



# PRE-SUBMITTAL MEETING

JANUARY 3, 2024



**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT (PSHIA)  
TERMINAL 4 VERTICAL AND HORIZONTAL TRANSPORTATION  
SYSTEM MODERNIZATION PHASE II  
2-STEP CMAR SERVICES**

**AV21000110 FAA**

**PROCUREPHX PRODUCT CATEGORY CODE: 912000000**

**RFx Number: 6000001524**

**CITY OF PHOENIX**  
REQUEST FOR  
QUALIFICATIONS  
*AVIATION DEPARTMENT*



# WELCOME AND INTRODUCTIONS

**Annette Perez**, Contracts Specialist II  
*Point of Contact for Submittals and RFQ Questions*  
Office of the City Engineer  
[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov) (602) 273-3488

**Karina Matthiessen**, Contract Compliance Program Assistant  
*Point of Contact for DBE Requirements*  
Equal Opportunity Department  
[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov) (602) 261-8873

**Sylvia Capture**, Labor Compliance Specialist  
*Point of Contact for Davis Bacon Requirements*  
Office of the City Engineer  
[sylvia.capture@phoenix.gov](mailto:sylvia.capture@phoenix.gov)

**Eugene Deng**, Project Manager, Aviation Department



# MEETING OVERVIEW

Sign-in sheet and PowerPoint will be posted on City of Phoenix's ProcurePHX system (**RFx: 6000001524**):

<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.





# AGENDA

- ✓ Labor Compliance Overview
- ✓ EOD Compliance Overview
- ✓ Federal Requirements and Contract Provisions - AIP
- ✓ Project Description
- ✓ Scope of Work
- ✓ SOQ Evaluation Criteria / RFQ Overview
- ✓ Submittal Requirements (*Page Count, Disqualifications*)
- ✓ Important Dates: *Selection Schedule*
- ✓ Vendor Registration & ProcurePHX RFx Electronic Submittal
- ✓ Procurement Info
- ✓ Questions



# CITY OF PHOENIX LABOR COMPLIANCE OFFICE

Monitors and enforces the federal labor standards on federally funded Capital Improvement Construction.

Applies to all federally funded contracts in excess of \$2000 with few exceptions

All contractors and subcontractors, including lower-tiers, working on the project are covered





# DBRA

(DAVIS-BACON &  
RELATED ACTS)



Davis-Bacon Act (DBA)



Copeland Anti-Kickback  
Act



Contract Work Hours and  
Safety Standards Act  
(CWHSSA)



Code of Federal Regulations, Title 29 Part 3

Code of Federal Regulations, Title 29 Part 5

Wage Decision

**FEDERAL REGULATIONS**



# TECHNICAL ASSISTANCE

Labor Compliance Pre-Construction Conference

Labor Compliance, Sylvia Capture (602) 495-3790

Websites available:

▪ <http://www.dol.gov/dol/esa/programs/dbra>





# QUESTIONS





# EOD MEETING OVERVIEW

Equal Opportunity Department (EOD) is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations during all phases of this project/contract:

- Solicitation
- Bid/Submittal Verification
- Subcontract Approval
- Compliance Monitoring
- Prompt Payment
- Release of Retention
- Sanctions and Penalties





# DBE PROGRAM

- ❑ U.S. Department of Transportation (USDOT) assists in the funding for this project, which is subject to the requirements of the **Federal Aviation Administration (FAA)** and 49 CFR Part 26.
- ❑ 49 CFR Part 26 mandates recipient (City) administers a **Disadvantaged Business Enterprise (DBE) Program**





# SMALL BUSINESS OUTREACH

- ❑ Phoenix imposes **Small Business Outreach** requirements in lieu of DBE Goals (RGN measure)
- ❑ Four Elements of Small Business Outreach (demonstration of Good Faith Efforts):
  1. *Identify Opportunities*
  2. *Communicate Broadly*
  3. *Evaluate Proposals*
  4. *Constructive Feedback*





