



iSupplier Portal Quick Guide

Thank you for contacting the New York City Housing Authority to do business with us. You can register your business through New York City Housing Authority, ("NYCHA") iSupplier Portal to participate in business opportunities through the website for free. Just pick the type of login you need, either the New Registration request or Existing Vendors, choose just a login ID request. All you need is internet access an email account and a working computer to do so. Please note that we are not multi-device interactive yet.

Attached is a Quick Guide to assist you with registering and participating in bidding opportunities at NYCHA through the iSupplier Portal. **Please note it can take up to 72 hours to get fully registered after you submit your information online in the portal to register.**

1. When interacting with the program or registering... **Do not use Google Chrome; use Firefox** as a browser.
2. For New Registrants, When choosing Tax Country Code: Type "U", then choose the magnifying glass, let the list populate and then choose the United States, then choose the quick select button.
3. When typing in the Tax ID: **NO DASHES or SPACES** - just type the numbers.
4. Once you submit your form online, you should receive a confirmation. If you don't, then something could be wrong with the browser; try **again, or switch your browser to Internet Explorer of Firefox**. If you still are unable to get your registration confirmation, then contact NYCHA at the numbers below in (9) and we will assist you.
5. It can take up to 72 hours to get your temporary password sent to you; it is generated from the system. It will come from: "wffms...New York City Housing Authority"; it could end up in your SPAM box so please check there before contacting NYCHA.
6. Once you get your password code, **you should change that password to a permanent password**: minimum 8 characters, at least one capital letter and one numeric.
7. Then go to the "full portal access menu option" and go to the "Admin" tab. Under "Product and Services" you will see an "Add" button. Choose that button and click each commodity that applies to you --this will ensure you are added electronically to buyer bidders' lists-- the list will display in alphabetical order. When you get to the end of the list: hit "apply",
8. The "registration area" will give you the "Sourcing Supplier Menu Option" within 72 hours. The remainder of the guide will assist you in placing on-line bids through the "Sourcing Supplier Menu Option".
9. If you do not get the Sourcing Supplier Menu Option within 72 hours after receiving your temporary password, please email the iSupplier Account Manager inbox at carline.louis@nycha.nyc.gov and supplier@nycha.nyc.gov or please call me or Carline Louis at 212-306-6767.

You can look up bid opportunities and obtain the negotiation number as well as the active/closed status at any time through our website by following the instructions in the Quick guides' pages 37-39; you do not have to be logged into the portal.

If you have time and would like to learn about the NYCHA iSupplier registration and the procurement process for vendors, please review the tutorial which is an MP4 video on our website --by clicking here: <http://www1.nyc.gov/site/nycha/business/isupplier-vendor-registration.page>, or go to: www.nyc.gov/nychabusiness, then click on the "Business" tab on top, then click on the "Vendors" link beneath that, then click on "iSupplier Vendor Registration/Login" on the left hand side, then in the center of the page choose, "iSupplier Registration and Procurement Process Tutorial" (MP4 Video).

Sincerely,

Kim Young
NYC, Housing Authority
Supply Management Department -Procurement
Procurement@nycha.nyc.gov
212-306-6676

Some Notes about the iSupplier Portals Purpose.

iSupplier Portals' Sourcing Supplier menu option is designed to communicate bid status and distribute the forms and documents pertaining to the bid, to you, the Vendor, from any location you choose to sign into your account with a computer. If you click "yes" on a notification bid invitation, this will allow us to remain in contact with you throughout the bid process for that negotiation. Please note, that we are not multi-device interactive yet. Once a contract is awarded to you, The Full Access Menu Option continues to communicate information to you on your ongoing project via your assigned purchase order number. You must apply for an iSupplier account to partake in all these services. Once this guide has assisted you with basic information please refer to its various sections to help you with other aspects of managing the portals functions.

What does the Portal do?

The Portal is really controlled by you, the Vendor, it responds by registering and keeping record of all your bid submissions, uploads and keeps track of all the rankings to be viewed on both NYCHA's side and by you, the Vendor. It records each bid with a quote number referable to the NYCHA representatives from the Procurement/Supply Management Department. It is important to rely on three (3) factors to stay up to date on what bids are currently available.

1. Register your commodities so buyers can query your contacts into the opportunity and notify you by email invitations by activating the NYCHA notification system.
2. Check your emails for the invitations if you activate the NYCHA notification system.
3. Check the NYCHA website directly for procurement opportunities weekly, independently for Active bid status for opportunities that you might have missed or were maybe not notified on, or if you choose not to use the NYCHA notification system.

Thank you.

Sincerely,

Kim Young,
iSupplier Support-Vendor Relations/ Ombusdman
Procurement@nycha.nyc.gov

iSupplier Portal Quick Guide

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HOW TO REGISTER YOUR COMPANY or LOGIN TO YOUR EXISTING ACCOUNT IN THE iSUPPLIER PORTAL

You will receive a pop up confirmation once you submit your registration form online and then you will receive a Login ID and Password via email between 1 hour and up to 72 hours.

You can then Update your profile and add additional contacts as you deem appropriate and register your commodities which activate the electronic bidders list and activates the NYCHA Notifications.

Important Notes about Browser Compatibility:

We recommend not using Google Chrome or Apple Safari browsers, because error messages will interfere with the program.

Internet Explorer 10 or 11

- If you have Internet Explorer, please go to the tools menu, and choose compatibility view settings, under allowable websites type. nycha.info, then choose add. Then, restart the computer to apply the settings, before proceeding.
- Edge Browser
No reported issues with this browser

Firefox

- Preferred browser with this program. If you do not have Firefox, please download it as an additional browser. You do not have to save it as a default browser, by not checking the box when it asks you this question. Create an icon and pin it to your task bar as an additional browser, to use when accessing this program iSupplier bidding Portal.

You should have at least two working browsers available to use this program. Internet Explorer or Edge and Firefox, Firefox is the preferred browser with this program.

Screenshots:

Please note we are using some older screenshots in this guide due to the new white screens making it difficult to transcribe from the live version replicating clearly. The menu features remain the same in the updated version.

Time Out Error Messages;

When idling in the system, if you are reading from the pages expandable requirement questions, if you get a time out error message. Please sign out and sign back in again if you encounter error messages and continue where you left off.

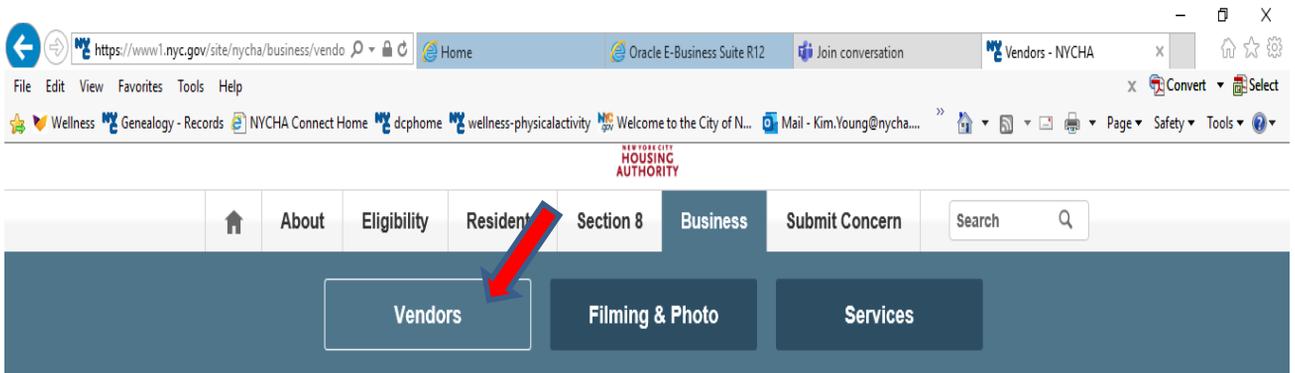
How to get to the Registration and Login Page in the iSupplier Portal . . .

Go to the website: [nyc.gov/nychabusiness](https://www1.nyc.gov/site/nychabusiness)

Then, choose the “Business Tab” on top of the page

The screenshot shows a web browser window displaying the NYC Housing Authority website. The address bar shows the URL <https://www1.nyc.gov/site/nycha/index.page>. The page features a blue header with navigation links: "Information on coronavirus", "Agency service suspensions/reductions", and "Apply to be an Open Restaurant". Below the header is a black bar with the NYC Housing Authority logo and a search bar. The main navigation menu includes "About", "Eligibility", "Residents", "Section 8", "Business", and "Submit Concern". A red arrow points to the "Business" tab, which is highlighted in black. Below the navigation menu is a large banner with a blueprint background. The banner text reads "A BLUEPRINT FOR CHANGE" and "Long-term Strategy Includes Establishing a Public Housing Preservation Trust and a Stabilization Plan for Every Building". The URL at the bottom of the browser is <http://www1.nyc.gov/site/nycha/business/doing-business.page>.

How to get to the Registration and Login Page
 Choose “Vendors”, then First time vendors choose “Selling to NYCHA”, then choose “iSupplier” in the center of the page or Existing Vendors, choose “Vendors” then on upper left column, choose “iSupplier Registration/Login



[iSupplier Vendor Registration/Login](#)

[Minority & Women-Owned Small Business](#)

[Section 3 Business Concern Information](#)

[Selling to NYCHA](#)

[Procurement Opportunities](#)



Vendors

Vendors, contractors, and consultants interested in providing goods and/or services to NYCHA may register, learn about selling, and search for opportunities to provide goods and/or services to NYCHA via the links below:

- [Learn about Selling to NYCHA](#)
- [Learn about, and register with iSupplier, NYCHA's online procurement registration system](#)
- [Search for NYCHA procurement opportunities](#)
- [Check the City Record](#) daily for bidding opportunities
- [Go to Minority, Women and Small Business Enterprises \(MWSBE\)](#)
- [Project Labor Agreement](#)
- [Project Labor Agreement FAQs](#)
- [Become a Section 3 Business Concern](#)
- [Find a Section 3 Business Concern](#)



Vendors should be aware of the following additional requirements when selling goods or services to NYCHA:

Introducing PASSPort

https://www1.nyc.gov/site/nycha/business/selling-nycha.page

100%

How to Register and How to Login;

Choose your options;

1) New Suppliers if you are newly registering with iSupplier.

2) Current NYCHA vendors who do business with NYCHA already, needing to add an iSupplier bidding account.

(3) Or; Login for existing iSupplier Vendors/Account holders.

The screenshot shows the NYCHA website's navigation menu with 'Business' selected. Below the menu are buttons for 'Vendors', 'Filing & Photo', and 'Services'. The main content area features a sidebar with links: 'iSupplier Vendor Registration/Login', 'Minority & Women-Owned Small Business', 'Section 3 Business Concern Information', 'Selling to NYCHA', and 'Procurement Opportunities'. The main heading is 'iSupplier Vendor Registration'. The introductory text states: 'In late 2009, NYCHA implemented a number of Oracle applications to better manage its procurement processes. One of these applications is iSupplier, NYCHA's free online procurement portal. Vendors seeking to sell goods and/or provide services to NYCHA must register on iSupplier'. A list of links follows: 'New suppliers register in iSupplier', 'iSupplier Portal Quick Guide for Registration and Navigation (in PDF)', 'iSupplier Registration and Procurement Process Tutorial (MP4 video)', 'Current NYCHA suppliers and vendors with a NYCHA Supplier Number who do not have an iSupplier log-in ID and password', 'Login for registered vendors', 'Frequently Asked Questions', and 'Summary of NYCHA procurement opportunities'. A note mentions that for more complete access, vendors should log into iSupplier, and another note encourages vendors to register with the City Record. Red arrows point to the 'iSupplier Vendor Registration/Login' link, the 'Login for registered vendors' link, and the 'Current NYCHA suppliers and vendors...' link.

