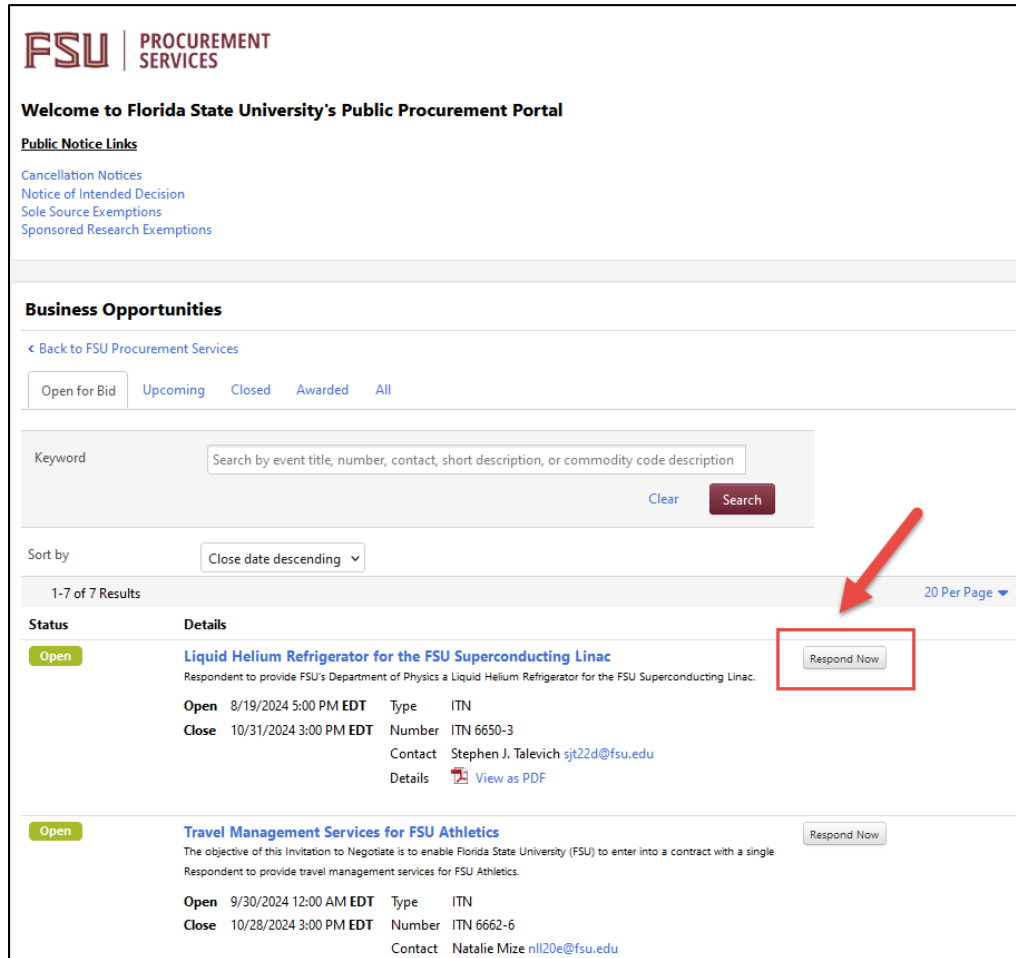


## HOW TO RESPOND TO A COMPETITIVE SOLICITATION

To begin, please go to the Public Procurement Portal, select the event you want to participate in and click the “Respond Now” button:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FSU>



The screenshot displays the Florida State University's Public Procurement Portal. At the top, it features the FSU logo and 'PROCUREMENT SERVICES'. Below this is a welcome message and a section for 'Public Notice Links' with links for Cancellation Notices, Notice of Intended Decision, Sole Source Exemptions, and Sponsored Research Exemptions. The main section is 'Business Opportunities', which includes a navigation bar with 'Open for Bid', 'Upcoming', 'Closed', 'Awarded', and 'All'. A search bar is present with a placeholder 'Search by event title, number, contact, short description, or commodity code description' and buttons for 'Clear' and 'Search'. A 'Sort by' dropdown is set to 'Close date descending'. The results section shows '1-7 of 7 Results' and a '20 Per Page' dropdown. Two opportunities are listed:

