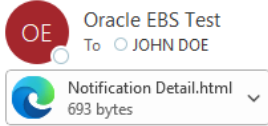


How to Acknowledge an Amendment and Resubmit a Response to a Solicitation



How to Acknowledge an Amendment and Resubmit a Response to a Solicitation

Acknowledgement Required: Amendment 1 to Solicitation 16001 (Weekly Bus Parts (RFQ Standard))



From		Company	Pace, the Suburban Bus Division of the Regional Transportation Authority
To	JOHN DOE	Solicitation Title	Weekly Bus Parts (RFQ Standard)
Sent	12-JUN-2023 11:50:52	Solicitation Number	16001,1
ID	8651824		

Solicitation Open **June 12, 2023 10:37 am Central Time**
Solicitation Close **June 29, 2023 10:27 am Central Time**
Vendor **ABC COMPANY INC**
Vendor Site

This solicitation has been amended. If you have submitted or are planning to submit a response to this solicitation, you must acknowledge the amendment to be considered for contract award.

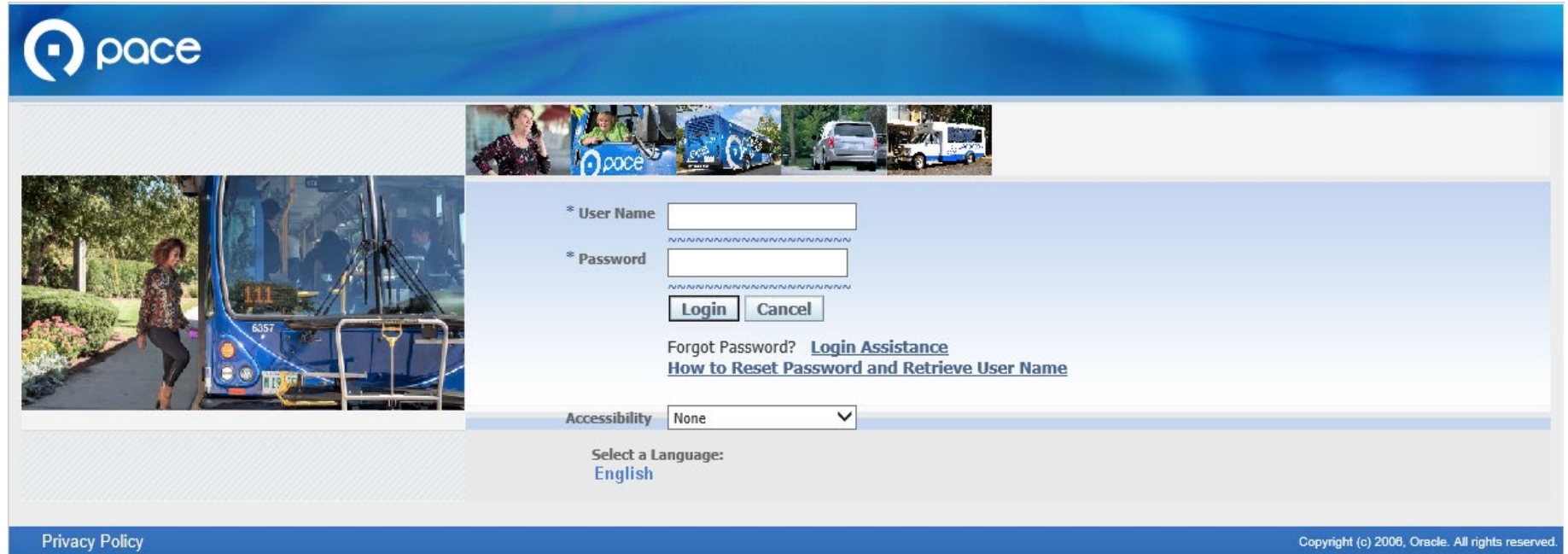
To review the particulars of the amendment, log in to the Pace iSupplier Portal by clicking the [LOGIN](#) link. After logging in to the Portal, you will be directed to the My Bid/Proposal page. Click the solicitation number, which will be located under Your Active and Draft Responses or Your Company's Open Invitations, and you will then be prompted to acknowledge the amendment.

DO NOT REPLY DIRECTLY TO THIS EMAIL AS IT WAS SENT FROM A NOTIFICATION-ONLY EMAIL ADDRESS THAT CANNOT ACCEPT INCOMING EMAILS.

