Loudoun County Government

www.loudoun.gov/procurement

iSupplier

Guide

for

Solicitations

(Bid Opportunities)

Launch: June 2, 2014

Table of Contents

Solicitations (Bid Opportunities)

Loudoun County's Division of Procurement in the Department of Management & Financial Services is pleased to launch Oracle's Sourcing program on June 2, 2014. The new program will allow online response for bids/quotes for the vendor community. This guide will outline the solicitation documents in Oracle, online advertisement and viewing, registered bidder notices, and online response.

Oracle Sourcing Events

An Oracle sourcing event is simply a solicitation or a bid opportunity. The County will be utilizing the system to assign all solicitation document numbers and to invite bidders based on registered commodity (Products & Services). An invite is an electronic notice to a registered bidder (supplier). Non-registered bidders (suppliers) have viewing access to our solicitations as well.

Solicitation Publishing Types

The County will continue to publish solicitations on our website and send invites to our registered bidders (suppliers). Publishing consists of two types – Bidder Notices Only (BNOs) and System Generated (SYGs). The publishing type constitutes whether or not online bidding (quote) is permitted in Oracle.

Bid Response Types

A. Bidder Notices Only/Response = Paper Bid/Quote/Proposal

B. System Generated

    1. Response = Online Bidding

        a. Acknowledge Participation

        b. Accept Initial Ts & Cs

        c. Acknowledge Each Addenda (if applicable)

        d. Create Quote (by field or spreadsheet)

    2. Response =Paper Bid/Quote

Advertising

In addition to advertising on eVA, Virginia's eProcurement Portal, the local newspaper and other bid rooms, our solicitations are posted on our website to allow registered and non-registered bidders (suppliers) to view all formal bid opportunities. Once you access our Current and Past Solicitations page, to click "View/Download Bid Posting".

**Website: View Solicitations**

Current and Past Solicitations Page

Step	Action
1.	Once you are on the Current and Past Solicitations page, view all formal bid opportunities. Click on **View/Download Bid Posting link**.

Bidder Notices Only (BNOs)

All solicitations will be assigned a number in Oracle and the system will be used to invite registered Suppliers (Bidders). BNOs will not permit online bidding and only paper bids/quotes/proposal will be accepted.

Bid Postings Log
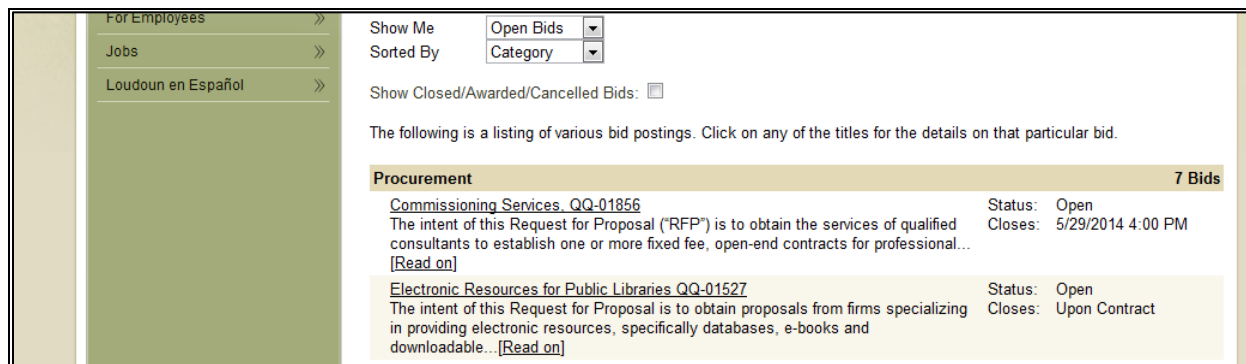
Step	Action
2.	A list of "Open Bids" will appear. Click **Title link** of the desired bid to view more information. After viewing the posting notice, scroll down to the **Related Documents** section to view the actual solicitation.

View Solicitation: BNO

Bid Number:	QQ-01831
Bid Title:	Purchase of Stream and Wetlands Mitigation Bank Credits for Allder School Road Improvements, QQ-1831
Category:	Procurement
Status:	Open

Description:

The County of Loudoun, Virginia, is soliciting bids from qualified stream and/or wetland mitigation banks for the purchase of approximately 463 stream mitigation credits and 1.261 wetland mitigation credits. The credits will provide compensatory mitigation for proposed permanent impacts to 559 linear feet of stream channel and 0.907 acres of wetlands, which includes 0.352 acre of palustrine forested wetland (PFO), 0.045 acre of palustrine forested wetland conversion, 0.507 acre of palustrine emergent wetland (PEM), and 0.003 acre of palustrine scrub shrub (PSS). The impacts are located within the Potomac River Watershed, Hydrologic Unit Code (HUC) 02070008, and are associated with the improvements to a portion of Allder School Road in western Loudoun County, north of the Town of Purcellville. A summary of the anticipated permanent impacts resulting from the project and required compensation is provided below.

