

Purpose

Use this procedure to submit a Statement of Interest (SOI) for Professional Services.

Before You Get Started

- You need to have requested and created an account on CDOT's Vendor Portal.
- You need to have submitted your company's Pre-Qualification Questionnaire and it must have been approved by CDOT.

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.
- 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



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

Procedure

- 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 webpage, click on the *CDOT Supplier Self-Service Portal* link.



The first step to submitting a Statement of Interest for a CDOT professional services is to log into the portal. If you have not yet registered, refer to the instructions, "Request an Account on CDOT's Vendor Portal".

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



- 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

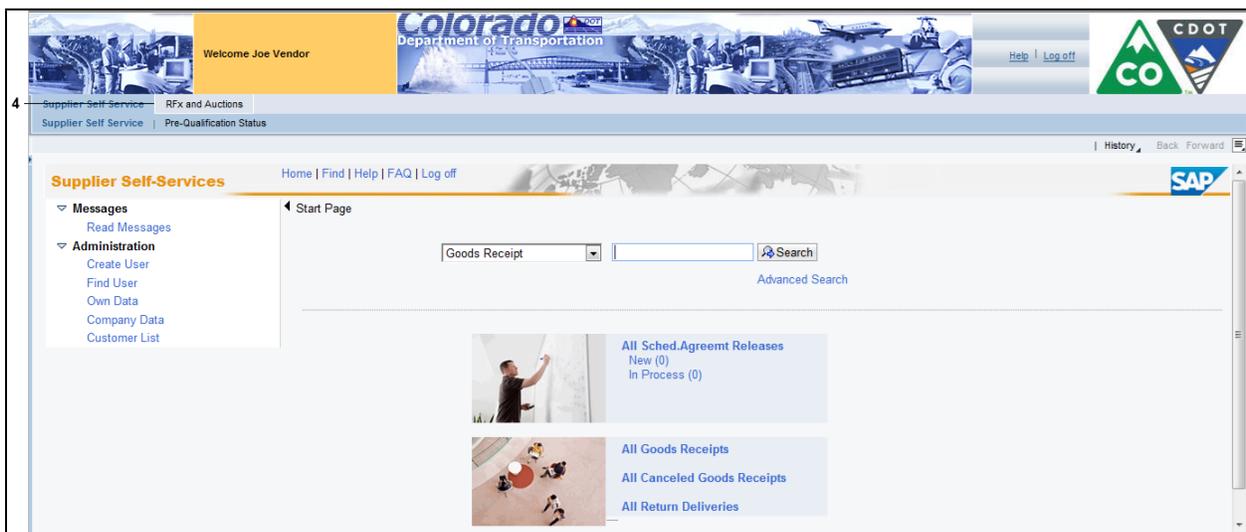


3. Click **Log On** button



Now that you have logged onto the Supplier Self-Service portal, the next step is to search for the RFX Document you want to respond to.

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



4. Click **RFX and Auctions** tab

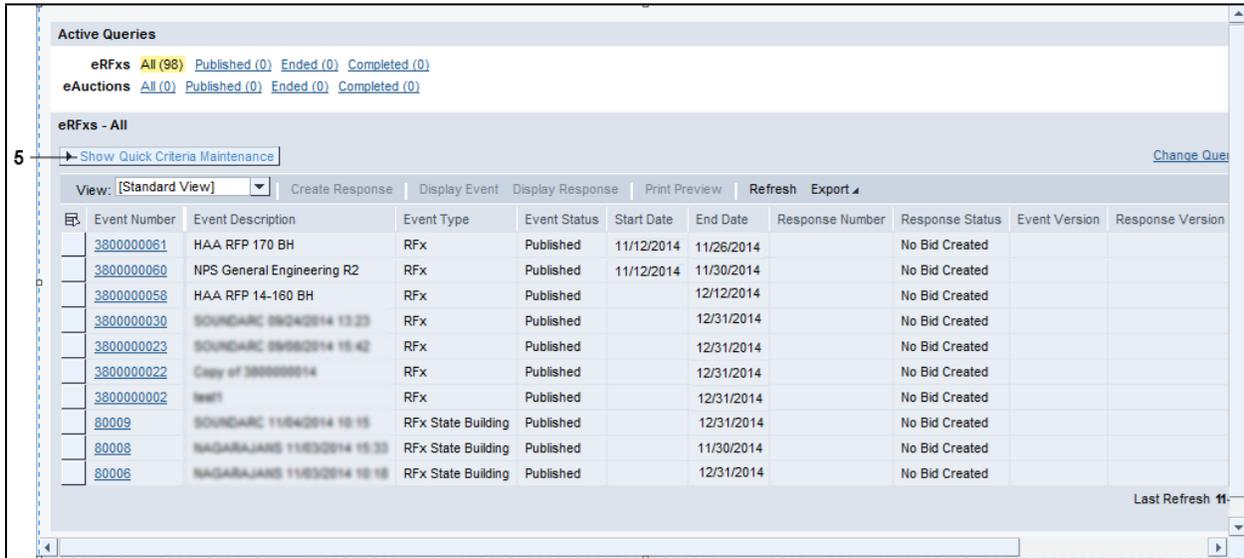


These step-by-step instructions will show you how to submit a Statement of Interest (SOI) for a Professional Services RFX Document.



