

# Supplier Solicitation User Guide

This guide will cover:

- <u>Solicitation Invite Notification</u>
- <u>Sign In and Access Supplier Portal</u>
- <u>How to Respond to a Solicitation</u>
- How to Respond to an Addendum
- How to Revise and Resubmit a Solicitation Response
- <u>How to View Solicitation Response History</u>
- How to Delete a Solicitation Response

### 1 Solicitation Invite Notification

- Registration is required to access and respond to King County solicitations. If you
  have not registered, refer to the <u>Supplier Registration User Guide</u> to get started.
- An Accept Invitation/Decline Invitation email will be sent to the solicitation contact, determined by NAICS code in the solicitation. The email is inviting the supplier to acknowledge participation to the solicitation. Acknowledging participation to solicitations is a best practice. If the supplier declines acknowledgement to the solicitation, the supplier will still be able to submit a response to a solicitation and will receive notifications for the solicitation.



Note: all supplier contacts will receive the solicitation's notifications. Ensure any supplier contacts who will be receiving the solicitation invites and has the Supplier Bidder role has a user account (Request user account checkbox when editing a supplier contact- not only an Admin Contact). For more information on adding supplier contact roles, view the <u>Supplier Profile Maintenance User Guide</u>.



Note: the supplier will not be able to access all information from the email invitation i.e., attachments; all information can be viewed once accessing the solicitation in the system.



Note: the NAICS Codes on the supplier profile will determine which suppliers are invited to each solicitation. For more information on NAICS codes, view the <u>Identifying NAICS Codes User Guide</u>. For more information on adding or editing NAICS codes on a supplier profile, view the <u>Supplier Profile Maintenance User Guide</u>.

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 CMINTEG123 Supplier Contact PPREGISTERSPROSSUPPLIER CRP2TEST Acknowledge By 9/13/20 8:39 PM 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

King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400

#### 2 Sign In and Access Supplier Portal



Note: The Contract Specialist is King County's single point of contact regarding an active solicitation.

Submit all inquiries in writing via email to the Contract Specialist and the Alternate Contract Specialist identified in the solicitation documents.

Addenda will be posted to the E-Procurement Supplier Portal and the Solicitation Abstracts webpage.

Clarifications will be transmitted by the Contract Specialist via E-Procurement Messages. You will receive an email and bell notification when an E-Procurement message is sent.

 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.

Note: the E-Procurement Supplier Portal is a cloud-based software. Submit responses to solicitations in a timely manner; do not wait until the last minute in case you encounter technical or connection issues. Late responses will not be accepted.

Sign Orac	In cle Applications Cloud
	User ID
	Password Forgot Password
	Sign In

King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400 • The home page will display.



• Click the "Supplier Portal" tile.

King County			â	P	[9	RC ~
O       O       Following       O       Following         0       Employee News         0       My Flags	Supplier Portal	Set Preferences				

 In the "Solicitations" section, under "Tasks," click the "View Active Solicitations" hyperlink or click on the "Requiring Attention" dashboard to access potential solicitations requiring attention.



Note: use the "Search" fields if you have the solicitation number or solicitation title. Select the dropdown to select the "Solicitation Number" or "Solicitation Title." Both search options require an exact entry of the solicitation number or title.

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Supplier Portal					
Search Solicitations V Solicitation Number V Q Solicitation Number Solicitation Tide					0
Solicitations Dequiring Attention	Recent Activity				•
View Active Solicitations     Manage Responses	Last 30 Days				
Qualifications	No data available				
T Negotations Closing Soon					

## 3 Repond to Solicitations

 The "Active Solicitations" page will display. On the "Invitation Received" dropdown, select the appropriate search parameter ("Yes" or "No"). Fill in the appropriate search parameters, click "Search" when complete.



Note: selecting "Yes" will list all solicitations the supplier is invited to. Selecting "No," will list active publicly advertised solicitations that your firm has not been invited to.

To find a specific solicitation, use the "\*\* Solicitation" or "\*\* Title" fields to search by solicitation number or solicitation title. Both search options require an exact entry of the solicitation number or title.

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Search Results																																				No											Sea	rch	Re	set	Sa	ve	]

Click the desired solicitation number hyperlink.

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Active Solicitations						Done
▶ Search			Manage Watchlist	Tim Saved Search	Open Invita	ic Standard Time ations 🗸
Search Results						
Actions 🔻 View 🔻 Format 👻 🎆 Freeze 🔐 Detach 🚽 Wrap 🛛 Accept Terms 🛛 Acknowledge Participation 🛛 Create Response	Solicitation Time		Your Will	Upread		Perpope
Solicitation Title	Type Remaining	Close Date	Responses Participate	Messages	View PDF	Spreadsheet
KC000155,1 KCtest	G&S Solicitation 2 Days 6 Hours	3/4/21 02.22.45	0	0	101	
KC000154,1 Seattle Bus Base	Construction Sol 24 Days 7 Hour	s 3/26/21 04.15.3	0	2	100	彈
KC000136,1 ITB - Formal Office Supplies - A	G&S Solicitation 10 Days 1 Hour	3/12/21 09.17.4	0	0		

- The solicitation page will display. Preview the solicitation details by clicking through the links under "Table of Contents" on the left side.
- In the upper right corner, click on "Actions" drop-down, select "View," then select "View Attachments."



Click the "Actions" drop-down and select "Download All."



Note: downloading all attachments before looking at further information in a solicitation is a best practice.

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Attachments (G&S	Solicitation KC0	00167)		Done
Search File Name or URL	× Q Show	Fiters		
Download	Level	Attached To	Title	Size
Download All of	x Requirement	1. Acknowledgement of RFI 1. Acknowledgement of RFI	RFIOfficeSupplies.docx	58 KB
County Count				

• A .zip file will download to your computer, save the .zip file and review the solicitation attachments as necessary. In the upper right corner, click "Done" when complete.

