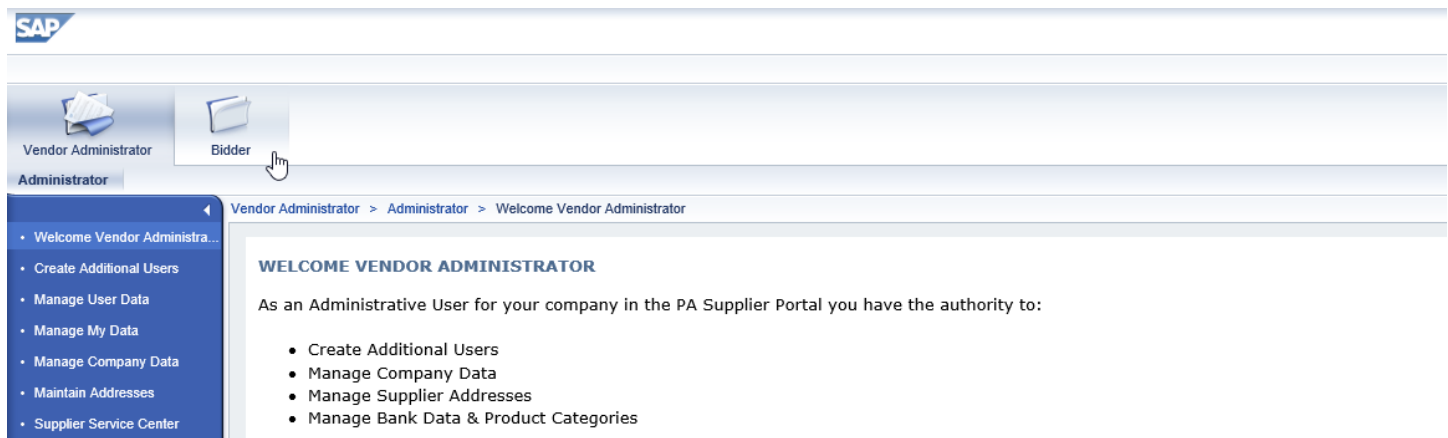


# Locating and Responding to a Solicitation

## Locating a Solicitation

1. Open your web browser and go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). Please note the important information regarding compatible browsers for the PA Supplier Portal website.
2. Select the **Log on** button at the top right of the page.
3. Enter the **User ID** and **Password** you created when you registered as a supplier and log on. *If you are unable to log in, please call the Help Desk at (877) 435-7363 and selection Option #1.*
4. Choose the **Bidder** tab to begin. If you do not see a Bidder tab, another person at your company with separate log-in credentials may have been assigned the Bidder role.



5. The **Bid Processing** screen will open and will display all Events currently open for responses. If the search fields seen below are not visible, select the **Search Criteria** button to display them.

The screenshot shows the Bid Processing screen. At the top, there are tabs for 'Solicitations - All' and 'Auctions - All'. Below the tabs, there's a 'Search Criteria' button. Underneath, there are search filters for Solicitation Number, Solicitation Status (Current RFx), Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. There are 'Apply' and 'Clear' buttons. Below the search filters, there's a 'View' dropdown set to 'Standard View' and several action buttons: 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. At the bottom, there's a table of events.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
6100046613	Eggs October 2018 thur December 2018	Invitation For Bid	Published	08/29/2018	09/12/2018		No Bid Created	1
6100046612	Desserts 10/1/18-12/31/18	Invitation For Bid	Published	08/29/2018	09/12/2018		No Bid Created	1
6100046611	23 NE TNC LONG PRESERVE VPA HIP	Invitation For Bid	Published	08/28/2018	09/06/2018		No Bid Created	1
6100046604	Temporary Housekeeper Service	Invitation For Bid	Published	08/29/2018	09/19/2018		No Bid Created	1

- To search for and respond to a specific Solicitation, enter the **Solicitation Number** in the appropriate field and select the **Apply** button. The Solicitation will appear below. *Please ensure all fields below "Solicitation Status" are blank, as extra information such as "Status" or "Response Timeframe" may cause the system to skip over the desired Solicitation.*

Solicitations - All   Auctions - All

Search Criteria

Solicitation Number:  To

Solicitation Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

**Apply**

View:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
<a href="#">6100046601</a>	PSP Mercer Station Snow Removal	Invitation For Bid	Published	08/28/2018	09/12/2018		No Bid Created	1

- Click the blue **Event Number** link to open the Solicitation in a new window. *If your browser asks to allow pop-ups, select "Always Allow". If the window still does not open, ensure all pop-up blockers are disabled.*

## Viewing and Responding to a Solicitation

Before creating a response, browse the **Header** and **Items** tabs for bid information.

