



City of Phoenix, Arizona
Office of The City Engineer

**ARCHITECTURAL ON-CALL
SERVICES
CALENDAR YEARS 2024 - 2025
PRE-SUBMITTAL MEETING**

PROCUREPHX PRODUCT
CATEGORYCODE: 906000000
RFx Number: 6000001440
July 31, 2023

WELCOME & INTRODUCTIONS

City of Phoenix Representatives

Eric J. Froberg, PE, City Engineer

Kandi Kawolsky, Procurement Manager
Design and Construction Procurement Section
Office of the City Engineer

Kevin Query, Contracts Specialist II - Team Lead
Design and Construction Procurement Section
Office of the City Engineer

Tonja Lepur, Contracts Specialist I
Point of Contact for Submittals and RFQ Questions
Design and Construction Procurement Section
Office of the City Engineer
tonja.lepur@phoenix.gov

(602) 256-4107

AGENDA

- Meeting Overview
- RFQ Overview
- Scope of Work
- Statement of Qualifications Criteria
- Submittal Requirements
- Grounds for Disqualification
- Selection Process
- Important Dates: Selection Schedule
- Procurement Website
- ProcurePHX / RFx Electronic Submittal

MEETING OVERVIEW

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001440):

<https://eprocurement.phoenix.gov/irj/portal>

(or)

<https://solicitations.phoenix.gov/>

It is your responsibility as a RFQ holder to determine, prior to submittal, if any Notifications have been issued.

This is your ONLY opportunity to discuss this solicitation with City staff.

REQUEST FOR QUALIFICATIONS

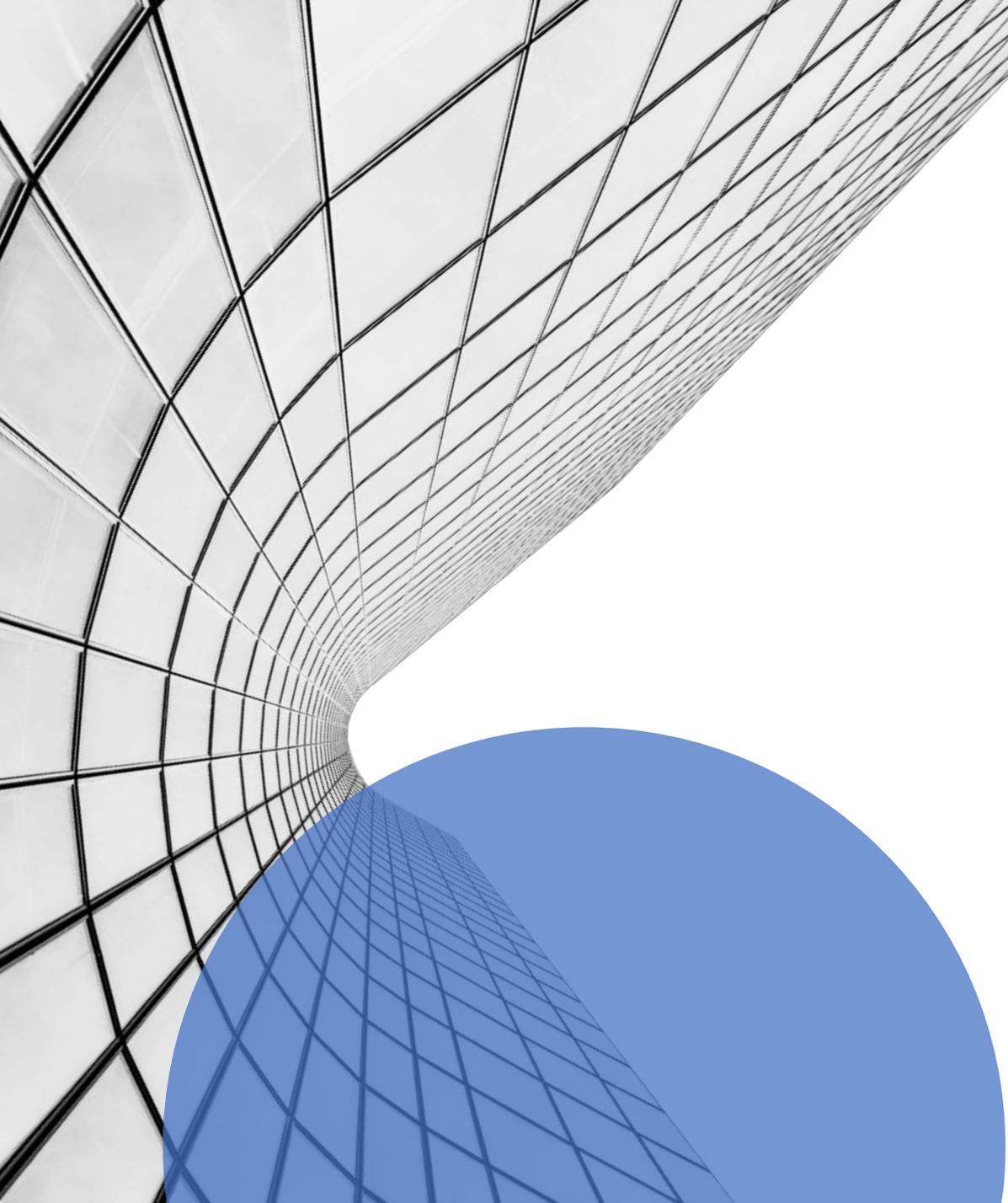
- The City of Phoenix is seeking qualified consultants to provide Architectural On-Call Services citywide
- The term of the contract will be on an as-needed basis from January 1, 2024 through December 31, 2025
- Up to 15 firms will be selected
- Qualifications-Based Selection

