

Sourcing Supplier Bid Submission



The graphic is a rectangular box with a blue border. It features a dark blue horizontal band at the top with the text "NYCHA iSupplier Portal" in white. Below this band is a thin red horizontal line. The main body of the graphic is white and contains the text "Sourcing Supplier Bid Submission" in a large, blue, sans-serif font. At the bottom left is the NYCHA logo, which consists of a red house icon followed by the text "NEW YORK CITY HOUSING AUTHORITY" in red. At the bottom right is the text "NYCHA Human Resources Department Professional Development & Training © NYCHA 2012. All rights reserved." in a smaller, black, sans-serif font.

New York City Housing Authority iSupplier Portal - Sourcing Supplier Bid Submission

Produced by the New York City Housing Authority

Human Resources Department - Professional Development & Training

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Outcomes

Outcomes

2

This eLearning module will enable you to:

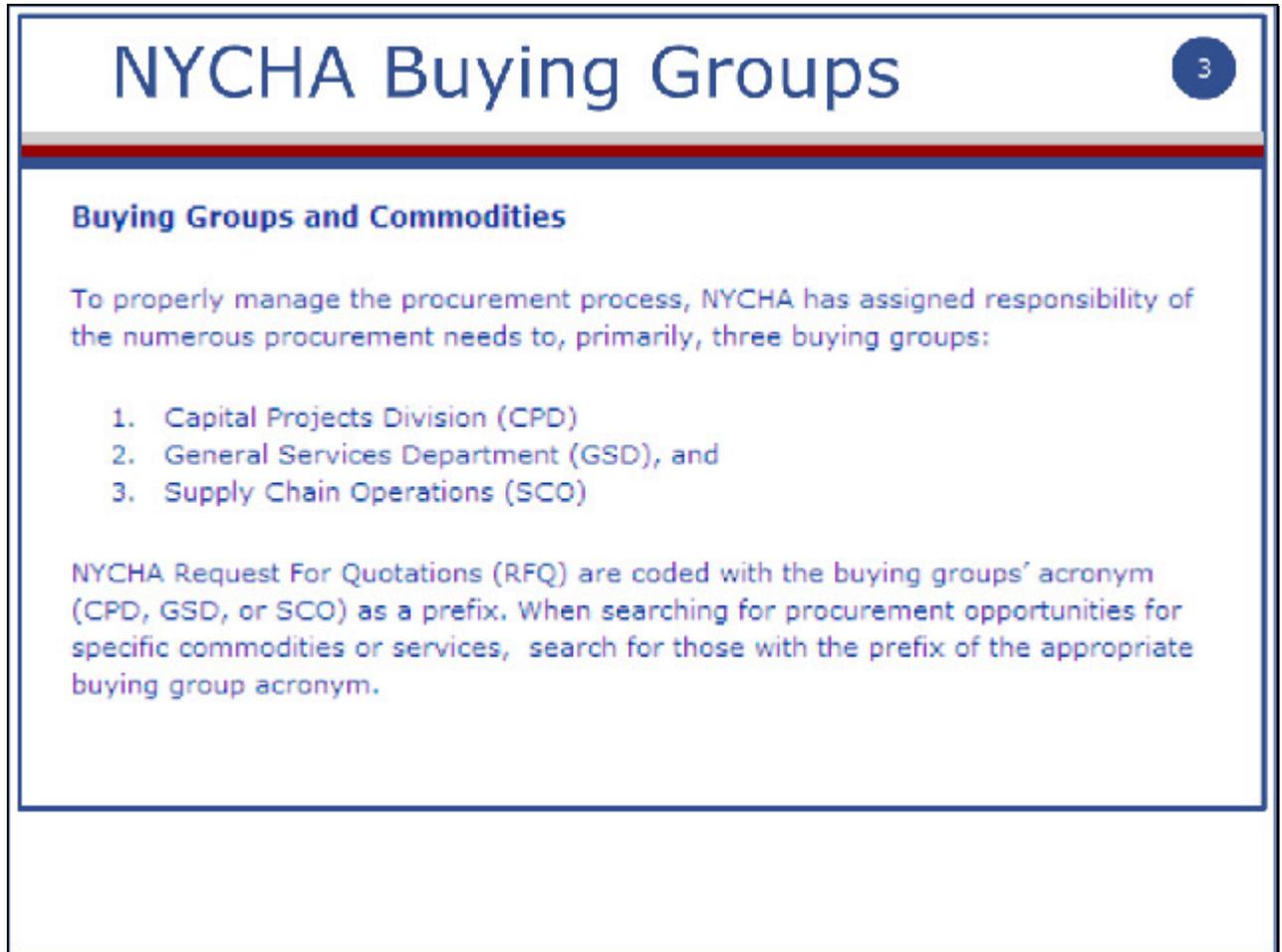
- ▶ Locate bidding opportunities
- ▶ Respond to open invitations
- ▶ Create and submit a bid (Sourcing Event)
- ▶ Respond to amendments

This eLearning module will enable you to:

- Locate bidding opportunities
- Respond to open invitations
- Create and submit a bid (Sourcing Event)
- Respond to amendments

Locating Procurement Opportunities with NYCHA

Buying Groups

A screenshot of a webpage titled "NYCHA Buying Groups". The page has a blue header with the title and a small blue circle containing the number "3" in the top right corner. Below the header is a red horizontal line. The main content area has a blue heading "Buying Groups and Commodities". The text explains that NYCHA has assigned responsibility for procurement needs to three buying groups: Capital Projects Division (CPD), General Services Department (GSD), and Supply Chain Operations (SCO). It also states that NYCHA Request For Quotations (RFQ) are coded with the buying group acronym as a prefix.

NYCHA Buying Groups

Buying Groups and Commodities

To properly manage the procurement process, NYCHA has assigned responsibility of the numerous procurement needs to, primarily, three buying groups:

1. Capital Projects Division (CPD)
2. General Services Department (GSD), and
3. Supply Chain Operations (SCO)

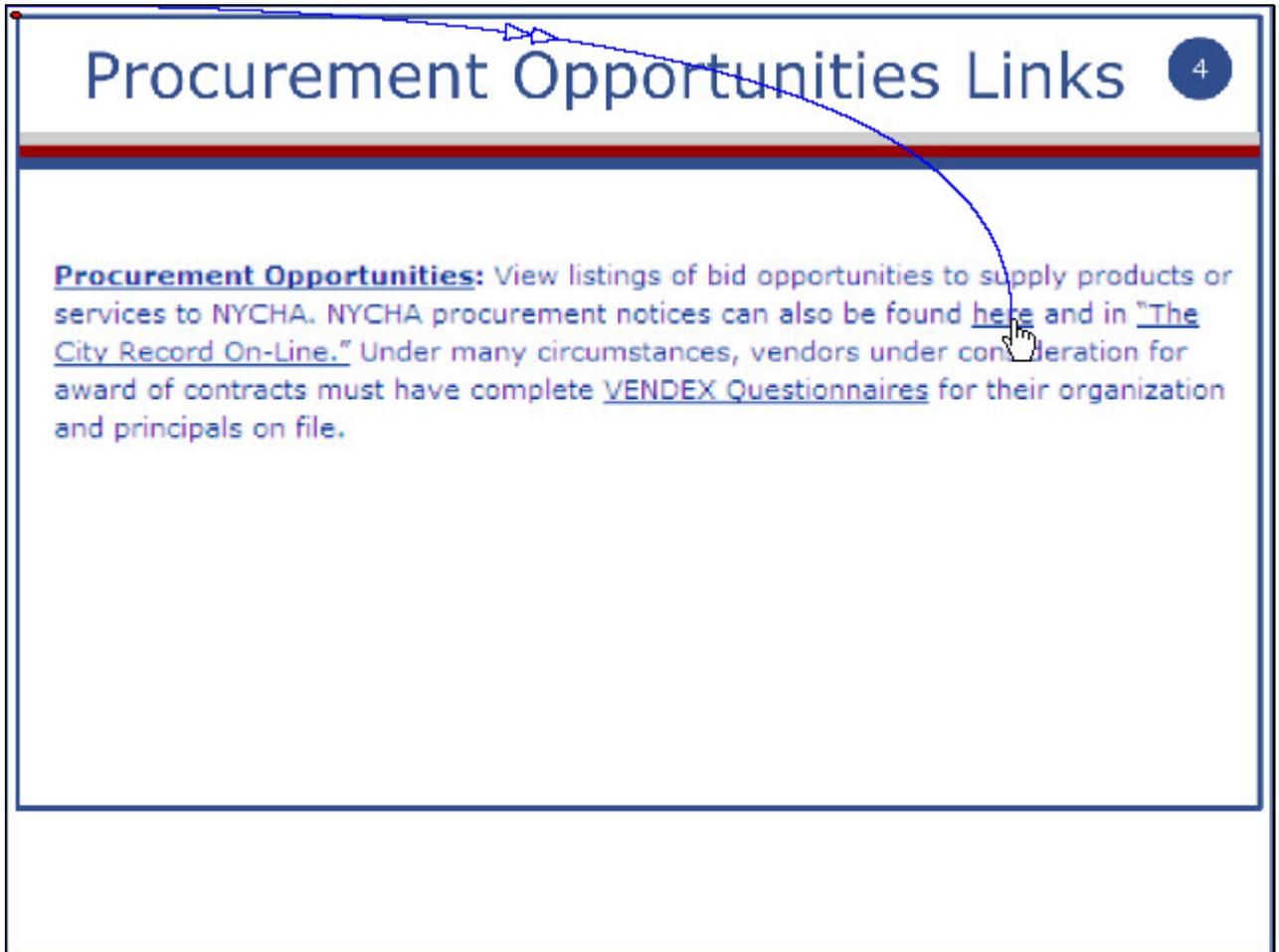
NYCHA Request For Quotations (RFQ) are coded with the buying groups' acronym (CPD, GSD, or SCO) as a prefix. When searching for procurement opportunities for specific commodities or services, search for those with the prefix of the appropriate buying group acronym.

