Multco**Marketplace**

Responding to a Sourcing Event - MMP Supplier Guide

Purpose of this Guide

- This user guide provides general guidance for suppliers to view, respond and ask questions to a Sourcing Event. For detailed instructions specific to each event, please carefully read through each Sourcing Event of interest.

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's Multco Marketplace Bids and Proposal Opportunities page to view all open Sourcing Events.

Related Links

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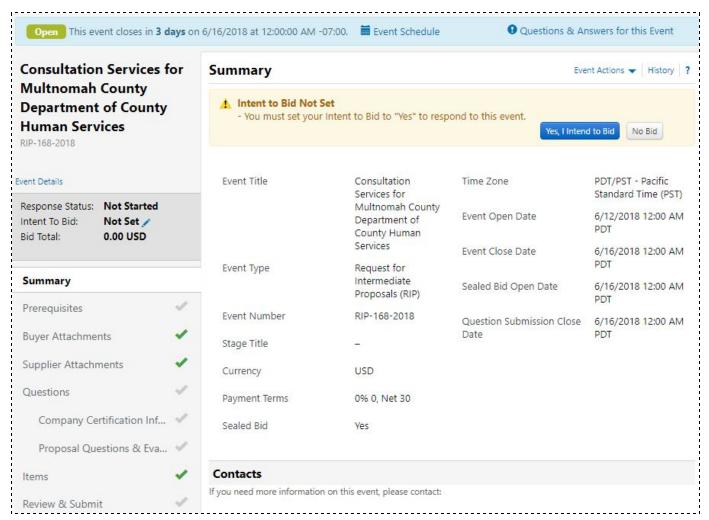- [Multco Marketplace Supplier Portal - FAQs](#)

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

For first time users, when clicking the link in the email or on the opportunities page, you will be taken through a registration process. This process will allow you to create a user profile and login to gain access to view Sourcing Events.

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.**

3. **SUMMARY:** The first page is the Summary page which includes the event details, contact information, description of the event, and other pertinent information related to the event.
    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.
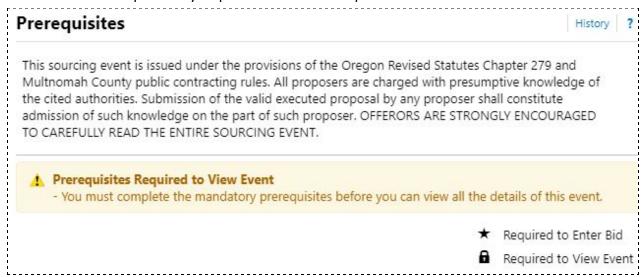

        iii. If you change your mind after making your selection, navigate to the left column and click on the pencil to change the option to "Yes".

Response Status: **Not Started**
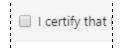Intent To Bid: **No** ✏
Bid Total: **0.00 USD**

b. **Contacts:** The Sourcing Event Contact is the person leading the event and responding to any questions you may have. To ask questions within the questions period, please refer to the Q&A Board of the Sourcing Event to submit your questions. After the questions period has ended, the Q&A Board will no longer be available. Submit any/only technical questions to the Sourcing Event contact listed in the Sourcing Event.

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:** The Stage Description provides information on the evaluation process and any information about the 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 the hyperlink within each prerequisite and review the terms. Upload any required documents requested for the Event.

Prerequisites   History | ?

This sourcing event is issued under the provisions of the Oregon Revised Statutes Chapter 279 and Multnomah County public contracting rules. All proposers are charged with presumptive knowledge of the cited authorities. Submission of the valid executed proposal by any proposer shall constitute admission of such knowledge on the part of such proposer. OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOURCING EVENT.

⚠ **Prerequisites Required to View Event**
- You must complete the mandatory prerequisites before you can view all the details of this event.

★   Required to Enter Bid
🔒   Required to View Event

a. You may either click "I agree" within the pop up box

[I agree] [Close] , or

b. Check the "I certify…" box to accept the term of the prerequisite(s).

☐ I certify that

c. Next to each prerequisite, you will see a ★ or a 🔒 .
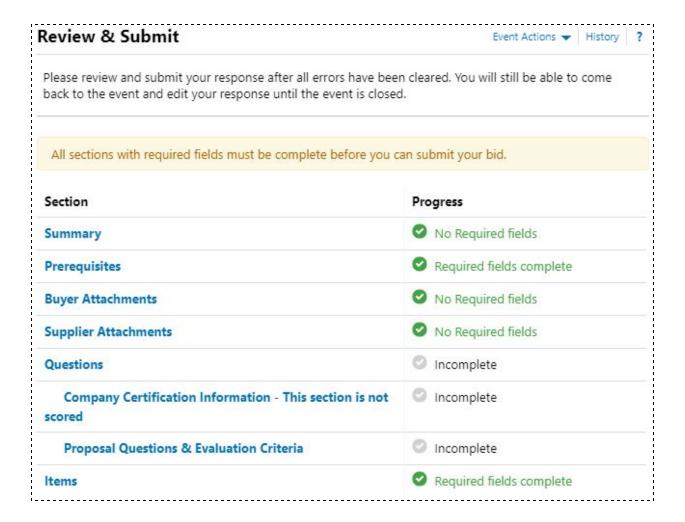
    i.   ★ = Required to Enter Bid

        ii.   🔒 = Required to View Event

    d. Once all required prerequisites have been certified, "Save Progress", then click "Next" to proceed.

