MARKETPLACE VENDOR RESPONSE GUIDE

NTTA Marketplace

Once a company has registered in Marketplace, they gain access to important features that enable them to participate in opportunities that are not available without first logging into a vendor account. This guide will speak to utilizing Marketplace to respond to an active solicitation.

Please ensure you allow for adequate time to <mark>upload and submit</mark> your response.

Late submissions will not be accepted.

Attention:

eProcurement Site Address:
www.nttamarketplace.org

Google Chrome is the recommended browser for use

NTTA Procurement Department
bidpurchasing@ntta.org

NTTA
NORTH TEXAS TOLLWAY AUTHORITY

Table of Contents

1 Important Notices

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 respective Procurement Type may be found under the header "Type Code" in the details of each solicitation.

Vendors should **always** refer to the information found in a solicitation packet for all things pertaining to an opportunity. This includes instructions concerning appropriate response to a solicitation.

Regardless of the response method, required forms, bid sheets, and necessary information will be found in the solicitation packet. The "electronic response" through Marketplace will consist of downloading the packet, and uploading the required documents back into Marketplace during Quote Creation.

While on the Item Tab, a vendor **must** check the *"See Quote Attachment(s)" check box* for each line item to ensure that their electronic response is able to receive award electronically. See more below

While on the Attachments tab, **be certain** to check the *"Confidential" check box* for each uploaded document. You must do so for each document that you would like to designate as confidential. If you fail to check this box, such document(s) will be viewable by the general public once the contract is awarded. See more below

Note that, while a vendor may create an electronic response ("Quote") prior to the due date and time in a solicitation, only timely submitted Quotes can be considered responsive to the solicitation.

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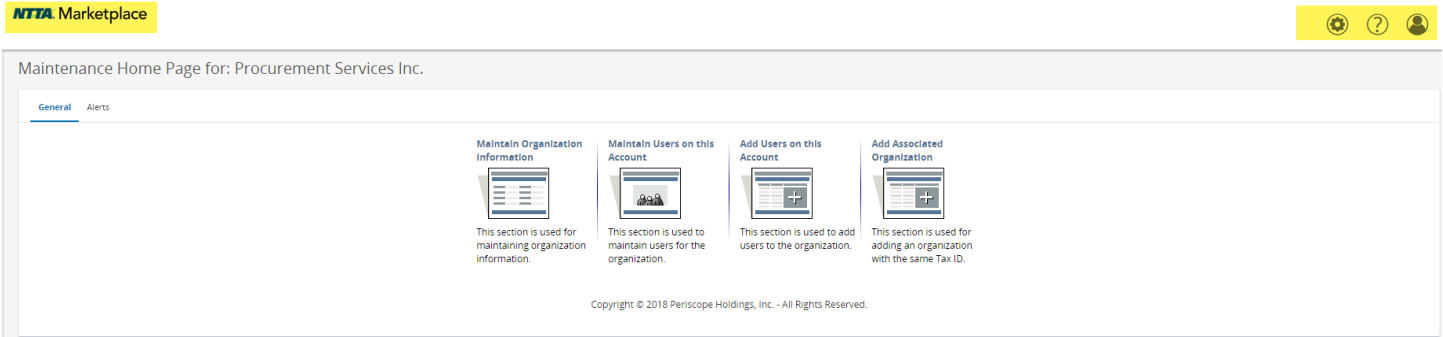
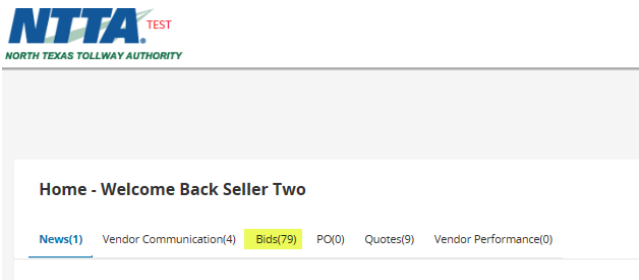|	
⚙	Settings – There are no relevant features found in Settings
?	Help – View User Manual and NIGP Code Browse
👤	Account – View and edit your account information, select your User Role, and log out of Marketplace

Note: *For assistance with maintaining your account, refer to the* [NTTA Vendor Registration Process Guidance Document](#) *found on the Marketplace log in page in the Important Links section.*

