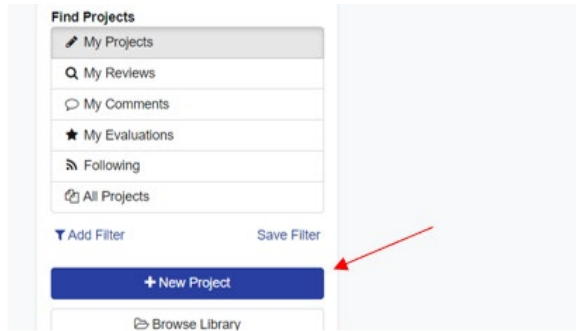


| | |
|--|----|
| Creating A New Intake Request..... | 1 |
| Viewing & Editing Intake Form Requests | 10 |
| Intake Form For Rebid – One Stakeholder..... | 11 |
| Intake Form For Rebid – Multiple Stakeholders | 15 |
| Intake Form For Renewal – One Stakeholder | 18 |
| Intake Form For Renewal - Multiple Stakeholders..... | 20 |
| Create, View & Respond To Comments..... | 22 |
| Evaluations | 23 |
| How to Find Your Evaluations: | 23 |
| How To Score Projects:..... | 24 |
| Un-submit, Modify & Submit | 27 |

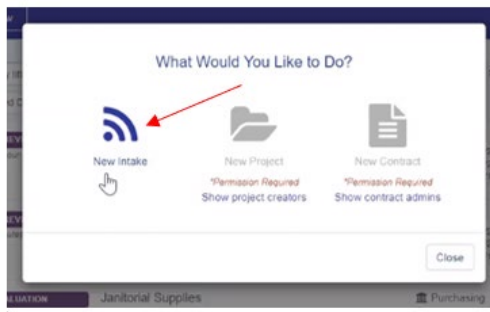
|

CREATING A NEW INTAKE REQUEST

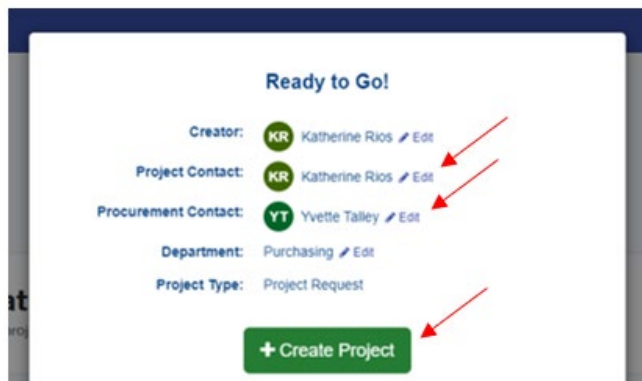
1. Click on + New Project.



2. Click on New Intake.



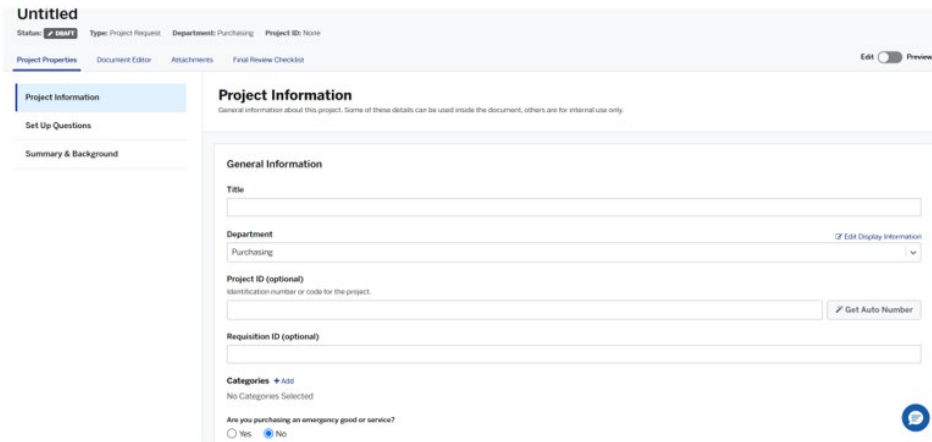
3. In the Project Contact field, Project Contact – Enter the name of the person requesting the project if entering for someone else.
Procurement Contact –Ensure the Procurement Contact auto-populated.
If this is for a review of an agreement or contract, change the Procurement Contact to **Timothy Phillips**.
If this is for a review of a credit application, change the Procurement Contact to **Yvette Talley**.
Click on + Create Project.



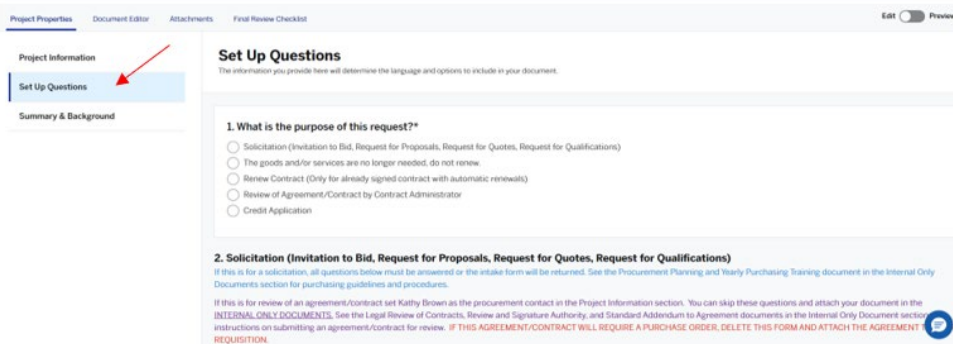
4. In the Title Project field, enter the title for the project.
5. Project ID – **DO NOT USE** Requisition ID (optional) – Enter requisition number from Workday if available.

Click Set Up Questions –

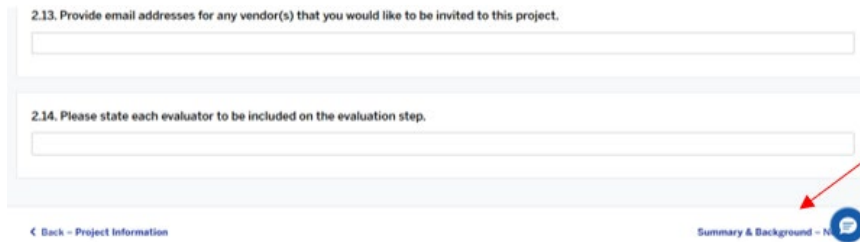
Next to proceed to the Set Up Questions Section.



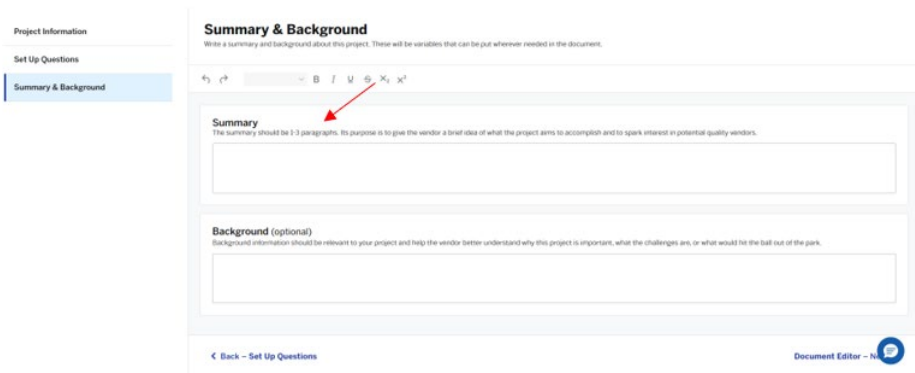
6. Answer the questions in the Project Properties section. Question 2 has the following instructions:
 - If this is for a solicitation, all questions below must be answered or the intake form will be returned. See the Procurement Planning and Yearly Purchasing Training document in the Internal Only Documents section for purchasing guidelines and procedures.
 - If this is for review of an agreement/contract set Timothy Phillips as the procurement contact in the Project Information section. You can skip these questions and attach your document in the INTERNAL ONLY DOCUMENTS. See the Legal Review of Contracts, Review and Signature Authority, and Standard Addendum to Agreement documents in the Internal Only Document sections for instructions on submitting an agreement/contract for review. **IF THIS AGREEMENT/CONTRACT WILL REQUIRE A PURCHASE ORDER, DELETE THIS FORM AND ATTACH THE AGREEMENT TO YOUR REQUISITION.** If this is for completion of a credit application set Yvette Talley as the procurement contact in the Project Information section. You can skip the questions and attach your document in the INTERNAL ONLY DOCUMENTS.



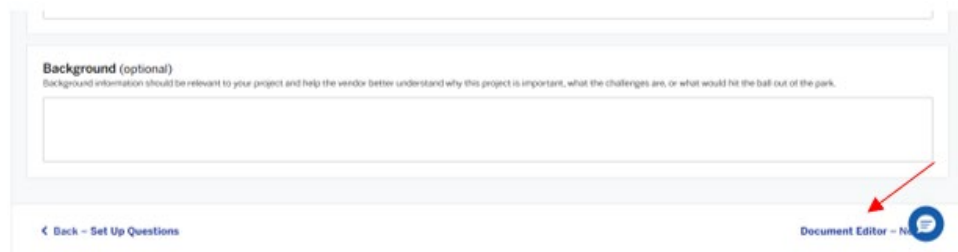
7. Click Summary & Background - Next to proceed to the Summary & Background Section.



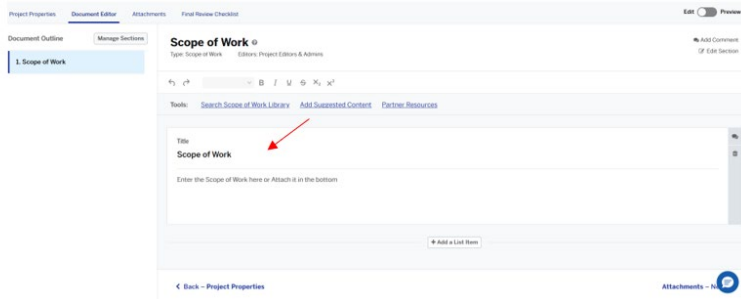
8. In the Summary field, give a brief description of the project being requested or agreement being reviewed. The Summary field must have information in it in order to submit the project request.



