



# **Loudoun County Government**

[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

# **iSupplier Guide for Solicitations (Bid Opportunities)**

Launch: June 2, 2014

## Table of Contents

|  |           |
|--|-----------|
| <b>Solicitations (Bid Opportunities)</b>     | <b>2</b>  |
| Oracle Sourcing Events                       | 2         |
| Solicitation Publishing Types                | 2         |
| Bid Response Types                           | 2         |
| Advertising                                  | 2         |
| Website: View Solicitations                  | 3         |
| Bidder Notices Only (BNOs)                   | 3         |
| System Generated (SYGs)/View Abstract        | 5         |
| <b>Existing Suppliers (not in iSupplier)</b> | <b>9</b>  |
| Getting Registered                           | 9         |
| <b>Registered iSupplier Invites</b>          | <b>10</b> |
| Email Invite                                 | 10        |
| <b>Oracle System Tips</b>                    | <b>11</b> |
| Vocabulary Chart                             | 11        |
| <b>Navigation</b>                            | <b>11</b> |
| Back Button                                  | 11        |
| System Requirements                          | 11        |
| Unexpected Error                             | 12        |
| Home Page/Role Overview                      | 12        |
| <b>Sourcing Event Response</b>               | <b>13</b> |
| Login  | 13        |
| Homepage/View Worklist Invite                | 13        |
| Read & Accept Online Terms & Conditions      | 14        |
| <b>Sourcing Supplier</b>                     | <b>15</b> |
| View RFQ and Respond                         | 15        |
| Non-invited RFQ                              | 16        |
| Create a Quote                               | 18        |
| <b>RFQ Changes - Addenda/Amendments</b>      | <b>23</b> |
| View Addenda Files                           | 23        |
| Registered Suppliers Notice                  | 24        |
| Review Changes                               | 25        |
| Acknowledge Amendment                        | 26        |
| <b>Quote by Spreadsheet</b>                  | <b>28</b> |
| <b>Notice of Reject/Award</b>                | <b>32</b> |
| <b>Contacts for Assistance</b>               | <b>32</b> |
| Loudoun County Government - Procurement      | 32        |

## 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

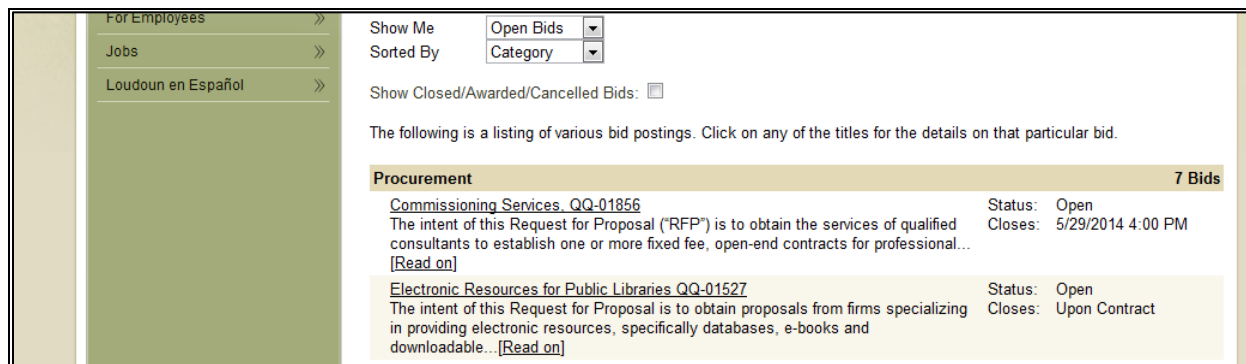


| Step | Action  |
|------|---|
| 1.   | Once you are on the Current and Past Solicitations page, view all formal bid opportunities. Click on <a href="#">View/Download Bid Posting link</a> . |

### 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 <a href="#">Title link</a> of the desired bid to view more information. After viewing the posting notice, scroll down to the <a href="#">Related Documents</a> section to view the actual solicitation. |

**View Solicitation: BNO**

|                    |  |
|--------------------|--|
| <b>Bid Number:</b> | QQ-01831   |
| <b>Bid Title:</b>  | Purchase of Stream and Wetlands Mitigation Bank Credits for Allder School Road Improvements, QQ-1831 |
| <b>Category:</b>   | Procurement  |
| <b>Status:</b>     | 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 <b>Solicitation Number</b> to view the actual solicitation. After viewing the posting notice, scroll down to the <b>Related Documents</b> 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

|                    |   |
|--------------------|---|
| <b>Bid Number:</b> | QQ-01831  |
| <b>Bid Title:</b>  | Purchase of Stream and Wetlands Mitigation Bank Credits for Alder School Road Improvements, QQ-1831 |
| <b>Category:</b>   | Procurement   |
| <b>Status:</b>     | Open  |

|   |
|---|
| <b>Description:</b>   |
| 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 Alder 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. |
| <b>Publication Date/Time:</b>   |
| 5/2/2014 9:00 AM  |
| <b>Publication Information:</b>   |
| Invitation for Bid  |
| <b>Closing Date/Time:</b>   |
| 6/3/2014 4:00 PM  |
| <b>Contact Person:</b>  |
| Mike Angel<br>Contracting Officer<br>(703) 771-5956<br>Mike.Angel@loudoun.gov   |
| <b>Download Available:</b>  |
| See related documents.  |
| <b>Business Hours:</b>  |
| 9:00 AM - 5:00 PM   |
| <b>Related Documents:</b>   |


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 <b>Related Document link</b> , there are links to the actual solicitation and supplemental attachments. Click on the <b>View Solicitation Abstract</b> . 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 <b>Bid Posting page</b> . |

## 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: <b>You may view solicitation without logging into Oracle.</b>   |
| 1    | Click the link above and an <b>Abstract Page</b> will appear. Verify <b>Active Status</b> is selected. Click on the <b>Details icon</b> for the desired solicitation. |

## Abstract Window

Click on the Details (eyeglass) icon.

