



## 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.

**83873 Professional Engineering Services RFQ 180213**

**Buyer:** City of Lansing

**General information about the RFP**

The City of Lansing Public works department and other entities is soliciting responses to this Request for Proposal (RFP) for the use of engineering services. The City of Lansing Public works department and other entities is soliciting responses to this Request for Proposal (RFP) for the use of engineering services. The services are for: civil and structural engineering, landscape architecture and landscape architecture design for various City projects as well as other engineering services.

If you wish to participate in this RFP, please click the "Participate" button below and please fill out the RFP Form, Mark and fill out the RFP Form, Request Form.

**Participate**

**Project Details**

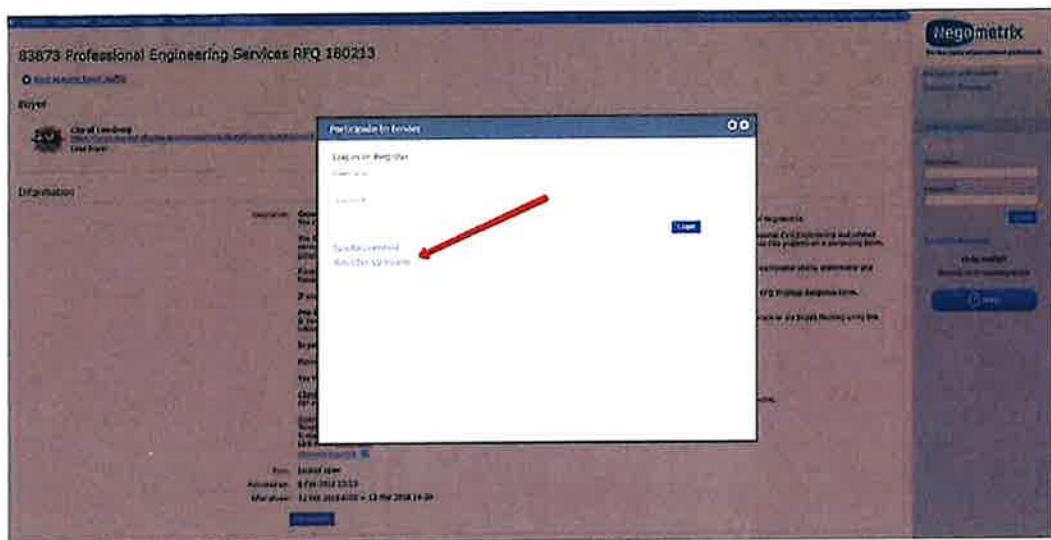
**Participate**



## 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 Negomerix account* message. In this message an activation link is provided. Simply hit the link to confirm your registration.

Activate your Negomatrix account - Negomatrix Servicedesk noreply@negom...

Dear Mr Johnson  
The registration of the company Hardwork on the Negomatrix 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.negomatrix.com/registration/confirm?token=1234567890&username=1234567890&password=1234567890>  
After activating your account you can log in with the following username: testsoepp  
You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions  
Kind regards  
The Negomatrix team  
Email: [noreply@negomatrix.com](mailto:noreply@negomatrix.com)  
Telephone: +31 (0)65 20 84 586



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

Registration confirmation  
negomatrix.com/registration/confirm?token=1234567890&username=1234567890&password=1234567890

Username  
Password  
Login

[Forgot your password? Visit our help center!](#)

Negomatrix  
© 2018 Negomatrix  
Support Center Business Support & Operation Center | Telephone: +31 (0)65 20 84 586  
E-mail: [noreply@negomatrix.com](mailto:noreply@negomatrix.com) | [sales@negomatrix.com](mailto:sales@negomatrix.com)

