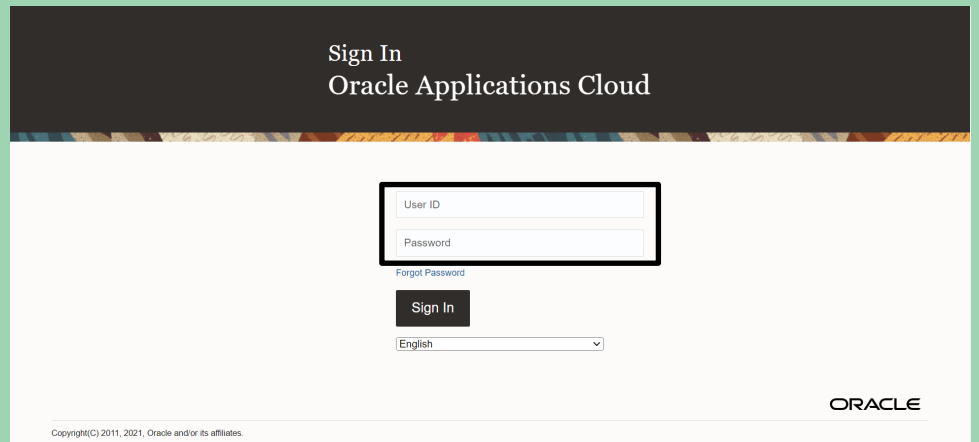


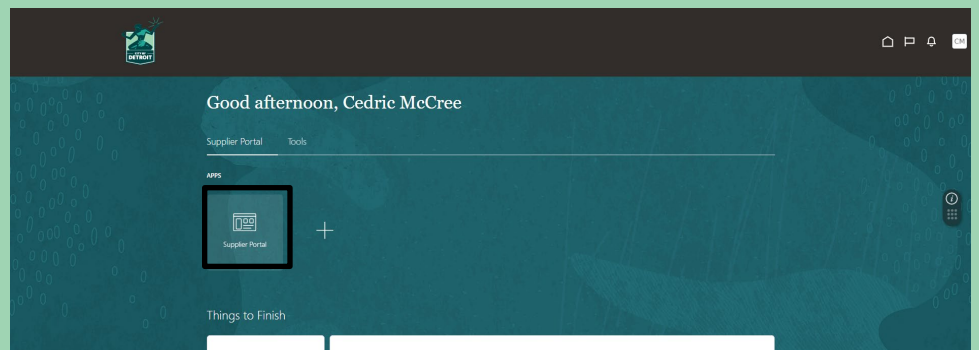
Supplier Portal Guide: How to Respond to Bids

Log into the [Supplier Portal](#) using Google Chrome or Mozilla Firefox as your web browser. Use the username and password you created when you registered as a supplier.

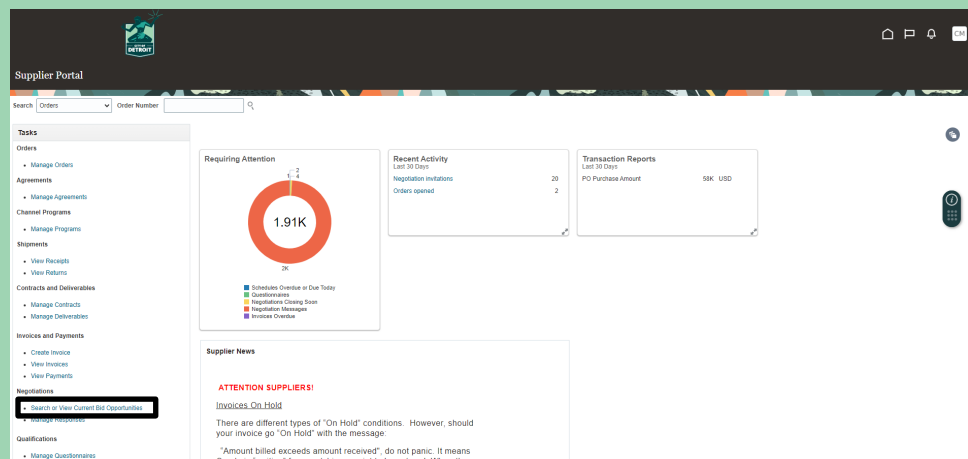
(If you have not yet registered, start [here](#).)



Click the [Supplier Portal](#) icon.