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Attachments (G&S Solicitation KC	000167)		Done
Search File Name or URL X Q Sho	w Filters		
Actions View + Format + 3	č <sub>o</sub> l Download		
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RFIOfficeSupplies.docx Requireme	nt 1. Acknowledgement of RFI 1. Acknowledgement of RFI	RFIOfficeSupplies.docx	58 KB
NegotiationKC000zip ^		SI	how all

• The solicitation page will display, click "Done."

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G&S Solicitation: KC000155,1	Messages Create Response	Actions V Done
Currency = US Dollar	Time Zoo	e Pacific Standard Time

 The "Active Solicitations" page will display, highlight the desired solicitation, click "Acknowledge Participation."



King County					
Active Solicitations					
⊿ Search				Mar	nage Watchlist
** Solicitation				** Invitation Receive	d Yes 🗸
** Title				Response Submitte	d No 🗸
** Solicitation Close By m/d/yy	Ċ0			Solicitation Open Sinc	e m/d/yy
Search Results Actions ▼ View ▼ Format ▼ III Freeze III Detach 4 Wra	ap Accept Terms	Acknowledge F	Participation	te Response	
Solicitation Title	Solicitation Type	Time Remaining	Close Date	Your Will Responses Parti	cipate
KC000159,1 test-addenda	A&E Solicitation	2 Days 20 Hours	10/30/20 06.51	0	
KC000044 A&E UAT-Test Contracts- 44 Line	A&E Solicitation	3 Days 3 Hours	10/30/20 01.49	1	
Columns Hidden 4					

 The "Acknowledge Participation" pop-up will appear. In the "Will Participate" field, select "Yes." Click "OK."



Highlight the desired solicitation and click "Create Response."

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Active Solicitations					Done
				Time Zone Pa	acific Standard Time
▶ Search			Manage Watchlist Saved Se	rch Open Ir	vitations 🗸
Search Results					
Actions 🔻 View 🔻 Format 👻 🦷 Freeze 🔛 Detach 🚽 Wrap 🛛 Accept Terms 🛛 Acknowledge Participation 🛛 Create Response					
Solicitation Title	Solicitation Time Type Remaining	Close Date You Responses	r Will Unn s Participate Messa	ad View PD	OF Response Spreadsheet
KC000155,1 KCtest	G&S Solicitation 2 Days 6 Hours	3/4/21 02.22.45	)	0 👼	
KC000154,1 Seattle Bus Base	Construction Sol 24 Days 7 Hours	3/26/21 04.15.3	)	2 📷	
KC000136.1 ITB - Formal Office Supplies - A	G&S Solicitation 10 Days 1 Hour	3/12/21 09.17.4	)	0 👼	

• The "Create Response" pop up will appear, click "Create."





Note: only select "Copy from an existing response" if you would 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.

• The "Create Response" page will display.

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Create Response (G&S Solicitation 18	164): Overview 💿		Messages	Respond by Spreadsheet	Actions V	Back	Ne <u>x</u> t	Save •	Submit	Cancel
	Title ITB - Formal Office Supplies - A			Close D	te 3/12/21 09.1	7.49 AM		Last Si Time Zone	aved 3/2/21 ( Pacific Sta	9.38.21 AM ndard Time
Tin	e Remaining 9 Days 23 Hours									
General										
Supplier	Training Test Supplier		Respo	onse Type 💿 Primary						
Solicitation Currency	USD			Alternate						
Response Currency	USD									
Price Precision	2 Decimals Maximum		Reference	e Number						

• On the "Overview" page, fill in the appropriate information.

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Supplier Training Test Supplier		Resp	onse Type 💿 Primary						
Solicitation Currency USD			Alternate						
Response Currency USD		Poforono	a Number						
Price Precision 2 Decimals Maximum		Nelelelk	A HUILDEL						

Field	Overview Details
Close Date	<ul> <li>Date the solicitation will be closed for submitted</li> </ul>
	responses.
Time Remaining	<ul> <li>The time remaining before the close date.</li> </ul>
Reference Number	<ul> <li>Optional supplier tracking number.</li> </ul>
Response Type	<ul> <li>This option may not be available for all suppliers.</li> </ul>
	<ul> <li>Primary: if there is only one response on the</li> </ul>
	solicitation.
	<ul> <li>Alternate: if there is another response that is not</li> </ul>
	primary on the solicitation (do not use multiple
	primary responses).

• Click "Next" when the "Overview" page is complete.

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Solicitation Currency	USD			Alternate							
Response Currency	USD		Reference	e Number							
Price Precision	2 Decimals Maximum		Kelelelik	Runder							

 The "Requirements" page will display, answer the presented question(s). Questions with an asterisk "\*" are required.



Note: the section will vary depending on solicitation. Questions may contain branching questions depending on the answer you choose. Ensure you scroll to the bottom of the section to complete each requirement.

Solicitation attachments have been downloaded and saved to your computer before "Acknowledging Participation" in the beginning of this training document.

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Create Response (G&S Solicitation 18164): Requirements ②		Messages	Respond by Spreadsheet	<ul> <li>Actions</li> </ul>	Back	Ne <u>x</u> t	Save	Submit	Gancel
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Time Remaining 9 Days 22 Hours			Close Date 3/12/21	09.17.49 AM					
Section 1. Request for Proposal Documents									
* 1. Did you review the RFP and the Draft Agreement?									
By selecting Yes, an option for Response Attachments will appear.									
Click the (+) to attach your proposal to the Response Attachments.									
a, yes									

 The section will require you to attach your bid/proposal. Click the plus "+" icon to attach a document.

