

Bidder Portal: Bidder Responding to an Event

Finding and viewing solicitations, acquiring clarification or asking questions, viewing and submitting your responses online, and submitting multiple, modifying, and withdrawing bids.

- ◆ The scope of the guide only covers those processes directly related to Bidder finding, viewing, and responding to an Event in Strategic Sourcing.
- ◆ Fields, icons, and buttons not addressed are either not being used by the State or are not applicable to the topic.
- ◆ At the start of each process, the associated PeopleSoft security role is identified.
- ◆ At the start of each appropriate process, the trigger for beginning the processes is identified.

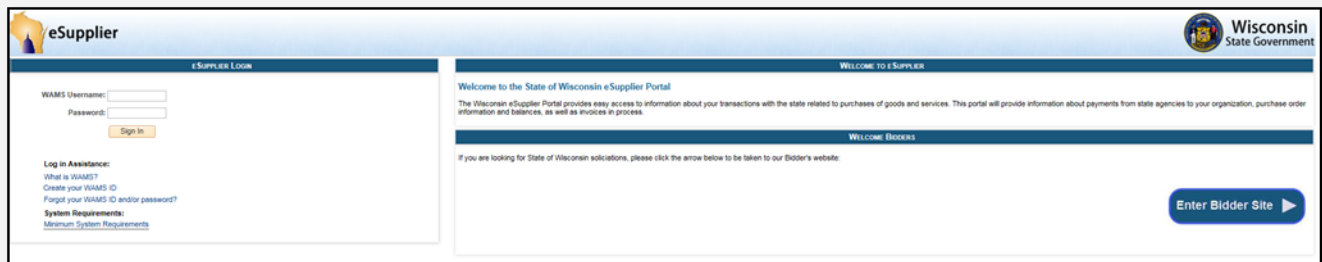
FINDING SOLICITATIONS

Role: Bidder

STEP 1: Navigate to <https://esupplier.wi.gov>

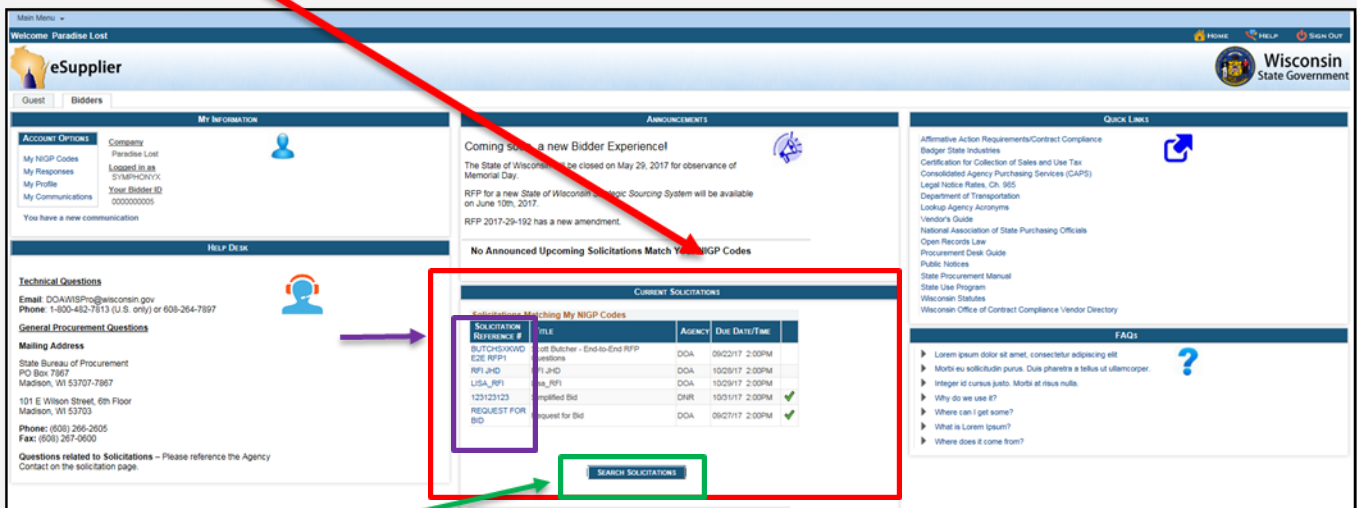
- Sign in using your Wisconsin Web Access Management System (WAMS) **Username** and **Password**
If you do not have a WAMS Username and Password, you will need to create one

[\(Bidder Portal: Registration and Sign-in Process\)](#).

