - Click "Add Selected Prerequisites"
  - Confirm desired prerequisites appear
  - Click the "Actions" drop-down to edit or delete
  - Repeat the steps above to add additional prerequisites
  - Click "Save Progress"
  - 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

Select Values

Name

GA Library

Selected Value

No Value Selected

Close

## Complete Event Set-Up

**Add Prerequisites from Library**

Choose Where to Add From

Library \* GA Library

Instructions to supplier	Prerequisite Content	
eRFI Instructions for Suppliers *	eRFI Additional Instructions	<input type="checkbox"/>
eRFP Instructions for Suppliers *	eRFP Instructions for Suppliers	<input type="checkbox"/>
eRFQ Instructions for Suppliers *	eRFQ Instructions for Suppliers	<input type="checkbox"/>
eRFQC Instructions for Suppliers *	eRFQC Instructions for Suppliers	<input type="checkbox"/>
Georgia Standard Terms and Conditions *	Georgia Standard Terms and Conditions	<input type="checkbox"/>
Mandatory Bidders/Offerors Conference *	Mandatory Bidders/Offerors Conference	<input type="checkbox"/>
Pre-Qualification *	Pre-Qualification	<input type="checkbox"/>
Proposal Certification & Certificate of Non-Collusion *	Proposal Certification	<input type="checkbox"/>
Registration in Team Georgia Marketplace™ *	Registration in Team Georgia Marketplace™	<input type="checkbox"/>
Restrictions on Communications with State Staff *	Restrictions on Communicating with State Staff	<input type="checkbox"/>

\* Required

### 22. Add File 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 eRFP template within Jaggaer Sourcing Director, there is no need to separately attach SPD-PS016 State Entity eRFP Template

**Buyer Attachments**

Add Attachment ▾

Add New Attachment

Add from Library

... below.

**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

File \*  Drop file to attach, or browse.

Sample File.docx 100% ×

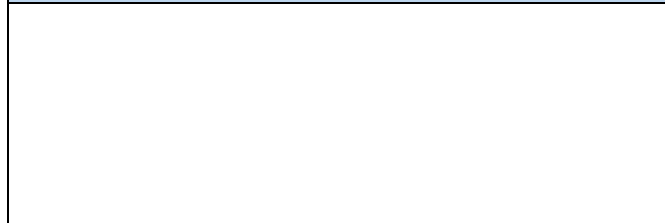
Maximum upload file size: 50.0 MB

Comments

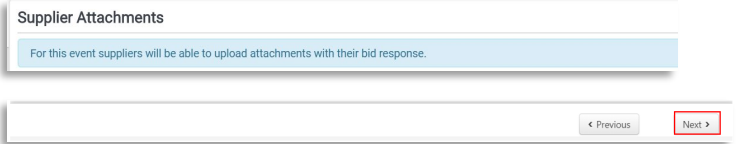
1000 characters remaining

\* Required

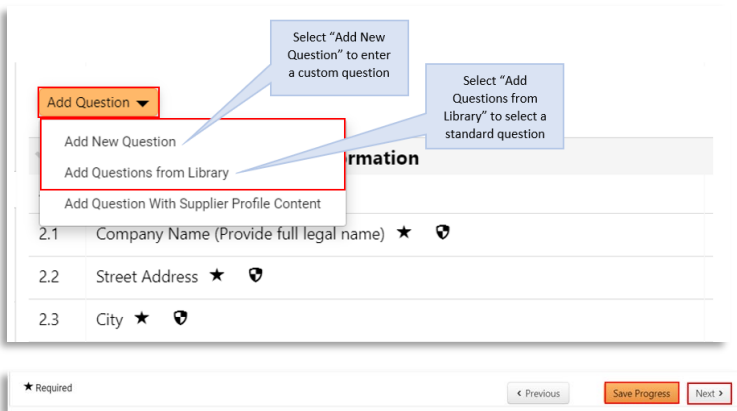
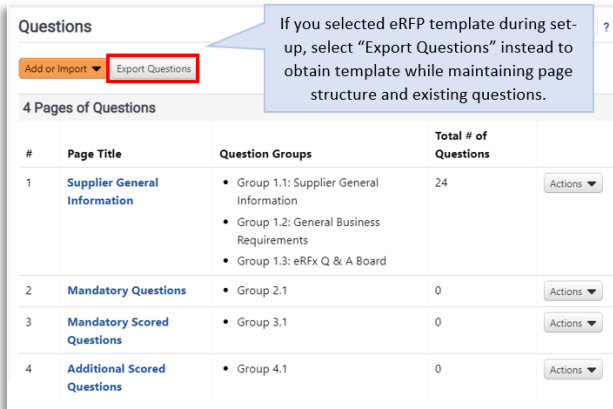
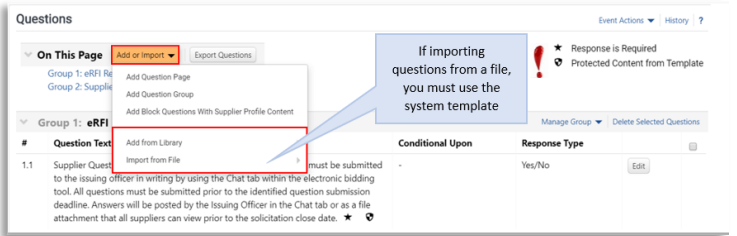
## Complete Event Set-Up



