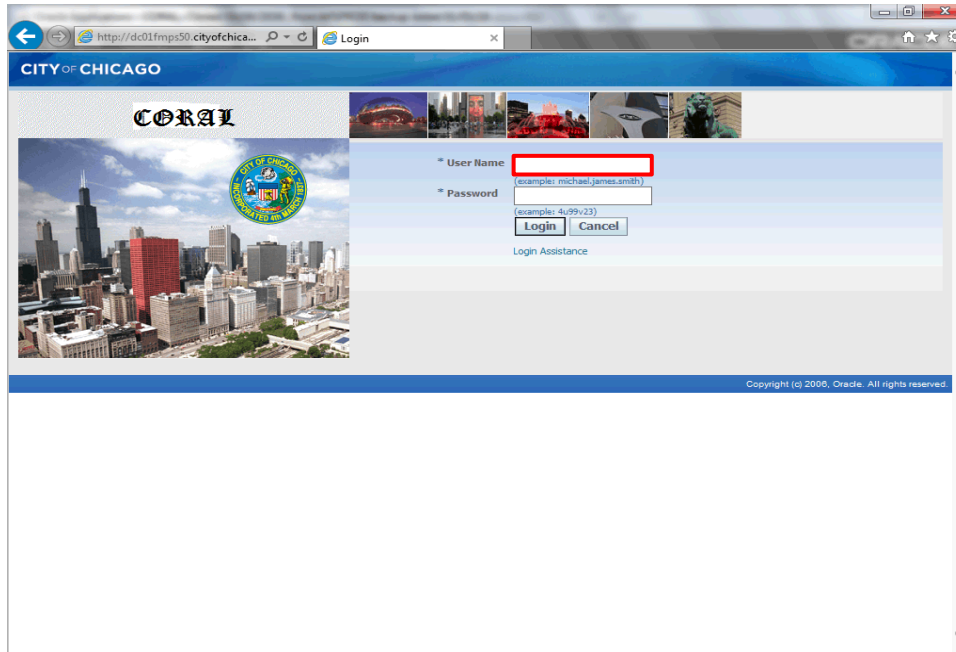


Submit a Response - Construction (First Time - No Addenda)

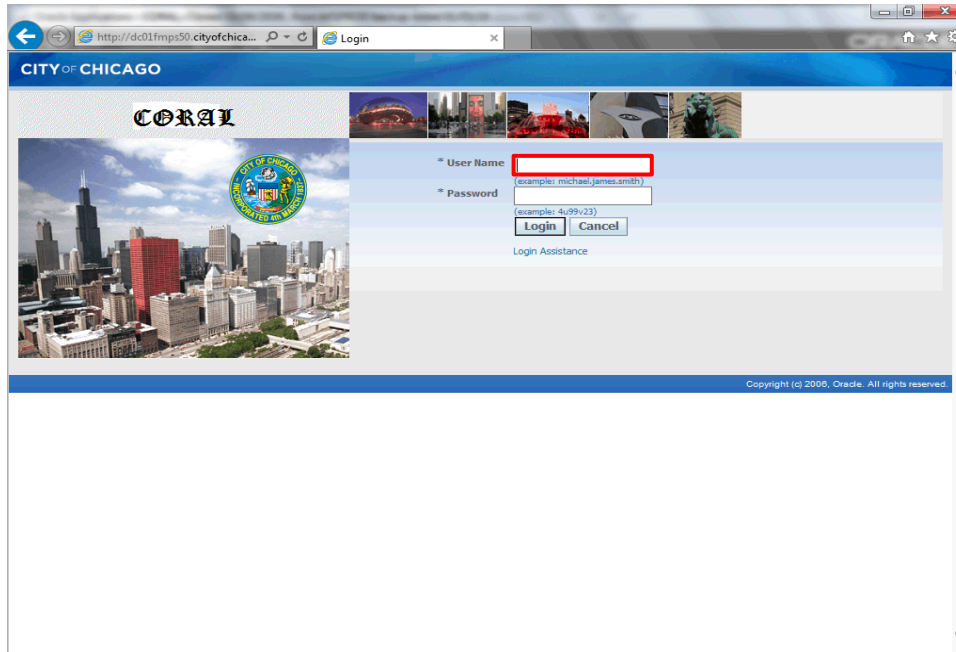


In this Course you will learn how to submit a response to a construction solicitation document through the iSupplier Portal for the first time. In this scenario there is no addenda created for this solicitation.



Step 1

From the login page, click in the **User Name** field.



The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov>. The page is titled "CITY OF CHICAGO" and features the "CORAI" logo. The main content area is a login form with the following elements:

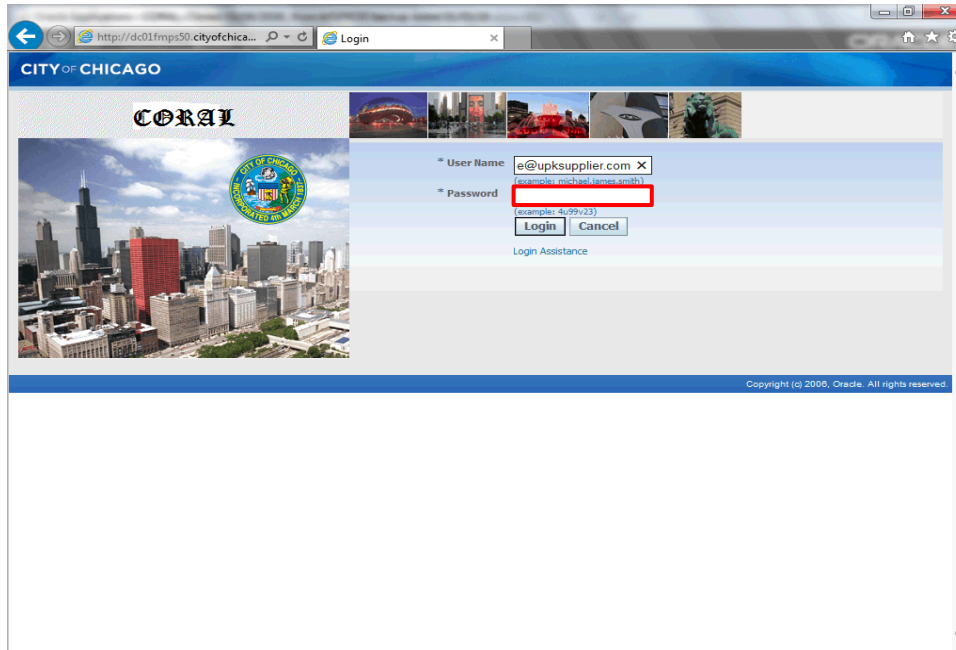
- User Name:** A text input field with a red border around it. Below the field is the text "(example: michael.james.smith)".
- Password:** A text input field with a small example text "(example: 4-99-123)" below it.
- Buttons:** "Login" and "Cancel" buttons.
- Link:** "Login Assistance" link.

The footer of the page contains the text "Copyright (c) 2006, Oracle. All rights reserved."

Step 2

Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



http://dc01fmps50.cityofchica... Login

CITY OF CHICAGO

CORAI

City of Chicago
CORAI
CORAI
CORAI
CORAI

User Name e@upksupplier.com X
Password [REDACTED]
Login Cancel

Login Assistance

Copyright (c) 2006, Oracle. All rights reserved.

Step 3

Click in the **Password** field.

The screenshot shows a web browser window with the URL 'http://dc01fmps50.cityofchica...'. The page title is 'CITY OF CHICAGO' and the logo 'CORAI' is visible. The login form includes the following elements:

- User Name:** ndoe@upksupplier.com
- Password:** ***** (highlighted with a red box)
- Buttons:** Login, Cancel
- Text:** Login Assistance

Copyright (c) 2006, Oracle. All rights reserved.

Step 4

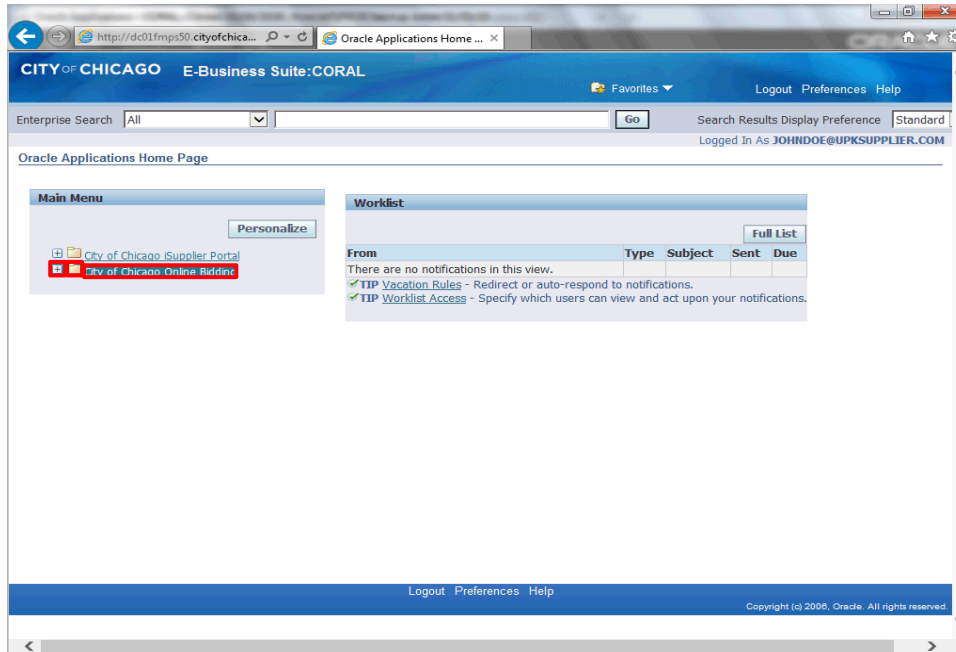
Enter the desired information into the **Password** field. Enter "*****".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago..



Step 5

Click the **Login** button.



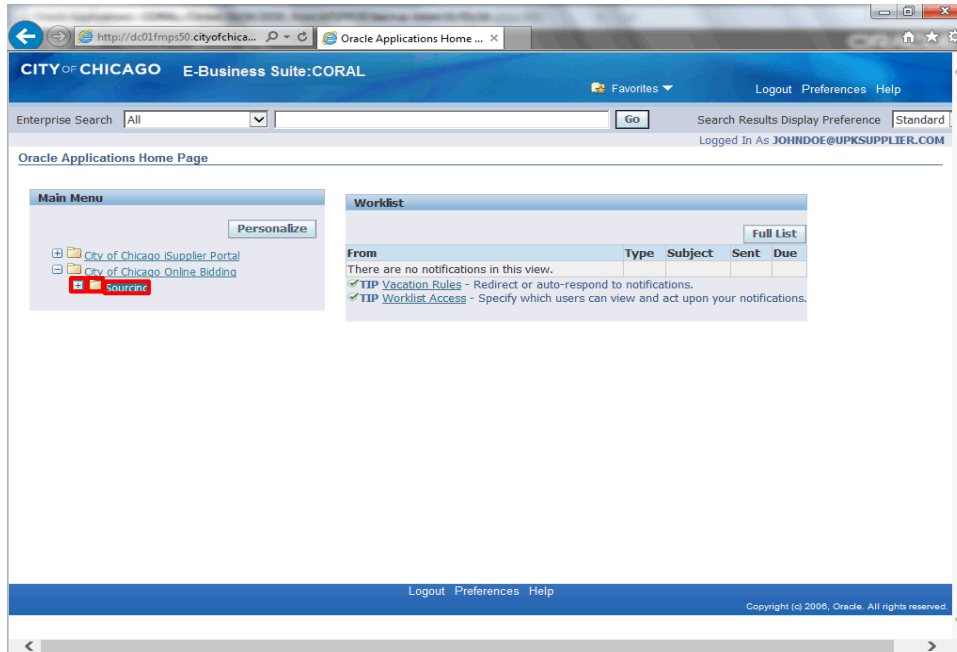
Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago solicitation details, click the **City of Chicago Online Bidding** link.