REQUEST FOR QUALIFICATIONS

- No guarantee of work – City makes every effort to give work
- Projects as they come up – “As-needed” basis
- No partnering, sub-consultants, or joint venturing
- The City will not issue a separate solicitation to provide Small Business Enterprise Architectural On-Call Services opportunities

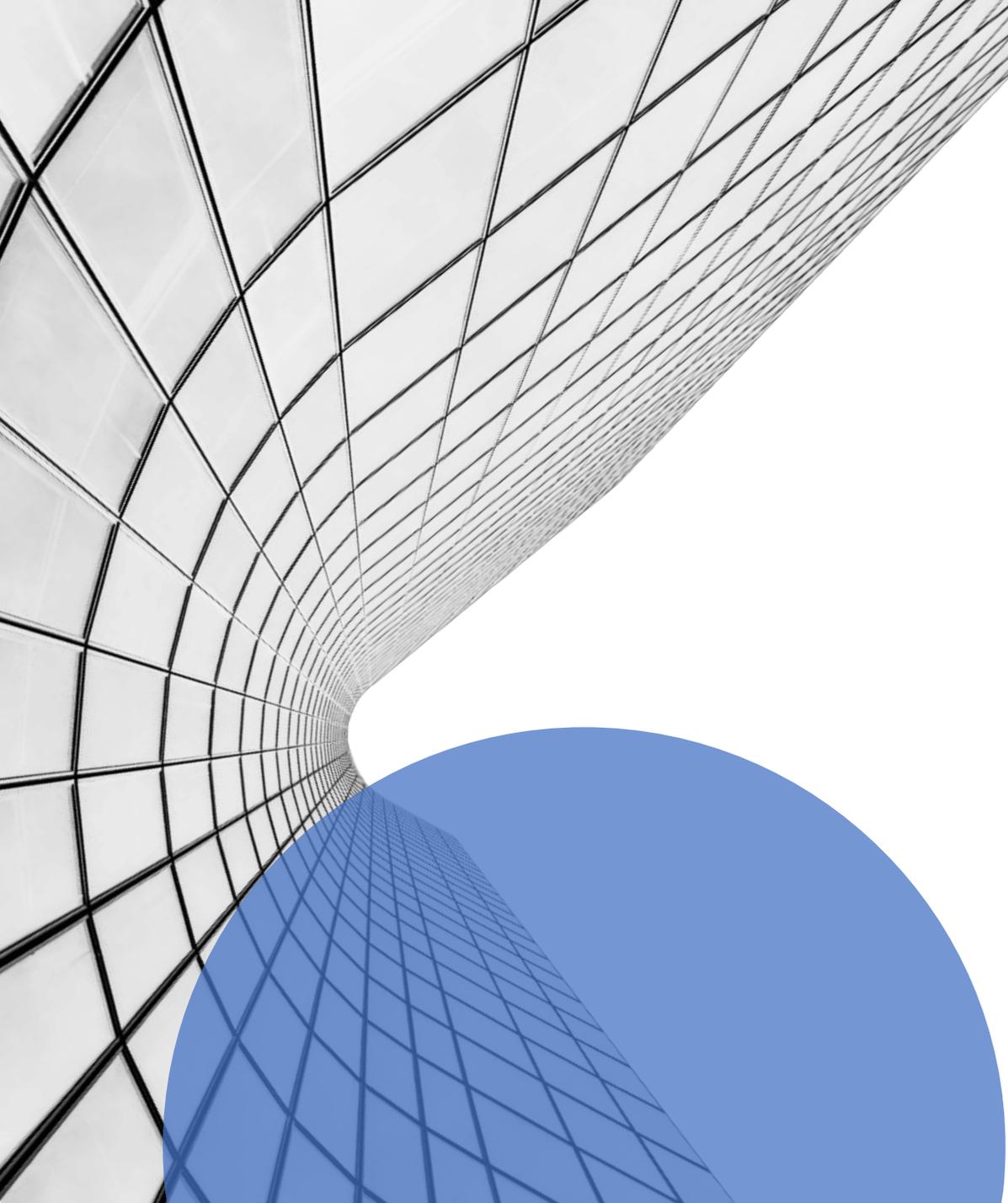
CONSULTANT / ARCHITECT SERVICES TO CITY DEPARTMENTS

- Aviation
- Phoenix Convention Center
- Fire
- Library
- Neighborhood Services
- Office of Arts & Culture
- Parks & Recreation
- Police
- Public Works
- Others as needed



SCOPE OF WORK MAY INCLUDE:

- Design
- Construction Administration & Inspection
- Construction Administration & Observation
- Americans with Disabilities Act
- Project Management
- Facilities Assessment & Condition Surveys
- LEED Consulting
- Programming / Master Planning
- Plan Review Quality Assurance / Quality Control
- Plan Review Submittal for Permits



SCOPE OF WORK MAY INCLUDE

- Roof Repair and / or Replacement
- Space Analysis Studies
- Municipal Building Facility Renovations
- Museum Remodels
- Interior Space Planning
- Systems Assessments
- Tenant Improvements
- Cost Estimating
- Historic Preservation
- Parks Community Center Design

EXAMPLE OF PROJECTS:



Fire Station 35a

Ageez Barber HUB





Fire Station 35b



John F Long ADA Counter

Neighborhood Resource Center Roof



Miller - Exterior



NRC Marquee Sign



Palo Verde
Golf
Building





Municipal Court Building







Office of Accountability







STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

- Experience of the Firm (275 PTS.)
- Experience of the Key Personnel (275 PTS.)
- Project Management and Responsiveness (300 PTS.)
- Staffing Information for Key Personnel (150 PTS.)

