



FLORIDA DEPARTMENT of

management
SERVICES

We serve those who serve Florida

Vendor Training

State of Florida Solicitations

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my Florida Market Place

Registration :: Billing :: Performance

Welcome, John Doe :: Logout

Vendor Information Portal

Vendor Summary

I want to: Choose an option [Go]

Vendor Information		
Vendor Name:	XYZ Rentals	FEIN:
1099 Name	XYZ Rentals	

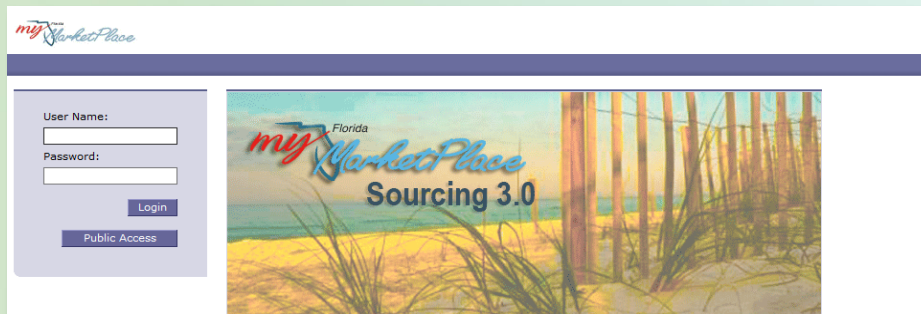
Vendor Registration: Ariha Network ID: 00000000

Billing and Collections: Vendor Status: Non-STC/SPA

- Vendors register for Sourcing as part of 'Vendor Information Portal' (VIP) account registration / maintenance activities
- Once registered, use the 'I want to' dropdown list to 'View / Edit Commodity Codes,' 'View / Edit My Contacts' or 'View / Edit Solicitation Selections' associated with your VIP and Sourcing account
- MFMP VIP sends account updates nightly to MFMP Sourcing
- Complete registration updates 48 hours before a bid submission is due
- Once updated, MFMP sends e-mail notifications to you when a solicitation opens with your registered commodity codes

I.E. Compatibility

When using the Internet Explorer (IE) web browser for accessing and using MFMP, the MFMP team recommends enabling the compatibility view settings. See the [IE Compatibility job aid](#) for more information.



Please set your MS Internet Explorer browser to compatibility mode while using MyFloridaMarketPlace. For more information regarding recommended internet browser settings, please click [here](#).

Vendor Bid System (VBS). Click [here](#) to go to VBS.

Public Access: If you wish to view active solicitations click the 'Public Access' button. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS. To participate in a solicitation within this Sourcing tool, you must be a registered MyFloridaMarketPlace (MFMP) vendor. If you are not currently registered with MFMP you must:

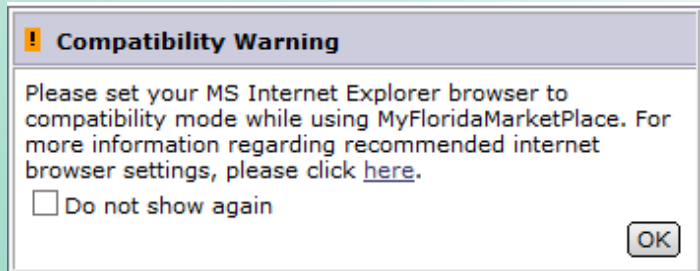
1. Create an account through the MFMP Vendor Information Portal (MFMP - VIP)
2. Within MFMP - VIP, indicate on the Solicitations page that you wish to participate in electronic solicitations.
3. Within the MFMP - VIP, in the Commodity Selections section, select the commodity codes for the goods and services that your business would like to provide to the State. You will not be informed of events for commodities that you do not select here.

Please Note that changes made in MFMP - VIP, including new registrations, will take effect the following business day. Click [here](#) to register.

