FLORIDA DEPARTMENT of management SERVICES

We serve those who serve Florida

Vendor Training

State of Florida Solicitations

Table of Contents

I. Vendor Information Portal

II. IE Compatibility

III. Accessing Solicitations

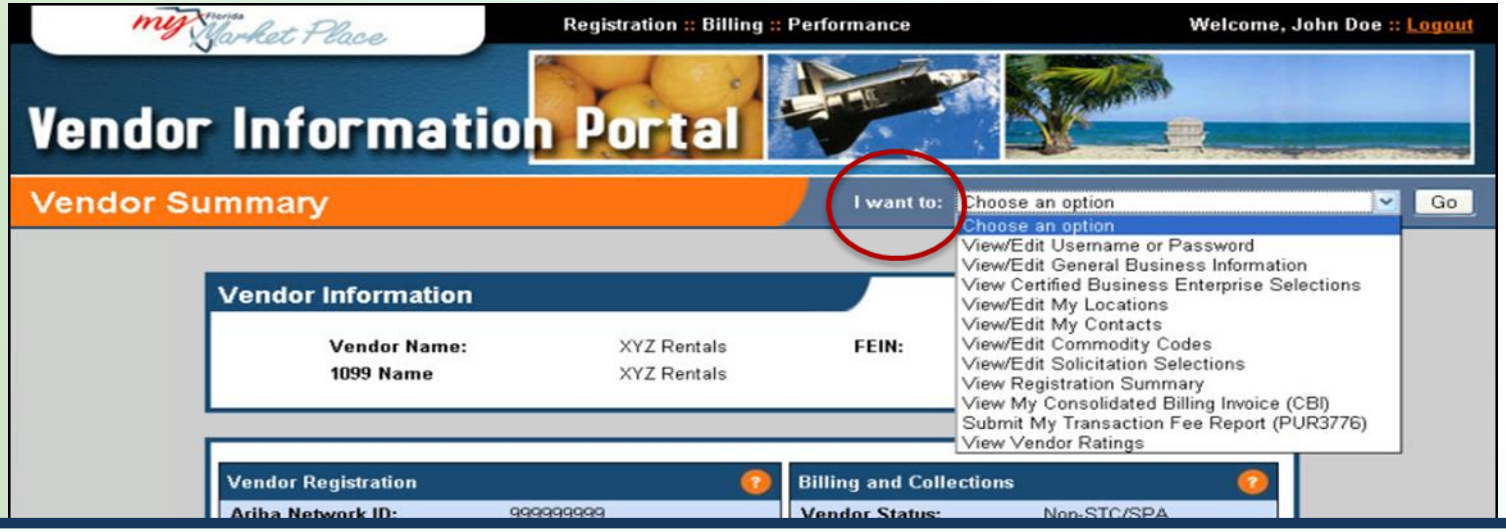
IV. Composing and Viewing Messages

V. Responding to Solicitations

VI. Public User

VII. Resources

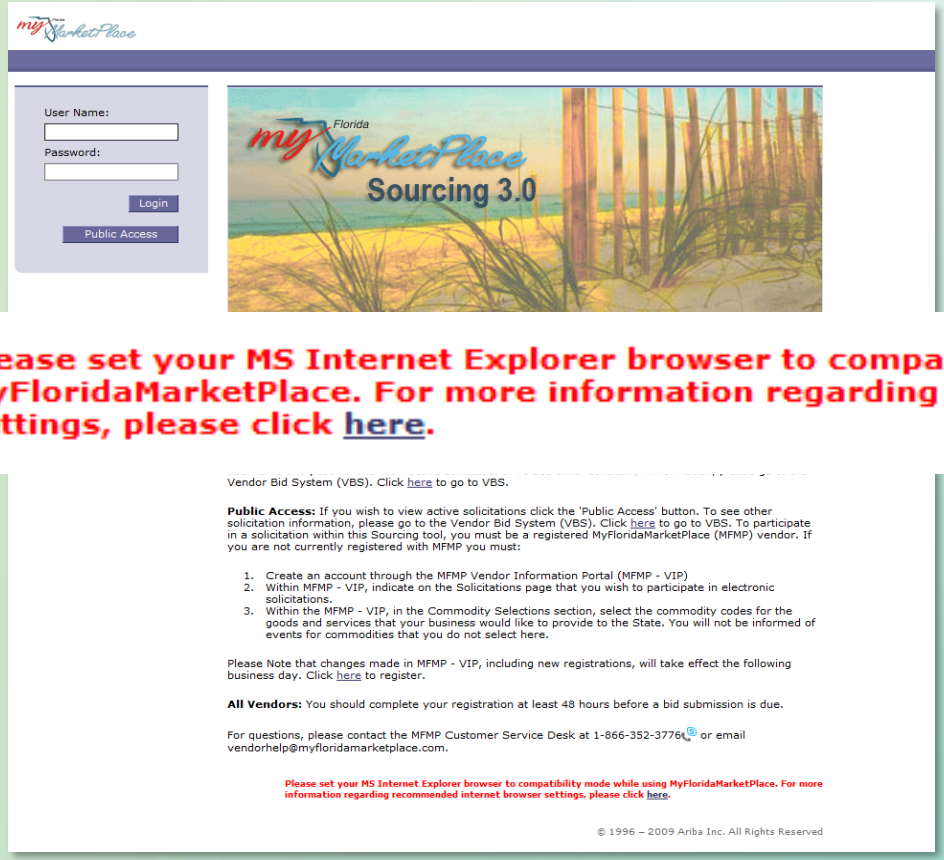
Vendor Information Portal

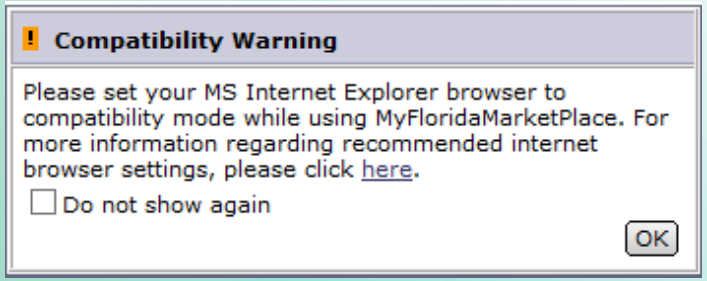


- Vendors register for Sourcing as part of 'Vendor Information Portal' (VIP) account registration / maintenance activities
