



End-Customer Investment Funds (ECIF)
Request for Quote (RFQ)

Sourcing Events Toolkit

Resource for Microsoft ECIF Suppliers



Steps for submission

Let's get started...

ECIF overview

SupplierWeb

Sourcing events

RFQ

Help? Feedback?

Next steps

Appendix | Definitions



ECIF

End-Customer Investment Funds (ECIF) are used to drive growth and close pipeline by conducting a proof of concept or helping customers deploy Microsoft products and enhance the customer and partner experience through consulting services from Microsoft and our partners. ECIF is used by Sales & Marketing teams throughout Microsoft for both short-term and long-term business strategies. ECIF paid to suppliers for their services has to reflect the fair market price of these services; ECIF must never be used as a sales discount.

Microsoft is committed to working closely with the Microsoft Partner Network for the delivery of complex projects to our mutual customers. In its efforts to team more predictably and consistently, to grow the mutual business for itself and its partners in the local market, Microsoft is streamlining its process for engaging with ECIF suppliers. To accomplish this goal, Microsoft wants to consolidate and optimize the number of suppliers it uses to provide ECIF services to its customers.

ECIF RFQ

As part of Microsoft's approved ECIF supplier ecosystem, Suppliers are asked to participate in a Request for Quote (RFQ) to evaluate their capabilities to deliver technical services across multiple Microsoft technology stacks. The goal of this RFQ is to establish a pool of approved ECIF suppliers to support Microsoft's business strategies.

The RFQ is a mandatory part of the ECIF Supplier onboarding in parallel with a vetting and compliance process managed by Microsoft. No delivery can start without the full onboarding of your company which includes a complete RFQ response.

Microsoft intends to select a limited number of suppliers based on defined criteria and both internal and external sources to gather information.

Suppliers can centrally manage your company profile data, including your skills assessment at any time using the profile management section (Dashboard -> View profile).

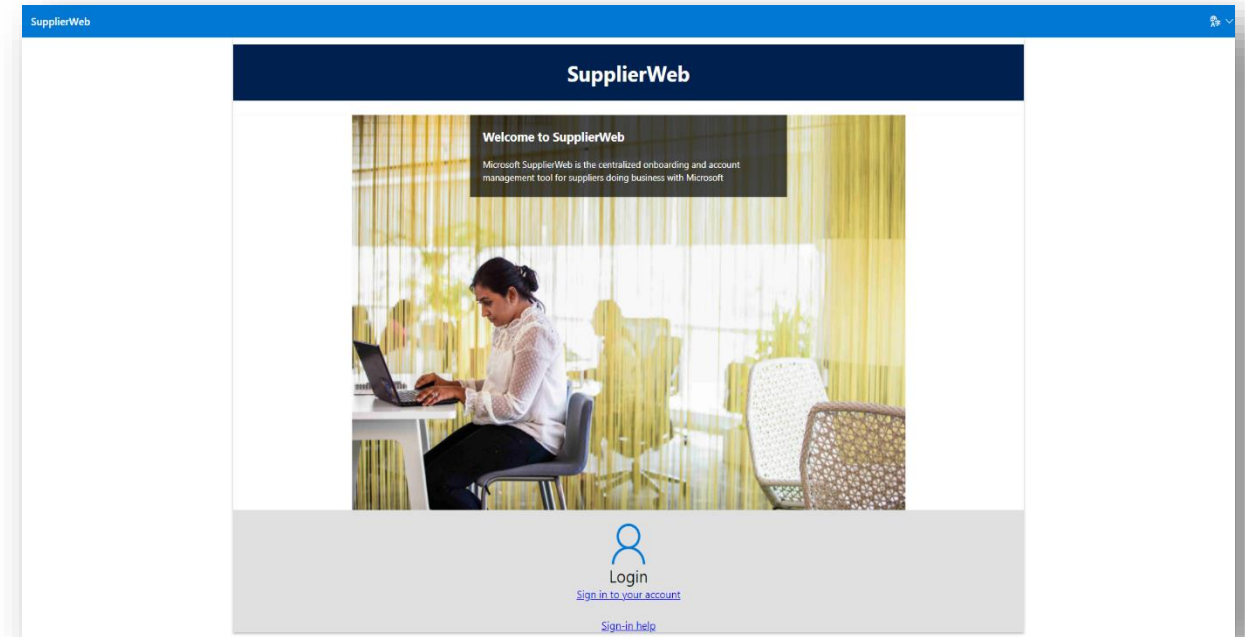
SupplierWeb

Navigate to [SupplierWeb](#)

