

Attachment J. Negometrix Instructions

(See attached)



How to operate Negometrix

Thank you for showing your interest in the RFP on Janitorial Services for the MSA Warehouse!

The Maryland Stadium Authority has decided to conduct this project online through the use of Negometrix. By not having to print and send your hard copy offers we are both saving your precious time and our worlds natural resources. Besides that it works very intuitive and online so you don't have to leave your desk anymore accept for grabbing a cup of coffee!

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Step 1: Participate

To start this RFP simply hit the blue **Participate** button, down below on the information page of the project.

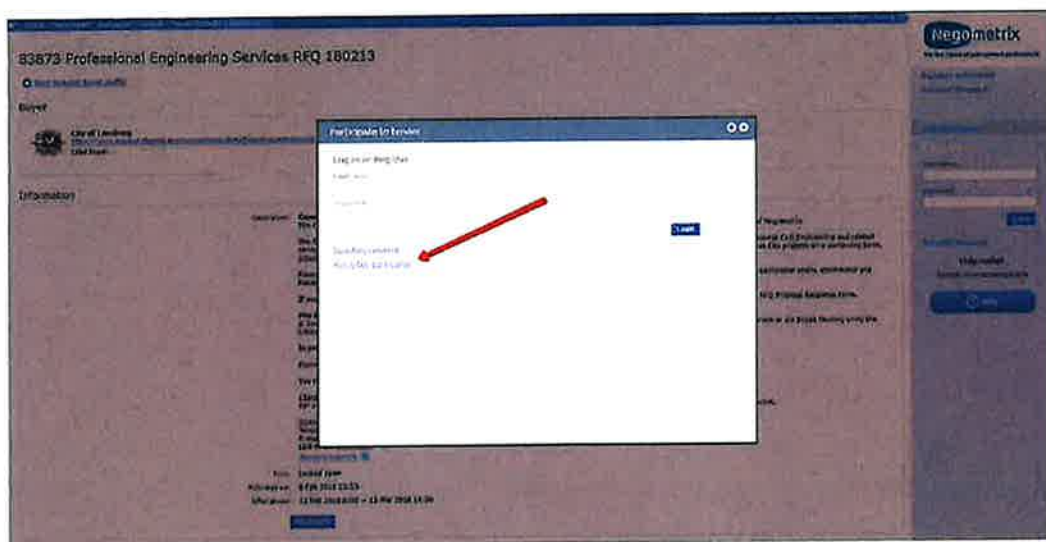
The screenshot displays the NegoMetric interface for a specific Request for Proposal (RFP). The page title is "83873 Professional Engineering Services RFQ 180213". The main content area contains text about the RFP, including a "General Information about the RFP" section. At the bottom of this section, there is a blue button labeled "Participate". A red arrow points to this button. The right sidebar contains navigation links such as "Home", "Published Solutions", and "Published Tenders".



Step 2: Register your company

You have indicated you want to participate in the Project. Thanks! Negometrix will now ask you to either Log-in using your Username and Password or to register your company.

If you do not have a Username and Password yet, please click [Register company](#) to create a new company account on the Negometrix platform!





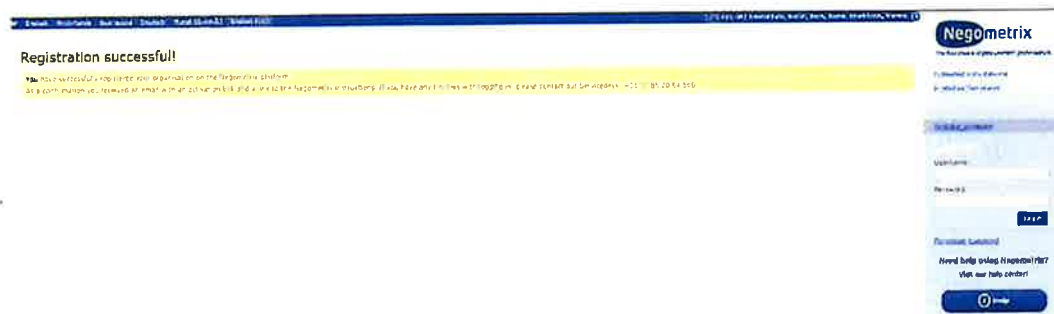
Step 3: Fill-out the Registration form

The system will ask you about your company & personal details to create an account.

