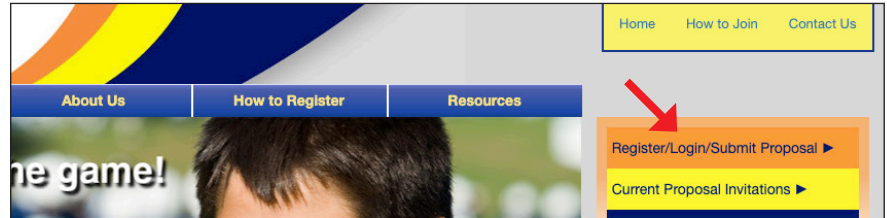




Electronic Proposal Submission Guide v.1.20

Getting Started

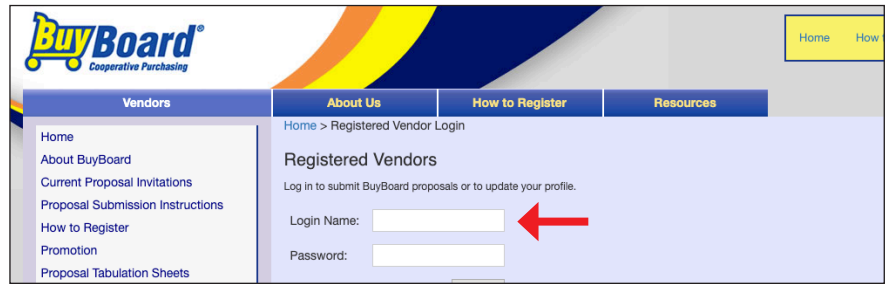
1. Visit vendor.buyboard.com.
2. Click on the Register/Login/Submit Proposal button.
3. Log in using your Login Name and Password for the vendor website.
4. Click the Submit button.



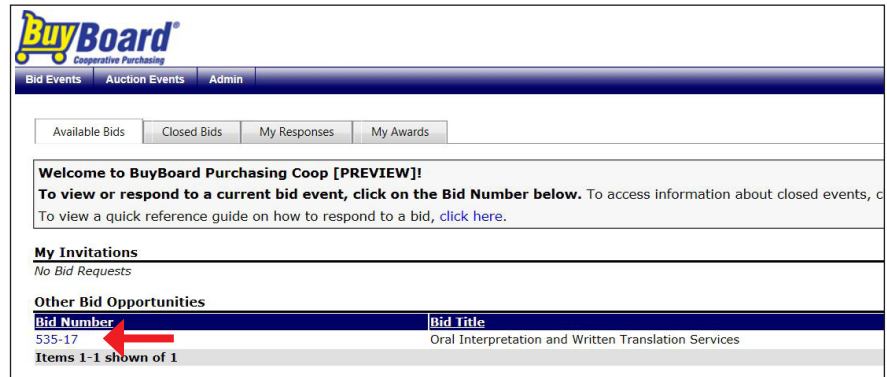
Login Help

If you've forgotten your password:

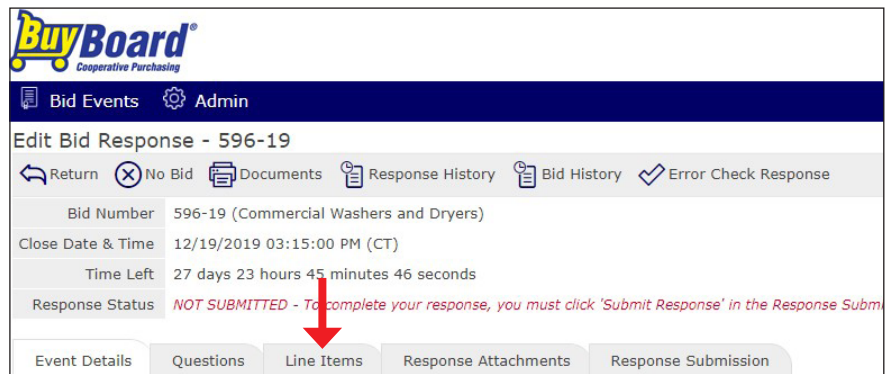
- Click Forgot your password?
- Type your name and email address.
- Click Submit.



5. Select the bid number (proposal invitation) to submit a response.



- 6a. Select the Line Items tab to enter the required pricing information.



6b. Enter the required pricing information for each individual line item in the Response field. If you do not wish to propose on a particular line item, you must select No Bid. Click Save after making changes.

