

Port Authority of Allegheny County



**STRATEGIC SOURCING SYSTEM
EBUSINESS**

**Bidder's Guide to Managing, Quotes,
Bids (RFB's) and Price Agreements**

5/2/10

CHECKLIST (Sequence of Events)

- Step I** **Download RFB information and all attachments for your review (see pages 5-8). Review any RFB attachments/comments which may be attached at the header level and/or the line item level.**

- Step II** **Communicate using the Discussion Forum. This is an optional way to communicate back and forth with the event manager at the Port Authority (see pages 8-14).**

- Step III** **Accept or decline the RFB invitation. This is not a requirement or commitment for your organization. It merely indicates to the event manager at the Port Authority your general intentions (see pages 14-16). It is recommended you do accept the invitation to ensure that your company is included in any future event correspondence.**

- Step IV** **Enter all Bid Responses by answering event questions and line bid responses for the RFB before the specified due date and time. Be sure to include all attachments required (see STEP 3).**

- Step V** **Submit your bid before the specified due date and time (see pages 20-21).**

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MANAGING RFB EVENTS

Introduction

The Strategic Sourcing System (ebusiness) is an electronic system which enables the Port Authority of Allegheny County to determine the type of buying event, who will participate and what information will be solicited from bidders.

Understanding the Strategic Sourcing System (ebusiness)

With this system, the Port Authority will be able to streamline its RFB (Request-For-Bid) process by formulating requirements, selecting and inviting bidders, receiving bids, analyzing results, negotiating terms and awarding contracts electronically.

As a bidder, your company will have the ability to access the events for which you were specifically invited and decide how to respond. You can also search public events for other possible opportunities. As a bidder, your company will also be notified in real-time with any terms and condition updates or new requirement by issuing an amendment.

This section discusses how bidders:

- View events and place bids.
- Communicating with buyers using the discussion forums.
- Enter bid responses.
- Enter a bid during preview period.
- Save a bid.
- Update a bid.
- Cancel a bid.

Be sure to complete the Bidder Registration process (see Bidder Registration Instructions) before you begin.

STEP 1 – View Events to Bid:

1.1 Reviewing a Strategic Sourcing Event Invitation

Once you have been invited to participate in a Strategic Sourcing event, you will receive an email similar to what is shown below. You can review the event details by either using the [Review and bid on this event](#) hyperlink on the email or by logging into the Strategic Sourcing System (ebusiness) with the Login Link (URL) as described in step 1.2 Log in Using URL below. If you were not invited to a Public event, you will be able to review and bid on these events.

1. The event invitation email will include an attached document which contains the event details. You will need to have the Adobe software installed on your computer to open.
2. Click on the [Review and bid on this event](#) hyperlink to open the Strategic Sourcing System login page directly.
3. You may also click on the [Discuss this event in a dedicated forum](#) hyperlink to review and add comments and/or attachments for this event.

From: MMarcone@PortAuthority.org Sent: Thu 2/7/2008 2:43 PM
To: Marcone, Mary
Cc:
Subject: Event Invitation Notification
Attachments: Can_Opener.pdf (9 KB) ← 1

Event Invitation

Dear Invited Bidder,
You have been invited to participate in a strategic sourcing event. Review this information and use the URL below to bid on this event.

Event Overview
Event Name: Can Opener Description: Testing a can opener RFP
Event Details
Event Id: OPERN-RFP-08-A Round 1 Version 1 Event Starts: 02/07/2008 2:29PM EST Event Ends: 02/07/2008 3:29PM EST Header Attachments: None Line Attachments: None
Event URL
Review and bid on this event ← 2 To discuss event RFP-08-A with other invited bidders, or those hosting this event, use the URL below. This forum thread is dedicated to the discussion of event RFP-08-A. Discuss this event in a dedicated forum ← 3



<p>User ID: <input type="text" value="TEST"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
English	Español																						
Dansk	Deutsch																						
Français	Français du Canada																						
Italiano	Magyar																						
Nederlands	Norsk																						
Polski	Português																						
Suomi	Svenska																						
Čeština	日本語																						
한국어	Русский																						
ไทย	简体中文																						
繁體中文	العربية																						

Strategic Sourcing System login page

You must first log into the Strategic Sourcing System (ebusiness) with the User ID & Password created during the Bidder Registration process. Skip to step 1.3 Searching For RFB Sourcing Events.

