



COMMONWEALTH OF
KENTUCKY HOW TO SUBMIT
AN ONLINE RESPONSE
THROUGH THE KENTUCKY
VENDOR SELF SERVICE (VSS)

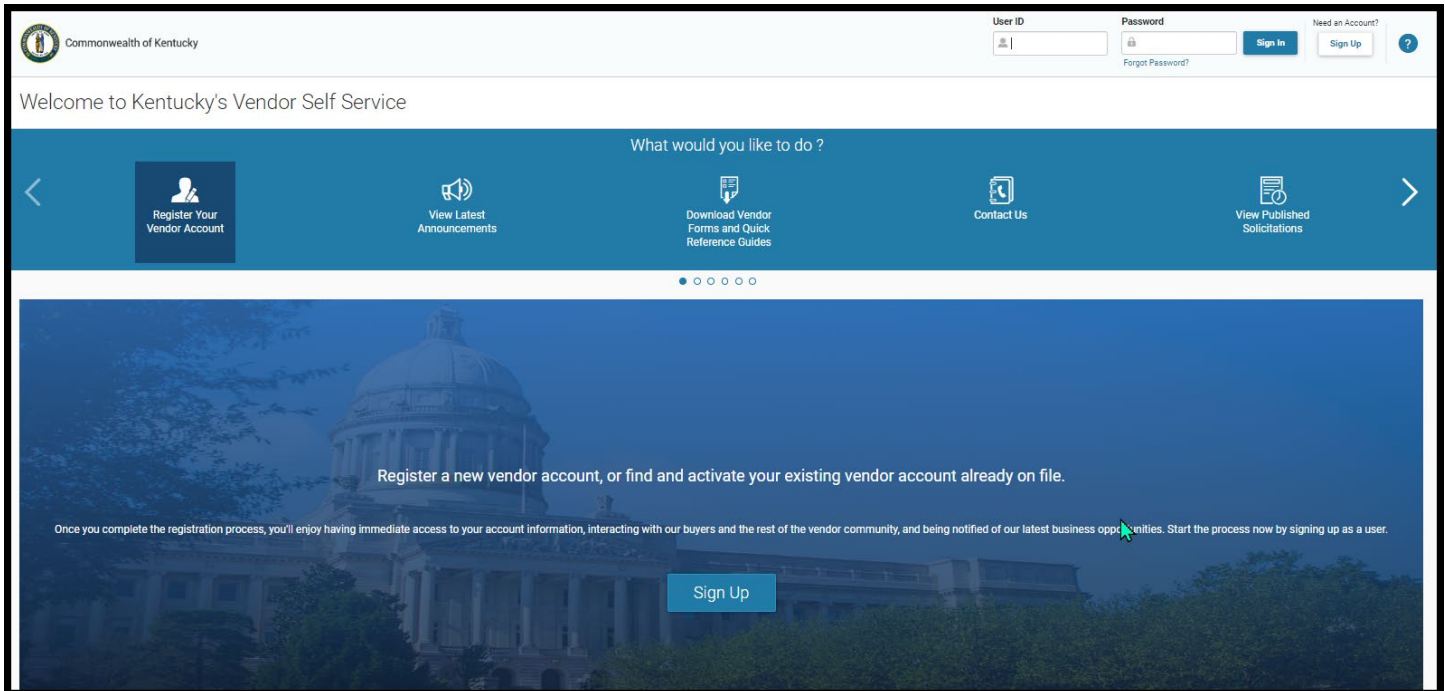
How to Submit an Online Response for a Business Opportunity

The Commonwealth of Kentucky has many business opportunities. These business opportunities or solicitations are posted on Kentucky's Vendor Self Service (VSS) application.

This guide covers the following topics:

- [Solicitation Types](#)
- [Submitting a Response](#)
- [View Solicitation Responses](#)

All online responses to Kentucky's solicitations must be submitted through VSS. To respond to a solicitation, vendors must have a VSS account. To register for an account, refer to the *KY Vendor Self Service Registration Guide* (available on the VSS website from Download Vendor Forms and Quick Reference Guides).



1 Solicitation Types

Five (5) types of solicitations may be available in VSS:

- P3 – Public, Private, Partnership Notice
- RFB – Request for Bid
- RFI – Request for Information
- RFP – Request for Proposal
- RFQ – Request for Quote

The [Submitting a Response](#) section details how to respond to a solicitation.

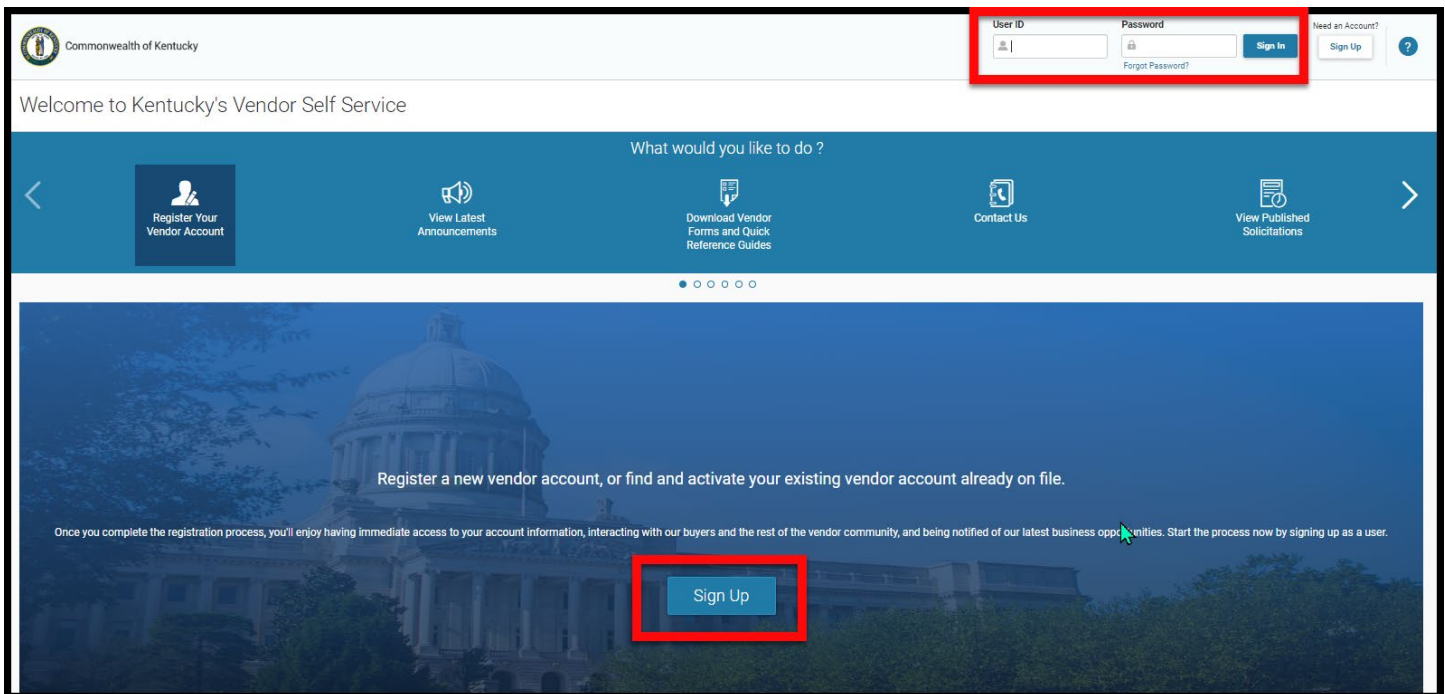
2 Submitting a Response

The following steps outline how to submit an online response to a solicitation on Kentucky's VSS.

