

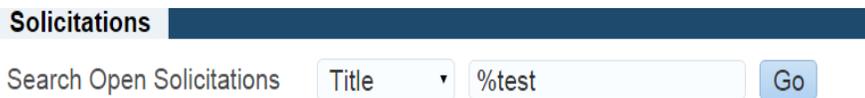
Tips for Responding to a Solicitation

- ✓ If you run into any issues or have questions on how to submit a response please contact our helpdesk at erphelpdesk@hrsd.com or by phone at (757) 460-7318.
- ✓ Please allow as much time as possible when submitting your response.
- ✓ We recommend going into the system early to enter as much information as you can prior to the due date and time of the solicitation.

1. If you cannot find a solicitation

- a. This can be caused if an incorrect search criteria type is selected.
- b. The system automatically defaults to “Title”
- c. Search by Title: search by one word so that it brings back more results. The % symbol should be put in front of the word to bring back all results containing the word.

Ex. %test

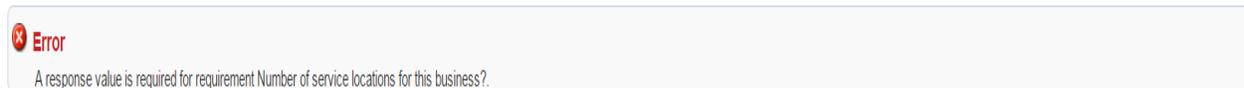


- d. Search by Number: select “Number” from the drop down menu then enter the number and click “Go”.
- e. This search will only bring back solicitations that are available to respond to. Solicitations in any other status are not viewable.
- f. If you do not fill anything in that field and just hit “Go”, it will take you to a detail search page. On this page, you are unable to use the % symbol in front of the word you are searching for.



2. Entering Information on the Header and Lines Tabs

- a. Do not click the “Continue” button until you are ready to submit your response
- b. You must enter in all required information on the “Header” tab to submit your response
 - i. If you have not entered all required information on the “Header” tab and click “Continue” you will receive the following error:



Create Response: 500101 (Solicitation 400106)

[Cancel](#) [View Solicitation](#) [Response By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [Roller Assembly Replacements in Digesters #1 and #2 \(CIP\) - Support Sys](#)

Time Left **16 days 23 hours**
Due Date **25-Dec-2015 08:38:39**

- c. You must click on the “Lines” tab to enter pricing information
 - i. Pricing information must be provided on at least one line item to submit your response
 - ii. If you have not filled in any pricing information and click “Continue” you will receive the below error:

Error
You must quote on at least one line in the RFQ.

Create Response: 500017 (Solicitation 400097)

Cancel View RFQ Respond By Spreadsheet Save Draft **Continue**

Title [test webcenter attachments when solicitation is canceled](#) Time Left 5 days 23 hours
Due Date 30-Sep-2015 12:05:35

Header **Lines**

Supplier KPMG LLP Supplier Reference Number
Price Precision 2 decimals maximum Note to Purchaser

3. Prematurely Clicking Continue without all Required Information

- a. If you click “Continue” without filling in a price on the Header or Lines screen, you will receive an error
- b. The “Continue” button is the step just before you submit your response so the system will not allow you off this page without all of the required information filled out.

Error
You must respond on at least one line in the Solicitation.

Create Response: 504210 (Solicitation 402856-2)

Cancel View Solicitation Response By Spreadsheet Save Draft Continue

Title [Atlantic Treatment Plant Administration Building](#) Time Left 15 days 5 hours
Due Date 24-Mar-2017 14:00:00

Header **Lines**

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1 Construction Cont...	Eng								Yes	

Indicates more information requested. Click the Update icon.

4. Entering Line Item and Pay Item Information

- a. You MUST click “Update” on each line item to enter the pay item information
- b. If you just enter the amount on the line and do not click the “Update Icon” button, you will get an error that the line amount must equal the sum of the pay items.

Error

- Line amount 2500 must be equal to the sum of Pay Item amounts 0 for line 1.
- Response Price is a required field for line 1, Pay Item 1.
- A response value is required for requirement President's Name Address or enter N/A if not applicable.
- A response value is required for requirement Also provide state of Incorporation or N/A if not applicable.

