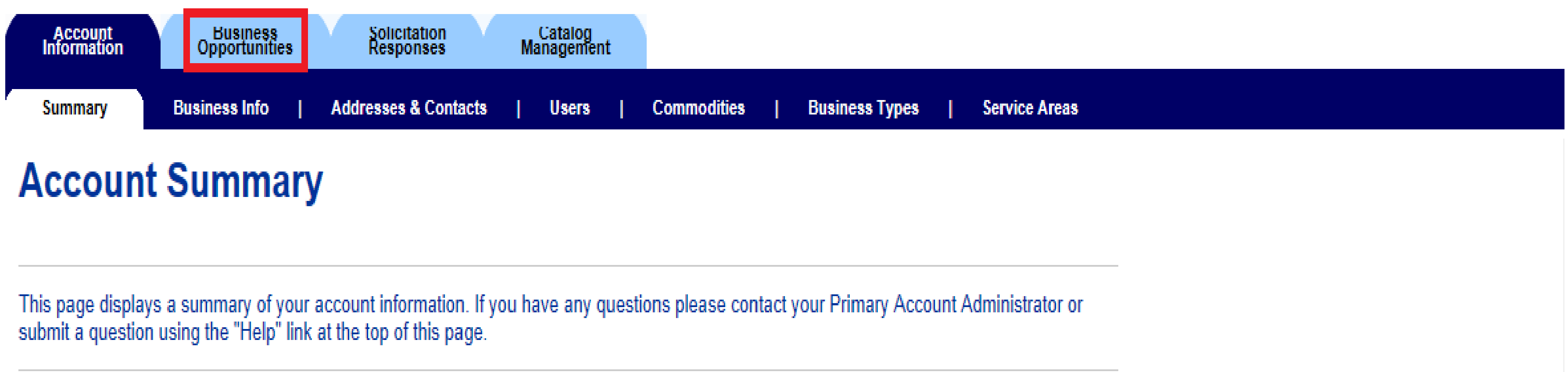
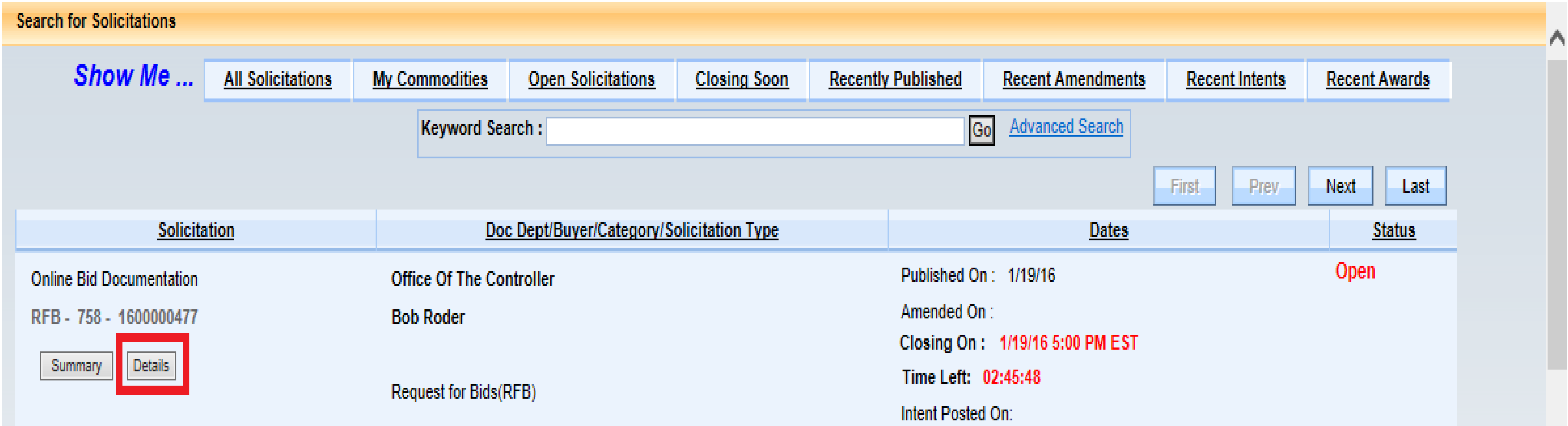
How to Respond to Online Bid through the Kentucky Vendor Self Service (VSS) site.

