



DEPARTMENTS

Department of Procurement

Supplier Response to Solicitation

City of Atlanta

Department of Procurement

Supplier Portal Page



Here is an overview of the Supplier Portal home page.

The screenshot shows the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search input field. Below the search bar is a sidebar menu with categories: Tasks, Solicitations, Orders, Agreements, Invoices and Payments, and Supplier Profile. The main content area features a 'Requiring Attention' donut chart with a total of 10 items, broken down into Negotiation Responses (2), Invoices Overdue (1), and Negotiations Closing Soon (7). To the right of the chart are three summary cards: 'Recent Activity' (Last 30 Days), 'Transaction Reports' (Last 30 Days), and 'Transaction Reports' (Last 30 Days), all showing 'No data available' with a lightning bolt icon.

Use the search functionality to search for an order/solicitation using the respective number.

Use the task list to view/access the information related to a specific task. The important task categories includes, orders, agreements, and solicitations.

Use the Requiring Attention section to view the graphical representation of the tasks that require immediate attention. For example, the graph in the above screenshot shows that the supplier has 10 items that require their attention. The supplier can click a section to view the details and respond to that item.

Use the Recent Activity section to view the activities performed over the last 30 days.

Use the Transaction Reports section to view the reports of the transactions that occurred over the last 30 days.

Supplier Portal



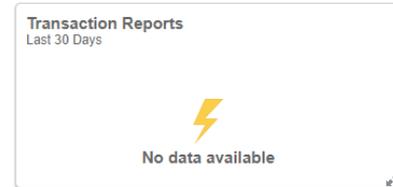
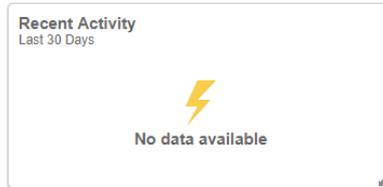
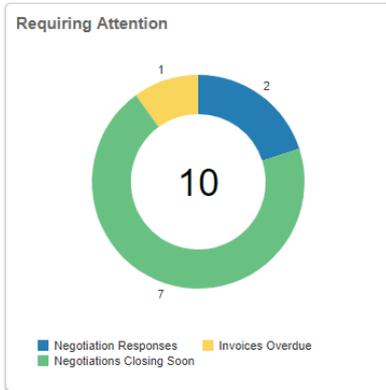
Let's look at the functionalities to respond to a solicitation.

Respond to Solicitation

Supplier Portal

Search Order Number

- Tasks**
- Solicitations**
 - View Active Solicitations
 - Manage Responses
 - Orders**
 - Manage Orders
 - Agreements**
 - Manage Agreements
 - Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
 - Supplier Profile**
 - Manage Profile



Create Supplier Response for Solicitations (1 of 14)



Here are the steps to create a response to a solicitation from the Supplier Portal.

1

Click the **View Active Solicitations** sub-task under the **Solicitations** task.

Supplier Portal

Search Order Number

Tasks

Solicitations

- **View Active Solicitations**
- Manage Responses

1

Orders

- Manage Orders

Agreements

- Manage Agreements

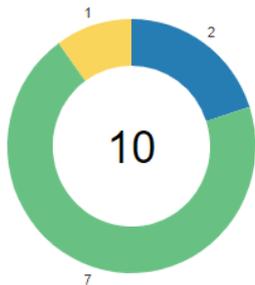
Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Supplier Profile

- Manage Profile

Requiring Attention



■ Negotiation Responses ■ Invoices Overdue
■ Negotiations Closing Soon

Recent Activity

Last 30 Days


No data available

Transaction Reports

Last 30 Days


No data available

Create Supplier Response for Solicitations (2 of 14)



2

Switch **Invitation Received** to **Yes** to view solicitations for which the Contracting Officer has sent you an invitation. Switch to **No** to view all other solicitations.

3

Click the **Search** button to view the search results.

Active Solicitations

Done

Search

Time Zone Eastern Standard Time

Manage Watchlist

Saved Search

Open Invitations

** At least one is required

** Solicitation

** Title

** Solicitation Close By

2

** Invitation Received

Response Submitted

Solicitation Open Since

3

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
1190712	FC-1190712, Legislative Management System, Support and Maintenance	RFP-S	13 Days 2 Hours	6/13/19 2:00 PM	0		0		
1190696	1190696-PL	ITB-G	4 Days 2 Hours	6/4/19 2:00 PM	1		0		

Create Supplier Response for Solicitations (3 of 14)



4

Select the solicitation from the search results. The line will turn blue when selected. To view the solicitation details such as the Scope of Services and forms, click the Solicitation number.

5

Click **Acknowledge Participation** if the option is available.

Click the **Create Response** button to begin creating your bid or proposal.