Publication Date/Time:

5/2/2014 9:00 AM

Publication Information:

Invitation for Bid

Closing Date/Time:

6/3/2014 4:00 PM

Contact Person:

Mike Angel
Contracting Officer
(703) 771-5956
Mike.Angel@loudoun.gov

Download Available:

See related documents.

Business Hours:

9:00 AM - 5:00 PM

Related Documents:

QQ-01831

> You will find the solicitation and supplemental attachments here.

Step	Action
3.	Click on the **Solicitation Number** to view the actual solicitation. After viewing the posting notice, scroll down to the **Related Documents** section to view the actual solicitation.

System Generated (SYGs)/View Abstract

These types of solicitations are system generated, meaning Oracle builds the actual document. SYGs will be assigned an Oracle document number and invite registered Suppliers (Bidders). SYGs permit online or paper responses.

Bid Postings Log

Bid Number:	QQ-01831
Bid Title:	Purchase of Stream and Wetlands Mitigation Bank Credits for Allder School Road Improvements, QQ-1831
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Status:	Open

Description:
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Contact Person:
Mike Angel
Contracting Officer
(703) 771-5956
Mike.Angel@loudoun.gov

Download Available:
See related documents.

Business Hours:
9:00 AM - 5:00 PM

Related Documents:

You will find the solicitation and any supplemental attachments here.

View Solicitation Abstract
Signature Page and Submission Checklist
Proof of Authority to Transact Business Form
MWCOG Rider Clause
Reference Check Form

Step	Action
4.	Under the **Related Document link,** there are links to the actual solicitation and supplemental attachments. Click on the **View Solicitation Abstract.** A PDF document will appear with instructions to view the system generated solicitation. Attachments published in the system will appear under Related Documents on the **Bid Posting page**.

Abstract Instructions and Link

When you click on "View Solicitation Abstract", a PDF file (sample below) will open with instructions. The abstract is a list of solicitations built in Oracle, which allow online bidding. There is no login access required to view the abstract or the solicitation. To bid online, login access is required.

VIEW·ORACLE¶
SYSTEM·GENERATED·SOLICITATIONS¶
¶

Non-Registered· Suppliers:¶
View/Print·PDF¶
·Submit·Paper·Quote¶

Registered· Suppliers:¶
View/Print·PDF¶
Submit·Online· (login)· or·Paper·Quote¶

**All·Suppliers:··Read·instructions·below,·then·
click·here·to·view·solicitation¶**

Step¤	Action:··You·may·view·solicitation·without·logging·into·Oracle.·¤	¤
1.¤	Click·the·link·above·and·an·Abstract·Page·will·appear.··Verify·Active·Status. is·selected.··Click·on·the·Details·icon·for·the·desired·solicitation.··	¤

Abstract Window

Click on the Details (eyeglass) icon.

Step	Action
5.	**Note: The solicitation title indicates the actual type of solicitation**. For this example, we will click on the **Solicitation Number Details (eyeglass) icon** for **263 IFB for Conference Room Chairs** to view the actual solicitation. A Form Details window will appear.

Form Details (Abstract)

Step	Action
6.	In the Forms Details (Abstract) for **RFQ 263,** you will see **Document.** Click **PDF File link**. A PDF File Download window will appear.
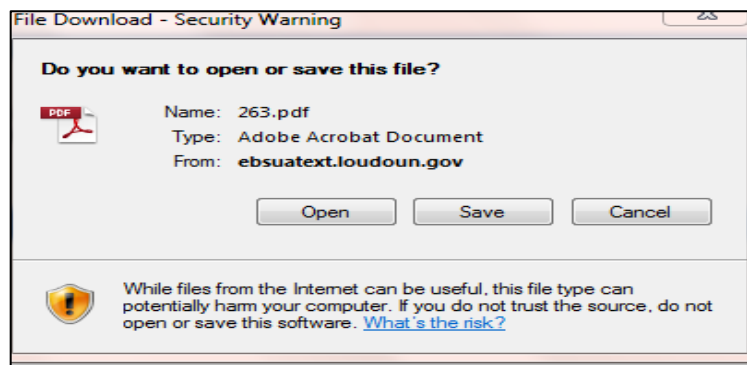
First Page of PDF

Request for Quotation 263

SAMPLE ONLY

Request for Quotation 263

Title IFB for Conference Room Chairs
Issue Date 05/17/2014 16:08:29
Close Date 06/20/2014 16:00:00   "Atomic" Time
Time Zone Eastern Time

Note A Pre-bid conference will be held on May 30, 2014 at 2:00 PM in the Lovettsville
Room on the 1st Floor of the Government Center located at 1 Harrison St, SE,
Leesburg, VA 20175.

