



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: RFQS 5800 JSB4005

Addendum No: 5

Date of Addendum: 04/03/2020

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Clarifications:

A. Responses to this solicitation will be received online as well as by paper or electronic submittal. Submittal instructions for Online Offer Submissions are as follows:

1. ONLINE OFFER SUBMISSION

- 1.1 Due Date and Time. Offers in response to this Solicitation shall be submitted by the Offer Due Date and Time displayed in the Important Dates section of the Solicitation Cover Sheet online. The system time within Austin Finance Online shall be the official time of record.
- 1.2 Vendor Registration. Offerors responding to this Solicitation must be registered as vendors with the City on Austin Finance Online. See Attachment 1, Submitting Offers in Austin Finance Online.
- 1.3 Online Submission. Offers in response to this Solicitation may be submitted electronically, through the City's online financial system, Austin Finance Online. See Attachment 1, Submitting Offers in Austin Finance Online.
- 1.4 Withdrawing and Revising Offers. Offers submitted online in response to this Solicitation may be withdrawn, revised and resubmitted any time prior to the Offer Due Date and Time displayed in the Solicitation Cover Sheet. See Attachment 1, Submitting Offers in Austin Finance Online.
- 1.5 Late Offers. Austin Finance Online will not accept any Offer Submittals submitted after date and time displayed in the Offers Due section of the Solicitation Cover Sheet online.
- 1.6 Openings: The City will not allow any public attendees at solicitation openings. If the City receives any responses to a solicitation delivered to the Purchasing Office as a paper or electronic submittal, those responses will be opened and read aloud at the time stated on the Solicitation Offer Sheet and viewable at the following website:

<http://www.austintexas.gov/department/bid-opening-webinars>

For Offers submitted online, following the date and time displayed in the Offers Due section of the Offer Sheet, the name of each Offeror will be displayed in Austin Finance Online.

B. Attachment 1, Submitting Offers in Austin Finance Online, is included with this Addendum.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



Solicitation ATTACHMENT 1

ATTACHMENT 1. Submitting Offers online using eResponse.

1. **Create a Response.** Find the Solicitation you wish to respond to in Austin Finance Online (AFO), located at: <https://www.austintexas.gov/financeonline/finance/>. If the Solicitation includes the “eResponse” function, it will have a “My Response” section in the Solicitation’s Detail page. Click on “Create Response” to start a Response (Fig. 1).

SOLICITATION DETAILS

SOLICITATION DETAILS [Subscribe](#) [Print PDF](#)

Type: Invitation For Bids (IFB)
Status: Open
Solicitation Number: IFB 7400 TEST9884
Description: TEST SOLICITATION 15/16
Summary: This solicitation is for testing purposes only.

My Response

To begin creating a Response to this Solicitation, click the "Create Response" button below.

See the Solicitation documents in the Attachments section below for further instructions on developing and submitting your Response.

[Create Response](#)

(Fig.1)

- a. Offerors must be logged into AFO in order to create, edit or submit a Response.
- b. If you click on “Create Response” but you have not yet logged into AFO, the system will redirect you to a login screen (Fig. 2). Once you have logged into AFO, the system will take you back to the Solicitation.

AUSTIN FINANCE ONLINE

FINANCIAL DOCUMENTS STRATEGIC PLAN CHECKBOOK UNCLAIMED PROPERTY PROCUREMENT

ACCOUNT LOGIN

Username

Password

[Login](#)

Don't remember your username? [Retrieve your username](#)

Forgot your password? [Reset your password](#)

Don't have an account yet? [Create an account](#)

(Fig. 2)



Solicitation ATTACHMENT 1

- c. Once you click “Create Response”, you will now see a Response ID, Vendor Name, the date that you Created your Response, the date and time you Last Revised your Response and the Status of your Response, which should be “DRAFT” initially (Fig. 3).

SOLICITATION DETAILS

SOLICITATION DETAILS [Subscribe](#) [Print PDF](#) [x](#)

Type:	Invitation For Bids (IFB)
Status:	Open
Solicitation Number:	IFB 7400 TEST9902
Description:	TEST SOLICITATION 1/1
Summary:	

My Response

Price Offer document is required.

