

How to Respond to Online Bid through the Kentucky Vendor Self Service (VSS) site.

1. Access the Kentucky Vendor Self Service (VSS) site at <https://emars311.ky.gov/webapp/vssprdonline/AltSelfService>
2. If you already have an account please login using your User ID and Password. If you do not have an account please create an account by clicking on the Register button.

The screenshot shows the homepage of the Kentucky Vendor Self Service System. At the top, there is a navigation bar with links for eProcurement, Kentucky.gov, Open Door, One Stop Business, and Kentucky Procurement Technical Assistance Center (PTAC). The main heading is "Welcome to Kentucky's Vendor Self Service System". Below this, there is a description of the system and contact information for the Customer Resource Center (CRC). The page is divided into three main sections: Guest Access, Announcements, and Contacts. The Guest Access section includes a "Guest Access" button, links to "View Solicitations" and "View Catalog Items", a login form with "User ID" (Tommy) and "Password" (masked with dots), a "Login" button, a "Password Reset" link, and a "Register" button. The Announcements section lists several dates and messages, including a test of the emergency broadcast system and a reminder to verify vendor record information. The Contacts section includes a link to "Procurement Contacts".

3. Once logged into your account click on **Business Opportunities**. All solicitations that have been posted will appear here.

The screenshot shows the account summary page of the Kentucky Vendor Self Service System. At the top, there is a navigation bar with tabs for "Account Information", "Business Opportunities", "Solicitation Responses", and "Catalog Management". Below this, there is a secondary navigation bar with links for "Summary", "Business Info", "Addresses & Contacts", "Users", "Commodities", "Business Types", and "Service Areas". The main heading is "Account Summary". Below this, there is a paragraph of text: "This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the 'Help' link at the top of this page."

- Search for the solicitation that you wish to bid on by entering the 10-digit Document ID in the Keyword Search box. Once you have located the solicitation click on Details.

Search for Solicitations

[Show Me ...](#) [All Solicitations](#) [My Commodities](#) [Open Solicitations](#) [Closing Soon](#) [Recently Published](#) [Recent Amendments](#) [Recent Intents](#) [Recent Awards](#)

Keyword Search : [Advanced Search](#)

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Online Bid Documentation RFB - 758 - 160000477 <input type="button" value="Summary"/> <input type="button" value="Details"/>	Office Of The Controller Bob Roder Request for Bids(RFB)	Published On : 1/19/16 Amended On : Closing On : 1/19/16 5:00 PM EST Time Left: 02:45:48 Intent Posted On:	Open

- Once the solicitation Details page opens click on the Respond Online box.

Solicitations | **My Watchlist** | Bulletin Board

[New Search](#) [Bulletin Board](#)

Solicitation: 160000477 Online Bid Documentation

Issued: 1/19/16 Last Amended: **Current Status: Open**

Closing Date: 1/19/16 5:00 PM EST
 Time Left: 02:43:38

Doc Dept: Office Of The Controller
 Buyer Name: Bob Roder
 Category: Request for Bids(RFB)
 Type: Request for Bids(RFB)

Response Options

Buyer Information [Bob Roder\(Bob.Roder@ky.gov\)](#)
 Phone:502-564-8097 Fax:

Additional Dates
 Bid Opening Date:
 Intent Posted Date:

Award Date:
 More... [see Events tab](#)

6. The Solicitation Response will then open. You will need to complete Steps 1-5.

The screenshot shows the Kentucky Procurement Technical Assistance Center (PTAC) website. The top navigation bar includes links for eProcurement, Kentucky.gov, Open Door, One Stop Business, and Kentucky Procurement Technical Assistance Center (PTAC). The main navigation menu has tabs for Account Information, Business Opportunities, Solicitation Responses, and Catalog Management. Below this, there are sub-tabs for Solicitations, My Watchlist, and Bulletin Board. A yellow banner at the top of the main content area states "You have 1 messages" and provides a message: "1: Information : This response hasn't been submitted yet, any print actions will not reference final information." Below this, there are buttons for "View All Details" and "Submit Question". The main content area is titled "My Online Response" and shows "Time Left: 02:42:28". Below this, there is a "Solicitation: 1600000477" section with tabs for "Solicitation Summary" and "Attachments". The "Solicitation Summary" tab is active, showing details for solicitation 1600000477, including Procurement Folder (4118701), Solicitation Type (Request for Bids), Description (Online Bid Documentation), Status (Open), Issued Date (1/19/2016), Closing Date (1/19/2016), Closing Time (5:00 PM), Time Left (2 Hours, 44 Minutes), Public Bid Open Date, Public Bid Open Time, On Behalf Of Office (CGI), and Preparer Office (CGI). The sidebar on the left contains a "Welcome, Tom" message and a list of steps: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files, 4 Discounts / Comments, and 5 Review / Submit.