How to Submit a Response:

Enter **User ID** and **Password**. Click **Sign In**.

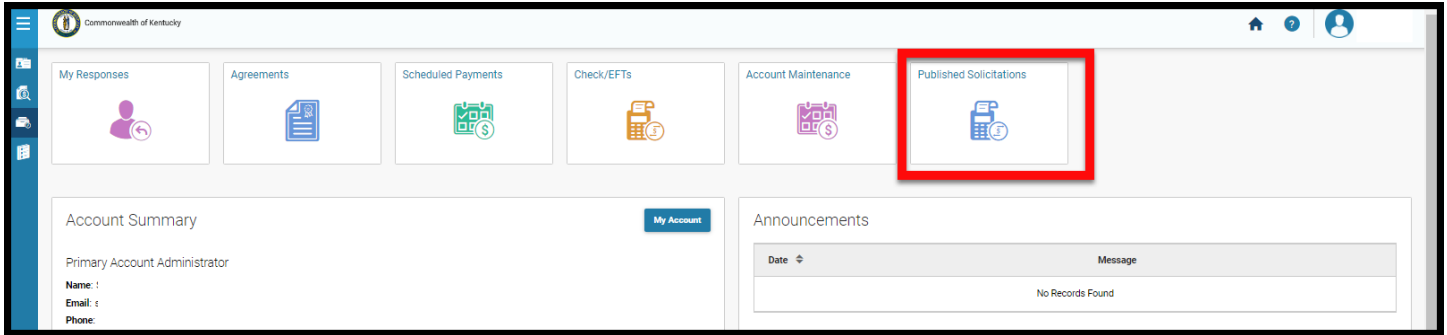
You must have a VSS account to submit a response. If you do not have an VSS account, click **Sign Up** and refer to the *KY Vendor Self Service Registration Guide* for more information on how to register.



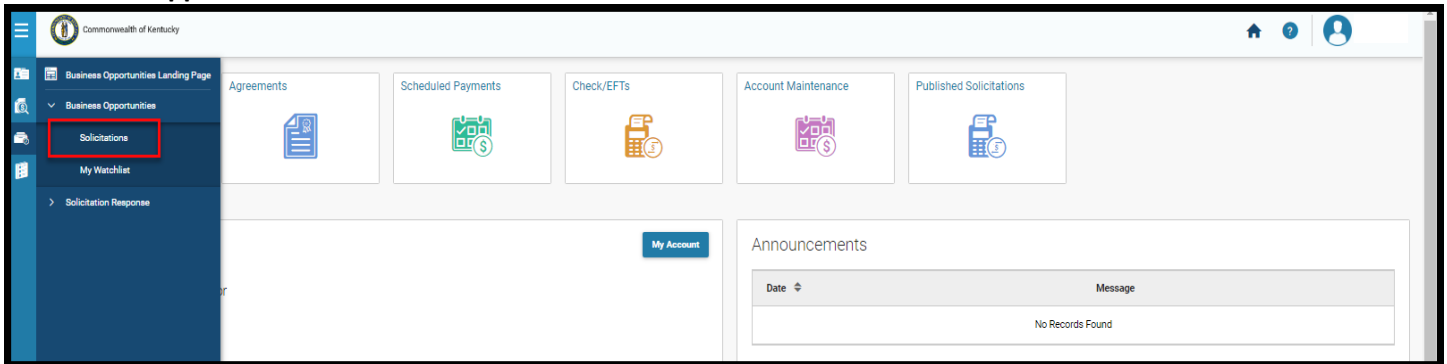
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From the Home page, navigate to the Published Solicitations in one of the following ways:

i) Click the **Published Solicitations** icon.



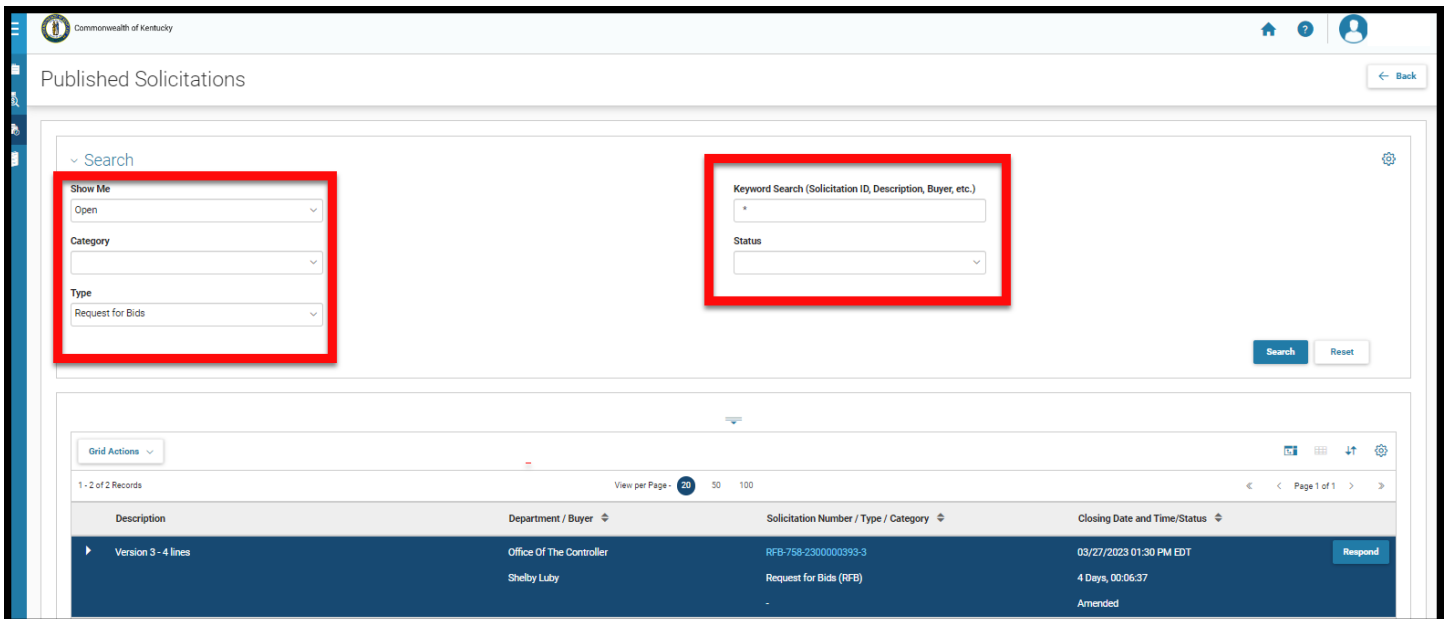
ii) On the left-hand navigation menu, click the Business Opportunities icon. Click **Business Opportunities** then click **Solicitations**.



