



# **CITY OF PHOENIX PARKS AND RECREATION DEPARTMENT**

## **PARKS MASTER PLAN PLANNING SERVICES PRE-SUBMITTAL MEETING**

**PROCUREPHX PRODUCT CATEGORY CODES: 925000000, 906570000, 906640000,  
906720000, 918460000, and 962580000**

**RFx Number: 6000001506**

**November 13, 2023**

**Meeting will start at 1:00 p.m.**

**Please **MUTE** your microphone and Turn **OFF** your camera**



# ***WELCOME AND INTRODUCTIONS***

## **City of Phoenix Representatives**

**Bobbie Hobart**, Contracts Specialist I

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer, Design and Construction Procurement

**bobbie.hobart@phoenix.gov** (602) 534-8352

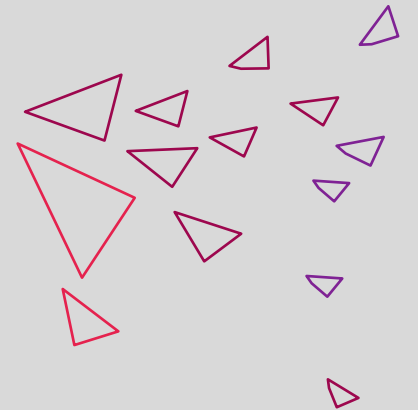
**Todd Shackelford**, Deputy Director, Project Manager

Parks Development Division

Parks and Recreation Department

**Jaime Garrido**, Architect, Vertical Project Manager

Street Transportation Department





# AGENDA

Questions are welcome after  
each presentation

Unmute, Identify yourself, and  
Ask Question

OR

Enter question/s into the Chat  
Box and Identify yourself

- ❑ Meeting Overview
- ❑ Program Description
- ❑ Scope of Work/Services
- ❑ SOQ Evaluation Criteria / RFQ Overview
- ❑ Submittal Requirements (Page Count)
- ❑ Grounds for Disqualification
- ❑ Important Dates: *Selection Schedule*
- ❑ Procurement Webpages
- ❑ ProcurePHX for RFX
  - ❑ Vendor Registration
- ❑ Questions After Today



# ***MEETING OVERVIEW***

The Attendance Sheet, PowerPoint and Notification(s) will be posted on City of Phoenix's ProcurePHX system at: <https://eprocurement.phoenix.gov/irj/portal> (RFX 6000001506)

AND posted on City of Phoenix's Procurement website: <https://solicitations.phoenix.gov>

To be added to the Attendance Sheet, send an email by 5:00 PM today to [bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov) with the following:

**SUBJECT: RFX 6000001506 Attendance**

**INCLUDE: Name, Firm Name, Phone Number, and E-mail address**

***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.***



# ***PROJECT MANAGER***

Todd Shackelford  
Parks Development Division  
Parks & Recreation Department





# PROJECT DESCRIPTION

Professional Planning services for the Parks and Recreation Department's Parks Master Plan Project.

The City of Phoenix is seeking a qualified consultant to provide Professional Planning services to prepare a systemwide Parks and Recreation Master Plan that will serve as a policy document to develop a vision and guide parks and recreation facilities, services, and programs for the next 10 years and beyond.



# SCOPE OF WORK

- Perform evaluations and inventory of existing parks, recreation programming and facilities with an emphasis on water conservation strategies and Crime Prevention through Environmental Design (CPTED).
  - Water conservation strategies will focus on irrigation system audits, turf reductions and evaluations.
  - CPTED will evaluate park and facility safety including lighting, boundaries, access controls, natural surveillance.
- Assess community demographics and recreation trends to ensure delivery of quality programs and services equitably across the city
- Evaluate and make recommendations for prioritization of department funding utilization.
- In partnership with City leadership, develop a comprehensive Parks and Recreation Master Plan to serve as a policy document to guide actions, vision, and direction of the department.



# SCOPE OF WORK

Scope will include several vital components, including:

- Evaluation & Inventory of existing developed and undeveloped parks, recreation programming and facilities with an emphasis on water conservation strategies and Crime Prevention through Environmental Design (CPTED)
- Assessment of community demographics and recreation trends to ensure equitable delivery of programs and services
- Evaluation and prioritization of various funding sources
- Development of a systemwide Parks and Recreation Master Plan





# SCOPE OF WORK

## Master Plan Process

- **Timeline: Approximately 18 months**
- **Phase I:** Assessments and evaluation of parks, programming and facilities including the below focus areas
- **Phase IIA:** Formulation of Strategic Goals
- **Phase IIB:** Development and Refinement of Master Plan

## Focus Areas

- **Water Conservation Strategies**
  - Assessment of 21 identified parks
  - Turf evaluation and Irrigation System Efficiency
- **Crime Prevention Through Environmental Design**
  - Assessment of 29 identified parks
  - Evaluate Park Design to Create Safer Neighborhoods



