

Purpose

Use this procedure to submit a Pre-Qualification Questionnaire for Professional Services.

Before You Get Started

- Your account on CDOT's Vendor Portal must be set up.

Helpful Hints

- System messages display at the top of the screen. Always review your system messages to ensure that your transactions have been successful.
- Some of the error messages SAP displayed alert you that a field needs to be populated. Once you populate that field and click the **Check** button , the message no longer displays.
- This document provides step-by-step instructions with screenshots. If you have trouble finding the location of a button or a field included in a step, look for that step's number next to one of the preceding screenshots. That number will point to the button's or field's location on the screen.
- To ensure that you are using the most updated version of this document, open it directly from CDOT's website in the Business Center.
- When you are finished working with the RFx, click the **Close** button  instead of the red **X** button  in the upper right corner.
- At the end of your session, use the **Log Off** button  to log out of the your account on the CDOT Vendor Portal. Using the **X** button  in the upper right corner of the screen will close the window but your organization's account will still be open.
- CDOT's Vendor Self-Service Portal is compatible with any version of Internet Explorer, Google Chrome or Mozilla Firefox. If you experience compatibility issues using newer versions of Internet Explorer, enable the compatibility/enterprise mode to be fully compatible with this portal.



You must complete a Pre-Qualification Questionnaire yearly in order to be eligible to bid for CDOT's Professional Services projects.

Procedure

1. Start the transaction using the URL: <http://www.coloradodot.info/>
 - Click the **Business Center** tab
 - From the *Quick Links* panel, click any of the following links: *Consultants, Highway and Bridge Construction Bidding, Procurement and Contract Services*. From any of these webpages, click on the *CDOT Supplier Self-Service Portal* link.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



2. The fields you need to enter to log in to the CDOT Supplier Portal are displayed. The fields you need to enter are:

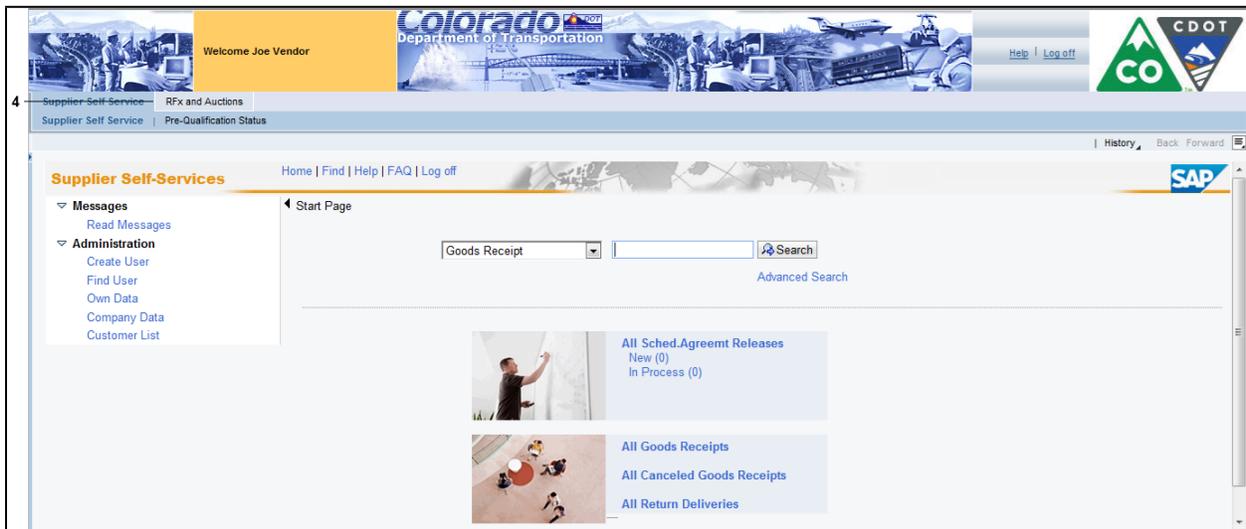
Field	Description
User*	User name you created for your account on CDOT's vendor portal.
Password*	Password associated with your user name.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



3. Click **Log On** button 

Supplier Self Service - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



4. Click **RFx and Auctions** tab 



These step-by-step instructions will show you how to complete the Pre-Qualification Questionnaire for Professional Services. The first step in the process is to find the Questionnaire.



The first time you use the Vendor Portal, you will need to click the **Show Quick Criteria Maintenance** button to display the search fields. Afterwards, the search fields will display as they did the last time you viewed the screen.

Active Queries

Active Queries

eRFxs [All \(109\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

5 → [Show Quick Criteria Maintenance](#) [Change Query](#)

View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
3800000061	HAA RFP 170 BH	RFx	Published	11/12/2014	11/26/2014		No Bid Created		
3800000060	NPS General Engineering R2	RFx	Published	11/12/2014	11/30/2014		No Bid Created		
3800000058	HAA RFP 14-160 BH	RFx	Published		12/12/2014		No Bid Created		
3800000030	SOUNDARC 09/24/2014 13:23	RFx	Published		12/31/2014		No Bid Created		
3800000023	SOUNDARC 09/08/2014 15:42	RFx	Published		12/31/2014		No Bid Created		
3800000022	Copy of 3800000014	RFx	Published		12/31/2014		No Bid Created		
3800000002	Smart	RFx	Published		12/31/2014		No Bid Created		
80009	SOUNDARC 11/04/2014 10:15	RFx State Building	Published		12/31/2014		No Bid Created		
80008	SAGARAJANS 11/03/2014 10:33	RFx State Building	Published		11/30/2014		No Bid Created		
80006	SAGARAJANS 11/03/2014 10:18	RFx State Building	Published		12/31/2014		No Bid Created		

Last Refresh 11/15/2014 10:18 AM

- To find the Professional Services Pre-Qualification form, click **Show Quick Criteria Maintenance** button [Show Quick Criteria Maintenance](#).



