





INTRODUCING NEGOMETRIX



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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).





First you can access all of the Towns current bids on the <u>Town of Palm Beach</u> website and select GOVERNMENT and a dropdown will appear. You will need to select PURCHASING DEPARTMENT

ELECTRONIC SOLICITATION SYSTEM



PALM BEACH

Accountability and Ethics

Commission on Ethics Office of Inspector General

Agendas & Minutes

- Town Council Architectural Commission Landmarks Preservation Commission
- Other Boards & Commissions

Boards & Commissions

Architectural Commission (ARCOM) Code Enforcement Board County Budget Task Force Investment Advisory Committee Landmarks Preservation Commission Planning & Zoning Commission Public Employees Relations Commission Recreation Advisory Commission Retirement Board of Trustees

Government

Residents

Visitors

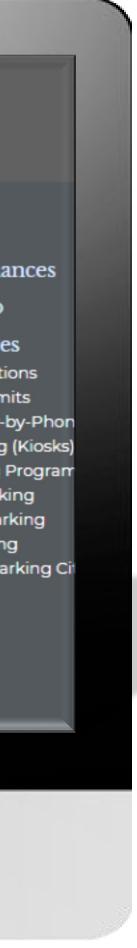
Departments

Coastal Protection Emergency Management Finance Department Fire Rescue Department Human Resources Department Information Technology Planning, Zoning & Building Police Department Public Works Department Purchasing Recreation Department Town Clerk Town Manager's Office

Code of Ordinances Meeting Audio

Parking Services

Parking Regulations Residential Permits Parkmobile Pay-by-Phon Metered Parking (Kiosks) Placard Parking Program Landscaper Parking Construction Parking Handicap Parking Pay or Appeal Parking Ci Car Carriers Parking Map





Vendor Center

Current Solicitations & Contracts

Terms & Conditions

Surplus Supplies, Equipment and Vehicles

Purchasing Manual

Purchasing Contacts

Home > Government > Departments > Purchasing

PURCHASING

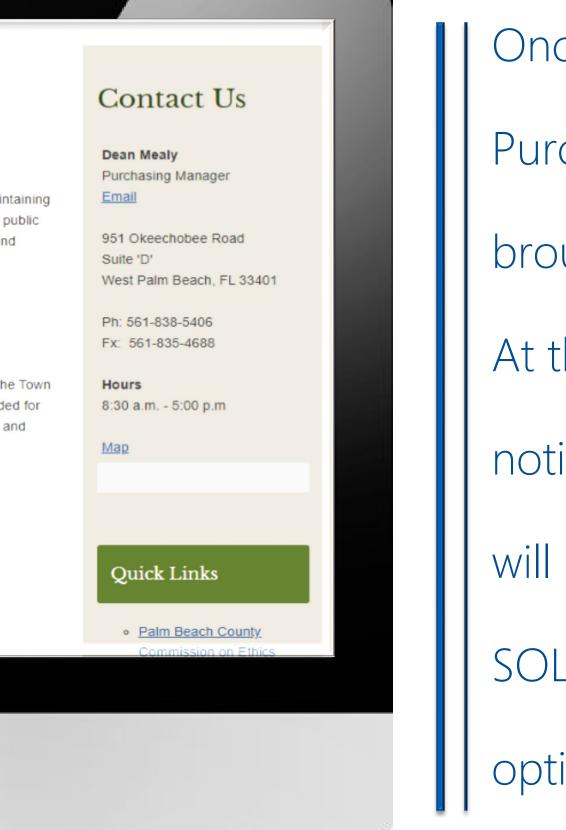
Responsibilities

The Purchasing Division provides professional procurement services while maintaining fair and equitable treatment of all persons, maximizing the purchasing value of public funds, and providing safeguards to maintain a procurement system of quality and integrity.

Doing Business with Palm Beach

Thank you for visiting our website and for your interest in doing business with the Town of Palm Beach. The site was designed to provide you with the information needed for doing business with the town. Check this website for upcoming bids and RFPs and additional information as it is added.