Click the Account icon, and select Seller Administrator (or Seller) in the role dropdown to change the user account view.
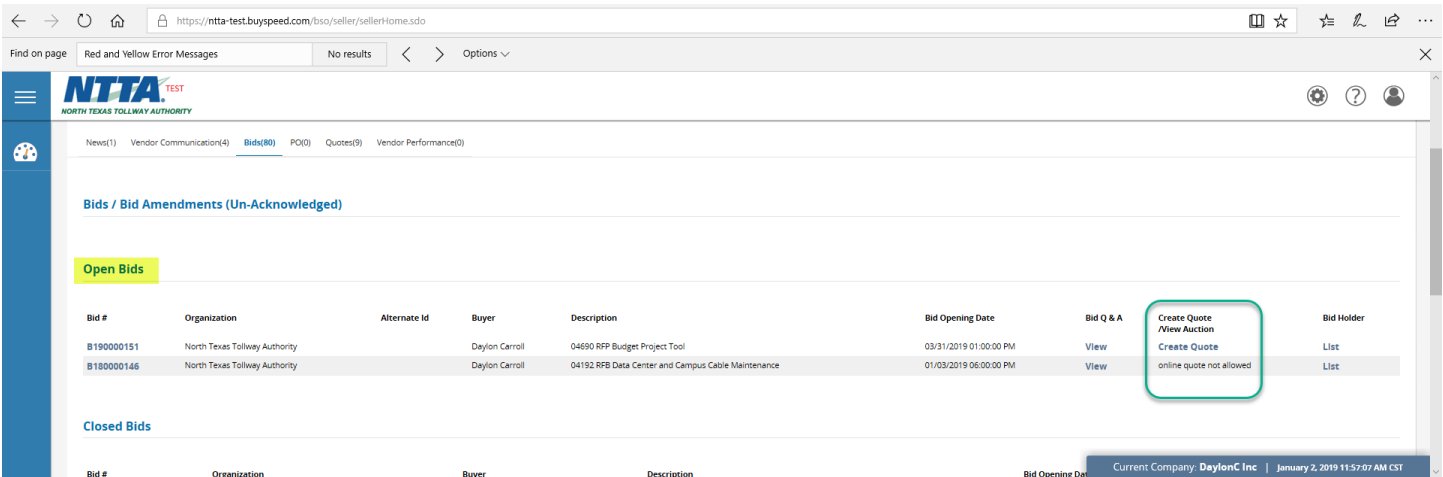
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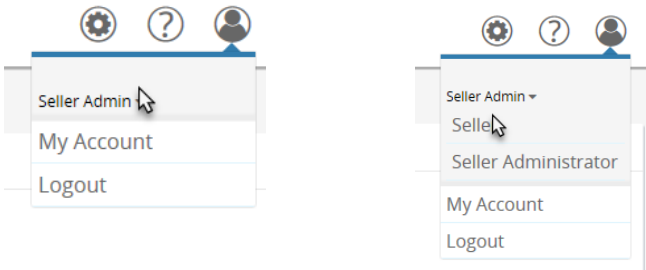
3 Solicitation Navigation

Once a vendor has logged into its account and switched to the Seller view, the "Bids" tab will contain all solicitations available to it.

Home - Welcome Back Seller Two

News(1)   Vendor Communication(4)   Bids(79)   PO(0)   Quotes(9)   Vendor Performance(0)

3.1 Open Bids

All active solicitations will be in the "Open Bids" section of the page.

If a solicitation is set up for vendors to **respond electronically** (i.e. through Marketplace), "Create Quote" will visible in the circled section above. This is a hyperlink that will take you into the response ("Quote") process.

If a solicitation is accepting **manual responses** only, "online quote not allowed" will be seen.

CLICK "CREATE QUOTE" once prepared to respond.

Note: *For additional guidance on other aspects of active solicitations through Marketplace, please see the "Vendor Bid Q & A Process", "Vendor Marketplace Navigation", and "Frequently Asked Questions" documents, found on the Marketplace login page in the* Important Links *section.*

4 Quote Creation

If a solicitation is set up to allow electronic response, creating a Quote in Marketplace is the intended method for perspective vendors to respond to an opportunity.

