



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

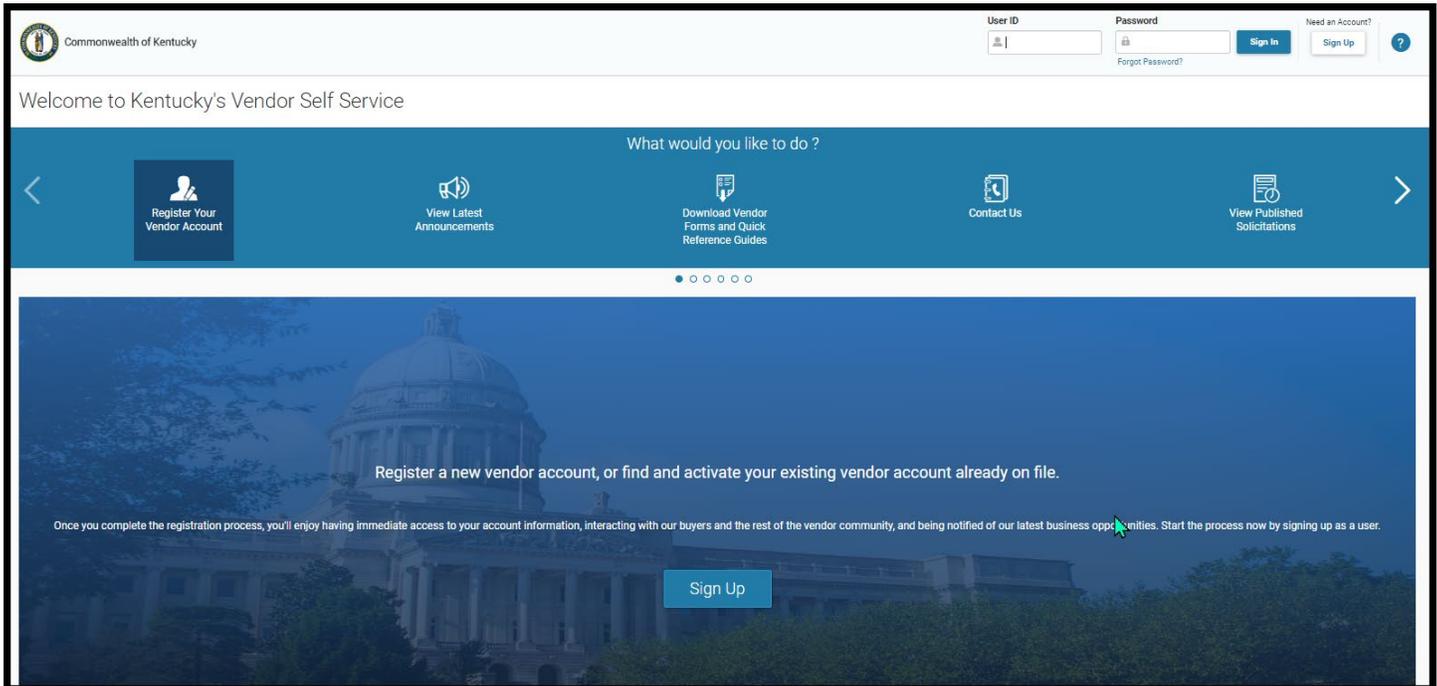
How to Submit an Online Response for a Business Opportunity

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.

