

Responding to an Amended Event in JAGGAER

The purpose of this guide is to assist suppliers in responding to amended events in the Commonwealth of Pennsylvania's JAGGAER Supplier Management System. In JAGGAER, solicitations are also known as events. Suppliers respond to events such as Request for Proposals (RFPs) and/or Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contract.

Supplier Help: For system navigation questions, please contact the DGS Bid Room at 1-877-435-7363 ext. 2 or [RA-GSJAGGAERHELP@pa.gov](mailto:RASJAGGAERHELP@pa.gov); For Jaggaer technical issues (i.e. problems logging in and password related issues), please contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

Note: You **must** be registered in the Commonwealth of Pennsylvania Jaggaer Supplier Management system prior to responding to an event. To register, please [click here](#) to access the DGS Supplier Service Center page for the resources to assist you in the process.

Note the specific information below:

- Each supplier that submitted a bid response prior to the amendment of the event will receive an email notification. The email notification will inform the suppliers of the amended event and provide a link to access. The suppliers **must** make any necessary changes, verify all sections are completed, and resubmit their bid responses.
- Suppliers that have **not** submitted a bid response prior to the amendment will be viewing and responding to the event that includes all amended changes made.

Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

1. Login to your account and access the notifications to verify if any events you recently responded to have been amended. Select the **Bell** icon to view your notifications.
 - a. Choose the **notification** message.

The screenshot displays the JAGGAER Test System customer portal. The page layout includes a sidebar with navigation icons, a header with the PA logo and user profile, and a main content area. The 'Sourcing Events' section is prominent, featuring a table with columns for 'Event Number', 'Status', and 'Event'. A 'Notifications' dropdown menu is open, showing a notification titled 'The Sourcing Event is Amended' with a red arrow pointing to it. A 'Need Help?' button is visible at the bottom right.

Event Number	Status	Event
DGS-RFP001947	Open	RFP
DGS-RFQ001948	Open	RFP Event

Events	Released	Open	Closed	Awarded	All
My Events	0	2	678	24	704
Public Events	0	1	383	2	386
Auction Events	0	0	15	0	15

Open This event closes in **10 days** on 5/8/2020 at 5/8/2020 5:00 PM EDT. [Event Schedule](#) [View amendment changes.](#) [Questions & Answers for this Event](#)

RFP Event

DGS-RFP001947

Event Details

Response Status: **Draft**
 Intent To Bid: **Yes**
 Bid Total: **0.00 USD**

Summary

- Prerequisites
- Buyer Attachments
- Questions
- RFP Questions

Summary

Event Account History

Event Title	RFP Event	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Request for Proposal	Event Open Date	4/17/2020 12:00 AM EDT
Event Number	DGS-RFP001947	Event Close Date	5/8/2020 5:00 PM EDT
Stage Title	-	Sealed Bid Open Date	5/8/2020 5:00 PM EDT
Currency	USD	Question Submission Close Date	5/1/2020 2:00 PM EDT
Payment Terms	-		
Sealed Bid	Yes		


- In the top message banner of the event, select the **View amendment changes** link to view the changes to the event.

Note: In *Buyer Attachments* section, the Buyer may have added a document outlining the amendment changes for your review.

3. The *Amendment History* will open in a new browser window to view. Select the **section** link(s) to expand and view the more details regarding the changes.



Amendment History		
	Previous	Amendment # 1 (Made on 1/22/2020) View Different Amendment ▼
▶ Description		
▶ Buyer Attachments		
▶ Questions		

 [Need Help?](#)

The history of the amendment will provide a brief overview of changes. You **must** go to each section of the event to view the full details of the changes.

Amendment History		
	Previous	Amendment # 1 (Made on 1/22/2020) View Different Amendment ▼
▼ Description		
	DOC Comprehensive Health Care Services	DOC Comprehensive Health Care Services
Description	Previous Content	Amended Content
▼ Buyer Attachments		
	* 50 - RFP Amendment Changes	* 50 - RFP Amendment Changes
Buyer Attachments	No Value	RFP Amendment Changes
	10 - Appendix E-Non-Disclosure Agreement	10 - Appendix E-Non-Disclosure Agreement
Description	Previous Content	Amended Content
	10 - Appendix E-Non-Disclosure Agreement-Rev. 2020-0122	10 - Appendix E-Non-Disclosure Agreement-Rev. 2020-0122
Version	1	2

Note: The amendment number and date of the amendment is listed. If there are multiple amendments, select the *View Different Amendment* link to see the others.

4. Carefully review each change in the applicable section of the event. Make the proper edits to your bid response (if applicable). Verify **all** required questions have been completed to submit your response. Select the **Save Progress** or **Next** button to save your edits and navigate to the *Review & Submit* section.

The screenshot displays the Pennsylvania Sourcing Events portal interface. At the top left, the logo for Pennsylvania is visible. Below it, the breadcrumb navigation reads "Sourcing > Sourcing Events > Search Events". The main content area is divided into two columns. The left column, titled "RFP Event", shows the event ID "DGS-RFP001947" and a "Response Status" of "Draft". It also indicates "Intent To Bid: Yes" and "Bid Total: 0.00 USD". Below this is a "Summary" section with a checklist of items: "Prerequisites", "Buyer Attachments", "Questions", "RFP Questions", and "Additional Required Docu...", all of which are marked with green checkmarks. A red box highlights this checklist, and a red arrow points to the "Review & Submit" button, which has a yellow warning icon. The right column, titled "Summary", contains a table of event details. At the bottom of the right column, there is a "Contacts" section for Tangelisa Isaac, with her phone number and email address.

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Currency	USD	Question Submission Close Date	5/1/2020 2:00 PM EDT
Payment Terms	-		
Sealed Bid	Yes		

Contacts
If you need more information on this event, please contact:
Tangela Isaac
+7 177831201
tisaac@pa.gov

5. You are required to resubmit your bid response. Submit your response by certifying the statement and selecting the **Submit Response** button.

Open This event closes in **8 days** on 5/8/2020 at 5/8/2020 5:00 PM EDT. [Event Schedule](#) [View amendment changes.](#) [Questions & Answers for this Event](#)

RFP Event

DGS-RFP001947

[Event Details](#)

Response Status: **Draft**
 Intent To Bid: **Yes** ✓
 Bid Total: **0.00 USD**

Summary

Prerequisites ✓

Buyer Attachments ✓

Questions ✓

RFP Questions ✓

Additional Required Docu... ✓

Review & Submit ⚠

Q & A Board

My Exports and Imports

Review & Submit

[Event Actions](#) | [History](#) | [?](#)

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed. By clicking the Submit button, you represent that: (1) you are making a formal submittal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) this electronic submittal is deemed signed by you and you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in this submittal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Buyer Attachments	✓ No Required fields
Questions	✓ Required fields complete
RFP Questions	✓ Required fields complete
Additional Required Documentation	✓ Required fields complete

Certification

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

[← Previous](#) [Submit Response](#)

Once your response has been successfully submitted, you will receive a confirmation message with summary details of the event. If you entered pricing on a Cost Submittal, your response would show a bid amount of \$0.00 USD in the confirmation. If you entered pricing in the *Items* section, your response would display a total dollar amount (i.e. \$88,000.00 USD) in the confirmation.

✔ Response Submitted

Next Steps

You have submitted a bid of **0.00 USD**. You have until **5/8/2020 5:00 PM EDT** to withdraw or change your bid.

- [Return to Home Page](#)
- [Event Summary](#)

Event Summary

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