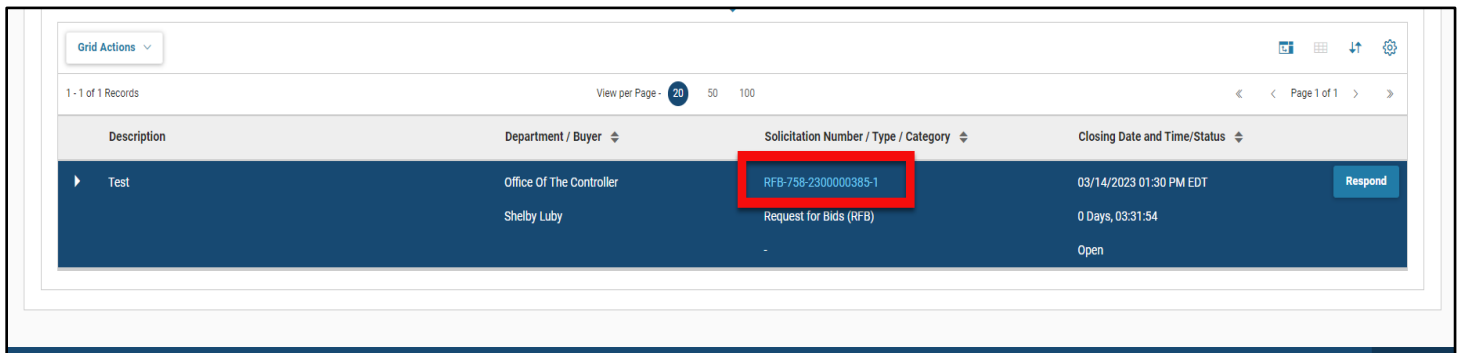
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Locate the desired solicitation.

- You may search by the following fields
 - Show Me (Open, Closing Soon, Recently Published, Recent Amendments, Recent Awards)
 - Category (Agricultural, Animal Related, Clothing, etc.) – this is not required and may not always be available
 - Type (P3 Notice, Request for Bids, Request for Information, Request for Proposals, Request for Quotes)
 - Keyword Search (can search by Solicitation ID, Solicitation Description, Agency, and Buyer)
 - Status (Awarded, Closed, Amended, Open, Reopened, Cancelled)



In the **Solicitation Number / Type / Category** column, click the solicitation number link to view the details of the solicitation.



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Review the solicitation details. Make certain to review each tab, especially the Attachments tab, and check the requirements and documentation associated with the bid requirements. There may be documents that must be completed and uploaded in order for your bid to be deemed responsive.

The screenshot shows the 'Solicitation View Page (RFB)' interface. At the top right, there is a 'Respond Online' button and a 'Back' button. Below the header, the document ID is 'RFB-758-2300000385-1' and the time left is '0 Days, 03:28:24'. The main content area has several tabs: 'General Information', 'Commodity Lines', 'Attachments', 'Solicitation Instructions', 'Evaluation Criteria', and 'Events'. The 'General Information' tab is active, showing sections for 'Buyer Information', 'Important Dates', and 'Department Information'. The 'Buyer Information' section includes fields for 'Buyer Name', 'Buyer Email', and 'Buyer Phone'. The 'Important Dates' section includes 'Issue Date' (03/13/2023), 'Closing Date' (03/14/2023 01:30 PM EDT), 'Bid Opening Date', and 'Last Amended'. The 'Department Information' section includes 'Category' and 'Type' (Request for Bids).

Click **Respond Online** to create a Solicitation Response.

This screenshot is identical to the previous one, but the 'Respond Online' button in the top right corner is highlighted with a red rectangular box.

These six steps must be completed on the Solicitation Response (SR) page:

- (1) Select Lines – used to select the lines for which you want to submit a response.
- (2) Respond to Lines – used to respond to each line on the solicitation.
- (3) Checklist/Scoring Criteria – used to respond to Evaluation Criteria defined on the solicitation.
- (4) Enter General Comments – used to add any overall comments for the response.
- (5) Add Attachments – used to upload files and attachments to support the response.
- (6) Review & Submit – used to review your response before submission.

To save your work at any time, Click **Save & Close**.

Click **Exit** to leave page without saving recent changes.

Step 1. Select Lines

On the **Select Lines** step, select applicable line(s) for your response.

- For selected lines, you will enter the bid price on the Respond to Lines step.
- Lines that are not selected on this step will default a **Response Type** of *No Bid* on the Respond to Lines step.
 - Some solicitations may require that you bid each line item. Check Terms and Conditions/Attachment A for each solicitation to determine if you are required to bid each line. Selecting *No Bid* for some solicitations may deem you non-responsive.
- ALL commodity lines require a response.

Solicitation Response (SR)

SR-758-ESR2300001799

1 Select Lines to Respond — 2 Respond To Lines — 3 Checklist/Scoring Criteria — 4 Enter General Comments — 5 Add Attachments — 6 Review & Submit

Group	Line	Default
Group 1	Line 1	CL1
Group 1	Line 2	CL2
Group 1	Line 3	CL3

Number of Lines: 3

Continue > Save & Close Exit

Click **Continue**.

Solicitation Response (SR)

SR-758-ESR2300001799

1 Select Lines to Respond — 2 Respond To Lines — 3 Checklist/Scoring Criteria — 4 Enter General Comments — 5 Add Attachments — 6 Review & Submit

Continue > Save & Close Exit

Step 2. Respond to Lines

All lines appear on the **Respond To Lines** step.

- Lines that are selected on the Select Lines step, the **Response Type** infers to *Bid*. For lines that were not selected, the **Response Type** defaults to *No Bid*.
- In the **Response Type** drop-down field, select *Bid*, *Bid with Condition*, or *No Bid*. For *Bid with Condition* or *No Bid*, the **Comments** field must be completed.

On the top right, click the page 3-dot menu for additional options. For example, you may click **Hide No Bid Lines** to display only the lines that have a **Response Type** of *Bid*.

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For a Line type requesting a **Unit Price**, **Delivery Days** must also be entered.

