



# King County

## Supplier Questionnaire User Guide

*This guide will cover:*

- *How to Respond to a Questionnaire*



Note: Questionnaires will be issued to collect additional information from suppliers. Questionnaires can be used to re-issue the Small Works Roster, Consultant Roster, update the Small Contractor & Supplier (SCS) Certification and Sustainable Purchasing Certification status', and for ad-hoc needs.

Responding to questionnaires will not result in a solicitation, guarantee work with the County, or a contract.

### 1 Questionnaire Invite Notifications

- There are two types of notifications that are sent to the supplier contact; by email notification and by system bell notification:



Note: the supplier contact only needs to respond to one of the notification options.

1. The first notification will be an email that is sent to the supplier contact for the questionnaire inviting the supplier to respond to a questionnaire. In the email under “Recommended Actions,” click the “Respond to Questionnaire” hyperlink to respond to the questionnaire. Log in is required to access the qualification.



Note: the supplier will not be able to access all information from the email invite i.e. attachments; all information can be viewed once clicking on the “Respond to Questionnaire” link and logging-in to the system.

The screenshot shows an email interface. At the top, it says "CRP2 - King County . FYI: You Are Invited to Respond to Questionnaire HK-INIT9394 (Initiative-21) - A". Below that, the sender is identified as "CRP2 - King County Finance and Procurement System" with the email address "epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com" and the time "3:13 PM (1 hour ago)". A link to "Workspace Application" is provided. The main heading is "You Are Invited to Respond to Questionnaire HK-INIT9394 (Initiative-21)". Under "Details", there is a table of information:

Assignee	Himavan Kallem	Questionnaire Title	HK-INIT9394	Supplier	HK Steel
From	Himavan Kallem	Procurement BU	King County	Supplier Site	
Assigned Date	8/12/20 3:13 PM	Response Due Date		Supplier Contact	Himavan Kallem
Expiration Date	9/11/20 3:13 PM				
Task Number	204205				

At the bottom, under "Recommended Actions", there is a button labeled "Respond to Questionnaire" which is highlighted with a red box.

2. The second notification will be a notification under the bell icon for the supplier contact to respond to an invited questionnaire. Click the bell icon and click the invite notification link. Log in is required to access the bell icon.

The screenshot shows a notification bell icon in the top right corner of a system interface, with a red box around it and a red circle containing the number '7'. Below the bell icon, there is a "Pending Notifications" section with a search bar and a "More Details" link. The notification list shows a notification titled "FYI: You Are Invited to Respond to Questionnaire HK-INIT9394 (Initiative-21)" sent "Yesterday" to "Himavan Kallem".

