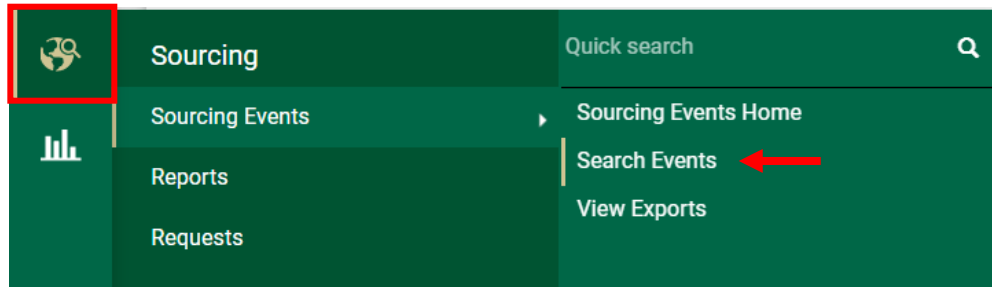


Purpose:	This manual outlines how evaluation committee members can access and review supplier proposals
Navigation:	Login to Bull Marketplace through MyUSF or the link here .
Notes:	You must be a stakeholder or member of an evaluation committee for a sourcing event to review supplier proposals. Evaluation committee members must follow the “Evaluation Committee Guidelines” and adhere to the “Non-Conflict of Interest/Behavior Guidelines Declaration” that were provided by Procurement Services. During Evaluation, responses may not be shared with anyone outside of the Evaluation Committee or named Stakeholders. All Public Records requests surrounding public solicitations must be directed to the Procurement Services Department.

INSTRUCTIONS

- 1.1 Sign into Bull Marketplace through MyUSF or using the link [here](#).
- 1.2 From the Bull Marketplace home page, hover over the sourcing icon on the left hand menu, then sourcing and finally select search events



1.3 From the Search Events page you will see events that you have been assigned to. Use the Quick Filters on the left hand side to narrow your results (1), or type the event number or description into the Quick Search Field (2). Once you have located your event, click the hyperlinked Event Number (3) to open the event. If you cannot find an event you believe you should have access to, contact the event facilitator from Procurement, or Procurement Services for assistance.

The screenshot shows the 'Search Sourcing Events' interface. On the left, there is a 'Quick Filters' sidebar with sections for 'Supplier' and 'Event Status'. The 'Supplier' section lists several companies with a count of 1 for each. The 'Event Status' section lists 'Draft' with a count of 3 and 'Under Evaluation' with a count of 1. At the top right, there are options for 'Save As', 'Pin Filters', and 'Export All'. Below the header, there is a search bar with a 'Quick search' field and a search icon. To the right of the search bar are options for 'Add Filter', 'Show Completed Stages', 'Include Archived', and 'Clear All Filters'. Below the search bar, it says '1-4 of 4 Results' and '50 Per Page'. The main content is a table with the following columns: Event Number, Event Status, Event Title, Stage Title, Event Type, Created Date, Release Date, Open Date, Close Date, Awarded Date, and Event Creator. The table contains four rows of data, each with a hyperlinked event number in the first column.

Event Number	Event Status	Event Title	Stage Title	Event Type	Created Date	Release Date	Open Date	Close Date	Awarded Date	Event Creator
2022-046-ITN-PRO	Under Evaluation	Global Employment Intermediary and Consultant Services	-	Invitation to Negotiate	9/13/2021 6:59:37 PM	9/20/2021 7:00:00 AM	9/20/2021 7:01:00 AM	11/16/2021 3:00:00 PM	-	George Cotter
2022-047-ITN-PRO	Draft	Custodial and Maintenance Services for USF Sarasota-Manatee Campus	-	Invitation to Negotiate	10/1/2021 3:43:47 PM	-	-	-	-	Michelle Krueger
2022-048-ITN-PRO	Draft	Door Access Control for USF IT	-	Invitation to Negotiate	10/11/2021 2:44:06 PM	-	-	-	-	Michael Hernandez
2022-049-ITN-PRO	Draft	Residential Laundry Services for USF	-	Invitation to Negotiate	11/19/2021 3:20:34 PM	-	-	-	-	Michael Hernandez

1.4 Selecting an event that is “Under Evaluation” should take you directly to the Supplier Response Page. Click the small box at the top right side of the list of responses (1). Then click “Evaluate Selected Responses” (2). It is a good idea at this point to make a list of the suppliers or take a screen shot of the respondents.

This event is **Under Evaluation**. You may view responses. Workflow Actions ▾

Global Employment Intermediary and Consultant Services
2022-046-ITN-PRO

Type: **Invitation to Negotiate**
Event Status: **Under Evaluation**

Settings and Content >

Evaluations ▾

Supplier Responses

Tools >

Supplier Responses

Event Actions ▾ History ?

