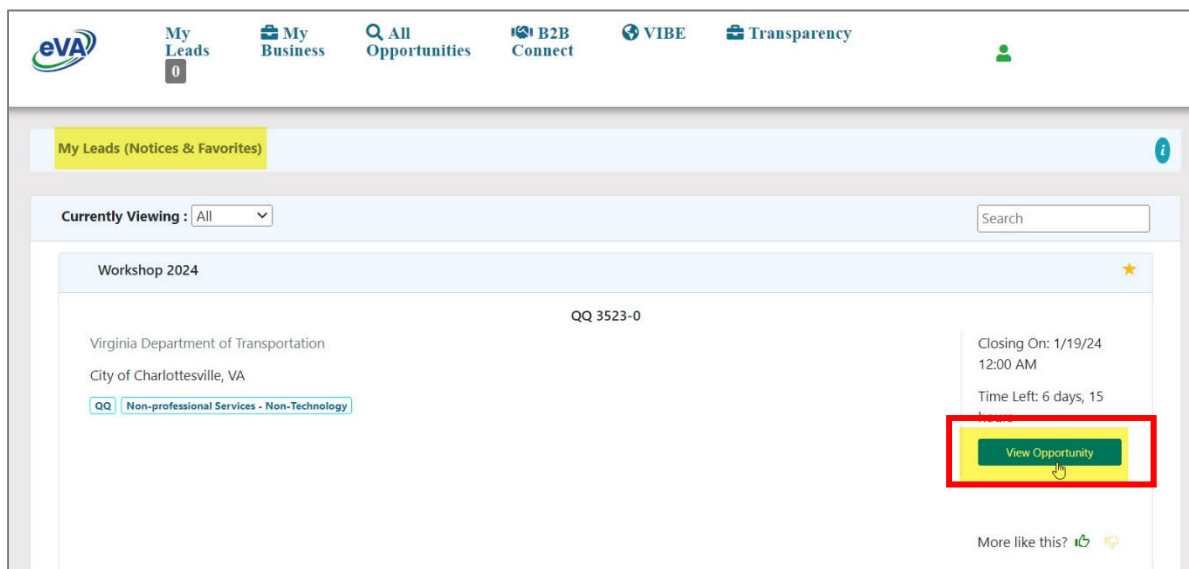


HOW TO RESPOND TO A QUICK QUOTE

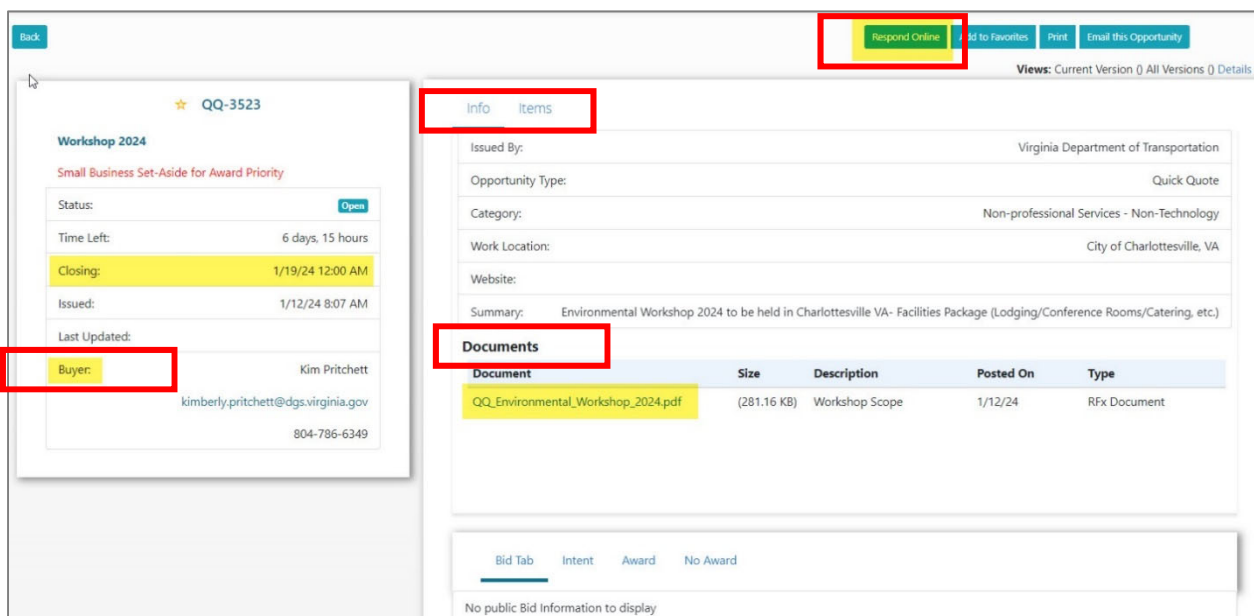
You received your daily *Leads* notification email or perhaps saw a solicitation posted on the *Virginia Business Opportunities* (VBO) page of the eVA website and you'd like to submit a bid.

