

TOWN OF PALM BEACH

ELECTRONIC SOLICITATION SYSTEM

Negometrix



INTRODUCING NEGOMETRIX



The Town of Palm Beach implemented a new intelligent on-line solicitation system. This new system is powered by Negometrix, a company based in the Netherlands. This new system will allow the Town to begin the transformation to the future of Public Procurement. We could bore you with a bunch of information on all the benefits of this system but will briefly tell you the system is fully integrated from planning through contract management. This new system will provide efficiencies for the Town and you, our suppliers. This new system is different but NOT difficult. We have prepared this brief Getting Started guide to help you register and participate in a solicitation (bid).



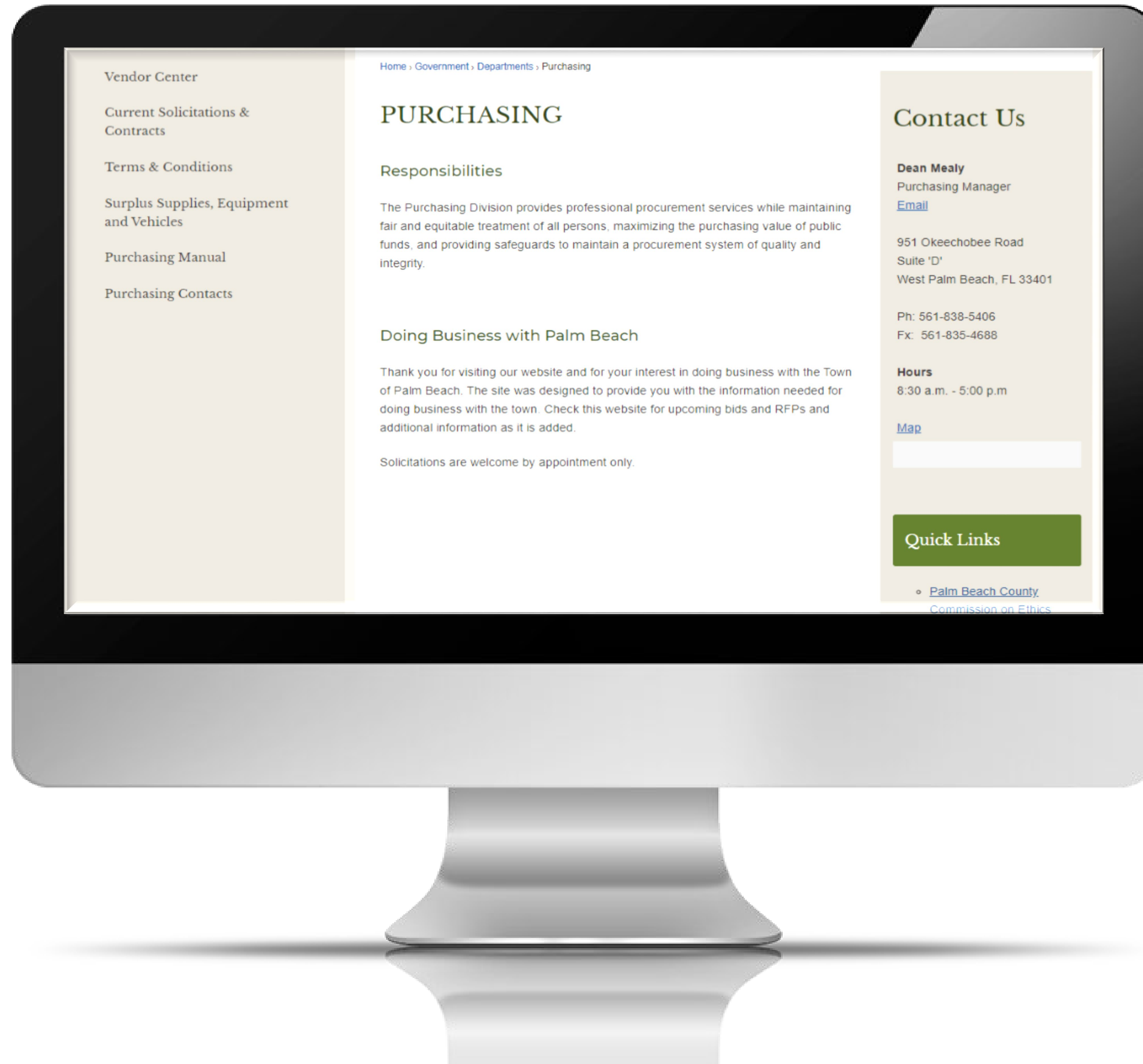
ELECTRONIC SOLICITATION SYSTEM

First you can access all of the Towns current bids on the [Town of Palm Beach website](#) and select GOVERNMENT and a dropdown will appear. You will need to select PURCHASING DEPARTMENT





ELECTRONIC SOLICITATION SYSTEM



Once you have selected the Purchasing Department you will be brought to the Purchasing Homepage. At the left of the homepage you will notice a navigation bar to the left. You will need to select the CURRENT SOLICITATIONS & CONTRACTS option.



