



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!

Table of content

Submit your RFP in ten simple Steps!	1
Step 1: Participate	2
Step 2: Register your company.....	3
Step 3: Fill-out the Registration form	4
Step 4: Activate your account!.....	5
Step 5: Navigate to the City of Leesburg & participate in the project!	6
Step 6: You are now participant in the Project!.....	7
Step 7: Start the RFQ!	8
Step 8: Fill-out your proposal!.....	9
Step 9: Answer the Questions.....	10
10. Submit your RFQ!	11



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 hereby invites interested and qualified firms to submit a response to this Request for Quote (RFQ) for the use of engineering services. The services are for the design and construction of a new parking garage for the City of Lansing. The services are for the design and construction of a new parking garage for the City of Lansing. The services are for the design and construction of a new parking garage for the City of Lansing.

If you wish to participate in this RFP, please click the "Participate" button below and please fill out the RFP form and attach the RFP form to your response.

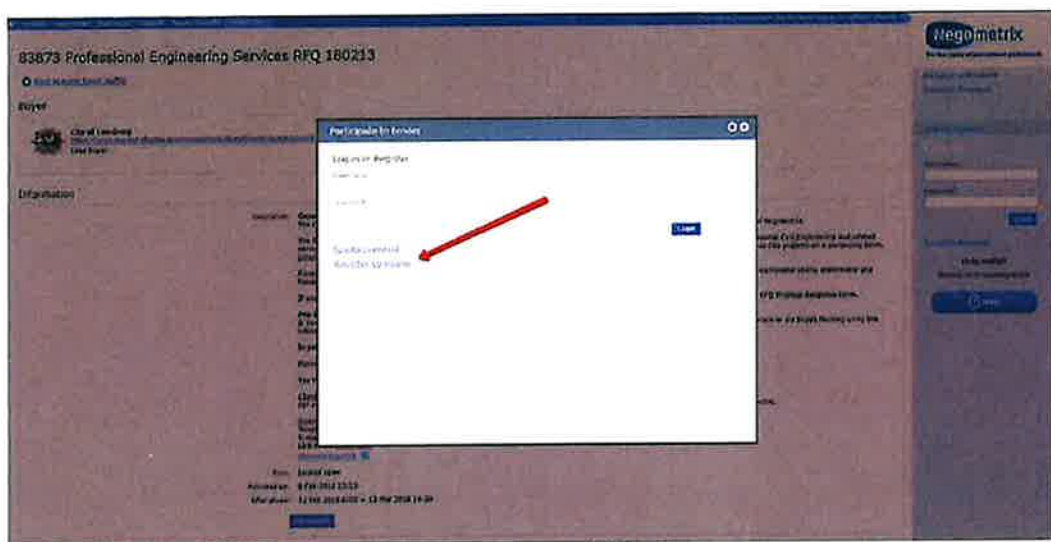
Participate



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 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 Hardwork 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/registration/confirm?token=7Bajy6t8p00Qjv4v4e432ho3M003atK3z6k3v0c1e27d4f4>
After activating your account, you can log in with the following username: htdsoe@pe
You can always visit our [Help Centre](#) for tips and resources or contact our Service Desk with questions.
Kind regards
The Negometrix team
Email: help@negometrix.com
Telephone: +31 (0)85 20 84 886

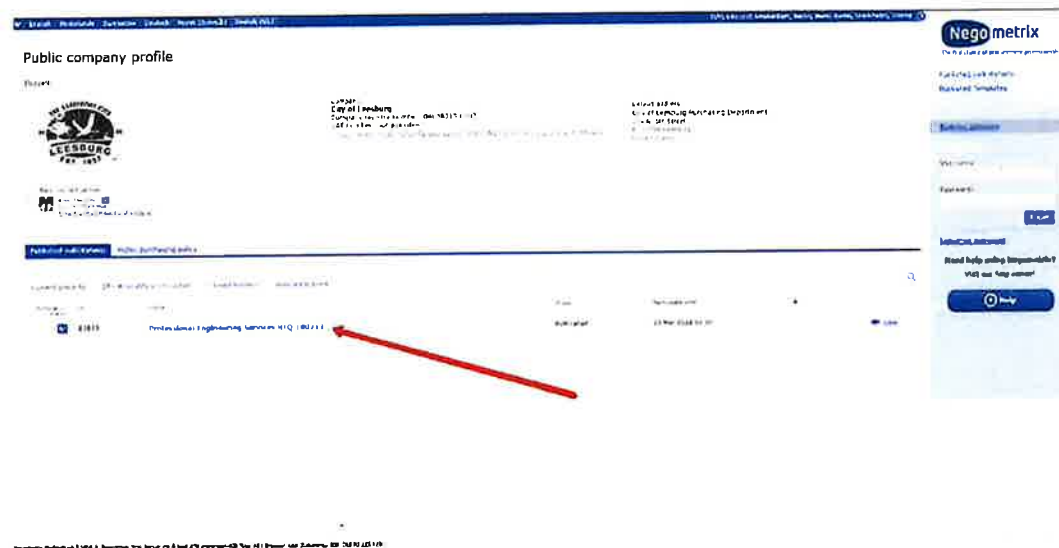
Welcome! Your registration is completed and you can now log-in with your self created username & password!