There is only one Professional Services Questionnaire RFx each year.

Active Queries

Active Queries

eRFxs [All \(109\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▼ [Hide Quick Criteria Maintenance](#) [Change Query](#)

Event Number: To ↕

Event Status:

Creation Date: To ↕

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

View: [Standard View] | Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3800000061	HAA RFP 170 BH	RFx	Published	11/12/2014	11/26/2014		No Bid Created		
3800000060	NPS General Engineering R2	RFx	Published	11/12/2014	30/11/2014		No Bid Created		

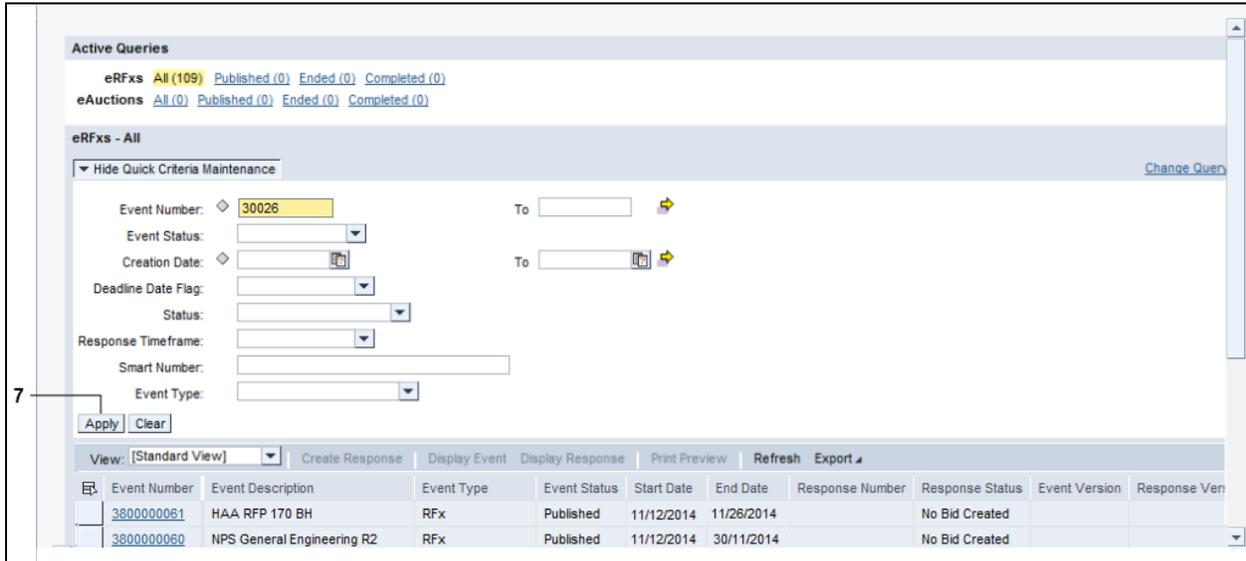
- The fields you can use to search for the Pre-Qualification Questionnaire are displayed. The most commonly used fields for a search are:

Field	Description
-------	-------------

Event Number: _____ Number assigned to the Solicitation (RFx) or Pre-Qualification Document.

Event Type: _____ Category for the Solicitation (RFx) or Pre-Qualification Document.

Active Queries

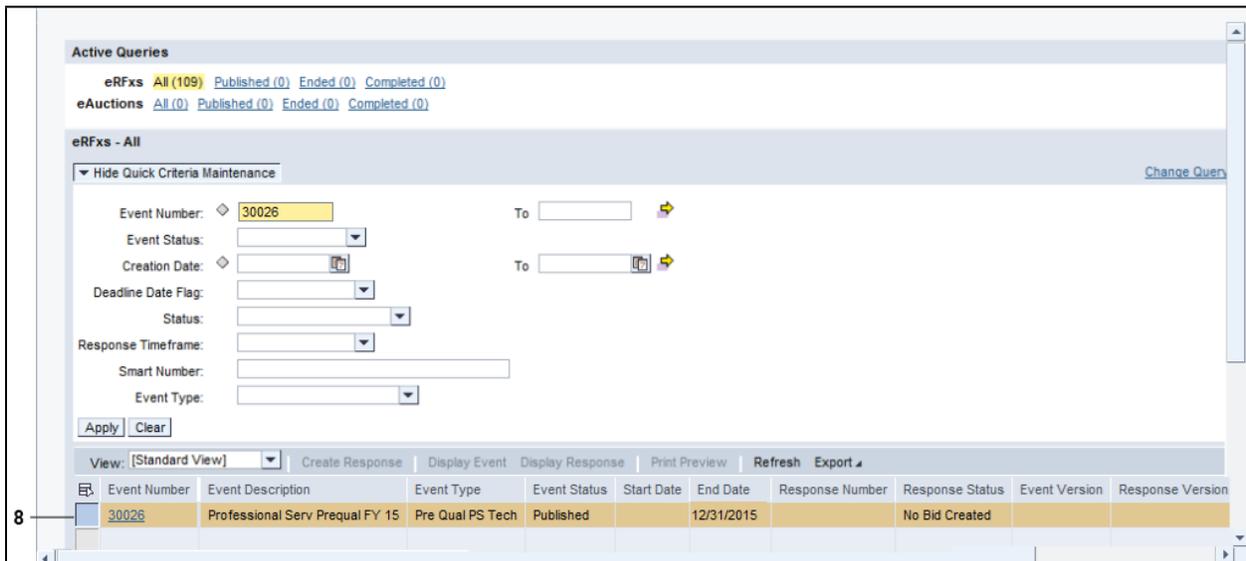


The screenshot shows the 'Active Queries' section with search filters for 'eRFxs - All'. The 'Event Number' field is set to '30026'. Below the filters, there are buttons for 'Apply' and 'Clear'. A table below shows two results:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
3800000061	HAA RFP 170 BH	RFx	Published	11/12/2014	11/26/2014		No Bid Created		
3800000060	NPS General Engineering R2	RFx	Published	11/12/2014	30/11/2014		No Bid Created		

- Once you've completed the search field, click the **Apply** button . The system displays the results.

