

Negometrix

Negometrix Supplier Guide

Learning how to submit an offer
using Negometrix



Getting started

- Find all published solicitations on the Negometrix3 website:
www.platform-us.negometrix.com
- Use the search bar or scroll through all the solicitations to find one you are looking for

Published Solicitations

Current Solicitations | Closed Solicitations | Planned Solicitations

Country: United States × Results: 16

Published on	No.	Name	Agency	Status	Submission Deadline
3	2270	RFB No. 02-2020 - Ford F-150 XL F1C	Town of Palm Beach	Offer phase	
3	2259	PROFESSIONAL SERVICES - TEEN CENTER FACILITY (200033)	City of Leesburg	Offer phase	Nov 14 2019 2:00 PM
3	2255	Mobile Plastic Refuse Containers - The city of Norfolk	The City of Norfolk (demo)	Offer phase	Nov 29 2019 5:00 PM
3	2241	RFP Health and Benefits Data Warehouse and Analytics - City of Norfolk	The City of Norfolk (demo)	Offer phase	
3	2236	RFB No. 2020-01 Mandel Recreation Center Fitness Center and Wellness Program Contractor	Town of Palm Beach	Offer phase	Oct 30 2019 2:00 PM

Log in

Username:

Password:

[Login](#)

[Forgot password?](#)

[Forgot username?](#)

[Register company](#)

Need help using Negometrix3?
Visit our support page

[Help](#)

negometrix Platform v4.5.1912.0, Page times (ms) Server init:15 load:109 prerender:109 Total:124 Browser load:49latency:39, (104.218.143.66 - 4)

Participate in a solicitation

- Once you have found the solicitation and you clicked on it, you will see a short description.
- To find out more, click **Participate** on the bottom.
- You will be asked to log in or register on the platform (next slide).

2146 RFQ No. 2019-36 - Water Supply Feasibility Study

[Back to published solicitations](#)

Buyer

Town of Palm Beach
Lead buyer

Contact person:
Public Works Palm Beach
(561) 227-7009
pwssolicitations@townofpalm

Information

Description: **BID DOCUMENTS**
To see the full details of this solicitation you will need to select the **'PARTICIPATE'** below. You will be prompted to login to your Negometrix account. If you do not have an account you can create one at no cost. If you select **'PARTICIPATE'** you are not obligated to submit an offer to this solicitation. However, you will need to participate in order to access all bid documents.

GENERAL INFORMATION
The Town of Palm Beach is seeking a qualified consultant who will collect/review all available data. Based on the data collected and analyzed, the selected consultant will develop a suite of alternatives for water supply and identify water distribution options.

PRE-PROPOSAL CONFERENCE
A **"NON-MANDATORY"** pre-proposal meeting/site visit will be held on:
Date/Time: **Wednesday, September 25, 2019 at 10:00 am.**

Location:
Public Works Building
Meeting Room
951 Okeechobee Road
West Palm Beach, Florida 33401

QUESTION DEADLINE
The deadline for questions is SEVEN (7) CALENDAR DAYS before the end of the Offer Phase (due date).
Questions should be submitted through this software platform using the Question & Answer feature.
The Town may provide written addenda up to FIVE (5) calendar days before the date fixed for receiving the bid proposals. Any oral explanation(s) given before the bid opening will not be binding.

DESIGNATED PROCUREMENT REPRESENTATIVE
The Designated Procurement Representative for this Solicitation is:
Eric Shibley
eshibley@townofpalmbeach.com
(561) 227-7009
ALL communications regarding this solicitation will be handled by this Town representative.

ASSISTANCE & SUPPORT
Attached below is a file titled 'Getting Started in Negometrix - Suppliers' which will help you understand how to submit their own Solicitation Response. Suppliers may also contact the designated procurement representative for assistance.

