

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

SPECIAL NOTES AND HELPFUL TIPS

- An issue has been discovered related to the solicitation workflow mailer notifications. ITS has been notified of the issue; however, a resolution date has not been provided by ITS. Metro iSupplier Team request that you **do not use the links in the notification to access the solicitation details.** Once the issue is resolved, Metro iSupplier Team will update this document accordingly.
- Metro ***strongly*** recommends, but is not requiring, creating a distribution email address (i.e. MetroNashville@xyzcompany.com) that will send out or forward any iSupplier emails to the appropriate individuals. This grants more control within the email server of your organization while having a single login and password for the iSupplier Portal.
 - This also eliminates the need to update user information when individuals change roles or leave your organization.
- If you have more than one authorized user then the system will only send out a notification to one user alphabetically by last name **unless** you state in the letter you want that user to receive all notifications regardless of type. If you are wanting to have more than one individual shown as a user account to receive notifications related to payments and/or solicitations, please email the last six (6) digits of Taxpayer ID and request to iSupplier@nashville.gov.

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iSupplier Oracle Portal works with in multiple browsers. DO NOT USE THE LINKS IN WORKFLOW MAILER NOTIFICATIONS OR FROM WITHIN THE NOTIFICATIONS IN YOUR WORKLIST.

To access the solicitation details go to <https://www.nashville.gov/finance/procurement>. It is recommended that you **do not** save the direct links to the login screen to your favorites.

Click on “update my information in iSupplier”

The screenshot shows the website for the Finance Procurement Division. On the left is a navigation menu with categories like Finance, Accounting, and Procurement. The Procurement section is expanded, showing various offices. The main content area is titled 'Finance Procurement Division' and includes a description of the division's role. Below this is a section titled 'I want to...' with a list of actions: 'do business with Metro.', 'register my information in iSupplier', 'update my information in iSupplier', 'report or verify subcontractor payments', 'search Metro's directory of small, minority, and women-owned businesses', 'find an existing or expired contract.', and 'find information related to a contract award.' A red arrow points from the text above to the 'update my information in iSupplier' link. On the right, there is a 'News' section with several articles dated 6/9/2020, 6/3/2020, and 4/20/2020, and a 'Visit the Newsroom' link at the bottom.

If experience issues always make sure to clear your browsing history, cache, and cookies then restart, then attempt to access the iSupplier Portol again by following the above instructions.

NOTE: PLEASE ALLOW ENOUGH TIME TO CREATE AND SUBMIT A QUOTE TO PREVENT EXPERIENCING ANY DELAYS

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Type in your username (email address of the user account) and password and click log-in.

ORACLE

User Name
METROPROCUREMENTTEST@G

Not
METROPROCUREMENTTEST@GMAIL.COM?
[Log Out](#)

Password
.....

Click Login → Log In Cancel

[Login Assistance](#)
[Register Here](#)

Accessibility
None

Language
English

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If you do not know the username associated with your company, please email iSupplier@nashville.gov and provide the last six (6) digits of the US Taxpayer ID Number for security purposes. Your request should be responded to within 24-48 hours.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

If you do not remember your password or need to reset your password, you can do so by going to login assistance. You will need access to the email account to receive the workflow mailer notification.

ORACLE

User Name
METROPROCUREMENTTEST@G

Not
METROPROCUREMENTTEST@GMAIL.COM?
Log Out

Password
.....

Log In

Login Assistance
Register Here

Accessibility
None

Language
English

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- You will be prompted to enter your username which is the email address of the user account. Click Forgot Password
- You should receive a temporary password soon that will contain a link that will then prompt you to enter a permanent password.
- Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.
- If you do not receive this notification with the temporary password within 24 hours of submitting the request please email isupplier@nashville.gov the last six (6) digits of the Taxpayer ID for the company profile and request for the password to be manually reset. You will be copied on the email request but no action will be required of you.
- Some email security settings will not allow emails with certain subjects or email address to come through the company firewall. The email account these messages are being sent from is actually wfmndcebsprd@us2.opc.oracleoutsourcing.com. Metro suggest that you whitelist this email address.

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The workflow mailer notification will be similar to screen shot below. This is the only time the link in the email notification will work.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, numbers, or characters (for example you cannot use “progress”)
- Password is Case Sensitive

FYI: Password Reset Inbox x



Workflow Mailer <wfmndcebsprd@us2.opc.oracleoutsourcing.com>
to GG ▾

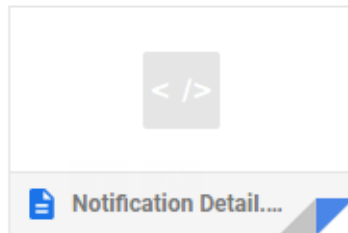
Fri, Feb 21, 2:12 PM ☆ ↶ ⋮

To **GG TEST SUPPLIER**
Sent **21-FEB-2020 13:22:47**
ID **1006749**

Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

Password Url: [Reset your password](#)

