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

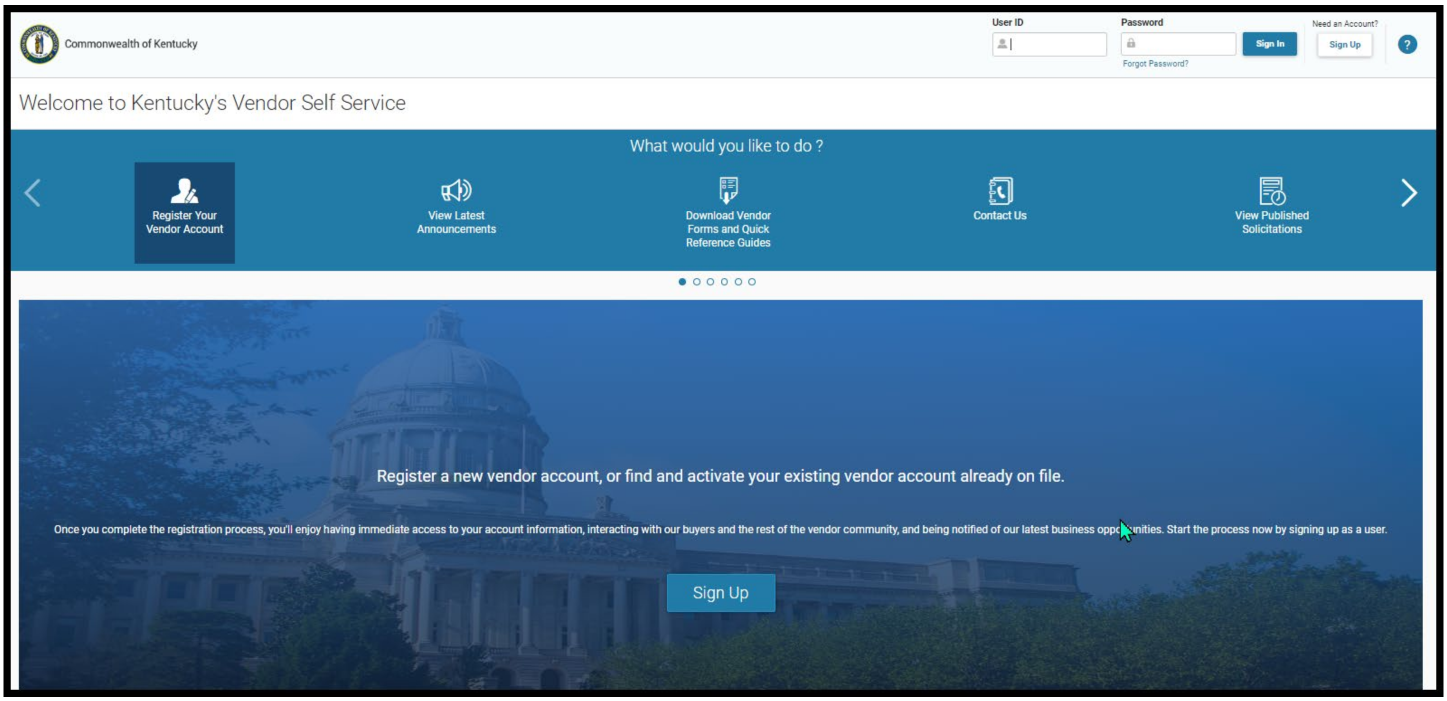
How to Submit an Online Response for a Business Opportunity

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.

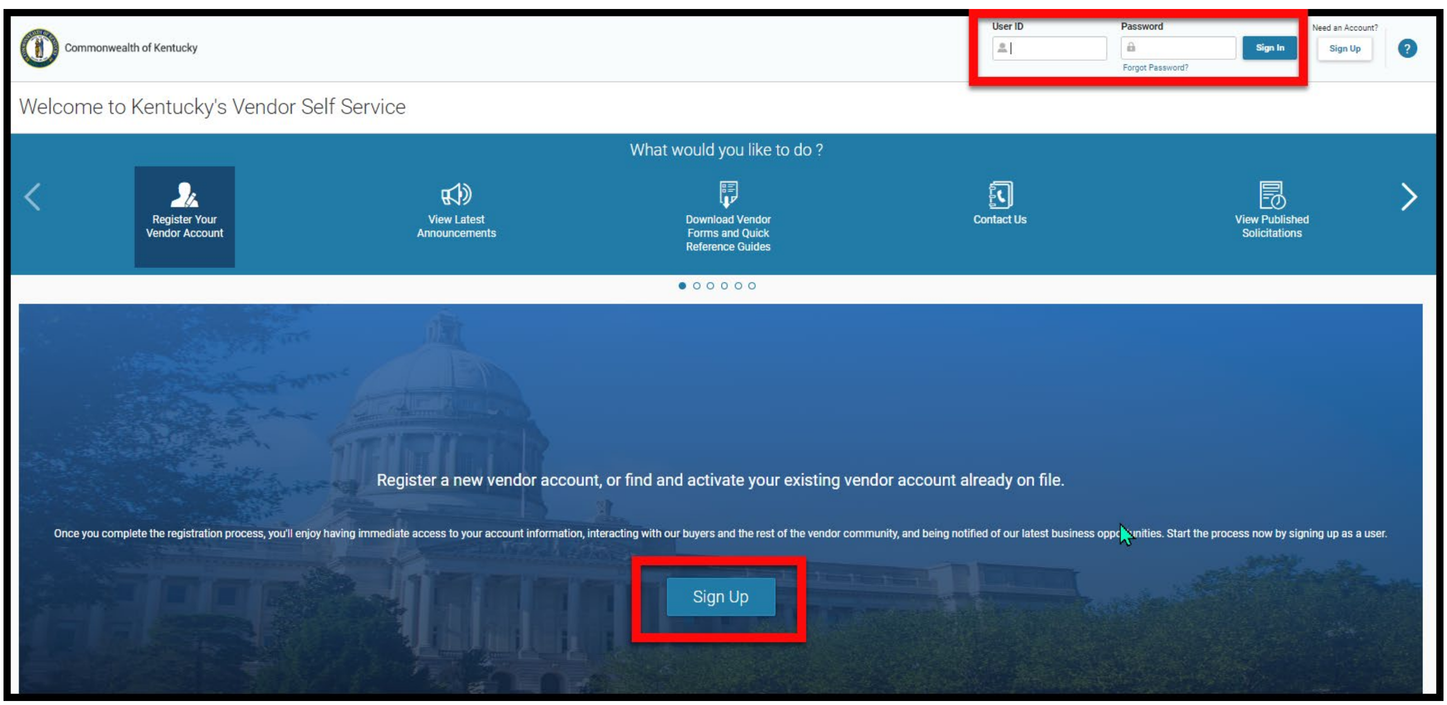
2 Submitting a Response

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

How to Submit a Response:

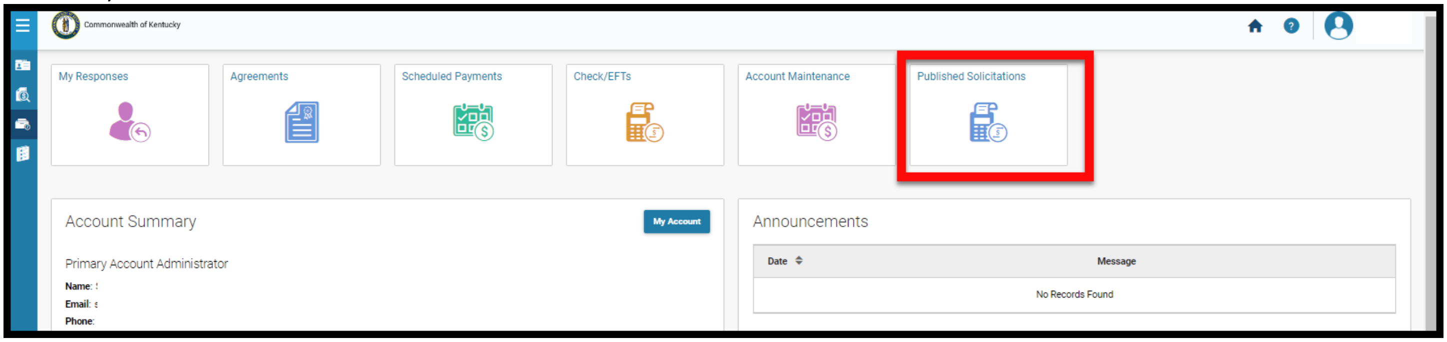
Enter **User ID** and **Password**. Click **Sign In**.

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.