The screenshot shows the Wisconsin eSupplier portal's login interface. On the left, there is a "Supplier Login" section with input fields for "WAMS Username:" and "Password:", a "Sign In" button, and links for "Log in Assistance:", "What is WAMS?", "Create your WAMS ID", "Forgot your WAMS ID and/or password?", and "Minimum System Requirements". On the right, there is a "Welcome to eSupplier" section with a "Welcome to the State of Wisconsin eSupplier Portal" message and a "Welcome Bidders" section with a button labeled "Enter Bidder Site". The top of the page features the "eSupplier" logo on the left and the "Wisconsin State Government" logo on the right.

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- In the **Current Solicitations** section, you will see any active solicitations that match the National Institute of Government Purchasing (NIGP) codes that you've selected for your account ([Bidder Portal: Managing My Information](#)).



The screenshot shows the eSupplier dashboard with the following sections:

- My Information:** Account Options, My NIGP Codes, My Responses, My Profile, My Communications.
- ANNOUNCEMENTS:** Coming Soon: a new Bidder Experience! The State of Wisconsin will be closed on May 29, 2017 for observance of Memorial Day. RFP for a new State of Wisconsin Strategic Sourcing System will be available on June 10th, 2017. RFP 2017-29-192 has a new amendment.
- Quick Links:** Affirmative Action Requirements/Contract Compliance, Budget State Industries, Certification for Collection of Sales and Use Tax, Consolidated Agency Purchasing Services (CAPS), Legal Notice Rates, Ch. 305, Department of Transportation, Lookup Agency Acronyms, Vendor's Guide, National Association of State Purchasing Officials, Open Records Law, Procurement Desk Guide, Public Notices, State Procurement Manual, State Use Program, Wisconsin Statutes, Wisconsin Office of Contract Compliance Vendor Directory.
- FAQs:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi eu sollicitudin pulvinar. Duis pharetra a tellus ut ullamcorper. Integer id cursus justo. Morbi at risus nulla. Why do we use it? Where can I get some? What is Lorem ipsum? Where does it come from?
- Current Solicitations Table:**

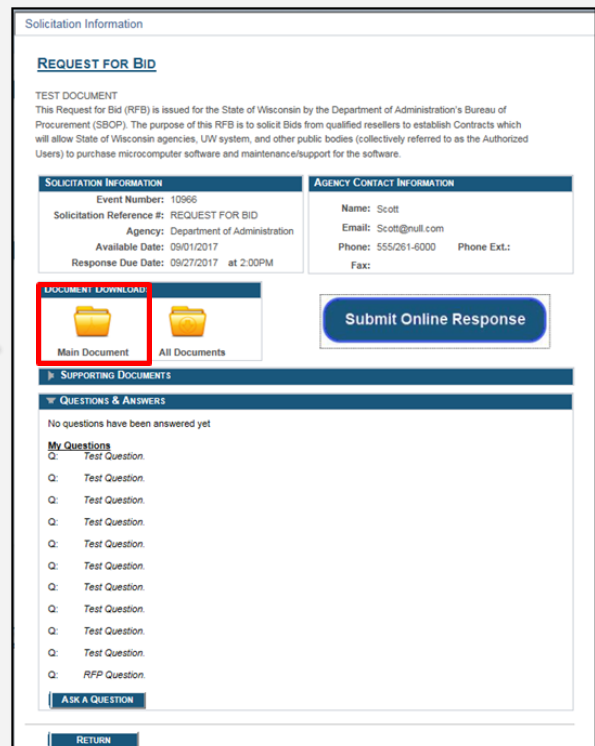
SOLICITATION REFERENCE #	TITLE	AGENCY	Due Date/Time
BUTCHSHKWD	Butcher - End-to-End RFP	DOA	09/20/17 2:00PM
EDC RFP1	editions	DOA	10/20/17 2:00PM
RPI JHD	JHD	DOA	10/20/17 2:00PM
LISA_RPI	sa_RPI	DOA	10/20/17 2:00PM
123123123	implified Bid	DNR	10/31/17 2:00PM
REQUEST FOR BID	Request for Bid	DOA	09/27/17 2:00PM

- If you want to see all available sourcing events (including events that don't match NIGP codes you are currently registered for), click on the **Search Solicitations** link.
- To open and view a specific event, click on the **Solicitation Reference** hyperlink.