- 23. Supplier Attachments**
- Observe that all event types are set up to allow suppliers to upload attachments
  - Click “Next”



- 24. Event Questions**
- RECOMMENDED:** To allow suppliers to answer questions directly within the Sourcing Tool, add event questions.
  - When using the template, the tool will prepopulate standard questions.
  - To add event questions, you can use any of the following options:
    - Select “Add New Question” to enter a custom question
    - Select “Add from Library” for standard questions
    - Select “Import from File” to upload previously prepared questions  
**IMPORTANT: you must use Jaggaer system template for importing questions**
    - NOTE: If the eRFP 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.
  - Questions are organized into “Groups” and, on each Page, into “Pages”.
    - From the main Question page, select “Add Question Page”. Or select “Add Question Group” to add a new group on an existing page.
    - To add a new question to a particular group, select the “Add Question” button for the identified group.
  - Select “Save Progress”



See Example Below for Questions Organized by Page and Group

## Complete Event Set-Up

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 using SPD-SP057 Requirements Sheet for RFPs or Scored RFQCs.

**TIP #1:** Review the *Import Event Questions Quick Reference Guide* for additional instructions.

**TIP #2:** Use the “Pages” and “Groups” options to organize your questions. Organize question types into separate pages. For example, create a separate page for each of the following: mandatory, mandatory scored and additional scored. Use groups to organize questions by content area (for example, supplier experience, security requirements, etc.)

#	Page Title	Question Groups	Total # of Questions	
1	Page1	<ul style="list-style-type: none"> <li>Group 1.1: Supplier General Information</li> <li>Group 1.2: General Questions</li> <li>Group 1.3: eRFx Q &amp; A Board</li> </ul>	15	Actions
2	Page2	<ul style="list-style-type: none"> <li>Group 2.1: Mandatory Qualifications and Experience</li> <li>Group 2.2: Mandatory System Features &amp; Functionality</li> <li>Group 2.3: Mandatory Warranty &amp; Lifecycle Support</li> </ul>	18	Actions
3	Page3	<ul style="list-style-type: none"> <li>Group 3.1: Qualifications &amp; Experience (Mandatory Scored)</li> <li>Group 3.2: System Features &amp; Functionality (Mandatory Scored)</li> <li>Group 3.3: Project Approach, Planning &amp; Staging (Mandatory Scored)</li> <li>Group 3.4: Warranty &amp; Lifecycle Support (Mandatory Scored)</li> </ul>	31	Actions
4	Page4	<ul style="list-style-type: none"> <li>Group 4.1: Qualifications &amp; Experience (Additional Scored)</li> <li>Group 4.2: System Features &amp; Functionality (Additional Scored)</li> <li>Group 4.3: Warranty &amp; Lifecycle Support (Additional Scored)</li> </ul>	8	Actions

## 25. Create Event Line Item(s)

- IMPORTANT: To allow contract award, every eRFP must include at least one price component item.** Lines may be created on the Product Line Items tab, Service Line Items tab or both.
- 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.
- Select “Add Product Line Item”/ “Add Service Line Item, and choose:
  - “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”.
  - “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”.
- If you have a significant number of line items to add, then select “Add or Import” and choose and of the following:

Items

Product Line Items (0) Service Line Items (1)

Go To: All Groups Add or Import Export Items

Group S1 (1 - 1 of 1 Items)

#	Name	Total Cost	Requested Service Delivery
S1.1	Total Cost		<input type="checkbox"/>

Add Service Line Item

Add Product Line Item

Add New Item

Add Item from Library

## Complete Event Set-Up

- 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:** The buyer may attach a file at the line item level if desired. However, the file may be overlooked by suppliers. If a cost worksheet will be used, it is recommended to attach it in the Buyers Attachments section to increase visibility.

**IMPORTANT:** the dollar value entered by the supplier(s) selected for contract award will be used to determine the Notice of Intent to Award (NOIA) posting period (protest count down) on the Georgia Procurement Registry (GPR). Therefore, buyers should never instruct suppliers to enter \$1 in the total cost line item as this will generate an inaccurate NOIA posting period.

**Add Product Line Item**

Name \*

Description

2500 characters remaining

Catalog Number

Quantity: 1.0000

Make Quantity a Supplier Response Field

Unit of Measure \*: EA - Each

Item Details

Requested Delivery:  Date  Days after award

Requested Delivery Date: mm/dd/yyyy

Options

Unit Price is Required

Estimated Delivery Date is Required

Unit price will be required if Estimated Delivery is required.

