



Responding to a Sourcing Event

A step by step guide

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SAP Ariba Tutorials	Responding to Prerequisite Questions (2:20) for information on mandatory prerequisite / gating questions
	Participating in Events (4:53) for general information about responding to a Sourcing Event
	Responding to RFIs (2:51) for information about Requests for Information
	Responding to RFPs (3:46) for information about Requests for Proposals and Tenders



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.



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](#).

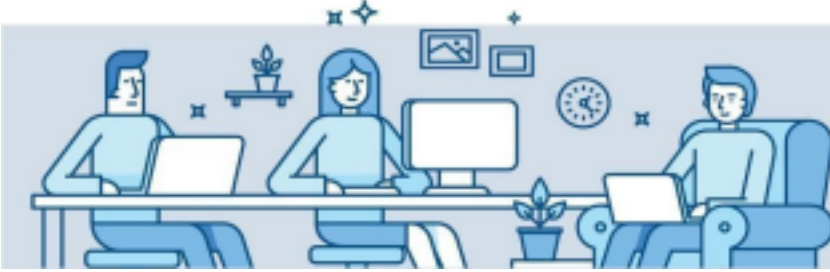
NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

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



Guide - Responding to a Sourcing Event

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 | 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:

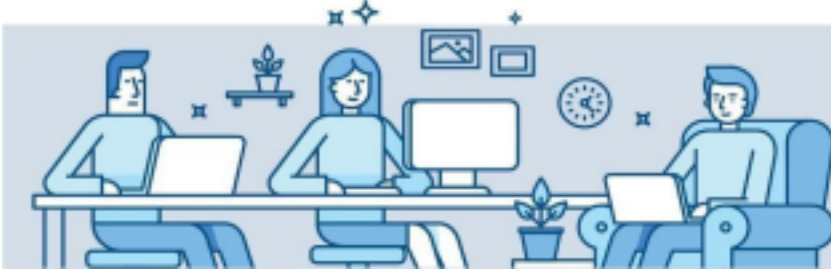
https://www.edmonton.ca/business_economy/selling_to_the_city/sap-ariba.aspx?utm_source=virtualaddress&utm_campaign=SAPArriba

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.

Event Details Doc2103095580 - City of Edmonton - Ariba Demonstration Sessi... Time remaining 39 days 14:00:53

Event Messages
Download Tutorials

▼ Checklist

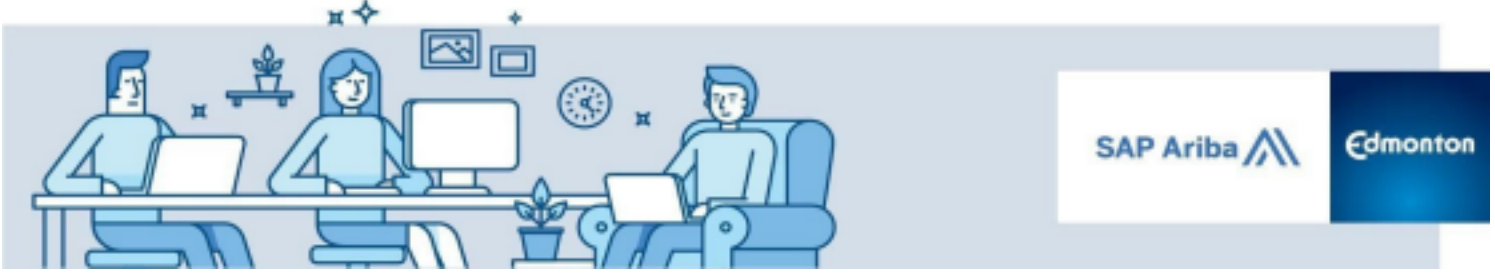
- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner:	Igor Pospeshin ⓘ	Currency:	Canadian Dollar
Event Type:	RFP	Commodity:	Landscaping services 72102902
Publish time:	11/20/2019 11:42 AM	Contract Months:	24
Due date:	12/31/2019 11:59 PM		



Guide - Responding to a Sourcing Event

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.**

Prerequisites Doc3440840957 - City of Edmonton - LRT Engineering Services Standing Arrangement 2023-26

Prerequisites must be completed prior to participation in the event. You must accept the modified envelope bidding event agreement to continue.

