



## Responding to Team Georgia Marketplace Sourcing Events

Team Georgia Marketplace has launched! With it, three State of Georgia agencies, including Department of Administrative Services which conducts State of Georgia sourcing events, will be placing sourcing events through Team Georgia Marketplace. Sourcing event invitations prepared by these agencies will be sent to the registered vendors/bidders who've selected the NIGP codes associated with the bid from Team Georgia Marketplace.

### How do you respond to a Bid sent by Team Georgia Marketplace?

There are training clips, quick reference guides, and webinars posted on our website to assist you in responding to a bid invitation, but here's the short version.

1. Log into Team Georgia Marketplace
2. Go to Manage Events and Place Bids.
3. Click on View Bids.
4. Click Sell Event or Request for Information.
5. Find an Event to Bid on and click on it.
6. Review the bid information.
7. Click on Bid on Event if you determine it is right for you. You can also Accept the Invitation and come back to bid later or you can Decline the Invitation to Bid. If you close out to return later, you must access the event through My Event Activity.
8. Make sure to note the end date and time. You can save your information, but everything needs to be completed and submitted by the end date and time.
9. View attached files and comments. Be sure your Pop-Up Blocker is disabled and hold down the control key until the attachment opens!
10. Attach any files or comments of your own. If you have a question, contact the Issuing Officer/buyer listed in the sourcing event.
11. Step 1: Answer General Event Questions - Review all Questions and respond by answering the questions, and if required, click on the Comments and Attachments link to the right of the question.
12. Step 2: Enter Line Bid Responses - Review the line items. The specifications of the bid are in the line item.
13. Before entering a bid, click on the bubble icon if it has dots in it which indicate there's information important to the bid.



# The Supplier Source

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14. Click on BID.
15. Enter the amount of your bid and then hit TAB or ENTER.
16. Add comments or attachments as necessary.
17. If the Bid is in an XML file, follow the instructions.
18. Go back to START PAGE to review all information.
19. You may opt to SAVE for LATER, but be sure to submit your bid prior to the end date and time. To return to the bid, click on My Event Activity.
20. If you are ready to bid, then VALIDATE ENTRIES and correct any errors.
21. Next hit SUBMIT BID. You'll receive an email confirmation.

## Where can I Find Open Bids?

State of Georgia public Requests for Proposals will continue to be displayed on the Georgia Procurement Registry. New to the registry will be all Team Georgia Marketplace sourcing events. You may search the Registry for open events at any time. Using the search button, search for all open bids or qualify your search to a specific agency. If the bid is something that you would like to respond to, be sure to check at the end of the bid for the NIGP codes associated with the bid. If you are already registered and did not receive a sourcing event notification by email, then be sure to add the NIGP Code to your profile. If you are not registered, make sure that you select the NIGP when you register in Team Georgia Marketplace.

Next search the eQuote Public Site on the Georgia Procurement Registry. This will contain all bid opportunities that have been created in the eQuote system. You can search all open bids or by status, government entity, or more.

Review training information on [Team Georgia Marketplace Supplier Services](#) and [eQuote](#) manual for more information.