Commodity Code: -

Historical Unit Price: USD

Target Price: USD

Attach File: No File Attached

Display Order \*: Last

\* Required

Save Changes Close

## 26. Additional Item Fields (OPTIONAL)

- a. **NOTE:** Additional Item Fields are line item-specific questions. 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:
  - 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

Back to Results 1 of 86 Results

Test eRFP for Best Value Function

40199-eRFP-000000357-2020

Type: Request for Proposal

Event Status: Draft

Settings and Content

Setup ✓

Additional Event Details ✓

Users ✓

Description ✓

Prerequisites 3

Buyer Attachments 2

Supplier Attachments ✓

Questions 13

**Additional Item Fields**

Price Components

Items 1

Additional Item Fields

Additional Item Fields are line item-specific questions. These questions are directly related to the product (or section, which are not line item specific. An example may be "Provide the Manufacturer's name" or "Made in the visible/answered by the supplier. Additional item fields are unnecessary if your event does not contain Line It

Create Additional Field

Create Additional Field

Add Field From Library

**Add Additional Item Fields from Library**

Choose Where to Add From

Library \*

GA Library

Show Display Position Options

\* Required

Add Selected Item Fields Close



## Complete Event Set-Up

- 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 (previous step) before adding additional item fields.

### Add Additional Item Fields from Library

Choose Where to Add From

Library \* GA Library

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

### Additional Item Fields

Event Actions History

\* Response is Required

Name	Conditional Upon	Field Type	Applicable To	Restricted to Item Groups	Supplier Can Respond
What is the model number for this equipment? *	-	Text (Single Line)	Product Line Item		Yes <span>Edit</span>

[Create Additional Field](#)

### Edit Additional Field

Name \* What is the model number for

Integration Id

Description

Applicable To \*  Product Line Item  Service Line Item  Both

Supplier Can Respond  Yes  No

Field Type \*  Supplier response is required   
 Text (Single Line)

[Show Display Position Options](#)

\* Required **Save Changes** Close

## 27. View Suppliers Invited by NIGP Code

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

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

### Suppliers

Event Actions History

Suppliers Invited by Commodity Code (1639) Additional Suppliers (0) Add Suppliers to Event Add Suppliers From Group

Based on the event commodity code(s) selected for this event, the candidate suppliers in your network are listed below. When the event is released/opened, all suppliers with the event commodity code(s) and a valid email address will be invited to participate in this event.

Page 1 of 83 1-20 of 1644 Results 20 Per Page

Supplier Name	Doing Business As	Sales and Corporate Contacts	Action
&Barr		Douglas White (Sales) GPR.Test@doas.ga.gov <a href="#">Add Contact</a>	
1-800 WEANSWER	05-03-16 NO IRS MATCH - NEW W-9 REQUIRED	Kyrin Bennett (Sales) GPR.Test@doas.ga.gov	



## Complete Event Set-Up

### 28. Invite Additional Suppliers

- Select the “Add Suppliers to Event” tab to invite additional registered suppliers by search
- OR**
- 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.

The image shows two screenshots from a software interface. The top screenshot is the 'Suppliers' page, which has tabs for 'Suppliers Invited by Commodity Code (1639)', 'Additional Suppliers (0)', 'Add Suppliers to Event', and 'Add Suppliers From Group'. A red box highlights the 'Search Registered Suppliers' section, which includes fields for Supplier, Relationship (set to 'Out of Network'), Supplier Contact, Zip Code (with a 'Within 5 Miles' dropdown), Commodity Code, and NAICS Code. The bottom screenshot shows the 'Add Supplier to Event' form with fields for Supplier Name, Sales or Corporate Contact Name, and Email. A blue callout box points to this form with the text: 'Same screen can be used to invite both registered TGM bidders/suppliers or non-registered companies'. Below the form are buttons for 'Save', 'Save and Add Another', and 'Close'. At the bottom of the page, there are 'Previous', 'Save Progress', and 'Next' buttons.

### 29. Review and Submit

- Review your progress for each section
- Click the Section Title to return to a section for editing
- Once satisfied, click “Submit”
- 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

The image shows the 'Review and Submit' page for an event titled 'Madhavi\_eRFPTest\_withT emplate'. It features a progress checklist on the left and a main area with a table of sections and their completion status. A red box highlights the 'View Approval Steps' button. Below the table, there is a workflow diagram showing 'Submitted Future' leading to 'SPD Approval View approvers' and then 'Finish'. At the bottom right, there are 'Previous' and 'Submit' buttons.

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	Required Data Provided
Suppliers	Required Data Provided

## Complete Event Set-Up

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/>

The screenshot shows the 'Event Submitted' page. Under 'Next Steps', there are links: 'Return to My Event', 'Add Another Event', 'Go to My Home Page', and 'Go to Sourcing Dashboard'. The 'Event Summary' table is as follows:

Event Title	Madhavl_eRFPTest_WhiTemplate	Time Zone	EDT/EST - Eastern Standard Time (US/Canada)
Event Type	Request for Proposal	Open Date	4/27/2020 12:00:00 AM
Entity Name	Savannah State University	Close Date	5/16/2020 12:00:00 AM
Event Number	S4500-499-00000154-2020		
Event Status	Pending		

Below the summary, a message states: 'This event is Pending Approval. It must be approved before it can be opened as scheduled on 4/27/2020 12:00 AM EDT.' The 'Approvals' section shows a workflow diagram with steps: Submitted (5/3/2020 12:34 AM), SPD Approval (Active), View approvers, and Finish.

