

eQuote Training for Vendors Questions and Answers from a Training Webinar given on April 4, 2008

Will we receive an email when there are any new updates to the manuals? No. You would have to watch the website for updates. At the bottom of the manual link indicates when the updates have been made. **Updated April 2008, manual has been produced as a tool to help you understand eQuote and to respond to eQuote bids when you receive an email inviting you to participate in an eQuote solicitation.**

When and where can we go to view the recorded version of the webinar? Is there a link that will be or could be forwarded to us?

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/23/8/110740175eQuote_Vendor_Webinar.pdf

Can the bid from the Buyer be printed and worked off-line and then entered into the eQuote application?

Yes, you can print the documents and work off-line, but you don't want to close your browser because your user name and password are one time login.

Can you give the website for the 2 manuals again please?

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

Will this system also be used for RFP's for human services or social services by DHR, NO, eQuote is used for most non-complex Requests for Quotations (RFQ's). As a reminder, eQuote cannot be used for any Sole Source, non-maintenance/non-repair construction, or any Request for Proposal (RFP) solicitations. This information can be found in the eQuote user's guide on pages 5 and 6. Below is the link.

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

When does this new system take effect? This system has been effect since March 31, 2008.

So we have to wait around for 2 hours after submitting a bid to make sure the bid was received by the system? No, you will be notified via e-mailed very quickly after you submit your bid.

Can you make the recorded webinar available for those who have computers with VISTA? It will be available in Widows Media Format. That's the format the application stores it in. You should be able to still view this document for it is still a Windows document.

Will there be re-training for vendors? Frequently check the website for webinars that will train vendors - in the future. http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35319072,00.html

What are the requirements/settings for my computer to talk to the eQuote system? I missed an opportunity in March due to computer/connectivity issues. The requirement for you to respond to the eQuote system is that you would need to receive an invite via e-mail from the eQuote system or an invite from the issuing officer of the eQuote.

What checks can I do to ensure that my computer is set up to submit bids properly to eQuote? You must make the eQuote system a trusted site on your computer so that your web browser doesn't block the links from eQuote.

How do I get a copy of the vendor's guide? You would need to go to the State Purchasing Website, which is http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html.

Will everyone see the documents I attach to support my bid? No, as long as the eQuote is in open status your documents are not viewable by anyone. But your documents are subject to open records act, which at this time your documents will be viewable.

Does the notice also get emailed to the second person listed in the vendor's registration? Yes, everyone who is listed as a contact on your profile of the Vendor's Registration System will receive an e-mail of any bids that are posted with your NIGP Codes.

What if a buyer has a product on an eQuote that is an item a vendor has on StateWide Contract with the State of Georgia. Would this be something that should be noted as a comment or sent as an email to the buyer? As a courtesy you should e-mail the buyer to let them know that the item is available statewide contract. The Issuing Officer must use State Wide contract unless they are wavered.

Can a vendor have more than 1 contact person listed to receive eQuote notices? If so will they share the same user id & password so no duplications would be made? Yes, when you register as a Vendor with the state it will give you the option to add additional contacts. Your user id and password will be the same to access the Vendor registration system. But each person will receive an e-mail with their user id and password.

After an award is made it was discussed that either a PO would be forwarded or the option of payment via P-Card, but if a vendor also has the ability or even possibly already has set-up online web based ordering specifically for State of Georgia would it be something that would be a benefit and something that the vendor should note in the comments of the eQuote when submitting? You will need to follow the specifications for payment as outlined in the solicitation. The issuing officer will contact you.

What types of files can be uploaded on eQuote? You can upload any type of file to eQuote system, but your files should not exceed 10 Megs.

Can you save your work and come back to complete your bid? Or, do you have to complete the bid in one session? We recommend that you complete your bid in one submission, but if you would like to rebid or even update your bid information you would need to contact the issuing officer to have them re-activate your user id and password.

