

WebProcure™

How to Respond to a Solicitation

(Updated July 31, 2019)



WebProcure™ powered by



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General Instructions and Notice

- Throughout the **P.O.R.T.** system and related documents, the terms ‘supplier’, ‘bidder’, ‘offeror’, ‘vendor’ and ‘you’ mean the person or organization that responds to and submits responses to a solicitation.
- Throughout the **P.O.R.T.** system and related documents, the term ‘contractor’ means a person or organization who is a successful awardee as a result of a solicitation and who enters into a contract or is issued a purchase order.
- When navigating the **P.O.R.T.** system, users should use the navigation buttons in the **P.O.R.T.** system rather than using the back button on the browser navigation toolbar.
- Vendors are encouraged to respond to the solicitation with an electronic response although hard copy responses that are mailed or delivered are allowed.

IMPORTANT: Users granted the **Respond to Bids/Quotes** permission have the ability to respond on behalf of your organization, legally binding your company to the response. Your unique login serves as an electronic signature for transactions in the system. Solicitation responses will be considered as 'electronically signed' by your organization.

Required Vendor Registration

All vendors bidding to sell products and/or services to Anne Arundel County, Maryland (the County) must register their business with the County's Central Service Purchasing Division.

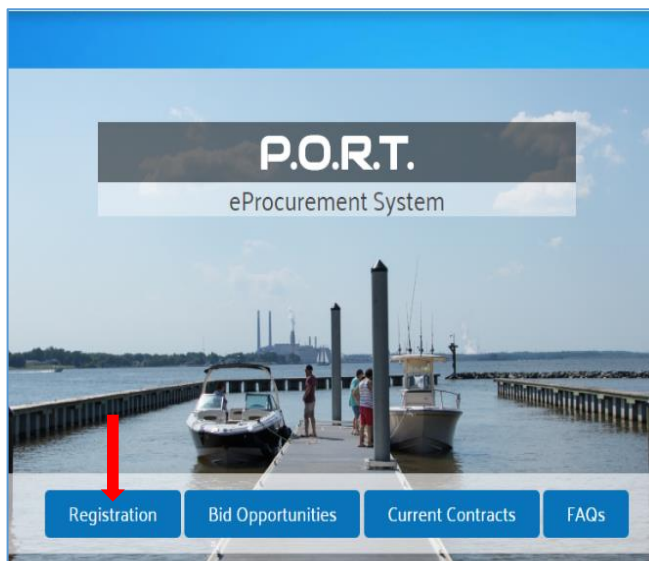
The vendor registration portal for registering your business is accessible from the Anne Arundel County website at: <https://www.aacounty.org/PORT>.

Once registered, vendors may respond to solicitations electronically. In addition, vendors are able to administer their own account including identifying their commodity categories and managing their solicitation opportunities.

Also available on the **P.O.R.T.** home page, are links to the **Vendor Registration Step-by-Step Instructions** and **Instructions for Editing & Managing Your Vendor Profile**.

Responding to a Solicitation Online

To respond online to a solicitation, your organization must first register with Anne Arundel County, Maryland by going to the **P.O.R.T.** home page (<https://www.aacounty.org/PORT>) and selecting the **Registration** button.



Once registered, you may access your account by clicking the **Login** button at the top right of the **P.O.R.T.** home page or by clicking on the link in the Registration Confirmation page or the link in your registration confirmation email.



Enter the **Username** and **Password** that you created during registration and click the **Log In** button.

What's New

Upon logging into the **P.O.R.T./WebProcure** system, you are presented with a ‘**What's New?**’ page showing all the changes and improvements in the most current release of **WebProcure**.

NOTE: WebProcure is a SaaS product used by multiple organizations. It runs off a common code base that can be configured differently for each implementation. Therefore some of the release notes shown will not be applicable to Anne Arundel County's **P.O.R.T.** system.

What's New

10.4 Release - VENDOR PORTAL

UNIT OF MEASURE DESCRIPTION ADDED

Prior to this release, in a number of areas in the application, the **Unit of Measure** was displayed in ISO code format only. For example, **EA**, **PKG**, and **BX**. This worked well enough when basic units of measure were referenced, however, as there are more than one hundred possible **Units of Measure** and those measurement codes may not be readily known; it made sense to add in the description next to the code. For example, **Eight pack (P8)**, **Running or Operating Hour (RH)**, and **Assembly (AY)**. The following areas of the application have been updated to display **UOM** description and the code in parentheses.

- Buyer Side - Supplier Print Purchase Order
- Buyer Dispatch to Vendor - HTML Attachment
- Vendor Portal - Purchase Order Summary

INDICATION WHEN QUOTE IS LOCKED BY ANOTHER USER

If you select a solicitation response to submit or edit, and another user in your same organization selects the same response on the same solicitation at the same time, a new lock message will display providing two courses of action. The message advises you that another user in your organization is responding to the solicitation and would you like to create a separate response for an alternate submission. You may choose **Yes** to create a separate and distinct response. Alternately, you may choose **Close** to acknowledge the message and return to the solicitation listing. The latter path allows you to return to the solicitation response and submit or edit at a later time, if needed.

EXPORT & IMPORT LINE ITEM RESPONSES

In the 10.4 release, we are vastly improving the way you respond to solicitations that contain line items, especially those solicitations where the line item count exceeds 20. You will now be able to download the solicitation line items, provide your bid response directly into the template, and upload the completed file into the WebProcure application. Data validation will be performed and once the upload is successful, the responses will be reflected in the application. You will review and

☒ Show on login

« Previous Feature
Next Feature »
Got It!

Once you have read the release notes, click on the **Got It!** Button to proceed to your **Vendor Home Page**.

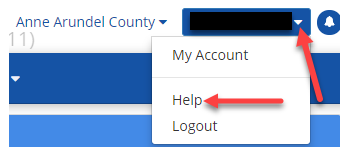
<< Previous Feature and **Next Feature >>** allow you to move through the notes for other releases.

The **Show on login** checkbox allows you to “turn off” these release note messages by unchecking the box. It is strongly recommended that you do **not** uncheck this box. Once you uncheck it you will no longer be able to see any release notes (past, present, or future).

Vendor Portal Home Page

The **Vendor Home Page** has a number of sections.

Online Help



Access online help by clicking on the name drop-down in the upper right-hand corner of the page and selecting Help.

Message Board

- **Message Board** section includes news about the product, reminders, and alerts.

Organization	Solicitations		Order	Contracts	Invoice
	Formal	Informal			
Anne Arundel County	0	1	0	0	0

NOTE: Many of the choices shown will not be applicable to Anne Arundel County's **P.O.R.T.**

Documents

- **Documents** section identifies the number of **Formal** and **Informal Solicitations** available for review and response. The steps to perform actions and submit responses are the same, regardless of the type of solicitation being responded to, unless otherwise noted.

Documents					
Organization	Solicitations		Order	Contracts	Invoice
	Formal	Informal			
Anne Arundel County	1	1	0	0	

NOTE: Orders, Contracts, and Invoices are **not applicable** to Anne Arundel County vendors at this time.

If the number of **Formal** or **Informal** solicitations is greater than one, click on the number to view the **Current Solicitations** page.

Organization	Solicitations	
	Formal	Informal
Anne Arundel County	1	1

Current Solicitations

Current Solicitations

Filter by Agency
-- All --

Filter By Title

Filter By Opp. No

Start Date From (MM/DD/YYYY)
Select Date

Start Date to (MM/DD/YYYY)
Select Date

End Date From (MM/DD/YYYY)
Select Date

End Date To (MM/DD/YYYY)
Select Date

Submit

Reset

Please be sure to view both "My List" and "Other Active Opportunities."

Solicitation(s) to which you have been invited and/or responded

My List

Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFB18000073	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	3d:2h:22m	Active	
Response:#1		Response to IFB18000073 by Christy Consulting			Status: New		
Response:#2		Quote 2			Status: New		

+ Add New Response

Displaying: 1-1 / 1

<< < 1 > >>

★ - New Solicitations, yet to be reviewed.

🚧 - Quick Solicitations that are about to end

The **Current Solicitations** page is divided into two sections: Filter and Results.