| Negotiation Number | Negotiation Type | Title  | Open Date           | Preview Date        | Close Date          | Award Date | Organization      | Details |
|--------------------|------------------|--|---------------------|---------------------|---------------------|------------|-------------------|---------|
| 230                | RFQ              | Request for Proposal for Executive Search Services | 05/05/2014 16:12:47 | 05/05/2014 16:12:47 | 05/25/2014 16:00:00 |            | Loudoun County OU |         |
| 231                | RFQ              | RFP for Executive Search Services                  | 05/05/2014 16:15:29 | 05/05/2014 16:15:29 | 05/25/2014 16:00:00 |            | Loudoun County OU |         |
| 263                | RFQ              | IFB for Conference Room Chairs                     | 05/17/2014 16:08:29 | 05/17/2014 16:08:29 | 06/20/2014 16:00:00 |            | Loudoun County OU |         |

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

## Form Details (Abstract)

Form Details (Abstract): RFQ 263

Status: Active Document: [PDF File](#)

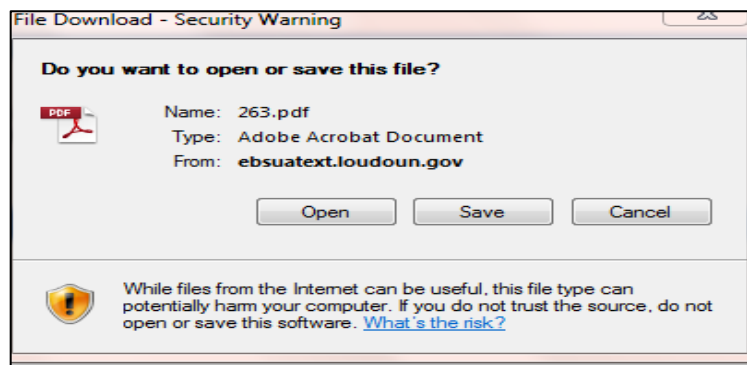
**Abstract**

|                    |                                |              |                     |
|--------------------|--------------------------------|--------------|---------------------|
| Negotiation Number | 263                            | Preview Date | 05/17/2014 16:08:29 |
| Negotiation Type   | RFQ                            | Close Date   | 06/20/2014 16:00:00 |
| Title              | IFB for Conference Room Chairs | Award Date   |                     |
| Open Date          | 05/17/2014 16:08:29            | Organization | Loudoun County OU   |

[Return to Abstracts](#)

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.


| Step | Action   |
|------|--|
| 6.   | In the Forms Details (Abstract) for <b>RFQ 263</b> , you will see <b>Document</b> . Click <b>PDF File link</b> . 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@LOUDOUN.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 website showing manufacturing information or a separate attachment would be acceptable documentation.)

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

## Header Information

**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 website showing manufacturing information or a separate attachment would be acceptable documentation.) |
| .....   |
| Provide your answer below   |

**1.4 Attachments**

| Name   | Data Type | Description |
|--|-----------|-------------|
| Signature Page and Submission Checklist      | File      |             |
| Proof of Authority to Transact Business Form | File      |             |
| MWCOG Rider Clause                           | File      |             |

| Step | Action   |
|------|--|
| 8.   | <b>Requirements:</b> Applicable <b>Bidder Minimum Qualifications</b> will be listed.<br><b>Attachments:</b> Supplemental Files will be listed and may be viewed on the <b>Procurement website Bid Postings Log page</b> . 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)**

WF\_EBS\_UAT

To: HWILLIAMS@STAFFCARE.COM

Attachments: Notification Detail.html (448 B)

From: Loudoun County-Government or Public Schools  
To: IFB for Conference Room Chairs  
Sent: 05/17/2014 16:08:36  
Due: 06/20/2014 16:00:00  
ID: 600911  
Number: 263

“From” is the Buyer who issued the solicitation.

“To” is the Company Name registered in Oracle.

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

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

## 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 <sup>1</sup> 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

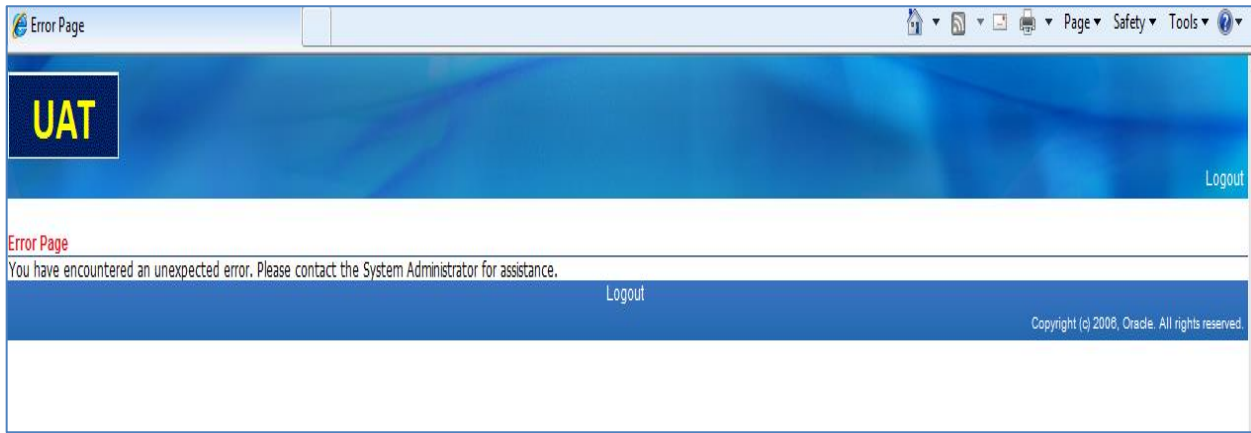
iSupplier requires the use of Internet Explorer version 5.0 - 9 or the latest version of Chrome and Fire Fox.