Sign into your account

For additional information on SupplierWeb, download the [SupplierWeb toolkit](#)

For sign-in help, please select 'sign-in help' on SupplierWeb



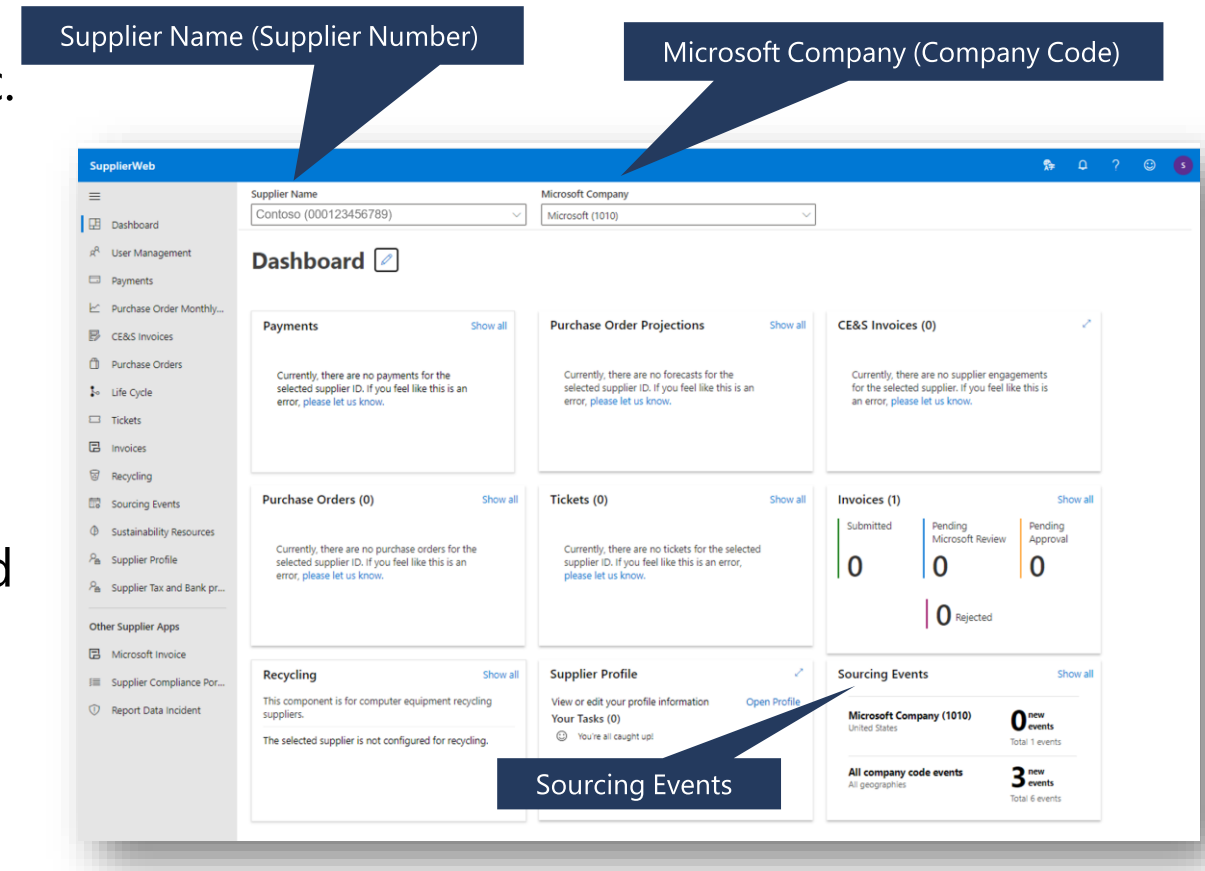
Sourcing events

Familiarize yourself with the SupplierWeb dashboard, navigation, helpful links, support, etc.

