PASSPort
Procurement and Sourcing Solutions Portal

Discussion Forum

This document serves as a quick reference guide for vendors with PASSPort accounts on how to communicate with their dedicated Agency contacts within PASSPort.

The Agency Contact is a dedicated contact within PASSPort who is available to communicate directly with vendor account holders in the discussion forum. This functionality will allow vendors and agencies to consolidate communication regarding the solicitation into PASSPort, helping streamline the process.

Vendors are encouraged to use the discussion forum to pose questions, seek clarification and address any questions or comments shared by the agency. If you have any questions or need assistance, please reach out to MOCS at the [MOCS Service Desk](#).

Discussion with Buyer (Agency)

This tab creates a running list of all contact between a vendor and agency. To compose a message to Agency Contact(s):

❑ From the Header tab, select **RFx**
❑ Click **Browse Your RFx and Responses** from the dropdown.
❑ Proceed to click on the **Pencil icon** to access the Response you would like to update.
❑ Click into the **Discussion with Buyers** tab in the left-hand navigation pane.
❑ To draft a message, hit **Compose**.
❑ Indicate the **Type** of message you would like to send from the provided categories within the dropdown.
   ❑ Users may utilize the discussion forum to pose questions, seek clarification, or communicate with contacts in whatever manner relevant.
❑ Add in a **Subject** line.
❑ Indicate to whom you are sending this message in the **To** line; users can send messages to internal contacts, external stakeholders, or a combination of both.
   ❑ Once sent, the recipients of the message will be notified of the message; they can then login to PASSPort and respond to the message in system.,
❑ Compose your message in the blank space provided. Clicking into the free text box allows you a number of formatting options to apply to your message when desired.
❑ You can attach files to your correspondence by clicking the **Paperclip icon** or dragging your files into PASSPort.
❑ Once your message is complete, click the **Send** button. The sent message will be logged in this tab along with all previous in system communications.

⚠️ Vendors can also respond to agencies by clicking on messages in the *Message History.* The message history can be accessed by filtering responses in the **Advanced Search** above the *Compose* button.

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