Purpose:	This manual outlines how to navigate USF's Public Solicitation Portal
Notes:	As a state agency, USF is required to issue public solicitations for the procurement of commodities and services over $75,000, which are not otherwise exempt from competition. This guide is designed to assist suppliers and potential respondents in navigating and successfully responding to online bids.
Navigation:	Follow this link to be taken directly to USF's Public Solicitation Portal Login: https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=USFlorida **Please NOTE: Suppliers must have a profile to view and respond to public solicitations.** **Suppliers must be *invited* either by the Event Facilitator or by USF's Supplier Management (suppliersetup@usf.edu) to create a profile.** **Navigating the Home Page and Logging In** **Navigating the Event Page and Responding to Event**

Solicitation Portal Home Page and Login- Finding an Event

UNIVERSITY of SOUTH FLORIDA

Welcome to the University of South Florida Public Solicitation Portal!

You will be able to see USF's Public Solicitation Events on this page. Even if you have not been explicitly invited, you will be able to see Upcoming, Closed, Awarded, and Open events from here. Click the link on an event to see additional information.

In order to see the full event details and respond, you will be asked to fill out some information to create an account on the portal. This account will allow you to see the full event details, respond to events, and more easily be invited to events in the future.

Business Opportunities

| Open for Bid | Upcoming | Closed | Awarded | All |

Keyword: Search by event title, number, contact, short description, or commodity code description

Clear   Search

Sort by: Close date descending

Status   **Details**

Open   **Media Consultant for University Communications and Marketing**   Respond
USF is seeking proposals from qualified agencies to assist with an analysis of our core audience(s), messages, visuals, culture, business processes and marketing tech. to bolster USF's Strategic Plan.

Open	3/21/2022 4:01 PM **EDT**	Type	ITN
Close	5/4/2022 3:00 PM **EDT**	Number	2022-054-ITN-PRO
		Contact	Michael Hernandez mahernandez@usf.edu
		Details	View as PDF

1 The toggle tabs can be used to search through current and past events, while the search bar can narrow your results by keyword(s).

5 Click "*Respond Now*" or the event title to be directed to the login page (this allows access to the event only, you will not need to provide a response at this time)

4 Contact the event facilitator for an invitation to register or with questions about the event

3 Download and view high level event details here. For full event details you must login as a registered supplier.

2 Important event dates are presented for your convenience

UNIVERSITY OF SOUTH FLORIDA

Welcome to the University of South Florida Supplier Portal!

Registration is required to transact with USF.

If you have registration inquiries or wish to receive an invitation to register as a supplier interested in doing business with USF, which includes access to respond to sourcing events, please contact suppliersetup@usf.edu.

If you are already a registered USF supplier, log in with your email address and password. If you are registering for the first time via an invitation, enter your email address below, click "Next" and follow the instructions to register.

Please be informed of USF's European Union General Data Protection Regulation (EU GDPR) practices in the notice at the following link: http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx.

✅ **Please login to view the sourcing event.**

English ▼

bmatier@usf.edu

Email

••••••••••••

Password

[Login]   Trouble Logging In?

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①

USF does not allow suppliers to self register. Please contact suppliersetup@usf.edu or the Event Facilitator to request an invitation to register.

If your company has previously done business with USF, you may have an existing e-mail and password. Please note only one login per company is allowable.

Solicitation Portal Home Page and Login- Finding an Event

Use this link to update company information including contact information ①

Use this link to go back to all opportunities to view other events ②

Welcome to the University of South Florida supplier portal!

We appreciate and look forward to our continued business relationship.

For specific questions regarding delivery or fulfillment of goods and service, contact the USF department representative who initiated your order.

Additional Contact Information:

Procurement - USFPurchasing@usf.edu

Accounts Payable - APHelp@usf.edu

Supplier Management - SupplierSetup@usf.edu

Office of Supplier Diversity - OSD@usf.edu

Customer Contact ?

Quick Links to Common Tasks ?

Manage Registration Profile

Sourcing Events ?