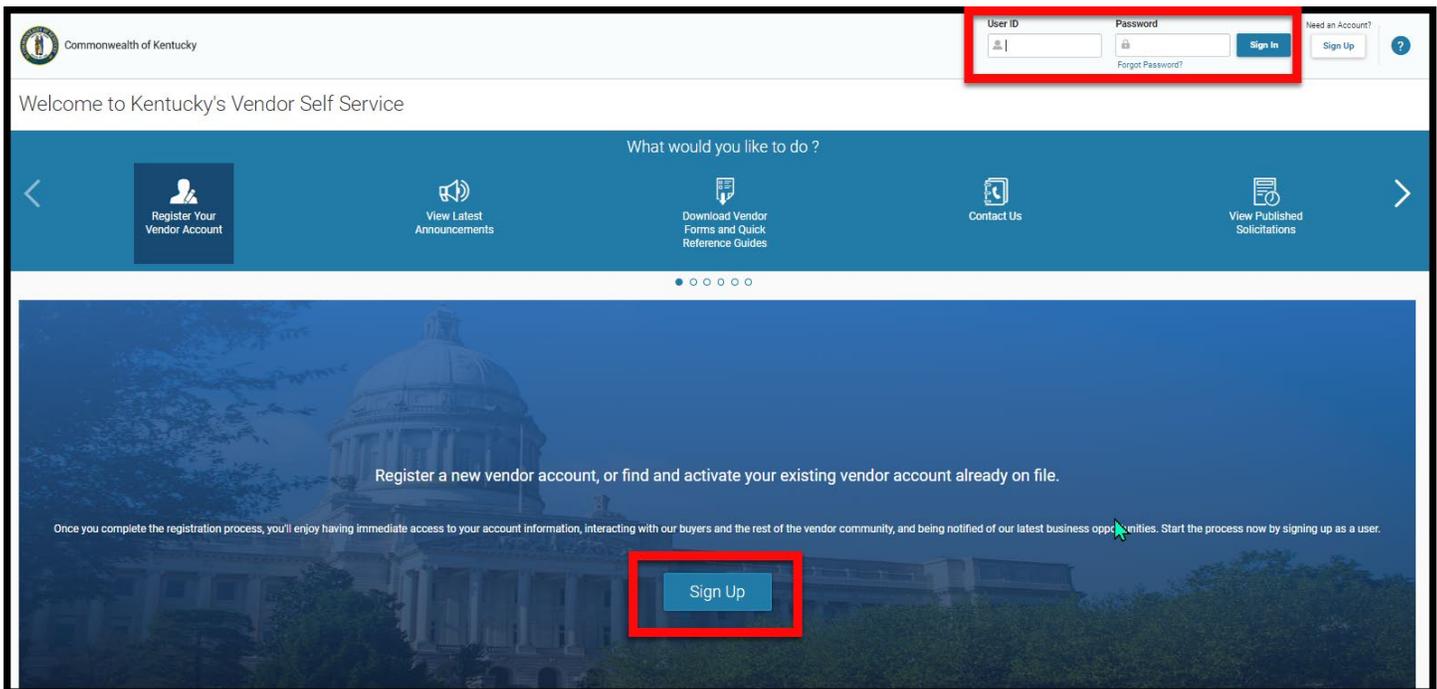
2 Submitting a Response

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**.

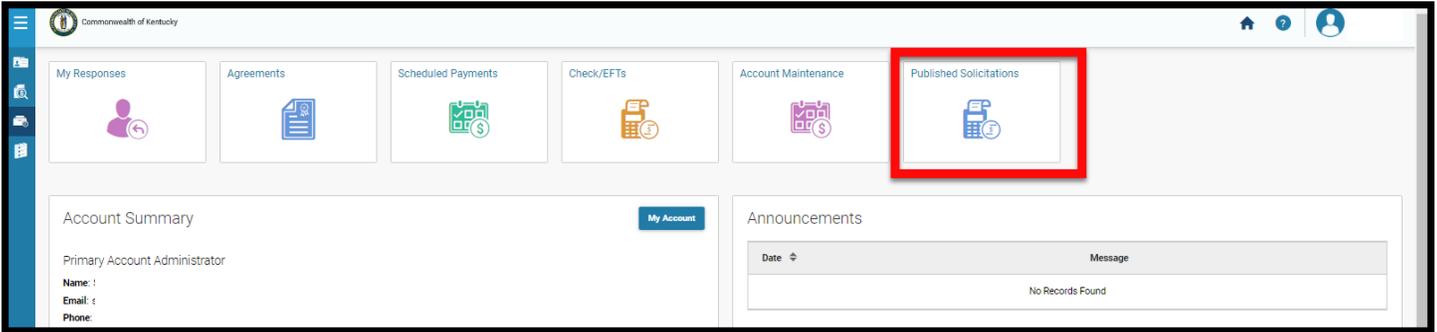
You must have a VSS account to submit a response. If you do not have an VSS account, click **Sign Up** and refer to the *KY Vendor Self Service Registration Guide* for more information on how to register.



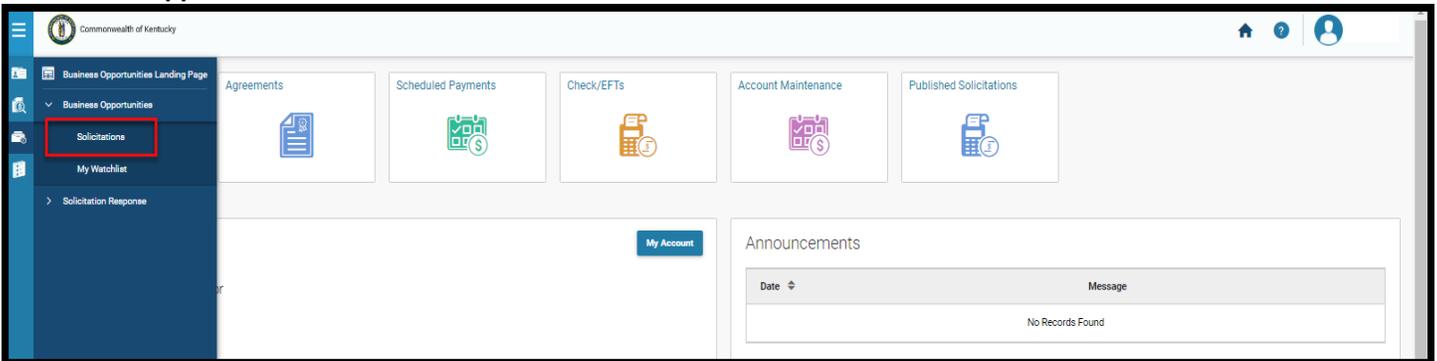
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From the Home page, navigate to the Published Solicitations in one of the following ways:

