

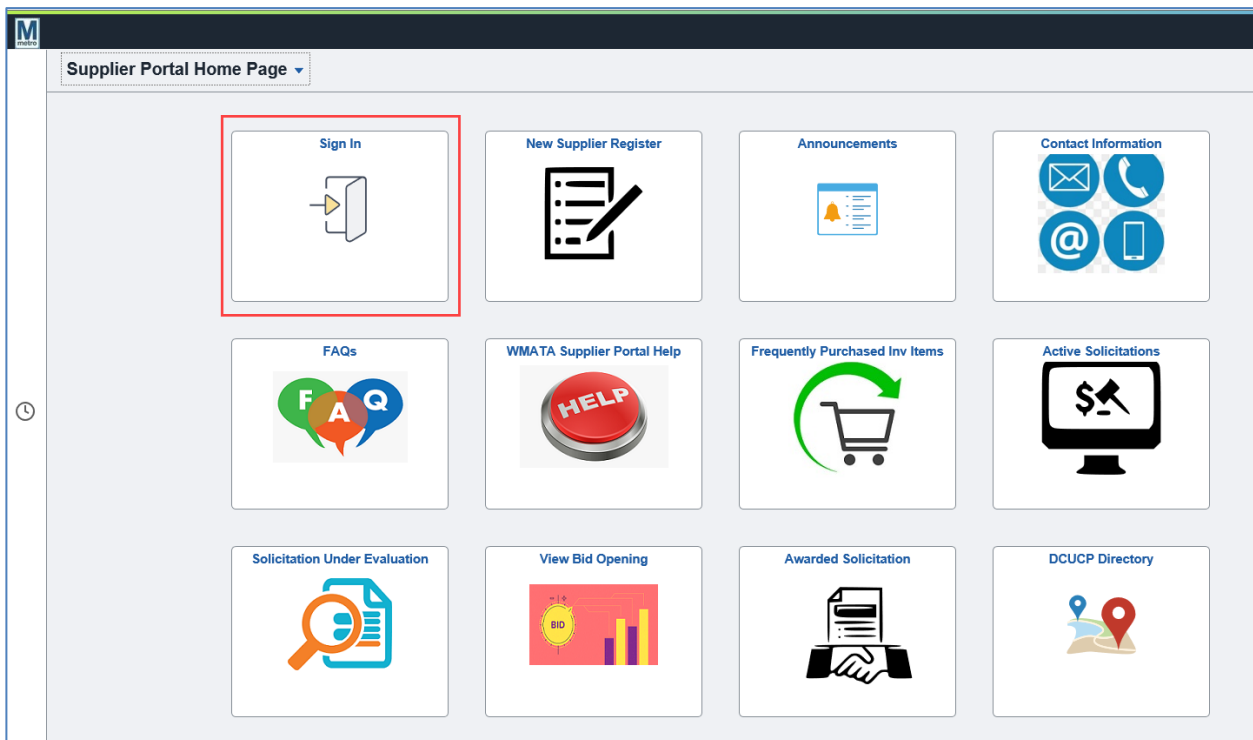
Submit Proposal for Electronic Solicitation

