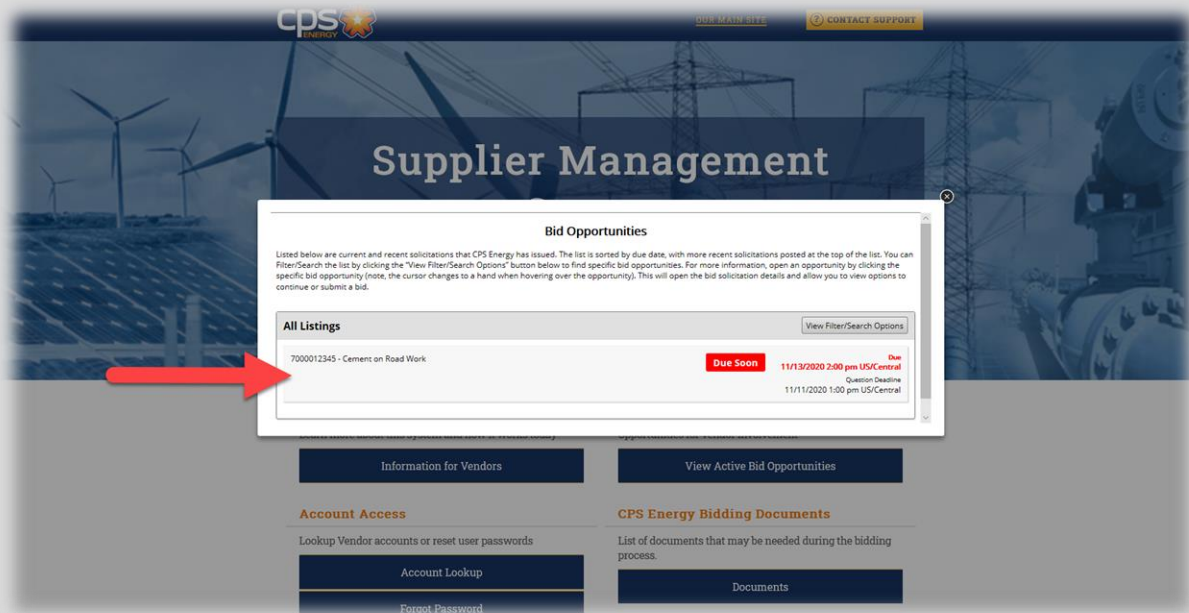


Bid Submission Instructions for the CPS Energy Supplier Management System



Supplier Management System.

Click on “View Active Bid Opportunities”. This will display a listing of Bid Opportunities.



Bid Submission Instructions for the CPS Energy Supplier Management System



Log In & Dashboard.

Once you have logged in to the system, you will see your dashboard. On the left-hand panel, select “View” and “My Bid Solicitations” to access all active CPS Energy Bid Opportunities.

The screenshot shows the CPS Energy Supplier Management System Dashboard. The left sidebar contains a navigation menu with the following items: Home, View >>, My Alerts, My Certifications, My Contracts, My Contract Audits, My Workforce Audits, My Concessions, My Concession Audits, My Utilization Plans, My Outreach, My Events, My Questionnaires, My Bid Solicitations (highlighted with a red arrow), My Messages, My Prevailing Wage, Search >>, Message >>, Settings >>, Help & Support >>, and Logoff. The main content area is divided into three sections: Dashboard, Certification Center, and Key Actions. The Dashboard section shows a table with one row for 'Questionnaires' and a 'Withdrawn' status. The Certification Center section contains a message about submitting a request for active certifications. The Key Actions section includes links for 'Take a Training Class' and 'Watch a Training Video'. The Alerts section shows 'No Activated Alerts'. The System News section contains a 'Special Features for Vendors' announcement and a 'View New System News' link.

Select “View” to access the Bid Opportunity details.

The screenshot shows the CPS Energy Supplier Management System Bid Solicitations page. The left sidebar is the same as the dashboard. The main content area shows a table of bid solicitations. The table has the following columns: Actions, Due Date, Reference, Title, and Organization. The first row shows a 'View' button (highlighted with a red arrow), a 'Due Soon' status, a due date of 11/13/2020 at 2:00 pm US/Central, a reference number of 7000012345, a title of 'Cement on Road Work', and an organization of CPSEnergy. The second row shows a 'View' button, a 'Past' status, a due date of 11/3/2020 at 2:00 pm US/Central, a reference number of 7900100029, a title of 'Test-Temperature Screening', and an organization of CPSEnergy. The third row shows a 'View' button, a 'Past' status, a due date of 10/25/2020 at 10:30 pm US/Central, a reference number of test123, a title of 'test test test', and an organization of CPSEnergy. The fourth row shows a 'View' button, a 'Past' status, a due date of 10/13/2020 at 12:45 pm US/Central, a reference number of 7000161814-TEST, a title of 'Power Generation Professional Engineering Services-TEST', and an organization of CPSEnergy. The footer contains a 'Customer Support' section with the text 'Copyright © 2020 B2Gnow. All rights reserved.'

