

The Chicago Housing Authority

Department of Procurement & Contracts

Vendor's Guide to:

Review and Download CHA Bid Opportunities



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INTRODUCTION: REVIEWING AND DOWNLOADING CHA'S BID OPPORTUNITIES IN BUYSPEED

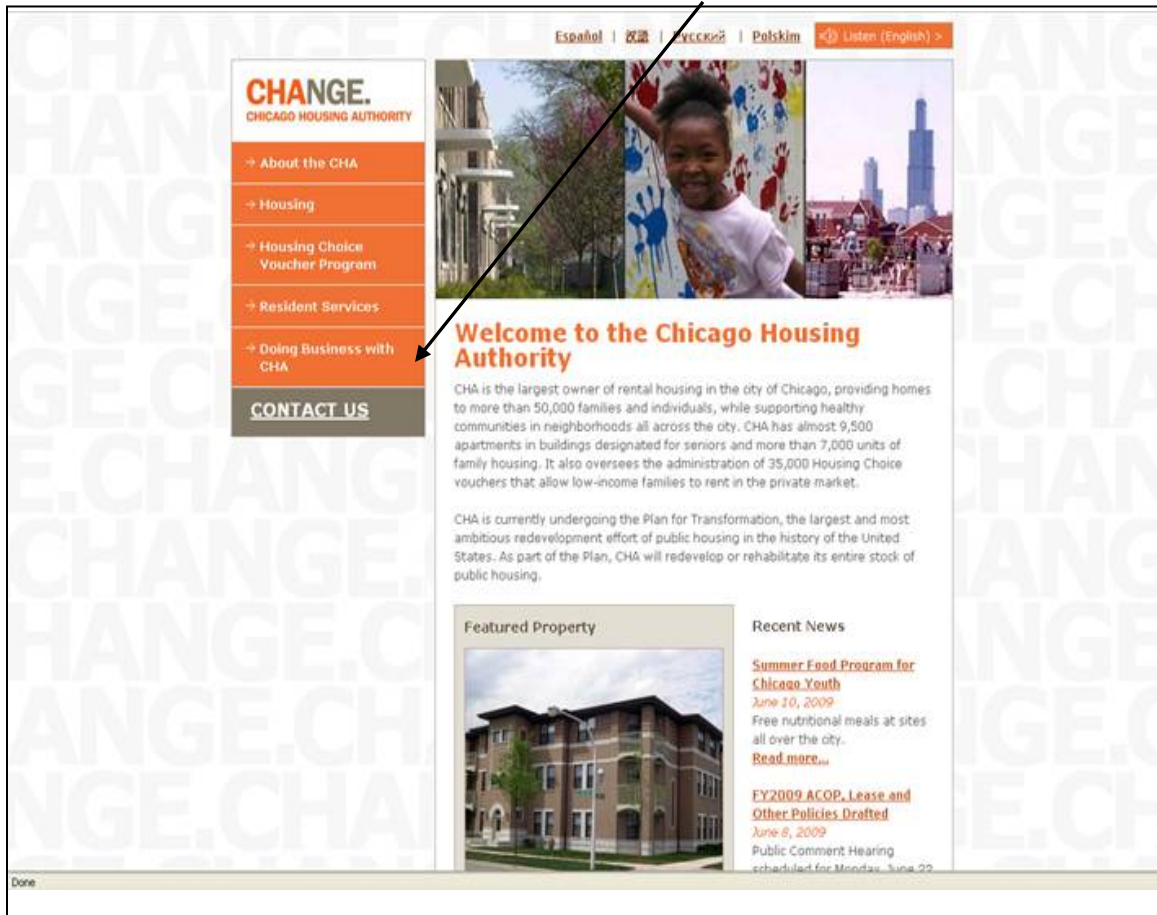
Objective: this document was prepared to allow vendors already registered with the Chicago Housing Authority (CHA) the opportunity to review and download bid opportunities. Vendors (sellers) will have the option to:

1. View current solicitation(s) in BuySpeed
2. Print solicitation(s) in BuySpeed
3. Download attachment(s) in BuySpeed
4. Create Quote or multiple quotes in BuySpeed
5. Cancel Quote in BuySpeed
6. Create Amendment to Bid in BuySpeed
7. Create Questions in BuySpeed
8. View Bidders in BuySpeed
9. View Awards in BuySpeed

Instructions are provided for completing these and other activities below. For all activities, the vendor must first access the system.

PART 1: VIEW CURRENT SOLICITATION(S) IN BUYSPEED

Step 1: Access the CHA Website and click on “**Doing Business for the CHA**”



Once you click the “**DOING BUSINESS WITH THE CHA**” tab, the Department of Procurement and Contract Services web page is displayed:

DEPARTMENT OF PROCUREMENT AND CONTRACTS WEB PAGE

Spanish | 汉语 | Русский | Polskim

CHANGE.
CHICAGO HOUSING AUTHORITY

- About the CHA
- Housing
- Housing Choice Voucher Program
- Resident Services
- Doing Business with CHA
 - Open Solicitations**
 - BuySpeed
 - Closed Solicitations
 - Requirements
 - Forms & Documents
 - FAQs
- CONTACT US

Open Solicitations

The Chicago Housing Authority is please to offer [BuySpeed Online](#) for bidding and procurement services. This application allows vendors to:

1. Register online
2. View open solicitations
3. Update and maintain current vendor information
4. Review and download CHA's bid opportunities directly to your computer.

These online services help CHA communicate with vendors about ongoing, service and commodity needs. All firms interested in bidding on CHA business are required to register. Firms may register at any time, including when submitting a bid or proposal. Registration is only required once.

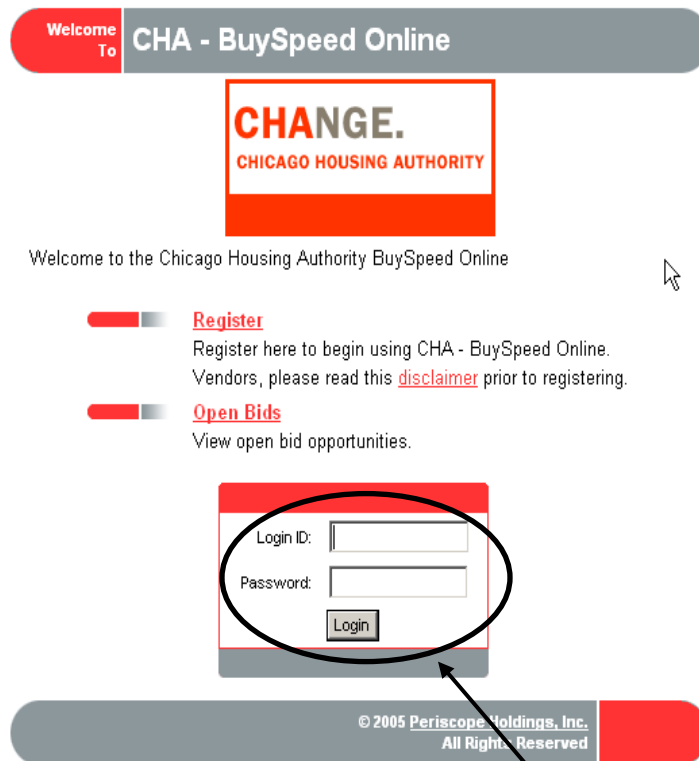
CHA is committed to assisting all vendors with Buyspeed issues or concerns. The following resources are available:

1. Vendor technical assistance and support
 - Training questions please call **Marta Rocha at 312-913-5870**
 - Technical questions please call Tech Support at (312)786-4000
2. Online, downloadable "How to" Training Aids
 - On Line Registration Manual [click here](#).
 - Update and Maintain Company Information Manual [click here](#).
 - Review and Download CHA Bid Opportunities Manual [click here](#).
 - System Requirements [click here](#).
3. "Computer Kiosks" located in the Procurement and Contracts Department to allow vendors without Internet access, equal opportunity to review and download bid opportunities and register as a vendor. Computer Kiosks will be monitored by Procurement personnel to assist you with any questions. No appointment necessary.