Maximum number of points is 1,000
Provide responses in the order listed in the RFQ
Be complete, be concise

SUBMITTAL REQUIREMENTS

MAXIMUM pages permitted is
15 pages

The following will NOT be counted in
the max page count:

- Front and back covers
- Information Sheet
- Table of Contents

Grounds for disqualification:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time
- Submit under the wrong RFX number.
- Violating “Contact with City Employees” policy

Submit One (1) page Information Sheet: project title/number; RFX number; firm name, address, phone number, vendor number; project contact person name, title, email address and signature. List the various services your firm is available to provide. *Do not include any additional information.*

Paper Size 8½” x 11”; Font size no less than 10 pt. May submit portrait or landscape.

Each page containing resumes, evaluation criteria, and additional content will be counted toward the maximum page limit

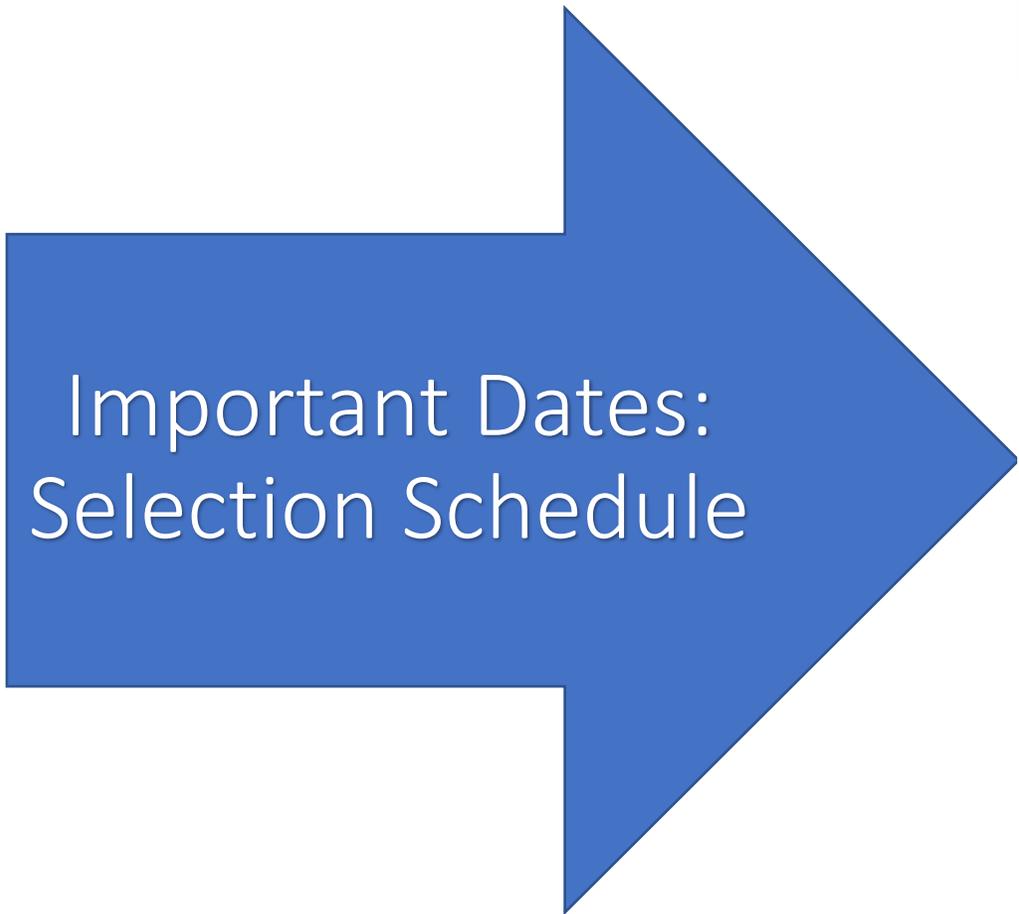
Pages that have project photos, charts and/or graphs will be counted toward the maximum page limit noted above

SELECTION PROCESS

Each SOQ will be evaluated according to the evaluation criteria in the RFQ.

Up to 15 consultants will be selected.

