

Responding to a Sourcing Event - MMP Supplier Guide

Purpose of this Guide

- Assist Suppliers to successfully complete and submit a response to a Sourcing Event.
- Guidance for suppliers to submit and view questions and responses through the Questions and Answers (Q&A) Board.

Three ways suppliers can get to a Sourcing Event

- By Commodity Code: Suppliers may be invited to a Sourcing Event by Commodity Code if the supplier has selected the matching commodity code(s) during registration. Supplier will then receive an email invitation to the Sourcing Event.
- By Invitation: Suppliers may be invited to a Sourcing Event if the Sourcing Event contact adds the supplier to the Event. Supplier will then receive an email invitation to the Sourcing Event.
- Business Opportunities Page: Suppliers may visit the Multnomah County Business Opportunities page and select the Sourcing Event hyperlink of interest to view and respond.

Related Links

- [Multco Marketplace Supplier Portal - Registration Help Video Guidance](#)
- [Multco Marketplace Supplier Portal - Click here to register or log in to update your information](#)
- [Multco Marketplace Supplier Portal - FAQs](#)

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOURCING EVENT PRIOR TO SUBMITTING THEIR BID OR PROPOSAL.

For first time users, when you click the link in the email or on the opportunities page you will be taken through a registration process. This is a process that will allow you to create an account and then gain access to view the event.

Step By Step Guide

1. Upon entering the Sourcing Event, your screen should look similar to the image below.
2. At the top of each page throughout the event, the number of days and hours left before the event closes is provided. **It is important to pay close attention to this information to ensure that you complete and submit your response before the event closes.**

Open This event closes in **3 days** on 6/16/2018 at 12:00:00 AM -07:00. [Event Schedule](#) [Questions & Answers for this Event](#)

Consultation Services for Multnomah County Department of County Human Services

RIP-168-2018

Event Details

Response Status: **Not Started**

Intent To Bid: **Not Set** ✎

Bid Total: **0.00 USD**

Summary

- Prerequisites ✔
- Buyer Attachments ✔
- Supplier Attachments ✔
- Questions ✔
- Company Certification Inf... ✔
- Proposal Questions & Eva... ✔
- Items ✔
- Review & Submit ✔

Summary

⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid
No Bid

Event Title	Consultation Services for Multnomah County Department of County Human Services	Time Zone	PDT/PST - Pacific Standard Time (PST)
Event Open Date		Event Close Date	6/12/2018 12:00 AM PDT
Event Type	Request for Intermediate Proposals (RIP)	Sealed Bid Open Date	6/16/2018 12:00 AM PDT
Event Number	RIP-168-2018	Question Submission Close Date	6/16/2018 12:00 AM PDT
Stage Title	-		
Currency	USD		
Payment Terms	0% 0, Net 30		
Sealed Bid	Yes		

Contacts

If you need more information on this event, please contact:

3. **SUMMARY:** The first page is the Summary page which includes the Event details, Contact information, Description of the event and Stage Description.
 - a. **Intent to Bid:** The first question you will be asked is if you intend to bid. You do not need to answer this until you have decided and prior to entering your response. Note: by viewing the event, you will automatically receive email updates associated to the event.
 - i. If you wish to continue, select "Yes, I intend to Bid".
 - ii. If you do not wish to continue, select "No bid". By selecting "No Bid", you will not or no longer receive and further emails associated to this event.

⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid
No Bid

- iii. If you change your mind after making your selection, navigate to the left column and click on the pencil to change your answer.

Response Status:	Not Started
Intent To Bid:	Yes
Bid Total:	0.00 USD

- b. **Contacts:** The Sourcing Event Contact is the person leading the event and responding to any questions you may have.
 - c. **Description:** The Description section describes scope of service and the goods/services that need to be purchased. Thoroughly and carefully read the full event Description. This will give a very detailed overview of the entire event.
 - d. **Stage Description:** Also included in the Summary page is the Stage Description which will provide information on the evaluation process and any information about next stage(s) associated with the Sourcing Event. This section may not apply to all events.
 - e. Click Next to proceed.
4. **PREREQUISITES:** In the Prerequisites page, click review and certify any of the displayed Prerequisites Required. Upload any required documents requested for the Event. Save Progress, then click Next. Continue adding any additional required documents.
 3. **BUYER ATTACHMENTS:** Attachments and links from the County with additional information about the event will be on this page. Information on this page may include procedural instructions, sample contracts and any critical information for successful participation. Click the hyperlink(s) under attachments to download the document or open the webpage. Click Next to proceed.
 4. **SUPPLIER ATTACHMENTS:** If the event requests for specific supporting documents and instructions say to upload in the Supplier Attachment page, they should be uploaded here. Note: Attachments and supporting documents not specifically required by the Event will not be evaluated. Click Next to proceed.
 5. **QUESTIONS:** Please read the Sourcing Event carefully to identify all required questions.
 - a. Proposers Representations and Certifications will provide the County with information related to the supplier and validates the response. These items are not scored.
 - b. The Proposal Questions & Evaluation Criteria
 - i. These are the core questions of the event that will build your response to the County. The Overview will show every section of questions that you need to respond to and track your progress towards completion. Click on the blue text of the Question set to navigate to the page. Read each question carefully and enter an appropriate response.
 - ii. These questions will be evaluated to determine the highest scoring proposal. The weights of each section of questions are displayed on the screen.
 - iii. Save Progress, then click Next.
10. **ITEMS:**
- a. For Bids (Includes ITB, RIB) - The items page is where you will enter your bid amount for each line item.

