



GDOT Solicitation - External

Manual

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About this Manual

This manual provides bidders information about the GDOT Solicitation. Specifically:

- ✓ The types of requests that can be fulfilled.
- ✓ File types and considerations for upload.
- ✓ Elements of the user interface.
- ✓ How to sign up and sign into the application.
- ✓ How to submit documentation for a solicitation.

How to Use this Manual

This manual has four chapters. Each chapter focuses on a key topic, each of which are broken down into easy-to-follow concepts.

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use the GDOT Solicitation application more efficiently and boost productivity. Look out for these callouts to quickly become a super user!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

Note



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

Pro Tip



These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

Important

Solicitation



Please review the **Procurement Manual for the Procurement, Management and Administration of Engineering and Design Related Consultant Services** for complete details about this process

<http://www.dot.ga.gov/PartnerSmart/Business/Documents/ConsultantResources/TSPManual.pdf>.

If there are any questions on the business process or needs for additional training, users should contact the Transportation Services Procurement (TSP).

Note

Request Types

There are two types of solicitation for which you can use this application:

- Request for Qualification (RFQ)
- Request for Proposals (RFP)

Upload File Types

The types of files you can upload are:

- Microsoft Excel
- Portable Document Format (PDF)

Upload Files Considerations

There are a few considerations you need to keep in mind when uploading files for the submittal. Depending on the type of solicitation you will have:

For RFQ

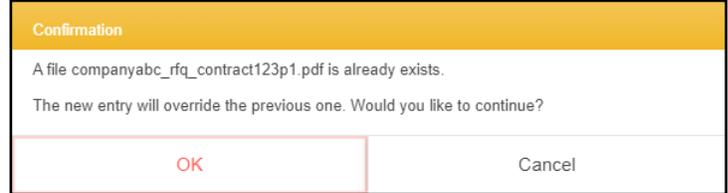
This type of solicitation allows you to only upload a single file at a time. If you try to make another submittal:

- If the file is a different type of what it was already uploaded, the new file is saved as a new record.
- If it is the same file type with a different file name, the new file is saved as a new record.

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- If it is the same file type with the same name, you will see a warning with the file name and you are given the option to replace or not replace the existing record.

Example of the warning shown:

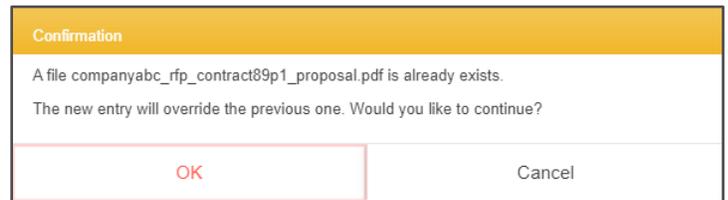


For RFP

This type of solicitation allows you to upload multiple files at the same time. If you try to make another submittal:

- If the file is a different type of what it was already uploaded, the new file is saved as a new record.
- If it is the same file type with a different file name, the new file is saved as a new record.
- If it is the same file type with the same name, you will see a warning with the file name and you are given the option to replace or not replace the existing record.

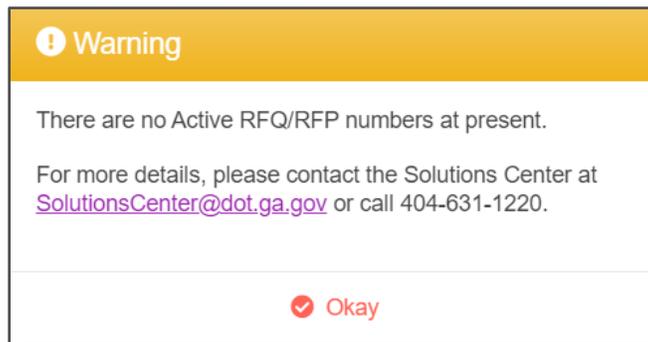
Example of the warning shown:





Please note that you will only be able to upload files for RFQs or RFPs that are **Active**. If there are none, you will see the following warning.

Important



Access GDOT Solicitation

- 1. Open **Google Chrome** or **Microsoft Edge**.



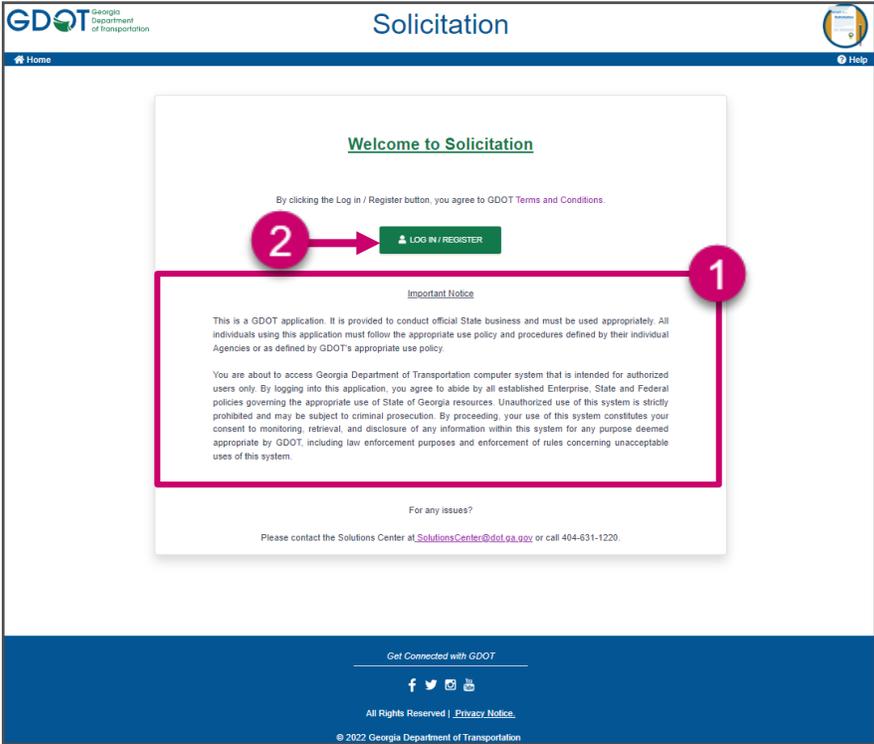
Google Chrome and **Microsoft Edge** are the preferred web browsers for this application. Others might work as well.

Note

- 2. Go to <https://solicitation.dot.ga.gov/>

New Users Sign Up

- 1. Read the **Important Notice**.
- 2. Select **LOG IN/REGISTER**.