# ***QUESTIONS***





# ***SOQ EVALUATION CRITERIA***

**Maximum Number of Points is 1000**

- A. Parks and Recreation Master Planning Experience of the Prime Consultant(150 points)
- B. Evaluation and Inventory of Parks and Recreation Facilities, Programs and Service Experience of the Prime Consultant(125 points)
- C. Community Demographic and Parks and Recreation Trend Assessment Experience of the Prime Consultant and Subconsultants(125 points)
- D. Master Plan Policy Document Development Experience of Key Personnel and Subconsultants(150 points)
- E. Project Understanding and Approach(300 points)
- F. Staffing Information for Key Personnel(150 points)

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

*\*Reference Check (21 points) \*These points are in addition to the 1000 points for the SOQ*



# ***SUBMITTAL REQUIREMENTS***

- Submit One (1) page Information Sheet (project title, project number, RFx number, firm name, address, phone number, vendor number, and name, title, email address and signature of contact person for the project). *Do not include any additional information.*
- Paper Size 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  
**12 pages:**

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

- Front and back covers
- Information Sheet
- Max one page Resume
- Table of Contents

# ***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.





# ***GROUND S FOR DISQUALIFICATION***

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



## **IMPORTANT DATES: SELECTION SCHEDULE**

- SOQs Due November 22, 2023
- Selection Notification December 2023
- Scope Meeting January 2023



# 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>



# DCP PROCUREMENT WEBPAGES

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

- ❖ RFQ
- ❖ Pre-Submittal Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Results
- ❖ Final Results

Solicitations  
Website

Procurement  
Newsletter

Submitter's  
Handbook

**City of Phoenix** Convention Center Public Meetings

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

## Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

**\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

**Current Opportunities** – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

**Project Interviews** – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

**Bid Results and Project Selections** – Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

**Subscribe to Procurement Newsletter** – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

**Other Useful Resources**

- [Protest Policy](#)
- [Submit Protest to City Clerk](#)
- [Submitter's Handbook](#)
- [Public Records Request](#)
- [SBE/DBE Directory](#)



# CITY OF PHOENIX SOLICITATIONS WEBSITE



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

<https://solicitations.phoenix.gov>

The screenshot shows the City of Phoenix Solicitations website. The header features the City of Phoenix logo and navigation links for 'Solicitations' and 'Tabulations, Awards, and Recommendations'. The main content area is titled 'Solicitations' and includes a paragraph about the city's commitment to open competition, a list of formal solicitations, and a link to the 'Tabulations, Awards, and Recommendations' web page. Below this, there are search and filter options, including a search bar with radio buttons for 'Number', 'Title', 'Department', and 'NIGP Code', and a dropdown menu for 'Limit to NIGP...'.

**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 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 Codes are: 925000000, 906570000, 906640000, 906720000, 918460000, & 962580000
- RFx Number is: 6000001506
- The VENDOR NUMBER is to be included on the cover of the Statement Of Qualifications



# procurePHX

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

Steps to  
Success!

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***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
**[bobbie.hobart@phoenix.gov](mailto:bobbie.hobart@phoenix.gov)**

Reference RFx Number:  
**6000001506**  
in your email subject line

Or call Bobbie Hobart at:  
**(602) 534-8352**



# ***PROCUREPHX / RFX OVERVIEW***

Vendor  
Registration

Frequently  
Asked  
Questions

Tips and  
Tricks

Login

Viewing  
Solicitations

Subscribe to  
Notifications

Uploading &  
Attaching  
SOQ

Submitting  
SOQ

Checking  
Response  
Status

Editing  
Response

Things to  
Remember

Questions



# FREQUENTLY ASKED QUESTIONS

When I submit,  
what does the red  
circle mean?

Error on page  
and **nothing** will  
be submitted

When I submit,  
what does the yellow triangle  
mean?

Typically, a time  
zone error,  
information will  
still be **submitted**

When I submit,  
what does the green square  
mean?

Verify  
information is  
correct and  
click **submit**

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions

❗ Line 0002: Attribute Did you provide a response? is mandatory; maintain attribute value

❗ Line 0003: Attribute Did you provide a response? is mandatory; maintain attribute value

❗ Line 0004: Attribute Did you provide a response? is mandatory; maintain attribute value

❗ Line 0005: Attribute Did you provide a response? is mandatory; maintain attribute value

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

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



## ***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 Internet 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.





