



# Atlantic Lottery

## **Supplier User Guide for Responding to Atlantic Lottery Bid Opportunities**

Version 9 – Released January 2025

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## OVERVIEW

The Atlantic Lottery Corporation (ALC) Supply Chain Management team utilizes Biddingo.com, an online e-procurement system, to manage its bid opportunity process.

### HELP & SUPPORT

For problems related to using the ALC Biddingo Portal (ABP) or logging in, please email [info@biddingo.com](mailto:info@biddingo.com) or call Customer Care at **(416) 756-0955**.

To receive all email communication from the ABP, users should add the domain “**biddingo.com**” to their safe senders list.

Biddingo Recommended Browsers are:

- Internet Explorer 11 or later
- Google Chrome 37 or later

If you forgot or lost your password, click the Log-in dropdown button and click the “Forgot password?” hyperlink.

Enter your email address and click the “Send Password Reset Link” button.



### Forgot Password?

Enter the email address you used when you joined and we'll send you instructions to reset your password. For security reasons, we do NOT store your password. So rest assured that we will never send your password via email.

Email Address

username@email.com \*

Send Password Reset Link

### DEFINITIONS

ALC Biddingo Portal (ABP) – The online e-procurement portal where ALC manages its bid opportunity process.

Bid, Solicitation, Tender, RFX – General industry terms used to identify an RFP, RFQ, RFB, RFI, etc.

Procurement Analyst – Each bid opportunity will include a specific named ALC contact. This person is responsible for all aspects of the bid process and should be consulted if you have any questions or concerns at any point during the bid opportunity process.

Request for Bid (RFB) – RFBs are invitations to suppliers to bid on products to be purchased.

Request for Information (RFI) – RFIs are issued in the early stages of the bid process when feedback is sought from the supplier community for their interest in a potential future project.

Request for Proposal (RFP) – RFPs are issued in situations where there is a general understanding of what is required, and the supplier's expertise is needed to develop or perfect the desired product or service based on information provided by ALC. The RFP will include graded evaluation criteria, including price as predetermined by an evaluation committee.

Request for Quote (RFQ) - RFQs are issued when the goods or service required are well defined and readily available. The primary deciding factors in an RFQ process are price and meeting mandatory requirements (if applicable).

Request for Pre-Qualification (RFPQ) – RFPQs are issued to select prequalified suppliers to receive an RFP with respect to the required opportunity.

Supplier - also referred to as “Vendor”. A person, organization, or other entity that currently provides or wishes to provide goods and/or services to ALC.

# **GENERAL FLOW OF SUPPLIER ACTIVITY TO ACCESS & RESPOND TO ALC BID OPPORTUNITIES**

## **STEP 1 - REGISTRATION**

Prior to responding to any ALC bid opportunity, supplier registration must occur within the ABP. This is a one-time account creation and will provide access to all ALC bid opportunities available.

## **STEP 2 – SYSTEM LOGIN & NAVIGATION**

Once the registration step is completed, suppliers can navigate existing opportunities, read and print any associated materials, participate in question and answer forums directly with ALC Supply Chain team members and receive any amendments.

## **STEP 3 – SUBMIT RESPONSE**

Finally, once the bid submission has been created and validated, the supplier can finalize the submission to ALC prior to bid closing.



## **REGISTRATION**

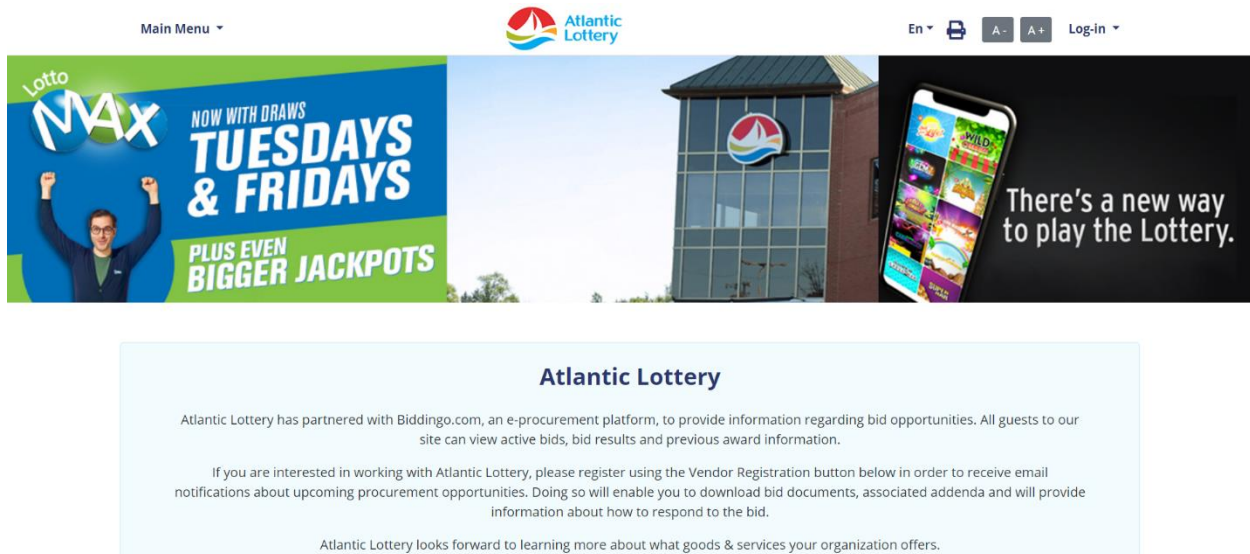
Registration is free and is easily completed. It is mandatory for all suppliers seeking to respond to ALC bid opportunities.