To properly manage the procurement process, the New York City Housing Authority has assigned responsibility of the numerous procurement needs to, primarily, three buying groups:

1. Capital Projects Division (CPD)
2. General Services Department (GSD)
3. Supply Chain Operations (SCO)

Housing Authority Requests for Quotations (RFQ) are coded with the buying groups' acronym (CPD, GSD, or SCO) as a prefix. When searching for procurement opportunities for specific commodities or services, search for those with the prefix of the appropriate buying group acronym.

Viewing NYCHA's Procurement Notices



View listings of bid opportunities to supply products or services to the New York City Housing Authority. Select the 'procurement notices can also be found here' link to view current procurement notices.

NYCHA Procurement Opportunities Screen

NYCHA Procurement Opportunities 5

NYCHA Procurement Opportunities

Status: All [v] Go

- Please note that this page only provides a brief summary of NYCHA Procurement Opportunities. For more complete access, including viewing attachments and creating responses, please log into the NYCHA iSupplier application.
- To log into the NYCHA iSupplier application, navigate to the Doing Business with NYCHA website (and select the Log-in here link) by clicking on the following link [Doing Business with NYCHA](#)
- 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.
- To sort data for improved viewing, you may click on the Negotiation Number, Title, and Sourcing Type column headings.
- The following is a legend describing the NYCHA buying group acronyms found in RFQ Titles:
 - OSD = 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 Projects Division (i.e., Construction, Engineering, Architecture, and other major Projects)

Previous 1-40 Next 42 00

Negotiation Number	Title	Sourcing Type	Negotiation Type	Open Date	Close Date	Details
26388	Various Tank Coils		RFQ			00
26381	Plumbing Accessories		RFQ			00
26901	San-Mexco Heating Parts	Plumbing and Heating Parts	RFQ			00
0075	Furnish Simple Green Cleaner Degreaser	Janitorial Supplies	RFQ	11-DEC-2009 06:00:00	05-JAN-2010 10:30:00	00
26119	GR9003728-APARTMENT RENOVATION @WEST BRIGHTON II	ALL - Site Improvement Projects	RFQ	05-JAN-2010 10:00:00	27-JAN-2010 10:00:00	00

The Procurement Opportunities screen provides a brief summary of New York City Housing Authority Procurement Opportunities.

For more complete access, including viewing attachments and creating responses, please log into the iSupplier portal.

To change the way RFQs are displayed, select a different value in the Status drop-down list. Click the Go button to process your request.

To sort data for improved viewing, select the Negotiation Number, Title, or Sourcing Type column headings. Click the Go button to process your request.

