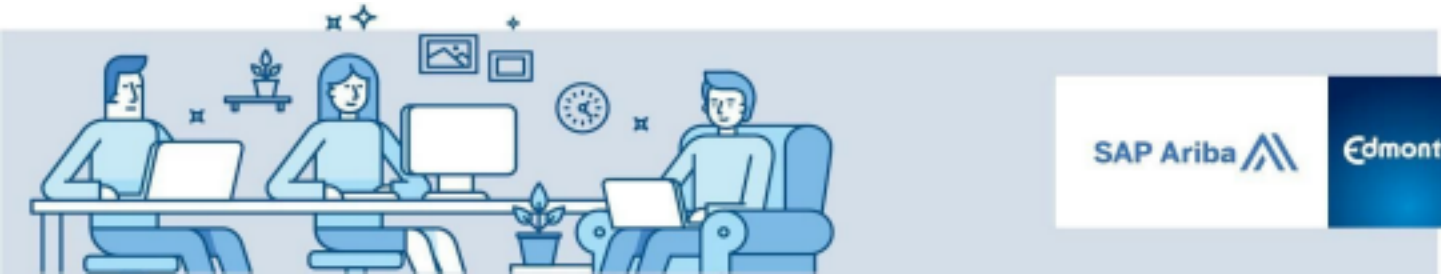

Responding to a Sourcing Event

A step by step guide

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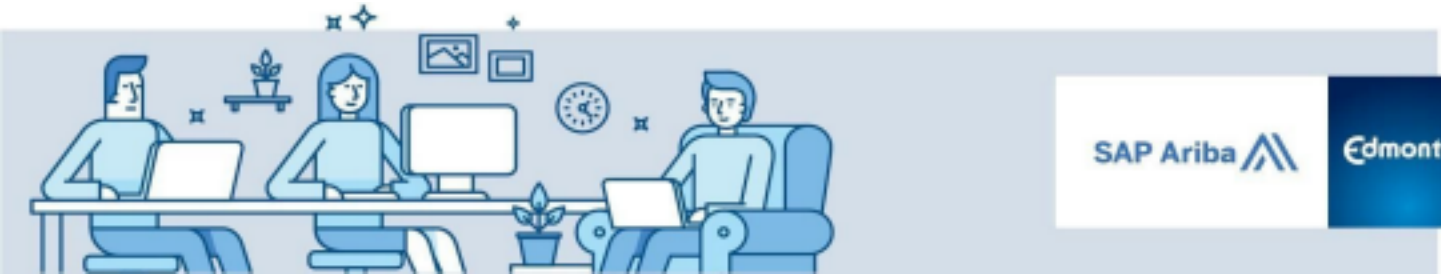


Guide - Responding to a Sourcing Event

Responding to City of Edmonton procurement opportunities can be initiated in two ways.

1. ## Searching Leads on the SAP Ariba Network

   At any time you can log into the SAP Ariba Network supplier portal and search for procurement opportunities as described in the Locating City of Edmonton Opportunities guide. Within the procurement opportunities that result from a search, you can then select a specific opportunity(ies) to view the event(s) details and respond.

2. ## Direct Invitation from the City

   If you are invited to participate in a sourcing event, you will receive a system generated email from the City via SAP Ariba. The email will contain instructions to navigate to the event.

Edmonton

The City of Edmonton has invited you to participate in the following event: **Opportunity Name.** The event is set to begin on **Opportunity Start Time.**

Use the following username to log in to The City of Edmonton events: **Bidder Contact Email.**

Click Here to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, Click Here.

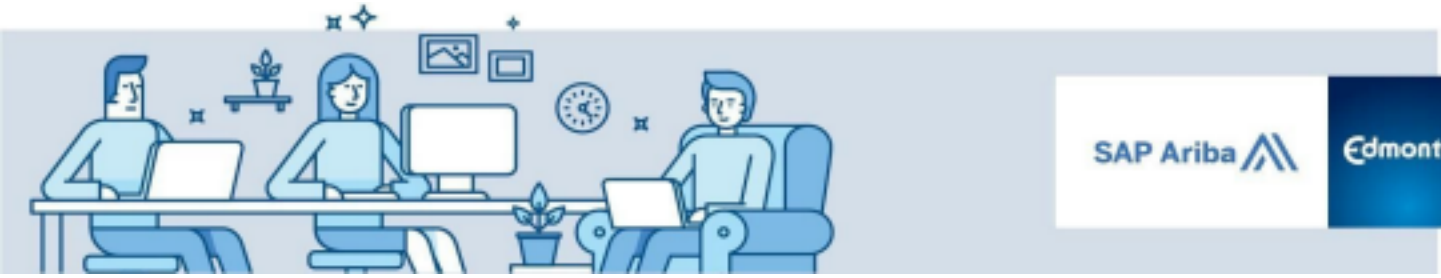
NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Igor Pospeshin via telephone at or via e-mail at Igor.Pospeshin@edmonton.ca.

We look forward to working with you!

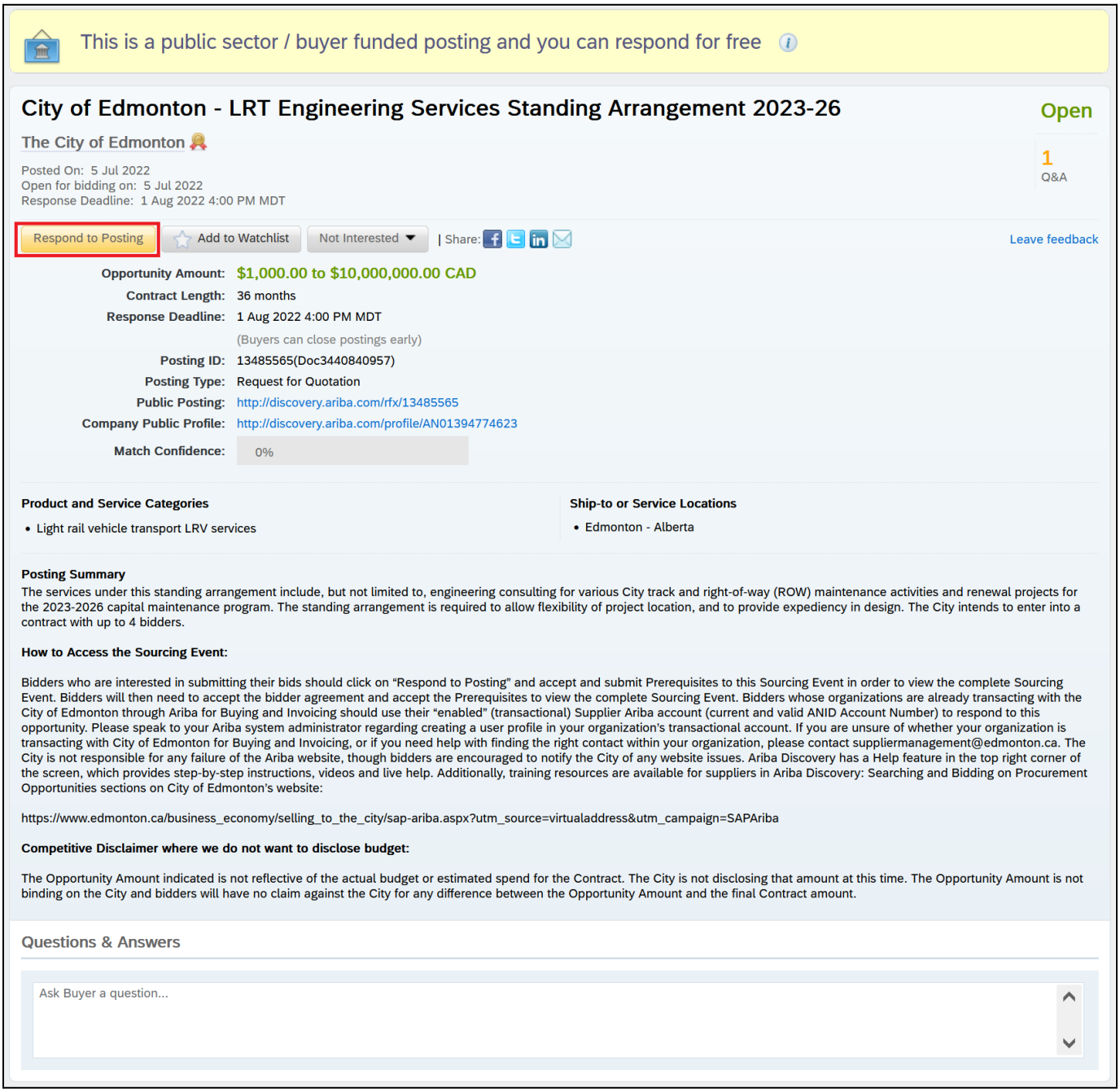
Thank You,

The City of Edmonton



Step 1: Review Event Details and Respond to Posting

I. Once you've located the Event, review the event details included in the posting and click on the **Respond to Posting button**.



This is a public sector / buyer funded posting and you can respond for free

City of Edmonton - LRT Engineering Services Standing Arrangement 2023-26

Open

The City of Edmonton

Posted On: 5 Jul 2022
Open for bidding on: 5 Jul 2022
Response Deadline: 1 Aug 2022 4:00 PM MDT

1 Q&A

Respond to Posting | Add to Watchlist | Not Interested | Share: | Leave feedback

Opportunity Amount: $1,000.00 to $10,000,000.00 CAD
Contract Length: 36 months
Response Deadline: 1 Aug 2022 4:00 PM MDT
(Buyers can close postings early)
Posting ID: 13485565(Doc3440840957)
Posting Type: Request for Quotation
Public Posting: http://discovery.ariba.com/rfx/13485565
Company Public Profile: http://discovery.ariba.com/profile/AN01394774623
Match Confidence: 0%

Product and Service Categories
- Light rail vehicle transport LRV services

Ship-to or Service Locations
- Edmonton - Alberta

Posting Summary
The services under this standing arrangement include, but not limited to, engineering consulting for various City track and right-of-way (ROW) maintenance activities and renewal projects for the 2023-2026 capital maintenance program. The standing arrangement is required to allow flexibility of project location, and to provide expediency in design. The City intends to enter into a contract with up to 4 bidders.