NEGOMETRIX SUPPORT
(Technical) Assistance (Mon - Fri: 8 am to 6 pm)
Negometrix Service Desk
Telephone: (724) 888-5294
Email: servicesdesk@negometrix.com
[Generate hyperlink](#)

Documents:

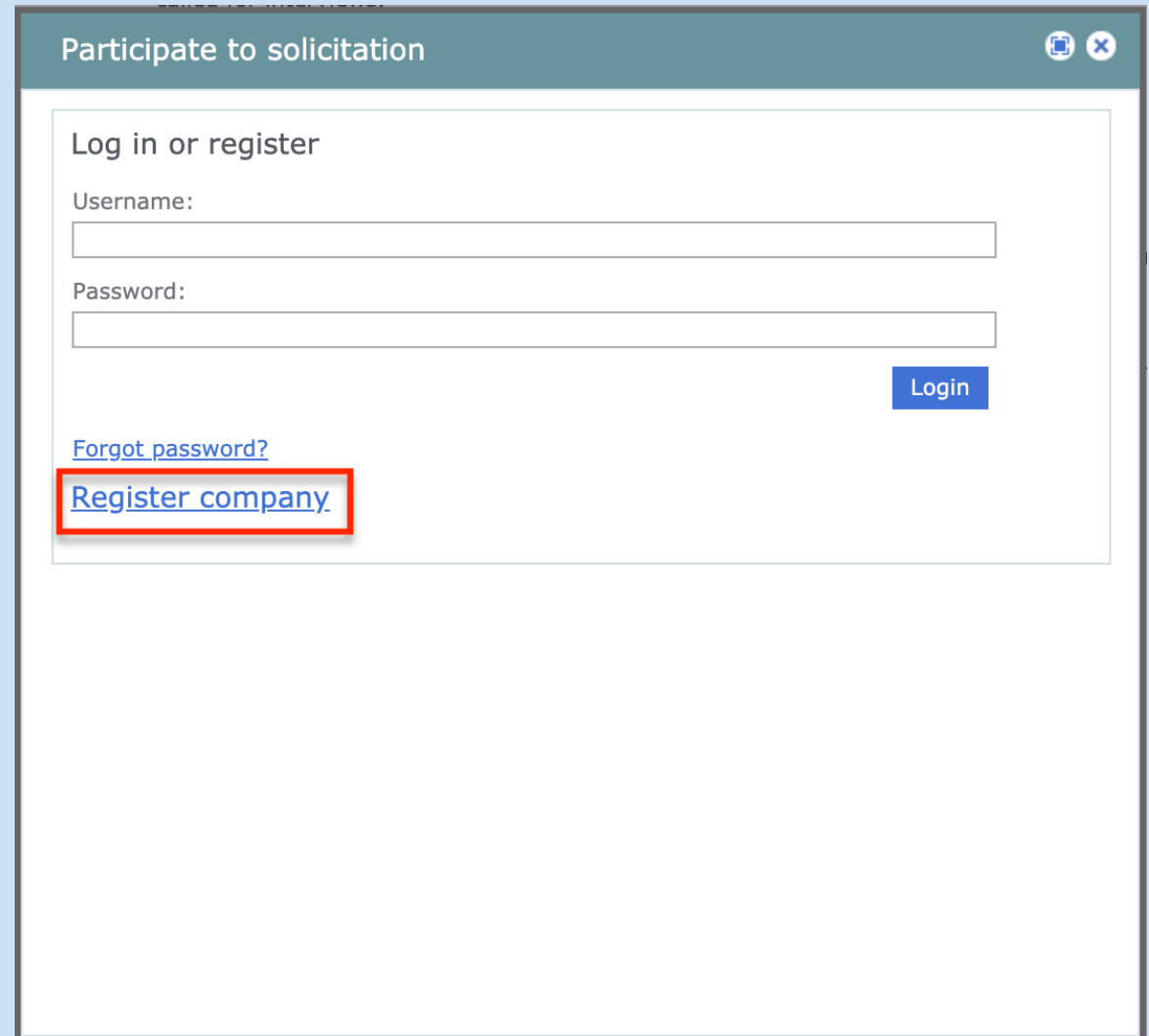
- Advertisement RFQ No. 2019-36 - Water Supply Feasibility Study
- NEGOMETRIXGettingStarted (3).pptx 1717 Kb
- Palm Beach Vendor Registration Guide.pdf 1.746 Kb

Type: Sealed without Preselection
Published on: Sep 17 2019 4:15 PM
Offer phase: Sep 17 2019 4:00 PM — Oct 18 2019 2:00 PM

Participate

Register company

- After clicking **Participate**, click **Register Company** on the next window.