- If Delivery is not applicable, but the line type is an item, enter 0.
- Enter **Comments**, as appropriate. There are 1500 characters available
- For an RFP, enter \$0.00
 - Attach your Cost, Technical, Proprietary, or any other required documentation in Step 5 (Add Attachments)

For a line Type requesting a **Contract Amount**:

- For an RFB or RFQ, enter your bid amount
- For an RFP, enter \$0.00
 - Attach your Cost, Technical, Proprietary, or any other required documentation in Step 5 (Add Attachments)

The screenshot shows the 'My Offer' form for a line item with Line Number 1. The 'Commodity Line Details' section includes 'Commodity Description' (Artwork will be provided at time of award) and 'Requested Quantity' (100.00000 Each). The 'My Offer' section includes 'Response Type' (Bid), 'Unit Price' (input field), 'Delivery Days' (input field), 'Total' (-), and 'Alternate Specs Submitted' (No). A large 'Comments' text area is also present, with a character count of 0/1500. A red box highlights the 'Unit Price' and 'Delivery Days' input fields. Another red box highlights the 'Comments' text area. An 'Additional Specs' button is visible in the top right corner.

Click the **Additional Specs** button to enter additional commodity specifications.

The screenshot shows the 'My Offer' form for a line item with Line Number 1. The 'Commodity Line Details' section includes 'Commodity Description' (CL1) and 'Commodity Specifications'. The 'My Offer' section includes 'Response Type' (Bid), 'Contract Amount' (\$1,500.00), 'Pre Fixed Line' (No), 'Pre Fixed Line Amount' (-), and 'Alternate Specs Submitted' (No). A large 'Comments' text area is also present. A red box highlights the 'Additional Specs' button in the top right corner. The form is part of a multi-step process, with the current step being 'Respond To Lines'.

Enter product specifications on the **Additional Product Specs** page, if applicable. If alternative specifications are not permitted, the **Alternate** fields will be grayed out.

Additional Product Specs ✕

Alternate Product Specifications

Manufacturer -	Alt. Manufacturer <input type="text"/>
Serial Number -	Alt. Serial Number <input type="text"/>
Manufacturer Part Number -	Alt. Manufacturer Part Number <input type="text"/>
Specification Number -	Alt. Specification Number <input type="text"/>
Product/Category Number -	Alt. Product/Category Number <input type="text"/>
Size -	Alt. Size <input type="text"/>
Model Number	Alt. Model Number

Step 3. Checklist/Scoring Criteria

The **Checklist/Scoring Criteria** section shows all criteria for the solicitation. Some criteria may show default information.

- For criteria that require a response, review the **Description** and enter or select a value in the **My Response** column.
- If “Response Type Expected” is **None**, or there is not any Criteria listed, click Continue or move on to 4 (Enter General Comments)

Please respond to each of the criteria below. These criteria will be used in the solicitation response evaluation process.

1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1

Criteria	Criteria	Description	My Response
Default	1	Online bids require the attached Comments & Clauses be completed & submitted	
Default	2	Failure to upload required attachments/info may deem bid non-responsive.	
Default	3	You acknowledge this on-line bid requirement.	<input type="text" value="- Select -"/> <input type="text" value="- Select -"/> <input type="text" value="No"/> <input type="text" value="Yes"/>
Default	4	Necessary documents are uploaded with your on-line bid response.	

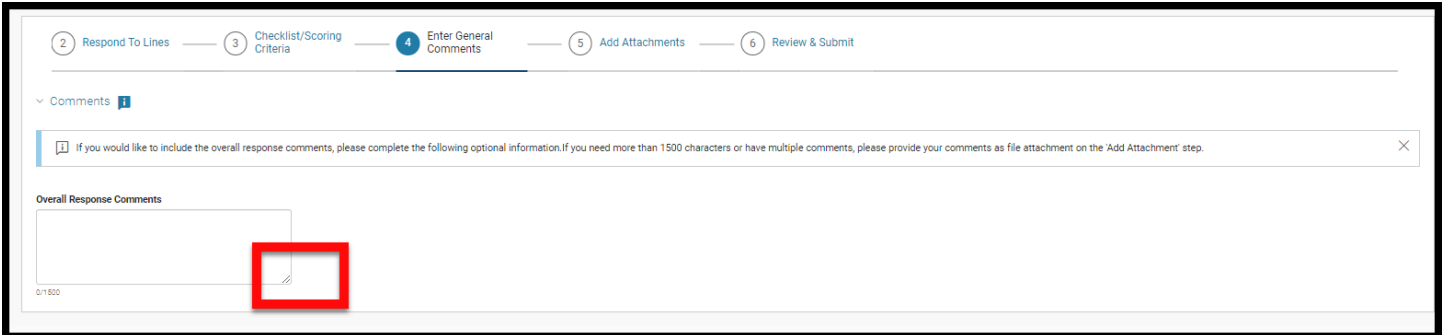
If Responses are required, respond to each question and click **Continue** to proceed to the next step.

Solicitation Response (SR)

SR-758-ESR2300001799

Step 4. Enter General Comments

The **Overall Response Comment** field may be used to enter text for the entire response. There are 1500 characters available. You can make the field larger by clicking and dragging the bottom right corner of the field.



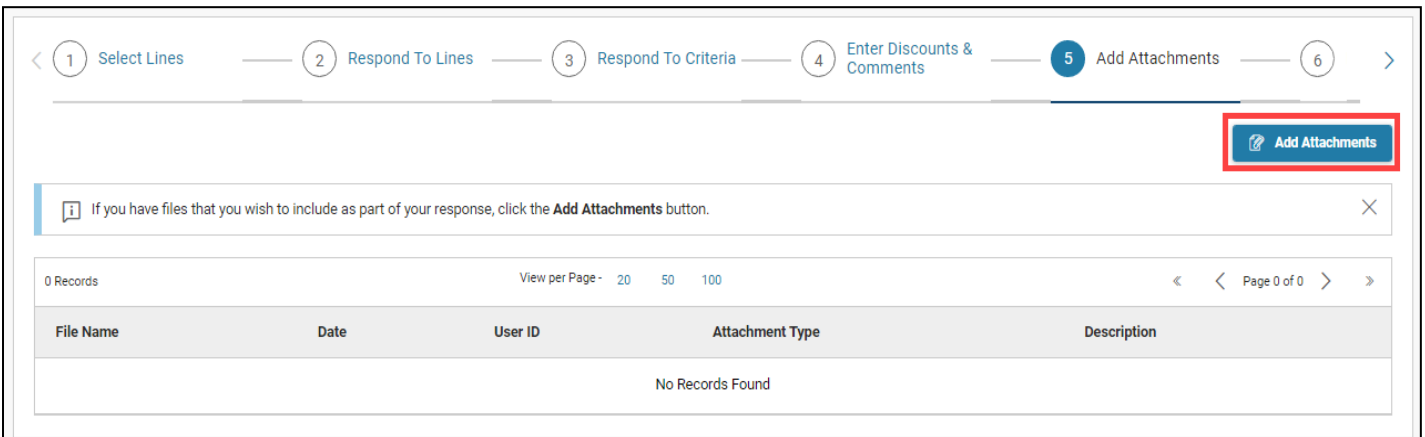
Click **Continue** to advance to the next step.