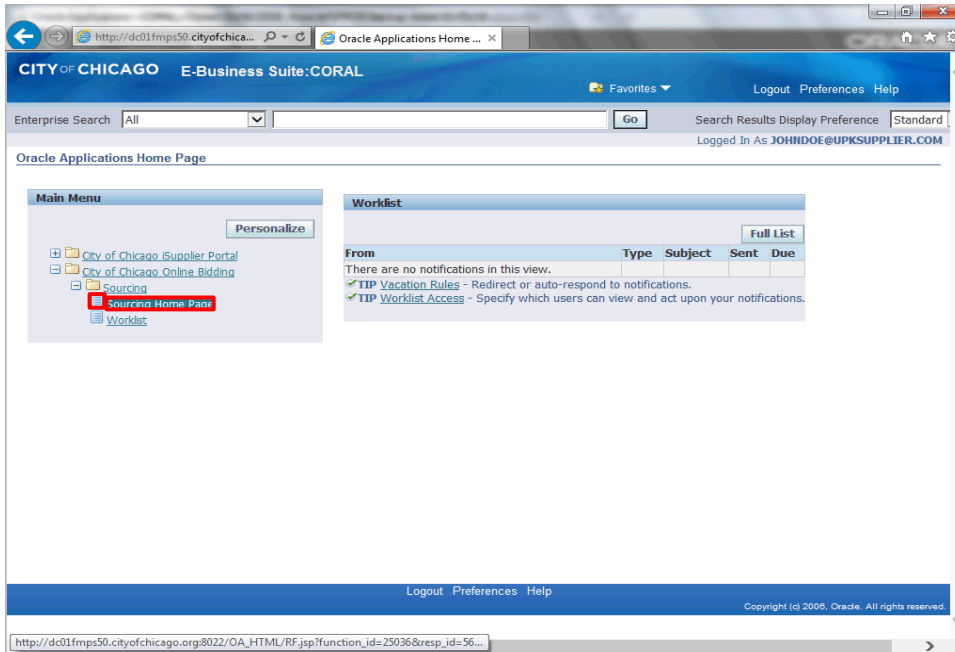
Step 7

Click the **Sourcing** link.



Step 8

Click the **Sourcing Home Page** link.



Step 9

The *Solicitation Home Page* now appears.

Click in the **Search Open Solicitations** field.

The screenshot shows the 'CITY OF CHICAGO Sourcing' interface. At the top, there's a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below that, a search bar for 'Search Open Solicitations' is visible, with a dropdown menu set to 'Title' and an empty input field highlighted with a red box. The page content includes sections for 'Your Active and Draft Responses', 'Your Company's Open Invitations', and 'Quick Links'. The 'Quick Links' section is divided into 'Manage' and 'View Responses' categories.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread	Messages
No results found.									

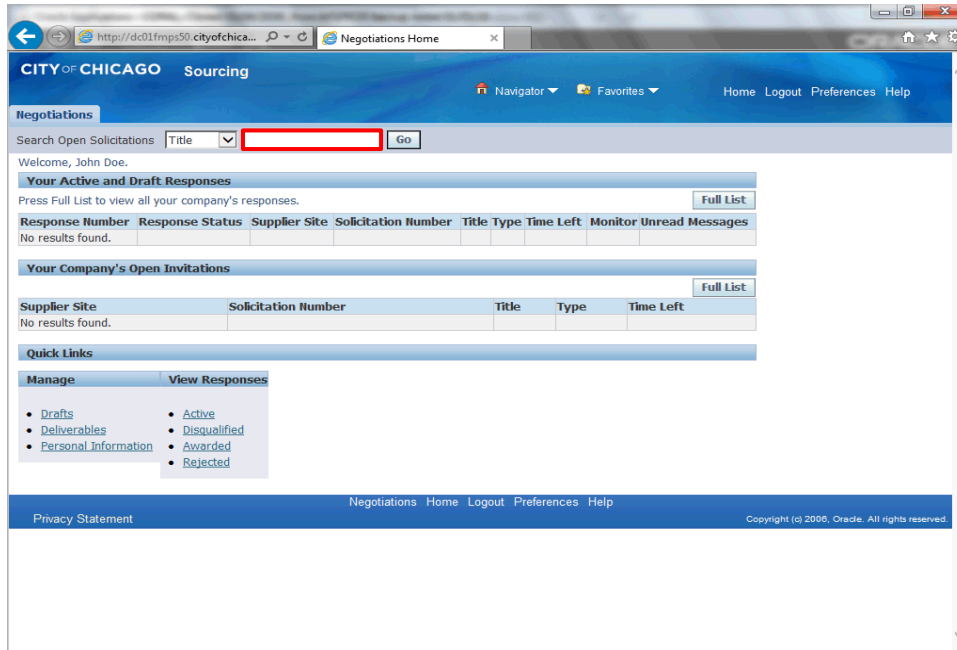
Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none">DraftsDeliverablesPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

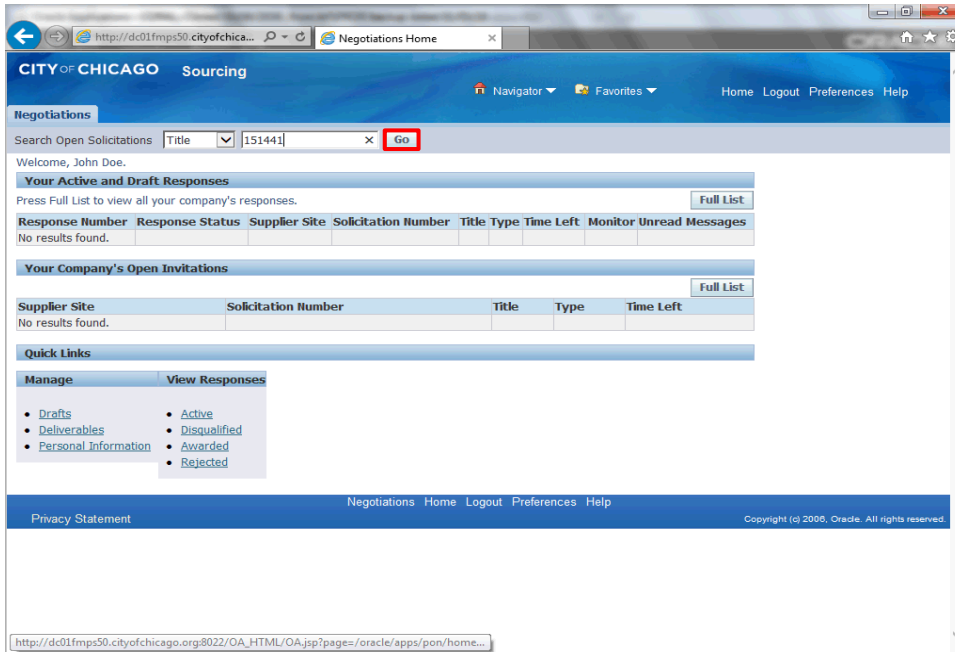
Step 10

Enter the desired information into the **Search Open Solicitations** field. Enter "**151441**".



Step 11

Click the **Go** button.



Step 12

Click the **Select Radio Button** option for the solicitation that you would like to respond to.

Search

Note that the search is case insensitive

Number

Title

Category

Contact

Line

Event

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor Messages	Unread Messages
<input checked="" type="radio"/>	226	151441 : Bid Construction Solicitation Training	JEONGCO, RONA	336 days 23 hours	01-Mar-2017 11:09:09	Sealed	0	<input type="checkbox"/>	0

[Return to Negotiations](#)

Negotiations Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

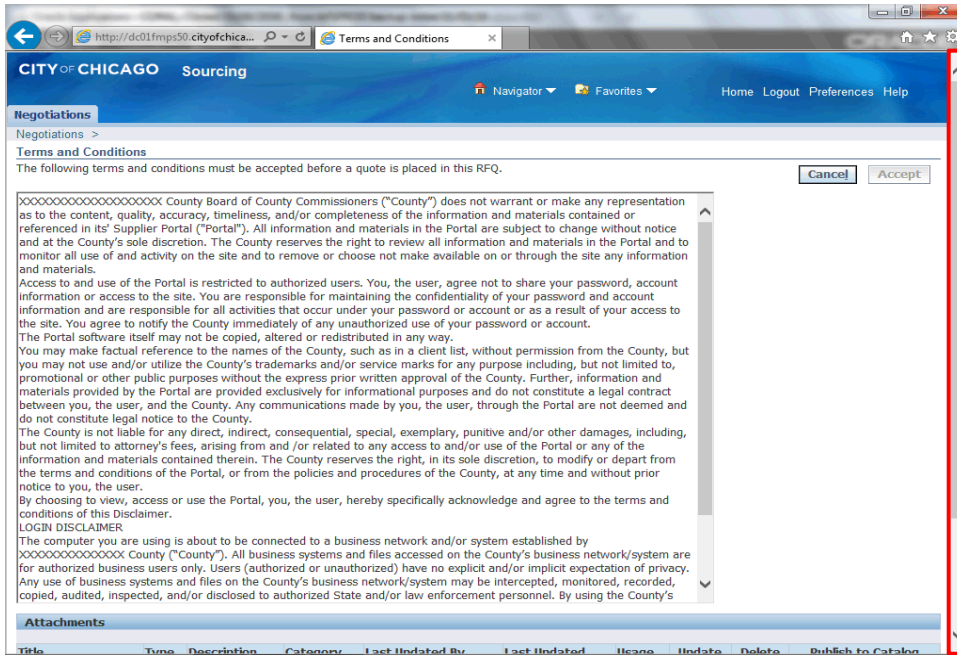
Step 13

Click the **Respond** button.

The screenshot shows the Oracle Sourcing interface for 'Active Solicitations'. At the top, there's a navigation bar with 'CITY OF CHICAGO Sourcing' and links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a search section with fields for 'Number', 'Title' (containing '151441'), 'Category', 'Contact', 'Line', and 'Event', along with 'Go' and 'Clear' buttons. A 'Select Negotiation:' section has a 'Respond' button highlighted with a red box. Below that is a table of active solicitations:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/>	226	151441 : Bid Construction Solicitation Training	JEONGCO, RONA	336 days 23 hours	01-Mar-2017 11:09:09	Sealed	0		0

At the bottom of the page, there's a 'Return to Negotiations' link and a footer with 'Copyright (c) 2006, Oracle. All rights reserved.' and a URL: 'http://dc01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/pon/respo...'



Step 14

The *Terms and Conditions* window now appears.

Click the scrollbar if necessary to scroll to the bottom of the window.

Step 15

Click the **I have read and accepted the terms and conditions** option.

XXXXXXXXXXXXXXXXXXXX County Board of County Commissioners ("County") does not warrant or make any representation as to the content, quality, accuracy, timeliness, and/or completeness of the information and materials contained or referenced in its Supplier Portal ("Portal"). All information and materials in the Portal are subject to change without notice and at the County's sole discretion. The County reserves the right to review all information and materials in the Portal and to monitor all use of and activity on the site and to remove or choose not make available on or through the site any information and materials.

Access to and use of the Portal is restricted to authorized users. You, the user, agree not to share your password, account information or access to the site. You are responsible for maintaining the confidentiality of your password and account information and are responsible for all activities that occur under your password or account or as a result of your access to the site. You agree to notify the County immediately of any unauthorized use of your password or account.

