

**CITY OF PHOENIX**

**REQUEST FOR QUALIFICATIONS**

**WATER SERVICES DEPARTMENT**

**CONSTRUCTION MANAGER AT RISK (CMAR)**

**PROJECT NO. WS85507008**

**RFX 6000001486**

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**PRE-SUBMITTAL MEETING  
SCENARIO 3B TRANSMISSION MAIN  
REHABILITATION  
NOVEMBER 2, 2023**

# INTRODUCTIONS

**Heather Roye**, Contracts Specialist II

*Point Of Contact For Submittals And RFQ Questions*

Office Of The City Engineer

(602) 261-8894

[heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov)

**Dan Burt**, P.E., Civil Engineer III – Project Manager

Water Services Department

**Karina Matthiessen**, Equal Opportunity Specialist

602-261-8873

Equal Opportunity Department

[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)

# GENERAL INFORMATION



Sign-in



Sign-in sheet and power point will be posted on procurement's website



It is your responsibility as an RFQ holder to determine, prior to submittal, if any notifications have been issued



Please hold questions until Q&A period



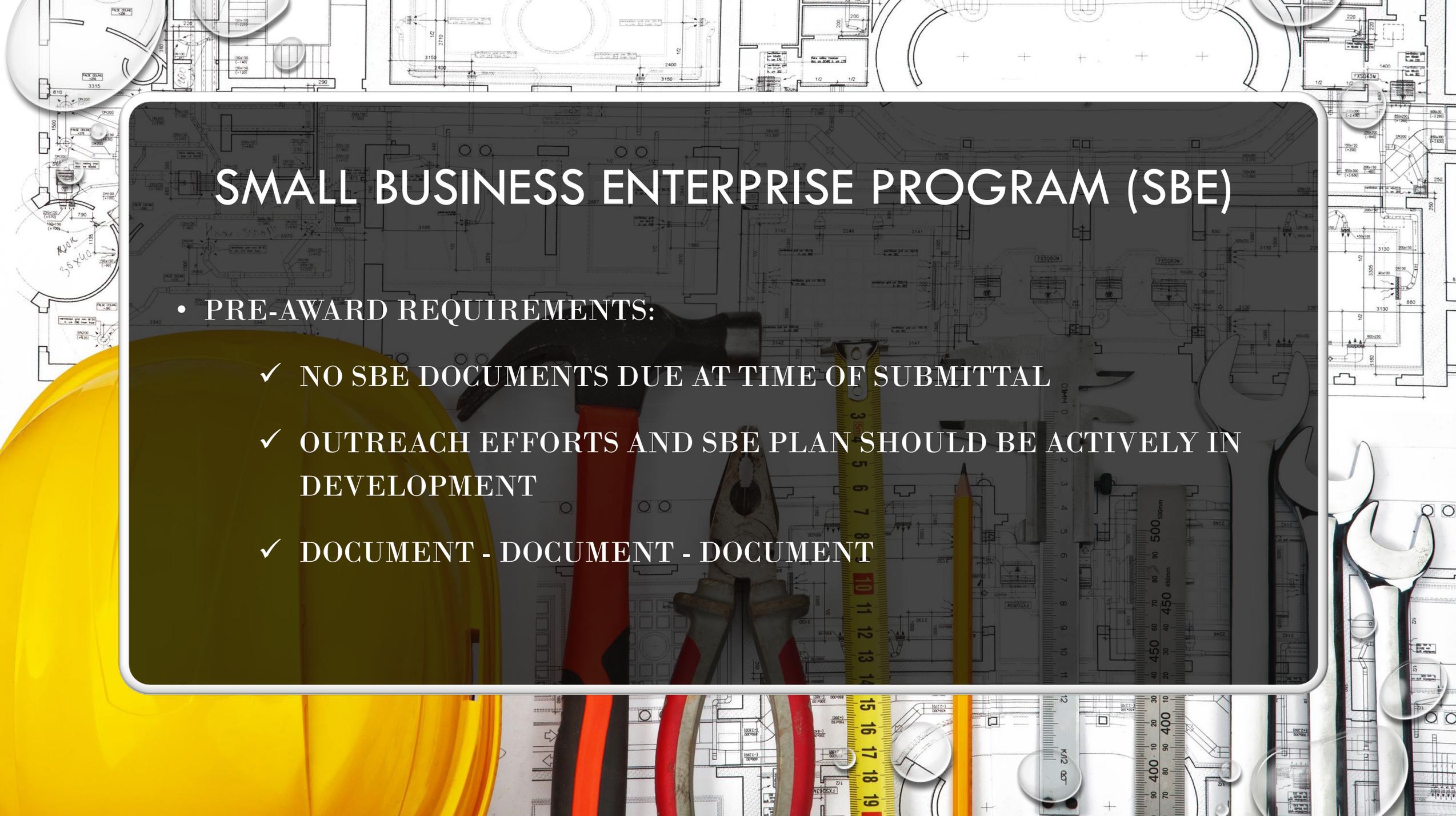
This is the only opportunity to discuss this project with city staff



# SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

## GOAL SETTING METHODOLOGY

- GOALS ARE ESTABLISHED BY CITY OF PHOENIX GOAL SETTING COMMITTEE
- SUCCESSFUL PRIME WILL WORK WITH THE SMALL BUSINESS ENGAGEMENT TEAM PRIOR TO GOAL SETTING
- NO ESTABLISHED SBE GOAL FOR DESIGN PHASE
- SBE GOAL FOR CONSTRUCTION PHASE WILL BE ESTABLISHED UPON SUBSTANTIAL COMPLETION OF DESIGN



# SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

- PRE-AWARD REQUIREMENTS:

- ✓ NO SBE DOCUMENTS DUE AT TIME OF SUBMITTAL
- ✓ OUTREACH EFFORTS AND SBE PLAN SHOULD BE ACTIVELY IN DEVELOPMENT
- ✓ DOCUMENT - DOCUMENT - DOCUMENT



# SMALL BUSINESS ENTERPRISE PROGRAM (SBE)

- POST-AWARD REQUIREMENTS:
- **TO LOCATE CERTIFIED FIRMS:**
- [HTTPS://PHOENIX.DIVERSITYCOMPLIANCE.COM](https://phoenix.diversitycompliance.com)
- SELECT: DIRECTORY OF SBE CERTIFIED FIRMS
  
- **REMEMBER:**
  - CONFIRM CERTIFICATION STATUS OF A FIRM
  - CONFIRM CERTIFIED SCOPE OF WORK
  - STATEMENT OF PROPOSED SBE PARTICIPATION MUST BE REVIEWED AND APPROVED BY EOD PRIOR TO EXECUTIONS OF EACH GMP



# SBE – CONTACT INFORMATION

- KARINA MATTHIESSEN
- EQUAL OPPORTUNITY SPECIALIST
- 602-261-8873
- [BUSINESS.RELATIONS.EOD@PHOEX.GOV](mailto:BUSINESS.RELATIONS.EOD@PHOEX.GOV)

# PROJECT DESCRIPTION

Scenario 3B Transmission Main Rehabilitation – Segment 1 and 4

48” PCCP Transmission Main. Construction methods could potentially consist of slip line rehabilitation, open trench replacement, or a combination of the two and are subject to final design of the project.

This project consists of two separate segments identified as Segment 1 and Segment 4 with a combined approximate total of 10,800 lineal feet

The Segment 1 alignment is from Orangewood Avenue and 20th Street, traversing under SR-51 to Dreamy Draw Drive and north to South of the Preserve.

The segment 4 alignment is from north of SR -51, north of the Preserve area, along 26th Street to Shea Boulevard.

Schedule: Segments 2&3 completed in 2021/2022. Segment 1&4 design in 2023/2024. Segment 1 construction in 2024/2025. Segment 4 construction in 2026/2027

# SCENARIO 3B PROJECT LOCATION MAP



# SCOPE OF WORK

## CONSTRUCTION MANAGER AT RISK SERVICES

### ❑ PRECONSTRUCTION SERVICES BY THE CMAR

- ❑ Provide Detailed Cost Estimating And Knowledge Of Marketplace Conditions
- ❑ Provide Project Planning And Scheduling
- ❑ Provide For Construction Phasing And Scheduling That Will Minimize Interruption To City Operations
- ❑ Provide Alternate Systems Evaluation And Constructability Studies
- ❑ Advise City On Ways To Gain Efficiencies In Project Delivery
- ❑ 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 A Goal For Local And SBE Participation And Implement The Local And SBE Process
- ❑ Protect The Owner's Sensitivity To Quality, Safety, And Environmental Factors
- ❑ Advise City On Choosing Green Building Materials.

