

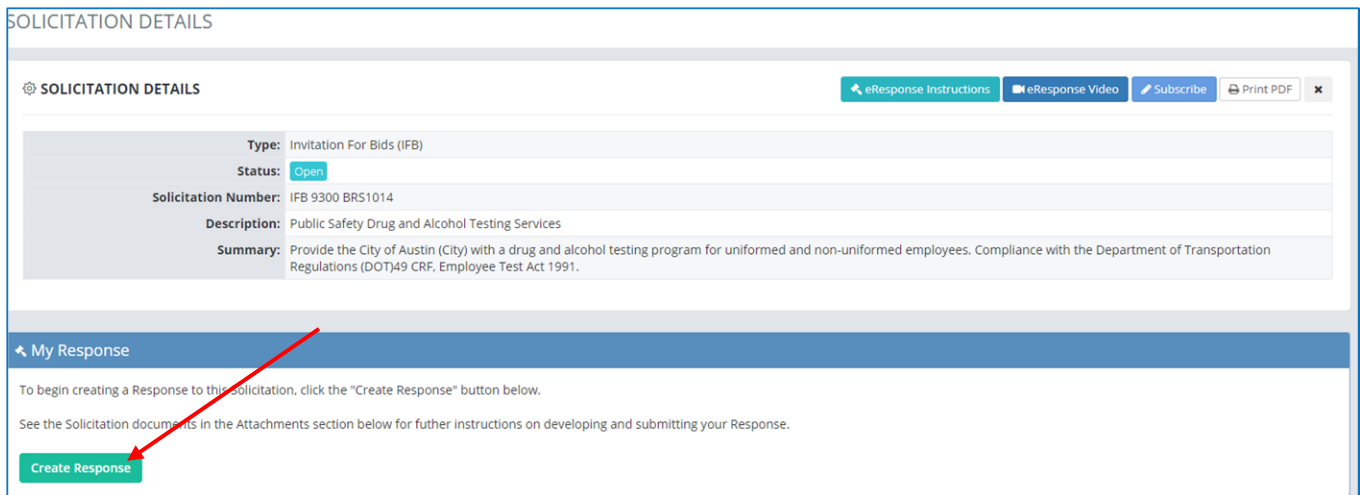


Capital Contracting Office How to Submit Offers Online eResponse Instructions

Revised: June 24,
2020

Submitting Offers online using eResponse.

- 1. Create an eResponse.** Find the Solicitation you wish to respond to in Austin Finance Online (AFO), located at: <https://www.austintexas.gov/financeonline/finance/>. If the Solicitation includes the “eResponse” function, it will have a “My Response” section in the Solicitation’s Detail page. Click on “Create Response” to start an eResponse (Fig. 1).



(Fig. 1)

- To create, edit, or submit an eResponse, you must be logged in to your approved vendor account as the primary contact.

Approved vendor accounts have been completed and reviewed by the City of Austin’s Vendor Registration team.

If you are not the primary contact of your approved account, the Create Response button will not appear after you have logged in. Please contact Vendor Registration for assistance at vendor@austintexas.gov, and inform them that you are unable to submit an eResponse.

- If you click on “Create Response” but you have not yet logged into AFO, the system will redirect you to a login screen (Fig. 2). Once you have logged into AFO, the system will take you back to the Solicitation.



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(Fig. 2)

- c. Once you click “Create Response”, you will now see a Response ID, Vendor Name, the date and time that you created your eResponse, the date and time you last revised your eResponse and the status of your eResponse, which should be “DRAFT” initially. The field at the top of the section will be shaded red and will list the types of documents that are required to submit your eResponse. Please refer to the solicitation instructions for a list of all required documents for that solicitation. If you make a mistake or attempt to add an unsupported file, an error message will appear in this red field (Fig. 3).