Active Solicitations

Done

Search

Time Zone Eastern Standard Time

Manage Watchlist

Saved Search

Open Invitations

** At least one is required

** Solicitation

** Title

** Solicitation Close By m/d/yy

** Invitation Received No

Response Submitted No

Solicitation Open Since m/d/yy

Search Reset Save...

5

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

4

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
1190712	FC-1190712, Legislative Management System, Support and Maintenance	RFP-S	13 Days 2 Hours	6/13/19 2:00 PM	0		0		
1190696	1190696-PL	ITB-G	4 Days 2 Hours	6/4/19 2:00 PM	1		0		

Create Supplier Response for Solicitations (4 of 14)



6 Review the **Overview** section.

7 Click the **Next** button.

Create Response (Proposal 2001): Overview

Messages Respond by Spreadsheet Actions Save Next Save Submit Cancel

Last Saved 6/27/18 10:49 AM
Time Zone Coordinated Universal Time

Title FC-11800020, Personal Spa Services
Close Date 6/30/18 2:49 PM

Time Remaining 3 Days 3 Hours

General

Supplier ASSURED OFFICE SOLUTIONS, LLC
Price Precision 2 Decimals Maximum

Create Supplier Response for Solicitations (5 of 14)



8

The **Requirements** screen contains the details of the solicitation.

9

Click the drop-down to select the page name that should be displayed in the tab.

NOTE: Alternatively, click the arrow button next to the drop-down menu to open the next page of the requirements details.

Create Response (Proposal 2001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 6/27/18 10:50 AM
Time Zone Coordinated Universal Time

Time Remaining 3 Days 3 Hours

Close Date 6/30/18 2:49 PM

Section 1. Information and Instructions to Proponents

1. Part 1: Information and Instructions to Proponents

- Services Being Procured: This Request for Proposals ("RFP") from qualified proponents ("Proponent" or "Proponents") by the City of Atlanta ("City"), on behalf of the Executive Offices seeks to procure the following services ("Services"), the continued operation of the City's public access cable television channel. A more detailed Scope of Services sought in this procurement is set forth in Exhibit A - Scope of Services, included in this RFP. 1
- Method of Source Selection: This procurement is being conducted in accordance with all applicable provisions of the City of Atlanta's Code of Ordinances, including its Procurement and Real Estate Code and the particular method of source selection for the services sought in this RFP is Code Section 2-1189, Competitive sealed proposals. By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFP by reference.
- Authority to Transact Business in Georgia: Each Proponent shall submit with its Proposal, documentation that demonstrates it is duly authorized to conduct business in the State of Georgia.
- Minimum Qualifications
 - Each Proponent must be located within the Atlanta Metropolitan Area as defined by the Atlanta Regional Commission. Fulton, DeKalb, Gwinnett, Cobb and Clayton were the five original counties when the Atlanta metropolitan area was first defined in 1950, and continue to be the core of the metro area. These five counties along with five more (Cherokee, Douglas, Fayette, Henry and Rockdale) are members of the Atlanta Regional Commission.
 - Each Proponent must possess at least three (3) years of experience operating and/or managing television, broadcasting and public access managing channel or network operations, productions, or programming, or managing and/or providing training in video production (including educational institutions). Experience must include principal individuals, not just the organization.
- No Offer by City, Firm Offer by Proponent: This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent's offer is a firm offer and may not be withdrawn except under the rules specified in City's Code of Ordinances and other applicable law.
- Proposal Deadline: Your response to this RFP must be received by the City's Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307 no later than 2:00 p.m., EST (as verified by the Bureau of National Standards) on Monday, November 13, 2017. Any Proposal received after this time will not be considered and will be rejected and returned.
- Pre-Proposal Conference: In lieu of a Pre-Proposal Conference, the City will provide information regarding the RFP process and submitting proposals on the Department of Procurement website for this solicitation.
- Procurement Questions; Prohibited Contacts: Any questions regarding this RFP should be submitted in writing to the City's contact person, Krista A. Morrison, Esq., Contracting Officer, Senior, Department of Procurement, 55 Trinity Avenue, SW, Suite 1900, Atlanta, Georgia 30303-0307, by e-mail at kamorrison@atlantaga.gov, on or before Friday, November 3, 2017, at 1:00 P.M. EDT. Questions received after the designated period may not be considered. Any response made by the City will be provided in writing to all Proponents by Affidavit. It is the responsibility of each Proponent to obtain a copy of any

NOTE: The supplier has to review all the pages in the requirements tab to download the mandatory forms and upload the completed mandatory forms before submitting the response. Let's learn how to download a form and upload the completed form in the Supplier Portal.

Create Supplier Response for Solicitations (6 of 14)



10

Click the attachment file name to download the file.