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Create Response (G&S Solicitation 18164): Requirements ②		Messages	Respond by Spreadsheet	▼ Actions ▼	Back	Ne <u>x</u> t	Save	Submit	Gancel
Time Remaining 9 Days 22 Hours			Close Date 3/12/21 0	19.17.49 AM			Last Time Zo	Saved 3/2/21 ne Pacific SI	11.02.14 AM andard Time
Section 1. Request for Proposal Documents									
* 1. Did you reside the RFP and the Draft Agreement?									
By selecting Yes, an option for Response Attachments will appear.									
Click the (+) to attach your proposal to the Response Attachments.									
a YES     * Response Attachments None +									

• The "Attachments" pop-up will display. Click the plus "+" icon to attach a document. Click "Choose File" to select the document to attach.

A	tachments					×
	Actions 🗸 View 🕇	+ ×				
	Туре	* File Name or URL	Title	Description	Attached By	Attached Date
	File 🗸	Choose File No file chosen			Ryan Chmelik	3/2/21 11.21.01 AM
	Rows Selected 1	Columns Hidden 1				
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 Optionally, fill in the appropriate information for "Title" and "Description" as desired. Click "OK" when complete.

Attachments					×
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Туре	* File Name or URL	Title	Description	Attached By	Attached Date
File 🗸	Choose File No file chosen			Ryan Chmelik	3/2/21 11.21.01 AM
Rows Selected 1	Columns Hidden 1				
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 The attached document will appear next to the "Response Attachments" field. Once you have completed all questions in the section with the necessary attachments, click "Next."



Note: if all required questions are not completed, you will receive an error message and will not be able to submit your response.

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Create Response (G&S Solicitation 18164): Requirements ②		Messages	Respond by Spreadsheet	<ul> <li>Actions</li> </ul>	Back	ie <u>x</u> t	Save *	Submit	t <u>C</u> ancel
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Time Remaining 9 Days 22 Hours									
Section 1. Request for Proposal Documents									
* 1. Did you reliew the RFP and the Draft Agreement?									
By selecting Yes, an option for Response Attachments will appear.									
Click the (+) to attach your proposal to the Response Attachments.									
a YES     * Response Attachments     TEST Proposal/Bid Attachment									

• The "Lines" page will display, enter the "Response Price."



Note: some solicitations may have no lines or may have multiple lines.

Solicitation Type	Details
Architecture & Engineering	Pricing lines do not apply.
Solicitations	
Construction Solicitations	Pricing line will <i>typically</i> be for a total bid price.
Goods & Services	Pricing line(s) will <i>typically</i> be solicited by item, group, or
Solicitations	by lot.

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	_	1 - 2 OverwRequir.	3 Lines	(4) Review											
Crea	ate Resp	oonse (G&S Solicitation 18164): Lines @			Messages	Respond	d by Spreadsheet	•	Actions ¥	Back	Ne <u>x</u> t	Save	•	Sub <u>m</u> it	Cancel
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		Time Remaining 9 Days 21 Hours					Close	e Date	3/12/21 09.1	7.49 AM					
Ac	tions 🔻 View	w 👻 Format 👻 🥒 Freeze 🙀 Detach 🦷 🏗 😭 🚽 Wrap													
1	Line	Description	Requir Detail	ed Category Na	ame	Start Price	Response Price		Estimated Quantity	UOM		Line Am	ount	Estimate /	d Total Amount
	1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical lev		541714			[,]		200	Each					
	2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714					25	Each					
	3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714					25	Each					
	4	Cost per sample to decrease the collection area to 1 fl <sup>2</sup>		541714					25	Each					
	5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714					25	Each					
	6	5 Year Total (put this total on bid cover page		541714					्रत	Lump S	um				
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 The supplier can optionally respond by spreadsheet if there are multiple lines to add. Click the "Respond by Spreadsheet" drop-down and select "Export." A .zip file containing the .csv template will be exported to your computer.

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Create Response (G&S Solicitation 26491): Lines ⑦	Messages Respond by Spreadsheet	Actions 🔻 Back Next Save 🔻 Submit Cancel
Currency = US Dollar	Export	Last Saved 3/30/21 07.39.36 AM Time Zone Pacific Standard Time
Time Remaining 06:18:36	Close Date	7 3/30/21 02.00.59 PM
Actions 👻 View 👻 Format 👻 🥒 Freeze 📓 Detach 🖷 🏗 🟗 🚽 Wrap		
Line Description	Required Category Name Start Price Response Price	Estimated UOM Line Amount Estimated Total Amount
1 ADA Compliant Laundry Trailer	336214	1 Each
2 ADA Compliant Shower Combination Trailer	336214	1 Each
Columns Hidden 4		
Grand Totals All response lines are included. Response Amount 0.00		
NegotiationKC000zip		Show all

 Open the downloaded export .csv template on your computer. Fill out the form with the appropriate information. Save to your computer.



Note: The export .csv file will download. Fields with an asterisk "\*" are required. Fields with two asterisks "\*\*" are optional. Save the .csv file without making any edits to the format or content, only complete the columns under "\* Response Price."

AutoSa	ve Off		] ") ~	9 - <b>E</b>	≂ Ne	gotiationK	C000195-Re	sponseLines.csv - R	ad-Only -	Excel	𝒫 Sea	rch				Morenc	o, Cristal	Image: The second se		٥	
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A10 🔹 : 🔀 🖌 fx Enter response value in fields marked as required or optional only. * Required, ** Optional or conditionally required													۷								
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2																					
3 Solicit	tatic RFQ	ксооо	195	Company	King Coun	ty															
4 Close	Date ####			Buyer	Heidi Mar	chetti															
5 Solicit	tatic USD			Phone																	
6 Respo	nse USD			Email	heidi.marc	chetti@kin	gcounty.go	v													
7 Price	Prec	2		Supplier	Design Du	des LLC															
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12 1 04-6	2		Nevi3i011	Start Frict	Luna Cum	Latinateu	Latinated	Response Price	rargerivin	Respon	NOLE LO	laigerrin	220000	fortional	Manual	Accribute	Accriba	1	ENG OF LI	ne Demini	
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13																					
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 Navigate back to the "Create Response" page. Click the "Respond by Spreadsheet" drop-down and select "Import."

