

#### How to submit a response to a Texas State University RFP:

1. In the event that vendor did not receive an invitation to bid, contact Texas State University Procurement at 512-245-2521 and request an invitation to bid.
2. You will be sent an invitation by Procurement through TSUS Marketplace (Jaggaer) system. Follow the login and password instructions.
3. Once you are into the site, indicate 'Yes' under Intent to Bid if vendor intends to submit a proposal.
4. Next, click on the Summary tab, which will give additional information about the bid, including deadlines for submittal.
5. On the left side of the screen click on 'Buyer Attachments'.
6. Click on each of the documents in 'Buyer Attachments', review each attachment and upload response in the vendor Questions tab.
7. Answer each of the Questions by uploading a document that answers each question. As you go through the questions, you can click the red button at the bottom of your screen to 'Save Progress'.
8. Once all documents have been uploaded, click on 'Review and Submit'. *If you have not uploaded a document in response to each of the questions, the system will not allow you to proceed to click on 'Review and Submit'.*
9. Click the box under Certification to certify that all information and responses are true and correct.
10. Click on the red button Submit Response.
11. If you are still having troubles contact Jaggaer help desk at 800-233-1121.