[Click Here For BuySpeed Online!](#)

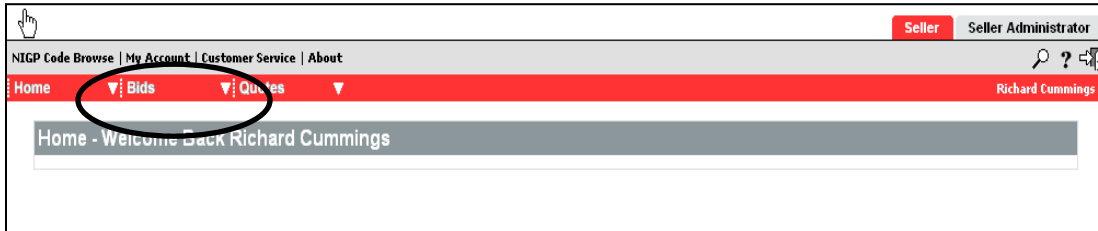
© 2008 Chicago Housing Authority, 60 E. Van Buren, Chicago, IL 60605
[Privacy/Terms of Use](#) | [Contact Us](#) | [Chicago Web Design: Orbit](#)

Step 2: Select “BuySpeed” and the following screen opens:

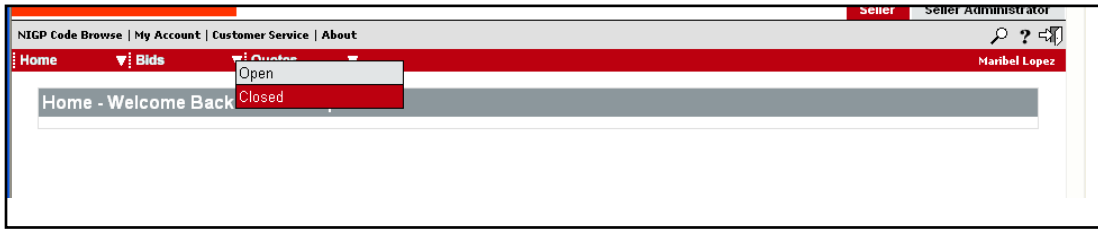


Step 3: Log onto the System using your Login ID and Password. Click “Login”

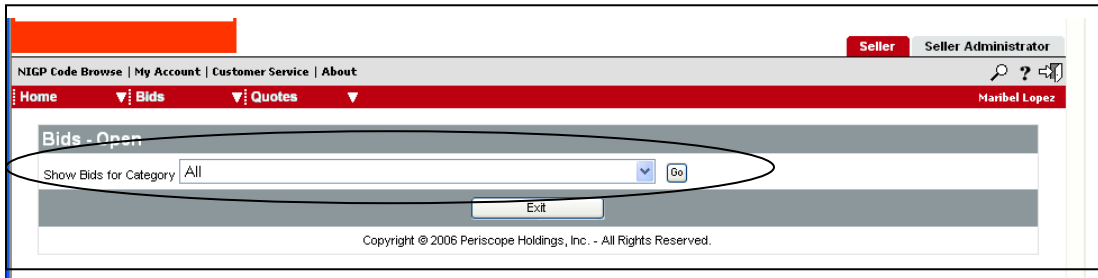
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to “All.” Click on **Go**.



Step 4: All “open” bids will be listed on the screen.

00000027 Tom Holden DESIGN BUILD & DEMO SERVICES Open Market 11/21/2005 02:00:00 PM NOVEMBER 4, 2005 - 2:00 P.M. View Create New List

00000026 Tom Holden HOUSING REHAB-BRITON BUDD Open Market 11/18/2005 02:19:00 PM Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m. View Create New List

00000023 Tom Holden Computer Equipment Open Market 10/20/2005 04:09:00 PM View Create New List

Exit

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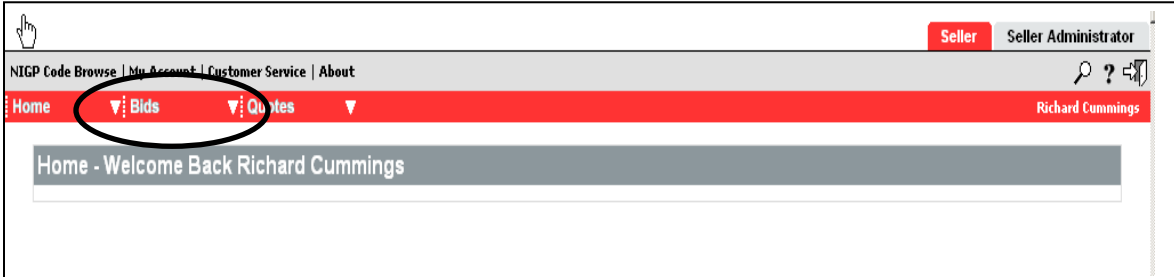
- **NOTE:** User will have the option to:
 - Create a New Quote
 - View the Solicitation
 - Submit Questions
 - View List of Interested Bidders

**** END OF PART 1 ****

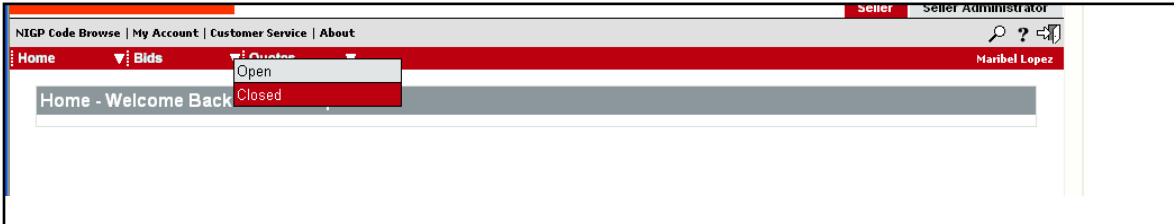
PART 2: PRINT SOLICITATION(S) IN BUYSPEED

Once vendor has completed login process.

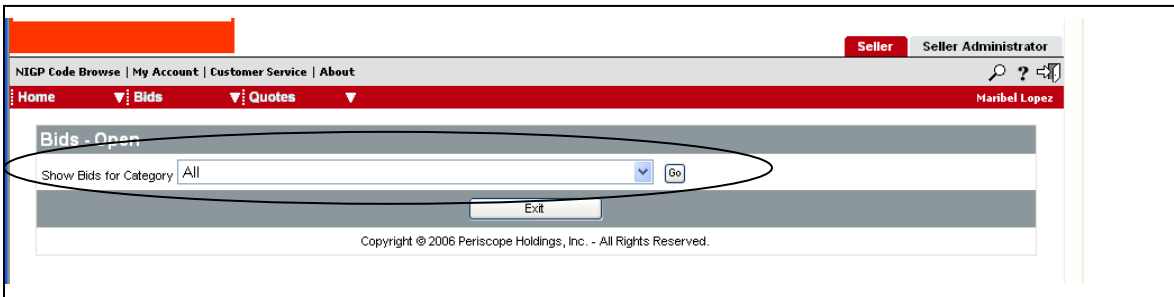
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: All “open” bids will be listed on the screen. Select from the list of solicitations.

