

MyFloridaMarketPlace (MFMP)

Information Technology Staff Augmentation Services

State Term Contract

eQuote Training



Agenda

- Overview and Benefits of eQuotes
- Creating an eQuote
- Vendor View
- Managing eQuotes
- Awarding & Viewing Results
- Resources

- eQuotes are electronic, informal quotes, created using the [MFMP Sourcing](#) application
- Customers have the option to integrate their requisition with an eQuote in [MFMP Buyer](#) (called the integrated eQuote creation method)
- Agency customers issue eQuotes to selected vendors when creating their eQuote. There are currently over **45,000 vendors** registered to receive eQuotes in MFMP

- Web-based paperless application
- Similar look and feel to MFMP Buyer and MFMP Analysis applications
- Consistency in requests to vendors (both formal and informal)
- Captures and stores all content related to the request in one location
- Auto-saves your work
- Easily score vendor responses to make award decisions
- Stores all vendor communications and bids
 - Allows for easy download of all responses, as necessary (e.g., public records requests)

- Agency customers needing IT staff augmentation services must create a Request for Quote (RFQ) eQuote event in MFMP Sourcing, each time they desire to solicit those services
- For more information about the specific requirements of this State Term Contract (STC), 80101507-SA-15-01, see the [State Purchasing website](#)

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- Overview and Benefits of eQuotes

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Manual

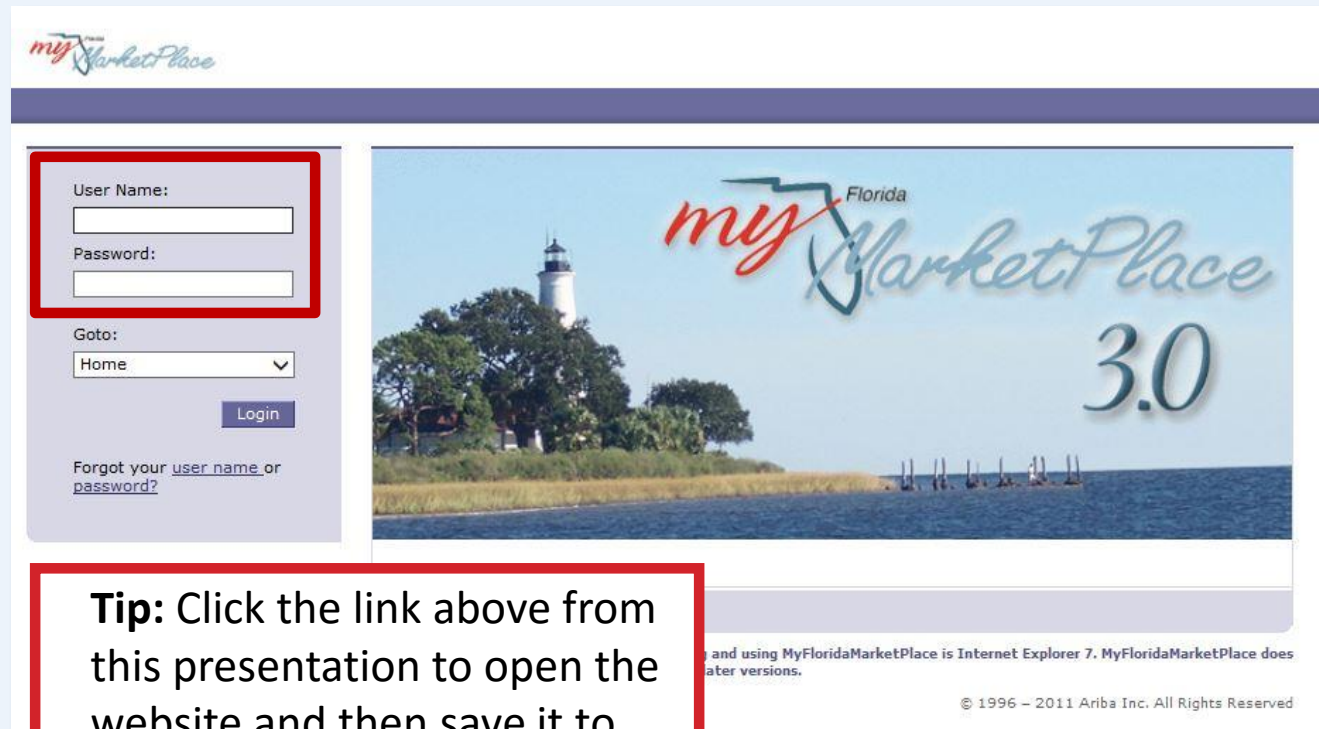
- Events are not electronically linked to the requisition in MFMP Buyer
- Agency customers can use the copy function to copy past events
- After awarding to a vendor(s), the agency customer must manually create a requisition or MFMP contract

Integrated

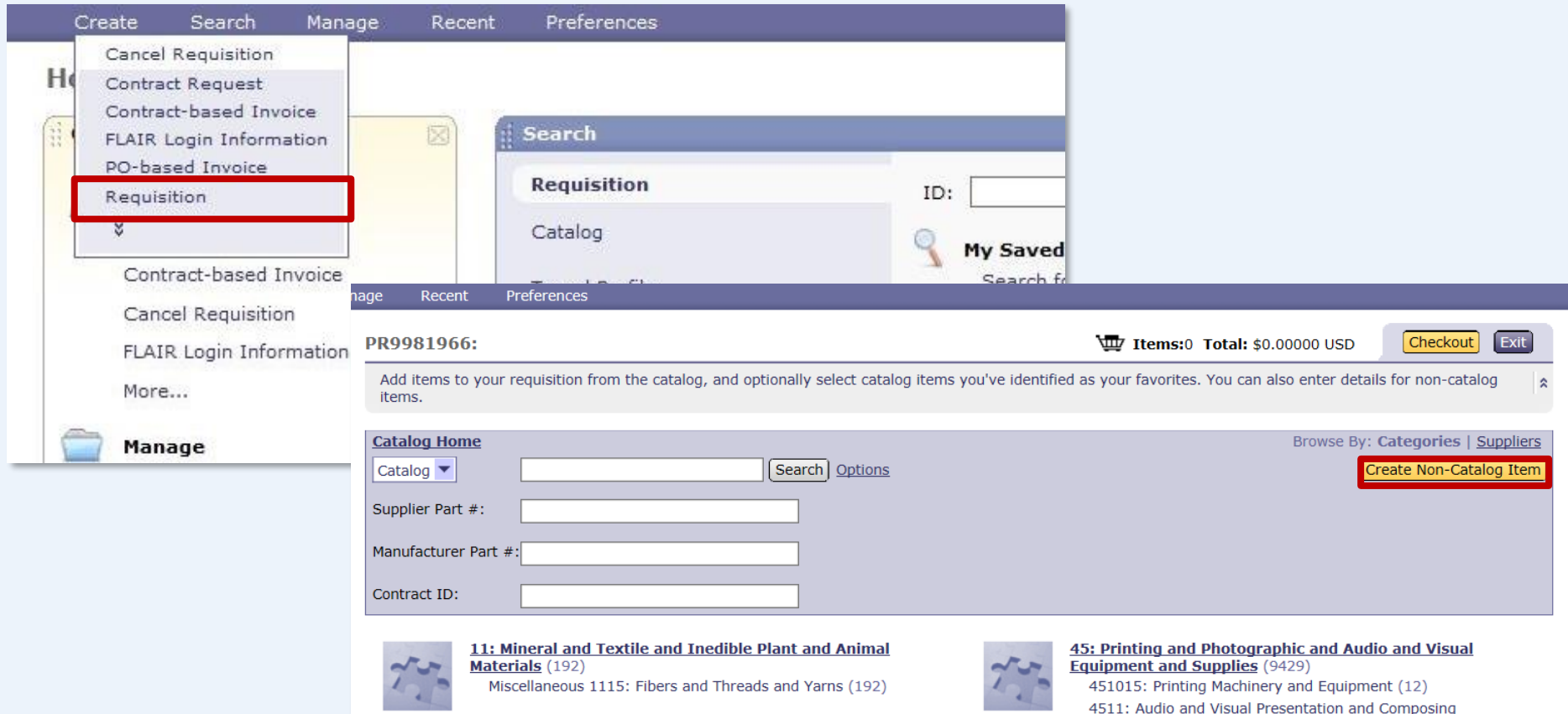
- Events and requisitions are electronically linked within the Buyer & Sourcing applications
- Events cannot be copied; however, customers can import past events or copy content from past events
- When agency customers award an eQuote to a vendor, the system automatically updates the requisition with the awarded vendor and the line item pricing

To create an eQuote from a requisition, log into [MFMP Buyer](#).

If you do not have a username and password, refer to the “Resources” section of this training and work with your agency’s MFMP System Administrator to get access once you complete this training.



- Click *Create* on the menu bar and select *Requisition*
- Click the yellow *Create Non-Catalog Item* button



The screenshot shows the 'Create' menu with the following items:

- Cancel Requisition
- Contract Request
- Contract-based Invoice
- FLAIR Login Information
- PO-based Invoice
- Requisition** (highlighted with a red box)
- Contract-based Invoice
- Cancel Requisition
- FLAIR Login Information
- More...

The main interface displays the requisition ID: **PR9981966:** and a shopping cart summary: **Items:0 Total: \$0.00000 USD**. The **Create Non-Catalog Item** button is highlighted with a red box.