Responses are due PRIOR TO the Close Date and Time listed above. Please submit your response to:

Entity **County of Loudoun, Virginia**
Buyer **Middleton, Ms. Cheryl**
Location **Department of Management and Financial Services**
Division of Procurement, MSC#41C
One Harrison Street SE, 4th Floor
Leesburg, VA 20175

Header Information

Request for Quotation 263

1 Header Information

1.1 General Information
Title **IFB for Conference Room Chairs**
Issue Date **05/17/2014 16:08:29**
Close Date **06/20/2014 16:00:00**   "Atomic" Time
Time Zone **Eastern Time**   Buyer **Middleton, Ms. Cheryl**
Email **CHERYL.MIDDLETON@LOU**
DOUN.GOV

Note A Pre-bid conference will be held on May 30, 2014 at 2:00 PM in the Lovettsville
Room on the 1st Floor of the Government Center located at 1 Harrison St, SE,
Leesburg, VA 20175.

1.2 Terms
Tentative Start Date **Not Applicable**   Tentative End Date **Not Applicable**
Payment Terms **Net 30**   FOB **DESTINATION**
Currency **USD (US Dollar)**   Freight Terms

1.3 Requirements

Bidder's Minimum Qualifications
Bidder shall provide proof that the chairs being offered are manufactured in the USA. (A link to a webiste showing manufacturing information or a separate attachment would be acceptable documentation.)

Step	Action
7.	The **First** page lists pertinent information about the RFQ. **First Page/General Information Note** lists any Pre-Bid Conference information or addenda. The **Table of Contents** (not displayed).

Header Information

Step	Action
8.	**Requirements:** Applicable **Bidder Minimum Qualifications** will be listed. **Attachments:** Supplemental Files will be listed and may be viewed on the **Procurement website Bid Postings Log page.** For Registered Suppliers, you may also login and view documents in the system.

Existing Suppliers (not in iSupplier)

Getting Registered

You may be an Oracle supplier with the County or Schools, but not registered in iSupplier. The Supplier Administrator must send a registration invite to a company contact's email to establish an online user account. Complete and submit the required contact information and allow up to three (3) business days for approval. Once the user account is approved, you will receive a user name and temporary password. As a registered user, you should update the company profile. For example, if you are interested in receiving solicitation notices (bid opportunities) and to bid online you will need to register Products & Services (commodity codes) for your company. Oracle Sourcing Suppliers will have the ability to:

1. View PDF & related attachments
2. Submit Online Response requires:
   a. Acknowledge Participation
   b. Accept Initial Ts & Cs
   c. Acknowledge Each Addenda (if applicable)
   d. Create Quote (by field or spreadsheet)

Registered iSupplier Invites

There are two types of invites for registered Bidders (Suppliers), email and an Oracle Home Page Worklist notice. All solicitation invites are called RFQ regardless of the actual type of solicitation issued. In Oracle, RFQ stands for Request for Quote documents. Registered Suppliers can view the solicitations (RFQs) as previously outlined or in the system.

Invites are sent for the original solicitation, addenda, cancellation, and awards. The system will also send reminders.

Let's view both types of invites and learn how to respond online.

Email Invite

Action Required: You are invited: RFQ 263 (IFB for Conference Room Chairs)

"Action Required: You are invited:" displays the RFQ Number and Title of the solicitation.

WF_EBS_UAT

To: HWILLIAMS@STAFFCARE.COM
Attachments: Notification Detail.html (448 B)

Saturday, May 17, 2014 4:10

"From" is the Buyer who issued the solicitation.

From
To
Sent   05/17/2014 16:08:36
Due   06/20/2014 16:00:00
ID   600911

Loudoun County-Government or Public Schools
IFB for Conference Room Chairs
Number   263

"To" is the Company Name registered in Oracle.

Negotiation Preview May 17, 2014 04:08 pm Eastern Time
Negotiation Open May 17, 2014 04:08 pm Eastern Time
Negotiation Close June 20, 2014 04:00 pm Eastern Time
Supplier STAFF CARE INC
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.
Please go to Negotiation Details page if you want to view the document before acknowledging intent to participate and/or to enter a response.
Action History

Num	Action Date	Action	From	To	Details
1	05/17/2014 20:08:36	Submit	Evans, Diane	HWILLIAMS@STAFFCARE.COM	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.
Does your company intend to participate?: **Yes No**

Step	Action
9.	**Action Required email** outlines the **RFQ Number, Title,** and the **Negotiation Close Date (due date)**. The title prefaces the type of solicitation such as IFB, RFQ, etc. Next, we will look at the Oracle Home Page Worklist invite. **Acknowledge participation is only required if you wish to submit online response.**

Oracle System Tips

Before we get started with the Oracle system there are important vocabulary terms to learn, navigation tips to follow, and general information you need to know before system login.

