Responding to a Sourcing Event

A step by step guide

Step 1: Review Event Details and Respond to Posting

Step 2: Accept Bidder Agreement and Respond to Event Prerequisites

Step 3: Review and Respond to Event Contents

Step 4: Submit your Response

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 RFI (2:51) for information about Requests for Information
- Responding to RFPs (3:46) for information about Requests for Proposals and Tenders
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.

Remember to log in with your username and password to access the event details. If you need assistance, please refer to the [Locating City of Edmonton Opportunities](#) guide or contact the City of Edmonton Corporate Procurement and Supply Services Branch.
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**.
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 has been selected, you will then need to 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".
III. Once prerequisite questions have been responded to and both agreements have been accepted, select **Submit** to move forward to view the full event content.
Step 3: Review and Respond to Event Contents

This section provides information on how to submit your bid inside of SAP Ariba. To bid using a Microsoft Excel upload see Responding to a Sourcing Event using Microsoft Excel.

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** - Provides high level information about the event, including important dates and mandatory requirements
2. **Instructions** - Provides instructions related to the Sourcing Event process
3. **Evaluation Process** - Describes how the City will select the successful Bidder
4. **Bid Preparation & Submission** - Describes key requirements for submitting a bid
5. **Bid Response Items: Financial and Non-Financial** - Lists the Financial and Non-Financial items the bidder is to respond to.
6. **Contract Documents** - Provides contract documents that will be required for the supplier to review and redline if needed
7. **Sourcing Event Attachments** - Documents for information purposes but do not form part of the contract.
8. **Addendum** - 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 (items being quoted) that you will be bidding on. Do this before moving forward with the rest of your submission click **3. Select Lots** on the left side under Checklist or at the top of the screen.
Then select each lot you intend to bid on and confirm. (Make sure to expand to see / select all lots available for bidding)

<table>
<thead>
<tr>
<th>Select Lots</th>
<th>Doc2103095580 - City of Edmonton - Ariba Demonstration Session for ECA</th>
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</thead>
<tbody>
<tr>
<td><strong>Checklist</strong></td>
<td><strong>Select Lots</strong> 2 Select Using Excel</td>
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<tr>
<td>1. Review Event Details</td>
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<tr>
<td>2. Review and Accept Prerequisites</td>
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<td><strong>3. Select Lots 1</strong></td>
<td>Lots Available for Bidding</td>
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<td><strong>4. Submit Response</strong></td>
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<td>3. Name</td>
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<td></td>
<td>5.2.2.1 Site Occupancy</td>
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<td>5.2.2.2 Common Excavation</td>
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<td>5.2.2.3 Fill Compaction</td>
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<td>5.2.2.4 Supply Clean Clay Fill</td>
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<td></td>
<td>5.2.2.5 Remove Concrete Walk</td>
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<td>5.2.3 Progress Risk Calculated</td>
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</table>

Confirm Selected Lots 4
After confirming selected lots, it’ll automatically navigate you to the **4. Submit Response** section. Click on **5. Bid Response Items** under **Event Contents**. Pricing fields 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:

| Event Contents |  
|---|---|---|---|---|---|---|---|---|---|
| 6. Bid Response item | **6.1.4.1** Old Submissions Requirements | PLACE HOLDER doc | **6.1.4.2** Attach a response as per the Bid Submission Requirements | **6.1.4.3** Project Methodology |  
| 7. Contract Documents |  
| 8. Sourcing Event | **6.1.4.3.1** Provide the section in your response where this criteria is addressed as per the Bid Submission Requirements |  
| 9. Addenda (If applicable) | **6.1.4.4** Personal Qualifications |  
|  | **6.1.4.5** Project References |  
|  | **6.1.4.6.1** Provide the section in your response where this criteria is addressed as per the Bid Submission Requirements | **6.2** Price |  
|  | **6.3** List of Subcontractors | (*) indicates a required field |
Responding to a Sourcing Event

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 link. The maximum size per attachment is 2GB. 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.

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.

Tip
Step 4: Submit your Response

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

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 Sourcing Event is completed, the countdown timer in the top right corner will be replaced with a **Pending Selection** message 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.

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.