HHS Online Bid Room

User's Guide

Version 10/8/19

Contents
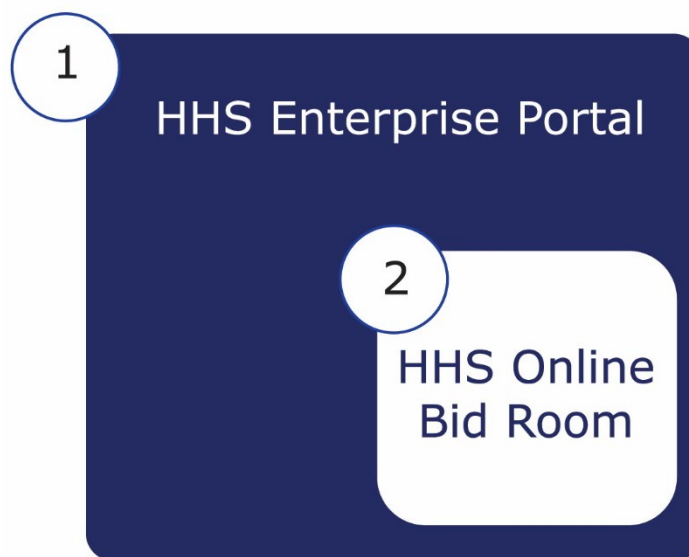
Overview of the HHS Online Bid Room

Welcome

Texas Health and Human Services (HHS) wants to make doing business with us easier. The HHS Online Bid Room will give you an easier way to submit a bid for an open solicitation. Use it to submit a response to a solicitation for the Health and Human Services Commission, the Department of State Health Services, the Department of Family and Protective Services, and the Texas Civil Commitment Office.

Use of the HHS Online Bid Room is not mandatory. You may still submit a bid on an open solicitation through traditional means as specified in the solicitation package (e.g., mail or in-person delivery).

Dual Registration

Using the HHS Online Bid Room requires registration with two systems:

1. The HHS Enterprise Portal *(If you are already registered with the Enterprise Portal, you do not need to register again.)*
2. The HHS Online Bid Room

This is similar to having to log in to your cell-phone, then having to log in separately to an application on your cell phone.

It is recommended that you register early if you intend to use the HHS Online Bid Room to give you adequate time to complete the registration process and timely submit a bid response.

Table 1: Credential Summary

	Enterprise Portal Credentials	HHS Online Bid Room Credentials
What are they?	This is the username and password you use to log in to the Enterprise Portal. The Enterprise Portal is where you access the HHS Online Bid Room.	This is the username and password you use to log in to the HHS Online Bid Room. The HHS Online Bid Room is where you actually submit your bid(s) for open solicitations.
How do I get them?	You must register for the Enterprise Portal here.	• If you are notified of an open solicitation, you will receive these credentials automatically in a separate email. • If you are not notified of an open solicitation and choose to register for the Enterprise Portal on your own, you will receive these credentials *after* your registration for the Enterprise Portal is approved.

	Enterprise Portal Credentials	HHS Online Bid Room Credentials
When do I get them?	You select your username when registering for the Enterprise Portal. You will receive a temporary password after your registration is approved.	You will receive an email with your username and password; the email will come automatically in one of two ways: 1) If you've received a notification to bid on an open solicitation, you will receive a separate email with these credentials. 2) If you've registered for the Enterprise Portal without receiving a notification to bid on an open solicitation, you will receive these credentials when your registration for the Enterprise Portal is approved.

Accessing the HHS Online Bid Room

Enterprise Portal

In order to access the HHS Online Bid Room, you must first register with the HHS Enterprise Portal. This is the online system through which you access the HHS Online Bid Room.

Accessing the Enterprise Portal — Notified Bidders

If you are indicated as a potential bidder on a solicitation, you will receive an email notifying you when a new event — in other words, an open solicitation — has been posted.

From: fscoruat@hhsc4avfna04.hhsc.txnet.state.tx.us <fscoruat@hhsc4avfna04.hhsc.txnet.state.tx.us>
Sent: Wednesday, July 24, 2019 2:52 PM
Subject: HHS POBU Solicitation Notification - IFB Testing Cycle

Texas Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) Solicitation Notification

The Texas Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is soliciting responses from qualified vendors to provide goods and/or services for the Solicitation ID listed belo

To access the ESBD posting directly, click the blue ESBD Link below.

DO NOT RESPOND TO THIS EMAIL ADDRESS. This email is not monitored.

Please address all questions to the point of contact indicated in the ESBD Solicitation package prior to the Response Due Date as indicated in the solicitation. Responses are due by the **Response Due** date and time hig
listed on solicitation under mail response). To avoid possible disqualification, only communicate with the **point of contact** listed specifically in the solicitation.

IMPORTANT: Download all packages. Please read and review all documents carefully before completing and submitting a response. The Mandatory XML Price Sheet and all signed documentation are required to be sub

To access the ESBD posting directly, click the blue Solicitation Package Link below.

ESBD - Solicitation Package Link
Solicitation Package Link
Solicitation Overview
Solicitation Name: IFB Testing Cycle
Description: This IFB test will basically check the xml template for upload. Purchasing a bunch of meds for Injections.
Solicitation Details
Solicitation ID: HHSTX-HHS0002036 Round 1 Version 1
Solicitation Posted: 07/24/2019 2:36PM CDT
Response Due: 07/25/2019 4:36PM CDT

Responses are due by the Response due date and time highlighted in red above. You can submit response by using one of the following methods:
1. Hand delivery (address listed on solicitation under mail response).
2. Email response to pcsbids@hhsc.state.tx.us or
3. Newly created Supplier Portal (please see instructions below)

IMPORTANT: Download all packages. Please read and review all documents carefully before completing and submitting a response. The XML Price Sheet (if required) and all signed documentation must be submitted wi

To avoid possible disqualification, please address all questions to the point of contact indicated in the ESBD Solicitation package prior to the Response Due Date as indicated in the solicitation.

Newly Implemented Vendor Reponses Portal Instructions:

HHS implemented CAPPS Financials Supplier Portal system to facilitate vendors to register and submit response online. Below are some high-level steps:

First time Supplier Portal users:

Within this email will be a link to the Enterprise Portal.

Newly Implemented Vendor Reponses Portal Instructions:

HHS implemented CAPPS Financials Supplier Portal system to facilitate vendors to register and submit response online. Below are some high-level steps:

First time Supplier Portal users:

Click Register button using the ENTERPRISE PORTAL LINK (HHS Enterprise Portal Registration) to complete a one-time registration process.

HHS Enterprise Portal - Registration
Enterprise Portal Link

Please keep in mind, vendors who have not done business with HHS and registering in the Enterprise Portal for the first time, expect up to 5 business days

Once you have gained access to Enterprise Portal, you can log into CAPPS Financials Supplier Portal to enter responses and submit attachments online. Th

Additional information for Supplier Portal can be accessed from training link HERE.

Selecting the link will take you to the Enterprise Portal landing screen where you will be able to register.

Accessing the Enterprise Portal — Non-Notified Bidders

If you've not received an email notifying you of a solicitation, you can access the Enterprise Portal landing screen directly via HHSC Enterprise Portal website.

Registering with the Enterprise Portal

To begin your registration, select "Register."

Select the fourth option, "I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room."
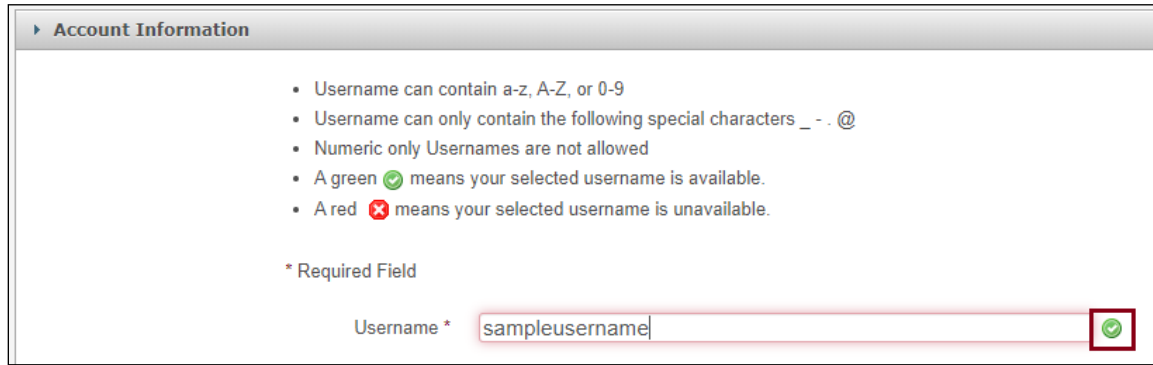
Then select "Next."

Add a username.

If you see a green check next to your username, the name is available. If you see a red x, someone has already taken that username and you will need to pick a different one.
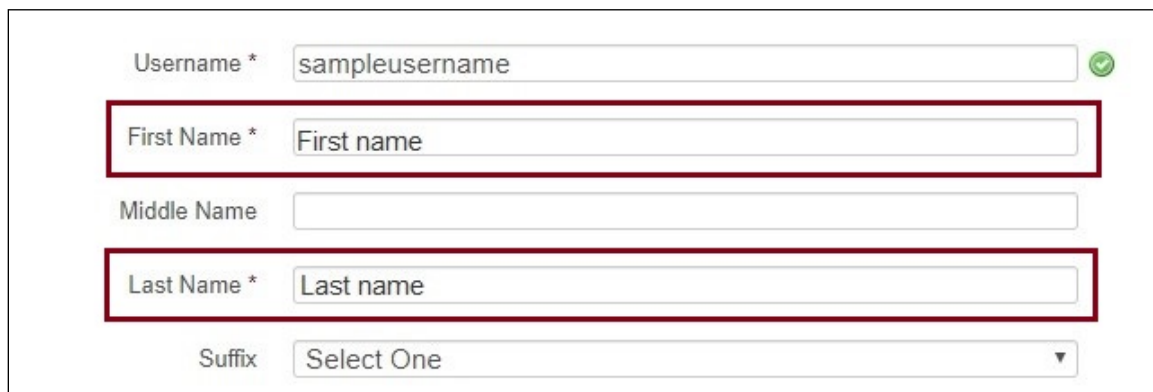
Next, add your first and last name and optional middle name and suffix. **Make note of the spelling and spacing in your first and last names (e.g. JoAnne versus Jo Anne, and Delacruz versus De la Cruz) as you will need to enter this name in a later step exactly as entered here.**

Next complete the required email address, phone number, city, state, zip code, county and company name.

Email Address *	
Primary Phone *	###-###-####-extension
Primary Phone Type *	Select One ▼
Secondary Phone	###-###-####-extension
Secondary Phone Type	Select One ▼
Address Type *	Select One ▼
Street Address *	
City *	
Zip *	#####
Country	USA ▼
State *	Texas ▼
County *	Select One ▼
Company Name *	

Next, indicate if you've received credentials (a username and password) for the HHS Online Bid Room. This is explained further on page 19.

Have you received credentials (user name and password) for the HHS Online Bid Room? *   ○ Yes ○ No

Add days and times you can be reached, should the HHS staff need to contact you for any reason regarding your registration.

Days and times you can be reached * [   ]
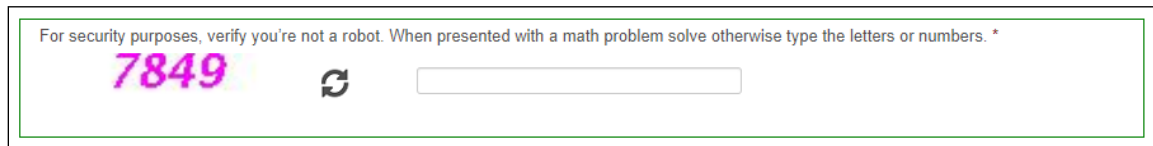
Finally, add your Taxpayer Identification Number (TIN) – an 11-digit number – or Federal Employer Identification Number (FEIN, nine-digit number). Double-check that the number

you've entered is accurate, as this will ensure timely processing of your Enterprise Portal registration.

TIN / FEIN *	###-##-####-##	
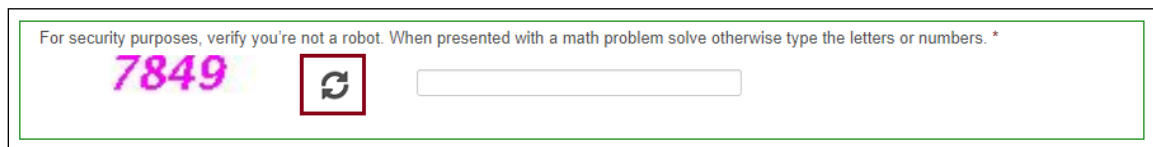
For security purposes, you will need to complete the CAPTCHA. You will be presented with either a set of numbers to enter, or a math problem to solve.

For security purposes, verify you're not a robot. When presented with a math problem solve otherwise type the letters or numbers. *

7849

If you would like a new CAPTCHA, select the refresh button.

For security purposes, verify you're not a robot. When presented with a math problem solve otherwise type the letters or numbers. *

7849

Then select "Next".

Back   Next

Upon successful completion, you will receive a confirmation message alerting you to next steps. The message reads:

You're almost done! You will receive a message with additional details and instructions, so you may complete your registration for the HHS Online Bid Room.

If you have done business with the HHS System in the past, you should receive an email within a few minutes. If you do not receive an email, please check your junk folder as the email may have been directed there. Be sure to add the email identitymanagement@hhsc.state.tx.us to your "safe senders" list to ensure all future HHS Enterprise Portal emails are delivered directly to your inbox. (Click Here for instructions on how to add email addresses to your safe senders list.)

If you have not done business with the HHS System, you may have to wait up to five (5) days to receive additional instructions along with your username and password. If you don't receive this information in five (5) days, please send an email to pcsbids@hhsc.state.tx.us

Select "Done".
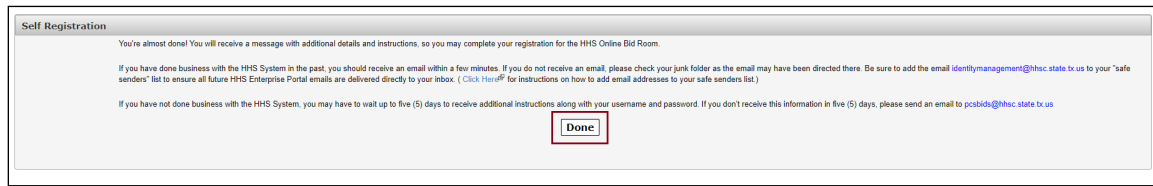
This will take you back to the Enterprise Portal landing screen.

Enterprise Portal Notification

When your registration has been approved, you will receive a notification from identitymanagement@hhsc.state.tx.us. **This could take up to five business days.**

Included in this email is your username and a temporary password.

Mon 9/9/2019 7:14 PM

IdentityManageTest@hhsc.state.tx.us

***** Confidential ***** Initial Access to the HHS Enterprise Portal

To

ⓘ Please treat this as Confidential.

**** THIS EMAIL HAS BEEN GENERATED FROM THE LAST ENVIRONMENT ****

Hi,

Welcome to the HHS Enterprise Portal! Your account is active and ready for use.
Access the portal using the following link:
https://last.hhsportal.hhs.state.tx.us

Use the following credentials to sign in:
Username: kimmoreton2
Temporary Password: Updraf~3

After accessing the portal for the first time, you will be required to change your temporary password and create security questions. If you have any questions regarding how to complete this action, please review the HHS Enterprise Portal Web Help https://last.hhsportal.hhs.state.tx.us/helpGuide/Master/Content/Home.htm and FAQs https://last.hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/footer?fromFooter=faq. For further help or if you believe you have received this email in error, notify the Help Desk at 512-438-4720.

