

## Professional Technical Services Roster Training questions and answers

1. Does our firm just need one [Supplier Portal](#) login?

**You need at least one user to receive invitations and submit proposals, but we recommend that each employee who wants to view and submit proposals have their own login and password. We do not recommend sharing login information for security reasons.**

2. If we are currently registered in the Supplier Portal, do we need to register again?

**No. If you already registered you do not need to take any action. To see what emails are currently registered with the Supplier Portal for your firm, review the [roster report](#).**

3. Can someone submit a proposal on behalf of a leader or, for example, a marketing coordinator, coordinator on behalf of a principal?

**Yes. When you submit a proposal in the portal, you are attesting that you are authorized to submit on behalf of your company.**

4. Are vendor questions submitted through the portal?

**No. You e-mail your question to the e-mail address identified in the RFP event. County staff will post an addendum to the Supplier Portal event so that everybody gets answers to questions at the same time.**

5. Is there any case where you will need to select accept invitation on the event listing page?

**For roster events, there is no need to accept the invitation, but it doesn't hurt to do so. For other public Supplier Portal events, accepting the invitation will ensure that you are notified of any updates to the event.**

6. When you sign up for the Supplier Portal, does that mean you are registered and will receive invitations for relevant proposals?

**Yes. When you register you should update your profile to select categories of work that you perform as well as the NAICS codes for the work you perform. You will then be notified of relevant events.**

7. Do the attachments need to be submitted in a specific format (Word, PDF)?

**Generally speaking, no. Make sure to follow instructions specific to each event.**

8. When we reviewed the sample RFP email attachment examples briefly, it looked like a new fee template.

**There are two standard templates for project managers to use. We presented the new generic template. The standard facilities template has not changed from what was used previously,**

9. How are firms selected for projects \$100,000 or less?

**Project managers can directly select a small or emerging business without justifying skipping the RFP process. They can also elect to do a smaller RFP and reach out to just a few firms. It's at the discretion of the project manager.**

10. So just to clarify, as of October 31st, any existing contract will switch over to this new system as well as new submittals.

**No. In general, these changes are point forward. New work orders will be documented by a two-party signed document and future RFPs will be in Supplier Portal. Invoices for all work orders (existing and new) should be emailed to [OBF.internet@hennepin.us](mailto:OBF.internet@hennepin.us) and copy your project manager.**

11. So if we're already registered in the portal right now, there's really nothing for us to do.

**Correct.**