MyFloridaMarketPlace
Responding to Electronic Solicitations
Agenda

- MyFloridaMarketPlace Overview
- Viewing Public Events
- Sourcing Registration
- Accessing Events
- Responding to Events
- Resources
Key Learning Objectives

Upon completion of this training, you will be able to:

• Update commodity codes in the MyFloridaMarketPlace (MFMP) Vendor Information Portal (VIP)
• View open solicitations in MFMP Sourcing and the Vendor Bid System (VBS)
• Register to receive solicitation notifications from MFMP Sourcing and VBS
• Respond to an electronic solicitation in MFMP Sourcing
• Send messages to the event owner in MFMP Sourcing
What is MyFloridaMarketPlace?

MyFloridaMarketPlace, commonly known as MFMP, is the State of Florida’s eProcurement system and has been in operation since 2003. The system is a source for centralized procurement activities, streamlining interactions between vendors and state government entities by providing tools to support innovative procurement for the State of Florida.
MyFloridaMarketPlace provides:

- 24/7 online access to bid opportunities
- Ability to submit electronic invoices (eInvoicing)
- Equal access for woman-, veteran- and minority-owned businesses
- Single registration for sales and billing
- Improved quality and accuracy of interactions with the State of Florida
- Customer service support staff available to provide real-time assistance
- Performance rating to help vendors stand apart from their competitors
What is Internet Explorer (IE) compatibility?

The recommended web browser for accessing MFMP Sourcing and MFMP VIP is IE. When accessing these MFMP applications, vendors should enable their browser’s compatibility view settings. To learn more, see the IE Compatibility job aid.
What is the MFMP Vendor Information Portal?

The MFMP Vendor Information Portal is a self-service online application that allows vendors to:

- Register to do business with the State of Florida
- Maintain their account/contact information
- View their performance rating scores
- View and submit their transaction fees
- Select commodity codes that match their business’ offered goods/services
What is MFMP Sourcing?

MyFloridaMarketPlace Sourcing is the application used by the State of Florida to issue formal competitive solicitations and informal electronic request for quotes (eQuotes).
Things to know:

- Vendors will use their MFMP VIP usernames and passwords to log into MFMP Sourcing
  - MyFloridaMarketPlace VIP usernames and passwords synchronize with MFMP Sourcing hourly from 7 a.m. to 7 p.m., Eastern Time (ET), seven days a week
  - If passwords are updated during business hours, vendors will need to wait at least one hour before logging into MFMP Sourcing
  - Vendors can use the Forgot Your Password link in MFMP VIP to reset their passwords
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What is public access?

The public access function allows anyone, including unregistered vendors, to preview all open formal competitive solicitations by clicking the *Public Access* button on the *MFMP Sourcing* login page.

**Note:** In order to respond to an open solicitation, vendors must log in using their MFMP VIP account credentials.
Click the yellow **Preview** button(s) to view high level information about the events.
What is the Vendor Bid System?

The [Vendor Bid System](https://www.myflorida.com/marketplace) is the State of Florida’s public central posting tool for formal competitive solicitations from state agencies and eligible users (e.g., universities and colleges, local governments, etc.).
Select the *Search Advertisements* link to begin searching for open solicitations.
Vendors can search for active advertisements based on several criteria (e.g., agency, commodity code, title, etc.)
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Things to know:

- To receive solicitations for specific commodities and/or services, vendors must add commodity codes to their MFMP VIP account.
- Vendors will only be able participate in electronic solicitations if they have selected at least one commodity code.
- Vendors should periodically review their commodity codes to confirm that they best reflect the products and/or services their companies provide.
Select the **View/Edit Commodity Codes** option from the *I want to drop-down menu* and click the orange *Go* button.
To add commodity codes, select the *Search Commodity Codes* drop-down menu and select a search parameter (e.g., *Description* or *Code*).
Select the checkbox beside the applicable commodity code(s) and click the Add Selected Commodity Codes button.
If a vendor does not want to add a commodity code(s) to their account, they will be required to select the *I do not wish to be associated to a commodity code* checkbox.