Thank you,
HHS Enterprise Identity and Access Management

Please note: Replying to this email will not be considered as approval/rejection for this request. Any such emails sent to this address will be ignored.
You will receive a separate email from HHS Online Bid Room if you have already been invited to an event.

Logging in to the Enterprise Portal for the First Time

Enter your username and temporary password on the Enterprise Portal landing page.

Then select "Sign In."

The first time you log in, you will be asked to read the Acceptable Use Agreement. You must demonstrate that you have reviewed the entire agreement by scrolling to the bottom before you will able to move forward.

Once you have reviewed the Acceptable Use Agreement, you must check the box acknowledging that you have read and understood the agreement, and that you agree to comply with its terms.

You must then sign your first and last name. The first and last name you sign **must match the first and last name as provided when you registered for your account.**

Then select "Next."

You will then be asked to select a new password. Your new password must adhere to the password rules listed on the screen. If the password does not meet one of the rules, you will see a red x next to that rule. Otherwise, you will see a green check.

Once you've successfully selected a new password, select "Next."

On the next screen you will see the information you provided when you signed up for your account. Scroll to the bottom and select "Next."

You are now in the Enterprise Portal.

Online Bid Room

The Online Bid Room is where you will actually bid on open solicitations.

Accessing the HHS Online Bid Room

Your credentials (username and password) for the Online Bid Room will arrive at one of two times.

If You Have Received a Notification About an Open Solicitation

If you've received a notification about an open solicitation, your credentials for the Online Bid Room will arrive in a separate email, but at the same time as this notification. Please note that this means you will receive these credentials *before* you've actually registered for access to the Enterprise Portal. You will want to be sure to save this email in a safe place.

If You Have Not Received a Notification About an Open Solicitation

If you have not received a notification about an open solicitation, you will receive your credentials for the Online Bid Room *after* you have registered with the Enterprise Portal and your credentials for the Enterprise Portal are approved.

Getting to the HHS Online Bid Room

Once you are logged in to the Enterprise Portal, select "HHS Online Bid Room" from the left-hand menu.
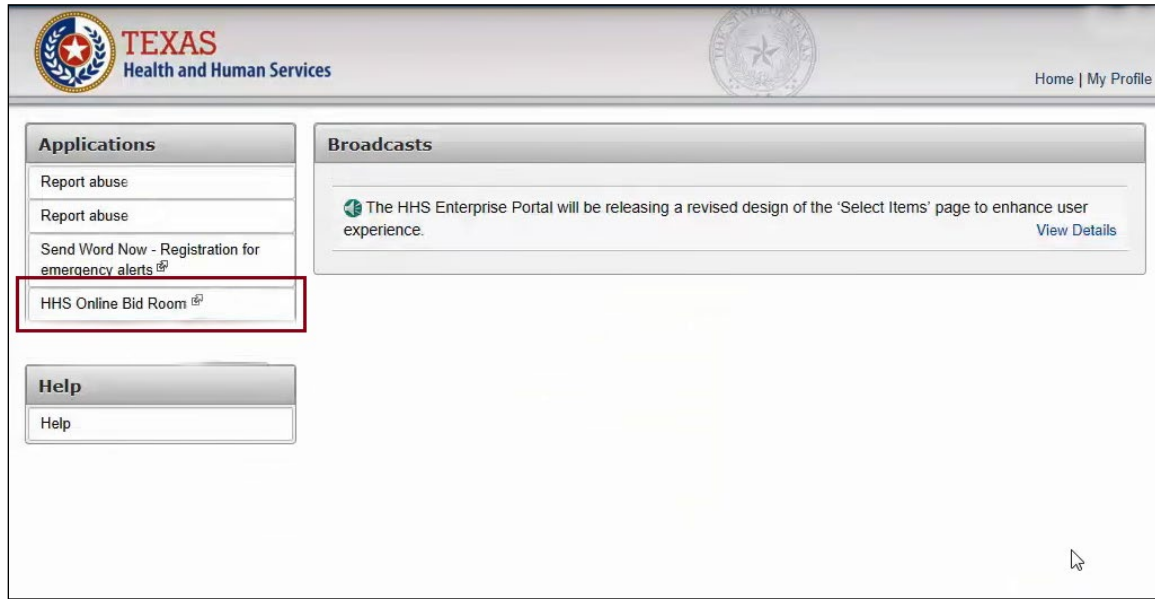
This will take you to the sign-in page for the HHS Online Bid Room. Enter your HHS Online Bid Room user ID and password.

Then select "Sign In."

Logging in to the HHS Online Bid Room for the First Time
Setting Your Security Question for Password Recovery

The first time you log in to the HHS Online Bid Room, you will be asked to set your security question for password recovery. Select "Set security question for password recovery."

Then select a question from the dropdown and enter a response. You will need to remember this response in the event that you need to recover your password.
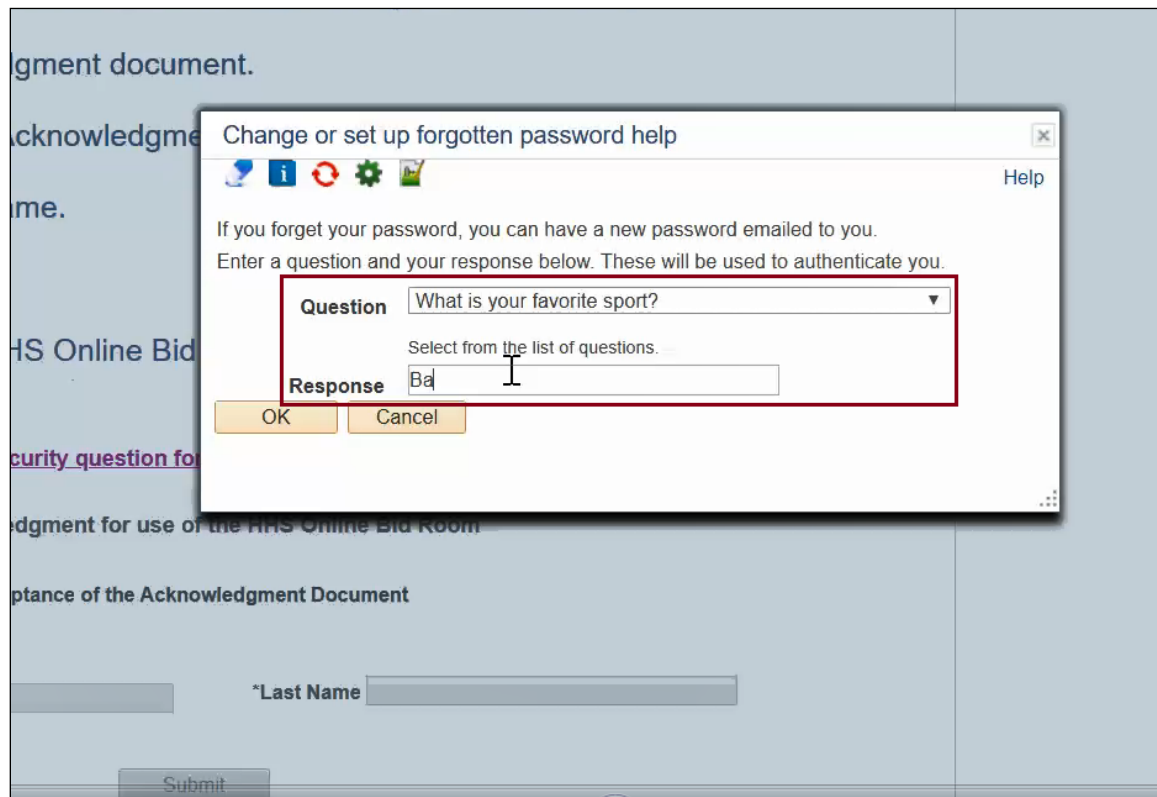
Select "OK" to return to the previous screen.
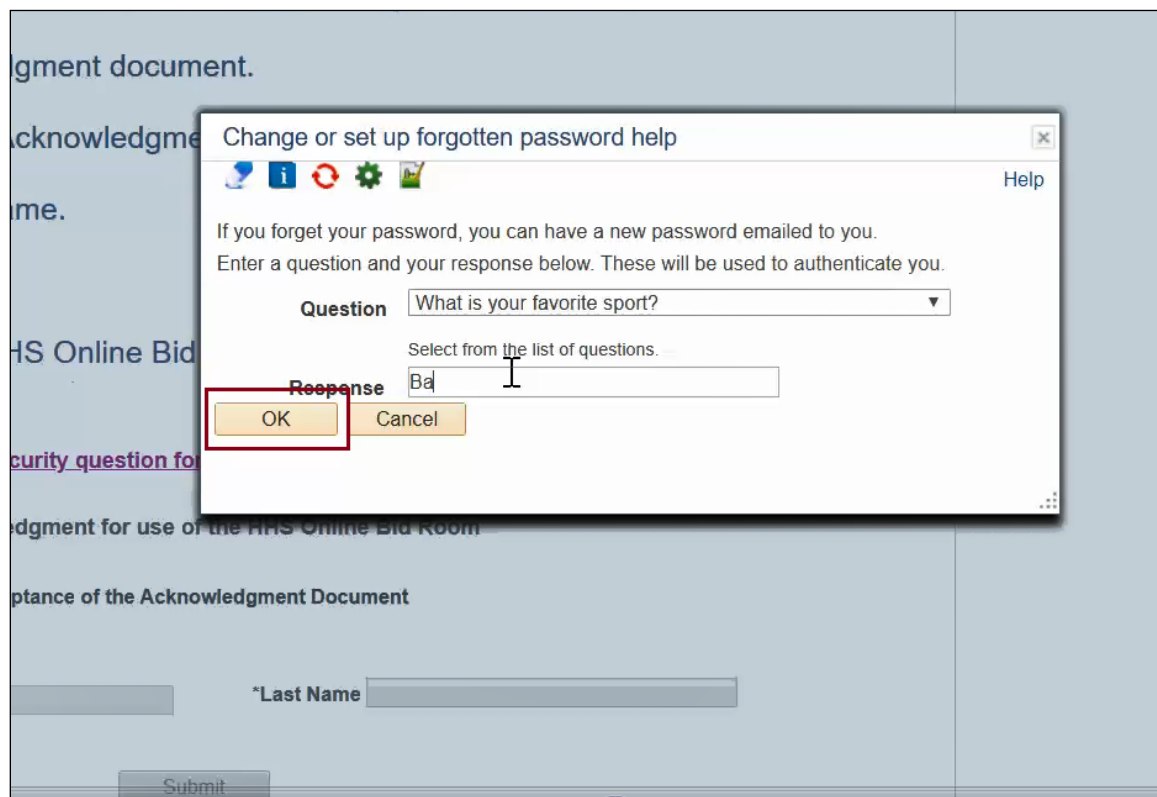
HHS Online Bid Room Acknowledgement Document

The first time you log in to the HHS Online Bid Room you will also be asked to acknowledge the Terms of Agreement for the HHS Online Bid Room. Select "Acknowledgement for use of the HHS Online Bid Room."

A new screen will pop-up. Review the Acknowledgement, then select "OK."

Once you've selected "OK," ensure the checkbox next to "Acceptance of the Acknowledgement Document" is selected.

Finally, enter your first name and last name, then select "Submit."

Registering a New Bidder for your Business

When logged into the HHS Online Bid Room, you have the option to register additional bidders for your business.

On the top menu, select "Manage Events and Place Bids."
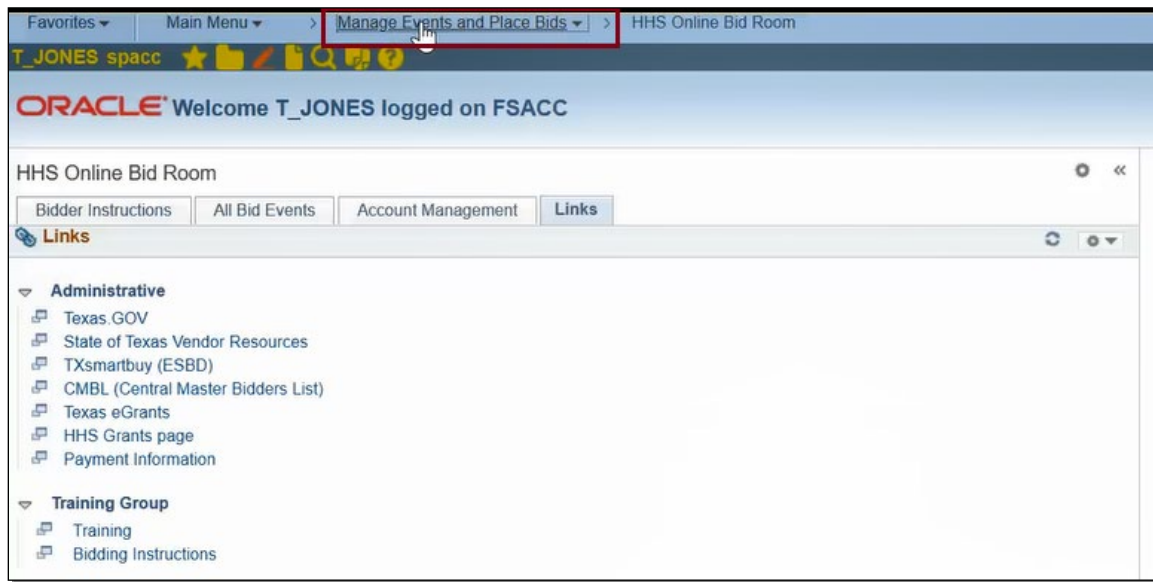
Then select "Register Bidder."
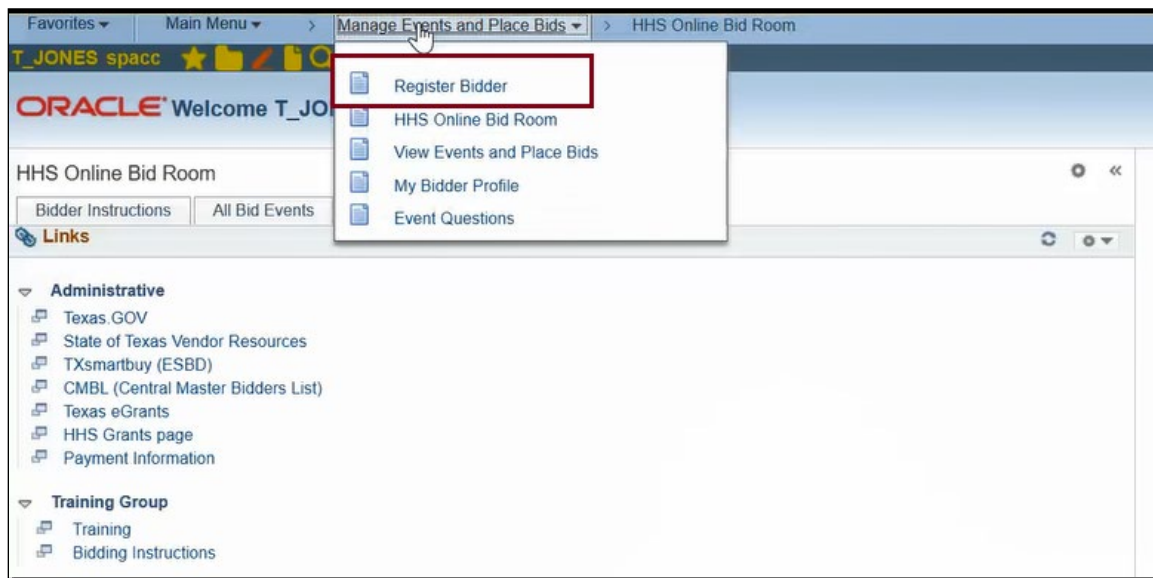
Select whether you are registering an individual or a business.

Then select "Next."

Enter Your Tax Identification Number and Entity Name. If you like, enter a website URL, which is optional.

Then select "Next."

Next, enter a primary mailing address.

On the next screen, you will have the option to add contact information by selecting "Add Contact."