A contract will be executed upon completion of negotiations of contract terms and City Council approval.



| Event: | Date: |
|--------------------------|------------------------|
| Pre-submittal meeting | July 31, 2023 |
| SOQs Due | August 11, 2023 |
| Selection Notification | End of September |
| Contracts Effective | January 1, 2024 |
| On-Call Kick-Off Meeting | Middle of January 2024 |

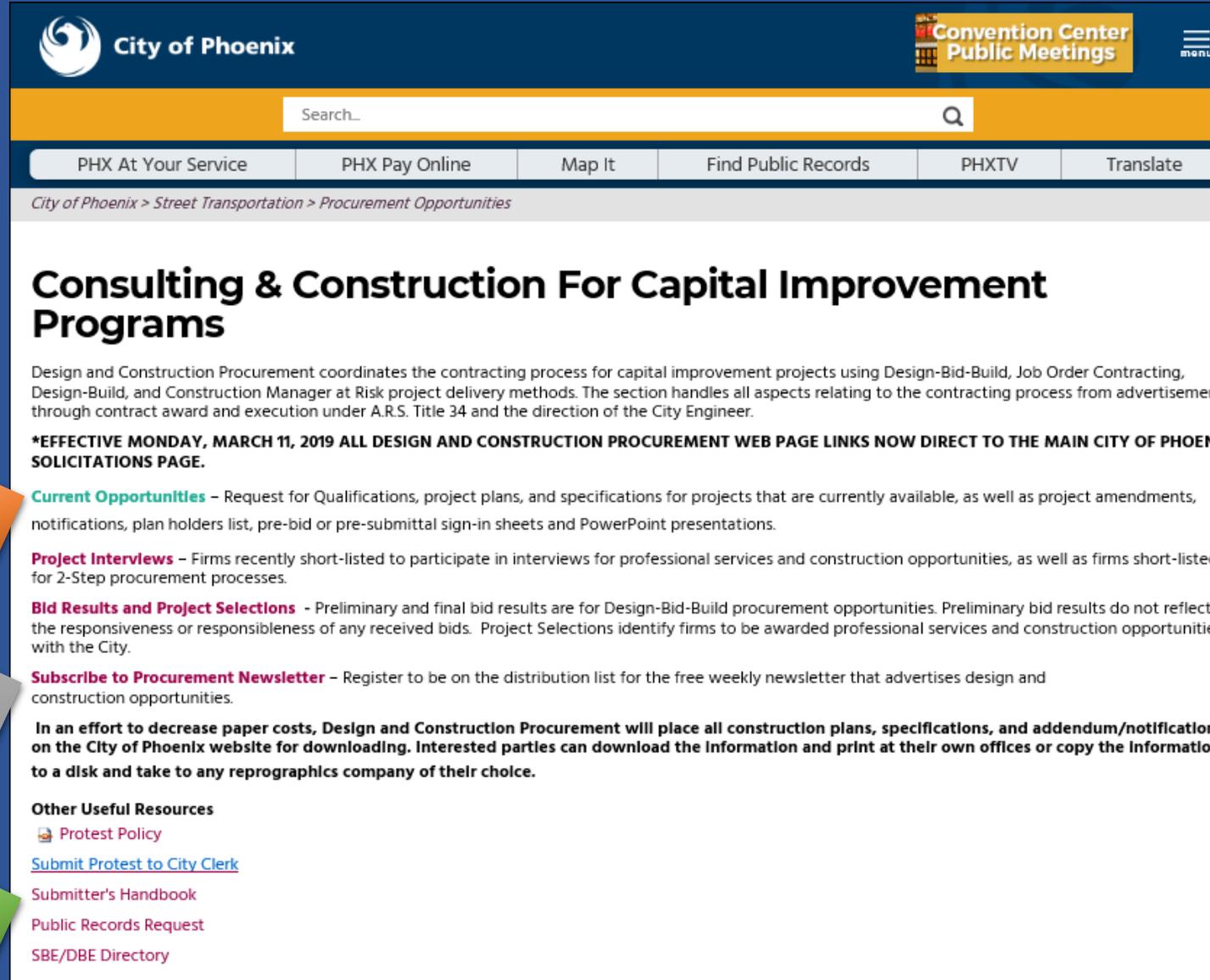
Procurement Website

<https://www.phoenix.gov/streets/procurement-opportunities/>

Solicitations Website

Procurement Newsletter

Submitter's Handbook



The screenshot shows the City of Phoenix Procurement Website. At the top left is the City of Phoenix logo. At the top right is a yellow button for 'Convention Center Public Meetings' and a 'menu' icon. Below the header is a search bar with the text 'Search...'. A navigation bar contains links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text describes the contracting process for capital improvement projects. A notice states that effective Monday, March 11, 2019, all design and construction procurement web page links now direct to the main City of Phoenix Solicitations Page. The page lists several sections: 'Current Opportunities' (Request for Qualifications, project plans, and specifications), 'Project Interviews' (Firms recently short-listed to participate in interviews), 'Bid Results and Project Selections' (Preliminary and final bid results), and 'Subscribe to Procurement Newsletter' (Register to be on the distribution list for the free weekly newsletter). A note mentions that construction plans, specifications, and addendum/notifications are available for download on the City of Phoenix website. The 'Other Useful Resources' section includes links for 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

City of Phoenix

Convention Center Public Meetings

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections - Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notifications on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

