



Creating Successful Sourcing Events in Team Georgia Marketplace

Kiaja Williams
Sr. Business Analyst



AGENDA

- Event Comments – Communicate to suppliers/vendors and agency users
- Effective Use of Bid Factors – Get the information you want from vendors
- Private Sourcing Events – Select who can participate in the sourcing event
- Event Analysis Tools – Use the system to help during the evaluation of the event



EVENT COMMENTS

- External Comments
- Internal Comments
- Standard Comments



External Comments

- Display to vendors
- Keep track of event changes
- Send reminders

Event ID: DAS000115

Enter Comments View 1 First **1-6 of 6** Last

Comments: + -

4/03/17 KW - Version 3 created to add Question and Answer Document. Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.

3/29/17 KW - Version 2 created to add sign-in sheet from pre-bid conference.

Prebid Conference Attendance is MANDATORY
Prebid Conference Date: Monday, March 24, 2017 @ 10:00AM
Prebid Location: Sloppy Floyd Building

Send To Bidder Include On Award Standard Comments

Comments: + -

QUESTIONS AND ANSWERS

All questions concerning this eRFx must be submitted in writing via e-mail to the Issuing Officer: ENTER NAME at ENTER EMAIL ADDRESS

No questions other than written will be accepted. No response other than written will be binding upon the State. The deadline for submission of written questions is ENTER DATE at ENTER TIME PM EST. Answers to written questions along with necessary corrections or additions there to, will be sent to all responding suppliers in an email notification. Bidders must use the attached Question and Answer form to submit questions.

Send To Bidder Include On Award Standard Comments



External Comments

- Included in Event Details PDF
- Comments can't be retracted

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
40300-DAS0000115	Buy	RFx	1
Event Round	Version		
1	3		
Event Name			
GPC Demo Event 1			
Start Time		Finish Time	
04/04/2017 11:36:12 EDT		04/28/2017 17:00:00 EDT	

Bidder: INTERNAL EVENT DETAILS

Submit To: Administrative Services, Dept
DOAS Central Billing
200 Piedmont Avenue, SE Suite 1820W
Atlanta GA 30334
United States

Contact: Kiaja Williams
Phone: 404/463-6220
Email: Kiaja.Williams@doas.ga.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

Describe how to use built-in features to create sourcing event.

General Comments

- 4/03/17 KW - Version 3 created to add Question and Answer Document. Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.

3/29/17 KW - Version 2 created to add sign-in sheet from pre-bid conference.

Prebid Conference Attendance is MANDATORY

Prebid Conference Date: Monday, March 24, 2017 @ 10:00AM

Prebid Location: Sloppy Floyd Building

200 S. Piedmont Avenue

Atlanta, GA 30331

- QUESTIONS AND ANSWERS

All questions concerning this eRFx must be submitted in writing via e-mail to the Issuing Officer: ENTER NAME at ENTER EMAIL ADDRESS




External Comments

- Displayed on Comments/Attachments page

Attachments


View Event Attachments

Personalize | 

First  1-4 of 4  Last

Attached File	Attachment Description	View
ERFQ_Template.docx	eRFQ	View
Attachment_B_Tax_Compliance.docx	Attachment B Tax Compliance	View
Attachment_C_Mandatory_Scored.xls	Attachment C Mandatory Scored	View
Attachment_D_Additional_Scored.docx	Attachment D Additional Scored	View

Add New Attachments

Personalize | 

First  1 of 1 

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

View Event Comments

First  1 of 3  Last

4/03/17 KW - Version 3 created to add Question and Answer Document. Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.

3/29/17 KW - Version 2 created to add sign-in sheet from pre-bid conference.

