



City of Tacoma

W A S H I N G T O N

Ariba Sourcing - Supplier Response

If you have been included on a sourcing event, you will receive an email from the City of Tacoma similar to the one below (the highlights and boxes were added for this reference page).

City of Tacoma - TEST has invited you to participate in the following event: RFP-F116F Training Project. The event is set to begin on Friday, September 23, 2016 at 8:57 AM, Pacific Daylight Time.

Use the following username to log in to City of Tacoma events.

1. [Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

2. If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
3. If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

4. If you have questions about this event, contact [redacted] via telephone at 253 [redacted] or via e-mail at [redacted]@ci.tacoma.wa.us.

We look forward to working with you!

Thank You,

City of Tacoma

1. To **participate in the event**, click on this link.
2. To **decline participation in the event**, click on this link.
3. To **reset forgotten logon info**, click on this link.
4. For **any questions regarding this event**, you can directly contact the City of Tacoma staff responsible for this solicitation.

Information for Participating Suppliers

If you choose to participate in the event, follow the below instructions.

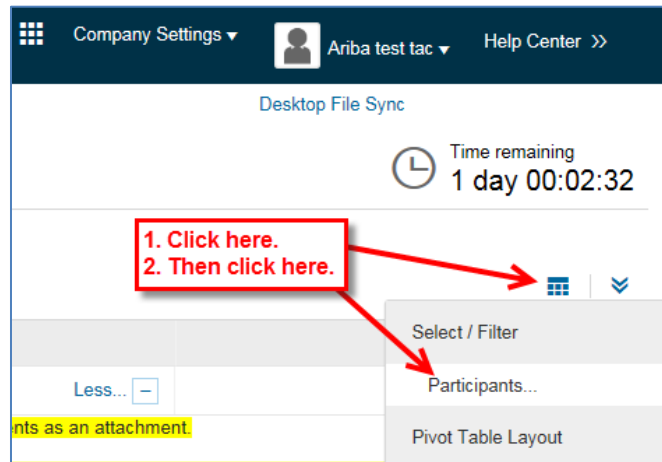
1. Click the "**Click Here** to access this event" link.
2. Sign in with your Ariba logon information. If you do not have this information, you will need to [click here](#) to register ([Link to the registration documentation or add step by step registration instructions to this document and link to the bookmark](#)).
3. You will be taken to the **Event Details** screen. Review the event details on this screen. If you are interested in more information, click the **Review Prerequisites** button. If you are not interested, click **Decline to Respond**.



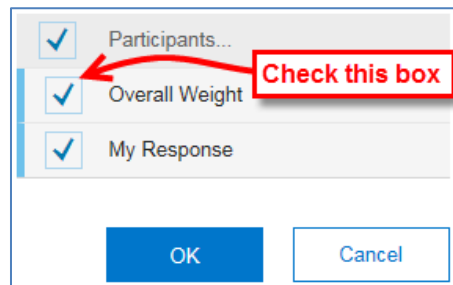
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4. Review the City of Tacoma terms. If you accept the terms, click **I accept** and then click **OK** to continue.
5. You will now see the **Event Details**. Before continuing, do the following to enable the **Weight** column which shows how each question is weighted:
 - a. First click the Table Options Menu and select Participants:



- b. Then check the **Overall Weight** checkbox and click **OK**.



- c. You should now see the **Overall Weight** column to the right of the table.



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All Content

Notice the Weight column is now visible.

My Response		Overall Weight
Name ↑		Weight
7 CONTENT TO BE SUBMITTED – REQUIRED BUT DEPT REVISE TO FIT SPECIFIC NEEDS (the sections below are ONLY examples)	More... +	100%
7.1 Qualifications/Experience of Firm		15%
7.1.1 Describe your company's ability to provide the service.	*	15%
7.2 Describe Three Projects	More... +	20%
7.2.1 Project 1	*	3.33%
7.2.2 Project 2	*	5.56%

6. Follow these steps to help ensure you don't miss anything;
 - a. The **Event Contents** menu to the left will jump to specific sections of the event.

Ariba Sourcing

Test Mode Company Settings Ariba test tac Help Center

< Go back to City of Tacoma - TEST Dashboard Desktop File Sync

Console Doc845290453 - RFP-FI16F Training Project Time remaining 23:28:25

Event Messages Response History

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Submit Entire Response Save Compose Message Excel Import

Event Contents

- All Content
- 1 BACKGROUND
- 2 SCOPE OF SERVICES AN...
- 3 CONTRACT TERM

BACKGROUND (Section 1 of 25) Next

My Response		Overall Weight
Name ↑		Weight
1 BACKGROUND	More... +	

(*) indicates a required field

1. Click a menu item
2. That item will be displayed here
3. Clicking "All Content" will display everything.

Feedback

- b. Note that you may need to click the **More...** link to show all of the details of that item.



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Event Messages
Response History

BACKGROUND (Section 1 of 25) Next »

Name ↑	My Response	Overall Weight
1 BACKGROUND		Weight

More... +

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Console Doc845290453 1. Click here
2. To expand and see the details. Time remaining 23:23:03

Event Messages
Response History

BACKGROUND (Section 1 of 25) Next »

Name ↑	My Response	Overall Weight
1 BACKGROUND		Weight

Less... -

Contract background, to include site specific or overall project information. Include necessary information which is not part of the scope of services for this contract. Add any reference documents as an attachment. To learn more about the City of Tacoma, visit www.cityoftacoma.org. The City anticipates awarding (type, number, etc) contract(s). If looking for open order/on-call type services, indicate the contract amount anticipated or a not-to-exceed amount, along with the typical size task orders to be issued by the City. Add language stating that each task order must be approved by the City prior to work commencing. Also include the period of performance for the open order/on-call services; generally running for a year with the option to extend for an additional two. If this is not a task order contract, include the budget amount anticipated, and estimated project schedule. (IE, these services are budget at \$XX.XXX and the anticipated completion date is Month, xx, 201x. Proposals submitted and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

The City's Terms and Conditions are included as Appendix X to this solicitation (Purchasing to determine). By submitting a proposal, the respondent represents that it has carefully read and agrees to be bound by the City's Terms and Conditions.

- c. In the **My Response** column, you will see an **asterisk** next to any item that requires your input. **These are required fields that must be completed before you can click **Submit Entire Response**.**



My Response	Overall Weight
	Weight
	10%
*	5%
* Unspecified ▾	1.25%
* Unspecified ▾	1.25%
* Unspecified ▾	1.25%
* Unspecified ▾	1.25%



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- d. Also in the **My Response** column; if your response is smaller than 1000 characters, please use the provided input box. If your response is **larger than 1000 characters**, click the icons highlighted below to attach the response as a document.

My Response	Overall Weight
<input type="text"/>	Weight
	
	10%
* <input type="text"/>	
	

7. At the bottom of the page are a few buttons.
- Submit Entire Response:** After reading through all of the **Event Contents** and entering answers for each item that has an "*" next to it, click this button to submit your response.
 - Save:** If you have partially completed the response, you can click the **Save** button to save your work and come back later to complete it.
 - Compose Message:** If you have a question or comment, this button will send a message to the City of Tacoma regarding this event.
 - Excel Import (optional):** Clicking this button will take you to a screen that lets you attach answers to the event via an Excel spreadsheet.