Quick Reference Guide:

1. Click the online submission link or copy/paste in your browser

OPEN ADVERTISED BIDS AND RFPS	Expand All
Project 0175-20-01 Roof Replacements at 4 schools	
Roof replacements at 4 SPPS school locations	
Bid #s:	
A20-0747-A Bridgeview Spec Ed School	
A20-0748-A Adult Basic Ed, Hubbs Ctr	
A20-0749-A LEAP High School	
A20-0750-A Dayton's Bluff Elementary School	
1st Pre-bid walkthrough Tuesday March 24th 7am	
2nd Pre-bit walkthrough Thursday March 26th 7am	
Final addenda deadline March 31st	
Addendum No.1 🗫	
<u>Bids open: Tuesday, April 7, 2020 @ 2:00p.m.</u>	
Project plans & specs available on and after March 16 at the following link: ARC link	
Project managers: Vaughn Kelly - vaughn.kelly@spps.org and Josephine Geiger - josephine.geiger@spps.org	
Online submission link Indian Magnet School Remodel & Addition	>
Project #4000-16-01 District Service Facility Renovation & Remodel	>
Project #A1160-19-01 American Indian Magnet School Remodel & Addition	>
RFP #A219033-A Federal Program Services (Title I) - Third Party vendors	>
RFP #A218989-A Cloud-based Evaluation Recording & Professional	>

2. Type your credentials in the password creation portal and submit. Please make sure your email is correct,

Create an Acc	count	
Ed	Som	
Company Name *		
IMPLsolutions		
Email *		
edsom@implsolutions	com	

3. You will receive an email from the submission site. Please login to your email.



4. You will receive a numeric code. Copy this code. Click the link "Complete the Registration Process".

Inbox > Message Detail Subject: GetAll - Registration Message From: < <u>no-reply@getall.com</u> > (Add as Preferred Sender) Date: Sun, Mar 22, 2020 8:04 pm To: <edsom@implsolutions.com></edsom@implsolutions.com>
Dear Ed, You have created an account at GetAll to submit. Here is your identification code 79640
Click the link below to enter the code and complete your registration process. This code is valid for one-time use only. <u>Complete the Registration Process</u> Regards, GetAll Team

5. Paste the code in the box and submit

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GEI					Home Login Register
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		79640]
		Submit			

6. Create your own password and confirm the password. Use at least 8 characters with upper case letters and numbers.

P Maanman and a same	
Confirm Password *	
User Type *	
Private Sector/Business	

7. Now login to the submission web site woth your email address as login id and the password you created.

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	Logi	in Information	
	Pass	word created. Login below.	
	Email *		
	edsom@implsolutions.co	m	
	Password *		
	Submit		

8. Check the solicitation you are responding to. Browse the file you like to upload. You can upload one file at a time.

GETALL	Home Login Register Logout	
	Solicitation#: 0175-20-01	
Upload Your Solicitation Response		
Click the Browse button to select the File/Document to Upload	Select a file to upload * Browse Solicita	tion Number
NOTE: Make sure the File Name does not have any special character(s) like the $\# \ () @ !'' etc.$	UPLOAD]
File(s) Uploaded:		

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Python27	Name	Date modified	Type	Size		
SWAM	BISA Brochure.pdf	5/25/2019 2-46 PM	Adobe Acrobel D.	339 KB		
Creative Cloud Eles	CLM Brochure.pdf	5/25/2019 2:44 PM	Adobe Acrobat D	338.88		
Creative Croop rives	B eProcurement_Brochure.pdf	5/25/2019 2:43 PM	Adobe Acrobat D	340 KB		
OneDrive	eRFP_Brochure.pdf	5/25/2019 2i41 PM	Adobe Acrobat D	340 KB		
This DC	Exhibit A Functionality.xlsx	5/31/2019 4:04 PM	Microsoft Excel W	28.KB		
100 00 000	RAE_Brochure.pdf	5/25/29/9 2:40 PM	Adobe Acrobat D	341 KB		
SD Objects	resposne.docx	5/31/2019-6:01 PM	Microsoft Word D_	31 KB		
Desktop	resposne.pdf	5/31/2019 5:06 PM	Adobe Acrobat D	604 KB		
Documents	Sol_Brochure.pdf	5/25/2019.2140 PM	Adobe Acrobet D	340 KB		
- Downloads	Sysoft_Cost_Proposal.pdf	5/31/2019 5:25 PM	Adobe Acrobat D	270 %B		
Music	vpm_Brochure.pdf	5/25/2019 2:39 PM	Adobe Acrobat D	335 KB		
Pictures						
Videos						
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10. Choose your file and upload. Click upload once and wait for the next screen. Large files may take a while to upload.

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GET					н	ome Login Register Lo	gout
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Upload Your S	Solicitation	Response					
Click the Browse Upload	button to sel	ect the File/Document to	D	Select a file Browse	to upload * resposne.pdf		
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11. This screen confirms that the file has been received by the system. Clicking the red x allows you to delete the file in case you have uploaded a wrong file.

GETALL	Home Login Register Logout
	Solicitation#: 0175-20-01
Upload Your Solicitation Response	
Click the Browse button to select the File/Document to Upload	Select a file to upload * Browse No file selected.
NOTE: Make sure the File Name does not have any special character(s) like the $\#\$\%^{1}()@!"$ etc.	UPLOAD
File(s) Uploaded:	
resposne.pdf - 3/22/2020 10:22:25 PM ×	
If needed select additional files to upload.	Submit Solicitiation to the Agency? YES NO
You c	an delete the file by
clickin	ng the red button.

12. You can upload one file at a time. If you upload the same file (same file name) again, it will overwrite the last version. After you upload the second file (if needed), it will show up in the uploaded file list. Do not click YES (Submit Solicitation to the Agency) till you have uploaded all files and you are sure.

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13. Now click the YES (Submit Solicitation to the Agency) button to send the files to the Solicitation Agency.



14. You can view the files uploaded. You need confirm the submission finally by clicking the check box below that mentions that you cannot change your submission any further.



🖳 understand that I cannot change any of the submission details and my documents once the solicitation closes.

15. You can submit solicitation.



16. You will see the following screen that the solicitation response was received with date and time (Mountain Standard Time).