Below the requisition ID, there are input fields for:

- Supplier Part #:
- Manufacturer Part #:
- Contract ID:

At the bottom, there are two category links:

- 11: Mineral and Textile and Inedible Plant and Animal Materials** (192) - Miscellaneous 1115: Fibers and Threads and Yarns (192)
- 45: Printing and Photographic and Audio and Visual Equipment and Supplies** (9429) - 451015: Printing Machinery and Equipment (12) - 4511: Audio and Visual Presentation and Composing

Create the line item(s) for your eQuote.

Full Description: * Enter a description for this item.

Commodity Code: * 80101507: Information

Supplier: (No Preference)

Vendor Location: (No Preference)

Supplier Part Number:

Method of Procurement: * B - State term contract with RFQ [s 287.042(2) s 287.056, F.S.; Rule 60A-1.043, 60A-1.044(2),F.A.C.]

State Contract ID: 80101507-SA-15-01

Recycled Content? Yes No

Supplier Auxiliary Part ID:

Quantity: 2,080

Unit of Measure: hour

Price: * \$110.0000 USD

Amount: \$228,800.00000 USD

Update Total

OK Cancel

- Add a *Full Description* of the line item, including pertinent information about the position being quoted
- Select *80101507* in the *Commodity Code* drop-down
- Select *B* in the *Method of Procurement* drop-down
- Select *80101507-SA-15-01* in the *State Contract ID* drop-down
- Enter the number of hours being quoted in the *Quantity* field
- Update the *Unit of Measure* field to *hours*
- Add the *Price* (historical hourly rate, if known)
- Click *OK*

- Add a *Title* to the requisition
- Click *Edit* in the **Line Items** section
- Add additional line items as needed

Summary
Approval Flow

Title: * IT Staff Augmentation for Department X for Fiscal Year 2017-18

On Behalf Of: Tammy Clark ▼

Delay Purchase Until: i 📅

PO Start Date: 📅

PO End Date: 📅

Fiscal Year: 2018 ▼

PUI: 7264 ▼

Encumber Funds:

Requester OLO: 720000

Requester Site Code: 0

P Card Order:

Do Not Send Purchase Order To Vendor?

Link to MFMP Sourcing: [Create an MFMP eQuote event](#)

Reset MFMP eQuote Event: No

My Labels: i [Apply Label...](#)

Line Items (1)

<input checked="" type="checkbox"/>	No.	Type	Description	Qty	Unit	
<input checked="" type="checkbox"/>	1	📄	Please enter the hour rate for job number ...	2,080	hour	

Edit
Copy
Delete
Add from Catalog...
Add Non-Catalog Item...

LINE ITEM DETAILS

No.: 1

Description: Please enter the hour rate for job number 1220 for fiscal year 2017-18

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM:

Amount: \$228,800.00000 USD

State Contract ID:

Price: USD

Commodity Code: *

Supplier: (No Preference)

Vendor Location: *

Buyer Code: (select a value) [[select](#)]

Terms and Conditions: <http://dms.myflorida.com/mfr>

MyGreenFlorida Content: Yes No

Recycled Content?: Yes No

Method of Procurement: *

- Select any vendor in the *Vendor Location* field
- Search for and select the most recent version of the *Expansion Opt*
- Scroll down the entire page to confirm all fields are populated correctly
- Click *OK*

Link to MFMP Sourcing

- Click the *Create an MFMP eQuote event* link
 - If you do not have MFMP Sourcing access, you will not see this link. Work with your agency's MFMP System Administrator to get access

Summary
Approval Flow

Title:

On Behalf Of:

Delay Purchase Until:

PO Start Date:

PO End Date:

Fiscal Year:

PUI:

Encumber Funds:

Requester OLO: 720000

Requester Site Code: 0

P Card Order:

Do Not Send Purchase Order To Vendor?

Link to MFMP Sourcing: Create an MFMP eQuote event

Reset MFMP eQuote Event: No

My Labels: [Apply Label...](#)

Line Items (1) [Show Details](#)

No.	Type	Description	Qty	Unit	Line Type	Price	Amount
<input type="checkbox"/>	1	Kitchen and Break Room: The supplier will ...	12	month		\$1,000.00000 USD	\$12,000.00000 USD

[Edit]
[Copy]
[Delete]
|
[Add from Catalog...]
[Add Non-Catalog Item...]

Total Cost: \$12,000.00000 USD

[Update Total]

I will now demonstrate creating a draft requisition that's tied to an integrated eQuote in the [MFMP Buyer Training Environment](#).



After selecting the *Create an MFMP eQuote event* link in MFMP Buyer, customers must log into MFMP Sourcing.

If you do not have a username and password, refer to the “Resources” section of this training and work with your agency MFMP System Administrator to get Sourcing access once you complete this training.



The screenshot shows the MFMP Sourcing 3.0 login interface. On the left, a red-bordered box highlights the login form with fields for 'User Name:' and 'Password:', and a 'Login' button. The main banner features the 'my Florida MarketPlace Sourcing 3.0' logo over a beach scene. Below the banner, there are instructions for registered vendors and public access, followed by a numbered list of steps for new users.

Registered State of Florida Vendors: Login using your MyFloridaMarketPlace Vendor Information Portal username and password to view active solicitations. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS.

Public Access: If you wish to view active solicitations click the 'Public Access' button. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS. To participate in a solicitation within this Sourcing tool, you must be a registered MyFloridaMarketPlace (MFMP) vendor. If you are not currently registered with MFMP you must:

1. Create an account through the MFMP Vendor Information Portal (MFMP - VIP)
2. Within MFMP - VIP, indicate on the Solicitations page that you wish to participate in electronic

Complete all required fields marked with an asterisk:

- ***Name:** Type a descriptive title for the eQuote (e.g., RFQ for State Term Contract Job #1220)
- ***Departments:** Select your agency
- ***Notify Vendors?:** Select *No*
- ***Contract Number:** Search for and select *80101507-SA-15-01*
- Select the *IT Staff Aug eQuote Master Template*
- Click *Create*

Create Sourcing Project

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing

Name: * PR10282444 - IT Staff Augmentation for Department X for F

Description (for internal use only):

Project: Full Project Quick Project

Event Type: * eQuote

Test Project: Yes No

Base Language: English

Regions: (no value)

Departments: * (no value)

Baseline Spend: \$228,800 USD

Target Savings %:

Notify Vendors? * Yes No

Predecessor Project: (no value)

Commodity: * 80101507: Information

Contract Months:

Contract Number: 80101507-SA-15-1

Contract Effective Date:

Number Of Available Renewals (Years):

Select the template you want to use, and answer any questions related to it to create your Sourcing Project. How you set the fields in the section above might affect which templates are available.

IT Staff Aug eQuote Master Template

eQuote Master Template

- Event Rules control how the event works.
 - **Timing Rules** – select the end time of the event and how long you will accept vendor responses
 - **Market Feedback** – select *Yes* to be able to view vendor responses in Sourcing before the event closes
 - **Message Board** – identifies which email address you will use to receive messages from vendors

Event **Doc16461 - PR10282444 - IT Staff Augmentation for Department X for Fiscal Year 2017-18** Next ▶ Exit

These rules control every aspect of how the event works. You may change them to suit your event or accept the defaults.

1 Rules

2 Team

3 Suppliers

4 Content

5 Summary

Timing Rules

Bidding end time: i * Duration: End time explicitly specified

Fixed time: 📅 🕒

No time limit

Market Feedback

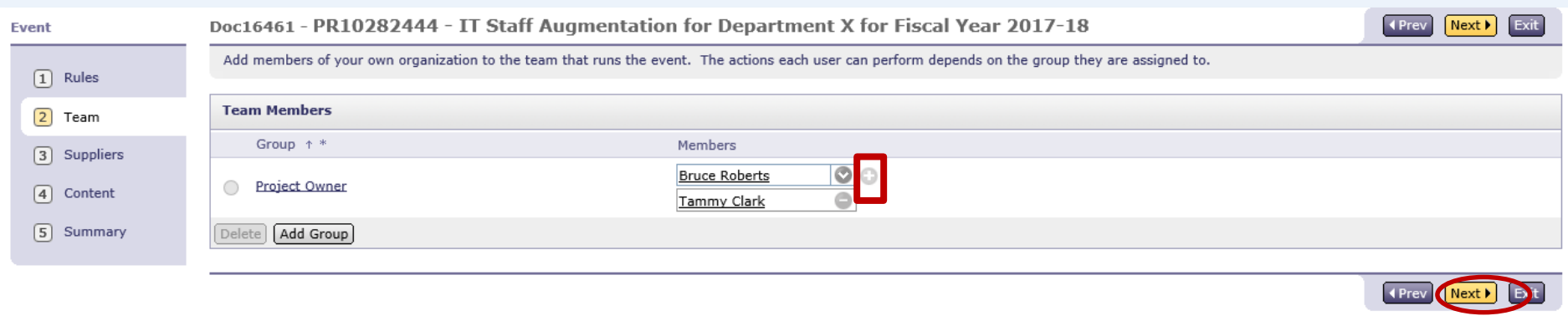
Can owner see responses before event closes: i Yes No

Message Board

Receive emails from participants at this address: i ▼

Next ▶ Exit

- MyFloridaMarketPlace Sourcing automatically adds the eQuote creator from the requisition as the Project Owner (Project Owner = full edit access)
 - The MFMP team recommends adding additional team members
- All team members added as Project Owners will receive system email notifications when vendors submit questions via the message board



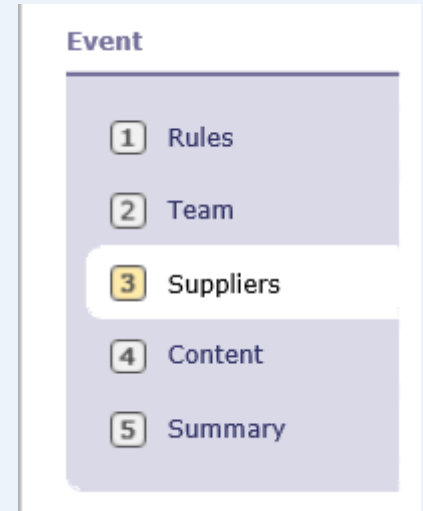
The screenshot displays the 'Team' management interface for an event titled 'Doc16461 - PR10282444 - IT Staff Augmentation for Department X for Fiscal Year 2017-18'. The interface includes a navigation sidebar on the left with options: Rules, Team (selected), Suppliers, Content, and Summary. The main content area shows a 'Team Members' table with columns for 'Group' and 'Members'. Under the 'Group' column, there is a radio button for 'Project Owner'. Under the 'Members' column, two names are listed: 'Bruce Roberts' and 'Tammy Clark'. A red box highlights a plus sign icon next to 'Bruce Roberts', indicating the option to add more members. At the bottom of the interface, there are navigation buttons: 'Prev', 'Next', and 'Exit'. The 'Next' button is circled in red.

