



Pre-Submittal Meeting

PROJECT: SOLID WASTE FACILITIES
IMPROVEMENTS

PROCUREPHX PRODUCT CATEGORY CODE:
912000000

RFx Number: 6000001461

August 31, 2023

CITY OF PHOENIX

Public Works Department

Welcome and Introductions

Heather Roye, Contracts Specialist

Only Point of Contact After Today Meeting

602-261-8894

heather.roye@phoenix.gov

Karina Matthiessen, Equal Opportunity Specialist

602-261-8873

karina.matthiessen@phoenix.gov

Doug Sawyer, Project Manager

Public Works Department



During the week of September 11th through September 15th, I will be out of the office. Kathleen Kennedy will be my backup for this project.

Please call Kathleen if you are having any issues with submitting your SOQ at 602-534-5789 or email kathleen.kennedy@phoenix.gov

Agenda

What is Job Order Contracting?

Websites

Scope of Work/Services

ProcurePHX / RFx
Electronic Submittal

EOD / Labor Compliance

SOQ Evaluation Criteria
/ RFQ Overview

Submittal Requirements
(Page Count, Disqualifications)

Important Dates:
Selection Schedule

What is Job Order Contracting

- Alternative Project Delivery Method
- The JOC is a 1-Step Qualifications-Based Selection Process based on the criteria in the RFQ
- Not a Bid
- No guarantee of work
- Projects are on an “As-Needed” basis
- No Federal Funding

Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001461):

<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. Please check BOTH websites to make sure no Notifications have been posted.

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



Equal Opportunity Department

➤ SBE Goal



Equal Opportunity Department (EOD)

- ✓ EOD / Labor Compliance
- ✓ Small Business Enterprise (SBE) Program
- ✓ Small Business Sub-Contracting Goal
- ✓ Good Faith Efforts

EOD / Labor Compliance

- ❖ Phoenix Mayor and City Council have a long-standing commitment to fostering the participation of small businesses in all aspects of the City's contracting efforts.
- ❖ The City of Phoenix strives to advance the economic growth of small businesses through its **Small Business Enterprise (SBE)**



SBE Program

The Equal Opportunity Department is responsible for ensuring contractors and consultants achieve full compliance with all requirements related to the Small Business Enterprise (SBE) Program:

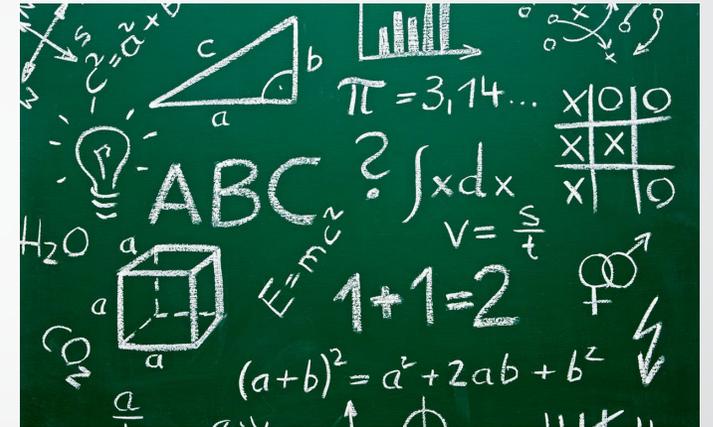
- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



SBE Program

Required SBE Goal: 5.0%

1. At time of JOA: $\frac{\text{Proposed \$ to SBEs}}{\text{Total JOA Value}}$
2. Annual Reviews: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on all JOAs During Year}}$
3. At time of Completion: $\frac{\text{Total Countable \$ Paid to SBEs}}{\text{Total Payment on Contract}}$



SBE Program

SBE Requirements @ Solicitation:
None!

SBE Requirements Post-Award:
Use SBEs and Report

All proposed SBE Subcontractors must be listed in Phoenix SBE Directory and certified in specified scopes of work at the time of performance.

We can't count what we can't monitor. Share with EOD the ***Proposed Statement of SBE Utilization*** at beginning of each JOA.