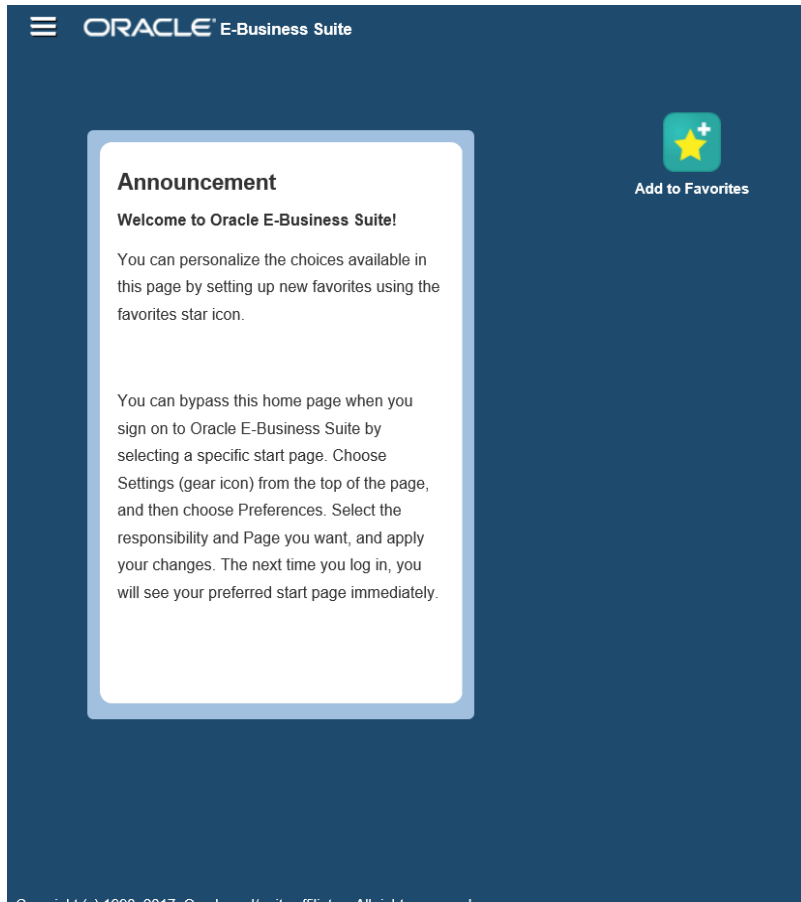
Click the hyper link to be prompted enter a new password.



HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

If you have not logged into the portal since the upgrade in September 2019 or changed your view within preferences, you will see a blue screen as shown below.

Framework Simplified View (Hamburger View)



OR

Framework Tree View

Home

From ▲	Type ▲
Conklin, Marissa	Sourcing Publish
Edwards, Kevin	Sourcing Publish
Ferguson, Scott	Sourcing Publish
Pitman, Stephen	Sourcing Publish
Van Hook, Vada	Sourcing Publish

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Home page is where contract, purchase orders, and administrative tasks (contact directory, banking details, etc.) are performed.


Sourcing Home page is where you can view your drafts, find solicitations or create response to bid opportunity.

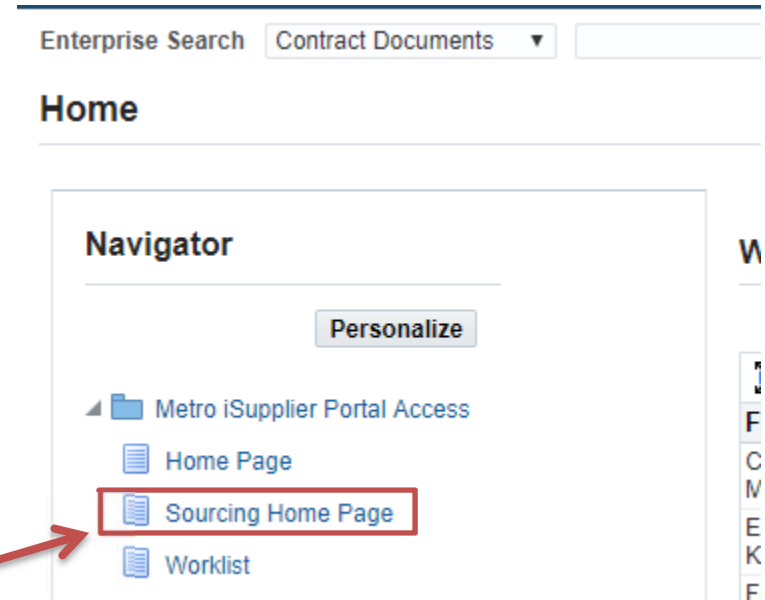
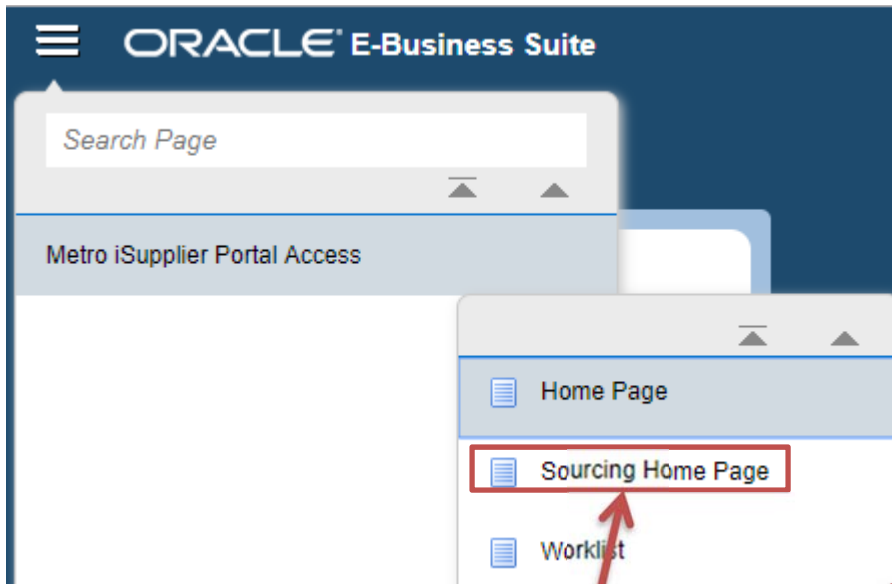
Framework Simplified View (Hamburger View)