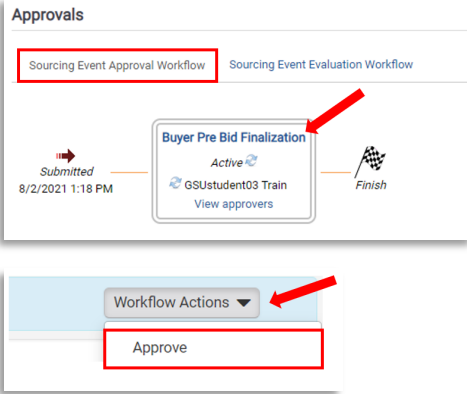
### 30. Complete Final Approvals

- 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.

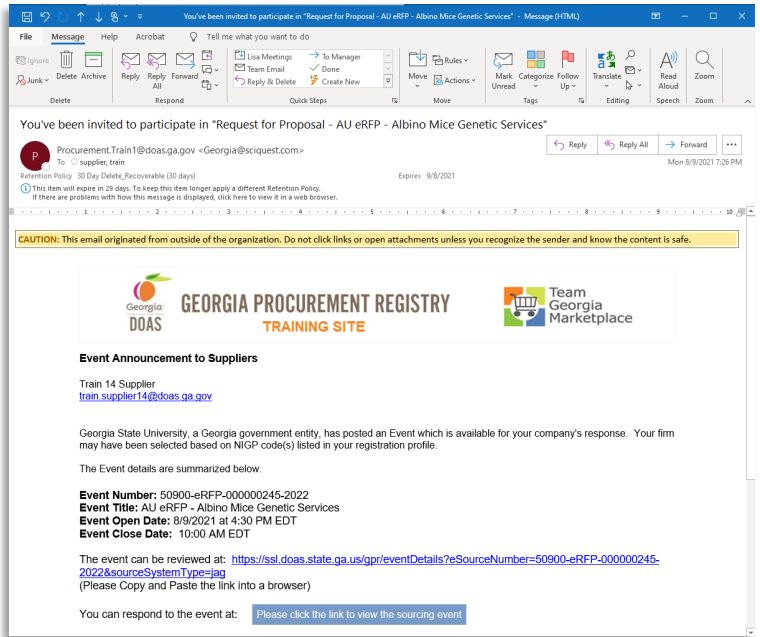
This screenshot shows the 'Event Submitted' page with several annotations. A red box highlights 'Return to My Event' in the 'Next Steps' section. A red arrow points to 'Event Status: Pending'. Another red arrow points to the 'Tools' dropdown menu. A third red arrow points to the 'Approvals' option in the expanded 'Tools' menu.

## Complete Event Set-Up



### 31. 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.

1. **Access Website to Sign In**
  - a. Open up a web browser

**Viewing Supplier Progress in “Open” Status**


b. Go to <https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia>

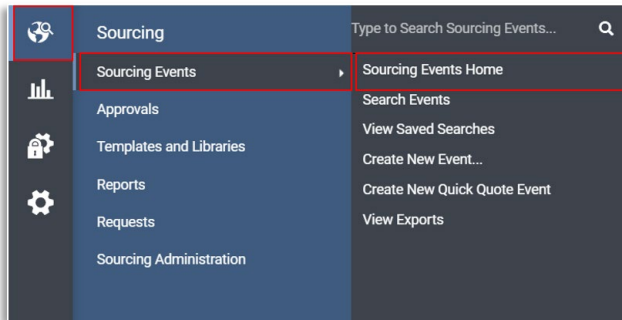
**2. Enter Logon Credentials**

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



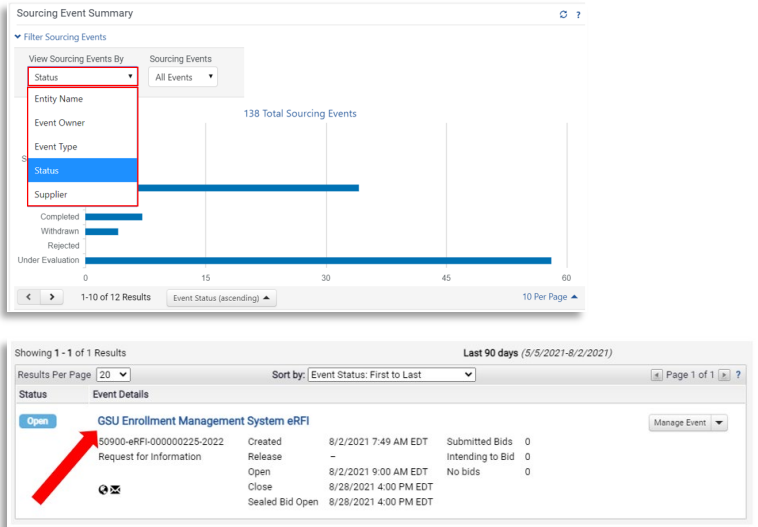
**3. Access the Sourcing Menu**

- a. Navigate to Sourcing Menu Icon 
- b. Select “Sourcing Events”
- c. Select “Sourcing Events Home”



**4. Search for Event**

- a. View the Sourcing Event Summary table
- b. Choose the preferred sorting feature from the “View Sourcing Events By” drop-down menu
- c. 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.