1.2 eBusiness Log in

Login Link (URL)	Login User ID
<p>To log into eBusiness, click on the blue ebusiness logo which is located on the top left corner of the Port Authority website (www.portauthority.org).</p> <p>-or- use the below URL: http://ebusiness.portauthority.org</p>	<p>Enter User ID & Password created during the Bidder Registration process.</p>

Note. If your password is not known, log in with the default User ID (BIDDER) and Password

[? I forgot my password](#)

Click here to reset your password

(BIDDER1) then click on the [? I forgot my password](#) hyperlink. The system will reset your password and email you the new password. See the Resetting Passwords section in the Bidder Registration Instructions documentation.



<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Sign In</p>	<p>New Bidder Help</p> <p>If you want to register as a Bidder, sign in as:</p> <p>User ID: BIDDER Password: BIDDER1</p> <p>Then click on the link: "Register as a Sourcing Bidder"</p> <p>If you have already registered as a Bidder, please use the User ID and Password you have received through the Registration Approval email.</p> <p style="text-align: center;">Bidder Registration Instructions (PDF)</p>
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1.3 Searching for RFB Sourcing Events:

To View events-from the Menu Section, click on Manage Events and Place Bids->View Events and Place Bids

View Events and Place Bids Page

1. Select the Sell Event only

2. Click on the [Advanced Search Criteria](#) hyperlink

3. Delete the End Date From field which is defaulted to today's date
4. Click on the **Search** button to begin search OR
5. To narrow the search, Enter search criteria using any of the other fields

Search Results First ◀ 1-3 of 3 ▶ Last

Event ID	Event Name	Format	Type	End Date	
OPERN-RFP 08-02	IT Software Consulting	Sell	RFx	Event Completed	Discuss
OPERN-RFP-08-01	TestRFP	Sell	RFx	Event Completed	Discuss
OPERN-RFP-08-A	Can Opener	Sell	RFx	Event Completed	Discuss

Search Results

6. Click [Event ID](#) link to access the Event Details page
7. Click [Discuss](#) link to access the Event Discussion page

STEP 2 - Communicating with Buyers using the Discussion Forums:

Bidders can use discussion forums to communicate with the event manager at Port Authority of Allegheny County.

2.1 Event Forum

1. You can enter the event forum in a few different ways:
 - By clicking on the [Discuss](#) link from the View Events and Place Bids Page (see Step 1.3 # 7).
 - From the Menu Section, click on Manage Events and Place Bids->My Event Activity, open an event then click on the [Discuss Even in Forum](#) link

Event Details

Bidding Shortcuts: [View Event Activity](#)

Event Name:	IT Software Consulting		
Event ID:	OPERN-RFP 08-02		
Event Format/Type:	Sell Event	RFx	
Event Round:	1		
Event Version:	1		
Event Start Date:	01/29/2008 3:00PM EST		
Event End Date:	Event Completed		
Event Description:			
Request for Proposal (RFP)			
Contact:	Dom Talotta	Payment Terms:	30 DAYS
Phone:	412 5665160	My Bids:	0
Email:	dtalotta@PortAuthority.org	Edits to Submitted Bids:	Allowed
Online Discussion:	Discuss Event in Forum	Multiple Bids:	Not Allowed
Live Chat Help:			

- By going through the discussion forums (see Step 2.2 #4).