Status	Details
Open	<p><b>Liquid Helium Refrigerator for the FSU Superconducting Linac</b></p> <p>Respondent to provide FSU's Department of Physics a Liquid Helium Refrigerator for the FSU Superconducting Linac.</p> <p><b>Open</b> 8/19/2024 5:00 PM EDT    Type ITN</p> <p><b>Close</b> 10/31/2024 3:00 PM EDT    Number ITN 6650-3</p> <p>Contact Stephen J. Talevich <a href="mailto:sjt22d@fsu.edu">sjt22d@fsu.edu</a></p> <p>Details <a href="#">View as PDF</a></p> <p><b>Respond Now</b></p>
Open	<p><b>Travel Management Services for FSU Athletics</b></p> <p>The objective of this Invitation to Negotiate is to enable Florida State University (FSU) to enter into a contract with a single Respondent to provide travel management services for FSU Athletics.</p> <p><b>Open</b> 9/30/2024 12:00 AM EDT    Type ITN</p> <p><b>Close</b> 10/28/2024 3:00 PM EDT    Number ITN 6662-6</p> <p>Contact Natalie Mize <a href="mailto:nll20e@fsu.edu">nll20e@fsu.edu</a></p> <p><b>Respond Now</b></p>

From here, you will be prompted to sign in. Please enter your company email address and click next.

\*If you do not have a login, please view the supplier registration job aid located on the Procurement Services website.

<https://procurement.fsu.edu/suppliers>



**Welcome to the FSU Supplier Management System.**

Registering with our database does not guarantee our business with your company.

After you complete the short registration process, we will review your information and keep on file until one of the following occurs:


- 1. If you are a new supplier, once an opportunity has been identified, you will be invited back into the system to provide additional information before payments can be initiated.
- 2. If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

If you have any questions regarding solicitation event details please contact us at [sourcing@fsu.edu](mailto:sourcing@fsu.edu) or 1-850-644-6850.

Any issues related to logging in or technical issues, including attachments, questions can be submitted to our third party software host, Jaggaer via a Support Form:

<https://go.jaggaer.com/SupplierSupportRequest.html>

or via (800) 233-1121, option 1 then option 1.

 **Please login to view the sourcing event.**

Enter your email to Login/Create Account

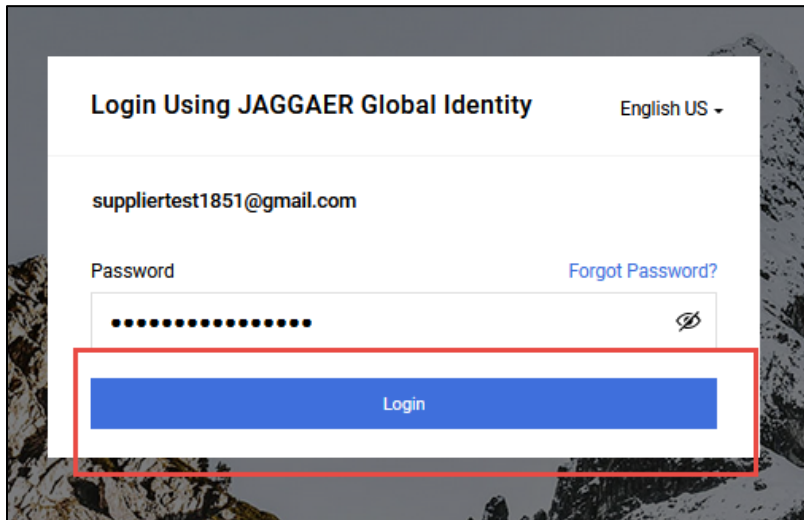
English ▾

supplierstest1851@gmail.com

Next

Email

**Then enter your password and click Login.**



**You will see the events page.**

**You will need to "Proceed to the Prerequisites" before viewing event details.**

TEST SUPPLIER System Shopping Showcase Home

Sourcing > Sourcing Events > Search Events

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Sourcing System, you agree to the use of your personal information as described in our Service Privacy Policy.