1

Step 1

If you received an email notifying you of an amendment to a solicitation, click the LOGIN link 1 in the email.



The image shows the Pace iSupplier Portal login page. The header features the Pace logo and the text "Connecting Communities". Below the header is a blue banner with a collage of images including a woman, a Pace bus, and a Pace van. The main content area is light blue and contains a login form. The form has two input fields: "User Name" and "Password", both with "*****" placeholders. Below the "Password" field are "Login" and "Cancel" buttons. Below the buttons are two links: "Forgot Password? Login Assistance" and "How to Reset Password and Retrieve User Name". At the bottom of the form is an "Accessibility" dropdown menu set to "None" and a "Select a Language: English" link. The footer is a dark blue bar with "Privacy Policy" on the left and "Copyright (c) 2008, Oracle. All rights reserved." on the right.

pace
Connecting Communities

pace

* User Name

* Password

Forgot Password? [Login Assistance](#)
[How to Reset Password and Retrieve User Name](#)

Accessibility ▼


Select a Language:
[English](#)

Privacy Policy

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Step 2

Log in to the Pace iSupplier Portal.



pace Supplier Collaboration

[Home](#)
[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Welcome, JOHN DOE.

Your Active and Draft Responses

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
2001	Active		11001	Weekly Bus Parts (RFQ Standard)	RFQ	3 days 18 hours		0
5001	Resubmission Required		16001 1	Weekly Bus Parts (RFQ Standard)	RFQ	16 days 20 hours		0
1005	Active		10004	Weekly Bus Parts (RFQ Standard)	RFQ	0 seconds		0
4003	Active		14001	UAT Weekly Bus Parts (RFQ Standard) Participation Test	RFQ	0 seconds		0
2002	Active		12004	Weekly Bus Parts (RFQ Standard)	RFQ	0 seconds		0

This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

Your Company's Open Invitations

Supplier Site	Solicitation Number	Title	Type	Time Left
	16001,1	Weekly Bus Parts (RFQ Standard...	RFQ	16 days 20 hours

Quick Links

[Manage](#)

[View Responses](#)

- [Drafts](#)
- [Personal Information](#)

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)


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[My Bid/Proposal](#)
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Step 3


The My Bid/Proposal tab of the Sourcing page will appear. Click the Solicitation Number **1** that has been amended.



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[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)

[Home](#)
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[Help](#)

[My Bid/Proposal](#) >


Warning
 This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

[View Amendment History](#)
1

RFQ: 16001

Actions

Online Discussions

Go

Title: **Weekly Bus Parts (RFQ Standard)**
Status: **Amended**
Time Left: **N/A**

Open Date: **12-Jun-2023 10:37:46**
Close Date: **29-Jun-2023 10:27:33**

Header
Lines
Controls

Buyer: **Blind**
Quote Style: **Blind**
Description:

Outcome Event: **Standard Purchase Order**

Terms

Bill-To Address: [Pace HQ](#)
Ship-To Address: **Destination**
FOB:

Payment Terms: **Net 30 Days**
Carrier: **Paid**
Freight Terms:

Currency

RFQ Currency: **USD**
Price Precision: **Any**



Requirements

Details Section

No results found.

Additional Header Attributes (Buyer & Supplier)

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Solicitation Packet	File		To Supplier		12-Jun-2023	One-Time		

[Return to My Bid/Proposal](#)

Actions

Online Discussions

Go

[Privacy Policy](#)

[Home](#)
[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

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Step 4

Click [View Amendment History](#) 1.

pace Supplier Collaboration

Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

My Bid/Proposal > RFQ: 16001 >
Amendment History (RFQ 16001)
 This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

[Show All Details](#) [Hide All Details](#) [Acknowledge Amendment](#)


Details	Document Number	Review Changes	Title	Status	Acknowledgement Date
Show 16001.1		oa	Weekly Bus Parts (RFQ Standard)	Active	
Show 16001			Weekly Bus Parts (RFQ Standard)	Amended	

[Return to RFQ: 16001](#) [Acknowledge Amendment](#)

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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Step 5

The Amendment History page will appear. Click Show All Details  to view the description of the amendment.