Solicitations are welcome by appointment only.



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.





in to our solicitations you must register on the Negometrix platform

corrent Town solicitations from Negometrix, click on the title below. You will be directed to the Negometrix o an tab will open. In order to download a solicitation you must register with Negometrix. Registration is free. If you need whoading any documents you can contact the Negometrix Service Desk; Telephone (724) 888-5294, Email vicedesk/Dnegometrix.com

Current Negometrix Town Published Solicitations

6365 RFP No. 2021-11 Mandel Recreation Center - Food Se... Aer 14, 2021 200 PM

.....

8622 RFI 2021-13 ANNUAL ON-SITE PHYSCIAL EXAMS FOR FIRE.

Ner 25, 2021 4:00 PM

598 RFB 29-2021 LEASE OF VEHICLES FOR POLICE DEPARTMEN.

lar 18, 2021 2:00 PM

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.



On the landing page you will find a summary of work associated with the solicitation



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.



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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 1

DESIGNATED PROCUREMENT REPRESENTATIVE

The Designated Procurement Representative for this Solicitation is: Duke Basha dbasha@townofpalmbeach.com (5

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 informa 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: (Te Assistance (Mon - Fri: 8 am to 6 pm) Negometrix Service Desk Telephone: (724) 888-5294

Generate hyperlink 📘

Documents:			
	Now to register on Negometrix.pdf 442 Kb	<u>Download</u>	<u>Preview</u>
	NEGOMETRIXGettingStarted.pptx 1717 Kb	<u>Download</u>	<u>Preview</u>
	Pre-Proposal Conference through Go To Meeting Platform.pdf 77 Kb	<u>Download</u>	Preview
	Note: The selection Committee Meeting April 22, 2021 at 0900am.pdf 76 Kb	<u>Download</u>	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

articipate

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.



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.



Participate to solicitation

Log in or Register

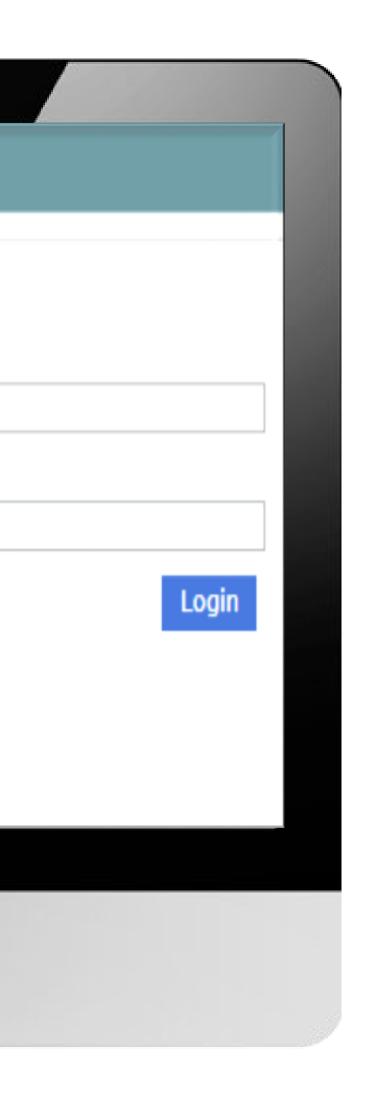
Username:

Password:

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'

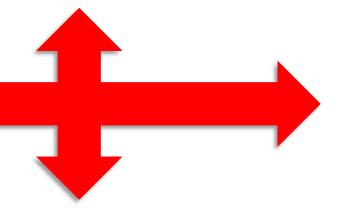


lx.	English (EU)	English (US)	<u>Nederlands</u>	Български	Deutsch	Norsk
	Registe	r comp	anv			
1	Regioco	i comp	arry			
		ly register you other buyers		-		
	initiated by	other buyers	that have in	nted you of a		
	Company i	nformation				
	Language					
	English (US)			*	
	* Country United State	es (US)			•	
	* Time zone					
	(UTC-05:00) Eastern Tim	e (US & Cana	da)	•	
	* Company i	name				
	* Federal Em	nployer Identif	ication (FEI)	Number		
	* City					
	* ZIP code					
	ZIP code					
	* Address					
	* Company	will use Nege	motriv ocu		11	
	Supplier	will use Nego				
	Purchasin	g/Procuremer	it company			
	CON	IPAN		FAT		5

Input details unique to your company to register.



