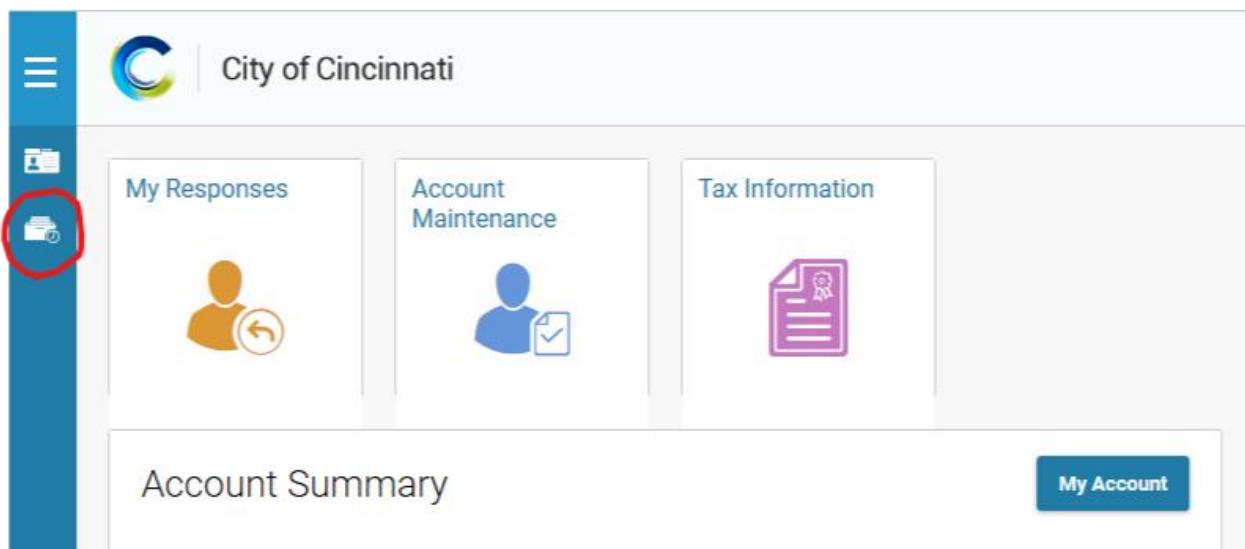


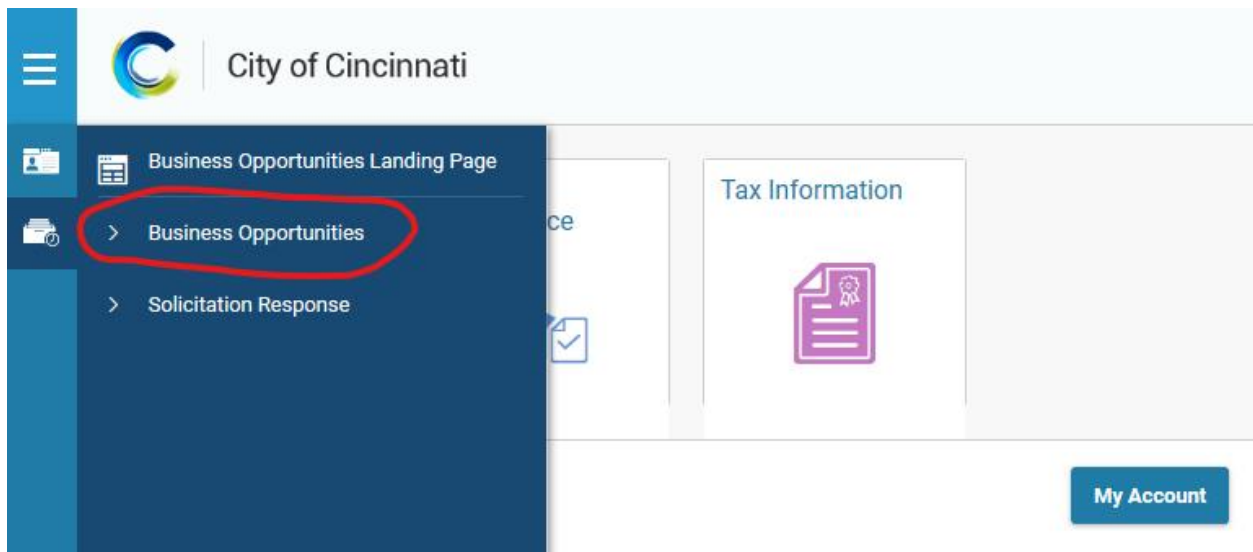
INSTRUCTIONS FOR SUBMITTING ONLINE BIDS

Note: You must be the Primary/Master VSS User on your account to submit an electronic bid.

