

# Pre-submittal Meeting

**CITY OF PHOENIX**  
**Water Services Department**



**Instrumentation And Control Systems Inspection  
And Testing Services For Water Remote Facilities  
Engineering Services**

**PROJECT WS85400011**  
**PROCUREPHX PRODUCT CATEGORY CODE:**  
**925000000**  
**RFx Number: 6000001496**

**November 28, 2023**



# Welcome and Introductions

**Tonja Lepur, Contracts Specialist I**

*Point of Contact for Submittals and RFQ Questions*

Office of the City Engineer

[tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov)

(602) 256-4107

**Stephen Daras, Civil Engineer II**

Water Engineering Design & Construction Management

Water Services Department

**Andrew Baumgardner, Civil Engineer III, PE, Team Lead**

Water Engineering Design & Construction Management

Water Services Department



# Agenda

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Meeting Overview

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Scope of Work/Services

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SOQ Evaluation Criteria / RFQ Overview

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Submittal Requirements (Page Count, Disqualifications)

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Important Dates: Selection Schedule

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Websites

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ProcurePHX / RFx Electronic Submittal

# Meeting Overview

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

RFX 6000001496 Attendance, your Name, Firm Name, Phone Number, and  
E-mail address

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (RFx: 6000001496):

<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.

This is your ONLY opportunity to discuss this solicitation with City staff.

# Project Description/Background

- The City has developed electrical, instrumentation and control standards for the entire Water Services Department which are used to provide consistency in the control systems.
- The selected consultant will be enforcing these standards on all projects.
- The areas of work are in the design phase, construction installation inspections, and commissioning testing and calibrations of the instrumentation and control systems.

# Scope of Work / Services

The selected firm will provide:

- Design support services consisting of presenting advice and technical consultations relative to installation techniques and procedures.
- Provide construction and commissioning support services.
- Support the engineer with research of existing conditions.



# Scope of Work / Services cont.

Services will include, but not be limited to:

- Attend design meetings
- Support the engineering consultant with the understanding of the Water Services Departments standards for EIC systems
- Perform loop tests, function testing and instrumentation calibrations
- Field observations
- Review accuracy of design and as-built P&IDs
- City staff support and troubleshooting





# QUESTIONS

FOR THE PROJECT MANAGER

# SOQ Evaluation Criteria



The selection of the Contractor will be based on the following qualifications:

- |   |                 |
|---|-----------------|
| A. Design Support Services Experience of the Prime Firm                                     | (max. 150 pts.) |
| B. Construction and Commissioning Support Services Experience of the Prime Firm             | (max. 150 pts.) |
| C. Design Support Services Experience of the Key Personnel and Subconsultants               | (max. 125 pts.) |
| D. Construction and Commissioning Support Services Exp. of Key Personnel and Subconsultants | (max. 125 pts.) |
| E. Project Understanding and Approach   | (max. 300 pts.) |
| F. Staffing Information for Key Personnel   | (max. 150 pts.) |
| G. Reference Check  | (max. 21 pts.*) |

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

Maximum number of points is 1,000  
Provide responses in the order listed in the RFQ  
Be complete, be concise

# ***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
- Submit under the wrong RFX number
- Violating “Contact with City Employees” policy

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. May submit portrait or landscape.

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.



Up to 1 consultant will be selected.



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

Important  
Dates:  
Selection  
Schedule

<b>Event:</b>	<b>Date:</b>
<b>Pre-submittal meeting</b>	<b>November 28, 2023</b>
<b>SOQs Due</b>	<b>December 8, 2023</b>
<b>Selection Notification</b>	<b>Late December 2023</b>
<b>Scope of Work Meeting</b>	<b>Mid January 2024</b>

# Procurement Website

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

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website's Procurement Opportunities page. At the top, there is the City of Phoenix logo and navigation links for 'Convention Center Public Meetings' and a 'menu' icon. A search bar is located below the navigation. A secondary 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 page content includes a description of the procurement process, a notice about updated links effective March 11, 2019, and 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.**