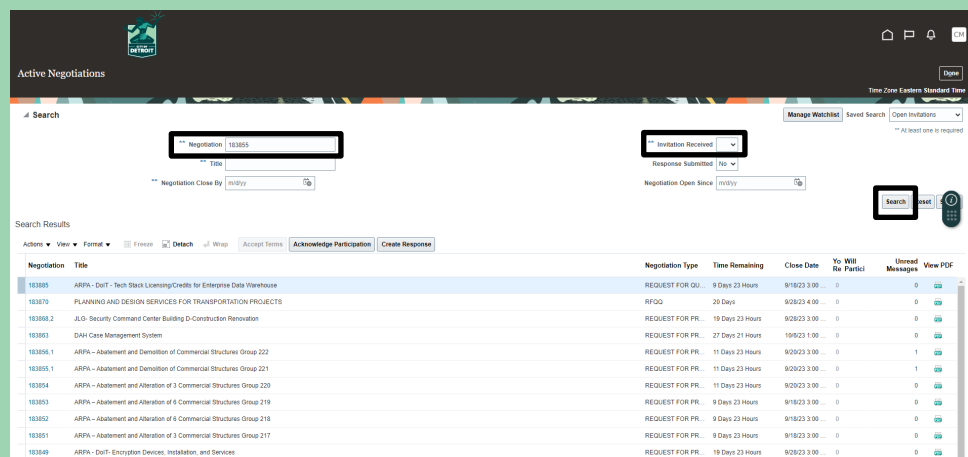


Scroll down and click on the **Search or View Current Bid Opportunities** link in the left-hand column.



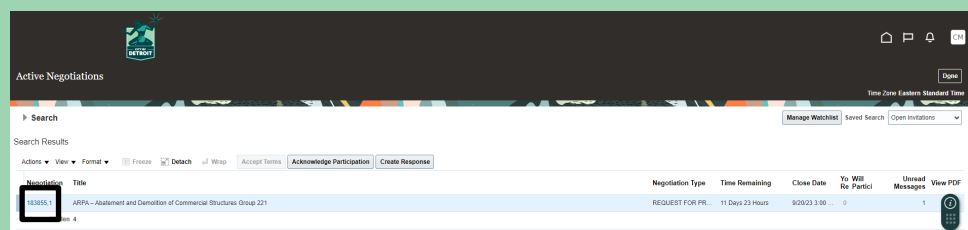
Type a negotiation number (with six digits and no symbols) into the **Negotiation** field.

Click the **Invitation Received** dropdown menu, which defaults to "Yes," and select the blank item.



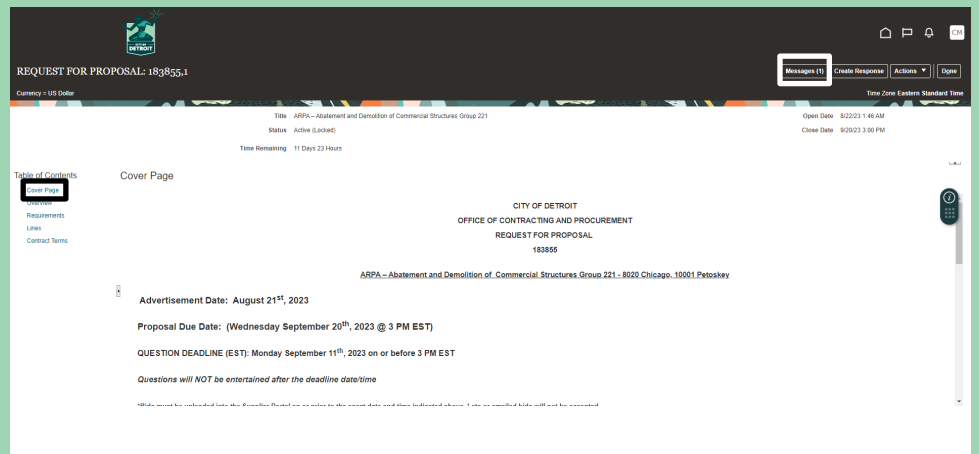
Then click the **Search** button. (If you are not sure which negotiation you want to view, you can start your search [here.](#))

Click the blue, hyperlinked negotiation number.



Read the **Cover Page** for a synopsis of the bid opportunity. Be sure to scroll down past the header to see all the information.

