



How to operate Negometrix

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!

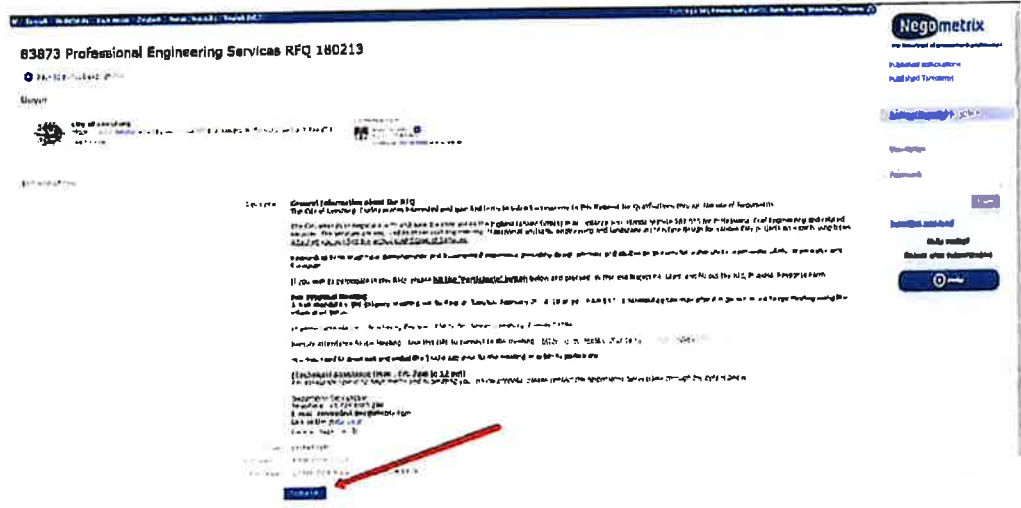
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Step 1: Participate

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

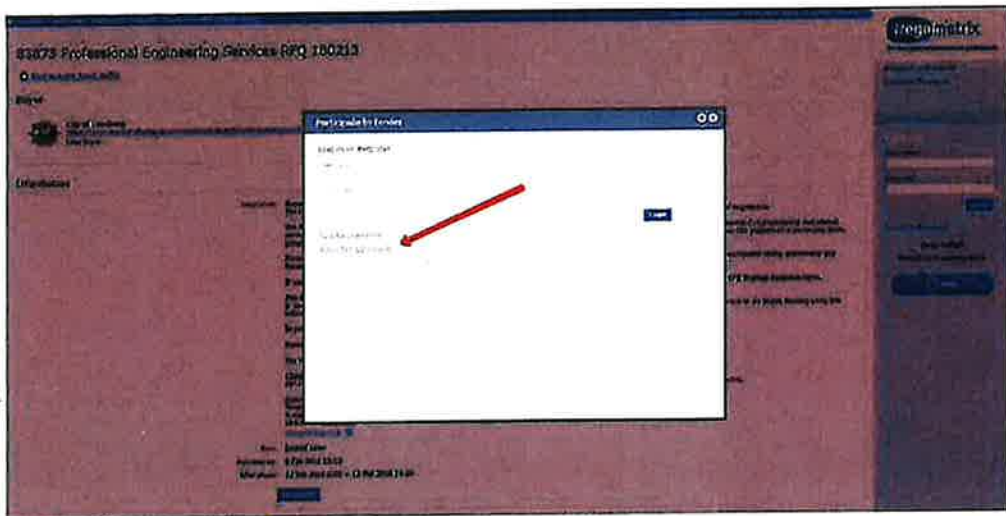




Step 2: Register your company

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.





Step 4: Activate your account!

Check your **email inbox** for the *Activate your Negometrix account* message. In this message an activation link is provided. Simply hit the link to confirm your registration.

Activate your Negometrix account - Negometrix Servicedesk noreply@negom

Dear Mr Johnson

The registration of the company Hardware on the Negometrix platform has been completed successfully. To activate your personal account, please click on the link below or copy and paste the link in the address bar of your internet browser:

<https://platform.negometrix.com/verify.php?email=jon@negom.com&token=1602565350-1602565350-1602565350-1602565350>

After activating your account you can log in with the following username: jrd@negom

You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions

Kind regards
The Negometrix team

Email: noreply@negometrix.com
Telephone: +31 (0)85 73 84 988



Welcome! Your registration is completed and you can now log-in with your self created username & password!



