

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

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## SECTION 1 – LOGGING INTO THE KENTUCKY VENDOR SELF SERVICE (VSS) SITE

1. Access the Kentucky Vendor Self Service (VSS) site at <https://emars311.ky.gov/webapp/vsspronline3111d/AltSelfService>
2. If you already have an account, login using your User ID and Password. If you do not have an account, create one by clicking on the Register button.

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

**Kentucky**  
UNDISCOVERED SPIRIT

[eProcurement](#) [Kentucky.gov](#) [Open Door](#) [One Stop Business](#) [Kentucky Procurement Technical Assistance Center \(PTAC\)](#)

## Welcome to Kentucky's Vendor Self Service System

[Help](#) [Contact Us](#)

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](mailto: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.

**Guest Access**

- View Solicitations
- View Catalog Items

User ID: Tommy

Password: ●●●●●●

**Login** [Password Reset](#)

- Account Maintenance

**Register**

## SECTION 2 – LOCATING SOLICITATIONS

1. Once logged into your account click on **Business Opportunities**. All (Open, Closed, Awarded) Solicitations that have 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.

2. Search for Solicitation

- If you know the Solicitation number enter the 10-digit Document ID in the Keyword Search box
- If you are not sure of the number enter a description in the Keyword Search box
- You can also use the Advanced Search to narrow your results
  - By Category (Agricultural, Architectural, Chemicals, Clothing, etc.)
  - By Type (P3 Notice, Request for Bids, Request for Information, Request for Proposals, Request for Quotes)
  - By Status (Awarded, Closed, Open, Reopened, Cancelled)

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	Office Of The Controller Bob Roder	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

## SECTION 3 – COMPLETING RESPONSE TO AN ONLINE BID

1. From the Details page, click Respond Online box.

Solicitations | **My Watchlist** | Bulletin Board

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

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**Solicitation: 160000477**    **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:    Type: Request for Bids(RFB)

**Response Options**

[Respond Online](#)    [Print for Mailing](#)

Buyer Information: [Bob Roder\(Bob.Roder@ky.gov\)](#)    Additional Dates    Bid Opening Date:    Award Date:

Phone:502-564-8097 Fax:    Intent Posted Date:    More... [see Events tab](#)

2. Solicitation Response:

- **For Request for Bids (RFB) and Request for Quotes (RFQ) complete items 3-7**
- **For Request for Proposals (RFP) complete items 4-7**
- **System will time out after 30 minutes of inactivity. It is recommended that changes are saved frequently. Any changes not saved will be lost if the system times out.**

Solicitations | **My Watchlist** | Bulletin Board

**You have 1 messages**

1: Information : This response hasn't been submitted yet, any print actions will not reference final information.

[View All Details](#)    [Submit Question](#)

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**My Online Response**

Time Left: **02:42:28**

Solicitation: 160000477

**Solicitation Summary**    **Attachments**

Solicitation 160000477

Procurement Folder: <b>4118701</b> Solicitation: <b>160000477</b> Solicitation Type: <b>Request for Bids</b> Description: <b>Online Bid Documentation</b>	Solicitation Version Number: <b>1</b> Status: <b>Open</b> Issued Date: <b>1/19/2016</b> Closing Date: <b>1/19/2016</b> Closing Time: <b>5:00 PM</b> Time Left: <b>2 Hours, 44 Minutes</b> Public Bid Open Date: Public Bid Open Time: Phone: <b>502-564-7300</b> Phone: <b>502-564-7300</b>
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On Behalf Of Office: **CGI**  
Preparer Office: **CGI**

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**My Response**

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

3. Step 1 – Respond to Lines **(for RFP's skip this go to item 4)**

- a) Select your **Response Type**.
  - It will default to “Bid”
  - If you do not want to bid on a line please select “No Bid”
  - When bidding, with a condition, please select “Bid with Condition”. 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**. If it is not applicable, please enter 0 for each Commodity Line.
- d) Once completed click **Save** and **Go to Step 2**.