The Portal software itself may not be copied, altered or redistributed in any way.

You may make factual reference to the names of the County, such as in a client list, without permission from the County, but you may not use and/or utilize the County's trademarks and/or service marks for any purpose including, but not limited to, promotional or other public purposes without the express prior written approval of the County. Further, information and materials provided by the Portal are provided exclusively for informational purposes and do not constitute a legal contract between you, the user, and the County. Any communications made by you, the user, through the Portal are not deemed and do not constitute legal notice to the County.

The County is not liable for any direct, indirect, consequential, special, exemplary, punitive and/or other damages, including, but not limited to attorney's fees, arising from and /or related to any access to and/or use of the Portal or any of the information and materials contained therein. The County reserves the right, in its sole discretion, to modify or depart from the terms and conditions of the Portal, or from the policies and procedures of the County, at any time and without prior notice to you, the user.

By choosing to view, access or use the Portal, you, the user, hereby specifically acknowledge and agree to the terms and conditions of this Disclaimer.

LOGIN DISCLAIMER

The computer you are using is about to be connected to a business network and/or system established by XXXXXXXXXXXXXXXXXXXX County ("County"). All business systems and files accessed on the County's business network/system are for authorized business users only. Users (authorized or unauthorized) have no explicit and/or implicit expectation of privacy. Any use of business systems and files on the County's business network/system may be intercepted, monitored, recorded, copied, audited, inspected, and/or disclosed to authorized State and/or law enforcement personnel. By using the County's

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

I have read and accepted the terms and conditions

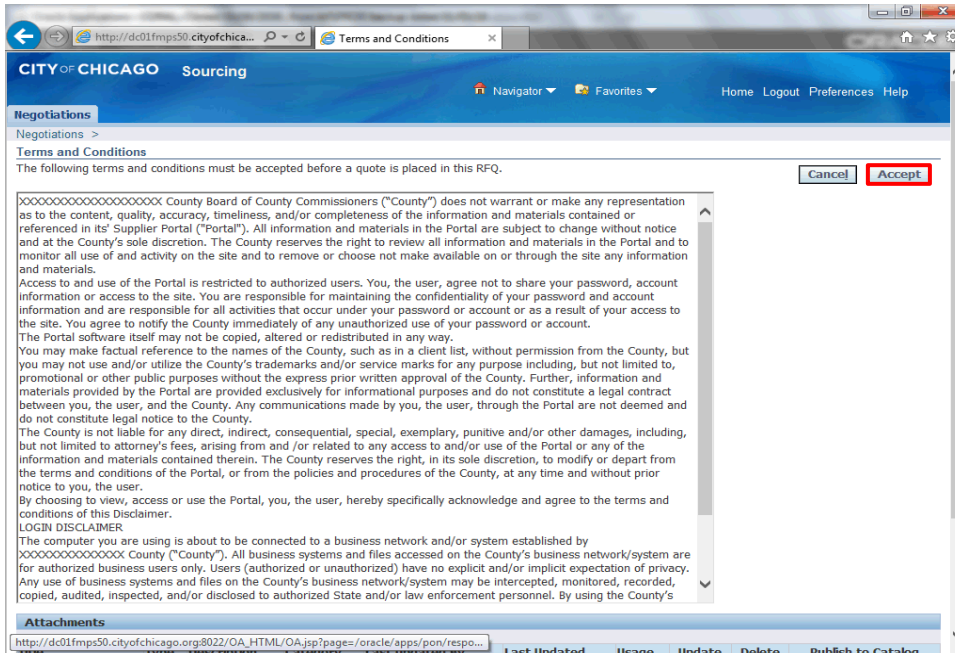
Cancel Accept

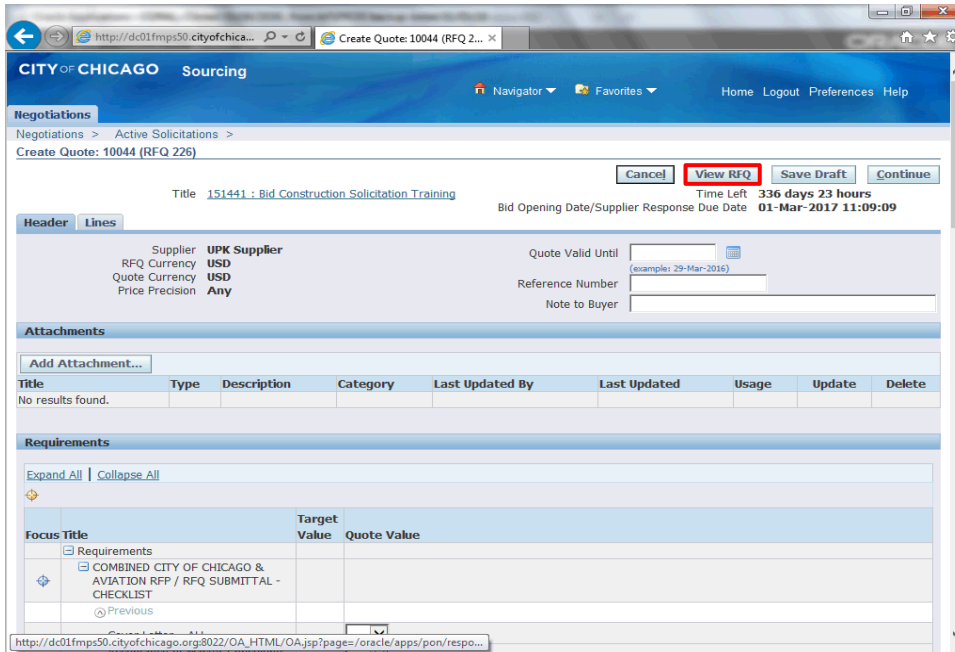
Negotiations Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Step 16

Click the **Accept** button.





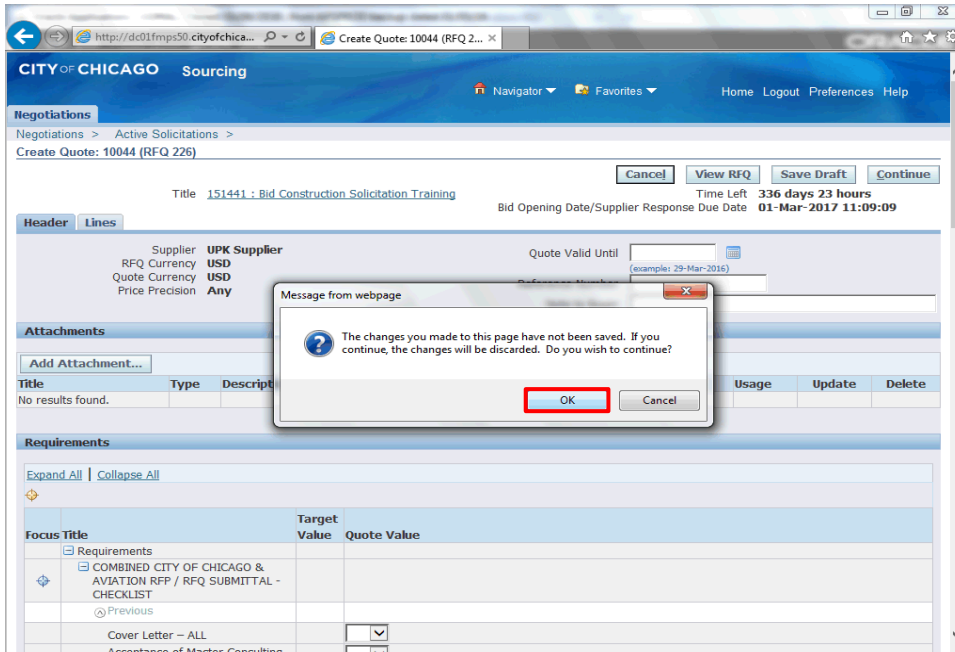
Step 17

The *Create Quote* window now appears.

Click the **View RFQ** button to go and download any attachments that are part of this solicitation document.

Step 18

Click the **OK** button.



Step 19

Click the **Actions** list.

The screenshot shows the Oracle Sourcing interface for RFQ 226. The browser address bar shows the URL: <http://dc01fmps50.cityofchicago.gov>. The page title is "CITY OF CHICAGO Sourcing". The "Negotiations" section displays the RFQ details: RFQ: 226, Title: 151441 : Bid Construction Solicitation Training, Status: Active (Locked), Time Left: 336 days 23 hours. The "Actions" dropdown menu is highlighted with a red box, showing "Create Quote" as the selected option. The "Contract Terms" section displays: Buyer: JEONGCO, ROHA; Quote Style: Sealed; Description: Bid Construction Solicitation Training; Outcome Event: Construction Standard PO Construction. The "Terms" section displays: Bill-To Address: 027; Ship-To Address: 027; FOB: FOB; Payment Terms: IMMEDIATE; Carrier: Carrier; Freight Terms: Freight Terms. The "Currency" section displays: RFQ Currency: USD; Price Precision: Any. The "Requirements" section is empty. The "Details Section" includes links for "Show All Details" and "Hide All Details", and a "Show" button for "COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST". The "Notes and Attachments" section includes a "Note to Suppliers" table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete.

Step 20

Click the **Printable View** list item.

The screenshot shows the Oracle Sourcing interface for RFQ 226. The page title is "CITY OF CHICAGO Sourcing". The RFQ details include: Title "151441 : Bid Construction Solicitation Training", Status "Active (Locked)", and Time Left "336 days 23 hours". The Buyer is "JEONGCO, ROHA" and the Quote Style is "Sealed". The Outcome Event is "Construction Standard PO Construction". The Terms section shows "Payment Terms IMMEDIATE" and "RFQ Currency USD". The Requirements section has links for "Show All Details" and "Hide All Details". The Details Section includes "COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST" and "References". The Notes and Attachments section has a "Note to Suppliers" table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
-------	------	-------------	----------	-----------------	--------------	-------	--------	--------

Step 21

Click the **Go** button.

The screenshot shows the Oracle Sourcing interface for RFQ 226. The browser address bar shows the URL: http://dc01fmps50.cityofchicago.org:8032/OA_HTML/OA.jsp?page=/oracle/apps/pon/negot.... The page title is "CITY OF CHICAGO Sourcing". The main content area displays details for RFQ 226, including the title "151441 : Bid Construction Solicitation Training", status "Active (Locked)", and time left "336 days 23 hours". The "Actions" menu is open, showing "Printable View" and a "Go" button highlighted with a red box. Below the header, there are sections for "Contract Terms", "Terms", "Currency", and "Requirements". The "Contract Terms" section shows Buyer "JEONGCO, ROHA", Quote Style "Sealed", and Description "Bid Construction Solicitation Training". The "Terms" section shows Bill-To Address "027", Ship-To Address "027", Payment Terms "IMMEDIATE", and Carrier "Construction". The "Currency" section shows RFQ Currency "USD" and Price Precision "Any". The "Requirements" section has links for "Show All Details" and "Hide All Details". The "Details Section" has links for "Show" and "References". The "Notes and Attachments" section has a link for "Note to Suppliers". At the bottom, there is a table with columns: "Last Updated By", "Last Updated", "Usage", "Update", and "Delete".

