



Pre-Solicitation Notice

Engineering and Design Services for Stormwater Management through Placemaking

This Pre-Solicitation Notice is issued by the New York City Housing Authority (NYCHA) solely for informational purposes only. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This Pre-Solicitation Notice does not commit NYCHA to contract for any supply or service whatsoever. Further, NYCHA is not at this time seeking proposals, and will not accept unsolicited proposals. Respondents are advised that there is no response to this Pre-Solicitation Notice requested by NYCHA. It is the responsibility of the interested parties to monitor the NYCHA site and the City Record (<http://www.nyc.gov/html/cityrecord/home.html>) site for information pertaining to RFPs.

1. Pre-Solicitation Notice Objective:
 - Seeks to inform interested parties, including the vendor community about potential future RFP opportunities to acquire engineering and design services for NYCHA's Stormwater Management through Placemaking project(s).
 - Seeks to ensure that if/when funding is secured for any Stormwater Management through Placemaking project(s) that all interested parties are prepared for an RFP announcement and able to respond quickly
 - Seeks to expand and maximize the quality of respondents to potential future Stormwater Management through Placemaking project(s) RFPs

2. Stormwater Management through Placemaking Project Description:
NYCHA's Stormwater Management through Placemaking Project is a tiered and comprehensive response that is designed to protect buildings and residents from not only the more common, repetitive storms and extreme precipitation events, but also cataclysmic weather events such as Hurricane Sandy. The design goal is to use the full menu of low impact development and water storage strategies across the site and on the buildings to effect a capture an 8"+ rain event in a 24-hour period plus storm surge of DFE + 2.5'.

Within the protected boundaries of NYCHA's sites, a coordinated series of green and gray infrastructure features will absorb stormwater that falls on the property, protecting the buildings against flood risk and substantially reducing the storm water runoff into sewer lines, thereby helping to minimize local rainwater flooding and pollution from sewer overflow. NYCHA seeks to defend against surge levels of Design Flood Elevation (DFE) plus Sea Level Rise or 2.5' as well as manage on-site the design storm of 8"+ of precipitation in 24 hours.

NYCHA's storm resiliency strategy is expected to bring triple-bottom-line benefits to NYCHA residents, community partners, and the city at large. These include avoided costs by reducing the need to construct new grey infrastructure, improved water quality and safety, improved quality



of life and property values, green job opportunities in construction and maintenance, reduced crime rates, improved recreational opportunities, and the myriad benefits of aesthetic improvements. This Project approach will be designed to minimize demands on NYCHA staff to prepare the properties for storm conditions, to minimize repetitive loss claims on NYCHA properties and ongoing maintenance costs of storm protection systems, and to maximize the health and safety of NYCHA residents.

The Consultant will evaluate the site, adjacent sites, buildings, impervious paved areas, and landscaped areas to establish the optimal balance of the menu for a particular site or cluster of sites. A key part of the analysis and plan is to gather community input on the use of the land for parking, recreation, open space, gardens, etc. in such a way that reflects community values while capturing the 8" rain event. In that fashion, no two sites are the same as no two sites have exactly the same community values.

It is suggested that teams include ecological, financial, and community outreach and other cross-sectoral expertise that will allow for evidenced-based decision making and expand the impact of projects by providing community co-benefits such as ecosystem services and improved public health. Ecosystem services include clean water and air, food production, increased diversity of species, carbon sequestration, erosion control, as well as cultural outcomes such as recreation amenities, ecotourism, and education.

3. Stormwater Management through Placemaking Project(s) Characteristics:

- A water management, connectivity and amenities master plan that is executed through Placemaking strategies
- Maximizes the use of every appropriate horizontal and natural site feature on an individual NYCHA development or contiguous developments (Campus) to enhance NYCHA's ability to retain, detain, store or absorb at least an 8" 24-hour rain event
 - Features may include site recontouring, soil amendments, bioswales, permeable pavements, permeable sidewalks, rain gardens, blue roofs, downspout disconnections, underground storage chambers, water squares (hard, soft, active, passive), and any other innovative stormwater management features intended to retain, detain, store, absorb, reuse and otherwise limit the quantity and improve the quality of stormwater run-off
- Will protect individual NYCHA developments to storm surge of Design Flood Elevation (DFE) + 2.5' for future Sea Level Rise (SLR)
 - Features may include natural features that take advantage of topographic changes (EX: berms) and rapidly deployable surge barriers (EX: Tiger Dams)
- Creates opportunities for active and passive recreation areas
- Placemaking strategies will nurture and define community identity to include diverse populations, foster frequent and meaningful interactions, promote a sense of comfort, improves accessibility for pedestrians and bicyclists, and builds and supports local neighborhood economies



- Uses creative community communication tools including technology information feedback platforms (EX: Streetwyze)
 - Leverages multiple funding sources
 - Connects with, supports and enhances other resiliency strategies happening at the community (EX: microgrids), city (EX: Rebuild by Design), state (EX: NY Rising) and federal (EX: Rebuild America) levels
 - Expands partnerships at the neighborhood, city, state and federal levels
 - Demonstrates a positive benefit-cost analysis
 - Utilizes innovative, sustainable financing, funding, and revenue creation to ensure that operations and maintenance costs are available
 - Creates educational opportunities for residents and neighbors, including children, to learn about how features are design, constructed and function
 - Uses the best available climate change science to predict appropriate level of protection
 - Creates unique site-specific solutions that consider topography, soil conditions, native vegetation, condition/capacity of existing drainage system, impact of upland runoff impacts, risk to both rain and surge
 - Uses hydraulic and hydrologic modeling
 - Utilizes broad spectrum, cross-sectoral, and multi-disciplinary groups through integrated project design and delivery processes
4. Potential Future Stormwater Management through Placemaking project(s) RFPs
Requested Services:
- Meeting with NYCHA residents, staff, consultants and other key members of the community to establish project goals, schedule, and issues
 - A complete site survey of all exterior materials, with condition ratings, and where applicable, damage reports
 - A complete study of site soils capacity to drain, along with topography, flood elevations, and storm drain system connections
 - A complete structural analysis of the building roofs and capacity for storage of stormwater
 - A complete site survey and condition analysis of all trees greater than 6" caliper with a condition analysis that indicates species, size, and quality of tree for preservation or removal
 - A site summary of existing conditions of pervious surfaces versus impervious surfaces
 - Public meetings to discuss and establish community activities and preferences for the use of the exterior site which include all manner of current and desired uses of recreation, parking, gardens, buffers, open space, etc
 - A concept plan and strategy to capture at least 8" rain event and protect to storm surge of DFE + 2.5'
 - A cost estimate for each alternative, sorted by menu item of storm water strategy, with quantities, unit costs, and total costs



- Prepare a benefit-cost analysis that takes into consideration additional benefits beyond those accepted under the FEMA BCA model (EX: social, environmental, health)
 - Preparation of applicable documents and/or reports for submission to federal or other grants, and to any requests for information/inquiries from city agencies and/or the State, project partners, foundations or other financial partners, as well as providing assistance in the development of educational and other documentation for use by NYCHA, the City and/or the community
 - Participate in innovative non-traditional community communication efforts throughout the all phases of this project
 - Work with City agencies to educate the public about the value of water management features to their neighborhood
 - Requested services could include LEED, Enterprise Green Communities or other rating system-certifiable designs
5. Potential Future Stormwater Management through Placemaking project(s) RFP Response Preparation:
- Be familiar with NYCHA procurement guidelines
 - Be registered with iSupplier
 - Be licensed to perform work in New York City
 - Be prepared to demonstrate that you have the necessary resources and experience to perform successfully (bonding, staffing, apprenticeship program)
 - Be prepared to publicly and truthfully disclose management and ownership, including key managers and officers (Doing Business Database)
 - Be prepared to publicly and truthfully disclose integrity related issues (violations, investigations, indictments), potential conflicts of interest, and previous performance issues
 - Be current on your obligations, including paying corporate real property, payroll taxes, and social security contributions, as well as local assessments
 - Be prepared to pay prevailing and living wage rates when legally required to do so
 - Be prepared to completely and truthfully answer all questions asked on the VENDEX Questionnaire, which will be subject to rigorous examination by the agency making the responsibility finding
6. Attachments:
- NYCHA iSupplier FAQ
 - NYCHA_iSupplier Portal Quick Guide

For additional information please visit <http://www1.nyc.gov/site/nycha/business/vendors.page>



ISUPPLIER PROCUREMENT

Frequently Asked Questions

How does NYCHA procure goods and/or services?

In late 2009, NYCHA implemented a number of Oracle applications aimed at helping us better manage our procurement procedures. Three of the applications have helped us streamline the procurement of materials and services; one of the applications —iSupplier —is an internet communication portal for NYCHA vendors. This portal lists upcoming NYCHA procurement opportunities and allows registered vendors to respond, on-line, to bids. One welcome result is that both the Authority and vendors save both money and paper, a very environmentally friendly outcome.

Can any vendor register on iSupplier?

Yes...and we encourage you to do so. Using iSupplier helps minimize the amount of paper both you and the Authority use (all RFP/RFQ responses are submitted electronically) as well as streamlining the procurement process. Another benefit is that you will have the ability to track the progress of your bid response.

Does it cost anything to register?

No, there is no cost to register on iSupplier or use the portal. In fact, NYCHA charges a fee, in most instances, to pick up a hard copy of the bid documents, so using iSupplier may actually save you money. However, when applicable, bonds will still need to be provided to respond to a specific RFP.



ISUPPLIER PROCUREMENT

I've registered on iSupplier but have forgotten my User ID and/or Password

Your user ID is your e-mail address. If you forget your password, you can request a new one at the log-in screen.

If I have a question, how do I contact one of the procurement staff at NYCHA?

There are various ways in which you can contact one of NYCHA's buying groups:

Phone: There are three buying groups that manage NYCHA's procurement: Supply Chain Operations, General Services, and Capital Projects. Each buying group has a designated contact; you can find those contacts by clicking [here](#). If you leave a voice message or send an e-mail, please allow two business days for a response.

E-Mail address: Upon receipt of your e-mail, it will be forwarded to the appropriate department (if you know which department you're working with, please specify); you may expect a response within 48 hours. The e-mail address is: procurement@nycha.nyc.gov.

iSupplier: "Note to Buyer." When you log-in, you'll see that there is a "Note to Buyer" feature. Upon selecting this option, you will be able to contact the Buyer with any question(s). You may have regarding the RFQ that s/he has posted.