Searching Bid Opportunities

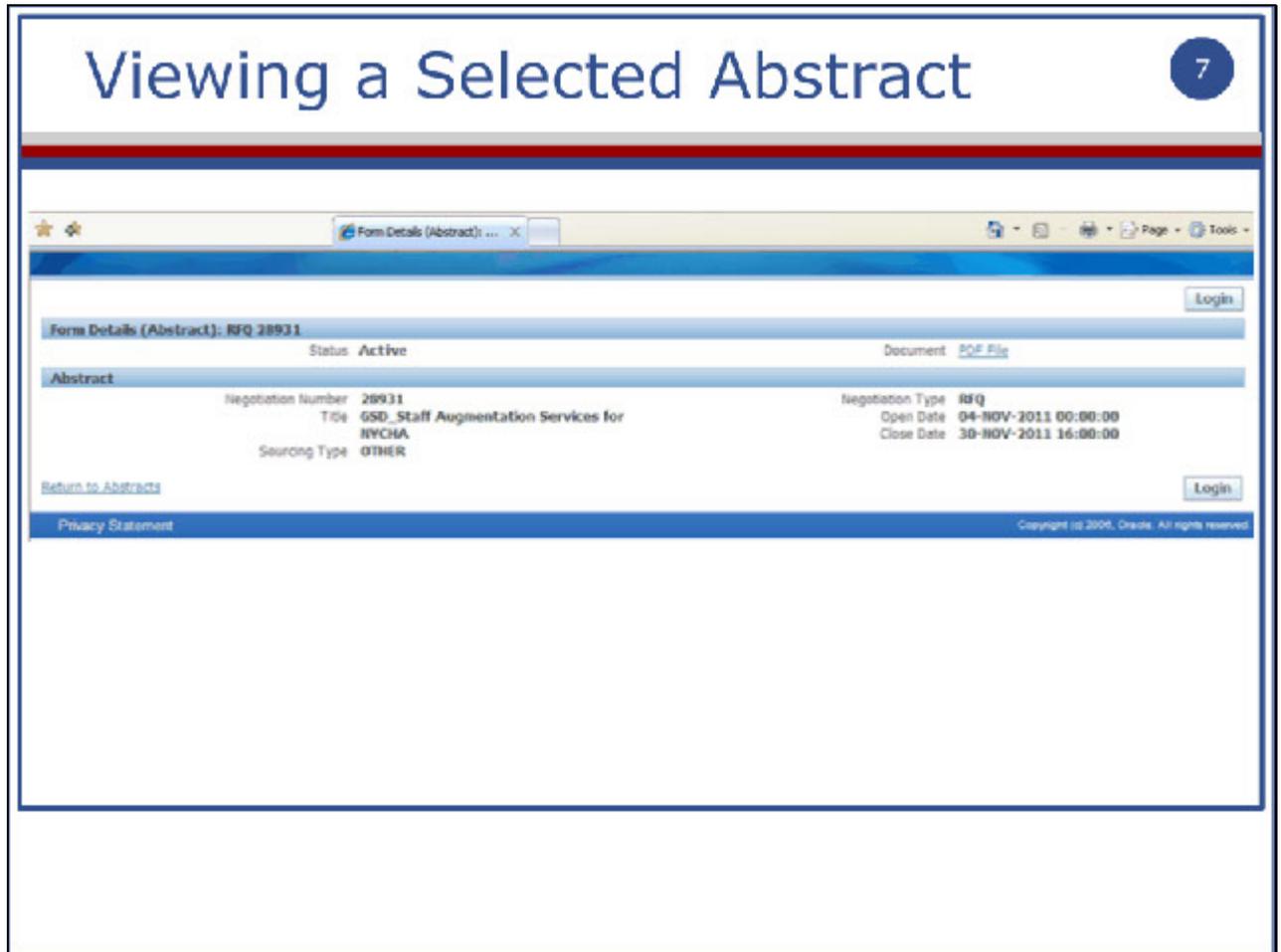
Searching Bid Opportunities

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Negotiation Number	Title	Sourcing Type	Negotiation Type	Open Date	Close Date	Details
28808	SCO_FURNISH SAFETY ITEMS	Safety Supplies	RFQ	21-SEP-2011 11:29:36	27-OCT-2011 10:30:00	oo
28834	SCO_FURNISH NEW FIRE EXTINGUISHERS	Safety Supplies	RFQ	21-SEP-2011 13:36:25	27-OCT-2011 10:30:00	oo
28857	SCO_Mustee Tub Surround	Plumbing and Heating Parts	RFQ	22-SEP-2011 15:02:13	27-OCT-2011 10:30:00	oo
28842	SCO-CASTERS & ACCESSORIES	Janitorial Supplies	RFQ	04-OCT-2011 12:42:27	04-OCT-2011 10:00:09	oo
28868	SCO_ALUMINUM REPLACEMENT WINDOWS	Structural Supplies (i.e., Lumber, Cabinets, Doors, etc.)	RFQ	03-OCT-2011 14:00:00	27-OCT-2011 10:40:00	oo
28770,4	SCO_DEODORANT, INDUSTRIAL STRENGTH	Janitorial Supplies	RFQ	29-SEP-2011 15:45:00	03-NOV-2011 10:35:00	oo
28859,3	GSD_Job Order Contract For General Construction Renovation Work-Var QX	GENERAL RENOVATION CONTRACTOR	RFQ	19-OCT-2011 15:30:00	09-NOV-2011 10:00:00	oo
28860,2	GSD_Job Order Contract For General Construction Renovation Work-Var SI Dev.	GENERAL RENOVATION CONTRACTOR	RFQ	19-OCT-2011 15:35:00	09-NOV-2011 10:05:00	oo
28861,4	GSD_Job Order Contract For General Construction Renovation Work-Var BK	GENERAL RENOVATION CONTRACTOR	RFQ	20-OCT-2011 14:30:00	15-NOV-2011 10:00:00	oo
28862,4	GSD_Job Order Contract For General Construction Work-Various Bronx	GENERAL RENOVATION CONTRACTOR	RFQ	20-OCT-2011 15:05:00	15-NOV-2011 10:00:00	oo
28863,4	GSD_Job Order Contract For General Construction Renovation Work-Var Manhattan	GENERAL RENOVATION CONTRACTOR	RFQ	20-OCT-2011 16:00:00	15-NOV-2011 10:10:00	oo
28930,1	GSD_Analysis of NYCHA's Housing Choice Voucher Program & Quality Assurance	OTHER	RFQ	28-OCT-2011 00:00:00	28-NOV-2011 16:00:00	oo
28127-4,1	GSD_Cleaning of Fuel Oil Tanks & Pressure Testing of Piping- Five Heating Distribution Systems (5) Boroughs	ALL - General Construction Projects	RFQ	16-NOV-2011 00:00:00	30-NOV-2011 10:00:00	oo
28942,1	CPD-CR1121877-Restoration of fire damaged apartments and related work.	ALL - General Construction Projects	RFQ	04-NOV-2011 09:00:00	30-NOV-2011 10:00:00	oo
28931	GSD_Staff Augmentation Services for NYCHA	OTHER	RFQ	04-NOV-2011 00:00:00	30-NOV-2011 16:00:00	oo
28943	SCO-Furnishing Electrical Items	Electrical Supplies	RFQ	05-NOV-2011	01-DEC-2011	oo

Scroll through the bid opportunities on the Procurement Opportunities screen. To view a brief summary PDF file for a Negotiation Number, select the corresponding Search icon (eyeglasses) in the Details column.

Viewing a Selected Abstract



In the Form Details Abstract screen for an RFQ, select the PDF file link to view a short abstract of the selected negotiation number.

If you are interested in a negotiation, print the PDF file or copy the negotiation number.

To obtain the full documentation for a negotiation, log in to iSupplier, or pick up a package at the Housing Authority (this requires a fee).

Select the Return to Abstracts link to view the Abstracts list.

Select the Login button to go to the iSupplier Login page.

Searching for a Particular Bid

The screenshot shows the NYCHA Sourcing interface. At the top, there is a search bar for 'Search Open Negotiations' with a dropdown menu set to 'Number' and the value '35538' entered. A 'Go' button is next to the search bar. Below the search bar, there is a 'Negotiations' tab and a 'Full List' button. The main content area displays a table of active and draft responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
231315	Draft		26283	carbon monoxide detectors.	RFQ	3 seconds	0
444356	Draft		26317	LEAD BASE PAINT DUST SAMPLING ASSESSMENT @ VARIOUS DEVELOPMENTS CITYWIDE	RFQ	3 seconds	0
663131	Draft		26632.1	Furnishing various Types of Electric Ranges.	RFQ	3 seconds	0
669109	Draft		26676	Furnishing Electronic Ballast.	RFQ	3 seconds	0

To search for a Specific Bid, search Open Negotiations by Title, Number, Contact, Category, Line, or Event.

This example shows searching by a specific Negotiation Number.

Selecting a Negotiation Number

The screenshot displays the NYCHA Sourcing portal interface. At the top, the page title is "Selecting by Negotiation Number" with a user count of 9. The browser address bar shows "Active Negotiations". The NYCHA logo and "Sourcing" text are visible. Navigation links include "Home", "Logout", "Preferences", "Help", and "Diagnostic".

The "Active Negotiations" section features a search form with the following fields:

- Number: 36538
- Title: [Empty]
- Category: [Empty]
- Contact: [Empty]
- Line: [Empty]
- Event: [Empty]

Buttons for "Go" and "Clear" are located below the search fields. A "Select Negotiation:" dropdown is set to "Respond".

The table below the search form lists active negotiations:

Select Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Mess
36538	iso-furnishing structural	PALON, FAYE	111 days 23 hours	05-Dec-2012 10:21:13	Sealed	0		0

A blue arrow points from the "36538" link in the table to the "36538" input field in the search form. The footer includes "About this Page", "Privacy Statement", and "Copyright © 2008 NYCHA. All rights reserved."

To open the desired negotiation number: Click the Number link to review the selected Negotiation.

Bidding Opportunities Summary

Summary: Bidding Opportunities 10

- ▶ NYCHA Procurement Notices link on NYCHA's website (PDF Abstract)

- ▶ NYCHA iSupplier Portal (Registered Users have access to full Sourcing Events.)

Summary: Locating Bidding Opportunities include

- NYCHA Procurement Notices link on NYCHA's website (PDF Abstract)
- NYCHA iSupplier Portal (Registered Users have access to full Sourcing Events.)

Open Invitations

Receiving Open Invitations

Your Company's Open Invitations 11

Negotiations

Search Open Negotiations:

Welcome, Fran Santos.

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
231045	Draft		26283	carbon monoxide detectors.	RFQ	0 seconds		
444056	Draft		26317	LEAD BASE PAINT DUST SAMPLING ASSESSMENT @ VARIOUS DEVELOPMENTS CITYWIDE	RFQ	0 seconds		
653131	Draft		26532.1	Furnishing Various Types Of Electric Ranges.	RFQ	0 seconds		
659109	Draft		26576	Furnishing Electronic Ballast.	RFQ	0 seconds		
1082457	Draft		27196.2	SCD_INTERIOR PLASTIC LAMINATED DOORS	RFQ	0 seconds		

Your Company's Open Invitations

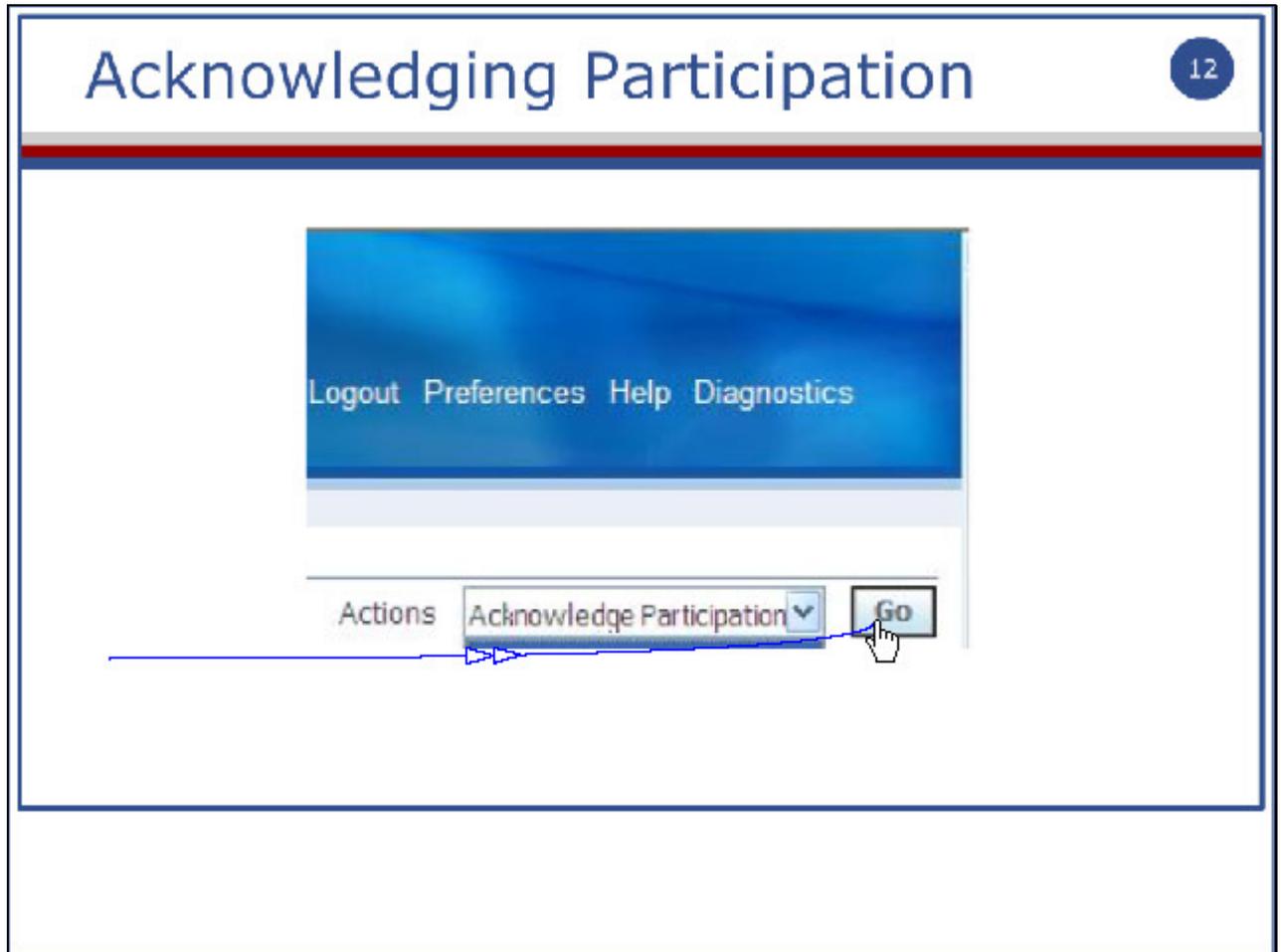
[Full List](#)