[iSupplier Vendor Registration/Login](#)

iSupplier Vendor Registration

In late 2009, NYCHA implemented a number of Oracle applications to better manage its procurement processes. One of these applications is iSupplier, NYCHA's free online procurement portal. Vendors seeking to sell goods and/or provide services to NYCHA must register on iSupplier

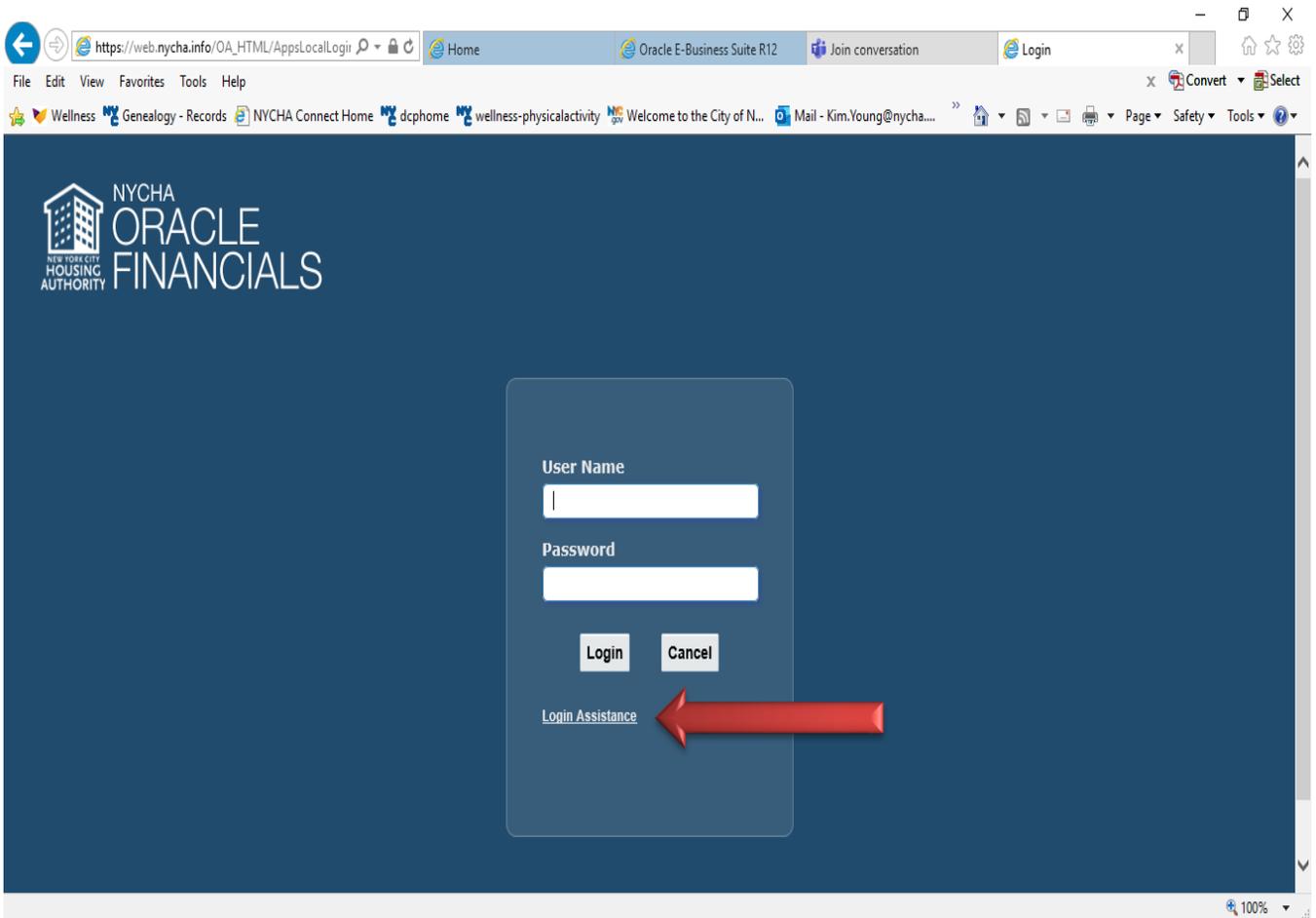
- **New suppliers** register in iSupplier
- **iSupplier Portal Quick Guide for Registration and Navigation** (in PDF)
- **iSupplier Registration and Procurement Process Tutorial** (MP4 video)
- **Current NYCHA suppliers and vendors** with a NYCHA Supplier Number who do not have an iSupplier log-in ID and password
- **Login for registered vendors**
- **Frequently Asked Questions**
- **Summary of NYCHA procurement opportunities**

For more complete access, including viewing attachments and creating responses, please log into iSupplier.

To see notices of NYCHA bid opportunities, vendors are encouraged to register with the **City Record**.

Registering for iSupplier helps the environment by saving paper both for the vendor and NYCHA,

The Login Screen....Your email username and password are typed in here. If you do not sign in over 45 days your password expires. To get login assistance click on the link beneath the password field to follow the prompts for forgot password . An email with a password reset link is sent to the registered email account. If you need to verify, add or change your email account login username please email the changes you want along with your tax id to the account manager at carline.louis@nycha.nyc.gov and isupplier@nycha.nyc.gov if you have access to the current email address associated with the account we can send you instructions how to add additional usernames, please request them at; procurement@nycha.nyc.gov. Please remember to use **Firefox** as a browser, when logging into this program. We have connectivity issues with Chrome and Apple Safari Browsers



**HOW TO REGISTER YOUR
COMMODITIES IN THE FULL PORTAL
ACCESS MENU OPTION TO ENSURE
YOUR INCLUDED IN ELECTRONIC
BIDDERS LISTS/ Activating the
NYCHA Notifications**

After logging into your account choose the “iSupplier Portal Full Access Menu” Option.

The screenshot shows the Oracle E-Business Suite interface. At the top, there's a navigation bar with 'Enterprise Search', 'Contract Documents', and a 'Go' button. Below that is a 'Home' section. On the left, a 'Navigator' sidebar contains a 'Personalize' button and two menu items: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. A red arrow points to 'iSupplier Portal Full Access'. To the right, a 'Worklist' section displays a table of tasks. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. The tasks listed include various RFQs and amendments related to NYCHA offices and legal education.

From	Type	Subject	Sent	Due
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 132836 (SMD_INSTALLATIONS, MAINTENANCE AND SUPPORT AT NYCHA OFFICES FOR DELL SMART SCREE)	08-May-2020	
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 132836 (SMD_INSTALLATIONS, MAINTENANCE AND SUPPORT AT NYCHA OFFICES FOR DELL SMART SCREE)	04-May-2020	
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 102806 (SMD_CLOUD SECURITY ADVISORY SERVICES)	26-Feb-2020	
ROSARIO, YESENIA	Sourcing Publish	Acknowledgement Required: Amendment 3 to RFQ 76808 (RFP_CONTINUING LEGAL EDUCATION)	24-Jan-2020	
KARMANSKIY, ALEKSANDR	Sourcing Negotiation	Cancelled: RFQ 92809,1 (DIESEL GENERATORS WITH TRAILERS)	21-Jan-2020	
ROSARIO, YESENIA	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 76808 (RFP_CONTINUING LEGAL EDUCATION)	16-Jan-2020	
ROSARIO, YESENIA	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 76808 (RFP_CONTINUING LEGAL EDUCATION)	15-Jan-2020	
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 3 to RFQ 74777 (SMD_ Implementation of Kronos Workforce Dimensions System)	24-Oct-2019	

Choose the “Administration” Tab....

The screenshot shows the 'Administration' tab selected in the iSupplier Portal. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Administration'. A red arrow points to 'Administration'. The main content area is titled 'Products and Services' and contains a table with columns for 'Select Code', 'Products and Services', 'Date Added', 'Approval Status', and 'View Sub-Category'. The table lists various service codes and their corresponding descriptions and approval dates.

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> PV-PRIVATE MANAGEMENT	PROPERTY MANAGEMENT	22-Jan-2020	Approved	
<input type="checkbox"/> LD-LEAD ABATEMENT CONTRACTOR	LEAD ABATEMENT CONTRACTOR	22-Jan-2020	Approved	
<input type="checkbox"/> AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS	22-Jan-2020	Approved	
<input type="checkbox"/> CM-CONSTRUCTION MANAGERS AS AGENTS	CM-CONSTRUCTION MANAGERS AS AGENTS	22-Jan-2020	Approved	
<input type="checkbox"/> ED-GENERAL RENOVATION TYPE B	GENERAL RENOVATION	22-Jan-2020	Approved	
<input type="checkbox"/> LO-PROFESSIONAL SERVICES LEGAL OTHER	PROFESSIONAL LEGAL SERVICES	08-Apr-2015	Approved	

Choose the “Product & Services” option, then choose the “Add” button.

Supplier Home Orders Shipments Planning Finance Product Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Products and Services

Remove Add

Select All | Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> PV-PRIVATE MANAGEMENT	PROPERTY MANAGEMENT	22-Jan-2020	Approved	
<input type="checkbox"/> LD-LEAD ABATEMENT CONTRACTOR	LEAD ABATEMENT CONTRACTOR	22-Jan-2020	Approved	
<input type="checkbox"/> AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS	22-Jan-2020	Approved	
<input type="checkbox"/> CM-CONSTRUCTION MANAGERS AS AGENTS	CM-CONSTRUCTION MANAGERS AS AGENTS	22-Jan-2020	Approved	
<input type="checkbox"/> ED-GENERAL RENOVATION TYPE B	GENERAL RENOVATION	22-Jan-2020	Approved	
<input type="checkbox"/> LO-PROFESSIONAL SERVICES LEGAL OTHER	PROFESSIONAL LEGAL SERVICES	08-Apr-2015	Approved	

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Choose the “Add” button to add as many relevant commodity code choices, as you want. You can move the vertical task bar to move through the list until you reach the end. Clicking what is needed.

Administration: Profile Management: Product & Services >

Add Products and Services: (NYCHA) Cancel Apply

Browse All Products & Services

Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
AC-AIR CONDITIONER	INSTALLATION/SERVICE/REPAIR		<input checked="" type="checkbox"/> Applicable
AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS		<input type="checkbox"/> Applicable
AF-ALTERNATE FLEET	HIRED CAR SERVICE		<input checked="" type="checkbox"/> Applicable
AL-APPLIANCES	APPLIANCE INSTALLATION		<input type="checkbox"/> Applicable
AL-ATHLETIC & RECREATIONAL ACTIVITIES	ATHLETIC & RECREATIONAL		<input type="checkbox"/> Applicable
APPLIANCES	APPLIANCES-GOODS AND PARTS		<input type="checkbox"/> Applicable
AS-ASBESTOS ABATEMENT	ASBESTOS ABATEMENT		<input type="checkbox"/> Applicable
AU-AUTOMOTIVE REPAIRS	AUTOMOTIVE REPAIRS		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE PARTS		<input type="checkbox"/> Applicable
AV-ADVERTISING	ADVERTISING		<input type="checkbox"/> Applicable

Rows 1 to 30

When you are finished adding all the appropriate commodity codes needed. Then hit the “Apply” button. That’s it your finished you can click the home icon to get back to the home screen. If there are any open commodities open currently to bid that are active, you will be sent a bid invitation via email right away.

The screenshot shows the Oracle E-Business Suite interface for NYCHA. The page title is "Add Products and Services: (NYCHA)". There are two radio buttons: "Browse All Products & Services" (selected) and "Search for Specific Product & Service". Below this is a table with columns: Code, Products and Services, View Sub-Categories, and Applicable. The table lists various commodity codes and their corresponding services. A red arrow points to the "Apply" button in the top right corner of the table area.