ISUPPLIER PROCUREMENT

Why can I only download a two- or three-page version of the bid?

You are most likely not logged into the system and are viewing the abstract of the bid. The abstract is a shortened version of the bid, designed to allow a vendor to learn more details about the procurement opportunity without downloading and printing a large file. To access the complete bid, simply log into the system.

Who can I call to get information re: responding to an RFQ?

Each bid contains the name of the NYCHA buyer who generated the RFQ. NYCHA buyers are also listed on the iSupplier page that shows all of the bids. If you have any questions or need clarification on an item, please click on the buyer's name then "Note to Buyer;" pose your inquiry and send it. The appropriate buyer will reply to your inquiry, when possible, within two (2) business days.

What if I get stuck and can't complete the bid?

Your best option would be to view the online guide, "Bid Submission Guide," on the iSupplier Vendor Registration page on NYCHA's web site.

How can I obtain a copy of the bid documents?

You can either download the bid documents for free; or you can visit NYCHA's offices at 90 Church Street and pay \$25 for a copy.



ISUPPLIER PROCUREMENT

I'm a small vendor and I am interested in bidding on smaller jobs. Can iSupplier still help me?

Yes. Although smaller jobs are not publicly advertised, we frequently contact vendors registered in iSupplier in order to obtain bids. Therefore, it is important to register and indicate the commodities you can provide.

I registered in iSupplier and frequently check the RFQ listings but I haven't seen opportunities for my business. Will I receive automatic notifications of newly-issued bids?

No: certain work, like painting and tiling, are bid throughout the year. Other work, such as fire safety services and asbestos abatement, are only bid at certain times. It is important to check iSupplier on a regular basis for bidding opportunities.

Does every vendor need to provide insurance information to NYCHA?

Please refer to the RFQ/RFP to which you are responding: the Terms and Conditions will state clearly whether you are required to provide insurance information to NYCHA and/or name NYCHA as a co-insured on your policy. For additional information, please go to "Vendor Insurance Information (RiskWorks)" under the Vendors section of NYCHA's web site.



ISUPPLIER PROCUREMENT

I don't have a computer. Can I still participate in NYCHA's procurement opportunities?

Yes, of course. This initiative is meant to reduce the cost of obtaining goods: doing business electronically is one of the major ways in which we can accomplish that. However, we know that there are still a number of businesses that have chosen not to transact business electronically. Those vendors are still most welcome to bid on any NYCHA RFx understanding, however, that some of the savings available by doing e-business will not be available to you (the cost of printing and providing hard copies of your response or paying for CAD drawings, for example). We hope that the ease of using iSupplier will motivate you to do business in this new way.



iSupplier Portal Quick Guide

Thank you for contacting the New York City Housing Authority to do business with us. You can register your business through New York City Housing Authority, ("NYCHA") iSupplier Portal to participate in business opportunities through the website for free. Just pick the type of login you need, either the New Registration request or Existing Vendors, choose just a login ID request. All you need is internet access an email account and a working computer to do so. Please note that we are not multi-device interactive yet.

Attached is a Quick Guide to assist you with registering and participating in bidding opportunities at NYCHA through the iSupplier Portal. **Please note it can take up to 72 hours to get fully registered after you submit your information online in the portal to register.**

1. When interacting with the program or registering... **Do not use Google Chrome; use Firefox** as a browser.
2. For New Registrants, When choosing Tax Country Code: Type "U", then choose the magnifying glass, let the list populate and then choose the United States, then choose the quick select button.
3. When typing in the Tax ID: **NO DASHES or SPACES** - just type the numbers.
4. Once you submit your form online, you should receive a confirmation. If you don't, then something could be wrong with the browser; try **again, or switch your browser to Internet Explorer of Firefox**. If you still are unable to get your registration confirmation, then contact NYCHA at the numbers below in (9) and we will assist you.
5. It can take up to 72 hours to get your temporary password sent to you; it is generated from the system. It will come from: "wffms...New York City Housing Authority"; it could end up in your SPAM box so please check there before contacting NYCHA.
6. Once you get your password code, **you should change that password to a permanent password**: minimum 8 characters, at least one capital letter and one numeric.
7. Then go to the "full portal access menu option" and go to the "Admin" tab. Under "Product and Services" you will see an "Add" button. Choose that button and click each commodity that applies to you --this will ensure you are added electronically to buyer bidders' lists-- the list will display in alphabetical order. When you get to the end of the list: hit "apply",
8. The "registration area" will give you the "Sourcing Supplier Menu Option" within 72 hours. The remainder of the guide will assist you in placing on-line bids through the "Sourcing Supplier Menu Option".
9. If you do not get the Sourcing Supplier Menu Option within 72 hours after receiving your temporary password, please email the procurement inbox at procurement@nycha.nyc.gov or please call myself or Roxanna Calinescu at 212-306-6630.

You can look up bid opportunities and obtain the negotiation number as well as the active/closed status at any time though our website by following the instructions in the Quick guides' table of contents; you do not have to be logged into the portal.

When you have time, there are additional training guides with more in-depth navigation techniques located at www.nyc.gov/nychabusiness, under the "Selling to NYCHA" tab and in the center of the page you will find "eLearning Module".

Sincerely,

Kim Young
NYC, Housing Authority
Supply Management Department -Procurement
Procurement@nycha.nyc.gov
212-306-6676

Some Notes about the Portals Purpose.

iSupplier's Sourcing Supplier menu option is a Portal designed to communicate bid status and distribute the forms and documents pertaining to the bid, to you, the Vendor, from any location you choose to sign into your account with a computer. Once a contract is awarded to you, The Full Access Menu Option continues to communicate information to you on your ongoing project via your assigned purchase order number. You must apply for an iSupplier account to partake in all these services. Once this guide has assisted you with basic information please see the other online tutorials listed in the website www.nyc.gov/nychabusiness , "Selling to NYCHA", Center of the page, "eLearning Module", to help you with other aspects of managing the portals functions.

What does the Portal do?

The Portal is really controlled by you, the Vendor, it responds by registering and keeping record of all your bid submissions, uploads and keeps track of all the rankings to be viewed on both NYCHA's side and by you, the Vendor. It records each bid with a quote number referable to the NYCHA representatives from the Procurement/Supply Management Department. It is important to rely on three (3) factors to stay up to date on what bids are currently available.

1. Register your commodities so buyers can query your contacts into the opportunity and notify you by email invitations.
2. Check your emails for the invitations
3. Check the website weekly, independently for Active bid status for opportunities that you might have missed or were maybe not notified on.

Thank you.

Sincerely,

Kim Young,
iSupplier Support/ Trainer
Procurement@nychanyc.gov

iSupplier Portal Quick Guide

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HOW TO REGISTER YOUR COMPANY or LOGIN TO YOUR EXISTING ACCOUNT IN THE iSUPPLIER PORTAL

You will receive a pop up confirmation once you submit your registration form online and then you will receive a Login ID and Password via email between 1 hour and up to 72 hours.

You can then Update your profile and add additional contacts as you deem appropriate and register your commodities which activate the electronic bidders list.

How to register your company in the
iSupplier Portal Go to the website:

nyc.gov/nychabusiness

How to Get to the Registration/Login Page

The screenshot shows the NYC Housing Authority website in Internet Explorer. The browser's address bar displays <http://www1.nyc.gov/site/nycha/index.page>. The website header includes the NYC Housing Authority logo and a search bar. The navigation menu contains the following items: Home, About, Eligibility, Residents, Section 8, and Business. A red arrow points to the 'Business' link. Below the navigation menu, there is a large banner image of construction workers and a man in a suit. The banner text reads 'Safe, Clean, and Connected Communities'. To the right of the banner, there is a 'LEARN MORE:' section with the following text: 'NextGeneration NYCHA is a long-term strategic plan that details how NYCHA will create safe, clean, and connected communities for our residents and preserve NYC's public housing assets for the next generation.' Below this text are two links: 'Learn more' and 'Frequently Asked Questions'. The Windows taskbar at the bottom shows the Start button, several open applications including 'NYC Housing Autho...', and the system tray with the time 3:36 PM and date 4/28/2015.

How to get to the Registration and Login Page

The screenshot shows the NYCHA website in Internet Explorer. The browser address bar displays <http://www1.nyc.gov/site/nycha/business/selling-nycha.page>. The page header includes the NYC Housing Authority logo and a search bar. The navigation menu has 'Business' selected. Below the menu, there are buttons for 'Vendors' and 'Filming & Photo'. The main content area is titled 'Selling to NYCHA' and contains the following text:

Selling to NYCHA

NYCHA spends about a billion dollars every year on goods and services for its residents. The **Supply Management Department** oversees all procurement activities.

NYCHA hosts and participates in many vendor events to provide information about specific procurement opportunities and to encourage businesses to participate in its procurement process. Trainings are also available.

In order to participate in NYCHA's procurement opportunities, vendors, **contractors** and consultants must be registered with NYCHA's free, online procurement portal: **iSupplier**.

For information on vendor compliance requirements, visit our **Vendors** page.

To see notices of bid opportunities on a daily basis, vendors are encouraged to register with the **City Record**.

Paint contractors must prequalify in order to participate in bidding on contracts for maintenance painting of apartments.

NYCHA is committed to maximizing the participation of Minority- and Women-owned Small Business Enterprises (MWSBE) at all levels of its procurement process. Veterans are also encouraged to participate. Visit our **MWSBE** page for more information.

The sidebar on the left contains the following links:

- iSupplier Vendor Registration
- Minority & Women-Owned Small Business
- Selling to NYCHA** (highlighted with a red arrow)
- Procurement Opportunities
- Development Proposals and Sale of Property
- Resident Services and Opportunities

The taskbar at the bottom shows the Start button, Oracle Applications Home, NYCHA - Selling to..., powerpoint presentat..., and several email inboxes.

How to Register and How to Login

[iSupplier Vendor Registration](#)

[Minority & Women-Owned Small Business](#)

[Selling to NYCHA](#)

[Procurement Opportunities](#)

[Development Proposals and Sale of Property](#)

[Resident Services and Opportunities](#)

[Prevailing Wage Initiative](#)

[Vendor Insurance Information \(RiskWorks\)](#)

iSupplier Vendor Registration

In late 2009, NYCHA implemented a number of Oracle applications to better manage its procurement processes. One of these applications is iSupplier, NYCHA's free online procurement portal. Vendors seeking to sell goods and/or provide services to NYCHA must register on iSupplier.