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 | 7

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

## Conducting Evaluation 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

50900-eRFP-000000451-2021	Created	7/27/2020 8:05 AM EDT	Submitted Bids	7
Request for Proposal	Release	-	Intending to Bid	9
	Open	7/25/2020 12:00 AM EDT	No bids	0
	Close	8/4/2020 12:00 AM EDT		
	Sealed Bid Open	8/4/2020 12:00 AM EDT		

Manage Event ▾  
Manage Event  
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

Settings and Content ▸

Evaluations ▾ ←

Supplier Responses

Eval. Calculation Options

## Conducting Evaluation Activities

- 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.

Supplier Responses

10 Invited Suppliers

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	A C DIRT WORKS INC	0.00 USD	415,000.00 USD (1 of 1)	<input type="checkbox"/> View Response
Submitted	100%	ADVANCED DATA SOLUTIONS INC	0.00 USD	332,000.00 USD (1 of 1)	<input type="checkbox"/> View Response
Submitted	100%	BASICS CLEANING CO	0.00 USD	350,000.00 USD (1 of 1)	<input type="checkbox"/> View Response
Response In Progress	86%	GA ENTERPRISES FOR PRODUCTS & SVCS INC	-	-	
Event Not Viewed	-	CAROLINA ADVANCED DIGITAL INC	-	-	

Back to Event

Supplier: CAROLINA ADVANCED DIGITAL INC  
 Bid Status: Submitted  
 Type: Request for Proposal  
 Event Status: Under Evaluation

Prerequisites

- Supplier Attachments
- Questions
- Items

Next

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

- As an alternative to reviewing each response individually, the buyer can also conduct a side-by-side review by completing the following steps:
  - Check the box to select all desired suppliers
  - Then select “Evaluate Selected Responses”
  - 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
- Another option is to export 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”

Supplier Responses

15 Invited Suppliers

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	A C DIRT WORKS INC	0.00 USD	350,000.00 USD (1 of 1)	<input type="checkbox"/> View Response
Submitted	100%	ADVANCED DATA SOLUTIONS INC	0.00 USD	300,000.00 USD (1 of 1)	<input type="checkbox"/> View Response
Submitted	100%	BEST LAB DEALS INC	0.00 USD	350,000.00 USD (1 of 1)	<input type="checkbox"/> View Response

Evaluate Selected Responses

Scenario Award Actions

Response Notes

Average Quantity and Rating

Total Bid

Subtotal: Required Items

Subtotal: Optional Items

Service Line Items

Group S1

Questions

Supplier General Information

Mandatory Questions

Mandatory Scored Questions

Additional Scored Questions

Supplier Responses

Evaluation Actions

- Evaluate All Responses
- Ask a Question
- Evaluate Response Attachments
- Export All Responses
- Export Evaluation Spreadsheet
- Evaluate Suppliers from Questionnaire (3)
- Tag Supplier(s) for next stage (0)
- Untag supplier(s) for next stage (0)

Supplier Name

Required Items Total Bid

Optional Items Total Bid

View Response

Submitted

Event Not Viewed



## Conducting Evaluation Activities

- 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.

**Evaluation Export**

Description \*

\* Required

**Evaluation Export**

You have successfully submitted an export request, [click here to view it.](#)

Sourcing Event Evaluation Exports

Status	File Name	Description	Number of Suppliers	Event Number	Export Date/Time	Exported By
Pending	EventEvaluationExport_106005841	GSU Parking Access and Revenue Control System V10		50900-rFP-00000403-2020 View Event	2021-08-10 06:55:02:512	Mary SPD Admin

## 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”

**Greater Images of Atlanta, LLC**

- Tag Supplier
- Pin
- Remove Response
- Disqualify**

**Disqualify**

Comments \*

963 characters remaining

\* Required

**Back to Event**

Under Evaluation

Award Scenario for GSU Parking Access and Revenue Control System V10

View Scenario Save As... Reset Export

Scenario Navigator Scenario Breakdown Scenario Savings Panel Questionnaire Details

Sort Bids by: Total Bid Ascending

Scenario Award Actions ADVANCED DATA SOLUTIONS INC

Response Notes

1000 characters remaining

**NOTE:** disqualifying a supplier within Sourcing Director does not send a communication to the supplier. When the buyer is ready to post the

## Conducting Evaluation Activities

NOIA/NOA, the buyer must list all unsuccessful suppliers and the reason each supplier was not selected for award.

