

How to Respond to a Solicitation as a Supplier

Respondents are required to submit their Responses to this solicitation through the TRS electronic procurement system called PAVES (Procurement and Vendor E-System). If awarded a TRS contract, the Vendor will be required to set up a PAVES account which requires:

- 2-factor authentication with a cell phone
- A separate login and password to be created for all Vendor contacts, including the Vendor's accounting department
- All invoices and deliverables must be submitted through the PAVES system

A. PAVES

Potential Respondents can find information about PAVES on the TRS website at:
https://www.trs.texas.gov/Pages/procurement_PAVES.aspx

The following instructions have been developed to assist Respondents in creating and maintaining a PAVES account:

- [PAVES Basic Navigation for Suppliers](#)
- [New Supplier Registration](#)
- [How to Activate Supplier Profile](#) (if awarded a contract)

B. Creating a PAVES Account and becoming a Confirmed Bidder

To submit a proposal or bid, all Respondents must either log into their current PAVES account or create an account as a Confirmed Bidder. To become a Confirmed Bidder in PAVES, you must complete the New Supplier Registration. By submitting your company's information, login credentials will be generated, by which you can access PAVES. You will then be able to add additional company contacts, edit your profile, and bid on TRS solicitations.

The first step is to log into the [PAVES supplier portal](#) and follow the instructions for [New Supplier Registration](#).

If, after submitting your registration, you receive an e-mail stating that your registration has been rejected, this is most likely because your company is already registered in PAVES. The registration request will only be rejected if the Tax ID Number that is submitted already exists in PAVES. In this case, please contact the PAVES help desk at: PAVESHelp@trs.texas.gov.

C. PAVES Solicitation Overview

If you choose to participate in a solicitation, you may see various Rounds associated with each solicitation. Rounds are used in PAVES and by TRS to gather information throughout the solicitation process.

1. Initial Round

- This Round is used for a Respondent to submit their initial proposal or bid
- Occasionally, potential Respondents may receive email notifications that a Round is 'On Hold'. This occurs when TRS makes changes to the solicitation and/or posts an addendum.

2. Question Round or Question and Answer (Q&A) Round

- This Round is used for a Respondent to submit questions to TRS during the Q&A period.
- Once the Q&A period ends, TRS will provide responses to submitted questions

with an addendum. The addendum will be uploaded into the Overview tab within the Initial Round. An email notification will be sent out when the addendum is posted.

3. Subsequent Rounds

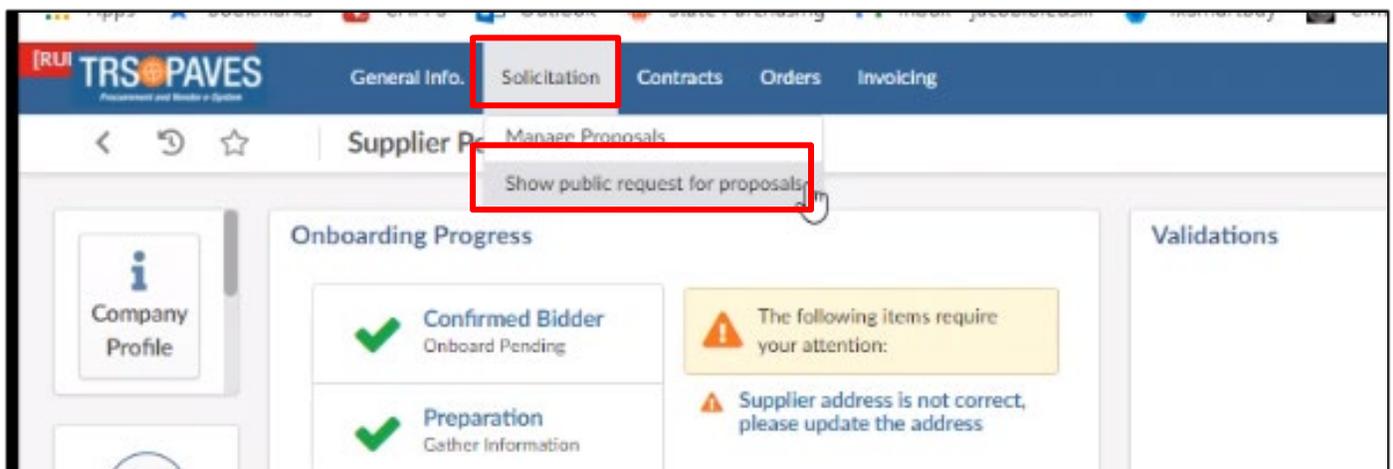
- Subsequent Rounds may be used by TRS to gather additional information. Such information may include:
 - Presentations
 - Interviews
 - Demonstrations
 - Site Visits
 - Clarification Questions
 - Best and Final Offers (BAFO)
 - Others as needed

