

**PALM BEACH COUNTY**

# **SHERIFF'S OFFICE**

**RIC L. BRADSHAW, SHERIFF**



## **Oracle Sourcing HOW TO REVIEW AND RESPOND TO AN RFI/RFP**

The following pages are instructions on how to access and respond to an electronic Request for Information (RFI) or Request for Proposal (RFP).

When your company is invited to participate in one of these events, you and/or someone in your company will have received an email notification that your organization has been invited to participate.

To acknowledge and then respond, you must login to your Supplier Portal and follow the instructions provided in the slides.



Login to account.



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4u99v23)

[Login Assistance](#)

Accessibility

Select a Language:  
[English](#)



## E-Business Suite

Favorites

Logout Preferences Help

### Oracle Applications Home Page

#### Main Menu

Personalize

- PBSO iSupplier Portal
- Sourcing Supplier
  - Sourcing
    - Sourcing Home Page
    - Worklist

#### Worklist

Full List

From	Type	Subject	Sent	Due
Sarley, Katia	Sourcing Publish	<a href="#">You are invited: RFQ 10009 (13-0730-10009-KS RFQ to PO Test)</a>	30-May-2014	31-May-2014
Goel, Vikram	Sourcing Negotiation	<a href="#">Sent: Online Discussion Message for RFQ 9005 (Test for RFQ #1)</a>	03-Jul-2013	

- [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Invitation notifications will appear here in your worklist. You may open the message by clicking on the link, or you may go directly to your Sourcing Home Page.

Logout Preferences Help



This is what you will see when you launch on the message link.

You are invited: RFQ 10009 (13-0730-10009-KS RFQ to PO Test)

From **Sarley, Katia**  
To  
Sent **30-May-2014 16:30:26**  
Due **31-May-2014 16:27:19**  
ID **1434422**

Company **Palm Beach County Sheriffs Office**  
Title **13-0730-10009-KS RFQ to PO Test**  
Number **10009**

You may either accept the RFI/RFP by clicking on YES or reject by clicking on NO. You may also include a message in your response. You may also view the details by clicking on the NEGOTIATIONS DETAIL link.

Yes No

Negotiation Preview **May 30, 2014 04:30 pm Eastern Time**  
Negotiation Open **May 30, 2014 04:40 pm Eastern Time**  
Negotiation Close **May 31, 2014 04:27 pm Eastern Time**  
Supplier  
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	30-MAY-2014 16:30:26	Submit	Sarley, Katia		

Response

Note to Buyer

Yes No

[Return to Worklist](#)



### Sourcing

This is the screen you see when you launch from your Sourcing Home Page.

### Negotiations

Search Open Negotiations  Title

#### Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">1004</a>	Active		<a href="#">10030</a>	RFQ Test 06122014-KS-1	RFQ	8 days		<a href="#">0</a>
<a href="#">1002</a>	Active		<a href="#">10024</a>	RFI - 05302014 - KS	RFI	0 seconds		<a href="#">0</a>

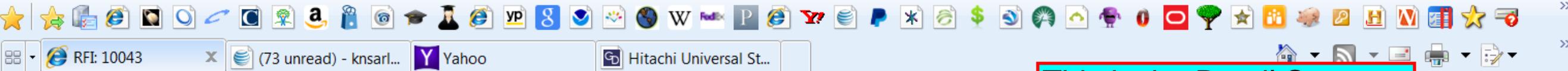
#### Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	<a href="#">10043</a>	RFI - 06202014 - KS	RFI	3 days 22 hours

#### Quick Links

- Manage**
  - [Drafts](#)
  - [Personal Information](#)
- View Responses**
  - [Active](#)
  - [Disqualified](#)
  - [Awarded](#)
  - [Rejected](#)

There are two sections; "Open Invitations", and "Active and Draft Responses". You may view the details by clicking on the Negotiation Number.



This is the Detail Screen

From the dropdown menu, you may select any of the actions listed and then click on "Go" to make it happen.