Filter

Current Solicitations

Filter by Agency
-- All --

Filter By Title

Filter By Opp. No

Start Date From (MM/DD/YYYY)
Select Date

Start Date to (MM/DD/YYYY)
Select Date

End Date From (MM/DD/YYYY)
Select Date

End Date To (MM/DD/YYYY)
Select Date

Submit

Reset

The Filter section allows you to narrow the results based on certain criteria including:

- Title (Enter keyword if complete title is unknown)
- Opportunity Number (Enter solicitation number, partial numbers are allowed)
- Start Date From / Start Date To (Solicitation Issue date range)
- End Date From / End Date To (Solicitation End date range)

If you enter filter criteria, click on the **Submit** button to limit the results based on your criteria and refresh the listing of solicitations.

Click on the **Reset** button to clear all the filter criteria entered.

Results

Please be sure to view both "My List" and "Other Active Opportunities."

Solicitation(s) to which you have been invited and/or responded

My List **Other Active Opportunities**

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFB18000073 ★	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	3d:2h:18m	Active	⋮
Response:#1		Response to IFB18000073 by Christy Consulting				Status: New	⋮
Response:#2		Quote 2				Status: New	⋮

+ Add New Response

Displaying: 1-1 / 1

★ - New Solicitations, yet to be reviewed.
 ★ - Quick Solicitations that are about to end

Be sure to view both 'My List' and 'Other Active Opportunities'. From either tab, you may choose a solicitation to view and/or respond to.

- **My List** (default) shows solicitations to which you have been invited or responded to or public solicitations that match one or more of the NIGP codes you used to describe your company's products and/or services and/or responded.
- **Other Active Opportunities** shows other active opportunities within Anne Arundel County where your organization was not automatically placed on the bidders list because the NIGP codes of the solicitation do not match those defined for your organization.

To navigate through the **Current Solicitations** on a particular view, use the page navigation links located at the bottom of the page.



Open a Solicitation

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFB18000073 ★	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	4d:2h:35m	Active	⋮
+ Add New Response							

To open a solicitation for viewing and to prepare a response, click on the **Opp. No** (opportunity number) link. This opens the **Solicitation Overview** page.

Solicitation Summary

IFB18000073 - Testing Pending Vendor Invitation (Formal)

No	IFB18000073
Type	Formal Solicitation (ITB,RFP,RFI)
Duration	<i>Start Date</i> June 08, 2018 at 7:00:00 AM EDT <i>End Date</i> June 15, 2018 at 12:30:00 PM EDT
Agency	
Contact Details	Abigail Donahoo One Bayport Way Newport News VA, 23606 United States Tel: (757) 768-2989 Fax: wp.stage@proactis.com
Description	testing
Delivery Term	Free On Board Destination
Payment Terms	Vendor Specified

No documents were issued along with this Solicitation.

▶ Solicitation Header - Introduction

The **Overview** page outlines the solicitation's type, duration, point of contact's details, description, delivery terms, payment terms, categories and much more. System advisory messages highlight key areas that must be completed in order for a response to be submitted or provide information that vendors should be aware of when responding to a solicitation. Please follow the instructions provided in these system advisory messages.

Until all documents are accepted, the only action buttons available on the Overview page will be **Print** and **Close**. Click on **Print** at the bottom of this page to download a PDF version of the solicitation which can be saved or printed. Select **Close** to return to the Current Solicitations listing.

Accept Documents

[Check All]
[Uncheck All]

Original Solicitation Documents

Select	Accepted	Document	Actions
<input type="checkbox"/>	✗	AFFIDAVIT.pdf	⋮
<input type="checkbox"/>	✗	Vendor-Contractor Information Sheet.pdf	⋮

Accept
←

Initially a red ✗ will be shown next to each document indicating that it has not been accepted. To view a document, click on the document name (e.g. [AFFIDAVIT.pdf](#) shown above)

To accept all documents at once, click the [Check All] link located just above the Original Solicitation Documents box.

[Check All] [Uncheck All]

Then click on the Accept button.

Accept

NOTE: If the solicitation contains Addendum Documents, those documents will also be selected when choosing the Check All option.

To accept a document one at a time, check the Select column for the desired document and then click on the Accept button.

[Check All]
[Uncheck All]

Original Solicitation Documents

Select	Accepted	Document	Actions
<input checked="" type="checkbox"/>	✗	AFFIDAVIT.pdf	⋮
<input type="checkbox"/>	✗	Vendor-Contractor Information Sheet.pdf	⋮

Accept
←

The red ✗ (meaning not accepted) will change to a check mark

[Check All]
[Uncheck All]

Original Solicitation Documents

Select	Accepted	Document	Actions
✓	✓	AFFIDAVIT.pdf	⋮
<input type="checkbox"/>	✗	Vendor-Contractor Information Sheet.pdf	⋮

Accept

IMPORTANT: A check mark in both the Select and Accepted columns means the document has been “Accepted”.

Addendum Documents


Anne Arundel County may add additional documents to the solicitation at any time between the Start and End Dates, as part of a solicitation addendum. Any documents added within solicitation addenda are displayed on the Solicitation Overview page in the Addendum Documents section, which appears beneath the Original Solicitation Documents. These addendum documents have the same information fields and actions as documents in the Original Solicitation Documents section, with the following addition:

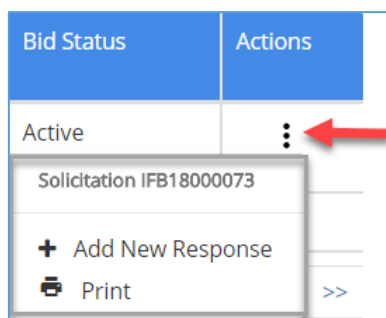
Added in Version No. - Indicates the version of the solicitation in which the document was added.

To accept, review, and/or download these Addendum Documents, follow the same steps as those described in the Original Solicitation Documents topic above.

Responding to a Solicitation

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFB18000073	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	4d:2h:35m	Active	⋮
+ Add New Response							

Click on the **Actions** ellipsis  from a particular solicitation to bring up a list of choices. Options will vary based on the status of the solicitation and the status of each response.



Click on + **Add a New Response** in the list displayed – or click on the + **Add New Response** link –to respond to this solicitation.

After the action or the link is selected the **Please enter quote name** window opens:

Please enter quote name

Response to IFB18000073 by Christy Consulting

Cancel OK

You may leave the default text (*Quote 1*) or override it with text that is meaningful and identifiable to your organization. Click **OK** to proceed to the **Overview** page

Overview Page

IFB18000073 - Testing Pending Vendor Invitation (Formal)

[Overview](#) [Requirements](#) [Questionnaire](#) [Respond](#) [Attach Documents](#) [Review Response](#) [Collaborate](#)

No

Type

Duration

IFB18000073

Formal Solicitation (ITB,RFP,RFI)

Start Date

End Date

June 08, 2018 at 7:00:00 AM EDT

June 15, 2018 at 12:30:00 PM EDT

Agency

Contact Details

Anne Arundel County

Abigail Donahoo

One Bayport Way Newport News VA, 23606 United States

Tel: (757) 768-2989

Fax:

wp.stage@proactis.com

Description

Delivery Term

Payment Terms

testing

Free On Board Destination

Vendor Specified

No documents were issued along with this Solicitation. Please review and respond to the items below.

Solicitation Header - Introduction

P.O.R.T. Notice

The Division of Purchasing is now posting all of its bid solicitation documents on the new Purchasing Operations Resource Technology ("P.O.R.T.") Bid Board (ENTER WEBSITE). P.O.R.T. is the County's web-based eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

For all solicitations, vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. As a means to save vendors the expense of submitting a hard copy response and to provide vendors both the ease and the timeliness of responding from a computer, vendors are encouraged to submit an electronic response. Both methods of submission are explained briefly below and in more detail in the step-by-step instructions provided at (ENTER WEBSITE).

IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website <http://www.aacounty.org/departments/central-services/purchasing/solicitations/> to obtain Addenda once they have received a copy or downloaded a solicitation.