Prebid Conference Attendance is MANDATORY
 Prebid Conference Date: Monday, March 24, 2017 @ 10:00AM
 Prebid Location: Sloppy Floyd Building



Attachments

View Event Attachments Personalize | First 1-4 of 4 Last

Attached File	Attachment Description	View
ERFQ_Template.docx	eRFQ	View
Attachment_B_Tax_Compliance.docx	Attachment B Tax Compliance	View
Attachment_C_Mandatory_Scored.xls	Attachment C Mandatory Scored	View
Attachment_D_Additional_Scored.docx	Attachment D Additional Scored	View

Add New Attachments Personalize | First 1 of 1 Last

Attached File	Attachment Description	Upload	View	
		Upload	View	Add New Attachments Delete

Comments

View Event Comments First 1 of 3 Last

4/03/17 KW - Version 3 created to add Question and Answer Document. Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.
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Comments

View Event Comments

First **1 of 3** Last

4/03/17 KW - Version 3 created to add Question and Answer Document. Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.

3/29/17 KW - Version 2 created to add sign-in sheet from pre-bid conference.

Prebid Conference Attendance is MANDATORY
 Prebid Conference Date: Monday, March 24, 2017 @ 10:00AM
 Prebid Location: Sloppy Floyd Building



Comments on Description

- Limited characters on the GPR
- Description details cut off

Bid Information

This Government agency will only accept electronic bid responses from Suppliers for this bid opportunity.

Consult the [Quick Reference Guide](#) for assistance in responding to the bid
[Click to submit your response.](#)

Bid Title	GPC Demo Event
Bid Number	40300-DAS0000115
Agency	40300-ADMINISTRATIVE,SERVICES
Contact Person	Kiaja Williams
Contact Phone Number	404-656-2961
Contact E-mail Address	Kiaja.Williams@doas.ga.gov
Bid Process	RFP
Purchase Type	Agency Contract
Category Type	Goods
Date Posted	April 4, 2017
Bid Closing Date/Time	April 28, 2017 @ 5:00 PM
Last Revision Date	April 5, 2017 @5:29 PM
Bid Status	Open
Government Type	state
Fiscal Year	17

Description Information:

4/05/17 KW - Version 5 created to Event end date extended to 4/28/2017 at 5:00PM EST to allow additional time for responses.

4/04/17 KW - Version 4 created to add revised Cost Sheet. 5:00PM EST to allow additional time for responses.

4/03/17 KW - Version 3 created to add Question and Answer Document.

3/29/17 KW - Version 2 created to add sign-in sheet from pre-bid conference.

The objective of this Request for Proposal is to obtain the services of a qualified offeror(s) to assist the department's marketing and communications staff in the development and execution of comprehensive interactive solutions. The offeror (s) will provide comprehensive digital marketing services (DMS), website development, social media program management, assistance developing and deploying new digital properties for mobile platforms, localization of properties



Internal Comments

- Internal to agency
- Comments from requisition
- Audit trail

Comments:

Event created using the following NIGP codes: 05502 05505 05506 05509

Send To Bidder

Include On Award

Standard Comments

Comments:

Approved amount should not be more than budget amount of \$500K.

Send To Bidder

Include On Award

Standard Comments



Standard Comments

- FAQs
- Standard set of comments for agency

Event Header Comments and Attachments

Event ID: DAS0000118

Enter Comments

View All

First

1 of 1

Last

Comments:

Large empty text area for entering comments.

Send To Bidder

Include On Award

Add Attachment

Standard Comments



Standard Comments

Event Header Comments and Attachments

Event ID: DAS0000118

Enter Comments View All First 1 of 1 Last

Comments:

Send To Bidder Include On Award

Standard Comments

Header Standard Comments

Comment Text

*Action: ▼

Std Type: 🔍 Comment ID: 🔍

*Eff Date: *Status: ▼

Description:

Short Description:

Comments:



Georgia[®]
Procurement
Conference

Procuring Georgia's Future



Standard Comments

Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type:

Comment ID:

*Eff Date: 04/13/2017

*Status:

Description:

Short Description:

Comments:

Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type:

Comment ID:

*Eff Date: 04/13/2017

*Status: Active

Description:

Short Description:

Comments:

OK Cancel Refresh

Look Up Std Type [Help](#)

