

**WASTEWATER COLLECTION SYSTEM
EMERGENCY REPAIR AND
REPLACEMENT PROGRAM
JOB ORDER CONTRACT
4108JOC222**

PRE-SUBMITTAL MEETING

SEPTEMBER 8, 2023

**PROCUREPHX PRODUCT CATEGORY CODE:
912000000**

RFx Number: 6000001466



Welcome and Introductions

Tonja Lepur, Contracts Specialist I

Point of Contact for Submittals and RFQ Questions

Office of the City Engineer

tonja.lepur@phoenix.gov

(602) 256-4107

Eric Quick, Project Coordinator

Wastewater Engineering Design & Construction Management

Water Services Department

Stacey Kisling, Civil Engineer III, PE, Team Lead

Wastewater Engineering Design & Construction Management

Water Services Department

Karina Matthiessen, Equal Opportunity Specialist

Point of Contact for SBE Requirements and Questions

Equal Opportunity Department

business.relations.eod@phoenix.gov

(602) 261-8873

Agenda

Meeting Overview

Equal Opportunity Department

Scope of Work / Services

SOQ Evaluation Criteria / RFQ Overview

Submittal Requirements (Page Count, Disqualifications)

Important Dates: Selection Schedule

Websites

ProcurePHX / RFx Electronic Submittal

Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001466):

<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.

SBE PROGRAM / EOD

- ❑ 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) Program**.



SBE PROGRAM / EOD

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:

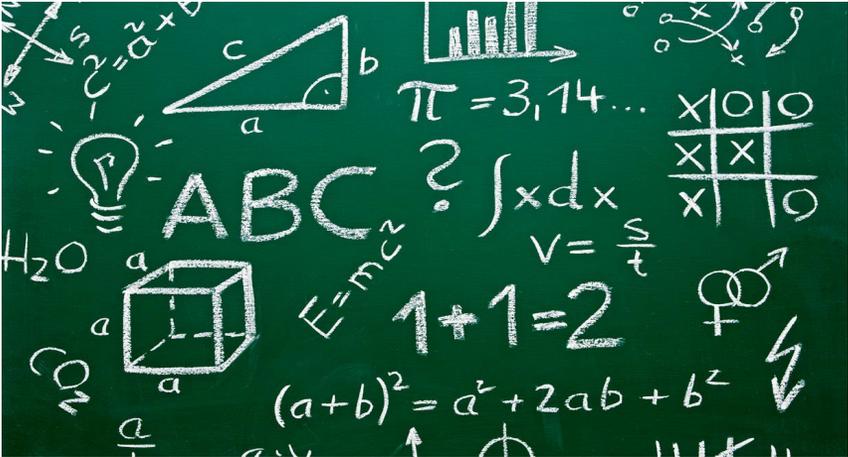
- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



SBE PROGRAM / EOD

Required SBE Goal: 3.5%

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 / EOD

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

SBE PROGRAM / EOD

- SBE REQUIREMENT IS 3.5%
- THIS SOLICITATION IS OPEN TO ALL FIRMS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA EXECUTION

SBE PROGRAM / EOD

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 a 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

Karina Matthiessen, Equal Opportunity Specialist

Equal Opportunity Department

Karina.matthiessen@phoenix.gov

(623) 261-8283

QUESTIONS



FOR EOD

Project Description

The contractor will be available to provide emergency response immediately 24 hours a day, 7 days a week, within one and one-half hours from notification of the emergency. Services will be related to the repair and or replacement for emergency repairs for the Wastewater Collection system. Repairs will vary in scope and size including, but not limited to the repair of manholes, gravity sewer mains, lift stations, force mains, and other Wastewater Collection facilities and/or emergencies.



Scope of Work / Services

- Contractor needs to be available to provide sufficient resources to respond immediately to emergencies 24 hours a day 7 days a week.
- Repairs can be small items to major construction projects.
- Repairs must be done rapidly to minimize operational disruption and disruption to traffic/neighborhoods.
- Manhole repair, rehab, and replacement.