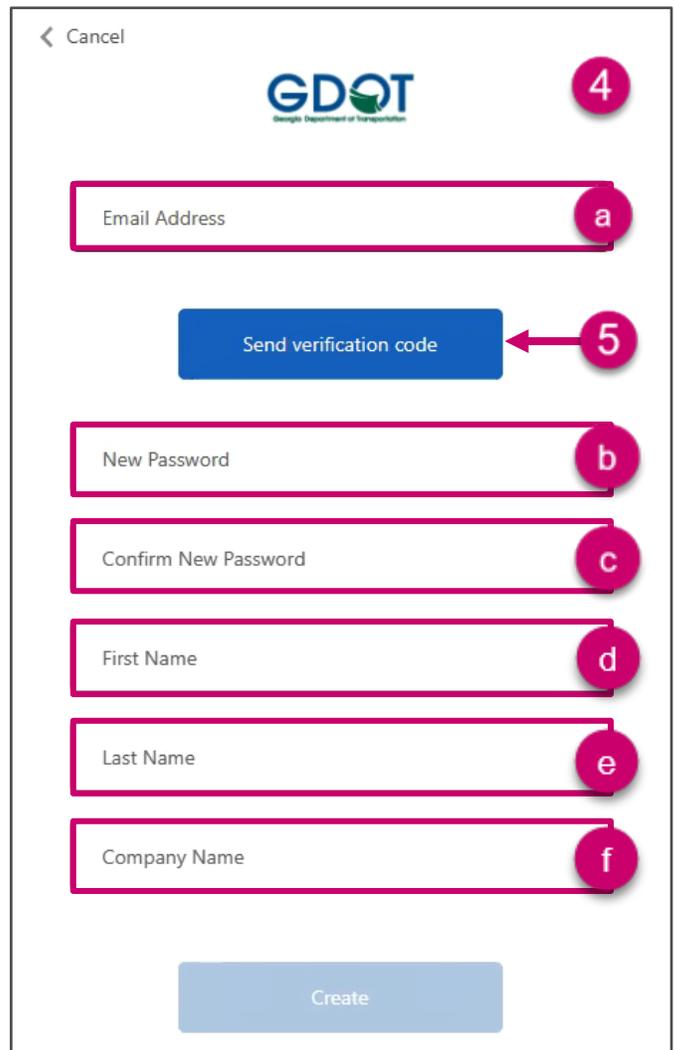


3. Select **Sign up now**.



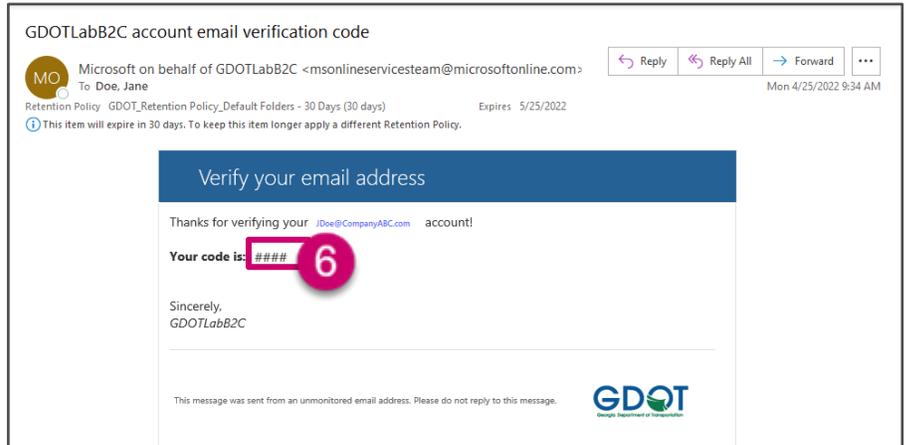
The screenshot shows the GDOT sign-in page. It features the GDOT logo at the top, followed by the heading "Sign in with your email address". Below this are two input fields: "Email Address" and "Password". A link "Forgot your password?" is positioned below the password field. A blue "Sign in" button is centered below the fields. At the bottom left, there is a link "Don't have an account? Sign up now". A red circle with the number "3" and an arrow points to the "Sign up now" link.

4. Fill in all the form fields:
- a. Enter **Email Address**.
 - b. Enter **New Password**.
 - c. Enter **Confirm New Password**.
 - d. Enter **First Name**.
 - e. Enter **Last Name**.
 - f. Enter **Company Name**.
5. Select **Send verification code**.



The screenshot shows the GDOT registration page. It has a back arrow and "Cancel" text at the top left. The GDOT logo is at the top right. The form consists of several input fields: "Email Address", "New Password", "Confirm New Password", "First Name", "Last Name", and "Company Name". A blue "Send verification code" button is located between the "Email Address" and "New Password" fields. A light blue "Create" button is at the bottom. Red circles with letters "a" through "f" and the number "5" are used as callouts: "a" through "f" are next to their respective input fields, and "5" is next to the "Send verification code" button with an arrow pointing to it.

6. Check your email and copy the verification code.



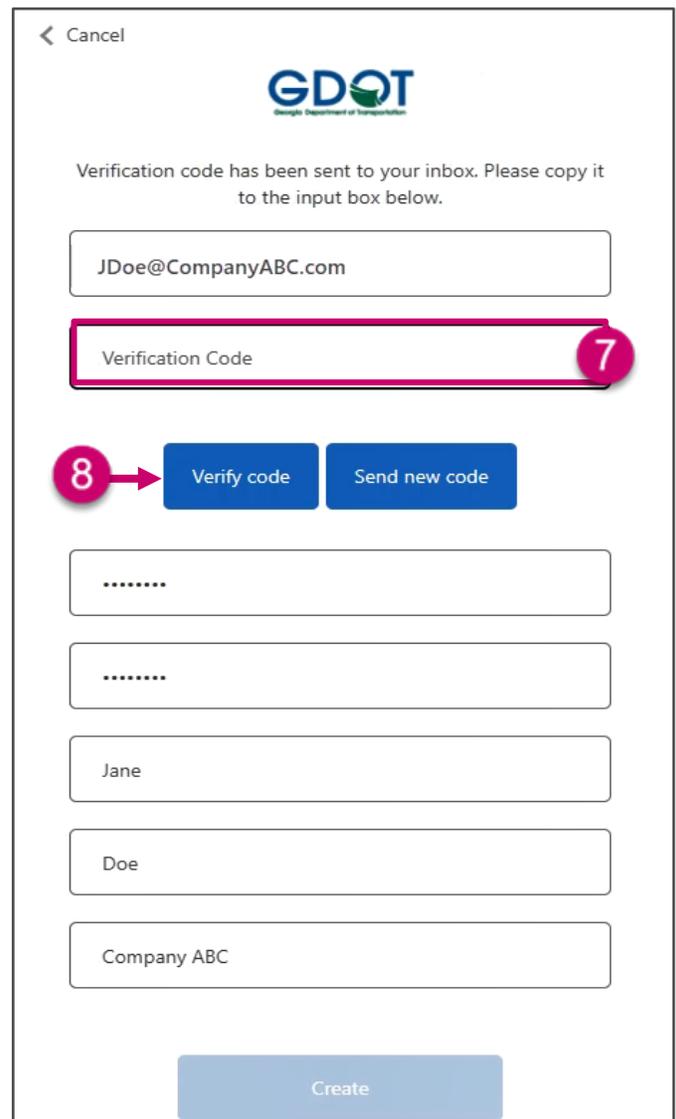
7. Enter **Verification Code**.