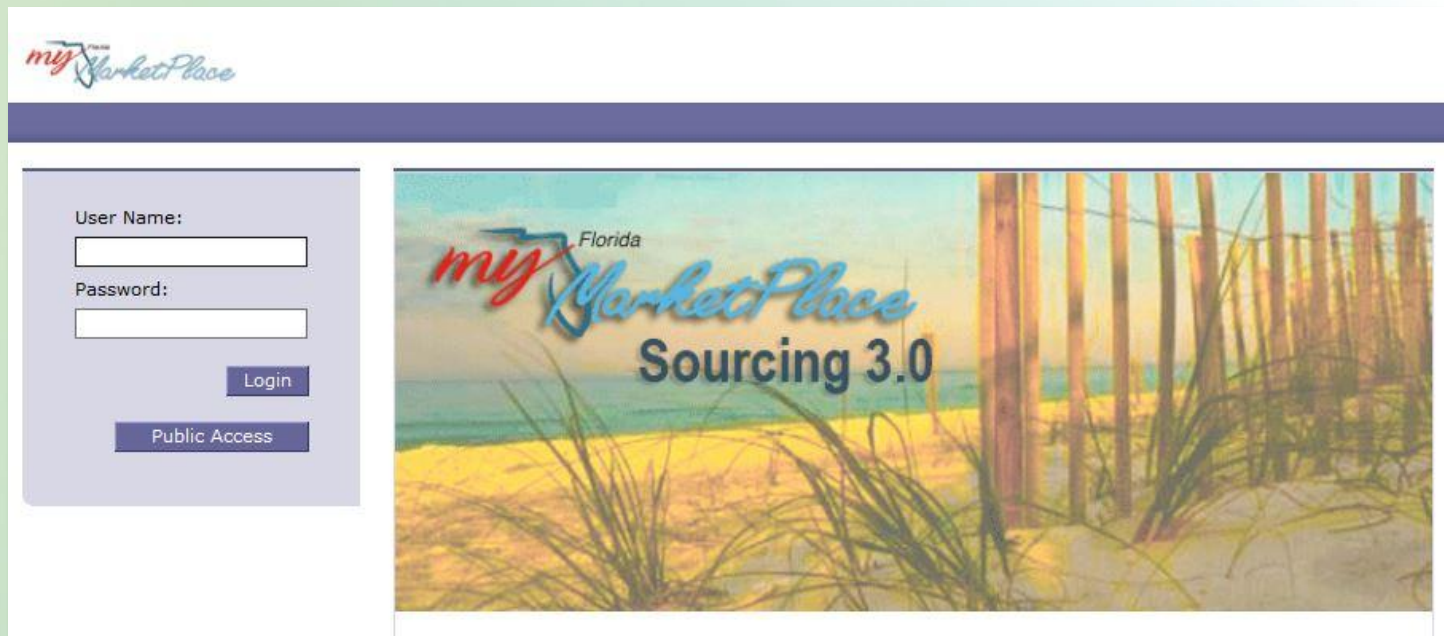
All Vendors: You should complete your registration at least 48 hours before a bid submission is due.

For questions, please contact the MFMP Customer Service Desk at 1-866-352-3776 or email vendorhelp@myfloridamarketplace.com.

Please set your MS Internet Explorer browser to compatibility mode while using MyFloridaMarketPlace. For more information regarding recommended internet browser settings, please click [here](#).



The Department of Management Services, Division of State Purchasing currently uses the MFMP Sourcing application to issue formal competitive bids.



Joining the Event

On the login screen, enter the same username and password information you currently use for your VIP account.



Registered State of Florida Vendors: Login using your MyFloridaMarketPlace Vendor Information Portal username and password to view active solicitations. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS.

Public Access: If you wish to view active solicitations click the 'Public Access' button. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS. To participate in a solicitation within this Sourcing tool, you must be a registered MyFloridaMarketPlace (MFMP) vendor. If you are not currently registered with MFMP you must:

1. Create an account through the MFMP Vendor Information Portal (MFMP - VIP)
2. Within MFMP - VIP, indicate on the Solicitations page that you wish to participate in electronic solicitations.



When you log into Sourcing with your username and password, there are two views:

1. "My Events"

(Events you've already joined)

2. "Public Events"

(Events that have at least one of the selected commodity codes from your VIP account, but you have not yet joined)

My Events		
Title	ID	End Time
▼ Status: Open (2)		
Event 1	Doc2781	10/22/2010
Event 2	Doc2843	9/2/2010

Public Events					
Title	Description	End Time ↓	Event Type	Preview Event	Join Event
▼ Status: Open (1)					
Event 3	This area will include a short description of the event.	9/1/2010 10:45 AM	RFP	Preview	Join

To join the event, make sure to click the "Join" button next to the Public Event listed (this shows on the page that launches after logging into your account with your Sourcing username and password).

