

# How to Respond to Solicitations on The University of Texas at El Paso Sourcing Manager

Once you are a registered Supplier on Sourcing Manager, log in to your Account.

- Go to the **Bids** tab.
- Under **My Recent Invitations** Click on the desired bid number to View that bid request.
- If the invitations list is empty: Under **Bidding Shortcuts**, click **View Available Bids** in the quick links box at the left. A listing of all available bids will be displayed. Check the box next to the bid you want to view and select **View**.

The screenshot shows the Miner Mall Sourcing Manager interface. At the top right, there are links for 'Log Off' and 'Help', and a welcome message 'Welcome Ray Ortega!' with the server time '12:27:33 pm'. The main navigation bar includes 'Bids', 'Auctions', and 'Admin'. Below this, there are sub-tabs for 'Bid Requests', 'Bid Responses', and 'Bid Awards'. On the left, there are two main sections: 'Bidding Shortcuts' with links for 'View Available Bids', 'View My Draft/Submitted Responses', and 'View My Closed Responses'; and 'Account Information' with links for 'Company Profile', 'Commodity Registration', and 'Manage My Account'. The main content area is titled 'Welcome to UTEP eBid System [PREVIEW]!' and contains a 'Terms and Conditions of Use' section with a 'First Time Bidders - Please Note' warning. Below this is the 'My Recent Invitations' table:

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
<a href="#">21105678-WEYLC</a>	Football Stadium #2	Competitive Sealed Proposal	3/21/2011 11:00:00 AM MST	21 Days	No Response
<a href="#">21101234-WEYLC</a>	Football Stadium	Competitive Sealed Proposal	3/1/2011 3:00:00 PM MST	2 Days	Viewed

Below the table is the 'My Recent Draft Responses' section, which currently shows 'No Responses'.

## Bid Detail - View

View the solicitation request information to determine if you are interested in submitting a response.

- From the **My Recent Invitations** screen (above), double click the bid you want to view.
- From the **View Available Bids** option (below) you may double click the bid as well or place a check next to the bid you want to review and click **View**.

- ✚ The Bid Detail screen is broken down into sections that are self-explanatory. **Be sure to read and understand every section and bid detail prior to moving forward.**

### Responding or Declining a Solicitation

- ✚ On the Bid Detail Screen click the **Respond** icon near the top of the screen.

- ✚ You will then be directed to the Edit Bid Response screen. If there is no interest in submitting a solicitation response, click the **No Bid** icon near the top of the screen. If you are interested in responding to a solicitation, please continue as follows.

### Edit Bid Response - Screen

Enter your desired bid response information in the fields provided and click **Save** to retain bid response information. By clicking **Submit** you formally send your bid response to the University of Texas at El Paso.

When responding to any solicitation, pay attention to the following sections/fields:

- + **Ship to information** - The awarded vendor will be required to ship to the listed location.
- + **Supplier Notes** - Enter comments for buyer review. Please note this field may not always be present.
- + **Event Activities** - Events related to the bid request are found in this section (Intentions to Bid, Pre-Bid/Proposal Conferences, and Job Walks).
- + **Bid Attachments** - Click **View** to access files pertaining to the bid request.

Multiple Pages of Bid Attachments - Pagination - If displayed, click to the next page to access any additional Bid Attachments.



- + **Bid Attributes** - Answer questions and review additional terms and notes pertaining to the bid. Note that some attributes will require a response in order to submit your bid.

Multiple Pages of Bid Attributes - Pagination - If displayed, click to the next page to access additional Bid Attributes.



Remember to click **Save** in order to update and store your bid response progress.

- + **Bid Messages** - View any messages specific to the bid request.

✚ **Response Attachments** - If requested or desired, import a file to be associated with your bid response. Select **New** to add a new Bid Response attachment. Enter the attachment name and select your file for import. Click **Save** to attach your file.

\* *Maximum 25MB per file*

The screenshot shows the 'Add Response Attachment' form in the Miner Mall Sourcing Manager interface. The header includes the logo for 'MINER MALL SOURCING MANAGER THE UNIVERSITY OF TEXAS AT EL PASO' and user information: 'Log Off | Help', 'Welcome Ray Ortega!', and 'Server Time (Mountain): 1:29:55 pm'. The navigation bar has tabs for 'Bids', 'Auctions', and 'Admin', with sub-tabs for 'Bid Requests', 'Bid Responses', and 'Bid Awards'. The form itself has a title 'Add Response Attachment' and buttons for 'Return' and 'Save'. A red asterisk indicates required fields. The form contains three main sections: 'Title' with a text input field, 'Description' with a large text area (1000 characters left) and a scroll bar, and 'File Path' with a text input field and a 'Browse...' button.

Prior to submitting a bid an attachment may be edited or deleted in its entirety.