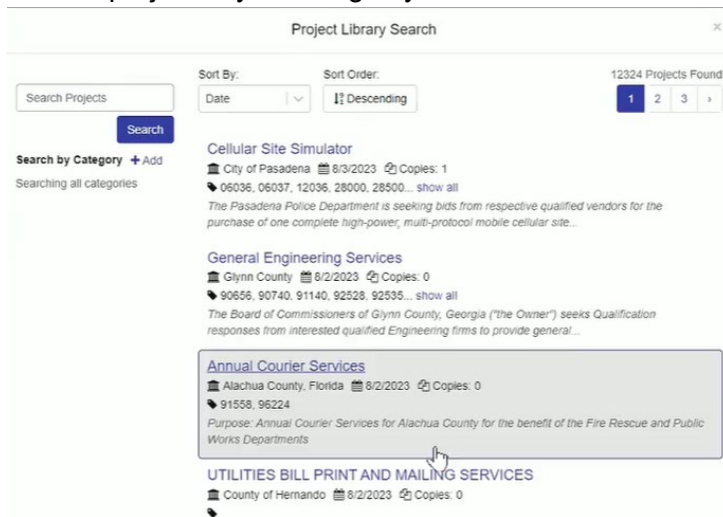
9. Click on Document Editor – Next to proceed to the Document Editor Section.



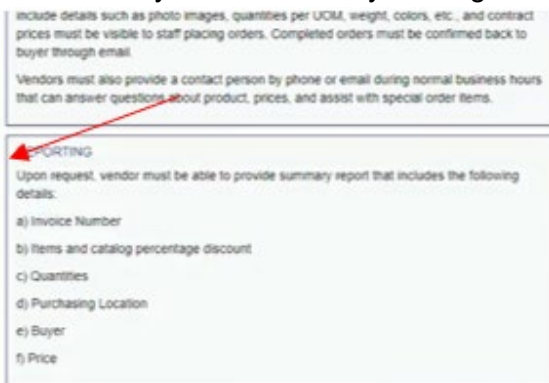
10. In the Scope Of Work field, list the requirements for this project or attach a scope of work. Steps 11-14 show you how to add a scope from the library. These steps are not required if the library is not being utilized. If you do not have a scope of work, you can Search Scope of Work Library for suggestions for scope of work that were used at other entities.



11. Search projects by entering keywords and then click on the scope of work you would like to view.



12. Select all or only certain items by clicking on each item.



13. Once all items are selected, click Copy Scope Items.

CATALOG AND BRANDS/ EQUIVALENTS

The items listed in these specifications represent the brands we purchase. The brands offered must be of equal or better quality and we reserve the right to reject any brand offered for any reason.

1. PRICING MUST BE VALID from July 1, 2023 through June 30, 2024
2. AWARD WILL BE BASED ON LOWEST BID
3. Any incomplete bid will be rated unresponsive and may not be considered for an award.
4. Awarded vendor will be required to provide the following
 - a. W-9
 - b. Completed vendor questionnaire form for new vendors
 - c. Insurance documents if vendor is coming on site. Please refer to the attachments for sample forms.
 - d. Invoices to be uploaded no later than 5 days after the required delivery and completion date. Invoice must clearly specify the PO number, detailed description of goods and/or services as applicable (ex. unit price, quantities billed, extended totals, service date, service location), and any applicable taxes.

INSURANCES, LICENSES, PERMITS

Vendor must comply with the City of Pasadena's insurance requirements and is responsible for all licenses, permits, and certifications required to fulfill the requirements of this contract.

SAFETY

Vendor assumes full responsibility and liability for compliance with all applicable health and safety regulations when fulfilling the requirements of this contract.

[Copy Scope Items](#)

14. Once the items are listed in your project, the items can be edited to add or delete information as required. Click in the field and delete or add text. If a section should be removed, click on the trashcan. To add an additional section below a section, click on the +.

Title
LOCATION OF WORK

The work covered in these Specifications will be at various locations throughout the PWP service territory.

↑
||
↓
🗑️

[+ Add a List Item](#)

Title
CONSTRUCTION ORDER OF WORK

Work shall be scheduled so as to lessen the impact upon residents within the area. All construction shall conform to Sections P-6-1 and P-6-2 of the Pasadena Supplements and shall proceed in a smooth, efficient, timely and continuous manner in accordance with an agreed upon work schedule. As such, once construction is started in a work area, the Contractor will be required to work continuously in that work area until construction has been completed and the work area has been reclaimed clear of dust and debris and is open and accessible to both vehicular and pedestrian traffic in a manner approved by the General Manager or his authorized representatives before the next stage of work will be allowed to begin. Charges for mobilization and demobilization shall be included in the unit price of the Bidder's Proposal. Once construction is started in a work area, the Contractor shall not withdraw manpower or equipment from that work area in order to start construction in another work area. Doing so, in the opinion of the General Manager or his authorized representatives, delays the completion of the work presently under construction. The Contractor shall maintain continuous access to all residents and/or businesses within the project limits, unless he/she has obtained the approval of the General Manager or his authorized representatives to close either such access or drive approach. No stockpiling of material and construction equipment in or on public streets or sidewalks will be permitted on this project. Material and equipment placed in or on public streets, sidewalks and in the construction areas shall be used the same day. Additional requirements have been established to minimize the impacts on residents:

A. No two contiguous bus stops shall be closed on the same side of the street at the same time.

↑
||
↓
🗑️

15. Add a section at the bottom by clicking + Add Item.

[+ Add a List Item](#)

Title
ASBESTOS

Some locations and areas may contain asbestos greater than 1%. The Contractor must provide and use their own Personal Protective Equipment (PPE) and may be responsible for the removal and disposal of concrete and asphalt containing asbestos.

↑
||
↓
🗑️

[+ Add a List Item](#)

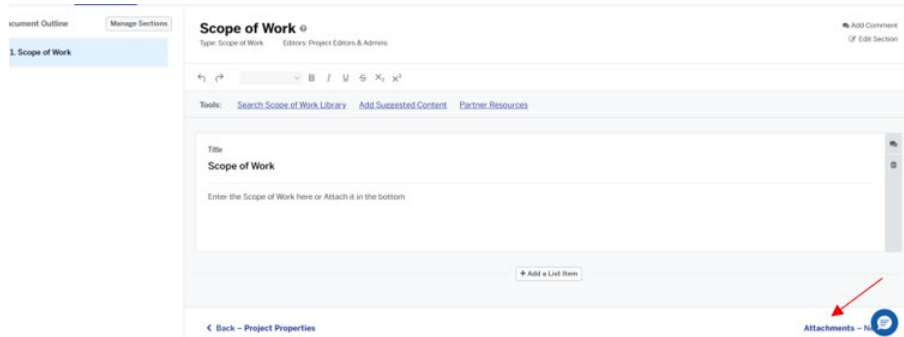
Supporting Attachments

Upload a file or spreadsheet containing detailed requirements for your project (if needed).

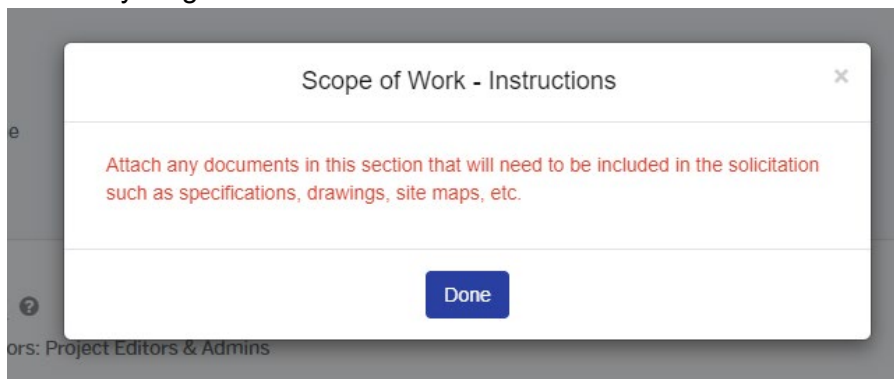
Upload

📎 Drag a file here to upload or [click here to select a file](#)

16. Click Attachments - Next to proceed to the Attachments Section.



17. The following instructions will be displayed when proceeding to the Scope of Work section. Do not attach anything in this section that needs to be attached to the solicitation. Click done to proceed.



18. To attach documents, drop files or add files by clicking the blue Drop some files here or click to select files to upload. Attach any documents here that will need to be attached in the solicitation. Click next to proceed to the Internal Only Documents Section.

Attachments

Manage all documents that should be included with this project.

Internal Documents Internal Only

Include any documents that will support the creation of the project. These documents are for internal use only.

Upload

⬇️ Drag a file here to upload or click here to select a file

Uploaded Documents

| | |
|---|--------|
| II A - Legal Review of Contracts | ✎ Edit |
| II B - Review and Signatory Authority | ✎ Edit |
| II C - Standard Addendum to Agreement | ✎ Edit |
| II D - Procurement Planning | ✎ Edit |
| II E - Yearly Purchasing Training December 2022 | ✎ Edit |
| II F - OpenGov - Requester Guide 01222024 | ✎ Edit |

[← Back - Document Editor](#) [Final Review Checklist](#)

19. Once all steps are completed, click Final Review Checklist - Next.

Attachments

Manage all documents that should be included with this project.

Internal Documents Internal Only

Include any documents that will support the creation of the project. These documents are for internal use only.

Upload

⬇️ Drag a file here to upload or click here to select a file

Uploaded Documents

| | |
|---|--------|
| II A - Legal Review of Contracts | ✎ Edit |
| II B - Review and Signatory Authority | ✎ Edit |
| II C - Standard Addendum to Agreement | ✎ Edit |
| II D - Procurement Planning | ✎ Edit |
| II E - Yearly Purchasing Training December 2022 | ✎ Edit |
| II F - OpenGov - Requester Guide 01222024 | ✎ Edit |

[← Back - Document Editor](#) [Final Review Checklist](#)

20. Return to any section that is not marked with a green check.

Final Project Review

Check for any errors before moving your document into the review stage.

⚠️ You have one or more incomplete sections.
You must complete all required fields before starting project review.

