How to Acknowledge an Amendment and Resubmit a Response to a Solicitation
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Acknowledgement Required: Amendment 1 to Solicitation 16001 (Weekly Bus Parts (RFQ Standard))

Step 1

If you received an email notifying you of an amendment to a solicitation, click the LOGIN link in the email.
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Step 2
Log in to the Pace iSupplier Portal.
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**Step 3**

The My Bid/Proposal tab of the Sourcing page will appear. Click the Solicitation Number that has been amended.
Step 4

Click View Amendment History.
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Step 5
The Amendment History page will appear. Click Show All Details to view the description of the amendment.
**Step 6**

The description of the amendment ① will appear. Click Acknowledge Amendment ② in either location.
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Step 7

The Acknowledge Amendment page will appear. You must click this box ① and then click Acknowledge ② in either location.
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Step 8

The Confirmation page will appear. If you previously submitted a response to the solicitation and click No, your response will not be considered for contract award. Otherwise, if you want to resubmit your response, click Yes and proceed to Step 9. Note that the example that follows shows how to resubmit a response due to an amendment to quantity. For additional assistance with resubmitting a response due to other types of amendments, contact Pace iSupplier Portal Support.
Step 9

The Header tab of the Create Quote page will appear. Click the Lines tab 🔄.
Step 10
The Lines tab of the Create Quote page will appear. The Target Quantity column 1 reflects the amended quantity. Enter the proposed dollar amount under the Quote Price column 2 and the proposed quantity under the Quote Quantity column 3. If 4 appears next to a description under the Line column 4, click the corresponding 5 under the Update column 5 to provide the required additional information.
Step 11

Enter the additional information in the field(s) under the Vendor Response column and click Apply in either location.
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Step 12

The Lines tab of the Create Quote page will appear. When you have finished providing all the additional information required, click Continue in either location.
Step 13

The Review and Submit page will appear. You may cancel your submission by clicking Cancel 1 in either location (all information entered will be discarded), return to the previous page by clicking Back 2 in either location, or save your information and documents by clicking Save Draft 3 in either location. Click Submit 4 in either location to resubmit your response to the solicitation.
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Step 14

The Confirmation page will appear.