

Attachment J. Negometrix Instructions

(See attached)



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 Lehigh

Information:

General Information about the RFP
The City of Lehigh is seeking to hire and qualify firms to submit a response to the Request for Qualifications through the use of Negometrix. The City intends to negotiate with and award a contract to the highest ranked firm(s) in accordance with Florida Statute 287.915 for Professional Civil Engineering and related services. The services are required to create civil engineering, transportation, earth, engineering and landscape architecture design for various City projects on a continuing basis related to the [Water and Sewerage Division](#).

Responding firms must have demonstrated and documented experience providing design services and studies for projects for water utility, wastewater, stormwater and floodplain.

If you wish to participate in the RFP, please **click the "Participate" button** below and proceed. Within the project, click "Start" and fill out the RFP Proposal Response 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 WebEx Meeting using the information below.

In person attendance: Waterbury Division, 374 N. 5th Street, Lehigh, Florida 34748

Remote attendance: WebEx Meeting - Use the URL to connect to the meeting: <https://www.negometrix.com/rfq/180213/RFQ180213>

You may need to download and install the Java applet prior to the meeting or use the following:

(Technical Assistance: Mon - Fri, 7am to 12pm)
For assistance operating Negometrix and completing your RFP proposal, please contact the Negometrix Service Desk through the data desk.

Negometrix Service Desk
Telephone: +1 724 885 236
E-mail: enquiries@negometrix.com
Click to the [Data Desk](#)

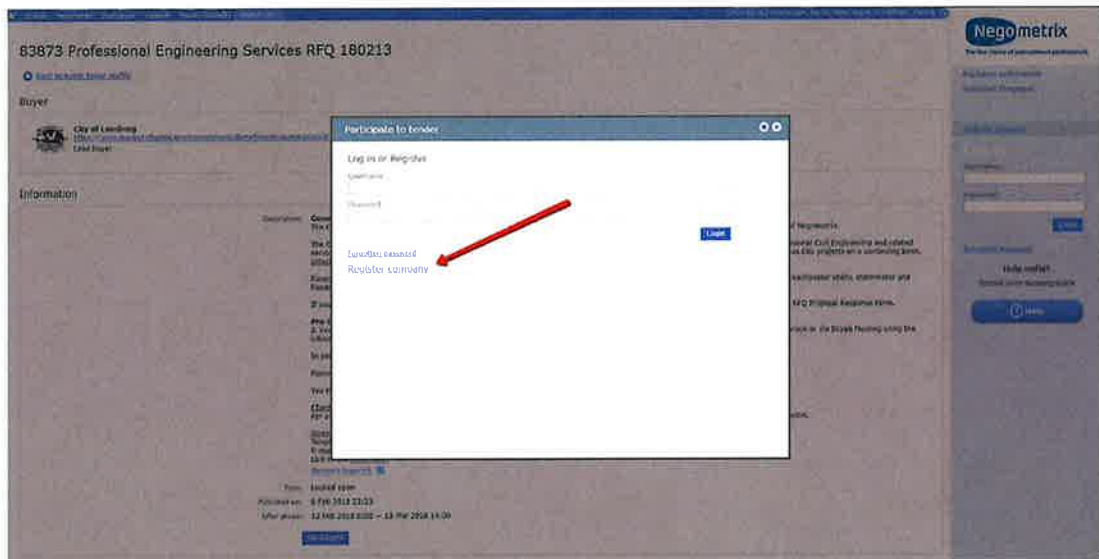
Participate



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 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/confirmation.aspx?RegistrationCode=14572ac-3040-4685-9946-6001e7a79a54>

After activating your account, you can log in with the following username: tedsoepe