Auto-Population of Vendors

- All eQuotes created from the [Information Technology Staff Augmentation Services](#) contract (80101507-SA-15-01), will have **five** randomly generated contracted vendors (based on FEIN) added to the eQuote
- This functionality is designed to increase competition among vendors on the Information Technology Staff Augmentation Services STC
- Agency customers have the option to add additional vendors and to remove the auto-populated vendors, if desired
 - The STC requires that customers add at least **three** additional vendors to the eQuote (at least **8 total** vendors)

Auto-Population of Vendors Process

- View auto-populated vendors on the **Suppliers** page
- Add or remove vendors as desired. The contract requires customers to manually add at least three additional vendors
- After publishing the eQuote, Project Owners may validate that MFMP added vendors (based on FEIN) on the **Log** tab



Date Created ↓	Real User	On Behalf Of	Action	Scope	Details
03/22/2017 01:23:11 PM	Ariba System	Ariba System	System process:MFMP		The vendors with the following FEINs were auto added by the system FEINs removed from screenshot for confidentiality purposes

- The **Content** page contains the information that vendors see and respond to in MFMP Sourcing
- eQuotes created from the Information Technology Staff Augmentation Services contract contain pre-populated information, including:
 - Instructions, trainings and contact information for vendors
 - Link to upload a scope of work (SOW)
 - Line items will automatically be added to integrated eQuotes
 - Field to enter ceiling rates for each line item
 - Vendor certification that they agree to the requirements
 - Job names/numbers and variances that must be selected on each line item
 - Required fields for vendors to upload their resume(s) and self-certification form(s)

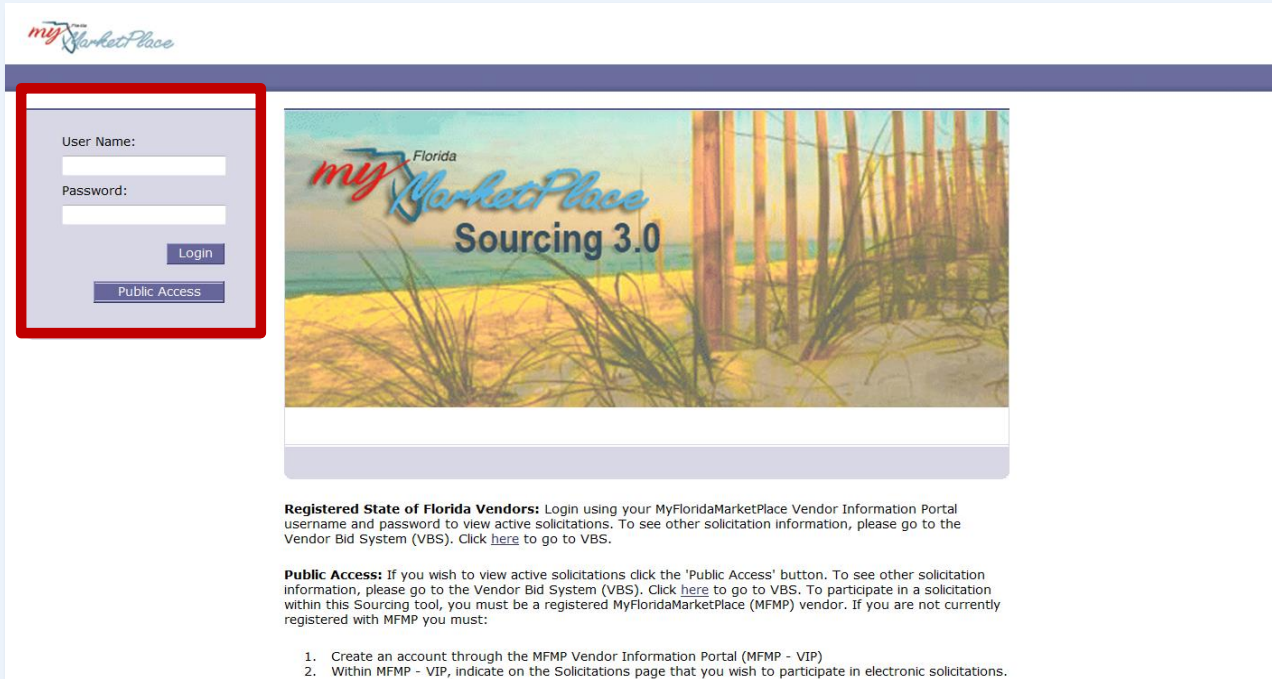
I will now demonstrate creating the Sourcing Project portion of an integrated eQuote in the [MFMP Sourcing Training Environment](#).



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Vendors that accept to participate in electronic solicitations in their MFMP VIP (Vendor Information Portal) account, can log into [MFMP Sourcing](#) to participate in solicitation events (formal and informal).




Registered State of Florida Vendors: Login using your MyFloridaMarketPlace Vendor Information Portal username and password to view active solicitations. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS.


Public Access: If you wish to view active solicitations click the 'Public Access' button. To see other solicitation information, please go to the Vendor Bid System (VBS). Click [here](#) to go to VBS. To participate in a solicitation within this Sourcing tool, you must be a registered MyFloridaMarketPlace (MFMP) vendor. If you are not currently registered with MFMP you must:

1. Create an account through the MFMP Vendor Information Portal (MFMP - VIP)
2. Within MFMP - VIP, indicate on the Solicitations page that you wish to participate in electronic solicitations.



- The event clock shows the eQuote's remaining time
 - Vendors who wish to respond must click on *Review Agreement* and accept the terms of the agreement
- Vendors can download content, print event information, or decline to respond to the event


 Doc16461 - PR10282444 - IT Staff Augmentation for Department...

Time remaining 98 days 21:45:02

 Review the bidder agreement. Accept the terms of the agreement if you agree to them and want to participate in this event. Decline the terms of the agreement if you do not want to participate in this event.

Download Content
Review Agreement
Decline to Respond
Print Event Information

All Content  

Name ↑	Price	Quantity	Extended Price
<p>▼ 1 Request for Quote (RFQ)</p> <p>The purpose of this RFQ is to establish a purchase order for IT Staff Augmentation Services in accordance with State Term Contract #80101507-SA-15-01. This RFQ includes a Scope of Work for staff that possess the technical skills that are needed by the Department on an hourly assignment basis. Visit the DMS State Purchasing website to view more details on this contract.</p> <p>The Scope of Work and required forms for this RFQ can be found in sections 1.1 and 1.2.</p>			
<p>▼ 1.1 Scope of Work</p>			
1.1.1 See the attached Scope of Work for more information.	 ATT00001.txt		
<p>▼ 1.2 Required Forms</p>			
<p>1.2.1 Forms and Information for Contractors use (click the link to view and/or download each form):</p>			

Event Overview and Timing Rules

Owner: [Tammy Clark](#) Currency: US Dollar

- Selecting the *Review and Accept Agreement* link will display the terms of the agreement vendors must accept to submit an official response
- Vendors that are registered in MFMP have already accepted the terms of use

Bidder Agreement


▼ Checklist

✓ 1. Review Event Details

2. Review and Accept Agreement

3. Select Lots

4. Submit Response

 You must accept the bidder agreement to participate in the event.

By **accepting** this agreement you warrant that:

(i) you are authorized by your company to enter into a binding contractual agreement based on the information you are about to transmit

(ii) you agree to all terms and conditions regarding use of the MyFloridaMarketPlace system and

(iii) you agree to all terms and conditions specific to this solicitation.

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Doc16461 - PR10282444 - IT Staff Augmentation for Department...

Time remaining **98 days 21:42:44**

All Content

Name ↑

Awarded Vendor(s) are required to submit monthly Transaction Fee Reports electronically through the MFMP application. Failure to comply with the payment of the Transaction Fee or the reporting of all transactions and subject the vendor to exclusion from business with the State of Florida as per Rule 60A-10.005, F.S.

For information on how to submit Transaction Fee Reports in the MFMP VIP application, please refer to the [MFMP for Vendors website](#).

2.4 Vendor FAQs

View Frequently Asked Questions (FAQs) on the [DMS website](#).

