

Ohio | Buys

Connecting Buyers and Suppliers

Viewing and Responding to Solicitations

Published: October 2020

Audience: Bidders and/or
Suppliers who would like to
respond to a State of Ohio
solicitation.

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Overview: Viewing and responding to solicitations at the State of Ohio can be broken down into four main tasks:



- 1. View a Solicitation:** There are two ways for Bidders and Suppliers to view solicitations:
 - 1. Bidder/Supplier Invitation:** When the State of Ohio sends out a solicitation to specific Bidders and/or Suppliers for bidding, they will receive a notification via email inviting them to respond within Ohio|Buys.
 - 2. Public Solicitations Page:** Bidders and Suppliers can navigate to the Public Solicitations Page to view all active public solicitations. In order to participate and submit a response, Bidders and Suppliers must log in to Ohio|Buys.
- 2. Send Inquiries:** Ohio|Buys allows Bidders and Suppliers to submit inquiries and correspondence to the State. Bidders and Suppliers should submit all clarifications, Q&A, and negotiations using Ohio|Buys. Inquiries cannot be submitted for Quick Quotes or Public Notice Solicitations.
- 3. Submit a Response:** Once a Bidder or Supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the questions within the Questionnaire and Item tabs and submit their response. Upon submitting a response, the user who submitted the response will see a confirmation message stating that the bid has been submitted with the associated time stamp. The Bidder or Supplier will also be able to view their response history at any time.
- 4. Amend and/or Withdraw a Response:** If the State issues an amendment (i.e., a new round), Bidders and Suppliers will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. In addition, Bidder or Suppliers also can withdraw a response and remove it from being considered for award.

Key Terms

Solicitation Types in Ohio|Buys:

- **Simple Solicitation** : Solicitations that allow State agencies to create and distribute Requests for Information (RFI) and Requests for Quotes (RFQs). Also used for Cancellations.
- **Single Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit all aspects of a response in a single envelope. Can optionally be awarded via reverse auction.
- **Double Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit both technical and financial responses in two separate and sealed envelopes.
- **Triple Envelope**: Solicitations in which Bidders and/or Suppliers are instructed to submit technical, financial, and mandatory responses in three separate and sealed envelopes.
- **Quick Quote**: A quick quote is a simplified short-term solicitation process. Please refer to the Quick Quotes Learner Guide for more information on this solicitation type.
- **Public Notice**: Notifies the public of a solicitation that will be evaluated and awarded outside of Ohio|Buys.

Key Terms:

- 1) Sourcing Project**: Any kind of sourcing event in Ohio|Buys. This includes all types of solicitations, as well as Quick Quotes. Sourcing projects can have multiple lots and/or rounds.
- 2) Lots**: A new lot is typically issued for Bidder and/or Supplier clarifications. Lots can be used to clarify information or separate the different needs for a specific solicitation. For example, a procurement user may wish to separate a solicitation for a conference into different lots. One lot could be created for food, while another could be created for IT equipment.
- 3) Rounds**: A new round is typically issued whenever there is amendment to the original solicitation or when you want to issue a second round of bidding for a shortlisted group of Bidders and/or Suppliers.
- 4) RFX**: A solicitation in Ohio|Buys that is composed of lots and rounds. An RFX is always associated to a Sourcing Project; a Sourcing Project may have multiple RFX's associated to it.

VIEWING A SOLICITATION

Overview

- What's Covered: Navigating to the Public Solicitations page to review open solicitations.
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to review a solicitation in Ohio|Buys.

Step-by-Step Instructions for Viewing a Solicitation

1

Navigate to the Ohio|Buys Public Solicitation page:

https://supplier-emarketplace.ohio.gov/page.aspx/en/rfp/request_browse_public

2

On this page, you can search by Keywords, Commodity, Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

The screenshot shows the Ohio Buys search interface. It features several search criteria: Keywords, Commodities, Status, Contracting Entity, Begin Date (with Min and Max value fields), MBE Set Aside, Solicitation Type, End Date (with Min and Max value fields), Solicitation ID, and Awarded. A red box highlights the 'Search' button, and another red box highlights the 'Reset' button.

