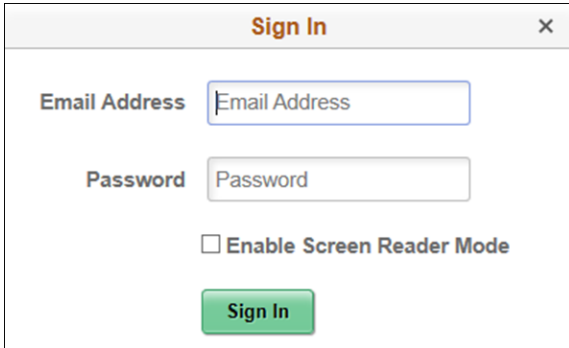
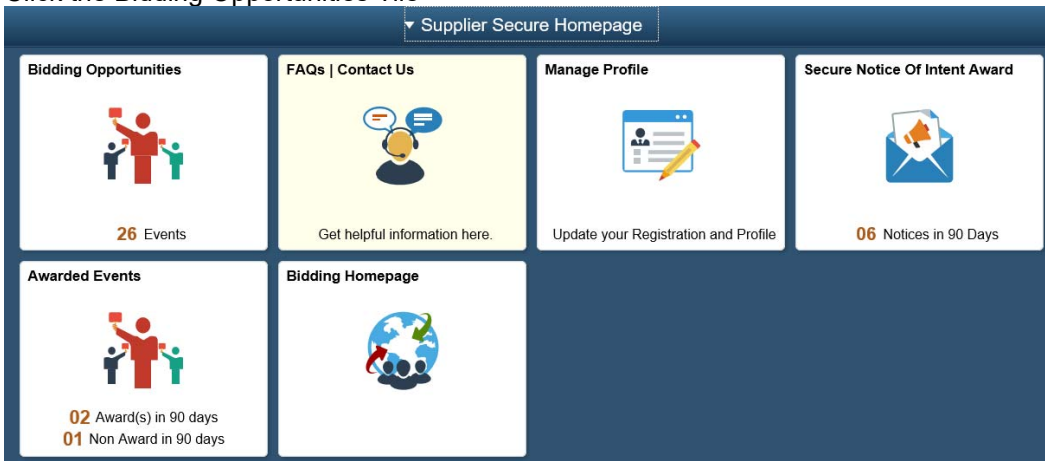


Task: Respond to Bids and Solicitations via Upload and Submit Online from Supplier Public Homepage Portal

Bidder: Click the Sign In Tile from the Supplier Public Homepage Portal



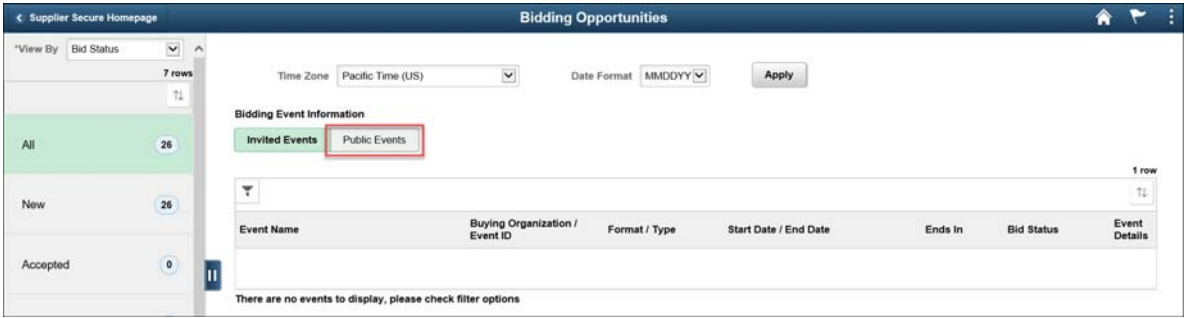
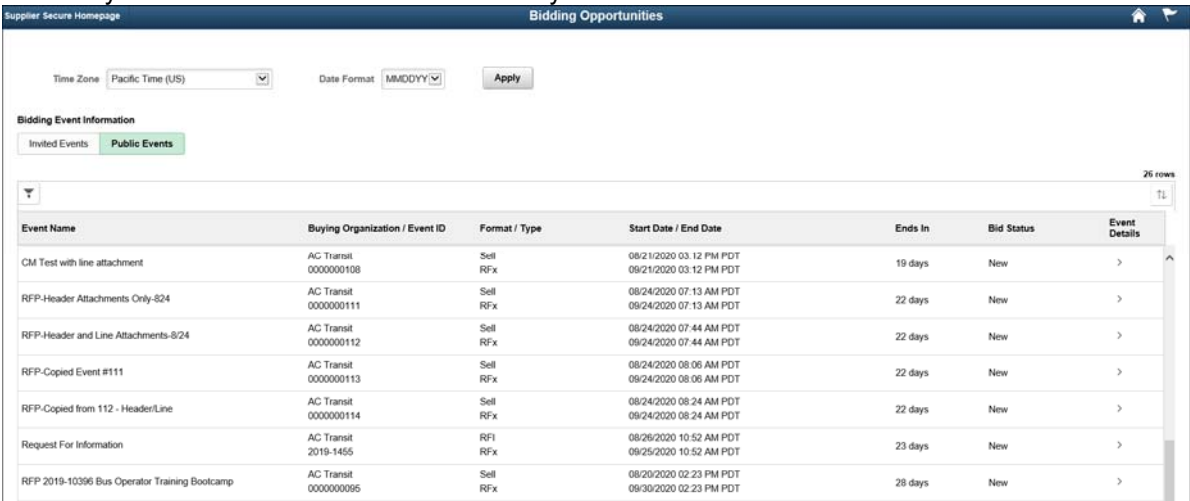
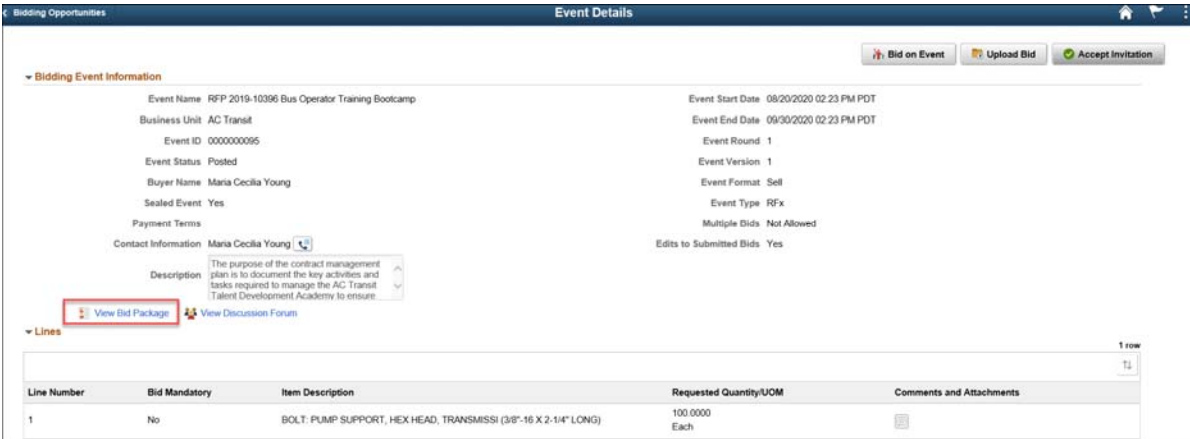


