

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

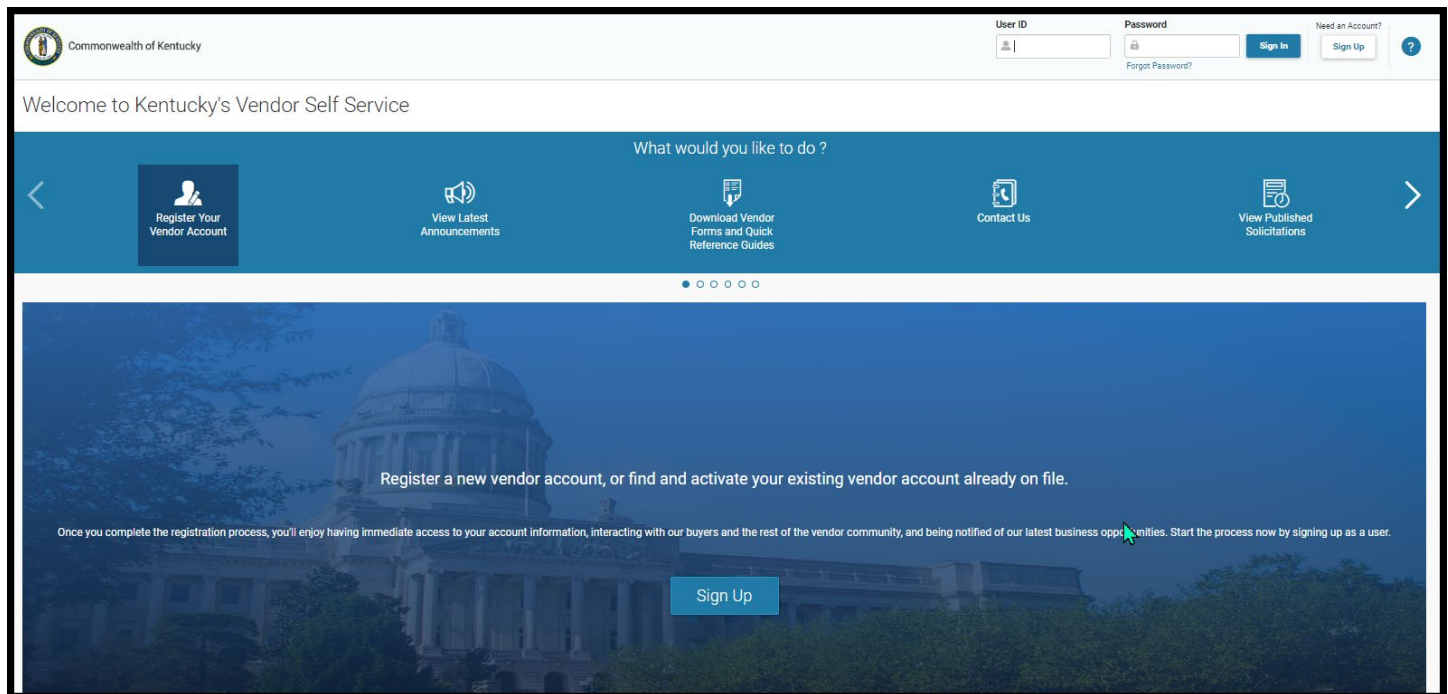
How to Submit an Online Response for a Business Opportunity

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**.