OR

Framework Tree View

Click the three lines  to expand selection options

Click the folder  to expand selection options



Depending on your view click "Sourcing Home Page" Tab to view Draft Active Drafts and Open Invitations

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From here, you can click “Full List” from the Open Invitations to view all the current invitations you have been invited to.

The screenshot shows the Oracle Metro iSupplier Portal interface. At the top, there is a search bar for 'Open Negotiations' with a dropdown menu set to 'Number' and a search box containing '43022,1'. Below the search bar, there is a welcome message and a section titled 'Your Active and Draft Responses'. A red box highlights a 'Full List' button with the text 'Click here to view all drafts started or submitted responses'. Below this is a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table contains two rows of data. Below the table is a section titled 'Your Company's Open Invitations' with a red box highlighting another 'Full List' button with the text 'Click here to view all active solicitations your company has been invited and a draft has not been started.' Below this is another table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left, containing five rows of data.

You can view all bidding opportunities by going to <https://www.nashville.gov/Finance/Procurement/How-To-Do-Business-With-Metro.aspx> then scroll to bottom of the page to see [Current Bidding Opportunities](#). If you see the negotiation on the abstract page but not in your invitations, please email the procurement officer for that specific project shown on the abstract page and request to be invited to the solicitation.

Abstracts

Status: All

Negotiation Number	Negotiation Type	Title	Open Date	Close Date	Award Date	Electronic mail (e-mail)	Details
111222,1	RFQ	Sidewalk Improvements and Associated Metro Water Service Relocations	27-MAY-2021 13:22:20	11-JUN-2021 14:00:00		marissa.conklin@nashville.gov	⌵
111228,2	RFQ	Actuarial Services	04-JUN-2021 15:56:32	11-JUN-2021 14:00:00		scott.ferguson@nashville.gov	⌵
117217,1	RFQ	Furniture and Furnishings	04-JUN-2021 16:25:54	11-JUN-2021 14:00:00		sandra.walker@nashville.gov	⌵

Rows 1 to 30

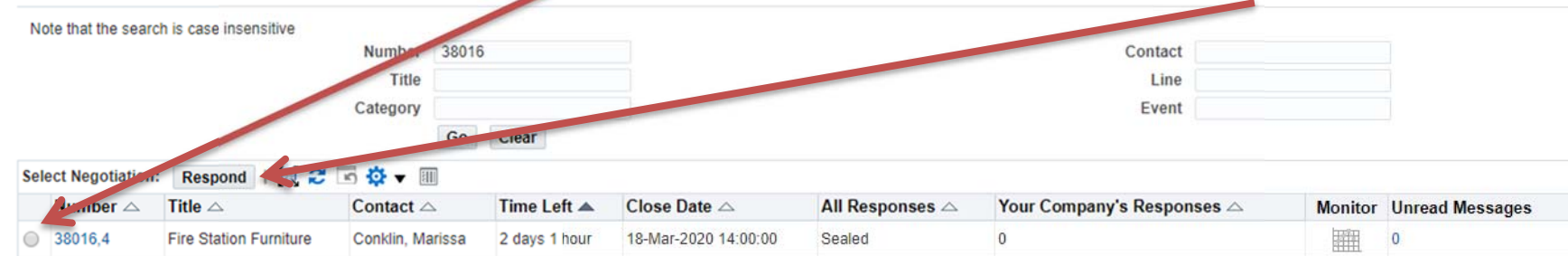
HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Note: If you have not been invited to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities Abstract page you can search by **Number** in the “Search Open Negotiations” bar at the top of the screen shown below. Type the appropriate number in the **Search Open Negotiation field** (make sure the search criteria reflects “Number”) then click “Go”.