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



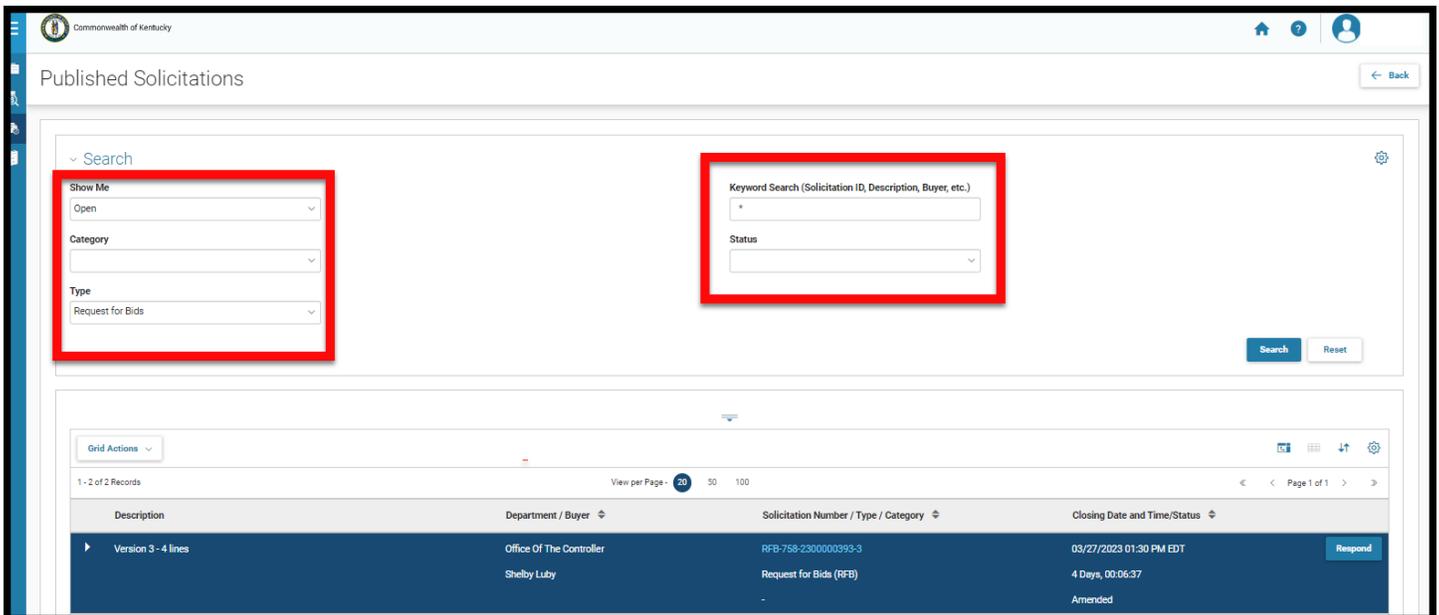
ii) On the left-hand navigation menu, click the Business Opportunities icon. Click **Business Opportunities** then click **Solicitations**.



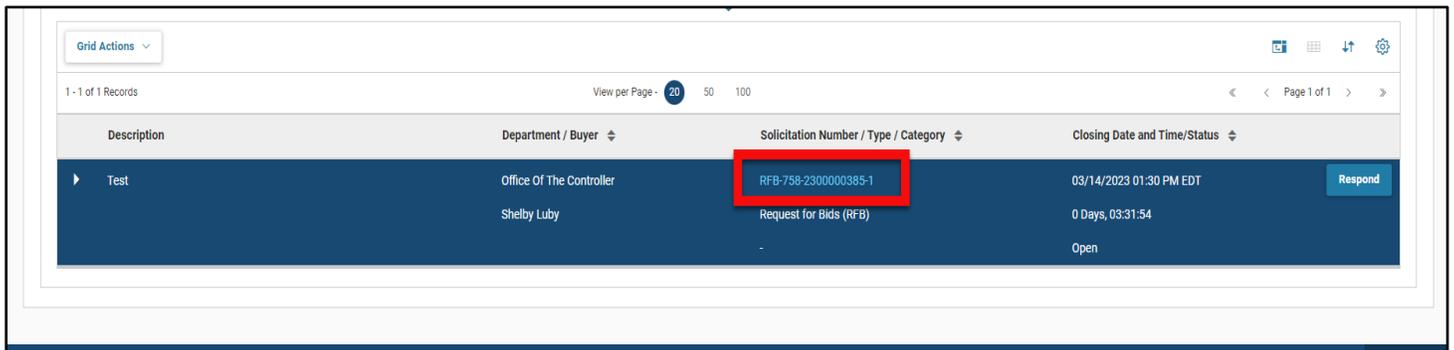
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Locate the desired solicitation.

- 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 is divided into several tabs: 'General Information', 'Commodity Lines', 'Attachments', 'Solicitation Instructions', 'Evaluation Criteria', and 'Events'. The 'General Information' tab is active, showing a table with the following data:

Buyer Information	
Buyer Name	Buyer Email
Buyer Phone	

Important Dates	
Issue Date 03/13/2023	Closing Date 03/14/2023 01:30 PM EDT
Bid Opening Date -	Last Amended -

Department Information	
Category -	Type Request for Bids
Document Department	Status

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

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

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 a form for a line item with the following fields:

Line Number	Commodity Line Details	My Offer
1	<p>Commodity Description Artwork will be provided at time of award</p> <p>Commodity Specifications Requested Quantity 100.00000 Each</p>	<p>Response Type Bid</p> <p>Total -</p> <p>Alternate Specs Submitted No</p> <p>Comments 0/1500</p>

Additional fields highlighted with red boxes:

- Unit Price
- Delivery Days
- Additional Specs button

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

The screenshot shows the 'Respond To Lines' step in the VSS process. The progress bar at the top indicates the current step is 2 of 6.

Group 1 Default | Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	<p>Commodity Description CL1</p> <p>Commodity Specifications</p>	<p>Response Type Bid</p> <p>Contract Amount \$1,500.00</p> <p>Pre Fixed Line No</p> <p>Pre Fixed Line Amount -</p> <p>Alternate Specs Submitted No</p> <p>Comments</p>

Additional fields highlighted with a red box:

- Additional Specs button

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.	