Follow these steps:

1. From My Leads, click View Opportunity.

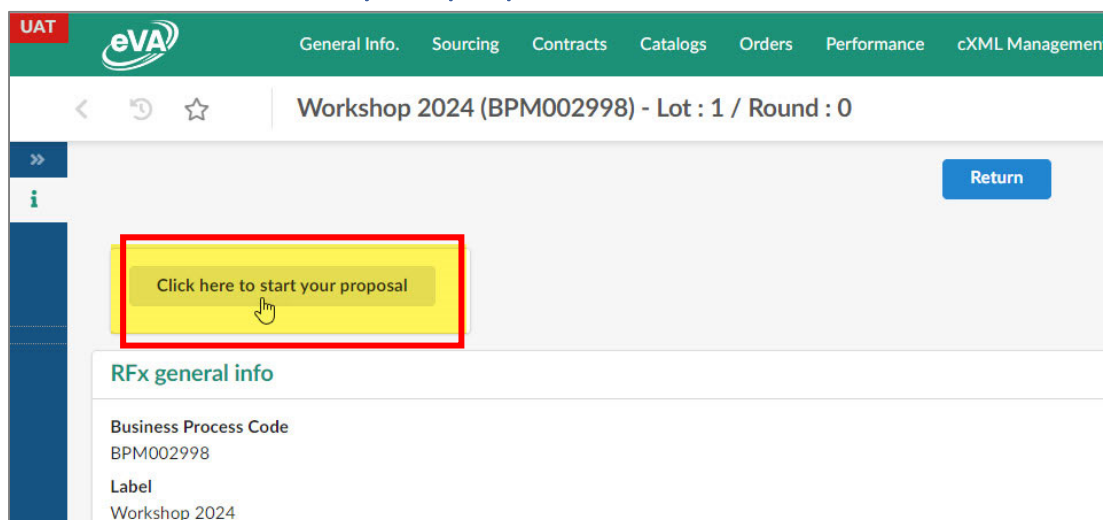


2. Review all information on the Info and Items tabs. Make sure to thoroughly read all attachments under Documents. And if you have questions, contact the Buyer. When you're ready, click Respond Online.