Select the type of contact you are adding from the drop-down menu.

You can also indicate that this is the primary contact by selecting the check-box labeled "Primary Contact."

Once you've finished entering the contact information, select "OK."

When you've finished adding the required information, select "Next" until you reach step 6, "Categorization."

Here, you will have the option to select categories that apply to your business. If categories selected here match the categories you've registered for through the Centralized Master Bidder list, you will receive notifications when a new bid event is available for your kind of business.

Select "Next."

On the next screen, to review the information you've submitted, select "Review."

You can then review the Terms of Agreement by selecting "Terms of Agreement." These are the Terms of Agreement you will have reviewed when logging in to the Online Bid Room for the first time. At this point, you are confirming these Terms of Agreement for the employee you are registering.

You'll then need to select the check box to indicate that you accept the Terms of Agreement.

Ensure that the email address for the employee which you are registering is correct in the field labeled "Email communication regarding this registration will be sent to:"

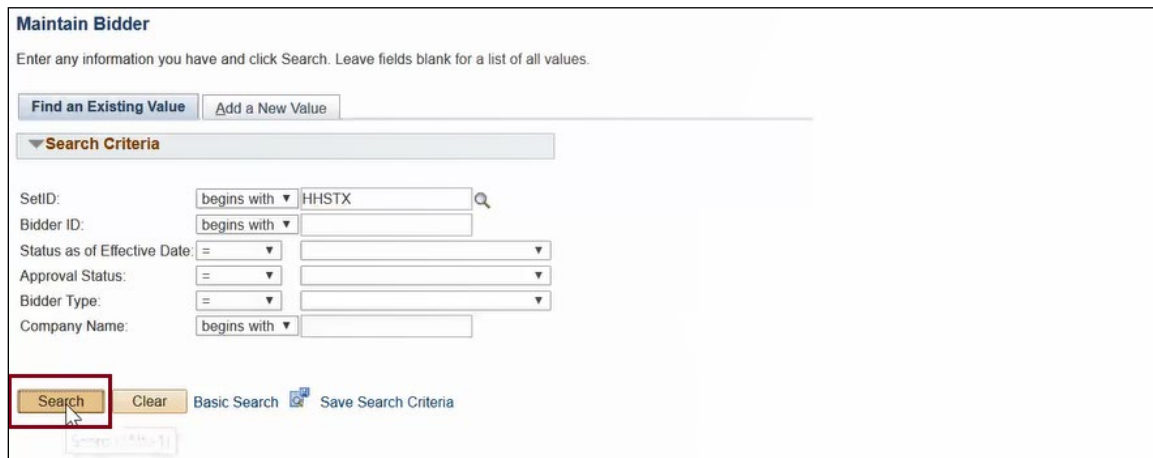Finally, select "Submit."

Managing Your Bidder Profile

To manage your bidder profile, begin by selecting "Manage Events and Place Bids."
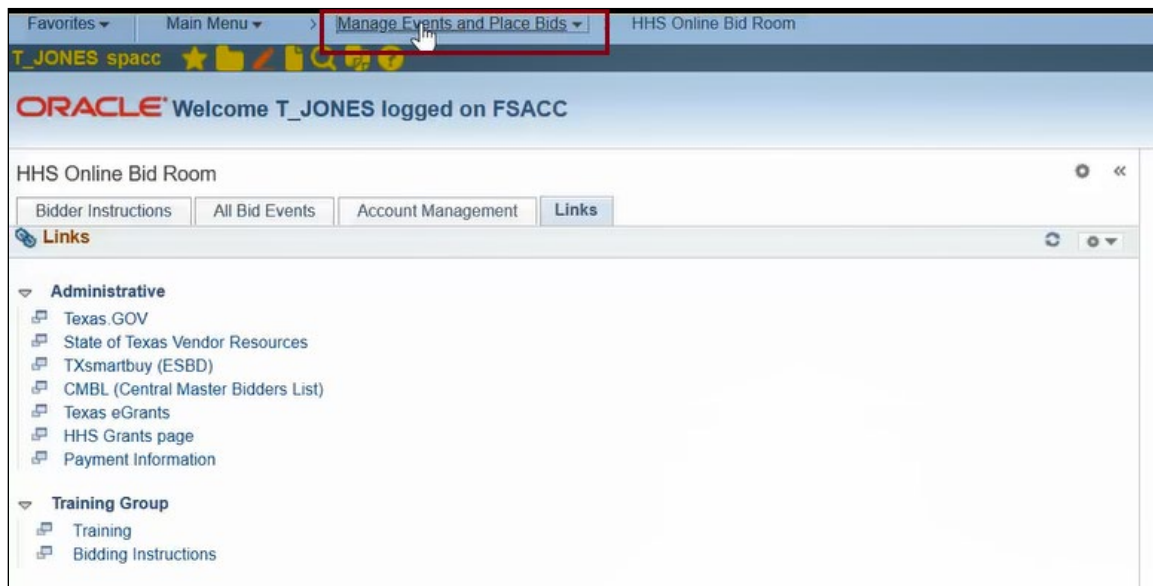
Then select "My Bidder Profile."
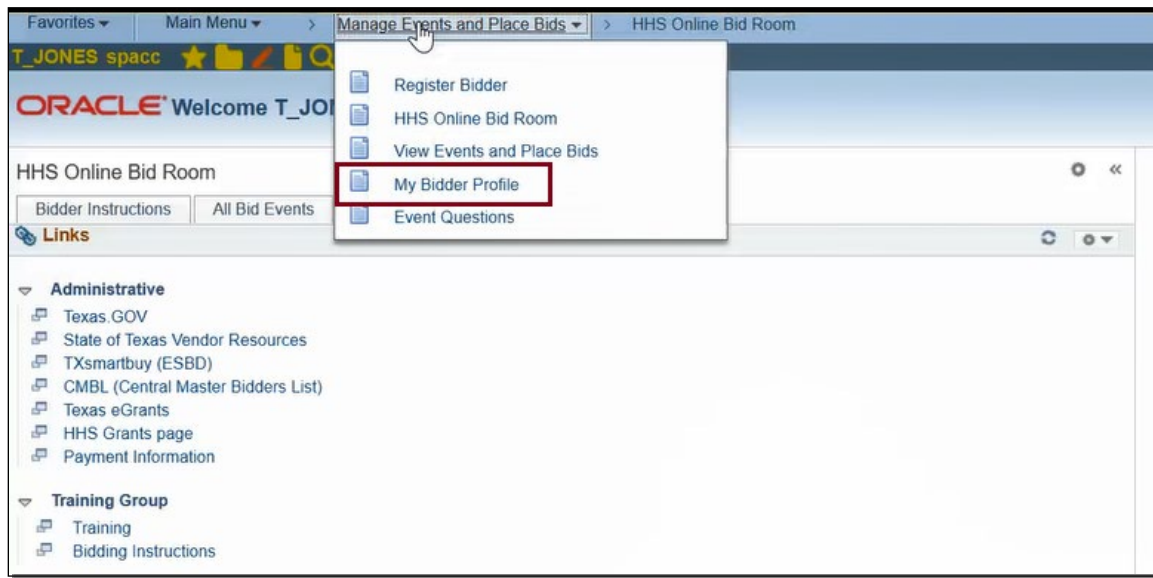
Leaving the values defaulted, select "Search." The system will take you to your company's profile.

Changing Your Company Name

Under the "Main" tab, revise your company name as you'd like it to appear.

Then select "Save."

Changing Your Company Address

Select the "Addresses" tab.

Leave the "Main Address" selected, as this is the address you can change.

Next, update the address.

Then select "Save."

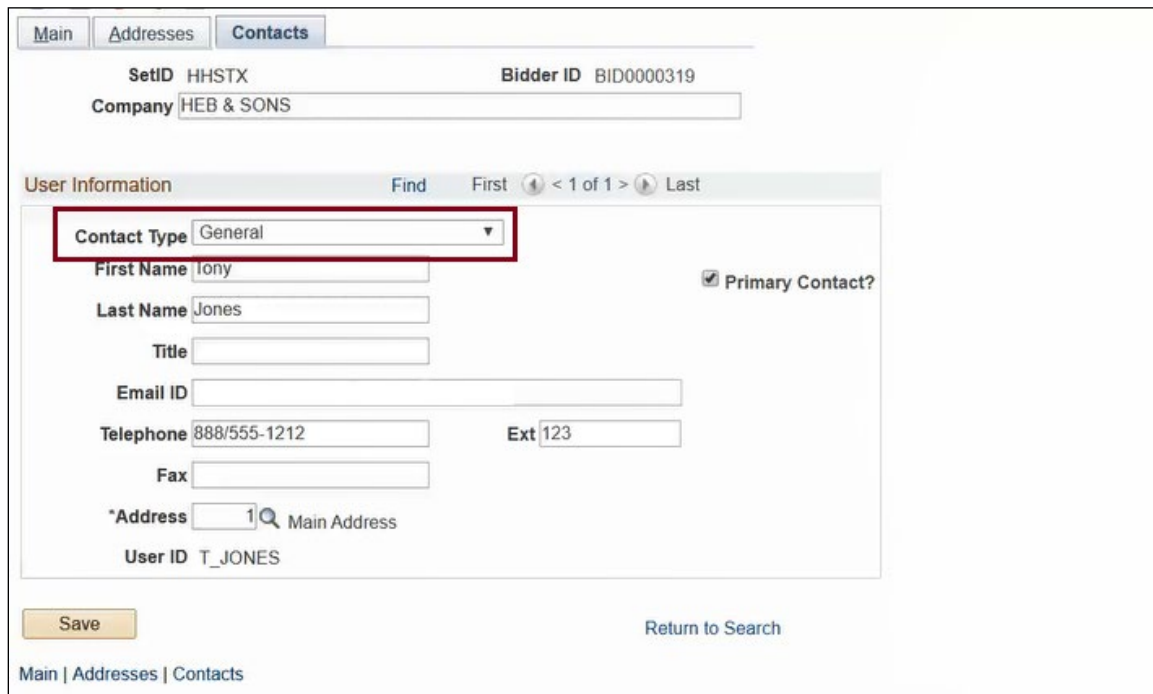## Changing Company Contacts

To change company contacts, begin by selecting the "Contacts" tab.

Select the contact type from the drop-down menu.

Then enter the updated contact information.

Finally, select "Save" to save the updated contact information.

The Online Bid Room Environment

The Online Bid Room Work Center

The Work Center is broken up into four tabs: Work Center Instructions, All Open Bid Events, Account Management and Links.
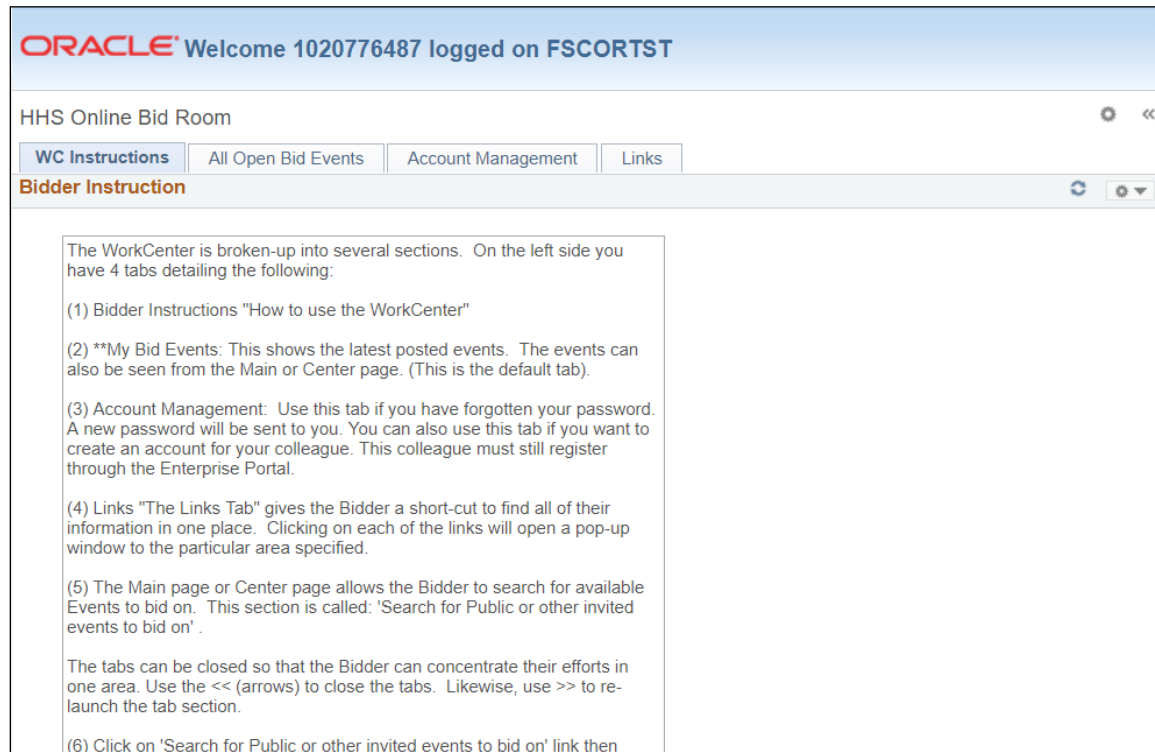