Bids - Open

Show Bids for Category: All

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
00000027	Tom Holden	DESIGN BUILD & DEMO SERVICES	Open Market	11/21/2005 02:00:00 PM	NOVEMBER 4, 2005 - 2:00 P.M.	View	Create New	List
00000026	Tom Holden	HOUSING REHAB-BRITON BUDD	Open Market	11/18/2005 02:19:00 PM	Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m.	View	Create New	List
00000023	Tom Holden	Computer Equipment	Open Market	10/20/2005 04:09:00 PM		View	Create New	List

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Step 5: Scroll to the bottom of the page, and click on **Print Page**.

Header Information

Bid Number: 06-00104 **Description:** computers **Bid Opening Date:** 08/31/2006 04:30:00 PM
Purchaser: Train Number Two **Department:** TEST - Test Department **Location:** AAB - Test Location
Fiscal Year: 06 **Show On Web:** Yes **Allow Electronic Quote:** Yes
Required Date: 09/01/2006 **Available Date:** 08/31/2006 04:03:00 PM

Info Contact:
Bulletin Desc:
Ship-to Address: dept mgr
600 W. Jackson
Chicago, IL 30101
US
Email: lyork@goperiscope.com
Phone: (111)222-3333
Bill-to Address: dept mgr
600 W. Jackson
Chicago, IL 30101
US
Email: lyork@goperiscope.com
Phone: (111)222-3333

Item Information

Item # 1: COMPUTERS - abc computers

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - EACH				

Manufacturer: Brand: Model:
Make: Packaging:

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BID SOLICITATION

CHANGE.
CHICAGO HOUSING AUTHORITY

Chicago Housing Authority
Chicago, IL, 60661

BID OPENING DATE AND TIME:	
08/31/2006 04:30:00 PM	
BID NUMBER: 06-00104	
BUYER:	Train Number Two
Phone#:	
DELIVERY REQUIRED:	09/01/2006

V E N D O R	ML CONSULTING 123 MAIN STREET CHICAGO, IL 12345 US
--	---

S H I P T O	Chicago Housing Authority 600 W. Jackson Chicago, IL 30101 US
--	--

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	COMPUTERS - abc computers	10.0	EA	_____	_____
TOTAL:					_____

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS FORM.

WE AGREE TO FURNISH ANY OR ALL OF THE ITEMS QUOTED AT THE PRICES SHOWN. QUOTE MUST BE HELD FIRM FOR PERIOD OF 60 DAYS.

TERMS OF PAYMENT: _____ COMPANY: ML CONSULTING

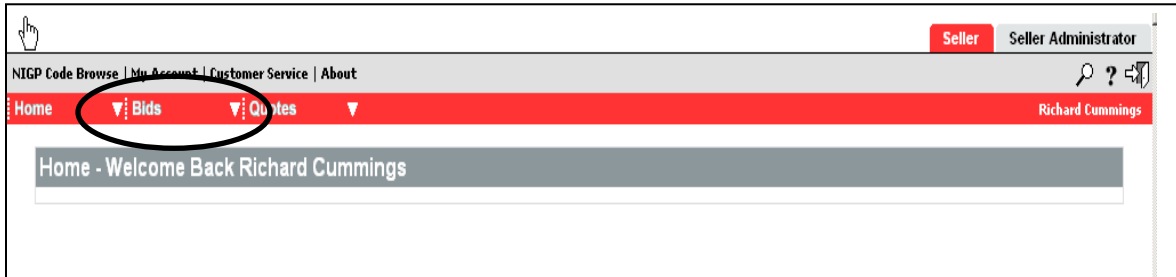
Step 6: You will see a preview of the page that will print. From the **File** menu, click **Print**.

**** END OF PART 2 ****

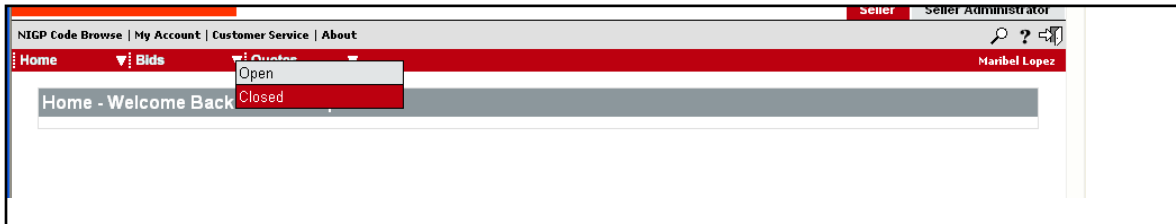
PART 3: DOWNLOAD ATTACHMENT(S) IN BUYSPEED

Once vendor has completed login process.

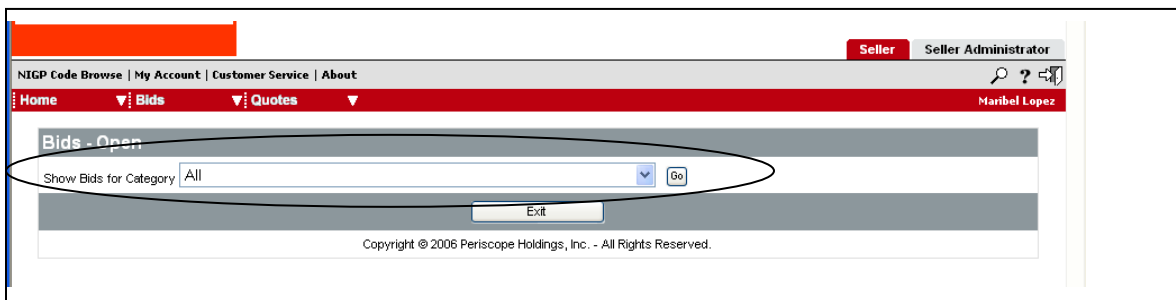
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

Home Bids Quotes Larry vS York

Bids - Open

Show Bids for Category: All

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
00000027	Tom Holden	DESIGN BUILD & DEMO SERVICES	Open Market	11/21/2005 02:00:00 PM	NOVEMBER 4, 2005 - 2:00 P.M.	View	Create New	List
00000026	Tom Holden	HOUSING REHAB-BRITON BUDD	Open Market	11/18/2005 02:19:00 PM	Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m.	View	Create New	List
00000023	Tom Holden	Computer Equipment	Open Market	10/20/2005 04:09:00 PM		View	Create New	List

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Step 4: All “open” bids will be listed on the screen. Select from the list of solicitations.

Step 5: The Bid Attachments will be displayed in the middle of the page. Double click on the attachment icon.

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About



Home Bids Quotes Larry vS York

Bid Solicitation: 00000027

Header Information

Bid Number: 00000027	Description: DESIGN BUILD & DEMO SERVICES	Bid Opening Date: 11/21/2005 02:00:00 PM
Purchaser: Tom Holden	Department: LB1 - LB1 Test Dept	Location: 1001 - LB1 Test Loc
Fiscal Year: 05	Show On Web: Yes	Allow Electronic Quote: Yes
Required Date: 12/29/2005	Available Date: 10/19/2005 04:26:00 PM	
Info Contact: TOM SERAFINI		
Bulletin Desc:		
Ship-to Address: Larry York 111 Main Anytown, IL 99988 US Email: lyork@goperiscope.com Phone: (111)222-3333	Bill-to Address: Larry York 111 Main Anytown, IL 99988 US Email: lyork@goperiscope.com Phone: (111)222-3333	

Bid Attachments

Download	File Name	Description	File Size
	Terms (CHA Client Info Sheet.doc)	Terms & Conditions	257,536 bytes
	Sample Bid (Sample.jpg)	Sample of attachment of bid document	9,894 bytes

Item Information

Item # 1: DESIGN-BUILD SERVICES - Services for chac

Qty	Unit Cost	UOM	Total Discount Amt	Tax Rate	Tax Amount	Total Cost

Step 6: From the **Download** box, click on **Open**. The user will view the attachment on the screen.