2. Review and Accept Prerequisites

In consideration of the opportunity for your corporation, partnership, sole proprietorship, or you as an individual ("Participant") to participate in online sourcing events ("Sourcing Events") held and conducted by the City of Edmonton ("City") on the website hosted by Ariba, Inc. ("Site"), the Participant agrees that the Participant will not engage in unethical, disrespectful, discriminatory, or criminal behavior and will notify the City using SAP Ariba Event Messages if they witness practices that are counter-productive to the fair operation of the Sourcing Event. The foregoing is to be construed in accordance with the laws of the Province of Alberta, and the Courts of Alberta shall have the exclusive jurisdiction to entertain any action arising hereunder.

v2.0 APR142021


I accept the terms of this agreement.
 I do not accept the terms of this agreement.

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement.

OK Cancel

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 



Guide - Responding to a Sourcing Event

< Go back to The City of Edmonton Dashboard Desktop File Sync

Prerequisites
Doc3246610695 - Test for Pre-Qual

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them.

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

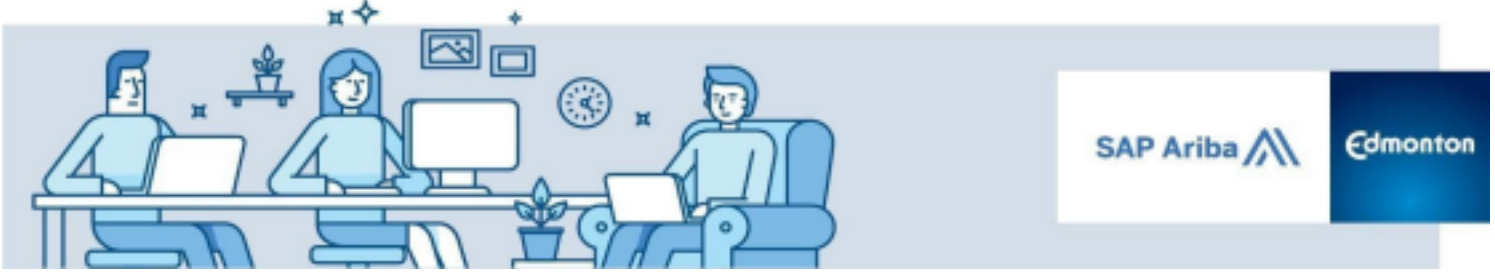
Prerequisites ☰

Name ↑	
1 Gate Question 🗨️	* Yes ▾

(*) indicates a required field

OK
Cancel

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".



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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.

Console
Doc3440840957 - City of Edmonton - LRT Engineering Services ...
⌚ Time remaining
19 days 04:59:36

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 Bid Response Items
- 3 Form of Agreement
- 4 Addenda