Vocabulary Chart

Term	Oracle Term
Solicitation	Negotiation
Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quotation (an informal solicitation)	RFQ[1] for All IFB's RFP's, and Requests for Quotes
Request for Information	RFI
Publicly Issued (Solicitation Issued)	Publish (Negotiation Issued)
Addendum	Amendment
Minimum Qualifications	General Requirements and Line Attribute (Requirement)

Navigation

Back Button
DO NOT USE WEB BROWSER BACK BUTTON FOR SYSTEM NAVIGATION AS IT WILL POTENTIALLY RESULT IN A LOSS OF INFORMATION OR CAUSE CORRUPTION IN THE DATA.

System Requirements
iSupplier requires the use of Internet Explorer version 5.0 - 9 or the latest version of Chrome and Fire Fox.

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[1] To prevent confusion when referring to a RFQ in this document, the abbreviation "RFQ" will mean the Oracle RFQ. "Request for Quotation" will mean the County's informal solicitation process.

Unexpected Error

If you receive the following error message, "You have encountered an unexpected error. Please contact the System Administrator for assistance." you must close your web browser.

Home Page/Role Overview

Always click Logout link to exit the system.

Responsibilities are assigned to registered suppliers.
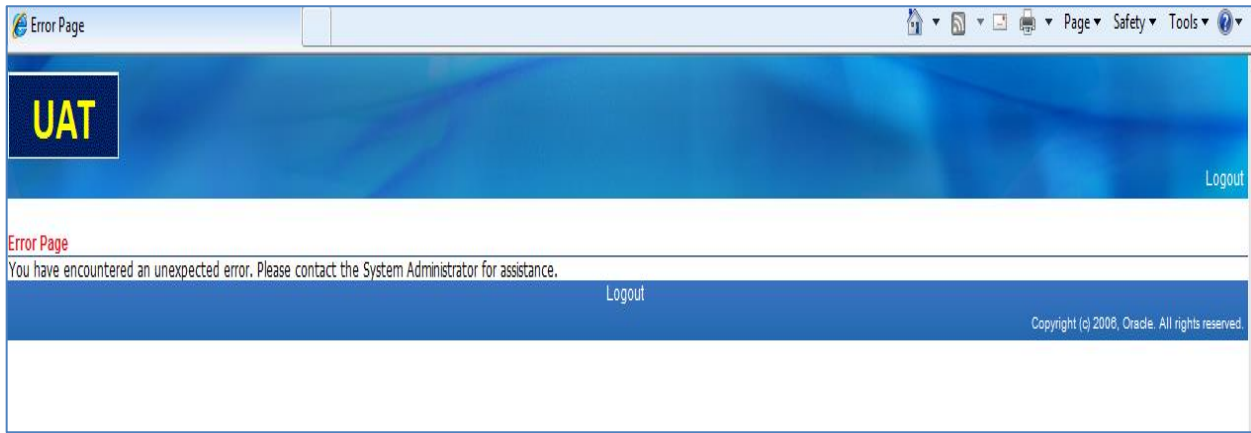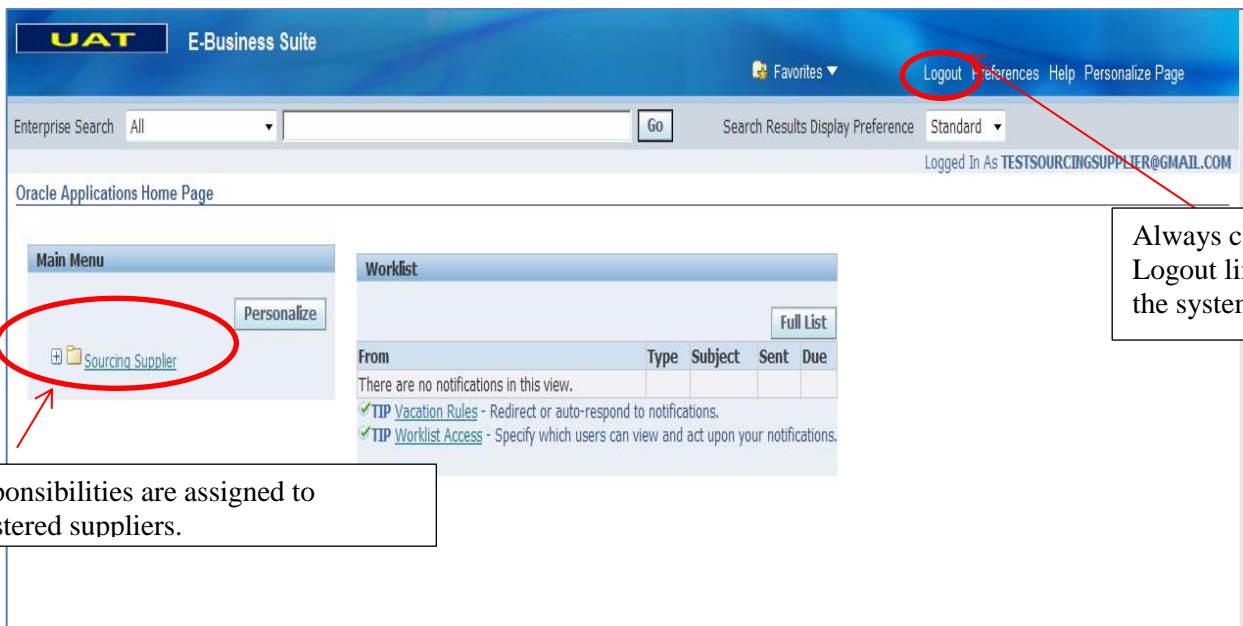
Sourcing Supplier is available for all suppliers to register and manage their company profile, receive solicitation notices, view bid documents, and submit bid responses.