Search Open Negotiations Number 38016 Go

Select the appropriate number by clicking the radio button to the left of the **Negotiation Number** then click “Respond”



Note that the search is case insensitive

Number 38016
Title
Category
Go Clear

Contact
Line
Event

Select Negotiation: Respond

Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/> 38016,4	Fire Station Furniture	Conklin, Marissa	2 days 1 hour	18-Mar-2020 14:00:00	Sealed	0		0

Note:

Negotiation Numbers that have a comma in them like the number “43022, 1” in the picture above, mean that there have been amendments made to the original negotiation. As a supplier, you will be required to review the all amendment details and acknowledge all amendments to the negotiation before being able to create a quote.

If a negotiation has a “-” dash like example “ 43022-2,2” it means there is an amendment 2 and a round 2 solicitation.

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After you click on the negotiation number you will be taken to the screen where you can view all the details of the solicitation. To view the details, make sure you are on the **Header tab**. Click on **Show all Details** under the **Requirements section**.

RFQ: 38016,4

Click here

Actions Acknowledge Participation

Title Fire Station Furniture
Status Active (Locked)
Time Left 2 days 1 hour

Open Date 11-Mar-2020 13:54:41
Close Date 18-Mar-2020 14:00:00

Header Lines Controls Contract Terms

Buyer Conklin, Marissa
Quote Style Sealed
Description Fire station furniture

Outcome Contract Purchase Agreement
Event

Terms

Effective Start Date
Effective End Date
Bill-To Address [Bill To: Metro Payment Service](#)
Ship-To Address [1 Metro Site Location | 1590](#)
FOB DELIVERY

Total Agreement Amount
Payment Terms N30
Carrier
Freight Terms SUPPLIER PREPAID

Currency

Click here to show All Details (expand)

RFQ Currency USD

Price Precision Any

Requirements



Show All Details | Hide All Details

Details Section

- ▶ ITB Solicitation (Selection) Method
- ▶ Solicitation Objective

Please read ALL REQUIREMENTS, including notes and attachments, prior to submitting your bid.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Some Negotiations have notes, links to websites, and attachments included that should be opened, saved to your computer, completed and attached as part of your response to the negotiation as required.

Forms and attachments can be found at the bottom of the page under **Notes and Attachments**. Access each file by clicking the hyperlink Title.



Inspect MDS Contents

Notes and Attachments

Note to Suppliers

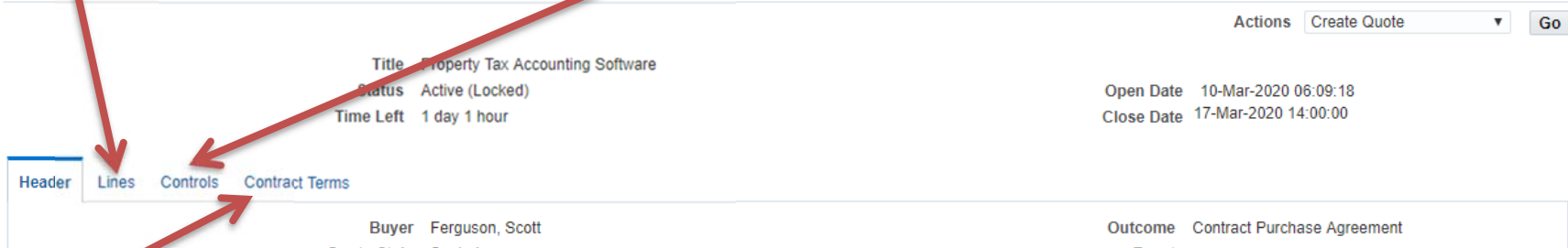
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Metro Construction Purchase...	File		To Supplier	VADA.VANHOOK@NASHVILLE.GOV	05-Feb-2020	One-Time		
Subcontractor Form	File		To Supplier	VADA.VANHOOK@NASHVILLE.GOV	05-Feb-2020	One-Time		
Scope of Work	File	Scope of Work	To Supplier	VADA.VANHOOK@NASHVILLE.GOV	05-Feb-2020	Standard		
Pre-offer meeting sign in sheet	File	Amendment 1	To Supplier	VADA.VANHOOK@NASHVILLE.GOV	05-Feb-2020	One-Time		
Pre-offer meeting PowerPoint...	File	Amendment 1	To Supplier	VADA.VANHOOK@NASHVILLE.GOV	05-Feb-2020	One-Time		

Inspect MDS Contents

Lines tab is where pricing information is requested.

RFQ: 37015,2

Controls are set by the Procurement Officer.



Actions Create Quote

Title Property Tax Accounting Software
Status Active (Locked)
Time Left 1 day 1 hour

Open Date 10-Mar-2020 06:09:18
Close Date 17-Mar-2020 14:00:00

Header **Lines** Controls Contract Terms

Buyer Ferguson, Scott

Outcome Contract Purchase Agreement

Contract Terms is the draft outcome.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

You could be prompted with a warning if an amendment has been issued and has not been acknowledged yet. View the amendment history to ensure you are aware of the changes to the original published negotiation.

[Active Negotiations](#) >

Warning
RFQ 38016 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 38016,4

Actions

Title Fire Station Furniture
Status Active (Locked)
Time Left 2 days 1 hour

Open Date 11-Mar-2020 13:54:41
Close Date 18-Mar-2020 14:00:00

Header | Lines | Controls | Contract Terms

Buyer Conklin, Marissa Outcome Contract Purchase Agreement

Click on **“Amendment History”** to view the summary of the amendments issued. Click on **“Show All Details”** to expand the details of each amendment on a single page.