Step 5. Add Attachments

On the Add Attachments step, documents may be uploaded to support the response.

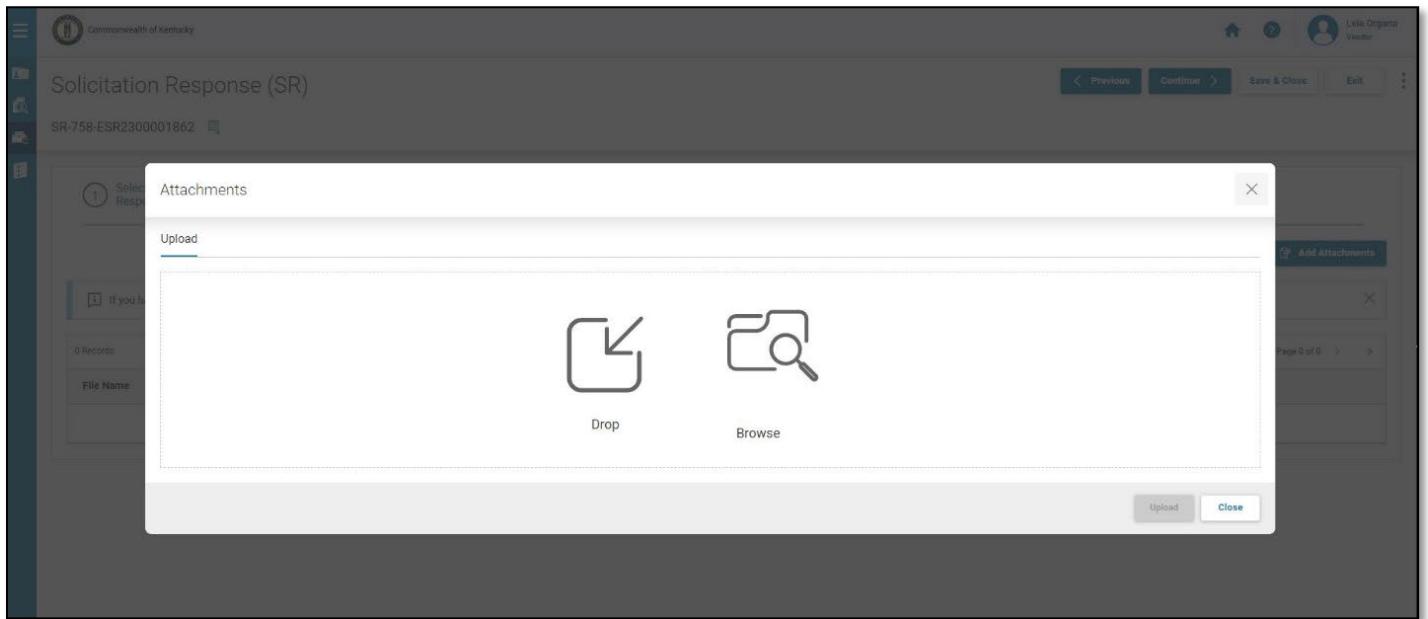
- Click the **Add Attachments** button.



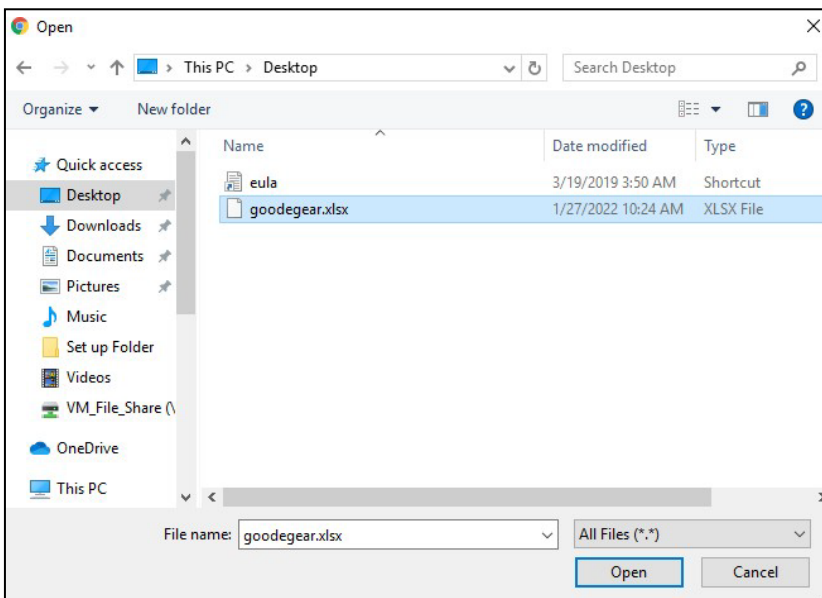
- Maximum Attachment Size per file is 65000 KB

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Click browse on the **Attachments** page to locate the file to upload. You may also drag and drop the file onto the page.



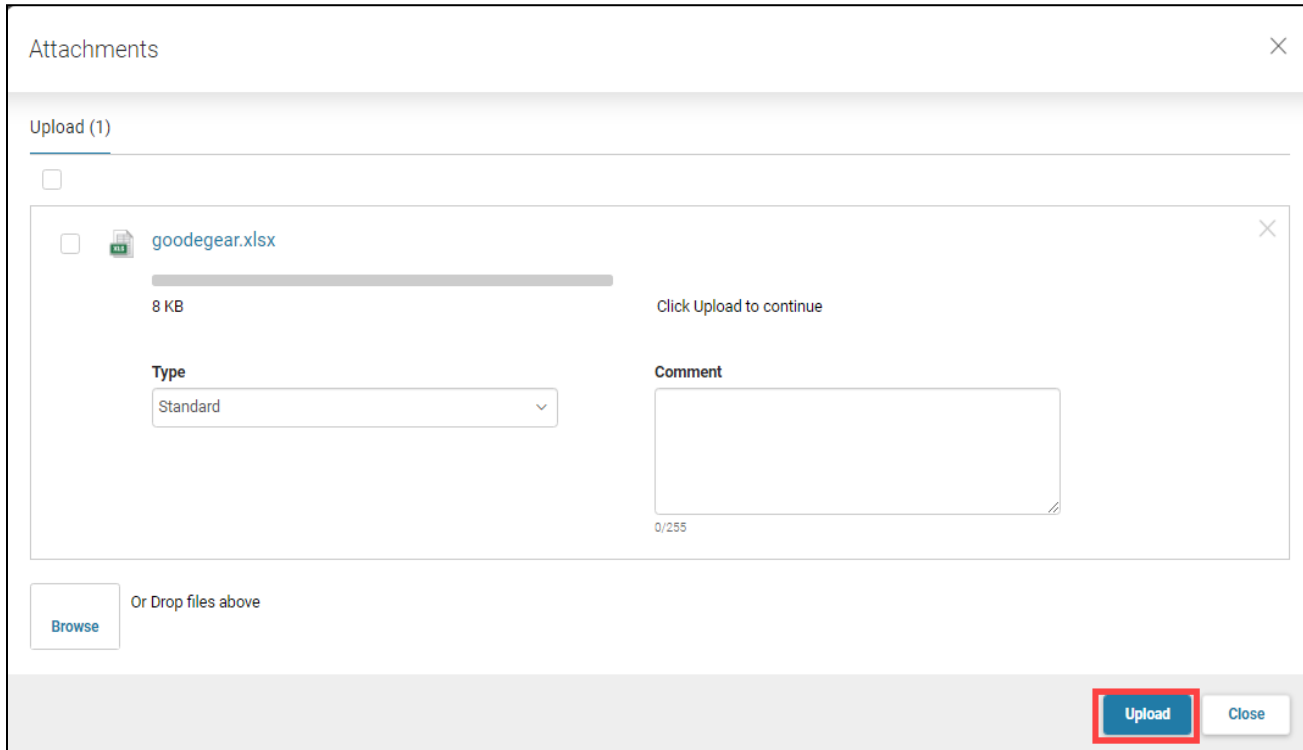
Search and select the file from your computer or local network on the **Open** page. Click **Open** to select the file.