Fill in the information as requested.



Persor	nal data
Gender	
	. O Mrs.
* First	name
* Last	name
* Phon	e
* Emai	
* Userr	name
* Passv	vord
* Confi	rm password
Which	emails do you want to receive?
Up Up	dates, maintenance and technical changes in Negometrix
	gometrix events and promotions
	ily Digest new submissions (daily mail with new submissions in ongoing p
	ily Digest Question & Answer (twice-daily mail with new published question
_ 00	ing orgeot geodern et Anomer (enroe dang man mer new published queste

Code



Ensure your company can be found by buyers!

If you are a supplier, you're advised to indicate one or more CPV codes (Commo 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 <u>Terms & Conditions and Privacy Policy</u>

PERSONAL DEATAILS

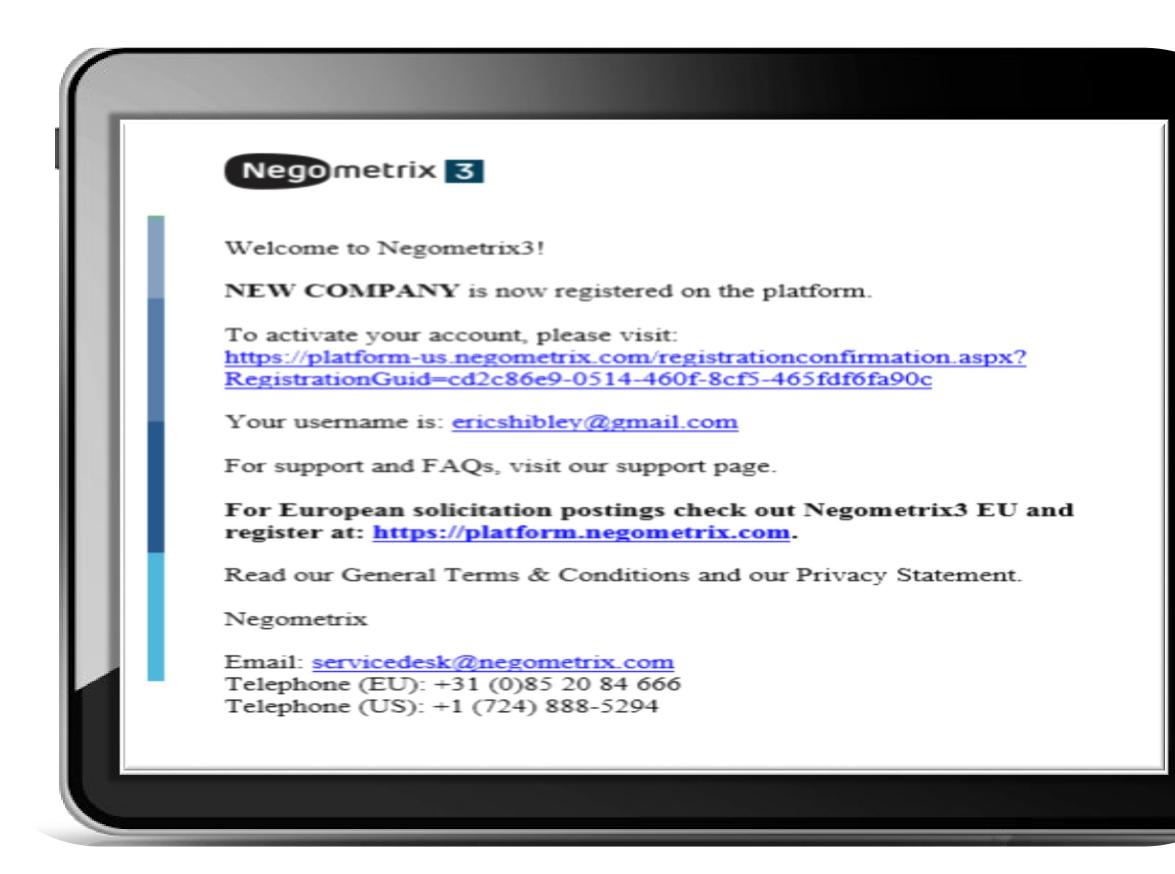




Registration successful!

