Contents

1  King County E-Procurement | Supplier Solicitation User Guide ...................................................................................................................................................... 2
2  Solicitation Abstract ......................................................................................................................................................................................................................... 3
3  Solicitation Invitation ....................................................................................................................................................................................................................... 4
4  Login and Home Page ...................................................................................................................................................................................................................... 5
5  Supplier Portal Overview ................................................................................................................................................................................................................. 6
6  View Active Solicitations .................................................................................................................................................................................................................. 7
7  Search Active Solicitations ................................................................................................................................................................................................................. 8
8  View & Download Solicitation Attachments .................................................................................................................................................................................... 9
9  Acknowledge Solicitation Participation (optional but recommended) ......................................................................................................................................... 10
10 Create Supplier Response to Solicitations ................................................................................................................................................................................... 11
    10.1 Review Overview Train Stop .................................................................................................................................................................................................. 12
    10.2 Submit Solicitation Messages (available on any section) ..................................................................................................................................................... 13
    10.3 Complete Requirements Train Stop ....................................................................................................................................................................................... 14
    10.4 Requirements Train Stop | Downloading Form(s) ................................................................................................................................................................. 15
    10.5 Requirements Train Stop | Uploading Completed Form(s) ........................................................................................................................................................................ 16
    10.6 Complete Lines Train Stop ..................................................................................................................................................................................................... 18
    10.7 Review Train Stop | Submit Response ................................................................................................................................................................................... 19
11  Respond to Solicitation Addendum ........................................................................................................................................................................................... 20
12  Revise & Resubmit Solicitation Response .................................................................................................................................................................................. 22
13  View Solicitation Response History ................................................................................................................................................................................................ 24
14  Withdraw Solicitation Response .................................................................................................................................................................................................. 25
15  Responding to Multiple Solicitation Rounds ............................................................................................................................................................................. 26
1 King County E-Procurement | Supplier Solicitation User Guide

A how-to guide for suppliers participating in solicitation and contracting activities in King County’s E-Procurement system.

All suppliers must be registered to view the full solicitation documents or participate in solicitations with King County.

E-Procurement Links

- E-Procurement Supplier Website
- E-Procurement Registration
- E-Procurement Sign In

Supplier User Guides

- Supplier Registration User Guide
- Supplier Profile Maintenance User Guide
- NAICs Quick Reference Guide

Please ensure you meet the minimum software requirements of the E-Procurement Supplier Portal.

1. Minimum native screen resolution: 1280x1024
2. Use a supported browser:
   - Apple Safari 10+
   - Google Chrome 60+
   - Microsoft Edge 40+
   - Mozilla Firefox 52+

Questions?

💰 Visit our For Business E-Procurement website:
www.kingcounty.gov/procurement/solicitations

✉️ Email procurement.web@kingcounty.gov

📞 Call (206) 263-9400
2 Solicitation Abstract

View Abstracts for publicly advertised King County solicitations on our website. Suppliers can preview solicitation details to decide if they are interested in participating. Suppliers do not have to log in to E-Procurement Supplier Portal to view information on the abstract. However, you must be registered and log into E-Procurement to respond to a solicitation.

What’s in a Solicitation Abstract:

- The downloadable PDF Summary contains information about the solicitation.
- Solicitation Award Notice & Response Tabulation will be included as a downloadable PDF on the abstract detail page.
- Solicitation Addenda will not be attached on the abstract detail page, but a short description will be included.
3 Solicitation Invitation

If you are registered and have selected the appropriate NAICS Codes, you will receive a “Negotiation Invitation” via email (sample below) whenever there is a County solicitation with a NAICS Code that matches your company’s selection.

Action Required: You Are Invited to Negotiation KC000169 (Laptops for Fleet Division)

King County Finance and Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com>

Negotiation Invitation

Laptops for Fleet Division
King County

From Heidi Marchetti
G&S Solicitation KC000169
Opens 9/10/20 8:39 PM
Closes 9/20/20 8:39 PM
Seeking to purchase laptops for one King County agency.

Accept Invitation          Decline Invitation

Supplier                  CMINTEG123
Supplier Contact          PPREGISTERSPROCSSUPPLIER CRP2TEST

You are receiving this notification from company King County because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.
4 Login and Home Page
Always sign into E-Procurement with your User ID and password. You will be directed to the E-Procurement Home Page.

**WARNING:** **DO NOT USE THE COMPANY SINGLE SIGN-ON OPTION** *(FOR KING COUNTY EMPLOYEES ONLY).*

**NAVIGATION TIPS**

Bookmark the E-Procurement login [URL](#) in your web browser for quick access.