- Once registered, use the 'I want to' dropdown list to 'View / Edit Commodity Codes,' 'View / Edit My Contacts' or 'View / Edit Solicitation Selections' associated with your VIP 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.





Sourcing

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.

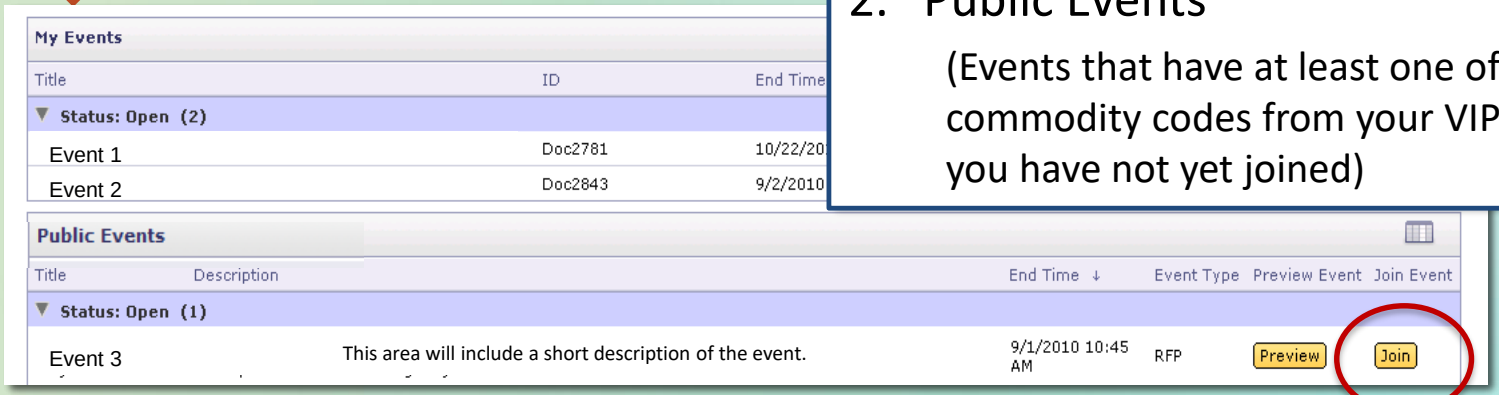
When you log into Sourcing with your username and password, there are two views:

1. "My Events"

   (Events you've already joined)

2. "Public Events"

