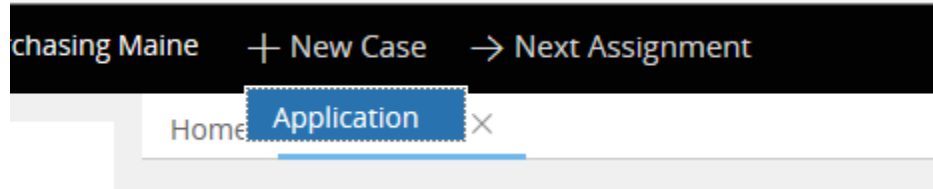
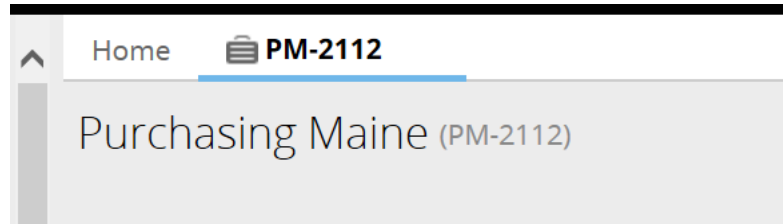


HOW TO DO A RFP Q & A SUMMARY DOCUMENT

- 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

Document Type ★
RFP Q & A Summary
 Check if this case is a rush

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

Document Type ★
RFP Q & A Summary
 Check if this case is a rush
Original Proposal Due Date
Jun 29 2017
RFP Number ★
55662
Department ★
18P-DAFS - Division of Purchases
 Are you amending the Proposal Due Date?

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?

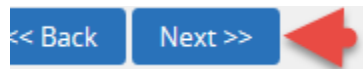
NOW CLICK THE “Next” BUTTON

4) THE NEXT PAGE WILL INFORM YOU THAT NO ADDITIONAL INFORMATION IS REQUESTED AND TO CLICK NEXT TO UPLOAD YOUR DOCUMENT.

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

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.



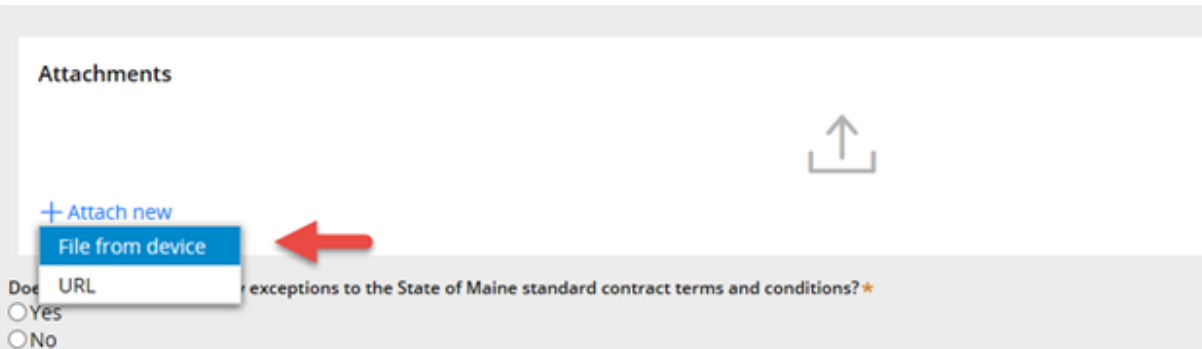
5) THIS NEXT PAGE IS WHERE YOU WOULD ATTACH YOUR RFP DOCUMENT – CLICK THE ATTACHMENT BUTTON, THEN SELECT ATTACH FILE

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

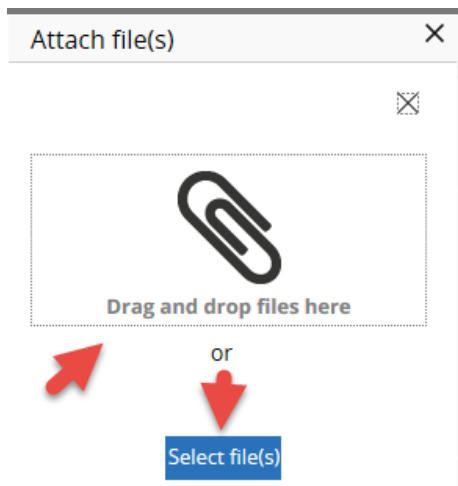
You are required to submit the following documents:

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 DOCUMENT AND ATTACH

Name	Date modified	Type	Size
BP18.doc	10/27/2015 2:07 PM	Microsoft Word 9...	174 KB
BP37AM.doc	9/25/2015 9:37 AM	Microsoft Word 9...	46 KB
BP37CA_Competitive_Award_Authorizati...	11/17/2015 9:05 AM	Microsoft Word 9...	57 KB
BP37PA_Participating_Addendum_Autho...	2/26/2016 11:10 AM	Microsoft Word 9...	50 KB
BP37TEMP.doc	10/8/2015 3:12 PM	Microsoft Word 9...	86 KB
BP37WCB.doc	7/13/2016 1:30 PM	Microsoft Word 9...	81 KB
BP37WCB_FAQ.docx	9/20/2016 8:05 AM	Microsoft Word D...	221 KB
BP54.doc	12/17/2015 8:29 AM	Microsoft Word 9...	70 KB
BP54_IT.docx	2/26/2016 10:43 AM	Microsoft Word D...	62 KB
contract_amendment.dot	10/26/2015 9:19 AM	Microsoft Word 9...	30 KB
CTB Justification 7-2015.docx	8/17/2016 10:56 AM	Microsoft Word D...	26 KB
Generic_RFP_Template.doc	4/25/2016 2:22 PM	Microsoft Word 9...	1,159 KB
RFI_Template 9-2-16.docx	9/2/2016 2:17 PM	Microsoft Word D...	953 KB

Name	File	Category
<input type="text" value="Generic_RFP_Template"/>	Generic_RFP_Template.doc	File
		<input type="button" value="Select"/>
<input type="button" value="Cancel"/>		<input type="button" value="Attach"/>

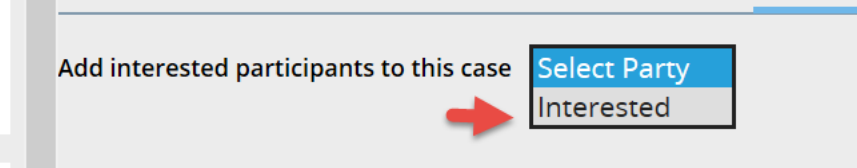
OPTIONAL FEATURE

- 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

Upload Documents

I have all necessary signatures for each document.

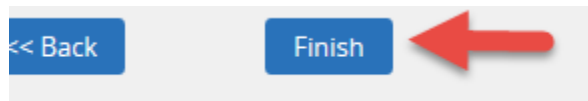
Under Select Party choose Interested



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 web form titled "Interested". The form is divided into two sections: "Owner" and "Interested".
Owner section:
Operator ID: Terry.L.DeMerchant
Name: Terry.L.DeMerchant
Phone number: 624-7334
Title: _____
Interested section:
First Name *: Terry
Middle Initial: _____
Last Name *: DeMerchant
Phone: _____
E-Mail *: Terry.L.DeMerchant@maine.g
Address: _____
City: _____
State: Select a state...
Zip: _____
Country: _____
At the bottom right of the form are two buttons: "<< Back" and "Finish".

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 PURCHASES AND THE CASE IS CLOSED TO YOU FOR EDITING.

The screenshot displays a web interface for case management. At the top, there are navigation tabs: **Overview** (selected), Information, Attachments, Tools, and Audit. Below the tabs is the **Case details** section, which is organized 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, titled **Enter Form Data**. It lists several fields: 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 of the interface is a horizontal workflow bar with the following steps: **Submit Application** (green button with a checkmark and a red arrow pointing to it), Assign (blue button), Review (grey button), Verify (grey button), Disposition (grey button), Finalize (grey button), and [Show all steps](#) (blue text link).

YOU WILL ALSO SEE THAT THE BUTTON OF THE PAGE Submit Application IS IN GREEN AND CHECKED.