Save Responses

Items Associated with this Formal Solicitation

Download Response Template

Import Response

No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
1*	computer	20,000	each	N/A	N/A	⋮

⚡ indicates the items which have been added or changed since you last submitted a response to this Solicitation

Bid on Items

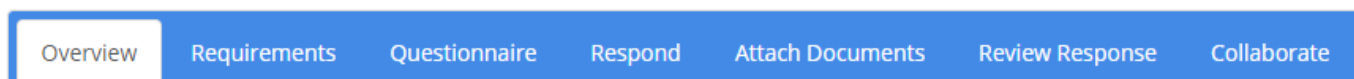
No Bid

Add Attachment

Print

Close

Overview Tabs



The next step in creating your response will vary depending on the design of the solicitation. The following solicitation components will impact the available action buttons at the bottom of the **Overview** page.

- If the solicitation [contains line items](#).



- If the solicitation [does not contain line items](#).



- If the solicitation contains mandatory [Requirements](#).



- If the solicitation contains a mandatory [Questionnaire](#).



Bid on Items	To enter bid amounts for the line items on the solicitation.
No Bid	To acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, click this button to submit an Intentional No Bid for the entire solicitation.
Add Attachment	To upload documents as part of your solicitation response. NOTE: Attachments are always required on solicitations <u>without</u> line items.
Respond to Requirements	To address the buying organization's request for supplemental information.
Respond to Questionnaire	To answer the buying organization's questions specific to the solicitation.
Print	Download a PDF version of the solicitation.
Close	Close the Response page and open the Review Response page.

Requirements and Questionnaire

If the solicitation contains mandatory **Requirements** or a **Questionnaire** that requires completion, you will not be able to complete your bid response until you enter a response. See sample images below:

****Please respond to the required Questions in order to respond to this Bid**

****Please respond to the Requirements in order to respond to this Bid**

NOTE: If the solicitation is an informal solicitation, the system messages will display the word 'Quote' instead of 'Bid'.

Requirements

Navigate to the Requirements page to view and respond to each requirement component. Requirements are used to capture supplemental information specific to the solicitation.

Overview Requirements Questionnaire Review Response Collaborate

No: RFPS30034901600915
 Type: Formal Solicitation (ITB,RFP,RFI)
 Duration: Start Date: Nov 19, 2015 11:00 AM EST End Date: Nov 27, 2015 5:00 PM EST

Business License

*Business License

Enter Business License Number

Save Close

Field types will vary, but may be instructions, text response, rich text response, attachment response, or date response. Fields may be marked as optional or required.

NOTE: If uploading an attachment as part of your solicitation response, be aware that file size may impact the uploading and downloading speed.

Once completed, click **Save**.

Questionnaire

Navigate to the **Questionnaire** page to view and answer any questions presented regarding the solicitation. In some cases, your responses to the questionnaire may be scored as part of the evaluation process.

Overview Requirements **Questionnaire** Review Response Collaborate

Draft Bid Submit

No: RFP530034901600915
 Type: Formal Solicitation (ITB,RFP,RFI)
 Duration: Start Date: Nov 19, 2015 11:00 AM EST End Date: Nov 27, 2015 5:00 PM EST

* indicates required Questions.

Repeat Vendor

Previous Dealings with the State

Question	Response
*Have you done business with the County previously?	<input type="radio"/> Yes <input type="radio"/> No
If so, when?	<input type="text"/>

Save Done Cancel

The question types will vary, but may be text, drop-down, yes/no, or an attachment and a reply may be required or optional.

NOTE: If uploading an attachment as part of your solicitation response, be aware that file size may impact the uploading and downloading speed.

Be sure to click **Save** after entering your response to each question. After you have entered a response to all of the required questions, click **Done** to proceed to the next tab.

Respond – Solicitations with Items

For those solicitations which include items for online bid responses, the **Respond** page will be visible once all mandatory documents on the Overview page have been accepted and the handling of **Requirements** and/or **Questionnaire** questions, if any, have been completed. You will enter bid amounts on the **Respond** tab.

The screenshot shows the 'Respond' tab selected in the top navigation bar. Below the navigation bar are buttons for 'Download Response Template' and 'Import Response'. A yellow note states: 'Note: Response for the item is Required.' The item details for '1. computer+' are shown, including 'Item Description N/A' and 'Categorization [20900] COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)'. The 'Item Response' section contains a table for bid entry and a 'Comments' field.

Bid/each *	Qty	Unit	Alternative ?	Manufacturer Name	Manufacturer Part Number	Supplier Part Number	Supplier Part Number Ext	Response Actions
USD <input type="text"/>	20,000	each		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Desired Delivery Date: Delivery Location: N/A Delivery Date: ☐ Date Not Specified

Comments:(Up to 2000 characters)

☐ Intentional No Bid

Item Total: USD

Item No : 1*

Save Done Cancel

Be sure to click **Save** after entering your response to each item. After you have entered a response to each item, review your response by clicking **Done**.

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate

DRAFT BID
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

No
Title
Type
Duration Dates
Description
Delivery Term
Payment Term
Contact Details

IFB18000073
Testing Pending Vendor Invitation
Formal Solicitation (ITB,RFP,RFI)
Start Date
June 08, 2018 at 7:00:00 AM EDT
End Date
June 15, 2018 at 12:30:00 PM EDT
testing
Free On Board Destination
Vendor Specified
Anne Arundel County
Abigail Donahoo
One Bayport Way Newport News VA, 23606 United States
Tel: (757) 768-2989
Fax:
wp.stage@proactis.com

View All Items
View Items with Bids

Download Response Template
Import Response

No.	Item	Brand	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Divry. Date	Unit	Unit Bid	Qty	Total	Actions
1*	computer		kj123-669			Jun 20, 2018	each	25.000000	20.000	500.000000	⋮

Bid on Item
Download
Close

Review Response

The **Submit** button is located only on the Review Response page.

There are two different ways to enter bid amounts for items on the **Respond** tab: Export/Import and data entry directly into the system.

Export / Import Line Item Response

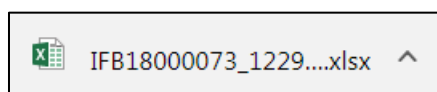
You are able to download an Excel 'response template' containing the solicitation line items and provide your bid response directly into the spreadsheet and then the completed spreadsheet can be uploaded into the P.O.R.T. system.

If the solicitation contains multiple line items and you prefer to complete a single spreadsheet with your pricing response information (rather than entering them one at a time into the application), complete the **Requirements** and **Questionnaire** tabs as needed and follow the steps below.

Download Response Template

The first step in the export / import process is to select the **Download Response Template** button located at the top of the **Respond** page.

A Microsoft™ Excel spreadsheet will download to your device.



Open the Excel file to view and respond to the bid items.

Solicitation Number	Title																
IFB18000073	Testing Pending Vendor																
Group Name	Line No.	Item Name	Item Description	Categorization	Substitute Allowed	Multiple Alternates Allowed	Mandatory Response	Buyer Manufacturer Name	Buyer Manufacturer Number	Desired Delivery Date	Delivery Location	Specified Alternates	Unit	Qty			
N/A	1	computer	N/A	COMPUTER SOFTWARE FOR FIN AND MATH (180000)	No	No	Yes	N/A	N/A	N/A	N/A	N/A	each	20.000			
N/A	2	docking	docking station	COMPUTER SOFTWARE FOR FIN AND MATH (180000)	Yes	No	Yes	Dell	N/A	N/A	N/A	N/A	each	20.000			

Key Points Regarding Template

- Do not change the file or worksheet names.
- Do not refresh the page while an upload is in progress.
- Protected buyer fields may not be edited.
- Hover over a cell to view applicable instructions regarding data entry, if any.

