

Supplier Response Quick Tutorial

This Quick Tutorial provides instruction on navigation of this organizations Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Log in to the system. Once you have successfully logged in, you will be on the supplier bidding dashboard. To access the bid events, click on “Bid Events” from the top menu bar or click on one of the applicable Alerts. (See Figure 1.)

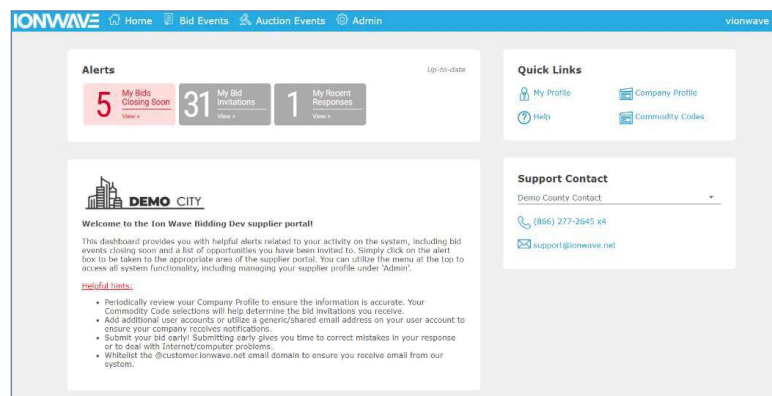
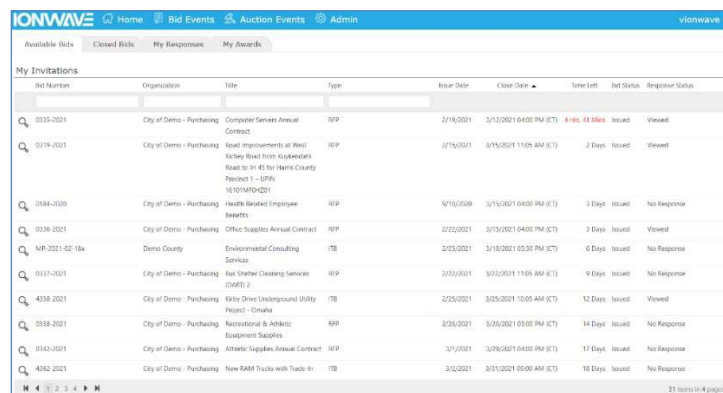


Figure 1

The available bids are displayed in to two different areas: “My Invitations” and “Other Bid Opportunities”. Click the **bid number** to view the bid opportunity.

NOTE: Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages. (See Figure 2.)



Bid Number	Organization	Title	Type	Issue Date	Close Date	Time Left	Bid Status	Response Status
0335-2021	City of Demo - Purchasing	Computer Servers Annual Contract	RFP	2/19/2021	3/13/2021 04:00 PM (CT)	4:46:03:36:00	Issued	Viewed
0319-2021	City of Demo - Purchasing	Road Improvements at West Kings Road from Capeview Road to Rt 45 for Harris County Precinct 1 - (RFP)	RFP	2/15/2021	3/15/2021 11:00 AM (CT)	2 Days	Issued	Viewed
0344-2021	City of Demo - Purchasing	Health Related Employee Benefits	RFP	9/10/2020	3/15/2021 04:00 PM (CT)	3 Days	Issued	No Response
0336-2021	City of Demo - Purchasing	Office Supplies Annual Contract	RFP	02/02/2021	3/13/2021 04:00 PM (CT)	3 Days	Issued	Viewed
NP-2021-02-18a	Demo County	Environmental Consulting Services	IFB	2/25/2021	3/18/2021 05:30 PM (CT)	6 Days	Issued	No Response
0317-2021	City of Demo - Purchasing	Box Shifter Cleaning Services	RFP	2/23/2021	3/22/2021 11:00 AM (CT)	9 Days	Issued	No Response
4158-2021	City of Demo - Purchasing	Kilby Drive Underground Utility Project - Omaha	IFB	2/25/2021	3/25/2021 10:00 AM (CT)	12 Days	Issued	Viewed
0334-2021	City of Demo - Purchasing	Recreational & Athletic Equipment Supplies	RFP	2/26/2021	3/25/2021 05:00 PM (CT)	14 Days	Issued	No Response
0340-2021	City of Demo - Purchasing	Athletic Supplies Annual Contract	RFP	3/17/2021	3/26/2021 04:00 PM (CT)	17 Days	Issued	No Response
4242-2021	City of Demo - Purchasing	New RAMP Trucks with Trade In	IFB	3/2/2021	3/21/2021 09:00 AM (CT)	18 Days	Issued	No Response

Figure 2

After selecting the desired bid, you may be presented with a requested response asking your intention to respond to bid on the event. (See figure 3).