RFI Bidding Event

[Forums](#) [RFI Bidding Event Message List](#)

Event Forum Topic

[OPERN RFP-08-A Rnd:1 Ver:1](#)

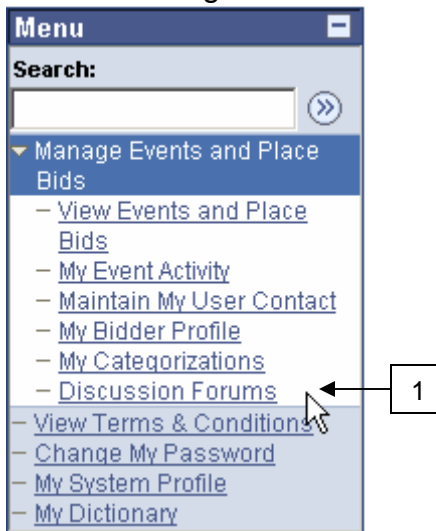
[RE: OPERN RFP-08-A Rnd:1 Ver:1](#)

Mary Marcone 02/07/2008 02:42 PM

Mary Marcone 02/07/2008 02:45 PM PDT

2.2 Discussion Forums

1. To view a list of all active forums that you can access-from the Menu Section, click on Manage Events and Place Bids -> Discussion Forums



2. Click on the desired Discussion Forum hyperlink

Discussion Forums

[Forum User Preferences](#)

View All First ◀ 1-2 of 2 ▶ Last			
Discussion Forums	Description	Read Only	Posts
RFI Bidding Event	Discussion Forum for Bidding Event	No	30
RFP_IT	RFP IT CONSULTING	No	0

3. Click on the desired Discussion Subject

RFI Bidding Event

[Forums](#)

Search Forum:

Find View All First 1-5 of 5 Last			
Subject	Author	Date Posted	Posts
OPERN SAMPLE RFP Rnd:1 Ver:2	Sid INFO CROSSING - Misra	01/16/08 10:36:14.000000AM EST	3
OPERN 0000000003 Rnd:1 Ver:1	Sid INFO CROSSING - Misra	01/24/08 2:35:36.000000PM EST	4
OPERN RFP 08-02 Rnd:1 Ver:1	Dominic A. Talotta	01/29/08 2:56:48.000000PM EST	5
OPERN RFP-08-01 Rnd:1 Ver:1	Mary Marcone	02/07/08 10:18:35.000000AM EST	2
OPERN RFP-08-A Rnd:1 Ver:1	Mary Marcone	02/07/08 2:42:36.000000PM EST	2

4. Click on desired Event Forum Topic

RFI Bidding Event

[Forums](#) [RFI Bidding Event Message List](#)

Event Forum Topic

- [OPERN RFP 08-02 Rnd:1 Ver:1](#) **Dominic A. Talotta** 01/29/2008 02:56 PM
- [RE: OPERN RFP 08-02 Rnd:1 Ver:1](#) **Dom Talotta** 01/29/2008 03:02 PM
- [RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1](#) **Dom Talotta** 01/29/2008 03:04 PM PDT
- [RE: RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1](#) **Dominic A. Talotta** 01/29/2008 03:05 PM
- [RE: RE: RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1](#) **PADU BYRAPP** 01/31/2008 09:06 AM

Note. The paper clip indicates that an attachment has been added.

2.2 Viewing and Adding Attachments

5. Click on the [View Attached File](#) hyperlink to open attached file
6. After viewing the message, click on the **Reply** button to post message and/or additional attachment

RFI Bidding Event

Message

Author: Dom Talotta
Datetime: 01/29/2008 03:04 PM
Email: dtalotta@portauthority.org
Subject: RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1
Message: SEE QUESTIONS

[View Attached File](#) ← 5

Reply ← 6

[Return to Message Thread](#)

7. Select the **Private Message** check box to mark the message private so that only you and the person to whom you are replying can see the message.
8. Enter your message here
9. Click on the **Add Attachment** hyperlink to add an attachment

