



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 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.

FYI: You Are Invited to Respond to Questionnaire Business Registration & Licensing (Initiative-45) Inbox x

TEST - King County Finance and Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com> 2:00 PM (2 hours ago) ☆ 😊 ↶ ⋮
to me ▾

Access this task in the [Worklist Application](#)

Respond to Supplier Questionnaire

Business Registration & Licensing

King County

From Cristal Moreno
Questionnaire Initiative-45
Procurement BU King County

Supplier KC_GS Test

Supplier Site

Supplier Contact KC GS

Response Due Date

[Respond to Questionnaire](#)

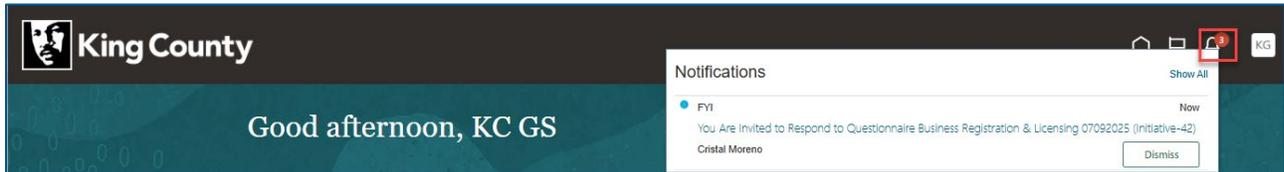
You're receiving this notification from King County as you are the supplier contact we have on record for KC_GS Test . We're conducting an evaluation of our important suppliers and requesting their participation in this questionnaire. We would appreciate your time providing the requested information on behalf of your company.

Access the questionnaire by clicking the 'Respond to Questionnaire' link. We look forward to receiving your submission.

If your role has changed, let us know who we can redirect this to by emailing us at: cristal.moreno@kingcounty.gov.

Thank you.
Cristal Moreno

- 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.



2 Sign In and Supplier Portal Navigation

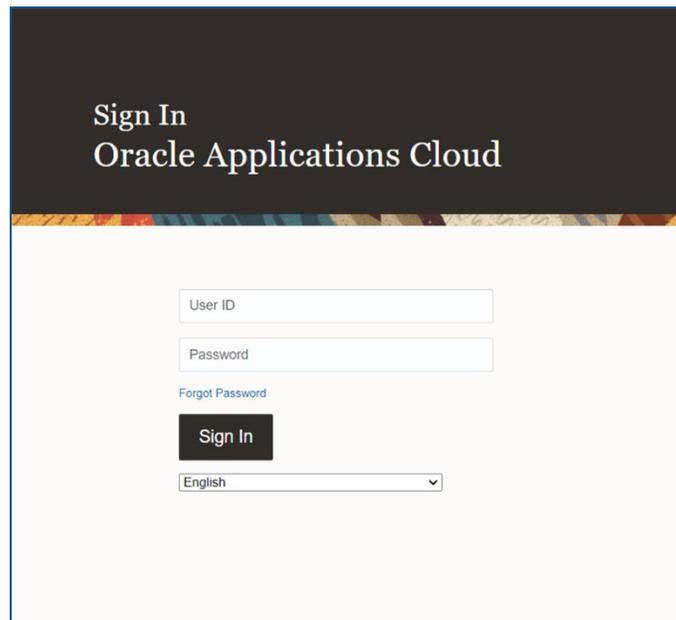
- Go to the [E-Procurement Supplier Portal](#). The “Sign In” page will display. Enter your “User ID” and “Password,” then click “Sign In.”



