



Miami-Dade County

Analyze an RFI Event Job Aid

Version 1.0

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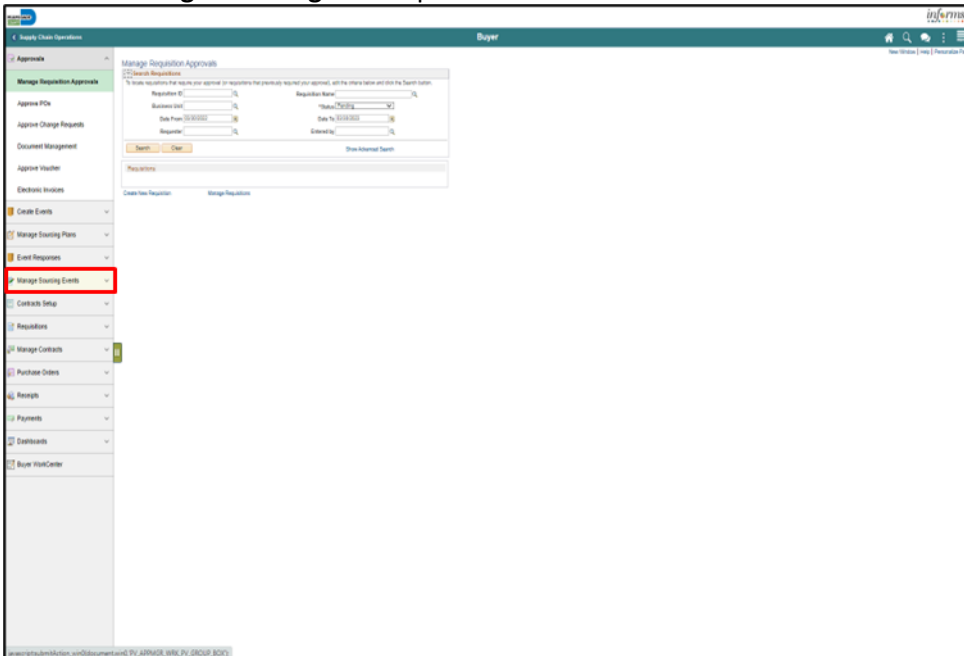