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

Find these under Your Company's Open Invitations. Buyers have the option to invite selected suppliers to a Sourcing Event and may use your Profile Management: Products and Services selections to add you to a list of vendors receiving invitations to their sourcing events.

To open an invitation, click a Negotiation Number link.

Open Invitations Acknowledgement



Negotiations listed under Your Company's Open Invitations can be acknowledged in iSupplier. You may acknowledge 'Yes' or 'No'. Acknowledging Participation to Open Invitations is optional. You may create a quote without acknowledging participation in an open invitation.

Another way to respond to an Open Invitation is through the Sourcing Event's Actions drop-down list. Selecting Acknowledge Participation and clicking 'Go':

- Allows a Supplier to inform the Housing Authority they are planning to submit a quote;
- Initiates the bid response process;
- Enables a Supplier to communicate with the Housing Authority;
- Displays a PDF file of the sourcing event (not including attachments);
- Exports sourcing event information to an Excel spreadsheet.

Acknowledge Participation Screen

Acknowledge Participation 13

Acknowledge Participation (RFQ 28931)

Will your company participate? Yes No

 TIP Please enter a reason for declining to participate in the Note to Buyer field, below.

Note to Buyer

To acknowledge participation, select the 'Yes' button in the Acknowledge Participation Screen following the question: 'Will your company participate?'

Your next step is to review this negotiation number.

If your company's answer is 'No', kindly place a message in the 'Note to Buyer' text box.

To Acknowledge Participation in this sourcing event, click the Apply button.

Responding to Open Invitations Summary

Summary: Open Invitations

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- ▶ Negotiations listed under Your Company's Open Invitations can be acknowledged in iSupplier. You may acknowledge 'Yes' or 'No'.
- ▶ Acknowledging Participation to Open Invitations is optional.
- ▶ You may create a quote without acknowledging participation in an open invitation.

- Negotiations listed under Your Company's Open Invitations can be acknowledged in iSupplier.
- You may acknowledge 'Yes' or 'No'.
- Acknowledging Participation to Open Invitations is optional.
- You may create a quote without acknowledging participation in an open invitation.

Creating and Submitting a Bid (Sourcing Event)

Reviewing the Negotiation

The screenshot displays the 'Reviewing the Negotiation' page. At the top right, there is a blue circular notification icon with the number '15'. Below the title, the RFQ number 'RFQ: 29112' is shown on the left, and '1 Unread Messages' is on the right. The main content area includes the following information:

- Title:** CPD-GD1124619-GROUNDS IMPROVEMENTS @ O'DWYER GARDENS
- Status:** ACTIVE
- Time Left:** 1 day 22 hours
- Open Date:** 18-Jan-2012 09:00:00
- Close Date:** N/A

Below this information is a navigation bar with tabs: **Header**, **Lines**, **Controls**, and **Contract Terms**. The 'Header' tab is currently selected. The details under this tab are:

- Buyer:** SKEETE, WHITNEY
- Quote Style:** Sealed
- Outcome:** Contract Purchase Agreement
- Description:** Contract#GD1124619- GROUNDS IMPROVEMENTS AT O'DWYER GARDENS
- Event:** Amendment Description

Below the header details is a 'Terms' section with the following information:

- Effective Start Date:** (blank)
- Effective End Date:** (blank)
- Bill-To Address:** NYCHA Disbursements
- Ship-To Address:** CPD-ADMINISTRATION
- FOB:** Destination
- Total Agreement Amount:** (blank)
- Payment Terms:** 30 Net
- Carrier:** (blank)
- Freight Terms:** Prepaid

At the bottom of the terms section, there is a 'Currency' label.

Review the entire negotiation, selecting and viewing each of the 4 tabs:
Header, Lines, Controls, and Contract Terms.

Reviewing Notes & Attachments

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Reviewing Notes & Attachments

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

note to Suppliers: To pick up drawings at no cost, please complete page 1 of your request for quotation document (RFQ) and bring a copy to the bid reception window located at 90 Church Street on the 11th floor.

Previous 1-10 Next

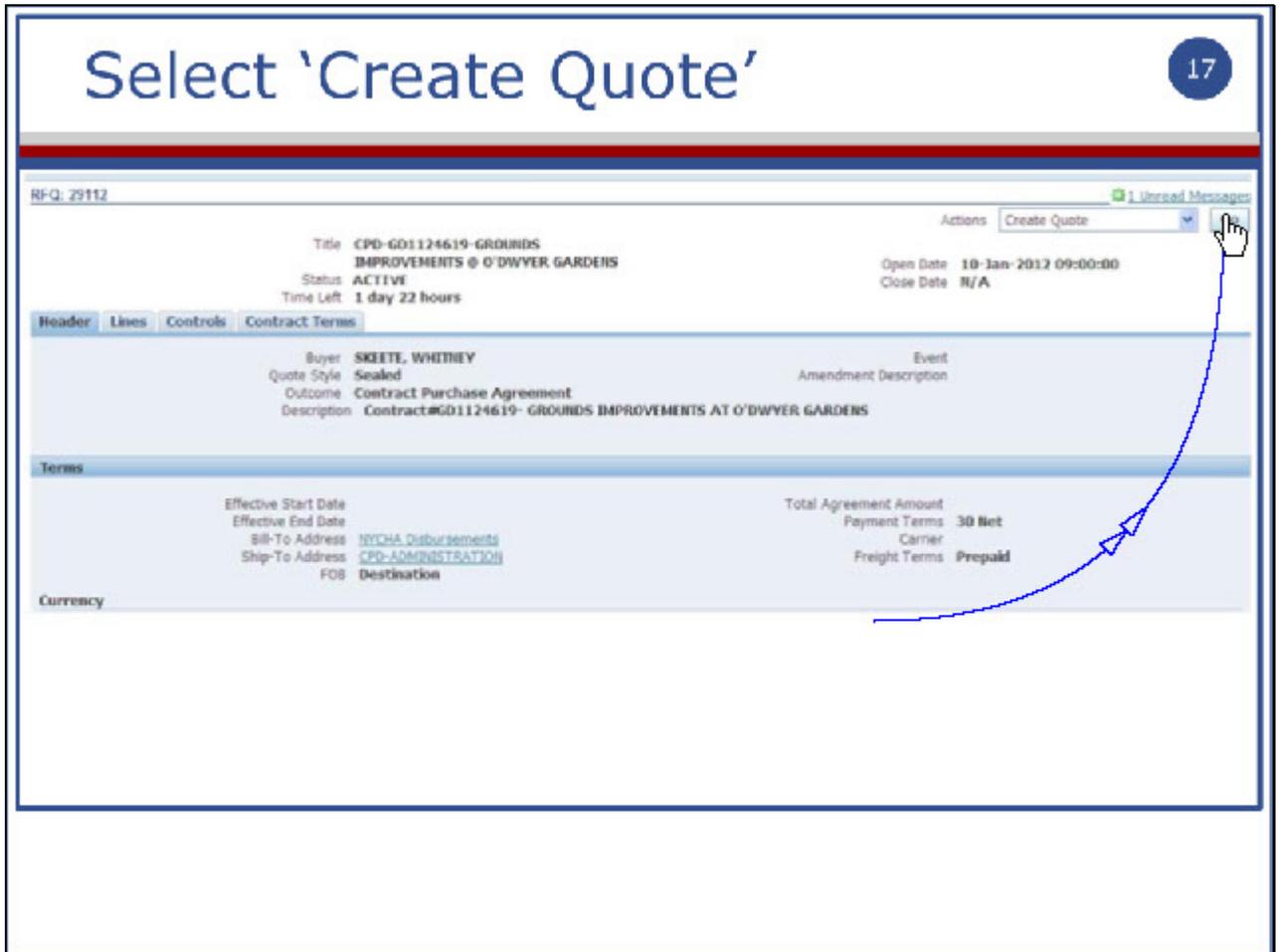
MarkView Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Contractors and Vendors Anti-corruption Guide.pdf	File	Contractors and vendors anti-corruption guide	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Dept. of Investigation Information.pdf	File	Dept. of Investigation information	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Bid Proposal face sheet & Contractor Experience Form.pdf	File	Bid proposal face sheet & contractor experience form	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Davis Bacon # 39.pdf	File	Davis Bacon wage#39	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Attachment A-NYCHA Insurance Requirements Matrix - 1-11.pdf	File	Attachment A- Nycha insurance requirements	To Supplier	SKEETEW	01-Feb-2012	One-Time		
O'Dwyer Cover.doc	File	Cover	To Supplier	SKEETEW	01-Feb-2012	One-Time		
General Contract Form of Proposal rev 9-3-09.pdf	File	Form of Proposal	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Form Of Bid Bond.pdf	File	Form of Bid Bond	To Supplier	SKEETEW	01-Feb-2012	One-Time		
O'Dwyer Specifications.pdf	File	Specifications	To Supplier	SKEETEW	01-Feb-2012	One-Time		
Drawing Index Template 12-29-10.pdf	File	Drawing Index	To Supplier	SKEETEW	01-Feb-2012	One-Time		

