

# Supplier Response - Quick Tutorial

This Quick Tutorial provides instruction on navigation of this organization’s Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Log in to the agency’s IWT bidding system. Once you have successfully logged in, you will be on the supplier bidding dashboard (see Figure 1). To access the bid events, click on “Bid Events” from the top navigation bar (or click on one of the applicable Alerts).

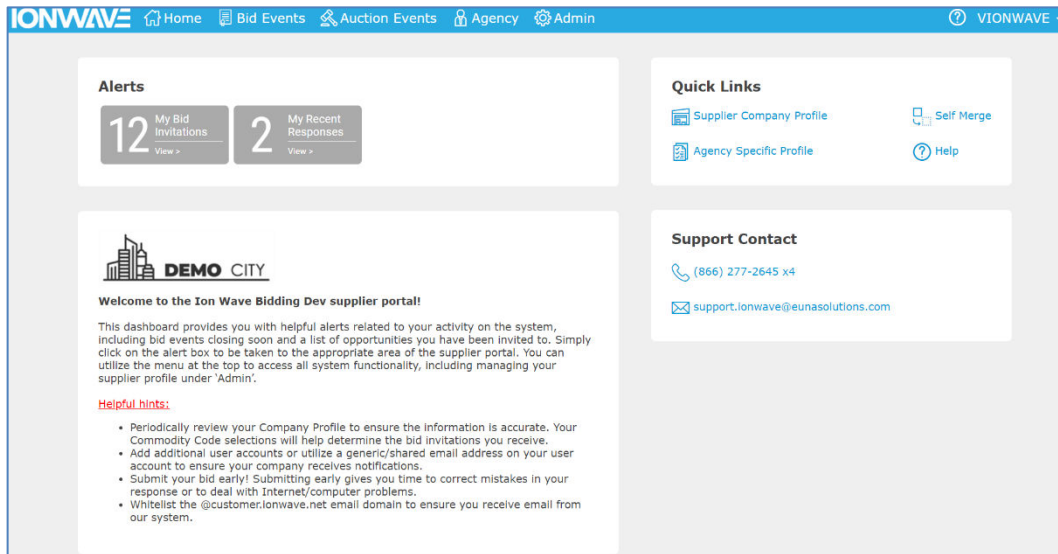


Figure 1

The available bids are displayed in two different sections: “My Invitations” and “Other Bid Opportunities” (see Figure 2.) Click the **bid number** to view the bid opportunity.

| Organization              | Bid Number                  | Title  | Close Date              | Time Left | Bid Status | Response Status |
|---------------------------|-----------------------------|--|-------------------------|-----------|------------|-----------------|
| City of Demo - Purchasing | 0776-2023-03                | Bidly Drive Underground Utility Project      | 4/13/2023 04:00 PM (CT) | 1 Day     | Issued     | Viewed          |
| City of Demo - Purchasing | 0762-2023-03                | Construction Management Software             | 4/16/2023 04:00 PM (CT) | 2 Days    | Issued     | Viewed          |
| City of Demo - Purchasing | 0777-2023-03                | Bidly Drive Underground Utility Project      | 4/15/2023 12:10 PM (CT) | 2 Days    | Issued     | Viewed          |
| City of Demo - Purchasing | 0769-2023-03                | Janitorial Supplies Annual Contract          | 4/23/2023 03:05 PM (CT) | 11 Days   | Issued     | No Response     |
| City of Demo - Purchasing | 0769-2023-04                | Bidly Drive Underground Utility Project 2023 | 4/26/2023 00:00 AM (CT) | 13 Days   | Issued     | No Response     |
| City of Demo - Purchasing | 0762-2023-03                | Computer Servers Annual Contract             | 4/26/2023 04:00 PM (CT) | 13 Days   | Issued     | No Response     |
| University of Demo        | UNIVERSITY AWARD BID REPORT | ALLEGRA Award bid report                     | 4/27/2023 04:10 PM (CT) | 13 Days   | Issued     | No Response     |
| City of Demo - Purchasing | 0764-2023-03                | Janitorial Supplies Annual                   | 5/1/2023 09:30 AM (CT)  | 18 Days   | Issued     | Viewed          |
| University of Demo        | UNIVERSITY AWARD            |  | 5/1/2023 10:00 AM (CT)  | 18 Days   | Issued     | Submitted       |