See the Biddingo User Guide Quick Registration on the Supply Chain Management page of [alc.ca](http://alc.ca) - [Supply Chain Management | Atlantic Lottery Corporation](#).

# SYSTEM LOGIN & NAVIGATION

## ALC BIDDINGO PORTAL (ABP) HOME PAGE

The ABP Home Page is the central point of access for all ALC Bid Opportunities. From here, you can view bid information, download bid documents and subsequently respond to ALC bids. You can also monitor bids in which you are participating and manage any draft responses you have.



## MAIN MENU

The Main Menu dropdown feature enables users to navigate through the various components of the portal, including:

- **Vendor Registration** – Allows suppliers to establish a user profile in the ABP and participate in bids.
- **Biddingo Vendor New Features** – allows suppliers to see Biddingo system enhancements.

## LOG-IN

Registered suppliers can use the “Log-in” dropdown in the top right-hand corner of the screen to log in to the ABP. You must be a registered supplier and logged in to the ABP in order to download bid documents.

## HOME PAGE NAVIGATION

Prior to logging in, users are defaulted to the “List of Solicitations” view which shows all ALC bid opportunities, regardless of status (Open for Bidding, Closed, Awarded, and Cancelled). Users can search, filter, and view solicitation details, but cannot download solicitation documents unless they are logged into the ABP.

Once logged in, users will see two tabs on their home page:

1. List of Solicitations
2. My Bids



## LIST OF SOLICITATIONS

The List of Solicitations tab shows all ALC’s bids, including bids that are “Open for Bidding,” “Closed,” “Awarded”, and “Cancelled”. Users can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Keyword Search** – Narrow your view by searching for a word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.
- **Date Range Search** – Narrow your view by searching for bids that fall within a date range based on the Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.
- **Status Filter** – Click the magnifying glass under “Status” to select one or more statuses to filter your view.

<input type="text" value="Search Keyword"/>	Category All Categories ▼	<input type="button" value="Q"/>
<input type="text" value="Choose start date 📅"/>	<input type="text" value="Choose end date 📅"/>	Type Closing Date ▼
		<input type="button" value="Reset"/>
Status <input type="button" value="Q"/>		

From the List of Solicitations tab, you can see basic information about a solicitation to help you identify solicitations you want to view. Once you have identified a solicitation you would like to view, click on the Solicitation Number or Solicitation Name to access the bid.



Solicitation Number	Solicitation Name	Closing Date (MM/DD/YYYY)	Date Posted (MM/DD/YYYY)	Days Left	Status Q
2020-14 RFQ	Java Software	06/05/2020 10:00 AM ET	06/03/2020	2 days	Open for Bidding
2020-11 RFQ	RFQ Template	06/30/2020 02:00 PM AT	06/02/2020	27 days	Open for Bidding

## **MY BIDS**

The My Bids tab shows a focused view of solicitations that pertain to you based on solicitations you are either participating in or following. Solicitations are grouped into a few different categories:

- **My Bid Opportunities** – Bids where you have downloaded bid documents and are considered a document taker.
- **Invitation Received** – Bids you have been invited to bid on by ALC.
- **Solicitations I’m Following** – Bids you have opted to follow by selecting the “Follow” button within a given bid.
- **Bid Submitted** – Bids to which you submitted a response.

Like the List of Solicitations view, you can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Category Search** – Narrow your view to bids in only one of the categories listed above (e.g., My Bid Opportunities).
- **Keyword Search** – Narrow your view by searching for a word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.
- **Date Range Search** – Narrow your view by searching for bids that fall within a date range based on the Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.
- **Status Filter** – Click the magnifying glass under “Status” to select one or more statuses to filter your view.

## **VIEW A BID**

From the “List of Solicitations” or “My Bids” tab, click on the Solicitation Number or Solicitation Name to view the bid. A bid is made up of some or all the following components, which vary based on the opportunity and ALC’s business requirements:

- Solicitation Overview
- Solicitation Document(s)
- Online Submission
- Intent to Respond (ITR)
- Site Meeting (if applicable)
- Q&A Board (if applicable)
- Amendment(s) (if applicable)
- Document Takers (ALC has chosen not to share this information)

- [+ Solicitation Overview](#)
- [+ Solicitation Document\(s\)](#)
- [+ Online Submission](#)
- [+ Intent to Respond \(ITR\)](#)
- [+ Q&A Board](#)
- [+ Amendment\(s\)](#)
- [+ Document Takers](#)

Additionally, you have the option to follow the bid by clicking the “Follow” button below the bid title.