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. **YOU MUST BE LOGGED IN TO SUBMIT AN ONLINE RESPONSE.**

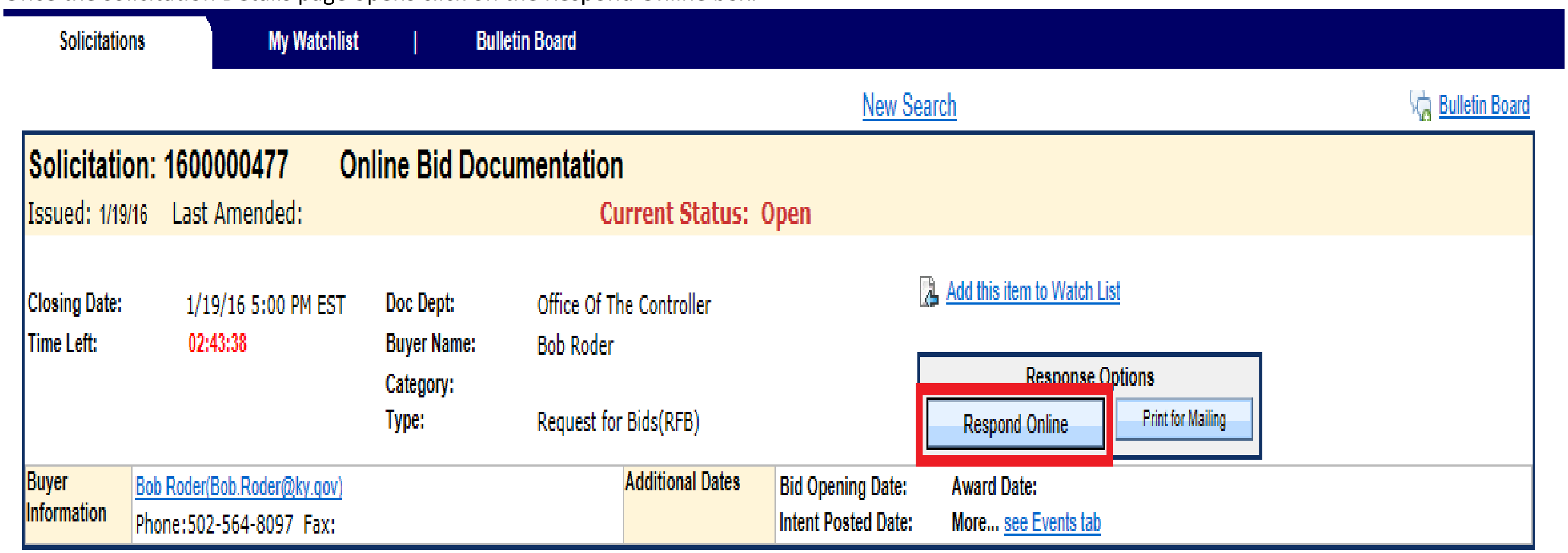
3. Once logged into your account click on **Business Opportunities.** All solicitations that have been posted will appear here.



4. 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.