Once you select Current Solicitations and Contracts you will be brought to the solicitation homepage. You will need to scroll down to the current Negometrix Town Published Solicitations carousel. Simply select the solicitation in question and this will bring you to the Negometrix platform.

- 1 Once selected, you will be brought to the landing page that is unique to the solicitation in question.
- 2 On the landing page you will find a summary of work associated with the solicitation
- 3 This should allow for enough information to decide if your interested in participating.
- 4 You will need to create an account if you want gain access to all of the solicitation documents.



SELECTION COMMITTEE MEETING

Consensus Meeting is planned to be held on April 22, 2021 at 9:00 AM. Meeting will be virtual through Go To Meeting please see attached instructions.

If Selection Committee decides to call for interview, those are planned to be held on April 29, 2021 starting from 10

DESIGNATED PROCUREMENT REPRESENTATIVE

The Designated Procurement Representative for this Solicitation is: Duke Basha dbasha@townofpalmbeach.com (56

All communications regarding this solicitation will be handled by this Town representative.





ASSISTANCE & SUPPORT

Attached below is a file titled 'Getting Started in Negometrix - Supplier Guide'. This file will provide useful information. Suppliers use the system to obtain the solicitation information and submit their own Solicitation Response.

Suppliers may also contact the Negometrix support desk at the number provided. Negometrix Support Contact: (Tech Assistance (Mon - Fri: 8 am to 6 pm) Negometrix Service Desk Telephone: (724) 888-5294

[Generate hyperlink](#) 

Documents:

-  [How to register on Negometrix.pdf 442 Kb](#) [Download](#) | [Preview](#)
-  [NEGOMETRIXGettingStarted.pptx 1717 Kb](#) [Download](#) | [Preview](#)
-  [Pre-Proposal Conference through Go To Meeting Platform.pdf 77 Kb](#) [Download](#) | [Preview](#)
-  [Selection Committee Meeting April 22, 2021 at 0900am.pdf 76 Kb](#) [Download](#) | [Preview](#)

Type: Sealed without Preselection

Published on: Mar 12 2021 8:20 AM

Offer phase: Mar 12 2021 10:00 AM — Apr 14 2021 2:00 PM

[Participate](#)

PARTICIPATE

In order to access full details you will need to register then select the participate. Selecting to participate does not obligate you to submit anything towards this solicitation. It merely gives you access to specifications and requirements of the solicitation.



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FINISH REGISTRATION

In order to move forward you will need to finalize the registration process.



.....

Congratulations you are now registered and can access the solicitations. From here you will need to go to published solicitations to view all current Negometrix solicitation

.....

Select the solicitation that you would like to access

.....

You will again be asked to participate. Now you can finally access all of the documents unique to this solicitation.



ELECTRONIC SOLICITATION SYSTEM

Participate to solicitation

Log in or Register

Username:

Password:

Login

[Forgotten password](#)

[Register company](#)

After selecting 'Participate' this pop-up window will be displayed.

If you have a Negometrix account you can login.

If you do not have an account so you will select the 'Register Company link'



ELECTRONIC SOLICITATION SYSTEM

English (EU) English (US) Nederlands Български Deutsch Norsk

Register company

You can only register your company once. If you're company already initiated by other buyers that have invited you or as a supplier. If you

Company information

Language
English (US) ▼

* Country
United States (US) ▼

* Time zone
(UTC-05:00) Eastern Time (US & Canada) ▼

* Company name

* Federal Employer Identification (FEI) Number

* City

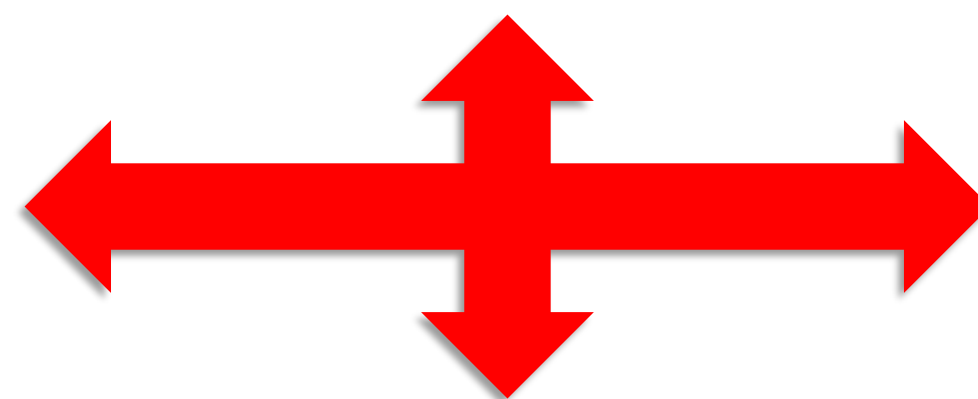
* ZIP code

* Address

* Company will use Negometrix as:
 Supplier
 Purchasing/Procurement company

COMPANY DEATAILS

Input details unique to your company to register.



