MyFloridaMarketPlace Vendor Training
State of Florida Solicitations
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The MFMP Vendor Information Portal VIP is a self-service online application that allows vendors to:

- Register to do business with the State of Florida
- Maintain their account/contact information
- View their performance rating scores
- View and submit their transaction fees
- Select commodity codes that match their business’ offered goods/services
• Navigate throughout the application by using the I want to drop-down menu
• Maintain your account by keeping your commodity codes, locations and contact information updated (e.g., solicitations/sales contact)
• Your MFMP VIP and Sourcing accounts share the same username and password
• Complete account updates **48 hours** before bid submissions are due
• Register to receive notifications on all open solicitations with your selected commodity codes
When using the Internet Explorer (IE) web browser for accessing and using MFMP applications, the MFMP team recommends enabling the compatibility view settings. See the [IE Compatibility job aid](#) for more information.
The Department of Management Services, Division of State Purchasing currently uses the MFMP Sourcing application to issue formal competitive bids.

On the login screen, enter the same username and password you use for your MFMP VIP account.
Public User Access view does not require a username or password

Clicking the Public Access button allows vendors to view all open, formal solicitations

Click the Preview button to view high-level information on the event

Please Note: Vendors can only respond to these solicitations when they are logged into their MFMP Sourcing account and have a matching commodity code selected in MFMP VIP
Joining an Event

- The **My Events** queue contains events that you have already joined or have been invited to participate by the State.
- To join an event in the **Public Events** queue, you can:
  - Click *Preview* to access high-level event information.
  - Click *Join* to review the agreement and submit a response.
During the ‘Preview’ period, you will have access to the following functions:

- **Download Content** - Exports event information to Microsoft Excel
- **Print Event Information** - Exports event information to Microsoft Word
- **Next** – Click to view all event information
- **Review Agreement** – Allows you to accept the bidder’s agreement
- **Decline to Respond** – Inform the state that you will not submit a response
- **Event Clock** – Counts down the time remaining in the ‘Preview’ period
- **Event Messages** – View, send and receive messages about this event
Submitting a Question During Q&A

- On the **Event Messages** page, click the *Compose Message* button to send a message to the event owner.
- State Purchasing will respond to all questions with an addendum to the solicitation.

Vendors are unable to see other vendors' messages.
Responding to a Solicitation

Once the event opens, the **Event Details** menu guides vendors through the steps for responding to the event. Each section will need to be completed before the response can be submitted.

The clock at the top of the screen shows the remaining time until the solicitation is closed to responses.
The **Review and Accept Agreement** page displays the terms of the bidder agreement.

You must accept the agreement to submit a response.
Standard Content Types

- You may encounter different types of required information for each event
- The State Procurement Lead may add different fields based on the information required
- Most common types of content are:
  - Attachment Downloads
  - Text Boxes (Single/Multi-Line)
  - Yes/No Questions
  - Pricing/Line Items
  - File Attachment Responses
- Required fields will be marked with an asterisk (*)
Attachment Download Example

- Click the link to download and view the files
- Review all attachments before submitting a bid

2 Solicitation Documents and Attachments

This section is provided for the initial solicitation documents and attachments.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Invitation to Bid (ITB)</td>
<td>ITB No. 09-995-000-A.pdf</td>
</tr>
<tr>
<td>2.2</td>
<td>Attachment A - Reference Check Form</td>
<td>Attachment A Reference Check Form.docx</td>
</tr>
<tr>
<td>2.3</td>
<td>Attachment B - Supplier Qualifier Report</td>
<td>Attachment B Supplier Qualifier Report.docx</td>
</tr>
<tr>
<td>2.4</td>
<td>Attachment C - Certifications</td>
<td>Attachment C Certifications.docx</td>
</tr>
<tr>
<td>2.5</td>
<td>Attachment D Registration &amp; Authority to do Business</td>
<td>Attachment D Registration &amp; Authority to do Business.docx</td>
</tr>
<tr>
<td>2.6</td>
<td>Attachment E - Ordering Instructions</td>
<td>Attachment E Ordering Instructions.docx</td>
</tr>
<tr>
<td>2.7</td>
<td>Attachment F - Products and Services Catalog</td>
<td>Attachment F - Products and Services Catalog.xlsx</td>
</tr>
<tr>
<td>2.8</td>
<td>Attachment G - Quarterly Report Form</td>
<td>Attachment G - Quarterly Report Form.xlsx</td>
</tr>
<tr>
<td>2.9</td>
<td>Attachment H - Request for Quote (RFQ) Form</td>
<td>Attachment H - Request for Quote (RFQ) Form.docx</td>
</tr>
<tr>
<td>2.10</td>
<td>Attachment I - Regional Map</td>
<td>Attachment I - Regional Map.pdf</td>
</tr>
</tbody>
</table>

