

Instructions for the Use of the Requirements Sheet - 2007 Version

Enable the Content:

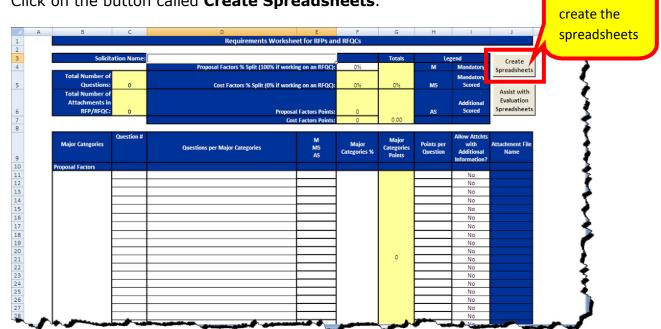
- 1. Open Microsoft Excel 2007.
- 2. Open the Requirements-2007.xlsm Excel file.
- 3. Click on Options.

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

| | | . Macros might conta | | ecurity hazards. Do |
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| trustwor content More infor | thy source. You provides critica mation | ble to determine t u should leave thi al functionality an emporary Spreadshe | s content disable d you trust its so | d unless the |
| | protect me from le this content | Click on Er | able this | |
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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.

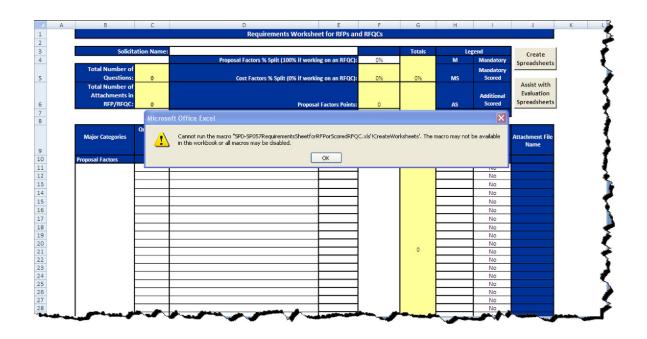
Clicking this button creates three spreadsheets:

- 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).

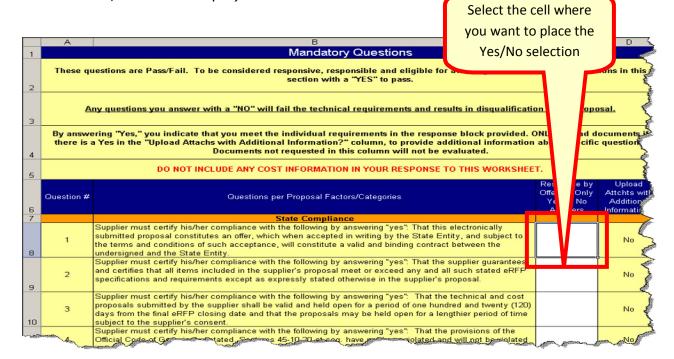
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| | | | Requirements Worksheet | tor RFPs an | d RFQCs | | | | |
| | Solicita | tion Name: | | | | Totals | Le | gend | Create |
| | | | Proposal Factors % Split (100% if working | on an RFQC): | 80% | | М | Mandatory | Spreadsheets |
| Total Nu | | | | | | | | Mandatory | Spreadsheets |
| and the second se | estions: | 20 | Cost Factors % Split (0% if working | on an RFQC): | 20% | 100% | MS | Scored | Assist with |
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| Major Cate | gories | | Workbooks Created | | | | X | with Additional | Attachment File Name |
| | | | | | | | | Information? | Name |
| Proposal Facto | ors | | The workbooks have been exported out into the folder: | : P:\RFP Traini | ng\RFP Develops | nent Process\R | equirements. | | |
| | | | Sup foll | ок | | | | | |
| | - 1 | | sub | OK | | | | | |
| | - 1 | 1 | accepted in writing by the State Entity, and subject to | | | | | | |
| | - 1 | | the terms and conditions of such acceptance, will constitute a valid and binding contract between the | | | | | | |
| | - 1 | | | Mandatory | | | | No | |
| | 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 | | | | | | |
| | - 1 | - | such stated eRFP specifications and requirements | | | | | | |
| | I | | except as expressly stated otherwise in the | | | | | | |
| | ŀ | | supplier's proposal. Supplier must certify his/her compliance with the | Mandatory | | | | No | |
| | - 1 | | following by answering "yes": That the technical and | | | | | | |
| | I | | cost proposals submitted by the supplier shall be | | | | | | |
| | - 1 | | valid and held open for a period of one hundred and | | | | | | |
| | - 1 | 3 | twenty (120) days from the final eRFP closing date | | | | | | |
| | - 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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| 1 | | Mandatory Questions | | | | | |
| 2 | | uestions are Pass/Fail. To be considered responsive, responsible and eligible for award, you must a section with a "YES" to pass. ny questions you answer with a "NO" will fail the technical requirements and results in disqualificati | | | | | |
| 3 | | | | | | | |
| 2 | | | | | | | |
| | | 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. | | | | | |
| 4 | | a Yes in the "Upload Attachs with Additional Information?" column, to provide additional information | n about specifi | | | | |
| 4 | | a Yes in the "Upload Attachs with Additional Information?" column, to provide additional information Documents not requested in this column will not be evaluated. | n about specifi | | | | |
| 4 5 6 7 | there is | a Yes in the "Upload Attachs with Additional Information?" column, to provide additional information Documents not requested in this column will not be evaluated. DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEE | Response by Offeror. Only Yes or No | Upload Attchts with Additional | | | |
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| 1 5 7 | there is Question # | a Yes In the "Upload Attachs with Additional Information?" column, to provide additional information Documents not requested in this column will not be evaluated. DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEE Questions per Proposal Factors/Categories State Compliance Supplier must certify his/her compliance with the following by answering "yes": That this electronically submitted proposal constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding | Response by Offeror. Only Yes or No | Upload Attchts with Additional Information? | | | |