Fill in the information as requested.

Personal data

Gender
 Mr. Mrs.

* First name

* Last name

* Phone

* Email

* Username

* Password

* Confirm password

Which emails do you want to receive?

Updates, maintenance and technical changes in Negometrix

Negometrix events and promotions

Daily Digest new submissions (daily mail with new submissions in ongoing projects)

Daily Digest Question & Answer (twice-daily mail with new published questions)

Code

* Code
VY594

Ensure your company can be found by buyers!

If you are a supplier, you're advised to indicate one or more CPV codes (Common way, buyers can know what kind of products or services your company offers.)

Ensure you can be found as a supplier

* Terms & Conditions and Privacy Policy
 I accept these terms and conditions [Terms & Conditions and Privacy Policy](#)

PERSONAL DEATAILS



ELECTRONIC SOLICITATION SYSTEM

Registration successful!

You have successfully registered your organization on the Negometrix3 platform.

As a confirmation you received an email with an activation link and a link to the Negometrix3 instructions. If you have any troubles with logging in, please contact our Servicedesk: (724) 888 5294

Once you enter all of your details you will need to select register, you will then receive a successful registration confirmation.



You will receive an email confirmation that will give you a link to confirm the registration. Select the link in your email to get back into the system. This will prompt you to login to your new account.