Amendment History (RFQ 38016)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
▲	38016,4	Fire Station Furniture	Active (Locked)		⌵
Amendment Description		Amendment #4, Extend closing date to March 18, 2020 to generate vendor competition.			
Published Date		11-Mar-2020 13:54:40		Close Date	18-Mar-2020 14:00:00
▲	38016,3	Fire Station Furniture	Amended (Locked)		⌵
Amendment Description		Updated Scope Summary Scope detail and Extend closing date to March 11, 2020.			
Published Date		05-Mar-2020 08:28:49		Close Date	11-Mar-2020 14:00:00
▲	38016,2	Fire Station Furniture	Amended (Locked)		⌵
Amendment Description		Extend closing date to March 5, 2020 to generate vendor competition.			
Published Date		28-Feb-2020 12:02:20		Close Date	05-Mar-2020 14:00:00

Click to review each amendment changes

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Click on “**Acknowledge Amendments**” to proceed with the steps for acknowledging an amendment.

Amendment History (RFQ 38016)

[Acknowledge Amendments](#)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
	38016,4	Fire Station Furniture	Active (Locked)		

You can access added documents or view more details related to the amendment.

Once you are ready to proceed, click the “**tic**” stating that you accept the terms and conditions of the RFQ and acknowledge the changes made to the RFQ amendment document, then click “**Next**” if there are additional amendments to view and acknowledge.

Acknowledge Amendment (RFQ 38016,1)

[Cancel](#) [Step 1 of 4](#) [Next](#)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 38016,1.

Header

Label	RFQ 38016	RFQ 38016,1
Amendment Description		Extend closing date to February 28, 2020 to generate vendor competition.

[Click here](#)

Continue reviewing amendment details until you get to the last published amendment, click “**Acknowledge**”.

Acknowledge Amendment (RFQ 38016,4)

[Cancel](#) [Back](#) [Step 4 of 4](#) [Acknowledge](#)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 38016,4.

Header

Label	RFQ 38016,3	RFQ 38016,4
Amendment Description	Updated Scope Summary Scope detail and Extend closing date to March 11, 2020.	Amendment #4, Extend closing date to March 18, 2020 to generate vendor competition.

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Confirmation

All amendments of Negotiation 38016 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

No Yes

Click "Yes", to proceed with creating a quote. This will proceed to the create quote. Click "No" will take you back to the latest published negotiation in the system.

If there has been no amendments or you wish to proceed with creating a quote response after viewing the negotiation details, click drop-down arrow next to **Action**, select "Create Quote" and then click "Go"

ORACLE Metro iSupplier Portal Access

Active Negotiations >
RFQ: 43022,1

Actions Create Quote

Title Roof Replacement McCabe Golf Course
Status Active (Locked)
Time Left 16:35:03

Open Date 05-Feb-2020 14:02:31
Close Date 19-Feb-2020 14:00:00

Header Lines Controls Contract Terms

Buyer Van Hook, Vada
Quote Style Sealed
Description Roof Replacement McCabe Golf Course

Outcome Standard Purchase Order
Event

Terms

Bill-To Address Bill To: Metro Payment Service
Ship-To Address 1 Metro Site Location | 1590

Payment Terms N30
Carrier

You can now enter the required information needed for submitting your response to the negotiation through the isupplier system.

It is highly recommended to click **Save Draft** ever so often in order to save your information in case you get logged out of the system and/or want to continue at a later time. **Please Note:** You may have to enter information on more than one tab.

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ALL White Boxes with the Requirements section on the Header Tab must have a value enter before clicking on the Lines Tab.

Quote Valid Till, Reference Number, and Note to Buyer are not required fields. These fields can be left blank in your quote response.

DO NOT USE QUOTE BY SPREADSHEET

Create Quote: 36182 (RFQ 38016,4)

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Time Left 2 days
Close Date 18-Mar-2020 14:00:00

Title Fire Station Furniture

Header Tab, Lines Tab

Header Lines

Supplier Metro Procurement GG Test Supplier
RFQ Currency USD
Quote Currency USD
Price Precision Any

Not required fields.
Can be left blank

Quote Valid Until (16-Mar-2020 19:45:00)

Reference Number

Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Inspect MDS Contents

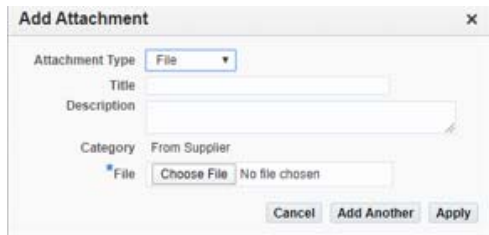
Requirements

Expand All | Collapse All

Focus	Title	Target Value	Quote Value
	Requirements		
	ITB Solicitation (Selection) Method		