The screenshot shows the Negometrix website interface. The top navigation bar includes links for 'Home', 'About Us', 'Services', 'Pricing', 'Contact Us', and 'My Account'. The main content area displays a 'Registration confirmation' message. On the right side, there is a 'Log in' form with fields for 'Email/Phone' and 'Password', a 'Log in' button, and a 'Forgot your password?' link. A red arrow points from the activation link in the email to the 'Log in' form.

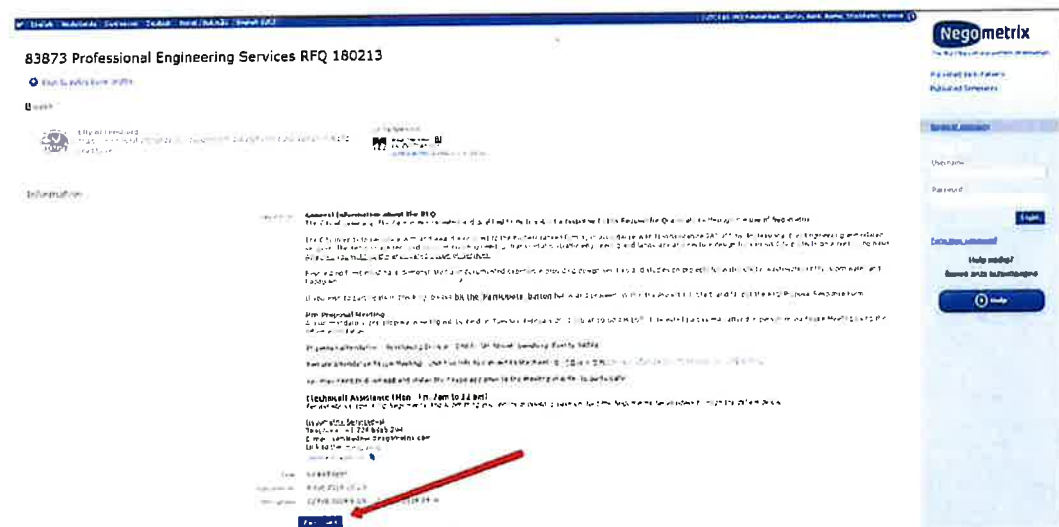


Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

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.

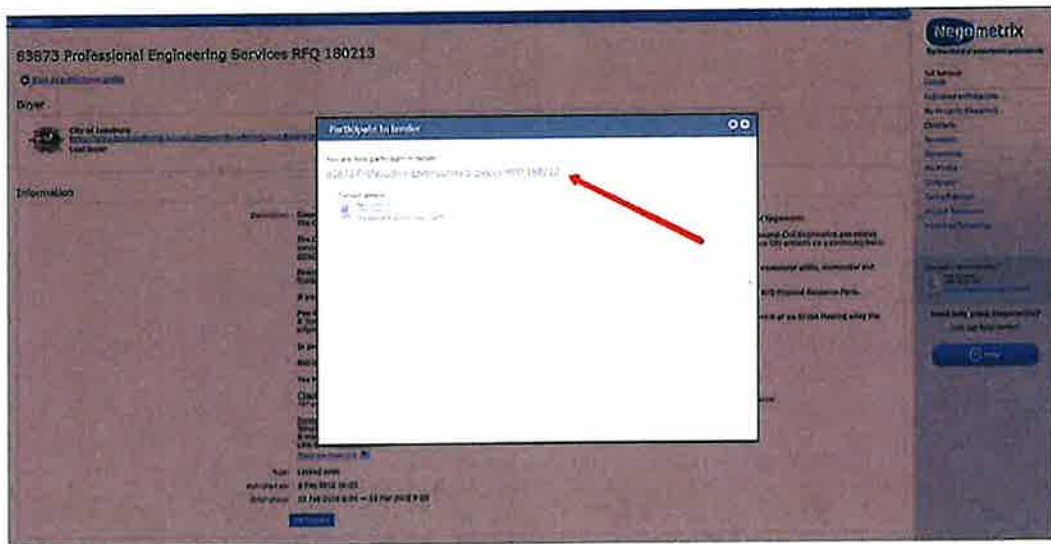




Step 6: You are now participant in the Project!