ELECTRONIC SOLICITATION SYSTEM

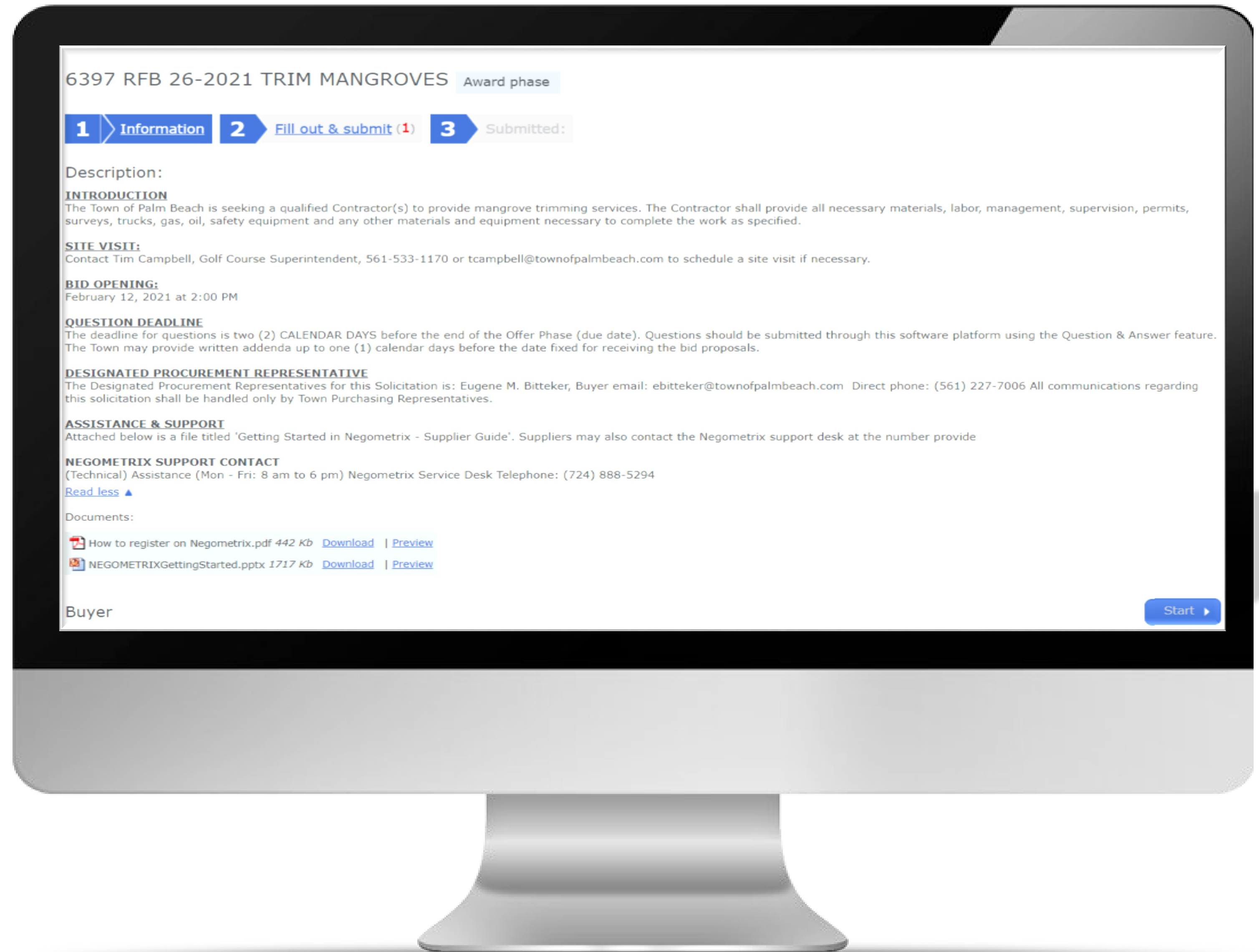


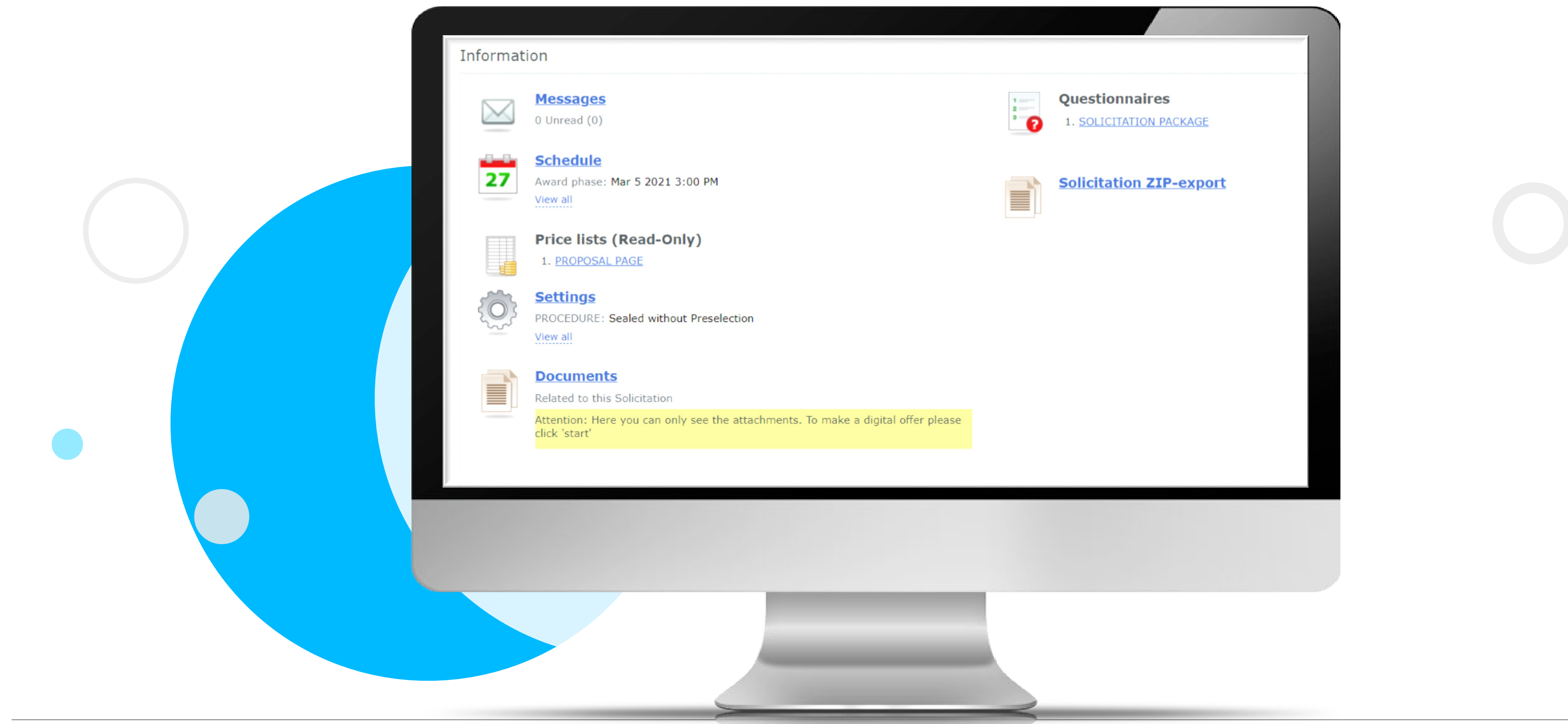
Once you select participate, a popup will appear with a hyperlink to access that solicitation.