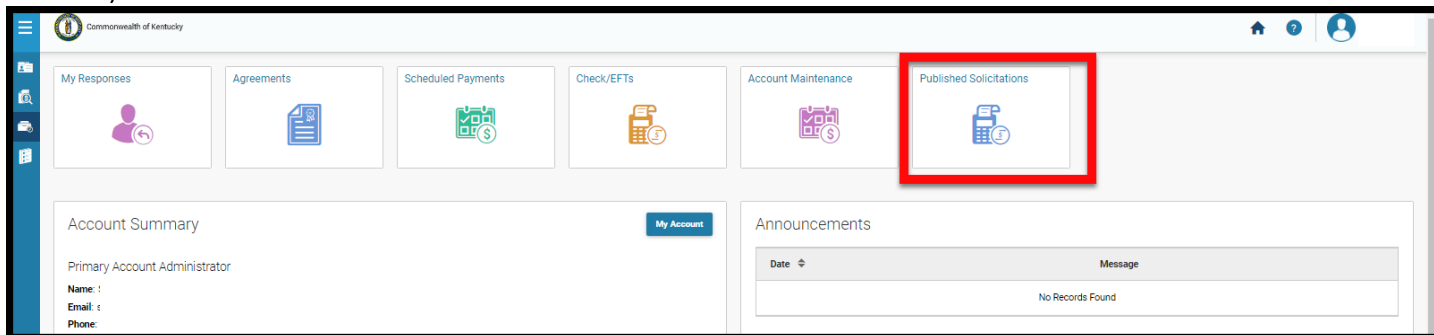
You must have a VSS account to submit a response. If you do not have an VSS account, click **Sign Up** and refer to the *KY Vendor Self Service Registration Guide* for more information on how to register.

The screenshot displays the Kentucky Vendor Self Service (VSS) website. At the top, the Commonwealth of Kentucky logo is on the left, and the login section is on the right. The login section includes fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. A 'Need an Account? Sign Up' link is also present. Below the login section, a blue navigation bar contains links for 'Register Your Vendor Account', 'View Latest Announcements', 'Download Vendor Forms and Quick Reference Guides', 'Contact Us', and 'View Published Solicitations'. The main content area features a large image of the Kentucky State Capitol dome with the text: 'Register a new vendor account, or find and activate your existing vendor account already on file. Once you complete the registration process, you'll enjoy having immediate access to your account information, interacting with our buyers and the rest of the vendor community, and being notified of our latest business opportunities. Start the process now by signing up as a user.' A 'Sign Up' button is highlighted with a red box.

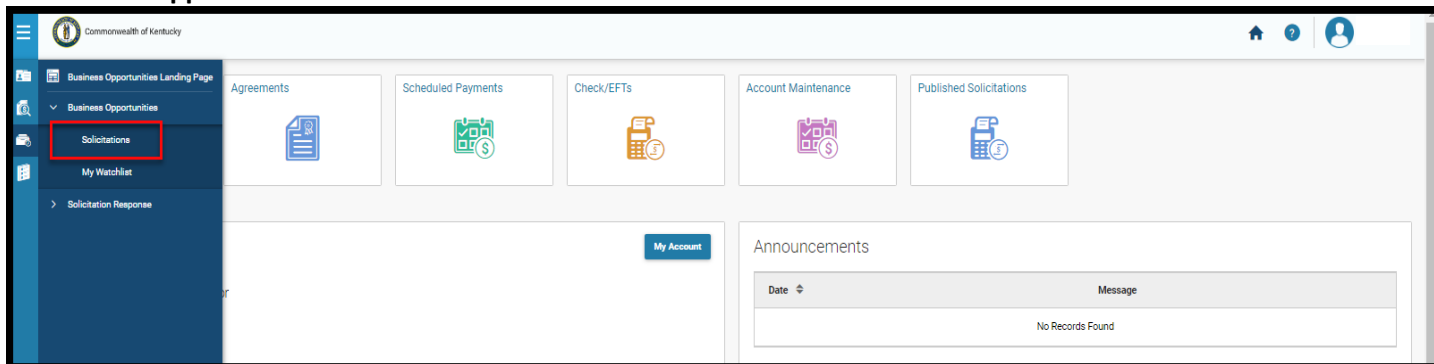
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From the Home page, navigate to the Published Solicitations in one of the following ways:

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)

Published Solicitations

Search

Show Me: Open

Category:

Type: Request for Bids

Keyword Search (Solicitation ID, Description, Buyer, etc.): *

Status:

Search Reset

Grid Actions

1 - 2 of 2 Records

View per Page: 20 50 100

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Version 3 - 4 lines	Office Of The Controller Shelby Luby	RFB-758-2300000393-3 Request for Bids (RFB)	03/27/2023 01:30 PM EDT 4 Days, 00:06:37 Amended

