

Electronic Request for Quotes (eRFQ) Process

Jaggaer Sourcing Director for the University System of Georgia

Create Draft eRFQ				
 Access Website to Sign In Open up a web browser 				
 b. Go to <u>https://solutions.sciquest.com/apps/Rout</u> <u>er/Login?OrgName=Georgia</u> 				
 2. Enter Logon Credentials a. Enter User Name b. Enter Password c. Select "SIGN IN" 	Team Georgia Marketplace State of Georgia State of Georgia State of Georgia State of Seorgia Users: Please enter your user name and password below (fields are case-sensitive). New Users: Please Click Here for access. You will be provided with details on how to access this site. User Name * User Name * State Seorgia State Seorgia			
 3. Access the Sourcing Menu a. Navigate to Sourcing Menu Icon b. Select "Sourcing Events" c. Select "Create New Event" 	Sourcing Type to Search Sourcing Events Q Sourcing Events Sourcing Events Home Total Sou Approvals Search Events Create New Event Reports Create New Event Create New Event Requests Create New Quick Quote Event View Exports			

eate Draft eRFQ	
4. eRFQ Title and State Entity Name	
a. In the "Event Title" Field, include the State	Create Sourcing Event ×
Entity Abbreviation plus Event Title Name	About the Sourcing Event (Step 1 of 2) ?
(e.g. UGA Consulting eRFQ)	Event Title * UGA Consulting eRFQ
 Select/Confirm your State Entity's name 	
c. Click "Next"	University
	State Purchasing Division (SPD) > Board of Regents (University System of Georgia)
p: including State Entity Name in Event Title will	
sist in Sourcing Director event list (as there is no	
lumn to display state entity's name).	* Required Next >
	* Required Next >
5. Select Event Type and Template	
a. In the "Event Type" Field, click the	Create Sourcing Event ×
magnifying glass	About the Sourcing Event (Step 2 of 2) ?
b. Select "Request for Quote"	Event Type * Event Type Q
c. RECOMMENDED: Use the eRFQ template	
to simplify event creation	Create from Template Template Name Q
 Click the magnifying glass for the "Create from Template" field 	Sourcing Event Type
ii. Click the "Select" button for eRFQ	Sourcing Event Type
template or Skip step c if you want	Q
to create your own event and	New
upload completed eRFQ template	Request for Information Select
under Buyer attachments.	Request for Proposal Select
, <u>OR</u>	Request for Qualified Contractors Select
d. Skip step c if you want to create your own	Request for Quote Select
event and upload completed eRFQ	
template (<u>SPD-SP018 eRFQ Template</u>)	Create Sourcing Event ×
under Buyer attachments.	
e. Select "Create Sourcing Event"	About the Sourcing Event (Step 2 of 2) ?
	Event Type *
	Create from Template Template Name Q
	Sourcing Event Templates
	٩
	Name
	eRFQ template Select

Create Draft eRFQ	
	Create Sourcing Event ×
	About the Sourcing Event (Step 2 of 2) ?
	Event Type * Request for Quote × Q
	Create from Template eRFQ template × Q
	* Required Create Sourcing Event
6. Confirmation of Draft Event	
a. Verify that draft Event has been	Sourcess Sourcing - Sourcing Events - Search Events
successfully created	JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this bane successfully created in Sourcing Une control of the service privacy Policy of the service privac
	UGA Consulting eRFQ Setup
	Type: Request for Quote Event Title * UGA Consulting eRFQ Event Status: Draft
	Event Type Request for Quote Settings and Content ** Entity Name Middle Georgia State University
	Setup
Once the event draft is created, you'll complete a setup wizard to assist with completion and submission of your event.	UGA Consulting eRFQ 58300-eRFQ-000000181-2020 Type: Request for Quote Event Status: Draft
,	Settings and Content 💙
At the bottom of each page of the wizard, there is	Setup 🗸
a button to save progress and to move on to the	Additional Event Details 🛷
next page.	Users Description
You can also navigate through the various pages of	Prerequisites
the setup wizard by selecting the page desired on	Buyer Attachments 0
the left side of the screen.	Supplier Attachments 🖌
	Questions 13
There is also a Tools option at the bottom of the	Additional Item Fields
setup wizard. Continue event set-up by	Price Components Items 2
completing steps below.	Items 2 Suppliers 0
	Review and Submit
	Taals
	Tools
	Exports and Imports
	Q & A Board
	* Required Save Progress Next >

7. Settings and Content

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

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

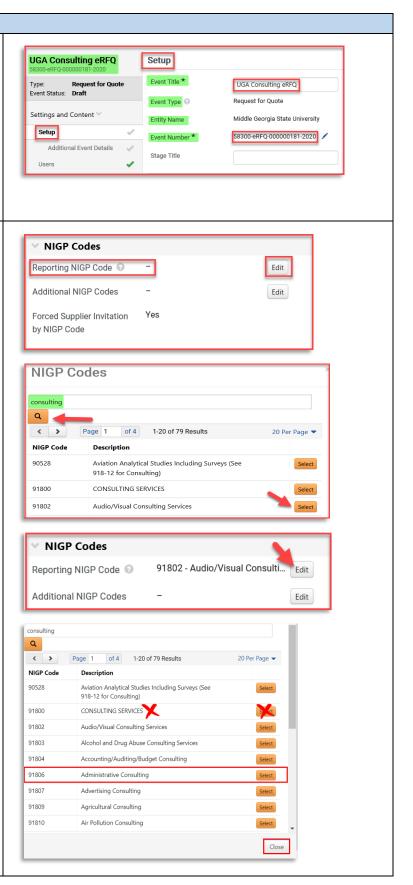
8. Select First NIGP Code

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

IMPORTANT: Do NOT select an NIGP code ending in "00" No suppliers are allowed t

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.



9. Select Additional NIGP Codes

- a. To add more than one NIGP code (RECOMMENDED), select the "edit" but beside Additional NIGP codes
- b. Repeat the steps above to search
- c. Click the box to add a "check" for each desired additional code
- d. Click "Done"
- e. Click "Save Progress" at the bottom of page
- f. To view codes select, click "xx Values Selected" to view additional codes

TIP #1: You must first select "Save Progress" befo 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 erro click Edit and then search for the specific NIGP co to be removed. From the search results, select "Remove" (for the reporting NIGP code line) or deselect the checkbox (for the additional NIGP co line).