Supplier opted-in via Public Site (2)

Evaluate Selected Responses

34 Invited Suppliers 11 selected 50 Per Page ▾

1-34 of 34 Results

Progress ▲	Response % Complete ▲	Supplier Name ▲	Total Bid ▲	
Submitted	100%	Compandben	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	Coral Sunset	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	Global PEO Services LLC	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	GrokChina LLC	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	INTO University Partnerships	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	M B EDUCATIONAL CONCEPTS PRIVATE LIMITED	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	ManpowerGroup Services India Pvt Ltd	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	ONESTEP GLOBAL INGRESS PRIVATE LIMITED	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	SANNAM S4 LIMITED	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	SafeGuard Global	0.00 USD	<input checked="" type="checkbox"/>
Submitted	100%	Worldwide EduConnect LLC	0.00 USD	<input checked="" type="checkbox"/>
Response In Progress	12%	Aston Carter, Inc.	-	

1.5 On this page you will see all the responses listed side-by-side. Suppliers will be listed up to 5 on a page (1), and there may be more than one page of responses (2). Be sure to keep track of your evaluations to make sure you have viewed every response.

Award Scenario for Global Employment Intermediary and Consultant Services History | ?

Load Saved Scenario | Export ▾

Scenario Navigator | Scenario Breakdown | Scenario Savings

Sort Bids by: ▾ | Ascending ▾ | Show Supplier Response Notes | Expand All | Collapse All

(1) ↘

Page 1 of 3 | 1 of 3 Pages | 5 Per Page ▾

	SafeGuard Global ▾	ONESTEP GLOBAL INGRESS PRIVATE LIMITED ▾	M B EDUCATIONAL CONCEPTS PRIVATE LIMITED ▾	GrokChina LLC ▾	Worldwide EduConnect LLC ▾
Response Notes	<input type="text" value=""/> 1000 characters remaining	<input type="text" value=""/> 1000 characters remaining	<input type="text" value=""/> 1000 characters remaining	<input type="text" value=""/> 1000 characters remaining	<input type="text" value=""/> 1000 characters remaining
➤ Supplier Attachments					
➤ Questions					

1.6 The far-left column is a navigation panel that will list all the sections of the event that the suppliers have responded to. Make sure to toggle on every section when completing your review. You can expand individual sections by clicking on the > button beside the heading (1) or using the Expand All (2) function. **Make sure to review every attachment.** Attachments are most often in the Question section or Supplier Attachments, although other sections may be added depending on the nature of your Event. All items in **BLUE** can be opened, viewed or downloaded.

Award Scenario for Global Employment Intermediary and Consultant Services

Load Saved Scenario Export

Scenario Navigator Scenario Breakdown Scenario Savings

Sort Bids by: Supplier Name Ascending Show Supplier Response Notes **Expand All** (2)

Global PEO Services LLC

Response Notes	
Supplier Attachments expand	
Page 1	
Group 1: Supplier Business Information	
Group 2: Supplier Point of Contact	
Group 3: Supplier Required Documents	
3.1 In order to submit a Supplier Bid, Supplier must upload a completed USF Event Acknowledgments Form signed where indicated.	Event Acknowledgement Form - Signed Document - GPS
3.2 In order to submit a Supplier Bid, Supplier must upload a completed USF Certificate of Non-Segregated Facilities form signed where indicated.	Certificate of Non-Segregated Facilities - Signed Document - GPS
Group 4: Supplier Proposal	
4.1 Supplier must upload their proposal addressing all sections in the in the Scope of Service and Requirements in the attached format.	Global PEO Services - RFP Proposal Response

Award Scenario for Global Employment Intermediary and Consultant Services

History ?

Load Saved Scenario Export

Scenario Navigator Scenario Breakdown Scenario Savings

Sort Bids by: Supplier Name Ascending Show Supplier Response Notes Expand All Collapse All

Page 1 of 4 1 of 4 Pages 3 Per Page

(1)



	Compandben	Coral Sunset	Global PEO Services LLC
Response Notes	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>1000 characters remaining</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>1000 characters remaining</p>	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>1000 characters remaining</p>
Supplier Attachments	<ul style="list-style-type: none">UniversityofSouthFlorida Nov 21 Vietnam and India.pdfUSF proposal Final.docxPEO SERVICES AGREEMENT BLANK USF Nov 21.docLetter to USF.docx	<ul style="list-style-type: none">Appendix 1- Global Solution Portfolio.pdfAppendix 2- Onboarding with Mauve Insight.pdfAppendix 3- EoR Proposal Summary_India_TE_Salary 50K USD.pdfAppendix 4- India Employment Fact Sheet.pdfAppendix 5- Key Personnel and CVs.pdfAppendix 6- References.pdfAppendix 7 -Implementation Plan.pdfAppendix 8 - IT Security Statement.pdfAppendix 9 - Pricing Schedule - Mauve Group.pdfAppendix 10- Service Agreement - Client - Jun21.docxAppendix 11- USF General T&Cs with notes.pdf	