You can choose your own Username & Password here which you will use later on in the process to log-in!



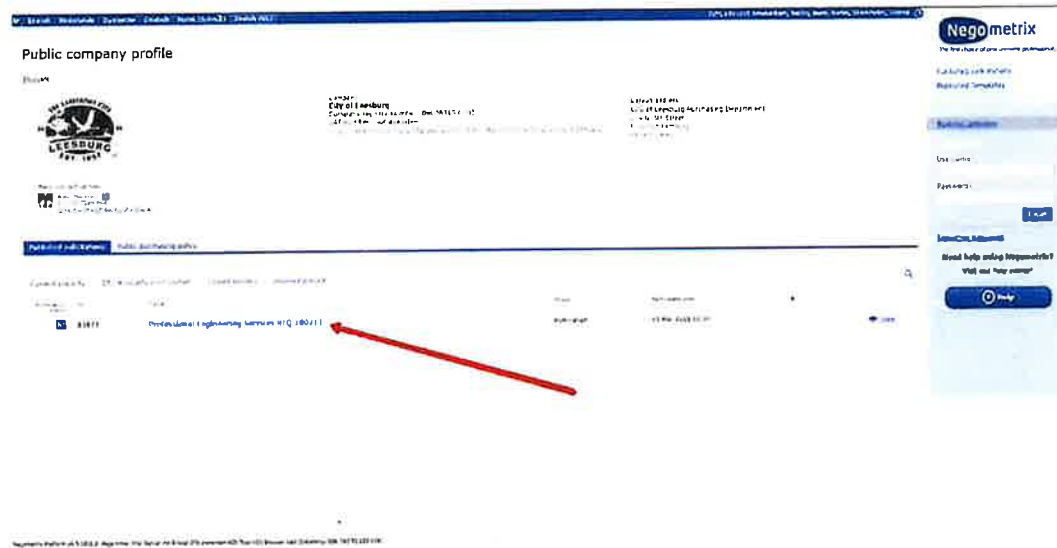
Once you have completed the registration form, the system will notify you with and send an activation link to the email address you've registered.



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Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

Navigate to the public profile of the Maryland Stadium Authority ([click here!](#)) again and select the RFP you want to participate in.



The information about your selected RFP is presented and you can now hit the **Participate** button and log-in with your own account.