Primary

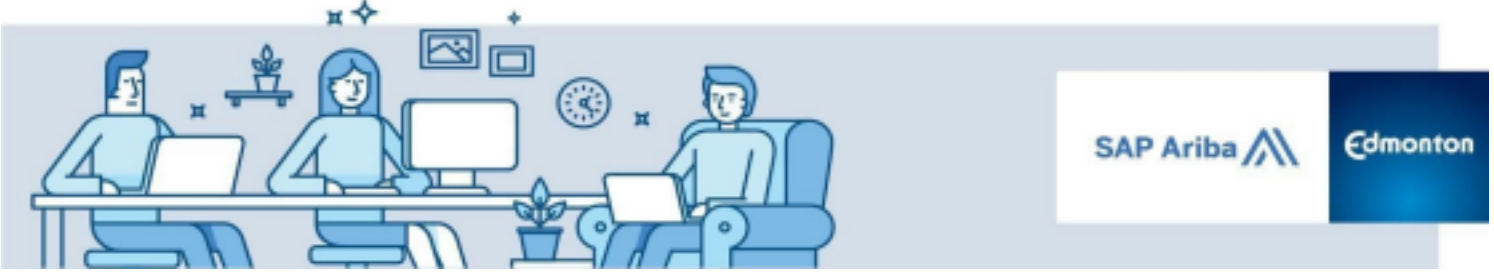
All Content ⌵ | ⌵

Name ↑
▼ 1 Invitation
1.1 Refer to the attached Request for Proposal Instructions Document for an outline of the Sourcing Event process.
1.2 935199 00 RFP - LRT Engineering Services Standing Arrangement 2023-2026.pdf ⌵
1.3 The Work to be performed by the successful bidder is outlined in the Requirements document attached in Section 3 - Form of Agreement.
▶ 1.4 Attachments to the Sourcing Event
▼ 2 Bid Response Items
▶ 2.1 Conflict of Interest
▶ 2.2 Non-Price Response Items
▶ 2.3 Price Response
▶ 2.4 Bidder Profile
▶ 3 Form of Agreement
▶ 4 Addenda

(*) indicates a required field

Submit Entire Response
Update Totals
Save draft
Compose Message
Excel Import

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.




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

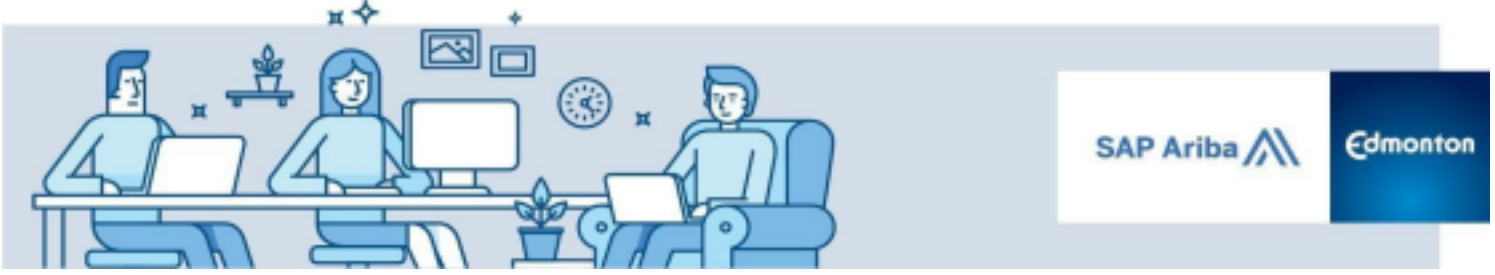
- 1. **Invitation** - Contains the RFx documents.
- 2. **Bid Response Items** - Lists the Financial and Non-Financial items the bidder is to respond to.
- 3. **Form of Agreement** - Provides contract documents that will be incorporated into the final Form of Agreement.
- 4. **Addenda** - Serves as a 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)

The screenshot shows the SAP Ariba interface for selecting lots. On the left is a 'Checklist' with four items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots/Line Items' (which is underlined and has a blue bar to its left), and '4. Submit Response'. The main area contains the text 'Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a [More](#)'. Below this are two buttons: 'Select Lots/Line Items' (underlined) and 'Select Using Excel'. The section 'Lots Available for Bidding' features a grid icon and a chevron icon. A table lists the lots with checkboxes in the first column:

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.2.2 Schedule of Quantities
	2.2.2.1 Mobilization and Demobilization
	2.2.2.2 Site Occupancy
	2.2.2.3 Add/Delete Item: Pedestrian Accommodation
	2.2.2.4 Environmental Construction Operation (ECO) Plan
	2.2.2.5 Care of Water