8. Select **Verify code**.



If after a minute or two you haven't received the verification code, you can select **Send new code**. This process is relatively fast, it depends on the speed of your email provider.

Pro Tip

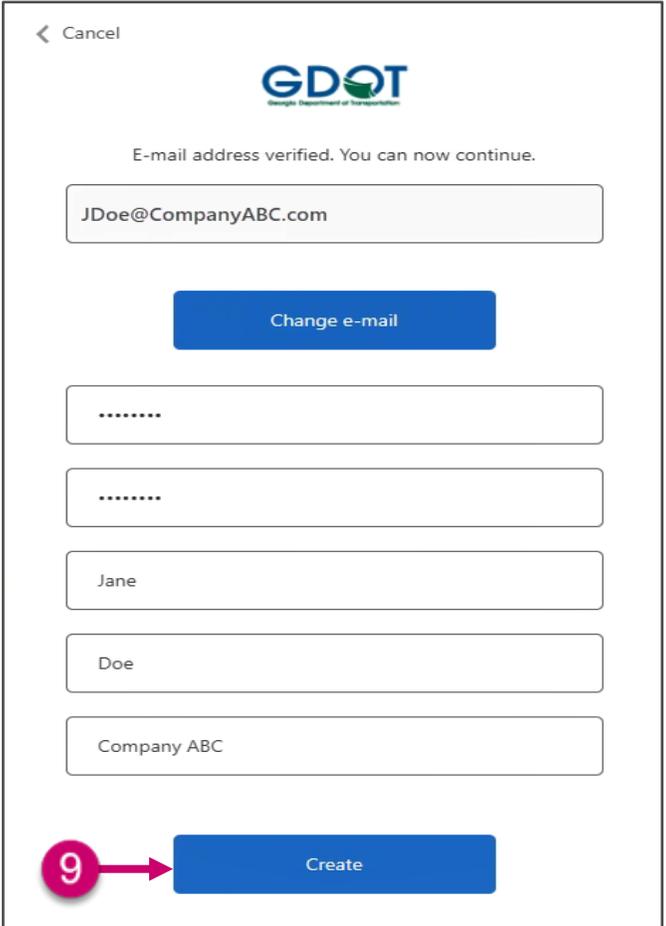


9. Select **Create**.



Notice that you can use **Change e-mail** address if needed.

