



VSS BID SUBMITTAL

COUNTY OF SUMMIT OHIO

Bid Search, Review: Information, Events, Addenda, Items, Evaluation
Questions, Creating a Bid, Bid Submittal and Resources Menu

McNulty, Shannon
VendorSelfService@summitoh.net

Vendor Self Service Quote, RFP or Bid Submittal Instructions

Vendor Self Service Log in at <https://summitcountyoh.munisselfservice.com/vss/>

Bids

Bid Search

Choose a type from the drop-down box and/or check Open Bids Only. Click on Search.

Bids Search
[Vendor Self Service](#) | [Return to My Bids](#)

Type Any Type

Number (other search criteria will be ignored)

Description

Status Open Bids only

Search **Clear**

Bids Search

[Vendor Self Service](#) | [Return to My Bids](#)

Type Any Type

Number (other search criteria will be ignored)

Description

Status

Search **Clear**

Vendor Self Service Quote, RFP or Bid Submittal Instructions

Click on the number you would like to view.

Bids Search Results

[Vendor Self Service](#) | [Modify Search](#) | [New Search](#) RSS

All times reflect (UTC-05:00) Eastern Time (US & Canada)

1 Found 1-1

Type	Number	Description	Due By	Opening	Status
Request for Proposal	20230006	Test RFP in Train Environment	02/12/23 03:30 PM	02/12/23 03:31 PM	Accepting Proposals

Information Tab - View/Download all attachments.

Request for Bids
Status: Open

[Return to Search Results](#) Create Bid

Information | Events | Addenda | Items | Evaluations

Type Request for Proposal
Number 20230006
Description Test RFP in Train Environment Attachments: (3)

Due by 02/12/2023 03:30 PM (UTC-05:00) Eastern Time (US & Canada)
Opening date 02/12/2023 03:31 PM (UTC-05:00) Eastern Time (US & Canada)
Approximate award date 02/13/2023 12:00 PM (UTC-05:00) Eastern Time (US & Canada)

Events Tab

Request for Bids
Status: Open

[Return to Search Results](#) Create Bid

Information | Events | Addenda | Items | Evaluations

Question Deadline

Location:
When: 2/10/2023 12:00:00 PM
Description
All questions must be emailed.
Comments
The County of Summit will not be responsible for oral clarification.
Contacts
Shannon McNulty shmcnulty@summitoh.net

All questions must be asked by email.

Vendor Self Service Quote, RFP or Bid Submittal Instructions

Addenda Tab (if applicable) - View any addenda, reason, description, and any attachments.

Reason	Description	Creation Date	Attachments
Evaluations updated		2/9/2023 2:10:35 PM	(0)
Due Date Extension		2/9/2023 3:25:19 PM	(0)
Due Date Extension		2/10/2023 1:50:40 PM	(0)

Items Tab - view unit pricing description for each line item.

RFP Description (All items require responses)

Description	Quantity	UOM	Attachm
Commodity: 92500 Must add \$1. Contract fees will be negotiated	1.00	EA	(0)

Evaluations Tab - Answer all required questions.

Bid Tabulation

Q1: We accept the RFP Terms and Conditions (answer required)

Q2: We reviewed and meet the minimum scope of services. (answer required)

Vendor Self Service Quote, RFP or Bid Submittal Instructions

Creating a Bid

Step 1. After selecting Create Bid, it will bring you to the Items of the Bid to put in your price per unit

The screenshot shows the 'Create Bid' page in a web application. The page has a dark blue header with a logo on the left and document and user icons on the right. A left sidebar contains navigation links: Home, Vendor Self Service, Vendor Information, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts. The main content area is titled 'Create Bid' and shows 'Step 1' of a 4-step process. Below the title are links for 'Vendor Self Service' and 'Return to Search Results'. A 'Vendor Bid ID' field is present with a placeholder text: 'to help you reference your Bid(optional)to help you reference your bid (optional)'. Below this is a section for 'RFP Description (All items require responses)'. The description includes 'Commodity: 92500' and 'Must add \$1. Contract fees will be negotiated'. A table below the description shows bid item details:

Attachment	Quantity	UOM	Unit Price
(0)	1.00	EA	\$ 0.00
Group Total:			\$ 0.00

At the bottom of the form are 'Cancel' and 'Save and Continue' buttons.

Step 2. Enter in your responses to the bid evaluation questions.