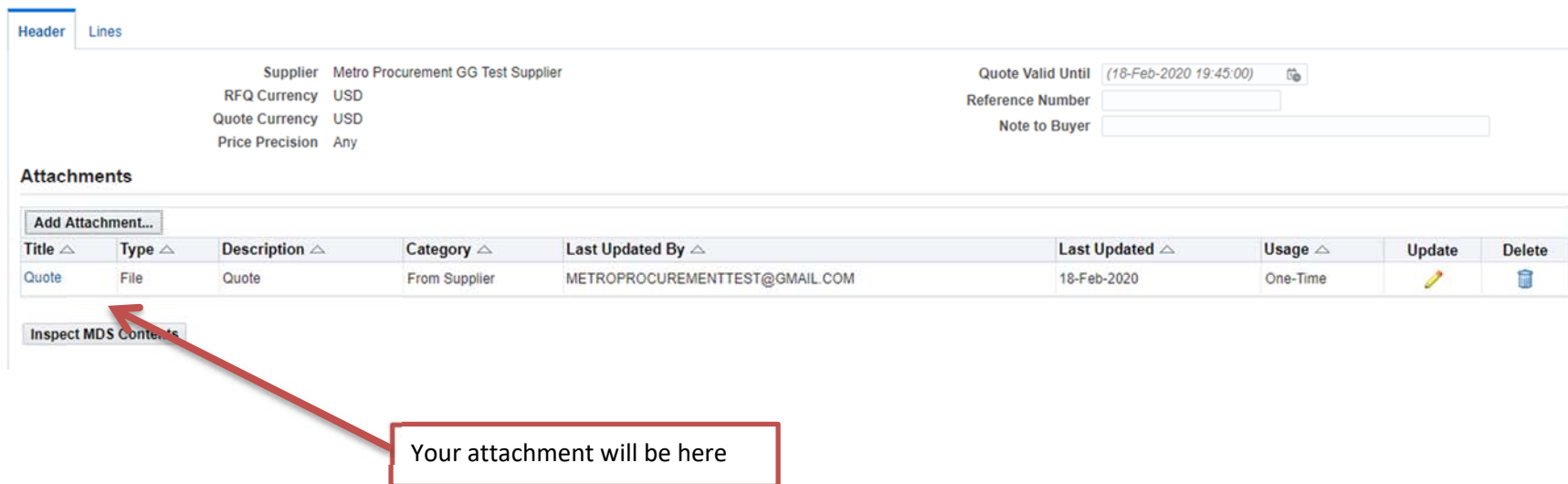
HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Click “Add Attachment” to add any documents to your quote response to the negotiation.



Enter the title and description then choose the appropriate file from where the file is located.

If you have more than one attachment click “Add Another”. Once you attached all documents then click “Apply” to go back to quote.



Supplier Metro Procurement GG Test Supplier
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until (18-Feb-2020 19:45:00)
Reference Number
Note to Buyer

Attachments

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Quote	File	Quote	From Supplier	METROPROCUREMENTTEST@GMAIL.COM	18-Feb-2020	One-Time		

Inspect MDS Contents

Your attachment will be here

Note: (The system will not recognize adding an attachment only as a change to the quote)

If your bid is in Draft mode and you need to only add an attachment you can add another attachment but must add an “x” or “.” to any White Boxes for the system to recognize a change was made.

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See samples screen shots below:

Focus	Title	Target Value	Quote Value
	▲ Requirements		
	▲ ITB Solicitation (Selection) Method		
	<p>Invitation to Bid</p> <p>Pursuant to Metropolitan Code of Laws ("M.C.L.") § 4.12.030, this solicitation document serves as the written determination of the Purchasing Agent, that this solicitation is an invitation to bid. Awards, if made, shall be to the lowest, responsive and responsible, evaluated offeror.</p> <p>There may be one or more amendments to this solicitation. Solicitation amendments are included as updates to the original solicitation. It is the offeror's responsibility to remain informed on all solicitation amendments and submit the solicitation response incorporating all amendments.</p> <p>Any alterations to the document(s) provided by the Metropolitan Government of Nashville and Davidson County (Metro) and submitted by the offeror other than completing questions, worksheets, or forms may result in your response being deemed nonresponsive, cancellation of any subsequent award, or any other legal remedies available to Metro.</p> <p>Offers to Metro online solicitations are required to be submitted within the iSupplier online environment unless otherwise stated. Hard copy offers will not be considered except as required by law.</p> <p>Any response to this solicitation is a formal waiver of any claims of confidentiality regardless of what may be stated, printed, or implied in the submission and/or attachments submitted. All information is made a Public Record after an award is made.</p> <p>The only official position of Metro is found within this solicitation document including answers provided in response to questions raised. The online discussion tool within iSupplier is the appropriate tool for all questions or communications concerning this solicitation.</p>		
	▲ Solicitation Objective		
	The objective of this solicitation is to issue a purchase order.		
	▲ Scope Summary		
	The Metropolitan Government of Nashville and Davidson County ("Metro") is soliciting quotes for the replacement of the existing shingle roof system and related		