You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions

Kind regards
The Negometrix Team

Email servicedesk@negometrix.com
Telephone +31 (0)65 20 84 666

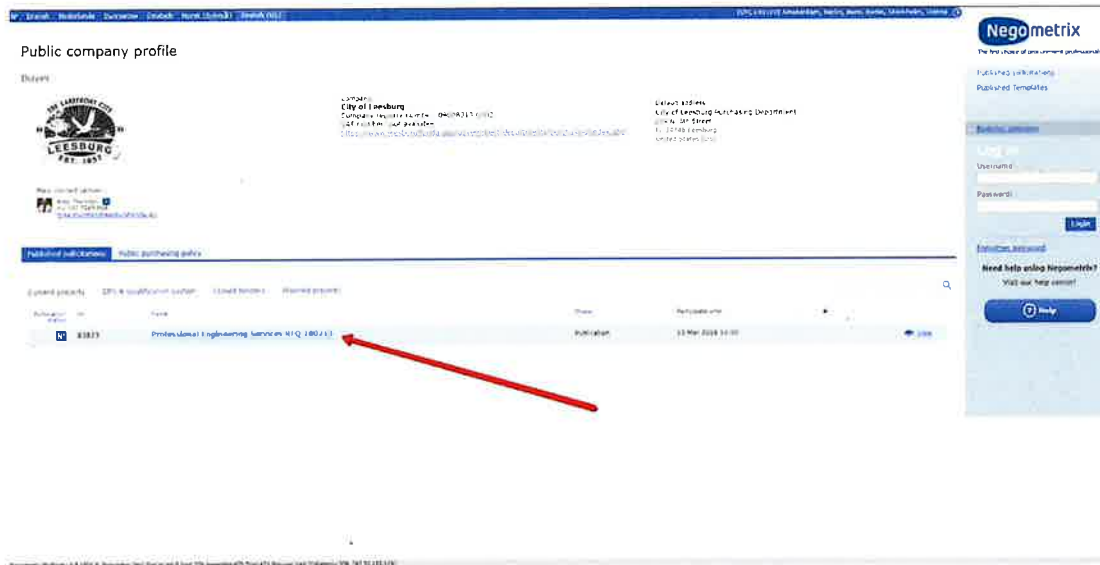
Welcome! Your registration is completed and you can now log-in with your self created username & password!

The screenshot shows a web browser window with the address bar displaying the URL: <https://platform.negometrix.com/registration/confirmation.aspx?RegistrationCode=14572ac-3040-4685-9946-6001e7a79a54>. The page title is "Registration confirmation" and the content states "Registration confirmation is completed!". On the right side, there is a sidebar with the Negometrix logo and a "Login" section containing fields for "Username" and "Password", and a "Login" button. A red arrow points from the activation link in the email to the "Login" button on the page. At the bottom of the page, there is a footer with the Negometrix logo and contact information: "© 2014 Negometrix, Negometrix B.V. Service & Operation Center, Telephone: +31 (0)65 20 84 666".

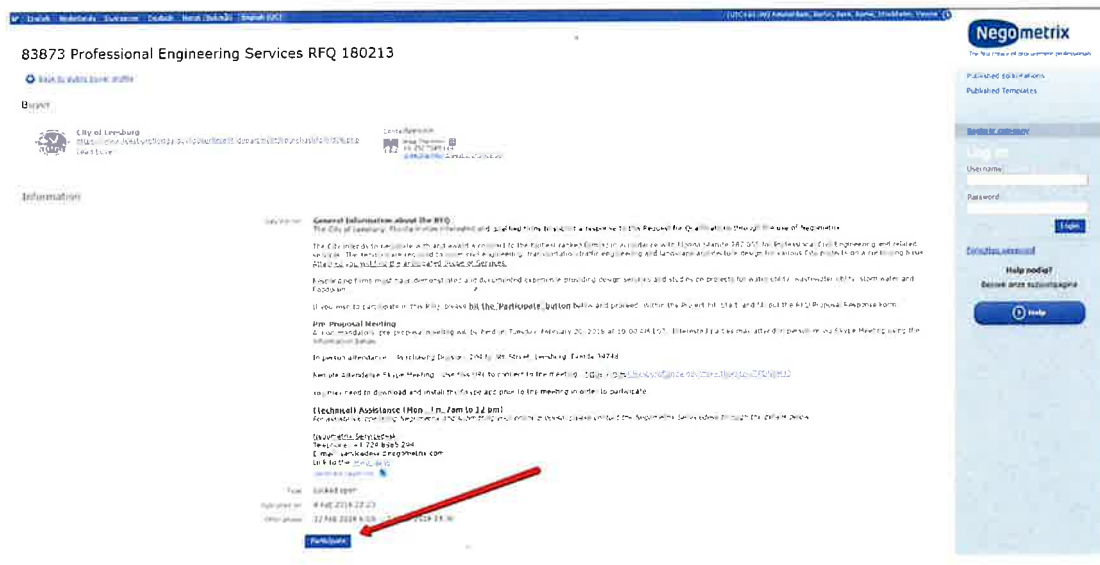


Step 5: Navigate to the Maryland Stadium Authority & participate in the project!

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.

