



Pre-submittal meeting

CITY OF PHOENIX
Water Department

PROJECT: GROUNDWATER WELL PROGRAM JOC
PROCUREPHX PRODUCT CATEGORY CODE: 91200000
RFx Number: 6000001462
September 26, 2023

Welcome and Introductions

Heather Roye, Contracts Specialist

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Water Services Department

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 RFQ is a 1-Step Qualifications-Based Selection Process based on the criteria in the RFS
- 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: 6000001462):

<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.

Project Manager

- Project Description
- Scope of Work

Project Description

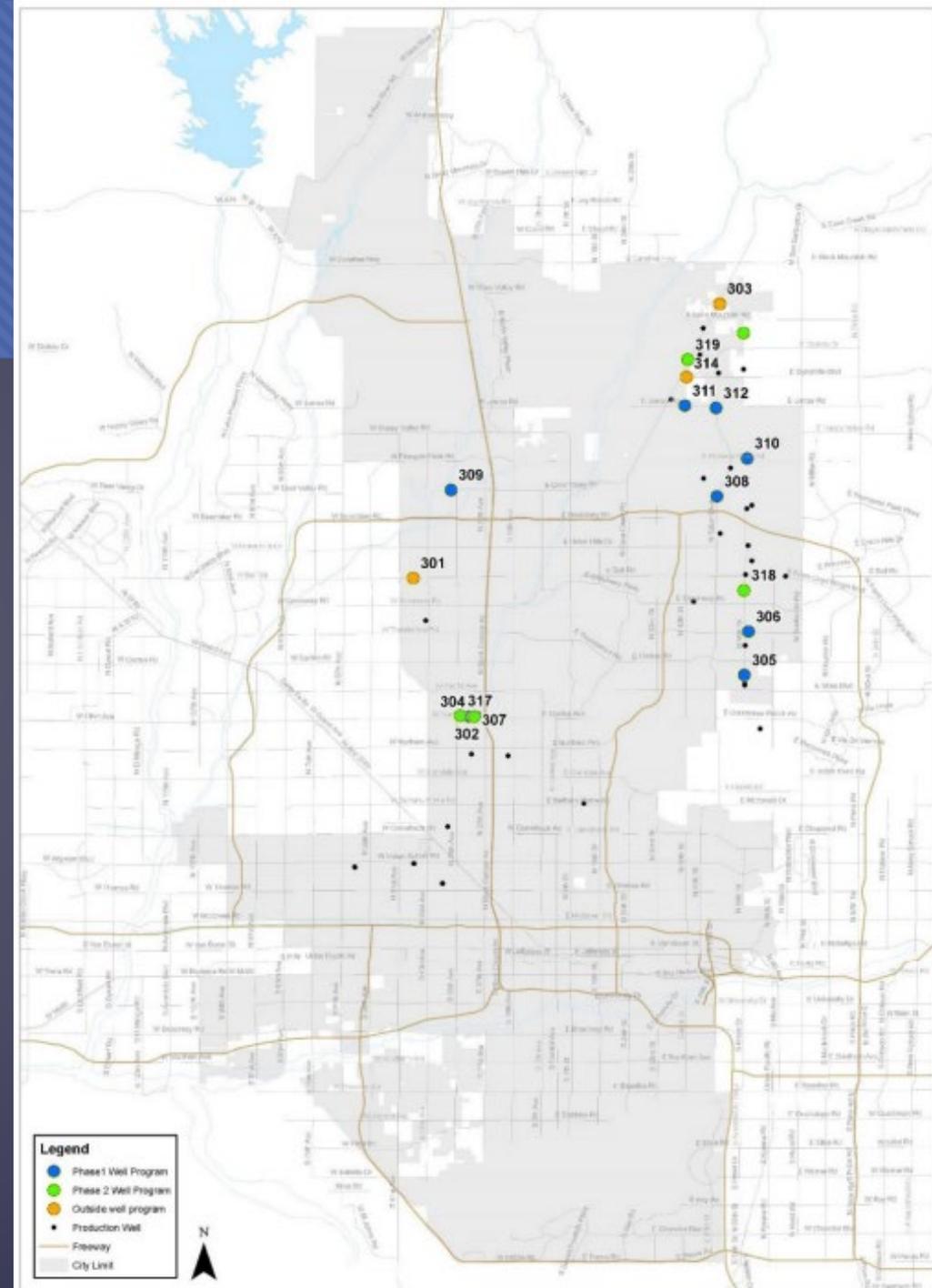
- City of Phoenix is seeking up to two qualified Job Order Contractors on an as-needed basis
- For a 36-month duration; or \$24,000,000 per JOC, whichever occurs first
- Option to renew for 24 months and an additional \$16,000,000