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Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

My Bid/Proposal > RFQ: 16001 > **Amendment History (RFQ 16001)**

This solicitation has been amended. If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

[Show All Details](#) | [Hide All Details](#)

Details Document Number	Review Changes	Title	Status	Acknowledgement Date
Hide 16001.1	Amendment Description update line 1 quantity Published Date 12-Jun-2023 11:50:22	Weekly Bus Parts (RFQ Standard)	Active	
Hide 16001	Published Date 12-Jun-2023 10:37:46	Weekly Bus Parts (RFQ Standard)	Amended	Close Date 29-Jun-2023 10:27:33

[Return to RFQ: 16001](#)

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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Step 6

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

pace Supplier Collaboration

Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile

My Bid/Proposal > RFQ: 16001 > Amendment History (RFQ 16001) > Acknowledge Amendment (RFQ 16001,1)

If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award.

1 ☒ I agree to the amendment, which is incorporated into and made a part of the Contract for this solicitation.

2 Cancel Acknowledge

Header

Label	RFQ 16001	RFQ 16001,1
Amendment Description		update line 1 quantity

Notes and Attachments

RFQ 16001

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Solicitation Packet	File		To Supplier		12-Jun-2023	One-Time			

RFQ 16001,1

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Solicitation Packet	File		To Supplier		12-Jun-2023	One-Time			

Lines

Action	Line	Item, Rev	Category	Unit	Quantity	Start Price (USD)
Updated	1 HARNESSES:SENSOR 35FT GENERATION-3 E-STROKE	041293	004	Assembly	3	

Controls

No changes exist.

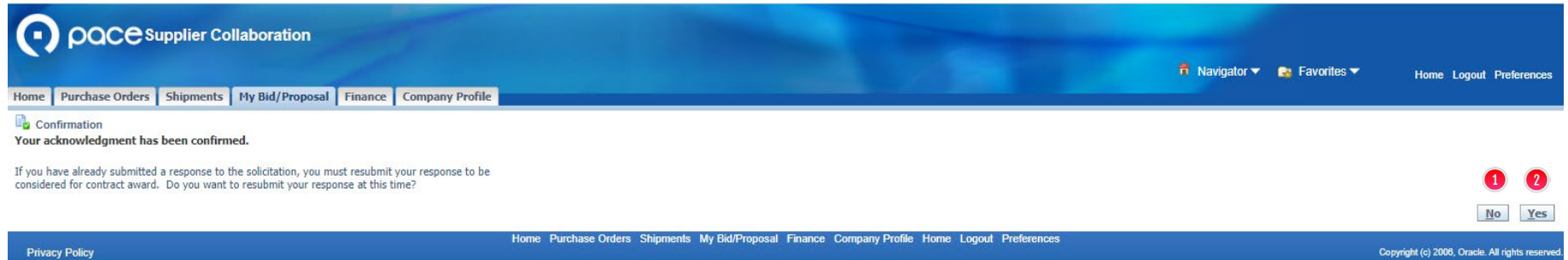
2 Cancel Acknowledge

Privacy Policy | Home | Purchase Orders | Shipments | My Bid/Proposal | Finance | Company Profile | Home | Logout | Preferences | Help

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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.



The screenshot shows the Pace Supplier Collaboration web application. At the top is a blue header with the Pace logo and 'Supplier Collaboration' text. Below this is a navigation bar with tabs: Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. On the right side of the header, there are links for Navigator, Favorites, Home, Logout, and Preferences. The main content area displays a confirmation message: 'Confirmation Your acknowledgment has been confirmed.' Below this, a question is posed: 'If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award. Do you want to resubmit your response at this time?'. Two buttons, 'No' and 'Yes', are provided for the user's response. The 'No' button is marked with a red circle containing the number 1, and the 'Yes' button is marked with a red circle containing the number 2. At the bottom of the page, there is a footer with 'Privacy Policy' on the left and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

Confirmation
Your acknowledgment has been confirmed.

If you have already submitted a response to the solicitation, you must resubmit your response to be considered for contract award. Do you want to resubmit your response at this time?


Privacy Policy

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences

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Step 8

The Confirmation page will appear. If you previously submitted a response to the solicitation and click No ¹, your response will not be considered for contract award. Otherwise, if you want to resubmit your response, click Yes ² 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.