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	A C DIRT WORKS INC	0.00 USD	350,000.00 USD (1 of 1)	View Response
Submitted	100%	ADVANCED DATA SOLUTIONS INC	0.00 USD	300,000.00 USD (1 of 1)	View Response
Disqualified	100%	BEST LAB DEALS INC	-	-	View Response
Event Not Viewed	-	AMERICAN INDUSTRIES INC	-	-	View Response
Event Not Viewed	-	BASICS CLEANING CO	-	-	Re-Qualify

### 6. Conduct Technical Scoring

- Once administrative review is completed, the issuing officer may convene the technical evaluation team and start the technical evaluation process.
- RECOMMENDED:** If the technical evaluation team will score directly within Jaggaer Sourcing Director, then review the **Panel Questionnaire (Technical Scoring) Quick Reference Guide** for additional instructions.
- Otherwise, following the directions in Step 4 above to export out all technical responses. Be sure to delete all suppliers' cost. Utilize the SPD-approved resources including, **SPD-EP007 Supplier Technical Evaluation, SPD-EP013 Master Technical Evaluation Template, etc.**

GSU Parking Access and Revenue Control System  
S0900-eRFP-00000341-2020

Type: Request for Proposal  
Event Status: Draft

Settings and Content >

Evaluations >

**Panel Questionnaire** ▼

My Response

Setup ✓

Panelists 3

Panel Questions 39

Page3

Page4

#### Panel Questionnaire Menu

- Set **total points** for technical
- Review and Confirm **Rating Scale** (Poor - Excellent)
- Identify **Questions to be Scored**
- **Assign Point Values** per Question
- Identify **Evaluation Team Members** (must be finalized before evaluation begins)
- Identify **Evaluation Assignments** (All Questions, Group 1 only, etc.)
- **Publish Panel** (only available once event closes)

Suppliers

Questionnaire Status: **Closed** since 3/24/2021 11:26 AM EDT

Export Panelists Responses

Supplier Name	Average Rating from Submitted Panelists	
ADVANCED DATA SOLUTIONS INC	350.00	View Results
BEST LAB DEALS INC	440.00	View Results
CORTECHS INC	640.00	View Results

### 7. Conduct Cost Scoring

- Separate from the technical evaluation, the issuing officer may review the submitted cost responses and conduct scoring.
- NOTE:** If selected during event set-up, the system will assign a cost score (using the % points allocated for price) based the suppliers' total cost within the system. This feature must be used in combination with the **"Best Value"** selection during Event set-up and the use of the **Panel Questionnaire for technical scoring.**
- To view the assigned cost score:

Settings and Content >

Evaluations ▼ ←

Supplier Responses

Eval. Calculation Options



## Conducting Evaluation Activities

- i. Select the “Evaluations” menu and “Supplier Responses”
  - ii. Click the check box to the right of each suppliers’ name and select “Evaluate Selected Responses”
  - iii. Observe that point scores will show as “pending” until the technical scoring is completed.
  - iv. Once technical scoring is completed through the Panel Questionnaire repeat the steps above to access the evaluation screen.
  - v. **IMPORTANT: disregard the “Cost Per Quality Point”.** This calculation is not consistent with SPD’s standard cost scoring process where the lowest priced proposal receives all available cost points.
  - vi. Observe that the “Best Value Score” is the total of the supplier’s technical score plus cost score.
  - vii. Observe that the Average Questionnaire Rating is the assigned technical score.
  - viii. To calculate the cost score, subtract the “Average Questionnaire Rating” score from the “Best Value Score”. In the example show, Greater Images of Atlanta’s cost score is 300 points ( $740 - 440 = 300$ ).
- d. If the total cost as entered into the system will not be the single factor for cost evaluation, then the issuing officer should conduct cost evaluation scoring separately.

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	View Response	Evaluate Selected Responses
Submitted	100%	A C DIRT WORKS INC	0.00 USD	350,000.00 USD (1 of 1)	<input type="button" value="View Response"/>	<input checked="" type="checkbox"/>
Submitted	100%	ADVANCED DATA SOLUTIONS INC	0.00 USD	300,000.00 USD (1 of 1)	<input type="button" value="View Response"/>	<input checked="" type="checkbox"/>
Submitted	100%	BEST LAB DEALS INC	0.00 USD	350,000.00 USD (1 of 1)	<input type="button" value="View Response"/>	<input checked="" type="checkbox"/>

Scenario Award Actions	Greater Images of Atlanta, LLC	Rocking R Enterprises LLC
Response Notes	<input type="text"/>	<input type="text"/>
Cost Per Quality Point	Pending	Pending
Best Value Score	Pending	Pending
Average Questionnaire Rating	Pending	Pending

Scenario Award Actions	Greater Images of Atlanta, LLC	Rocking R Enterprises LLC
Response Notes	<input type="text"/>	<input type="text"/>
Cost Per Quality Point	170	186
Best Value Score	740.00	711.25
Average Questionnaire Rating	440.00	430.00
Total Bid	75,000.00 USD	80,000.00 USD
Service Line Items	75,000.00 USD	80,000.00 USD

## 8. Selecting Supplier(s) for Award

- a. Once all evaluation activities are completed and the issuing officer is ready to select the top ranked supplier(s), complete the following steps.
- b. Select all supplier responses and then select “Evaluate Selected Responses”.
- c. OPTIONAL: To assist in identifying the best award, the buyer may view different scenarios for award (will vary based on event type).

