

Actions related to solicitation responses are made in the My Bids tab. You are able to create and submit a response in a single session or start one and work on it at a later time.

Log onto SAePS: <https://supplierservice.sanantonio.gov/irj/portal>

Click on the MY BIDS tab on the top menu bar

Click on the BID NUMBER of the solicitation you are responding to

The screenshot shows the 'Bidder' interface with the 'My Bids' tab selected. Below the navigation bar, there are sections for 'Active Queries' and 'eRFxs Without Category Assignment'. A table lists active queries with columns for Bid Number, Bid Description, Bid Type, Bid Status, and End Date. The bid number '6100012855' is highlighted with a red box.

Bid Number	Bid Description	Bid Type	Bid Status	End Date
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020
6100012852	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020

IF YOU NEED HELP SUBMITTING A RESPONSE

Vendor Support is available Monday-Friday 7:45 am-4:30 pm Central Time. We generally respond to inquiries in the order they are received. If you get our voice message, please leave a detailed message with your name, Vendor Number if you have it, reason for calling, and call-back number. We will return your call as soon as we can.

We are busiest before RfX closing times. You must call or email Vendor Support at least two hours before the RfX closing time to ensure that you will receive a response from us before the RfX closes.

The submission deadlines for solicitations are firm: responses are not accepted after the RfX closes. Please become familiar with the submission process before you start your response. Be aware that most solicitations require multiple attachments, which can take time to upload. It's best to not wait until the last hours to submit your response.



VENDOR SUPPORT:
vendors@sanantonio.gov

210-207-0118

OVERVIEW OF SOLICITATION DETAILS

Click on **BID NUMBER** to open RfX documents, opening and submission deadline dates, questions, notes and attachments, payment terms, and other information.

Find submission deadline and other requirements by clicking on RFX INFORMATION tab

Submission Deadline: The date and time by when all submission steps must be fully completed. Time is Central Time and expressed on a 24-hour clock

Click on the RfX Information Tab buttons to ensure you know all the requirements: RfX Parameters, Questions, Payment, etc.

RECOMMENDATION:
 Download and save RfX documents/ attachments to your computer. They will be easier to reference and use as you work on your response.

View, download and save RfX documents
 Click on the **NOTES AND ATTACHMENTS** tab to see a list of documents associated with the RfX. These may include:

- Main solicitation document
- Requirements matrix
- Utilization plan
- Price schedule
- Forms to be completed

View by clicking on individual documents listed in DESCRIPTION column

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
Document Header	Standard Attachment	PowerPoint AC for Citywide Janitorial Services	PowerPoint_AC for Citywide Janitorial Services.pptx	1		<input type="checkbox"/>	pptx	15939	146477	07/08/2020
Document Header	Standard Attachment	UTILIZATION PLAN	UTILIZATION PLAN.pdf	1		<input type="checkbox"/>	pdf	1252	146477	07/08/2020
Document Header	Standard Attachment	VOSBPP Tracking Form 7-8	VOSBPP Tracking Form 7-8.pdf	1		<input type="checkbox"/>	pdf	32	146477	07/08/2020
Document Header	Standard Attachment	Local PP Ident Form	Local PP Ident Form.pdf	1		<input type="checkbox"/>	pdf	40	146477	07/08/2020

CREATE A RESPONSE

Click on the **CREATE RESPONSE** button to open the response window and start the submission process

Close | Participate | Do Not Participate | Tentative | **Create Response** | Questions And Answers (0)

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Table Extensions | Payment | Synopsis | User-Specified Status

Click on **MY ATTACHMENTS** and then **ADD ATTACHMENTS** when the response window opens. You are now able to upload your solicitation response documents

Submit | Close | Check | Save | Questions And Answers (0)

RFX Information | My Items | **My Attachments** | My Summary | My Tracking

Notes

Add | Clear

Assigned To	Category
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Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description
The table does not contain any data		

UPLOAD YOUR ATTACHMENTS

Click on **CHOOSE FILE** button

Browse to the saved document on your computer

Enter a short description in the **DESCRIPTION** field

Click **OK**

Repeat this process for each attachment. Make sure you upload all attachments and forms required by the RFX.