D. Responding to a Solicitation in PAVES

You may have been sent an automated email from PAVES notifying you of a solicitation or you may have seen the solicitation on the ESD or PAVES and wish to participate. Steps 1a and 1b below outline how to locate the solicitation in both scenarios:

Step 1a: To participate in a solicitation and did not receive the automated PAVES email notification from "Buyer trstx" <no-reply-trstx@ivalua.com> (this is different than the email you may have received from the TRS Procurement and Contracts representative)

- i. Log into the PAVES Supplier portal and select **Solicitation** and **Show public request for proposals**



- ii. Click the **pencil icon** next to the Round Name of the solicitation you wish to respond to

Show public request for proposals

Keywords Commodities

Round Name	Publication begin date (UTC-5)	Publication end date (UTC-5)	Begin (UTC-5)	End (UTC-5)	Link Sourcing project - Commodities
 TRS000368_Training Services_Initial Round	7/15/2022 12:00:00 AM	8/17/2022 3:00:00 PM	7/15/2022 4:08:16 PM	8/17/2022 3:00:00 PM	*Training and Instruction Services, Clients, Not Staff
 TRS000358_Industry Expert Network Services_Initial Round	7/26/2022 12:00:00 AM	8/31/2022 3:00:00 PM	7/26/2022 3:01:16 PM	8/31/2022 3:00:00 PM	*Electronic Publications: Directories, Dictionaries, Encyclopedias, etc.

2 Result(s)

- iii. Click **Participate in RFX**

TRS000368_Training Services_Initial Round (BPM000368) - SOW: 1 / Round : 1

Round General Information

Code
TRS000368

Optional round
Initial Solicitation

Round Name
TRS000368_Training Services_Initial Round

SOW#
1

Begin
7/15/2022 4:08:16 PM (UTC-5)

End
8/17/2022 3:00:00 PM (UTC-5)

Summary
Training Services - Request for Proposals - TRS000368. For this round, please review the attached solicitation documents provided and submit proposals by August 17, 2022, 3:00 p.m., CT.

BAA

No

Yes

Round Documents

Title	Type	Att.
TRS000368_Addendum 2_Final	RFX Technical Documents (Approved)	 TRS000368_Addendum 2_Final.pdf
TRS000368_Addendum 1_Final	RFX Technical Documents (Approved)	 TRS000368_Addendum 1_Final.pdf
TRS000368_Creating an HSP_Pre-Proposal Conference	RFX Technical Documents (Approved)	 TRS000368_Creating an HSP_Pre-Proposal Conference.pdf
TRS000368_PAVES Instructions_Pre-Proposal Conference	RFX Technical Documents (Approved)	 TRS000368_PAVES Instructions_Pre-Proposal Conference.pdf
RFP_TRS000368_Training Services_Allowable Travel Expense	RFX Technical Documents (Approved)	 TRS000368_Allowable Travel Expense.pdf
RFP_TRS000368_Training Services_Price Form	RFX Technical Documents (Approved)	 TRS000368_Price Form.pdf
RFP_TRS000368_Training Services	RFX Technical Documents (Approved)	 TRS000368_Training Services Solicitation_Final.pdf

Step 1b: To participate in a solicitation and did receive the automated PAVES email notification "Buyer trstx" <no-reply-trstx@ivalua.com> (this is different than the email you may have received from the TRS Procurement and Contracts representative)

- i. Log into PAVES Supplier portal and select **Solicitation** and **Manage Proposals**
- ii. The **Proposal Progress** column should read **Awaiting Acknowledgement** for the Round you wish to participate in, if it is your first time opening that Round
- iii. Open the Round by clicking the **pencil icon** next to the desired **Round Name** column
 - To submit a proposal or bid to a solicitation, open the Initial Round
 - If the solicitation includes multiple scopes of work (SOWs), each SOW will be a separate Round and you will need to open each SOW you wish to respond to
 - To submit questions regarding a solicitation, open the Question Round
 - To submit a response to any additional Round you are invited to participate in (such as an Interview, Presentation, BAFO, etc.), open the Round with the corresponding name.

The screenshot shows the 'Manage Proposals' page in the TRSPAVES system. The 'Solicitation' tab is active. Below the navigation bar, there are search filters for Keywords, Proposal Progress, and RFX Status. A table displays a list of rounds. The 'Round Name' column and the 'Awaiting Acknowledgment' status in the first two rows are highlighted with red boxes. The table data is as follows:

Proposal Progress	Sourcing Project	SOW#	Round Name	RFX Status	Remaining Time	Begin	End	My Bid	Forum
Awaiting Acknowledgment	BPM000276	1	DK Test #2 - 0326	On Hold	Bid due date has passed	5/13/2021 4:53:56 PM	5/13/2021 5:30:00 PM	0.00 USD	
Awaiting Acknowledgment	BPM000327	2	Initial Post	Open for Bidding	13h 01min 00s	5/17/2021 10:56:29 AM	5/18/2021 12:00:00 AM	0.00 USD	
Submitted Proposal	BPM000204	1	Test GLP 7	Open for Bidding	Bid due date has passed	3/10/2021 9:25:28 AM	3/27/2021 1:00:00 AM	0.00	
In Progress	BPM000233	1	Test	Open for Bidding	Bid due date has passed	3/9/2021 10:29:01 PM	3/16/2021 12:00:00 AM	0.00 USD	
Awaiting Acknowledgment	BPM000206	1	Test TVH	On Hold	Bid due date has passed	3/4/2021 10:51:15 AM	3/5/2021 1:00:00 AM	0.00 USD	

Step 2: Acknowledge the RFX

- i. You may be requested to acknowledge receipt of the Round by clicking **I acknowledge receipt of this RFX**

The screenshot shows the 'Acknowledgement' page for a specific RFX. The page title is 'TRS000421_Dell Hardware Refresh_Initial Bidding Round (TRS000421) - SOW: 1 / Rou...'. A 'Remaining time' box shows '0d 02h 12min 04s'. Below, an 'Acknowledgement' section contains the text 'To answer to this RFX, please acknowledge receipt' and a button labeled 'I acknowledge receipt of this RFX' which is highlighted with a red box.

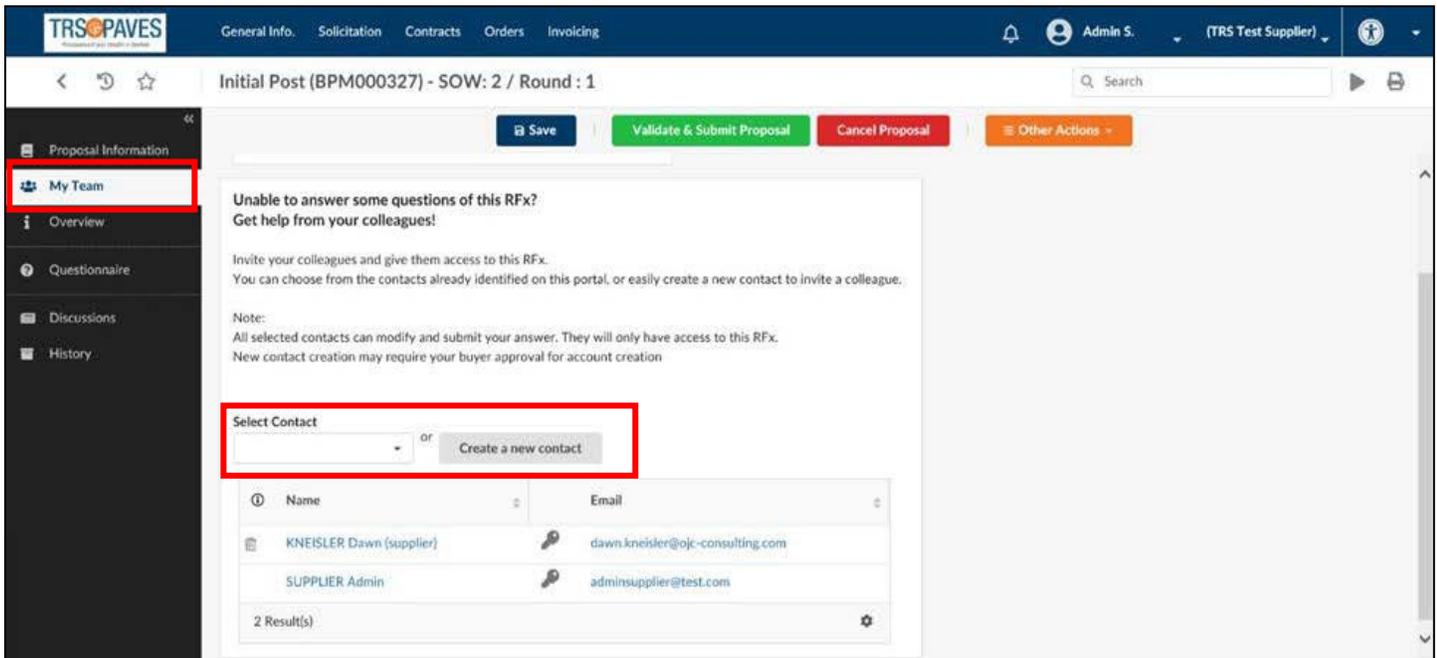
- ii. Select **WILL BID** and click **Submit**