Step	Instructions
1	<p>Takes you to the Sign-In page</p> <ul style="list-style-type: none"> Enter Email Address and Password and click Sign In 
2	<p>Takes you to the Supplier Secure Homepage</p> <ul style="list-style-type: none"> Click the Bidding Opportunities Tile 



Submit Proposals By Upload

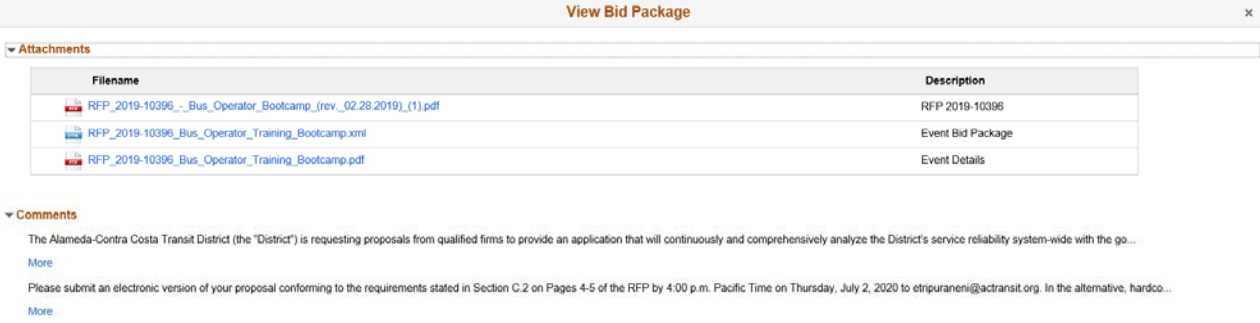
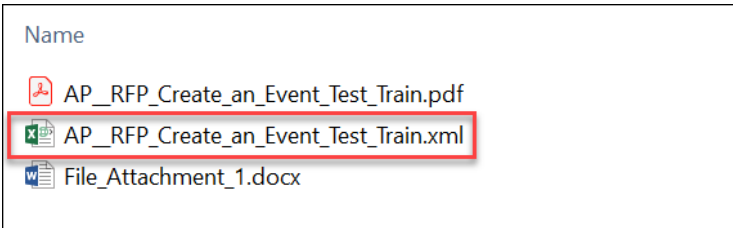
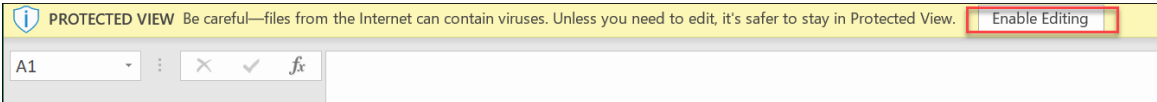
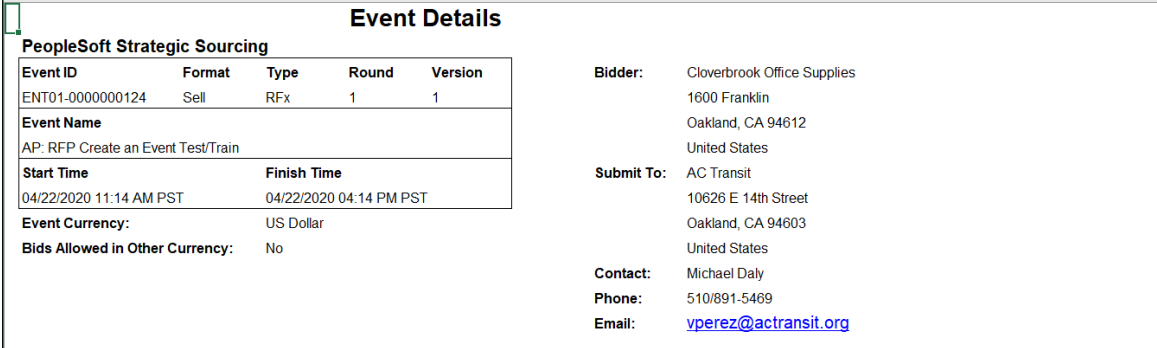
Strategic Sourcing Training Quick Reference Guide