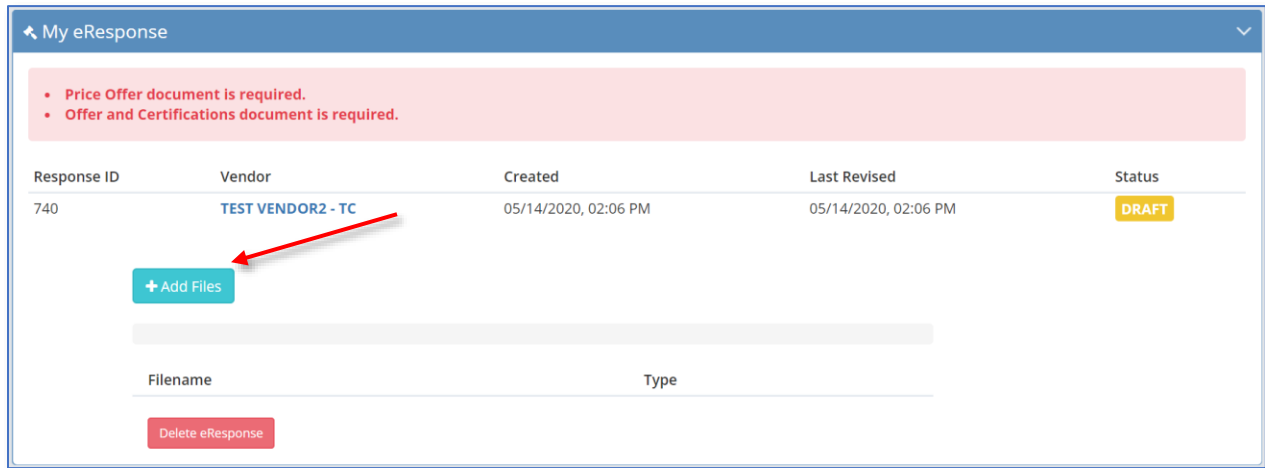
(Fig. 3)

2. **Adding Files to Your eResponse.** To upload files to your eResponse, click on the blue “+ Add Files” button (Fig. 4).



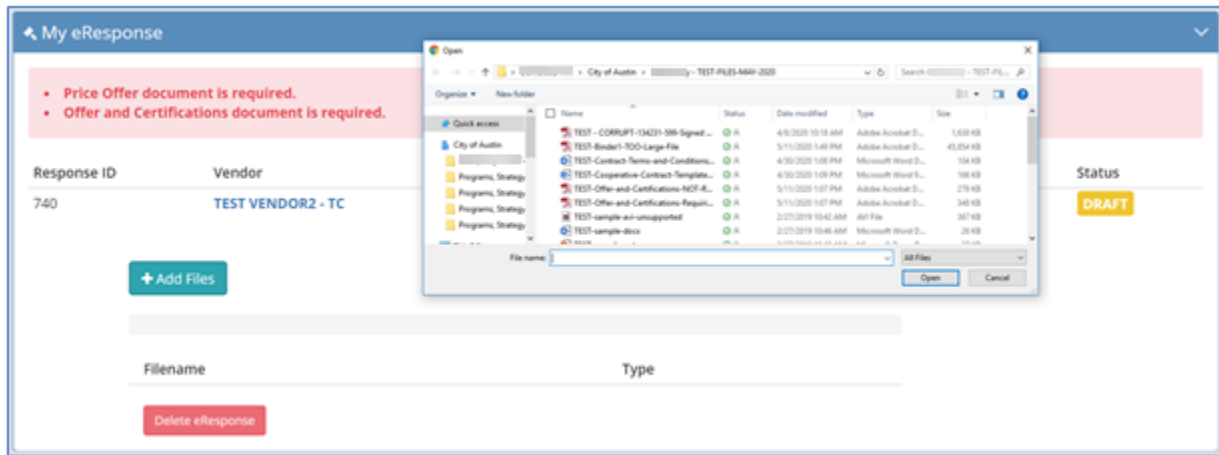
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(Fig. 4)

- a. After clicking the “+ Add Files” button, a pop-up window will open displaying files on your computer (Fig. 5).