3

Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil (✎)** icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	RFX Type	Issue date (UTC-4)	Due date (UTC-4)	Inquiry Cutoff (UTC-4)	Commodity	Status
826	NextGen eProcurement Solution Implementation and Supplemental Services RFP	std_rfp_double_envelope		8/4/2020 12:00:00 AM	3/13/2021 12:00:00 AM		Computer Equipment and Accessories	In progress

A red box highlights the pencil icon next to the solicitation name in the first row of the table.

4

Review the details of the solicitation. Depending on the type of solicitation, solicitation details may be shown across a variety of tabs:

- Solicitation Overview:** provides general information regarding the solicitation such as the name, dates, type, status, and summary. All solicitation documents are also available on this tab.
- General Questionnaire:** lists any general questions that are being to Bidders and/or Suppliers as part of this solicitation.
- Financial Questionnaire:** lists any financial questions that are being to Bidders and/or Suppliers as part of this solicitation.
- Technical Questionnaire:** lists any technical questions that are being to Bidders and/or Suppliers as part of this solicitation.
- Items:** lists the goods and/or services that are being requested as part of this solicitation.

5

If you would like to respond to this solicitation and/or submit clarifying questions. Click the **Participate in RFX** button at the top of the page and log in with your Ohio|ID and password. If you are a new Bidder, you are also able to register by clicking this button. For additional details regarding accessing Ohio|Buys, please refer to the Bidder and Supplier Learning Guide.

Participate in RFX

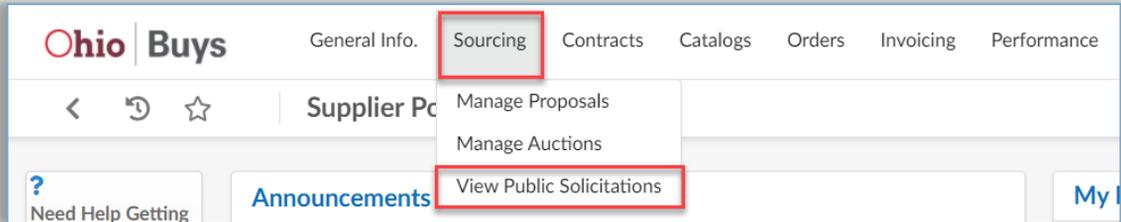
SENDING INQUIRIES

Overview

- What's Covered: Using Ohio|Buys to send inquiries to the State regarding a solicitation as well as how to review to the inquiry history for a solicitation
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to submit a clarifying question to the State regarding a solicitation

Step-by-Step Instructions for Sending Inquiries for a Solicitation

1 Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **View Public Solicitations** from the drop-down menu.



2 On this page, you can search by Keywords, Commodity, Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

The search interface includes the following fields and controls:

- Keywords: Text input field
- Commodities: Dropdown menu
- Status: Dropdown menu
- Contracting Entity: Dropdown menu
- Begin Date: Range selector with 'Min value' and 'Max value' inputs
- End Date: Range selector with 'Min value' and 'Max value' inputs
- Solicitation Type: Dropdown menu
- Solicitation ID: Text input field
- Awarded: Dropdown menu
- MBE Set Aside: Dropdown menu
- Search: Blue button with a magnifying glass icon
- Reset: Grey button

3 Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil (✎)** icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	RFX Type	Issue date (UTC-4)	Due date (UTC-4)	Inquiry Cutoff (UTC-4)	Commodity	Status
826	NextGen eProcurement Solution Implementation and Supplemental Services RFP	std_rfp_double_envelope		8/4/2020 12:00:00 AM	3/13/2021 12:00:00 AM		Computer Equipment and Accessories	In progress

▲ Please note, if you were invited to participate in solicitation, you can view the details of that solicitation by clicking on the hyperlink listed in the email you received. In addition, the Manage Proposals page will display any solicitations that you have been invited to respond to.