# DBE PROGRAM (CMAR)

## Submittal Requirements

*(Due at time of submittal)*

**FORM EO1:** Statement of Small  
Business Outreach Commitment

Failure to submit = **Non-Responsive**



**1 Form**



# DBE PROGRAM (CMAR)

## Post-Award Submittal Requirements

**Due within 30 days of award or a date determined by the City**

1. **FORM EO2: Small Business Outreach Efforts**
  2. **Supporting documentation for FORM EO2**
  3. **FORM EO3: Proposed Statement of Small Business Participation**
- \* Good Faith Effort Documentation**



**Submit to EOD for review and approval**



EQUAL  
OPPORTUNITY  
DEPARTMENT



**For Assistance contact:**



**Karina Matthiessen**  
**Contract Compliance Programs**  
**Assistant**



[karina.matthiessen@phoenix.gov](mailto:karina.matthiessen@phoenix.gov)  
**602-261-8873**



# QUESTIONS?







# FEDERAL REQUIREMENTS AND CONTRACT PROVISIONS FOR AIRPORT IMPROVEMENT PROGRAM – CONSTRUCTION SERVICES

## INCLUDE COMPLETED FEDERAL CONTRACT PROVISIONS EXHIBIT C ATTACHMENTS:

- ✓ Buy American Preferences – 49 U.S.C. § 50101 – Attachment 1
- ✓ Lobbying and Influencing Federal Employees – 31 U.S.C. § 1352; 49 C.F.R. Part 20, Appx. A; 2 C.F.R. Part 200, Appx. II(J) – Attachment 2
- ✓ Right to Inventions – 2 C.F.R. Part 200, Appx. II(F) and 37 C.F.R. §401 – Attachment 3
- ✓ Trade Restriction Certification – 49 U.S.C. § 50104; 49 C.F.R. Part 30 – Attachment 4
- ✓ Restrictions on Federal Public Works Projects – 49 C.F.R. § 30.15 – Attachment 5
- ✓ Equal Opportunity Clause and Standard Federal Equal Employment Opportunity Construction Contract Specifications – 41 C.F.R. §§ 60-1.4 and 60-4.3; 2 C.F.R. § 200, Appx. II(C); and Executive Order 11246 – Attachment 6
- ✓ Prohibition of Segregated Facilities – 41 C.F.R. § 60-1.8 – Attachment 7
- ✓ Tax Delinquency and Felony Convictions – Attachment 8
- ✓ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – 2 C.F.R. Parts 180 and 1200 and U.S. DOT Order 4200.5 – Attachment 9
- ✓ MUST BE SUBMITTED BY DUE DATE AND TIME – as a separate PDF attachment



# PROJECT DESCRIPTION


- Phase II of this multi-year effort to modernize vertical and horizontal transportation system with new, updated equipment, technology and finishes includes approximately 9 elevators, 3 escalators and 11 moving walkways.
- This modernization project will improve the serviceability and reliability of the critical horizontal and vertical transportation systems. It will improve terminal operations and enhance passenger travel experience.



# PROJECT DESCRIPTION

- To minimize the impact on terminal operations this project will proceed in a segmented manner where multiple vertical and horizontal units will be offline for modernization to take place while remaining units stay active to support terminal operation.
- Night work and multiple shifts to expedite the work will be required at certain locations.
- Anticipate the project will last 4 years inclusive of engineering, permitting, procurement, installation, testing and commissioning.