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	Time Remaining 06:18:36	h	Close Date 3/30/21 02.00.59 PM	
Actions • View •	Format 🗸 🥒 Freeze 🔐 Detach 📅 🏗 🙀 Wrap			
Line	Description	Required Category Name Start Pr	ice Response Price Estimated UOM Quantity	Line Amount Estimated Total Amount
1	ADA Compliant Laundry Trailer	336214	1 Each	
2	ADA Compliant Shower Combination Trailer	336214	1 Each	
Columns Hide	iden 4			
Grand Totals All response lines are	e included. Response Amount 0.00			
Negotiati	ionKC000zip			Show all

• The "Import Response" pop-up will appear, click "Choose File" and select your completed .csv template saved to your computer. Click "OK" when complete.

Import Resp	onse	×
Importing data	will overwrite a	ny existing online data.
* File Name	Choose File	No file chosen
		O <u>K</u> <u>C</u> ancel

Verify the "Response Price" lines have been added, click "Next."

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Create Resp	oonse (G&S Solicitation 18164): Lines ⑦			Messages	Respond	by Spreadsheet	Actions	Back	Ne <u>x</u> t	Save •	Submit	Cancel
Currency = US Dolla	и									Last S Time Zone	aved 3/2/21 Pacific St	11.39.19 AM andard Time
	Time Remaining 9 Days 21 Hours					Close D	ate 3/12/21 09	17.49 AM				
Actions 👻 View	w 🔻 Format 👻 🥒 🦷 Freeze 🔛 Detach 🥫 🏗 🟗 🖓 📣 Wrap											
Line	Description	Require Details	d Category Na	ame	Start Price	Response Price	Estimat Quant	ty UOM	L	ine Amour	t Estima	ted Total Amount
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical lev		541714				2	00 Each				
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.		541714					25 Each				
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.		541714					25 Each				
4	Cost per sample to decrease the collection area to 1 fl <sup>2</sup>		541714					25 Each				
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)		541714					25 Each				
6	5 Year Total (put this total on bid cover page		541714					1 Lump St	um.			
Columns	Hidden 4											

 The "Review Response" page will display, review your response. Click "Save" if your response is not complete and would like to come back and submit at another time.

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	UrevidRequir Lines Review							
Review Re	esponse: G&S Solicitation 18164 ⑦		Messages Respon	nd by Spreadsheet	<ul> <li>Actions</li> </ul>	Back Neg	save 🔻	Submit Cancel
Currency = US Do	olar						Last Sav Time Zone I	ed 3/2/21 11.50.56 AM Pacific Standard Time
	Title ITB - Formal Office Supplies - A		Close Date	e 3/12/21 09.17.49 A	M			
	Time Remaining 9 Days 21 Hours							
Overview Rec	gurements Lines							
View 🔻 Fo	xmat 🔻 🎬 Freeze 🔛 Detach 🚚 Wrap							
Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, i	59	541714	1.00	Each	200.00		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.	5	541714	1.00	Each	25.00		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.	59	541714	1.00	Each	25.00		
4	Cost per sample to decrease the collection area to 1 112.	5	541714	1.00	Each	25.00		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)	₽	541714	1.00	Each	25.00		
6	5 Year Total (put this total on bid cover page	₽.	541714	1.00	Lump Sum	1.00		
Columns Hie	dden 5							

 Click the "Actions" drop-down, select "Validate" to verify all details have been entered.



Note: an error message will display if your response is missing required information.

Ki	ing County						6		RC
	(1) (2) - (3) (3) OverviReguir Lines Review								
eview Re	esponse: G&S Solicitation 18164 ⑦	Me	ssages Respon	d by Spreadsheet	<ul> <li>Actions</li> </ul>	Back Ne	st Save	<ul> <li>Sub</li> </ul>	mit <u>C</u> ance
rrency = US Dr	= US Dollar Title ITB - Format Office Supplies - A				View So	olicitation	Las Time Z	Saved 3/	2/21 11.50.56 J
	Title ITB - Formal Office Supplies - A	Close Date 3/12/		3/12/21 09.17.49 AI	M View Re Validate	esponse PDF	1		
	Time Remaining 9 Days 21 Hours								
verview Rec	quirements Lines								
Verview Rei	aurements Lines								
Verview Rei View View Fo	gurements Lines	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated	fotal A	ttachments
Verview Rei View • Fo Line	Lines           armat • Impresse Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse         Impresse	Details	Category Name 541714	Response Price	UOM Name Each	Line Amount 200.00	Estimated Am	fotal A	ttachments
View View Fc	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, I           Cost-per-sample to decrease data delivery turnaround time to 60 days.	Details □	<b>Category Name</b> 541714 541714	Response Price 1.00 1.00	UOM Name Each Each	Line Amount 200.00 25.00	Estimated Am	fotal A bunt A	ttachments
View View Fc	Cost-per-sample to decrease data delivery turnaround time to 30 days.	Details IP IP IP	Category Name 541714 541714 541714	Response Price 1.00 1.00 1.00	UOM Name Each Each Each	Line Amount 200.00 25.00 25.00	Estimated Am	fotal A Sunt A	ttachments
View View Fc Line 1 2 3 4	amat	Details	Category Name 541714 541714 541714 541714	Response Price 1.00 1.00 1.00 1.00	UOM Name Each Each Each Each	Line Amount 200.00 25.00 25.00 25.00	Estimated Am	fotal A bunt A	ttachments
View View Fo Line 1 2 3 4 5		Details P P P P P P P P P P	Category Name 541714 541714 541714 541714 541714 541714	Response Price 1.00 1.00 1.00 1.00 1.00 1.00	UOM Name Each Each Each Each Each	Line Amount 200.00 25.00 25.00 25.00 25.00	Estimated Am	fotal A bunt A	ttachments

• A confirmation pop-up will appear, click "OK."