Scope of Work / Services

- Repair of any part of a lift station including the forcemain, mechanical/electrical equipment, structures.
- Construct, repair, replace, bypass, any size sewer line or collection structure.
- Emergency repair at odor control stations.
- Related restoration (Streets, Facilities)



Scope of Work / Services

- Permitting and permissions (Traffic Control, ROW, Access)
- Confined space entry work.
- Related clean up and restoration (Street, Facility)
- Documentation (As-builts, Shop Drawings, Photos, CCTV)
- Other work as necessary to maintain operations and facilities.



QUESTIONS

FOR THE PROJECT MANAGER



SOQ Evaluation Criteria

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

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

*These points are in addition to the 1,000 points for the SOQ.

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
12 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. 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

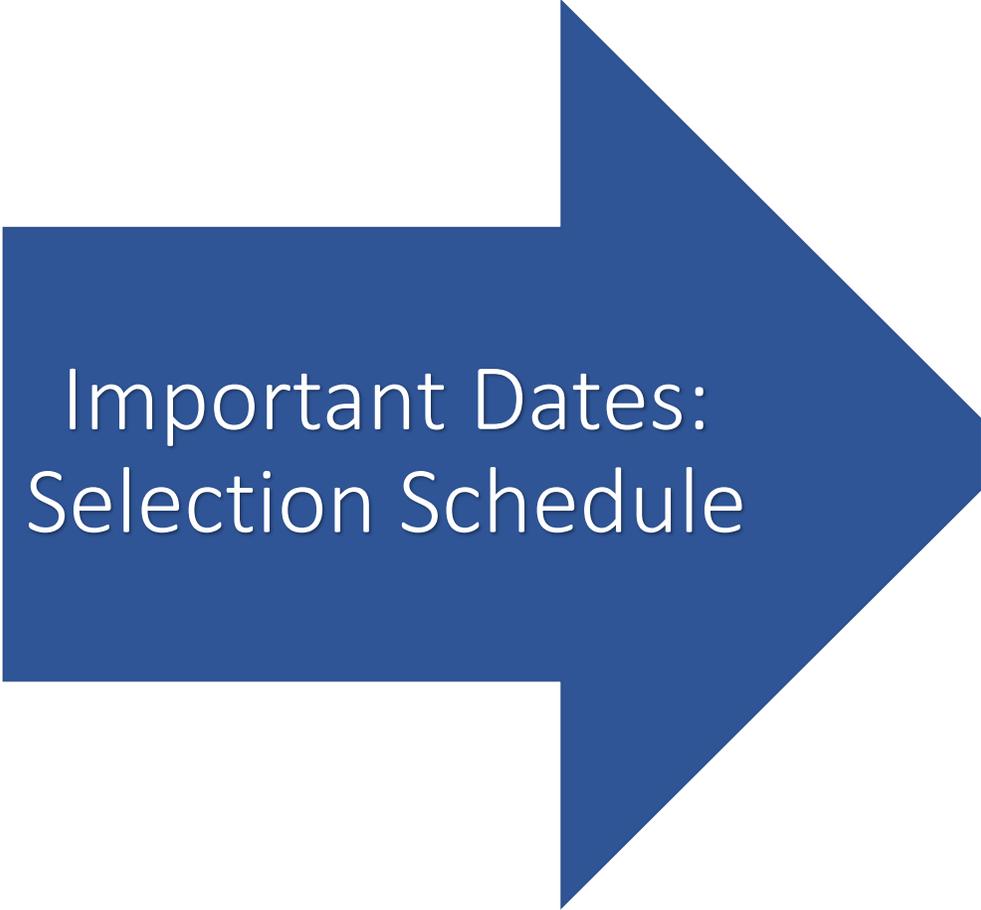
Each SOQ will be evaluated according to the evaluation criteria in the RFQ.



Up to 5 consultants 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	September 8, 2023
SOQs Due	September 22, 2023
Selection Notification	End of October
Job Order Contract Workshop	End of November 2023

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 page. At the top, there is a navigation bar with the City of Phoenix logo, a search bar, and links for 'Convention Center Public Meetings' and a 'menu'. Below the navigation bar is a secondary menu with links: '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 introductory text describes the contracting process for capital improvement projects. 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, etc.), 'Project Interviews' (Firms recently short-listed), 'Bid Results and Project Selections' (Preliminary and final bid results), and 'Subscribe to Procurement Newsletter'. A note mentions that construction plans, specifications, and addendums are available for download on the City of Phoenix website. At the bottom, there is a section for 'Other Useful Resources' including 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/notification 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.