# LEGEND

-  ELEVATOR
-  FREIGHT ELEVATOR
-  ESCALATOR UP
-  ESCALATOR DOWN
-  MOVING WALKWAY

# ELEVATORS

AN1B

N1

AN1A

AN2B

AN2C

N2

AN2A

BN3B

BN3C

N3

BN3A

B1P #27

ESC 10

ESC 9

BN4-1 (30)

10

BN4-4

BN4-3

BN4-7

BN4-5

BN4-6

11

N4

26

5

3

2

BN4-1

BN4-8

MW #20

MW #18

MW #1

MW #3

MW #5

MW #7

MW #19

MW #17

MW #2

MW #4

MW #6

MW #8

# TERMINAL 4

## Elevators

- #BN4-1 (30) – Install Year : 1989
- #AN1A – Install Year : 1999
- #AN2A – Install Year : 1990
- #BN3A – Install Year : 1990
- #BN4-2 – Install Year : 1990
- #BN4-3 – Install Year : 1990
- #BN4-5 – Install Year : 1990
- CS3A – Install Year : 1990
- CS4A – Install Year : 1990

25 24 23

1  
2  
3

ESC 1  
ESC 1A  
ESC 2

4  
5  
6

ESC 7  
ESC 7A

31  
32  
33

MW #25

MW #26

MW #28

MW #27

7

ESC 5  
ESC 6

8

9  
10  
11

ESC 8A  
ESC 8

16  
EDS

S3

12  
13  
14

ESC 3  
ESC 3A  
ESC 4

MW #11

MW #9

MW #12

MW #10

1  
2  
3  
4

#2 WEST  
#1 EAST

1  
2

15A

15

MW 1  
4

MW 1  
6

MW 1  
3

MW 1  
5

DS2B

DS2A

S2






DS2C

CS3A

CS4A

S4

# LEGEND

-  ELEVATOR
-  FREIGHT ELEVATOR
-  ESCALATOR UP
-  ESCALATOR DOWN
-  MOVING WALKWAY

# ESCALATORS



**N1**

AN1B

AN1A

**N2**

AN2B AN2C

AN2A

**N3**

BN3B BN3C

BN3A

**N4**

BN4-4 BN4-3 BN4-7 BN4-6

BN4-5

11

26

5 7 9

3 6 8

2

1

BN4-1 BN4-8

MW #20 MW #18 MW #1 MW #3 MW #5 MW #7

MW #19 MW #17 MW #2 MW #4 MW #6 MW #8

# TERMINAL 4

**Escalators**

- #BN4-1 – Install Year : 1989
- #05 – Install Year : 1989
- #06 – Install Year : 1989