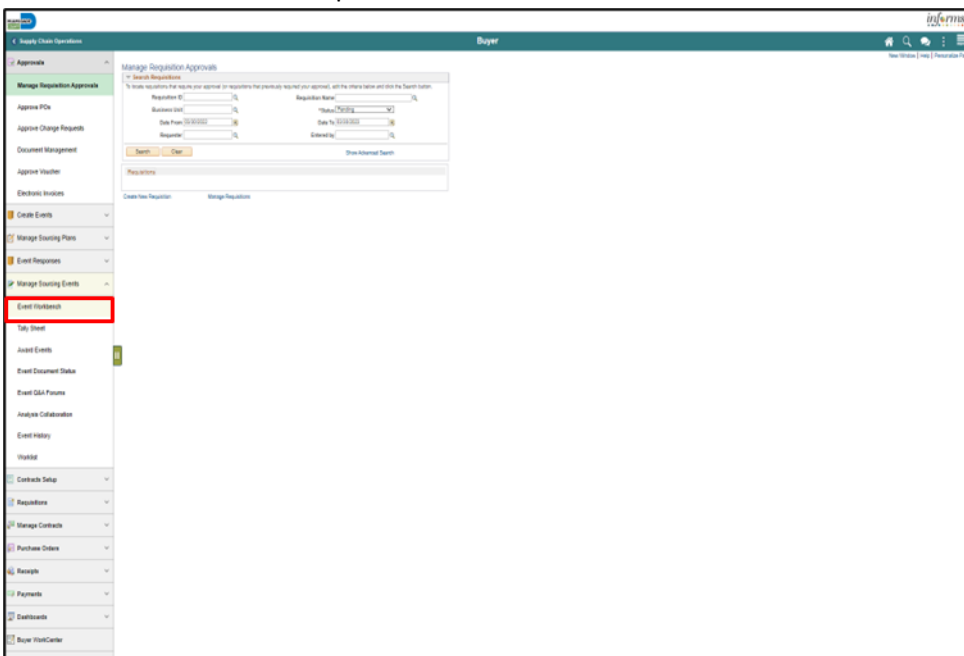
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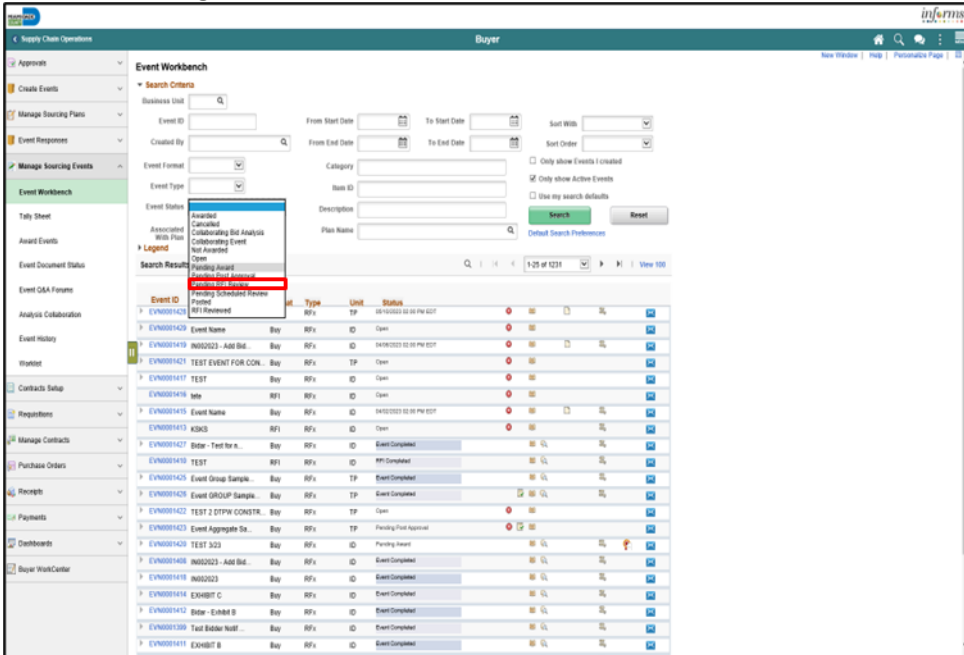
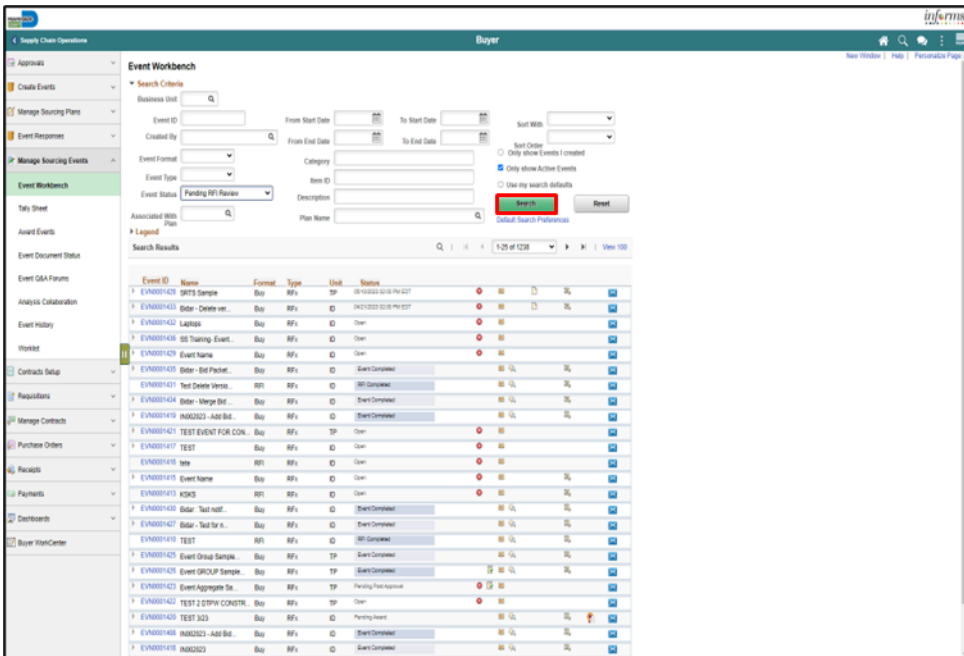
PURPOSE