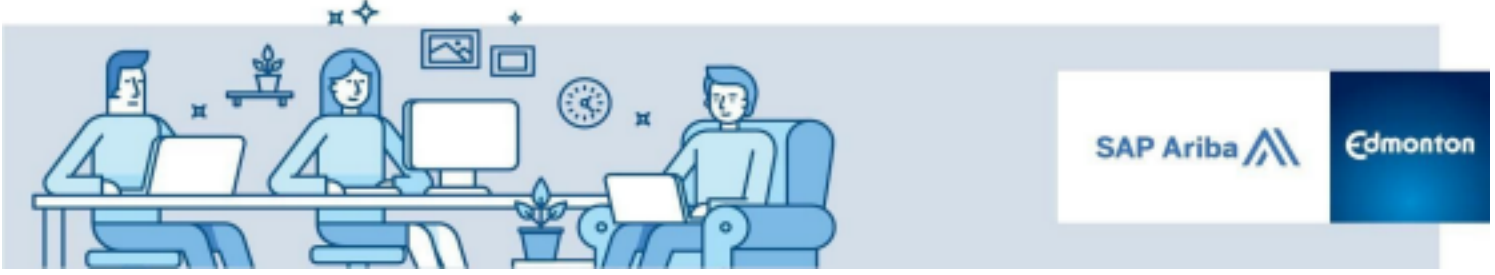
Guide - Responding to a Sourcing Event

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:

<p>Event Messages Response History</p> <p>▼ Checklist</p> <ol style="list-style-type: none"> 1. Review Event Details 2. Review and Accept Prerequisites 3. Select Lots/Line Items <li style="border-bottom: 2px solid #0056b3;">4. Submit Response <p>▼ Event Contents</p> <ul style="list-style-type: none"> All Content 1 Invitation <li style="border-bottom: 2px solid #0056b3;">2 Bid Response Items 3 Contract Documents 4 Additional Information 5 Addenda 	<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 10px;">Primary</div> <p>All Content</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name ↑</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Item Number</th> <th style="text-align: left;">Spec. Ref. #</th> <th style="text-align: left;">UoM</th> <th style="text-align: left;">Days on Site</th> </tr> </thead> <tbody> <tr> <td colspan="7">▶ 1 Invitation</td> </tr> <tr> <td colspan="7">▼ 2 Bid Response Items</td> </tr> <tr> <td colspan="7">▶ 2.1 Non-Price Evaluation</td> </tr> <tr> <td colspan="7">▼ 2.2 Price</td> </tr> <tr> <td colspan="7">2.2.1 The bidder is to complete the following schedule of quantities and unit prices. The City will consider only this information in the evaluation of the price criteria.</td> </tr> <tr> <td colspan="7">▼ 2.2.2 Schedule of Quantities</td> </tr> <tr> <td>2.2.2.1 Mobilization and Demobilization</td> <td>* <input type="text"/> CAD</td> <td>*1 each</td> <td>A1</td> <td>00.001/SP 3.2</td> <td>Lump Sum</td> <td></td> </tr> <tr> <td>2.2.2.2 Site Occupancy</td> <td>\$200.00 CAD</td> <td></td> <td>A2</td> <td>00.052/SP 3.3</td> <td>Day</td> <td>* <input type="text"/></td> </tr> <tr> <td>2.2.2.3 Add/Delete Item: Pedestrian Accommodation</td> <td>* <input type="text"/> CAD</td> <td>*1 each</td> <td>A3</td> <td>SP 2.22</td> <td>Lump Sum</td> <td></td> </tr> <tr> <td>2.2.2.4 Environmental Construction Operation (ECO) Plan</td> <td>* <input type="text"/> CAD</td> <td>*1 each</td> <td>A4</td> <td>00.080/SP 3.4</td> <td>Lump Sum</td> <td></td> </tr> <tr> <td>2.2.2.5 Care of Water</td> <td>* <input type="text"/> CAD</td> <td>*1 each</td> <td>A5</td> <td>SP 3.5</td> <td>Lump Sum</td> <td></td> </tr> <tr> <td>2.2.2.6 Clearing and Grubbing</td> <td>* <input type="text"/> CAD</td> <td>*2,700 each</td> <td>A6</td> <td>12.021, 12.022 / SP 3.6</td> <td>m2</td> <td></td> </tr> </tbody> </table>	Name ↑	Price	Quantity	Item Number	Spec. Ref. #	UoM	Days on Site	▶ 1 Invitation							▼ 2 Bid Response Items							▶ 2.1 Non-Price Evaluation							▼ 2.2 Price							2.2.1 The bidder is to complete the following schedule of quantities and unit prices. The City will consider only this information in the evaluation of the price criteria.							▼ 2.2.2 Schedule of Quantities							2.2.2.1 Mobilization and Demobilization	* <input type="text"/> CAD	*1 each	A1	00.001/SP 3.2	Lump Sum		2.2.2.2 Site Occupancy	\$200.00 CAD		A2	00.052/SP 3.3	Day	* <input type="text"/>	2.2.2.3 Add/Delete Item: Pedestrian Accommodation	* <input type="text"/> CAD	*1 each	A3	SP 2.22	Lump Sum		2.2.2.4 Environmental Construction Operation (ECO) Plan	* <input type="text"/> CAD	*1 each	A4	00.080/SP 3.4	Lump Sum		2.2.2.5 Care of Water	* <input type="text"/> CAD	*1 each	A5	SP 3.5	Lump Sum		2.2.2.6 Clearing and Grubbing	* <input type="text"/> CAD	*2,700 each	A6	12.021, 12.022 / SP 3.6	m2	
Name ↑	Price	Quantity	Item Number	Spec. Ref. #	UoM	Days on Site																																																																																						
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2.2.2.4 Environmental Construction Operation (ECO) Plan	* <input type="text"/> CAD	*1 each	A4	00.080/SP 3.4	Lump Sum																																																																																							
2.2.2.5 Care of Water	* <input type="text"/> CAD	*1 each	A5	SP 3.5	Lump Sum																																																																																							
2.2.2.6 Clearing and Grubbing	* <input type="text"/> CAD	*2,700 each	A6	12.021, 12.022 / SP 3.6	m2																																																																																							

