

***WELCOME***

**CITY OF PHOENIX**

**WATER SERVICE LINE REPLACEMENT  
JOB ORDER CONTRACT 4108JOC220**

**PROCUREPHX PRODUCT CATEGORY CODE: 912000000  
RFx Number: 6000001492**

**Please MUTE your microphone &  
turn OFF your camera**



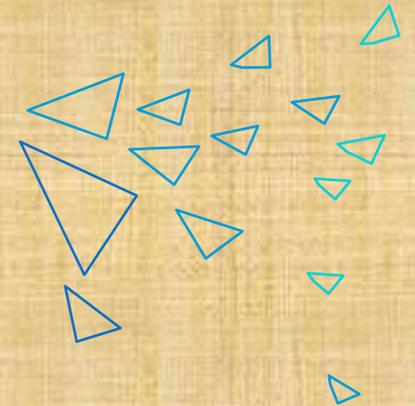
# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Julie B. Smith**, Contracts Specialist II  
*Point of Contact for Submittals and RFQ Questions*  
Office of the City Engineer  
[julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov) (602) 5354-2418

**Larry Valenzuela, PE**, Project Coordinator  
Water Services Department

**Karina L Matthiessen**,  
*Point of Contact for SBE Requirements and Questions*  
Equal Opportunity Department  
[business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov) (602) 261-8873





# ***AGENDA***

- ❑ Meeting Overview
- ❑ What is Job Order Contracting
- ❑ Job Order Contract (JOC) Description
- ❑ EOD Overview and SBE Program Requirements
- ❑ Scope of Work
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Selection Process
- ❑ Submittal Requirements / Disqualification
- ❑ Selection Schedule / Important Dates
- ❑ DCP Procurement Webpages
- ❑ ProcurePHX and RFX Overview
  - ❑ Vendor Registration
  - ❑ ProcurePHX for RFX Electronic Submittal
- ❑ Questions After Today



# MEETING OVERVIEW

To be added to the Attendance Sheet, send an email by 5:00 PM today to [julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov) with the following:  
RFX 6000001492 Attendance, your Name, Firm Name, Phone Number, and E-mail address

The Attendance Sheet, PowerPoint and Notification will be posted on City of Phoenix's ProcurePHX system at: ([RFX 6000001492](#))

<https://eprocurement.phoenix.gov/irj/portal>

AND posted on City of Phoenix's Procurement website:

<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.*



# ***WHAT IS JOB ORDER CONTRACTING***

- ❑ It is an Alternative Project Delivery Method (APDM)
- ❑ Based On Qualifications
- ❑ Not a Bid
- ❑ Projects are on an “As-Needed” basis



# ***JOC DESCRIPTION***

- ❑ Seeking qualified contractors on as-needed basis
- ❑ Up to two contractors may be selected for a contract
- ❑ JOC for 36-month duration or complete utilization of initial contract value w/ one 24-month option to extend and increase capacity
- ❑ Job Order Agreements (JOAs) may be executed up to \$4,000,000 each in construction costs
- ❑ Must be able to bond up to \$4M per JOA



# ***EOD OVERVIEW AND SBE REQUIREMENTS***

***Karina L Matthiessen,***  
**Point of Contact for SBE Requirements  
and Questions**

Equal Opportunity Department

**[business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov)**

**(623) 760-8052**



# ***SBE PROGRAM***

- ❑ 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***

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

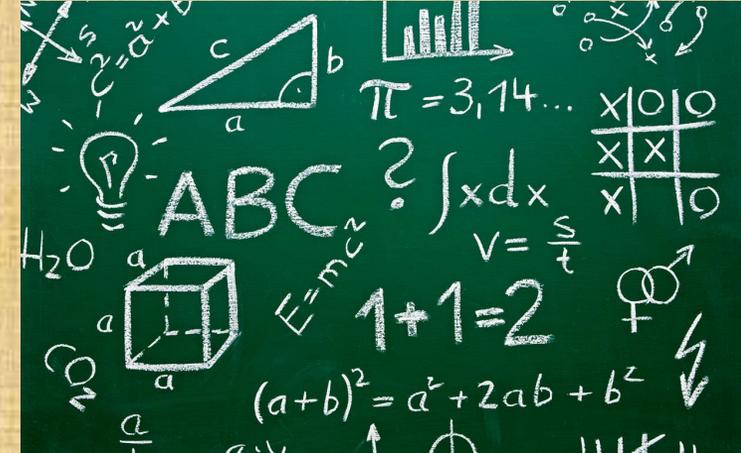




# ***SBE PROGRAM***

## **Required SBE Goal: 4.5%**

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](http://www.phoenix.diversitycompliance.com)