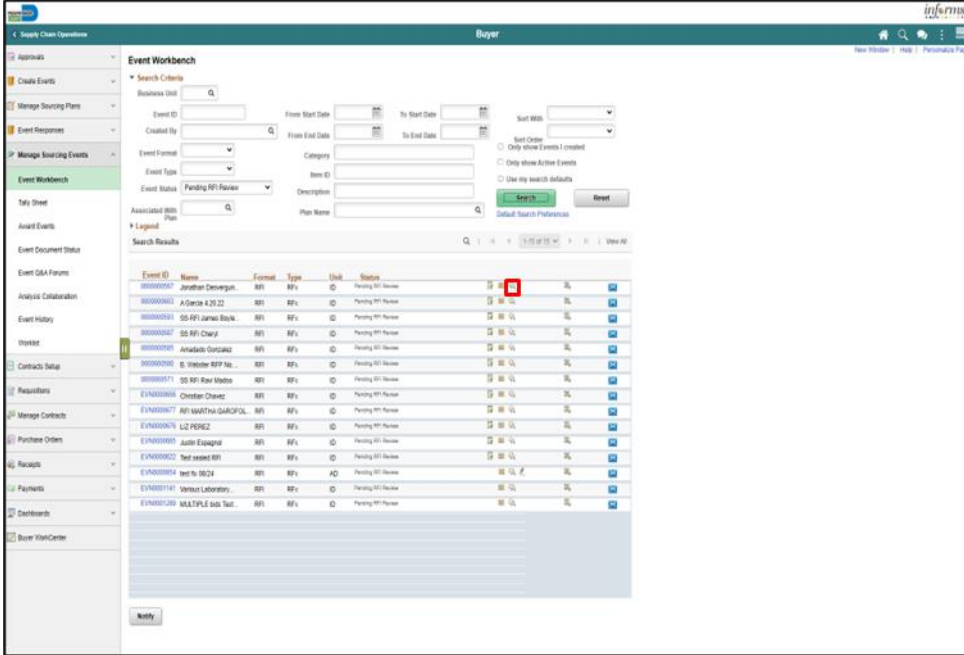
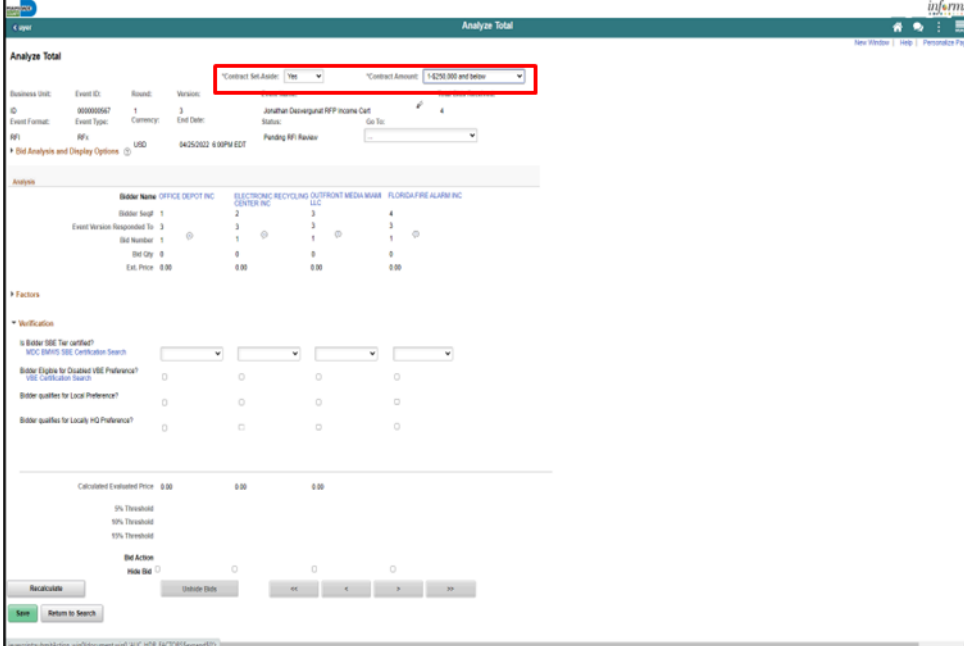
Purpose