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 \(98\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

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

eRFxs - All

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

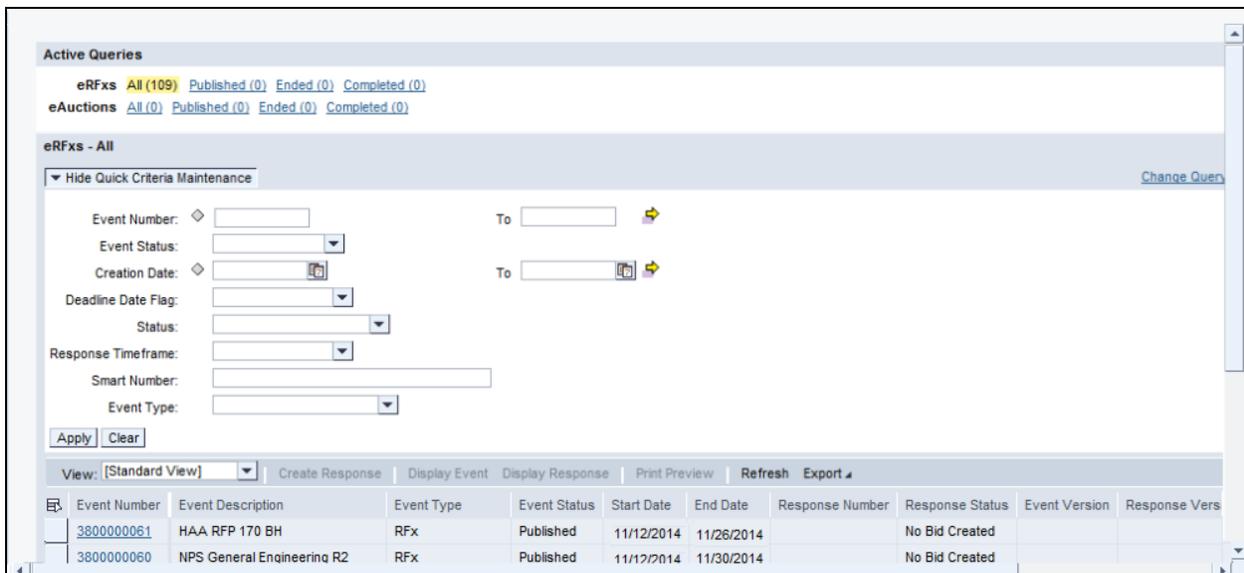
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

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 09/26/2014 15:42	RFX	Published		12/31/2014		No Bid Created		
3800000022	Copy of 3800000014	RFX	Published		12/31/2014		No Bid Created		
3800000002	SWT	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	NAGARAJANS 11/03/2014 15:33	RFX State Building	Published		11/30/2014		No Bid Created		
80006	NAGARAJANS 11/03/2014 10:10	RFX State Building	Published		12/31/2014		No Bid Created		

Last Refresh 11/15/2014 10:10 AM

- To search for the RFX Document you want to submit a Statement of Interest for, click **Show Quick Criteria Maintenance** button [Show Quick Criteria Maintenance](#).

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:

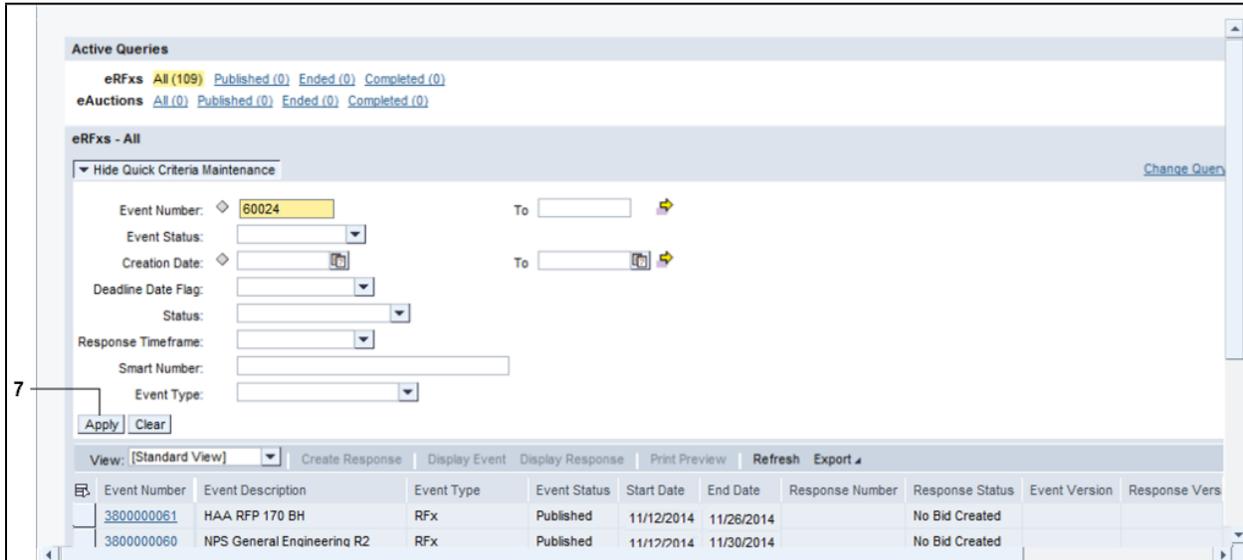
View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Vers
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		

- The fields you can use to search for the Professional Services RFX 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

