

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.**

Welcome to Kentucky's Vendor Self Service System

The Kentucky Vendor Self Service (VSS) system allows you, as a payee/vendor, to manage your own account information, view current business opportunities, current catalog items, and much more.

This site best viewed with Internet Explorer 8 and Firefox 3.5 or 3.6. If you need assistance, please contact the Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357).

The Help Desk is open Monday through Friday from 8:00 a.m. until 5:00 p.m. EST.

Announcements

04/29/2015
This is a test of the emergency broadcast system. This is only a test.

05/07/2014
Please verify that the information on your Vendor Record is correct. Please make sure that all email addresses listed are accurate and that you are registered for the appropriate Commodity Codes.

04/21/2014
Please verify that all information is correct on your Vendor Record.
[View All Announcements](#)

Contacts

Click on link below to view the list of Procurement contacts.

[Procurement Contacts](#)

Forms

Click on a form below to either save it to your desktop or open it in Adobe.

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

Account Summary

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 - 1600000477 <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: 1600000477 Online Bid Documentation
 Issued: 1/19/16 Last Amended: **Current Status: Open**

Closing Date: 1/19/16 5:00 PM EST Doc Dept: Office Of The Controller [Add this item to Watch List](#)
 Time Left: **02:43:38** 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 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.**

The screenshot displays the Kentucky eProcurement system interface. At the top, the Kentucky logo is on the left, and navigation links for eProcurement, Kentucky.gov, Open Door, One Stop Business, and the Kentucky Procurement Technical Assistance Center (PTAC) are on the right. Below the logo is the state seal and a welcome message for Tom. A vertical sidebar on the left contains five numbered steps: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files, 4 Discounts / Comments, and 5 Review / Submit. The main content area features a top navigation bar with tabs for Account Information, Business Opportunities, Solicitation Responses, and Catalog Management. Below this is a sub-navigation bar with tabs for Solicitations, My Watchlist, and Bulletin Board. A yellow message box at the top of the main area states "You have 1 messages" and provides a link to "View All Details" and a "Submit Question" button. The "My Online Response" section shows a "Time Left: 02:42:28" and the "Solicitation: 1600000477". Below this, there are tabs for "Solicitation Summary" and "Attachments". The "Solicitation Summary" tab is active, displaying details for solicitation 1600000477, including Procurement Folder (4118701), Solicitation (1600000477), Solicitation Type (Request for Bids), and Description (Online Bid Documentation). It also lists 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). At the bottom, a "My Response" section contains five numbered 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

Please keep in mind the following when responding:

- 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.
- 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.**
- 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.**
- Once completed click **Save** and then **Go to Step 2**.

'. To the right of the offer fields is a 'Comments:' section with a text input area and a scroll arrow. At the bottom left, there is a link for 'Additional Specs'."/>

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**.

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**

The screenshot shows a web interface with five tabs: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files (active), 4 Discounts/Comments, and 5 Review/Submit. Below the tabs, there are buttons for Copy, Previous, Save, Go To Step 4, and Exit. The main heading is "Attach Your Files (Optional)". Below it, a text box says "If you have files you would like to include as part of your response, click the Attach Files button below." The "Attach Files" button is highlighted with a red box. Below this is a section titled "Manage Your Attachments" with a text box explaining that attachments are currently part of the response and can be deleted. A table header shows columns for File Name, Date, User ID, and Attachment Type. Below the table, it says "From 0 to 0 Total: 0" and "First Prev Next Last". At the bottom right, there are buttons for Copy, Previous, Save, Go To Step 4, and Exit.

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

The screenshot shows the "Add files" section of the interface. It has a heading "Add files" and a text box: "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." Below this are five rows, each with a "File" label, an input field, a "Browse..." button (highlighted with a red box), and a "Type" dropdown menu set to "Standard". At the bottom, there are "Attach File" and "Cancel" buttons.

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

The screenshot shows the "Add files" section with the same heading and text box as the previous screenshot. The "File 1" input field now contains the text "C:\Users\karisa.sisk\Documents\Environments.docx". The "Browse..." button is still present. The "Type" dropdown menu is still set to "Standard". At the bottom, the "Attach File" button is highlighted with a red box, and the "Cancel" button is also visible.

- 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**.

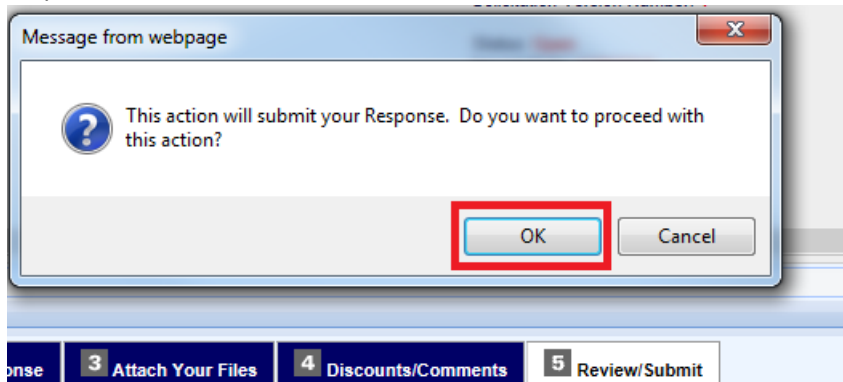
10. Step 4 – Discounts/Comments

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**.

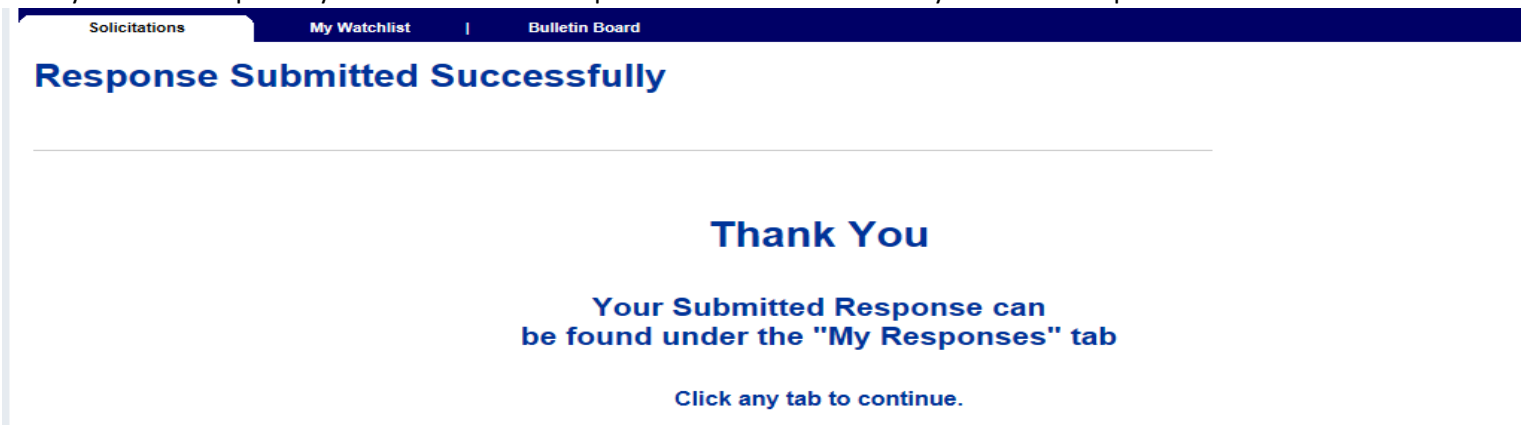
11. Step 5 – Review/Submit

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.