King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400 Click "Submit."

Image: Second system         Image: Second system						6 P	19 RC ~	
	Overvi Requir Lines Review							
Review Re	sponse: G&S Solicitation 18164 @		Messages	Respond by Spreadsheet	<ul> <li>Actions</li> </ul>	Back Nex	t Save 🔻	Submit Cancel
Currency = US Do	slar						Last Sav Time Zone I	ed 3/2/21 11.58.19 AM Pacific Standard Time
	Title ITB - Formal Office Supplies - A			Close Date 3/12/21 09.17.49	AM			
	Time Remaining 9 Days 21 Hours							
Querview Rec	nurements Lines							
View <b>v</b> Fo	imat 🕶 🔟 Freeze 📓 Detach 🚽 Wrap							
Line	Description	Details	Catego	ory Name Response Pric	e UOM Name	Line Amount	Estimated Total Amount	Attachments
1	Benthic invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical level specifications, I	Ę	541714	4 1.0	0 Each	200.00		
2	Cost-per-sample to decrease data delivery turnaround time to 60 days.	50	541714	4 1.0	0 Each	25.00		
3	Cost-per-sample to decrease data delivery turnaround time to 30 days.	₽.	541714	4 1.0	0 Each	25.00		
4	Cost per sample to decrease the collection area to 1 ft <sup>e</sup> .	Epal.	541714	4 1.0	0 Each	25.00		
5	Cost-per-sample (from 8 ft2 area) to do whole sample counts (instead of subsampling)	17	541714	4 1.0	0 Each	25.00		
6	5 Year Total (put this total on bid cover page		541714	4 1.0	10 Lump Sum	1.00		
Columns Hi	dden 5							

• A confirmation pop-up with your response number will appear, click "OK." You will also receive a confirmation email with the response number.

Confirmation	
Despapes 204046 to population VC004448 was submitted. We'll polify you by	×
Response 204040 to negotiation RC001440 was submitted. We in houry you by	email.

End of process.

#### 4 Addendum Notification and Response

- Acknowledgement of each addendum for each solicitation is required.
- IMPORTANT: If an addendum is issued after you have submitted a response to a solicitation, you must acknowledge the addendum <u>and</u> resubmit your response. If both actions are not completed for each addendum, your response will not be considered. To learn how to review and resubmit your response, refer to section 5, "Revise & Resubmit a Solicitation Response" of this user guide.

 Once logged into the system, a notification will appear on the bell icon that an "Amendment Requires Your Attention." Click the bell icon and click the notification link.



Note: addendum and amendment are used interchangeably.

Amendment notifications will also be sent via email.



• Under the "Related Links" section, click the "Acknowledge Addenda" hyperlink.

Amendment 1 for 1	Negotiation KC000159 (test-add	denda) Requires Your A	ttention - Google	Chrome	-	D X
ta-epvh-dev'l-	saastaprod'I.ta.ocs.oraclecid	oud.com/tscmUl/tai	ces/adt.task-flov	w?tz=America%2FLos	_Angeles&dt=n	nedium
Amendment 1	for Negotiation K	C000159 (tes	t-addenda)	Requires Your	Attention	Dismiss
				Time Zo	ne Pacific Stan	dard Time
⊿ Details						
Assignee	AE Corp1	Supplier	A&E Corp 1	Preview Date		
From	Tina Davis	Company	King County	Open Date	10/27/20 06.59.4	I2 AM
Assigned Date	10/27/20 07.08.26 AM	Solicitation Title	test-addenda	Close Date	10/30/20 06.51.5	i1 AM
Expiration Date	10/30/20 06.52.20 AM	Solicitation	KC000159.1			
Task Number	206173					
A Recommend	ded Actions					
<ul> <li>Acknowledge at</li> </ul>	dendum and resubmit your res	ponse.				
Addendum I	Details					
Addendum	Date 10/27/20 07.07.56 AM					
Addendum Descrip	otion Updated evaluation					
▲ Related Link	ks					
Acknowledge Ad     View Splicitation	Idenda: KC000159,1 : KC000159,1					

 The "Acknowledge Addenda" page will display, check the "Acknowledgement" box stating you have reviewed and acknowledged the amendment for the solicitation.

ſ	Acknowledge	Addenda (G&S Sol	icitation KC000107) 🥹			View Or	iginal Solicitation	Sub <u>m</u> it <u>G</u> ancel
	Currency = US Dollar Select each addendum View  Format	to review and acknowledge the	changes. «I Wrap				Time Zone P	acific Standard Time
	Addendum	Title		Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
I	Addendum 1	Solicitation Training Gude		8/21/20 1:55 PM	Active (Locked)			
I	Columns Hidden 3							
	Addendum 1: Det	ails A	Acknowledgment  I have reviewed the changes and Lacknowledge addendum 1 for solicitation KC000107 Constructions Proceedings Interpret Net Addr Monther Lone Vale					

#### Click "Submit."

Acknowledge	ddenda (G&S Solicitation KC000107) 🤪		View Or	iginal Solicitation	Sub <u>m</u> it <u>C</u> ancel
Currency = US Dollar Select each addendum View	review and acknowledge the changes.			Time Zone Pa	acific Standard Time
Addendum	itle Published Da	e Status	Acknowledged	Acknowledgment Date	Acknowledged By
Addendum 1	solicitation Training Gude 8/21/20 1:55 P	Active (Locked)			
Columns Hidden 3					

• A confirmation pop-up will appear, click "Yes" if you would like to create a **new** response. Click "No" if you have an existing response created.