* indicates required field
Text Box Fields Examples

- **Single Line** text boxes are fields that accept a single line of text and have a 4,000 character limit. These fields are used to answer shorter questions.

- **Multiple Line** text boxes do not have a character limit and are used to answer longer questions.

```
3 Respondent Main Point of Contact

Respondent will fill out main contract information in this section.

3.1 Contact Name:

3.2 Company Name:

3.3 Telephone Number:

3.4 Email Address:

* Indicates required field
```

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5.1 Use this space to disclose the name of any officer, director, employee or agent who is also an employee of the State and the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in your company or its affiliates.

* Indicates required field
```
Yes/No and Line Item Fields Examples

• **Yes / No** questions default to *Unspecified*. Select *Yes* or *No* to respond to the question.

• **Line Items** are unit pricing fields that are automatically multiplied by the preset quantity. Remember to review the Unit of Measure (UOM) before submitting a bid.

### 4 Shipping Details

4.1 Do you agree to provide delivery, F.O.B. Destination Freight Prepaid, to all Customers - Specified locations within your awarded regions(s) for all orders that exceed the minimum order amount of five hundred ($500.00)?

### 6 Line Items

Please provide the cost per mile for each region.

<table>
<thead>
<tr>
<th>Region</th>
<th>Transportation Costs</th>
<th>USD</th>
<th>1 car mile</th>
<th>$0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Region 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Region 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Region 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Region 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Region 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Region 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
File Attachment Fields Example

- Select the applicable Attach a file link and browse for the file on your computer
- Select OK to upload the file to your response

<table>
<thead>
<tr>
<th>3.5 Attachment D - Registration &amp; Authority to do Business Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please upload completed form in the space provided.</td>
</tr>
<tr>
<td>* Attach a file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.6 Attachment F - Products and Services Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please upload completed form in the space provided.</td>
</tr>
<tr>
<td>* Attach a file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.7 Attachment G - Quarterly Report Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please upload completed form in the space provided.</td>
</tr>
<tr>
<td>* Attach a file.</td>
</tr>
</tbody>
</table>

**Note:** There is a **20 MB** file size limitation applied to each attachment.
Click the **Save** button to save your response

- **Please Note:** This does not submit your bid

Click **Submit Entire Response** to formally submitted the bid

Click **OK** to proceed

After clicking **OK**, the following message will appear: “**Your response has been submitted. Thank you for participating in the event.**”
The *Revise Response* button allows vendors to revise their original response.

Vendors can only revise responses on open events.
✓ Remember to keep your account information updated in MFMP VIP
✓ Always double-check your price and required content before clicking Submit
✓ It is strongly recommended that you submit your bid at least 24-48 hours before it is due
✓ If you have any system questions, please contact the MFMP Customer Service Desk at 866-352-3776
Helpful Links

• **Online Trainings for Vendors**
  – A list of available online MFMP University trainings

• **Vendor Training Registration**
  – Calendar of upcoming MFMP University training opportunities

• **MFMP for Vendors**
  – Quarterly communication created to keep vendors up to date on MFMP

• **MFMP TV**
  – YouTube channel that provides short videos on a variety of vendor-related topics
Contact Information

Contact the MFMP Customer Service Desk:

**Phone:** 866-352-3776

**Email:** VendorHelp@MyFloridaMarketPlace.com

**Hours:** Monday – Friday, 8:00 a.m. – 6:00 p.m., Eastern Time
Questions?