

Vendor Self Service

- How to Submit an Offer/Bid -



October 2018

BFS Purchasing

Phone: (808) 768-5535

<https://www5.honolulu.gov/webapp/vss/Advantage>

www.honolulu.gov/pur

1. Purpose:

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

Focusing on the following:

1. How to enter and submit a valid Offer/Bid or Solicitation Response (SR).

2. Honolulu Vendor Self Service Website

1. Go to: <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>
2. Login with your User Name and Password.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

Welcome

Honolulu Vendor Self Service will allow you to manage your auctions.

Announcements

User ID

Password

Login

[Password Reset](#)

3. Navigate to the Solicitation Details page by going to the **Business Opportunities** tab → **Solicitations** subtab → then click the **Details** button of the solicitation.

City and County of Honolulu
VENDOR SELF SERVICE
www.honolulu.gov/pur

Account Information | **Business Opportunities** | Solicitation Responses

Solicitations | My Watchlist | Surplus Auctions

Welcome, HNL

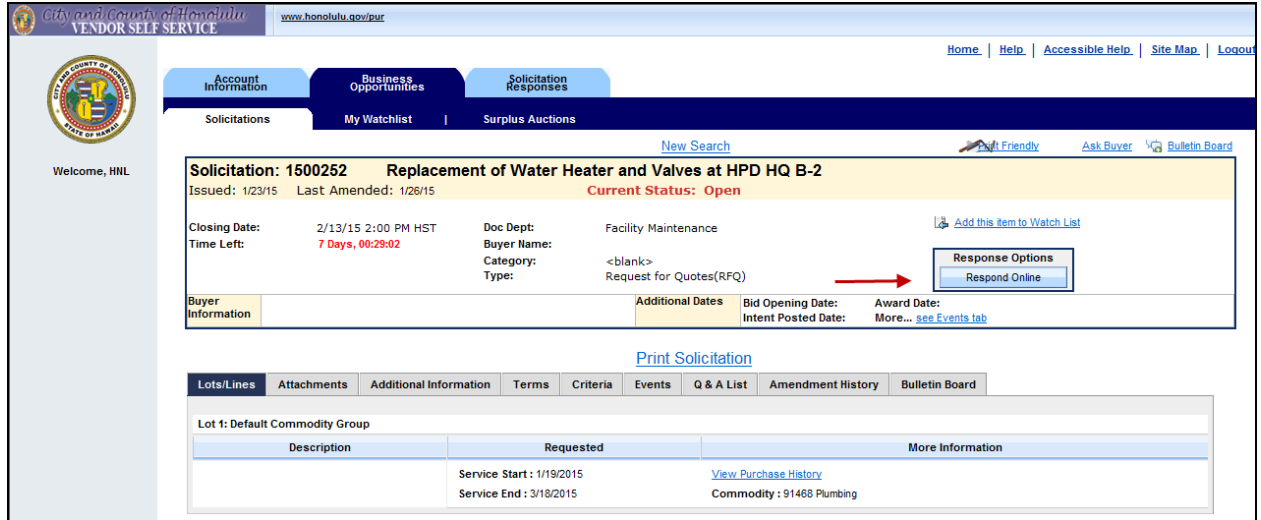
Search for Solicitations

Show Me ...

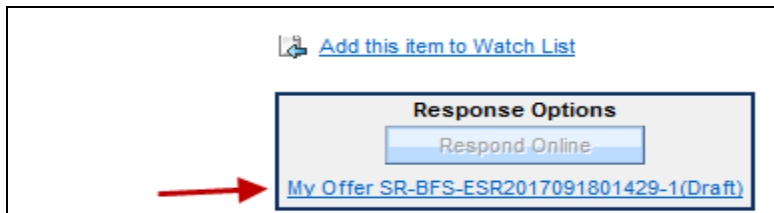
All Solicitations	My Commodities	Open Solicitations	Closing Soon
Keyword Search : *			
Solicitation	Doc Dept/Buyer/Category/Solicitation		
Replacement of Water Heater and Valves at HPD HQ B-2 RFQ - DFM - 1500052	Facility Maintenance Lance Sugimura		
Summary Details	Request for Quotes(RFQ)		

3. Creating a SR (Offer/Bid)

4. Within the Solicitation Details page, please click on the **Respond Online** button at the top of the page. You will be directed to the solicitation response screen.