iSupplier Portal Full Access is available once a supplier has received an order from the County or LCPS and allows the supplier to maintain their company profile, view purchase orders, and receive payment status online.

Sourcing Event Response

Login

Step	Action
10.	Enter the desired information into the **(example: testsourcingsupplier@gmail.com)** field. Enter assigned **User Name**.
11.	Press **[Tab] and enter Password**.
12.	Press **[Login]**.

Homepage/View Worklist Invite

RFQ (solicitation) Invite displays here in the Worklist.

Step	Action
13.	Click the **You are invited: RFQ # (263)** link. The same information contained in the email invite will appear. **Acknowledge participation is only required if you wish to submit online response.**

Worklist RFQ Invite

Step	Actiont
14.	**Action Required** outlines the **RFQ Number, Title,** and the **Negotiation Close Date (due date)**. The title prefaces the type of solicitation such as IFB, RFQ, etc. **Acknowledge participation is only required if you wish to submit online response.** Click the **Negotiations Details link** to view the online RFQ Terms & Conditions.

Read & Accept Online Terms & Conditions

Step	Action
15.	The **Negotiations tab** initial Terms & Conditions will appear. **Select the box** indicating you read Ts & Cs (bottom left), click **Apply. RFQ** will appear, see Step 20. There are multiple options to perform the same steps. Step 16 is another option to accept Ts & Cs.

Sourcing Supplier

View RFQ and Respond
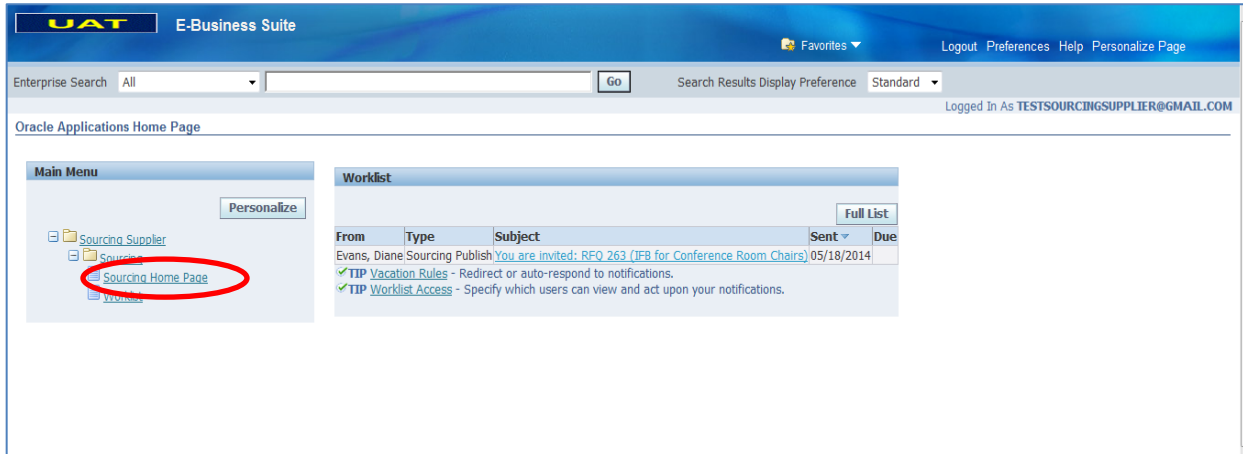
Step	Action
16.	Or you can view RFQ (solicitation) by clicking the **Sourcing Supplier** link. Note the **RFQ# (263)**. **If you receive an email notice for a new solicitation and the invite doesn't appear in your Worklist, you can find it by following these steps.**
17.	Click the **Sourcing** link.
18.	Click the **Sourcing Home Page** link to view the **Negotiations tab**.

