



# VENDOR MARKETPLACE NAVIGATION

## NTTA Marketplace

Once a company has registered in Marketplace, features to view and participate in solicitations are available to it. Prospective vendors are able to communicate and respond to active solicitations, manage their vendor accounts, and access other information pertaining to procurements.

NTTA Procurement Department  
[bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org)

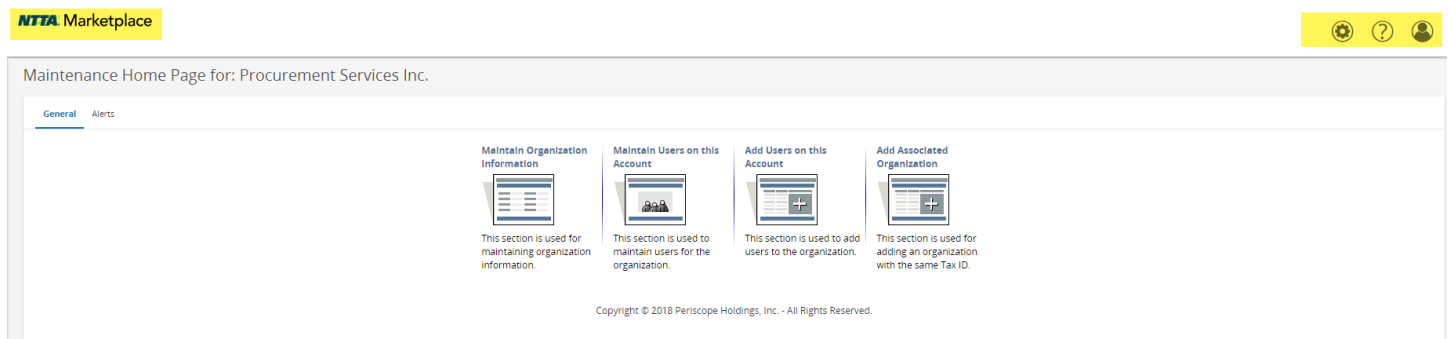
# 1 Important Notice




The term “Bid” is used as a generic descriptor in Marketplace, and covers all competitive procurement types (e.g. Request for Bids (RFB), Request for Proposals (RFP), Request for Qualifications (RFQ), etc.). The applicable procurement type may be found under the header “Type Code” in the details of each solicitation.

## 2 Home Page

After logging in to the system for the first time, a user may see the Maintenance Home Page. This is the Seller Administrator view for the vendor account and the main menu from which vendors are able to view and maintain their organizational details.

The Header Bar consists of three menu icons (Settings, Help, and Account). The Marketplace logo, when clicked, will return you to your home page.



	Settings – There are no relevant features found in Settings
	Help – View User Manual and NIGP Code Browse
	Account – View and edit your account information, select your User Role, and log out of Marketplace

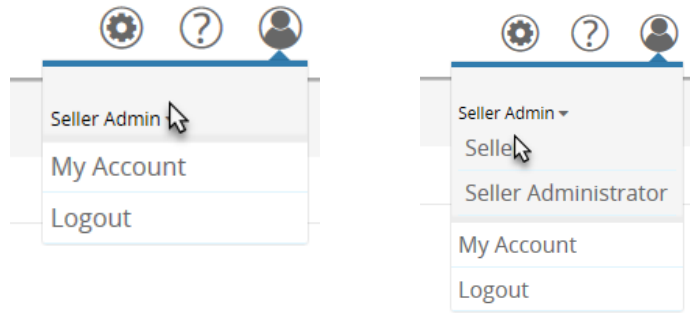
**Note:** For assistance with maintaining your account, refer to the “NTTA Vendor Registration Process Guidance Document” found on the Marketplace login page under Important Links.

Marketplace’s built-in User Manual, found through the Help icon, contains additional information on all facets of the application.

# 3 Opportunities

To view competitive opportunities (“Bid Solicitations”), vendor users will need to have, and navigate to, their Seller role in Marketplace.

Click the Account icon and select Seller in the role dropdown to change the view.



## 3.1 News


The Seller view defaults to the News Tab. This will show any upcoming information that NTTA is communicating to the public.

