

Instructions for the Use of the Requirements Sheet - 2007 Version

Enable the Content:

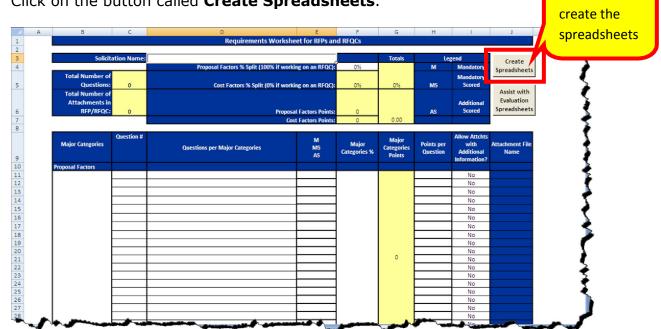
- 1. Open Microsoft Excel 2007.
- 2. Open the Requirements-2007.xlsm Excel file.
- 3. Click on Options.

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4. Click on Enable this content and then, click **OK**.

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Run The Macro to Create the Mandatory, Mandatory Scored, and Additional Scored Spreadsheets:



1. Click on the button called Create Spreadsheets.

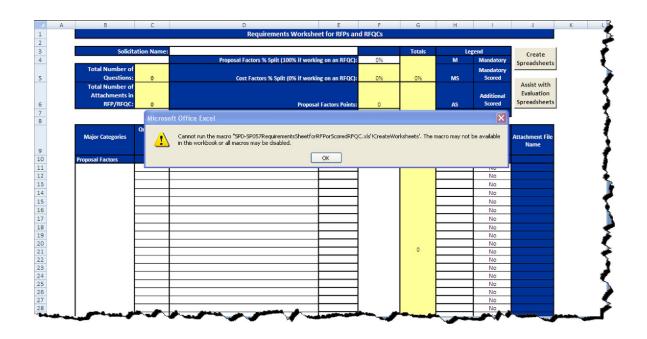
Clicking this button creates three spreadsheets:

- Mandatory Spreadsheet •
- Mandatory Scored Spreadsheet •
- Additional Scored Spreadsheet •

You attach these spreadsheets to your RFP Template (SPD-SP016 State Entity eRFP Template) when you post it.

2. If this message displays, it means that you have not enabled the content. Go back to the <u>previous section</u> and follow the instructions on how to enable the content.

Click to



3. Once the Macro has created the spreadsheets, a message similar to this one displays indicating the location where the three spreadsheets are saved (the spreadsheets are saved in the same location where the Requirements-Sheet-2007 is located).

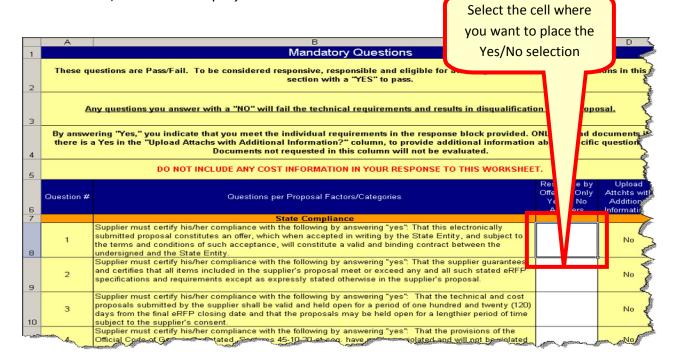
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	- 1		the terms and conditions of such acceptance, will constitute a valid and binding contract between the						
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	t t		Supplier must certify his/her compliance with the						
	- 1		following by answering "yes": That the supplier guarantees and certifies that all items included in						
	- 1	2	the supplier's proposal meet or exceed any and all						
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	- 1		and that the proposals may be held open for a						
	- 1		lengthier period of time subject to the supplier's						
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4. Click OK and open the spreadsheets in the folder indicated in your message.

5. Once you create the spreadsheets, you need to refine and protect them. Follow the steps in the next section.

Adding Yes/No Selections to the Mandatory Spreadsheet to Allow a Response from the Suppliers

- 1. Open the Mandatory.xls spreadsheet.
- To add a drop-down Yes/No selection to allow the suppliers to respond to the Mandatory requirements, click on the cell (or one of the cells) where you want to add the Yes/No selection. In this case, you want to click the first cell where the suppliers provide a response to the requirement in the *Response by Offeror. Only Yes or No Answer* column (row 8 and column c, in this example).



- 3. Once you have clicked on the cell where you want to place the Yes/No selections, click on the **Data tab** on the Excel Main Menu Bar.
- 4. Click on Data Validation.

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		ering "Yes," you indicate that you meet the individual requirements in the response block provided. a Yes in the "Upload Attachs with Additional Information?" column, to provide additional informatior Documents not requested in this column will not be evaluated.					
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5. When the Data Validation dialog box displays, click on the drop down list in the **Allow** field and select **List** and click **OK**.