Eligible SBEs can be found at:
www.phoenix.diversitycompliance.com

SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE REQUIREMENT IS 5.0%
- THIS SOLICITATION IS OPEN TO ALL FIRMS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME

GOOD FAITH EFFORTS

In order to be a successful Prime Contractor in the SBE Program, you must show that you took all necessary and reasonable steps to achieve an SBE goal or other requirements of the SBE Program. The steps must be steps which could reasonably be expected to obtain sufficient SBE participation, **even if such steps were not fully successful.**

Equal Opportunity Department

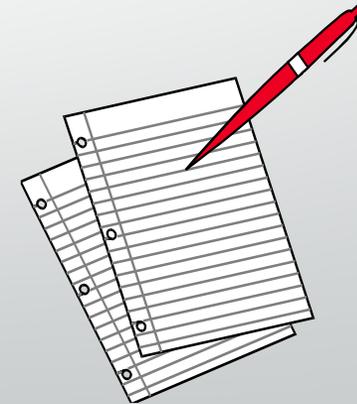
Equal Opportunity Department

**Karina Mattiessen, Equal Opportunity
Specialist**

Equal Opportunity Department

karina.matthiessen@phoenix.gov

602-261-8873





QUESTIONS

FOR KARINA



Project Manager

- Project Description
- Scope of Work

Project Description

- City of Phoenix is seeking up to three qualified Job Order Contractors on an as-needed basis
- For a 36-month duration; or \$3,000,000 per JOC, whichever occurs first
- Option to renew for 24 months and an additional \$2,000,000 for a total of \$5,000,000 for five years per JOC

Project Description

City of Phoenix, Public Works Department manages the following facilities:

- 5 closed solid waste landfills

- 2 waste transfer stations

- SR85 solid waste landfill

- 4 solid waste collections service centers

All sites are located in the Phoenix city limits except for the SR85 LF that is located approximately 50 miles west of Phoenix within the limits of the City of Buckeye.

Jobsites may be located at any of these locations.

Scope of Work

- Excavation and earthmoving. This will generally consist of repairing erosion at SR85 and the 5 closed landfills. The work may include repair, supply, and placement and of rip rap, gabion baskets, concrete channels, concrete head walls, and energy dissipation structures. Project sites may include the 4 service centers.
- Repair, supply, and installation of landfill gas (LFG) collection equipment in active and closed landfill environments. This includes LFG headers, laterals, sumps, well heads, valves, sump vaults, wyes, tees, and similar connectors.

Scope of Work

- Forming, supply, reinforcing, and finishing of concrete for pads, foundations, and backfill. The concrete will be designed and inspected by others. This work may also include supply and installation of asphalt associated with site operations.
- Supply and installation of shade structures at solid waste facilities. The shade structures will be designed and inspected by others, but may include structural steel, CMUs, and concrete pads.
- Supply and installation of concrete masonry units (CMUs) associated with walls, revetments, and similar containment structures. The CMU structures will be designed and inspected by others.



QUESTIONS

FOR THE PROJECT MANAGER

SOQ Evaluation Criteria

The selection of the Contractor will be based on the following qualifications:

- A. General Information (maximum 150 points)**
- B. Experience and Qualifications of the Firm (maximum 250 points)**
- C. Experience of the Key Personnel to be Assigned (maximum 250 points)**
- D. Approach to Performing the Required Services (maximum 350 points)**
- E. Reference Check (maximum 21 points*)**