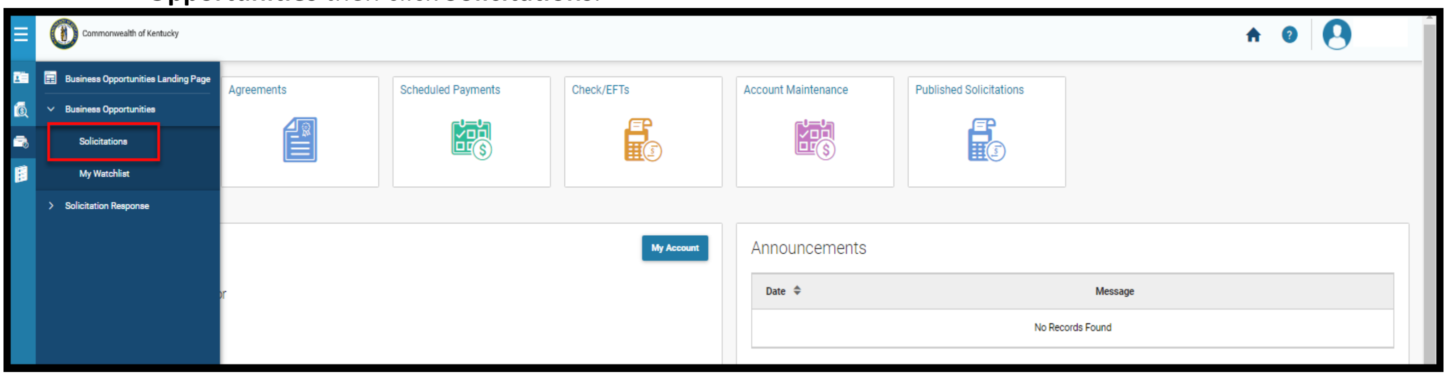


From the Home page, navigate to the Published Solicitations in one of the following ways:

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

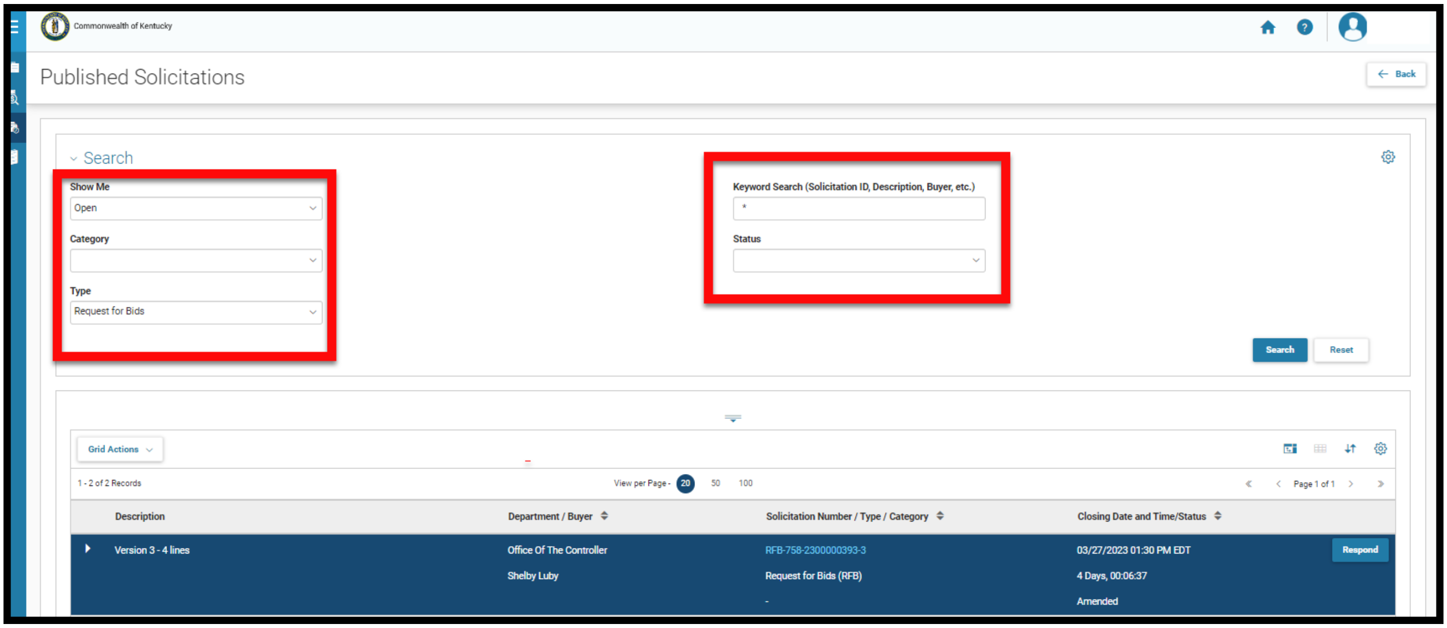


ii) On the left-hand navigation menu, click the Business Opportunities icon. Click **Business Opportunities** then click **Solicitations**.

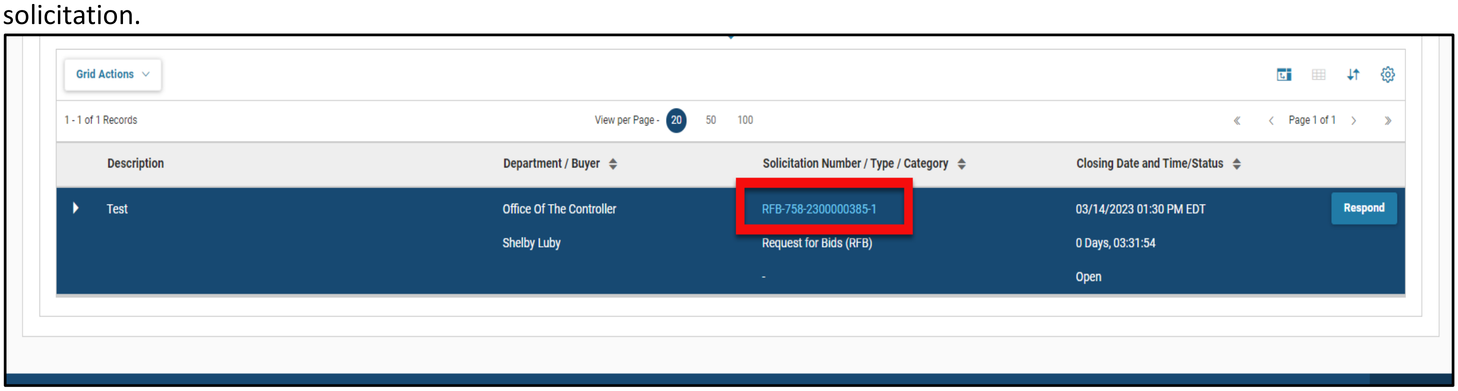


Locate the desired solicitation.

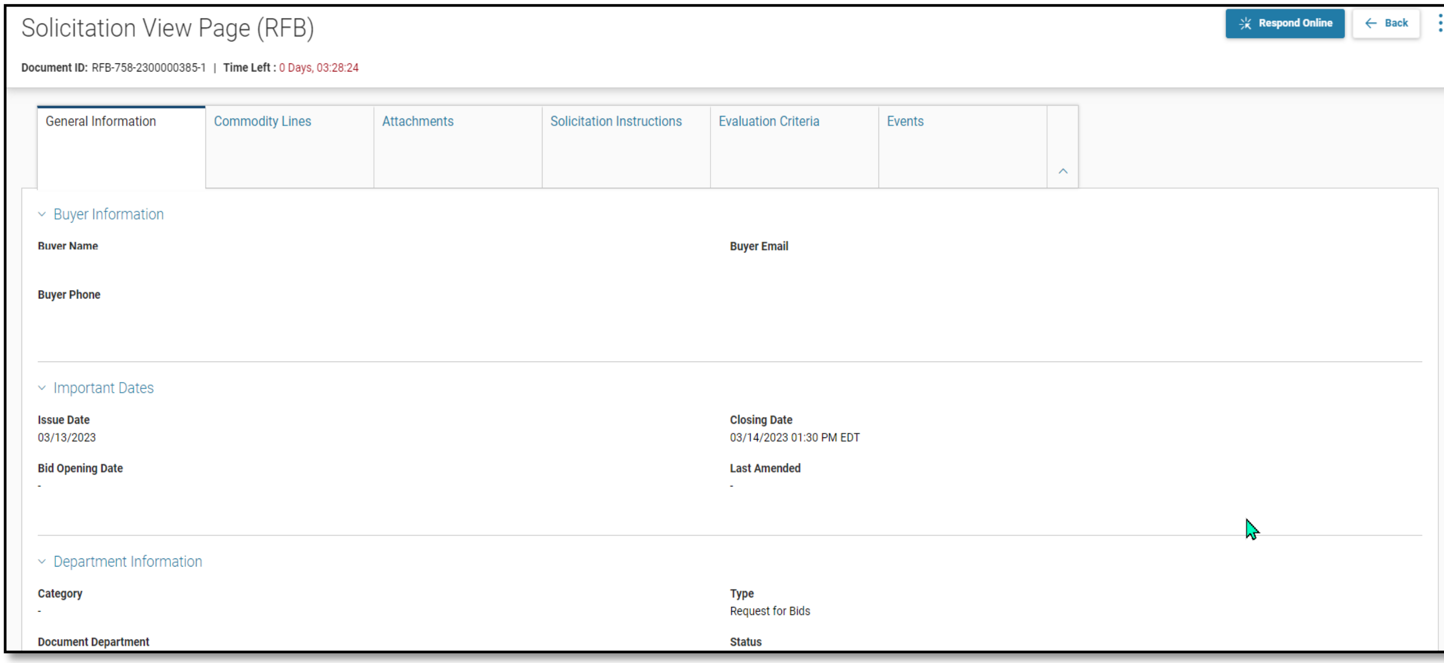
- You may search by the following fields
    - Show Me (Open, Closing Soon, Recently Published, Recent Amendments, Recent Awards)
    - Category (Agricultural, Animal Related, Clothing, etc.) – this is not required and may not always be available
    - Type (P3 Notice, Request for Bids, Request for Information, 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)