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

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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.

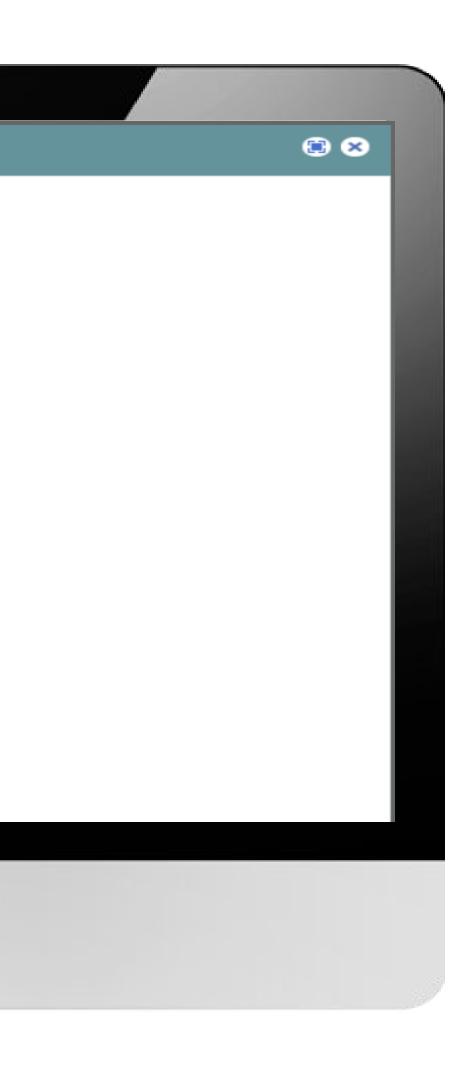


Participate to solicitation

You are now participant in solicitation

1285 Bid No. 2019-19 - E-2 Lift Station Improvements

Contact person: Bill Thomas 3455677812 ericshibley@gmail.com



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





6397 RFE
Description INTRODUCTIO The Town of Pal
surveys, trucks, SITE VISIT: Contact Tim Car
BID OPENING February 12, 20
QUESTION DE The deadline for The Town may p
DESIGNATED The Designated this solicitation
ASSISTANCE & Attached below
NEGOMETRIX (Technical) Assis Read less
Documents:
How to regis
Buyer

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

B 26-2021 TRIM MANGROVES Award phase



Im Beach is seeking a qualified Contractor(s) to provide mangrove trimming services. The Contractor shall provide all necessary materials, labor, management, supervision, permits, s, gas, oil, safety equipment and any other materials and equipment necessary to complete the work as specified.

mpbell, Golf Course Superintendent, 561-533-1170 or tcampbell@townofpalmbeach.com to schedule a site visit if necessary.

021 at 2:00 PM

ADLINE

r questions is two (2) CALENDAR DAYS before the end of the Offer Phase (due date). Questions should be submitted through this software platform using the Question & Answer feature. provide written addenda up to one (1) calendar days before the date fixed for receiving the bid proposals.

PROCUREMENT REPRESENTATIVE

Procurement Representatives for this Solicitation is: Eugene M. Bitteker, Buyer email: ebitteker@townofpalmbeach.com Direct phone: (561) 227-7006 All communications regarding shall be handled only by Town Purchasing Representatives.