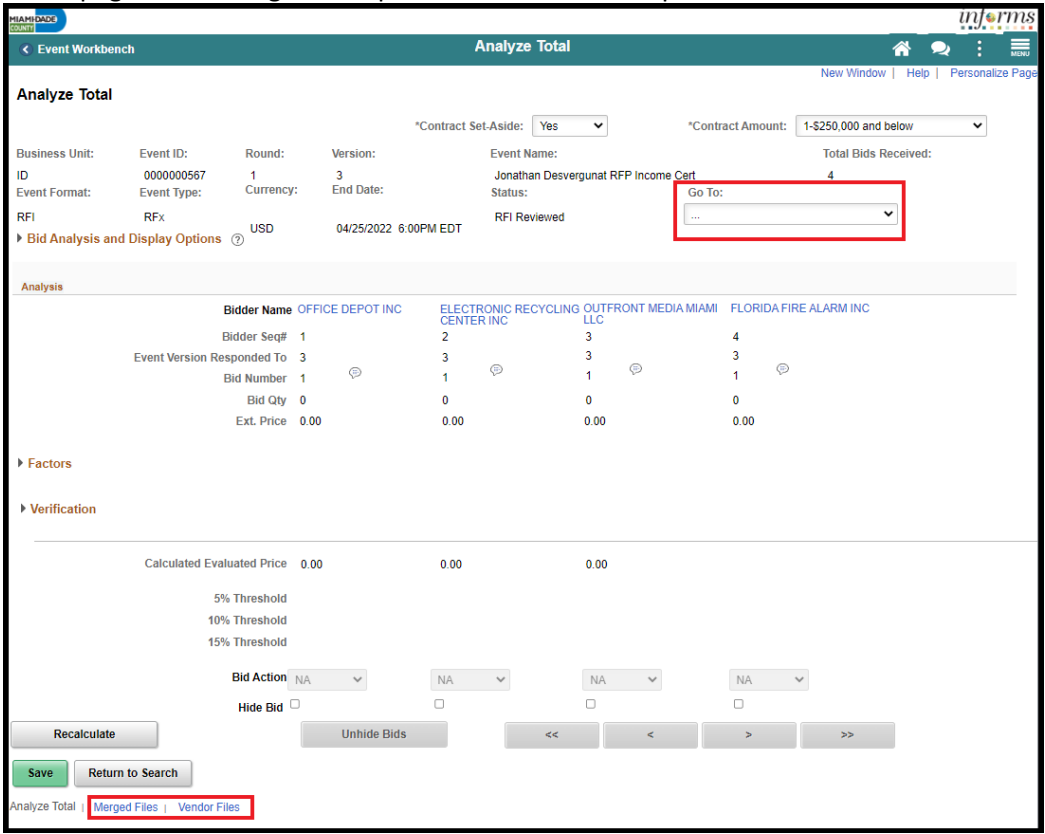
This document explains the key activities involved in analyzing an RFI event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