7. Step 1 – Respond to Lines. You will need to enter your **Response Type** (most often you will select Bid or No Bid), Unit Price or Contract Amount, and Delivery Days if applicable for each Commodity Line. Once completed click **Save** and then **Go to Step 2**.

The screenshot shows the "Respond to Lines" page in the PTAC system. The page has a navigation bar with steps 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files, 4 Discounts/Comments, and 5 Review/Submit. Below the navigation bar, there are buttons for "No Response for Solicitation" and "Undo No Response for Solicitation". On the right side, there are buttons for "Copy", "Save", "Go To Step 2", and "Exit". The main content area is titled "Lot 1 of 1 : Default Commodity Group" and has buttons for "No Response for Lot" and "Undo No Response for Lot". Below this, there is a table with columns for "Description" and "Your Offer". The "Description" column contains "1. TEST". The "Your Offer" column contains fields for "Requested Quantity" (100 EA), "Response Type" (Bid), "Unit Price" (10), and "Delivery Days" (10). The "Total" field is empty, and the "Alternate Specs Submitted" checkbox is unchecked. A red box highlights the "Response Type" field, which has a dropdown menu with "Bid" selected. There is also a "Comments" field on the right side of the table.

8. Step 2 – Submission Checklist. Please review and ensure that you can provide all required information. Once you have completely reviewed click **Save** and **Go to Step 3**.

1 Respond To Lines 2 **Submission Checklist** 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Copy Previous Save Go To Step 3 Delete Exit

The Business Type entries displayed below are from the vendor profile and are shown here for informational purposes.

Business Type	Business Type Name	Weighting Factor %	Dollar Value Cap \$	Include ?
REG	REGULAR			<input type="checkbox"/>

Please see below for all requirements for bid submission.

Criteria	Description	Response Required	Mandatory YES Answer	Response Type Expected	Text Response	Yes/No Response	Date Response	Number Response
Default 10	Bid Information-Completed	No	No	None		<input type="checkbox"/>		

From 1 to 1 Total: 1 First Next Prev Last

9. Step 3 – Attach Your Files. Please attach any files that you feel are pertinent to your bid submission.

- a) Click the **Attach Files**

1 Respond To Lines 2 Criteria Response 3 **Attach Your Files** 4 Discounts/Comments 5 Review/Submit

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

File Name	Date	User ID	Attachment Type

From 0 to 0 Total: 0 First Prev Next Last

Copy Previous Save Go To Step 4 Exit

- b) Browse and Select your documents. The Type will default to Standard but if it should be Proprietary select that instead.

Add files

Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1: **Browse...** Type: Standard

File 2: **Browse...** Type: Standard

File 3: **Browse...** Type: Standard

File 4: **Browse...** Type: Standard

File 5: **Browse...** Type: Standard

c) Once File and Type have been selected click Attach File.

Add files

Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1: C:\Users\karisa.sisk\Documents\Environments.docx Browse... Type : Standard

File 2: Browse... Type : Standard

File 3: Browse... Type : Standard

File 4: Browse... Type : Standard

File 5: Browse... Type : Standard

Attach File Cancel

d) Each file that you have uploaded will appear on the Attach Your Files tab. If you need to delete any of these files click on the scissors. Before the line is deleted it will ask "Are sure you want to delete this line?". When you have uploaded or deleted the attachments you want submitted with your bid click **Save and Go to Step 4**.

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Attach Your Files (Optional) Copy Previous Save Go To Step 4 Exit

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (✂) next to the item you wish to delete.

File Name	Date	User ID	Attachment Type
✂ Environments.docx	1/19/16	Tommy	Standard

From 1 to 1 Total: 1 First Prev Next Last

Copy Previous Save Go To Step 4 Exit

10. Step 4 – Discounts/Comments. Only complete this section if you will be giving a Discount or have an Overall Comment for your Bid. If you don't click **Save and Go to Step 5**.

