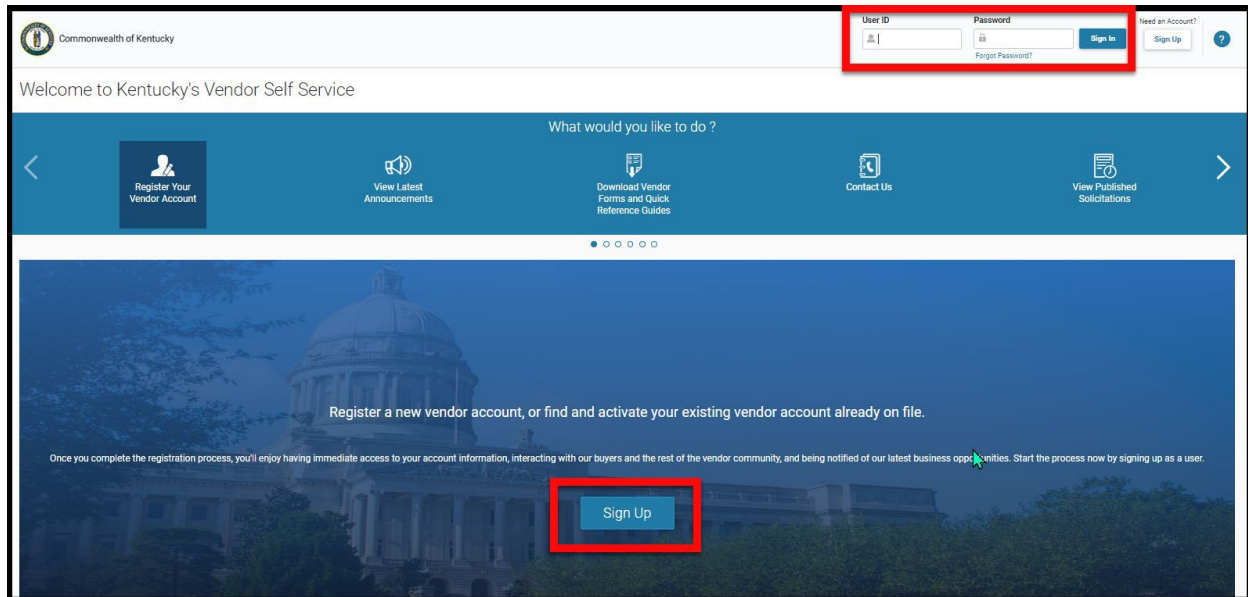


How to Submit an Online Response Through Kentucky Vendor Self-Service (VSS)

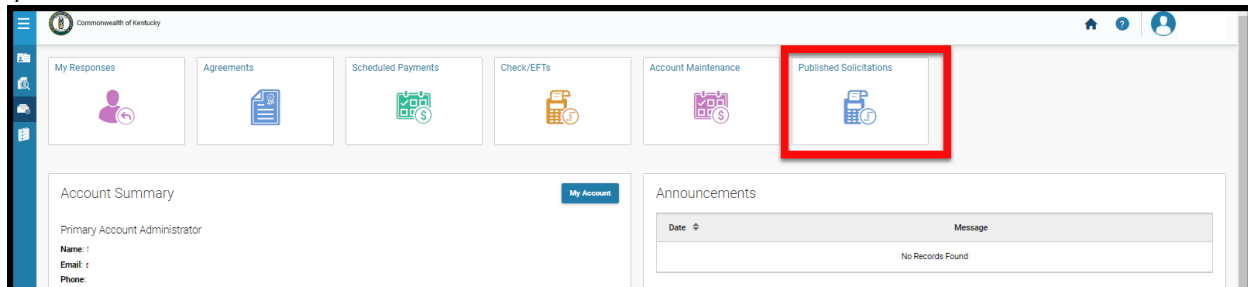
Go to <http://vss.ky.gov>

Log in or Sign up



From the Home page, navigate to the Published Solicitations in one of the following ways:

i) Click the **Published Solicitations** icon.



Locate the desired solicitation.

- You may search by the following fields:
 - Show Me (Open, Closing Soon, Recently Published, Recent Amendments, Recent Awards)
 - Category (Agricultural, Animal Related, Clothing, etc.) – this is not required and may not always be available
 - Type (P3 Notice, Request for Bids, Request for Information, Request for Proposals, Request for Quotes)
 - Keyword Search (can search by Solicitation ID, Solicitation Description, Agency, and Buyer)
 - Status (Awarded, Closed, Amended, Open, Reopened, Cancelled)

Published Solicitations

Search

Show Me
Open

Category

Type
Request for Bids

Keyword Search (Solicitation ID, Description, Buyer, etc.)

Status

Search Reset

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Version 3 - 4 lines	Office Of The Controller Shelby Luby	RFB-758-2300000393-3 Request for Bids (RFB)	03/27/2023 01:30 PM EDT 4 Days, 00:56:37 Amended

In the **Solicitation Number / Type / Category** column, click the solicitation number link to view the details of the solicitation.

