



How to operate Negometrix

Thank you for showing your interest in the RFP on Janitorial Services for the MSA Warehouse!

The Maryland Stadium Authority has decided to conduct this project online through the use of Negometrix. By not having to print and send your hard copy offers we are both saving your precious time and our worlds natural resources. Besides that it works very intuitive and online so you don't have to leave your desk anymore accept for grabbing a cup of coffee!

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Step 1: Participate

To start this RFP simply hit the blue **Participate** button, down below on the information page of the project.

The screenshot shows the Negometrix interface for a Request for Proposal (RFP). At the top, there are language options (English, Nederlands, Español, Deutsch, Norsk (Bokmål), English (US)) and a location indicator (UTC+01:00 Amsterdam, Berlin, Bonn, Rome, Stockholm, Vienna). The main title is "83873 Professional Engineering Services RFQ 180213". Below the title is a "Back to public buyer profile" link. The "Buyer" section identifies the "City of Leesburg" with a URL and a "Lead buyer" name. A "Contact person" is listed as "Mike Thornton" with a phone number and email. The "Information" section contains detailed text about the RFP, including instructions for participation, a pre-proposal meeting, and technical assistance. A red arrow points to a blue "Participate" button at the bottom of the information section. On the right side, there is a sidebar with a "Negometrix" logo, a "Log in" form, and a "Help" button.

83873 Professional Engineering Services RFQ 180213

[Back to public buyer profile](#)

Buyer

City of Leesburg
<https://www.leesburgflorida.gov/government/departments/purchasing/index.php>
Lead buyer

Contact person:
Mike Thornton
+1 352 7289 8044
mike.thornton@leesburgflorida.net

Information

Description: **General Information about the RFQ**
The City of Leesburg, Florida invites interested and qualified firms to submit a response to this Request for Qualifications through the use of Negometrix.

The City intends to negotiate with and award a contract to the highest ranked firm(s) in accordance with Florida Statute 287.055 for Professional Civil Engineering and related services. The services are required to cover civil engineering, transportation/traffic engineering and landscape architecture design for various City projects on a continuing basis. **Attached you will find the anticipated Scope of Services.**

Responding firms must have demonstrated and documented experience providing design services and studies on projects for water utility, wastewater utility, stormwater and floodplain.

If you wish to participate in this RFQ, please **hit the "Participate" button** below and proceed. Within the Project hit "Start" and fill-out the RFQ Proposal Response Form.

Pre-Proposal Meeting
A non-mandatory pre-proposal meeting will be held on Tuesday, February 20, 2018 at 10:00 AM EST. Interested parties may attend in person or via Skype Meeting using the information below.

In person attendance: Purchasing Division, 204 N. 5th Street, Leesburg, Florida 34748.

Remote Attendance Skype Meeting: Use this URL to connect to the meeting - <https://meet.leesburgflorida.gov/mike.thornton/TPDN5H33>

You may need to download and install the Skype app prior to the meeting in order to participate.

(Technical) Assistance (Mon - Fri: 7am to 12 pm)
For assistance operating Negometrix and submitting your online proposal please contact the Negometrix Servicedesk through the details below.

Negometrix Servicedesk
Telephone: +1 724 8885 204
E-mail: servicedesk@negometrix.com
[Link to the JSMC page](#)
[Generate hyperlink](#)

Type: Locked open
Published on: 6 Feb 2018 22:23
Offer phase: 12 Feb 2018 6:00 — 13 Feb 2018 14:00

Participate

Negometrix
The first choice of procurement professionals

Published solicitations
Published Templates

Register company

Log in
Username:
Password:
Login

[Forgotten password](#)

Hulp nodig?
Bezoek onze supportpagina

Help

Step 2: Register your company


You have indicated you want to participate in the Project. Thanks! Negometrix will now ask you to either Log-in using your Username and Password or to register your company.

If you do not have a Username and Password yet, please click [Register company](#) to create a new company account on the Negometrix platform!