| Organization       | Bid Number          | Title                | Close Date              | Time Left | Bid Status | Response Status |
|--------------------|---------------------|----------------------|-------------------------|-----------|------------|-----------------|
| University of Demo | 0771-2023-03        | Aid Services 1       | 5/16/2023 10:45 AM (CT) | 1 Day     | Issued     | Viewed          |
| University of Demo | bid 13W Capital Bid | bid 13W Capital Bid  | 5/22/2023 09:00 AM (CT) | 13 Days   | Issued     | No Response     |
| University of Demo | bid 13W Capital Bid | bid 13W Capital Bid  | 5/22/2023 09:00 AM (CT) | 13 Days   | Issued     | Unsubmitted     |
| University of Demo | bid 13W Capital Bid | bid 13W Capital Bid  | 5/22/2023 09:00 AM (CT) | 13 Days   | Issued     | Unsubmitted     |
| University of Demo | 0262-2022-05        | Test Import 20220513 | 6/10/2022 12:40 PM (CT) | 59 Days   | Issued     | Retracted       |

Figure 2

**NOTE:** Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages.

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If you are registered for multiple Agencies and have merged your accounts together, you will see all Agency bids listed with the Agency Name and profile picture next to the Bid information (*see Figure 3*).

To view a Bid, click on the line of the Bid you would like to view. To go back to the list, click on the Bid Events option on the navigation bar.









| Other Bid Opportunities  |                                 |                                       |            |                          |           |            |                 |  |
|--|---------------------------------|---------------------------------------|------------|--------------------------|-----------|------------|-----------------|--|
| Agency   | Bid Number                      | Title                                 | Issue Date | Close Date               | Time Left | Bid Status | Response Status |  |
| All  |                                 |                                       |            |                          |           |            |                 |  |
|  University of Central Missouri | Main Building Remodel CW        | Main Building Remodel CW              | 4/19/2024  | 7/9/2024 12:00 AM (CT)   | 18 Days   | Issued     | No Response     |  |
|  Round Rock ISD, TX             | 2024-0419                       | Private Truck Bid                     | 4/19/2024  | 7/24/2024 02:00 PM (CT)  | 33 Days   | Issued     | No Response     |  |
|  Round Rock ISD, TX             | 25-001 Addendum 1               | Facility Disinfection Services        | 2/6/2024   | 12/27/2024 02:00 PM (CT) | 189 Days  | Issued     | Viewed          |  |
|  Canyons School District, UT    | 2024-00125                      | Ceremonies and Awards - Perpetual Bid | 3/25/2024  | 3/1/2027 01:00 AM (CT)   | 983 Days  | Issued     | No Response     |  |
|  New Caney ISD, TX              | 2024-0016                       | Certificates and Awards               | 3/25/2024  | 3/1/2027 02:00 PM (CT)   | 983 Days  | Issued     | No Response     |  |
|  Forney ISD, TX                 | 2024 - 102                      | Awards and Ceremonies                 | 3/12/2024  | 3/29/2028 02:00 PM (CT)  | 1377 Days | Issued     | No Response     |  |
|  Brazosport College, TX         | 24/25 # 10485                   | Awards & Ceremonies Perpetual Bid     | 3/11/2024  | 4/30/2028 12:00 AM (CT)  | 1409 Days | Issued     | No Response     |  |
|  Sherman ISD, TX                | 2023 - Perpetual Bid Addendum 1 | Awards & Ceremonies                   | 3/11/2024  | 4/30/2028 02:00 PM (CT)  | 1409 Days | Issued     | No Response     |  |

Figure 3

After selecting the desired bid, depending on how the Buyer set up the Bid, you may be presented with a requested response asking your intention to respond to bid on the event (*see figure 4*).

Enterprise Sourcing Demo

### Response Settings Requested

*The buyer requests you indicate below if you intend to respond. Note: this can also be answered or changed by clicking "Intent" while reviewing the opportunity.*

Bid Number: 0319-2021  
Bid Title: Road Improvements at West Richey Road from Kuykendahl Road to IH 45 for Harris County Precinct 1 – UPIN 16101MFOH201

Bid Notes: **DUE DATE: Monday, June 1, 2020 Due no later than 2:00 P.M. local time in Houston, Texas.**  
Bids received later than the date and time above will not be considered. OFFERORS NOTE: Carefully read all instructions, requirements and specifications.  
Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples online through Ion Wave.  
RETURN BID TO: Bid should be submitted online through Ion Wave. For hard copy submittal instructions, please call (713) 274-4400 by 12:00 P.M. local time in Houston, Texas on the Friday prior to the due date referenced above.  
Buyer: Paige McInnis at (713) 274-4427 or e-mail paige.mcinnis@pur.hctx.net

Response Intent: Yes, I intend to respond to the opportunity

Response Intent Note:

Figure 4

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Once inside the bid event, a series of tabs will be present. If one of the tabs listed below does not appear on the bid, then it is not applicable to the solicitation (see Figure 5.)