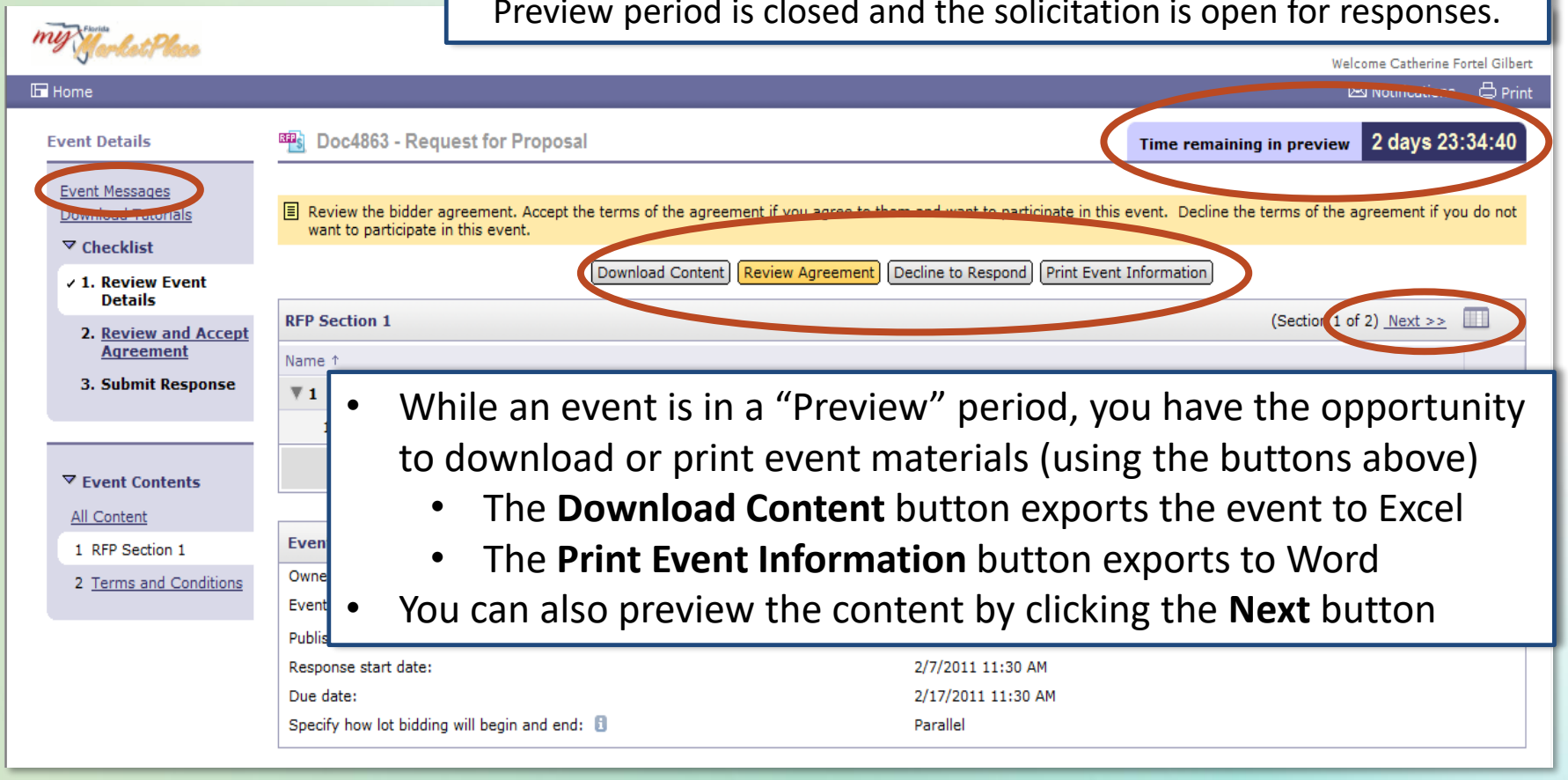
   (Events that have at least one of the selected commodity codes from your VIP account, but you have not yet joined)



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).

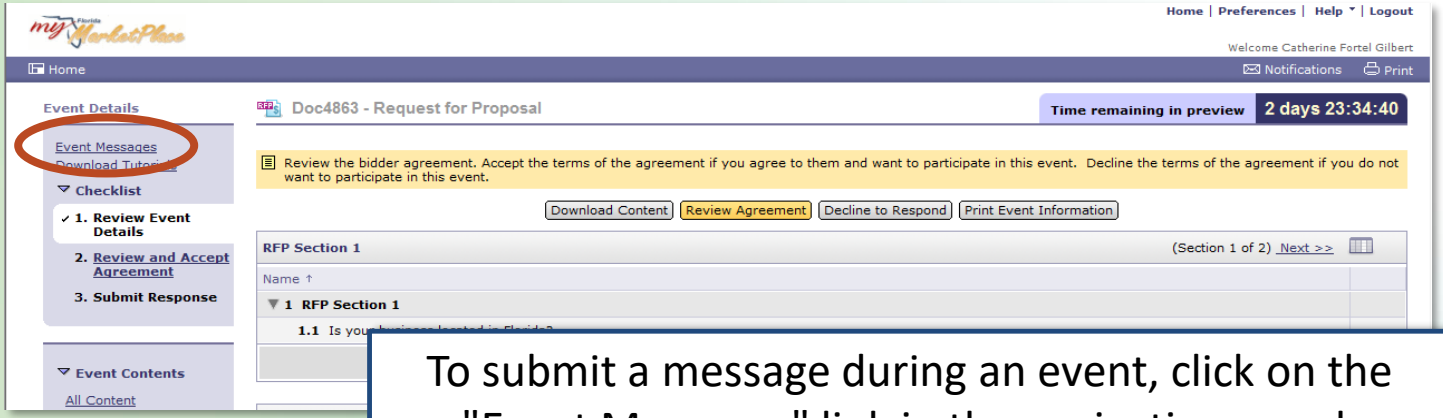
Preview Period

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.