Step 3: Complete the Proposal Information tab

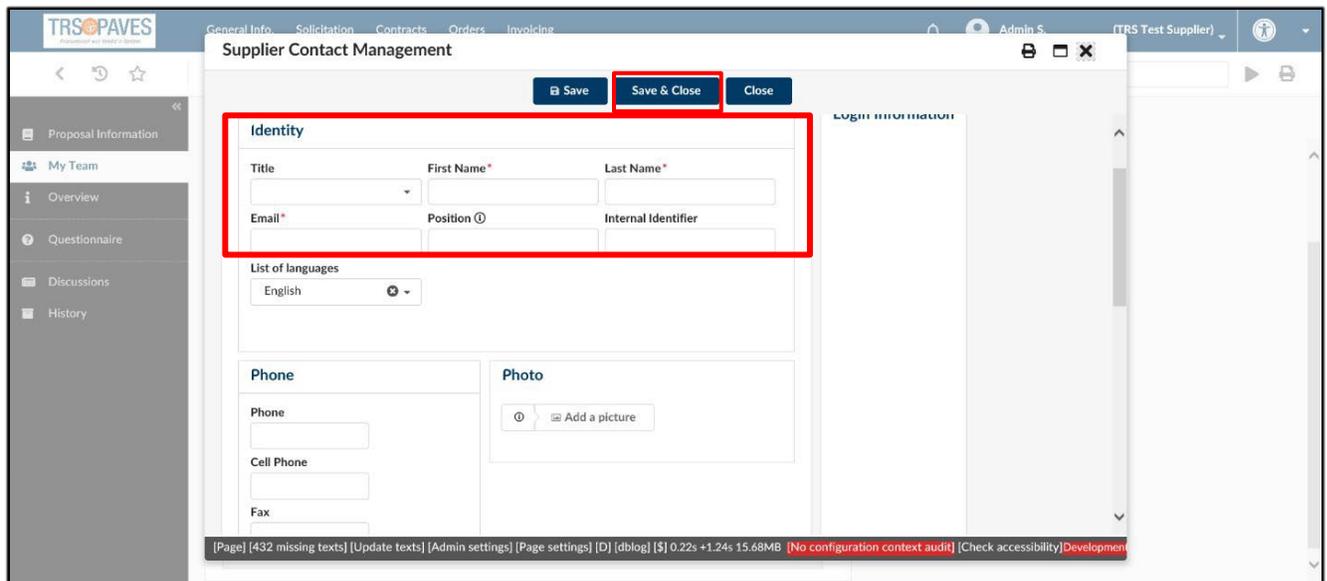
- i. Click on the Proposal Information tab
- ii. Enter a **Label** and **Description** for the proposal/bid
 - o Label field: For each Round, enter the TRS solicitation number, Round number, and your company name
 - o Description field: This field is not mandatory but you may enter a brief description of your proposal
- iii. Click **Save**

Step 4: Complete My Team Section

- i. In the **My Team** tab, select a Supplier contact from the drop-down menu
- ii. If necessary, add more contacts by clicking **Create a new contact**



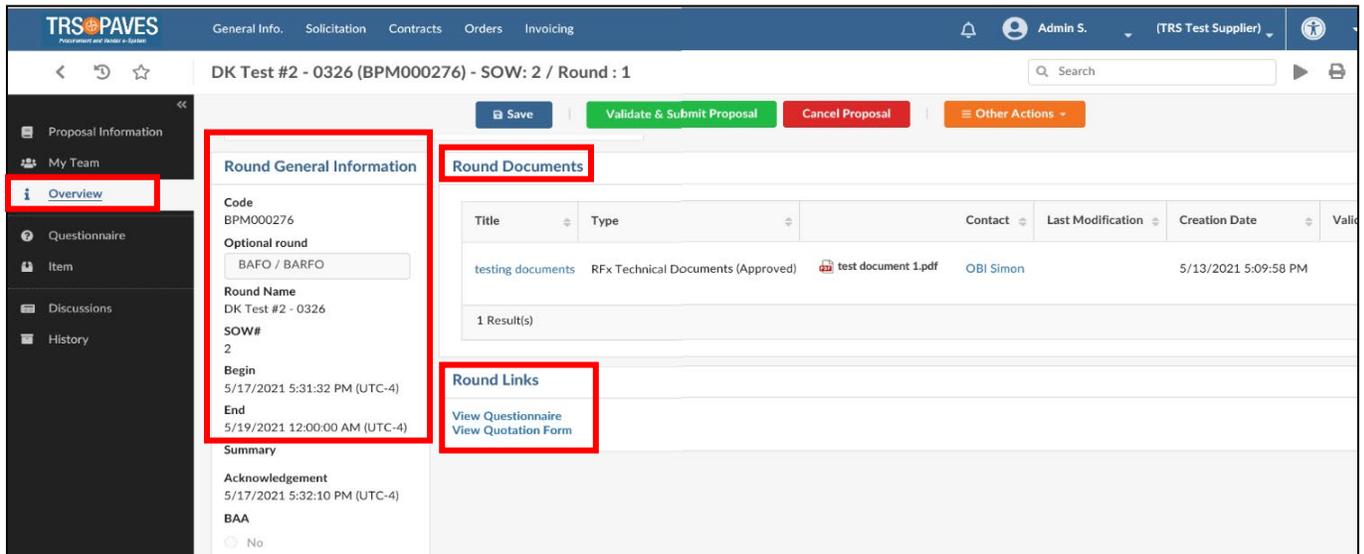
- iii. Enter the information for the new Supplier contact
- iv. Click **Save & Close**



