

RFP/RFQ Manager

For Contractors

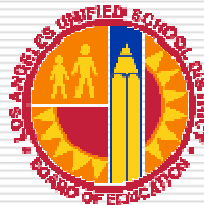
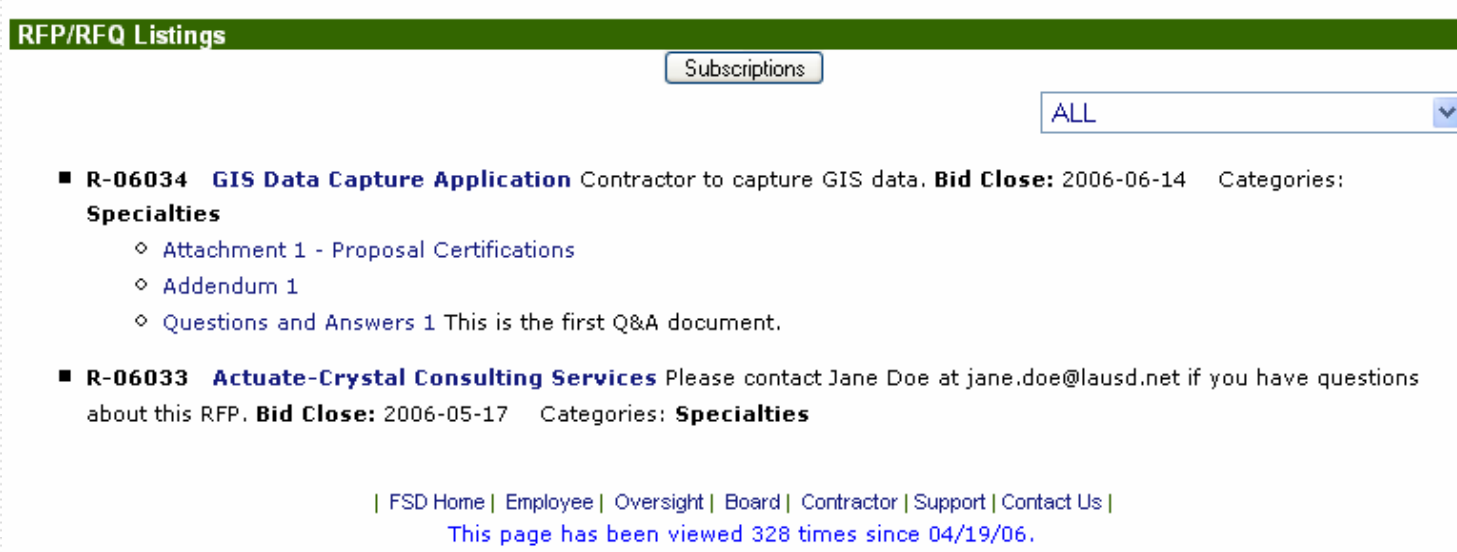


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Viewing RFP/RFQ Listings

It's not necessary to be registered and logged in to view the web page where the list of RFP/RFQ documents are listed. If you are not logged in you will only see the titles of the RFP/RFQ documents and the bid close date but you will not be able to download the documents. You can filter these listings by using the drop down box on the upper-right. They can be filtered by categories or "ALL" can be viewed as they are below. When you click on the title of an RFP/RFQ document or any of it's attachments you will be prompted to log in if you are not logged in already. After logging in, the document will begin to download and it will be opened by the appropriate program. Once you have downloaded a RFP/RFQ document, you are automatically putting a "watch" on it and all subsequent revisions and attachments will trigger an email to the address that you registered with.



The screenshot shows a web interface for RFP/RFQ listings. At the top, there is a green header bar with the text "RFP/RFQ Listings". Below this, there is a "Subscriptions" button and a dropdown menu currently set to "ALL". The main content area lists two items:

- **R-06034 GIS Data Capture Application** Contractor to capture GIS data. **Bid Close:** 2006-06-14 Categories: **Specialties**
 - ◊ Attachment 1 - Proposal Certifications
 - ◊ Addendum 1
 - ◊ Questions and Answers 1 This is the first Q&A document.
- **R-06033 Actuate-Crystal Consulting Services** Please contact Jane Doe at jane.doe@lausd.net if you have questions about this RFP. **Bid Close:** 2006-05-17 Categories: **Specialties**

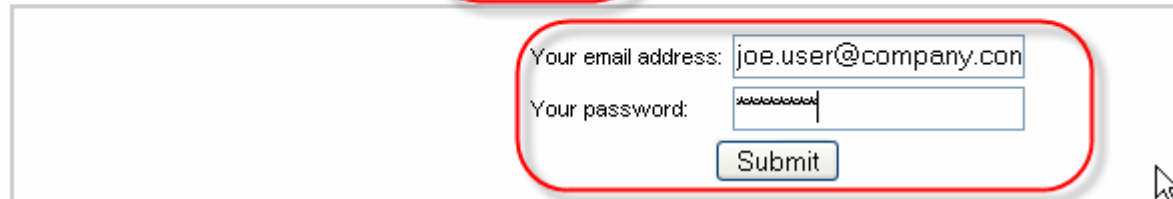
At the bottom of the page, there is a navigation menu with links: | FSD Home | Employee | Oversight | Board | Contractor | Support | Contact Us |. Below the navigation menu, it says "This page has been viewed 328 times since 04/19/06."