How to Access the Sourcing Event:

Bidders who are interested in submitting their bids should click on "Respond to Posting" and accept and submit Prerequisites to this Sourcing Event in order to view the complete Sourcing Event. Bidders will then need to accept the bidder agreement and accept the Prerequisites to view the complete Sourcing Event. Bidders whose organizations are already transacting with the City of Edmonton through Ariba for Buying and Invoicing should use their "enabled" (transactional) Supplier Ariba account (current and valid ANID Account Number) to respond to this opportunity. Please speak to your Ariba system administrator regarding creating a user profile in your organization's transactional account. If you are unsure of whether your organization is transacting with City of Edmonton for Buying and Invoicing, or if you need help with finding the right contact within your organization, please contact suppliermanagement@edmonton.ca. The City is not responsible for any failure of the Ariba website, though bidders are encouraged to notify the City of any website issues. Ariba Discovery has a Help feature in the top right corner of the screen, which provides step-by-step instructions, videos and live help. Additionally, training resources are available for suppliers in Ariba Discovery: Searching and Bidding on Procurement Opportunities sections on City of Edmonton's website:

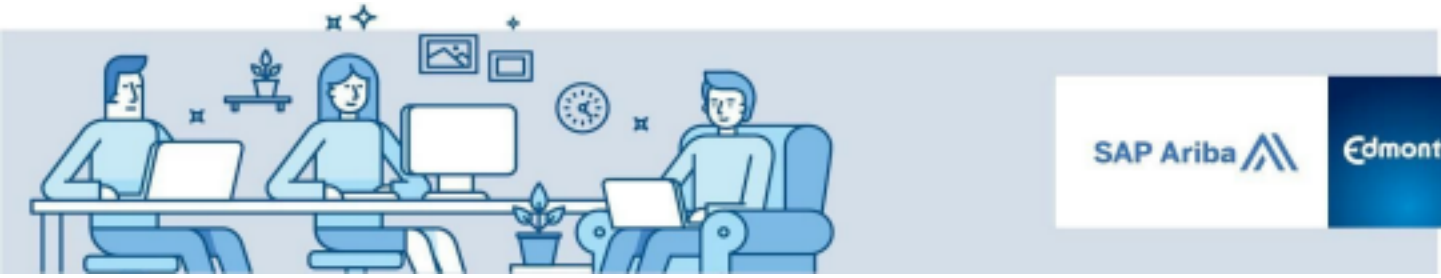
https://www.edmonton.ca/business_economy/selling_to_the_city/sap-ariba.aspx?utm_source=virtualaddress&utm_campaign=SAPAriba

Competitive Disclaimer where we do not want to disclose budget:

The Opportunity Amount indicated is not reflective of the actual budget or estimated spend for the Contract. The City is not disclosing that amount at this time. The Opportunity Amount is not binding on the City and bidders will have no claim against the City for any difference between the Opportunity Amount and the final Contract amount.

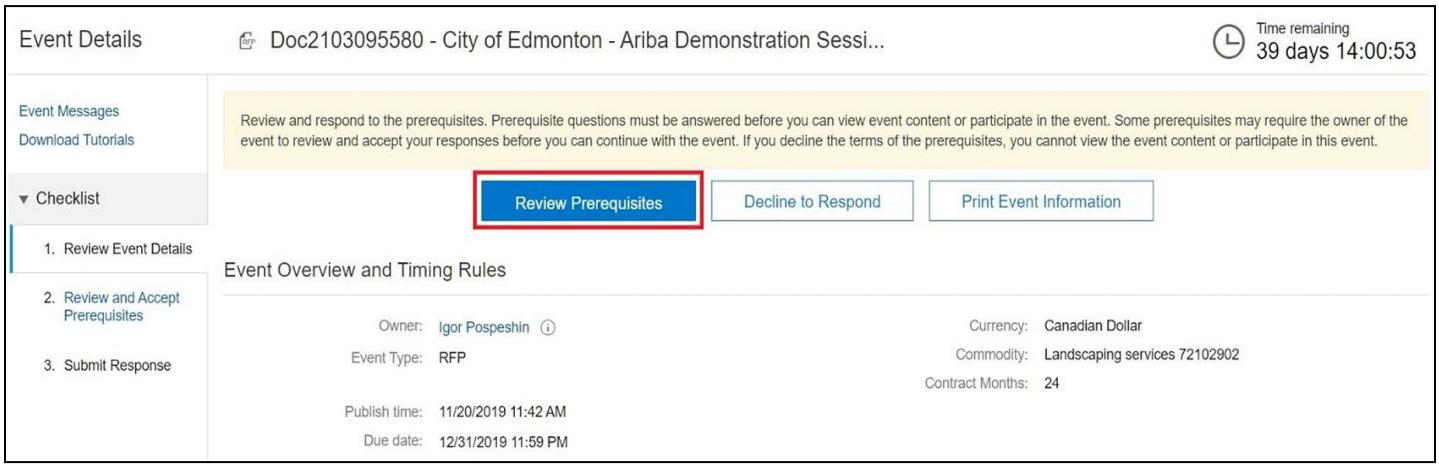
Questions & Answers

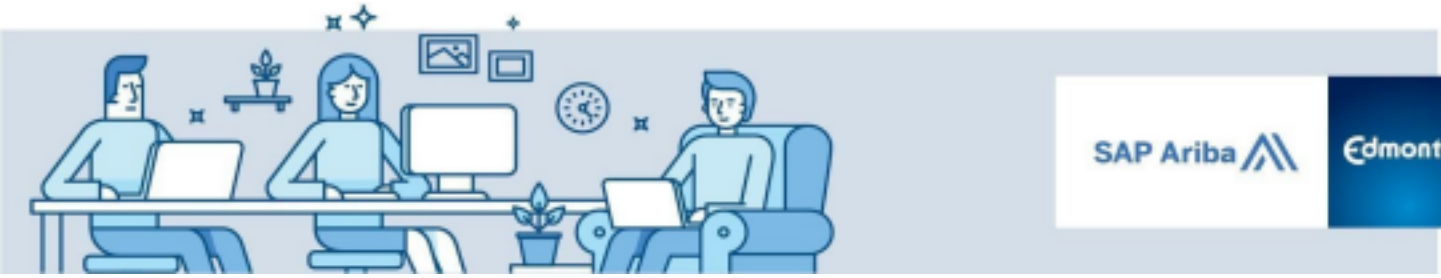
Ask Buyer a question...



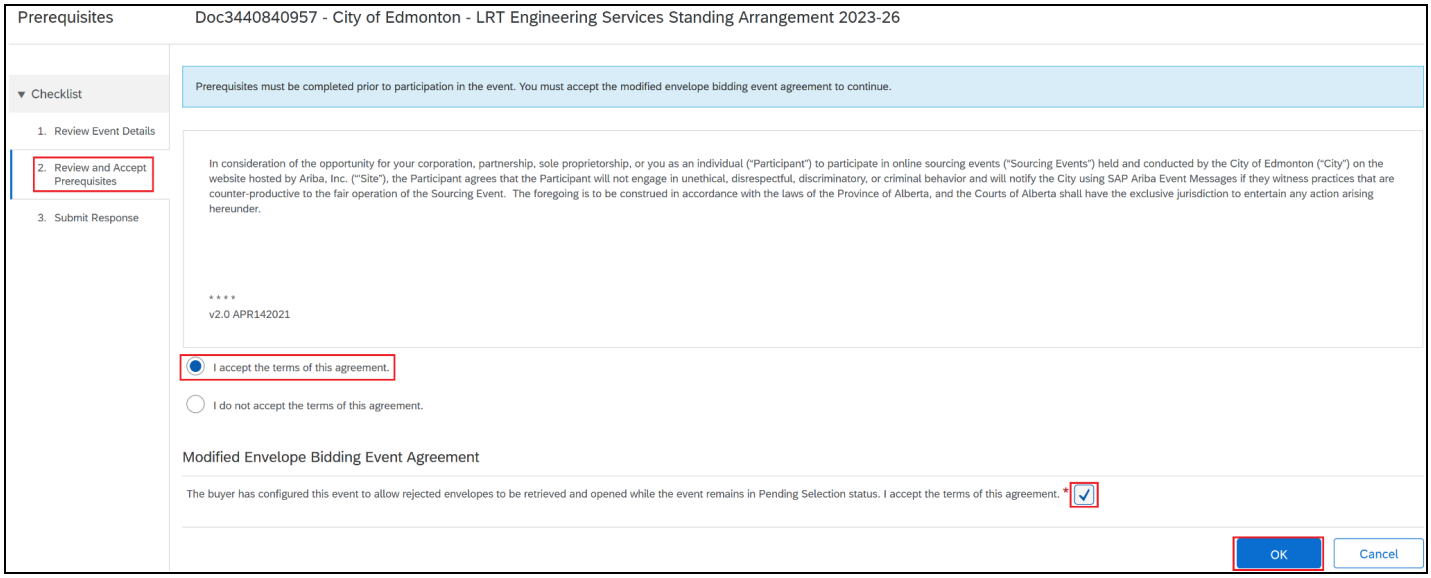
Step 2: Accept Bidder Agreement and Respond to Event Prerequisites