The values in the following columns **may not be edited**:

Solicitation Number	Title	Item Name	Item Description
Categorization	Substitute Allowed	Multiple Alternates Allowed	Mandatory Response
Buyer Manufacturer Name	Buyer Manufacturer Number	Desired Delivery Date	Delivery Location
Specified Alternates	Unit	Qty	Pricing Factor
Pricing Type			

Complete the following **Response** worksheet cells:

- **Bid / Unit** - This cell accepts only numeric values. Enter your bid response for this line item per unit of measure.
- **Supplier Part Number** - Enter your **Supplier Part Number**, if desired.
- **Supplier Part Number Ext** - Enter your **Supplier Part Number**, if desired.
- **Delivery Date** - Enter your delivery date in MM/DD/YYYY format. If delivery date cannot or should not be specified, leave this cell blank and choose the **Yes** option from the drop-down menu in the **Date Not Specified** column.
- **Date Not Specified** - The default value is **No**. If a **Delivery Date** is not specified, be sure to choose the **Yes** option from the drop-down menu.
- **Comments (Up to 2000 characters)** - To include comments with your line item bid response, enter up to 2000 alpha numeric characters in the **Comments** cell.
- **Intentional No Bid** - The default value is **No**. If you wish to intentionally submit a **No Bid** for this line item, be sure to select the **Yes** option from the drop-down menu.

Save the Excel file to a local or network drive. Be sure to not rename any worksheets or the file name.

See below for instructions to import your response.

Import Response

Import Solicitation Item's Response

Instructions

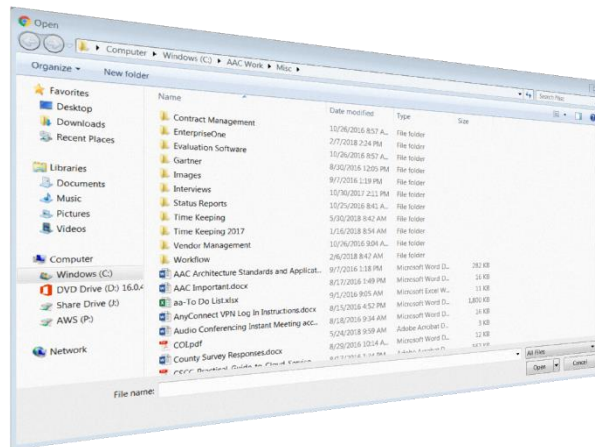
1. After completing the downloaded Item Response Template, select Import Response. Navigate to the local or network resource where the template has been saved.
2. Select the template. Click Open.
3. Do not refresh the page while the upload is in progress.
4. Refer to online help for detailed instruction on how to complete the downloaded template.

Browse...

No File Chosen

Import Response

Select the **Browse** button to open the **Choose File** dialog box, navigate to the local or network location of your completed Excel Response Template, select the file, and click the “**Open**” button.



The selected file name will display next to the **Browse** button as shown in the sample image below:

Browse...

IFB18000073_122900_bid_response.xlsx

Import Response

Click the **Import Response** button to upload this file.

Validation

The system will perform the following validations on your import file:

- **File name** must be same as downloaded file name.
- **Unit price** must be numeric.
- **Delivery Date** must not be before current date.
- **Comment** cell cannot contain more than 2000 characters.
- If **Additional Item Response** is marked as required, it cannot be left blank.

If one of these validations fail, an error message will be displayed:

Please resolve these errors.

1. No Response to import, Please add some item's response.

A confirmation message will show when the file is uploaded successfully.

Responses are imported successfully. Re-directing to response review page. ✕

Click **OK** to acknowledge and close the message. You will land on the **Review Response** page.

Enter Line Item Response Manually

The second – and preferred – ways to enter bid amounts for items is to entry data directly into the system.

From the **Overview** page click on the **Bid on Items** button at the bottom of the page. Bid on Items

This will result in the **Response** page being displayed.

Overview Requirements Questionnaire Respond Attach Documents Review Response Collaborate

Download Response Template
Import Response

Note: Response for the item is Required.

1. computer*

Item Description N/A

Categorization

[20900] COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)

Item Response

Item Actions: ⋮

The Supplier Part No. and Supplier Part No. Ext fields are for your internal tracking purposes only. By submitting your bid you are certifying that these fields match the Item Specification and/or Alternative as defined by the Buying Organization and will not be considered during the Evaluation and Award process.

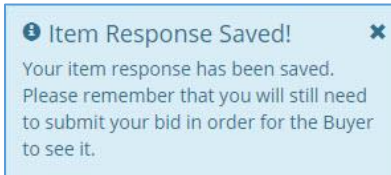
Bid/each *	Qty	Unit	Alternative ?	Manufacturer Name	Manufacturer Part Number	Supplier Part Number	Supplier Part Number Ext	Response Actions
USD <input type="text"/>	20,000	each		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	⋮
Desired Delivery Date		Delivery Location		Delivery Date		Comments:(Up to 2000 characters)		
		N/A		<input type="text"/> <div style="font-size: 0.8em;"> <input type="checkbox"/> Date Not Specified </div>		<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>		
<input type="checkbox"/> Intentional No Bid				Item Total: USD <input type="text"/>				

Item No : 1* 2*

Save
Done
Cancel

NOTE: As you create your solicitation response in the **Item Response** section of this page, you can click the **Save** button to save your work and create a draft version of your response.

After saving an item response, the system will display an **Item Response Saved** confirmation message in the upper right corner.



Within the **Item Response** section, the following fields are available for data entry”

- **USD** (unit price must be numeric)
- **Delivery Date** (must not be before current date)
- **Comment** (cell cannot contain more than 2000 characters)
- **Optional Fields** may be available depending on the requirements defined for an item. These include:
 - Manufacturer Name
 - Manufacturer Part Number
 - Supplier Part Number
 - Supplier Part Number Extension

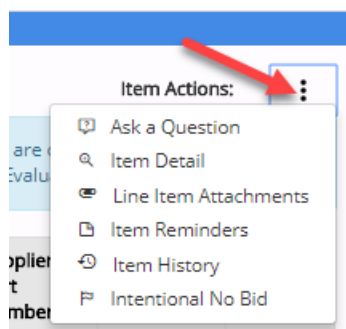
Fields open for data entry will be highlighted in blue when you click on the field while non-enterable fields will show a “not allowed” icon when you hover over the field.



Once you have entered the information for the first item, move to subsequent items by clicking on the “item number” in the **Item No** field.



Note the **Actions** ellipsis at the top right-hand corner of the **Item Response** section that presents a number of options.



- **Ask a Question** – If the collaboration period is still open, this option allows you to ask Anne Arundel County a question about this item. A response to your question will be included in a follow up Addendum.
- **Item Detail** – This option will display the **Item Specification Detail** window.

Item Specification Detail				
Item Name	Spec. Number	Unit of Measure	Manufacturer	Manufacturer Part Number
docking station	[1234]	each	Dell	
Description docking station				
Manufacturer [00000] Unknown				
Solicitation Options				
Pricing Type : \$ Amount		Pricing Factors : N/A		
Requested alternative(s): Not Specified		Allow supplier to specify substitute alternatives: Yes		
		Allow supplier to provide proposals for multiple alternatives: No		
<input type="button" value="Close"/>				

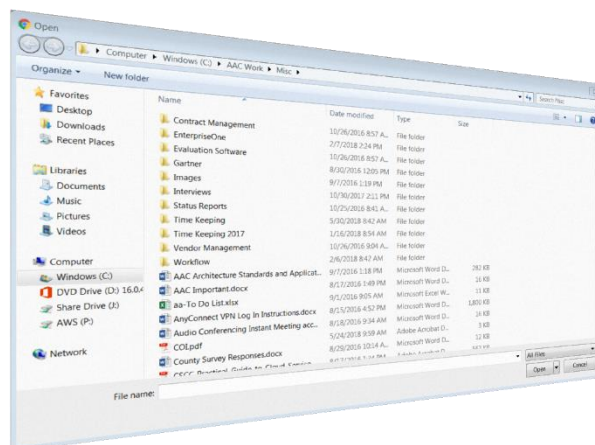
- **Line Item Attachments** – This option allows you to upload one or more documents related to the line item.

Supplier Item Documents for Formal Solicitation IFB18000073	
Supplier Item Attachments	
<input type="button" value="Done"/> <input type="button" value="Add Attachments"/>	
No documents are attached to this Solicitation item	

To add a document, click on the **Add Attachments** button to view the **Upload Document** dialog box.