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Click Browse on the **Attachments** page to search and select additional files. Once all files are selected, click **Upload**. You can also “drag” and “drop” files in the center of this page.

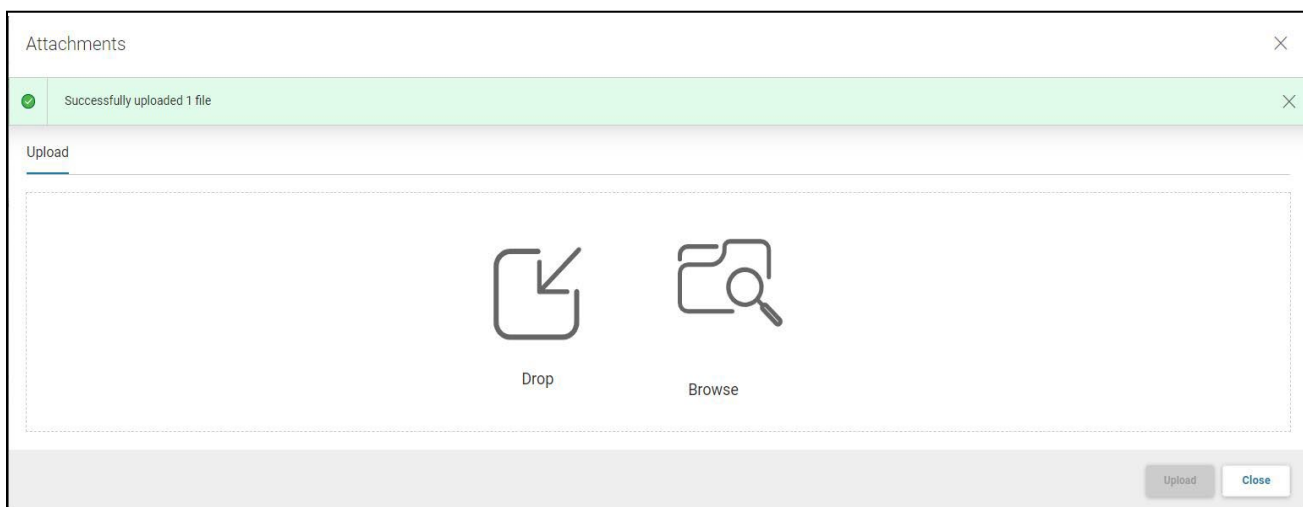
- Documents are limited to ten (10) at one time.



The screenshot shows the 'Attachments' window with a file named 'goodegear.xlsx' (8 KB) selected. Below the file name is a progress bar and the text 'Click Upload to continue'. There is a 'Type' dropdown menu set to 'Standard' and a 'Comment' text area with a character count of '0/255'. At the bottom left, there is a 'Browse' button and the text 'Or Drop files above'. At the bottom right, there are 'Upload' and 'Close' buttons, with the 'Upload' button highlighted by a red box.

Verify the “Successfully uploaded 1 file” message displays.

You may “drag” and “drop” files if you choose.



The screenshot shows the 'Attachments' window after a successful upload. A green notification bar at the top displays 'Successfully uploaded 1 file'. Below this, the 'Upload' section is empty, showing a large dashed box with 'Drop' and 'Browse' icons. At the bottom right, there are 'Upload' and 'Close' buttons.

Click Close.

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Review the attached file(s). Click **Add Attachments** to add a new file. Click **Delete** to remove a file.

The screenshot shows a progress bar with six steps: 1. Select Lines, 2. Respond To Lines, 3. Respond To Criteria, 4. Enter Discounts & Comments, 5. Add Attachments (highlighted), and 6. Review & Submit. Below the progress bar is an 'Add Attachments' button. A message box states: 'If you have files that you wish to include as part of your response, click the Add Attachments button.' Below this is a table with one record:

File Name	Date	User ID	Attachment Type	Description
goodegear.xlsx	02/01/2022	goodevendor	Standard	

A 'Delete' button is located to the right of the table row.

If all files are attached, click **Continue** to proceed to the next step.

The screenshot shows the header for a 'Solicitation Response (SR)' with ID 'SR-758-ESR2300001799'. On the right side, there are four buttons: 'Previous', 'Continue' (highlighted with a red box), 'Save & Close', and 'Exit'.

Step 6. Review & Submit

Review all information entered.

If all information is correct, click **Submit Response**.

The screenshot shows the 'Review & Submit' step in the VSS interface. The progress bar highlights step 6. Below the progress bar is a 'Response Summary' section with the following information:

Response ID ESR2300001862	Legal Name Leia Organa
Vendor Customer Code KS0016176	Response Status Draft
Response Total Attachment Count 1	Response Date 03/21/2023
Response Time 02:42 PM	Responded By User ID lorgana
First Name Leia	Last Name Organa

At the top right, there are buttons: 'Previous', 'Submit Response', 'Save & Close', and 'Exit'.