I. Once you've entered the posting, click on the **Review Prerequisites** button.



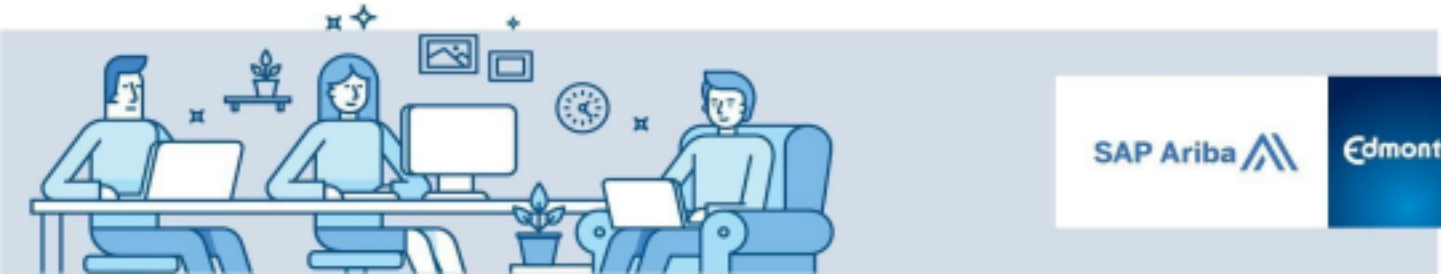


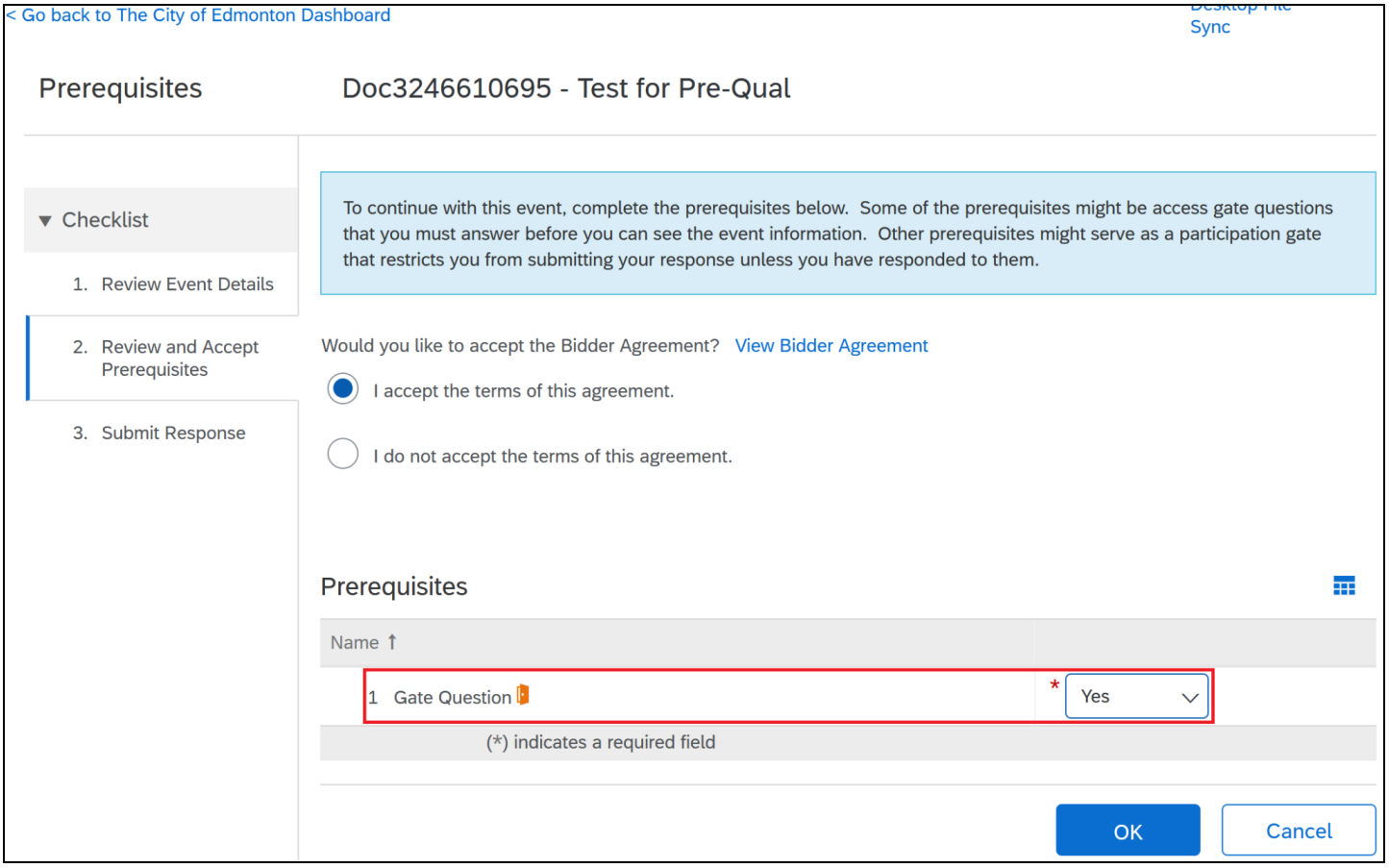
II. Once Review Prerequisites have been selected, you will then need to **read and accept both the Bidder Agreement as well as Modified Bidding Event Agreement**.



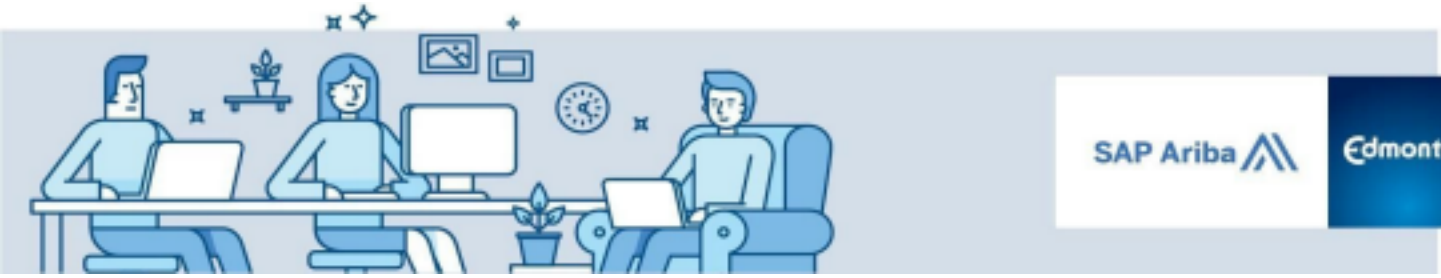
NOTE: For certain Sourcing Events prerequisite questions will also need to be answered in order to view full Sourcing Event content.

To do this, look for questions marked as a participation gate





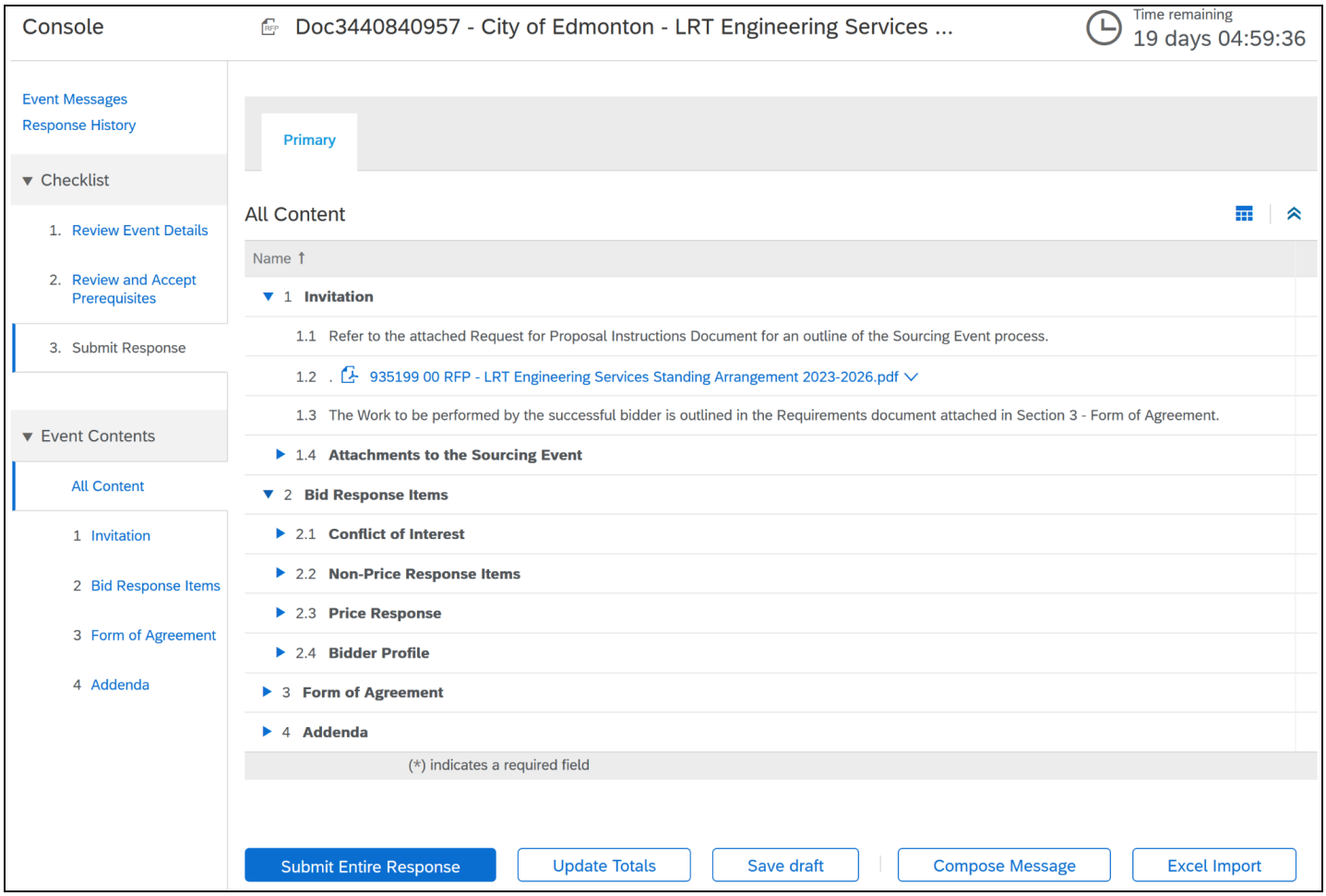
If there are no prerequisite questions included in the sourcing event, the bidder agreement will be visible and the supplier will not have to click "View Bidder Agreement".



Step 3: Review and Respond to Event Contents

This section provides information on how to submit your bid inside of SAP Ariba and using a Microsoft Excel upload.

I. Once prerequisite questions have been responded to and both agreements have been accepted access to full event details will be available.



Note: Select the blue box icon and Expand All / Collapse All to navigate the sections more easily.

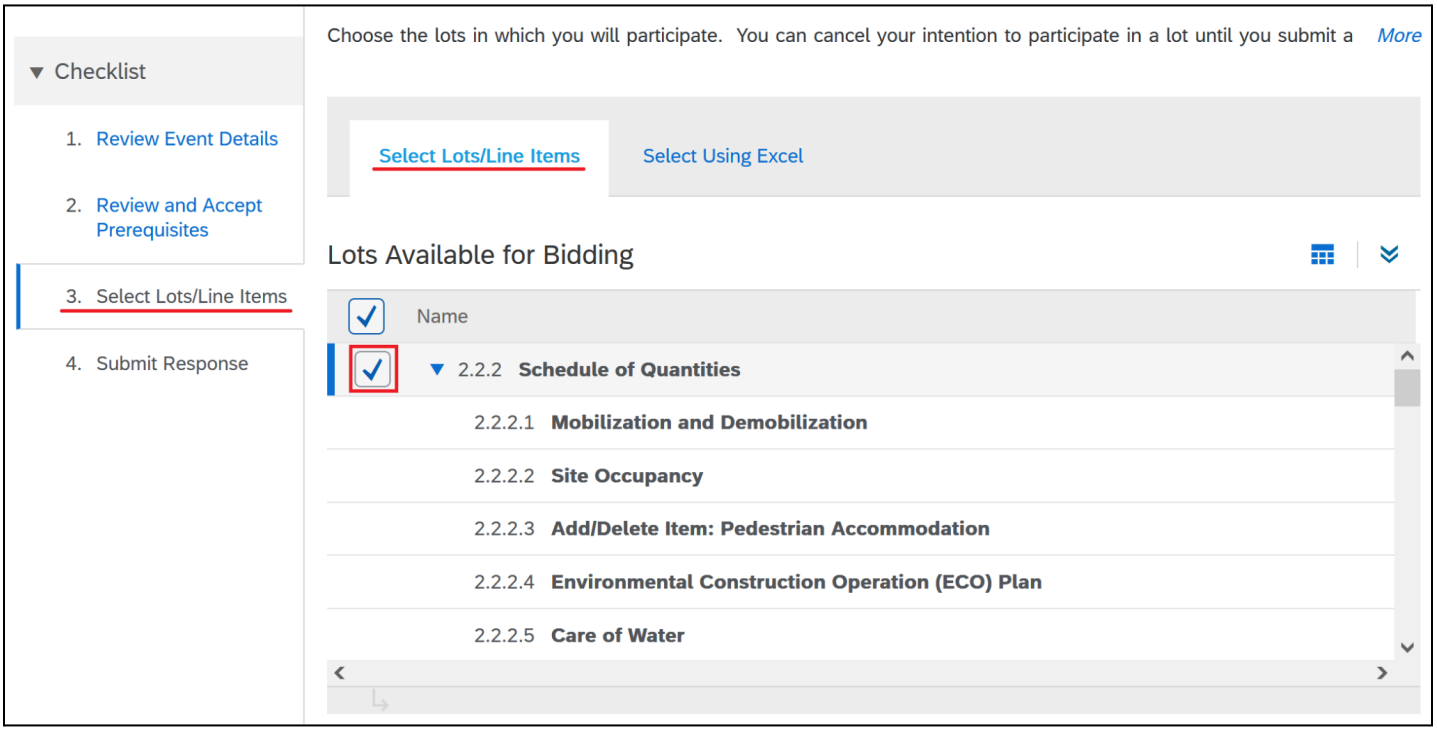
Select the Dropdown Arrow to view the document in full screen mode.