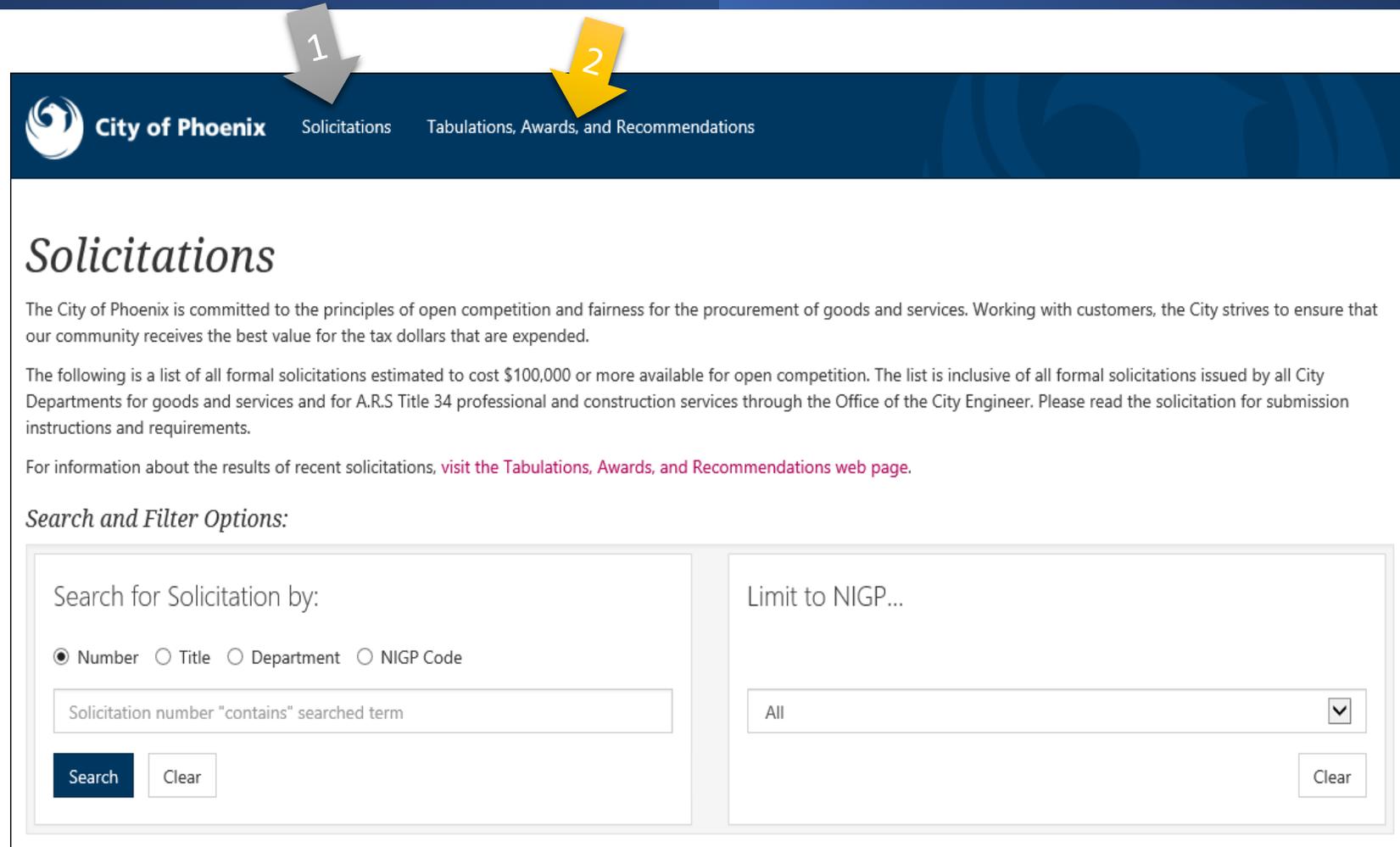
Other Useful Resources

- [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's navigation bar. 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 navigation bar, the page title is 'Solicitations'. The main content area contains a paragraph about the City's commitment to open competition, a list of formal solicitations, and a link to the 'Tabulations, Awards, and Recommendations' web page. At the bottom, there are search and filter options for solicitations.