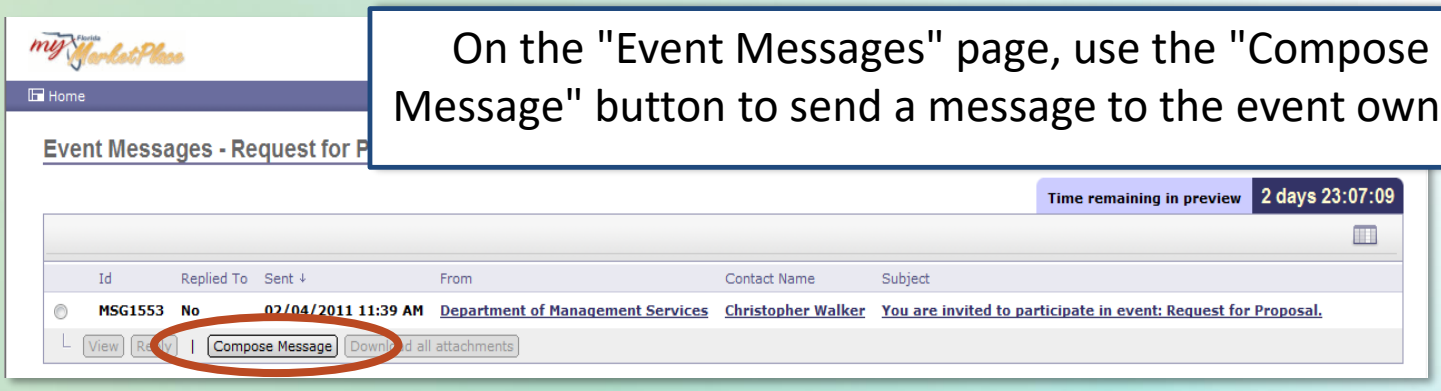


- While an event is in a "Preview" period, you have the opportunity to download or print event materials (using the buttons above)
  - The **Download Content** button exports the event to Excel
  - The **Print Event Information** button exports to Word
- You can also preview the content by clicking the **Next** button

Submitting a Question During Q&A



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

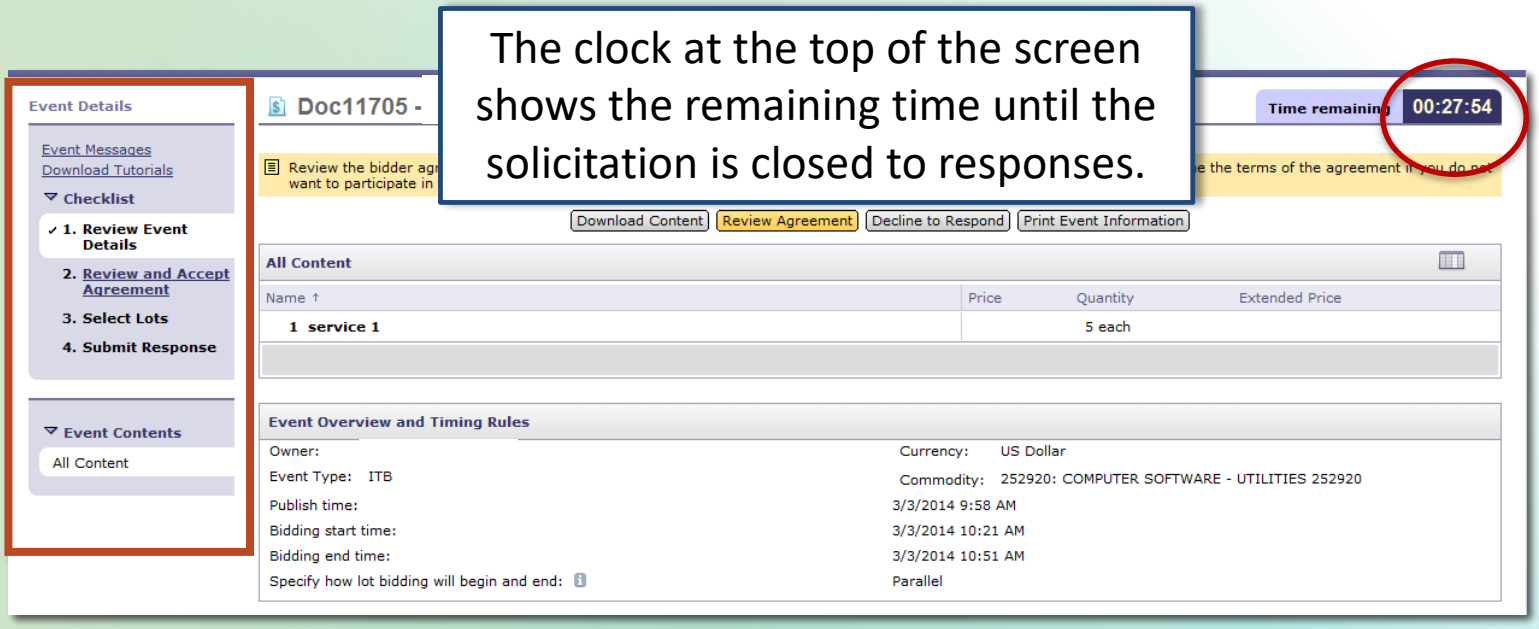


On the "Event Messages" page, use the "Compose Message" button to send a message to the event owner.