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

Grid Actions

1 - 1 of 1 Records

View per Page: 20 50 100

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Test	Office Of The Controller Shelby Luby	RFB-758-2300000385-1 Request for Bids (RFB)	03/14/2023 01:30 PM EDT 0 Days, 03:31:54 Open

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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 are buttons for 'Respond Online' (with a star icon) and 'Back' (with a left arrow). Below the title bar, the document ID 'RFB-758-2300000385-1' and 'Time Left: 0 Days, 03:28:24' are displayed. A horizontal tab bar contains six tabs: 'General Information' (selected), 'Commodity Lines', 'Attachments', 'Solicitation Instructions', 'Evaluation Criteria', and 'Events'. The main content area is divided into three sections: 'Buyer Information' with fields for 'Buyer Name', 'Buyer Email', and 'Buyer Phone'; 'Important Dates' with 'Issue Date' (03/13/2023), 'Closing Date' (03/14/2023 01:30 PM EDT), 'Bid Opening Date' (indicated by a minus sign), and 'Last Amended' (indicated by a minus sign); and 'Department Information' with 'Category' (indicated by a minus sign), 'Type' (Request for Bids), 'Document Department', and 'Status'.

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

This screenshot is identical to the one above, 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 1 Default Number of Lines: 3

☒ Line 1 CL1

☒ Line 2 CL2

☒ Line 3 CL3

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

Group 1 Default Number of Lines: 3

☒ Line 1 CL1

☒ Line 2 CL2

☒ Line 3 CL3

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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.

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 1 Default Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	Commodity Description CL1 Commodity Specifications	Response Type Bid Contract Amount Pre Fixed Line No Pre Fixed Line Amount Alternate Specs Submitted No Comments

Additional Specs

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*.

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 1 Default Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	Commodity Description CL1 Commodity Specifications	Response Type Bid Contract Amount Pre Fixed Line No Pre Fixed Line Amount Alternate Specs Submitted No Comments

Additional Specs

Related Actions: Discard Response, View Solicitation

Related Pages: No Bid, Bid All Lines, Hide No Bid Lines, Print Response

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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)

Line Number	Commodity Line Details	My Offer
1	Commodity Description Artwork will be provided at time of award Commodity Specifications Requested Quantity 100.00000 Each	<div style="display: flex; justify-content: space-between;"> <div> Response Type <input type="text" value="Bid"/> </div> <div style="border: 2px solid red; padding: 5px;"> Unit Price <input style="width: 100%;" type="text"/> Delivery Days <input style="width: 100%;" type="text"/> </div> <div style="text-align: right;"> Additional Specs </div> </div> <div style="margin-top: 10px;"> Total - </div> <div style="margin-top: 10px;"> Alternate Specs Submitted No </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> Comments <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </div>

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

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

▼ Group 1 Default
Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	Commodity Description CL1 Commodity Specifications	<div style="display: flex; justify-content: space-between;"> <div> Response Type <input type="text" value="Bid"/> </div> <div style="border: 2px solid red; padding: 5px;"> Contract Amount <input style="width: 100%;" type="text" value="\$1,500.00"/> Pre Fixed Line Amount - </div> <div style="text-align: right;"> Additional Specs </div> </div> <div style="margin-top: 10px;"> Pre Fixed Line No </div> <div style="margin-top: 10px;"> Alternate Specs Submitted No </div> <div style="border: 1px solid #ccc; margin-top: 10px;"> Comments </div>

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

Save

Cancel

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.	<div> - Select - - Select - No Yes </div>
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

