



Pre-Submittal Meeting

Medium Diameter Transmission Mains

WS85500430, WS85500433, WS85500446,
WS85500448, WS85500450

RFx 6000001487

Product Category 912000000

November 6, 2023

Welcome and Introductions

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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 RFQ
- ▶ Not a Bid
- ▶ No guarantee of work
- ▶ Projects are on an “As-Needed” basis
- ▶ No Federal Funding

Meeting Overview

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001487):

<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.

EOD / Labor Compliance

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



SBE Program

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

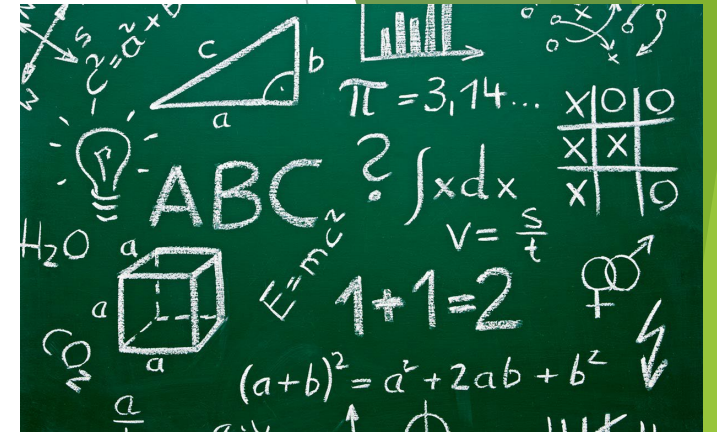
- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



SBE Program

Required SBE Goal: 5%

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



SBE Program

SBE Requirements @ Solicitation:
None!

SBE Requirements Post-Award:
Use SBEs and Report

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

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

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

SMALL BUSINESS SUB-CONTRACTING GOAL

- SBE Requirement Is 5%
- This Solicitation Is Open To All Firms
- No SBE Documents Due At This Time
- SBE Documents Due To EOD At JOA Contract Time

GOOD FAITH EFFORTS

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

Equal Opportunity Department

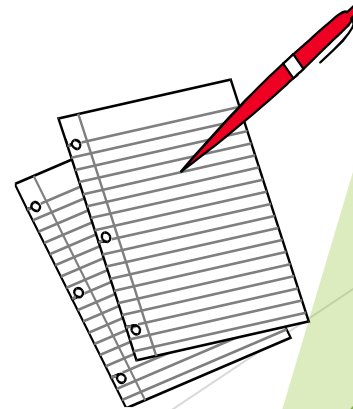
Equal Opportunity Department

Karina Mattiessen, Equal Opportunity
Specialist

Equal Opportunity Department

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602-261-8873





QUESTIONS

FOR EOD

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 five-year duration; or \$27,202,500 per JOC, whichever occurs first

Project Description

This project will include the installation, rehabilitation, or relocation of water transmission mains city wide, structures in the waterline right-of-way, and other critical assets

Scope of Work / Services

- ▶ Install water mains ranging in size from 8" to 48"; Most projects are anticipated to be between 8" and 24" in diameter.
- ▶ Relocate waterlines and sewer lines along light rail extensions;
- ▶ Relocate water lines in conjunction with other city departments or outside agency projects;
- ▶ Facilitate the assessment of medium and large diameter water mains, 16" and larger;

Scope of Work / Services

- ▶ Rehabilitate and replace Water Services Department owned structures in water pipeline rights-of-way, including storm drains, flow control structures, and other critical assets;
- ▶ Removal & Replacement of Concrete, Asphalt, Landscaping, etc., as needed, to complete new main work and abandon existing mains; and
- ▶ All other work as it relates to this JOC.



QUESTIONS

FOR THE PROJECT MANAGER

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:

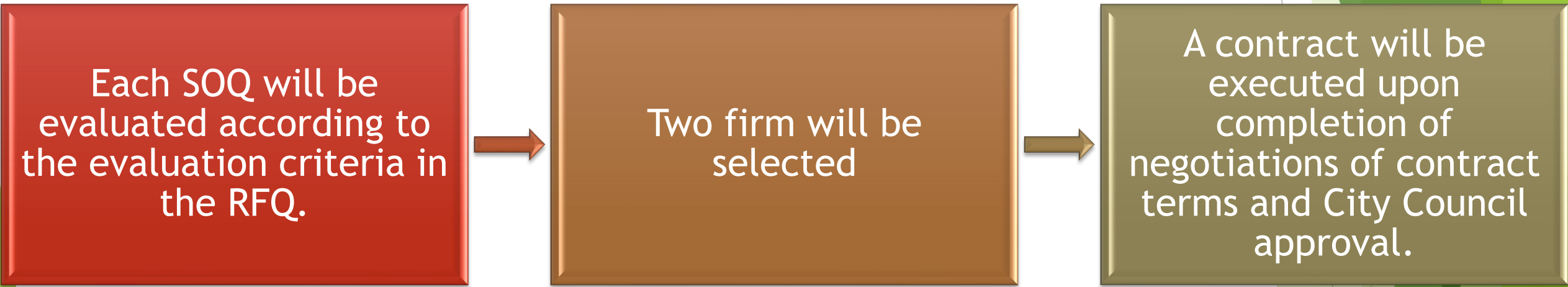
The following will NOT be counted in the max page count:

- 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



Important Dates: Selection Schedule

Event:	Date:
Pre-submittal meeting	November 6, 2023
SOQs Due	November 17, 2023
Selection Notification	Early December, 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 6000001487
in your email subject line



Thank You for

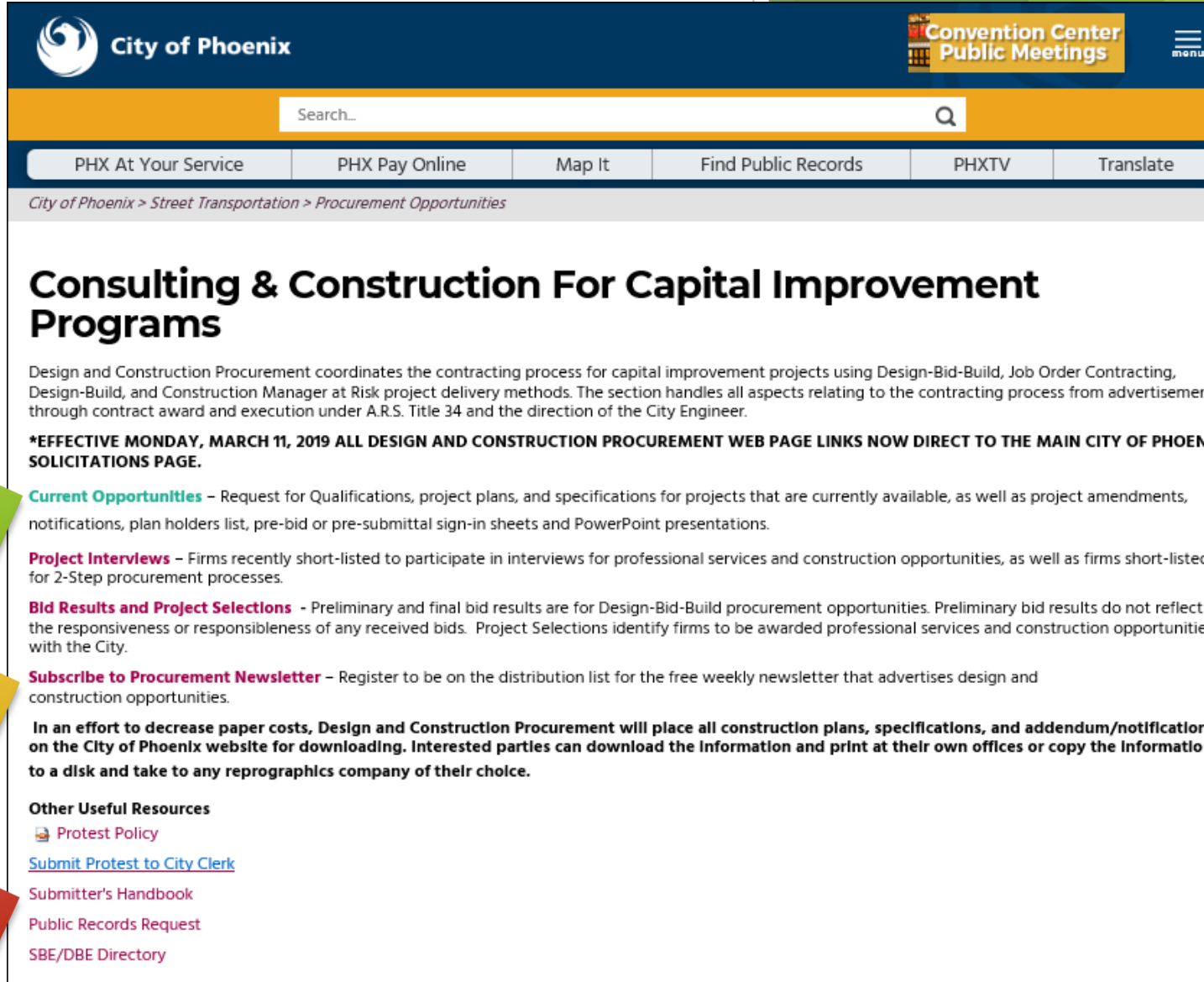
Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