Step	Instructions
3	<ul style="list-style-type: none">Takes you to the Bidding Opportunities PageBy default, Invited Events will list the Bidding Opportunities that matches the US NAICS Code and/or US SIC Code that you registered toClick the Expand icon If there are no specific events listed, click  
4	<ul style="list-style-type: none">Click anywhere over next to the Event Name you are interested in: 
5	<ul style="list-style-type: none">Click View Bid Package link to view the Bid and Solicitation Announcements and Attachment 



Submit Proposals By Upload

Strategic Sourcing Training Quick Reference Guide

Step	Instructions
6	<ul style="list-style-type: none">Open, View and Save each of the Attachments below to your local drive/documents folderThe document attachments contain the comprehensive proposals from AC TransitClick to exit from the View Bid Package page 
7	<ul style="list-style-type: none">Open MS ExcelNavigate to your documents file folder then click the XML file to openClick the Enable Editing box   
8	<ul style="list-style-type: none">On the General Details tab, answer all General Questions with Bid Factor Response Required: YesEnter each Response for each question in the Response and Response Comments box



Submit Proposals By Upload

Strategic Sourcing Training Quick Reference Guide

Step	Instructions																								
	<div><h3>Event Details</h3><p>PeopleSoft Strategic Sourcing</p><table border="1"><thead><tr><th>Event ID</th><th>Format</th><th>Type</th><th>Round</th><th>Version</th></tr></thead><tbody><tr><td>ENT01-000000124</td><td>Sell</td><td>RFx</td><td>1</td><td>1</td></tr></tbody></table><p>Event Name AP: RFP Create an Event Test/Train</p><table border="1"><thead><tr><th>Start Time</th><th>Finish Time</th></tr></thead><tbody><tr><td>04/22/2020 11:14 AM PST</td><td>04/22/2020 04:14 PM PST</td></tr></tbody></table><p>Event Currency: US Dollar Bids Allowed in Other Currency: No</p><p>Bidder: Cloverbrook Office Supplies 1600 Franklin Oakland, CA 94612 United States</p><p>Submit To: AC Transit 10626 E 14th Street Oakland, CA 94603 United States</p><p>Contact: Michael Daly Phone: 510/891-5469 Email: vperez@actransit.org</p><p>Event Description</p><p>General Questions</p><table border="1"><thead><tr><th>Question</th><th>UOM</th><th>Best</th><th>Worst</th><th>Response:</th></tr></thead><tbody><tr><td>Experience, Qualifications and Expertise</td><td></td><td></td><td></td><td></td></tr></tbody></table><p>Bid Factor Response Required: Yes Ideal Response Required: No</p><p>Response Comments</p><p>Ready</p><p>General Details Line Details Terms & Conditions</p></div>	Event ID	Format	Type	Round	Version	ENT01-000000124	Sell	RFx	1	1	Start Time	Finish Time	04/22/2020 11:14 AM PST	04/22/2020 04:14 PM PST	Question	UOM	Best	Worst	Response:	Experience, Qualifications and Expertise				
Event ID	Format	Type	Round	Version																					
ENT01-000000124	Sell	RFx	1	1																					
Start Time	Finish Time																								
04/22/2020 11:14 AM PST	04/22/2020 04:14 PM PST																								
Question	UOM	Best	Worst	Response:																					
Experience, Qualifications and Expertise																									
9	<ul style="list-style-type: none">Go to the Line Details tabSelect Yes/No Item next to the No Bid boxEnter the Price Per Item in the Response box (Repeat these steps for Events with multiple line items) <div><h3>Line Details</h3><p>No Bid</p><p>Line: 1 Item ID: Line Quantity: 1 UOM: HR Quantity: 1</p><p>Bid Required: No Reserve Price: No Description: Event to Create an RFP</p><p>The requested quantity is required. You cannot change the quantity for this line.</p><table border="1"><thead><tr><th>Price Details</th><th>Best</th><th>Worst</th><th>Response:</th></tr></thead><tbody><tr><td>Price Per Item</td><td></td><td></td><td></td></tr></tbody></table><table border="1"><thead><tr><th>Quantity Details</th><th>Requested</th></tr></thead><tbody><tr><td>Minimum Quantity:</td><td>0</td></tr><tr><td>Maximum Quantity:</td><td>1</td></tr></tbody></table></div>	Price Details	Best	Worst	Response:	Price Per Item				Quantity Details	Requested	Minimum Quantity:	0	Maximum Quantity:	1										
Price Details	Best	Worst	Response:																						
Price Per Item																									
Quantity Details	Requested																								
Minimum Quantity:	0																								
Maximum Quantity:	1																								

Step

Instructions

10

Read the terms and conditions in the **Terms and Conditions** tab

General Details

Line Details

Terms & Conditions

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Round	Version
ENT01-0000000124	Sell	RFx	1	1

Event Name

AP: RFP Create an Event Test/Train

Start Time	Finish Time
04/22/2020 11:14 AM PST	04/22/2020 04:14 PM PST

Event Currency:

US Dollar

Bids Allowed in Other Currency:

No

Bidder:

Cloverbrook Office Supplies
1600 Franklin
Oakland, CA 94612
United States

Submit To:

AC Transit
10626 E 14th Street
Oakland, CA 94603
United States

Contact:

Michael Daly

Phone:

510/891-5469

Email:

vperez@actransit.org

Terms & Conditions

1. Terms & Conditions

Statement of Copyright and Ownership, Trademarks and Disclaimer

Copyright

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11

Save the document from **File, Save As**, enter a file name and **click Save**

Click **Yes** to the Microsoft Excel pop-up message

File

Normal

Save

Save As

Documents > APEREZ > PS StratSrcing > PS SS Testing Results > XML > 124b

AP_RFP_Create_an_Event_Test_Train_REPLY

XML Spreadsheet 2003 (*.xml)

More options...

Save

Microsoft Excel

Some features in your workbook might be lost if you save it as XML Spreadsheet 2003.

Do you want to keep using that format?