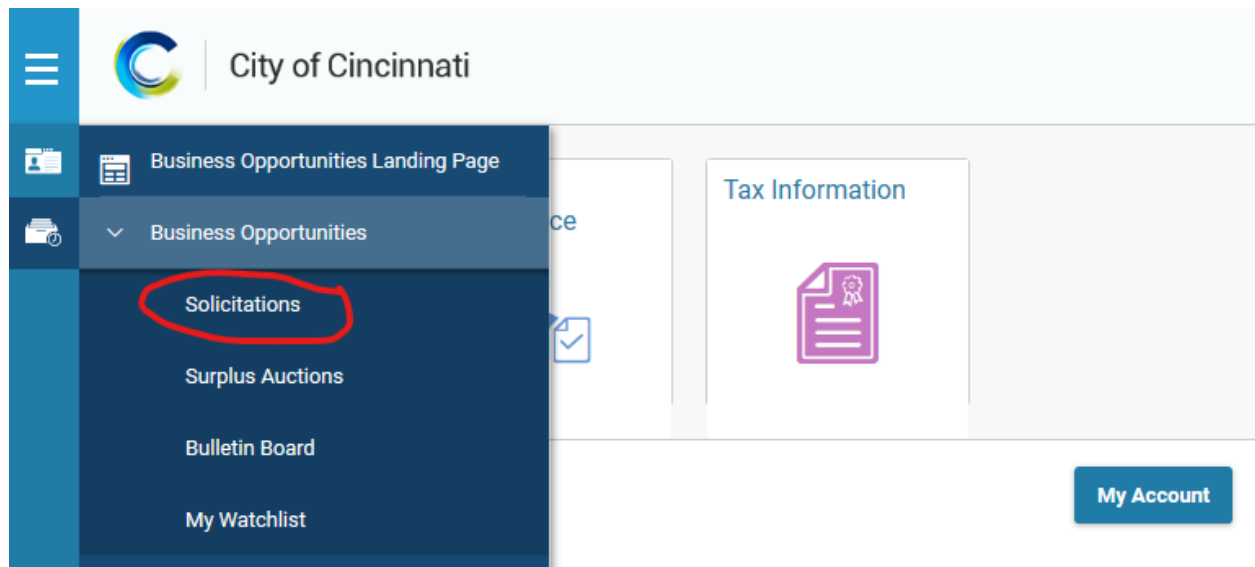
1. Log into VSS at <https://vss.cincinnati-oh.gov/vssprod/Advantage4>
2. Click on “Business Opportunities” icon on the left of the screen (circled in red below).



And then click on the “Business Opportunities” text.



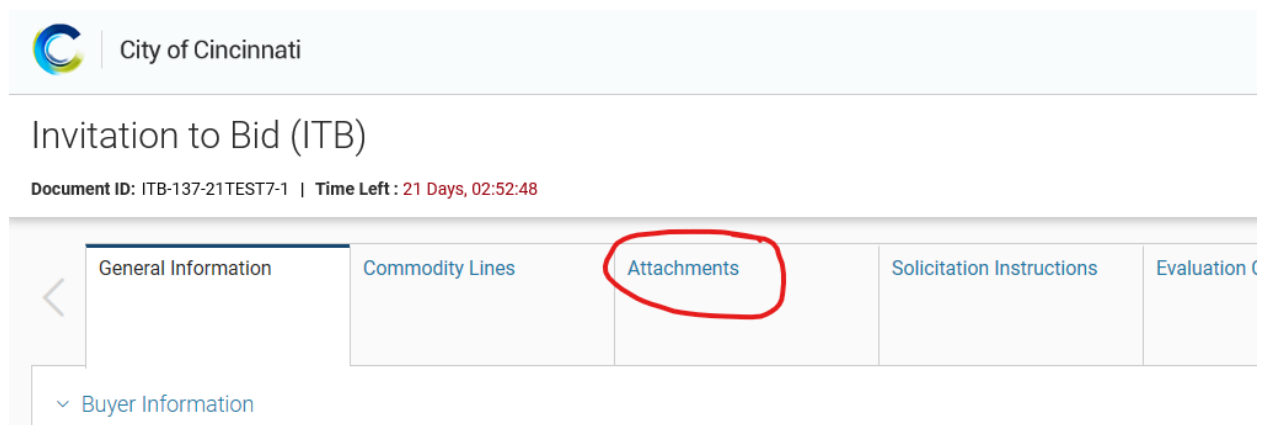
Then click on “Solicitations”.



3. You have now arrived at the list of all the City’s active solicitations. Clicking on the hyperlink for any of the listed bids will bring up detailed information about that solicitation.

Description	Department / Buyer	Solicitation Number / Type / Category
▶ Aircraft Tires	Finance, Purchasing Mark Menkhaus	ITB-137-21TEST7-1 Invitation to Bid (ITB)

Once you’ve clicked on a solicitation, you can download the documents associated with it by clicking on the “Attachments” tab at the top of your screen.