- If you have more than one Supplier account, select the Supplier account that was invited to the RFQ
- If you were invited to multiple country specific RFQs, please select the Supplier account and applicable Microsoft Company that was invited to the RFQ

Select "Sourcing Events" to access the RFQ

Note: The Sourcing Events launched in 2021, not all of Microsoft's Sourcing events you are invited to will populate in this section



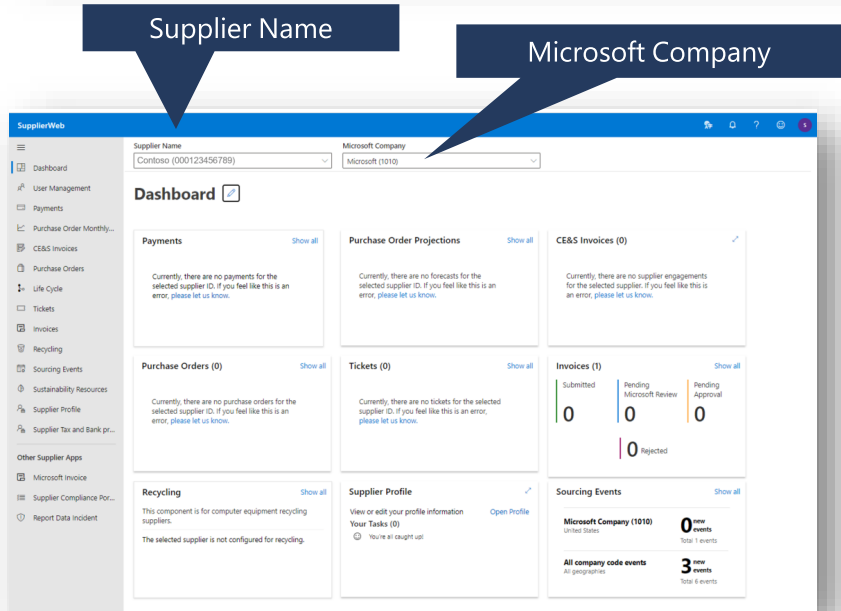
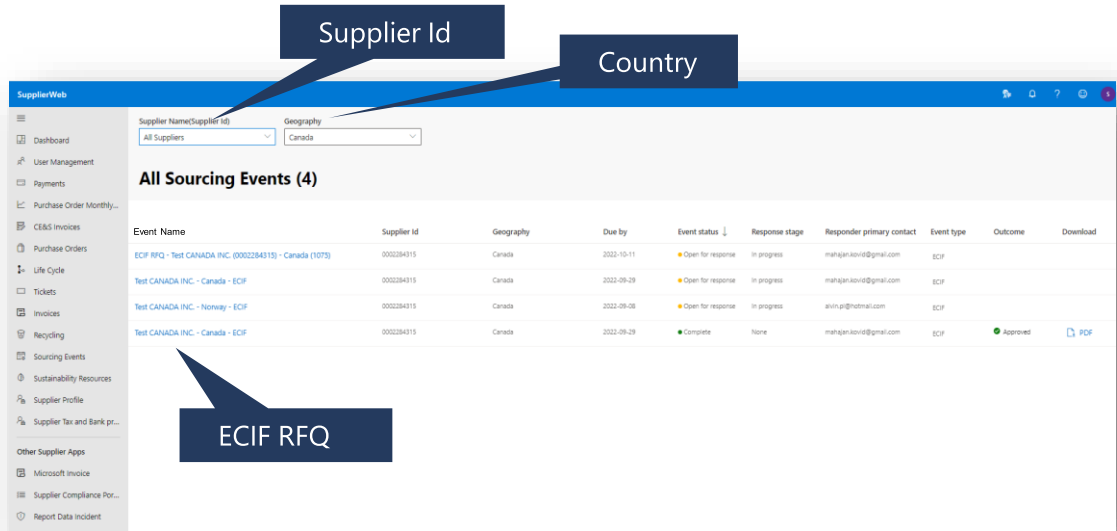
If you cannot access Sourcing Events, please ensure you have the assigned access (Admin, Profile manager, Contributor role), can be assigned in the User management section

Sourcing events continued

Select the ECIF RFQ link to open and respond to the RFQ

If you're invited to multiple country RFQs and your Supplier ID is the same (e.g. 1234567) in those countries, please leverage the Country drop down to access the RFQ