Upload Document	
<p>To upload a new document click on the "Browse..." button. The "Choose file" window will appear. Make sure that you have "All Files (*.*)" selected in the "Files of type" drop down. Browse your computer to find the file you want to upload. Select the document and click the "Open" button. The "Choose file" window will close. You may perform this process for up to 5 documents at a time. Finally click the "Upload" button. If you need to upload more than 5 documents, repeat the Add attachment process.</p>	
File Name	
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document
<input type="button" value="Upload"/> <input type="button" value="Cancel"/>	

Select the **Browse** button to open the **Choose File** dialog box, navigate to the local or network location of your document, select the file, and click the “**Open**” button.



The uploaded filename will display next to the **Browse** button as shown in the sample image below:

File Name	
<input type="button" value="Browse..."/> <input type="text" value="Other Doc 1.docx"/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Financial Document

If the wrong file was uploaded, simply repeat the steps above.

Most file formats are accepted (pdf, doc, gif, bmp, etc.). If you do not have a scanner, you can take a picture of the completed and signed form with a camera or smart phone, save it on your computer, and attach the picture here.

NOTE: If uploading an attachment as part of your solicitation response, be aware that file size may impact the uploading and downloading speed.

Check the **Confidential** box next to each document that you wish to identify as a document that will **not** be published by default upon solicitation award. Be aware, that Anne Arundel County may choose to override this setting and publish any and all documents included in the solicitation response.

Check the **Financial Document** box next to each document that contains financial information.

Repeat these steps for each document that needs to be attached. When finished, click on the **Upload** button.

If one or more documents was designated as **Confidential**, the following advisory message will display:

You have chosen to designate one or more of your attachments as confidential. Any confidential attachments will not be published by default upon Solicitation award. Buyers, at their discretion, may choose to override this setting and publish any documents included in the Solicitation response.

Please confirm that these attachments are confidential by typing the word YES in the confirmation box below and clicking the **Confirm** button. Clicking the Cancel button will allow you to change your attachment settings before upload.

Cancel Confirm

Acknowledge the advisory message by entering the word 'YES' in the text box.

Click the **Confirm** button to view the **Supplier Item Attachments** window.

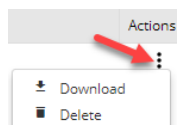
Supplier Item Attachments

Done Add Attachments

Line Item Attachments		
Type	document	Actions
	Other Doc 1.docx	
	Other Doc 2.docx	
	Other Doc 3.docx	

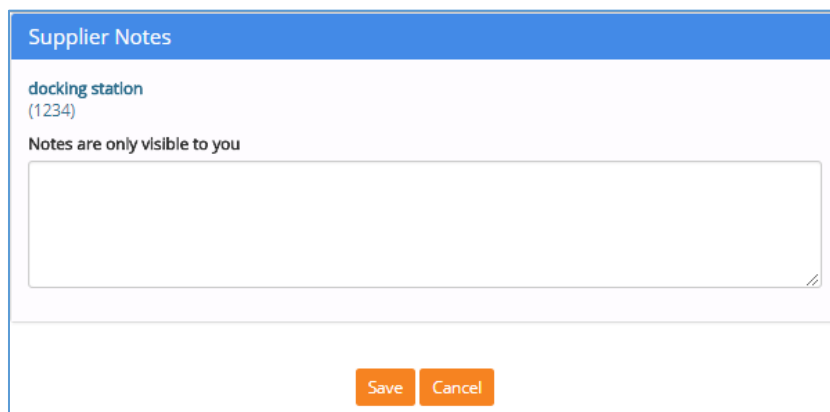
The **Supplier Item Attachments** window lists the added documents. By clicking on the document name link, you can open up the document on your device.

By clicking on the **Actions** ellipsis for a particular document, a list of actions displays. Select **Delete** to remove a document or **Download** to review it.



While there is no limit placed on the number of documents that may be attached, only five documents may be uploaded at a time. To add additional documents, click on the **Add Documents** button at the top of the **Supplier Item Attachments** window; otherwise, click on the **Done** button.

- **Item Reminders** – This option allows you to create a notes regarding the item that are visible only to your organization.

A dialog box titled "Supplier Notes" with a blue header. Below the header, it displays "docking station (1234)". Underneath, it says "Notes are only visible to you" above a large, empty text input area. At the bottom right, there are two orange buttons labeled "Save" and "Cancel".

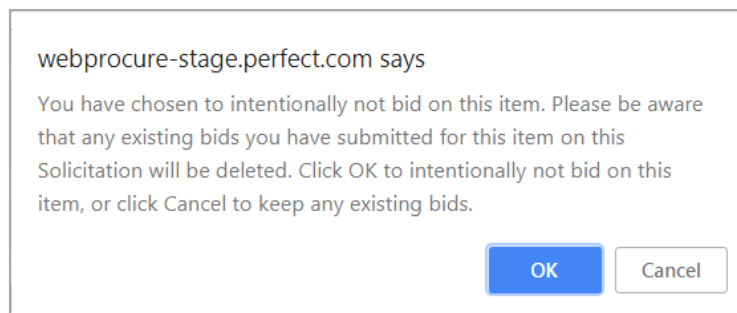
Supplier Notes

docking station
(1234)

Notes are only visible to you

Save Cancel

- **Intentional No Bid** – This option allows you to intentionally not bid on this item. This can also be accomplished by checking the **Intentional No Bid** box in the bottom left-hand corner of the **Item Response** section.

A confirmation dialog box with a light gray border. It contains the text "webprocure-stage.perfect.com says" followed by a paragraph: "You have chosen to intentionally not bid on this item. Please be aware that any existing bids you have submitted for this item on this Solicitation will be deleted. Click OK to intentionally not bid on this item, or click Cancel to keep any existing bids." At the bottom right, there are two buttons: a blue "OK" button and a white "Cancel" button with a gray border.

webprocure-stage.perfect.com says

You have chosen to intentionally not bid on this item. Please be aware that any existing bids you have submitted for this item on this Solicitation will be deleted. Click OK to intentionally not bid on this item, or click Cancel to keep any existing bids.

OK Cancel

OR

☐ Intentional No Bid

Once all items have been responded to, click the **Done** button at the bottom of the Respond page. This will take you to the **Response Review** page.

The top of each solicitation page will now display the status of your response as **Draft Bid**.

This means that your work has been successfully saved into the system and you may modify your response until the solicitation end date and time.

IMPORTANT: Draft bids have not yet been submitted to Anne Arundel County.

Your saved response will show up on your organizations **Current Solicitations** page – **My List** – with a status of **Draft**.

My List

Other Active Opportunities

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
IFB18000073	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	1d:22h:59m	Active	

Response:#1

Response to IFB18000073 by Christy Consulting

Status: Draft

Review & Submit

Once a response has been saved, the pages will refresh to display the **Draft Bid** message and provide a **Review & Submit** button. Clicking on this button opens the **Review Response** page allowing you to review your response for accuracy.

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate

DRAFT BID
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.
Submit

No: IFB18000073
Title: Testing Pending Vendor Invitation
Type: Formal Solicitation (ITB,RFP,RFI)
Duration Dates: Start Date: June 08, 2018 at 7:00:00 AM EDT End Date: June 15, 2018 at 12:30:00 PM EDT
Description: Now is the time for all good men to come to the aid of their country.
Delivery Term: Free On Board Destination
Payment Term: Vendor Specified
Contact Details: Anne Arundel County
Abigail Donahoo
One Bayport Way Newport News VA, 23606 United States
Tel: (757) 768-2989
Fax:
wp.stage@proactis.com

View All Items View Items with Bids

Download Response Template Import Response

No.	Item	Brand	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Dlvry. Date	Unit	Unit Bid	Qty	Total	Actions
1*	computer		kj123-669			Jun 20, 2018	each	25.000000	20.000	500.000000	⋮
2*	[1234] docking station	75		Dell	asdf	Jun 20, 2018	each	75.000000	20.000	1,500.000000	⋮

Supplier Attachments(Solicitation Header Level)
Detail Document-2.docx
Detail Document-1.docx

Bid on Item Download Close

When all required items have been responded to and your response is complete and accurate, click on the **Submit** button at the top of the **Review Response** page. A confirmation message will display.