A summary of each section listed under Event Content is as follows. Please note the section order and description may vary between Sourcing Events.

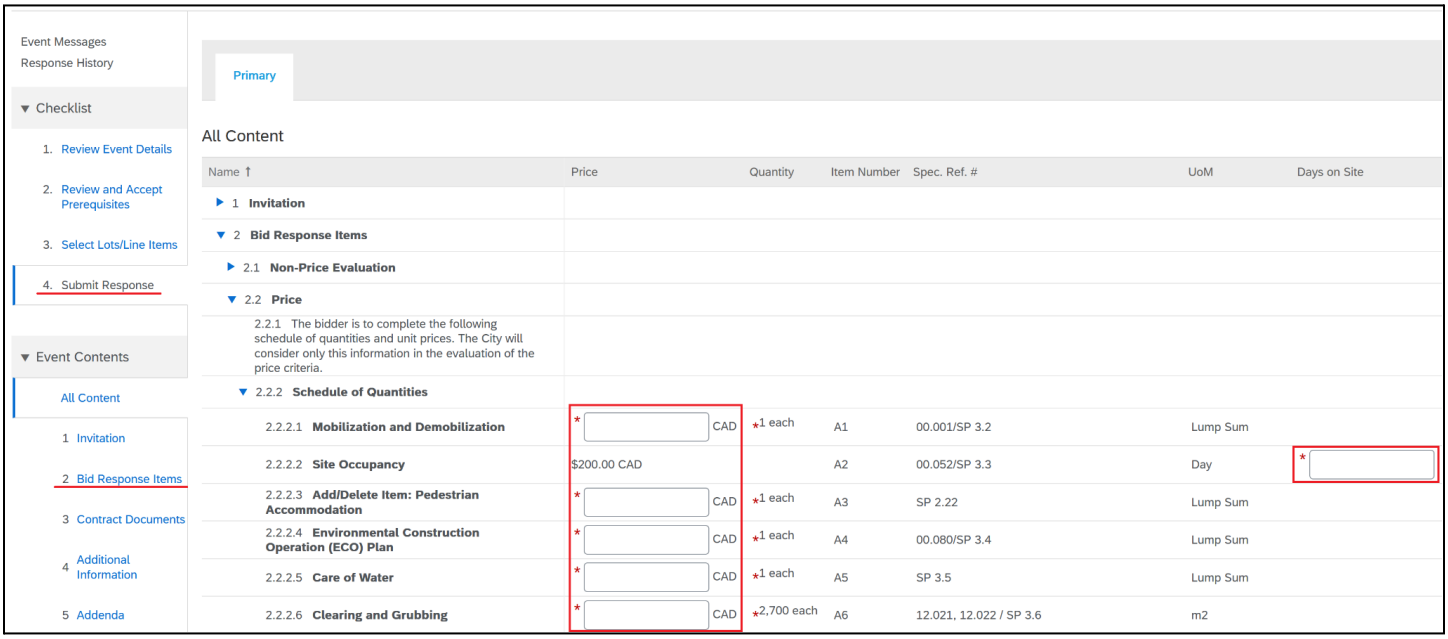
1. ***Invitation*** - Contains the RFx documents.
2. ***Bid Response Items*** - Lists the Financial and Non-Financial items the bidder is to respond to.
3. ***Form of Agreement*** - Provides contract documents that will be incorporated into the final Form of Agreement.
4. ***Addenda*** - Serves as a placeholder for City staff to add any questions received from suppliers or addendums to the Sourcing Event.

II. For certain events, SAP Ariba may require you to select which Lots (a set of line items) you will be bidding on. Some opportunities will require bidders to bid on all the available Lots. If an opportunity contains Lots, bidders will be required to complete this step before moving forward with the rest of your submission. Click on **3. Select Lots/Line Items** on the left side under *Checklist* section or at the top of the screen,complete the selection and click on Confirm Selected Lots button

Then select each lot you intend to bid on and confirm. (Make sure to expand the working window using chevron button to see / select all lots available for bidding)

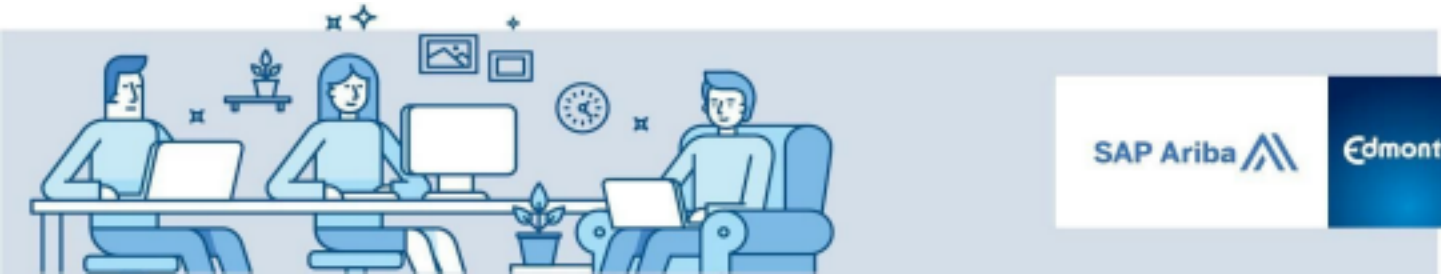


After confirming selected lots, the Ariba system will automatically navigate you to the **4. Submit Response** section. Pricing fields, under the Bid Response Items section, will now open to allow bidders to enter their pricing accordingly:

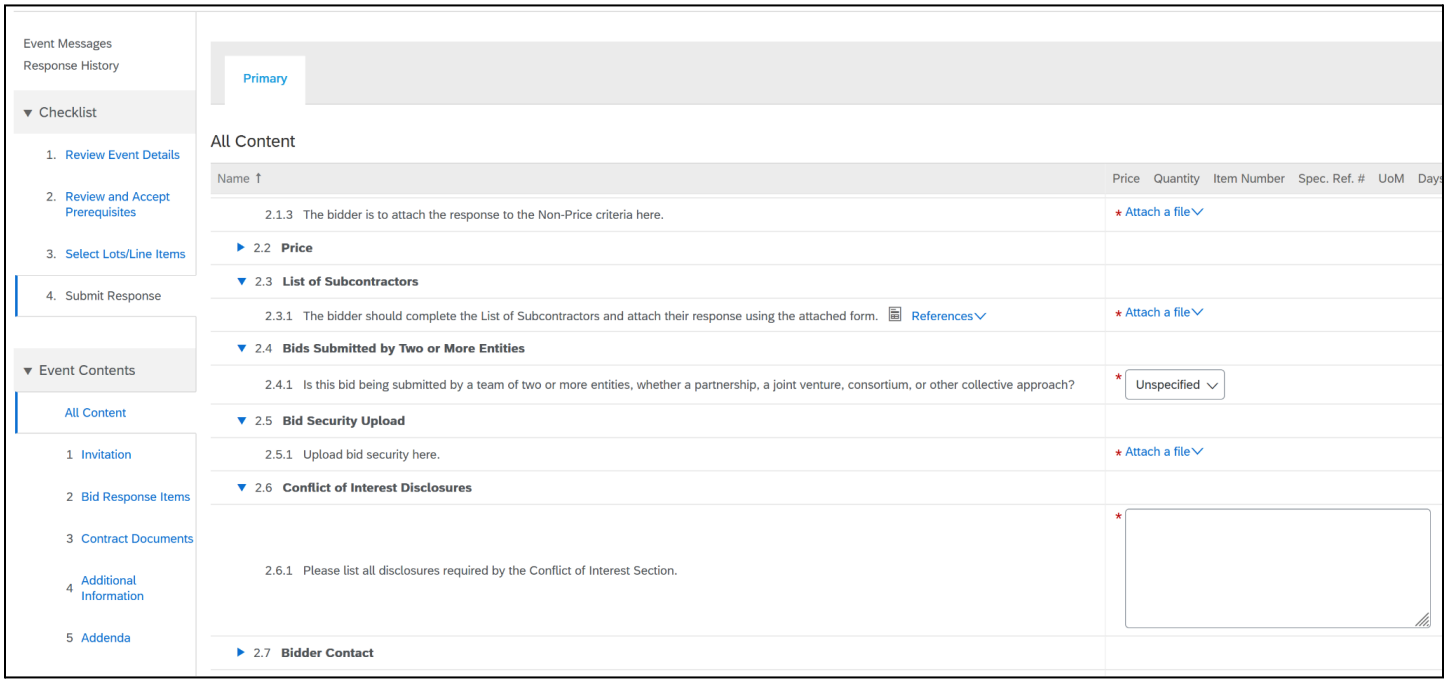


Note: As you fill in pricing information, select **Update Totals** button at the end of the page to have Ariba update the calculations and show you the Extended and Total Prices that will be submitted as part of your bid.

Some events will be split into individual Lines (individual part or service) and Lots (combined total of all of the Lines in the Lot). Selecting **Update Totals** will update both sections.



III. In addition to Pricing, some of the Sourcing Events may also include Non-Price response items. Along with the Pricing response, Non-price responses are included in **5. Bid Response Items** under the *Event Contents* section:

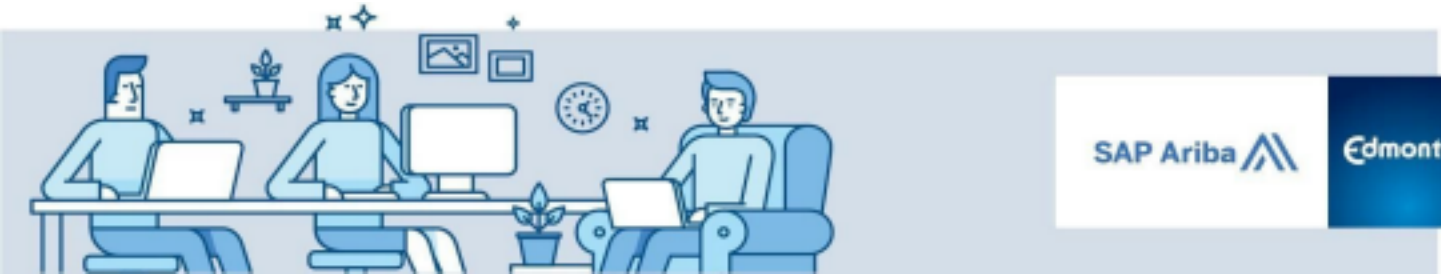


Note:

- Mandatory questions are indicated by an asterisk **(*)**. You must respond to these questions in order to submit your response.
- Often, you can respond to a question with an attachment using the Attach a File function. The maximum size per attachment is 100MB. Ariba accepts attachments in all common formats (Word, Excel, PDF etc.)
- Single Line Text boxes are displayed for questions that require less input, while Multiple Line Text Boxes are displayed for questions that require lengthier responses.
- Some questions may trigger Conditional Content where a new question will appear depending on your answer to a previous question.