5. **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.

6. **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 submitted but not requested by the Sourcing Event will not be evaluated. Click "Next" to proceed.

7. **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 (RFP, RFPQ, RIP and RIPQ only)

        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" to proceed.

8. **ITEMS:** The Event Type is identified on the Summary page.

    a. For Bids - The items page is where you will enter your bid amount for each line item. These event types include:

        i.   Invitation to Bid (ITB)

        ii.   Request for Intermediate Bid (RIB)

    b. For Proposals - The items page is used for information purposes only and will not be scored. These event types include:

        i.   Request for Proposal (RFP)

        ii.   Request for Programmatic Qualifications (RFPQ)

        iii.   Request for Intermediate Proposal (RIP)

        iv.   Request for Intermediate Programmatic Qualifications (RIPQ)

        v.   Notice of Intent (NOI)

        vi.   Request for Information (RFI)

9. **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.

IMPORTANT: Green checks do not always indicate that the page has been completed. For example: If there are multiple categories in a Sourcing Event where suppliers may apply to one or more areas, the questions in the event will not indicate required (*). Suppliers are responsible to ensure all area(s) they are applying for have been completed.

Review & Submit

Event Actions ▼ | History | ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

> All sections with required fields must be complete before you can submit your bid.

Section	Progress
Summary	✅ No Required fields
Prerequisites	✅ Required fields complete
Buyer Attachments	✅ No Required fields
Supplier Attachments	✅ No Required fields
Questions	⚪ Incomplete
Company Certification Information - This section is not scored	⚪ Incomplete
Proposal Questions & Evaluation Criteria	⚪ Incomplete
Items	✅ Required fields complete

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOURCING EVENT PRIOR TO SUBMITTING THEIR BID OR PROPOSAL.
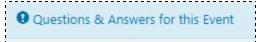
a. Once all checks are green and you have ensured that all required information including questions, documents, etc. are provided, check the box to certify your submission.
b. Then click "Submit Response".

Certification

☐ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.
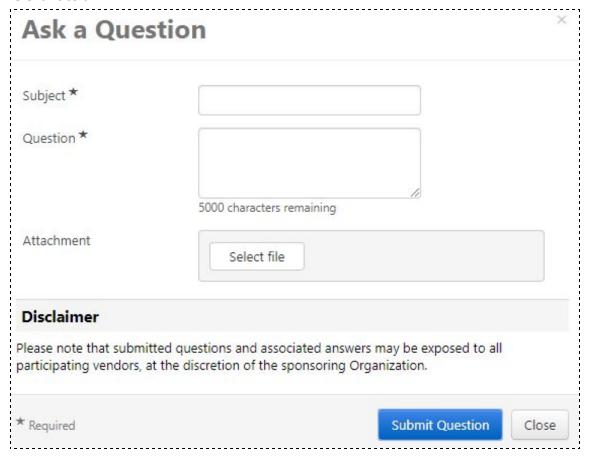
ADDITIONAL INSTRUCTIONS FOR USE AS NEEDED

10. **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.
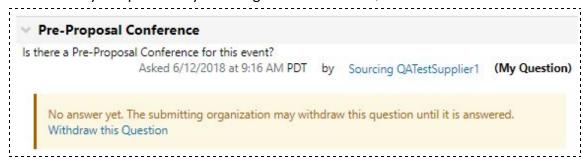
> 🔵 Questions & Answers for this Event

 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.

Ask a Question   ✕

Subject *   [_____]

Question *   [_____]
                             [   ]
                             [   ]
                             5000 characters remaining

Attachment   [Select file   ]

Disclaimer

Please note that submitted questions and associated answers may be exposed to all participating vendors, at the discretion of the sponsoring Organization.

* Required   [Submit Question] [Close]
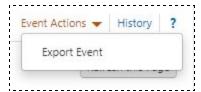
c. Once you submit your question, the question will appear on the screen. You may choose to withdraw your question by selecting "Withdraw this Question".

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

11. **MY EXPORTS AND IMPORTS:** You may export a PDF version of the event from any page of the Sourcing Event.

a. Navigate to Event Actions at the right, then select "Export Event" from the dropdown.

b. 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".
c. It will take a few minutes to export. Refresh your screen as needed.
d. To locate all exports, navigate to Sourcing ➤ Sourcing Events ➤ View Exports, or
e. Navigate back to the "My Exports and Imports" page within the Sourcing Event.

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: tsmmarketplacesupport@multco.us