Groupbox

Author: Cameron Defense Private Message 7

Datetime: 02/11/2008 02:42 PM

Email: mmarcone@portauthority.org

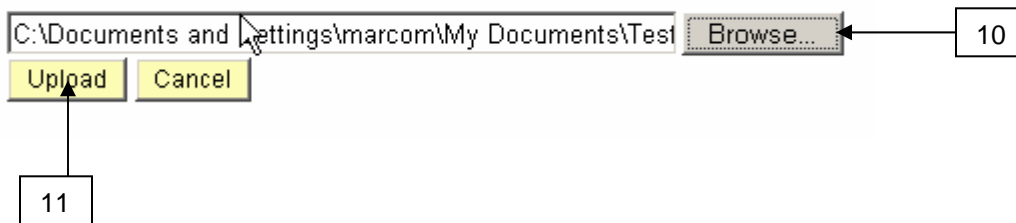
Subject: RE: RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1

Message: 8

[Add Attachment](#) 9

[Return to Message Thread](#)

- 10. To locate a document to attach, click on the **Browse** button
- 11. Select the document to attach and click on the **Upload** button



Groupbox

Author: Cameron Defense Private Message

Datetime: 02/11/2008 04:29 PM

Email: mmarcone@portauthority.org

Subject: RE: RE: RE: OPERN RFP 08-02 Rnd:1 Ver:1

Message:

[Delete Attachment](#) Test_document.doc

Submit ← 12

12. Click on the **Submit** button to send the attachment.

Display: All Lines ★ Bid Required Line Comments/Files

Find | View All | First 1-2 of 2 Last

Line		Description	Unit	Requested Quantity	Status	
1	★	BATTERY MOTOROLA GP 300	EA	5.0000		
2	★	DISPLAY LCD 2 X 16	EA	1.0000		

← 13

13. Click on the icon to view Bid Line Comment/Attachments

STEP 3 – Enter Bid Responses:

3.1 Accept Invitation

Accepts the invitation to bid on an event. You can accept an event invitation if you are not ready to bid, but want to indicate your intention to participate in the event. You are not required to accept the invitation before preparing your bid. After you accept the invitation, you are returned to the Strategic Sourcing Events search page.

Note. If you were not invited to an event, you may accept the invitation to bid on an event and also bid on the event. It is recommended that companies which were not invited accept the invitation to ensure that your company is included in any future event correspondence.

You may view events at anytime by clicking on Manage Events and Place Bids->View Events and Place Bids from the Menu Section (see Step 1.3 Searching for RFB Sourcing Events).

1. Click on the **Accept Invitation** button

Event Details

Accept Invitation ← 1

Decline Invitation

Bid on Event

Bidding Shortcuts: [View Event Activity](#)

Event Name:	Can Opener
Event ID:	OPERN-RFP-08-A
Event Format/Type:	Sell Event RFx
Event Round:	1
Event Version:	1
Event Start Date:	02/07/2008 2:29PM EST
Event End Date:	02/17/2008 03:29 PM EST

3.2 Decline Invitation

You can decide to decline the invitation to bid on an event. You can select to continue receiving updates on the event (see #4 below). You may also enter a bid at a later time for an event which you had declined.

1. Click on the **Decline Invitation** button

Event Details

Accept Invitation

Decline Invitation ← 1

Bid on Event

Bidding Shortcuts: [View Event Activity](#)

Event Name:	Can Opener
Event ID:	OPERN-RFP-08-A
Event Format/Type:	Sell Event RFx
Event Round:	1
Event Version:	1
Event Start Date:	02/07/2008 2:29PM EST
Event End Date:	02/17/2008 03:29 PM EST

2. Select a reason code for declining the event
3. Enter comments for declining the event (optional)

Decline Event Invitation

Event ID: 0000000003 **Name:** IT Software Consulting

Please select a reason for declining this event invitation:

- We are not seeking new orders at this time.
- We could not quote competitively.
- We could not meet the delivery requirements.
- We could not meet the specifications.
- We did not receive the bid in time.
- We do not offer this type of service or material.