The screenshot shows the 'Bid Line Items' interface. At the top, there are buttons for 'Save', 'No Bid Lines', and 'Error Check'. Below this is a table with three line items. Each line item has a 'Response' field with a dropdown menu set to 'Discount Off' and a 'No Response' button. A red arrow points to the 'Discount Off' dropdown for the first line item. Below the table, there are buttons for 'Add Alternate', 'No Bid', and 'Add Notes' for each line item. The 'Response Total' is shown as '\$0.00'.

6c. (Optional) You may click Add Alternate to provide pricing information on a comparable product. After clicking, a box will appear to add a description, manufacturer name, and price. Click Save after making changes.

The screenshot shows the 'Bid Line Items' interface with an 'Add Alternate' dialog box open for the first line item. The dialog box has a yellow background and contains a text area for a description, a 'Manufacturer:' field, and a 'Save' button. A red arrow points to the 'Add Alternate' button in the main interface. The 'Response' field for the line item is still set to 'Discount Off'.

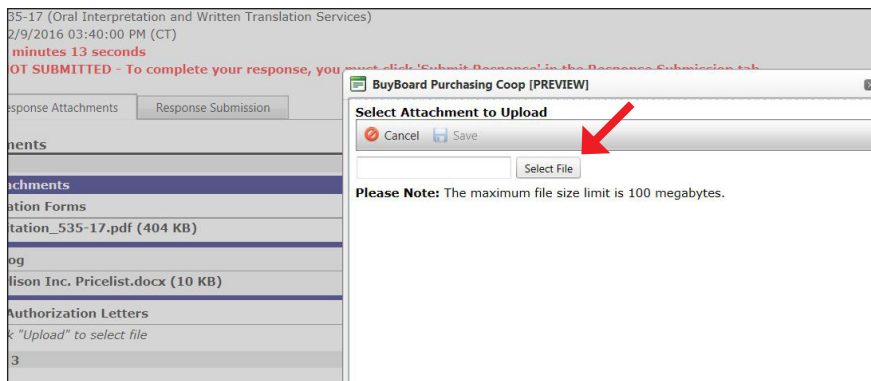
7a. Click on the Response Attachments tab.

The screenshot shows the 'BuyBoard' website interface. The 'Response Attachments' tab is selected. The page displays bid information for bid number 535-17, including the bid number, close date and time, time left (42 minutes 20 seconds), and response status (NOT SUBMITTED). A red arrow points to the 'Response Attachments' tab. Below the bid information, there are buttons for 'Event Details', 'Response Attachments', and 'Response Submission'.

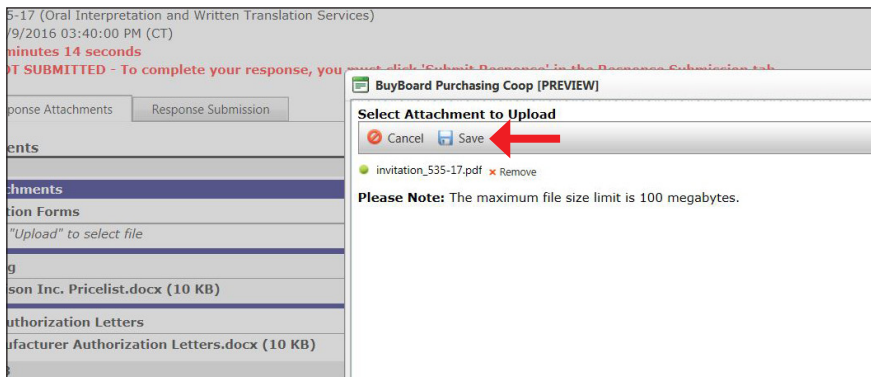
7b. Select the upload button for each of the Requested Attachments. These are the forms that the Purchasing Cooperative has required from you.

The screenshot shows the 'Requested Attachments' section of the website. It lists three items: 'Proposal Invitation Forms', 'Pricelist/Catalog', and 'Manufacturer Authorization Letters'. Each item has an 'Upload' button and a link to 'Click here to select file'. A red arrow points to the 'Upload' button for the first item. The 'Response Status' is 'NOT SUBMITTED' and the 'Time Left' is '11 minutes 59 seconds'.