Negotiations

Negotiations >

RFI: 10043

Title **RFI - 06202014 - KS**  
Status **Active**  
Time Left **3 days 22 hours**

Open Date **20-Jun-2**  
Close Date **24-Jun-2**

Actions

- Acknowledge Participation
- Acknowledge Participation**
- Create Response
- 
- Online Discussions
- 
- View Response History
- 
- Printable View
- Export to Spreadsheet

Go

Header Lines Controls

Buyer **Sarley, Katia**  
Response Style **Blind**  
Description

Event

Terms

Bill-To Address **0000-Payables**  
Ship-To Address **2100-Purchasing**  
FOB **Destination**

Payment Terms **Net 30**  
Carrier **Best Way**  
Freight Terms **Prepaid**

Currency

RFI Currency **USD**

Price Precision **Any**

These three tabs are the different parts of the RFI/RFP. You may click each one individually to see the details. You are currently viewing the Header.

Requirements

Show All Details | Hide All Details

Details Section	Weight
<a href="#">Show</a> 1.0. General	0
<a href="#">Show</a> 2.0. Confidentiality	0
<a href="#">Show</a> 3.0. Agency Background and Application of Product/System	0
<a href="#">Show</a> 4.0. Introduction and purpose of the RFI	0
<a href="#">Show</a> 5.0. Scope of Work	100



Sourcing

This is the view of the LINES tab.

Negotiations

Negotiations >

RFI: 10043

Actions Acknowledge Participation Go

Title RFI - 06202014 - KS  
Status Active  
Time Left 3 days 22 hours

Open Date 20-Jun-2014 14:38:44  
Close Date 24-Jun-2014 13:40:25

Header Lines Controls

Lines

Line	Item, Rev / Job	Category	Unit	Quantity	Need-By From	Need-By To	Active Responses	Time Left
No results found.								

[Return to Negotiations](#)

Actions Acknowledge Participation Go

RFIs and RFPs do not have lines for quoting. No action needs to be taken here.



### Sourcing

### Negotiations

Negotiations >

RFQ: 10030

Actions [Acknowledge Participation](#) [Go](#)

Title **RFQ Test 06122014-KS-1**  
 Status **Active**  
 Time Left **15 days 23 hours**

Open Date **12-Jun-2014 15:37:01**  
 Close Date **28-Jun-2014 15:33:19**

[Header](#)
[Lines](#)
[Controls](#)

### Schedule

Preview Date  
 Close Date **28-Jun-2014 15:33:19**

Open Date **12-Jun-2014 15:37:01**  
 Award Date

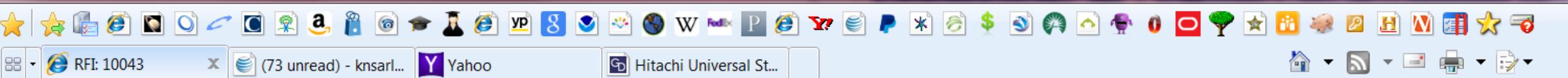
### Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

This is the CONTROLS tab. It shows you the rules for this negotiation.

[Return to Negotiations](#)

Actions [Acknowledge Participation](#) [Go](#)



### Sourcing

Navigator Favorites Home Logout Preferences Help

### Negotiations

Negotiations >

RFI: 10043

Title **RFI - 06202014 - KS**  
Status **Active**  
Time Left **3 days 22 hours**

Actions Acknowledge Participation

Open Date **20-Jun-2014 14:38:44**  
Close Date **24-Jun-2014 13:40:25**

**Header** Lines Controls

Buyer **Sarley, Katia**  
Response Style **Blind**  
Description

Event

### Terms

Bill-To Address **0000-Payables**  
Ship-To Address **2100-Purchasing**  
FOB **Destination**