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.



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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:

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 Invitation
- 2 Bid Response Items
- 3 Contract Documents
- 4 Additional Information
- 5 Addenda

Primary

All Content

Name ↑	Price	Quantity	Item Number	Spec. Ref. #	UoM	Days
2.1.3 The bidder is to attach the response to the Non-Price criteria here.	* Attach a file					
▶ 2.2 Price						
▼ 2.3 List of Subcontractors						
2.3.1 The bidder should complete the List of Subcontractors and attach their response using the attached form. References	* Attach a file					
▼ 2.4 Bids Submitted by Two or More Entities						
2.4.1 Is this bid being submitted by a team of two or more entities, whether a partnership, a joint venture, consortium, or other collective approach?	* Unspecified					
▼ 2.5 Bid Security Upload						
2.5.1 Upload bid security here.	* Attach a file					
▼ 2.6 Conflict of Interest Disclosures						
2.6.1 Please list all disclosures required by the Conflict of Interest Section.	*					
▶ 2.7 Bidder Contact						

Note:

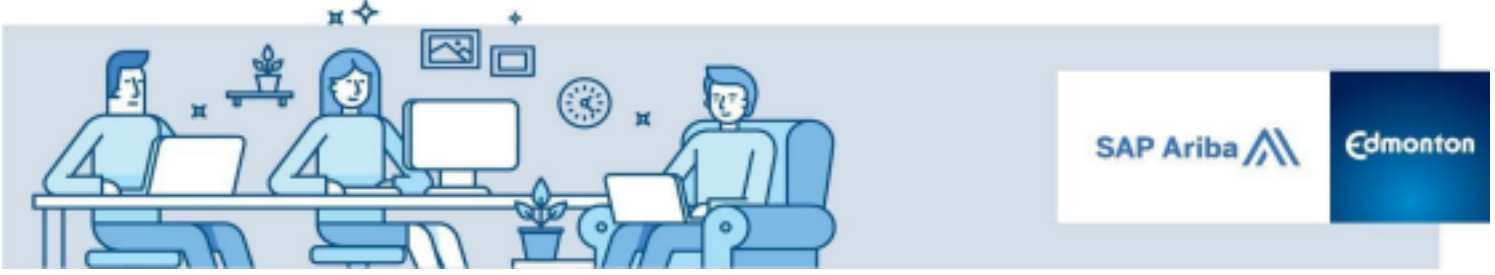
- Mandatory questions are indicated by an asterisk (*). You must respond to these questions in order to submit your response.
- Often, you can respond to a question with an attachment using the Attach a File function. The maximum size per attachment is 100MB. Ariba accepts attachments in all common formats (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.