& SUPPORT

is a file titled 'Getting Started in Negometrix - Supplier Guide'. Suppliers may also contact the Negometrix support desk at the number provide

SUPPORT CONTACT

istance (Mon - Fri: 8 am to 6 pm) Negometrix Service Desk Telephone: (724) 888-5294

ster on Negometrix.pdf 442 Kb Download | Preview IXGettingStarted.pptx 1717 Kb Download | Preview



Information



Messages

0 Unread (0)



Schedule

Award phase: Mar 5 2021 3:00 PM View all



Price lists (Read-Only)

1. PROPOSAL PAGE



<u>Settings</u>

PROCEDURE: Sealed without Preselection View all



Documents

Related to this Solicitation

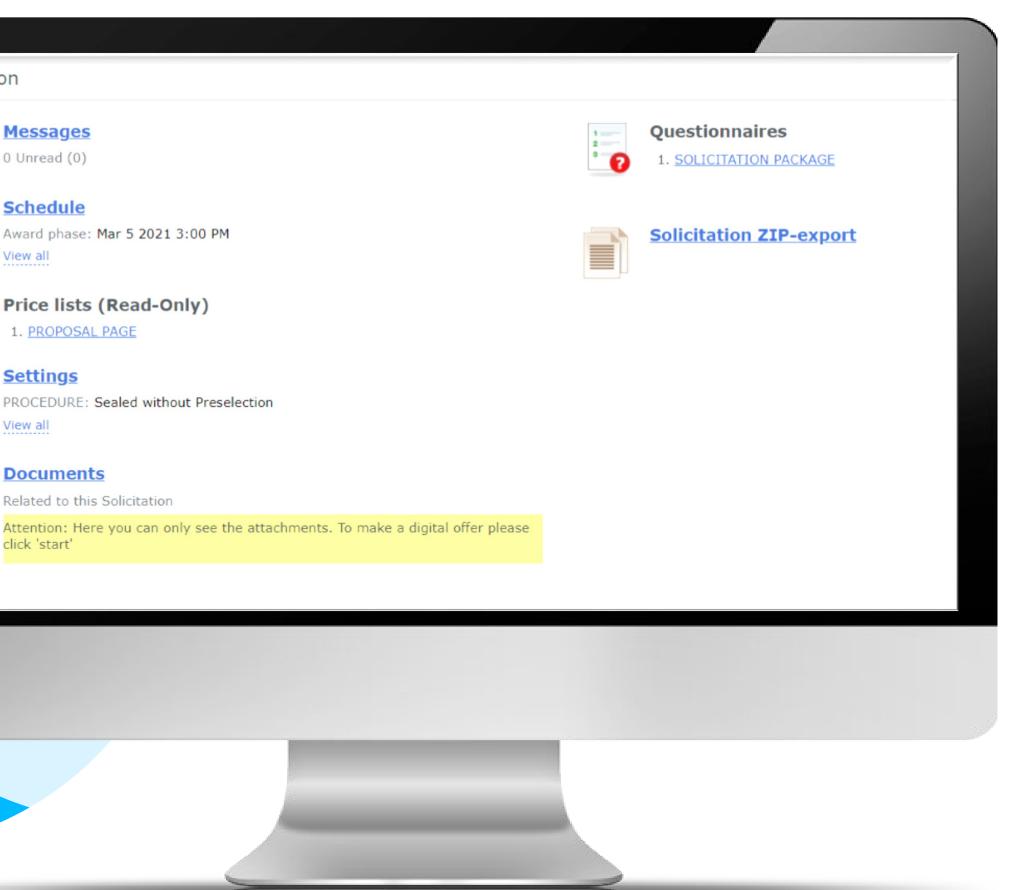
click 'start'

2

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.



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.



SCHEDULE

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



Offers/Applications Remaining	ng time for submission: 🌔 2 day	/days 5 Hours		
Name		Status	Submission	
Town Demo	<u>Edit name</u>	12 Empty pricerow(s) 6 unanswered of	uestion(s) Status: Not submittee	d Submit 🕨 🔍
Offer phase				
Pricing sheets				
PROPOSAL PAGE		0%	12 not filled	6 Products
Questionnaires				
1 SOLICITATION PACKAGE		0%	6 not filled	6 Questions
Attention: During this phase you can current phase.	n submit or withdraw (and submit	t again). When you have submitted, your an	swers will only be visible to the buyer after the d	eadline of the
				Submit 🕨



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 PROPOSAL PAGE

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



pricing if applicable.





