

iSupplier Portal Reference Guide for Negotiations/RFQ

1. iSupplier Portal Home Page

This page shows the responsibilities assigned to your company. iSupplier Portal Full Access includes the Administration tab, which is required to setup your company's profile the other link is for RFQs/Sourcing only, which you can assign to another user that you wish to have access to contracting opportunities but not your company's setup. **Click on either link to go to the working page.**

1. **Worklist** is the list of current notifications/invitations.
2. To open the invitation, click on the link in the "Subject" column.
3. **Navigator**, this link will take you to the working page.

City of Oakland Production E-Business Suite

Enterprise Search | Contract Documents | Go | Search Results Display Preference | Standard

Home

TIP You have 4 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Navigator

Personalize

- iSupplier Portal Full Access
- Home Page
- Source to Pay Supplier View

Worklist

From	Type	Subject	Sent	Due
Chan, Sau	Sourcing Publish	You are invited: RFQ 28375 (RFP for GOLDEN STATE WORKS EMPLOYMENT PROGRAM)	03-Mar-2017	05-Apr-2017
Chan, Sau	Sourcing Publish	You are invited: RFQ 22382 (RFP FOR 5 YEAR LEASE AGREEMENT FOR SELF-CHECK SYSTEM FOR LIBRARY SERVICE)	24-Feb-2017	10-Mar-2017
Peav, Paula	Sourcing Publish	You are invited: RFQ 22384 (RFQ FOR NEGOTIATOR FOR CITY'S OPEN LABOR CONTRACT WITH IAFF, LOCAL 55)	17-Feb-2017	13-Mar-2017
Peav, Paula	Sourcing Publish	You are invited: RFQ 22380 (RFQ FOR NEGOTIATOR FOR THE CITY'S OPEN LABOR CONTRACTS WITH SEIU, LOCAL 1021,...)	17-Feb-2017	13-Mar-2017

TIP Vacation Rules - Redirect or auto-respond to notifications

2. Supplier Home Tab

The current "Notifications" in the "Subject" column are invitations from the City of Oakland to your company. To open, click on the link. To find your open RFQs click on the "Negotiations" tab.

City of Oakland iSupplier Portal

Supplier Home | Orders | Shipments | Negotiations | Planning | Finance | Product | Administration

Search PO Number | Go

Notifications

Subject	Date
You are invited: RFQ 28375 (RFP for GOLDEN STATE WORKS EMPLOYMENT PROGRAM)	03-Mar-2017 08:50:27
You are invited: RFQ 22382 (RFP FOR 5 YEAR LEASE AGREEMENT FOR SELF-CHECK SYSTEM FOR LIBRARY SERVICE)	24-Feb-2017 09:00:33
You are invited: RFQ 22384 (RFQ FOR NEGOTIATOR FOR CITY'S OPEN LABOR CONTRACT WITH IAFF, LOCAL 55)	17-Feb-2017 09:45:05
You are invited: RFQ 22380 (RFQ FOR NEGOTIATOR FOR THE CITY'S OPEN LABOR CONTRACTS WITH SEIU, LOCAL 1021,...)	17-Feb-2017 09:09:41

Full List

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts

3. Negotiations Tab Page

In this page, you can see **“Your Company’s Open Invitations”** this will only show current active RFQs that you been invited to. The negotiation number column is the link to open the RFQs. To see the full list of open invitations, click on the tab **“Full List”**. The **“Time Left”** column shows how long the RFQ is open for negotiation/bid.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Supplier Site	Negotiation Number	Title	Type	Time Left
	39388,3	(NTB) 1000055 150 Retirement O...	RFQ	1 day 3 hours
	41386	RFP FOR CITY OF OAKLAND COMMIT...	RFQ	1 day 3 hours
	42391	RFP FOR COMMODITIES FOR HEAD S...	RFQ	7 days 3 hours
	43396,1	RFP for Mental Health, Speech ...	RFQ	15 days 3 hours
	42394,1	RFP FOR HSIP7 MARKET STREET AN...	RFQ	15 days 3 hours

In this page, you can “Search Open Negotiations” use the drop down to search for RFQ Number or Title. On the blank field type in the RFQ number or part of the title.