Review Project

Project Properties Checklist

| | |
|----------------------|--------------------|
| Project Information | Incomplete ⚠️ |
| Document Set Up | 1 Field missing ⚠️ |
| Summary & Background | 1 Field missing ⚠️ |
| Timeline | Complete ✅ |

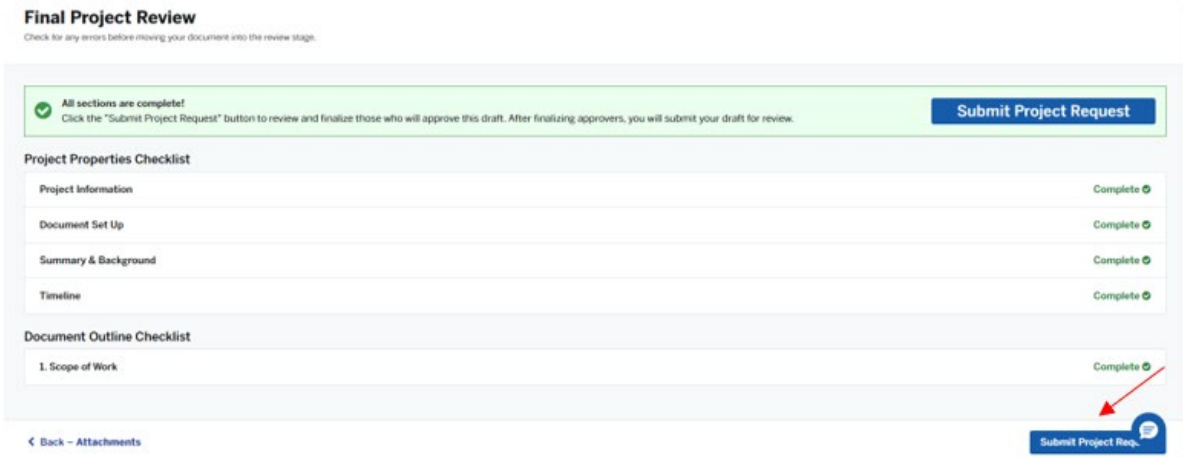
Document Outline Checklist

| | |
|------------------|---------------|
| 1. Scope of Work | Incomplete ⚠️ |
|------------------|---------------|

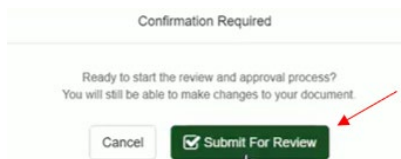
[← Back - Attachments](#) 

21. Once all sections are marked completed, click Submit Project Request to start the review and

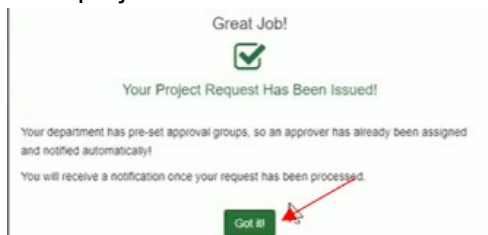
approval process.



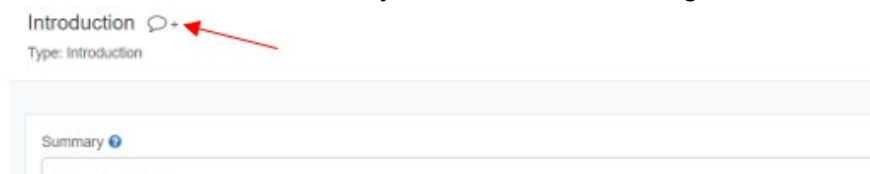
22. Click Submit For Review.



23. Your project has been submitted for review. Click Got it!

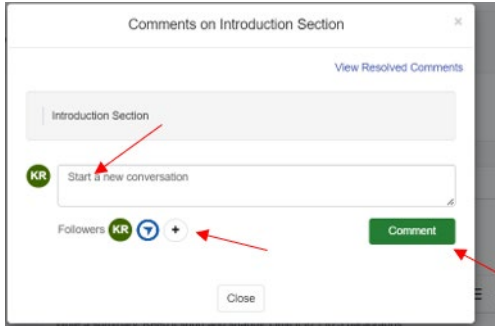


24. To add a comment for the Buyer, click on the Chat sign located in different sections of the project.



25. Tag the Buyer by clicking the plus sign + and select their name. Enter the comment in the Start a New Conversation field. Click Comment.

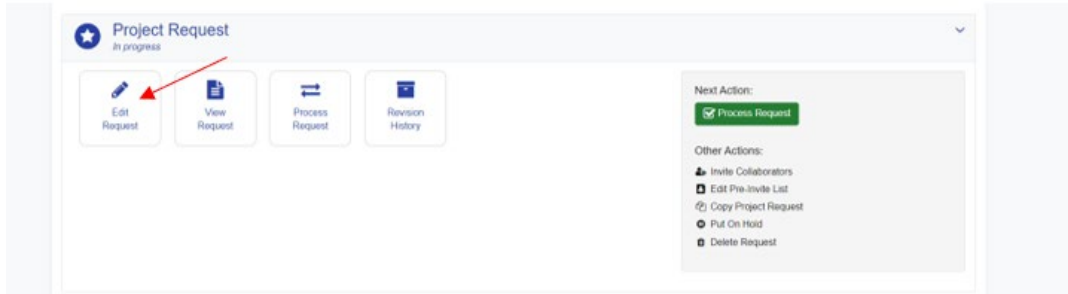
Procurement: CREATING A NEW INTAKE REQUEST



VIEWING & EDITING INTAKE FORM REQUESTS

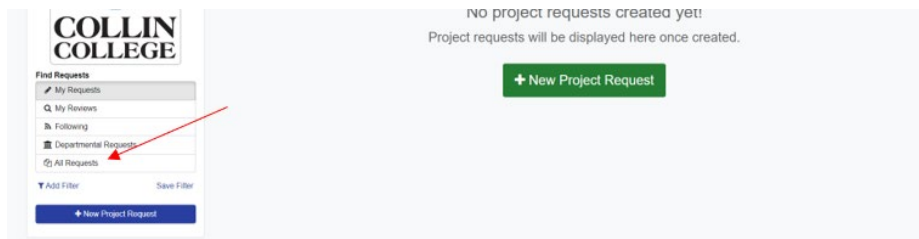
When clicking on the link received through email, the link will take the user straight to the request for viewing.

1. Once opened, click Edit Request.

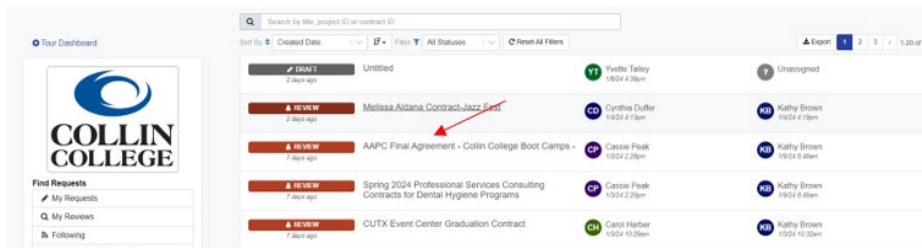


If you are logged into OpenGov:

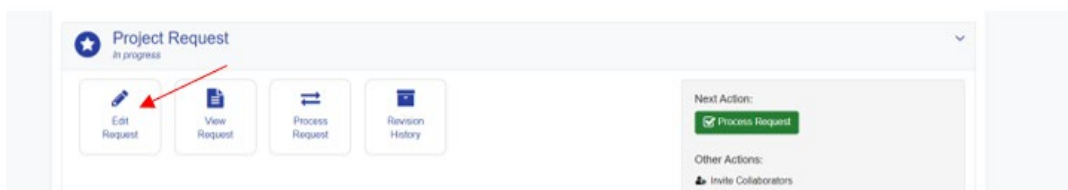
1. To see all requests you have been invited to click on All Request.



2. Click on the title of the intake form you want to open.



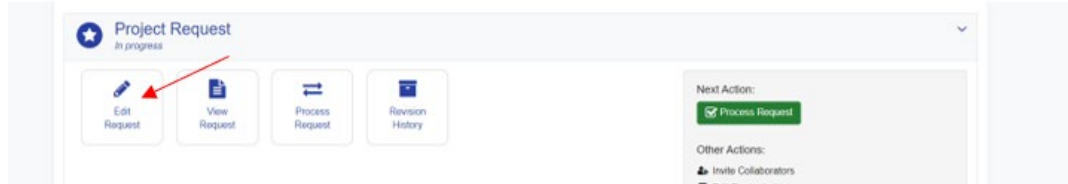
3. Once opened, click Edit Request.



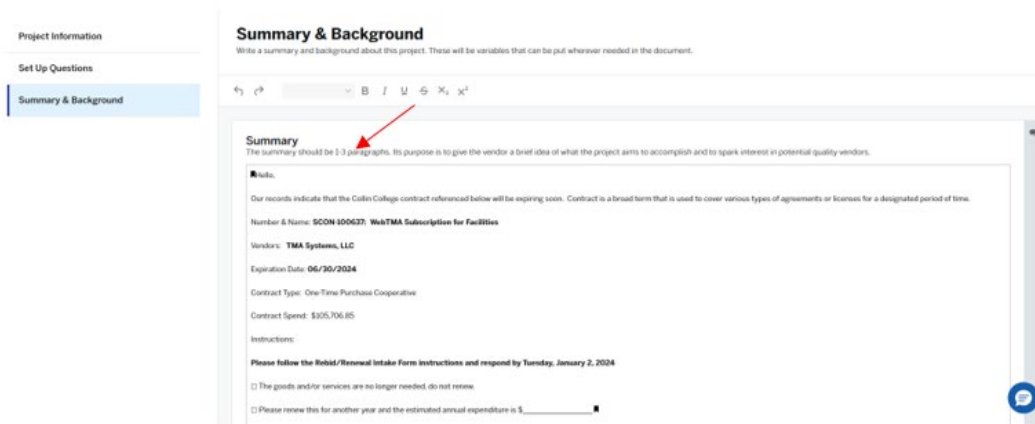
INTAKE FORM FOR REBID – ONE STAKEHOLDER

You will receive a notification when you are invited to view an intake form for a contract that is due to be rebid. The Project Information section will have the information entered prior to receiving the notification.

