ELECTRONIC CSP SUBMITTAL INSTRUCTIONS

Arlington Independent School District (AISD) will accept proposals for the 2019 Bond Program online. AISD uses an online bidding system (IonWave) that conforms with state law and local policies.

All DEADLINES will be adhered to as written in the proposal.

AISD <u>will not</u> accept proposals via email. You <u>must</u> use the IonWave system.

Registration for Online System (Ionwave):
<mark>Please do this prior to the bid due date.</mark>

1. Follow the link, or go to https://aisd.ionwave.net/Login.aspx
2. You will need to complete the registration process.
3. The commodity you need to choose is "Construction: Contracting and Sub Contracting".
4. Once registered, select the CSP you wish to respond (If you are submitting proposals for both projects, you will need to submit and respond to each one separately.)

If you have any issues with this process, please email one of the following people and someone will call you back with support (<u>Please include – "Online Help" in the subject line</u>):

Tammy Craig – tcraig1@aisd.net
Anna Bilodeau – abilodea@aisd.net

Proposal Response:
The online CSP has 5 tabs.
1. **Event Details** – Information about the CSP
2. **Attachments** – You will find copies of the response form and required forms here. (They are also included in your project manual provided online.) https://www.aisd.net/district/departments/chief-financial-officer/finance/purchasing/current-bid-information/
3. **Response Attachments** – This is where you will attach your response for submission.
4. **Attributes** – You will need to answer the questions provided here.
5. **Response Submission** – Final step and signature for the submission.

CSP Upload Instructions:
1. **Each attachment must be smaller than 100MG**. Attachments **CANNOT** exceed this limitation.
2. On the tab "Response Attachments", you will see a place labeled for each attachment.
3. Please **name your files** for uploading in this format: **21-**_CSP_*Name of Form_Name of Firm*
4. You can attach additional documents, if necessary.
5. Items marked as "Required" must be attached or the response will not be accepted by the system.
6. You will get a message verifying your response was accepted when everything is complete. At that time, you can also download and/or print your response for your records.