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Test	Office Of The Controller Shelby Luby	RFB-758-2300000385-1 Request for Bids (RFB)	03/14/2023 01:30 PM EDT 0 Days, 03:31:54 Open

Review the solicitation details. Make certain to review each tab, especially the Attachments tab, and check the requirements and documentation associated with the bid requirements. There may be documents that must be completed and uploaded in order for your bid to be deemed responsive.

Solicitation View Page (RFB)

Document ID: RFB-758-2300000385-1 | Time Left: 0 Days, 03:28:24

[Respond Online](#) [Back](#)

General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events
<div><div>Buyer Information</div><div><div>Buyer Name</div><div>Buyer Email</div><div>Buyer Phone</div></div></div> <div><div>Important Dates</div><div><div>Issue Date 03/13/2023</div><div>Closing Date 03/14/2023 01:30 PM EDT</div><div>Bid Opening Date -</div><div>Last Amended -</div></div></div> <div><div>Department Information</div><div><div>Category -</div><div>Type Request for Bids</div><div>Document Department</div><div>Status</div></div></div>					

Click **Respond Online** to create a Solicitation Response.

Solicitation View Page (RFB)

Document ID: RFB-758-2300000385-1 | Time Left: 0 Days, 03:26:39

[Respond Online](#) [Back](#)

General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events

Step 1. Select Lines

On the Select Lines Step, there will only be one line for Construction Solicitations, and you will select that line and click **Continue**.

Solicitation Response (SR)

SR-758-ESR2300001799

[Continue](#) [Save & Close](#) [Exit](#)

1 Select Lines to Respond	2 Respond To Lines	3 Checklist/Scoring Criteria	4 Enter General Comments	5 Add Attachments	6 Review & Submit
<div><div>Group 1 Default</div><div><div>Line 1 CL1</div><div>Line 2 CL2</div><div>Line 3 CL3</div></div><div>Number of Lines: 3</div></div>					

Solicitation Response (SR)

SR-758-ESR2300001799

[Continue](#) [Save & Close](#) [Exit](#)

1 Select Lines to Respond	2 Respond To Lines	3 Checklist/Scoring Criteria	4 Enter General Comments	5 Add Attachments	6 Review & Submit

Step 2. Respond to Lines

All construction solicitations will be for a line type requesting a Contract Amount. You will enter **\$0.00** (zero) in the Contract Amount. Your Lump Sum Bid Amount and Alternates (if required) will be recorded on the Official Bid Document (located at www.stateofkyprojects.com) and uploaded as an attachment as instructed under “Step 5. Add Attachments”. No other fields will be required. Click **Continue**.

Solicitation Response (SR) SR-758-ESR2300001799

[Previous](#) [Continue](#) [Save & Close](#) [Exit](#)

1 Select Lines to Respond 2 Respond To Lines 3 Checklist/Scoring Criteria 4 Enter General Comments 5 Add Attachments 6 Review & Submit

Group 1 Default Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	<div>Commodity Description CL1</div> <div>Commodity Specifications</div>	<div>Response Type Bid</div> <div>Contract Amount</div> <div>Pre Fixed Line No</div> <div>Alternate Specs Submitted No</div> <div>Comments</div>

Step 3. Checklist/Scoring Criteria

Not Applicable for Construction Bids. Click **Continue**.

Solicitation Response (SR) SR-758-ESR2300001799

[Previous](#) [Continue](#) [Save & Close](#) [Exit](#)

Step 4. Enter General Comments

Not Applicable for Construction Bids. Click **Continue**.

Solicitation Response (SR) SR-758-ESR2300001799

[Previous](#) [Continue](#) [Save & Close](#) [Exit](#)

Step 5. Add Attachments

- Click **Add Attachments**.

1 Select Lines 2 Respond To Lines 3 Respond To Criteria 4 Enter Discounts & Comments 5 Add Attachments 6

[Add Attachments](#)

i If you have files that you wish to include as part of your response, click the **Add Attachments** button.

0 Records View per Page: 20 50 100 Page 0 of 0

File Name	Date	User ID	Attachment Type	Description
No Records Found				

- Click **Browse** on the Attachments page to locate your Completed Official Bid Documents and 5% Bid Bond (if Required) Once all files are selected, click **Upload**. Documents are limited to ten (10) at one time.
- Maximum Attachment Size per file is 65000 KB

- Verify the “*Successfully Uploaded File*” message displays. Click **Close**.
- Review the attached file(s). Click **Add Attachments** to add a new file. Click **Delete** to remove a file.

File Name	Date	User ID	Attachment Type	Description
goodegear.xlsx	02/01/2022	goodevendor	Standard	Delete

- If all files are attached, click **Continue** to proceed to the next step.

Step 6. Review and Submit

Review all information entered. If all information is correct, click **Submit Response**.

Response Summary	
Response ID ESR2300001862	Legal Name Leila Organa
Vendor Customer Code KS0016176	Response Status Draft
Response Total Attachment Count 1	Response Date 03/21/2023
Response Time 02:42 PM	Responded By User ID lorgana
First Name Leila	Last Name Organa

Verify the *"Thank you for your response. It has been successfully submitted."* message displays. All responses will be listed. If you do not see your solicitation ID listed, you may enter the solicitation ID in the Keyword Search. A successful submission will have a **Response Status** of *Accepted*.