Job Aid

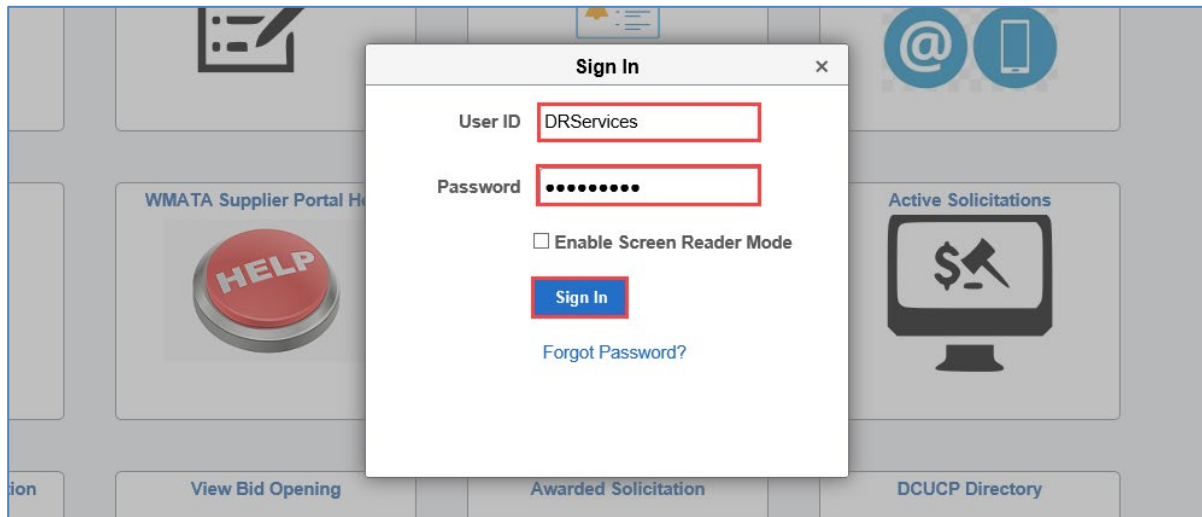


Introduction: This job aid demonstrates how to submit a proposal electronically through the WMATA Supplier Portal.

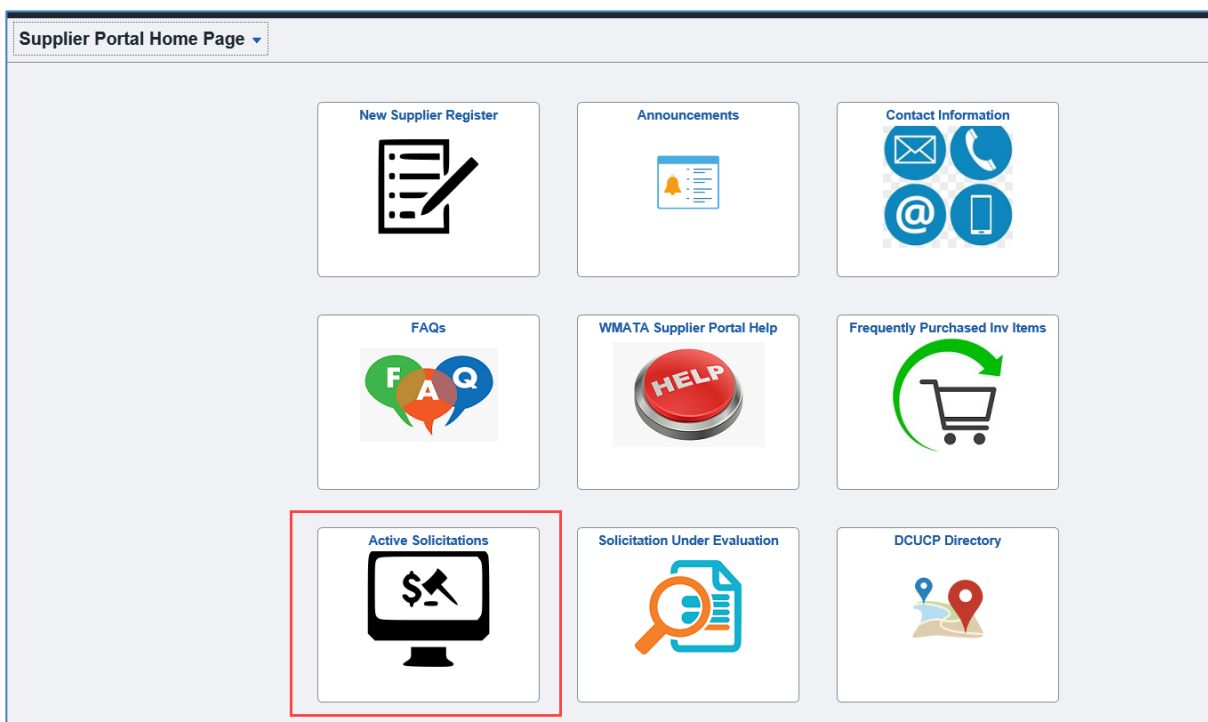
Step	Action
1.	Using Internet Explorer, navigate to the WMATA Supplier Portal: https://supplier.wmata.com/ . Note: Internet Explorer is the preferred web browser.