- **New suppliers** Learn how to register in iSupplier via an eLearning module
- **Current NYCHA suppliers and vendors** with a NYCHA Supplier Number who do not have an iSupplier log-in ID and password
- **eLearning module** learn how to locate bid opportunities, respond to open bids, create and submit a bid (sourcing event) and respond to amendments.
- [iSupplier Portal Quick Guide for Registration](#)
- [Login for registered vendors](#)
- [Frequently Asked Questions](#)
- [Summary of NYCHA procurement opportunities](#)
- For more complete access, including viewing attachments and creating responses, please log into iSupplier.
- To see notices of bid opportunities on a daily basis, vendors are encouraged to register with the [City Record](#).

Registering for iSupplier helps the environment by saving paper both for the vendor and NYCHA, and benefits vendors by streamlining the procurement process. Registered vendors can:

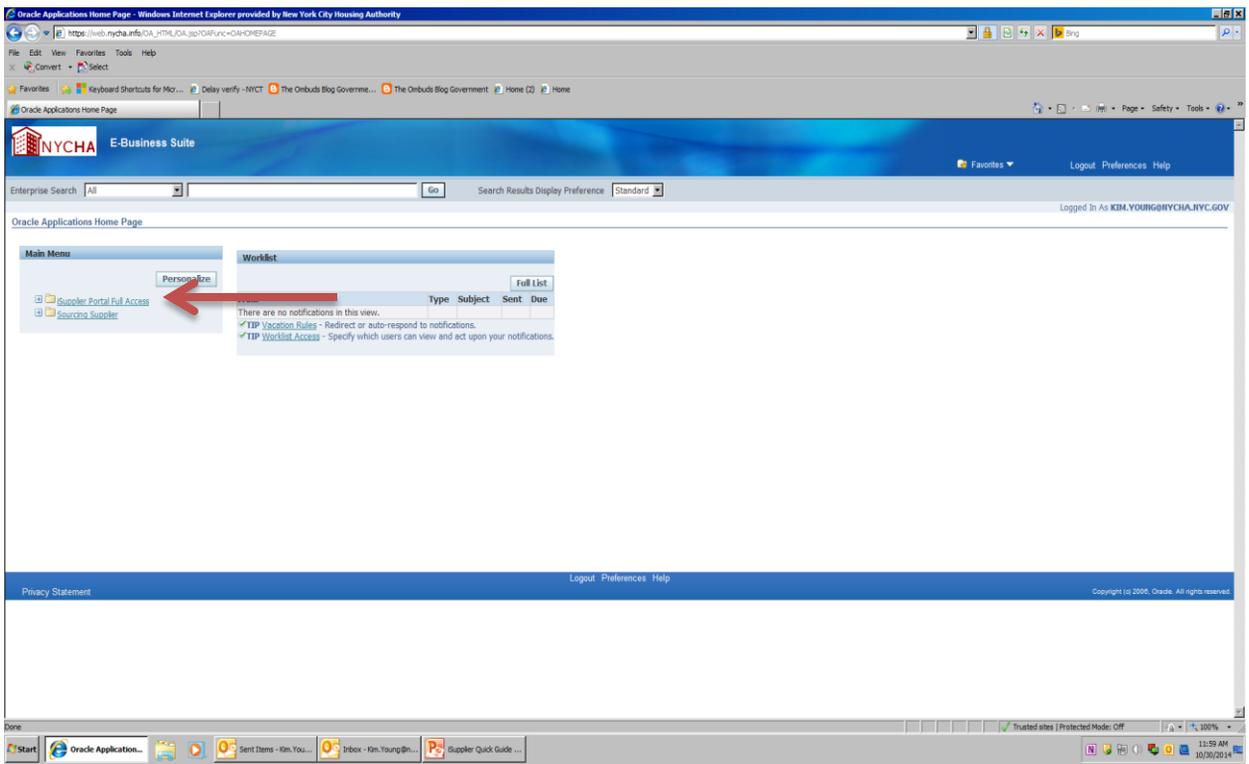
- Submit their bids online
- Ask written questions during the Q&A period
- Receive notices of bid amendments
- Manage their invoices
- Track the progress of their bid(s)

The Login Screen....Your username and password are typed in here. If you do not sign in over 45 days your password expires. To get login assistance click on the link beneath the password field to follow the prompts for forgot password only. An email with a password reset link is sent only to the registered email account . If you need to verify, add or change your email account login username please email the changes you want along with your tax id to the procurement inbox email address at procurement@nycha.nyc.gov

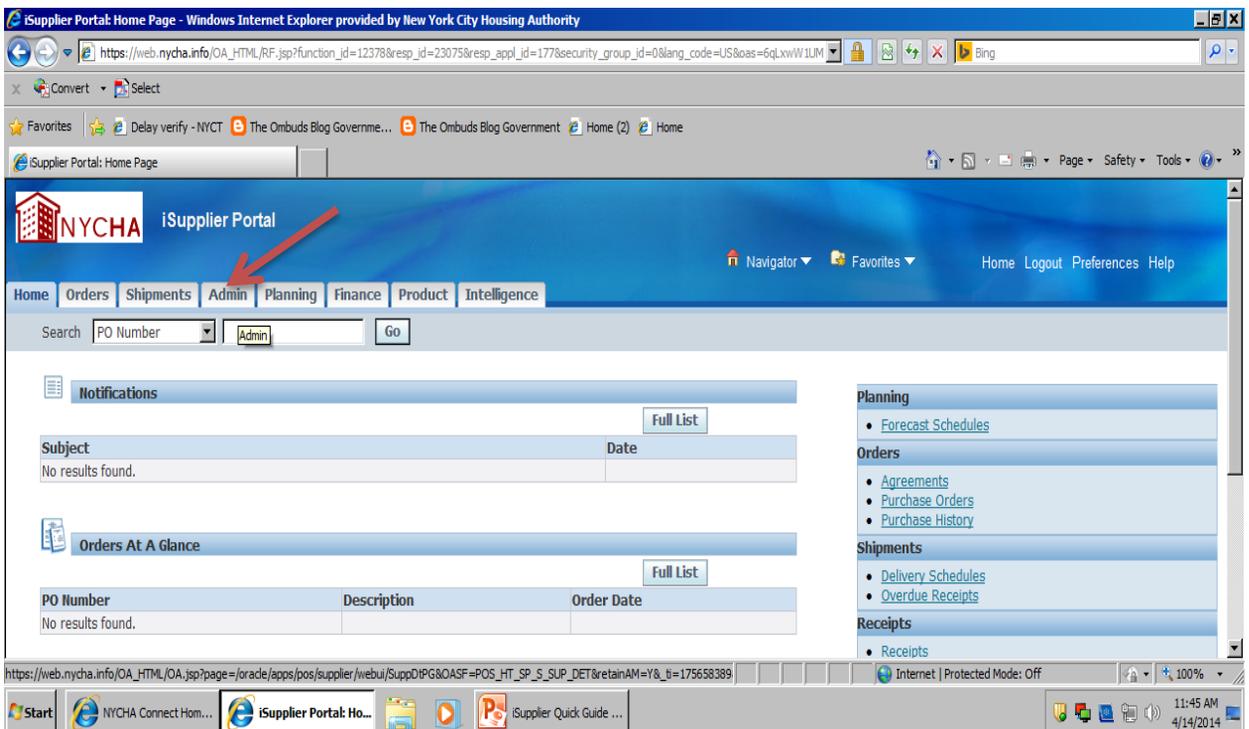


**HOW TO REGISTER YOUR
COMMODITIES IN THE FULL PORTAL
ACCESS MENU OPTION TO ENSURE
YOUR INCLUDED IN ELECTRONIC
BIDDERS LISTS**

After logging into your account choose the “iSupplier Portal Full Access Menu” Option.



Choose the “Admin” Tab....



Choose the “Product & Services” option.

The screenshot shows the NYCHA iSupplier Portal in Internet Explorer. The left-hand navigation menu is expanded, and the 'Product & Services' option is highlighted with a red arrow. The main content area shows the 'General' profile information for NYCHA, including organization name, supplier number (216789), and DUNS number. Below this is an 'Attachments' section with a search box and a table with columns: MarkView, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

Choose the “Add” Button to add commodity codes.

The screenshot shows the NYCHA iSupplier Portal with the 'Products and Services' section selected. A red arrow points to the 'Add' button located above a table. The table has columns: Select Code, Products and Services, Date Added, Approval Status, and View Sub-Category. The table currently shows 'No results found.'

Click the boxes that apply to your business. To cycle through the whole list, choose the “next” button until you come to the end of the list then hit “apply” when you are finished adding all the appropriate commodity codes. That’s it your finished you can hit home to get back to the home screen.

Admin: Profile Management: Product & Services >

Add Products and Services: : (NYCHA)

Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS		<input type="checkbox"/> Applicable
AL-APPLIANCES	APPLIANCE INSTALLATION		<input type="checkbox"/> Applicable
AL-ATHLETIC & RECREATIONAL ACTIVITIES	ATHLETIC & RECREATIONAL		<input type="checkbox"/> Applicable
APPLIANCES	APPLIANCES-GOODS AND PARTS		<input type="checkbox"/> Applicable
AS-ASBESTOS ABATEMENT	ASBESTOS ABATEMENT		<input type="checkbox"/> Applicable

Done

Trusted sites | Protected Mode: Off

200%

Start Add Products and ... NAVO PRO (E:) Inbox - Kim.Young@n... Supplier Registration ... Supplier Trade shows... Supplier Registration ... 6:12 PM 4/7/2015

HOW TO LOG INTO YOUR ACCOUNT AND OBTAIN BID DOCUMENTS

When logged in (see pages 5 thru10), Choose under the Main Menu the “Sourcing Supplier” menu option.....then “Sourcing”then “Sourcing Home Page” to get to the bidding portal.

Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE#

Oracle Applications Home Page

NYCHA E-Business Suite

Enterprise Search All Go Search Results Display Preference Standard

Logged In As KIM.YOUNG@NYCHA.NYC.GOV

Oracle Applications Home Page

Main Menu

Personalize

- iSupplier Portal Full Access
- Sourcing Supplier
- Sourcing
- Sourcing Home Page
- Worklist

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Start Oracle Application... Inbox - Elle.Williams... iSupplier Quick Guide ... 3:20 PM 4/2/2014

Under the “Search Open Negotiations Box, we want to choose “number” . . . Then enter the 5 digit pin/negotiation/RFP/RFQ number in the box and then click “Go”...