4 If you haven't previously viewed this solicitation, review the details across the various tabs and then click **Participate in RFX**.

Participate in RFX

Step-by-Step Instructions for Sending Inquiries for a Solicitation

5

If applicable, review the Acknowledgement window and then click **I Agree**. Please note not all solicitation types will require you to make this acknowledgment.

Acknowledgement

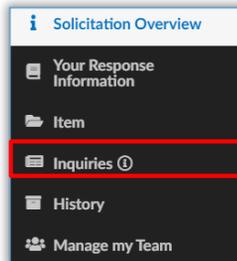
By clicking the below "I Agree", you are agreeing to the following:

1. If you are quoting against a contract in which you are a current supplier, the terms of that contract will apply.
2. If this solicitation includes terms and conditions, the terms of the solicitation will apply.
3. If this neither references a current contract nor includes terms and conditions attached to the solicitation, you are agreeing to the State Standard Terms and Conditions linked below.

I Agree Read State Terms & Conditions

6

Navigate to the **Inquiries** tab.



The complete inquiry history for the solicitation is displayed. All questions and responses for a solicitation are posted publicly and will not be reported individually. To compose a new inquiry, click **Compose**.

- ▲ To search for an existing inquiry, scroll through the message history or enter a keyword into the **Search** field, then click **Search**. Click on the desired line item within the message history to view its details.

7

Inquiries

Keywords: **Search** Reset Advanced search

Display: Unread or not replied

Compose Message History

Subject	Last update (UTC-4)	Original sender	Last sender
Question	8/3/2020 10:58:20 PM	Dipan KARUMSI (KPMG LLP)	Dipan KARUMSI (KPMG LLP)
Public Portal Config	8/3/2020 10:56:35 PM	Will ROBINSON (KPMG LLP)	Will ROBINSON (KPMG LLP)

2 Result(s)

Step-by-Step Instructions for Sending Inquiries for a Solicitation

Complete all of the required fields. The fields marked by a red asterisk (*) are required. Once you are done, click **Send** to send the inquiry to the State. You will be notified via email when the State responds to your inquiry.

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The screenshot shows a web form for sending inquiries. It contains the following elements:

- Message Type ***: A dropdown menu with "Inquiry" selected.
- From**: A text input field containing "Karumsi Dipan".
- Subject ***: An empty text input field.
- Send To**: A dropdown menu with a red asterisk next to it, currently empty.
- Inquiry Text**: A large text area for entering the message content.
- File Upload**: A button with a paperclip icon and the text "Click or Drag to add files".
- Send**: A green button with a paper airplane icon, highlighted with a red rectangular box.
- Cancel**: A red button with a trash can icon.

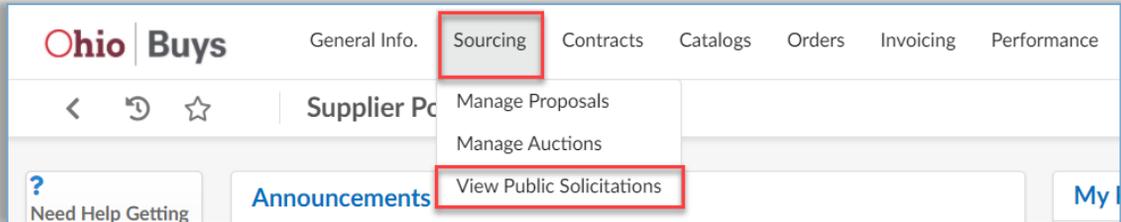
SUBMITTING A RESPONSE

Overview

- What's Covered: Responding to questionnaire(s) and item grids in Ohio|Buys, uploading supporting documents, and formally submitting a response to a solicitation
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like submit their response to a solicitation

Step-by-Step Instructions for Submitting a Response to a Solicitation

1 Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **View Public Solicitations** from the drop-down menu.