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

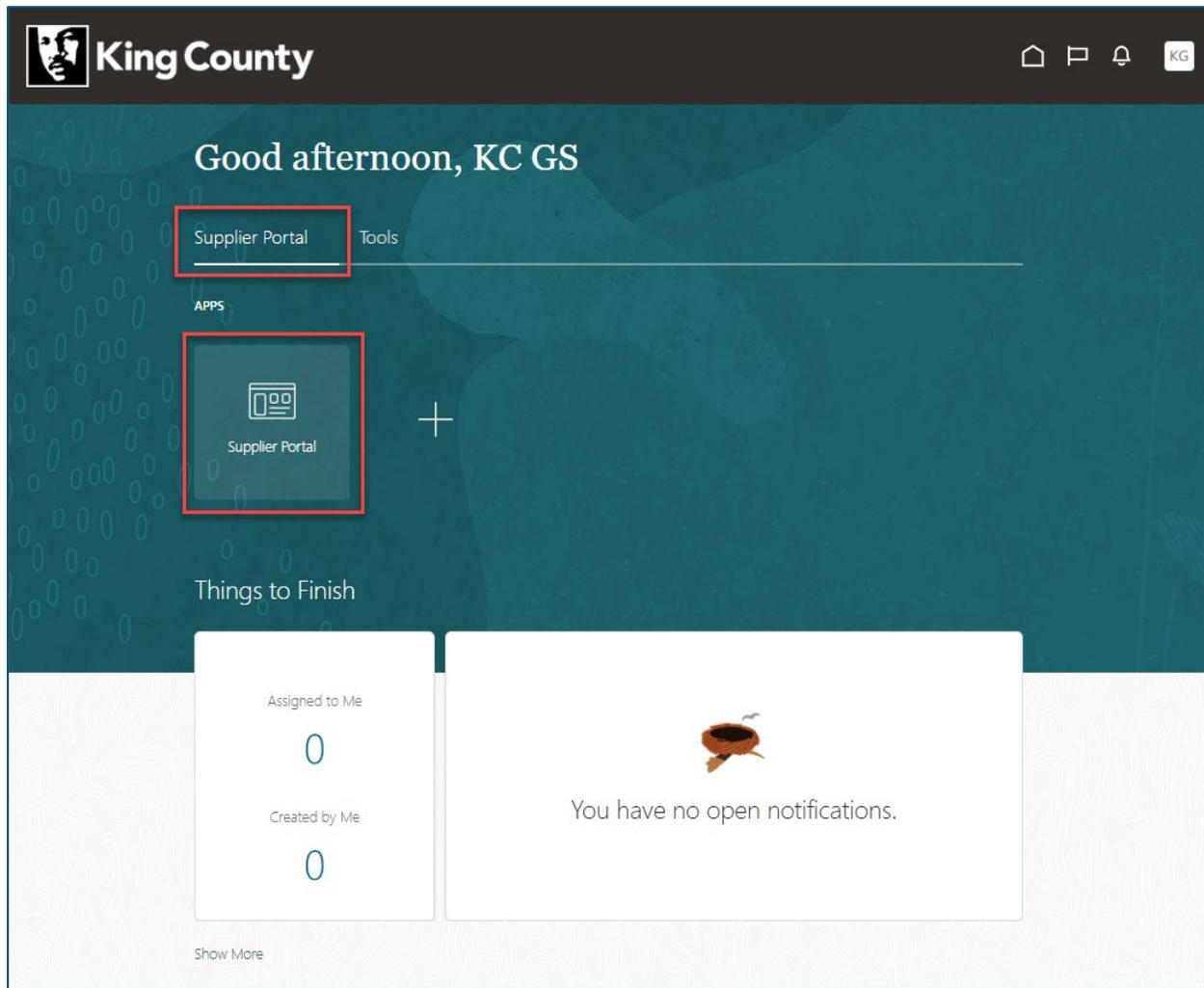


Note: do not use the “Company Single Sign-On” option.

