

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](#) 

Bids open: Tuesday, April 7, 2020 @ 2:00p.m.

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 

Project #A1160-19-01 American 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 Account

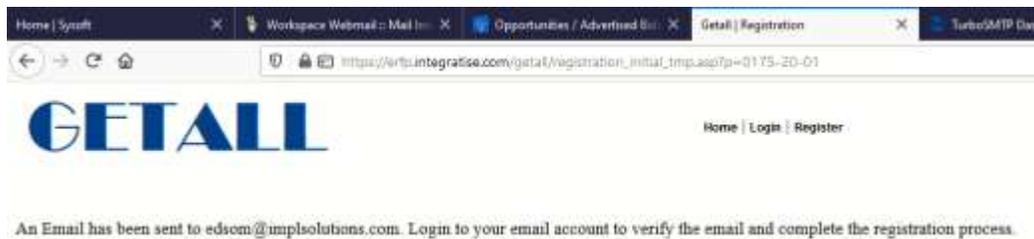
Full Name *

Company Name *

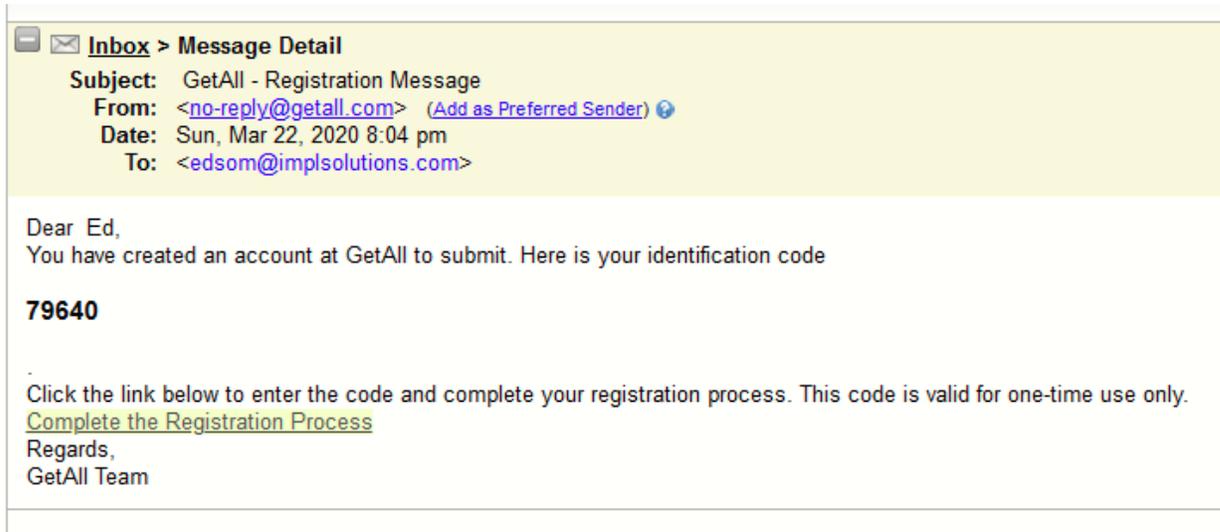
Email *

Submit

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”.



5. Paste the code in the box and submit



Home | Login | Register

Verify and Complete Registration

Enter the Code *

Submit

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

Create your Password

Password *

Confirm Password *

User Type *

Private Sector/Business

Create

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

Home | Sysoft | Server Not Found | Opportunities / Advertised | Getall | Registration

Home | Login | Register

GETALL

Login Information

|| Password created. Login below. ||

Email *

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.

Home | Login | Register | Logout

Solicitation#: 0175-20-01

GETALL

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! ' ' ' etc.

File(s) Uploaded:

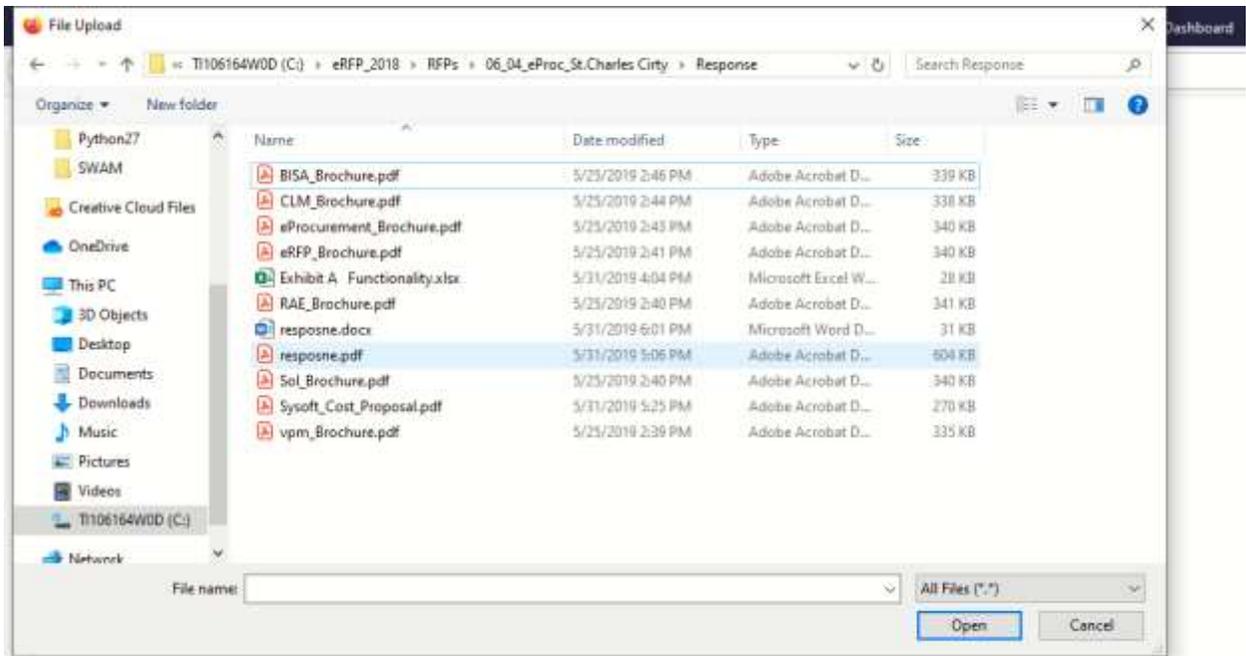
Select a file to upload *

Browse... No file selected.

UPLOAD

Solicitation Number

9. **NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! ' ' ' etc.**



10. Choose your file and upload. Click upload once and wait for the next screen. Large files may take a while to upload.



Home | Login | Register | Logout

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () ! " ' etc.

File(s) Uploaded:

Select a file to upload *

Browse... resposne.pdf

UPLOAD

Click the upload button once and wait for the next screen. Large files may take a while to upload.

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.

Home | Login | Register | Logout

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! ' ' ' etc.

File(s) Uploaded:
resposne.pdf - 3/22/2020 10:22:25 PM **x**

If needed select additional files to upload.

Select a file to upload *

Browse... No file selected.

UPLOAD

Submit Solicitation to the Agency?
YES | NO

You can delete the file by clicking 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.

Home | Login | Register | Logout

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! ' ' ' etc.

File(s) Uploaded:
resposne.pdf - 3/22/2020 10:22:25 PM **x**
Sol_Brochure.pdf - 3/22/2020 11:13:43 PM **x**

If needed select additional files to upload.

Select a file to upload *

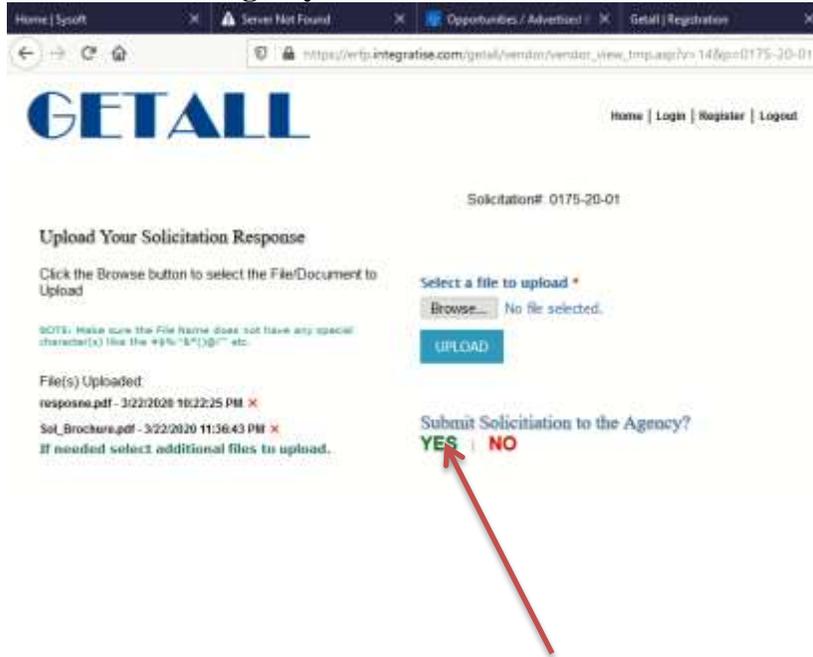
Browse... No file selected.

UPLOAD

Submit Solicitation to the Agency?
YES | NO

Multiple files uploaded one at a time

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.



15. You can submit solicitation.

GETALL

Home | Login | Register | Logout

Submit Response > Confirm Response

Solicitation: 0175-20-01

Document Name	Date Uploaded
resposne.pdf	DT: 3/22/2020 10:22:25 PM (MST)
Sol_Brochure.pdf	DT: 3/22/2020 11:36:43 PM (MST)

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

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

NOTE: Make sure the File Name does not have any special character(s) like the #5%^&*()@!'' etc.

File(s) Uploaded:
resposne.pdf - 3/22/2020 10:22:25 PM ✕
Sol_Brochure.pdf - 3/22/2020 11:36:43 PM ✕
If needed select additional files to upload.

Select a file to upload *
 No file selected.

Submit Solicitation to the Agency?
YES | NO
Solicitation confirmed and submitted on 3/22/2020 11:53:19 PM (MST)

Solicitation submission response receipt with date and time (MST).