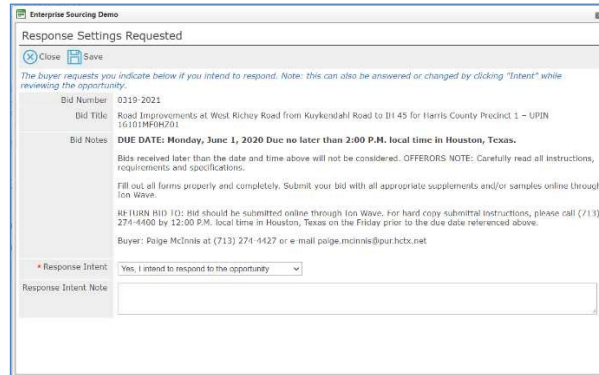


Figure 3

Once inside the bid event, a series of tabs may be present. If one of the tabs listed below does not appear on your bid, then it is not applicable to the solicitation. (See Figure 4.)

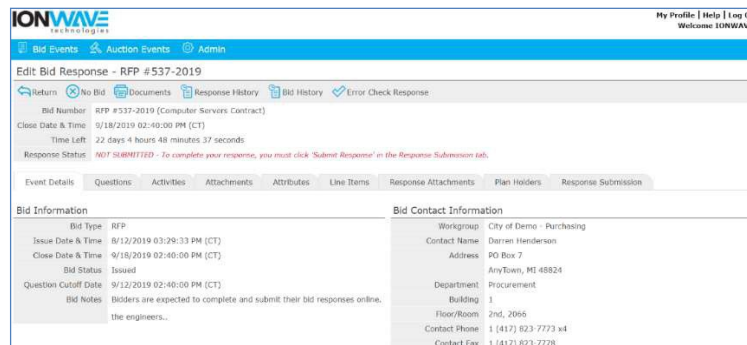


Figure 4

A series of tabs will appear. Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed through the other tabs until reaching the final tab, the “Response Submission” tab.

Event Details – Provides specific bid information including Bid Notes and Contact, Ship To, and Bill To information.

Questions – Submit bid specific questions by clicking ‘Ask Question.’ Questions and Answers provided will be reviewed at the Buyers discretion. Questions may only be asked up until the cutoff date and time.

Activities – Review and respond (as applicable) to bid related activities. Activities Types may include:

- Participation Activity: Review activity information that the buyer is requesting your participation
- Non-Participation Activity: Provided for informational purposes.

Participants (may or may not be displayed)– The event participation lists display only with the permission of the buying organization.

- Event Participants – Displays of list of suppliers who have viewed and are potentially responding to the bid.
- Event Invitations – Displays of list of suppliers who received an invitation to the bid.

Attachments – Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment.

- Click 'Download'
- Save the file to your desktop or another drive

Attributes – Attributes are a series of questions or content which may require your review and/or response.

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the right of the required field.
- A required attribute must be answered in order to submit the response.
- Click 'Save' (to save your responses)
- Click 'Error Check' (to determine if you have missed any required responses)

Line Items - Enter your response in the price or percentage field provided. An extended price will be calculated once save. (See Figure 5.)

The screenshot shows a bid line item for 'Face Mask, 5 REVO-G2BD-R-44758 black; 5 REVO-G3BD-44975 black'. It includes a quantity of 10 and a unit price field. Below the item name, it lists the manufacturer as 'Riddell' and manufacturer number as 'REVO'. There are three action buttons: 'Add Alternate', 'No Bid', and 'Add Notes'. A 'No Response' label is also present.

Figure 5

- Item Attributes - Answer questions, complete specification requests, and review additional terms and notes specific to the line item. Line attributes may not be present on the bid request. (See Figure 6.)

The screenshot shows the 'Item Attributes' section with a table. The table has two columns: '# Attribute' and 'Response'. The first row contains the attribute '1 What is your overtime hourly rate for service calls after normal business hours?' and the response field 'Numbers only, no symbols*'. The asterisk indicates that this is a required attribute.