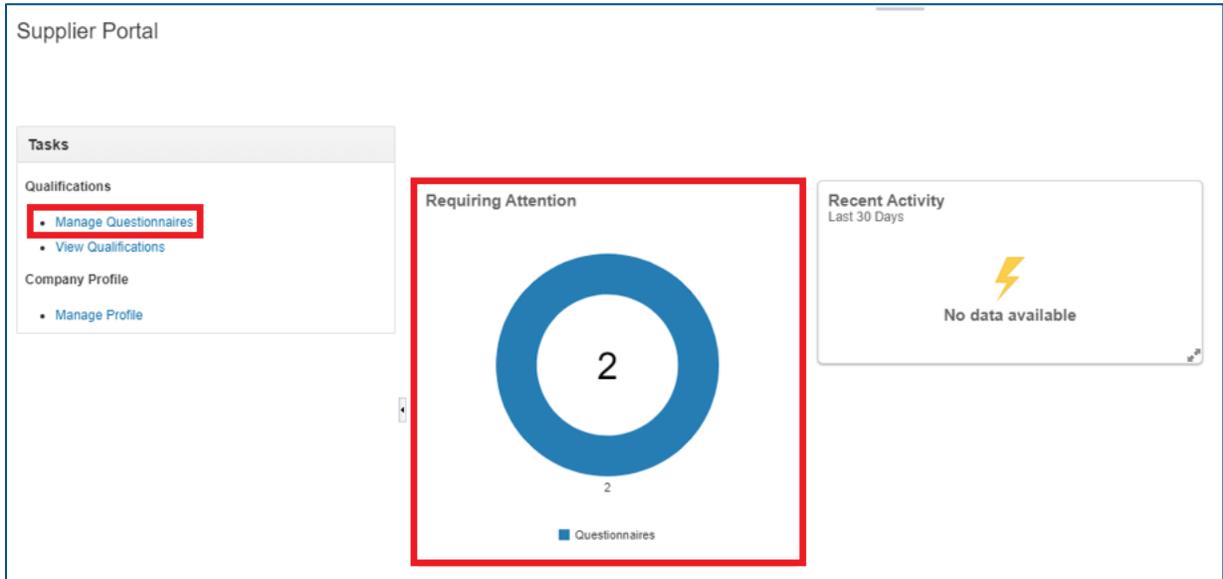


- DISCLAIMER:** The King County E-Procurement Supplier Portal is powered by Oracle. Oracle is transitioning its products to a new theme known as the Redwood theme which offers a new look and feel to the portal. Please note that while the theme of the supplier portal has changed, the *functionality* of the portal has not changed and the process to respond to a questionnaire will be as illustrated in this user guide.

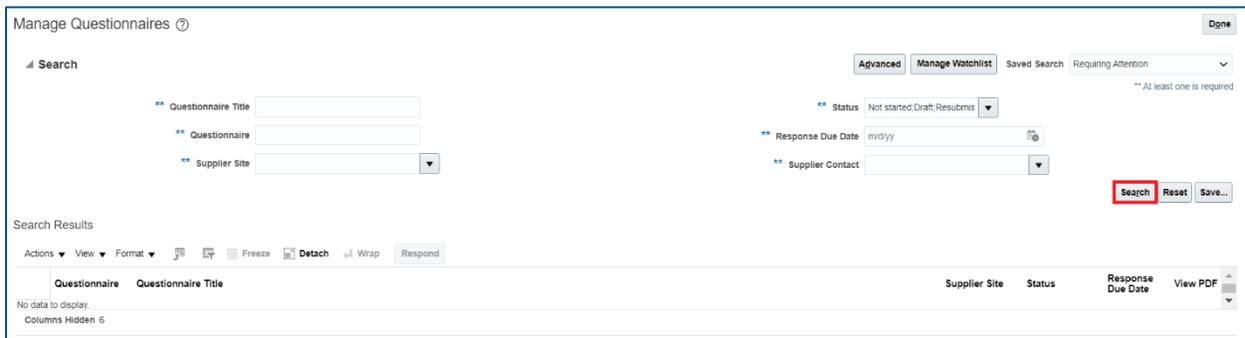
- The home page will display.
- Click the “Supplier Portal” tab, then the “Supplier Portal” application.



- 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 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
King County Pre-Award Cost Analysis Questionnaire

Progress 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)

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 Kalleem	Responder	Himavan Kalleem	Attachments	None

Questions
King County Pre-Award Cost Analysis Questionnaire

Progress 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 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 Kalleem	Responder	Himavan Kalleem	Attachments	None

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



- End of process.