2

Please enter any additional comments:

3

4. Select Yes if you wish to continue receiving updates on the event
5. Select either All Bids or This Type of Service/Product if you wish to have your name removed from the bidders list (optional)
6. Enter you contact information, all except the Contact Fax number is required
7. Click the **Submit button** to decline the invitation

Do you wish to continue to receive updates on this event?

Yes 4

No

You may remove our name from the bidders list for:

All Bids

This Type of Service/Product 5

Please enter the following contact information:

Company Name:

Company Address:

Company City: **State:** **Zip:** 6

Contact Person:

Contact Phone:

Contact Fax:

How did you hear about this bid solicitation?

Submit ← 7

[Return to Event Search](#)

The event Status will now be change to “Declined”.

Search Results							First	1-2 of 2	Last
Event ID	Event Name	Format	Type	End Date	Status				
OPERN-0000000003	IT Software Consulting	Sell	RFx	02/29/2008 02:34 PM EST	Declined			Discuss	
OPERN-RFP-08-A	Can Opener	Sell	RFx	02/17/2008 03:29 PM EST	Accepted			Discuss	

3.3 Bid on Event

When you bid on RFB events, you respond to header bid factors as well as line bid factors and attach all necessary documents (attachments).

1. To place a bid, Click the Bid on Event or Counter Bid button on the Event Details page (see 1.3 #6 above)
2. Click on the **Bid on Event** button to enter a bid response.

Event Details

Accept Invitation

Decline Invitation

Bid on Event ← 2

Bidding Shortcuts: [View Event Activity](#)

Event Name:	Can Opener
Event ID:	OPERN-RFP-08-A
Event Format/Type:	Sell Event RFx
Event Round:	1
Event Version:	1
Event Start Date:	02/07/2008 2:29PM EST
Event End Date:	02/17/2008 03:29 PM EST

Event Details

Event Name:	Can Opener		
Event ID:	OPERN-RFP-08-A	Bid ID:	New
Event Format/Type:	Sell Event	RFX	Bid Date:
Event Round:	1	Bid Currency:	USD US Dollar
Event Version:	1		
Event Start Date:	02/07/2008 2:29PM EST		
Event End Date:	02/17/2008 03:29 PM EST		
View/Add General Comments and Attachments ← 3			
Hide Additional Event Info ← 9			

Viewing & Adding Comments and Attachments

- Click on the [View/Add General Comments and Attachments](#) hyperlink to view or add comments and/or attachments for the entire event. See 3.3 Bid on Event #14 to add comments and attachments for specific line items.
- Click on the **Upload** button to add new attachments or **Delete** existing attachments. **This is where you upload your technical specs and/or documents which are required for submitting your bid.**

General Comments and Attachments

Business Unit: OPERN **Event ID:** RFP-08-A

Attachments

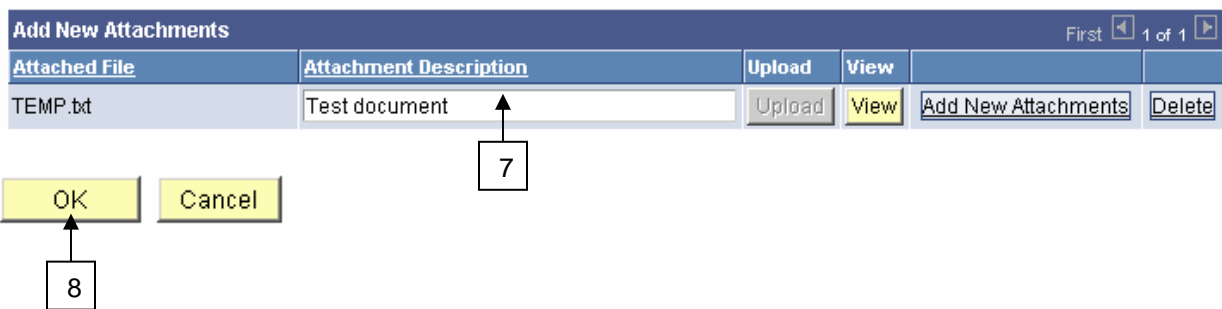
View Event Attachments		
Attached File	Attachment Description	View
CanOpenerTest.xls	Can opener requirements	<input type="button" value="View"/>
Can_Opener.pdf	Event Details	<input type="button" value="View"/>