Open This event closes in 29 days on 10/31/2024 at 3:00 PM EDT. [Event Schedule](#) [View amendment changes.](#) [Questions & Answers for this Event](#)

**Liquid Helium Refrigerator for the FSU Superconducting Linac**  
ITN 6650-3

Event Details

Response Status: **Not Started**  
Intent To Bid: **Not Set**  
Bid Total: **0.00 USD**

**Summary**

Prerequisites

Buyer Attachments

Supplier Attachments

Questions

Items

Review & Submit

My Exports and Imports

**Summary**

**Prerequisites Required to View Event**  
- You must complete the mandatory prerequisites before you can view all the details of this event. [Proceed to Prerequisites >](#)

Event Title	Liquid Helium Refrigerator for the FSU Superconducting Linac	Time Zone	EDT/EST - Eastern Standard Time (US/Eastern)
Event Type	Invitation to Negotiate	Event Open Date	8/19/2024 5:00 PM EDT
Event Number	ITN 6650-3	Event Close Date	10/31/2024 3:00 PM EDT
Stage Title	-	Sealed Bid Open Date	10/31/2024 3:00 PM EDT
Currency	USD	Question Submission Close Date	10/11/2024 5:00 PM EDT
Payment Terms	-		
Sealed Bid	Yes		

**Contacts**

If you need more information on this event, please contact:

**Stephen J. Talevich**  
+1 850-645-8207  
[sjt22d@fsu.edu](mailto:sjt22d@fsu.edu)

**Description**

The objective of this Invitation to Negotiate (ITN) is to enable Florida State University (FSU) to enter into a contract with a Respondent to provide FSU's Department of Physics a Liquid Helium Refrigerator for the FSU Superconducting Linac, a turbine-expansion liquid helium refrigerator with at least 400 W cooling capacity and lower maintenance requirements, with the goal to improve the operation of the current accelerator and enable future upgrades.

**Required Fields** These checkmarks will turn green as the sections are completed. Each section will remain locked until requirements are met.

**Status information**

**All important dates are listed here,**

From here, you will need to view and certify each of the prerequisites prior to proceeding:

TEST SUPPLIER System Shopping Showcase Home

Sourcing > Sourcing Events > Search Events

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Open This event closes in 29 days on 10/31/2024 at 3:00 PM EDT. [Event Schedule](#) [View amendment changes.](#) [Questions & Answers for this Event](#)

### Liquid Helium Refrigerator for the FSU Superconducting Linac

ITN 6650-3

Event Details

Response Status: **Not Started**  
 Intent To Bid: **Not Set**  
 Bid Total: **0.00 USD**

Summary

**Prerequisites**

Buyer Attachments  
 Supplier Attachments  
 Questions  
 Items  
 Review & Submit

My Exports and Imports

#### Prerequisites

Please review and agree to the prerequisites listed below.

**⚠ Prerequisites Required to View Event**  
 - You must complete the mandatory prerequisites before you can view all the details of this event.

★ Required to Enter Bid  
 🔒 Required to View Event

Please review the specifications for the Invitation to Negotiate (ITN). 🔒

[ITN 6650-3](#)

I certify that I have read the ITN Specifications and will respond to each within this ITN.  
 ⚠ You must complete this prerequisite to view this event.

Please review the ITN Standard Provisions within the attached file and certify below. ★

[ITN Standard Provisions](#)

I certify that I have read and agree to the ITN Standard Provisions. I also certify that this offer is made without prior understanding, agreement, or connection with any entity or person submitting an offer for the same supplies or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the responder and that the responder is in compliance with all requirements of this ITN.