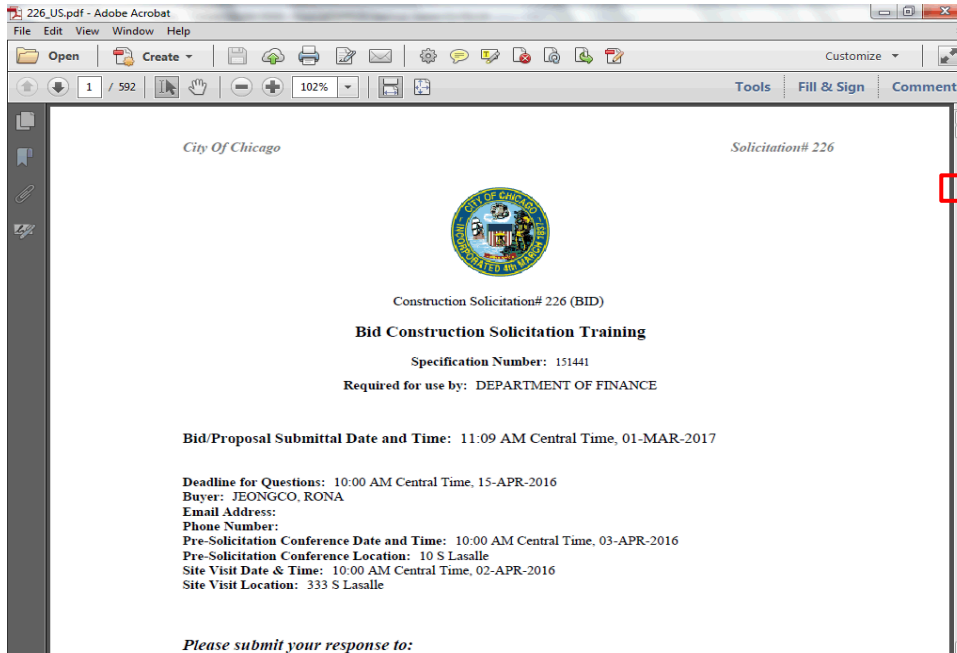
Step 22

Click the **Open** button to open the PDF document. This will show you the entire solicitation document in a PDF format.

The screenshot displays the Oracle Sourcing interface for RFQ 226. The page title is 'CITY OF CHICAGO Sourcing'. The main content area shows the following details:

- Title:** 151441 : Bid Construction Solicitation Training
- Status:** Active (Locked)
- Time Left:** 336 days 23 hours
- Supplier Response Start Date:** 29-Mar-2016 11:16:49
- Bid Opening Date/Supplier Response Due Date:** 01-Mar-2017 11:09:09

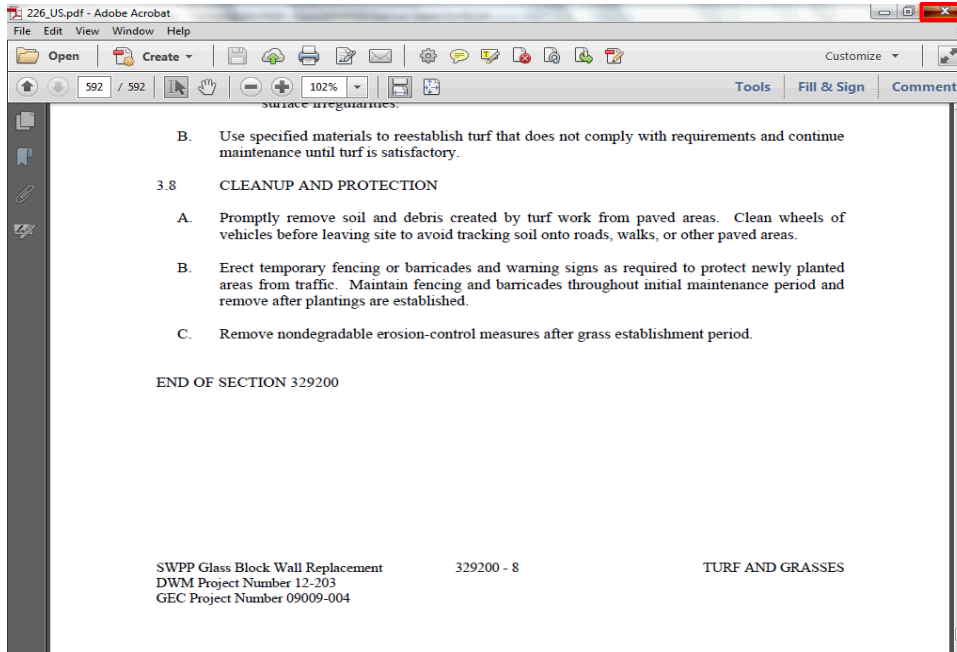
The interface includes sections for 'Contract Terms', 'Terms', 'Currency', and 'Requirements'. At the bottom, a dialog box is open with the text: 'Do you want to open or save 226_US.pdf from dc01fmps50.cityofchicago.org?'. The 'Open' button in this dialog is highlighted with a red box.



Step 23

You can review this document. You can even save this document to your computer and review it at a later time.

Click the scrollbar and review the document.



Step 24

Click the **Close** button once you are finished reviewing the document.

Buyer: JEONGCO, RONA
Quote Style: Sealed
Description: Bid Construction Solicitation Training
Outcome Event: Construction Standard PO Construction

Terms
Bill-To Address: 027
Ship-To Address: 027
FOB
Payment Terms: IMMEDIATE
Carrier
Freight Terms

Currency
RFQ Currency: USD
Price Precision: Any

Requirements
[Show All Details](#) | [Hide All Details](#)
Details Section
[Show](#) COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST
[Show](#) References

Notes and Attachments
Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 02: Book2	File	Attachment 2 Book2	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 01: Attachment File Name		Attachment 1 Book1	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 03: Book3	File	Attachment 3 Book 3	To Supplier	8165	29-Mar-2016	One-Time		
Title Can be anything	File	Description is Optional	To Supplier	8165	29-Mar-2016	One-Time		

Actions: Create Quote

Negotiations Home Logout Preferences Help
Copyright (c) 2006, Oracle. All rights reserved.

Step 25

Go back into iSupplier and scroll to the bottom of the solicitation page to find the "Notes and Attachments: section.

Click the **Title** link for any of the attachments.

Step 26

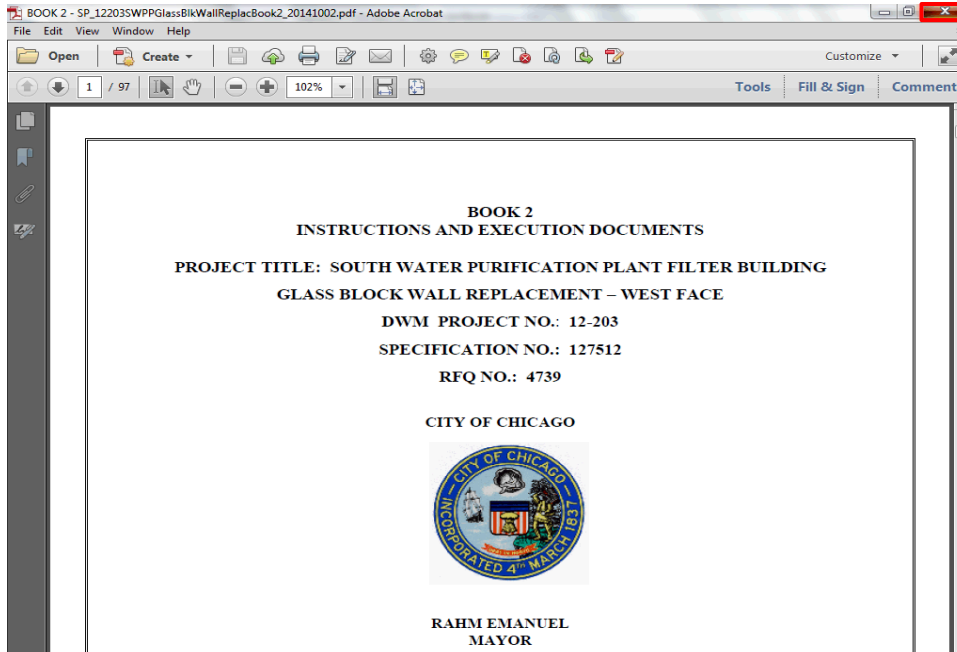
Click the **Open** button to open the attachment from the City.

The screenshot shows the Oracle Procurement Cloud interface for RFQ 226. The page includes sections for Terms, Currency, Requirements, and Notes and Attachments. A table of attachments is visible, and a dialog box is open at the bottom with the 'Open' button highlighted.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 02: Book2	File	Attachment 2 Book2	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 01: Book1	File	Attachment 1 Book1	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 03: Book3	File	Attachment 3 Book 3	To Supplier	8165	29-Mar-2016	One-Time		
Title Can be anything	File	Description is Optional	To Supplier	8165	29-Mar-2016	One-Time		

Dialog Box: Do you want to open or save BOOK 2 - SP_12203SWPPGlassBikWallReplacBook2_20141002.pdf (912 KB) from dc01fmps50.cityofchicago.org?

Buttons: **Open** (highlighted), Save, Cancel



Step 27

You can review these attachments and save them to your computer. Some of these attachments will be required for you to download, fill out and re-upload as a part of your response.

Click the **Close** button once you are finished reviewing the document.

The screenshot shows a web browser window with the URL http://dc01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/pon/negot.... The page displays details for RFQ 226, Buyer JEONGCO, RONA, and Outcome Construction Standard PO. The description is 'Bid Construction Solicitation Training'. The page is divided into sections: Terms, Currency, Requirements, Details Section, and Notes and Attachments. The 'Details Section' includes 'COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST' and 'References'. The 'Notes and Attachments' section contains a table of attachments.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 02: Book2	File	Attachment 2 Book2	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 01: Book1	File	Attachment 1 Book1	To Supplier	8165	29-Mar-2016	One-Time		
ATTACHMENT 03: Book3	File	Attachment 3 Book 3	To Supplier	8165	29-Mar-2016	One-Time		
Title Can be anything	File	Description is Optional	To Supplier	8165	29-Mar-2016	One-Time		

At the bottom of the page, there is an 'Actions' section with a dropdown menu set to 'Create Quote' and a 'Go' button highlighted with a red box.

Step 28

Repeat those steps for all attachments.

Once you have downloaded all of the attachments, click the **Go** button for "Create Quote".

Step 29

Click the **Add Attachment...** button.

The screenshot shows the Oracle Sourcing interface for a quote. The title is '151441 : Bid_Construction_Solicitation_Training'. The time left is 336 days 23 hours. The bid opening date is 01-Mar-2017 11:09:09. The supplier is 'UPK Supplier'. The RFQ currency is 'USD' and the quote currency is 'USD'. The price precision is 'Any'. The quote valid until is empty. The reference number is empty. The note to buyer is empty. The attachments section is empty and has a red box around the 'Add Attachment...' button. The requirements section is expanded and shows a table with columns 'Focus Title', 'Target Value', and 'Quote Value'. The table contains the following rows:

Focus Title	Target Value	Quote Value
Requirements		
COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST		
Previous		
Cover Letter - ALL		
Acceptance of Master Consulting		

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and the page title 'Sourcing: Add Attachment'. The page header includes 'CITY OF CHICAGO Sourcing' and navigation links for 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'Negotiations' and shows the path 'Negotiations > RFQ: 226 > Create Quote: 10044 (RFQ 226) > Add Attachment'. There are three buttons: 'Cancel', 'Add Another', and 'Apply'. Below this is the 'Attachment Summary Information' section with a 'Title' field (highlighted with a red box), a 'Description' field, and a 'Category' dropdown set to 'From Supplier'. The 'Define Attachment' section has a 'Type' dropdown set to 'File' and a 'Browse...' button. There are also radio buttons for 'URL' and 'Text'. At the bottom, there are 'Cancel', 'Add Another', and 'Apply' buttons, and a footer with 'Copyright (c) 2000, Oracle. All rights reserved.'