The screenshot shows a web browser window titled "Participate to solicitation". Inside the window, there is a section titled "Log in or register". This section contains two input fields: "Username:" and "Password:". Below the password field is a blue "Login" button. At the bottom of the section, there are two links: "Forgot password?" and "Register company". The "Register company" link is highlighted with a red rectangular border.

Your company

* Company Name * Language

* Country * Federal Employer Identification Number (FEIN)

* State

* City * ZIP Code

* Address

* Company will use Negometrix3 as:
 Supplier
 Purchasing/Procurement Organization

Next

Fill out your company's information (2 pages) and click **Register.**

You will get an email with a link to activate your account.

Personal data

Gender
 Mr. Ms./Mrs.

* First name * Last name

* Phone * Time zone

* Email

* Username

* Password

* Confirm password

Which emails do you want to receive?

Updates, maintenance and technical changes in Negometrix3 (e.g. Release Notes)
 Negometrix events and promotions
 Daily Digest Question & Answer (E-mail twice daily with new published questions & answers in your participating solicitations)
 Published Solicitations Digest

Ensure your company can be found by buyers!

NIGP Codes

No NIGP Codes added

Select NIGP Code

Code

* Code

* Terms & Conditions and Privacy Policy
 I accept [the Terms of Use and Privacy Policy](#)

Previous **Register**



Solicitation Information

- This is the top half of the page that provides General Information
- The bottom half is explained on the next slide

The screenshot shows a web interface for a solicitation. At the top, there is a navigation bar with 'Home' and a clock showing '(UTC-05:00) Eastern Time (US & Canada)'. The main content area is titled '2275 Landscaping Services' with a sub-header 'Offer phase' and a calendar icon, followed by 'Ends on Nov 1 2019 3:00 PM'. Below this is a progress bar with three steps: '1 Information', '2 Fill out & submit', and '3 Submitted'. A yellow banner below the progress bar indicates 'Remaining time for submission: 21 day/days 22 Hours'. The 'Description:' section follows, containing three sub-sections: 'General Information' (request for proposal for new company-wide desktop and laptop computers), 'Submissions' (instructions on how to submit responses online), and 'Support' (contact information for the Negometrix Service Desk). The support section includes telephone, email, and a link to the 'Supplier Guide'.

3 Home (UTC-05:00) Eastern Time (US & Canada)

2275 Landscaping Services Offer phase Ends on Nov 1 2019 3:00 PM

1 Information 2 Fill out & submit 3 Submitted

Remaining time for submission: 21 day/days 22 Hours

Description:

General Information
Our Town is putting out this request for proposal for new company-wide desktop and laptop computers. Every 5-7 years the Town seeks to replace their existing hardware. All further details regarding requirements, dates, and pricing are in their respective sections of this software.

Submissions
The Town only accepts Solicitation responses online through our official e-Bid/RFx platform powered by Negometrix. All Solicitation responses **MUST** be submitted through the platform. You may access the platform at this weblink -- <https://platform-us.negometrix.com>.

Support
Should you need assistance in using the software please contact the Negometrix Service Desk at:


Telephone: (724) 888-5294
Email: servicedesk.us@negometrix.com
Or view the Negometrix 'Supplier Guide' located on the Help page.


Technical Assistance (Mon - Fri: 8 am to 6 pm)
*All times shown are Eastern Standard Time (EST).


