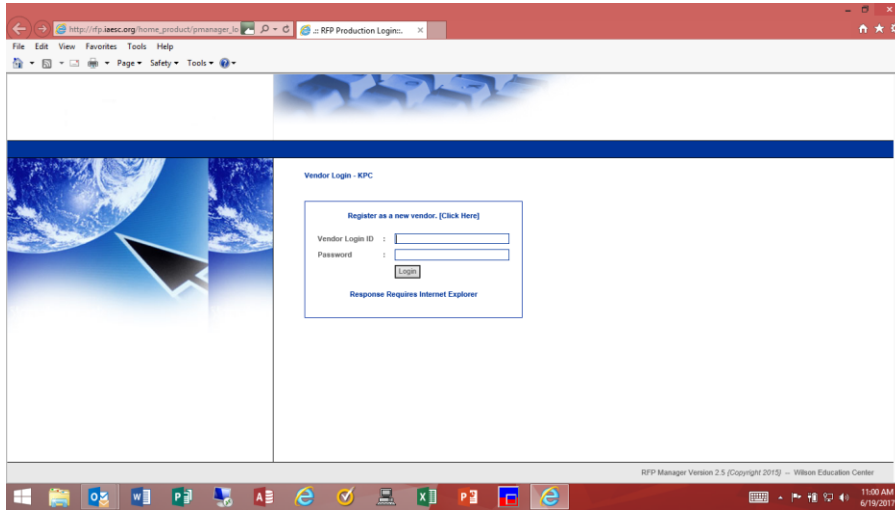
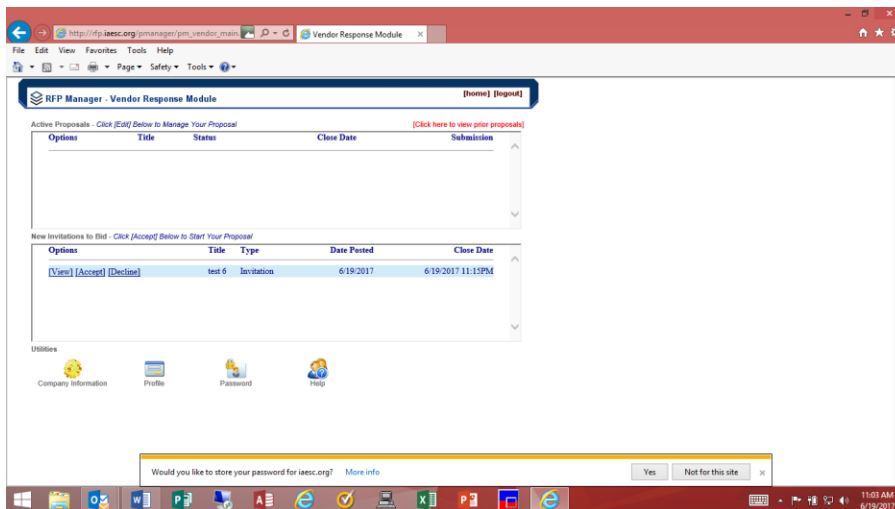


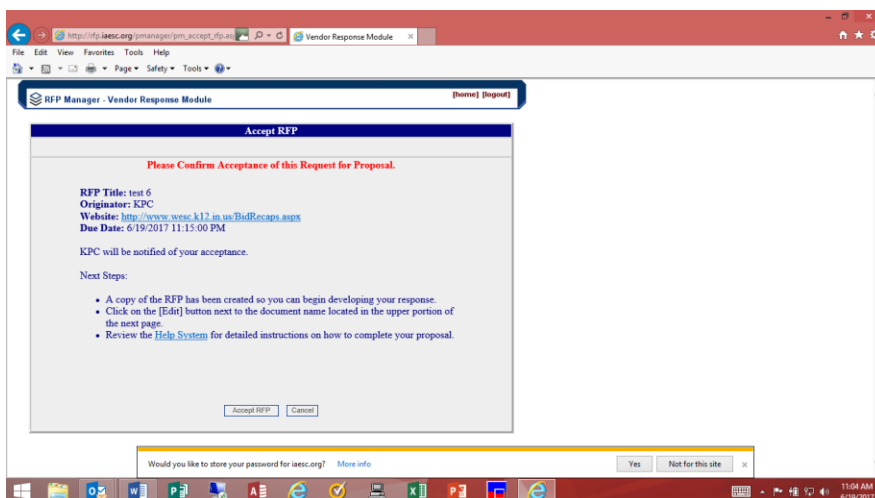
To Access the bid document enter your login and password provided in the email at the URL indicated. Click on Login.