- b. For Proposals (Includes RFP, RFPO, RIP, RIPO, NOI, RFI) - The items page is used for information purposes only and will not be scored.
- c. The Event Type is identified on the Summary page and also in the Event Number. For additional information, refer to the Supplier Guide on the Business Opportunities page.

Event Type	Request for Intermediate Proposals (RIP)
Event Number	RIP-168-2018

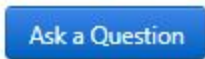
11. **REVIEW AND SUBMIT:** This is the general overview page with checkboxes that change from grey to green. When a page with fields that include required (*) have not been completed, the check will remain grey. When a page with fields that include required (*) have been completed, the check will change to green. All checks must be green in order to submit response to finish. **Please note:** Green checks do not always indicate that the page has been completed. If there are multiple categories in a Sourcing Event where suppliers may apply to one or more areas, the questions the in the event will not indicate required (*). Suppliers are responsible to ensure all area(s) they are applying for have been completed.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOURCING EVENT PRIOR TO SUBMITTING THEIR BID OR PROPOSAL.

- a. Click on the box to certify your submission.
- b. Click Submit Response to finish.

ADDITIONAL INSTRUCTIONS FOR USE AS NEEDED

- 1. **Q & A BOARD:** To ask a question, navigate to the top right on any page and click the “Questions & Answers for this Event” hyperlink. This will take you to the Q & A Board.
 - a. On the Question & Answer Board page, click “Ask a Question” button.



- b. When the pop up box appears, enter a subject then enter your question (ex: Pre-Proposal Conference) If attachments need to be provided for any reason, you may attach them by clicking “Select File”. Click Submit Question when you are done. The question will be sent to the Sourcing Event Contact who will work with the program staff to provide a response. The response will be shared publicly for all who view the event unless determined by the Sourcing Event Contact that the information is not relevant to all.

The screenshot shows a form titled "Ask a Question" with a close button (X) in the top right corner. The form contains three main sections: "Subject" with a text input field and an asterisk indicating it is required; "Question" with a larger text area, an asterisk, and a character count of "5000 characters remaining"; and "Attachment" with a "Select file" button. Below the form is a "Disclaimer" section with the text: "Please note that submitted questions and associated answers may be exposed to all participating vendors, at the discretion of the sponsoring Organization." At the bottom, there is a legend for the asterisk, a blue "Submit Question" button, and a grey "Close" button.

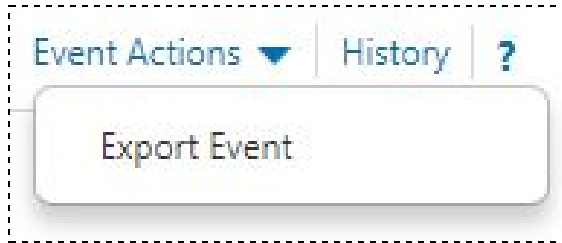
- c. Once you submit your question, the question will appear on the screen. You may choose to withdraw your question by selecting "Withdraw this Question".

The screenshot shows a question titled "Pre-Proposal Conference" with a dropdown arrow. The question text is "Is there a Pre-Proposal Conference for this event?". It was asked on 6/12/2018 at 9:16 AM PDT by "Sourcing QATestSupplier1" and is marked as "(My Question)". Below the question is a yellow notification box stating "No answer yet. The submitting organization may withdraw this question until it is answered." with a blue link "Withdraw this Question".