- If you have not downloaded any bid documents, they can be found under the **Header** tab in the **Notes and Attachments** section. A description for the Solicitation can be found at the **Tendering Text** link. *Any questions about the attachments or description can be directed to the Solicitation Owner.*

Display Solicitation :

Solicitation Number 6100046601   Description PSP Mercer Station Snow Removal   Status Published   Start Date 12:00:00 EST   Submission Deadline 13:30:00 EST   Remaining Time 14 Days 03:19:15   Solicitation Owner Kathleen Kulp

Version Type Active Version

**Header**   **Items**

Questions   **Notes and Attachments**   Conditions

▼ **Notes**

Category	Description
<a href="#">Tendering text</a>	THIS BID IS SET ASIDE FOR SMALL BUSINESS. YOU MUST TO S...
	-Empty-

▼ **Attachments**

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	<a href="#">Bid Specification</a>	SNOW SPECIFICATIONS-2018.doc	1		<input type="checkbox"/>	doc	33
Standard Attachment	<a href="#">Proof of Visit Form</a>	PROOF OF VISIT FORM- SR Mercer Station.doc	1		<input type="checkbox"/>	doc	27
Legal Document	<a href="#">Terms and Conditions</a>	Document	1		<input type="checkbox"/>	pdf	83

- Download all required attachments (if necessary) by clicking the linked **Description** of each one. *It is highly recommended that you download and complete all required documents before creating a response.*

3. To begin your response, select **Register** to register your company for any potential change notices, then select the **Create Response** button.

**Display Solicitation :**

Print Preview | | Close | **Register** | Export

Solicitation Number 6100046601    Description PSP Mercer Station Snow Removal    Status Published    Start Date 12:00:00 EST  
Version Type Active Version

**Display Solicitation :**

Print Preview | | Close | **Create Response** | Export

✓ You are registered to the RFX and will be informed of changes

Solicitation Number 6100046601    Description PSP Mercer Station Snow Removal    Status Published    Start Date 12:00:00 EST  
Version Type Active Version

4. A new **Create Response** window will open (see below). To complete your response, a maximum of three steps must be completed before submitting. These can be done in any order.

**Create Response**

Submit | Read Only | Print Preview | Check | Close | Save | Questions and Answers ( 0 )

Solicitation Response Number 6500122510    Solicitation Number 6100046601    Status In Process    Submission Deadline 09/12/2018 13:30:00 EST    Opening Date 09/12/2018 13:35:00 EST  
Response Version Number 0.00 USD    Version Number Active Version    RFX Version Number 1

**Header**    Items    Summary    Tracking

Basic Data    Questions    Notes and Attachments

**Event Parameters**

Currency: United States Dollar

**Status and Statistics**

Created On: 08/29/2018 11:42:25 EST  
Created By: Mr. Randall Miller  
Last Processed On: 08/29/2018 11:42:25 EST  
Last Processed By: Mr. Randall Miller

5. Under the default **Header** tab, select **Questions** to answer two mandatory questions. Select "Yes" from the **Reply** drop-down menu on each one to indicate that you have read and understood the listed attachments.

**Header**    Items    Summary    Tracking

Basic Data    **Questions**    Notes and Attachments

**Question** Reply

\*Is the offer in accordance with the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?: Y: Yes ▾

\*Has the submitter read, and does the submitter understand, the "Representations and Authorizations" listed in section "Submission – 001.1" of the attached solicitation document?: ▾

Y: Yes

6. Under the **Header** tab section **Notes and Attachments**, select the **Header Bidder's Remarks** link to add any additional notes or select the **Add Attachment** button (highlighted below) to add any additional documents.

**Header** Items Summary Tracking

Basic Data Questions **Notes and Attachments**

▼ **Notes**

Clear

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	THIS BID IS SET ASIDE FOR SMALL BUSINESS. YOU MUST TO S...
Purchaser's Remarks	-Empty-
Header Bidder's Remarks	-Empty-

▼ **Attachments**

**Add Attachment** Edit Description Versioning Delete

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	Bid Specification	SNOW SPECIFICATIONS-2018.doc	1		<input type="checkbox"/>	doc	33
Standard Attachment	Proof of Visit Form	PROOF OF VISIT FORM- SR Mercer Station.doc	1		<input type="checkbox"/>	doc	27
Legal Document	Terms and Conditions	Document	1		<input type="checkbox"/>	pdf	83

7. When the **Add Attachment window** pops up, select **Browse** to search your computer for a completed attachment, open the file, and click "OK" to add it to the list (see below). If you have more than one completed attachment to add, repeat this step as necessary. *If no attachments are required, skip this step.*

-Empty- THIS BID IS SET ASIDE FOR -Empty- -Empty-

**Add Attachment** ☐ X

Here, you can upload a file and attach it to the header

File: C:\Users\randmiller\De **Browse...**

Description:

**OK** **Cancel**

File Name	Processor	Checked Out	Type
SNOW SPECIFICATIONS-2018.doc		<input type="checkbox"/>	doc
PROOF OF VISIT FORM- SR Mercer Stat		<input type="checkbox"/>	doc

8. Select the **Items** tab to enter line item prices. Prices should be entered in the **Price** column per unit of measure. Pressing Enter after each price will update the **Total Value** amount at the bottom right. If there are more than 10 total line items, scroll down to complete them all. *If a price sheet was completed as an attachment, skip this step.*

