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

Included in this document:

- SECTION 1 - LOGGING INTO THE KENTUCKY VENDOR SELF SERVICE (VSS) SITE
- SECTION 2 – LOCATING SOLICITATIONS
- SECTION 3 – COMPLETING RESPONSE TO AN ONLINE BID
- SECTION 4 – WITHDRAWING A RESPONSE
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/vssrdonline3111d/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.
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.

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)
SECTION 3 – COMPLETING RESPONSE TO AN ONLINE BID

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

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.
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**
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**

   ![Attachment Interface]

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

   ![File Attachment Options]

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

b) Attach your files using Google Chrome

**Click Attach Files**

Choose **File** and Select your documents. Type will default to Standard, but if it should be Proprietary select that instead.
Once your file is added and Type has been selected click Attach File.

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.

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

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**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

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<tr>
<th>Link to Response</th>
<th>Created By</th>
<th>Response Status</th>
<th>Response Date</th>
<th>Solicitation ID</th>
<th>Status</th>
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</table>

**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

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<tr>
<th>Edit</th>
<th>Go To Step</th>
<th>Delete</th>
<th>Exit</th>
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SECTION 4 – WITHDRAWING A RESPONSE

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

2. Click on the Response

3. Click on Withdraw
4. A message will pop up verifying that you want to withdraw your Response.
   
   ![Message from webpage]
   
   ![This action will withdraw your Response. Do you want to proceed with this action?]

5. Click OK.
   
   - On your Solicitation Responses tab your Response Status for that bid will be WithDrawn.

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<tbody>
<tr>
<td>SR-758-ESR210000000008-1</td>
<td></td>
<td>WithDrawn</td>
<td>12/02/2020</td>
<td>RFP-758-21000000031-2</td>
<td>Open</td>
<td>12/07/2020 03:30 PM EST</td>
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