SetID: STATE

Standard Comment Type: begins with

Description: begins with

Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Standard Comment Type	Description
BUY	Buy Comments
SEL	Sell Comments



Standard Comments

Header Standard Comments

Comment Text

*Action: ▾

Std Type: 🔍 Comment ID: 🔍

*Eff Date: *Status: ▾

Description:

Short Description:

Comments:

OK Cancel Refresh

Standard Comments

Header Standard Comments

Header Standard Comments

Comment Text

*Action: Copy Comment

Std Type: BUY

*Eff Date: 04/13/2017

*Status: Active

Comment ID:

Look Up Comment ID

SetID: STATE

Standard Comment Type: BUY

Standard Comment ID: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 6 Last

Standard Comment ID	Description
001	Questions and Answers
002	Communication With Staff
003	Acceptable File Types
004	SUPPLIER PRE-QUALIFICATION
005	PRE-BID MEETING
006	DBH0000505

Comment Text

Action: Copy Comment

Type: BUY

Date: 04/13/2017

*Status: Active

Comment ID:

OK Cancel Refresh



Standard Comments

Header Standard Comments

Comment Text

*Action: Copy Comment ▼

Std Type: BUY 🔍 Comment ID: 002 🔍

*Eff Date: 04/13/2017 *Status: Active ▼

Description:

Short Description:

Comments:

RESTRICTION ON COMMUNICATION WITH STAFF:

From the issue date of the Event document and until a Contractor is selected and the selection is made public, vendors are not allowed to communicate for any reason with any State staff except through the Issuing Officer's named in the Event document, or as provided for in existing contracts. For violation of this provision, the State may reject any bid/proposal of the offending bidder/offeree or initiate suspension/debarment proceeding with respect to the offending supplier or bidder/offeree

OK Cancel Refresh



Standard Comments

Event Header Comments and Attachments

Event ID: DAS0000116

Enter Comments

View All

First



1 of 1



Last

Comments:



RESTRICTION ON COMMUNICATION WITH STAFF:



From the issue date of the Event document and until a Contractor is selected and the selection is made public, vendors are not allowed to communicate for any reason with any State staff except through the Issuing Officer's named in the Event document, or as provided for in existing contracts. For violation of this provision, the State may reject any bid/proposal of the offending bidder/offeror or initiate suspension/debarment proceeding with respect to the offending supplier or bidder/offeror.

Send To Bidder

Include On Award

Standard Comments



EFFECTIVE USE OF BID FACTORS

- Types of Bid Factors
- Standard Bid Factors
- Group Bid Factors



Types of Bid Factor

- Attachment
- List
- Numeric
- Text
- Date
- Monetary
- Separator
- Yes/No

Event Bid Factors

Event ID: DAS0000116 Bid Factor Weighting Total: 0.00000
Event Name: GPC Event Demo #2 Remaining Bid Factor Weight: 100.00000

Bid Factors

Seq Nbr:	*Bid Factor:	*Type:	Weighting:
1	<input type="text"/>	<div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none">AttachmentDateListMonetaryNumericSeparatorTextYes/No</div>	<input type="text" value="0.00000"/> <input type="button" value="+"/> <input type="button" value="-"/>

Question:

Best: Worst:

Select for deletion

[Add Bid Factors by Group](#) [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000



Yes/No Bid Factor

- Option to require response
- Option to require ideal response
- Option to include on contract

Bid Factors

Seq Nbr: 1 *Bid Factor: EVERIFY *Type: Yes/No Weighting: 0.00000

Question: Did you attach the EVERIFY form?