The screenshot shows a web application interface for a bid solicitation. A 'File Download' dialog box is open, displaying the following information:

- File name: CHA Client Info Sheet.doc
- File type: Microsoft Word Document
- From: 10.1.203.196

The dialog box asks: "Would you like to open the file or save it to your computer?" and provides buttons for "Open", "Save", "Cancel", and "More Info". A checkbox labeled "Always ask before opening this type of file" is checked.

In the background, the 'Bid Attachments' table is visible:

Download	File Name	Description	File Size
	Terms (CHA Client Info Sheet.doc)	Terms & Conditions	257,536 bytes
	Sample Bid (Sample.jpg)	Sample of attachment of bid document	9,894 bytes

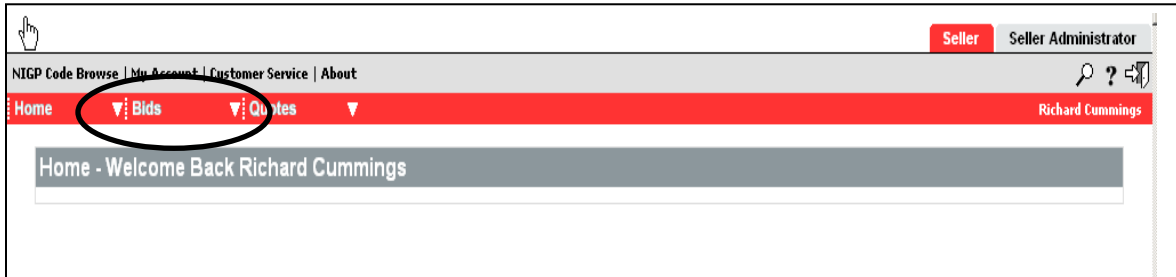
Step 7: The user will receive **File Download** message prompt. Click **Save** and save attachment within your computer directory.

**** END OF PART 3 ****

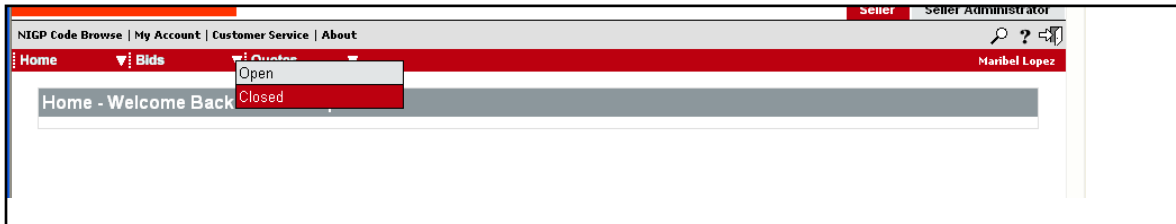
PART 4: CREATE QUOTE IN BUYSPEED

Once vendor has completed login process.

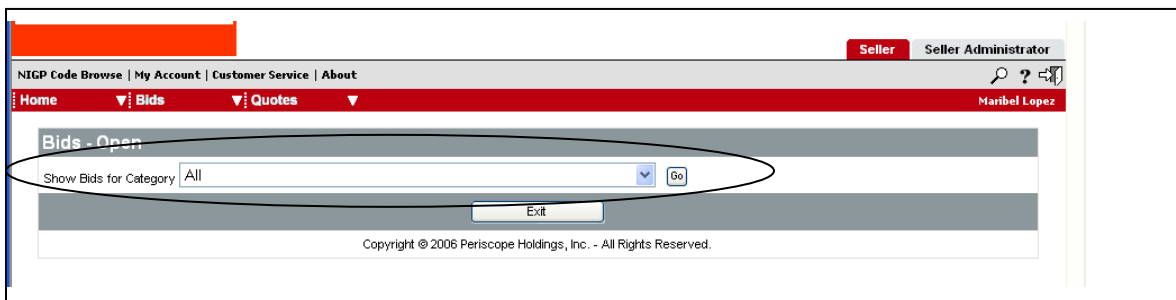
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: All "open" bids will be listed on the screen.

The screenshot shows a web application interface for a seller. At the top, there are navigation links: "NIGP Code Browse | My Account | Customer Service | About". On the right, it says "Seller" and "Seller Administrator". Below this is a secondary navigation bar with "Home", "Bids", and "Quotes". The main content area is titled "Bids - Open" and features a search filter "Show Bids for Category" set to "All" with a "Go" button. A table lists three open bids with columns for Bid #, Buyer, Description, Purchase Method, Bid Opening Date, Pre-Bid Conference, Bid Q & A, Quotes, and Bid Holder. Each row has "View", "Create New", and "List" links. An "Exit" button is at the bottom of the table area. The footer reads "Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved."

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
00000027	Tom Holden	DESIGN BUILD & DEMO SERVICES	Open Market	11/21/2005 02:00:00 PM	NOVEMBER 4, 2005 - 2:00 P.M.	View	Create New	List
00000026	Tom Holden	HOUSING REHAB-BRITON BUDD	Open Market	11/18/2005 02:19:00 PM	Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m.	View	Create New	List
00000023	Tom Holden	Computer Equipment	Open Market	10/20/2005 04:09:00 PM		View	Create New	List

Step 5: Select **Bid #** you want to bid on.

This screenshot is identical to the one above, but a large red arrow points to the "Bid #" column of the first row (00000027), highlighting the selection point for a bid.

Step 6: Click the **Yes** box to acknowledge and download the bid, read the message displayed.

- **NOTE:** You will receive an error message that reads ***“Terms & Conditions is not acknowledged”*** -- you must complete this step before accepting the terms and conditions. Click on the **Terms and Conditions** tab and answer the question, ***“Do you accept the terms & conditions of the bid?”*** By selecting, one of the options:
 - **Yes**
 - **Yes with exceptions**
 - **No**

Quote 00004

General Rems Questions Notes **Terms & Conditions** Attachments Summary

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Test Attach (LargeAttachment.txt)	Large File	427,800 bytes

Do you accept the terms & conditions of the bid? Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

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Step 7: Click on **Save & Continue**.

Quote 00004

General Rems Questions Notes **Terms & Conditions** Attachments Summary

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Test Attach (LargeAttachment.txt)	Large File	427,800 bytes

Do you accept the terms & conditions of the bid? Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

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Step 8: Click on the **Items** tab and enter their unit price. Click **Save & Continue**.

Quote 00004

General **Items** Questions Notes Terms & Conditions Attachments Summary

Sort by Column: Print Sequence Sort Descending Go

Item #	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Freight	Extended Amount	No Bid	No Charge
1	No	DEMOLITION - ROBERT TAYLOR - DEMOLITION AT ROBERT TAYLOR	1.0	EA	\$400,000.00	0.0%	\$0.00	\$400,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Quote Response Total								\$400,000.00		

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Step 9: Click on the **Summary** tab to review all information. If information is satisfactory, scroll to the bottom of the page, and click on the Submit Quote.

Quote 00000030

General **Items** Questions Notes Terms & Conditions Attachments **Summary**

Header Information

Quote #: 00000030 Bid #: 00000018 Status: Submitted
 Description: SITE IMPROVEMENT - WICKER PARK Delivery Days: 0 Discount Percent: 0.0
 Bid Flag: Alternate Bid: No Shipping Terms:
 Freight Terms: Ship Via Terms: Payment Term:
 Promised Date Info Contact: Quote Total \$1,999,000.00
 Comment: User last Updated: Larry V4 York
 Date Last Updated: 10/17/2005 05:04:21 PM
 Vendor accepts the terms & conditions with no exceptions.

