**Electronic Proposal Submission**

*Copy/Paste the following text into the RFP document as appropriate.*

**General**

Request for Proposal (RFP) documents are available online at [www.Projectdog.com](http://www.Projectdog.com). Enter the Project Code **XXXXXX** in the project locator box and select “Acquire Documents” to download documents. Offerors must have an active online account on www.Projectdog.com to acquire documents, receive project notifications, and to submit Proposals electronically.

**Proposal Preparation and Submission Guidelines**

1. Proposals shall be submitted electronically at www.Projectdog.com. Hard copy Proposals will not be accepted by the Awarding Authority. Tutorials and instructions are available online at www.Projectdog.com. For assistance, contact Projectdog Inc. at 978.499.9014.
2. Each Proposal (e.g., Price and Technical Non-Price) must be completed, combined, and submitted in a single, unrestricted PDF formatted file. The Offeror must fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF).
3. The Offeror shall access the Projectdog.com E-Bidding System by entering the Project Code **XXXXXX** in the project locator box and then selecting “Sub E-Bid” from the project’s “Project Details” page. Select “GO” from the Bidding Trades table to continue on to the Proposal Submission page.
4. Offerors may upload (“Add File” or “Replace File”), review (“View File”), submit (“Submit my E-Bid”), or retract (“Retract my E-Bid”) their Proposal at any time prior to the designated deadline. The server clock is displayed on the project’s E-Bidding page and is the time of record. **Offerors must select “Submit my E-Bid” prior to the designated deadline to officially submit their Proposals online.** Once submitted, Proposals cannot be edited. To modify a submitted Proposal, Offerors must retract the submission, make any necessary changes, and then upload (“Replace File”) and submit their updated Proposal(s). Upon submitting or retracting Proposals, Offerors will receive a convenience e-mail for informational purposes only. Offerors are encouraged to contact Projectdog if the email is not received.
5. Any amendment to the RFP shall be issued through written addenda and posted to the Projectdog website accompanied by e-mail notification to every individual or firm on record as having received the RFP documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the Offeror to ascertain the existence of any and all addenda. Failure of any Offeror to receive any addendum shall not relieve such Offeror from any obligation imposed by such addendum. Each Offeror shall be required to acknowledge and certify receipt of addenda on the appropriate RFP Submission Form.
6. Offerors are strongly encouraged to review (“View File”) and confirm online that their Proposals have been submitted successfully. Timely submission of Proposals shall be the full responsibility of the Offeror. It is also the Offeror’s responsibility to ensure that their Proposals are 100% true, complete, and accurate.
7. Any Proposal may be withdrawn (retracted) prior to the designated deadline by selecting “Retract My E-Bid” from the project’s E-Bidding page. Upon retracting, the Offeror will receive a convenience e-mail for informational purposes only. It is the Offeror’s responsibility to confirm online that their Proposals have been retracted successfully.