Previous Continue Save & Close Exit

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

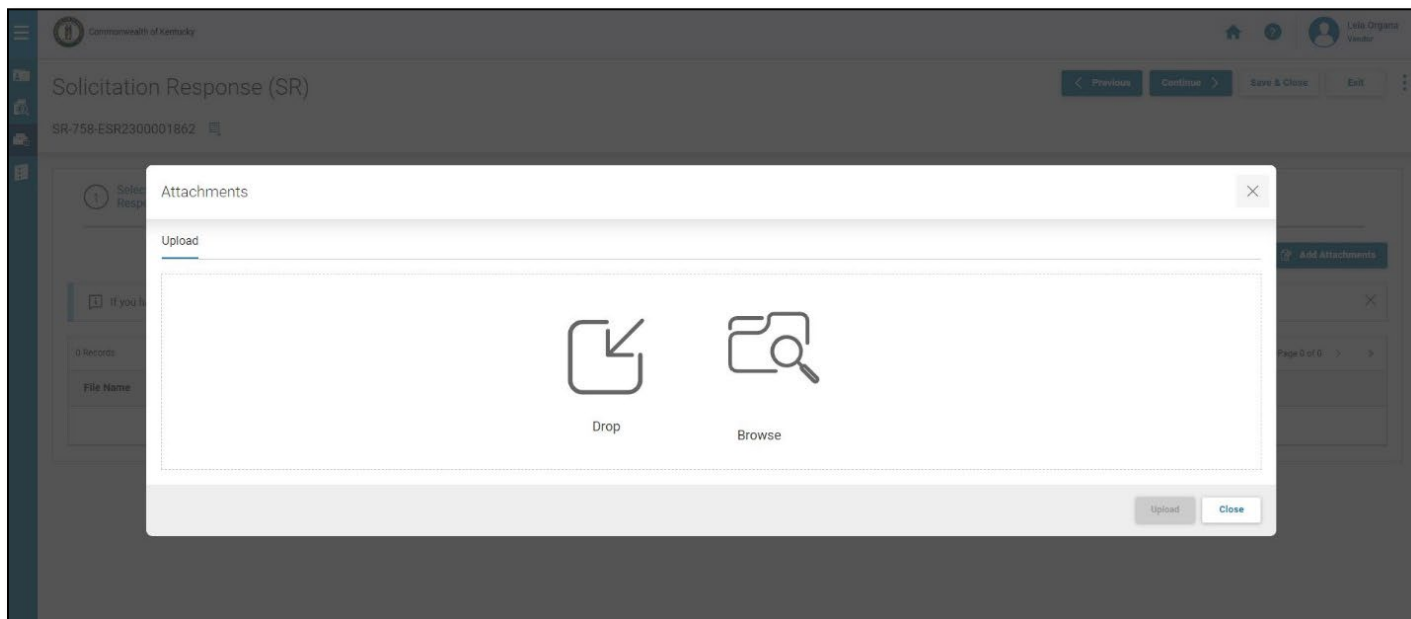
On the Add Attachments step, documents may be uploaded to support the response.

- Click the **Add Attachments** button.

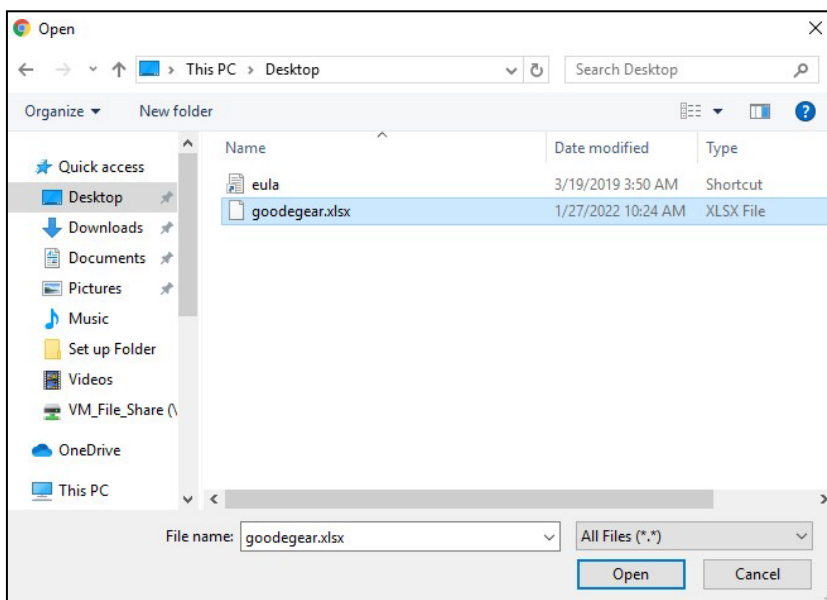
- Maximum Attachment Size per file is 65000 KB

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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.