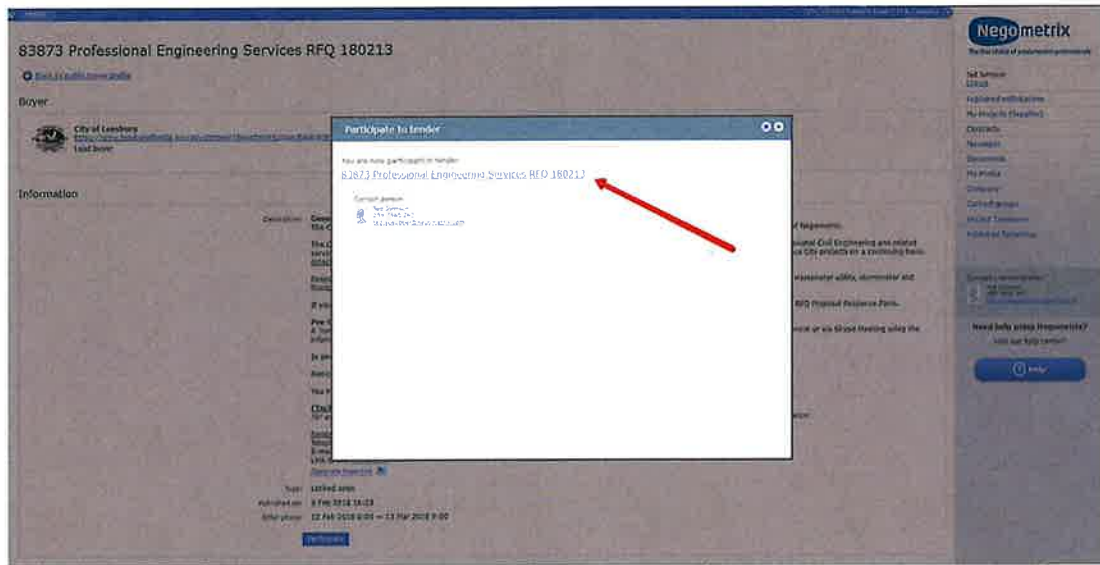




Step 6: You are now participant in the Project!

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 09:00


1 Information 2 Fill out & submit 3 Submitted


Description:
General Information about the RFQ
The City of Leesburg, Florida invites interested and qualified firms to submit a response to this Request for Qualifications through the use of Nego metrix.
The City intends to negotiate with and award a contract to the highest ranked bidder in accordance with Florida Statute 218.30 for architectural, civil, engineering and related services. The services are required to cover civil engineering transportation/traffic engineering and landscape architectural design for various City projects on a continuing basis. Additional services include design services and studies on projects for water utility, wastewater utility, stormwater and floodplain.
Responding firms must have demonstrated and substantiated experience providing design services and studies on projects for water utility, wastewater utility, stormwater and floodplain.
If you wish to participate in this RFQ, please hit the "Participate" button below and proceed within the Project Hit Start and fill out the RFQ Proposal Response Form.


Pre-Proposal Meeting
A non-mandatory 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 Meeting using the information below.
In person attendance: Purchasing Division 204 N. 9th Street Leesburg, Florida 34748
Remote attendance: Skype Meeting: (put this link in subject to the meeting) [https://meet.jit.si/leesburgprocurement20180220](#)
You may need to download and install the Skype app prior to the meeting in order to participate.

(Technical) Assistance (This is a 24 hr. FAQ for 24 hrs)
For assistance following Nego metrix and submitting your online proposal please contact the Nego metrix ServiceDesk through the details below.
Nego metrix ServiceDesk
Telephone: +1 214 688 294
E-mail: service@nego metrix.com
Link to the [Tech Center](#)
[Read More](#)

Buyer

 City of Leesburg
<http://www.leesburgflorida.gov> procurement@leesburgflorida.gov
Text Buyer

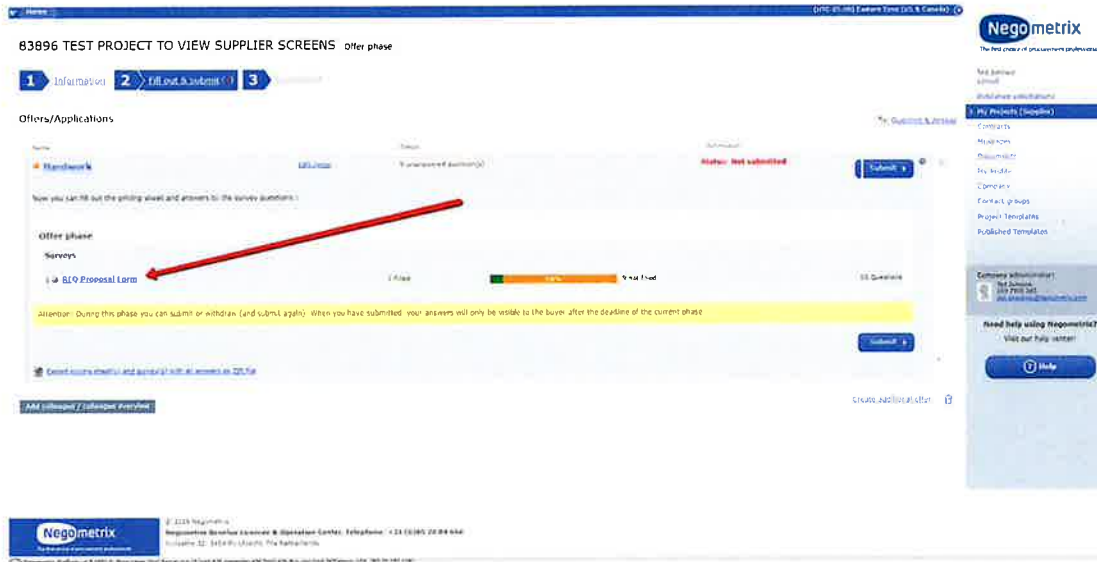
 City of Leesburg
<http://www.leesburgflorida.gov> procurement@leesburgflorida.gov
Text Buyer