Work Center Instructions

The Work Center Instructions tab outlines general instructions for using the Online Bid Room. These are instructions for using the Online Bid Room as a whole, not for individual solicitations.
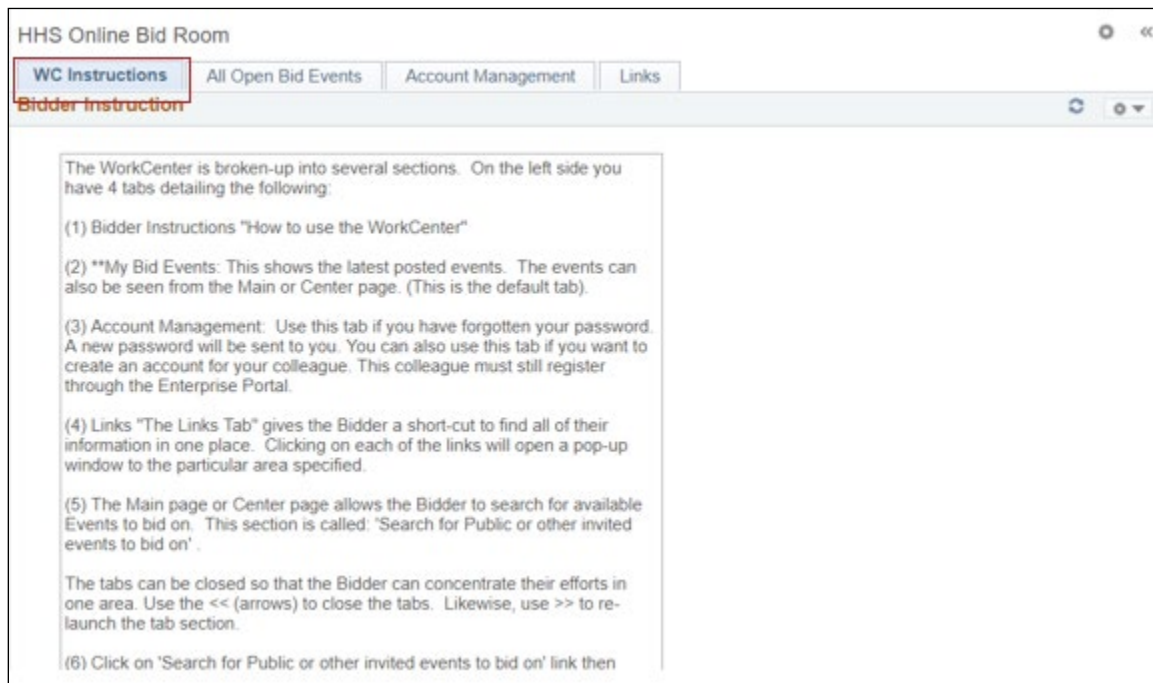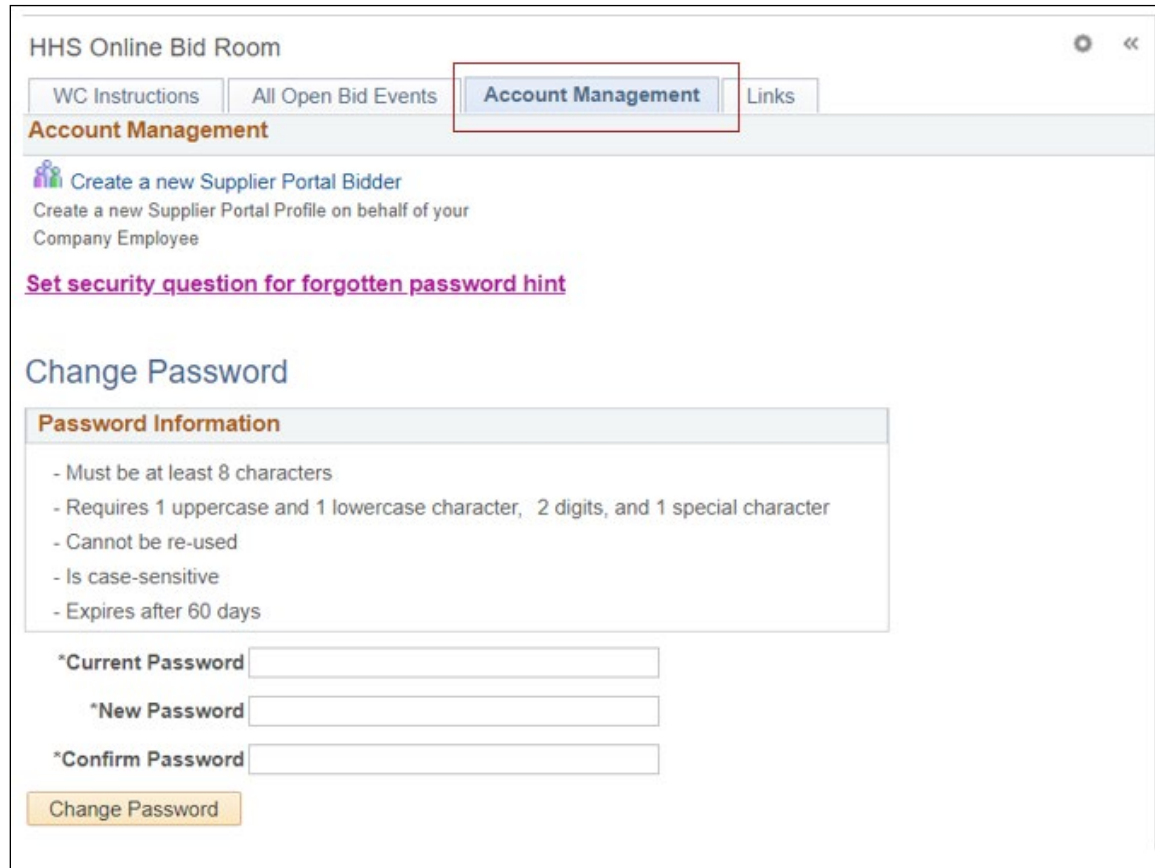
All Open Bid Events

The All Open Bid Events tab lists all open bid events. The name of each bid event is a hyperlink that, if selected, will take you to the primary bid screen for that event.
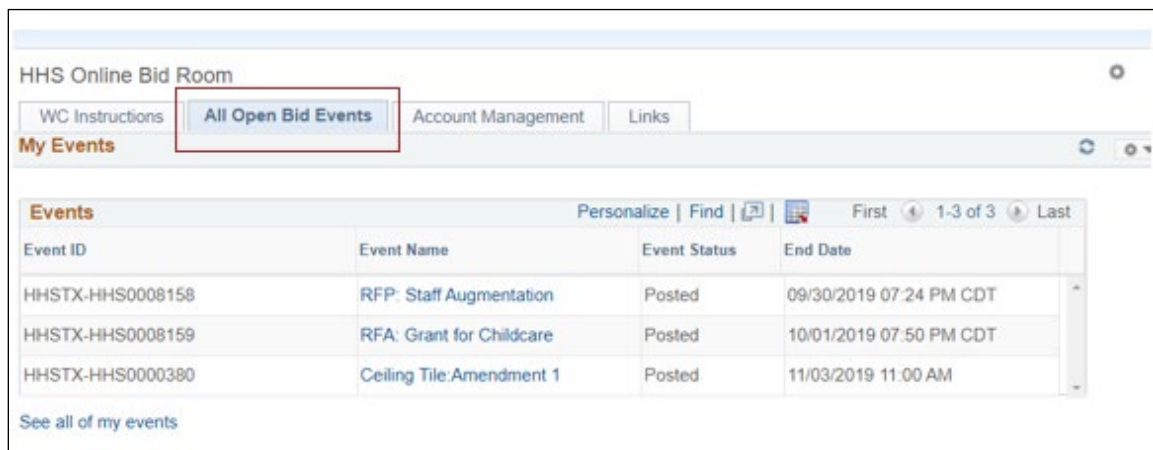
Account Management

The account management screen allows you to set security questions in the event that you forget your password. It also lets you change your password.
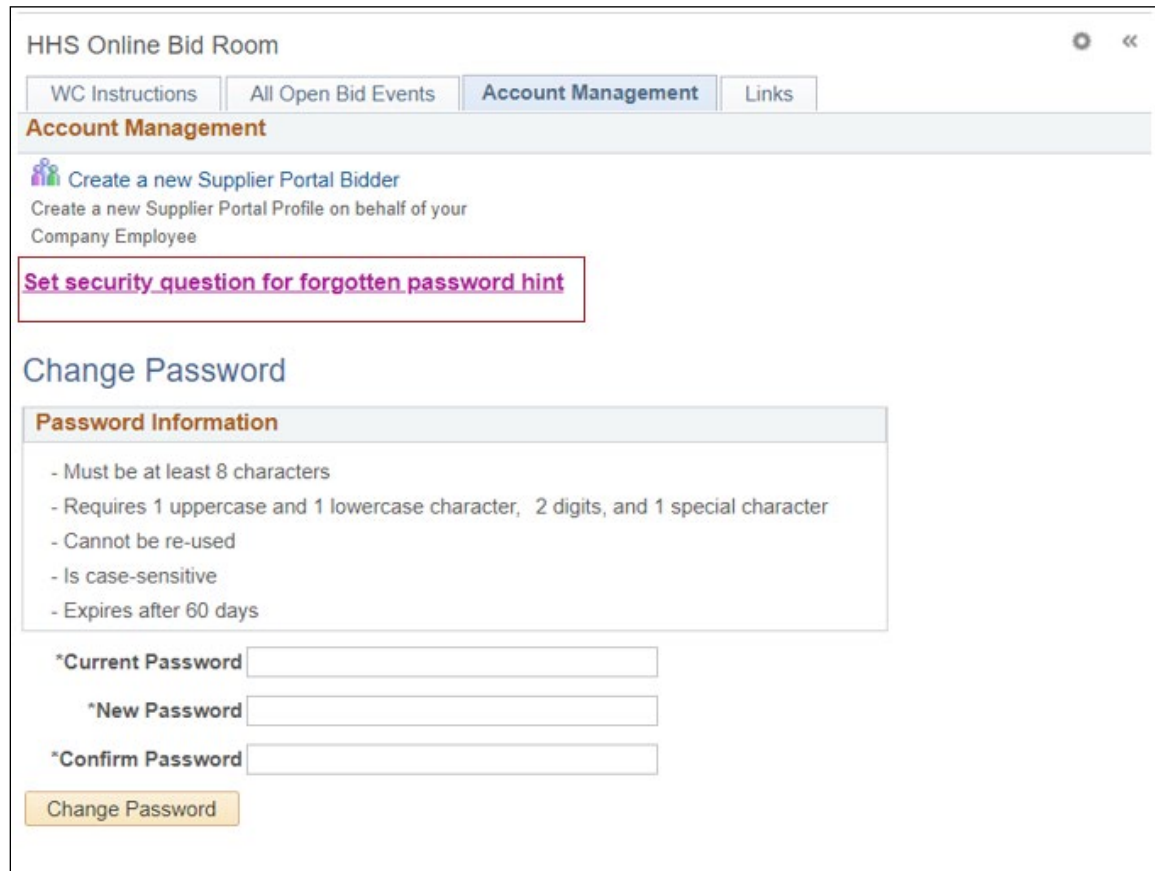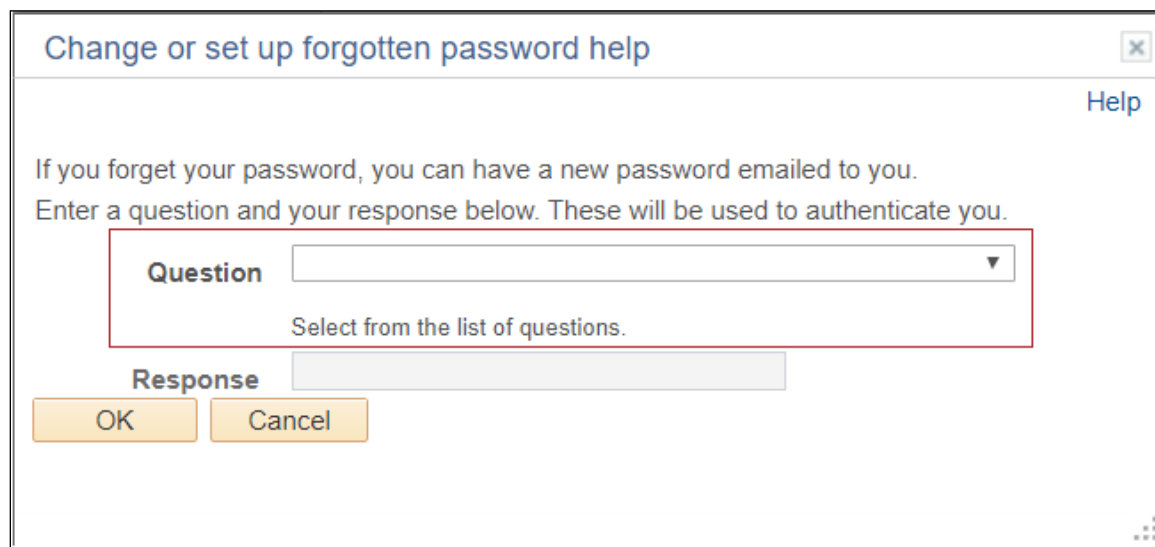
Setting Security Questions

To set security questions, begin by selecting "Set security question for forgotten password hint."

Select a question from the drop-down menu.

Once you've selected a security question, enter a response. You will need to use this response if you forget your password and need to have it reset.

Once you've entered your response, select "OK" to save and return to the previous screen.

Changing Your Password

To change your password, you will need to enter your current password, followed by your new password twice for confirmation purposes. Once you've entered your new password, selecting "Change Password" will save it.

Links

The links tab provides a list of useful links. Please note: the links listed in the Online Bid Room may vary slightly from the image below.
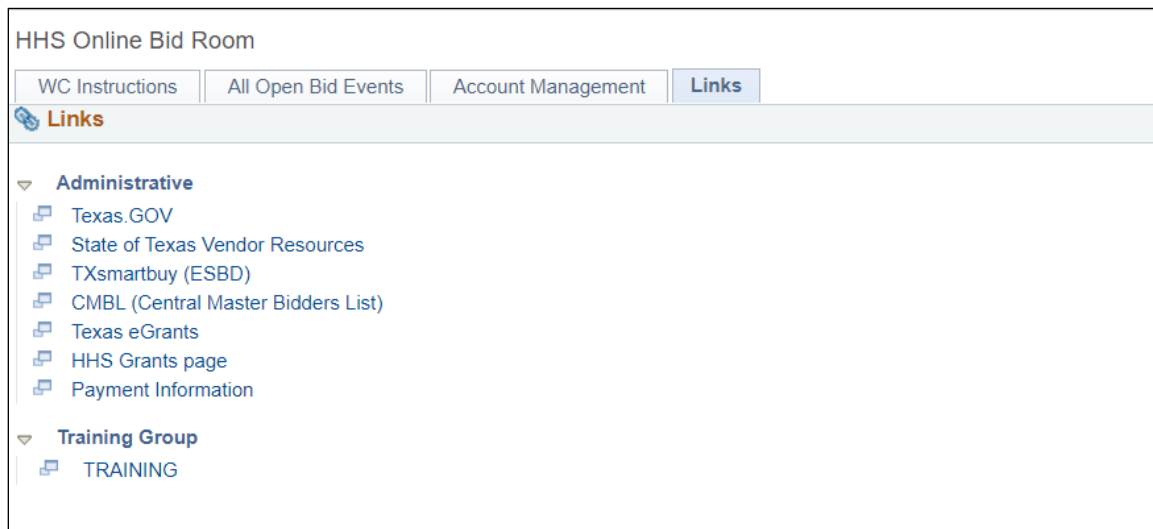
Hiding or Showing the Work Center Tabs

To hide or show the tabs in the Work Center, select the small double-headed arrow, which will minimize the tabs to the left.
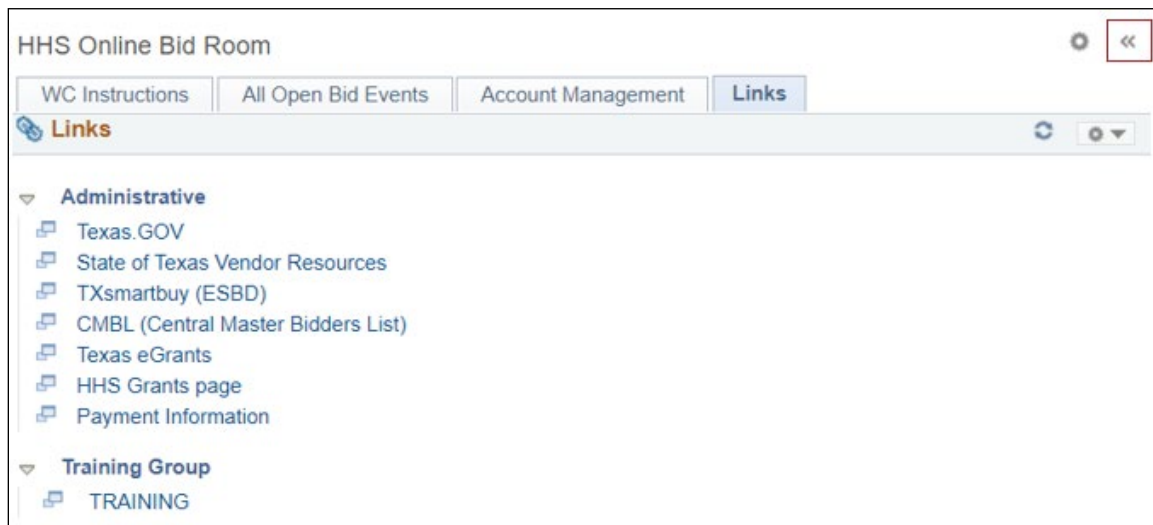
You can maximize this window by selecting the arrow again.
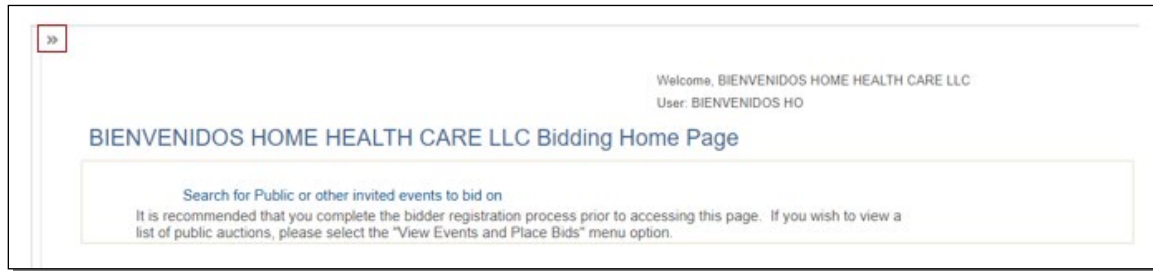
Searching

Searching for Events

The Online Bid Room offers a variety of ways to search for events — in other words, solicitations — and to locate additional information to then bid on those events.