## 2 Sign In and Supplier Portal Navigation

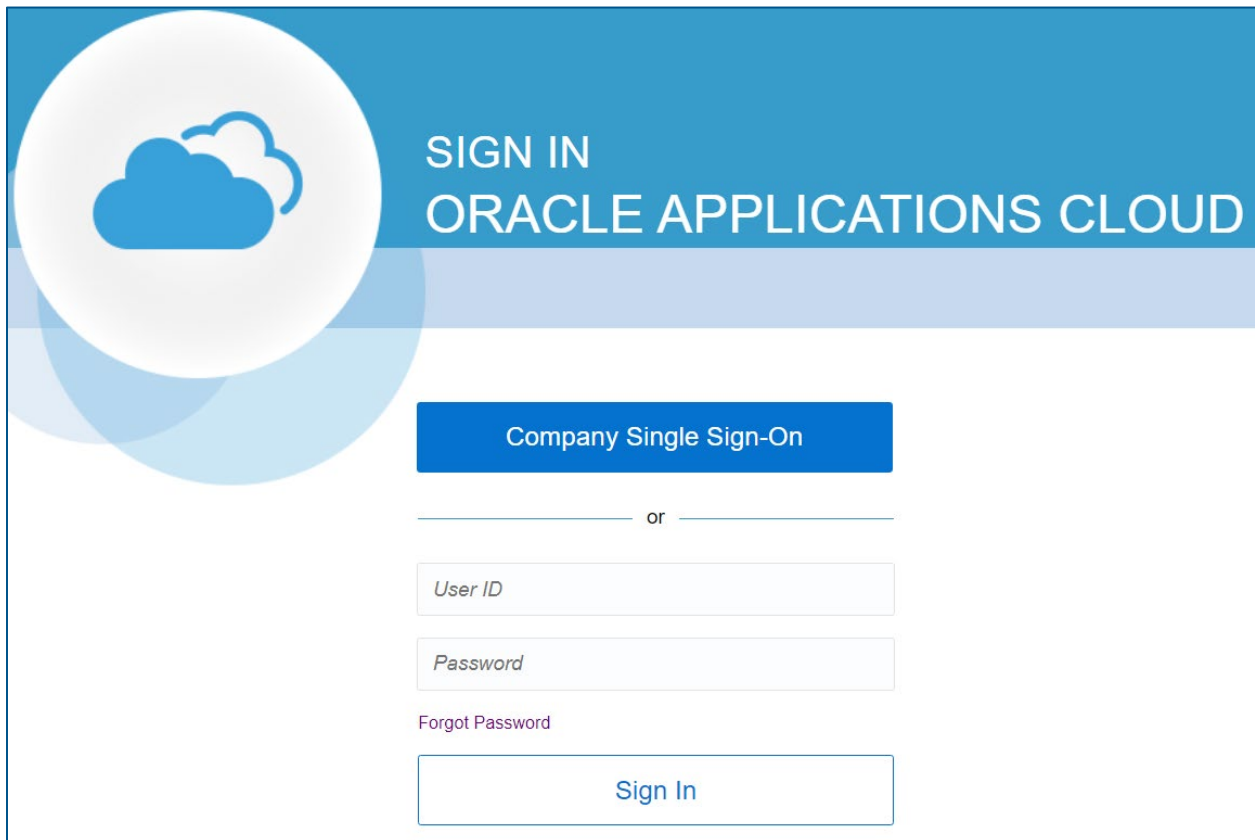
- Go to the [E-Procurement Supplier Portal](#). The “Sign In” page will display. Enter your “User ID” and “Password,” then click “Sign In.”



Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.



Note: do not use the “Company Single Sign-On” option.

A screenshot of the Oracle Applications Cloud Sign In page. The page has a blue header with the text "SIGN IN ORACLE APPLICATIONS CLOUD" in white. On the left side of the header is a large white circle containing a blue cloud icon. Below the header, there is a blue button labeled "Company Single Sign-On". Below this button is a horizontal line with the word "or" in the center. Underneath the line are two input fields: the first is labeled "User ID" and the second is labeled "Password". Below the "Password" field is a link that says "Forgot Password". At the bottom of the form is a large white button with a blue border labeled "Sign In".

