



# VIEWING AND RESPONDING TO NEGOTIATIONS



## Table of Contents

Introduction to PRISM+.....	2
Viewing Abstracts & Negotiation Documents .....	3
Respond to Negotiation Via Supplier Portal and Amending Response .....	5



## Introduction to PRISM+

PRISM+ is the County's new e-Procurement system.

Vendors are required to register in PRISM+ as follows:

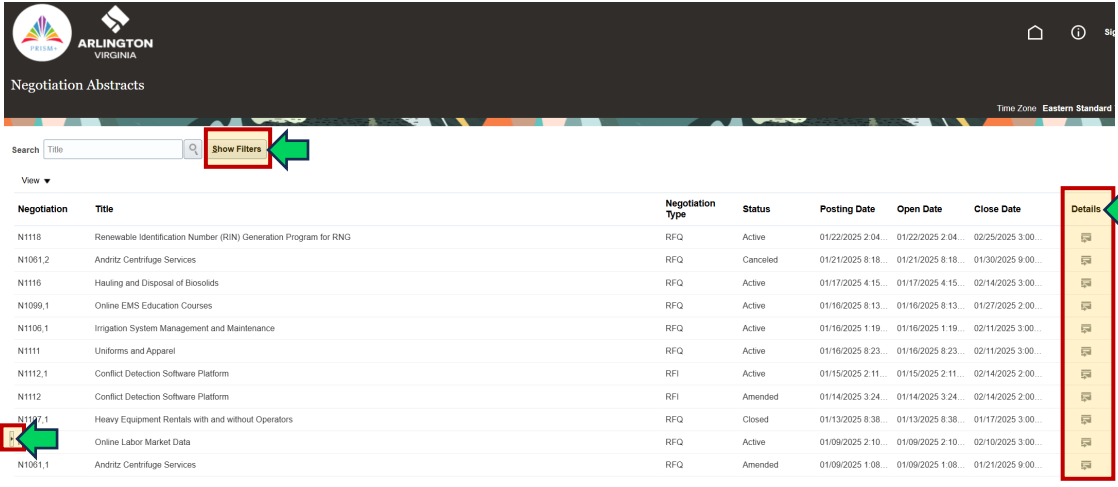
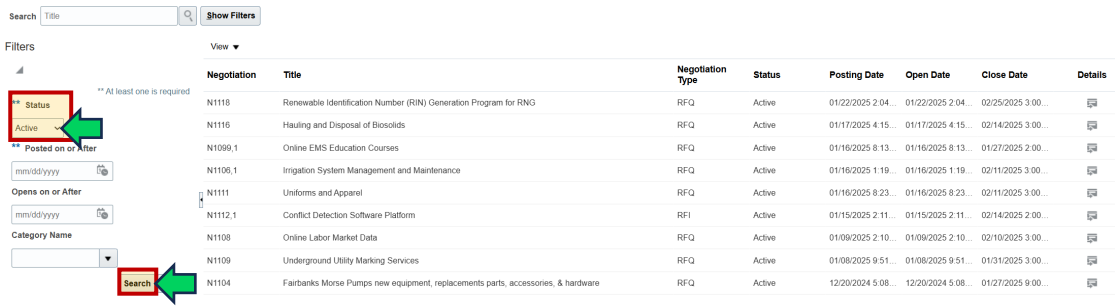
- **New vendors** are required to complete a [new registration](#). Selecting the products and services is an important part of new supplier registration.
- **Existing vendors** are required to log into their enabled account [here](#) and update product and service offerings. Existing vendors should contact their Arlington County representative to have their user account enabled or their password reset.

Though registration is not required to view negotiations in PRISM+, registration is required to submit a response, ask a question related to the negotiations, and receive notifications of future contracting opportunities from Arlington County.



## Viewing Abstracts & Negotiation Documents


Negotiation Abstracts can be found on Arlington County's public-facing website. The Abstract, which includes the Negotiation PDF and negotiation attachments, is the summary narrative of the negotiation. It identifies the basic guidelines for the negotiation.