If you're invited to multiple country RFQs and your Supplier ID is not the same (e.g. 1234567 & 7654321), please leverage the Supplier dropdown to filter the Sourcing Events



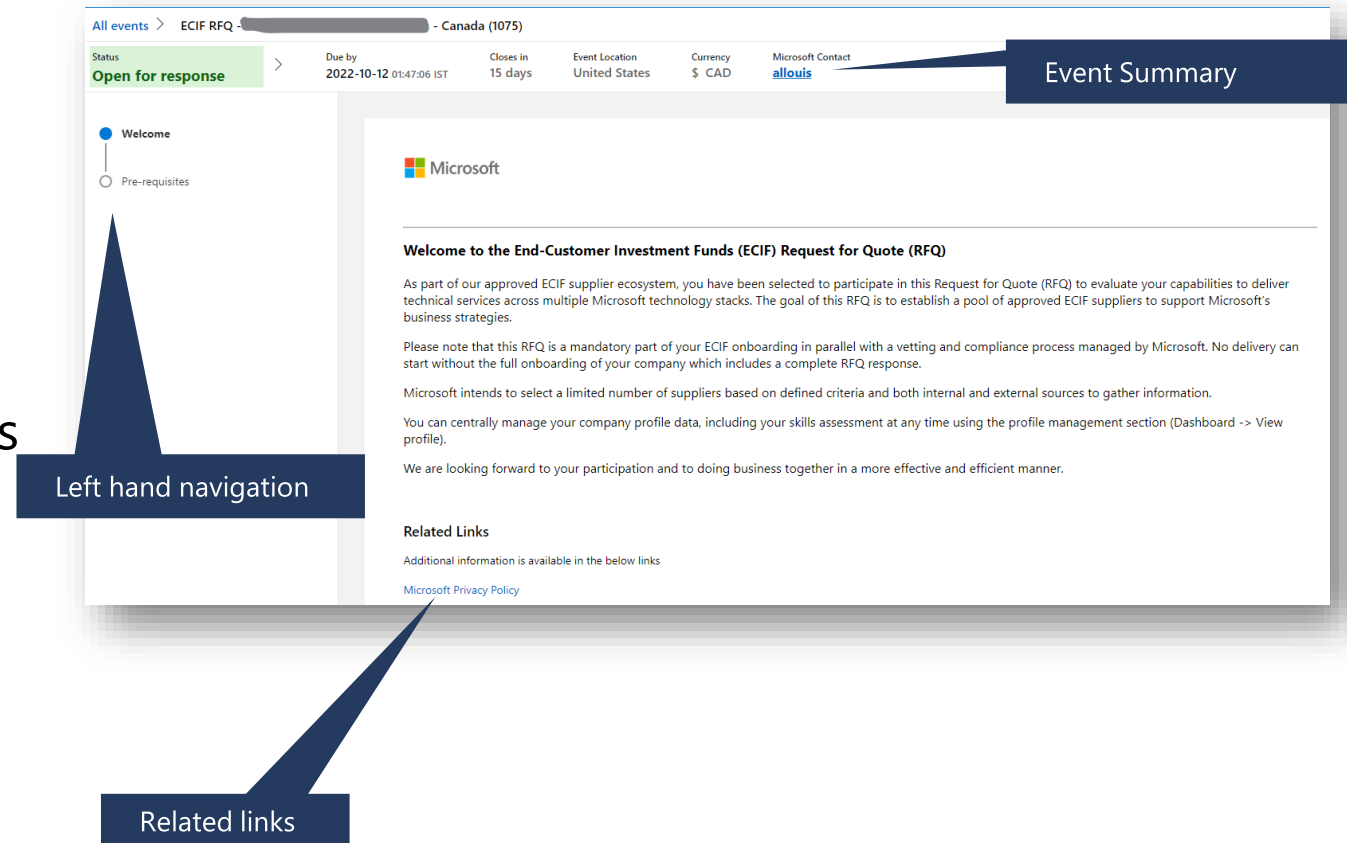
RFQ | Welcome page

Overview of the RFQ including status, deadline, Microsoft contact, etc.