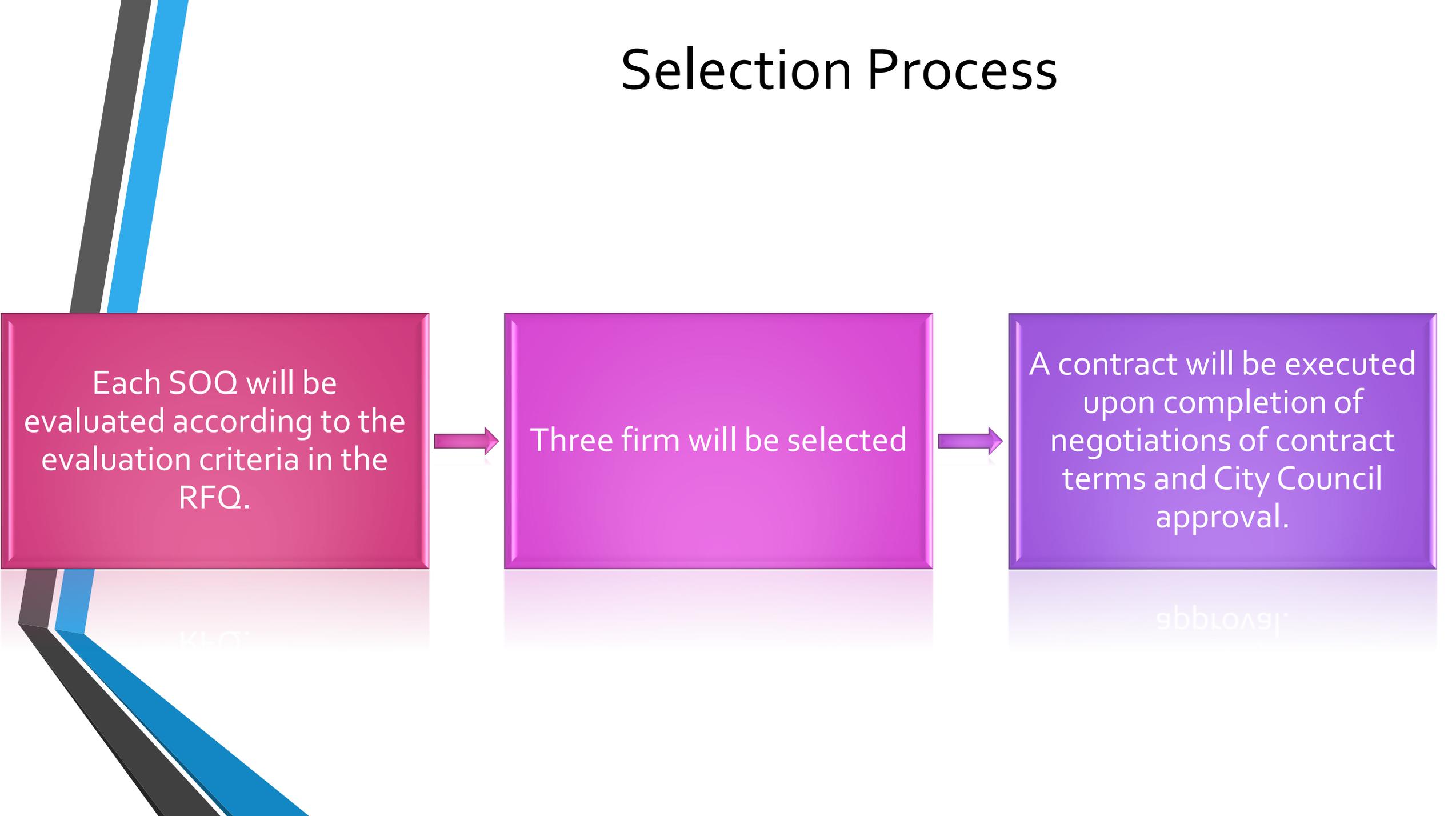
Submittal Requirements

- Submit One (1) page Information Sheet
- Paper Size shall be 8½ " x11"; Font size no less than 10 pt.
- 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

MAXIMUM pages permitted is 10 pages:
The following will NOT be counted in the max page count:

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

Selection Process



```
graph LR; A[Each SOQ will be evaluated according to the evaluation criteria in the RFQ.] --> B[Three firm will be selected]; B --> C[A contract will be executed upon completion of negotiations of contract terms and City Council approval.];
```

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

Three firm will be selected

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

Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	August 31, 2023
SOQs Due	September 15, 2023
Selection Notification	October 2023

Reminders

Place the following items on the Information Sheet:

- ❖ Project Title: Solid Waste Facilities Improvements
- ❖ Project Number: *RFx Number 6000001461*
- ❖ *Firm Name
- ❖ Firm Address
- ❖ Firm Phone Number
- ❖ Vendor Number
- ❖ Name, Title, and Email Address of Contact Person
- Do NOT include any other information

Please use your company's legal name on the SOQ



Reminders

- Please be sure to submit your SOQ in a timely manner and **DO NOT** wait until the last minute before it is due as the system will lock you out at **12 PM** and we may not be able to help you fix the issue within that time period.
- Please make sure that you have a least two people in your office that are signed up for e-Procurement so that when one person is out of the office or has left the company, the other person can step in and complete the submittal process.



Grounds for Disqualifications

- **Uploading of submittal to the wrong project.**
- **Violating the “Contact with City Employees” policy contained in this RFQ.**
- **Failure to provide a bonding statement**

Questions after today?

Email all questions to:
heather.roye@phoenix.gov

Reference **RFx 6000001461** in
your email subject line



Thank You for Attending!!!

Registration

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 >

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>

Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar with the text 'Search...' and a magnifying glass icon. 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 below explains that 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. A notice states that as of 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 key 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. At the bottom, there is a section for 'Other Useful Resources' with links to '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 advertiser 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.