▼ 3 Vendor Response

3.1 Do you, the Contractor, certify that you have read the entire Scope of Work and agree to all requirements contained within it?


4 Please enter the hour rate for job number ...

Please enter the hour rate for job number 1220 for fiscal year 2017-18


Job Number

Job Variance

Please upload a Candidate's Resume for each candidate. Please consolidate all documents into one PDF, when uploading. There is a 20 MB file size limit.

*  [18-512.png](#) [Update file](#) [Delete file](#)

Upload your signed Resume Self-Certification Form (Exhibit B) to the Customer for each candidate included in the response. Please consolidate all forms into one PDF, when uploading. View and access the form in section 2.2.1. There is a 20 MB file size limit.

*  [18-512.png](#) [Update file](#) [Delete file](#)

Need By

Wed, 28 Feb, 2018

* indicates required field

Submit Entire Response | Update Totals | Save | Compose Message | Excel Import

- Vendors review the content of the eQuote
- Vendors respond in the **Submit Response** section
- After drafting a response, vendors must click *Submit Entire Response* to submit their bid for evaluation

Agenda

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Customers can access eQuotes from the link on the requisition (if applicable) or directly in MFMP Sourcing.

PR10282444: IT Staff Augmentation for Department X for Fiscal ...

[Back to Catalog](#) [Submit](#) [Exit](#)

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title:	* IT Staff Augmentation for Department X for Fiscal Year 2017-18
On Behalf Of:	Tammy Clark
Delay Purchase Until:	<input type="text"/>
PO Start Date:	<input type="text"/>
PO End Date:	<input type="text"/>
Fiscal Year:	2018
PUI:	7264
Encumber Funds:	<input checked="" type="checkbox"/>
Requester OLO:	720000
Requester Site Code:	0
P Card Order:	<input type="checkbox"/>
Do Not Send Purchase Order To Vendor?	<input type="checkbox"/>
Link to MFMP Sourcing:	PR10282444 - IT Staff Augmentation for Department X for Fiscal Year 2017-18 - (Open)
Reset MFMP eQuote Event:	No

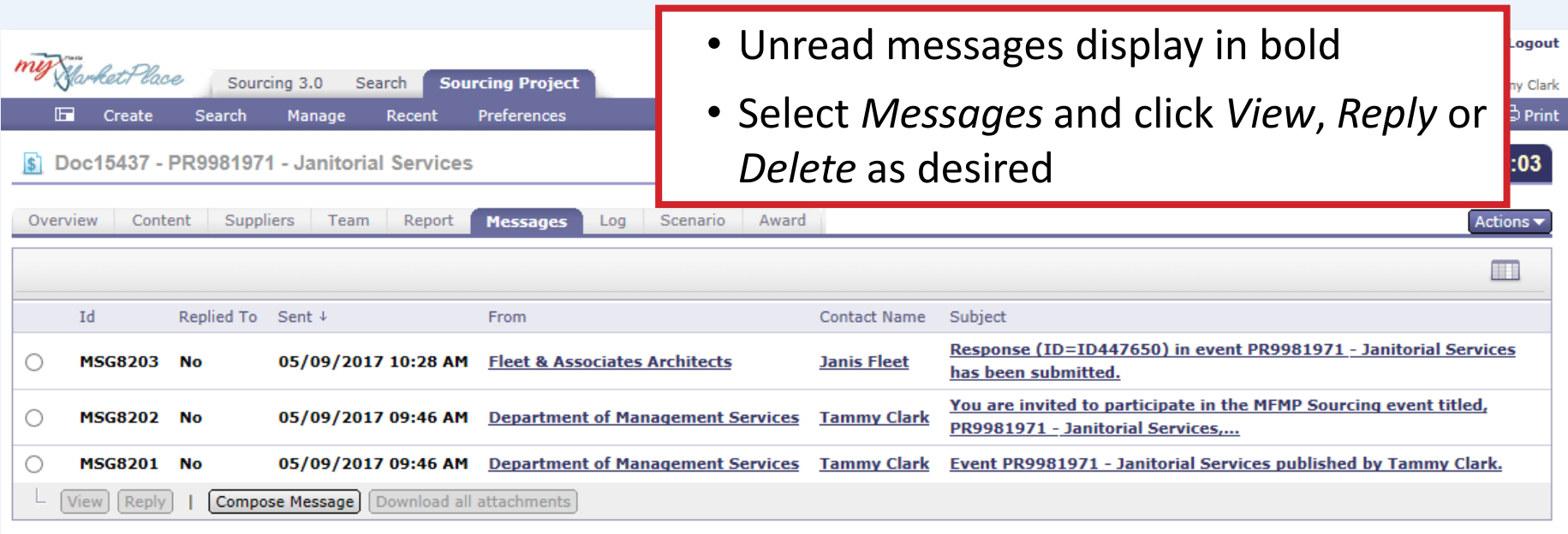
If customers have MFMP Sourcing access, they can navigate to the eQuote from the requisition.

Use tabs and notifications to monitor eQuotes.

The screenshot shows a web application interface for managing eQuotes. At the top, there is a navigation bar with tabs for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. A red arrow points to a 'Notifications' icon in the top right corner. Below the navigation bar, the main content area displays details for a specific eQuote: 'Doc15437 - PR9981971 - Janitorial Services'. A 'Time remaining' box indicates '2 days 22:21:11'. The interface includes several tabs: 'Overview', 'Context', 'Suppliers', 'Team', 'Report', 'Messages', 'Log', 'Scenario', and 'Award'. A red callout box points to the 'Award' tab, stating: 'Award tab is where you will make the final award once the event closes.' Another red callout box points to a yellow envelope icon in the top right, stating: 'A yellow envelope appears when there is a new message.' The main content area is divided into sections: 'Overview' (with fields like ID, Title, Description, Event Type, Test Project, Base Language, Currency, Commodity, Departments, Owner, Version, Template, Notify Vendors?, and Link to Requisition in MFMP Buyer), 'Timing Rules' (with fields for Publish time, Bidding end time, and Planned bidding end time), and 'Market Feedback' (with a field for 'Can owner see responses before event closes').

- The **Messages** tab is used to monitor vendor messages:
 - Project Owners and vendors exchange messages within MFMP Sourcing
 - Use the **Messages** tab to see all messages
 - Sourcing sends messages to each recipient's email address

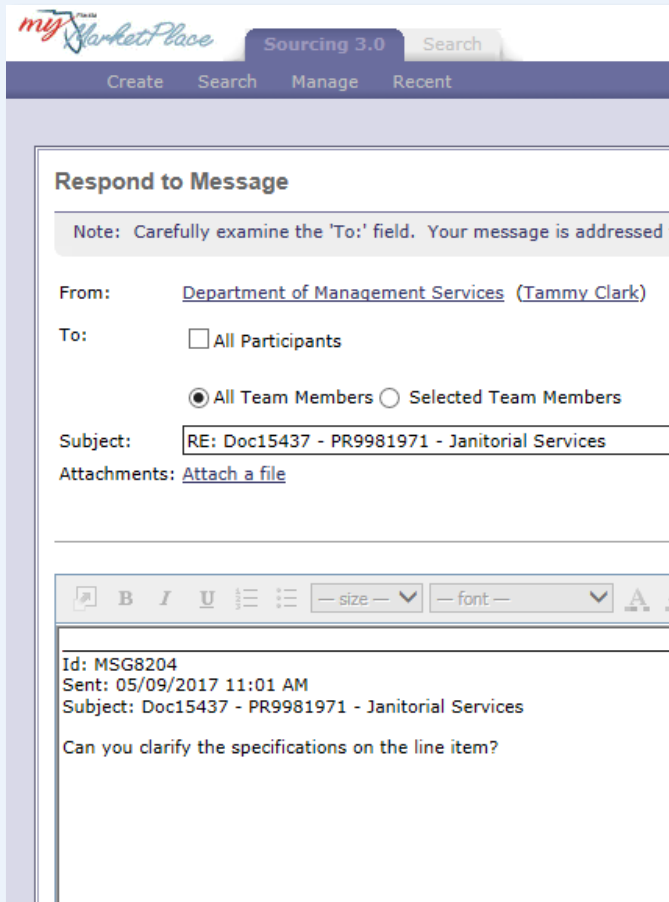
- Unread messages display in bold
- Select *Messages* and click *View*, *Reply* or *Delete* as desired



The screenshot shows the 'Messages' tab selected in the 'Sourcing Project' interface. The page title is 'Doc15437 - PR9981971 - Janitorial Services'. The 'Messages' tab is active, and a list of messages is displayed. The first message, MSG8203, is bolded, indicating it is unread. The interface includes navigation tabs like 'Overview', 'Content', 'Suppliers', 'Team', 'Report', 'Messages', 'Log', 'Scenario', and 'Award'. At the bottom, there are buttons for 'View', 'Reply', 'Compose Message', and 'Download all attachments'.

Id	Replied To	Sent ↓	From	Contact Name	Subject
MSG8203	No	05/09/2017 10:28 AM	Fleet & Associates Architects	Janis Fleet	Response (ID=ID447650) in event PR9981971 - Janitorial Services has been submitted.
MSG8202	No	05/09/2017 09:46 AM	Department of Management Services	Tammy Clark	You are invited to participate in the MFMP Sourcing event titled, PR9981971 - Janitorial Services,...
MSG8201	No	05/09/2017 09:46 AM	Department of Management Services	Tammy Clark	Event PR9981971 - Janitorial Services published by Tammy Clark.