The Create Quote process will consist of interaction with fields found in the Marketplace Quote and uploading requested documents (including pricing if solicitation is a Bid or Proposal).

4.1 General Tab

New Quote

General   Items   Questions   Subcontractors   Notes   Terms & Conditions   Attachments   Summary   **Back to Bid**

Quote #:		Bid #:	B190000151
Organization:	North Texas Tollway Authority		
Status:	In progress	Description*:	04690 RFP Budget Project Tool
Delivery Days:	0	Discount Percent:	0.0 %
Is "No Bid":	☐	Alternate Bid:	☐
Shipping Terms:	⌄	Freight Terms:	⌄
Ship Via Terms:	⌄	Payment Terms:	⌄
Promised Date: (MM/DD/YYYY)	📅		
Info Contact:			
Comments:			
Date Last Updated:		User Last Updated:	

Save & Continue

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Quote #	This is a system-generated value that is assigned once a response is Saved.
Bid #	The Bid Number is a link that, when clicked, will lead to the solicitation details. (**This is a system-generated value that does not replace the NTTA Solicitation Number found in each solicitation packet.**)
Organization	Displays "North Texas Tollway Authority" as a stagnant value.
Description	Defaults to the description of the solicitation. This can be updated, however, updating this field is not required.
Status	A Quote's status will change from "In-progress" to "Submitted" once it has been successfully sent.
Delivery Days	***Not a required field:*** Number of days needed to fulfill delivery of items or services from the date that work is authorized to start.
Discount Percent	***Not a required field:*** If entered, this percentage will automatically be applied to all lines on the "Items" tab where NTTA has allowed entry of a price. This can be done at the line (i.e. item) level on the Items tab as well.
Is "No bid"	Checking this box will formally indicate that your organization will not submit a response for the contents of the solicitation. NTTA asks that you enter a reason in the Quote's comment box. Please note that NTTA may contact you for further clarification.

Alternate Bid	Checking this box is an indication that the response is either: * In addition to an original response previously sent, or * Not a response to the goods or services requested in the solicitation.
Promised Date	***Not a required field:*** Date that item(s) and/or service(s) will be provided to NTTA.
Info Contact	Contact information for questions regarding a submitted response.
Comments	Field to enter additional information or notes for NTTA's consideration.

CLICK SAVE & CONTINUE at the bottom of the page once done setting up the General tab.

4.2 Items Tab

This tab allows prospective vendors to supply information, such as price, pertaining to the solicitation details. The required inquiry for prospective vendors depends on the solicitation structure that NTTA has elected to use.

The majority of solicitations will not allow a vendor to include pricing as an electronic component of the Quote Response, so there will be a "$0.00" (see below) displayed under unit cost.

A vendor **must** **CHECK THE "SEE QUOTE ATTACHMENT(S)" BOX** to ensure that their electronic response is able to receive award electronically.

If a total base bid amount is needed as part of the Quote Response, there will be open fields found on the Item Tab for pricing input. See illustration in section 5.1.1 below.

Note: *Consult the solicitation packet to ensure an understanding of all things necessary to be considered responsive.*

CLICK SAVE & CONTINUE once finished.

4.3 Terms & Conditions Tab

The Terms and Conditions tab contains all the solicitation documents, which were available prior to beginning the Quote.

Answering the acknowledgement query is required in order to submit the response. If you accept the terms and conditions stated in the solicitation, without exception, SELECT "YES" THEN CLICK "SAVE & CONTINUE". If you have redlines to the language in the solicitation T's and C's, enter "See submitted exceptions" in the comment box and SELECT "YES WITH EXCEPTIONS" THEN CLICK "SAVE & CONTINUE". If you do not accept the terms, click "NO", and supply a short note regarding exceptions in exceptions box.

Note: *While Marketplace may require entry of an exception note when "Yes with exceptions" or "No" is selected on this page, revisions may not be allowed for the solicitation in question. Before uploading proposed revisions as part of your response, refer to the contents of the solicitation to determine whether contract exceptions are permissible.*

4.4 Attachments Tab

The attachments tab allows for prospective vendors to supply all relevant and requested information as part of their responses. All required forms and documentation requested in the solicitation packet can be uploaded in this tab of the Quote Response.

CLICK "ADD FILE"

CLICK "BROWSE" to upload the file.