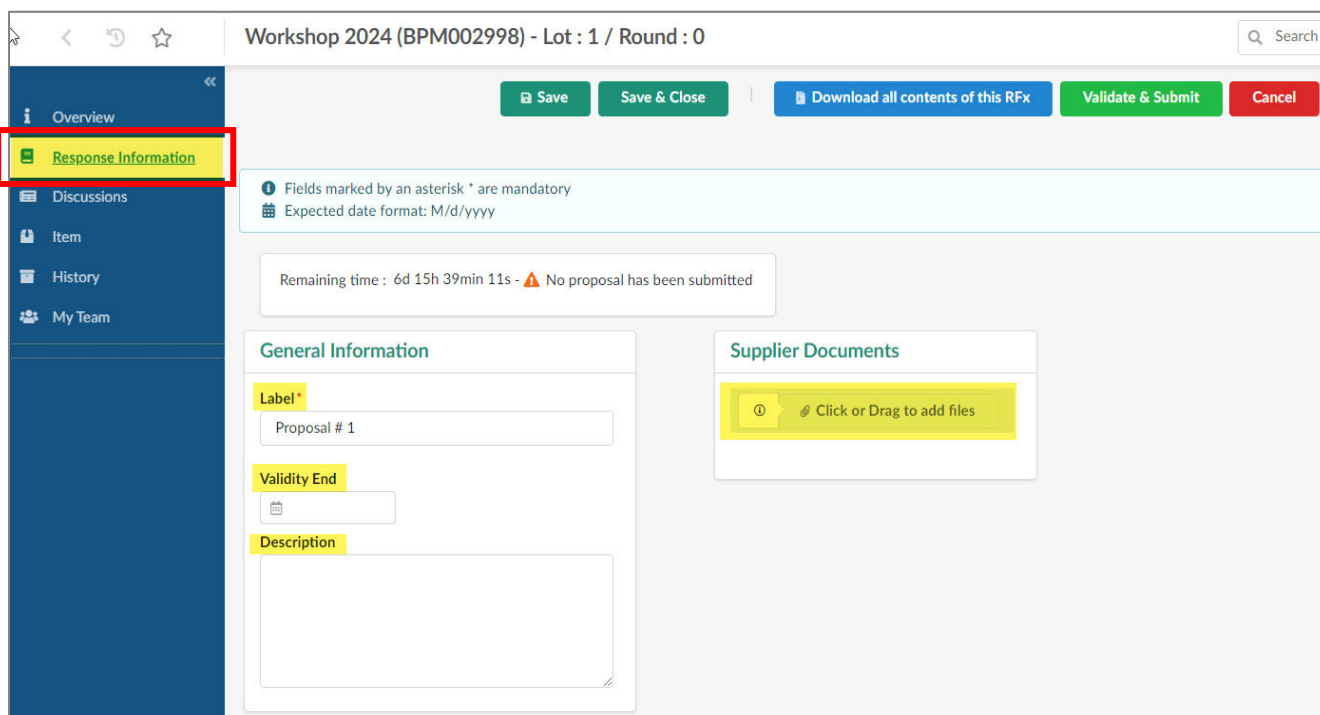
HOW TO RESPOND TO A QUICK QUOTE

3. Click here to start your proposal.



The screenshot shows the eVA portal interface for 'Workshop 2024 (BPM002998) - Lot : 1 / Round : 0'. A yellow button with the text 'Click here to start your proposal' is highlighted with a red rectangular box. The button is located in the main content area, below the navigation bar and above the 'RFx general info' section. The navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and cXML Management. The 'RFx general info' section displays the Business Process Code (BPM002998) and the Label (Workshop 2024).

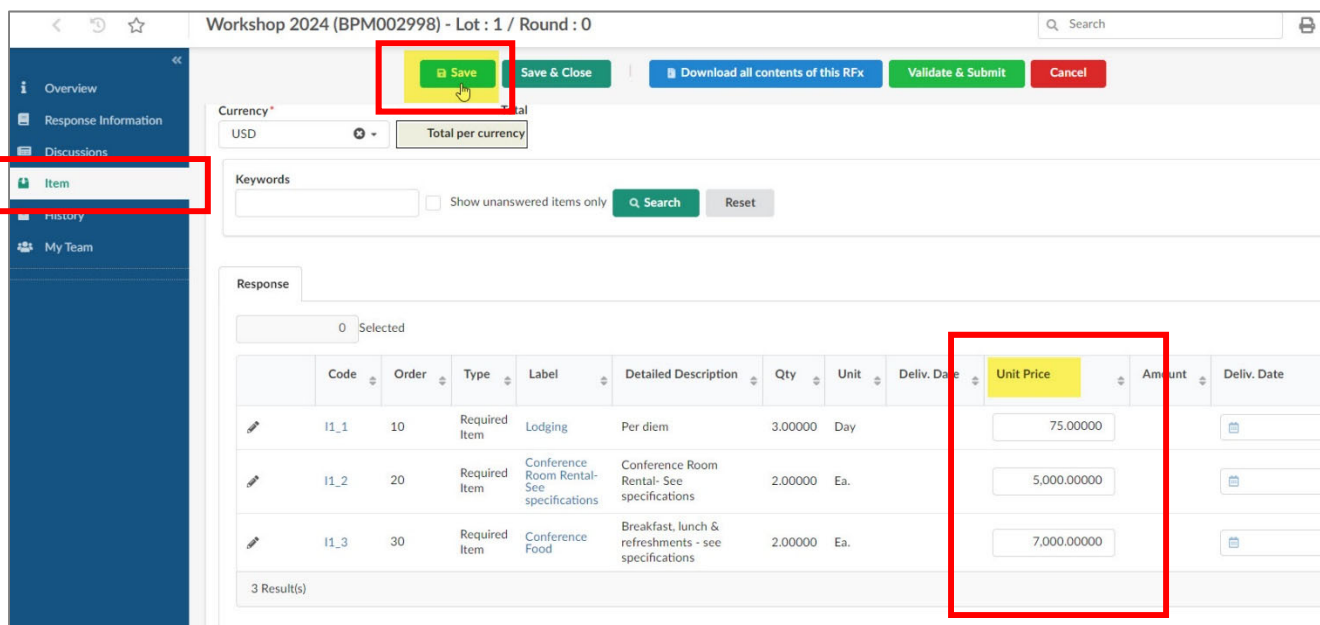
4. From the left navigation, click **Response Information**. You can edit the **Label**, add a **Validity End** date, and add a **Description**. Use **Supplier Documents** to attach only information the buyer has requested, such as acknowledgement of addendum, references, licenses, etc.