# ***SMALL BUSINESS SUB-CONTRACTING GOAL***

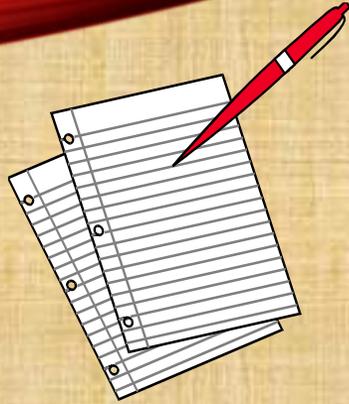
- SBE REQUIREMENT IS 4.5%
- THIS SOLICITATION IS OPEN TO ALL CONTRACTORS
- NO SBE DOCUMENTS DUE AT THIS TIME
- SBE DOCUMENTS DUE TO EOD AT JOA CONTRACT TIME



# ***SBE PROGRAM***

## **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.**



***Karina L Matthiessen, Program Assistant***  
**Point of Contact for SBE Requirements**  
**and Questions**

Equal Opportunity Department

[business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov)

(623) 760-8052





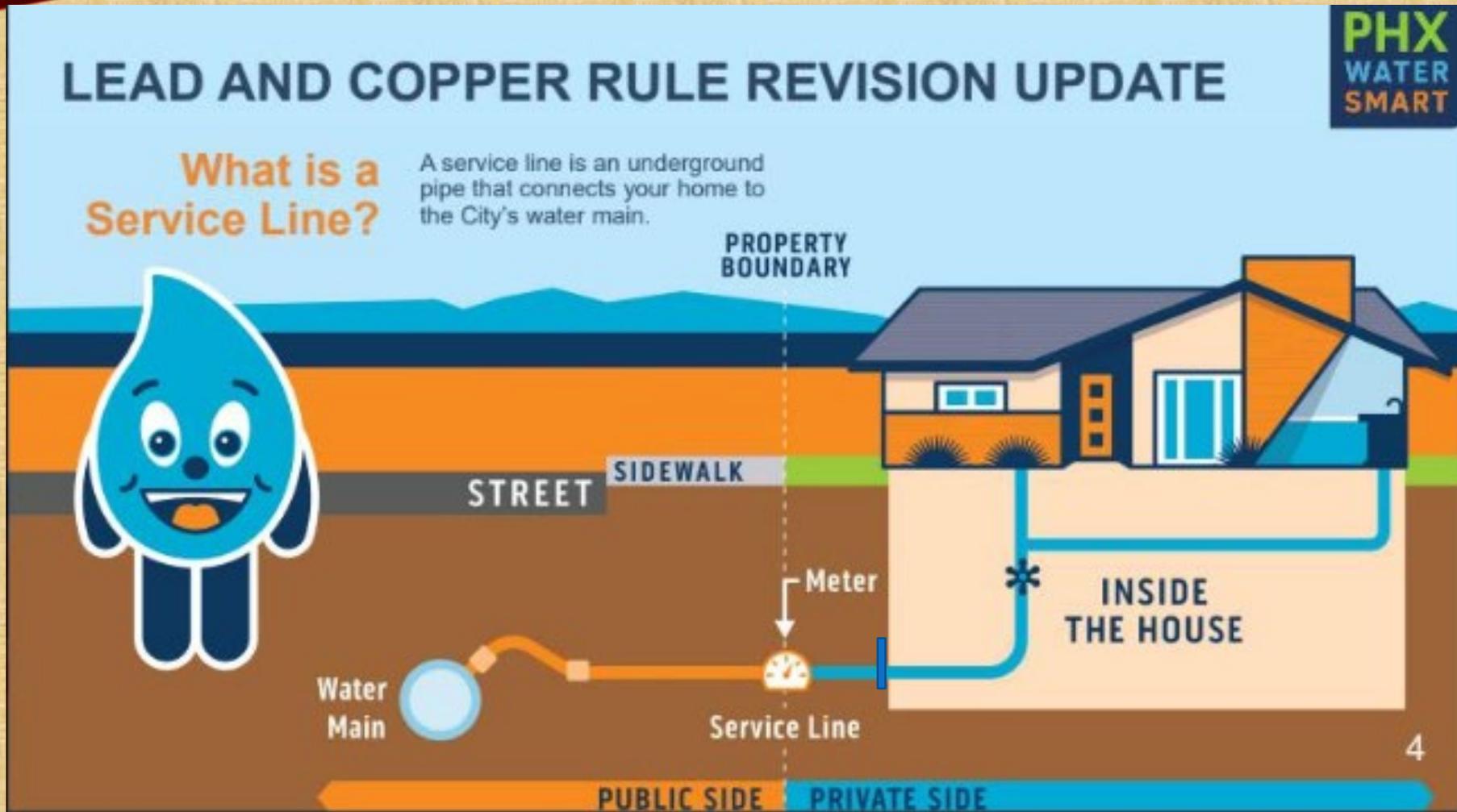
***PROJECT MANAGER***

**Larry Valenzuela,  
Project Coordinator**

# ***SCOPE OF WORK***

- Replace water service lines of substandard material (galvanized) 3/4-inches to 2-inches
- Replace substandard material (galvanized) with new copper from water main to water meter
- Replace substandard material with new copper from water meter to customer spigot
- Repair asphalt, concrete and landscape as it relates to this contract
- Repair damaged water services as needed
- Perform investigation of water service material as needed
- Work will be performed as a series of individual Job Order Agreements. Each JOA, initiated by the City, is defined cooperatively by the City and the Contractor. A scope, schedule, and price are agreed upon, and the Contractor is directed to proceed with the work.

# SCOPE OF WORK



Water service replacement

# ***SCOPE OF WORK***

- ❖ The scope of work will vary with each Job Order agreements
- ❖ May work with different city project managers with each job order agreement
- ❖ Contractor responsibilities include cost estimating, project scheduling, permits as needed, adherence to city standards
- ❖ City will provide construction administration, inspection & acceptance



# **SOQ EVALUATION CRITERIA**

***Maximum number of Points 1,000***

- |   |                        |
|---|------------------------|
| A. General Information                          | <i>(150 pts. Max.)</i> |
| B. Experience and Qualifications of the Firm    | <i>(250 pts. Max.)</i> |
| C. Experience of Key Personnel to be Assigned   | <i>(250 pts. Max.)</i> |
| D. Approach to Performing the Required Services | <i>(350 pts. Max.)</i> |

***\*Reference Checks (21 Points Maximum)***

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

