

PROCUREMENT (VENDOR) SUBMISSION PORTAL PROCESS

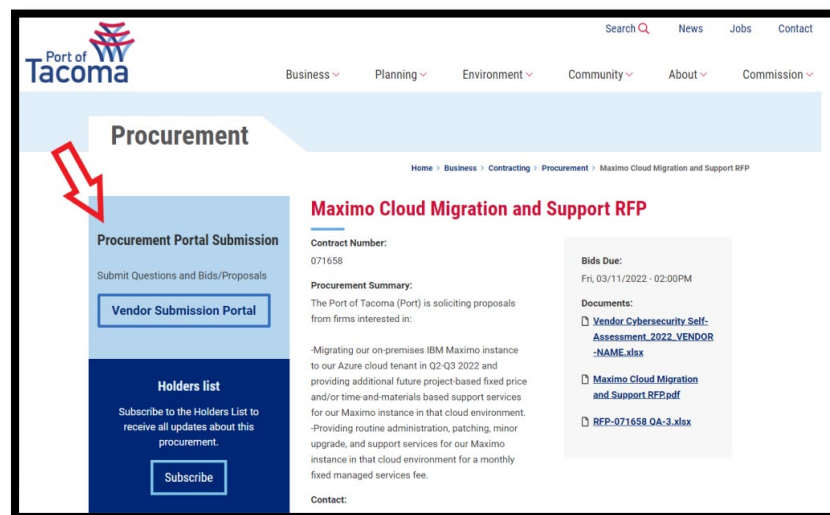
Electronic Submittal:

Submittals must be received via the procurement portal on or before the date and time outlined on the front page of a given solicitation.

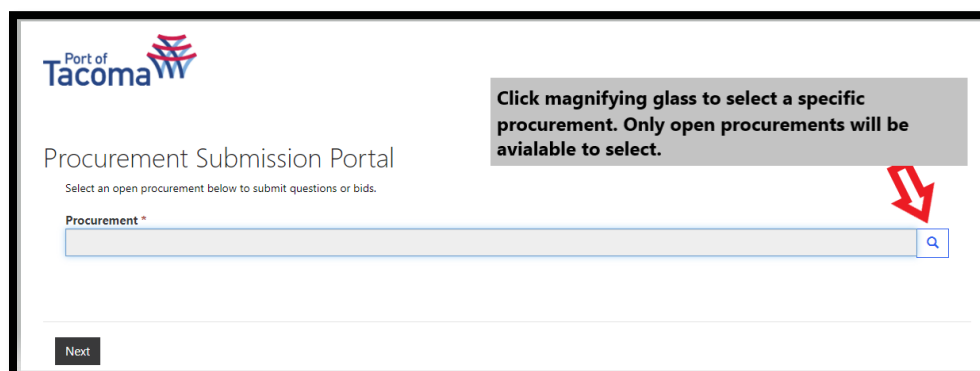
Procurement Portal Submission Instructions:

Navigate to the procurements web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#).

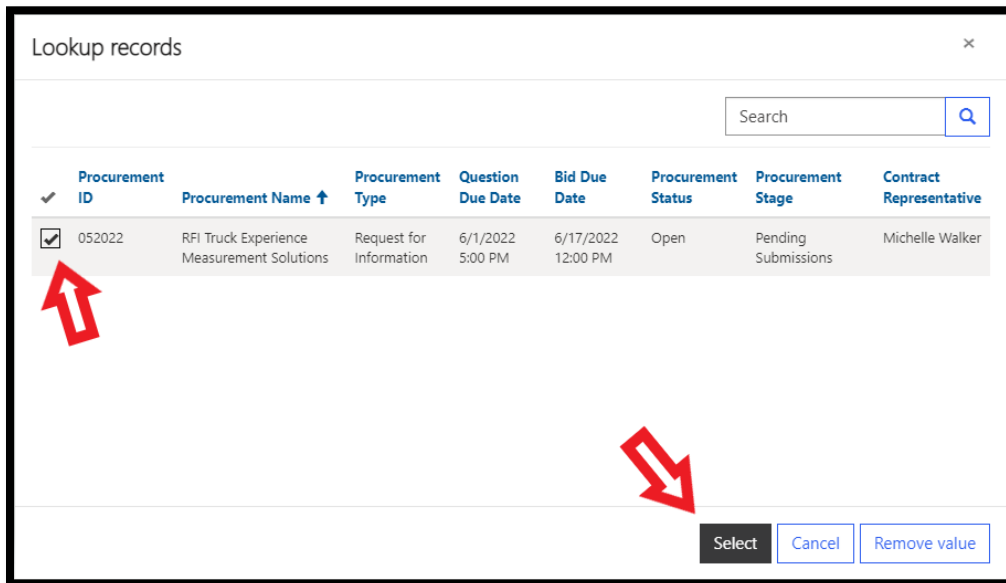
While on the procurements page, click on the 'Vendor Submission Portal' link (located on the lefthand side of the page).



Once in the 'Procurement Submission Portal' click the magnifying glass to open the 'lookup records' window, where you can view all open procurements.



Check the box for your specific procurement, and click the select button to access that procurements submittal page.



