#### How to Respond to Dallas ISD solicitations

\*\*\*These instructions are for vendors already approved and set up in the iSupplier system. \*\*\* If you are not registered, please get registered at <u>https://www.dallasisd.org/Page/81293</u> (Dallasisd.org – Procurement services-doing business with DISD-vendor information-vendor Registration portal)

If you were not invited directly to participate you can receive the bid information at <a href="https://www.dallasisd.org/Page/81130">https://www.dallasisd.org/Page/81130</a> (Dallasisd.org – procurement services-doing business with DISD-Current opportunities)

Enter the User Name and	Password then click or	Login button
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	Dallas Independent School District
	For assistance contact the IT Service Desk: 972-925-5630
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# Click on Sourcing Home Page, will open the Negotiation page

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Click on the drop-down list to search open negotiations, this allows you to search for the bid using. Different information if the bid you are looking for is not automatically displayed. Please use sourcing number.

Number Title Line Description Category Event Created By Supplier

Click on Negotiation Number 11682 (this is the sourcing number not the RFP #) highlighted in the

#### area of Your Company's Open Invitations Below page will open

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Click on the drop down for Actions, choose Create Quote, then click Go

#### Add attachments here for the RFQ

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	Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically. Please feel free to email us at sourcing@dallasisd.org, if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is more friendly to the environment. When filing this bid electronically, please do not send us a paper copy as the electronic version will prevail. However, in the unlikely event that you do submit a paper bid, it is imperative that the title and bid number MUST appear on the outside of the submittal envelope. Furthermore, no faxed bids will be received. Your cooperation is appreciated. Please confirm by responding "Yes" that you have read and understand this instruction.		~	
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	Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically. Please feel free to email us at sourcing@dallasisd.org, if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is more friendy to the environment. When filing this bid electronically, please do not send us a paper copy as the electronic version will prevail. However, in the unlikely event that you do submit a paper bid, it is imperative that the title and bid number MUST appear on the outside of the submittal envelope. Furthermore, no faxed bids will be received. Your cooperation is appreciated. Please confirm by responding "Yes" that you have read and understand this instruction.		~	
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When responding to questions please look to see if there are more than one page. It will look like the one below. If this is missed, you will get an error that looks like below.



\*\*Once all the "HEADER" requirements are complete, you will need to click on the "LINES" tab\*\* Additional information available at the end of this document to download quote by spreadsheet. this will allow you to download into an excel and be able upload instead of being in the program

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Click on the update icon (the pencil) to make changes to line items, if it has a red symbol. If not you can enter pricing on the lines page

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Enter the appropriate price for this item into the Quote Price field and Attribute the Quote Value

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# Click on Add Attachments to upload files. Attribute Quote Value would be Yes or No. Select the appropriate value

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## You will get the confirmation message. Click on Return to Sourcing Home Page

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# UPDATING A RESPONSE

If you need to correct or add to your bid once you have submitted it, then you will need to click on your Response Number

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12787	Active	11682	PC 28/2022 Body Cameras	RFQ	7 days 22 hours		0	
12540	Active	11429,2	JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds		0	
12761	Active	11590	Test1 JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds	III	0	
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#### Select Create Quote

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#### <mark>Click Submit</mark>

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#### You will get the confirmation message. Click on Return to Sourcing Home Page

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## If there is an amendment

When an RFQ has been amended. It will appear in the Your Company's Open Invitations section of the Negotiation pages. Select the appropriate RFQ number to take action.

#### Click on negotiation number 11682,1

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12783	Draft		11684	PC 28/2022 Body Cameras 100001	RFQ	5 days 22 hours	HIR	0
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12761	Active		11590	Test1 JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds		0
12763	Active		11619	PC Test JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds		0
Negotiation has bee	n amended and require	es your action to be	e considered for award.					
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Your Company's	Open Invitation	s						
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	1 - 1 - 2					_		

A System message warns that this RFQ has been amended. Acknowledgment is required to proceed with the quotation process.

#### Select Acknowledge Amendments next to Actions and click Go

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Negotiations						
Negotiations > A Warning RFQ 11682 has been amended. To be considered for View Amendment History PEO: 11682 1	award you must acknowledge each amendment :	and submit (or resu	bmit) all ye	our respon	ses to ensure that they	comply with the changes.
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Click on the checkbox next to I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 11682,1

#### And click on Acknowledge

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Negotiations > RFQ: 11682,1 >								
Acknowledge Amendment (RFQ 11	682,1)					Cancel	Acknowl	edge
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#### Click on Yes to continue with the resubmission

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	All amendments of Negotiation 11682 have to the negotiation. Do you want to proceed	e been acknowledg 1?	ed succes	sfully. You	may now re	spond			
Label Amendment Description	If a response has been submitted previously, the changes.	resubmission is requ	ired to ens	sure the res	ponse compl	lies with			
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#### Then do the normal quote creation process and click on Continue

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## <mark>Click Submit</mark>

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Click on Printable view to download the supplier printable report

#### Supplier Printable View Report Sample

		Request for Quotation 11682,1: Quote 1278
Proposal Nur	nber 11718	Description PC 100001 Body
P	SUANEAD PDA	Cameras
1 Header Information	uyer SHANKAR, FRA	BHC Email
11 Consel Information		
RFO -Board Doc No	04	6105347
Type of Negotiation		Request For Proposal 11718
First Advertisement Da	te/Issue Date	2022/01/17 00:00:00
Second Advertisement	Date	2022/01/24 00:00:00
Questions Deadline		2022/01/20 00:00:00
Questions Response fro	om the District	2022/01/31 00:00:00
Anticipated Evaluation	& Sel	2022/02/11 00:00:00
Anticipated Approval/	Award	2022/02/25 00:00:00
Note	Join Zoom Meetin	g: www.zoommeetings.com
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# **QUOTE BY SPREADSHEET – PRICING/LINES**

#### Negotiation Page

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2783 Dra	aft	11684	PC 28/2022 Body Cameras 100001	RFQ	6 days 18 hours	翻題	0
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2763 Ac	ctive	11619	PC Test JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds	翻到	0
2765 Ac	tive	11620	PC Test1 JB-206431 - Body Cameras and In-Car Video	RFQ	0 seconds		0

Click on the drop down list to Search Open Negotiations, allows you to search for your bid using different information if the bid you are looking for is not automatically displayed.

Number Title Line Description Category Event Created By Supplier

Click on Negotiation Number 11682 highlighted in the area of Your Company's Open Invitations

Below page will open

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