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Settings Input Message Error Alert
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Apply these changes to all other cells with the same settings
Clear All OK Cancel

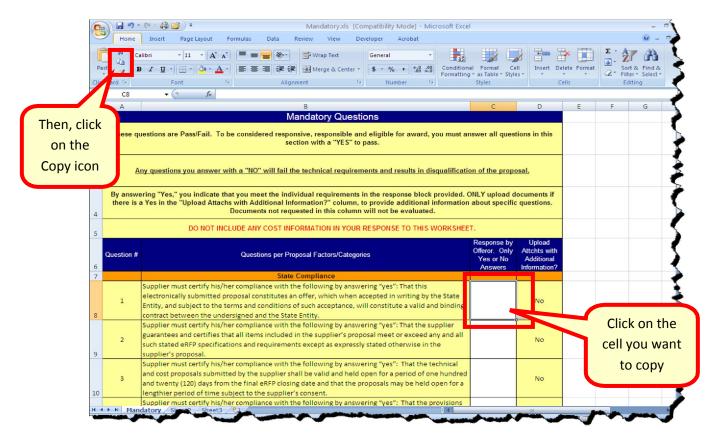
6. Enter **Yes, No** in the **Source** field and click **OK**.

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7. When you click OK, the cell now shows the ability to display a drop-down list for the supplier to select Yes or No.

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8. Click on the cell with the Yes/No drop-down list to copy it to the rest of the appropriate cells in that column. Then, click on the **Copy** icon.



9. Select the cells where you want to copy this cell. Then, click on the Paste icon to paste the cell onto the other cells on your spreadsheet.

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	9	2	Supplier must certify his/her compliance with the following by answering "yes": That the supplier guarantees and certifies that all items included in the supplier's proposal meet or exceed any and a such stated eRFP specifications and requirements except as expressly stated otherwise in the supplier's proposal.		No		
1	10	3	Supplier must certify his/her compliance with the following by answering "yes": That the technical and cost proposals submitted by the supplier shall be valid and held open for a period of one hund ed and twenty (120) days from the final eRFP closing date and that the proposals may be held open for a lengthier period of time subject to the supplier's consent.	<		Selec cells v	
	11	4	Supplier must certify his/her compliance with the following by answering "yes": That the provision of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and wi not be violated in any respect. Experience		N	you wa	
	13	El	Supplier must provide 3 references of organizations (private or public organizations) that have an approximate building size of 12000 square feet or greater of cleaning area where similar cleaning services, as requested in this solicitation, have been performed. Compile and upload these references in one file named References-3. Preceed the file name with the name of your company Err evamile for a romanny paned ABC the name of the file will be: ABCBeference-3		ye	copy Yes/N	

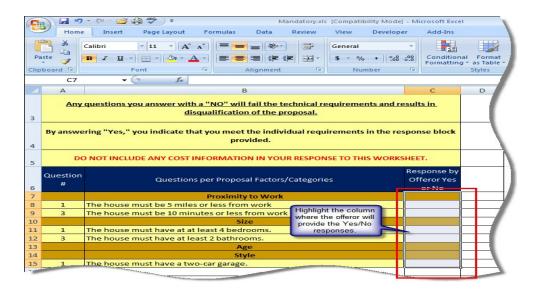
Revised 07/21/2011

SPD-SP059b

10.Repeat step 9 as many times as needed to copy to the rest of the cells on your spreadsheet.

Protecting the worksheet

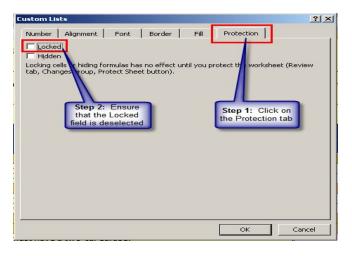
- 1. Once you have setup the cells the way you need them, you are ready to protect the worksheet. Protecting the worksheet will ensure that the suppliers do not change the configuration or the contents of your worksheet.
- 2. Highlight the cells (column) where the offeror will respond Yes/No.



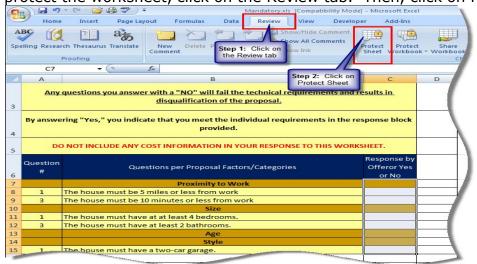
3. Click on the Home tab. Then, click on Format and select Format Cells... from the drop-down list.

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	Any	guestions you answer with a "NO" will fail the technical requirements and resul	ts in		Hide & Unhide →
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4. Click on the Protection tab. Then, ensure that the Locked field is deselected.



5. To protect the worksheet, click on the Review tab. Then, click on Protect Sheet.



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6. When the Protect Sheet dialog box displays, ensure that Protect worksheet and content of locked cells, Select Locked cells, and Select unlocked cells are selected. Then, enter a password that you will be able to remember and click OK.