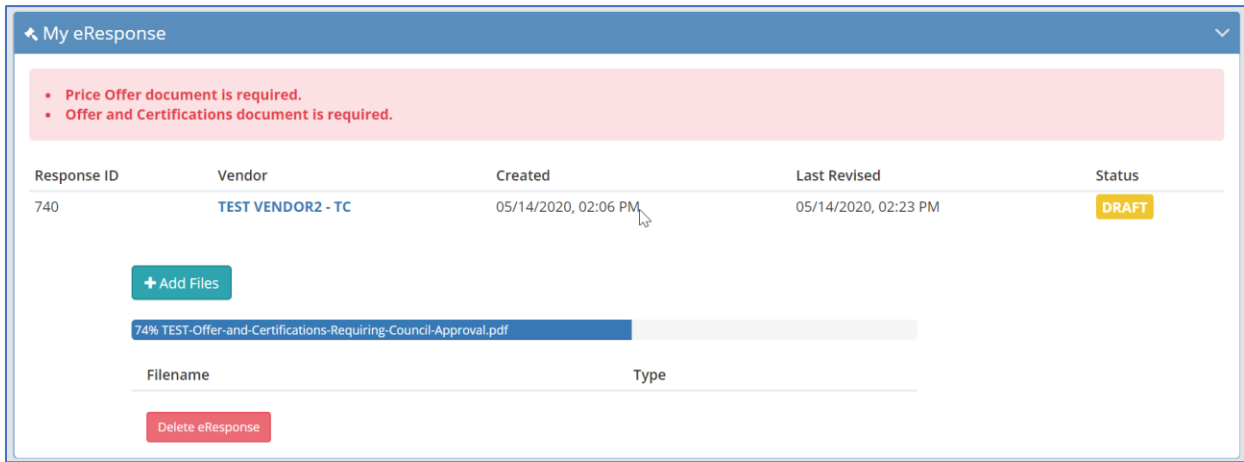
(Fig. 5)

- b. Navigate on your computer to where your files are located. Select the file or files you wish to upload and click “Open”. The blue indicator bar moving from left to right will show your file being uploaded (Fig. 6)



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(Fig. 6)

c. Repeat this step to add additional files to your eResponse.

3. File Types Accepted. The eResponse functionality in AFO accepts the following electronic file types (Fig. 7). Please note that your Price Offer cannot be in a .ZIP file format. It is recommended that your Price Offer be in a .XLS or .XLSX file format.

.PDF	.DOC	.DOCX
.TXT	.ZIP	.XLS
.XLSX	.PPT	.PPTX

(Fig. 7)

- 4. Number and Size of Files Allowable.** AFO accepts no more than fifteen (15) files in an eResponse. eResponse will not accept a single file greater than 40 MB.
- 5. eResponse Only Accepts One Submission per Vendor per Solicitation.** If alternate offers are being accepted, you will need to submit those along with your primary submission. Alternates can be multiple pages in a single "Price Offer" file or uploaded as a separate document by selecting "Other" from the drop down.
- 6. Identify Your Files.** As you add files, you will see a dropdown menu to the right of the Filename, under "Type". Use this dropdown menu to select the appropriate type of file. (Fig. 8).

Your "DRAFT" response must be changed to "SUBMITTED" in the eResponse system prior to the date and time stated in the solicitation documents. Do not wait until the last few minutes to submit your Response as it takes time for the "DRAFT" to go through and be accepted as "SUBMITTED" by the system. Responses that are still in "DRAFT" status by the Solicitation's Due Date and Time will not be received by the City.



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- a. For Invitations for Bids (IFB) and Indefinite Deliverable Indefinite Quantities (IDIQ) solicitations, the following files must be included:
- i. Select the "Offer and Certifications" type for the file which contains a copy of your **Bid Guaranty**. You can only identify one (1) file as your "Offer and Certifications."
 - ii. Select "Price Offer" type to identify the file that includes your **Total Bid Form** submission. The Total Bid Form is included in the solicitation documents, referenced in the solicitation Table of Contents, and is also available at: <http://www.austintexas.gov/page/bid-docs>. You can only identify one (1) file as your "Price Offer." **Please only submit the Total Bid Form with your "Price Offer" and do not submit any other documents for this category. Everything submitted in this category will be displayed on eResponse and will be accessible to the public after the bid due date and time.**
 - iii. Select "Compliance Plan" type to identify the file that includes your **MBE/WBE or DBE Compliance Plan and any Good Faith Effort documentation**. You can identify multiple files as "Compliance Plan" types.
 - iv. Select the "Technical Offer" type to identify the file that includes a copy of your **signed Section 00300 Bid Form**.
 - v. You will not be able to submit your eResponse if you have not identified at least one file as "Offer and Certification" and another as "Price Offer". Once you do, the red warning bar across the top of the My eResponse section will turn blue and read "Your eResponse is ready for submission".
- b. For Competitive Sealed Proposals (CSP) solicitations, the following files must be included:
- i. Select the "Offer and Certifications" type for the file which contains a copy of your **Proposal Guaranty**. You can only identify one (1) file as your "Offer and Certifications."
 - ii. Select "Price Offer" type to identify the file that includes your **Total Proposal Form** submission. The Total Proposal Form is included in the solicitation documents as referenced in the solicitation Table of Contents. You can only identify one (1) file as your "Price Offer." **Please only submit the Total Proposal Form with your "Price Offer" and do not submit any other documents for this category. Everything submitted in this category will be displayed on eResponse and will be accessible to the public after the proposal due date and time.**
 - iii. Select "Compliance Plan" type to identify the file that includes your **MBE/WBE or DBE Compliance Plan and any Good Faith Effort documentation (Section 00101CSP Evaluation Criteria Item 1)**. You can identify multiple files as "Compliance Plan" types.
 - iv. Select the "Technical Offer" type to identify the file that includes a copy of your **Proposal Responses to Section 00101CSP Evaluation Criteria Items 2-12**.