Accessing the Search Screen

To access the search screen, select "Search for public or other invited events to bid on" from the Work Center home screen.
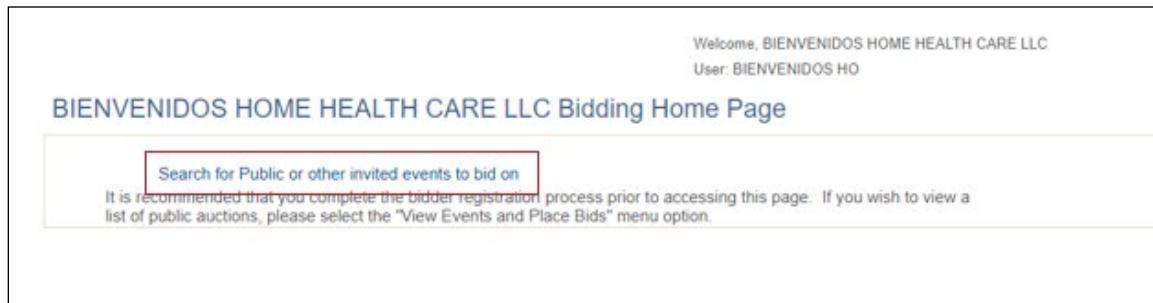
You can then enter search criteria to begin your search for events.

Searching by Event ID or Event Name

If you know the event identification (ID) or event name of the event for which you're searching, you can enter that information into the appropriate search field and select "Search."

Searching by Wildcard Topic

Wildcard searches allow you to search for solicitations that pertain to a particular topic by using the "%" symbol around the topic. For example, to search for all events that pertain to food, you would enter "%food%" into the event name field, which would then pull up all events with the word "food" in the name.

Saved Search Criteria
Creating a Saved Search

To save search criteria, select "save search criteria." This will allow you to enter a name for your search criteria, which you can then access at a later time.

Enter an easily recognizable name for your search criteria.

Then select "Save" to save your search.

Accessing a Saved Search

To access a saved search, select the search you want from the "Use Saved Search" drop-down menu.

Then select "Search" to conduct the search from your saved criteria.

Managing Saved Searches

To manage your saved searches, select "Manage Saved Searches."

Then check the box next to any search(es) you wish to delete.

Then select "Delete."
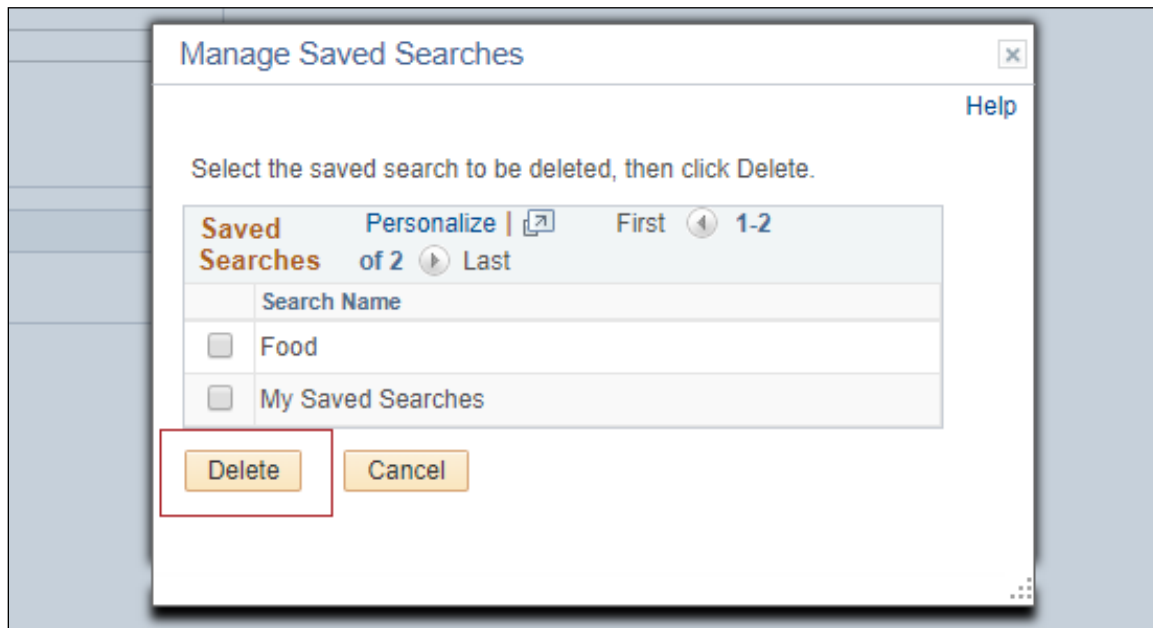
Advanced Search Criteria

Selecting "Advanced Search Criteria" allows you to search for events based on time period, item description, or National Institute of Governmental Purchasing (NIGP) class code.

To search by date, select a start-date range and/or an end-date range.

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

▼ Search Criteria

Use Saved Search My Saved Searches ▼
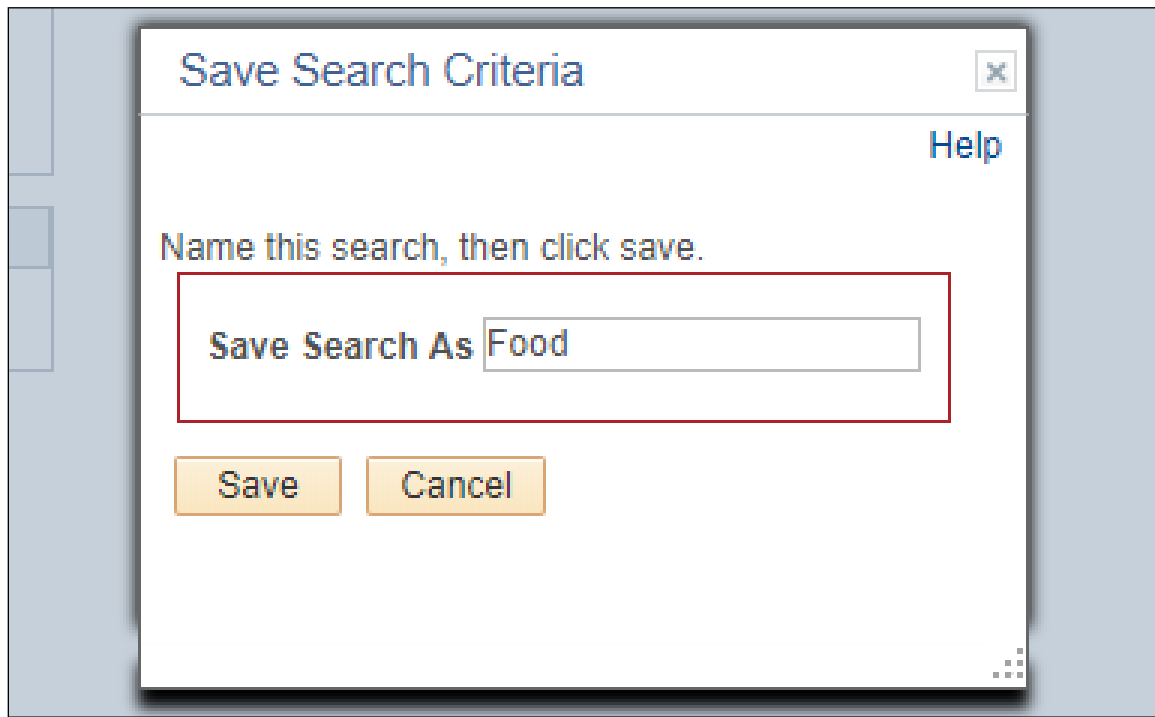
Event ID

Event Name %food%

Example: If you are searching for an Event Name that is for food, you would enter `%food%. You will receive all Events with 'food' in the title.

Event Status

Start Date: From   Through

End Date: From 10/02/2019   Through

Item Description

Categories   Personalize | Find | 🔁 | 🔢   First ◄ 1-2 of 2 ► Last

Add Additional Category

Remove Selected Category

NIGP Class   Description

Search

Manage Saved Searches   Save Search Criteria   Basic Search Criteria

To search by item description, enter a description of the item in the appropriate field. Keep in mind that, the more criteria you enter, the more limited your search will be,

potentially removing an item you wish to see from your results if the criteria is not entered properly.

To search by NIGP class category, enter the category directly, or select the magnifying glass to search for the code you wish to search for.

Once you've located the NIGP class category you wish you use, select it to add it to your search criteria.

To add additional rows for NIGP class categories, select "Add Additional Category," which will add a new row.

To remove one or more categories, mark the check box next to the row(s) you wish to remove, then select "Remove Selected Category."

Bidding

Once you've located the event on which you want to bid, you can go to the Event Details screen by selecting the hyperlinked event ID.

Event Details Screen

The Event Details screen is the landing screen for the event. From there, you will access information about the event and bid on the event if you choose.

Included on the Event Details screen are the following:

- Event Name: the name of the event from the Electronic State Business Daily (ESBD)
- Event ID: the event ID from ESBD
- Event Format/Type: Invitation for Bid (IFB), Request for Proposals (RFP), Request for Applications (RFA), Request for Offers (RFO), or Request for Quotation (RFQ)
- Event Round: the round of posting for this particular event

- Event Version: the version of this particular event, which changes if the event is amended
- Event Post Date: date the event was posted
- Event End Date: date the event closes
- Supplier Question Due Date: due date of any questions about the event

In the upper right-hand corner of the Event Details screen are the following links:

- Upload XML Bid Response: a page to allow you to upload a bid response for an Invitation for Bid (IFB) solicitation in XML format (the XML Bid Response tab is not applicable to any other solicitation format).
  This allows you to upload a bid response in XML format. This functionality is described further on page 86.

- View/Edit Saved and Submitted Bids: a page to allow you to view and edit your saved and submitted bids, described further on page 83.

In the center of the Event Details screen is contact information for the event, plus information on whether you can edit bids for this event or submit multiple bids.

Contact Manor,Darryl	**Payment Terms:**
Phone	**My Bids:** 3 In-Process and Submitted
Email: darryl.manor@hhsc.state.tx.us	**Edits to Submitted Bids** Allowed
Online Discussion: Discuss Event in Forum	**Multiple Bids** Allowed
Live Chat Help:	

Welcome,
BIENVENIDOS
HOME
HEALTH

View the Event Package

To view the event package (all solicitation attachments), select "View Event Package."

Event Details

Bid on Event

Bidding Shortcuts:
View Event Package
Upload XML Bid Response
View/Edit Saved and Submitted Bids

Event Name   Ceiling Tile:Amendment 1

Event ID HHSTX-HHS0000380
Event Format/Type Sell Event   RFx
Event Round 1
Event Version 2
Event Post Date 06/05/19 6:47:26PM CDT
Event End 11/03/2019 11:00 AM CST
Date:
Supplier Question Due 07/05/2019 12:00AM CDT

This will open up a list of all of the event attachments.