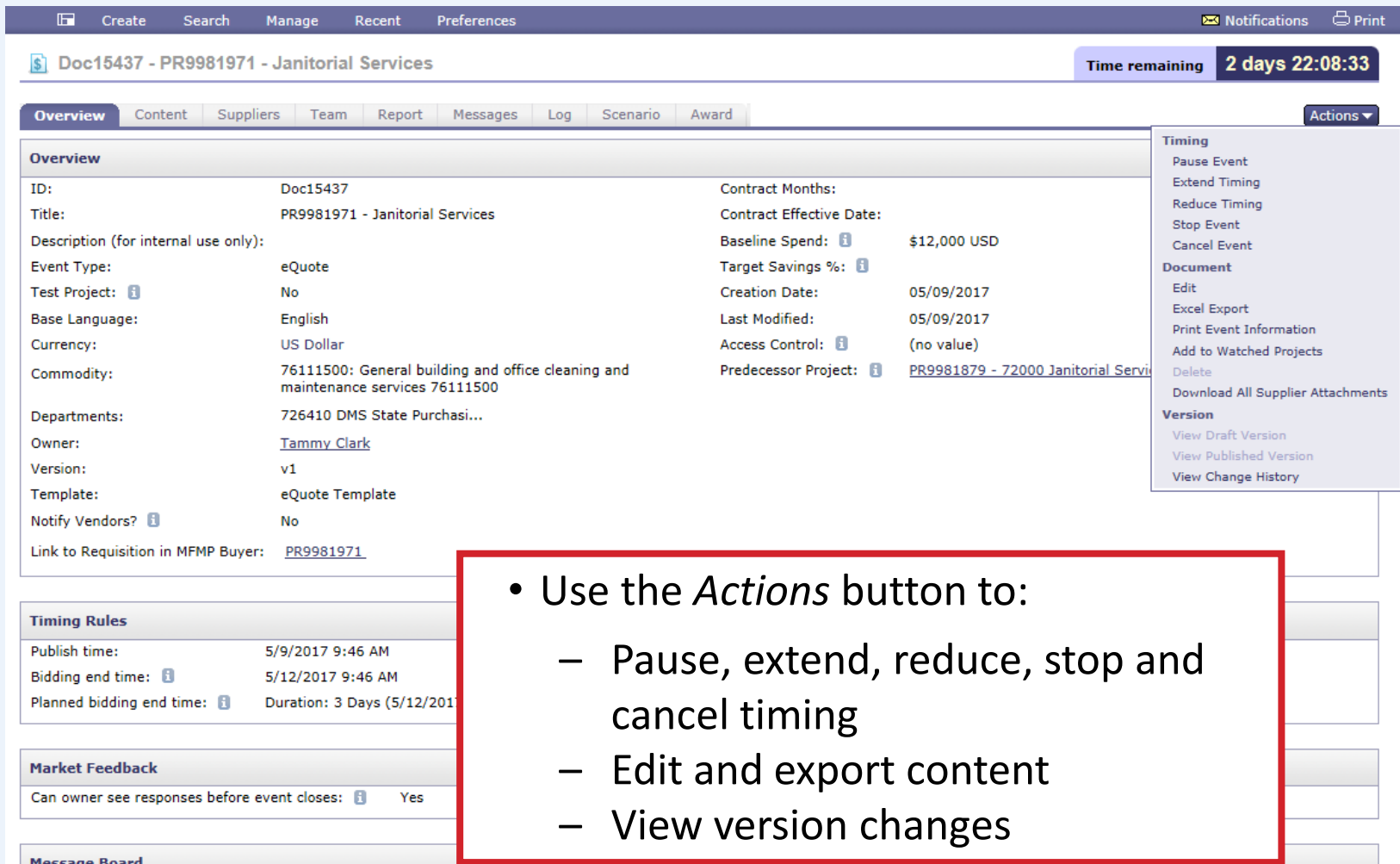
To reply to a message, from the **Message** tab, select the radio button next to the message and click *Reply*.



The screenshot shows the 'Respond to Message' form in the My Florida MarketPlace Sourcing 3.0 interface. The form includes a note: 'Note: Carefully examine the 'To:' field. Your message is addressed to...'. The 'From' field is 'Department of Management Services (Tammy Clark)'. The 'To' field has two radio buttons: 'All Participants' (unchecked) and 'All Team Members' (checked). The 'Subject' field is 'RE: Doc15437 - PR9981971 - Janitorial Services'. The 'Attachments' field is 'Attach a file'. Below the form is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, font size, and font color. The message content is: 'Id: MSG8204', 'Sent: 05/09/2017 11:01 AM', 'Subject: Doc15437 - PR9981971 - Janitorial Services', and 'Can you clarify the specifications on the line item?'.

- Select recipients (Participants and/or Team Members)
- Update subject line. The event ID is the default prefix
- Compose your message
- Click *Send*
- When you send a message, the recipients see:
 - A pop-up in the lower right hand corner of their browser windows if they are logged into MFMP Sourcing
 - A message in their **My Messages** tab
 - And they will receive an email, based on the main contact email addresses in their vendor registration profiles

Use the *Actions* button to edit and manage the event.



The screenshot displays the 'Doc15437 - PR9981971 - Janitorial Services' page. The 'Actions' dropdown menu is open, showing options for Timing, Document, and Version management.

Overview		Contract Months:	
ID:	Doc15437	Contract Effective Date:	
Title:	PR9981971 - Janitorial Services	Baseline Spend: ⓘ	\$12,000 USD
Description (for internal use only):		Target Savings %: ⓘ	
Event Type:	eQuote	Creation Date:	05/09/2017
Test Project: ⓘ	No	Last Modified:	05/09/2017
Base Language:	English	Access Control: ⓘ	(no value)
Currency:	US Dollar	Predecessor Project: ⓘ	PR9981879 - 72000 Janitorial Servi
Commodity:	76111500: General building and office cleaning and maintenance services 76111500		
Departments:	726410 DMS State Purchasi...		
Owner:	Tammy Clark		
Version:	v1		
Template:	eQuote Template		
Notify Vendors? ⓘ	No		
Link to Requisition in MFMP Buyer:	PR9981971		

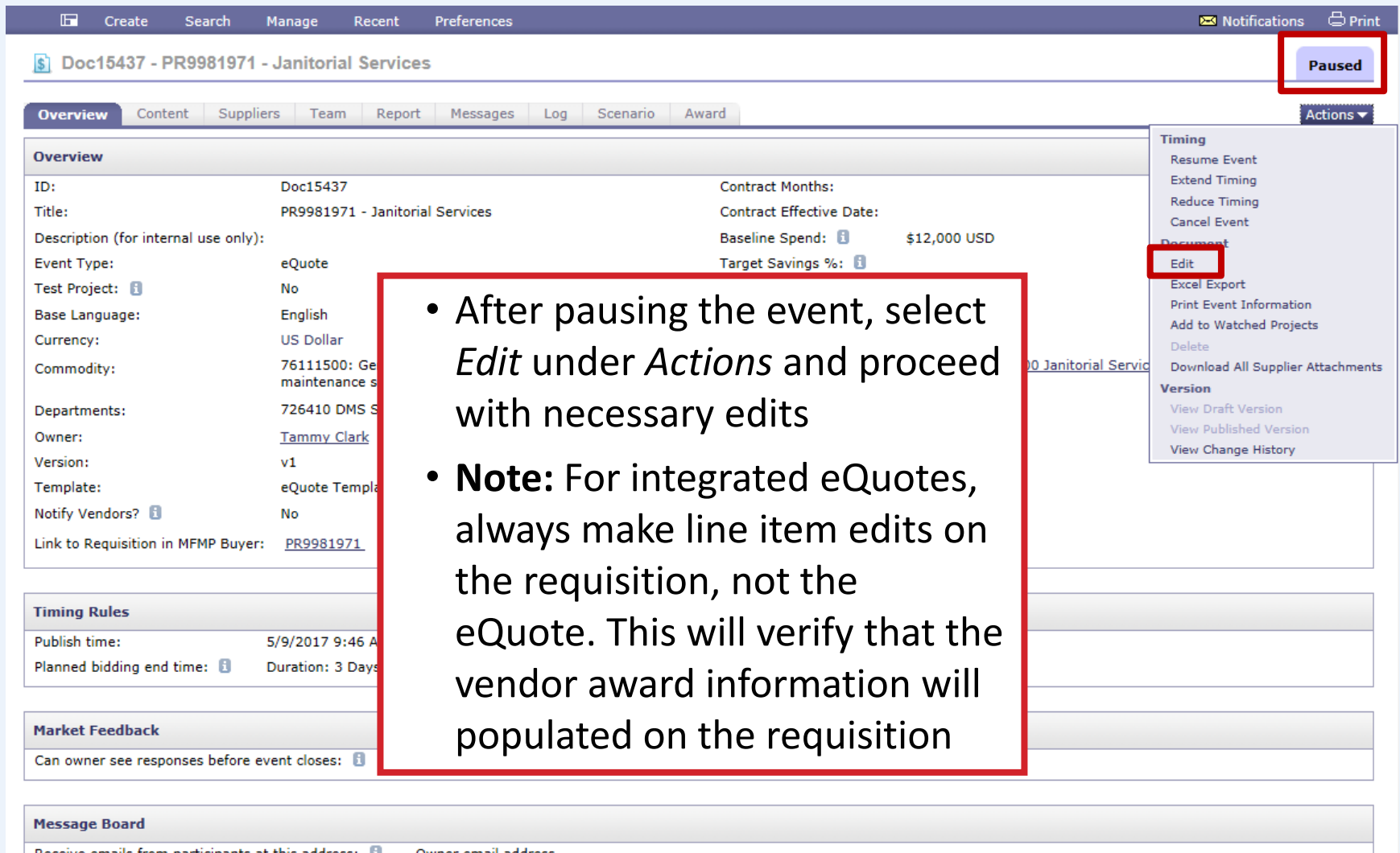
Timing Rules	
Publish time:	5/9/2017 9:46 AM
Bidding end time: ⓘ	5/12/2017 9:46 AM
Planned bidding end time: ⓘ	Duration: 3 Days (5/12/2017)

Market Feedback	
Can owner see responses before event closes: ⓘ	Yes

Message Board	

- Use the *Actions* button to:
 - Pause, extend, reduce, stop and cancel timing
 - Edit and export content
 - View version changes

Always pause an event before edits are made.