Yes

No

Help

12

Click

Upload Bid

Bidding Opportunities

Event Details

Bid on Event

Upload Bid

Accept Invitation

Decline Invitation

Bidding Event Information

Event Name

RFP 2015-10396 Bus Operator Training Bootcamp

Business Unit

AC Transit

Event ID

0000000095

Event Status

Posted

Dryen Name

Maria Cecilia Young

Sealed Event

Yes

Payment Terms

Contact Information

Maria Cecilia Young

Description

The purpose of the contract management plan is to document the key activities and responsibilities of the contract management team.

View Bid Package

View Discussion Forum

Event Start Date

08/20/2020 02:23 PM PDT

Event End Date

09/30/2020 02:23 PM PDT

Event Round

1

Event Version

1

Event Format

3a6

Event Type

RFx

Multiple Bids

Not Allowed


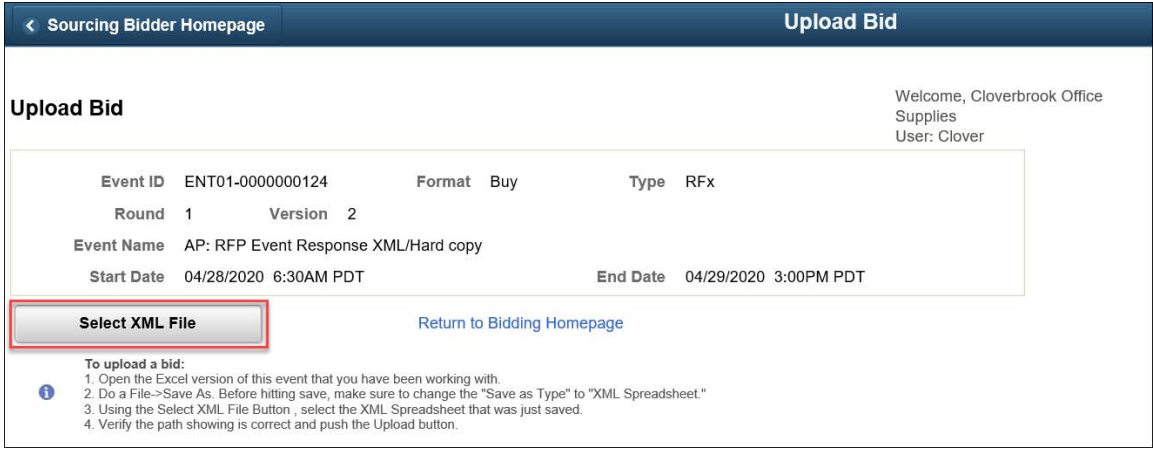
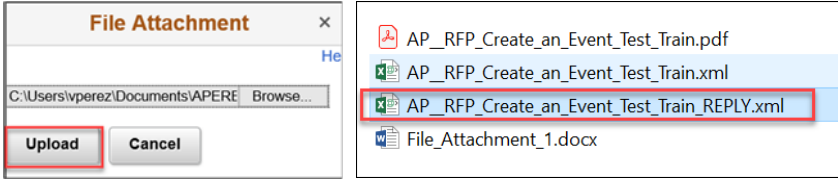
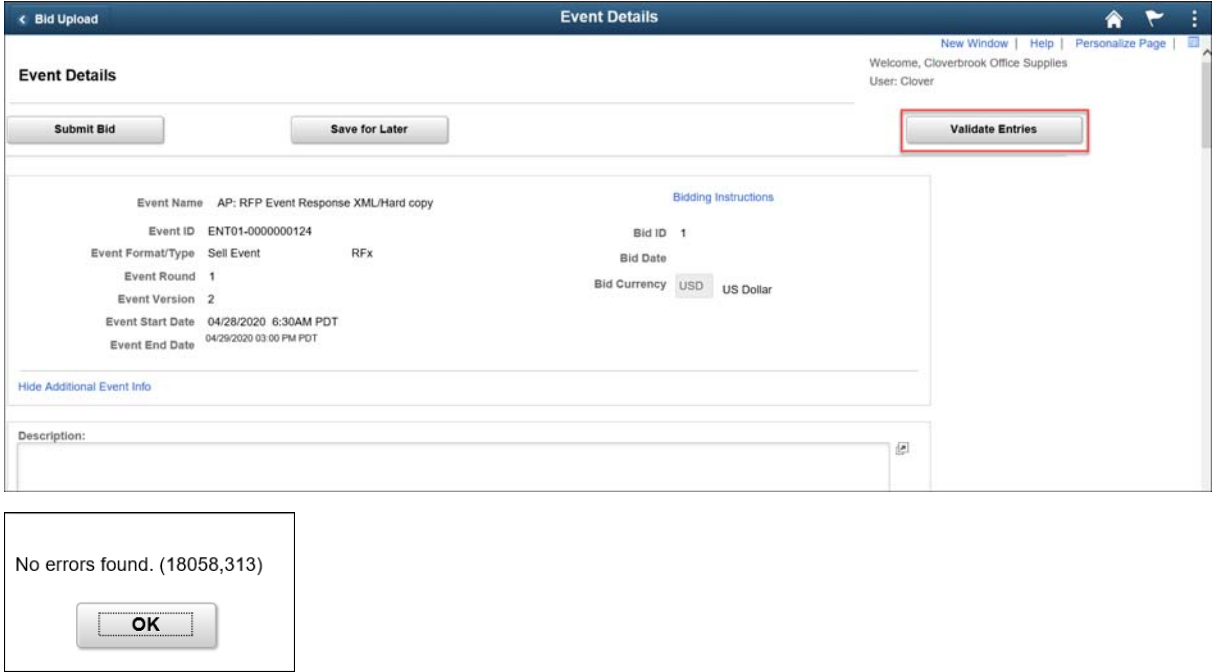
Edits to Submitted Bids