Item Information

Item # 1: SITE IMPROVEMENT - WICKER PARK - SITE IMPROVEMENT - WICKER PARK

Quantity	UOM	Unit Price	Discount Pct.	Freight	Total Cost	No Bid	No Charge
1.0	EA	\$1,999,000.00	0.0	\$0.00	\$1,999,000.00	No	No

Print Withdraw Quote

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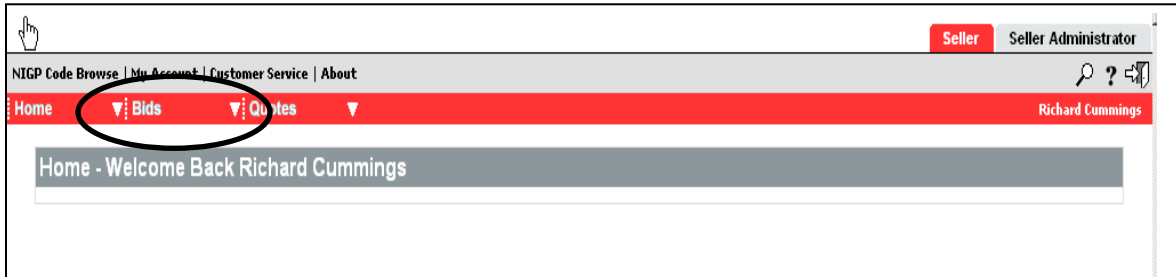
- **NOTE:** You will receive message prompt **“Are you sure you want to submit this quote?”** Click **OK**. User will have the option to either print or withdraw the quote.

**** END OF PART 4 ****

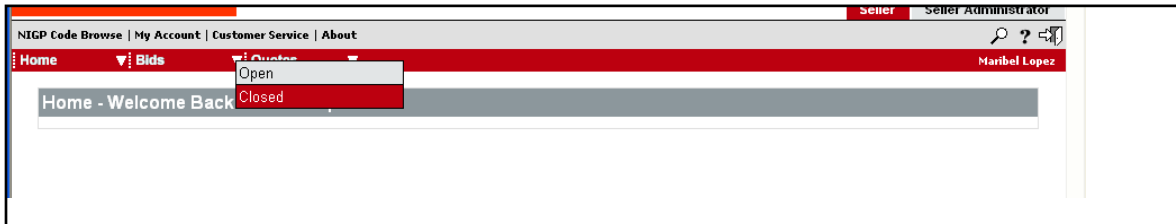
PART 5: CREATE MULTIPLE QUOTES IN BUYSPEED

Once vendor has completed login process.

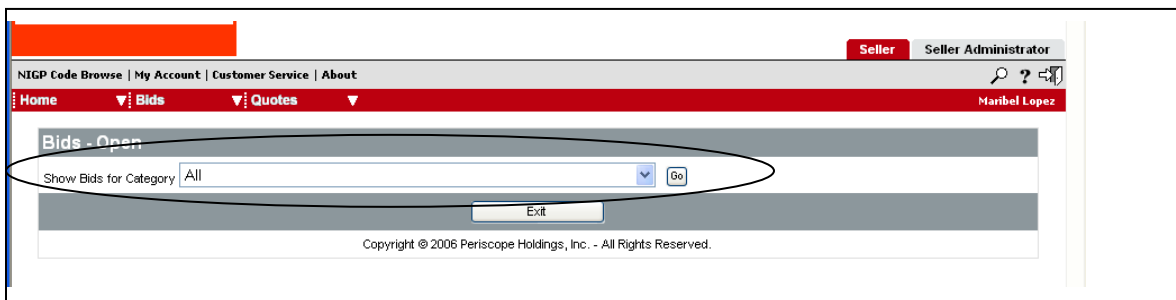
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: The list of open bids is now displayed on the screen. Click on Create New from the “Quotes” field for the appropriate solicitation.

The screenshot shows the 'Bids - Open' page with a table of open bids. A red arrow points to the 'Create New' link in the 'Quotes' column of the first bid row.

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
00000027	Tom Holden	DESIGN BUILD & DEMO SERVICES	Open Market	11/21/2005 02:00:00 PM	NOVEMBER 4, 2005 - 2:00 P.M.	View	Create New	List
00000026	Tom Holden	HOUSING REHAB-BRITON BUDD	Open Market	11/18/2005 02:19:00 PM	Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m.	View	Create New	List
00000023	Tom Holden	Computer Equipment	Open Market	10/20/2005 04:09:00 PM		View	Create New	List

Step 5: User will provide all required general information and click on **Save & Continue**

The screenshot shows the 'New Quote' form with various fields for entering quote information. The 'Other Quotes for this bid by the same vendor: 00003 00004' field is circled in red.

Other Quotes for this bid by the same vendor: **00003 00004**

Quote #:

Bid #: **05-00003**

Status: In progress

Description: DEMO AT ROBERT TA

Delivery Days:

Discount Percent:

Is "No Bid":

Alternate Bid:

Shipping Terms:

Freight Terms:

Ship Via Terms:

Payment Terms:

Promised Date: (MMDD/YYYY)

Info Contact:

Comments:

Date Last Updated:

User Last Updated:

[Save & Continue](#)

Step 6: Click the **Yes** box to acknowledge and download the bid, read the message displayed.

- **NOTE:** You will receive an error message that reads ***“Terms & Conditions is not acknowledged”*** -- you must complete this step before accepting the terms and conditions. Click on the **Terms and Conditions** tab and answer the question, ***“Do you accept the terms & conditions of the bid?”*** By selecting, one of the options:
 - Yes
 - Yes with exceptions
 - No

Quote 00004

General Rems Questions Notes **Terms & Conditions** Attachments Summary

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Test Attach (LargeAttachment.txt)	Large File	427,800 bytes

Do you accept the terms & conditions of the bid? Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

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Step 7: Click on the **Items** tab and enter their unit price. Click **Save & Continue**.

Quote 00004

General **Rems** Questions Notes Terms & Conditions Attachments Summary

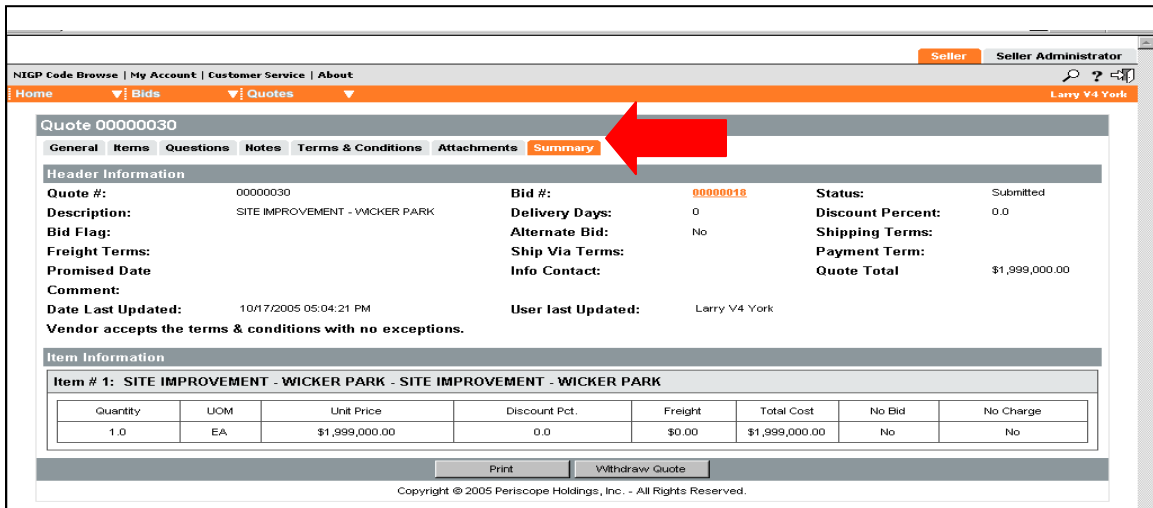
Sort by Column: Print Sequence Sort Descending Go

Item #	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Freight	Extended Amount	No Bid	No Charge
1	No	DEMOLITION - ROBERT TAYLOR - DEMOLITION AT ROBERT TAYLOR	1.0	EA	\$400,000.00	0.0%	\$0.00	\$400000.00	<input type="checkbox"/>	<input type="checkbox"/>
Quote Response Total								\$400000.00		

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Step 8: Click on the **Summary** tab to review all information. If information is satisfactory, scroll to the bottom of the page, and click on **Submit Quote**.