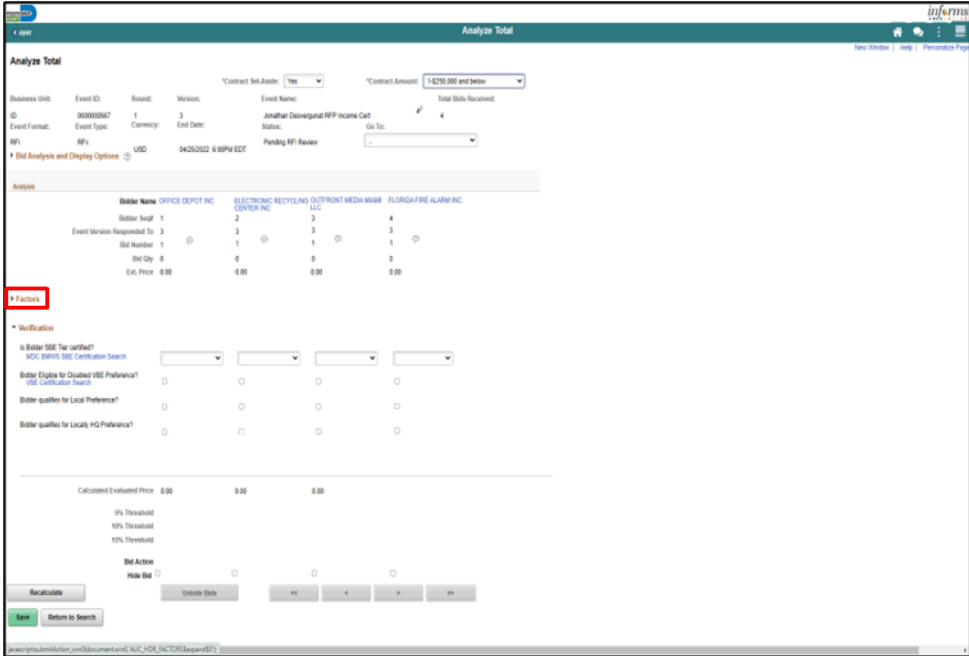
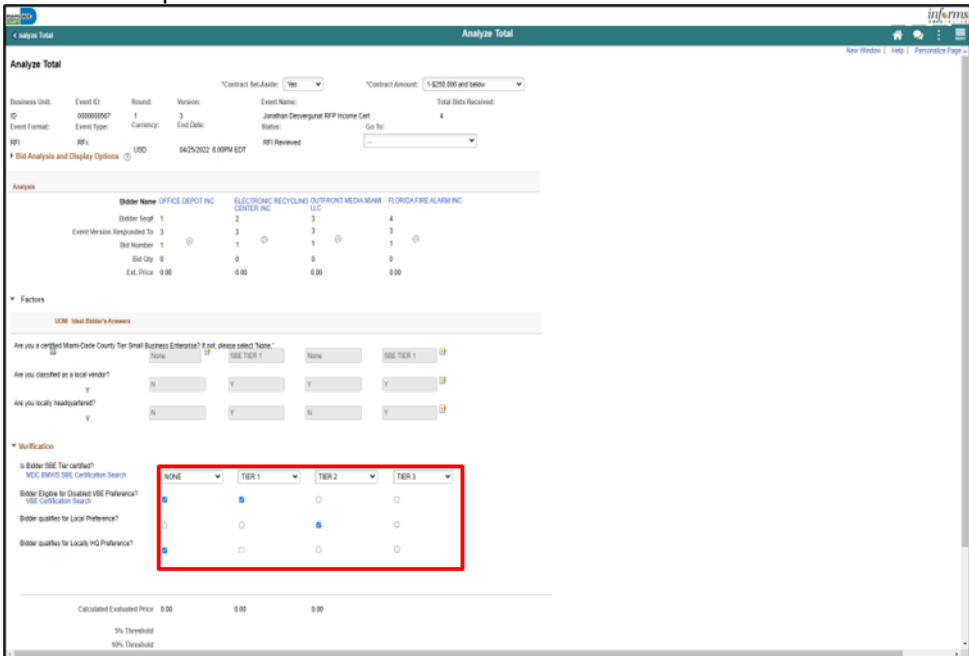
ANALYZE AN RFI EVENT