Insert the estimated purchase price for
your event. NOTE: The system will use

10. Payment

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

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

ple	te Event Set-Up				
Sel	ect Additional NIGP Codes				
a.	To add more than one NIGP code	· · ·	NIGP Code	25	
	(RECOMMENDED), select the "edit" button	Rep	orting NIGP	Code 😨 🛛 –	Edit
	beside Additional NIGP codes	Add	itional NIGP	Codes -	Edit
b.	Repeat the steps above to search				
c.	Click the box to add a "check" for each		ed Supplier:	Invitation Yes	
	desired additional code	by R	nor code		
d.	Click "Done"				
e.	Click "Save Progress" at the bottom of the	NIC	GP Code	S	×
-	page	consu	lting		~
f.	To view codes select, click "xx Values	Q	lang		
	Selected" to view additional codes	<	> Page	1 of 4 1-20 of 79 Results	20 Per Page 💌
		_		Description	
٠v	ou must first select "Save Progress" before	90528		Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	
	ble to click and view the codes that are	91800) (CONSULTING SERVICES	
	for the Additional NIGP Codes line.	91802	2	Audio/Visual Consulting Services	
.eu	for the Additional Mor Codes line.	91803		Alcohol and Drug Abuse Consulting Services	
. т	o remove an NIGP Code selected in error,	91804		Accounting/Auditing/Budget Consulting	
		91807		Advertising Consulting	
	and then search for the specific NIGP code	91809		Agricultural Consulting	
	noved. From the search results, select	91810	A (Air Pollution Consulting	
	" (for the reporting NIGP code line) or	91811		Anthropology Consulting	
ect	the checkbox (for the additional NIGP code	91812	2	Analytical Studies and Surveys (Consulting)	
					Done Close
		Repo Addi Forc by N	IIGP Code orting NIGP (tional NIGP ed Supplier IGP Code 'ayment ency	Code 91802 - Audio/Visual Co Codes <u>3 Values Selected</u>	Edit
	/ment				
a.	Currency will always default to US Dollar	× P	ayment		
b.	Insert the estimated purchase price for	Curr	ency	US Dollar	
	your event. NOTE: The system will use this	Fstir	mated Value	2 40000	USD
	amount to calculate "savings" (if any)	Lotin	nated value	40000	030
	based on final award amount.				
De	enter the same amount under Additional tails field. This is used for delegated ng authority (DPA) workflow.				
Addi	tional Event Details				
	timate (Re-				

- 11. Bid and Evaluation
 - a. Sealed bid will always default to Yes.
 - b. Cost Per Quality Point. Used in combination with Best Value for RFPs. Not applicable to RFQs.
 - Best Value. Allocates percentage points for technical and cost proposals. Not applicable to RFQs.
 - Auto Score allows buyer to set automatic points per question. Not applicable to RFQs.
 - e. **Cost Analysis** allows for the calculation of monetary implications of supplier's answers to questions. **Not applicable to RFQs.**
 - f. Alternate Items allows bidders to suggest alternate items to those required on the event. Recommend default to No.
 - g. Allow Split Item Quantity in Evaluations permits awarding items to multiple Suppliers. Will always default to Yes.
 - h. Confidential Pricing Confidential is displayed when the user is not allowed to see the prices on items or on supplier responses; useful for RFPs when technical team will score within Jaggaer.
 Recommend default to No for RFQs.

12. Display and Communication

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

L Edit Users

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

${}^{\checkmark}$ Bid and Evaluation		
Sealed Bid 💿	Yes	
Cost Per Quality Point 📀	⊖ Yes	No
Best Value 💿	⊖ Yes	No
Auto Score 💿	⊖ Yes	No
Cost Analysis 📀	⊖ Yes	No
Alternate Items 📀	\bigcirc Yes	No
Allow Split Item Quantity in Evaluations ③	Yes	
Confidential Pricing	⊖ Yes	No

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

Note – these options are rarely used, and many are related to the formal RFP (Request for Proposals) process rather than the standard RFQ (Request for Quotes) process.

Visible to Public 🙆	Yes
Public Event Short Description	Middle Georgia State University is seeking a consultant to help assist with implementing results 31 characters remaining
Restrict Buyer Notifications ②	Yes

13. Posting Dates

- Verify Time Zone is set to "Eastern Standard Time"
- b. Identify "Open Date" (must be today or in the future)
 - i. Click Calendar to Select Date
 - ii. Click Clock to Select Time
- c. Identify "Close Date"
 - i. Click Calendar to Select Date
 - ii. Click Clock to Select Time
- d. 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.
- e. Show Sealed Bid Open Date to Suppliers Defaults to "Show Sealed Bid Open Date to Supplier". Do not change.
- f. Select "Save Progress"

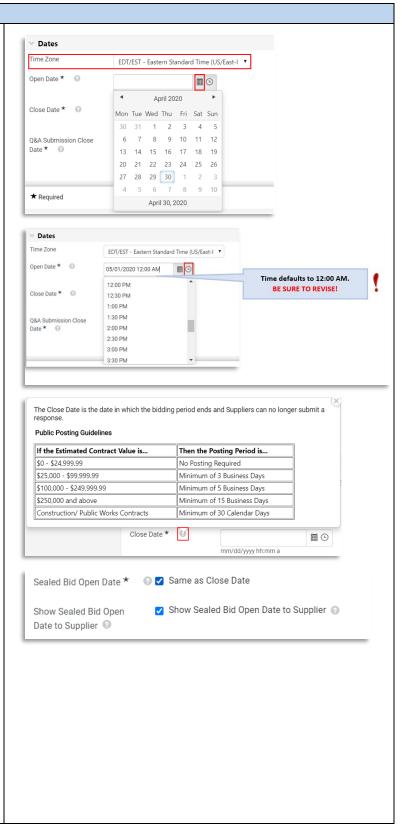
IMPORTANT: VERIFY THAT YOU HAVE NOT SELECTED A STATE HOLIDAY, WEEKEND OR. OTHER DATE WHEN YOU WILL BE OUT OF THE OFFICE. ENSURE CLOSING TIME IS BETWEEN THE FOLLOWING TIMEFRAME (10AM – 2PM) TO ENSURE SUPPLIER'S ACCESS TO HELPDESK SUPPORT.

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

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

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

TIP #4: 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 <u>not</u> select the "Same as Close Date" box for the Q&A deadline as this does not allow time for responses.