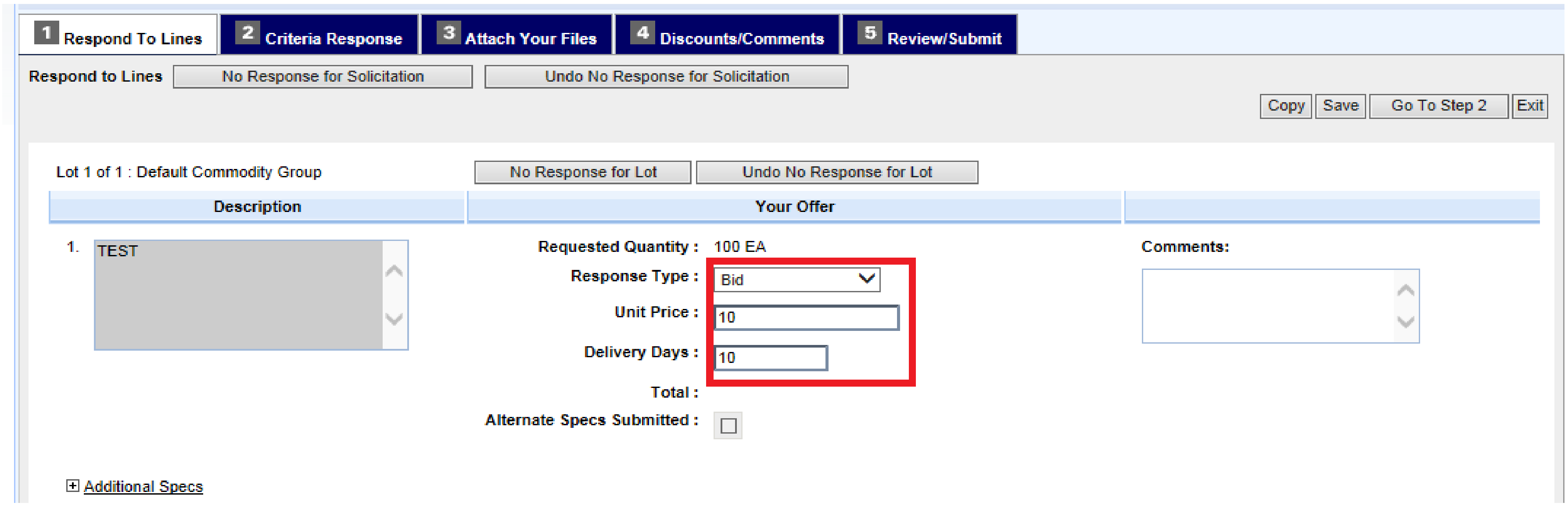


5. Once the solicitation Details page opens click on the Respond Online box.

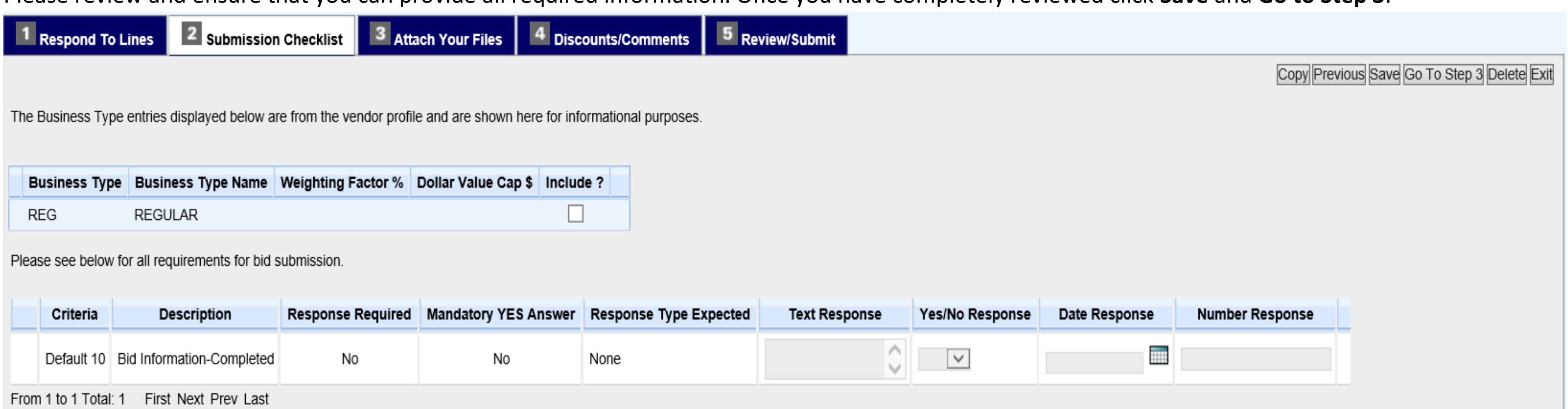


6. The Solicitation Response will then open. You will need to complete Steps 1-5. **The system will time out after 30 minutes of inactivity therefore saving changes frequently is recommended. If you time out and have not saved your information will be lost.**

7. <u>Step 1 – Respond to Lines</u>
   Please keep in mind the following when responding:
   a. Select your **Response Type.** This will default to Bid. If you wish to not bid on a Line please select No Bid or if you wish to Bid with Condition please select that and enter your condition in the Comments box.
   b. Enter either a Unit Price or Contract Amount. **If there is an attachment on the Solicitation, such as a Bid Sheet, please enter $0.01 as the Unit Price and attach that, with your pricing in Step 3.**
   c. Enter Delivery Days for each line if you enter a Unit Price. **This is required but if it is not applicable please enter 0 for each Commodity Line.**
   d. Once completed click **Save** and then **Go to Step 2**.