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 |
| Validation criteria |
| <u>A</u> llow: |
| Any value 🔽 🗹 Ignore blank |
| Any value Whole number |
| List |
| Time Text length Custom |
| Apply these changes to all other cells with the same settings |
| Clear All OK Cancel |

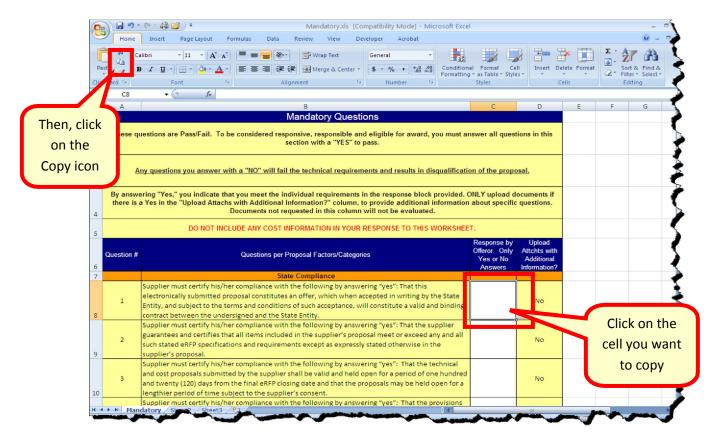
6. Enter **Yes, No** in the **Source** field and click **OK**.

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| | Apply | these changes to all other cells with the same setting. | s |
| (| <u>⊂</u> lear All | ОК | Cancel |

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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| 1 | | Mandatory Questions | | | | | | | | | | | 7 | | | |
| 2 | | uestions are Pass/Fail. To b | sectio | n with a "YES" | ' to pass. | | | | | | this | | | | | A A |
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| 7 | | | | mpliance | | | | | | | | | | | | - |
| 8 | 1 | Supplier must certify his/he electronically submitted pro Entity, and subject to the ter contract between the under | oposal constitutes an of rms and conditions of s | fer, which whe uch acceptance | en accepted i | in writing | y the s | | | N | 0 | | | | 4 | |
| 9 | 2 | Supplier must certify his/he guarantees and certifies tha such stated eRFP specificatio supplier's proposal. | r compliance with the f t all items included in t | ollowing by an he supplier's p | roposal mee | t or exce | d any a | ilei | /es No | N | 0 | | | | | Pres |
| 10 | 3 | Supplier must certify his/he and cost proposals submitte and twenty (120) days from lengthier period of time sub | ed by the supplier shall the final eRFP closing d | be valid and he ate and that th | eld open for a | a period o | of one h | undred | | N | 0 | | | | 3 | The sea fille |
| 1. Jack | Mar Mar | Supplier must certify his/he datory Sheet3 | | ollowing by an | iswering "yes | s": That t | | isions | - January | | ~ | <i></i> | ana | | M | 1 |

