

IMPORTANT

PLEASE READ CAREFULLY

Beginning in April 2020, The University of Texas at San Antonio (“**UTSA**”) implemented the “Rowdy Exchange” Sourcing Portal for all Bids, RFPs, RFQs, GPO Quotes, Sole Source, etc. As a result, all responses to UTSA solicitations, also referred to as “**Sourcing Events**”, require electronic submission. Vendors are strongly encouraged to use the information below intended to assist interested vendors with successfully submitting a sourcing event response. Please review this information closely and follow all instructions provided below. Electronic submission completion is required regardless if budgetary quotes were previously provided to the University.

**Partial submissions or submissions that have not been fully submitted
may result in disqualification.**

Amendments

Amendments reset vendor submission status back to “Response in Progress” and requires resubmission of the event. Failure to resubmit after an amendment will result in a no response from your company!

Summary

1. Review all dates in the Summary section.
2. Direct all communication via Q&A board of the sourcing event portal
3. Review the Description in detail.

Prerequisites

1. Read and acknowledge all prerequisites by clicking the prerequisite name and then clicking the radio button indicating you have certified and have read and agree to each prerequisite.


Supplier Attachments

1. Upload all required documents
2. Verify successful upload by ensuring the document appears under the Supplier Attachment section with a number to the left of the document name and a dropdown edit button to the right of the document name.

Items

1. Enter Unit Price and Estimated Delivery directly into the spaces provided or click the “Respond to Item” button. If using the direct entry, click the “Save Progress” button when complete. Otherwise, click the next button.

Review & Submit

1. Review each section by clicking the section name.
2. Make any corrections needed.
3. Ensure each section displays a green circle with a checkmark  indicating completion of the section.



4. To complete submission, click the box under the Certification section indicating you certify that the statements and information in the response is true and correct to the best of your knowledge and belief.
5. Click the **SUBMIT RESPONSE** button.
6. Failure to click the **CERTIFICATION BUTTON** or the **SUBMIT RESPONSE** button prior to event closing date and time will result in unsuccessful submission and response disqualification.

For additional assistance or questions, contact the Procurement Specialist identified in the event summary section.




UTSA' Sourcing Event Supplier Guide

Background:

UTSA Purchasing Department has implemented the use of Jaggaer's Sourcing Module as a platform to invite vendors to participate in purchasing events to include request for quotes, request for proposal, invitation for bid, etc.

Through the Sourcing module, Suppliers will receive information on the goods and services requested, important dates, item descriptions, and other prerequisites for organizations to gain understanding on the solicitation and submit their responses to events for which vendors want to participate and compete.

This document will provide a quick description of the supplier's experience, as they start to receive invitations to participate in sourcing events.

 Reply  Reply All  Forward



The Rowdy Exchange - TEST <noreply@jaggaer.com>

Antonio Monserrate

[EXTERNAL] You've been invited to participate in UTSA "Quote - Group Purchase Organization - Quote GPO"



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

****EXTERNAL EMAIL****

This email originated outside of The University of Texas at San Antonio.
Please exercise caution when clicking on links or opening attachments.

You will receive an invitation to participate in a procurement event.

The email will provide generic information on the event type and some important dates.

For first time users, the system will prompt to complete a registration process.

Always ensure to provide correct and current contact information for your organization.

Refer to the [Supplier Sourcing Guide for Buyers](#) on Jaggaer's Sourcing Module for detailed processes and guidance.



You've been invited to participate in UTSA "Quote - Group Purchase Organization - Quote GPO"

Dear Antonio Monserrate,

You have been invited to participate in the following Quote - Group Purchase Organization.

Event Number: 743-2020-GPO-QT-266

Event Title: Quote GPO

Event Open Date: 4/30/2020 at 11:00 AM CDT

Event Close Date: 5/1/2020 at 5/1/2020 8:00 PM CDT

Issuing Company: The University of Texas at San Antonio

Please click the link to view the sourcing event

For first time users, when you click the link above you will be taken through a **registration** process. This is a process that will allow you to create an account and then gain access to view the event.

Thank You,

UTSA' Sourcing Event Supplier Guide

Snapshot of the Login Page

Supplier will create an account that will be utilized for all current and future solicitations the Supplier would like to participate in.