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"

15. Additional Event Details

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.

plete Event Set-Up	
Set Q&A Deadline	
a. Identify Deadline for Suppliers to submit	April 2020
questions to the issuing officer	Time Zone Mon Tue Wed Thu Fri Sat Sun
i. Click Calendar to Select Date	30 31 1 2 3 4 5
ii. Click Clock to Select Time	Open Date * 💿 6 7 8 9 10 11 12
	13 14 15 16 17 18 19
b. Select "Save Progress"	Close Date *
c. Select "Next"	4 5 6 7 8 9 10
	Q&A Submission Close April 30, 2020
he deadline for submitting questions should	Date * 😨
enough time for the issuing officer to review	mm/dd/yyyy hh:mm a
ost answers prior to the closing date. For that	
n, do not select the "Same as Close Date" box	✓ Dates
e Q&A deadline as this does not allow time for	Time Zone 12:00 PM
nses.	
1303.	Open Date * 2 1:00 PM 1:30 PM
	2:00 PM
	Close Date *
	3:00 PM
	Q&A Submission Close 3:30 PM
	Date * 💿 05/08/2020 12:00 AM 🔠 🖸
	mm/dd/yyyy hh:mm a
	Q&A Submission Close Same as Close Sate Do not select
	Date * 🕢 05/08/2020 02:00 PM 📓 🖸
	mm/dd/yyyy hh:mm a
	★ Required Save Progress Next >
Additional Event Details	
	 Additional Event Details
a. Re-enter Estimated Dollar Value (Put in the	
same amount as in Payment section	Dollar Estimate (Re-
above)	value) * (2) Field Validation
b. Enter Fiscal Year Event will be Awarded	
(e.g., 2020, 2021, etc.)	Fiscal Year
c. Select appropriate Purchasing Type from	
drop-down list	Purchasing Type *
d. Select Category Type from drop-down list	
e. Enter state entity's website address in the	Category Type *
URL field. (Optional)	
	URL
f. Select 'Yes/No' if you want to offer Price	
Match for the bid. RECOMMENDED :	Do you want to Offer O Yes O No
Select Yes to support Small Business	Price Match ? *
Initiative.	Calact Cumpliar
	Select Supplier
g. Select demographic group, if you select	
 g. Select demographic group, if you select 'Yes' for the price match. 	Demographic Group 💿

L6. En	ter Offerors' Conference Information			
a.	Indicate whether an offerors'/bidders'	 Offerors' Conference 		
	conference will be conducted by the State	Offerors Conference * 📀	Mandatory	
	Entity.	Offerors Conference Date	06/04/2020	
	i. Choose "N/A" if no conference will be held	Offerors Conference Time (HH:MM AM/PM)	10.00 am	
	OR	Offerors Conference Location	Offerors Conference Location	
	ii. If conference will be offered,		# 1972 characters remaining	
	select whether supplier attendance is "Optional" or	Offerors Conference Street	Offerors Conference street	
	"Mandatory". Continue to identify	1	1974 characters remaining	
	location and additional comments related to conference.	Offerors Conference City	City	
	b. Select "Save Progress"	Offerors Conference State	GA	
	c. Select "Next"	Offerors Conference Zip	30033	
оте: т	his information is transmitted and displayed	Offerors Conference Comments	Offerors Conference Comments	
	Georgia Procurement as part of the public It is not visible on the event itself. The		1972 characters remaining	
dders	tion by publishing SPD-SPR010 /Offerors' Conference Announcement in the Attachment section.			
i dders, uyers'	/Offerors' Conference Announcement in the Attachment section.			
dders, uyers' 17. Re	/Offerors' Conference Announcement in the Attachment section. view/Assign Users	Users		
dders, uyers' 17. Re	/Offerors' Conference Announcement in the Attachment section. view/Assign Users Verify Event Creator and Owner	Sourcing Events have a limit	of 500 users per Role, Department or Business Unit for notifications and e not all users will receive notifications and e-mails.	e-mail:
dders, uyers' 17. Re a.	/Offerors' Conference Announcement in the Attachment section. view/Assign Users Verify Event Creator and Owner information is correct	 Sourcing Events have a limit be created and executed but Event Creator * 	of 500 users per Role, Department or Business Unit for notifications and e not all users will receive notifications and e-mails. Agency Buyer, Leena	e-mail:
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e Previous	Seve Progres Next 2
F	ng -
Event Action	
★ Requ	uired to Enter Bid
★ ★ eRFQ Instructions for Suppliers	Actions 🔻
eRFQ+Additional+Instructions.docx	Actions 🔻
General Pricing Rules GeneralPricingRules.docx	Actions 🔻
nditions \star Georgia Standard Terms and Conditions	Actions 🔻
te of Non- Proposal Certification	Actions 🔻
rketplace [™] Registration in Team Georgia Marketplace [™]	Actions 🔻
with State Restrictions on Communicating with State	Actions 🕶
Staff	Actions 🔻
SPD-SPR004SupplierQandATemplate.doc	

Complete Event Set-Up	
Required to View Event ★ Required to Enter Bid	Add Prerequisite Add New Prerequisite Add from Library
 Add Event Prerequisites (CONT.) i. Add New Prerequisite (to add custom) a. Select "Add New Prerequisite" b. In the "Instructions to supplier", add a title to describe the requirement c. For "prerequisite content", select to enter text directly or attach a file with additional information d. For "Type", select whether the prerequisite is "optional," "required to view event" or "required to enter bid." e. Edit "Certification Text" as desired f. If the supplier is required to include an attachment, select the checkbox g. Use the Display Order to change position of new prerequisite as it will appear with any other prerequisites added h. Select "Save Changes" i. Repeat the steps above to add additional custom prerequisites 	Prerequisites Add Prerequisite Add Memory Trerequisite Add from Library Add Prerequisite Image: the standard
 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 K Choose Where to Add From Library * Ype to filter > Show Display Position Options * Required Add Selected Prerequisites Close

Complete Event Set-Up				
	1	r		
		Add Prerequisites from	Library	×
		GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT - SUB- CONTRACTOR ★	AFFIDAVIT	
		GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT	SECURITY AND IMMIGRATION	
	The star symbol indicates the	Download the tax compliance form, and upload your completed response. ★	Sales and Use Tax Compliance	
	supplier must acknowledge prior	★	Proposal Evaluation, Negotiations and Award	
	to submitting an electronic response	Registration in Team Georgia Marketplace™ ★	Registration in Team Georgia Marketplace™	
		Proposal Certification & Certificate of Non- Collusion ★	Proposal Certification	
		Georgia Standard Terms and Conditions ★	Georgia Standard Terms and Conditions	
	The lock symbol	Sensitive/Confidential Information	Sensitive/Confidential Information	
	indicates the	★ address/Offerors Conference	Mandatory Bidders/Offerors Conference	
	supplier must acknowledge prior	Pre-Qualification ★	Pre-Qualification	
	to viewing the	eRFI Certification ★	LeRFI Additional Instructions	
	event	* Required	Add Selected Prerequisites	Close
	★ Required			
			Previous Save Progree	ss Next >
21. Add Buyer Attachments				
 a. Select "Add Attachment" and select from: Add New Attachment a. Add from Library b. 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 c. On main "Buyer Attachments" page, select 	Buyer Attachm Add Attachment • Add New Attachm Add from Library	nent rs below. meent meent Pile	Done @ 100%×	
"Actions" button to edit, delete or modify				
the attachments	Buyer Attachments		Event Actions 👻 Histo	ry ?
d. Click "Save Changes"	Add Attachment 🖛			
	Attachment 🗠	Version Size Added By	△ Modified Date △	
e. Click "Next"	eRFQ Template eRFQ Template.url	1 0 KB Leena Patel	4/29/2020 9:28:05 PM Action	•
	eRFQ Template.url	1 0 KB Leena Patel	4/29/2020 9:28:46 PM Action	-
TIP: If you are using the eRFQ template within	E-Verify Affidavit.url			
Jaggaer Sourcing Director, there is no need to	Questions and Answers Questions and Answers.url	1 0 KB Leena Patel		Properties
				Properties
separately attach SPD-SP018 State Entity eRFQ				ad New Version
Template.			Del	ce
	Attachment 🗠	Version △ Size △ Added By △	Modified Date	
		1 118 KB Mary SPD Admin		Actions 👻
	Sample File.docx	,		
				_