Tip

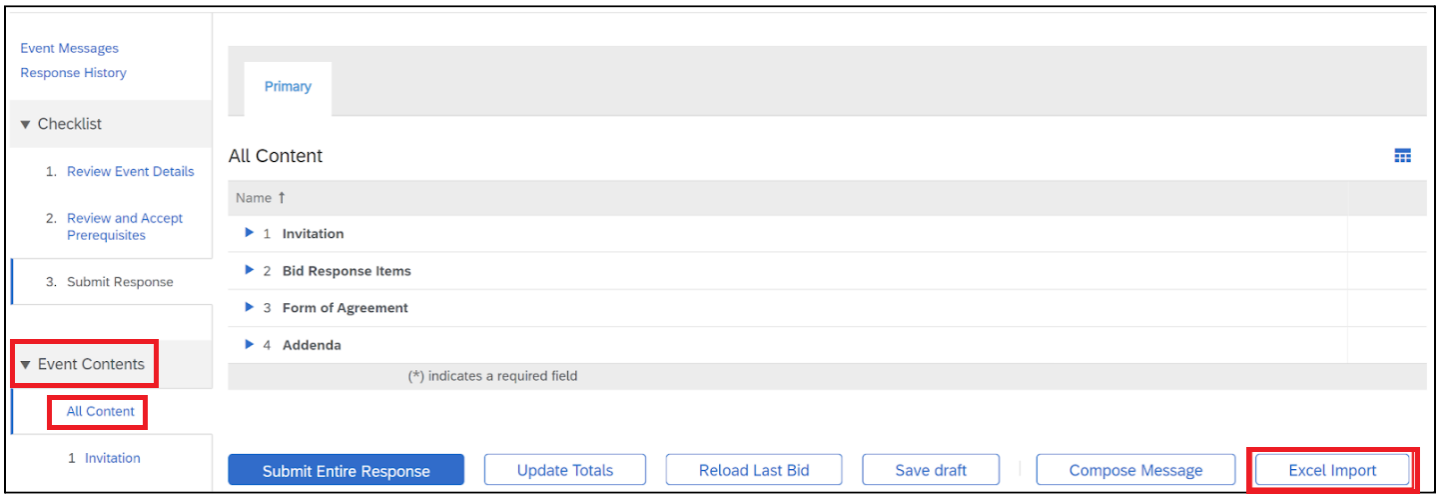
The **Event Countdown** clock in the top right of the Sourcing Event shows how much time is remaining before the event closes and responses are no longer accepted.

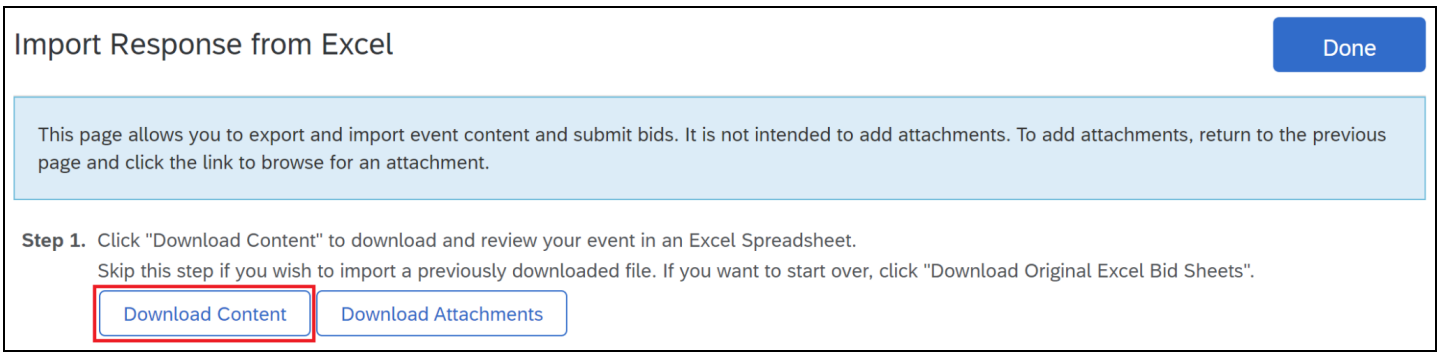


When responding to a Sourcing Event with a large amount of line items, it may be useful to download the content to Microsoft Excel to Submit a Response. To do so:

Download Content

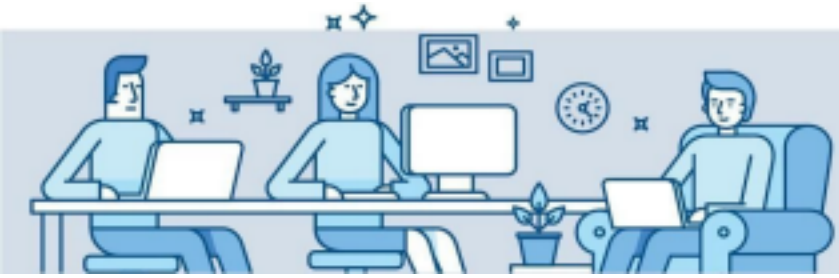
Under the heading *Event Content* select **All Content,** scroll to the bottom of the Sourcing Event and select the **Excel Import** and then the **Download Content** button. This will allow you to download the Sourcing Event in Microsoft Excel format.





Tip

Make sure to also download any attachments that might have been included with the Sourcing Event. To download attachments click **Download Attachments.**



Complete the Excel Template following the Instructions in the Guide

It is important that the template be completed following the instructions described in the first tab of the workbook that you downloaded from the last step. Any Excel formatting changes (ie. adding or deleting rows, changing formulas etc.) will lead to errors when uploading the template into Ariba. In general, the first tab (Intend to Respond Instructions) will have the following structure:

Required Action

Submit the answers to the questions.

Instructions

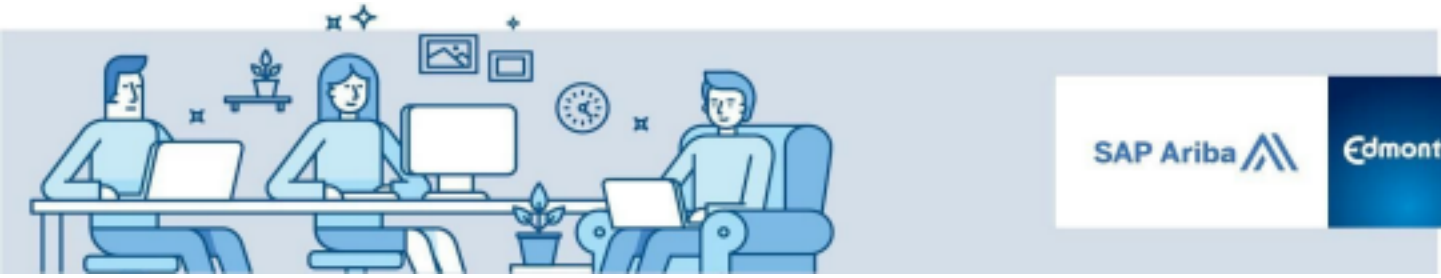
Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

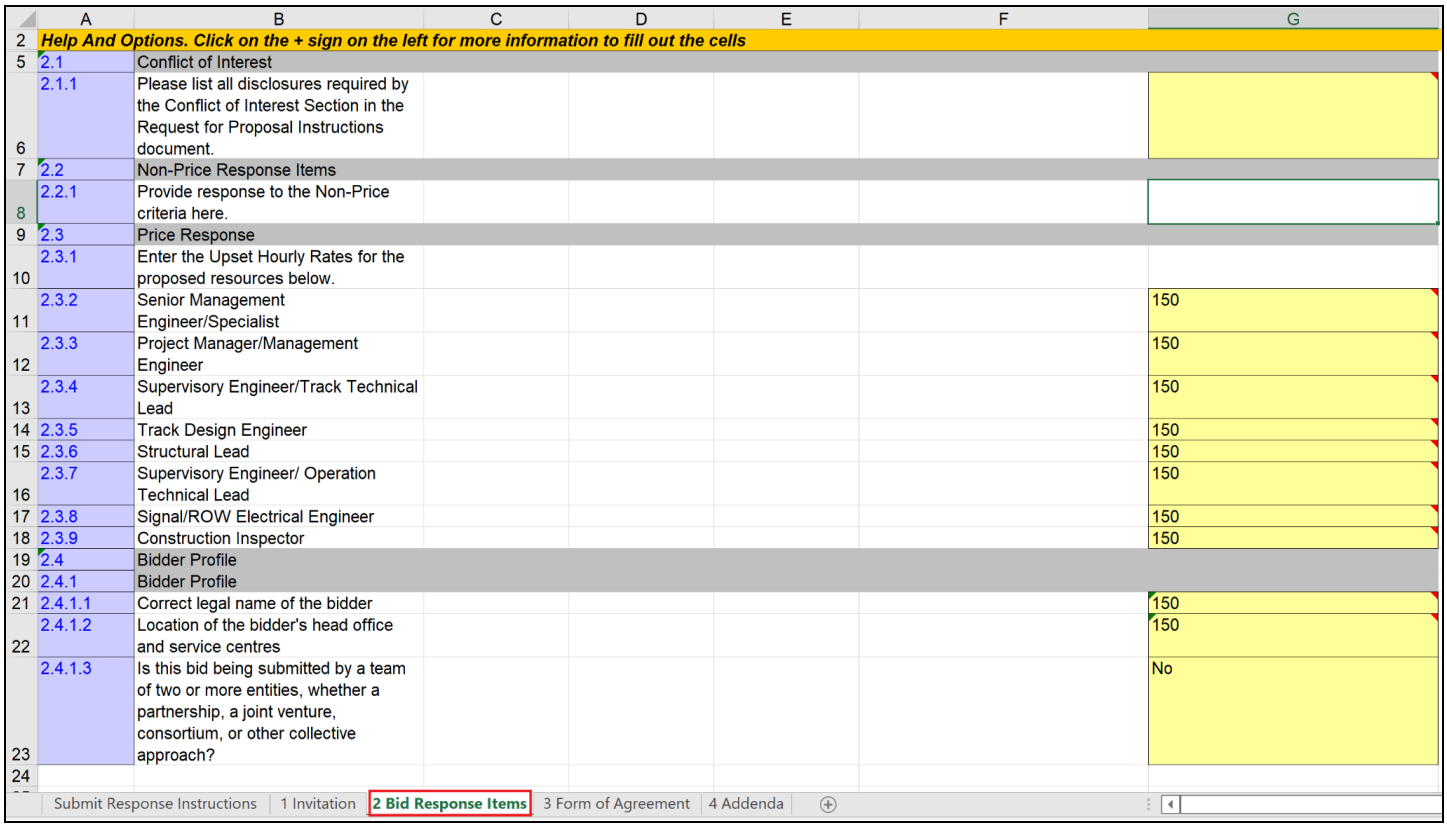
General Guidelines and Cell Legend

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated by the color and border

	Header and System ID Information: Do not modify this cell or the import may fail.
	Help Information. Do not modify this cell or the import may fail.
	Bidding data. These cells are required. The column heading for these cells also has an asterisk (*) in it.
	Optional data
	Without the border, read only data

A sample price table for a Microsoft Excel Sourcing Event is included below. In this example, the yellow cells are to be completed by the supplier in order to submit their bid (*Bid Response Items* Tab).