SIGN IN  
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

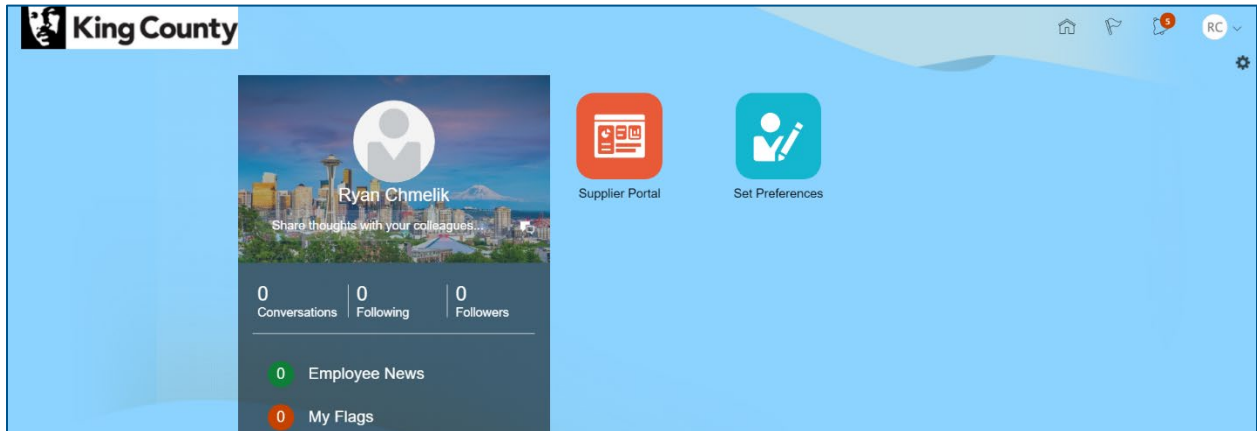
User ID

Password

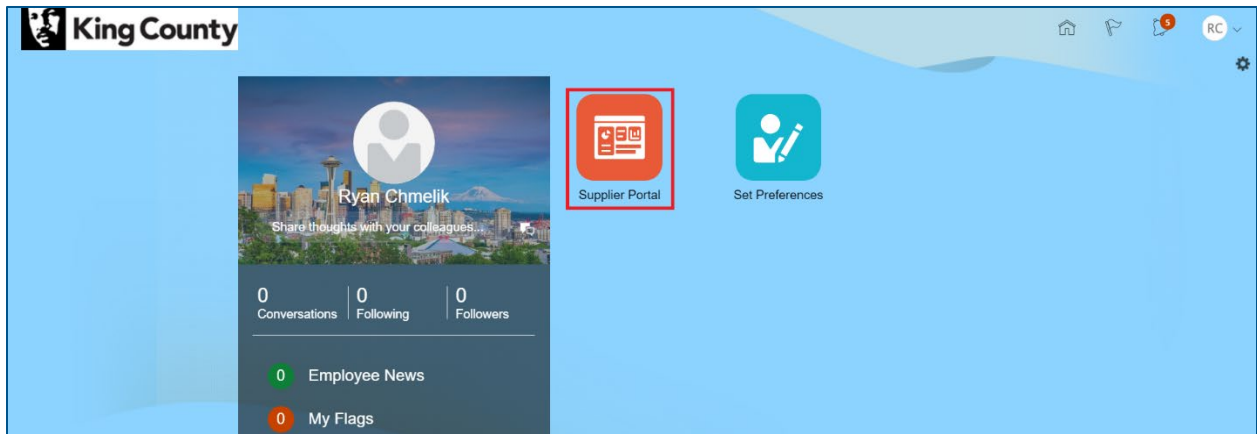
Forgot Password

Sign In

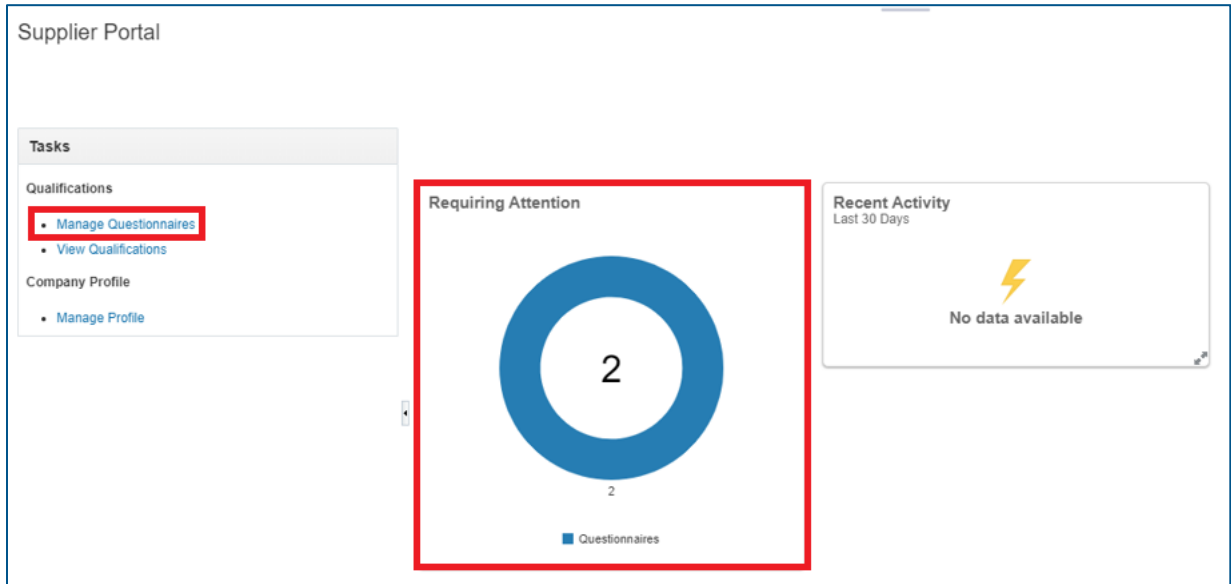
- The home page will display.