Project Description

- There are currently 19 existing groundwater wells in the City of Phoenix (“City”) distribution system, with several more that are under evaluation for rehabilitation and restoration to service, 14 wells in active design or construction, and several newer wells planned. These wells are spread throughout the City, and currently are utilized for recharge of surplus water and to produce water for the potable water distribution system as required by demand.
- The Job Order Contractor (“JOC”) is to provide supporting services for existing well repair work to assist the City in maintaining the wells in an operational state. This repair work can include, but is not limited to, mechanical equipment such as the well pump, well casing, well motor, piping, valves, on-site treatment facilities, chemical feed systems, electrical equipment, and instrumentation. In addition, the JOC contractor will work as a team with City staff and the City’s selected design professionals to procure and install new groundwater treatment systems at the City’s new well sites as applicable and will assist with activities related to new well siting, testing, and equipping.

Scope of Work / Services

- Assist City staff with repair and rehabilitation of existing active wells, including but not limited to:
 - Well pump removal, storage, and reinstallation
 - Repair and replacement of the well pump and motor
 - Repairs to existing well casing
 - Well cleaning, air-lift development, logging, sampling, and testing
 - Well video inspection and analysis
- New well siting assistance, including:
 - Exploratory borehole drilling and related activities (surface casing, zonal sampling, etc.)
 - Test well drilling and installation
 - New production well drilling and casing installation, including applicable permitting and regulatory assistance



Scope of Work / Services

- Procurement and installation of on-site groundwater treatment systems, including for arsenic and nitrate
- General repair and replacement of mechanical equipment, including piping, pumps, valves, and chemical treatment systems
- General electrical upgrades and installations of instrumentation and electrical equipment, such as analyzers, meters, sensors, and Supervisory Control and Data Acquisition (SCADA) system components
- General work such as building modifications, painting, updating safety features, specialized maintenance and concrete masonry or structural concrete or steel work
- Emergency repair services
- Advise City on ways to gain efficiencies in project delivery
- Provide detailed cost estimating and knowledge of marketplace conditions
- Provide project planning and scheduling
- Provide long-lead procurement studies and initiate procurement of long-lead items
- assist in the permitting processes
- Participate with the City in a process to set goals for local and SBE participation and implement the local and SBE process



QUESTIONS

FOR THE PROJECT MANAGER

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



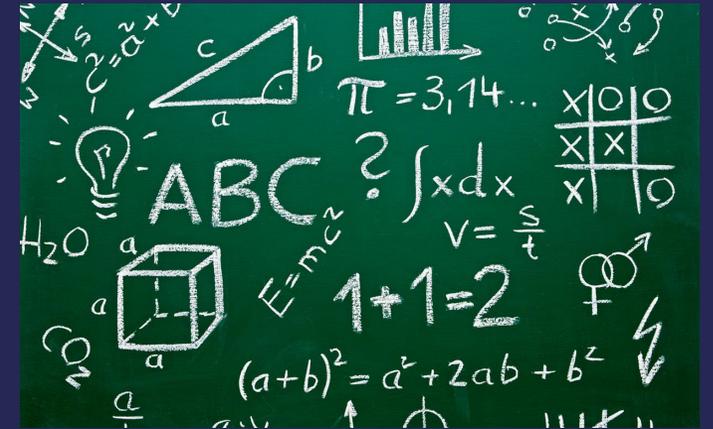
SBE Program

Required SBE Goal: 2%

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 2%
- 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.**

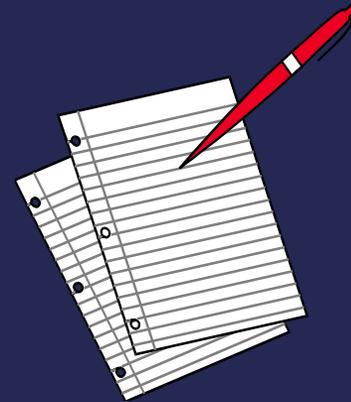
Equal Opportunity Department

**Karina Mattiessen, Equal Opportunity
Specialist**

Equal Opportunity Department

karina.matthiessen@phoenix.gov

602-261-8873



QUESTIONS



FOR EOD

SOQ Evaluation Criteria

The selection of the Consultant 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

Grounds for Disqualification:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time
- Violating “Contact with City Employees” policy

Selection Process

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

Two 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	September 26, 2023
SOQs Due	October 6, 2023
Selection Notification	Early November, 2023

Reminders

Place the following items on the Information Sheet:

- ❖ Project Title: Groundwater Well Program
- ❖ Project Number: *RFX Number 6000001462*
- ❖ *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 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.
- Do not use special characters or a long file name when submitting your SOQ.

Questions after today?

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

Reference **RFx 6000001462**
in your email subject line



Thank You for Attending!!!