 Purchasing policy
[View Purchasing Policy](#)

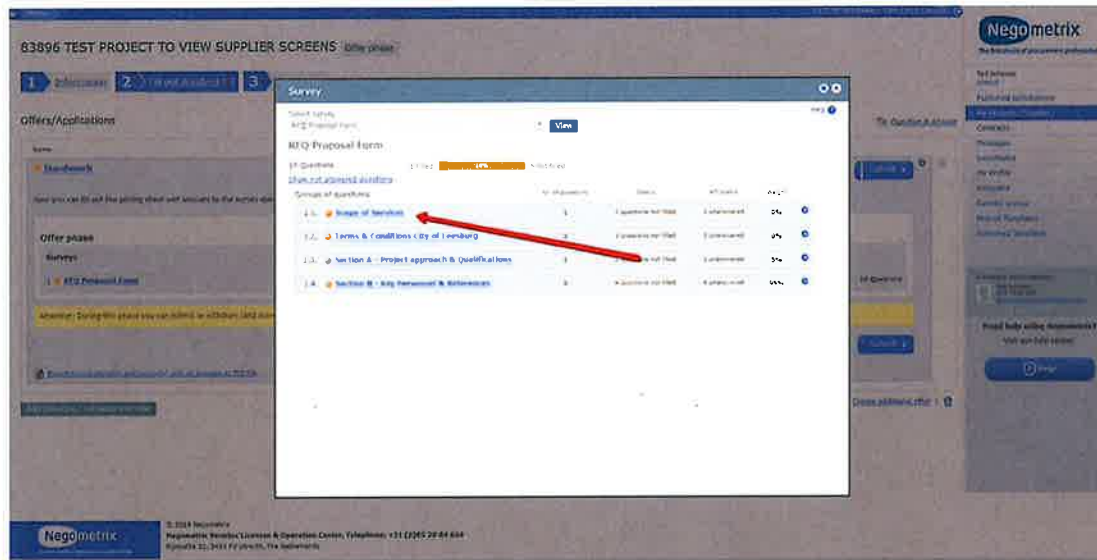
Information

Step 8: Fill-out your proposal!

Under the second tab **2** **Fill out & submit (1)** 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.

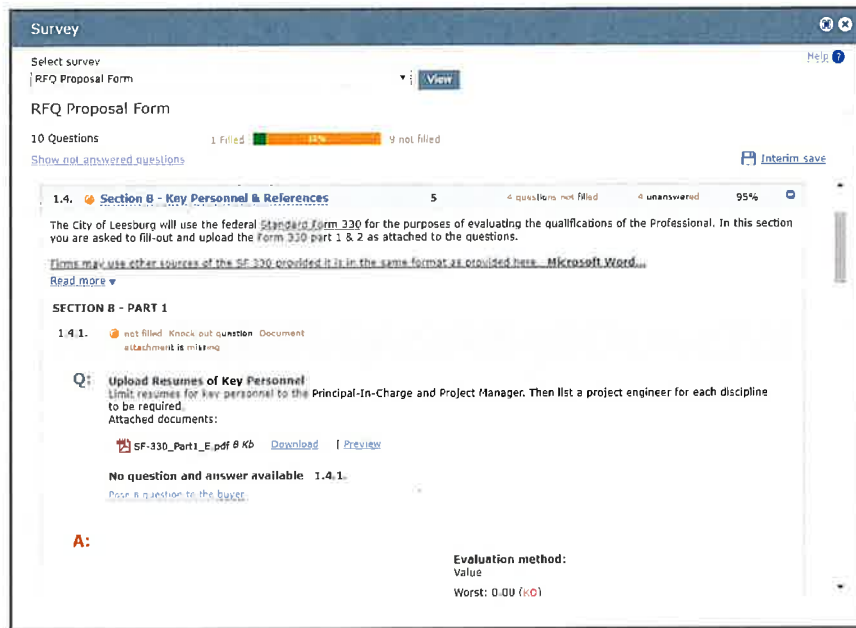


A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.



Step 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.