Clicking on the Evaluation Criteria tab will allow you to preview the questions that you'll be asked when responding to the solicitation.

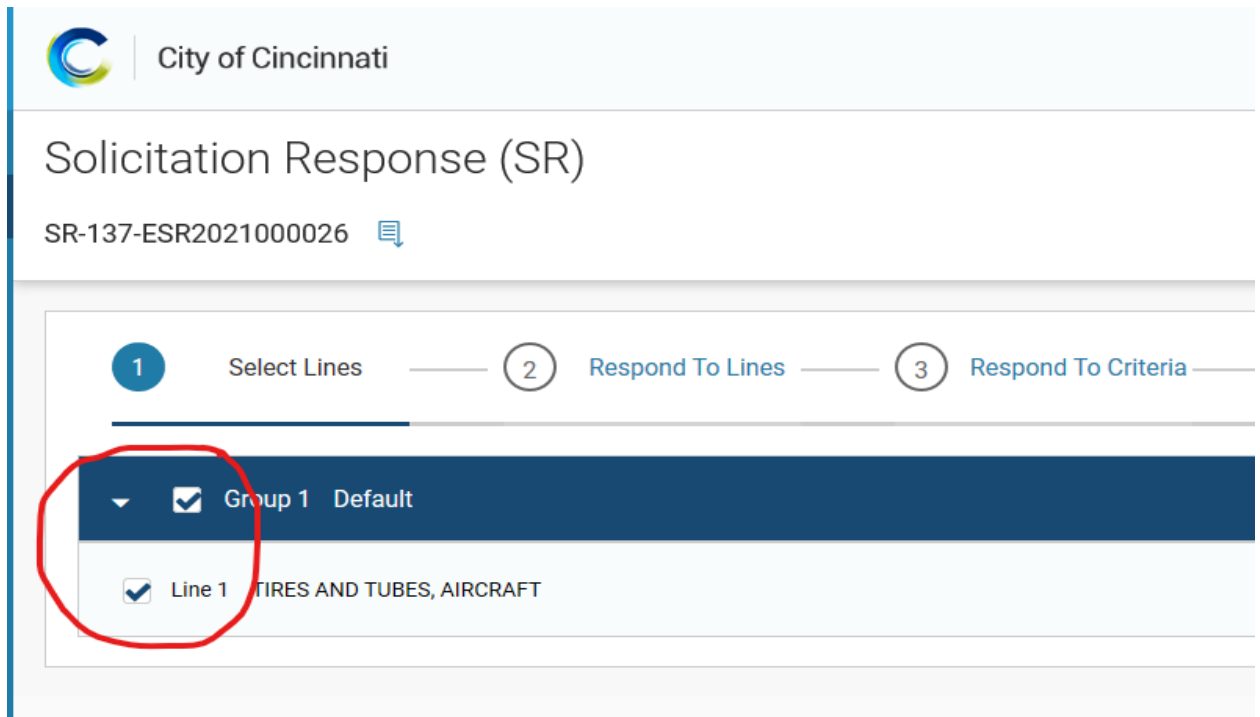
The screenshot shows a web interface with a top navigation bar containing five tabs: 'modity Lines', 'Attachments', 'Solicitation Instructions', 'Evaluation Criteria', and 'Terms & Conditions'. The 'Evaluation Criteria' tab is highlighted with a red circle. Below the tabs is a 'View per Page' dropdown menu set to '20', with options for 20, 50, and 100. The main content area is a table with two columns: 'Points' and 'Description'. The table contains three rows of evaluation criteria:

Points	Description
-	Provide your name and title in the text box.
-	Have you completed the required forms from Section 2 of the bid document?
-	Have you completed the Excel bid form (Section 3)?

4. If you are choosing to respond to an Invitation to Bid, make sure you download all of the file attachments and read them thoroughly. We recommend that you complete any required documents, such as inclusion forms or Excel price tables, before going any further.
5. Once you have thoroughly read the Invitation to Bid documents and filled out any required forms, you are ready to submit an online bid (also referred to as a "Solicitation Response"). To begin, click on "Respond Online".

The screenshot shows a navigation bar with a blue button labeled 'Respond Online' with a star icon, a 'Back' button with a left arrow, and a vertical ellipsis menu. Below this is a table with two columns: 'Events' and 'Q&A List'. To the right of the table is a blue arrow pointing right. At the bottom of the page is a pagination bar showing 'Page 1 of 1' with navigation arrows.

6. Clicking on “Respond Online” opens up the “Solicitation Response” function. This is where you will input your bid. First, you’ll need to decide which lines you are bidding. Many solicitations will have only a single line. The system will assume you are bidding on all lines as a default. You may uncheck lines that you are not bidding, but beware that some solicitations require all lines to be bid in order to be responsive.