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 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 and a navigation menu with 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 and includes a notice that as of March 11, 2019, all links direct to the main solicitations page. Key sections include 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. A note mentions that construction plans and specifications are available for download to reduce paper costs. A list of 'Other Useful Resources' 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/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>

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	Viewing Solicitations	Subscribe to Notifications
Uploading & Attaching SOQ	Submitting SOQ	Checking Response Status	Editing Response
FAQ	Tips & Tricks	Things to Remember	Questions

Registration



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>

Login to ProcurePHX

A screenshot of the ProcurePHX login page. The page features the ProcurePHX logo in the top left corner. Below the logo, there are two input fields: one for 'User' and one for '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 'Logon 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: **6000001462**

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

The screenshot displays the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. The main content area features a ribbon with several tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below the ribbon are four buttons: 'Home', 'Create Users', 'Own Data', and 'Company Data'. A breadcrumb trail shows 'Administration > Home'. At the bottom of the page, a message reads: 'Thank you for your interest in becoming a vendor in the... 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
6000000583	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: 6000001462

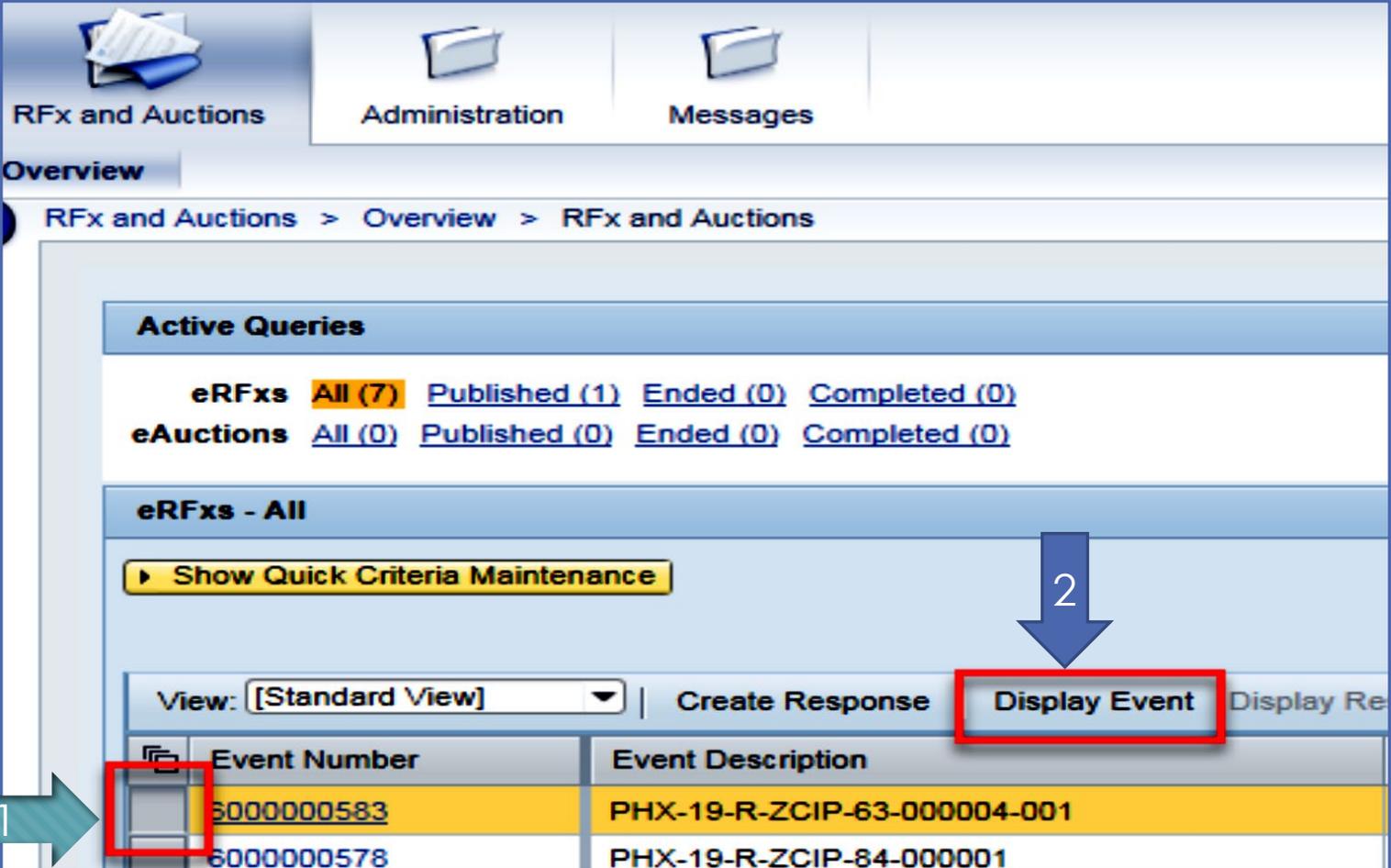
View Selected Solicitation

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 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 includes links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). A section titled 'eRFxs - All' contains a 'Show Quick Criteria Maintenance' button. Below this is a table with columns 'Event Number' and 'Event Description'. The first row is highlighted in yellow and has a red box around its 'Event Number' (6000000583). A red box also surrounds the 'Display Event' button in the top right of the table area. A blue arrow labeled '2' points down to the 'Display Event' button. A green arrow labeled '1' points to the red box around the event number.

