



How to operate Negometrix

It's time you stop showing your hand and start playing the game. The Maryland Stadium Authority is here to help you.

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!

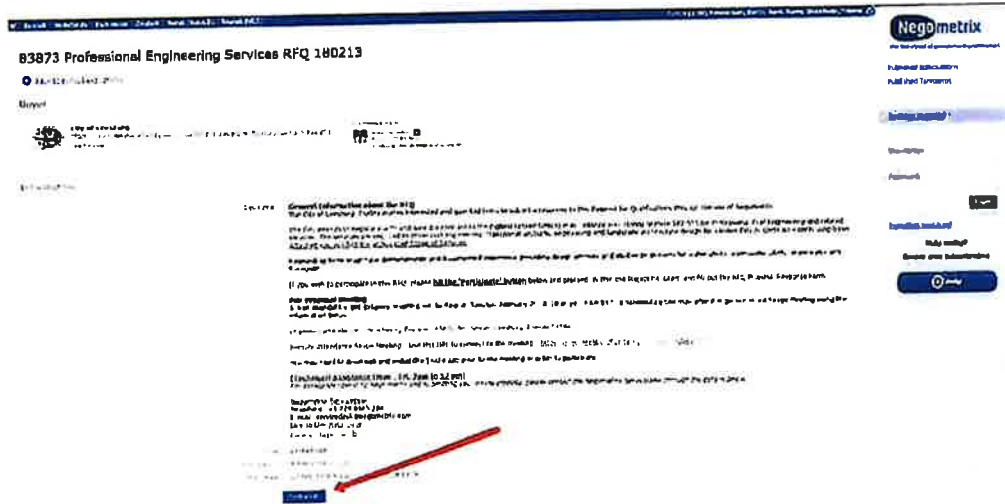
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Step 1: Participate

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

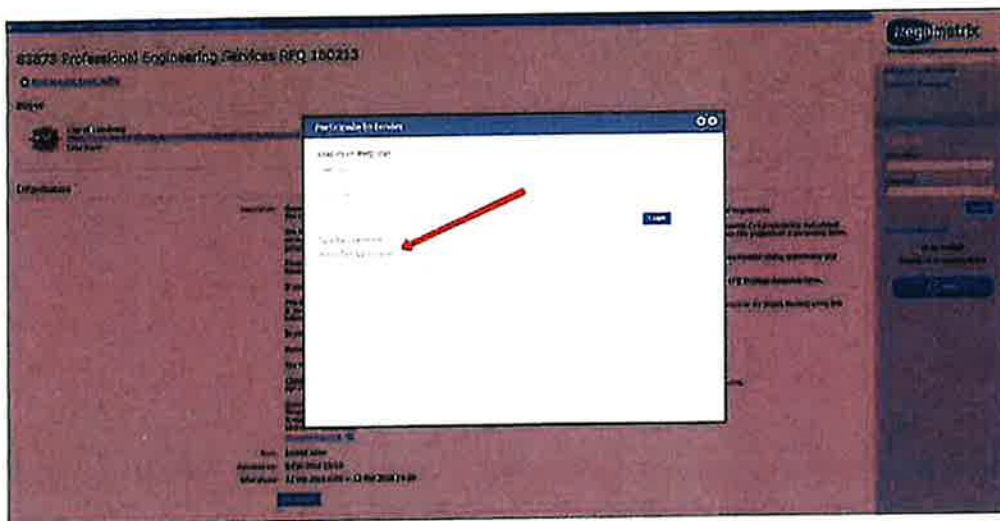


Negometrix

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!

The screenshot shows the 'Register company' page on the Negometrix website. The page has a dark blue header with the site name and navigation links. The main content area is white with a light blue sidebar on the right. The registration form includes fields for company name, address, contact information, and user credentials (username and password). A 'Sign Up' button is visible at the bottom right of the form area. A yellow highlight is present at the top of the form area.

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.

The screenshot shows the 'Registration successful!' page on the Negometrix website. The page has a dark blue header with the site name and navigation links. The main content area is white with a light blue sidebar on the right. The confirmation message is displayed in the center, and a yellow highlight is present at the top of the main content area. A 'Sign Up' button is visible at the bottom right of the sidebar area.

