RESPONDING TO SOLICITATIONS IN COBBLESTONE

WTA

> 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/

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

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

4. Click "View" to see the solicitation

5. Any messages will be displayed at the top.

6. Click "Register as a Respondent" under PAGE ACTIONS

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7. Under FILES, DOCUMENTS, IMAGES, **upload your response in the "MY FILES" section.** *Be sure to give it a description!* **Click SAVE File**. YOUR SUBMISSION IS ONLY VIEWED BY YOU AND WTA STAFF. It is not made public during this time.

WTA

8. **At the bottom of the page, under RESPONSE STATUS select "Bid is Finalized and Fully Submitted" and click SUBMIT.**

Response Status ▲

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status: [▼] Submit

> Interested in Responding
> NOT Interested in Responding
> Withdraw Response
> Bid is Finalized and Fully Submitted

are 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.

9. **Respond to the Survey.** This helps WTA plan its future solicitations.

Surveys/Responses				▲
	Name	**Date Entered**	**Due Date**	**Completed?**
	[ ] ▼	[ ] 🗓 ▼	[ ] 🗓 ▼	☐ ▼
View Response	Reason for No Bid/No Proposal	8/5/2020 12:29:18 PM	8/5/2020 5:00:00 PM	☐
View Response	Submitting a Response	8/5/2020 6:43:56 PM	8/5/2020 5:00:00 PM	☐