Step 30

Here you can add all of your filled out attachments that you would like the City to review.

Click in the **Title** field.

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and the page title "Sourcing: Add Attachment". The page header includes "CITY OF CHICAGO Sourcing" and navigation links for "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help". The main content area is titled "Negotiations" and shows a breadcrumb trail: "Negotiations > RFQ: 226 > Create Quote: 10044 (RFQ 226) > Add Attachment". Below the breadcrumb are buttons for "Cancel", "Add Another", and "Apply".

The "Attachment Summary Information" section contains the following fields:

- Title:** A text input field with a red border, currently empty.
- Description:** A text area with a placeholder "Attachment Description".
- Category:** A dropdown menu set to "From Supplier".

The "Define Attachment" section contains the following options:

- Type:** Radio buttons for "File" (selected), "URL", and "Text".
- File Type:** A text input field with a "Browse..." button.

At the bottom of the form are buttons for "Cancel", "Add Another", and "Apply". The footer includes "Negotiations Home Logout Preferences Help" and "Copyright (c) 2000, Oracle. All rights reserved."

Step 31

Give your attachment a title.

Enter the desired information into the **Title** field. In this example, enter "**Filled Out Attachment**".

Step 32

Click the **Browse** button and search your computer for your attachment and apply it here.

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and a tab titled 'Sourcing: Add Attachment'. The page header includes 'CITY OF CHICAGO Sourcing' and navigation links for 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'Negotiations' and shows a breadcrumb trail: 'Negotiations > RFQ: 226 > Create Quote: 10044 (RFQ 226) > Add Attachment'. Below this, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. The 'Attachment Summary Information' section contains a 'Title' field with the text 'Filled Out Attachment', a 'Description' field, and a 'Category' dropdown menu set to 'From Supplier'. The 'Define Attachment' section has three radio buttons: 'File' (selected), 'URL', and 'Text'. A 'Browse...' button is highlighted with a red box. At the bottom of the form, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. The footer of the page includes 'Negotiations Home Logout Preferences Help' and 'Copyright (c) 2000, Oracle. All rights reserved.'

Step 33

Click the **Apply** button.

City of Chicago Sourcing

Negotiations > RFQ: 226 > Create Quote: 10044 (RFQ 226) >

Add Attachment

Cancel Add Another **Apply**

Attachment Summary Information

Title: Filled Out Attachment

Description: [Empty]

Category: From Supplier

Define Attachment

Type: File URL Text

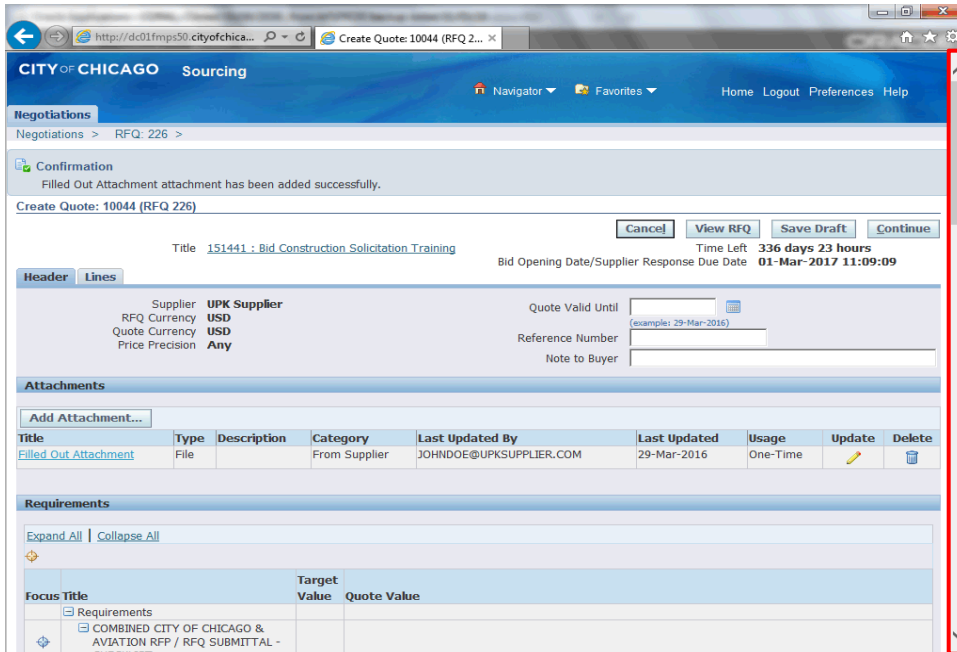
C:\Users\ryan.mcgaughy\Desktop\COPY of Phase 2 UF Browse...

Cancel Add Another Apply

Negotiations Home Logout Preferences Help

Copyright (c) 2000, Oracle. All rights reserved.

http://dc01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/fnd/frame...



Step 34

You will repeat those steps for all of the attachments you have to add for this solicitation document.

Click the scrollbar and scroll down to the Requirements section of the window.

Focus Title	target Value	Quote Value
Requirements		
COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST		
Previous		
Cover Letter - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Master Consulting Agreement Terms - TASK ORDER RFQ	<input type="checkbox"/>	<input type="checkbox"/>
Project Understanding and Approach, Strategy and Methodology for Implementing Engagements - ALL		
Approach to Implementing Services - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated Resources - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Executive Summary -ALL	<input type="checkbox"/>	<input type="checkbox"/>
Respondent's Legal Entity Contracting Information - ALL		
Joint Venture Agreement including Schedule B and Disclosures as appropriate - ALL	<input type="checkbox"/>	<input type="checkbox"/>
LLC Operating Agreement and Disclosures as appropriate - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Business License/Authority to do Business in Illinois - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications of the Respondent - ALL		
Respondent's Professional Qualifications and Specialized Experience (FORM A) - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Project Reference Forms - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications and Experience of Key Technical Personnel and Key Support Personnel. (FORM B) - ALL	<input type="checkbox"/>	<input type="checkbox"/>
Professional Qualifications,	<input type="checkbox"/>	<input type="checkbox"/>

Step 35

The requirements are questions the City will ask you based on the solicitation.

You must provide answers to the requirements.

Click the **First Requirement** list.

Focus Title	Target Value	Quote Value
Requirements		
COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST		
Previous		
Cover Letter - ALL		
Acceptance of Master Consulting Agreement Terms - TASK ORDER RFQ		<input checked="" type="radio"/> Yes <input type="radio"/> No
Project Understanding and Approach, Strategy and Methodology for Implementing Engagements - ALL		
Approach to Implementing Services - ALL		<input type="checkbox"/>
Dedicated Resources - ALL		<input type="checkbox"/>
Executive Summary -ALL		<input type="checkbox"/>
Respondent's Legal Entity Contracting Information - ALL		
Joint Venture Agreement including Schedule B and Disclosures as appropriate - ALL		<input type="checkbox"/>
LLC Operating Agreement and Disclosures as appropriate - ALL		<input type="checkbox"/>
Business License/Authority to do Business in Illinois - ALL		<input type="checkbox"/>
Qualifications of the Respondent - ALL		
Respondent's Professional Qualifications and Specialized Experience (FORM A) - ALL		<input type="checkbox"/>
Project Reference Forms - ALL		<input type="checkbox"/>
Qualifications and Experience of Key Technical Personnel and Key Support Personnel. (FORM B) - ALL		<input type="checkbox"/>
Professional Qualifications,		<input type="checkbox"/>

Step 36

Choose your answer from the drop down.

Click the **Yes** list item.

AVIATION RFP / RFQ SUBMITTAL - CHECKLIST	
Previous	
Cover Letter - ALL	Yes
Acceptance of Master Consulting Agreement Terms - TASK ORDER RFQ	Yes
Project Understanding and Approach, Strategy and Methodology for Implementing Engagements - ALL	
Approach to Implementing Services - ALL	Yes
Dedicated Resources - ALL	Yes
Executive Summary - ALL	Yes
Respondent's Legal Entity Contracting Information - ALL	
Joint Venture Agreement including Schedule B and Disclosures as appropriate - ALL	Yes
LLC Operating Agreement and Disclosures as appropriate - ALL	Yes
Business License/Authority to do Business in Illinois - ALL	Yes
Qualifications of the Respondent - ALL	
Respondent's Professional Qualifications and Specialized Experience (FORM A) - ALL	Yes
Project Reference Forms - ALL	Yes
Qualifications and Experience of Key Technical Personnel and Key Support Personnel. (FORM B) - ALL	Yes
Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project - (FORM C) (Respondent	Yes

Step 37

Repeat that step for all the requirement. First read the requirement and then provide your answer.

Click the scrollbar.

The screenshot shows a web browser window with the address bar displaying 'http://dc01fmps0.cityofchica...' and a tab titled 'Create Quote: 10044 (RFQ 2...'. The main content area is a form with the following fields:

Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project - (FORM C) (Respondent and Team) - ALL	Yes
Resumes (Respondent and Team) - ALL	Yes
Key Technical Personnel and Key Support Personnel Responsibility Matrix and Local Availability - (FORM D) (Respondent and Team) - ALL	
TARGET MARKET MBE/WBE COMPLIANCE PLAN - ALL	
Current Letter of Certification from the City of Chicago or Cook County, Illinois, for Bidder and any other MBE/WBE participant(s).	
Schedule C-2	
Schedule D-2	
MBE/WBE PARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL	
Schedule B and JV agreement if applicable	
Schedule C-1 (for RFP) or C-3 (for RFQ)	
Letters of Certification for all M/WBE's	
Next 26 - 38 of 38	
References	

Step 38

Some requirements will allow you to type in your answer.

Click in the **Key Technical Personnel and Key Support Personnel Responsibility** field.

The screenshot shows a web browser window with the address bar displaying 'http://dc01fmps0.cityofchica...'. The browser tab is titled 'Create Quote: 10044 (RFQ 2...'. The main content area is a form with several sections:

- Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project -- (FORM C) (Respondent and Team) - ALL: Yes
- Resumes (Respondent and Team) - ALL: Yes
- Key Technical Personnel and Key Support Personnel Responsibility Matrix and Local Availability - (FORM D) (Respondent and Team) - ALL: [Red box highlights this field]
- TARGET MARKET MBE/WBE COMPLIANCE PLAN - ALL: [Dropdown menu]
- Current Letter of Certification from the City of Chicago or Cook County, Illinois, for Bidder and any other MBE/WBE participant(s): [Dropdown menu]
- Schedule C-2: [Dropdown menu]
- Schedule D-2: [Dropdown menu]
- MBE/WBE PARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL: [Dropdown menu]
- Schedule B and JV agreement if applicable: [Dropdown menu]
- Schedule C-1 (for RFP) or C-3 (for RFQ): [Dropdown menu]
- Letters of Certification for all M/WBE's: [Dropdown menu]

At the bottom of the form, there are navigation links: 'Next 26 - 38 of 38' and 'References'.

Step 39

Type your answer into the box provided.

Enter the desired information into the **Key Technical Personnel and Key Support Personnel Responsibility** field. In this example, enter "**Type Answer to Question Here**".

Step 40

Some questions will ask for a numeric value only.
Click in the **(Numeric Value only)** field.

