

## 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.

ер	Action									
1.	order t <b>icon</b> or	o see add n the far r	litional right fo	ty Negotiation Abstra information and down or the desired negotiat	nload the ".PDF" ion. In order to s	attach ort th	nments, e negoti	click oi iations	n the <b>De</b> so that	<b>etails</b> t only
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	Negotiation	Abstracts							Time Zone East	stern Standard
	Search Title	C	Show Filters					8		
	Negotiation	Title			Negotiation Type	Status	Posting Date	Open Date	Close Date	Details 4
	N1118	Renewable Identification N	lumber (RIN) Genera	tion Program for RNG	REQ	Active		01/22/2025 2:04	02/25/2025 3:00	
	N1061.2	Andritz Centrifuge Services		an rogan or roco	REQ	Canceled			01/30/2025 9:00	
	N1116	Hauling and Disposal of Bi			RFQ	Active	01/17/2025 4:15	01/17/2025 4:15	02/14/2025 3:00	5
	N1099,1	Online EMS Education Cou	urses		RFQ	Active	01/16/2025 8:13	01/16/2025 8:13	01/27/2025 2:00	5
	N1106,1	Irrigation System Managen	ment and Maintenanc	e	RFQ	Active	01/16/2025 1:19	01/16/2025 1:19	02/11/2025 3:00	
	N1111	Uniforms and Apparel			RFQ	Active	01/16/2025 8:23	01/16/2025 8:23	02/11/2025 3:00	5
	N1112,1	Conflict Detection Software	a Platform		RFI	Active	01/15/2025 2:11	01/15/2025 2:11	02/14/2025 2:00	5
	N1112	Conflict Detection Software	e Platform		RFI	Amended	01/14/2025 3:24	01/14/2025 3:24	02/14/2025 2:00	
	N1107,1	Heavy Equipment Rentals	with and without Ope	rators	RFQ	Closed	01/13/2025 8:38	01/13/2025 8:38	01/17/2025 3:00	5
		Online Labor Market Data			RFQ	Active	01/09/2025 2:10	01/09/2025 2:10	02/10/2025 3:00	5
	N1061,1	Andritz Centrifuge Services	5		RFQ	Amended	01/09/2025 1:08	01/09/2025 1:08	01/21/2025 9:00	17
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Abstract: RFQ N11	8		
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Negotia	ion Type RFQ	Open Date	01/22/2025 2:04 PM
	Status Active	Close Date	02/25/2025 3:00 PM
5	Buyer	Posting Date	01/22/2025
	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	tain the victor to victor to victor to victor to the victor to vic	Download





## Respond to Negotiation Via Supplier Portal and Amending Response

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





2.	From the Tasks	Box, click <b>View Ac</b> t	tive Negotiations.		
	Supplier Portal				
	Search Orders V Order Number	9			
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7.	Click the Create Re	esponse button.	
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		EXAMPLE REQ N1167 EXAMPLE SOLICITAION	
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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
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	Requirements		1
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		EXAMPLE RTQ NII67 EXAMPLE SOLUTIAON	
	NEW VENDORS ARE REQ	IN WILL BERCEIVED BY ARLIVETON COUPY VIA <u>BRISHE</u> UVIL ANUARY 32, 3023, NO RESPONSES WILL BE ACCEPTED ATTER THE RED DE LOTE AND BRED TO COMPLETE ASUM <u>RECEIVERTION</u> AS A PART OF NEW SUPPLIER REGISTRATION, IT IS IMPORTANT TO SELECT THE PROPERTISAND SERVICES REQUERED TO LOC PATO THERE INABLE ACCOUNT <u>HERE</u> , AND FRANT VOER REDUCTS AND SERVICE OFTENISS IN ORDER TO SUBMIT A BESIONS	IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID.





9.	Review the An	nendment fo	r changes and a	dditional adden	dum docume	ents. Click the <b>Ch</b> e	eck
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	•		•			County issues me	
	than one in th	e course of a	negotiation. If t	he vendor does	not take the	se steps, the Cou	nty
	will no longer	see or cons	ider the origina	al response. Th	e County is	not responsible	for
	missed PRISM	+ acknowled	gments or the	vendor's failure	to acknowle	edge the addend	um
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	Acknowledge Amendments (RF	Q N1167) ⑦				View Original Negotiation Submit	Cancel
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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.
	Begebare Advanced Fromber     Reference Number       Neground Currency     USD       Price Precision     200001Mitationum       Response Valid Until motity in mm a     Control
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 <b>Submit.</b>
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