---

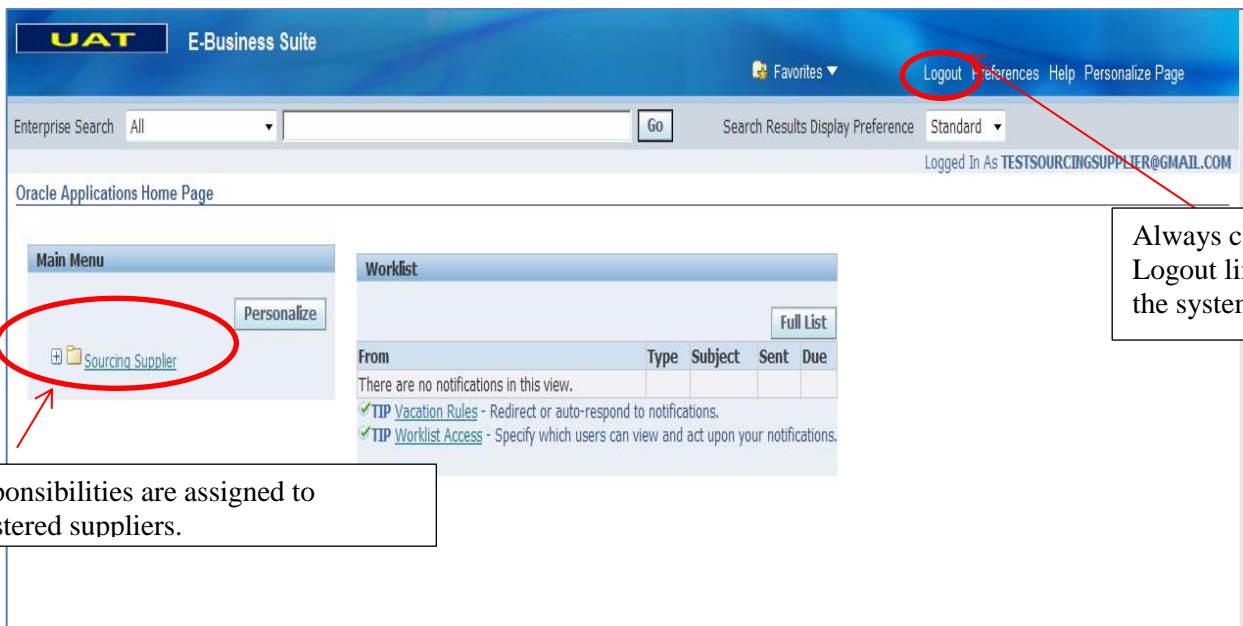
<sup>1</sup> To prevent confusion when referring to a RFQ in this document, the abbreviation "RFQ" will mean the Oracle RFQ. "Request for Quotation" will mean the County's informal solicitation process.

## 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



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 <b>User Name</b> . |
| 11.  | Press <b>[Tab]</b> and enter <b>Password</b> .  |
| 12.  | Press <b>[Login]</b> .  |

### Homepage/View Worklist Invite

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

## Worklist RFQ Invite

**UAT E-Business Suite**

Oracle Applications Home Page >

You are logged in as **TESTSOURCINGSUPPLIER@GMAIL.COM**

**From:** Company: Loudoun County-Government or Public Schools  
 Title: IFB for Conference Room Chairs  
 Number: 263

**To:** TESTSOURCINGSUPPLIER@GMAIL.COM

Sent: 05/18/2014 23:10:22  
 ID: 600955

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 Test Sourcing Supplier  
 Supplier Site

This RFQ is already in progress.

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   | 05/18/2014 23:10:23 | Submit | Evans, Diane | TESTSOURCINGSUPPLIER@GMAIL.COM |         |

**Response**

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

## Read & Accept Online Terms & Conditions

**UAT E-Business Suite**

Oracle Applications Home Page > Notification Details >

**Negotiations Admin**

**Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFQ.

**PREPARATION AND SUBMISSION OF RESPONSES**

A. Before submitting a response, read the ENTIRE solicitation including the Terms and Conditions. Failure to read any part of this solicitation will not relieve a Bidder/Offeree/Vendor of the Contractual obligations.

B. Responses must be received by the Division of Procurement the date and time specified in the solicitation. Late responses will not be accepted. Requests for extensions of this time and date will not be granted, unless deemed to be in the County's best interest. Responses or unsolicited amendments to solicitations received by the County after the acceptance date and time will not be considered. Responses will be publicly accepted and logged in at the time and date specified above.

C. Responses may be either mailed or hand delivered to One Harrison Street, S.E., 4th Floor, MSC #41C, Leesburg, Virginia 20175 if online submission is not available. Mailed and hand delivered responses must be received prior to the date and time specified in the solicitation and must be submitted to the Division of Procurement in a sealed container. The face of the sealed container shall indicate the solicitation number, time and date of opening and the title of the solicitation. Bidder/Offeree/Vendor mailing their responses shall allow for sufficient mail time to ensure receipt of their responses by the Division of Procurement by the time and date fixed for acceptance of the responses. Faxed and e-mailed responses will not be accepted.

**PROPRIETARY INFORMATION**

Trade secrets or proprietary information submitted by a Bidder/Offeree/Vendor in connection with this solicitation may not be subject to disclosure under the Virginia Freedom of Information Act; however, pursuant to Section 2.2-4342 of the Code of Virginia, the Bidder/Offeree/Vendor must invoke the protections of this section prior to or upon submission of the data or other materials and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of Bidder's/Offeree's/Vendor's information. Bidder/Offeree/Vendor shall not mark sections of their response as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