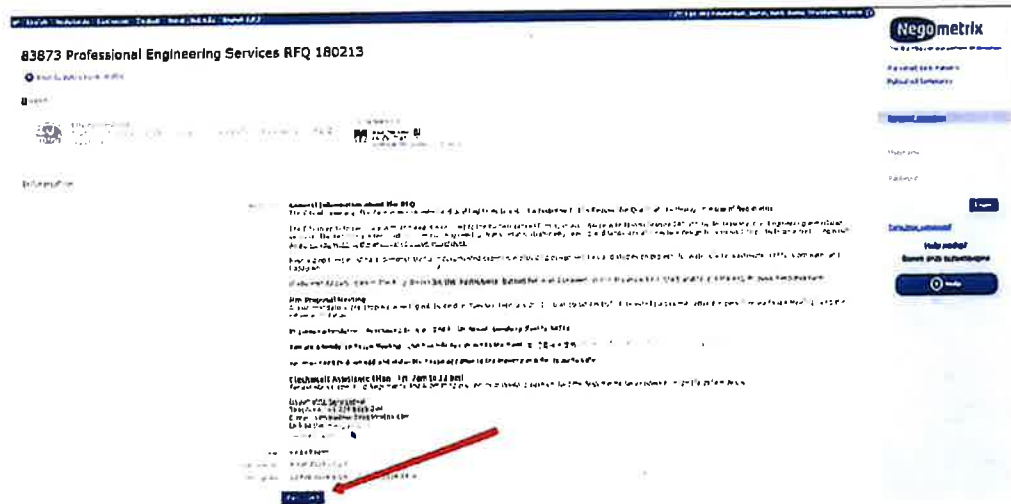
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Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

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.

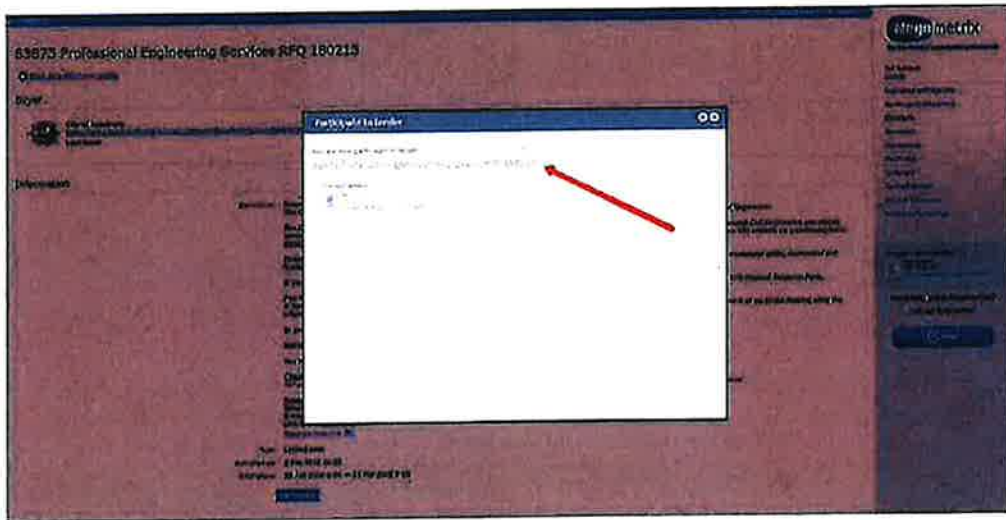




Step 6: You are now participant in the Project!

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 28 Feb 2018 12:00 PM EST

1 Information 2 Fill out & submit 3

Description:

General Information about the RFP

The City of Land O'Lakes is seeking a qualified firm to submit a response to this document for Qualifications through the use of Negotiation. The City intends to negotiate with the firm that is the highest ranked (ranked by the number of years of experience in the field of Professional Engineering and Architecture services) for various City projects on a continuing basis. Land O'Lakes is a City of the first class in the State of Florida.

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If you wish to participate in this RFP, please click the "Start" button below and proceed through the project page and click the "Start" button on the RFP Project Resource Form.

Step Process Timeline:

A non-negotiable bid deadline is being held on February 20, 2018 at 10:00 AM EST. Successful bidders may attend a pre-bid meeting using the information below.

Pre-bid Meeting: Purchasing Division, 704 N. 8th Street, Land O'Lakes, Florida 34746

Meeting Information: See the City website for the meeting information. [Click here for the meeting information.](#)

You may need to download and install the Street View app to the meeting in order to participate.

Registration Information: [Click here for the registration information.](#)

Need help using Negometrix?

Click here for help.