Leverage left hand navigation to navigate through the RFQ

Check out the related links for related details

Select next to move to Pre-requisites



RFQ | Pre-requisites

Suppliers must accept the Pre-requisites in order to participate and become an approved Supplier.

If Suppliers do not accept the Pre-requisites than they cannot proceed with the RFQ and become an approved Supplier.

By accepting this Pre-requisites, Suppliers attest that they are authorized to negotiate and legally bind Supplier to the contract terms and pricing included in the proposal and that they have not participated and will not participate, in any action contrary to the terms of this agreement

The screenshot shows a web form titled "Pre-requisites" with a Microsoft logo at the top. A sidebar on the left contains a "Welcome" link and a "Pre-requisites" link, with the latter being the active page. The main content area is titled "Pre-requisites Text (Terms & Conditions)" and contains the following text: "Suppliers must accept the following prerequisites in order to participate and become an approved Supplier for End-Customer Investment Funds (ECIF). By accepting this prerequisite, you attest that you are authorized to negotiate and legally bind Supplier to the contract terms and pricing included in the proposal and that you have not participated and will not participate, in any action contrary to the terms of this agreement." Below this is a "Terms of Use" section with a paragraph of legal text. The "Binding Offer" section states: "Supplier understands that by submitting a proposal it constitutes a binding unilateral offer to Microsoft. Supplier proposals should be prepared with the expectation that their response to this event may be directly incorporated into a contract schedule or purchase order." This section has two radio buttons: "Accept" and "Reject". A blue callout box points to these buttons with the text "Radio buttons to accept or reject". The "Rate Card" section contains text about pricing and a similar "Accept" or "Reject" choice. At the bottom, there is a "Related Links" section with a link to the "Microsoft Privacy Policy". At the very bottom of the form are three buttons: "Previous", "Next", and "Submit". A blue callout box points to the "Submit" button with the text "Submit Pre-requisites response to continue".

RFQ | Local hourly rates

Use the local hourly rates section to input your standard rate for each role

- Review the role definitions prior to submitting your rates
- Be sure to save your rate card as you go
- Ensure there is a natural progression (EG Tech I < Tech II < Tech II etc.)
- Only complete the rate(s) that are relevant to your company (blank roles are acceptable, do not put zero 0)

Some things to know

- When entering rates, be sure to enter them using the *currency* indicated in the currency field
- Rates should be entered in *hourly* increments using whole number format (##### or 12345)
- If you typically provide rate quotes in days, then divide your daily rates by 8 to obtain the *hourly rates*
- The rates provided should not include any travel, taxes or other expenses. All deliveries are assumed to be local. If required by a specific engagement, travel, taxes, or expenses will be agreed to and listed as a separate item in the order.
- Rates should *not include* Value Added Tax (VAT) or equivalent.
- You can navigate between the roles using the arrow keys $\uparrow \downarrow \leftarrow \rightarrow$ (not the tab key)

**Navigate to Appendix to see role definition*

Status: Open for response | Due by: 2022-10-12 01:47:06 IST | Closes in: 15 days | Event Location: United States | Currency: \$ CAD | Microsoft Contact: allouis

Navigation: Welcome, Pre-requisites, **Local hourly rates**, Q&A, Review & submit

Canada (Per Hour Rates)

CAD (\$)

Standard Rate Card

Roles	Rates
Tech I - Associate	-
Tech II - Consultant	-
Tech III - Sr. Consultant	-
Tech IV - Principal	-
Tech V - Architect	-
Technical Project Manager II	-
Technical Project Manager III	-

View last updated | Edit Rates

RFQ | Editing your rate card

You can edit your rate card until you're ready to submit your RFQ response

Once your response is submitted, it cannot be changed - even if there is time remaining in the RFQ

✓ Welcome

✓ Pre-requisites

● Local hourly rates

○ Q&A

○ Review & submit

Canada (Per Hour Rates)

CAD (\$) [View last updated](#)

Standard Rate Card ●

○ Use arrow ← → ↑ ↓ keys for keyboard navigation.