The screenshot shows the NYCHA Sourcing website interface. At the top, there is a navigation bar with the NYCHA logo and the word "Sourcing". Below this is a search bar labeled "Search Open Negotiations" with a dropdown menu set to "Title". A dropdown menu is currently open, showing options: "Title", "Number", "Contact", "Category", "Line", and "Event". The "Number" option is highlighted. A red arrow points to the dropdown menu, another red arrow points to the search input field, and a third red arrow points to the "Go" button. Below the search bar, there is a section for "Your Active and Draft" responses, which contains a table of negotiation entries. Below that is a section for "Your Company's Open Invitations" which currently shows "No results found." At the bottom, there is a "Quick Links" section.

Response Number	Response Status	Negotiation Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5967038	Draft		60557.1	SMD_Maintenance Painting of Apt.-Howard Houses & Tilden Houses	RFQ	4 days 18 hours		0
5386002	Draft		59242	SMD_Construction Management as Agent Services	RFQ	0 seconds		2
5742004	Draft		60127	SMD_DOOR CLOSERS AND PARTS	RFQ	0 seconds		0
5701042	Draft		59976	SMD_Maintenance Painting of Apartments- Wald Houses	RFQ	0 seconds		0
5641004	Draft		59801	SMD_Job Order Contract For Plumbing Renovation Work - Various Bronx North Dev.	RFQ	0 seconds		0

Click on the number and then click “go”. This will take you to the informational portion of the RFQ. We are not ready to respond to the bid yet. We first want to read all the information and obtain the documents.

Active Negotiations - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?page=/oracle/apps/pon/homepages/selling/webui/ponSellIt

NYCHA Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Active Negotiations

Search

Note that the search is case insensitive

Number: 60681
Title:
Category:
Contact:
Line:
Event:

Go Clear

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
C	60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND RADIATOR VENTS AT	SKEETE, WHITNEY	4 days 18 hours	07-Apr-2014 10:00:00	Sealed	0	0

Return to Negotiations

Negotiations Home Logout Preferences Help

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

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NEG_SUMMARY&ri=396&new=true&addBre

Internet | Protected Mode: Off

Start Active Negotiation... Inbox - Elle.Williams... iSupplier Quick Guide ...

3:24 PM 4/2/2014

When you move your task bar down located on the right hand side of your screen you will see all the documents listed on the bottom left portion of the screen.

If you see a “Next” button on the bottom right side of the screen this means there are more documents to load. Just click “Next” to load any additional documents.....

RFQ: 60681,1 - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NEG_SUMMARY&_ri=396&new=true&addBr...

Convert Select

RFQ: 60681,1

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers **Go to link in TIPS to download drawings.**

TIP In order to obtain copies of oversized Construction Documents, Drawing and/or Plans, you can visit the 11th floor of 90 Church Street, New York, New York, or click the following link, where you can download plans to a plotter or a flash drive. [NOTE: Not all bids contain oversized Construction Documents, Drawing and/or Plans. Typically, only large construction or rehabilitation bids will. Please refer to the specific documents on which you plan to bid to see if these documents need to be obtained.]: [Oversized Construction Documents, Drawing and/or Plans](#)

Previous 1-10 Next 10

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Attachment A	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Bid Proposal Face sheet	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	HUD General Conditions	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	NYCHA SPECIAL CONDITIONS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	INSTRUCTIONS TO BIDDERS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	FORM OF PROPOSAL	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	SPECIFICATIONS	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Cover.pdf	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Drawing Index.pdf	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		
	Bid Bond	File		To Supplier	SKEETEW	28-Mar-2014	One-Time		

Previous 1-10 Next 10

Done Internet | Protected Mode: Off 100%

Start RFQ: 60681,1 - Win... Inbox - Elle.Williams... iSupplier Quick Guide ... 3:24 PM 4/2/2014

Your document is open. Now save each document that you open to your hard drive or flash drive and work with them offline. Once you have all your documents you can log out of the portal. Prepare your documents, then scan them into your computer as one PDF document and title the document....to begin posting your bid in the next step.

Bid_Proposal_Face_Sheet[1].pdf (SECURED) - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create [Icons] Sticky Note Text Edits [Icons] Show

1 / 1 102% Find

NEW YORK CITY HOUSING AUTHORITY

BID/PROPOSAL FACE SHEET

Reset

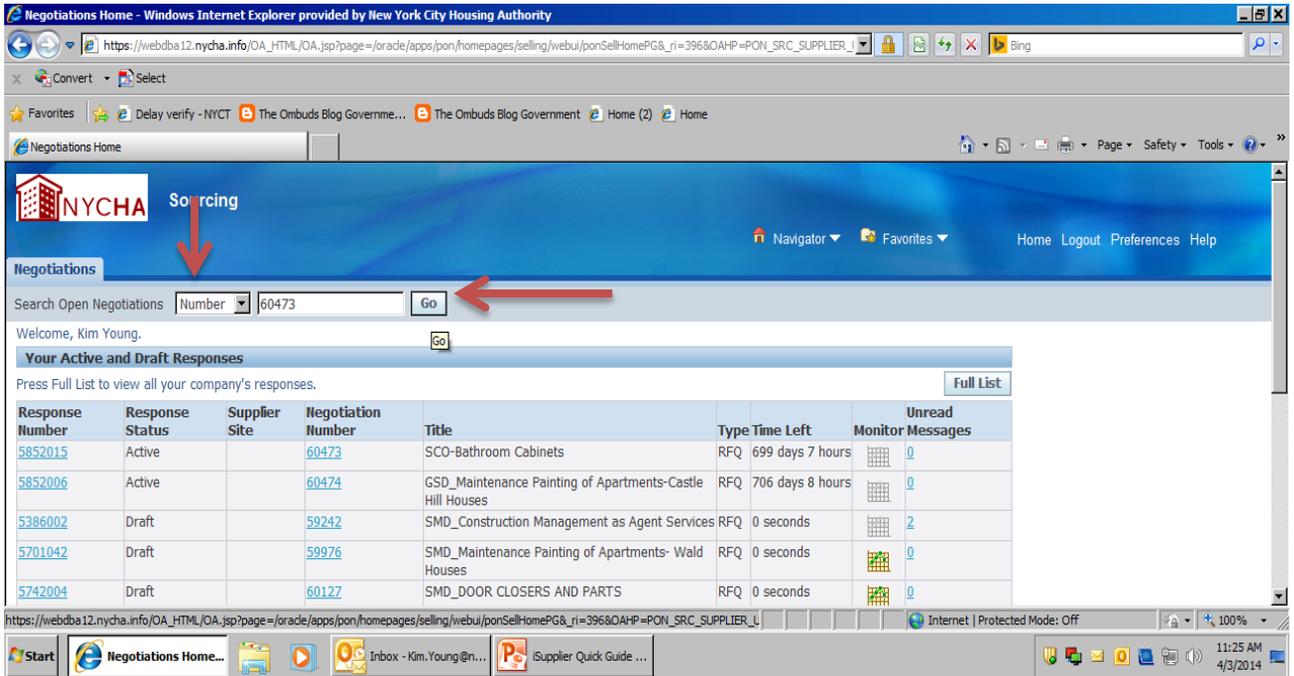
ALL VENDORS MUST COMPLETE AND SUBMIT A BID/PROPOSAL FACE SHEET FOR CONTRACT BIDS OF MORE THAN \$10,000 AS PART OF THE BID/PROPOSAL SUBMISSION.

DEPARTMENT/DEVELOPMENT	
BID/CONTRACT NUMBER	CONTRACT FOR:
BUSINESS APPLICANT NAME	TAX ID NUMBER
D/B/A OR TRADE NAME (If Any):	
BUSINESS ADDRESS:	
MAILING ADDRESS (If Different):	
REMIT TO ADDRESS (If Different):	
TELEPHONE #:	CELL PHONE #:
FAX #:	
WEBSITE:	
CONTACT PERSON:	TITLE:
E-MAIL ADDRESS:	

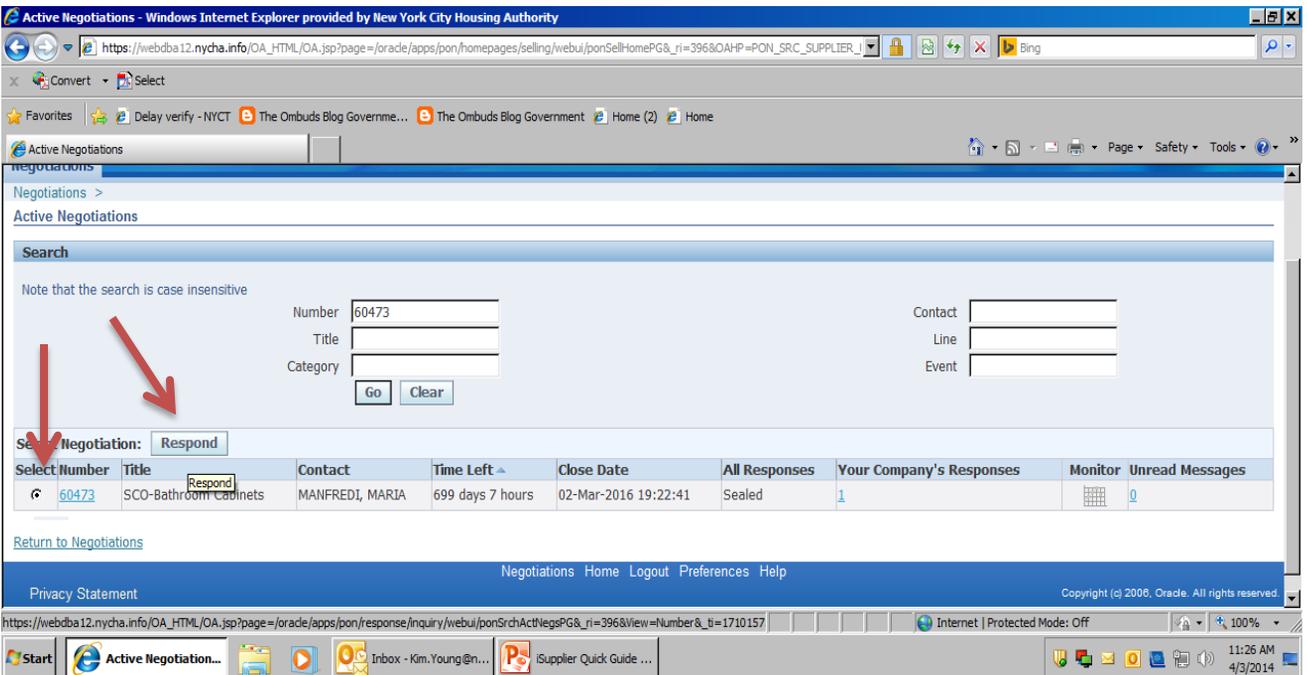
Start RFQ: 60681,1 - Wi... Inbox - Ele.William... Supplier Quick Guid... Bid_Proposal_Fa... 3:25 PM 4/2/2014