Payment Terms **Net 30**  
Carrier **Best Way**  
Freight Terms **Prepaid**

### Currency

RFI Currency **USD**

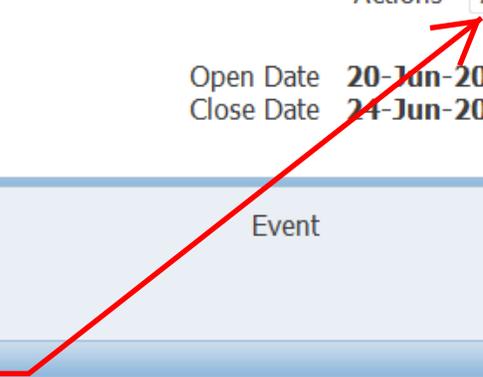
Price Precision **Any**

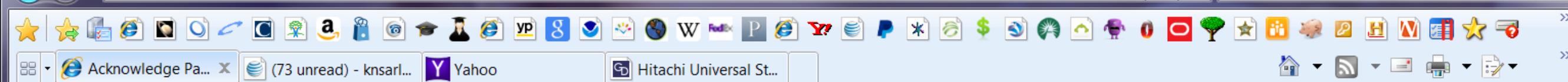
### Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section	Weight
<a href="#">+ Show</a> 1.0. General	0
<a href="#">+ Show</a> 2.0. Confidentiality	0
<a href="#">+ Show</a> 3.0. Agency Background and Application of Product/System	0
<a href="#">+ Show</a> 4.0. Introduction and purpose of the RFI	0
<a href="#">+ Show</a> 5.0. Scope of Work	100

To Acknowledge, select "Acknowledge Participation" and then click on "GO"





### Sourcing

This is the acknowledgement Page. Complete accordingly, and then click on "Apply".

### Negotiations

Negotiations > RFI: 10043 >

### Acknowledge Participation (RFI 10043)

Will your company participate?  Yes  No

Note to Buyer

Cancel Apply

Cancel Apply

To create a response, select "Create Quote" and then click on "Go".



### Sourcing

### Negotiations

Negotiations >

RFI: 10043

Title **RFI - 06202014 - KS**  
Status **Active**  
Time Left **3 days 21 hours**

Open Date **20-Jun-2014**  
Close Date **24-Jun-2014**

Actions Acknowledge Participation **Go**

- Acknowledge Participation
- Acknowledge Participation
- Create Response**
- 
- Online Discussions
- 
- View Response History
- 
- Printable View
- Export to Spreadsheet

### Header Lines Controls

Buyer **Sarley, Katia**  
Response Style **Blind**  
Description

Event

### Terms

Bill-To Address [0000-Payables](#)  
Ship-To Address [2100-Purchasing](#)  
FOB **Destination**

Payment Terms **Net 30**  
Carrier **Best Way**  
Freight Terms **Prepaid**

### Currency

RFI Currency **USD**

Price Precision **Any**

### Requirements

Show All Details | Hide All Details

Details Section		Weight
<a href="#">+ Show</a>	1.0. General	0
<a href="#">+ Show</a>	2.0. Confidentiality	0
<a href="#">+ Show</a>	3.0. Agency Background and Application of Product/System	0
<a href="#">+ Show</a>	4.0. Introduction and purpose of the RFI	0



Sourcing

Negotiations

Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a response is placed in this RFI.

Cancel Accept

PBSO Standard Terms & Conditions

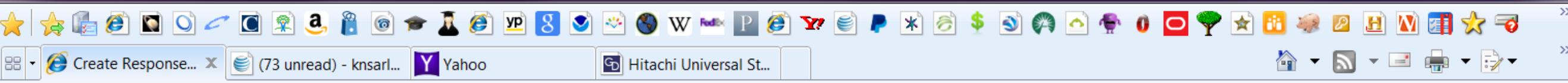
Before you can submit a response, you must first READ and ACCEPT the Terms and conditions by checking the box and then clicking on ACCEPT. To view and read the Terms and Conditions, click on the Terms and Conditions link.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">Revised -Approved 1-6-11 -Purchase Order Terms and Conditions.doc</a>	File		To Supplier	9505	09-Jun-2014	Standard			

