

VIEWING AND RESPONDING TO NEGOTIATIONS





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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 <u>new registration</u>. Selecting the products and services is an important part of new supplier registration.
- Existing vendors are required to log into their enabled account <u>here</u> 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										
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	N1061,2	Andritz Centrifuge Services			F	RFQ	Canceled	01/21/2025 8:18	01/21/2025 8:18	01/30/2025 9:00	5
l .	N1116	Hauling and Disposal of Bio	solids			RFQ	Active	01/17/2025 4:15	01/17/2025 4:15	02/14/2025 3:00	-
	N1099,1	Online EMS Education Cou	rses			RFQ	Active	01/16/2025 8:13	01/16/2025 8:13	01/27/2025 2:00	59
l.	N1106,1	Ingation System Managem	ent and Maintenance			8FQ	Active	01/10/2025 1.19	01/10/2025 1.19	02/11/2025 3:00	1241
l .	N1111	Conflict Detection Software	Distant		1		Active	01/16/2025 8:23	01/16/2025 8:23	02/11/2025 3:00	
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		Online Labor Market Data	vier and without Oper	aurs	,	2EO	Activo	01/13/2023 0.30	01/10/2020 0.30	02/10/2025 2:00	124 12
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	Status Active	Close Date	02/25/2025 3:00 PM
5	Buyer	Posting Date	01/22/2025
nd orr orr nd	Email Synopsis The intent of this solicitation resulting agreement is to obt services of a qualified contra chments INT118 RIN Generati RNG RFP.pdf (508	and tain the sctor to ion Program for .5 KB)	Download





Respond to Negotiation Via Supplier Portal and Amending Response

Step	Action	
1.	Log in to PRISM+ <u>here</u> . Select Supplier Portal from the Menu, and then the Su Portal App .	pplier
	ARINGTON UAT	<u>∧</u> 4 0
	Good morning, David Andrews	
	RINGTON UAT	
	Good morning, David Andrews	





2.	From the Tasks B	Box, click View Act	ive Negotiations.		
	Supplier Portal				
	Search Orders V Order Number	Q			
	Tasks Orders				0
	Manage Orders Manage Schedules	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days	
	Accrements Manage Agreements		No data available		
	Channel Programs	1			<u>_</u>
	Shipments Manage Shipments Coope ABN				
	Create ASBN Upload ASN or ASBN View Receipts	Negotiations Closing Soon			
	View Returns Contracts and Deliverables	Supplier News			
	Manage Contracts Manage Deliverables Invoices and Payments				
	View Invoices View Payments				
	View Active Negotiations Manage Responses				
					1
					-
3.	Select No from t	he Invitation Rece	ived Drop Down N	1enu and click Sea i	rch.
	Active Negotiations				Done Time Zone Eastern Standard Time
	▲ Search				Manage Watchlist Saved Search Open Invitations
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4.	Click the Negotia	ation Number for t	the desired Negoti	ation.	
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7.	Click the Create Re	esponse button.	
	ARLINGTON UAT		·····································
	VIRGINIA REQ: N1167.1		
	Currency = US Dottar		Time Zone Eastern Standard Time
		Title Arlington County Example Solicitation	Open Date 1/23/25 8:32 AM
		Time Remaining 05:47:45	
	Table of Contents Cover Page		LAI
	Overview Requirements Lines	\$	Î
	Contract Terms	ARLINGTON VIRGINIA	
	B	AND COUNT OF COUNTY, UNCOME OFFIC OF THE SPECIAL CALLS, AND T 2010 CLARESTON SOLUTIONS, AND T 2010 CLARESTON SOLUTIONS, AND T AND THE	
		EXAMPLE REQ N1167 EXAMPLE SOLICITAION	
	ELECTRONIC SEALED BII NEW VENDORS ARE REQU EXISTING VENDORS ARE	S WILLBE RECEIVED BY ARLINGTON COUNTY VIA <mark>PREMIC</mark> ENTIL JANUARY 29, 2455. NO RESPONSES WILLBE ACCEPTED ATTER THE BID DUE DATE AND BRED TO COMPLITE A <u>VIEW RECEISTRATION</u> . AS A PART OF NUW SUPPLIER REGISTRATION, IT IS DAPOREINT TO SULLET THE PRODUCTS AND SERVICE EQUIRED TO LOG INTO THEIR ENABLED ACCOUNT <u>HERE</u> AND UPDATE YOUR PRODUCTS AND SERVICE OFFERINGS IN ORDER TO SUBMIT A RESPONSE	THE. IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID. TO THIS INVITATION TO BID.
8.	If an Amendment	nas been made to the Negotiation, vendors r	nust acknowledge before a
	response can be su	ubmitted. Click Yes. Note: Amendments are t	he County's addenda.
	RFQ: N1167,1		Messages Create Response Actions V Done
	Currency = US Dollar		Time Zone Eastern Standard Time
		Title Animgton County Example Solicitation Status Active	Open Date 1/23/2/8/52/AM Close Date 1/23/25/4:00 PM
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	Requirements		1
	Contract Terms	Warning You must acknowledge all amendments to negotiation N1167 before responding. Do you want to continue?	
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9.	Review the Amendm	ent for changes and	d additional addend	dum docum	ents. Click t	he Check
	Box for Acknowledg	ment. Click Submi	t. Click Yes. Note:	If multiple	addenda ha	ave been
	issued vendors mus	t acknowledge eac	h addendum indivi	dually (i o	reneating S	ton Q for
				audity (i.e.,		
	each addendum). Ad	iditionally, if the Co	unty issues an adde	endum afte	r a vendor s	submits a
	response, the vend	or must acknowled	dge the addendum	n in PRISM	+ and resu	bmit the
	response. The vendo	r must take these st	eps after each adde	endum if the	e County iss	ues more
	than one in the cours	se of a negotiation.	If the vendor does	not take the	se steps, th	e County
	will no longer see o	or consider the orig	inal response The	a County is	not respor	nsible for
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	Amendment 1 Arlington County Example Solicitation			1/23/25 8:32 AM Active		
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	Acknowled	igment 🖌 I have reviewed the changes and I acknowledge amendment	1 for negotiation N1167.			
	Amendment Desc	ription Bid due date has been extended. Please see addentium attachin	in the second	×		
	Cover Page	The amendments to negotiation N1167 were a	knowledged. You can now create a response. Do you want to continue? (PON-2085336)		
	No data to display.		4			





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.
	Bagener Abackel meters blower Reference Numer Negetier Abackel meters uso Mode to Bayer Proce Precision 2000000000000000000000000000000000000
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.





13.	eview the response and click Submit.
	U Concrete C
	The Antopia County Example Selctation Time Remaining 05:00:01 Close Date 12:32:54:00 PM
	Regarements Lines
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14.	he response is now submitted. Click Ok.
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Contracts and Deliverables	Supplier News			
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