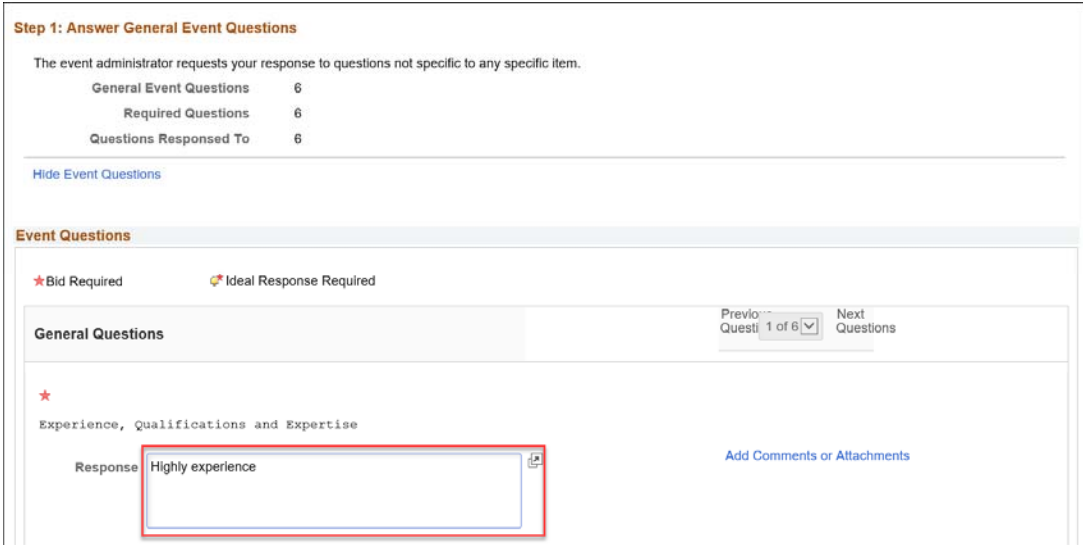

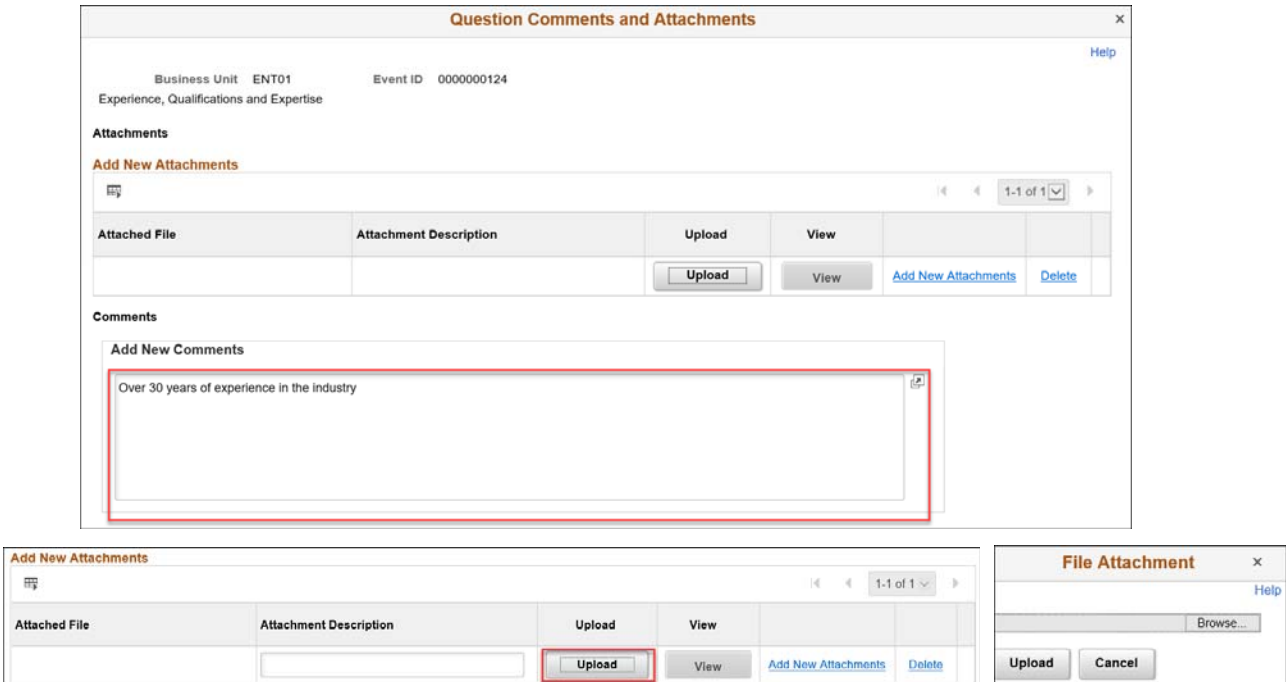
Yes

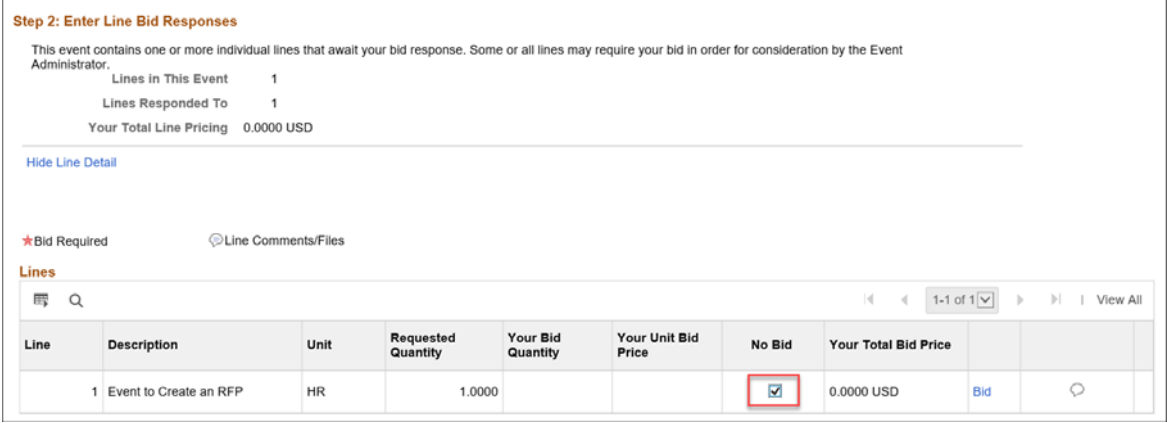
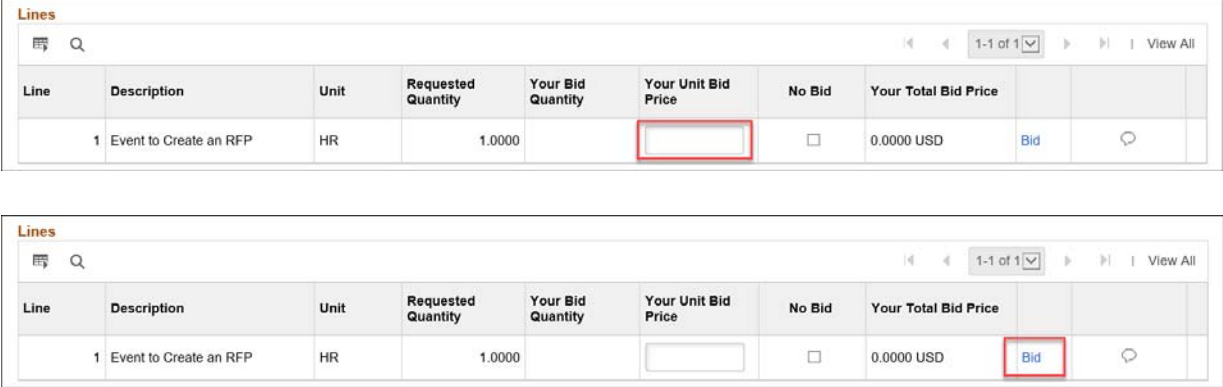
Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	BOLT: PUMP SUPPORT, HEX HEAD, TRANSMISSI (3/8"-16 X 2-1/4" LONG)	100.0000 Each	

1 row

Step	Instructions
13	<ul style="list-style-type: none"> Click   <p>To upload a bid:</p> <ol style="list-style-type: none"> 1. Open the Excel version of this event that you have been working with. 2. Do a File->Save As. Before hitting save, make sure to change the "Save as Type" to "XML Spreadsheet." 3. Using the Select XML File Button, select the XML Spreadsheet that was just saved. 4. Verify the path showing is correct and push the Upload button.
14	<ul style="list-style-type: none"> File Attachment page appears Click Browse to select the XML file with the response from your documents folder and click Upload 
15	<ul style="list-style-type: none"> Takes you to the Event Details page appears Click Validate Entries button and ensure there are No Errors Found in the uploaded file, then click OK 