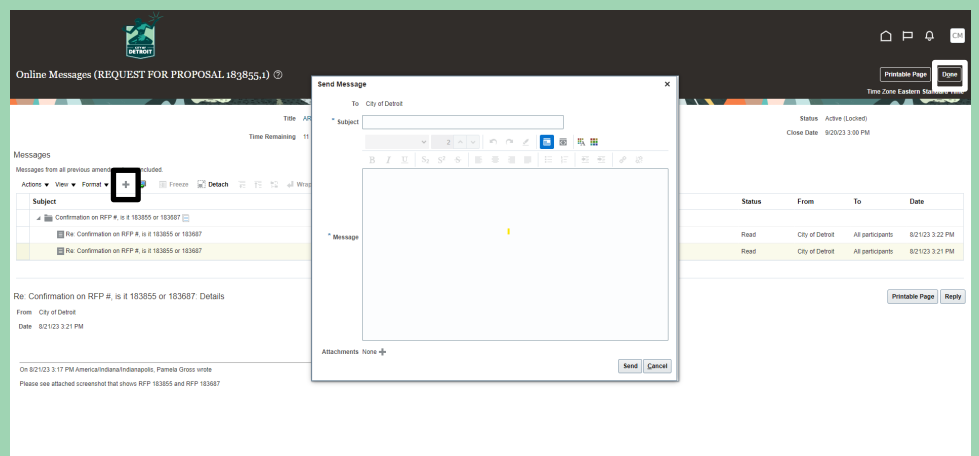
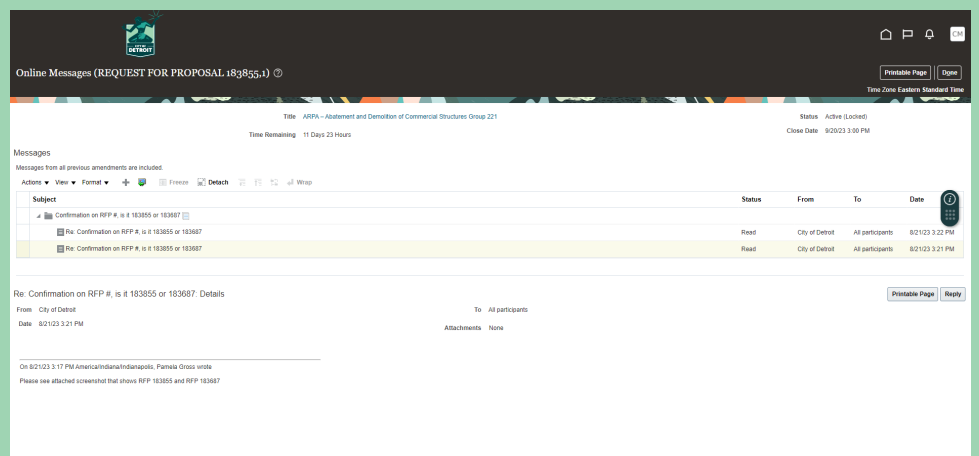
When you have finished your review, click the **Messages** button at the top right of the page.



Read any messages from the buyer to suppliers. Messages may include responses to questions from other suppliers, clarifications of instructions, etc. You are responsible for knowing all information provided on this page before you submit your bid.

You can also use this page to submit any questions you have during the question-and-answer period at the beginning of the bidding period. Click on the + sign to create a message to the buyer.

When you have finished your review, click the **Done** button at the top of the page. You can come back to this page later.



Click **Overview** for a more detailed description of the bid opportunity. Be sure to click the **more...** link next to the first attachment to see and download all the bid-specific required documents that the buyer has attached. You can also click the gray triangles by **General** and **Terms** for more information.

REQUEST FOR PROPOSAL: 189855-1

Currency: US Dollar

Title: ARPA - Abatement and Demolition of Commercial Structures Group 221

Status: Active (Locked)

Time Remaining: 11 Days 23 Hours

Open Date: 8/20/23 1:48 AM

Close Date: 8/20/23 3:00 PM

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

General

Terms

Attachments

- EMPLOYEE RIGHTS ON GOVERNMENT PROPERTY
- 1 of 27 more...

Negotiation Controls

Response Verifiability: Sealed

Click **Requirements** to learn what standard documents you will need to provide with your bid. Be sure to scroll down to see the full list. You can click on each of the blue document titles to download the template version. If you have questions about the required documents, please sign up for [office hours](#) with OCP's outreach team.