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Choose File** No file chosen

Description:

OK Cancel

SOLICITATIONS CONTAINING LINE ITEMS:

Enter your bid price in the PRICE column for items listed in the solicitation.

Create Rfx Response

Rfx Response Number 7000000241 Rfx Number 6100000732 Status In Process Submission Deadline 03/15/2019 09:00:00 CST Opening Date 03/15/2019 09:01:00 CST Remaining Time 97 Days 20:18:50
Rfx Version Number 1

Submit Close | Check Save Questions And Answers (0)

Rfx Information **Items** Notes and Attachments Summary Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
•	Building	Material		05505	ANTI-THEFT/SEC AUTO	5.00	5.00	EA	100.00	USD	1
•	Framing	Material		05510	BRAKE ADJUSTERS	5.00	5.00	EA	50.00	USD	1
•	Pavement	Material		05520	CONV KIT SYS CNG/LPG	5.00	5.00	EA	70.00	USD	1

IF YOU ARE OFFERING A PROMPT PAYMENT DISCOUNT:

On the Rfx INFORMATION TAB, click on the PAYMENT button to update the payment terms section

Create Rfx Response

Rfx Response Number 7000000241 Rfx Number 6100000732 Status In Process
Rfx Version Number 1

Submit Close | Check Save Questions And Answers (0)

Rfx Information Items Notes and Attachments Summary Tracking

Basic Data | Questions | Notes and Attachments **Payment**

Payment Terms:

Incoterm Key / Location:

YOUR OPTIONS AT THIS POINT:

1. Submit your proposal to the City of San Antonio
2. Save your incomplete proposal to work on later

SUBMIT YOUR PROPOSAL

Before submitting your proposal, verify that you have:

- ✓ Reviewed and responded to all elements on the RFX Information tab
- ✓ Uploaded all required attachments. Missing documents will make your response ineligible
- ✓ Answered all questions listed on the RFX Information tab
- ✓ Verify you have listed a price for every requested item (only for RFX's with line items)
- ✓ Met the submission deadline

Click on CHECK button to verify no errors exist on your proposal. Fix any errors to ensure your response meets system requirements for submission

Click on SUBMIT to send your proposal to the City of San Antonio. Only select the SUBMIT button — do not click on Save after you hit Submit

WARNING:

Do not click the SAVE button after you select SUBMIT — this will nullify your submission. The system assumes that you want to further edit your response if you click SAVE and the submission action is reversed.

Edit Response : 7000000242

RFX Response Number 7000000242 RFX Number 6100000732 Status Saved
RFX Version Number 2

Submit Close Check Save Delete Questions And Answers (0)