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Once you select the hyperlink you will be brought to the overview. You will notice now that you have further details at the bottom of the home screen. Review the details of the solicitation in order to make a determination of participation. If interested, you will need to select START again





1

PRICELIST

The Pricing Sheets are where you will fill out the schedule of bid items. In certain cases there could be multiple pricing sheet varying on task associated with the solicitation. This could also include alternate prices.

2

QUESTIONNAIRES

Questionnaires considered sections in Negometrix. These sections consist of all of the specifications, required forms, and terms & conditions associated with the solicitation. Here you will also find any addendums the Town has issued.

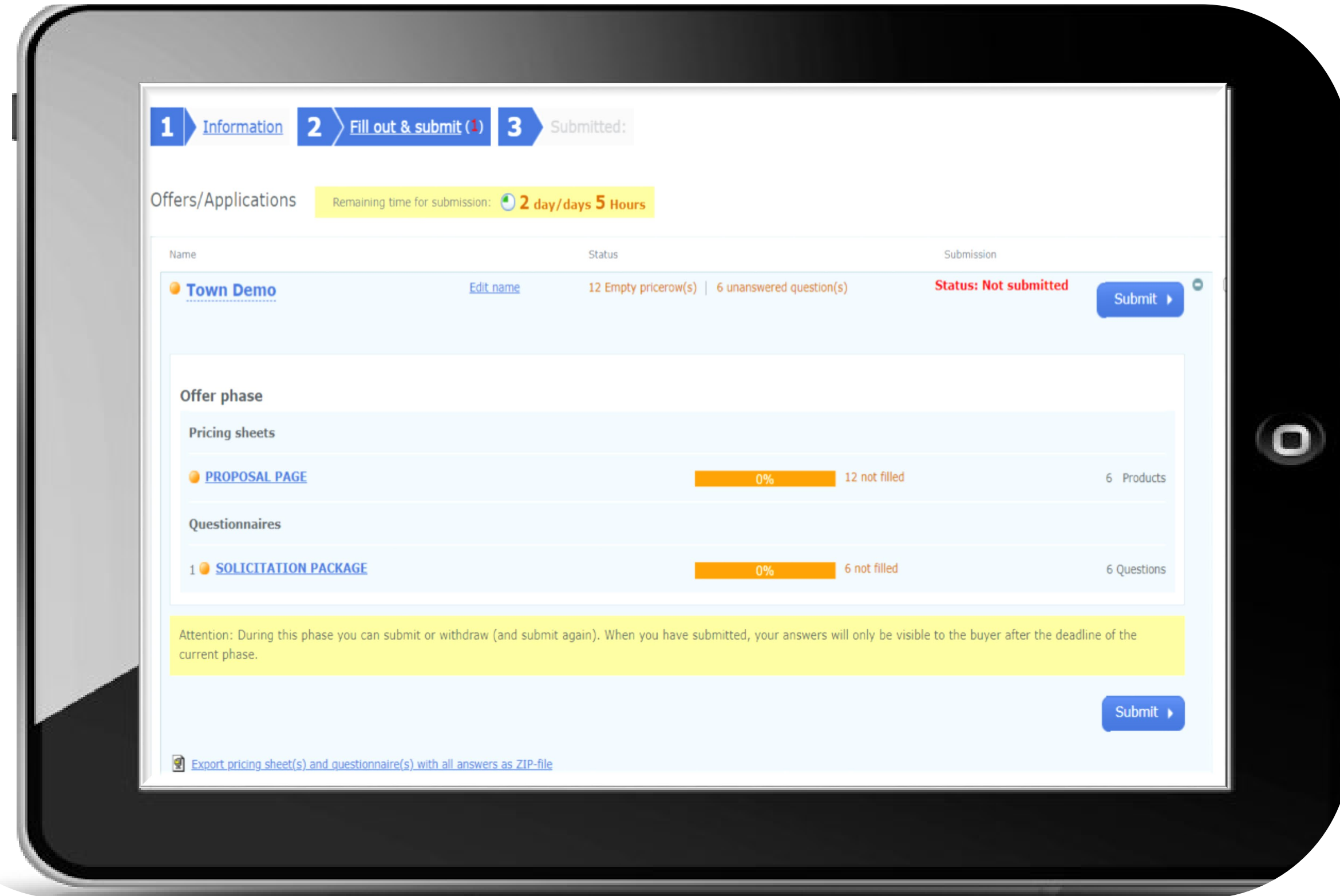
3

SCHEDULE

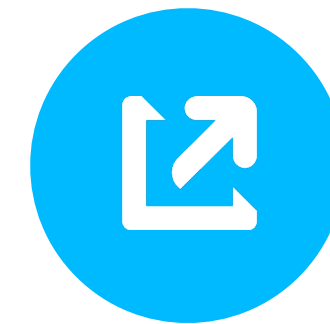
Learn key deadlines and dates associated with the solicitation by selecting the schedule icon.