Add New Attachments				
Attached File	Attachment Description	Upload	View	
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Add New Attachments"/> <input type="button" value="Delete"/>

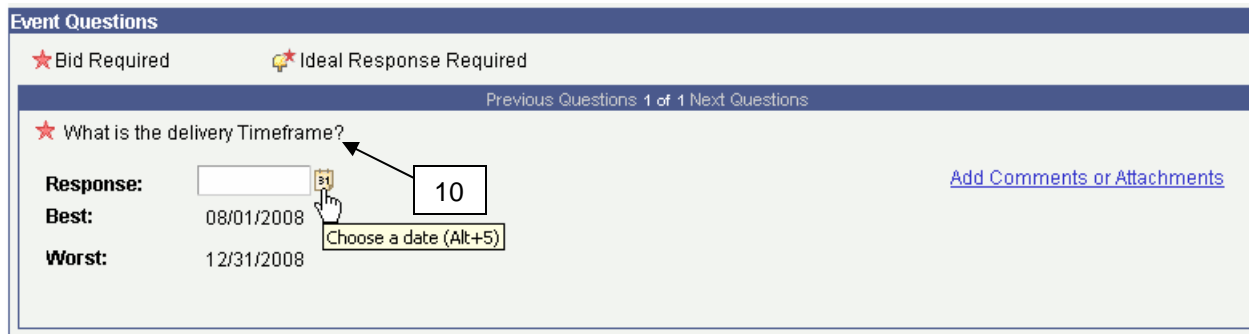
- To locate a document to attach, click on the **Browse** button
- Select the document to attach and click on the **Upload** button



7. Type description of the attachment
8. Click the OK button to add the attachment



9. Click on the [Hide Additional Event Info](#) hyperlink to display additional event information.
10. Answer any general event questions that the event administrator has requested. You may also add comments and/or attachments by clicking on the [Add Comments or Attachments](#) hyperlink.



Answering Event Questions

11. Enter the Your Unit Bid Price for each line item.
12. (Optional) If using an item other than then the one specified, enter your Bid Manufacturer ID.

13. (Optional) If using an item other than then the one specified, enter your Bid Manuf Item ID.
14. (Optional) Click the Add/View Question, Comments and Attachments to view and/or add Line Comments and Attachments.

Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Manufacturer ID	Bid Manuf Item ID		
1	BATTERY MOTOROLA GP 300	MOTOROLA	M9628	EA	5.0000	5.0000		0.0000 USD			Bid	
2	DISPLAY LCD 2 X 16	GFI GENFAR	591-1526	EA	1.0000	1.0000		0.0000 USD			Bid	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

17 16 15

Enter Line Bid Responses

15. Click on the **Validate Entries** button to verify your entries before saving or submitting your bid. If all entries are valid, you will receive a “No error found message”.
16. Click on the **Save for Later** button to save your bid before posting it. This is helpful to protect data already entered or research the answer to a certain bid factor.

Note. Saved bids are *not* automatically posted when the start time arrives. The bidder must access the bid and post it.

To return to the bid and complete it, the bidder must access the Search Event page to edit the particular bid.

17. When you are ready to bid, verify that you have attached all necessary proposal attachments (Step 3.3 #3) then click on the **Submit Bid** button.

Note. Bids are ready for posting as soon as the start time for the event is reached.