### ❑ CONSTRUCTION PHASE SERVICES BY THE CMAR

- ❑ Construct Per Final Plans And Specifications
- ❑ Select Subcontractors/Suppliers For This Project
- ❑ Prepare A Guaranteed Maximum Price (GMP) Proposal That Meets The Approval Of The City
- ❑ Coordinate With Various City Of Phoenix Departments, Other Agencies, Utility Companies, Etc.
- ❑ Arrange For Procurement Of Materials And Equipment
- ❑ Schedule And Manage Site Operations
- ❑ Bid, Award, And Manage All Construction Related Contracts While Meeting City Bid Requirements Including The Local And SBE Participation Goal
- ❑ Provide Quality Controls
- ❑ Bond And Insure The Construction
- ❑ Address All Federal, State And Local Permitting Requirements
- ❑ Deal With Owner Issues
- ❑ Maintain A Safe Work Site For All Project Participants

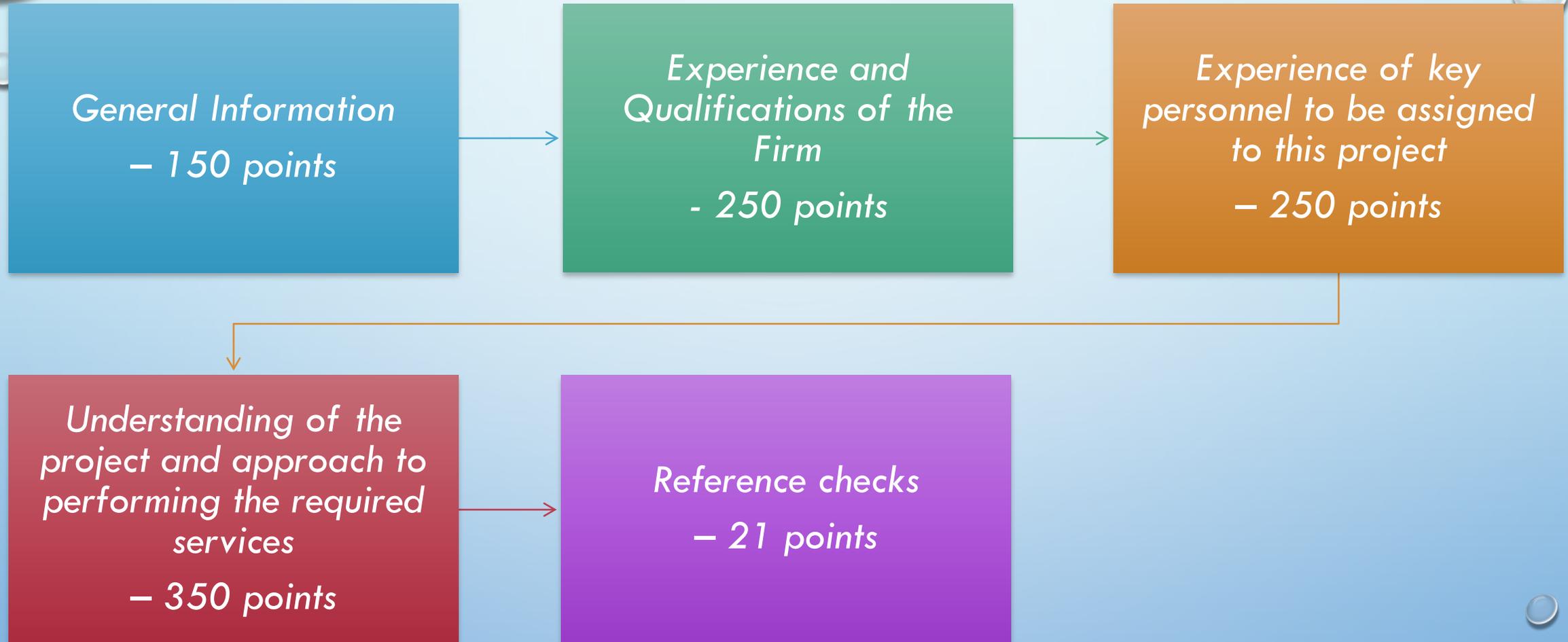
**QUESTIONS**

**ON**

**SCOPE?**



# CONSTRUCTION MANAGER AT RISK



## STATEMENT OF QUALIFICATIONS CRITERIA



## **SUBMITTAL REQUIREMENTS**

- Submittals **Must** Be Uploaded To The Website By 12:00pm On November 17, 2023
- **Do Not Use Any Symbols In Title Of Documents**



## **GROUNDS FOR DISQUALIFICATION**

- Failure To Submit Electronically Through The Portal By The Due Date And Time
- Violating The “Contact With City Employee” Policy



- Maximum Of 10 Pages Is Permitted (Information Sheet, Front And Back Covers, Table Of Contents And Dividers Are Not Included In Page Count)
- Information Sheet should contain: project title, project number, RFX number, firm's legal name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.