REQUEST FOR PROPOSAL: 189855-1

Currency: US Dollar

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- Cover Page
- Requirements
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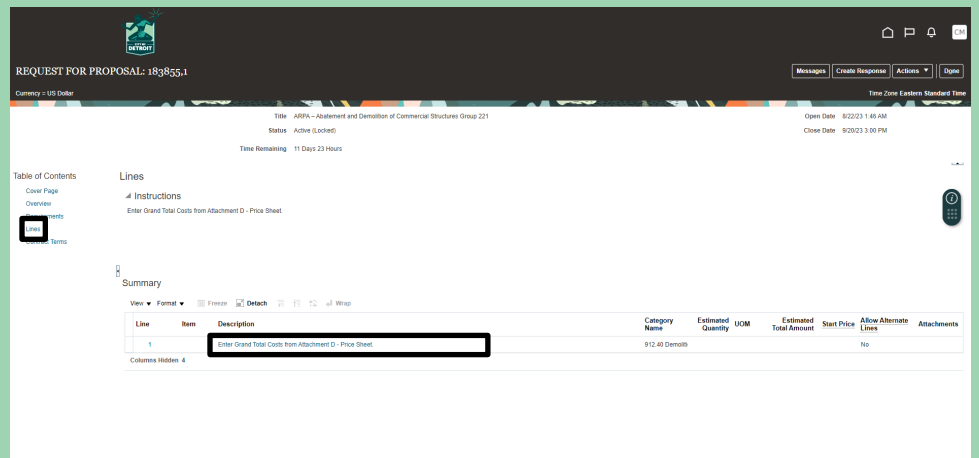
Instructions

Summary

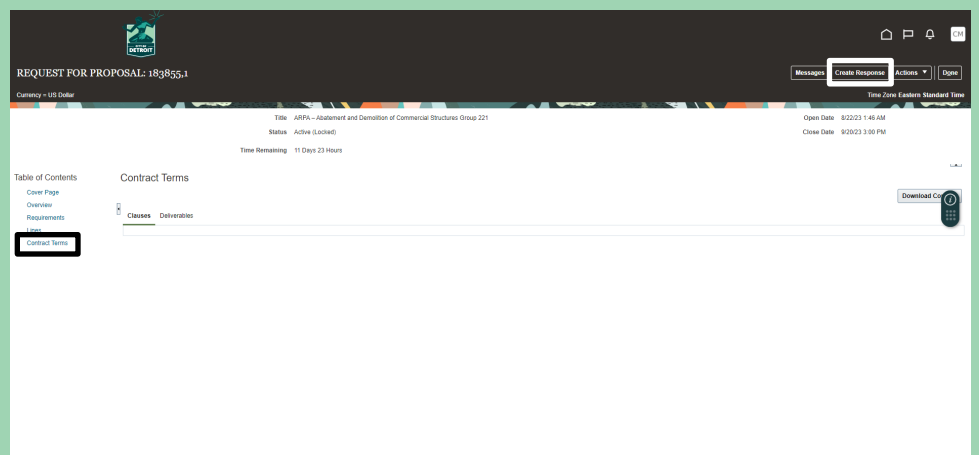
Preview Requirement Questionnaire

Requirement	Requirement Text	Attachments
1. Proposer's Attachments and Affidavits		
1. Combined Certificates of Authority	Complete the attached form for Combined Certificates of Authority and upload to your response.	
2. Comply with Instructions to Bidders	Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.	
3. Sub-Contractors	If you are utilizing any Sub-Contractors?	
4. Income Tax and Account Receivable Clearance	Please use the below URL to complete the Income Tax and Account Receivables Clearance process: https://bit.ly/ocprclearances	
5. Joint or Mentor Venture	Are you considering a Joint or Mentor Venture? Click the URL: https://www.comptroller.ny.gov/ocpr/2023/08/20/08-19-23-03-008	

