

# Vendor Self Service

## - How to Enter a Bid -



**BFS Purchasing**

Phone: (808) 768-5535

<http://www.honolulu.gov/pur/index.htm>

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## 1. Purpose:

To explain to potential vendors how to submit bids using the City & County of Honolulu’s Vendor Self Service (VSS).

Focusing on the following:

- How to enter and submit a valid Solicitation Response or SR (Bid).

## 2. Accessing City & County of Honolulu’s Vendor Self Service (VSS)

- Please go to: <https://www5.honolulu.gov/webapp/vss/Advantage>
- Please login with your User Name and Password. Only registered users (vendor) will able to submit bids.

***Please Note:***

For detailed instructions on How to Search for Solicitations and Review Online Bid Proposals, please click on the link below:

- Viewing Online Bid Proposals Guide at <http://www.honolulu.gov/pur/vssviewingonlinebidproposals.pdf>

## 3. SR Navigational Features

Navigational Feature	Behavior
Page Toggle Buttons  	Use the First, Prev, Next and Last toggle button to switch between the different Commodity Lines of a solicitation.
Drop Down List 	Provides a list of items for selection.
Expand /Collapse button 	Selecting the downward arrow will expand tab. Selecting the sideways arrow will collapse tab.
Save Button 	Please use the Save button frequently when working on entering a Bid.  Saved Bid (s) can be found in the “ <b>My Bids</b> ” section of VSS

Navigational Feature		Behavior
Undo button		Click on this button to undo last action.
Attachments Button		Click on this button to include attachments with your bid response.
Submit button		Click on this button to submit a Bid. Please Note: Only submitted bids will be accepted.
Close Button		Click on this button to exit the SR document.

## 4. Creating a SR (Bid)

- Within a Solicitation document, please click on the Create Response link at the top of the page.

**\* IMPORTANT \***

Only one (1) Bid can be submitted per Tax payer Identification Number (SSN/EIN).

Please refer to the screen below



The screenshot shows the 'City and County of Honolulu VENDOR SELF SERVICE' interface. The main content area is titled 'Solicitation Details View'. In the left-hand navigation menu, under 'Business Opportunities', the 'Create Response' link is highlighted with a red arrow. Other links in the menu include 'Search for Solicitations', 'Search for Reverse Auctions', 'Search for Surplus Auctions', and 'View Commodity History'. The main content area contains a 'help & advice' button and a 'Menu' link. Below these, there is a message: 'Please print this page for future reference using the browser print command.' and a list of navigation options: 'Pre-Qualified Vendors', 'Notice of Intent to Award', 'Notice of Award', 'Public Bid Reading', 'Auction Bids', 'Amendment', and 'History'. At the bottom of the page, the solicitation number 'Solicitation 0900209' is displayed.

## 5. Entering Bid Information

The bidding process is broken into three steps. Use the panel on the left side of the screen to navigate between steps.

- Step 1: Response Summary
- Step 2: Commodity Response
- Step 3: Evaluation Response

The screenshot shows the Vendor Self Service interface. On the left is a navigation menu with the following items: Step 1: Response Summary (checked), Solicitation Summary, No Bid, Discount Information, Step 2: Commodity Response, Step 3: Criteria Responses, and Document Attachments. The main content area displays the 'Solicitation Summary' for SR - DPP-ESR0000088 - 1. New- Draft. The summary includes the following information:

Solicitation : 0900009	Amendment : 0
Solicitation Type : RFQ	Close Date : 6/17/09
Solicitation Description : Transit-Oriented Dev Planning Initiative - Forum series	Close Time : 16:00
Issuing Office : Honolulu	Phone : 768-3952
Requesting Office : Honolulu	Phone : 768-3952
Buyer : Shellie Hee	Phone : 768-3952
Budget and Fiscal Services	Fax :
shee@honolulu.gov	Status : Open

### **Please Note:**

The Expand/Collapse  buttons are used to open or close sub-section.

### Step 1: Response Summary

Please click on the **Step 1: Response Summary** link on the left panel and click on the Expand  buttons for the “No Bid” and “Discount Information” sub sections. **Step 1: Response Summary** provides an overview of the solicitation and fields for “No Bid” reasoning and your company’s prompt payment discount policies.