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and a tab titled "Create Quote: 10044 (RFQ 2...". The form contains several sections:

- MBE/WBEPARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL**: A table with rows for "other MBE/WBE participant(s)", "Schedule C-2", "Schedule D-2", "Schedule B and JV agreement if applicable", "Schedule C-1 (for RFP) or C-3 (for RFQ)", and "Letters of Certification for all M/WBE's". Each row has a "Yes" dropdown menu.
- References**: A section with a "Type Answer Here" text area and a "Reference Name (First and Last)" field containing "(ZZZ)ZZZ-ZZZZ".
- Number of Years Known**: A field with a red box around it and the label "(Numeric Value only)".
- Last Year Worked together**: A field with a calendar icon.
- Contract Terms**: A section with a "Preview Contract Terms" button.

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and a tab titled "Create Quote: 10044 (RFQ 2...". The form contains several sections:

- other MBE/WBE participant(s):** Schedule C-2 (Yes), Schedule D-2 (Yes).
- MBE/WBEPARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL:** Schedule B and JV agreement if applicable (Yes), Schedule C-1 (for RFP) or C-3 (for RFQ) (Yes), Letters of Certification for all M/WBE's (Yes).
- References:** A section with a "Type Answer Here" text area and several input fields:
 - Reference Name (First and Last): (ZZZ)ZZZ-ZZZZ
 - Reference Phone Number (Format: (ZZZ)ZZZ-ZZZZ):
 - Number of Years Known: (Numeric Value only) - This field is highlighted with a red box.
 - Last Year Worked together:
- Contract Terms:** A section with a "Preview Contract Terms" button.
- Variables:** A section at the bottom.

Step 41

Give your answer by typing a number.

Enter the desired information into the **(Numeric Value only)** field. In this example, enter "1".

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and a tab titled 'Create Quote: 10044 (RFQ 2...'. The form contains several sections:

- MBE/WBEPARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL**: A table with rows for 'other MBE/WBE participant(s)', 'Schedule C-2', 'Schedule D-2', 'Schedule B and JV agreement if applicable', 'Schedule C-1 (for RFP) or C-3 (for RFQ)', and 'Letters of Certification for all M/WBE's'. Each row has a 'Yes' dropdown menu.
- References**: A section with a 'Type Answer Here' text area and a table with columns for 'Reference Name (First and Last)', 'Reference Phone Number (Format: (ZZZ)ZZZ-XXXX)', and 'Number of Years Known'. The 'Number of Years Known' field has a value of '1' and a 'Numeric Value only' note. The 'Last Year Worked together' field is highlighted with a red box.
- Contract Terms**: A section with a 'Requirements table' and a 'Preview Contract Terms' button.

Step 42

Some questions will ask for you to give a date as the answer.

Click the **Last Year Worked together** button.

Step 43

Click the **Calendar Icon** button.

The screenshot shows a web browser window with the URL <http://dc01fmps50.cityofchicago.gov> and a tab titled "Create Quote: 10044 (RFQ 2...". The form contains several sections:

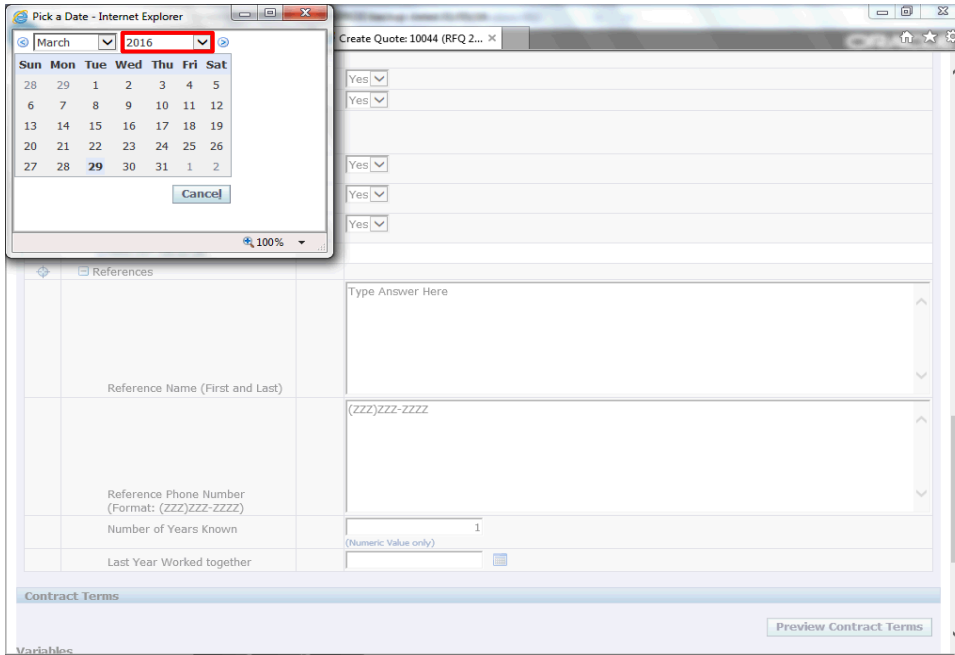
- MBE/WBEPARTICIPATION PLAN AND COMMITMENT - SUMMARY - ALL**: A table with rows for "other MBE/WBE participant(s)", "Schedule C-2", "Schedule D-2", "Schedule B and JV agreement if applicable", "Schedule C-1 (for RFP) or C-3 (for RFQ)", and "Letters of Certification for all M/WBE's". Each row has a "Yes" dropdown menu.
- References**: A section with a "Type Answer Here" text area and a "Reference Name (First and Last)" label. Below it is a text input field with the placeholder "(ZZZ)ZZZ-XXXX".
- Number of Years Known**: A text input field with the value "1" and a "Numeric Value only" label.
- Last Year Worked together**: A text input field with a red box highlighting a calendar icon.

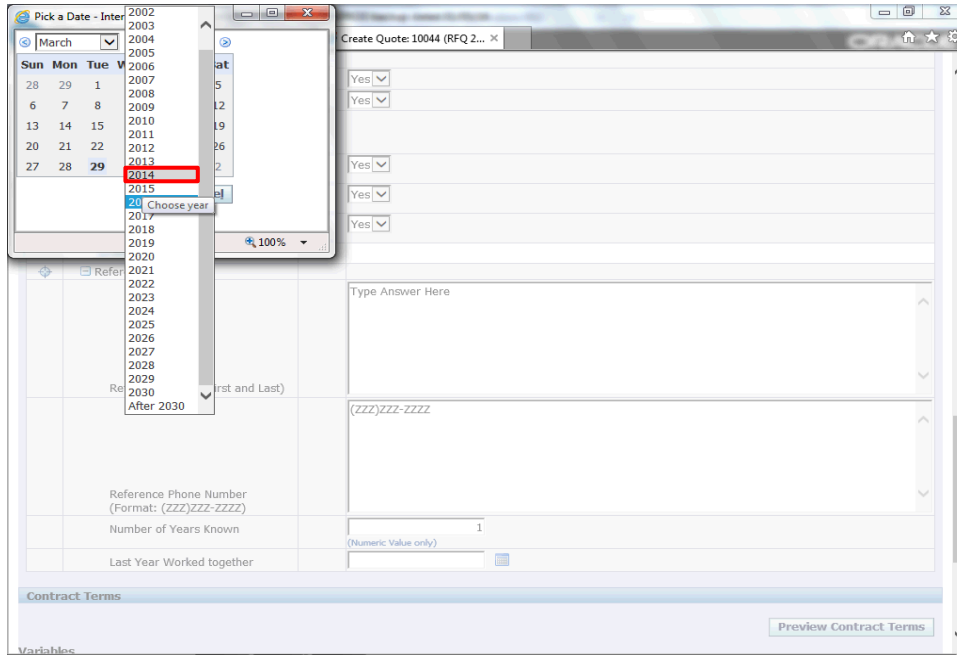
At the bottom of the form, there is a "Contract Terms" section with a "Preview Contract Terms" button and a "Variables" label.

Step 44

The *Pick a Date* window will appear.

Click the **Choose year** list.



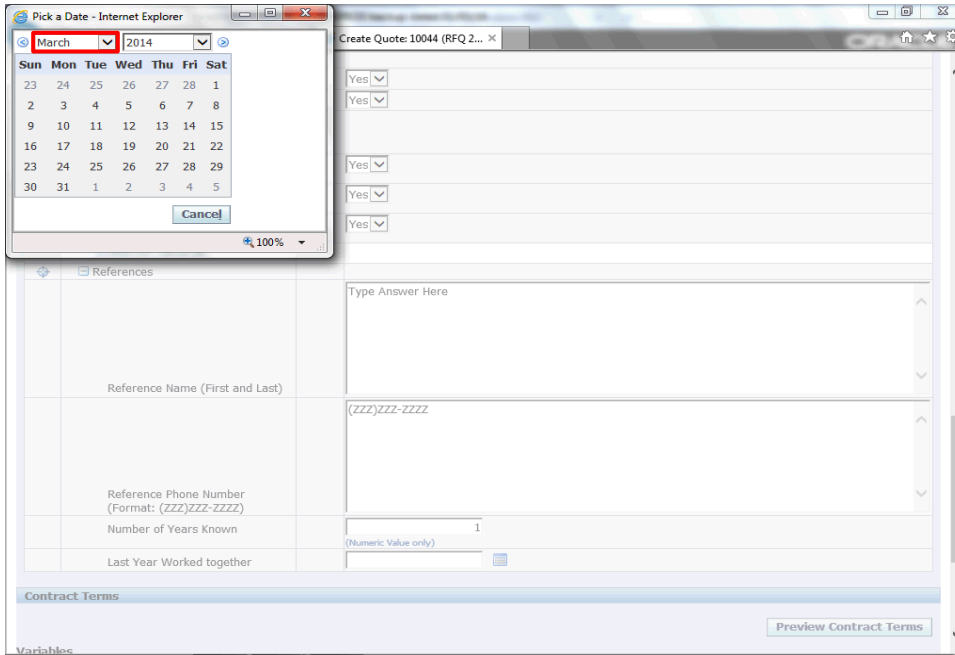


Step 45

Click the **2014** list item.