2 On this page, you can search by Keywords, Commodity, Status, Contracting Entity, Solicitation Dates, MBE Set Aside status, Solicitation Type, Solicitation ID, and Awarded status. Enter your search terms in the appropriate field and click the **Search** button.

The screenshot shows the search interface on the Ohio|Buys website. It features several search criteria: Keywords, Commodities, Status, Contracting Entity, Begin Date (with Min and Max value fields), MBE Set Aside, Solicitation Type, End Date (with Min and Max value fields), Solicitation ID, and Awarded. A blue 'Search' button with a magnifying glass icon is highlighted with a red box, and a 'Reset' button is located to its right.

3 Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil (✎)** icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	RFX Type	Issue date (UTC-4)	Due date (UTC-4)	Inquiry Cutoff (UTC-4)	Commodity	Status
826	NextGen eProcurement Solution Implementation and Supplemental Services RFP	std_rfp_double_envelope		8/4/2020 12:00:00 AM	3/13/2021 12:00:00 AM		Computer Equipment and Accessories	In progress

▲ Please note, if you were invited to participate in solicitation, you can view the details of that solicitation by clicking on the hyperlink listed in the email you received. In addition, the Manage Proposals page will display any solicitations that you have been invited to respond to.

4 If you haven't previously viewed this solicitation, review the details across the various tabs and then click **Participate in RFX**.

Participate in RFX

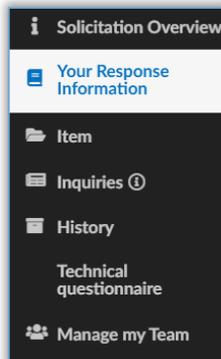
Step-by-Step Instructions for Submitting a Response to a Solicitation

5

If applicable, review the Acknowledgement window and then click **I Agree**. Please note not all solicitation types will require you to make this acknowledgment.

6

To submit a response, you must complete all of the required fields indicated by a red asterisk (*) on the Your Response Information tab as provide responses on the Item, and General/Technical/Financial Questionnaire tabs as applicable. As you enter information for your response, be sure to click the **Save** button at the top of the page to save your work.



▲ For Public Notice Solicitations you will not submit your response in Ohio|Buys. Review the solicitation details and follow the listed instructions on how to submit your response offline.

Manage my Team: If you would like to collaborate with other members of your organization to respond to a solicitation, you can add them as team members on the Manage My Team tab.

7

Unable to answer questions in this Solicitation?

Get help from your colleagues by inviting them to this Solicitation. Select from your organization's existing contacts in Ohio|Buys or add someone. If you need a new contact added, please work with your Ohio|Buys Supplier Admin.

Please Note:

All selected contacts can modify and submit your answer. They only have access to this Solicitation. If you need a new contact added, click 'Create a new contact' and complete the form.

Select Contact

or

Create a new contact

Name

LOGAN Ryan

Email

yan.logan@careworks.com

1 Result(s)

- To add an existing contact, select the contact from the **Select Contact** drop-down menu and click **Save**.
- To add a new contact, click **Create a new contact**, populate the required fields, and click **Save & Close**. To invite the new contact to log in to Ohio|Buys and create an Ohio|ID, click the **Key** icon next to their name.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Your Response Information tab:

The screenshot shows a web form for submitting a response. It is divided into two main columns. The left column is titled 'General Information' and contains three fields: 'Response Name *' with the value 'Proposal # 1', 'Response Type' with a dropdown arrow, and 'Description' with a large text area. The right column is titled 'Technical Envelope - Supplier Technical Documents' and contains two sub-sections. The top sub-section is 'Technical Envelope - Supplier Technical Documents' and the bottom is 'Financial Envelope - Supplier Financial Documents'. Each sub-section has a button that says 'Click or Drag to add files'. Red boxes are drawn around the 'Response Name' field, the 'Response Type' dropdown, and both file upload buttons.