ESC 1 ESC 1A ESC 2

ESC 7 ESC 7A

ESC 5 ESC 6

ESC 8A ESC 8

ESC 3 ESC 3A ESC 4

ESC 8A ESC 8

ESC 3 ESC 3A ESC 4

15A 15

16 EDS

25 24 23

1 2 3 4

7

8

9 10 11

12 13 14

17 18 19

20 21 22

31 32 33

34 35 36

#2 WEST #1 EAST

MW 1 4

MW 1 3

MW 1 6

MW 1 5

MW #25 MW# 26 MW #11 MW #9

MW #28 MW #27 MW #12 MW #10

DS2B DS2A DS2C

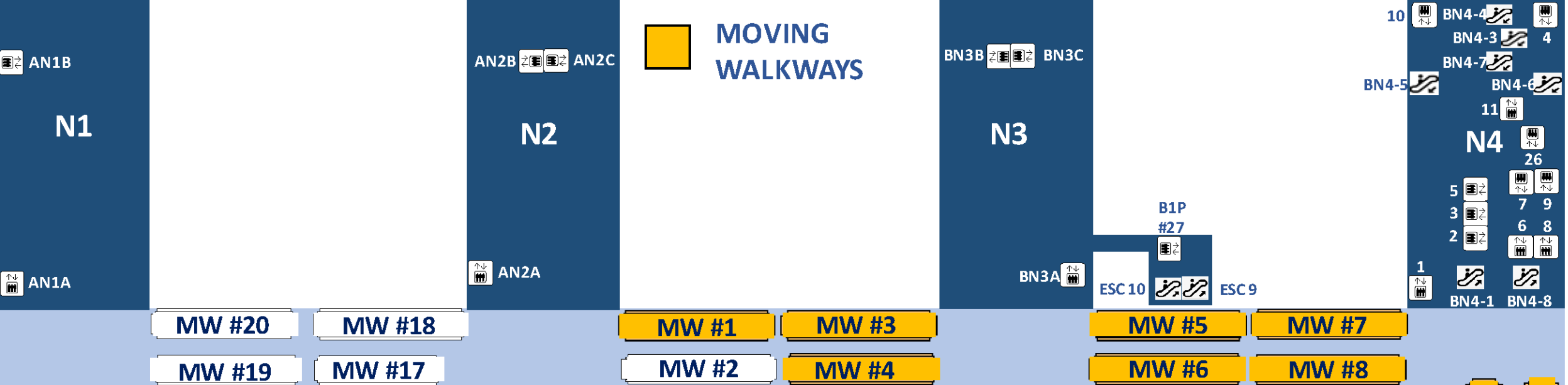
**S2**

CS3A

**S3**

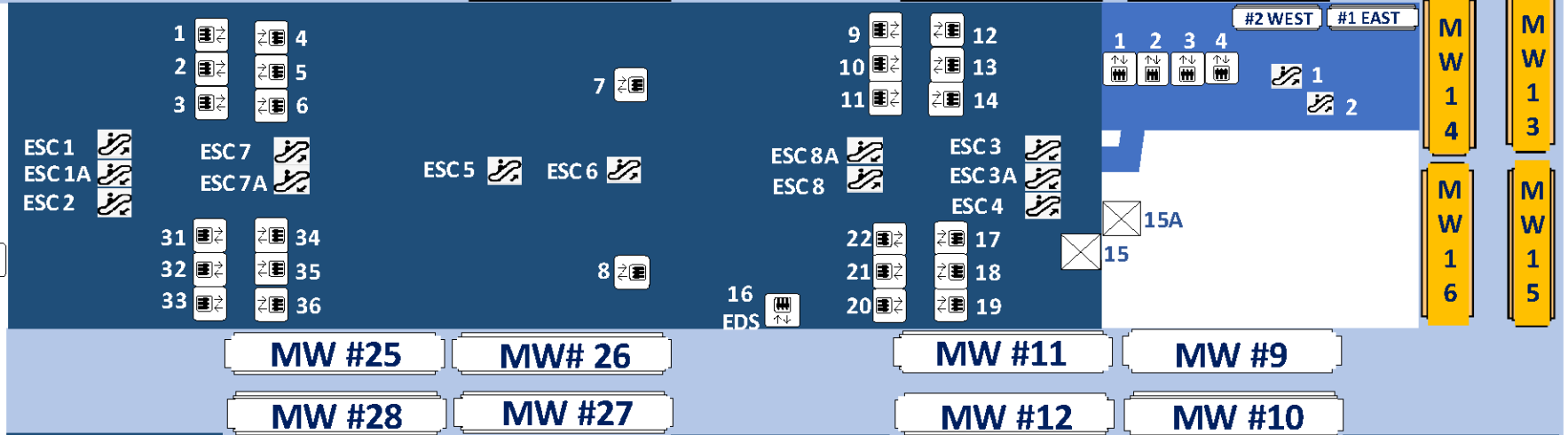
CS4A

**S4**



# TERMINAL 4

- ## Moving Walkways
- #01 – Install Year : 1989
  - #03 – Install Year : 1989
  - #04 – Install Year : 1989
  - #05 – Install Year : 1989
  - #06 – Install Year : 1989
  - #07 – Install Year : 1989
  - #08 – Install Year : 1989
  - #13 – Install Year : 1995
  - #14 – Install Year : 1995
  - #15 – Install Year : 1995
  - #16 – Install Year : 1995



### LEGEND

- ELEVATOR
- FREIGHT ELEVATOR
- ESCALATOR UP
- ESCALATOR DOWN
- MOVING WALKWAY



# SCOPE OF WORK- PRECONSTRUCTION

Preconstruction Phase services by the CMAR, but not limited to:

- Make an early selection of major subcontractor based on a combination of qualifications and price .
- Provide cost estimating and insight into marketplace conditions (material, equipment, and technology, procurement lead times and labor availability).
- Provide project planning, scheduling, and construction phasing that minimizes disruptions to airport operations.
- Evaluate existing conditions and identify project constraints
- Protect the owner's sensitivity to quality, safety, and environmental factors.
- Provide Value Engineering and advise City on ways to gain efficiencies in project delivery.
- Participate in the DBE goal setting process with the City of Phoenix.
- Utilize the City's project management system – “Unifier” for all project related documentation.