City of Edmonton Corporate Procurement and Supply Services Branch
Updated October 14, 2022

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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:

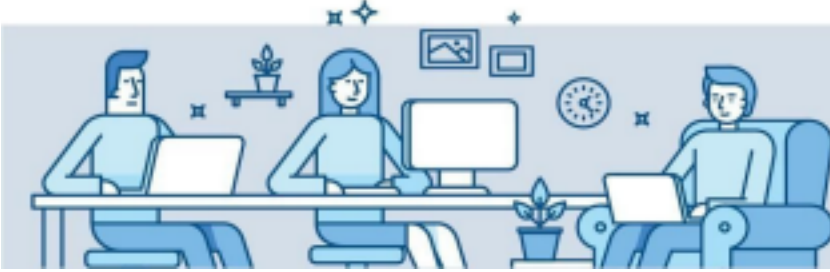
Download Content

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.

The screenshot shows the SAP Ariba interface for responding to a sourcing event. On the left sidebar, under 'Event Contents', the 'All Content' option is selected. The main area displays a list of content items: 1 Invitation, 2 Bid Response Items, 3 Form of Agreement, and 4 Addenda. At the bottom of the interface, the 'Excel Import' button is highlighted with a red box.

The screenshot shows the 'Import Response from Excel' page. It includes a 'Done' button in the top right corner. A blue box contains the text: 'This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.' Below this, 'Step 1' instructions are provided: 'Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".' The 'Download Content' button is highlighted with a red box.

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



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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



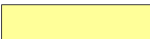


Submit the answers to the questions.

Instructions

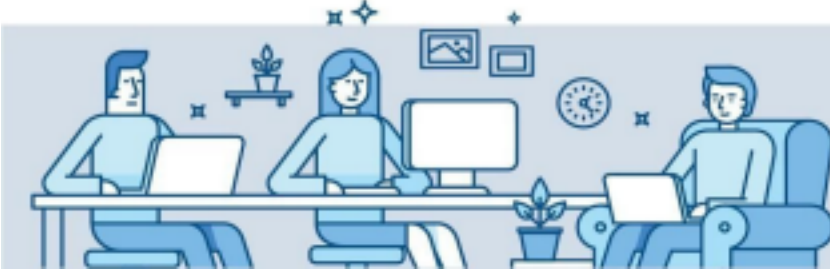
Proceed through each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer desktop and upload it to the application.

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).



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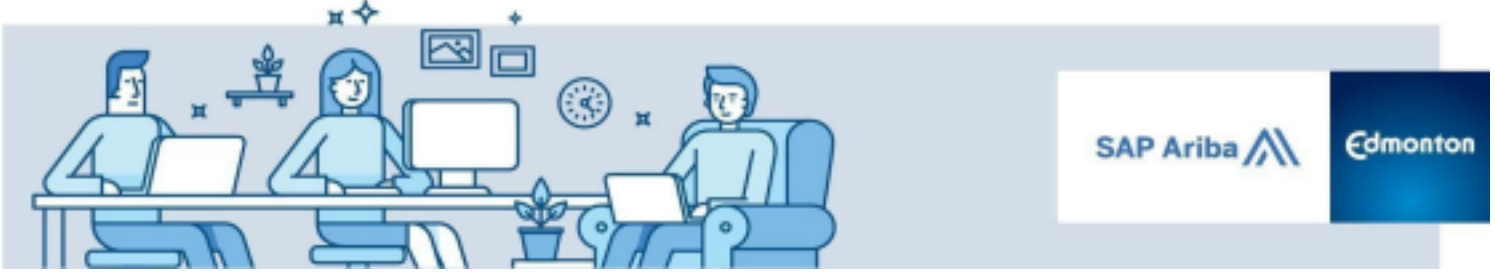
	A	B	C	D	E	F	G
2	Help And Options. Click on the + sign on the left for more information to fill out the cells						
5	2.1	Conflict of Interest					
	2.1.1	Please list all disclosures required by the Conflict of Interest Section in the Request for Proposal Instructions document.					
6							
7	2.2	Non-Price 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							



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

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

Name ↑
▶ 1 Invitation
▶ 2 Bid Response Items
▶ 3 Form of Agreement
▶ 4 Addenda

(*) indicates a required field

1 Invitation

Submit Entire Response | Update Totals | Reload Last Bid | Save draft | Compose Message | **Excel Import**

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**.