[Cancel Rates](#) [Save Rates](#)

Roles ●	Rates
Tech I - Associate	\$ 80
Tech II - Consultant	\$ 100
Tech III - Sr. Consultant	\$ 120
Tech IV - Principal	\$ 140
Tech V - Architect	\$ 150
Technical Project Manager II	\$ 90
Technical Project Manager III	\$ 100

RFQ | Review & submit

Ensure your

- Company profile is updated (located on your dashboard), specifically the Skills and Capabilities section.
- Skills assessment is complete
- Rate card is correct and complete

Once your response is submitted, it cannot be changed – even if there is time remaining in the RFQ

Status: **Open for response** >

Due by: 2022-10-12 01:47:06 IST | Closes in: 15 days | Event Location: United States | Currency: \$ CAD | Microsoft Contact: [allouis](#)

Event checklist [Hide details](#)

Have you checked if the following items are complete?

- ✓ [Company Profile](#) is updated including current employee strength, the latest contact details, key offerings, and geographies.
- ✓ [Skills assessment](#) is complete.
- ✓ All the rate cards are correct and complete.

Local hourly rates

US (CAD)

✓ 7 rate details updated

[View changes](#)

☒ Yes, I acknowledge that I am authorized on behalf of my organization to submit a binding offer in response to Microsoft's Request for Quote (RFQ).

Name *

Alvin Pulickal

Title *

Director

Supplier Name *

[Redacted]

[Previous](#) [Submit](#)

RFQ | Microsoft reviews your response

After review, Microsoft may request you to reduce the rates to meet market benchmarks.

In such cases, the RFQ will be open for your updated response withing 7 days.

Rates are reviewed and approved as the RFQ is submitted. You will not be able to adjust rates that have been approved or rejected.

Status

Open for response

Due by

2022-10-12 01:38:33 IST

Closes in

15 days

Event Location

United States

Currency

\$ USD

Microsoft Contact

[sumchak](#)

Welcome

Pre-requisites

Local hourly rates

Q&A

Review & submit

United States (Per Hour Rates)

USD (\$)

Standard Rate Card Above Benchmark

Use arrow ← → ↑ ↓ keys for keyboard navigation.

Cancel Rates

Save Rates

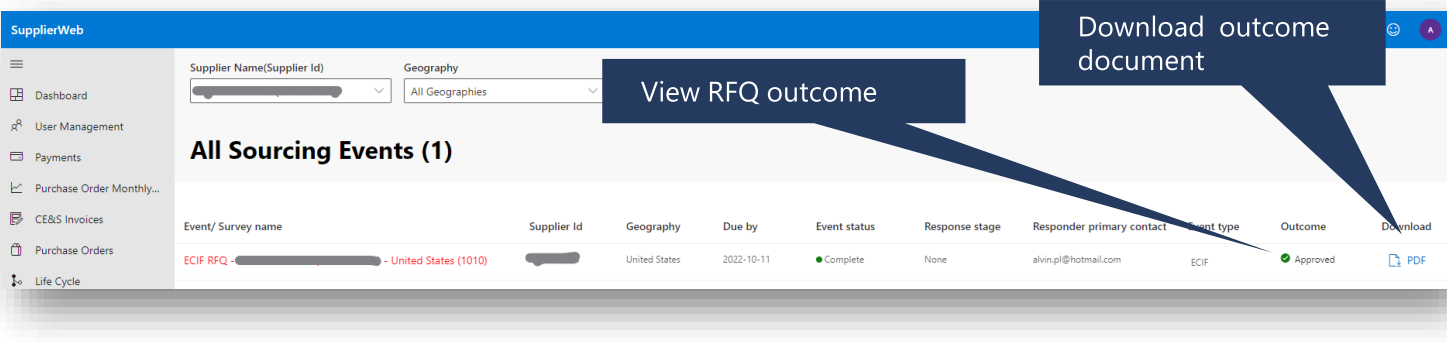
Roles	Rates	Quoted	Benchmark
Tech I - Associate		\$120	
Tech II - Consultant		\$150	
Tech III - Sr. Consultant		\$ 190	\$154.8
Tech IV - Principal		\$ 220	\$176.3
Tech V - Architect		\$225	
Technical Project Manager II		\$165	
Technical Project Manager III		\$200	

Red icon to indicate that there are rates above benchmark

RFQ | View and download outcome

After Microsoft approves/rejects your quoted rates, you can view the RFQ outcome in the "All Sourcing Events" page.