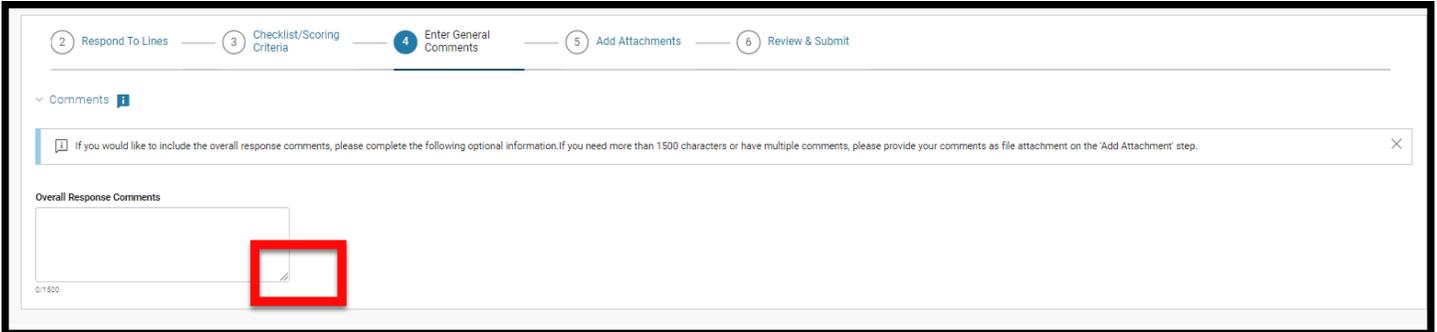
If Responses are required, respond to each question and click **Continue** to proceed to the next step.

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.



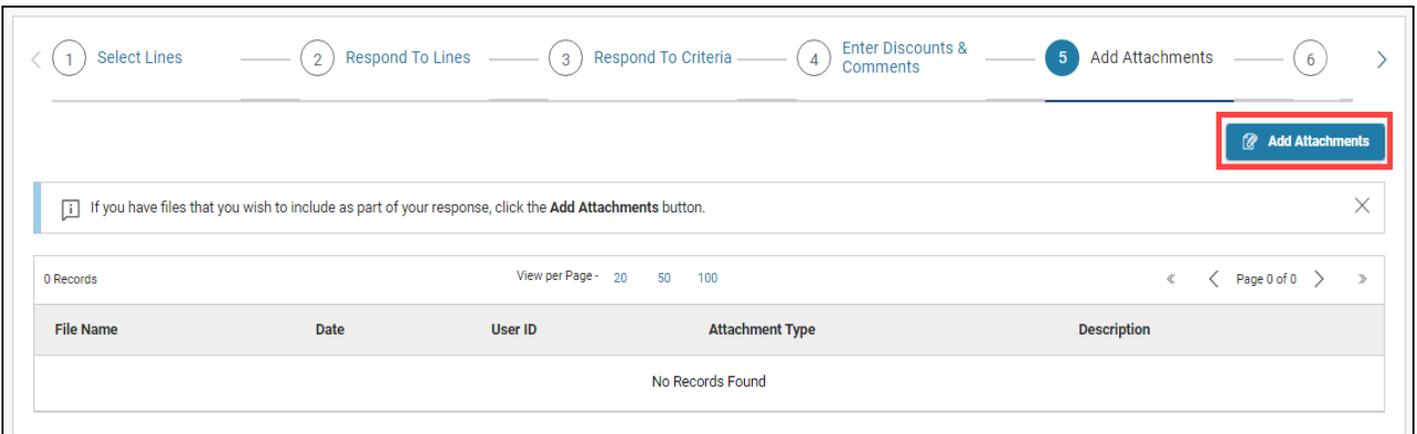
Click **Continue** to advance to the next step.



Step 5. Add Attachments

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

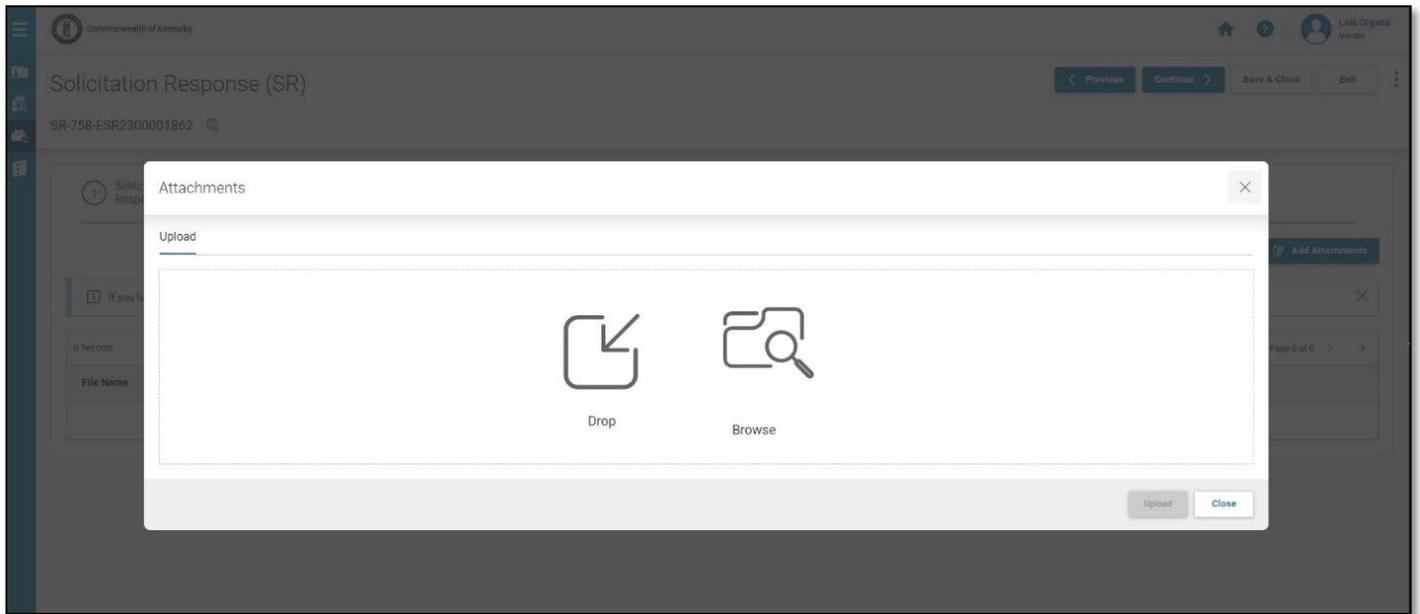
- Click the **Add Attachments** button.



