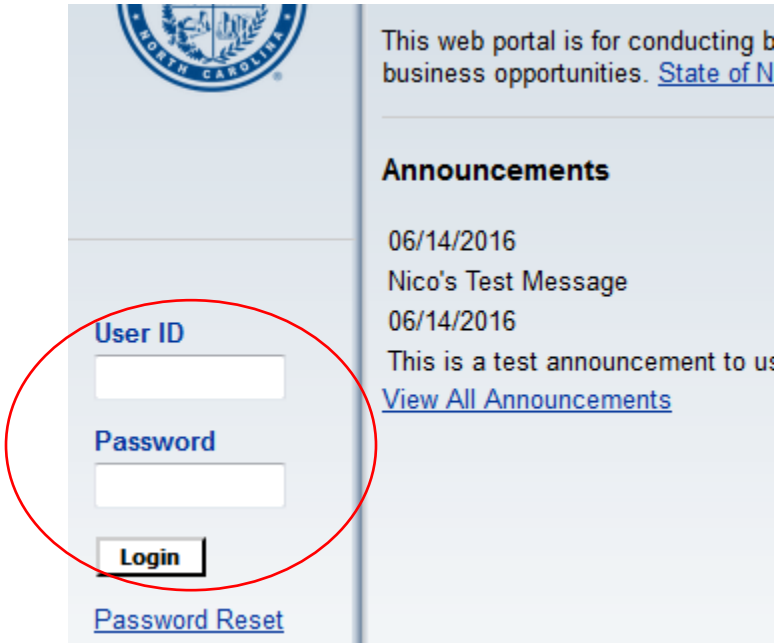


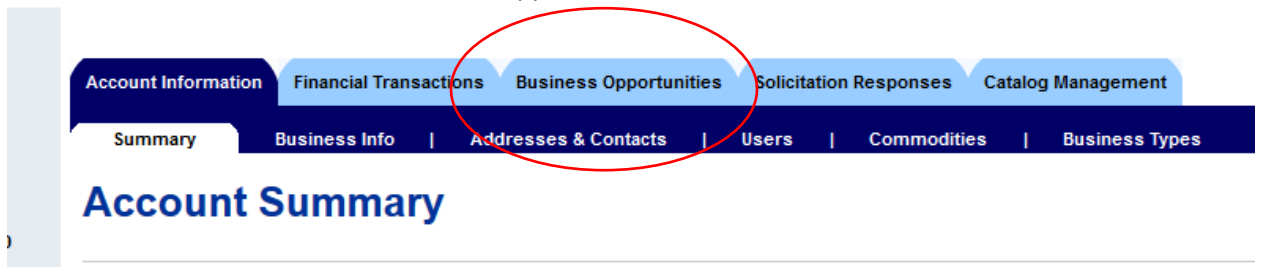


MECKLENBURG COUNTY
Financial Services Department | Procurement Division
How to Respond to an RFQ-RFP-ITB in MECKProcure