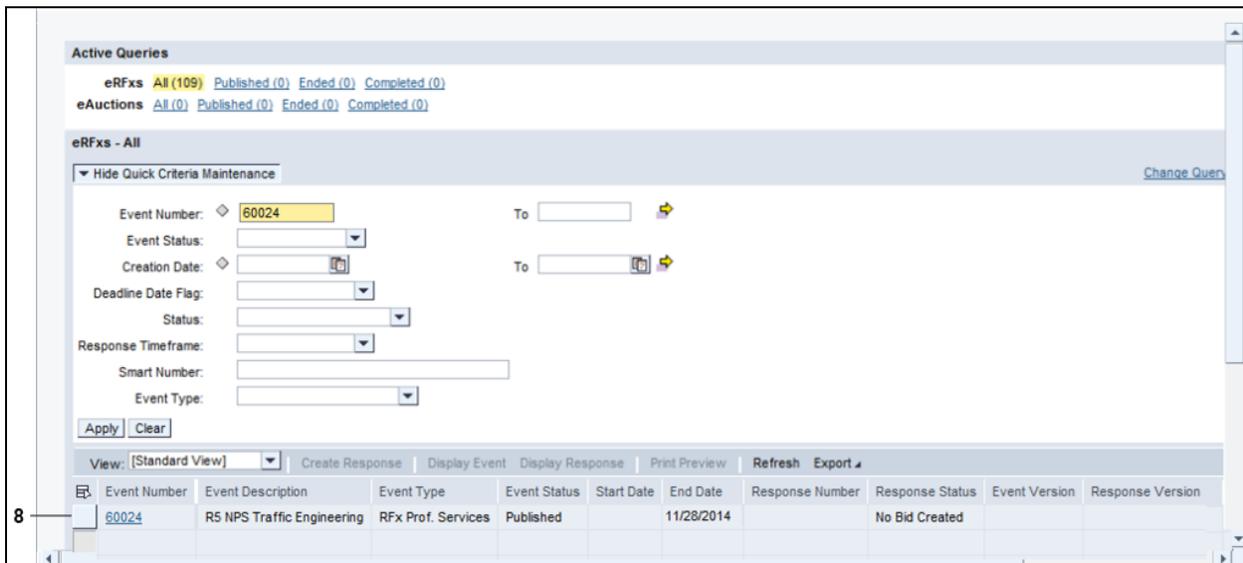


The screenshot shows the 'Active Queries' section with filters for 'eRFxs' and 'eAuctions'. Under 'eRFxs - All', there are search criteria for Event Number (60024), Event Status, Creation Date, Deadline Date Flag, Status, Response Timeframe, Smart Number, and Event Type. Below the filters are 'Apply' and 'Clear' buttons. A table below shows search results with columns: Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Vers.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Vers
3800000061	HAA RFP 170 BH	RFx	Published	11/12/2014	11/26/2014		No Bid Created		
3800000060	NPS General Engineering R2	RFx	Published	11/17/2014	11/30/2014		No Bid Created		

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

Active Queries

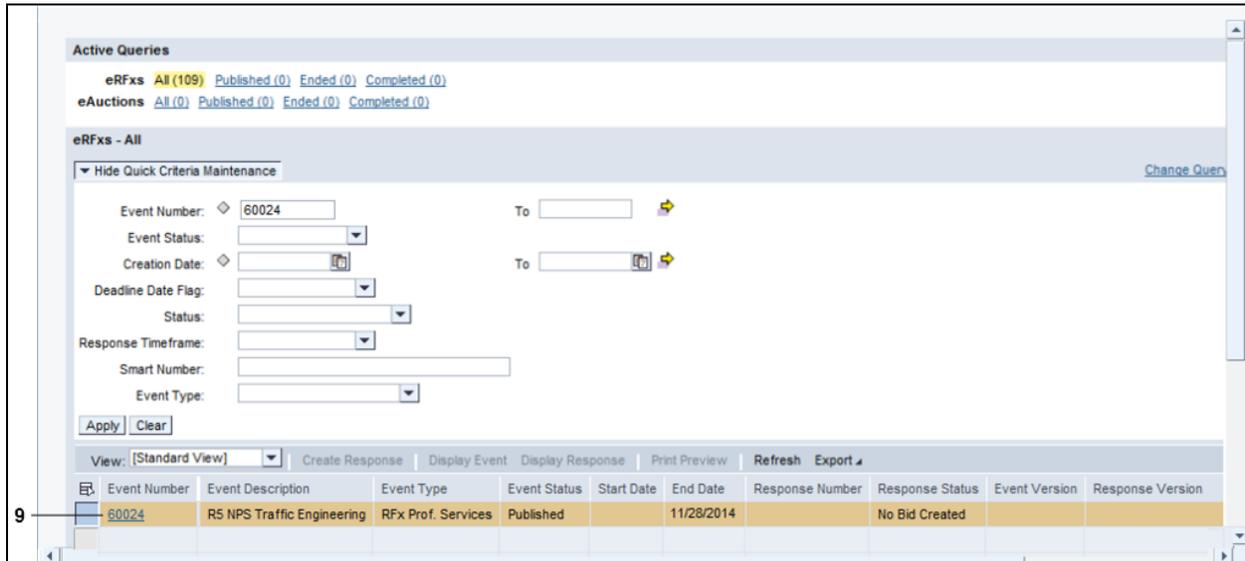


This screenshot is similar to the previous one but shows the search results table with the event number '60024' selected. A gray square button is visible to the left of the event number in the table row.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
 60024	R5 NPS Traffic Engineering	RFx Prof. Services	Published		11/28/2014		No Bid Created		

- To select the document, click the **Gray button**  to the left of the *Event Number*.