City of Cincinnati

Solicitation Response (SR)

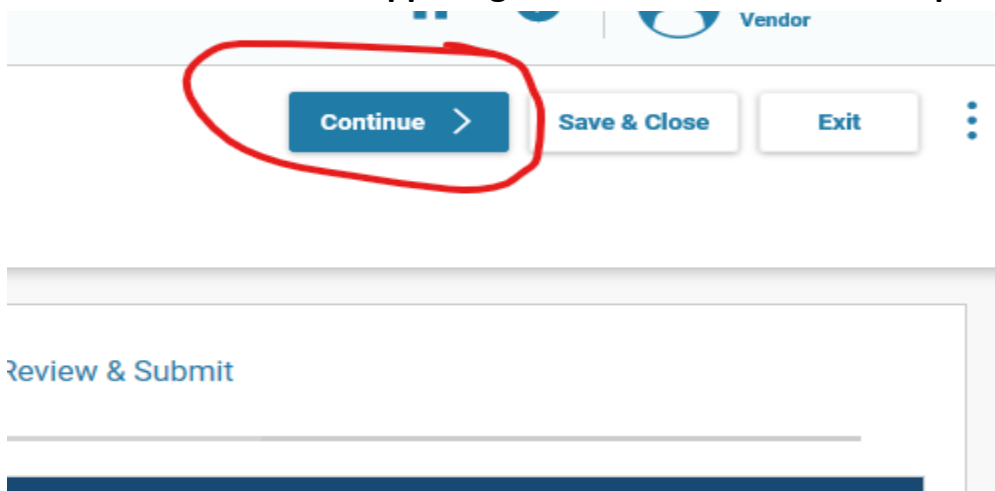
SR-137-ESR2021000026

1 Select Lines — 2 Respond To Lines — 3 Respond To Criteria

▼ ☒ Group 1 Default

☒ Line 1 TIRES AND TUBES, AIRCRAFT

Click “Continue” in the upper right corner to move on to Step 2.



Vendor

Continue > Save & Close Exit

Review & Submit

7. Step 2 is where you will enter your bid in the “Contract Amount” box. (Many times, the system will instruct you to enter the “Unofficial Total” from the Excel bid form.)

2 Respond To Lines — 3 Respond To Criteria — 4 Enter Discounts & Comments — 5 Add Attachments — 6 Review & Submit

modity Line Details

My Offer

modity Description
ift Tires
modity Specifications

Response Type

Bid

Alternate Specs Submitted

No

Comments

Contract Amount

Click “Continue” in the upper right corner to move on to Step 3.

Vendor

Continue >

Save & Close

Exit

Review & Submit

8. Step 3 will ask you a series of questions to help ensure that you have met the requirements of the Invitation to Bid. Answer all questions in Step 3 before proceeding. Note that the exact questions may vary by solicitation.

Criteria Response

1 - 3 of 3 Records View per Page - 20 50 100

Criteria	Criteria	Description
Questionnaire	-	Provide your name and title in the text box.
Questionnaire	-	Have you completed the required forms from Section 2 of the bid document?
Questionnaire	-	Have you completed the Excel bid form (Section 3)?

Click “Continue” in the upper right corner to move on to Step 4.