Doc15437 - PR9981971 - Janitorial Services

Paused

Overview Content Suppliers Team Report Messages Log Scenario Award

Overview

ID:	Doc15437	Contract Months:	
Title:	PR9981971 - Janitorial Services	Contract Effective Date:	
Description (for internal use only):		Baseline Spend:	\$12,000 USD
Event Type:	eQuote	Target Savings %:	
Test Project:	No		
Base Language:	English		
Currency:	US Dollar		
Commodity:	76111500: Ge maintenance s		
Departments:	726410 DMS S		
Owner:	Tammy Clark		
Version:	v1		
Template:	eQuote Templ		
Notify Vendors?	No		
Link to Requisition in MFMP Buyer:	PR9981971		

Timing Rules

Publish time:	5/9/2017 9:46 A
Planned bidding end time:	Duration: 3 Days

Market Feedback

Can owner see responses before event closes:

Message Board

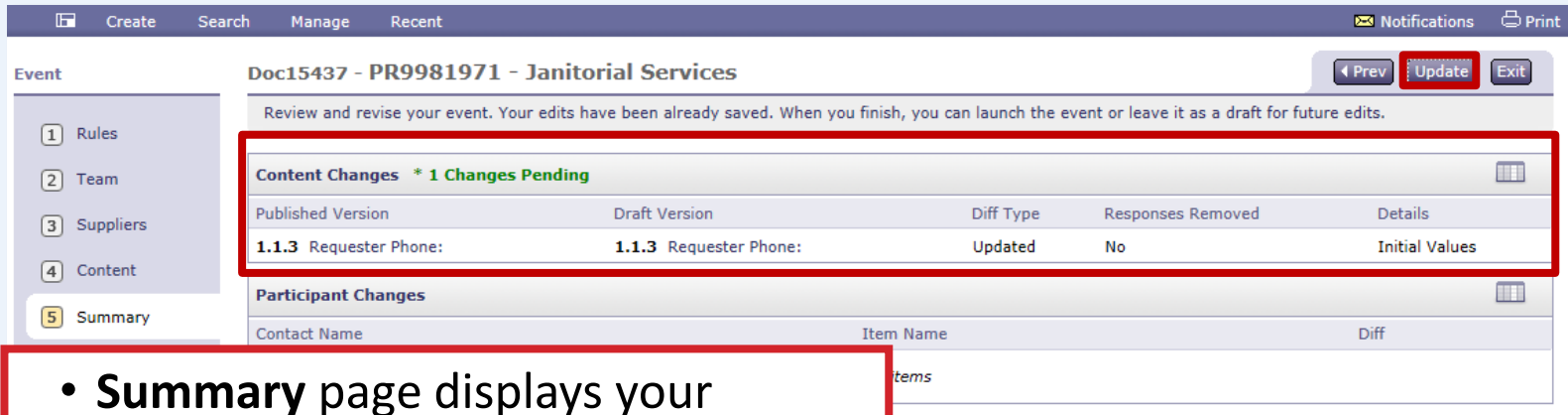
Receive emails from participants at this address: Owner email address

Actions

- Timing
 - Resume Event
 - Extend Timing
 - Reduce Timing
 - Cancel Event
- Document
 - Edit**
 - Excel Export
 - Print Event Information
 - Add to Watched Projects
 - Delete
 - Download All Supplier Attachments
- Version
 - View Draft Version
 - View Published Version
 - View Change History

- After pausing the event, select *Edit* under *Actions* and proceed with necessary edits
- **Note:** For integrated eQuotes, always make line item edits on the requisition, not the eQuote. This will verify that the vendor award information will be populated on the requisition

Update the event and select how or if you want to notify vendors about changes.



Event: Doc15437 - PR9981971 - Janitorial Services

Review and revise your event. Your edits have been already saved. When you finish, you can launch the event or leave it as a draft for future edits.

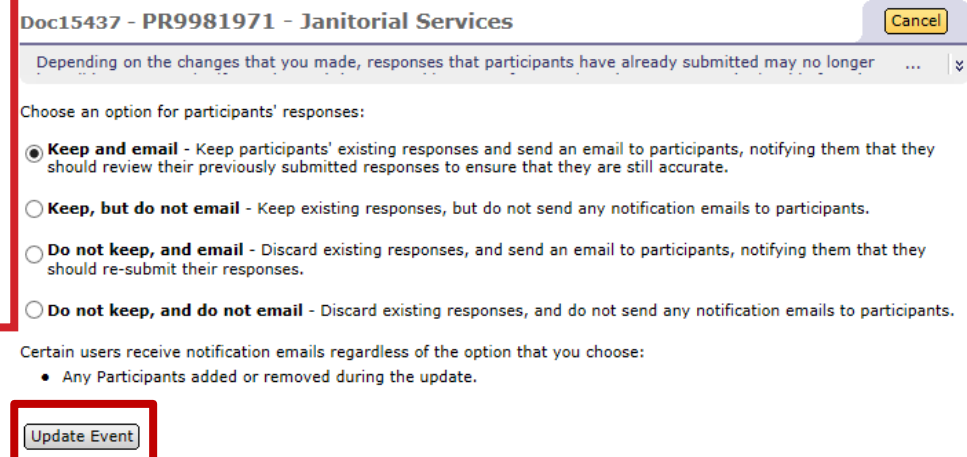
Content Changes * 1 Changes Pending

Published Version	Draft Version	Diff Type	Responses Removed	Details
1.1.3 Requester Phone:	1.1.3 Requester Phone:	Updated	No	Initial Values

Participant Changes

Contact Name	Item Name	Diff

- **Summary** page displays your pending changes
- Click *Update* to incorporate your changes into the event
- Default participant response selection is to *Keep and email*
- Click *Update Event* to proceed



Doc15437 - PR9981971 - Janitorial Services

Depending on the changes that you made, responses that participants have already submitted may no longer ...

Choose an option for participants' responses:

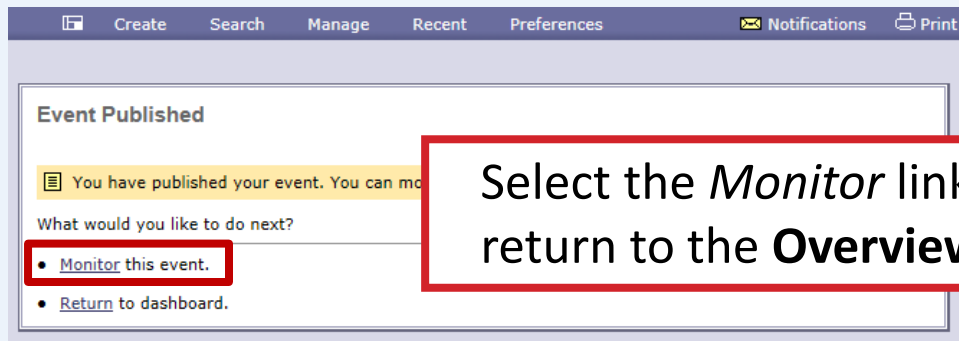
- Keep and email** - Keep participants' existing responses and send an email to participants, notifying them that they should review their previously submitted responses to ensure that they are still accurate.
- Keep, but do not email** - Keep existing responses, but do not send any notification emails to participants.
- Do not keep, and email** - Discard existing responses, and send an email to participants, notifying them that they should re-submit their responses.
- Do not keep, and do not email** - Discard existing responses, and do not send any notification emails to participants.