The screenshot shows the eVA portal interface for 'Workshop 2024 (BPM002998) - Lot : 1 / Round : 0'. The left navigation menu is visible, and the 'Response Information' tab is highlighted with a red rectangular box. The main content area displays the 'Response Information' form, which includes sections for 'General Information' and 'Supplier Documents'. The 'General Information' section contains fields for 'Label' (with a value of 'Proposal # 1'), 'Validity End' (with a date picker), and 'Description' (with a text area). The 'Supplier Documents' section contains a button labeled 'Click or Drag to add files'. The form also includes a 'Remaining time' indicator showing '6d 15h 39min 11s' and a warning message 'No proposal has been submitted'. The top navigation bar includes links for Overview, Discussions, Item, History, and My Team. The bottom of the page shows the eVA logo and the text 'eVA.virginia.gov'.

HOW TO RESPOND TO A QUICK QUOTE

5. From the left navigation, click **Item**. Here is where you will put in your **Unit Price** for each item. Then click **Save**.



Workshop 2024 (BPM002998) - Lot: 1 / Round: 0

Currency* USD Total per currency

Keywords Show unanswered items only

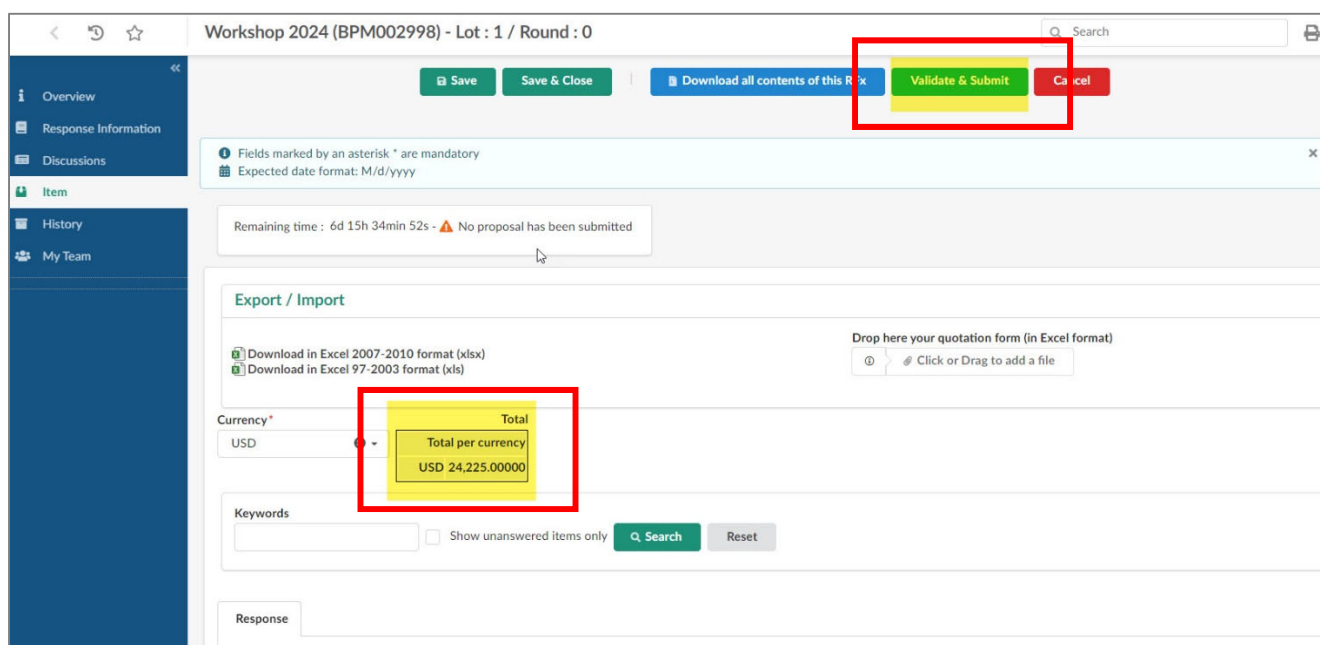
Response

0 Selected

	Code	Order	Type	Label	Detailed Description	Qty	Unit	Deliv. Date	Unit Price	Amount	Deliv. Date
	I1_1	10	Required Item	Lodging	Per diem	3.00000	Day		75.00000		
	I1_2	20	Required Item	Conference Room Rental- See specifications	Conference Room Rental- See specifications	2.00000	Ea.		5,000.00000		
	I1_3	30	Required Item	Conference Food	Breakfast, lunch & refreshments - see specifications	2.00000	Ea.		7,000.00000		

3 Result(s)

6. The total for your bid will calculate and when you're ready click **Validate & Submit**.



Workshop 2024 (BPM002998) - Lot: 1 / Round: 0

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Remaining time : 6d 15h 34min 52s - No proposal has been submitted

Export / Import

Download in Excel 2007-2010 format (xlsx)
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)

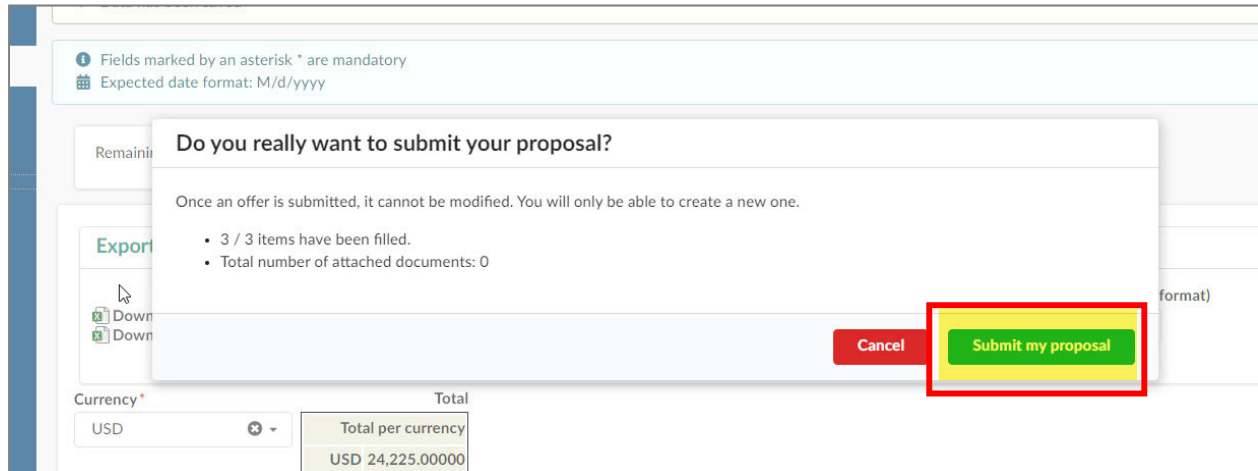
Currency* USD Total per currency USD 24,225.00000