Solicitation Information


- The bottom half of the screen provides more specific information related to the solicitation.
- **Schedule:** see important deadlines
- **Question & Answer:** pose questions and view published answers
- **Price lists:** display price list(s)
- **Settings:** general information related to the solicitation
- **Documents:** all documents posted for supplier to review
- **Questionnaires:** these are the items a supplier must respond to for a bid response
- **Solicitation ZIP-export:** will create a ZIP export for all the solicitation information


Information


**Messages**
1 Unread (1)

**Schedule**
[View all](#)


**Question & Answer**
Pose your questions here and view all questions and answers


**Price lists (Read-Only)**
1. [Cost proposal](#)

**Settings**
PROCEDURE: Unsealed
[View all](#)

**Documents**
Related to this Solicitation

Attention: Here you can only see the attachments. To make a digital offer please click 'start'

**Questionnaires**
1. [Request for Proposal](#)

**Solicitation ZIP-export**

[Add colleague / colleague overview](#) [Archive](#)

- **Add colleague/colleague overview:** use this to add a colleague to work on the solicitation with you

Start a solicitation

- When you are ready to start, click the **Start** button on the right side of the page.
- Selecting Start does not obligate you to submit a response.

3 Home (UTC-05:00) Eastern Time (US & Canada)

2275 Landscaping Services

Offer phase Ends on **Nov 1 2019 3:00 PM**

1 Information **2** Fill out & submit **3** Submitted

Remaining time for submission: 21 day/days 22 Hours

Description:

General Information
Our Town is putting out this request for proposal for new company-wide desktop and laptop computers. Every 5-7 years the Town seeks to replace their existing hardware. All further details regarding requirements, dates, and pricing are in their respective sections of this software.

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The Town only accepts Solicitation responses online through our official e-Bid/RFX platform powered by Negometrix. All Solicitation responses **MUST** be submitted through the platform. You may access the platform at this weblink -- <https://platform-us.negometrix.com>.

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Or view the Negometrix 'Supplier Guide' located on the Help page.

Technical Assistance (Mon - Fri: 8 am to 6 pm)
*All times shown are Eastern Standard Time (EST).

[Read less](#) ▲

Buyer

Start ▶

Fill out & submit

- Once you are in the **Fill out & submit** tab, you will see the core of the solicitation.
- You can see the remaining time to submit highlighted in yellow.
- Progress bars are updated when you enter your responses.

2275 Landscaping Services Offer phase Ends on **Nov 1 2019 3:00 PM**

1 Information 2 **Fill out & submit (1)** 3 Submitted

Offers/Applications Remaining time for submission: **21 day/days 22 Hours** [Question & Answer](#)

Name	Status	Submission
C services Edit name	3 Empty pricerow(s) 10 unanswered question(s)	Status: Not submitted Submit
Offer phase		
Pricing sheets		
Cost proposal	0% 3 not filled	3 Products
Questionnaires		
1 Request for Proposal	0% 10 not filled	10 Questions

Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.

[Submit](#)

[Export pricing sheet\(s\) and questionnaire\(s\) with all answers as ZIP-file](#)

Definitions

- **Offer phase:** the period of time that suppliers are able to start, fill out, and submit responses/bids to a solicitation.
- **Pricing sheets:** the price(s) the suppliers are submitting for their responses.
- **Questionnaire:** the software uses the term “questionnaire” to signify the questions the supplier must answer in response to the solicitation. Each solicitation is different so the questionnaires/questions will differ based on the commodity being purchased.

Questionnaire

- Select the Request for Proposal questionnaire on the previous screen.
- In this window the question groups are displayed.
- You can expand any of the groups to see the individual questions

Questionnaire

Select questionnaire
Request for Proposal View [Help ?](#)

Request for Proposal

The Request for Proposal questionnaire will be used to evaluate the quality of goods and services your organization can provide. This will be evaluated separately from the price.
Price 60% 40% Quality

10 Questions 0% 10 not filled

[Show not answered questions](#)

Groups of questions	Nr. of questions	Status	KO status	Weight
1.1. Terms and Conditions	1	1 questions not filled		0%
1.2. Company Background	4	4 questions not filled		40%
1.3. Product/Services Specifications	4	4 questions not filled		50%
1.4. Insurance	1	1 questions not filled		10%

Answering Questions

- Each question is marked by a **Q**, and suppliers will respond in the answer section, marked by an **A**.
- On the top, you will see your progress for the entire questionnaire, and within each question group you see how many questions you have not filled.
- In the top right side of the window, you can save the answers as you go by clicking **Interim save**.

