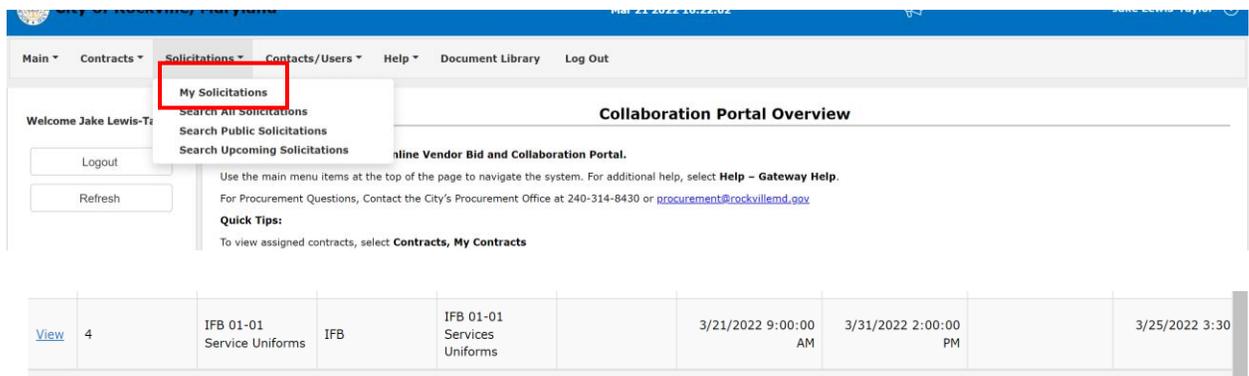


Quick Reference Guide Submitting Questions

Attention: This document serves as a quick reference only. Please be sure to review the full Vendor Client User Manual before conducting business with the City of Rockville. This information can be found within the Collaboration Gateway under the document library.

Note: If you have never accessed the Collaboration Gateway, please see the Collaboration Portal – Announcement and Set-up Instructions.

1. Once an interested bidder has registered as a respondent for a solicitation opportunity, if they have question regarding the solicitation, they must login through the Collaboration Gateway and select “my solicitations” under the solicitations drop down menu and select view to open the applicable solicitation.



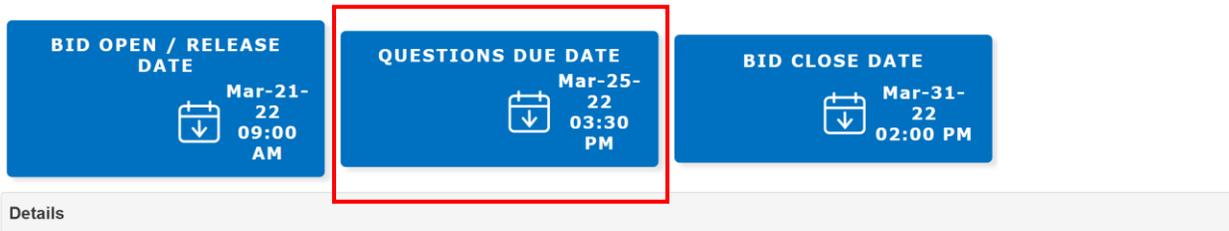
The screenshot shows the Collaboration Gateway interface. The 'Solicitations' dropdown menu is open, with 'My Solicitations' highlighted in red. Below the menu, there is a table of solicitation records. The table has columns for 'View', 'ID', 'Solicitation Title', 'Type', 'Description', 'Start Date', 'End Date', and 'Status'. The first row shows a solicitation for 'IFB 01-01 Service Uniforms' with a start date of 3/21/2022 9:00:00 AM and an end date of 3/31/2022 2:00:00 PM.

View	ID	Solicitation Title	Type	Description	Start Date	End Date	Status
View	4	IFB 01-01 Service Uniforms	IFB	IFB 01-01 Services Uniforms	3/21/2022 9:00:00 AM	3/31/2022 2:00:00 PM	3/25/2022 3:30

2. Bidders must adhere to the submittal of question(s) deadline listed within the sourcing record. **Questions will not be accepted within the sourcing record after the deadline has passed unless the deadline for questions is extended.**