Vendor

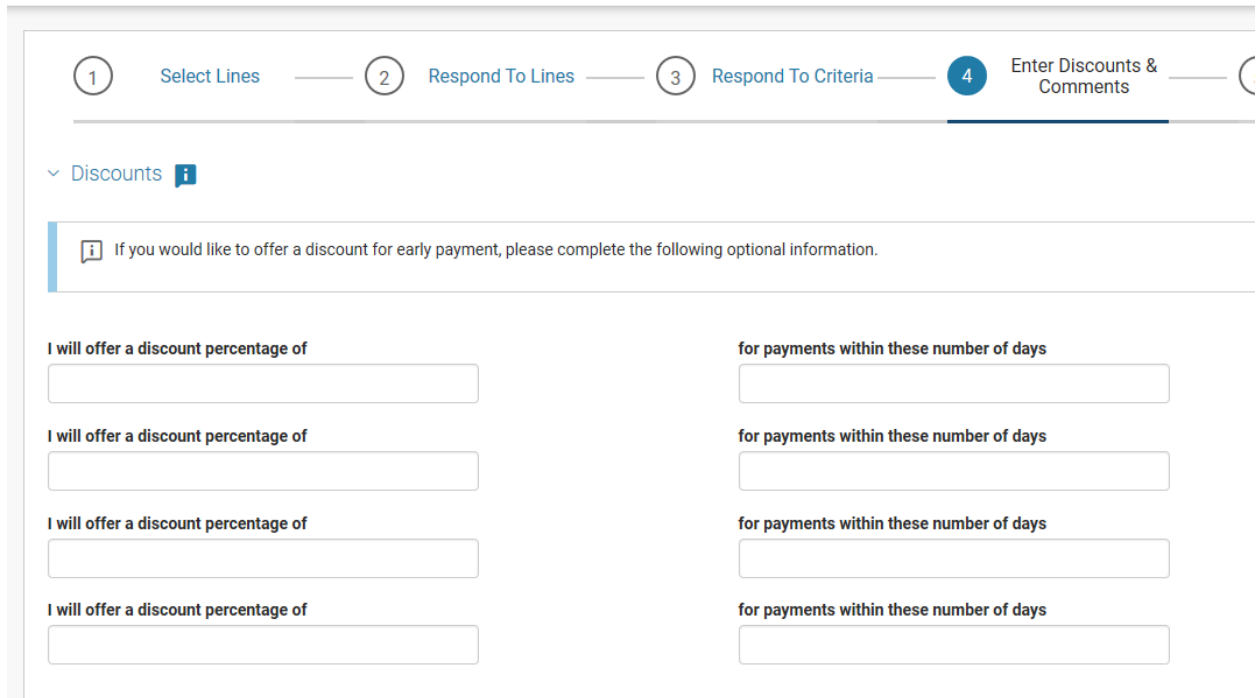
Continue > Save & Close Exit

Review & Submit

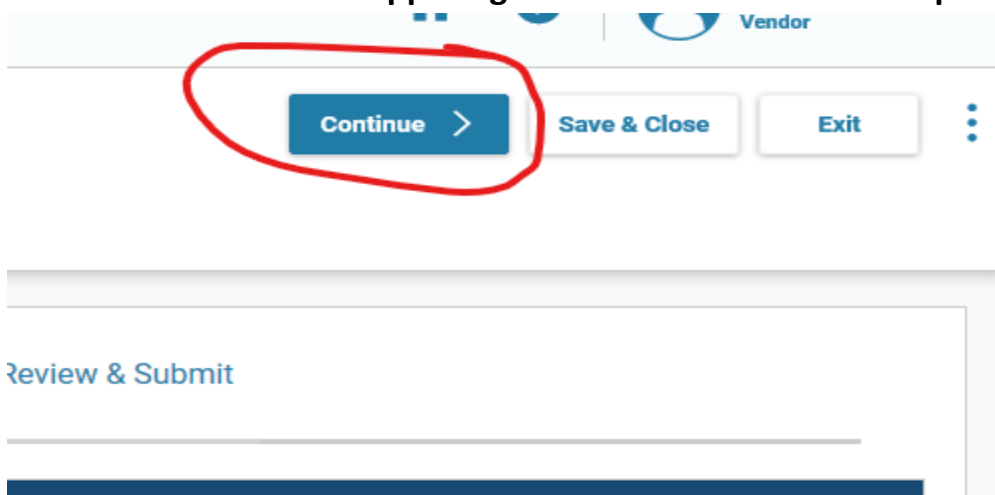
9. Step 4 would be used to enter discounts for early payment of invoices. Please note that the City is not entertaining discounts at this time. Please leave these fields blank.

Solicitation Response (SR)

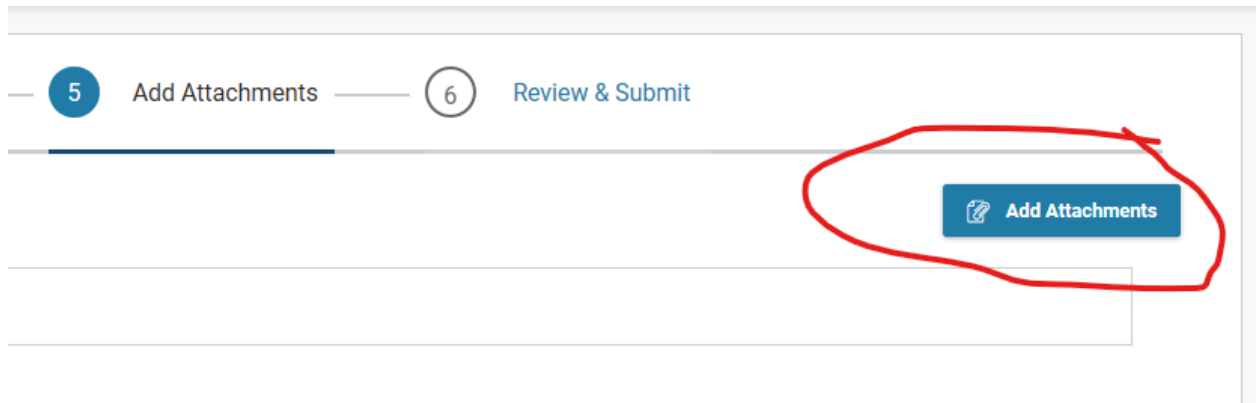
SR-137-ESR2021000026 



Click “Continue” in the upper right corner to move on to Step 5.