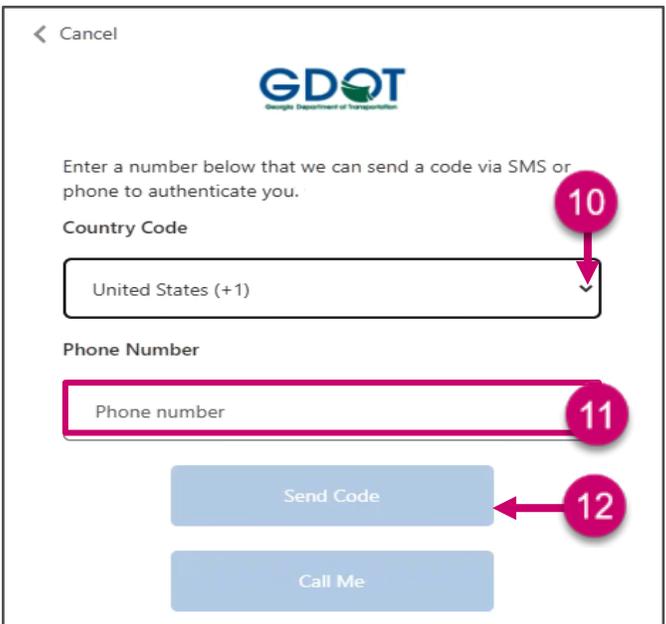
Note



10. If necessary, expand the arrow to select the country code.

11. Enter **Phone number**.

12. Select **Send Code**.

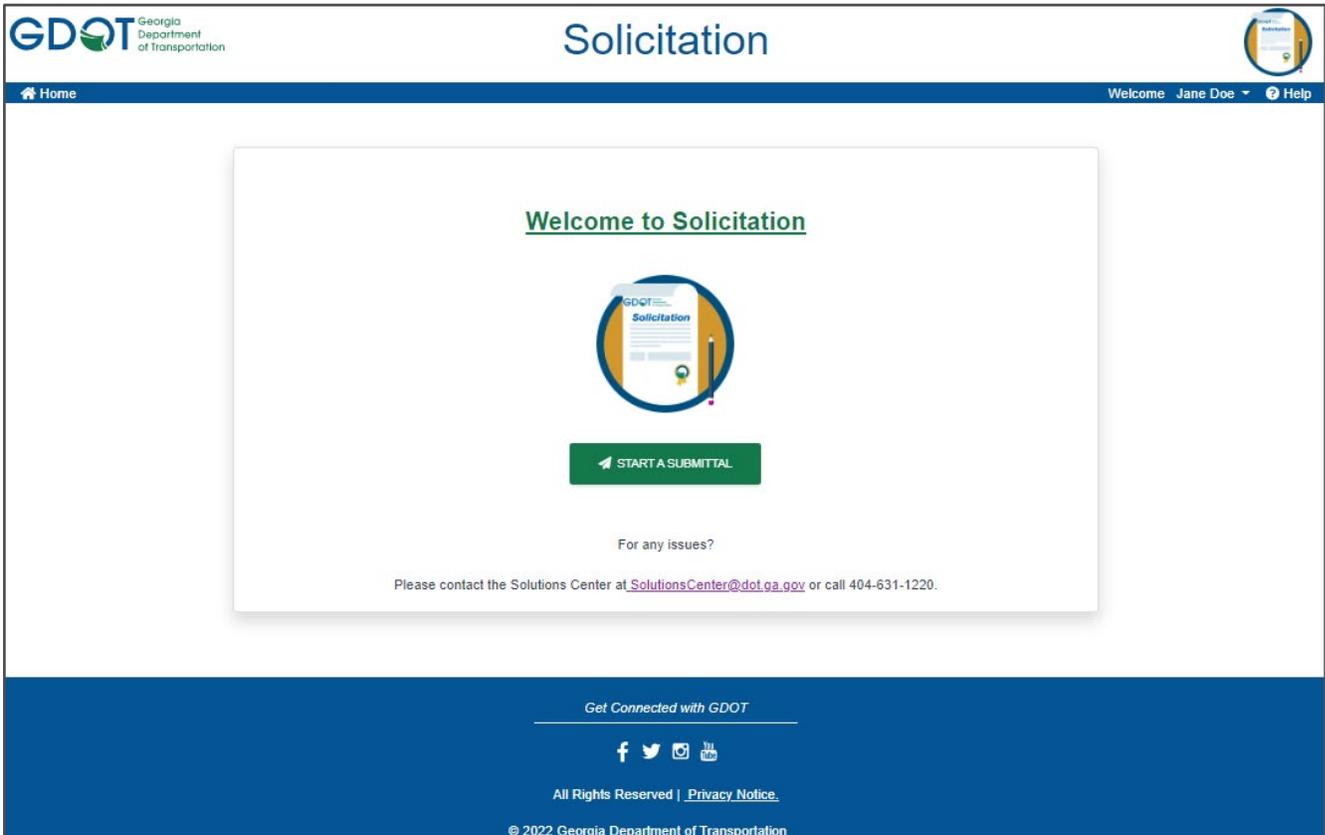


13. Enter verification code.

14. Select **Verify Code**.

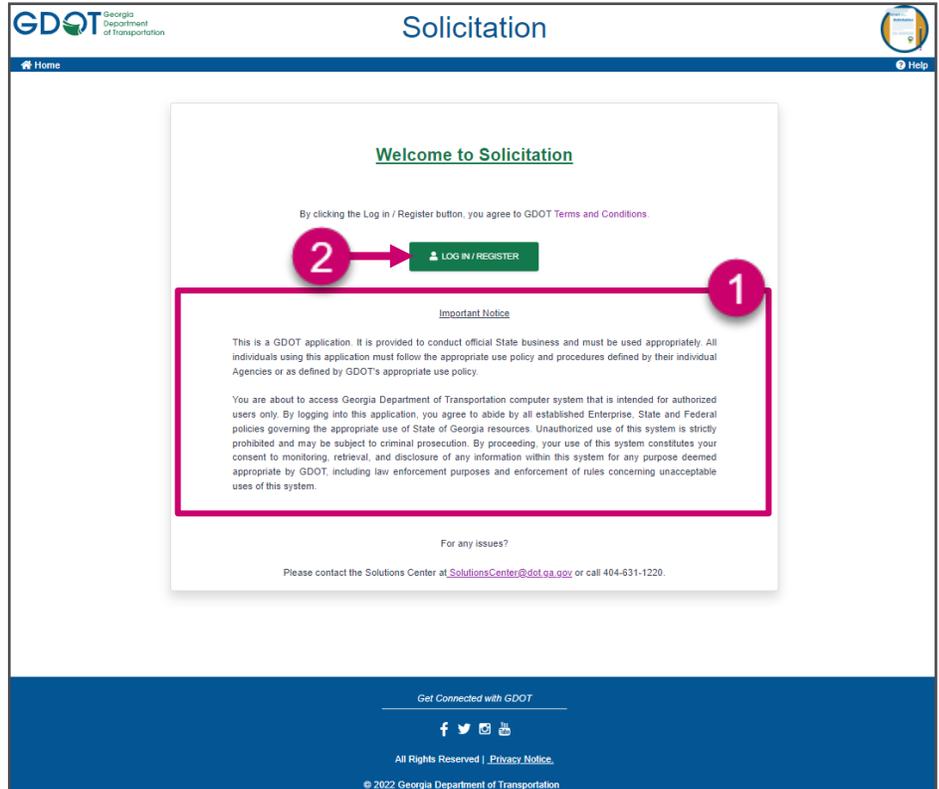


15. You are now ready to start a submittal.

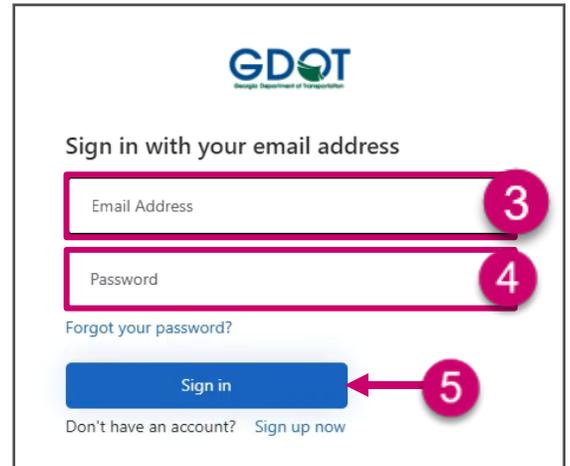


Existing Users Sign In

1. Read the **Important Notice**.
2. Select **LOG IN/REGISTER**.



3. Enter **Email Address**.
4. Enter **Password**.
5. Select **Sign in**.

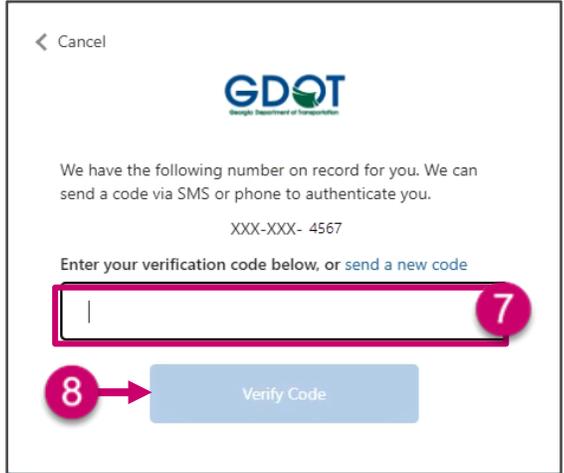


6. Select **Send Code**.

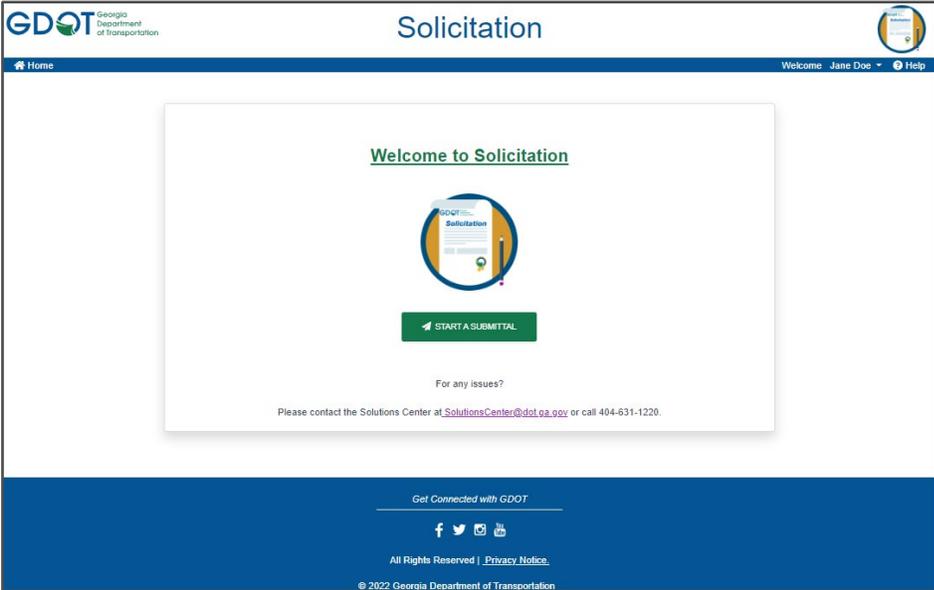


7. Enter verification code.

8. Select **Verify Code**.



9. You are now ready to start a submittal.



Existing Users Sign In – Forgot Password