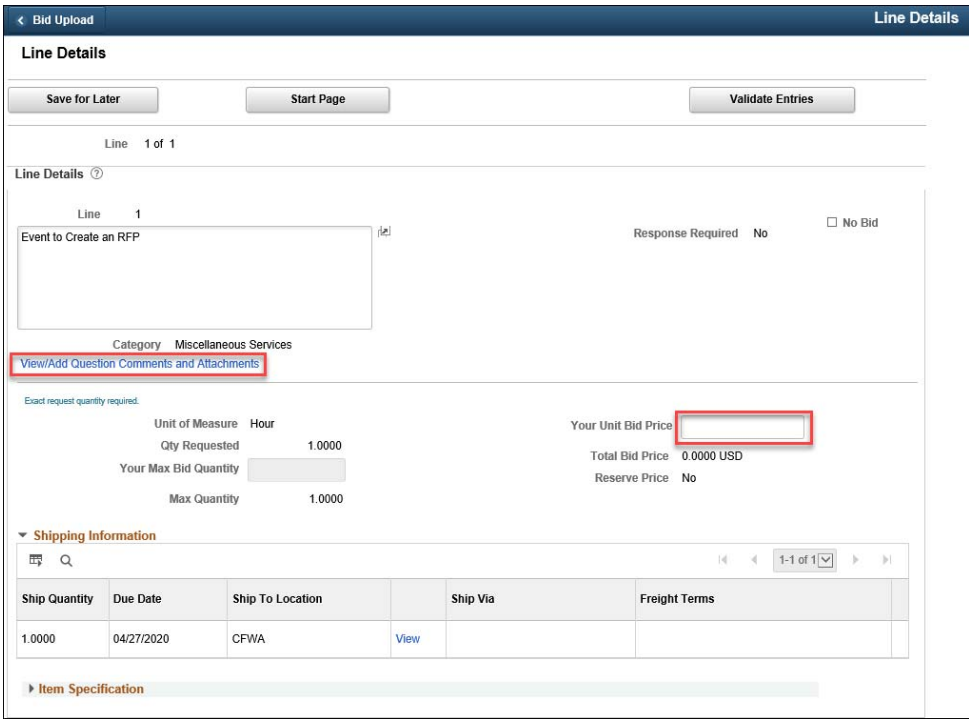




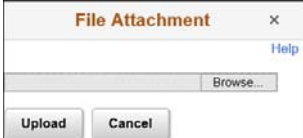
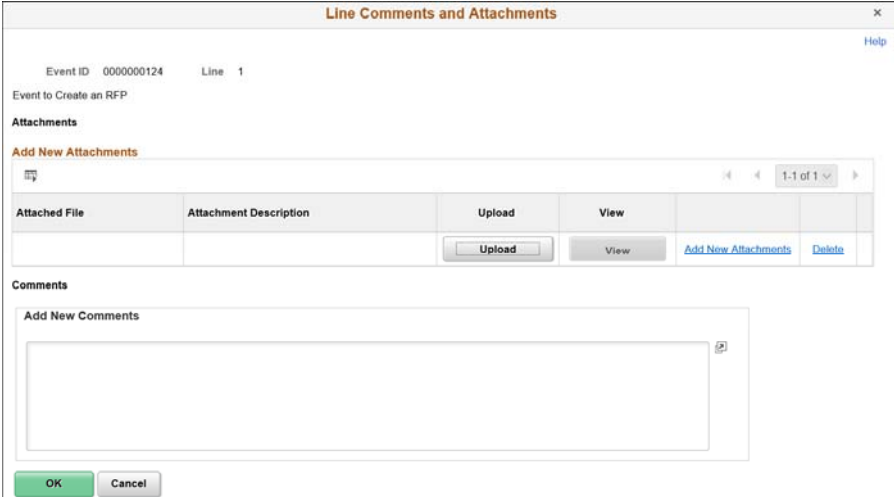
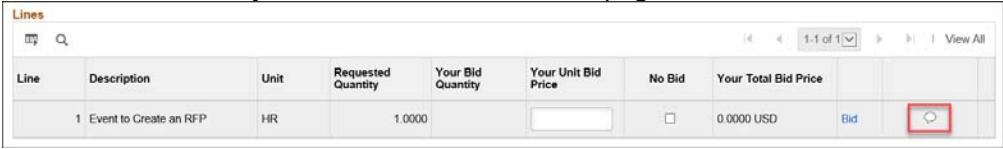
Step	Instructions
16	<p>From Step 1: Answer General Event Questions</p> <ul style="list-style-type: none"> Review each of the General Event Questions and the Responses 
17	<p> Additional Response for Every Question</p> <ul style="list-style-type: none"> Click Add Comments or Attachments link to each to confirm responses are uploaded <ul style="list-style-type: none"> Enter additional response for every Question in the Add New Comments field To upload a file as additional response for every Question, click Upload <ul style="list-style-type: none"> File Attachment page appears, click Browse to search and select the file and click Upload To add more attachments, click the Add New Attachments link Click OK to take you back to the Event Details page 

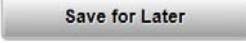
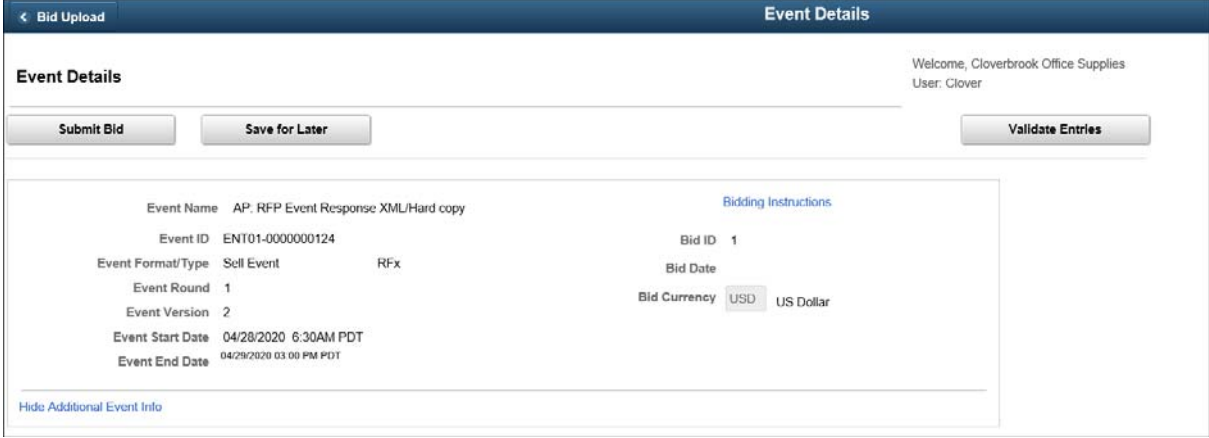
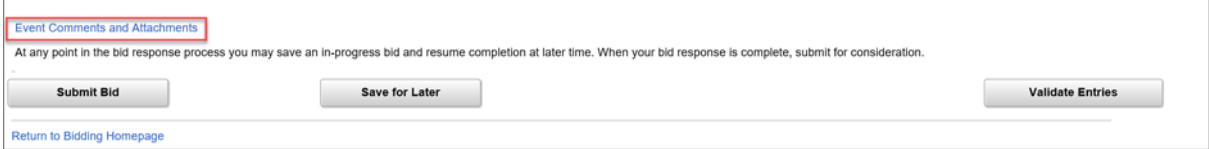

Step	Instructions
18	<p>From Step 2: Answer General Event Questions</p> <ul style="list-style-type: none"> Click to uncheck the No Bid checkbox 
19	<ul style="list-style-type: none"> Your Unit Bid Price field becomes available, a unit bid price <input type="text"/> for the Line Item Click the Bid link of the Line Item Bid 
20	<ul style="list-style-type: none"> The Bid Link takes you to the Line Item page You can also enter Bid Price in the Your Unit Bid Price field (if it is not yet entered) Click to enter Comments or file attachments in the View/Add Question Comments and Attachments Click <input type="button" value="Validate Entries"/> to make sure there are no errors found Click <input type="button" value="Save for Later"/> to save entries Click <input type="button" value="Start Page"/> to take you back to the Event Details page



Submit Proposals By Upload

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Step	Instructions
	<div></div>
21	<ul style="list-style-type: none">Click  for Line Comments and AttachmentsEnter Comments in the Add New Comments fieldClick  to upload a file. File Attachment page appears. Click Browse to search file in your documents folder then click . Enter an Attachment Description.To add new attachment, click the Add New Attachments linkClick  to take you back to the Event Details page <div></div>