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- v. You will not be able to submit your eResponse if you have not identified at least one file as “Offer and Certification” and another as “Price Offer”. Once you do, the red warning bar across the top of the My eResponse section will turn blue and read “Your eResponse is ready for submission”.

c. For Construction Manager at Risk Requests for Proposals (RFP), the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Request for Proposal. You can only identify one (1) file as your “Offer and Certifications.” Your Request for Proposal include all required documents in Section 00101CMR.
- ii. Select “Price Offer” type to identify your price submission. You can only identify one (1) file as your “Price Offer.” *Please note, this submission becomes publicly available on the Closed Solicitations page of Austin Finance Online once solicitations have been opened. Any documents that are not related to your price submission should not be included in the same document file as your “Price Offer”. For this reason, your Price Offer cannot be in a .ZIP file format. It is recommended that your Price Offer be in a .XLS or .XLSX file format. Please provide all non-price related documents in a separate upload from your “Price Offer” and categorize it appropriately. The City of Austin is not responsible for the inadvertent release of any proprietary information included in a Price Offer document.
- iii. Select “Compliance Plan” type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as “Compliance Plan” types.
- iv. You will not be able to submit your eResponse if you have not identified at least one file as “Offer and Certification” and another as “Price Offer”. Once you do, the red warning bar across the top of the My eResponse section will turn blue and read “Your eResponse is ready for submission”.

d. For Professional Services Agreements (PSA) Requests for Qualifications Statements (RFQS), the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Statement of Qualifications. You can only identify one (1) file as your “Offer and Certifications”. Your Statement of Qualifications includes all required documents in the Request for Qualifications Section of the solicitation including signed Form 1 and responses to each of the Evaluation Criteria Items, including Forms 5-9.
- ii. Select “Compliance Plan” type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as “Compliance Plan” types.
- iii. You will not be able to submit your eResponse if you have not identified at least one file as “Offer and Certification” and another as “Price Offer”. Once you do, the red warning bar across the top of the My eResponse section will turn blue and read “Your eResponse is ready for submission”.



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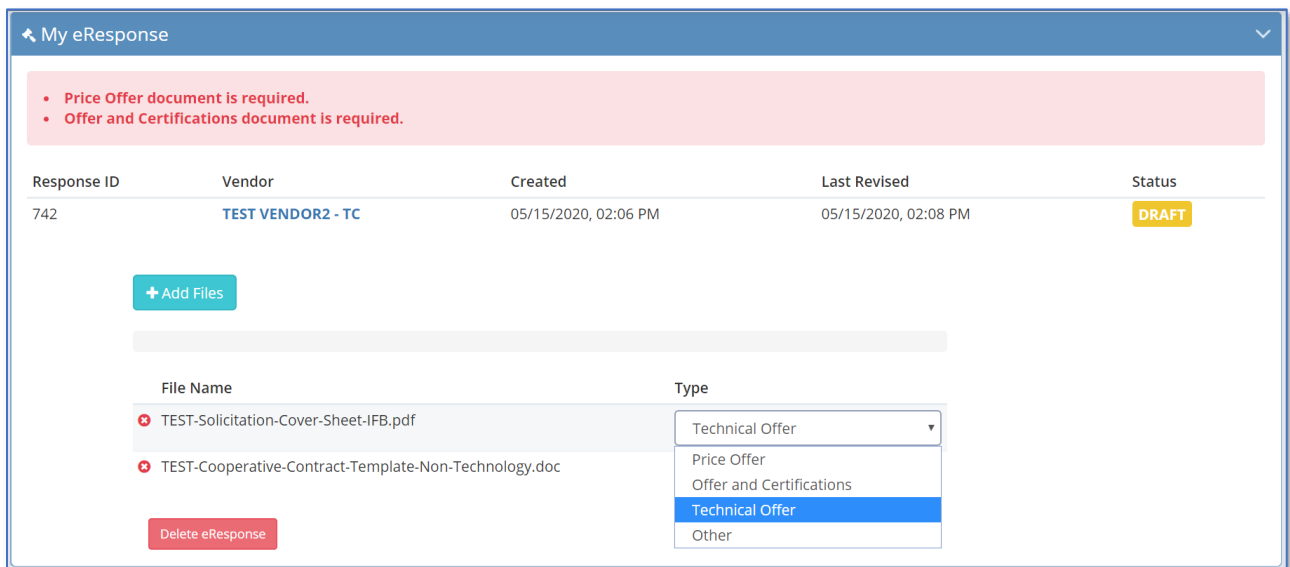
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e. For Design Build (DB) Requests for Qualifications Statements (RFQS), the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Statement of Qualifications. You can only identify one (1) file as your “Offer and Certifications”. Your Statement of Qualifications includes all required documents in Section 00101DB.
- ii. Select “Compliance Plan” type to identify the file that includes your compliance plan and any Good Faith Effort documentation. You can identify multiple files as “Compliance Plan” types.
- iii. You will not be able to submit your eResponse if you have not identified at least one file as “Offer and Certification”. Once you do, the red warning bar across the top of the My eResponse section will turn blue and read “Your eResponse is ready for submission”.