1. Select **Forgot your password?**



2. Enter the **Email Address** you used to create your account.

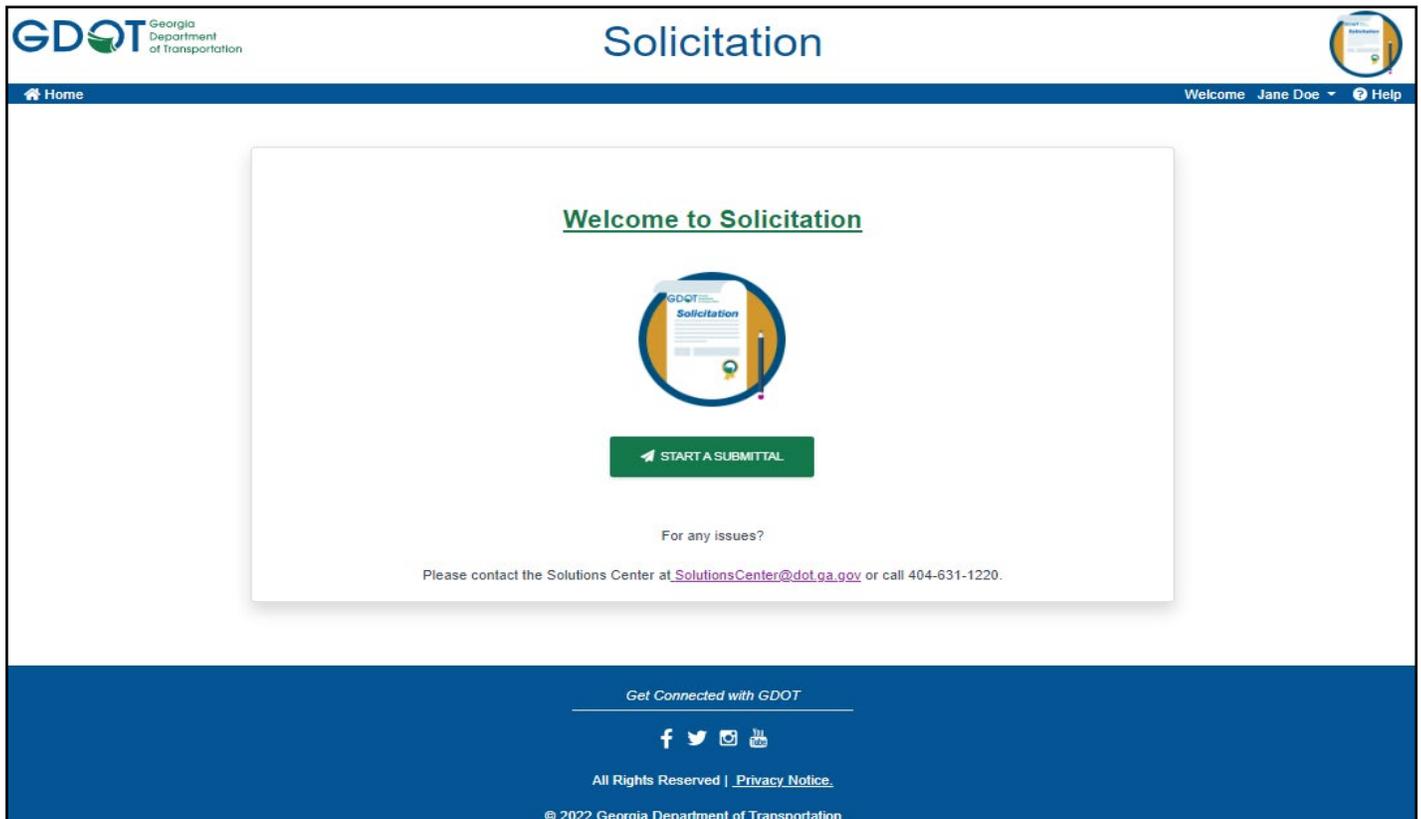
3. Select **Send verification code**.



4. Continue onto step 5 for the **Password Reset**.

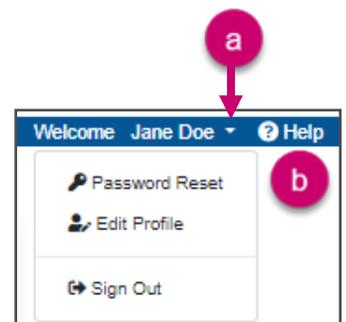
Elements of the User Interface

The Solicitation Home page shows the **START A SUBMITTAL** button that allows you to start a submittal right away.



From the top right of the Home page, you can access the two main sections, which are:

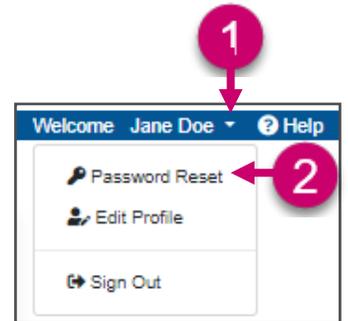
- (a) User Name
 - Password Reset
 - Edit Profile
 - Sign Out
- (b) Help



User Functions

Password Reset

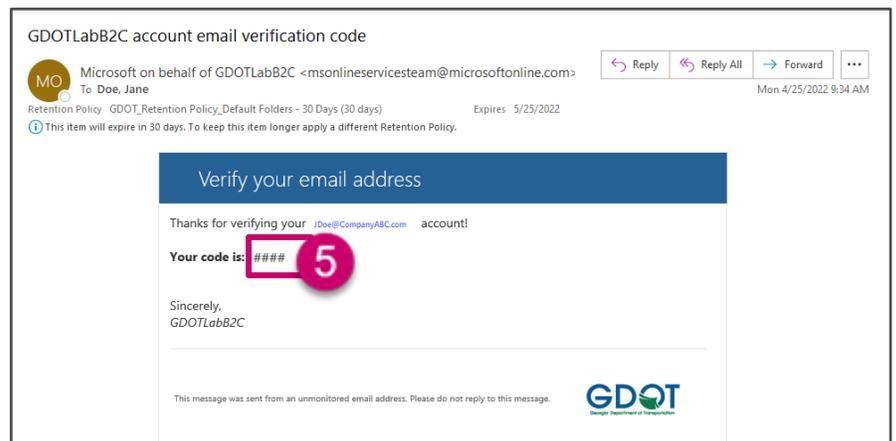
1. Expand the drop-down list next to your name.
2. Select **Password Reset**.