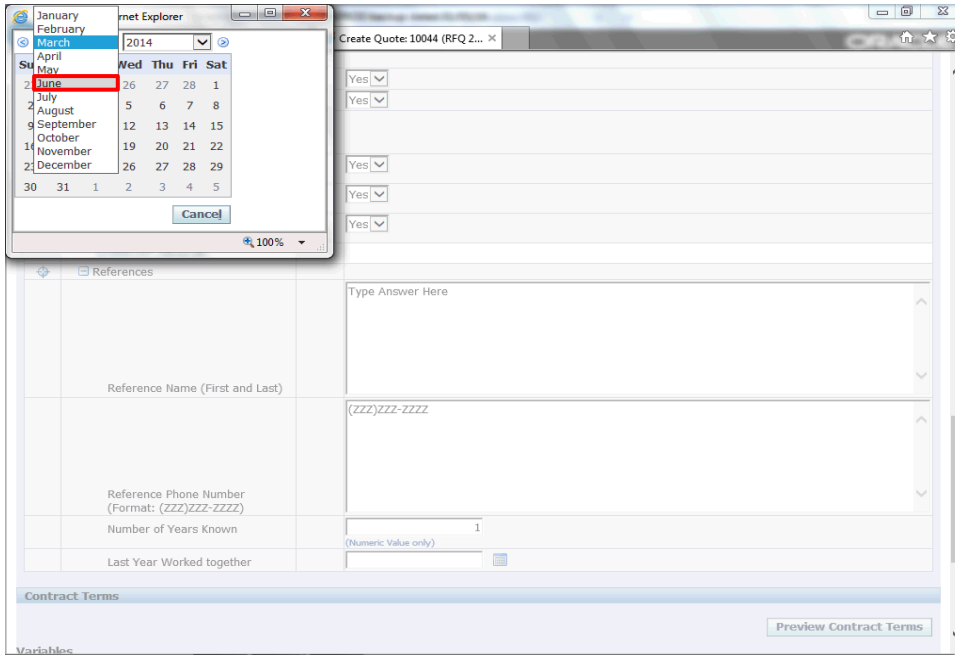
Step 46

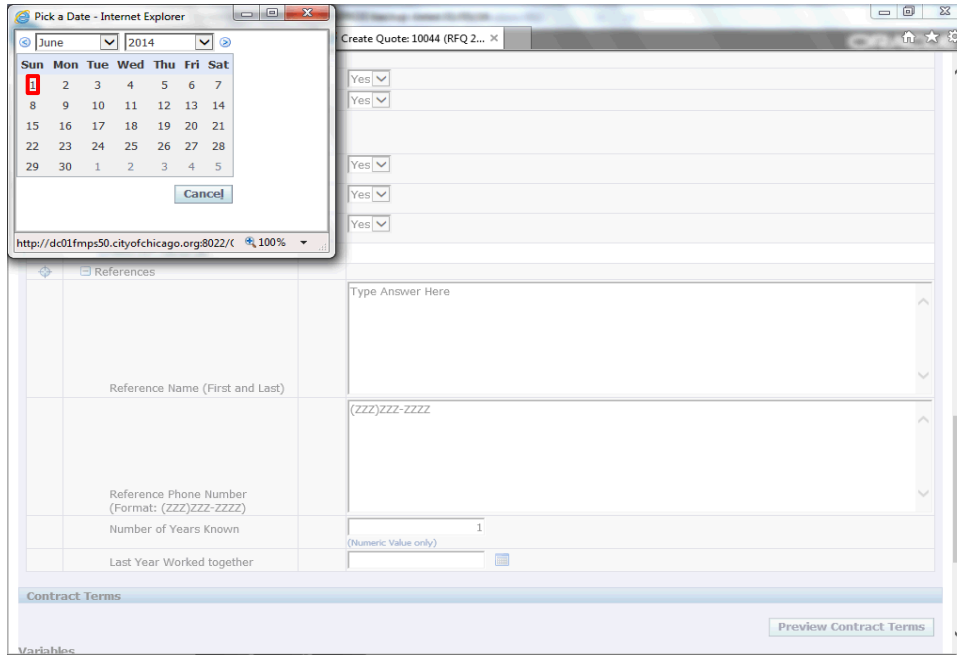
Click the **Choose month** list.



Step 47

Click the **June** list item.





Step 48

Click the **date** link for the day that is in the month and year listed to select it.

Focus Title	Target Value	Quote Value
Requirements		
COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST		
Previous		
Cover Letter - ALL	Yes	
Acceptance of Master Consulting Agreement Terms - TASK ORDER RFQ	Yes	
Project Understanding and Approach, Strategy and Methodology for Implementing Engagements - ALL		
Approach to Implementing Services - ALL	Yes	
Dedicated Resources - ALL	Yes	
Executive Summary - ALL	Yes	
Respondent's Legal Entity Contracting Information - ALL		
Joint Venture Agreement including Schedule B and Disclosures as appropriate - ALL	Yes	
LLC Operating Agreement and Disclosures as appropriate - ALL	Yes	
Business License/Authority to do Business in Illinois - ALL	Yes	
Qualifications of the Respondent - ALL		
Respondent's Professional Qualifications and Specialized Experience (FORM A) - ALL	Yes	
Project Reference Forms - ALL	Yes	
Qualifications and Experience of Key Technical Personnel and Key	Yes	

Step 49

Once all of the requirement questions have been answered, click the scrollbar and scroll back to the top of the page.

Step 50

Click the **Lines** link.

The screenshot shows the Oracle Sourcing 'Create Quote' interface for RFQ 10044. The 'Lines' tab is selected and highlighted with a red box. The interface includes the following sections:

- Header:** Title: 151441 : Bid_Construction_Solicitation_Training; Time Left: 336 days 23 hours; Bid Opening Date/Supplier Response Due Date: 01-Mar-2017 11:09:09.
- Supplier Information:** Supplier: UPK Supplier; RFQ Currency: USD; Quote Currency: USD; Price Precision: Any; Quote Valid Until: (calendar icon); Reference Number: (input field); Note to Buyer: (input field).
- Attachments:** A table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete. One attachment is listed: 'Filled Out Attachment' (File, From Supplier, JOHNDOE@UPKSUPPLIER.COM, 29-Mar-2016, One-Time).
- Requirements:** A table with columns: Focus Title, Target Value, Quote Value. The table is expanded to show requirements, including 'COMBINED CITY OF CHICAGO & AVIATION RFP / RFQ SUBMITTAL - CHECKLIST' and 'Cover Letter - ALL' (Yes).

Step 51

For construction solicitations, you will need to enter the pay items for the line.

Click the **Update** button (Pencil Icon) for the line.

The screenshot displays the Oracle Sourcing interface for creating a quote. The main heading is "Create Quote: 10044 (RFQ 226)". Below this, there are navigation buttons: "Cancel", "View RFQ", "Save Draft", and "Continue". The interface shows a table with one line item, "1 Money Line", which has a red pencil icon in the "Update" column. The table headers include "Line", "Update", "Ship-To", "Quote Price Unit", "Target Quantity", and "Quote Quantity Promised Date". The "Update" column contains a red pencil icon. The "Ship-To" column contains the value "027". The "Quote Price Unit" and "Target Quantity" columns are empty. The "Quote Quantity Promised Date" column contains a date field with a calendar icon. The interface also shows buttons for "Cancel", "View RFQ", "Save Draft", and "Continue".

Line	Update	Ship-To	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 Money Line		027			

Step 52

Scroll down to the Pay Items if necessary.

Click in the **Quote Price** field for the first pay item.

The screenshot shows the Oracle Sourcing interface for creating a quote. The page title is 'CITY OF CHICAGO Sourcing' and the current view is 'Negotiations'. The quote is for 'Create Quote 10044: Line 1 (RFQ 226)'. The 'Money Line' section shows a 'Quote Price' field. The 'Pay Items' table is the main focus, with the following data:

Item Type	Description	Unit	Quote Quantity	Quote Price	Promised Date	Attachments
1 Lump Sum	ITEM NO. 1 - LUMP SUM PROJECT WORK (ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			<input type="text"/>	<input type="text"/>	
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS (1 SQ. FT. EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	<input type="text"/>	<input type="text"/>	
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS (12 IN. LONG EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Linear Foot	135	<input type="text"/>	<input type="text"/>	
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS (STONE MASONRY REPOINTING) BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	<input type="text"/>	<input type="text"/>	

Below the table are sections for 'Notes' (with a 'Note to Buyer' field) and 'Attachments' (with an 'Add Attachment' button).

CITY OF CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Create Quote 10044: Line 1 (RFQ 226)

Cancel Save Draft Apply

Description **Money Line** Unit
Quote Price

Close Date 01-Mar-2017 11:09:09
Quote Currency USD
Ship-To 027
Need-By Date
Promised Date

Pay Items

TIP Total pay item amount must add up to the line amount.

Item Type	Description	Unit	Quote Quantity	Quote Price	Promised Date	Attachments
1 Lump Sum	ITEM NO. 1 - LUMP SUM PROJECT WORK(ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			<input type="text"/>	<input type="text"/>	
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS(1 SQ. FT. EACH TYP.)FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	<input type="text"/>	<input type="text"/>	
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS(12 IN. LONG EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NOORTH WALL OF FILTER BUILDING	Linear Foot	135	<input type="text"/>	<input type="text"/>	
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS(STONE MASONRY REPOINTING)BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	<input type="text"/>	<input type="text"/>	

Notes

Note to Buyer

Attachments

Add Attachment

Step 53

Enter your quote price for the pay item.

Enter the desired information into the **Quote Price** field. In this example, enter **"100"**.

CITY OF CHICAGO Sourcing

Create Quote 10044: Line 1 (RFQ 226)

Close Date: 01-Mar-2017 11:09:09
 Quote Currency: USD
 Ship-To: 027
 Need-By Date:
 Promised Date:

Cancel Save Draft Apply

Description: Money Line
 Unit:
 Quote Price:

Pay Items

TIP Total pay item amount must add up to the line amount.

Item Type	Description	Unit	Quote Quantity	Quote Price	Promised Date	Attachments
1 Lump Sum	ITEM NO. 1 - LUMP SUM PROJECT WORK (ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			100		
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS (1 SQ. FT. EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	1		
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS (12 IN. LONG EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Linear Foot	135	1		
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS (STONE MASONRY REPOINTING) BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	1		

Notes

Note to Buyer:

Attachments

Add Attachment:

Step 54

Repeat those steps for all of the pay items listed in the solicitation document.

Once all of the pay item prices have been entered, click in the **Quote Price** field.

CITY OF CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Create Quote 10044: Line 1 (RFQ 226)

Close Date: 01-Mar-2017 11:09:09
 Quote Currency: USD
 Ship-To: 027
 Need-By Date:
 Promised Date:

Cancel Save Draft Apply

Description: Money Line
 Unit:
 Quote Price:

Pay Items

TIP Total pay item amount must add up to the line amount.

Item Type	Description	Unit	Quote Quantity	Quote Price	Promised Date	Attachments
1 Lump Sum	ITEM NO. 1 - LUMP SUM PROJECT WORK (ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			100		
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS (1 SQ. FT. EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	1		
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS (12 IN. LONG EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Linear Foot	135	1		
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS (STONE MASONRY REPOINTING) BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	1		

Notes

Note to Buyer:

Attachments

Add Attachment:

Step 55

Enter the total amount of all the pay items in this field.

Enter the desired information into the **Quote Price** field. In this example, enter "**15620**".

CITY OF CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Create Quote 10044: Line 1 (RFQ 226)

Close Date: 01-Mar-2017 11:09:09
 Quote Currency: USD
 Ship-To: 027
 Need-By Date:
 Promised Date:

Cancel Save Draft **Apply**

Description **Money Line**
 Unit
 Quote Price: 15620

Pay Items

TIP Total pay item amount must add up to the line amount.

Item Type	Description	Unit	Quote Quantity	Quote Price	Promised Date	Attachments
1 Lump Sum	ITEM NO. 1 - LUMP SUM PROJECT WORK (ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			100		
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS (1 SQ. FT. EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	1		
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS (12 IN. LONG EACH TYP.) FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Linear Foot	135	1		
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS (STONE MASONRY REPOINTING) BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	1		

Notes

Note to Buyer

Attachments

http://d:01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/pon/respo...

Step 56

Click the **Apply** button.

Step 57

Once all of the fields have been filled out, click the **Continue** button.

The screenshot shows the Oracle Sourcing interface for creating a quote. The browser address bar shows the URL: http://dc01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/pon/respo...

The page title is "CITY OF CHICAGO Sourcing". The breadcrumb trail is "Negotiations > RFQ: 226 > Create Quote: 10044 (RFQ 226)".

The main content area displays the following information:

- Title: 151441 : Bid_Construction_Solicitation_Training
- Time Left: 336 days 23 hours
- Bid Opening Date/Supplier Response Due Date: 01-Mar-2017 11:09:09

At the top right of the main content area, there are four buttons: "Cancel", "View RFQ", "Save Draft", and "Continue". The "Continue" button is highlighted with a red border.