**Do not use** the Back button on internet browser; instead click **Done** to close page or the **Home** Icon.

Use the **Flag** and **Bell** icons for quick access.

- **Watchlist** for current solicitations
- **Settings**, actions, and sign-out
- **Home**
- **Notifications**

**Click on the Supplier Portal icon to...**
- view and participate in a solicitation or qualification activities;
- update your company profile.
5 Supplier Portal Overview

Below is an overview of the Supplier Portal home page.

*Important*: The options in the Tasks menu vary based on your Supplier role. If you do not see the Solicitations section under Tasks, contact your company profile administrator and request that you be assigned the proper supplier role(s). Refer to the Supplier Portal User Guide for more information on Supplier roles.
6 View Active Solicitations

Please follow the steps below to create a response to a solicitation from the Supplier Portal.

1. Click on View Active Solicitations sub-task under the Tasks menu.
7 Search Active Solicitations

2 Switch **Invitations Received** to **Yes** to view solicitations that you have been invited to respond. Switch to **No** to view all other solicitations.

3 Change the **Response Submitted** field using the dropdown arrow select **No** to find publicly advertised solicitations that you have not submitted responses to.

4 Click on the **Search** button.
8 View & Download Solicitation Attachments

5 Click on the Solicitation number hyperlink to view the solicitation details such as the scope of services and forms.

6 Click on Actions button ➔ View ➔ View Attachments to access all the attachments from the solicitation.

7 Click on Download All to download the attachments as a zip file. Click Done button to return to search results.
9 **Acknowledge Solicitation Participation** (optional but recommended)

From the search results, click the space to the left of the solicitation you want to respond to - the line will turn blue upon selection.

Click **Acknowledge Participation**, the option is available only if you have been invited to a solicitation.

Select **Yes** or **No** on Will Participate and provide Note to Buyer, if desired. Click **OK**.

Once done, the “Yes” status will display under **Will Participate**:
10 Create Supplier Response to Solicitations

Select the **solicitation** you want to respond to, the line will turn blue upon selection. Click the **Create Response** button to begin or continue creating your response (Bid or Proposal).

![Image of the response creation interface](image)

1. Select the **Create** button.

   **Important:** Only select **Copy from an existing Response** if you’d like to copy your responses from an existing solicitation. This option is only available after you have submitted a response to a King County solicitation.
10.1 **Review Overview Train Stop**

Use the train stop (section) headers to identify which section you’re completing: Overview, Requirements, Lines or Review.

Review the **Overview** train stop. Review important information like the **Close Date, Time Remaining** and enter a **Reference Number** if you have one for your own tracking purposes.

**NOTICE - Close Date & Time Remaining:** All solicitations must be submitted before the indicated date and time, the system will not accept late responses.

Click on the **Next** button
### 10.2 Submit Solicitation Messages (available on all train stops)

Click on the Messages button to send King County Procurement questions regarding that specific solicitation.

Create a new message by selecting the + button. Complete all the required fields in the Send Message window, and select Send.

To reply to a message, select the message (row will turn yellow upon selection) and click the or the Reply button.

Notice that all messages and replies will open at the bottom of the Message page.

Select the Done button to return to your solicitation response.
10.3  **Complete Requirements Train Stop**

The **Requirements** train stop contains details on the solicitation.

**Review and respond to each section** under the requirements train stop. There may be various questions under each section.

Click on the **dropdown** to select each requirements section and provide a response when required. Alternatively, click on the **arrow** (next to the drop down) to move to the next Requirements section.

Once all sections under the Requirements train stop are completed, click the **Next** button.

**Note:** Review each section under the Requirements trainstop, respond to all questions and, if required, download mandatory forms and upload the completed version before submitting your response.
10.4 **Requirements Train Stop | Downloading Form(s)**

**Important:** If you have already downloaded solicitation attachments, per step 8 above, skip section 10.4.

10. Click the file name within the **Attachments** field to download the file.

11. Click on **File Name or URL** to initiate the file download.

12. Click the **Save** button to save the file on your computer or the **Open** button to view the file.

**Complete** the downloaded form; **add** all required information save the completed form as a PDF document.

**Save** the scanned documents with **descriptive file names** in order to avoid uploading blank or incorrect documents.
10.5 Requirements Train Stop | Uploading Completed Form(s)

13. Select the option KC-W9 (text will vary) to indicate what’s being attached.

14. Click on + button to attach the form (pop-up window will open).

15. Click the + button on the Attachments pop-up window.

16. Click on the Choose File button to search for the completed form saved on your computer.

COUNTY TIP

Review your forms once uploaded to verify the correct attachment was added.

If the wrong document was attached, highlight the document and click the ✗ button to remove.
Find and select the file that has to be uploaded, then click the Open button.

