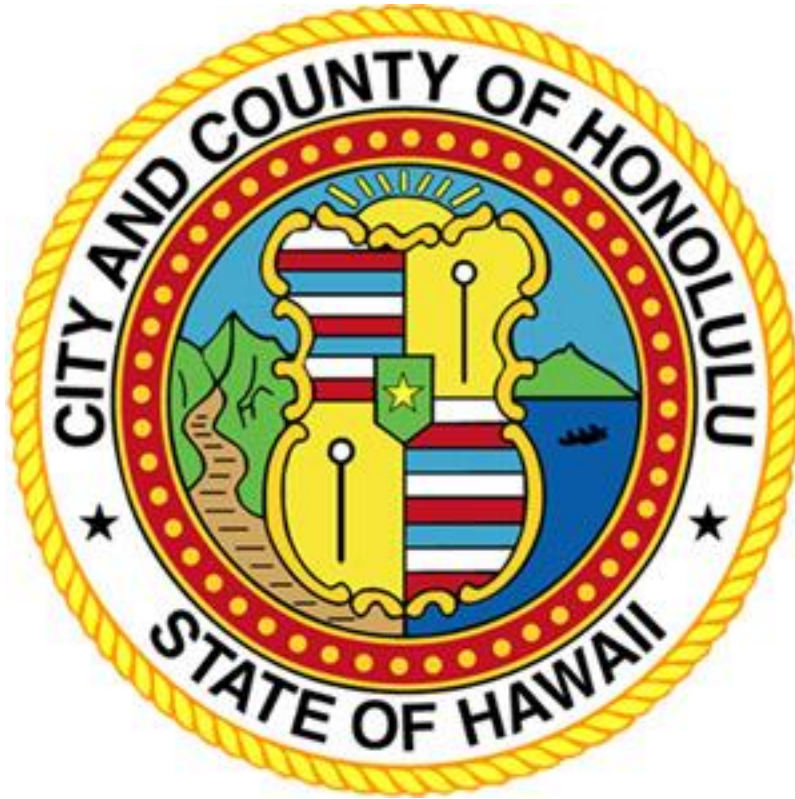


# Vendor Self Service

## - How to Submit an Offer/Bid -



July 2017

**BFS Purchasing**

Phone: (808) 768-5535

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

[www.honolulu.gov/pur](http://www.honolulu.gov/pur)

## 1. Purpose:

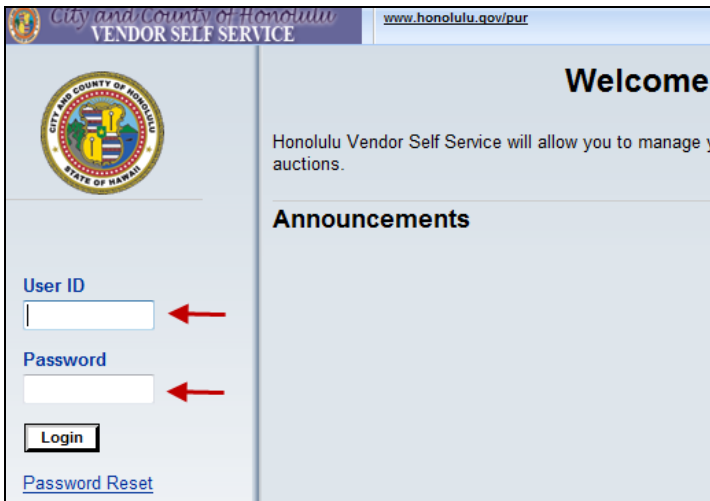
To explain to potential vendors how to submit offer/bids using the City & County of Honolulu's Vendor Self Service (VSS).

Focusing on the following:

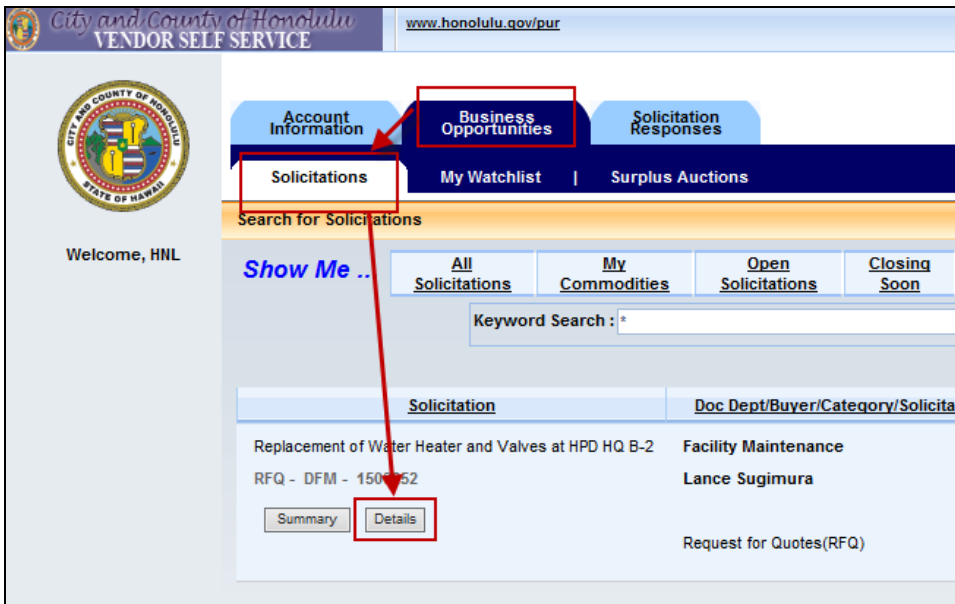
- How to enter and submit a valid Offer/Bid or Solicitation Response (SR).

## 2. Honolulu Vendor Self Service Website

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

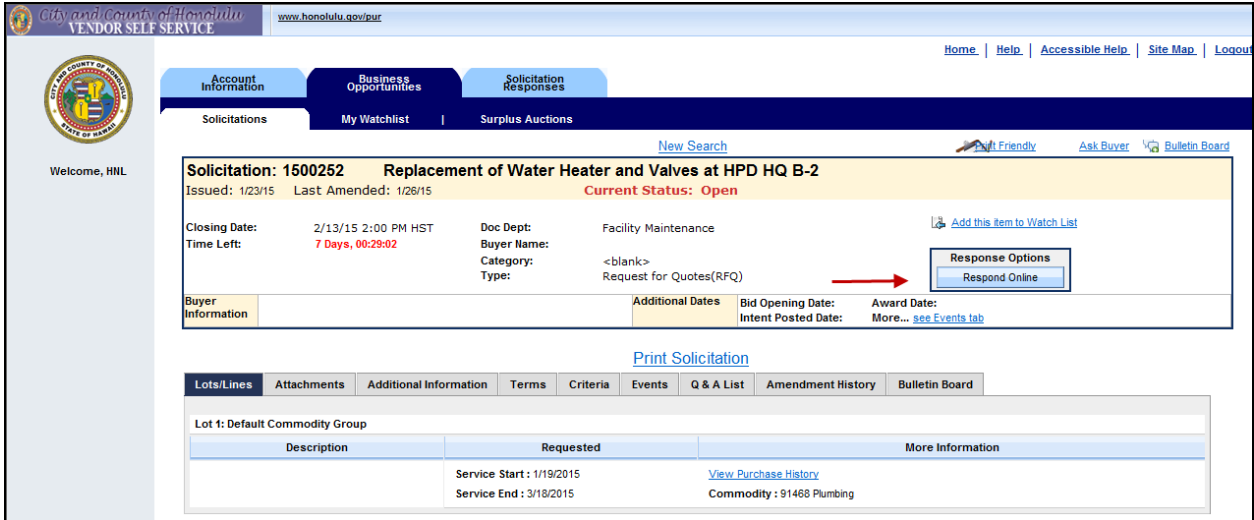


3. Navigate to the solicitation's Details page by going to the **Business Opportunities** tab → **Solicitations** subtab → then click the **Details** button of the solicitation.



### 3. Creating a SR (Offer/Bid)

- 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.