	A	B	C	D	E	F	G
2	*Help And Options. Click on the + sign on the left for more information to fill out the cells*						
5	2.1	Conflict of Interest					
6	2.1.1	Please list all disclosures required by the Conflict of Interest Section in the Request for Proposal Instructions document.					
7	2.2	Non-Price Response Items					
8	2.2.1	Provide response to the Non-Price criteria here.					
9	2.3	Price Response					
10	2.3.1	Enter the Upset Hourly Rates for the proposed resources below.					
11	2.3.2	Senior Management Engineer/Specialist					150
12	2.3.3	Project Manager/Management Engineer					150
13	2.3.4	Supervisory Engineer/Track Technical Lead					150
14	2.3.5	Track Design Engineer					150
15	2.3.6	Structural Lead					150
16	2.3.7	Supervisory Engineer/ Operation Technical Lead					150
17	2.3.8	Signal/ROW Electrical Engineer					150
18	2.3.9	Construction Inspector					150
19	2.4	Bidder Profile					
20	2.4.1	Bidder Profile					
21	2.4.1.1	Correct legal name of the bidder					150
22	2.4.1.2	Location of the bidder's head office and service centres					150
23	2.4.1.3	Is this bid being submitted by a team of two or more entities, whether a partnership, a joint venture, consortium, or other collective approach?					No
24							

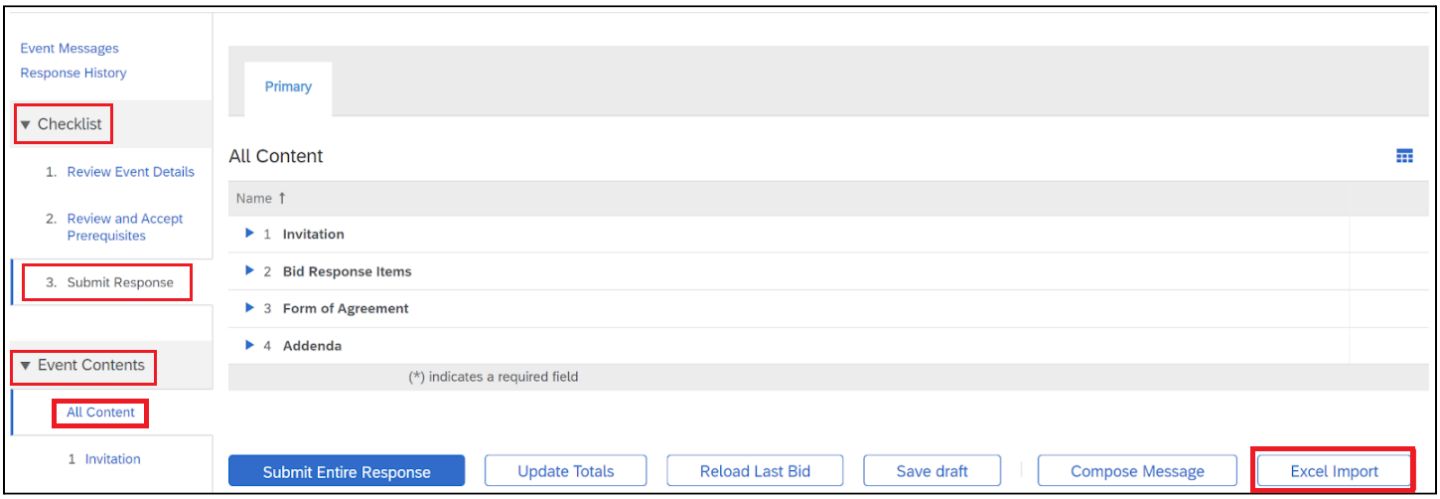
Submit Response Instructions | 1 Invitation | 2 Bid Response Items | 3 Form of Agreement | 4 Addenda

Attachments cannot be submitted when responding using Excel. Attachments need to be submitted by responding to questions directly in SAP Ariba.

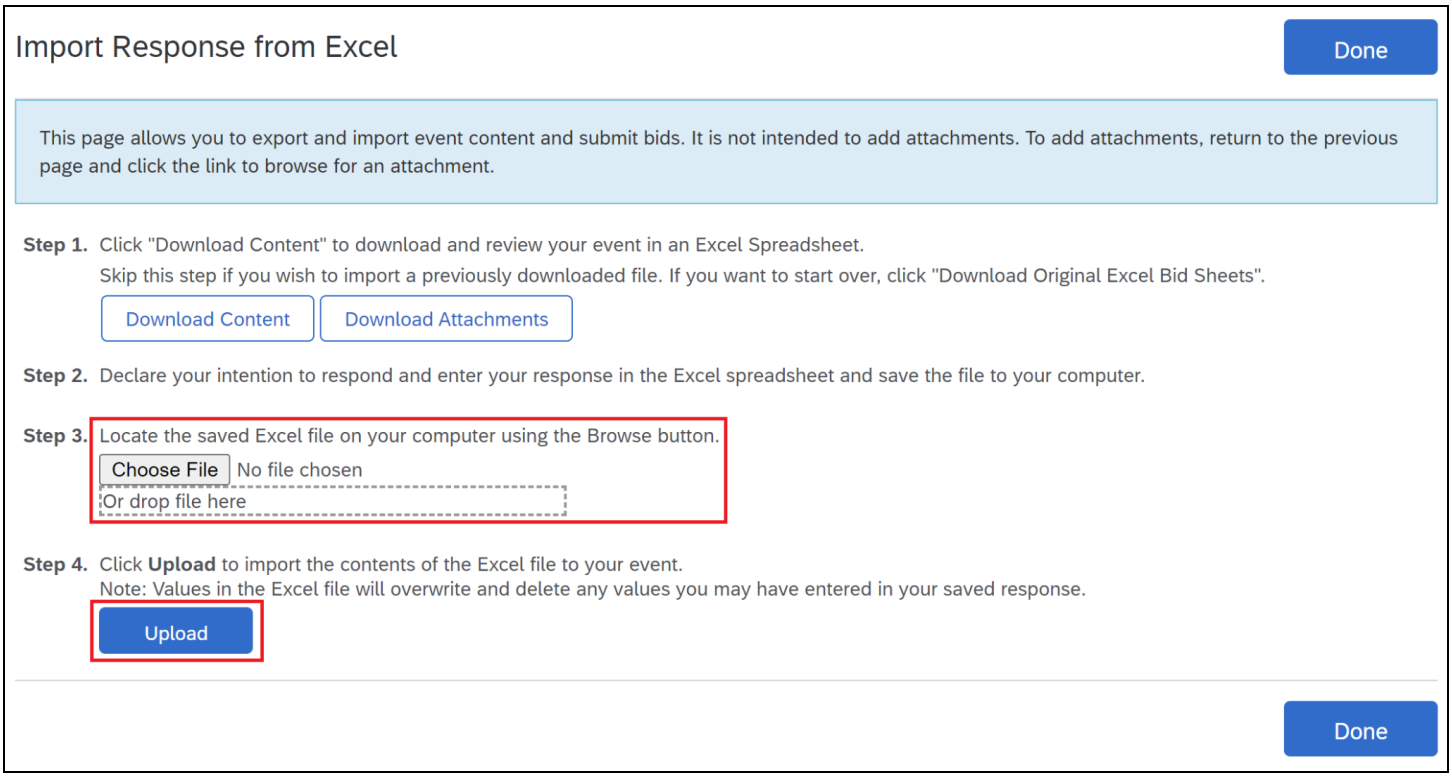
Upload the Excel Response to Ariba

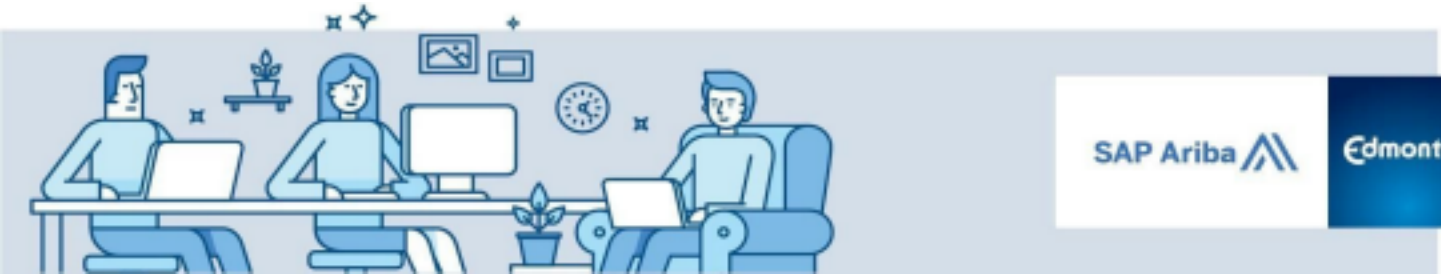
Make sure to click **4. Submit Response** under the heading **Checklist**. Under the heading **Event Content**, click on **All Content** then navigate to the bottom of the page and select **Excel Import.**

Guide - Responding to a Sourcing Event



Select **Choose File** and select the file with the saved responses in Excel then click **Upload**. The system will upload the Excel response and record it in SAP Ariba. Then click **Done.**

