

### Introduction

The “How to Respond to Q&A's” Quick Reference Guide is designed to provide the minimum steps necessary to answering questions from the Vendor(s) regarding a Bid Solicitation.

### Pre-requisites

You must have the Basic Purchasing Role.

### Steps

<p><b>Step 1:</b></p> <p>a.) From the home page once logged in, select the <b>Bids Tab &gt; Ready to Open Sub-tab.</b></p>																																					
<p><b>Step 2:</b></p> <p>A list of results will display.</p> <p>a.) Select the appropriate Bid by clicking the <b>Bid link.</b></p>	<table border="1"> <thead> <tr> <th>Bid ID</th> <th>Buyer</th> <th>Description</th> <th>Opening Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>AGENCY15B0001968</td> <td>Isidra Chavez</td> <td>Testing 10/29 Prequal Program</td> <td>10/29/2014 11:20:00 AM</td> <td>Create new quote</td> </tr> <tr> <td>AGENCY15B0001989</td> <td>Isidra Chavez</td> <td>Testing 11/21</td> <td>11/21/2014 11:30:00 AM</td> <td>Open Bid</td> </tr> </tbody> </table>	Bid ID	Buyer	Description	Opening Date	Action	AGENCY15B0001968	Isidra Chavez	Testing 10/29 Prequal Program	10/29/2014 11:20:00 AM	Create new quote	AGENCY15B0001989	Isidra Chavez	Testing 11/21	11/21/2014 11:30:00 AM	Open Bid																					
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<p><b>Step 3:</b></p> <p>The page defaults to the Summary Tab.</p> <p>a.) Select the <b>Q&amp;A Tab.</b></p>	<p>Open Market Bid AGENCY15B0001989</p> <p>General   Items   Address   Accounting   Routing   Attachments(1)   Notes   Bidders   Questions   Amendments(2)   <b>Q &amp; A</b>   Reminders   Summary</p> <p>Header Information</p> <table border="1"> <tr> <td>Bid Number:</td> <td>AGENCY15B0001989</td> <td>Description:</td> <td>Testing 11/21</td> <td>Status:</td> <td>How</td> </tr> <tr> <td>Purchaser:</td> <td>Isidra Chavez</td> <td>Minor Status:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Organization:</td> <td>Department of Technology Management and Budget</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fiscal Year:</td> <td>15</td> <td>Department:</td> <td>6412000 - Purchasing</td> <td>Location:</td> <td>Local</td> </tr> <tr> <td>Show On Web:</td> <td>Yes</td> <td>Allow Electronic Quote:</td> <td>Yes</td> <td>Requirement:</td> <td>Required</td> </tr> <tr> <td>Bid Opening Date:</td> <td>11/21/2014 11:30:00 AM</td> <td>Available Date:</td> <td>11/21/2014 09:43:00 AM</td> <td></td> <td></td> </tr> </table>	Bid Number:	AGENCY15B0001989	Description:	Testing 11/21	Status:	How	Purchaser:	Isidra Chavez	Minor Status:				Organization:	Department of Technology Management and Budget					Fiscal Year:	15	Department:	6412000 - Purchasing	Location:	Local	Show On Web:	Yes	Allow Electronic Quote:	Yes	Requirement:	Required	Bid Opening Date:	11/21/2014 11:30:00 AM	Available Date:	11/21/2014 09:43:00 AM		
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<p><b>Step 4:</b></p> <p>Questions from the Vendor(s) will display in the Questions column.</p> <p>a.) Answer each question under the <b>Answer</b> column.</p> <p>b.) Click <b>Save &amp; Continue.</b></p>	<p>Open Market Bid AGENCY15B0001989</p> <p>General   Items   Address   Accounting   Routing   Attachments(1)   Notes   Bidders   Questions   Amendments(2)   <b>Q &amp; A</b>   Reminders   Summary</p> <table border="1"> <thead> <tr> <th>Question #</th> <th>Created Date</th> <th>User Created</th> <th>Question Subject</th> <th>Question</th> <th>Answer</th> <th>Show on Web</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/21/2014</td> <td>Isidra Chavez/Sida's World</td> <td>Cleaning</td> <td>How often do you want your bldg. cleaned</td> <td>We want ALL 5 bldgs. cleaned</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td>11/21/2014</td> <td>Isidra Chavez/Sida's World</td> <td>cleaning detergents</td> <td>Are there certain cleaning detergent you prefer?</td> <td>Yes, we prefer Clorox wipes and</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td>11/21/2014</td> <td>Isidra Chavez/IC LLC</td> <td>Cleaning bldg</td> <td>How often would you like your bldg. cleaned?</td> <td>We want ALL 5 Bldgs. cleaned</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td>11/21/2014</td> <td>Isidra Chavez/IC LLC</td> <td>testing</td> <td>testing</td> <td>Testing</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Save &amp; Continue   Reset</p>	Question #	Created Date	User Created	Question Subject	Question	Answer	Show on Web	1	11/21/2014	Isidra Chavez/Sida's World	Cleaning	How often do you want your bldg. cleaned	We want ALL 5 bldgs. cleaned	<input checked="" type="checkbox"/>	2	11/21/2014	Isidra Chavez/Sida's World	cleaning detergents	Are there certain cleaning detergent you prefer?	Yes, we prefer Clorox wipes and	<input checked="" type="checkbox"/>	3	11/21/2014	Isidra Chavez/IC LLC	Cleaning bldg	How often would you like your bldg. cleaned?	We want ALL 5 Bldgs. cleaned	<input checked="" type="checkbox"/>	4	11/21/2014	Isidra Chavez/IC LLC	testing	testing	Testing	<input checked="" type="checkbox"/>	
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**Step 5:**

The page defaults back to the Summary Tab.

Your answers will save immediately after clicking the **Save & Continue** button.

Open Market Bid AGENCY15B0001989

- General
- Items
- Address
- Accounting
- Routing
- Attachments(1)
- Notes
- Bidders
- Questions
- Amendments(2)
- Q & A
- Reminders
- Summary

Q & A:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	11/21/2014	Isidra Chavez/Sida's World	Cleaning	How often do you want your bldg. cleaned	We want ALL 5 bldgs. cleaned everyday.
2	11/21/2014	Isidra Chavez/Sida's World	cleaning detergents	Are there certain cleaning detergent you prefer?	Yes, we prefer Clorox wipes and Mr. Clean products.
3	11/21/2014	Isidra Chavez/C LLC	Cleaning bldg	How often would you like your bldg. cleaned?	We want ALL 5 Bldgs. cleaned everyday.
4	11/21/2014	Isidra Chavez/C LLC	testing	testing	Testing