Vendor Self Service
- Viewing Online Solicitations -

BFS Purchasing
Phone: (808) 768-5535
https://www5.honolulu.gov/webapp/vss/Advantage
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
Searching for Solicitations

1. 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.

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

3. 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.

4. 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).
5. The solicitation information on this Solicitation page is general, click on the Details button to open the solicitation for more information.

<table>
<thead>
<tr>
<th>Solicitation</th>
<th>Doc Dept/Buyer/Category/Solicitation Type</th>
<th>Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test RFB, Furnish and Deliver Mower</td>
<td>Facility Maintenance</td>
<td>Published On: 7/11/16</td>
<td>Open</td>
</tr>
<tr>
<td>RFB: DFU - 1700002</td>
<td>Cynthia Fox</td>
<td>Amended On:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goods/Services</td>
<td>Closing On: 7/23/16 2:00 PM HST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request for Bids (RFB)</td>
<td>Time Left: 7 Days, 06:35:45</td>
<td></td>
</tr>
</tbody>
</table>

**Reviewing a Solicitation Document**

Solicitation documents are broken into Nine sections or tabs:

1. General Information
2. Lots/Lines
3. Attachments
4. Additional Information
5. Terms
6. Events
7. Q&A List
8. Amendment History
9. Bulletin Board
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.

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.
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.

<table>
<thead>
<tr>
<th>Lots/Lines</th>
<th>Attachments</th>
<th>Additional Information</th>
<th>Terms</th>
<th>Events</th>
<th>Q &amp; A List</th>
<th>Amendment History</th>
<th>Bulletin Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>File Name</td>
<td>Date</td>
<td>Description</td>
<td>Attachment Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>test REF.pdf</td>
<td>7/15/16</td>
<td>Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 1 to 1 Total: 1</td>
<td>First</td>
<td>Prev</td>
<td>Next</td>
<td>Last</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Lots/Lines</th>
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<th>Amendment History</th>
<th>Bulletin Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms and Conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Line</td>
<td>Name</td>
<td>Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>UNIT PRICE</td>
<td>When a &quot;Unit Price&quot; 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>CONTRACT AMOUNT</td>
<td>When a &quot;Contract Amount&quot; is requested, the Offeror shall enter its lump sum price for the specified goods, services, or construction.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>BID PRICES</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Attachments are incorporated and by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.)

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 bfspurchasing@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 bfspurchasing@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 bfspurchasing@honolulu.gov.