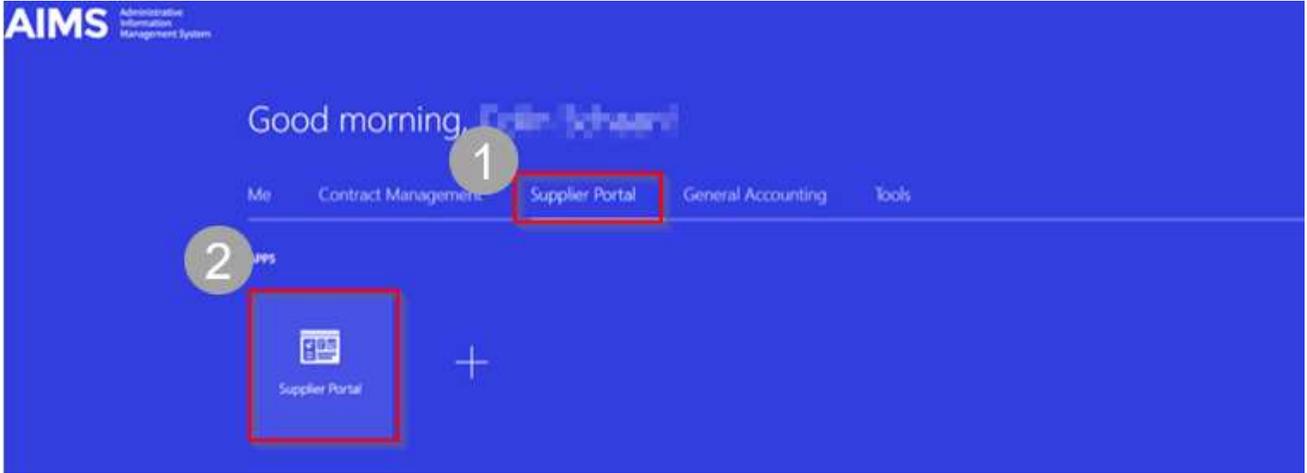


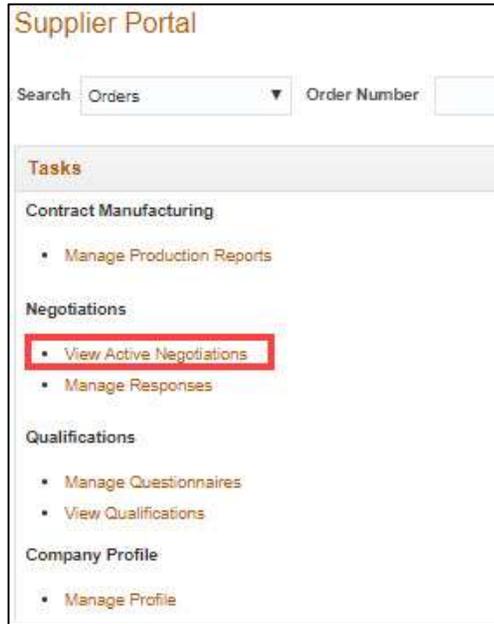
<h1>WORK STANDARD</h1>	Title: (SCC&S) Responding to Negotiations	
	Location: All	Department/Unit: SCM/Contracts &Sourcing
	Document Owner: (SCC&S) Contracts/Sourcing	Date Prepared: Spring, 2022
	Last Revision:	Date Approved:Spring, 2022
	Related Policies/Documentation	

Work Standard Summary: How to respond to negotiations.

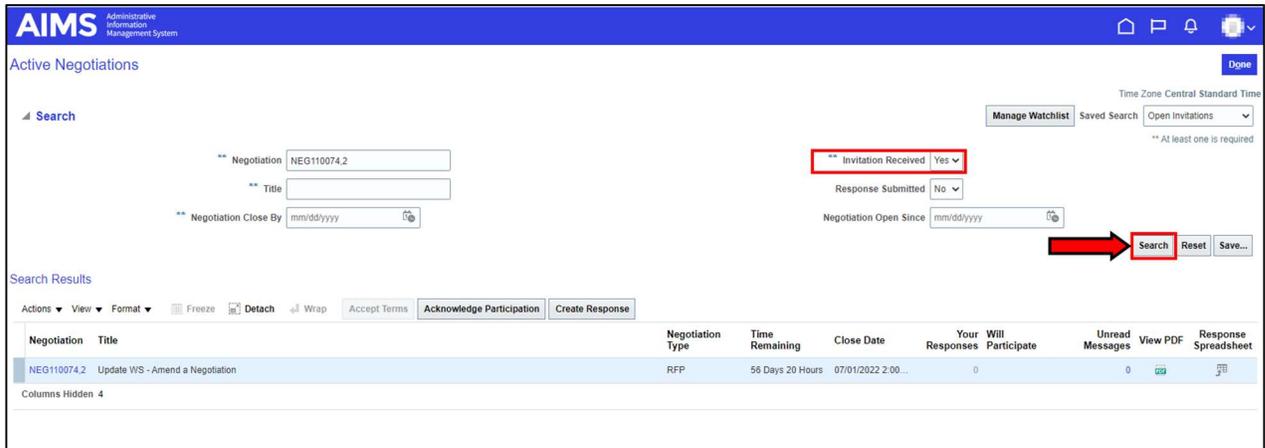
Disclaimer: The following images are intended to be used as a reference and may not be exact.