Step	Action
1.	<p>Active Arlington County Negotiation Abstracts can be found here: <a href="#">Negotiation Abstracts</a>. In order to see additional information and download the ".PDF" attachments, click on the <b>Details icon</b> on the far right for the desired negotiation. In order to sort the negotiations so that only active negotiations are shown, click the <b>Show Filters icon</b> or the <b>expansion arrow</b> on the left.</p> 
2.	<p>Select <b>Active</b> from the Status Drop Down Menu.</p> 



3. Click **Download** next to Negotiation PDF and the **downward arrow** next to the Attachments box in order to download all documents.

Abstract: RFQ N1118

Title	Renewable Identification Number (RIN) Generation Program for RNG	Preview Date	01/22/2025 2:04 PM
Negotiation Type	RFQ	Open Date	01/22/2025 2:04 PM
Status	Active	Close Date	02/25/2025 3:00 PM
Buyer		Posting Date	01/22/2025
Email			
Synopsis	The intent of this solicitation and resulting agreement is to obtain the services of a qualified contractor to		
Attachments	<div>N1118 RIN Generation Program for RNG RFP.pdf (508.5 KB) </div>		

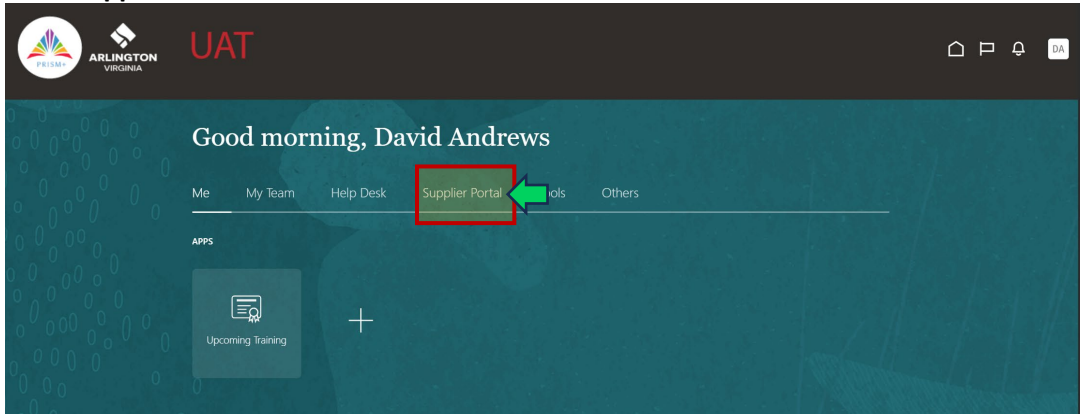
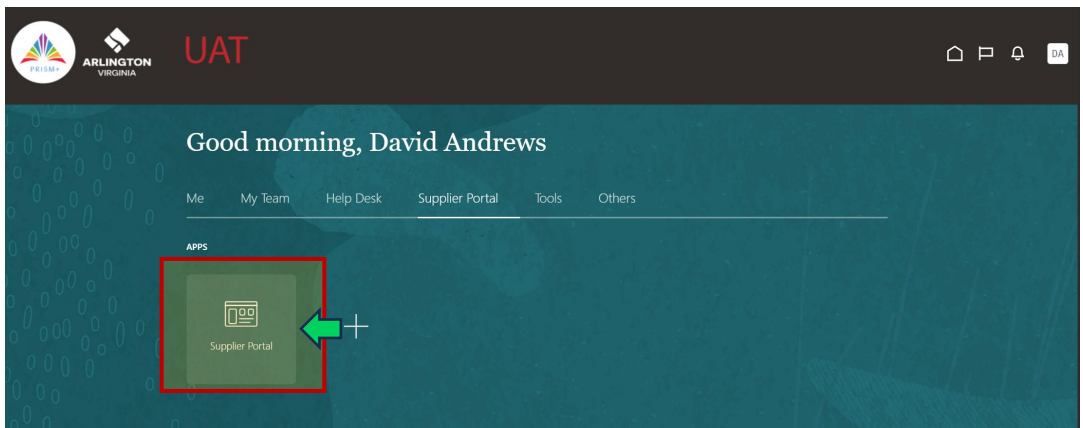
**Negotiation PDF** **Download** 