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<p>Bid Quote Process</p> <p>Please enter your Total Bid Amount of the roof replacement on Line 1 of the Lines Tab of this solicitation. Also note, you will be required to submit your amount of small business incentive for this project under Line 1 by clicking on the pencil icon under the Update column. When entering in your small business incentives under Line 1, do NOT include any dollar values or percentages of small business being used for the \$5,000 allowance.</p> <p>The \$5,000 allowance to "remove and replace deteriorated or damaged wood decking or any other unforeseen project conditions/components found to be faulty or deficient during the execution of the project" has been incorporated as a separate line item (Line 2) on the Lines Tab. Therefore, the Contractor should enter "5000" dollars as your Quote Price on Line 2 and should NOT include this allowance in their total lump sum for Line 1 on the Lines Tab.</p> <p>An award, if made, will go to the lowest, responsive and responsible bidder.</p>	<p>Have you entered in your total lump sum for Line 1 and the \$5000 allowance for Line 2 on the Lines Tab?</p>	<p>Bid Form Attached <input type="checkbox"/></p>
<p>Construction Clauses</p>		
<p>Licensing Requirements</p> <p>Offeror must comply with all of the provisions of the Contractors Licensing Act of 1976 of the State of Tennessee, the same being set out in Tennessee Code Annotated, 62-6-101 et seq., and Section 62-6-119 as amended by 1997 Tennessee Public Act No. 153. Said Act and amendments are incorporated herein by reference. The prime contractor is required to be licensed whenever the total project is \$25,000 or more. In addition, contractors and subcontractor's performing the mechanical, plumbing, HVAC, electrical (including geothermal heating and cooling), and roofing must be licensed when their total portion is \$25,000 or more; with the exception of masonry subcontractors, and they are not required to supply license information until the total portion is \$100,000 (total cost includes materials and labor). Offeror must comply with all specific licensure requirements of the Tennessee Department of Environment and Conservation (TDEC). Failure to include the required licensure information will result in an offer being deemed nonresponsive. Acceptable State of Tennessee license classification(s) for the project include those identified below.</p>		
<ul style="list-style-type: none">• BC 21- Roofing		
<p>Enter your Tennessee Contractor's License Classification(s) and any Sub-Classification(s) if you are not licensed at the full classification(s). The procuring Metro department will make the determination if this sub-classification(s) is appropriate for the solicitation. If they deem the sub-classification not appropriate for the solicitation, then the offer will be deemed nonresponsive.</p>		<p>Enter Information Here</p>
		<p>Enter Information Here</p>



Input value/response in all White Boxes and all drop – down questions

Remember to click Save Draft often.

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If there is pricing information requested, please check the lines tab and enter the requested information as outlined in the negotiation.

DO NOT USE QUOTE BY SPREADSHEET

Create Quote: 36182 (RFQ 38016,4)

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Title [Fire Station Furniture](#)

Time Left 2 days
Close Date 18-Mar-2020 14:00:00

Header **Lines**

RFQ Currency USD Quote Currency USD
Price Precision Any

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Total Evaluated B...	Sealed			<input type="text"/>	Dollars	1		<input type="text"/>	No	

Indicates more information requested. Click the Update icon.
Inspect MDS Contents

Minimum Release Amount is not Required Field

If you click “Continue”, the system will provide an error message if there is missing information.

Create Quote: 36182 (RFQ 38016,4)

Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title [Fire Station Furniture](#)

Time Left 2 days
Close Date 18-Mar-2020 14:00:00

Header **Lines**

Supplier Metro Procurement GG Test Supplier
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until (16-Mar-2020 19:45:00)

Reference Number

Note to Buyer

Click Continue

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

If any **White Box** is missing a value or a response to any required an error message will display. Below are examples of error messages you may receive.

The screenshot displays the Oracle Metro iSupplier Portal Access interface. At the top, the header includes the Oracle logo, 'Metro iSupplier Portal Access', a notification bell with '15', and the user 'Logged In As METROPROCUREMENTTEST@GMAIL.COM'. Three red arrows point to yellow error message boxes, each labeled 'Example Error Message' in a red-bordered box.

Example 1: The error message box contains a list of four items:

1. A price is required to place a quote for line 1.
2. Quote Quantity cannot be greater than the RFQ quantity for line 1.
3. A price is required to place a quote for line 2.
4. Quote Quantity cannot be greater than the RFQ quantity for line 2.

The interface shows 'Create Quote: 29112 (RFQ 43022,1)' with buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The title is 'Roof Replacement McCabe Golf Course', 'Time Left' is '15:58:54', and 'Close Date' is '19-Feb-2020 14:00:00'.


Example 2: The error message box contains the text: 'The RFQ control requires you to quote on all lines'. The interface shows 'Create Quote: 36182 (RFQ 38016,4)' with buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The title is 'Fire Station Furniture', 'Time Left' is '2 days', and 'Close Date' is '18-Mar-2020 14:00:00'.