- Provide responses in the order listed in RFQ*
- Be complete, be concise*



# ***SELECTION PROCESS***

- Each SOQ will be evaluated according to the evaluation criteria in the RFQ.
- Up to four contractors may be selected to enter into a contract.
- Contract will be executed upon completion of negotiations of contract terms and City Council approval.



# ***SUBMITTAL REQUIREMENTS***

**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
- Failure to submit **Bonding Statement**

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.

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.



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



# ***SELECTION SCHEDULE***

Pre-submittal meeting.....	November 2, 2023
SOQs Due.....	November 17, 2023
Notice of Award.....	November 2023
Job Order Workshop.....	December 2023



# DCP PROCUREMENT WEBPAGES

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

Solicitations  
Website

Procurement  
Newsletter

Submitter's  
Handbook

The screenshot displays the City of Phoenix website's procurement page. At the top, the City of Phoenix logo and name are on the left, and the Convention Center Public Meetings logo is 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 Design and Construction Procurement process, including Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk. 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. Below this are sections for '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

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



# DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENT-OPPORTUNITIES](https://www.phoenix.gov/streets/procurement-opportunities)

- **Current Opportunities:**
  - *Project-specific RFQs, Notifications, Sign-in Sheets, Presentations*  
<https://solicitations.phoenix.gov>
- **Project Interviews, Bid Results, and Project Selections:**  
<https://solicitations.phoenix.gov/awards>
- **The ProcurePHX online portal will be used for Solicitations only**  
<https://eprocurement.phoenix.gov/irj/portal>



# 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



**VENDOR REGISTRATION**  
**VENDOR.SUPPORT@PHOENIX.GOV**  
**602.262.1819**



# procurePHX

**Brief overview for online  
registration and  
procurePHX accessibility**

Have you  
signed up?



## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

# VENDOR REGISTRATION

- **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A SOQ

- Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>

- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days

- If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:

<https://eprocurement.phoenix.gov/irj/portal>

- Product Category Code is: 912000000

- RFx Number is: 6000001492

- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



## 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](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions >

Registration >

ProcurePHX Login >



**QUESTIONS  
AFTER TODAY?**

*Stay for  
**ProcurePHX**  
Overview  
otherwise,*

**THANK YOU FOR  
ATTENDING!!!**

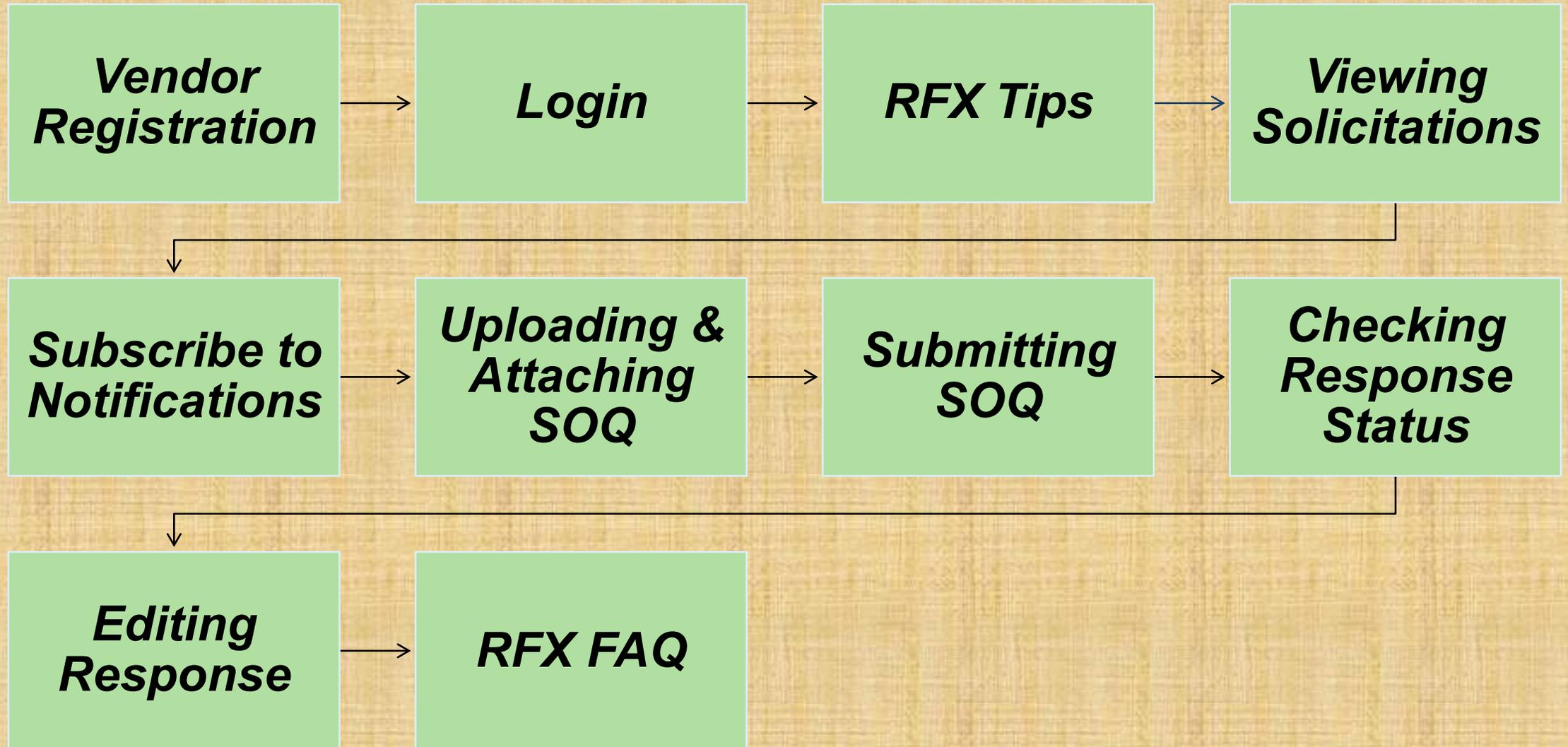
Email all questions to:  
[julie.b.smith@phoenix.gov](mailto:julie.b.smith@phoenix.gov)