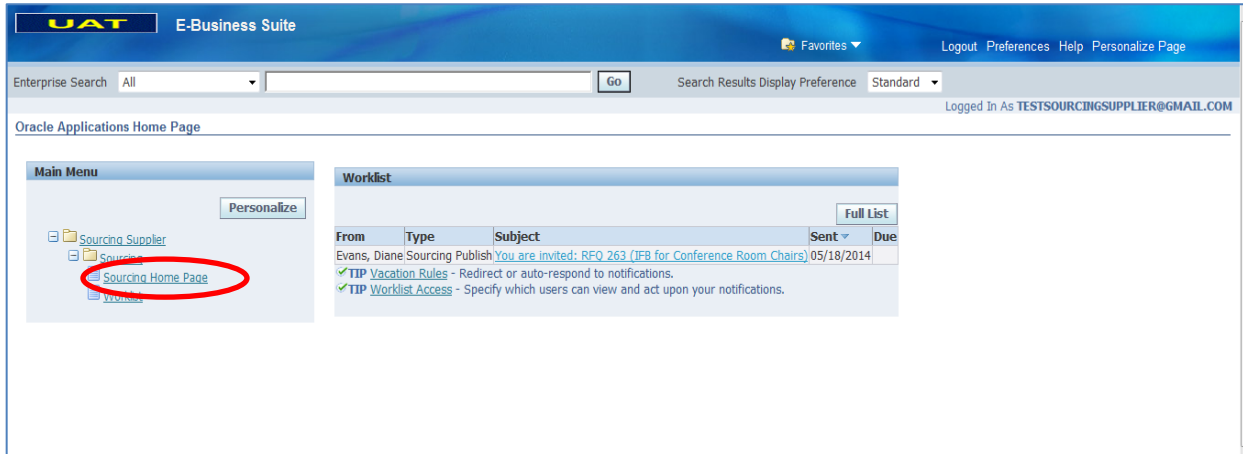
**Accept**

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



## Sourcing Supplier

### View RFQ and Respond



| Step | Action  |
|------|---|
| 16.  | Or you can view RFQ (solicitation) by clicking the <b>Sourcing Supplier</b> link. Note the <b>RFQ# (263)</b> . <b>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.</b> |
| 17.  | Click the <b>Sourcing</b> link.   |
| 18.  | Click the <b>Sourcing Home Page</b> link to view the <b>Negotiations tab</b> .  |

### Open Invitations



| Step | Action  |
|------|---|
| 19.  | On the <b>Negotiations tab</b> , you will find <b>Your Company's Open Invitations</b> . Click the <b>RFQ# (263)</b> 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.

| Response Number       | Response Status | Supplier Site   | Negotiation Number | Title                      | Type | Time Left | Monitor | Unread Messages |
|-----------------------|-----------------|-----------------|--------------------|----------------------------|------|-----------|---------|-----------------|
| 1                     | Active          |                 | 1                  | 1st Solicitation in UAT-AC | RFQ  | 0 seconds |         | 0               |
| <a href="#">7001</a>  | Active          |                 | <a href="#">29</a> | test                       | RFQ  | 0 seconds |         | 0               |
| <a href="#">10001</a> | Active          | PO-NAPERVILL-01 | <a href="#">26</a> | Test unlock                | RFQ  | 0 seconds |         | 0               |
| <a href="#">17001</a> | Active          |                 | <a href="#">4</a>  | Test 01                    | RFQ  | 0 seconds |         | 0               |
| <a href="#">20001</a> | Active          |                 | <a href="#">28</a> | test 01                    | RFQ  | 0 seconds |         | 0               |

**Your Company's Open Invitations**

| Supplier Site     | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. |                    |       |      |           |

**Quick Links**

Manage View Responses

- Drafts
- Active
- Disqualified
- Awarded
- Rejected

### Active Negotiation

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

| Select                           | Number              | Title                          | Contact               | Time Left       | Close Date          | All Responses | Your Company's Responses | Monitor | Unread Messages |
|----------------------------------|---------------------|--------------------------------|-----------------------|-----------------|---------------------|---------------|--------------------------|---------|-----------------|
| <input checked="" type="radio"/> | <a href="#">263</a> | IFB for Conference Room Chairs | Middleton, Ms. Cheryl | 19 days 5 hours | 06/20/2014 16:00:00 | Sealed        | 0                        |         | 0               |

[Return to Negotiations](#)

Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

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

**UAT Sourcing**

Negotiations > Admin

Negotiations > RFQ: 263

Title **IFB for Conference Room Chairs**

Status **Active (Locked)**

Time Left **25 days**

Open Date **05/17/2014 16:08:29**

Close Date **06/20/2014 16:00:00**

Header Lines

Personalize "Header"

Buyer **Middleton, Ms. Cheryl**

Quote Style **Sealed**

Outcome **Contract Purchase Agreement**

Event

Terms

Effective Start Date

Effective End Date

Bill-To Address [See PO print/view](#)

Ship-To Address [See PO print/view](#)

FOB **DESTINATION**

Total Agreement Amount

Payment Terms **Net 30**

Carrier

Freight Terms

Currency

RFQ Currency **USD**

Price Precision **Any**

Requirements

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

☐ Hide Bidder's Minimum Qualifications

| Requirement   | Target View |
|---|-------------|
| Bidder shall provide proof that the chairs being offered are manufactured in the USA. (A link to a website showing manufacturing information or a separate attachment would be acceptable documentation.) |             |

Additional Header Attributes (Buyer & Supplier)

**Notes and Attachments**

Note to Suppliers: 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.

| Title  | Type | Description | Category    | Last Updated By  | Last Updated | Usage    | Update | Delete |
|--|------|-------------|-------------|------------------|--------------|----------|--------|--------|
| <a href="#">Signature Page and Submission Checklist</a>      | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |
| <a href="#">Proof of Authority to Transact Business Form</a> | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |
| <a href="#">MWCOG Rider Clause</a>                           | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |

| Step | Action  |
|------|---|
| 20.  | <p>The <b>Header</b> contains pertinent information for the solicitation. To view PDF of the solicitation (RFQ), at <b>Actions</b> list, select <b>Printable View</b>. A PDF File Download window will appear. <b>Review Steps 7-8 (pages 8-9).</b></p> <p><b>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).***</b></p> |

## Create a Quote

### Header

Negotiations Admin

Negotiations > RFQ: 263 >

Create Quote: 27001 (RFQ 263)

Title JFB for Conference Room Chairs

Supplier Test Sourcing Supplier

RFQ Currency USD

Quote Currency USD

Price Precision Any

21A.B.C.