It is strongly encouraged to create an account with an email that will be monitored frequently because all communication will be sent and obtained through the email utilized to setup the Supplier's account.

Enter email & create
password

RowdyExchange

Welcome to the **UTSA RowdyExchange Sourcing** page.

TO LOGIN:

Enter your email in the space provide below then click the "Next" button to continue.

LOGIN ASSISTANCE:

If you already have an account and are having difficulties logging in, use the "Trouble logging in?" link provided to reset your password. You may also contact the UTSA Purchasing Office at [210-458-4060](tel:210-458-4060) or by email to Purchasing@utsa.edu.

<http://www.utsa.edu/purchasing>

✓ **Please login to view the sourcing event.**

Enter your email to Login/Create Account

ENGLISH ▾

SUPPLIER EMAIL ADDRESS

Email

SUPPLIER PASSWORD

Password

UTSA' Sourcing Event Supplier Guide

Rowdy Exchange

Sourcing > Sourcing Events > Search Events

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Open This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#) [Questions & Answers for this Event](#)

Quote GPO
743-2020-GPO-QT-266

[Event Details](#)

Response Status: **Not Started**
Intent To Bid: **Not Set**
Bid Total: **0.00 USD**

Summary

Prerequisites ☒
Supplier Attachments ☒
Items ☒
Review & Submit ☒
Q & A Board
My Exports and Imports

Summary

Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

[Yes, I Intend to Bid](#) [No Bid](#)

| | | | |
|---------------|-------------------------------------|--------------------------------|--|
| Event Title | Quote GPO | Time Zone | CDT/CST - Central Standard Time (US/Central) |
| Event Type | Quote - Group Purchase Organization | Event Open Date | 4/30/2020 11:00 AM CDT |
| Event Number | 743-2020-GPO-QT-266 | Event Close Date | 5/5/2020 2:30 PM CDT |
| Currency | USD | Sealed Bid Open Date | 5/5/2020 2:30 PM CDT |
| Payment Terms | - | Question Submission Close Date | 5/5/2020 2:30 PM CDT |
| Sealed Bid | Yes | | |

Contacts
If you need more information on this event, please contact:

Antonio Monserrate
[+1 210-458-5076](#)

[Next >](#) [Need Help?](#)

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Menu Bar to
navigate
through
solicitation

Solicitation General
Information and
Key Events

Navy Blue buttons
and symbols
indicate required
information,
navigate to next
section, and upload
files:

★ Required

★ Required to Enter Bid


🔒 Required to View Event

[Save Progress](#)

[Next >](#)

Check Mark:
Green – Complete
Gray - Incomplete

UTSA' Sourcing Event Supplier Guide

Items that
need Suppliers
attention are
indicated in
Yellow boxes
with 

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Open

This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#) "Yes, I Intend to Bid" [Questions & Answers for this Event](#)

Quote GPO

743-2020-GPO-QT-266

Event Details

Response Status: **Not Started**

Intent To Bid: **Not Set**

Bid Total: **0.00 USD**

Summary

Prerequisites

Supplier Attachments

Items

Review & Submit

Q & A Board

My Exports and Imports

Summary

Intent to Bid Not Set

- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid

No Bid

| | | | |
|---------------|-------------------------------------|--------------------------------|--|
| Event Title | Quote GPO | Time Zone | CDT/CST - Central Standard Time (US/Central) |
| Event Type | Quote - Group Purchase Organization | Event Open Date | 4/30/2020 11:00 AM CDT |
| Event Number | 743-2020-GPO-QT-266 | Event Close Date | 5/5/2020 2:30 PM CDT |
| Currency | USD | Sealed Bid Open Date | 5/5/2020 2:30 PM CDT |
| Payment Terms | - | Question Submission Close Date | 5/5/2020 2:30 PM CDT |
| Sealed Bid | Yes | | |

Contacts

If you need more information on this event, please contact:

Antonio Monserrate

+1 210-458-5075

Next >

Need Help?

