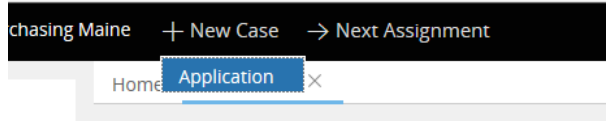
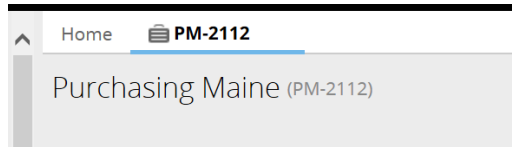


## HOW TO DO A RFP Q & A SUMMARY DOCUMENT

- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-2112. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.



- 3) FILL OUT THE FOLLOWING FIELDS:
  - a. Document Type (Choose “RFP Q & A Summary”)
  - b. Department (select your department by putting in either your agency number or department name.)
  - c. If applicable you can check the “Check if this case is a rush” button

- d. You have a choice to put in the Original Proposal Due Date and then put in the RFP Number and clicking Next

OR

If you have a need to amend the proposal Due Date then you would click the box next to “Are you amending the Proposal Due Date?”

This will open up a new date box for you to enter in the new Proposal Due Date

**Enter Form Data**   Answer Questions   Upload Documents

Document Type\*  
RFP Q & A Summary

Department\*  
18P-DAFS - Division of Purchases

Check if this case is a rush

Original Proposal Due Date  
Jun 29 2017

Revised Proposal Due Date\*  
Jul 19 2017

RFP Number\*  
55662

Are you amending the Proposal Due Date?

Next >>

**NOW CLICK THE “Next” BUTTON**

- 4) You will now be at the Answer Questions page. For this type of document there will be no questions to answer – it will just simply tell you what document to attach. You can now click on the Next button.

**Enter Form Data**   **Answer Questions**   Upload Documents

There is no additional information required for your submittal. Please select Next to upload your [RFP Q & A Summary](#) document.

<< Back   Next >>

- 5) You will now be at the Upload Documents Page where it will instruct you on what documents you will need to attach.

**NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters**

Before uploading any documents, ensure that you have all necessary signatures for each document.

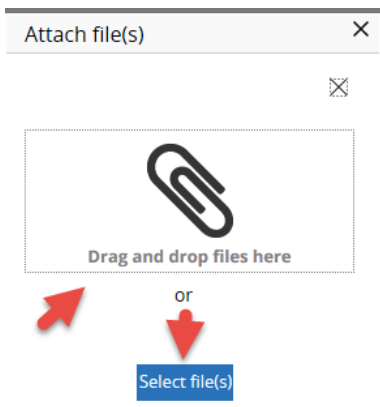
You are required to submit the following documents:

You have indicated that you would like to submit an [RFP Q & A Summary](#) document. Please upload the document as an attachment below.

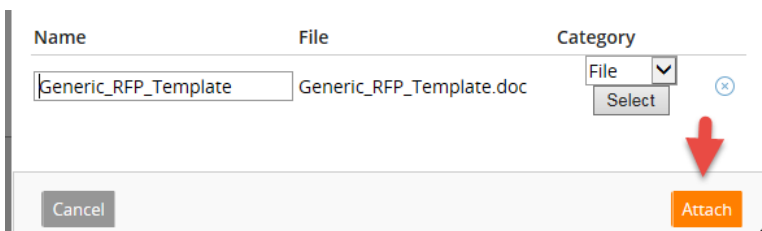
You may also submit a [RFP Bidders Conference and Q&A Summary](#) form.