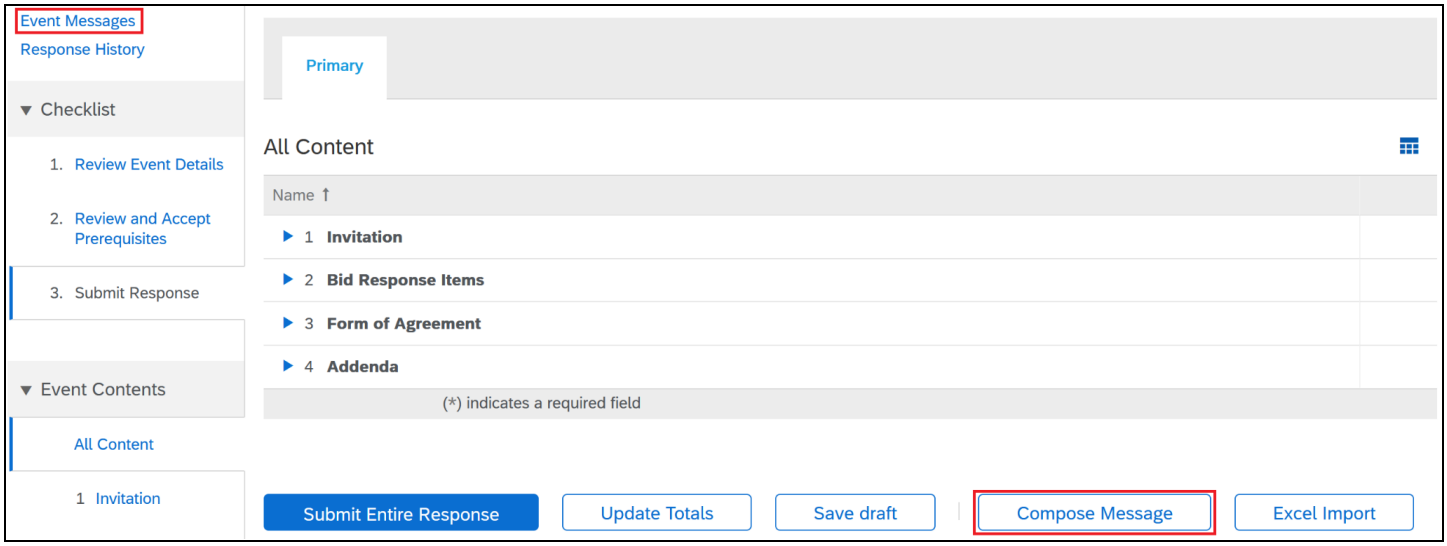




Once you have accessed the procurement opportunity and are ready to respond, you can communicate with the City of Edmonton's Procurement representative using the Event Message Board in SAP Ariba.

Ask questions through Message Board

To review any notifications or messages, or to communicate with the City of Edmonton's Procurement representative leading the procurement event, in the Sourcing Event homepage click **Event Messages** to access the message board or select **Compose Message** to directly compose a new message.



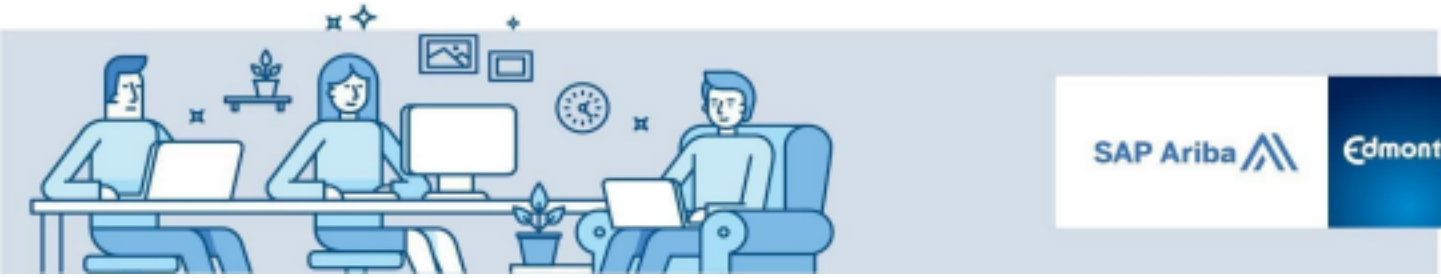
Composing or Responding to a Message

To compose a new message to the City of Edmonton, select **Compose Message**. The system will create a new message addressed to the "Project Team." This represents the internal team at the City of Edmonton responsible for the opportunity. Any message addressed to them will reach the Procurement Representative and any other applicable City of Edmonton staff.

Viewing / Replying to an Existing Message

Specific messages can be reviewed or responded to by selecting the message you would like to view/reply to, by clicking the **radio button** next to the message, and then clicking **View** or **Reply**.

Note	If you send a message to the City of Edmonton using the Event Message Board, it is a private message between both parties and cannot be viewed by other bidders.



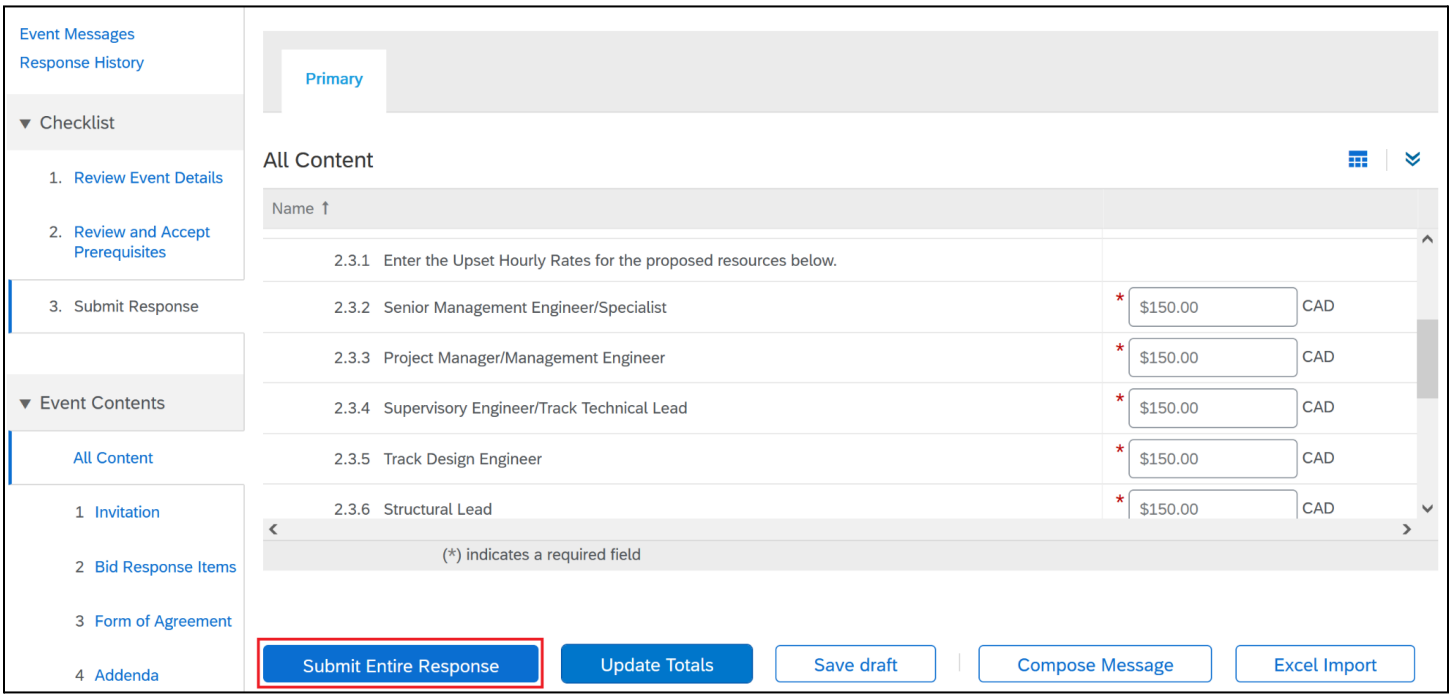
> ⚠ The message board can only be used to communicate with City of Edmonton staff in order to clarify questions, concerns, etc. The message board **cannot** be used as a channel to submit documentation required in the sourcing event, or to submit bids. Always attach documents, answers, etc to the appropriate sections of the sourcing event.

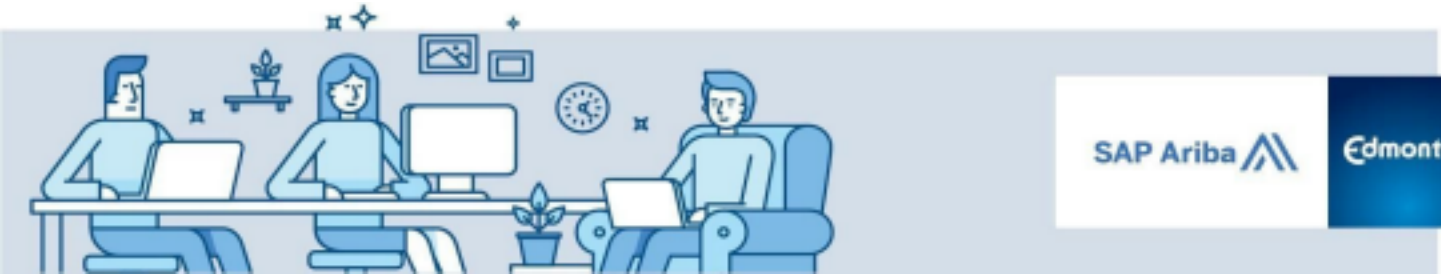
Step 4: Submit your Response

Once you are ready, select **Submit Entire Response** to finalize and submit your response to the sourcing event. Click **OK** on the next screen.

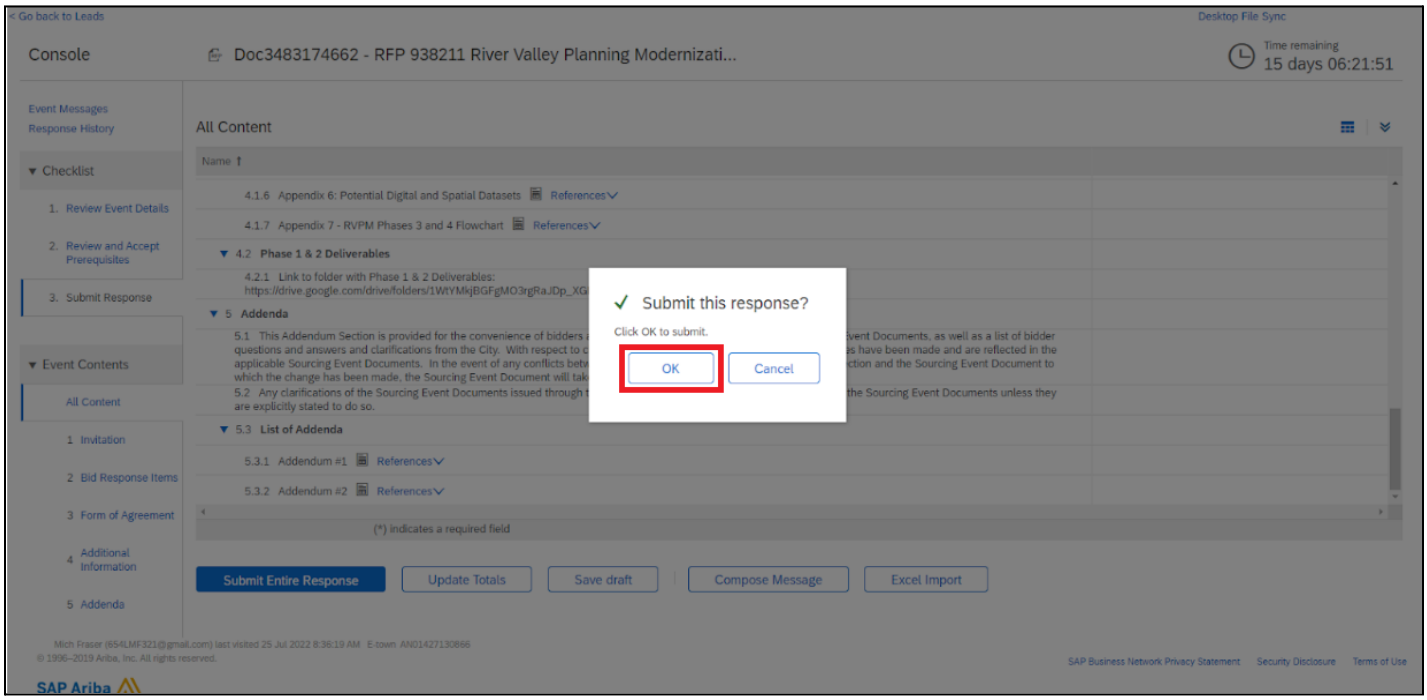
If there is an error when submitting, SAP Ariba will notify you with a prompt in red at the top of the screen and direct you to the area of your bid that requires completion. To successfully submit your response, you will need to return to this area, and answer the question in the requested format.