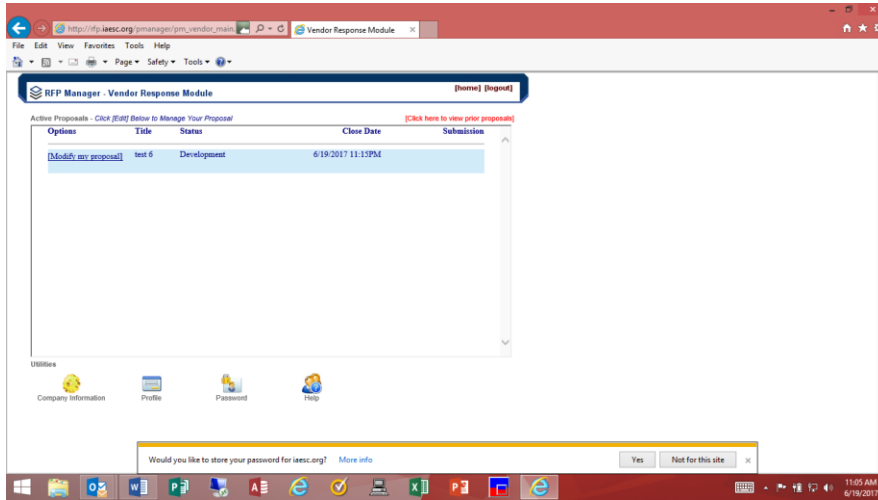
Once logged in, you may View, Accept or Decline the bid.



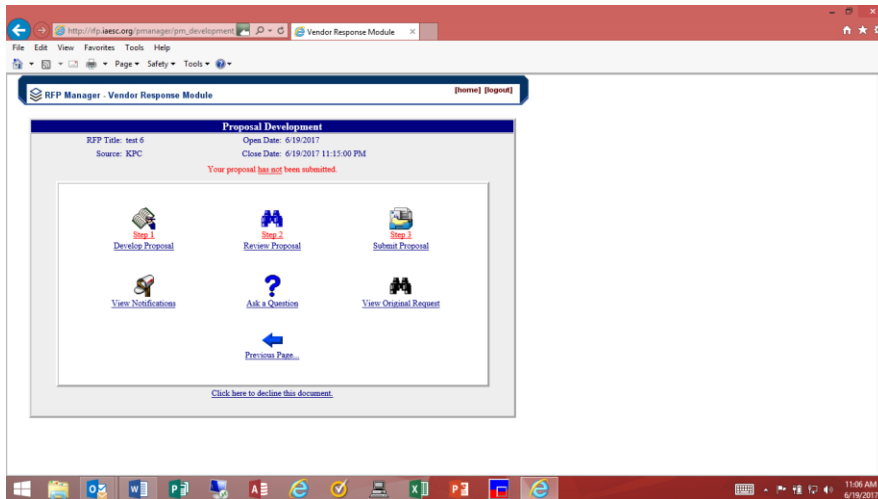
To respond to the bid click on Accept RFP followed by a click on Accept RFP on the second screen.



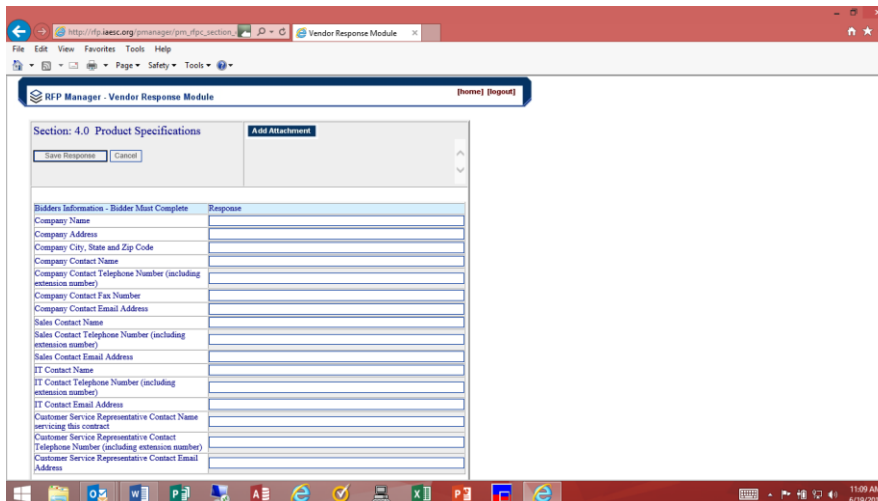
Acceptance will move the proposal from the bottom of the screen to the top. Click on Modify my proposal.