Response ID	Vendor	Created	Last Revised	Status
353	TEST VENDOR 10 - JG	12/06/2019, 09:32 AM	12/06/2019, 09:32 AM	DRAFT

[+ Add Files](#)

Filename	Type
----------	------

[Submit Response](#) [Delete](#)

(Fig. 3)

2. **Adding Files to Your Response.** To upload files to your Response click on the blue “+ Add Files” button (Fig. 4).

My Response

Price Offer document is required.

Response ID	Vendor	Created	Last Revised	Status
353	TEST VENDOR 10 - JG	12/06/2019, 09:32 AM	12/06/2019, 09:32 AM	DRAFT

[+ Add Files](#)

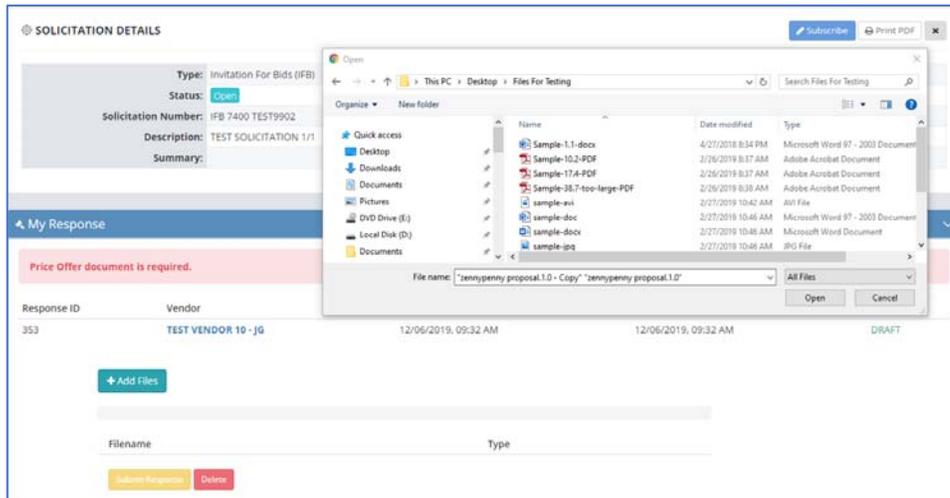
Filename	Type
----------	------

[Submit Response](#) [Delete](#)

(Fig. 4)

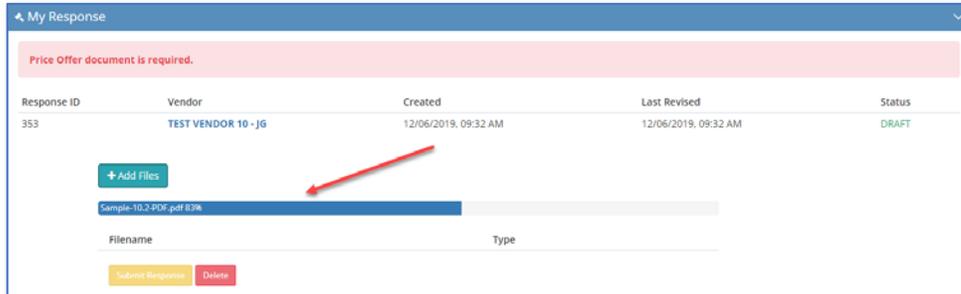


Solicitation ATTACHMENT 1



(Fig. 5)

- After clicking the "+ Add Files" button, a pop-up window will open displaying files on your computer (Fig. 5).
- Navigate on your computer to where your files are located. Select the file you wish to upload and click "Open". The blue indicator bar moving from left to right will show your file being uploaded (Fig. 6)



(Fig. 6)

- Repeat this step to add additional files to your Response.



Solicitation ATTACHMENT 1

3. **File Types Accepted.** The eResponse functionality in AFO supports (accepts) the following electronic file types (Fig. 7).

.PDF	.XLS	.GIF
.DOC	.XLSX	.PNG
.DOCX	.PPT	
.TXT	.PPTX	
.ZIP	.JPG	

(Fig. 7)

4. **Number and Size of Files Allowable.** The eResponse functionality in AFO supports (accepts) no more than ten (10) files in a Response. eResponse will not accept a single file greater than 40 MB.