- **NOTE:** You will receive message prompt **“Are you sure you want to submit this quote?”** Click **OK**. User will have the option to either print or withdraw the quote.



The screenshot displays a web interface for a quote management system. At the top, there are navigation links: "NIGP Code Browse | My Account | Customer Service | About". The user is logged in as "Seller Administrator" with the name "Larry V4 York". The main navigation bar includes "Home", "Bids", and "Quotes". The "Quotes" section is active, showing "Quote 00000030".

The "Summary" tab is selected, and a red arrow points to it. The "Header Information" section contains the following details:

Quote #:	00000030	Bid #:	00000018	Status:	Submitted
Description:	SITE IMPROVEMENT - WICKER PARK	Delivery Days:	0	Discount Percent:	0.0
Bid Flag:		Alternate Bid:	No	Shipping Terms:	
Freight Terms:		Ship Via Terms:		Payment Term:	
Promised Date:		Info Contact:		Quote Total:	\$1,999,000.00
Comment:		User last Updated:	Larry V4 York		
Date Last Updated:	10/17/2005 05:04:21 PM				

Vendor accepts the terms & conditions with no exceptions.

The "Item Information" section shows:

Item # 1: SITE IMPROVEMENT - WICKER PARK - SITE IMPROVEMENT - WICKER PARK							
Quantity	UOM	Unit Price	Discount Pct.	Freight	Total Cost	No Bid	No Charge
1.0	EA	\$1,999,000.00	0.0	\$0.00	\$1,999,000.00	No	No

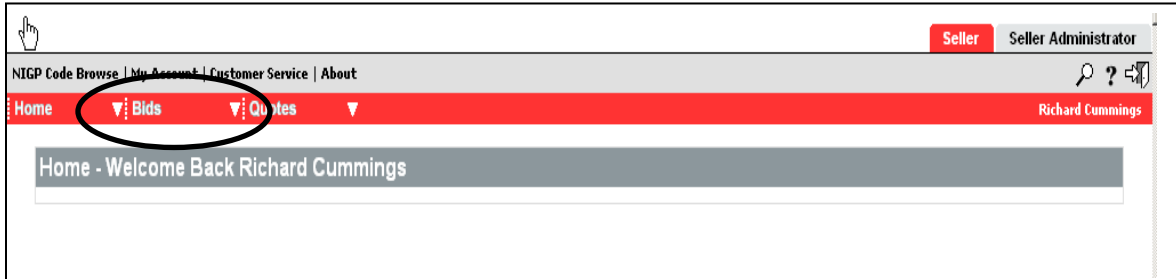
At the bottom, there are buttons for "Print" and "Withdraw Quote". The footer text reads: "Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved."

**** END OF PART 5 ****

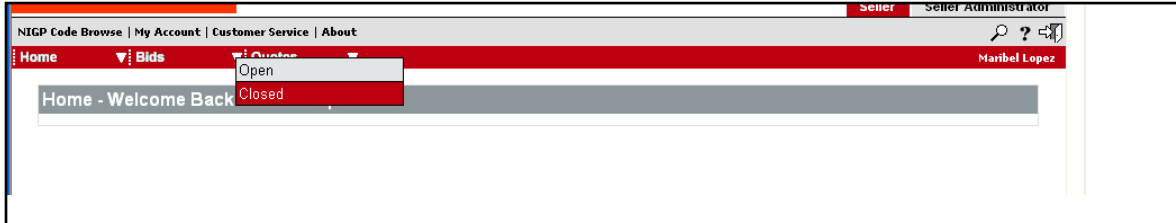
PART 6: CANCEL QUOTE IN BUYSPEED

Once vendor has completed login process.

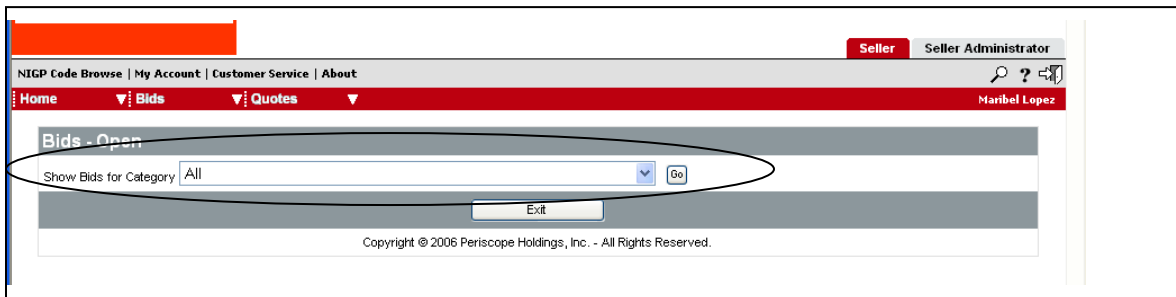
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: The list of bids is now displayed on the screen. Click on bid number in the **Create Quote**.

Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Create Quote	Bid Holder
05-00085	Administrator System	Demolition Services	10/24/2005 14:20:00	Scheduled	View	00110 Create Quote	List

Step 5: Click on the **Summary** tab to review all information.

Quote 00000030

General Rems Questions Notes Terms & Conditions Attachments **Summary**

Header Information

Quote #:	00000030	Bid #:	00000018	Status:	Submitted
Description:	SITE IMPROVEMENT - WICKER PARK	Delivery Days:	0	Discount Percent:	0.0
Bid Flag:		Alternate Bid:	No	Shipping Terms:	
Freight Terms:		Ship Via Terms:		Payment Term:	
Promised Date		Info Contact:		Quote Total	\$1,999,000.00
Comment:		User last Updated:	Larry V4 York		
Date Last Updated:	10/17/2005 05:04:21 PM				

Vendor accepts the terms & conditions with no exceptions.

Item Information

Item # 1: SITE IMPROVEMENT - WICKER PARK - SITE IMPROVEMENT - WICKER PARK

Quantity	UOM	Unit Price	Discount Pct.	Freight	Total Cost	No Bid	No Charge
1.0	EA	\$1,999,000.00	0.0	\$0.00	\$1,999,000.00	No	No

Print Withdraw Quote

Step 6: Click on **Withdraw Quote** tab.

The screenshot shows the 'Quote 00000030' page. The 'Withdraw Quote' button is circled in red. The page includes a navigation bar with 'Home', 'Bids', and 'Quotes'. The main content area has tabs for 'General', 'Rems', 'Questions', 'Notes', 'Terms & Conditions', 'Attachments', and 'Summary'. The 'Header Information' section displays details such as Quote #, Description, Bid #, Status, Delivery Days, Bid Flag, Freight Terms, Promised Date, Comment, Date Last Updated, and Vendor information. The 'Item Information' section contains a table with columns for Quantity, UOM, Unit Price, Discount Pct., Freight, Total Cost, No Bid, and No Charge.