Keywords Show unanswered items only

Response

HOW TO RESPOND TO A QUICK QUOTE

7. Then click **Submit my proposal** and a message will display confirming your submittal.



Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

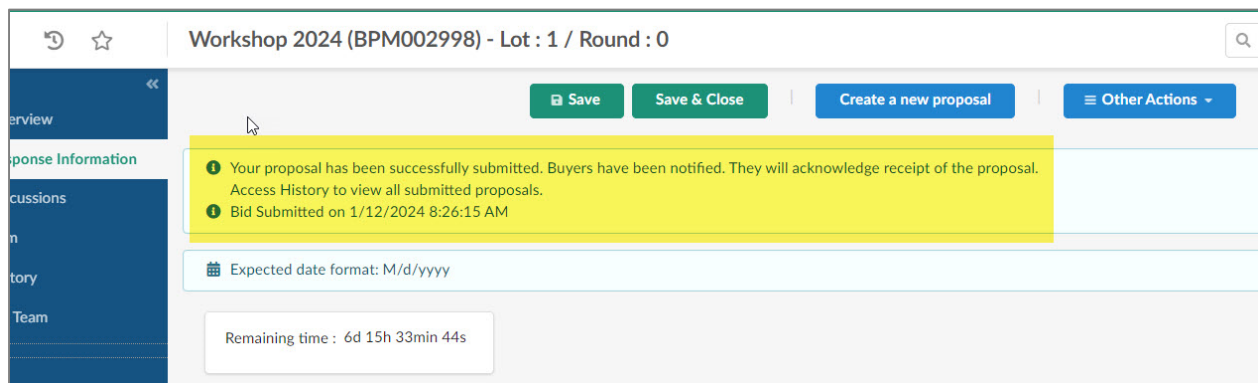
Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 3 / 3 items have been filled.
- Total number of attached documents: 0

Cancel Submit my proposal

Currency* USD Total per currency USD 24,225.00000



Workshop 2024 (BPM002998) - Lot : 1 / Round : 0

Save Save & Close Create a new proposal Other Actions

Your proposal has been successfully submitted. Buyers have been notified. They will acknowledge receipt of the proposal.
Access History to view all submitted proposals.
Bid Submitted on 1/12/2024 8:26:15 AM

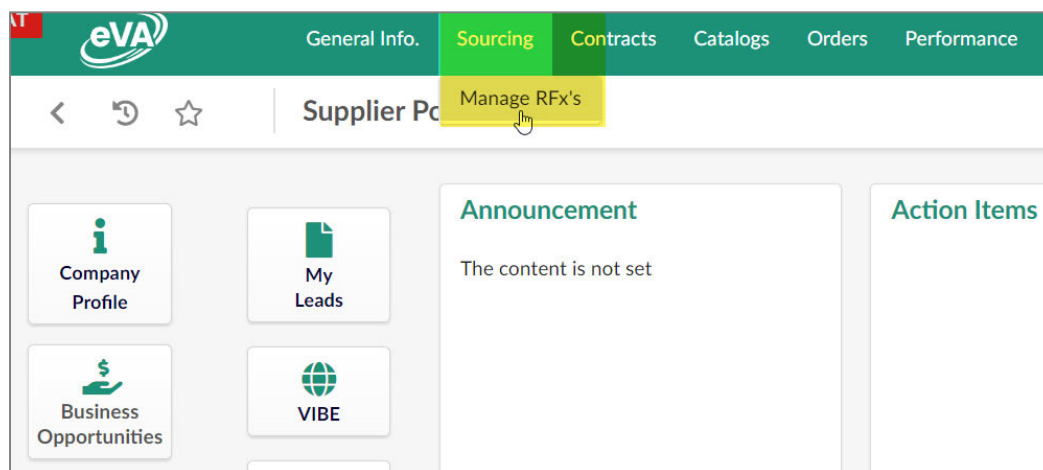
Expected date format: M/d/yyyy

Remaining time : 6d 15h 33min 44s









HOW TO RESPOND TO A QUICK QUOTE

Tips!

At any time before you're ready to submit your proposal, you can **Save and Close**. To pick up where you left off, simply log back into your account. Navigate to **Sourcing, Manage RFX's**.



Then click the pencil icon to access your draft. Note, proposals "in progress" will have a yellow indicator.

Manage RFX's									
Keywords		Proposal Progress		RFX Status		<input type="button" value="Search"/> <input type="button" value="Reset"/>			
RFX Progress	Sourcing Project	Lot #	Round #	RFX Name	RFX Status	Opportunity Type	Remaining Time	Begin (UTC-5)	
    In Progress	BPM002998	1	0	Workshop 2024 ⓘ	Open	Quick Quote	6d 13h 10min 02s	1/12/2024 8:07:59 AM	
    New Proposal	BPM001892	1	0	Catering for Meetings June-December ⓘ	Closed	Quick Quote	Bid due date has passed	3/1/2023 1:06:35 PM	

Remember!

- Quick Quotes are awarded to the lowest responsive, responsible bidder, so always bid your best price.
- The buyer sets the terms and conditions, so read everything carefully.
- Always go back to the buyer who issued the solicitation with all questions.