The screenshot displays the 'Questionnaire' interface for a 'Request for Proposal'. At the top, there is a dropdown menu set to 'Request for Proposal' and a 'View' button. Below this, the title 'Request for Proposal' is followed by a descriptive paragraph: 'The Request for Proposal questionnaire will be used to evaluate the quality of goods and services your organization can provide. This will be evaluated separately from the price.' A progress bar shows 'Price 60%' in green and '40% Quality' in blue. A summary bar indicates '10 Questions' with a progress indicator showing '0%' and '10 not filled'. A blue link 'Show not answered questions' is present. In the top right corner, an 'Interim save' button is highlighted with a red box. A green arrow points from this button to a question group header '1.1. Terms and Conditions', which shows '1 question not filled' and '0%'. Below this, the 'Terms and Conditions' section is visible, including a 'Knockout question' (1.1.1.) with 'Weight: 0%'. This question is marked with a 'Q' icon and is highlighted with a red box. The question text is: 'Please download the document below. Select 'YES' to indicate that you have read and understood the Terms and Conditions for this solicitation. Attached documents:'. Below the text is a document attachment 'Terms&Conditions.pdf 418 Kb' with 'Download' and 'Preview' links. Underneath, it says 'No questions through Question & Answer' and provides a link 'Pose a question to the buyer'. At the bottom, the answer section is marked with an 'A:' icon and has two radio button options: 'Yes (Best)' and 'No (Worst) (KO)'. The 'A:' icon and the first radio button are also highlighted with a red box.

Attached Documents

- To view an attached document you have two options:
 - Click **Download** to download the document to your computer
 - Click **Preview** to view the document in a new window.

The screenshot shows a 'Questionnaire' window for a 'Request for Proposal'. The interface includes a dropdown menu for the document name, a 'View' button, and a progress bar indicating 'Price 60%' and '40% Quality'. Below this, it shows '10 Questions' with a '0%' completion rate and '10 not filled'. A table lists the questions, with the first one being 'Terms and Conditions' (1 question, 1 not filled, 0% completion). The question text asks to download a document and select 'YES' if read and understood. The attached document is 'Terms&Conditions.pdf 418 Kb'. Two callout boxes highlight the 'Download' and 'Preview' buttons for this document. Below the document list, it says 'No questions through Question & Answer' and provides a link to 'Pose a question to the buyer'.

Questionnaire

Request for Proposal View

Request for Proposal

The Request for Proposal questionnaire will be used to evaluate the quality of goods and services your organization can provide. This will be evaluated separately from the price.

Price 60% 40% Quality

10 Questions 0% 10 not filled

[Show not answered questions](#) Interim save

Question ID	Question Text	Weight	Completion Status
1.1.	Terms and Conditions	1	1 questions not filled, 0%
1.1.1.	not filled Knockout question	Weight: 0%	

Terms and Conditions

1.1.1. not filled Knockout question Weight: 0%

Q: Please download the document below. Select 'YES' to indicate that you have read and understood the Terms and Conditions for this solicitation.

Attached documents:

Terms&Conditions.pdf 418 Kb [Download](#) | [Preview](#)

No questions through Question & Answer

[Pose a question to the buyer](#)

A: Yes (Be... No (Wo...

Terms&Conditions.pdf 418 Kb [Download](#) | [Preview](#)

No questions through Question & Answer

[Pose a question to the buyer](#)

Example: Table Question

- There are different question types in every solicitation.
- This question requires the supplier to enter contact information for three references.