Essential Tasks:	
1.	<p>Using the MyWork dashboard, select “Supplier Portal” (1) and the “Supplier Portal” tile (2).</p> 

2. On the left side of the Supplier Portal dashboard, select **“View Active Negotiations”**.



3. If you've been invited, **ensure “Invitation Received” is set to Yes” and click “Search”**. If this procurement wasn't by invitation, then you may need to select “No” to find the correct negotiation
Note: Add a negotiation number in the “Negotiation” field if you have various negotiations to respond to.
This is not necessary but will be helpful in narrowing the search results.



4. From the search results, select the negotiation number to open the negotiation.

The screenshot shows the AIMS Administrative Information Management System interface. At the top, there is a header with the AIMS logo and navigation icons. Below the header, the page is titled 'Active Negotiations'. There is a search bar with fields for 'Negotiation', 'Title', and 'Negotiation Close By'. To the right of the search bar, there are filters for 'Invitation Received', 'Response Submitted', and 'Negotiation Open Since'. Below the search bar, there is a table of search results. The table has columns for 'Negotiation', 'Title', 'Negotiation Type', 'Time Remaining', 'Close Date', 'Your Responses', 'Will Participate', 'Unread Messages', 'View PDF', and 'Response Spreadsheet'. The first row in the table is highlighted in blue and has a red arrow pointing to it. The first row contains the following data: 'NEG150006', 'Negotiation-', 'RFP', '22 Hours 11 Min...', '09/19/2019 8:57...', '0', '0', '0', and a PDF icon. Below the table, there are buttons for 'Action', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Acknowledge Participation', and 'Create Response'.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NEG150006	Negotiation-	RFP	22 Hours 11 Min...	09/19/2019 8:57...	0	0	0		
NEG110021	Interventional Supplies	RFP	1 Day 21 Hours	09/20/2019 8:35...	0	0	0		
NEG110020	Test123	RFP	13 Days 3 Hours	10/01/2019 2:00...	0	0	0		

5. To respond to the negotiation, select "Create Response" in the top right corner.

The screenshot shows the AIMS Administrative Information Management System interface for a specific negotiation. The page is titled 'RFP: NEG150006'. At the top right, there are buttons for 'Messages', 'Create Response', 'Actions', and 'Done'. Below the header, there is a section for 'Currency = Canadian Dollar'. The main content area shows the negotiation details: 'Title: Negotiation-', 'Status: Active (Locked)', and 'Time Remaining: 22:11:23'. To the right of the details, there are fields for 'Open Date: 09/12/2019 AM' and 'Close Date: 09/19/2019 AM'. Below the details, there is a 'Table of Contents' section with links for 'Cover Page', 'Overview', 'Requirements', 'Lines', and 'Contract Terms'. The main content area is mostly blank, with a large watermark that reads 'Request for Proposal for the Supply of [Insert description of Goods]'.

6. The “Response Valid Until” field (1) is not mandatory, but it is recommended. To add a note to the buyer, enter the “Note to Buyer” field (2). To add attachments that don’t belong in the requirements section, select the “+” icon (3).

Select “Next” (4) when complete.

The screenshot shows the 'Create Response (Response 6001): Overview' page in the AIMS system. The page includes a navigation bar with steps 1-4. Step 1 is 'Response Valid Until' (mm/dd/yyyy h:mm a), step 2 is 'Note to Buyer', and step 3 is 'Attachments' (None +). Step 4 is the 'Next' button in the top right navigation bar. Other fields include 'Supplier: BARD CANADA INC', 'Negotiation Currency: CAD', 'Response Currency: CAD', 'Price Precision: 2 Decimals Maximum', 'Response Type: Primary', and 'Reference Number'.

7. Note: at any point in this process you can stop and continue later by selecting “Save” then “Save and Close”.

The screenshot shows the 'Create Response (Response 20001): Overview' page in the AIMS system. The 'Save and Close' button is highlighted in the top right navigation bar. Other fields include 'Title: Island Dressing' and 'Close Date: 02/28/2021 2:00 PM'.