Code	Products and Services	View Sub-Categories	Applicable
AC-AIR CONDITIONER	INSTALLATION/SERVICE/REPAIR		<input checked="" type="checkbox"/> Applicable
AE-ARCHITECT AND ENGINEER	ARCHITECTURAL and ENGINEERING CONSULTANTS		<input type="checkbox"/> Applicable
AF-ALTERNATE FLEET	HIRED CAR SERVICE		<input checked="" type="checkbox"/> Applicable
AL-APPLIANCES	APPLIANCE INSTALLATION		<input type="checkbox"/> Applicable
AL-ATHLETIC & RECREATIONAL ACTIVITIES	ATHLETIC & RECREATIONAL		<input type="checkbox"/> Applicable
APPLIANCES	APPLIANCES-GOODS AND PARTS		<input type="checkbox"/> Applicable
AS-ASBESTOS ABATEMENT	ASBESTOS ABATEMENT		<input type="checkbox"/> Applicable
AU-AUTOMOTIVE REPAIRS	AUTOMOTIVE REPAIRS		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE PARTS		<input type="checkbox"/> Applicable
AV-ADVERTISING	ADVERTISING		<input type="checkbox"/> Applicable

HOW TO LOG INTO YOUR ACCOUNT AND OBTAIN BID DOCUMENTS

When logged in (see pages 5 thru10), Choose under the Main Menu the “Sourcing Supplier” menu option.....then “Sourcing”then “Sourcing Home Page” to get to the bidding portal.

The screenshot shows the Oracle E-Business Suite interface for NYCHA. The top navigation bar includes the NYCHA logo, "ORACLE FINANCIALS E-Business Suite", and a user login for "KIM.YOUNG@NYCHA.NYC.GOV". Below the navigation bar is a search area with "Enterprise Search" and "Contract Documents" dropdowns, a search input field, and a "Go" button. The main content area is titled "Home" and features a "Navigator" sidebar on the left and a "Worklist" on the right. The "Navigator" sidebar contains a "Personalize" button and a tree view with the following items: "iSupplier Portal Full Access", "Home Page", "Sourcing Supplier", "Sourcing", "Sourcing Home Page", and "Worklist". Red arrows point to the "Sourcing Supplier", "Sourcing", and "Sourcing Home Page" items. The "Worklist" section includes a link for "iSupplier Portal Quick Guide" and a "NEW" announcement: "Take advantage of the convenience of electronic invoices. It is free. Contact ap.support@nycha.nyc.gov to see if you qualify." Below this is a red text instruction: "CHECK NOW to see if your business qualifies for Section 3 Business Concern status by clicking on the Admin Tab (above) then selecting Surveys from the menu on the left hand side. Section 3 Businesses Concern status may be available for businesses that employ Section 3 residents (NYCHA residents and/ or low or very-low income persons residing in the NY metropolitan area), or that are owned by Section 3 residents or that commit to subcontract to Section 3 businesses." At the bottom of the worklist is a table with 5 columns: "From", "Type", "Subject", "Sent", and "Due". The table contains 5 rows of data.

From	Type	Subject	Sent	Due
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 2 to RFQ 132836 (SMD_INSTALLATIONS, MAINTENANCE AND SUPPORT AT NYCHA OFFICES FOR DELL SMART SCREE)	08-May-2020	
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 132836 (SMD_INSTALLATIONS, MAINTENANCE AND SUPPORT AT NYCHA OFFICES FOR DELL SMART SCREE)	04-May-2020	
WU, JIEQI	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 102806 (SMD_CLOUD SECURITY ADVISORY SERVICES)	26-Feb-2020	
ROSARIO, YESENIA	Sourcing Publish	Acknowledgement Required: Amendment 3 to RFQ 76808 (RFP_CONTINUING LEGAL EDUCATION)	24-Jan-2020	
KARMANSKIY, ALEKSANDR	Sourcing Negotiation	Cancelled: RFQ 92809,1 (DIESEL GENERATORS WITH TRAILERS)	21-Jan-2020	

Under the “Search Open Negotiations Box, we want to choose “number” . . . Then enter the 5 to 7 digit “pin”/”negotiation number”, also known as an RFP/RFQ number in the box and then click “Go”...this will also ensure that if there are amendments it will post all the amendments associated with the number. If that’s the case click the latest amendment number and respond by clicking the boxes to all notices listed under your acknowledgements.

Search Open Negotiations **Number** **Go**

Welcome, Kim Young.

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
8250156	Active		67614,3	SMD_LEAD-BASED PAINT INSPECTION SERVICES	RFQ	0 seconds		0
8246922	Resubmission Required		67035	SMD_IDIQ Contract for FDNY 505 Rule Markings - Various NYCHA Developments	RFQ	0 seconds		0
6777031	Resubmission Required		61368-3	SMD_Inspection of Range Hood Fire Suppression Systems-Var. Manhattan North Devlp	RFQ	0 seconds		0
5969023	Active		60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	68637,3	SMD_An Information Technology...	RFQ	3 days 21 hours
	64000-2,1	CPD-GR1615257 CONTRACT FOR BUI...	RFQ	12 days 23 hours

Negotiation has been paused. Only draft responses can be created.

Quick Links

Click on the number and then click “go”. This will take you to the informational portion of the RFQ. We are not ready to respond to the bid yet. We first want to read all the information and obtain the documents.

NYCHA ORACLE FINANCIALS Sourcing

Active Negotiations

Search

Note that the search is case insensitive

Number: 68637
Title:
Category:

Contact:
Line:
Event:

Go Clear

Select Negotiation: Respond

Select Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
 68637,3	SMD_An Information Technology Service Desk	WU, JIEQI	3 days 21 hours	N/A	Sealed	0		2

Return to Negotiations

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Here under the “Header” page, in the “Requirements” section, if applicable which is for Service RFQ bids only, you can review all the “Section 3 Hiring Plan” questions, by expanding the arrows next to the heading. You will answer these questions in the “Respond” to bid mode, and you can also answer them in here. You can read them here and respond. For RFP Respondents you can respond to Section 3 Survey electronically when logging in under your profile and choosing the Full Portal Menu Access Option and fill it out the under “Surveys” for a permanent response to the questions to be kept under your profile as back up.

The screenshot shows a web browser window with the URL https://webstg.nycha.info/OA_HTML/OA.jsp?page=/oracle and a tab for RFQ: 66413. The browser's address bar shows the URL and the tab title. The page content is as follows:

Header Lines Controls Contract Terms

Buyer BALSAMELLO, ROBERT Outcome Standard Purchase Order
Quote Style Blind Event
Description Test Electronic FOP and Sec 3 Hiring Plan

Terms

Bill-To Address NYCHA Disbursements Payment Terms 30 Net
Ship-To Address CITYWIDE DEVELOPMENTS Carrier
FOB Destination Freight Terms Prepaid

Currency

RFQ Currency USD Price Precision Any

Requirements

Show All Details | Hide All Details

Details Section

- Business Information
- Section 3 Hiring Plan Officer's Information
- Work Force Analysis and Projection
- Section 3 Business Concerns - Sub Contracting
- Recruitment of Section 3 Residents
- Acknowledgement
- NON-COLLUSIVE BIDDING CERTIFICATION
- Acknowledgement of NON-COLLUSIVE BIDDING CERTIFICATION
- Bidder Identity

Notes and Attachments

Move down the page to the Markview section to download bid documents, your task bar is located on the right hand side of your screen you will see all the documents listed on the bottom left portion of the screen by Title. Download each document it will populate and open in a Adobe PDF format, save each document.

If you see a “Next” button on the bottom right side of the screen this means there are more documents to load. Just click “Next” to load any additional documents....

The screenshot shows a web browser window with the URL https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=.... The page content includes instructions for proposal submission and a table of documents. The table has columns for Markview, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. Red arrows point to the 'Doing Business Data Form' and 'Doing Business Data Form-Questions & Answers' rows, and another red arrow points to the 'Go' button at the bottom right.

Markview	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Doing Business Data Form	File	Exhibit E - Doing Business Data Form	To Supplier	WUJ	08-Aug-2019	Standard		
	Doing Business Data Form-Questions & Answers	File	Exhibit E.1 - MOCS Doing Business Data Form-Questions & Answers (Supplemental)	To Supplier	WUJ	08-Aug-2019	Standard		
	ADDENDUM # 1 for Correct Section II	File	ADDENDUM # 1 for Correct Section II documents attached	To Supplier	WUJ	08-Aug-2019	Standard		
	Addendum # 2 for RFP # 68637 - An Information Technology Service Desk.pdf	File	Amendment to correct of Section IV (3)(a)(19) , Exhibit K and extend Answers release date and Proposal submission deadline.	To Supplier	WUJ	08-Aug-2019	One-Time		
	RFP #68637 - An Information Technology Service Desk - 8-6-19 - Revised.pdf	File	NYCHA Solicitation-for AN INFORMATION TECHNOLOGY SERVICE DESK	To Supplier	WUJ	08-Aug-2019	One-Time		
	Amendment #1 - Questions & Answers for RFP# 68637	File	Amendment to Attach Vendor Questions & Answers Documents	To Supplier	WUJ	08-Aug-2019	One-Time		

Return to Active Negotiations

Actions Acknowledge Participation

Your document is open. Now save each document that you open to your hard drive or flash drive and work with them offline. Once you have all your documents you can log out of the portal. Prepare your documents, then scan them into your computer as one PDF document and title the document....to begin posting your bid in the next step.

Bid_Proposal_Face_Sheet[1].pdf (SECURED) - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create [Icons] Sticky Note Text Edits [Icons] Show

1 / 1 102% Find

NEW YORK CITY HOUSING AUTHORITY

BID/PROPOSAL FACE SHEET

Reset

ALL VENDORS MUST COMPLETE AND SUBMIT A BID/PROPOSAL FACE SHEET FOR CONTRACT BIDS OF MORE THAN \$10,000 AS PART OF THE BID/PROPOSAL SUBMISSION.

DEPARTMENT/DEVELOPMENT	
BID/CONTRACT NUMBER	CONTRACT FOR:
BUSINESS APPLICANT NAME	TAX ID NUMBER
D/B/A OR TRADE NAME (If Any):	
BUSINESS ADDRESS:	
MAILING ADDRESS (If Different):	
REMIT TO ADDRESS (If Different):	
TELEPHONE #:	CELL PHONE #:
FAX #:	
WEBSITE:	
CONTACT PERSON:	TITLE:
E-MAIL ADDRESS:	

Start RFQ: 60681,1 - Wi... Inbox - Ele.William... Supplier Quick Guid... Bid_Proposal_Fa... 3:25 PM 4/2/2014

How to Upload Questions in the Online Discussion Board

When logged into the bid, go to the “Actions” drop down box, on the upper right hand side of the header page. Choose the drop down menu “Online Discussion”, then, click the “go” button on the right hand side of the drop down box. Once the page opens to the online discussions page, choose “New Message” on the left hand side of the message board to contact the buyer who will disseminate your questions.

The screenshot shows a web browser window displaying the NYCHA Oracle Financials Sourcing interface. The browser's address bar shows the URL: https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NE and the RFQ number: 68056. The page title is "Negotiations". The breadcrumb navigation is "Negotiations > Active Negotiations > RFQ: 68056".

The main content area displays the following information:

- Title: SMD_Installation of Elevator Lock Monitoring Systems-Variou Citywide
- Status: Active (Locked)
- Time Left: 7 days
- Open Date: 06-Feb-2019 00:00:00
- Close Date: 28-Feb-2019 10:00:00

The "Actions" dropdown menu is open, showing the following options:

- Create Quote
- Online Discussions
- View Abstract Details
- View Quote History
- Printable View
- Export to Spreadsheet

Red arrows point to the "Actions" label and the "Online Discussions" option. A "Go" button is located to the right of the dropdown menu.

The "Header" section contains the following information:

- Buyer: JULIEN, MIMOSE
- Quote Style: Sealed
- Description: Installation of Elevator Door Lock Monitoring Systems - Various Citywide Developments. Five percent (5%) Bid Security required.
- Outcome: Blanket Purchase Agreement
- Event

The description text includes the following paragraphs:

The Term of this Contract is two (2) years, with the option to extend, at NYCHA's sole discretion, for one (1) year.

In addition to the documents attached below, bidders are directed to review the Special Notices and Conditions, Instructions to Bidders, and General Conditions prior to submitting a bid. To access these documents, click on the "Contract Terms" tab above, and then "Preview Contract Terms," to download a PDF version.

Please note that in the event NYCHA receives no responses in connection with this RFQ by the original bid submission deadline, the bid submission deadline shall be extended automatically for seven (7) calendar days. The foregoing extension does not in any way limit NYCHA's right to extend the bid submission deadline for any other reason.