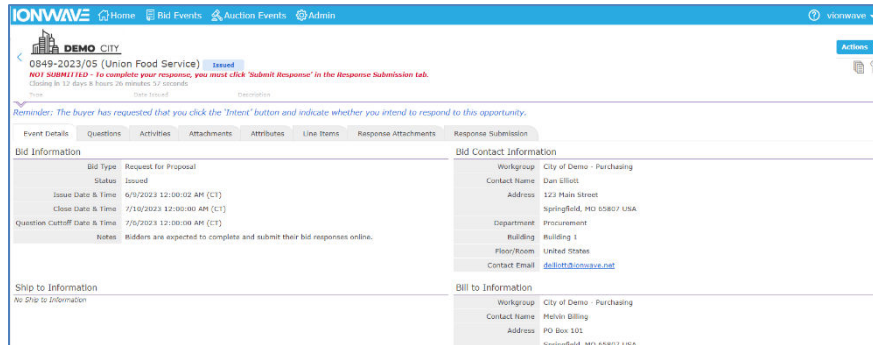


Figure 5

Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed to the right through the other tabs until reaching the final tab, the “Response Submission” tab.

**Event Details** – Provides specific bid information including Bid Notes and Contact, Ship To, and Bill To information.

**Questions** – Submit bid specific questions by clicking ‘Ask Question.’ Questions and Answers provided will be reviewed at the Buyers discretion. Questions may only be asked up until the cutoff date and time.

**Activities** – Review and respond (as applicable) to bid related activities. Activity Types may include:

- Participation Activity: Review activity information that the buyer is requesting your participation.
- Non-Participation Activity: Provided for informational purposes.

**Attachments** – Bid attachments are included by the buyer for reasons which include, but are not limited to, the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment.

- Click ‘Download’ to view or save the file to your desktop or other drive

**Attributes** – Attributes are a series of questions or content which may require your review and/or response.

- Read and/or answer all attributes.
- Required attributes have a red asterisk (\*) to the left of the required field (see Figure 6).

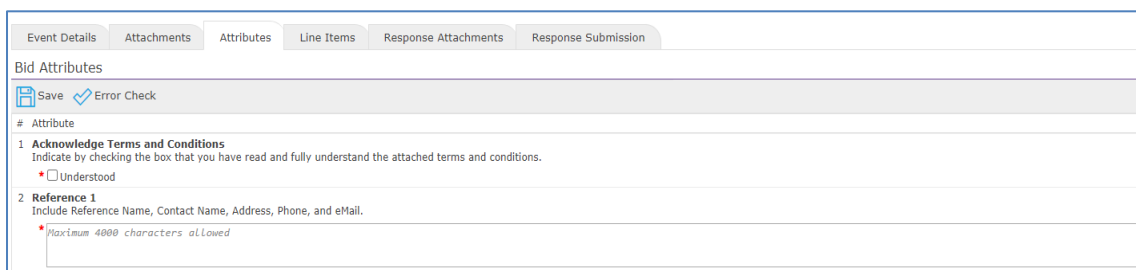


Figure 6

- A required attribute must be answered in order to submit the bid response.
- Click ‘Save’ on the top left of the tab (to save your responses).
- Click ‘Error Check’ to determine if you have missed any required responses.

**NOTE:** If there are Errors present, you must resolve the errors before the system will allow you to submit your response.

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**Line Items** - Enter your response in the price or percentage in the response field on the right. An extended price will be calculated once saved (see Figure 7).

Face Mask, 5 REVO-G2BD-R-44758 black; 5 REVO-G3BD-44975 black 10 EA **Unit Price** No Response  
 Manufacturer: Riddell Manufacturer #: REVO  
 Item Note: Use the Add Alt feature to submit an alternate for this item.  
 + Add Alternate No Bid Add Notes

Figure 7

**Line-Item Attributes** - Answer questions, complete specification requests, and review additional terms and notes specific to the line item. (Item level attributes may not be present) (see Figure 8).

| Item Attributes |  |
|-----------------|--|
| #               | Attribute  |
| 1               | What is your overtime hourly rate for service calls after normal business hours? |
|                 | Response: Numbers only, no symbols*  |

Figure 8

**Line-Item Attachments** - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)

- Required fields have a red asterisk (\*) to the right of the response field. A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields).

A line item may include one or more of the following options:

**Add Alternates** – Where allowed, you can bid an alternate.

- Click 'Add Alternate' and enter the fields requested.
- If an alternate is added in error, click 'Delete Alt' on the right of the screen.

**No Bid** – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. If using the 'No Bid' function, do the following:

- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click 'Clear No Bid' to remove a 'No Bid.'