5. If the Respond Online button may be greyed out if you have already created a solicitation response. In that case, click on the SR link to access the solicitation response.

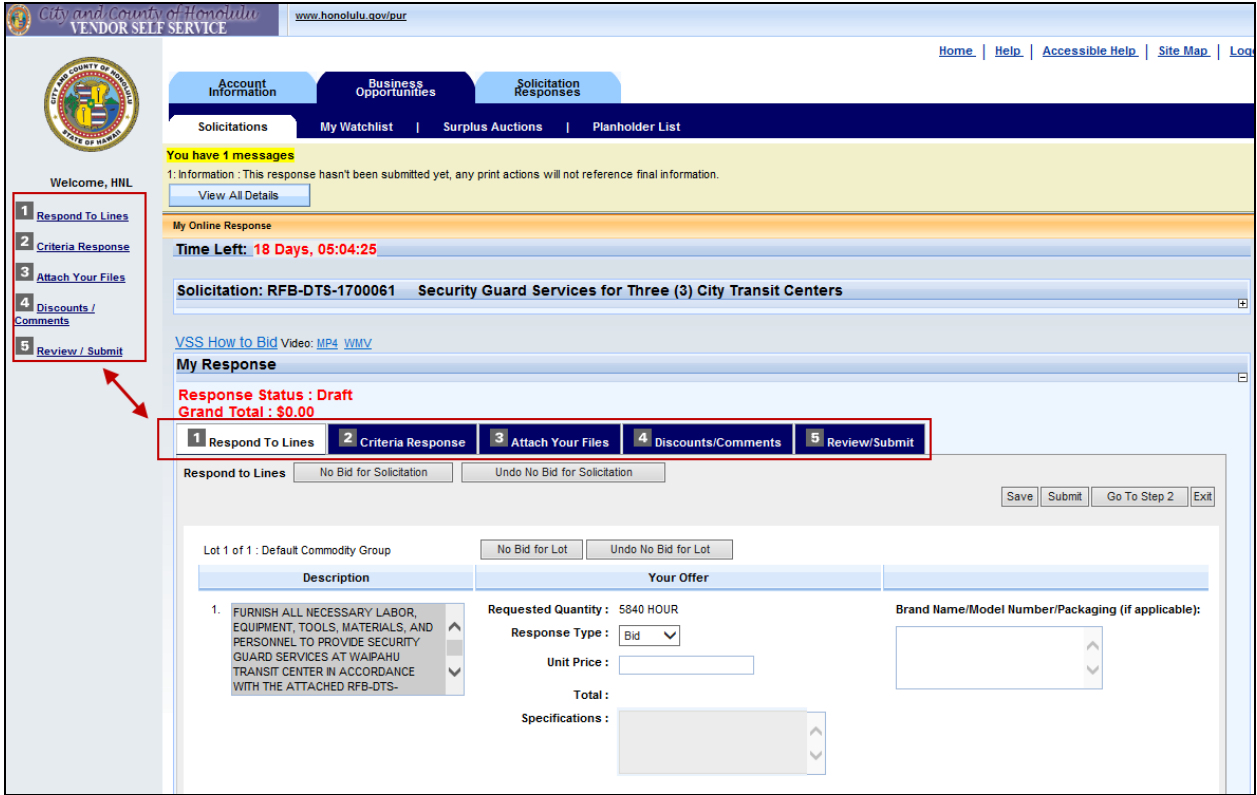


*** IMPORTANT ***

RFQ and RFB solicitation allow only one (1) Offer/Bid per organization with the same Taxpayer Identification Number (SSN/EIN). If you are unable to make a solicitation response, someone else from your company may have already submitted one.