\*  I have read and accepted the terms and conditions

Cancel Accept



### Sourcing

### Negotiations

Negotiations > RFI: 10043 >  
Create Response: 1005 (RFI 10043)

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Title [RFI - 06202014 - KS](#)

Time Left **3 days 21 hours**  
Close Date **24-Jun-2014 13:40:25**

### Header

Supplier [Redacted]  
RFI Currency **USD**  
Response Currency **USD**  
Price Precision **Any**

Response Valid Until   
(example: 20-Jun-2014)

Reference Number

Note to Buyer

To view the requirements/questions on the RFI/RFP you must "expand all".

### Attachments

Add Attachment...

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

### Requirements

[Expand All](#) | [Collapse All](#)

Focus	Title	Target Value	Response Value	Weight
<input type="checkbox"/>	Requirements			

Cancel View RFI Respond by Spreadsheet Save Draft Continue

The expanded requirements view shows the requirements table. Some of the items in the requirements table are informational and do not require a response. These are examples of informational items.

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

Focus	Title	Target Value	Response Value	Weight
<input type="checkbox"/>	Requirements			
<input checked="" type="checkbox"/>	1.0. General			0
	<ul style="list-style-type: none"> <li>1.1 Suppliers seeking information, clarification, or interpretation from another Sheriff's Office official or employee are advised that such material is used at the supplier's own risk, and the SHERIFF will not be bound by any such representations.</li> <li>1.2 Suppliers are solely responsible for any and all costs associated with preparing and submitting responses to this RFI, including attendance at any site conference, oral interview, presentation, or negotiation.</li> <li>1.3 All documents and material submitted regarding this RFI become the property of the PBSO. All such records are subject to the Florida Public Records Statutes (Chapter 119, et al.).</li> </ul>			
<input checked="" type="checkbox"/>	2.0. Confidentiality			0
	<ul style="list-style-type: none"> <li>2.1 All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.</li> <li>2.2 All responses to this RFI will become the property of PBSO and will not be returned. The PBSO reserves the right to share responses to this RFI with local and federal agencies.</li> </ul>			
<input checked="" type="checkbox"/>	3.0. Agency Background and Application of Product/System			0
	<ul style="list-style-type: none"> <li>3.1 Established in 1909, Palm Beach County is the third largest in square miles, and population of Florida's 67 counties.</li> <li>3.2 Palm Beach County population as of last census is over 1.3 million with 38 municipalities.</li> <li>3.3 PBSO district jurisdiction population is over 760,000 within 13 municipalities. The agency has five International, National, and State Accreditations, employs over 3800 sworn and civilian individuals, and approximately 2300 volunteers.</li> <li>3.4 As part of the Strategic Operations Bureau, Evidence currently has approximately 300,000 active individual items in evidence, and receives on average 1000 per week.</li> </ul>			
<input checked="" type="checkbox"/>	4.0. Introduction and purpose of the RFI			0
	<ul style="list-style-type: none"> <li>4.1 PBSO wishes to obtain information regarding your company for the following products/services. <ul style="list-style-type: none"> <li>4.1.1 Design of RFID tracking system: <ul style="list-style-type: none"> <li>4.1.1.1 To support PBSO Evidence Unit</li> </ul> </li> </ul> </li> </ul>			