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Yes/No
 Yes No



Attachment Bid Factor

- Option to require response
- Option to include on Contract

Bid Factors

Seq Nbr:	1	*Bid Factor:	MANDATORY SCORED	*Type:	Attachment	Weighting:	0.00000
Question:	Please attach the mandatory scored worksheet.			<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input type="checkbox"/> Include on Contract			



Text Bid Factor

- Option to require response
- Option to include on Contract
- Ideal Response Required
- Value of ideal response


Bid Factors



Seq Nbr:	1	*Bid Factor:	BRAND/MANUFACTURER	Type:	Text	Weighting:	0.00000	<input type="button" value="+"/>	<input type="button" value="-"/>
Question:	What is the brand/manufacturer's name that you are quoting?			<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input checked="" type="checkbox"/> Ideal Response Required <input type="checkbox"/> Include on Contract					
Ideal:	<input type="text"/>								




Standard Bid Factors

Bid Factors

Seq Nbr: 1 *Bid Factor:  *Type: Weighting:

Question:  


Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Best: Worst: UOM: 



Standard Bid Factors

bid Factors

Seq Nbr: 1 *Bid Factor:  *Type: Weighting:

Question: Display Bid Factor?

Best: Worst:

Look Up Bid Factor

Drag to move Help

SetID: STATE

Bid Factor Code: begins with

Bid Factor Type: =

Description: begins with

[Basic Lookup](#)







Search Results

View 100 First 1-56 of 56 Last

Bid Factor Code	Bid Factor Type	Description
AUTHORIZED PARTY	Yes/No	RFP Authorized Party
BID BOND	Yes/No	Bid Bond
BRAND/MANUFACTURER	Text	Brand/Manufacturer
CHARTFIELDS	Text	CHARTFIELDS
CITIZENSHIP	Yes/No	Citizenship
CO INFORMATION	Yes/No	Company Information



Standard Bid Factors

Seq Nbr:	1	*Bid Factor:	AUTHORIZED PARTY  	Type:	Yes/No	Weighting:	0.00000  
Question:	<div style="border: 1px solid gray; padding: 5px;"><p>Have you provided name and contact information of the party authorized to represent your firm? You must provide this information as an attachment by clicking on the link to the right "Add Comments or</p></div>  			<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input type="checkbox"/> Ideal Response Required <input type="checkbox"/> Include on Contract			
<div style="border: 1px solid gray; padding: 5px;"><p>Yes/No</p><p><input checked="" type="radio"/> Yes <input type="radio"/> No</p></div>							



Group Bid Factors

Bid Factors

Seq Nbr: 1 *Bid Factor: ADDITIONAL SCORED *Type: Yes/No Weighting: 0.00000

Question: Did you attach the additional scored worksheet?

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Yes/No
 Yes No

Add Clauses To Bid Factor

Select for deletion

Add Bid Factors by Group Select Bid Factors Delete Selected Records



Group Bid Factors

Bid Factors

Seq Nbr: 1 *Bid Factor: ADDITIONAL SCORED *Type: Yes/No Weighting: 0.00000

Question: Did you attach the additional scored worksheet?

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Yes/No
 Yes No

Select for deletion

Add Bid Factors by Group

Search Bid Factor Groups

Search Criteria

Bid Factor Group Code:

Business Unit:

Department:

Search Results Personalize | Find | First 1 of 1 Last

	Bid Factor Group Code	Description	Select
1			<input type="checkbox"/>



Group Bid Factors

Search Bid Factor Groups



Search Criteria

Bid Factor Group Code:

Business Unit:

Department:

Search Results

Personalize | Find |  | 

Bid Factor Group Code	Description
1	

OK Cancel Refresh

Look Up Bid Factor Group Code ✕

Help

SetID:

STATE

Bid Factor Group Code:

Description:

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First  1-5 of 5  Last

Bid Factor Group Code	Description
GDOT ITB/RFQ	GDOT ITB/RFQ
REQUIRED_RFQ_FCTRS	eRFQ Required Bid Factors
RFP_REQUIRED_FCTRS	eRFP Required Bid Factors
RFQ STANDARD	GDOT Standard RFQ
SUPPLIER_GENERAL	Supplier General Information



Group Bid Factors

Event Bid Factors

Event ID:	DAS0000117	Bid Factor Weighting Total:	0.00000
Event Name:	GPC DEMO Event	Remaining Bid Factor Weight:	100.00000