- 6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”

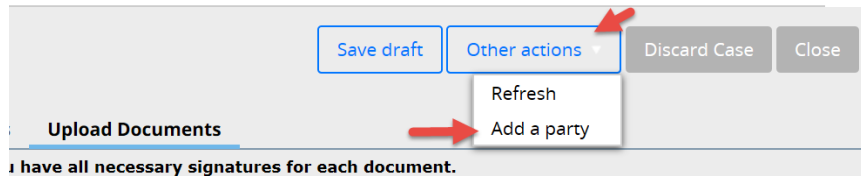


For this exercise I'm going to click on “select file(s)” which you would then find and select your documents to attach:

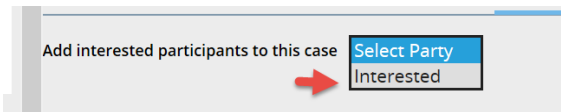


## OPTIONAL FEATURE

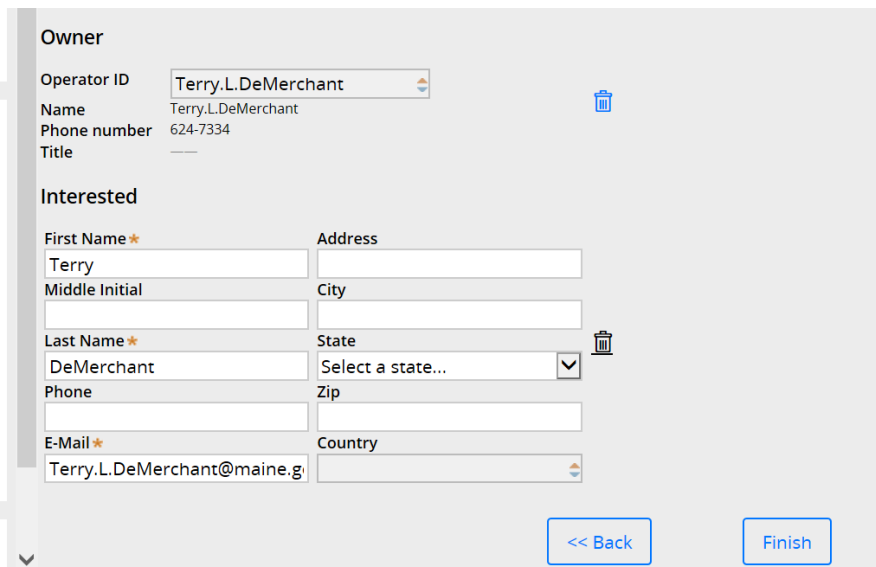
- 7) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested

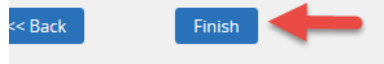


The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



A screenshot of a form for adding a party. The form is divided into two main sections: 'Owner' and 'Interested'. The 'Owner' section has fields for 'Operator ID' (Terry.L.DeMerchant), 'Name' (Terry.L.DeMerchant), 'Phone number' (624-7334), and 'Title'. The 'Interested' section has fields for 'First Name \*' (Terry), 'Middle Initial', 'Last Name \*' (DeMerchant), 'Phone', 'E-Mail \*' (Terry.L.DeMerchant@maine.g), 'Address', 'City', 'State' (Select a state...), 'Zip', and 'Country'. There are also 'Finish' and '<< Back' buttons at the bottom.

You are all set to click the “finish” button



- 8) You will then see the status of submitted, which means it has routed to the Division of Procurement Services and the case is closed to you for editing.

The screenshot shows a web interface for a case. At the top, there are tabs: 'Overview' (selected), 'Information', 'Attachments', 'Tools', and 'Audit'. Below the tabs is the 'Case details' section, which is divided into three columns. The first column contains 'Case ID' (PM-2112), 'Created' (6 minutes ago), and 'Created by' (Terry.L.DeMerchant). The second column contains 'Urgency' (10), 'Goal' (4 days from now), and 'Deadline' (7 days from now). The third column contains 'Status' (Submitted, with a red arrow pointing to it), 'Last Update' (less than a minute ago), and 'Last Updated By' (Terry.L.DeMerchant). Below this is the 'Case information' section, which includes 'Enter Form Data' with fields for 'Document Type' (RFP Q & A Summary, True), 'Department' (18P-DAFS - Division of Purchases), 'Original Proposal Due Date' (6/29/17), 'Revised Proposal Due Date' (7/19/17), and 'RFP Number' (55662, with a red arrow pointing to it). At the bottom, there is a progress bar with steps: 'Submit Application' (checked, green), 'Assign' (blue), 'Review' (grey), 'Verify' (grey), 'Disposition' (grey), 'Finalize' (grey), and 'Show all steps' (blue link).