## UX Services / Services EU



### Solicitation Overview

Provides a high-level overview of the bid, including key information like Closing Date, Bid Status, as well as Site Meeting and/or Question Deadline, if applicable.

☰ Solicitation Overview

### Atlantic Lottery Corporation

Java Software

2020-14 RFQ

Closing Date: 06/05/2020 10:00:00 AM ET

Detail:

Atlantic Lottery intends to select a qualified Supplier to provide Java Software.

Solicitation Number	2020-14 RFQ	Closing Date	06/05/2020 10:00 AM ET
Solicitation Name	Java Software	Status	Open for Bidding
Published Date	06/03/2020	Question Deadline	06/04/2020 02:00:00 PM ET

**Want to bid on this opportunity?**

1. Review the bid document(s) thoroughly; [Go to Download Document](#)
2. Complete and submit your responses following the instructions in the documents;
3. Atlantic Lottery Corporation may ask you to **attach files or enter your responses online** by completing forms when you respond.

**Quick Glance at this bid**

✓	<b>Online submission only (eBid)</b>
	Atlantic Lottery Corporation is only accepting online responses submitted for this bid.
✓	<b>Q&amp;A Board</b>
	Any questions about this bid? Click here to submit them. Atlantic Lottery Corporation may post responses here or may issue an addendum responding to your questions. <a href="#">Go to Q&amp;A Board</a> →

Atlantic Lottery Corporation is using Biddingo's platform to publish solicitations. This guideline has been provided to assist you with the steps.  
Note that information in the addendum and solicitation documents supersedes what is provided in this guideline.  
Biddingo is not responsible for any errors/omissions in the guideline.

## NDA Requirement

Some bids require an NDA document to be submitted before you can download and access bid document(s).

Select "Go to NDA Document(s)" to go to the Non-Disclosure Agreement (NDA) Required section of the Solicitation Overview.

**Want to bid on this opportunity?**

**NDA Requirement: YES**  
Atlantic Lottery Corporation's bid documents contain sensitive information.  
To access the bid documents, please complete and sign the Non-Disclosure Agreement (NDA), as per the following steps:

**Complete the following steps:**

1. Access the NDA document online.  
[Go to NDA document\(s\)](#)
2. To upload your NDA, follow these steps:
  - print the NDA;
  - physically sign it;
  - scan the executed agreement;
  - upload it; and
  - submit.

Atlantic Lottery Corporation will review the executed NDA, and approve or reject it.
3. Once approved, the system alerts you via email. You can also log into your account, and check the NDA category for the approval status.
4. Download/access all relevant documents, and complete your responses.  
[Go to NDA Document\(s\)](#)

Atlantic Lottery Corporation is using Biddingo's platform to publish solicitations. This guideline has been provided to assist you with the steps.  
Note that information in the addendum and solicitation documents supersedes what is provided in this guideline.  
Biddingo is not responsible for any errors/omissions in the guideline.

Select "NDA Submission".

**Non-Disclosure Agreement (NDA) Required**

Non-disclosure Agreement (NDA) is required by Bid Owner.  
To access all solicitation documents, you need to agree to the NDA and wait for Bid Owner approval.

Status: Incomplete    NDA Submission Type: File Submission

[NDA Submission](#)    [Download NDA Document](#)

Download and complete the NDA document for upload and submission through the following interface, or simply review and accept the NDA online.

To access all solicitation documents, you need to agree to the NDA and wait for Bid Owner approval. → Incomplete

Please download the NDA document. After completing and signing the NDA document, upload it in the section below, and click on 'Submit'.

[Download NDA Document](#)

Attachment

Drag files here or [Choose File](#) No file chosen

[Submit](#)

Note that the NDA must be approved by the Bid Owner before you will be able to access the bid document(s). You will receive a confirmation email that it has been submitted and pending review.

You should receive an email stating that your NDA has been approved.

Upon login, you will see the following stating Status: Approved.

**Non-Disclosure Agreement (NDA) Required**

NDA (Non-Disclosure Agreement) Document has been approved.  
To access all solicitation documents, you need to agree to the NDA and wait for Bid Owner approval.

Status: Approved    NDA Submission Type: File Submission

### Solicitation Document(s)

All attached bid documents are accessible from the Solicitation Document(s) component. From here you can download and access bid document(s).

Select "View Bid Documents" to see an onscreen view of the RFP. From there you can select to Print as a PDF. Or you can click "Download All Document(s), or even just preview by clicking the "Preview" button.