(Fig. 8)

- 7. Submitting your eResponse.** Once you have uploaded and identified the types of all the files you need to for your eResponse, the field at the top of the section will turn blue and read “Your eResponse is ready for submission”. Click the “Submit eResponse” button (Fig. 9).



Capital Contracting Office How to Submit Offers Online eResponse Instructions

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My eResponse

Your eResponse is ready for submission.

Response ID	Vendor	Created	Last Revised	Status
742	TEST VENDOR2 - TC	05/15/2020, 02:06 PM	05/15/2020, 02:12 PM	DRAFT

+ Add Files

File Name	Type
TEST-Solicitation-Cover-Sheet-IFB.pdf	Price Offer
TEST-Cooperative-Contract-Template-Non-Technology.doc	Offer and Certifications
TEST-Solicitation-Cover-Sheet-RFP.pdf	Technical Offer

Submit eResponse Delete eResponse

(Fig. 9)

- a. After you click the “Submit eResponse” button, the field at the top of the section will turn green and it will display your unique eResponse submission number and the date and time your eResponse was submitted. This field will also display two links to the “My eResponse page” and to a PDF copy of your submission receipt (Fig.10). An automated confirmation email will be sent to you with your eResponse information (Fig. 11).

My eResponse

eResponse 742 submitted 05/15/2020 02:17 PM

- Visit my eResponse history page.
- My eResponse Receipt

Response ID	Vendor	Created	Last Revised	Status
742	TEST VENDOR2 - TC	05/15/2020, 02:06 PM	05/15/2020 02:17 PM	SUBMITTED

File Name	Type
TEST-Solicitation-Cover-Sheet-IFB.pdf	Price Offer
TEST-Cooperative-Contract-Template-Non-Technology.doc	Offer and Certifications
TEST-Solicitation-Cover-Sheet-RFP.pdf	Technical Offer

Edit / Withdraw eResponse


(Fig. 10)



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IFB 7400 TEST9916 : Your Response Has Been Submitted

 purchinfo@austintexas.gov
To [redacted]

Reply Reply All Forward ...

Mon 5/18/2020 1:34 PM

IFB 7400 TEST9916

Your response to **IFB 7400 TEST9916** has been submitted. Your eResponse ID is **743**.

Details	
Solicitation ID	134344
eResponse ID	743
Submitted	05/18/2020 01:31 PM
Vendor Name	TEST VENDOR2 - TC
Vendor Customer Code	TES8304588

For assistance please email vendor@austintexas.gov and visit [Vendor Help](#).