Bid Factors

Seq Nbr:	1	*Bid Factor:	ADDITIONAL SCORED	*Type:	Yes/No	Weighting:	0.00000	+ -
Question:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Did you attach the additional scored worksheet? </div>				<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input checked="" type="checkbox"/> Ideal Response Required <input type="checkbox"/> Include on Contract			
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Yes/No <input checked="" type="radio"/> Yes <input type="radio"/> No </div>								
							Add Clauses To Bid Factor	
<input type="checkbox"/> Select for deletion								

Seq Nbr:	2	*Bid Factor:	DIRECTIONS	*Type:	Yes/No	Weighting:	0.00000	+ -
Question:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> You must select the "View/Add Comments and Attachments" link of this Event to access the eRFx Instructions document. Have you completed this task? </div>				<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input type="checkbox"/> Ideal Response Required <input type="checkbox"/> Include on Contract			
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Yes/No <input checked="" type="radio"/> Yes <input type="radio"/> No </div>								
							Add Clauses To Bid Factor	
<input type="checkbox"/> Select for deletion								

Seq Nbr:	3	*Bid Factor:	Q-GA BUSINESS	*Type:	Yes/No	Weighting:	0.00000	+ -
Question:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Georgia Based Are you a Georgia Based company as defined by the eRFx Instructions attachment? </div>				<input checked="" type="checkbox"/> Display Bid Factor? <input checked="" type="checkbox"/> Bid Factor Response Required <input type="checkbox"/> Ideal Response Required <input type="checkbox"/> Include on Contract			

javascript:submitAction_win4(document.win4,'AUC_HDR_WRK_BID_FCTR_GRP_PB');



Group Bid Factors

Bid Factor Group

SetID: STATE **Bid Factor Group: RFP_REQUIRED_FCTRS**

Bid Factor Group Definition

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 Status: Active
 *Description: eRFP Required Bid Factors
 Weighting: 0.00000

Assign Bid Factors

Personalize | Find | View All | First 1-8 of 8 Last

Seq Nbr	Bid Factor Code	Description	Weighting		
1	DIRECTIONS <input type="text"/>	Directions	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	CO INFORMATION <input type="text"/>	Company Information	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	GA BUSINESS <input type="text"/>	Georgia Based	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	MINORITY BUSINESS <input type="text"/>	Minority Business	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	SLES-USECOMPLIAN <input type="text"/>	Sales and Use Tax Compliance	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
6	SMALL BUSINESS <input type="text"/>	Small Business Certified	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
7	COMMUNICATION <input type="text"/>	Communication w/ Issuing Offc	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
8	PCARD <input type="text"/>	PCard Payments	0.00000 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



PRIVATE SOURCING EVENTS

- When to use
- Benefits of using
- How to create

When to use a Private Sourcing Event

- RFQC
- Not subject to state purchasing rules
- Federal requirements

Benefits of a Private Sourcing Event

- Only invited vendors can access and respond
- Eliminates bid responses from unapproved vendors
- Streamlines evaluation process



Creating a Private Event

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items

Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations



Creating a Private Event

- Uncheck Public Event box
- PUBLIC_AUC entry is removed

Business Unit: 40300 Event ID: DAS0000116 Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Public Event

Bidder Invitation List

Personalize | Find | View All | First 1 of 1 Last

Select	Bidder ID▼	Bidder Type▲	Georgia Resident	Small Business	Name▼	*Dispatch Method		
1 <input type="checkbox"/>	PUBLIC_AUC	Public			This is a Public Event	Email		

Search for Bidders

Save Bidders as Group



Creating a Private Event

- Uncheck Public Event box
- PUBLIC_AUC entry is removed

Business Unit: 40300 Event ID: DAS0000116 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Select	Bidder ID	Bidder Type	Georgia Resident	Small Business	Name	*Dispatch Method	
1	<input type="checkbox"/> PUBLIC_AUC	Public			This is a Public Event	Email	[List] [-]