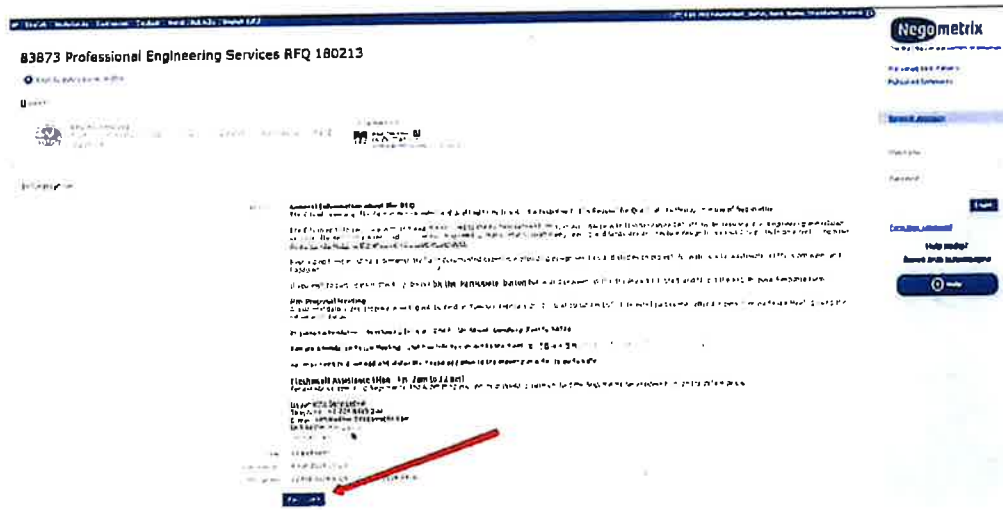
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Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

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.

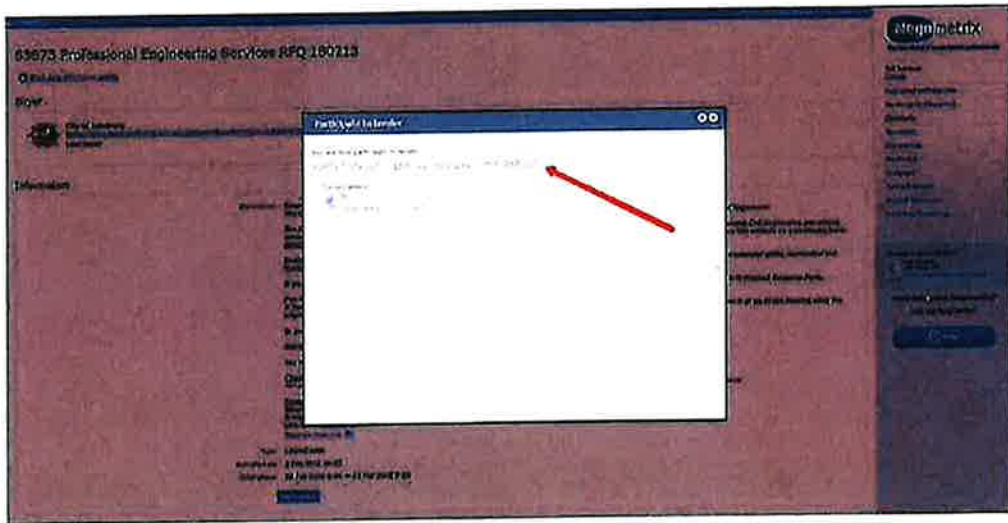


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Step 6: You are now participant in the Project!

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!

83673 Professional Engineering Services RFQ 180213 Publication phase 00 ends on 12 Feb 2018 08:00

1 Information 2 Fill out & submit 3

Description:
General Information about the RFP
The City of Broward, Florida invites interested and qualified firms to submit a response to this Request for Qualifications through the use of Negometrix. The City intends to negotiate with one vendor (selected to be highest ranked bidder) to award a contract for professional engineering and related services. The services are required to cover civil engineering, transportation engineering and maintenance of infrastructure for various City projects on a continuing basis. More information is available at [RFQ 180213](#) on the Negometrix website.

According to the terms and conditions of the contract a successful proposal must be accompanied by a check for \$5,000.00 in cash or a check for \$5,000.00 in cash, payable to the City of Broward, Florida.

If you wish to participate in this RFP please click the "Start" button below and proceed through the project set up and fill out the RFP proposal submission form.