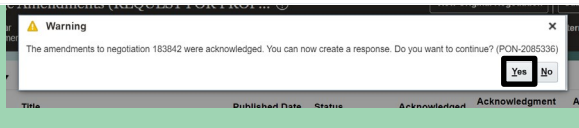
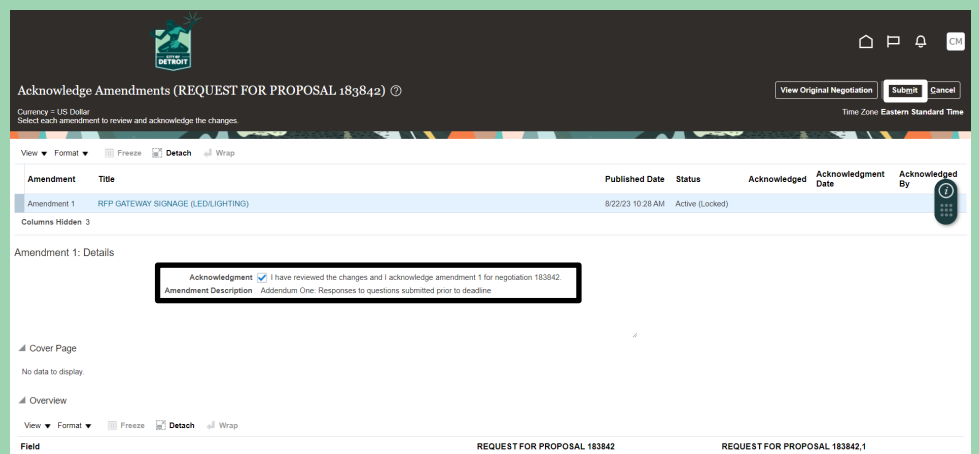
Read the **Lines** to see what pricing you will need to submit with your bid. You can click the blue description to see more details; if you do, remember to click the **Done** button to return to this page.



Read the **Contract Terms** to learn what language to expect in the final contract between the City and the selected supplier(s). Please note that this is a sample contract and may not match the final agreement precisely. This section is for your reference and information only. When you have finished your review, click the **Create Response** button at the top right of the page.

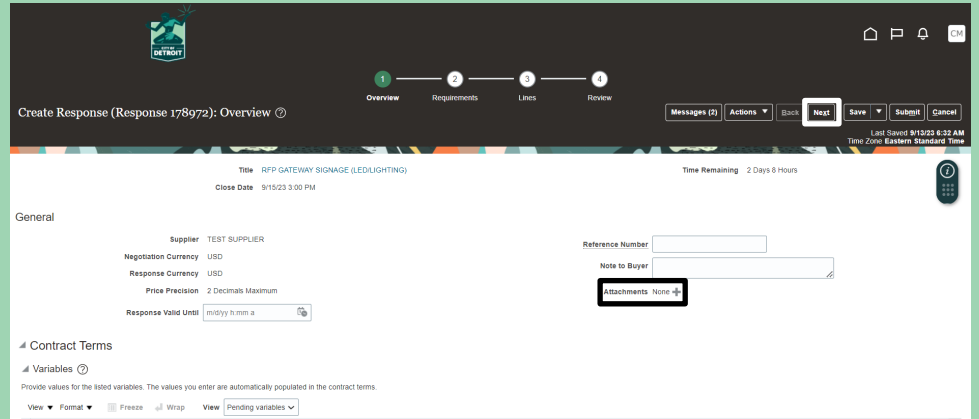


If a pop-up box asks you to acknowledge amendments, click **Yes** to move forward. Then review the amendments, check the Acknowledgement box, and click **Submit** and then **Yes** to move forward. This will NOT submit your response.

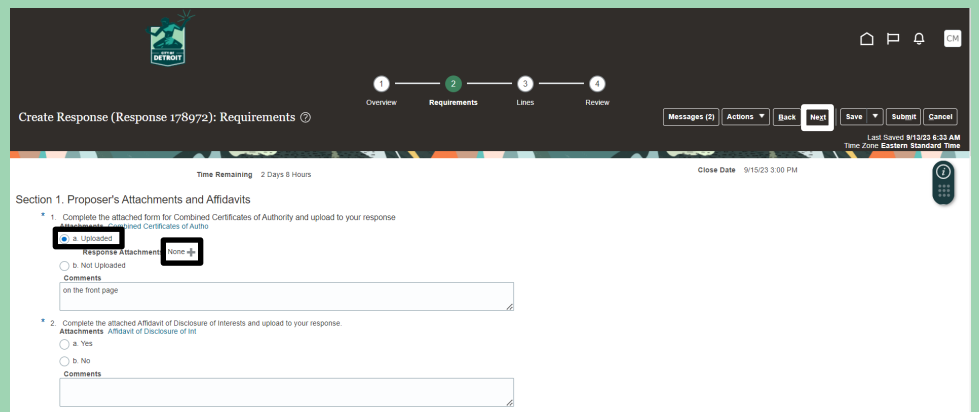


By clicking the + sign, attach completed versions of all the bid-specific documents that you downloaded from the [Overview](#) page (see page 5 of these instructions). Only submissions with all attachments uploaded here will be considered.