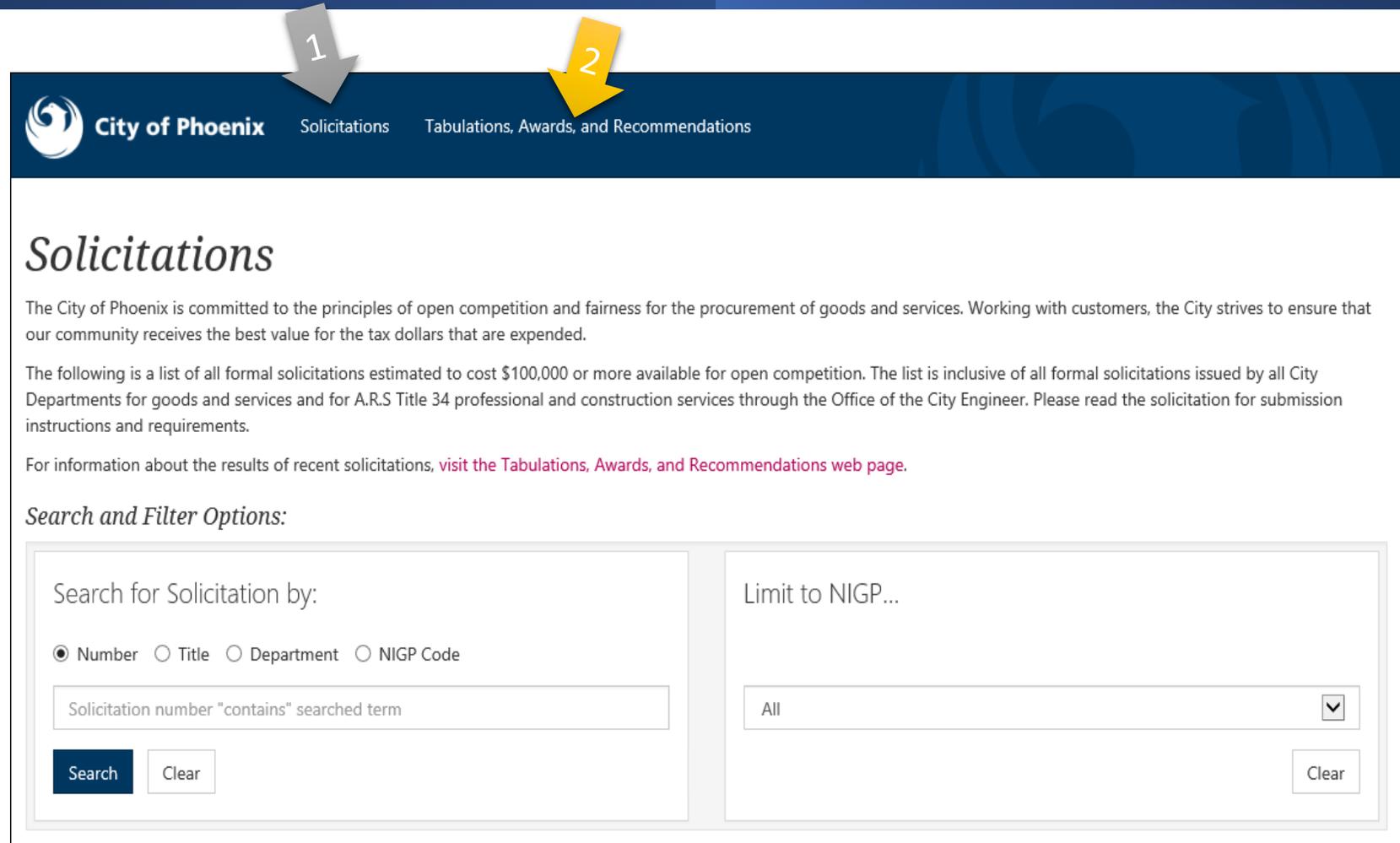
**Other Useful Resources**

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

# 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 Solicitations Tabulations, Awards, and Recommendations". A grey arrow labeled "1" points to the "Solicitations" link, and a yellow arrow labeled "2" points to the "Tabulations, Awards, and Recommendations" link.