Open Invitations

Step	Action
19.	On the **Negotiations tab,** you will find **Your Company's Open Invitations.** Click the **RFQ# (263)** link to view and respond to the solicitation.

Non-invited RFQ

You may be interested in a solicitation that doesn't match your registered Products & Services (commodity codes. This means you would not receive a notice or invite. However, you may still view the RFQ in Oracle by Searching Open Negotiations.

Sourcing Home Page

At Search Open Negotiations, select Number and Type in RFQ # and click Go.

Active Negotiation

Click on Number hyperlink and the RFQ Header will appear or click Return to Negotiations link to return to Sourcing Home Page.

The process on how to view and respond to the RFQ will continue in the guide and is illustrated for an invited supplier. Non-invited suppliers may respond to a RFQ.

RFQ Header

Supplemental Attachments are available for print/download here.

Step	Action
20.	The **Header** contains pertinent information for the solicitation. To view PDF of the solicitation (RFQ), at **Actions** list, select **Printable View**. A PDF File Download window will appear. **Review Steps 7-8 (pages 8-9).** **Note: Acknowledge participation is only required if you wish to submit online response.***An acknowledgement is required only once (via email, Worklist, or Sourcing Home page).*****

Create a Quote

Header

Step	Action
21.	To **submit an online** response: **Header tab**, click the **Create a Quote** from the list of Actions and click **Go**. The screen above will appear with an assigned Oracle quote number (Ex. 27001 RFQ263). **Complete the Header fields as follows:** A. **Quote Valid Until: Input the date your bid/quote expires. Input manually or use the calendar feature. Make sure you are meeting the requirement of the solicitation as all solicitations include minimum times that bids/quotes must be valid.** B. **Reference Number: Input your company's reference number if applicable.** C. **Note to Buyer: Input desired note to buyer (optional).** D. **Add Attachments: Attach required files as outlined in the solicitation.** E**. Requirements: Bidder Minimum Qualifications** will be listed here. A response is required under **Quote Value**. Click **Save Draft** button**.** A draft is saved (see next screen shot).

Negotiations Tab – Draft Quote

Step	Action
22.	When you save a draft quote during **Create a Quote**, a **Confirmation** message is received. (Ex. 27001 for RFQ 263 (IFB for Conference Room Chairs) has been saved as a draft.) **For illustration purposes, we saved a draft quote to display the Negotiations tab after creating a quote.**

Active and Draft Responses

Step	Action
23.	From the **Negotiations tab**, your RFQ Invitation moves from **Your Company's Invitations** to **Your Active and Draft Responses**. If you have more than five (5) documents listed, click the **Full List** button. **To complete the bid/quote, click on the Response Number hyperlink** (Ex. 27001).

Lines – Review Attribute/Input Quote Price Unit

Step	Action
24.	**Create Quote: Line 1 screen:** A. Each line item will appear with the description and estimated quantity. If there is a **Red Circle (AKA candy)** beside the line Description (Ex. HON Brand office), this indicates more information requested is requested); a **Line Attribute**. To view the **Line Attribute**, click the **Update** ✏️ button. B. The **Quote Value** can be completed now or later. Click in the **Quote Price Unit** field **(Numeric Value only)** (Ex. 175.99). Enter **your company's quote Unit Price**. *Ignore the Quote Minimum Release Amount.* C. Under **Attributes** you will find **Attribute Type** (Ex. Optional for this RFQ line). Complete if applicable. **Note:** If the outcome of the solicitation is a purchase order, there will also be a Promise Date field (not applicable in the illustration). To continue, click the **Apply** button.

Lines Completed

Step	Action
25.	**To complete the quote,** click the **Continue** button.

Validate and Submit Quote

Step	Action
26.	Before submitting your quote, you must validate your quote. Click the **Validate** button to ensure there are no warning messages. A warning could be that you forgot to complete a required field. If warnings, complete the required fields. If no warnings, you can produce a **Printable View** (of draft quote). To finalize quote, click the **Submit** button.