The screenshot displays a web interface for a procurement platform. A central modal window titled "Participate to solicitation" is open, featuring a "Log in or Register" section. This section includes input fields for "Username:" and "Password:", a "Login" button, and two links: "Forgotten password" and "Register company". A red arrow points to the "Register company" link. The background shows a "Buyer" profile for "Maryland Stadium Authority" with contact information for "John Samoyuk". On the right, a "Log in" form is visible with fields for "Username:" and "Password:", a "Login" button, and links for "Forgotten password" and "Forgot username?". A "Help" button is also present at the bottom right. At the bottom of the modal, an "Offer phase" is listed as "8 Jul 2018 14:00 — 6 Aug 2018 14:00" and a "Participate" button is located.

Step 4: Activate your account!

Check your **email inbox** for the 'Activate your Negometrix account' message. In this message an activation link is provided. Simply hit the link to confirm your registration.

Activate your Negometrix account - Negometrix Servicedesk noreply@negom... 

Dear Mr. Johnson,

The registration of the company **Hardwork** on the Negometrix platform has been completed successfully. To activate your personal account, please click on the link below or copy and paste the link in the address bar of your internet browser:

<https://platform.negometrix.com/registrationconfirmation.aspx?RegistrationGuid=e14d22ad-3050-4d55-abe6-5dd68e2a0a64> 

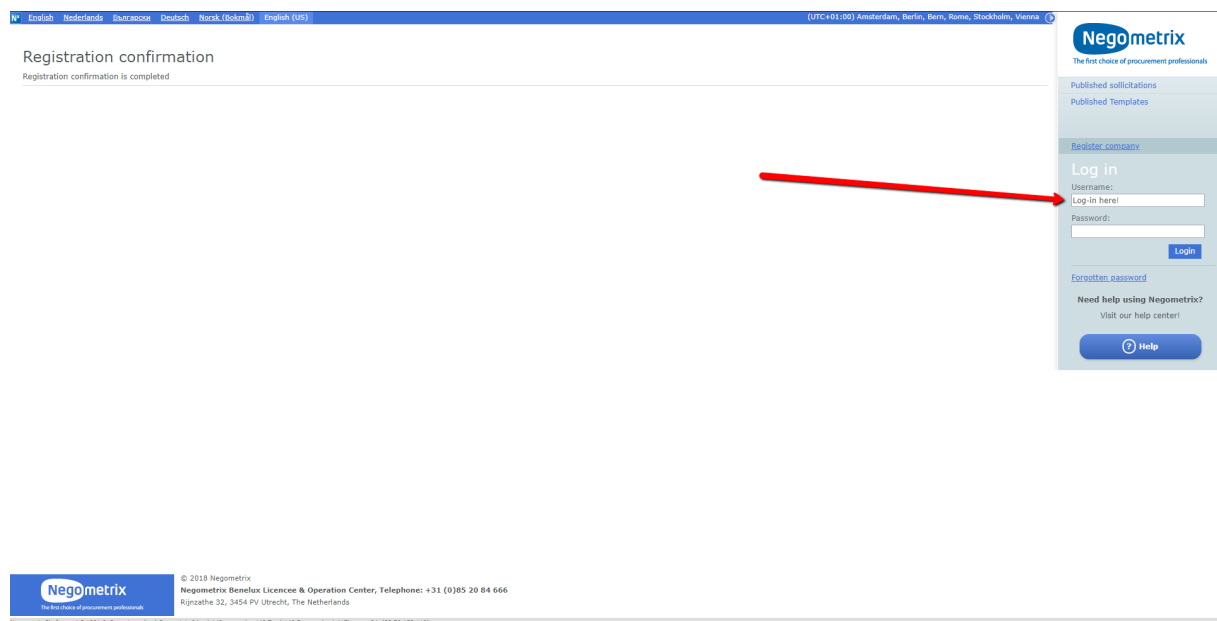
After activating your account, you can log in with the following username: tedsoepie

You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions.