You can use this function if you have not been invited to an RFQ and you wish to review or to bid. **“Your Active and Draft Responses”** is where you will find if you have any responses to any open RFQs. This is to see your full list of RFQ responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type
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In this page, you can open or respond to an RFQ by clicking on the "Negotiation Number"

City of Oakland Supplier Collaboration

Home Orders Shipments **Negotiations** Planning Finance Product

Search Open Negotiations Title Go

Welcome, D M.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	58412	(NTB) REBID 1000055 150 Retire...	RFQ	3 hours 24 minutes
	60422	RFQ for As-needed Oakland Anim...	RFQ	7 days 3 hours
	60423	RFQ for As-needed Spay/Neuter ...	RFQ	7 days 3 hours
	54393,1	(NTB) 1000634 Laurel Access to...	RFQ	13 days 3 hours
	60420	RFQ for Cannabis Equity Assist...	RFQ	20 days 3 hours

This is the open RFQ page. In the top page you will see the RFQ Number, Title, Time Left, Open Date and Close Date. Use the "Actions" drop down menu to choose what you want to do and click the "Go" button.

At the lower half of the page is where you will find the attached RFP Specifications and other details for the chosen RFQ#. Under the "Title" column click on the link and this will open the attached file.

City of Oakland Supplier Collaboration

Home Orders Shipments **Negotiations** Planning Finance Product

Negotiations > **RFQ: 60420**

Actions Acknowledge Participation **Go**

Title RFQ for Cannabis Equity Assistance Program
Technical Assistance Consultant

Status Active (Locked)

Time Left 20 days 3 hours

Open Date 04-Aug-2017 09:30:41

Close Date 31-Aug-2017 14:00:00

Header Lines Controls Contract Terms

Buyer Chan, Sau **Outcome** Contract Purchase Agreement

Quote Style Sealed **Event**

Description In the Spring of 2017 the Oakland City Council enacted landmark medical cannabis legislation centered around an Equity Permit Program that seeks to minimize disparities within the cannabis industry. The Equity Permit Program prioritizes the permitting of equity applicants and through the Equity Assistance Program offers equity applicants technical as well as financial assistance upon funding availability. At this juncture, the City of Oakland seeks a consultant to provide technical assistance in the community through trusted advocates to cannabis equity applicants.

Notes and Attachments

Note to Suppliers Important Note: iSupplier is the only official City of Oakland Automated Procurement Portal. The City of Oakland cannot be held liable for any information posted on third party websites i.e. Builder's exchanges, CIPLIST, etc., The City of Oakland's official and complete Plan Holders List are listed on this site <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/PlanHoldersList/index.htm>. To login into iSupplier Portal click on this link (<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm>)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
RFQ for Cannabis Equity Assistance program technical assistance consultant	File	RFQ for Cannabis Equity Assistance program technical assistance consultant	To Supplier	JCHAN	04-Aug-2017	One-Time		

To submit a respond to an RFQ click on the "Actions" drop down menu and choose "Create Quote" and click the "Go" button. This page is your "Create Quote" page. Each quote will have an assigned number. Go to the "Add Attachment" button to attach you RFP response.

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Logged In As: @GMAIL.COM

Home Orders Shipments **Negotiations** Planning Finance Product

Negotiations > RFQ: 60420 > **Create Quote: 51005 (RFQ 60420)**

[Cancel](#) [View RFQ](#) [Save Draft](#) [Continue](#)

Title: [RFQ for Cannabis Equity Assistance Program Technical Assistance Consultant](#) Time Left: 20 days 2 hours
Close Date: 31-Aug-2017 14:00:00

Header

Supplier: MACCAM
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Quote Valid Until:
(example: 27-Jul-2017)

Reference Number:
Note to Buyer:

Attachments

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

In this page you will be able to attach your response to the RFP. List a title, click on the choose file button, this will open your document folder in your computer, choose the file you wish to add and click on "Open". Once, back to this page click on the "Apply" or "Add Another" button if you need to add another file.

City of Oakland Supplier Collaboration

Logged In As: @GMAIL.COM

Home Orders Shipments **Negotiations** Planning Finance Product

Negotiations > RFQ: 60420 > Create Quote: 51005 (RFQ 60420) > **Add Attachment**

[Cancel](#) [Add Another](#) [Apply](#)

Attachment Summary Information

Title:
Description:
Category: **From Supplier**

Define Attachment

Type: File
 URL
 Short Text