🔬 Warning	×
The addenda to solicitation KC000187 were acknowledged. You can now create a response	Do you want to continue? (PON-2085336)

- IMPORTANT: After reviewing and acknowledging and addenda, consider if you need to adjust an existing response to comply with the addenda. To learn how to review and resubmit your response, refer to section 5 "Revise & Resubmit a Solicitation Response" of this user guide.
- IMPORTANT: If an addendum is issued after you have submitted a response to a solicitation, you must acknowledge the addendum <u>and</u> resubmit your response. If both actions are not completed for each addendum issued, your response will not be considered. To learn how to review and resubmit your response, refer to section 5, "Revise & Resubmit a Solicitation Response" of this user guide.
- End of process.

#### 5 Revise & Resubmit Solicitation Response

 Responses to solicitation can be revised and resubmitted any time before the solicitation close date and time.

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Note: if your response has been submitted, and an addendum is issued, you must log-in and acknowledge the addendum before revising and resubmitting your response. Resubmission of your response is **required** for each addendum issued. Refer to the previous section "4 Addendum Notification and Response."

• Once logged into the system, from the homepage, click the "Supplier Portal" tile.



In the "Solicitations" section, under "Tasks," click "Manage Responses."

💱 King County			ŵ	P	0	RC ~
Supplier Portal						
Search Solicitations	Q					
Tasks						0
Solicitations  View Active Solicitations Manage Responses  Qualifications  Manage Questionnaires View Qualifications  Company Profile  Manage Profile	Requiring Attention	Recent Activity Last 30 Days				

• The "Manage Responses" page will display, enter the appropriate search parameters, click "Search."



Note: the "\*\*Solicitation Title," "\*\*Solicitation," and "\*\*Response" fields require an exact solicitation title, solicitation number, or response number.

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Manage Res	sponses								Dor
							Time Z	one Pacifi	ic Standard T
Search				Advanced	Manage Watchlis	st Saved Search	Active or Draf	Response	
		** Solicitation Title ** Solicitation ** Response		** Response Status Active or draft Line Description	~			arch D	Cone is requir
Search Results Revising a draft resp	ponse automatically	locks it.							save.
Search Results Revising a draft resp Actions View Response	ponse automatically V Format V Response Status	locks it. Freeze 🔐 Detact Solicitation	h el Virap Accept Terms Revise Solicitation Title		Solicitation Type	Time Remaining	Ur Mess	read	Monitor
Search Results Revising a drat resp Actions  View Response 18159	ponse automaticaliy Format  Format Response Status Draft	Iocks II. Freeze Detact Solicitation KC000155,1	h el Virap Accept Terms Revise Solicitation Title KClest		Solicitation Type G&S Solicitation	Time Remaining 1 Day 5 Hours	Ur Mess	read ages 0	Monitor
Search Results Revising a draft resp Actions  View Response 18159 18164	ponse automatically V Format V Response Status Draft Active	Iocks II. Freeze Detact Solicitation KC000155.1 KC000136,1	h el Vitap Accept Terms Revise Solicitation Title KClest ITB - Formal Office Supplies - A		Solicitation Type G&S Solicitation G&S Solicitation	Time Remaining 1 Day 5 Hours 9 Days	Ur Mess	read ages 0	Monitor
Actions View Response 18159 18164 18162	ponse automaticatily v Format V Response Status Dran@ Active Dran@	Iocks II. Freeze Detact Solicitation KC000156.1 KC000136.1 KC000154.1	h J Wrap Accept Terms Revise Solicitation Title KClast ITB - Formal Office Supplies - A Seattle Bus Base		Solicitation Type G&S Solicitation G&S Solicitation Construction So	Time Remaining 1 Day 5 Hours 9 Days 23 Days 6 Hours	Ur Mess	read ages 0 2	Monitor

 Highlight the solicitation you would like to revise your response to and click "Revise."

Note: response revisions are only an option if there is still "Time Remaining" on the solicitation. The "Response Status" will indicate "Draft" for responses not yet submitted and "Active" for responses that have been submitted.
"Draft" responses are automatically locked. Draft responses that are locked can be viewed only and can be submitted. To make edits to a draft response, you must unlock the draft first. Select the "Actions" dropdown, then select "Unlock Draft." A draft response is automatically locked every time the draft is saved.
"Active" responses do not have the lock feature.

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Manage Res	sponses												D <u>o</u> ne
									_	Tim	ne Zone Pac	ific Stand	ard Time
Search							Advanced	Manage Watchlist	Saved Search	Active or [	Draft Respor	ises	~
		** Solicitation Title				** Response Status	Active or draft	~			** At le	ast one is n	equired
		** Solicitation				Line Description							
		** Response											
											Search	Reset	ave
Search Results	3												
Revising a draft res	sponse automatically lo	ocks it.											
Actions <b>v</b> View	w 🔻 Format 💌	Freeze 🔐 Detach	el Wrap Accept Terms	Revise									
Response	Response Status	Solicitation	Solicitation Title					Solicitation Type	Time Remaining	M	Unread essages	Monit	or
18159	Draft	KC000155,1	KCtest					G&S Solicitation	1 Day 5 Hours		0		
18164	Active	KC000136,1	ITB - Formal Office Supplies - A					G&S Solicitation	9 Days		0		
18162	Draft	KC000154,1	Seattle Bus Base					Construction So	23 Days 6 Hours		2		
Columns Hidder	n 8												

• The "Create Response" page will display. Click "Next" to navigate to the desired page where revision(s) need to be made.