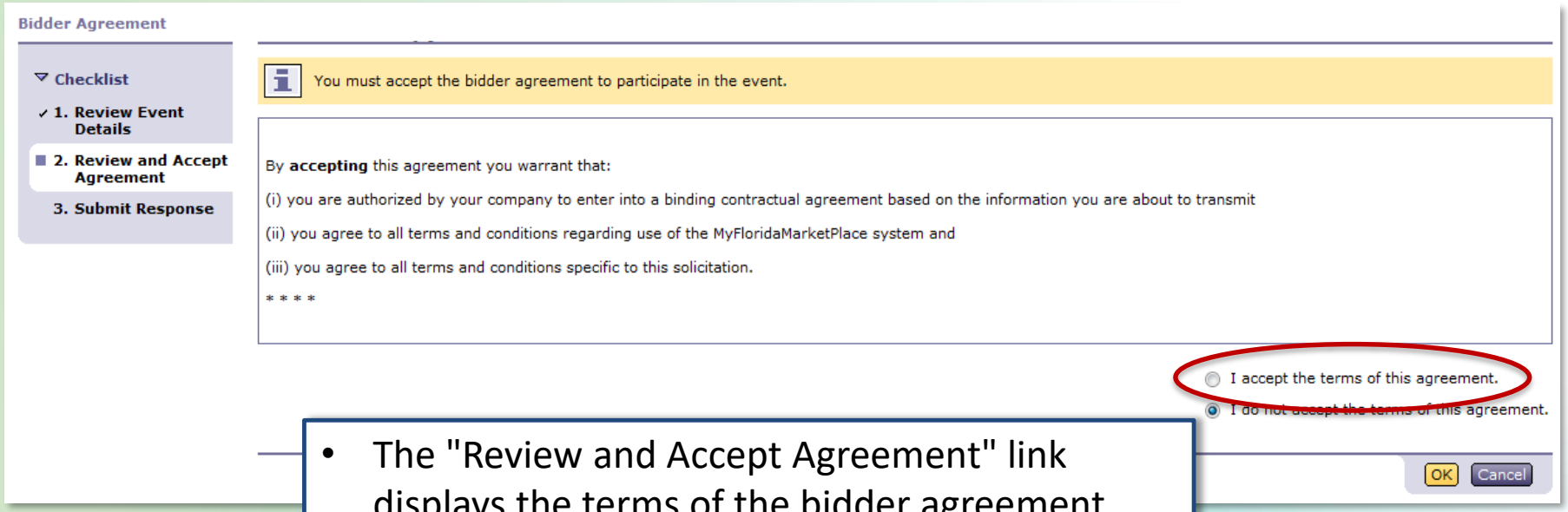
The agency will respond to all questions with an attached addendum and your questions will remain anonymous.