#### 1. **Solicitation Summary:**

The screenshot shows the Vendor Self Service interface with the 'Solicitation Summary' section expanded. The navigation menu on the left has 'Solicitation Summary' highlighted. The expanded section displays the following information:

Solicitation : 0900009	Amendment : 0
Solicitation Type : RFQ	Close Date : 6/17/09
Solicitation Description : Transit-Oriented Dev Planning Initiative - Forum series	Close Time : 16:00
Issuing Office : Honolulu	Phone : 768-3952
Requesting Office : Honolulu	Phone : 768-3952
Buyer : Shellie Hee	Phone : 768-3952
Budget and Fiscal Services	Fax :
shee@honolulu.gov	Status : Open

2. **No Bid:**

Complete this section if your organization will not be submitting a bid.

- Select “No Bid” from the Drop down list and enter in explanation in the comment field



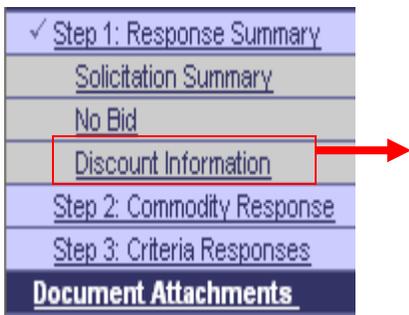
**▼No Bid**  
 Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type to 'NO BID' and provide a reason in the comment field. [Click here to apply this Response Type & Comments to all of the Commodity Lines. Your request may take a moment to process.](#)

Response Type :  ▼

Comments :

3. **Discount Information:**

Please, enter your prompt payment discounts here (if applicable).



**▼Discount Information**  
 Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Discount 1 % :  Days :

Discount 2 % :  Days :

Discount 3 % :  Days :

Discount 4 % :  Days :

Please see below for a screenshot of full page display of **Step 1: Response Summary**

SR - BFS- ESR0000339- 1- New- Draft

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**▼Solicitation Summary**  
 Solicitation Summary Information

Solicitation : 0900209	Amendment : 0
Solicitation Type : RFQ	Close Date : 3/17/09
Solicitation Description : TEST RFQ T&C Template (Test 3)	Close Time : 12:01
Issuing Office : Honolulu	Phone : XXX-XXXX
Requesting Office : Honolulu	Phone : XXX-XXXX
Buyer : Troy Wong	Phone : XXX-XXXX
Budget and Fiscal Services	Fax :
twong3@honolulu.gov	Status : Open

**Solicitation Summary**

**▼No Bid**  
 Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field. [Click here to apply this Response Type & Comments to all of the Commodity Lines. Your request may take a moment to process.](#)

Response Type :  ▼

Comments :

**No Bid**

**▼Discount Information**  
 Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Discount 1 % :  Days :

Discount 2 % :  Days :

Discount 3 % :  Days :

Discount 4 % :  Days :

**Discount Information**

## Step 2: Commodity Response

Please click on the **Step 2: Commodity Response** link on the left panel and click on the Expand  buttons for the “Commodity Response”, “Specification Details” and “Shipping & Handling” sub sections.

The **Step 2: Commodity Response** provides fields for entering in bid price and specifications of goods/services being offered.

**\* IMPORTANT \***

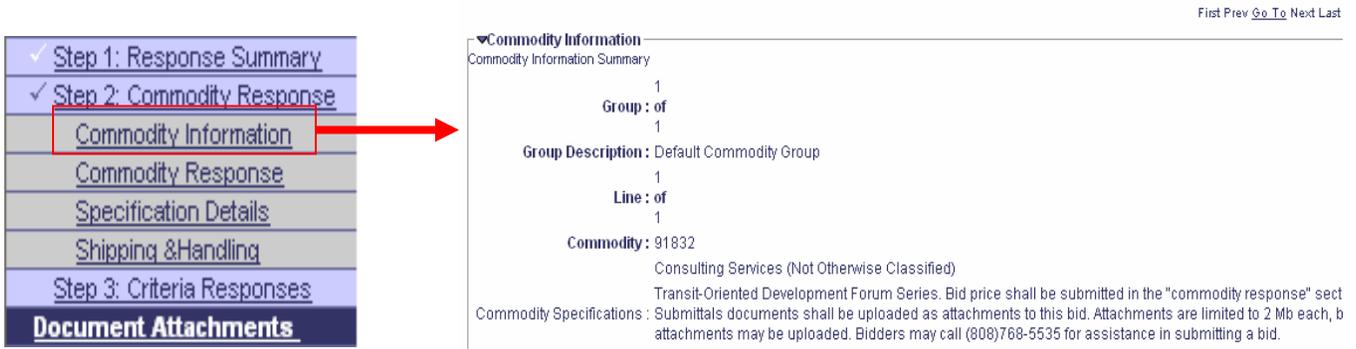
Use the [First](#) [Prev](#) [Go To](#) [Next](#) [Last](#) toggle buttons on the top of the page to switch between the different commodity lines being requested.