- a) Enter the **Response Name**. If desired, select the applicable **Response Type** (e.g., Main Response or Alternate Response) and enter a corresponding **Description** for your response.
 - b) As you complete your response, upload supporting documents in the **Technical Envelope - Supplier Technical Documents** and **Financial Envelope - Supplier Financial Documents** sections of this tab. If your response contains confidential information and/or you would like to upload a redacted version of your response, upload your redacted response here, in addition to your un-redacted version.
 - c) Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.
- ▲ Depending on how the solicitation was set up, the Response Information tab may look similar to the Financial/Technical Questionnaire tabs and contain a list of requirements and questions that need to be responded to. Please refer to the [corresponding section of this guide](#) for details on how to respond to requirements and questionnaires.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Item tab: The items associated with the solicitation are displayed in a grid. To submit a response:

B

Drop here your quotation form (in Excel format)

Download in Excel 2007-2010 format (xlsx) Click or Drag to add a file

Download in Excel 97-2003 format (xls)

Currency: USD Total: Total per currency

Keywords: Unanswered Items

A

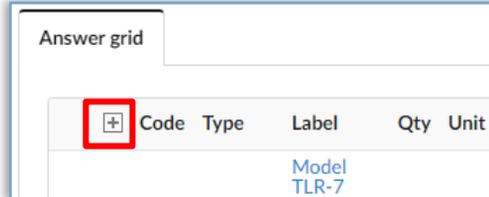
Project & Managed Services Other Costs

Code	Type	Label	Total Period 1	Total Period 2	Total Contract
11_1	Required Item	Project Mgmt Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
11_2	Required Item	Initiate Phase Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
11_3	Required Item	Analyze Phase Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
11_4	Required Item	Design Phase Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a) Enter responses for each of the listed fields. The fields displayed will vary depending on the solicitation.
1. Add **Comments** and **Attachments** for each line item as necessary. The **Comments** field is where you should indicate the State contract number your quote is referencing (as applicable).
 2. Note that depending on your screen resolution you may need to scroll to the right to see these fields. Review Manufacturer and SKU Number fields where available.
- b) If desired, you can also download the displayed item grid into an Excel spreadsheet, fill in your responses in Excel, save the file, and upload the completed grid to Ohio|Buys. To do this:
1. Click **Download in Excel 2007-2010 format (xlsx)**.
 2. Open the corresponding Excel spreadsheet that was downloaded to your computer and follow the instructions contained in the spreadsheet.
 3. After you have completed the spreadsheet, save the file and then upload it into Ohio|Buys by clicking on the **Click or Drag to add a file** button on the corresponding tab you are trying to populate.
- c) Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.

Step-by-Step Instructions for Submitting a Response to a Solicitation

Depending on the solicitation, you are able to submit a response for an alternate (yet comparable) good/service or to add a line item for shipping/freight costs if needed. Please review the solicitation documents to see if the State will accept alternate items and if so, click the **Plus** icon in the answer grid.



Complete the following fields:

- Code:** this automatically populates with a unique identifier for the item being added. Update this field to inform the State you are adding an alternate item or freight costs.
- Label:** Enter a detailed description of the item being added.

Add specific item

Save Save & Close Save & New

RFP Grid
Project & Managed Services

Code *
Code3

Label *

Type *
Required Item

- Click **Save & Close**.

Once you have added an alternate item or a line item for shipping/freight costs enter the required information.

	Code	Type	Label	Qty *	Unit	Unit price	Amount	Deliv. date	Deliv. date
	Shipping	Required Item	Shipping cost	1	Each				

▲ Note that depending on your screen resolution you may need to scroll to the right to see these fields.