## 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

Limit to NIGP...

All



- Brief overview for online submissions

RFX Hints & Tricks

# RFX Overview

Vendor  
Registration/Login

Frequently Asked  
Questions

Tips and Tricks

Viewing  
Solicitations

Subscribe to  
Notifications

Uploading &  
Attaching SOQ

Submitting SOQ

Checking  
Response Status

Editing Response

Things to  
Remember

Questions

# Registration

# REGISTRATION HELP



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

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



## 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 >

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

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**  
RFx (Event) Number is: **6000001496**

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



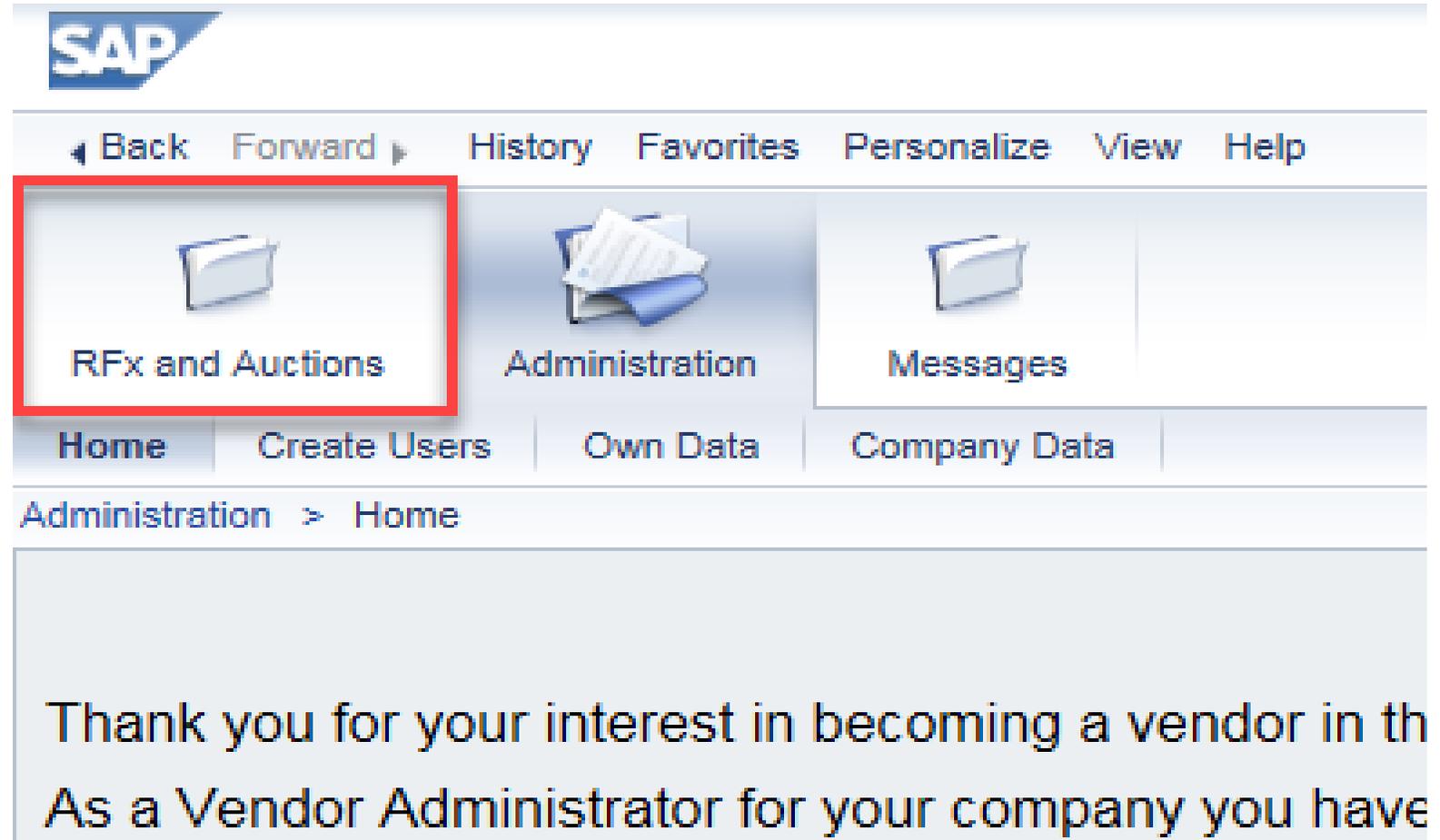
The screenshot shows the ProcurePHX login interface. At the top left is the ProcurePHX logo, which includes a red shopping bag icon and the text "procurePHX". Below the logo are two input fields: "User" and "Password", each with a red asterisk indicating a required field. To the right of the "Password" field is a "Log On" button. Below the input fields, there is a link for "Logon Problems?" followed by a "Get Support" link.