Header

Items

Summary

Tracking

▼ Item Overview

Details

Add New

Copy

Paste

Delete











Calculate Value

Filter

Expand All

Collapse All

Settings


Line Number	Description	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response @	RFx / Response	Internal Item Number
 1	FY18 Snow Removal/Plowing	Material	72102901	SNOW REMOVAL SVCS	25,000	H	50.00	USD	1	On 11/01/2018	1,250.00	0/0	0/0	1	
 2	FY18 Granular Deicing Material	Material	72102901	SNOW REMOVAL SVCS	25,000	TON	320.00	USD	1	On 11/01/2018	8,000.00	0/0	0/0	2	
 3	FY18 Snow Removal/Sidewalks	Material	72102901	SNOW REMOVAL SVCS	25,000	H	40.00	USD	1	On 11/01/2018	1,000.00	0/0	0/0	3	
 4	FY18 Deicing Material/Bags	Material	72102901	SNOW REMOVAL SVCS	15,000	EA	13.00	USD	1	On 11/01/2018	195.00	0/0	0/0	4	
 5	FY18 Application Deicing Material	Material	72102901	SNOW REMOVAL SVCS	25,000	H	20.00	USD	1	On 11/01/2018	500.00	0/0	0/0	5	
 6	FY19 Snow Removal/Plowing	Material	72102901	SNOW REMOVAL SVCS	25,000	H	65.00	USD	1	On 11/01/2019	1,625.00	0/0	0/0	6	
 7	FY19 Granular Deicing Material	Material	72102901	SNOW REMOVAL SVCS	25,000	TON	300.00	USD	1	On 11/01/2019	7,500.00	0/0	0/0	7	
 8	FY19 Snow Removal/Sidewalks	Material	72102901	SNOW REMOVAL SVCS	25,000	H	20.00	USD	1	On 11/01/2019	500.00	0/0	0/0	8	
 9	FY19 Deicing Material/Bags	Material	72102901	SNOW REMOVAL SVCS	15,000	EA	15.00	USD	1	On 11/01/2019	225.00	0/0	0/0	9	
 10	FY19 Application of Deicing Material	Material	72102901	SNOW REMOVAL SVCS	25,000	H	0.00	USD	1	On 11/01/2019	0.00	0/0	0/0	10	
Total Value												20,795.00	USD		

9. Before submitting your response, select the **Summary** tab (see below) to review. Ensure that all applicable steps have been completed: all **Items** are responded to (if necessary), all **Questions** are answered (mandatory), all **Notes and Attachments** are included (if necessary), and the **Total Response Value** is accurate.

Header	Items	Summary	Tracking
RFX Response Number: 6500122510			
Items with Response: 25 out of 25 items responded to			
Questions: 2 out of 2 questions answered ( 2 out of 2 mandatory)			
Notes: 1 notes added			
Attachments: No Attachments Added			
Conditions: 25 conditions added			
Total RFX Response Value: 60,220.00 USD			

10. When all information is correct, click the **Check** button at top. You will be prompted to submit the response.

### Create Response


 In order to complete your bid as a valid bid response, you must select the Submit button.

Solicitation Response Number	6500122510	Solicitation Number	6100046601	Status	Saved	Submission Deadline
Response Version Number	60,220.00 USD	Version Number	Active Version	RFX Version Number		1

11. Finally, click the **Submit** button. An approval message will appear below.

### Create Response

Solicitation Response Number	6500122510	Solicitation Number	6100046601	Status	In Process	Submission Deadline
Response Version Number	60,220.00 USD	Version Number	C1	RFX Version Number		1

 RFX response 6500122510 submitted

12. If desired, a PDF copy of your bid can be viewed or saved by clicking the **Print Preview** button. Any attached documents will not be included. *You do not need to print or mail this file.*

### Create Response

13. **Close** and **Log Off** to exit the PA Supplier Portal.

## Saving a Solicitation Response

1. To save a response, click the **Save** button at any time when working on it. *Please note that this will simply “freeze” the response until you are ready to resume work.*

### Create Response

Submit | Read Only | Print Preview | Check | Close | **Save** | Delete | Questions and Answers ( 0 )

2. When ready to resume work, click the **Edit** button to pick up where you left off. *If you have logged off between sessions, open the Response Number link to find the Edit button.*

### Create Response

**Edit** | Print Preview | | Check | Close | Re-Submit | Questions and Answers ( 0 )

## Editing or Withdrawing a Response

1. To edit your response after submitting, open the **Response Number** link and click the **Edit** button. Make any desired changes and click the **Check** and **Submit** buttons as before. Your new response will overwrite the previous one. This can be done an unlimited number of times before the bid deadline.

### Create Response

**Edit** | Print Preview | | Check | Close | Re-Submit | Questions and Answers ( 0 )

2. To withdraw a submitted bid response, open the **Response Number** link and click the **Withdraw** button any time after submitting. If desired, a withdrawn bid can still be re-submitted by clicking the **Re-Submit Bid** button on the same menu.

### Create Response

**Edit** | Print Preview | | Close | **Withdraw** | Questions and Answers ( 0 )

**Any additional questions about locating or responding to PA Supplier Portal Solicitations can be directed to the Help Desk at (877) 435-7363, Option #2.**