

eQuote Best Practices

State of Florida agency customers may use the [MFMP Sourcing](#) application to issue informal quotes (eQuotes), to registered vendors. eQuotes may be used for purchases less than \$35,000 (Category Two threshold – Method of Procurement F), to request quotes off of a State Term Contract (Method of Procurement B), or Department of Lottery specific informal quotes (Method of Procurement 16). This guide contains eQuote creation best practices, focusing on areas where customers are more likely to encounter confusion. It is not intended to be a step-by-step job aid or as a substitute for training. For a comprehensive training on the eQuote process, please view the [online training](#).

Overview Section:

Create Sourcing Project Create Cancel

To create a Sourcing Project, specify the fields below. Templates used for constructing your Sourcing Project appear in the section at the bottom of the page, ...

Name:

Description (for internal use only):

Copy from Project:

Project: Full Project Quick Project

Event Type:

Test Project: Yes No

Base Language:

Regions:

Departments:

Baseline Spend: USD

Target Savings %:

Nobly Vendors? Yes No

Predecessor Project:

Owner:

Currency:

Commodity:

Contract Months:

Contract Number:

Contract Effective Date:

Number Of Available Renewals (Years):

Keep the title simple and relevant for the vendor. For integrated eQuotes, the title can be changed on the draft requisition.

Make sure that you select your agency.

Select 'Yes' if you want to invite all vendors with a matching commodity codes. Select 'No' if you want to invite specific vendors.

For eQuotes from a STC (MOP B), enter the STC contract number.

Rules Page:

Event: Doc10941 - Request quote for a Web Application Programmer

These rules control every aspect of how the event works. You may change them to suit your event or accept the defaults.

Timing Rules

Bidding end time: Duration: End time explicitly specified
 Fixed time: 8/31/2015 5:00 PM
 No time limit

Market Feedback

Can owner see responses before event closes: Yes No

Owner email address:

Callout 1: Select "Yes" for Market Feedback. This allows the Project Owner to view responses, as they come in, providing an opportunity for the agency customers to manage the eQuote event (e.g. add time to the event, attach additional documentation).

Callout 2: Always use the 'fixed time' option. Consider what you're asking for and remember that vendors will probably need more time to reply to an eQuote for services than a commodity based quote.

Team Page:

Event: Doc10921 - Request for quote for a Web Application Programmer

Add members of your own organization to the team that runs the event. The actions each user can perform depends on the ...

Team Members

Group	Members
Project Owner	<input type="text"/> <input type="button" value="+"/>
	Crystal Demott <input type="button" value="-"/>

Callout: It is important to add additional team members such as an additional project owner and/or an observer. This will allow others to edit and/or monitor the eQuote in your absence.

Suppliers Page:

Event: Doc10921 - Request for quote for a Web Application Programmer

Invite participants to participate in the event. Flag incumbent participants at the event level and the incumbency flag ...

Invited Participants

Supplier Name	Incumbent
<input type="checkbox"/>	

Callout 1: When conducting an eQuote against a STC, only use STC approved suppliers.

Callout 2: When inviting vendors based on commodity code (Notify Vendor: 'Yes'), you must add the *public user* vendor.

Content Page:

Event: Doc10941 - Request quote for a Web Application Programmer

On this page you create the information that participants will read and respond to during events. Add different types of content to recreate the traditional sourcing documents.

4 Content

2 Purpose and Scope

2.1 Additional Information: Service Agreement: In accordance with your requirements for staff augmentation, we (supplier) submit the following proposed agreement, scope of services and costs quotes. We (supplier) understand that this agreement shall only become effective when

2.2 Substitute Products: Will accept substitute products: No

3 Notes/Attachments (Maximum Attachment Size: 20MB)

3.1 Please see attached Statement of Work for details pertaining to this eQuote. [Statement of Work.pdf](#)

4 Vendor Response - Agencies must build the content in this section

5 Web Application Programmer	\$55.00	USD	2,080	hour	\$114,400.00 USD Ex
Web Application Programmer: Hourly Rate for July 2015 through June 30, 2016					
6 Web Designer	\$40.00	USD	2,080	each	\$83,200.00 USD Ex
Web Designer: Hourly Rate for July 2015 - June 30					

Indicates required field

It's important to include a clear and well defined Statement of Work (SOW). Make sure information is organized and clearly presented. Always upload attachments as a PDF.

When possible, include Line Items to obtain prices from vendors. Make sure the Line Item has a relevant Unit of Measure and associated Quantity. E.g. 2,080 Hours instead of 1 each.

Please contact the MFMP Customer Service Desk if you have any questions.

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Email: BuyerHelp@dms.myflorida.com