Kind regards,
The Negometrix team

Email: servicedesk@negometrix.com
Telephone: +31 (0)85 20 84 666

Welcome! Your registration is completed and you can now log-in with your self created username & password!



The screenshot shows the Negometrix web interface. At the top, there is a navigation bar with language options (English, Nederlands, Esperanto, Deutsch, Norsk (Bokmål), English (GB)) and a time zone indicator (UTC+01:00). The main content area displays "Registration confirmation" with the message "Registration confirmation is completed". On the right side, there is a sidebar with the Negometrix logo and navigation links: "Published solicitations", "Published Templates", "Register company", "Log in", "Forgotten password", and "Need help using Negometrix? Visit our help center!". The "Log in" section includes fields for "Username:" and "Password:" with a "Login" button. A red arrow points from the "Log in" section of the sidebar towards the center of the page.

Step 5: Navigate to the [Maryland Stadium Authority](#) & participate in the project!

Navigate to the public profile of the Maryland Stadium Authority ([click here!](#)) again and select the RFP you want to participate in.

Public company profile

Buyer

Company: **Maryland Stadium Authority**
 Federal Employer Identification (FEI) Number: MAR 59764
 Tax number: not available
<https://www.mdstad.com/>

Default address:
 Maryland Stadium Authority
 333 West Camden Street, Suite 500
 MD 21201 Baltimore
 United States (US)

Main contact person:
 John Samoryk
 +1(410) 456-4764
jsamoryk@mdstad.com

Published Solicitations Public purchasing policy

Current Solicitations DPS & Qualification system Closed Solicitations Planned Solicitations

Publication status	No.	Name	Phase	Participate until
N	96846	RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001)	Publication	6 Aug 2018 14:00

View

John Samoryk *
[Logout](#)

Published Solicitations
 Solicitations
 Contracts
 Messages
 Documents
 My Profile
 Company
 Contact groups
 Solicitation Templates
 Published Templates

Company administrator:
 John Samoryk
 +1(410) 456-4764
jsamoryk@mdstad.com

Need help using Negometrix?
 Visit our help center!

Help

The information about your selected RFP is presented and you can now hit the [Participate](#) button and log-in with your own account.

Information

Description: **General Information About this RFP:**
 The Maryland Stadium Authority invites interested and qualified vendors to submit a response to this Request for Proposal (RFP) through the use of Negometrix.

The purpose of this RFP is to contract the best qualified contractor to conduct janitorial service at the Warehouse at Camden Yards and Camden Station in Baltimore for a period of three (3) years with two (2) one-year option periods.

If you are interested in this RFP and would like to view additional details [click the 'participate' button](#) below. Selecting the participate button in no way obligates you to submit a response to this RFP but is necessary in order to download the complete documentation on this RFP.

A Manual on how to submit your proposal online is also attached below: ['Fill-Out_Your_RFP_in_10_Simple_Steps.pdf'](#)

Negometrix Support Contact:
(Technical) Assistance (Mon - Fri: 7 am to 12 pm)
 For assistance operating Negometrix and submitting your online proposal please contact the Negometrix Servicedesk through the details below.

Negometrix Service desk
 Telephone: (724) 888-5294
 Email: servicedesk@negometrix.com
 link to the 'help' page

[Generate hyperlink](#)

Documents:
[Fill-Out_Your_RFP_in_10_Steps.pdf 1539 Kb](#) [Download](#) | [Preview](#)

Type: Locked open
 Published on: 9 Jul 2018 10:44
 Offer phase: 8 Jul 2018 14:00 - 6 Aug 2018 14:00

[Participate](#)

Documents
 My Profile
 Company
 Contact groups
 Solicitation Templates
 Published Templates

Company administrator:
 John Samoryk
 +1(410) 456-4764
jsamoryk@mdstad.com

Need help using Negometrix?
 Visit our help center!

Help

Step 6: You are now participant in the Project!

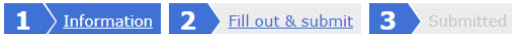
Simply click on the name of the project in the pop-up message and you'll be redirected to the Project.