### 1. **Commodity Information:**

Displays the commodity information for which you are currently entering your bid price for.

**Fields to Note:**

- Line: Line # of the displayed commodity line.
- Line Type: “Item” or “Service”.
- Commodity Specifications: General description of the displayed commodity line



First Prev Go To Next Last

▼Commodity Information  
Commodity Information Summary

1  
Group : of  
1

Group Description : Default Commodity Group

1  
Line : of  
1

Commodity : 91832  
Consulting Services (Not Otherwise Classified)  
Transit-Oriented Development Forum Series. Bid price shall be submitted in the "commodity response" section.

Commodity Specifications : Submittals documents shall be uploaded as attachments to this bid. Attachments are limited to 2 Mb each, but attachments may be uploaded. Bidders may call (808)768-5535 for assistance in submitting a bid.

### 2. **Commodity Response:**

Please enter you bid price here.

- If Line Type = “Item”, please enter the following fields:
  - **Unit Price:** (Shall include all applicable taxes and freight/shipping costs)
  - **Delivery Days from Award:** (Number Value i.e. 30)

- ✓ Step 1: Response Summary
- ✓ Step 2: Commodity Response
- Commodity Information
- Commodity Response**
- Specification Details
- Shipping & Handling
- Step 3: Criteria Responses
- Document Attachments

**Commodity Response**  
Commodity details. Enter the Unit Price & Delivery Days, Contract Information, or Discount offered as applicable.

Requested Quantity : 100.00000      Response Type : Bid

Requested Unit : EA

Unit Price :

Delivery Days from Award :       Comments :

- If Line Type = “Service”, please enter the following fields:
  - **Contract Amount:** (Lump sum total shall include all applicable taxes)

- ✓ Step 1: Response Summary
- ✓ Step 2: Commodity Response
- Commodity Information
- Commodity Response**
- Specification Details
- Shipping & Handling
- Step 3: Criteria Responses
- Document Attachments

**Commodity Response**  
Commodity details. Enter the Unit Price & Delivery Days, Contract Information, or Discount offered as applicable.

Requested Service From :      Response Type : Bid

Requested Service To :

Contract Amount :

Requested Delivery Date :      Comments :

- Please select “No Bid” from the Response Type  Drop down list if you chose not to bid on the displayed commodity line.

**\* IMPORTANT \***

The City & County of Honolulu will not accept any Bid entered with condition(s).

**3. Specification Details:**

- Please populate all relevant fields concerning your organization’s goods/services.

- ✓ Step 1: Response Summary
- ✓ Step 2: Commodity Response
- Commodity Information
- Commodity Response
- Specification Details**
- Shipping & Handling
- Step 3: Criteria Responses
- Document Attachments

**Specification Details**  
Click the "Specification Details" link to the left to enter/change specification details if different than those detailed in the Solicitation.

Manufacturer :       Serial Number :

Part Number :       Specification :

Product/Category :       Size :

Model :       Color :

Drawing :       MSDS :

Piece :       Warranty Type :

**\* IMPORTANT \***

If a submittal of a completed questionnaire is required along with online bid response, please see the “Including Attachments with Online Bid” portion of this guide for instructions.

#### 4. Shipping & Handling:

- Please populate all relevant fields concerning your organization's goods/services.

Please see below for a screenshot of full page display of **Step 2: Commodity Response**

SR - BFS- ESR0000345- 1- New- Draft

The screenshot displays a web form for entering a bid. At the top right, a red box highlights navigation buttons: **\* First Prev Go To Next Last \***. A red callout box points to these buttons with the text: **First Prev Go To Next Last** buttons used to switch between commodity lines being solicited.