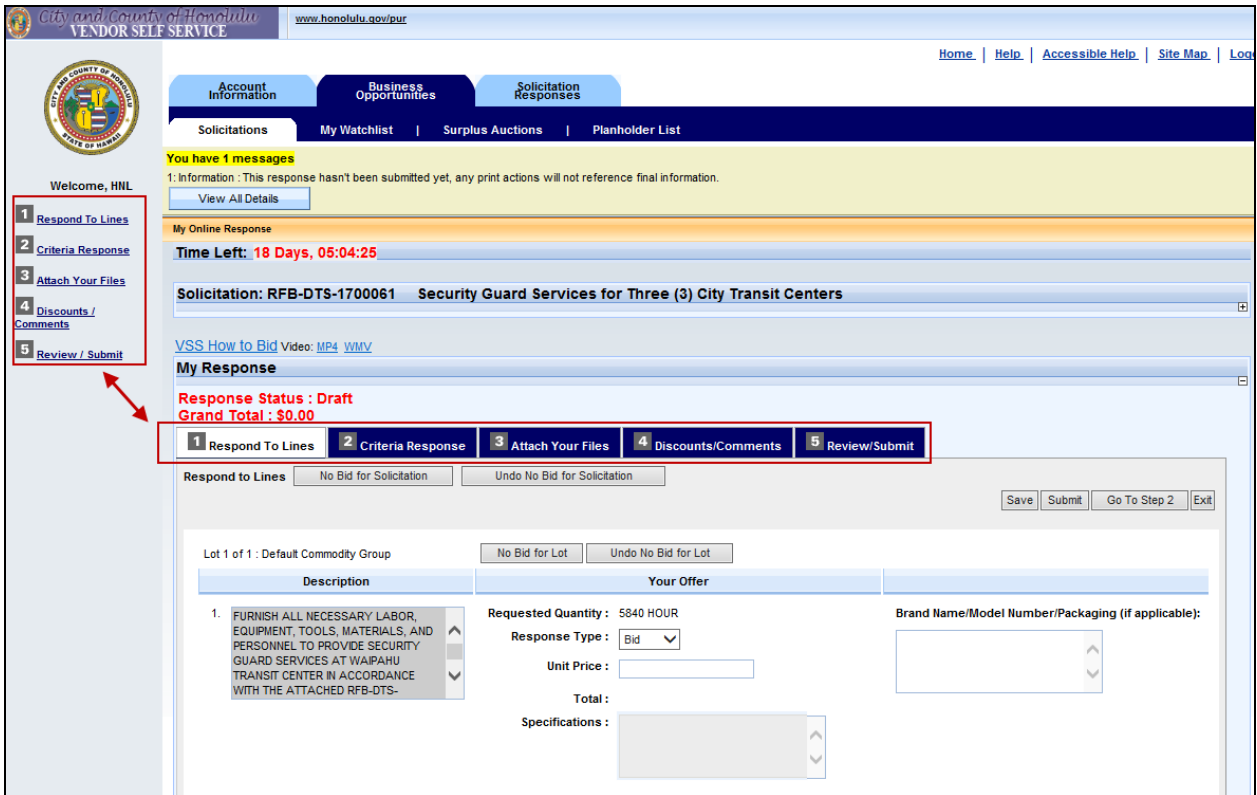
**\* IMPORTANT \***

***RFQ and RFB solicitation allow only one (1) Offer/Bid per organization with the same Taxpayer Identification Number (SSN/EIN). If you've made a solicitation response, you can still modify your bid before the deadline.***

### 4. Entering Offer/Bid Information

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.

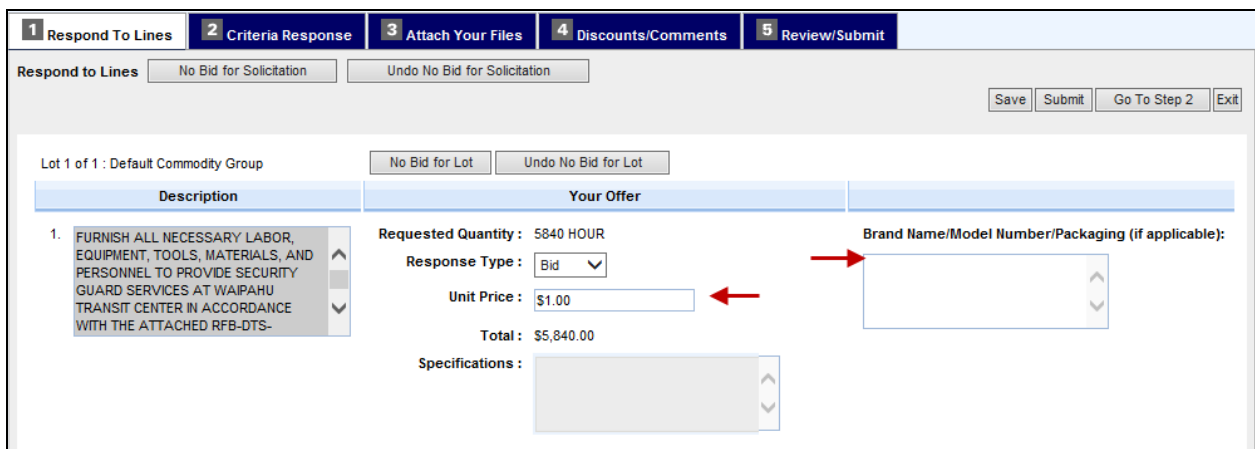
- Step 1: Respond To Lines
- Step 2: Criteria Response
- Step 3: Attach Your Files
- Step 4: Discount Comments
- Step 5: Review/Submit



## 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”

1. If commodity line displays Unit Price, enter the information into the following fields:
  - **Unit Price:** Enter the bid price per unit of the line.
  - **Brand Name/Model Number/Packaging (if applicable):** Enter the offer item’s brand name, model number, and packaging information in this field if requested by the solicitation.



