



# BID SOLICITATION QUESTION & ANSWER (Q&A)

NTTA Marketplace

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

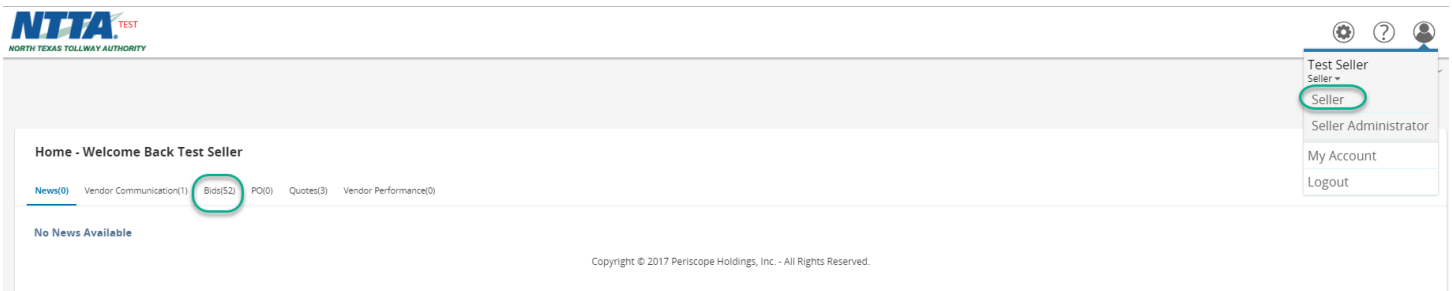
# 1 Important Notice

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 Bid Q&A

When questions and answers (“Q&A”) are allowed for a Bid Solicitation, vendors are able submit question(s) from 2 separate locations.

To submit question(s), login to your vendor account, and navigate to the Bids page of the Seller role.



**Note:** If you do not see the Seller role view above, check which role you are in. If you are in the Seller Administrator role, use the Account icon in the Header Bar to change to the Seller role.

### 2.1 Using the “View” Link under the Open Bids section

#### Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
B17000067	Procurement Department	04626-NTT-00-GS-JT	Daylon Carroll	For Voice Instant Follower	09/22/2017 02:47:42 PM	List
B17000061	Procurement Department		Beatriz Eduardo	Electrical Services - Farouk 2	08/15/2017 05:00:00 PM	List
B17000060	Procurement Department		Gigi Bonham	RFB - Electrical Services - Farouk 1	07/28/2017 05:28:00 PM	List
B17000053	Procurement Department	04471-PGB-00-CN-PD	Daylon Carroll	PGBT Segment 1 & 2 Ramp Restriping	09/06/2017 11:40:43 AM	List
B17000052	Procurement Department	17062-NTT-00-GS-MA	Daylon Carroll	Silicone Joint sealants (non-seg)	09/22/2017 05:00:30 PM	List

#### Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
B17000105	Procurement Department		Daylon Carroll	Testing Repository	01/04/2018 03:35:16 PM	<a href="#">View</a>	Create Quote	List

The “View” hyperlink leads to a page that will allow the entry of a new question along with an associated question subject.

## 2.2 Using Bid Q&A Button after Viewing Solicitation details

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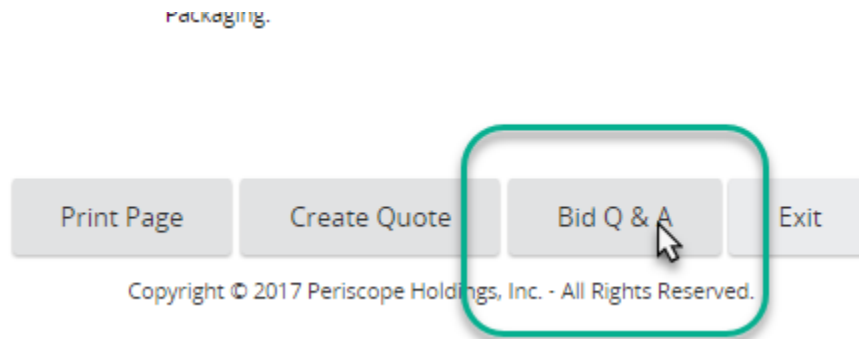
### Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date
B170000105	Procurement Department		Daylon Carroll	Testing Repository	01/04/2018 03:35:16 PM

Clicking the Marketplace Bid # will take you to the Bid Solicitation details.

**Note:** *If you have not acknowledged the Bid Solicitation, or an earlier addendum to the solicitation, there will be an acknowledgement message prior to the details being displayed.*

For more concerning Acknowledgement, see the “Vendor Bid Solicitation and Addenda Acknowledgement” guide under Important Links on the [NTTA Marketplace](#) login page.



Click Bid Q&A

The “Bid Q&A” button leads to a page that will allow the entry of a new question along with an associated question subject.

## 2.3 Submitting a Question through Marketplace

Open Market Bid B170000105

Current Q & A for this bid:

Question #	Created Date	User Created	User/Vendor Name	Subject	Question	Answer
1	01/04/2018		Test Seller/Daylon's Working People	Testing Questions	This is a test question from a Prospective Vendor to NTTA.	
2	01/04/2018		New Person/Daylon's Working People	Another Question	This is submitted by a different User from the same prospective Vendor.	

Add new questions:

Question Subject

Question (max 2000 characters)

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The Q&A page will show:

- Question(s) that have been submitted by users within the same organization
- Section to Add new questions

Enter a Question Subject and Question (using 2,000 characters or less).

This process can be repeated as many times as necessary.

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Click "Save & Continue" to submit the question(s) and remain on the Q&A page.

Click "Save & Exit" once all Q&A entry is complete.