Active Queries



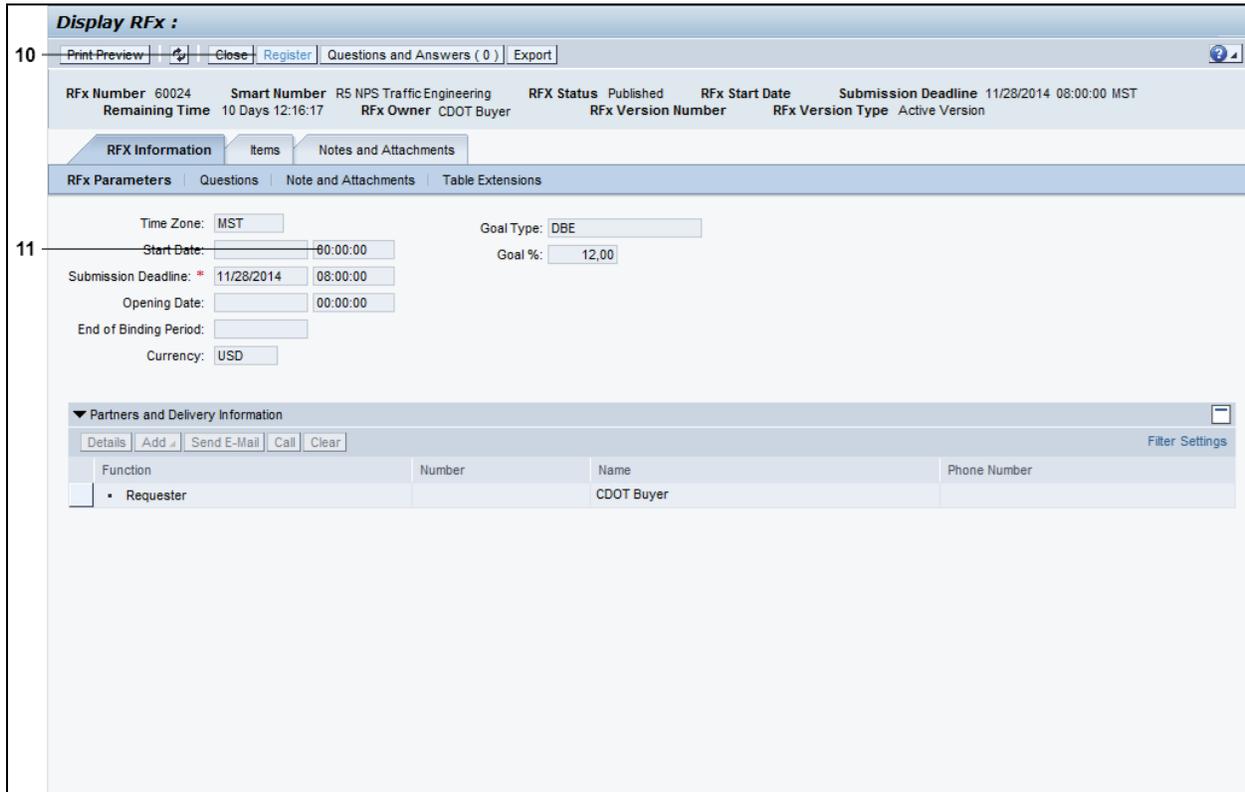
The screenshot shows the 'Active Queries' interface. At the top, there are filters for 'eRFxs' (All (109), Published (0), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section with a 'Hide Quick Criteria Maintenance' dropdown and a 'Change Query' link. The search criteria include: Event Number (60024), Event Status (dropdown), Creation Date (calendar icon), Deadline Date Flag (dropdown), Status (dropdown), Response Timeframe (dropdown), Smart Number (text input), and Event Type (dropdown). There are 'Apply' and 'Clear' buttons. Below the filters is a toolbar with 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. A table below the toolbar shows the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
60024	R5 NPS Traffic Engineering	RFx Prof. Services	Published		11/28/2014		No Bid Created		

- To display the RFx document, click the Event Number's link [60024](#).



The *Display RFx*: screen displays. When you review the information in the RFx Header, be sure to note the Submission Deadline. This is the deadline for submitting the RFx.

Display RFX :


Display RFX :

10 [Print-Preview](#) [Close](#) [Register](#) Questions and Answers (0) [Export](#)

RFX Number 60024 Smart Number R5 NPS Traffic Engineering RFX Status Published RFX Start Date Submission Deadline 11/28/2014 08:00:00 MST
 Remaining Time 10 Days 12:16:17 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: MST Goal Type: DBE
 Start Date: 11/28/2014 08:00:00 Goal %: 12,00
 Submission Deadline: * 11/28/2014 08:00:00
 Opening Date: 00:00:00
 End of Binding Period:
 Currency: USD

▼ Partners and Delivery Information [Filter Settings](#)