# CONSTRUCTION MANAGER AT RISK

## SELECTION SCHEDULE

- SOQ's Due November 17, 2023
- Firm Notified for Award Early December
- Scope Meeting Late December

# ProcurePHX



- All Firms Must Be Registered In The Vendor Management System To Submit A Proposal
- Information On How To Register With The City Is Available To [HTTPS://WWW.PHOENIX.GOV/FINANCE/VENDORSREG](https://www.phoenix.gov/finance/vendorsreg)
- If Your Firm Is Already Registered With The City's ProcurePHX System, Visit [HTTPS://EPROCUREMENT.PHOENIX.GOV/IRJ/PORTAL](https://eprocurement.phoenix.gov/irj/portal) To Login And Access The Electronic Solicitation
  - CMAR Services:
    - Product Category Code 912000000
    - Rfx Number 6000001486

# CITY OF PHOENIX SOLICITATIONS



```
graph TD; A[CITY OF PHOENIX SOLICITATIONS] --> B[https://www.phoenix.gov/streets/procurement-opportunities]; B --> C[Bid Results and Project Selections]; C --> D[Sign up for Procurement's Weekly e-Newsletter]; D --> E[Submitter's Handbook- Step-by-step Guide to RFx Submittals];
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<https://www.phoenix.gov/streets/procurement-opportunities>

**Bid Results and Project Selections**

**Sign up for Procurement's Weekly e-Newsletter**

**Submitter's Handbook- Step-by-step Guide to RFx Submittals**

**KEY  
INFORMATION**

# IMPORTANT INFORMATION TO REMEMBER

- Submittal Handbook Is Available On The Rfx site or City's Website
- Please Submit The Proposal In Plenty Of Time To Anticipate Any Computer Issues
  - System **Will** Shut You Out At The Time The Proposal Is Due Regardless
- Submittals Due On **November 17, 2023, By 12:00PM** – Local Time
- If You Have Any Issues With Submitting Please Give Us A Call **Immediately** And Provide Enough Time To Work Through The Issue
- Take Screen Shots Of The Issue As We May Need To See The Issue You Are Having



# THANK YOU FOR COMING

- HEATHER ROYE, CONTRACTS SPECIALIST II – 602-261-8894
  - CITY OF PHOENIX
  - DESIGN AND CONSTRUCTION PROCUREMENT – OFFICE OF THE CITY ENGINEER
  - 200 W. WASHINGTON ST, 8<sup>TH</sup> FL, PHOENIX, AZ 85003
- 
- [CONSULTING & CONSTRUCTION FOR CAPITAL IMPROVEMENT PROGRAMS](#)
    - [SOLICITATIONS WEBSITE](#)
  - [TABULATIONS, AWARDS AND RECOMMENDATIONS](#)
    - [SUBSCRIBE TO PROCUREMENT NEWSLETTER](#)
