

REVERSE AUCTION INSTRUCTIONS – Tarrant County College District RFQ #21-003 Computer & Portable Device Pre-qualification

REGISTER ON PROCUREX (www.procurexinc.com)

- If you have not previously registered as a Supplier on Procurex, you must register as a Seller. Click or copy and paste: <https://sourcingsystem.procurexinc.com/Registration/Default.aspx>. Upon registration approval, you will receive an email with your login ID and password. You can register now or at any time, there is no cost to register. If your company is pre-qualified by TCCD to be invited to the Reverse Auction, you will receive an event invitation email with instructions on how to bid in a Reverse Auction. The instructions below provide general information about Procurex reverse auction events.

BIDS LEGAL AND BINDING:

- All bids entered into the Procurex Reverse Auction are legal and binding offers to sell at that bid price in accordance with the RFP bid terms and conditions. See below for procedures under “Retraction of Errant Bids” and “Chat Feature” to follow in case you have entered an incorrectly low bid in the Reverse Auction.

HOME PAGE:

- After you have a Procurex account/password set, when you Login to Procurex, you will be on the Home Page. The Home Page will show any active Events. Click on an Event to access it. There is also a menu-driven interface. The menu tabs are: Dashboard, Event Invitations, Events, Training, Support, and (for Administrators) Admin. Hover or click on a menu item to open it or to click on a dropdown menu of further options.

TRAINING:

- From the Home Page, click the “Training” menu item on the orange bar to access training videos.

APPROVED BROWSERS:

- Use only Internet Explorer (version 10 or higher), Mozilla/Firefox (40 or higher), or Google Chrome. Keep only one browser session open while bidding in a live auction.

USE A “HARD-WIRED” INTERNET CONNECTION ONLY – TURN OFF YOUR WIRELESS RECEIVER:

- Wireless and mobile internet connections are often fine for normal web-browsing, but during a live auction we require the use of only a hard-wired connection.
- **Turn off the wireless receiver of your computer.**
- **Do not use a wireless USB connection to Verizon, AT&T, etc.** If you have a USB type device that connects to Verizon, AT&T etc make sure it is unplugged when you connect to a hard-wired connection.

- Do not remove your laptop or computer from the hard-wired connection during the auction as your internal network will become “confused” and you could lose your internet connection temporarily.

PHONE TRAINING SESSION/MOCK AUCTION:

- Pre-qualified bidders will be provided with a personal phone/web training session where you will bid in a “Mock Auction”. You will also be provided with detailed written instructions covering the structure, line items, parameters, timing, and definitions for this specific Reverse Auction.
- For system questions, contact the Procurex help desk toll-free at 1-866-412-7161, option 1 or service@procurexinc.com . During a live auction, click “Chat” for the quickest response.

BIDDERS ARE ANONYMOUS TO EACH OTHER:

- No bidder will see the name of any other bidders or the number of other bidders participating.

CHAT FEATURE:

- During the live auction, you can click the word “Chat” located in the middle of the bidding window to open the chat box with the Procurex Auction Manager.

BROADCAST MESSAGES:

- You may see messages appear in a pop-up window during the live bid. These broadcast messages may be informational or could be for situations such as the need to Retract an errant bid. All Broadcast Messages can be viewed by clicking on the "Broadcast Log" link on the Bidding Window.

FOR HELP DURING THE LIVE AUCTION:

- If you have a problem or question during the live auction, use the online "CHAT". Click on the "Chat" link in the Bidding Window, then type in the box and click "Send". This is the quickest way to get an answer during the live auction. The toll-free Procurex help desk line is 1-866-412-7161, Option 1 or via email to service@procurexinc.com .