ELECTRONIC SOLICITATION SYSTEM

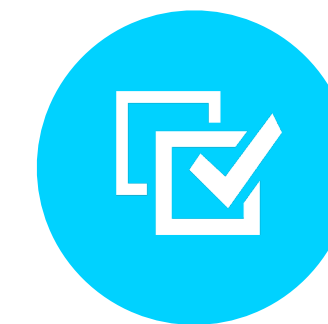


You are now ready to start an offer. After you select the start option you will be brought to the fill out and submit page. The fill out and submit page acts as your project management tool. Here you will find all of the required actions and the status of each. You will have 2 options to choose from. The



STATUS BAR

You will also notice the status bar detailing the amount of documents in that survey in addition to the percentage of completion. Once all of the status bars are green, you are ready to submit an offer.



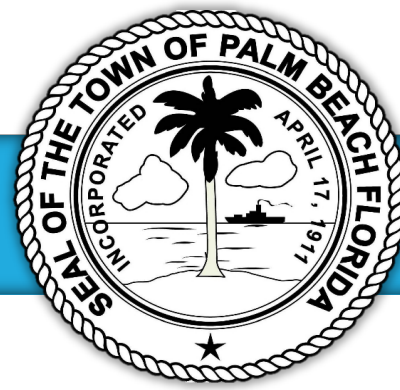
SOLICITATION PACKAGE

The solicitation package acts as the bid document. Any requirements, plans, specifications, drawings, or terms and conditions can be completed here.



PROPOSAL PAGE

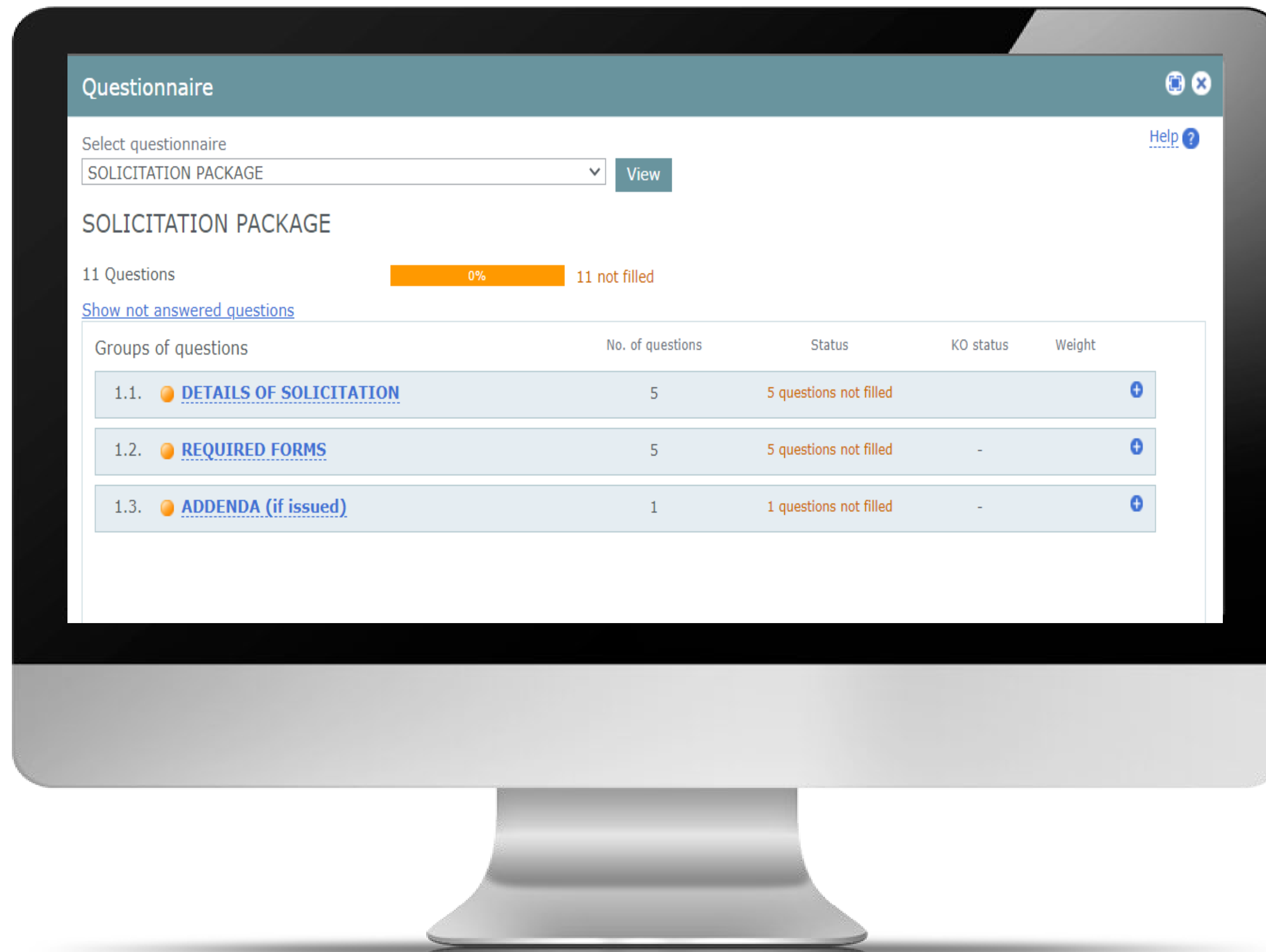
The proposal page is where you submit your pricing if applicable.