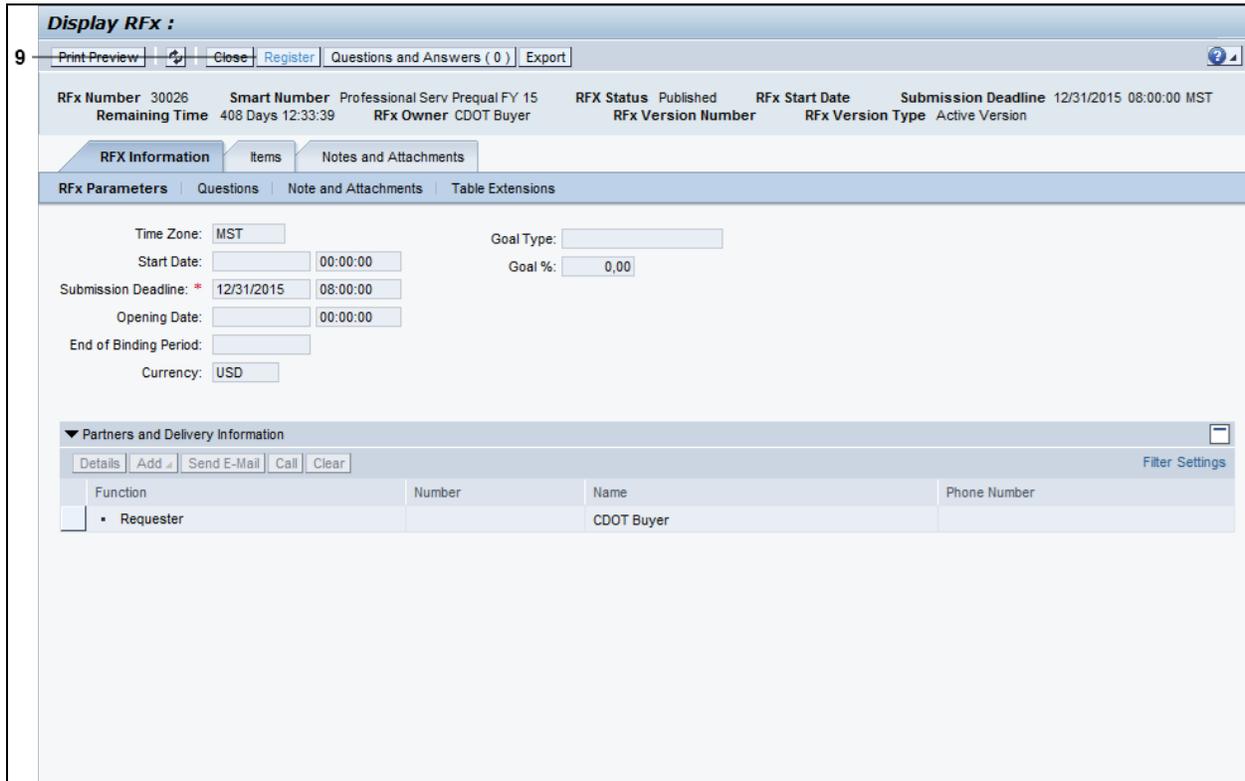
Active Queries



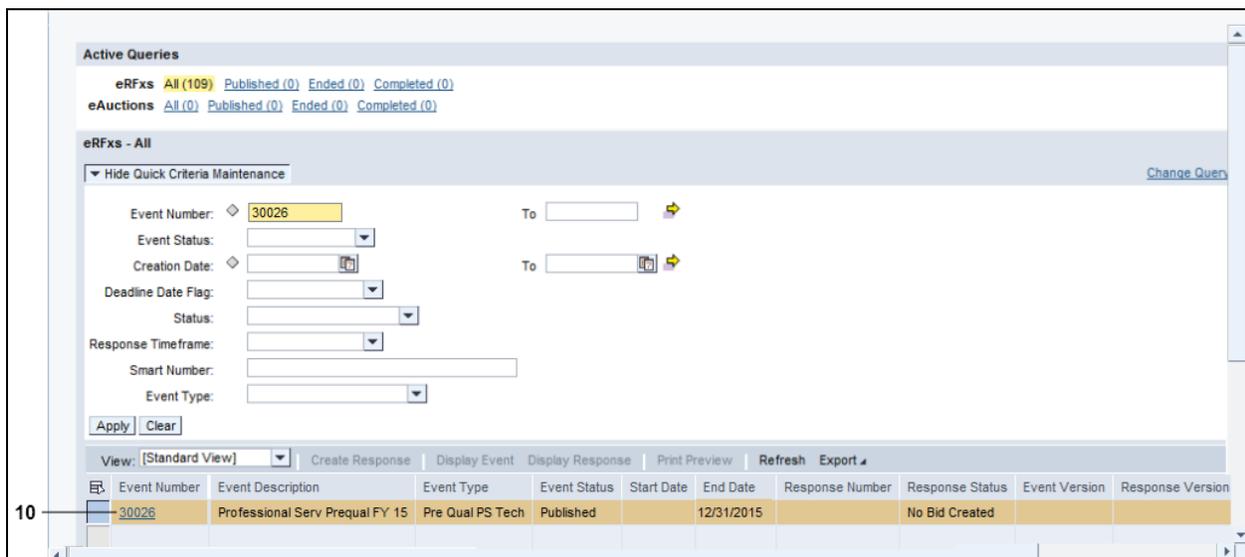
The screenshot shows the 'Active Queries' section with search filters. The 'Event Number' field is set to '30026'. Below the filters, there are buttons for 'Apply' and 'Clear'. A table below shows one result highlighted in gray:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
30026	Professional Serv Prequal FY 15	Pre Qual PS Tech	Published		12/31/2015		No Bid Created		

- To highlight your selection, click the **Gray** button  next to the document you want to display.