VIEW SOLICITATIONS

Role: Bidder

- To view the entire event document, click on the **folder icon** above the words **Main Document** to view as a PDF.



Solicitation Information

REQUEST FOR BID

TEST DOCUMENT
This Request for Bid (RFB) is issued for the State of Wisconsin by the Department of Administration's Bureau of Procurement (SBOP). The purpose of this RFB is to solicit Bids from qualified resellers to establish Contracts which will allow State of Wisconsin agencies, UW system, and other public bodies (collectively referred to as the Authorized Users) to purchase microcomputer software and maintenance/support for the software.

SOLICITATION INFORMATION	AGENCY CONTACT INFORMATION
Event Number: 10966	Name: Scott
Solicitation Reference #: REQUEST FOR BID	Email: Scott@null.com
Agency: Department of Administration	Phone: 555/261-6000 Phone Ext:
Available Date: 09/01/2017	Fax:
Response Due Date: 09/27/2017 at 2:00PM	

DOCUMENT DOWNLOAD

- Main Document (highlighted with a red box)
- All Documents

Submit Online Response

SUPPORTING DOCUMENTS

QUESTIONS & ANSWERS

No questions have been answered yet

My Questions

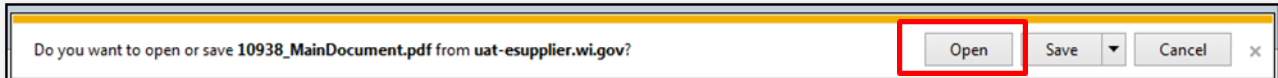
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: Test Question
- Q: RFP Question

ASK A QUESTION

RETURN


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- If presented with this dialog box, Click **Open** to view the document.



NEED CLARIFICATION OR HAVE A QUESTION TO ASK

Role: Bidder

Note: There are two locations where you can Ask a Question--in the Solicitation Information Page (Ask a Question button) and the Submit Online Response Form (Ask a Question Icon ).

- On the Solicitation Information Page, select **Ask A Question**
 - **Note:** Questions asked here will not be tied to a specific section of the event.
- **Note:** Asking multiple questions in a single 'My Question' box will mean that the Sourcing Manager will have to respond to all those questions as a group. You are highly encouraged to make your questions as specific to a section of an event as possible, and not to group multiple questions.
- **Enter your question (s)** and then click **Submit**.
 - NOTE: You will be able to also ask section-specific questions in the Online Solicitation Response Form.

Note: Questions will be collected by the Sourcing Manager, reviewed, and responded to all submitted questions as a group. Any questions you ask will be shown below the Ask a Question button immediately. Per the question and answer period stated in the event, the Sourcing Manager will review and respond to questions. At that time, you'll see your questions and the answers as well as questions and answers from other potential bidders.