**Remember to click **Save** in order to update and store your bid response progress.**

✚ **Bid Line Items** - Enter unit pricing (or requested values) in the fields provided under Price.

Extended Pricing (= Quantity X Unit Price) will display after clicking **Save**.

-**Add Alternate** icon - Click on this icon to enter an Alternate and/or equivalent item for University consideration. This link is only available if alternates are allowed.

- **No Bid** icon – Click this icon if you are not submitting a response to this particular line.

✚ **Supplier Notes** - Enter your comments for buyer review. Please note this field may not always be present.

✚ **Item Attributes** – Here you will answer any questions, complete checklists, and review additional terms and notes specific to the line item if provided.


✚ **Item Attachments** - Click **View** to access files pertaining to this line item. Please note that item level attachments may not always be present.

Multiple Pages of Bid Line Items - Pagination - If displayed, click to the next page to continue responding to bid line items.

Remember to click **Save** in order to update and store your bid response progress.

### Submit the Bid Response

Click the 'Submit' icon at the top of the screen to submit your bid response to the University.



[Log Off](#) | [Help](#)  
 Welcome Ray Ortega!  
 Server Time (Mountain): 1:57:02 pm

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Bids
Auctions
Admin

Bid Requests
Bid Responses
Bid Awards

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#### Edit Bid Response

[Return](#) [Save](#) [Submit](#) [No Bid](#) [View Response](#) [Status](#) [Documents](#) [Response History](#) [Bid History](#)

Bid Information	Contact Information	Ship to Information
<b>Organization</b> UTEP (UTEP Purchasing)	<b>Address</b> 500 W. University	<b>Address</b> 500 W. University Ave.
<b>Bid Creator</b> Bonnie Corkran Buyer		
<b>Email</b> ycorkran@utep.edu	El Paso, TX 79902 USA	El Paso, TX 79902 USA
<b>Phone</b> (915) 747-5488		
<b>Fax</b> (915) 747-5932	<b>Contact Name</b> Bonnie Corkran Buyer	<b>Contact Name</b>
	<b>Department</b> Purchasing	<b>Department</b> Shipping
<b>Bid Number</b> 21101234-WEYLC	<b>Building</b> Kelly Hall	<b>Contact Phone</b> (915) 747-5601
<b>Bid Title</b> Football Stadium	<b>Floor/Room</b> 3rd Floor rm 324	<b>Contact Fax</b>

✚ The Sealed/Informal Status screen will display when the bid is successfully received by the system. The bidder's time stamp is displayed next to the **Response Submitted** field.

**Sealed Bid Status**

*Bid Submitted*

[Return](#) [Retract](#) [View Response](#) [Documents](#) [Response History](#) [Bid History](#)

**Bid Information**

<b>Organization</b>	UTEP (UTEP Purchasing)
<b>Bid Creator</b>	Bonnie Corkran Buyer
<b>Email</b>	ycorkran@utep.edu
<b>Phone</b>	(915) 747-5488
<b>Fax</b>	(915) 747-5932
<b>Bid Number</b>	21101234-WEYLC
<b>Bid Title</b>	Football Stadium
<b>Bid Type</b>	Competitive Sealed Proposal
<b>Bid Security</b>	Sealed
<b>Issue Date &amp; Time</b>	1/16/2011 8:07:33 PM Mountain
<b>Close Date &amp; Time</b>	3/1/2011 3:00:00 PM Mountain
<b>Bid Notes</b>	The University of Texas at El Paso is requesting competitive sealed proposals for the construction of a new football stadium. pre-proposal: February 6, 2011 @ 10:00am Purchasing Dept. 500 W. University, Kelly Hall 3rd Floor, El Paso, TX 79902
<b>Attachments Allowed</b>	Yes
<b>Response Status</b>	Submitted
<b>Response Submitted</b>	2/27/2011 1:59:22 PM Mountain

**Event Activities**

No Event Activities

**Bid Messages**

No Bid Messages

**Sealed Bid Items**

Line	Type	Description	Your Bid	Best Bid
1	Service	Construction services for a new football stadium	\$9,000,000.00	<b>Sealed</b>
2	Service	Contingency	\$50,000.00	<b>Sealed</b>
3	Service	Insurance & Bonds	\$900.00	<b>Sealed</b>

Items 1-3 shown of 3

Congratulations. Your bid has been successfully submitted!

**Note:** Once your bid has been submitted there is a **Retract** option available that will allow you to make changes to your submitted bid response. **A RETRACTED BID RESPONSE IS NO LONGER CONSIDERED "SUBMITTED". The bidder MUST resubmit a retracted bid to ensure participation in the solicitation process.**

*~Thank you for your continued interest in working with the University of Texas at El Paso~*