To download a particular attachment, select "View" from the list next to that particular attachment.
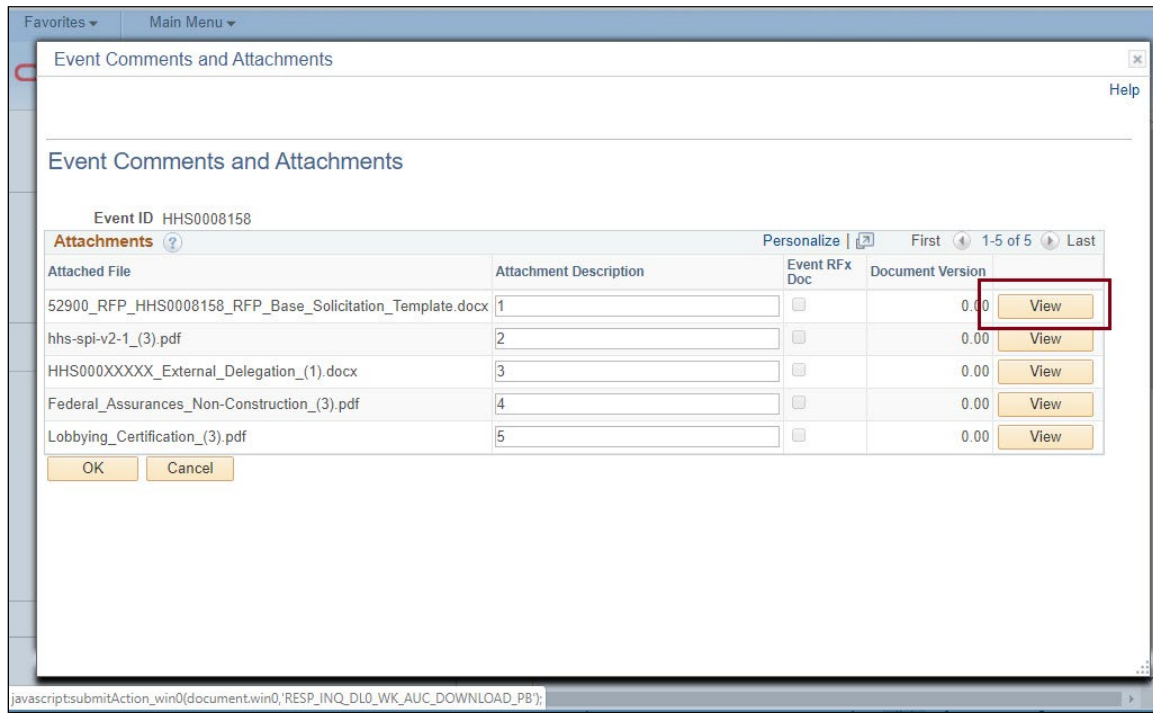
If you are using Google Chrome, this will launch the attachment download automatically.
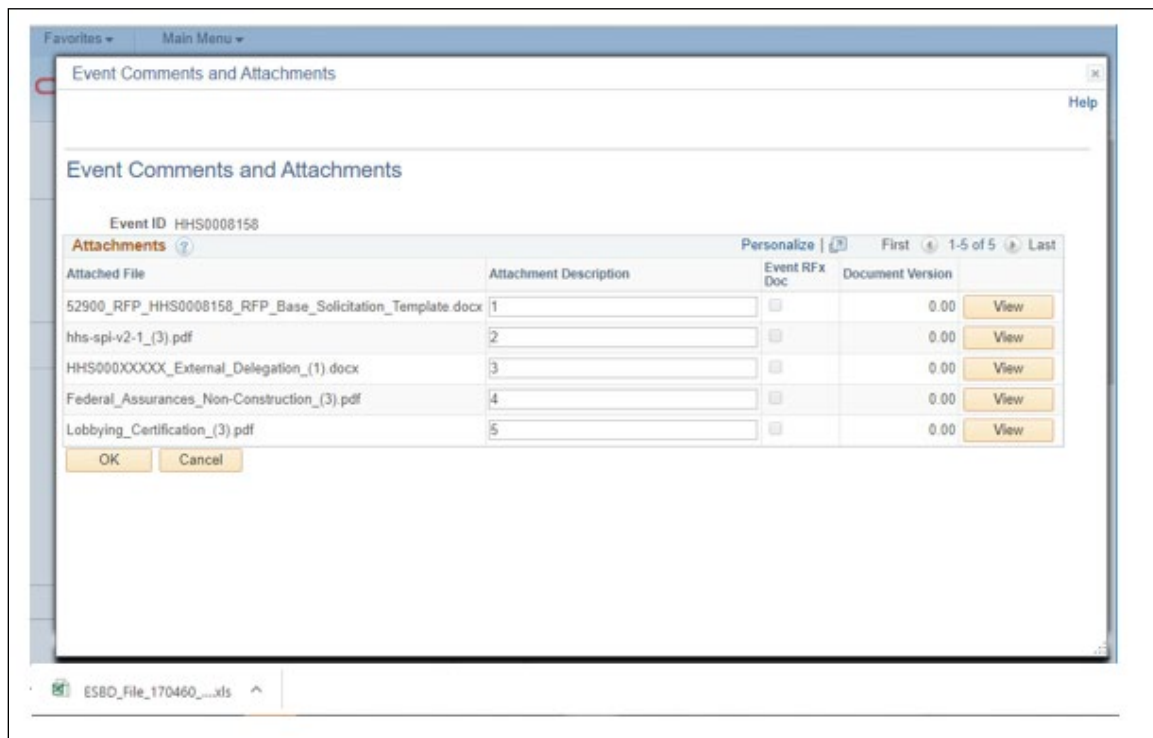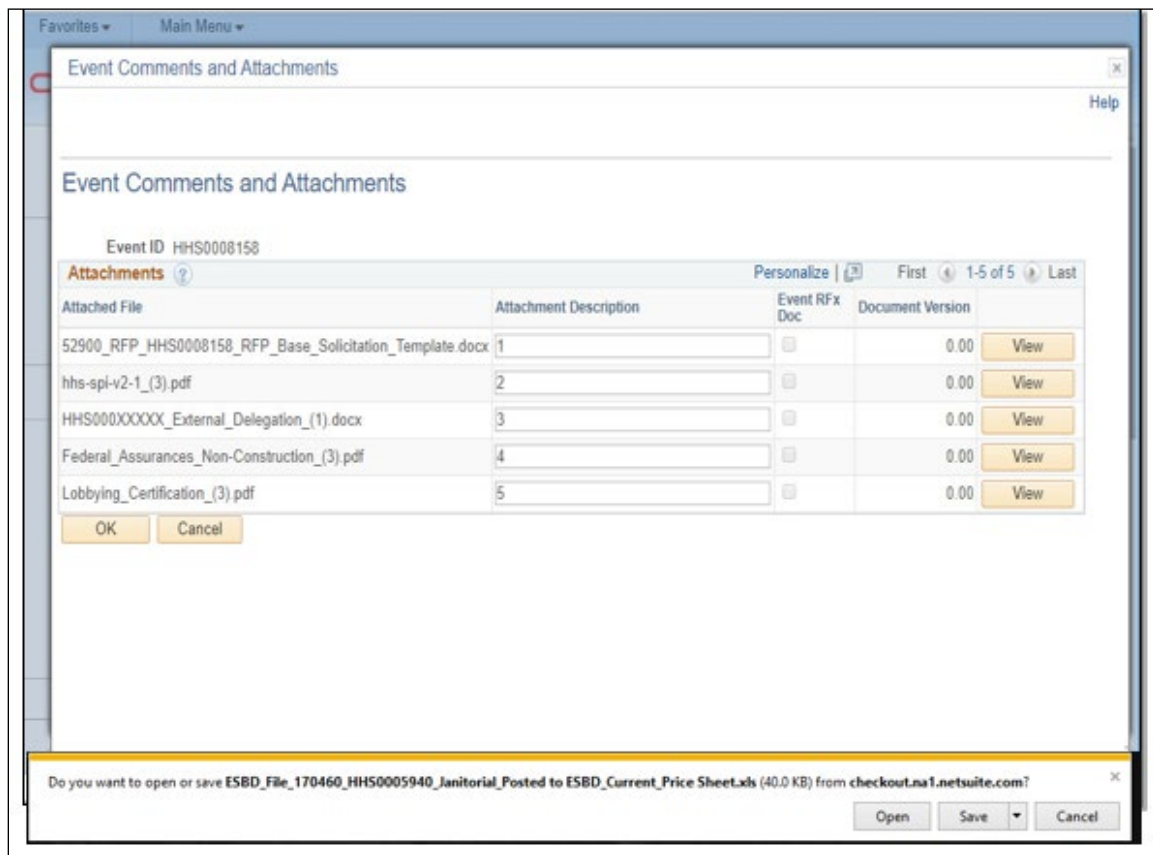
If you are using Microsoft Explorer, it will ask if you want to view or save the attachment.

Bidding on an Event

When you are ready to bid on an event, select "Bid on Event" on the Event Details screen.

You will receive a message asking you if you want to default the bid quantity for each line item to be equal to the requested quantity. If you select "Yes," the bid quantity for each line item will be defaulted to the requested bid quantity. If you select "No," the bid quantity for each line item will not be defaulted. Your response as "Yes" or "No" is applicable to IFB only. For RFP, you can respond as "No."

After selecting "Yes" or "No," you will be taken to the screen where you can submit your response to the solicitation. The top of the screen will indicate the total number of general event questions, the number of questions that are required, and the number of questions you've completed.

Under Event Questions, you will see required questions marked with a star. In the event that there is an ideal response, you will see the question noted with a gold icon with a red star.

Respond to the questions using the appropriate method (drop-down menu, open-entry text box, etc.).

Adding Comments or Attachments

For some questions, you can also add comments or attachments to enhance your response by selecting "Add Comments or Attachments."

Acceptable attachment file formats are: Microsoft Word, Project, and Excel; PDF, JPEG and XML. Note that maximum file size for each attachment is 250 MB.

To upload a file to be used as an attachment, select "Upload."

From the pop-up box that appears, select "Choose File."

Select the file you wish to upload.
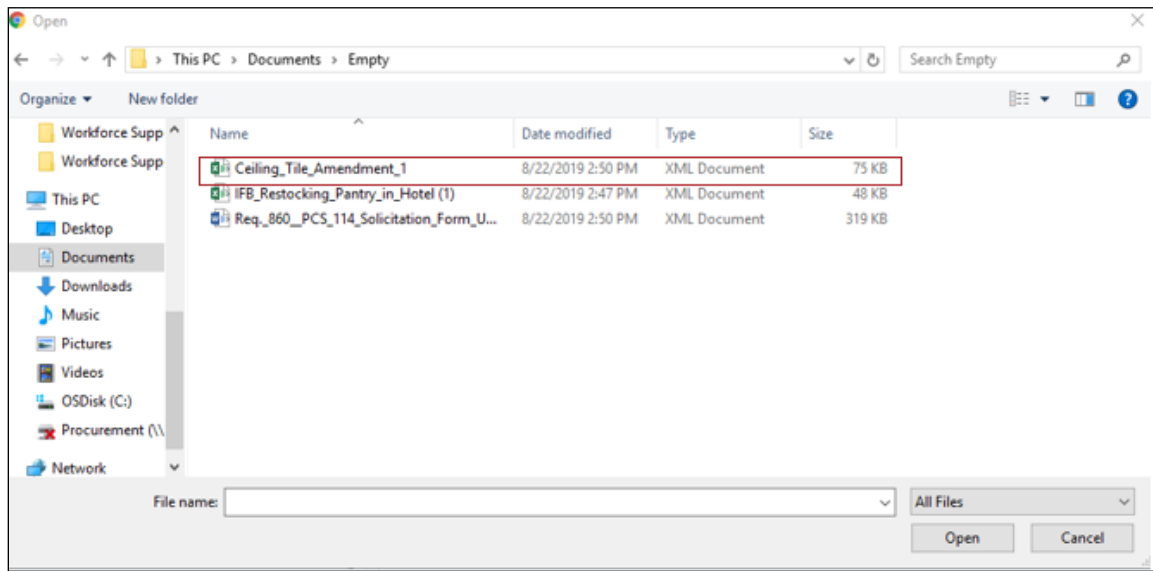
Then select "Open."
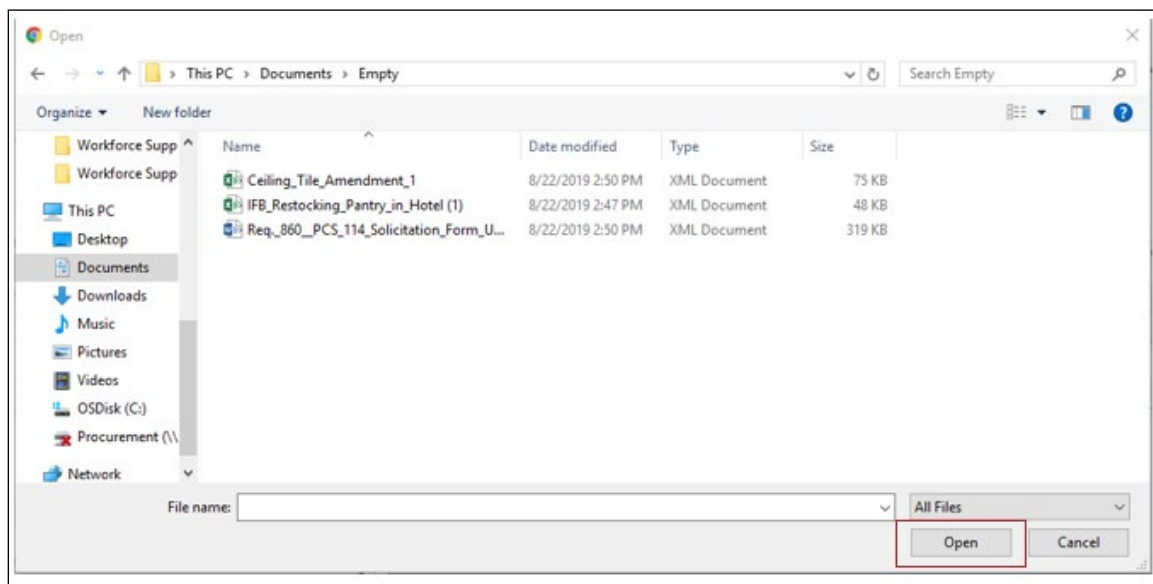
Next, select "Upload."
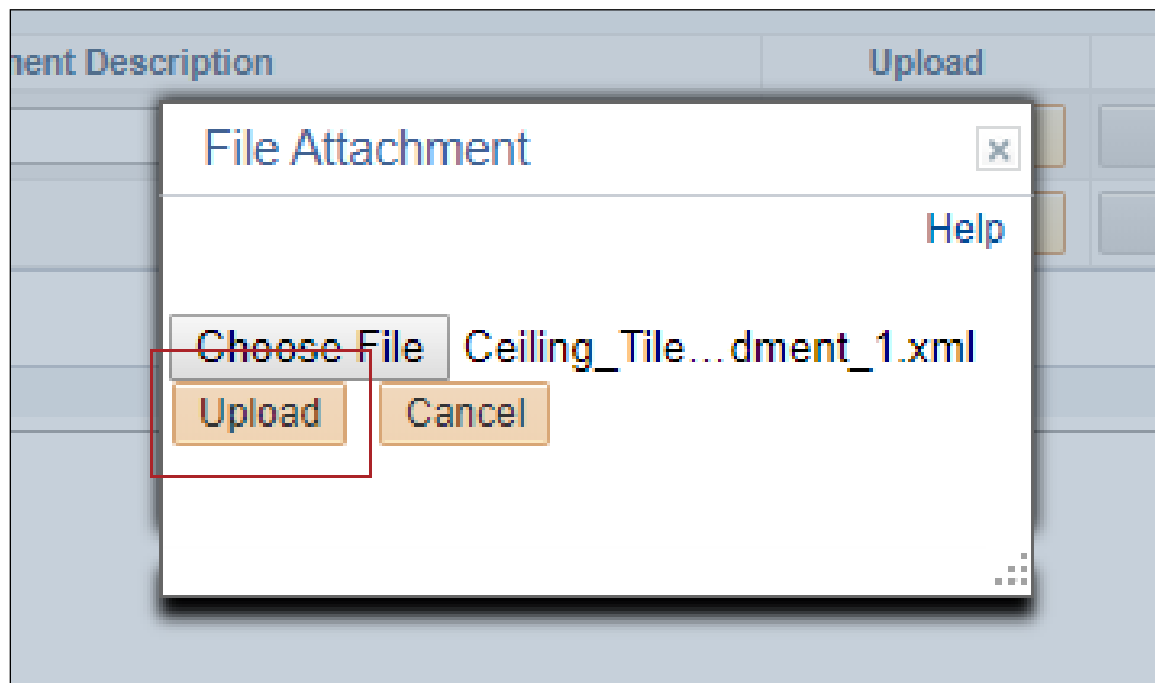
Add a meaningful description to your attachment so that the HHS purchaser knows what it is.
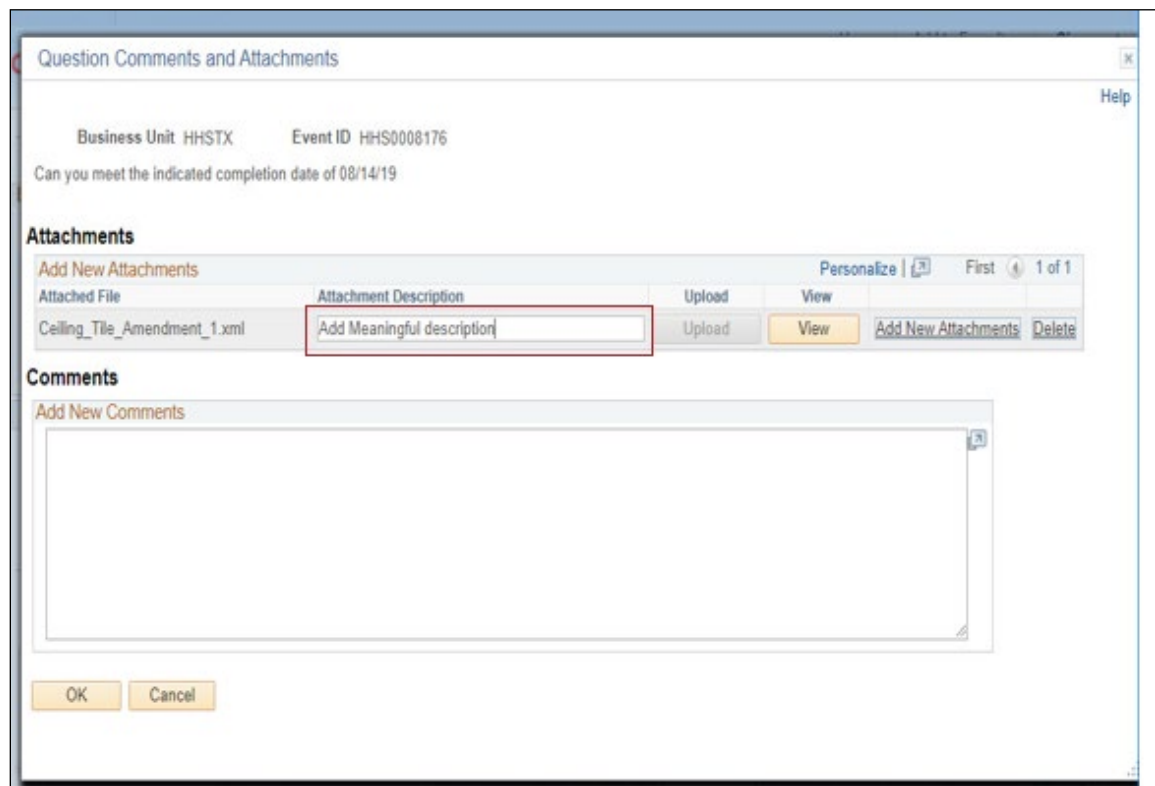
To add additional attachments, first select "Add New Attachments."

This will create a new row for which you can add attachments using the instructions above.