The clock at the top of the screen shows the remaining time until the Preview period is closed and the solicitation is open for responses.

myFloridaMarketPlace

Welcome Catherine Fortal Gilbert

Home

Doc4863 - Request for Proposal

Time remaining in preview 2 days 23:34:40

Review the bidder agreement. Accept the terms of the agreement if you agree to them and want to participate in this event. Decline the terms of the agreement if you do not want to participate in this event.

Download Content Review Agreement Decline to Respond Print Event Information

RFP Section 1 (Section 1 of 2) Next >>

- Event Messages
- Download Materials
- Checklist
 - 1. Review Event Details
 - 2. Review and Accept Agreement
 - 3. Submit Response
- Event Contents
 - All Content
 - 1 RFP Section 1
 - 2 Terms and Conditions

Response start date: 2/7/2011 11:30 AM

Due date: 2/17/2011 11:30 AM

Specify how lot bidding will begin and end: Parallel

While an event is in a “Preview” period, you have the opportunity to download or print event materials (using the buttons above)

- The **Download Content** button exports the event to Excel
- The **Print Event Information** button exports to Word
- You can also preview the content by clicking the **Next** button

Submitting a Question During Q&A

The screenshot shows the 'myFloridaMarketPlace' interface for a 'Request for Proposal' (RFP) event. The navigation panel on the left has 'Event Messages' circled in red. The main content area shows the RFP details, including a 'Review Agreement' button and a table of RFP sections.

To submit a message during an event, click on the "Event Messages" link in the navigation panel.

The screenshot shows the 'Event Messages - Request for Proposal' page. A table lists messages, with the 'Compose Message' button for the selected message circled in red.

Id	Replied To	Sent ↓	From	Contact Name	Subject
MSG1553	No	02/04/2011 11:39 AM	Department of Management Services	Christopher Walker	You are invited to participate in event: Request for Proposal.

On the "Event Messages" page, use the "Compose Message" button to send a message to the event owner.

The agency will respond to all questions with an attached addendum and your questions will remain anonymous.

Responding to a Solicitation

- The “Event Details” menu walks you through the steps for responding to an event
- Make sure to complete each area listed

The clock at the top of the screen shows the remaining time until the solicitation is closed to responses.

Event Details

Doc11705 -

Time remaining **00:27:54**

Review the bidder agreement and accept the terms of the agreement if you do not want to participate in this event.

Download Content Review Agreement Decline to Respond Print Event Information

Name ↑	Price	Quantity	Extended Price
1 service 1		5 each	

Event Overview and Timing Rules

Owner: Currency: US Dollar
 Event Type: ITB Commodity: 252920: COMPUTER SOFTWARE - UTILITIES 252920
 Publish time: 3/3/2014 9:58 AM
 Bidding start time: 3/3/2014 10:21 AM
 Bidding end time: 3/3/2014 10:51 AM
 Specify how lot bidding will begin and end: Parallel

Review and Accept Agreement

Bidder Agreement

▼ Checklist

✓ 1. Review Event Details

■ 2. Review and Accept Agreement

3. Submit Response



You must accept the bidder agreement to participate in the event.

By **accepting** this agreement you warrant that:

- (i) you are authorized by your company to enter into a binding contractual agreement based on the information you are about to transmit
- (ii) you agree to all terms and conditions regarding use of the MyFloridaMarketPlace system and
- (iii) you agree to all terms and conditions specific to this solicitation.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

OK

Cancel











- The "Review and Accept Agreement" link displays the terms of the bidder agreement
- You must accept the agreement in order to submit a response

Question and Response Types

- There are several types of responses:
 - Attachment Downloads
 - Text Boxes (Single/Multi-Line)
 - Yes/No Questions
 - Pricing
 - File Attachment Responses
- Asterisks (*) denote required fields

Attachment Download

- Click the link to download and view the file
- Be sure to review all attachments