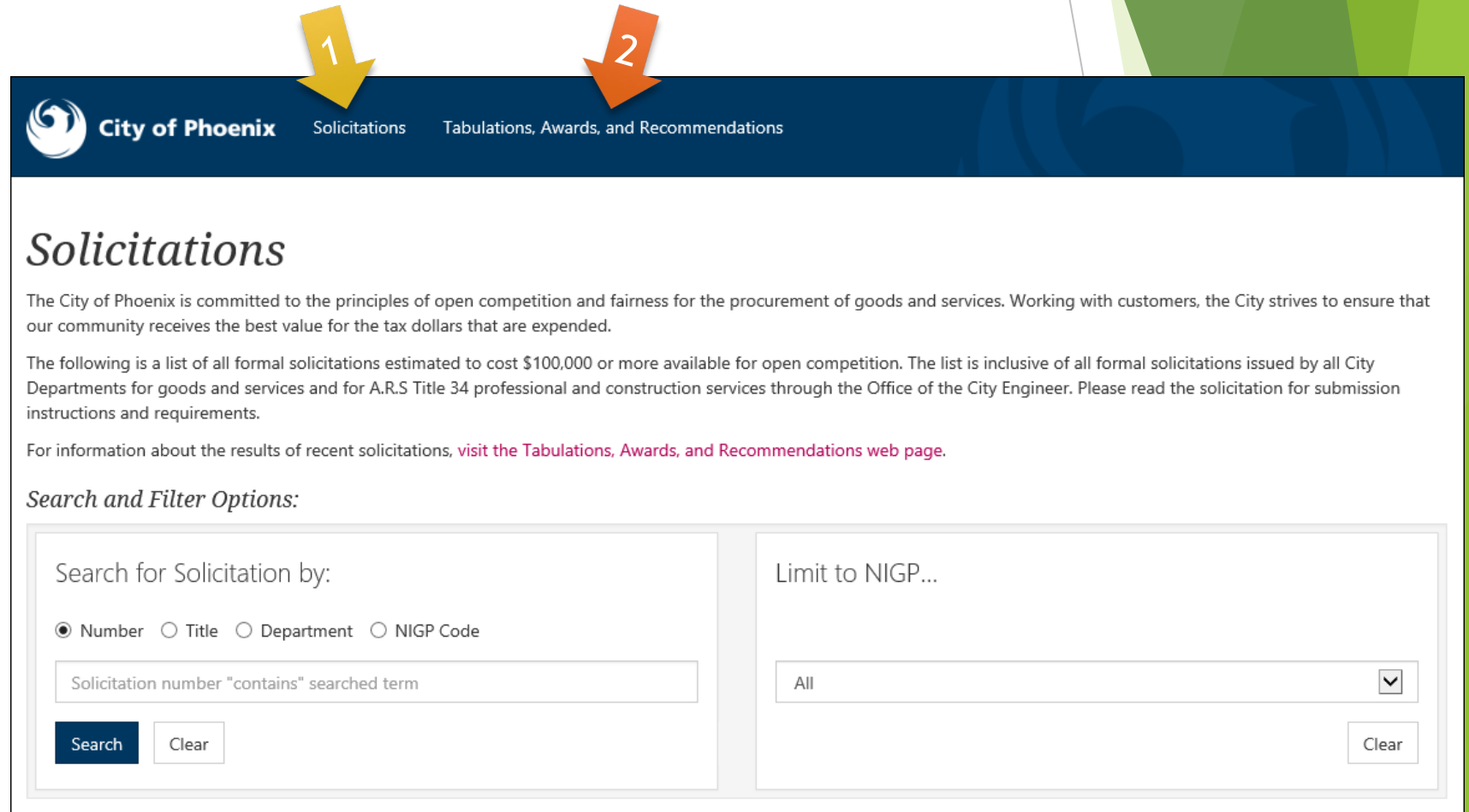


The screenshot shows the City of Phoenix Procurement Website. At the top, there is a dark blue header with the City of Phoenix logo and name on the left, and a yellow box for 'Convention Center Public Meetings' on the right. Below the header is a search bar with the text 'Search...'. A navigation bar contains links for 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The text below explains the contracting process and includes a notice: '*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' The page lists several sections: 'Current Opportunities', 'Project Interviews', 'Bid Results and Project Selections', and 'Subscribe to Procurement Newsletter'. At the bottom, there is a section for 'Other Useful Resources' with links to 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.

City of Phoenix Solicitations Website

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

<https://solicitations.phoenix.gov>



The screenshot shows the City of Phoenix Solicitations website. At the top, there is a dark blue navigation bar with the City of Phoenix logo and the text "City of Phoenix". To the right of the logo are two menu items: "Solicitations" and "Tabulations, Awards, and Recommendations". A yellow arrow labeled "1" points to the "Solicitations" link, and an orange 