**Note:** If this box is checked, the vendor will be unable to participate in electronic solicitations in MFMP Sourcing or receive solicitation notifications.
Select the View/Edit Solicitation Selections option from the I want to drop-down menu and click the orange Go button.
Register for MFMP Sourcing

To receive notifications from MFMP Sourcing and/or VBS, select the Yes radio button(s).
Sample MFMP Sourcing Notification

Department of Management Services invites you to participate in the following event: *Event name will appear here*.

The event is set to begin on *Date and Time will appear here*, Eastern Standard Time.

For details, including detailed documents, please follow the instructions below:

1. Access [https://sourcing.myfloridamarketplace.com/Sourcing](https://sourcing.myfloridamarketplace.com/Sourcing)
2. Log on using your user name (*username will appear here*) and password (This matches your MyFloridaMarketPlace Vendor Information Portal password).
3. Upon logging into your account, view the event details and if you choose to participate in the event, you must choose to 'Join' the event by clicking the 'Join' button next to the listed event in your account.

For technical questions about using the Sourcing 3.0 application, you can contact the MyFloridaMarketPlace Customer Service Desk at 1-866-FLA-EPRO (1-866-352-3776) or by email at vendorhelp@myfloridamarketplace.com.

We look forward to working with you!

Department of Management Services
Subject: Message from the Florida Vendor Bid System

Vendor: S-XXXXXXXX-001
<VENDOR NAME APPEARS HERE>

Your company may be interested in the following advertisement(s). To learn more about the advertisements below, please visit the Florida Vendor Bid System (VBS) at http://vbs.dms.state.fl.us/vbs/search_criteria_form. For specific questions about the solicitation, each advertisement includes contact information for the agency representative who issued it.

Agency: DEPT OF TRANSPORTATION, PROCUREMENT OFFICE
Advertisement Number: ITB-DOT-09/10-9008-LG
Advertisement Type: Reflective Sheeting - One Time Bid
Advertisement Status: <New / Edited>
Agency Contact: XXX
E-mail: XXX
Telephone: XXX

Agency: FL FISH & WILDLIFE CONSERVATION COMMISSION
Advertisement Number: FWC 09/10-19 (AMENDED 09/30/2009)
Advertisement Type: Boating Safety Course Workbook and Related Educational Products
Advertisement Status: <New / Edited>
Agency Contact: XXX
E-mail: XXX
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Things to know:

- In MFMP Sourcing, solicitations are referred to as events.
- Once a vendor logs into MFMP Sourcing, they will see two sections:
  - **My Events** - Solicitations the vendor already joined or was invited to participate in.
  - **Public Events** – Open solicitations, not yet joined, with at least one of the vendor’s selected commodity codes.
- If an open event (visible in the Public Access view) does not display in the vendor’s Public Events section, the vendor’s commodity codes selected in MFMP VIP did not match those tied to the event.
To join a solicitation, click the yellow Join button.
To access a solicitation from **My Events**, click the event’s **Title**.
Review Event Details

Review the bidder agreement. Accept the terms of the agreement if you agree to them and want to participate in this event. Decline the terms of the agreement if you do not want to participate in this event.

**All Content**

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1. Overview**

**1.1 Contact Information /Specifications**

- Requester: John Smith
- Requester Email: JohnSmith@test.com
- Requester Phone: 555-555-5555

**1.2 Shipping Details**

- Ship-To Address: 1111 State Agency Road, Tallahassee, FL 00000-0000
- Delivery Needed by: Fri, 1 Dec, 2017
- Rush Delivery: (2 Business Days)
- FOB Code: INC-Dest: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.

**Event Overview and Timing Rules**

- Owner: Ann Reeves
- Currency: US Dollar
- Event Type: eQuote
- Commodity: 10161600: Floral plants 10161600, 72102902: Landscaping services 72102902
- Publish time: 10/19/2017 4:09 PM
- Bidding end time: 11/30/2017 1:01 PM
The event clock provides the time remaining to submit a response.
To view or compose event-related messages, click the **Event Messages** link.
• To view messages about the event, click the **Subject** of the message
• To send a message to the agency customer, click the **Compose Message** button
Vendors can write a message and select the *Attach a file* link to include an attachment.