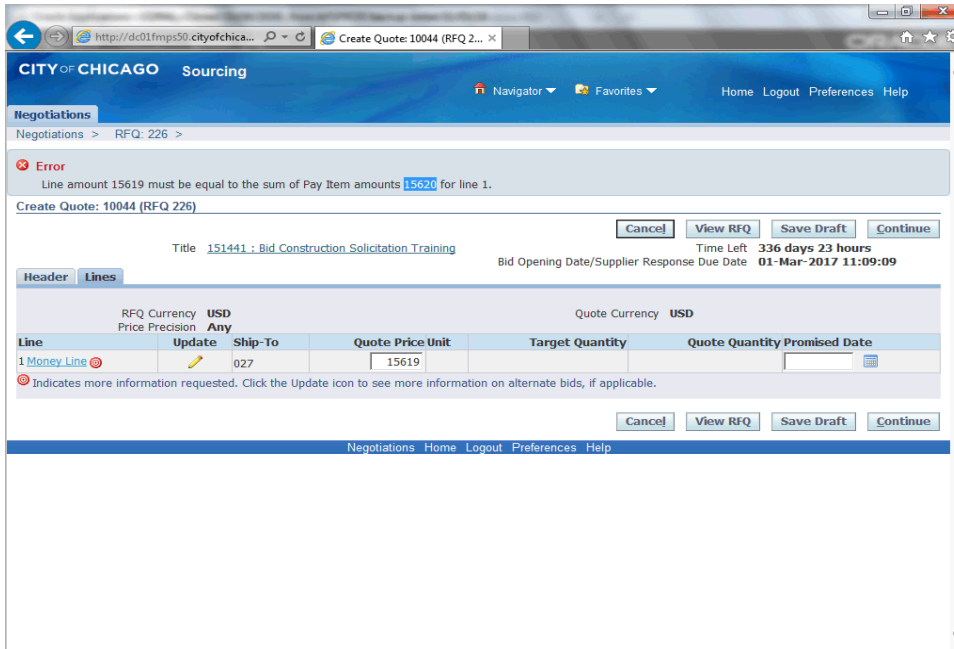
Below this information is a table with the following columns: "Line", "Update", "Ship-To", "Quote Price Unit", "Target Quantity", and "Quote Quantity Promised Date".

Line	Update	Ship-To	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 Money Line		027	15620		

Below the table, there is a note: "Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable."

At the bottom of the main content area, there are four buttons: "Cancel", "View RFQ", "Save Draft", and "Continue".

The footer of the page contains the text: "Negotiations Home Logout Preferences Help".



Step 58

You may receive errors when you click continue. Most common errors will include missed requirement questions where you will need to go back to the header and answer the missed questions.

The second most common error for construction will be your pay items are not matching the total quote value you entered. The system will automatically calculate the total of the pay items and display the amount in the error. In order to submit your response you will either need to update the pay items to match your quote total or copy and paste the right quote total from the error and populate the quote total field with that value.

Press **[Ctrl+C]** to copy the quote total.

City of Chicago Sourcing

Negotiations > RFQ: 226 >

Error
Line amount 15619 must be equal to the sum of Pay Item amounts 15620 for line 1.

Create Quote: 10044 (RFQ 226)

Cancel View RFQ Save Draft Continue

Title 151441 : Bid Construction Solicitation Training Time Left 336 days 23 hours
Bid Opening Date/Supplier Response Due Date 01-Mar-2017 11:09:09

Line	Update	Ship-To	Quote Price Unit	Target Quantity	Quote Quantity Promised Date
1 Money Line		027	15620		

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Cancel View RFQ Save Draft Continue

Step 59

Go to the Quote Price field and paste the copied total or enter the total from above.

Press **[Ctrl+V]** to paste the copied quote total.

Step 60

Click the **Continue** button.

The screenshot shows the Oracle Sourcing 'Create Quote' interface for RFQ 226. The page title is 'CITY OF CHICAGO Sourcing'. The breadcrumb trail is 'Negotiations > RFQ: 226 >'. An error message is displayed: 'Error: Line amount 15619 must be equal to the sum of Pay Item amounts 15620 for line 1.' Below the error, the 'Create Quote: 10044 (RFQ 226)' header is visible. The title is '151441 : Bid_Construction_Solicitation_Training'. The time left is '336 days 23 hours' and the bid opening date/supplier response due date is '01-Mar-2017 11:09:09'. The interface includes a table with one line item: '1 Money Line' with an update icon, ship-to '027', and a quote price unit of '15620'. The 'Continue' button is highlighted with a red box. The footer of the page contains the URL: 'http://dc01fmps50.cityofchicago.org:8022/OA_HTML/OA.jsp?page=/oracle/apps/pon/respo...'

The screenshot shows a web browser window with the address bar displaying 'http://dc01fmps00.cityofchica...'. The page title is 'Create Quote 10044: Review...'. The main content area is divided into several sections:

- Variables:** A table with columns 'Details Section', 'Clause', 'Variable', 'Description', and 'Value'. It contains one row with the text 'No variables found.'
- Deliverables:** A section with a warning icon and text 'Indicates deliverable is overdue' and a red 'x' icon with text 'Indicates responsible party failed to perform the deliverable'. Below it is a table with columns 'Deliverable Name', 'Due Date', 'Status', and 'Alert', containing the text 'No Deliverables found.'
- Lines:** A section showing a 'Quote Total (USD) 15,620.00'. Below it is a table with columns 'Select Line', 'Ship-To', 'Start Price', 'Target Price', 'Quote Price (USD)', 'Unit', 'Target Quantity', 'Quote Quantity', 'Line Total', 'Need-By Date', and 'Promised Date'. It contains one row: '1 Money Line 027', '15620', '15,620.00'.
- Line 1: Money Line:** A section header.
- Pay Items:** A table with columns 'Pay Item Type', 'Description', 'Unit', 'Quote Quantity', 'Quote Promised Price Date', 'Amount', and 'Attachments'. It contains four rows of item details.
- Notes:** A section at the bottom.

A red vertical box highlights the scrollbar on the right side of the page content area, indicating where to click to review the response.

Step 61

You will now be able to review your response before submitting.

Click the scrollbar and review your response.

Quote Total (USD) 15,620.00

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Head-By Date	Promised Date
1	Money Line	027		15620				15,620.00		

Line 1: Money Line

Pay Items

Pay Item Type	Description	Unit	Quote Quantity	Quote Promised Price Date	Amount	Attachments
1 Lump Sum	ITEM NO. 1 -LUMP SUM PROJECT WORK(ITEMS NOT INCLUDED IN UNIT PRICE BID ITEM NOS. 2, 3, AND 4)			100	100.00	
2 Rate	ITEM NO. 2 - LIMESTONE WALL PANEL REPAIRS(1 SQ. FT. EACH TYP.)FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING	Each	315	1	315.00	
3 Rate	ITEM NO. 3 - LIMESTONE WALL CRACK REPAIRS(12 IN. LONG EACH TYP.)FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NOORTH WALL OF FILTER BUILDING	Linear Foot	135	1	135.00	
4 Rate	ITEM NO. 4 - REMOVE AND REPLACE JOINTS(STONE MASONRY REPOINTING)BETWEEN LIMESTONE WALL PANELS FOR EAST WALL OF CHEMICAL BUILDING, WEST WALL OF LOW LIFT PUMP BUILDING AND WEST WALL/PARTIAL NORTH WALL OF FILTER BUILDING.	Linear Foot	15070	1	15,070.00	

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

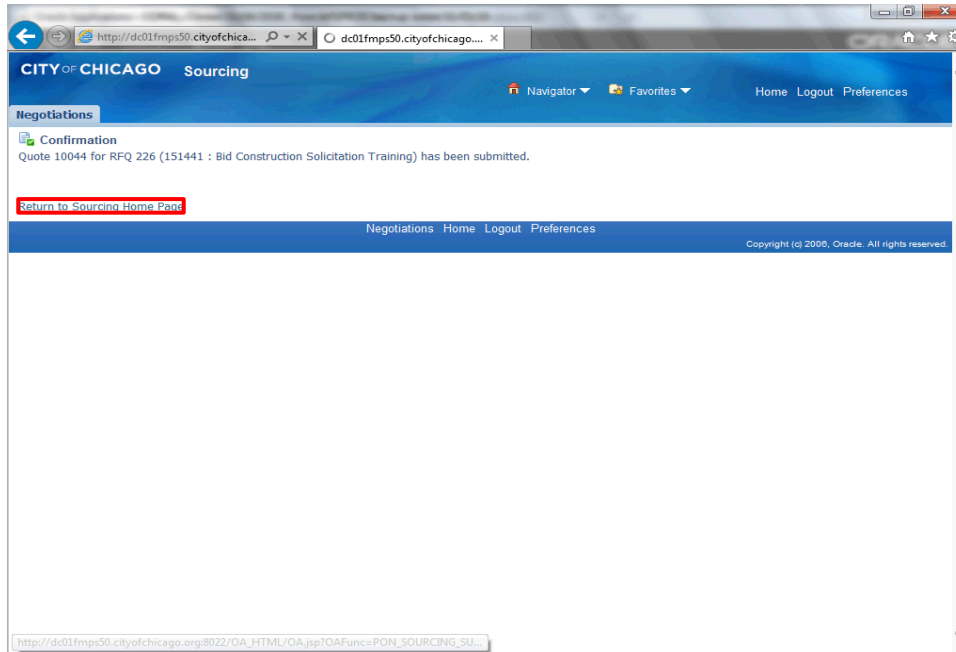
Buttons: Cancel, Back, Validate, Save Draft, Printable View, **Submit**

Navigation: Negotiations Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Step 62

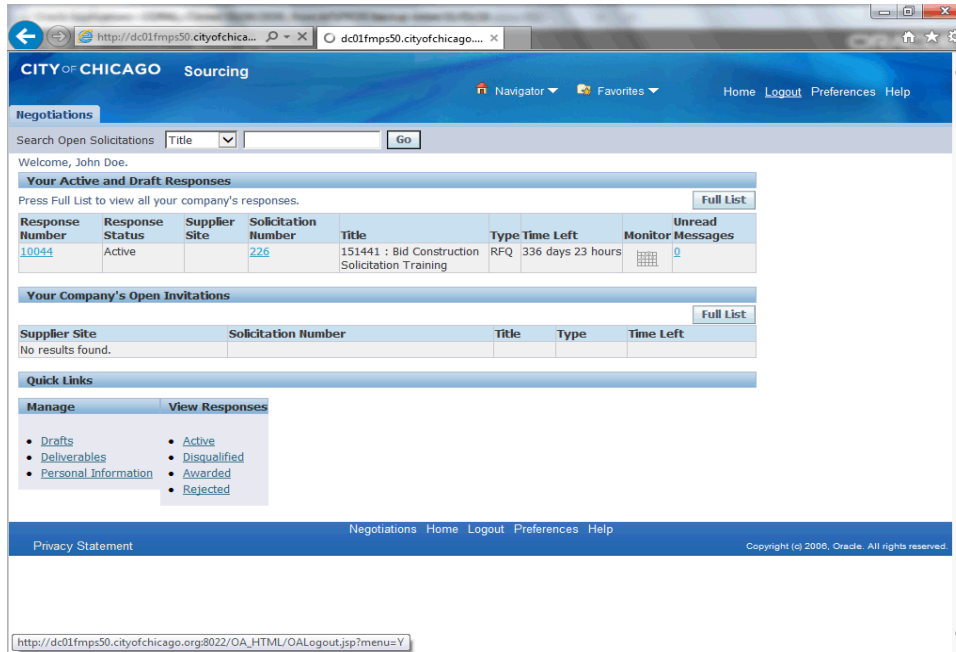
Once you are finished reviewing you can either go back and make changes or click the **Submit** button.



Step 63

You will receive confirmation that your response has been submitted to the City.

Click the **Return to Sourcing Home Page** link.



Step 64

You have just finished submitting a response for a solicitation document on the City of Chicago's iSupplier Portal for a construction solicitation.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.