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

Function	Number	Name	Phone Number
Requester		CDOT Buyer	

10. Click **Register** button [Register](#).

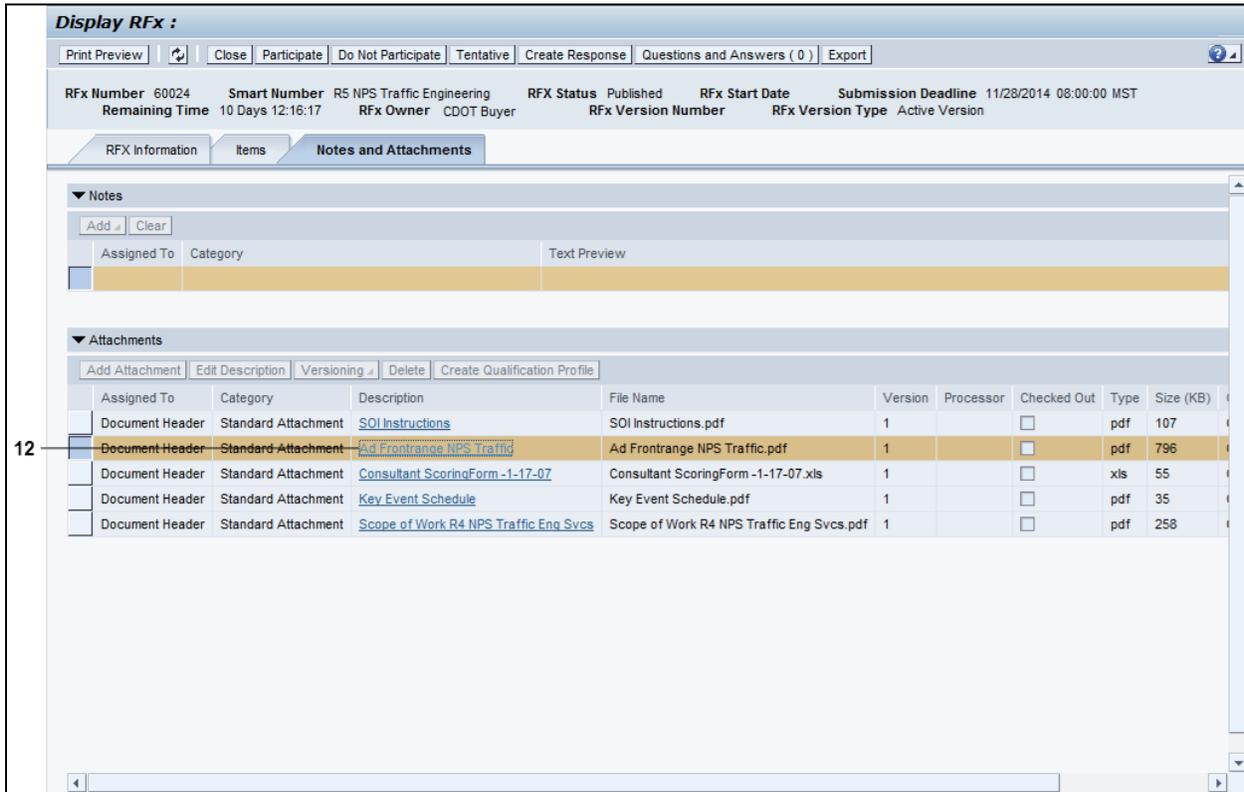


Now that you have found and opened the RFX Document, the next step is to review the documents included in the **Notes and Attachments** tab to make sure you have all of the information you need.

11. Click **Notes and Attachments** tab [Notes and Attachments](#).



This tab displays the required documents for this RFX.

Display RFX :


Display RFX :

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

RFX Number 60024 Smart Number R5 NPS Traffic Engineering RFX Status Published RFX Start Date Submission Deadline 11/28/2014 08:00:00 MST
 Remaining Time 10 Days 12:16:17 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

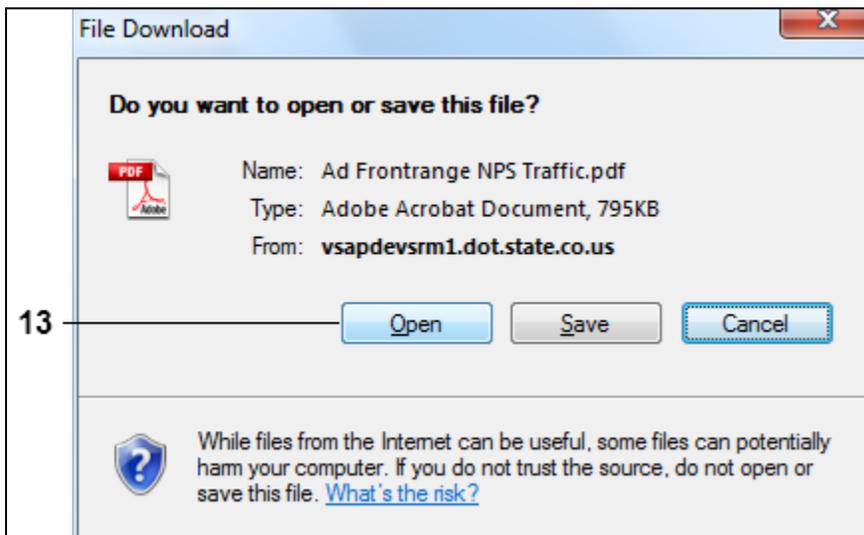
Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Document Header	Standard Attachment	SOI Instructions	SOI Instructions.pdf	1		<input type="checkbox"/>	pdf	107
12	Document Header	Ad Frontrange NPS Traffic	Ad Frontrange NPS Traffic.pdf	1		<input type="checkbox"/>	pdf	796
Document Header	Standard Attachment	Consultant ScoringForm -1-17-07	Consultant ScoringForm -1-17-07.xls	1		<input type="checkbox"/>	xls	55
Document Header	Standard Attachment	Key Event Schedule	Key Event Schedule.pdf	1		<input type="checkbox"/>	pdf	35
Document Header	Standard Attachment	Scope of Work R4 NPS Traffic Eng Svcs	Scope of Work R4 NPS Traffic Eng Svcs.pdf	1		<input type="checkbox"/>	pdf	258

12. To view the required documentation, click the document's link [Ad Frontrange NPS Traffic](#).



You may need to use **Ctrl + Click** to open the document, depending on your web browser.

File Download


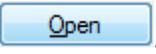
File Download

Do you want to open or save this file?

 Name: Ad Frontrange NPS Traffic.pdf
 Type: Adobe Acrobat Document, 795KB
 From: vsapdevsrm1.dot.state.co.us

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 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 .