Step	Action
2.	Click the Sign In tile.



Step	Action
3.	Click your User ID .
4.	Enter your Password .
5.	Click Sign In .



Step	Action
6.	Click the Active Solicitations tile.



Favorites ▾ Main Menu ▾ > Manage Solicitations and Bids ▾ > View Solicitations and Bids

View Solicitations and Bids

Welcome, DHC Supply
User: DHC Supply

Enter search criteria to locate an event for viewing or placing bids.

▼ **Search Criteria**

Use Saved Search:

Solicitation ID:

Solicitation Name:

Solicitation Type:

Solicitation Status:

Results Should Include:
☒ Request For Information
☒ Solicitations(Over \$150,000)
☒ Simplified Acquisitions(Under \$150,000)

Start Date: From: Through:
End Date: From: Through:

Step	Action
7.	Enter the Solicitation ID or other search criteria to find the bid you need.
8.	Click Search .

Search Results					Personalize <input type="text"/> First <input type="text"/>
Solicitation ID	Solicitation Name	End Date	Solicitation Method	Contract Id	
WMATA-0000007401	UAT #9 NonSimple CAPITAL IFB Reject Pkg 1	0 hrs, 45 mins, 34 secs	IFB	CMTPD200265-1	

Step	Action
9.	Click the link for the solicitation.

Solicitation Details

Welcome, DHC Supply
User: DHC Supply

Information On Inquiry Options

Accept Invitation

Decline Invitation

Bid on Solicitation

Bidding Shortcuts:

[View Solicitation Activity](#)

[View Solicitation Package](#)

[Upload XML Bid Response](#)

This is an electronic bid/proposal. Any bids/proposal including revisions shall be submitted on the WMATA Supplier Portal by logging in or re

Step	Action
10.	Click the View Solicitation Package link to view the bid information.



Solicitation Header Comments and Attachments

Solicitation ID: 0000007401

Attachments

Personalize | First 1-3 of 3 Last

Attached File	Attachment Description	
SHARE_AMD0000575_0.PDF	CMTDPD20093	View
UAT__9_NonSimple_CAPITAL_IFB_Pkg_1.xml	Event Bid Package	View
UAT__9_NonSimple_CAPITAL_IFB_Pkg_1.pdf	Solicitation Details	View
<div>OK Cancel</div>		

Step	Action
11.	Click View for the document you want to see.

Event Details

PeopleSoft Strategic Sourcing

Proposed Strategic Sourcing			
Event ID	Format	Type	Page
WMATA-0000007401	Sell	RFX	1
Event Round	Version		
1	2		
Event Name			
UAT #9 NonSimple CAPITAL IFB Reject Pkg 1			
Start Time		Finish Time	
05/14/2020 12:15:53 EDT		05/15/2020 09:30:00 EDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: DHC Supply
4720 Boston Way
Suite D
Lanham MD 20706
United States

Submit To: WMATA
600 5TH ST, N.W.
WASHINGTON DC 20001
United States

Contact: McDonough, Susan
Phone:
Email: SMcDonough@wmata.com

Event Description

UAT #9 NonSimple CAPITAL IFB Reject Pkg 1

Step	Action
12.	Review the document. Close the window when finished.



Solicitation Details

Welcome, DHC Supply
User: DHC Supply

Information On Inquiry Options

Bidding Shortcuts:

[View Solicitation Activity](#)
[View Solicitation Package](#)
[Upload XML Bid Response](#)

[Accept Invitation](#)
[Decline Invitation](#)
[Bid on Solicitation](#)

This is an electronic bid/proposal. Any bids/proposal including revisions shall be submitted on the WMATA Supplier Portal by logging in or re

Solicitation Name: UAT #9 NonSimple CAPITAL IFB Reject Pkg 1
Solicitation ID: WMATA-0000007401
Solicitation Format/Type: Sell Solicitation RFX

SEP Program: DBE
SEP %: 10.00

[Bid Again](#)

Step	Action
13.	Click Bid on Solicitation .

Favorites ▾

Main Menu ▾

>

Manage Solicitations and Bids ▾

>

View Solicitations and Bids

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select "Yes" if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individ

[Yes](#) [No](#)

Step	Action
14.	Click Yes .