	ete Event Set-Up	
		★ Required Save Progress Next >
77 Su	oplier Attachments	
22. Su a.		
a.	allow suppliers to upload attachments	Supplier Attachments History ?
b.	Click "Next"	For this event suppliers will be able to upload attachments with their bid response.
υ.	CIER NEXT	
		¢ Previous Next >
23. Ev	ent Questions	
_оо. а.		Questions Even Actions
	answer questions directly within the	✓ On This Page Add or Import Export Questions Group 1: eRP R Add Outston Page Group 1: eRP R Add Question Page Add Question Page Add Question Page
	Sourcing Tool, add event questions.	Group 2 Supple Group 2 Supple Add Overston Group Add Overston Group Add Overston Group Add Overston Group Add Overston Group Add Overston Group
b.	When using the template, the tool will	Group 1: eRF Guestion Text Add block Question Ext Add from Ubrary Conditional Upon Response Type
	prepopulate standard questions.	1.1 Supplier Quert Import Inm File must be submitted Ver/No Edit to the issuing officer in writing by using the Chat tab within the electronic bidding
c.	To add event questions, you can use any of	tool. All questions must be submitted prior to the identified question submission deadline. Answers will be posted by the issuing Officer in the Chat tab or as a file attachment that all suppletes can view prior to the solicitation close date. * •
	the following options:	•
	i. Select "Add New Question" to enter	Questions Event Actions V History
	a custom question	On This Page Add or Import Export Questions If importing Response is Required Protected Content from Templa Protected Content from Templa
	ii. Select "Add from Library" for	Group 1: eRFI Re Group 2: Supplie Ad Question Page Questions from a file, Ad Question Page You must use the
	standard questions	✓ Group 1: eRFI Add Block Questions With Supplier Profile Content System template Manage Group Delete Selected Question
	iii. Select "Import from File" to upload	Question Text Add from Library Add from Library Input from File must be submitted Ves/No Edit
	previously prepared questions	to the issuing officer in writing by using the Clat tab writin the electronic bidding tool. All questions must be submitted prior to the identified question submission deadline. Answers will be posted by the issuing Officer in the Clat tab or as a file
	IMPORTANT: you must use system	attachment that all suppliers can view prior to the solicitation close date. \star 🔮
	template.	Supplier General Information Event Actions
	iv. NOTE: If the eRFQ template was	
	selected during event set-up, the	Please enter your questions into groups below. Add or Import Export Questions
	buyer will have existing event	Add Question Page
	questions pre-populated. To	Add Question Group Group 1.1: Supplier General Informat Add Block Questions With Supplier Profile Content ected Question
	maintain the existing questions and	Group 1.1: Supplier General Informat
	add additional within the template,	Questions
	select "Export Questions" to obtain	Questions Dent Actors - Habry 7 On This Page Actor from the Sport Cuestrons * Response in Required * Response in Required
	system template while also	Group 1: Supplier General Information (11) Group 2: General Requirements (13) Group 2: Price Matching (2)
	maintaining existing page structure	Group 4: Mandatory Questions (17) Group 5: Mandatory Questions (17)
	manifalming existing page structure	dop 3 bitality (1)
	and pre-populated questions.	Group 1: Supplier General Information Manage Group Deter Seators Questions
d.	and pre-populated questions. Questions are organized into "Page" and,	Croup 1: Supplier General Information Ausogn General Information Question Text Conditional Upon Response Type I.1 Company Name (Provide full legal name) ★ Text (Single Line) Ext Conditional Upon
d.	and pre-populated questions.	Group 1: Supplier General Information Manage Group Detet: Seatcher Question Question Text Conditional Upon Response Type
d.	and pre-populated questions. Questions are organized into "Page" and,	✓ Group 1: Supplier General Information Manage Gauge ▼ Detert Statester Questions 2 Question Text Conditional Upon Response Type 1.3 Company Name (Provide full legal name) ★ - Text (Single Line) Em ▼ 1.2 Street Address ★ - Text (Single Line) Em ▼ 1.3 City ★ - Text (Single Line) Em ▼ 1.4 State ★ - Dropdown List (Pick One)
d.	and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups".	Crowpary have Conditional Upon Response Type 1.1 Company have (froude full legal name) ★ - Text (tingle Line) Emm • 1.2 Street Address ★ - Text (Single Line) Emm • 1.3 City ★ - Text (Single Line) Emm • 1.4 State ★ - Dropdown List (Pick One) Emm • 1.5 Zip ★ - Text (Single Line) Emm • 1.4 Heave provide the following information for your company: Authorized Contact - Text (Multi-Line)
d.	and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select	Crowp 11: Supplier General Information Mursge General Information Mursge General Information Question Text Conditional Upon Response Type
d.	and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select "Add Question Page". Or select	Circute 1: Supplier General Information Description Supplier General Information • Groups 1: Supplier General Information Conditional Upon 1. Company Isane (trovide full legal name) ★ - 1. Company Isane (trovide full legal name) ★ - 1.2 Street Address ★ - 1.3 City ★ - 1.4 State ★ - 1.5 Zip ★ - 1.6 Please provide the following information for your company: Authorized Contact Person's Name, Contact Person's Telephone Number, Contact Person's Tenal address 1.7 A continied company is a Company quipment, but excludes a company which excludes a company which, or the production of milary equipment, but excludes a company which and emonstrate any of the biologing exclusions operations in 50-54-4.
d.	and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select "Add Question Page". Or select "Add Question Group" to add a new	Crowp 1: Suppler General Information Manage Group ~ Destr Secret Auctions Question Text Conditional Upon Respons Type 1.1 Company Name (Provide full legal name) ★ - Text (Single Line) Ball • 1.2 Street Address ★ - Text (Single Line) Ball • 1.3 City ★ - Text (Single Line) Ball • 1.4 State ★ - Text (Single Line) Ball • 1.5 Zip ★ - Text (Single Line) Ball • 1.6 Please provide the following information for your company: Authorized Contact - Text (Single Line) Ball • 1.6 Please provide the following information for your company: Authorized Contact - Text (Multi-Line) Ball • 1.7 A sorthinkized Company is a company conducting burnise operations in Sudae that it is imolwed in power production activings, mineral extractions chivings a company which Multiple Choice (Pick Cone) East •
d.	and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select "Add Question Page". Or select "Add Question Group" to add a new group on an existing page.	Group 1: Supplier General Information Description • Group 1: Supplier General Information Conditional Upon Response Type • Group 1: Supplier General Information • Conditional Upon Response Type • Group 1: Supplier General Information • Conditional Upon Response Type • Group 1: Supplier General Information • Test (Single Line) East • □ • I.2 Street Address ★ • Test (Single Line) East • □ • I.3 City ★ • Test (Single Line) East • □ • I.4 State ★ • Oropdown List (Pick One) East • □ • I.5 Zip ★ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) East • □ • Test (Single Line) <td< td=""></td<>
d.	 and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select "Add Question Page". Or select "Add Question Group" to add a new group on an existing page. ii. To add a new question to a 	Company Is: Supplier General Information Manage Cauge ▼ Detert Sector Duestors 1 Company Isane (Provide full legal name) ★ Conditional Upon Response Type 1.2 Company Isane (Provide full legal name) ★ - Text (Lingle Line) Emm • 1.3 City ★ - Text (Single Line) Emm • - 1.3 City ★ - Text (Single Line) Emm • - 1.4 State ★ - Dropdown List (Pick One) Em • - 1.5 Zip ★ - Text (Single Line) Em • - 1.5 Zip ★ - Text (Single Line) Em • - 1.6 Please provide the following information for your company: Authorized Contact Person's Email address - Text (Single Line) Em • - 1.7 A soutifieled company is a company: contact thereor's Email address - Text (Single Line) Em • - 1.7 A soutifieled company is a company conducting bulkness operations in Sudam that is involved in poner production achitics, althreating, althreating, althreating, althreating, althreating, althreating, and monostal active and these control and with the Subsec forthurandation, ineligibibity to a taskee contritox and the Subsec forthurandation, ineli
d.	 and pre-populated questions. Questions are organized into "Page" and, on each Page, into "groups". i. From the main Question page, select "Add Question Page". Or select "Add Question Group" to add a new group on an existing page. ii. To add a new question to a particular group, select the "Add 	Corput 1: Supplier General Information Manage General Information Manage General Information • Question Text Company Name (Provide full legal name) ★ • Text Glangle Line) Imm • 1.2 Street Address ★ • Text Glangle Line) Imm • • 1.3 City ★ • Text Glangle Line) Imm • • 1.3 City ★ • Text Glangle Line) Imm • • 1.4 State ★ • Dropdown list (Pick One) Imm • • 1.5 Zip ★ • Text Glangle Line) Imm • • 1.4 State * • Dropdown list (Pick One) Imm • • 1.5 Zip ★ • Text (Glangle Line) Imm • • 1.6 Hease provide the following information for your company: Authorized Contact • Text (Glangle Line) Imm • • 1.7 A contificated company is a company conducting buttenet spectration activities, oil "related activities, or the production activities activitis, andy relate, activities activities, andy relate,