SOLICITATION PACKAGE

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Help 🕐

		te start start			
Questionnaire					
Select questionnaire					ŀ
SOLICITATION PACKAGE	✓ View				
SOLICITATION PACKAGE					
11 Questions 0%	11 not filled				
Show not answered questions					
Groups of questions	No. of questions	Status	KO status	Weight	
1.1. O DETAILS OF SOLICITATION	5	5 questions not filled			0
1.2. O REQUIRED FORMS	5	5 questions not filled	-		0
1.3. O ADDENDA (if issued)	1	1 questions not filled	-		0

ELECTRONIC SOLICITATION SYSTEM

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



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.

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).



2

3

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.

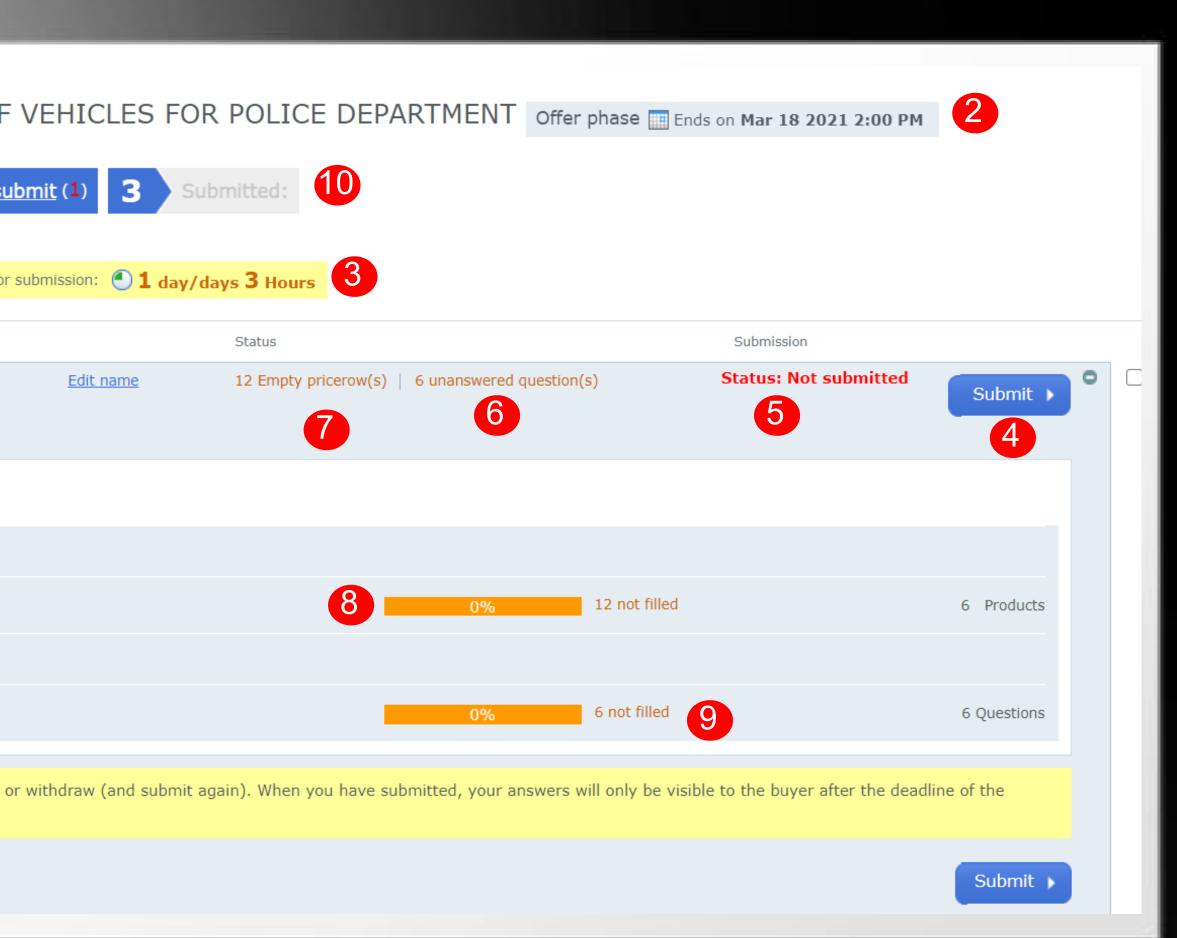






- 1 Name/Number of solicitation
- 2 Time left with current phase
- 3 Time left to submit an offer
- 4 Button to submit your offer
- 5 Status of submission of offer
- 6 Remaining unanswered questions
- Remaining line items/pricing not 7 complete
- Percentage of pricing complete 8
- Percentage of Solicitation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

1 6598 RFB 29-2021 LEASE OI	F
1 Information 2 Fill out & s	u
Offers/Applications Remaining time for	or :
Name	
Town Demo	
Offer phase	
Pricing sheets	
PROPOSAL PAGE	
Questionnaires	
1 O SOLICITATION PACKAGE	
Attention: During this phase you can submit current phase.	OI









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/Anwser.

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.

Questionnaire							
Select questionnaire SOLICITATION PACKA	GE V	/iew					
SOLICITATION F	PACKAGE						
11 Questions			0%	11 not filled			
Show not answered qu	estions						
Groups of questions	5				No. of questions	S	tatus
1.1. 🥥 <u>DI</u>	TAILS OF SOLICITATION				5	5 questio	ons not filled