Supplier Attachments	Comments ⓘ	Manufacturer	SKU Number	Detailed Description
Supplier Attachments Click or Drag to add a file		UPS	N/A	3 Day Ground

Step-by-Step Instructions for Submitting a Response to a Solicitation

Financial/Technical Questionnaire tabs:

The screenshot displays the 'Answer Questionnaire' interface. At the top, there is a navigation bar with the text 'Answer Questionnaire' and a green button labeled 'Access Questionnaire'. To the right of the button, the word 'OR' is displayed. Further right, there are two download options: 'Download in Excel 2007-2010 format (xlsx)' and 'Download in Excel 97-2003 format (xls)', each with a small Excel icon. Below these options is a button labeled 'Click or Drag to add a file'. A red box labeled 'B' highlights these download and upload options. Below the navigation bar, there is a 'Financial Questionnaire' tab, which is highlighted with a red box labeled 'A'. The tab shows two questions: 'What is your cost breakdown?' and 'What is your payment schedule?'. Each question has an 'Answer' field below it.

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- a) Enter responses for each of the questions listed on these tabs. The answers you enter on this tab will be saved as they are entered.
 - ▲ You are able to click the **Access Questionnaire** button to have Ohio|Buys navigate you to the first unanswered question.
- b) If desired, you can also download the displayed questionnaire into an Excel spreadsheet, fill in your responses in Excel, save the file, and upload the completed grid to Ohio|Buys. To do this:
 1. Click **Download in Excel 2007-2010 format (xlsx)**
 2. Open the corresponding Excel spreadsheet that was downloaded to your computer and follow the instructions contained in the spreadsheet.
 3. After you have completed the spreadsheet, save the file and then upload it into Ohio|Buys by clicking on the **Click or Drag to add a file** button on the corresponding tab you are trying to populate.
- c) Once you are done with populating this tab or you would like to proceed with completing another tab, click **Save**.

Step-by-Step Instructions for Submitting a Response to a Solicitation

12

Once you have entered all of the necessary information, click **Validate & Submit Proposal**.



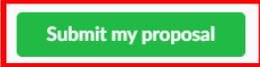
13

Click **Submit my Proposal**.

Do you really want to submit your response?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 11 / 15 items have been filled.
- 20 / 20 questions have been filled. (Technical Section)
- 2 / 2 questions have been filled. (Financial Section)
- 17 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 17



- ▲ After your response has been submitted, you will receive email notifications regarding any updates for the solicitation.
- ▲ If the State issues an amendment (i.e., a new round), you will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. Please refer to the Amending and/or Withdrawing a Response section of this learner guide for details on how to copy a previous response and submit a revised response as part of an amendment.

AMENDING AND/OR WITHDRAWING A RESPONSE

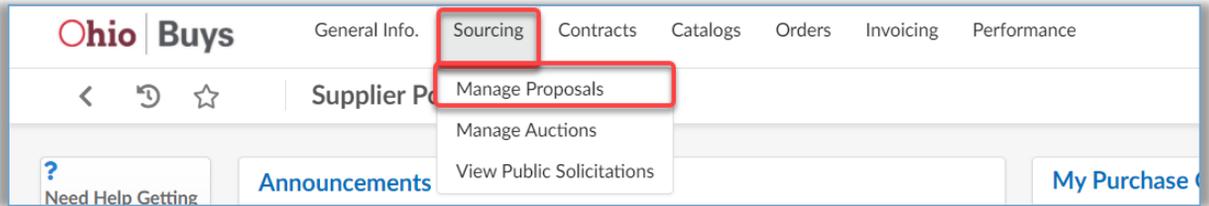
Overview

- What's Covered: Amending and/or withdrawing previously submitted response
- Roles: Bidders and/or Suppliers
- Used When: A Bidder or Supplier would like to amend a previously submitted response as part of a solicitation amendment or withdraw a response from consideration