    - [PUBLIC RECORDS SEARCH](#)

# PROCUREMENT WEBSITE

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES/](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. The header includes the City of Phoenix logo, a search bar, and navigation links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The main content area is titled 'Consulting & Construction For Capital Improvement Programs' and contains several sections: 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. There is also 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 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.**

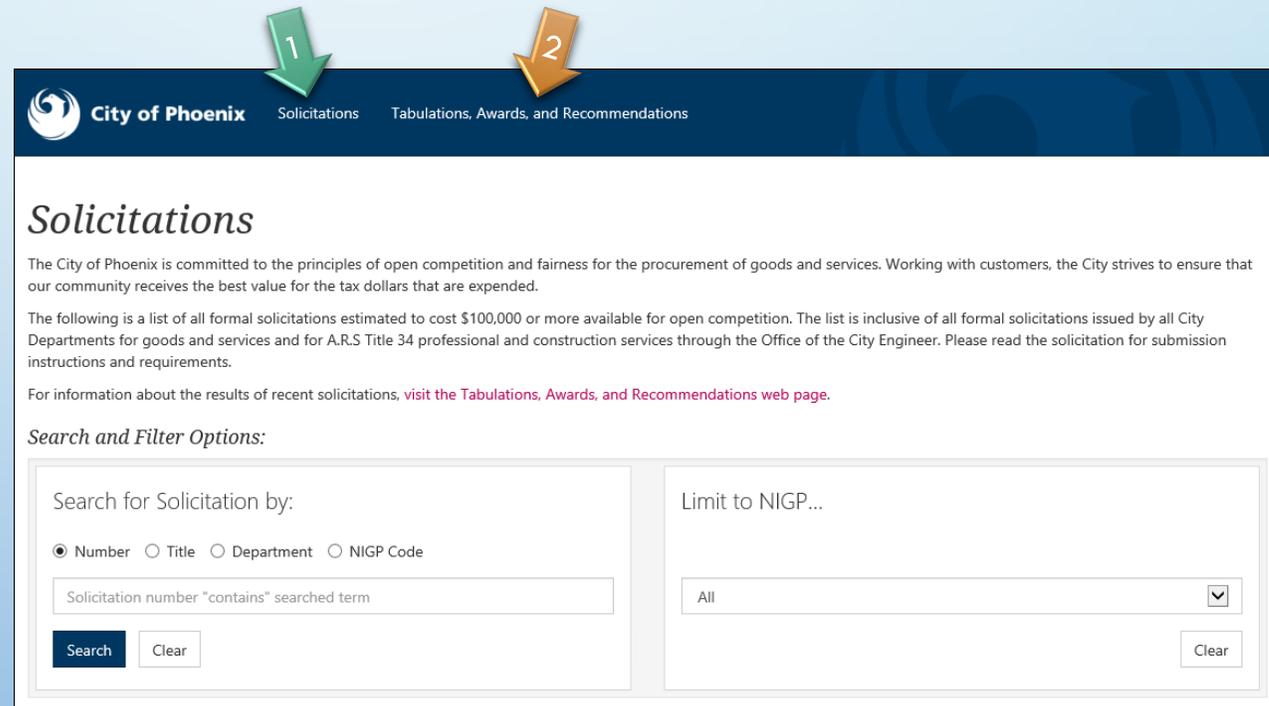
**Other Useful Resources**

- [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](https://solicitations.phoenix.gov)



The screenshot shows the City of Phoenix website header with the City of Phoenix logo and navigation links for "Solicitations" and "Tabulations, Awards, and Recommendations". A green arrow labeled "1" points to the "Solicitations" link, and an orange arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link. Below the header is the "Solicitations" page content, including a mission statement, a list of formal solicitations, and a search and filter options section. The search and filter options section includes a search box with radio buttons for "Number", "Title", "Department", and "NIGP Code", and a dropdown menu for "Limit to NIGP..." with "All" selected.

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

# REGISTRATION

**REGISTRATION HELP**



Call Help Desk  
**(602) 262-1819**

Email Help Desk  
**vendor.support@phoenix.gov**

  
Have you signed up?

**BECOME A VENDOR**



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System 
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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

[Instructions](#) >

[Registration](#) >

[ProcurePHX Login](#) >

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 APPROX. 2 DAYS

INFORMATION ON HOW TO REGISTER WITH THE CITY IS AVAILABLE AT:

**[HTTPS://WWW.PHOENIX.GOV/FINANCE/VENDORS REG](https://www.phoenix.gov/finance/vendors-reg)**

# 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: "User \*" and "Password \*". To the right of the "Password \*" field is a "Log On" button. At the bottom left of the page, there are links for "Login Problems?" and "Get Support".

procurePHX