You can always navigate to the projects you are participating in by clicking on [My Projects \(Supplier\)](#) button in the menu on the right side of your screen.

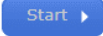
The screenshot displays the Negometrix user interface. At the top, the page title is "96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001)". A navigation menu on the right includes "Ted Soepboer", "Published Solicitations", "Solicitations", "Solicitations (Supplier)", "Contracts", "Messages", "Documents", "My Profile", "Company", "Qualifications", "Contact groups", "Solicitation Templates", and "Published Templates". A "Company administrator" section is also visible. A central pop-up window titled "Participate to solicitation" contains the following text: "You are now participant in solicitation", a blue hyperlink "96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001)", and contact information for Ted Soepboer (0852084666, ted.soepboer@negometrix.com). A red arrow points to the project name link. The background shows the "Buyer" section with the Maryland Stadium Authority logo and website, and an "Information" section.

Step 7: Start the RFP!

Within the RFP, you will find only three steps:



Under information you will find a description of the project and if you scroll down you will find more about the planning, the attached documents, etc.

Now hit the  button and you will be redirected to the second tab!

Home (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001)

Offer phase Ends on 6 Aug 2018 14:00

1 Information 2 **Fill out & submit** 3 Submitted

Remaining time for submission: 28 day/days 2 Hours

Description:

General Information About this RFP:
The Maryland Stadium Authority invites interested and qualified vendors to submit a response to this Request for Proposal (RFP) through the use of Negometrix.

The purpose of this RFP is to contract the best qualified contractor to conduct janitorial service at the Warehouse at Camden Yards and Camden Station in Baltimore for a period of three (3) years with two (2) one-year option periods.

If you are interested in this RFP and would like to view additional details **click the 'participate' button** below. Selecting the participate button in no way obligates you to submit a response to this RFP but is necessary in order to download the complete documentation on this RFP.

A Manual on how to submit your proposal online is also attached below: 'Fill-Out_Your_RFQ_in_10_Simple_Steps.pdf'

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Telephone: (724) 888-5294
Email: servicedesk@negometrix.com
link to the 'help' page

[Read less](#)

Documents:

Fill-Out_Your_RFQ_in_10_Steps.pdf 1539 Kb [Download](#) | [Preview](#)

Buyer

Maryland Stadium Authority
<https://www.mdstad.com/>
Lead buyer

Contact person:

John Samoryk
+1(410) 458-4764
jsamoryk@mdstad.com

[Start](#)

Negometrix

- Ted Soepboer [logout](#)
- Published Solicitations
- Solicitations
- Solicitations (Supplier)**
- Contracts
- Messages
- Documents
- My Profile
- Company
- Qualifications
- Contact groups
- Solicitation Templates
- Published Templates

Company administrator:

NX Beheerder
+31 (0) 85 20 84 666
servicedesk@negometrix.com

Need help using Negometrix?
Visit our help center!

[Help](#)

Step 8: Fill-out your proposal!

Under the second tab **2** [Fill out & submit \(1\)](#) you are presented with the overview of your offer. Click on the name of the Survey 'Download & Submit your RFP' to start populating your proposal.

96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001) Offer phase **Ends on 6 Aug 2018 14:00**

1 Information **2** Fill out & submit (1) **3** Submitted

Offers/Applications Remaining time for submission: **28 day/days 2 Hours** Question & Answer

Name	Status	Submission
Negometrix BV	3 unanswered question(s)	Status: Not submitted

Now you can fill out the pricing sheet and answers to the survey questions :

Offer phase

Surveys

1	Download & Submit your RFP	0%	3 not filled	3 Questions
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Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.

Export pricing sheet(s) and survey(s) with all answers as ZIP-file

Add colleague / colleague overview Create additional offer

A pop-up window is opened that shows the different sections of this RFQ. On the top of the screen you are presented with a progress bar. If you start filling-out your proposal and save your answers, this bar will slowly turn green.