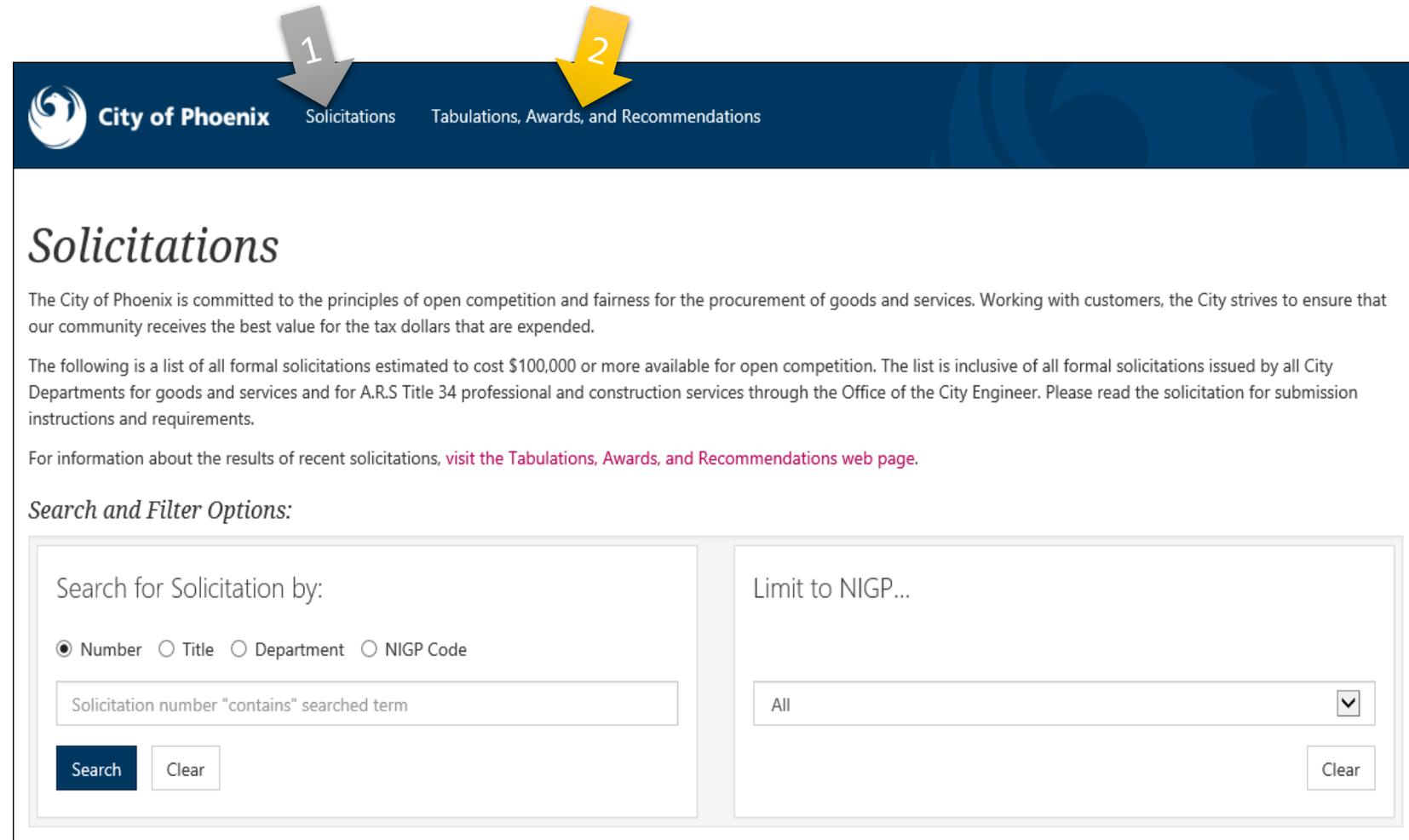
Other Useful Resources

- [Protest Policy](#)
- [Submit Protest to City Clerk](#)
- [Submitter's Handbook](#)
- [Public Records Request](#)
- [SBE/DBE Directory](#)

City of Phoenix Solicitations Website

- 1. Project-specific RFQs, Notifications, Sign-in Sheets, PowerPoint Presentations**
- 2. Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>



The screenshot shows the City of Phoenix website header with the City of Phoenix logo and navigation links: "Solicitations" and "Tabulations, Awards, and Recommendations". A grey arrow labeled "1" points to the "Solicitations" link, and a yellow arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link. Below the header is the "Solicitations" page content, including a mission statement, a list of formal solicitations, and search and filter options.

City of Phoenix Solicitations Tabulations, Awards, and Recommendations

Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page](#).

Search and Filter Options:

Search for Solicitation by:

Number Title Department NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear

Reminders

Place the following items on the Information Sheet:

- Project Title
- Project Number (*RFx Number 6000001440*)
- Firm Name
- Firm Address
- Firm Phone Number
- Vendor Number
- List the various services your firm is available to provide
- Name, Title, and Email Address of Contact Person

Do NOT include any other information

Reminder:

SOQ Due:

Electronically by 12:00 NOON – Phoenix time
Friday, August 11, 2023

ProcurePHX online portal

Please do not wait until the last minute to submit your SOQ.
The system can be slow and will lock you out at 12:00 PM.

Questions after today?

Email all questions to:
tonja.lepur@phoenix.gov
Or call: 602-256-4107

Reference **RFx 6000001440** in
your email subject line.



RFx Hints & Tricks

- Brief overview for online submissions



RFx Overview

Vendor
Registration/Login

Frequently Asked
Questions

Tips and Tricks

Viewing
Solicitations

Subscribe to
Notifications

Uploading &
Attaching SOQ

Submitting SOQ

Checking
Response Status

Editing Response

Things to
Remember

Questions

Registration

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov

All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Proposal

New Firms – After registering, the City will send an e-mail with a vendor **number** in approximately two days

Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>



Have you signed up?

BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

Login to ProcurePHX

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

Product Category Code is: 906000000
RFx (Event) Number is: **6000001440**

Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications



The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which consists of a pink shopping bag icon with a white circle inside, followed by the text "procurePHX" in a sans-serif font. Below the logo are two input fields: "User *" and "Password *". To the right of the "Log On" button is a link for "Logon Problems? [Get Support](#)".

procurePHX

User *

Password *

Log On

Logon Problems? [Get Support](#)

RFx Home Screen

- *Once you are logged in to the ProcurePHX portal:*

<https://eprocurement.phoenix.gov/irj/portal>

- *Select RFx and Auctions tab on the top Ribbon*

- *You will be taken to the RFx Overview (Event) Page*

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFx and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in th
As a Vendor Administrator for your company you have

Finding Solicitations

- Click the Refresh Button on the RFX Overview (Event) Page to see the most current information.
- Find the solicitation you'd like to view from the list, by RFX (Event) Number.
- For this solicitation, your RFX (Event) Number is: 6000001440

The screenshot shows the 'RFX and Auctions' overview page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is an 'Overview' section with a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and displays statistics for 'eRFxs' and 'eAuctions'. The 'eRFxs' section shows 'All (7)', 'Published (1)', 'Ended (0)', and 'Completed (0)'. The 'eAuctions' section shows 'All (0)', 'Published (0)', 'Ended (0)', and 'Completed (0)'. Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. The first row in the table has the event number '6000000583', description 'PHX-19-R-ZCIP-63-000004-001', and event type 'RFX for CIP'. To the right of the table is a toolbar with buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. The 'Refresh' button is highlighted with a red box.

| Event Number | Event Description | Event Type | Event Status |
|----------------------------|-----------------------------|-------------|--------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published |

View Selected Solicitation

1. Click the gray box next to the RFX (Event) Number you'd like to view.

2. Click **Display Event**

This will open a new window to view the selected RFX

If you don't see the new window, check your **POP-UP BLOCKER.**

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

Active Queries

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

► Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

| Event Number | Event Description |
|--------------|-----------------------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 |
| 6000000578 | PHX-19-R-ZCIP-84-000001 |

Do you want to submit for this solicitation?

1. **Click *Create Response***
2. **Review *Notes and Attachments Tab* for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.**

Display RFX :

Print Preview | Refresh | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers ()

You have been registered. You will be informed of RFX changes

RFX Number 6000000583 Smart Number PHX-19-R-Z0000004-001 RFX Status Published
RFX Version Type Active Version