Figure 6

- Item Attachments - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)
- Required fields have a red asterisk (*) to the right of the response field.
- A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields).
- A line item may include one or more of the following options

Add Alternates – Where allowed, you can bid an alternate.

- Click 'Add Alternate' and enter the fields requested.
- If an alternate is added in error, click 'Delete Alt' on the right of the screen.

No Bid – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. If using the 'No Bid' function, do the following:

- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click 'Clear No Bid' to remove a 'No Bid.'

Add Notes – Where allowed, click 'Add Notes' to enter comments for buyer review.

Please Note: A response of zero (\$0.00) entered in the price field may not be allowed by the buyers. Also, in some cases, they may choose to receive zeroes as a 'No Bid'.

Response Attachments – This tab allows suppliers to upload documents for buyer review.

Requested Attachments – A required or optional file that the buyer has requested. A red asterisk (*) located next to the requested file name indicates that it is required. (See Figure 7.)



Requested Attachments	
✔ Error Check	
#	Requested Attachments
1 *	Document 1 - Bidder's Proposal Upload your completed proposal, as detailed in the attached Project Scope of Work, in PDF format. <input type="button" value="Upload"/> Click "Upload" to select file
2 *	Form 1 - Conflict of Interest Bidder must upload completed Conflict of Interest Form 1 in PDF format. <input type="button" value="Upload"/> Click "Upload" to select file

Figure 7

- Click "Upload"
- Click "Select File" in the pop-up window
- Highlight the file to be attached and click 'Open'
- The file will upload, then click 'Save'

Other Response Attachments – Ability to include additional documents for buyer review. Availability is at the buyer's discretion. (See Figure 8.)



Other Response Attachments	
<input type="button" value="New"/>	
No Other Response Attachments	

Figure 8

- Click "New"
- Click "Select File" in the pop-up window
- Highlight the file to be attached and click 'Open'
- Enter a Description of the attached file and click 'Save'

Please Note: If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

The maximum file size is 250 megabytes per file.

Response Submission – After completing your bid response, you must submit successfully before the close date and time.

- Supplier Note to Buyer – Enter an optional note to the buyer. This field may not be available on all bids.
- Digital Signature - Enter your full name (Required) and your email address (Required)
- Click “Error Check” to determine if you have missed any required fields.
- Click ‘Submit’ Response’
- A successfully submitted response will display ‘Response Submitted’ followed by the date and time stamp in the Response Status field. (See Figure 9.)

Bid Number	4257-2020 Addendum 1 (123456789)
Close Date & Time	9/24/2022 01:05:00 PM (CT)
Time Left	561 days 20 minutes 4 seconds
Response Status	Response Submitted - 1/27/2021 11:28:10 AM (CT)

Figure 9

Submission Errors

When an error(s) occurs, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab. (See Figure 10.)

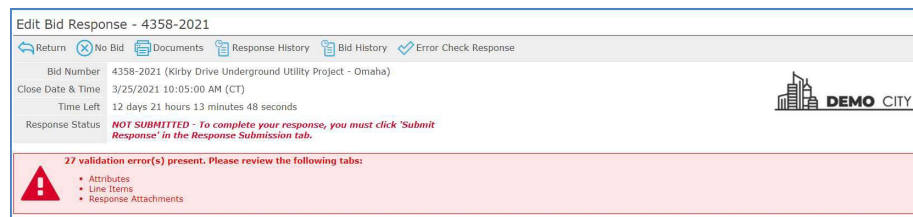


Figure 10

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

System Notification – An email notification will be sent to confirm response failure or response submission.

Response Retraction – This function is available at the buyer’s discretion and can be used to retract a submitted response for additional editing. (See Figure 11.)

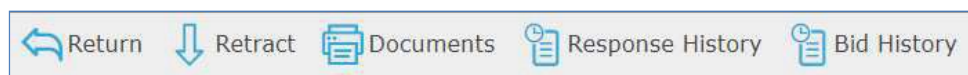


Figure 11

- From the top toolbar, click ‘Retract’
- Navigate to the desired tabs for editing
- Select the Response Submission tab to ‘Submit’ the revised response

Important Note: A retracted bid response is no longer considered submitted. The user MUST resubmit a retracted bid response to be considered.