

# Vendor Self Service

## - Viewing Online Solicitations -



### **BFS Purchasing**

Phone: (808) 768-5535

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

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

2016

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## Purpose:

To explain to Vendors how to access the City & County of Honolulu's Vendor Self Service's (VSS) Online solicitations.

Focusing on the following:

- How to search for solicitations
- How to review all information pertaining to a given solicitation.

## Accessing Vendor Self Service (VSS)

The VSS home page web address is <https://www5.honolulu.gov/webapp/VSSPSRV1/AltSelfService>

For registered users, login with your Username and Password

or

Enter as a guest without logging in by choosing Public Access

**City and County of Honolulu**  
VENDOR SELF SERVICE

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

### Welcome to Honolulu Vendor Self Service

Honolulu Vendor Self Service will allow you to manage your own account information with the City and view the City's procurement solicitations and surplus auctions.

**User ID**

**Password**

**Login**

Log in with your User ID and Password or click the Register/Activate Account button to create a login.

Click on Public Access to view VSS without a login, however you will not be able to submit any responses.

**Register/Activate Account**

**Public Access**

#### Announcements

12/14/2015  
Vendor Self Service (VSS) accounts will now require your business' Annual Estimated Gross Receipt and Date of Establishment. After logging into VSS, navigate to Account Information --> Business Info, and then click on Update to enter the Annual Estimated Gross Receipt and Date of Establishment information. We are requiring this information to assist us in determining Disadvantage Business Enterprise (DBE) eligibility. If you are a certified DBE by the State of Hawaii, please be sure to also indicate so in Account Information --> Business

#### Contacts

**Division of Purchasing**  
Email: [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov)  
Phone: 808-768-5535  
Fax: 808-768-3299  
Monday - Friday 7:45 a.m. to 4:30 p.m HST

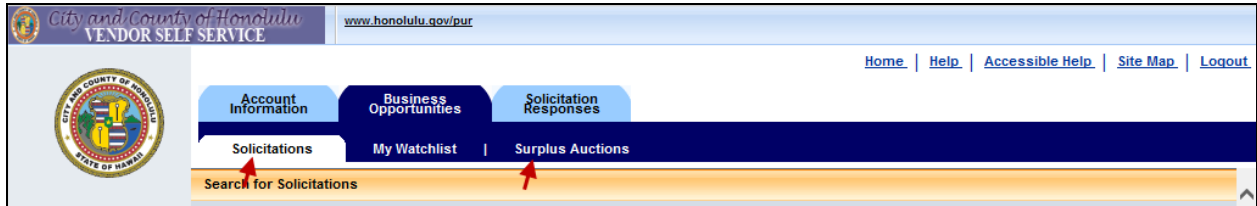
#### Forms

Click on a form below to either save it to your desktop or open it in Adobe.

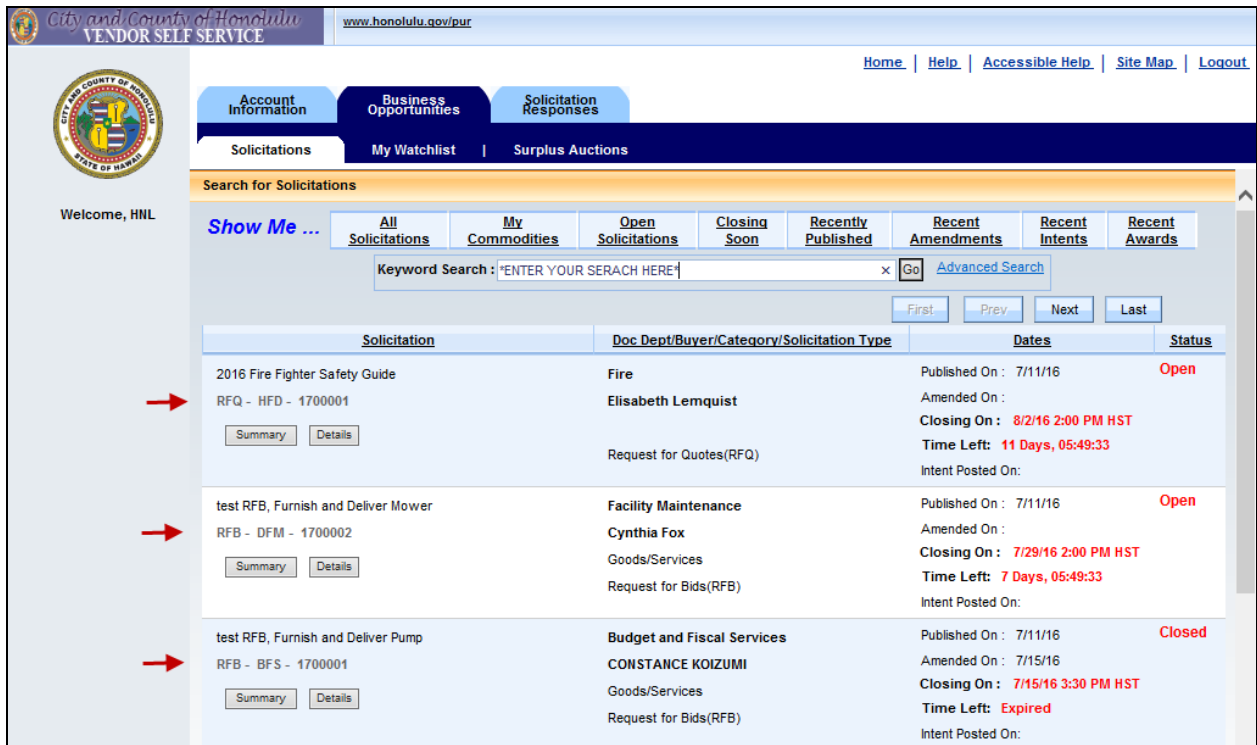
[VSS User Guide](#)  
[VSS Viewing Online Solicitations](#)  
[VSS How to Bid](#)