Questionnaire 🏠 ✕

Request for Proposal View

Request for Proposal

The Request for Proposal questionnaire will be used to evaluate the quality of goods and services your organization can provide. This will be evaluated separately from the price.

Price 60% 40% Quality

10 Questions 0% 10 not filled

[Show not answered questions](#) [Interim save](#)

References

1.2.2. ● not filled Knockout question Weight: 10%

Q: Please fill out the contact information for 3 references.
No questions through Question & Answer
[Pose a question to the buyer](#)

A:

Evaluation method:
Multiple-choice

Name	Value	Weight
Exceeds Expectations	5	10%
Meets Expectations	3	6%
Below Expectations	1	2%
Missing Information (KO)	0	0%

	Company/Organization	Contact Person	Email	Phone Number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pricing Sheet

- By clicking Cost proposal, another window appears displaying the pricing sheet.
- Start filling out prices by clicking on the empty textboxes.
- Click **Save** once you filled the prices.

Pricing sheet
🖨️ ✕

Cost proposal

3 Products

0%
3 not filled

[Help ?](#)

📄 Interim save

#	Name	Price
1	Tree Removal	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>
2	Landscaping Fee	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>
3	Additional Fee(s)	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>
Total		

[Delete all input](#)

Cancel
Save

No questions through Question & Answer

[Pose a question to the buyer](#)

📄 [Export pricing sheet](#)

Summary

Submission
deadline



2275 Landscaping Services

Offer phase Ends on **Nov 1 2019 3:00 PM**

- 1 Information
- 2 Fill out & submit (1)
- 3 Submitted

Time
remaining

Offers/Applications

Remaining time for submission: **21 day/days 4 Hours**

[Question & Answer](#)

Name Status Submission

C services [Edit name](#) 3 Empty pricerow(s) | 10 unanswered question(s) [Submit](#)

Overall
questions
remaining

Offer phase

Pricing sheets

[Cost proposal](#)

Questionnaires

1 [Request for Proposal](#)

Items
remaining in
Pricing sheets
and
Questionnaire




Attention: During this phase you can submit... you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.

[Submit](#)

[Export pricing sheet\(s\) and questionnaire\(s\) with all answers as ZIP-file](#)

Questions & Answers

Warranty

1.3.2.  not filled Knockout question
Document attachment is missing

Weight: 15%

Q: Please provide documentation of the warranty you provide.