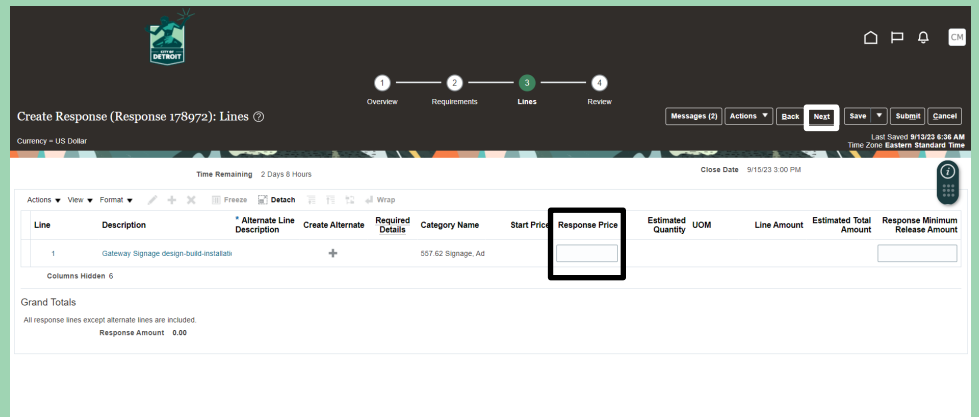
If applicable, you may also include an expiration date for your quote and/or proposal ([Response Valid Until](#)). The [Reference Number](#) and [Note to Buyer](#) fields should be left blank. Once you have uploaded all of your documents, click the [Next](#) button at the top of the page.



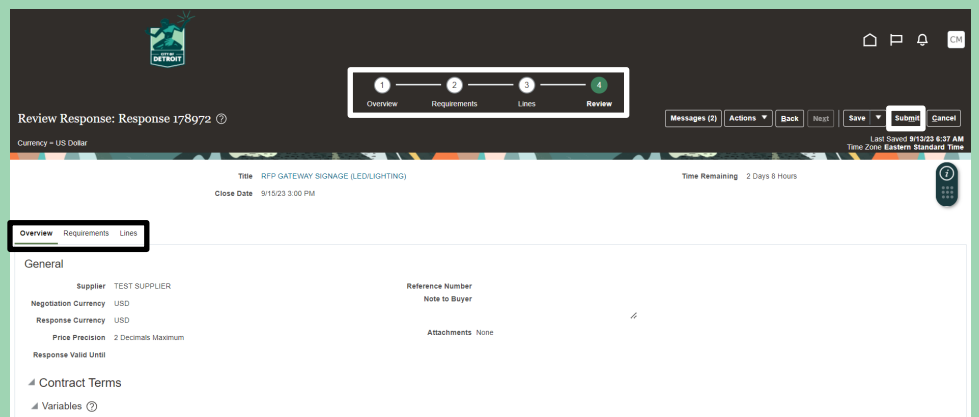
For each listed attachment, select the *Uploaded* radio button and then use the + sign to attach the completed version of the appropriate template from the [Requirements](#) page (see page 5 of these instructions). Once you have uploaded all of your attachments and responded to any other questions on this page using the radio buttons, click the [Next](#) button at the top of the page.



Enter a price for each line item. DO NOT click the + sign or enter anything in the Minimal Release Amount field to the right. Your response on this page should simply be a number in each Response Price box. Once you have entered numbers into each Response Price box, click the Next button at the top of the page.



Review your response. You can see what you submitted for each section by using the horizontal menu to the left of the page. If you need to make any edits, use the numbered circles at the top of the page to navigate back to the appropriate page. Once you are satisfied with your responses as they appear on this page, click the Submit button at the top of the page.



A pop-up message entitled Confirmation will inform you that your response has been submitted. Please note the response number for your records and click OK.



Seeing Submitted Responses Later

Follow steps 1 and 2 on page 2 of these instructions to navigate to the Supplier Portal. Click **Manage Responses** under the **Negotiations** heading.