A confirmation message appears after you have submitted a bid.

18. Click on the **OK** button to confirm bid.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	02/11/2008 11:01:32AM EST
Event ID:	RFP-08-A	Can Opener	
Event Format:	Sell Event	Round:	1
Start Date:	02/07/2008 11:29AM PST	Version:	1
Your Total Price:	0.00 USD	End Date:	02/17/2008 03:29 PM EST

↑

Email notifications are automatically generated to both you as the bidder and to the internal users at the Port Authority of the progress of the event. Below is an example of the email notification you will receive after you have submitted a bid.

From: MMarcone@PortAuthority.org
To: Marcone, Mary
Cc:
Subject: Your bid has been received
Attachments: Your_Bid.pdf (31 KB) Sent: Tue 7/22/2008 4:14 PM

Bid Notification

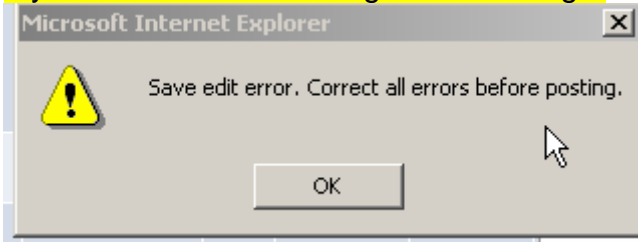
This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

Bid Details
Event ID: OPERN - RFQ-08-07 Round 1 Version 1 Event Name: Test Bid ID: 1 Date Posted: 07/22/08 4:13:11PM EDT
Event URL
Review and bid on this event.

Enter Line Bid Factors

If applicable, answer required line bid factors (questions).

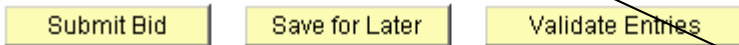
If you receive the following error message:



Scroll to the top of the page, you will see a message (in red) similar to below. Note the line number (4 in this example).

Event Details

! You must respond to all required question for line 4.



Then click on the [Bid](#) hyperlink for the line specified in red (line 4 in this case)

Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No	Add Com
1	★ GEAR, RING	DETROIT DL	5110894	EA	5.0000	5.0000	0.010000	0.0500 USD	<input type="text"/>			Bid
2	★ BRACKET-TENSIONER BACK SUPPORT	DETROIT DL	23518226	EA	2.0000	2.0000	0.010000	0.0200 USD	<input type="text"/>			Bid
3	★ BOLT-ADJUSTING-BELT TENSION 50DN	DETROIT DL	23512801	EA	10.0000	10.0000	0.010000	0.1000 USD	<input type="text"/>			Bid
4	★ ACCESSORY DRIVE ASSY	DETROIT DL	R23518333	EA	75.0000	75.0000	0.010000	0.7500 USD	<input type="text"/>			Bid
5	★ PULLEY-ALTERNATOR-50DN	DETROIT DL	23518219	EA	75.0000	75.0000	0.010000	0.7500 USD	<input type="text"/>			Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

After you click on the [Bid](#) hyperlink, they will be taken to this page:

! You must respond to all required question for line 4.

Save for Later **Start Page** Validate Entries

Line Sequence Number: 4 of 5 Go To Line: Previous Line Next Line

Line: 4 Response Required: Yes

ACCESSORY DRIVE ASSY

Category: Bus Engine Parts
[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure: EACH Your Unit Bid Price: 0.010000
 Qty Requested: 75.0000 [Enter Price Components](#)
 Your Max Bid Quantity: 75.0000 Total Bid Price: 0.7500 USD
 Max Quantity: 75.0000 Reserve Price: No

Line Questions Previous Questions 1 of 1 Next Questions

★ Did you bid on the corresponding core item(s)? See Line 341.