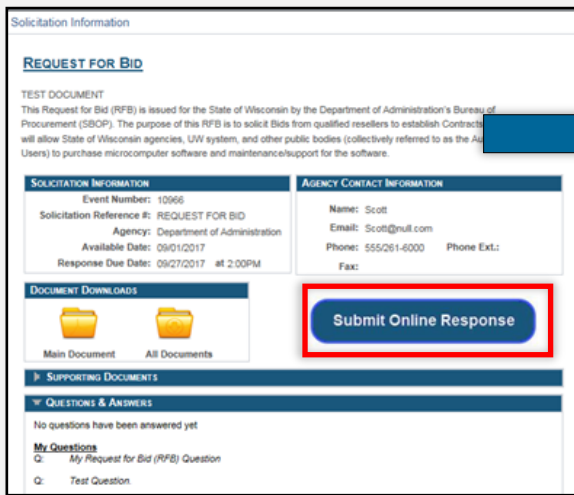
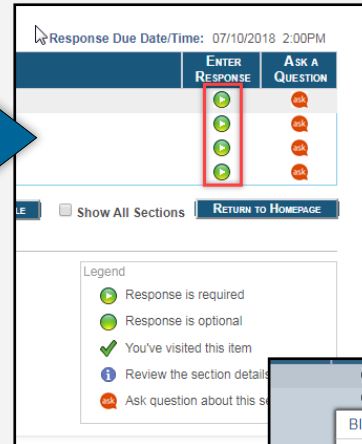
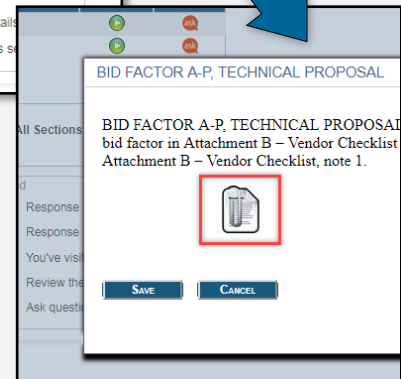
A screenshot of a web form titled "REQUEST FOR BID". It features a large text area labeled "My Question" with a small blue icon in the top right corner. At the bottom of the form, there are two buttons: "SUBMIT" and "CANCEL". The "SUBMIT" button is highlighted with a red rectangle.




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SUBMITTING YOUR RESPONSES ONLINE

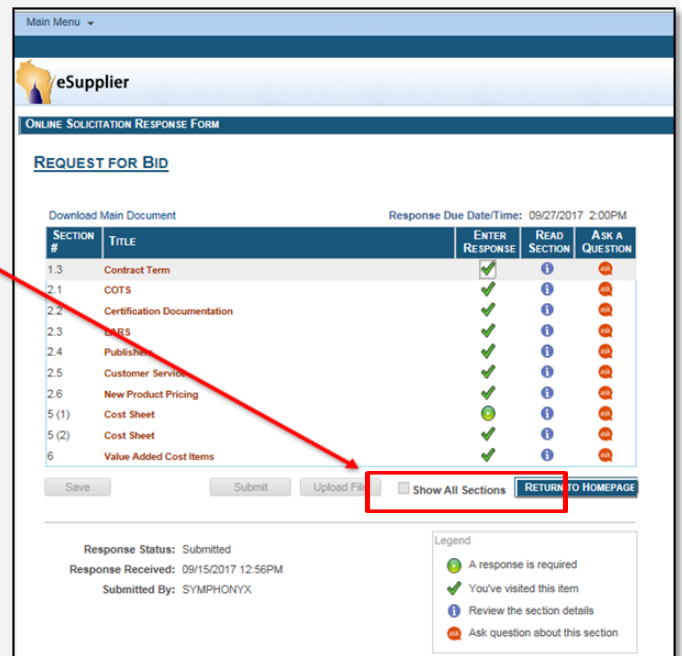
Role: Bidder

- Click the **Submit Online Response** button

- Click the  button to upload attachments
- Click the  icon to search for an attachment to upload
- Click the **Save** button to save the response
- A  symbol will appear next to the bid, indicating that a response has been submitted

- Only sections that may need a response are shown. To display all sections of the event document, check the box to the left of **Show All Sections**. You are strongly encouraged to submit your response online. However, until further notice, bidders may also submit hard copy bids if allowed for in a sourcing event. Where hard copy bid submittal is allowed, the sourcing event main document will contain specific instructions for submitting, modifying and/or withdrawing your bid response.







