Acknowledging Amendments

Some solicitations have one or more amendments issued prior to the close date. In order for you to submit a bid/proposal response to the solicitation containing an amendment, you must first acknowledge the amendment. This guide shows you step-by-step instructions on how to acknowledge an amendment.

1. Login to iSupplier using the following link:
   https://r12.oci.nashville.org/OA_HTML/AppsLocalLogin.jsp

2. Your User Name is your email address. If you do not remember your password, you can reset it by clicking Login Assistance. If you are not sure who has an active user account on your profile, please email R12Purchasing@mnps.org.

3. Once logged in, click on “Metro iSupplier Portal Access” located under the Navigator section in the top-left of the screen. After expanding the folder contents below, click on the link for “Sourcing Home Page” as shown below.
4. After clicking “Sourcing Home Page,” you will be taken to a page with your Active and Draft Responses as well as your Open Invitations. To view all of the current invitations you have been invited to, click on the “Full List” button under the Open Invitations table, as shown below.

5. Once you see the solicitation you are interested in, click on the specific Negotiation Number link for it. For this example, we will use Negotiation Number 19113, titled “Contract for Services Nashville Strong Babies Project.”
6. You will now be taken to the screen where you can view all the details of the solicitation. If the solicitation has been amended, you will see a yellow warning notice at the top of your screen stating that you must acknowledge each amendment before you can submit your bid/proposal response.

7. To start the acknowledgement process, click on the blue View Amendment History link in the warning notice.

8. You will now be on the Amendment History page. Click the Show All Details link near the top-left corner to see a brief summary of each amendment issued. Once your ready to move forward, click the Acknowledge Amendments button in the top-right corner.

9. At the top of your screen, you should see a check box next to the statement that says “I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document...” Be sure to click the Check Box on the left and then hit the Acknowledge button in the top-right of your screen, as shown below.
10. If you have to acknowledge more than one amendment, you will need to repeat step #9 until all amendments have been acknowledged.

11. Once all amendments have been acknowledged, you will receive a Confirmation pop-up like the one shown in the screenshot below.
   - Click the Yes button if you are ready to begin submitting your bid/proposal.
   - Click the No button if you want to go back to the Amendment History screen.

![Confirmation pop-up screenshot]

IMPORTANT NOTE: If you have already submitted your bid/proposal response and an amendment is issued after your submission, you are required to acknowledge the new amendment (by following Steps #1 – 11 of this guide) and you MUST resubmit your response in order for your bid/proposal to be considered in the evaluation to award. Failure to do so will cause your submission to be null and void.

12. Should you run into any issues when trying to log into iSupplier or when trying to acknowledge amendments to an active solicitation, please contact R12Purchasing@mnps.org and copy the Contract Agent conducting the solicitation.

All Offerors are encouraged to sign in to the iSupplier system as soon as possible to acknowledge any outstanding amendments on solicitations of interest.

Finally, please acknowledge all amendments and have your offer loaded in the iSupplier system well in advance of the deadline for submission of offers to avoid any last minute functionality issues. While MNPS makes every attempt to assist suppliers with entering their offers, there is not sufficient time to trouble shoot functionality issues within one hour of the deadline for submission of offers.