Display RFX :


9. To start working on the Questionnaire, you must first register. Click **Register** button [Register](#).

Active Queries


10. To open the document, click the Event Number's link [30026](#). The Pre-Qualification Questionnaire will open with the **RFX Information** tab displayed.



Now that you have found the Questionnaire, review all of the documentation associated with it before you respond.

RFx :

Display RFx :

RFx Number 30026 **Smart Number** Professional Serv Prequal FY 15 **RFx Status** Published **RFx Start Date** **Submission Deadline** 12/31/2015 08:00:00 MST
Remaining Time 408 Days 12:33:39 **RFx Owner** CDOT Buyer **RFx Version Number** **RFx Version Type** Active Version

Time Zone: Goal Type:

Start Date: 00:00:00 Goal %:

Submission Deadline: * 08:00:00

Opening Date: 00:00:00

End of Binding Period:

Currency:

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		CDOT Buyer	

11. To view all of the required documentation for this Questionnaire, click the **Notes and Attachments** tab . This tab includes all communications and requirements from CDOT about this Pre-Qualification form.

Display RFx :

Display RFx :

Print Preview | Refresh | Close | Participate | Do Not Participate | Tentative | Create Response | Questions and Answers (0) | Export

RFx Number 30026 **Smart Number** Professional Serv Prequal FY 15 **RFx Status** Published **RFx Start Date** **Submission Deadline** 12/31/2015 08:00:00 MST
Remaining Time 408 Days 12:33:39 **RFx Owner** CDOT Buyer **RFx Version Number** **RFx Version Type** Active Version

RFX Information Items **Notes and Attachments**

▼ Notes

Add | Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size
Document Header	Standard Attachment	CDOT SA Hosted and PunchOut Catalogs (1)	CDOT SA Hosted and PunchOut Catalogs (1).docx	1		<input type="checkbox"/>	docx	87

12. To open the document, click on the attachment link [CDOT SA Hosted and PunchOut Catalogs \(1\)](#).

File Download

File Download

Do you want to open or save this file?

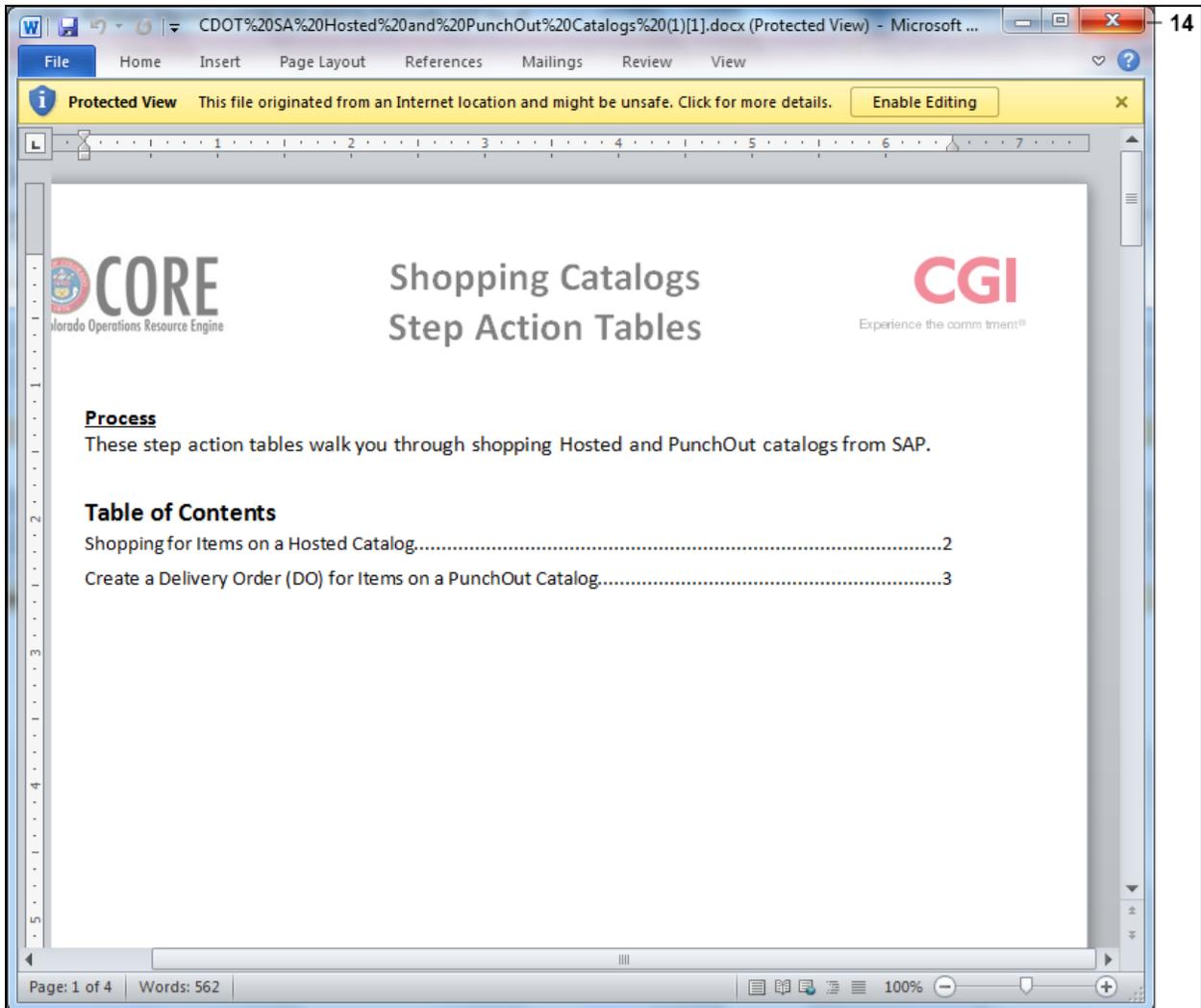

 Name: CDOT SA Hosted and PunchOut Catalogs (1).docx
 Type: Microsoft Word Document
 From: vsapdevsrm1.dot.state.co.us

13.