5. **Identify Your Files.** As you add files, you will see a dropdown menu to the right of the Filename, under “Type”. Use this dropdown menu to select the appropriate file types (Fig. 8).

a. For Invitations for Bids, the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Offer Sheet and all the certifications in that attachment which require completion and signature. You can only identify one (1) file as your “Offer and Certifications.”
- ii. Select “Price Offer” type to identify the file that includes your price submission. You can only identify one (1) file as your “Price Offer.”
- iii. Select the “Technical Offer” type for any files that contain any information required to be submitted other than the Offer and Certifications and Price Sheet. You can identify multiple files as “Technical Offer” types.
- iv. You will not be able to submit your Response if you have not identified at least one file as “Offer and Certification” and another as “Price Offer”. Once you do, the red warning bar across the top of the My Response box will disappear.

b. For Requests for Proposals, the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Offer Sheet and all the certifications in that attachment which require completion and signature. You can only identify one (1) file as your “Offer and Certifications.”
- ii. Select “Price Offer” type to identify the file that includes your price submission. You can only identify one (1) file as your “Price Offer.”
- iii. Select the “Technical Offer” type for any files that contain any information required as part of the proposal submittal requirements in the instructions section. You can identify multiple files as “Technical Offer” types.

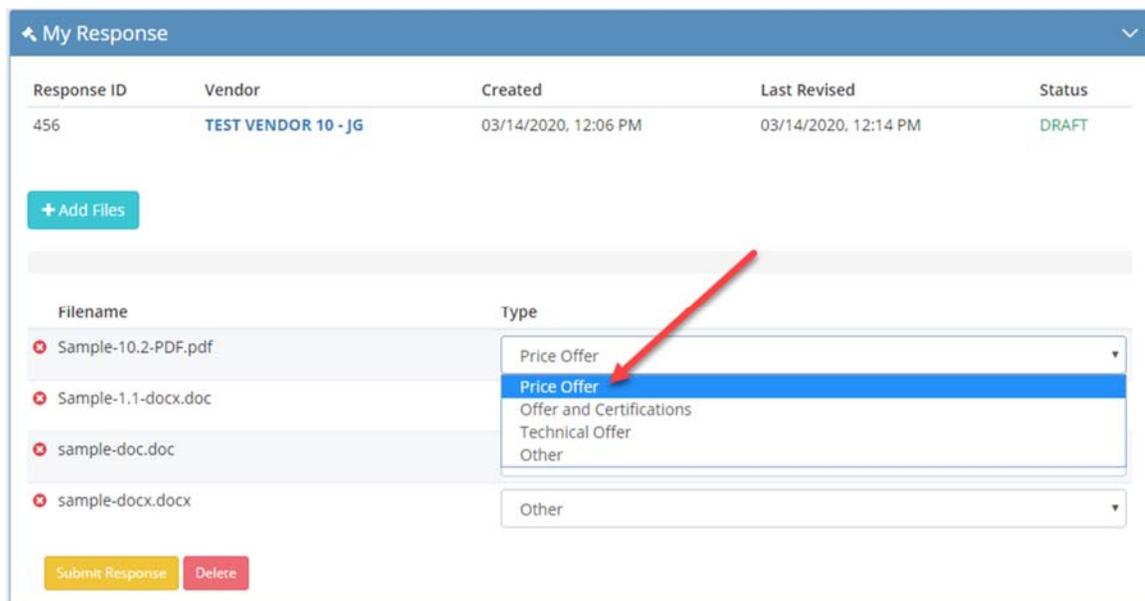


Solicitation ATTACHMENT 1

iv. You will not be able to submit your Response if you have not identified at least one file as “Offer and Certification” and another as “Price Offer”. Once you do, the red warning bar across the top of the My Response box will disappear.

c. For Requests for Qualifications Statements, the following files must be included:

- i. Select the “Offer and Certifications” type for the file which contains your signed Offer Sheet and all the certifications in that attachment which require completion and signature. You can only identify one (1) file as your “Offer and Certifications.”
- ii. Select the “Technical Offer” type for any files that contain any information required as part of the qualifications submittal requirements in the instructions section. You can identify multiple files as “Technical Offer” types.
- iii. You will not be able to submit your Response if you have not identified at least one file as “Offer and Certification”. Once you do, the red warning bar across the top of the My Response box will disappear.