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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| | Paste | 6 G | HDM VII · A A V = = · · · · · · · · · · · · · · · · · | i Format C * as Table * Sty Styles | | t Delete Format Cells | Σ · Sort & Find C · Filter · Selec Editing |
| / | | C9 | * (* * * * | | | | |
| Then, clic | the | | B ring "Yes," you indicate that you meet the individual requirements in the response block provided. O I Yes in the "Upload Attachs with Additional Information?" column, to provide additional information Documents not requested in this column will not be evaluated. | about specifi | | | FG |
| on the Paste icor | | tion # | DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET Questions per Proposal Factors/Categories | Response by Offeror. Only Yes or No Answers | | with nal | |
| T usic leoi | | | State Compliance | | | | |
| | 8 | 1 | Supplier must certify his/her compliance with the following by answering "yes": That this electronically submitted proposal constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity. | | No | | |
| | 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 | |

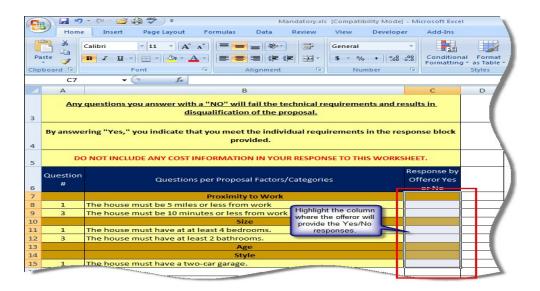
Revised 07/21/2011

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

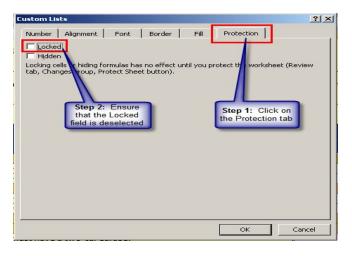
- 1. Once you have setup the cells the way you need them, you are ready to protect the worksheet. Protecting the worksheet will ensure that the suppliers do not change the configuration or the contents of your worksheet.
- 2. Highlight the cells (column) where the offeror will respond Yes/No.



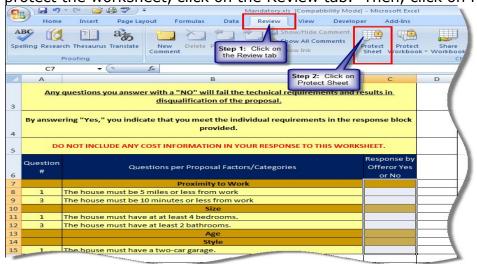
3. Click on the Home tab. Then, click on Format and select Format Cells... from the drop-down list.

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| ıp | C8 | the Home tab © Alignment © Number © | Step 2: | | Cell Size |
| | A | B | on Form | D E | C Row Height AutoFit Row Height |
| 1 | A | Mandatory Questions | | 0 2 | Column Width |
| | These q | uestions are Pass/Fail. To be considered responsive, responsible and eligible for you must answer all questions in this section with a "YES" to pass. | r award, | | AutoFjt Column Width |
| | | you must answer all questions in this section with a "YES" to pass. | | | Visibility |
| | Any | guestions you answer with a "NO" will fail the technical requirements and resul | ts in | | Hide & Unhide → |
| | | disqualification of the proposal. | | | Organize Sheets |
| | By answe | ring "Yes," you indicate that you meet the individual requirements in the respo | nse block | | Rename Sheet Move or Copy Sheet |
| | | provided. | | Sten 3: Select | Tab Color > |
| 1 | | | (| Step 3: Select Format Cells | Protection Protect Sheet |
| | | provided. NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEE Re- | (| | Protection |
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| 0 | DC Question # 1 3 | provided. NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEE Questions per Proposal Factors/Categories Proximity to Work The house must be 5 miles or less from work The house must be 10 minutes or less from work The house must have at at least 4 bedrooms. | sponse by | Format Cells | Protection Protect Sheet Cock Cell |
| | DC Question # 1 3 | provided. NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEE Questions per Proposal Factors/Categories Proximity to Work The house must be 3 miles or less from work The house must be 30 minutes or less from work The house must bave at less 4.8 bedrooms. The house must have at at less 4.8 bedrooms. | sponse by | Format Cells | Protection Protect Sheet Cock Cell |
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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.