Step 5: Solicitation Overview

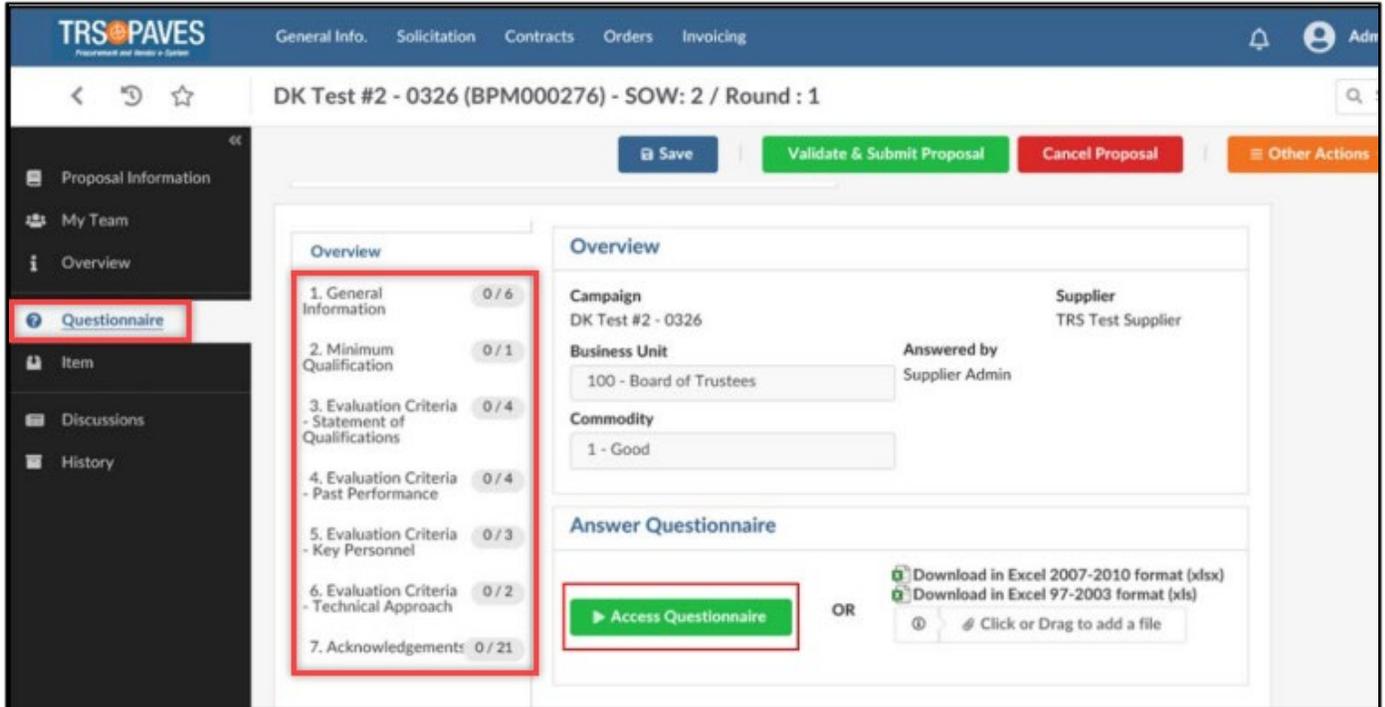
- i. The **Overview** tab includes the **Round General Information, Round Documents, and Round Links** sections
 - While completing the proposal or bid in the Questionnaire tab, you will see instructions asking you to review or complete a document. The documents that are referenced are found in the **Overview** tab, under the **Round Documents** section.

- ii. The **Round Links** can be used to navigate to the **Questionnaire** and **Item** tabs
 - **View Questionnaire** links to the Questionnaire tab and is where the Respondent's proposal or bid will be completed, if in the Initial Round (or where the list of questions is uploaded, if you are in the Question Round).
 - **View Quotation Form** (if available) links to the Item tab and is where the Price Form will be completed
 - **Note:** this link and corresponding Item tab may not be visible because it is not applicable for every TRS solicitation. Some solicitations will require the Respondent to complete a Price Form document instead of the Item tab.