Quote Valid Until 08/01/2014

Reference Number 2784

Note to Buyer Input a note to Buyer here if desired

21D.

Add Attachment...

Requirements

Expand All Collapse All

Focus Title

Requirements

Bidder's Minimum Qualifications

21E.

Target Value

Quote Value

www.samplewebsite.com

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

| Step | Action   |
|------|--|
| 21.  | <p>To <b>submit an online</b> response: <b>Header tab</b>, click the <b>Create a Quote</b> from the list of Actions and click <b>Go</b>. The screen above will appear with an assigned Oracle quote number (Ex. 27001 RFQ263).</p> <p><b>Complete the Header fields as follows:</b></p> <p>A. <b>Quote Valid Until:</b> <b>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></p> <p>B. <b>Reference Number:</b> <b>Input your company's reference number if applicable.</b></p> <p>C. <b>Note to Buyer:</b> <b>Input desired note to buyer (optional).</b></p> <p>D. <b>Add Attachments:</b> <b>Attach required files as outlined in the solicitation.</b></p> <p>E. <b>Requirements:</b> <b>Bidder Minimum Qualifications</b> will be listed here. A response is required under <b>Quote Value</b>.</p> <p>Click <b>Save Draft</b> button. A draft is saved (see next screen shot).</p> |

## Negotiations Tab – Draft Quote

**Negotiations** Admin

Negotiations >

**Confirmation**  
Quote 27001 for RFQ 263 (IFB for Conference Room Chairs) has been saved as a draft.

Create Quote: 27001 (RFQ 263)

Buttons: Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title IFB for Conference Room Chairs

Time Left 24 days 23 hours  
Close Date 06/20/2014 16:00:00

Header Lines

Supplier Test Sourcing Supplier  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Quote Valid Until 08/01/2014  
(example: 05/26/2014)

Reference Number 12784

Note to Buyer Input note to buyer here if desired

Attachments

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. |      |             |          |                 |              |       |        |        |

Requirements

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

## Active and Draft Responses

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

| Response Number       | Response Status | Supplier Site | Negotiation Number  | Title                          | Type | Time Left        | Monitor | Unread Messages |
|-----------------------|-----------------|---------------|---------------------|--------------------------------|------|------------------|---------|-----------------|
| <a href="#">27001</a> | Active          |               | <a href="#">263</a> | IFB for Conference Room Chairs | RFQ  | 24 days 22 hours |         | 0               |

**Your Company's Open Invitations** Full List

| Supplier Site     | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. |                    |       |      |           |

**Quick Links**

Manage View Responses

- Drafts
- Active
- Disqualified
- Awarded
- Rejected

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

## Lines – Review Attribute/Input Quote Price Unit

UAT Sourcing

Negotiations Admin

Negotiations >

Create Quote: 27001 (RFQ 263)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title JFB for Conference Room Chairs

Time Left 24 days 23 hours

Close Date 06/20/2014 16:00:00

Header Lines

RFQ Currency USD

Price Precision Any

Quote Currency USD

Personalize Flow Layout: (Lines, Attributes, Region)

| Line                   | Update | Rank | Start Price | Target Price | Quote Price Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Minimum Release Amount |
|------------------------|--------|------|-------------|--------------|------------------|--------------------|------------------------|-------------------------------|------------------------------|
| 1 HON Brand office ... | Sealed |      |             |              | 175.99 Each      | 125                |                        |                               |                              |

Indicates more information requested. Click the Update icon.

24A.

24B.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Negotiations Admin Home Logout Preferences Help Personalize Page

UAT Sourcing

Negotiations Admin

Create Quote 27001: Line 1 (RFQ 263)

Cancel Save Draft Apply

Description HON Brand office chairs Model #743GD7, cherry wood arms, black leather upholstery

Unit Each

Start Price

Target Price

Quote Price 175.99

Estimated Quantity 125

Close Date 06/20/2014 16:00:00

Quote Currency USD

Rank Sealed

Estimated Total Amount

Target Minimum Release Amount

Quote Minimum Release Amount

Pay Items

TIP Total payment amount must add up to the line amount.


Attributes

Personalize "Attributes"

| Group   | Attribute   | Attribute Type | Target Value | Quote Value |
|---------|---|----------------|--------------|-------------|
| General | Alternate Brand name: If not bidding on HON brand, provide alternate brand name here. | Optional       |              |             |

Notes

24C.

| Step | Action   |
|------|--|
| 24.  | <p><b>Create Quote: Line 1 screen:</b></p> <p>A. Each line item will appear with the description and estimated quantity. If there is a <b>Red Circle (AKA candy)</b> beside the line Description (Ex. HON Brand office), this indicates more information requested is requested); a <b>Line Attribute</b>. To view the <b>Line Attribute</b>, click the <b>Update</b>  button.</p> <p>B. The <b>Quote Value</b> can be completed now or later. Click in the <b>Quote Price Unit</b> field (<b>Numeric Value only</b>) (Ex. 175.99). Enter <b>your company's quote Unit Price</b>. <b>Ignore the Quote Minimum Release Amount</b>.</p> <p>C. Under <b>Attributes</b> you will find <b>Attribute Type</b> (Ex. Optional for this RFQ line). Complete if applicable.</p> <p><b>Note:</b> 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 <b>Apply</b> button.</p> |

## Lines Completed

UAT Sourcing

Negotiations > Admin

Negotiations > Create Quote: 27001 (RFQ 263)

Title: JFB for Conference Room Chairs

Time Left: 24 days 23 hours  
Close Date: 06/20/2014 16:00:00

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, **Continue**

RFQ Currency: USD  
Price Precision: Any  
Quote Currency: USD

Personalize Flow Layout: (LinesResultsRegion)

| Line                   | Update | Rank | Start Price | Target Price | Quote Price | Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Minimum Release Amount |
|------------------------|--------|------|-------------|--------------|-------------|------|--------------------|------------------------|-------------------------------|------------------------------|
| 1 HON Brand office ... |        |      |             |              | 175.99      | Each | 125                |                        |                               |                              |

Indicates more information requested. Click the Update icon.