96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001) Offer phase **Ends on 6 Aug 2018 14:00**

1 Information **2** Fill out & submit (1) **3** Submitted

Offers/Applications Remaining time for submission: **28 day/days 2 Hours** Question & Answer

Select survey: **Download & Submit your RFP** View

Download & Submit your RFP

Under the first question please **download the documentation and indicate that you have read and understood**.

Subsequently go through the different survey questions to **upload your responses to the RFP**.

Once you have completed the questionnaire we invite you to **submit the completed proposal** by hitting the blue button 'Submit'.

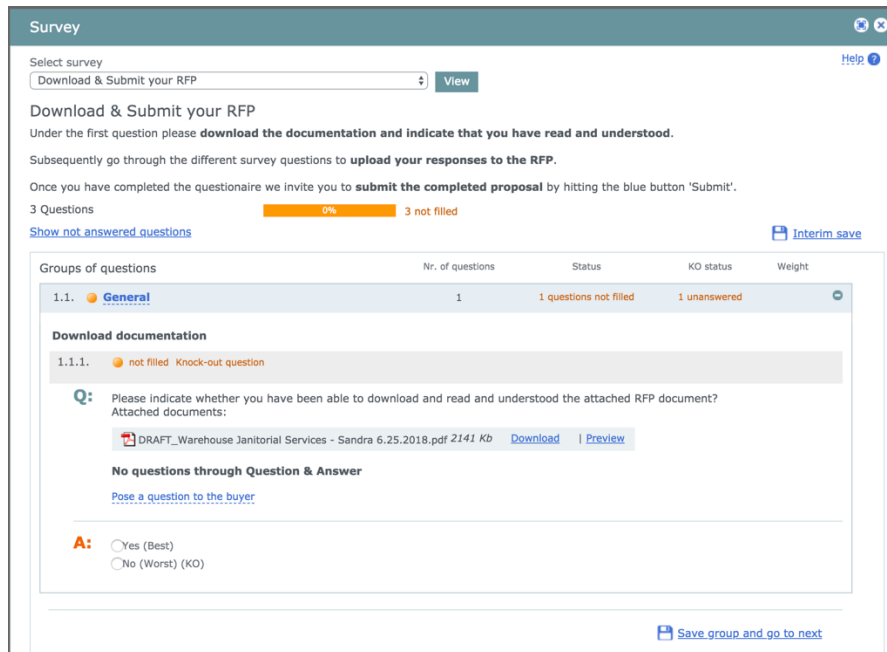
3 Questions 0% 3 not filled

Show not answered questions

Groups of questions	Nr. of questions	Status	KO status	Weight
1.1. General	1	1 questions not filled	1 unanswered	
1.2. Technical Proposal	1	1 questions not filled	1 unanswered	
1.3. Financial Proposal	1	1 questions not filled	1 unanswered	

Step 9: Answer the Questions

If you open one of the Sections you are presented with a short description about the section and all different questions within that section, with the possibility to answer.



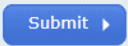
Q:

- Each **Question** of the Stadium Authority, starts with the big Q.
- With some questions you'll find that the City has attached documents. You can either [Download](#) these or check a [Preview](#).
- If something is not clear you can also [Pose a question to the buyer](#) related to this Section. If other suppliers have asked questions they are published here as well.

A:

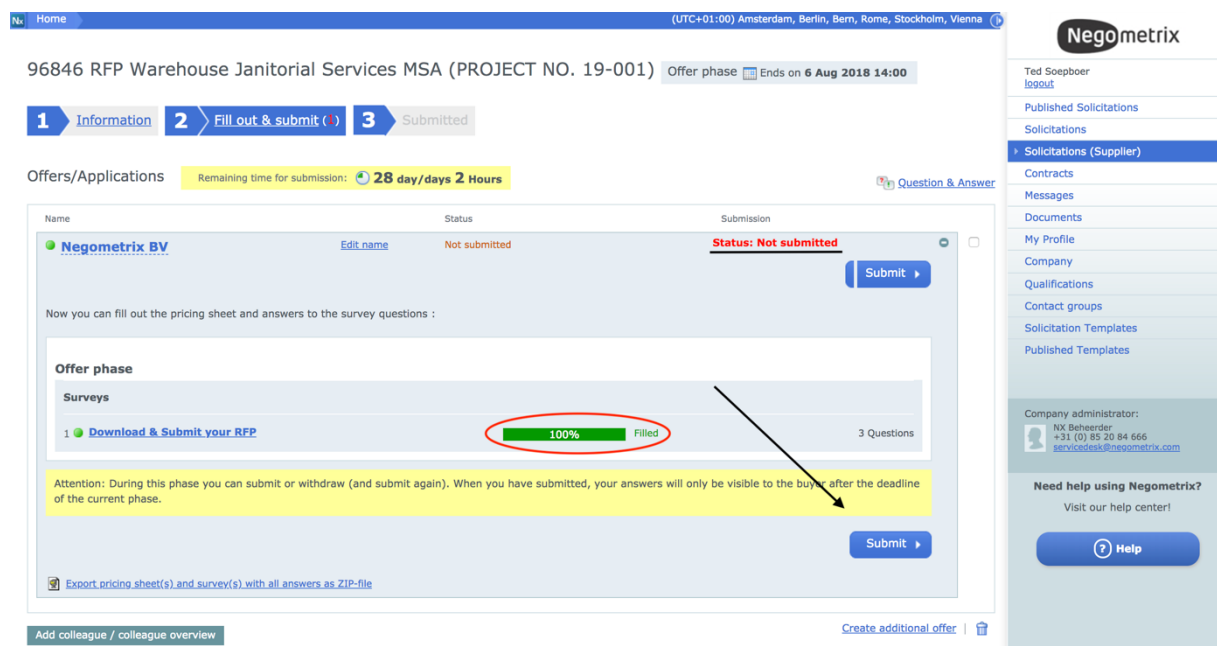
- Your **Answer** can be populated under the big A.
- Sometimes you are asked to upload a document (or more). You can then select from two options: [Select from Documents](#) | [Upload from my PC](#)
- Normally you'll choose upload from my PC.
- 'Upload from documents' will allow you to select from documents that you have uploaded before on Negometrix.
- Some answers will only need a simple Yes or No Yes (Best) No (Worst) (KO)
- The **(KO)** knock-out-sign indicates that not answering this specific Question or giving the un-preferred answer will result in a **Non-responsive** label on your proposal.

Step 10 Submit your RFQ!

Make sure you've answered all your question and the progress bar indicates 100%. If you are all done and confident you have answered the questions to your best ability, simply hit the  button.

You'll be asked to enter your password again and confirm.

If you have submitted successfully an email will be send to your registered address.



Home (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

96846 RFP Warehouse Janitorial Services MSA (PROJECT NO. 19-001) Offer phase Ends on 6 Aug 2018 14:00

1 Information 2 Fill out & submit () 3 Submitted

Offers/Applications Remaining time for submission: 28 day/days 2 Hours Question & Answer

Name	Status	Submission
Negometrix BV Edit name	Not submitted	Status: Not submitted Submit

Now you can fill out the pricing sheet and answers to the survey questions :

Offer phase

Surveys

1 Download & Submit your RFP	100% Filled	3 Questions
--	-------------	-------------

Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase. [Submit](#)

[Export pricing sheet\(s\) and survey\(s\) with all answers as ZIP-file](#)

[Add colleague / colleague overview](#) [Create additional offer](#)

Negometrix

Ted Soepboer [logout](#)

- Published Solicitations
- Solicitations
- Solicitations (Supplier)
- Contracts
- Messages
- Documents
- My Profile
- Company
- Qualifications
- Contact groups
- Solicitation Templates
- Published Templates

Company administrator:
NX Beheerder
+31 (0) 85 20 84 666
servicedesk@negometrix.com

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