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



Review and Accept Agreement



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

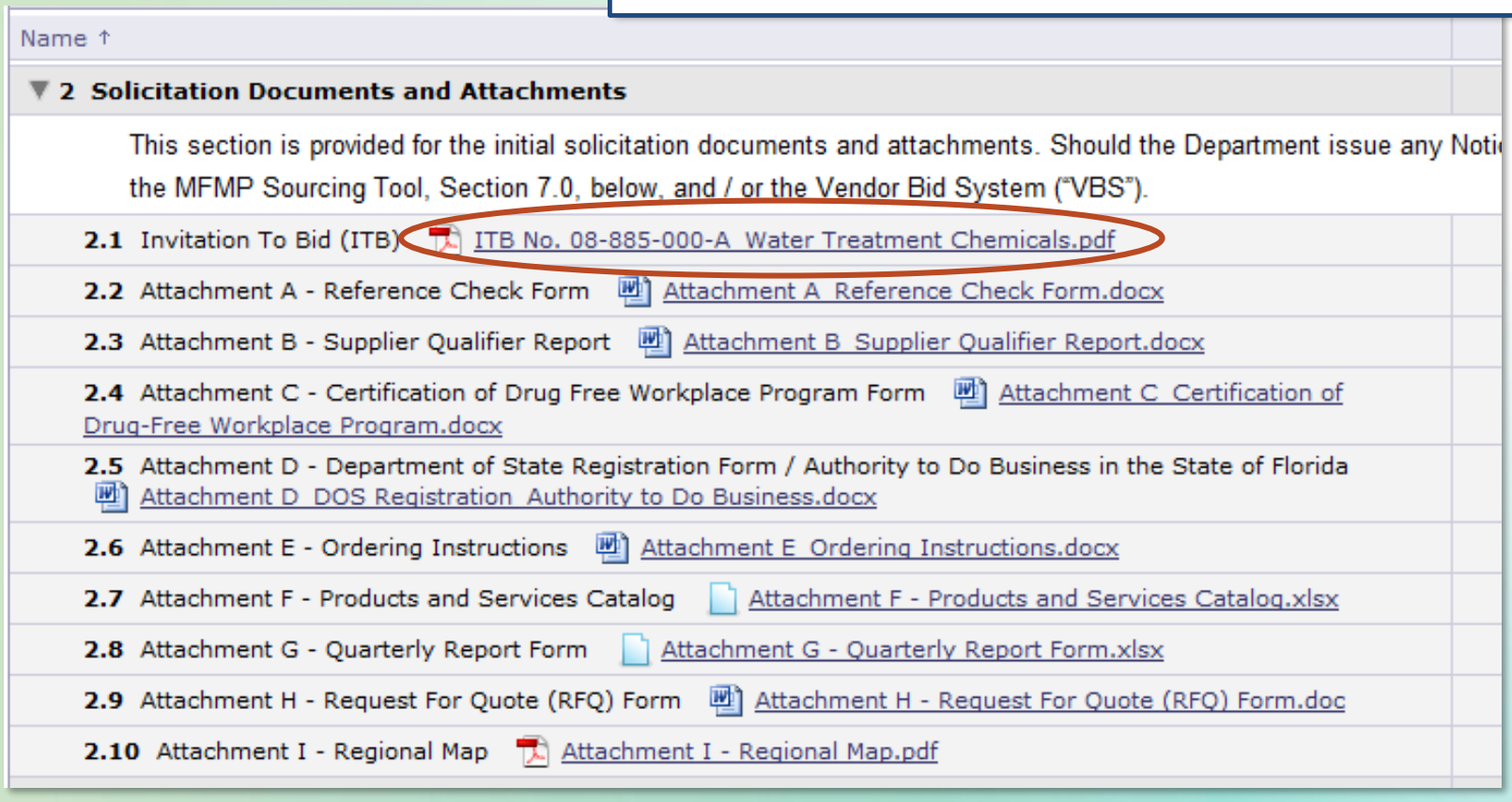
Question and Response Types

- 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

This section is provided for the initial solicitation documents and attachments. Should the Department issue any Noti
the MFMP Sourcing Tool, Section 7.0, below, and / or the Vendor Bid System ("VBS").

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

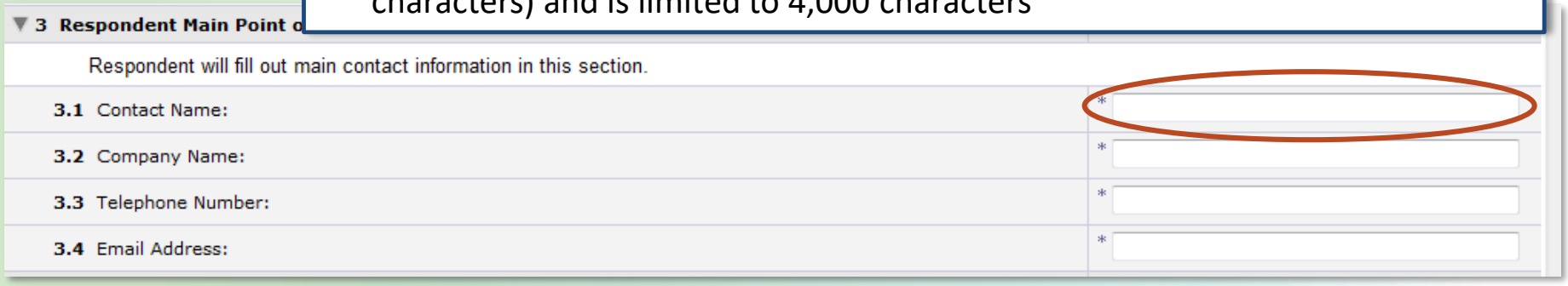
2.9 Attachment H - Request For Quote (RFQ) Form Attachment H - Request For Quote (RFQ) Form.doc

