Acknowledging and Accepting the Amendment in eProcurement

The RFP you are interested in has been amended. In order to start an application, you will need to acknowledge and accept the amendment first in order to start your application. (Please not that the RFP shown in this and subsequent slides is an example, not the actual CEL RFP).

To accept the amendment, click on "View Amendment History".

If the RFP has not been amended, select "Create Quote" from the drop down menu in the "Actions" box and click on "Go". This will take you to the application page, where you can get started.



To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1). To review the amended changes to the RFP, click on the infinity or eyeglass icon (2). To acknowledge receipt and understanding of these changes and proceed, click on the "Acknowledge Amendments" button (3).

By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

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	Negotiations				
	Negotiations > Active Solicitations > RFQ: 6459,1 >				
	Amendment History (RFQ 6459)				
	To be considered for award you must acknowledge each amendment and submit (or resubmit) all your res	sponses to ensure that they comply with the chan	iges.		Acknowledge Amendments
	Show All Details Hide All Details				
/	Details Document Number Title		Status	Acknowledgement Date	Review Changes
	Hide 6459,1 Community Housing Development Organization (CHDO) Certain Certa	tification	Active		2 00
	Amendment Description This addendum is to remind applicants Published Date 28-Aug-2018 13:25:01	that the CHDO certification and recertifica	ation proce	ess is not a request for funding. Close Date 14-Aug-2020 14:01:	32
	Community Housing Development Organization (CHDO) Ce	tification	Amended		
	Return to RFQ: 6459,1 Negotiati	ons Home Logout Preferences Help		3	Acknowledge Amendments

When you get to this screen, click on the "I accept..." check box and then click on "Acknowledge"

Jegotiations > Active Solicitation	ns > RFQ: 64	59,1 > Amendment History (RFQ 6459) > Review Changes (RFQ 6459 RFQ 6459,1) >	
Acknowledge Amendment (RFQ	6459,1)		
o be considered for award you mu	st acknowledge	each amendment and submit (or resubmit) your response to ensure your response complies with the changes.	Cancel Acknowledg
☑ I accept the terms and co	onditions of the R	FQ and also acknowledge the changes made to the RFQ amendment document 6459,1.	
Header			
Label	RFQ 6459	RFQ 6459,1	
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.	
lotes and Attachments			
RFQ 6459			

Click on "Yes" to indicate that you confirm your acknowledgement of the amendment.

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Negotiations and a second s	
Confirmation All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?	
If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.	No Yes

Negotiations Home Logout Preferences

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Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on "Accept" to accept them.

This is the final step in acknowledging and accepting the amendment.

The following terms and conditions must be accepted before a quote is placed in this RFQ. City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their on visk. The City disclaims all holliby that may result or anse from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.										Ferms and Conditions
ity makes no representations or warranties that the electronic procurement system utilized by the CIV on any procurement if accurately and timely transmit any bidder's bid or proposed or any other information to the CiV. All bidders use this yatem at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the procurement system, including claims for lost profits and consequential damages.	Cancel Acce					blaced in this RFQ.	cepted before a quote is p	conditions must be ac	he following terms and	
\checkmark						e City on any procurement y. All bidders use this ny bidder of the	ment system utilized by ther information to the r arise from the use by I damages.	hat the electronic procurer s bid or proposal or any ot II liability that may result o t profits and consequential	ations or warranties th y transmit any bidder's . The City disclaims al iccluding claims for lost	ity makes no represen vill accurately and time ystem at their own risk procurement system, i
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If you have further questions....

eProcurement Questions

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