Purpose

Use this procedure to submit a Pre-Qualification Questionnaire for Professional Services.

Before You Get Started

- Your account on CDOT's Vendor Portal must be set up.

Helpful Hints

- System messages display at the top of the screen. Always review your system messages to ensure that your transactions have been successful.
- Some of the error messages SAP displayed alert you that a field needs to be populated. Once you populate that field and click the Check button, the message no longer displays.
- This document provides step-by-step instructions with screenshots. If you have trouble finding the location of a button or a field included in a step, look for that step's number next to one of the preceding screenshots. That number will point to the button's or field's location on the screen.
- To ensure that you are using the most updated version of this document, open it directly from CDOT's website in the Business Center.
- When you are finished working with the RFx, click the Close button instead of the red X button in the upper right corner.
- At the end of your session, use the Log Off button to log out of the your account on the CDOT Vendor Portal. Using the X button in the upper right corner of the screen will close the window but your organization's account will still be open.
- CDOT's Vendor Self-Service Portal is compatible with any version of Internet Explorer, Google Chrome or Mozilla Firefox. If you experience compatibility issues using newer versions of Internet Explorer, enable the compatibility/enterprise mode to be fully compatible with this portal.

You must complete a Pre-Qualification Questionnaire yearly in order to be eligible to bid for CDOT's Professional Services projects.
Procedure

1. Start the transaction using the URL: http://www.coloradodot.info/
   - Click the Business Center tab
   - From the Quick Links panel, click any of the following links: Consultants, Highway and Bridge Construction Bidding, Procurement and Contract Services. From any of these webpages, click on the CDOT Supplier Self-Service Portal link.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8

2. The fields you need to enter to log in to the CDOT Supplier Portal are displayed. The fields you need to enter are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User*</td>
<td>User name you created for your account on CDOT’s vendor portal.</td>
</tr>
<tr>
<td>Password*</td>
<td>Password associated with your user name.</td>
</tr>
</tbody>
</table>
3. Click Log On button

4. Click RFx and Auctions tab

These step-by-step instructions will show you how to complete the Pre-Qualification Questionnaire for Professional Services. The first step in the process is to find the Questionnaire.
To find the Professional Services Pre-Qualification form, click **Show Quick Criteria Maintenance** button. There is only one Professional Services Questionnaire RFx each year.

### Active Queries

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Number</td>
<td></td>
</tr>
<tr>
<td>Event Status</td>
<td></td>
</tr>
<tr>
<td>Creation Date</td>
<td></td>
</tr>
<tr>
<td>Deadline Data Flag</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Response Timeframe</td>
<td></td>
</tr>
<tr>
<td>Smart Number</td>
<td></td>
</tr>
<tr>
<td>Event Type</td>
<td></td>
</tr>
</tbody>
</table>
Event Number: Number assigned to the Solicitation (RFx) or Pre-Qualification Document.
Event Type: Category for the Solicitation (RFx) or Pre-Qualification Document.

Active Queries

7. Once you’ve completed the search field, click the Apply button. The system displays the results.

Active Queries

8. To highlight your selection, click the Gray button next to the document you want to display.
9. To start working on the Questionnaire, you must first register. Click Register button [Register].

Active Queries

10. To open the document, click the Event Number's link 30026. The Pre-Qualification Questionnaire will open with the RFX Information tab displayed.
Now that you have found the Questionnaire, review all of the documentation associated with it before you respond.

RFx:

11. To view all of the required documentation for this Questionnaire, click the **Notes and Attachments** tab. This tab includes all communications and requirements from CDOT about this Pre-Qualification form.
Display RFx:

12. To open the document, click on the attachment link [CDOT SA Hosted and PunchOut Catalogs (1)].

File Download

13. Click Open button.

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
14. When you are done viewing the document, click Close button.
RFx:

15. To view the details of the Pre-Qualification Questionnaire, click **RFX Information** tab.
16. Click Create Response button.

Now that you have reviewed the Notes and Attachments tab, you need to complete the questions.

All system messages are displayed at the top of the Create RFx Response screen. When you first display the Questionnaire, all of the messages will be red error messages. Each one describes a requirement you need to complete before submitting your Questionnaire. As you complete the required fields and add required attachments and click the Check button, the related error message will no longer display.
17. To display and respond to the Pre-Qualification questions, click the **Questions** sub-tab. The full list of questions are displayed. Complete all mandatory questions that have a red asterisk (*) next to them and any other questions that apply to your company.

There are five question types in the **Questions** sub-tab: **Yes/No** radio dial, **fill-in Date** field, **fill-in Quantity** field, **fill-in Amount** field and **Open Text** field.
18. Complete all required fields.
19. To provide additional information, click the Notes and Attachments sub-tab. The Notes section of this screen displays a list of the required documents CDOT has provided for you to complete, if applicable. The Attachments section displays the documents you have attached.
Complete Pre-Qualification Questionnaire for Professional Services

Work Instruction

20. To attach a document to your Pre-Qualification Questionnaire, click the **Add Attachment** button. The **Add Attachment** dialog box displays.

Add Attachment

21. Click the **Browse** button to find your completed document.
Add Attachment

Here, you can upload a file and attach it to the header.

File: \C\Users\Vendor\Desktop\ Browse...

Description: PreQual Questionnaire

22. Once you’ve found the document, click OK button OK.

In the Attachments section, your new attachment is displayed. The Description field includes your description of the document, the File Name field is populated with the full file name. At the end of the line, the Created by field includes the user name of the person who added the document and the Changed on field notes the date of the change.

RFx Response

23. To identify the work your company can provide to CDOT, click the Product Category sub-tab Product Category.
RFx Response

<table>
<thead>
<tr>
<th>Question</th>
<th>Reply</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURVEYING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOFENETICAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOLOGICAL ENGI.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACOUSTICAL ENGI.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIVIL ENGINEERING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRAFFIC ENGINEER.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANDSCAPE ARCH.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24. Click the **Yes** or **No** radio buttons for each product category (work codes).
RFx Response

To check for errors, click the **Check** button. System messages are displayed at the top of the screen. Please review and fix any errors, if they are displayed. When the system displays the "RFx response is complete and contains no errors", you can submit it.
RFx Response

26. Click Submit button. The system displays the message "RFx response XXXXXXXXXX is submitted."
27. Click **Close** button.
28. Click Close button. When you are finished working with the Questionnaire, click the Close button instead of the red X button in the upper right corner.

Bid Processing - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8
29. When you are finished using CDOT’s Vendor Portal, click **Log off** link. At the end of your session, use the **Log Off** button to log out of your account on the CDOT Vendor Portal. Using the X button in the upper right corner of the screen will close the window but your organization’s account will still be open.

**SAP NetWeaver Portal -- Webpage Dialog**

![Dialog](image)

30. Click **Yes** button.

31. You have completed this transaction.
Result

You have successfully submitted a Pre-Qualification Questionnaire for Professional Services.