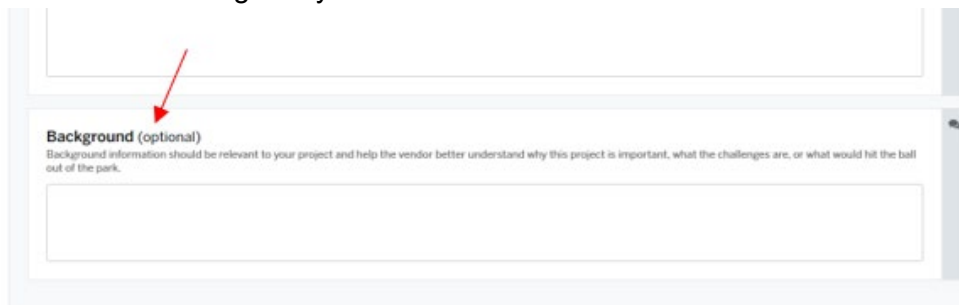
1. Once opened, click Edit Request.



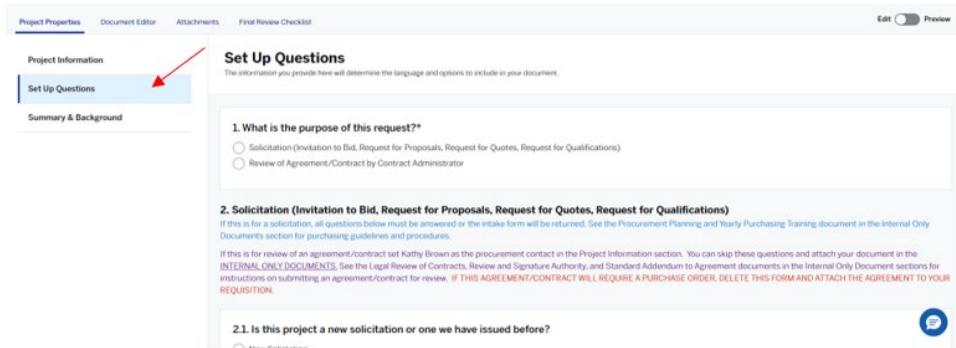
2. The Summary & Background Section will have information completed for review. The Summary section will have detailed information regarding the contract that is due to be rebid.



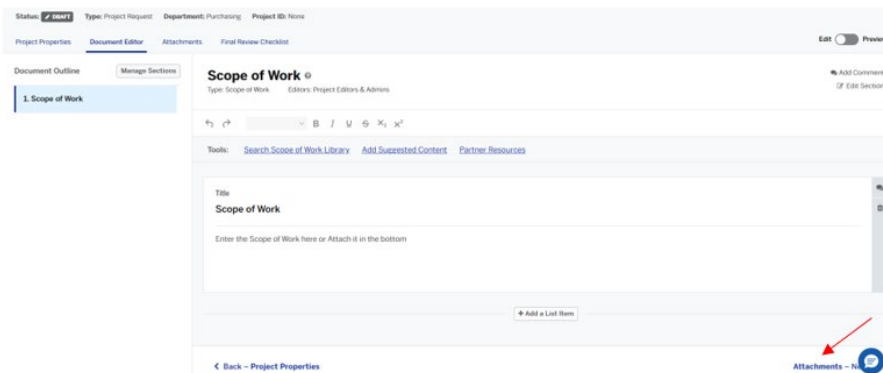
3. Enter the estimated spend in the Background section. If the contract is no longer required, enter a comment indicating that you wish not to rebid the contract.



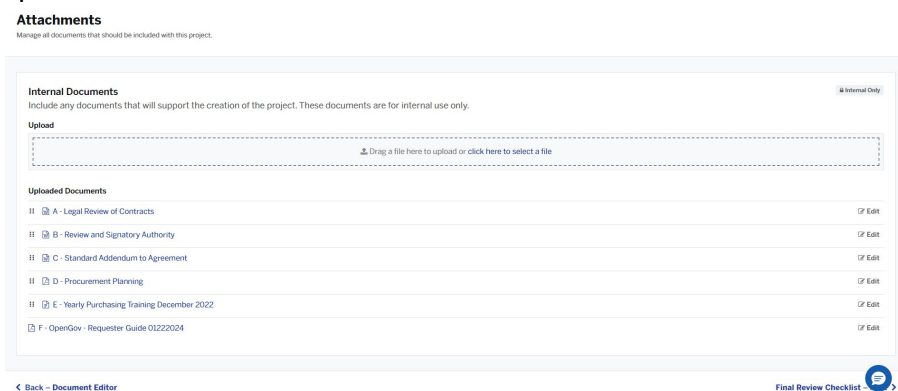
- Click on the Setup Questions Section on the left side of the screen. Answer the questions that populate.



- Click Document Editor tab to proceed to the Document Editor Section.
- Review the Scope of Work section. The buyer will have uploaded the specifications used previously here for each stakeholder to review and edit as needed.
- Click on Attachments – Next to proceed to the Attachments tab.



- Attach any documents here that will need to be attached in the solicitation. To attach documents, drop files or add files by clicking the blue Drop some files here or click to select files to upload. Click Upload.



9. Once all documents are uploaded, scroll to the bottom, and click Final Review Checklist - Next.

Attachments
Manage all documents that should be included with this project.

Internal Documents
Include any documents that will support the creation of the project. These documents are for internal use only.

Upload
Drag a file here to upload or click here to select a file

Uploaded Documents

| | |
|--|--------|
| A - Legal Review of Contracts | Of Use |
| B - Review and Signatory Authority | Of Use |
| C - Standard Addendum to Agreement | Of Use |
| D - Procurement Planning | Of Use |
| E - Yearly Purchasing Training December 2022 | Of Use |
| F - OpenGov - Requester Guide 01222024 | Of Use |

[Final Review Checklist - Next](#)

10. Return to any section that is not marked with a green check.

Final Project Review
Check for any errors before moving your document into the review stage.

You have one or more incomplete sections.
You must complete all required fields before starting project review.

[Review Project](#)

Project Properties Checklist

| | |
|----------------------|-------------------|
| Project Information | Incomplete ⚠ |
| Document Set Up | 1 Field missing ⚠ |
| Summary & Background | 1 Field missing ⚠ |
| Timeline | Complete ✓ |

Document Outline Checklist

| | |
|------------------|------------|
| 1. Scope of Work | Complete ✓ |
|------------------|------------|

[Back - Attachments](#)

11. Once all sections are marked completed, click Submit Project Request to start the review and approval process.

All sections are complete!
Click the "Submit Project Request" button to review and finalize those who will approve this draft. After finalizing approvers, you will submit your draft for review.

[Submit Project Request](#)

Project Properties Checklist

| | |
|----------------------|------------|
| Project Information | Complete ✓ |
| Document Set Up | Complete ✓ |
| Summary & Background | Complete ✓ |
| Timeline | Complete ✓ |

Document Outline Checklist

| | |
|----------------------------|------------|
| 1. Introduction | Complete ✓ |
| 2. Scope of Work | Complete ✓ |
| 3. INTERNAL ONLY DOCUMENTS | Complete ✓ |

[Back - Document Editor](#) [Submit Project Request](#)

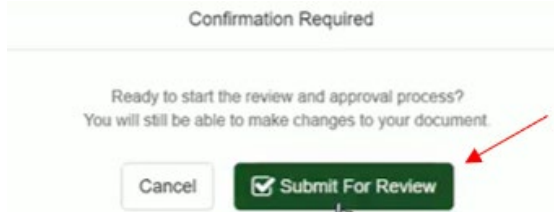


Procurement:

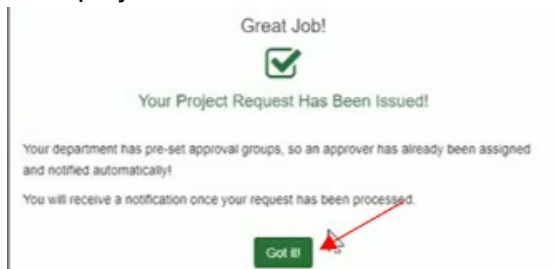
INTAKE FORM FOR REBID ONE STAKEHOLDER



12. Click Submit Project Request For Review.



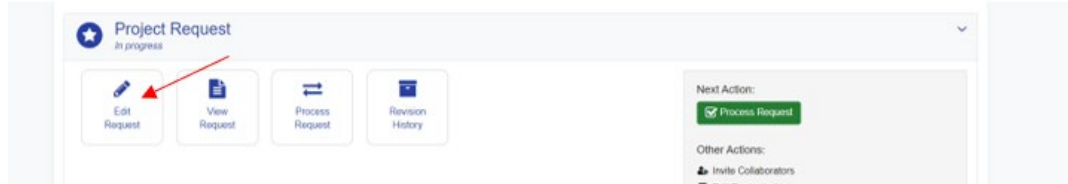
13. Your project has been submitted for review. Click Got it!



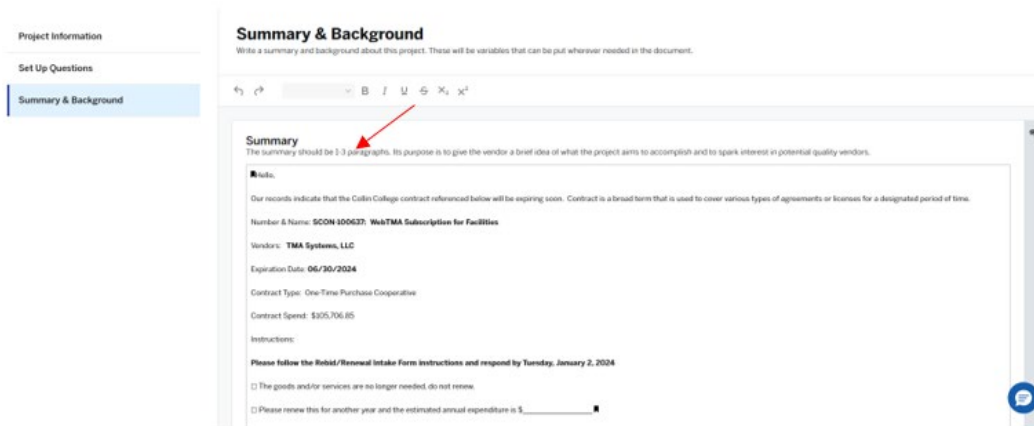
INTAKE FORM FOR REBID – MULTIPLE STAKEHOLDERS

You will receive a notification when you are invited to view an intake form for a contract that is due to be rebid. The Project Information section will have the information entered prior to receiving the notification.