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

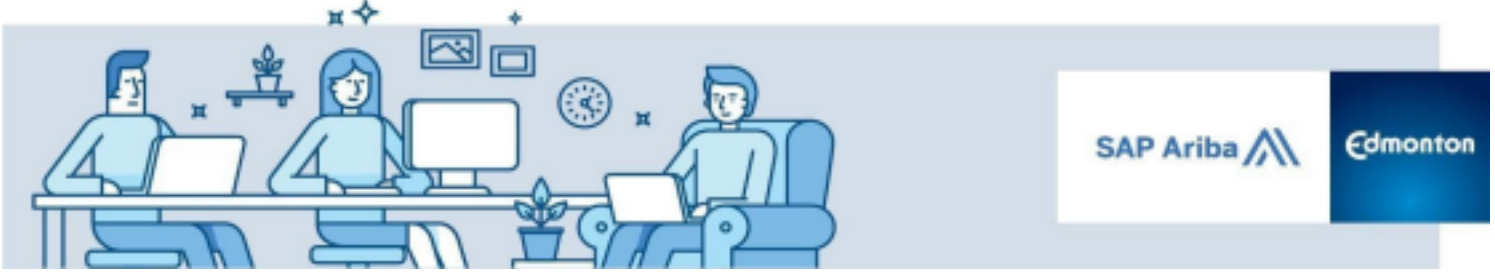
Step 3. Locate the saved Excel file on your computer using the Browse button.

Choose File No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done



Guide - Responding to a Sourcing Event

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.

A screenshot of the SAP Ariba Event Messages interface. On the left is a navigation sidebar with 'Event Messages' highlighted in a red box, 'Response History', a 'Checklist' with three items, and 'Event Contents' with 'All Content' and '1 Invitation'. The main area shows a 'Primary' tab, 'All Content' with a grid icon, and a list of items: '1 Invitation', '2 Bid Response Items', '3 Form of Agreement', and '4 Addenda'. A note below the list says '(*) indicates a required field'. At the bottom are five buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message' (highlighted in a red box), and 'Excel Import'.

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.



Guide - Responding to a Sourcing Event

 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.

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

▼ Event Contents

All Content

- 1 Invitation
- 2 Bid Response Items
- 3 Form of Agreement
- 4 Addenda

Primary

All Content [Grid Icon] [Dropdown Icon]

Name ↑			
2.3.1 Enter the Upset Hourly Rates for the proposed resources below.			
2.3.2 Senior Management Engineer/Specialist	*	<input type="text" value="\$150.00"/>	CAD
2.3.3 Project Manager/Management Engineer	*	<input type="text" value="\$150.00"/>	CAD
2.3.4 Supervisory Engineer/Track Technical Lead	*	<input type="text" value="\$150.00"/>	CAD
2.3.5 Track Design Engineer	*	<input type="text" value="\$150.00"/>	CAD
2.3.6 Structural Lead	*	<input type="text" value="\$150.00"/>	CAD