Previous 1-10 Next

Please note: Each Sourcing Event requires different attachments, attributes, and lines.

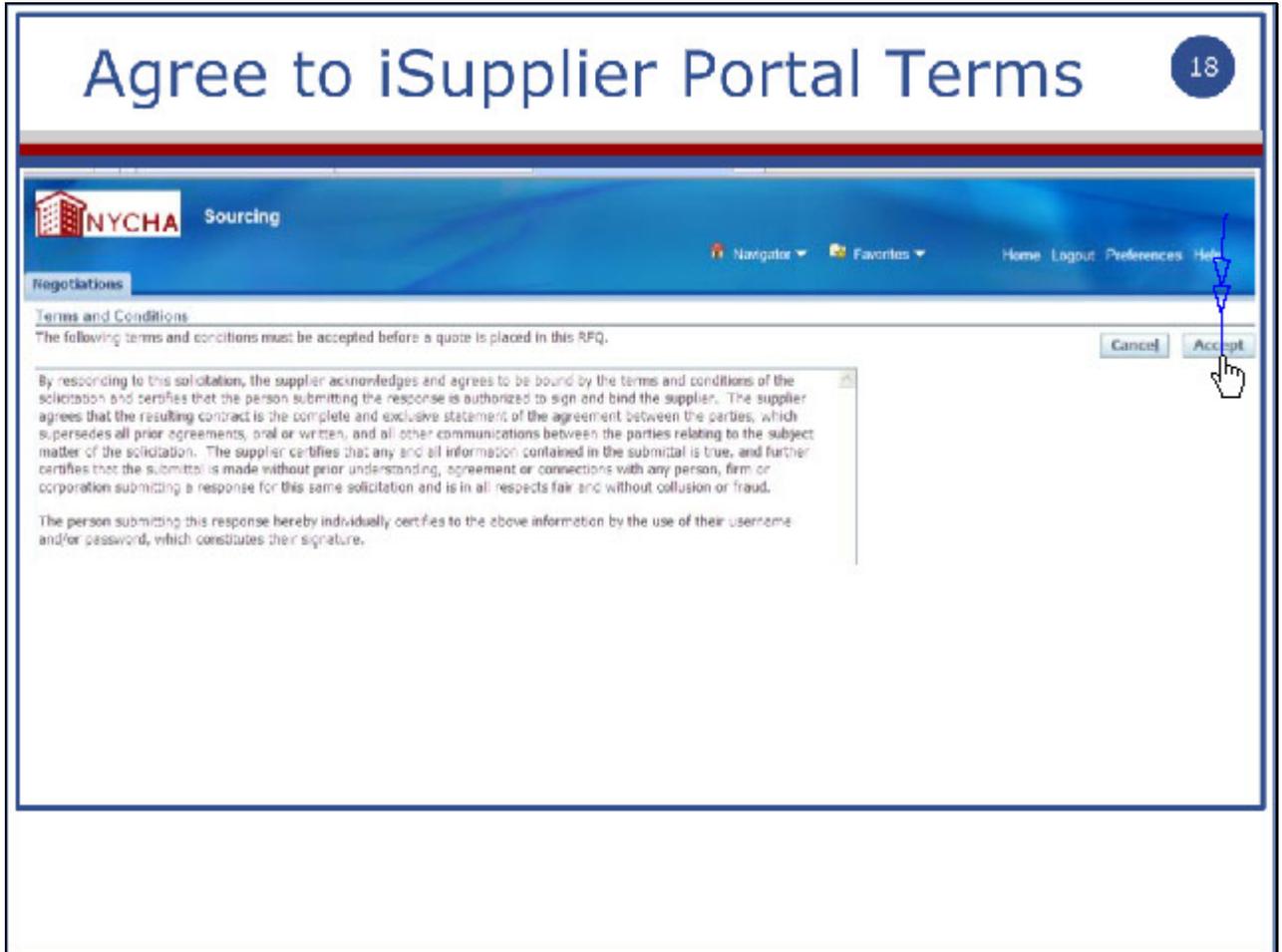
Tip: Underlined text is a hyperlink. Select it for additional information.

Select Create Quote



If you wish to pursue the negotiation, select 'Create Quote' in the Actions drop-down list, then click the 'Go' button.

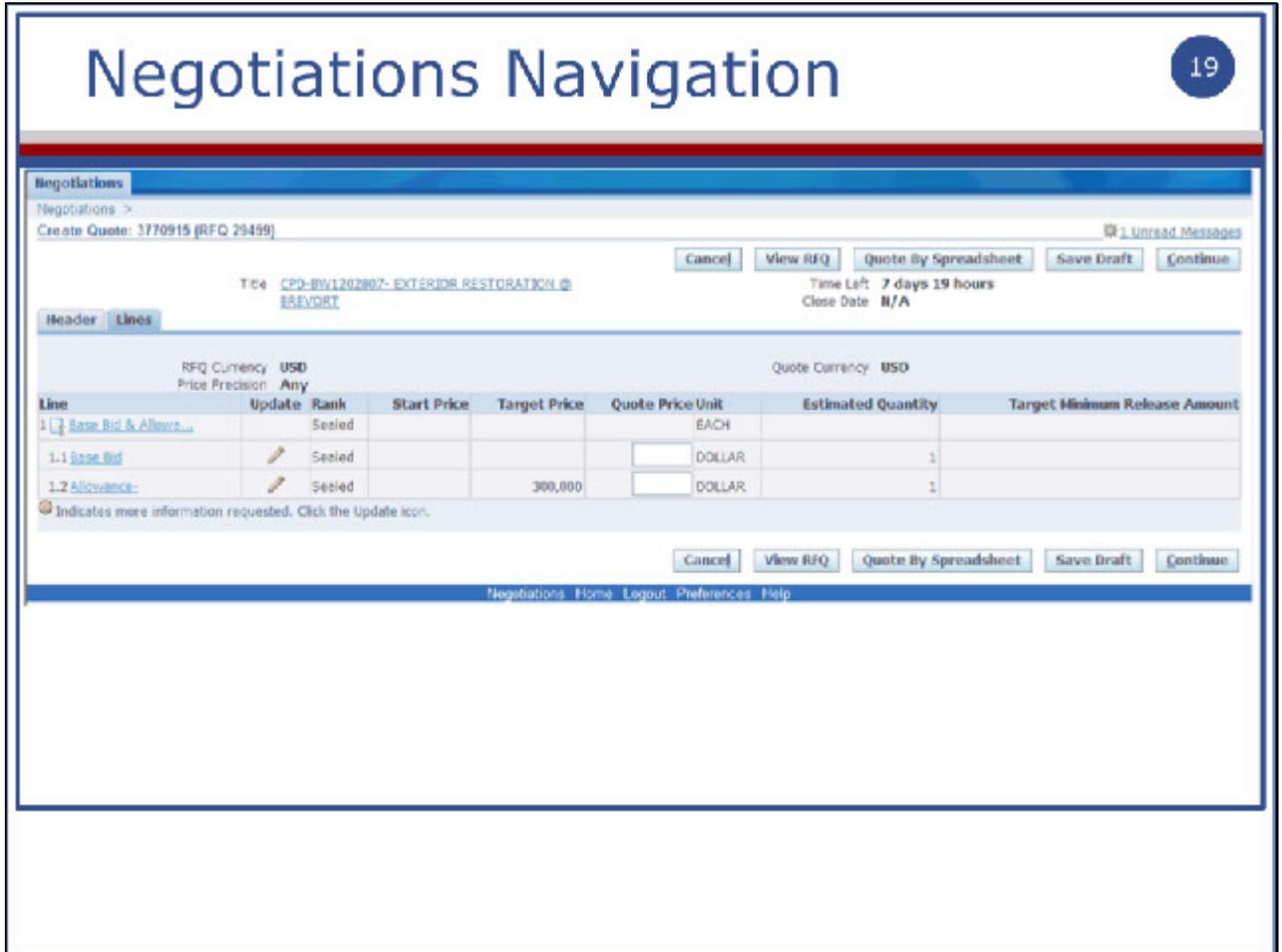
Agree to iSupplier Portal Terms



In order to submit a bid through iSupplier, you must agree to the terms and conditions of the iSupplier portal. Review the Terms and Conditions for online bid submission with the NYCHA iSupplier Portal, and press the “Accept” button, if you agree.