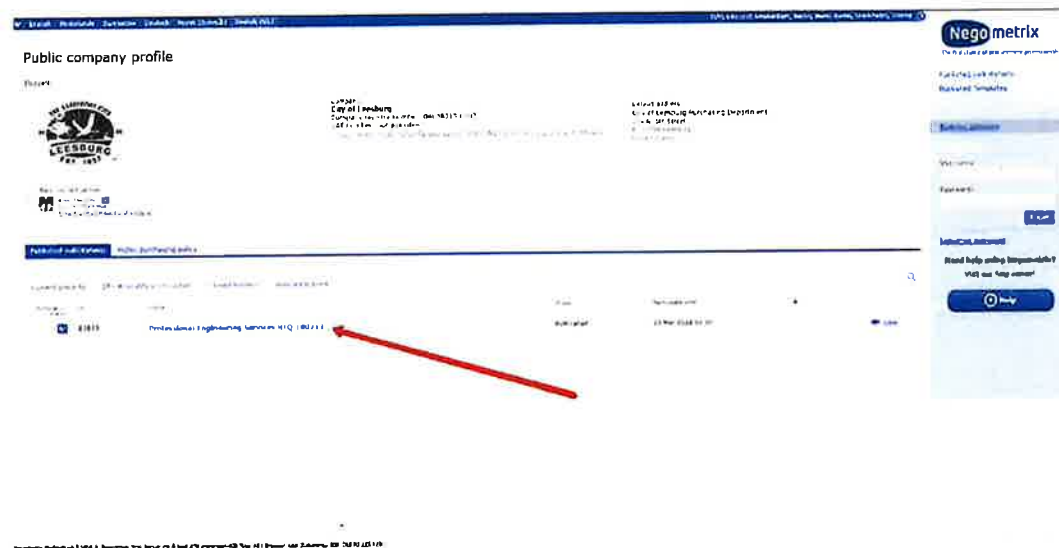
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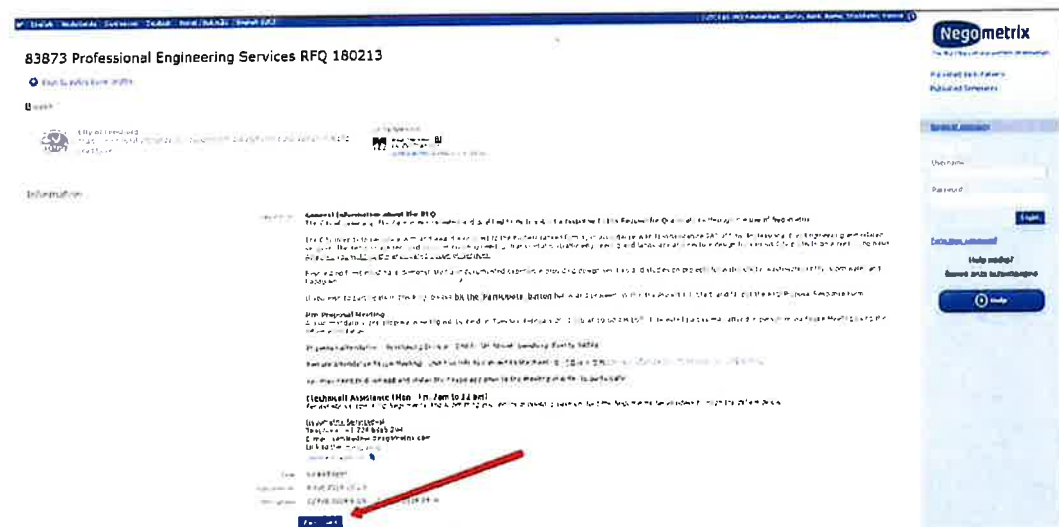


## Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

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.