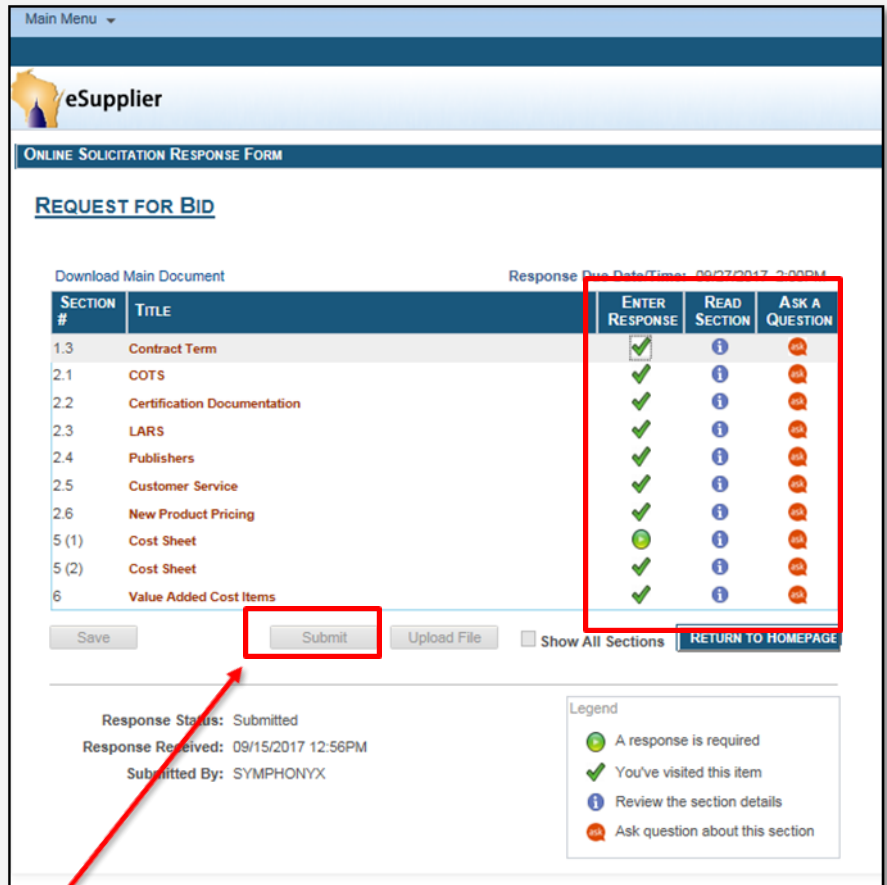
SECTION #	TITLE	ENTER RESPONSE	READ SECTION	ASK A QUESTION
1.3	Contract Term	✓	ⓘ	🗨️
2.1	COTS	✓	ⓘ	🗨️
2.2	Certification Documentation	✓	ⓘ	🗨️
2.3	EBBS	✓	ⓘ	🗨️
2.4	Publisher	✓	ⓘ	🗨️
2.5	Customer Service	✓	ⓘ	🗨️
2.6	New Product Pricing	✓	ⓘ	🗨️
5 (1)	Cost Sheet	✓	ⓘ	🗨️
5 (2)	Cost Sheet	✓	ⓘ	🗨️
6	Value Added Cost Items	✓	ⓘ	🗨️































State of Wisconsin eSupplier







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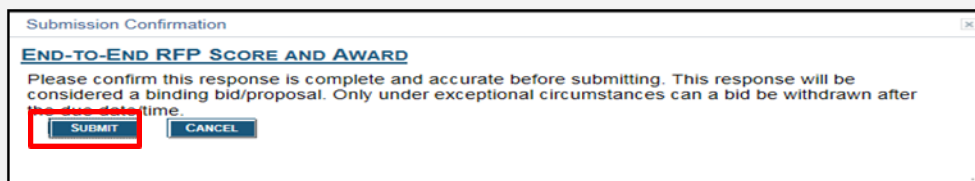
- To view and respond to a section, click the  icon under the **Enter Response** column for any displayed section of the event. Once a response is entered the  icon will update to .
- Provide a **response** and then click **Save**.
- IMPORTANT NOTE:** Make sure to enter and save responses for all required sections.
- To view an individual section, click the  icon under the Read Section column.
- If viewing a section, click **Return To Homepage** button to close the popup window.
- When all responses to event sections have been entered and saved, click the **Submit** button to send your response to the State.
- Click [Submit](#) on the pop-up window to confirm.
- Note:** You may resubmit your bid/proposal multiple times before the due date, but doing so will replace the previous version with the new one.