## Searching for Solicitations

- Once in VSS, click on the Business Opportunities tab at the top. Then depending on the type of solicitation click on either the Solicitations or Surplus Auctions sub-tab.



- A list of solicitations pertaining to your selection should be displayed.



- Search for your solicitation. Use the Keyword Search tool to find your solicitation.
  - Text can be typed in upper or lower case. All text will automatically be converted to upper case.
  - The asterisk (\*) wildcard can be used to assist with the search. VSS will automatically place a wildcard (\*) in the front and back of your search
- Use the Advance Search tool to narrow your searches to a specific category, type or status.
  - Search by category such as Good/Services, Construction, or Professional Services.
  - Search by type such as RFQ for small purchases, Request for Bids (RFB), Request for Proposal (RFP), or Request for Information (RFI).

- The solicitation information on this Solicitation page is general, click on the Details button to open the solicitation for more information.

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
test RFB, Furnish and Deliver Mower RFB - DFM - 1700002	Facility Maintenance Cynthia Fox Goods/Services Request for Bids(RFB)	Published On : 7/11/16 Amended On : Closing On : 7/29/16 2:00 PM HST Time Left: 7 Days, 05:35:45 Intent Posted On:	Open

Summary Details ←

## Reviewing a Solicitation Document

Solicitation documents are broken into Nine sections or tabs:

- General Information
- Lots/Lines
- Attachments
- Additional Information
- Terms
- Events
- Q&A List
- Amendment History
- Bulletin Board

The screenshot shows the Vendor Self Service portal for the City and County of Honolulu. The main content area displays a solicitation for 'test RFB, Furnish and Deliver Mower' (Solicitation: 1700002). The status is 'Open' and the closing date is 7/29/16 2:00 PM HST. The buyer is Cynthia Fox. The document is divided into nine sections or tabs: 1. General Information (highlighted with a red '1'), 2. Lots/Lines (highlighted with a red '2'), 3. Attachments (highlighted with a red '3'), 4. Additional Information (highlighted with a red '4'), 5. Terms (highlighted with a red '5'), 6. Events (highlighted with a red '6'), 7. Q & A List, 8. Amendment History, and 9. Bulletin Board. The 'Lots/Lines' section is expanded, showing two lots: Lot 1: Default (TEST RFB, FURNISH AND DELIVER MOWER DELIVER PUMPS AS SPECIFIED) and Lot 2: TEST RFB, ANNUAL MAINTENANCE SERVICE FEE. The 'Response Options' button is visible in the top right of the solicitation details.

## 1. General information

General information of the solicitation is at the top. Important fields to note:

- Solicitation Number: a uniquely assigned number to identify the solicitation.
- Description: Overall description of the goods/services being requested.
- Closing Date Time: Bids must be entered and submitted before this time.
  - City & County of Honolulu will not accept bids submitted after the close time.
- Time Left: countdown timer to show how long before the solicitation ends.
- Category: to distinguish whether the solicitation is a Goods/Services, Construction, or other.
- Buyer Information: email and phone number to the buyer in charge of the solicitation.

The screenshot shows the 'Solicitation Responses' section of the Vendor Self Service portal. The main content area displays the following information:

- Solicitation:** 1700002 **test RFB, Furnish and Deliver Mower**
- Issued:** 7/11/16 **Last Amended:** **Current Status: Open**
- Start Date:** **Closing Date:** 7/29/16 2:00 PM HST **Time Left:** 7 Days, 05:28:57
- Doc Dept:** Facility Maintenance **Buyer Name:** Cynthia Fox
- Category:** Goods/Services **Type:** Request for Bids(RFB)
- Buyer Information:** Cynthia Fox(cfox@honolulu.gov) Phone:768-3776 Fax:
- Additional Dates:** **Bid Opening Date:** **Intent Posted Date:** **Award Date:** More... see Events tab

Navigation tabs include Account Information, Business Opportunities, and Solicitation Responses. A 'Response Options' button with 'Respond Online' is also visible.