Create Response (Proposal 2001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Required Submitted (FORM 1)
Illegal Immigration Reform and Enforcement Act Forms (Page 3 of 3)

Last Saved 6/29/18 8:40 AM
Time Zone Coordinated Universal Time

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

• By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

• _____

• Federal Work Authorization User Identification Number (Also known as E-Verify Company ID, Not Tax ID or SS Number)

• _____

• Date of Authorization (This is the date the Company ID was issued by the Federal E-Verify system)

• _____

• Name of Contractor (Legal name of Contractor, not an abbreviated version)

• _____

• Name of Project

• City of Atlanta _____

• Name of Public Employer

• _____

• **I hereby declare under penalty of perjury that the foregoing is true and correct.**

• Executed on _____, 201_ in _____ (city), _____ (state)

• _____

• Signature of Authorized Officer or Agent

• _____

• Printed Name and Title of Authorized Officer or Agent

• _____

• SUBSCRIBED AND SWORN BEFORE ME

• ON THIS THE _____ DAY OF _____, 201_

• _____

• NOTARY PUBLIC

• My Commission Expires: _____

• _____

Attachment: **Form 1.docx**

a. I am attempting to notarize.

10

Create Supplier Response for Solicitations (7 of 14)



11

Click the file name to initiate the file download process.

12

Click the **Save** button to save the file on your desktop/laptop, or the **Open** button to view and print the file.

Create Response (Proposal 2001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Required Question (FORM 1)
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

Last Saved 6/29/18 8:47 AM
Time Zone: Coordinated Universal Time

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor if of an affidavit is receipt, a copy identification n

Attachments

Type	Category	* File Name or U	Title	Description	Attached By	At
File	To Supplier	Form 1.docx	Form 1.docx		Philippe Jefferson	6/29/18

Rows Selected 1

OK

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201_ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Officer or Agent _____

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201_

NOTARY PUBLIC
My Commission Expires: _____

Attachments

Do you want to open or save Form 1.docx from ehxr-dev4.fa.us2.oraclecloud.com?

Open Save Cancel

NOTE: Print the downloaded form, provide all required information, and scan the completed form to generate a PDF document. The PDF document of the scanned form should be attached to the response in the Requirements tab of Supplier Portal. Let's learn how to upload a PDF document of the scanned form.

Create Supplier Response for Solicitations (8 of 14)



13

Select the option **I am attaching a notarized copy of Form 1** (the text will vary).

14

Click the **+** button to attach the form.

Create Response (Proposal 2001): Requirements

Required Submittal (FORM 1)
Illegal Immigration Reform and Enforcement Act Forms (Page 2 of 3)
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 6/29/18 8:47 AM
Time Zone Coordinated Universal Time

• By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

• _____

• Federal Work Authorization User Identification Number (Also known as E-Verify Company ID, Not Tax ID or SS Number)

• Date of Authorization (This is the date the Company ID was issued by the Federal E-Verify system)

• Name of Contractor (Legal name of Contractor, not an abbreviated version)

• Name of Project

• City of Atlanta

• Name of Public Employer

• I hereby declare under penalty of perjury that the foregoing is true and correct.

• Executed on _____, 201_ in _____ (city), _____ (state)

• Signature of Authorized Officer or Agent

• Printed Name and Title of Authorized Officer or Agent

• SUBSCRIBED AND SWORN BEFORE ME

• ON THIS THE _____ DAY OF _____, 201_

• NOTARY PUBLIC

• My Commission Expires: _____

Attachments Form 1.docx

I am attaching a notarized copy of Form 1

Response Attachments None +

13

14

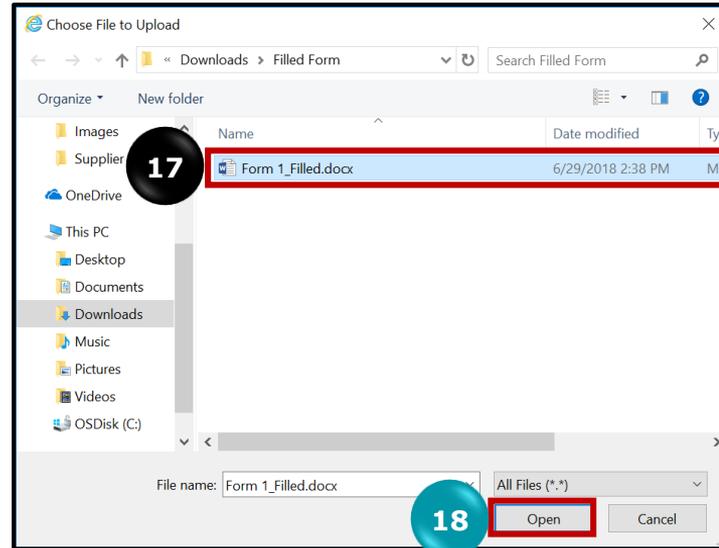
Create Supplier Response for Solicitations (9 of 14)

15 Click the **+** button.

16 Click the **Browse** button to search and attach the completed PDF form saved on your desktop/laptop.

17 Select the file that has to be uploaded.

18 Click the **Open** button.



Create Supplier Response for Solicitations (10 of 14)



19

Click the **OK** button.

