Exhibit D. Online Bid Room

Request for Outside Counsel
HHS0010934

Responses for this Request for Qualifications may be submitted electronically using the HHS Online Bid Room or any other method identified in the Solicitation. *Use of the HHS Online Bid Room is optional and is subject to all terms and conditions, affirmations, and other requirements of the Solicitation as any other method of submission.*

Read and review the Solicitation package and all associated documents carefully before completing and submitting a Response in the form and manner described in the Solicitation package. ***Exhibits requiring signatures must be signed and included with the Response by the Solicitation Response deadline.***

Questions regarding the Solicitation must be addressed to the Point of Contact in the Solicitation package. The Point of Contact is identified in the Solicitation package.

Submit the Solicitation Response in the form and manner described in the Solicitation package on or before the response due date and time.

IMPORTANT: The Solicitation package will identify the specific form and method of delivery. Failure to adhere to the requirements in the Solicitation package may result in disqualification.

Access to the HHS Online Bid Room is a two-step process.

Step 1: Register for the Enterprise Portal using the **Enterprise Portal Link**. It can take up to five business days to receive your user name and password. If you do not receive this information within five days, email pcsbids@hhsc.state.tx.us.

Note: *Applicants who already have access to the Enterprise Portal for other applications, must complete a new registration to receive access to the online bid room. The new registration must be completed with a different email than the original account as the Enterprise Portal does not allow the same email address to be used for two different accounts.*

Step 2: Using the Enterprise Portal login credentials you will receive via email, you can request the necessary HHS Online Bid Room user name and password to enter the HHS Online Bid Room to submit your Response to the Solicitation electronically.

See our resources page for a tutorial, guidebook, and other resources to help you use the HHS Online Bid Room.

IMPORTANT: Allow enough time for the registration process to submit your Response by the Response due date. **Late Solicitation Responses are not accepted.**

The optional use of the HHS Online Bid Room and any resulting technical difficulties which may prevent a successful, responsive electronic submission of a solicitation response shall not be sufficient basis for a protest of a Contract award.