Create Response: 504210 (Solicitation 402856-2)

Cancel View Solicitation Response By Spreadsheet Save Draft **Continue**

Title [Atlantic Treatment Plant Administration Building](#) Time Left 15 days 5 hours
Due Date 24-Mar-2017 14:00:00

Header **Lines**

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1 Construction Cont...	Eng		2500						Yes	

Indicates more information requested. Click the Update icon.

- c. To fix this error you must click on the “Update Icon” (pencil to the right of the screen).
- d. A new screen will open; you will find the “Pay Item” field that needs to be filled in.

Create Response 504209: Line 1 (Solicitation 402856-2) Cancel Save Draft Apply

Description Construction Contract
 Item
 Rev
 Unit
 NIGP Code
 Price 2500

Due Date 24-Mar-2017 14:00:00
 Ship-To Eng
 Need-By Date
 Promised Date

Retainage
 Retainage Rate (%) 5

Pay Items
 TIP Total pay item amount must add up to the line amount.

Pay Item	Type	Description	Bid Price	Promised Date	Attachments
1	Lump Sum	Lump Sum for all work			

Notes
 Note to Buyer



- e. If there is only one pay item, enter the same amount that you entered on the line item (previous screen).
- f. If there is more than one pay item, the value of all pay items must equal the value of the line item.
- g. Enter the amount in the “Bid Price” field for each pay item and then click “Apply”.

Create Response 504209: Line 1 (Solicitation 402856-2) Cancel Save Draft Apply

Description Construction Contract
 Item
 Rev
 Unit
 NIGP Code
 Price 2500

Due Date 24-Mar-2017 14:00:00
 Ship-To Eng
 Need-By Date
 Promised Date

Retainage
 Retainage Rate (%) 5

Pay Items
 TIP Total pay item amount must add up to the line amount.

Pay Item	Type	Description	Bid Price	Promised Date	Attachments
1	Lump Sum	Lump Sum for all work	2500	31-Mar-2017 00:54:25	

Notes
 Note to Buyer



- h. If the “Pay Item” and “Line Item” amounts are not equal and you click the “Continue” button you will get an error:

Solicitations >

Error

- Line amount 2500 must be equal to the sum of Pay Item amounts 250 for line 1.
- A response value is required for requirement President's Name Address or enter N/A if not applicable.
- A response value is required for requirement Also provide state of incorporation or N/A if not applicable.

Create Response: 504210 (Solicitation 402856-2) Cancel View Solicitation Response By Spreadsheet Save Draft Continue

Title Atlantic Treatment Plant Administration Building
 Time Left 15 days 5 hours
 Due Date 24-Mar-2017 14:00:00

Header Lines

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1	Construction Cont...	Eng	2500						Yes	

Indicates more information requested. Click the Update Icon.

- i. To fix this error: You must update the line with the correct price and then click “Apply”.
- j. You will be returned to the original screen

5. How to Fix a "Header" Tab Error Message

- a. If all required information on the "Header" tab is not filled in completely, you will receive the following errors:

Error from the "Line" Tab

Solicitations >

Error

1. A response value is required for requirement President's Name Address or enter N/A if not applicable.
 2. A response value is required for requirement Also provide state of Incorporation or N/A if not applicable.

Create Response: 504210 (Solicitation 402856-2) Cancel View Solicitation Response By Spreadsheet Save Draft **Continue**

Title Atlantic Treatment Plant Administration Building Time Left 15 days 5 hours
 Due Date 24-Mar-2017 14:00:00

Header **Lines**

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1	Construction Cont...	Eng	2500						Yes	

Indicates more information requested. Click the Update icon.

Error from the "Header" Tab

Solicitations >

Error

1. A response value is required for requirement President's Name Address or enter N/A if not applicable.
 2. A response value is required for requirement Also provide state of Incorporation or N/A if not applicable.

Create Response: 504210 (Solicitation 402856-2) Cancel View Solicitation Response By Spreadsheet Save Draft **Continue**

Title Atlantic Treatment Plant Administration Building Time Left 15 days 5 hours
 Due Date 24-Mar-2017 14:00:00

Header Lines

Supplier ZZ Test Supplier Supplier Reference Number
 Price Precision Any Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
test	Short Text	test	From Supplier	AMURPHY@HRSD.COM	09-Mar-2017	One-Time		

- a. Return to the "Header" tab to get back to the requirements list
- b. Now you can scroll down until you get to a field that has not been filled in and make your updates.
- c. If at any time you are entering requirement information and you use letters instead of numbers in a numeric field you will get the below error.