 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

13. Click **Open** button .

CDOT%20SA%20Hosted%20and%20PunchOut%20Catalogs%20(1)[1].docx (Protected View) - Microsoft Word



14. When you are done viewing the document, click **Close** button .

RFx :

Display RFx :

RFx Number 30026 **Smart Number** Professional Serv Prequal FY 15 **RFx Status** Published **RFx Start Date** **Submission Deadline** 12/31/2015 08:00:00 MST
Remaining Time 408 Days 12:33:39 **RFx Owner** CDOT Buyer **RFx Version Number** **RFx Version Type** Active Version

Notes

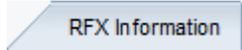
Add

Assigned To	Category	Text Preview

Attachments

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size
	Standard Attachment	CDOT SA Hosted and PunchOut Catalogs (1)	CDOT SA Hosted and PunchOut Catalogs (1).docx	1		<input type="checkbox"/>	docx	87

15. To view the details of the Pre-Qualification Questionnaire, click **RFX Information** tab



RFx :

Display RFx :

16 [Print Preview](#) [Close](#) [Participate](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0 \)](#) [Export](#)

RFx Number 30026 **Smart Number** Professional Serv Prequal FY 15 **RFX Status** Published **Rfx Start Date** **Submission Deadline** :12/31/2015 08:00:00 MST
Remaining Time 408 Days 12:33:39 **Rfx Owner** CDOT Buyer **Rfx Version Number** **Rfx Version Type** Active Version

[RFX Information](#) [Items](#) [Notes and Attachments](#)

[RFX Parameters](#) [Questions](#) [Note and Attachments](#) [Table Extensions](#)

Time Zone: Goal Type:

Start Date: 00:00:00 Goal %:

Submission Deadline: * 12/31/2015 08:00:00

Opening Date: 00:00:00

End of Binding Period:

Currency:

Partners and Delivery Information Filter Settings

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

Function	Number	Name	Phone Number
Requester		CDOT Buyer	

16. Click **Create Response** button [Create Response](#).



Now that you have reviewed the **Notes and Attachments** tab, you need to complete the questions.



All system messages are displayed at the top of the *Create RFx Response* screen. When you first display the Questionnaire, all of the messages will be red error messages. Each one describes a requirement you need to complete before submitting your Questionnaire. As you complete the required fields and add required attachments and click the **Check** button [Check](#), the related error message will no longer display.

Create RFX Response

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

⚠ Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value
 ⚠ Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value
 ⚠ Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value
 ⚠ Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value
 ⚠ Attribute I have attached current insurance certificates (se is mandatory; maintain attribute value

RFX Response Number 30024 RFX Number 30026 Status In Process Submission Deadline 12/31/2015 08:00:00 MST Remaining Time 408 Days 12:30:47
 RFX Owner CDOT Buyer Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary | Tracking

17 Basic Data | Questions | Notes and Attachments | Product Category

Event Parameters
 Currency:

Status and Statistics
 Created On:
 Created By:
 Last Processed On:
 Last Processed By:

Partners and Delivery Information

Details | Send E-Mail | Call | Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
ⓘ The table does not contain any data					

17. To display and respond to the Pre-Qualification questions, click the **Questions** sub-tab **Questions**. The full list of questions are displayed. Complete all mandatory questions that have a red asterisk * next to them and any other questions that apply to your company.



There are five question types in the **Questions** sub-tab: **Yes/No** radio dial, **fill-in Date** field, **fill-in Quantity** field, **fill-in Amount** field and **Open Text** field.

Create RFX Response

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

1 Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value
 1 Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value
 1 Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value
 1 Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value
 1 Attribute I have attached current insurance certificates (se is mandatory; maintain attribute value

RFX Response Number 30024 **RFX Number** 30026 **Status** In Process **Submission Deadline** 12/31/2015 08:00:00 MST **Remaining Time** 408 Days 12:30:47
RFX Owner CDOT Buyer **Total Value** 0,00 USD **RFX Response Version Number** Active Version **RFX Version Number** Active V

RFX Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Product Category

Question	Reply	Comment
Type of Organization: *	<input type="text"/>	<input type="text"/>
I have completed and attached sections 1 - 8 of CDOT form 1058: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Former firm name(s), if any, and year(s) established:	<input type="text"/>	<input type="text"/>
2. Have you been or are you currently barred from being awarded, any public work contract or subcontract with any Federal, State or local agency?: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
I have attached current insurance certificates (see instructions): *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
5. Total Company Gross Revenue (Annual Gross Receipts): *	<input type="text" value="0,00"/> USD	<input type="text"/>
Additional Notes: (Please make reference to the question number):	<input type="text"/>	<input type="text"/>
Please indicate Present branch office(s) in Colorado (address, phone, fax, email):	<input type="text"/>	<input type="text"/>
Please provide names of principals of firm or of branch in Colorado: *	<input type="text"/>	<input type="text"/>
Year Established (Year Business Formed): *	<input type="text" value=""/>	<input type="text"/>

18. Complete all required fields.

Create RFX Response

Create RFX Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value

Attribute 2. Have you been or are you currently barred from is mandatory; maintain attribute value

Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value

Attribute 5. Total Company Gross Revenue (Annual Gross Recei is mandatory; maintain attribute value

Attribute I have attached current insurance certificates (se is mandatory; maintain attribute value

RFX Response Number 30024 RFX Number 30026 Status In Process Submission Deadline 12/31/2015 08:00:00 MST Remaining Time 408 Days 12:30:47

RFX Owner CDOT Buyer Total Value 0,00 USD RFX Response Version Number Active Version RFX Version Number Active V