Bid Submission Instructions for the CPS Energy Supplier Management System



Solicitation View of the Bid Opportunity.

From the Solicitation View, you can 1) follow the Bid Opportunity by selecting “Prime”, 2) submit technical questions about the bid by selecting “Q & A”, and 3) submit your bid by selecting “Submit Bid”.

After selecting “Prime”, the box will turn green and indicate that the Bid Opportunity has been added to your Planholders List. This means you will receive all notifications and updates related to this Bid Opportunity.

Bid Submission Instructions for the CPS Energy Supplier Management System



Submitting the Bid Response.

After selecting “Submit Bid”, use the Edit Bid window to 1) enter your bid amount, 2) add any comments for the CPS Energy Procurement Team, and 3) attach any required documents.

Solicitation: View

You are invited to view this solicitation. Click the **View** button to view the solicitation details.

Edit Bid CLOSE WINDOW

You can submit your bid until the deadline of 11/13/2020 2:00 pm US/Central - 3d 4h 1m 55s.

Bid

Enter the total bid amount (required) and any additional comments appropriate for your bid.

STATUS: Pending Submission

TOTAL BID AMOUNT: 1000

Enter total amount for this bid. This is the total of the proposal, per the solicitation. Click [here](#) to submit a **NO BID** response.

COMMENTS: Please see my cost proposal attached.

Bid Documents

Bid documents are detailed below. Required documents are noted with **YES** and must be uploaded for the bid to be submitted.

#	Attach	Req'd	Status	Document Type	Document Description / Instructions
1	Attach File	Yes		Cost Proposal - Response to Section I(G)	Respondent shall submit its complete Cost Proposal as a single, text-searchable PDF document, or as instructed in the Collective Document.

Status: Required document(s) not uploaded

Point of Contact

This is your firm's authorized contact for the bid.

BUSINESS/ORGANIZATION NAME: Test Vendor

CONTACT NAME: Jane Smith

CONTACT PERSON TITLE:

Logged on as: KCATA Test Vendor

CPS Energy

Bid Submission Instructions for the CPS Energy Supplier Management System



Attaching Required Files to the Bid Response.

When uploading your attachments, select "Upload File(s)". Close the window (top right corner) and verify that the Bid Documents status is checked.

The screenshot shows the 'Attach Files' window in the CPS Energy Supplier Management System. The window has a title bar 'Attach Files' and a 'CLOSE WINDOW' button. The main content area displays a list of files to be attached, with columns for 'File Name', 'Size', and 'Status'. A red arrow points to the 'Upload File(s)' button. Below the file list, there is a 'Select File(s)' section with a 'Browse...' button and a large green area labeled 'Drop Files Here'. The bottom of the window shows a 'Customer Support' link and a 'Print This Page | Translate' link.

The screenshot shows the 'Edit Bid' window in the CPS Energy Supplier Management System. The window has a title bar 'Edit Bid' and a 'CLOSE WINDOW' button. The main content area displays the 'Bid' details, including the 'TOTAL BID AMOUNT' and 'COMMENTS'. A red arrow points to the 'Required document(s) uploaded' status in the 'Bid Documents' section. The 'Bid Documents' section includes a table with columns for 'Attach', 'Req'd', 'Status', 'Document Type', and 'Document Description / Instructions'. The table shows one document, 'Cost Proposal - Response to Section II(G)', with a status of 'Required document(s) uploaded'.

Bid Submission Instructions for the CPS Energy Supplier Management System



Completing the Bid Response.

Once the bid amount is entered and all documents have been uploaded (if required), select “Review” at the bottom of the window.

Solicitation: View

You are included in this solicitation. [View my cost proposal attached.](#)

Bid Documents

Bid documents are detailed below. Required documents are noted with **YES** and must be uploaded for the bid to be submitted.

#	Attach	Req'd	Status	Document Type	Document Description / Instructions
1	Attach File	Yes		Cost Proposal - Response to Section I(G)	Respondent shall submit its complete Cost Proposal as a single, text-searchable PDF document, or as instructed in the Collective Document.

Status: Required document(s) uploaded

Point of Contact

This is your firm's authorized contact for the bid.

BUSINESS/ORGANIZATION NAME *

CONTACT NAME *

CONTACT PERSON TITLE

CONTACT EMAIL *

CONTACT PHONE * Ext.