3. Enter **Email Address**.
4. Select **Send verification code**.



5. Check your email and copy the verification code.

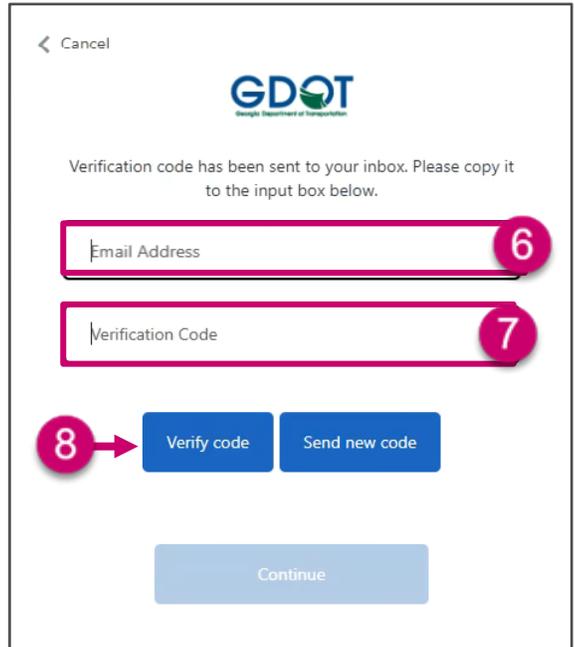


- 6. Verify your email is listed here.
- 7. Enter **Verification Code**.
- 8. Select **Verify code**.



If after a minute or two you haven't received the verification code, you can select **Send new code**. This process is relatively fast, it depends on the speed of your email provider.

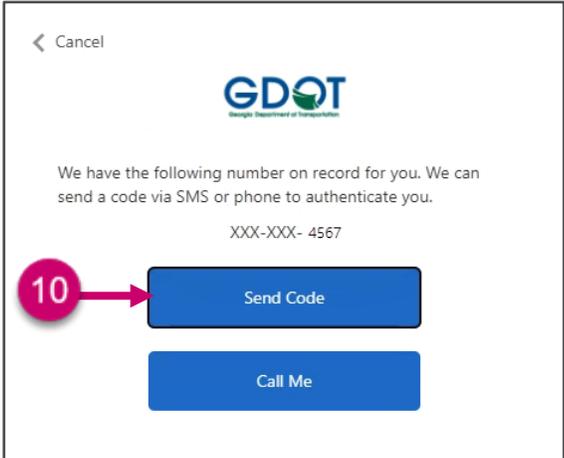
Pro Tip



- 9. Select **Continue**.

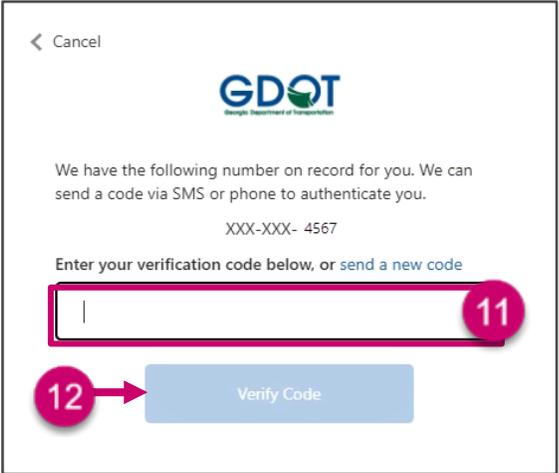


10. If you see this screen, select **Send Code**. Otherwise, proceed onto step 13.



11. Enter verification code.

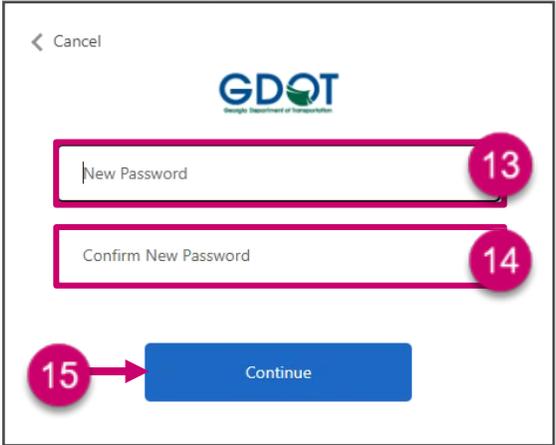
12. Select **Verify Code**.



13. Enter **New Password**.

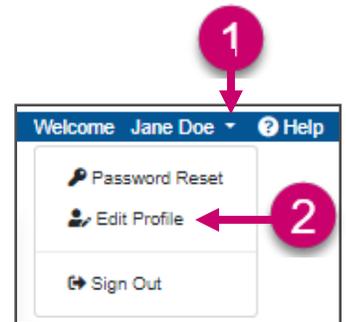
14. Enter again the new password in the **Confirm New Password** field.

15. Select **Continue**.

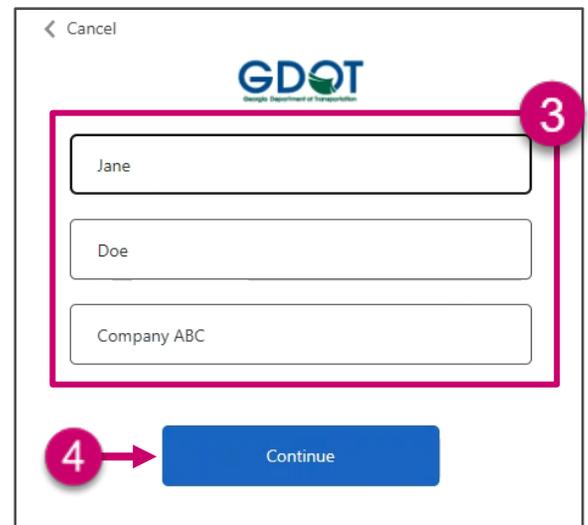


Edit Profile

1. Expand the drop-down list next to your name.
2. Select **Edit Profile**.



3. Edit the information in any of the fields (e.g., First Name, Last Name or Company Name).
4. Select **Continue**.

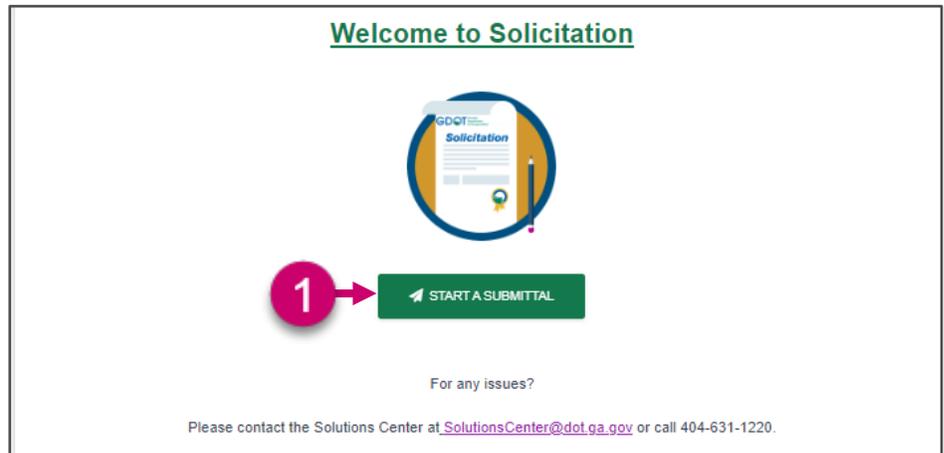


RFQ Submittal

Remember that this type of solicitation allows you to only upload a single file at a time. If you try to make another submittal:

- If the file is a different type of what it was already uploaded, the new file is saved as a new record.
- If it is the same file type with a different file name, the new file is saved as a new record.
- If it is the same file type with the same name, you will see a warning with the file name and you are given the option to replace or not replace the existing record.