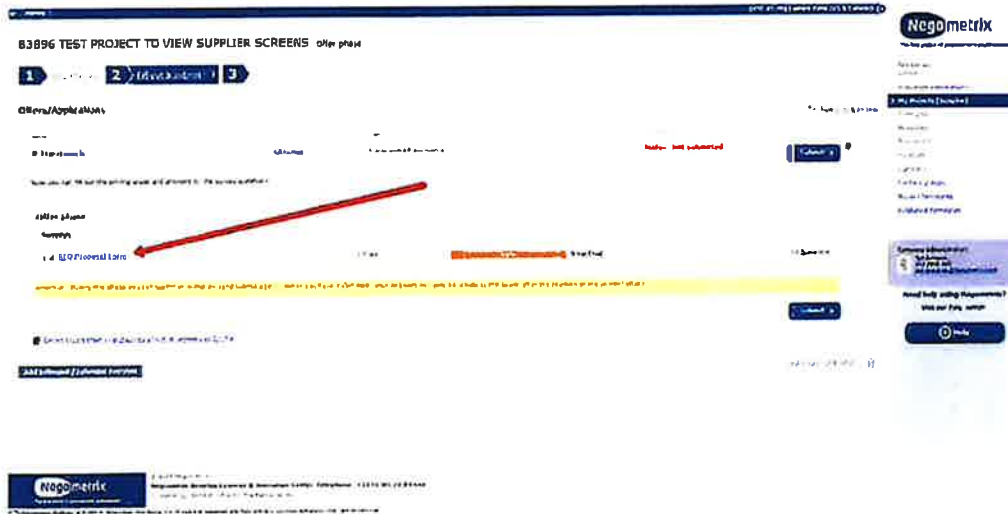
Buyer:

Information

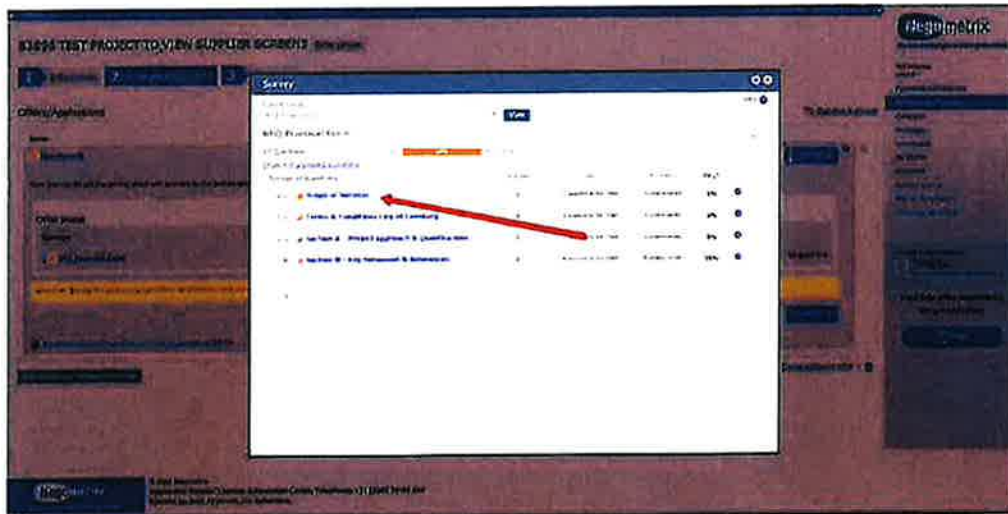


Step 8: Fill-out your proposal!

Under the second tab **2 > Fill out & submit (0)** 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.



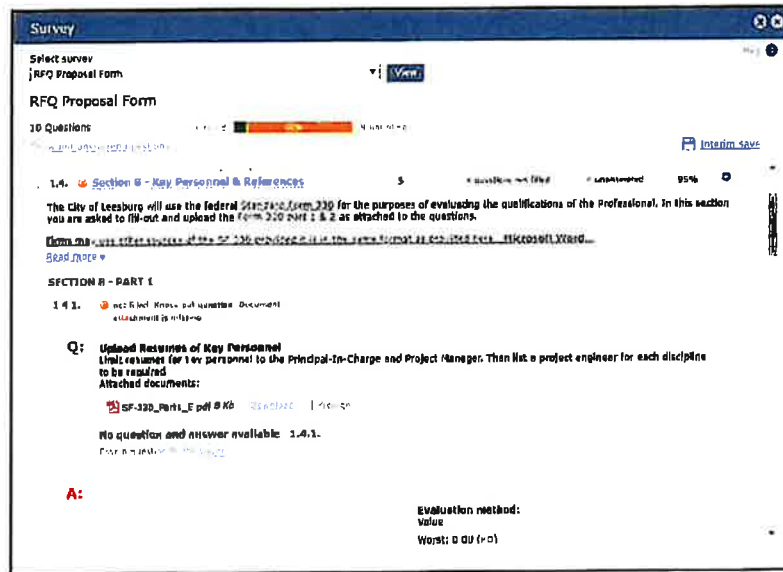
A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.



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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.