The form is divided into three main sections:

- Commodity Information:** Contains fields for Group (1 of 1), Group Description (Default), Line (1 of 2), and Commodity (06012). It also lists specifications: Batteries, Storage (Including Electrolyte And Recycled Types) and Commodity Specifications: Commodity Specs: PC, IBM 300PL, 800MHz, 20.4GB HD.
- Commodity Response:** Contains fields for Requested Quantity (100.00000), Requested Unit (EA), Unit Price, Delivery Days from Award, and Response Type (Bid). A large red text label **Commodity Response** is overlaid on the right side.
- Commodity Response (continued):** Contains fields for Requested Service From, Requested Service To, Contract Amount, Requested Delivery Date, and Response Type (Bid). A large red text label **Commodity Response** is overlaid on the right side.
- Specification Details:** Contains fields for Manufacturer, Part Number, Product/Category, Model, Drawing, Piece, Serial Number, Specification, Size, Color, MSDS (checkbox), and Warranty Type. A large red text label **Specification Details** is overlaid on the right side.

**Shipping & Handling**  
 Click the "Shipping & Handling" link to the left to enter/change the shipping & handling instructions if different than those detailed in the Solicitation.

Detailed Instructions :

Packing Inst :

Hazardous Mat :

Special Handling :

Additional Handling Info :

**Shipping & Handling**

[Top](#)

### Step 3: Criteria Responses

Please click on the **Step 3: Criteria Response** link on the left panel.

The **Step 3: Criteria Response** section provides fields for entering your response to the criteria included in the solicitation. Only evaluation criteria requiring responses will be included in this section.

- [✓ Step 1: Response Summary](#)
- [✓ Step 2: Commodity Response](#)
- [Commodity Information](#)
- [Commodity Response](#)
- [Specification Details](#)
- [Shipping & Handling](#)
- [Step 3: Criteria Responses](#)
- [Document Attachments](#)

SR - DFM- ESR000016- 1- New- Draft

**Criteria Responses**

[First](#) [Prev](#) [Go To](#) [Next](#) [Last](#)

Enter/change your response to the evaluation criteria that will used in the Solicitation Response Evaluation process. Please enter a Response for each criteria.

Group : of 1

1

Criteria Group : Default

Line : of 1

1

**Description :** The bid price shall include all taxes, shipping/freight at FOB destination.

Response Type : Yes/No

Response :

Menu

**\* IMPORTANT \***

Use the [First](#) [Prev](#) [Go To](#) [Next](#) [Last](#) toggle buttons on the top of the page to switch between the different criteria responses being requested.

## 6. Including Attachments with Online Bid

Please follow the steps below to include attachments with your online bid submittal:

- Please click on the  button on the bottom of the page.

- From the Attachment page, please click on the Upload link.

Please refer to the screen below:

## Attachments

**File Name** **Type** **Date** **User ID** **Primary State**  
First Prev Next Last

[Upload](#) [Download](#) [Delete](#) [Restore](#)

File Name :

Type :

Date : Description :

User ID :

Primary State :

[Return to Document](#)

[View Attachment History](#)

- From the Upload Attachment page, please click on the Browse... button to search for and select the document that needs to be uploaded.
- The selected document should be displayed in the “Attachment File:” field. Please click on the Upload button to attachment to your bid.

Please refer to the screen below:

## Upload Attachment

[Menu](#)

[Upload](#) [Cancel](#)

Attachment File : D:\Documents and Settings\twong3\Desktop\Agencies Te [Browse...](#)

Description :

Attachment Type : Standard

- After uploading all relevant attachments, please click on the Return to Document link.

Please refer to the screen below:

## Attachments

File Name	Type	Date	User ID	Primary State
✓ Attachments.pdf	Standard	3/17/09	testvendor2	New

First Prev Next Last

[Upload](#) [Download](#) [Delete](#) [Restore](#)

File Name : Attachments.pdf

Type : 1

Date : 3/17/09

User ID : testvendor2

Primary State : 0

Description :

[Return to Document](#)

[View Attachment History](#)



## 7. Submitting Bid

After entering in all relevant bid information, attachments and reviewing for correctness. Please follow the steps below to submit your Bid to BFS Purchasing Division.

- Please click on the  button on the bottom of the page.

*Please refer to the screen below:*

▶No Bid  
Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason.

▶Discount Information  
Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

[Top](#)

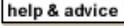
     

Menu

This completes the electronic bidding process. The screen below will be displayed and a confirmation email notice will be send to your organization's designated email address.

*Please refer to the screen below:*

### Response Submitted

 [Menu](#)

**Your response has been processed. Thank you.**

**Click any link to continue.**

## 8. Appendix : Additional Resources

If you any questions, please contact the help desk at (808) 768-5535 or [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov)

Please click on the following link to access VSS FAQ's and VSS Help Guides:

<http://www.honolulu.gov/pur/vsshhelp.htm>