Prior to submitting a bid, please confirm that your bid response includes all required forms and documentation and that all required forms and documentation are properly completed, signed, and notarized, where applicable.

Bidders electing to submit a bid in hard copy (a "Paper Bid"), rather than electronically through NYCHA's iSupplier system, will be required to pay a \$25 non-refundable fee prior to the submission

Choose “New Message” to expand the area to type your message, then choose who the message will go to either “All Participants” or “New York City Housing Authority”. Then, type your message into the message section, then click on “Send”.

The screenshot shows the Oracle Financials Sourcing interface for an active negotiation (RFQ 68056). The page title is "Online Discussions (RFQ 68056)". The negotiation details include: Title: SMD_Installation of Elevator Lock Monitoring Systems-Variou Citywide; Status: Active (Locked); Time Left: 7 days; Open Date: 06-Feb-2019 00:00:00; Close Date: 28-Feb-2019 10:00:00. The "Messages" section is currently empty, with a "New Message" button highlighted by a red arrow.

The screenshot shows the "Create New Message (RFQ 68056)" form. The "Send To" dropdown is set to "All Participants". The "Subject" field contains "New York City Housing Authority". The "Message" text area is empty. The "Send" button is highlighted with a red arrow. The "Attachments" section is currently empty.

How to Respond to the Bid and Upload your Documents

When Responding to the Bid insert the 5 digit pin number in the “Search Open Negotiation Box” remember to choose the “Number” option, then click “go”...

Search Open Negotiations 60473

Welcome, Kim Young.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5852015	Active		60473	SCO-Bathroom Cabinets	RFQ	699 days 7 hours	<input type="checkbox"/>	0
5852006	Active		60474	GSD_Maintenance Painting of Apartments-Castle Hill Houses	RFQ	706 days 8 hours	<input type="checkbox"/>	0
5386002	Draft		59242	SMD_Construction Management as Agent Services	RFQ	0 seconds	<input type="checkbox"/>	2
5701042	Draft		59976	SMD_Maintenance Painting of Apartments- Wald Houses	RFQ	0 seconds	<input type="checkbox"/>	0
5742004	Draft		60127	SMD_DOOR CLOSERS AND PARTS	RFQ	0 seconds	<input type="checkbox"/>	0

Choose the “Select” button also known as the “Radio Button” on the left side and choose “Respond” above. This will allow you to begin to respond to the bid.

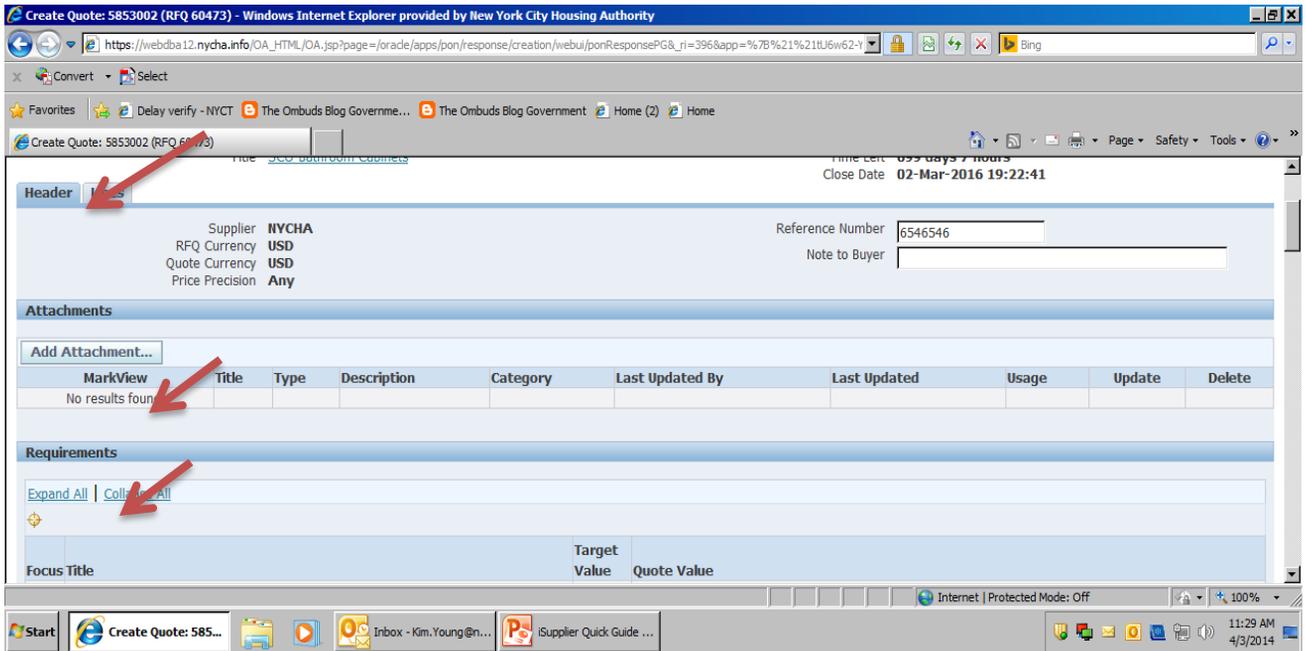
Note that the search is case insensitive

Number Title Category Contact Line Event

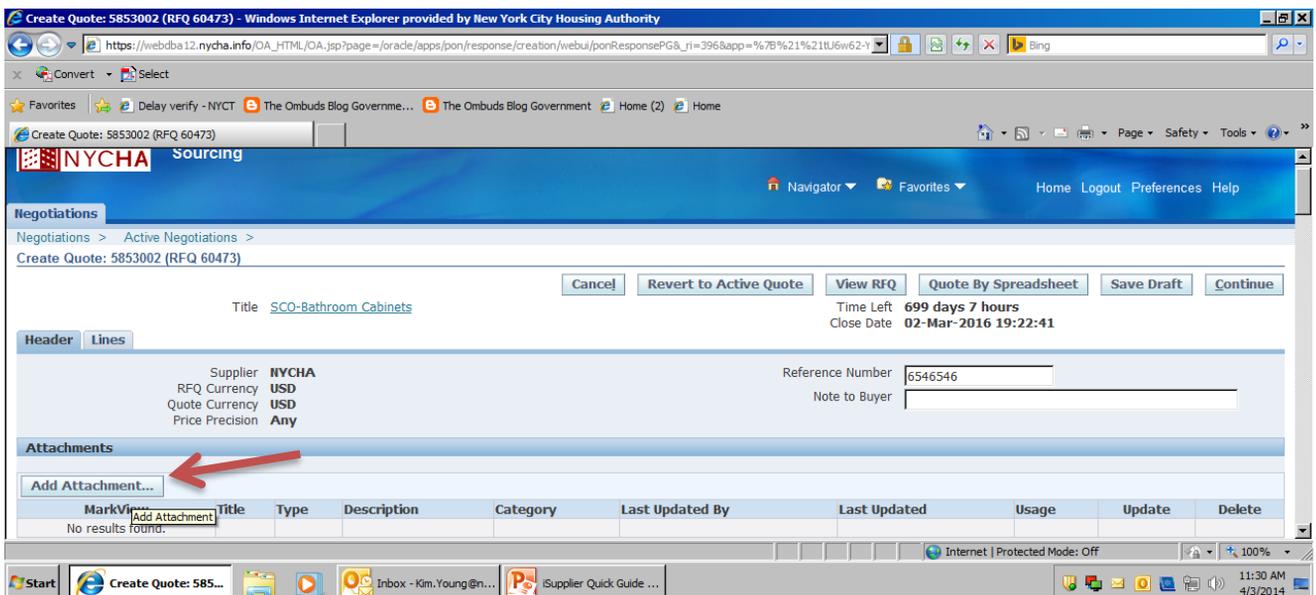
Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	60473	SCO-Bathroom Cabinets	MANFREDI, MARIA	699 days 7 hours	02-Mar-2016 19:22:41	Sealed	1	<input type="checkbox"/>	0

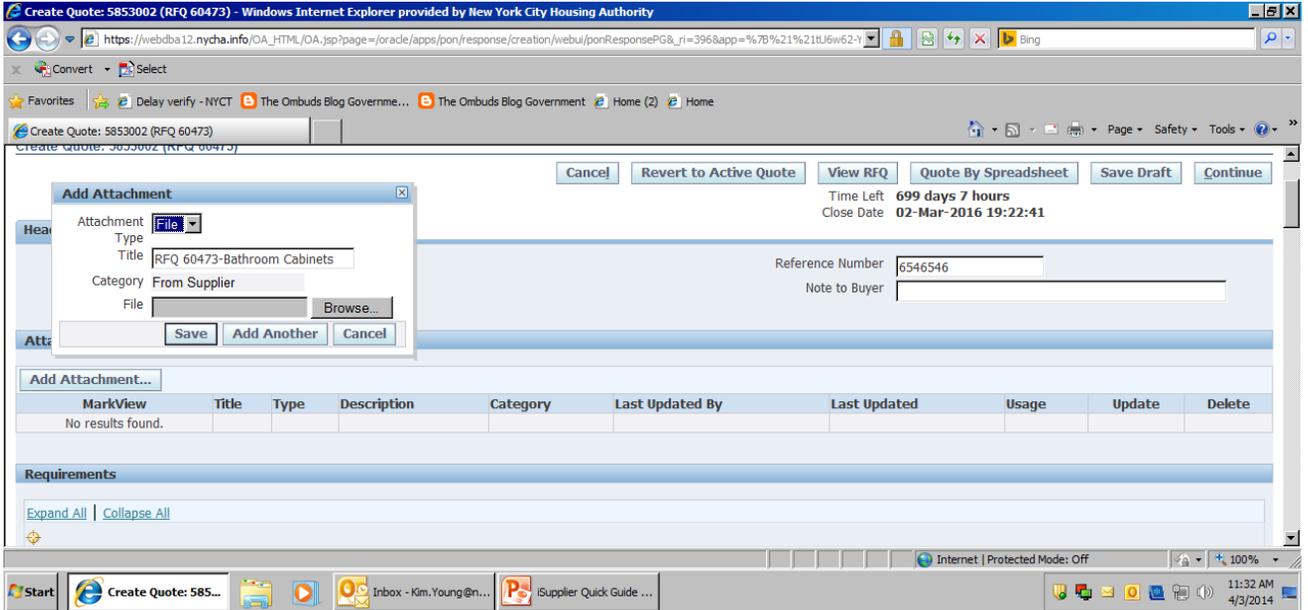
The "Header" page will load. First answer ALL of the **Requirement Questions** and **Section 3 Hiring Plan** requirement Questions. This is also where you will add your attachments and upload your response bid documents/proposal.



