

MyFloridaMarketPlace

This solicitation will be conducted using the MyFloridaMarketPlace Sourcing Tool. To participate in the bidding process for this solicitation, vendors must be registered in the MyFloridaMarketPlace registration database and be signed up for Solicitations.

If you are not already registered, you may do so at:

<https://vendor.myfloridamarketplace.com/>. Please note that simply registering in the system does not automatically register you for Sourcing. You must answer yes when asked if you wish to participate in Solicitations. Once your registration has been completed, the system requires 48 hours to activate your registration and allow access to your Sourcing account.

In addition, you will be asked to select the Commodity Codes that represent the categories of goods & services that you might provide. In order to view this particular solicitation (**ITB No. 25-477-090-N**) in MyFloridaMarketPlace, you **must** select at least one item within Commodity Code number 477.

Viewing this Solicitation through MFMP

In order to view the solicitation in MyFloridaMarketPlace, click on the following link:

<https://sourcing.myfloridamarketplace.com/>.

(Registered Vendors) This will take you to the Ariba Enterprise Sourcing 4.0 login page where you will enter your Sourcing username and password.

After logging into MyFloridaMarketPlace Sourcing, you will be able to view the solicitation by clicking on the link for the Department of Management Services, reviewing the list of active bids, and clicking RFP NO. 05-914-000-N REQUEST FOR PROPOSAL (RFP) TO ESTABLISH THE CENTRAL NON PROFIT AGENCY REPRESENTING EMPLOYMENT CENTERS FOR THE BLIND OR OTHER SEVERELY HANDICAPPED

(Non-Registered Vendors) If you are not registered, (or if waiting on your registration to be uploaded to the system) you may log on to the MFMP Sourcing tool using the ID “publicuser” with the password “publicuser” to have **read only** access to the solicitation. You will not be able to electronically submit a bid under “Public User”.

The username and password for your Sourcing account will be different from the username and password you created for your vendor registration account.

Online Training Module

Vendors may familiarize themselves with the online bidding process by accessing the online training module through the MyFloridaMarketPlace vendor portal. This training requires no login information and is accessible 24 hours a day.

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Training materials can be found at:

http://marketplace.myflorida.com/vendor/vendor_solicitation_help.htm.

This site includes:

Solicitation User Guides

OnDemand web-based Sourcing training link

WinZip FAQs

Vendor FAQs

For the purposes of this solicitation you will need to click the link titled ITB Event User Guide.

Help Desk for MFMP

All questions regarding the MyFloridaMarketPlace vendor registration process, username and password issues, downloading forms and other attachments, or any other questions regarding technical assistance should be directed to the MyFloridaMarketPlace Customer Service Center via phone at toll free (866) 352-3776 (866- FLA-EPRO) or via email at:

vendorhelp@myfloridamarketplace.com between the hours of 8:00 AM to 5:30 PM Eastern Time.

Additionally, if you are unable to download the pdf formatted documents, we suggest obtaining the latest version of Adobe Reader at: <http://www.adobe.com/products/reader/>.

We thank you for your interest in this solicitation.