Edit the name and description as needed.

Be certain to check the "CONFIDENTIAL" check box for each uploaded document. You must do so for each document that you would like to designate as confidential.

If you fail to check this box, such document(s) will be viewable by the public once the contract is awarded.
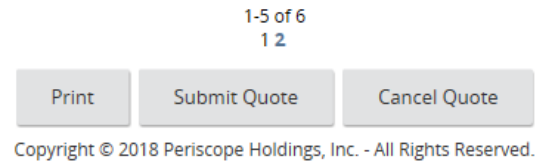
CLICK "SAVE & EXIT" to continue.

REPEAT STEPS UNTIL ALL DOCUMENTS OF RESPONSE HAVE BEEN ADDED.

4.5 Summary Tab

Once all required entries have been made to complete a Quote, Marketplace will display a "Submit Quote" button at the bottom of the Summary Tab. **This does not mean that all documents and information necessary to be considered responsive are present in the Quote Response. Please consult the solicitation packet to ensure a complete response.**

The Summary Tab allows for a final review of all information entered as part of the response. To update Quote fields, return to earlier tabs.

Once complete CLICK "SUBMIT QUOTE"

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1 2

Print Submit Quote Cancel Quote

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4.5.1 Withdrawing / Revising a Quote
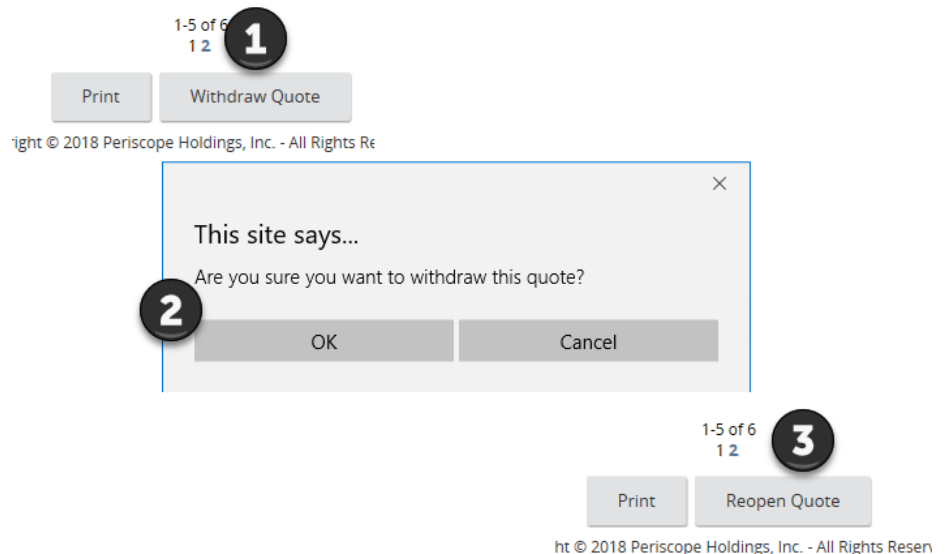
Updates can be made to a Quote's content after submission by CLICKING "Withdraw Quote" to recalling it, then CLICKING "REOPEN QUOTE" to re-enter the Quote.

Once "reopened", make the necessary updates to the response on the respective tab(s). Be sure to click "SAVE & CONTINUE" before leaving an updated tab in the Quote.

CLICKING "SUBMIT QUOTE" will again be necessary to finish the Quote.

Quote Withdrawal Warning:

Note that if a vendor wishes to modify its Quote after submission, but prior to the due date and time, the vendor may withdraw its Quote and resubmit with modification(s) for NTTA's consideration, **but be advised that NTTA reserves the right to deem a vendor non-responsive if it fails to "resubmit" a Quote prior to the due date and time in a solicitation**.

1-5 of 6
1 2

Print Withdraw Quote

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This site says...

Are you sure you want to withdraw this quote?

OK Cancel

1-5 of 6
1 2

Print Reopen Quote

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5 Additional Considerations

5.1 Item Tab - Quotes Allowing Electronic Price

If the price fields are available for vendors to supply values, this indicates that NTTA would like a total base bid amount electronically.

This would be in addition to unit cost details per the structure supplied as part of the solicitation packet (e.g. bid sheet).