SECTION #	TITLE	ENTER RESPONSE	READ SECTION	ASK A QUESTION
1.3	Contract Term			
2.1	COTS			
2.2	Certification Documentation			
2.3	LARS			
2.4	Publishers			
2.5	Customer Service			
2.6	New Product Pricing			
5 (1)	Cost Sheet			
5 (2)	Cost Sheet			
6	Value Added Cost Items			

Response Status: Submitted
Response Received: 09/15/2017 12:56PM
Submitted By: SYMPHONYX

Legend
 A response is required
 You've visited this item
 Review the section details
 Ask question about this section



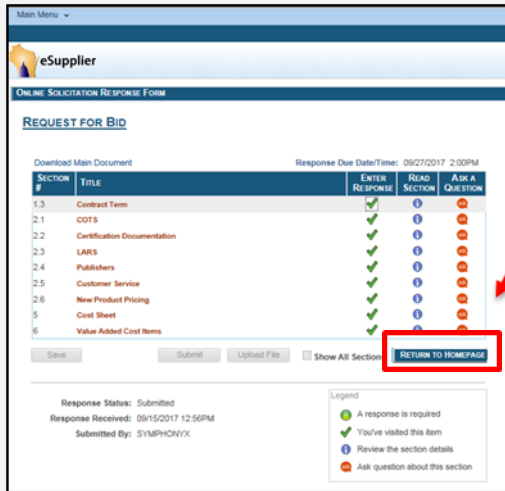
Submission Confirmation

END-TO-END RFP SCORE AND AWARD

Please confirm this response is complete and accurate before submitting. This response will be considered a binding bid/proposal. Only under exceptional circumstances can a bid be withdrawn after ~~the~~ time.

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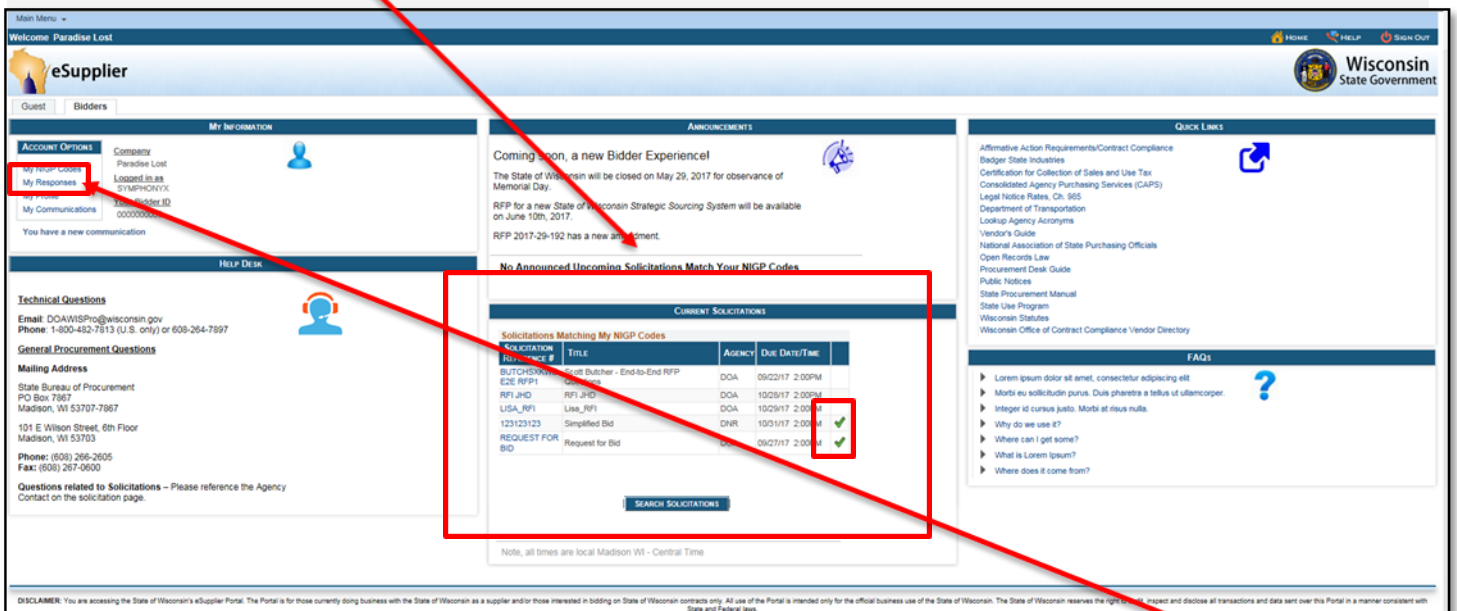
- Once the event is submitted, you may click the **Return to Homepage** button to go back to the Main Bidder Home Page or simply close the window.