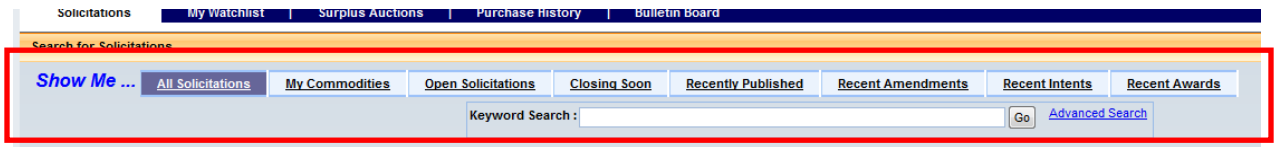
- 1) Log into www.MECKProcure.com



- 2) To find solicitations click on the Business Opportunities tab

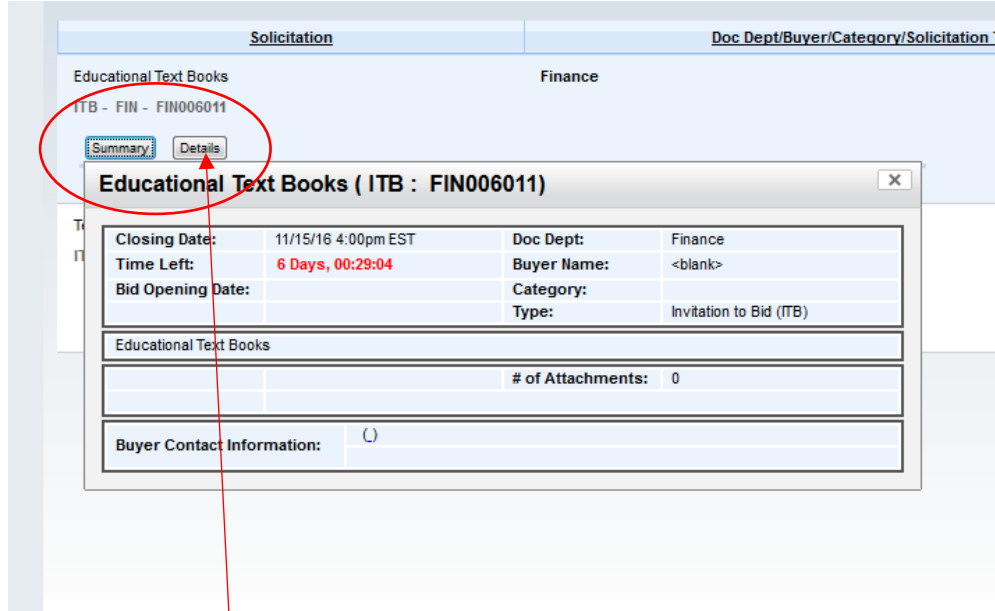


- 3) Choose a filter



- All Solicitations shows all the opportunities, open and closed.
- My Commodities shows opportunities that are for commodity codes you are registered for.
- Open Solicitations shows only open opportunities. Meaning ones where the due date for bids has not passed.
- Closing soon shows opportunities that are closing soon.

- e. Recently Published shows opportunities that have been recently posted.
 - f. Recent Amendments shows recently posted amendments to open opportunities.
 - g. Recent Intents allows you to view all solicitations that have an intent to award created for them.
 - h. Recent Awards allows you to view all solicitations that have been awarded.
- 4) Once you find the opportunity you are interested in, click on the Summary or Details button.
- a. Clicking the Summary button will show a summary of the solicitation.



- b. Clicking the Details button will show you the entire solicitation. You will be able to review the solicitation before deciding to respond. See the above image for the location of the Details button.

Continue on the next page

5) To respond to a solicitation

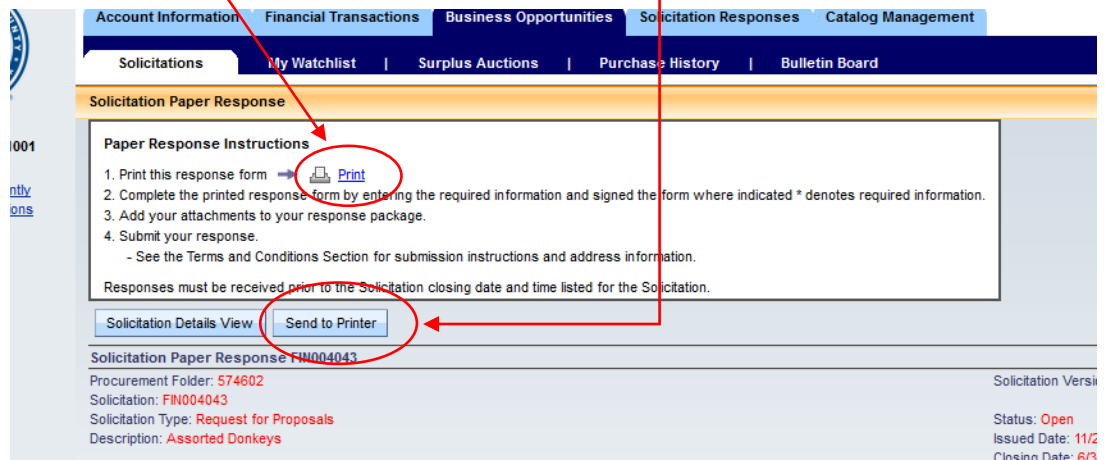
Note:

For RFPs, only online/electronic submissions are excepted

For ITBs, only hard copy submissions are excepted (no electronic submissions will be excepted)