OK

RFO Amended 01/09/2025 1:08 01/09/2025



## Respond to Negotiation Via Supplier Portal and Amending Response

Step	Action
1.	<p>Log in to PRISM+ <a href="#">here</a>. Select <b>Supplier Portal</b> from the Menu, and then the <b>Supplier Portal App</b>.</p>  



2. From the Tasks Box, click **View Active Negotiations**.

The screenshot shows the 'Supplier Portal' interface. On the left is a 'Tasks' sidebar with categories: Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Invoices and Payments, and Negotiations. Under the 'Negotiations' category, the 'View Active Negotiations' link is highlighted with a red box and a green arrow pointing to it. The main content area shows 'Requiring Attention' with a donut chart indicating 1 negotiation closing soon, and 'Recent Activity' and 'Transaction Reports' both showing 'No data available'.

3. Select **No** from the Invitation Received Drop Down Menu and click **Search**.

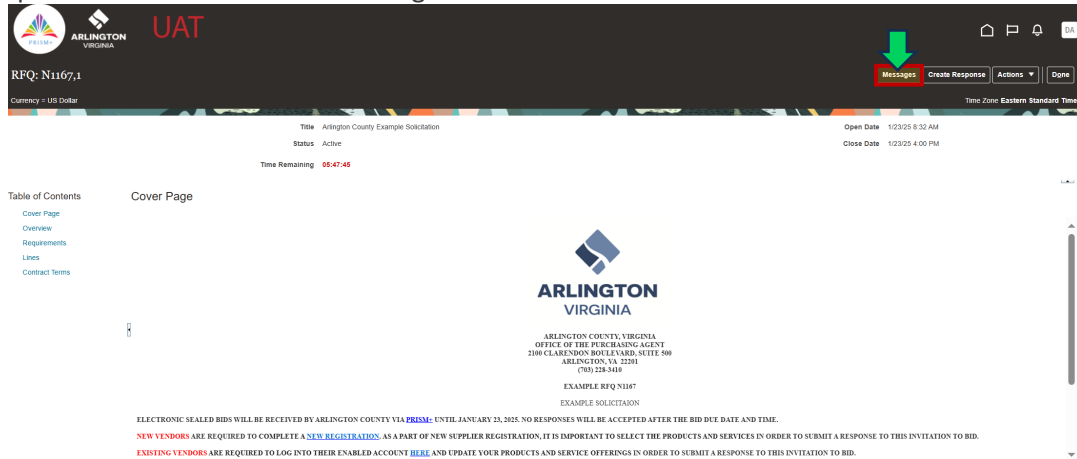
The screenshot shows the 'Active Negotiations' search page. The 'Invitation Received' dropdown menu is set to 'No' and is highlighted with a red box and a green arrow. The 'Search' button is also highlighted with a red box and a green arrow. The search filters include 'Negotiation', 'Title', and 'Negotiation Close By'. The search results table is empty, showing 'No results found'.