These terms and conditions are only for the NYCHA iSupplier Portal. There are separate terms and conditions for the actual Sourcing Event.

Negotiations Navigation



Cancel button: Cancels the create a quote process.

View RFQ button: Allows you to view the RFQ in a new window.

Quote by Spreadsheet button: Opens a screen for exporting RFQ data to a spreadsheet for editing and importing your spreadsheet back into the quote.

Save Draft: Allows you to save your work on a quote without submitting it to the Housing Authority.

Continue: Moves you forward in the 'Create a Quote' process.

Adding Attachments to a Quote

Adding Attachments to a Quote 20

Create Quote 3770915: Review (RFQ 29459) Cancel Back Validate Save Draft

Header

Title CPD-BW1202807- EXTERIOR RESTORATION @ BREVORT	Time Left 7 days 19 hours
Supplier MIT DATA, INC.	Close Date N/A
RFQ Currency USD	Quote Valid Until
Quote Currency USD	Reference Number
Price Precision Any	Note to Buyer

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Upd
No results found.								

Each negotiation states which attachments are required. Each required attachment must be attached as a separate document, with a unique name that identifies the document as a particular type.

Requirements & Attributes

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Requirements & Attributes

Attributes					
Group	Attribute	Attribute Type	Target Value	Quote Value	Weight
General	Are you a licensed vendor?	Required		Yes <input style="width: 50px;" type="text"/>	10
General	Have you completed the Bid Proposal Face Sheet, Doing Business Data Form & Form of Proposal?	Required		Yes <input style="width: 50px;" type="text"/>	15
General	Did you calculate your bid price using the bid factor spreadsheet?	Required		Yes <input style="width: 50px;" type="text"/>	20
General	What is your bid factor?	Required		0.0000 <input style="width: 50px;" type="text"/> <small>(Numeric value only)</small>	25
General	Have you uploaded your completed forms and included as an attachment?	Required		Yes <input style="width: 50px;" type="text"/>	30

Requirements are questions the Supplier must answer. Complete all open fields in this section. Each negotiation states which requirements are required. Each requirement requires a separate response. Requirement types, whether Required or Optional, are entered into the Quote Value column.

Bid Factor Quotes

Calculating a Bid Factor

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Calculating a Bid Factor

Your Quote Price / Target Price = Bid Factor
Bid Factor x 100 = %

Example:
If the target price provided by NYCHA for a given line item is \$200 and your quote price for the same line item is \$170, the bid factor to enter should be .8500.

Target Price = \$200
Your Quote Price = \$170
 $170/200 = 0.8500$

Your Quote Price divided by the Target Price = the Bid Factor

Bid Factor x 100 = %

Example: If the target price provided by NYCHA for a given line item is \$200 and your quote price for the same line item is \$170, enter the bid factor .8500.

Target Price = \$200

Your Quote Price = \$170

$170/200 = 0.8500$

This bid factor must remain the same for every line item in a bid requiring a bid factor.

Entering Your Bid Factor Calculations

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Entering Your Calculations

8.5 Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value	Weight
General	Are you a licensed vendor?	Required		<input type="text" value="Yes"/>	10
General	Have you completed the Bid Proposal Face Sheet, Doing Business Data Form & Form of Proposal?	Required		<input type="text" value="Yes"/>	15
General	Did you calculate your bid price using the bid factor spreadsheet?	Required		<input type="text" value="Yes"/>	20
General	What is your bid factor?	Required		<input type="text" value="0.6500"/> <small>Numeric Value only</small>	25
General	Have you uploaded your completed forms and included as an attachment?	Required		<input type="text" value="Yes"/>	30

Contract Terms

[Review Contract Terms](#)

Lines

Ⓢ indicates more information requested. Click on the Update icon.

Line	Update	Rank	Start Price	Target Price	Quote Price	Total Score	Unit	Estimated Quantity	Target Minimum Release Amount
1 Copy 1		Sealed				100	EACH		
1 PLOT OVER SLATE Ⓢ		Sealed	11	10	<input type="text" value="8.50"/>	100	EACH	10,000	
2 Copy 2		Sealed				100	EACH		
2 Labor Hours Ⓢ		Sealed	110	100	<input type="text" value="85.00"/>	100	HOUR	20,000	

For the Requirement: What is your bid factor?

The bid factor is a single numeric figure, specified to 4 significant digits of decimal place. Enter the bid factor into the Quote Value field in the Requirement/Attribute Section.

The bid factor represents the single percentage to apply to all lines of a quote. The individual line item quote prices based on the bid factor are entered into the fields in the Quote Price column. The supplier should base their pricing on a factor of these target prices. This factor has to remain the same across all line items in the bid.

Entering a Quote Price in Lines – Quote Price Column

Entering Quote Price in Lines 24

Negotiations
 Negotiations >
 Create Quote: 3770915 (RFQ 29459) Unread Messages

Title: CPD-RW1202807- EXTERIOR RESTORATION @ BELVEDUE Time Left: 7 days 19 hours
Close Date: N/A

Header **Lines**

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

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Base Bid & Allow...		Sealed			EACH		
1.1 Base Bid		Sealed			<input type="text"/> DOLLAR	1	
1.2 Allowance		Sealed		300,000	<input type="text"/> DOLLAR	1	

Indicates more information requested. Click the update icon.

Negotiations Home Layout Preferences Help

There are 2 ways to enter quote prices:

1. Manually for each line
2. Importing the spreadsheet using the Quote by Spreadsheet button.

To enter the Quote Price from an Excel spreadsheet, you must select the Quote By Spreadsheet button. Enter your company's price in the Quote Price column for each line, where required. You must always enter the quote price. Adding a spreadsheet as an attachment will not populate the Quote Price for each line.

Updating Lines

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Updating Lines

Negotiations

Negotiations >
Create Quote: 3770915 (RFQ 29459) 1 Unread Messages

Title: CPD-EW1202807- EXTERIOR RESTORATION @
REEVORT

Time Left: **7 days 19 hours**

Close Date: **N/A**

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Header
Lines

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Base Bid & Allowa...	Sealed				EACH		
1.1 Base Bid		Sealed			DOLLAR	1	
1.2 Allowance		Sealed		300,000	DOLLAR	1	

Indicates more information requested. Click the Update icon.

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Updating Lines

The Red spherical icon indicates that more information is requested. To enter the requested information, select the Update icon (Pencil) in the Update column.

Updating Line Details

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Line Details

Create Quote: 3642524: Line 2.1 (RFQ 28931)

Group: Group 2 Description: Labor Hours Unit: HOURL Total Score: 110 Start Price: 100 Target Price: 100 Quote Price: <input style="width: 50px;" type="text"/> Estimated Quantity: 20,000	Close Date: 30 Nov 2011 15:00:00 Quote Currency: USD Rank: Sealed Target Minimum Release Amount: Quote Minimum Release Amount: <input style="width: 50px;" type="text"/>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Line: **1. Group 1** Go

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value	Weight	Acceptable Quote Values (Scores)
General	Base Wage	Required		<input style="width: 80px;" type="text"/> <small>(Numeric Value only)</small>	0	
General	Wage Variable 1	Required		<input style="width: 80px;" type="text"/> <small>(Numeric Value only)</small>	0	
General	Wage Variable 2	Required		<input style="width: 80px;" type="text"/> <small>(Numeric Value only)</small>	0	
General	Wage Variable 3	Required		<input style="width: 80px;" type="text"/> <small>(Numeric Value only)</small>	0	
General	Wage Variable 4	Required		<input style="width: 80px;" type="text"/> <small>(Numeric Value only)</small>	0	

Updating Line Details

Enter requested information to update the line and click the Apply button to continue. Repeat for each line, where required.