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

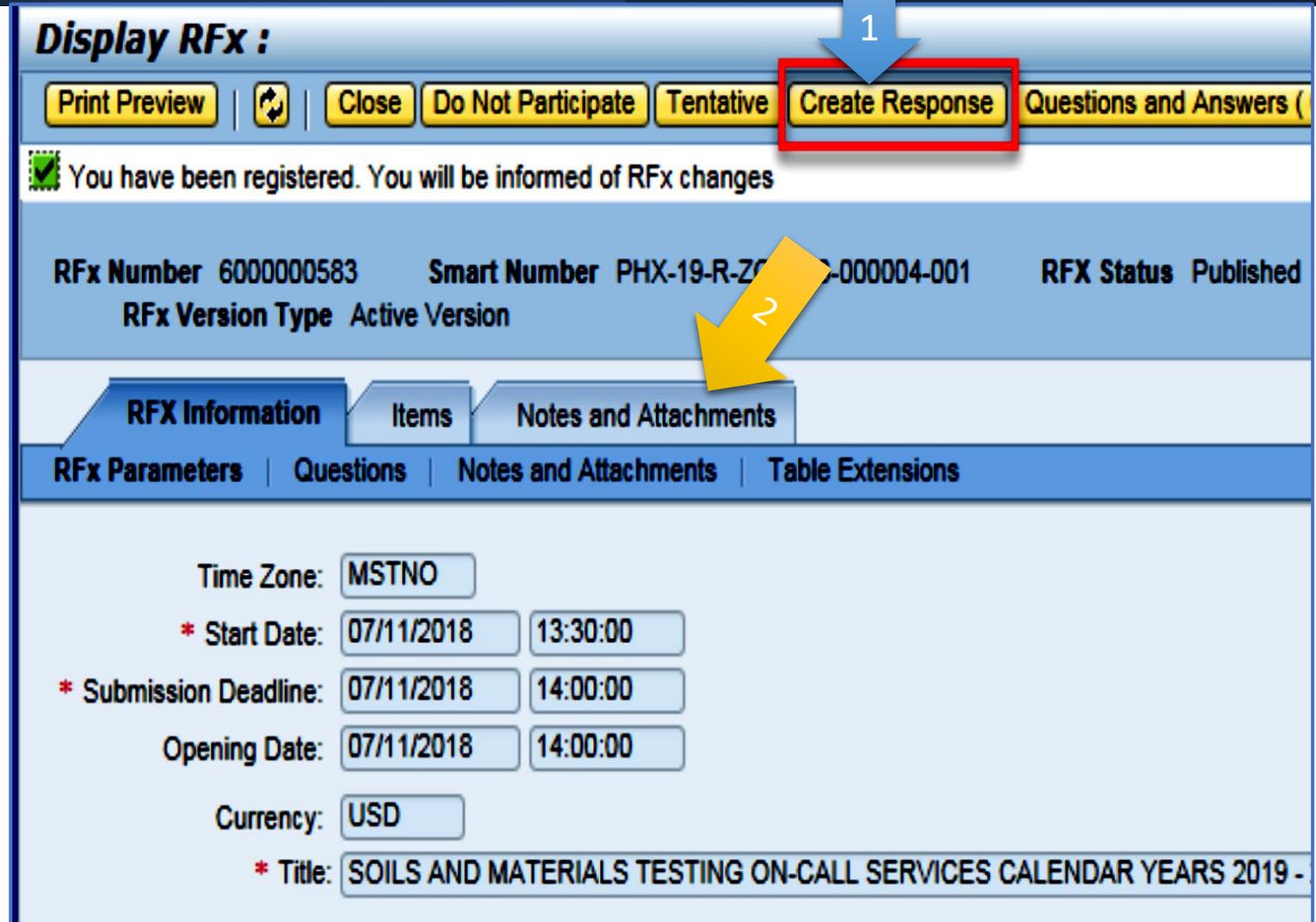
* Start Date: 07/11/2018 13:30:00

* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 -



How to upload your SOQ:

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and A

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process
RFX Response Version Number Active Version RFX Version Number 2

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes

Add ▲ Clear

| Assigned To | Category |
|--------------|---|
| Document ... | Conditions of Participation |
| Document ... | RF Production Text |

▼ Attachments

Add Attachment | Add URL | Edit Description | Versioning ▲ | Delete | Create Qualification Profil

| Assigned To | Category | Description |
|-------------------------------------|----------|-------------|
| The table does not contain any data | | |

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop up window
2. Click **Browse** in the pop up window to navigate to the desired attachment document

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

* Assign To:

OK Cancel

Adding an Attachment

1. Once you've selected your document, add a Description and then click **OK**

2. The **Summary** Tab provides a high-level overview of your RFX Response

3. Under description click the **blue link** to double check the file that has been uploaded

The image shows a screenshot of the SAP RFX Response interface. At the top, there is a dialog box titled "Add Attachment" with a red border. It contains the following text: "Here you can upload an attachment. You have to assign it to either the document general data or to an item". Below this, there are three input fields: "File:" with the value "H:\SAP\RFX\My Compan" and a "Browse..." button; "Description:" with the value "My Company's Response to RFQ"; and "* Assign To:" with a dropdown menu set to "General Data". At the bottom of the dialog are "OK" and "Cancel" buttons. A yellow arrow labeled "1" points to the "OK" button.

Below the dialog is the main application window titled "Create RFX Response". It has a menu bar with "Submit", "Read Only", "Print Preview", "Check", "Close", "Save", "Export", "Import", "Questions and Answers (0)", and "System". Below the menu bar, there are several fields: "RFX Response Number 7000000157", "RFX Number 6000000583", "Status In Process", "Submission De...", "RFX Response Version Number Active Version", and "RFX Version Number 2". Below these fields are five tabs: "RFX Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Summary" tab is highlighted with a red box, and a blue arrow labeled "2" points to it.

Under the "Summary" tab, there are two sections: "Notes" and "Attachments". The "Notes" section has a table with columns "Assigned To" and "Category". It contains two rows: "Document ..." with "Conditions of Participation" and "Document ..." with "RFX/Auction Text". The "Attachments" section has a table with columns "Assigned To", "Category", and "Description". It contains one row: "Document Header" with "Standard Attachment" and "My Company's Response to RFQ". A blue arrow labeled "3" points to the "My Company's Response to RFQ" text.

Double Check & Submit

1. Click the **CHECK** button to ensure no system errors
2. Click the **SUBMIT** button to submit your RFX response

The screenshot shows the 'Create RFX Response' interface. A green arrow labeled '2' points to the 'Submit' button, and an orange arrow labeled '1' points to the 'Check' button. Both buttons are highlighted with red boxes. Below the buttons, a green checkmark indicates 'RFX response is complete and contains no errors'. The interface displays RFX details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. The 'Summary' tab is selected, showing: RFX Response Number: 7000000157, Items with Response: 5 out of 5 items responded to, Questions: 5 out of 5 questions answered (5 out of 5 mandatory), Notes: 2 notes added, and Attachments: 1 attachments added.

Create RFX Response

Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX response is complete and contains no errors

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission Deadline 07/11/2018 14:00:00 MSTNO Opening Da

RFX Response Version Number Active Version RFX Version Number 2

RFX Information | Items | Notes and Attachments | **Summary** | Tracking

RFX Response Number: 7000000157

Items with Response: 5 out of 5 items responded to

Questions: 5 out of 5 questions answered (5 out of 5 mandatory)

Notes: 2 notes added

Attachments: 1 attachments added

RFx Response Submitted

1. You will see a RFx response message that your response was submitted. No email notification will be sent.
2. Confirm you have the required number of attachments listed, as outlined in the RFQ.
3. Click **Close**, and return to the RFx Overview (Event) Page.