User \*

Password \*

Login Problems? [Get Support](#)

IF YOUR FIRM IS ALREADY REGISTERED WITH THE CITY OF PHOENIX'S PROCUREPHX SYSTEM, VISIT **[HTTPS://EPROCUREMENT.PHOENIX.GOV/IRJ/PORTAL](https://eprourement.phoenix.gov/irj/portal)** TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

PRODUCT CATEGORY CODE IS: **91200000**  
RFX (EVENT) NUMBER IS: **600001486**

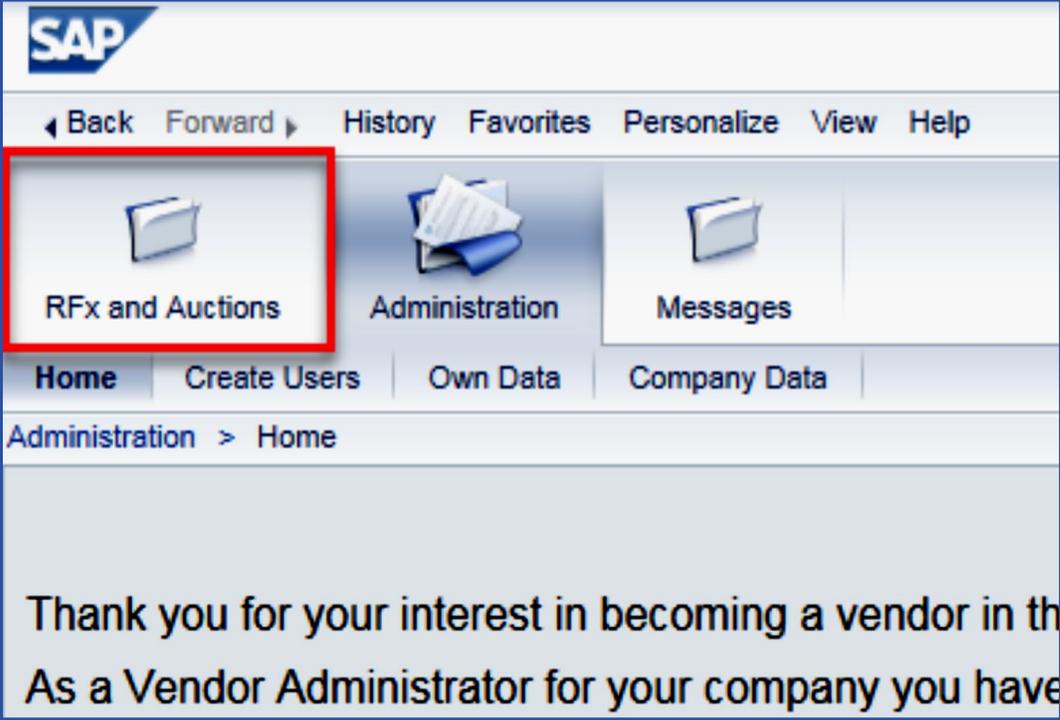
NOTE: THE **VENDOR NUMBER** IS TO BE INCLUDED ON THE COVER OF THE STATEMENT OF QUALIFICATIONS

# 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 shows 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 ribbon contains three 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'. The main content area displays a message: '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

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	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: 6000001486**

# VIEW SELECTED SOLICITATION

1. CLICK THE GRAY BOX NEXT TO THE RFX (EVENT) NUMBER YOU'D LIKE TO VIEW.

2. CLICK **DISPLAY EVENT**

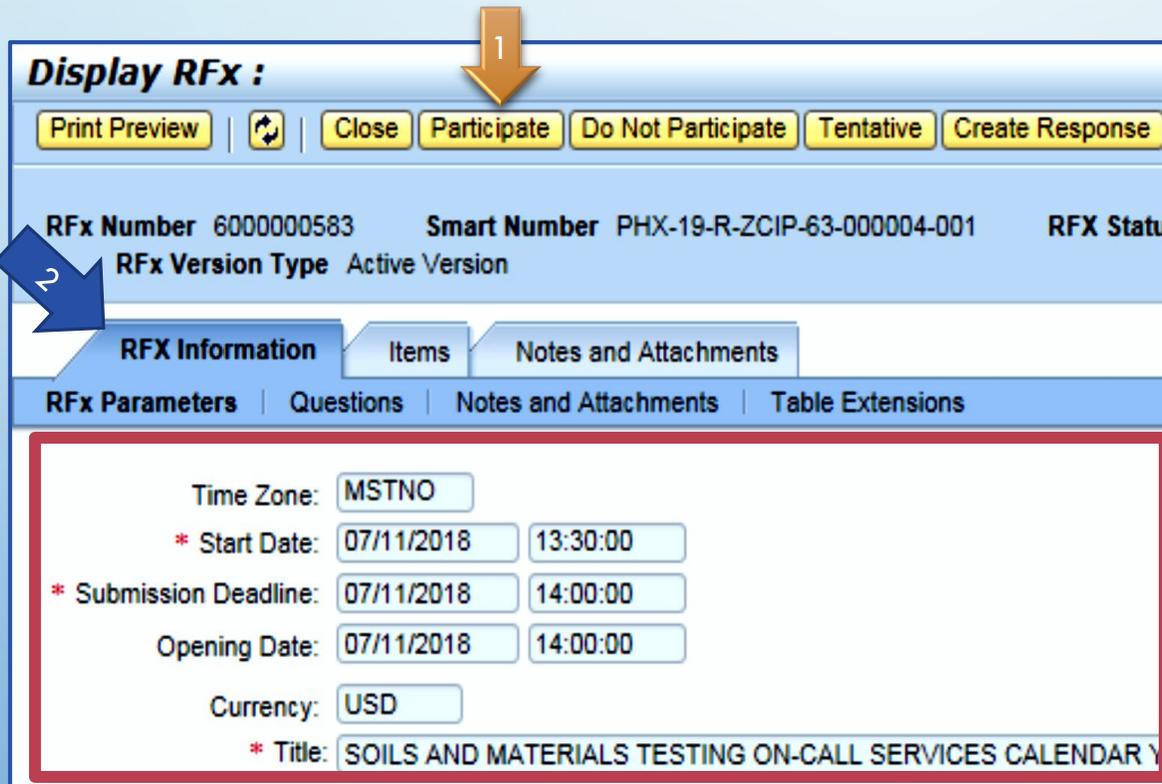
THIS WILL OPEN A NEW WINDOW TO VIEW THE SELECTED RFX

*\*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 the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and contains 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 includes 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 has a gray box next to its event number, '5000000583'. A red arrow labeled '1' points to this gray box. To the right of the table, there are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', and 'Display Re'. The 'Display Event' button is highlighted with a red box, and a blue arrow labeled '2' points to it.

Event Number	Event Description
5000000583	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

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 | 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

**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**

**PLEASE DO NOT USE SPECIAL CHARACTERS, PERIODS, OR A LONG TITLE FOR YOUR SOQ**

2. THE **SUMMARY** TAB PROVIDES A HIGH-LEVEL OVERVIEW OF YOUR RFX RESPONSE

3. UNDER DESCRIPTION CLICK THE **BLUE LINK** TO DOUBLE CHECK THE FILE THAT HAS BEEN UPLOADED