(Fig. 8)

6. Submitting your response. Once you have uploaded and identified the types of all the files you need to for your Response, click the “Submit Response” button (Fig. 9).



Solicitation ATTACHMENT 1

Response ID	Vendor	Created	Last Revised	Status
456	TEST VENDOR 10 - JG	03/14/2020, 12:06 PM	03/14/2020, 12:14 PM	DRAFT

Filename	Type
Sample-10.2-PDF.pdf	Price Offer
Sample-1.1-docx.doc	Offer and Certifications
sample-doc.doc	Technical Offer
sample-docx.docx	Other

Submit Response Delete

(Fig. 9)

- a. After you click the “Submit” button, you will be redirected to the Response History Page of your User Dashboard (Fig. 10). You will be automatically Subscribed to the solicitation when you submit your Response.

Response ID	Solicitation Number	Solicitation Description	Created	Close Date
353	IFB 7400 TEST9902	TEST SOLICITATION 1/1	12/06/2019 09:32	01/03/2020
334	IFB 7400 TEST9900	TEST SOLICITATION 1/1	10/24/2019 01:01	10/28/2019
313	IFB 7400 TEST9895	TEST SOLICITATION 1/1 - SEPTEMBER	10/03/2019 10:06	10/04/2019
238	IFB 7400 TEST9893	TEST SOLICITATION 1/1 - AUGUST	09/05/2019 03:23	09/13/2019
207	IFB 7400 TEST9891	TEST SOLICITATION 1/1	06/06/2019 01:38	06/12/2019
173	IFB 7400 TEST9889	TEST SOLICITATION 1/2	04/15/2019 10:37	04/15/2019
113	IFB 7400 TEST9887	TEST SOLICITATION 2/3	04/05/2019 09:40	04/05/2019
112	IFB 7400 TEST9886	TEST SOLICITATION 1/3	03/29/2019 10:31	03/29/2019
105	IFB 7400 TEST9885	TEST SOLICITATION 16/16	03/10/2019 12:29	03/10/2019
85	IFB 7400 TEST9881	TEST SOLICITATION 12/16	03/09/2019 01:23	03/09/2019
84	IFB 7400 TEST9880	TEST SOLICITATION 11/16	03/09/2019 12:18	03/09/2019
57	IFB 7400 TEST9875	TEST SOLICITATION 6/16	03/08/2019 12:44	03/08/2019
27	IFB 7400 TEST9873	TEST SOLICITATION 4/16	03/07/2019 01:04	03/07/2019
22	IFB 7400 TEST9872	TEST SOLICITATION 3/16	03/07/2019 12:46	03/07/2019
20	IFB 7400 TEST9871	TEST SOLICITATION 2/16	03/07/2019 11:48	03/07/2019

(Fig. 10)

- b. You can return to the Solicitation or your Response through the Response History page, or by navigating directly to the Solicitation in AFO. When you return to the Solicitation, you will notice that your Status (upper right corner of the My Response section) will state “SUBMITTED”. Your Last Revised date and time will update to the date and time you clicked on the “Submit” button.



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- c. If you start a response and don't click "Submit Response", your response will stay in "DRAFT" status. Before the Solicitation's Due Date and Time, you can navigate back to your draft Response and complete it.
 - d. Responses that are still in "DRAFT" status by the Solicitation's Due Date and Time will not be received by the City.
- 7. Withdrawing or Changing A Response After it has been Submitted.** Prior to the Solicitation's Due Date and Time, you may withdraw or modify your Response. You can delete the entire Response or individual files. To Withdraw or Change your Response, navigate back to the Solicitation. You will see your Response and files in the "My Response" section.
- a. To delete the entire Response, click the red "Delete" button at the bottom of the "My Response" section. You will receive an "Are You Sure" message to confirm your intent to delete your Response including all files within it. Click on Yes, to proceed with the deletion.
 - b. To delete individual files within a Response, click the red circle with the white "X" to the left of the file you wish to delete.