How to Respond to the Bid and Upload your Documents

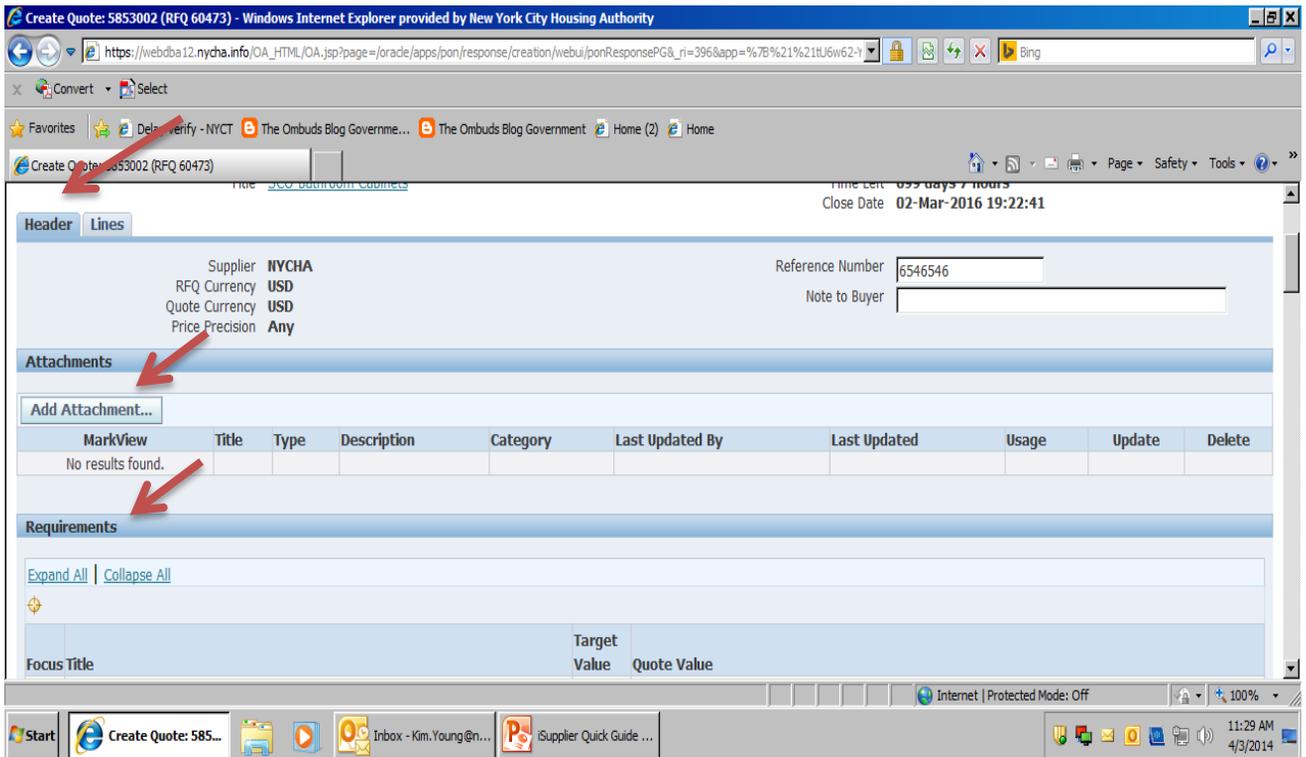
When Responding to the Bid insert the 5 digit pin number in the “Search Open Negotiation Box” remember to choose the “Number” option, then click “go”...



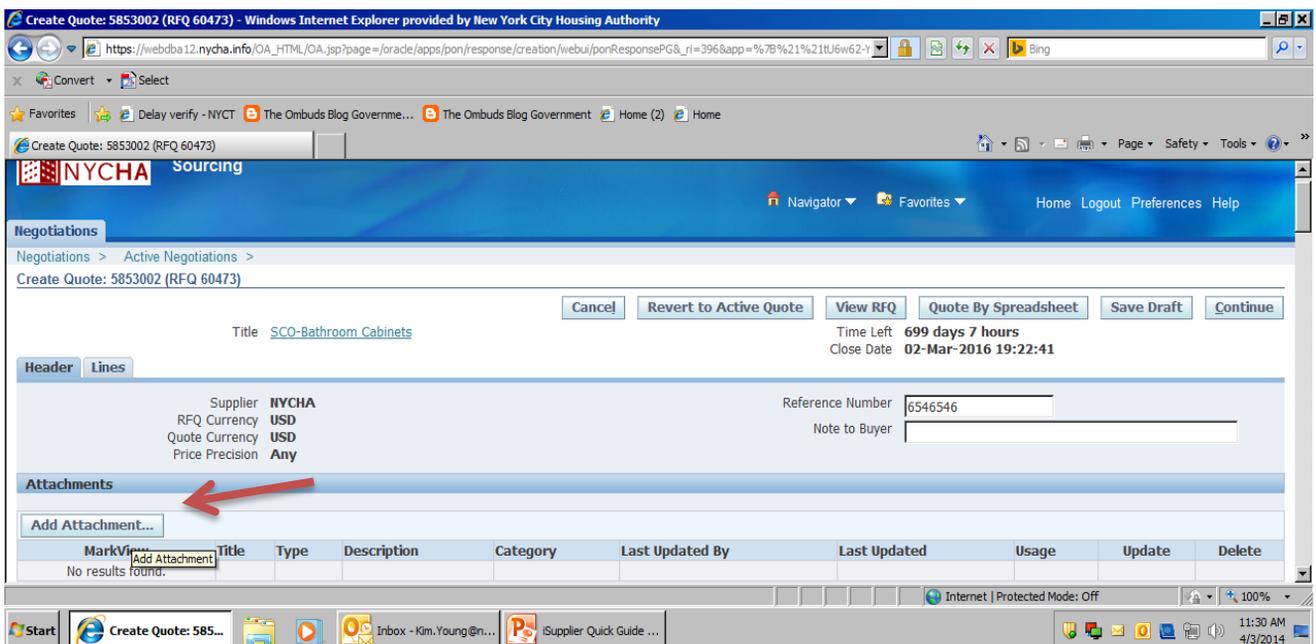
Choose the “Select” button also known as the “Radio Button” on the left side and choose “Respond” above. This will allow you to begin to respond to the bid.



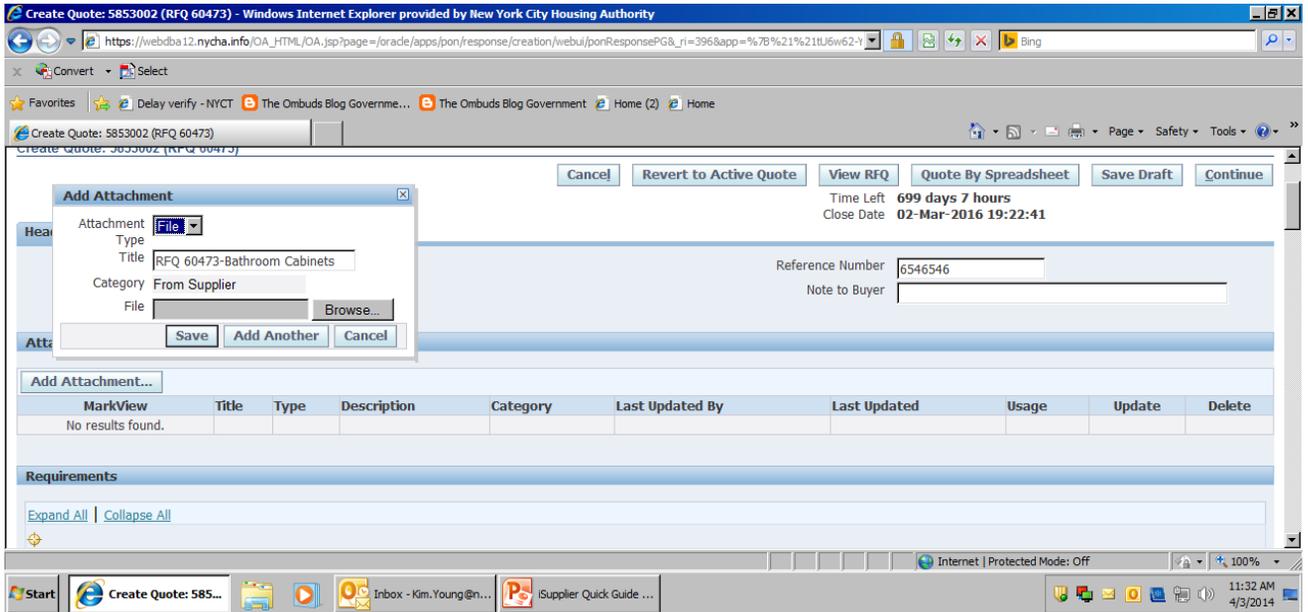
The “Header” page will load. First answer ALL of the requirement questions. This is also where you will add your attachments and upload your response bid documents/proposal.