Home - Welcome Back

News(1) Vendor Communication(0) Bids(49) PO(0) Quotes(1) Vendor Performance(0)

News ID	Effective Date	Category	Title
11	01/23/2018	Events	Business Chat - 2nd Wednesdays

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Access thousands more bid opportunities 

## 3.2 Bids

Under Bids, a vendor is able to view all open opportunities, Addenda (“Amendments”), and opportunities that have closed.

Home - Welcome Back DC X

News(1) Vendor Communication(0) **Bids(50)** PO(0) Quotes(1) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
B180000109	Procurement Department		Daylon Carroll	Testing for Qual Questions 1/22/2018	01/24/2018 08:37:40 PM	List
B170000102	Procurement Department		Daylon Carroll	Box 14 on the PRF1    @#&#&***%	11/20/2017 05:16:16 PM	List

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B180000109	Procurement Department		Daylon Carroll	Testing for Qual Questions 1/22/2018	01/24/2018 08:37:40 PM	View	Create Quote	List

Closed Bids

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
B170000105	Procurement Department	Daylon Carroll	Testing Repository	01/11/2018 09:35:16 PM	

Under each section you'll find the below headers:

Bid #	The Bid Number is a link that appears frequently to the bid detail page. <b>(This is a system-generated value that does not replace the NTTA Contract Number found on each respective packet.)</b>
Organization	The Organization of the bid.
Alternate ID	Unused field
Buyer	The Specialist managing the solicitation at NTTA.
Description	A short description of the bid solicitation.
Bid Opening Date	The date and time all responses to a solicitation are due.
Bid Q & A	When questions & answers (i.e. Q&A) are allowed for a solicitation, the "View" link will be available to submit questions pertaining to the corresponding solicitation. When selected the user will navigate to the Q&A page of the solicitation.
Quotes	If electronic responses are being accepted, links for creating a new electronic response ("Quote") and the Quote number of any existing Quote submitted through a vendor's account will be visible. Selecting "Create Quote" will open the new Quote view and selecting a quote number will open the corresponding existing quote.

Bid Holder	The Bid Holder column contains a link “List” to the solicitation’s holder list, outlining the prospective registered vendors who have viewed this solicitation document.
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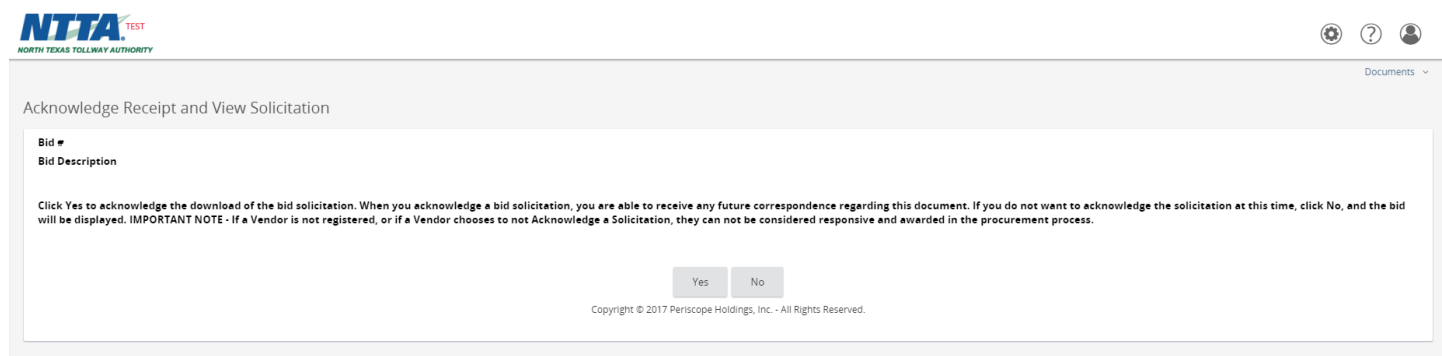
### 3.2.1 Viewing Open Bids

To view the Bid Solicitation Details Page for any posted opportunity, click its Bid Number.

#### Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B180000109	Procurement Department		Daylon Carroll	Testing for Qual Questions 1/22/2018	01/24/2018 08:37:40 PM	View	Create Quote	List

Upon clicking the Bid Number of a solicitation that you have not acknowledged, you will see the Acknowledge Receipt Query, asking you to acknowledge the download of the solicitation.



**NTTA**  
NORTH TEXAS TOLLWAY AUTHORITY

Acknowledge Receipt and View Solicitation

Bid #  
Bid Description

Click Yes to acknowledge the download of the bid solicitation. When you acknowledge a bid solicitation, you are able to receive any future correspondence regarding this document. If you do not want to acknowledge the solicitation at this time, click No, and the bid will be displayed. IMPORTANT NOTE - If a Vendor is not registered, or if a Vendor chooses to not Acknowledge a Solicitation, they can not be considered responsive and awarded in the procurement process.

Yes No

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**Note:** Selecting “Yes” to the query ensures that NTTA is aware of your interest in the opportunity should they publish an addendum in the future. Selecting “No” will still allow you to view the opportunity details for the selected solicitation, but will not prompt NTTA to send you updates.

#### 3.2.1.1 Solicitation Header Information

When you click on the “Bid #” link to open and view the solicitation document, the Header Information section provides significant details, the solicitation packet, and any addenda that NTTA has issued since the solicitation was first sent.

Bid Solicitation: B180000109

## Header Information

<b>Bid Number:</b>	B180000109	<b>Description:</b>	Testing	<b>Bid Opening Date:</b>	01/30/2018 08:37:40 PM
<b>Purchaser:</b>	Daylon Carroll	<b>Organization:</b>	Procurement Department		
<b>Department:</b>	CPRO - Procurement	<b>Location:</b>	CP - Centralized Procurement		
<b>Fiscal Year:</b>	18	<b>Type Code:</b>	RQ - Request for Qualifications	<b>Allow Electronic Quote:</b>	Yes
<b>Alternate Id:</b>		<b>Required Date:</b>		<b>Available Date :</b>	01/22/2018 11:37:14 AM
<b>Info Contact:</b>	Daylon Carroll   DaylonC@ntta.org	<b>Bid Type:</b>	OPEN	<b>Informal Bid Flag:</b>	No
<b>Purchase Method:</b>	Open Market				

## Pre Bid Conference:

## Bulletin Desc:

<b>Ship-to Address:</b>	Mary Davis 816 Congress Ave Austin, TX 78701 US Email: mdavis@periscopeholdings.com Phone: (555)555-5555	<b>Bill-to Address:</b>	Greg Higgins 816 Congress Ave Austin, TX 78701 US Email: mdavis@periscopeholdings.com Phone: (555)555-5555	<b>Print Format:</b>	Bid Print New
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## File Attachments:

King Coopa.jpg  
RollerCoaster.jpg

## Form Attachments:

## NTTA Contract #:

22225-NTT-GZ-FI

## Questions:

Question #	Print Sequence	Required	Yes	Question	Response
1	1.0	Yes		Years of experience offering this good?	
2	2.0	Yes		You are able to commit to 100 hours of support after supplying good.	

## Amendments:

Amendment #	Amendment Date	Amendment Note
1	01/24/2018 09:50:10 AM	Header 1. Bid Opening Date changed from "01/23/2018 06:37:40 PM" to "01/24/2018 06:37:40 PM". Enrollment Date Changes:
2	01/24/2018 09:59:19 AM	Comment 1 Whole Bid Amendment. Header 1. Bid Opening Date changed from "01/24/2018 06:37:40 PM" to "01/24/2018 08:37:40 PM". Comment 2. Changes. Enrollment Date Changes:
3	01/24/2018 10:10:18 AM	Updated Pre-Bid Conf information. Header 1. Pre-Bid Conference changed from "Pre-Submittal Conf." to "Pre-Submittal Conf. Changed.". Enrollment Date Changes:
4	01/30/2018 11:54:23 AM	Header 1. Bid Opening Date changed from "01/24/2018 08:37:40 PM" to "01/30/2018 08:37:40 PM". Enrollment Date Changes:

Bid Number	System-generated value assigned once a new Bid Solicitation is started in Marketplace.
Purchaser	The name of the Procurement Specialist that is managing the solicitation process.
Info Contact	Contact information for the Purchaser
Description	A short name / title for the applicable procurement opportunity
Bid Opening Date	The date and time that all responses to the solicitation must be received by the Specialist via the method outlined in the Solicitation packet.
File Attachments	All relevant documents that make up the solicitation packet for the procurement opportunity. All documents in this section should be viewed, as they will contain significant details for a prospective vendor.
NTTA Contract #	This is the solicitation number that should be used to reference the opportunity
Amendments	Any addenda, or change(s), that NTTA has made to the solicitation since it was made available to the public. Addenda will have a corresponding document found under "File Attachments"

### 3.2.1.2 Solicitation Item Information

When you click on the Bid Number link to open and view the solicitation document, the Item Information section provides the primary NIGP code used in notifying prospective vendors and a description of the needed goods or services.

#### Item Information

**Item # 1: (952 - 24) Item description and Total Base Bid Amount**

NIGP Code: 952-24 Cultural Administration and Promotion Services

Qty	Unit Cost	EA - Each	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0							

Manufacturer: Brand: Model:  
 Make: Packaging:

[Print Page](#)
[Create Quote](#)
[Bid Q & A](#)
[Exit](#)

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<b>NIGP Code</b>	NIGP Code, or commodity code, is used to classify products and services procured by public entities.
<b>Item Description</b>	<p>This field may contain:</p> <p>The description of the product(s) or service(s) that are needed.</p> <p>The complete list of NIGP Codes selected may be included in this field.</p> <p>An amount estimate may be included in this field.</p>
<b>Action Buttons</b>	The bottom of the screen will contain buttons that allow Q&A, printing, and response (“Create Quote”) if these actions are allowed by the Purchaser. There will also be an Exit button.

### 3.2.2 Bid Q&A

When Bid Q&A exists for a solicitation, the “View” link will be displayed under Open Bids. There will also be a “Bid Q&A” button at the bottom of the solicitation details screen. When selected, the user will navigate to the Bid Q&A page.

#### Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B180000109	Procurement Department		Daylon Carroll	Testing for Qual Questions 1/22/2018	01/30/2018 08:37:40 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	List

Bid Q & A page

**Current Q & A for this bid:**

Question #	Created Date	User Created	Question Subject	Question	Answer
1	01/30/2018	SoHo Employee/SoHo Metropolitan Hotel	Question 1	Question information	

**Add new questions:**

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Current Q & A for this bid	Any questions previously submitted by a user within the same organization, as well as any question(s) shown to the public by the managing Procurement Specialist
Add new questions	Allows entry of question(s) using a subject and question text box (2,000 character max)

**Note:** For more concerning Bid Q&A, see the “Vendor Bid Q&A Process” guide under Important Links on the [NTTA Marketplace](#) login page.

### 3.2.3 Bid Holder List

The bid holder column contains a link “List” to the holder list, outlining registered vendors who have viewed this solicitation document after electing to submit an acknowledgement receipt.

**Open Bids**

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B180000109	Procurement Department		Daylon Carroll	Testing for Qual Questions 1/22/2018	01/30/2018 08:37:40 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	<a href="#">List</a>

#### Holder List



## Solicitation Holder List - B180000109

**Solicitation Name:** Testing for Qual Questions 1/22/2018 **Buyer:** Daylon Carroll  
**Solicitation #:** B180000109 **Opening Date** 01/30/2018 08:37:40 PM

Date Acknowledged	Contact Name, Company Name, Address, Phone & Fax
01/22/2018 11:54:43 AM	Contact Person: Testing Testing   UCTVendorDC_Test4 123456 Dallas, TX, 75248 Phone: Fax: Email address:
01/24/2018 10:01:25 AM	Contact Person: DC X   Company of DC 12335 Street Rd Dallas, TX, 75093 Phone: Fax: Email address:

Cancel

All Vendors that have expressed interest in the solicitation through acknowledgement will be listed in the above format showing the Contact Name, Company Name, Address, Phone, & Fax.

**Note:** *NTTA reserves the right to decide to display or conceal the Bid Holder List for any solicitation without need for explanation.*