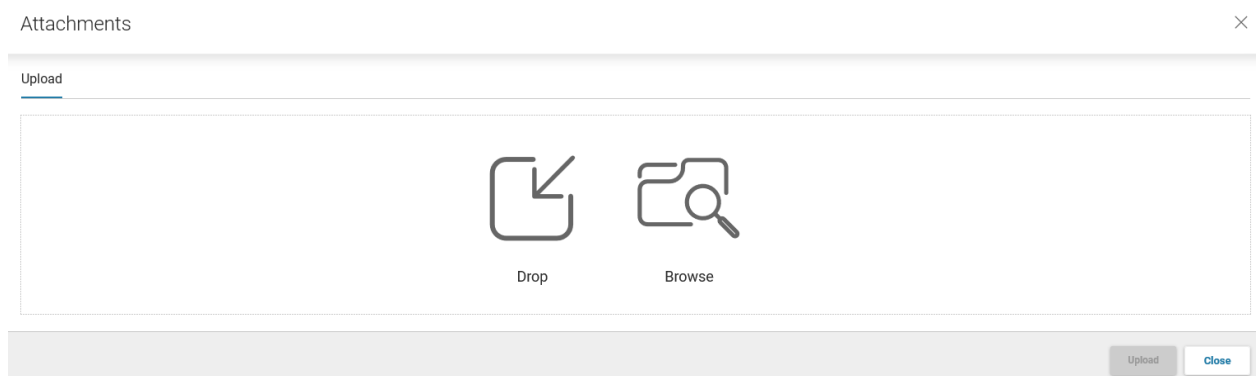


10. Step 5 allows you to upload file attachments with your bid. Most Invitations to Bid require forms to be submitted. To begin uploading files, click “Add Attachments”.



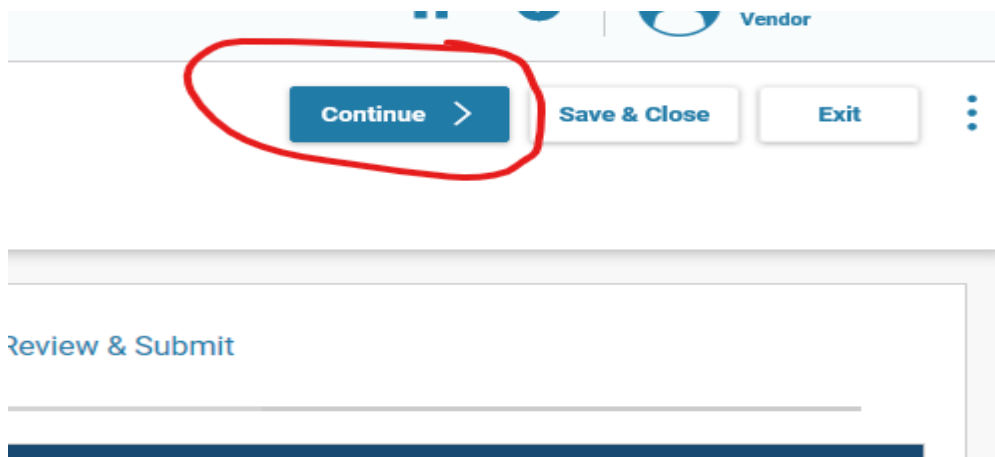
This screenshot shows a progress bar at the top with two steps: '5 Add Attachments' (highlighted with a blue circle) and '6 Review & Submit'. Below the progress bar is a large, empty rectangular box for file uploads. In the top right corner of the main content area, there is a blue button with a document icon and the text 'Add Attachments', which is circled in red.

You may browse for individual files stored on your device or use the drag and drop function to add multiple attachments at once.