Search for Bidders Save Bidders as Group

Business Unit: 40300 Event ID: DAS0000116 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Select	Bidder ID	Bidder Type	Georgia Resident	Small Business	Name	*Dispatch Method	
1	<input type="checkbox"/>					Email	[List] [-]

Search for Bidders Save Bidders as Group



Creating a Private Event

- Selecting vendors
- No unregistered users

Public Event

Bidder Invitation List Personalize | Find | View All | First 1 of 1 Last

	Select	Bidder ID▼	Bidder Type▲	Georgia Resident	Small Business	Name▼	*Dispatch Method		
1	<input type="checkbox"/>						Email ▼		

Search for Bidders Save Bidders as Group

Creating a Private Event

- Lookup vendors
- Add to invitation list

Bidder Search

Search Criteria

Bidder Type: 1.

Name:

ID:

Contact:

Group ID:

Group Name:

State:

City:

Country:

Postal:

Type:

SIC Type:

SIC Code:

Item ID:

▸ **Optional Organization Criteria**

Results Option: 2.

Type:

Maximum Rows retrieved

Select All Deselect All

Search Results Personalize | Find | View All | First 1 of 1 Last

4.	Bidder ID	Georgia Resident	Small Business	Bidder Company▲	Invite
1	0000000061	Y		GA DEPT OF ADMINISTRATIVE SVCS	3. <input checked="" type="checkbox"/>



Creating a Private Event

Public Event

Bidder Invitation List

[Personalize](#) | [Find](#) | [View All](#) |  |  | [First](#)  1 of 1  [Last](#)

	Select	Bidder ID▼	Bidder Type▲	Georgia Resident	Small Business	Name▼	*Dispatch Method		
1	<input type="checkbox"/>	0000000061	Vendor	Y		GA DEPT OF ADMINISTRATIVE SVCS	Email ▼		

[Search for Bidders](#)

[Save Bidders as Group](#)



Creating a Private Event

- Use comment
- Use bid factor

Comments: + -

PRE-QUALIFICATION NOTICE ↗

To be eligible to submit a response to this eRFx, the supplier must have been identified as a qualified supplier as a result of RFQC No. [Enter the Sourcing Event Number and the Sourcing Event Name]

Send To Bidder Include On Award

Standard Comments

PRE-QUALIFIED SUPPLIER

To be eligible to submit a response to this eRFx, you must have been identified as a qualified supplier as a result of RFQC Number [ENTER RFQC EVENT ID]. Are you listed as a qualified supplier?



EVENT ANALYSIS TOOLS

- Analyze Export
- Download vendor attachments (9.2 Feature)
- NOIA/NOA Process (9.2 Feature)



Analyze Export

[New Window](#) | [Help](#) | [Customize Page](#)

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 10000 Event ID: TGM000010 Round: 1 Version: 2 Event Name: Testing Event Changes

Event Format: Buy Event Type: RFx Currency: USD End Date: 10/27/2011 2:00PM EDT Status: Pend Award

Go To:

▼ Bid Analysis and Display Options

Header Weighting: Sort Bids By: Total Event Score

Display Options: View Factor Responses Display Delta Responses

View Bid Actions: All Bid Actions Award Counter Disallow

- ...
- ...Analyze Export
- Associate Planning Task
- Create New Round
- Document Status Inquiry
- Event Attachments/Comments
- Invite Collaborators

Analyze

Display Withdrawn Bidders

Analysis

Bidder Name	Vendor A	Vendor B	Vendor C
Event Version:	2	2	2
Bid Number:	1	1	1
Total Bid Amount:	1.00	1.00	1.00
Total Bid Cost:	1.00	1.00	1.00
Total Event Score:	25.00	25.00	25.00
Total Header Cost:	0.00	0.00	0.00
Total Header Score:	0.0000	0.0000	0.0000
Bid Action:	NA <input type="text"/>	NA <input type="text"/>	NA <input type="text"/>
Reject Reason Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Award by Percent:	<input type="text"/>	<input type="text"/>	<input type="text"/>










