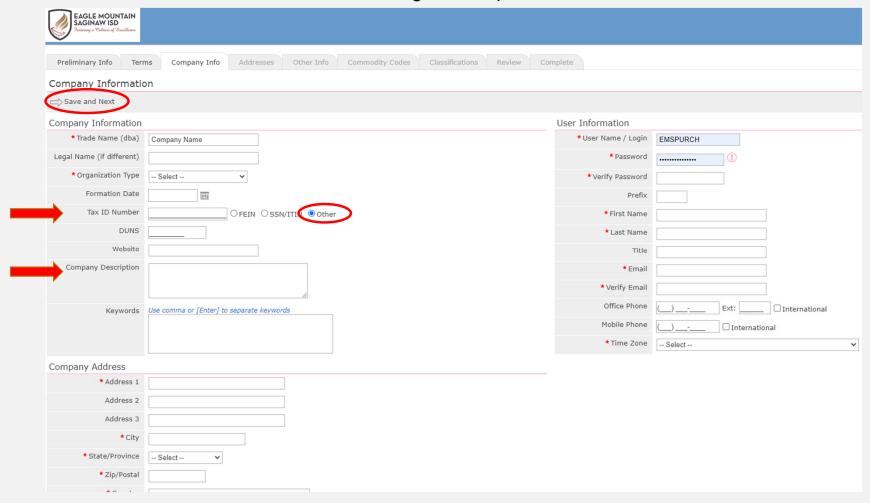
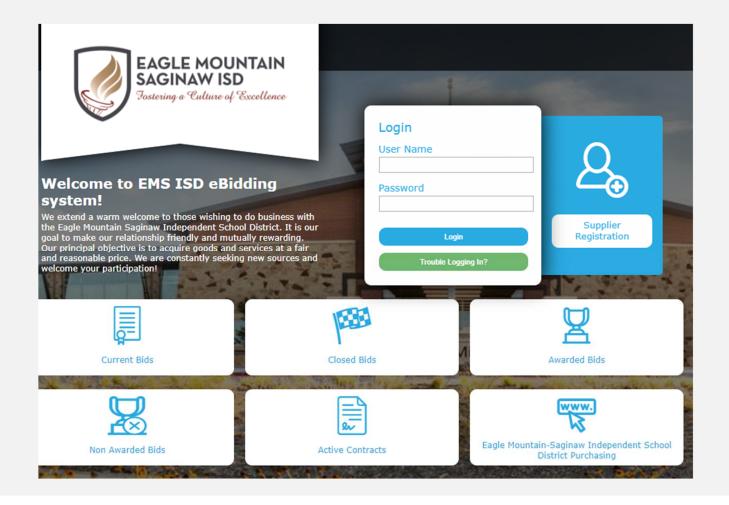


- 1. Go to https://emsisd.ionwave.net
- 2. This website will appear, choose "SUPPLIER REGISTRATION"

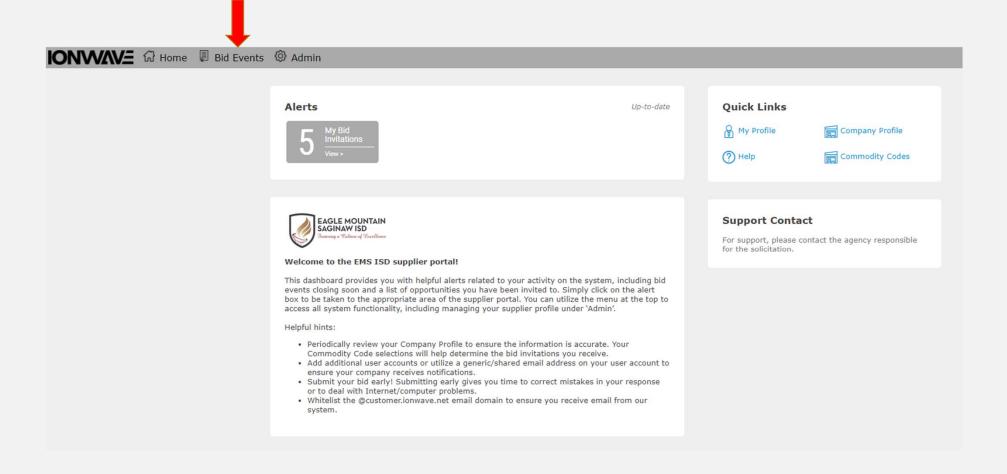
- 1. Complete each tab until registration is complete.
- 2. Please note a Company Description must be added. Please state all services you provide. We must also have a Tax ID or SSN stated. If entering a SSN, please select OTHER to enter.