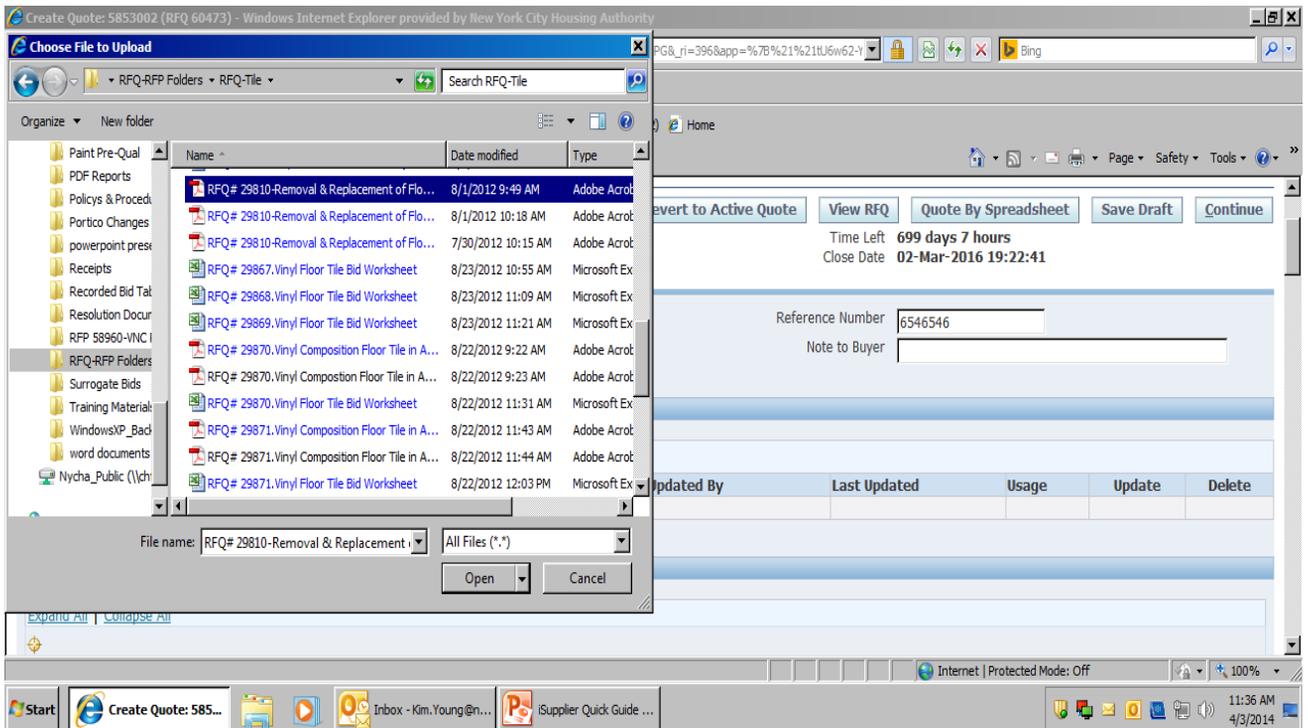
After you have answered your requirement questions, click the “Add Attachment” box.



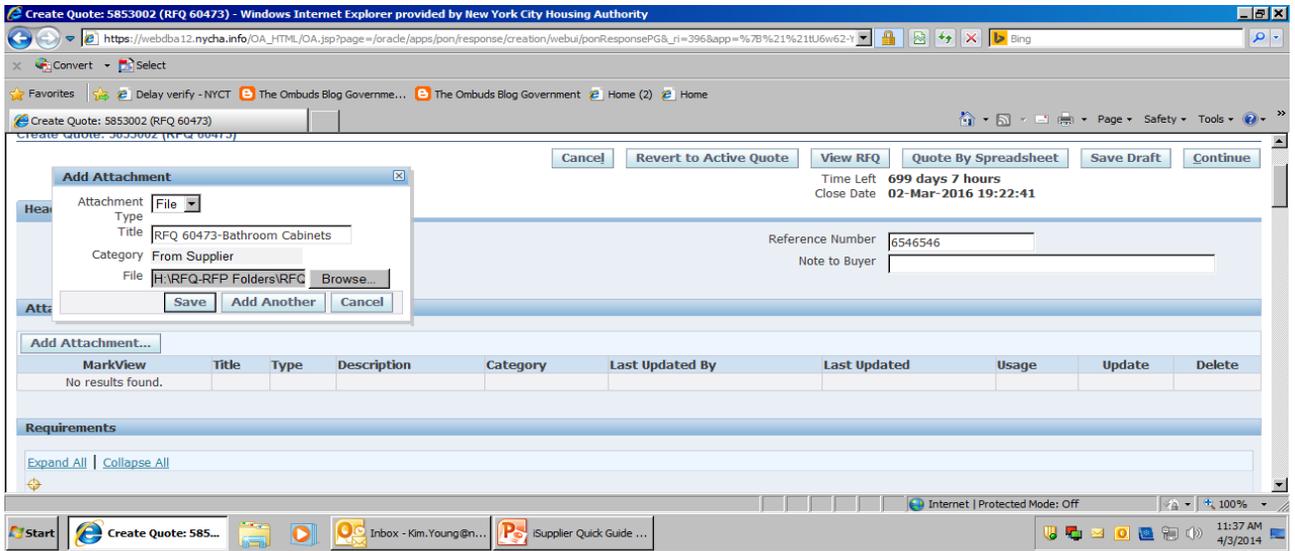
Attachment type, choose “File”, then under “Title”, name your file. Click the “Browse Box” to search on your computer for your uploaded and scanned Adobe PDF files that are required in order to respond to the bid.



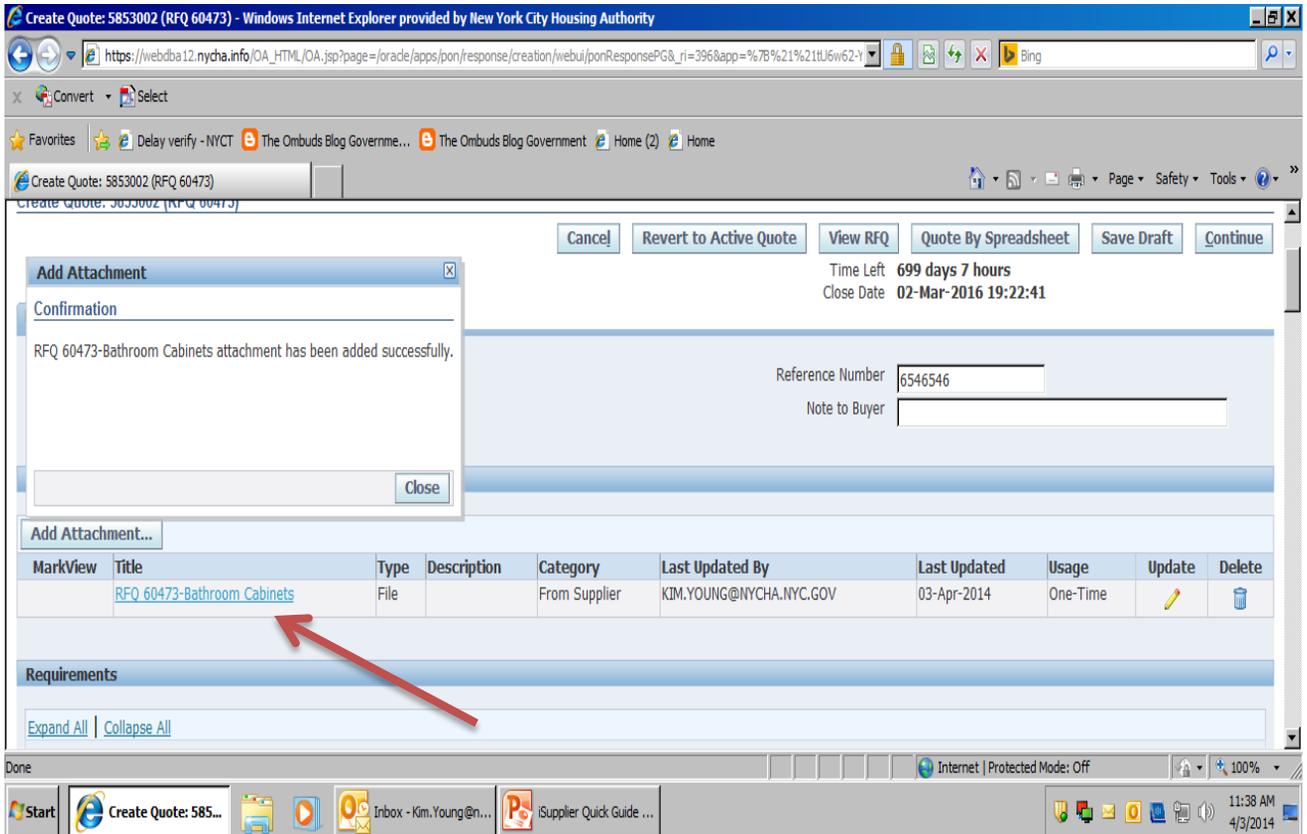
Click on your “PDF” scanned bid documents file attachment to attach as an uploaded document



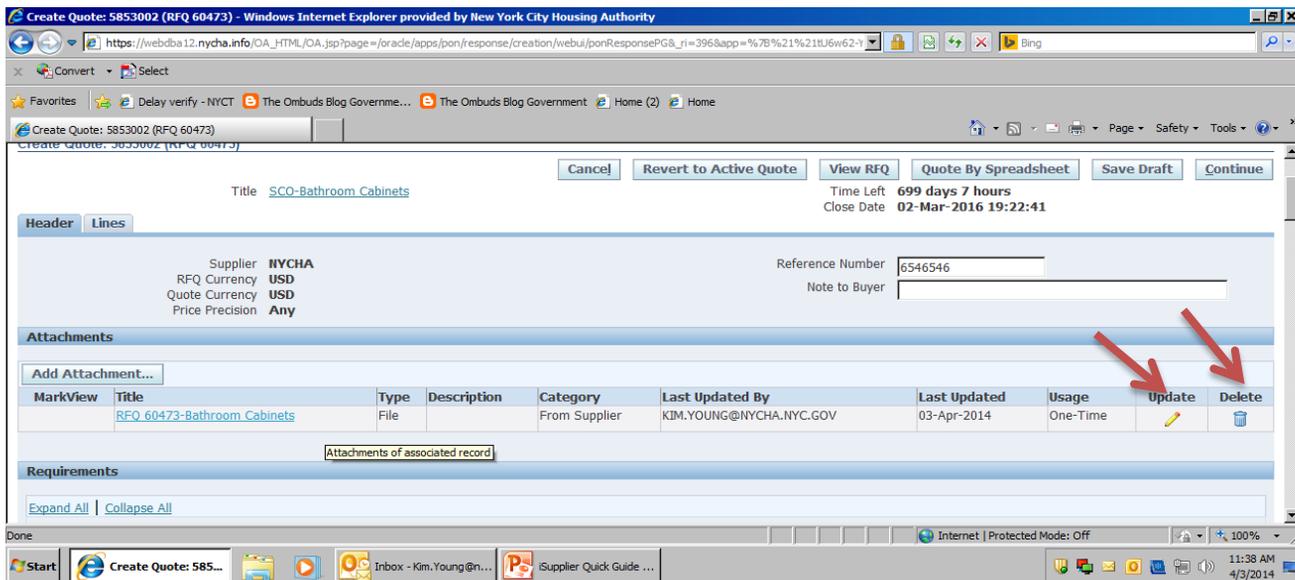
Your file will upload, then click "Save".