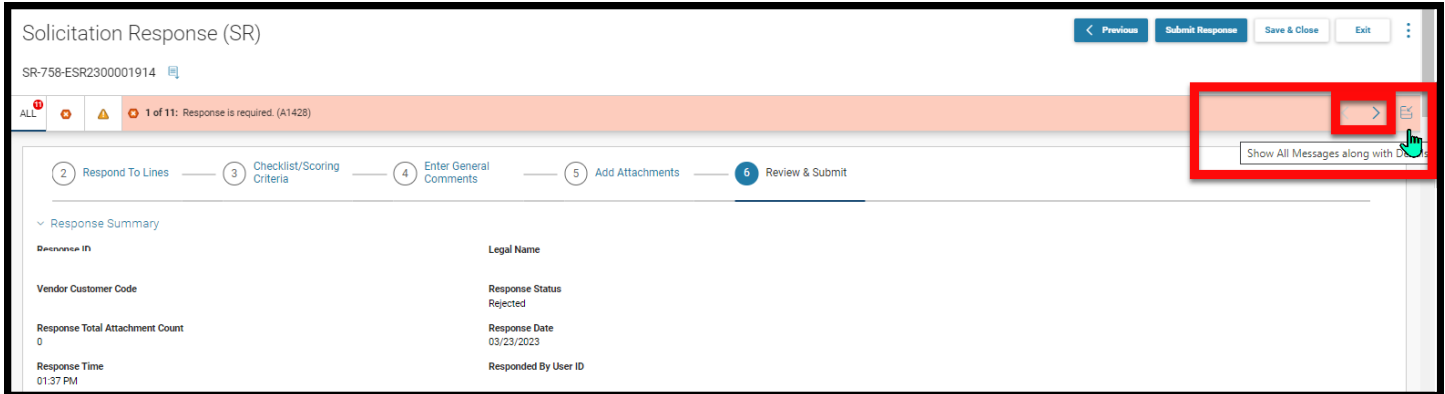
Errors are indicated with a red x. Errors must be resolved in order to submit the response. Warnings are indicated with an orange triangle.

The screenshot shows a notification bar at the bottom of the page. It contains an 'ALL' button, a red 'x' icon, an orange triangle icon, and a message: '11: Response is required. (A1428)'. The 'ALL' button and the red 'x' icon are highlighted with red boxes.

Note: You can submit a response with warnings. Click **Submit Response** again to submit with warnings.

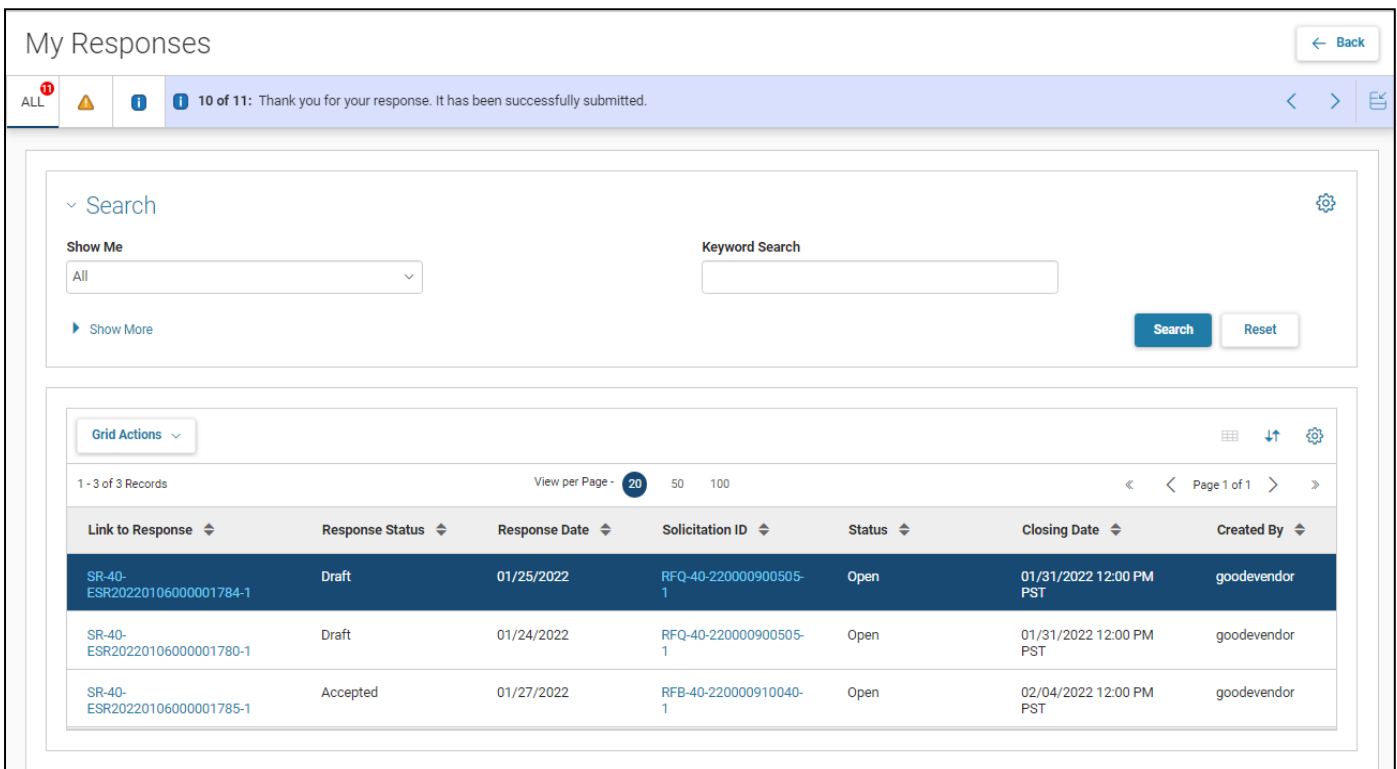
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Click the icon to view all errors and warnings or use the arrow icons to view one at a time.