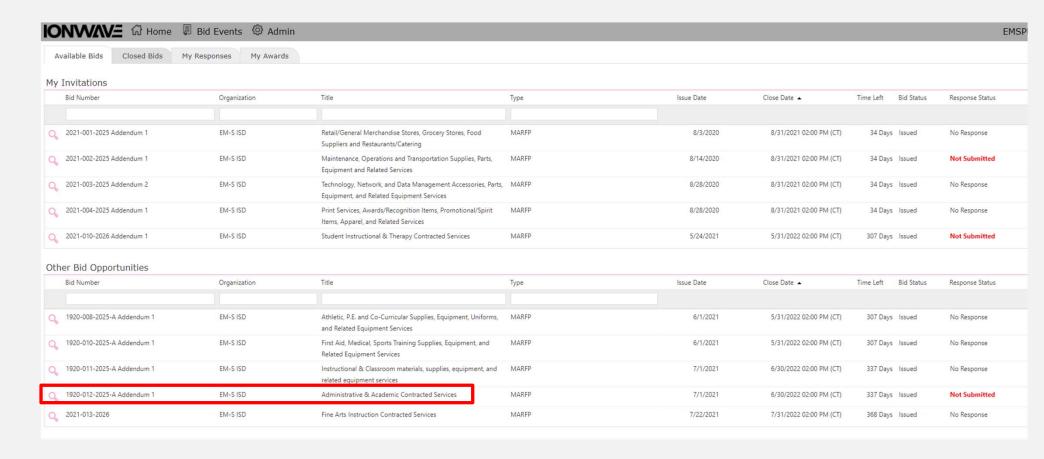
1. With your newly created credentials log into the system to access all MACs (Multiple Award Contracts).



1. Once you are logged into the system select Bid Events on the top tool bar



- 1. This screen will show every MAC EMS-ISD has available.
- 2. You will select the MAC that best fits your services

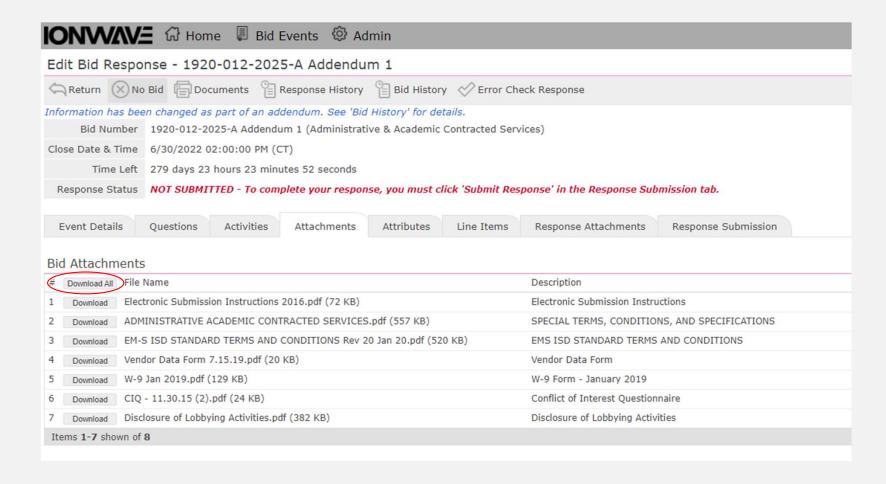


- 1. The following tabs will be present when viewing a MAC.
- 2. This is where your response will occur. Select and complete each tab to submit your response.



Attachments Tab:

1. Select Download All and read/complete each document.



Attributes Tab:

missed any required

SECTION 1.0 - PROPOSAL REQUIREMENTS

responses)

- 1. Complete each attribute under this tab.
- 2. Be sure to complete each page.