2. If commodity line displays Bid Amount, enter the information into the following fields:

- **Bid Amount:** Enter the lump sum total of the line.
- **Brand Name/Model Number/Packaging (if applicable):** Enter the offer item’s brand name, model number, and packaging information in this field if requested by the solicitation.

The screenshot shows the 'Respond to Lines' interface. At the top, there are five tabs: '1 Respond To Lines', '2 Criteria Response', '3 Attach Your Files', '4 Discounts/Comments', and '5 Review/Submit'. Below the tabs, there are buttons for 'No Bid for Solicitation' and 'Undo No Bid for Solicitation'. On the right, there are buttons for 'Save', 'Submit', 'Go To Step 2', and 'Exit'. The main area shows 'Lot 1 of 1 : Default Commodity Group' with 'No Bid for Lot' and 'Undo No Bid for Lot' buttons. A table with two columns, 'Description' and 'Your Offer', is displayed. The first row contains the following information:

Description	Your Offer
1. CONTRACTOR SHALL FURNISH ALL EQUIPMENT, LABOR, MATERIALS, TOOLS, ETC. NECESSARY FOR THE HONOLULU ZOO - IMPROVEMENTS TO FOOD CONCESSION ROOF IN ACCORDANCE WITH THESE	Response Type : Bid Bid Amount : 2000 Total : Specifications :

To the right of the 'Your Offer' column, there is a field labeled 'Brand Name/Model Number/Packaging (if applicable):'. Red arrows point from the 'Bid Amount' field and the 'Brand Name/Model Number/Packaging' field.

## Step 2: Criteria Response

Click on **Step 2: Criteria Response** tab, if applicable.

1. The **Step 2: 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 3: Attach Your Files

Click on **Step 3: Attach Your Files** tab, if your bid needs to include attachments.

1. Click on the Attach Files button.

The screenshot shows the 'My Response' interface. At the top, there are five tabs: '1 Respond To Lines', '2 Criteria Response', '3 Attach Your Files', '4 Discounts/Comments', and '5 Review/Submit'. Below the tabs, there are buttons for 'Copy', 'Previous', 'Save', 'Go To Step 4', and 'Exit'. The main area is titled 'Attach Your Files (Optional)'. Below this title, there is a text box that says 'If you have files you would like to include as part of your response, click the Attach Files button below.' Below the text box, there is a button labeled 'Attach Files' with a red arrow pointing to it. Below the 'Attach Files' button, there is a section titled 'Manage Your Attachments'. Below this section, there is a text box that says '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.'

2. Click on Browse to search for the file to upload.

3. Click on Attach File button

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

File Name	Date	User ID	Attachment Type
2 years.txt	2/6/15	hntestvendor	Standard

## Step 4: Discounts/Comments

Skip **Step 4: Discounts/Comments** section.

## Step 5: Review/Submit

Click on **Step 5: Review/Submit** tab to review your response.

1. Use the scroll in the bottom window to review your response.
2. Click on Submit button to submit your response.

**My Response**

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Copy Previous Save Submit Exit Print

Solicitation Type: Request for Quotes	Closing Date: 2/12/2015
Description: Serta Concierge Suite Firm Mat & Box spring, twin extra-long	Closing Time: 2:00 PM
Preparer Office: Honolulu	Phone: 768-3945
On Behalf Of Office: Honolulu	Phone: 768-5535
Buyer: Elisabeth Lemquist	Phone: 768-3945
Department: Budget and Fiscal Services	Fax:
Email: elemquist@honolulu.gov	Status: Open
	Grand Total: \$12,600.00

Respond to Lines

Copy Previous Save Submit Exit Print

3. Click on Ok, to confirm submitting your bid.

Message from webpage

?

This action will submit your Response. Do you want to proceed with this action?

OK Cancel

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

City and County of Honolulu  
VENDOR SELF SERVICE

www.honolulu.gov/pur

Home | Help | Accessible Help | Site Map | Logout

Account Information Business Opportunities Solicitation Responses

Solicitations My Watchlist Surplus Auctions

Welcome, HNL

## Response Submitted Successfully

### Thank You

Your Submitted Response can be found under the "My Responses" tab

Click any tab to continue.

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

Additional help guides are available on the City and County of Honolulu Purchasing website: [www.honolulu.gov/pur](http://www.honolulu.gov/pur), under the Help Guides section.