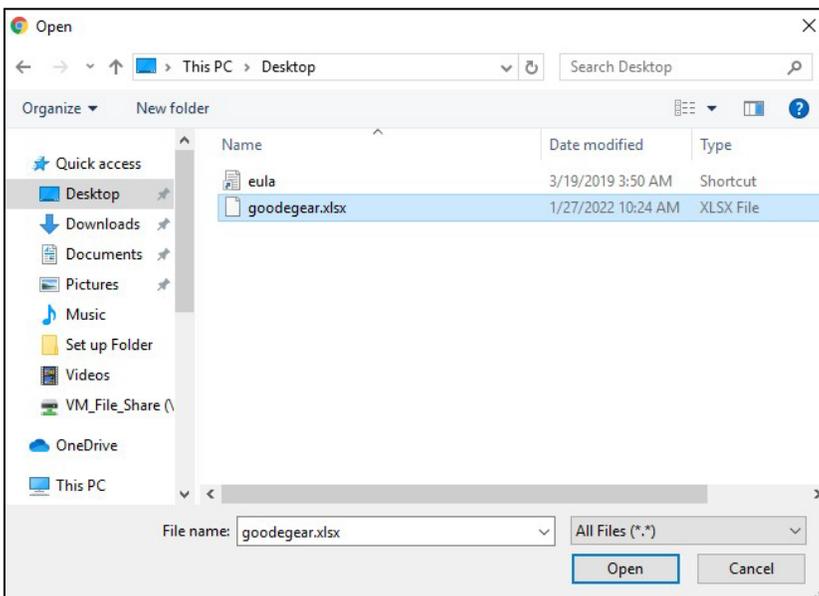
- Maximum Attachment Size per file is 65000 KB

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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.



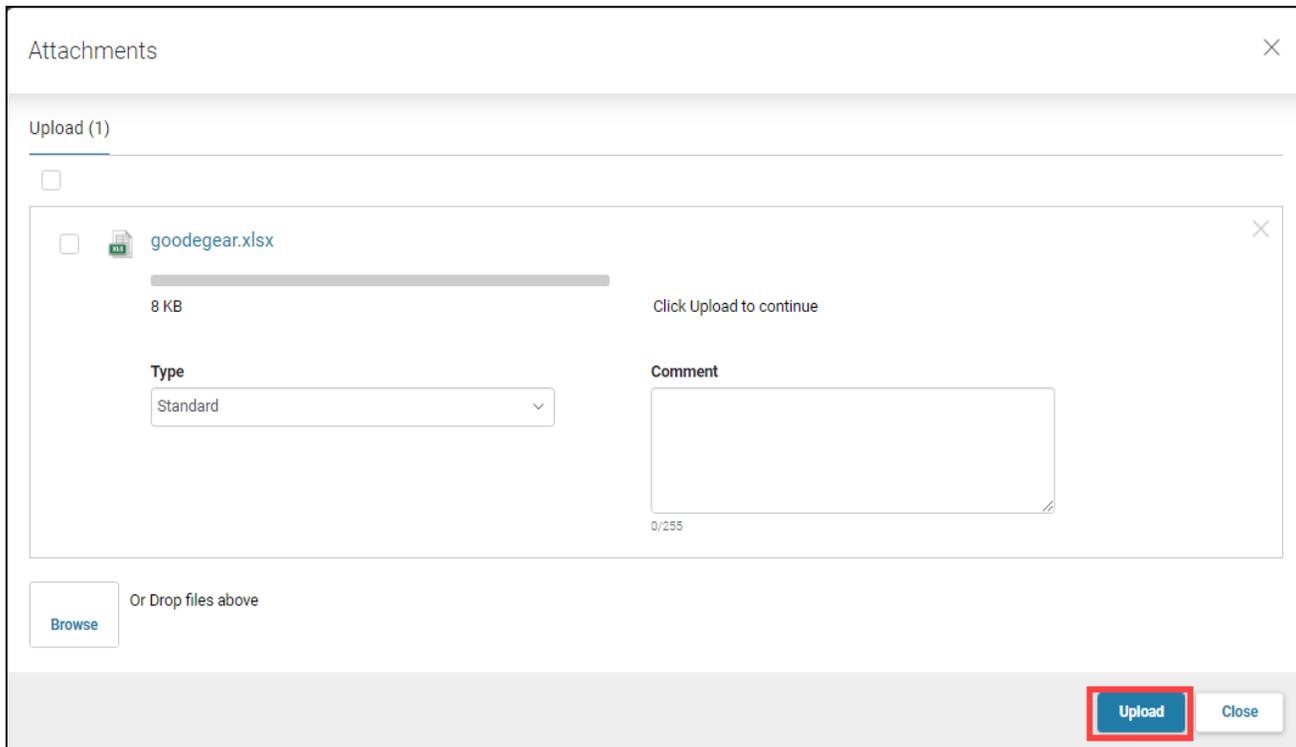
Search and select the file from your computer or local network on the **Open** page. Click **Open** to select the file.