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import



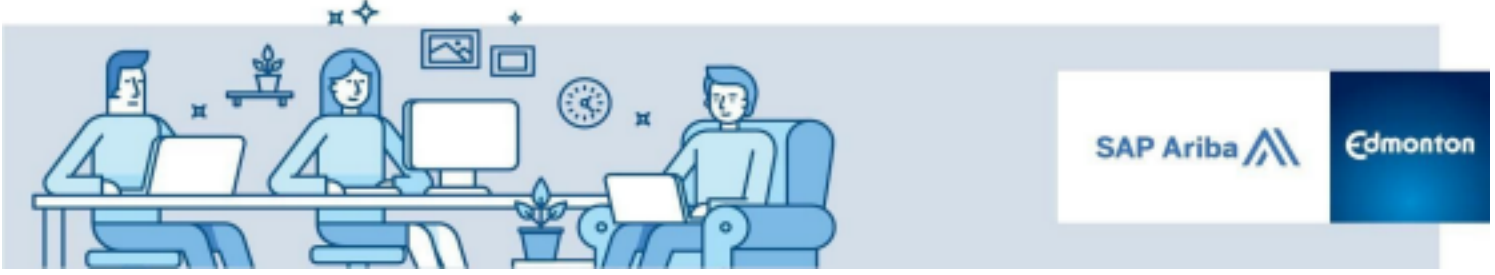
Guide - Responding to a Sourcing Event

The screenshot displays the SAP Ariba Sourcing Event interface. On the left, a navigation menu includes 'Event Messages', 'Response History', 'Checklist', and 'Event Contents'. The 'Checklist' section is expanded, showing steps: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Contents' section is also expanded, showing 'All Content', '1. Invitation', '2. Bid Response Items', '3. Form of Agreement', '4. Additional Information', and '5. Addenda'. The main content area shows a table of documents with columns for 'Name' and 'References'. A modal dialog box is overlaid on the screen, titled 'Submit this response?' with a green checkmark icon. The dialog contains the text 'Click OK to submit.' and two buttons: 'OK' (highlighted with a red border) and 'Cancel'. At the bottom of the interface, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The footer includes the SAP Ariba logo and copyright information.



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.



Guide - Responding to a Sourcing Event

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.

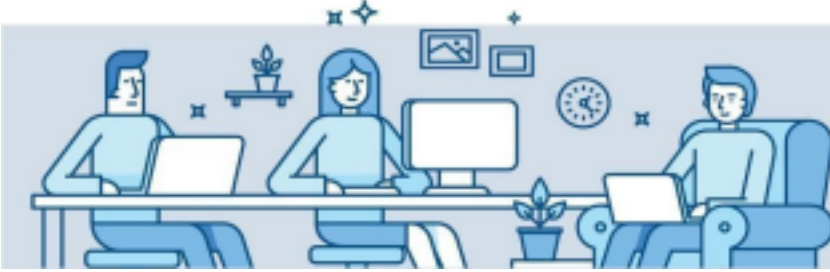
The screenshot shows the SAP Ariba interface for a sourcing event. On the left is a navigation sidebar with sections for 'Event Messages', 'Response History', 'Checklist', 'Event Contents', and a list of content items. The main area features a yellow notification bar at the top stating 'You have submitted a response for this event. Thank you for participating.' Below this is a 'Primary' header bar. A 'Revise Response' button is prominently displayed and highlighted with a red rectangular box. Underneath, there is an 'All Content' section with a table listing four items: '1 Invitation', '2 Bid Response Items', '3 Form of Agreement', and '4 Addenda'. A 'Compose Message' button is located at the bottom of the content area.

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.



Guide - Responding to a Sourcing Event

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.

Go back to Leads Desktop File Sync

Console Doc3483174662 - RFP 938211 River Valley Planning Modernizati... Time remaining 15 days 06:21:30

Event Messages
Response History

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name
4.1.6 Appendix 6: Potential Digital and Spatial Datasets References
4.1.7 Appendix 7 - RVPM Phases 3 and 4 Flowchart References
4.2 Phase 1 & 2 Deliverables
4.2.1 Link to folder with Phase 1 & 2 Deliverables: https://drive.google.com/drive/folders/1WYmJBGfGMO3rgRajDp_XGMafK_7Qbs?usp=sharing
5 Addenda
5.1 This Addendum Section is provided for the convenience of bidders and contains a summary of changes to the Sourcing Event Documents, as well as a list of bidder questions and answers and clarifications from the City. With respect to changes to the Sourcing Event Documents, the changes have been made and are reflected in the applicable Sourcing Event Documents. In the event of any conflicts between the summary list contained in this Addendum Section and the Sourcing Event Document to which the change has been made, the Sourcing Event Document will take precedence.
5.2 Any clarifications of the Sourcing Event Documents issued through this Addendum Section will not constitute changes to the Sourcing Event Documents unless they are explicitly stated to do so.

Compose Message

Mich Fraser (554LME321@gmail.com) last visited 25 Jul 2022 8:36:19 AM E-town AN01427130866
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