Reviewing & Submitting a Quote

27

Reviewing & Submitting a Quote

Create Quote 3642524: Review and Submit (RFQ 28901)

Header

Title: GSD_Staff Augmentation Services for NYCHA RFQ Currency: USD Quote Currency: USD Price Precision: Any	Time Left: 18 days 1 hour Close Date: 30 Nov 2011 15:00:00 Quote Valid Until Reference Number Note to Buyer
----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Attributes

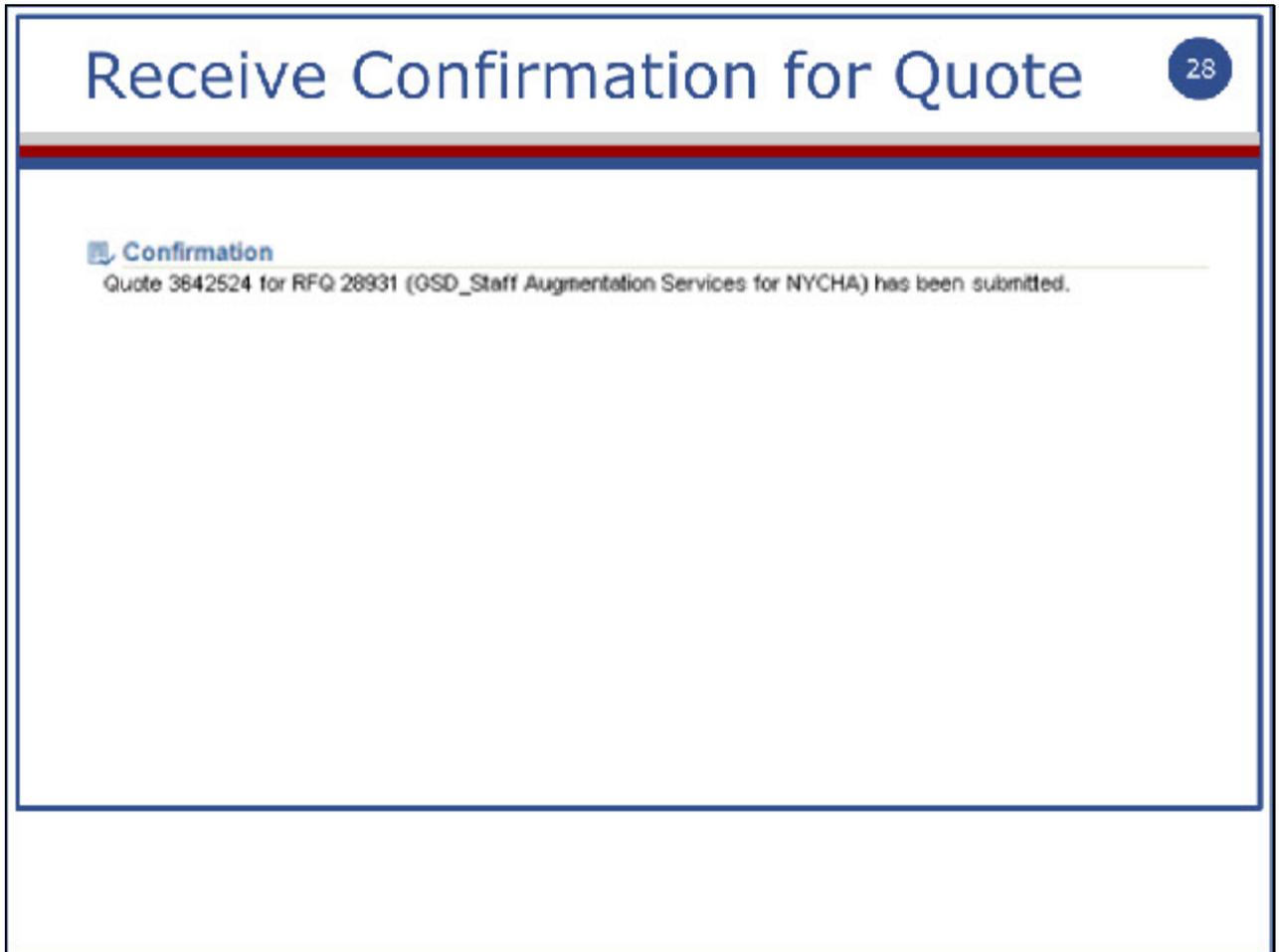
Group	Attribute	Attribute Type	Target Value	Quote Value	Weight
General	Are you a licensed vendor?	Required		Yes	10
General	Have you completed the Bid Proposal Face Sheet, Doing Business Data Form & Form of Proposal?	Required		Yes	15
General	Did you calculate your bid price using the bid factor spreadsheet?	Required		Yes	20

Carefully review your quote. When you are sure all information is correct select the 'Submit' button.

1. If the Sourcing Event requires a bid bond, the supplier can still submit the bid response online, but they will also be required to drop off the certified check at the New York City Housing Authority prior to the bid opening.
2. If a supplier submits more than 1 quote for the same negotiation, only the last quote submitted will be considered during the bid award.

Upon pressing "Submit", the bid will be officially submitted to NYCHA.

Receive Confirmation for Quote



This is an online acknowledgement that the New York City Housing Authority has received the company's official quote. After the Sourcing Event close date and time, the New York City Housing Authority holds a bid opening meeting to read out all bid responses that were submitted online or via hardcopy. The bids will then be tabulated in the system, evaluated, and awarded. Vendors may attend bid opening meetings.

Summary: Creating and Submitting a Bid

Summary: Submitting a Quote 29

- ▶ Creating a Quote
- ▶ Adding Requested Attachments
- ▶ Entering Attributes
- ▶ Entering Line Details
- ▶ Reviewing your Quote
- ▶ Submitting your Quote

Summary: Creating and submitting a Quote (Sourcing Event) includes:

- Creating a Quote
- Adding Requested Attachments
- Entering Attributes
- Entering Line Details
- Reviewing your Quote
- Submitting your Quote

Responding to Amendments

Viewing Your Active and Draft Responses

The screenshot shows the 'Viewing Your Responses' page in the NYCHA Sourcing portal. The page header includes the NYCHA logo and 'Sourcing' text. Below the header, there is a search bar for 'Open Negotiations' and a 'Go' button. A welcome message for 'Frank Santora' is displayed. The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. A table lists the following responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
3717831	Draft		33524	7/6 test1	RFQ	19 days 22 hours		0
3715830	Draft		29505-2	R12UAT Test 1	RFQ	20 days 23 hours		0
3717830	Draft		33523	R12UAT Test 2	RFQ	21 days		0
231915	Draft		26283	carbon monoxide detectors.	RFQ	0 seconds		0
444056	Draft		26317	LEAD BASE PAINT DUST SAMPLING ASSESSMENT @ VARIOUS DEVELOPMENTS CITYWIDE	RFQ	0 seconds		0

This is a view of your active and draft responses on the iSupplier Sourcing Home Page. To view all your company’s responses, select the Full List button.