Please complete and sign the attached Authority to Negotiate form. ★

[Authority to Negotiate](#)

I certify that I have read and agree to the Authority to Negotiate provision and have attached the signed form.  
 No File Attached

← Previous

Powered by JAGGAER | [Privacy Policy](#)

**NOTE: Some of the prerequisites will require a file upload and you will not be able to proceed without uploading any of the required information. This is an important step as all required documents needs to be uploaded to be considered responsive to the competitive solicitation. Once you have completed this section, please make sure to save your progress as you move through the screens so as not to lose any information.**

**Example:**

TEST SUPPLIER System Shopping Showcase Home

Sourcing > Sourcing Events > Search Events

Please complete and sign the attached Authority to negotiate form. \*

[Authority to Negotiate](#)

I certify that I have read and agree to the Authority to Negotiate provision and have attached the signed form.  
 No File Attached [Upload](#)

Please review FSU's standard contractual agreement. \*

[Standard Contract Template](#)

I certify that I have read and understand FSU's standard contract terms and that if I have concerns, I will address them within the Q&A Board.

Identify the state of your firm's principal place of business, if applicable. (This only pertains to purchases of personal property defined as goods and commodities, not real estate, intellectual property or services.). If this does not apply to your company, you do not need to certify or upload anything here. \*

[Attestation of Principal Place of Business](#)

I certify that I have read and agree to the terms regarding Attestation of Principal Place of Business.  
 No File Attached [Upload](#)

Please review FSU Suppliers' certification compliance with FAR 52.204-24, 25 and 26 and 2 CFR §200.216. Please complete the form and return via the document upload process. \*

[FSU Supplier Certification Compliance](#)

I certify that I have complete the FSU Supplier Certification Compliance form and it is returned to FSU via the document upload process.  
 No File Attached [Upload](#)

Please review FSU's E-Verify Provision. \*

[E-Verify Provision](#)

I certify that I have read and agree to the terms listed in FSU's E-Verify Provision.

Please review and agree to FSU's Supplier Code of Conduct. \*

[FSU Supplier Code of Conduct](#)

[Previous](#) [Save Progress](#)

Once this section is completed and you will click next, you will need to select “Yes, I Intend to Bid”. This must be set in order for you to respond to the solicitation:

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

**Open** This event closes in 29 days on 10/31/2024 at 3:00 PM EDT. [Event Schedule](#) [View amendment changes](#) [Questions & Answers for this Event](#)

**Liquid Helium Refrigerator for the FSU Superconducting Linac**  
 ITN 6650-3

Event Details

Response Status: **Not Started**  
 Intent To Bid: **Not Set** [/](#)  
 Bid Total: **0.00 USD**

Summary

Prerequisites [✓](#)

**Buyer Attachments** [Event Actions](#) [History](#) [?](#)

Please see the attachments below for additional information about this event.

**⚠ Intent to Bid Not Set**  
 - You must set your Intent to Bid to “Yes” to respond to this event.

[Yes, I Intend to Bid](#) [No Bid](#)

**Attachment**

[FSU's ePayables Program](#)

If you do not select your intent at this time, it will continue to appear on subsequent screens and not allow you to continue through the response until you make your selection.

**Open** This event closes in 29 days on 10/31/2024 at 3:00 PM EDT. [Event Schedule](#) [View amendment changes.](#) [Questions & Answers for this Event](#)

**Liquid Helium Refrigerator for the FSU Superconducting Linac**  
ITN 6650-3

Event Details

Response Status: **Not Started**  
Intent To Bid: **Not Set** [✎](#)  
Bid Total: **0.00 USD**

Summary

Prerequisites

Buyer Attachments

Supplier Attachments

Questions

**Questions** [Event Actions](#) [History](#) [?](#)

Please review and respond to the questions below. You may save your progress at any time.

