



MARION COUNTY

REQUEST FOR INFORMATION

SO1560-24

for

**Request for Information - Online Database System for pawn,
secondhand, scrap metal recycler, and Social Media Market Place
Transaction Data for Use in Criminal Investigations**

Release Date: **06/18/2024**

Questions Due: **06/24/2024 10:00 AM PDT**

Offer Due Date: **06/25/2024 5:00 PM PDT**

Submit questions and responses via the Marion County Procurement Collaboration Portal

<https://contracts-marioncountygcc.msapproxy.net/gateway/>

Electronic copies of this RFI and attachments, if any, can be obtained from the Marion County Procurement Collaboration Portal at the URL listed above.

1. Log Into the Procurement Collaboration Portal

- a. Go to the Marion County Procurement Collaboration Portal which can be found at: <https://contracts-marioncountygcc.msapproxy.net/gateway/>
- b. Sign In or Create an Account
- c. *Creating an account MUST be completed 15-30 minutes before files will be able to be submitted through the portal.*

2. Solicitations Tab

- a. At the top of the page, hover over **Solicitations**
- b. Select **Search All Solicitations**
- c. Click **View** next to the applicable solicitation

3. Opportunity Details

- a. **Viewing Documents** – Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.
- b. **Submitting a Question** – If you would like to submit a question, scroll down the page to the Questions & Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.
- c. **Register as Respondent** - If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.
- d. **Submitting Documents** – If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.
- e. **Response Status** – Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the appropriate status for your submission, then click Submit.