Pre-Proposal Meeting:
A pre-proposal meeting will be held on Friday, February 20, 2018 at 10:00 AM EST. Interested parties may attend in person at the City Meeting using the information below.

On-site observation: Purchasing Director, 700 N. Broward Blvd, Broward County, Florida 33448.

Business operations of 10 year meeting. See the City website for the meeting details. [http://www.broward.com/procurement](#)

You may need to download and install the Negometrix software to participate.

For Further Information: (Mon - Fri, 9 am to 5 pm EST)
Buyer: City of Broward
Phone: 954-386-2200
Email: procurement@broward.com
Web: www.broward.com/procurement

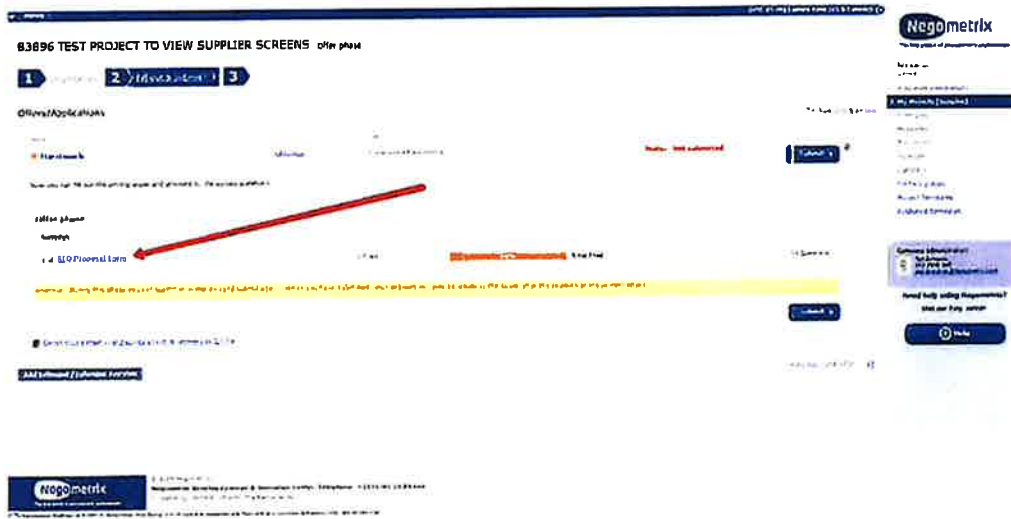
Buyer:
City of Broward
Negometrix

Information

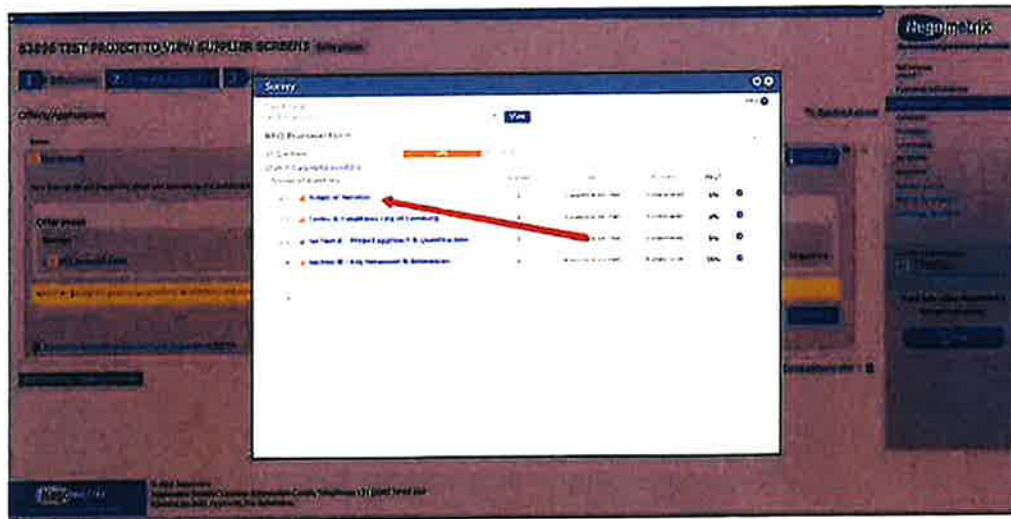


Step 8: Fill-out your proposal!

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.





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.