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

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

The banner features a smiling woman wearing a headset on the left side.

- 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>**



procurePHX
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 >

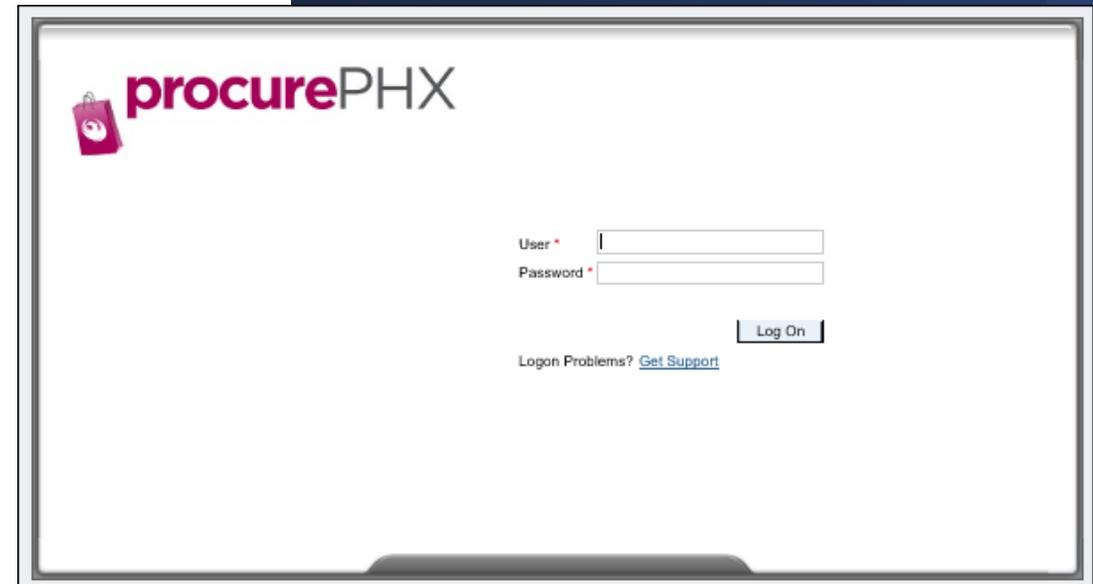
The graphic includes a shopping bag icon, a city skyline image, and a pink callout bubble.

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: **912000000**
RFx (Event) Number is: **6000001466**

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 includes a pink shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User" and "Password", both with red asterisks indicating they are required. To the right of the "Password" field is a "Log On" button. Below the input fields is a link that reads "Logon Problems? [Get Support](#)".