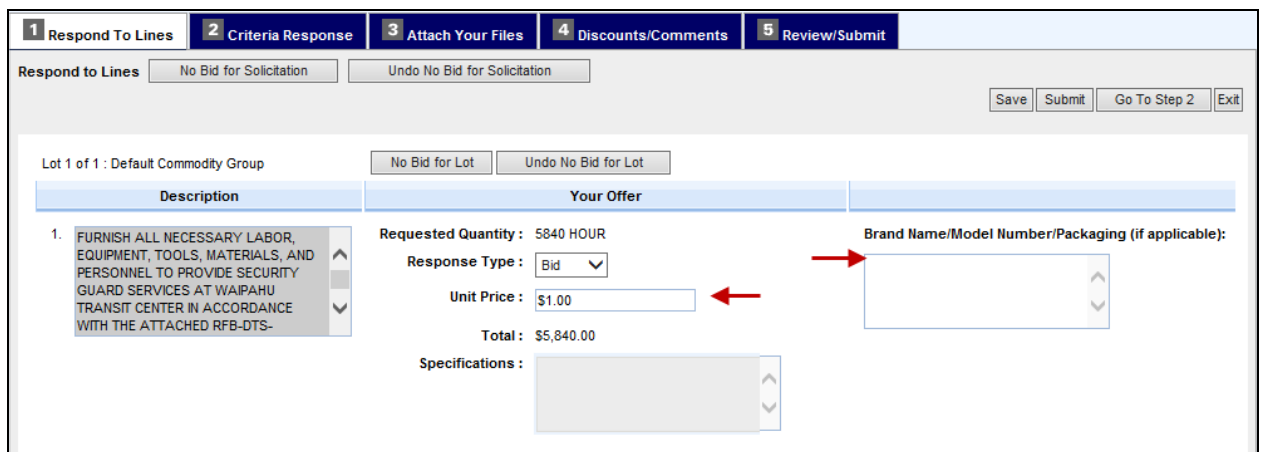
4. Entering Offer/Bid Information

6. The bidding process is broken into five steps. Use the panel on the left side of the screen or the tabs to navigate between the steps.
 - Step 1: Respond To Lines
 - Step 2: Criteria Response
 - Step 3: Attach Your Files
 - Step 4: Discount Comments
 - Step 5: Review/Submit



Step 1: Respond To Lines

- You should already be on **Step 1: Respond To Lines** tab to bring up the listing of the commodity lines. The **Step 1: Respond To Lines** provides field for entering in the bid price for each commodity line. The Response Type should be defaulted to “Bid”
- If commodity line displays **Unit Price**, enter the unit bid price per unit of the line.



9. If commodity line displays **Bid Amount**, enter the lump sum total of the line.

10. If required by the solicitation, enter the item’s brand name, model number, and/or packaging information into the **Brand Name/Model Number/Packaging** field.

11. Proceed to the next step by clicking **Go To Step 2** button or the **Step 2: Criteria Response** tab.

Step 2: Criteria Response

12. Some solicitations have mandatory criteria responses that are required to be populated by the Offeror when submitting its solicitation response. If the solicitation has a mandatory criteria response, the Offeror would not be able to submit its offer or move away from this step until the criteria response is complete.

13. The type of response is indicated in the **Response Type Expected** column.

14. Enter the criteria response in the column to the right.

15. Proceed to the next step by clicking **Go To Step 3** button or the **Step 3: Attach Your Files** tab.

Step 3: Attach Your Files

16. You can upload an attachment that will be submitted with your online solicitation response. Click on **Step 3: Attach Your Files** tab, if your bid needs to include attachments.

*** IMPORTANT ***

Upload attachments only if it specifically state so in the solicitation. Unsolicited attachment such as brochures or descriptive literatures will not be evaluated.