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 bid of \$2,000,000. Firms must also provide a bid bond 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 or via Skype viewing using the information below to ensure attendance: Durbinburg Division, 794 N. 9th Street, Leesburg, Florida 34748.
Summary prepared by Negometrix. See the "Buyer" tab for more information. [View the details for this project.](#)
You may need to download and install the Skype app prior to the meeting in order to participate.
Download the application: [Mac](#), [PC](#), [Linux](#) or [Android](#).
For more information about the meeting, please contact the Negometrix Service Center through the details below.
Buyer:  
Information

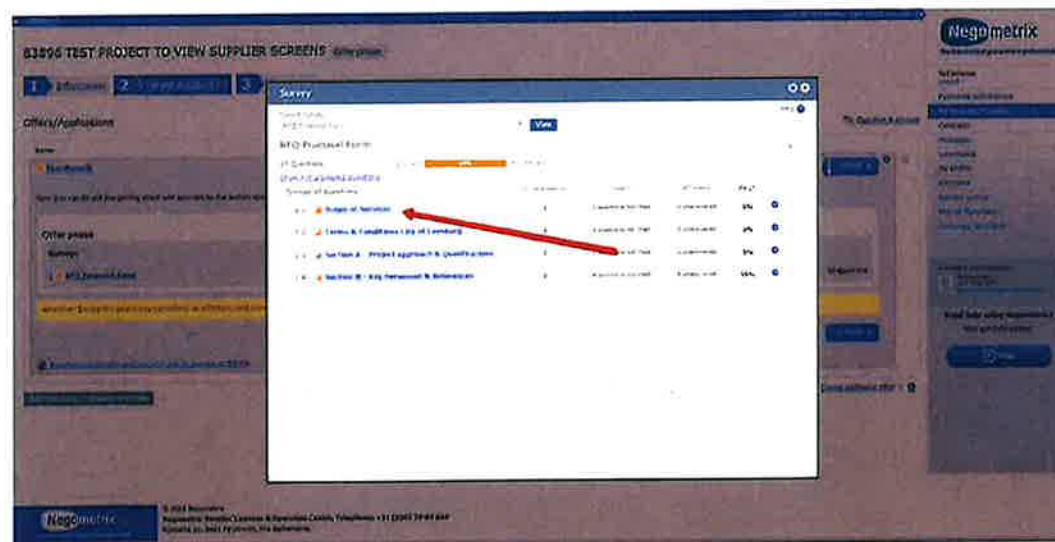


Step 8: Fill-out your proposal!

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.



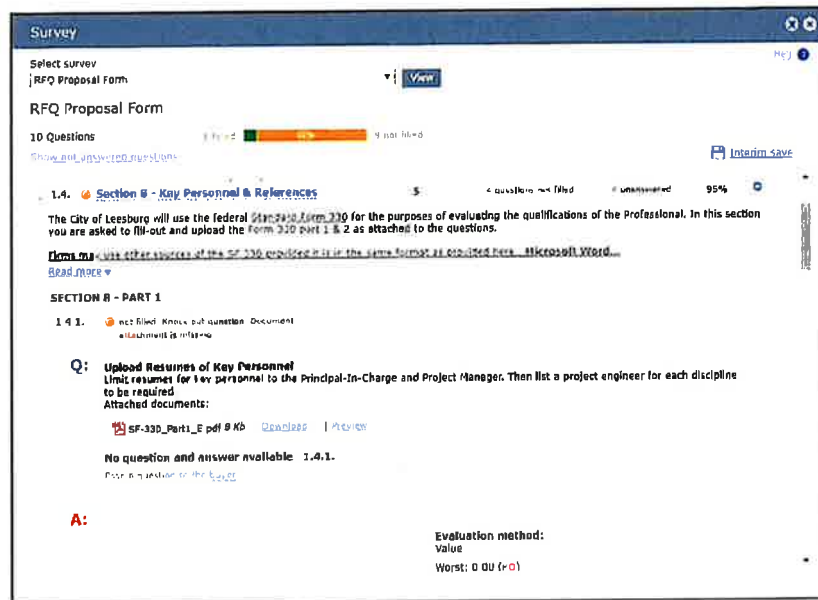
A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.



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 ^(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  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.