Name ↑
▼ 2 Solicitation Documents and Attachments
<p>This section is provided for the initial solicitation documents and attachments. Should the Department issue any Notice of Intent to Award (NOIA) through the MFMP Sourcing Tool, Section 7.0, below, and / or the Vendor Bid System ("VBS").</p>
2.1 Invitation To Bid (ITB)  ITB No. 08-885-000-A Water Treatment Chemicals.pdf
2.2 Attachment A - Reference Check Form  Attachment A Reference Check Form.docx
2.3 Attachment B - Supplier Qualifier Report  Attachment B Supplier Qualifier Report.docx
2.4 Attachment C - Certification of Drug Free Workplace Program Form  Attachment C Certification of Drug-Free Workplace Program.docx
2.5 Attachment D - Department of State Registration Form / Authority to Do Business in the State of Florida  Attachment D DOS Registration Authority to Do Business.docx
2.6 Attachment E - Ordering Instructions  Attachment E Ordering Instructions.docx
2.7 Attachment F - Products and Services Catalog  Attachment F - Products and Services Catalog.xlsx
2.8 Attachment G - Quarterly Report Form  Attachment G - Quarterly Report Form.xlsx
2.9 Attachment H - Request For Quote (RFQ) Form  Attachment H - Request For Quote (RFQ) Form.doc
2.10 Attachment I - Regional Map  Attachment I - Regional Map.pdf

Single Line

- This type of text box field is used to answer short questions
- The answer field accepts a single line of text (numerical and alphabetic characters) and is limited to 4,000 characters

▼ 3 Respondent Main Point of

Respondent will fill out main contact information in this section.

3.1 Contact Name:	<input type="text"/>
3.2 Company Name:	<input type="text"/>
3.3 Telephone Number:	<input type="text"/>
3.4 Email Address:	<input type="text"/>

Multiple Line

- This type of text box field is used to answer longer questions
- The answer field is initially six lines and can be expanded indefinitely. There is not a character limit for the multiple line field

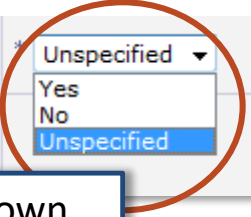
6.8 Conflict of Interest

Use this space to disclose the name of any officer, director, employee or other 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.

Yes/No and Line Item Fields

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

4.2 Do you agree to maintain the following service level agreements measured on a monthly basis?



- Yes / No Questions default to “Unspecified.” Select an answer in the dropdown
- Only one answer per question is permitted

All Content	
Name ↑	
5.1 Aluminum Sulfate - Dry Pound	
Annual Estimated Volume by UOM = 45,942,810 Dry Pounds	
Price per UOM	<input type="text"/> USD per unit
Region 1 - Transportation Cost per UOM	<input type="text"/> USD per unit
Region 1 - Extended Price	\$0.00 USD
Region 2 - Transportation Cost per UOM	<input type="text"/> USD per unit
Region 2 - Extended Price	\$0.00 USD
Region 3 - Transportation Cost per UOM	<input type="text"/> USD per unit
Region 3 - Extended Price	\$0.00 USD
Region 4 - Transportation Cost per UOM	<input type="text"/> USD per unit
Region 4 - Extended Price	\$0.00 USD

- Dollar amount fields used for unit pricing
- Per unit price is automatically multiplied by the quantity as set by the buyer
- Units of measurement (UOM) is set by the buyer

File Attachment Fields

6.3 Attachment C – Certification of Drug-Free Workplace Program

Please upload completed form in the space provided.

* [Attach a file](#)

6.4 Attachment D – Department of State Registration Form / Authority to Do Business in the State of Florida

Please upload

* [Attach a file](#)

- Select “Attach a file”
- Sourcing will prompt you to browse to the file on your computer
- Select “OK” and your file will be uploaded