## 2. Lots/Lines

The Lots/Lines tab lists all the commodity lines for the solicitation. The commodity lines will provide a description of the deliverables. Bidders will be bidding on the commodity lines.

There are two different types of commodity lines.

- Item commodity lines are for per item solicitations. It will indicate a quantity and unit of measure.
- Service commodity lines are for lump sum solicitations.

Lots/Lines	Attachments	Additional Information	Terms	Events	Q & A List	Amendment History	Bulletin Board
<b>Lot 1: Default</b>							
Description	Requested	More Information					
1. TEST RFB, FURNISH AND DELIVER MOWER DELIVER PUMPS AS SPECIFIED.	<b>Quantity :</b> 3.00000 <b>Specifications :</b> <b>Unit :</b> Each <b>Requested Delivery Date :</b>	<a href="#">View Purchase History</a> <a href="#">Expand All</a> <input type="checkbox"/> Shipping/Billing <div style="border: 1px solid gray; padding: 2px; display: inline-block;">*Item commodity line</div>					
2. TEST RFB, ANNUAL MAINTENANCE SERVICE FEE	<b>Service Start :</b> <b>Specifications :</b> <b>Service End :</b>	<a href="#">View Purchase History</a> <b>Commodity :</b> 00542 Abrasives, Solid: Wheels, Stones, Etc. <div style="border: 1px solid gray; padding: 2px; display: inline-block;">*Service commodity line</div>					



### 3. Attachments

The Attachments tab will house all the attachments associated with the solicitation. You can download the specification documents and addenda in this tab.

<b>Lots/Lines</b>	<b>Attachments</b>	<b>Additional Information</b>	<b>Terms</b>	<b>Events</b>	<b>Q &amp; A List</b>	<b>Amendment History</b>	<b>Bulletin Board</b>								
<table border="1"> <thead> <tr> <th>File Name</th> <th>Date</th> <th>Description</th> <th>Attachment Type</th> </tr> </thead> <tbody> <tr> <td><a href="#">test RFB.pdf</a></td> <td>7/15/16</td> <td></td> <td>Standard</td> </tr> </tbody> </table> <p>From 1 to 1 Total: 1 <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/></p>								File Name	Date	Description	Attachment Type	<a href="#">test RFB.pdf</a>	7/15/16		Standard
File Name	Date	Description	Attachment Type												
<a href="#">test RFB.pdf</a>	7/15/16		Standard												

### 4. Additional Information

The Additional Information tab is not used.

### 5. Terms

The Terms tab displays the General Instructions, Terms, and Conditions to the solicitation. The solicitation attachments may also contain additional terms. It is advised to download the solicitation attachments to get the full terms.

<b>Lots/Lines</b>	<b>Attachments</b>	<b>Additional Information</b>	<b>Terms</b>	<b>Events</b>	<b>Q &amp; A List</b>	<b>Amendment History</b>	<b>Bulletin Board</b>
<b>Terms and Conditions</b>							
Line	Name	Details					
1	1. UNIT PRICE	When a "Unit price" is requested, the Offeror shall enter its price for one (1) unit of the specified unit of measure. The Honolulu Vendor Self Services System shall calculate the Offeror's total amount based on the Offeror's unit price and the solicitation's specified quantity.					
2	2. CONTRACT AMOUNT	When a "Contract Amount" is requested, the Offeror shall enter its lump sum price for the specified goods, services, or construction.					
3	3. BID PRICES	Unless otherwise specified, bid prices shall be based on f.o.b. place of destination, and shall include all applicable taxes, freight, handling, delivery, and related charges.					
		All Attachments are incorporated and by					

## 6. Events

The Events tab will display all important events pertaining to the solicitation. (Example: Last day for Questions, Pre-Bid meeting, Addendum issued date and etc.)

Lots/Lines	Attachments	Additional Information	Terms	Events	Q & A List	Amendment History	Bulletin Board				
				<table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>last day for question</td> <td>7/18/16</td> </tr> </tbody> </table>	Event	Date	last day for question	7/18/16			
Event	Date										
last day for question	7/18/16										
From 1 to 1 Total: 1				<input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>							

## 7. Q&A List

The Q&A List tab is not used. Questions posted in this tab are not accepted. If you have any questions about the solicitation, please contact the Buyer or the Purchasing Help Des at 808-768-5535 or [bfs purchasing@honolulu.gov](mailto:bfs purchasing@honolulu.gov).

## 8. Amendment History

The Amendment History tab will list the changes made to the solicitation.

## 9. Bulletin Board

The Bulletin Board tab is not used. Questions posted in this tab are not accepted. If you have any questions about the solicitation, please contact the Buyer or the Purchasing Help Des at 808-768-5535 or [bfs purchasing@honolulu.gov](mailto:bfs purchasing@honolulu.gov).

## Additional 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 [bfs purchasing@honolulu.gov](mailto:bfs purchasing@honolulu.gov).