8. To return to a response that was already started, select “Manage Responses”.

The screenshot shows the 'Supplier Portal' in the AIMS system. The 'Manage Responses' link is highlighted in the 'Negotiations' section. Other sections include 'Tasks', 'Deliverables', 'Company Profile', 'Requiring Attention' (with a large blue circle containing the number 1), and 'Recent Activity' (showing 1 Negotiation invitation).

9. The search fields (1) can be used to search for any active or draft negotiations. Otherwise, a full list can be found under "Search Results".

Once the negotiation has been found, continue by selecting the negotiation number (2). Note that the "Response Status" is draft, because this response has not been submitted yet.

Manage Responses

Time Zone: Central Standard Time

Advanced | Manage Watchlist | Saved Search | Active or Draft Responses

Search fields (1):

- ** Negotiation Title
- ** Negotiation
- ** Response
- ** Response Status: Active or draft
- Line Description

Buttons: Search, Reset, Save...

Search Results

Revising a draft response automatically locks it.

Actions: View, Format, Freeze, Detach, Wrap, Accept Terms, Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
20001	Draft	NEG110029	and Dressing	RFP	55 Days 2 Hours	0	
6001	Active	NEG110006	RFP for Dressing and Packing	RFP	Not applicable	0	
8001	Active	NEG110009	Dressing and Packing	RFP	Not applicable	0	
7004	Active	NEG110008	RFP for Dressing and Packing	RFP	Not applicable	0	
11002	Active	NEG110020	Island Dressing	RFP	Not applicable	0	

Columns Hidden: 8

10. Use the section navigator to browse through all of the requirements. Select the arrow to navigate to the next pages.

AIMS Administrative Information Management System

Section Navigator: 1, 2, 3, 4

Overvi... Requi... Lines Review

Create Response (Response 6001): Requirements

Buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, Cancel

Last Saved: 09/18/2019 10:46 AM
Time Zone: Central Standard Time

Time Remaining: 22:10:07
Close Date: 09/19/2019 8:57 AM

Section 1. Request for Proposal

1. Health Shared Services Saskatchewan (3sHealth) is a partnership of the Saskatchewan Health Authority, the Saskatchewan Cancer Agency and other stakeholders. Among other things, 3sHealth provides group purchasing services for certain goods and services commonly used by its members. In April 2012 the Council of CEO's, Shared Services Office within the Saskatchewan Association of Health Organizations (SAHO) formalized its partnership with the Saskatchewan Health Authority (formerly the Saskatchewan Regional Health Authorities) and the Saskatchewan Cancer Agency to form Health Shared Services Saskatchewan (3sHealth). This organization has evolved as a result of the Patient First Ministry of Health review to consolidate and standardize provincial health initiatives.

Health Shared Services Saskatchewan (3sHealth) is a non-profit, non-governmental association of health agencies in Saskatchewan. Members include the Saskatchewan Health Authority, Saskatchewan's independent hospitals and special care homes, as well as various agencies and associations that provide health services, education and/or regulations.

3sHealth Provincial Contracting, working with the Materials Management Committee and relevant sub-committees as required, provides a group contracting function for goods and services commonly used by health agencies across the province.

3sHealth is currently inviting vendors to provide proposals for the supply of certain goods (and, if applicable, related services) as further outlined in this Request for Proposals ("RFP"). A proponent responding to this RFP is referred to in this RFP as a "vendor".

This RFP is not a tender and does not create contractual obligations between 3sHealth and any vendor.

Section 1. Request for Pro... [Dropdown Menu]

[Red Arrow pointing to the right arrow button]

11. The * (1) indicates that a response is mandatory for this requirement. A * can be beside a question that requires a response or it can indicate that an attachment is required.
- The Lightbulb (2) indicates a hint that will provide guidance on responding.
- Any attachments can be added by selecting the “+” (3).**

 15.

 Alternative, value-added or innovative proposals are encouraged. However, vendors submitting such proposals are asked, if possible, to also provide a proposal in accordance with the base requirements of this RFP. The alternative/value-added/innovative proposal portion of the response should be clearly identified as such and separated from the proposal provided for the base requirements.

 3sHealth may award a contract pursuant to this RFP based on an alternative/value-added/innovative proposal in its sole discretion. Alternatively, 3sHealth may, in its sole discretion, elect to use any alternative/value-added/innovative proposal as the basis for a further request for proposals, ACAN (advance contract award notice) or similar process. 3sHealth may also, in its sole discretion, ask all or any portion of the vendors who have responded to this RFP to provide further proposals or submissions based on an alternative/value-added/innovative proposal it receives from a vendor.