The screenshot displays the 'Display RFx Response:' page. A green arrow labeled '1' points to a confirmation message: 'RFx response 7000000157 submitted'. A yellow arrow labeled '3' points to the 'Close' button in the top navigation bar. A blue oval labeled '2' highlights the summary statistics for the response.

| | | | | | | | | |
|-----------------------------|----------------|--------------------|------------|--------|------------|---------------------|---------------------------|------------|
| RFx Response Number | 7000000157 | RFx Number | 6000000583 | Status | In Process | Submission Deadline | 07/11/2018 14:00:00 MSTNO | Opening Da |
| RFx Response Version Number | Active Version | RFx Version Number | 2 | | | | | |

Summary Statistics:

- Items with Response: 2 out of 2 items responded to
- Questions: 0 out of 0 questions answered (0 out of 0 mandatory)
- Notes: 1 notes added
- Attachments: 1 attachments added

Checking the Response Status

1. Click [Refresh](#) on the RFX Overview (Event) Page.
2. Locate the desired RFX (Event) Number, and scroll to the right.
3. Your Response Status should display **'Submitted'**.

Note: A Response Status of [In Process](#), or [Saved](#) indicates you are still in edit mode, and need to complete steps before the system will update your RFX response to [Submitted](#).

Active Queries

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)
eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] Create Response [Display Event](#) Display Response Print Preview Refresh Export

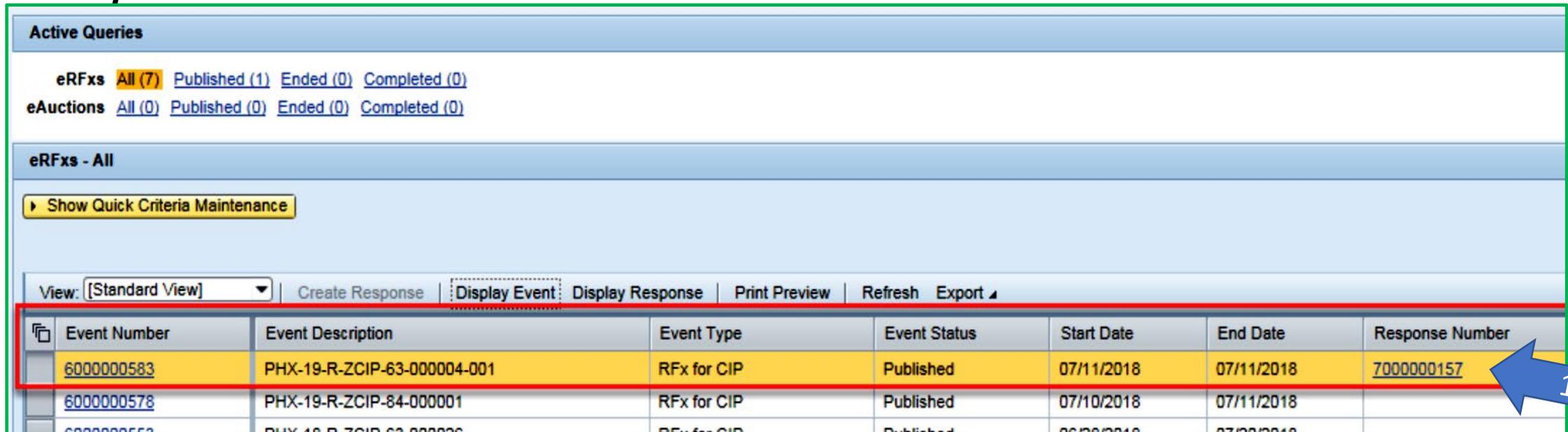
| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number | Response Status |
|----------------------------|-----------------------------|-------------|--------------|------------|------------|----------------------------|-----------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published | 07/11/2018 | 07/11/2018 | 7000000157 | Submitted |
| 6000000578 | PHX-19-R-ZCIP-84-000001 | RFX for CIP | Published | 07/10/2018 | 07/11/2018 | | No Bid Created |

How to Edit Your Submission

The RFX Overview (Event) Page is also where you can find your saved RFX response.

Locate the desired RFX (Event) Number, and scroll to the right. You will see your RFX response number shown as a hyperlink.

- 1. Click on the hyperlink, a new window will pop up to allow you to edit your RFX response.*



The screenshot shows the 'Active Queries' section with filters for 'eRFxs' and 'eAuctions'. Below is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A table displays RFX events with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow and enclosed in a red box. A blue arrow points to the 'Response Number' cell of this row, which contains the value '7000000157'.

| Event Number | Event Description | Event Type | Event Status | Start Date | End Date | Response Number |
|----------------------------|-----------------------------|-------------|--------------|------------|------------|----------------------------|
| 6000000583 | PHX-19-R-ZCIP-63-000004-001 | RFX for CIP | Published | 07/11/2018 | 07/11/2018 | 7000000157 |
| 6000000578 | PHX-19-R-ZCIP-84-000001 | RFX for CIP | Published | 07/10/2018 | 07/11/2018 | |
| 6000000563 | PHX-19-R-ZCIP-63-000006 | RFX for CIP | Published | 06/28/2018 | 07/20/2018 | |

Frequently Asked Questions

When I submit, what does the red circle mean?

- Error on page and nothing will be submitted

When I submit, what does the yellow triangle mean?

- Typically, a time zone error, information will still be submitted

When I submit, what does the green square mean?

- Verify information is correct and click submit

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

-  Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
-  Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
-  Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
-  Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
-  Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process
RFX Response Version Number Active Version RFX Version Number 2

Tips & Tricks



How to scroll (Screenshot w/arrows

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **off**
- Application is accessible with Internet Explorer or Google Chrome
- When finished, always click “**Close**” on current screen, then click “**Log Out**” on upper right corner, following you can click the “**X**” in the upper right corner of the internet application.



THANK YOU
for
Attending!!