Complete Event Set-Up	
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 <i>Import Event Questions Quick</i> <i>Reference Guide</i> for additional instructions.	
24. Add Additional Item Fields (OPTIONAL)	
a. Additional Item Fields allows the Buyer to	Additional Item Fields Event Actions History ?
capture supplier data at the cost line item	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. An
level. These questions are directly related	example may be "Provide the Manufacturer's name" or "Made in the USA? (Yes/No)". Questions can be internal-only, or visible/ answered by the supplier. Additional Item fields are unnecessary if your event does
to the product (or service) line item,	not contain Line Items. Create Additional Field
different from the event Questions	Create Additional Field
section, which are not line item specific.	Add Field From Library
For example, for each cost line item, the	
buyer may include item fields to capture	Create Additional Field
product information such as the	
Manufacturer's name, or whether the	Name *
product is made in the USA.	Integration Id
b. Select "Create Additional Field" and	Description
choose:	
i. "Create Additional Field" (to create	
custom question)	Applicable To * Product Line Item Service Line Item Both
OR	Supplier Can Respond () Yes O No
ii. "Add Field From Library" (to browse	Field Type *
and select standard content)	
c. If creating custom additional field, then	* Required Save Changes Close
complete the following steps:	
i. Enter Name for field	Add Additional Item Fields from Library ×
ii. Integration Id may be left blank	
iii. Add text in Description as needed to	Choose Where to Add From
assist suppliers in responding	Library * Type to filter Q > Show Display Position Options
iv. For "Applicable To", choose whether	
the additional field is applicable to	* Required Add Selected Item Fields Close
product line items, service line items	Select Values
or both.	Select values
v. For "Supplier Can Respond", be sure	Q
to select "Yes" and also check	Name
"Supplier response is required"	GA Library Select
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	

Complete Event Set-Up the options, check the box to select, and Add Additional Item Fields from Library then select "Add Selected Item Fields" Choose Where to Add From Library * GA Library ×q TIP: Finalize cost line items (next step) before adding additional item fields. Can Field Type Applicable To Respond Text (Single Product Line What is the brand/manufacturer's name Yes that you are quoting? Item Line) Text (Single Product Line What is the model number for this Yes equipment? ★ Line) ltem Please list complete warranty information Text (Multi-Line) Product Line Yes for the item that you are quoting. Include contact info. $ \bigstar$ Item Show Display Position Options * Required Add Selected Item Fields Close 25. Add Cost Line Item(s) Items Event Actions - History ? a. The Items page allows the Buyer to create one or more cost line items for suppliers to submit pricing. Lines may be created on ★ Unit Price is Required Go To All Groups V Add or port 👻 Export Items the Product Line Items tab, Service Line Items tab or both. IMPORTANT: To allow Group S1 (1 - 1 of 1 items) Manage Group - Delete Selected Item/s) contract award, the Buyer MUST have at Qty UOM Name Description Requested Service Delivery S1.1 Labor Total Cost * 1 Lot Edit 💌 least one cost line item. vice Line Item 👻 🚽 b. Select the desired tab. If your solicitation includes both products & services, you will add items for both tabs. NOTE: if you used Add Product Line Item 👻 a template to create your event, you will have pre-populated content. Edit or Add New Item delete as desired. Add Item from Library c. Select "Add Product Line Item"/ "Add Service Line Item, and choose: "Add New Item" to create custom i. Add Product Line Item cost line item. Enter required Name * information. IMPORTANT: be sure Description to check the box for "Unit Price is Required." This ensures the 2500 characters remaining suppliers does not leave the price Catalog Number line blank (which will prevent IMPORTANT: Check Quantity 1.0000 \$ "Unit Price is contract award). Select "Save Make Quantity a Supplier Response Field Required" to ensure Changes". Unit of Measure * EA - Each Supplier is prompted ✓ Item Details to enter pricing "Add Item from Library" to browse ii. Date O Days after award Requested Delivery and select standard line items. Click Requested Delivery Date mm/dd/yyyy the magnifying glass and then select Unit Price is Required Options GA Library. Check the box to select Estimated Delivery Date is Required t price will be required if Estimated Delive desired cost line items and then click Commodity Code Edit Historical Unit Price "Add Selected Items". USD Target Price USD d. If you have a significant number of line No File Attached Upload Attach File items to add, then select "Add or Import" and choose and of the following: Display Order * Last "Add Item Group" to create one or i. * Required Save Changes Close more groups to organize multiple cost lines