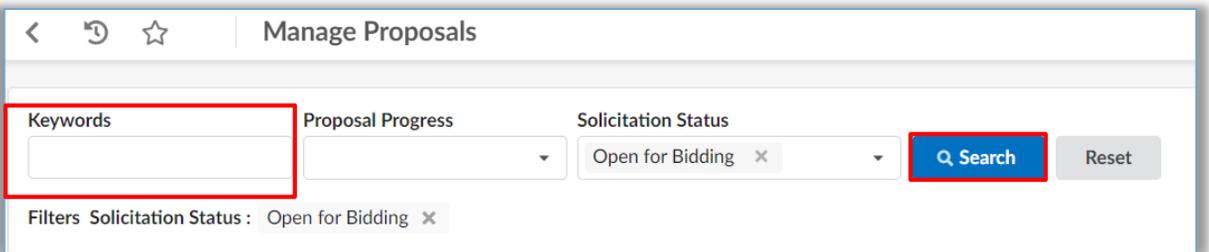
Ohio Buys How to Amend and/or Withdraw a Response

Step-by-Step Instructions for Amending and/or Withdrawing a Response

1 Log in to Ohio|Buys. From the Main Menu Navigation Bar, click **Sourcing** and then select **Manage Proposals** from the drop-down menu.



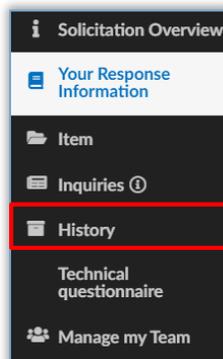
2 The Manage Proposals page is displayed. On this page, you can enter a variety of search terms to search for solicitations. Enter search terms in the **Keywords** search field and then click **Search**.



3 Search results are displayed below. Once you have found the solicitation you would like to review, click the **Pencil** () icon next to the solicitation name.

Solicitation ID	Solicitation Name	Solicitation Type	RFX Type	Issue date (UTC-4)	Due date (UTC-4)	Inquiry Cutoff (UTC-4)	Commodity	Status
	NextGen eProcurement Solution 826 Implementation and Supplemental Services RFP	std_rfp_double_envelope		8/4/2020 12:00:00 AM	3/13/2021 12:00:00 AM		Computer Equipment and Accessories	In progress

4 Navigate to the **History** tab.



Step-by-Step Instructions for Amending and/or Withdrawing a Response

5

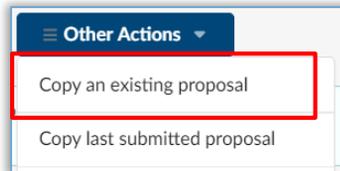
A summary of your previously submitted responses for the solicitation are displayed. To view the full details of a response click the associated **Proposal hyperlink**.

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-4)	Total	Proposal Actions
NextGen eProcurement Solution Implementation and Supplemental Services RFP - 1	Proposal # 1	Submitted	73%	23%	8/27/2020 4:30:17 PM	31,000 USD	
1 Result(s)							

6

Copying a Response: If the State issues an amendment (i.e., a new round), you will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration. To begin the process of submitting a response for an amendment, we recommend using the copy functionality if you have already submitted a response to an earlier round of the solicitation.

- Select **Copy an Existing Proposal** from the **Other Actions** drop-down menu.



- Click the **Copy an existing proposal** () icon next to the proposal you want to copy.

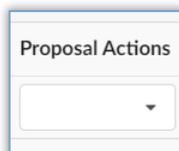
Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-4)	Total	Proposal Actions
NextGen eProcurement Solution Implementation and Supplemental Services RFP - 1	Proposal # 1	Submitted	73%	100%	8/27/2020 4:35:58 PM	22,000,000 USD	

- Click **OK**. The selected response has been copied into a new draft response. Make the desired updates and submit the revised response.

7

Withdrawing a Response:

- From the **History** tab of a solicitation, select **Withdraw** from the **Proposal Actions** drop-down menu for the response you would like to withdraw.



- Click **Save**.
- The submitted response has been withdrawn from consideration. If you have submitted multiple responses for a solicitation, you will need to individually withdraw each response if you want all of the responses to be withdrawn. Lastly, all response withdrawals need to occur prior to the Bid Due Date for a solicitation.

Version Control

Version	Publish Date	Summary of Updates	Pages Updated
1.0	10/15/20	Initial draft	All