Hide Line Detail

★ Bid Required

Line Comments/Files

Personalize | First Previous Lines 1 of 1 Next Lines

Lines

Line	Item ID	Description	Unit	Requested Quantity	Quantity	Unit Price	No Response	Total Price	
1		UAT #9 NonSimple CAPITAL IFB Reject Pkg 1	EA	10.0000	10.0000	4000.00000	<input type="checkbox"/>	40,000.0000 USD	Line Details

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Step	Action
15.	Enter the quantity you are bidding in the Quantity field.
16.	Enter the unit price you are bidding in the Unit Price field.
17.	Click the Comments icon to add the attachments for the bid.



Line Comments and Attachments

Event ID: 0000007401 Line: 1

UAT #9 NonSimple CAPITAL IFB Reject Pkg 1

Attachments

[Add New Attachments](#) [Personalize](#) [First](#)

Attached File	*Attachment Type	Attachment Description	Upload	View	
	Cost Prop		Upload	View	Add New Attachments

Step	Action
18.	Select the applicable option from the Attachment Type field.
19.	Click Upload .

File Attachment

[? Help](#)

C:\Users\C047437\Documents\Job Aids\To Work\Cost | [Browse...](#)

[Upload](#) [Cancel](#)

Step	Action
20.	Click Browse and select the applicable document.
21.	Click Upload .

Line Comments and Attachments

Event ID: 0000007401 Line: 1

UAT #9 NonSimple CAPITAL IFB Reject Pkg 1

Attachments

[Add New Attachments](#) [Personalize](#) [First](#) 1 of 1

Attached File	*Attachment Type	Attachment Description	Upload	View	
Cost_Proposal.docx	Cost Prop	Cost Proposal	Upload	View	Add New Attachments Delete

Step	Action
22.	Enter a description of the document in the Attachment Description field.
23.	Click Add New Attachments .



Attachments

Add New Attachments Personalize | First 1-2 of 2

Attached File	*Attachment Type	Attachment Description	Upload	View		
Cost_Proposal.docx	Cost Prop	<input type="text" value="Cost Proposal"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete
Tech_Proposal.docx	Tech Prop	<input type="text" value="Tech Proposal"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	Delete

Comments

Add New Comments

Step	Action
24.	Complete the steps to add additional documents.
25.	Click OK .

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines Personalize | First Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Quantity	Unit Price	No Response	Total Price		
1		UAT #9 NonSimple CAPITAL IFB Reject Pkg 1	EA	10.0000	<input type="text" value="10.0000"/>	<input type="text" value="4000.000000"/>	<input type="checkbox"/>	40,000.0000 USD	Line Details	

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Solicitation Search](#)

Step	Action
26.	Click Submit .



Create Award confirmation

Your award details have been successfully submitted.

ID: 1 Date: 05/15/2020 9:05:12AM EDT
Event ID: 0000007401 UAT #9 NonSimple CAPITAL IFB Reject Pkg 1
Event Format: Sell Solicitation Round: 1 Version: 2
Start Date: 05/14/2020 12:15PM EDT End Date: 0 hrs, 24 mins, 41 secs
Your Total Price: 40,000.00 USD

OK

Step	Action
27.	The award confirmation displays. Click OK .

View Solicitations and Bids

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User: DHC Supply

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Search Criteria

Use Saved Search:

Solicitation ID:

Solicitation Name:

Solicitation Type:

Solicitation Status:

Start Date: From: Through:

End Date: From: Through:

[Manage Saved Searches](#) [Save Search Criteria](#)

Results Should Include:

☒ Request For Information

☒ Solicitations(Over \$150,000)

☒ Simplified Acquisitions(Under \$150,000)

Search Results

Personalized First 1 of 1

Solicitation ID	Solicitation Name	End Date	Solicitation Method	Contract Id	Status
WMATA-0000007401	UAT #9 NonSimple CAPITAL IFB Reject Pkg 1	Solicitation Completed	IFB	CMTPD200265-1	Accepted

Step	Action
28.	The bid is now in Accepted status. End of procedure.