RFX Information | Items | Notes and Attachments | Summary | Tracking

19 **Basic Data** | **Questions** | Notes and Attachments | Product Category

Type of Organization: * Corporation

I have completed and attached sections 1 - 8 of CDOT form 1058: * Yes No

Former firm name(s), if any, and year(s) established: _____

2. Have you been or are you currently barred from being awarded, any public work contract or subcontract with any Federal, State or local agency?: * Yes No

I have attached current insurance certificates (see instructions): * Yes No

5. Total Company Gross Revenue (Annual Gross Receipts): * 500000 USD

Additional Notes: (Please make reference to the question number): _____

Please indicate Present branch office(s) in Colorado (address, phone, fax, email): _____

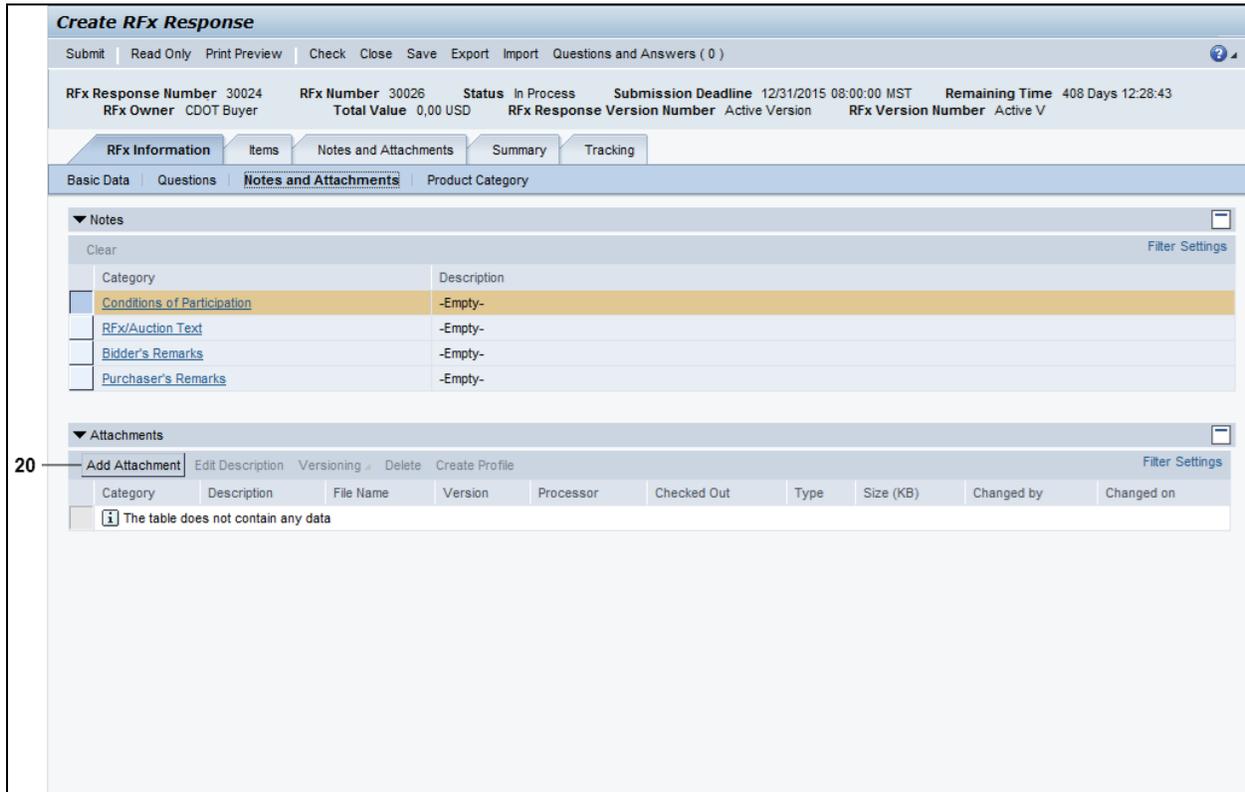
Please provide names of principals of firm or of branch in Colorado: * AAA Contracting

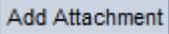
Year Established (Year Business Formed): * 11/02/2009

State where established: * Colorado

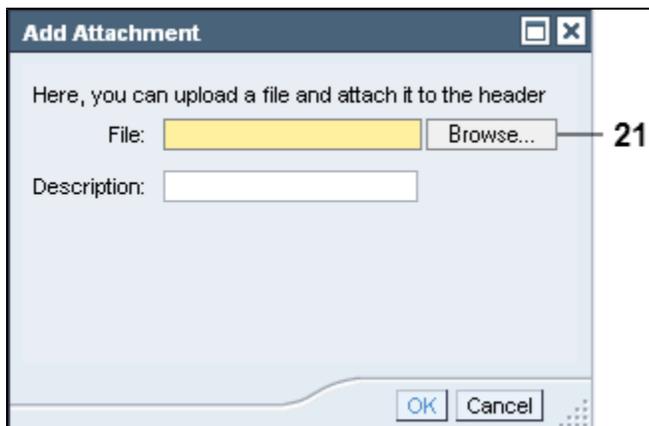
19. To provide additional information, click the **Notes and Attachments** sub-tab [Notes and Attachments](#). The *Notes* section of this screen displays a list of the required documents CDOT has provided for you to complete, if applicable. The *Attachments* section displays the documents you have attached.