TERMS & CONDI	TIONS						
1.1.1.	not filled Document attachment is missing						
Q:	Please review the attached Terms & Conditions. Ther Attached documents:	re is no resp	onse needed	for this section but the Contrac	tor must read to fully	y understand project details ar	nd Contractor's responsibi
	🔁 21-02-05 ACH Authorization.pdf 146 Kb	<u>Download</u>	<u>Preview</u>				
	🔁 FSS 119.0701 - 2017.pdf <i>92 Kb</i>	<u>Download</u>	<u>Preview</u>				
	Town of Palm Beach Terms & Conditions.pdf 50 Kb	<u>Download</u>	<u>Preview</u>				
A:	©Yes ◎No						
SCOPE OF WORK							
1.1.2.	ot filled Document attachment is missing						
Q:	Please review the attached Scope of Work. There is Attached documents:	s no respons	e needed for	this section but the Contractor	must read to fully ur	nderstand project details and C	Contractor's responsibilitie
	RFB 26-2021 TRIM MANGROVES SCOPE OF SERVICE	S.pdf <i>18 Kb</i>	<u>Download</u>	<u>Preview</u>			







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.



YES/NO QUESTION

Simply answer yes or no to the question asked.



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



OPEN QUESTION

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



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

QUESTIONNAIRES

VALUE



MUTIPLE CHOICE

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

DOCUMENT EVALUATION

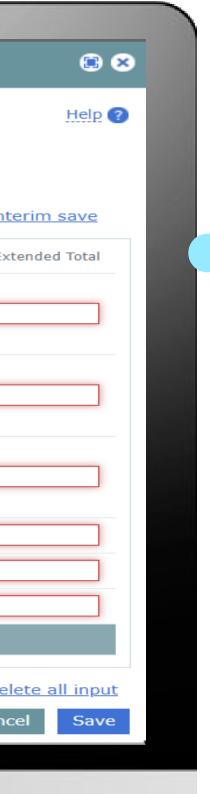


TABLE

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



# C	Description			
	Description	Qty	UM	Price
1 V F	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	
2 V F	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	
3 V F	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	
4 F	Predelivery Service Fee	1	ea	
5 E	Electronic Registration Filing	1	ea	
5 F	Private Tag Agency Fee	1	ea	



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.