**⚠ Intent to Bid Not Set**  
- You must set your Intent to Bid to "Yes" to respond to this event.

**On This Page**

- 1: a. At a minimum, FSU requires: (3)
- 2: c. Value Added Functions, Features and Services (2)
- 3: d. Pricing (4)
- 4: e. Experience-Company contacts (7)
- 5: f. Warranty-Service Agreements (6)
- 6: g. Delivery-Training (3)
- 7: h. System ancillaries (1)
- 8: Contract terms & conditions (2)
- 9: Financial Statement (1)
- 10: Foreign Countries of Concern (1)

Once all "Questions" are answered, you can click "Next"

**Note:** Question responses may include Yes/No responses, short answer responses, &/or file uploads. These will vary depending on the type of solicitation and what commodity or service is needed by the University.

**8: Contract terms & conditions**

8.1  
Are you able to accept the terms & conditions of FSU's standard contractual agreement? **★**

Yes  No

**9: Financial Statement**

9.1  
Provide your company's Financial Statement for the most recent calendar or fiscal year. **★**

No File Attached

**10: Foreign Countries of Concern**

10.1  
Is your company a foreign principal of a country of foreign concern in accordance with Section 288.860(1) Florida Statutes? **★**

Yes  No

**★ Required**

If there are any "Items" needed by the University, that detail will be housed in this section. Please enter pricing or upload the required files requested in the competitive solicitation.

Group P1 (1 - 1 of 1 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery
P1.1	Total Cost ★ <a href="#">View Details</a>	1	Each	-		-	<input type="text"/> mm/dd/yyyy

Comment:   
1000 characters remaining

**Total Price (USD) 0.00**

Total for Product Items	0.00 USD
Total for Service Items	0.00 USD
<b>Grand Total for Bid</b>	<b>0.00 USD</b>

★ Required

Once you have completed all sections of your response, all the check marks will appear as green. If you skip something, you will not be able to proceed until that is corrected.

Check the certification statement and submit your response to complete your submission.

**Open** This event closes in 29 days on 10/31/2024 at 3:00 PM EDT. [Event Schedule](#) [View amendment changes](#) [Questions & Answers for this Event](#)

### Liquid Helium Refrigerator for the FSU Superconducting Linac

ITN 6650-3

Event Details

Response Status: **Draft**  
Intent To Bid: **Yes** ✓  
Bid Total: **1.00 USD**

- Summary
- Prerequisites ✓
- Buyer Attachments ✓
- Supplier Attachments ✓
- Questions ✓
- Items ✓
- Review & Submit** ⚠

Q & A Board  
My Exports and Imports

#### Review & Submit

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.

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
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete
Items	✓ 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.


**Note:**

There is a Q&A Board contained in each solicitation, so please check there periodically to see if the questions and answers have been posted.







\*Please also note that each competitive solicitation will have a Calendar of Events that will note important dates such as questions and answers due date, site visits, and when responses are due.

You may also submit your own questions if you require any clarification regarding a competitive solicitation. Click the Q&A Board:

Event Details

Response Status: **Draft**  
Intent To Bid: **Yes**   
Bid Total: **1.00 USD**

Summary


- Prerequisites 
- Buyer Attachments 
- Supplier Attachments 
- Questions 
- Items 
- Review & Submit 

**Q & A Board**

My Exports and Imports

From there, you can click “Ask a Question”

Event Details

Response Status: **Draft**  
Intent To Bid: **Yes**   
Bid Total: **1.00 USD**

Public Q&A (2) [My Questions \(0\)](#) [Buyer Questions \(unanswered 0\)](#)

**Ask a Question**

You will need to fill out the required fields (\*) and upload any attachments if necessary and click **Submit Question**.

### Ask a Question ×

Subject \*

Question \*

5000 characters remaining

Attachment  *Drop file to attach, or browse.*

**Disclaimer**  
Please note that submitted questions and associated answers may be exposed to all participating vendors, at the discretion of the sponsoring Organization.

\* Required



**NOTE: Please make sure you check your email for any addendum/amendment to the competitive solicitation, as changes require your acknowledgement for your responses to be complete.**