**Add Notes** – Where allowed, click 'Add Notes' to enter comments for buyer review.

**Note:** A response of zero (\$0.00) entered in the price field may not be allowed by the buyers. Also, in some cases, the buyer may choose to receive zeroes as a 'No Bid'.

**Response Attachments** – This tab allows suppliers to upload documents for buyer review.

**Requested Attachments** – A required or optional file that the buyer has requested. A red asterisk (\*) located next to the requested file name indicates that it is required (see Figure 9).

| Requested Attachments               |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Error Check  |
| #                                   | Requested Attachments  |
| 1                                   | * Document 1 - Bidder's Proposal<br>Upload your completed proposal, as detailed in the attached Project Scope of Work, in PDF format.<br><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a> |
| 2                                   | * Form 1 - Conflict of Interest<br>Bidder must upload completed Conflict of Interest Form 1 in PDF format.<br><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a>                            |

Figure 9

- Click "Upload".
- Click "Select File" in the pop-up window.

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- Select the file to be attached and click 'Open'.
- Click 'Save' once the file has been uploaded.

Other Response Attachments – Ability to include additional documents for buyer review. Availability for suppliers to add other response attachments is at the buyer's discretion (see Figure 10).

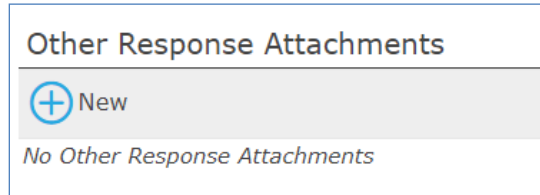


Figure 10

- Click "New".
- Click "Select File" in the pop-up window.
- Highlight the file to be attached and click 'Open'.
- Enter a Description of the attached file and click 'Save'.

**Note:** If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

**The maximum file size is 250 megabytes per file.**

**Response Submission** – After completing your bid response, you must submit successfully before the close date and time of the bid event.

**Supplier Note to Buyer** – Enter an optional note to the buyer. This field may not be available on all bids.

**Digital Signature** - Enter your full name (Required) and your email address (Required)

- Click "Error Check" to determine if you have missed any required fields.
- Click 'Submit' Response'.
- A successfully submitted response will display 'Response Submitted' followed by the date and time stamp in the
- Response Status field. (See Figure 11.)

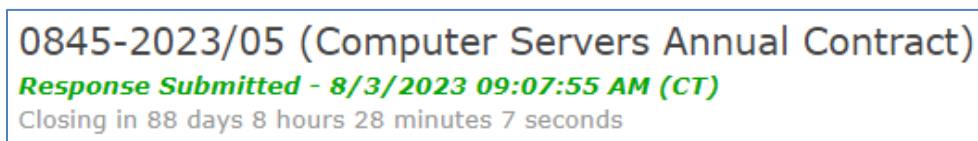


Figure 31

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## Submission Errors

When an error(s) occurs, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab (see Figure 12).

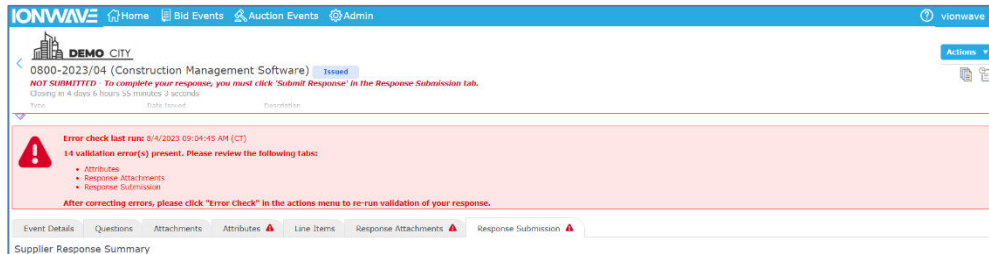


Figure 42

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

**System Notification** – An email notification will be sent to confirm response failure or response submission.

**Response Retraction** – This functionality is available at the buyer’s discretion and can be used to retract a submitted response for additional editing (see Figure 13).

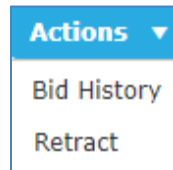


Figure 13

- On the top right-hand side of the screen, click the ‘Actions’ drop-down list and choose ‘Retract’.
- Confirm Retract by typing the word ‘Retract’ into the text field on the pop-up box and then click the ‘OK’ button.
- Navigate to the desired tabs for editing.
- Select the Response Submission tab to ‘Submit’ the revised response.

**Important Note:** A retracted bid response is no longer considered submitted. The user **MUST** resubmit a retracted bid response to be considered.