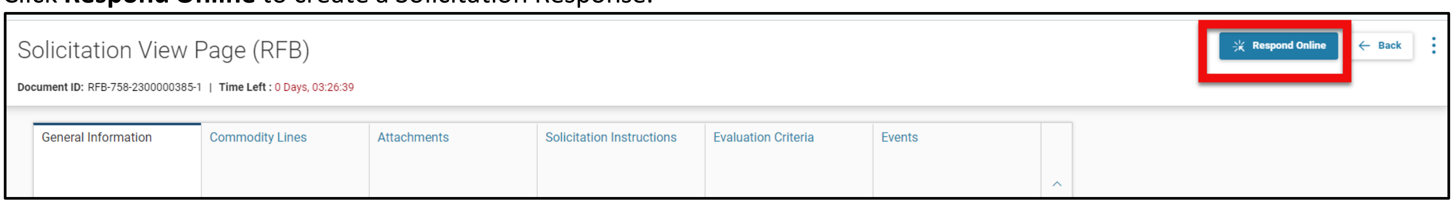
In the **Solicitation Number / Type / Category** column, click the solicitation number link to view the details of the solicitation.



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.



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



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.

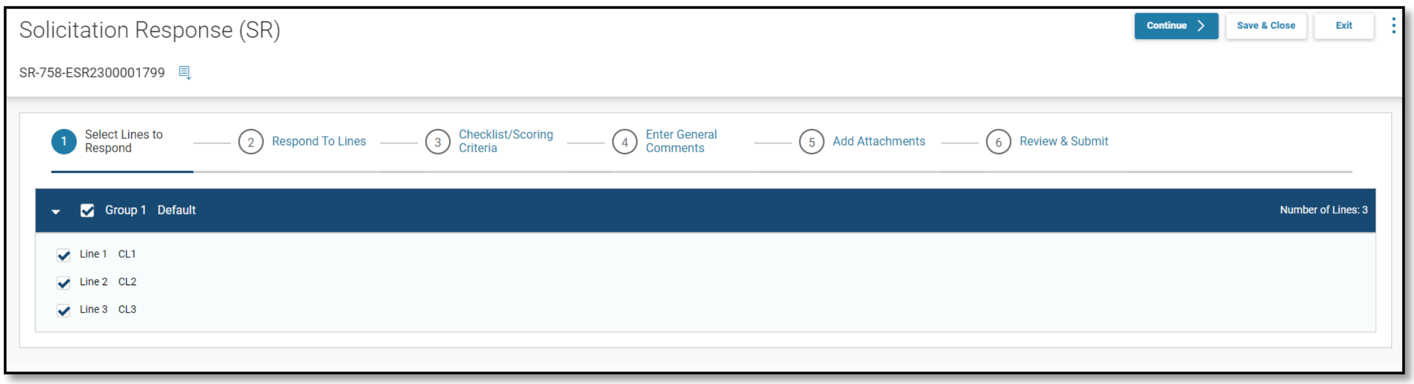
To save your work at any time, Click **Save & Close**.

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

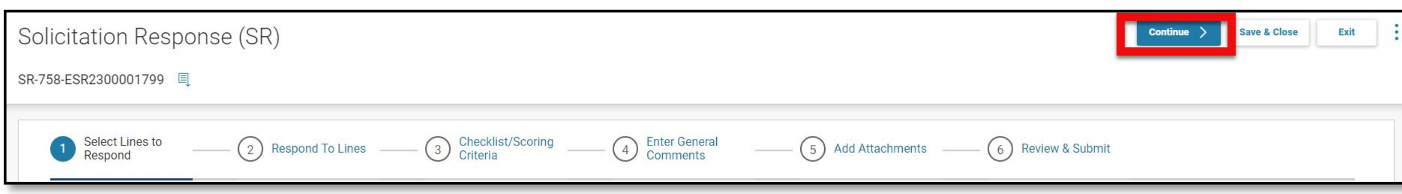
Step 1. Select Lines

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.



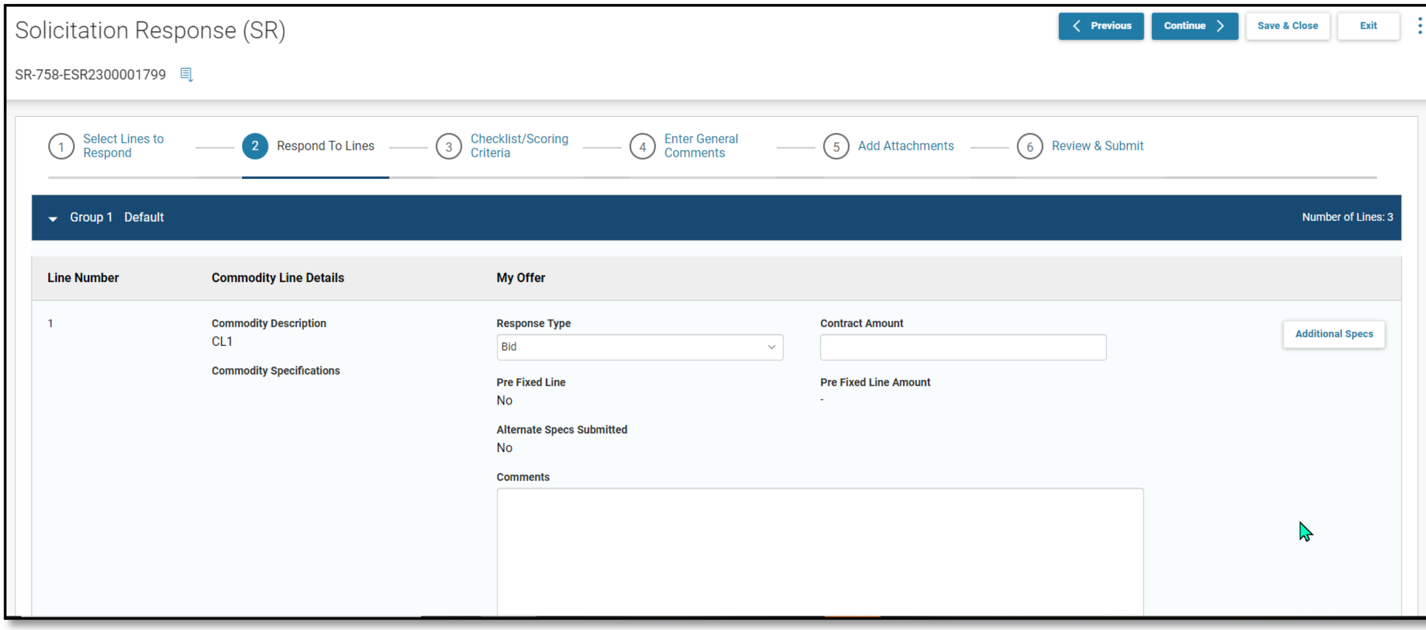
Click **Continue.**



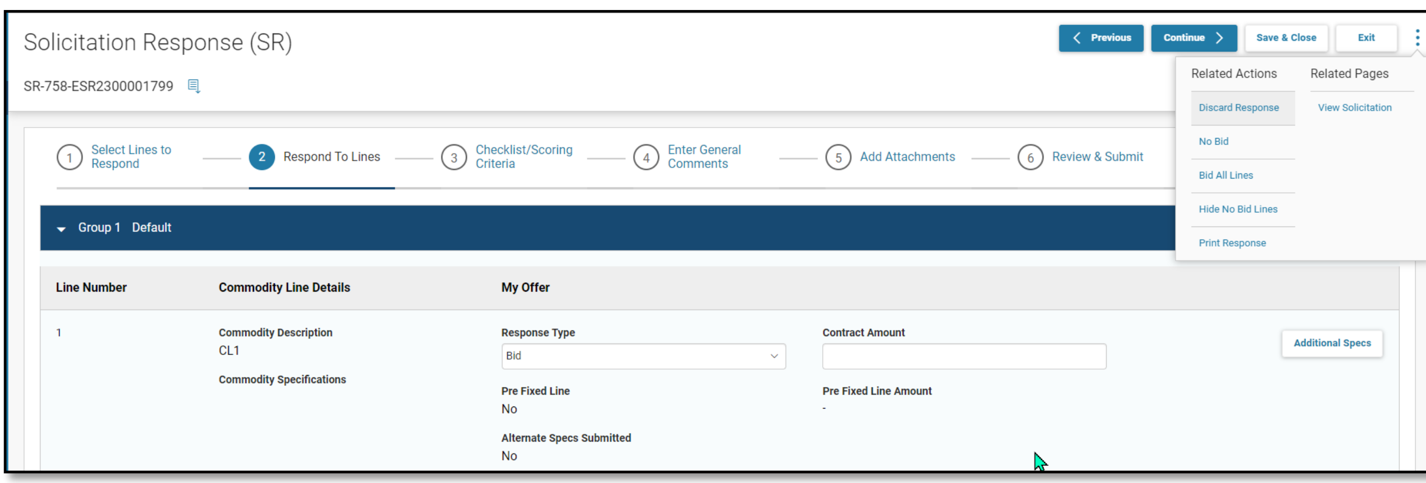
Step 2. Respond to Lines

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*.