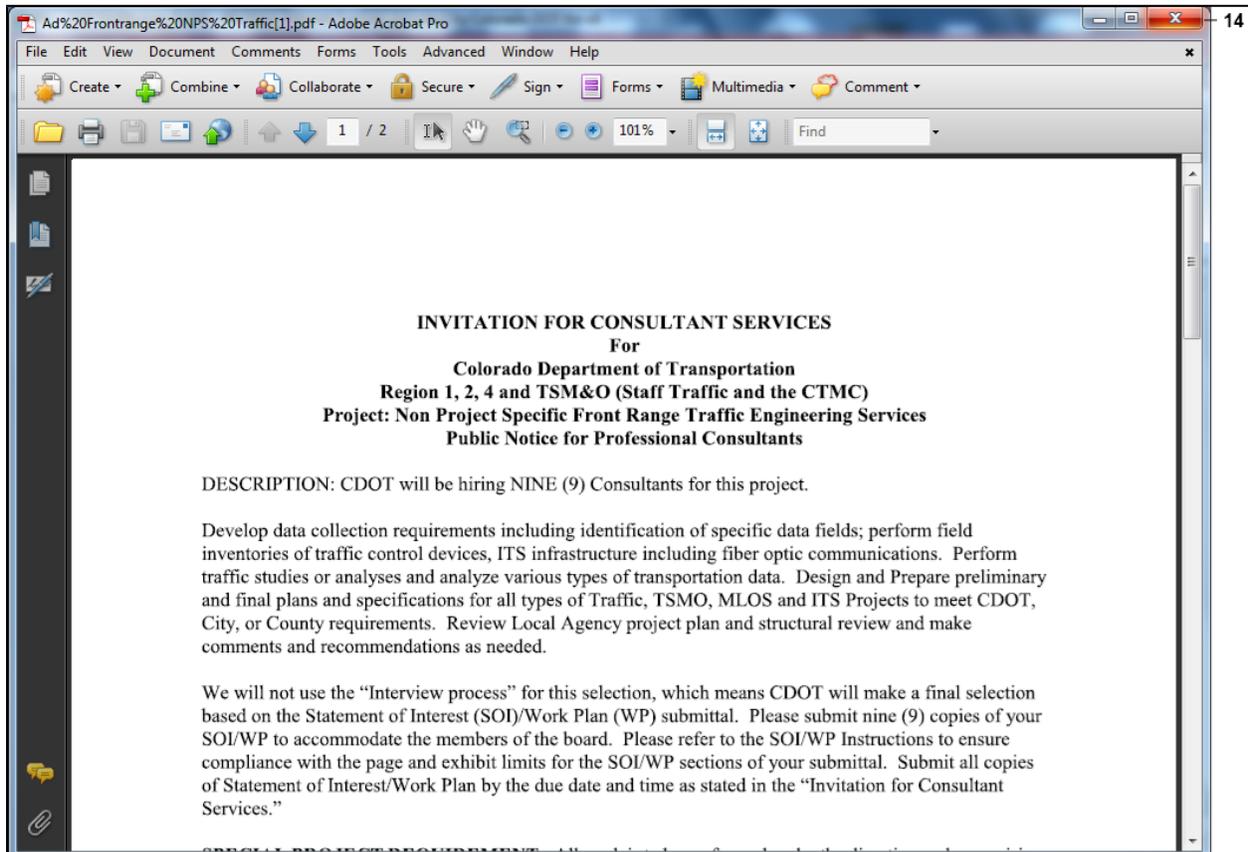


We recommend that you review all of these document before you continue the process.



Now that you have reviewed all of the documents associated with the Statement of Interest, it is time to create the response.

Ad%20Fronrange%20NPS%20Traffic[1].pdf - Adobe Acrobat Pro



Ad%20Fronrange%20NPS%20Traffic[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 2 101% Find

INVITATION FOR CONSULTANT SERVICES
For
Colorado Department of Transportation
Region 1, 2, 4 and TSM&O (Staff Traffic and the CTMC)
Project: Non Project Specific Front Range Traffic Engineering Services
Public Notice for Professional Consultants

DESCRIPTION: CDOT will be hiring NINE (9) Consultants for this project.

Develop data collection requirements including identification of specific data fields; perform field inventories of traffic control devices, ITS infrastructure including fiber optic communications. Perform traffic studies or analyses and analyze various types of transportation data. Design and Prepare preliminary and final plans and specifications for all types of Traffic, TSMO, MLOS and ITS Projects to meet CDOT, City, or County requirements. Review Local Agency project plan and structural review and make comments and recommendations as needed.

We will not use the "Interview process" for this selection, which means CDOT will make a final selection based on the Statement of Interest (SOI)/Work Plan (WP) submittal. Please submit nine (9) copies of your SOI/WP to accommodate the members of the board. Please refer to the SOI/WP Instructions to ensure compliance with the page and exhibit limits for the SOI/WP sections of your submittal. Submit all copies of Statement of Interest/Work Plan by the due date and time as stated in the "Invitation for Consultant Services."

14. Click **Close** button .

Display RFX :

Display RFX :

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

RFX Number 60024 Smart Number R5 NPS Traffic Engineering RFX Status Published RFX Start Date Submission Deadline 11/28/2014 08:00:00 MST
 Remaining Time 10 Days 12:16:17 RFX Owner CDOT Buyer RFX Version Number RFX Version Type Active Version

15 RFX Information Items **Notes and Attachments**

▼ Items

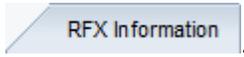
Add | Clear

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 (KB)
Document Header	Standard Attachment	SOI Instructions	SOI Instructions.pdf	1		<input type="checkbox"/>	pdf	107
Document Header	Standard Attachment	Ad Frontrange NPS Traffic	Ad Frontrange NPS Traffic.pdf	1		<input type="checkbox"/>	pdf	796
Document Header	Standard Attachment	Consultant ScoringForm -1-17-07	Consultant ScoringForm -1-17-07.xls	1		<input type="checkbox"/>	xls	55
Document Header	Standard Attachment	Key Event Schedule	Key Event Schedule.pdf	1		<input type="checkbox"/>	pdf	35
Document Header	Standard Attachment	Scope of Work R4 NPS Traffic Eng Svcs	Scope of Work R4 NPS Traffic Eng Svcs.pdf	1		<input type="checkbox"/>	pdf	258

15. When you are ready to complete the Solicitation, click **RFX Information** tab 

Display RFX :

Display RFX :

16
Print-Preview | Close | Participate | Do-Not-Participate | Tentative | **Create Response** | Questions and Answers (0) | Export

RFX Number	60024	Smart Number	R5 NPS Traffic Engineering	RFX Status	Published	RFX Start Date	Submission Deadline	11/28/2014 08:00:00 MST
Remaining Time	10 Days 12:16:17	RFX Owner	CDOT Buyer	RFX Version Number		RFX Version Type	Active Version	

RFX Information	Items	Notes and Attachments
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RFX Parameters	Questions	Note and Attachments	Table Extensions
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Time Zone: <input type="text" value="MST"/>	Goal Type: <input type="text" value="DBE"/>
Start Date: <input type="text" value="00:00:00"/>	Goal %: <input type="text" value="12,00"/>
Submission Deadline: * <input type="text" value="11/28/2014"/> <input type="text" value="08:00:00"/>	
Opening Date: <input type="text" value="00:00:00"/>	
End of Binding Period: <input type="text"/>	
Currency: <input type="text" value="USD"/>	