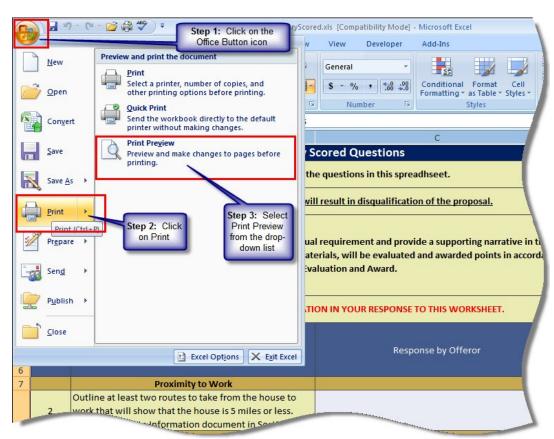
| New Protect Sheet | ? × |
|--|---------------------------------------|
| Protect worksheet and content | s of locked cells |
| Password to unprotect sheet: | |
| Confirm Password | <u>?</u> × |
| Reenter password to proceed. | |
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| Caution: If you lose or forget the pass recovered. It is advisable to keep a lis their corresponding workbook and she place. (Remember that passwords are | t of passwords and et names in a safe |
| ОК | Cancel |
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| ns - | |

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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| Print Pr | review | | | | | |
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| Click | k on Page | | | | Mand ato ry S Offerors must an wer all th | 1 |
| | Setup | | | | Failure to answer these questions will | |
| | _ | | | | rs mat Indicate whether their proposal meets the individual n re description, along with any required supporting materials, w Brahastic DO NOT INCLUDE ANY COST INFORMATI Questions per Proposal Pectors/Categories | |
| | | | | z | Provide any term by to Work Outline at test two routes to bits from the house to work that will show that the house is 3 miles or less. Lipload the Route into m ston document in Section 8. Size | |
| | | | | 4 | Provide dimensions of each of the rooms in the house. Upload House Dimensions . | |
| | | | | 1 | Age Provide do cumentation related to the year when the house was built. Up load Year Built. Style | - 1 |
| | | | | z | Style Provide picture of the gange doors. Call this document Garage Doors. | |
| | | | | 4 | Balage books. Provide layout and dimensions of the galage. Upload Galage Dimmensions. | - L |
| | | | | | | |

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

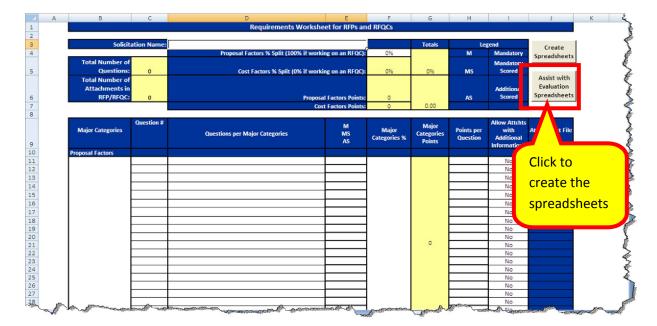
| Page Setup | ? |
|---|--|
| Page Margins Header/Footer Sheet | |
| Orientation Orientation Orientation Orientation Orientation Orientation Orientation Orientation Orientation | Select Landscape |
| Scaling Adjust to: 90 🔮 % normal size Eit to: 1 🚭 page(s) wide by 1 | In the Scaling, adjust the page to 90% |
| Paper size: Letter | |
| Print guality: 600 dpi | _ |
| First page number: Auto | |
| | 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.

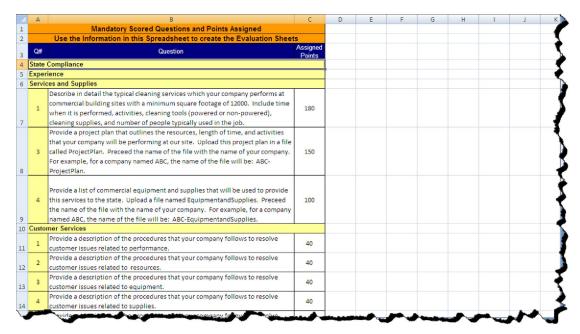


1. Click on the button called **Assist with Evaluation Spreadsheets**.

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

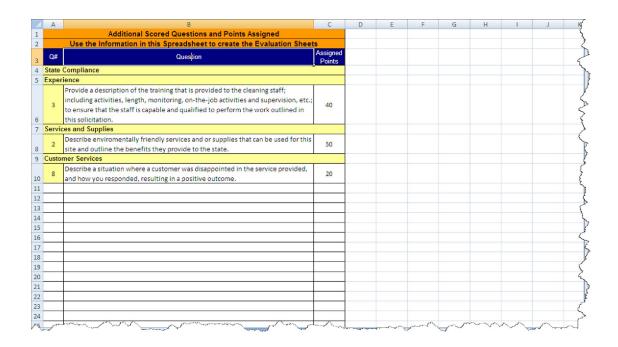
- A worksheet with the information you need to enter in the SPD-EP005 Master Technical Evaluation Template form for the Mandatory Scored questions (questions and points assigned to each question).
- A worksheet with the information you need to enter in the SPD-EP005 Master Technical Evaluation Template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