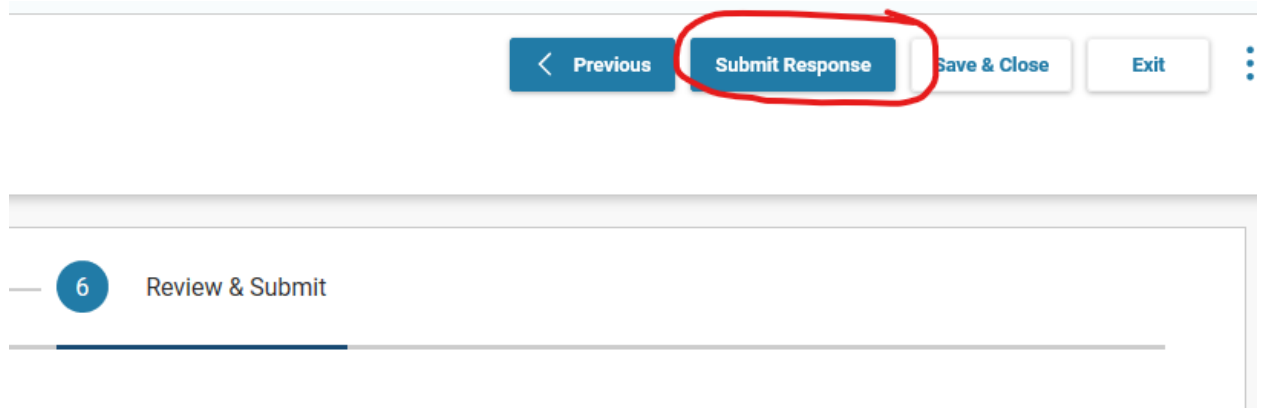
This screenshot shows a modal window titled 'Attachments' with a close button (X) in the top right. The 'Upload' tab is selected. The main area contains two large icons: a 'Drop' icon (a square with a downward arrow) and a 'Browse' icon (a folder with a magnifying glass). At the bottom right, there are 'Upload' and 'Close' buttons.

Take time to verify that you have uploaded all required documents before proceeding. Click “Continue” in the upper right corner to move on to Step 6.

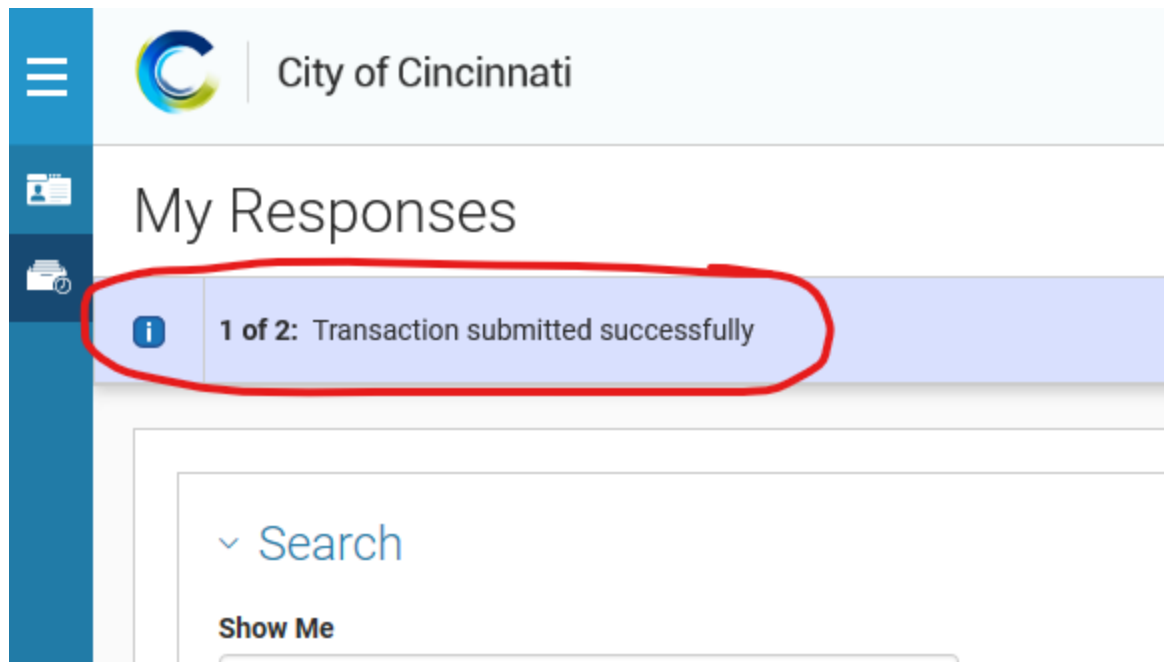


This screenshot shows the 'Review & Submit' step. At the top, there is a header with a 'Vendor' label. Below the header is a row of buttons: 'Continue >', 'Save & Close', and 'Exit'. The 'Continue >' button is circled in red. Below the buttons is a large, empty rectangular box for reviewing the submission.