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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.

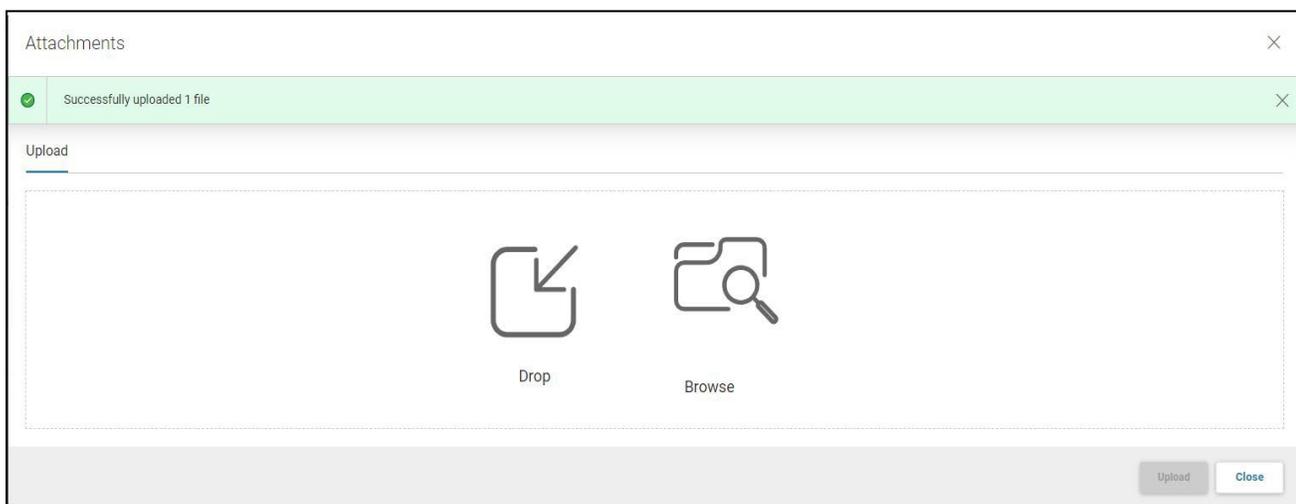
- Documents are limited to ten (10) at one time.



The screenshot shows a window titled "Attachments" with a close button in the top right. Below the title bar is a section labeled "Upload (1)". Inside this section, there is a file entry for "goodegear.xlsx" with a file icon, a progress bar, and the text "8 KB". To the right of the file entry is the instruction "Click Upload to continue". Below the file entry, there are two fields: "Type" with a dropdown menu set to "Standard", and "Comment" with a text area and a character count of "0/255". At the bottom left of the upload area is a "Browse" button and the text "Or Drop files above". At the bottom right of the window, there are two buttons: "Upload" (highlighted with a red box) and "Close".

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 displays a checkmark icon and the message "Successfully uploaded 1 file". Below the banner is the "Upload" section, which is currently empty. In the center of the upload area, there are two icons: a "Drop" icon (a square with a diagonal arrow) and a "Browse" icon (a folder with a magnifying glass). At the bottom right of the window, there are two buttons: "Upload" and "Close".

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 of the page, there are buttons: 'Previous', 'Submit Response', 'Save & Close', and 'Exit'.

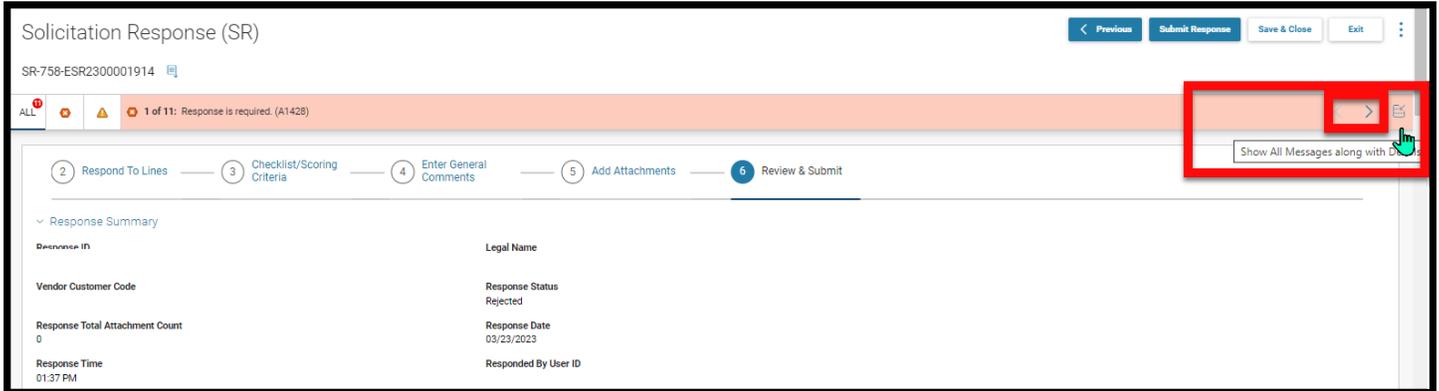
Errors are indicated with a red x. Errors must be resolved in order to submit the response. Warnings are indicated with an orange triangle.