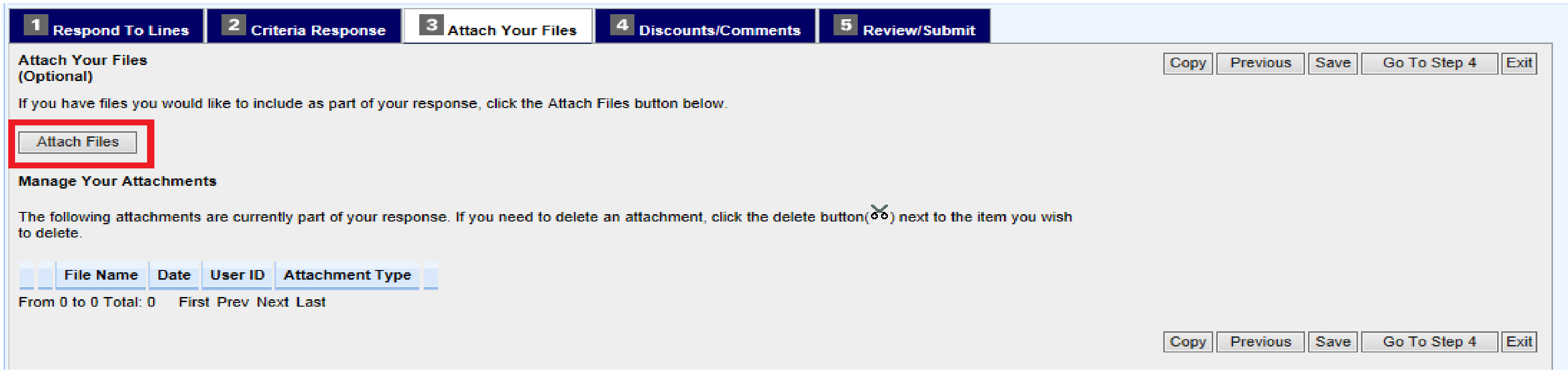
8. <u>Step 2 – Submission Checklist</u>
   Please review and ensure that you can provide all required information. Once you have completely reviewed click **Save** and **Go to Step 3**.



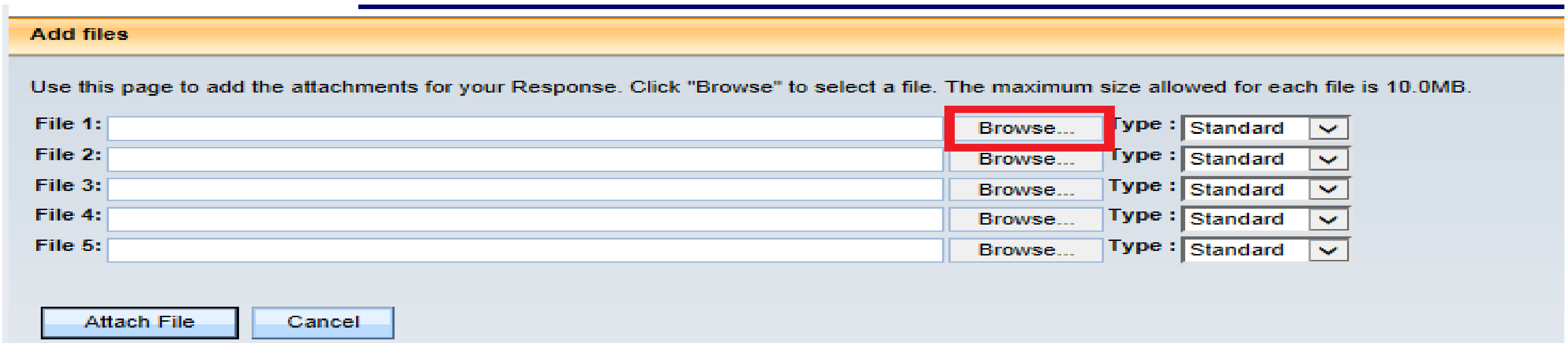
9. Step 3 – Attach Your Files

Attach any files (Annual Affidavit, Bid Sheet, Catalog, etc.) that you feel are pertinent to your bid submission.