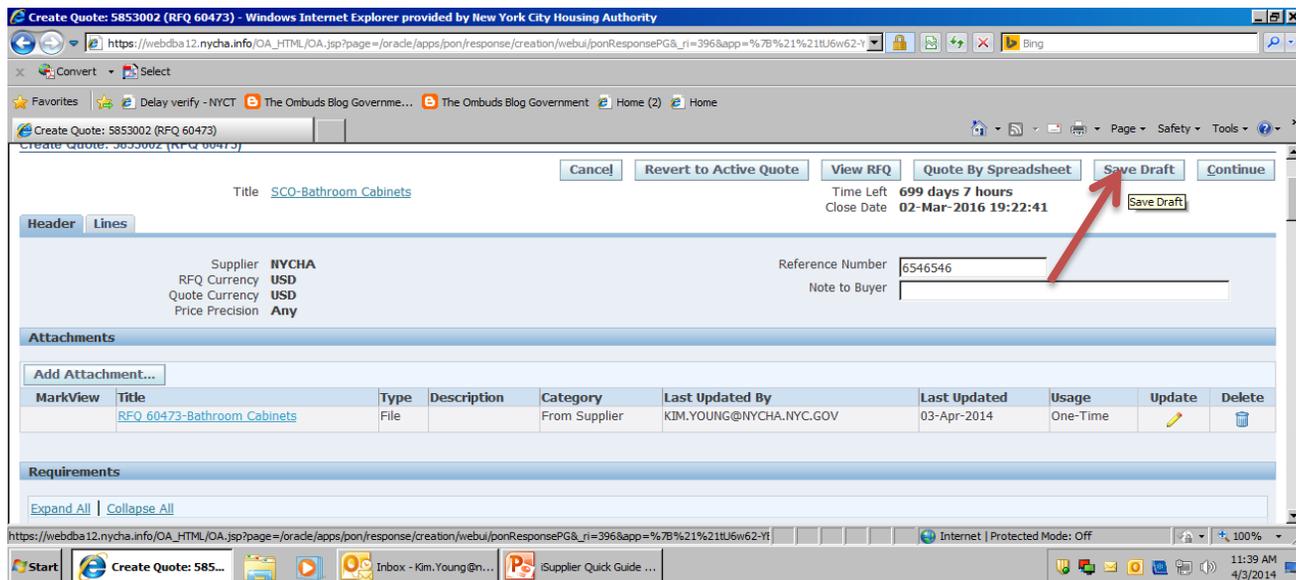
You will receive a confirmation that the file is uploaded and you will see it loaded online.



The document you uploaded is attached. You can click on the title and open it to view and you have the option to update it if there was a problem with your attachment by clicking the “update” pencil or you have the option to “delete” the document and re-attach another document in its place.



Click on the “Save Draft” box. This will insure that if you get any interruptions during your work process or have to log out your draft will be saved up to this point.



Click the tab labeled "Lines" to quote the monetary value of your proposal.

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

Title [SCO-Bathroom Cabinets](#) Time Left **699 days 7 hours**
Close Date **02-Mar-2016 19:22:41**

Header **Lines**

Supplier **NYCHA** Reference Number
RFQ Currency **USD** Note to Buyer
Quote Currency **USD**
Price Precision **Any**

Attachments

Add Attachment...

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	RFQ 60473-Bathroom Cabinets	File		From Supplier	KIM.YOUNG@NYCHA.NYC.GOV	03-Apr-2014	One-Time		

Requirements

Expand All Collapse All

Quote your dollar amount here. Numeric values only. Use only a decimal point to differentiate between dollars and cents.

No symbols (\$) or commas (,) accepted. (i.e. 275.50).

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

Title [SCO-Bathroom Cabinets](#) Time Left **699 days 7 hours**
Close Date **02-Mar-2016 19:22:41**

Header **Lines**

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

Power Quote %

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Class Award 1		Sealed					
1.1 CABINET L/H, BATH...		Sealed			<input type="text" value="275"/> EACH	1,500	
1.2 CABINET R/H, BATH...		Sealed			<input type="text" value="275"/> EACH	1,500	

Indicates more information requested. Click the Update icon.

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

Now we are at the finishing stages of the bid submission. After you enter your quote amount, click “continue”.

Windows Internet Explorer provided by New York City Housing Authority

https://webdba12.nycha.info/OA_HTML/OA.jsp?page=oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&app=%7B%21%21U6w62-Y

Create Quote: 5853002 (RFQ 60473)

Negotiations > Active Negotiations > Create Quote: 5853002 (RFQ 60473)

Title: [SCO-Bathroom Cabinets](#)

Time Left: 699 days 7 hours
Close Date: 02-Mar-2016 19:22:41

Buttons: Cancel, Revert to Active Quote, View RFQ, Quote By Spreadsheet, Save Draft, Continue

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

Power Quote: % Recalculate

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Class Award 1		Sealed					
1.1 CABINET L/H, BATH...		Sealed			275 EACH	1,500	
1.2 CABINET R/H, BATH...		Sealed			275 EACH	1,500	

Ⓢ Indicates more information requested. Click the Update icon.

Buttons: Cancel, Revert to Active Quote, View RFQ, Quote By Spreadsheet, Save Draft, Continue

Windows Taskbar: Start, Create Quote: 585..., Inbox - Kim.Young@..., iSupplier Quick Guide ...

You may want to review everything before you submit it, so click on Validate, review all items, then click on “Printable View”. This will translate everything you input into a contract document and will be your binding document and a record of your submission document for this particular bid. Click “Printable View” this will take a few moments to load into a PDF document. Save it.

Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?page=oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&draft_id=%7B%21%21null%7D&ar

Create Quote 5969023: Review and Submit (RFQ 60681.1)

NYCHA Sourcing

Buttons: Navigator, Favorites, Home, Logout, Preferences, Help

Negotiations >

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5969023: Review and Submit (RFQ 60681.1)

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

Header

Title: CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT

Supplier: NYCHA

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

Time Left: 3 days 22 hours
Close Date: 07-Apr-2014 10:00:00
Quote Valid Until, Reference Number, Note to Buyer

Attachments

Windows Taskbar: Start, Home - Windows Inte..., Create Quote 5969..., Inbox - Kim.Young@..., iSupplier Quick Guide ...

The final step in submitting your bid.

Click the "Submit" button. That is it ...you are finished! Once you get a confirmation, you have successfully submitted your bid. Print the confirmation page.

The screenshot shows a Windows Internet Explorer browser window titled "Create Quote 5969023: Review and Submit (RFQ 60681,1) - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows the URL: https://web.nycha.info/OA_HTML/OA.jsp?page=/oracle/apps/pon/response/creation/webui/ponResponsePG&ri=396&draft_id=%7B%21%621mull%7D&ay. The page content includes a warning message: "Warning: Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed." Below the warning is the title "Create Quote 5969023: Review and Submit (RFQ 60681,1)" and a row of buttons: "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". A red arrow points to the "Submit" button. The "Header" section contains the following information: Title: CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT; Supplier: NYCHA; RFQ Currency: USD; Quote Currency: USD; Price Precision: Any; Time Left: 3 days 22 hours; Close Date: 07-Apr-2014 10:00:00; Quote Valid Until; Reference Number; Note to Buyer. The "Attachments" section is a table with columns: MarkView, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete. The table contains one row: "No results found." The "Requirements" section is empty. The browser's taskbar shows the Start button, Home - Windows Inte..., Create Quote 5969..., and other open applications. The system tray shows the time as 11:56 AM on 4/3/2014.

How to check the NYCHA website for open bids

How to check the NYCHA Website for Bid Opportunities without being logged into your account

The screenshot shows the NYCHA Procurement Opportunities page in Internet Explorer. The browser's address bar displays the URL: <http://www1.nyc.gov/site/hycha/business/procurement-opportunities.page>. The page features a sidebar on the left with several navigation links, and a main content area on the right.

Navigation Links (Sidebar):

- iSupplier Vendor Registration
- Minority & Women-Owned Small Business
- Selling to NYCHA
- [Procurement Opportunities](#)** (indicated by a red arrow)
- Development Proposals and Sale of Property
- Resident Services and Opportunities
- Prevailing Wage Initiative
- Vendor Insurance Information (RiskWorks)
- Store Leasing

Main Content Area:

Procurement Opportunities

To learn more about current procurement opportunities with the New York City Housing Authority, click on a category below. You may also access our procurement notices on [The City Record website](#).

[View procurement opportunities](#) (indicated by a red arrow)

Invitation for Bids

Issue Date: 04-24-2015
Due Date: 06-03-2015, 3:00p.m.
Type of Solicitation: Invitation for Bid
Description: Invitation for Bids - PRIMARY/EXCESS GENERAL, AUTOMOBILE, NON-OWNED & HIRED AUTOMOBILE, EMPLOYEE BENEFITS (CLAIMS MADE) LIABILITY INSURANCE.

Issue Date: 04-24-2015
Due Date: 06-03-2015, 3:00p.m.
Type of Solicitation: Invitation for Bid
Description: Invitation for Bids - PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY INSURANCE.

Go to the "Status" box and choose "Active". Then click "Go".

NYCHA Procurement Opportunities

Status: **All**

1. Please note that this page only provides a brief summary of NYCHA Procurement Opportunities. For complete access, including viewing attachments and creating responses, please log into the NYCHA iSupplier application.

2. To log into the NYCHA iSupplier application, navigate to the Doing Business with NYCHA website [Log-in here button](#) by clicking on the following link: [Doing Business with NYCHA](#)

3. To change the way RFQs are displayed, select a different value in the Status drop-down list (i.e., All, Active, Cancelled, etc.) and then click on the Go button.