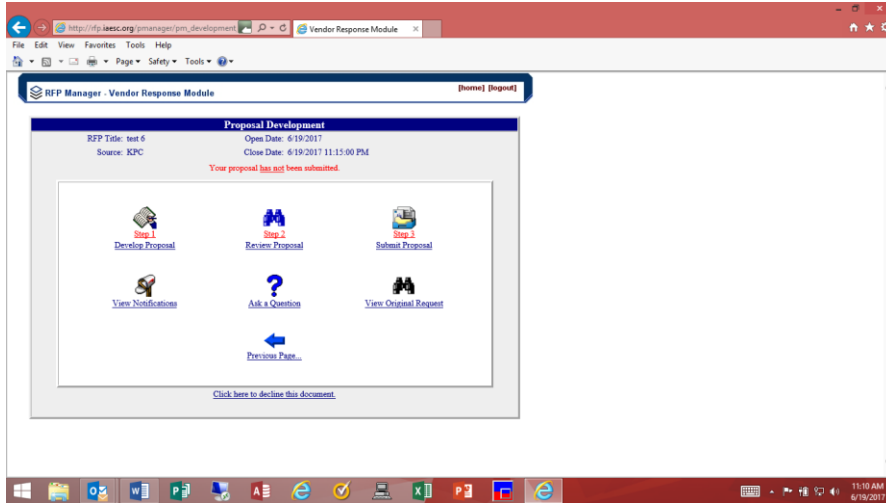
Step 1 – Develop the Proposal – Click on Develop Proposal to begin creating your bid response.



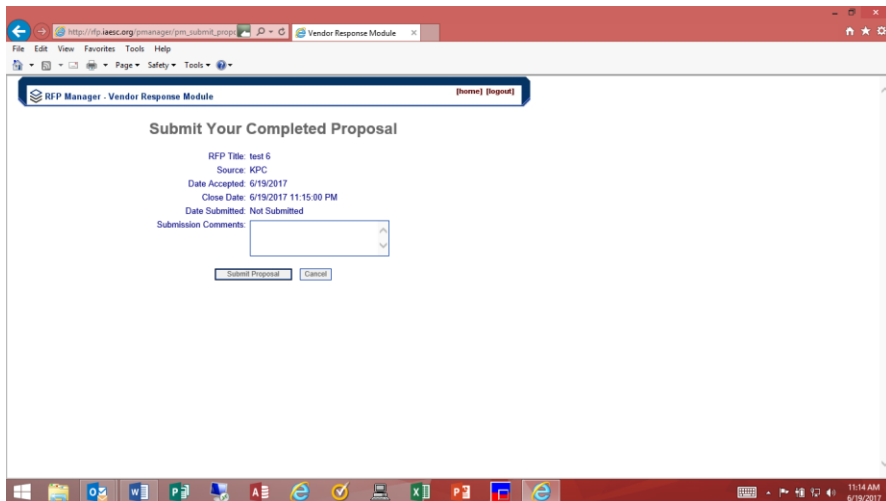
This screen informs the vendor which section(s) require a response in order to complete the proposal. To enter bid information click on each section title. Make certain to click on Save Response as each section is completed. An attachment may be added if necessary.



Step 2 – Review Proposal. The proposal can now be viewed in its entirety. If clarification is needed a question may also be asked. The question and the response is emailed to all vendors registered to receive this bid document. Step 3 – Submit Proposal – If the vendor is satisfied that the bid response is complete Submit Proposal is selected.



Once Submit Proposal is selected a second time the response is locked until the date and time defined in the bid.



By selecting Click here to view active proposals the date of submission can be verified.