Example 3: The error message box contains a list of five items:

1. A quote value is required for requirement Affiant affirms that in consideration of the privilege to submit offers in response to this solicitation, we hereby consent, covenant, and agree as follows: No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, or disability when otherwise qualified in connection with any solicitation offer submitted to Metro or the performance of any contract resulting from; That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible business enterprises; In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make good faith efforts to solicit disadvantaged businesses (as defined in MCL 4.46) to do business with this Company; That the Covenant of Nondiscrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption; That the Covenant of Nondiscrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and That the failure of this Company to satisfactorily discharge any of the Covenant of Nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Metro to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due on a contract. Should you decline this covenant, your firm/organization will not be allowed to submit an offer to the Metropolitan Government of Nashville and Davidson County.
2. A quote value is required for requirement Enter your City.
3. A quote value is required for requirement Affiant affirms that neither the offeror nor utilized temporary staffing service employs any person who is not a legally authorized to work in the United States. Any contractor who knowingly violates the provisions of this section is subject to debarment or suspension. M.C.L. 4.40.060.
4. A quote value is required for requirement Title.
5. A quote value is required for requirement Affiant states that Offeror has all applicable licenses, including business licenses. Affiant also states that offeror is current on its payment of all applicable gross receipt taxes and personal property taxes. M.C.L. 4.20.065.

The interface shows 'Create Quote: 36182 (RFQ 38016,4)' with buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The title is 'Fire Station Furniture', 'Time Left' is '2 days', and 'Close Date' is '18-Mar-2020 14:00:00'.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

If there is a bullseye symbol  shown on the lines tab then additional information is required.

Active Negotiations > RFQ: 38016,4 > Amendment History (RFQ 38016) >

Create Quote: 36182 (RFQ 38016,4)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)


Title [Fire Station Furniture](#)


Time Left 2 days
Close Date 18-Mar-2020 14:00:00

Header **Lines**

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1	Total Evaluated B...				Dollars	1			Yes ▾	

 Indicates more information requested. Click the Update icon.

Click the pencil to enter required information.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

You must enter a value for each Box (even if the value is 0). Once all White Boxes have a value Click **“Apply”**.

Create Quote 36182: Line 1 (RFQ 38016,4)

Cancel Save Draft **Apply**

Description Total Evaluated Bid Amount
 Unit Dollars
 Start Price
 Target Price
 Quote Price
 Estimated Quantity 1

Close Date 18-Mar-2020 14:00:00
 Quote Currency USD
 Rank Sealed
 Target Minimum Release Amount
 Quote Minimum Release Amount



Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	SBE/SDV Amount not Self Performed	Required	\$	<input type="text" value="0"/>
General	SBE/SDV Amount Self Performed	Required	\$	<input type="text" value="0"/>
General	Total SBE/SDV Amount	Required	\$	<input type="text" value="0"/>
General	SBE/SDV Percentage not Self Performed	Required	%	<input type="text" value="0"/>
General	SBE/SDV Percentage Self Performed	Required	%	<input type="text" value="0"/>
General	Total SBE/SDV Percentage	Required	%	<input type="text" value="0"/>

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Once all fields have been completed Click “Continue”

Click “Save Draft”

Click “Continue”

Create Quote: 36182 (RFQ 38016,4)

Title [Fire Station Furniture](#)

Time Left 2 days
Close Date 18-Mar-2020 14:00:00

Header Lines

RFQ Currency USD
Price Precision Any

Quote Currency USD

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Total Evaluated B...	Sealed			52000	Dollars	1			Yes	

⊙ Indicates more information requested. Click the Update icon.

Inspect MDS Contents

If you click “Continue” and do not receive any error messages, the screen will be a ready only option to ensure information is accurate.

Click “Submit”

Create Quote 29112: Review and Submit (RFQ 43022,1)

Cancel Back Validate Save Draft Printable View Submit

Header

Title Roof Replacement McCabe Golf Course
Supplier Metro Procurement GG Test Supplier
RFQ Currency USD
Quote Currency USD
Price Precision Any

Time Left 15:48:42
Close Date 19-Feb-2020 14:00:00
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Inspect MDS Contents

Equipment

Once you have entered in all your bid information you **Must Click Submit** to submit your quote. You will receive a on screen statement that your bid was submitted successfully.

HOW TO FIND NEGOTIATIONS, VIEW NEGOTIATION DETAILS, AND CREATE A QUOTE

Note: Your bid is not considered to have been submitted in response to the negotiation until after you have click **Submit** and you received on screen statement that your bid was submitted successfully. If you are unsure if your bid was submitted successfully, please contact the Procurement Officer on the solicitation prior to close date deadline.

Quotes that are incomplete and not successfully submitted before the close date and time, **will NOT** be considered as a response to the solicitation requirements.

You can submit multiple times before the close date and time; however, the most recent version submitted will be the one taken in account for the evaluation and all other submissions will be archived in the system. If you have submitted a response and wish to update the quote, click on the negotiation number (not the response or quote number) then click on create quote and update accordingly.

If at any time you have difficulty with creating or submitting your quote, please email iSupplier@nashville.gov and copy the Procurement Officer assigned to this solicitation. Make sure to provide the negotiation number you are attempting to submit a quote/response to along with your last six (6) digits of the US Taxpayer ID Number for security purposes.

**PLEASE ALLOW ENOUGH TIME TO CREATE AND SUBMIT
A QUOTE TO PREVENT EXPERIENCING ANY DELAYS**