

JOB AID

Selecting an Offer in eMarketplace

Purpose: This quick reference guide provides step-by-step instructions for buyers reviewing supplier-submitted offers in eMarketplace and selecting an offer to create a cart from. After the RFO closes, buyers review each supplier's offer details, pricing, and documents before selecting the offer and sending it to FI\$Cal.

IMPORTANT

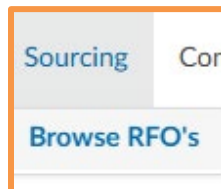
The Offer column in the Suppliers section will not appear until one business day after the RFO End Date. **Do not attempt to review or select offers before this column becomes available.**

Step 1: Access eMarketplace

Log in and punch into the eMarketplace system using your credentials.

Step 2: Navigate to Browse RFOs

In the Navigation Bar, hover over Sourcing and click Browse RFOs.



Step 3: Open the RFO

Locate and click the RFO Name of the RFO you wish to review.

Keywords

Project Type

Status

Limit to my scope

Project Type: RFO

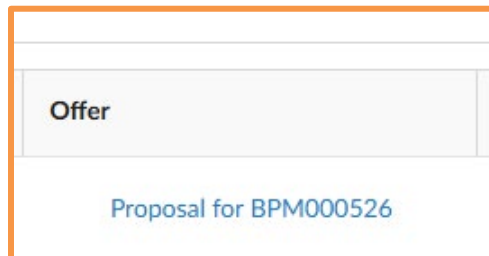
Limit to my scope: ✓

	RFO Name	Unrea
> ⋮	Cart 7/14/2026 BPM000543	0
> ⋮	Cart 7/14/2026 BPM000542	0
> ⋮	Cart 7/14/2026 BPM000504	0
3 Record(s)		

Step 4: Open a Supplier's Offer

Scroll down to the Suppliers section of the RFO. To review the details of a supplier's submitted offer, click the hyperlink in the Offer column next to the supplier's name.

Note: As stated at the beginning, the Offer column will appear one business day after the RFO End Date. If it is not yet visible, check back the following business day.



Step 5: Review Supplier Documents

Click the Info tab to view any supporting documents the supplier has attached to their proposal. Review all documentation carefully before selecting.

Proposal Information

RFO Response Title ⓘ

Proposal for BPM000526

Replaced proposal

Validity End ⓘ

7/14/2026

Description ⓘ

testing

Supplier Documents

 ⓘ

LPA Full List_12052025.xlsx ⓘ

Answer type

Alternate proposal

Tracking

Created by TEST Test on 7/14/2026 6:31:41 PM
Modified by TEST Test on 7/14/2026 6:54:39 PM

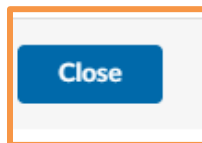
Step 6: Review Pricing

Click the Item tab to view the supplier's submitted pricing. Review unit prices, quantities, and any additional items the supplier has proposed.

Product Items		Service Items									
0		Selected									
☐	Label	Code	Qty	Unit	Unit price	Amount	Attached document	Buyer's Comment	Item Description	Contract Price	
☐	Cloud	1	5	ea.	4.00	20.00			Dayforce Core, Core HR SKU #: 700164-000	4.7088	
☐	Cloud	2	5	ea.	1.00	5.00			Dayforce People Analytics Subscription, People Analytics SKU #: 700308-000	1.7280	
☐	Cloud	3	10	ea.	2.00	20.00			Dayforce Performance Management Subscription, Performance Management SKU #: 700010-000	2.1427	
☐	Cloud	4	15	ea.	350.00	5,250.00			Dayforce Additional Environments Monthly Fee, Sandbox Test Environment (Post-go live > 1; Impl > 2) 100-700 EE's SKU #: 700170-000	480.0000	
4 Record(s)											✱
0 Record(s)											

Step 7: Close the Offer

Click Close to return to the main RFO view.



Step 8: Repeat for Each Supplier

Repeat Steps 4 through 7 for each supplier listed in the Suppliers section. Complete your review of all submitted offers before selecting.

Step 9: Navigate to the Discussions Tab

In the left panel of the RFO, click the Discussions tab to access the message history.



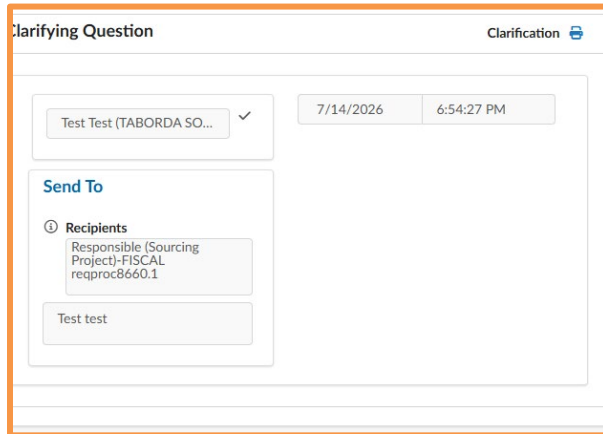
Step 10: Select a Message

Click any message in the list to open it.

Subject	Associated Lot - Round	Messages	Last update (UTC+0)	Original sender	Last sender
Clarifying Question	Lot : 1 - Round : 1 - Colleen Schwartz Cart 7/14/26 (No Substitutions) Approved	0 / 1	7/14/2026 6:54:27 PM	Test TEST (TABORDA SOLUTIONS INC)	Test TEST (TABORDA SOLUTIONS INC)

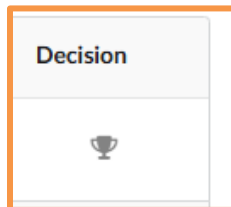
Step 11: View Message Details before Awarding the Bid

Review any message contents, including the sender, subject, and any details or attachments included in the thread.



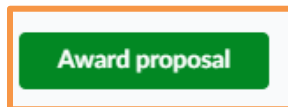
Step 12: Select the Winning Supplier

Once you have reviewed all supplier offers and are ready to make your selection, locate the Suppliers section. Click the trophy icon next to the supplier whose offer you wish to award.



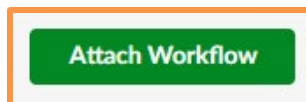
Step 13: Award the Proposal

Click Award Proposal to officially designate the selected supplier as the award recipient.



Step 17: Attach a Workflow

Click Attach Workflow to associate the required approval workflow with the awarded proposal.



Step 18: Send to FI\$Cal

Click “Send to FI\$Cal” to transmit the awarded proposal to the FI\$Cal system for processing. This finalizes the selection and initiates the procurement process.

Notes & Reminders

- **The Offer column will not be visible until one business day after the RFO End Date — plan your review timeline accordingly.**
- Review all supplier offers thoroughly before awarding — compare pricing, documents, and item details for each supplier.
- The trophy icon initiates the award process. Confirm your selection is accurate before clicking Award Proposal.
- Attaching a Workflow is a required step before the proposal can be sent to FI\$Cal.
- Once sent to FI\$Cal, the award is transmitted for procurement processing. Verify all information is correct before completing this step.

Resources

For questions, contact the eMarketplace team at eMarketplace@dgs.ca.gov