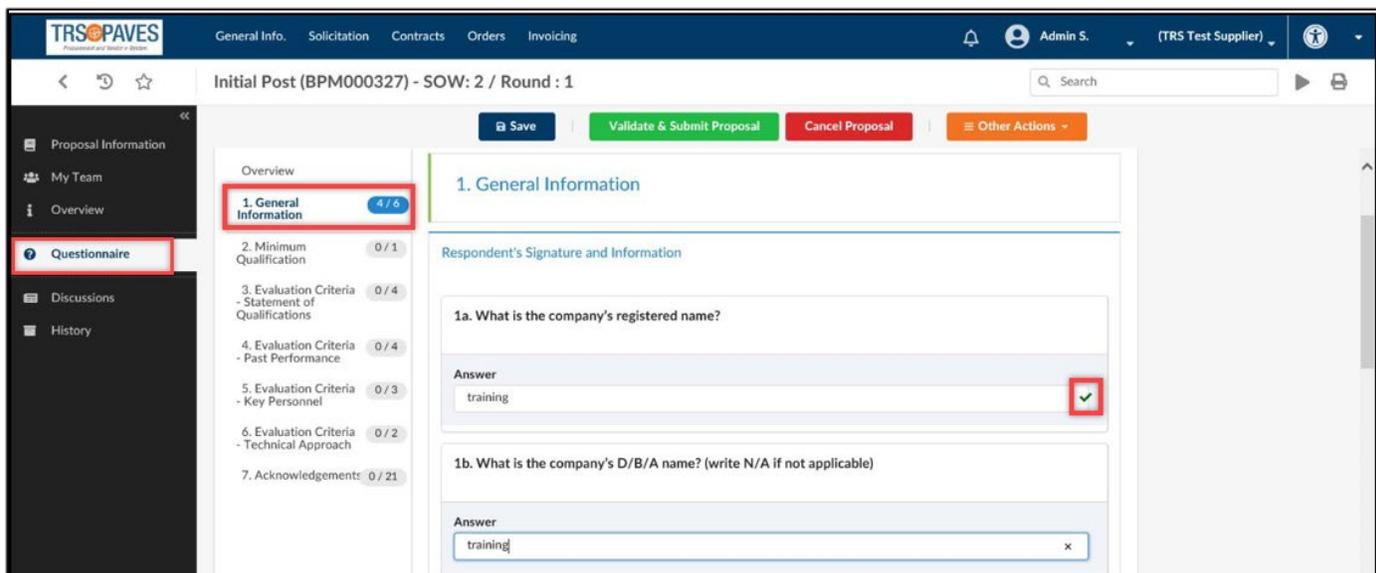


Step 6: Complete the Questionnaire tab (where the proposal or bid, list of questions, or response to any Round you are invited to participate in is uploaded)

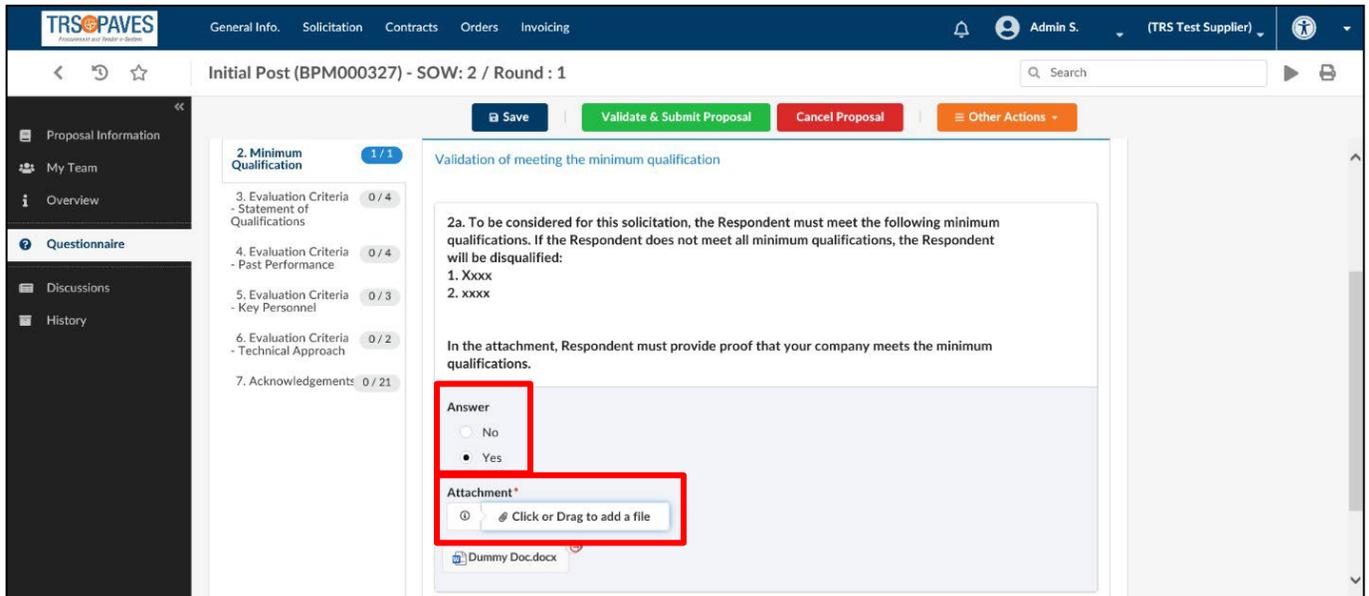
- i. In the **Questionnaire** tab, provide answers to each question to complete your proposal or bid
- ii. To complete the questions, click **Access Questionnaire** or click directly on a particular section under **Overview**
- iii. If needed, view a list of all requested information by selecting **Download in excel format**
 - DO NOT enter any answers in the excel document. Use this only as a means to view the questions offline, if necessary.



