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Portal Overview

The JTA Procurement Portal is an online system that provides an accessible and reliable way for businesses to learn about and receive notifications for work solicited by the JTA.

Note: To access the system, visit [https://procurement.jtafla.com](https://procurement.jtafla.com)

General Steps

**Step 1. Register**

Go to “New User Registration (page 3)” for how to register as a user.

**Step 2. View and Participate**

If you’d like to be included in the plan-holder list for a solicitation you must participate. Alternately, you can simply ‘watch’ a solicitation if you’d just like to stay informed. Simply find and select solicitations in which you’d like to Watch or Participate. See “Solicitation Detail (page 9).”

**Step 3. Pay attention to important dates and events**

Each solicitation has a unique set of events or milestones. Stay up-to-date via email notifications from the JTA or by regularly checking the portal.

**Step 4. Submit**

You still need to physically submit your bid or proposal by direct mail and/or in person at the JTA's customer service office. Specific instructions can be found in the original bid/proposal documents.
New User Registration

The JTA announces all of its solicitations by displaying them on the solicitations portal, advertising on Transit Intelligence, and in the Daily Record and Financial News. As a registered user, you’ll receive access to all or pertinent solicitations, watch and participate in solicitations and receive e-mail for new solicitations, when new documents and updates are added, and for solicitation dates/milestones.

To Register

1. Go to https://procurement.jtafla.com
2. Select “Register” from the top right of the screen
3. Fill out the registration form using each individual’s personal information (screenshot below)

NOTE: The email address submitted here CANNOT be changed in the system.

NOTE: For security, the password you choose will need to satisfy these criteria:

- 6 Characters or more
- A symbol
- A number
- One capitalized character
- One regular character
4. Select your company from the comprehensive dropdown list

![Company Selection Dropdown]

NOTE: if your company is not listed, select “Add a Company” and fill out the related fields (these include the business address and tax ID number).

5. Submit the form by clicking the “Register” button

6. Check your email for a message that will verify your user account. Click on the link to confirm your account and log into the system. If you do not receive the email, please make sure that you check your spam filters.

From: Procurement System (no reply) <procurement@jt afla.org>
Date: Friday, June 17, 2016
Subject: Confirm your account
To: 

Please confirm your account by clicking here

Unsubscribe From This List | Manage Email Preferences
To Login

All detailed access to solicitations requires you to login. To login, you’ll first need to register (see New User Registration on page 3).

If you’re already a registered user, follow these steps to login.

1. Go to https://procurement.jtafla.com
2. Select “Login” at the top right of your screen
3. Use your user credentials or alternately, authenticate using Facebook or Google
Solicitations Listing

The Solicitations Listing is a master list of all active, upcoming or awarded solicitations with the JTA.

Key Terms:

Next Action

“Next Action” refers to next event or milestone the solicitation will go through on its way to being awarded. A complete list of these actions is in the Glossary of Terms (page 16).

Next Date

Each solicitation has its own set of dates associated with its actions. A list of typical dates is in the glossary of terms. Or, to see the dates associated with a specific solicitation, click into the solicitation details.

Status

As a solicitation moves through the procurement process, its status will change. If you’re Watching and/or Participating in a solicitation, you will receive an email every time the status changes.
For more about “Watching” and “Participating” see the Solicitation Detail (page 9) portion of this document.

To Find a Specific Listing

Search

The search function helps you find a specific solicitation in the master list. Type in the solicitation name, ID# or category name to retrieve the solicitation. If you don’t know what to search, use the filter option to limit the listing by category or status. (See below for more on filtering).

Filter by Category

Each solicitation is associated with a category. To see a list of solicitations within a specific category select from the list of categories.
Filter by Status

To see all the solicitations with a specific status, use the “filter by status” option shown below.

The different statuses of a solicitation are:

- Active
- Upcoming
- Closed
- Cancelled
- Awarded
- Archived

To learn more about each of these, please see the Glossary of terms at the end of this document.
Solicitation Detail

You must log in to see the details for a solicitation. If you are not logged in, you will only be able to view summary information. Each solicitation in the system contains up-to-date information and documents about the procurement process.

Key Actions

Download Solicitation Document

The Solicitation Document contains all the details for the solicitation as well as instructions for participating in the procurement process. You can find this document on the far left side of the “Resources” section in the Solicitation Detail.
Participate

Actively participating in a solicitation will ensure that you get every email notification about that specific solicitation.

To participate, click on “Participate” and you’ll be immediately added to the participants list and receive notifications about the solicitation.

View on Procurement Listing:

NOTE: Selecting “Participate” on the solicitation detail DOES NOT constitute a bid/proposal. To bid or submit a proposal for a solicitation, please follow the instructions in the Solicitation Document.
Watching a solicitation means you’ll receive updates at major milestones of the procurement process, but not every notification.

**ACTIONS**

- PARTICIPATE
- WATCH

View Participants ▶

View Recent Updates ▶

View on Procurement Listing:
Solicitation Timeline

The timeline displays the important dates and times associated with a solicitation’s status as it moves through the process, starting with the date that is immediately upcoming.

Ask Questions
1) navigate to question box
2) type question
3) click "submit question"
My Preferences

The My Preferences section allows you to update information on your user profile as well as set up notifications to hear about the solicitations you want to know about.

Email Notifications

By default, each user receives an email notification each time a new solicitation is added or changed in the system.

If you’d like to receive emails regarding only a few categories, set your preferences here in the “Notifications” section of the portal (screenshot below).
My Profile

A profile is connected to each user account. To update your preferred contact information, you can do so in this section.

**UPDATE PROFILE**

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**BASIC INFO**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email / Login (cannot update)</th>
</tr>
</thead>
<tbody>
<tr>
<td>904-777-3219</td>
<td><a href="mailto:jdoe@company.com">jdoe@company.com</a></td>
</tr>
</tbody>
</table>

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**MAILING INFORMATION**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Suite/Apt #</th>
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<tbody>
<tr>
<td>100 N. Laura St</td>
<td>602</td>
</tr>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacksonville</td>
<td>Florida</td>
<td>32202</td>
</tr>
</tbody>
</table>

**NOTE:** The email you used at registration cannot be changed. If you need to change this email, either create a new account or contact JTA Procurement.