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 and fairness, followed by a paragraph listing all formal solicitations estimated to cost \$100,000 or more. Below this is a link to the "Tabulations, Awards, and Recommendations web page". At the bottom, there is a "Search and Filter Options" section with two panels. The left panel has a search box and radio buttons for "Number", "Title", "Department", and "NIGP Code". The right panel has a dropdown menu for "Limit to NIGP..." set to "All".

RFx Hints & Tricks

Brief overview for online submissions



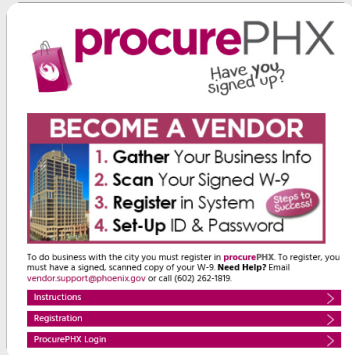
procurePHX

Have you signed up?

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

procurePHX

User *

Password *

Log On

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: **6000001487**

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 for Back, Forward, History, Favorites, Personalize, View, and Help. The main navigation area features three tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', and 'Messages'. Below these tabs is a secondary navigation bar with links for Home, Create Users, Own Data, and Company Data. A breadcrumb trail indicates the current location: Administration > Home. The main content area contains 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** | 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: 6000001487

