

## 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.

TEST - King County Finance and to me -	Procurement System <epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com></epvh-test.fa.sender@workflow.mail.us2.cloud.oracle.com>	2:00 PM (2 hours ago)	☆ 🙂	4
Access this task in the Worklist Application	n			
	Respond to Supplier Ouestionnaire			
	Business Registration & Licen	sino		
	King County	, <u>6</u>		
	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 conducti our important suppliers and requesting their participation in	ng an evaluation of this questionnaire		
	We would appreciate your time providing the requested info	rmation on behalf of		
	your company.			
	Access the questionnaire by clicking the 'Respond to Questi forward to receiving your submission	onnaire' link. We look		
	If your role has changed, let us know who we can redirect th	his to by emailing us		
	at: cristal.moreno@kingcounty.gov.			
	Thank you			

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.

🛐 King County	Notifications	Show All
Good afternoon, KC GS	FYI You Are invited to Respond to Questionnaire Business Registration & Licensing 07092025 (Initi Cristal Moreno	Now ative-42) smiss

## 2 Sign In and Supplier Portal Navigation

 Go to the <u>E-Procurement Supplier Portal</u>. 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.

Sign I Orac	n le Applications Cloud
	User ID
	Password Forgot Password
	Sign In
	English ~

 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.

👔 King	County		ΡÛ	KG
	Good afternoon, KC GS			
000000	Supplier Portal Tools			
° 0°0°	APPS			
	Supplier Portal			
	0 0			
	Things to Finish			
	Assigned to Me			
	0			
	Created by Me You have no open notification	NS.		
	U			
	Show More			

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

Supplier Portal		
Tasks Qualifications • Manage Questionnaires • View Qualifications Company Profile • Manage Profile	Requiring Attention	Recent Activity Last 30 Days No data available

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

Manage Questionnaires ()	D <u>o</u> ne
Agranced Manage Watchlist Saved Search Requiring Attention	~
** Questionnaire Title ** Status Not started Draft, Resubmis V	s required
** Questionnaire ** Response Due Date mid/y 🍅	
** Supplier Site ** Supplier Contact *	
Search Reset	Save
Search Results	
Actions 🗸 View 👻 Format 👻 🧊 🔛 Freeza 🔛 Detach 🚽 Winzp Respond	
Questionnaire Questionnaire Title Supplier Site Status Response View Due Date	PDF
No data la daskay	*

Highlight the desired questionnaire, click "Respond."

Manage Questionnaires @						Done
⊿ Search	Adv	anced Manage Watchlist	Saved Search	Requiring Attention		~
** Questionnaire Title	** Status	Not started;Draft;Resubmis		** At le	ast one is	i required
** Questionnaire	** Response Due Date	m/d/yy	60			
** Supplier Site	** Supplier Contact		•			
				Search	Reset	Save
Search Results						
Actions 💌 View 👻 Format 💌 📰 🔄 Freeze 🐨 Detach 🚽 Wrap Respond						
Questionnaire Questionnaire Title		Supplier Site	Status	Response Due Date	View	PDF
Initiative-21 HK-INIT9394			Not starte	3		à

Answer the presented questions. Questions with an asterisk "\*" are required.

Respond to Questionnair	re: HK-INIT9394 🤣					Save and Close	Sub <u>m</u> it	Cancel
A Rosters and Certifications						Time Zone	Pacific Sta	ndard Time
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			
Cuestions Request for W9 1. If you have not provided us County substitute W9 form V to the W19 format attac Attachments KC-W9 pdf a. KC-W9	a W9, or if your tax information has changed since you (attached) hed to submit your details	last provided it, please upload a completed King		Progress Section	0n 4 1. Request for W9			• •
				Se	ction 4 1. Request for Wi			~ >

 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.

Respond to Questionnai	re: HK-INIT9394 🌝					Save and Close	Submit	<u>C</u> ancel
A Rosters and Certifications						Time Zone Pa	acific Stand	Jard Time
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 Request for W9	a W0 or if your tay information has channed since you last n	muided 8 niesse unicad a completed Kinn		Progress	Section 4 1. Request for W9	1	¢	<b>↓</b>
County substitute W9 format attac Use the W9 format attac Attachments KC-W9 pdf	a His (n i gua las monimeun nes chenyeu sece you rest p Alached) hed to submit your defails	uvneu s, prese uposu a completer king.						
					Section 4 1. Request for W9			~ >

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



King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400  The "Response Attachments" pop up will display. Click the plus "+" icon to attach a document. Click "Browse" to select a document to attach.

Response Attach	Response Attachments					
Actions 👻 View 🕇	• + ×					
Туре	* 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					
						ок

• Fill in the appropriate information for "Title" and "Description" as desired. Click "OK" when complete.

Response Attach	iments					×
Actions  View	• + ×					
Туре	* File Name or URL	Title	Description	Attached By	Attached Date	
File 🗸	KC-W9.pdf	KC-W9.pdf		Himavan Kallem	8/12/20 4:20 PM	
Rows Selected 1	Columns Hidden 1					
						ОК

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

Respond to Questionnai	re: HK-INIT9394 <sub>0</sub>			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 4 2 King County Pre-Award Cost Analysis Questionnaire 🗸 🦻
* 2. Does your firm utilize direc of labor + overhead + profi a. Direct labor rates + o b. Fully burdened billing	Llabor rates (profit and overhead are calculated se 1)? verhead + profit I rates (inclusive of labor rate + overhead + profit)	aparately) or fully burdened billing rates (rate is inclusive		
* 3. Attach proposed other dire Attachments Other Direct a. Other Direct Costs	ct costs (odcs) Costs xisx			
				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 of labor - overhead + profit)?     a. Direct labor rates + overhead + profit	and overhead are calculated separately) or fully burdened billing rates (rate is inclusive		
<ul> <li>b. Fully burdened billing rates (inclusive of</li> </ul>	labor rate + overhead + profit)		
* 2 a.1. Has your firm previously submitte a. Yes	d an OH rate to King County?		
* 2.a.1.b.1. Please enter you 25%	r proposed OH rate, e.g. 175.75%		
a. Office Overf	nead ead		
* 2.a.1.b.2.a.1.	Enter your current overhead rate, e.g. 175.75%		
* 2.8.1.b.2.8.2	Enter the fiscal year end date 12/31/20		
* 2a.1.b.2a.3	Select rate source a. WSDOT ICR letter		
60.7	O 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 Questionnair	re: HK-INIT9394 <sub>0</sub>			Save and Close Submit Cancel			
				Time Zone Pacific Standard Time Last Saved 8/12/20 4:21 PM			
A 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 4 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)?							
<ul> <li>a. Direct labor rates + overhead + profit</li> </ul>							
O b. Fully burdened billing	rates (inclusive of labor rate + overhead +	profit)					
<ul> <li>Attach proposed other direct Attachments Other Direct O</li> <li>a. Other Direct Costs</li> </ul>	t costs (odcs) Costs.xlsx						
				Section 4 2. King County Pre-Award Cost Analysis Guestionnaire			

 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 👴					
A Rosters and Certifications					Time Zone Pacific Standard Time
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	

A confirmation pop-up will display, click "OK."



End of process.