## SCOPE OF WORK- CONSTRUCTION PHASE

Construction Phase services by the CMAR, but not limited to:

- Select subcontractors/suppliers for this project and arrange for procurement of materials and equipment
- Provide quality controls.
- Coordinate with various City of Phoenix departments, Federal agencies, airport tenants etc. as required.
- Prepare a Guaranteed Maximum Price (GMP) proposal/s that meets the approval of the City.
- Provide resources and coordination to achieve acceptance for testing and commissioning by all parties.





## SCOPE OF WORK- CONSTRUCTION PHASE CONTINUED

- Bond and insure the construction.
- Address all federal, state, and local permitting requirements.
- Chair pre-construction conference, weekly OAC meeting and distribute meeting minutes and participate in other meetings as required.
- Provide monthly schedule updates and construction progress reports.
- Provide redline drawings and close-out related services.



## PREFERRED CMAR SHOULD HAVE THE FOLLOWING CAPABILITIES:

- Proven experience in similar construction projects.
- Expertise in developing early guaranteed maximum price and maintaining it through construction with either no change orders or only client requested changes.
- Experienced in coordinating with various stakeholders during project planning and execution, including but not limited to the Aviation Department, airport tenants and Federal agencies.
- Knowledge of the local subcontracting community, specifically with DBE subcontractors to meet or exceed the City and Federal goals



# QUESTIONS?





# SOQ EVALUATION CRITERIA

*Maximum Number of Points is 1,000*

- A. General Information *(100 pts)*
- B. Experience and Qualifications of the Firm *(275 pts)*
- C. Experience of Key Personnel to be Assigned to This Project *(250 pts)*
- D. Understanding of the Project and Approach to Performing the Required Services *(375 pts)*

*\*Reference Checks (21 Points) These points are in addition to the 1,000 points for the SOQ*



# SUBMITTAL REQUIREMENTS

Submit One (1) page Information Sheet

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



# MAXIMUM PAGE COUNT

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**12 pages permitted to address all Criteria**

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The following will NOT be counted in the Maximum Page Count:

---

- \* Front and back covers
  - \* Information Sheet
  - \* Table of Contents
  - \* Dividers (tabs)
- 

***UNLESS** you include information that may be considered by the selection panel*



## PLACE THE FOLLOWING ITEMS ON THE INFORMATION SHEET:

PROJECT TITLE

PROJECT NUMBER

RFX NUMBER

FIRM NAME — FULL LEGAL NAME

FIRM ADDRESS

FIRM PHONE NUMBER

VENDOR NUMBER

EMR RATING

NAME, TITLE, EMAIL ADDRESS, AND SIGNATURE OF CONTACT PERSON

*DO NOT INCLUDE ANY OTHER INFORMATION*

## Things to Remember



Failure to submit electronically through the ProcurePHX online portal by the due date and time

Failure to submit DBE EO1 Form and supporting documentation electronically through the ProcurePHX online portal by the due date and time

Failure to provide Bonding Statement electronically through the ProcurePHX online portal by the due date and time

Failure to submit Federal Contract Provisions and supporting documentation electronically through the ProcurePHX online portal by the due date and time

Violating “Contact with City Employees” policy

## GROUNDS FOR DISQUALIFICATION





# IMPORTANT DATES:

SOQ DUE	JANUARY 12, 2024
ISSUE REQUEST FOR PROPOSAL TO FINALISTS	JANUARY 22, 2024
PRE-PROPOSAL MEETING	JANUARY 25, 2024
REQUEST FOR PROPOSALS DUE	FEBRUARY 5, 2024
NOTIFY FIRMS OF AWARD SELECTION	MID-FEBRUARY 2024
SCOPE MEETING	LATE FEBRUARY 2024

*Selection Schedule*



# procurePHX

Have you  
signed up?