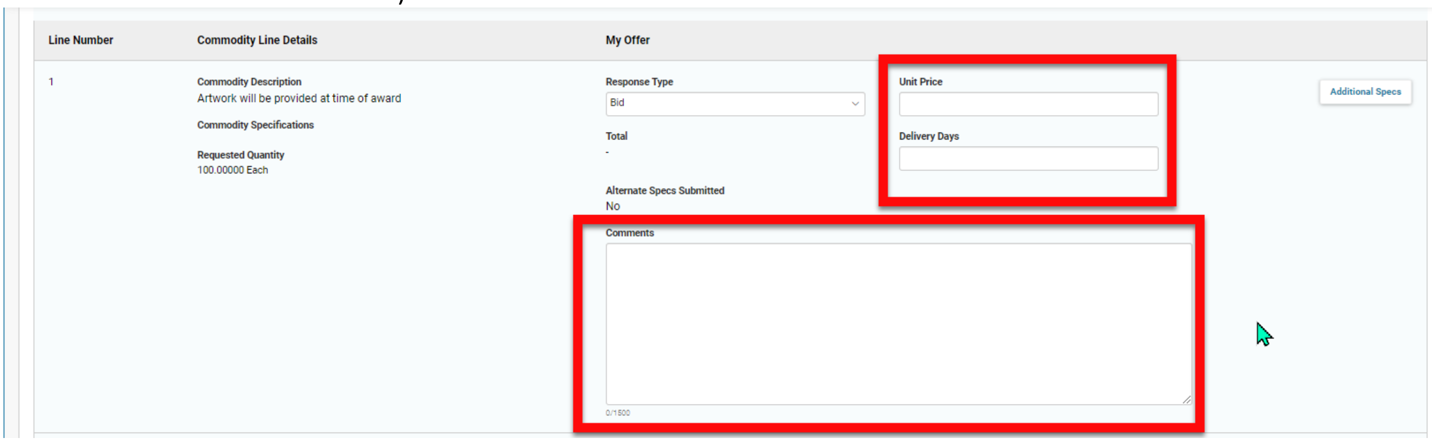


For a Line type requesting a ***Unit Price***, ***Delivery Days*** must also be entered.

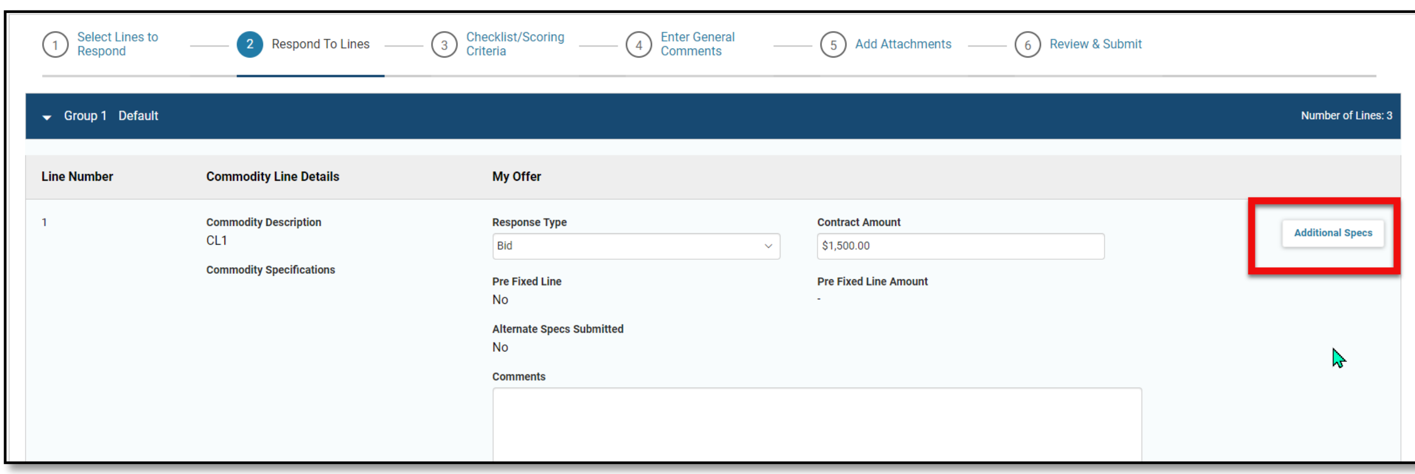
- If Delivery is not applicable, but the line type is an item, enter 0.
- Enter **Comments**, as appropriate. There are 1500 characters available
- For an RFP, enter $0.00
  - Attach your Cost, Technical, Proprietary, or any other required documentation in Step 5 (Add Attachments)

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

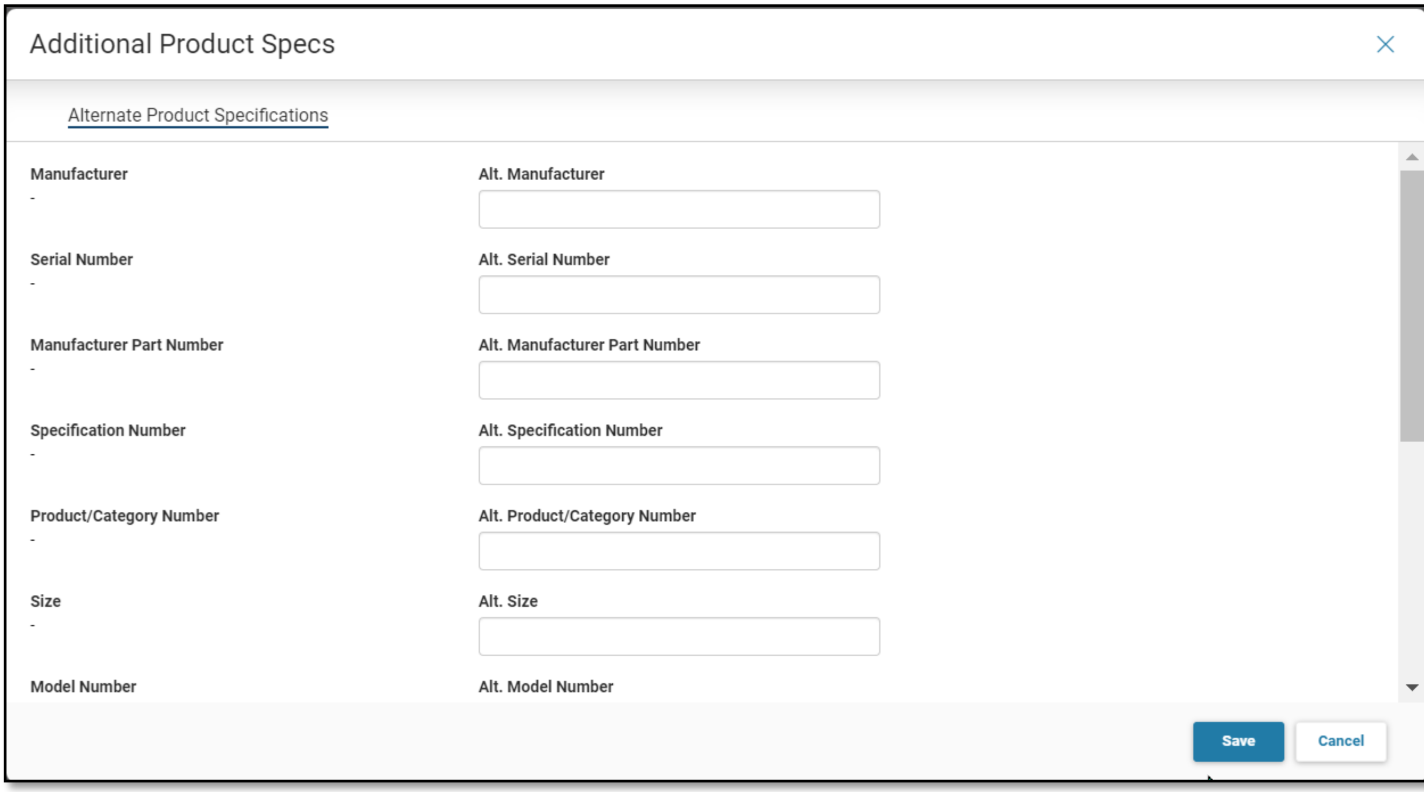
- For an RFB or RFQ, enter your bid amount
- For an RFP, enter $0.00
  - Attach your Cost, Technical, Proprietary, or any other required documentation in Step 5 (Add Attachments)