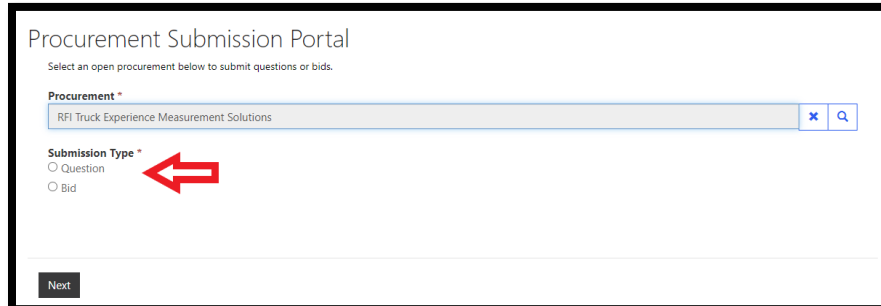
Lookup records

Search

✓	Procurement ID	Procurement Name ↑	Procurement Type	Question Due Date	Bid Due Date	Procurement Status	Procurement Stage	Contract Representative
<input checked="" type="checkbox"/>	052022	RFI Truck Experience Measurement Solutions	Request for Information	6/1/2022 5:00 PM	6/17/2022 12:00 PM	Open	Pending Submissions	Michelle Walker

Select Cancel Remove value

You will then be prompted to select whether you are submitting a Question(s) or a Bid (this option includes Proposals, and Statements of Qualification).



Procurement Submission Portal

Select an open procurement below to submit questions or bids.

Procurement *

RFI Truck Experience Measurement Solutions

Submission Type *

☐ Question

☐ Bid

Next

- For Question(s):
 - Input required contact information, type out your question(s), fill out the verification code at the bottom of the page, and click the submit button.
 - See example below (on next page):

Procurement Submission Portal

Procurement: 052022 - RFI Truck Experience Measurement Solutions

Company Name *

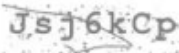
Contact First Name *

Contact Last Name *

Contact Email Address *
Email address to receive a submission receipt.

Contact Phone Number *

Question(s) [limit: 1000 Characters] *

Verification Code:

[Generate a new image](#)
[Play the audio code](#)
 Enter the code from the image

- For Bids (this option includes Proposals, and Statements of Qualification):
 - Input required information, attach files* requested in this proposal, fill out the verification code at the bottom of the page, and click the submit button.
 - *Note: Only .pdf, .xlsx, or .tif files will be available for upload.
 - See example below (on next page):

Procurement Submission Portal

Procurement: 052022 - RFI Truck Experience Measurement Solutions

Company Name *
John Smith Business

Contact First Name *
John

Contact Last Name *
Smith


Contact Email Address *
Email address to receive a submission receipt.
jsmith@randomemail.com

Contact Phone Number *
(123) 456-7891


Is this a replacement of a previous submission? [Details](#)
☒ No ☐ Yes


[Add files](#)

File types accepted: .pdf, .xlsx, .tif

Name ↑	Modified
 Example.pdf (29 KB)	6/1/2022 11:55 AM

☒ I hereby acknowledge that all Addenda provided on the Port of Tacoma procurement site has been reviewed and implemented into this submission.*


[Generate a new image](#)
[Play the audio code](#)
 gv9n5wT Enter the code from the image

[Previous](#) [Submit](#) 

Shortly after submission you will receive an automated email confirming receipt.

To re-submit an updated (or corrected) document (prior to solicitation due date) follow the below instructions:

- Re-access the bid submission page.
- Re-fill out your contact information, and select that this is a replacement of a previous submission.
- Input your Bid ID (this was provided in the automated receipt email from your original bid submission). If unable to locate, please email procurement@portoftacoma.com for support.

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- Upload your new file, and check the box to acknowledge you are requesting to override your previous submission. Then fill out the verification code and click submit. You will receive an automated email receipt.

Procurement Submission Portal

Procurement: 052022 - RFI Truck Experience Measurement Solutions

Company Name *
John Smith Business

Contact First Name *
John

Contact Last Name *
Smith


Contact Email Address *
Email address to receive a submission receipt.
jsmith@randomemail.com


Contact Phone Number *
(123) 456-7891


Is this a replacement of a previous submission? [Details](#)
☐ No ☒ Yes

Previous Submission Bid ID [BID-#####] *
BID-000000

☒ I understand that I am able to enter additional submissions without replacing a previous submission. However, by choosing this replacement option, I am requesting that Port of Tacoma use this submission in place of the previous submission, and that no part of the previous submission will be reviewed or considered.*








Add files

File types accepted: .pdf, .xlsx, .tif

Name ↑	Modified
 Example.pdf (29 KB)	6/1/2022 12:04 PM

☒ I hereby acknowledge that all Addenda provided on the Port of Tacoma procurement site has been reviewed and implemented into this submission.*

Please submit proposal, including all appendices and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total email size**. Please provide one (1) non-redacted version, and one (1) redacted version (**removing all Company information**) of your PDF submittal. It is the **Consultant's responsibility to verify the receipt of the submittal**. **Electronic verification will be provided.**

***Late proposals will not be accepted by the NWSA/Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.** All proposals submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

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