Number of year's business has been in operation?

Number of Employees?

Number of year's experience providing/servicing same or similar goods/servic

Number of employees of this business who are certified for servicing the equipment referenced in this solicitation?

Number of service locations for this business?

Addresses of these service locations if applicable (type here or attach copy of the address list to this online response)

License Requirements

Contractor Name (if not applicable enter N/A in the field)

Subcontractor (if applicable otherwise enter N/A in the field)

For Construction Services please select license class type

Virginia Contractor Number

ebsdevap2.hrsd.com:8000 says:

Form validation failures:
 Value "asdf" in "Value" is not a number.

OK

Class A

asdf

6. More Information Requested

- The system will indicate that more information is requested, you MUST click the “Update” button to view additional information.

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1 Enter Mobilizatio...	Design-Const SS			3			14-Mar-2017 23:06:01 to 14-Mar-2017 23:06:09	14-Mar-2017 2	Yes	
2 HRSD Force Main I...	Eng			3 Linear Foot (Feet)	994	994			Yes	
3 Restrained Joints...	Eng			5 Linear Foot (Feet)	677	677			Yes	
4 Force Main Ductil...	Eng			4 Each	6	6			Yes	
5 Force Main Ductil...	Eng			4 Each	2	2			Yes	
6 Force Main Ductil...	Eng			6 Each	1	1			Yes	
7 Valves / 24-Inch ...	Eng			1 Each	2	2			Yes	
8 Tapping Sleeve an...	Eng			1 Lump Sum	1	1			Yes	
9 Air Valve Assembl...	Eng			1 Each	2	2			Yes	
10 Connections to Ex...	Eng			1 Each	1	1			Yes	
11 Connections to Ex...	Eng			11 Each	1	1			Yes	
12 Utility Trench Pe...	Eng			Linear Foot (Feet)	950				No	
13 Pavement Milling ...	Eng			1 Square Yard (s)	4,110	4110			Yes	
14 Asphalt Pavement ...	Eng			1 Ton (s)	485	485			Yes	
15 Force Main Abando...	Eng			1 Lump Sum	1	1			Yes	
16 Extra Excavation ...	Eng			1 Cubic Yard (s)	100	100			Yes	
17 Corrosion Protect...	Eng			Lump Sum	1				No	
18 Maintenance of Tr...	Eng			1 Lump Sum	1	1			Yes	
19 Water Main Abando...	Eng			Lump Sum	1				No	

Indicates more information requested. Click the Update icon.

- You can now view the additional information (retainage, etc.) associated with each line item.

Create Response 504267: Line 1 (Solicitation 402893) Unread Messages: Line 2: HRSD Force Main Installa... Go Cancel Save Draft Apply

Description: Enter Mobilization as a Lump Sum Amount Due Date: 14-Mar-2017 14:00:00
 Item: Ship-To: Design-Const SS
 Rev: Need-By Date: 14-Mar-2017 23:06:01 to 14-Mar-2017 23:06:09
 Unit: Promised Date: 14-Mar-2017 23:06:09
 NIGP Code: Update icon
 Price: 3

Retainage

Retainage Rate (%) 5

Notes

Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- NOTE: Some line items will have additional information that needs to be entered and others will not. It is important to look at each line item with the “more information requested” symbol.
- In the below example the tip about clicking the update icon is visible but the line item itself does not have the indicator because there is no additional information to view or enter for this line item.

Create Response: 504268 (Solicitation 402924) Cancel View Solicitation Response By Spreadsheet Save Draft Continue

Title: Removal and Installation of Carpet - NS Electrical Instrumentation Time Left: 8 days 6 hours
Due Date: 17-Mar-2017 14:30:00

Header Lines

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1 NS E&I Office / S	Support Sys						20-Mar-2017 11:36:19 to 20-Mar-2017 11:36:21		No	

Indicates more information requested. Click the Update icon.

- NOTE: If pay items are not listed and you do not click the update icon and click “Continue” the system takes you to the review and submit page

7. Amended Solicitations

- If a solicitation is being amended after you have started your response, the price fields may become unavailable.
- Save your response
- After the amendment is completed, open your draft response, the fields will become available for responding.