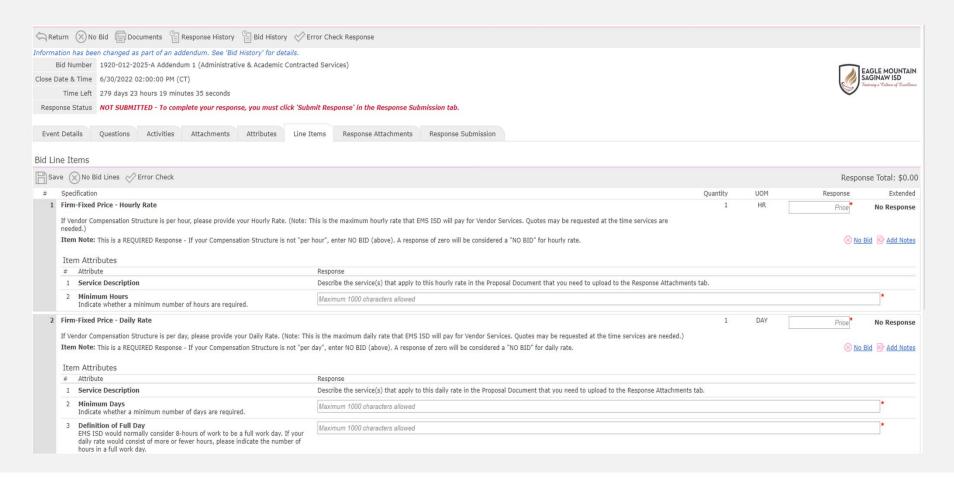
Edit Bid Response - 1920-012-2025-A Addendum 1 Return No Bid Documents Response History Bid History Frror Check Response NOTE: Information has been changed as part of an addendum. See 'Bid History' for details. Bid Number 1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services) Close Date & Time 6/30/2022 02:00:00 PM (CT) Attributes: Time Left 279 days 23 hours 22 minutes 18 seconds Read and/or answer all Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab. attributes. Questions Activities Attachments Attributes Line Items Response Attachments Response Submission Required attributes have a red asterisk (*) Bid Attributes Save Save & Next Error Check to the left of the required field. Attributes 1 - 30 shown of 78 • Page 1 of 3 shown # Attribute A required attribute 1 MUST ATTACH must be answered in MAKE SURE TO UPLOAD ALL REQUIRED DOCUMENTS AND FORMS TO THE "RESPONSE ATTACHMENTS" TAB. order to submit the THERE ARE 78 ATTRIBUTES (including this one) ASSOCIATED WITH THIS PROPOSAL. SOME ARE NOTES AND REQUIRE NO RESPONSE, BUT MOST HAVE A REQUIRED RESPONSE. ***Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes.** response. Click 'Save' (to save ~~~ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY PLEASE ENTER N/A (not applicable). 4 Bid Inquiries and/or Clarifications your responses) Any questions pertaining to the bid/proposal procedures and/or specifications should be emailed to the Purchasing Department contact person listed on the Event Details Tab on or before seven (7) calendar days prior to the opening date. As of the Issuance date of this solicitation and continuing Click 'Error Check' (to until the final date for submission of bids/proposals, contact with EMSISD employees, except for staff members of the Purchasing Department, is strictly prohibited. All personnel representing EMSISD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this solicitation. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this solicitation. determine if you have 5 Successful Bid/Proposal Response Submittal

All bids/proposals must be SUCCESSFULLY submitted before the due date and time regardless of your organization's ability to submit bids online. It is the supplier's sole responsibility to ensure that bid/proposal documents successfully arrive before the due date and time. The District's online

bidding application utilizes the Internet and the World Wilde Web, which is comprised of systems that are completely out of the District's control. It is highly recommended that the suppliers allow themselves enough time to complete a successful submission. Do not wait until the last minute!

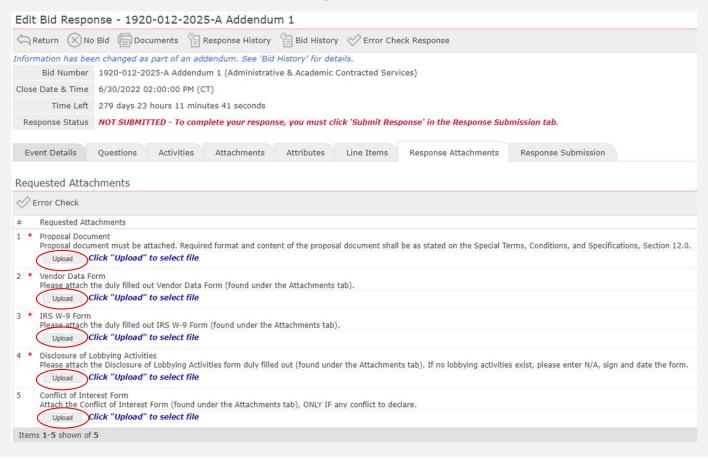
Line Items Tab:

- 1. Complete each line that pertains to your company.
- 2. If there is a price structure that you do not provide, please select the No Bid button.



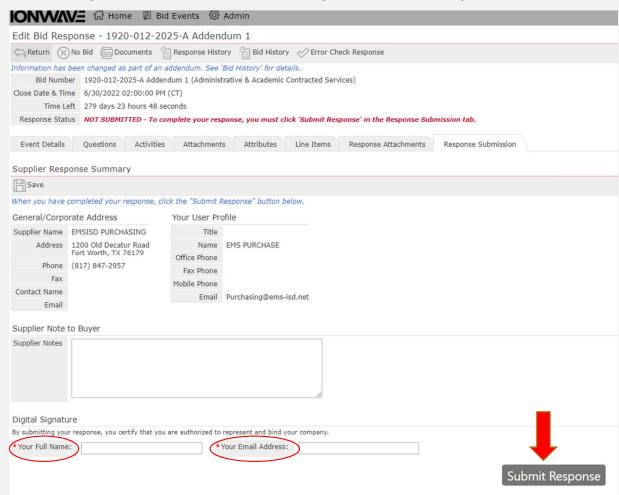
Response Attachments Tab:

- 1. Upload each completed document under this Tab.
- 2. Proposal Document format can be found on page 7 of the Special Terms and Conditions document located in the attachments tab (Attachment number 2 in the Attachments tab)



Response Submission:

1. Once every tab has been completed you can submit your response.



Submission Errors

- When errors occur, the system will display the location of the errors.
- Go to the problem area and correct the errors.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.