WebProcure™

How to Respond to a Solicitation

(Updated November 13, 2018)
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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](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 show will not be applicable to Anne Arundel County’s P.O.R.T. system.

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.

NOTE: Many of the choices show will not be applicable to Anne Arundel County’s P.O.R.T. system.
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 Table]

**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.

![Solicitations Table]
The **Current Solicitations** page is divided into two sections: Filter and Results.

**Filter**

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**

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

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.

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

Initially a red x 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.

Then click on the Accept button.

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.

The red x (meaning not accepted) will change to a check mark
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.
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:

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)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Table/Matrix</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item Name</td>
<td>computer</td>
<td>30,000</td>
</tr>
<tr>
<td></td>
<td>Units</td>
<td>each</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- **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 Countywide-based eProcurement system which is powered by WebProSource through our partner, Perfect Commerce.

For all solicitations, vendors now have the option of submitting their solicitation responses 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 24 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website http://www.usacounty.org/departments/central-services/purchasing/solicitations to obtain Addenda once they have received a copy or downloaded a solicitation.

**Items Associated with this Formal Solicitation**

- **Download Response Template**
- **Import Response**

- **Add on Item**
- **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**.

  ![Action Buttons](image)

  - **Bid on Items**
  - **No Bid**
  - **Add Attachment**
  - **Print**
  - **Close**

- If the solicitation **does not contain line items**.

  ![Action Buttons](image)

  - **No Bid**
  - **Add Attachment**
  - **Print**
  - **Close**

- If the solicitation contains mandatory **Requirements**.

  ![Action Buttons](image)

  - **Respond to Requirements**
  - **Print**
  - **Close**

- If the solicitation contains a mandatory **Questionnaire**.

  ![Action Buttons](image)

  - **Respond to Questionnaire**
  - **Print**
  - **Close**

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

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.

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.

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.
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.

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**:

<table>
<thead>
<tr>
<th>Solicitation Number</th>
<th>Title</th>
<th>Item Name</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categorization</td>
<td>Substitute Allowed</td>
<td>Multiple Alternates Allowed</td>
<td>Mandatory Response</td>
</tr>
<tr>
<td>Buyer Manufacturer Name</td>
<td>Buyer Manufacturer Number</td>
<td>Desired Delivery Date</td>
<td>Delivery Location</td>
</tr>
<tr>
<td>Specified Alternates</td>
<td>Unit</td>
<td>Qty</td>
<td>Pricing Factor</td>
</tr>
</tbody>
</table>

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

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:

![Sample Image](image)

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

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 enter data directly into the system.

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

This will result in the **Response** page being displayed.
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](image)

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

![Line Item Attachments](image)

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

![Upload Document](image)
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.

![Choose File dialog box](image)

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Confidential</th>
<th>Financial Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse... Other Do</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

![Advisory Message]

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 Window]

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.

![Actions Ellipsis]

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.

• **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.

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 organization’s **Current Solicitations** page – **My List** – with a status of **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.
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.

**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

   ![Retract button on review response page]

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

   ![Confirmation message for bid retraction]

   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.

   ![Retract Your Response link on response page]

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

   ![Confirmation message for permanent bid retraction]

   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 resubmit 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.

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.

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

![Choose File Dialog Box](image)

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.
```

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.

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 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.

![Collaboration Center Interface](image)
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.

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>💡 Edit Question</td>
<td>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.</td>
</tr>
<tr>
<td>📂 Attachments</td>
<td>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.</td>
</tr>
<tr>
<td>🗑️ Delete Question</td>
<td>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.</td>
</tr>
<tr>
<td>💌 Send Email to Buyer</td>
<td>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.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td>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.</td>
</tr>
<tr>
<td>Send Email to Buyer</td>
<td>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.</td>
</tr>
</tbody>
</table>
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:

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

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Viewed</th>
<th>Issued Date/Time</th>
<th>Addendum Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>Yes</td>
<td>June 9, 2018 at 7:00:00 AM EDT</td>
<td></td>
</tr>
<tr>
<td>Addendum 01</td>
<td>No</td>
<td>June 18, 2018 at 9:58:21 AM EDT</td>
<td></td>
</tr>
<tr>
<td>Addendum 02</td>
<td>Yes</td>
<td>June 13, 2018 at 10:09:20 AM EDT</td>
<td></td>
</tr>
</tbody>
</table>

*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.

---

**Addendum Actions**

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

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