If the quotes are still under review, the downloaded document shows the last submitted rates.



RFQ | Need help? Have feedback?

The Questions & Answers section allows you to ask questions on the RFQ to the Microsoft Procurement Project Manager

The Related Links has many resources on the RFQ including a FAQ, information on rate types, roles & levels, etc.

Engage the Chat BOT via "I need help!" button

Do you have a suggestion or feedback on your experience? We want to hear from you! Use the feedback option to tell us what you think so we can design the future of SupplierWeb with you in mind.

The image shows a screenshot of the SupplierWeb interface. At the top, there is a blue header with the 'SupplierWeb' logo. Below the header, the main content area is titled 'M8KU6492JH1 Volutpat et proin Aliquam libero elementum vel malesuada'. The 'Questions & Answers' section is active, displaying a list of questions and answers. To the right of the main content, there is a sidebar with a 'Status' section indicating 'OPEN FOR RESPONSE' and a 'Related links' section with links to 'Information on Rate Types, Roles & Levels', 'Microsoft Sourcing Event FAQs', 'Microsoft Privacy Policy', and 'Questions & Answers'. Overlaid on the top right of the screenshot is a feedback form titled 'What kind of feedback do you have?' with three options: 'I like something', 'I don't like something', and 'I have a suggestion'. Below the feedback form is a 'Privacy Statement' link. At the bottom right of the screenshot, there is a 'Chat BOT' button with a speech bubble icon containing a smiley face and the word 'Feedback'. A 'Support' button with a question mark icon is also visible.