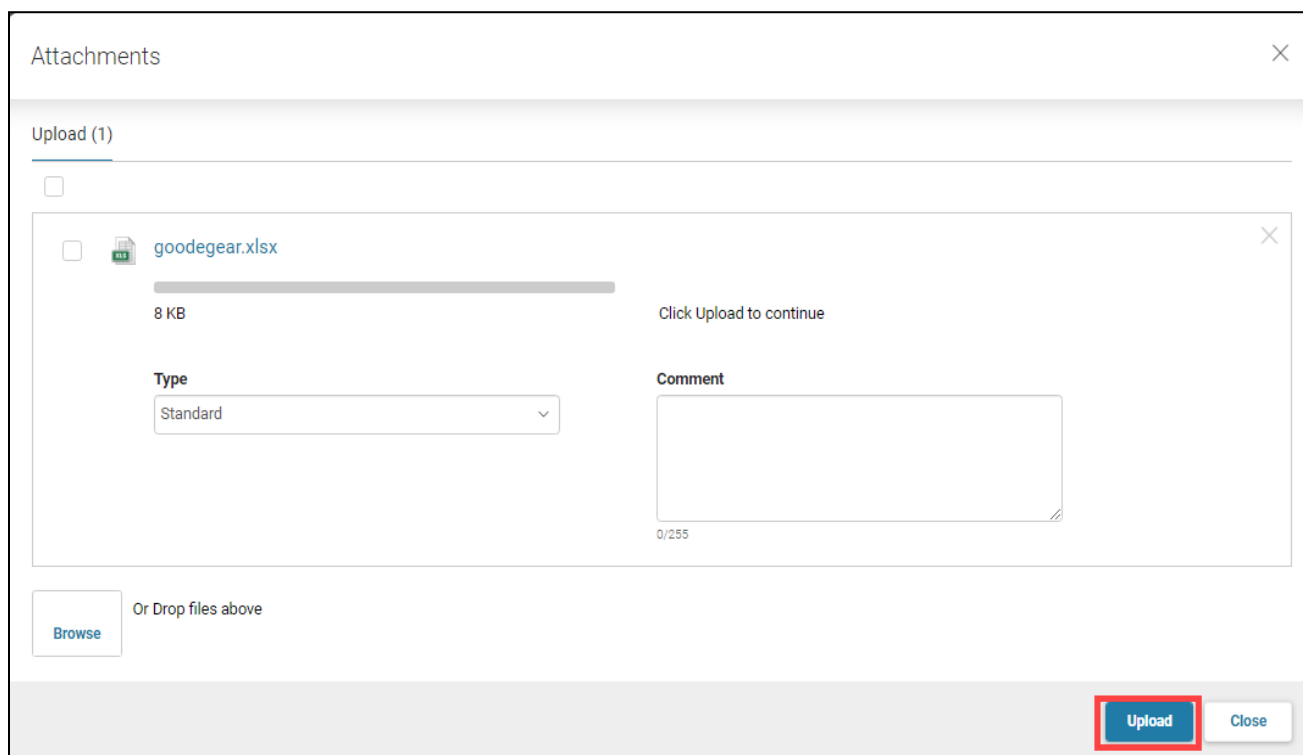
Search and select the file from your computer or local network on the **Open** page. Click **Open** to select the file.



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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.