The screenshot shows a warning message at the bottom of the page: 'Warning: Response is required. (A1428)'. The message is preceded by a red 'x' icon and an orange triangle icon. The 'ALL' button is also highlighted with a red box.

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

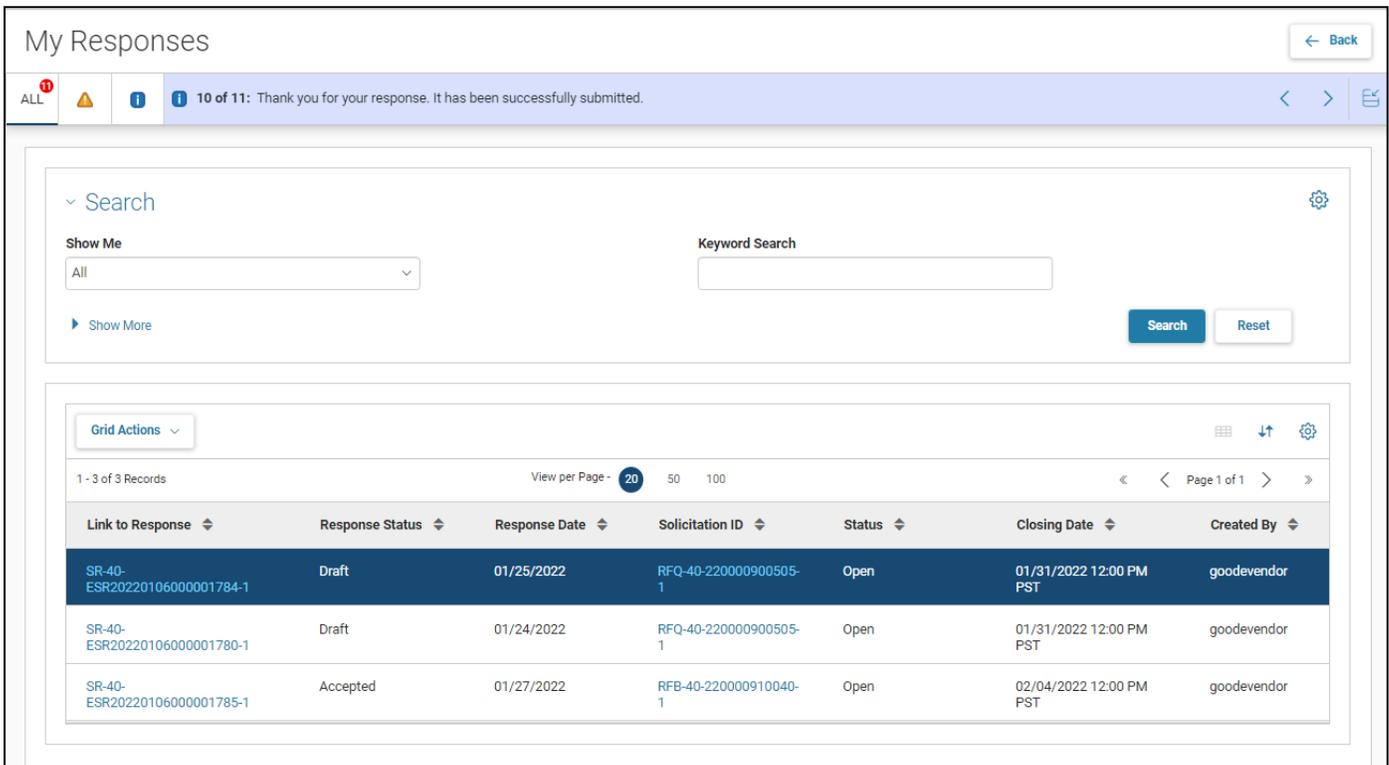
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Click the icon to view all errors and warnings or use the arrow icons to view one at a time.