2.10 Attachment I - Regional Map Attachment I - Regional Map.pdf

Text Box Fields

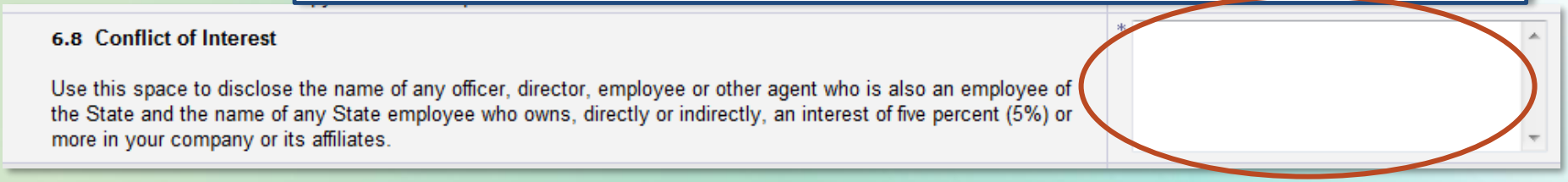
Single Line

- 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

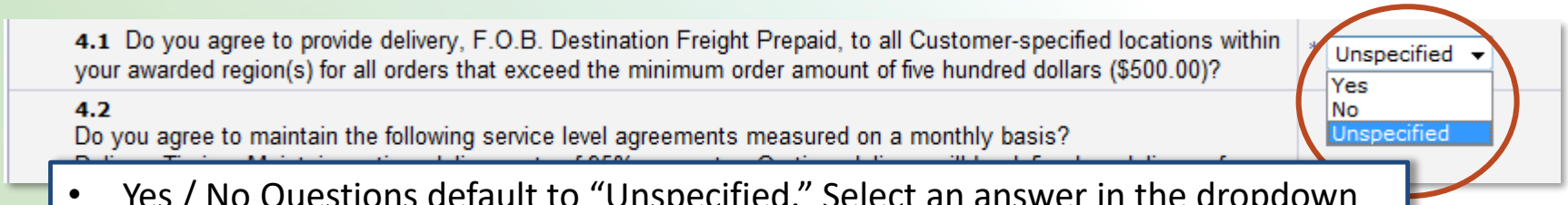


Multiple Line

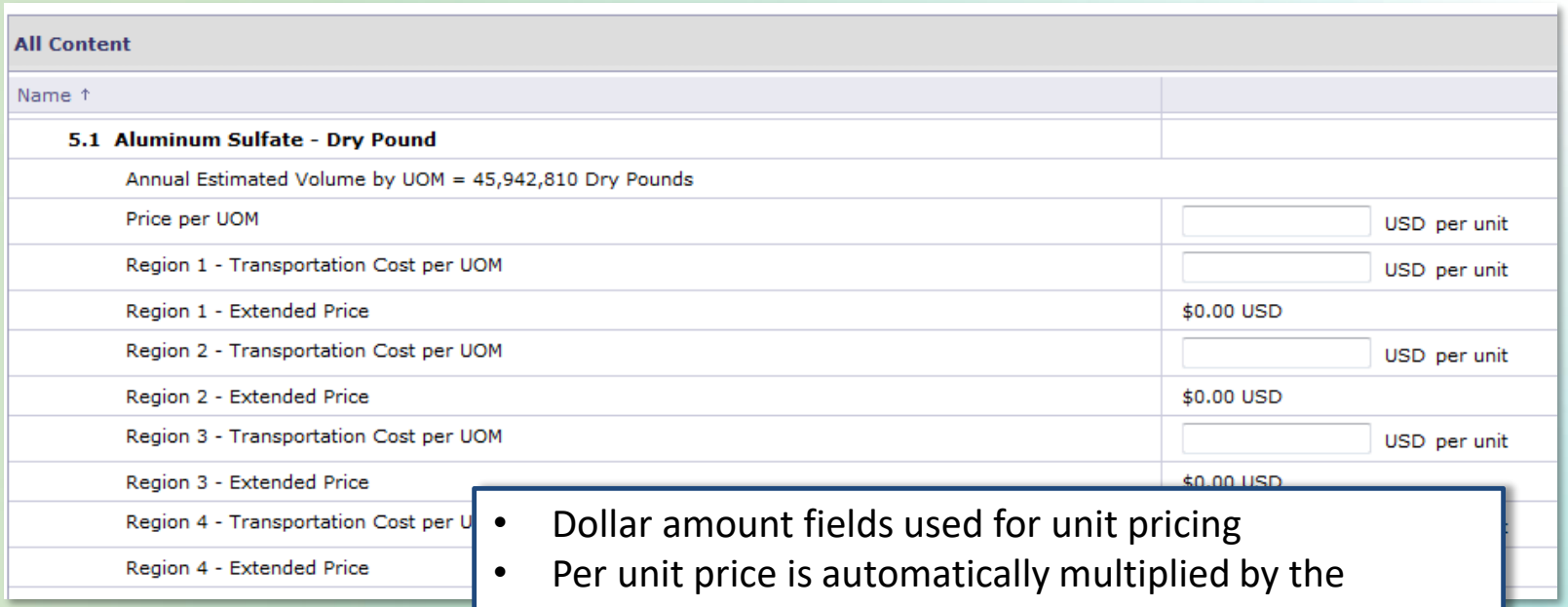
- This type of text box field is used to answer longer questions
- The answer field is initially six lines and can be expanded indefinitely. There is not a character limit for the multiple line field



Yes/No and Line Item Fields

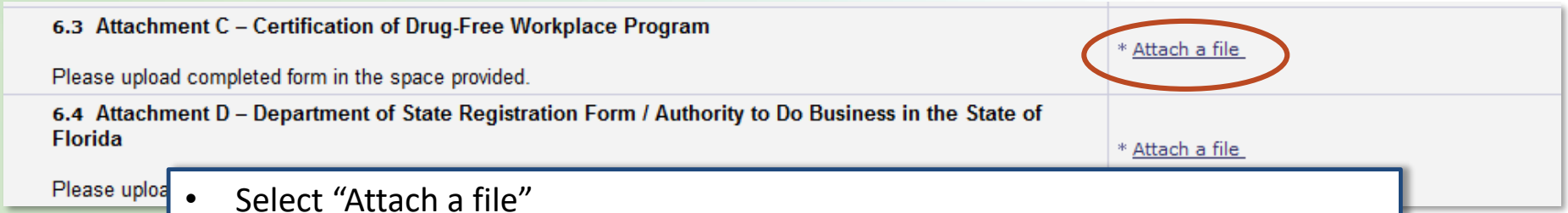


- Yes / No Questions default to “Unspecified.” Select an answer in the dropdown
- Only one answer per question is permitted