Confirmation Message/Quote Status

Step	Action
27.	Upon submission of quote, a confirmation message is received. Click <u>Return to Sourcing Home Page</u> hyperlink. **Response Status** displays the status of the quote. Online quotes can be revised at any time before the Close Date. The **Time Left** displays how much time remains to submit another quote.

RFQ Changes - Addenda/Amendments

Addenda are posted on our website and registered suppliers receive amendment notifications via email and Oracle Worklist (on the Home page). Whether responding via paper or online, all addenda (amendments) must be acknowledged upon submission of your quote.

Let's view an amended RFQ (solicitation)!

View Addenda Files

Addenda will be posted on our website for all to view under the original solicitation. The "Addendum #" file will be posted under the Related Documents section. The file will also be available in Oracle for registered suppliers.

Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement
MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175
www.loudoun.gov/procurement

May 27, 2014

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 263

The following changes and/or additions shall be made to the original Invitation For Bid No. RFQ 263, Conference Room Chairs. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. The number of chairs to be ordered shall be reduced from 125 to 100.

Step	Action
28.	All suppliers can view the PDF file for the addenda related to a solicitation on the website. Registered suppliers can also view the file in Oracle.

Registered Suppliers Notice

When a solicitation has been revised, a notice will be sent to suppliers requiring acknowledgement. For suppliers who submit an online quote, to be considered for award, you must acknowledge <u>each</u> amendment and submit (or resubmit) all your responses to ensure that they comply with the changes. There are two (2) types of amendment notices, email (sample included) and Worklist.

Email

FYI: Acknowledgement Required: Amendment 1 to RFQ 263 (IFB for Conference Room Chairs)

WF_EBS_UAT

To: TESTSOURCINGSUPPLIER@GMAIL.COM
Attachments: Notification Detail.html (455 B)

Tuesday, May 27, 2014 10:55 AM

From	Middleton, Cheryl	Company	Loudoun County-Government or Public Schools
To	TESTSOURCINGSUPPLIER@GMAIL.COM	Title	IFB for Conference Room Chairs
Sent	05/27/2014 10:53:39	Number	263,1
ID	602051		

Negotiation Open **May 17, 2014 04:08 pm Eastern Time**
Negotiation Close **June 20, 2014 04:00 pm Eastern Time**
Supplier **Test Sourcing Supplier**
Supplier Site
This auction has been amended. To be considered for award you must acknowledge each amendment and resubmit your response to ensure your response complies with the changes.
Please go to Review Changes page to review the changes for this amendment.

Step	Action
29.	When a solicitation has been amended, an FYI email notice will be sent requiring acknowledgement. A Worklist notice will also be sent (Oracle Home page). From the email, click on the **Review Changes hyperlink** and login. **Special Note: Notice reads "Auction is amended". This is for the RFQ document (not an auction).**

Review Changes

When you click on the Review Changes hyperlink and login Oracle, you will be directed to the Negotiations tab to review the RFQ changes. It is important to perform the following steps:

1. View Amendment Description
2. View Original RFQ (Ex. RFQ 263)
3. View Amended RFQ (Ex. RFQ 263,1)
4. View Addendum "#" file

Step	Action
30.	View information and files related to the Amendment. Next, we will View Amendment History and create another quote. Click on the Amended version of the RFQ (Ex. 263,1)

Acknowledge Amendment

Once you click on the revised RFQ, there are multiple ways to acknowledge an amendment. Either way results in the screen to actually perform the acceptance step.

Step	Action
31.	Option 1: **View Amendment History link** and the screen. Click on the **Review Changes** spectacles icon to review the addendum if you haven't already done so. Option 2: Click **Acknowledge Amendments** button to check the "I have read the terms and conditions…" checkbox and click "**Acknowledge**" button (next screen). Push the "Yes" button on the confirmation message to confirm your action.

Acknowledge Amendment

Step	Action
32.	Options 1 and 2 will ultimately bring you to this screen to click the **Acknowledge** button after you select the "I have read the terms and conditions…" checkbox and click the "**Acknowledge**" button. Press the "Yes" button on the confirmation message to confirm your action.

Sourcing Home Page Amendment Warning Message

Step	Action
33.	If you have submitted a quote prior to the amendment and you neglect to acknowledge the amendment, a warning message will be displayed on the **Negotiations tab** beside the **Response Number indicating action is required.**

Although a quote has been submitted in this scenario, the system knows the amendment has not been acknowledged. The amended solicitation appears under **Your Company's Open Invitations.**

To be considered for an award, you must Acknowledge Amendment(s) and submit another quote if applicable. |

Submit Revised Quote

We will quote via a different method this time - Create Quote by Spreadsheet. It is up to the supplier to determine which quote method is preferred.