- iv. Answers will automatically save in the Questionnaire. This will be marked by a **green check mark** on the right side of the answer box.



- v. **Please note:** Throughout the Questionnaire, Responses will be provided by either entering information into a text box, selecting a preset answer by radio button or drop-down menu, selecting a date from a date-picker, uploading an attachment, or a combination of these.
 - Attachments may be submitted in Word (.docx), PDF, or Excel (.xlsx) formats
 - Word docs in .doc extension are not allowed (convert to a .docx document to upload)
 - Excel docs in .xls extension are not allowed (convert to a .xlsx document to upload)



Step 7a: Pricing – Item tab (if no Item tab exists or the Item tab is empty, follow instructions for Step 7b below)

- i. If the Pricing section instructions in the Questionnaire ask you to complete the Item tab, click on the Item tab
- ii. Enter a **Unit Price** and a **Delivery date** for each item
- iii. To view all line items, select **Download in Excel**
 - DO NOT enter any prices into the excel document. Use this only as a means to view the line items offline, if necessary.
- iv. Click the **pencil icon** to review the individual line item details
- v. If necessary, click the **plus icon** to add an additional line item
- vi. Click **Save**

The screenshot shows the TRSPAVES interface for 'DK Test #2 - 0326 (BPM000276) - SOW: 2 / Round : 1'. The 'Item' tab is selected in the left sidebar. At the top, there are buttons for 'Save', 'Validate & Submit Proposal', 'Cancel Proposal', and 'Other Actions'. Below these are options to 'Download in Excel 2007-2010 format (xlsx)' or 'Download in Excel 97-2003 format (xls)'. The 'Currency' is set to USD, and the 'Total per currency' is USD 3,000.00. There is a 'Keywords' search box. The 'Response' section contains a table with the following data:

Code	Type	Label	Qty	UOM	Order	Deliv. date	Unit price	Amount	Deliv. date
1	Required Item	Seva Service	15.00000	ea.			200.00	3,000.00	5/26/2021

At the bottom, it shows '1 Result(s)'. Red boxes in the image highlight the 'Item' tab in the sidebar, the 'Unit price', 'Amount', and 'Deliv. date' columns in the table, and the 'Download in Excel' options at the top.

Step 7b: Pricing – Upload Price Form document

- i. If the Pricing section instructions in the Questionnaire ask you to complete a separate Price Form document and upload it to the Pricing section, you will not see an Item tab as described in Step 7a above (or the Item tab will be empty).
- ii. To find the Price Form, go to the **Overview** tab > **Round Documents** section. The Price Form will either be found within the Solicitation document or as a separate document titled Price Form.

The screenshot shows the TRSPAVES interface for Round 1. The left sidebar has 'Overview' selected. The main content area shows 'Round Documents' with a table of documents. Two documents are highlighted with red boxes:

Title	Type	Att.
TRS000368_Addendum_2_Final	RFx Technical Documents (Approved)	TRS000368_Addendum_2_Final.pdf
TRS000368_Addendum_1_Final	RFx Technical Documents (Approved)	TRS000368_Addendum_1_Final.pdf
TRS000368_Creating an HSP_Pre-Proposal Conference	RFx Technical Documents (Approved)	TRS000368_Creating an HSP_Pre-Proposal Conference.pdf
TRS000368_PAVES Instructions_Pre-Proposal Conference	RFx Technical Documents (Approved)	TRS000368_PAVES Instructions_Pre-Proposal Conference.pdf
RFP_TRS000368_Training Services_Allowable Travel Expense	RFx Technical Documents (Approved)	TRS000368_Allowable Travel Expense.pdf
RFP_TRS000368_Training Services_Price Form	RFx Technical Documents (Approved)	TRS000368_Price Form.pdf
RFP_TRS000368_Training Services	RFx Technical Documents (Approved)	TRS000368_Training Services Solicitation_Final.pdf

Step 8: Submitting a Proposal, Bid, Questions, or Response to any Round

- i. To submit a proposal, bid, a list of questions, or a response for any additional Round you are invited to participate in, click **Validate & Submit**

The screenshot shows the TRSPAVES interface for a questionnaire. The 'Validate & Submit' button is highlighted with a red box. A message box displays: 'Remaining time: 16d 03h 18min 07s - No proposal has been submitted'.