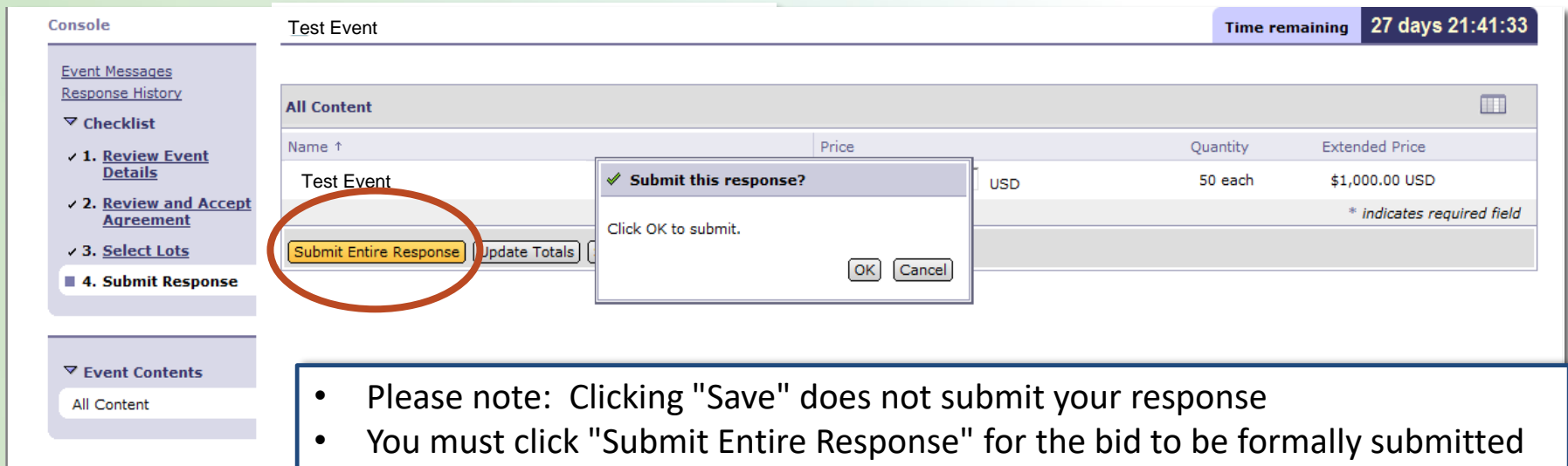
There is a 20 MB file size limitation applied to each attachment.

6.3 Attachment C – Certification of Drug-Free Workplace Program

Please upload completed form in the space provided.

*  [Certification of a Drug-Free WorkPlace SAMPLE.docx](#) [Update file](#) [Delete file](#)

Submitting Your Response



Console

Event Messages
Response History

Checklist

- ✓ 1. Review Event Details
- ✓ 2. Review and Accept Agreement
- ✓ 3. Select Lots
- 4. Submit Response

Event Contents

All Content

Test Event

Time remaining 27 days 21:41:33

All Content

Name ↑	Price	Quantity	Extended Price
Test Event	USD	50 each	\$1,000.00 USD

* indicates required field

Submit Entire Response Update Totals

Submit this response?
Click OK to submit.
OK Cancel

- Please note: Clicking "Save" does not submit your response
- You must click "Submit Entire Response" for the bid to be formally submitted
- Clicking on "Submit Entire Response" prompts a confirmation box
- You must click "OK" to proceed
- Once you click "OK," you will see a message at the top of the event that says "Your response has been submitted. Thank you for participating in the event"
- You will retain the ability to revise until the response due date/time



Doc11705 - event test 1

Time remaining 00:58:22

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑	Price	Quantity	Extended Price
1 service 1	\$33.00 USD	5 each	\$165.00 USD

Compose Message



- Public User Access view does not require a username or password
- Clicking the "Public Access" button allows customers to view all "Open" events
- The Public Access view will include a "Preview" option for each event
- Vendors can respond to solicitations only logged in under their specific Sourcing account or that they are associated with via commodity code

Welcome to MyFloridaMarketPlace Sourcing. If you are viewing this event through Public Access, you can only view the event and cannot submit a response. If you want to participate (ask questions or submit a response), please log-out from the Public Access and login using your MyFloridaMarketPlace Vendor Information Portal username and password. If you do not have an account, please click [here](#) to register.

Public Events

Title	Description	End Time ↓	Status	Event Type	Preview Event
▼ Agency: Department of Management Services (9)					
Event 1	Redo	2/16/2011	Event Description	Open	RFP Preview
Event 2	Test	2/16/2011	Event Description	Open	RFP Preview
Event 3		2/16/2011	Event Description	Open	RFP Preview

- Please remember to double check your price before clicking 'Submit'
- It is strongly recommended not to wait until the last second to submit your bid
- If you have any system questions, please contact the MFMP Customer Service Desk immediately at 866-352-3776

Links and Contact Information

Vendor Training Registration, Online Training and a variety of other materials can be found at:

- http://www.dms.myflorida.com//mfmp_vendor_training

For questions please contact the MFMP Customer Service Desk at:

- VendorHelp@MyFloridaMarketPlace.com
- 866-352-3776
- Hours: Monday – Friday, 8 a.m. to 6 p.m. Eastern Time