# 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: 925000000, 906570000, 906640000, 906720000, 918460000 & 962580000*

*RFx (Event) Number is: 6000001506*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Statement Of Qualifications*

A screenshot of the ProcurePHX login interface. The page has a white background with a purple header area. In the top left, there is a small purple shopping bag icon with a white phoenix logo, followed by the text "procurePHX" in a purple sans-serif font. Below this, on the right side, are two input fields: "User \*" and "Password \*", each with a small red asterisk. To the right of the "Password \*" field is a "Log On" button with a blue border. At the bottom left, there is a link that says "Lagon Problems? [Get Support](#)". The entire screenshot is framed by a thin black border.

procurePHX

User \*

Password \*

Log On

Lagon Problems? [Get Support](#)



# 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*

**SAP**

◀ Back Forward ▶ History Favorites Personalize View Help

**RFX and Auctions** Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in 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:  
**6000001506**

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 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 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 | | 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

1. Attach SOQ by clicking **Add Attachment**, there will be a separate pop-up window.

DO NOT USE SPECIAL CHARACTERS OR A LONG FILE NAME. THIS COULD CAUSE YOUR SOQ TO NOT BE LOADED PROPERLY AND YOU MAY BE DISQUALIFIED.

2. Click **Browse** in the pop-up window to navigate to the desired attachment document

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers

⚠ Time zone MSTAZ is not valid in country US (several possibilities) - [Display Help](#)

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

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

▼ Notes

Add ▲ Clear

Assigned To	Category
Document ...	<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
The table does not contain any data		

**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: General Data ▼

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 SAP screenshots. The top screenshot is the 'Add Attachment' dialog box, which has a blue header and a light blue body. It contains the following text and fields:

- Header: Add Attachment
- Text: Here you can upload an attachment. You have to assign it to either the document general data or to an item
- File: H:\SAP\RFx\My Compan Browse...
- Description: My Company's Response to RFQ
- \* Assign To: General Data (dropdown menu)
- Buttons: OK, Cancel

The bottom screenshot is the 'Create RFx Response' window, which has a blue header and a white body. It shows the 'Summary' tab selected. The window contains the following information:

- Header: Create RFx Response
- Menu: 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 Date: 2
- RFx Response Version Number: Active Version
- RFx Version Number: 2
- Tabs: RFx Information | Items | Notes and Attachments | **Summary** | Tracking
- Notes section:
  - Buttons: Add, Clear
  - Table with 2 columns: Assigned To, Category
  - Row 1: Document ... Conditions of Participation
  - Row 2: Document ... RFx/Auction Text
- Attachments section:
  - Buttons: Add Attachment, Add URL, Edit Description, Versioning, Delete, Create Qualification Profile
  - Table with 3 columns: Assigned To, Category, Description
  - Row 1: Document Header, Standard Attachment, My Company's Response to RFQ

Three numbered arrows indicate the steps: Arrow 1 points to the 'OK' button in the 'Add Attachment' dialog. Arrow 2 points to the 'Summary' tab in the 'Create RFx Response' window. Arrow 3 points to the 'My Company's Response to RFQ' link 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 '2' points to the 'Submit' button, and a blue arrow labeled '1' points to the 'Check' button. The 'Check' button is highlighted with a red box. Below the buttons, a green checkmark icon indicates 'RfX response is complete and contains no errors'. The interface displays various fields and tabs.

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

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 red box highlights the 'Close' button in the top toolbar, with a red arrow labeled '1' pointing to it. A blue arrow labeled '3' points to the 'Close' button. A blue oval highlights the 'Summary' tab and the response details, with a blue arrow labeled '2' pointing to it.

**Display RFX Response:**

Edit | Print Preview | **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 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



# 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**.

The screenshot shows the 'Active Queries' section with links for 'eRFxs' and 'eAuctions'. Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. The main table displays RFx events. A red box highlights the 'Refresh' button and the first row of the table. A blue arrow labeled '1' points to the 'Refresh' button. A red arrow labeled '2' points to the first row of the table. A purple arrow labeled '3' points to the 'Submitted' response status in the first row.

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 <a href="#">All (7)</a> <a href="#">Published (1)</a> <a href="#">Ended (0)</a> <a href="#">Completed (0)</a>							
eAuctions <a href="#">All (0)</a> <a href="#">Published (0)</a> <a href="#">Ended (0)</a> <a href="#">Completed (0)</a>							
eRFxs - All							
<a href="#">Show Quick Criteria Maintenance</a>							
View: [Standard View] <a href="#">Create Response</a> <a href="#">Display Event</a> <a href="#">Display Response</a> <a href="#">Print Preview</a> <a href="#">Refresh</a> <a href="#">Export</a>							
<input type="checkbox"/>	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
<input type="checkbox"/>	<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>
<input type="checkbox"/>	<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFx for CIP	Published	07/10/2018	07/11/2018	
<input type="checkbox"/>	<a href="#">6000000553</a>	PHX-19-R-ZCIP-63-000006	RFx for CIP	Published	06/28/2018	07/20/2018	



# 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**

**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