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Open

This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#)

Questions & Answers for this Event

Quote GPO

743-2020-GPO-QT-266

Event Details

Response Status: **Not Started**

Intent To Bid: **Yes**

Bid Total: **0.00 USD**

Summary

Prerequisites

Supplier Attachments

Items

Review & Submit

Q & A Board

My Exports and Imports

Prerequisites

Event Actions | History | ?

Please review and agree to the prerequisites listed below.

Prerequisites Required to Enter Bid

- You must complete prerequisites before you may enter your bid.

★ Required to Enter Bid

Please read and acknowledge the UTSA Bid Terms and Conditions located at <http://www.utsa.edu/purchasing1/vendor-resources/terms-bid.html>

Bid Terms and Conditions

☒ I certify that I have read and agree to the terms above.

Please read and acknowledge. ★

VENDOR DIRECT DEPOSIT

☒ I certify that I have read and agree to the terms above.

You must complete this prerequisite to bid on this event.

Please read and acknowledge. ★

QUANTITIES

☒ I certify that I have read and agree to the terms above.

You must complete this prerequisite to bid on this event.

Please read and acknowledge. ★

WARRANTY AND MATERIAL DEFECTS PRODUCTS

☒ I certify that I have read and agree to the terms above.

You must complete this prerequisite to bid on this event.

< Previous

Save Progress

Next >

Prerequisites will vary depending on the type of goods and services requested, or type of procurement.

Read each prerequisites and check the box to confirm acknowledgement.

UTSA' Sourcing Event Supplier Guide

RowdyExchange

Sourcing ▸ Sourcing Events ▸ Search Events

This event is **Open**, and will be closed on 5/11/2020 5:00 PM CDT. You may view responses on 5/11/2020 5:00 PM CDT. Workflow Actions ▾

Quote GPO
743-2020-GPO-QT-266

Event Details

Response Status: **Not Started**

Intent To Bid: **Yes** ✓

Bid Total: **0.00 USD**

Summary

Prerequisites ✓

Buyer Attachments

Items ✓

Review & Submit ✓

Q & A Board

My Exports and Imports

Buyer Attachments Event Actions ▾ History ?

| Attachment ▴ | Version ▴ | Size ▴ | Added By ▴ | Modified Date ▴ | |
|---|-----------|--------|--------------------|-----------------|-----------|
| DIR-TSO-3926 DIR-TSO-3926 Contract.pdf | 1 | 236 KB | Antonio Monserrate | | Actions ▾ |
| DIR-TSO-3926 Pricing Index DIR-TSO-3926 Appendix C Pricing Index (per Amendment 2).pdf | 1 | 142 KB | Antonio Monserrate | | Actions ▾ |

Buyers Attachments Section

Buyer will attach supporting documentation required for the solicitation.

Supplier must review all attachments contained in Buyer Attachments Section
Upload narrative responses or completed forms to the Supplier Attachment area.

Responses should coincide with the order of the specification as presented and be numbered exactly as given. Misinterpretation of specifications by the Supplier shall not relieve the Supplier of responsibility to accurately address the requirements of the solicitation.

Failure to provide additional support will be consider unresponsive and disqualified.

< Previous

Next >

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Rowdy Exchange

Sourcing ▸ Sourcing Events ▸ Search Events

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Open

This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#)

[Questions & Answers for this Event](#)

Quote GPO

743-2020-GPO-QT-266

Event Details

Response Status: **Not Started**

Intent To Bid: **Yes** [✎](#)

Bid Total: **0.00 USD**

Summary

Prerequisites

Supplier Attachments

Items

Review & Submit

Q & A Board

My Exports and Imports

Supplier Attachments

[Event Actions](#) | [History](#) | [?](#)

Please upload any additional files that are relevant to this bid response. Files are limited to 50MB or 50,000 KB in size. Allow up to 10 minutes for large files to upload. Files exceeding 50MB should be uploaded in multiple parts. Preferred document formats are Adobe PDF, Microsoft Excel, Word, or Power Point.

Please add your attachments below.

[Add New Attachment](#)

Supplier Attachments Section

If supporting documents are required Supplier needs to upload non-modifiable pdf files to this section

(not all solicitations will require supporting documentation)

★ Required

[< Previous](#)

[Next >](#)

UTSA' Sourcing Event Supplier Guide

Items Section

If line item pricing is required by Supplier, Buyer will include descriptions of the goods and services requested in the items section.