- ii. A message will open asking you to confirm submission. Click **Submit** to submit your Response to TRS. Click **Cancel** to make any additional edits before submitting to TRS.

Do you really want to submit?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 questions have been filled.
- 1 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 1

Cancel
Submit

Step 9: Review Solicitation History

- i. The **History** tab provides a snapshot of all responses that have been submitted, canceled, replaced, or in progress.
- ii. This tab includes the **Status** of each Round of the solicitation you are participating in, including the Question Round and any additional Round for a given solicitation that you are invited to participate in.
 - Once a response is submitted to TRS, the submission date and time will show under the **Submitted** column.
- iii. To view the status of each Round you've confirmed you will participate in for a given solicitation, select each Round from the drop-down list under **Requests** and click **Search**.
 - Please note: to see multiple options from the drop-down list, the solicitation Rounds must be connected to the same TRS solicitation number (same Sourcing Project) and you must have confirmed participation in those Rounds.
- iv. From this tab, you can navigate to another Round within the same solicitation. Click the hyperlink under the Proposal column to open another Round and provide answers to the Questionnaire and submit your response for that Round. If you open another Round from the History tab, click Close to go back to the Round you were in previously.
- v. This tab is for informational purposes only. No action is required.

TR5000368_Training Services_Initial Round (BPM000368) - SOW: 1 / Round : 1

Save | Create a new proposal | Other Actions

No document type defined for this object
Bid Submitted on 8/12/2022 2:02:10 PM

Remaining time : 4d 21h 50min 10s

Status: Canceled x In progress x Submitted x Q Search Reset

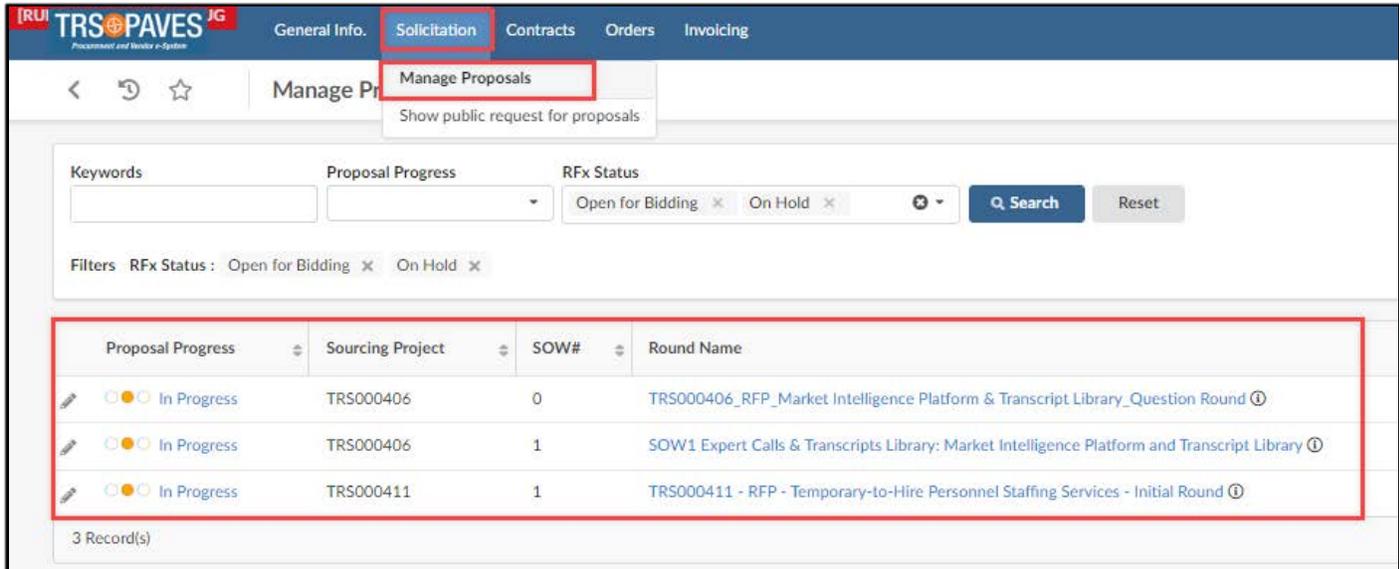
Requests: TR5000368_Training Services_Initial Round 1 x

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-5)	Total	Acknowledged
TR5000368_Training Services_Initial Round - 1	Proposal # 1	Submitted	0%	100%	8/12/2022 2:02:10 PM		

1 Result(s)

Additional information: Viewing all Rounds for all Solicitations in which you will participate

- i. Click the **Solicitation** tab at the top
- ii. Click **Manage Proposals**
- iii. You will see a list of all TRS Solicitation Rounds that either: 1) you were sent an automatic PAVES-generated email notification for, or 2) you have opened and selected that you will participate in



- iv. If a solicitation round that you participated in is not visible, clear the **RFX Status filters** by clicking the **x** next to the filter(s) and clicking **Search**

