

# HOW TO MODIFY AN EVENT RESPONSE

Access the Supplier Portal via [www.stpaulbids.com](http://www.stpaulbids.com)

Click on **Browse Open Events**. Screen appears with a list of current Open Events.

Locate the Event # and click on **Edit Response**

SAINTPAULMINNESOTA The most livable city in America  
Supplier Portal  
Welcome, Robert Weeks [Logout]

Home Messages Events Performance My Account Contact Us Help User Preferences

Open Events

Search

Keyword:   
Event #:  Name:  Category:  Sub-Category:   
Type:  Reference:  Commodity Search:

Search Reset Save Search

Options...

Event #	Version	Name	Category	Sub-Category	Type	Reference	Open Date	Close Date	Status
176	7	PW - RFB FOR DT KELLOGG BLVD BRIDGES RECONSTRUCT			REQUEST FOR BID	PW - RFB DT KELLOGG BLVD BRIDGES RECONSTRUCT	12/01/2014 08:00:00 AM	01/23/2015 02:00:00 PM	Open
177	2	PW - RFP FOR JACKSON ST RECONSTRUCTION PLAN			REQUEST FOR PROPOSALS	PW - RFP JACKSON ST RECON PLAN & DT BKKE LOOP	12/01/2014 08:00:00 AM	01/19/2015 02:00:00 PM	Open
178	2	PW - RFP FOR GRAND ROUND NORTH LOOP PLAN			REQUEST FOR PROPOSALS	PW - RFP GRAND ROUND NORTH LOOP PLAN	12/01/2014 08:00:00 AM	01/19/2015 02:00:00 PM	Open
183	2	ALL CITY - OCCUPATIONAL HEALTHCARE SERVICES			REQUEST FOR PROPOSALS		12/22/2014 08:00:00 AM	01/16/2015 02:00:00 PM	Open
184	3	RFP - EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM			REQUEST FOR PROPOSALS		01/07/2015 09:00:00 AM	01/21/2015 02:00:00 PM	Open
185		RFB - RAYMOND AVE SEWER REPAIRS			REQUEST FOR BID	PW-RAYMOND AVE SEWER REPAIR	01/12/2015 09:00:00 AM	02/18/2015 02:00:00 PM	Open
186		RFB - FROGTOWN PARK AND FARM			REQUEST FOR BID	PARKS-FROGTOWN PARK AND FARM	01/12/2015 09:00:00 AM	02/11/2015 02:00:00 PM	Open
187		RFB- TENNIS/BASKETBALL COURT RENOVATIONS			REQUEST FOR BID	PARKS-TENNIS COURT REPAIR	01/15/2015 09:00:00 AM	02/11/2015 02:00:00 PM	Open

Page size: 20

Click on **Actions** → **Modify Response**

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Home Messages Events Performance My Account

Event # 183-2

Back Actions

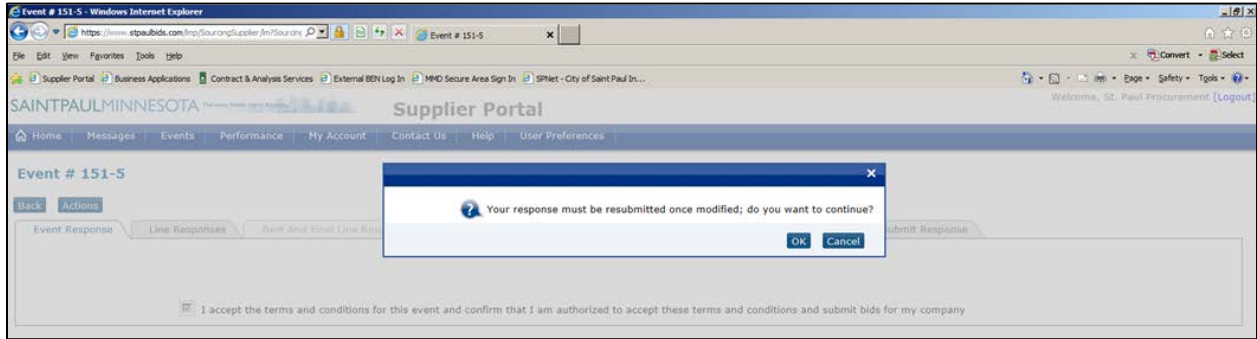
- Event Response
- Modify Response
- Withdraw Response
- Final L

This will take you through all the steps when the initial response was entered:

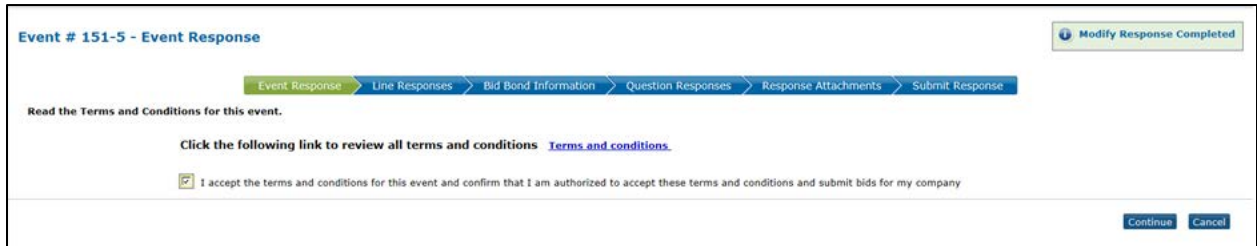
Event Response → Line Responses → Question Responses → Response Attachments → Submit Response