Click the “Respond to Item” to provide Suppliers price and estimated delivery date.

Click on “View Details” for additional item specifications.

(Please keep in mind if Supplier does not provide pricing in the format displayed by Buyer Supplier may be disqualified)

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Open This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#) [Questions & Answers for this Event](#)

Quote GPO

743-2020-GPO-QT-266

Event Details

Response Status: **Not Started**
Intent To Bid: **Yes**
Bid Total: **0.00 USD**

Summary

Prerequisites ☒

Supplier Attachments ☒

Items ☒

Review & Submit ☒

Q & A Board

My Exports and Imports

Items

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

[Import Options](#) [Export Items](#)

★ Response is Required
○ Estimated Delivery Date is Required

Product Line Items (1)

Go To: [Expand All Fields](#) [Collapse All Fields](#)

Group P1 (1 - 1 of 1 items)

| # | Item Name, Description, Etc | Qty | UOM | Requested Delivery | Unit Price (USD) | Total Price (USD) | Estimated Delivery | |
|------|---|-----|------|--------------------|---------------------------------|-------------------|---|---------------------------------|
| P1.1 | F5 VDA License (1,000 Concurrent Users per License) ★ View Details | 30 | Each | 7/1/2020 | <input type="text" value="35"/> | - | <input type="text" value="07/01/2020"/> mm/dd/yyyy | Respond to Item |

Comment: 984 characters remaining

Total Price (USD) 0.00

★ Required

Total for Product Items 0.00 USD
Total for Service Items 0.00 USD
Grand Total for Bid 0.00 USD

[< Previous](#) [Save Progress](#) [Next >](#)

UTSA' Sourcing Event Supplier Guide

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Open

This event closes in **less than 1 hour(s)** on 5/5/2020 at 5/5/2020 2:30 PM CDT. [Event Schedule](#)

[Questions & Answers for this Event](#)

Quote GPO

743-2020-GPO-QT-266

Event Details

Response Status: **Draft**

Intent To Bid: **Yes**

Bid Total: **1,050.00 USD**

Summary

Prerequisites

Supplier Attachments

Items

Review & Submit

Q & A Board

My Exports and Imports

Review & Submit

Event Actions ▾ | History | ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete, and you may submit your bid below.

| Section | Progress |
|----------------------|--------------------------|
| Summary | No Required fields |
| Prerequisites | Required fields complete |
| Supplier Attachments | No Required fields |
| Items | Required fields complete |

Certification

☒ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

< Previous

Submit Response

Once all areas have been reviewed and completed, submit your response.

UTSA will not be able to see Supplier's Response until event closes.

Be mindful of **Buyer Attachments**, IF the solicitation required supporting documentation (i.e. HUB Subcontracting Plan, Execution of Offer, Proposer's General Questionnaire, sample agreement) Supplier **must** provide the supporting documents in the Supplier Attachments area for response to be valid.

Certification needs to be a Duly Authorized Representative

UTSA' Sourcing Event Supplier Guide

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✓ Response Submitted

Next Steps

You have submitted a bid of **1,050.00 USD**. You have until **5/5/2020 2:30 PM CDT** to withdraw or change your bid.

- [Return to Home Page](#)
- [Event Summary](#)

Upon submission of response, Suppliers may modify or withdraw response while event remains open by logging back into the Suppliers account.

Event Summary

| | | | |
|---------------|-------------------------------------|--------------------------------|--|
| Event Title | Quote GPO | Time Zone | CDT/CST - Central Standard Time (US/Central) |
| Event Type | Quote - Group Purchase Organization | Event Open Date | 4/30/2020 11:00 AM CDT |
| Event Number | 743-2020-GPO-QT-266 | Event Close Date | 5/5/2020 2:30 PM CDT |
| Currency | USD | Sealed Bid Open Date | 5/5/2020 2:30 PM CDT |
| Payment Terms | — | Question Submission Close Date | 5/5/2020 2:30 PM CDT |
| Sealed Bid | Yes | | |