😵 King County								ŵ	P	0	RC ~
		1 - 2 - 3 - 4 Overv Requir Lines Review									
Create Response (G&S Solicitation 18	165): Overview @		Messages	Respond by Spreadsheet	<ul> <li>Action</li> </ul>	<b>•</b> ■ <u>B</u> a	ck Ne <u>x</u> t	Save	•	Submit	Cancel
	Title ITB - Formal Office Supplies - A			Close	Date 3/12/2	1 09.17.49 A	M	L Time	ast Saver Zone Pa	d 3/3/21 0 acific Star	8.55.52 AM Idard Time
Tim	e Remaining 9 Days										
General											
Supplier	Training Test Supplier		Resp	onse Type 💿 Primary							
Solicitation Currency	USD			Alternate							
Response Currency	USD		Pafarano	a Number							
Price Precision	2 Decimals Maximum		Reference	e Number							

(

 Once revision(s) have been made, click "Next" to navigate to the "Review" page. After reviewing, click "Submit" when complete.



Note: in this example, a "Response Price" was revised on the "Lines" page. On the "Changed Lines" tab, notice the documented revision.

King County									ť	n P	C	RC
	) - (3) Ir Lines	Review										
Review Response: G&S Solicitation 18165 @	in the	in the second se	Messages	Respond	i by Spreadshee	et 💌 Ar	ctions 🔻	Back	Ne <u>x</u> t	Save	Sul	b <u>m</u> it <u>C</u> and
Currency = US Dollar										Last Time Zo	Saved 3	/3/21 09.02.08
Title ITB - Formal Office Supplies - A				Close Date	3/12/21 09.17.	49 AM						
Cverview Requirements Changed Lines												
Line Description	Details	Category N	ame Resp	onse Price	UOM Name	Previou	s Line nount	Line Amo	unt E	stimated To Amo	otal A unt	Attachments
1 Benthic Invertebrate taxonomic analysis for samples from an 8 ft2 area with taxonomic resolution to Ecology's lowest practical	1	541714		2.00	Each		200.00	400	0.00			
Columns Hidden 6				1								
Grand Totals												
All response lines are included.												
Response Amount 501.00												
Previous Response Amount 301.00												

• A confirmation pop-up with your response number will appear, click "OK." You will also receive a confirmation email with the response number.



OK

End of process.

#### 6 View Solicitation Response History

• Once logged into the system, from the homepage, click the "Supplier Portal" tile.



In the "Solicitations" section, under "Tasks," click "Manage Responses."

💱 King County			9 ŵ	🧐 RC -
Supplier Portal				
Search Solicitations V Solicitation Number V	9,			
Tasks				0
Solicitations   • Vew Active Solicitations  • Manage Responses  Qualifications  • Manage Questionnaires  • Vew Qualifications  Company Profile  • Manage Profile	Requiring Attention	Recent Activity Lasi 50 Days No data available		

 The "Manage Responses" page will display, enter the appropriate search parameters, click "Search."



Note: the "\*\*Solicitation Title," "\*\*Solicitation," and "\*\*Response" fields require an exact solicitation title, solicitation number, or response number.

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Manage Responses								Dor
						Tim	ne Zone Pa	cific Standard T
Search				Advanced Manage Watchlis	t Saved Search	Active or D	Draft Respo	nses 💊
	** Solicitation Title		** Response Status	Active or draft 🗸 🗸			** At le	ast one is requir
	** Solicitation		Line Description					
	** Perporte							
	Response							
	Response					į.	Search	Reset Save.
earch Results	Response					į	Search	Reset Save.
earch Results Revising a draft response autom	atically locks it.					0	Search	Reset Save.
earch Results Revising a draft response autom Actions View View Format	atically locks it.	h ol Wrap Accept Terms Revise				þ	Search	Reset Save.
icearch Results Revising a draft response autom Actions View Format Response Respo Status	atically locks it.	h ol Wrap Accept Terms Revise Solicitation Title		Solicitation Type	Time Remaining	Me	Search	Reset Save. Monitor
earch Results Revising a draft response autom Actions ♥ View ♥ Format Response Respo Status 18159 Draft⊖	atically locks it.   Freeze Detacl  Solicitation  KC000155.1	h ol Wrap Accept Terms Revise Solicitation Title		Solicitation Type G&3 Solicitation	Time Remaining 1 Day 5 Hours	Me	Search Unread essages	Reset Save.
evarch Results exvising a draft response autom Actions ▼ Vew ▼ Format Response Respon 18159 Draft@ 18164 Active	atically locks it.	h ol Whap Accept Terms Revise Solicitation Title KClest ITB - Formal Office Supplies - A		Solicitation Type GAS Solicitation GAS Solicitation	Time Remaining 1 Day 5 Hours 9 Days	Me	Search Unread essages 0 0	Reset Save.

• Click the desired solicitation "Response" hyperlink.



Note: response number hyperlinks will only be enabled for "Active" responses ("Active" responses that have been submitted).

King King	Count	y										ធ	P	0	RC	
Manage Respo	onses														Done	
												т	ime Zone	Pacific St	andard Tim	e
Search									Advanced	Manage Watchli	st Saved Search	Active or	Draft Res	ponses	~	
Search Results Revising a draft respon	ise automatically loc	** Solicitation Title ** Solicitation ** Response					** Response Sta	tion	e or draft	~			Search	I Reset	s required	
Actions  View	Format V	Freeze 🛒 Detach	Accept Terms	Revise							WEST:					
Response	Response Status	Solicitation	Solicitation Title							Solicitation Type	Time Remaining		Unread	i M	onitor	
18159	Draft	KC000155,1	KCtest							G&S Solicitation	1 Day 4 Hours			0		
18165	Active	KC000136,1	ITB - Formal Office Supplies - A							G&S Solicitation	8 Days 23 Hours			0		
18162	Draft	KC000154,1	Seattle Bus Base							Construction So	23 Days 5 Hours		1	2		
Columns Hidden 8																

 In the upper right corner, click the "Actions" drop-down and select "View Response History."

