

## Step-by-step Guide | How to Respond to a City of Avondale Solicitation Project

### How to Respond to a Project

This article provides a step-by-step guide on how to respond to a project. It explains that the first step is to click either 'Draft Response' or indicate that you will not bid on the project. Then, it instructs the reader to follow the steps listed on the left-hand side of the page to complete the application. Finally, it advises clicking 'Submit Proposal' to send the proposal to the buyer. The article also mentions that it is possible to change or unsubmit the proposal until the submission deadline.

🕒 Dec 6, 2023 · Knowledge

### Product Suite

Procurement

### Content

This article explains how to apply for an open opportunity

Start on the project page that you're interested in applying for.

#### Step 1:

Click either "Draft Response" or let them know you will be "No Bidding" the project.

The screenshot displays the OpenGov Procurement interface. At the top, there is a navigation bar with links for Proposals, Awards, Checklists, Subscriptions, and Network. The main content area shows a project titled "Stand By/Back Up Generator and Automatic Transfer Switch (GR)" with a "Following" button. Below the title, it states "Last updated by Addendum #2 on Jul 5, 2022 4:18 PM". The project details include: Solicitation: Public Works, Project ID: IFB 002-21, Release Date: Monday, March 21, 2022, Due Date: Monday, July 31, 2023 12:00pm, and Posted: Thursday, March 24, 2022 1:19am. A green "OPEN" button is visible. Below the project details, there are three buttons: "Draft Response" (highlighted with a green arrow), "Events RSVP", and "No Bid" (highlighted with a black arrow). A yellow banner at the bottom of the project details area contains the text: "To respond to this project, please click the 'Draft Response' button above." The bottom section of the page shows a sidebar with "Project Documents" (Introduction, Project Details, Vendor Questionnaire) and a "Post Information" section with details like "Posted At: Thu, Mar 24, 2022 1:19 AM" and "Sealed Bid Process: Yes (Bids Sealed / Pricing Sealed)".

#### Step 2: Follow the steps to apply.

Each step and its status are listed on the left-hand side of the page. You'll need to work through each of the steps before you are able to submit your proposal. The steps can vary depending on what's required for the project, but you'll know that when everything on the left is checked, you're all done!

OPENGOV PROCUREMENT | Proposals | Awards | Checklists | Subscriptions | Network | CW

Visit Help Center | Cloud City Portal

## Stand By/Back Up Generator and Automatic Transfer Switch (GR)

*Last updated by Addendum #2 on Jul 5, 2022 4:18 PM*

Solicitation: Public Works  
Project ID: IFB 002-21  
Release Date: Monday, March 21, 2022 - Due Date: Monday, July 31, 2023 12:00pm  
Posted: Thursday, March 24, 2022 1:19am  
All dates & times in Eastern Time  
Time Remaining: 227 days, 13 hours, 20 minutes

Following

1. Contact Information   
 2. Addenda Confirmation   
 3. Questionnaire   
 4. Company Profile   
 5. Submit  Incomplete

Confirmed! Dec 15, 2022 9:27 PM by Cody Wineisdorffer

### Cody W Test Vendor {Demo} Proposal

I agree to update this proposal to acknowledge any addenda received in the future even if this proposal has already been submitted.  
Please confirm your agreement

Addendum #1 Jul 5, 2022 4:16 PM  
Please use the [See What Changed](#) link to view all the changes made by this addendum.  
[See What Changed](#)

### Step 3: Click "Submit Proposal"

This will submit your proposal. Clicking this will send it to the buyer. A proposal needs to be submitted to be considered completed.

Stand By/Back Up Generator and Automatic Transfer Switch (GR)

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Release Date: Monday, March 21, 2022 - Due Date: Monday, July 31, 2023 12:00pm  
Posted: Thursday, March 24, 2022 1:19am  
All dates & times in Eastern Time  
Time Remaining: 227 days, 13 hours, 30 minutes

Following

1. Contact Information   
 2. Addenda Confirmation   
 3. Questionnaire   
 4. Company Profile   
 5. Submit  Ready

Use the button below to submit your proposal.  
After submission, you may still revise your proposal until the submission deadline.

Contact Information   
 Addenda Confirmation   
 Questionnaire   
 Company Profile

[Submit Proposal](#)

Your proposal is complete! Submit your proposal whenever you are ready.

I messed up! Can I change my proposal?

Yes, you can. If you click on your proposal and scroll to the bottom of the page, you can click "Unsubmit Proposal" until the submission deadline.

and Contract Number ("IFB 002-21") listed clearly on the outside of the envelope.

 Q&A\_Report.pdf

#### 5. Non-Collusion Affidavit\*

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

 Non-Collusion\_Affidavit.pdf

 Q&A\_Report.pdf

#### 6. Yearly Maximum Percentage (%) Increase\*

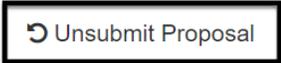
Please enter your maximum yearly percentage increase. If pricing is to remain the same year over year, please enter "0%".

3

*Please Note: Responses to this question may be publicly displayed after the due date has passed.*

#### REVISE PROPOSAL

To revise the proposal, use the Unsubmit button. After editing, submit the proposal again, so it can be reviewed.

 Unsubmit Proposal



**NOTE:** If you submit your proposal and the agency releases an Addendum, you **MUST** log back in, un-submit your proposal, acknowledge the new addendum, or risk your response being deemed non-responsive. **OpenGov Procurement will notify you frequently via email until this is completed.**