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



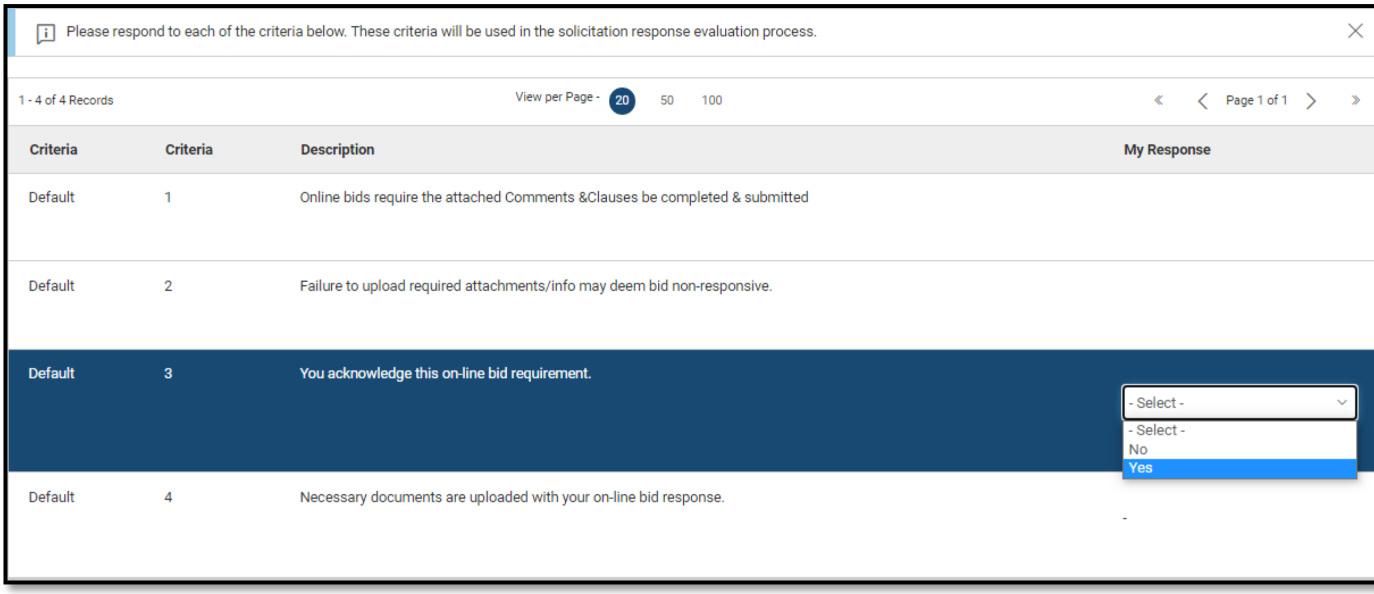
Enter product specifications on the **Additional Product Specs** page, if applicable. If alternative specifications are not permitted, the **Alternate** fields will be grayed out.



Step 3. Checklist/Scoring Criteria

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

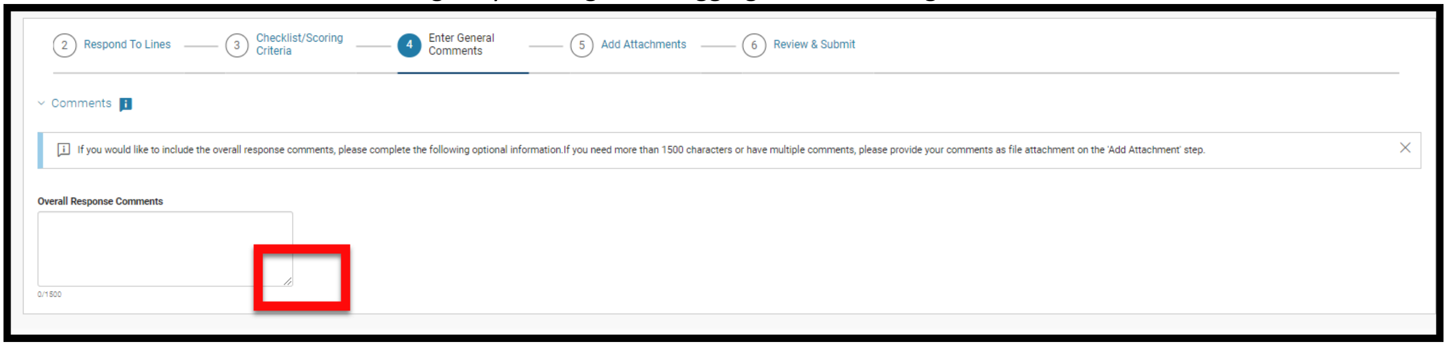
- For criteria that require a response, review the **Description** and enter or select a value in the **My Response** column.
- If "Response Type Expected" is ***None***, or there is not any Criteria listed, click Continue or move on to 4 (Enter General Comments)



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

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.

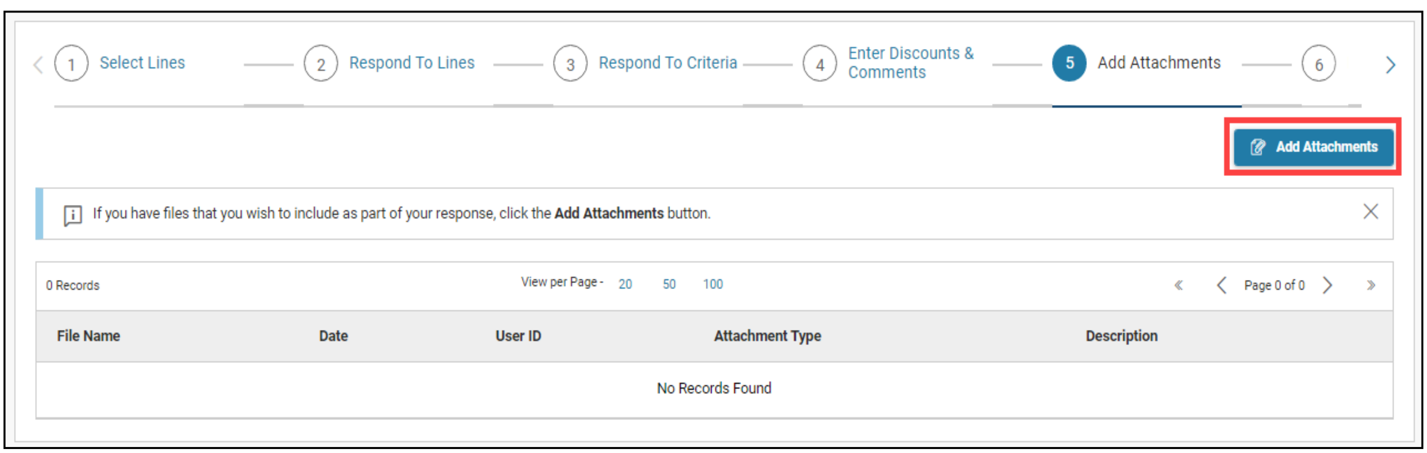


Click **Continue** to advance to the next step.