Progress	Response % Complete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	View Response	Evaluate Selected Responses
Submitted	100%	Greater Images of Atlanta, LLC	0.00 USD	30,000.00 USD (1 of 1)	<input type="button" value="View Response"/>	<input checked="" type="checkbox"/>
Submitted	100%	Made with Love Cafe and Catering	0.00 USD	36,000.00 USD (1 of 1)	<input type="button" value="View Response"/>	<input checked="" type="checkbox"/>
Intend To Bid	0%	peachstate landscaping	-	-		
No Bid	0%	GEORGIA BALANCE	-	-		
Event Not Viewed	-	CABLEXPRESS TECHNOLOGIES	-	-		

## Conducting Evaluation Activities

- i. Other options may also be available based on the buyer's choices during event set-up.
- ii. Scenarios can be saved by evaluators and viewed by managers for comparison.
- d. When the buyer is ready to select suppliers for award, the buyer should:
  - i. Check the box for "Total Bid" or select the specific cost line items to be awarded
  - ii. Select the drop-down menu for "Scenario Award Actions"
  - iii. Select from available choices
  - iv. Observe that the selected supplier will include the designation "Pending Award".
  - v. If incorrect, the buyer can click the drop-down by the supplier's name and select "Remove Award from Supplier".
  - vi. If correct, the buyer should select "Finalize Award"
  - vii. In the pop-up box, enter the Scenario Name (for example, Notice of Intent to Award or Notice of Award as applicable)
  - viii. Click "Save and Finalize"
  - ix. Observe Award Scenario Title and "Finalized". Observe that new 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.

Award Scenario for Milton's Batteries

View Scenario Save As... Reset Export

Load Saved Scenario  
 - Single Award - Lowest Bid Price  
 - Split Award - Lowest Bid Price

Scenario Breakdown Scenario Savings

Total Bid Ascending Show Supplier Response Notes Expand All Collapse All

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

Response Notes 1000 characters remaining 1000 characters remaining

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

Response Notes 1000 characters remaining 1000 characters remaining

Total Bid 30,000.00 USD 36,000.00 USD

Product Line Items 30,000.00 USD 36,000.00 USD

Supplier Attachments

Questions

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

Award To Greater Images of Atlanta, LLC  
 Award To Made with Love Cafe and Catering  
 No Award

Split Between Suppliers 30,000.00 USD 36,000.00 USD

Product Line Items

Supplier Attachments

Questions

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

Response Notes 1000 characters remaining 1000 characters remaining

Total Bid Greater Images of Atlanta, LLC 30,000.00 USD 36,000.00 USD

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

Response Notes 1000 characters remaining 1000 characters remaining

Remove Award from Supplier

Award Scenario "Highest Scoring Supplier" for Test eRFP for Mary Demo 041421

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

Save a New Scenario

Scenario Name \* Highest Scoring Supplier

Scenario Notes 1000 characters remaining

\* Required Save and Finalize Close

Award Scenario "Highest Scoring Supplier" for Test eRFP for Mary Demo 041421 Finalized

Load Saved Scenario Export Finalize Award Remove Finalized Award

## Conducting Evaluation Activities

### 9. Manual NOIA Process

**NOTE:** the NOIA process is required for all awards of \$100,000 or more. For less than \$100,000, the NOIA is strongly recommended; however, the buyer may proceed to NOA (see next step).

- 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”
- Upload a NOIA document related to the Event and select “Save Changes”
- Observe the file now appears in the Attachments section. Next, click the drop-down menu for “Edit” and choose “Publish”
- On the pop-up message, click “Yes” to confirm publication
- Observe that the “Edit” option is now replaced by an option to “Unpublish”
- Repeat the steps above to add and publish any additional files, such as SPD-EP002 Sample Bid Evaluation Template.
- Send a courtesy email to all suppliers alerting them that the NOIA has 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

Back to Event  
Under Evaluation the response(s) from Greater Images of Atlanta, LLC is Pending Award.  
Award Scenario \*Highest Scoring Supplier\* for Test eRFP for Mary Demo 041421 Finalized

Test eRFP for Mary Demo 041421  
Request for Proposal Under Evaluation  
Supplier Responses  
3 Invited Suppliers  
Progress, Response % Complete, Supplier Name, Total Bid  
Pending Award 100% Greater Images of Atlanta, LLC 75,000.00 USD  
Submitted 100% Rocking R Enterprises LLC 80,000.00 USD  
Event Not Viewed - Georgia Green Grounds Care LLC -  
Tools  
Award Notifications

Public Site Award Attachments  
Add Attachment  
No attachments have been added.

Add Attachment  
Attachment Type: File (selected), Link  
Files: Select files... Done  
SPD-AP004NoticeofIntenttoAward.c 100%  
Maximum upload file size: 50.0 MB  
Save Changes

Public Site Award Attachments  
Add Attachment  
# Attachment Description Date Uploaded  
1 SPD-AP004NoticeofIntenttoAward.doc 8/2/2021 6:05 PM EDT  
Edit  
Delete  
Publish

Publish  
Are you sure you want to publish this information to the public site?  
Yes No

Public Site Award Attachments  
Add Attachment  
# Attachment Description Date Uploaded  
1 SPD-AP004NoticeofIntenttoAward.doc 8/2/2021 6:05 PM EDT  
Unpublish

## Conducting Evaluation Activities

published. The buyer may do so from his/her email account or by following these steps:

- Return to the Evaluations section, Supplier Responses subsection.
- Check the box beside all participating suppliers.
- Select the drop-down menu for "Evaluation Actions" and select "Ask a Question"
- In the pop-up box, enter the Subject line (Notice of Intent to Award) and question (see example) and select "Submit a Question".
- Observe that the Q & A board menu is displayed with the new posting. This will trigger an email to all selected suppliers.