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SOLICITATION PACKAGE

The solicitation package is broken down into sections. Each section will need to be fully completed in order to be considered responsive.



1

The Details of Solicitation Section contains the Scope of Work, Terms and Conditions, plans, drawings, and any associated requirements for the solicitation.

2

The Required Forms Section has all of the forms required to submit an offer. These forms can simply be downloaded, completed, and uploaded to that question.

3

In the Addenda Section, you will find any associated addenda issued for the solicitation. To complete this section you only need to acknowledge that you have received the addenda (if one was issued).

4

If the solicitation is a RFP/RFQ there will be an additional section called Evaluation Factors. This section requires you to provide a detailed response to each of the Evaluation Factors given.



ELECTRONIC SOLICITATION SYSTEM

- 1 Name/Number of solicitation
- 2 Time left with current phase
- 3 Time left to submit an offer
- 4 Button to submit your offer
- 5 Status of submission of offer
- 6 Remaining unanswered questions
- 7 Remaining line items/pricing not complete
- 8 Percentage of pricing complete
- 9 Percentage of Solicitation package complete
- 10 Tabs that display current window

6598 RFB 29-2021 LEASE OF VEHICLES FOR POLICE DEPARTMENT Offer phase Ends on Mar 18 2021 2:00 PM

1 Information 2 Fill out & submit (4) 3 Submitted: 10

Offers/Applications Remaining time for submission: 1 day/days 3 Hours

Name	Status	Submission
Town Demo Edit name	12 Empty pricerow(s) 6 unanswered question(s)	Status: Not submitted

Offer phase

Item	Progress	Details
PRPOSAL PAGE	0% (8)	12 not filled 6 Products
SOLICITATION PACKAGE	0% (9)	6 not filled 6 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.

DETAILS OF SOLICITATION

Once you enter into the details of the solicitation, you will notice several question within that section. Each question has a call to action.