Certain users receive notification emails regardless of the option that you choose:

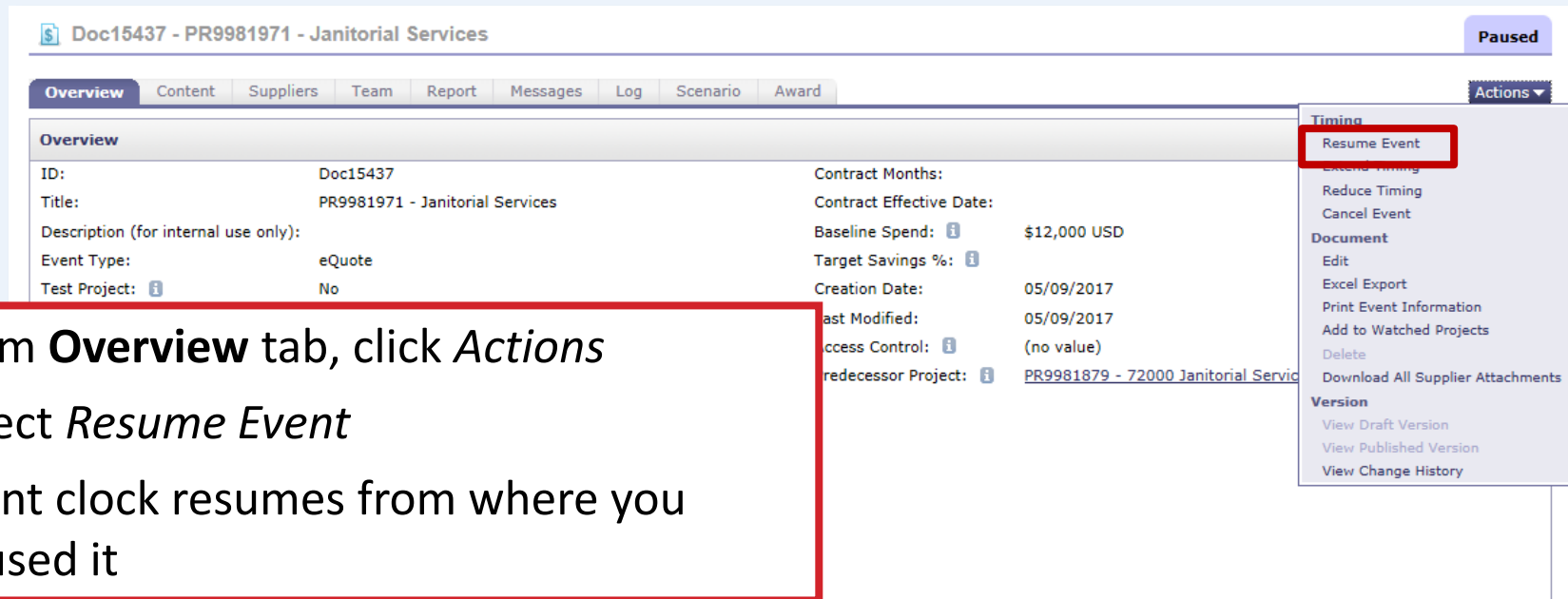
- Any Participants added or removed during the update.

Update Event

Confirm that the event has been updated and then resume the event.



Select the *Monitor* link to return to the **Overview** tab.



The screenshot shows the "Overview" tab of an event page for "Doc15437 - PR9981971 - Janitorial Services". The event is currently "Paused". The "Actions" menu is open, and the "Resume Event" option is highlighted with a red box.

Overview	
ID:	Doc15437
Title:	PR9981971 - Janitorial Services
Description (for internal use only):	
Event Type:	eQuote
Test Project:	No

Timing	
Contract Months:	
Contract Effective Date:	
Baseline Spend:	\$12,000 USD
Target Savings %:	
Creation Date:	05/09/2017
Last Modified:	05/09/2017
Access Control:	(no value)
Predecessor Project:	PR9981879 - 72000 Janitorial Services

- From **Overview** tab, click *Actions*
- Select *Resume Event*
- Event clock resumes from where you paused it

I will now demonstrate how to manage an integrated eQuote in the [MFMP Sourcing Training Environment](#).



Agenda

- Overview and Benefits of eQuotes
- Creating an eQuote
- Vendor View
- Managing eQuotes
- Awarding & Viewing Results
- Resources

Reviewing Vendor Responses

- Review vendor responses in the **Content** tab
 - Yellow star icons indicate lowest price offered

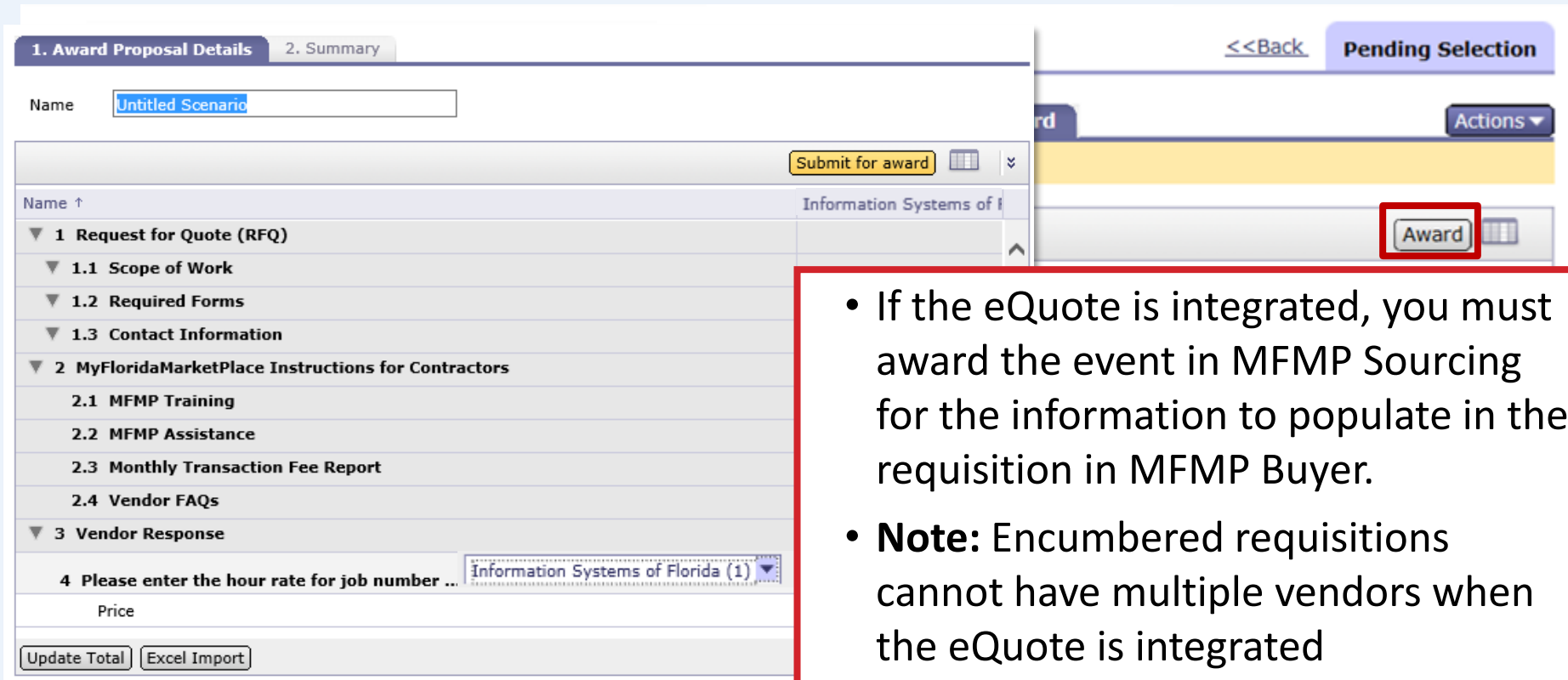
Doc16461 - PR10282444 - IT Staff Augmentation for Department... Pending Selection

Overview **Content** Suppliers Team Report Messages Log Scenario Award Actions

Display: Responses

Name ↑	Initial	Historic	Information Systems of Florida
2.4 Vendor FAQs			
View Frequently Asked Questions (FAQs) on the DMS website .			
3 Vendor Response			
3.1 Do you, the Contractor, certify that you have read the entire Scope of Work and agree to all requirements contained within it?			Yes
4 Please enter the hour rate for job number ...			
Please enter the hour rate for job number 1220 for fiscal year 2017-18			
Price		\$110.00 USD	\$105.00 USD (1)
Quantity	2,080 hour		2,080 hour
Extended Price	\$0.00 USD Fx	\$0.00 USD Fx	\$218,400.00 USD Fx
Savings			
Job Number	1220: Applications Architect		1220: Applications Architect
Job Variance	Intermediate		Intermediate
Please upload a Candidate's Resume for each candidate. Please consolidate all documents into one PDF, when uploading. There is a 20 MB file size limit.			18-512.png
Upload your signed Resume Self-Certification Form (Exhibit B) to the Customer for each candidate included in the response. Please consolidate all forms into one PDF, when uploading. View and access the form in section 2.2.1. There is a 20 MB file size limit.			18-512.png
Need By	Wed, 28 Feb, 2018		Wed, 28 Feb, 2018
Requisition ID	PR10282444		PR10282444

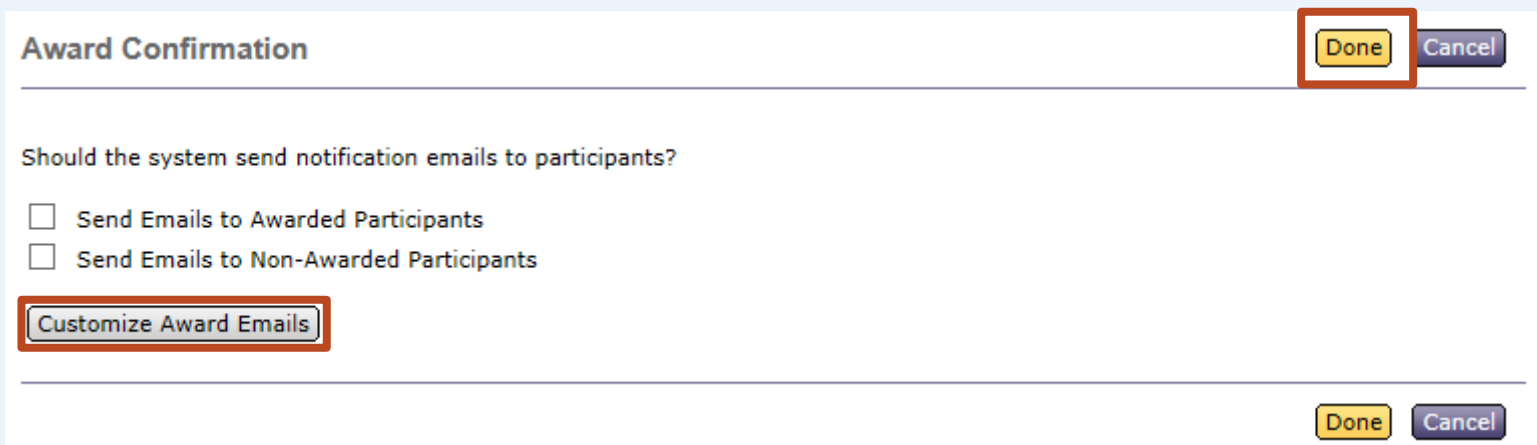
- To award an eQuote, select the **Award** tab and click *Award*
- Use the drop-down menu for each item to select the awarded vendor(s)
- Click *Submit for award*



