

# OFFICE OF THE AUDITOR GENERAL

## RFP UPLOAD INSTRUCTIONS

The instructions should be read prior to uploading any RFP proposal documents. Failure to follow the instructions may result in the RFP proposal being denied.

The Office will utilize Suralink for receiving electronic versions of RFP and Cost proposals. To access our RFP Suralink upload page, please utilize the link in the relevant RFP.

**Instructions on how to upload RFP and Costs proposals: See screenshot below for assistance**


1. Open the Suralink link provided in the RFP.
2. In the “Share some files!” section, please complete the following fields:
  - a. Name - name of individual submitting the documents.
  - b. Email - email address of the individual submitting the documents.
  - c. Subject line – clearly identify which RFP you are submitting proposals for. (For example: RFP 23-16 Executive Ethics Commission.)
3. Ensure the documents being sent are properly named and separate files are submitted for each year (Year 1 and 2). For example:
  - a. RFP 23-16 proposal Year 1
  - b. RFP 23-16 Cost proposal Year 1
  - c. RFP 23-16 proposal Year 2
  - d. RFP 23-16 Cost proposal Year 2
4. Add the documents to the section with the “+”.
5. Click “Send Attached Files” button to submit.

Please note, if more than one set of proposal documents are submitted by a single firm in response to the same RFP prior to the close date/time, we will consider/score the set provided most recently.

To obtain documentation as specified in the RFP in Item 10 of the Description of Services, email Katy MacDonna at [KMacDonna@auditor.illinois.gov](mailto:KMacDonna@auditor.illinois.gov) The documents will be sent via Suralink to the requestor.

Secure File Sharing

https://app.suralink.com/sfs/compose/index.html?lid=a9362297-61cc-4f25-8115-85482ed80682



**+** [Browse files](#) or drag and drop  
Upload up to 25 files

| <input type="checkbox"/> | 4 Files Uploaded                    |                                     |       |
|--------------------------|-------------------------------------|-------------------------------------|-------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | RFP 23-16 proposal Year 1.docx      | 11 KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | RFP 23-16 proposal Year 2.docx      | 11 KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | RFP 23-16 Cost Proposal Year 1.docx | 11 KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | RFP 23-16 Cost Proposal Year 2.docx | 11 KB |

### Share some files!

Give us a little information so the recipient knows who you are and what you're sending.

Name  
  
Required

Email  
  
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Subject line  
  
37/255

Notes  
  
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