The image shows a screenshot of a software interface for adding an attachment to an RFX response. The main window is titled "Create RFX Response" and has several tabs: "RFX Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Summary" tab is currently selected and highlighted with a red box. A blue arrow labeled "2" points to this tab. Above the main window, a smaller dialog box titled "Add Attachment" is open. It contains a "File:" field with the path "H:\SAP\RFX\My Compan\ Browse...", a "Description:" field with the text "My Company's Response to RFQ", and an "\* Assign To:" dropdown menu set to "General Data". An orange arrow labeled "1" points to the "OK" button in the "Add Attachment" dialog. Below the "Summary" tab in the main window, there is a table of attachments. A red arrow labeled "3" points to the "Description" column of this table, which contains a blue link for "My Company's Response to RFQ".

Assigned To	Category	Description
Document Header	Standard Attachment	<a href="#">My Company's Response to RFQ</a>

# 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 red arrow labeled '1' points to the 'Check' button in the top navigation bar. A blue arrow labeled '2' points to the 'Submit' button in the same bar. Below the navigation bar, a green checkmark icon is followed by the text 'Rfx response is complete and contains no errors'. A table 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 the table are tabs for Rfx Information, Items, Notes and Attachments, Summary, and Tracking. The Summary tab is active, showing a summary of the response: 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.

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

Rfx Response Version Number Active Version Rfx Version Number 2

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 shows a software interface for RFX responses. A blue arrow labeled '1' points to the 'Display Rfx Response:' header. A red box highlights the 'Close' button in the top navigation bar. A red arrow labeled '3' points to this 'Close' button. Below the navigation bar, a message states 'Rfx response 7000000157 submitted'. A table below provides details: Rfx Response Number 7000000157, Rfx Number 6000000583, Status In Process, Submission Deadline 07/11/2018 14:00:00 MSTNO, and Opening Date. The 'Summary' tab is selected, showing: 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. A red oval highlights this summary section, with an orange arrow labeled '2' pointing to it.