7. Reenter the same password. Then, click OK to protect your worksheet.

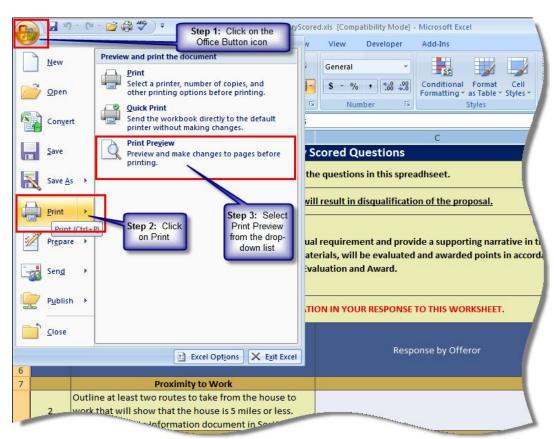
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8. Save the Worksheet.

Preparing the Mandatory and Additional Scored Worksheets:

- 1. For the Mandatory Scored and the Additional Scored worksheets, ensure that they print correctly. To do this:
 - a. Click on the Office Button icon. This is located on the top, left corner of the screen.
 - b. Click on Print.

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c. Select Print Preview from the drop-down list.

d. Click on the **Page Setup** button.

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e. Select Landscape. Then, adjust the Scaling to 90%. Then click **OK**.

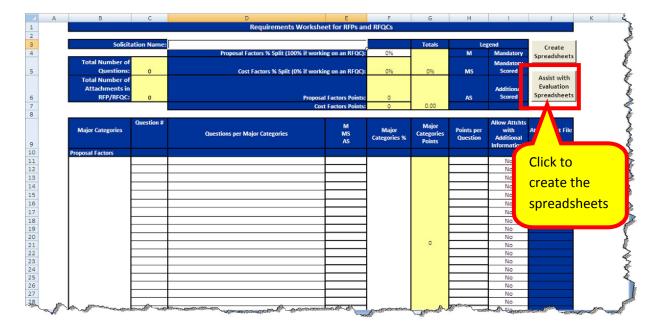
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	Options
	OK Cancel

 Protect the worksheets as you did with the Mandatory worksheet. To do this repeat steps 1 through 7 as indicated in the previous section for the Mandatory Scored and Additional Scored worksheets. Ensure that all your worksheets are protected before you post them.

When Ready to Create the Evaluation Forms

Once you are ready to create the evaluation form (SPD-EP005 Master Technical Evaluation Template form) to send to the Evaluation Committee for evaluation of the RFP technical requirements, you need to obtain information (questions, and points assigned) from the RFP requirements worksheet (form SPD-057 Requirements Sheet for RFP or Scored RFQC).

Using the **Assist with The evaluation Worksheets** button, located on the top right of the SPD-057 Requirements Sheet for RFP or Scored RFQC form you just completed. This button allows you to obtain the information you need to complete the SPD-EP005 Master Technical Evaluation Template form.

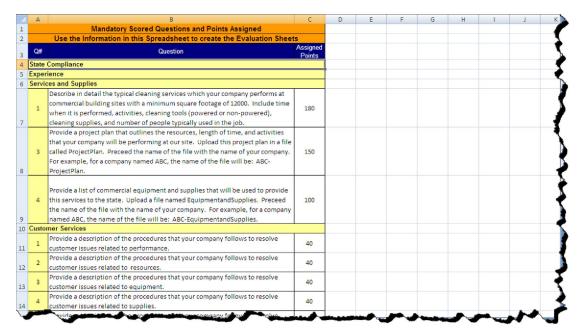


1. Click on the button called **Assist with Evaluation Spreadsheets**.

2. The following worksheets are saved on the same folder as the one where the RFP/RFQC Requirements worksheet is located:

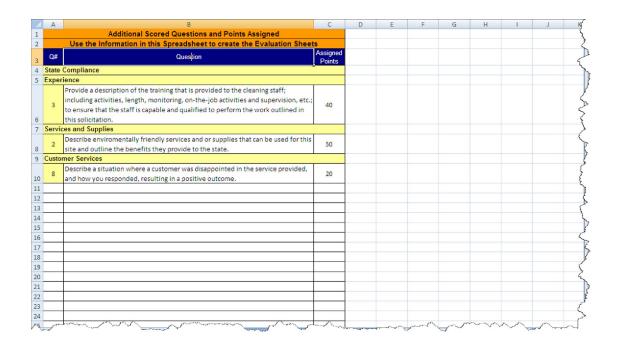
- A worksheet with the information you need to enter in the SPD-EP005 Master Technical Evaluation Template form for the Mandatory Scored questions (questions and points assigned to each question).
- A worksheet with the information you need to enter in the SPD-EP005 Master Technical Evaluation Template form for the Additional Scored questions (questions and points assigned to each question).

The following are sample worksheets:



Mandatory scored and points assigned worksheet.

Additional Scored questions (questions and points assigned to each question.



You use these worksheets to create the Master Technical Evaluation Template form by either entering the information (or copying it to) onto the evaluation form.