To delete a row, whether it contains an attachment or not, select "Delete."
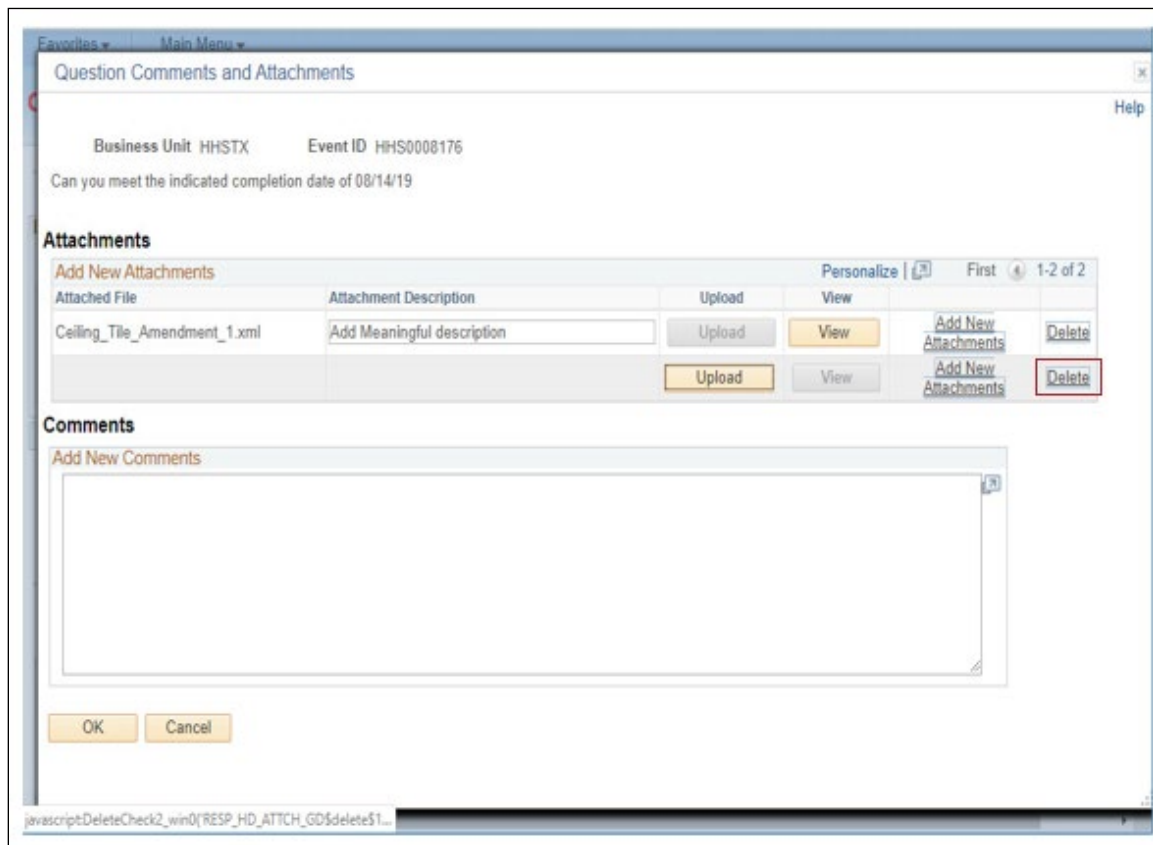
You will receive a confirmation message. If you would like to proceed with the delete, select "OK."
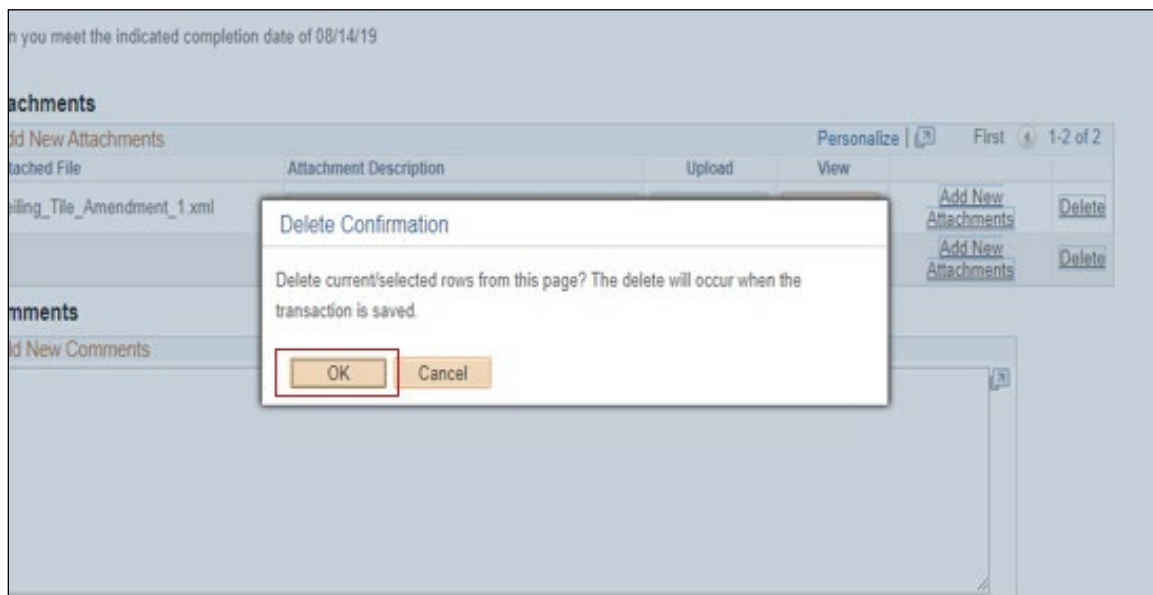
To add comments, enter your text into the open-entry text box.

When you are ready to return to the primary bid screen and save your changes, select "OK."

Adding Quantities and Prices (for IFB only)

If you selected "Yes" to default to the requested quantity for each item, the quantity will be completed for each line in on the bid screen. Otherwise, you will need to add the quantity you are proposing.

Pay careful attention to the unit type (case, box, etc.).

Add your unit bid price for each item. Again, this is the price for each unit, not for the total amount.

Lines										
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000	1.32	☐	0.0000 USD	Bid	◯
2		Lemon Pie	CS	560.0000	560.0000		☐	0.0000 USD	Bid	◯
3		Lime Pie	CS	280.0000	280.0000		☐	0.0000 USD	Bid	◯
4		Pudding, Vanilla	CS	784.0000	784.0000		☐	0.0000 USD	Bid	◯
5		Milkshake, Chocolate	CS	600.0000	600.0000		☐	0.0000 USD	Bid	◯
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		☐	0.0000 USD	Bid	◯
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	◯
8		Fish Fingers	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	◯
9		Beef Enchilada	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		☐	0.0000 USD	Bid	◯
11		Meat Lasagna	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯
12		French Toast	CS	1600.0000	1600.0000		☐	0.0000 USD	Bid	◯
13		Pizza, Pepperoni	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯

Personalize | First ◄ Previous Lines 1-13 of 13 Next Lines

Solicitation Package Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for considerat...

The total amount, which will be the unit price times the total units, will automatically calculate in the column labeled "Your Total Bid Price."

Lines										
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000	1.320000	☐	506.8800 USD	Bid	◯
2		Lemon Pie	CS	560.0000	560.0000	1.32	☐	0.0000 USD	Bid	◯
3		Lime Pie	CS	280.0000	280.0000		☐	0.0000 USD	Bid	◯
4		Pudding, Vanilla	CS	784.0000	784.0000		☐	0.0000 USD	Bid	◯
5		Milkshake, Chocolate	CS	600.0000	600.0000		☐	0.0000 USD	Bid	◯
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		☐	0.0000 USD	Bid	◯
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	◯
8		Fish Fingers	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	◯
9		Beef Enchilada	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		☐	0.0000 USD	Bid	◯
11		Meat Lasagna	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯
12		French Toast	CS	1600.0000	1600.0000		☐	0.0000 USD	Bid	◯
13		Pizza, Pepperoni	CS	800.0000	800.0000		☐	0.0000 USD	Bid	◯

Personalize | First ◄ Previous Lines 1-13 of 13 Next Lines

Solicitation Package Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for considerat...

Choosing Not to Bid on an Item

Some solicitations allow you to opt out of bidding on a particular item. If you don't want to bid on a particular item, select the check box next to that line item in the column labeled "No Bid."

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000	1.320000	☐	506.8800 USD	Bid	
2		Lemon Pie	CS	560.0000	560.0000	1.320000	☐	739.2000 USD	Bid	
3		Lime Pie	CS	280.0000			☑	0.0000 USD	Bid	
4		Pudding, Vanilla	CS	784.0000			☑	0.0000 USD	Bid	
5		Milkshake, Chocolate	CS	600.0000	600.0000		☐	0.0000 USD	Bid	
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		☐	0.0000 USD	Bid	
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	
8		Fish Fingers	CS	3000.0000	3000.0000		☐	0.0000 USD	Bid	
9		Beef Enchilada	CS	800.0000	800.0000		☐	0.0000 USD	Bid	
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		☐	0.0000 USD	Bid	
11		Meat Lasagna	CS	800.0000	800.0000		☐	0.0000 USD	Bid	
12		French Toast	CS	1600.0000	1600.0000		☐	0.0000 USD	Bid	
13		Pizza, Pepperoni	CS	800.0000	800.0000		☐	0.0000 USD	Bid	

Lines   Personalize | 🗗   First ◄ Previous Lines 1-13 of 13 Next Lines

Solicitation Package Comments and Attachments

Validating Entries

When you've completed the information for your bid, select "Validate Entries." The system will check to ensure you've completed all required components of your bid.

Lemon Pie	CS	560.0000	560.0000	1.320000	☐	739.2000 USD	Bid	◌
Lime Pie	CS	280.0000			☑	0.0000 USD	Bid	◌
Pudding, Vanilla	CS	784.0000			☑	0.0000 USD	Bid	◌
Milkshake, Chocolate	CS	600.0000	600.0000	0.980000	☐	588.0000 USD	Bid	◌
Milkshake, Vanilla	CS	1000.0000	1000.0000	1.200000	☐	1,200.0000 USD	Bid	◌
Fish Portion, Breaded	CS	3000.0000	3000.0000	1.200000	☐	3,600.0000 USD	Bid	◌
Fish Fingers	CS	3000.0000	3000.0000	1.200000	☐	3,600.0000 USD	Bid	◌
Beef Enchilada	CS	800.0000	800.0000	1.200000	☐	960.0000 USD	Bid	◌
Burrito, Bean and Cheese	CS	396.0000			☑	0.0000 USD	Bid	◌
Meat Lasagna	CS	800.0000			☑	0.0000 USD	Bid	◌
French Toast	CS	1600.0000			☑	0.0000 USD	Bid	◌
Pizza, Pepperoni	CS	800.0000			☑	0.0000 USD	Bid	◌

Package Comments and Attachments

nt in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

mit Bid	Save for Later		Validate Entries

vent Search

If there are items to correct, you will receive a message telling you to see the message(s) at the top of the page. Select "OK."

The message(s) will alert you to any item(s) you need to complete.
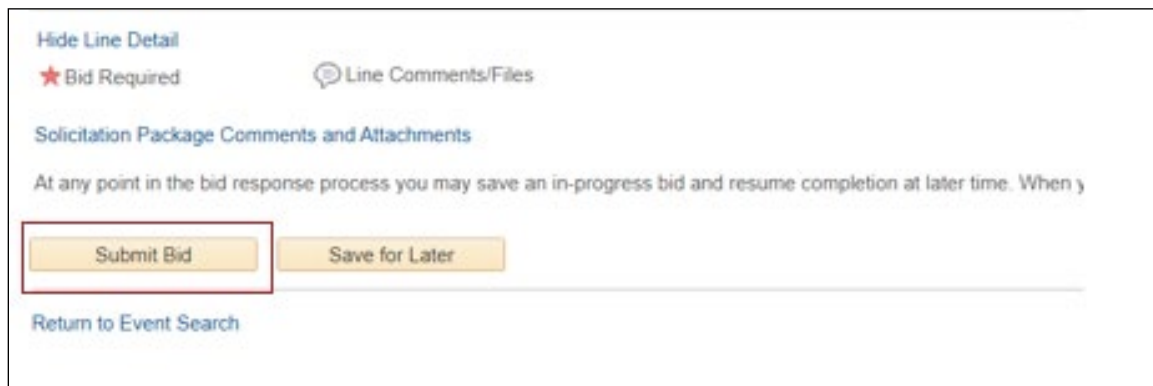
It is recommended that after you correct the error(s), you validate again. When there are no errors found, you will receive a message stating "No errors found."
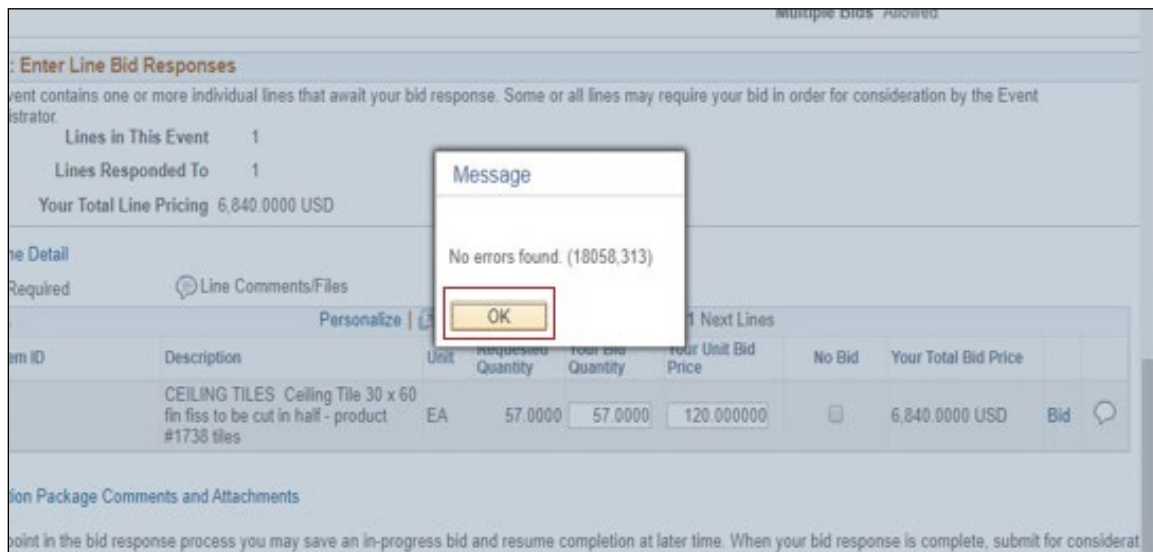
Saving a Bid

If at any time you need to leave your bid but are not ready to submit, simply select "Save for Later."

You will receive a notification letting you know that your bid is not complete. By selecting "OK," you will be able to save your bid for submittal at a later time.

Make note of the event ID so that you can easily locate the bid later.

It is recommended that you review your submitted bid immediately after submitting it in order to identify and correct and bid response issues.