(Fig. 11)

- b. You can return to the Solicitation or your eResponse through the Response History page, or by navigating directly to the solicitation through the Open Solicitations page in AFO. When you return to the Solicitation, you will notice that your Status (upper right corner of the My eResponse section) will say “SUBMITTED”. Your Last Revised date and time will update to the date and time you clicked on the “Submit” button.
 - c. If you start an eResponse and don’t click “Submit eResponse”, your eResponse will stay in “DRAFT” status. Before the Solicitation’s Due Date and Time, you can navigate back to your draft eResponse and submit it.
 - d. eResponses that are still in “DRAFT” status at the Solicitation’s Due Date and Time will not be received by the City.
- 8. Withdrawing or changing an eResponse after it has been submitted.** Prior to the Solicitation’s Due Date and Time, you may withdraw or modify your eResponse. Click on the “Edit/Withdraw eResponse” button (Fig. 12). A pop-up window will appear listing your eResponse ID number and asking if you are sure you want to move your eResponse back to draft. You may select “Yes / Withdraw” to move your eResponse back to draft, or “No / Cancel” to leave your eResponse submitted (Fig. 13).



Capital Contracting Office How to Submit Offers Online eResponse Instructions

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My eResponse

eResponse 742 submitted 05/15/2020 02:17 PM

- Visit my eResponse history page.
- My eResponse Receipt

Response ID	Vendor	Created	Last Revised	Status
742	TEST VENDOR2 - TC	05/15/2020, 02:06 PM	05/15/2020 02:17 PM	SUBMITTED

File Name	Type
TEST-Solicitation-Cover-Sheet-IFB.pdf	Price Offer
TEST-Cooperative-Contract-Template-Non-Technology.doc	Offer and Certifications
TEST-Solicitation-Cover-Sheet-RFP.pdf	Technical Offer

[Edit / Withdraw eResponse](#)

(Fig. 12)

eResponse Withdrawal

You are withdrawing eResponse No. **743**

In doing so you are moving your eResponse back into DRAFT status, where you may edit, submit or delete your eResponse. If you intend to submit your eResponse later, you must do so before the solicitation's due date and time. eResponses that are still in DRAFT status at the solicitation's due date and time cannot be edited, submitted or deleted, and will not be considered. Are you sure you want to withdraw your eResponse?

[Yes / Withdraw](#) [No / Cancel](#)

(Fig. 13)

- If you select “Yes / Withdraw”, then you will receive an automated confirmand email indicating that your eResponse will not be considered until it has been submitted (Fig. 14).



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IFB 7400 TEST9916 : Your Response Has Been Placed In Draft

purchinfo@austintexas.gov
To [redacted]

Reply Reply All Forward ...

Mon 5/18/2020 1:54 PM

IFB 7400 TEST9916

Your response to **IFB 7400 TEST9916** (eResponse ID : 743) has been placed in draft. Your response will not be considered until it has been submitted.

Details	
Solicitation ID	134344
eResponse ID	743
Vendor Name	TEST VENDOR2 - TC
Vendor Customer Code	TES8304588

For assistance please email vendor@austintexas.gov and visit [Vendor Help](#).

(Fig. 14)

- b. While your eResponse is in draft, you can add files, delete individual files or delete the entire eResponse.
 - i. To delete the entire eResponse, click the red “Delete eResponse” button at the bottom of the “My eResponse” section. A pop-up window will appear listing your eResponse ID number and asking if you are sure you want to delete. You may select “Cancel” to leave your eResponse in draft, or “Delete” to delete your eResponse permanently (Fig. 15).

My eResponse

Response ID	Vendor	Created	Last Revised	Status
743	TEST VENDOR2 - TC	05/18/2020, 12:26 PM	05/18/2020 01:52 PM	DRAFT

+ Add Files

File Name	Type
TEST-Solicitation-Cover-Sheet-IFB.pdf	Price Offer
TEST-Solicitation-Cover-Sheet-RFP.pdf	Offer and Certifications

Submit eResponse Delete eResponse

(Fig. 15)

- ii. To delete individual files within an eResponse, click the red circle with the white “X” to the left of the file you wish to delete (Fig. 16).



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The screenshot shows the 'My eResponse' interface. At the top, there is a table with the following data:

Response ID	Vendor	Created	Last Revised	Status
743	TEST VENDOR2 - TC	05/18/2020, 12:26 PM	05/18/2020 01:52 PM	DRAFT

Below the table is a '+ Add Files' button. Underneath, there is a list of files with columns for 'File Name' and 'Type':

File Name	Type
TEST-Solicitation-Cover-Sheet-IFB.pdf	Price Offer
TEST-Solicitation-Cover-Sheet-RFP.pdf	Offer and Certifications

At the bottom of the interface, there are two buttons: 'Submit eResponse' and 'Delete eResponse'. A red arrow points to the first file in the list.