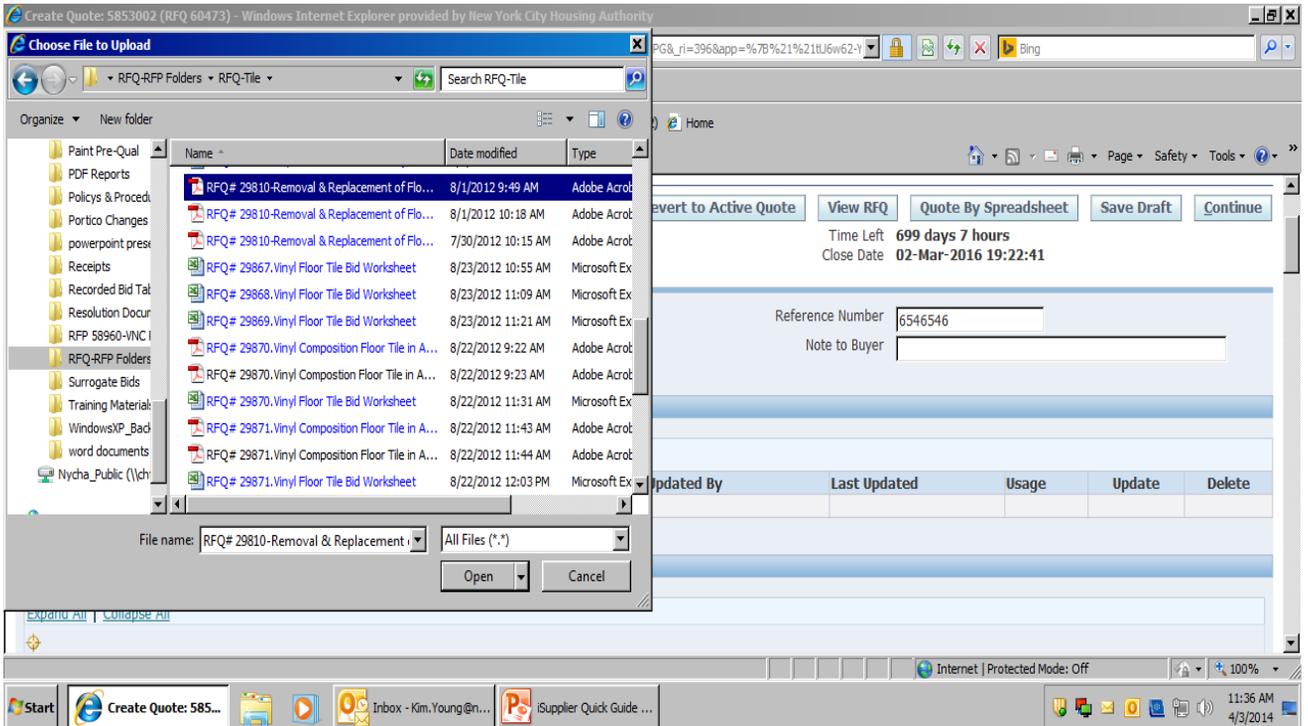
After you have answered your **Requirement Questions** and the **Section 3 Hiring Plan** requirement questions in the online draft,, click the "Add Attachment" box to upload your returnable documents scanned in Adobe PDF. You are returning all documents that must be signed and pages initialed, dated and where applicable notarized. Please do not return blank documents.



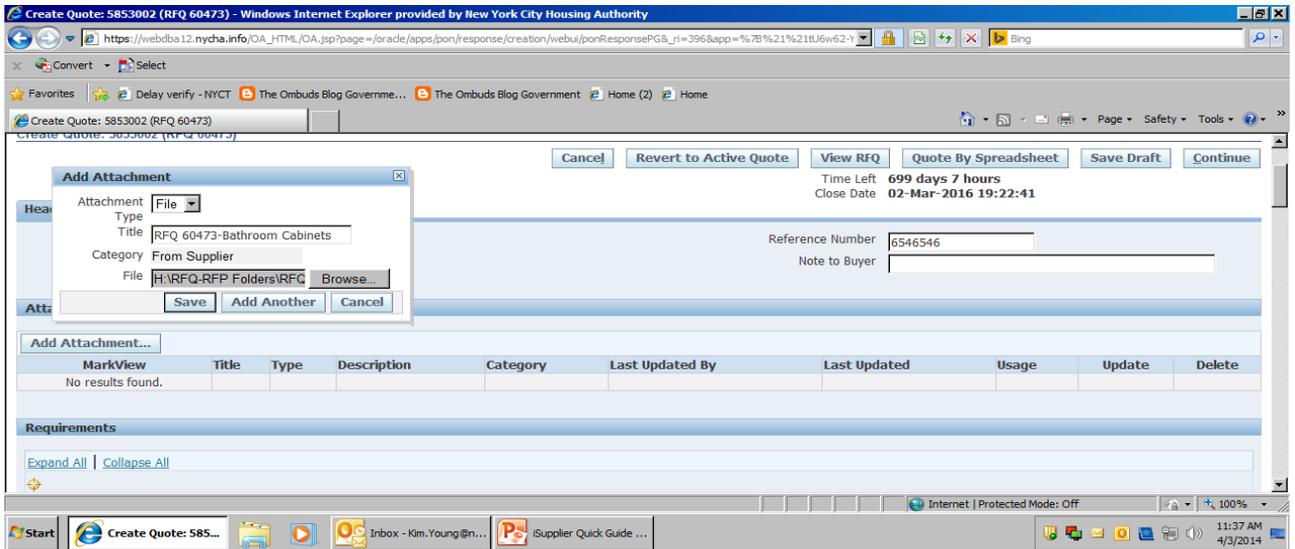
Attachment type, choose “File”, then under “Title”, name your file. Click the “Browse Box” to search on your computer for your uploaded and scanned Adobe PDF files that are required in order to respond to the bid.



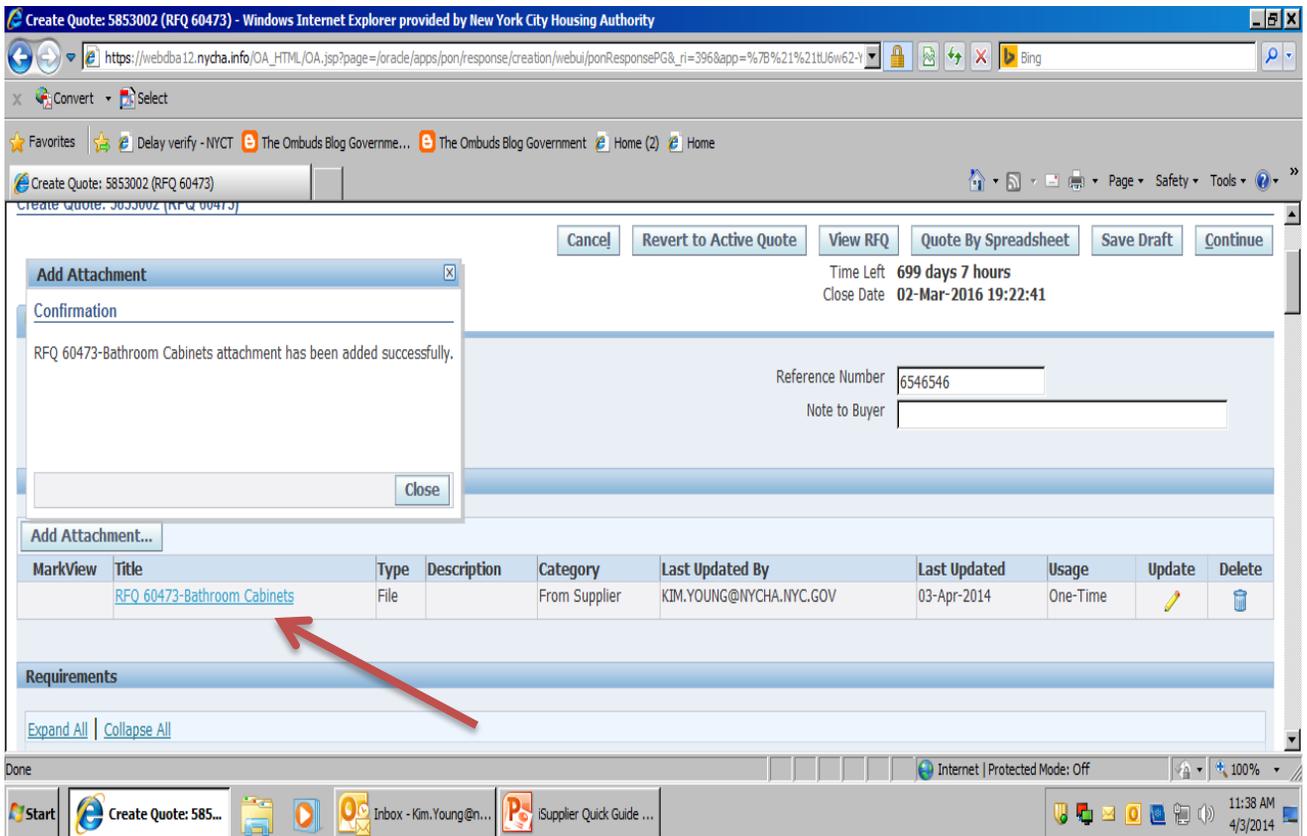
Click on your “PDF” scanned bid documents file attachment to attach as an uploaded document.



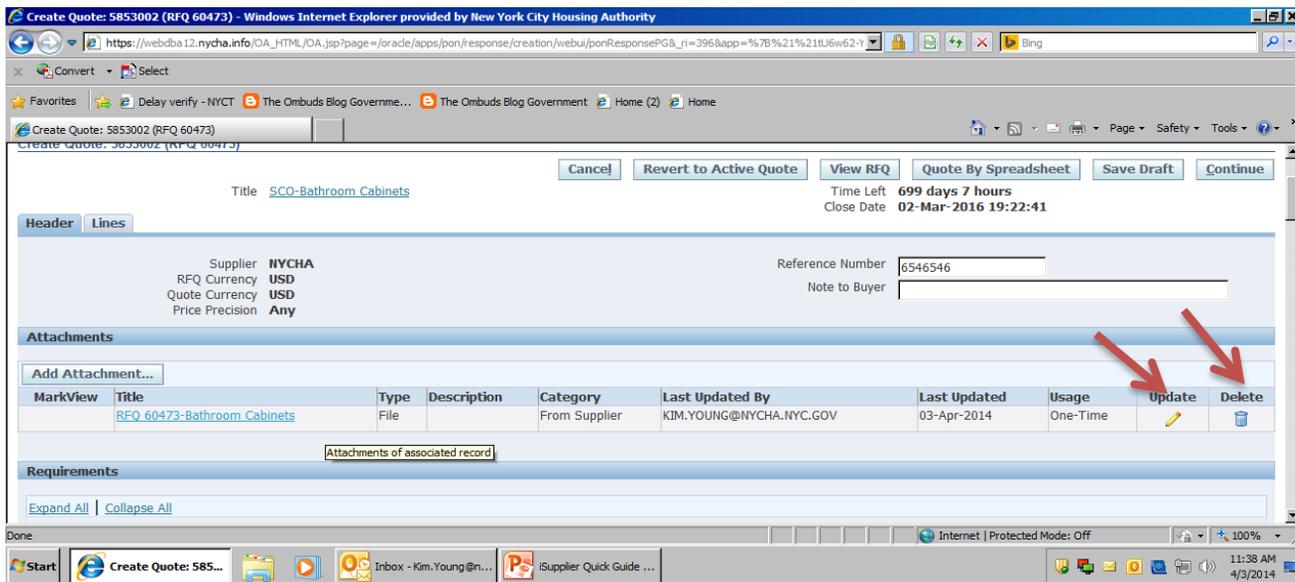
Your file will upload, then click "Save".



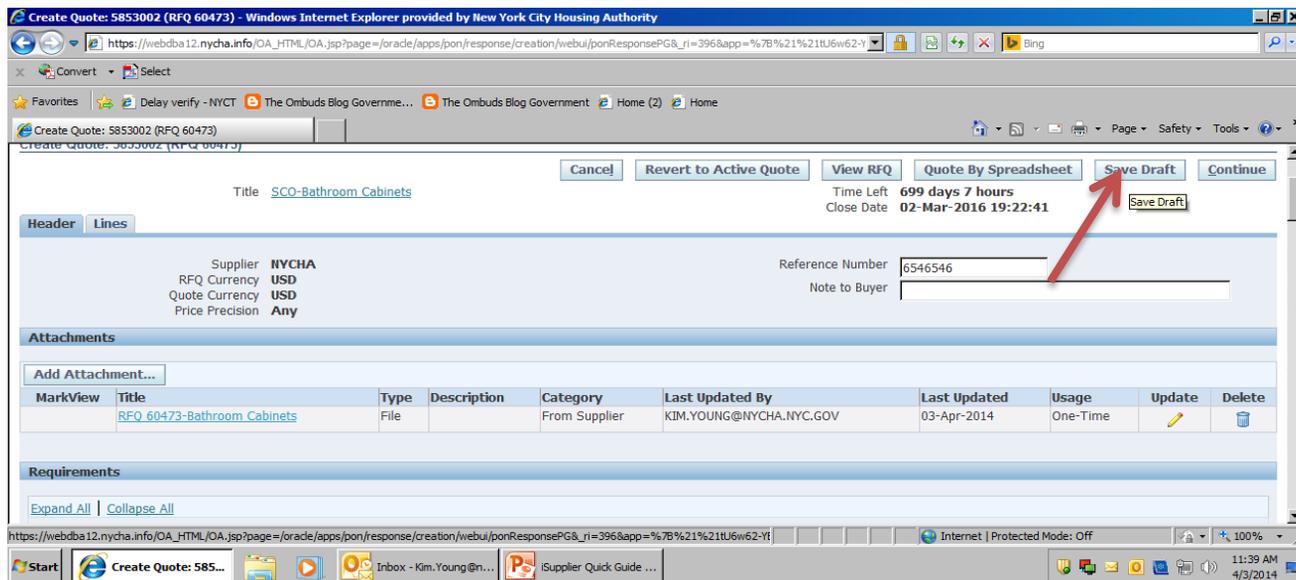
You will receive a confirmation that the file is uploaded and you will see it loaded online. If your file is too big to upload, scan your document in parts and you can attach as many parts of the documents as needed by repeating these steps.