17. To attach a document, first click on the **Attach Files** button.

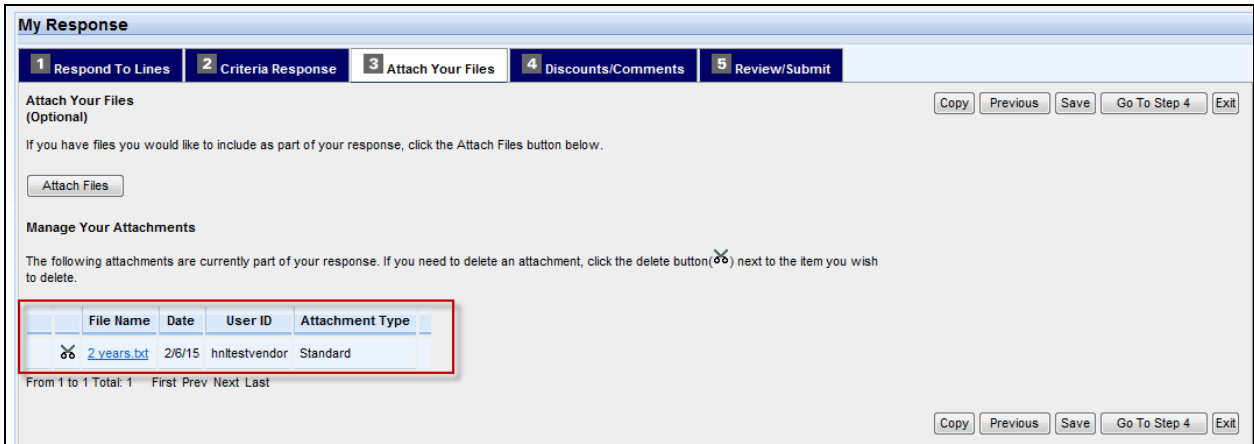
The screenshot shows a web interface titled "My Response" with five tabs: "1 Respond To Lines", "2 Criteria Response", "3 Attach Your Files", "4 Discounts/Comments", and "5 Review/Submit". The "3 Attach Your Files" tab is active. Below the tabs, there are buttons for "Copy", "Previous", "Save", "Go To Step 4", and "Exit". The main content area is titled "Attach Your Files (Optional)" and contains the text: "If you have files you would like to include as part of your response, click the Attach Files button below." Below this text is a button labeled "Attach Files" with a red arrow pointing to it. Underneath is a section titled "Manage Your Attachments" with the text: "The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete."

18. Click on **Browse** to search for the file to upload.

19. Click on **Attach File** button

The screenshot shows a web interface titled "Add files" with the instruction: "Use this page to add the attachments for your Response. Click 'Browse' to select a file. The maximum size allowed for each file is 10.0MB." Below this are five rows, each with a file input field, a "Browse..." button, and a "Type" dropdown menu set to "Standard". The first row has the file path "C:\Users\ljwu\Desktop\2 years.txt" in the input field. At the bottom of the interface are two buttons: "Attach File" and "Cancel". Red arrows point to the "Browse..." button for the first file and the "Attach File" button.