CONTACT MOBILE

[Save Draft](#) [Review](#) [Close](#)

Customer Support
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In the Review Bid screen, select “Submit Bid” at the bottom of the window.

Review Bid

You can edit and resubmit your bid until the deadline of 11/13/2020 2:00 pm US/Central - 3d 3h 59m 26s. In this status it is not possible to save a draft; any further submissions will immediately update your bid.

*** required entry**

Bid [Edit](#)

BIDDER: Test Vendor

STATUS: Pending Submission

TOTAL BID AMOUNT: \$1,000.00

COMMENTS: Please see my cost proposal attached.

Bid Documents [Edit](#)

It is recommended that all uploaded documents be viewed and verified against the bid document requirements.

#	Req'd	Status	Document Type	Document Description / Instructions
1	Yes		Cost Proposal - Response to Section I(G)	Respondent shall submit its complete Cost Proposal as a single, text-searchable PDF document, or as instructed in the Collective Document.

Attached documents:
[Cost Proposal.docx](#) (DOCX, 11.41 KB)

Point of Contact [Edit](#)

CONTACT PERSON: Jane Smith

EMAIL: janesmith@testvendor.com

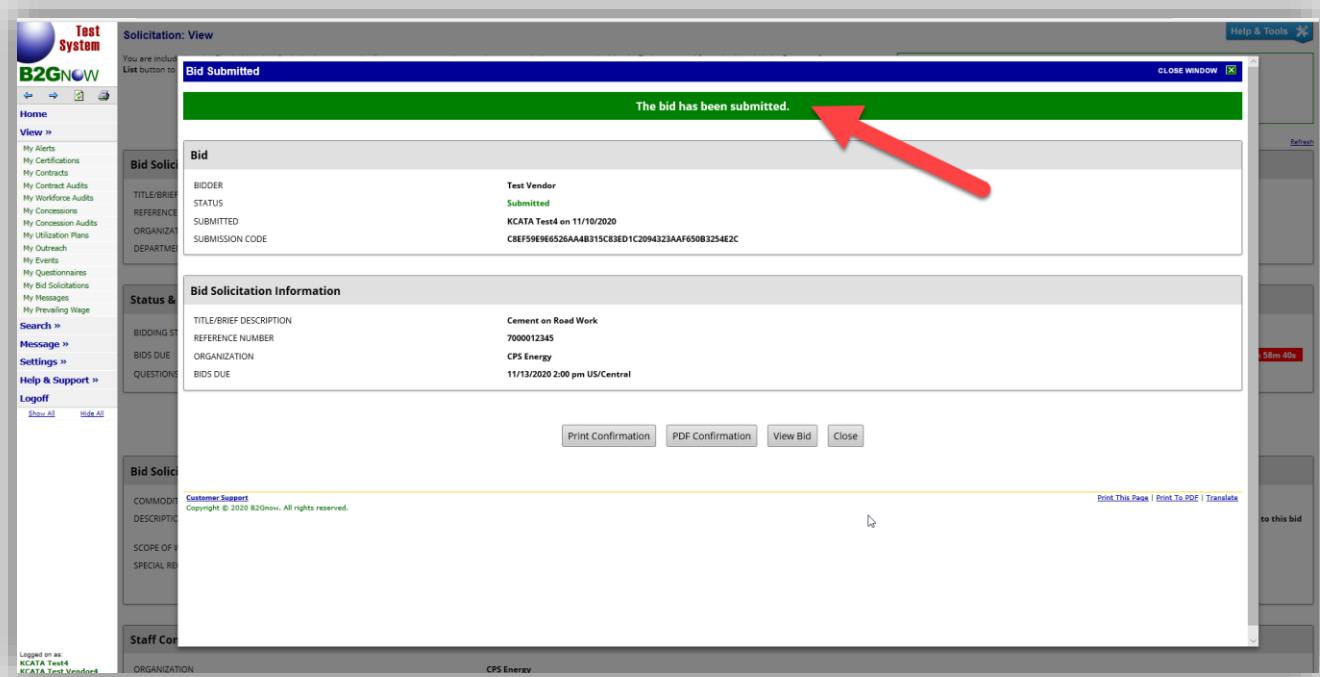
PHONE: 3259277

[Submit Bid](#) [Edit](#) [Close](#)

Bid Submission Instructions for the CPS Energy Supplier Management System



After signing the attestation window, you should see a confirmation screen.



You can select “View Bid” to see a summary of the bid that was submitted. You can also select “Edit or Withdraw Bid” at any time prior to the Bid Submission Due Date & Time to make modifications to your submittal.