1. Select **START A SUBMITTAL**.



2. Verify that your **Email, First Name, Last Name** and **Company Name** information are correct.



If you need to make changes, follow the instructions listed in the [Edit Profile](#) section.

Note

Solicitation Submission Document

Email *

First Name *

Last Name *

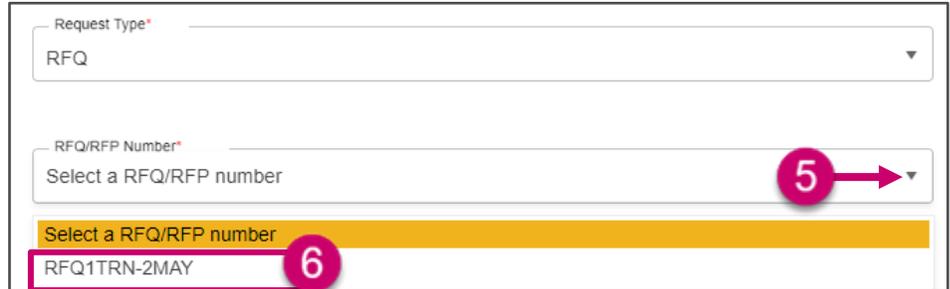
Company Name *

3. Expand the **Request Type** drop-down list.



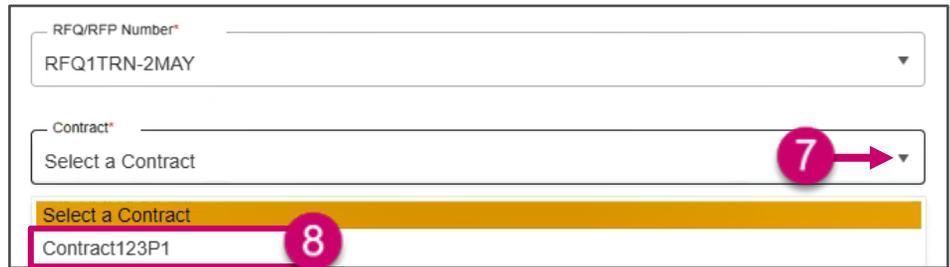
4. Select **RFQ**.

5. Expand the **RFQ/RFP Number** drop-down list.



6. Select an **RFQ Number** from the items listed.

7. Expand the **Contract** drop-down list.



8. Select a **Contract** from the items listed.

9. Notice that once you select the contract from the list, a colored text appears underneath. Such text shows the deadline, time for the selected combination, and a countdown timer. When the color of the text is:





- **Green:** Contract is active.
- **Yellow:** Contract is about to expire.
- **Red:** Contract is expired.

10. Confirm the **Phase** listed is the correct one.

11. **Select files.**

Contract*
Contract123P1
Deadline: 5/9/2022 9:00:00 AM (Expires in: 3d 23h34m 57s)

Phase *
Phase 1 10

Upload RFQ/RFP Documents:*

Select files... 11

Note: The Request Type "RFQ" can only accept one file.*

➤ SUBMIT
← CANCEL

12. Browse to locate the file you want to upload.

13. **Select Open.**

Open

« Solicitatio... > For_RFQ

Search For_RFQ

Name	Status	Date modified	Type
Other	🔒 R	5/5/2022 7:50 AM	File folder
CompanyABC_RFQ_Contract123P1	🔒 R	5/5/2022 7:47 AM	Adobe Acrobat D...
CompanyABC_RFQ_Contract123P1	🔒 R	5/5/2022 7:48 AM	Microsoft Excel W...

CompanyABC_RFQ_Contract123P1 State: Shared
Microsoft Word Document Authors: Doe, Jane

File name: CompanyABC_RFQ_Contract123P1 All Files

12
13
Open
Cancel

14. Ensure the correct file is listed.

15. **Select SUBMIT.**

Upload RFQ/RFP Documents:*

Select files...

CompanyABC_RFQ_Contract123P1.pdf
35.81 KB 14

RFQ/RFP Document is required.

Note: The Request Type "RFQ" can only accept one file.*

15
➤ SUBMIT
← CANCEL

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16. Select **Okay**.

 **Successful Submittal**

The submittal was received at 5/5/2022, 9:28:33 AM;
confirmed successful submittal.

   **Okay**

17. A confirmation email is sent to your inbox.

Procurement Management Solicitation Submissions

 solicitationsysadmin@tgdot.dot.ga.gov
Yesterday, 9:28 AM
Doe, Jane ...

Solicitation Submittal Confirmation

Hello **Jane Doe**,

Thanks for your submittal document.

Here are the details of your submission:

Email: JDoe@CompanyABC.com
Request Type: **RFQ**
RFQ/RFP Number: **RFQ1TRN-2MAY**
Contract Number: **Contract123P1**
Phase: **Phase 1**
Submittal DateTime: **5/5/2022 9:28:33 AM**

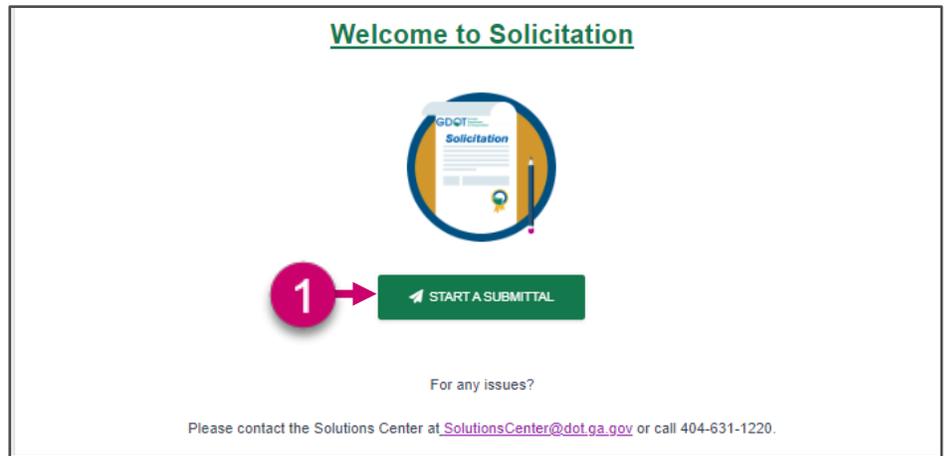
Please contact the Solutions Center at SolutionsCenter@dot.ga.gov
or call 404-631-1220 if you have any questions or need further assistance.

RFP Submittal

Remember that this type of solicitation allows you to upload multiple files at the same time. If you try to make another submittal:

- If the file is a different type of what it was already uploaded, the new file is saved as a new record.
- If it is the same file type with a different file name, the new file is saved as a new record.
- If it is the same file type with the same name, you will see a warning with the file name and you are given the option to replace or not replace the existing record.

1. Select **START A SUBMITTAL**.



2. Verify that your **Email, First Name, Last Name** and **Company Name** information are correct.



If you need to make changes, follow the instructions listed in the [Edit Profile](#) section.