Response [Add Comments](#)
 Ideal: Yes

1. Answer the required Line Questions
2. Then click on the Start Page button above

★ Bid Required Line Comments/Files

Previous Lines 1-5 of 6 Next Lines

Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	Bid Response Date	Manufacturer	Manufacturer Part No	Add Con
1	★ GEAR, RING	DETROIT DL	5110894	EA	5.0000	5.0000	0.010000	0.0500 USD	<input type="text"/>			Bid
2	★ BRACKET-TENSIONER BACK SUPPORT	DETROIT DL	23518226	EA	2.0000	2.0000	0.010000	0.0200 USD	<input type="text"/>			Bid
3	★ BOLT-ADJUSTING-BELT TENSION 50DN	DETROIT DL	23512801	EA	10.0000	10.0000	0.010000	0.1000 USD	<input type="text"/>			Bid
4	★ ACCESSORY DRIVE ASSY	DETROIT DL	R23518333	EA	75.0000	75.0000	0.010000	0.7500 USD	<input type="text"/>			Bid
5	★ PULLEY-ALTERNATOR-50DN	DETROIT DL	23518219	EA	75.0000	75.0000	0.010000	0.7500 USD	<input type="text"/>			Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

3. Click on the **Submit Bid**

3.4 Update a Bid:

To update a bid on a RFB event, the original bid must be edited.

This provides a bidding trail for the event creator.

1. Open an existing event to edit.
2. Click on the [View, Edit or Copy from Saved Bids](#) link

Event Details

Bidding Shortcuts: [View, Edit or Copy from Saved Bids](#) [View Event Activity](#)

Event Name: IT Software Consulting
Event ID: OPERN-0000000003
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 3
Event Start Date: 01/24/2008 2:34PM EST
Event End Date: 02/29/2008 02:34 PM EST

Event Description:

3. Click on the [View/Edit](#) link

View, Edit or copy from Saved Bids

Welcome, Cam Defense

Event Name: IT Software Consulting
Event ID: OPERN-0000000003
Event Format/Type: Sell Event RFX
Event Start Date: 01/24/2008 2:34PM EST
Event End Date: 02/29/2008 02:34 PM EST

Event Round: 1
Event Version: 3
Multiple Bids: Allowed
Currency: US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			
1	1	3	Posted	Posted	02/14/2008 3:26PM EST	View/Edit	Copy	Cancel

[Return to Event Search](#)

4. Make appropriate modifications then resubmit the bid.

3.5 Cancel a Bid:

To cancel a bid for an RFB event, access the Search Events page

1. Open an existing event to edit.
2. Click on the [View, Edit or Copy from Saved Bids](#) link

Event Details



Bid on Event **Bidding Shortcuts:** [View, Edit or Copy from Saved Bids](#)
[View Event Activity](#)

Event Name: IT Software Consulting
Event ID: OPERN-0000000003
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 3
Event Start Date: 01/24/2008 2:34PM EST
Event End Date: 02/29/2008 02:34 PM EST

Event Description:

3. Click the [Cancel](#) button.

View, Edit or copy from Saved Bids

Welcome, Cam Defense

Event Name: IT Software Consulting
Event ID: OPERN-0000000003
Event Format/Type: Sell Event RFX
Event Start Date: 01/24/2008 2:34PM EST
Event End Date: 02/29/2008 02:34 PM EST

Event Round: 1
Event Version: 3
Multiple Bids: Allowed
Currency: US Dollar



Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		First	1 of	Last
1	1	3	Posted	Posted	02/14/2008 3:26PM EST	View/Edit	Copy	Cancel	

[Return to Event Search](#)

4. Click the **Cancel This Bid** button

From: SMisra.infocrossing@PortAuthority.org
To: Marcone, Mary
Cc:
Subject: Bid Cancellation Confirmation

Sent: Thu 2/14/2008 3:53 PM

Bid Cancellation

This message is confirming your bid cancellation for the following sourcing event. See details below.

Event Details
Event ID: OPERN - 0000000003 Round 1 Version 3 Bid Number: 1
Event URL
Review and bid on this event