

Miami-Dade County

# Strategic Sourcing: Create a New a RFI Event

Version 1.0



# **TABLE OF CONTENTS**

TABLE OF CONTENTS	2
PURPOSE AND DESCRIPTION	2
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CREATE A NEW RFI EVENT	3

### PURPOSE AND DESCRIPTION

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



### **CREATE A NEW RFI EVENT**

Step	Action
1.	Navigate to Finance / Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	Select the Create Events pane.
3.	Select the Event Details pane.



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**Event Preview Date**: The date that the event is available to potential bidders, allowing for review of the event, question submissions, and saving of bids, which can be posted as soon as the event starts.

**Event Start Date**: The date when the bidders/suppliers can begin to post bids for the event.

Q&A End Date: The date after which bidders/suppliers can no longer submit questions via the Discussion Forum to the INFORMS buyers. Be sure the time is set for 12:00 PM. Event End Date: The date when the bidding closes. Be sure the time is set for 2:00 PM. Note: The Event Preview Date and the Event Start Date should be the same.

Enter the desired information into the date fields.

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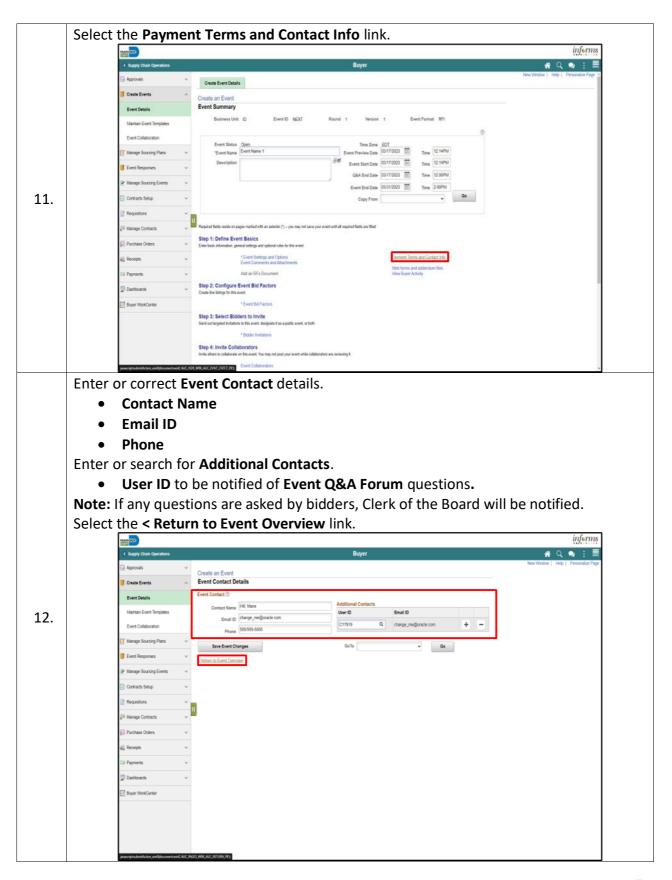


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## The next Section is "Event Comments and Attachments".

The buyer should enter any specific comments for the event.

Send to Bidder field: Select to enable the bidder to see the comment.

**Include on Award** field: Select to enable the comments to appear on the contract or purchase order award.

Adding Attachments:

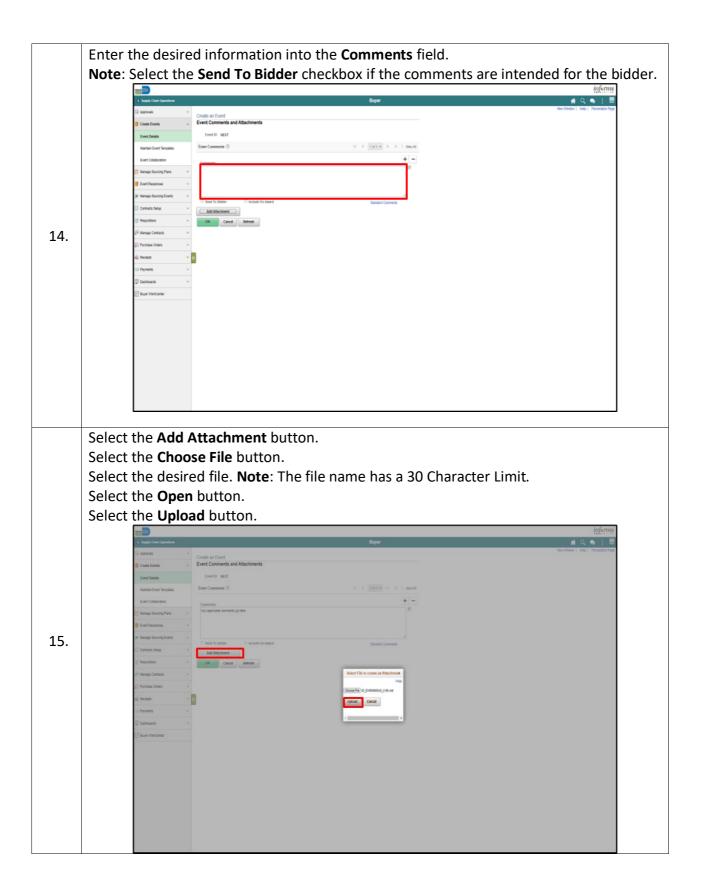
Attached File: Select the file to attach to this event.

Attachment Description: Enter a description (name) for the attachment.

**Display to Bidder**: Select this check box if you want this attachment to be available to bidders. **Include on Award**: Select this check box if you want to include this attachment with the award. **Note**: The Bid Packet Merge Pdf file will be in the order listed on the Events Comments and Attachments page.

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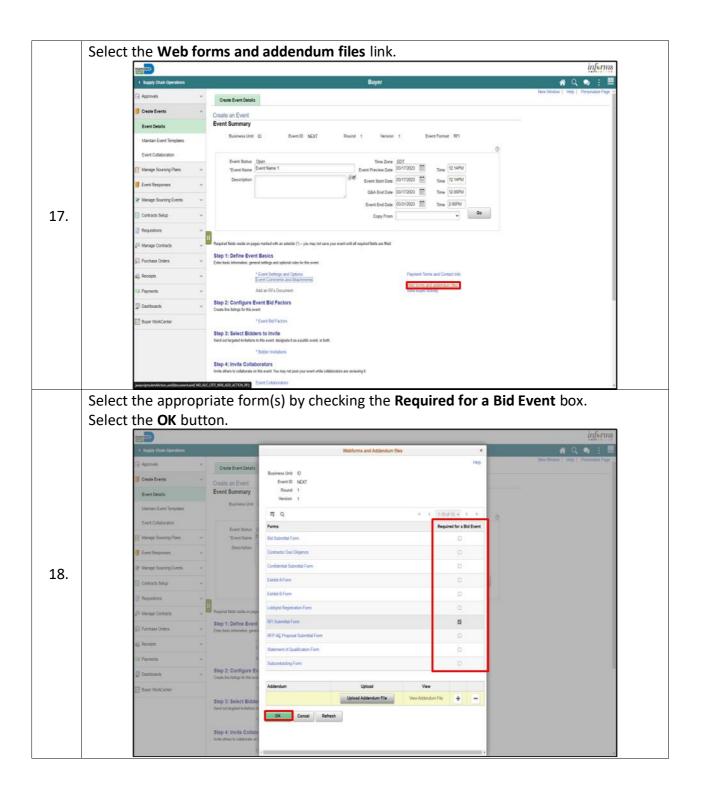






Enter the desired information into the Attach Description field. Optional: Select the **Display to Bidder** and/or **Include On Award** option. Note: The Bid Event Packet only includes attachments designated with the Display to Bidder checkbox. If more than one attachment is added, the **Reorder** button allows for a resequencing of the attachments. The attachment option is available; however, it is not required. Select the **OK** button. inform 🖷 Q 🐟 Create an Event Event Comments and Atta Event ID NEXT Enter Comments @ 16. NATE 4 1-2 d 2 V Include On Include in Notifications Display to Bidder 8 2 Vew View OK Cancel Refresh







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