[Download All Document\(s\)](#)

Solicitation Document

[View Bid Documents](#)

By clicking the "View Bid Document" button, you will view the entire official bid document from the Buyer, and the names of all the attachments associated with it. To acquire all the attachments, you must download the entire bid document by clicking the "Download Bid Document" button, which will include all attachments, along with the bid document.

[Preview](#)

If proponents are required to respond to the RFX within the system, there will not be a Requirements document as an attachment. You can, however, download via pdf or Excel.

Under Online Submission, click "Click Here to Start Submission."

Online Submission

Online Submission Form (Response Not Started)

[Click Here](#) to Start Submission.

Close the pop up for Bid Response Checklist Items.

Click "Download Document as PDF/Excel".

Bid Closes in: **22 days 00:53:00** Submission Status: **Response Not Started** **Enterprise Service Platform**  
Published by: Atlantic Lottery Corporation

[Click here](#) to submit your response >

Table of Contents Response Contents **Details** Full screen

Mandatory Field [Download Document as PDF/Excel](#)

### Site Meeting/Pre-Bid Meeting

At ALC's discretion, your attendance may be mandatory or recommended at a site or pre-bid meeting. If a site/pre-bid meeting is mandatory, you must attend or risk disqualification from the bid process. Always refer to the bid document(s) for specific instructions.

Information such as date, time, and address are posted for both mandatory and recommended site/pre-bid meetings.

Site Meeting

Site Meeting Date Recommended 08/05/2020 10:00 AM ET (MM/DD/YYYY) 922 Main Street, Moncton, NB E1C 8W6

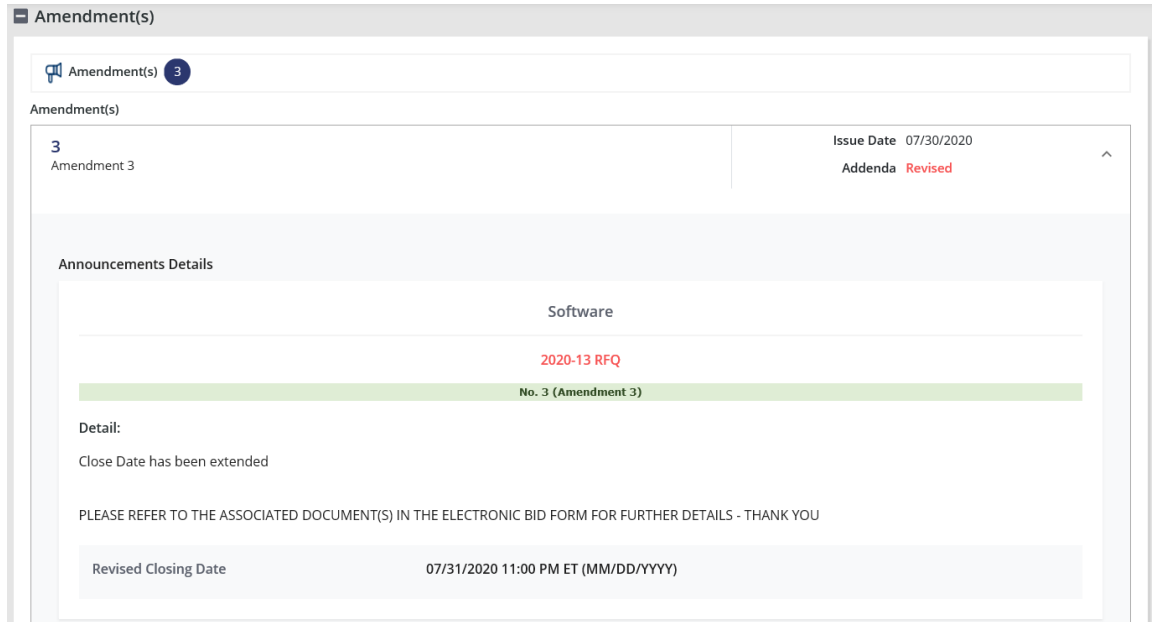
Details:  
ALC will be holding a Site Meeting to allow proponents the opportunity to review the site.

### Amendment(s)

Throughout the course of a bid, the Procurement Analyst may choose to modify or update the bid document by way of an amendment (e.g., solicitation amendments, clarifications, extensions).

Amendment documents are characterized by name, number, and issue date.

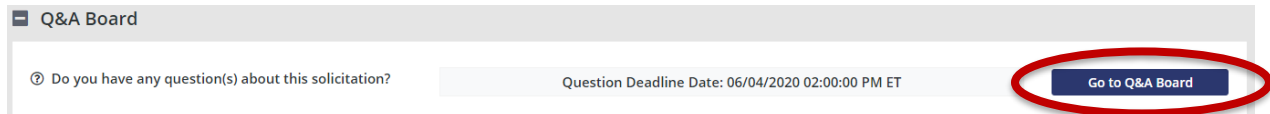
Amendments should be reviewed in their entirety and bid responses should be modified as per the instructions therein.