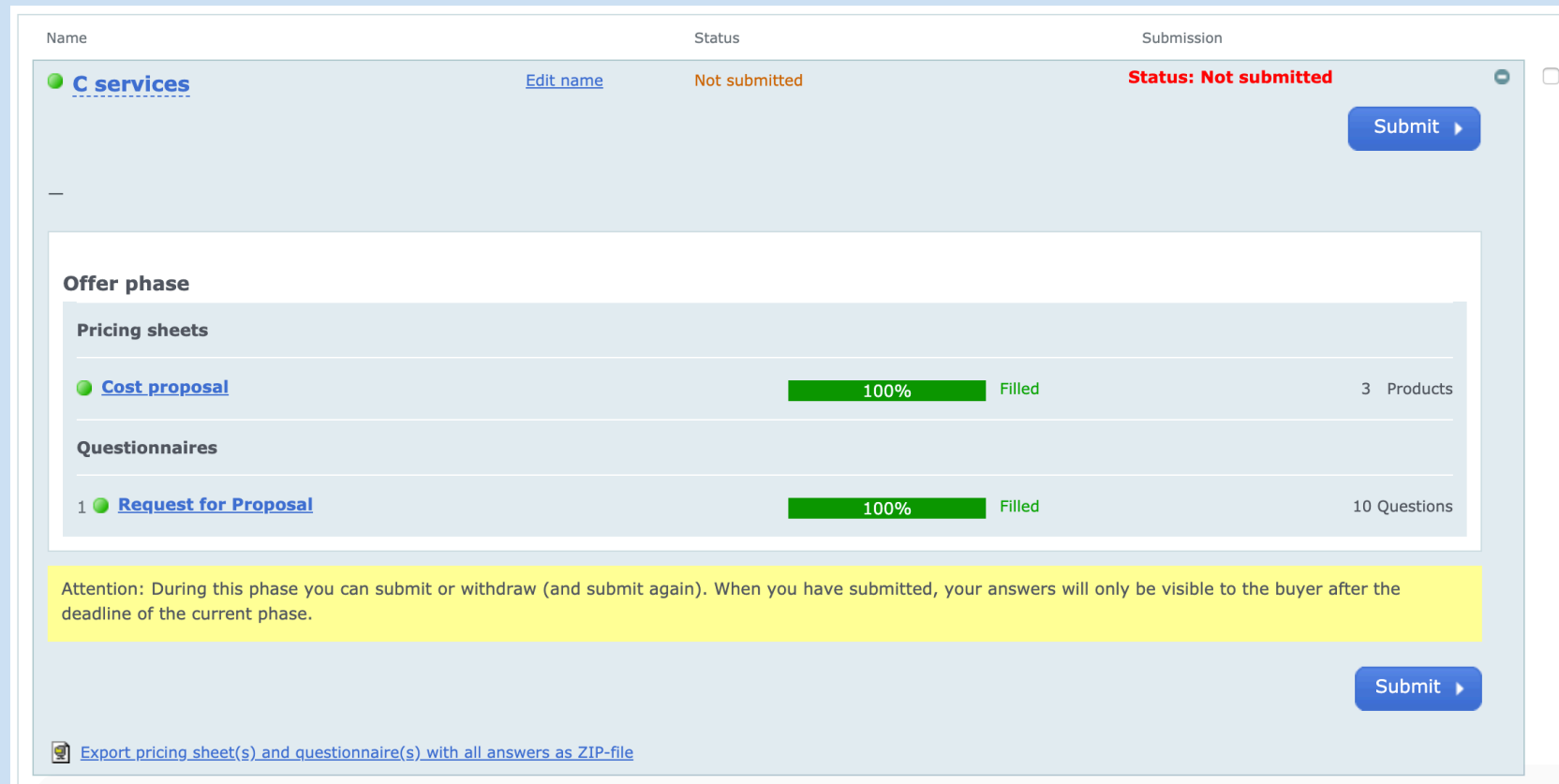
No questions through Question & Answer

[Pose a question to the buyer](#)

- Suppliers can ask a question by clicking the **Pose a question to the buyer**, which is found with every question, the pricing sheet, and the schedule.

Submission

- When everything is filled out, you will see all the progress bars are green.
- If you are ready to submit your offer, press the blue **Submit** button.



The screenshot displays a submission interface for 'C services'. At the top, the status is 'Not submitted' and the submission status is 'Status: Not submitted'. A blue 'Submit' button is visible in the top right corner.

The interface is divided into two main sections: 'Offer phase' and 'Questionnaires'.

Offer phase:

- Pricing sheets:**
 - Cost proposal:** 100% Filled (3 Products)

Questionnaires:

- 1 Request for Proposal:** 100% Filled (10 Questions)

A yellow warning box states: 'Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.'

A blue 'Submit' button is located at the bottom right of the interface.

At the bottom, there is a link: 'Export pricing sheet(s) and questionnaire(s) with all answers as ZIP-file'.

Submission

- Enter your account password to confirm the submission.
- Once submitted, you will see a time stamp for the submission.

Submit/Unsubmit

* Please enter your password for confirmation:

Cancel Submit ▶

Submission

Status: Submitted
on Oct 11 2019 10:47:11 AM

Unsubmit ▶

Support

- If you have any questions using the system or submitting a response, please do not hesitate to contact the Negometrix Service Desk:

Phone: (724) 888-5294

Email: servicedesk.us@negometrix.com

Hours: Monday – Friday, 7am-6pm (EST)