# HOW TO MODIFY AN EVENT RESPONSE

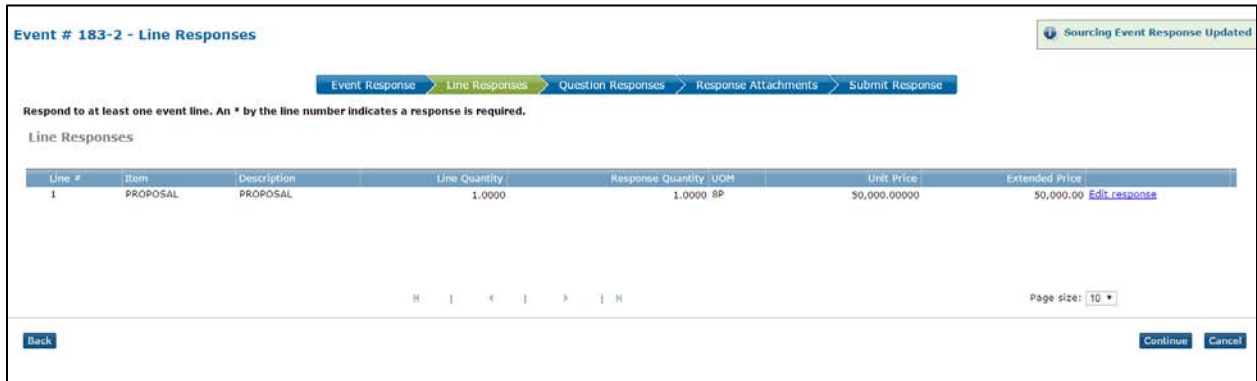
Message appears, “Your response must be resubmitted once modified; do you want to continue? Click **OK**.



Terms and Conditions appear with box marked from previous submittal. Review the Terms and Conditions or Click **Continue**.



Click **Edit response** if there are any changes to the line response. Otherwise, if no change, click on **Continue**



# HOW TO MODIFY AN EVENT RESPONSE

Update questions and attachments. Click on **Save Question Responses**

NOTE: You must put something in the text box (ie: None, N/A, Yes, No, etc.)

**Event # 183-2**

Back Actions

Event Response Line Responses Best And Final Line Responses Bid Bond Information Question Responses Response Attachments Submit Response

**Save Question Responses**

1. The supplier has reviewed the insurance requirements for this event and understands that they must meet the insurance requirements upon award. Does the supplier have or will the supplier be able to obtain upon award the proper insurance as defined in the terms and conditions? Please attach a Certificate of Insurance in the types and amounts required by the solicitation.

\* Answer Yes

Attach document [cert\\_UAbility\\_Ins.pdf](#)

Reset Attachment

2. ADDENDA. Enter the Number of Addenda issued under this Bid, Proposal or Quote. You MUST answer this question in order for your response to be accepted and evaluated.

\* Answer Yes 3

3. Are any Officers of your business related to anyone who currently works for the City of Saint Paul? Please select yes or no. If yes, please provide their name(s) below.

\* Answer No

4. IMPORTANT: Did you fill in the Item Description Box, Item Number Box, UOM (Unit of Measure) Box, and Delivery Date Box in your Event Response? You must fill in those boxes, or your Response cannot be accepted.

Answer Yes

5. I certify that I am an Authorized Representative of the organization submitting this quote, proposal or bid and I have actual authority to make this binding quote, proposal or bid on behalf of the organization.

\* Answer Yes

Response Attachments screen appears. Update/Upload attachments

To add an attachment, click **Add**

To delete an attachment, select file and click **Delete**

**Event # 189-0 - Response Attachments**

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Attach any documents, specifications, and pictures you have for this event.

**Attachments**

Actions Delete Update List Add

Attachment Title	File
<input type="checkbox"/> State of Iowa.pdf	State of Iowa.pdf

Submit Response screen appears.

You may print your response for your reference by clicking on **Print My Response**.

When you are ready to submit your response, click **Submit**, click **Done**.

**Event # 151-5 - Submit Response**

**Submit Response**

Your response is ready to be submitted. Your bid amount is 1,000,000.00. Click the Submit button to complete your response

Submit Print My Response

Before you submit this event, review the following list to ensure your response is accurate

- you have not responded to some non- required lines for this event
- You have not entered a bid bond Id or attached a paper bid bond; an Id must be entered or a paper bid bond must be attached

To be eligible for award, your response must be submitted by October 29, 2014 2:00:00 PM CDT October 29, 2014 2:00:00 PM CDT

**IMPORTANT-** clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button

Back Done