Attachments ✕

Actions ▾ View ▾ + ✕

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	Form 1_Filled.docx <input type="button" value="Update..."/>	Form 1_Filled.docx	<input type="text"/>	Assured.Office	6/29/18 9:16 AM

Rows Selected 1 Columns Hidden 1

19

Create Supplier Response for Solicitations (11 of 14)



20

To view all the attachments in the solicitation, click **Actions > View > View Attachments**.

To download all the attachments, click **Actions > Download All**.

20

RF: 1190048

Messages Create Response Actions Done

Agency	US Dollar
Title	FC-1190048, Rental Car Center Operation & Maintenance
Status	Active (Locked)
Time Remaining	13 Days 23 Hours

Table of Contents

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

REQUEST FOR PROPOSALS

FC-1190048, Rental Car Center Operation & Maintenance



KEISHA L. BOTTOMS
MAYOR

Actions menu options: Respond, Analyze, View, View PDF, View Attachments

Create Supplier Response for Solicitations (12 of 14)



21

Click **Next** button after all the necessary forms are uploaded.

21

Create Response (Proposal 2001): Requirements

Required Submittal (FORM 1)
Illegal Immigration Reform and Enforcement Act Forms (Page 3 of 3)
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 6/29/18 8:47 AM
Time Zone Coordinated Universal Time

• By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

• _____

• Federal Work Authorization User Identification Number (Also known as E-Verify Company ID. Not Tax ID or SS Number)

• _____

• Date of Authorization (This is the date the Company ID was issued by the Federal E-Verify system)

• _____

• Name of Contractor (Legal name of Contractor, not an abbreviated version)

• _____

• Name of Project

• City of Atlanta

• Name of Public Employer

• _____

• I hereby declare under penalty of perjury that the foregoing is true and correct.

• Executed on _____, 201_ in _____ (city), _____ (state)

• _____

• Signature of Authorized Officer or Agent

• _____

• Printed Name and Title of Authorized Officer or Agent

• _____

• SUBSCRIBED AND SWORN BEFORE ME

• ON THIS THE _____ DAY OF _____, 201_

• _____

• NOTARY PUBLIC

• My Commission Expires:

• _____

Attachments [Form 1.docx](#)

Ⓢ a. I am attaching a notarized copy of Form 1

• Response Attachments [Form 1_Filled.docx](#)

Create Supplier Response for Solicitations (13 of 14)



22

On the **Lines** screen, enter the required information in the field **Response Price**. This will usually be your Total Bid Price.

23

Click the **Next** button.

22

23

Overview Requirements **Lines** Review

Create Response (Proposal 2001): Lines

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Currency = US Dollar

Last Saved 6/27/18 10:51 AM
Time Zone Coordinated Universal Time

Time Remaining 3 Days 3 Hours

Close Date 6/30/18 2:49 PM

22

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Item	Revision	Start Price	Target Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Note to Buy
1	all other personal se		+	915.0227 - BID OR					<input type="text"/>					<input type="text"/>	<input type="text"/>

Columns Hidden 2

Grand Totals

All response lines except alternate lines are included.

Response Amount 0.00

Create Supplier Response for Solicitations (14 of 14)



24

Review your response carefully, and double-check that you have uploaded the correct documents.

25

You can **Save** your response before it is completed, and come back and submit it at a later time.

26

When you are ready to submit your completed response, click the **Submit** button to send your response to the solicitation.

Review Response: Proposal 2001

Currency = US Dollar

Title FC-11800020, Personal Spa Services

Close Date 6/30/18 2:49 PM

Time Remaining 3 Days 3 Hours

Last Saved 6/30/18 10:53 AM
Time Zone Coordin... al Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Overview Requirements Lines

General

Supplier ASSURED OFFICE SOLUTIONS, LLC

Reference Number

Negotiation Currency USD

Note to Buyer

Response Currency USD

Attachments None

Price Precision 2 Decimals Maximum

Response Valid Until 7/20/18 10:49 AM

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

Name	Description	Value	Clauses
No data to display.			

Deliverables

- Avoid using the Back button on your internet browser. Instead, click Done to close a page.
- Save your uploaded forms and documents with specific and descriptive file names in order to avoid uploading blank forms or incorrect documents. E.g. "ABC Co. Required Submittal forms complete"

Information on registering as a City Supplier is available at <https://www.atlantaga.gov/government/departments/procurement/home2/supplier-registration>

The City's **Supplier Portal** is available at <https://ehxr.fa.us2.oraclecloud.com/>