King County		â 🏱 📁 RC -
G&S Solicitation: 18165 (G&S Solicitation KC000136,1) Currency = US Dotar Title ITB - Formal Office Supplies - A Response Status Active Overview Requirements Lines	Time Remaining 8 Days 23 Hours Close Date 3/12/21 09.17.49 AM	Messages         Revise         Actions         Dgne           View Response History         Create Response         View Response PDF
⊿ General		
Supplier Training Test Supplier	Response Type Primary	
Supplier Site	Reference Number	
Supplier Contact Chmelik, Ryan	Note to Buyer	
Response Currency USD		le
Price Precision 2 decimals maximum	Attachments None	
Response Valid Until		

 On the "Response History" page, all responses from the supplier will be listed. Response(s) with a "Status" of "Archived" are previous submitted response(s) and a response with a "Status" of "Active" is the most recent response submitted. Click "Done" when done reviewing.



Note: King County will only consider "Active" responses.

🚱 King County						1 9 ŵ	9 RC ~
Response History (G&S Solicitation KC000136,1)						Messages Create Resp	Done Done
Currency = US Dollar						Time Zone Pac	ific Standard Time
Title ITB - Formal Office Supplies - A					Status	Active (Locked)	
Time Remaining 8 Days 23 Hours					Close Date	3/12/21 09.17.49 AM	
View 🗸 Format 🗸 🔝 Freeze 🔛 Detach 🚽 Wrap							
Supplier	Supplier Site	Supplier Contact	Response	Response Type	Status	Transformed Time of Amount Response	Response Valid Until
Training Test Supplier		Chmelik, Ryan	18165	Primary	Active	501.00 3/3/21 09.05.28	
Training Test Supplier		Chmelik, Ryan	18164	Primary	Archived	301.00 3/2/21 12.02.06	
Columns Hidden 2							

End of process.

#### 7 Delete Solicitation Response

• Once logged into the system, from the homepage, click the "Supplier Portal" tile.



• In the "Solicitations" section, under "Tasks," click "Manage Responses."

😵 King County			ŵ	P	0	RC ~
Supplier Portal						
Search Solicitations V Solicitation Number V	٩,					
Tasks						6
Solicitations  View Active Solicitations Manage Responses  Qualifications  Manage Quasifionnaires View Qualifications  Company Profile  Manage Profile	Requiring Attention	Recent Activity Last 50 Days				

• The "Manage Responses" page will display, enter the appropriate search parameters, click "Search."



Note: the "\*\*Solicitation Title," "\*\*Solicitation," and "\*\*Response" fields require an exact solicitation title, solicitation number, or response number.

							Done
				-	Time Zone F	Pacific Stand	ard Ti
		Advance	Manage Watchlist	Saved Search	Active or Draft Resi	ponses	~
Citation Title		** Response Status Active or draft Line Description	~		Al	t least one is n	equire
				]	Search	Reset S	ave
Detach	el Wrap Accept Terms Revise						
citation So	olicitation Title		Solicitation Type	Time Remaining	Unread Messages	i Monit	or
00155,1 K0	Clest		G&S Solicitation	1 Day 5 Hours	c	) 🗠	
00136,1 IT	B - Formal Office Supplies - A		G&S Solicitation	9 Days	c	) <u> </u>	
00154.1 Se	attle Bus Base		Construction So	23 Dave 6 Hours		1. 1.2	
	* Solicitation ** Response  Detach icitation So 000155.1 K0 0000155.1 K0 000155.1 K0 000155.1 K0 000155.1 K0 00015	* Solicitation  ** Response	* Solicitation  * Solicitation   Cline Description   Line Description   Cline Description    Cline Description    Cline Description    Cline Description    Cline Description    Cline Description    Cline Description    Cline Description     Cline Description     Cline Description     Cline Description     Cline Description      Cline Description      Cline Description      Cline Description         Cline Description	* Solicitation  * Response	* Solicitation Line Description Line Description * Response	* Solicitation Line Description Lee DescriptionLee Descripti	* Solicitation Line Description Search Reset S

 Highlight the desired solicitation response, click the "Actions" drop-down and select "Delete Draft."



Note: responses only can be withdrawn before the solicitation close date. If you would like to withdraw after the close date, contact King County via email.

Active responses can only be revised and cannot be deleted or withdrawn whether the solicitation be open or closed. If you would like to withdraw an active response, contact King County via email.

S. IZING	g Coun	ty					ស	6 1	9	RC ~
/anage Resp	onses									Done
						-	Time	e Zone Pac	ific Stan	ndard Tim
Search					Advanced Manage Watchlis	t Saved Search	Active or D	raft Respon	ises	~
		** Solicitation Title		** Response Status Act	tive or draft 🗸 🗸			** At lea	ast one is	s required
		** Solicitation		Line Description						
		** Response								
							6		-	
								Search	Reset	Save
Search Results								Search	Reset	Save
Search Results Revising a draft respor	nse automatically	locks II.						Search	Reset	Save
Search Results Revising a draft respon	nse automatically Format 👻	locks II.	h el Wrap Accept Terms Revise					Search	Reset	Save
Search Results Revising a draft respon Actions  View Accept Terms Device	nse automatically i Format v tesponse tatus	locks II. Freeze 🙀 Detact Solicitation	h of Wrap Accept Terms Revise Solicitation Title		Solicitation Type	Time Remaining	Me	Search Unread ssages	Mon	save
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A warning pop-up will appear, click "Yes."



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



End of process.