4. To sort data for improved viewing, you may click on the Negotiation Number, Title, and Sourcing Type column headings.

5. The following is a legend describing the NYCHA buying group acronyms found in RFQ Titles:

GSD = General Services Department (i.e., Building Maintenance Services, IT Services, Services related to Community Centers and Management Services).

SCO = Supply Chain Operations (i.e., Building Supplies, Electrical Supplies, Plumbing Supplies and other Goods).

CPD = Capital District Division (i.e., Construction, Engineering, Architecture, and other services Projects)

The Negotiation number on your left is your 5 digit Pin number also referred to as your RFQ/RFP number. The Eyeglasses on your right allows you to view the PDF version of the information of what you would see if you were logged into the iSupplier Portal. This will only give you information to see if you are interested in this bidding opportunity.

Negotiation Number	Title	Sourcing Type	Negotiation Type	Open Date	Close Date	Details
60496	SMD_Maintenance Painting of Apt. - Polo Grounds Towers - Manhattan	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60497,1	SMD_Maintenance Painting of Apt.- Drew-Hamilton Houses & P.S. 139 Conversion	APT PAINTING CONTRACTORS	RFQ	28-FEB-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT	Roof Replacement	RFQ	14-MAR-2014 09:00:00	07-APR-2014 10:00:00	Ⓞ
60725,1	SMD_Work Plan Implementation - Polo Grounds Towers - Manhattan	ENVIRONMENTAL TESTING AND SERVICES	RFQ	17-MAR-2014 09:48:52	07-APR-2014 10:00:00	Ⓞ
60557,1	SMD_Maintenance Painting of Apt.-Howard Houses & Tilden Houses	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:05:00	Ⓞ
60726	SMD_Work Plan Implementation - Rutland Towers - Brooklyn	ENVIRONMENTAL TESTING AND SERVICES	RFQ	21-MAR-2014 10:15:40	07-APR-2014 10:05:00	Ⓞ
60727,1	SMD_Work Plan Implementation - Arverne Houses, Queens	ENVIRONMENTAL TESTING AND SERVICES	RFQ	24-MAR-2014 00:00:00	07-APR-2014 10:10:00	Ⓞ
60559	SMD_Maintenance Painting of Apt., Morris I Houses & Morris II Houses - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:15:00	Ⓞ
60560,1	SMD_Maintenance Painting of Apt.-Pelham Parkway & Boston Road Plaza - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:20:00	Ⓞ
60561,1	SMD_Maintenance Painting of Apt.-Sheepshead Bay Houses & Nostrand Houses - BK	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:25:00	Ⓞ
60562	SMD_Maintenance Painting of Various Developments, Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:30:00	Ⓞ
60634	SCO_Furnish Delta Repair Kit	Plumbing and Heating Parts	RFQ	04-MAR-2014 09:35:04	07-APR-2014 10:30:00	Ⓞ
60666	SMD-Furnish Mepco Heating Parts	Plumbing and Heating Parts	RFQ	06-MAR-2014 15:52:29	07-APR-2014 10:30:00	Ⓞ

How Register Your Business Classification in the Portal



IF THIS IS A BUSINESS AT LEAST FIFTY-ONE PERCENT (51%) OWNED, CONTROLLED AND OPERATED BY (OR IN THE CASE OF A PUBLICLY OWNED BUSINESS AT LEAST FIFTY ONE PERCENT (51%) OF THE STOCK IS OWNED BY) CITIZENS OR PERMANENT RESIDENT ALIENS WHO ARE (PLEASE CHECK ALL THAT APPLY)

ASIAN= *ASIAN AND PACIFIC ISLANDER AMERICAN PERSONS HAVING ORIGINS IN ANY OF THE FAR EAST COUNTRIES, SOUTH EAST ASIA, THE INDIAN SUBCONTINENT OR THE PACIFIC ISLANDS*

BLACK= *BLACK PERSONS HAVING ORIGINS IN ANY OF THE BLACK AFRICAN RACIAL GROUPS*

HASIDIC JEW

HISPANIC= *HISPANIC PERSONS OF MEXICAN, PUERTO RICAN, DOMINICAN, CUBAN, CENTRAL OR SOUTH AMERICAN DESCENT OF EITHER INDIAN OR HISPANIC ORIGIN, REGARDLESS OF RACE*

NATIVE AMERICAN= *NATIVE AMERICAN OR ALASKAN NATIVE PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA*

WOMEN

VETERAN OWNED = *ONE OR MORE VETERANS IN BUSINESS CERTIFIED BY A GOVERNMENT AGENCY*

CERTIFIED AS MBE, WBE AND/OR SBE : IS THIS BUSINESS CERTIFIED AS ANY OF THE FOLLOWING TYPES OF BUSINESS ENTERPRISE BY A GOVERNMENT AGENCY OR AUTHORITY? IF YES, ATTACH COPIES OF ALL SUCH CERTIFICATIONS UPON UPLOADING BID DOCUMENTS WHILE PLACING THE BID.

MINORITY OWNED BUSINESS
WOMEN OWNED BUSINESS
Small Business Enterprise

See the next page . . .

After you log in, Choose under the Main Menu the “iSupplier Portal Full Access” menu option...to get to the Administration functions of the portal.

The screenshot displays the Oracle Applications Home Page for the NYCHA E-Business Suite. The browser window title is "Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows the URL: https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OA-HOMEPAGE. The page header includes the NYCHA logo and the text "E-Business Suite". There are navigation links for "Favorites", "Logout", "Preferences", and "Help". An "Enterprise Search" bar is present with a dropdown menu set to "All" and a "Go" button. The user is logged in as "KIM.YOUNG@NYCHA.NYC.GOV".

The "Main Menu" section contains a "Personalize" button and two menu items: "iSupplier Portal Full Access" (highlighted with a red arrow) and "Sourcing Supplier".

The "Worklist" section features a "Full List" button and a table with the following columns: "From", "Type", "Subject", "Sent", and "Due". Below the table, it states "There are no notifications in this view." and includes two tips:

- ✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

The Windows taskbar at the bottom shows several open applications, including "Oracle Application...", "Sent Items - Kim.You...", "FW: Pre-bid Confere...", "DRAFT - Powerpoi...", and "Supplier Trade shows...". The system clock indicates the time is 4:01 PM on 4/8/2015.

Choose the "Admin" tab

The screenshot shows the NYCHA iSupplier Portal interface. At the top, there is a navigation bar with the NYCHA logo and the text "iSupplier Portal". Below this is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main navigation menu consists of several tabs: Home, Orders, Shipments, Admin, Planning, Finance, Product, and Intelligence. A red arrow points to the "Admin" tab. To the right of the navigation menu are links for "Home", "Logout", "Preferences", and "Help". Below the navigation menu, there are several sections: "Notifications" with a "Full List" button and a table showing "No results found."; "Orders At A Glance" with a "Full List" button and a table showing "No results found."; "Planning" with a link to "Forecast Schedules"; "Orders" with links to "Agreements", "Purchase Orders", and "Purchase History"; "Shipments" with links to "Delivery Schedules" and "Overdue Receipts"; and "Receipts" with links to "Receipts", "Returns", and "On-Time Performance". The bottom of the screen shows the Windows taskbar with several open applications.

Supplier Portal: Home Page - Windows Internet Explorer provided by New York City Housing Authority

https://web.mycha.info/04_HTML/RF.jsp?function_id=12378&resp_id=23075&resp_app_id=177&security_group_id=0&lang_code=US&locas=0v90h61DEf9bV4ca504g...

File Edit View Favorites Tools Help

Convert Select

Favorites Meeting Schedule - NYCHA INFORMATION NIGERIA N... IT Training Courses & Certif... Keyboard Shortcuts for Mic... Delay verify - NYCT The Ombuds Blog Governem... The Ombuds Blog Government Home (2) Home

Login Supplier Portal: Home Page

Page Safety Tools

NYCHA iSupplier Portal

Navigator Favorites

Home Logout Preferences Help

Home Orders Shipments **Admin** Planning Finance Product Intelligence

Search PO Number Go

Notifications Full List

Subject	Date
No results found.	

Orders At A Glance Full List

PO Number	Description	Order Date
No results found.		

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Start Supplier Portal Ho... NANO PRO (E) Inbox - Kim.Young@... FTL: Password Reset... Supplier Trade shows...

Trusted sites | Protected Mode: Off 200% 6:22 PM 4/6/2015

Choose Business Classification Link – once you are in the business classification section, click the classification that applies to your company and “Save

The screenshot shows a web browser window displaying a 'Business Classifications' page. The browser's address bar shows a URL from 'web.nycha.info'. The page has a blue header with navigation links: Home, Orders, Shipments, Admin, Planning, Finance, Product, and Intelligence. Below the header is a 'Profile Management' section with a left-hand menu containing: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications (highlighted with a red arrow), Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled 'Business Classifications' and contains a 'Certification' section with a checkbox and the text 'I certify that I have reviewed the classification below and they are current and accurate.' Below this is a table with columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The table lists several classification types: Minority Owned, NA, Resident Owned, Section 3, Small Business, and Veteran Owned. At the top right of the main content area, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button. The browser's taskbar at the bottom shows various open applications and the system clock indicating 6:12 PM on 4/6/2015.

Business Classifications

Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 22-Mar-2015

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>				
NA	<input type="checkbox"/>				
Resident Owned	<input type="checkbox"/>				
Section 3	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Veteran Owned	<input type="checkbox"/>				

How to get your bid results and view your ranking order in the bid you participated in>

After you log in to your iSupplier Account, Go to the menu option under "Sourcing Supplier, Sourcing, Sourcing Home page" -- on the right hand side, click the box that says "Full list" . . . choose the number of the bid from the list - - -

a (5 digit number), then choose on the right to that number, correlating to the bid under "Monitor" by clicking the square box displaying like a grid, if the bid was unsealed it will display in yellow. This should list your ranking order number that you are in this particular bid.

If the Bid Clerk has unsealed the bid you will find the number associated with your bid on the list as active. If it is not displaying as active under your list the bid representative might not have unsealed it yet. Please wait and check back in one week. If its still not there, please email the bid representative to unseal the bid if it has been past one week since close of bid. Mark.allen@nycha.nyc.gov copying your request to the Procurement inbox at procurement@nycha.nyc.gov

To contact the
Procurement Department
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