## Q&A Board

Questions can be submitted during the open question and answer period on the Q&A Board.

Select “Go to Q&A Board.”



Select “+ Add New Question” to submit a question.

- When you submit a question, your company name will remain confidential; however, your question can be viewed by other document takers.
- Questions cannot be submitted after the deadline period.
- It is at ALC’s discretion to respond to any questions it receives, make the responses public, or issue an amendment to formally address all questions.

## Q&A Board

[View Bid Detail](#)

Solicitation Number	2020-14 RFQ	Closing Date	06/05/2020 10:00 AM ET
Solicitation Name	Java Software	Status	Open for Bidding
Published Date	06/03/2020	Question Deadline	06/04/2020 02:00:00 PM ET

### Question(s) from Suppliers

When the online Q & A Board is activated it means the Agency is accepting questions or inquiries from suppliers directly through Biddingo.com.

- You have the ability to submit unlimited questions/inquiries through Biddingo.com until the Q & A deadline.
- When you submit a question through this portal your company name and the question will remain confidential.
- It is at the Agency's sole discretion to respond to individual question, and make the response public or issue an addendum/amendment to formally address all the questions.

[+ Add New Question](#)

- Enter your question Title and Details. Add Attachments if required and click Submit.

Title  
Pricing

Will you accept discounted pricing for a term longer than 12 months?

Attachment

Drag files here or [Choose Files](#) No file chosen

List of Attachment

Attachment	Description
------------	-------------

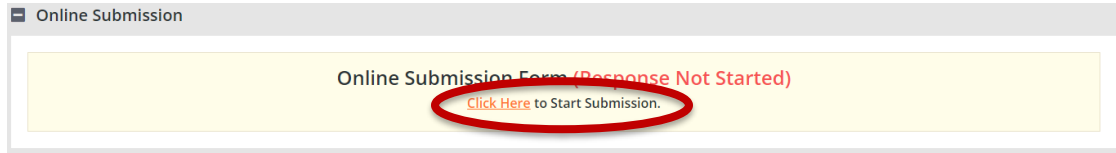
[Close](#) [Submit](#)

- Your question will then appear in your list of submitted questions.

## RESPONDING TO AN RFX

### Notes:

- For multi-category RFPs, respond only to the Categories you are interested in, unless otherwise directed in the requirement instructions.
- For open RFPs, follow the submission instructions in the RFP Requirements.
- Not all RFXs have the same Requirement sections (i.e., Mandatory, Graded).
- The system will not let you submit your response unless it is complete.
- Please read all bid documents in their entirety.

Step	Action
1.	Login to Biddingo and navigate to the RFX you wish to respond to. To do so, follow the instructions in <a href="#">List of Solicitations</a> .
2.	Under Online Submission, click <b>Click Here</b> . 



3. The following screen will appear. It displays the Requirements that require a response prior to submitting.

Click **Go to Response** for the first listed Requirement section.

## UX Services / Services EU

**Response Not Started**

**You have not yet submitted your eBid response.**

In order to submit your bid, please complete the following:

1. Complete all required items, including acknowledgement of amendments and agreement to the Terms of Use.
2. Click the **Submit** at the bottom of the Bid Response Checklist and Submission Form.

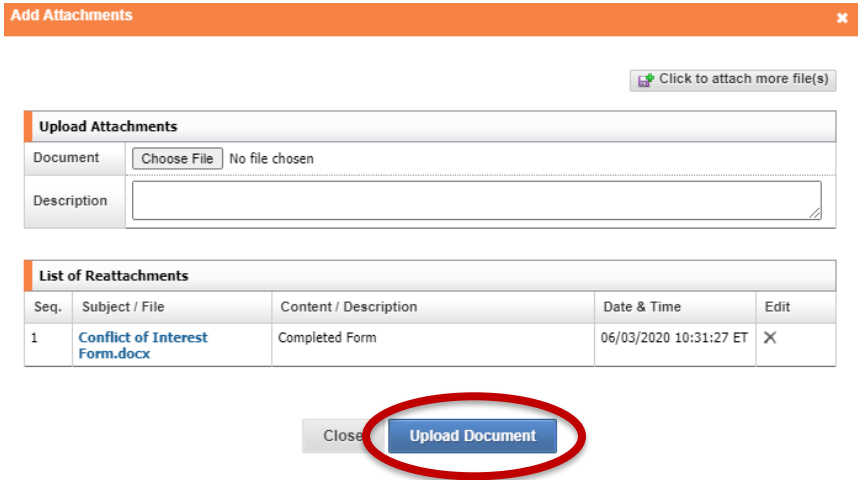
### Required Items to Complete

The following mandatory items must be completed in order to submit your eBid response:

Seq	Content #	Content Name	
1	6.3	Mandatory Requirements	<b>Go To Response</b>
2	6.4.1	Proponent Viability	<b>Go To Response</b>
3	6.4.2	UX Experience	<b>Go To Response</b>
4	6.4.3	Role Base Experience	<b>Go To Response</b>
5	6.4.4	Privacy & Information Management	<b>Go To Response</b>
6	6.4.5	Artificial Intelligence	<b>Go To Response</b>
7	6.4.6	Price	<b>Go To Response</b>

Step	Action												
	<p style="text-align: center;"><b>Addendum / Amendment Confirmation</b></p> <p>I (the vendor) acknowledge and accept all addenda and amendments issued.</p> <table border="1"> <thead> <tr> <th>Confirm</th> <th>Seq</th> <th>Addendum/Amendment Number</th> <th>Addendum/Amendment Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>1</td> <td>Amendment 1</td> </tr> </tbody> </table>	Confirm	Seq	Addendum/Amendment Number	Addendum/Amendment Name	<input type="checkbox"/>	1	1	Amendment 1				
Confirm	Seq	Addendum/Amendment Number	Addendum/Amendment Name										
<input type="checkbox"/>	1	1	Amendment 1										
	<p style="text-align: center;"><b>Attachments Confirmation</b></p> <table border="1"> <thead> <tr> <th>Type</th> <th>File Name</th> <th>Download Date</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>Conflict of Interest Form.docx</td> <td>-</td> </tr> <tr> <td>Original</td> <td>Contractor Safety Manual.docx</td> <td>-</td> </tr> <tr> <td>Original</td> <td>RFP 2024-19 Pricing Template.xlsx</td> <td>-</td> </tr> </tbody> </table> <p><input type="checkbox"/> I confirm that I have read the entire bid document and any attachments, addenda and amendments that have been added to this bid. <a href="#">View Documents</a></p>	Type	File Name	Download Date	Original	Conflict of Interest Form.docx	-	Original	Contractor Safety Manual.docx	-	Original	RFP 2024-19 Pricing Template.xlsx	-
Type	File Name	Download Date											
Original	Conflict of Interest Form.docx	-											
Original	Contractor Safety Manual.docx	-											
Original	RFP 2024-19 Pricing Template.xlsx	-											
	<p style="text-align: center;"><b>Electronic Bid Response Terms of Use</b></p> <p>By completing and submitting this Electronic Bid Response Form:</p> <ol style="list-style-type: none"> <li>1. I confirm that I have the authority to submit this Electronic Bid Response Form on behalf of my company.</li> <li>2. I confirm that all the information submitted on the Electronic Bid Response Form is true and complete to the best of my knowledge.</li> <li>3. I understand that failure to provide complete and correct information may result in my bid response being disqualified.</li> <li>4. I understand that the information provided on the Electronic Bid Form will be accessed by the organization(s) publishing the bid, which may make some or all the information provided a matter of public record according to its bylaws.</li> <li>5. I understand that Bidding.com cannot guarantee uninterrupted working of the service for reasons beyond its control and that Bidding.com will make reasonable efforts to restore the service.</li> </ol> <p style="text-align: center;"><b>You must complete all required items (including any pre-conditions) in order to submit. Until you have received the electronic receipt for your bid submission you have not submitted your bid.</b></p> <p style="text-align: center;"><input type="button" value="Close"/></p> <p style="text-align: center;"><b>Response Not Started</b></p>												