Step 5. Add Attachments

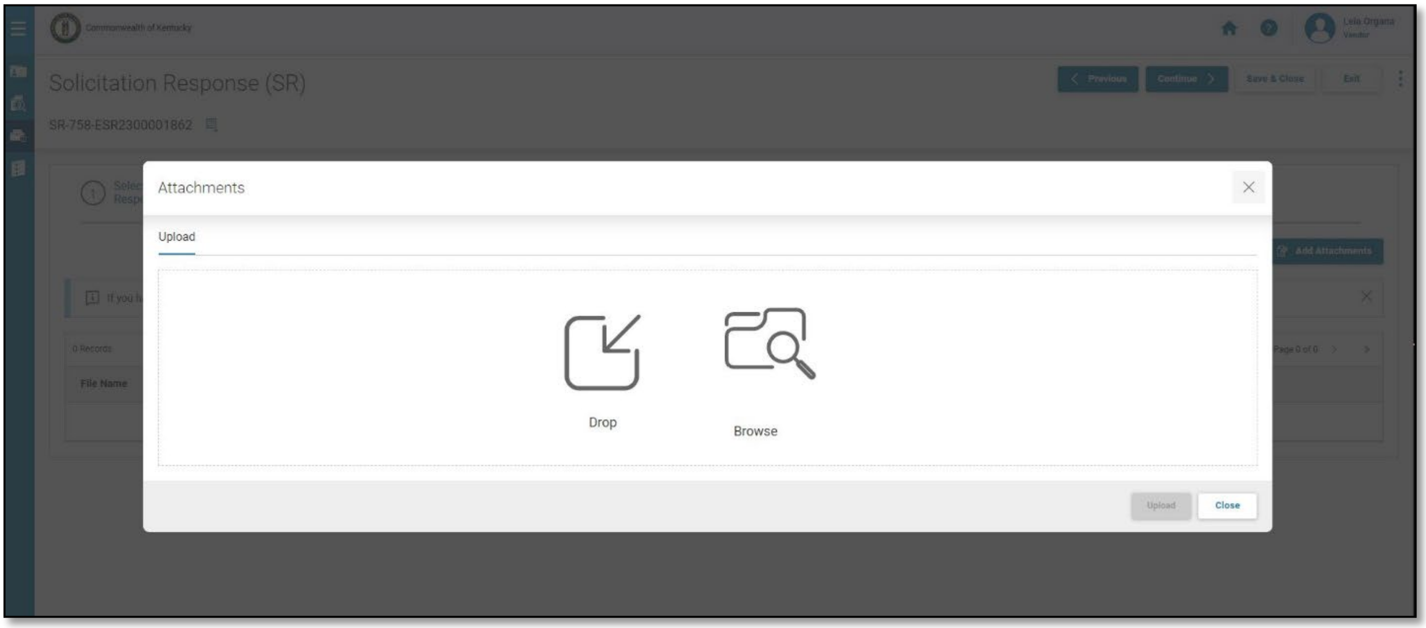
On the Add Attachments step, documents may be uploaded to support the response.

- Click the **Add Attachments** button.

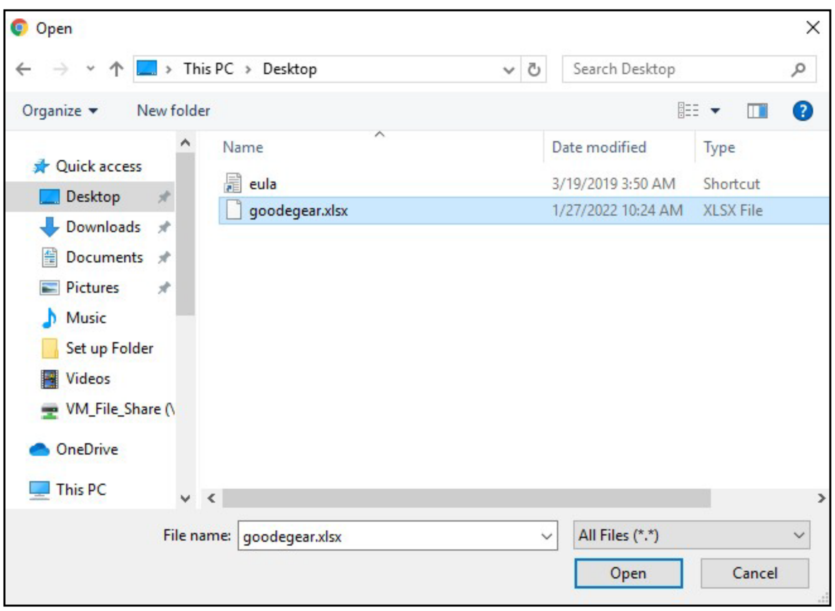


- Maximum Attachment Size per file is 65000 KB

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

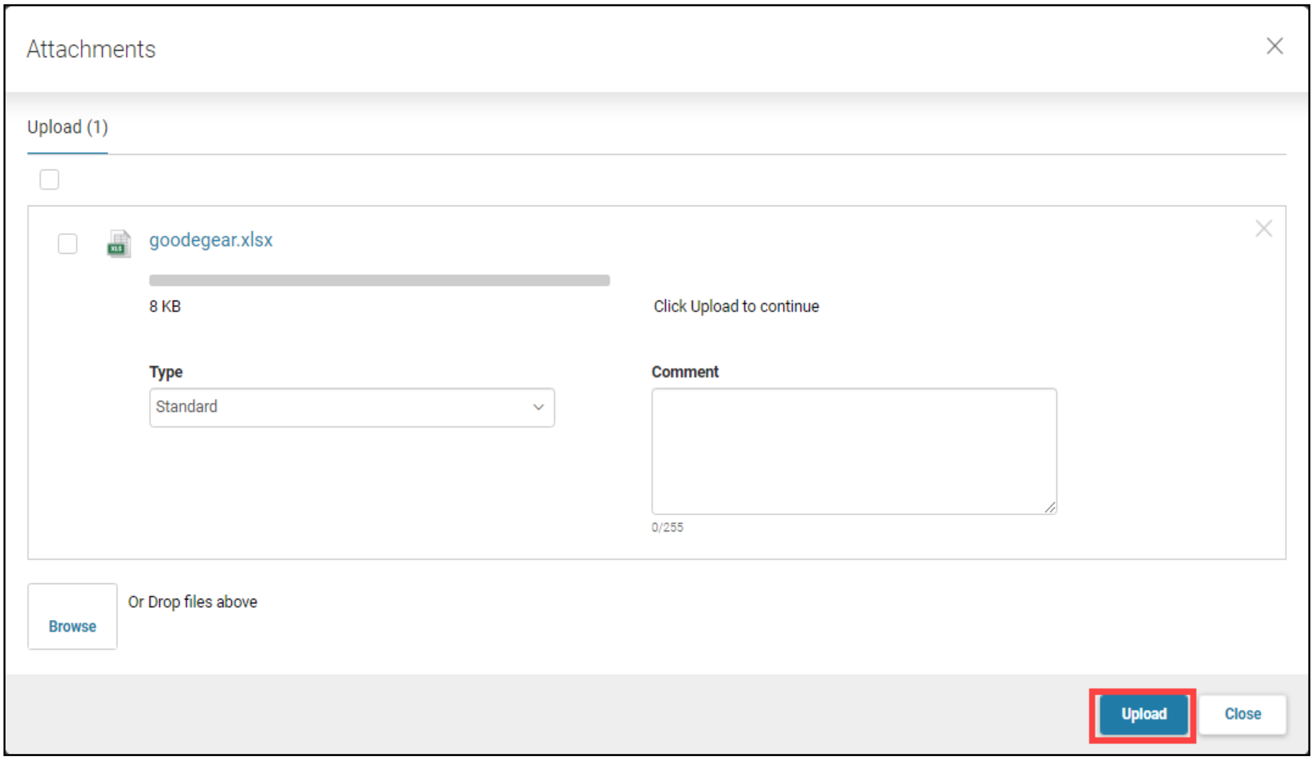


Search and select the file from your computer or local network on the **Open** page.
Click **Open** to select the file.

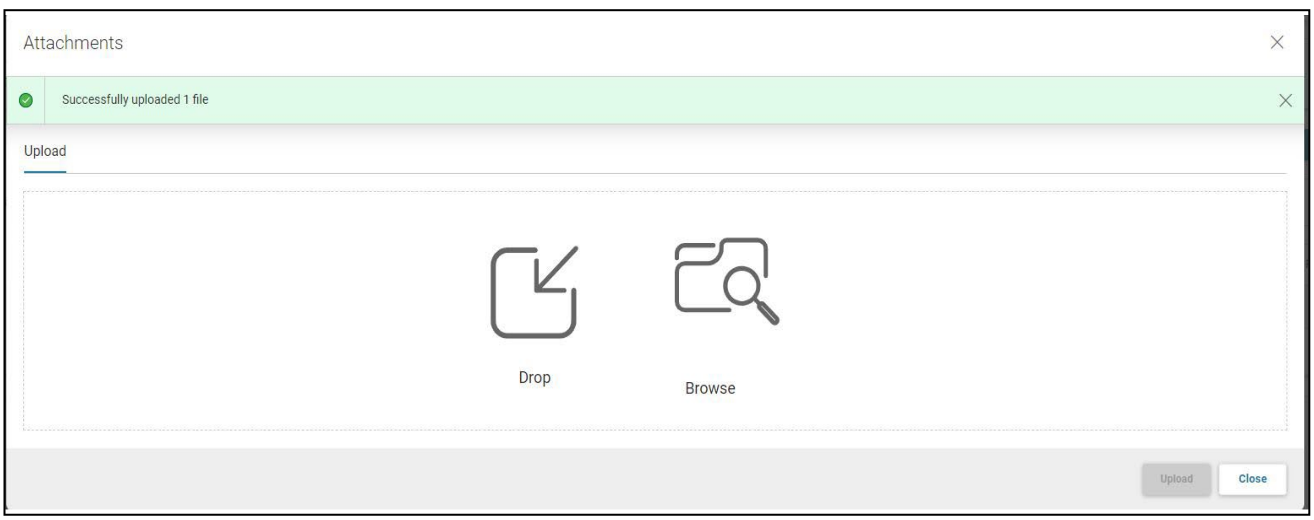


Click Browse on the **Attachments** page to search and select additional files. Once all files are selected, click **Upload**. You can also "drag" and "drop" files in the center of this page.