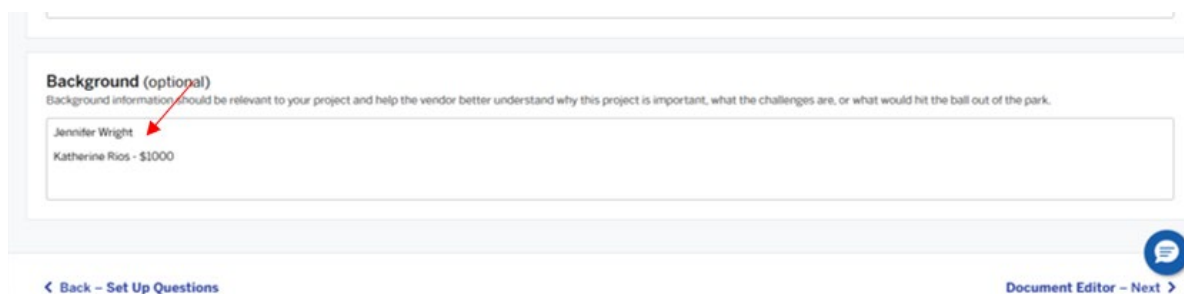
1. Once opened, click Edit Request.



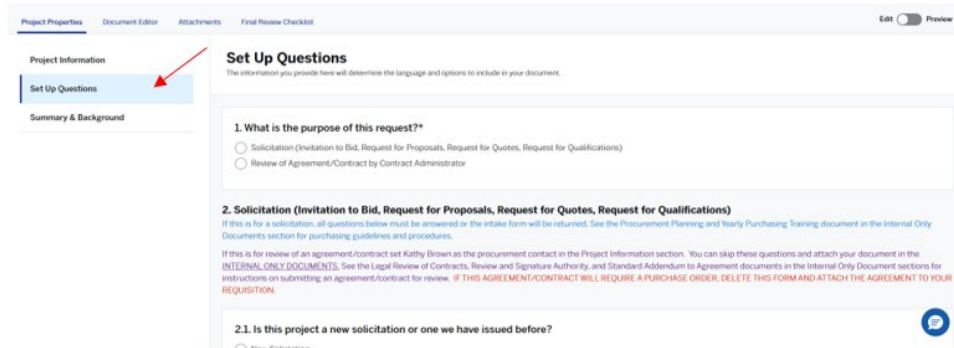
2. The Summary & Background Section will have information completed for review. The Summary section will have detailed information regarding the contract that is due to be rebid.



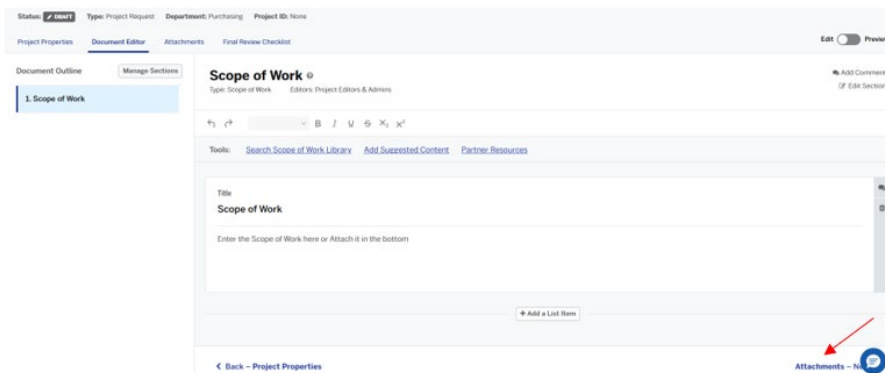
3. Enter the estimated spend in the Background section. If the contract is no longer required, enter a comment indicating that you wish not to rebid the contract.



- Click on the Setup Questions Section on the left side of the screen. Answer the questions that populate.



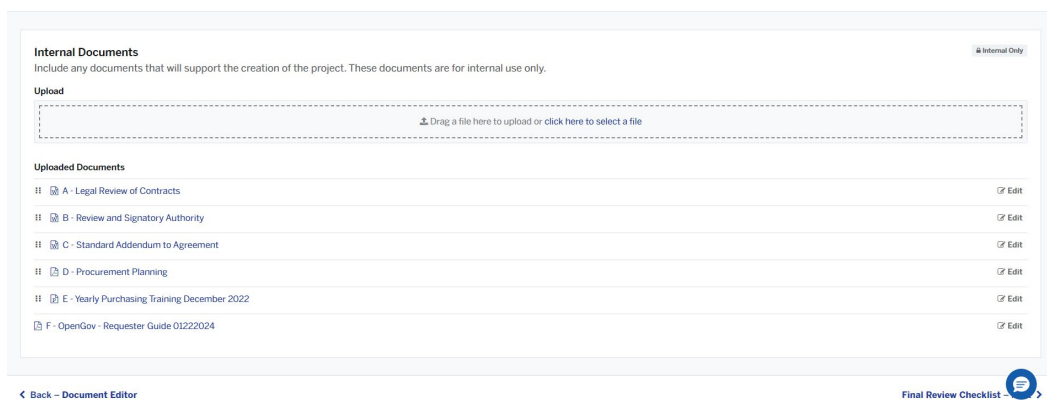
- Click Document Editor tab to proceed to the Document Editor Section.
- Review the Scope of Work section. The buyer will have uploaded the specifications used previously here for each stakeholder to review and edit as needed.
- Click on Attachments – Next to proceed to the Attachments tab.



- Attach any documents here that will need to be attached in the solicitation. To attach documents, drop files or add files by clicking the blue Drop some files here or click to select files to upload. Click Upload.

Attachments

Manage all documents that should be included with this project.





Procurement:

INTAKE FORM FOR REBID MULTIPLE STAKEHOLDERS



9. Once all information is added, Click Save at the top right of the screen.

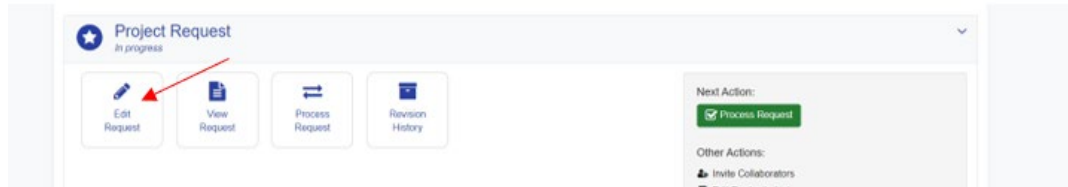
The screenshot shows the OpenGov Procurement interface. At the top right, there are 'Invite' and 'Save' buttons. A red arrow points to the 'Save' button. Below the header, there is a 'Document Editor' section with a 'Scope of Work' title and a text area for entering the scope of work. The text area contains the text 'Enter the Scope of Work here or Attach it in the bottom.' and an 'Add a List Item' button at the bottom.

10. Once all stakeholders have entered the required information, the Lead Stakeholder will review and submit the Intake Form.

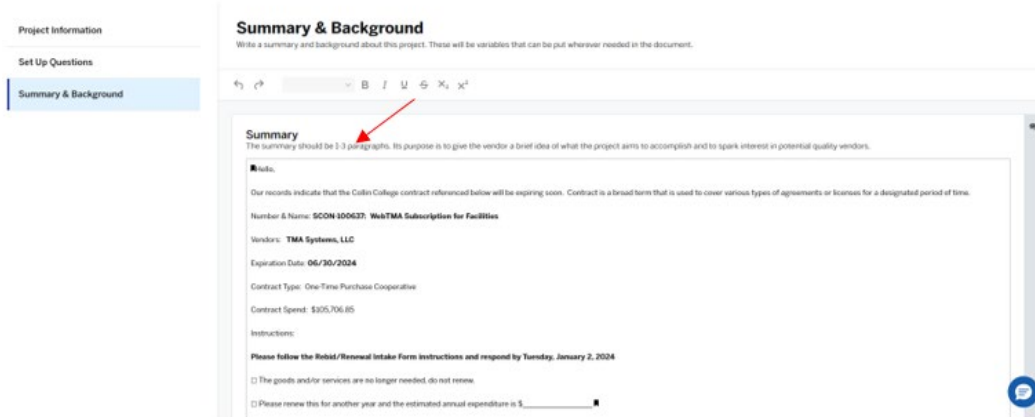
INTAKE FORM FOR RENEWAL – ONE STAKEHOLDER

You will receive a notification when you are invited to view an intake form for a contract that is due to be renewed. The Project Information section will have the information entered prior to receiving the notification.

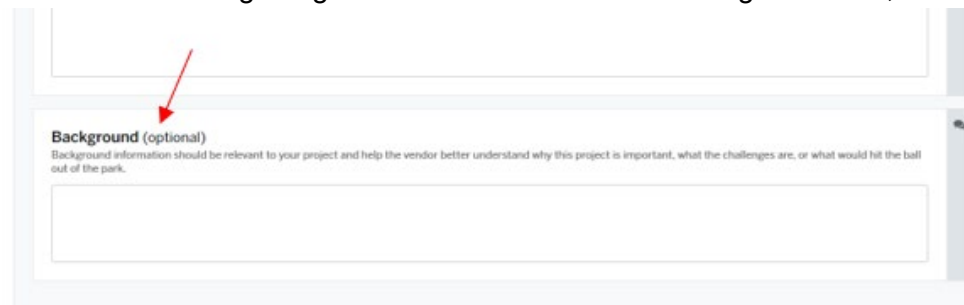
1. Once opened, click Edit Request.