Opportunity Details

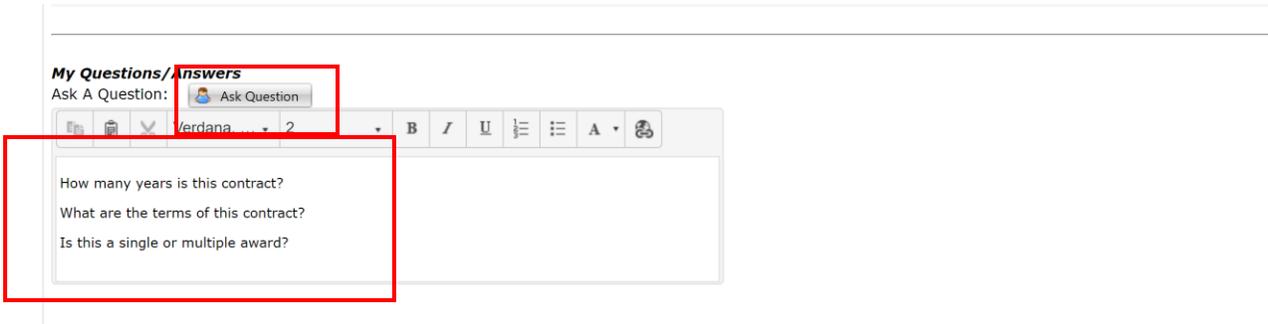
Opportunities: [Opportunities - Public Search](#): Opportunity Details (ID: 4)



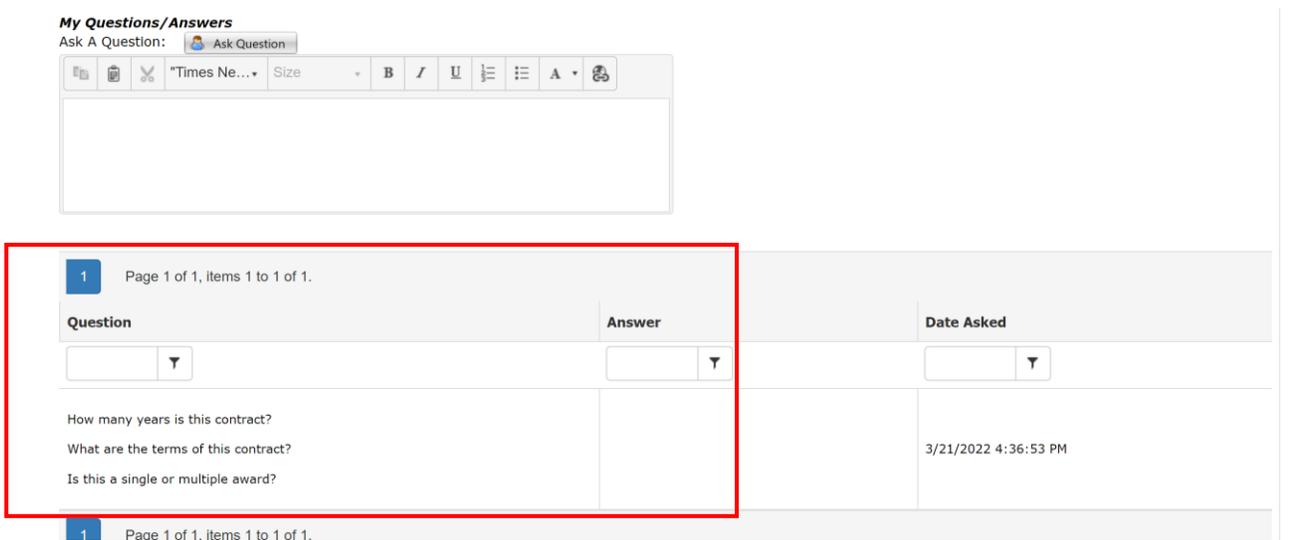
The screenshot shows the Opportunity Details page. There are three blue boxes with white text and icons. The first box is 'BID OPEN / RELEASE DATE' with the date 'Mar-21-22 09:00 AM'. The second box is 'QUESTIONS DUE DATE' with the date 'Mar-25-22 03:30 PM' and is highlighted with a red border. The third box is 'BID CLOSE DATE' with the date 'Mar-31-22 02:00 PM'. Below the boxes is a 'Details' section.

Event	Date	Time
BID OPEN / RELEASE DATE	Mar-21-22	09:00 AM
QUESTIONS DUE DATE	Mar-25-22	03:30 PM
BID CLOSE DATE	Mar-31-22	02:00 PM

3. Question(s) must be submitted in the “my questions/answers” section of the sourcing record within the text box provided. Once the question(s) have been entered select the “ask question” button (above the text box). **Only text shall be entered in the question field. No images, URL links, or documents shall be included.**



- Once the question(s) are entered, they can be found within the “Public Questions/Answers” field. This is confirmation that the question(s) have been successfully posted to the sourcing record.



- Once all questions are submitted, the employee contact (assigned buyer) will compile all questions, responses, or changes and will upload the information in the form of an addendum to the sourcing record. **Please note: It is the vendors responsibility to check the sourcing record periodically for any updates as it relates to the solicitation.**