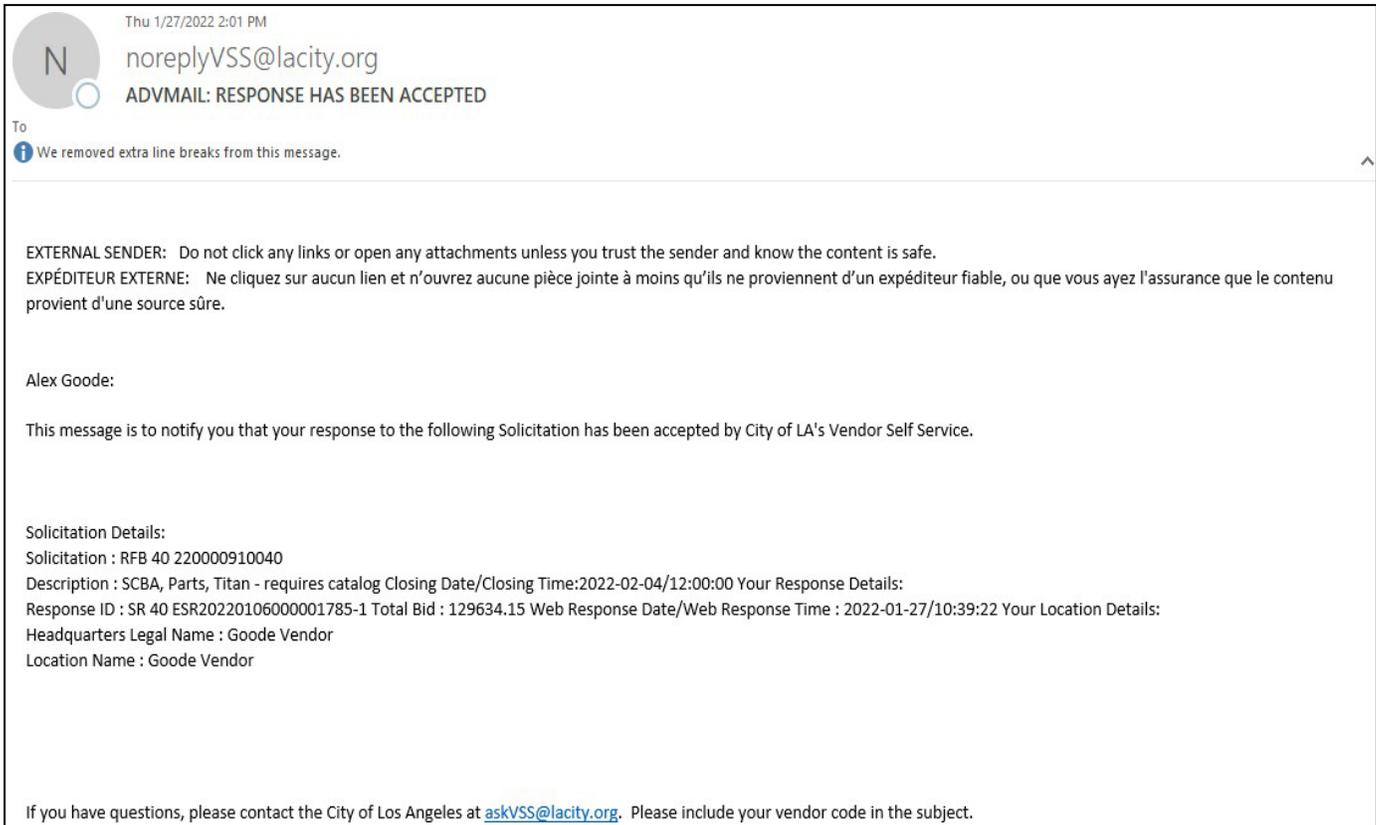
Verify the “Thank you for your response. It has been successfully submitted.” message displays.

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

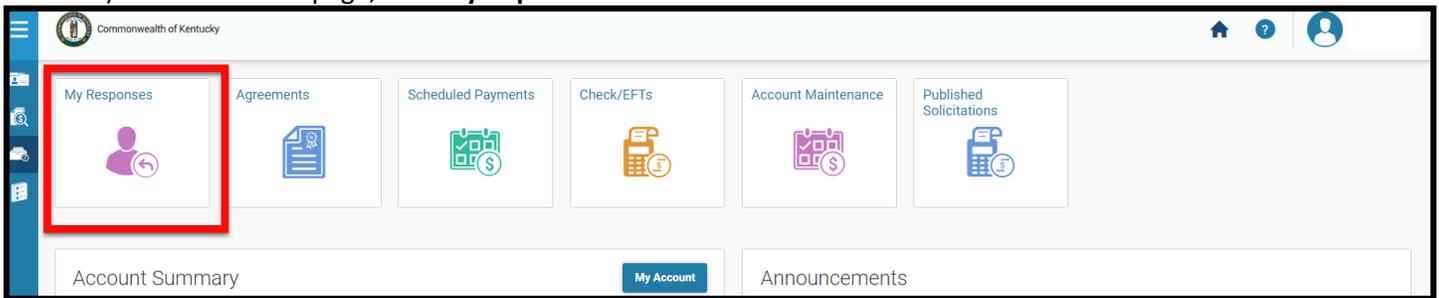
Responses may be viewed on the My Responses section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under Download Vendor Forms).

How to View Your Responses

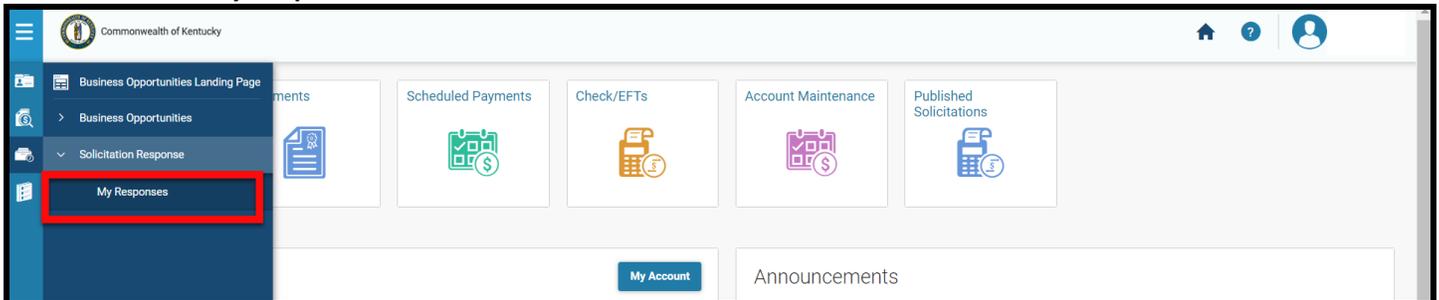
Log in to VSS.

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

Keyword Search: []

Response ID: []

Solicitation: []

Response Status: []

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