11. Review your solicitation response and click “Submit Response” when ready.

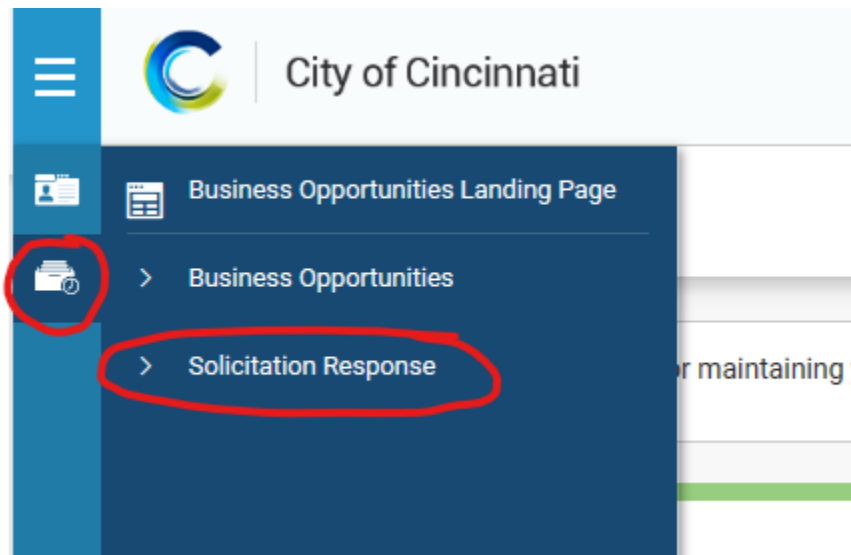


12. Submitting your bid will direct you to the “My Responses” page. You should see a message that your “Transaction submitted successfully”:



13. Editing or Withdrawing a Solicitation Response:

Any Solicitation Response that you've started can be accessed again by clicking on the "Business Opportunities" icon in the left margin and the "Solicitation Response" tab.



Click My Responses to see all the bids you've started:



You can edit or withdraw the Solicitation Response at any time prior to the bid closing by clicking on the hyperlink for that Response.

My Responses

Grid Actions ▾			
1 - 14 of 14 Records			View per Page -
Link to Response ▾	Response Status ▾	Response Date ▾	So
SR-137-ESR2021000026-1	Accepted	11/09/2020	ITE
SR-137-ESR2021000020-1	Draft	10/15/2020	RFI
SR-137-ESR2021000018-1	Draft	10/08/2020	ITE
SR-137-ESR2021000013-1	Old Version	09/29/2020	ITE
SR-137-ESR2021000022-2	Draft	10/15/2020	ITE

To make changes to the bid or the attachments, click “Edit Response” and go back through each of the six steps.

Continue

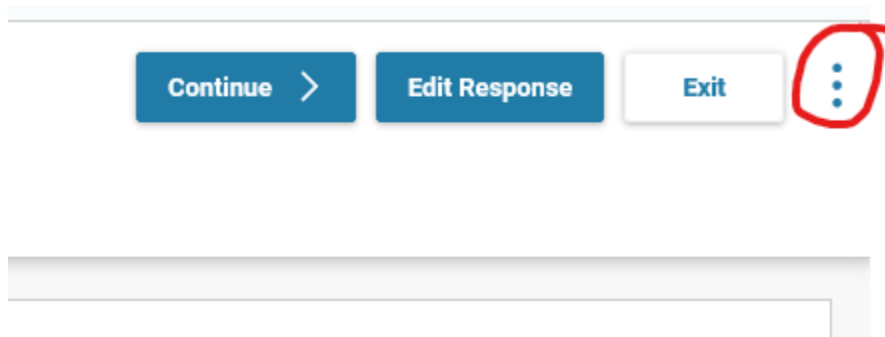
Edit Response

Exit

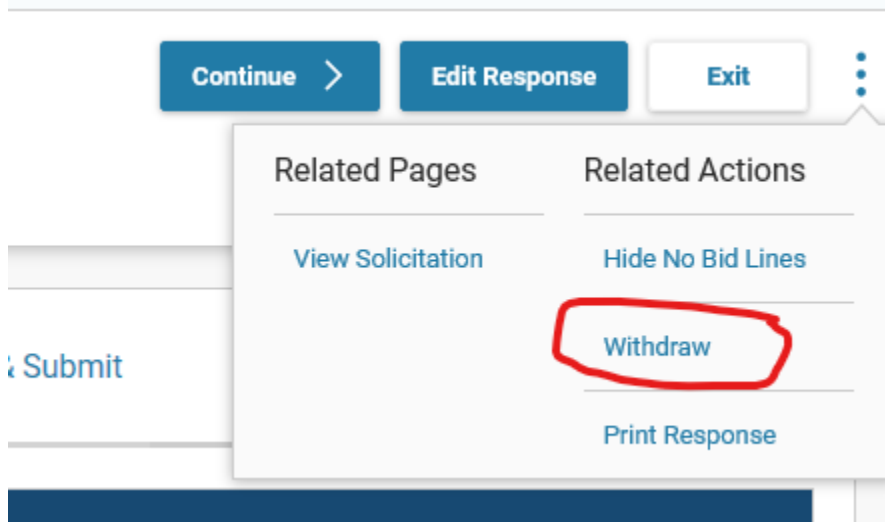
⋮

& Submit

To “Withdraw” a solicitation response, click on the three dots to expand the menu. Bids may only be withdrawn before the due date.



Select Withdraw from the menu.



Confirm that the Withdraw was successful.