Show			Opening or Closing Soon ⌄		⤴ Go to Public Opportunities

Event Number	Status	Event Title	Dates		Action
2022-052-ITN-PRO	Open	Banking Services for USF	Release: 2/22/2022 3:59:00 PM EDT Open: 2/22/2022 4:00:00 PM EDT Close: 4/7/2022 3:00:00 PM EDT		Respond ⌄
2022-054-ITN-PRO	Open	Media Consultant for University Communications and Marketing	Release: 3/21/2022 4:00:00 PM EDT Open: 3/21/2022 4:01:00 PM EDT Close: 5/4/2022 3:00:00 PM EDT		View Event ⌄

To enter the event and see the full event details you can either select the "*Respond*" or "*View Event*" (if this is your first visit to the event). ③

Navigating the Event

Event Status and Schedule updates ①

Quick link to Q&A board ②

Open This event closes in **28 days** on 5/4/2022 at 3:00 PM EDT. 📅 Event Schedule

ⓘ Questions & Answers for this Event

Media Consultant for University Communications and Marketing

2022-054-ITN-PRO

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Not Set** ✏
Bid Total:	**0.00 USD**

Summary

Prerequisites ✓

Supplier Attachments ✓

Questions ✓

Review & Submit ✓

Q & A Board

My Exports and Imports

Summary

Event Actions ▾ History ?

Using *Event Actions* you can export the event to share internally with your company. ④

⚠ **Intent to Bid Not Set**
- You must set your Intent to Bid to "Yes" to respo...

Yes, I Intend to Bid   No Bid

⑤

You must set your intent to bid in order to respond.

Event Title	Media Consultant for University Communications and Marketing
Event Type	Invitation to Negotiate
Event Number	2022-054-ITN-PRO
Stage Title	--
Currency	USD
Payment Terms	0% 0, Net 30
Sealed Bid	Yes

Time Zone	EDT/EST - Eastern Standard Time (...ern)
Release Date	3/21/2022 4
Event Open Date	3/21/2022
Event Close Date	5/4/2022 3:
Sealed Bid Open Date	5/4/2022 3:
Question Submission Close Date	4/13/2022

Contacts

If you need more information on this event, please contact:

Michael Hernandez
+1 813-974-2481
mahernandez@usf.edu

Scroll down on this section for Section 1 of the Solicitation ③

Description

Opening Note to Suppliers

The University of South Florida Board of Trustees, a public body corporate ("USF") is posting the above solicitation ("Event") to request qualified business entities ("Supplier(s)") submit responses ("Supplier Bid(s)") to provide goods and/or services as specified herein.

Export Event

×

Event	Media Consultant for University Communications and Marketing
File Name *	Event 2022-054-ITN-PRO on 2022-04-05
Description	

100 characters remaining

When you choose to export the event, you can choose to export all or some of the documents. You can opt to have an email notification sent when your export is ready.

Content
- ○ All Event Sections and Attachments
- ● Let Me Pick

Event Sections
- ✔ Summary
- ☐ Contacts
- ☐ Description
- ◢ ☐ Prerequisites
  - ☐ Prereq attachments
- ☐ Supplier Attachments
- ◢ ☐ Questions
  - ☐ Question attachments
- ◢ ☐ Q & A Board
  - ☐ Q & A Board Attachments
- ☐ Event History

Dear Brie Matier,

Your pdf export has been processed.

Download At: Sourcing Imports And Exports
Description:
Expires After: 4/10/22
Event: Media Consultant for University Communications and Marketing 2022-054-ITN-PRO

Thank You,

University of South Florida

If you have any technical questions, please submit a Supplier Support Request to JAGGAER from http://go.sciquest.com/SupplierSupportRequest.html

Email when export is ready   ● Yes   ○ No   What's This?

* Required

Submit   Close

Navigating the Event

Use the left-hand menu to navigate through sections of the event.

1

2 The Prerequisites section will contain documents which comprise the Terms and Conditions, Special Terms and Technical Specifications (SOW) related to the event. You must certify that you have read all terms in order to submit a response. These documents may be individually downloaded for review.

Banking Services for USF
2022-052-ITN-PRO

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Yes** ✏
Bid Total:	**0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Questions

Review & Submit

Q & A Board

My Exports and Imports

Prerequisites

Event Actions ▾ | History | ?