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate

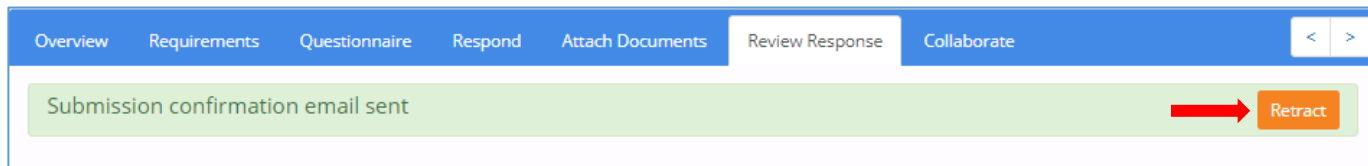
Submission confirmation email sent
Retract

IMPORTANT: Your bid response must be submitted from the **Review Response** page for it to be seen by Anne Arundel County.

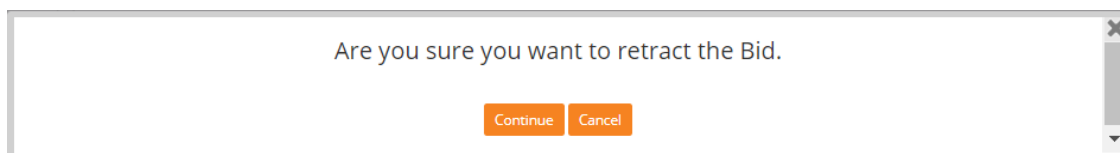
Retract Bid

Once a bid has been submitted, there are two ways to perform a retraction:

1. The **Retract** button will be visible on the **Review Response** page

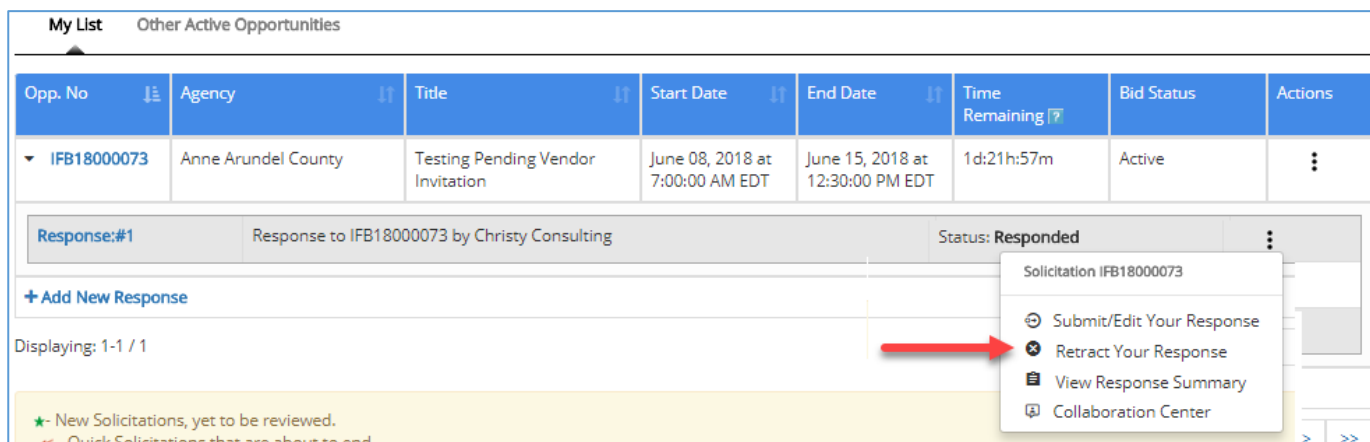


When you click on the **Retract** button a confirmation message will display:

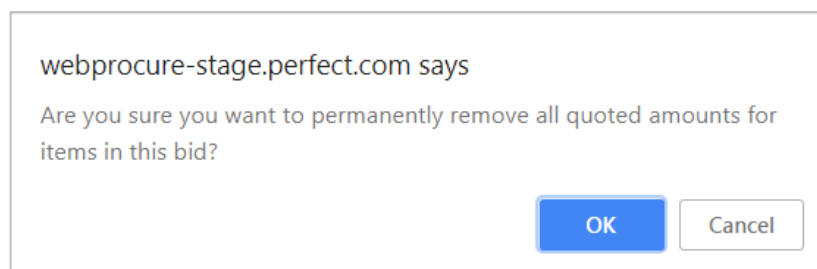


Click **Continue** to proceed with bid retraction.

2. The **Retract Your Response** link is available from the Actions ellipsis for a response with a status of **Responded**.



When you click on the **Retract Your Response** link a confirmation message will display.



Click **OK** to proceed with bid retraction.

IMPORTANT: You may only submit one response to Anne Arundel County. If you wish to revise a previously submitted response, you must first retract the original response and re-submit an updated response.

If you proceed with the retraction, the bid **Status** will revert to **Draft** and you will be required to resubmit your response.

My List Other Active Opportunities								
Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions	
IFB18000073	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	1d:21h:29m	Amended		
Response:#1	Response to IFB18000073 by Christy Consulting					Status: Draft		

Retract may also be used to completely withdraw a submitted response.

If you have previously submitted a response and need to make edits to information on the **Requirements**, **Questionnaire**, **Respond** or **Attach Documents** pages, click **Retract** using one of the two methods above.

Respond - Solicitations without Items

For solicitations that do not include items, the **Respond** tab will not be visible even after mandatory documents are accepted on the **Overview** page or after mandatory **Requirements** and/or **Questionnaire** questions are handled. Therefore, you must respond to the solicitation by downloading and completing the appropriate solicitation document(s) and then attaching the completed documents via the **Attach Documents** tab.

The screenshot shows the 'Respond' tab interface. The top navigation bar includes 'Overview', 'Requirements', 'Questionnaire', 'Respond', 'Attach Documents' (highlighted with a red circle), 'Review Response', and 'Collaborate'. Below the navigation bar, there is a yellow banner with a warning icon and the text 'DRAFT BID' and 'Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.' To the right of the banner is a 'Review & Submit' button. Below the banner, there is a light blue box containing the text 'Supplier Documents : IFB18000073 - Testing Pending Vendor Invitation (Formal)'. Below this box, there is a section labeled 'Supplier Attachments' with a 'Done' button and an 'Add Attachment' button (highlighted with a red arrow). At the bottom, there is a light blue box with the text 'No documents are attached to this Solicitation item'.

To upload one or more documents, click the **Add Document** button to open the **Upload Document** window.

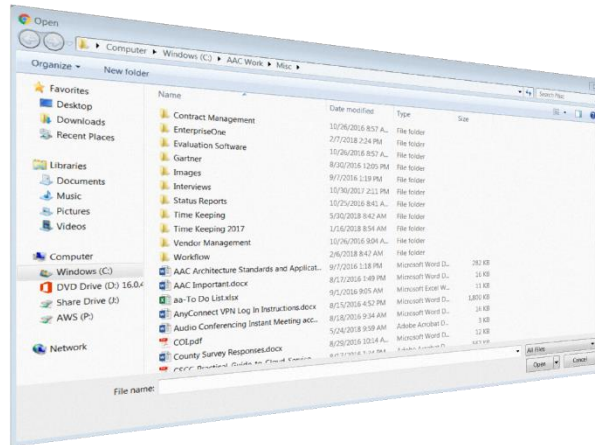
The 'Upload Document' window has a blue header with the title 'Upload Document'. Below the header, there is a light blue box with the following instructions: 'To upload a new document click on the "Browse..." button. The "Choose file" window will appear. Make sure that you have "All Files (*.*)" selected in the "Files of type" drop down. Browse your computer to find the file you want to upload. Select the document and click the "Open" button. The "Choose file" window will close. You may perform this process for up to 5 documents at a time. Finally click the "Upload" button. If you need to upload more than 5 documents, repeat the Add attachment process.'

Below the instructions is a table with five rows for file uploads. Each row has a 'Browse...' button and a 'Confidential' checkbox.