Complete Event Set-Up		
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.	• Croup P1 (1-1 of 1 items) Description Catalog Number QV UOM Requested Delivery P1 What is your bid price? - 1 Lump Sum - Catalog Number Catalog Numbe	
 26. View Suppliers Invited by Commodity 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 in the "Setup" section. b. Proceed to the next step to invite additional suppliers 	Suppliers Lent Action H Suppliers limited by Commodity Code(1307) Additional Suppliers (0) Add Suppliers to Event Add Suppliers From Group Based on the overt commodity code(1407) Add storptiers (0) Add Suppliers to Event Add Suppliers From Group Based on the overt commodity code(1407) Add storptiers (0) Add Suppliers to Event Add Suppliers From Group Commodity code(1407) Add contact Suppliers to Event Add Suppliers Forev	
TIP: if the tab is blank, return to the "Setup" section and select NIGP codes.	So 1.600 WEANSWER 05-03-16 NO IRS MATCH - NEW W-9 REQUIRED REQUIRED REQUIRED REQUIRED	Next >

27. Invite Additional Suppliers

- a. Select the "Add Suppliers to Event" tab and choose to:
 - i. Invite additional <u>registered</u> suppliers by search

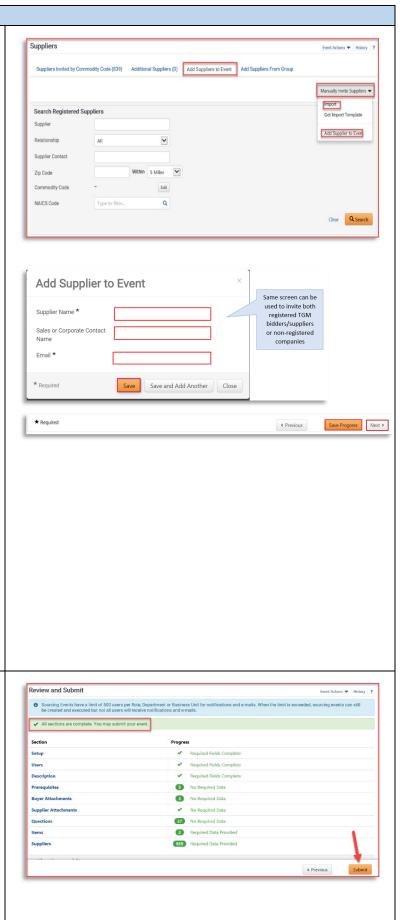
OR

- ii. Select "Manually Invite Suppliers" and desired option
- b. To add by "Search Registered Suppliers":
 - i. Enter part of the Supplier's name
 - ii. Select Relationship (In Network or Out of Network) See note below.
 - iii. Select desired supplier from results
- c. 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"
 - ii. If adding multiple suppliers, then select "Get Import Template", download and complete template, and then select "Import" to import file
- d. Select "Save Progress"
- e. Select "Next"

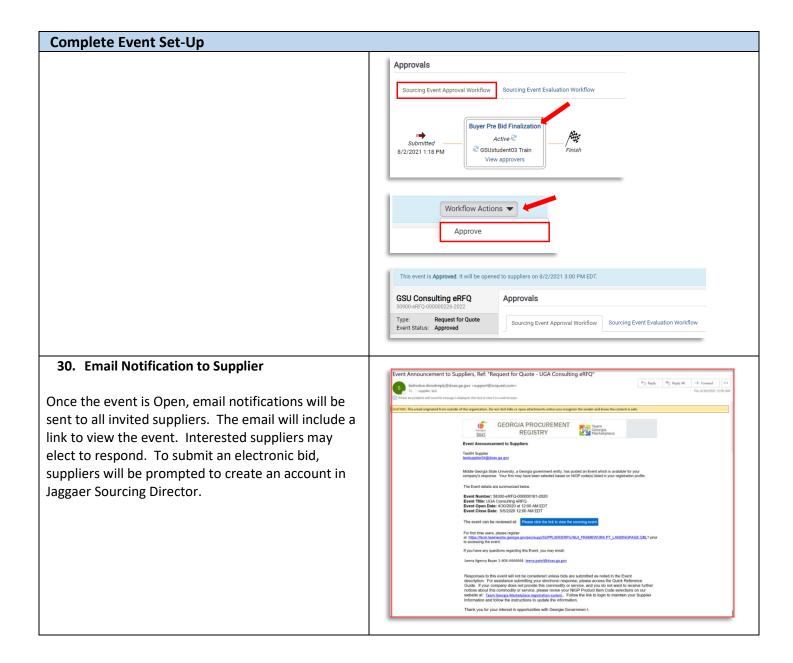
NOTE: The "Search Registered Suppliers" menu allows the buyer to search for additional companies that are registered in Team Georgia Marketplace[™] (TGM) (*In Network*) or that are registered directly with Jaggaer (*Out of Network*). The buyer can search for suppliers by name, supplier contact, location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

28. Review and Submit

- a. Review your progress for each section
- b. Click the Section Title to return to a section for editing
- c. Once satisfied, click "Submit"
- d. View the "Event Submitted" confirmation page and summary of your event posting
- e. If there is workflow surrounding the event, Approval Steps can be viewed by clicking "View Approval Steps"
- f. 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.