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



All system messages are displayed at the top of the *Create RFX Response* screen. Each one describes a requirement you need to complete before submitting your Statement of Interest. As you complete the required fields and add required attachments and click the **Check** button

, the related error messages 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 Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached your statement of interest is mandatory; maintain attribute value

RFX Response Number	60054	RFX Number	60024	Status	In Process	Submission Deadline	11/28/2014 08:00:00 MST	Remaining Time	10 Days 12:15:14
RFX Owner	CDOT Buyer	Target Value	0,00 USD	RFX Response Version Number	Active Version	RFX Version Number	Active V		

RFX Information	Items	Notes and Attachments	Summary	Tracking
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Basic Data	Questions	Notes and Attachments	Team
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Event Parameters Validity Period: <input type="text"/> - <input type="text"/> Currency: <input type="text" value="United States Dollar"/>	Status and Statistics Created On: <input type="text" value="11/17/2014 19:44:47 MST"/> Created By: <input type="text" value="Mr. Joe Vendor"/> Last Processed On: <input type="text" value="11/17/2014 19:44:47 MST"/> Last Processed By: <input type="text" value="Mr. Joe Vendor"/>
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Partners and Delivery Information	Filter Settings												
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 20%;">Function</th> <th style="width: 10%;">Number</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Valid from</th> <th style="width: 15%;">Valid to</th> <th style="width: 20%;">Phone Number</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> i The table does not contain any data </div> </td> </tr> </tbody> </table>		Function	Number	Name	Valid from	Valid to	Phone Number	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> i The table does not contain any data </div>					
Function	Number	Name	Valid from	Valid to	Phone Number								
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> i The table does not contain any data </div>													

17. Click **Questions** sub-tab [Questions](#).



The Questions screen displays with the question, "Have you attached all required documents." You have not done so and will need to before you continue.

Create RFX Response

Create RFX Response

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

⚠ Attribute Have you attached a current W-9 is mandatory; maintain attribute value

⚠ Attribute Have you attached a current W-9 is mandatory; maintain attribute value

⚠ Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

⚠ Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

⚠ Attribute Have you attached your statement of interest is mandatory; maintain attribute value

RFX Response Number 60054	RFX Number 60024	Status In Process	Submission Deadline 11/28/2014 08:00:00 MST	Remaining Time 10 Days 12:15:14
RFX Owner CDOT Buyer	Target Value 0,00 USD	RFX Response Version Number Active Version	RFX Version Number Active V	

RFX Information	Items	Notes and Attachments	Summary	Tracking
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18	Basic Data	Questions	Notes and Attachments	Team
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Question	Reply	Comment
Have you attached a current W-9: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>
Have you attached current insurance certificates: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>
Have you attached your statement of interest: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>

18. Click **Notes and Attachments** sub-tab **Notes and Attachments**.

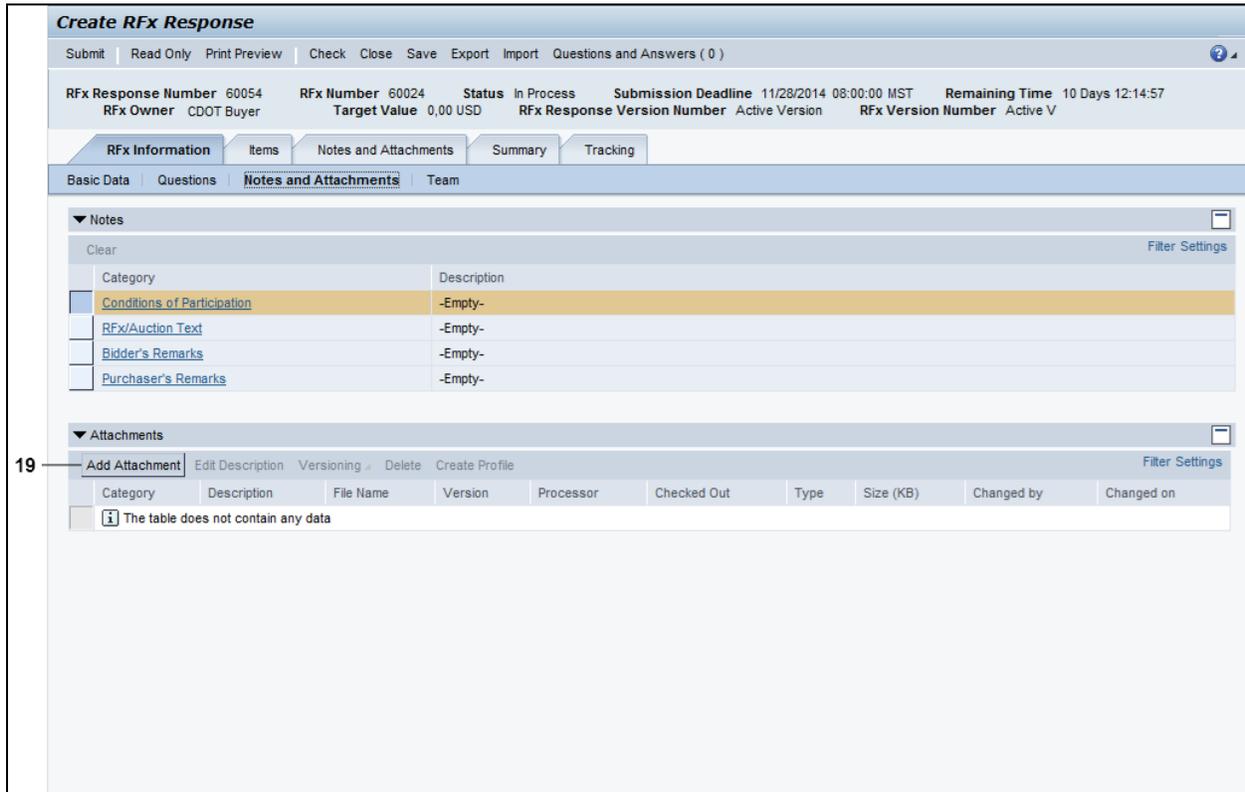
The **Notes and Attachments** sub-tab is where you attach your completed documents to the RFX. The *Notes* section displays the documents that CDOT has uploaded for vendors to complete. The *Attachments* section displays the attachments you have added to the RFX.