Step	Action																																																																		
4.	<p>The top left displays the <b>Bid Close Date and Time</b> and <b>Submission Status</b>.</p> <p>Beneath that are the Table of Contents and Response Contents lists. You may toggle between the two.</p> <p>The <b>Table of Contents</b> view shows all RFX content while the <b>Response Contents</b> view shows only those requirements that require a response.</p> <p>Click on each Requirement Name where <b>Response Required</b> is stated and provide your answer accordingly.</p> <div data-bbox="316 619 1409 714" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Bid Closes in: <b>8 days 17:21:16</b> Submission Status: <b>Response Not Started</b> Document for <b>2020-09 Test RFP for User Guide</b>  <small>Published by: Atlantic Lottery Corporation</small></p> <p style="text-align: center;"><a href="#">Click here to submit your response &gt;</a></p> </div> <div data-bbox="503 724 1226 1690" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Table of Contents</th> <th style="text-align: left;">Response Contents</th> </tr> <tr style="background-color: #2c3e50; color: white;"> <th style="text-align: left;">Amend.</th> <th style="text-align: left;">Content #</th> <th style="text-align: left;">All Contents ?</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td colspan="3"><b>The Deliverables</b></td> </tr> <tr><td></td><td>1.1</td><td><u>The Deliverables</u></td></tr> <tr><td></td><td>1.2</td><td><u>Contract Term</u></td></tr> <tr><td></td><td>2</td><td><u>General Information</u></td></tr> <tr><td></td><td>2.1</td><td><u>Sections and Weights</u></td></tr> <tr><td></td><td>2.2</td><td><u>RFP Submission Date and Time</u></td></tr> <tr><td></td><td>2.3</td><td><u>Evaluation Note</u></td></tr> <tr><td></td><td>2.4</td><td><u>No Guarantee of Work</u></td></tr> <tr><td></td><td>2.5</td><td><u>No Bonus Points</u></td></tr> <tr><td></td><td>2.6</td><td><u>RFP Process Feedback</u></td></tr> <tr style="background-color: #e6f2ff;"> <td colspan="3"><b>Mandatory Requirements</b></td> </tr> <tr><td></td><td>3.1</td><td><u>On Premises</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>3.2</td><td><u>Data Integration</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>3.3</td><td><u>Exchange Server Connection</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>3.4</td><td><u>Configurable Reservation Information</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>3.5</td><td><u>MS Exchange v2019</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>4</td><td><u>Graded Requirements</u></td></tr> <tr style="background-color: #e6f2ff;"> <td colspan="3"><b>Vendor Viability</b></td> </tr> <tr><td></td><td>4.1.A</td><td><u>Corporate Summary</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> <tr><td></td><td>4.1.B.</td><td><u>Years in Business</u> <span style="float: right; background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Response Required</span></td></tr> </tbody> </table> </div>	Table of Contents		Response Contents	Amend.	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5.	<p>If the Requirement requires a document to be completed and reattached, simply click on the hyperlink to the document name to download it. Complete the document and click <b>Upload Document</b> to attach it.</p> 
6.	<p>If the Requirement is a Mandatory, simply answer Yes or No.</p> <p>→ <b>6.3.1</b> *</p> <p>Ability to Provide Deliverables The Proponent must represent to ALC in its Proposal that it has carefully examined the RFP Requirements, Terms and Conditions and any attached documents and has a clear and comprehensive knowledge and understanding of the Deliverables required under the RFP. The Proponent must represent to ALC in its Proposal that it has the capability to provide the Deliverables substantially in accordance with the requirements of the RFP for the pricing contained in its Proposal. The content of the Proponent's Proposal must confirm to the reasonable satisfaction of ALC that the Proponent has the capability to provide the Deliverables substantially in accordance with the requirements of the RFP for the pricing contained in its Proposal.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
7.	<p>For Graded Requirements, provide your answer in the Response area.</p> <p>If you are attaching a document as a reference point for your answer, it can be uploaded here as well.</p> <p>→ <b>A.</b> *</p> <p>Provide a brief Corporate Summary including: o Complete legal company name. o Corporate head office and branch locations. o Nature of the company and years in business. o Outline of Company Ownership Structure. o Number of direct employees. o Primary business. o List of services offered. o Certifications (if applicable). o List all relevant industry association affiliations and any awards or industry recognition that your agency has been recognized for over the past 3 years. o Name, title, and contact information for RFP contact.</p> <p><a href="#">Click to Attach</a></p>


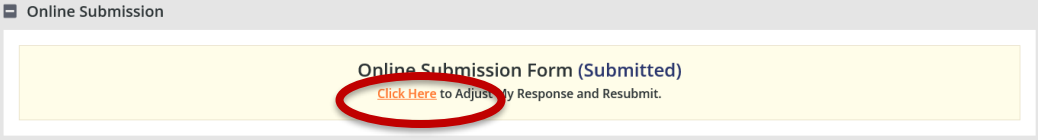
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8.	<p>Enter Pricing as required. This will either be directly in the cell(s) provided or via an attachment to be downloaded, completed and reattached.</p> <p>Direct:</p> <p>3. Pricing</p> <table border="1" data-bbox="311 443 1411 516"> <thead> <tr> <th>Amendment</th> <th>Item number</th> <th>Item Name</th> <th>UCM</th> <th>Quantity</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td></td> <td>Bid Form</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>Java Desktop SE Subscription 700 Named Users (12 months)</td> <td>year</td> <td>1.00</td> <td></td> </tr> </tbody> </table> <p>Attachment:</p> <p>1</p> <p>Pricing Response attachment</p> <p>Original Attachments</p> <p>- RFP 2024-19 Pricing Template.xlsx</p> <p>Download</p> <p>Click to Attach</p>	Amendment	Item number	Item Name	UCM	Quantity	Unit Price		Bid Form						1	Java Desktop SE Subscription 700 Named Users (12 months)	year	1.00	
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9.	<p>Once a response has been entered, you are able to make changes by clicking <b>Response Contents</b> and then <b>Edit My Response</b>.</p> <p>6.4.1</p> <p>Proponent Viability</p> <p>Edit My Response</p>																		
10.	<p>To ask a question related to the RFX, click <b>View Bid Detail</b> and follow the instructions in <b>Q&amp;A Board</b> under <a href="#">View a Bid</a>.</p> <p>Bid Information</p> <p>View Bid Detail View Bid List</p>																		
11.	<p>To view and/or print the RFX with or without your responses, click one of the two links for printing found under the <b>Select Menu</b>.</p> <p>Select Menu</p> <ul style="list-style-type: none"> <li>Export all items to Excel</li> <li>Print Bid Form without Response (PDF)</li> <li>Print Bid Form with Response (PDF)</li> <li>F.A.Qs</li> </ul>																		
12.	<p>Once you are ready to submit your response, click one of these two buttons at the bottom of the screen.</p> <p>Review Response Before Submission</p> <p>View Checklist Items</p>																		