Vendors should describe any additional incentives that may be available. All value added offers should have a calculable cash value/conversion value. Elements that might be considered in this section include:

- Incentives available if Goods are purchased in conjunction with other goods or services offered by the vendor
- Freight and consolidation allowances-
- Incentives for placing orders electronically (EDI)
- Incentives for EDI invoicing and EFT payments
- Invoice consolidation
- Educational support, medical and non-medical
- Additional discounts for volume levels (tiers) attained which exceed the stated committed volumes
- Data collection and reporting (i.e. sales and compliance reporting)

 Use the Text field, attachments and/or comments for any Value adds, if you do not have value adds indicate "No Value Adds" in the text box

  Response Attachments None   

12. This is an example of a Multiple Choice question. In this example there are only two options, but other questions may have more to choose from. **For multiple choice questions you can only select one answer.**

* 13.

In recognition of the New Deal Partnership Trade Agreement which encourages trade, investment and labour mobility among the Provinces of British Columbia, Alberta and Saskatchewan, a successful vendor under this RFP must, at the request of the DSH, agree to offer the Goods and/or related Services procured pursuant to this RFP to any department, agency, or entity controlled in whole or in part by the Governments of Alberta, British Columbia, Saskatchewan, or any other Province or Territory that is a signatory to the New Deal Partnership Trade Agreement. Such offers shall be on substantially the same terms and conditions as contained in the terms of Purchase Contract entered into pursuant to this RFP provided that, if a vendor has any additional terms or conditions related to the submission of its proposal as outlined in this section, then the vendor is asked to clearly identify any such additional terms and conditions in its proposal separate and apart from its proposal appropriate to the Province of Saskatchewan alone. In addition, a successful vendor under this RFP must, at the request of the DSH, agree to offer the Goods and/or related Services procured pursuant to this RFP to any department, agency or entity controlled in whole or in part by the Government of Saskatchewan. Such offers shall be on substantially the same terms and conditions as contained in the Contract entered into pursuant to this RFP provided that, if a vendor has any additional terms or conditions related to the submission of its proposal as outlined in this section, then the vendor is asked to clearly identify any such additional terms and conditions in its proposal separate and apart from its proposal appropriate to the DSH alone.

 a. Yes, I agree to offer the Goods and/or related Services procured pursuant to this RFP to any department, agency or entity controlled in whole or in part by the Government of Saskatchewan

 b. No, I do not agree offer the Goods and/or related Services procured pursuant to this RFP to any department, agency or entity controlled in whole or in part by the Government of Saskatchewan

Comments

13. This is what a multiple selection question looks like. **Here, you can select all applicable boxes instead of only one answer.**

* 1. What training/education material do you provide for implementation?

 Check all applicable boxes, if selecting 'other" list in comments field

a. Color Posters

b. Pamphlets

c. 24/7 Toll Free phone number

d. Login access to information database

e. Other

Comments

14. When you have completed the requirements, you can select **“Next”** to navigate to the **“Lines”** section.



AIMS Administrative Information Management System

1 2 3 4
Overvi... Requi... Lines Review

Create Response (Response 6001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

15. The “Required Details” are accessed by selecting the icon under “Required Details” in the lines section (1). Be sure to add the response price for each line (2). The price is per UOM listed (to the right of Response Price). In this case it is “each”.
When each line is complete, navigate to the review page by selecting “Next” (3).

AIMS Administrative Information Management System

Overview... Required... Lines Review

Create Response (Response 6001): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Canadian Dollar Time Remaining 22:09:13 Close Date 09/19/2019 8:57 AM Last Saved 09/18/2019 10:47 AM Time Zone Central Standard Time

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	AORTIC RE		+		Prosthesis - Cardiol			1,200	EACH		

Grand Totals
All response lines except alternate lines are included.
Response Amount 0.00

16. If you have any questions for the Contract Specialist, you can ask them via “Messages” from this page (1). When you are sure your response is complete, select “Submit” (2).

AIMS Administrative Information Management System

Overview... Required... Lines Review

Review Response: Response 6002

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Canadian Dollar Title Negotiation-... Close Date 09/19/2019 8:57 AM Last Saved 09/18/2019 2:39 PM Time Zone Central Standard Time

Time Remaining 18:16:32

17. If there was a mandatory field that was not completed or any errors in your response, an Error message will appear with details on the specific error. Select “OK” to return to the response and make the required changes.

Error

You must enter a response value for all the required attributes in group Product specifications for line 1. (PON-2085392)

OK

18.

If it was successfully submitted, a **confirmation message will appear.**