# 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 th' and 'As a Vendor Administrator for your company you have'.

# Finding Solicitations

- 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: 6000001496

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 a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is titled 'Active Queries' and displays counts for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is a section for 'eRFxs - All' with a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. The first row shows an event number of 6000000583, description 'PHX-19-R-ZCIP-63-000004-001', and type 'RFX for CIP'. To the right of the table is a toolbar with buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', and 'Refresh'. The 'Refresh' button is highlighted with a red box.

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

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 a web application interface for RFX and Auctions. The top navigation bar includes tabs for "RFX and Auctions", "Administration", and "Messages". Below this is an "Overview" section with a breadcrumb trail: "RFX and Auctions > Overview > RFX and Auctions".

The main content area is titled "Active Queries" and displays the following statistics:

- eRFxs: All (7), Published (1), Ended (0), Completed (0)
- eAuctions: All (0), Published (0), Ended (0), Completed (0)

Below the statistics is a section titled "eRFxs - All" with a "Show Quick Criteria Maintenance" button. At the bottom, there is a table with the following columns: "Event Number" and "Event Description".

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

A red box highlights a gray box next to the event number "6000000583" in the table, with a blue arrow labeled "1" pointing to it. Another red box highlights the "Display Event" button, with a blue arrow labeled "2" pointing to it.

# Would you like updates on this solicitation?

**Display RFX :**

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

RFX Number 6000000583    Smart Number PHX-19-R-ZCIP-63-000004-001    RFX Status  
RFX Version Type Active Version