**Display Rfx Response:**

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

**Rfx response 7000000157 submitted**

<b>Rfx Response Number</b>	7000000157	<b>Rfx Number</b>	6000000583	<b>Status</b>	In Process	<b>Submission Deadline</b>	07/11/2018 14:00:00 MSTNO	<b>Opening Date</b>	
<b>Rfx Response Version Number</b>	Active Version	<b>Rfx Version Number</b>	2						

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

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

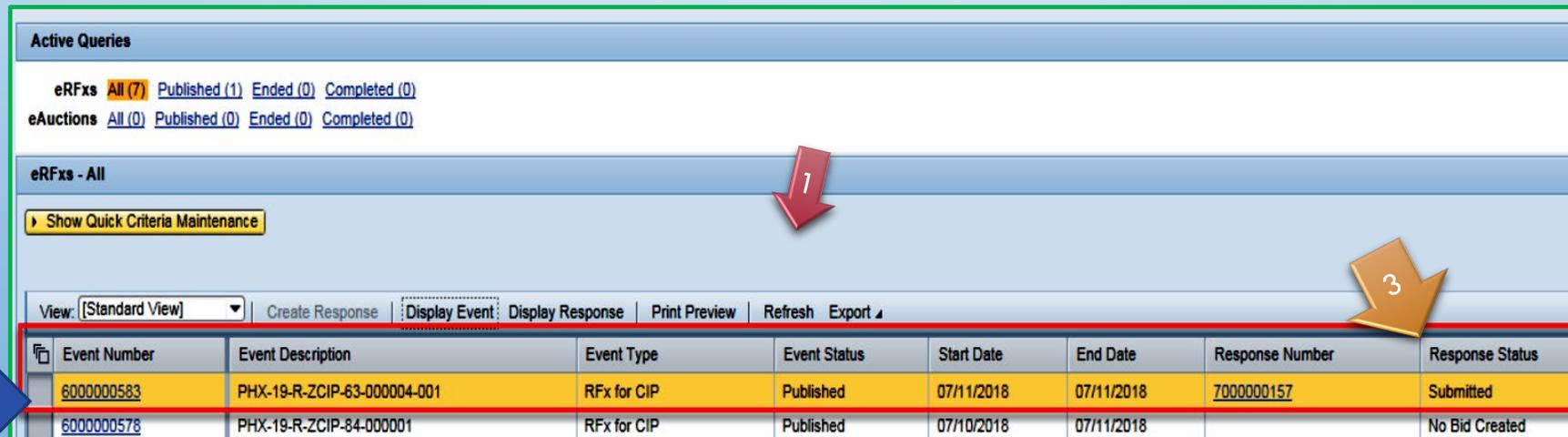
Attachments: 1 attachments added

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

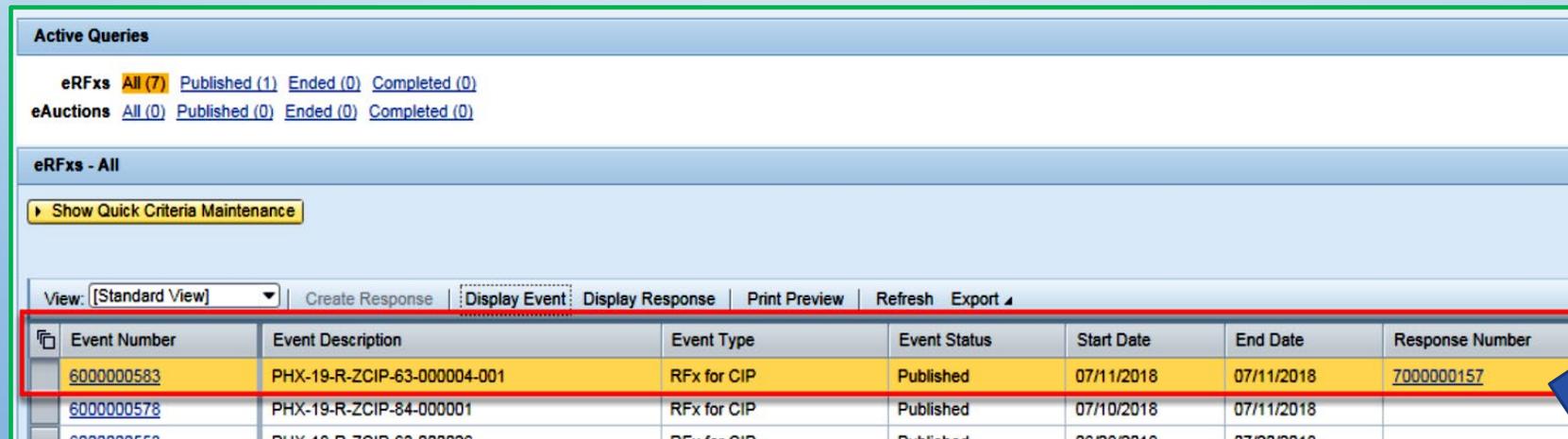
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>	Submitted
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFX for 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 with filters for 'eRFxs' (7 Published, 0 Ended, 0 Completed) and 'eAuctions' (0 Published, 0 Ended, 0 Completed). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. The main table has a toolbar with options: View: [Standard View], Create Response, Display Event, Display Response, Print Preview, Refresh, and Export. The table columns are: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, and Response Number. The first row is highlighted in yellow and has a red box around it. The 'Response Number' cell contains the hyperlink '7000000157', which is pointed to by a blue arrow with the number '1' inside.

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	<a href="#">7000000157</a>
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
6000000552	PHX-19-R-ZCIP-63-000003	RFX for CIP	Published	06/28/2018	07/09/2018	

# 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 interface titled "Create RFX Response". At the top, there is a navigation bar with buttons: "Submit", "Read Only", "Print Preview", "Check", "Close", "Save", "Export", "Import", and "Questions". Below this, 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 screenshot, there is a status bar with the following information:

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