g. View the "Event Submitted" confirmation	C Event Submitted
page and summary of your event posting.	Next Steps What would you like to do next? Here are links to common actions:
Notice the Event Status is in Pending	 Instant would you like to do real: Here are links to common accord. Return to My Cenet Add Accorder Event
Approval as the event is under SPD for	Get to Sourcing Dankboard Get to Sourcing Dankboard
approval. Once SPD approves the event,	> View Approval Steps
the Event status will be changed to 'Open'	Event Summary
as it will be released to suppliers and an	Livent Tile UGA Consulting eBFQ Time Zone E37/EST - Extern Standard Time (US/Rast-Indiana) Livent Tige 0 Request for Quote Open Date 0 4/30/2020 125000 AM
email notification will be sent out to all the	Entry Name Middle Georgia State University Close Date StyCe20 120000 AM
suppliers that are matched to the event	Event Number 58030-e8/0-0000181-2020 Event Status Approved
NIGP codes.	Contraction - Ability
	This event is Pending Appendi It must be approved before it can be opened as acheduled on 4/27/2020 12:00 AM EDT
IMPORTANT: Once the event is under	Madhavi_eRFPTest_mint Approvals Ever.Adver > Maary
'Open' status you can verify it on the GPR	SubjetP20000153-300 Type Repart for Proposal Fourting Event Approval Workflow Sourcing Event Eveluation Workflow
Public Interface	Settings and Content > SPD Approval
https://ssl.doas.state.ga.us/gpr/	Solutions Signature Evaluations Signature Active 2 Participation View approvers Rinkin
<u></u>	Panel Questionnaire >
	Tools V Internal Notes
	Exports and Imports Q & A Board
	Approvals Annual NetsTeastons
29. Complete Final Approvals	
a. Select "Return to My Event"	🛛 🥪 Event Submitted
b. Observe the event status. If status is	Next Steps
	What would you like to do next? Here are links to common actions:
"Approved", no further action is required.	Return to My Event Add Another Event
If status is "Pending", then review pending	Go to My, Home Page Go to Sourcing Dashboard
approvals.	
 Open the "Tools" menu and select "Approvals" 	This event is Pending Approval. It must be approved before it can be opened as scheduled on 8/2/2021 3:00 PM EDT.
d. Observe the steps remaining in the	GSU Consulting eRFQ Setup
"Sourcing Event Approval Workflow" tab.	Type: Request for Quote Event Title * GSU Consulting eRFQ Event Status: Pending
The Buyer Pre Bid Finalization approval	Event Type Request for Quote Settings and Content * Entity Georgia State University
	Setup Event Number * 50900-eRF0-00000226-2022
step requires the buyer to approve the	Additional Event Details 🖌
event before it will be in approval status.	Users
e. Perform a final review of your event.	
When ready, select the "Workflow	GSU Consulting eRFQ 50900-eRFQ-000000226-2022
Actions" drop down. Select "Approve."	Type: Request for Quote
f. Observe new status of event. If no other	Event Status: Pending
approvals are remaining, the status will	Settings and Content 🔌
display as "Approved.	
DTE: Once the scheduled open date/time arrives,	Internal Notes
e event will transition to "Open" status, a public	Exports and Imports
tice will appear on the Georgia Procurement	Q & A Board
gistry, and courtesy emails will be sent to all	Approvals
vited suppliers.	Award Notifications



Managing Question and Answer (Q&A) Board

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

Amending, Extending or Cancelling Events

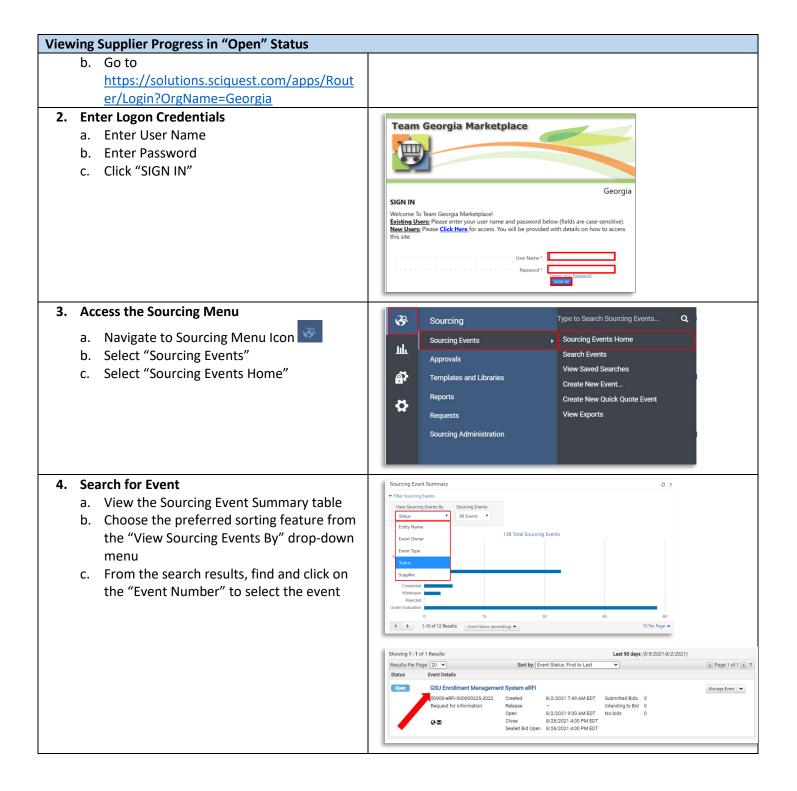
Review the Amending, Extending or Cancelling Events Quick Reference Guide for additional instructions.

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

5. View Supplier Progress

- a. From the left-hand side menu, select "Evaluations" to expand
- b. Select "Supplier Responses"
- c. 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.
- d. 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.

	Open			
Settings and	Content 😪			
Setup		~		
Addition	nal Event Details	1		
Users		1		
Description	1	1		
Prerequisit	es	3		
Buyer Attac	chments	0		
Supplier At	tachments	-		
Questions		6		
Supplie	r General Informa	a		
RFI Que	stions			
Suppliers	estions	0		
Suppliers Evaluations Supplier Responses	esponses	2		ent Actors Hi Supplier opted-in via Pu
Suppliers Evaluations Supplier Re	esponses	2		
Suppliers	esponses	2 ■		Q Supplier opted-in via Pu
Suppliers Evaluations Supplier Responses Interference Interference Supplier Responses Interference Suppliers Interference Suppliers S	s Response %		0	Q Supplier opted-in via Pu
Suppliers Evaluations Supplier Responses Glavited Suppliers 1-6 of 6 Results Progress	s Besponse % Complete ~	Supplier Name	0	Supplier opted-in via Pu S0 Per F Aik a Question
Suppliers Evaluations Supplier Responses Interference Constructed Suppliers Interference Supplier Responses Constructed Suppliers Constructed Supplier Con	Responses % Complete ~ 100%	Supplier Name A Made with Love Cafe and Catering P		Supplier opted-in via Pu S0 Per F Aik a Question Aik a Question Aik a Question Aik a Question

Con	ducting Evaluation Activities	
1.	Follow the steps above to logon and locate the event	See Above
2.	 Select Event a. Locate event in Search Results and Select "Manage Event" b. Select "Manage Event" from drop-down menu 	Under Evolution Milton's Batteries Manage Event Manage Event Manage Event Manage Event S0900-eRFQ-00000195-2022 Created 7/12/2021 2:34 PM EDT Submitted Bids 2 Manage Event Manage Event Manage Event Manage Event Manage Event Event Event as PGF Event Event as PGF
3.	 View Supplier Responses Individually a. The event will open in the "Evaluations" section and display supplier responses b. The Buyer can observe the submission 	Settings and Content > Evaluations >
	 status of all suppliers c. To view submitted responses, click the "View Response" option to the right of the supplier's name 	Supplier Responses Eval. Calculation Options
	d. View the supplier's response to the prerequisites	

Conducting Evaluation Activities

- Click "Next" or click on "Supplier Attachments" to view submitted files. The buyer can click to open and download each file.
- f. Click "Next" or click on "Questions" to view responses to event questions
- g. 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.