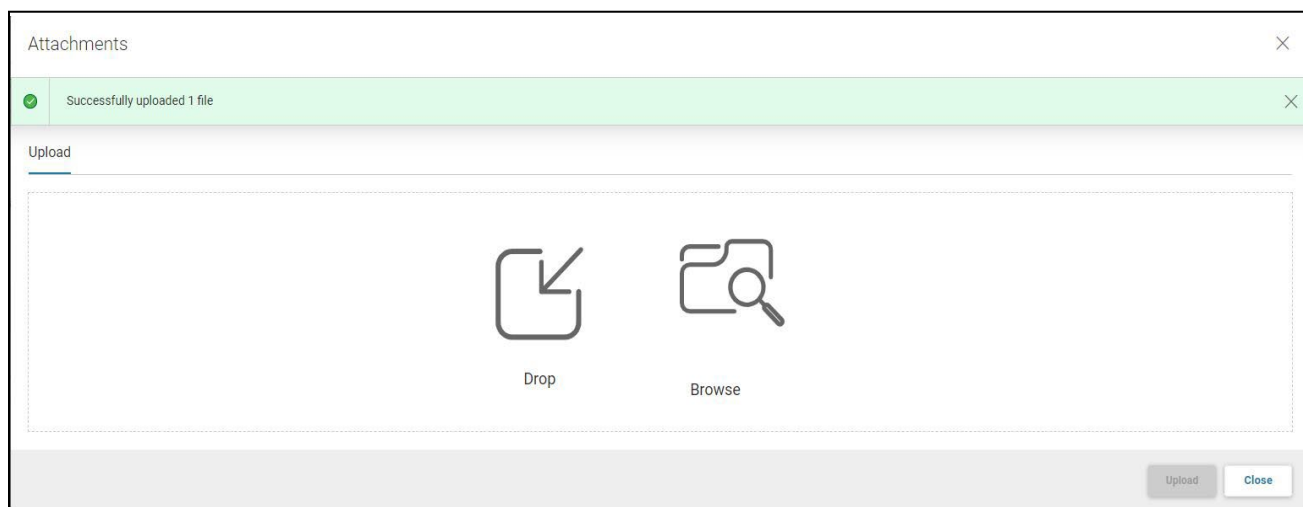
- Documents are limited to ten (10) at one time.



The screenshot shows the 'Attachments' window. At the top, it says 'Upload (1)'. Below this, there is a file named 'goodegear.xlsx' with a size of '8 KB'. A progress bar is visible. To the right of the file, it says 'Click Upload to continue'. Below the file name, 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. The 'Upload' button is highlighted with 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 banner at the top says 'Successfully uploaded 1 file'. Below this, there is a large dashed box containing two icons: a 'Drop' icon (a square with a diagonal line) and a 'Browse' icon (a folder with a magnifying glass). 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 the 'Add Attachments' step (5) in a 6-step process. A progress bar at the top indicates the current step. Below the progress bar is a blue button labeled 'Add Attachments'. 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 1 record. The table has columns: File Name, Date, User ID, Attachment Type, and Description. The record shows 'goodegear.xlsx' attached on '02/01/2022' by user 'goodevendor' as a 'Standard' attachment. A 'Delete' button is next to the record. The bottom of the table shows '1 - 1 of 1 Records' and 'View per Page' options (20, 50, 100).

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

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

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

Step 6. Review & Submit

Review all information entered.

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

The screenshot shows the 'Review & Submit' step (6) in a 6-step process. A progress bar at the top indicates the current step. Below the progress bar is a blue button labeled 'Submit Response'. Below this is a 'Response Summary' section. It contains two columns of information. The left column includes: Response ID (ESR2300001862), Vendor Customer Code (KS0016176), Response Total Attachment Count (1), Response Time (02:42 PM), and First Name (Lela). The right column includes: Legal Name (Lela Organa), Response Status (Draft), Response Date (03/21/2023), Responded By User ID (lorgana), and Last Name (Organa).

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 horizontal bar at the bottom of the interface. It contains a red 'x' icon and an orange triangle icon. To the right of the icons is the text '11: Response is required. (A1428)'. The bar has navigation arrows on the right side.

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.

Solicitation Response (SR)

SR-758-ESR2300001914

ALL 1 of 11: Response is required. (A1428)

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

Response Summary

Disposition ID Legal Name

Vendor Customer Code Response Status

Response Total Attachment Count Response Date

Response Time Responded By User ID

01:37 PM

Show All Messages along with...