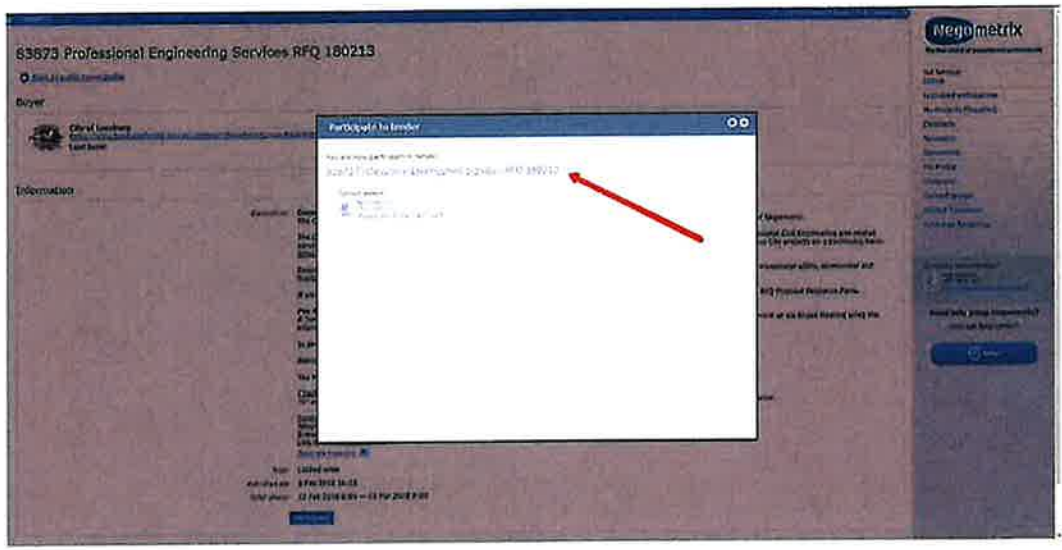




Step 6: You are now participant in the Project!

Simply click on the name of the project in the pop-up message and you'll be redirected to the Project.

You can always navigate to the projects you are participating in by clicking on [My Projects \(Supplier\)](#) button in the menu on the right side of your screen.






Step 7: Start the RFP!

Within the RFP, you will find only three steps:



Under information you will find a description of the project and if you scroll down you will find more about the planning, the attached documents, etc.

Now hit the  button and you will be redirected to the second tab!

83873 Professional Engineering Services RFQ 180213 Publication phase 23 Ends on 12 Feb 2018 09:50

1 Information 2 Fill out & submit 3 Submit

Description:
General Information about the RFP
The City of Leedburg, Florida invites interested and qualified firms to submit a response to this Request for Qualifications through the use of Negotrix.
The City intends to request a firm to provide a detailed proposal to be prepared (linked RFP) to provide the following services: Engineering and related services. The services are required to cover civil engineering, transportation/traffic engineering and landscape architecture for various City projects on a continuing basis. Services include but are not limited to: water utility, wastewater utility, stormwater and floodplain engineering services.
Responding firms must have been licensed in the State of Florida for the past five years and must have a valid license for water utility, wastewater utility, stormwater and floodplain engineering services.
If you have any questions, please contact the Project Manager, ProjectManager@leedburg.org and provide it on the Project RFP Start and fill out the RFP Mutual Acknowledgment.
The Proposal Meeting
A proposal meeting will be held on Tuesday, February 20, 2018 at 10:00 AM EST. Interested parties may attend in person or via Skype Meeting using the information below.
Meeting Information: Duration: 60 min. 754 N. 9th Street, Leedburg, Florida 34749
If you are unable to attend, you may dial in to the meeting via the following link: <https://www.zoom.us/j/83873180213>
You may need to download and install the Zoom app prior to the meeting in order to attend.
Important Dates (RFP, RFP, RFP, RFP, RFP)
RFP Start: 12 Feb 2018 09:50
RFP End: 12 Feb 2018 09:50
RFP Start: 12 Feb 2018 09:50
RFP End: 12 Feb 2018 09:50

Buyer

Information

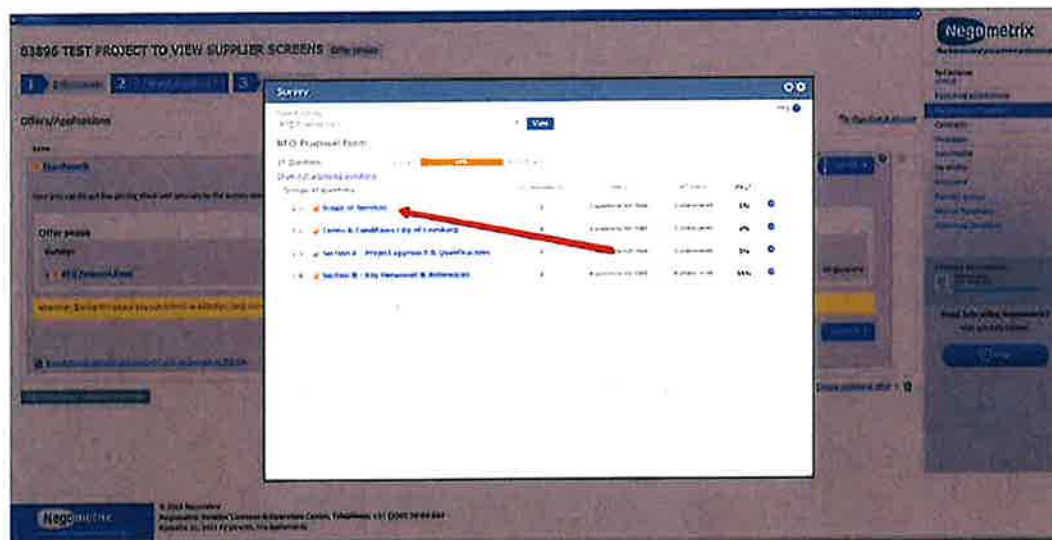
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Step 8: Fill-out your proposal!