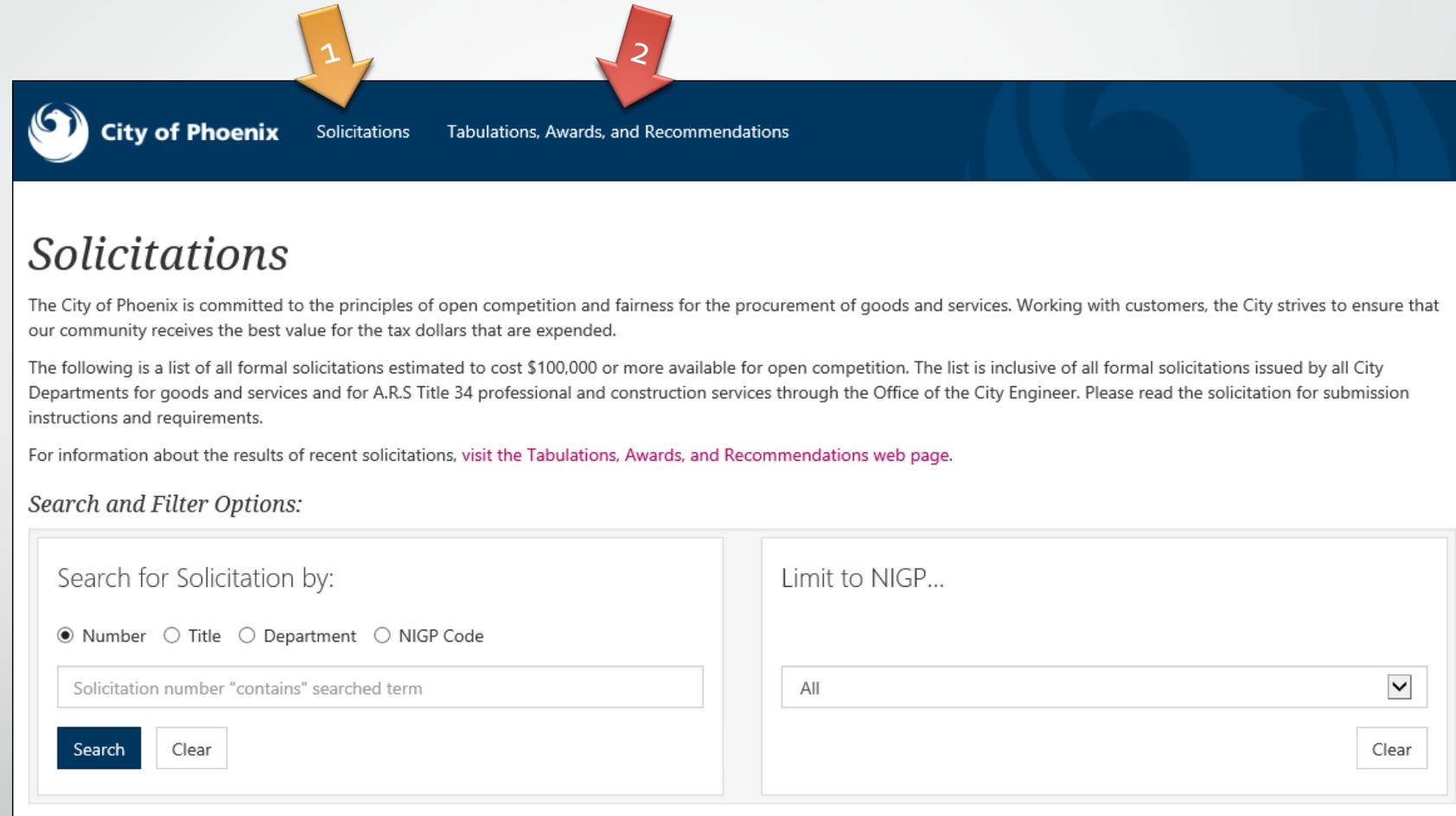
Other Useful Resources

- 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 Solicitations website. The navigation bar at the top contains the City of Phoenix logo and the text "City of Phoenix Solicitations Tabulations, Awards, and Recommendations". Two arrows, one orange labeled "1" and one red labeled "2", point to the "Solicitations" and "Tabulations, Awards, and Recommendations" links respectively. Below the navigation bar, the page title is "Solicitations". The main content area contains a paragraph about the City's commitment to open competition and fairness, followed by a paragraph listing all formal solicitations estimated to cost \$100,000 or more. Below this is a link to the "Tabulations, Awards, and Recommendations web page". The "Search and Filter Options" section includes a search box with radio buttons for "Number", "Title", "Department", and "NIGP Code", and a "Limit to NIGP..." dropdown menu.

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

Limit to NIGP...

All

RFX Hints & Tricks

Brief overview for online submissions



procurePHX

Have you signed up?

Login to ProcurePHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner, which consists of a red shopping bag icon and the text "procurePHX". Below the logo, there are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. At the bottom left of the page, there is a link that says "Lagon Problems? [Get Support](#)".

procurePHX

User *

Password *

Lagon Problems? [Get Support](#)

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: **912000000**

RFx (Event) Number is: **6000001461**

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

RFX Home Screen

Once you are logged in to the ProcurePHX 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

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 Response | Print Preview | **Refresh** | Ex

Event Number	Event Description	Event Type	Event Sta
600000583	PHX-19-R-ZCIP-63-000004-001	RFx for CIP	Published

- 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: 6000001461

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.**

The screenshot shows the 'RFX and Auctions' interface. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section, which has a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and contains the event number '6000000583' and the description 'PHX-19-R-ZCIP-63-000004-001'. The second row contains '6000000578' and 'PHX-19-R-ZCIP-84-000001'. Above the table, there is a 'View:' dropdown menu set to '[Standard View]', and buttons for 'Create Response', 'Display Event', and 'Display Re...'. The 'Display Event' button is highlighted with a red box and a blue arrow labeled '2'. A pink arrow labeled '1' points to the gray box next to the event number '6000000583' in the table.

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

Would you like updates on this solicitation?

Display RFX :

Print Preview | Refresh | Close | **Participate** | Do Not Participate | Tentative | Create Response

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status
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 Y

Update your **Participation Status** accordingly

1. Click **Participate**. *This will ensure you to get email notifications regarding your RFX Event, i.e. Notifications, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

How to upload your SOQ

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

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 ...	RFX/Auction Text

▼ Attachments

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

Assigned To	Category	Description
[i] The table does not contain any data		

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

Add Attachment

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

File: H:\SAP\RFX\My Compan| Browse...