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

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

\* Start Date: 07/11/2018 13:30:00

\* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

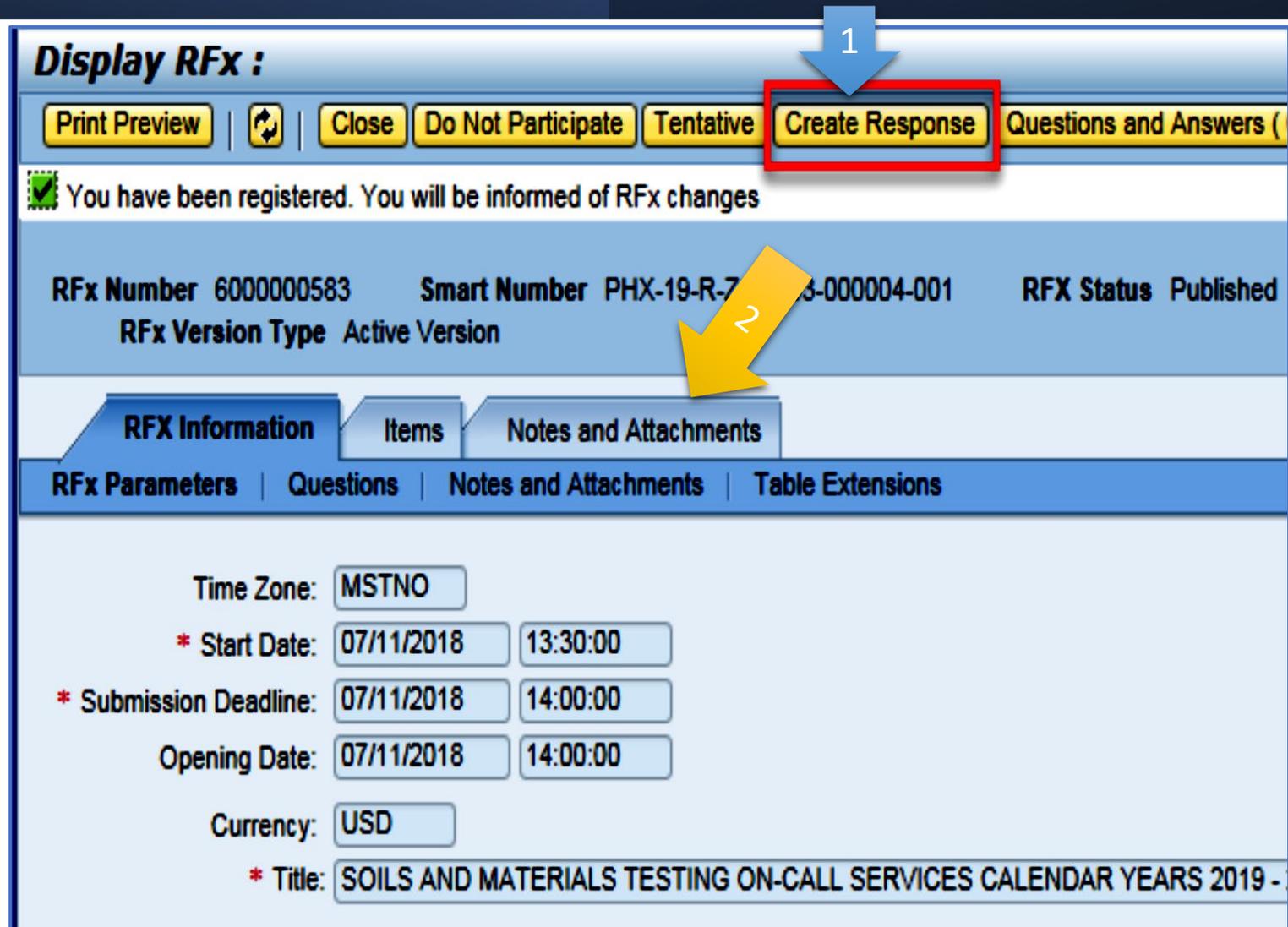
\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR Y

Update your **Participation Status** accordingly

1. Click **Participate**. *This will ensure you to get email notifications regarding your RFX Event, i.e. Notifications, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

# Do you want to submit for this solicitation?

1. Click *Create Response*
2. Review *Notes and Attachments* Tab for the RFQ, Pre-Submittal Presentation, Attendance Sheet, and Notifications, etc.



**Display RFX :**

Print Preview | Refresh | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers ( )

You have been registered. You will be informed of RFX changes

RFX Number 6000000583    Smart Number PHX-19-R-73-000004-001    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 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="#">RF Production 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		

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 the 'Add Attachment' dialog, which contains the following fields:

- File: H:\SAP\RFX\My Compan Browse...
- Description: My Company's Response to RFQ
- \* Assign To: General Data

The bottom window is the 'Create RFX Response' main interface. It features a menu bar with options like 'Submit', 'Read Only', 'Print Preview', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', and 'System'. Below the menu bar, it displays RFX response details: RFX Response Number 7000000157, RFX Number 6000000583, Status In Process, and Submission Date. The 'Summary' tab is selected and highlighted with a red box. Below the tabs, there are sections for 'Notes' and 'Attachments'. The 'Attachments' section contains a table with the following data:

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

Three numbered arrows point to specific elements: Arrow 1 points to the 'OK' button in the 'Add Attachment' dialog; Arrow 2 points to the 'Summary' tab; Arrow 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 green arrow labeled '2' points to the 'Submit' button, and an orange arrow labeled '1' points to the 'Check' button. Both buttons are highlighted with red boxes. Below the buttons, a green checkmark indicates 'RFX response is complete and contains no errors'. The interface 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. The 'Summary' tab is selected, showing: RFX Response Number: 7000000157, Items with Response: 5 out of 5 items responded to, Questions: 5 out of 5 questions answered ( 5 out of 5 mandatory), Notes: 2 notes added, and Attachments: 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: 5 out of 5 items responded to

Questions: 5 out of 5 questions answered ( 5 out of 5 mandatory)

Notes: 2 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 the 'RFX response 7000000157 submitted' message. A yellow arrow labeled '3' points to the 'Close' button in the top navigation bar. A blue oval labeled '2' highlights the summary statistics for the response, including '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'.