Quantity	UOM	Unit Price	Discount Pct.	Freight	Total Cost	No Bid	No Charge
1.0	EA	\$1,999,000.00	0.0	\$0.00	\$1,999,000.00	No	No

➤ **NOTE:** You will receive message prompt **“Are you sure you want to withdraw this quote?”** Click **OK**. User will have the option to either print the screen or reopen the quote.

The screenshot shows the 'Quote 00169' page with a Microsoft Internet Explorer dialog box overlaid. The dialog box contains the text 'Are you sure you want to withdraw this quote?' and 'OK' and 'Cancel' buttons. The background page shows the 'Quote 00169' details, including 'Header Information' and 'Item Information' sections. The 'Item Information' table is as follows:

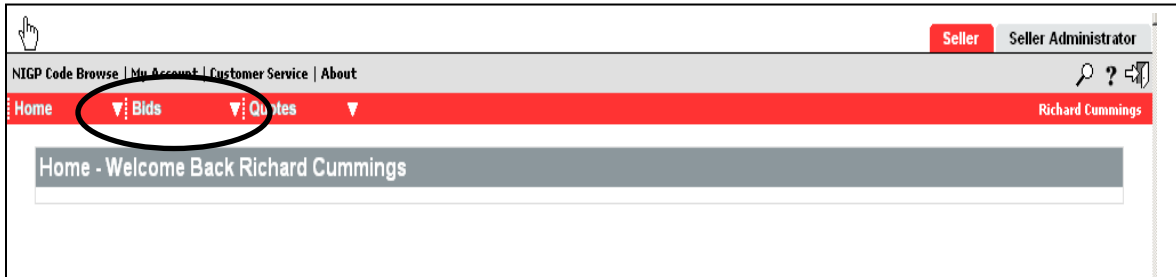
Quantity	UOM	Unit Cost	Discount %	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$0.00	0.0%	\$0.00	\$0.00	Yes	No

**** END OF PART 6 ****

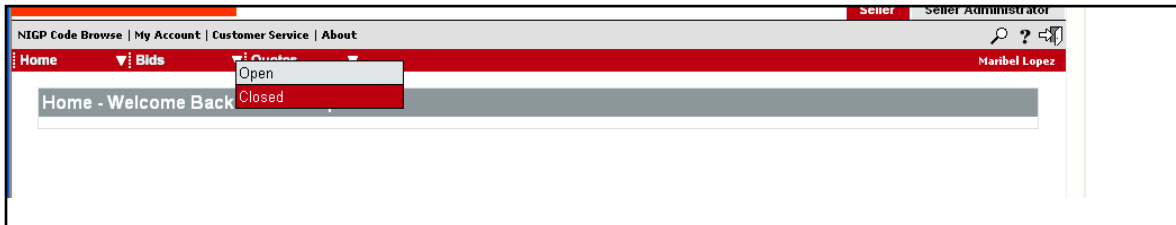
PART 7: CREATE QUESTIONS IN BUYSPEED

Once vendor has completed login process.

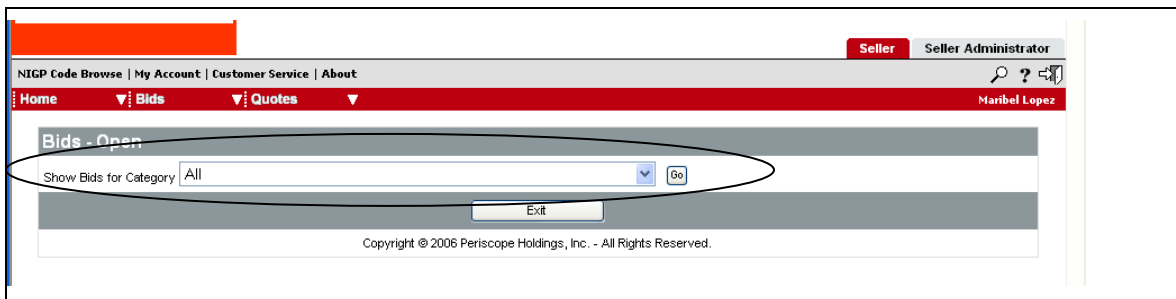
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: Select a solicitation and click on the bid number in the **Bid #** field

The screenshot shows the 'Bids - Open' page with a table of active bids. A red arrow points to the 'Bid #' column.

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
00000027	Tom Holden	DESIGN BUILD & DEMO SERVICES	Open Market	11/21/2005 02:00:00 PM	NOVEMBER 4, 2005 - 2:00 P.M.	View	Create New	List
00000026	Tom Holden	HOUSING REHAB-BRITON BUDD	Open Market	11/18/2005 02:19:00 PM	Pre-Bid has been scheduled for November 4, 2005 at 10:00 a.m.	View	Create New	List
00000023	Tom Holden	Computer Equipment	Open Market	10/20/2005 04:09:00 PM		View	Create New	List

Step 5: User will see a summary of the bid information on the **Header Information** screen. Scroll to the bottom of the screen and click on **Bid Q & A**.

The screenshot shows the 'Header Information' screen for bid 05-00085. The 'Bid Q & A' button at the bottom is circled in red.

Header Information

Bid Number: 05-00085 **Description:** Demolition Services **Bid Opening Date:** 10/24/2005 14:20:00
Purchaser: Administrator System **Department:** D1DP2 - Division 1 Dept 2 **Location:** D2L01 - Div 1 Dept 2 Loc 1
Fiscal Year: 05 **Show On Web:** Yes **Allow Electronic Quote:** Yes
Required Date: 12/13/2005 **Available Date:** 10/20/2005 14:20:00
Info Contact: Tom Serafini

Bulletin Desc:

Ship-to Address: Jason Beech
400 Main Street
Austin, TX 55555-4000
US
Email: lyork@goperiscope.com
Phone: (800)555-4000 Ext. 400
FAX: (800)444-4000

Bill-to Address: Nancy Jacobs
500 Main Street
Travis, TX 55555-5000
US
Email: lyork@goperiscope.com
Phone: (800)555-5000 Ext. 500
FAX: (800)444-5000

Bid Attachments

Download	File Name	Description	File Size
	Large Attachment (LargeAttachment.txt)	Text File	427,800 bytes

Item Information

Item # 1: (912 - 40) Demolition Services - Robert Taylor Homes

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Buttons: Print Page, Create Quote, **Bid Q & A**, Exit

Step 6: User will have the ability to either Save & Exit or Save & Continue to create additional questions.

The screenshot shows a web application interface for a bid. At the top, there is a navigation bar with a red header containing the text "NIGP Code Browse | My Account | Customer Service | About" and a search icon. Below this is a secondary navigation bar with a red background and white text: "Home", "POs", "Bids", "Contracts", and "Quotes". The main content area is titled "Open Market Bid 05-00085" and contains a section "Add new questions:". This section features a table with two columns: "Question Subject" and "Question (max 2000 characters)". The first row has the subject "Bid Amendment(s) and Due Date" and the question "Will the CHA issue any addenda that will change the bid due date?". Below this are two more rows with empty input fields. At the bottom of the form, there are four buttons: "Save & Exit", "Save & Continue", "Reset", and "Cancel & Exit". A copyright notice "Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved." is visible at the very bottom.

Question Subject	Question (max 2000 characters)
Bid Amendment(s) and Due Date	Will the CHA issue any addenda that will change the bid due date?