Step	Instructions
22	<ul style="list-style-type: none"> Takes you back at the Event Details page Click  to Save all entries 
23	<ul style="list-style-type: none"> Scroll down towards the bottom of the page Click the Events Comments and Attachments link 
24	<ul style="list-style-type: none"> The Event Package (PDF, XML), Attachments, Addendums, Comments/Announcements from AC Transit are listed under the View Event Attachments To upload your entire File Proposal and Response to AC Transit, click the Upload button <ul style="list-style-type: none"> Browse the file and Upload Enter an Attachment Description Click the Add New Attachments link for additional files to Upload Enter any Comments in the Add New Comments box Click the OK button 



Submit Proposals By Upload

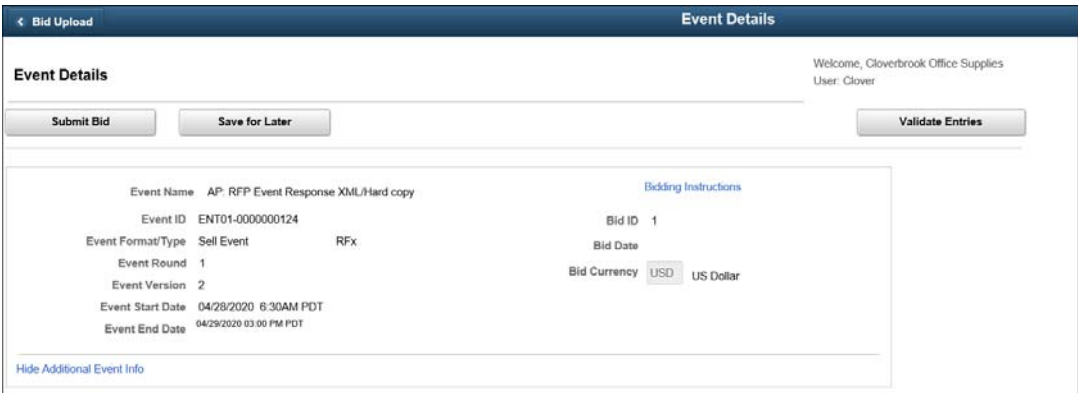



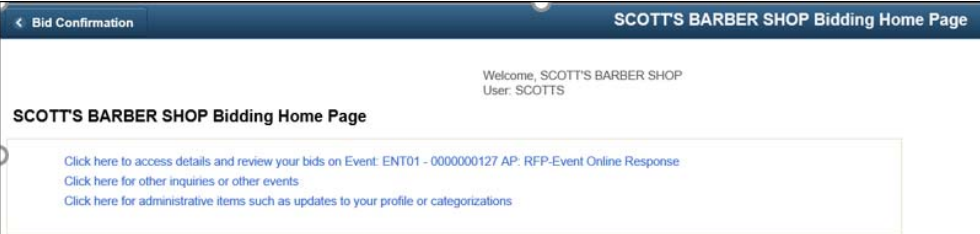
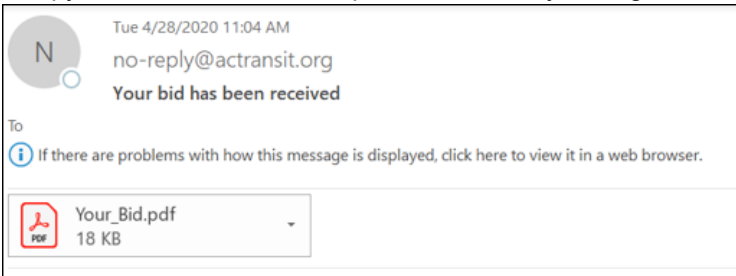
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Step	Instructions
	<div><div><div><div><div>Event Comments and Attachments</div><div><div>Add New Attachments ?</div><div><div><div>Attached File</div><div>Attachment Description</div><div>Upload</div><div>View</div></div><div><div>File_Attachment_-_Proposal_to_AC_Transit.docx</div><div>Proposal Response to AC Transit</div><div>Upload</div><div>View</div><div>Add New Attachments</div><div>Delete</div></div></div></div><div><div>Comments</div><div><div>View Event Comments ?</div><div><div>Description</div><div>The Alameda-Contra Costa Transit District (the "District") is requesting proposals from qualified firms to provide public outreach consulting services in support of the District's plan to possibly place a revenue measure for voter approval in the 2020 general election. The successful proposer will perform a Feasibility Assessment for such a measure, evaluating demographic trends among voters in the District and projected voter turnout, working with a pollster to understand current voter perceptions and needs. If the such a revenue measure proves feasible, the selected firm will Develop and refine a revenue measure for the ballot, determining the most favorable type of assessment; Develop and implement a public information and awareness program, selecting and supervising graphic designers, media outlets and other vendors associated with such an outreach effort. Prepare a seventy-five (75) Word Ballot Question and Provide Ongoing</div></div></div></div></div></div><div><div>File Attachment</div><div><div>Browse...</div><div>Upload</div><div>Cancel</div></div></div><div><div>Add New Comments ?</div><div><div></div><div>OK</div><div>Cancel</div></div></div></div></div> <div><div>25</div><div><div><div>Takes you back to the Event Details page</div><div><div>Click <div>Save for Later</div> to Save all entries</div><div>Click <div>Validate Entries</div></div><div>Click OK if No errors are found in your entries</div><div>Click <div>Submit Bid</div></div></div><div><div>Event Comments and Attachments</div><div>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.</div><div><div>Submit Bid</div><div>Save for Later</div><div>Validate Entries</div></div><div><div>Return to Create Bidder Response</div><div>No errors found. (18058,313)</div><div><div>OK</div></div></div></div></div></div></div> <div data-bbox="1182 1986 1547 2022" data-label="Page-Footer"><p>Last Updated: 15 September 2020</p></div>



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Step	Instructions
	
26	<ul style="list-style-type: none"> Bid Confirmation page appearsClick OK  <ul style="list-style-type: none"> Takes you back to the Bidding Home Page  <ul style="list-style-type: none">A softcopy of the entered Bid Response is sent to your registered Email address 
	End of Procedure.