File Name	
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential
<input type="button" value="Browse..."/>	<input type="checkbox"/> Confidential

At the bottom of the window are two buttons: 'Upload' and 'Cancel'.

Select the **Browse** button to open the **Choose File** dialog box, navigate to the local or network location of your document, select the file, and click the “**Open**” button.



The uploaded filename will display next to the **Browse** button as shown in the sample image below:

File Name	
<input type="button" value="Browse..."/> <input type="text" value="Detail Document.docx"/>	<input type="checkbox"/> Confidential

If the wrong file was uploaded, simply repeat the steps above.

Most file formats are accepted (pdf, doc, gif, bmp, etc.). If you do not have a scanner, you can take a picture of the completed and signed form with a camera or smart phone, save it on your computer, and attach the picture here.

NOTE: If uploading an attachment as part of your solicitation response, be aware that file size may impact the uploading and downloading speed.

Repeat these steps for each document that needs to be attached. When finished, click on the **Upload** button.

While there is no limit placed on the number of documents that may be attached, only five documents may be uploaded at a time. Vendors are reminded to complete and attach the County’s solicitation documents if they were included as part of the Original Solicitation Documents section and the Addendum Documents section if an addendum(s) has been issued, as indicated on the **Overview** tab of the navigation bar.

Check the **Confidential** box next to each document that you wish to identify as a document that will **not** be published by default upon solicitation award. Be aware, that Anne Arundel County may choose to override this setting and publish any and all documents included in the solicitation response.

If none of the uploaded documents were designated as Confidential, the application will return directly to the **Attach Documents** page.

If one or more documents was designated as **Confidential**, the following advisory message will display: Acknowledge the advisory message by entering the word 'YES' in the text box.

You have chosen to designate one or more of your attachments as confidential. Any confidential attachments will not be published by default upon Solicitation award. Buyers, at their discretion, may choose to override this setting and publish any documents included in the Solicitation response.

Please confirm that these attachments are confidential by typing the word YES in the confirmation box below and clicking the **Confirm** button. Clicking the Cancel button will allow you to change your attachment settings before upload.

CancelConfirm

Click the **Confirm** button to return to the **Attach Documents** page.

The **Attach Documents** page displays the added documents. For those documents that were identified as Confidential, there will be a small icon located to the left of the hyper-linked document name.

OverviewRequirementsQuestionnaireRespondAttach DocumentsReview ResponseCollaborate

DRAFT BID

Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

Review & Submit

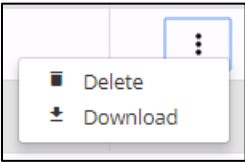
Supplier Documents : IFB18000073 - Testing Pending Vendor Invitation (Formal)

Supplier Attachments

DoneAdd Attachment

Type	Document	Actions
	Detail Document-2.docx	<div></div>
	Detail Document-1.docx	<div></div>

By clicking on the Actions ellipsis for a particular document, a list of actions displays. Select **Delete** to remove a document or **Download** to review it.



Collaboration Center

(If applicable to the solicitation)

Anne Arundel County may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which vendors and buyers can communicate. If the buyer has not enabled, this functionality or if the time period for collaboration has not yet arrived or expired, the

Collaboration period for this Solicitation is not active

following message displays:

Your vendor organization will be notified via an automated e-mail notification once the collaboration period is active. Once active, select the **Collaborate** tab.

The screenshot shows the 'Collaborate' tab selected in the top navigation bar. A yellow banner at the top indicates a 'DRAFT BID' status with a warning icon and the text: 'Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.' A 'Review & Submit' button is located on the right side of this banner.

Below the banner, the following information is displayed:

No	IFB18000073				
Title	Testing Pending Vendor Invitation				
Type	Formal Solicitation (ITB,RFP,RFI)				
Duration Dates	<table border="0"> <tr> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Jun 08, 2018</td> <td>Jun 15, 2018</td> </tr> </table>	Start Date	End Date	Jun 08, 2018	Jun 15, 2018
Start Date	End Date				
Jun 08, 2018	Jun 15, 2018				

Below this, the 'Agency' and 'Contact Details' are listed:

Agency: Abigail Donahoo
 One Bayport Way Newport News VA, 23606 United States
 Tel: (757) 768-2989
 Fax: wp.stage@proactis.com

The 'Description' field contains the text: 'testing'.

A red banner at the bottom of the main content area displays the message: 'Collaboration period for this Solicitation is not active'. A 'Close' button is located to the right of this banner.

Below the red banner, there is a section titled 'Questions asked by me' with a sub-header 'Questions & Answers' and a 'Bulletin Board' link. A search bar and an 'Export' button are also present.


The table below shows the results of the search:

Question	Answer	Date Submitted/ Responded	Actions
There are no Q & A activity related items to display for this Solicitation at this time.			

At the bottom, it says 'Showing 0 to 0 of 0 entries' and includes navigation links: 'First', 'Previous', 'Next', 'Last'.

Questions & Answers

To submit a question to Anne Arundel County, enter it in the **Ask a Question** text box.





Questions you post will appear within the Question and Answer list view. All questions posted by a member of your organization will be identified by the Questions asked by me icon. 

The presence of this icon allows you to quickly distinguish between your questions and questions asked by other vendor organizations.

The response to all questions will appear in a follow up Addendum or Pre-Bid Meeting Minutes.

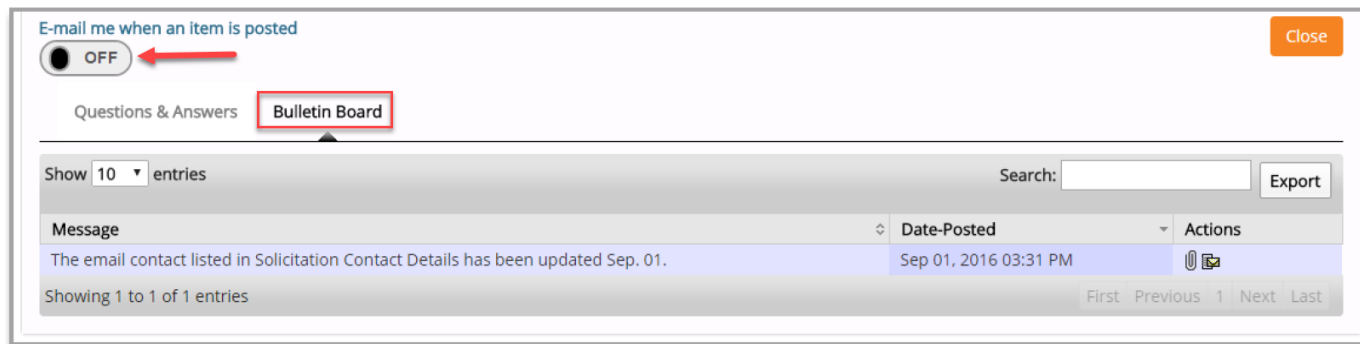
To view a **PDF** or **Excel** version of the displayed questions and answers, click the **Export** button. Click the desired format and save the file to a local or network location. Several Action icons are available; the icons will vary depending on whether or not the question was asked by your vendor organization, whether or not the question has yet been answered by the buying organization and parameters set by the buying organization.

Several **Action** icons are available; the icons will vary depending on whether or not the question was asked by your vendor organization, whether or not the question has yet been answered by Anne Arundel County and parameters set by the County.

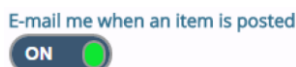
	Edit Question	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be edited. Click the icon to open the question for edits.
	Attachments	This icon is multi-purpose. Select this icon to: Include attachments with your question; View attachments that the buyer included with their answer; It may also be selected to view the attachments included on a question that was asked by another vendor.
	Delete Question	If the question was submitted by your vendor organization and has not yet been answered it may be deleted. Click the icon to remove the question. A confirmation message will display. Click OK to proceed with the deletion of the question. Click Cancel to keep question.
	Send Email to Buyer	If Anne Arundel County has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send email regarding this solicitation.

Bulletin Board

The **Bulletin Board** page allows Anne Arundel County to communicate with vendors associated with the solicitation. Select the **Bulletin Board** tab to view those messages.