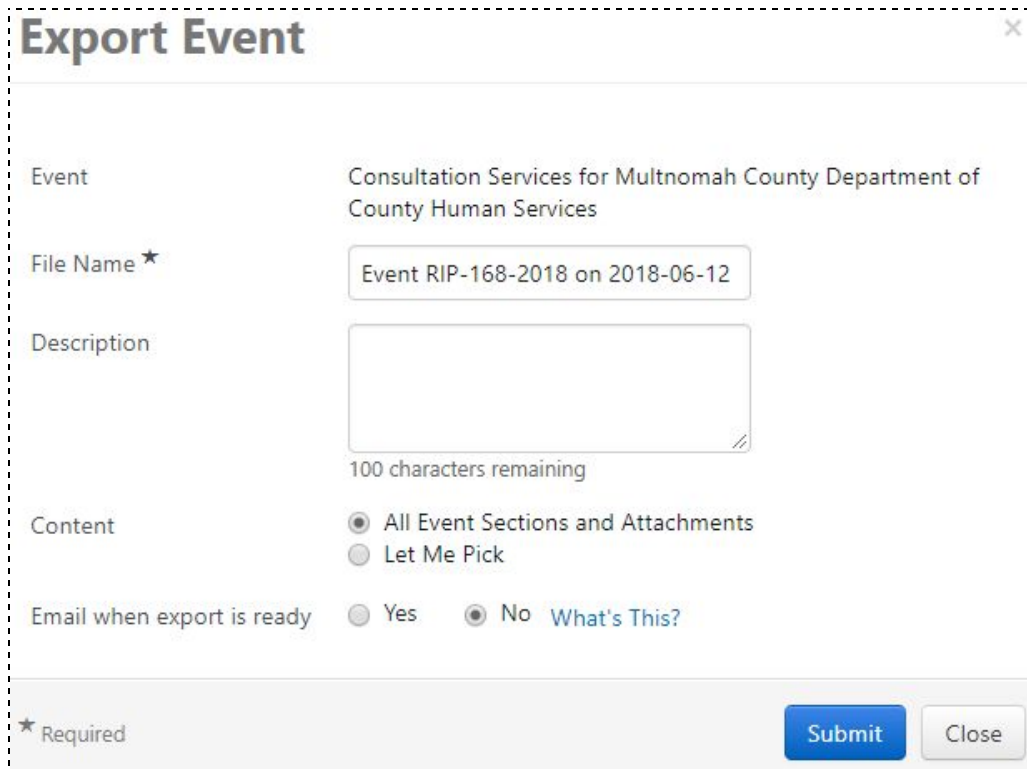
- d. You will receive an email notification when a response has been provided to the submitted question similar to the image below.

The screenshot shows an email notification from "MultnomahTest". The recipient is "Sourcing QATestSupplier1". The message states: "MultcoMarket Place Supplier Portal (TEST) has provided a response to a submitted question, associated with Consultation Services 6/21/18 (Done), that is awaiting your review." The event number is "RIP-160-2018". There is a blue button labeled "View Sourcing Event". The email concludes with "Thank You," followed by "MultcoMarket Place Supplier Portal (TEST)" and the date "6/12/2018".

- 2. **MY EXPORTS AND IMPORTS:** You may export a PDF version of the event from any page of the event. Navigate to Event Actions at the right, then select “Export Event” from the dropdown.

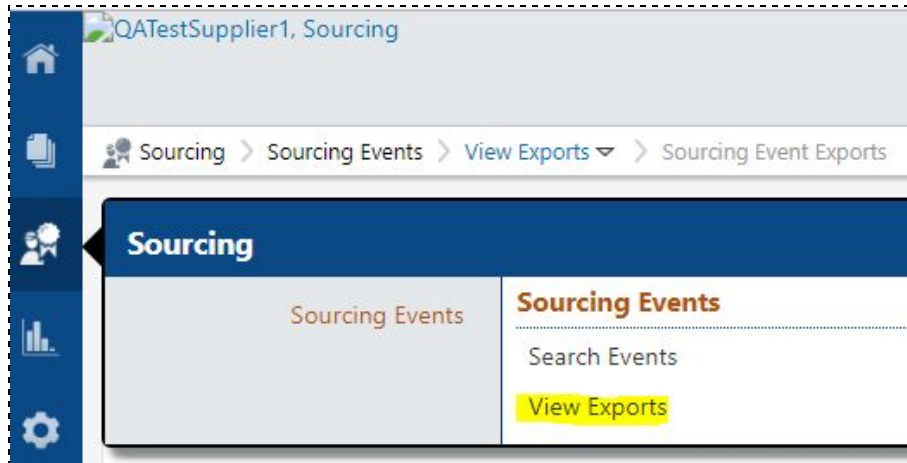


- a. When the pop up box appears,
 - i. You may change the file name and add a description if needed.
 - ii. The Content defaults to “All Event Sections and Attachments”. If you are only interested in specific pages, select “Let Me Pick” and select the page you are interested in. It is advised that you select all so that you do not miss any important information.
 - iii. Email when export is ready: select if you wish to receive an email notification.
 - iv. Click Submit.



- b. It will take a few minutes to export. Refresh your screen as needed.

- c. To locate all exports, navigate to Sourcing > Sourcing Events > View Exports



**Please continue to check your email to stay current with any updates to the event.
All correspondence associated with the event will be sent to the supplier email.**

Need further assistance?

- For event related questions, refer to the Q&A Board instructions above or contact the Sourcing Event Lead/Contact listed on the Summary page.
- For technical assistance, email: tmmarketplacesupport@multco.us