4. Click the **Negotiation Number** for the desired Negotiation.

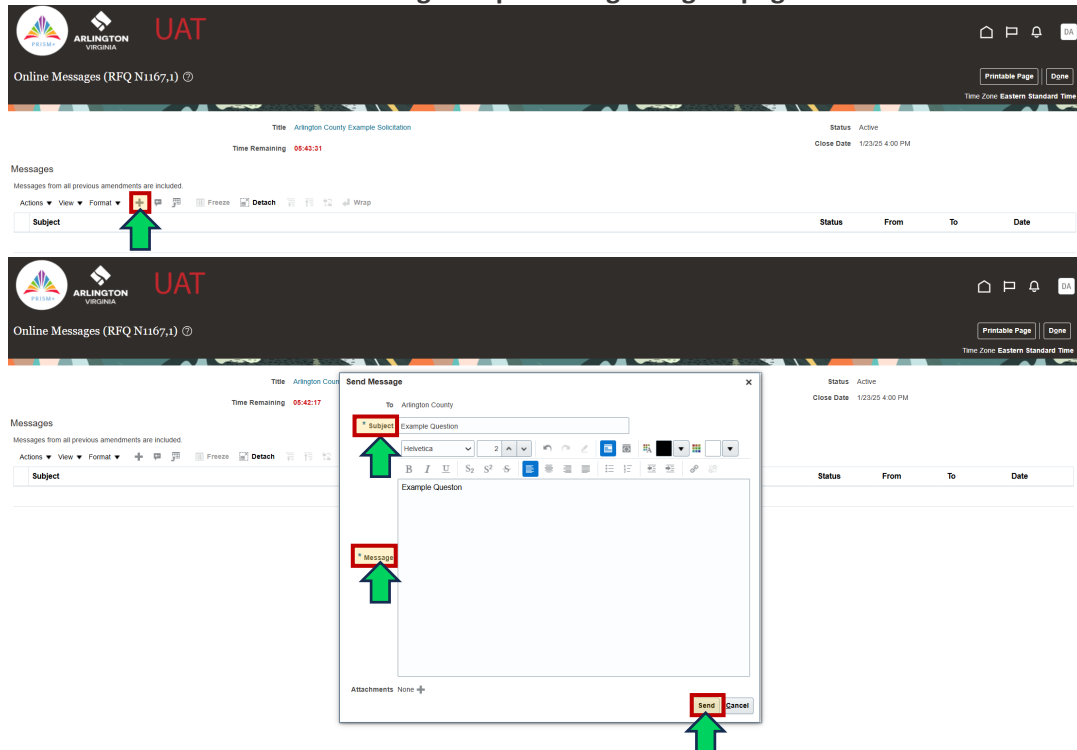
The screenshot shows the 'Active Negotiations' search results page. The first negotiation entry is highlighted with a red box and a green arrow. The entry is for a negotiation with ID 'N1507.1' and title '2025 County Example Solicitation'. The search results table has columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Will Responses, Your Will Participate, Unread Messages, View PDF, and Response Spreadsheet.



5. In order to submit questions, click the **Messages** box. **Note:** Vendors must adhere to the question deadline found in the negotiation documents.



6. Click the + button. Enter the question subject and enter the question(s) in the Message box. Click **Send**. **Note:** Questions can be entered in the text box or in an attached document. **The Message button is NOT the area in which you upload a response to a County Bid or RFP. Any responses uploaded to MESSAGES will not be considered or evaluated. Please follow the instructions for creating a response beginning on page 8.**







7. Click the **Create Response** button.

The screenshot shows the Arlington County UAT portal interface. At the top, there are logos for PRISM+ and Arlington Virginia, along with the text 'UAT'. Below this, the RFQ number 'N1167.1' and currency 'USD Dollar' are displayed. A navigation bar includes 'Messages', 'Create Response' (highlighted with a green arrow), 'Actions', and 'Done'. The main content area shows the 'Cover Page' of the solicitation, including the Arlington Virginia logo and contact information for the Office of the Purchasing Agent. A table of contents is visible on the left side.

8. If an Amendment has been made to the Negotiation, vendors must acknowledge before a response can be submitted. Click **Yes**. **Note:** Amendments are the County's addenda.

The screenshot shows the same Arlington County UAT portal interface as in step 7, but with a warning dialog box overlaid. The dialog box contains the text: 'Warning: You must acknowledge all amendments to negotiation N1167 before responding. Do you want to continue?'. There are two buttons: 'Yes' (highlighted with a green arrow) and 'No'. The background content is dimmed.