Registration and Logging in

Some content requires log in. If you've clicked on the link entitled, "Login" or clicked on content that requires login, you will see the following page. If you have already registered, enter your email address and password. If you are not registered yet, click on the link entitled, "register here". Upon successful registration or login you will go to the area that you clicked on.

Current users: Please enter your email and password below.

New users: Welcome to FIS Dev Server. Please [register here](#). We will direct you to another form to complete your registration



The screenshot shows a login form with the following elements:

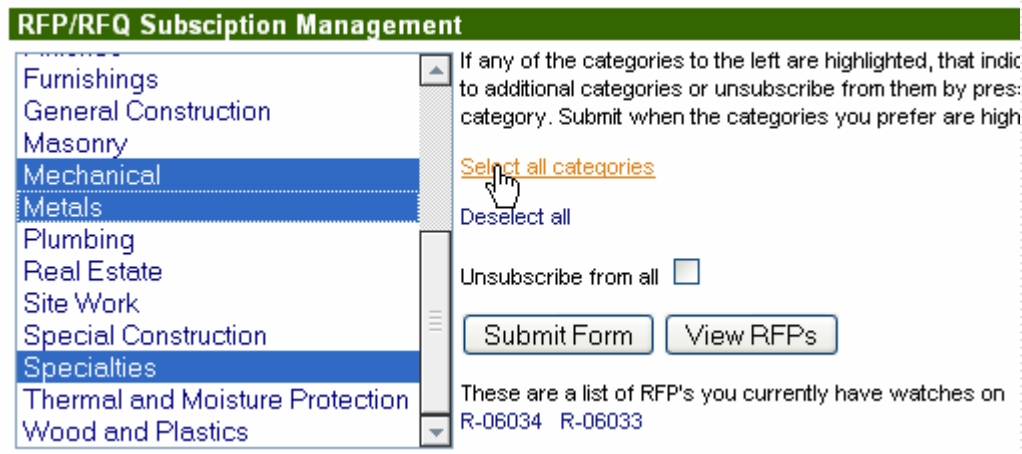
- A red oval highlights the text "register here" in the "New users" message.
- A red rounded rectangle highlights the entire login form area, including the email and password fields and the "Submit" button.
- The email field contains the text "joe.user@company.com".
- The password field contains a series of asterisks "*****".
- A mouse cursor is visible at the bottom right of the form area.

Subscribing to a Category

To subscribe to one or more categories, press the button on the main page entitled, "Subscriptions".



You can select multiple categories by holding the Ctrl key down and clicking on each category you are interested in. You can use the links at the right entitled, "Select all categories" or "Unsubscribe from all" if desired, to go quicker. At the bottom left under the buttons you will see a list of RFP/RFQ documents that you are "watching". Again, updates to those documents will be sent to you automatically. Press the "Submit Form" button to save your subscription preference.



Emailed Notifications

When a new document is uploaded you will receive a notification email that looks like this. Do not reply to it because it will not be sent to a valid email address. Rather, contact the person specified in the downloaded RFP/RFQ itself. The categories and watch that you are subscribed to are listed in the email in case you want to change your preferences.

Auto-Generated Email: DO NOT REPLY

This is to inform you of a new or updated post from Facilities Contract Services for the following RFP:

RFP Number : R-06034
Description : Form has been changed to include another field.
Categories : Specialties

You are subscribed to the following categories:

You have watches on the following RFPs: R-06034

To see a list of all RFP/Q go to:

<http://laschools.org/employee/fcs/rfpq-manager/>

To change your subscription preferences or unsubscribe from RFP/Q posts go to:

<http://laschools.org/employee/fcs/rfpq-manager/manage-subscriptions>

Unsubscribing from a Category

To unsubscribe from all categories, you merely check the box entitled, "Unsubscribe from all" and press "submit form". You will not receive any emails except from "watches". They will stop being sent after the RFP/RFQ selection notice is posted. If you wish to subscribe to some categories but not all, just select the categories that you prefer and submit the form. You can select more than one category by holding down the Ctrl key.

RFP/RFQ Subscription Management

If any of the categories to the left are highlighted, that indicates that you have selected those categories. You can select additional categories or unsubscribe from them by pressing the appropriate button. Submit when the categories you prefer are highlighted.

Furnishings	
General Construction	
Masonry	
Mechanical	
Metals	
Plumbing	
Real Estate	
Site Work	
Special Construction	
Specialties	
Thermal and Moisture Protection	
Wood and Plastics	

Select all categories

Deselect all

Unsubscribe from all

Submit Form View RFPs

These are a list of RFP's you currently have watches on R-06034

The screenshot shows a web interface for managing RFP/RFQ subscriptions. On the left is a list of categories: Furnishings, General Construction, Masonry, Mechanical, Metals, Plumbing, Real Estate, Site Work, Special Construction, Specialties, Thermal and Moisture Protection, and Wood and Plastics. To the right of this list are several controls: a 'Select all categories' button, a 'Deselect all' button, a checkbox labeled 'Unsubscribe from all' which is checked, a 'Submit Form' button, and a 'View RFPs' button. Red circles and arrows highlight the 'Unsubscribe from all' checkbox and the 'Submit Form' button. Below these controls is a section titled 'These are a list of RFP's you currently have watches on R-06034'.