Requirements table

4.0. Introduction and purpose of the RFI			
4.1 PBSO wishes to obtain information regarding your company for the following products/services.			
4.1.1 Design of RFID tracking system:			
4.1.1.1 To support PBSO Evidence Unit			
4.1.1.2 Future integration of inventory management system			
4.1.1.3 Future integration of asset tracking			
4.1.2 Provide required hardware and software which maybe through suppliers' network partners.			
4.1.3 Manage installation of RFID system to the satisfaction of PBSO.			
4.1.4 Work with current PBSO hardware and software suppliers to create data interfaces for seamless integration with current systems.			
4.1.5 Provide maintenance and support for system post installation.			
4.1.6 Provide staff training post installation.			
5.0. Scope of Work			
The PBSO requires tracking of evidence, assets, and inventory.			
5.1 Administration - Software:	YES		100
5.1.1 Site level administrator to run system for agency-wide use.			20
5.1.2 User administration to allow for user activation/deactivation, password resets, and restrictions by role.			
5.1.3 Location management to allow for changes in facility layout, additions, and deletions			
5.1.4 Allow file import/export of data for	NO		20
5.1.4.1 Asset status with description			
5.1.4.2 RFID Servers			
5.1.4.3 Configuration of email rules for email server, password, login time, history data, and login attempts, etc.			
5.1.4.4 Alert engine based on business rules			
5.1.4.5 Add Coverage			
5.1.5 Alert Management - view and edit alerts; view alert log.	YES		20
5.1.6 System Dashboard.			
5.1.6.1 Gives system data regarding read size, alerts, tags commissioned, database, users log file, RFID reader status, and asset summary.			
5.1.6.2 View log file			
5.1.7 Audit Log			
5.2 Evidence Tracking - Software			20
5.2.1 Chain of Custody			
5.2.1.1 Field access - tags printable at crime location			
5.2.1.2 Links and integrates with JusticTrax and SQL based Laboratory Information Management System (LIMS) for receiving packages, uploading manifest, accession case, chain of custody, inventory page, assignment of evidence, and transfer of custody.			
5.2.2 Management			20
5.2.2.1 Display case, item, and tag number			
5.2.2.2 Field access - tags printable at crime location			
5.2.2.3 Case custody, and history reports			
5.2.3 Location Tracking			
5.2.3.1 Antenna placement at points of exit, entry and key positions within the vault			
5.2.3.2 Mapping of evidence room with feet/inches precision			

Some responses are to be made from a drop-down menu as shown in the examples here.

Total Score

These numbers represent the relative weight of each answer. These will be used to score responses. They may or may not be shown depending on the preference of the RFI/RFP owner.

YES

NO

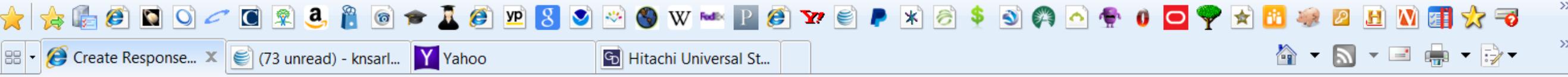
YES

YES

NO

Value





### Sourcing

Negotiations > RFI: 10043 >

**Warning**  
Buyer has requested for you to submit a single, best response. Multiple responses for this RFI are not allowed.

### Create Response 1005: Review and Submit (RFI 10043)

Cancel Back Validate Save Draft Printable View Submit

#### Header

Title **RFI - 06202014 - KS**  
Supplier [REDACTED]  
RFI Currency **USD**  
Response Currency **USD**  
Price Precision **Any**

Time Left **3 days 21 hours**  
Close Date **24-Jun-2014 13:40:25**  
Response Valid Until  
Reference Number  
Note to Buyer

#### Attachments

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

#### Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section	Weight
<a href="#">Show</a> 1.0. General	0
<a href="#">Show</a> 2.0. Confidentiality	0
<a href="#">Show</a> 3.0. Agency Background and Application of Product/System	0
<a href="#">Show</a> 4.0. Introduction and purpose of the RFI	0
<a href="#">Show</a> 5.0. Scope of Work	100
<a href="#">Show</a> 6.0. RFI procedure	0
<a href="#">Show</a> 7.0. Supplier Information	0

You are given a chance to pull back your response before you submit.

Cancel Back Validate Save Draft Printable View Submit



Sourcing

Negotiations

Confirmation  
Response 1005 for RFI 10043 (RFI - 06202014 - KS) has been submitted.

[Return to Sourcing Home Page](#)

Privacy Statement

A confirmation is given when your response has been successfully submitted.