Description: Jany's Response to RFQ

* Assign To: General Data

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0) | System

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission De
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 ...	RFX/Auction Text

Attachments

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

Assigned To	Category	Description
Document Header	Standard Attachment	My Company's Response to RFQ

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 blue arrow labeled '2' points to the 'Submit' button, and a pink arrow labeled '1' points to the 'Check' button. The 'Check' button is highlighted with a red box. Below the buttons, a green checkmark indicates the RfX response is complete and contains no errors. The interface displays 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: 2 out of 2 items responded to, Questions: 0 out of 0 questions answered (0 out of 0 mandatory), Notes: 1 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:

Items with Response:

Questions:

Notes:

Attachments:

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 shows the 'Display RFX Response' interface. A blue arrow labeled '1' points to a green checkmark icon next to the text 'RFX response 7000000157 submitted'. A red box highlights this message. A pink arrow labeled '3' points to the 'Close' button in the top navigation bar. A pink oval highlights a summary box containing the following information:

- RFX Response Number: 7000000157
- 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

The interface also displays a table with the following data:

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

Below the table are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is currently selected.

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**.

The screenshot shows the 'Active Queries' section of an eRFx system. It includes filters for 'eRFxs' and 'eAuctions'. Below these is a table of RFX events. A red box highlights the table, and a red arrow points to the 'Refresh' button above it. A blue arrow points to the first row of the table, and a red arrow points to the 'Submitted' status in the second row.

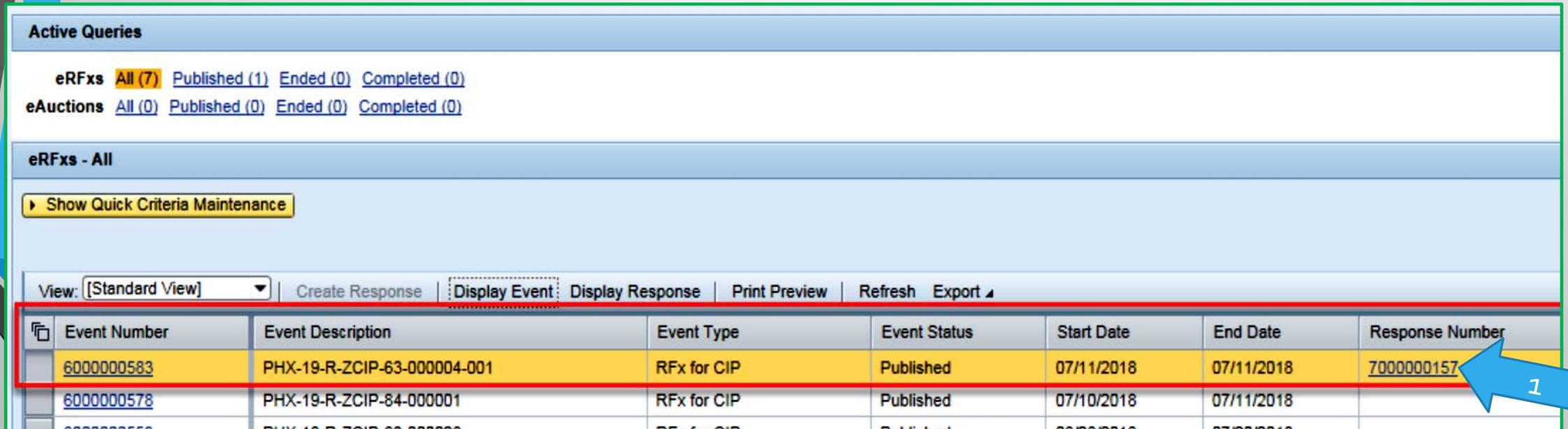
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

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 displays the 'Active Queries' section of a software interface. It includes filters for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options like 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main table lists 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 a blue arrow labeled '1' points to the 'Response Number' cell containing the hyperlink '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	
6000000552	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**

The screenshot shows a web application window titled "Create RFX Response". At the top, there is a menu bar with options: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, and Questions. Below the menu, a red-bordered box highlights a list of error messages:

- 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

Below these errors, a yellow warning icon is followed by the message: "Time zone MSTAZ is not valid in country US (several possibilities) - Display Help". At the bottom of the window, there is a status bar with the following information:

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



Tips & Tricks

- 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.