RFx Response



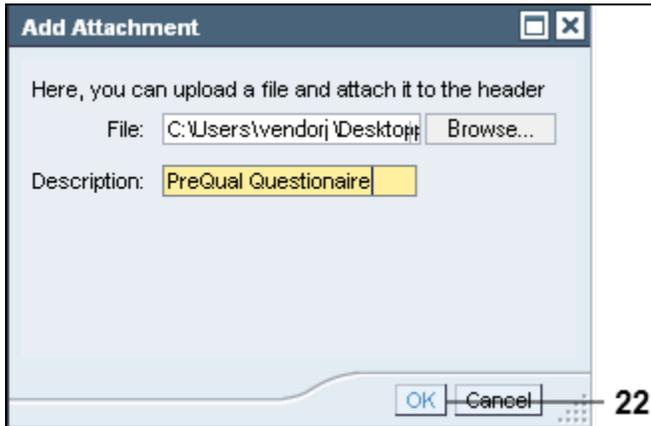
20. To attach a document to your Pre-Qualification Questionnaire, click the **Add Attachment** button . The *Add Attachment* dialog box displays.

Add Attachment



21. Click the **Browse** button  to find your completed document.

Add Attachment

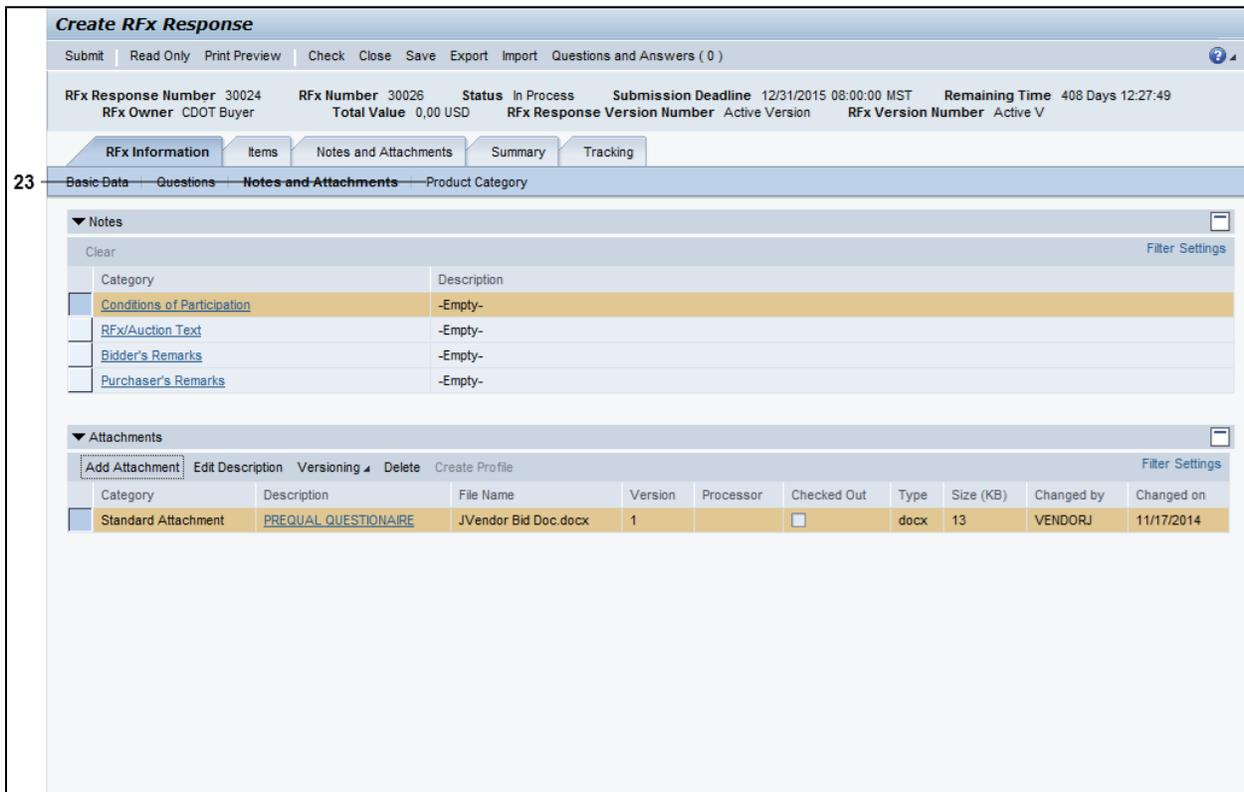


22. Once you've found the document, click **OK** button .



In the *Attachments* section, your new attachment is displayed. The **Description** field includes your description of the document, the **File Name** field is populated with the full file name. At the end of the line, the **Created by** field includes the user name of the person who added the document and the **Changed on** field notes the date of the change.

RFx Response



23. To identify the work your company can provide to CDOT, click the **Product Category** sub-tab Product Category.

RFx Response

Create RFx Response

Submit | Read Only | Print Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

RFx Response Number 30024	RFx Number 30026	Status In Process	Submission Deadline 12/31/2015 08:00:00 MST
RFx Owner CDOT Buyer	Total Value 0,00 USD	RFx Response Version Number Active Version	Remaining Time 408 Days 12:27:49
		RFx Version Number Active V	

RFx Information	Items	Notes and Attachments	Summary	Tracking
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Basic Data	Questions	Notes and Attachments	Product Category
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Question	Reply	Comment
24 SURVEYING	<input type="radio"/> Yes <input type="radio"/> No	
GEOTECHNICAL EN...	<input type="radio"/> Yes <input type="radio"/> No	
GEOLOGICAL ENGL...	<input type="radio"/> Yes <input type="radio"/> No	
ACOUSTICAL ENGL...	<input type="radio"/> Yes <input type="radio"/> No	
CIVIL ENGINEERING	<input type="radio"/> Yes <input type="radio"/> No	
TRAFFIC ENGINEER...	<input type="radio"/> Yes <input type="radio"/> No	
LANDSCAPE ARCH...	<input type="radio"/> Yes <input type="radio"/> No	
ARCHITECTURE	<input type="radio"/> Yes <input type="radio"/> No	