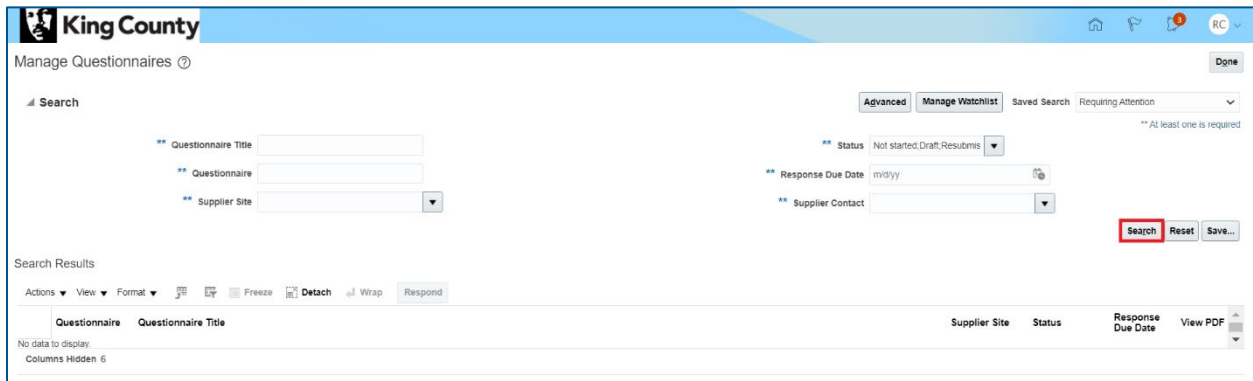
- Click the “Supplier Portal” tile.



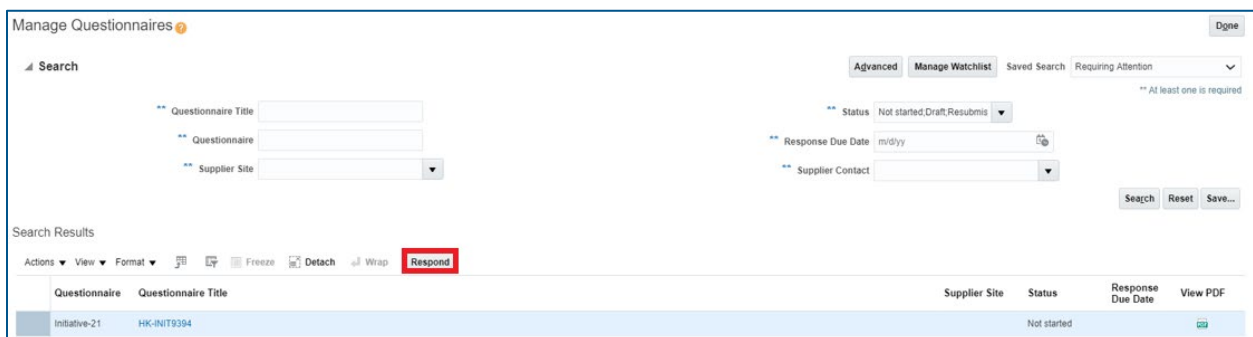
- In the “Qualifications” section, click the “Manage Questionnaires” link or click on the “Requiring Attention” dashboard to access potential questionnaires requiring attention.



- The “Manage Questionnaires” page will display, fill in the appropriate search parameters, click “Search” when complete.



- Highlight the desired questionnaire, click “Respond.”



- Answer the presented questions. Questions with an asterisk “\*” are required.

- Use the arrow to navigate to the next section with additional questions. Alternatively, you can use the “Section” drop-down to navigate directly to specific sections.

- Questions may require or give you the option to attach additional information. Click the plus “+” icon to attach a document.



Note: questions may provide a template to be filled out and reattached.

- The “Response Attachments” pop up will display. Click the plus “+” icon to attach a document. Click “Browse” to select a document to attach.

Response Attachments

Actions ▾ View ▾ + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	Browse... No file selected.			John Smith	8/14/20 8:59 AM

Rows Selected 1 Columns Hidden 1

OK

- Fill in the appropriate information for “Title” and “Description” as desired. Click “OK” when complete.

