

ASKING QUESTIONS FOR SOLICITATIONS IN COBBLESTONE



You must have an account set up to respond or ask questions. The following directions are based on you having a vendor account.

BEFORE YOU SUBMIT A RESPONSE, make sure you have downloaded the solicitation, all exhibits and appendices, as well as any addenda that were issued. The solicitation document will have information about what is required as part of a response. Your response will be rejected as non-responsive if

1. Addenda are not acknowledged
2. You fail to submit the completed exhibits with your response
3. Your response does not meet the requirements of the request

1. Sign in <https://wta.cobblestone.software/gateway/>

The screenshot shows the WTA Vendor Portal login page. At the top, there is a blue header with the WTA logo, the date and time 'Aug 05 2020 13:48:01', and 'No Login Detected'. Below the header is a navigation menu with 'Main', 'News', 'Contracts', 'Solicitations', 'Help', and 'Document Library'. The main content area is titled 'Welcome to WTA's Vendor Portal'. On the left, there is a sidebar with 'No Login Detected', 'Already have an Account?' (with a 'Sign In' button circled in red), 'Need a User Account?' (with a 'Create Account' button), and 'No Login Detected'. The main content area contains the following text: 'This system is designed to help WTA and our business partners better and more efficiently manage contracts and the solicitation/procurement process. While WTA is confident in the full functionality of this system, as a legal matter, notification services offered through the site are not guaranteed and users of the system are ultimately responsible for reviewing postings to the site. WTA accepts no liability for damages caused by the use of this site or the information it contains. To begin, click the 'login now' button to the left. Don't have an account? Click the 'create account' button to the left to begin.' At the bottom, there is a footer with the text: 'This Software and all data is the property of WTA and is public record pursuant to RCW 42.56. Questions can be directed to procurement@ridewta.com. All actions performed in this system will be logged for auditing purposes.'

2. Enter your USERNAME & PASSWORD and your Vendor ID. Acknowledge you have read the site Terms & Conditions. Click Log In.

The screenshot shows the 'Collaboration Gateway: Login' form. It has a title bar 'Collaboration Gateway: Login'. Below the title bar, there are three input fields: the first contains 'AGilmore', the second contains a masked password '.....', and the third contains '254'. Below the input fields, there is a checkbox with the text 'I have read and agree to the Terms and Conditions.' and a 'Login' button.

ASKING QUESTIONS FOR SOLICITATIONS IN COBBLESTONE



3. Select "Search all Solicitations" from the SOLICITATIONS drop down

The screenshot shows the WTA Vendor Portal interface. At the top, there is a navigation bar with the WTA logo, the date and time 'Nov 18 2020 19:02:36', and the user name 'Magan Test'. Below the navigation bar is a menu with several options: Main, News, Contracts, Requests, Solicitations, Contacts/Users, Electronic Documents, Purchase Orders, Help, Log Out, and Document Library. The 'Solicitations' dropdown menu is open, and the option 'Search All Solicitations' is highlighted with a red circle. Other options in the dropdown include 'My Solicitations', 'Search Public Solicitations', and 'Search Upcoming Solicitations'. The main content area displays a 'Welcome Magan Test' message and a 'Welcome to WTA's Vendor Portal' message.

4. Click "View" to see the solicitation

The screenshot shows the WTA Vendor Portal interface. At the top, there is a navigation bar with the WTA logo, the date and time 'Aug 05 2020 13:55:39', and the user name 'Magan Test'. Below the navigation bar is a menu with several options: Main, News, Contracts, Requests, Solicitations, Contacts/Users, Electronic Documents, Purchase Orders, Help, Log Out, and Document Library. The main content area displays a 'Welcome Magan Test' message and a 'Page Actions' section with 'Print' and 'Export to Excel' buttons. The 'Opportunities Search' section shows a table with the following data:

View	Solicitation Name	WTA Solicitation Number	Solicitation Type	Description	Employee Contact	Solicitation Release Date	Solicitation Close Date
View	Temporary Staffing Services	RFP 2020-254	RFP	Procure a third-party firm to assist WTA in fulfilling temporary labor needs. The firm must be responsive and affordable.		6/22/2020 12:00:00 AM	8/5/2020 5:00:00 PM

The 'View' link for the first row is highlighted with a red circle. The table also shows pagination information: 'Page 1 of 1, items 1 to 1 of 1.'

This Software and all data is the property of WTA and is public record pursuant to RCW 42.56. Questions can be directed to procurement@ridewta.com
All actions performed in this system will be logged for auditing purposes.

5. Questions, clarifications, or exceptions can be requested up do the date shown

Opportunity Details

Opportunities: [Opportunities - Search All](#): Opportunity Details (ID: 12)

34 days 21 hours 43 minutes 31 seconds to Close Date/Time

The screenshot shows three blue boxes with white text and calendar icons. The first box is labeled 'BID OPEN / RELEASE DATE' and shows 'Jan-18-21 12:00 PM'. The second box is labeled 'QUESTIONS DUE DATE' and shows 'Feb-18-21 04:00 PM'. The third box is labeled 'BID CLOSE DATE' and shows 'Mar-01-21 12:00 PM'. The 'QUESTIONS DUE DATE' box is highlighted with a red circle.

ASKING QUESTIONS FOR SOLICITATIONS IN COBBLESTONE



6. Scroll to “MY QUESTIONS/ANSWERS” text box to type in your question. Type your question in the box and click ASK QUESTION.

My Questions/Answers

Ask A Question: Ask Question

Times Ne... Size

B / U

1 Page 1 of 1, items 0 to 0 of 0.

Question	Answer	Date Asked

7. Your question will be submitted to WTA’s Procurement team for a response. Responses will be posted in the PUBLIC QUESTIONS & ANSWERS section. *Questions and Answers will be incorporated into the final contract when applicable.*

Public Questions & Answers

1 Page 1 of 1, items 1 to 15 of 15.

Question	Answer	Date Asked
Who is the current incumbent on this contract? How long have they served WTA in this capacity?	Express Personnel, 5 years under the current contract.	7/28/2020 12:06:03 PM
How do we view the attachments in Part 7?	Download the RFP to your computer, then double click the attachment icon from that downloaded file.	7/28/2020 11:47:41 AM