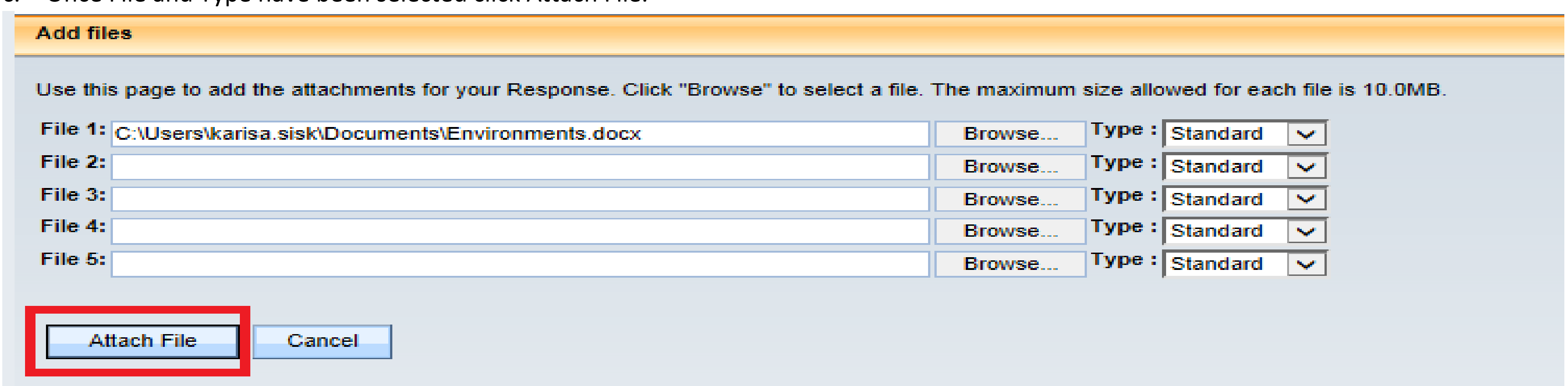
a. Click the **Attach Files**



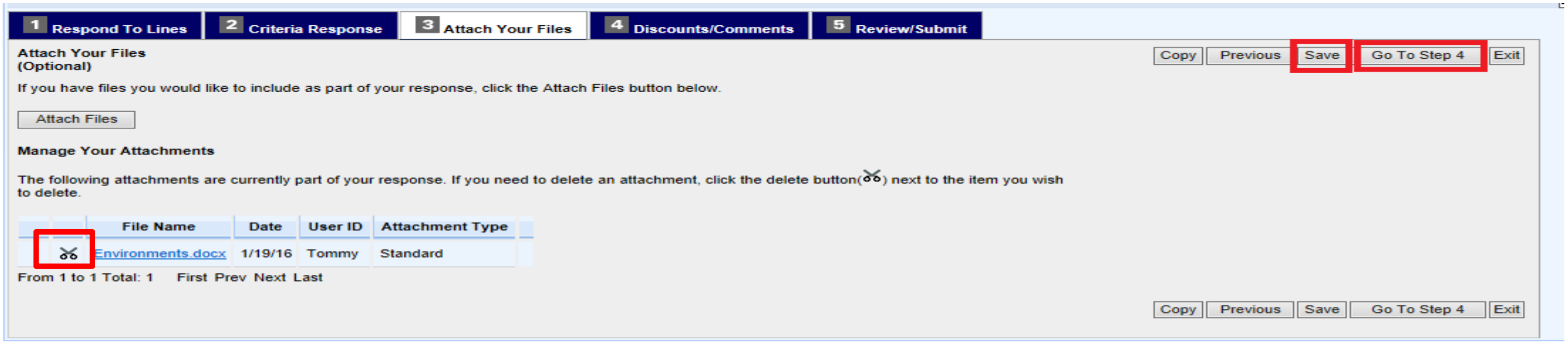
b. Browse and Select your documents. The Type will default to Standard but if it should be Proprietary select that instead.