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13.	<p>Review your submission information and click the checkbox for “I have read and agree to the Terms of Use” and click <b>Submit</b>.</p> <div data-bbox="321 352 1406 653" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center;"><b>Electronic Bid Response Terms of Use</b></p> <p>By completing and submitting this Electronic Bid Response Form:</p> <ol style="list-style-type: none"> <li>1. I confirm that I have the authority to submit this Electronic Bid Response Form on behalf of my company.</li> <li>2. I confirm that all the information submitted on the Electronic Bid Response Form is true and complete to the best of my knowledge.</li> <li>3. I understand that failure to provide complete and correct information may result in my bid response being disqualified.</li> <li>4. I understand that the information provided on the Electronic Bid Form will be accessed by the organization(s) publishing the bid, which may make some or all the information provided a matter of public record according to its bylaws.</li> <li>5. I understand that Biddingo.com cannot guarantee uninterrupted working of the service for reasons beyond its control and that Biddingo.com will make reasonable efforts to restore the service.</li> </ol> </div> <div data-bbox="688 663 1019 772" style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> I have read and agree to the Terms of Use.         <div style="display: inline-block; margin-left: 100px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Cancel</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #333; color: white; margin-left: 10px;">Submit</span> </div> </div>
14.	<p>You will receive an on-screen confirmation of your submission.</p> <p>Click <b>Close</b>.</p> <div data-bbox="315 957 1406 1247" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0e0e0; text-align: center;"> <p><b>Your response was submitted on Sunday, August 02, 2020 at 21:25:58 PM ET</b></p> <p>An email confirmation notice was sent to 'willy@wonka.com'. To print a copy of the eReceipt, <a href="#">click here</a>.</p> <p>To save a copy of your eBid response, <a href="#">click here</a>.</p> </div> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Close</span> </div> </div>
15.	<p>Your Submission Status changes to Submission Completed.</p> <div data-bbox="310 1381 1406 1436" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Submission Status: <b>Submission Completed:</b> Sunday, August 02, 2020 at 21:51:28 PM ET</p> </div>

## ADDITIONAL ACTIONS WITHIN THE ABP

### UPDATE OR WITHDRAW A RESPONSE

The following are step by step instructions for updating or withdrawing a bid response any time before the Closing Date:

Step	Action
1.	<p>Login to Biddingo and scroll to the list of <b>Bid Submitted</b>. Click on the RFX number you wish to withdraw your response from to update your response to.</p> 
2.	<p>Under Online Submission, click <b>Click Here</b>.</p> 
3.	<p>To <u>Update your response</u>:</p> <p>Make the required changes and resubmit as per the steps in <a href="#">Responding to an RFX</a>.</p>

Step	Action
4.	<p>To <u>Withdraw your response</u>:</p> <p>Click <b>Withdraw my eBid Response</b>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 3px;">Review Response Before Submission &gt;</span> <span style="background-color: #76b82a; color: white; padding: 2px 10px; border-radius: 3px;">View Checklist Items &gt;</span> <span style="background-color: #c00000; color: white; padding: 2px 10px; border-radius: 3px;">Withdraw my eBid Response &gt;</span> </div> <p>Enter your <b>Withdrawal Comments</b> and click <b>Confirm</b>.</p> <div style="border: 1px solid #ccc; background-color: #f96; padding: 2px 5px; margin: 5px 0;">Warning <span style="float: right;">x</span></div> <p>Are you sure you want to withdraw your submission? Your responses will be permanently deleted.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <p>Withdrawal Comments:</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span style="background-color: #ccc; padding: 2px 10px; border-radius: 3px; margin-right: 5px;">Cancel</span> <span style="background-color: #e67e22; color: white; padding: 2px 10px; border-radius: 3px;">Confirm</span> </div> </div> <p>The Submission Status changes to <b>Response Not Started</b>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Submission Status: <span style="background-color: #c00000; color: white; padding: 2px 10px; border-radius: 3px; font-weight: bold;">Response Not Started</span></p> </div>

### **BID RESULT**

Bid Result displays the list of Bidders and the price (if applicable) and are unofficial until the Bid Award is posted.

### **BID AWARD**

Users can view the successful bidder's information and bid price (if applicable).

If applicable, the Procurement Analyst may post a Notice of Award attachment to announce the successful bidder as a public announcement.

The Bid Award information is official.