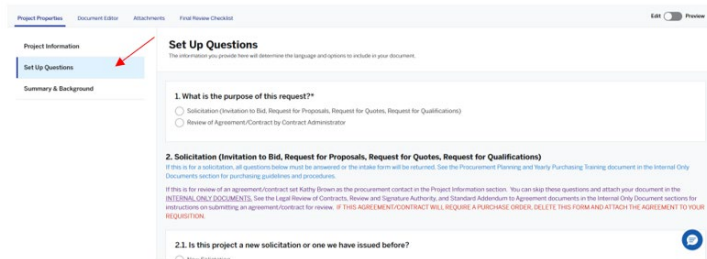
2. The Summary & Background Section will have information completed for review. The Summary section will have detailed information regarding the contract that is due to be renewed.



3. Enter the estimated spend in the Background section. If the contract is no longer required, enter a comment indicating the goods and/or services are no longer needed, do not renew.



4. Click on the Setup Questions Section on the left side of the screen. Answer question one (1).



5. Once all sections are marked completed, click Submit Project Request to start the review and approval process.

Project Request Sections Checklist

| | |
|-------------------------|---|
| Project Information | ✓ |
| Document Setup | ✓ |
| Introduction | ✓ |
| Scope of Work | ✓ |
| INTERNAL ONLY DOCUMENTS | ✓ |

Submit Project Request

Great job, all the sections have been successfully completed!
Click the button above to start the review and approval process.

6. Click Submit For Review.

Confirmation Required

Ready to start the review and approval process?
You will still be able to make changes to your document.

7. Your project has been submitted for review. Click Got it!

Great Job!

Your Project Request Has Been Issued!

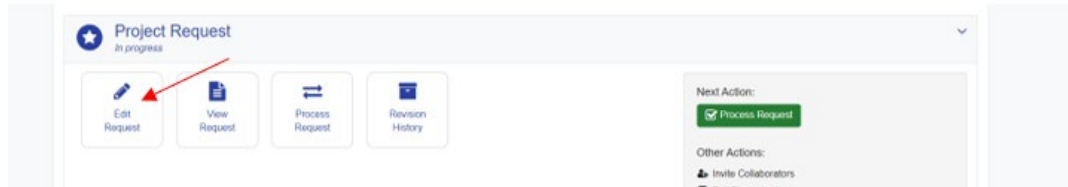
Your department has pre-set approval groups, so an approver has already been assigned and notified automatically!

You will receive a notification once your request has been processed.

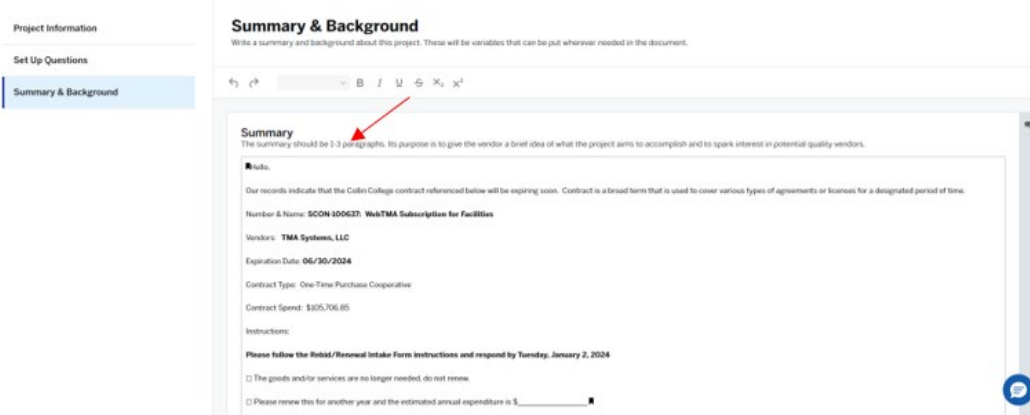
INTAKE FORM FOR RENEWAL - MULTIPLE STAKEHOLDERS

You will receive a notification when you are invited to view an intake form for a contract that is due to be renewed. The Project Information section will have the information entered prior to receiving the notification.

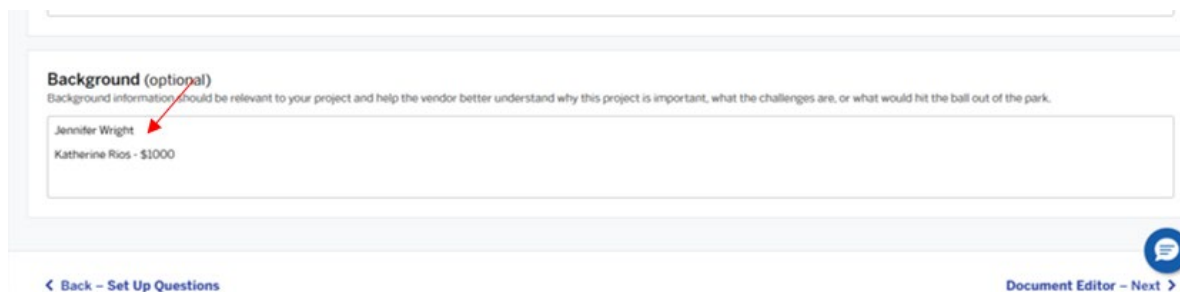
1. Once opened, click Edit Request.



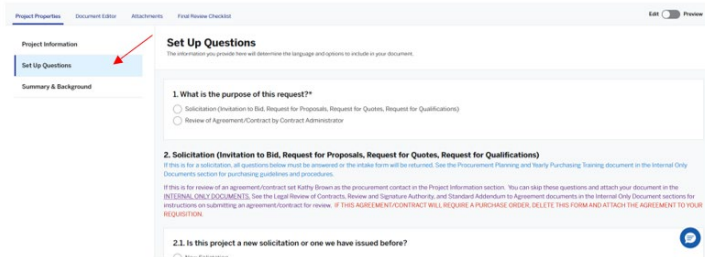
2. The Summary & Background Section will have information completed for review. The Summary section will have detailed information regarding the contract that is due to be renewed.



3. Enter the estimated spend in the Background section. If the contract is no longer required, enter a comment indicating the goods and/or services are no longer needed, do not renew.



4. Click on the Setup Questions Section on the left side of the screen. Answer question one (1).



Set Up Questions
The information you provide here will determine the language and options to include in your document.

1. What is the purpose of this request?*

Solicitation (Invitation to Bid, Request for Proposals, Request for Quotes, Request for Qualifications)
 Renewal of Agreement/Contract by Contract Administrator

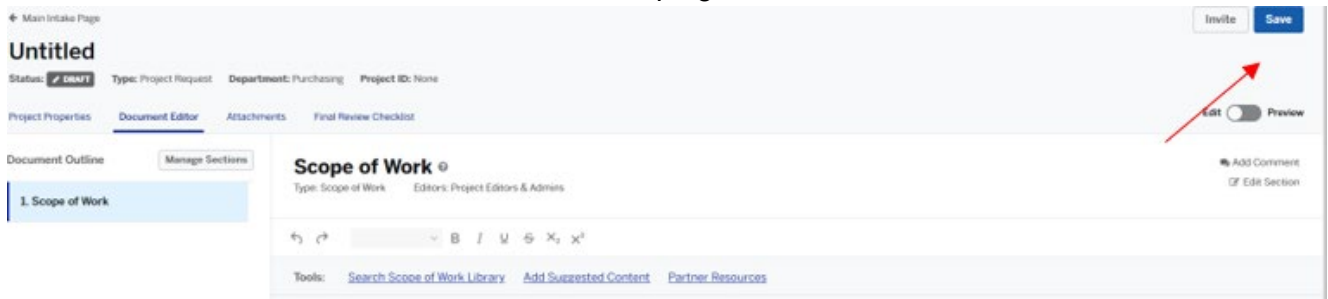
2. Solicitation (Invitation to Bid, Request for Proposals, Request for Quotes, Request for Qualifications)
If this is for a solicitation, all questions below must be answered in the intake form will be returned. See the Procurement Planning and Tenderly Purchasing Training document in the Internal Only Documents section for purchasing guidelines and procedures.

If this is for review of an agreement/contract set Kathy Brown as the procurement contact in the Project Information section. You can skip these questions and attach your document in the INTERNAL ONLY DOCUMENTS. See the Legal Review of Contracts, Review and Signature Authority, and Standard Addendum to Agreement documents in the Internal Only Document section for instructions on submitting an agreement/contract for review. If THIS AGREEMENT/CONTRACT WILL REQUIRE A PURCHASE ORDER, DELETE THIS FORM AND ATTACH THE AGREEMENT TO YOUR REQUESTION.

2.1. Is this project a new solicitation or one we have issued before?

New Solicitation

5. Once all information is added, Click Save at the top right of the screen.



Main Intake Page

Untitled

Status: **DRAFT** Type: Project Request Department: Purchasing Project ID: None

Project Properties Document Editor Attachments Final Review Checklist

Document Outline Manage Sections

1. Scope of Work

Scope of Work
Type: Scope of Work Editors: Project Editors & Admins

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text Color, Background Color

Tools: Search Scope of Work Library Add Suggested Content Partner Resources

Top right: Invite Save Edit Preview

6. Once all stakeholders have entered the required information, the Lead Stakeholder will review and submit the Intake Form.

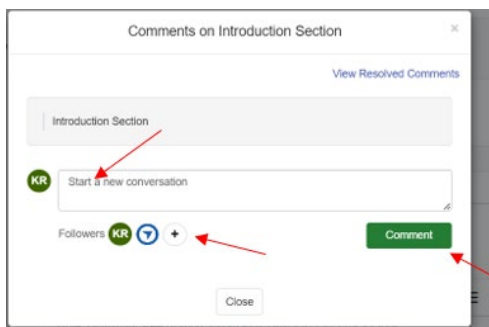
CREATE, VIEW & RESPOND TO COMMENTS

Creating A Comment

1. To add a comment, click on the Chat sign located in different sections of the project.

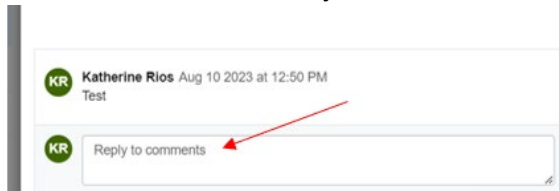


2. Tag the person to receive the comment by clicking the plus sign + and select their name. Enter the comment in the Start a New Conversation field. Click Comment.