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

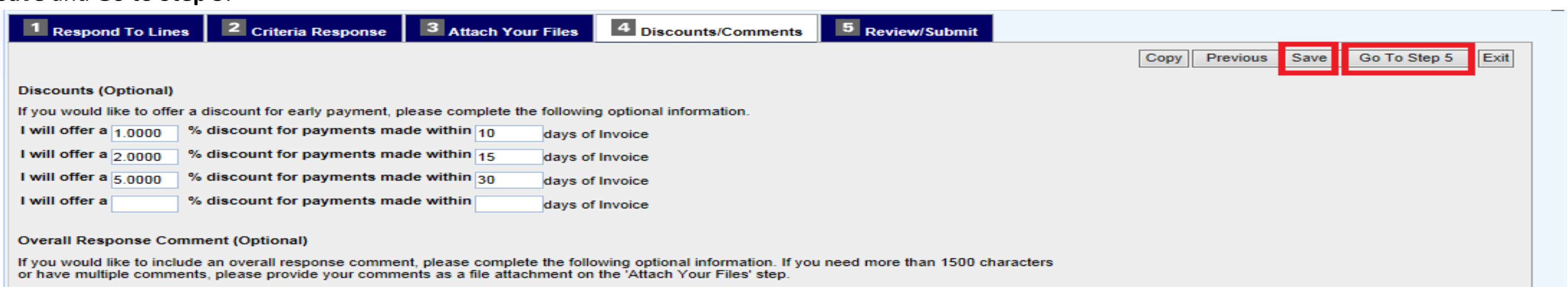


d. Each file that you have uploaded will appear on the Attach Your Files tab. If you need to delete any of these files click on the scissors. Before the line is deleted it will ask “Are sure you want to delete this line?”. When you have uploaded or deleted the attachments you want submitted with your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



10. Step 4 – Discounts/Comments

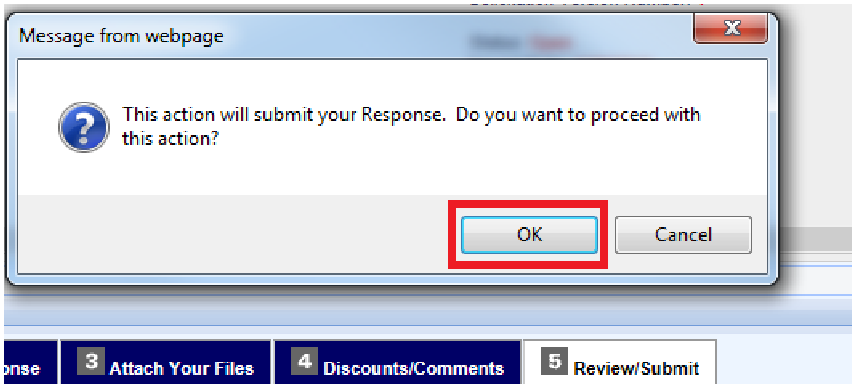
Only complete this section if you will be giving a Discount or have an Overall Comment for your Bid. If you have nothing to enter for these fields, click **Save** and **Go to Step 5**.



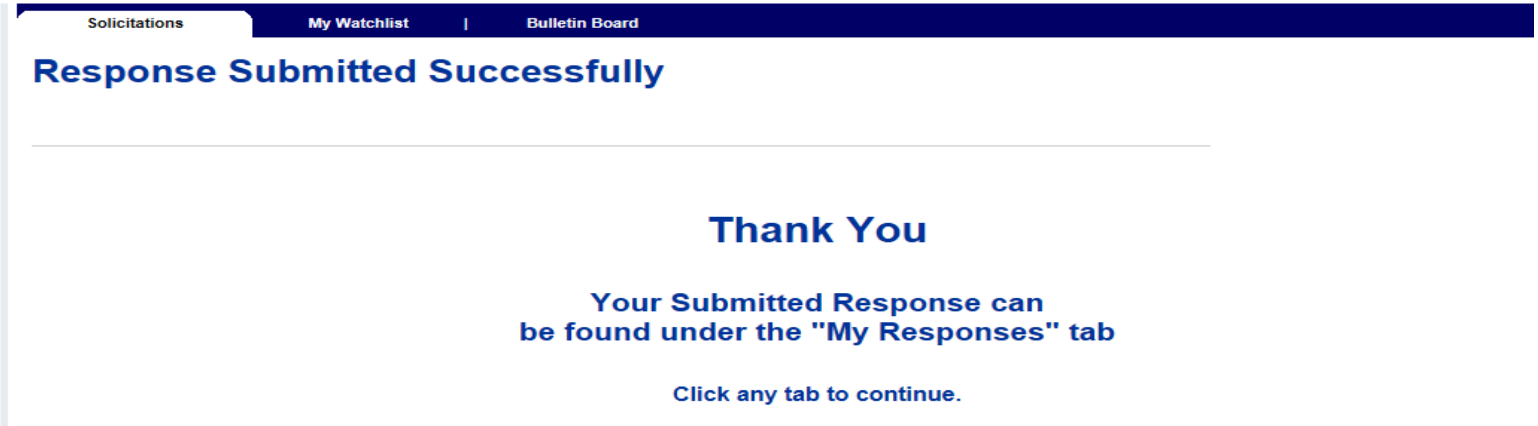
11. Step 5 – Review/Submit

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. If you had started a bid, but not completed those will be here also. You will need to click "Edit" in order to enter or change any information.