What do you do if the system does not accept the e-quote? How do you resubmit? You would need to contact the issuing officer to have them re-activate your user id and password?

What is a p-card? It is a Visa Purchasing card that is issued by the State of Georgia with the card holders name and entity name embossed on the card. The Purchasing card is issued by Bank of America to purchase goods, supplies and services on behalf of your agency. The agency is responsible for the payment of all transactions that you purchase on the purchasing card.

Can you enter a link on the email response of award to be able to click and see who won the bid? You would need to go to the public site to view the awarded quotes. The link to the public site is http://ssl.doas.state.ga.us/PRsapp/PR_index.jsp.

How can you confirm if you are a registered vendor? You would go to the Vendor Registration System and search by your company name <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>. If you can find your company in the system you can email the help desk at vendoradm@doas.ga.gov.

If you are a registered vendor, how do you get your password and user id? Your user id and password would have been e-mailed to you when you registered as a vendor. If you have misplaced or lost this information you can send an e-mail to the vendor help desk at vendoradm@doas.ga.gov. For eQuotes contact the Issuing Officer.

Will this system be used for annual state wide contracts or just one time purchases? IE admin vehicles. Purchasing agent will determine what is used.

Is this considered the same as an RFI? NO, eQuote is used for most non-complex Requests for Quotations (RFQ's). As a reminder, eQuote cannot be used for any Sole Source, non-maintenance/non-repair construction, or any Request for Proposal (RFP) solicitations. This information can be found in the eQuote user's guide on pages 5 and 6. Below is the link.

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

Is this considered the same as an RFP? NO, eQuote is used for most non-complex Requests for Quotations (RFQ's). As a reminder, eQuote cannot be used for any Sole Source, non-maintenance/non-repair construction, or any Request for Proposal (RFP) solicitations. This information can be found in the eQuote user's guide on pages 5 and 6. Below is the link.

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

Will all state agencies be required to use this system? No, this is optional for agencies to use for solicitations right now. Maybe in the future it will be required that all Agencies use eQuote.

What about products and services that currently have a preferred vendor listed; does this change? eQuote is an open and public solicitation method.

How will Sole Source Awards be impacted by this new process? NO, eQuote is used for most non-complex Requests for Quotations (RFQ's). As a reminder, eQuote cannot be used for any Sole Source, non-maintenance/non-repair construction, or any Request for Proposal (RFP) solicitations. This information can be found in the eQuote user's guide on pages 5 and 6. Below is the link.

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

Can you print a copy of your bid submission before you hit submit? Yes, if you would like to print this bid information before you submit the bid.

If we have existing request for quote, how can we determine if we can eQuote? No, if you already have an existing request for quote it will not be good to do this in eQuote.

Are eQuotes allowed from only 1 computer? If you are working from a computer at home and then go to work and submit your bid it will allow you to work from any computer that you have access to the e-mail with your user id and password. But if you have already submitted your bid you will not be able to get back into the eQuote because your user ID and password is a one time access. But this could not be uses simultaneously.

Will a bid tabulation sheet be provided for the eQuotes after the award has been made? Yes, if you go to the public site and view awarded quotes the tabulation sheet will be out there.

In the past many of the eQuotes have not provided enough information to sufficiently provide a price. Will there be any way to contact the buyer if the information provided is not sufficient? Yes you would have to contact the issuing officer to have the information sent to you via e-mail for you to submit and view eQuote information.

How will any addendums be posted to the eQuote page? Will there be additional email to inform bidders when an addendum is posted prior to them bidding on the project? Yes, addendums will be posted to the eQuote and an e-mail of any changes will be sent to all vendors who have received an e-mail invite.

When submitting additional documents with your eQuote is there a size limit on the file(s) that are accepted? What formats for documents are acceptable? Your documents are no to exceed 10 Megs. You can download any type of formatted file.