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, **Continue**

| Step | Action   |
|------|--|
| 25.  | <b>To complete the quote</b> , click the <b>Continue</b> button. |

## Validate and Submit Quote

UAT Sourcing

Negotiations > Admin

Negotiations > Create Quote 27001: Review and Submit (RFQ 263)

Buttons: Cancel, Back, **Validate**, Save Draft, **Printable View**, **Submit**

Header

Title: JFB for Conference Room Chairs  
Supplier: Test Sourcing Supplier  
RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any

Time Left: 24 days 23 hours  
Close Date: 06/20/2014 16:00:00  
Quote Valid Until: 08/01/2014  
Reference Number: 12784  
Note to Buyer: Input note to buyer here if desired

Attachments

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. |      |             |          |                 |              |       |        |        |

Requirements

Show All Details | Hide All Details

Details Section

Show Bidder's Minimum Qualifications

Contract Terms

| Step | Action   |
|------|--|
| 26.  | <p>Before submitting your quote, you must validate your quote. Click the <b>Validate</b> 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 <b>Printable View</b> (of draft quote). To finalize quote, click the <b>Submit</b> button.</p> <p><b>Submit</b></p> |

## Confirmation Message/Quote Status

**UAT Sourcing**

Home Logout Preferences Personalize Page

Negotiations Admin

**Confirmation**  
Quote 27001 for RFQ 263 (IFB for Conference Room Chairs) has been submitted.

[Return to Sourcing Home Page](#)

Negotiations Admin Home Logout Preferences Personalize Page

About this Page Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

| Response Number | Response Status | Supplier Site | Negotiation Number | Title                          | Type | Time Left        | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|--------------------------------|------|------------------|---------|-----------------|
| 27001           | Active          |               | 263                | IFB for Conference Room Chairs | RFQ  | 24 days 22 hours |         | 0               |

**Your Company's Open Invitations**

[Full List](#)

| Supplier Site     | Negotiation Number | Title | Type | Time Left |
|-------------------|--------------------|-------|------|-----------|
| No results found. |                    |       |      |           |

**Quick Links**

Manage View Responses

- [Drafts](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

| Step | Action   |
|------|--|
| 27.  | Upon submission of quote, a confirmation message is received. Click <u><a href="#">Return to Sourcing Home Page</a></u> hyperlink. <b>Response Status</b> displays the status of the quote. Online quotes can be revised at any time before the Close Date. The <b>Time Left</b> 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, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://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 each 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  
 To: TESTSOURCINGSUPPLIER@GMAIL.COM  
 Sent: 05/27/2014 10:53:39  
 ID: 602051

Company: Loudoun County-Government or Public Schools  
 Title: IFB for Conference Room Chairs  
 Number: 263,1

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 <b>Review Changes</b> hyperlink and login. <b>Special Note: Notice reads “Auction is amended”. This is for the RFQ document (not an auction).</b> |

## 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

**View Amendment Description**

**View original RFQ and amended version**

**View Addendum**

**RFQ 263**

Note to Suppliers 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.

| Title  | Type | Description | Category    | Last Updated By  | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|--|------|-------------|-------------|------------------|--------------|----------|--------|--------|--------------------|
| <a href="#">Signature Page and Submission Checklist</a>      | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |                    |
| <a href="#">Proof of Authority to Transact Business Form</a> | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |                    |
| <a href="#">MW/COG Rider Clause</a>                          | File |             | To Supplier | CHERYL.MIDDLETON | 05/15/2014   | One-Time |        |        |                    |

**RFQ 263,1**

Note to Suppliers See Addendum #1 attached. 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.

| Title  | Type | Description | Category    | Last Updated By  | Last Updated | Usage    | Update | Delete | Publish to Catalog |
|--|------|-------------|-------------|------------------|--------------|----------|--------|--------|--------------------|
| <a href="#">Signature Page and Submission Checklist</a>      | File |             | To Supplier | CHERYL.MIDDLETON | 05/27/2014   | One-Time |        |        |                    |
| <a href="#">Proof of Authority to Transact Business Form</a> | File |             | To Supplier | CHERYL.MIDDLETON | 05/27/2014   | One-Time |        |        |                    |
| <a href="#">MW/COG Rider Clause</a>                          | File |             | To Supplier | CHERYL.MIDDLETON | 05/27/2014   | One-Time |        |        |                    |
| <a href="#">Addendum #1</a>                                  | File |             | To Supplier | CHERYL.MIDDLETON | 05/27/2014   | One-Time |        |        |                    |

| 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.

**Option 1 – Click hyperlink**

**Option 2 – Select Acknowledge Amendment**

Warning  
RFQ 263 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

RFQ: 263.1

Title **IFB for Conference Room Chairs**  
Status **Active (Locked)**  
Time Left **24 days**

Open Date **05/17/2014 16:08:29**  
Close Date **06/20/2014 16:00:00**

Header Lines

Buyer **Middleton, Ms. Cheryl**  
Quote Style **Sealed**  
Outcome **Contract Purchase Agreement**  
Description

Event **Addendum #1-changing quantity**

Terms

Effective Start Date  
Effective End Date  
Bill-To Address [See PQ print/view](#)  
Ship-To Address [See PQ print/view](#)  
FOB **DESTINATION**

Total Agreement Amount  
Payment Terms **Net 30**  
Carrier  
Freight Terms

Currency

RFQ Currency **USD**  
Price Precision **Any**

**Option 1 Results in this screen**

**Review desired information and Acknowledge Amendment**

Negotiations > RFQ: 263.1 >  
Amendment History (RFQ 263)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[Show All Details](#) | [Hide All Details](#)

| Details              | Document Number       | Title                          | Status           | Acknowledgement Date | Review Changes |
|----------------------|-----------------------|--------------------------------|------------------|----------------------|----------------|
| <a href="#">Show</a> | <a href="#">263.1</a> | IFB for Conference Room Chairs | Active (Locked)  |                      |                |
| <a href="#">Show</a> | <a href="#">263</a>   | IFB for Conference Room Chairs | Amended (Locked) |                      |                |

[Return to RFQ: 263.1](#)

[Acknowledge Amendments](#)

Negotiations Admin Home Logout Preferences Help Personalize Page

About this Page Privacy Statement

Copyright (c) 2008, Oracle. All rights reserved.