When the Response Deadline time of the Sourcing Event is elapsed, the countdown timer in the top right corner will be replaced with a **Pending Selection** status that means that the event is closed and no longer accepting submissions and the City is reviewing the supplier's responses and finalizing their award decision.





Guide - Responding to a Sourcing Event



Tip

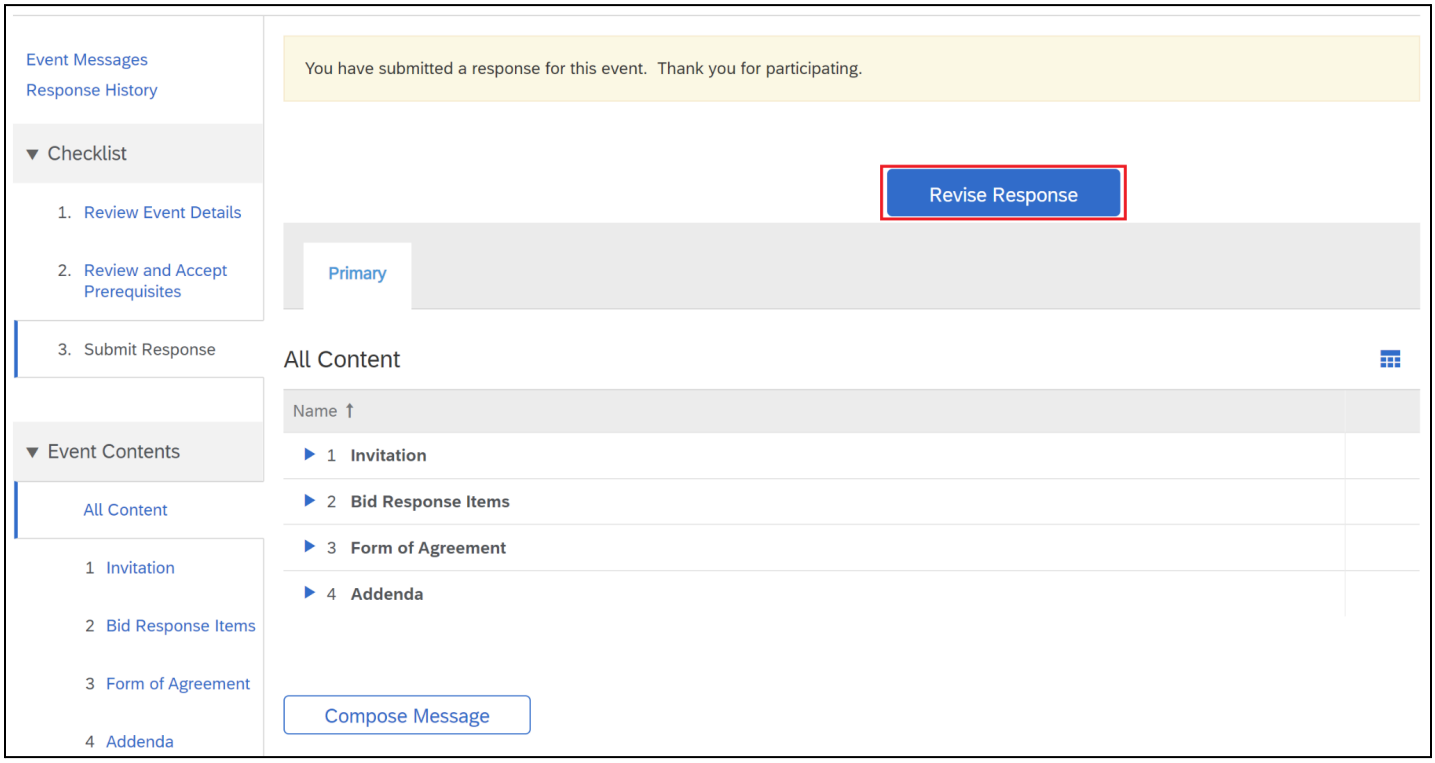
When working on large RFPs, it is suggested to use the **Save** button to store your responses without submitting your response to the City. This will allow you to return and continue working on your response at any time up to the closing deadline.

Step 5: Revise your Response

If you have already submitted your response, you can revise as many times as necessary before the Response Deadline. To do so:

Open the Event

Open the event and click the **Revise Response** button.

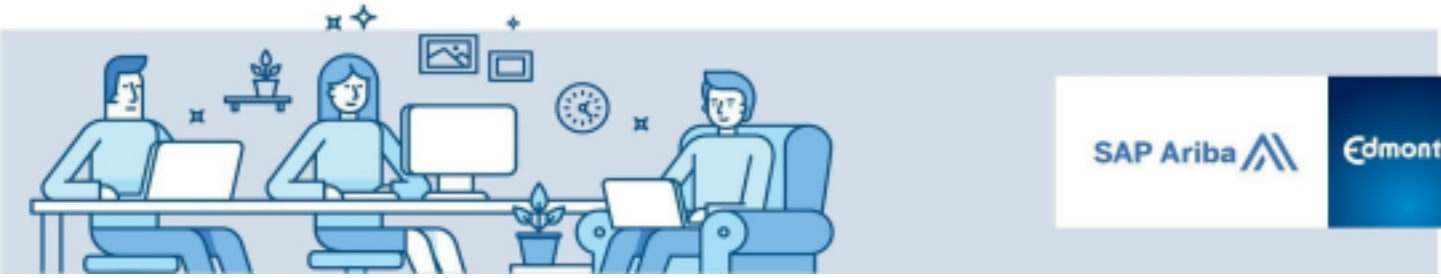


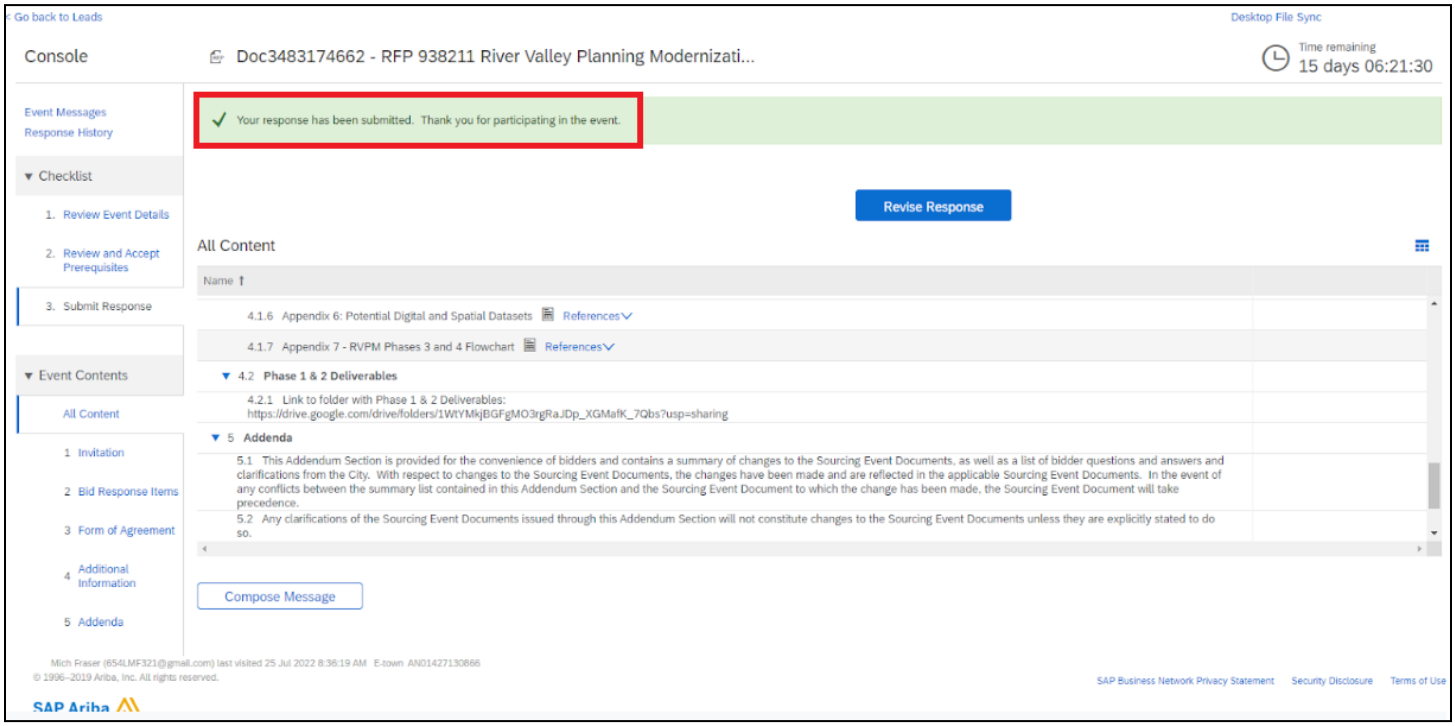
Confirm Intention to Revise the Bid

A pop-up box will appear requesting you to confirm that you want to revise your response. Click the **OK** button.

Revise your Bid

Revise your response as needed. Select **Submit Entire Response** to submit the updated bid. Click **OK** on the next screen.



Step 6: Confirmation of Bid Submission

The best way to get confirmation that your bid has been submitted is the green ribbon and a checkmark confirmation that states "Your response has been submitted. Thank you for participating in the event". Please note this message disappears after a few seconds.