4. Step 2 – Submission Checklist

Criteria	Description	Response Required	Mandatory YES Answer	Response Type Expected	Text Response	Yes/No Response	Date Response	Number Response
Default 1	The face of the solicitation must be signed	Yes	No	None				
Default 8	Proposed technical solution under sealed cover and by closing date and time	Yes	No	None				
Default 9	Proposed cost solution under sealed cover and by closing date and time	Yes	No	None				
Default		Yes	No	None				
Default 10	Bid Information-Completed	Yes	No	None				

5. Step 3 – Attach Your Files

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

- **For RFP submissions please attach separate documents for Cost, Technical, and Proprietary.**
  - **Attachment size is limited to 65,000 KB.**
- a) Attach your files using Internet Explorer

Click **Attach Files**

The screenshot shows a web interface with a navigation bar at the top containing five tabs: 1 Respond To Lines, 2 Criteria Response, 3 Attach Your Files (selected), 4 Discounts/Comments, and 5 Review/Submit. Below the navigation bar, the page title is 'Attach Your Files (Optional)'. There are buttons for 'Copy', 'Previous', 'Save', 'Go To Step 4', and 'Exit'. The main text says: 'If you have files you would like to include as part of your response, click the Attach Files button below.' A button labeled 'Attach Files' is highlighted with a red box. Below this is a section titled 'Manage Your Attachments' with instructions: '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.' There is a table header with columns: File Name, Date, User ID, and Attachment Type. Below the header, it says 'From 0 to 0 Total: 0' and 'First Prev Next Last'.

**Browse** and Select your documents. 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 yellow header with the text 'Add files'. Below the header, it says: '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.' There are five rows, each labeled 'File 1:' through 'File 5:'. Each row has a text input field, a 'Browse...' button (highlighted with a red box in the first row), and a 'Type' dropdown menu set to 'Standard'. At the bottom, there are two buttons: 'Attach File' and 'Cancel'.

Once your file is added, Type is selected, click **Attach File**

This screenshot is identical to the previous one, but now the 'File 1' input field contains the text 'File Name'. The 'Attach File' button at the bottom is highlighted with a red box.

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. System will confirm (“Are sure you want to delete this line?”) before the file is deleted.
- When you have uploaded or deleted the applicable attachments click **Save** and **Go to Step 4**.

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

b) Attach your files using Google Chrome

Click **Attach Files**

File Name	Date	User ID	Attachment Type
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**Choose File** and Select your documents. Type will default to Standard, but if it should be Proprietary select that instead.

File 1: Choose File No file chosen Type : Standard

File 2: Choose File No file chosen Type : Standard

File 3: Choose File No file chosen Type : Standard

File 4: Choose File No file chosen Type : Standard

File 5: Choose File No file chosen Type : Standard

Once your file is added and Type has been selected click **Attach File**.

**Add files**

Use this page to add the attachments to your vendor record. Click "Browse" to select a file. The maximum size allowed for each file is 65000 KB.

File 1:   Type : Standard ▾

File 2:  No file chosen Type : Standard ▾

File 3:  No file chosen Type : Standard ▾

File 4:  No file chosen Type : Standard ▾

File 5:  No file chosen Type : Standard ▾

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. Verification will be confirmed (Are sure you want to delete this line?) before the file is deleted.
- When you have uploaded or deleted the applicable attachments click **Save** and **Go to Step 4**.

**1 Respond To Lines** **2 Submission Checklist** **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.

**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	
<input type="button" value="✂"/>	Page left blank intentionally.xml	10/29/20	shelbytest	Standard	

#### 6. 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**.

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

**Discounts (Optional)**

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

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

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

I will offer a  % discount for payments made within  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.

- 7. Step 5 – Review/Submit
  - a) Response Submitted Successfully

**My Response**

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

Copy Previous Save **Submit** Exit Print

Response Summary for ESR1600000122

Legal Name: Tom Haverford      Vendor Customer Code: VS2000000240  
Response Status: Draft      Response Total Attachment Count: 1  
Response Date: 1/19/2016  
Response Time: 2:34 PM

Solicitation Summary

Procurement Folder: 4118701  
Solicitation: 1600000477  
Solicitation Type: Request for Bid      Close Date: 1/19/2016

Message from webpage

? This action will submit your Response. Do you want to proceed with this action?

