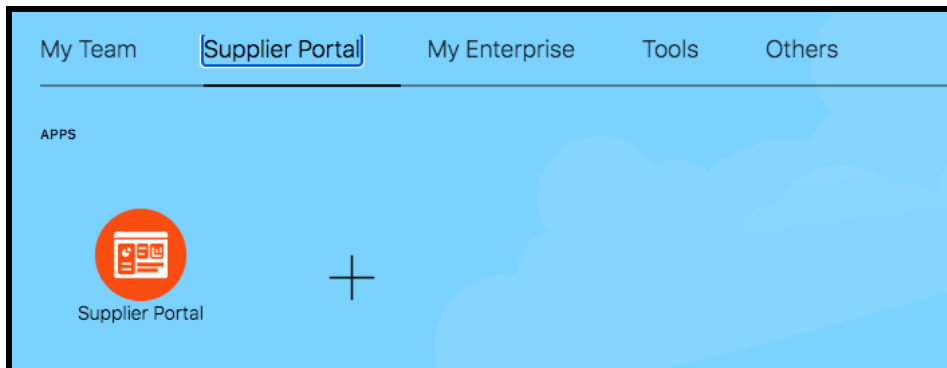


Responding to Negotiations for Suppliers

This document will show Suppliers how to respond to Negotiations.

1. Navigate to the Oracle system.
 - a. If you are not registered in Oracle, go to this link for information and a link to register: <https://www.philasd.org/procurement/oracle-supplier-portal/>
2. Click on the Supplier Portal orb from the Home Page.



3. On the menu on the left side, click on “View Active Negotiations” under the Negotiations heading. You may need to scroll down on the page to see the link on the left side.



4. Once in the Negotiations page, you will search for active Negotiations.
 - a. Make sure to follow these steps to see all active Negotiations.
 - i. Enter the letters “NG” into the Negotiation field.
 - ii. Change the “Invitation Received” field to Blank
 - b. Click Search

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Invitation Received Yes ▾

** Title

Response Submitted No ▾

** Negotiation Close By mm/dd/yyyy

Negotiation Open Since mm/dd/yyyy

Search Reset Save...

Search Results

- You will see any active Negotiations in the results form. The results will show you the time remaining, the close date (when responses are due), if you have any responses pending, and messages related to that Negotiation, as shown below.

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NG10017	TRAINING Professional Development for Online Learning	RFQ	20 Days 23 Hours	12/30/2020 11:...	0		0		

- To view an RFP or Bid, click on the Negotiation number link on the left side of the search results. Then, in the Table of Contents shown on the left side below, click on Overview.

Table of Contents

Cover Page

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

THE SCHOOL DISTRICT OF PHILADELPHIA

REQUEST FOR PROPOSAL

RFP Template for Professional Services

Competitive RFP Number: **NG10017**

Vendor Response Due No Later Than:
12/30/2020 11:41 AM

- In the Overview tab, you will see an Attachments item with a link on the right side. To see the RFP or Bid, click on the link to download it.

Overview

Title	TRAINING Professional Development for Online Learning	Buyer	Laronda Parks
Synopsis	TRAINING Professional Development for Online Learning	Outcome	Purchase Order
		Attachments	NG10017 Professional Services

- To see the Requirements (the items that you will have to respond to when submitting your proposal or bid), click on the Requirements section in the Table of Contents on the left side. You will see items similar to those in the image below. You can review these prior to creating your response.

Summary Preview Requirement Questionnaire

View Format Freeze Detach Wrap

Requirement	Requirement Text	Scoring Team	Weight	Attachments
1. General Requirements				
1. Do you have a Tax Clearance Certificate?	Do you have a City of Philadelphia Tax Clearance Certification? More information on this document can be found here https://www.phila.gov/services/payments-assistance-taxes/get-tax-clearance/			
2. Appendix L: Code of Ethics	Download the attached Appendix and have it signed and sealed by an authorized representative of your organization, then attach it here.			
3. Appendix J: Non-Collusion Affidavit	Download the attached Appendix and have it signed and sealed by an authorized representative of your organization, then attach it here.			
4. Appendix H: Signature Page	Download the attached Appendix and have it signed and sealed by an authorized representative of your organization, then attach it here.			
5. Appendix I: Equal Opportunity Information	Download the attached Appendix, have it signed and sealed by an authorized representative of your organization, and upload it here.			
6. Appendix G: Agreement and Terms and Conditions	See attached the School District of Philadelphia's Standard Agreement for Services and the associated Terms and Conditions. Please review the Agreement and Terms and Conditions, as these documents will be the basis on which any ensuing contract(s) are entered.			
2. Technical Requirements		Technical Scoring	1.00	
1. Proposal Upload	Upload your proposal in response to this Request for Proposals. Your submission must comply with the Submission Format outlined in the Request for Proposals document.		1.00	
3. MWBE Inclusion Requirements		MWBE Scoring	10.00	
1. Upload your MWBE Participation Documents	Upload your documents here.		10.00	

- To create your response to the RFP or Bid, click on the "Create Response" button at the top right of the page.