Click on the OK button.

Review and complete each Requirement section. Click Next button.
10.6 Complete Lines Train Stop

The **Lines** train stop contains details on items needed by King County.

Enter your price for each line in the **Response Price** field. Your price should be based on the Description, Estimated Quantity, and Unit of Measure (UOM) listed.

Some solicitations may have multiple lines; provide pricing for each line.

- For Architecture & Engineering Solicitations: **(SKIP this section)** Pricing lines do not apply.
- For Construction Solicitations: Pricing line will typically be for a total bid price.
- For Goods & Service Solicitations: Pricing line(s) will typically be solicited by item, group or by lot.

Click the **Next** button.
10.7 **Review Train Stop | Submit Response**

22 Review your response carefully, double-check that all required documents are uploaded.

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

24 Click Actions > Validate to verify that all details have been entered. This will inform you if your Response is missing any required information.

25 When you are ready to submit your response, click Submit. A Confirmation window will display your response number, click OK.

**Important Note:** your response will not be submitted until you select the Submit button.
11 Respond to Solicitation Addendum

**Important Note:** Addendum and Amendment are used interchangeably.

1. When an Addendum is issued for a solicitation, a notification will be displayed under your Bell icon. Click on the **Notification link** to open the detailed message for the Addendum.

2. Review the Addendum PDF document(s) under the **Attachments** section.

3. Acknowledge the **Addendum** by clicking on the link **Acknowledge Addenda: KC000159,1**.
4. The **Acknowledge Addenda** detail page will display. **Check the Acknowledgement** box stating you have reviewed and acknowledged the amendment for the solicitation.

5. Click the **Submit** button

6. A confirmation message will display. Click OK to dismiss the message and return to the **Active Solicitations** page.
12 Revise & Resubmit Solicitation Response

Revise your response and resubmit it any time **before the solicitation close date and time.**

1. Click on **Manage Responses** sub-task under the Task. This will route you to all your solicitation responses.

![Manage Responses](image)

2. All your responses will appear with several attributes visible. The **Response Status** will indicate Draft for responses not yet submitted and Active for responses that have been submitted.

   - **Note:** Response revisions are only an option if there is still **Time Remaining** on the solicitation.

3. Select the **Response** line you’d like to revise (row will turn blue upon selection) then select the **Revise** button.

![Response Revision](image)
Adjust each section (Overview, Requirements, Lines) as needed; select **Next** to navigate to the next section.

If adjusting the **Lines** section, update the Response Price for each line as needed.

Review your changes for each section.

click the **Submit** button. A **Confirmation** window will display your new response number, click **OK**.
13 View Solicitation Response History

Click on Manage Responses sub-task under the Task. This will route you to all your solicitation responses.

Select the Response Number link you’d to review.

Select the Actions dropdown, then select the View Response History option.

Your submitted responses will be listed with its applicable status. Archived are previous versions of your response and Active is your most recent response submitted. King County will only consider your Active response.
14 Withdraw Solicitation Response

To withdraw your submitted response, use the solicitation Message function to request from King County Procurement. If the withdraw request is after the solicitation close date & time, include a justification in your request; the Procurement specialist will request a justification via Messages if not included as part of your initial withdraw request.

1. **Navigate** to the solicitation that you want to withdraw your response from.

2. Click on the Messages button to send King County Procurement your request for Response Withdraw.

3. Create a new message by selecting the + button.
   - **Complete** all the required fields in the Send Message window, and select Send.

4. Select the Done button to return to your response.

**Notification:** You’ll receive a confirmation: “Disqualify Response: 1234 (Solicitation KC000081, 1)”
15 Responding to Multiple Solicitation Rounds

Some solicitations may encompass various rounds to progressively collect more information in each round from suppliers. Additional solicitation rounds will be limited to those suppliers that responded to the initial round and are considered responsive. Each additional round will contain the same functionality and train stops but will request additional information from you.

Important: Refer to steps 8, 9 & 10 of this guide to view how to acknowledge participation, create a response, message and submit a response to each round.

Additional solicitation rounds will indicate the solicitation number with an added dash & round number; “KC000###-Round#.”

- Initial solicitation round number: KC000187
- The 2nd solicitation round number: KC000187-2
- The 3rd solicitation round: KC000187-3

You will be notified via email and system bell notification when you are invited to respond to an additional solicitation round and when that round has closed.
If you are not being invited to participate in additional rounds, the procurement specialist will use the E-Procurement Message feature to notify you. You will receive a notification via email and system bell notification:

Information will be available for each solicitation round on the Solicitation Abstract page. You can view and download the Response Tabulations or Award Notice for each solicitation round. Refer to Solicitation Abstracts in step 2 above.