OK Cancel

3 Attach Your Files | 4 Discounts/Comments | 5 Review/Submit

Solicitations | My Watchlist | Bulletin Board

## Response Submitted Successfully

### Thank You

Your Submitted Response can be found under the "My Responses" tab

Click any tab to continue.

b) Review Bid Submission

Account Information Financial Transactions Business Opportunities **Solicitation Responses** Catalog Management

My Responses

Search For My Responses

Show Me ... All Responses My Recent Responses In Progress Items Closing Soon My Awards My Intents to Award Recent Closings

Keyword Search :  Go [Advanced Search](#)

From 1 to 5 Total: 5

Link to Response Created By Response Status Response Date Solicitation ID Status Closing Date

c) Resume Response

- Must click Edit

My Response

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

Respond to Lines

Edit Copy Go To Step 2 Delete Exit

## SECTION 4 – WITHDRAWING A RESPONSE

1. Locate your Response on Solicitation Responses tab
  - You can only withdraw a bid where the Status is Open

Account Information   Financial Transactions   Business Opportunities   **Solicitation Responses**   Catalog Management   Grant Opportunities

My Responses

Search For My Responses

Show Me ...   **All Responses**   My Recent Responses   In Prog

Keyword Search :

From 1 to 10 Total: 10+

<a href="#">Link to Response</a>	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
<a href="#">SR-758-ESR2100000088-1</a>		Accepted	12/02/2020	<a href="#">RFP-758-2100000031-2</a>	Open	12/07/2020 03:30 PM EST

2. Click on the Response

<a href="#">Link to Response</a>	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
<a href="#">SR-758-ESR2100000088-1</a>		Accepted	12/02/2020	<a href="#">RFP-758-2100000031-2</a>	Open	12/07/2020 03:30 PM EST

3. Click on Withdraw

My Response

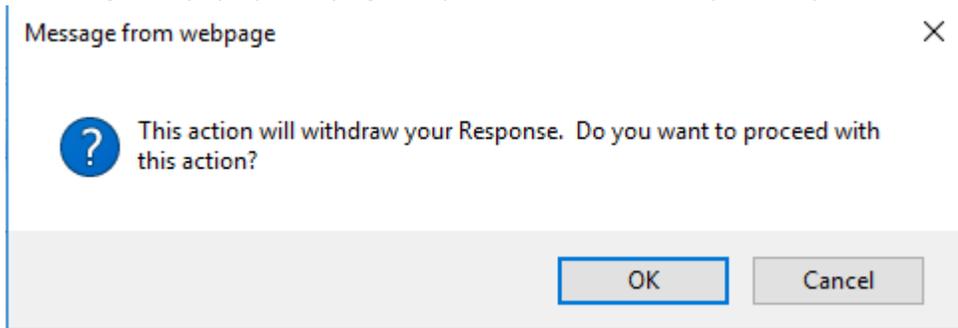
1 Respond To Lines   2 Submission Checklist   3 Attach Your Files   4 Discounts/Comments   5 Review/Submit

Respond to Lines

Edit Copy   Go To Step 2   Exit **Withdraw**

If no commodity line information is shown below, then click "Go To Step 2" to proceed to the next Response Step.

4. A message will pop up verifying that you want to withdraw your Response



5. Click OK

- On your Solicitation Responses tab your Response Status for that bid will be WithDrawn

Account Information Financial Transactions Business Opportunities **Solicitation Responses** Catalog Management Grant Opportu

My Responses

Search For My Responses

Show Me ... All Responses My Recent Responses

Keyword Search :

From 1 to 10 Total: 10+

<a href="#">Link to Response</a>	Created By	<b>Response Status</b>	Response Date	<a href="#">Solicitation ID</a>	Status	<a href="#">Closing Date</a>
<a href="#">SR-758-ESR2100000088-1</a>		WithDrawn	12/02/2020	<a href="#">RFP-758-2100000031-2</a>	Open	12/07/2020 03:30 PM EST