## VENDOR REGISTRATION

[VENDOR.SUPPORT@PHOENIX.GOV](mailto:VENDOR.SUPPORT@PHOENIX.GOV)  
602.262.1819

Brief overview for online  
registration and procurePHX  
accessibility



# NEW TO THE CITY OF PHOENIX?

All Firms **MUST** be registered in the Vendor Management System **PRIOR TO** submitting a Proposal

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

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

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



# ALREADY REGISTERED ON PROCUREPHX?

All Firms **MUST** be registered in the Vendor Management System to **SUBMIT** a Proposal

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: **6000001524**

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



# PROCUREMENT INFO

[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>



# QUESTIONS AFTER TODAY?

Last Day for questions is seven days before the SOQ's are due on **Friday JANUARY 12, 2024**

Email all questions to:  
[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)

Reference RFx Number: **6000001524** in your email subject line

Or Call Annette Perez at (602) 273-3488



# QUESTIONS





# RFX OVERVIEW

- Registration
- Login
- Viewing Solicitations
- Subscribe to Notifications
- Uploading SOQ
- Submitting SOQ
- Checking Response Status
- Editing Response
- Questions





# LOGIN

Log in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/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 sub-tabs: '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

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

Click the **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is:  
**6000001524**



# VIEW SELECTED SOLICITATION

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**.*

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?

**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	

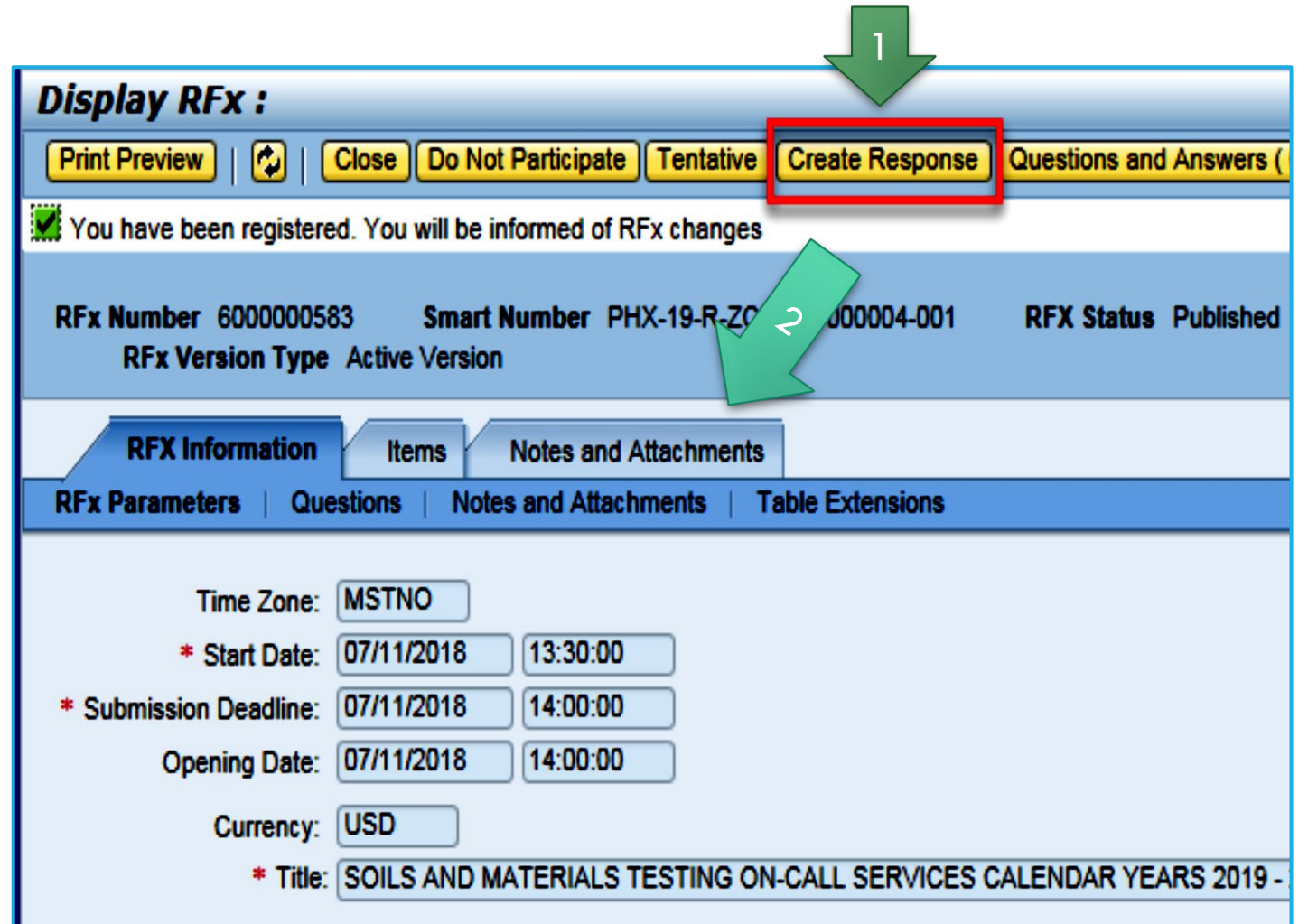
Update your **Participation Status** accordingly