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

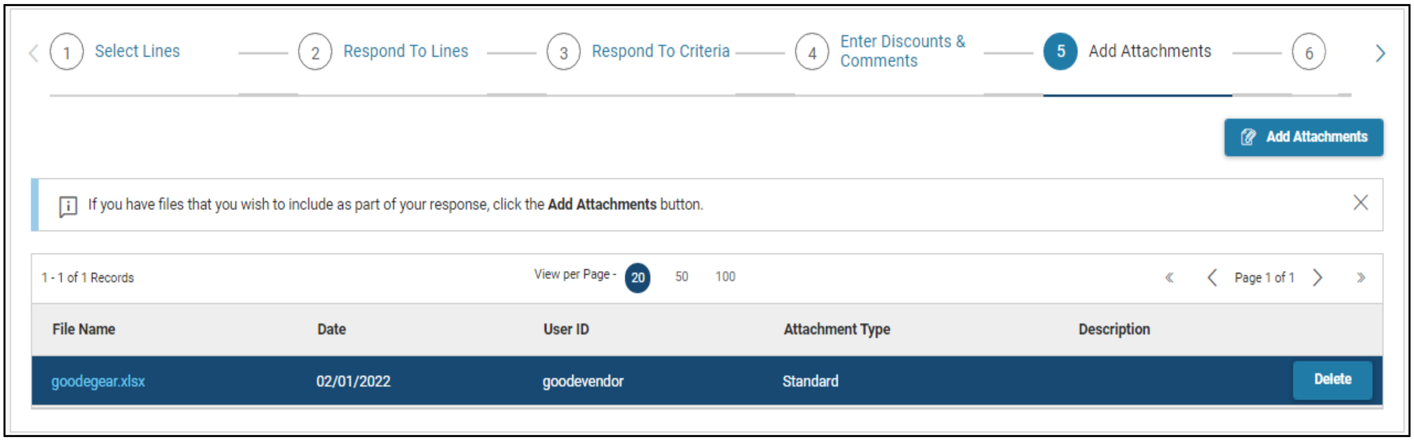


Verify the "Successfully uploaded 1 file" message displays.
You may "drag" and "drop" files if you choose.



Click Close.

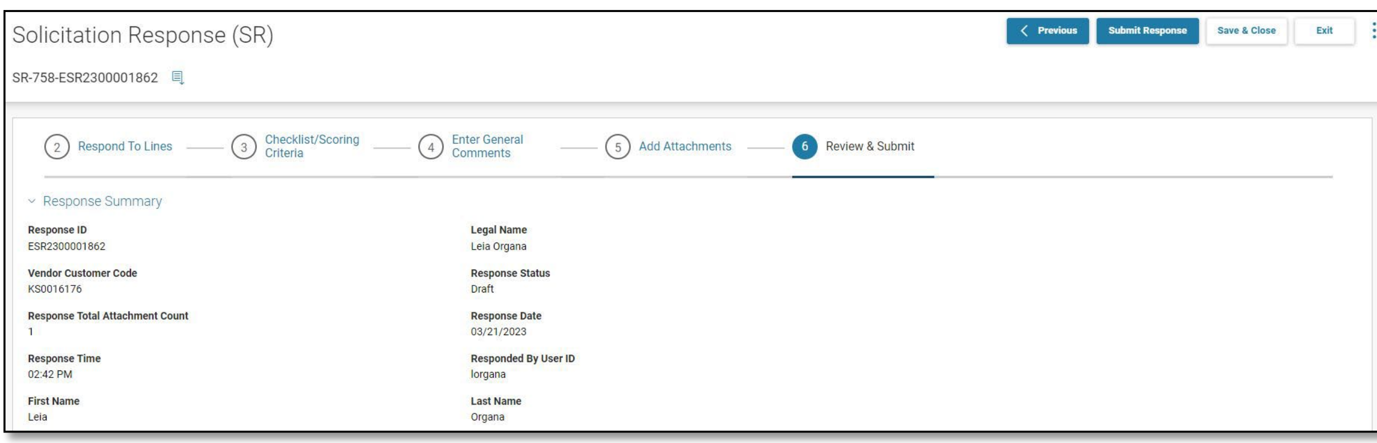
Review the attached file(s). Click **Add Attachments** to add a new file. Click **Delete** to remove a file.



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

Step 6. Review & Submit

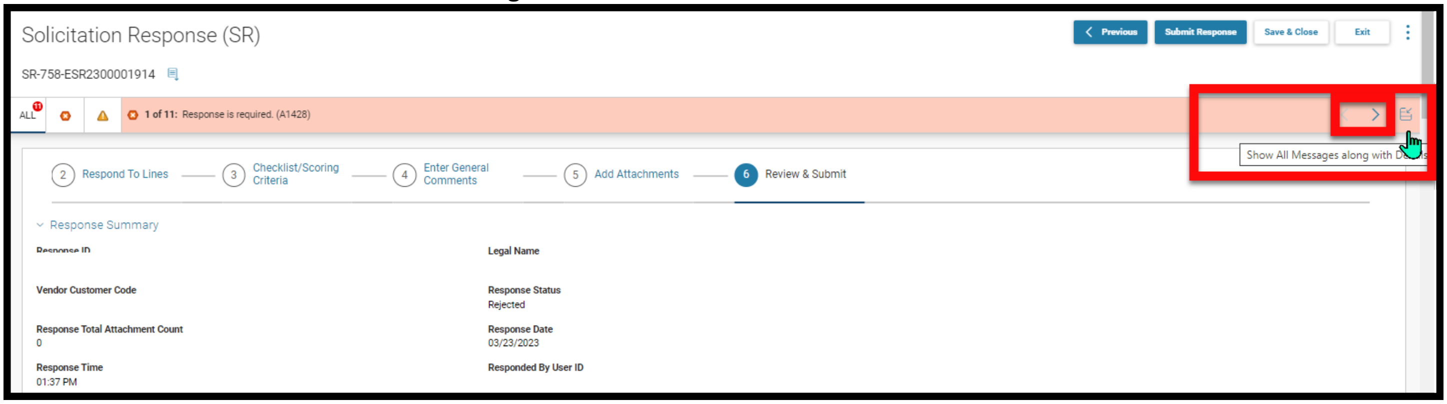
Review all information entered.
If all information is correct, click **Submit Response**.



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

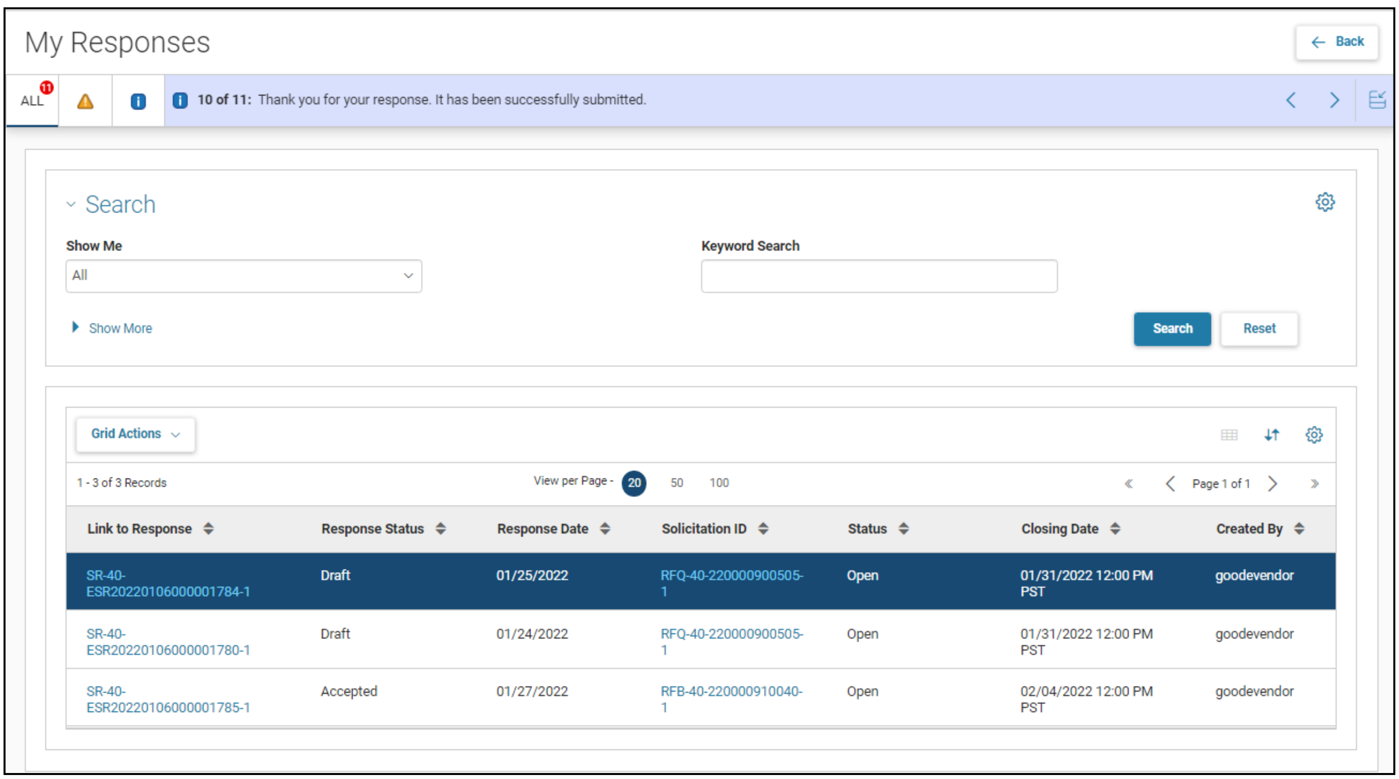
Note: You can submit a response with warnings. Click **Submit Response** again to submit with warnings.