The screenshot displays the 'Award Proposal Details' page. The 'Name' field contains 'Untitled Scenario'. A 'Submit for award' button is visible. Below is a table with a tree view of items. The 'Award' button is highlighted in a red box. A red-bordered callout box contains the following text:

- If the eQuote is integrated, you must award the event in MFMP Sourcing for the information to populate in the requisition in MFMP Buyer.
- **Note:** Encumbered requisitions cannot have multiple vendors when the eQuote is integrated

- Notifying participants on the **Award Confirmation** page is optional
 - Click *Customize Award Emails* to tailor email messages to the awarded and/or non-awarded vendors
 - When customizing the messages, keep the bracketed information unchanged
- Click *Done* to complete the award process and send the award information to the requisition in MFMP Buyer



Award Confirmation Done Cancel

Should the system send notification emails to participants?

Send Emails to Awarded Participants

Send Emails to Non-Awarded Participants

Customize Award Emails

Done Cancel

Completing the Requisition

- Open the requisition and click *Edit*
- Edit the line item(s) and select the awarded vendor location in the *Vendor Location* field
- Submit the requisition

Summary | Approval Flow | Orders | Receipts | History

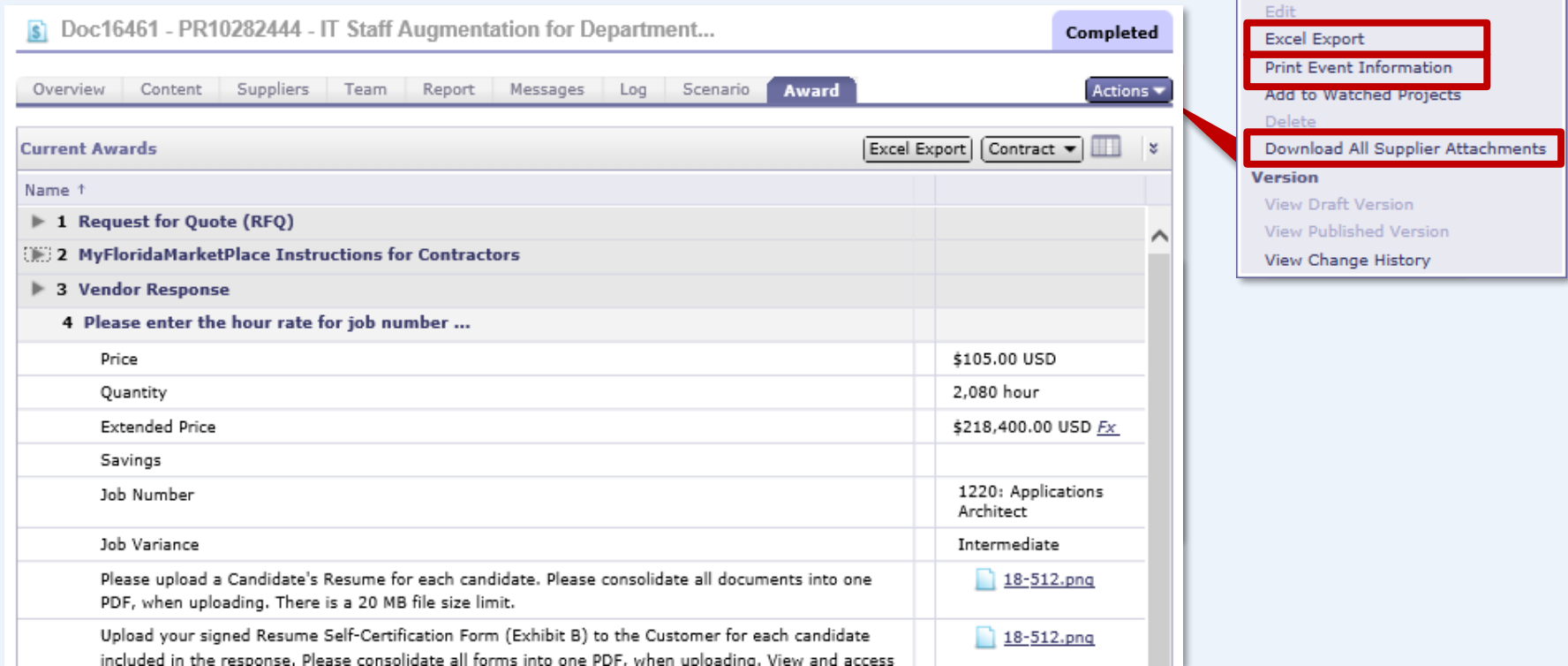
Title: IT Staff Augmentation for Department X for Fiscal Year 2017-18
PO Start Date:
PO End Date:
Fiscal Year: 2018
PUI#: 7264
Encumber Funds:
Requester OLO: 720000
Requester Site Code: 0
P Card Order:
Do Not Send Purchase Order To Vendor?
Link to MFMP Sourcing: [PR10282444 - IT Staff Augmentation for Department X for Fiscal Year 2017-18](#)
My Labels: [Apply Label...](#)

No.	Type	Description	Qty	Unit	Line Type
1		Please enter the hour rate for job number ...	2,080	hour	\$105.00000



LINE ITEM DETAILS

No.: 1
Description: Please enter the hour rate for job number 1220 for fiscal year 2017-18
Supplier Part Number:
Supplier Auxiliary Part ID:
Qty: 2,080
UOM: hour
Amount: \$218,400.00000 USD
State Contract ID: 80101507-SA-15-01
Price: \$105.0000 USD
Commodity Code: * 80101507: Information t
Supplier: (No Preference)
Vendor Location: * (No Preference)
Buyer Code: (select a value) [select]
Terms and Conditions: http://dms.myflorida.com/mfmp_PO_TC
MyGreenFlorida Content: Yes No
Recycled Content? Yes No

- From the **Award** tab, click *Excel Export* to download the results of the items and vendor(s) you selected
- From any tab, click *Actions* to export the vendors' responses, attachments and the event information



The screenshot shows the 'Award' tab for document 'Doc16461 - PR10282444 - IT Staff Augmentation for Department...'. The 'Actions' dropdown menu is open, showing options for 'Excel Export', 'Print Event Information', and 'Download All Supplier Attachments', which are highlighted with red boxes. The main content area displays a table of current awards with columns for Name, Price, Quantity, Extended Price, Savings, Job Number, and Job Variance.

Name ↑		
▶ 1 Request for Quote (RFQ)		
▶ 2 MyFloridaMarketPlace Instructions for Contractors		
▶ 3 Vendor Response		
▶ 4 Please enter the hour rate for job number ...		
Price		\$105.00 USD
Quantity		2,080 hour
Extended Price		\$218,400.00 USD Fx
Savings		
Job Number		1220: Applications Architect
Job Variance		Intermediate
Please upload a Candidate's Resume for each candidate. Please consolidate all documents into one PDF, when uploading. There is a 20 MB file size limit.		 18-512.png
Upload your signed Resume Self-Certification Form (Exhibit B) to the Customer for each candidate included in the response. Please consolidate all forms into one PDF, when uploading. View and access		 18-512.png

I will now demonstrate awarding an event in the [MFMP Sourcing Training Environment](#).



Agenda

- Overview and Benefits of eQuotes
- Creating an eQuote
- Vendor View
- Managing eQuotes
- Awarding & Viewing Results
- Resources

- Use the same username and password in MFMP Sourcing as you use in MFMP Buyer
- Select **MOP B** for IT staff augmentation services
- Select **80101507-SA-15-01** as the contract number to use the eQuote template and auto-populate vendors
- Add **at least 3** additional vendors to the five that were auto-populated
- Edit line items on integrated eQuotes in MFMP Buyer
- Always award or close your eQuotes in MFMP Sourcing

- MyFloridaMarketPlace recommends that:
 - Agency eQuote customers work in the MFMP Buyer and MFMP Sourcing training environments to apply the knowledge gained from this training
 - Agency customers should encourage their vendors to visit the [MFMP for Vendor](#) website to access vendor-related information and trainings
- Additional resources can be found on the following websites:
 - [MyFloridaMarketPlace](#)
 - [Information Technology Staff Augmentation Services contract](#)
 - [MyFloridaMarketPlace Buyer training environment](#)
 - [MyFloridaMarketPlace Sourcing training environment](#)

Contact the MFMP Customer Service Desk:

Phone: 866-352-3776

Email: BuyerHelp@MyFloridaMarketPlace.com

Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m., Eastern
Time