VIEW YOUR SUBMITTED RESPONSE

Role: Bidder

- In the **Current Solicitations** section, you'll see a green checkmark to the right of the event you just submitted.



- Another option to view responses is in the Account Options area located on the Bidder Home Page. Click on the **My Responses** link .


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SUBMITTING MULTIPLE, MODIFYING, AND WITHDRAWING BIDS

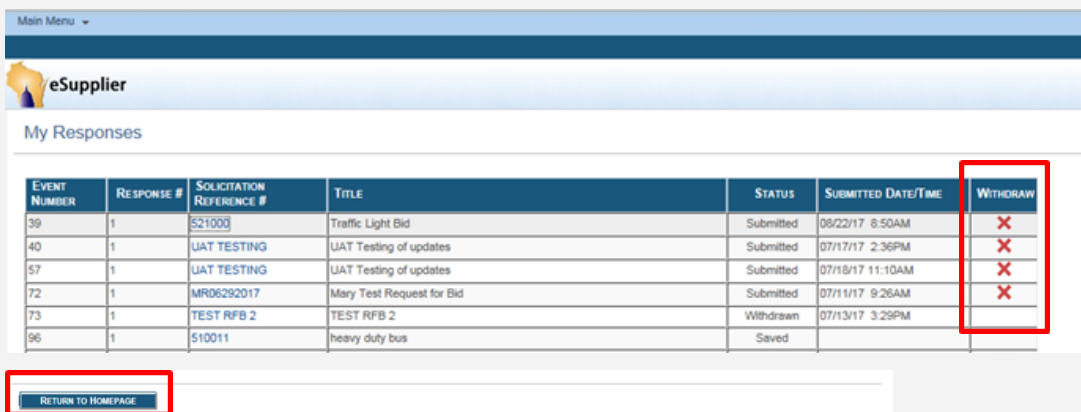
Role: Bidder

If a sourcing event allows bidders to submit multiple bids, you must create an additional bidder ID, registered in eSupplier, using a different email address. Following registration, you may login with those credentials and submit a bid response as instructed in this job aid. See pages 5-7 for initial submission procedures to create and send your additional bid responses.

Bidders may modify a submitted bid response if the modifications are made prior to the due date and time. See page 8 for information on accessing a previously submitted bid to make any necessary changes. Refer to pages 5-7 for information on constructing a bid response.

To withdraw your response, click the  in the Withdraw column.

Note: Withdraw button should be active for any event that hasn't been awarded. If you are electing to withdraw before the due date, you can do so, but withdrawing completely means you **will not** be considered at all for the event; as you cannot re-submit a response. If you intend to withdraw your bid after the due date and time, the Sourcing Manager must be notified in writing of the withdrawal.



EVENT NUMBER	RESPONSE #	SOLICITATION REFERENCE #	TITLE	STATUS	SUBMITTED DATE/TIME	WITHDRAW
39	1	521000	Traffic Light Bid	Submitted	09/22/17 8:50AM	X
40	1	UAT TESTING	UAT Testing of updates	Submitted	07/17/17 2:36PM	X
57	1	UAT TESTING	UAT Testing of updates	Submitted	07/18/17 11:10AM	X
72	1	MR06292017	Mary Test Request for Bid	Submitted	07/11/17 9:26AM	X
73	1	TEST RFB 2	TEST RFB 2	Withdrawn	07/13/17 3:29PM	
96	1	510011	heavy duty bus	Saved		

[RETURN TO HOMEPAGE](#)

- Click the **Return to Homepage** button to return to the Bidder Home Page.
- **Log out** of or **close eSupplier**.