When you create a Solicitation Response (offer/bid) to a solicitation, a link to your Solicitation Response will appear under the Respond Online button of the Detail page. This will grant you quick access to work on or view your offer/bid. Next to the link is the status of the offer/bid.

If you have an open Solicitation Response, the Respond Online button will be inactive and grayed out.

- For procurement solicitations, you will not be able to create another Solicitation Response if the status is “Draft”, “Rejected”, or “Accepted”. Either continue with the existing Solicitation Response or withdraw your offer first if the status is “Accepted”.

- For surplus auction, you will not be able to create another Solicitation Response if the status is “Draft” or “Rejected”. Only after submitting your current bid can you then make a new one.
This does not apply to Surplus Auctions. You cannot modify or change your Solicitation Response (offer) after successfully submitting an offer on VSS. To modify or change any part of your offer, you must first withdraw your offer and then submit a new Solicitation Response.

The modification flow chart cycle will be like this:

How do you withdraw your Solicitation Response?
1. Click on the link to the “Accepted” Solicitation Response.
   2. Click on the Withdraw button to withdraw the bid. A pop up window will appear to confirm your action. Click OK.
Surplus Auction - Bid and Submit on Same Page
October 2, 2017

This does not apply to procurement solicitation.
When bidding on a Surplus Auction item, entering your bid and submitting it can be done on the same page.

How do you submit a Surplus Auction bid?
1. When in the Solicitation Response (bidding) page, enter your bid in the Unit Price/Bid Amount box, then click the Submit button at the top.

2. A confirmation window will pop up inquiring if you want to submit your Response (bid). Click OK to confirm submitting your bid.
Procurement - Brand Name, Model Number or Packaging
August 10, 2017

This does not apply to Surplus Auctions.
VSS will now require the Brand Name, Model Number, or Packaging information when placing a bid to sell goods to the City.

When will I be required to provide the brand name, model number, or packaging information?
The City will state when it is required in the commodity line description. See “A” below:

If required, where do I enter the brand name, model number, or packaging information?
A field is provided in the Solicitation Response page. See “B” below:

A verification step will be included in the online Solicitation Response.

[Diagram showing the Solicitation Response page with highlighted fields for Brand Name, Model Number, or Packaging information and verification step.]