After submitting an eQuote is there any way to revise/edit your information, documents, or pricing? Yes, you would have to contact the issuing officer to have them reactivate your user name and password.

After submitting, do I wait until I receive a confirmation before exiting e-Quote? You will receive a confirmation right after you have submitted your bid.

Am I to be notified by e-mail of all e-quotes posted or must I go the GPR public site and actually look for the quotes? You will be notified via e-mail of all eQuotes that match the NIGP Codes, you have selected on the Vendor Registration system.

What is People Soft software? Do I need this for your e-Quote system? PeopleSoft is a Financial Application that the State of Georgia uses for all financial documentations. No you will not need PeopleSoft for the eQuote system, for these are two different applications. You as a Vendor will not have access to the PeopleSoft system.

Will the public site list the bid tabulation? Yes, it will list the tabulations for your viewing.

Will all bidders be able to access the bid tabulation? Yes, if they go out to the public website and view the eQuote information.

Is the comments box now much larger? Before it was very limited and I had not seen any place for attachments therefore I thought that all comments must be typed here. The comments box should hold up to 200 characters, but the new eQuote system has upload capabilities for attachments that do not exceed 10 Megs.

How do I sign up for e-quote and is there a cost? No there is no cost for eQuote, but you will need to be invited to bid on any eQuotes that are out on the website. If you have not received an invitation you will need to contact the issuing officer, so you can receive the e-mail invite.

How do you access vendor registration system? You would have to go to this website to access the vendor registration system. <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>

Will existing open bid need to use eQuote? No bids that are already open would not need to be in eQuote, but in the future all eQuotes that are RFQ's will need to be in eQuote if the issuing officer determined that eQuote is the best application to use for the solicitations.

If I never get an eQuote, should I change my vendor information? You would only change your vendor information if you see an eQuote on the public website that fits the product or service you are able to provide. If you find there is an eQuote that fits your product or service go into your vendor information and make sure you have selected that NIGP Code. Once you have changed your information contact the issuing officer to have them send you an invite to that eQuote.

What is the web address for the GPR Public Site? The GPR public site is http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp scroll down to the bottom of the screen and click on the link that says eQuote Public Site .

Can I learn about the "P-Card" on the GPR site? No you would have to go to the State Purchasing Website and click http://statepurchasing.doas.ga.gov/00/channel_title/0,2094,35226973_36298628,00.html for the information about P-Cards.

Will all bid opportunities be on-line, no longer to have all the extensive paper work? The amount of paper work depends on the size of the solicitation.

Will all eQuotes provide all information to quote on line or will we be able to do a physical walk through to survey the job we are quoting on? This would depend on the eQuote, but there might be a Walk through in the solicitation.

Will this system be used for value based selection RFPs & RFQ's? NO, eQuote is used for most non-complex Requests for Quotations (RFQ's). As a reminder, eQuote cannot be used for any Sole Source, non-maintenance/non-repair construction, or any Request for Proposal (RFP) solicitations. This information can be found in the eQuote user's guide on pages 5 and 6. Below is the link.

http://statepurchasing.doas.georgia.gov/00/channel_title/0,2094,35226973_35354313,00.html

How will this system effect bids on highly detailed professional services? Most solicitations that are highly detailed professional services are utilized as RFP's.

Will agencies still use the normal RFP/RFQ procurement process to make value-based selections of professional services or are they required to use eQuote? Purchasing Officer has the option of using eQuote for their RFQ's.

Can you provide a brief training on P-Card Procedures, even if it is only a 15 minute review? No, but see State Purchasing website for additional information on P-Cards.
http://statepurchasing.doas.ga.gov/00/channel_title/0,2094,35226973_36298628,00.html

If multiple bids are being submitted simultaneously, will the time to upload be affected (i.e., longer than 2-3 minutes)? The time it takes depends on the connection speed of your computer as well as your processor and the size of the file you are uploading.

Can you post a test eQuote for attendees to submit to test compatibility? NO