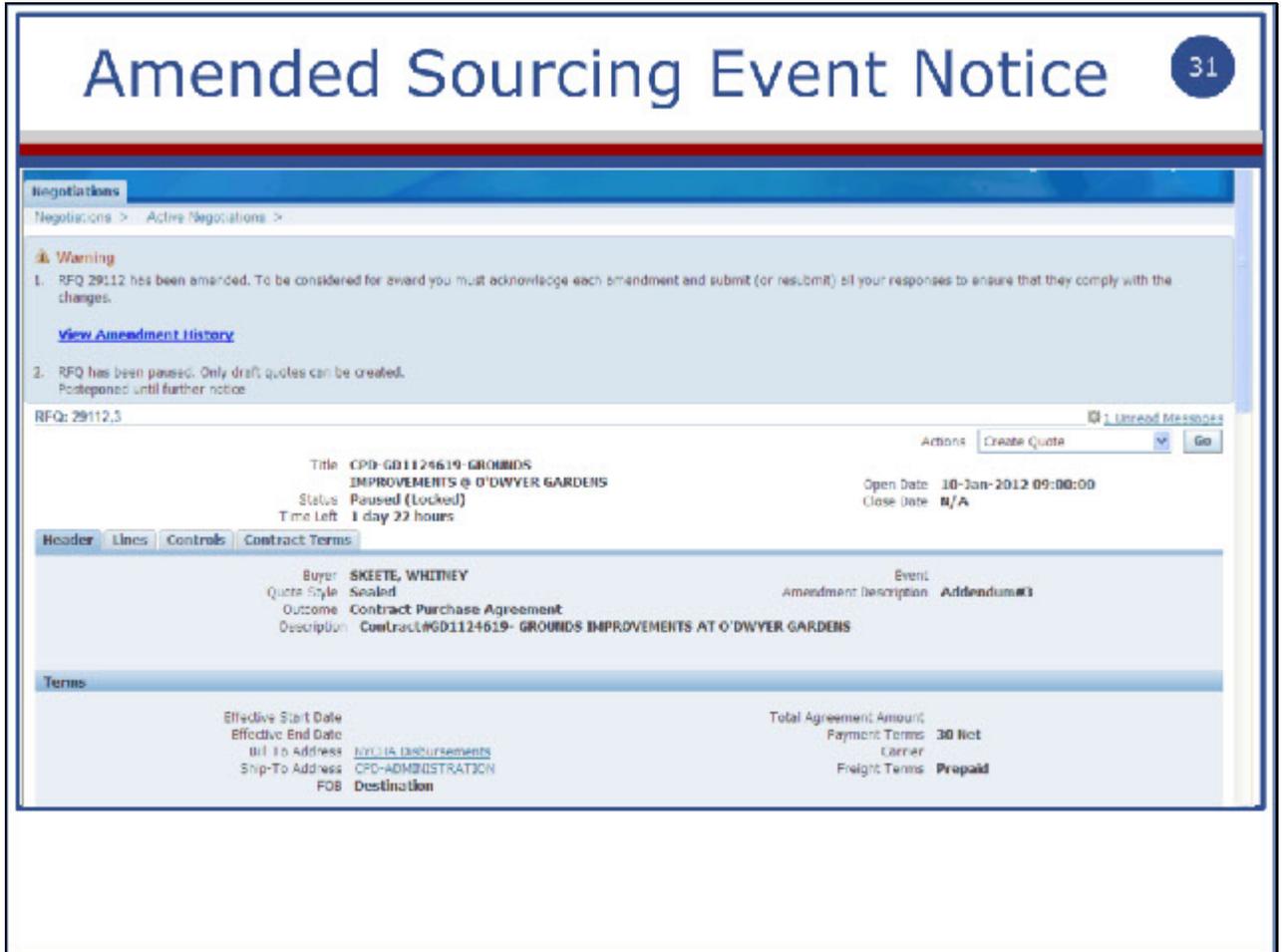
An Active Response is a quote that has been submitted to NYCHA.

A Draft Response is a quote that has been saved in iSupplier but not submitted to NYCHA.

An amendment to a Sourcing Event will be indicated by a warning triangle symbol beside the Response Number in the ‘Your Active and Draft Responses’ section of the Sourcing Home page.

Click the Response Number link to view the amended Sourcing Event.

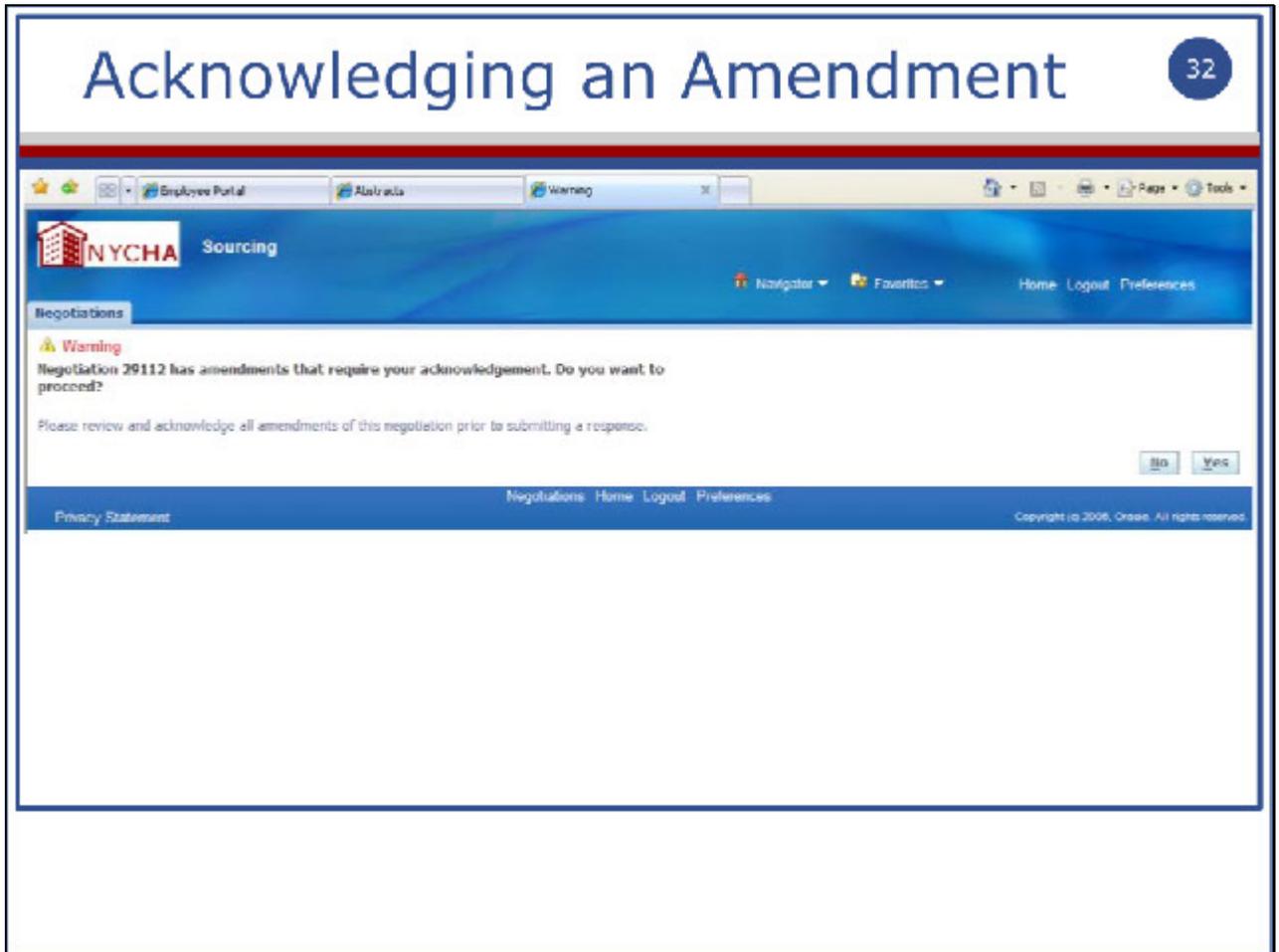
Amended Sourcing Event Warning Notice



Amended Sourcing Events contain a warning message: ‘Negotiation # has amendments that require your acknowledgement. Do you want to proceed?’

Read the message and select ‘Yes’ to proceed. Participating suppliers are required to acknowledge the amendments, make any necessary changes to their quote, and resubmit it.

Acknowledging an Amendment



Steps to acknowledge an Amendment:

1. Review the amended Sourcing Event.
2. Click in the box to agree that

“I have read the terms and conditions below and acknowledge amendment RFQ [Sourcing Event Number].”

Check this box to agree to the terms and conditions.

3. Press the “Acknowledge” button. An amendment may or may not require changes to a bid, but the quote must be resubmitted.

Amended Negotiation Confirmation



Select 'Yes' to proceed with your response to the negotiation. If you already responded to a negotiation, you are required to resubmit your response, to ensure that your response complies with the changes in the amended negotiation.

NYCHA iSupplier Confirmation message:

“All amendments of Negotiation # have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?”

Select 'Yes' to proceed with your response to the negotiation.

The Create a Quote screen appears.

Creating an Amended Negotiation Quote

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Amended Negotiation Quote

Negotiations

Negotiations >

Confirmation
 Quote 3770915 for RFQ 29459,3 (CPD-BW1202807- EXTERIOR RESTORATION @ BREVORT) has been saved as a draft.

Create Quote: 3770915 (RFQ 29459,3) 1 unread message

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title: CPD-BW1202807- EXTERIOR RESTORATION @ BREVORT Time Left: 7 days 19 hours
 Close Date: N/A

Header
Lines

Line	RFQ Currency Price Precision	USD Any	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1				Sealed			EACH		
1.1				Sealed			110000 DOLLAR	1	
1.2				Sealed		300,000	20000 DOLLAR	1	

Indicates more information requested. Click the Update icon.

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

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The Create Quote form for the amended negotiation quote is populated with your submitted data. Make any necessary changes. Review the updated bid. Click Continue, make any necessary changes, and submit the new quote by selecting the 'Submit' button. Receive Confirmation for submitting the updated bid.

Amending a Negotiation Summary

Summary: Amending a Quote 35

- ▶ Acknowledging an Amendment
- ▶ Resubmitting a Quote

Summary: Amending a Negotiation

- Reviewing and Acknowledging an Amendment
- Resubmitting a Quote