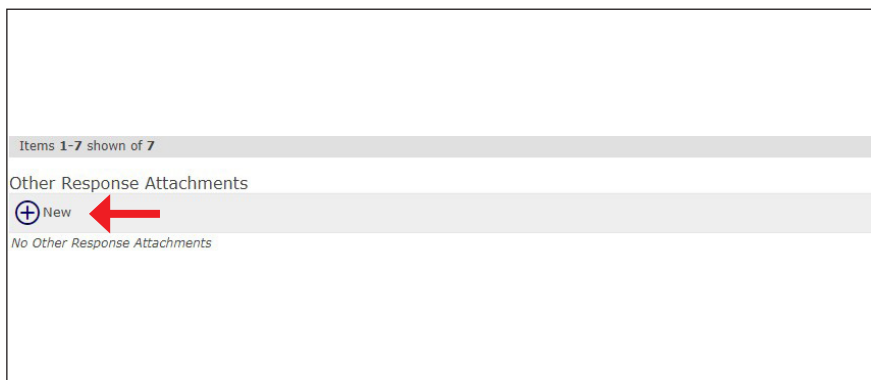
7c. A pop-up window will appear. Click the Select File button to select the document from your files.



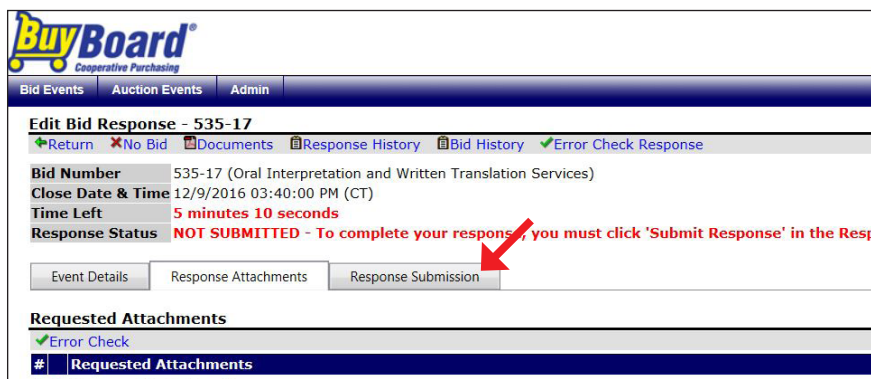
7d. To upload, save the selected file.



7e. (Optional) Under the Response Attachments tab, you have the option to upload other response attachments that weren't requested by the Purchasing Cooperative. Select New and upload the files by following steps 7c-7d. Please note, the maximum file size is 100 megabytes.



8a. Click on the Response Submission tab.



8b. Enter your full name, email address, and click Submit Response.

Supplier Response Summary

Save Error Check

When you have completed your response, click the 'Submit Response' button below.

| General/Corporate Address | | Your User Profile | |
|---------------------------|---|-------------------|---------------------|
| Supplier Name | Burllison Inc. | Title | |
| Address | 12007 Research Blvd Austin, TX 78615 | Name | Stacy Burllison |
| Phone | (512) 467-0222 | Office Phone | |
| Fax | | Fax Phone | |
| Contact Name | | Mobile Phone | |
| Email | | Email | stacy.finn@tasb.org |

Supplier Note to Buyer

Supplier Notes: Thank You for the Opportunity!

Digital Signature

The individual signing this Agreement is fully authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the requirements, and requisite knowledge to provide the information and make the representations and certifications required in the Requirements.

Your Full Name: Stacy Burllison

Your Email Address: stacy.finn@tasb.org

Submit Response

8c. Correctly submitted responses will have a date and time stamp.

BuyBoard
Cooperative Purchasing

Bid Events Auction Events Admin

Response Detail - 535-17

Return Retract Documents Response History Bid History

Bid Number: 535-17 (Oral Interpretation and Written Translation Services)

Close Date & Time: 12/9/2016 02:45:00 PM (CT)

Time Left: 37 minutes 36 seconds

Response Status: Response Submitted - 12/9/2016 02:07:17 PM (CT)

Event Details Response Attachments Response Submission

Bid Information

Bid Type: RFP

Issue Date & Time: 12/9/2016 02:01:22 PM (CT)

This document provides general guidance on submitting electronic proposals. All proposals must be submitted in accordance with the specific proposal invitation instructions or the proposal may not be considered.



Questions?

Call BuyBoard customer service at 800.695.2919 or email bids@buyboard.com. Our normal business hours are Monday–Friday, 8 a.m.–5 p.m. (Central Time).