Once the message is complete, click the yellow *Send* button.
Decline to Respond

Click the Decline to Respond button to inform the agency that your business will not participate in the event.
Enter a comment explaining why your business is not responding and click OK (optional).
To export the event details to an Excel file, click the **Download Content** button.
To export the event details into a Word file, click the **Print Event Information** button.
To review and accept the agreement, click the **Review Agreement** button.
To participate in the event, review the terms of the bidder agreement.

By accepting this agreement you warrant that:
(i) you are authorized by your company to enter into a binding contractual agreement based on the information you are about to transmit
(ii) you agree to all terms and conditions regarding use of the MyFloridaMarketPlace system and
(iii) you agree to all terms and conditions specific to this solicitation.
Review and Accept Agreement

Select the radio button for *I accept the terms of this agreement.*

**Note:** Vendors must accept the agreement to submit an official response.
Click the yellow OK button to continue.
Select Lots

Doc16281 - Landscaping Services and Plants Quote

Choose the lots in which you will participate. You can cancel your intention to participate in a lot...

You are required to select all 2 of these lots. You have selected 0 of them. You must click the yellow "Submit Selected Lots" button to continue.
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Things to know:

• Once a vendor accepts the bidder agreement, they can view all details of the event and are able to submit a response to the event
  – If the event is in a ‘Preview’ status, vendors must wait until the event moves to an ‘Open’ status to submit a response

• Vendors should view all of the provided information on the event before submitting a response
Section 1 – Overview

1. Overview

The following table provides the event’s agency contact information and shipping details (if applicable):

<table>
<thead>
<tr>
<th>Section</th>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Requester:</td>
<td>John Smith</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Requester Email:</td>
<td><a href="mailto:JohnSmith@test.com">JohnSmith@test.com</a></td>
</tr>
<tr>
<td>1.1.3</td>
<td>Requester Phone:</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Ship-To Address:</td>
<td>1111 State Agency Road, Tallahassee, FL 00000-0000</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Delivery Needed by:</td>
<td>Fri, 1 Dec, 2017</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Rush Delivery:</td>
<td>No</td>
</tr>
<tr>
<td>1.2.4</td>
<td>FOB Code:</td>
<td>INC-Dest: Destination freight paid by vendor and included in price. Title passes upon receipt. Vendor files any claims.</td>
</tr>
</tbody>
</table>

* indicates required field
Section 2 – Purpose and Scope

Section 2 provides information on the purpose and scope of the event. In this example the vendor will need to download an attachment in Section 3 to view the Scope of Work (SOW).
Section 3 provides notes and/or attachments that the agency wants the vendor to review.

- For example, select the *Scope of Work.pdf* link to download a copy.
Section 4 – Vendor Responses

Things to know:

- Any response marked with an asterisk (*) is a required field
- Attachment responses have a 20MB size limit per file
- Single line text responses have a 4,000 character limit
- Multiple line text responses have unlimited character limits
- Pricing responses (line items) will only accept number values. Vendors should pay close attention to the unit price entered and the quantity set by the agency
### Vendor Response

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Vendor Response</td>
<td>$0.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.1 Do you have insurance?
- Yes
- No
- Unspecified

#### 4.2 If you answered Yes to question 4.1, please provide a copy of your insurance.

#### 4.3 Please provide a list of the plants your company can provide.

#### 4.4 How many hours will it take to complete the monthly landscaping services?

#### 4.5 Landscaping Services

<table>
<thead>
<tr>
<th>Need By</th>
<th>12 month</th>
<th>$0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 1 Dec, 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.6 Plants for Landscaping

<table>
<thead>
<tr>
<th>Need By</th>
<th>25 each</th>
<th>$0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 1 Dec, 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*indicates required field*
Section 4 – Attachment Responses

Vendor Response

4.1 Do you have insurance?  
* Unspecified

4.2 If you answered Yes to question 4.1, please provide a copy of your insurance.  
* Attach a file

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment:  
Browse...