9. Review the Amendment for changes and additional addendum documents. Click the **Check Box** for Acknowledgment. Click **Submit**. Click **Yes**. **Note:** If multiple addenda have been issued, vendors must acknowledge each addendum individually (i.e., repeating Step 9 for each addendum). Additionally, if the County issues an addendum after a vendor submits a response, the vendor must acknowledge the addendum in PRISM+ and resubmit the response. The vendor must take these steps after each addendum if the County issues more than one in the course of a negotiation. If the vendor does not take these steps, the County will no longer see or consider the original response. The County is not responsible for missed PRISM+ acknowledgments or the vendor's failure to acknowledge the addendum or resubmit its response.

**Acknowledge Amendments (RFQ N1167)**

Currency = US Dollar  
Select each amendment to review and acknowledge the changes.

View Original Negotiation **Submit** Cancel

Time Zone: Eastern Standard Time

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Arlington County Example Solicitation	1/23/25 8:32 AM	Active			

Columns Hidden: 3

Amendment 1: Details

**Acknowledgment** ☒ I have reviewed the changes and I acknowledge amendment 1 for negotiation N1167.

**Amendment Description** Bid due date has been extended. Please see addendum attachment.

**Cover Page**  
No data to display.

**Overview**

Field	RFQ N1167	RFQ N1167,1
Attachments	Attachment.pdf	Addendum.pdf (1 more...)

**General**

**Schedule**

Field	RFQ N1167	RFQ N1167,1
Open Date	1/23/25 8:17 AM	1/23/25 8:32 AM

**Warning**

The amendments to negotiation N1167 were acknowledged. You can now create a response. Do you want to continue? (ICN:2055336)

**Yes** **No**



10. Click the **+** button and attach all response documents as required by the negotiation. Click **Next**. **Note:** File sizes cannot exceed 2GB per attachment. If possible, please submit one PDF package with all required attachments. Additionally, do not enter a date in the Response Valid Until box. The response is valid as indicated in the negotiation documents.

11. Review the Submittal Requirements and select the **Yes** radio button. Click **Next**. **Note:** If there are multiple requirements, vendors must respond to each requirement by clicking **Next** and follow Step 11 again.

12. Enter your total pricing in the **Response Price** box. Click **Next**. **Note:** If there are multiple line items, the pricing only needs to be entered on one line and should match your attached response.

Line	Description	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	Example Commodity	Consulting Serv NO							
2	Secondary Example Commodity	Construction Constr							

Grand Totals  
All response lines are included.  
Response Amount: 0.00



13.

Review the response and click **Submit**.

14.

The response is now submitted. Click **Ok**.



15.

In order to amend your response before the bid due date or update your response after an addendum was issued, return to **Step 2** and Click **Manage Responses**. Click the response number for the desired negotiation. Click **Revise**. Repeat Steps 8-14.

The screenshot displays the UAT Supplier Portal interface. The top navigation bar includes the PRISM+ logo, Arlington Virginia logo, and the text "UAT". Below the navigation bar, the "Supplier Portal" section features a search bar and a sidebar with various task categories: Orders, Agreements, Channel Programs, Shipments, Contracts and Deliverables, Invoices and Payments, and Negotiations. The "Negotiations" section is highlighted, and a green arrow points to the "Manage Responses" link. The main content area shows a "Requiring Attention" section with a circular progress indicator labeled "1", and two "Recent Activity" and "Transaction Reports" sections, both indicating "No data available". Below this, the "Manage Responses" section is shown, featuring a search bar and a table of negotiation results. A green arrow points to the "16007" response ID in the table. The table has columns for Response, Response Status, Negotiation, Negotiation Title, Negotiation Type, Time Remaining, Unread Messages, and Monitor. The selected response is "16007" with status "Active" and negotiation title "Arlington County Example Solicitation". Below the table, the "Quote: 16007 (RFQ N1167,1)" is displayed, and a green arrow points to the "Revise" button in the top right corner of the quote details section. The quote details section includes fields for Supplier, Supplier Site, Supplier Contact, Response Currency, Price Precision, Response Valid Until, Reference Number, Note to Buyer, and Attachments.