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Discounts (Optional) Copy Previous Save Go To Step 5 Exit

If you would like to offer a discount for early payment, please complete the following optional information.

I will offer a 1.0000 % discount for payments made within 10 days of Invoice

I will offer a 2.0000 % discount for payments made within 15 days of Invoice

I will offer a 5.0000 % discount for payments made within 30 days of Invoice

I will offer a % discount for payments made within days of Invoice

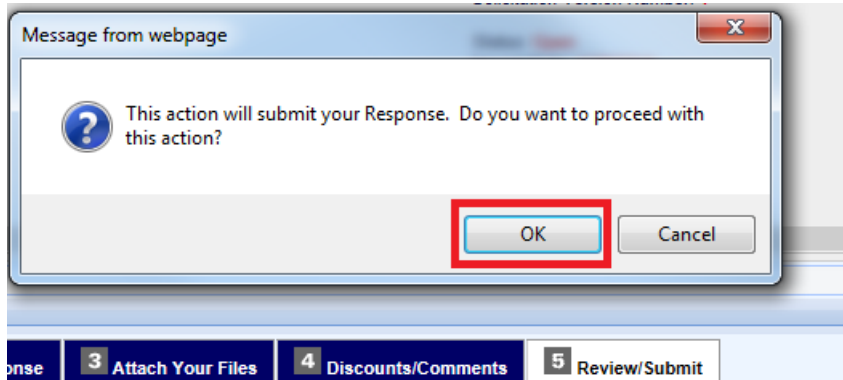
Overall Response Comment (Optional)

If you would like to include an overall response comment, please complete the following optional information. If you need more than 1500 characters or have multiple comments, please provide your comments as a file attachment on the 'Attach Your Files' step.

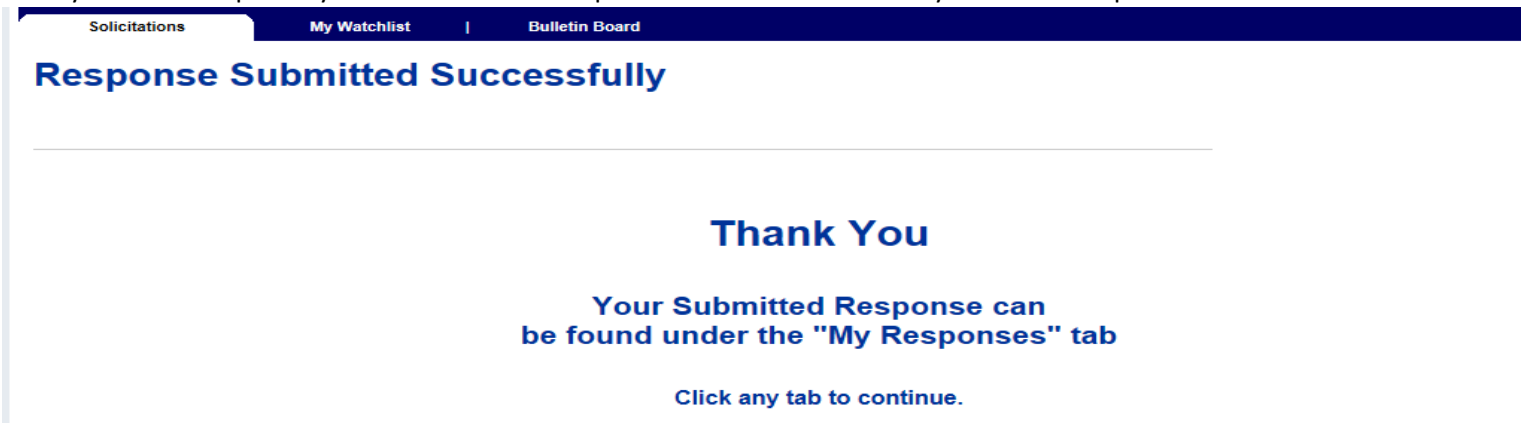
11. Step 5 – Review/Submit. Please verify your bid information. If you need to make any changes please do so before clicking the Submit button.



12. Once you have clicked Submit a popup screen will appear. If you want to return to the response you may click Cancel but if you are content with your responses select OK.



13. After you have completed your submission a “Response Submitted Successfully” screen will open.



14. To review any bid submissions you can navigate to the My Response page by clicking the Solicitation Responses tab.