



You must have an account set up to respond or ask questions. The following directions are based on you having a vendor account.

BEFORE YOU SUBMIT A RESPONSE, make sure you have downloaded the solicitation, all exhibits and appendices, as well as any addenda that were issued. The solicitation document will have information about what is required as part of a response. Your response will be rejected as non-responsive if

1. Addenda are not acknowledged
2. You fail to submit the completed exhibits with your response
3. Your response does not meet the requirements of the request

1. Sign in <https://wta.cobblestone.software/gateway/>

The screenshot shows the WTA Vendor Portal login page. At the top, there is a blue header with the WTA logo, the date and time 'Aug 05 2020 13:48:01', and 'No Login Detected'. Below the header is a navigation menu with 'Main', 'News', 'Contracts', 'Solicitations', 'Help', and 'Document Library'. The main content area is titled 'Welcome to WTA's Vendor Portal'. On the left, there are two buttons: 'Sign In' (circled in red) and 'Create Account'. The 'Sign In' button is under the heading 'Already have an Account?' and the 'Create Account' button is under 'Need a User Account?'. The main text explains the system's purpose and provides instructions to click the 'login now' button to the left. At the bottom, there is a disclaimer: 'This Software and all data is the property of WTA and is public record pursuant to RCW 42.56. Questions can be directed to procurement@ridewta.com. All actions performed in this system will be logged for auditing purposes.'

2. Enter your USERNAME & PASSWORD and your Vendor ID. Acknowledge you have read the site Terms & Conditions. Click Log In.

The screenshot shows the 'Collaboration Gateway: Login' form. It has four input fields: a text field containing 'AGilmore', a password field with masked characters, a text field containing '254', and a checkbox labeled 'I have read and agree to the Terms and Conditions.' with a link to 'Terms and Conditions'. Below the fields is a 'Login' button.

RESPONDING TO SOLICITATIONS IN COBBLESTONE



3. Select "Search all Solicitations" from the SOLICITATIONS drop down

The screenshot shows the WTA Vendor Portal interface. At the top, there is a navigation bar with the WTA logo, the date and time 'Nov 18 2020 19:02:36', and the user name 'Magan Test'. Below the navigation bar is a menu with various options: Main, News, Contracts, Requests, Solicitations, Contacts/Users, Electronic Documents, Purchase Orders, Help, Log Out, and Document Library. The 'Solicitations' dropdown menu is open, and 'Search All Solicitations' is highlighted with a red circle. Other options in the dropdown include 'My Solicitations', 'Search Public Solicitations', and 'Search Upcoming Solicitations'. The main content area displays a welcome message and a 'Welcome to WTA's Vendor Portal' section.

4. Click "View" to see the solicitation

The screenshot shows the WTA Vendor Portal interface with the 'Opportunities Search' section. The search results table is displayed, and the 'View' link for the first row is highlighted with a red circle. The table has the following columns: View, Solicitation Name, WTA Solicitation Number, Solicitation Type, Description, Employee Contact, Solicitation Release Date, and Solicitation Close Date. The first row contains the following data: View (with a 'View' link), Temporary Staffing Services, RFP 2020-254, RFP, Procure a third-party firm to assist WTA in fulfilling temporary labor needs. The firm must be responsive and affordable., Employee Contact, 6/22/2020 12:00:00 AM, and 8/5/2020 5:00:00 PM.

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5. Any messages will be displayed at the top.

Opportunity Details

Opportunities: [Opportunities - Search All](#): Opportunity Details (ID: 3)

The Questions Due Date has passed for this record.
2 days 14 hours 50 minutes 41 seconds to Close Date/Time

The screenshot shows three blue boxes with white text and icons. The first box is labeled 'BID OPEN / RELEASE DATE' and shows 'Nov-06-20 12:00 AM'. The second box is labeled 'QUESTIONS DUE DATE' and shows 'Date is not available'. The third box is labeled 'BID CLOSE DATE' and shows 'Nov-09-20 08:00 AM'. A red arrow points to the message above the boxes.



6. Click “Register as a Respondent” under PAGE ACTIONS

Welcome Art Vandalay

Logout

Refresh

Page Actions

Interested in Responding?

Register as Respondent

Export Options

Print

Export Public Files

Export My Files

Export Public Q & A

Opportunity Details

Opportunities: [Opportunities - Search All](#): Opportunity Details (ID: 4)

The Questions Due Date has passed for this record.

Details

Solicitation Name Temporary Staffing Services	WTA Solicitation Number RFP 2020-254	Solicitation Type RFP
Description Procure a third-party firm to assist WTA in fulfilling temporary labor needs. The firm must be responsive and affordable.		
Employee Contact Waltari, Magan	Department/Business Unit Human Resources	Status Active
Estimated Cost 401,894.00	Invitation Type Public	Grant Funded Purchase No
NAICS Human Resources Consulting Services, Other Management Consulting Services	GatewayURL https://wta.cobblestone.software/gateway/SolicitationPublicSearch.aspx	

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7. Under FILES, DOCUMENTS, IMAGES, upload your response in the “MY FILES” section. Be sure to give it a description! Click SAVE File. YOUR SUBMISSION IS ONLY VIEWED BY YOU AND WTA STAFF. It is not made public during this time.

Files, Documents, Images

Public Files:

1 Page 1 of 1, items 1 to 3 of 3.

View File	Description	Date
2020 - 254 RFP Addenda 2.pdf	Addenda 2 RFP 2020-254	7/28/2020 11:29:36 AM
2020 - 254 RFP Addenda 1.pdf	Addenda 1 RFP 2020-254	6/23/2020 5:29:27 PM
2020 - 254 RFP Temporary Staffing Services Final.pdf	RFP 2020-254	6/23/2020 5:29:08 PM

1 Page 1 of 1, items 1 to 3 of 3.

My Files

Select File:
2018-268CP Smart Bus.pdf

Description:

RESPONDING TO SOLICITATIONS IN COBBLESTONE



8. At the bottom of the page, under RESPONSE STATUS select “Bid is Finalized and Fully Submitted” and click SUBMIT.

Response Status

Your organization response to this opportunity is: Assigned.

Indicate your organization's response status: Submit

- Interested in Responding
- NOT Interested in Responding
- Withdraw Response
- Bid is Finalized and Fully Submitted

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All actions performed in this system will be logged for auditing purposes.

9. Respond to the Survey. This helps WTA plan its future solicitations.

Surveys/Responses

	Name	Date Entered	Due Date	Completed?
View Response	Reason for No Bid/No Proposal	8/5/2020 12:29:18 PM	8/5/2020 5:00:00 PM	<input type="checkbox"/>
View Response	Submitting a Response	8/5/2020 6:43:56 PM	8/5/2020 5:00:00 PM	<input type="checkbox"/>