Any exceptions to these rules will be included in the solicitation documents

- a. Find the solicitation
- b. Click the Details button
- c. **If the solicitation is an ITB, you must print the solicitation.** Click the Print for Mailing button
- d. Click the Print link or the Send to Printer button



- e. Follow your PC's prompts for printing.
- f. Follow the instructions at the top of the printed forms.
Note: The completed forms and your Quote/Bid/Proposal must be delivered to the address shown under "Mail Response To"



- g. Click the Return to Solicitation link

Solicitation Details View

Printing Instructions - This reference copy and all associated attachments are provided for your convenience. Please use the following instructions to print the solicitation and attachments:

1. Print the Solicitation → [Print](#)
2. Print all attachments provided (see attachments section below)
 - Click on the attachment file name (link), open or save attachment, then print

Caution: Read all documents and follow specific bidding instruction for this solicitation.

[Return to Solicitation](#)

Solicitation FIN004042

Procurement Folder: 574601
Solicitation: FIN004042
Solicitation Type: Request for Proposals
Description: Donkey Training RFP

- h. Click the Attachments tab

Buyer Information [PROCUREMENT DIVISION\(MeckBids@mecklenburgcountyn](#)
Phone:000-000-0000 Fax:

Attachments | Additional Information | Terms

File Name
Temp Labor Services RFP final.docx
SCOPE OF SERVICES.docx

This will show you links to all the RFP documents.

- Click each link and save the document to your computer**
 - If the solicitation is an ITB, print all the documents.**
 - If the solicitation is an ITB, you are done. Please follow all instructions in the ITB about how to submit your bid.**
 - If the solicitation is NOT an ITB, if it an RFP, you must submit your response via MECKProcure. Please continue with these instructions.**
- m. Click the Respond Online button.

[New Search](#)

Current Status: Open

[Add this item to Watch List](#)

Response Options

[Respond Online](#) [Print for Mailing](#)

or Proposals(RFP)

/30/17 3:00 PM Award Date:
More... [see Events tab](#)

[Print Solicitation](#)

History | Bulletin Board

[More Information](#)

- i. To Respond Online – *Note: If you save your response as you go a long and exit before you are done, you can go to the Solicitation Responses and return to your response. You will need to click “Edit” to resume your response.*

1. Click the Respond Online button

a. (1) Respond To Lines

- i. Select a Response Type from the drop down menu. You should only select “Bid”, “Bid with Condition”, or “No Bid” from the options.

Note: If you select “No Response”, you will be unable to proceed to Step 2 in MECKProcure.

- ii. Enter a Unit Price and Delivery Time for each item
If the solicitation has more than one (1) item, you can select to No Bid for some items.

- iii. Enter any pertinent comments.

*Note: if you select “Bid with Condition” or “No Bid”, you **MUST** enter a comment in the comments field in order to proceed to Step 2 in MECKProcure.*

Note: There may be an error message that indicates you have exceeded the characters in NOTES field on the Bid Response – Step 1 page

To fix this: You have probably copy/pasted your entry in there and MECKProcure adds foreign characters due to the FONT. You need to, Copy/Paste the entry into Notepad and remove those odd characters. Then copy/paste that back into that box.

- iv. Click Save

- v. Click Go To Step 2

b. (2) Criteria Response

- i. Answer all questions.

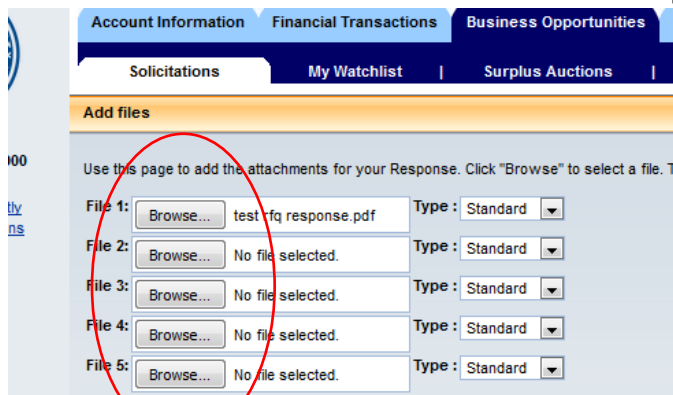
Some of the criteria may be grayed out. In these cases, the criteria are shown so you know how your Bid, Proposal or Quote will be evaluated.