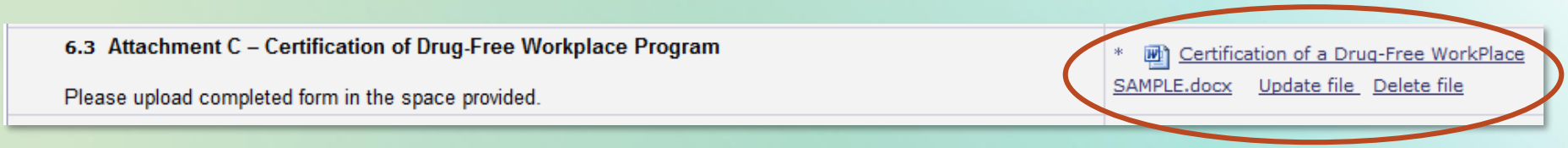
- Dollar amount fields used for unit pricing
- Per unit price is automatically multiplied by the quantity as set by the buyer
- Units of measurement (UOM) is set by the buyer

File Attachment Fields

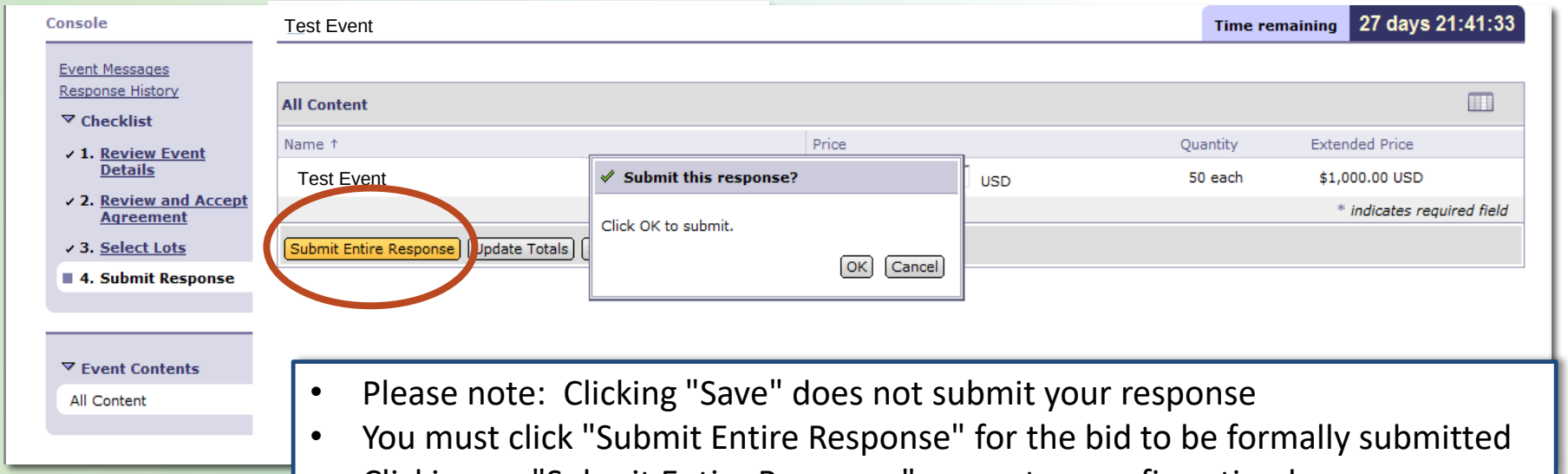


- Select “Attach a file”
- Sourcing will prompt you to browse to the file on your computer
- Select “OK” and your file will be uploaded

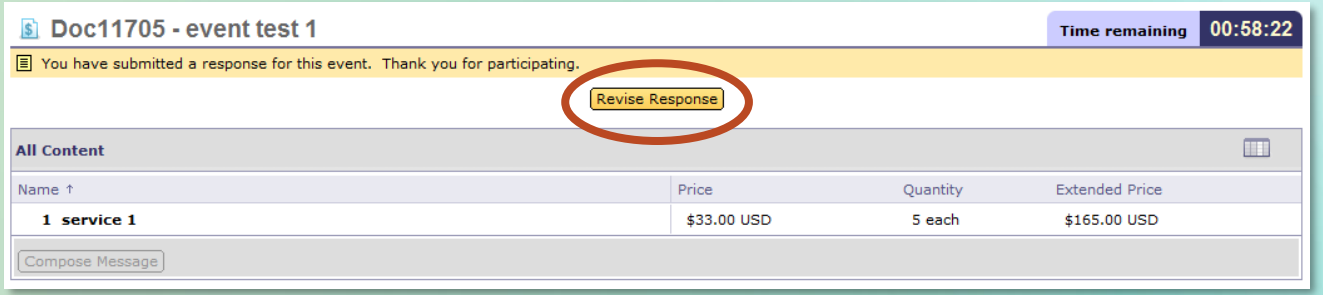
There is a 20 MB file size limitation applied to each attachment.



Submitting Your Response



- 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



Public User Access

- 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

Review

- 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

Questions?