Messages **Create Response** Actions Done

Time Zone Eastern Standard Time

Title TRAINING Professional Development for Online Learning
 Status Active
 Time Remaining 20 Days 23 Hours

Open Date 12/09/2020 11:41 AM
 Close Date 12/30/2020 11:41 AM

- You will be taken to the Overview page of your response. Here, you can enter some information about your response, including the length of validity.

General

Supplier Troxel Communications, Inc.

Negotiation Currency USD
 Response Currency USD
 Price Precision 2 Decimals Maximum
 Response Valid Until mm/dd/yyyy h:mm a

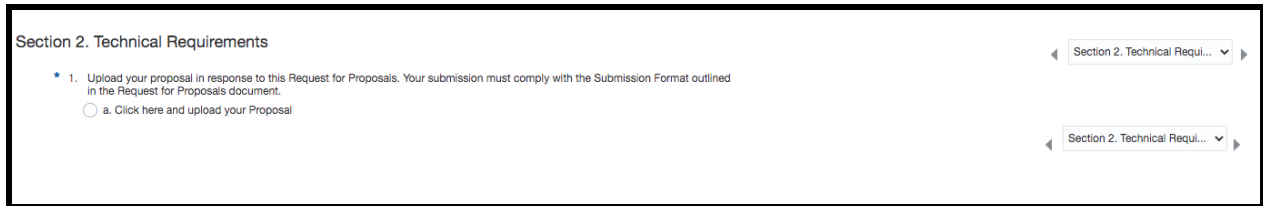
Response Type Primary
 Alternate

Reference Number

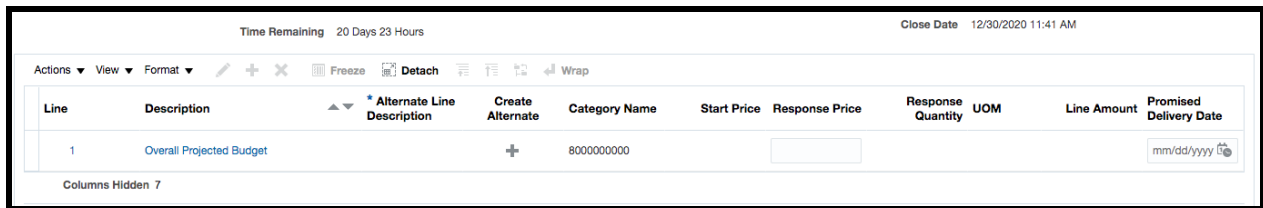
Note to Buyer

Attachments None

11. On the next tab, you will see the Requirements. Respond to each of these as appropriate.
 - a. Make sure to upload your RFP response in the Technical Response if the Negotiation is a RFP (Request for Proposals), as seen in the example below.
 - b. Also, make sure that you have responded to ALL Requirements, by clicking through the arrows shown on the right side below. There may be three or more sections of Requirements to respond to. Do not go on to Lines before completing all Requirements.



12. Next, click on the Lines link at the top of the page. Here you will enter your overall proposed budget for RFPs, or individual line pricing for supplies and low-dollar bid Negotiations.



13. Finally, go to the Review link at the top of the page. Review your Negotiation before submitting.

Troubleshooting issues with Negotiations

You may find issues with access or functionality during your Negotiation response process. Here are some common issues and their solutions.

1. Not being able to see any Negotiations in the View Active Negotiations tab.
 - a. There are two potential problems and solutions here.
 - i. First, make sure you have entered “NG” in the Negotiations search field, and changed the Received Invitation field to Blank.
 - ii. If this does not work, it may be an issue with your supplier contact profile.
 1. To check this, have an administrative contact log in to the supplier profile.
 2. Go to “Manage Profile” at the bottom left of the menu in the Supplier Portal.

3. First, click on Addresses. Make sure you have at least one address that has “RFQ or Bidding” checked for Address Purpose.
4. Then, click on Contacts, then edit the Contact that will be entering the Negotiation. In the Address section of the Contact, Select and Add the address with the “RFQ or Bidding” purpose to this Contact’s profile. Save and Close, then try searching for Negotiations again.