***Note:** if “Mandatory YES Answer” says “Yes”, you **MUST** select “Yes” in order to be able to submit your bid response in Step 5 in MECKProcure.*

Note: If you get an error about Criteria Response: There may be an error message that has wording with these words in it, relates to the last criteria entry about Exceptions. Vendor will see an empty text box or may not have selected the Yes or No.

To fix this: This is a required field and you must put something even if you do not have exceptions. Put something like “NA” or “none” or “no exceptions”

- ii. Click Save
- iii. Click Go To Step 3
- c. (3) Attach your files
 - i. *Important notes before you proceed*
 1. *The file size must be less than 2MB. If any files you need to upload are 2MB or larger, please break them in to multiple files where each is less than 2MB. We have found Word tends to have small file sizes. Sometimes converting to a PDF from WORD creates large files or has metadata that MECKProcure doesn't like. We suggest using [CutePDF Writer](#) to convert files to PDF.*
 2. *Do not upload any ZIP or EXE files.*
 3. *If there are errors elsewhere in the response, files may not upload.*
 4. *File names of attachments – File names should NOT have any special characters in them. Dashes, extra periods (more than 1), commas should NOT be included in a file name.*
 5. *Browser could be the problem*
 - a. *Do not use Edge, Chrome or Safari. We recommend Internet Explorer or Firefox.*
 - b. *Turn off popup blockers for this web site.*
 - c. *Add www.MECKProcure.com as a Trusted site in your Internet settings.*
 - ii. This is where you will attach the written version of your Bid, Proposal or Quote and any other documentation you want to submit. See steps 5.h and 5.i.
 - iii. Click Attach Files
 - iv. Click Browse
 - v. Find the file you want to attach
 - vi. Double click the file
 - vii. The file should show in the provided space



viii. Click Attach File

ix. All the files you attached will be displayed as links

My Response

1 Respond To Lines 2 Criteria Response 3 **Attach Your Files** 4 Discounts/Comments

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

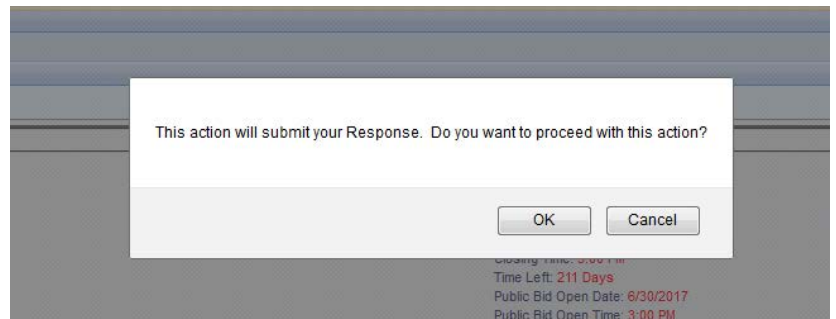
Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete icon.

	File Name	Date	User ID	Attachment Type
	test rfg response.pdf	12/1/16	test1000	Standard

From 1 to 1 Total: 1 First Prev Next Last

- x. Click Save
- xi. Click Go To Step 4
- d. (4) Discounts/Comments
 - i. Enter any discounts you are offering based on how long it takes the County to pay.
Note: if offering multiple discounts, you *MUST* put the highest discount on top line in order to proceed to Step 5 in MECKProcure.
 - ii. Enter any clarifying comments
 - iii. Click Save
 - iv. Click Go To Step 5
- e. (5) Review/Submit
 - i. Review your Bid, Proposal or Quote.
 - ii. If you need to change something, click on the tab that needs to be edited. Don't forget to click save after each edit.
 - iii. Click Submit. You will see



- f. If this is OK, click OK.
- g. **If there are any errors, they will be listed at the top of the screen. Please read and act on the errors.**

h. If there are no errors, you will get a Thank You screen

Thank You

Your Submitted Response can
be found under the "My Responses" tab

Click any tab to continue.

If you have any questions or need help, please contact:

- Questions about the Solicitation: Please contact the Procurement Analyst. Their name and contact information will be listed in the Summary or Detail under Buyer Information.
- For questions about using MECKProcure, entering your Bid, Proposal or Quote or questions about registering as a Mecklenburg County Vendor, please email or call Vendor Management at Vendor.Management@MecklenburgCountyNC.gov, 980-314-2400.