PASSPort
Procurement and Sourcing Solutions Portal

RFx Vendor Response Authorizations

*This document serves as a quick reference guide for RFx response authorizations in PASSPort. Need help? Please contact the **MOCS Service Desk**.*

In June 2020, PASSPort was expanded to enable end-to-end digital procurement, allowing vendors to find and respond to RFx opportunities and develop, sign and manage contracts.

With this expansion, **vendor system user roles** have been created to support new system functionalities. The following roles are available in PASSPort and can now participate in the digital RFx response process: **Procurement Level 1 and Level 2, Financials Level 1 and Level 2** and **Contract Signatory.** These roles have been added to Vendor Profiles in the **Contacts** tab drop-down list. A user may be assigned **multiple roles.**

Assigning contacts a specific user role allows vendors to customize who can work on an RFx response: **Vendor Admin, Procurement Level 1** & **Procurement Level 2** profiles have global system access, which means they can access and work on all RFx responses across the organization. From the **Setup Team** tab, Vendor Admin, Procurement Level 1 and Procurement Level 2 roles may **add additional PASSPort users** to the vendor response team. The vendor response team members can only work on the RFx response for which they are added. This allows vendors to create customized teams on a case-by-case basis to work on specific RFx responses.

RFx Response Authorizations

Any vendor contact with a global system user role - **Vendor Admin, Procurement Level 1** or **Procurement Level 2** - can complete the following tasks related to submitting an RFx response:

- Receive automated RFx notification emails from PASSPort, including the PASSPort *Weekly Digest* listing upcoming contracting opportunities
- View RFx opportunities
- Start an RFx response
- Add contacts to the vendor response team to work on the RFx response
- Enter information for a response (completing questionnaire, item sheet, subcontractor and joint venture information and LL34 compliance details)
- Submit an RFx response

Note: All contacts added to the vendor response team can perform **all** RFx response actions.

For step-by-step instructions on **how to add users to the vendor response team**, please refer to the **Adding Vendor Users and Assigning Roles** job aid on the [Learning to Use PASSPort](#) webpage.

For **RFX Response Authorizations by User Role**, please refer to the table on page 2 of this document.

RFx Response Authorizations by User Role*

Role	Description/ Task Authorizations
Vendor Admin	• Can manage contacts in the Vendor Profile • Receive direct invite to participate in RFx • Can add users to the vendor response team • Can create a response
Vendor Procurement L1 Vendor Procurement L2	• Receive direct invite to participate in RFx response • Can add users to the vendor response team • Can create a response
Vendor Financials L1 Vendor Financials L2 Contributor	• Can create/edit a response when added to the team in the Setup Team Tab
Vendor Contract Signatory	• Can create/edit a response when added to the team *(Can sign the authored contract agreement at the Contract stage)*

*For a **complete list of Task Authorizations** by User Role and instructions for Vendor Admins on adding contacts and assigning roles, including the Contract Signatory role, refer to **Adding Vendor Users and Assigning Roles** job aid available at the Learning to Use PASSPort webpage.

Upon **contract award**, Setup Team functionality will also become available for contract submission actions. Contract completion tasks and affiliated roles information will be available on Learning to Use PASSPort webpage, including information for the following user roles: Financials Level 1 and Level 2 and Contract Signatory.