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

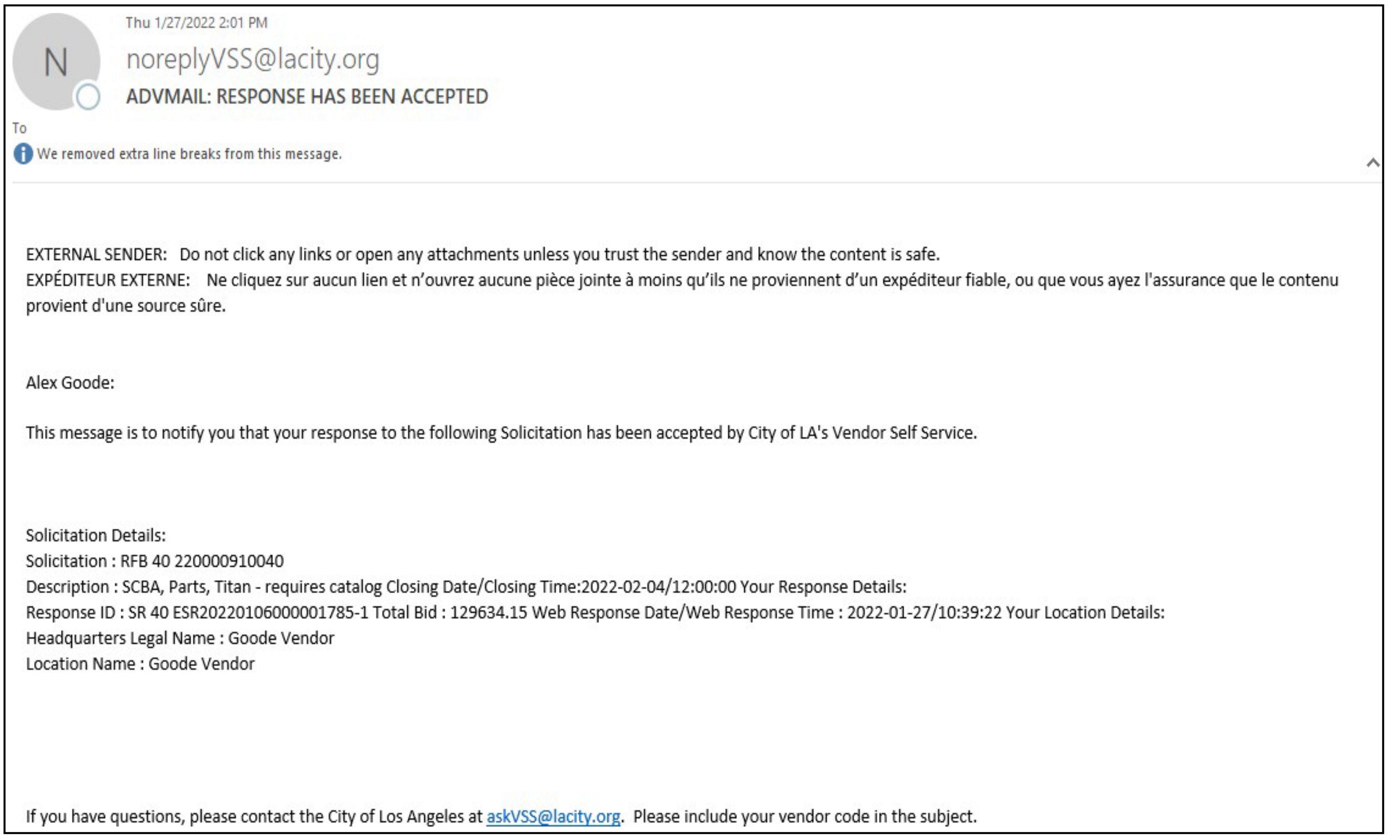


Verify the “Thank you for your response. It has been successfully submitted.” message displays.

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*.



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



Thu 1/27/2022 2:01 PM

noreplyVSS@lacity.org

ADVMAIL: RESPONSE HAS BEEN ACCEPTED

To

We removed extra line breaks from this message.

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.
EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Alex Goode:

This message is to notify you that your response to the following Solicitation has been accepted by City of LA's Vendor Self Service.

Solicitation Details:
Solicitation : RFB 40 220000910040
Description : SCBA, Parts, Titan - requires catalog Closing Date/Closing Time:2022-02-04/12:00:00 Your Response Details:
Response ID : SR 40 ESR20220106000001785-1 Total Bid : 129634.15 Web Response Date/Web Response Time : 2022-01-27/10:39:22 Your Location Details:
Headquarters Legal Name : Goode Vendor
Location Name : Goode Vendor

If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject.

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

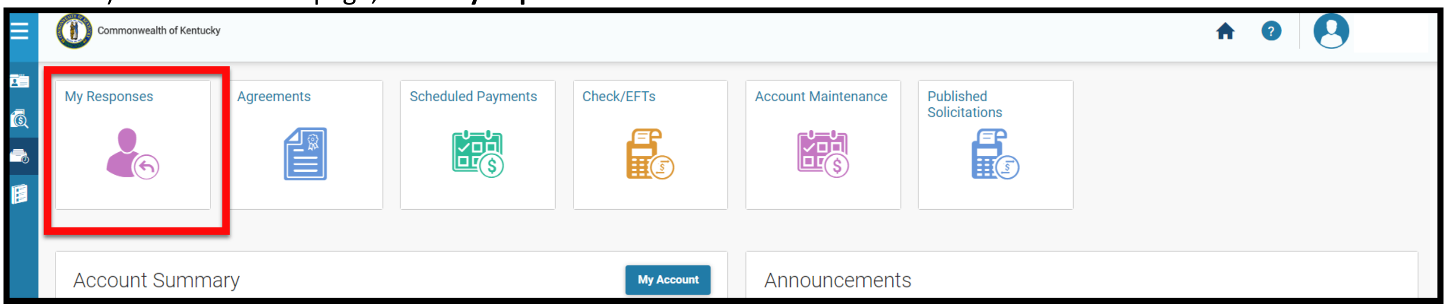
Responses may be viewed on the My Responses section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under Download Vendor Forms).

How to View Your Responses

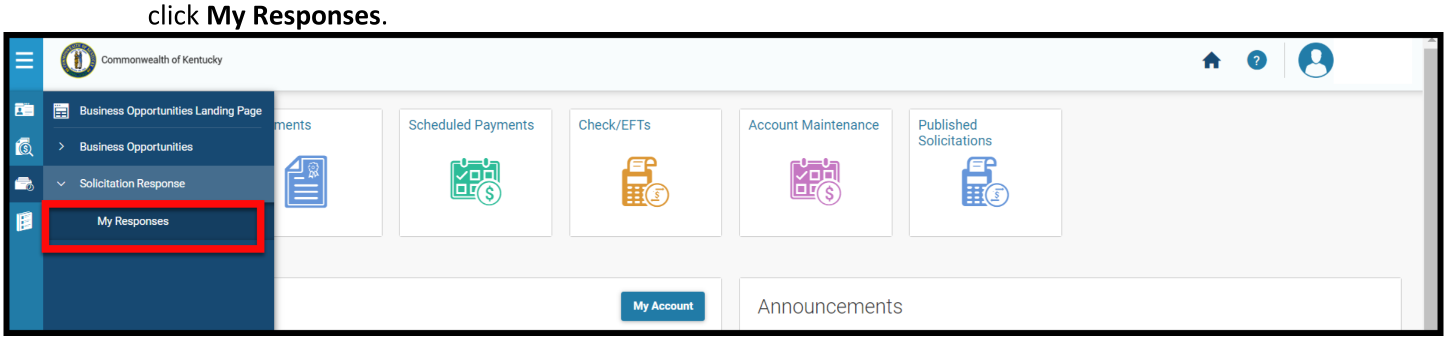
Log in to VSS.

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

i) On the Home page, click **My Reponses**.



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



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.