RFX Information Items Notes and Attachments Summary Track

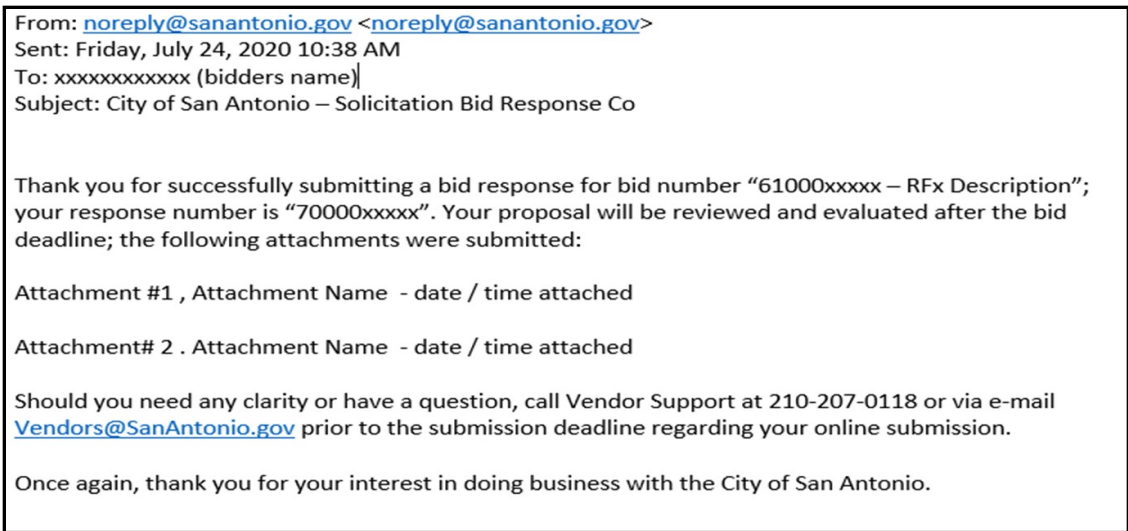
IF YOU NEED TO MAKE EDITS TO YOUR RESPONSE AFTER SUBMISSION

Log back into SAePS and go to My Bids. Click on the RESPONSE NUMBER to access the response. Follow the steps above to edit your document. Follow the Submit steps when you're ready to resubmit.

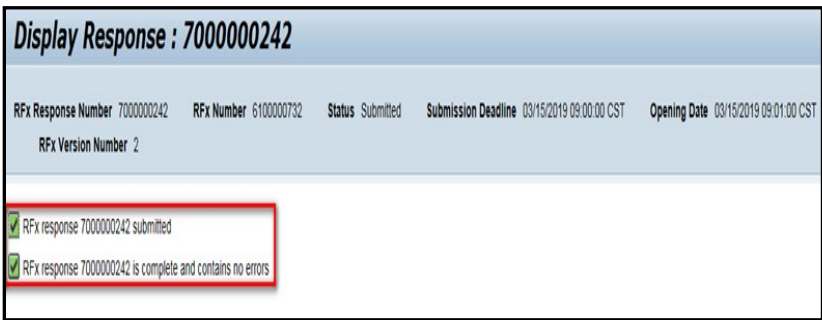
THERE ARE MULTIPLE WAYS TO VERIFY YOUR SUBMISSION WAS SUCCESSFUL

CHECK YOUR EMAIL

A confirmation email is sent to the contact listed on your SAePS vendor profile after you Submit. The email confirms the date and time of submission, Bid Number, Response Number, and the attachments included in the response. If you do not see a confirmation of all the attachments, you can edit your bid and resubmit.



CHECK THE MY BIDS TAB



A confirmation message is posted on My Bids after you submit your proposal.

The RESPONSE STATUS column will show as Submitted.

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

In NOTES AND ATTACHMENTS, you should see a number other than zero in the SIZE (KB) column. This is the size of a particular attachment in kilobytes.

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Document Header	Standard Attachment	Bid Response	Bid Response.xlsx	1			xlsx	12

PUT YOUR DRAFT RESPONSE IN SAVE MODE

You can complete and submit your proposal at any time before the submission deadline.

Click on the SAVE button to put your draft response in the Save mode

When you are ready to work on your response again, log back into SAePS and go to My Bids to access the solicitation. The response will be listed as SAVED in the Response Status column. Click on the Response Number to open it.

Bid Number	Bid Description	Bid Type	Bid Status	End Date	Response Number	Response Status	Version
6100012855	SWMD Cleaning Services for Vehicles	Req for Price Quote	Published	05/27/2020	7000015913	Saved	1
6100012552	A/C FOR CITYWIDE JANITORIAL	Invitation for bid	Published	08/27/2020		No Bid Created	4
6100009724	FIN -RFP - Short Term Rental Monitor HOT	Request for Proposal	Published	01/19/2018	7000011265	Submitted	4

Click on the EDIT RESPONSE button to add or change your draft response

See the [Edit a Previously Submitted Response or Response in Save Mode](#) user guide for more information on revising a solicitation response

You can keep your response in Save mode and access it as often as you need to before the submission deadline. Follow the steps for submitting a solicitation when you have completed your response. Remember to select the SUBMIT button when you have completed your response.

IF YOU NEED TO SUBMIT QUESTIONS TO THE PROCUREMENT SPECIALIST

You can submit questions about a solicitation any time before the submission deadline to the Procurement Specialist assigned to the RFX. The Procurement Specialist and their contact information is listed in the RFX document.

Please send all questions directly to the Procurement Specialist as directed in the solicitation document. We recommend that you do not use the QUESTIONS AND ANSWER button that appears on the Create RFX Response screen.