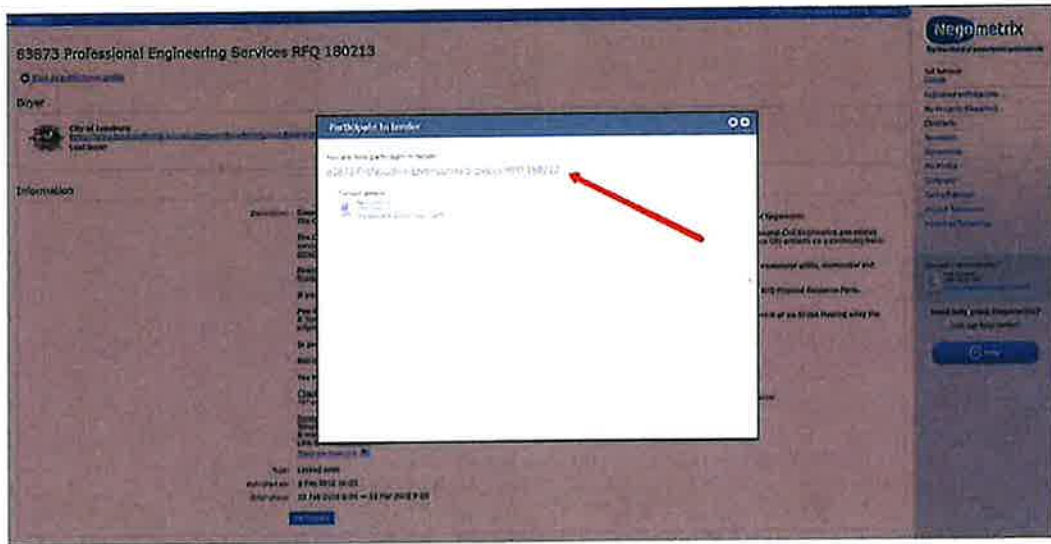




## Step 6: You are now participant in the Project!

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  ends on 12 Feb 2018 08:00

1 Information 2 Fill out & submit 3 Start

**Description:**  
General Information about the RFQ  
The City of Leesburg, Florida seeks proposals and qualified firms to submit a response to this Request for Qualifications through the use of Negometrix.  
The City intends to negotiate with the provider of services to the highest ranked bidder for engineering and related services. The services are required to cover civil engineering, transportation/traffic engineering and technology services for various City projects on a continuing basis. Additional job # 83712 is attached to this RFQ.  
Responding firms must have a minimum bid of \$100,000 and a maximum proposal of \$500,000. Bid should be in dollars and cents for water utility, road and water utility, stormwater and floodplain.  
If you wish to participate in this RFQ, please click the "Download" button below and proceed through the project to "Start" and fill out the RFQ Proposal Resource Form.  
Pre-Proposal Meeting  
A pre-proposal meeting will be held on Tuesday, February 20, 2018 at 10:00 AM EST. Interested parties may attend in person at the City of Leesburg using the information below to obtain attendance: Courthouse District, 794 N. 9th Street, Leesburg, Florida 34748.  
Summary prepared by Negometrix. See the "Buyer" tab for more information. [Download the RFQ](#)  
You may need to download and install the Negometrix app prior to the meeting in order to participate.  
Download Application (Mac, PC, Tablet & iOS)  
For more information about the project or to view proposals, please contact the Negometrix Service Center through the details below.  
Buyer:    
Information

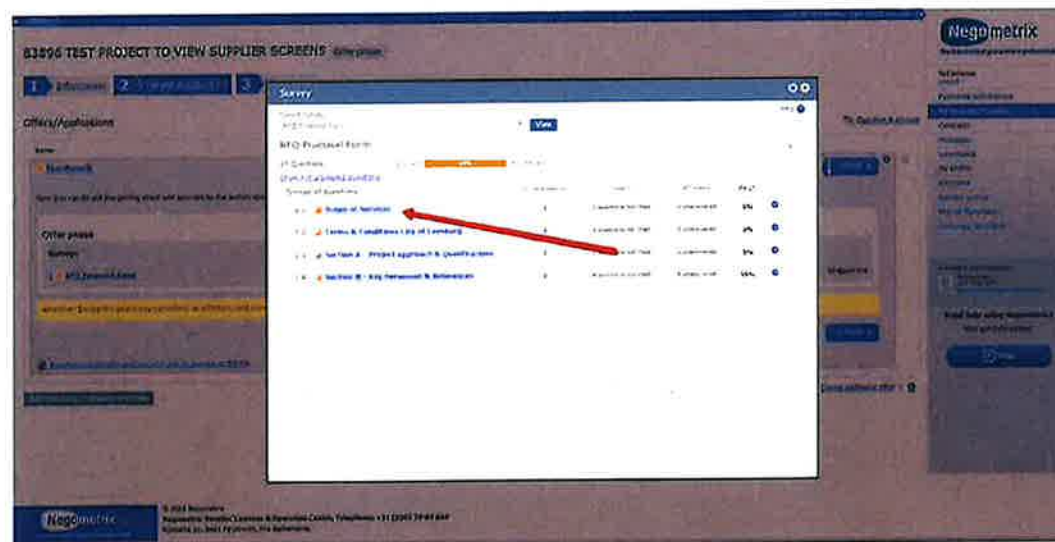


## Step 8: Fill-out your proposal!

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.



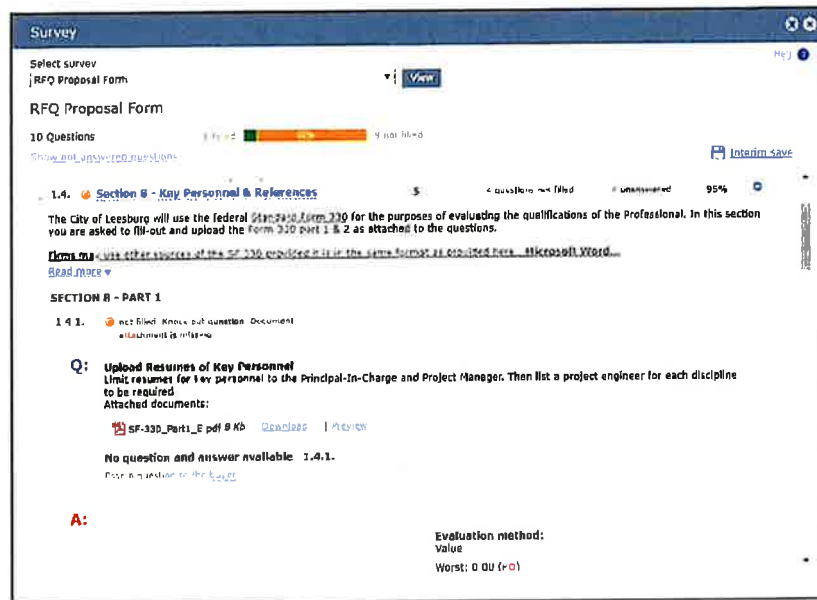
A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.



# Negometrix

## 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 <sup>(KO)</sup> 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.