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[Home](#)
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[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)

[My Bid/Proposal](#) > [RFQ: 16001](#) > [Amendment History \(RFQ 16001\)](#) > [Create Quote: 5002 \(RFQ 16001,1\)](#)

1

Title [Weekly Bus Parts \(RFQ Standard\)](#)

Time Left

16 days 20 hours

Close Date

29-Jun-2023 10:27:33

[Cancel](#)
[View RFQ](#)
[Quote By Spreadsheet](#)
[Save Draft](#)
[Continue](#)

Header

Lines

Supplier

ABC COMPANY INC

RFQ Currency

USD

Quote Currency

USD

Price Precision

Any

Reference Number

Note to Buyer

Attachments

Add Attachment

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

[Home](#)
[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Step 9

The Header tab of the Create Quote page will appear. Click the Lines tab .

pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

My Bid/Proposal > RFQ: 16001 > Amendment History (RFQ 16001) > Create Quote: 5002 (RFQ 16001,1)

Title: Weekly Bus Parts (RFQ Standard)

Time Left: 16 days 20 hours
Close Date: 29-Jun-2023 10:27:33

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Header Lines


Line	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Promised Quantity Date	Note to Supplier
1 HARNESS:SENSOR 3SFT GENERATION-3 E-STROKE	041293		Pace Southwest	Blind			103 Assembly	3	3	MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;
2 PLATE AY: ADJUSTABLE THROTTLE & BRAKE PEDAL FLOOR...	041294		Pace Southwest	Blind			2290 Assembly	2	2	ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;
3 DRUM:REAR BRAKE	041332		Pace North Shore	Blind			600 Piece	4	4	MERITOR 85123791002 ;;

Additional information required. **FOR BUS PARTS ONLY: The approved OEM part numbers are listed under the Note to Supplier column. For each bus part, you must provide an approved OEM part number or an equal OEM part number.**

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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  under the Update column ⑤ to provide the required additional information.

pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

Create Quote 5002: Line 1 (RFQ 16001.1) Line 2: PLATE AY: ADJUSTABLE THR... Go

Cancel Save Draft Apply

FOR BUS PARTS ONLY: * The approved OEM part numbers are listed in the Note to Supplier field. For each bus part, you must provide an approved OEM part number or an or equal OEM part number. If you are providing an equal part number, then enter N/A in the Vendor Response column.
 ** The Promised Date field reflects the date by which Pace needs the bus parts. If that date does not reflect the date by which you are able to deliver the bus parts, then enter your delivery date in the Promised Date field.
 ** Final ship-to location will be provided in the Purchase Order.

Description: HARNESS:SENSOR 35FT GENERATION-3 E-STROKE

Item: 041293

Unit: Assembly

Start Price:

Target Price: 103

Target Quantity: 3

Quote Quantity: 3

Note to Supplier: MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;

Close Date: 29-Jun-2023 10:27:33

Quote Currency: USD

Rank: Blind

Ship-To: Pace Southwest

Need-By Date: 30-Jun-2023 10:27:05 to 30-Jun-2023 10:27:05

Promised Date: 30-Jun-2023

Pay Items

Attributes

Group	Attribute	Attribute Type	Required Response	Vendor Response
General	Enter Or Equal OEM part number	Required		MGM BRAKES 8290265
General	Core Price for the Item	Optional		
				(Numeric Value only)
General	Availability "Ex. "xx/xx/20xx", "Stock", "2 weeks"	Required		In stock
General	Warranty period in months	Optional		
General	Warranty Start	Optional		

Notes

Note to Buyer:

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel Save Draft Apply

Step 11

Enter the additional information in the field(s) under the Vendor Response column ¹ and click ² in either location.

pace Supplier Collaboration

Home Purchase Orders Shipments **My Bid/Proposal** Finance Company Profile

My Bid/Proposal > RFQ: 16001 > Amendment History (RFQ 16001) > Create Quote: 5002 (RFQ 16001, 1)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title: Weekly Bus Parts (RFQ Standard) Time Left: 16 days 20 hours Close Date: 29-Jun-2023 10:27:33

Header Lines

Line	RFQ Currency	USD	Price Precision	Any	Item	Update	Ship-To	Quote Style	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Note to Supplier
1					HARNNESS/SENSOR 35FT GENERATION-3 E-STROKE		Pace Southwest	Blind			103	Assembly	3	3		MGM BRAKES 8290265 ;; ELDORADO NATIONAL 20012331 ;;
2					PLATE AY: ADJUSTABLE THROTTLE & BRAKE PEDAL FLOOR...		Pace Southwest	Blind			2290	Assembly	2	2		ELDORADO NATIONAL 10371096 ;; KONGSBERG AUTOMOTIVE 317880-002 ;; ELDORADO NATIONAL 20011150 ;;
3					DRUM:REAR BRAKE		Pace North Shore	Blind			600	Piece	4	4		MERITOR 85123791002 ;;


Additional information required. **FOR BUS PARTS ONLY: The approved OEM part numbers are listed under the Note to Supplier column. For each bus part, you must provide an approved OEM part number or an or equal OEM part number.**

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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.