Please review and agree to the prerequisites listed below.

★ Required to Enter Bid

In order to submit a Supplier Bid for this Event, Supplier must acknowledge they have read the attached USF General Terms & Conditions. If applicable to services, these terms and conditions will be incorporated into an agreement. Any terms and conditions required to be negotiated should be identified in submitted proposal. ★

⬇ General Terms and Conditions

✔
I certify that I have read and agree to the terms above.

In order to submit a Supplier Bid for this Event, Supplier must acknowledge they have read and agree to the attached USF ITN Documentation. ★

⬇ USF ITN Documentation 2022-052-ITN-PRO

✔
I certify that I have read and agree to the terms above.

3 ‹ Previous | **Save Progress** | Next ›

Once you have reviewed and indicated your acceptance, *Save Progress* and select *Next*

Banking Services for USF
2022-052-ITN-PRO

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Yes** ✏
Bid Total:	**0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Questions ✔

Review & Submit ✔

Q & A Board

My Exports and Imports

Supplier Attachments   Event Actions ▾ | History | ?

Please upload any additional files that are relevant to this bid response.

Please add your attachments below.

Add New Attachment ▾

★ Required

Next ❯

Use the supplier attachments tab to upload files relevant to your response.

There is a single file upload limit of 50MB

(1) All documents will be reviewed by the evaluation committee.

Most common document types are accepted. Avoid uploading zip or other compressed file types.

Navigating the Event

Banking Services for USF
2022-052-ITN-PRO

Event Actions ▼ | History | ?

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Yes** ✏
Bid Total:	**0.00 USD**

Summary

Prerequisites ✔

Supplier Attachments ✔

Questions ✓

Review & Submit ✓

Q & A Board

My Exports and Imports

Questions

Please review and respond to the questions below. You may save progress at any time.

[Import Options ▼] [Export Questions]

˅ **On This Page**

1: Supplier Business Information (9)
2: Supplier Point of Contact (8)
3: Supplier Bid Information (3)
4: Group 4: Supplier Proposal (5)

> **1: Supplier Business Information**

> **2: Supplier Point of Contact**

> **3: Supplier Bid Information**

☐ **4: Group 4: Supplier Proposal**

①

The *Questions* section will comprise the main part of your response. Sections of questions are setup to information on your business legal status, contact information and will contain additional forms necessary for qualifying your response. Review all questions carefully.

You may be asked to upload your proposal as a response to one or multiple questions.

Navigating the Event

① This area is used to post questions and receive question responses associated with the event. You will be notified by email when a response to your question is posted or when public questions are answered.

Open This event closes in **28 days** on 5/4/2022 at 3:00 PM EDT. 📅 Event Schedule

ⓘ Questions & Answers for this Event

Media Consultant for University Communications and Marketing
2022-054-ITN-PRO

Question & Answer Board

Event Actions ▼ | History | ?

Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.

Event Details

Response Status:	**Not Started**
Intent To Bid:	**Not Set** ✎
Bid Total:	**0.00 USD**

Summary

Public Q&A (2)   My Questions (0)   Buyer Questions (unanswered 0)

Ask a Question

Sort by   Date Asked: Most Recent First ▼

③ Use the toggle tabs to view publicly posted questions from other respondents or questions you have submitted.

② Ask a question here. The evaluation committee will be notified that a question has been answered and will decide if the response should be publicly posted based on the nature of the question.

Regardless of the cost statement or fee structure you have provided as a part of your response, the Bid Total in the system will reflect a ZERO (**$0.00**) value, this is a system byproduct that cannot be changed.

②

Banking Services for USF
2022-052-ITN-PRO

Event Details

Response Status: **Not Started**
Intent To Bid: Yes ✓
Bid Total: **0.00 USD**

Summary

Prerequisites ✓

Supplier Attachments ✓

Questions ✓

Review & Submit ✓

Q & A Board

My Exports and Imports

Review & Submit

Event Actions ▾ | History | ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections with required fields must be complete before you can submit your bid.

Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete

Certification

☐ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

‹ Previous | Submit Response

①

Once all sections are complete and you certify the accuracy of information you can submit your response. You can come back to the event to edit your response until the event is closed.