24. Click the **Yes** or **No** radio buttons for each product category (work codes).

Monday, December 15, 2014

Draft A

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RFx Response

Create RFx Response

25
Submit | Read Only | Print Preview | **Check** | Close | Save | Export | Import | Questions and Answers (0)

RFx Response Number 30024	RFx Number 30026	Status In Process	Submission Deadline 12/31/2015 08:00:00 MST
RFx Owner CDOT Buyer	Total Value 0,00 USD	RFx Response Version Number Active Version	Remaining Time 408 Days 12:27:49
		RFx Version Number Active V	

RFx Information
Items
Notes and Attachments
Summary
Tracking

Basic Data
Questions
Notes and Attachments
Product Category

Question	Reply	Comment
SURVEYING	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOTECHNICAL EN...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOLOGICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
ACOUSTICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
CIVIL ENGINEERING	<input checked="" type="radio"/> Yes <input type="radio"/> No	
TRAFFIC ENGINEER...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
LANDSCAPE ARCH...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
ARCHITECTURE	<input type="radio"/> Yes <input checked="" type="radio"/> No	

25. To check for errors, click the **Check** button .



System messages are displayed at the top of the screen. Please review and fix any errors, if they are displayed. When the system displays the "RFx response is complete and contains no errors", you can submit it.

RFx Response

Create RFx Response

26 Submit | [Read Only](#) | [Print Preview](#) | Check | [Close](#) | [Save](#) | [Export](#) | [Import](#) | Questions and Answers (0)

RFx response is complete and contains no errors

RFx Response Number 30024 RFx Number 30026 Status In Process Submission Deadline 12/31/2015 08:00:00 MST Remaining Time 408 Days 12:27:49
 RFx Owner CDOT Buyer Total Value 0,00 USD RFx Response Version Number Active Version RFx Version Number Active V

RFx Information | Items | Notes and Attachments | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Product Category

Question	Reply	Comment
SURVEYING	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOTECHNICAL EN...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOLOGICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
ACOUSTICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
CIVIL ENGINEERING	<input checked="" type="radio"/> Yes <input type="radio"/> No	
TRAFFIC ENGINEER...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
LANDSCAPE ARCH...	<input type="radio"/> Yes <input checked="" type="radio"/> No	

26. Click **Submit** button Submit. The system displays the message "RFx response XXXXXXXXXXXX is submitted."

Display RFX Response:

Display RFX Response:

27 Print Preview Withdraw Export Questions and Answers (0)

RFX response 0000030024 submitted

RFX Response Number 30024 **RFX Number** 30026 **Status** Submitted **Submission Deadline** 12/31/2015 08:00:00 MST **Remaining Time** 408 Days 12:27:15
RFX Owner CDOT Buyer **Total Value** 0,00 USD **RFX Response Version Number** Active Version **RFX Version Number** Active V

SURVEYING	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOTECHNICAL EN...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
GEOLOGICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
ACOUSTICAL ENGL...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
CIVIL ENGINEERING	<input checked="" type="radio"/> Yes <input type="radio"/> No	
TRAFFIC ENGINEER...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
LANDSCAPE ARCH...	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	<input type="radio"/> Yes	

27. Click **Close** button

RFx :

Display RFx :

28 [Print Preview](#) [Close](#) [Participate](#) [Do Not Participate](#) [Tentative](#) [Create Response](#) [Questions and Answers \(0 \)](#) [Export](#)

RFx Number 30026 Smart Number Professional Serv Prequal FY 15 RFX Status Published RFX Start Date Submission Deadline 12/31/2015 08:00:00 MST
 Remaining Time 408 Days 12:33:39 RFX Owner CDOT Buyer RFX Version Number RFX Version Type Active Version

RFx Information | **Items** | **Notes and Attachments**

RFx Parameters | **Questions** | **Note and Attachments** | **Table Extensions**

Time Zone: Goal Type:

Start Date: Goal %:

Submission Deadline: *

Opening Date:

End of Binding Period:

Currency:

Partners and Delivery Information

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#) [Filter Settings](#)

Function	Number	Name	Phone Number
Requester		CDOT Buyer	

28. Click **Close** button 



When you are finished working with the Questionnaire, click the **Close** button  instead of the red **X** button  in the upper right corner.

Bid Processing - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8

Welcome Joe Vendor

Colorado
Department of Transportation

[Help](#) [Log off](#) 

Supplier Self Service | **RFx and Auctions**

[Overview](#) | [Service Map](#)

Bid Processing | [History](#) | [Back](#) | [Forward](#)

Active Queries

eRFxs [All \(1\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

[Hide Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To:

Event Status:

Creation Date: To:

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Event Type:

[Apply](#) [Clear](#)

View: [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#)

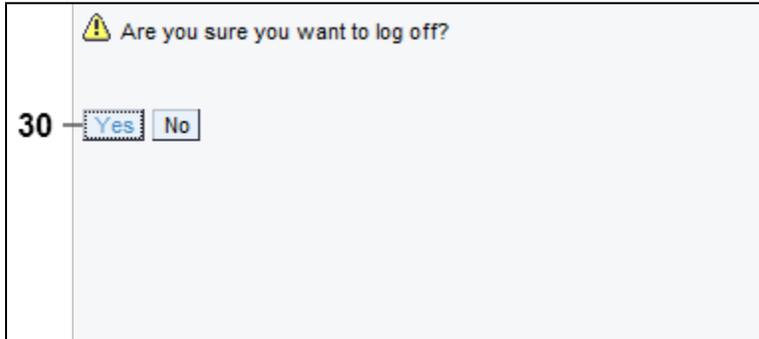
Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
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29. When you are finished using CDOT's Vendor Portal, click **Log off** link [Log off](#).



At the end of your session, use the **Log Off** button [Log off](#) to log out of the your account on the CDOT Vendor Portal. Using the **X** button  in the upper right corner of the screen will close the window but your organization's account will still be open.

SAP NetWeaver Portal -- Webpage Dialog



30. Click **Yes** button [Yes](#).

31. You have completed this transaction.

Result

You have successfully submitted a Pre-Qualification Questionnaire for Professional Services.