[Home](#)
[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
[Finance](#)
[Company Profile](#)

[My Bid/Proposal](#) > [RFQ: 16001](#) > [Amendment History \(RFQ 16001\)](#) >

Warning

Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5002: Review and Submit (RFQ 16001,1)

1
2
3
4

[Cancel](#)
[Back](#)
[Save Draft](#)
[Submit](#)

Header

Title Supplier RFQ Currency Quote Currency Price Precision	Weekly Bus Parts (RFQ Standard) ABC COMPANY INC USD USD Any	Time Left Close Date Quote Valid Until Reference Number Note to Buyer	16 days 20 hours 29-Jun-2023 10:27:33
--	---	---	--

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Signed Solicitation Packet	File	Attached is the signed solicitation packet.	From Supplier	JD@ABC.COM	12-Jun-2023	One-Time		

Lines

Quote Total (USD) 7,289.00

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Heed-By Date	Promised Date
<input checked="" type="radio"/> 1 HARNESSE/SENSOR 35...	Pace Southwest			103	Assembly	3	3	309.00	30-Jun-2023 10:27:05 to 30-Jun-2023 10:27:05	30-Jun-2023 10:27:05
<input type="radio"/> 2 PLATE A1: ADJUSTA...	Pace Southwest			2290	Assembly	2	2	4,580.00	30-Jun-2023 10:27:05 to 30-Jun-2023 10:27:05	30-Jun-2023 10:27:05
<input type="radio"/> 3 DRUM:REAR BRAKE	Pace North Shore			600	Piece	4	4	2,400.00	30-Jun-2023 10:27:05 to 30-Jun-2023 10:27:05	30-Jun-2023 10:27:05

Line 1: HARNESSE/SENSOR 35FT GENERATION-3 E-STROKE

Attributes

Group	Attribute	Attribute Type	Required Response	Vendor Response
General	Enter Or Equal OEM part number	Required		MGM BRAKES 8290265
General	Core Price for the Item	Optional		
General	Availability "Ex. "xx/xx/20xx", "Stock", "2 weeks"	Required		In stock
General	Warranty period in months	Optional		
General	Warranty Start	Optional		

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

1
2
3
4

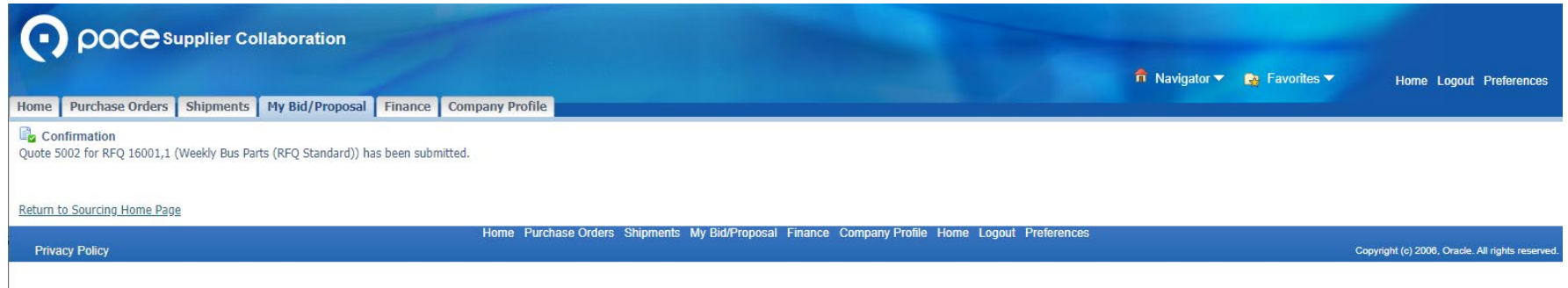
[Cancel](#)
[Back](#)
[Save Draft](#)
[Submit](#)

[Privacy Policy](#)
[Home](#)
[Purchase Orders](#)
[Shipments](#)
[My Bid/Proposal](#)
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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.



Step 14

The Confirmation page will appear.