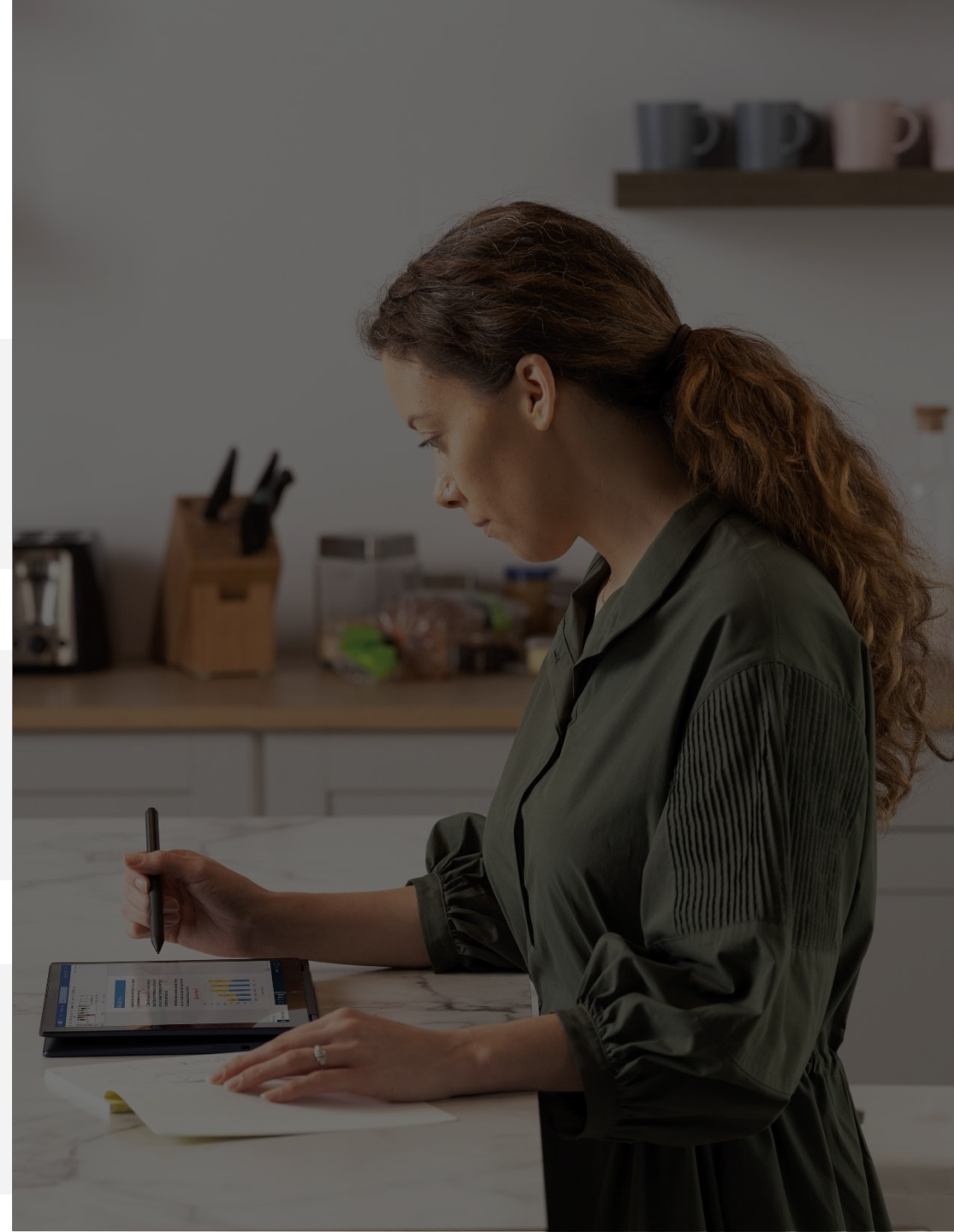
Next steps

Thank you for your submission

We will review your submissions

We may ask you some questions

We will let you know next steps



Appendix

Roles

Here are the details of various roles (Position Titles) for ECIF

Profile Category	Years of Experience	Profile Description
Tech I - Associate	1 - 3	• Completes tasks with limited supervision
Tech II - Consultant	3 - 5	• Completes tasks and sets priorities without supervision • If needed, can supervise, and set priorities for others • Can lead small project team • Ability to present persuasively and effectively • Able to effectively facilitate meetings with project team members
Tech III - Sr. Consultant	5 - 8	• Can scope out a simple or semi-complex project based on business requirements and achievable benefits • Can create a semi-complex project plan and Statement-of-Work • Can lead a semi-complex project plan and Statement-of-Work • Able to effectively facilitate meetings with project sponsors • Evaluate, design, and implement enterprise IT-based business solutions, often working on-site to help customers deploy their solutions (MS Services specific)
Tech IV - Principal	8 - 12	• Can scope out a complex project based on business requirements and achievable benefits • Can create a complex project plan and Statement-of-Work • Can lead a complex project to completion on-time and on-budget • Able to effectively facilitate meetings with Microsoft senior management • Viewed as a functional expert with full awareness of business solutions
Tech V - Architect	12 +	• Can prepare a short- and long-term strategic roadmap for a functional area • Viewed as a functional and industry expert with full awareness of business solutions • Serves as a relationship manager for Microsoft across multiple functional areas • Has access to contacts with best practice functional and industry expertise outside the supplier and outside Microsoft

Roles continued

Here are the details of various roles (Position Titles) for ECIF

Profile Category	Years of Experience	Profile Description
Technical Project Manager II	5 - 8	• Drives project from initiation through delivery, interfacing with customers on technical matters. • Creates the functional specification that will be used as a tool in making decisions as to how the product or service will be implemented. • Develops relationships with multiple Product Managers and provides them with technical and analytical information • Organizes cross functional activities ensuring completion of the project on schedule and within budget constraints • May manage multiple projects and may oversee others • The ideal candidate will have high-powered analytical skills and the ability to understand concepts and situations that pass by many others. • Must have excellent communication skills and strong project management skills • Proficiency in Microsoft Office required • Using PMO best practices and standards • Bachelor's Degree required • PMI certification required
Technical Project Manager III	8 +	• Drives project from initiation through delivery, interfacing with customers on technical matters • Creates the functional specification that will be used as a tool in making decisions as to how the product or service will be implemented • Develops relationships with multiple Product Managers and provides them with technical and analytical information • Organizes cross functional activities ensuring completion of the project on schedule and within budget constraints • May manage multiple projects and may oversee others • The ideal candidate will have high-powered analytical skills and the ability to understand concepts and situations that pass by many others • Must have excellent communication skills and strong project management skills • Proficiency in Microsoft Office required • Using PMO best practices and standards • Bachelor's Degree required • Master's Degree preferred • PMI certification required



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