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-ZC 000004-001 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 ...	RFX/Auction 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 two overlapping windows from an SAP application. The top window is titled "Add Attachment" and contains the following text and controls:

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

At the bottom of this window are "OK" and "Cancel" buttons. A red box highlights the entire "Add Attachment" window. A grey arrow labeled "1" points to the "OK" button.

The bottom window is titled "Create RFX Response" and displays RFX details:

RFx Response Number 7000000157 RFx Number 6000000583 Status In Process Submission De

RFx Response Version Number Active Version RFx Version Number 2

Navigation tabs include: RFx Information, Items, Notes and Attachments, **Summary**, and Tracking. The "Summary" tab is highlighted with a red box and a blue arrow labeled "2".

Under the "Notes" section, there is a table with columns "Assigned To" and "Category":

Assigned To	Category
Document ...	Conditions of Participation
Document ...	RFx/Auction Text

Under the "Attachments" section, there is a table with columns "Assigned To", "Category", and "Description":

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

A green 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

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: 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

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' interface. At the top, a navigation bar includes buttons for 'Edit', 'Print Preview', 'Close', 'Withdraw', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. A red box highlights the 'Close' button, with a green arrow labeled '3' pointing to it. Below the navigation bar, a message box with a green checkmark icon states 'RFx response 7000000157 submitted', which is also highlighted with a red box and a blue arrow labeled '1'. The main content area shows a table with the following data:

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					

Below the table are tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected. A green oval highlights the summary statistics, with a blue arrow labeled '2' pointing to it. The statistics are:

- 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

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

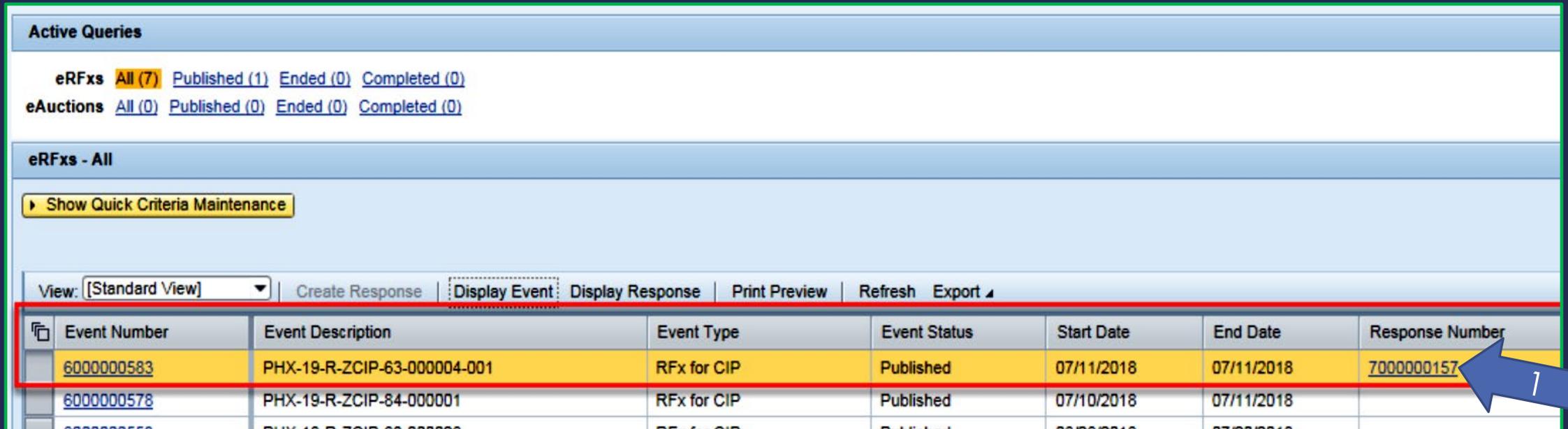
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157	Submitted
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018		No Bid Created

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 'eRFxs' and 'eAuctions' counts. Below is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A table of RFX events is displayed with columns: 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 points to the 'Response Number' column of that row.

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 bar, 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
- 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.