Note

Solicitation Submission Document

Email *

First Name *

Last Name *

Company Name *

3. Expand the **Request Type** drop-down list.
4. Select **RFP**.
5. Expand the **RFQ/RFP Number** drop-down list.
6. Select an **RFP Number** from the items listed.
7. Expand the **Contract** drop-down list.
8. Select a **Contract** from the items listed.
9. Notice that once you select the contract from the list, a colored text appears underneath. Such text shows the deadline, time for the selected combination, and a countdown timer. When the color of the text is:
 - **Green:** Contract is active.
 - **Yellow:** Contract is about to expire.
 - **Red:** Contract is expired.

Request Type*
Select a Request Type

Select a Request Type

RFQ

RFP

Request Type*
RFP

RFQ/RFP Number*
Select a RFQ/RFP number

Select a RFQ/RFP number

RFP1TRN-2MAY

RFQ/RFP Number*
RFP1TRN-2MAY

Contract*
Select a Contract

Select a Contract

Contract89P1

Contract*
Num 2 Con 2

Deadline:8/20/2021 5:40:00 PM (Expires in: 0d 0h7m 52s)

Contract*
Num 2 Con 2

Warning...!! Selected Contract is going to expire in 57s

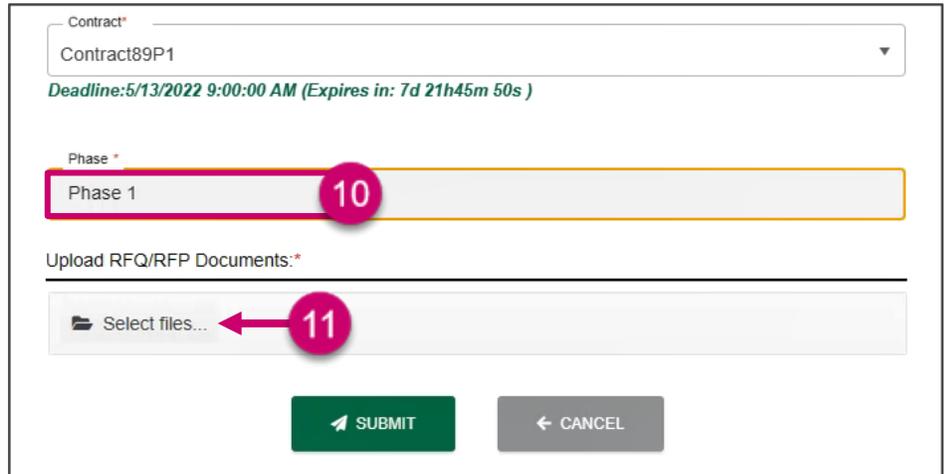
Contract*
Num 2 Con 2

Selected Contract is expired.

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10. Confirm the **Phase** listed is the correct one.

11. **Select files.**



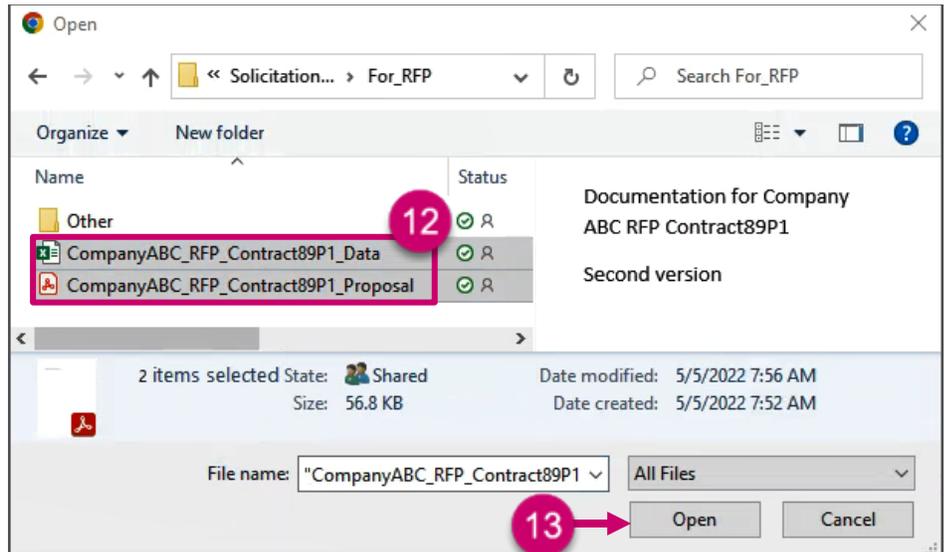
12. Browse to locate the file or files you want to upload.

13. Select **Open**.

!

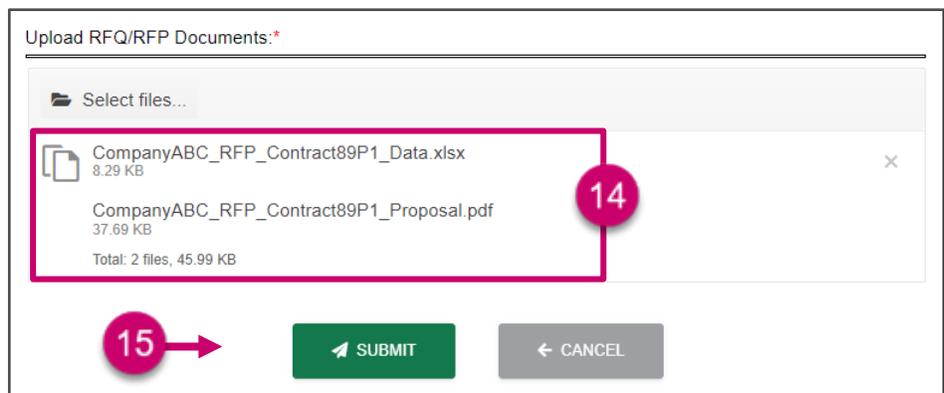
Be patient, it might take a few minutes to upload the files.

Important



14. Ensure the correct file(s) is/are listed.

15. Select **SUBMIT**.



GDOT Solicitation - External

16. Select **Okay**.

✓

Successful Submittal

The submittal was received at 5/6/2022, 2:09:32 PM;
confirmed successful submittal.

16
→
✓ Okay

17. A confirmation email is sent to your inbox.

Procurement Management Solicitation Submissions

solicitationsysadmin@tgdot.dot.ga.gov

Yesterday, 9:28 AM

Doe, Jane ▾

Solicitation Submittal Confirmation

Hello **Jane Doe**,

Thanks for your submittal document.

Here are the details of your submission:

Email: **JDoe@CompanyABC.com**

Request Type: **RFP**

RFQ/RFP Number: **RFP1TRN-2May**

Contract Number: **Contract89P1**

Phase: **Phase 1**

Submittal DateTime: **5/6/2022 2:09:32 PM**

Please contact the Solutions Center at SolutionsCenter@dot.ga.gov
or call 404-631-1220 if you have any questions or need further
assistance.