Supplier Name	Total Bid	View Response	Select
Greater Images of Atlanta, LLC	75,000.00 USD	View Response	<input checked="" type="checkbox"/>
Rocking R Enterprises LLC	80,000.00 USD	View Response	<input checked="" type="checkbox"/>
Georgia Green Grounds Care LLC	-	View Response	<input type="checkbox"/>

**Ask a Question**

Send To: All Suppliers [Edit]

Subject: Notice of Intent to Award

Question: The NOIA has been posted and may be viewed on the event  
4944 characters remaining

Attachment: [Select file] Drop file to attach, or browse.

[Submit Question] [Close]

**Q & A Board**

Supplier: [Go]

Sort by: Date Asked: Most Recent First

**Notice of Intent to Award**  
The NOIA has been posted and may be viewed on the event.  
Submitted to Made with Love Cafe and Catering, Greater Images of Atlanta, LLC  
Asked 8/2/2021 at 6:29 PM by Mary Chapman (My Question)

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

## 10. Award Process/Notice of Award

- On right side, click on the "Workflow Actions" dropdown and select "Approve"
- Observe the Event is now in Awarded status
- On the left navigation click on "Tools" to expand and select "Award Notifications"
- Under Public Site Award Attachments, click on "Add Attachments"
- Upload the NOA document related to the Event and select "Save Changes"
- Observe the file now appears in the Attachments section. Next, click the drop-down menu for "Edit" and choose "Publish"
- On the pop-up message, click "Yes" to confirm publication
- Observe that the "Edit" option is now replaced by an option to "Unpublish"
- Repeat the steps above to add and publish any additional files, such as SPD-EP002

Progress	Response % Complete	Supplier Name	Total
Pending Award	100%	Greater Images of Atlanta, LLC	75,000.00 USD
Submitted	100%	Rocking R Enterprises LLC	80,000.00 USD
Event Not Viewed	-	Georgia Green Grounds Care LLC	-

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

**Public Site Award Attachments**

#	Attachment	Description	Date Uploaded	Unpublish
1	SPD-AP004NoticeofIntenttoAward.doc		9/1/2021 7:42 AM EDT	Unpublish

## Conducting Evaluation Activities

Sample Bid Evaluation Template (if not already completed during NOIA stage)

- j. Verify status of your event on the GPR and send courtesy emails to suppliers following the tips below.

**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 NOA has been published. To do so, complete these steps:

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

**Add Attachment**

Attachment Type  File  Link

Files \*

Select files... Drop files to attach, or browse. Done

SPD-AP005NoticeofAward.doc 100%

Maximum upload file size: 50.0 MB

\* Required Save Changes Close

---

Public Site Award Attachments

#	Attachment	Description	Date Uploaded	
1	<a href="#">SPD-AP004NoticeofIntenttoAward.doc</a>		8/2/2021 6:05 PM EDT	Unpublish
2	<a href="#">SPD-AP005NoticeofAward.doc</a>		8/2/2021 6:34 PM EDT	Edit Delete Publish

---

**Publish**

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

Yes No

---

Public Site Award Attachments

#	Attachment	Description	Date Uploaded	
1	<a href="#">SPD-AP004NoticeofIntenttoAward.doc</a>		8/2/2021 6:05 PM EDT	Unpublish
2	<a href="#">SPD-AP005NoticeofAward.doc</a>		8/2/2021 6:34 PM EDT	Unpublish

---

**Award Notifications**

Type	Status	Message	
Awarded Supplier Email	Pending	Default	Preview And Send
Participating Supplier Email	Pending	Default	Preview And Send

### Awarded Supplier Email

Email Content

Template \* Default

Subject \* Notice of Award

Attachment(s) No File Attached Upload

Message \*

**Solicitation Number and Title:** \${SOURCINGEVENT\_EVENTNUMBER} and \${SOURCINGEVENT\_EVENTTITLE}  
**Opening Date and Time:** \${SOURCINGEVENT\_BIDPENDATE} and \${SOURCINGEVENT\_BIDOPTIME}

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 Send Email Change Template Close

### Confirm

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

Send Email No

### Participating Supplier Email

Email Content

Template \* Default

Subject \* Notice of Award

Attachment(s) No File Attached Upload

Message \*

**Solicitation Number and Title:** \${SOURCINGEVENT\_EVENTNUMBER} and \${SOURCINGEVENT\_EVENTTITLE}  
**Opening Date and Time:** \${SOURCINGEVENT\_BIDPENDATE} and \${SOURCINGEVENT\_BIDOPTIME}

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 \$(ORIG\_EXTERNAL\_NAME) sign

\* Required Send Email Change Template Close

### Confirm

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

Send Email No