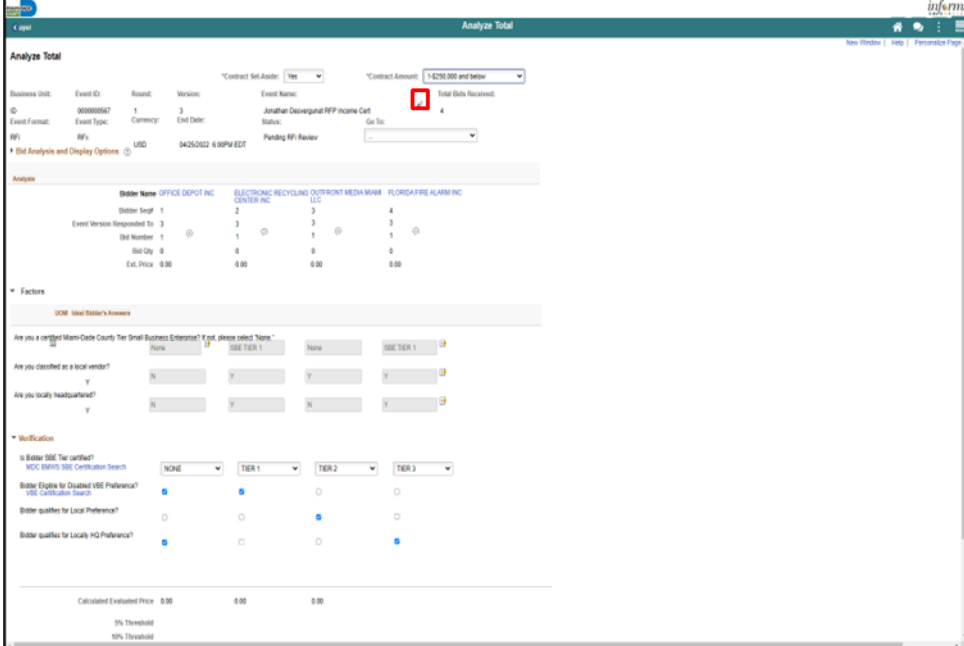
Step	Action
1.	Navigate to Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	Click the Manage Sourcing Events pane.  <p>The screenshot shows the Informa Buyer application interface. On the left is a navigation pane with various options. The 'Manage Sourcing Events' option is highlighted with a red rectangle. The main content area displays the 'Manage Sourcing Events' page, which includes a search bar, filters, and a list of events.</p>
3.	Click the Event Workbench pane.  <p>The screenshot shows the Informa Buyer application interface. On the left is a navigation pane. The 'Event Workbench' option is highlighted with a red rectangle. The main content area displays the 'Event Workbench' page, which includes a search bar, filters, and a list of events.</p>

Step	Action
4.	<p>Click the Pending RFI Review list item from the Event Status field.</p>  <p>The screenshot shows the 'Event Workbench' interface. The 'Event Status' dropdown menu is open, and 'Pending RFI Review' is highlighted. The 'Search' button is also visible in the bottom right corner of the search criteria section.</p>
5.	<p>Click the Search button.</p>  <p>The screenshot shows the 'Event Workbench' interface. The 'Search' button is highlighted in red. The 'Event Status' dropdown menu is still open, and 'Pending RFI Review' is selected.</p>

Step	Action
6.	<p>Click the Analyze Bids button.</p> 
7.	<p>Select the applicable choice from the Contract Set-Aside list.</p> <p>Select the applicable choice from the Contract Amount list.</p> 

Step	Action
8.	<p>The Merged Files and Vendor Files are accessible by clicking on the links at the bottom of the page or selecting those options in the Go To: dropdown.</p>  <p>The screenshot displays the 'Analyze Total' interface. At the top, there's a navigation bar with 'Event Workbench' and 'Analyze Total'. Below this, event details are shown: Business Unit, Event ID (0000000567), Round (1), Version (3), Event Name (Jonathan Desvergunat RFP Income Cert), and Total Bids Received (4). A 'Go To:' dropdown menu is highlighted with a red box. Below the event details, there's a table of bidders with columns for Bidder Name, Bidder Seq#, Event Version Responded To, Bid Number, Bid Qty, and Ext. Price. The bidders listed are OFFICE DEPOT INC, ELECTRONIC RECYCLING CENTER INC, OUTFRONT MEDIA MIAMI LLC, and FLORIDA FIRE ALARM INC. At the bottom, there are buttons for 'Recalculate', 'Save', 'Return to Search', and 'Unhide Bids'. A red box highlights the 'Merged Files' and 'Vendor Files' links at the bottom left.</p>

Step	Action
9.	<p>Click the Expand Factors Section button.</p> 
10.	<p>Review and update the Verification section for all bidders.</p> 

Step	Action
11.	<p>Click the Change RFI Status to Reviewed button.</p> <p>Note: The RFI status change should only be updated when the RFI is ready to be awarded to a contract.</p> 

Step	Action
12.	<p>Click the Save button.</p> 