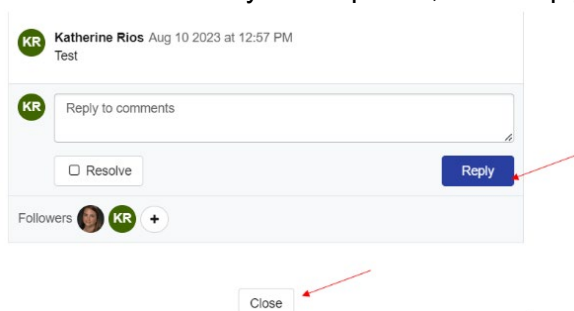


Viewing and Responding to Comments

1. When notification is received that a comment was added, click on the link to view the comment. The comment will display and a reply section will be available to enter your comment. Click in the Reply to Comments field to enter your comment.



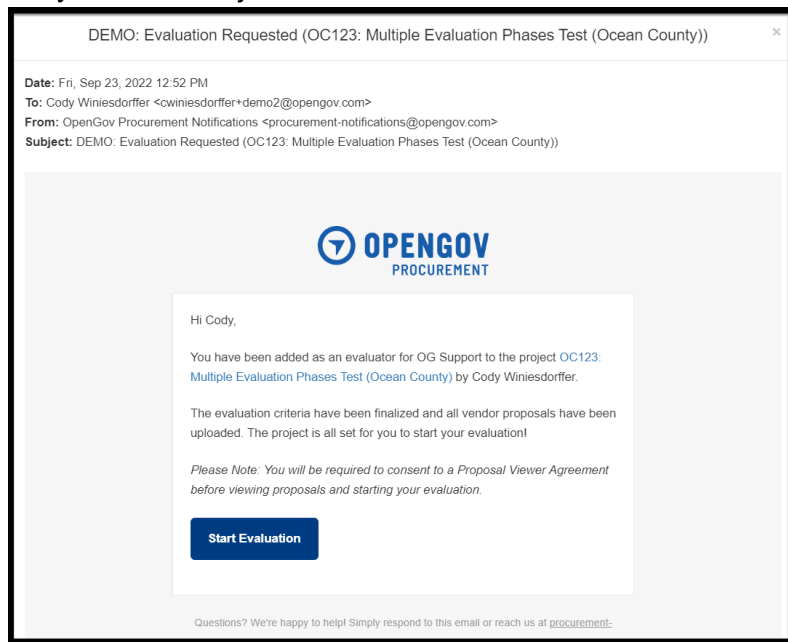
2. Once finished with your response, click Reply. Click Close to close the comment section.



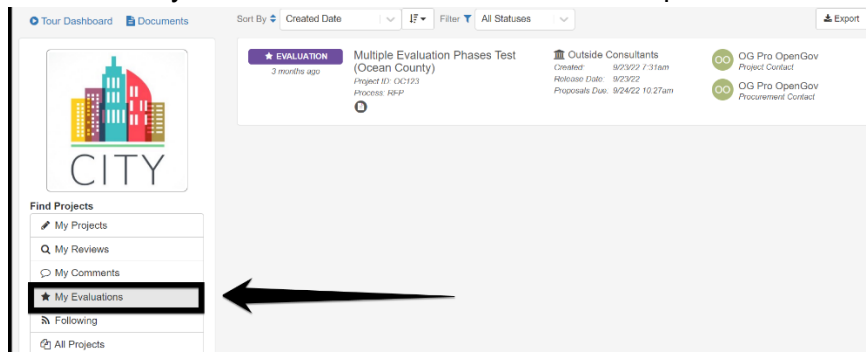
EVALUATIONS

HOW TO FIND YOUR EVALUATIONS:

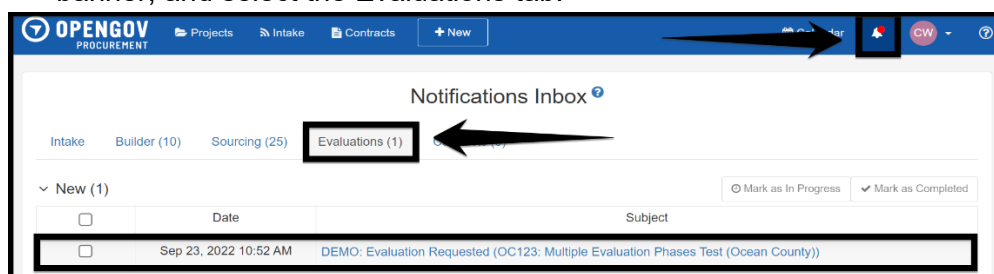
1. When the Project Manager adds you to the list of Evaluators, you'll get an email notification inviting you to the Project.



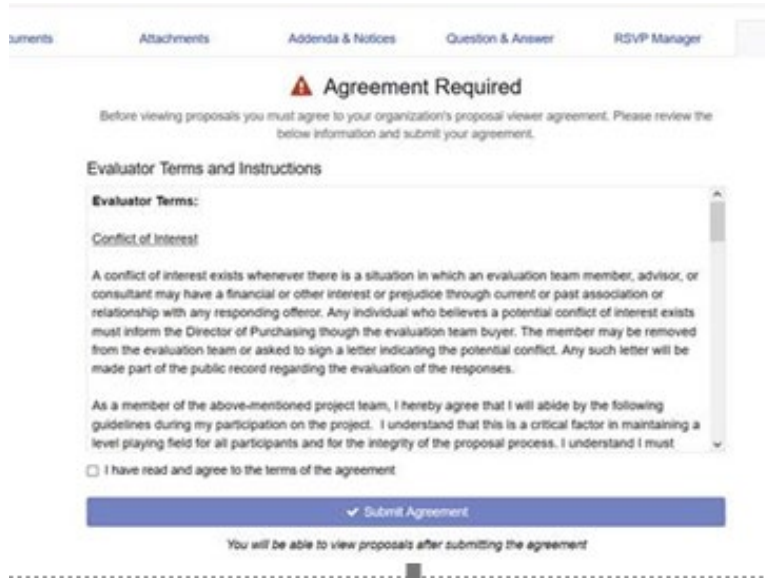
2. From the Projects page, select "My Evaluations" on the left-hand side of the page. This will pull up a list of all your active evaluations that need completed.



3. Navigate to the Notifications Inbox by selecting the bell icon in the blue OpenGov Procurement banner, and select the Evaluations tab.

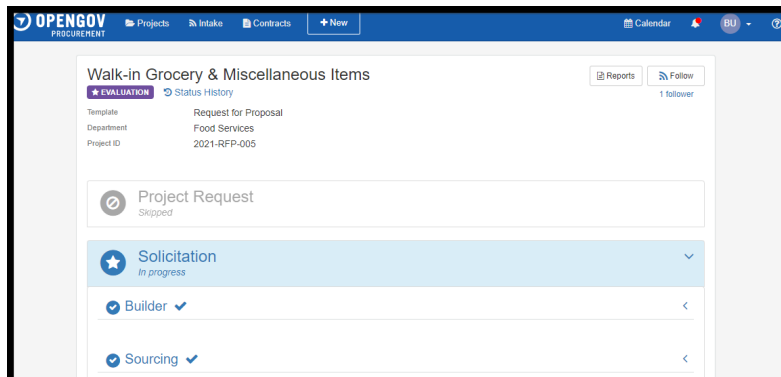


- You will be required to agree to the terms of the agreement before continuing to the evaluation.

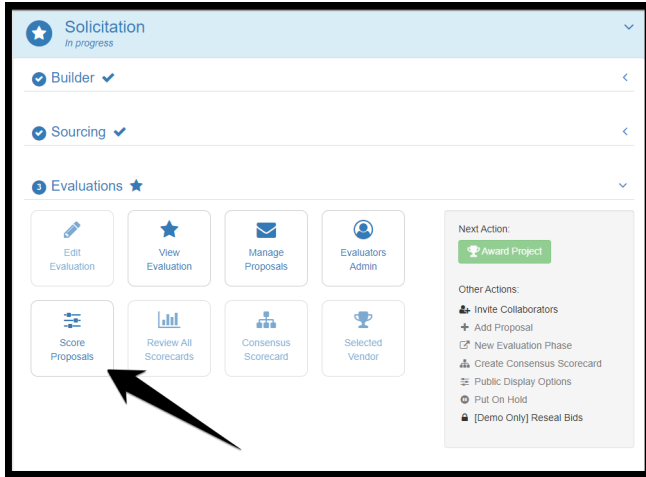


HOW TO SCORE PROJECTS:

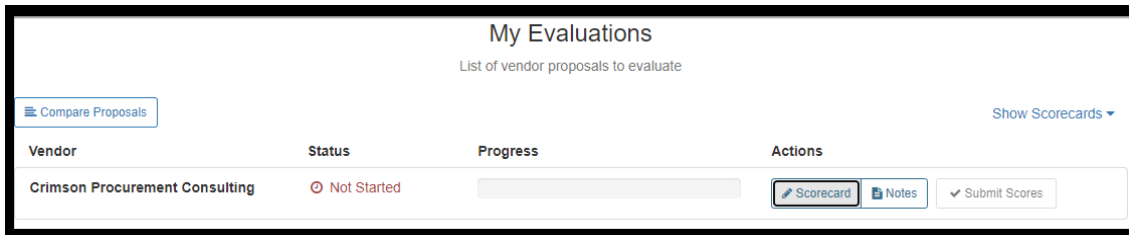
- Click on the Project and you will access the Project Landing Page.



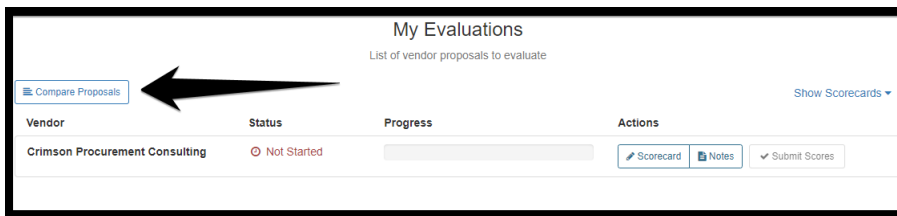
- Click on Evaluations to open up the options available: Score Proposals.