View Selected Solicitation

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

This will open a new window to view the selected RFX

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

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

Active Queries

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

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

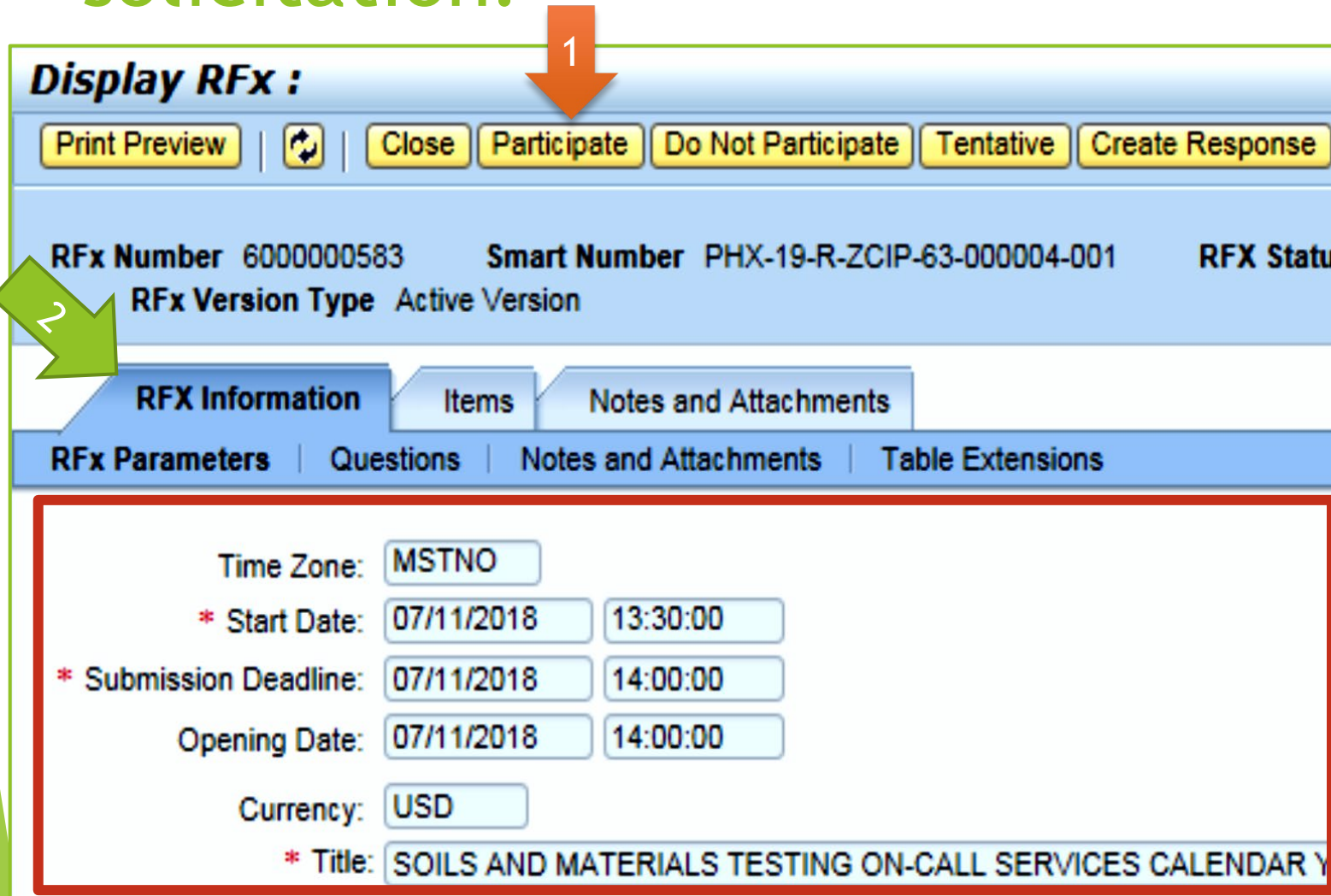
eRFxs - All

► Show Quick Criteria Maintenance

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

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

Would you like updates on this solicitation?



The screenshot shows a web interface for displaying an RFX. At the top, there is a header 'Display RFX :'. Below it is a row of buttons: 'Print Preview', a refresh icon, 'Close', 'Participate', 'Do Not Participate', 'Tentative', and 'Create Response'. An orange arrow labeled '1' points to the 'Participate' button. Below the buttons, there is a section with 'RFX Number 6000000583', 'Smart Number PHX-19-R-ZCIP-63-000004-001', and 'RFX Status'. Below this, there is a section with 'RFX Version Type Active Version'. A green arrow labeled '2' points to the 'RFX Information' tab. Below the tabs, there is a section with 'RFX Parameters', 'Questions', 'Notes and Attachments', and 'Table Extensions'. A red box highlights the 'RFX Parameters' section, which contains the following information:

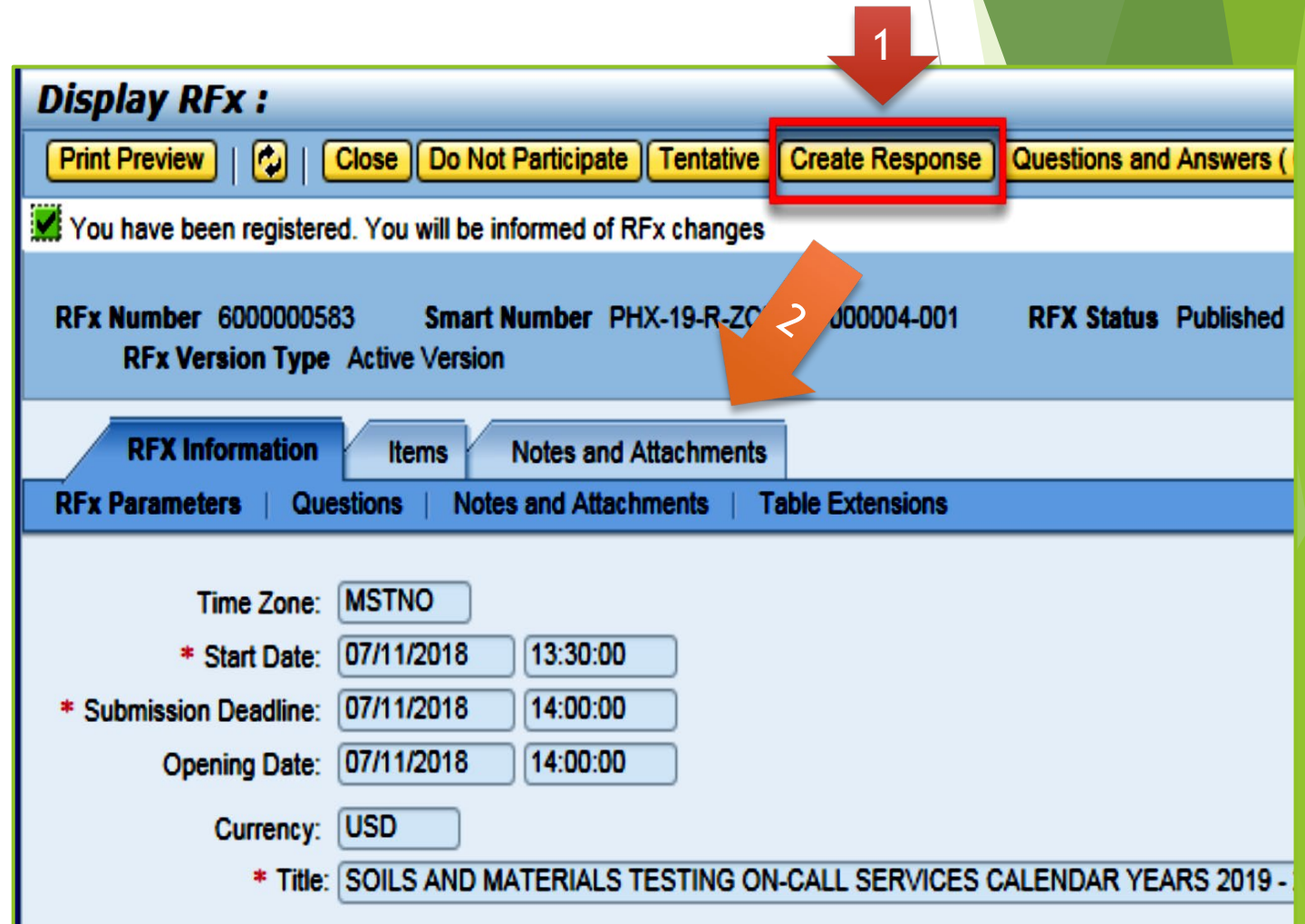
Time Zone:	MSTNO	
* Start Date:	07/11/2018	13:30:00
* Submission Deadline:	07/11/2018	14:00:00
Opening Date:	07/11/2018	14:00:00
Currency:	USD	
* Title:	SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y	

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.



The screenshot shows a web interface titled "Display RFX :". At the top, there is a navigation bar with buttons: "Print Preview", a refresh icon, "Close", "Do Not Participate", "Tentative", "Create Response" (highlighted with a red box and a red arrow labeled "1"), and "Questions and Answers (". Below the navigation bar, a message states: "You have been registered. You will be informed of RFX changes". The main content area displays RFX details: "RFX Number 6000000583", "Smart Number PHX-19-R-ZC 000004-001", and "RFX Status Published". Below this, there are tabs for "RFX Information", "Items", and "Notes and Attachments". A blue bar below the tabs contains "RFX Parameters", "Questions", "Notes and Attachments", and "Table Extensions". The "RFX Parameters" section includes: "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", and "* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 -". An orange arrow labeled "2" points to the "Notes and Attachments" tab.