Under the second tab **2** [Fill out & submit](#) you are presented with the overview of your offer. Click on the name of the Survey 'Download & Submit your RFP' to start populating your proposal.



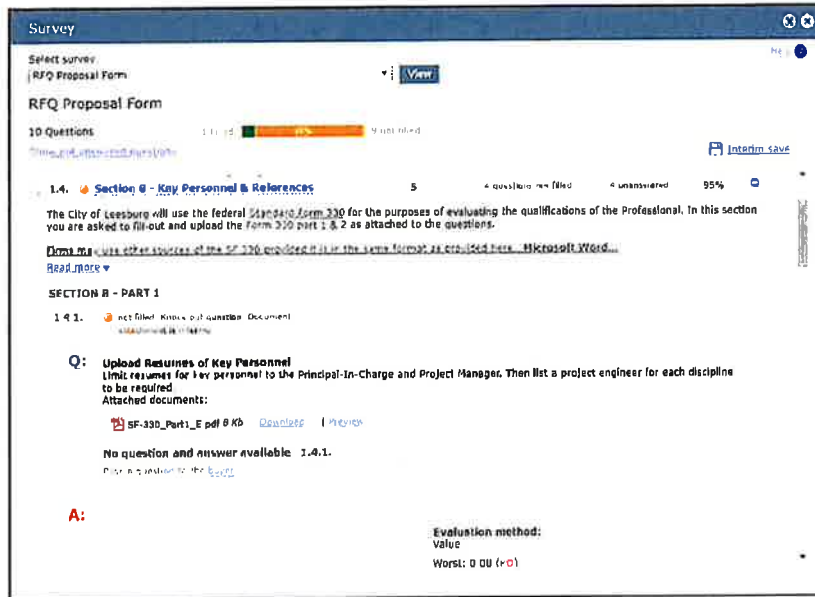
A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.



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Step 9: Answer the Questions

If you open one of the Sections you are presented with a short description about the section and all different questions within that section, with the possibility to answer.



Q:

- Each **Question** of the Stadium Authority, starts with the big Q.
- With some questions you'll find that the City has attached documents. You can either [Download](#) these or check a [Preview](#).
- If something is not clear you can also [Pose a question to the buyer](#) related to this Section. If other suppliers have asked questions they are published here as well.

A:

- Your **Answer** can be populated under the big A.
- Sometimes you are asked to upload a document (or more). You can then select from two options: [Select from Documents](#) | [Upload from my PC](#)
- Normally you'll choose upload from my PC.
- 'Upload from documents' will allow you to select from documents that you have uploaded before on Negometrix.
- Some answers will only need a simple Yes or No Yes (Best) No (Worst) (KO)
- The ^(KO) knock-out-sign indicates that not answering this specific Question or giving the un-preferred answer will result in a **Non-responsive** label on your proposal.



Step 10 Submit your RFQ!

Make sure you've answered all your question and the progress bar indicates 100%.
If you are all done and confident you have answered the questions to your best ability,
simply hit the **Submit** button.

You'll be asked to enter your password again and confirm.

If you have submitted successfully an email will be send to your registered address.

