Quick Reference Guide
Submitting Questions

Attention: This document serves as a quick reference only. Please be sure to review the full Vendor Client User Manual before conducting business with the City of Rockville. This information can be found within the Collaboration Gateway under the document library.

Note: If you have never accessed the Collaboration Gateway, please see the Collaboration Portal – Announcement and Set-up Instructions.

1. Once an interested bidder has registered as a respondent for a solicitation opportunity, if they have question regarding the solicitation, they must login through the Collaboration Gateway and select "my solicitations" under the solicitations drop down menu and select view to open the applicable solicitation.

2. Bidders must adhere to the submittal of question(s) deadline listed within the sourcing record. **Questions will not be accepted within the sourcing record after the deadline has passed unless the deadline for questions is extended.**

3. Question(s) must be submitted in the "my questions/answers" section of the sourcing record within the text box provided. Once the question(s) have been entered select the "ask question" button (above the text box). **Only text shall be entered in the question field. No images, URL links, or documents shall be included.**

My Questions/Answers

Ask A Question: [Ask Question]

How many years is this contract?

What are the terms of this contract?

Is this a single or multiple award?
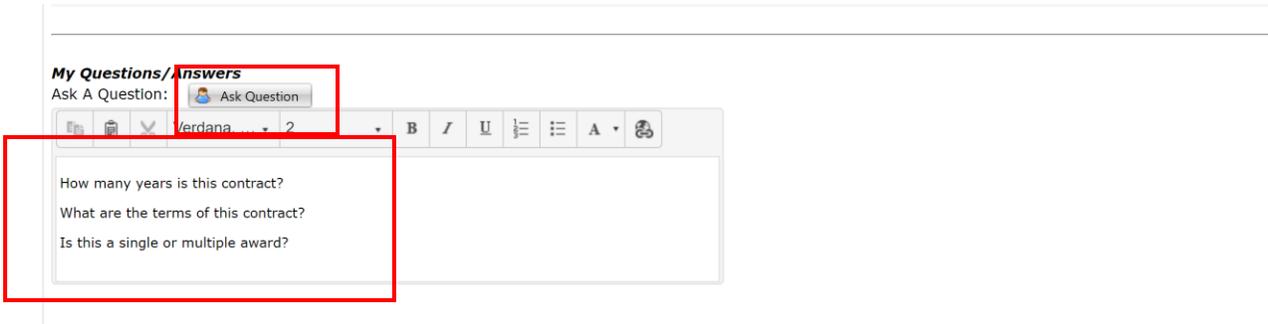
4. Once the question(s) are entered, they can be found within the "Public Questions/Answers" field. This is confirmation that the question(s) have been successfully posted to the sourcing record.

My Questions/Answers

Ask A Question: [Ask Question]

1	Page 1 of 1, items 1 to 1 of 1.		
Question		**Answer**	**Date Asked**
How many years is this contract?			3/21/2022 4:36:53 PM
What are the terms of this contract?			
Is this a single or multiple award?			

1   Page 1 of 1, items 1 to 1 of 1.
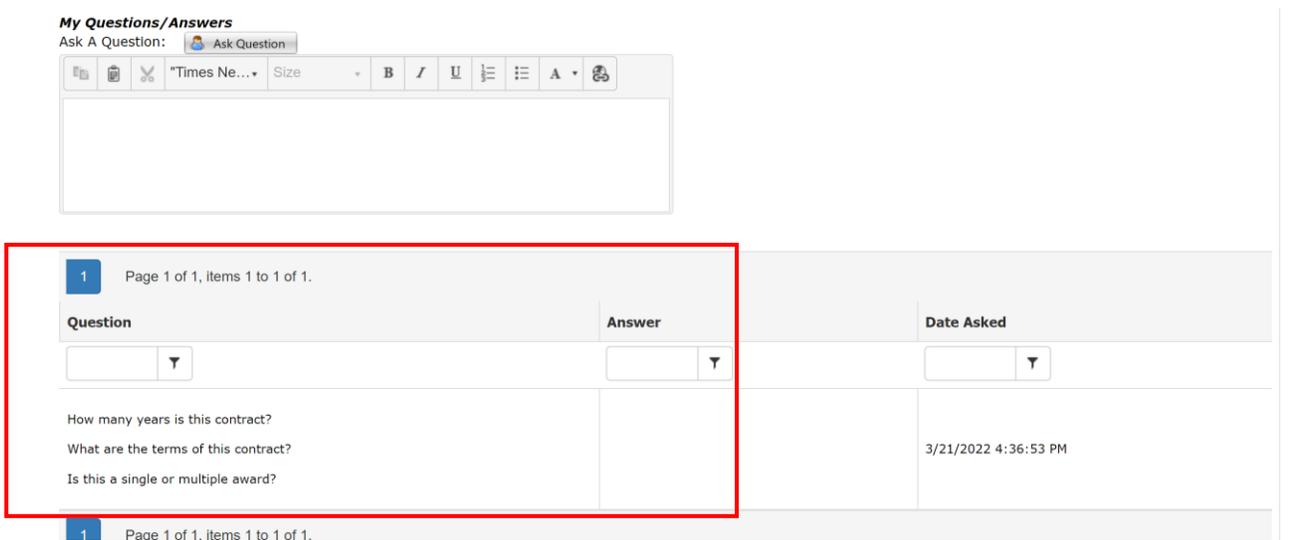
5. Once all questions are submitted, the employee contact (assigned buyer) will compile all questions, responses, or changes and will upload the information in the from of an addendum to the sourcing record. **Please note: It is the vendors responsibility to check the sourcing record periodically for any updates as it relates to the solicitation.**