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 | | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers (

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

RFX Number 6000000583    Smart Number PHX-19-R-ZC-000004-001    RFX Status Published  
RFX Version Type Active Version

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

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

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

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

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

Currency: USD

\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR YEARS 2019 -



# HOW TO UPLOAD YOUR SOQ

**Create RFX Response**

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

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

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

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

▼ Notes

Add ▲ Clear

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

▼ 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:

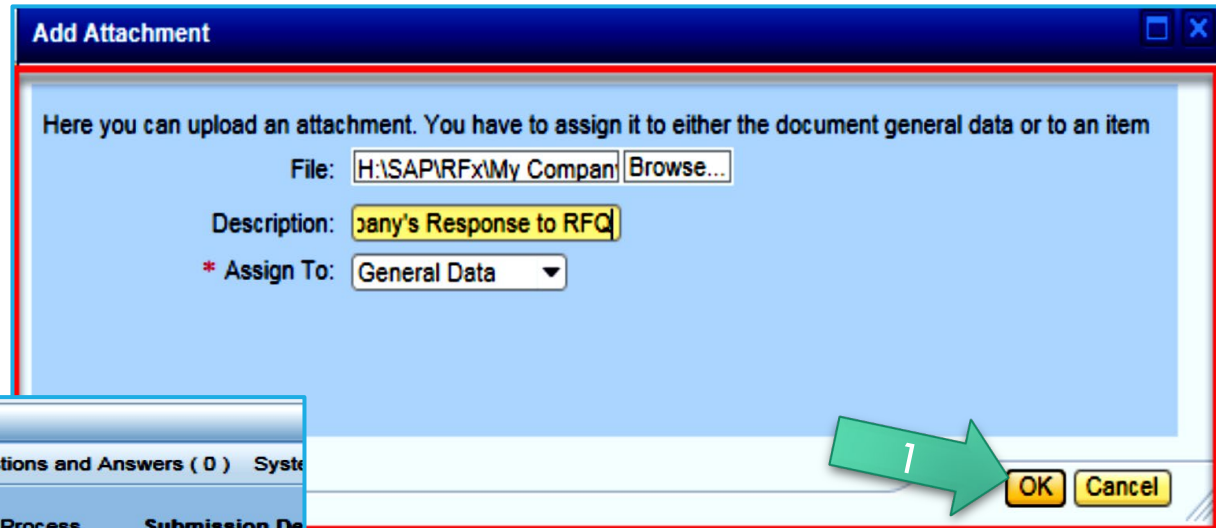
\* Assign To:

OK Cancel



# ADDING AN ATTACHMENT

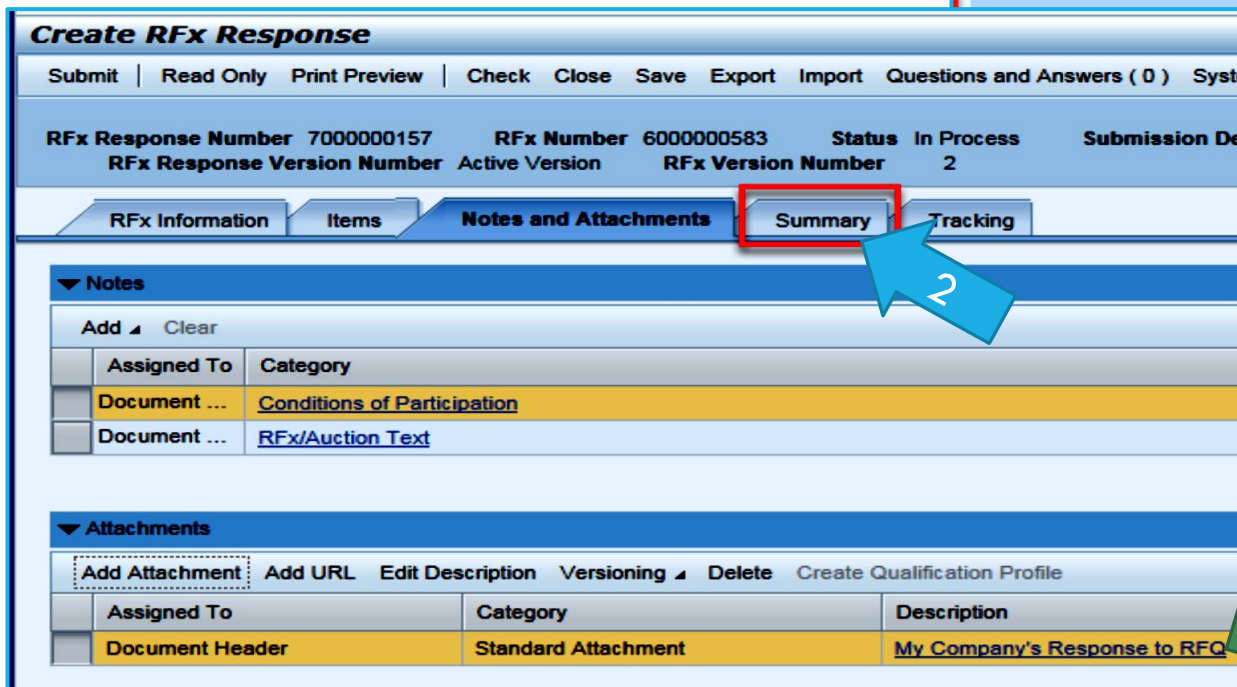
1. Once you've selected your document, add a Description and then click **OK**



The 'Add Attachment' dialog box contains the following fields:

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

Buttons: OK, Cancel



The 'Create RFX Response' window shows the 'Summary' tab selected. The 'Attachments' table is as follows:

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:

Items with Response:

Questions:

Notes:

Attachments:





# 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:' page. A blue arrow labeled '1' points to a green checkmark icon next to the text 'RFX response 7000000157 submitted'. A red box highlights this message. A green arrow labeled '3' points to the 'Close' button in the top navigation bar. Below the navigation bar, a table displays RFX details:

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					

Below the table are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Summary', and 'Tracking'. The 'Summary' tab is selected. On the right side, there is a summary box with 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

A green arrow labeled '2' points to the 'Attachments' field in the summary box.



# 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="#">6000000552</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 Proc  
RFX Response Version Number Active Version      RFX Version Number 2



THANK YOU FOR  
ATTENDING!

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