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*.

My Responses

Back

ALL 10 of 11: Thank you for your response. It has been successfully submitted.

Search

Show Me All Keyword Search

Show More Search Reset

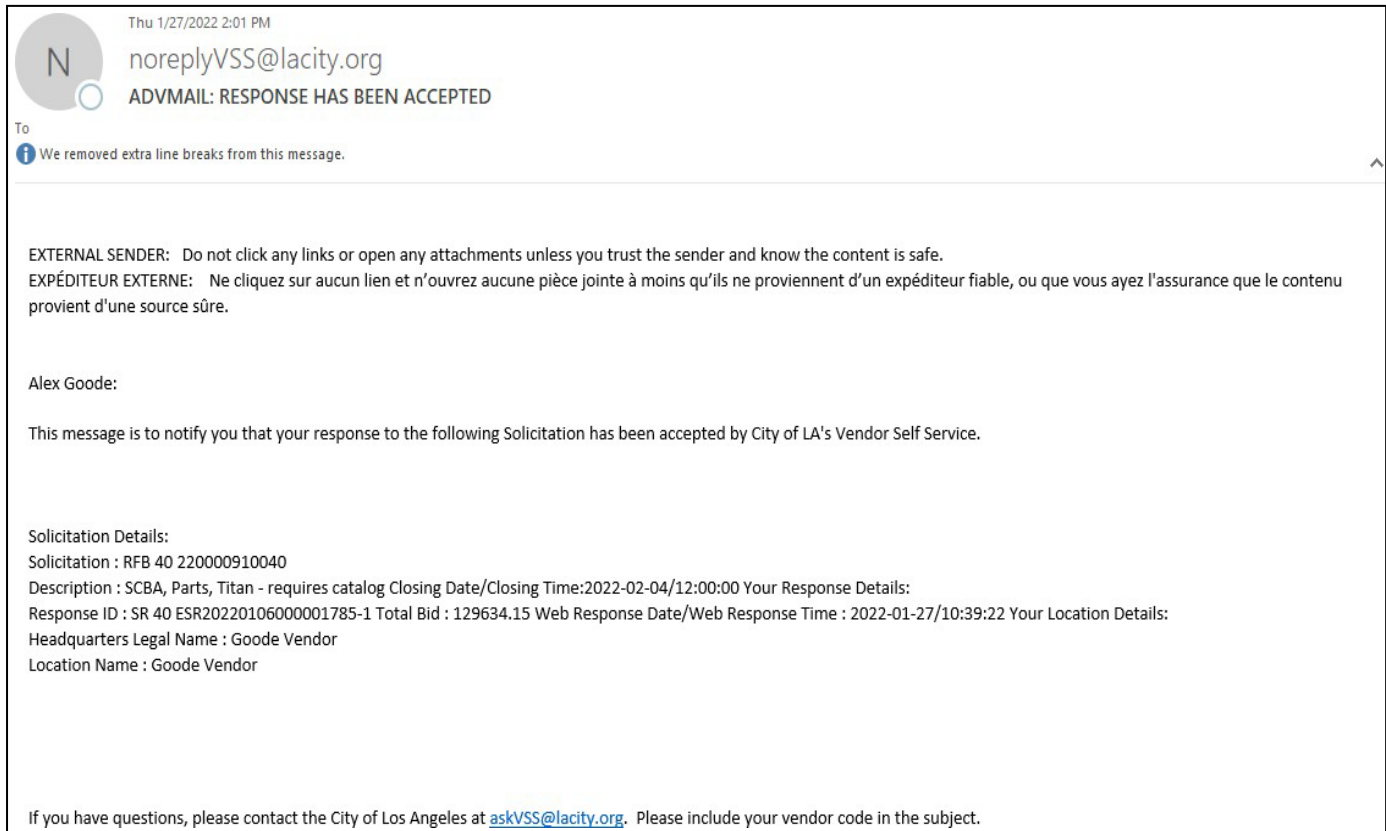
Grid Actions

1 - 3 of 3 Records View per Page: 20 50 100 Page 1 of 1

Link to Response	Response Status	Response Date	Solicitation ID	Status	Closing Date	Created By
SR-40-ESR20220106000001784-1	Draft	01/25/2022	RFQ-40-220000900505-1	Open	01/31/2022 12:00 PM PST	goodevendor
SR-40-ESR20220106000001780-1	Draft	01/24/2022	RFQ-40-220000900505-1	Open	01/31/2022 12:00 PM PST	goodevendor
SR-40-ESR20220106000001785-1	Accepted	01/27/2022	RFB-40-220000910040-1	Open	02/04/2022 12:00 PM PST	goodevendor