**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  
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

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

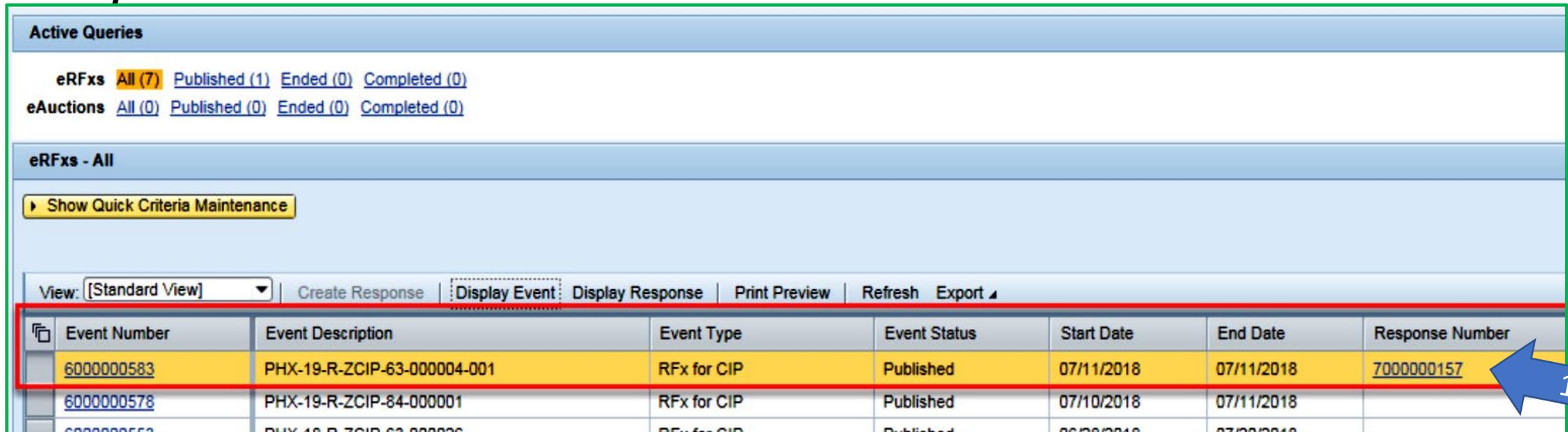
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published	07/11/2018	07/11/2018	<a href="#">7000000157</a>	Submitted
<a href="#">6000000578</a>	PHX-19-R-ZCIP-84-000001	RFX for 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 shows the 'Active Queries' section with filters for 'eRFxs' and 'eAuctions'. Below this is the 'eRFxs - All' section with a 'Show Quick Criteria Maintenance' button. A table of RFX events is displayed with columns for 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 blue arrow points to the 'Response Number' cell of this row, which contains the value '7000000157'.

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="#">6000000562</a>	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

## 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

# Tips & Tricks



How to scroll (Screenshot w/arrows)

- 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.

# Reminders

Place the following items on the Information Sheet:

- Project Title
- Project Number (RFx Number 6000001496)
- Firm Name
- Firm Address
- Firm Phone Number
- Vendor Number
- List the various services your firm is available to provide
- Name, Title, and Email Address of Contact Person

**Do NOT include any other information**

# Reminder:

SOQ Due:

Electronically by 12:00 NOON – Phoenix time  
Friday, December 8, 2023

ProcurePHX online portal

**Please do not wait until the last minute to submit your SOQ.  
The system can be slow and will lock you out at 12:00 PM.**

# Questions after today?

Email all questions to:  
[tonja.lepur@phoenix.gov](mailto:tonja.lepur@phoenix.gov)  
Or call: 602-256-4107

Reference RFX 6000001496 in your email  
subject line.