Line	Ship-To	NIGP Code	Response Price	Unit	Target Quantity	Response Quantity
1 Contractor shall ...	NTP		34	Each	1	1
2 Launder Covers fo...	NTP		34	Each	2	2
3 Freight costs, if...	NTP		234			

8. Saving Your Response

- You can save your response at any time
- Click "Save Draft" and the system will display a confirmation that what has been entered up until this point has been saved.
- If additional information is needed and you must click on the Update Icon button which is the pencil to the right of the screen.

Solicitations >

Confirmation
Response 504210 for Solicitation 402856-2 (Atlantic Treatment Plant Administration Building) has been saved as a draft.

Create Response: 504210 (Solicitation 402856-2) Cancel View Solicitation Response By Spreadsheet Save Draft Continue

Title Atlantic Treatment Plant Administration Building Time Left 15 days 5 hours
Due Date 24-Mar-2017 14:00:00

Header Lines

Line	Ship-To	NIGP Code	Price	Unit	Target Quantity	Response Quantity	Need-By Date	Promised Date	Response	Update
1 Construction Cont...	Eng								Yes	

Indicates more information requested. Click the Update icon.

9. Viewing Your Response in a Printable View

- Once all required Header and Line pricing information is completed, click the "Continue" button
- On the next page, click on "Printable View" which will open a PDF version of your response.

Create Response 500101: Review and Submit (Solicitation 400106)

Cancel Back Validate Save Draft Printable View Submit

Header

Title	Roller Assembly Replacements in Digesters #1 and #2 (CIP) - Support Sys	Time Left	16 days 23 hours
Supplier	ZZ Test Supplier	Close Date	25-Dec-2015 08:38:39
Solicitation Currency	USD	Response Valid Until	
Response Currency	USD	Supplier Reference Number	
		Note to Buyer	

10. Finalizing Your Response

- Once all updates are made and there are no errors you can click the “Continue” button
- The review and submit page will open
- Review the information you have entered, if you are satisfied with the information you have input then click “Submit”.

Create Response 504209: Review and Submit (Solicitation 402856-2) CANCEL | BACK | Validate | Save Draft | Printable View | **Submit**

Header

Title Atlantic Treatment Plant Administration Building
 Supplier ZZ Test Supplier
 Solicitation Currency USD
 Response Currency USD
 Price Precision Any

Time Left 15 days 7 hours
 Close Date 24-Mar-2017 14:00:00
 Response Valid Until
 Supplier Reference Number
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
test	Short Text	test	From Supplier	AMURPHY@HRSD.COM	09-Mar-2017	One-Time		

Requirements

Show All Details | Hide All Details
 Details Section

- Company Information
- Communications
- Bidder Identification
- Bidder's Acknowledgements

Lines

Response Total (USD) 2,500.00

Select	Line	Line	Ship-To	Start Price	Target Price	Price (USD)	Unit	Target Quantity	Response Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="checkbox"/>	1	Construction Cost	1 Construction Cost	Eng		2500				2,500.00		

- Once you click “Submit” the system will generate a confirmation page to let you know your response has been submitted.

Create Response 504209: Review and Submit (Solicitation 402856-2) CANCEL | BACK | Validate | Save Draft | Printable View | **Submit**

Header

Title Atlantic Treatment Plant Administration Building
 Supplier ZZ Test Supplier
 Solicitation Currency USD
 Response Currency USD
 Price Precision Any

Time Left 15 days 7 hours
 Close Date 24-Mar-2017 14:00:00
 Response Valid Until
 Supplier Reference Number
 Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
test	Short Text	test	From Supplier			One-Time		

Requirements

Show All Details | Hide All Details
 Details Section

Confirmation

Response 504209 for Solicitation 402856-2 (Atlantic Treatment Plant Administration Building) has been submitted.

[Return to Sourcing Home Page](#)

- If you still want to confirm your response was submitted you can also go back to the sourcing home page and view your active responses:

Search Open Negotiations Title

Welcome, Amy Murphy.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
504209	Active		402856-2	Atlantic Treatment Plant Administration Building	Solicitation	15 days 6 hours		0

Your Company's Open Invitations

Supplier Site Negotiation Number Title Type Time Left

No results found. Full List

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified and Withdrawn Awarded Rejected