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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

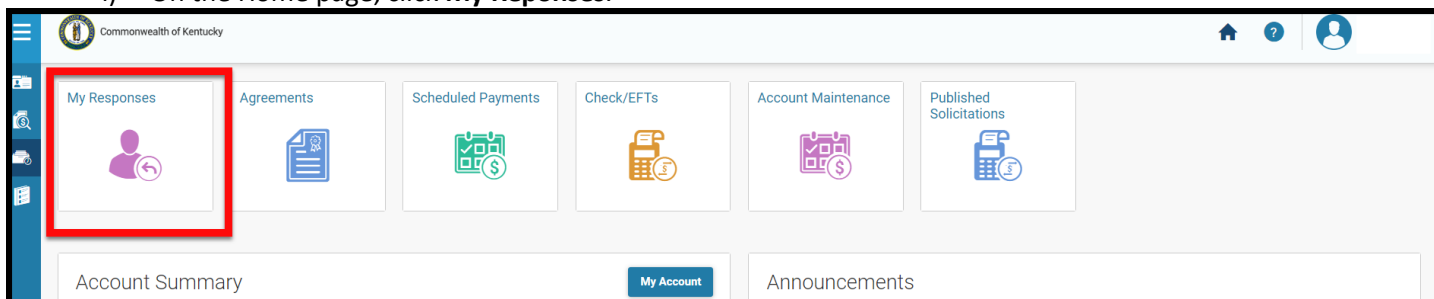
Responses may be viewed on the My Responses section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under Download Vendor Forms).

How to View Your Responses

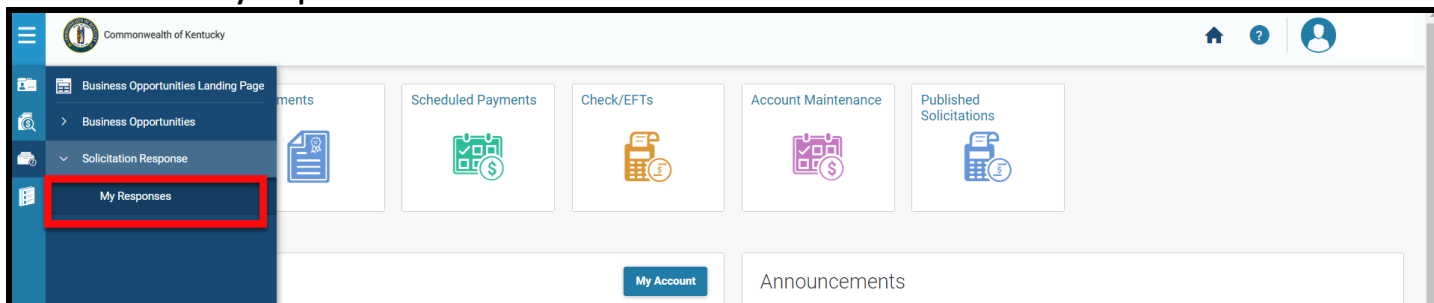
Log in to VSS.

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

Response Status

Keyword Search

Solicitation

Search

Reset

Grid Actions

1 - 2 of 2 Records

View per Page - 20 50 100

Page 1 of 1

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

Online bid submission through Kentucky's VSS (March 2023)

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