Accessing a Saved Bid

To access a saved bid, begin by locating the event, either by searching for the event using the name or event ID, or by locating the event under the "All Bid Events" tab from the Work Center home screen.
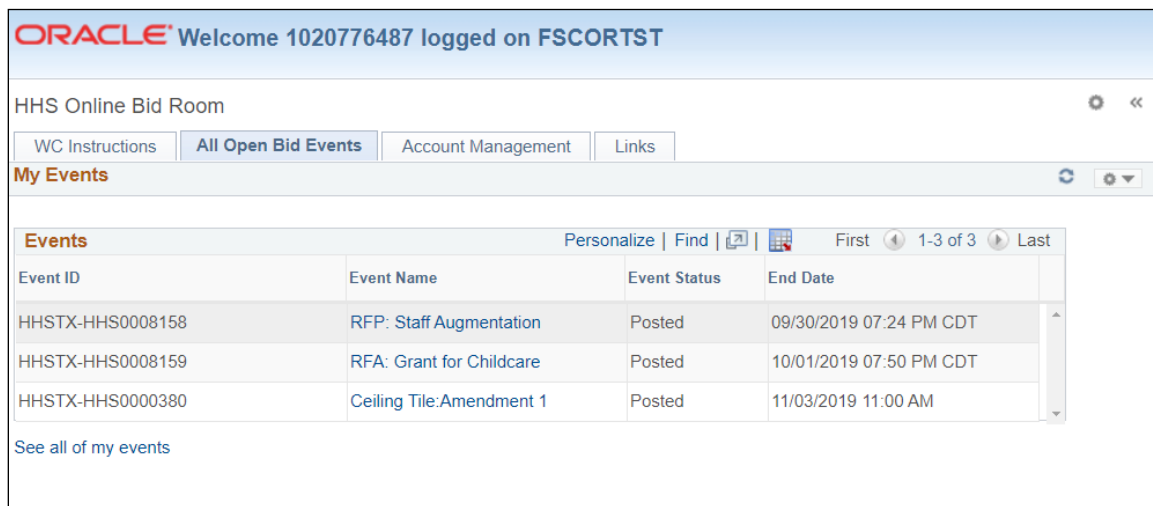
Select the event you wish to access from the list or from your search results.

Then select "View/Edit Saved and Submitted Bids."

This will open a list of your saved and submitted bids for this particular solicitation.

To view or edit the bid, select "View/Edit."

This will take you back to the main bid screen for this event with your saved information.

Submitting a Bid

When you are ready to submit your bid for a particular event, select "Submit Bid" from the main bid screen for that event.

You will receive a confirmation that your bid has been submitted. It is recommended that you print a copy of this page for your records.

Selecting "OK" will take you back to the Work Center.

Using XML to Bid on an Event (for IFBs)

To upload a bid response using XML, you must first download the XML template for the event on which you want to bid.

From the main bid screen for the event, select "View Event Package."

Locate the XML file from the list and select "View" to download.

If you are using Google Chrome, the attachment will download automatically and appear in the bottom download tray of your browser.

If you are using Microsoft Explorer, it will ask if you want to view or save the attachment.

You can then open the file by right-clicking and selecting "Open with."
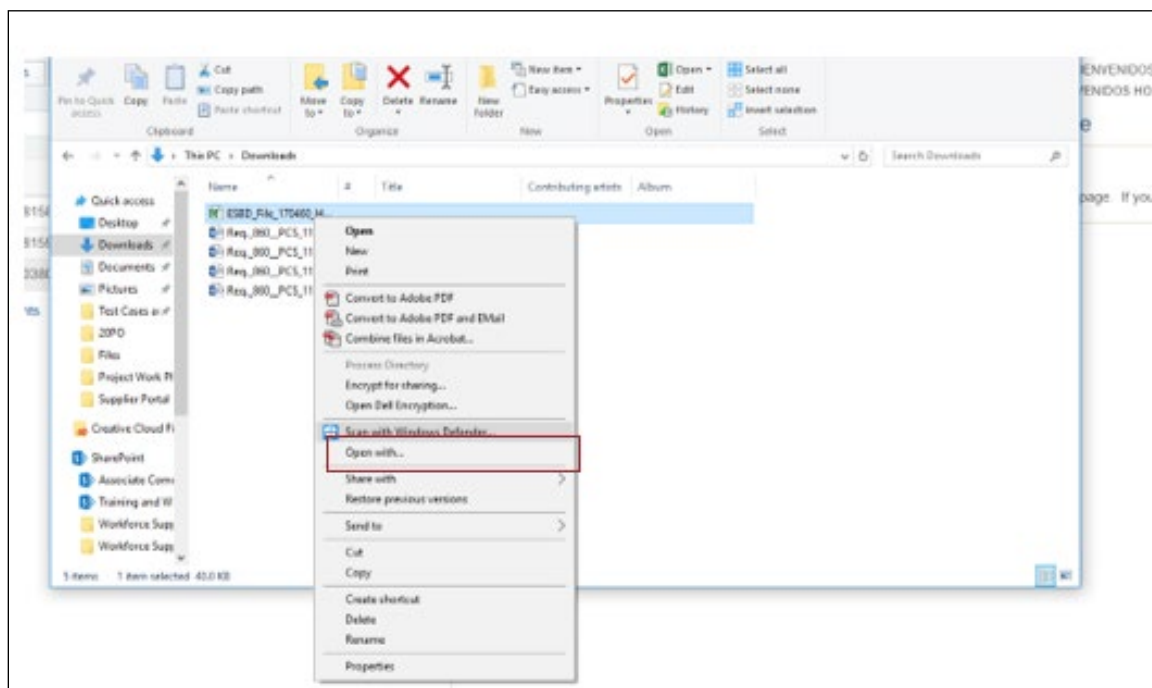
Then select "Excel" from the list.
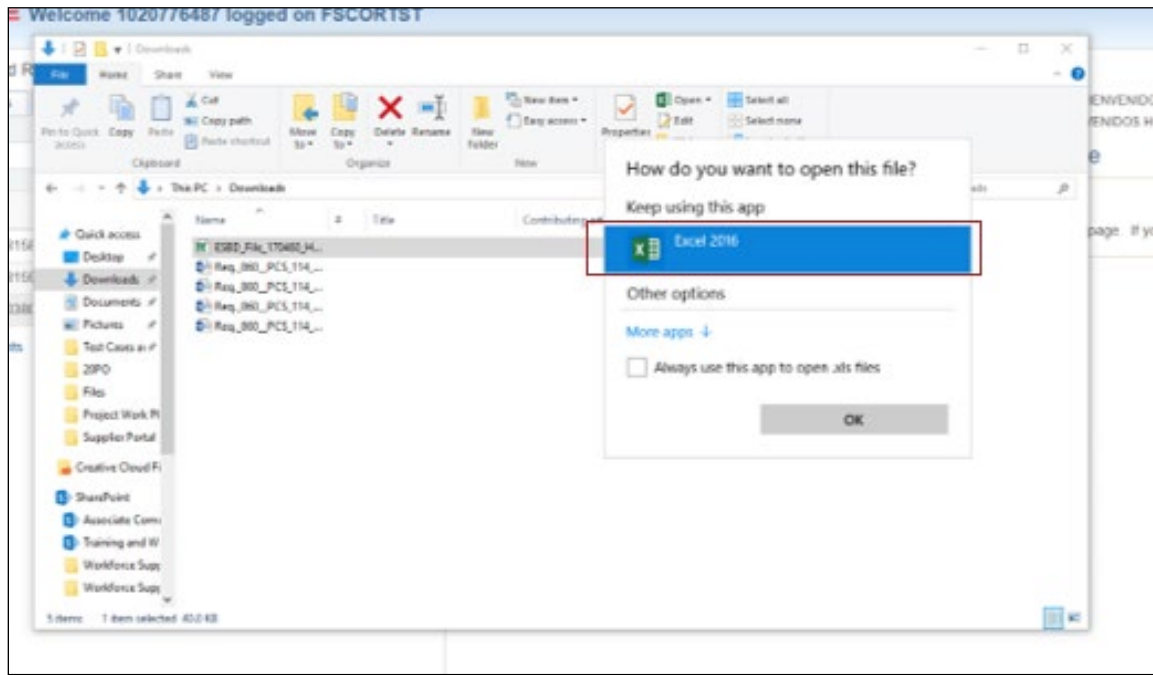
After opening the spreadsheet, complete the required information.
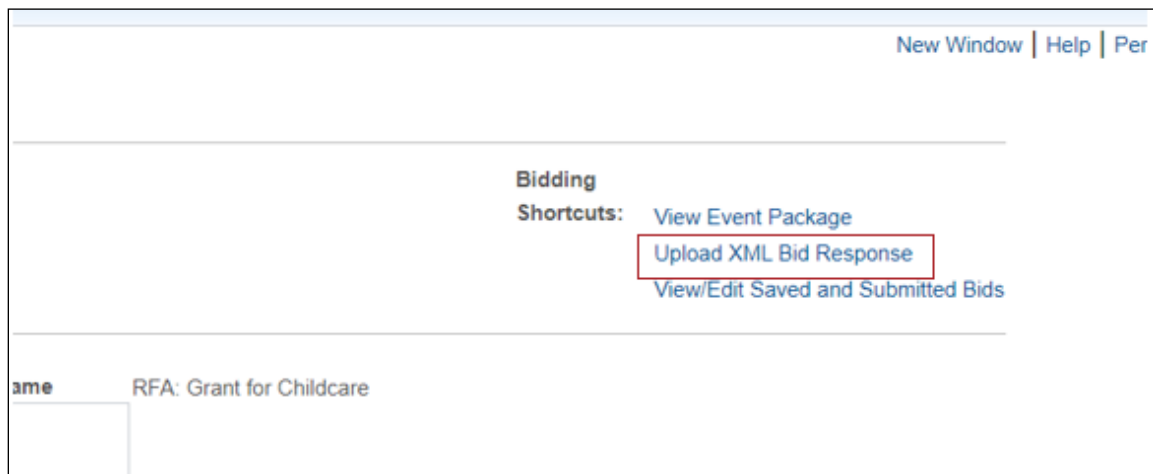
Then save the spreadsheet, making sure that you do not change the event ID reference in the file name, as the HHS Online Bid Room will look for this ID to associate the file with the correct event. Select File -> Save As -> XML Spreadsheet.
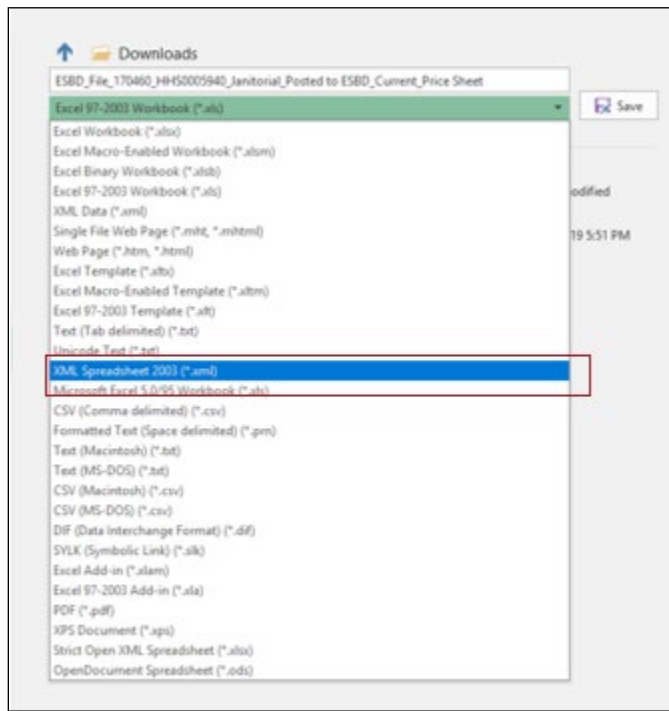
To upload the XML spreadsheet, select "Upload XML Bid Response" from the main bid screen for that event.

Select "Select XML File."

Select "Choose File."

Next, select the XML file you completed.
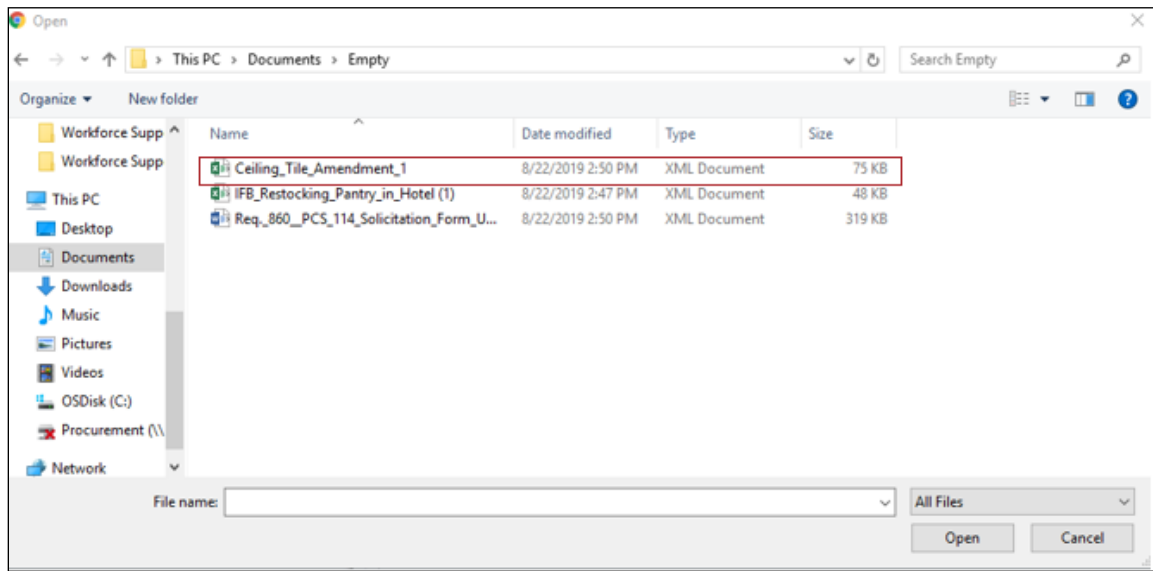
Then select "Upload."
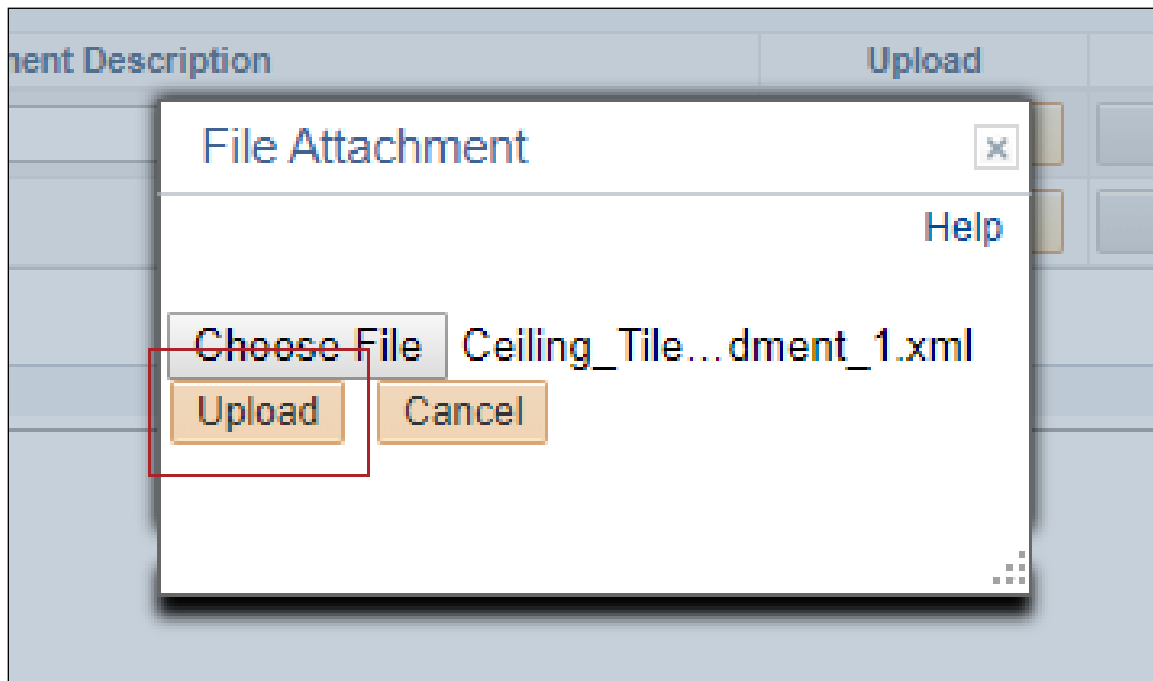
If the file is successfully uploaded, you will be taken back to the main bid screen for this event. You can then validate and submit your bid.