Save & Exit Save & Continue Reset Cancel & Exit

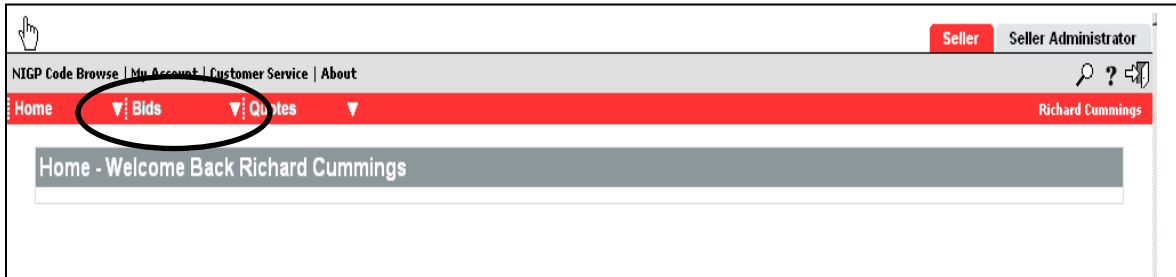
Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved.

**** END OF PART 7 ****

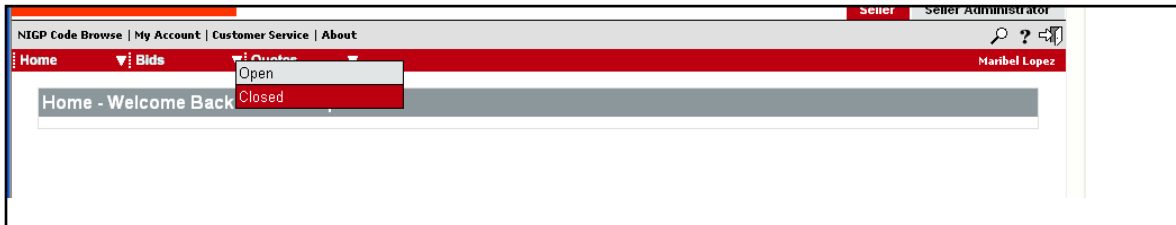
PART 8: VIEW BIDDERS

Once vendor has completed login process.

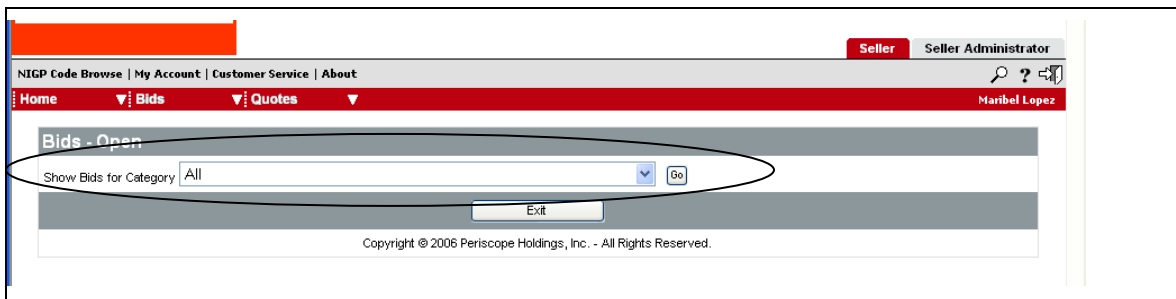
Step 1: Click on **Bids**.



Step 2: Click on **Open**.



Step 3: The **Show Bids for Category** box should be defaulted to "All." Click on **Go**.



Step 4: Select a bid from the list and click on the **List** option in the **Bid Holder** field.

The screenshot shows a web application interface for 'Bids - Open'. At the top, there are navigation links: 'NIGP Code Browse | My Account | Customer Service | About'. Below this is a red header bar with 'Home', 'Bids', and 'Quotes' menus. The main content area contains a table with the following data:

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
05-00002	Buy Speed	Test Bid 11/16	Open Market	11/18/2005 01:37:00 PM		View	00005 00006 00007 Create New	List

A red arrow points to the 'List' link in the 'Bid Holder' column. Below the table is an 'Exit' button and a copyright notice: 'Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved.'

Step 5: Bidders are now listed on the **Solicitation Holder List – 05-XXXX**.

The screenshot shows a web application interface for 'Solicitation Holder List - 05-00002'. At the top, there are navigation links: 'NIGP Code Browse | My Account | Customer Service | About'. Below this is a red header bar with 'Home', 'Bids', and 'Quotes' menus. The main content area displays the following information:

Solicitation Name: Test Bid 11/16 **Buyer:** Buy Speed
Solicitation #: 05-00002 **Opening Date:** 11/18/2005 01:37:00 PM

Date Acknowledged	Contact Name, Company Name, Address, Phone & Fax:	File Sent	File Downloaded
11/16/2005	Contact Person: Larry V1 York Test Vendor #1 111 Main Chicago, IL, 60001 Phone: (111)222-3333 Email address: lyork@goperiscope.com Fax:		

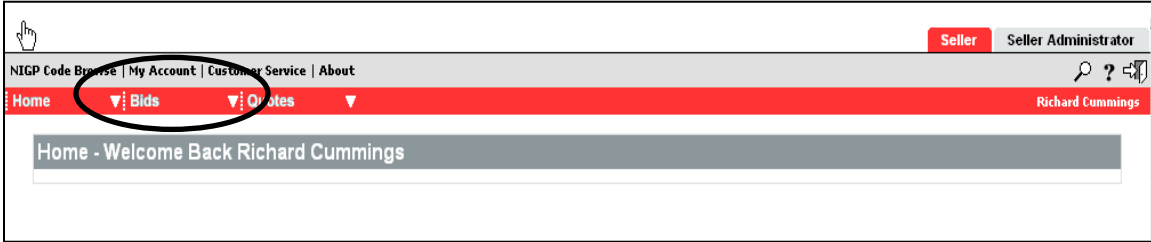
Below the table is a 'Cancel' button and a copyright notice: 'Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved.'

**** END OF PART 8 ****

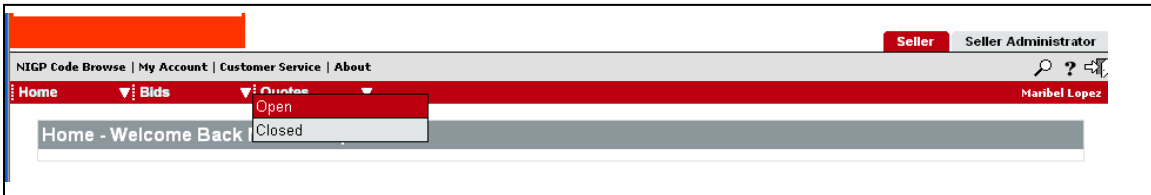
PART 9: VIEW AWARDS IN BUYSPEED

Once vendor has completed login process.

Step 1: Click on **Bids**.



Step 2: Click on **Closed**.



Step 3: Provide the date range and category of the solicitation(s) you would like to view and click **Go**.



Step 4: Results will include information for all bids in the selected range, including those bids that have been awarded.

Bids - Closed

View bids between July 21 2005 October 21 2005

Show Bids for Category All

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Awarded Vendors	Bid Q & A	Quotes
05-00085	Administrator System	Demolition Services	Open Market	10/21/2005 10:00:00	Roslyn & Co.	View	00110 00111
0000080	Trainee Ten	Consulting Services	Open Market	08/12/2005 13:17:00	Not awarded yet.	View	
0000056	Rodney Duke	Capital Construction	Open Market	07/28/2005 13:00:00	Not awarded yet.	View	

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**** END OF PART 9 ****