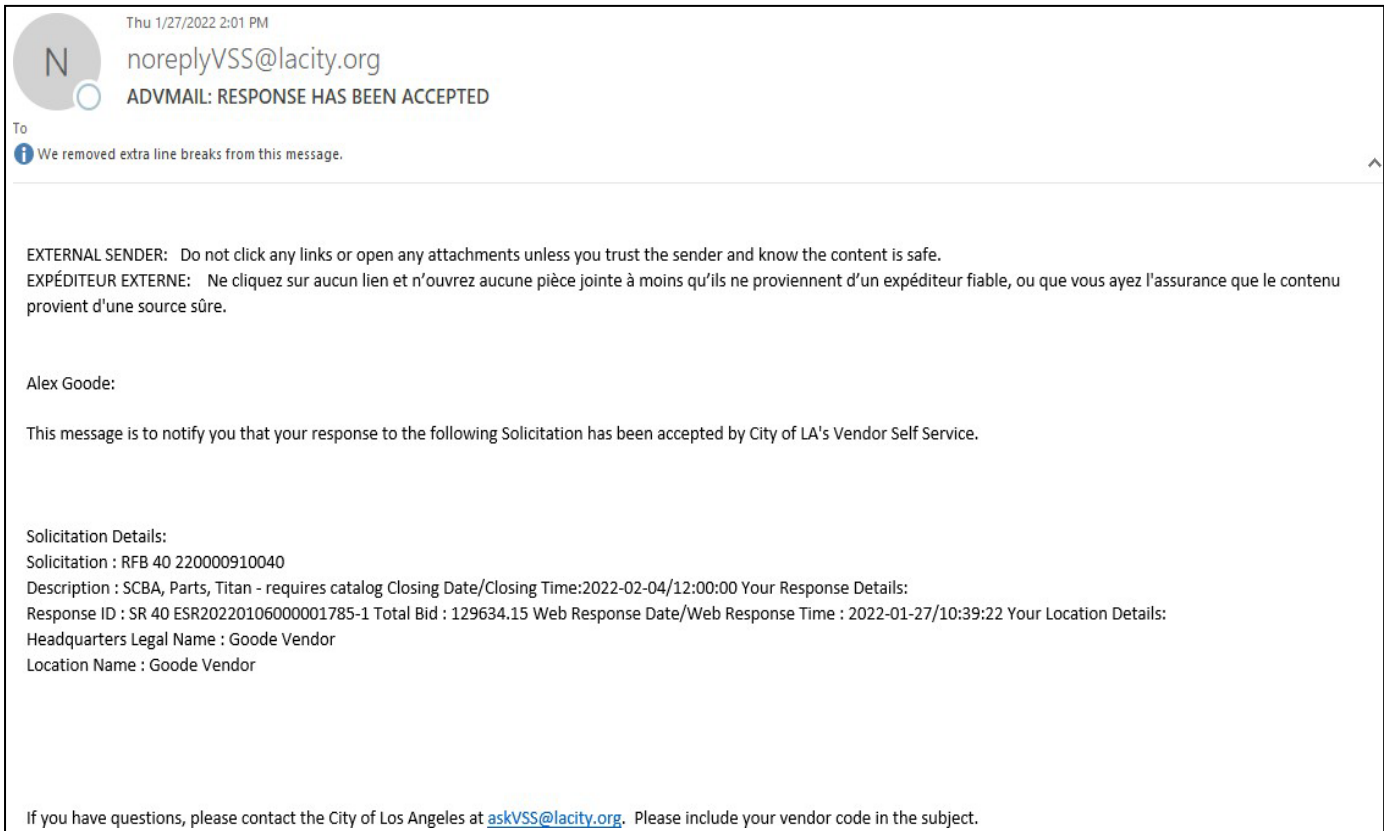
Verify the “Thank you for your response. It has been successfully submitted.” message displays.

All responses will be listed. If you do not see your solicitation ID listed, you may enter the solicitation ID in the Keyword Search. A successful submission will have a **Response Status** of *Accepted*.



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An email notification will be sent to verify that your response was accepted.



If you do not receive an email notification, you may still check the status of your bid submission by following the steps as listed in the following section, "Solicitation Responses."

If your submission was not successfully submitted, you may reach out to the Customer Resource Center help desk for assistance by email at Finance.CRCGroup@ky.gov or by phone at 502-564-9641 or toll-free at 877-973-4357.

3 Solicitation Responses

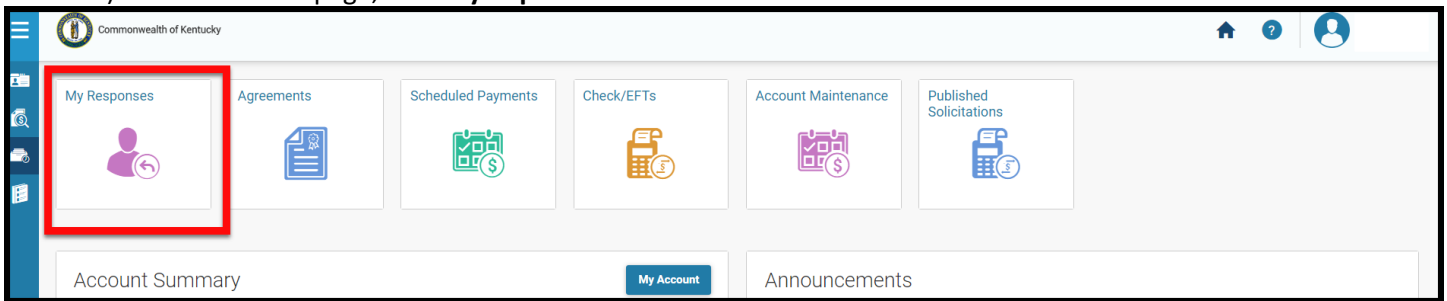
Responses may be viewed on the My Responses section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under Download Vendor Forms).

How to View Your Responses

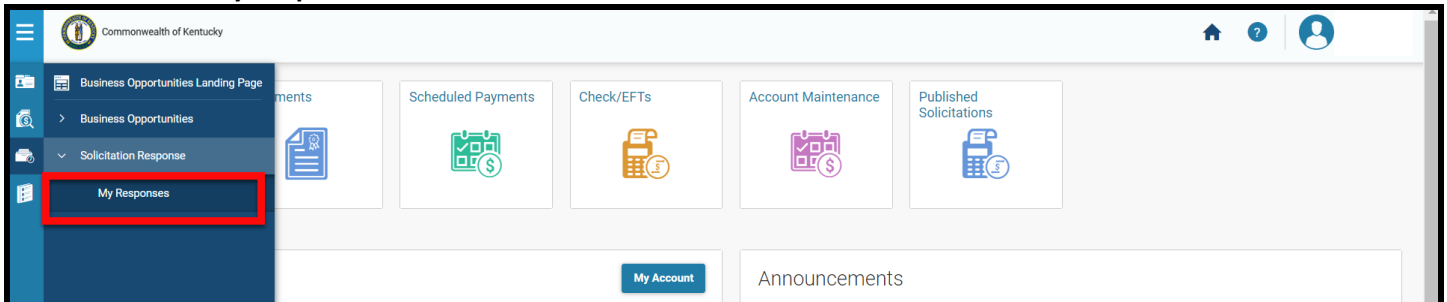
Log in to VSS.

From the Home page, use one of the following methods to access the My Responses page:

- i) On the Home page, click **My Responses**.



- ii) On the left-hand navigation menu, click the Business Opportunities icon. Click **Solicitation Response** then click **My Responses**.



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The **My Responses** page displays all the responses for your vendor code.
The **Link to Response** column has a link to view the response. Click the link to view.

The **Response Status** column shows the status of your responses. Only **Accepted** statuses are successfully submitted responses.

My Responses

Search

Show Me: All

Response ID: [Input Field]

Response Status: [Dropdown]

Keyword Search: [Input Field]

Solicitation: [Input Field]

Search Reset

Link to Response	Response Status	Response Date	Solicitation ID	Status	Closing Date	Created By
SR-758-ESR2300001862-1	Accepted	03/21/2023	RFB-758-2300000387-1	Open	03/23/2023 01:30 PM EDT	lorgana
SR-758-ESR2300001861-1	Rejected	03/21/2023	RFB-758-2300000387-1	Open	03/23/2023 01:30 PM EDT	lorgana