Submit Entire Response  Update Totals  Save  Compose Message  Excel Import

* indicates required field
### Section 4 – Text Responses

<table>
<thead>
<tr>
<th>Vendor Response</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Vendor Response</td>
<td>$0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 Please provide a list of the plants your company can provide.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4 How many hours will it take to complete the monthly landscaping services?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Landscaping Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 month</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri, 1 Dec, 2017</td>
<td></td>
</tr>
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<td></td>
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<td>$0.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri, 1 Dec, 2017</td>
<td></td>
</tr>
</tbody>
</table>

* indicates required field

**Multiple line text response**

**Single line text response**
### Section 4 – Pricing Responses

#### Vendor Response

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>4 Vendor Response</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1 Do you have insurance?  
*Unspecified ✓*

4.2 If you answered Yes to question 4.1, please provide a copy of your insurance.  
*Attach a file*

4.3 Please provide a list of the plants your company can provide.

4.4 How many hours will it take to complete the monthly landscaping services?  

4.5 **Landscaping Services**  

<table>
<thead>
<tr>
<th>Need By</th>
<th>Price</th>
<th>Duration</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 1 Dec, 2017</td>
<td></td>
<td>12 month</td>
<td>$0.00 USD</td>
</tr>
</tbody>
</table>

4.6 **Plants for Landscaping**  

<table>
<thead>
<tr>
<th>Need By</th>
<th>Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri, 1 Dec, 2017</td>
<td></td>
<td>25 each</td>
<td>$0.00 USD</td>
</tr>
</tbody>
</table>

*indicates required field*
The MFMP team recommends:

- Saving responses in 20 minute intervals
- Reviewing all notes/attachments before submitting the entire response
- Submitting responses at least 48 hours before bid submissions are due
- Verifying all responses, especially pricing, before clicking the *Submit Entire Response* button
Select the *Update Totals* button to refresh the pricing (line item) extended price.
Select the **Save** button to save the current version of the response.
Click the yellow **Submit Entire Response** button to officially submit the completed response to the event owner. **Note:** Saving the response does not submit the response.
To complete the submission, click the OK button. The following message will display at the top: “Your response has been submitted. Thank you for participating in the event.”
Things to know

• Provides vendors with response details and confirmation that the State of Florida received the submitted bid

• Submitted responses can have three statuses:
  – ‘Accepted’ - Current bid that was accepted by the State of Florida
  – ‘Replaced’ - Bids that were submitted earlier, but have since been updated
  – ‘Rejected’ - Bids that were rejected in processing (e.g., two bids submitted simultaneously)

• Vendors will have access to their response history even after an event closes
Select the *Response History* link to view a list of current and past responses.
Response History

Select a Reference Number link to view and/or download the response details.
Click the yellow Revise Response button to update and submit a new response. **Note:** Responses can only be revised if there is time remaining on the solicitation.
Vendors can revert back to their previous response by clicking the **Reload Last Bid** button. **Note:** Once the event closes, the agency will only receive the last submitted response.
I will now demonstrate how to respond to an open event in the MFMP Vendor Sourcing Training Environment.
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Things to remember:

• Keep MFMP VIP **contact information** and **commodity codes** up to date

• To receive notifications and participate in events, log into MFMP VIP and update the **Solicitation Preferences**

• Log into MFMP Sourcing to get familiarized with viewing **My Events** and **Public Events**

• Regularly access **VBS** and **Public Access** in MFMP Sourcing to view all open, formal solicitations

• MyFloridaMarketPlace recommends that vendors submit their response at least **48 hours** prior to the event closing
• **MyFloridaMarketPlace**
  – The State of Florida’s eProcurement system website

• **MyFloridaMarketPlace Vendor Information Portal (VIP)**
  – The application where vendors can register to do business with the State of Florida

• **MyFloridaMarketPlace Sourcing**
  – The application where vendors view and respond to solicitations (formal and informal) from the State of Florida

• **Vendor Bid System**
  – The application used to view competitive solicitations from state agencies and eligible users
• **Online Trainings for Vendors**
  – A list of available online MFMP University trainings

• **Vendor Training Registration**
  – Calendar of upcoming MFMP University training opportunities

• **MFMP for Vendors**
  – Quarterly communication created to keep vendors up to date on MFMP

• **MFMP TV**
  – YouTube channel that provides short videos on a variety of vendor-related topics
Contact the MFMP Customer Service Desk:

Phone: 866-352-3776

Email: VendorHelp@MyFloridaMarketPlace.com

Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m., ET