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

The bottom window is titled "Create RFX Response" and has a menu bar with options: "Submit", "Read Only", "Print Preview", "Check", "Close", "Save", "Export", "Import", "Questions and Answers (0)", and "System". Below the menu bar, it displays RFX details: "RFX Response Number 7000000157", "RFX Number 6000000583", "Status In Process", and "Submission De...". Below this is a tabbed interface with tabs for "RFX Information", "Items", "Notes and Attachments", "Summary", and "Tracking". The "Summary" tab is highlighted with a red box and a green 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

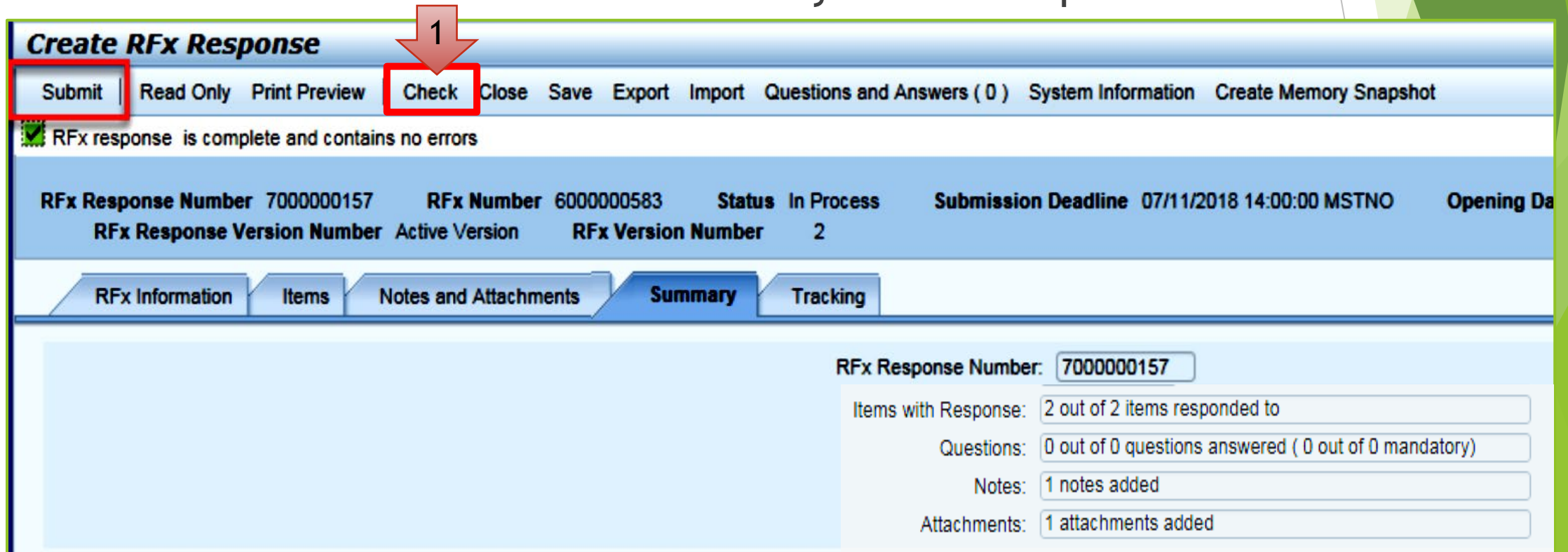
Under the "Attachments" section, there is a table with columns "Assigned To", "Category", and "Description":

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

A red 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. A red 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 RfX Response Number 7000000157 and a summary of responses: 2 out of 2 items responded to, 0 out of 0 questions answered (0 out of 0 mandatory), 1 notes added, and 1 attachments added.

Create RfX Response

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

RfX response is complete and contains no errors

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

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

RfX Response Number: 7000000157

Items with Response: 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 the 'Display RFx Response' interface. A green arrow labeled '1' points to a notification box that says 'RFx response 7000000157 submitted'. A red arrow labeled '3' points to the 'Close' button in the top navigation bar. A red oval labeled '2' encircles a summary box containing the following information:

- RFx Response Number: 7000000157
- Items with Response: 2 out of 2 items responded to
- Questions: 0 out of 0 questions answered (0 out of 0 mandatory)
- Notes: 1 notes added
- Attachments: 1 attachments added

The interface also displays a table with the following data:

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

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

Checking the Response Status

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

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

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 includes filters for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A toolbar contains options: View: [Standard View], Create Response, Display Event, Display Response, Print Preview, Refresh, and Export. A table lists RFX events 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 enclosed in a red box. A green arrow labeled '1' points to the 'Response Number' cell in this row, which contains the value '7000000157'.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	7000000157
6000000578	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
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 software interface titled "Create RFX Response". At the top, there is a menu bar with options: Submit, Read Only, Print Preview, Check, Close, Save, Export, Import, and Questions. Below the menu, a red-bordered box highlights a list of error messages:

- Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value
- Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value
- 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 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.