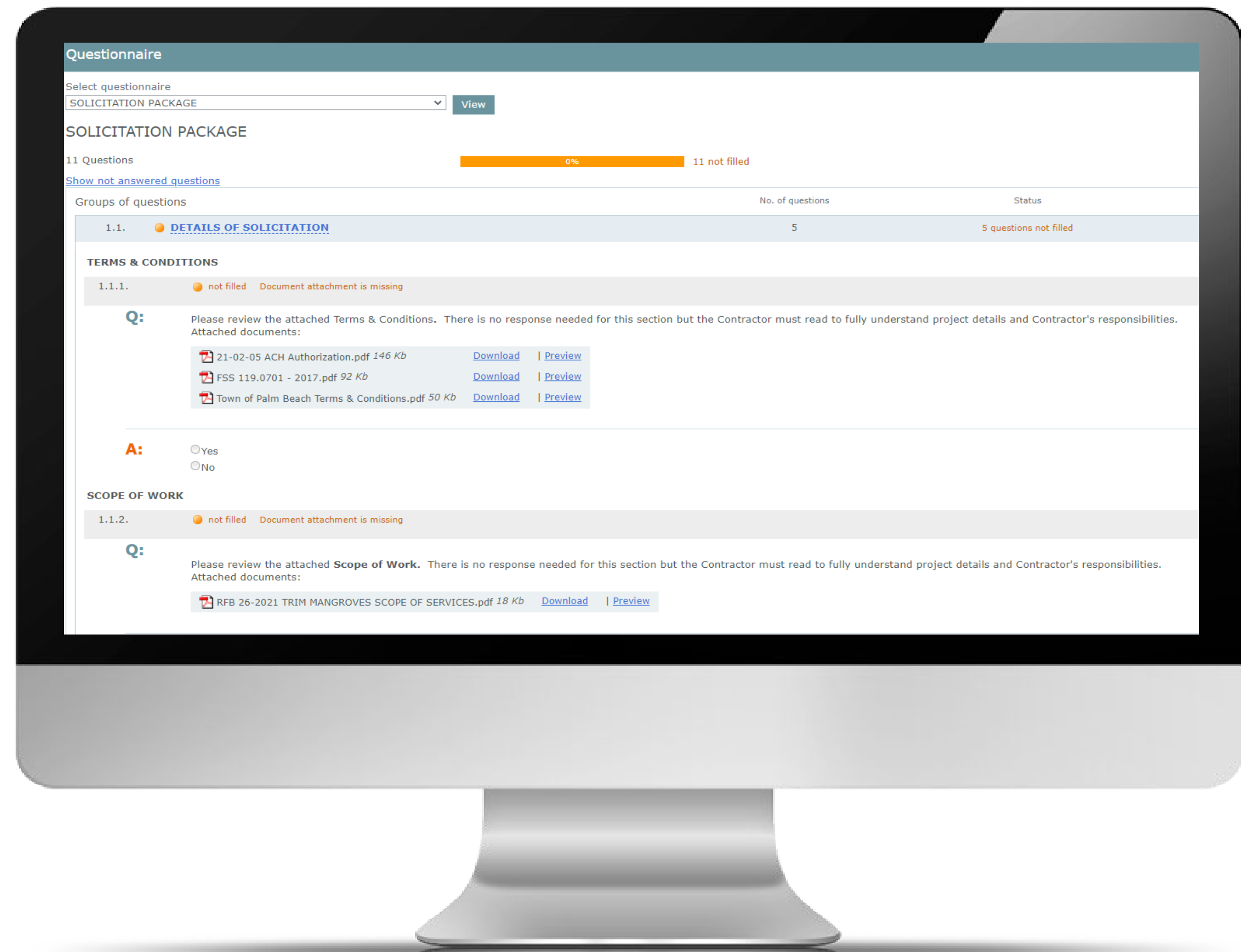
When a question asks you to acknowledge a requirement, you simply have to select the only available option. Many times, these acknowledgements are based on a requirement after award.



When a question ask for you to respond with an attachment, you will simply need to upload an attachment. In many cases these are required forms in which we have provided a template.



When there is a yes/no question, simply respond with a yes/no answer. Same with a Question/Answer.



QUESTIONNAIRES

Every solicitation in Negometrix has a section called questionnaires which are unique to that solicitation. These questionnaires detail all the requirements within a solicitation to include but not be limited to the terms & conditions, scope of work, required forms, and all other requirements taken into consideration in the awarding. The type of question determines how a company can provide an answer to the question. It is in the best interest of both the buyer and the supplier that these question types are set correctly. Incorrect question types can cause delay in the process of the solicitation and potentially lead to the rejection of an offer due to being non-responsive.

1

YES/NO QUESTION

Simply answer yes or no to the question asked.

2

VALUE

When using this type of question, the supplier has to fill in a value if the question is weighted.

3

MUTIPLE CHOICE

With this type of question, you must provide an answer to the question from the options given.

4

OPEN QUESTION

Provide an answer to the question in the field box required.

5

DOCUMENT EVALUATION

Attach the executed document requested. The system will recognize if this was done.

6

TABLE

Complete the answers and/or provide the details asked in the table,



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Pricing sheet

PROPOSAL PAGE
6 Products

0% 12 not filled

[Interim save](#)

#	Description	Qty	UM	Price	Extended Total
1	Lease of a Chrysler 300 base model current year with: Power windows, Air conditioning, Uconnect and AM/FM/SXM/HD/BT/NAV, Preferred colors black or white, 36 month term; 45,000 allowed miles;	36	months	<input type="text"/>	<input type="text"/>
2	Lease of a Jeep Compass base model current year with: Power windows, Air conditioning, Uconnect and AM/FM/SXM/HD/BT/NAV, Preferred colors black or white, 36 month term; 45,000 allowed miles;	36	months	<input type="text"/>	<input type="text"/>
3	Lease of a Dodge Challenger base model current year with: Power windows, Air conditioning, Uconnect and AM/FM/SXM/HD/BT/NAV, Preferred colors black or white, 36 month term; 45,000 allowed miles;	36	months	<input type="text"/>	<input type="text"/>
4	Predelivery Service Fee	1	ea	<input type="text"/>	<input type="text"/>
5	Electronic Registration Filing	1	ea	<input type="text"/>	<input type="text"/>
6	Private Tag Agency Fee	1	ea	<input type="text"/>	<input type="text"/>

[Delete all input](#)

[Cancel](#) [Save](#)

The next requirement is the proposal page where you can make your offer. Simply fill out the pricing according to what is requested per line item. The system will calculate the extended price.