20. The **Step 3 Attach Your Files** tab should now display your uploaded file.



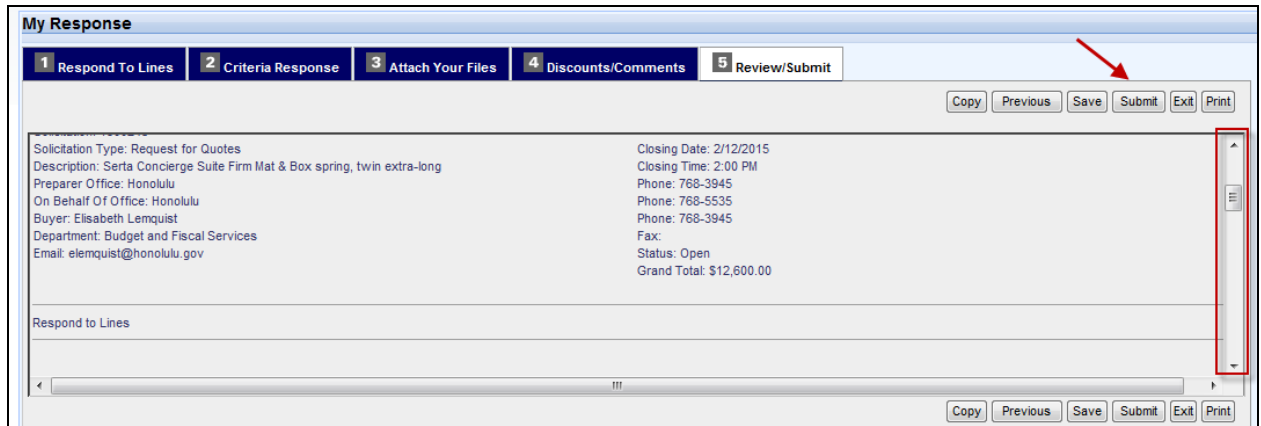
21. Skip **Step 4: Discounts/Comments** and proceed to **Step 5: Review/Submit** tab.

Step 4: Discounts/Comments

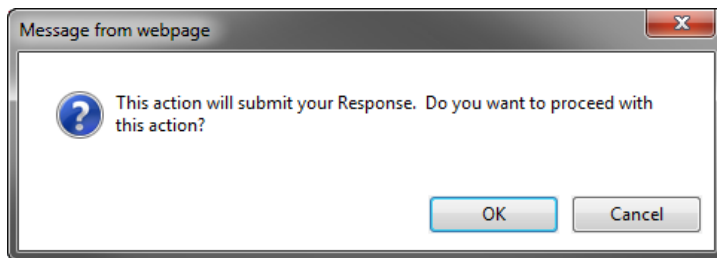
22. **Step 4: Discounts/Comments** will not be used. Any discounts to the offer should be included in the bid price.

Step 5: Review/Submit

23. Use the scroll in the bottom window to review your response.



24. Click on **Submit** button to submit your response.



25. A thank you message should indicate that your bid was submitted successfully.

The screenshot displays the Vendor Self Service interface. At the top, it says 'Welcome,' and 'Thank you.' Below this, a confirmation message states: 'This message is confirmation that you have successfully submitted your offer. You can verify your submitted offer by going back to the Solicitation Details page and the link to your offer should now say "Accepted".'

The main content area shows a detailed view of a solicitation:

- Solicitation: 1700062** - Furnish and Deliver Road Flares
- Issued: 7/7/17 | Last Amended: 8/9/17 | Current Status: Open
- Start Date: 8/30/17 2:00 PM HST
- Closing Date: 8 Days, 23:06:39
- Doc Dept: Police
- Buyer Name: Goods/Services
- Category: Request for Bids(RFB)
- Type: Request for Bids(RFB)

 A red arrow points to a 'Response Options' box containing the text: 'My Offer SR-HPD-ESR2017080900196-1(Accepted)'. Below the solicitation details are tabs for 'Lots/Lines', 'Attachments', 'Additional Information', 'Terms', 'Criteria', 'Events', 'Q & A List', 'Amendment History', and 'Bulletin Board'.

Below the main view, a second screenshot shows the 'Solicitation Responses' tab selected. It features a search bar with the text 'Search For My Responses' and a 'Keyword Search' field containing '*1700062*'. The 'Show Me ...' dropdown is set to 'All Responses'. Other options include 'My Recent Responses', 'In Progress Items', 'Closing Soon', 'My Awards', and 'Recent Closings'. A 'Go' button and an 'Advanced Search' link are also visible.

Additional Help Resources

Additional resources and guides are available on the City and County of Honolulu Purchasing website under Help Guides (<http://www.honolulu.gov/pur/helpguides.html>), and the Vendor Self Service home page (<https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>).

If you have any questions, please contact the help desk at 808-768-5535 or bfspurchasing@honolulu.gov.