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

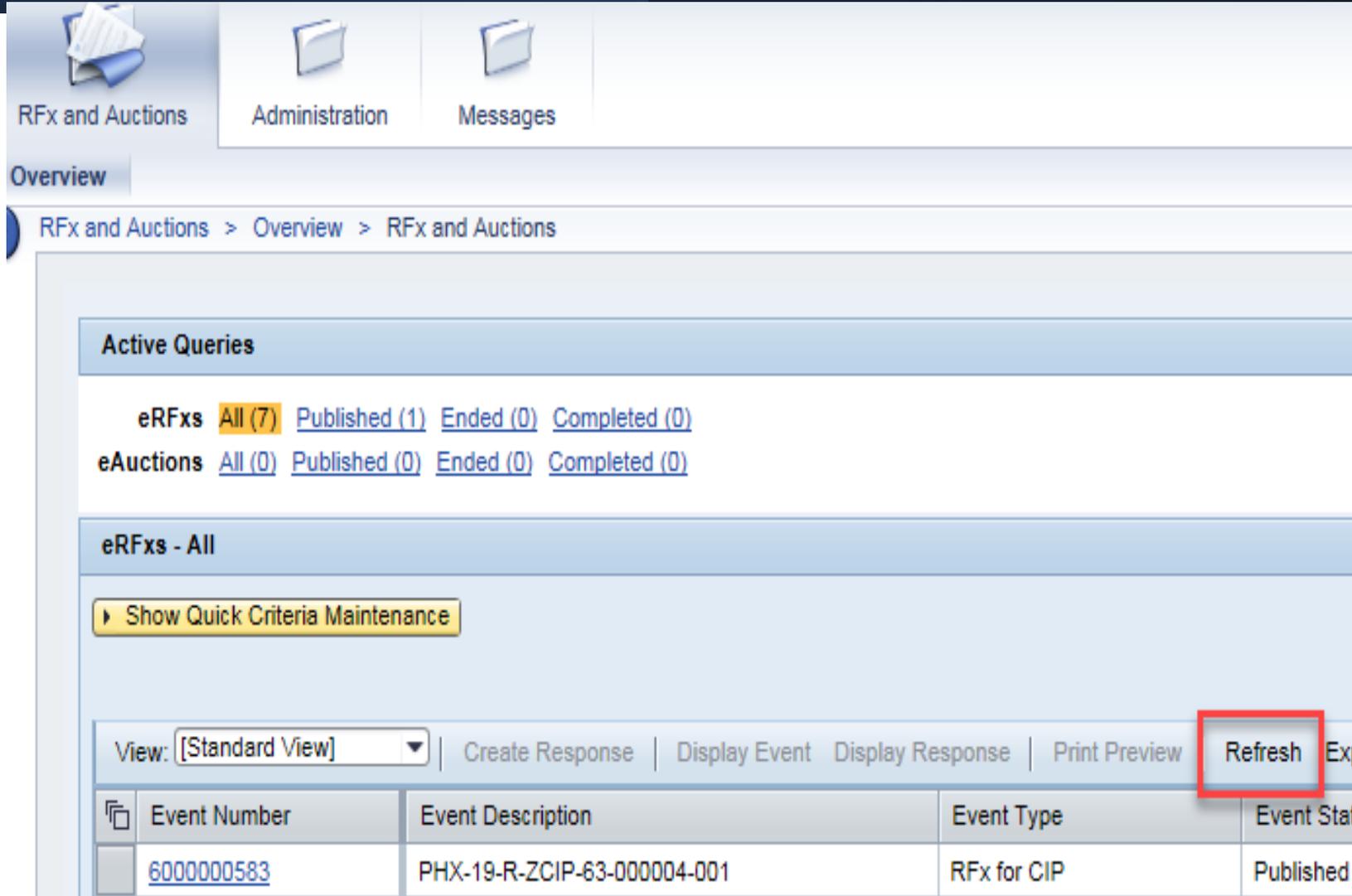
Home Create Users Own Data Company Data

Administration > Home

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

Finding Solicitations

- 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: 6000001466



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 a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and displays two rows of counts: 'eRFxs All (7) Published (1) Ended (0) Completed (0)' and 'eAuctions All (0) Published (0) Ended (0) Completed (0)'. Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a toolbar with a 'View: [Standard View]' dropdown and buttons for 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. The 'Refresh' button is highlighted with a red box. Below the toolbar is a table with the following data:

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.**

The screenshot shows a web application interface for RFX and Auctions. The top navigation bar includes tabs for "RFX and Auctions", "Administration", and "Messages". Below this 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". Under "eRFxs", there are links for "All (7)", "Published (1)", "Ended (0)", and "Completed (0)". Under "eAuctions", there are links for "All (0)", "Published (0)", "Ended (0)", and "Completed (0)".

Below the statistics is a section titled "eRFxs - All" with a "Show Quick Criteria Maintenance" button. At the bottom, there is a toolbar with a "View:" dropdown set to "[Standard View]", and buttons for "Create Response", "Display Event", and "Display Re".

A table below the toolbar lists eRFxs with columns for "Event Number" and "Event Description". The first row is highlighted in yellow and has a red box around its selection box. The second row is also highlighted in yellow.