Response Attachments

Actions ▾ View ▾ + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	KC-W9.pdf Update...	KC-W9.pdf		Himavan Kallem	8/12/20 4:20 PM

Rows Selected 1 Columns Hidden 1

OK

- Questions can contain branching questions depending on the answer you choose.

Respond to Questionnaire: HK-INIT9394

Save and Close Submit Cancel

Time Zone: Pacific Standard Time  
Last Saved: 8/12/20 4:21 PM

▲ Rosters and Certifications

Title: HK-INIT9394	Supplier: HK Steel	Status: Draft
Procurement BU: King County	Supplier Site:	Due Date:
Requested By: Himavan Kallem	Responder: Himavan Kallem	Attachments: None

Questions

King County Pre-Award Cost Analysis Questionnaire

Progress: [Progress Bar] Section: 2. King County Pre-Award Cost Analysis Questionnaire

2. Does your firm utilize direct labor rates (profit and overhead are calculated separately) or fully burdened billing rates (rate is inclusive of labor + overhead + profit)?

a. Direct labor rates + overhead + profit

b. Fully burdened billing rates (inclusive of labor rate + overhead + profit)

3. Attach processed other direct costs (odcs) Attachments: Other Direct Costs.xlsx

a. Other Direct Costs

Section: 2. King County Pre-Award Cost Analysis Questionnaire

Questions Progress  Section 2. King County Pre-Award Cost Analysis Questionnaire

King County Pre-Award Cost Analysis Questionnaire

\* 2. Does your firm utilize direct labor rates (profit and overhead are calculated separately) or fully burdened billing rates (rate is inclusive of labor + overhead + profit)?

a. Direct labor rates + overhead + profit

b. Fully burdened billing rates (inclusive of labor rate + overhead + profit)

\* 2.a.1. Has your firm previously submitted an OH rate to King County?

a. Yes

b. No

\* 2.a.1.b.1. Please enter your proposed OH rate, e.g. 175.75%

25%

\* 2.a.1.b.2. Does your firm utilize office or field overhead rates?

a. Office Overhead

b. Field Overhead

\* 2.a.1.b.2.a.1. Enter your current overhead rate, e.g. 175.75%

25%

\* 2.a.1.b.2.a.2. Enter the fiscal year end date

12/31/20

\* 2.a.1.b.2.a.3. Select rate source

a. WSDOT ICR letter

b. Overhead Schedule

c. Independent CPA audit

d. WSDOT Safe Harbor Letter

- Watch your progress of completion in the “Progress” box. This bar will fill as you complete each question in each section.

Respond to Questionnaire: HK-INIT9394 Save and Close Submit Cancel

Time Zone: Pacific Standard Time  
Last Saved: 8/12/20 4:21 PM

▲ Rosters and Certifications

Title	HK-INIT9394	Supplier	HK Steel	Status	Draft
Procurement BU	King County	Supplier Site		Due Date	
Requested By	Himavan Kallam	Responder	Himavan Kallam	Attachments	None

Questions Progress  Section 2. King County Pre-Award Cost Analysis Questionnaire

King County Pre-Award Cost Analysis Questionnaire

\* 2. Does your firm utilize direct labor rates (profit and overhead are calculated separately) or fully burdened billing rates (rate is inclusive of labor + overhead + profit)?

a. Direct labor rates + overhead + profit

b. Fully burdened billing rates (inclusive of labor rate + overhead + profit)

\* 3. Attach proposed other direct costs (odcs)

Attachments [Other Direct Costs.xlsx](#)

a. Other Direct Costs

Section 2. King County Pre-Award Cost Analysis Questionnaire

- Once you have completed all questions in all sections with the necessary attachments, your “Progress” bar will be full. Click “Submit.”

Respond to Questionnaire: HK-INIT9394 Save and Close Submit Cancel

Time Zone: Pacific Standard Time

▲ Rosters and Certifications

Title	HK-INIT9394	Supplier	HK Steel	Status	Draft
Procurement BU	King County	Supplier Site		Due Date	
Requested By	Himavan Kallam	Responder	Himavan Kallam	Attachments	None



- A confirmation pop-up will display, click “OK.”



- End of process.