Any response labeled **Active** is a submitted response.

If you see something labeled **Draft**, it has not been submitted yet. If you see something labeled **Archive**, it is a response that has since been updated and/or a response to a previous amendment.

The screenshot shows the Supplier Portal dashboard. On the left is a navigation menu with categories like Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Invoices and Payments, and Negotiations. The 'Manage Responses' link under Negotiations is highlighted with a red box. The main content area features a 'Requiring Attention' gauge showing 1.91K, a 'Recent Activity' box for Negotiation Invitations, and a 'Supplier News' section with a red alert titled 'ATTENTION SUPPLIERS!' regarding 'Invoices On Hold'.

The screenshot shows the 'Manage Responses' page. It includes search filters for Negotiation Title, Negotiation, Response, Response Status (set to 'Active or draft'), and Line Description. Below the filters is a table of search results:

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
178972	Active	183842.1	RFP GATEWAY SIGNAGE (LED/LIGHTING)	REQUEST FOR...	2 Days 8 Hours	2	🔍
177969	Draft	183855.1	ARRA - Abatement and Demolition of Commercial Structures Group 221	REQUEST FOR...	7 Days 8 Hours	0	🔍
47815	Active	181045-2	YOUTH DEVELOPMENT ORGANIZATION RFP/Q	RFP/Q	0 Seconds	1	🔍
6889	Pending award	18365.1	BSEED - Graphic Design and Print	REQUEST FOR...	Canceled	0	🔍

Revising Submitted Responses

Follow the instructions above for viewing submitted responses.

Click the response number for the negotiation that you wish to revise.

Click **Revise** at the top right of the next page to enter editing mode. From there, everything you see and do will follow pages 7-9 of these instructions.

Please note that the line amounts must be different from the ones you submitted initially. You can simply add or subtract a penny from your earlier response prices.

Once you have made all desired revisions, remember to click **Submit** again. You can use this process to revise a response as many times as you wish before the bid closes.

Manage Responses

Search: Negotiation Title, Negotiation, Response

Response Status: Active or draft

Search Results

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
178972	Active	183842.1	RFP GATEWAY SIGNAGE (LED/LIGHTING)	REQUEST FOR...	2 Days 8 Hours	2	🔍
177969	Draft	183850.1	ARRA - Abatement and Demolition of Commercial Structures Group 221	REQUEST FOR...	7 Days 8 Hours	0	🔍
47815	Active	181045-2	YOUTH DEVELOPMENT ORGANIZATION RFQD	RFQD	0 Seconds	1	🔍
6889	Pending award	18365.1	BSEED - Graphic Design and Print	REQUEST FOR...	Cancelled	0	🔍

Response: 178972 (REQUEST FOR PROPOSAL 183842.1)

Revise

Title: RFP GATEWAY SIGNAGE (LED/LIGHTING)

Time Remaining: 2 Days 8 Hours

Close Date: 9/15/23 3:00 PM

Overview

General

Supplier: TEST SUPPLIER

Supplier Site: Note to Buyer

Supplier Contact: McCre, Cedric

Response Currency: USD

Price Precision: 2 decimals maximum

Response Valid Until:

Contract Terms

Variables

Create Response (Response 178973): Lines

Submit

Time Remaining: 2 Days 8 Hours

Close Date: 9/15/23 3:00 PM

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Rank	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Gateway Signage d		+		557.62 Signage, Ad Sealed			10,000.01			10,000.01		

Grand Totals

Response Amount: 10,000.01

Contact the E-Procurement Team

Supplier Procurement Support Hotline (Technical Assistance)

(313) 670-6604

procurementinthecloud@detroitmi.gov

E-Procurement Open Assistance Sessions: Learning How to Navigate Oracle

Click the links at the indicated times to join E-Procurement experts for Oracle demonstrations and Q&A.

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30a	Thursdays, 1:00p
Supplier Profile Updates	Mondays, 11:30a	Thursdays, 1:30p
Responding to Bids	Mondays, 9:30a	Fridays, 9:30a
Invoicing	Tuesdays, 1:30p	Fridays, 11:30a
Online Office Hours (General)	Tuesdays, 3:00p	Wednesdays, 9:30a

We value your feedback!

[Fill out a quick survey](#)

We would love to hear how this document has help you and where we can improve on relaying this information.