

## THINGS TO KNOW

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- The Preview Date is the date the Event is available to view and download all documents
- The Q & A Open Date is the date Vendors can ask questions, request changes to contract terms, and/or submit requests for approved equals.
- The Q & A Close Date is the date all questions, requested changes to contract terms, and/or submitted requests for approved equals must be submitted.
- The Open Date is the date the Event is open for Vendors to begin to submit their response.
- The Close Date is deadline to submit.

## IF YOU ARE INTERESTED IN THE EVENT

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1. Add yourself to the Plan Holders List to receive Amendment notifications.
2. Download the Executive Summary Report to obtain all details of the Event, including terms and conditions.
3. Download the required forms found on the Questions tab. These forms will need to be completed prior to submitting and will be uploaded as part of your submission.
4. Begin preparing how you will meet the Civil Rights and Diversity goals, if applicable.

## ACTION TAKEN TO SUBMIT A RESPONSE

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1. Accept Terms and Conditions, click continue.
2. To submit pricing, click Respond. Enter the relevant information (no dollar signs or commas), click continue. Do this for each item if there are more than one (1).
3. Answer each question and upload the corresponding required form, click continue.
4. Submit other documentation as attachments after the questions are completed, click continue.
5. When you are satisfied, click the Submit button. A message confirms that the response has been submitted.
6. Click the Done button to return to the home page.