To receive notification that a message has been posted by Anne Arundel County, click the **E-mail me when an item is posted** slide button.



To view a **PDF** or **Excel** version of the displayed questions and answers, click the **Export** button. Click the desired format and save the file to a local or network location.

Two **Action** icons are available:

	Attachments	Select this icon to view attachments included with their Bulletin Board Post , if any. The Documents List page opens. All document names are active hyper-links. Click the document name to open and view.
	Send Email to Buyer	If Anne Arundel County has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send email regarding this solicitation.

Solicitation Addendum

Anne Arundel County may modify Active Solicitations via the addendum process. If this occurs – and you have responded to the original solicitation – you will receive an email similar to the following:

P.O.R.T.
 Powered by WebProcure
 WebProcure Solicitation Addendum

Solicitation IFB18000073 Testing Pending Vendor Invitation Addendum
 Anne Arundel County has issued an addendum to Solicitation IFB18000073 Testing Pending Vendor Invitation. Please follow the steps below to review the changes made to this Solicitation. You may make edits to your response until the specified End Date and Time is reached.

To access the addendum:

- 1) [Log into P.O.R.T.](#)
- 2) Click on the Solicitations navigation menu.
- 3) Click on View Current Solicitations for Anne Arundel County.
- 4) Locate the Solicitation by entering IFB18000073 in the Opp No filter.
- 5) Click the Submit button.
- 6) Select the Solicitation by clicking on the link in the Opp No column on the left-hand side of the page.
- 7) Review the Solicitation changes.

Need Help?

Support Team
 Monday through Friday
 8:00AM to 8:00PM EST (excluding holidays)
WebProcure.Support@perfect.com
 (866) 889-8533

Mailing Address
 Perfect Commerce
 Attn: WebProcure Customer Support
 One BayPort Way, Suite 120
 Newport News, VA 23606

Once you log into the P.O.R.T. system, the status of this particular solicitation will display as **Amended**.

Opp. No	Agency	Title	Start Date	End Date	Time Remaining	Bid Status	Actions
▼ IFB18000073	Anne Arundel County	Testing Pending Vendor Invitation	June 08, 2018 at 7:00:00 AM EDT	June 15, 2018 at 12:30:00 PM EDT	2d:2h:9m	Amended	⋮

If you click on the **Opp.No** link, it will bring up the **Solicitation Overview** page.

The answers to all vendor questions will appear in an Addendum.

IFB18000073 - Testing Pending Vendor Invitation (Formal)

Overview Requirements Questionnaire Respond Attach Documents Review Response Collaborate

No IFB18000073

Type Formal Solicitation (ITB,RFP,RFI)

Duration *Start Date* June 08, 2018 at 7:00:00 AM EDT *End Date* June 15, 2018 at 12:30:00 PM EDT

Agency Anne Arundel County


Contact Details Abigail Donahoo
One Bayport Way Newport News VA, 23606 United States
Tel: (757) 768-2989
Fax: wp.stage@proactis.com


Description Now is the time for all good men to come to the aid of their country.

Delivery Term Free On Board Destination

Payment Terms Vendor Specified

Solicitation History

Version No.	Viewed ?	Issued Date/Time	Addendum Actions
Original 	Yes	June 08, 2018 at 7:00:00 AM EDT June 08, 2018 at 7:00:00 AM EDT	
Addendum 01	No	June 13, 2018 at 9:58:41 AM EDT June 13, 2018 at 9:58:41 AM EDT	⋮
Addendum 02	Yes	June 13, 2018 at 10:09:20 AM EDT June 13, 2018 at 10:09:20 AM EDT	⋮

 indicates that your last-submitted response was based on this version of the Solicitation.


To view a comparison of the Active version of the Solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

-- Select a Version --

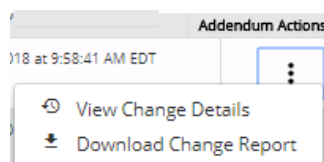
Show Version Comparison

No documents were issued along with this Solicitation. Please review and respond to the items below.

In the center of the **Overview** page will be the **Solicitation History** section. It identifies the solicitation versions, each with a date and time stamp and whether or not your vendor organization viewed that particular version.

 If a blue flag icon is displayed next to a version number, then this is an indicator that your organization submitted a response based on that particular version. If necessary, you may need to compare the versions of the solicitation to ensure accuracy in your submitted responses.

Click on the **Addendum Actions** ellipsis to view the changes between this version and the previous version. In the example above, clicking on the ellipsis next to *Addendum 1* will show the differences between the *Original* and *Addendum 1* – while clicking on the ellipsis next to *Addendum 2* will show the differences between the *Addendum 1* and *Addendum 2*.



Clicking on the **View Change Details** link displays the Addendum Details Report showing the changes from the previous version.

Addendum Details Report

Solicitation Number:

IFB18000073

Type:

Formal Solicitation

Duration:

Start Date:

Jun 08, 2018
7:00 AM EDT

End Date:

Jun 15, 2018
12:30 PM EDT

Header Information

There are no changes under this section.

Solicitation Fields

There are no changes under this section.

Documents Added

There are no changes under this section.

Solicitation Group Changes

There are no changes under this section.

Item Specifications and Quantities

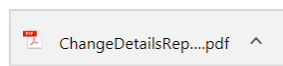
Group Name:

★ Item name: docking station

★ -- Newly added items

Close

Clicking on the **Download Change Report** link will download a PDF of the Addendum Details Report to your local device.



Compare Versions

To view a comparison of the active version (i.e. most recent) of the solicitation with a previous version, select a version from the drop-down and click the **Show Version Comparison** button to display the **Solicitation Version Comparison** page.

-- Select a Version --

-- Select a Version --

Version: Original

Version: Addendum 01

In the example shown, clicking on the **Version: Original** link will show all the changes to the Original version of the solicitation –while clicking on **Version: Addendum 01** link will only show the changes between Addendum 1 and Addendum 2.

The **Solicitation Version Comparison** shows the information from each version side-by-side. The differences are highlighted in yellow, with the exception of added documents.

Solicitation Version Comparison							
Original Version				Version No. 02			
Testing Pending Vendor Invitation Formal Solicitation No.IFB18000073		Anne Arundel County		Testing Pending Vendor Invitation Formal Solicitation No No.IFB18000073		Anne Arundel County	
Header Information							
Contact	Abigail Donahoo One Bayport Way Newport News VA, 23606 United States Tel: (757) 768-2989 Fax: wp.stage@proactis.com			Contact	Abigail Donahoo One Bayport Way Newport News VA, 23606 United States Tel: (757) 768-2989 Fax: wp.stage@proactis.com		
Duration Dates	Start Date: June 08, 2018 at 7:00:00 AM EDT End Date: June 15, 2018 at 12:30:00 PM EDT			Duration Dates	Start Date: June 08, 2018 at 7:00:00 AM EDT End Date: June 15, 2018 at 12:30:00 PM EDT		
Collaboration Dates	Start Date: End Date:			Collaboration Dates	Start Date: End Date:		
Title	Testing Pending Vendor Invitation			Title	Testing Pending Vendor Invitation		
Description	testing			Description	Now is the time for all good men to come to the aid of their country.		
Delivery Terms	Free On Board Destination Additional Delivery Information -			Delivery Terms	Free On Board Destination Additional Delivery Information -		
Payment Terms	Vendor Specified Additional Payment Information -			Payment Terms	Vendor Specified Additional Payment Information -		
Custom Fields				Custom Fields			
Created By	Abigail Donahoo			Created By	Abigail Donahoo		
Document Attachments							
* This Solicitation contains no documents				* This Solicitation contains no documents			
Requirements							
							Compare Requirements
Questionnaire							
							Compare Questionnaire
Item Specifications and Quantities							
Seq.No.		Contract #	Total Qty	Seq.No.		Contract #	Total Qty
1*	computer		20.000	1*	computer		20.000
	Item Does Not Exist			2*	[1234] docking station		20.000
Close							

For additional information on comparing Addendum documents, please refer to the online Help in the upper right-hand corner of the page.