Reference RFX Number:  
**6000001492** in your email  
subject line

Or Call Julie B. Smith at:  
(602) 534-2418



# PROCUREPHX AND RFX OVERVIEW





# 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: 6000001492*

*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 \*". To the right of the "Password \*" field is a "Log On" button. At the bottom left of the login area, there is a link that says "Lagon Problems? [Get Support](#)".



# RFX TIPS

## ▶ Brief overview for online submissions

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **Google Chrome (NOT Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- 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.



# RFX HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/portal>

Select RFX and Auctions tab on the Ribbon

*You will be taken to the RFX Overview (Event) Page*

The screenshot shows the SAP RFX Home Screen. 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 ribbon with buttons for 'Home', 'Create Users', 'Own Data', and 'Company Data'. The breadcrumb trail shows '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

Click **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:  
**6000001490**

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 the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' showing counts for eRFxs (All (7), Published (1), Ended (0), Completed (0)) and eAuctions (All (0), Published (0), Ended (0), Completed (0)); 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button; and a table of RFX events. The table has columns for Event Number, Event Description, Event Type, and Event Status. A 'Refresh' button is highlighted with a red box in the top right corner of the table area.

Event Number	Event Description	Event Type	Event Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



# VIEW SELECTED SOLICITATION

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

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

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**.*



# WOULD YOU LIKE UPDATES ON THIS SOLICITATION?



## Display Rfx :

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

Rfx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Statu  
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 PHY-2-ZCIP-63-000004-001    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

1. Attach SOQ by clicking **Add Attachment**
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:

**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 Profi

Assigned To	Category	Description
The table does not contain any data		



# ADDING AN ATTACHMENT

1. Once you've selected your document, add a Description and then click **OK**

Add Attachment

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

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

Description: jany's Response to RFQ

\* Assign To: General Data

OK Cancel

Create RFX Response

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

RFX Response Number 7000000157 RFX Number 6000000583 Status In Process Submission De  
RFX Response Version Number Active Version RFX Version Number 2

RFx Information Items Notes and Attachments **Summary** Tracking

Notes

Add Clear

Assigned To	Category
Document ...	<a href="#">Conditions of Participation</a>
Document ...	<a href="#">RFx/Auction Text</a>

Attachments

Add Attachment Add URL Edit Description Versioning Delete Create Qualification Profile

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

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



# 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

<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 Da</b>
<b>RFX Response Version Number</b>	Active Version	<b>RFX Version Number</b>	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.

**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 Response Number:

Items with Response:

Questions:

Notes:

Attachments:



# 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 a step(s) 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.

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
<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>
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFX for CIP	Published	07/10/2018	07/11/2018	
<a href="#">6000000553</a>	PHX-19-R-ZCIP-63-000006	RFX for CIP	Published	06/28/2018	07/09/2018	



# RFX 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 the 'Create RFX Response' interface. 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 list of error messages is displayed, each preceded by an icon: a red circle with an exclamation mark for mandatory attribute errors, and a yellow triangle with an exclamation mark for a time zone error. The error messages are: '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', and 'Time zone MSTAZ is not valid in country US (several possibilities) - Display Help'. At the bottom, there is a status bar with the following information: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, RFX Response Version Number Active Version, RFX Version Number 2.

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

# QUESTIONS