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

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-7 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 Answers

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 Profile

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 two overlapping screenshots from the SAP RfX system. The top screenshot is a dialog box titled "Add Attachment". It contains the following text and fields:

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: My Company's Response to RFQ

* Assign To: General Data

At the bottom of the dialog are "OK" and "Cancel" buttons. A yellow arrow labeled "1" points to the "OK" button.

The bottom screenshot is the "Create RfX Response" main window. 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, it displays RfX Response Number 7000000157, RfX Number 6000000583, Status In Process, and Submission Date. It also shows RfX Response Version Number Active Version and RfX Version Number 2. There 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. Below the tabs, there are sections for "Notes" and "Attachments".

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

A blue arrow labeled "3" points to the blue link "My Company's Response to RFQ" in the Attachments table.

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. An orange arrow labeled '1' points to the 'Check' button in the top navigation bar. A green arrow labeled '2' points to the 'Submit' button. Below the navigation bar, a green checkmark icon is followed by the text 'RFX response is complete and contains no errors'. The main content area 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. Below this, there are tabs for RFX Information, Items, Notes and Attachments, Summary (selected), and Tracking. The Summary tab shows the following details:

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 shows the 'Display RFX Response:' interface. A green arrow labeled '1' points to the 'RFX response 7000000157 submitted' message. 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, including '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'.

Display RFX Response:

Edit | Print Preview | **Close** | Withdraw | Export | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX response 7000000157 submitted

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
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

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

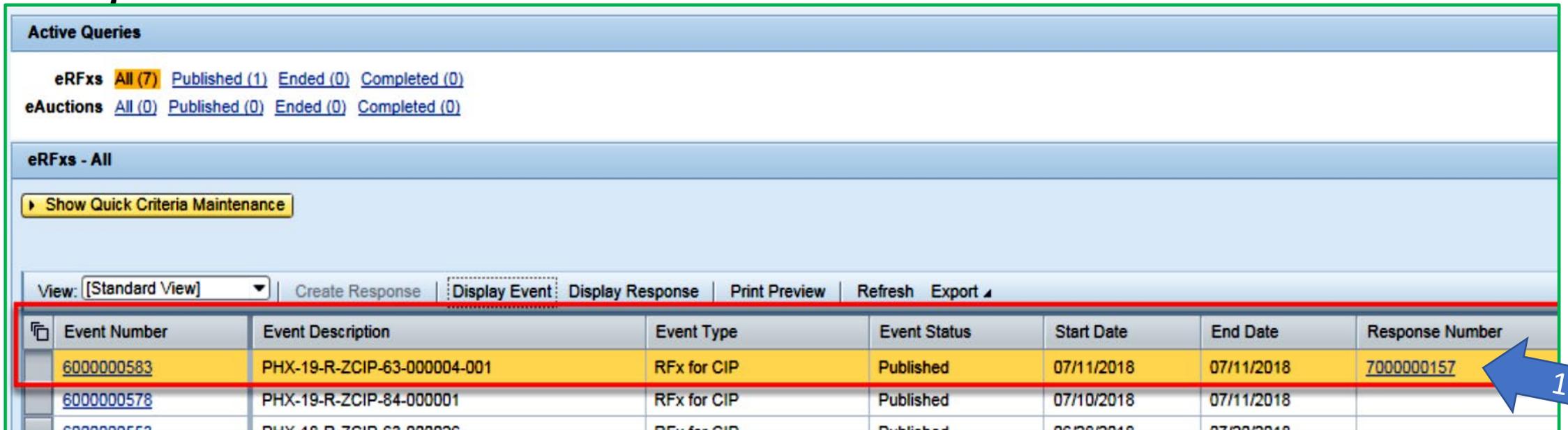
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

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 displays the 'Active Queries' section of a web application. It shows 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 includes 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main table has 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 labeled '1' points to the 'Response Number' cell of this row, which contains 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	
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.

Reminders

Place the following items on the Information Sheet:

- Project Title
- Project Number (RFx Number 6000001466)
- 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, September 22, 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 6000001466** in your email subject line.



THANK YOU
for
Attending!!