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

## Acknowledge Amendment

UAT

Navigator Favorites Home Logout Preferences Help Personalize Page

Negotiations Admin

Negotiations > RFQ: 263,1 > Amendment History (RFQ 263) >

**Acknowledge Amendment (RFQ 263,1)**

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☐ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 263,1.

**Header**

| Label                 | RFQ 263 | RFQ 263,1                     |
|-----------------------|---------|-------------------------------|
| Amendment Description |         | Addendum #1-changing quantity |

**Notes and Attachments**

RFQ 263

Note to Suppliers 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.

| Step | Action  |
|------|---|
| 32.  | Options 1 and 2 will ultimately bring you to this screen to click the <b>Acknowledge</b> button after you select the “I have read the terms and conditions...” checkbox and click the “ <b>Acknowledge</b> ” button. Press the “Yes” button on the confirmation message to confirm your action. |

## Sourcing Home Page Amendment Warning Message

Negotiations Admin

Warning message is displayed if an amendment is not acknowledged.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

| Response Number | Response Status       | Supplier Site | Negotiation Number | Title                          | Type | Time Left        | Monitor | Unread Messages |
|-----------------|-----------------------|---------------|--------------------|--------------------------------|------|------------------|---------|-----------------|
| 27001           | Resubmission Required |               | 263                | IFB for Conference Room Chairs | RFQ  | 23 days 19 hours |         | 0               |

⚠ Negotiation has been amended and requires your action to be considered for award.

**Your Company's Open Invitations**

| Supplier Site | Negotiation Number | Title                          | Type | Time Left        |
|---------------|--------------------|--------------------------------|------|------------------|
|               | 263,1              | IFB for Conference Room Chairs | RFQ  | 23 days 19 hours |

**Quick Links**

Manage View Responses

- Drafts
- Active
- Disqualified
- Awarded

| Step | Action   |
|------|--|
| 33.  | <p>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 <b>Negotiations</b> tab beside the <b>Response Number indicating action is required</b>.</p> <p>Although a quote has been submitted in this scenario, the system knows the amendment has not been acknowledged. The amended solicitation appears under <b>Your Company's Open Invitations</b>.</p> <p><b>To be considered for an award, you must Acknowledge Amendment(s) and submit another quote if applicable.</b></p> |

## 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.

Negotiations Admin

Negotiations >

Quote: 27001 (RFQ 263)

Actions Create Quote Go

Title [JFB for Conference Room Chairs](#)

Time Left 24 days 22 hours

Close Date 06/20/2014 16:00:00

Quote Style Sealed

Ranking Price Only

Quote Currency USD

Supplier Test Sourcing Supplier

Contact Evans, Diane

Supplier Site

Suppliers' Quote Number 12784

Quote Status Active

Quote Valid Until 08/01/2014

Note to Buyer Input note to buyer here if desired

Attachments

| Title             | Type | Description | Category | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|--------------|-------|--------|--------|
| No results found. |      |             |          |              |       |        |        |

Requirements

Show All Details Hide All Details

Details Section

Show Bidder's Minimum Qualifications

| Step | Action  |
|------|---|
| 34.  | <p><b>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.</b></p> <p><b>Quick Links:</b> You can use the quick links to manage/query your online documents. After clicking quote number hyperlink, click <b>Create Quote</b> and click <b>Go</b>.</p> |

## Quote by Spreadsheet

Negotiations Admin

Negotiations > RFQ: 263,1 >

Create Quote: 27003 (RFQ 263,1)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [JFB for Conference Room Chairs](#)

Time Left 23 days 14 hours

Close Date 06/20/2014 16:00:00

Header Lines

RFQ Currency USD

Price Precision Any

Quote Currency USD

Personalize Flow Layout: (LinesResultsRegion)

| Line                  | Update | Rank   | Start Price | Target Price | Quote Price Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Minimum Release Amount |
|-----------------------|--------|--------|-------------|--------------|------------------|--------------------|------------------------|-------------------------------|------------------------------|
| 1 HON Brand office... |        | Sealed |             |              | Each             | 100                |                        |                               |                              |

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

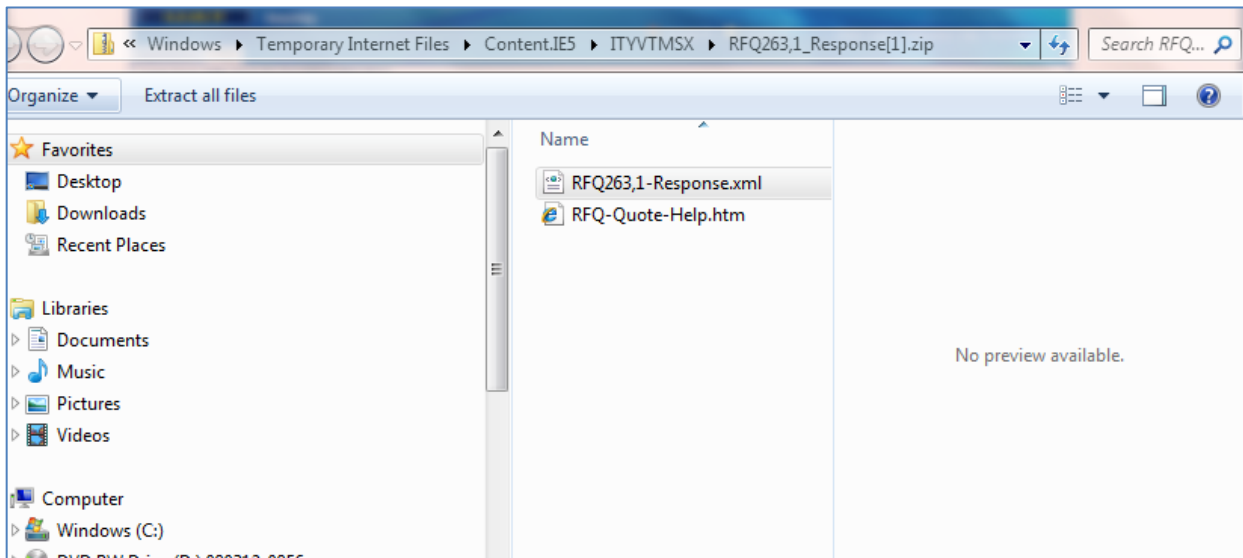
Negotiations Admin Home Logout Preferences Help Personalize Page