Once a total base bid amount is supplied, CLICKING SAVE & CONTINUE will remove the check in the "No Bid" box.

Entry in the "DISCOUNT %" field is not required. Any value there will reduce the price offer.

Back to Item Tab Above

5.2 Existing Quotes

Existing Quotes that have been started and/or submitted by any user in your organization will appear above the "Create Quote" link. Clicking a "Quote #" will allow re-entry to complete the response.

5.3 Red and Yellow Error Messages

While in the process of responding to a solicitation electronically through Marketplace, pop-up messages may appear inside your document. Messages in yellow are errors that do not require any intervention; the message is strictly for your information. Messages in red appear when required fields were left blank or invalid data was entered.

5.4 Quote Submission

Note that, while a vendor may create an electronic response ("Quote") prior to the due date and time in a solicitation, only timely submitted Quotes can be considered responsive to the solicitation.
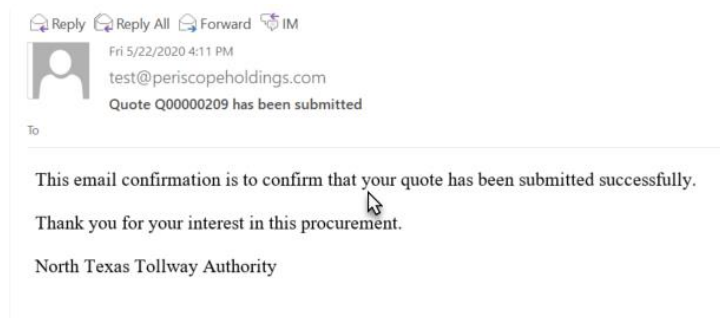
There will be a warning visible at the top of the screen alerting a user that the in-progress Quote "…has not been submitted" until a user does, indeed, successfully complete the process of submitting said response.
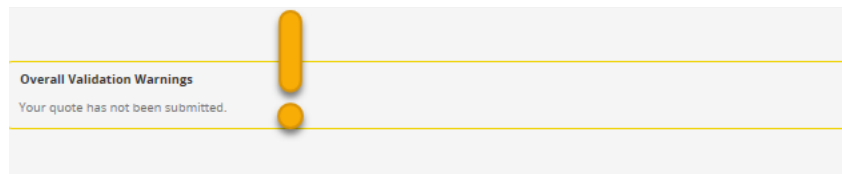
Once you successfully submit a Quote on behalf of your Organization, you will receive an email confirmation.
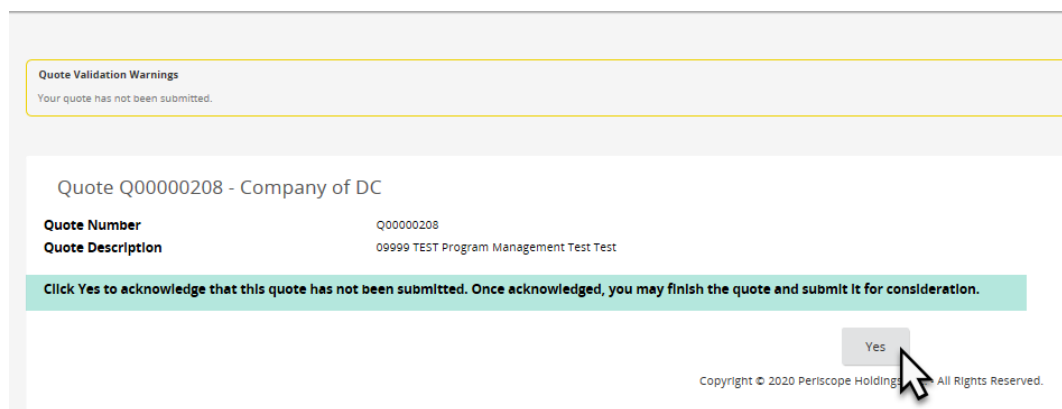

5.4.1 Resuming a Quote

If you exit an in-progress Quote prior to its submission, you will be able to resume from the last saved point up until the due date and time for the solicitation.

CLICK the quote number (Q#########) beside the solicitation once you log into the vendor account.

This is only available if the "Bid Opening Date" has not yet passed.

CLICK "YES" to acknowledge that the Quote has not been submitted.

Resume and complete the in-process Quote using the steps above.