- You'll get started with the evaluation process from the Evaluations tab on a specific project's home page.



- You can see proposals in a side-by-side comparison.



- When opening up comparison proposals you will see questions down the left side of the screen, vendors across the top of the screen and their answers vertically below.

| Proposal Comparison | |
|---|---|
| Side-by-side comparison of vendor questionnaire responses | |
| Vendor Questionnaires Select Questions ▾ Export to Excel Export to CSV | |
| Question | Crimson Procurement Consulting |
| Acknowledgement and Acceptance of Terms and Conditions of the Solicitation | |
| Acknowledgement and Acceptance of Terms and Conditions of the Solicitation* | The Offeror takes no exceptions or modifications to the terms and conditions of the Solicitation. (Note: If none are listed below, it is understood that no exceptions/deviations are taken.) |
| Exception Requested | N/A |
| Request for Confidentiality of Proprietary Information | |
| Request for Confidentiality of Proprietary Information | N/A |
| Non-Collusion Affidavit | |
| Non-Collusion Affidavit | <input checked="" type="checkbox"/> Confirmed |
| Requested Forms | |
| W-9 | Form_W-9_(Rev).pdf |
| Services Generating Cost to the District | |
| Additional or separate contract | |
| RFP Response (No Cost Proposal) | 21-11MB_Electrical_Supplies_and_Equipment_(2).pdf |
| Cost Proposal | Market_Basket_-_Paper_Products.xlsx |
| Questions for Evaluation | |
| Business Name(s) | Costco |
| AZ Locations | Sossamon and Southern |
| Discount | No |
| Discount (If Yes) | N/A |
| Discount (Further explanation if needed) | N/A |

6. Work through the list of proposals, reviewing and scoring each one.

Crimson Procurement Consulting Scorecard

Cost Scoring to be determined by admin
Reward Low Cost | 28 Points (28% of total)
 The price or cost of the Proposal. According to Federal Regulations, price or cost is weighted as the most important factor.

| | | |
|---|---|--|
| <p>Ability <i>Points Based 25 Points (25% of total)</i> The Offeror's ability and readiness to fully perform according to the scope of work and other requirements of the Solicitation, taking into consideration any additional services, specialized services or expertise offered that would meet or exceed the requirements of the Solicitation.</p> | <p>Score (0-25 Points)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Enter a score</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0 25 </div> | <p>Comment (optional)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Enter any comments</div> |
| <p>Qualifications <i>Points Based 22 Points (22% of total)</i> The Offeror's experience in performing comparable projects with appropriate staffing and timely completion of goals.</p> | <p>Score (0-22 Points)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Enter a score</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0 22 </div> | <p>Comment (optional)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Enter any comments</div> |
| <p>Responsiveness <i>Points Based 25 Points (25% of total)</i> The responsiveness of the Proposal to the requirements of the RFP, including an understanding of the scope of work and how it can be achieved most efficiently and effectively.</p> | <p>Score (0-25 Points)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Enter a score</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0 25 </div> | <p>Comment (optional)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Enter any comments</div> |

Submit Scores
Save
Save & Close

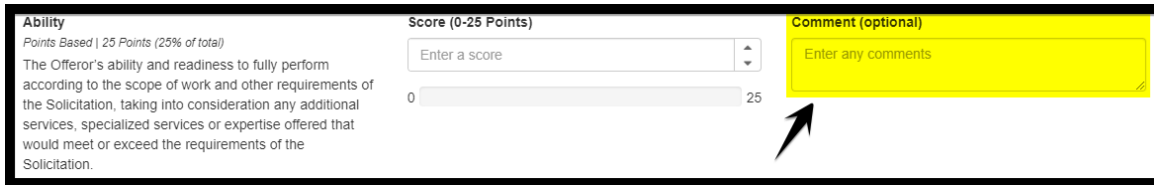
Submit your scorecard once you have completed scoring for each item. Your scores will not be counted until they are submitted. You can unsubmit later in case you need to make changes.

7. As you record your scores, you can make specific comments on each score:

Ability
Points Based | 25 Points (25% of total)
The Offeror's ability and readiness to fully perform according to the scope of work and other requirements of the Solicitation, taking into consideration any additional services, specialized services or expertise offered that would meet or exceed the requirements of the Solicitation.

Score (0-25 Points)
Enter a score
0 25

Comment (optional)
Enter any comments

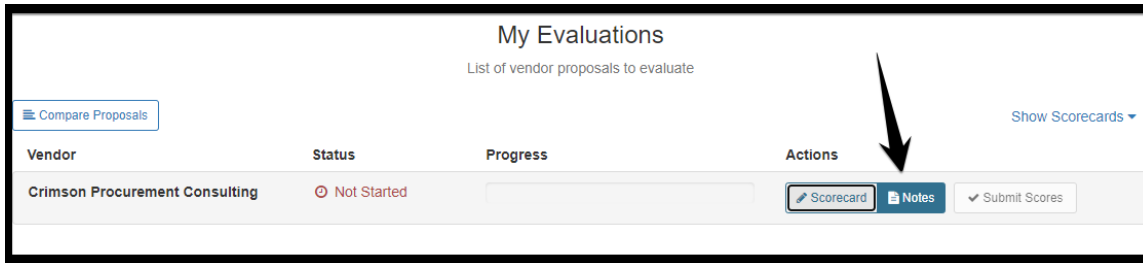


8. You may also take general notes about the vendor you are evaluating:

My Evaluations
List of vendor proposals to evaluate

Compare Proposals Show Scorecards

| Vendor | Status | Progress | Actions |
|--------------------------------|-------------|----------|-------------------------------|
| Crimson Procurement Consulting | Not Started | | Scorecard Notes Submit Scores |



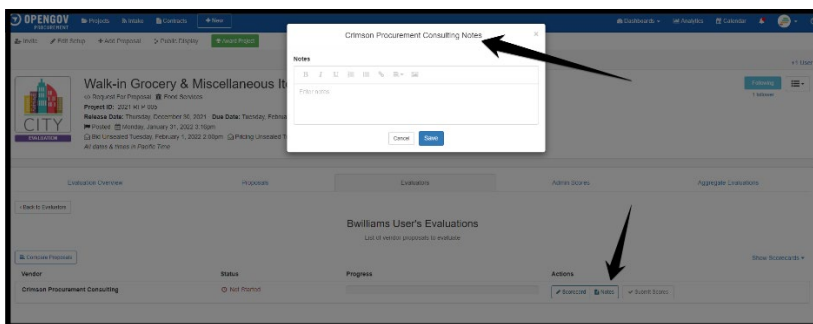
OPENGOV Procurement

Walk-in Grocery & Miscellaneous Items

Proposal ID: 2021-01-10-009
Release Date: Thursday, December 16, 2021
Due Date: Thursday, January 27, 2022 3:59pm
Bid Opening: Thursday, February 3, 2022 2:00pm
Pickup Location: All items to be picked up in Pacific Time

Notes
Crimson Procurement Consulting Notes

Williams User's Evaluations
List of vendor proposals to evaluate



9. When you've completed your scorecards, submit the scores to finish your job as an evaluator.

Ability
Points Based | 25 Points (25% of total)
The Offeror's ability and readiness to fully perform according to the scope of work and other requirements of the Solicitation, taking into consideration any additional services, specialized services or expertise offered that would meet or exceed the requirements of the Solicitation.

Score (0-25 Points)
25
0 25

Comment (optional)
This vendor shows great ability in their response!

Qualifications
Points Based | 22 Points (22% of total)
The Offeror's experience in performing comparable projects with appropriate staffing and timely completion of goals.

Score (0-22 Points)
22
0 22

Comment (optional)
This vendor has all the qualifications needed to complete the job as required.

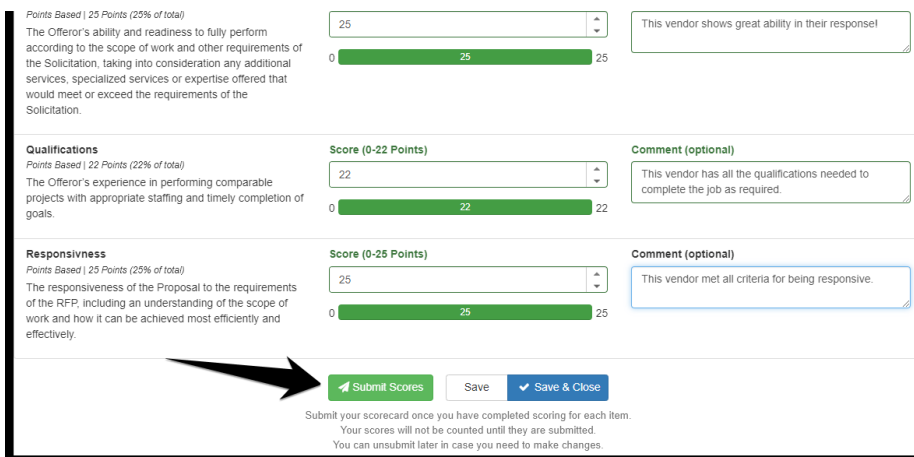
Responsiveness
Points Based | 25 Points (25% of total)
The responsiveness of the Proposal to the requirements of the RFP, including an understanding of the scope of work and how it can be achieved most efficiently and effectively.

Score (0-25 Points)
25
0 25

Comment (optional)
This vendor met all criteria for being responsive.

Submit Scores Save Save & Close

Submit your scorecard once you have completed scoring for each item.
Your scores will not be counted until they are submitted.
You can unsubmit later in case you need to make changes.



UN-SUBMIT, MODIFY & SUBMIT

1. If needed, you can Un-submit to modify your scores.

My Evaluations
List of vendor proposals to evaluate

Proposal Viewer Agreement Accepted
Sep 23, 2022 2:17 PM

Compare Proposals | Compare Scores ▾

| Vendor | Status | Progress | Actions |
|---------------------------|-------------|--|--|
| Cody W Test Vendor (Demo) | ✓ Submitted | <div style="width: 100%; background-color: green; color: white; text-align: center;">Complete!</div> | Scorecard Notes Unsubmit |
| Second Proposal | ⊖ Excluded | | |