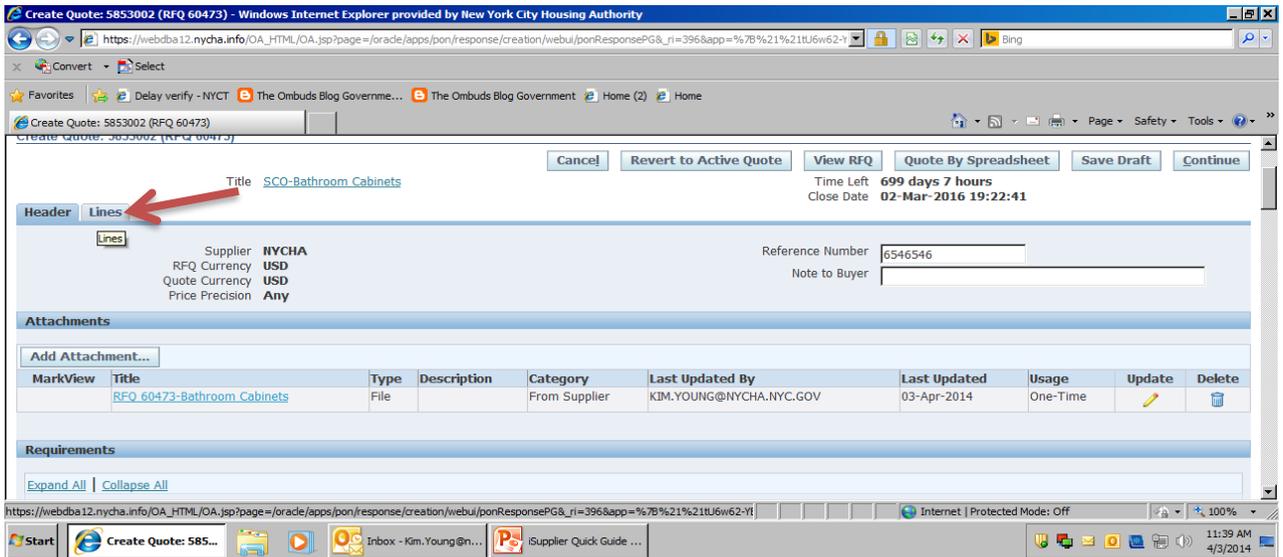
The document you uploaded is attached. You can click on the title and open it to view and you have the option to update it if there was a problem with your attachment by clicking the “update” pencil or you have the option to “delete” the document and re-attach another document in its place.



Click on the “Save Draft” box. This will insure that if you get any interruptions during your work process or have to log out your draft will be saved up to this point.

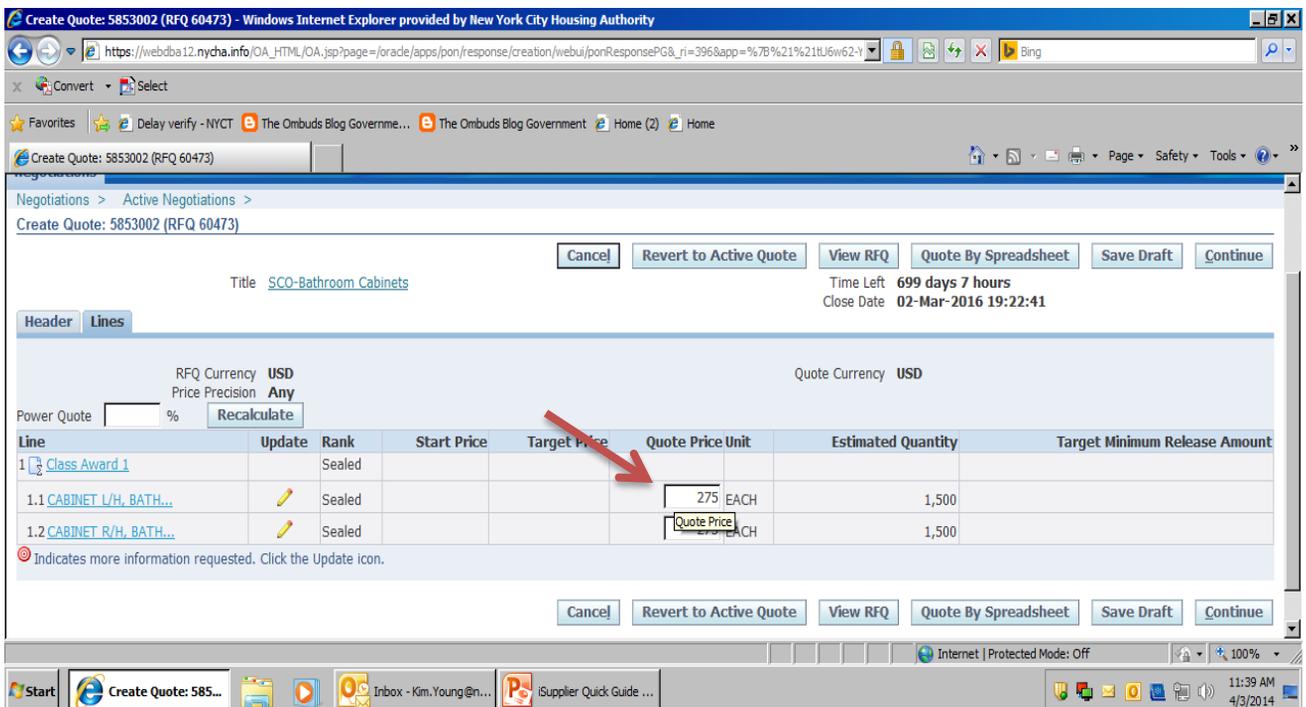


Click the tab labeled “Lines” to quote the monetary value of your proposal. There are 3 types of quoting-- only one is applicable, (1) on the Lines boxes inserted by the bidder manually (2) Calculation by Bid Factor for bid factored bids only, and (3) RFP responders only are quoting the Nominal Mimimum quote price value of \$0.01 since the quote price is obtained from the Cost sheet provided to the bidder which are made part of the bidders proposal obtained by us by the pdf upload or the by hand copy, see next 3 pages for examples



Quote your dollar amount here. Numeric values only. Use only a decimal point to differentiate between dollars and cents.

No symbols (\$) or commas (,) accepted. (i.e. 275.50).



Bid Factor Cell calculation on Lines when applicable...

There is a new Bid Factor user interface that will replace the extensive manual computation of vendor bid quote for Bid Factor bids only (s). You will no longer need to enter the bid factor per line item. The new user interface will allow you (i.e. end user) to enter the bid factor (to the nearest 4th decimal figure) and the system will automatically calculate the itemized and total quote/bid prices in dollars and cents. This user interface is only available for bid factor RFQ's.

The screen shot below from iSUPPLIER will explain how to use a new feature when preparing your bid proposal for solicitations requiring a "BID FACTOR". The person preparing the vendor's bid will enter their "BID FACTOR" (must be four (4) decimal points) in the field below (i.e.. .9567, 1.1525). Once the bid factor is entered, click "Calculate Line Price". This action will populate each of the lines with the vendor's pricing for their bid. The pricing will be in dollars and cents.

No other calculation is necessary. This feature eliminates the need to fill out a Bid Worksheet and manual entering line prices.

NOTE: This feature is for "**BID FACTOR**" RFQs only. It is **not applicable** to any other type of solicitation, such as BASE BID or EVALUATED BASE BID.

Please see the next 2 screen shots for examples of the Bid Factor Cell calculation.

Bid Factor Cell Calculation example screen shots.

https://webstg.nycha.info/OA_HTML/OA.jsp?page=oracle Create Quote: 8236677 (RF... x

File Edit View Favorites Tools Help

NYCHA Connect Home dcp home wellness-physicalactivity Welcome to the City of N...

ORACLE FINANCIALS Sourcing

Home 14 Logged In As OSCAR@PDQSUPPLY.COM Logout

Negotiations

Negotiations > Active Negotiations > RFQ 66413 >

Create Quote: 8236677 (RFQ 66413) Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Test Electronic FOP and Sec 3 Hiring Plan 02142019 Time Left 359 days 23 hours
Close Date 28-Feb-2020 14:38:43

Header Lines

RFQ Currency USD Price Precision Any Quote Currency USD

Bid Factor 0.9987 Calculate Line Price

Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update	
11	Room Apartment ...	CITYWIDE DEVELOPMENTS	Blind		10	9.99 EACH	100	100		Yes	

Indicates more information requested. Click the Update icon.

Title SMD_Inspection of Fire Standpipe & Sprinkler Systems- Brooklyn South and West Time Left 0 seconds
Close Date 08-Jul-2019 15:07:26

Header Lines

RFQ Currency USD Price Precision Any Quote Currency USD

Bid Factor 0.984 Calculate Line Price

Tip: Use the bid factor feature to calculate the line prices ONLY for RFQs that require a bid factor, i.e. IDIQs etc.

Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount	Quote	Update
1	INSPECTION OF STA...	Sealed		EACH			No	
1.1	Monthly inspecto...	Sealed	97	95.45 EACH	3,192		No	
1.2	Flow tests of bui...	Sealed	73	71.83 EACH	192		No	
2	INSPECTION AND TE...	Sealed		EACH			No	
2.1	Monthly inspecto...	Sealed	97	95.45 EACH	2,928		No	
2.2	Flow tests of spr...	Sealed	73	71.83 EACH	900		No	
2.3	Monthly inspecto...	Sealed	61	60.02 EACH	10,080		No	
2.4	Flow tests of bui...	Sealed	73	71.83 EACH	3,700		No	
2.5	Monthly inspecto...	Sealed	152	149.57 EACH	72		No	
2.6	Weekly Inspection...	Sealed	79	77.74 EACH	312		No	
2.7	Weekly Inspection...	Sealed	97	95.45 EACH	312		No	
2.8	Monthly Inspectio...	Sealed	2,328	2290.75 EACH	24		No	

Indicates more information requested. Click the Update icon.

RFP responders only are quoting the Nominal Minimum quote price value online only of \$0.01, since the real quote price is obtained from the Cost sheet provided to the bidder to fill out, which are made part of the bidders proposal obtained by us by the pdf upload or the by hand copy of the proposal. If the Target Minimum release amount is preset on “No” change it to “Yes” then click on “Continue” when you are done

NYCHA ORACLE FINANCIALS Sourcing

Logged In As KIM.YOUNG@NYCHA.NYC.GOV

Negotiations

Negotiations > Active Negotiations >

Create Quote: 8326523 (RFQ 152856)

Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title [SMD Services Installation of V/C Floor Tile In Apts - Wise Towers Consolidated](#)

Time Left 16 days 21 hours
Close Date 27-Aug-2020 10:00:00

RFQ Currency USD
Quote Currency USD
Price Precision Any

Bid Factor

Calculate Line Price

Tip: Use the bid factor feature to calculate the line prices ONLY for RFQs that require a bid factor, i.e. IDIQs etc. Any extra zeros will be removed from Bid Factor field.

RFP Responders only: Enter 0.01 in the Price Quote field below. Specific Pricing information will be obtained from the Cost Proposal.

Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount	Quote	Update
1	Wise Towers - INS...	Sealed		0.01 EACH	8	Yes	<input type="button" value="Update"/>	
2	Wise Towers - INS...	Sealed		EACH	10	No	<input type="button" value="Update"/>	
3	Wise Towers - INS...	Sealed		EACH	8	No	<input type="button" value="Update"/>	

Now we are at the finishing stages of the bid submission. After you enter your quote amount, click “continue”.

Create Quote: 5853002 (RFQ 60473)

Negotiations > Active Negotiations > Create Quote: 5853002 (RFQ 60473)

Title: [SCO-Bathroom Cabinets](#)

Time Left: 699 days 7 hours
Close Date: 02-Mar-2016 19:22:41

Buttons: [Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

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

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount
1 Class Award 1		Sealed					
1.1 CABINET L/H, BATH...		Sealed			275 EACH	1,500	
1.2 CABINET R/H, BATH...		Sealed			275 EACH	1,500	

Ⓜ Indicates more information requested. Click the Update icon.

Buttons: [Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

You may want to review everything before you submit it, so click on Validate, review all items, then click on “Printable View”. This will translate everything you input into a contract document called the “General Terms and Conditions Contract document” and will be your binding document. A record of your submission document for this particular bid. Click “Printable View” this will take a few moments to load into a PDF document. Save it. It will also be saved under your profile worklist with your quote number, if you forget to save it.

Create Quote 5969023: Review and Submit (RFQ 60681,1)

Warning: Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5969023: Review and Submit (RFQ 60681,1)

Buttons: [Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Buttons: [Printable View](#)

Title: CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT

Time Left: 3 days 22 hours
Close Date: 07-Apr-2014 10:00:00

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

Quote Valid Until
Reference Number
Note to Buyer

The final step in submitting your bid.

Click the “Submit” button. It will generate your corresponding quote number in a pop-up screen. That is it ...you are finished! Once you get a confirmation, you have successfully submitted your bid. Print the confirmation page if you wish otherwise it is saved under your profile under the worklist.

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 5969023: Review and Submit (RFQ 60681,1)

Buttons: Cancel, Back, Validate, Save Draft, Printable View, Submit

Header

Title	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT	Time Left	3 days 22 hours
Supplier	NYCHA	Close Date	07-Apr-2014 10:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

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

Requirements

How to check the NYCHA website for open bids

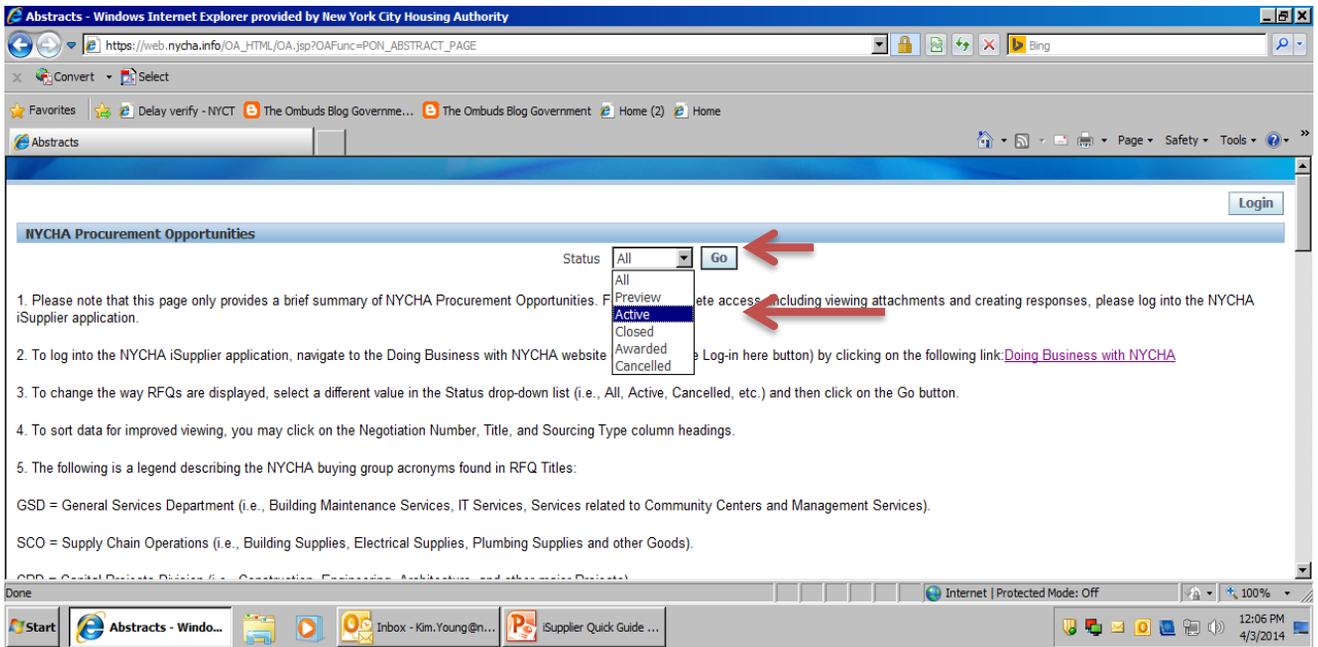
How to check the NYCHA Website for Bid Opportunities without being logged into your account

This is an independent step not requiring you to be logged in.

Go to the website: www.nyc.gov/nychabusiness, then choose the Business Tab on top, then on the left hand side choose “Procurement Opportunities”, then in the center of the page, choose “View Procurement Opportunities”.

The screenshot shows the NYCHA Procurement Opportunities page. The browser title is "NYCHA - Procurement Opportunities - Windows Internet Explorer provided by New York City Housing Authority". The address bar shows the URL: <http://www1.nyc.gov/site/nycha/business/procurement-opportunities.page>. The page content includes a sidebar on the left with the following links: iSupplier Vendor Registration, Minority & Women-Owned Small Business, Selling to NYCHA, **Procurement Opportunities** (highlighted with a red arrow), Development Proposals and Sale of Property, Resident Services and Opportunities, Prevailing Wage Initiative, Vendor Insurance Information (RiskWorks), and Store Leasing. The main content area is titled "Procurement Opportunities" and contains the following text: "To learn more about current procurement opportunities with the New York City Housing Authority, click on a category below. You may also access our procurement notices on [The City Record website](#)." Below this is a red arrow pointing to a link: "View procurement opportunities". There are two "Invitation for Bids" listings. The first listing has the following details: Issue Date: 04-24-2015, Due Date: 06-03-2015, 3:00p.m., Type of Solicitation: Invitation for Bid, Description: Invitation for Bids - PRIMARY/EXCESS GENERAL, AUTOMOBILE, NON-OWNED & HIRED AUTOMOBILE, EMPLOYEE BENEFITS (CLAIMS MADE) LIABILITY INSURANCE. The second listing has the following details: Issue Date: 04-24-2015, Due Date: 06-03-2015, 3:00p.m., Type of Solicitation: Invitation for Bid, Description: Invitation for Bids - PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY INSURANCE. The Windows taskbar at the bottom shows the Start button, several open applications including "NYCHA - Procurement...", and the system tray showing the date and time as 4:19 PM on 4/28/2015.

Go to the "Status" box and choose the status you want "Active", (e.i. "Closed", Awarded). Then click "Go".



The Negotiation number on your left is your 5 digit Pin number also referred to as your RFQ/RFP number. This section will also list amendments to the original bid number denoted by a comma after the 5 digit pin number. This is where you will see the live updates in the system if you are checking for amendments. The Eyeglasses on your right allows you to view the PDF version of the information of what you would see if you were logged into the iSupplier Portal. This will only give you information to see if you are interested in this bidding opportunity.

Negotiation Number	Title	Sourcing Type	Negotiation Type	Open Date	Close Date	Details
60496	SMD_Maintenance Painting of Apt. - Polo Grounds Towers - Manhattan	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60497,1	SMD_Maintenance Painting of Apt.- Drew-Hamilton Houses & P.S. 139 Conversion	APT PAINTING CONTRACTORS	RFQ	28-FEB-2014 00:00:00	07-APR-2014 10:00:00	Ⓞ
60681,1	CPD-HE1304411-REPLACEMENT OF HOT WATER HEATER, CONVECTOR VALVES AND AIR VENTS AT	Roof Replacement	RFQ	14-MAR-2014 09:00:00	07-APR-2014 10:00:00	Ⓞ
60725,1	SMD_Work Plan Implementation - Polo Grounds Towers - Manhattan	ENVIRONMENTAL TESTING AND SERVICES	RFQ	17-MAR-2014 09:48:52	07-APR-2014 10:00:00	Ⓞ
60557,1	SMD_Maintenance Painting of Apt.-Howard Houses & Tilden Houses	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:05:00	Ⓞ
60726	SMD_Work Plan Implementation - Rutland Towers - Brooklyn	ENVIRONMENTAL TESTING AND SERVICES	RFQ	21-MAR-2014 10:15:40	07-APR-2014 10:05:00	Ⓞ
60727,1	SMD_Work Plan Implementation - Arverne Houses, Queens	ENVIRONMENTAL TESTING AND SERVICES	RFQ	24-MAR-2014 00:00:00	07-APR-2014 10:10:00	Ⓞ
60559	SMD_Maintenance Painting of Apt., Morris I Houses & Morris II Houses - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:15:00	Ⓞ
60560,1	SMD_Maintenance Painting of Apt.-Pelham Parkway & Boston Road Plaza - Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:20:00	Ⓞ
60561,1	SMD_Maintenance Painting of Apt.-Sheepshead Bay Houses & Nostrand Houses - BK	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:25:00	Ⓞ
60562	SMD_Maintenance Painting of Various Developments, Bronx	APT PAINTING CONTRACTORS	RFQ	06-MAR-2014 00:00:00	07-APR-2014 10:30:00	Ⓞ
60634	SCO_Furnish Delta Repair Kit	Plumbing and Heating Parts	RFQ	04-MAR-2014 09:35:04	07-APR-2014 10:30:00	Ⓞ
60666	SMD-Furnish Mepco Heating Parts	Plumbing and Heating Parts	RFQ	06-MAR-2014 15:52:29	07-APR-2014 10:30:00	Ⓞ

How To Register Your Business Classification in the Portal



IF THIS IS A BUSINESS AT LEAST FIFTY-ONE PERCENT (51%) OWNED, CONTROLLED AND OPERATED BY (OR IN THE CASE OF A PUBLICLY OWNED BUSINESS AT LEAST FIFTY ONE PERCENT (51%) OF THE STOCK IS OWNED BY) CITIZENS OR PERMANENT RESIDENT ALIENS WHO ARE (PLEASE CHECK ALL THAT APPLY).

ASIAN= ASIAN AND PACIFIC ISLANDER AMERICAN PERSONS HAVING ORIGINS IN ANY OF THE FAR EAST COUNTRIES, SOUTH EAST ASIA, THE INDIAN SUBCONTINENT OR THE PACIFIC ISLANDS

BLACK= BLACK PERSONS HAVING ORIGINS IN ANY OF THE BLACK AFRICAN RACIAL GROUPS

HASIDIC JEW

HISPANIC= HISPANIC PERSONS OF MEXICAN, PUERTO RICAN, DOMINICAN, CUBAN, CENTRAL OR SOUTH AMERICAN DESCENT OF EITHER INDIAN OR HISPANIC ORIGIN, REGARDLESS OF RACE

NATIVE AMERICAN= NATIVE AMERICAN OR ALASKAN NATIVE PERSONS HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA

WOMEN

If this business is certified by a Government Agency, Authority or Private Organization as Minority-owned, Women-owned and/or Small Business Enterprise, please attach a copy of all certifications.

VETERAN-OWNED BUSINESS = Refers to a business that is at least 51% owned by one or more Veterans, or in the case of any publicly owned business, not less than 51% of the stock **MUST BE** owned by one or more Veterans; the management and daily business operations **ALSO MUST BE** controlled by one or more Veterans. *If Certified by a Government Agency, please attach a copy of a copy of all such certification(s). If you have a Department of Defense Form 214 (DD 214), please attach.*

After you log in, Choose under the Main Menu the “iSupplier Portal Full Access” menu option...to get to the Administration functions of the portal.

Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OA-HOMEPAGE

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Convert Select

Favorites Meeting Schedule - NYCHA INFORMATION NIGERIA N... IT Training Courses & Certif... Keyboard Shortcuts for Micr... Delay verify - NYCT The Onbuds Blog Govern... The Onbuds Blog Government Home (2) Home

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NYCHA E-Business Suite

Favorites Logout Preferences Help

Enterprise Search All Go Search Results Display Preference

Logged In As **KIM.YOUNG@NYCHA.NYC.GOV**

Oracle Applications Home Page

Main Menu

Personalize

- [iSupplier Portal Full Access](#)
- [Sourcing Supplier](#)

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Start Oracle Application... Sent Items - Kim.You... FW: Pre-bid Confere... DRAFT - Powerpoi... Supplier Trade shows... 4:01 PM 4/8/2015

Choose the "Admin" tab

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the following tabs: Home, Orders, Shipments, Admin, Planning, Finance, Product, and Intelligence. A red arrow points to the 'Admin' tab. Below the navigation bar is a search bar with the text 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications:** A section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table contains the text 'No results found.'
- Orders At A Glance:** A section with a 'Full List' button and a table with columns 'PO Number', 'Description', and 'Order Date'. The table contains the text 'No results found.'
- Planning:** A section with a link to 'Forecast Schedules'.
- Orders:** A section with links to 'Agreements', 'Purchase Orders', and 'Purchase History'.
- Shipments:** A section with links to 'Delivery Schedules' and 'Overdue Receipts'.
- Receipts:** A section with links to 'Receipts', 'Returns', and 'On-Time Performance'.

The browser's address bar shows the URL: https://web.mycha.info/DA_HTML_RF_ssp?function_id=12378&resp_id=22075&resp_app_id=177&security_group_id=0&lang_code=US&os=5v90ro6IDEY90Vka504g...

Choose Business Classification Link – once you are in the business classification section, click the classification that applies to your company and “Save

The screenshot shows a web browser window with the URL https://web.mycha.info/OA_HTML/OA.jsp?page=oracle/apps/pos/supplier/webui/SuppBusClassPG&retainAM=10.... The page title is "Business Classifications - Windows Internet Explorer provided by New York City Housing Authority".

The navigation menu includes: Home, Orders, Shipments, Admin, Planning, Finance, Product, Intelligence. The "Business Classifications" link in the left sidebar is highlighted with a red arrow.

The main content area is titled "Business Classifications" and includes a "Certification" section with a checkbox: I certify that I have reviewed the classification below and they are current and accurate. Below this is a form with fields for "Last Certified" and "By".

Below the certification section is a table with the following columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NA	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Resident Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 3	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom right of the main content area, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

The taskbar at the bottom shows the Start button, "Business Classifications" window, "NANO PRO (E)", "Inbox - Kim.Young@n...", "FYI: Password Reset...", and "Supplier Trade shows...". The system tray shows the date and time as 6:12 PM on 4/6/2015.

How to get your bid results and view your ranking order in the bid you participated in and obtain prices per line.

After you log in to your iSupplier Account, Go to the menu option under "Sourcing Supplier, Sourcing, Sourcing Home page" -- on the right hand side, click the box that says "Full list" . . . choose the number of the bid from the list - - - a (5 digit number), then choose on the right to that number, correlating to the bid under "Monitor" by clicking the square box displaying like a grid, if the bid was unsealed it will display in yellow. This should list your ranking order number that you are in this particular bid.

If the bid representative has unsealed the bid you will find the negotiation and quote number associated with your bid under the worklist and the monitor button will be highlighted in Yellow. If your bid is not displaying in the monitor button as Yellow under your worklist the bid representative has not yet completed vetting the bid and has not unsealed it yet. Please check back periodically until the monitor button is displayed in Yellow, The tract to award this bid can have many factors before it is vetted and awarded electronically in the online system between 1 week up to 4 months depending on the award tract for this bid.

Proceed to next 3 pages for screen shots steps and how to see quote prices which can assist you to get bid results in the bid. Once you start progressing in a history of placing your online bids, you will be able to get previous and current bid status histories, along with your rankings and prices per line per rankings. This is something that phases in over time based on your participation.

Log in to your profile (follow pages 5-10 for assistance). Then follow below steps for how to get to the Active and Draft Responses.

Oracle Applications Home Page - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE#

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Enterprise Search All Go Search Results Display Preference

Logged In As **KIM.YOUNG@NYCHA.NYC.GOV**

Oracle Applications Home Page

Main Menu

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- iSupplier Portal Full Access
- Sourcing Supplier ←
- Sourcing ←
- Sourcing Home Page ←
- Worklist

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Start Oracle Application... powerpoint.presentat... NYCHA Procurement... Supplier Trade shows...

Trusted sites | Protected Mode: Off | 200% | 5:13 PM 4/15/2015

Your Active and Draft Responses Page choose full list and choose the bid by clicking on the yellow monitor box

The screenshot shows the NYCHA Sourcing Negotiations page. The page header includes the NYCHA logo and navigation links. Below the header is a search bar for open negotiations. The main content area displays a table of responses under the heading "Your Active and Draft Responses". A blue arrow points to the "Full List" button, and another blue arrow points to a yellow monitor icon in the table.

Search Open Negotiations

Welcome, Kim Young.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Time Type Left	Monitor	Unread Messages
5386002	Draft		59242	SMD_Construction Management as Agent Services	RFQ 0 seconds		2
6467034	Draft		60793-2	SMD_Maintenance Painting of Apt. - Queensbridge South Houses - Queens	RFQ 0 seconds		0
6777031	Resubmission Required		61368-3	SMD_Inspection of Range Hood Fire Suppression Systems-Var. Manhattan North Devlp	RFQ 0 seconds		0
6533031	Draft		61716	SMD_V/C Floor Tile In Apartments - Morris I Houses & Morris II Houses - Bronx	RFQ 0 seconds		0

How to view the ranking order and bid price per line per Ranking. Click on the Response Number.

Active and Draft Responses - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_LW...

File Edit View Favorites Tools Help

Jobs City of New York Italian American Civil Rights ... The City Record Online (CR... State Supervised Middle Inc... City & State - Javier Nieves ... Home - Research and Mana... NYCHA Connect Home Meeting Schedule - NYCHA INFORMATION NIGERIA Nig...

NYCHA Sourcing Home Logout Preferences Help

Navigator Favorites

Negotiations

Negotiations >

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

⚠ Negotiation has been amended and requires your action to be considered for award.

⏸ Negotiation has been paused. Only draft response can be created.

Select Response:

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Event Type	Time Left	Unread Monitor Messages
<input type="radio"/>	8200774		Active			64002	SMD_V/C Floor Tile In Apartments - Lincoln Houses, Manhattan	RFQ	18 hours 38 minutes	0
<input type="radio"/>	8200742		Draft			64031	SMD_V/C Floor Tile In Apartments - Rangel Houses, Manhattan	RFQ	18 hours 43 minutes	0
<input type="radio"/>	8200025		Active			63923	SMD_Maintenance Painting of Apartments-Samuel (City), Manhattan.	RFQ	0 seconds	0
<input type="radio"/>	Sealed		Active			63958	SMD_Maintenance Painting of Apartments - Williamsburg Houses, Brooklyn	RFQ	0 seconds	0
<input type="radio"/>	8200641		Active			63949	SMD_Maintenance Painting of Apts-Washington Houses & Lexington Houses, Manhattan	RFQ	0 seconds	0
<input type="radio"/>	Sealed		Active			63950	SMD_Maintenance Painting of Apartments-Drew Hamilton Houses & P.S.139 Conversion	RFQ	0 seconds	0
<input type="radio"/>	8200153		Active			63960	SMD_Maintenance Painting of Apartments - Stapleton Houses, Staten Island	RFQ	0 seconds	0
<input type="radio"/>	Sealed		Active			63961	SMD_Maintenance Painting of Apartments - Butler Houses, Bronx	RFQ	0 seconds	0
<input type="radio"/>	8200306		Active			63967	SMD_Maintenance Painting of Apts-Taylor Street-Wythe & Independence Towers, BK	RFQ	0 seconds	0
<input type="radio"/>	8200152		Active			63968	SMD_Maintenance Painting of Apartments-Variou	RFQ	0 seconds	0

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PONRESENO_VIEWBID&addBreadCrumb=Y&retainAM=N&auction_id=%7B011-HVEER8.DGQsvs06a1...pments, Brooklyn

See the Ranking order for the respective respondent vendor and ranking. Then choose the Active Quotes to go into the list of quote prices.

Quote: 8200641 (RFQ 63949) - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=POINRESEN

Quote: 8200641 (RFQ 63949)

Deliverables

⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No deliverables found.			

Lines

✔ TIP All prices are in USD.

Quote Total (USD) 0.00

Show All Details | Hide All Details

Details Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Target Minimum Release Amount	Quote Minimum Release Amount	Line Active Total Quotes
Show 1 Washington Houses - 3 Room Apartment - 1 Coat Paint System	1			0.000001 EACH	16			0.00
Show 2 Washington Houses - 4 Room Apartment - 1 Coat Paint System	1			0.000001 EACH	29			0.00
Show 3 Washington Houses - 5 Room Apartment - 1 Coat Paint System	1			0.000001 EACH	25			0.00
Show 4 Washington Houses - 6 Room Apartment - 1 Coat Paint System	1			0.000001 EACH	5			0.00
Show 5 Washington Houses - 3 Room Apartment - 2 Coat Paint System	1			0.000001 EACH	65			0.00
Show 6 Washington Houses - 4 Room Apartment - 2 Coat Paint System	1			0.000001 EACH	114			0.00
Show 7 Washington Houses - 5 Room Apartment - 2 Coat Paint System	1			0.000001 EACH	102			0.00
Show 8 Washington Houses - 6 Room Apartment - 2 Coat Paint System	1			0.000001 EACH	22			0.00
Show 9 Lexington Houses - 3 Room Apartment - 1 Coat Paint System	1			0.000001 EACH	11			0.00

Choose quote by Line to get bid results for each participating vendor by rank number and compare to your quote if you like to other rankings. This should list only the logged in party's rank contact name and list the other vendors by ranking number.

Analyze Line: 1 (RFQ 63949) - Windows Internet Explorer provided by New York City Housing Authority

https://web.nycha.info/OA_HTML/OA.jsp?OAFunc=PON_NEG_... Analyze Line: 1 (RFQ 63949)

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Jobs City of New York Italian American Civil Rights ... The City Record Online (CR... State Supervised Middle Inc... City & State - Javier Neves ... Home - Research and Mana... NYCHA Connect Home Meeting Schedule - NYCHA INFORMATION NIGERIA Ng...

NYCHA Sourcing

Home Logout Preferences Help

Navigator Favorites

Negotiations > Active and Draft Responses > Analyze by Line (RFQ 63949) > Quote: 8200641 (RFQ 63949) >

Analyze Line: 1 (RFQ 63949)

Title SMD Maintenance Painting of Apts-Washington Houses & Lexington Houses, Manhattan Status **Closed (Unsealed)**
 Item, Rev **039005003,** Category **PD-PAINTING.1CM**
 Description Washington Houses - 3 Room...

Quotes

Target Price (USD)
 Estimated Quantity (EACH) **16**

Select Quotes:

[Select All](#) | [Select None](#)

Select	Supplier	Supplier Site	Contact	Quote	Rank	Price (USD)
<input type="checkbox"/>	B [REDACTED]		[REDACTED]	8200641	1	0.000001
<input type="checkbox"/>				8200332	2	575
<input type="checkbox"/>				8200356	3	594
<input type="checkbox"/>				8200404	4	595
<input type="checkbox"/>				8200250	5	600
<input type="checkbox"/>				8200305	6	620
<input type="checkbox"/>				8199972	7	657.54

[Return to Quote: 8200641 \(RFQ 63949\)](#)

Privacy Statement

Negotiations Home Logout Preferences Help

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To contact the
Procurement Department
for iSupplier support
please email us your complete
contact information and if possible
screenshots of the problems you
are encountering at
procurement@nycha.nyc.gov

Prepared by: Kim Young