(Fig. 16)

- 9. Response History Page.** You can access your "Response History" page anytime from User Dashboard. Click on your username in the upper right corner of AFO. A pop-up window will appear. Click on "Home". From this page, select "Response History" from the menu on the left. You can see the eResponse ID; Solicitation Number; Solicitation Description; Last Revised date; Close Date and; Status of each solicitation for which you have created an eResponse. By clicking on the link in the solicitation number you can return to the Solicitation Details page and, if the solicitation has not closed, make edits to your eResponse (Fig. 17).



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Account
TES8304588
TES8304588

Account

- Home
- Contact/Password
- Vendor Information
- Business
- Response History
- Addresses
- NAICS Codes
- Commodities
- Vendor Summary
- Related Accounts

Online Responses

eResponse ID	Solicitation Number	Solicitation Description	Last Revised	Close Date	Status
687	IFB 7400 TEST9919	TEST SOLICITATION - SCHED 1/4	05/12/2020 04:19 PM	05/14/2020 12:00 AM	Submitted
516	RFQS 7400 TEST7700	TEST SOLICITATION 3/3	03/25/2020 04:10 PM	04/03/2020 12:00 AM	Expired
335	IFB 7400 TEST9900	TEST SOLICITATION 1/1	10/25/2019 11:55 AM	10/28/2019 12:00 AM	Submitted
293	IFB 7400 TEST9895	TEST SOLICITATION 1/1 - SEPTEMBER	10/02/2019 02:13 PM	10/04/2019 12:00 AM	Expired
243	IFB 7400 TEST9893	TEST SOLICITATION 1/1 - AUGUST	09/05/2019 07:17 PM	09/13/2019 12:00 AM	Submitted
46	IFB 7400 TEST9877	TEST SOLICITATION 8/16	03/08/2019 10:06 AM	03/08/2019 12:00 AM	Submitted
44	IFB 7400 TEST9874	TEST SOLICITATION 5/16	03/08/2019 09:56 AM	03/08/2019 12:00 AM	Submitted

(Fig. 17)

10. Bid Opening – Closed Solicitation Page. The “Closed Solicitation” page serves as the bid opening for all eResponse Submissions. Vendors who submit through eResponse will not hear their name called during the Purchasing Office’s live bid opening webcast. Instead, they should navigate to the “Closed Solicitations” page to see a list of vendors who responded. The “Closed Solicitations” page is accessible through the Procurement dropdown of the AFO menu bar (Fig. 18).

FINANCIAL DOCUMENTS **STRATEGIC PLAN** **CHECKBOOK** **UNCLAIMED PROPERTY** **PROCUREMENT** **HOTEL/STR**

LIST OF CLOSED SOLICITATIONS

Solicitation Number / Description	Due Date	
RFQ 1100 PMC114709 PUMP SUBMERSIBLE NA	05/21/2020	View Details
IFB 6100 CLMC780 ABIA Elevator Refurbishment Phase 2 The work consists of the refurbishment of ten (10) terminal elevators at ABIA. Specific work elements include mechanical and electrical upgrades to the elevators and elevator cab refurbishing including floor replacement, mental enclosure etc.	05/21/2020	View Details
RFP 5800 MMO3006 AE PROPERTY INSURANCE Property Insurance for Austin Energy.	05/21/2020	View Details



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(Fig. 18)

- a. A list of responding vendors will be visible on the “Closed Solicitation” page approximately one hour after the solicitation closes. For IFB solicitations, the Price Offer documents for each vendor will also be visible (Fig. 19).

A screenshot of a web application interface titled 'Responses'. It contains a table with three columns: 'Vendor Name', 'Doing Business As', and 'File Name'. The table lists three vendors: SEFBO Pipeline Bridge, Inc.; MUNIZ CONCRETE & CONTRACTING INC; and Ayan Tayo Ayanlola (Doing Business As TAA GROUP). Each vendor has a 'Price Offer Document' listed in the 'File Name' column.

Vendor Name	Doing Business As	File Name
SEFBO Pipeline Bridge, Inc.		Price Offer Document
MUNIZ CONCRETE & CONTRACTING INC		Price Offer Document
Ayan Tayo Ayanlola	TAA GROUP	Price Offer Document

(Fig. 19)

For assistance with the eResponse system please email vendor@austintexas.gov