Analyze Export

- Select recipients
- Filter bids

Bid Analysis Export

Business Unit:	Event ID:	Round:	Version:	Event Name:
10000	TGM0000010	1	2	Testing Event Changes
Event Format:	Event Type:	Currency:	Finish:	Status:
Buy	RFx	USD	10/27/2011 2:00PM EDT	Pending Award

Analysis Export File Recipients Personalize |  First  1 of 1  Last 

	*Name	*Email Address	Notify		
1	Kiaja Williams 404/463-6220 	Kiaja.Williams@doas.ga.gov	<input checked="" type="checkbox"/>		

Filter Bids

Select the bids you want to include in your Analysis Export file.

Award
 Counter
 Disallow
 Reject
 <No Action>

Display Disqualified Bids
 Display Withdrawn Bids

Filter Bid Responses

Display Delta Responses

[Return to Analyze Event](#)

To create a bid analysis export:

1. Enter the email addresses of those you would like to receive the export.
2. Click on the Create Analysis Export button. At this point the Analyze Events pages will be saved, and a process will be kicked off to create the Bid Analysis Export file and email the recipients listed above.
3. Once the email is received, open the XML attachment in Microsoft Excel.



Analyze Export Email

From: kiaja.williams@doas.ga.gov
Sent: Tuesday, April 4, 2017 8:39AM
To: Williams, Kiaja
Subject: Event Analysis Export Notification

Event Analysis Export

The evaluation for the following event has been exported into XML format and is attached below. Please see the instructions for opening the file.

This is a system generated email, please do not respond.

branding here

Event Details

Event ID: 47100-GBI0000071 Round 1 Version 1

Event Name: General Lawn Services

Description: This solicitation is to seek general lawn services for the GBI crime lab located at 1945 Phinizy Road Augusta, GA. For a walk through of the property please contact Kenneth Daniels at 706-792-7700. Approximate estimation of the property is 2.25 acres.

Directions

1. Please detach the XML file and save it to a location on your hard drive.
2. Use Microsoft Excel or equivalent spreadsheet software to open the file.
3. Be sure to save the file once changes have been made.



Analyze Export

Bidder Name:	VENDOR A	VENDOR B	VENDOR C
Event Version:	2	2	2
Bid Number:	1	1	1
Total Bid Amount:	98	0	145
Total Event Score:	0	0	0
Total Header Score:	0	0	0
Award By Percent			

General Questions

General Weighting: 0.00%

Question	UOM	Best	Worst	Weighting
Offeror must provide a list of all performance related contract terminations in the last 5 years. Response must include the date, reason for termination and		Yes		0.00%

Bid Factor Response Required: Yes

Ideal Response Required: No

Do you have the minimum number of full consecutive years of experience as defined in the eRFP document? You must provide this detailed information as an attachment by clicking on the link to the right "Add Comments or Attachments".

Yes

0.00%

Bid Factor Response Required: Yes

Ideal Response Required: No

The Offeror must agree to assign a dedicated staff to support the State of Georgia account. The staff supervisors should have a minimum of five years experience and a minimum 2 years supervisory experience with the services

Yes

0.00%

Bid Factor Response Required: Yes

Ideal Response Required: No

Please attach Mandatory Scored worksheet.

A file attachment is required to satisfy this question.

0.00%

Bid Factor Response Required: Yes

	Yes	No	Yes
Response:			
Score:	100	0	100

	Yes	Yes	No
Response:			
Score:	100	100	0

	No	No	Yes
Response:			
Score:	0	0	100

Response:			
Score:			



Download vendor attachments (9.2)

Analyze Total

Analyze Total	Analyze Line			
Business Unit:	Event ID:	Round:	Version:	Event Name:
US001	0000000081	1	1	Event Creation Test
Event Format:	Event Type:	Currency:	End Date:	Status:
Buy	RFx	USD	3/28/2017 5:00PM EDT	Pending Award

► Bid Analysis and Display Options ?