Step	Action
34.	**To submit another quote, click on the Negotiations tab Response Number hyperlink. Special Note: The New quote will supersede the current quote. If you have not acknowledged the amendment, the system will force you to complete the action before another quote can be created.** **Quick Links:** You can use the quick links to manage/query your online documents. After clicking quote number hyperlink, click **Create Quote** and click **Go.**

Quote by Spreadsheet

Step	Action
35.	After clicking the quote number hyperlink, you can complete your quote (**Header/Lines tabs**) or click **Quote by Spreadsheet.** **Let's submit a revised quote for the amended RFQ (solicitation)!** In this illustration, we will select by spreadsheet. Click the **Quote By Spreadsheet** button.

Create Quote - Export Spreadsheet

If there are many line items, you may elect to quote by spreadsheet. The process will be handled in Excel and will include completion of two spreadsheets (Header and Lines).

Step	Action
36.	The **Export/Import Spreadsheet** page will appear. Click **Export** button.
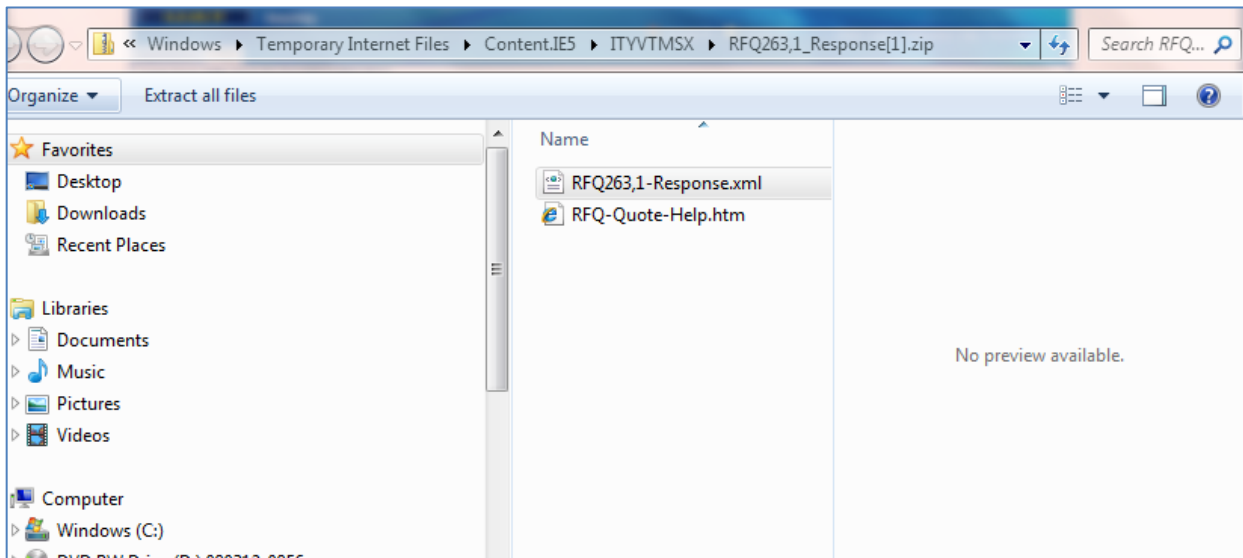
Step	Action
37.	A file window will appear for you to Open or Save the **RFQ# Response** file (not illustrated)**.** Then, the **Extract all files** window appears and includes a **Help** file. Click on the **RFQ# Response** file.

Complete Spreadsheet - Header and Lines

Step	Action
38.	**Header and Lines tab. Complete the green and yellow fields.** The **Quote Total** will calculate. **Once all fields are completed, rename and save file. Then, import into Oracle. Note: Quote Minimum Release Amount is not required.** ***** It is critical that you do not change the file type or manipulate the spreadsheet by adding or deleting rows or columns as this will corrupt the file and you will not be able to import the spreadsheet.*****

Quote by Spreadsheet – Import Response

Step	Action
39.	Click **Browse** button. Select file and click **Import** button.

Verify Imported Data

Step	Action
40.	Response data will be imported into the Header and Lines tabs. **Verify data imported.** Click **Continue** button. **See steps 26-27 (pages 21-22) on how to submit response.**

Notice of Reject/Award

All suppliers who submit an online response will be notified when an award is made in Oracle. The notice is sent via email and Oracle Worklist and includes a Reject and an Award category reference. The number of line items in each of the categories will be denoted.

For suppliers who are awarded a contract with the County, you will enter an Agreement for Service outside of the system. If an order is to be placed, the County will issue an official purchase order as needed in the Oracle system.

Contacts for Assistance

Loudoun County Government - Procurement
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