- 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:
 - i. Check the box to select all desired suppliers
 - ii. 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 sideby-side
 - b. Another option is to export supplier responses.
 - i. To export all supplier responses from the system, start from the Evaluations section, Supplier Responses subsection.
 - ii. Select the dropdown arrow for "Evaluation Actions" and choose "Export All Responses"
 - iii. On the "Evaluation Export" pop-up, select "Submit"
 - iv. A new pop-up will appear, stating"You have successfully submitted an export request, click here to view it."

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Conducting Evaluation Activities	1
Click the blue text to access the report. v. On the new screen, select the file	Evaluation Export
 name to download and save. vi. Once finished, click on "View Event" (to the right of the Event Number) to return to the event. 	Description * Milton's Batteries
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5. Disqualifying Suppliers	Greater Images of Atlanta, LLC
a. During administrative review, the buyer may determine that a supplier is	
disqualified (failing mandatory	Tag Supplier
requirement, submitting a conditional bid,	Pin 2
etc.). The buyer can identify the supplier as disqualified by completing the following	Disqualify
steps:	
i. From the side-by-side comparison	
(see previous step), click on the	Disqualify
drop-down arrow for the	Comments * Supplier failed mandatory
supplier's name ii. Enter the reason for	requirement
disqualification and click	963 characters remaining
"Continue"	* Required Close
iii. Observe that disqualified supplier	
no longer appears on the current	Back to Event
page. Select "Back to Event" to return to Supplier Responses page	Under Enabuston
iv. Observe the supplier's status has	Award Scenario for Milton's Batteries
changed from "Submitted" to "Disgualified"	Scenario Navigator Scenario Breakdown Scenario Savings
b. If the buyer needs to undo disqualification,	Sort Bids by: Total Bid Total Bid
select the "View Response" drop-down	Scenario Award Actions - Made with Love Cafe and Catering -
menu and select "Re-Qualify"	Response Notes
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Conducting E	valuation Activities						
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V	viii. Click "Save and Finalize"		1000 characters ren	1	1000 characters remaining	
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award seled	ction. However, the event status will	(
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Conducting Evaluation Activities

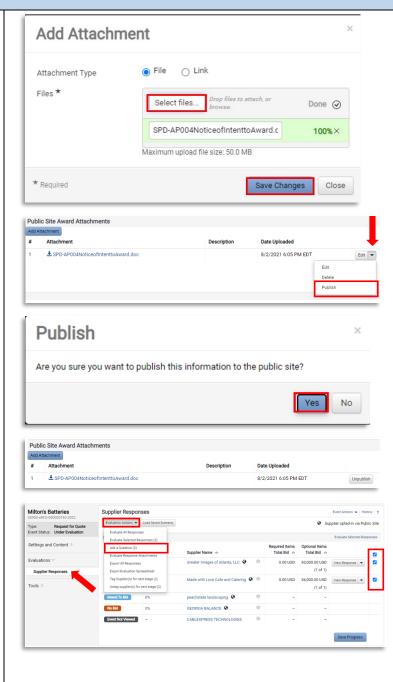
his/her email account or by following the steps in Tip #3 below.

TIP #1: Visit the Georgia Procurement Registry and search for your bid to confirm the status is now at "Notice of Intent to Award" and the protest countdown has begun. https://ssl.doas.state.ga.us/gpr/

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

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

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



Conducting Evaluation Activities	
	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.
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replaced by an option to "Unpublish" i. Repeat the steps above to add and publish any additional files, such as SPD-EP002 Sample Bid Evaluation Template (if not already completed during NOIA stage)	Approvals Award Notifications
j. Verify status of your event on the GPR and send courtesy emails to suppliers following the tips below.	

Conducting Evaluation Activities

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

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"

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Conducting Evaluation Activities Awarded Supplier Email Email Content Template * Default $\overline{}$ Subject * Notice of Award Attachment(s) No File Attached Upload No File Attached Upload No File Attached Upload Message * Size - B I U S | X_e X^e | A - O -🛛 🗶 | 🔚 🔚 | HE HE | 👁 🙊 | 🖾 Placeholders Solicitation Number and Title: \$(SOURCINGEVENT_EVENTNUMBER) and \$(SOURCINGEVENT_EVENTTITLE) Opening Date and Time: \$(SOURCINGEVENT_BIDOPENDATE) and \$(SOURCINGEVENT_BIDOPENTIME) The following \${synonym:suppliers} submitted responses to the above solicitation: SISOURCINGEVENT PARTICIPATING SUPPLIERS Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a Stomonomicontract 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 Stavponymsupplied is instructed not to begin work, purchase materials, or enter into subcontracts relating to the Stavponymworkgroup) until both the recipient and \$(SOURCINGEVENT_PROJECT_NAME) sign the \$(synonymxcontract). est in daina husin WH CONDONICEVENT DOLLECT 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 No File Attached Upload No File Attached Upload Message * Size - B I U S | X₂ X² | <u>A</u>- []-🛛 🛛 🛨 📰 🗄 🗄 🗄 📾 🚳 🖓 🛛 🖬 Placeholders Solicitation Number and Title: \$(SOURCINGEVENT_EVENTNUMBER) and \$(SOURCINGEVENT_EVENTTITLE) Opening Date and Time: \$(SOURCINGEVENT_BIDOPENDATE) and \$(SOURCINGEVENT_BIDOPENTIME) The following \${synonym:suppliers} submitted responses to the above solicitation: \${SOURCINGEVENT_PARTICIPATING_SUPPLIERS} Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a \$(<u>synonym:contract</u>) 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. <u>Stymorum Suppliers</u>) 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 \$[<u>synonym:supplier</u>] is instructed not to begin work, purchase materials, or enter into subcontracts relating to the \$[<u>synonym:workgroup</u>] until both the recipient and \$[ORG_EXTERNAL_NAME] sign * Required Send Email Change Template Close Confirm × Are you sure you want to send the award notification email? Send Email No