An email notification will be sent to verify that your response was accepted.



EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.
EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Alex Goode:

This message is to notify you that your response to the following Solicitation has been accepted by City of LA's Vendor Self Service.

Solicitation Details:
Solicitation : RFB 40 220000910040
Description : SCBA, Parts, Titan - requires catalog Closing Date/Closing Time:2022-02-04/12:00:00 Your Response Details:
Response ID : SR 40 ESR20220106000001785-1 Total Bid : 129634.15 Web Response Date/Web Response Time : 2022-01-27/10:39:22 Your Location Details:
Headquarters Legal Name : Goode Vendor
Location Name : Goode Vendor

If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject.

If you do not receive an email notification, you may still check the status of your bid submission by following the steps as listed in the following section, "Solicitation Responses."

If your submission was not successfully submitted, you may reach out to the Customer Resource Center help desk for assistance by email at Finance.CRCGroup@ky.gov or by phone at 502-564-9641 or toll-free at 877-973-4357.

SOLICITATION RESPONSES

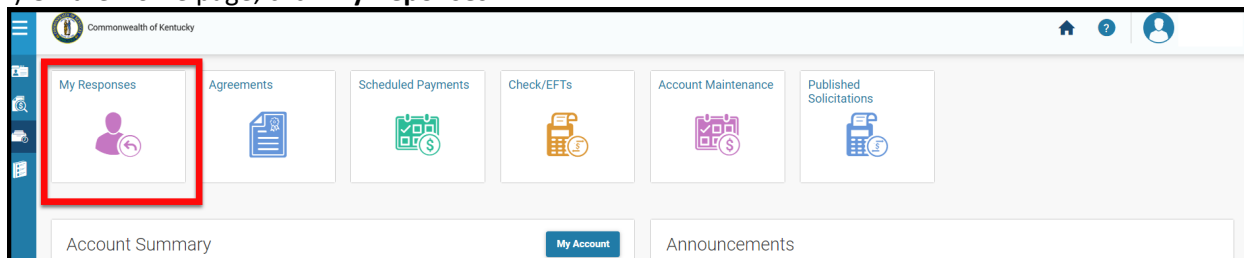
Responses may be viewed on the **My Responses** section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under **Download Vendor Forms**).

How to View Your Responses

Log in to VSS.

From the Home page, use one of the following methods to access the **My Responses** page

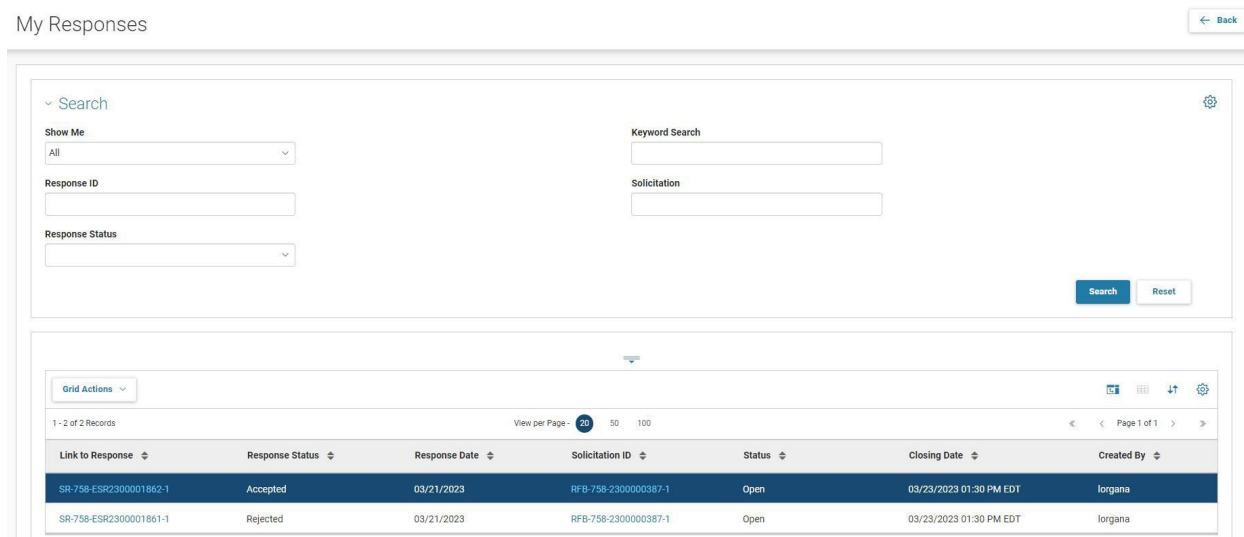
i) On the Home page, click **My Responses**.



The **My Responses** page displays all the responses for your vendor code.

The **Link to Response** column has a link to view the response. Click the link to view.

The **Response Status** column shows the status of your responses. Only **Accepted** statuses are successfully submitted responses.



1. Click My Responses from the Home Page 2. Click the Highlighted SR Link for the corresponding response. 3. Click Withdraw Response or Discard from within the 3 Dot Menu.