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

## 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 <b>Export/Import Spreadsheet</b> page will appear. Click <b>Export</b> button. |



| Step | Action  |
|------|---|
| 37.  | A file window will appear for you to Open or Save the <b>RFQ# Response</b> file (not illustrated). Then, the <b>Extract all files</b> window appears and includes a <b>Help</b> file. Click on the <b>RFQ# Response</b> file. |

## Complete Spreadsheet - Header and Lines

**IFB for Conference Room Chairs**

RFQ 263,1  
Close Date 6/20/2014 16:00  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Entity Loudoun County-Government or Public Schools  
Buyer Middleton, Ms. Cheryl L  
Phone  
Email [CHERYL.MIDDLETON@LOUDOUN.GOV](mailto:CHERYL.MIDDLETON@LOUDOUN.GOV)  
Supplier BATTERY WAREHOUSE  
Supplier Site

**Header**

Quote Valid Until  example: 6/1/2014

Reference Number

Note to Suppliers  
See Addendum #1 attached. 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 Gov

Note to Buyer

**Requirements**

Title  Quote Value

Bidder's Minimum Qualifications

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

File Download Time 6/1/2014 10:35

Header Lines (1 - 1)

Header tab is active. Complete green and yellow fields. Then, complete Lines tab.

**IFB for Conference Room Chairs**

RFQ 263,1  
Close Date 6/20/2014 16:00  
RFQ Currency USD  
Quote Currency USD  
Price Precision Any

Entity Loudoun County-Government or Public Schools  
Buyer Middleton, Ms. Cheryl L  
Phone  
Email [CHERYL.MIDDLETON@LOUDOUN.GOV](mailto:CHERYL.MIDDLETON@LOUDOUN.GOV)  
Supplier BATTERY WAREHOUSE  
Supplier Site

**Lines**

Quote Total (USD) 15,844.00

| Line | Item, Rev / Job                    | Start Price | Unit | Estimated Quantity | Estimated Total Amount | Target Minimum Release Amount | Quote Price | Quote Minimum Release Amount | Note to Buyer | Target Price | Category | Job Details | Note to Supplier     |
|------|------------------------------------|-------------|------|--------------------|------------------------|-------------------------------|-------------|------------------------------|---------------|--------------|----------|-------------|----------------------|
| 1    | HON Brand office chairs Model #743 |             | Each | 100                |                        |                               | 158.44      |                              |               |              | 470-45   |             | Inside delivery, ass |

Attributes

| Title  | Target Value | Quote Value |
|--|--------------|-------------|
| General  |              |             |
| Alternate Brand name: If not bidding on HON brand, d |              |             |

File Download Time 6/1/2014 10:35

Header Lines (1 - 1)

Lines tab - complete green and yellow fields. Save and import file.

| Step | Action  |
|------|---|
| 38.  | <p><b>Header and Lines tab. Complete the green and yellow fields.</b> The <b>Quote Total</b> will calculate. <b>Once all fields are completed, rename and save file. Then, import into Oracle. Note: Quote Minimum Release Amount is not required.</b></p> <p><b>*** 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.***</b></p> |



## Quote by Spreadsheet – Import Response

UAT Sourcing

Home Logout Preferences Help Personalize Page

Negotiations Admin

Create Quote 27003: Quote By Spreadsheet (RFQ 263.1)

Personalize Stack Layout: (ExportRegion)

RFQ Currency USD

Quote Currency USD

**Step 1: Export Spreadsheet**

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- ☒ XML Spreadsheet - Rich Style (.xml)
- ☐ XML Spreadsheet - Light-Weight Style (.xml)
- ☐ Tab-Delimited (.txt)

Export

**Step 2: Import Spreadsheet**

Format

- ☒ XML Spreadsheet (.xml)
- ☐ Tab-Delimited (.txt)

File To Import

Browse...

Import

Return to Create Quote:27003 (RFQ 263.1)

Negotiations Admin Home Logout Preferences Help Personalize Page

| Step | Action  |
|------|---|
| 39.  | Click <b>Browse</b> button. Select file and click <b>Import</b> button. |

## Verify Imported Data

UAT Sourcing

Home Logout Preferences Help Personalize Page

Negotiations Admin

Create Quote: 27003 (RFQ 263.1)

Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title JFB for Conference Room Chairs

Time Left 19 days 4 hours

Close Date 06/20/2014 16:00:00

Supplier BATTERY WAREHOUSE

RFQ Currency USD

Quote Currency USD

Price Precision Any

Quote Valid Until 07/01/2014

Reference Number 987A

Note to Buyer Example of a note to Buyer.

**Attachments**

Add Attachment...

| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. |      |             |          |                 |              |       |        |        |

**Requirements**

Expand All Collapse All

| Focus Title | Target Value | Quote Value |
|-------------|--------------|-------------|
|             |              |             |

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



## 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**

MSC #41C, 1 Harrison Street, SE, 4<sup>th</sup> Floor

Leesburg, VA 20175

Email: [procurement@loudoun.gov](mailto:procurement@loudoun.gov)

Phone: 703-777-0403

Hours: Monday – Friday, 8:30am-5pm