Analysis

	Bidder Name Robert Half	Mel's Diner	Onsight Inc1-1
Event Version Responded To	1	1	1
Bid Number	1 ⋮	1 ⋮	1 ⋮
Total Bid Amount	110.00	225.00	390.00
Total Bid Cost	110.00	225.00	390.00
Total Event Score	100.00	70.51	28.21
Total Header Cost	0.00	0.00	0.00
Total Header Score	87.50	75.00	62.50

- ...Analyze Export
- Associate Planning Task
- Award Events
- Create New Round
- Discuss Event in Forum
- Document Status Inquiry
- Download Bidder Attachments**
- Event Comments and Attachments
- Invite Collaborators
- Review Optimization



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Download Bidder Attachments

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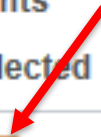
You have no downloads to view.
To download attachments, choose from the download options that follows.

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- Download All Bidder Attachments
- Download Attachments For Selected Bidders

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Download Date: **04/17/2017 06:58:54 AM**
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- Download Attachments For Selected Bidders



Return

Download



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Name	Type
 Bidder Response-1 Mel's Diner	File folder
 Bidder Response-2 Robert Half	File folder
 Bidder Response-3 Onsite Inc1-1	File folder

Name	Type
 Header	File folder
 Line-1 line 1	File folder



NOIA (9.2 Feature)

Notice of Intent to Award

Business Unit: EGNBU Event ID: 0000000125 Event Name: Park Maintenance Equipment NOIA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 1 Event Status: Pending Award
 Event Format: Buy Currency: USD Event End Date: 09/07/2016 10:00PM PST Notice End Date: 09/23/2016

Notification to be Sent

All Bidders
 Only Responded Bidders
 Specific Bidders

Bidder Details

Personalize | Find | View All | |
 First | 1-7 of 7 | Last

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Email ID
<input type="checkbox"/>	Trader Distribution	SHARE	TRADER	Supplier	1	1	Yes	
<input checked="" type="checkbox"/>	Wendy's Enterprise	SHARE	USA0000020	Supplier	1	1	Yes	no-reply@oracle.com
<input checked="" type="checkbox"/>	Landscape Company	SHARE	USA0000026	Supplier	1	1	No	no-reply@oracle.com
<input checked="" type="checkbox"/>	Chadwick Suppliers	SHARE	USA0000060	Supplier	MAIN	1	Yes	no-reply@oracle.com
<input checked="" type="checkbox"/>	Chadwick Suppliers - California	SHARE	USA0000061	Supplier	MAIN	1	No	no-reply@oracle.com
<input checked="" type="checkbox"/>	Central Parking Corp.	SHARE	USAKU00023	Supplier	HRSSD	1	Yes	no-reply@oracle.com
<input checked="" type="checkbox"/>	Wackson Enterprises	SHARE	USAKU00027	Supplier	HRSSD	1	Yes	no-reply@oracle.com

Add Additional Emails

Template Contents

*NOIA Report Template: *View Summary By: ▼

Signatory Contact(s)

Add Attachment

Notification Comments

Preview NOIA

Send NOIA

Process Monitor



NOA (9.2 Feature)

Notice of Award

Business Unit: EGNBU Event ID: 000000126 Event Name: Nelson Police - Audio/Video and Location Recorders NOA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 1 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 09/09/2016 4:00PM PST

Notification to be Sent

All Bidders
 Only Awarded Bidders
 Only Non-Awarded Bidders
 Specific Bidders

Bidder Details

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-2 of 2 | [Last](#)

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
1	<input type="checkbox"/> Ronald Rives	SHARE	USA0000018	Supplier	1	1	Yes	Yes		Preview
2	<input checked="" type="checkbox"/> Wendy's Enterprise	SHARE	USA0000020	Supplier	1	1	Yes	Yes	no-reply@oracle.com	Preview

Template Contents

*Award Template: [Q](#) Signatory Contact(s)
 *Non-Award Template: [Q](#) Notification Comments

[Add Attachment](#)

[Send Notification](#)

[Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)



QUESTIONS