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Rev 0

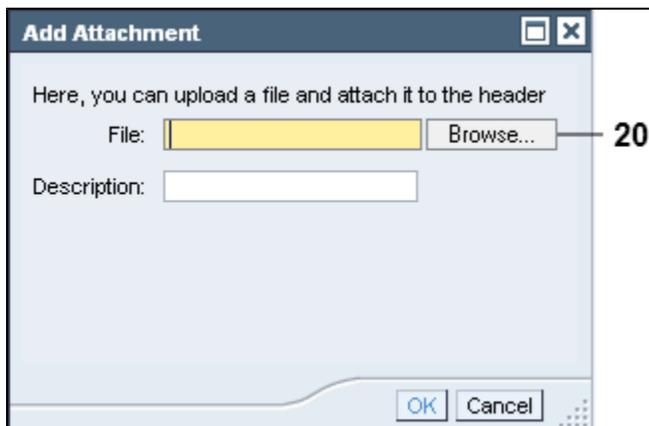
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RFx Response



19. To attach a document to your request, click **Add Attachment** button . The *Add Attachment* dialog box displays.

Add Attachment



20. Click the **Browse** button  to find your document.

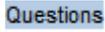
Add Attachment



21. 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.

22. Click **Questions** sub-tab .



You must respond to all questions in order to submit the Statement of Interest.

Create RFX Response

Create RFX Response

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

! Attribute Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached your statement of interest is mandatory; maintain attribute value

RFX Response Number 60054 RFX Number 60024 Status In Process Submission Deadline 11/28/2014 08:00:00 MST Remaining Time 10 Days 12:15:14
 RFX Owner CDOT Buyer Target 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 | Team

Question	Reply	Comment
Have you attached a current W-9: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Have you attached current insurance certificates: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Have you attached your statement of interest: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

23. Respond to each question.



You have completed the process of responding to the questions. The last step is to confirm and submit your Statement of Interest (SOI).

RFx Response

Create RFx Response

24
Submit | Read-Only | Print-Preview | Check | Close | Save | Export | Import | Questions and Answers (0)

! Attribute Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached a current W-9 is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached current insurance certificates is mandatory; maintain attribute value

! Attribute Have you attached your statement of interest is mandatory; maintain attribute value

RFX Response Number 60054	RFX Number 60024	Status In Process	Submission Deadline 11/28/2014 08:00:00 MST	Remaining Time 10 Days 12:15:14
RFX Owner CDOT Buyer	Target Value 0,00 USD	RFX Response Version Number Active Version	RFX Version Number Active V	

RFx Information	Items	Notes and Attachments	Summary	Tracking
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Basic Data	Questions	Notes and Attachments	Team
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Question	Reply	Comment
Have you attached a current W-9: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>
Have you attached current insurance certificates: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>
Have you attached your statement of interest: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>

24. Click **Check** button Check.

If you have completed all of the required steps, the system will display the message "RFx response is complete and contains no errors". If the document is not complete, you will be prompted with what you need to do to complete the process.

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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 is complete and contains no errors

RFx Response Number 60054	RFx Number 60024	Status In Process	Submission Deadline 11/28/2014 08:00:00 MST	Remaining Time 10 Days 12:15:14
RFx Owner CDOT Buyer	Target Value 0,00 USD	RFx Response Version Number Active Version	RFx Version Number Active V	

RFx Information	Items	Notes and Attachments	Summary	Tracking
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Basic Data	Questions	Notes and Attachments	Team
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Question	Reply	Comment
Have you attached a current W-9: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Have you attached current insurance certificates: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Have you attached your statement of interest: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

25. Click **Submit** button Submit and review the system messages to confirm it has been submitted.

Monday, December 15, 2014

Rev 0

18/21

Display RFX Response:

Display RFX Response:

26 Print-Preview  Close Withdraw Export Questions and Answers (0) 

RFX response 000006005 submitted

RFX Response Number 60054 RFX Number 60024 Status In Process Submission Deadline 11/28/2014 08:00:00 MST Remaining Time 10 Days 12:15:14
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Have you attached your statement of interest: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

26. Click **Close** button .



When you are finished working with the response document, 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

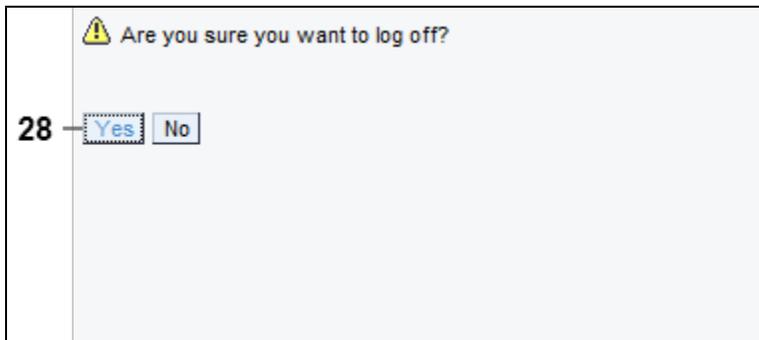


27. When you are finished using CDOT's Vendor Portal, click **Log off** link [Log off](#).



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



28. Click **Yes** button .

29. You have completed this transaction.

Result

You have successfully requested a Statement of Interest (SOI) for Professional Services.