The screenshot shows the 'Bid Evaluation' page in the same web application. The header and sidebar are identical to the previous screenshot. The main content area is titled 'Bid Evaluation' and shows 'Step 2' of a 4-step process. Below the title are links for 'Vendor Self Service' and 'Return to Search Results'. A 'Note:' section is present. Below the note is a 'Bid Tabulation' section with a table:

Required	Question	Response
✓	We accept the RFP Terms and Conditions	Select... ▼
✓	We reviewed and meet the minimum scope of services.	Select... ▼

At the bottom of the form are 'Cancel' and 'Save and Continue' buttons.

Vendor Self Service Quote, RFP or Bid Submittal Instructions

Step 3. Attach any documentation that is required for the bid. After selecting Save and Continue it will bring you to an overview of your bid.

Bid Attachments
Step 1 2 **3** 4

[Vendor Self Service](#) | [Return to Search Results](#)

Attachment Type	Description	Required	Attachments	
Form of Proposal	Form of Proposal	✓	(0)	Attach
QS	Qualification Statement	✓	(0)	Attach
Bid Response	Bid Responses	✓	(0)	Attach

[Cancel](#) [Save and Continue](#)

If you need to adjust any part of the bid, select the tab you want to edit and click on Modify in the top left of that tab.

Bid Verification
Step 1 2 **3** 4

[Vendor Self Service](#) | [Return to Search Results](#)

Proposal Status: **Pending**

[Information](#) [Events](#) [Addenda](#) [Items](#) [Evaluations](#) [Attachments](#)

[Modify](#) (S) - Substitute

RFP Description (All items require responses)

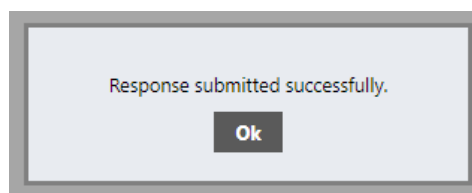
Description
Commodity: 92500
Must add \$1. Contract fees will be negotiated

Attachment	Quantity	UOM	Bid/Unit	Total
(0)	1.00	EA	\$1.00	\$1.00
Total:				\$1.00

[Submit Bid](#)

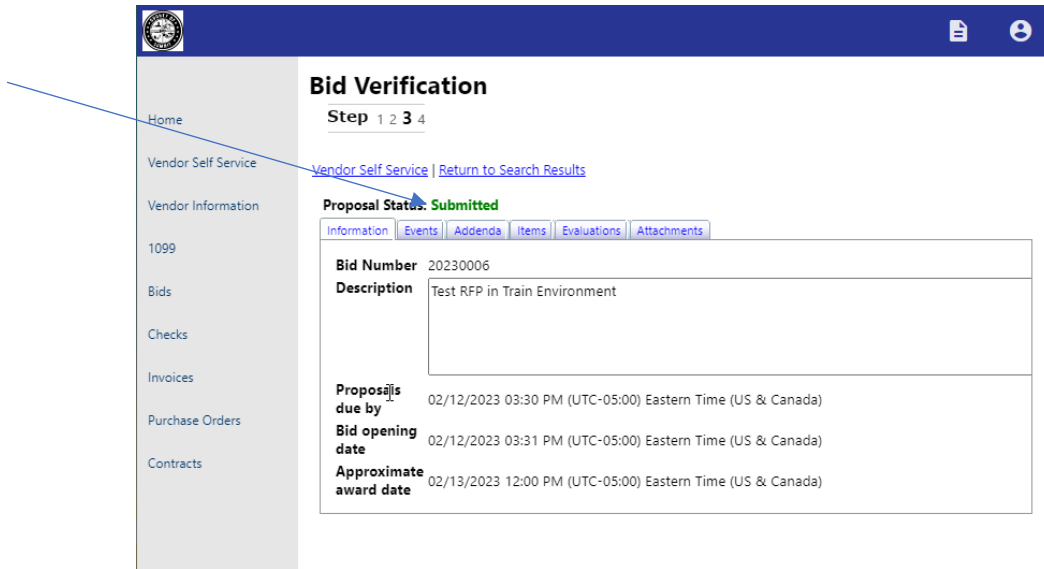
When all steps have been completed you are ready for Submittal. You may update your submittal up to the due date/time.

Once you select the Submit Bid button in the bottom right, the page will load and prompt you with this message below.

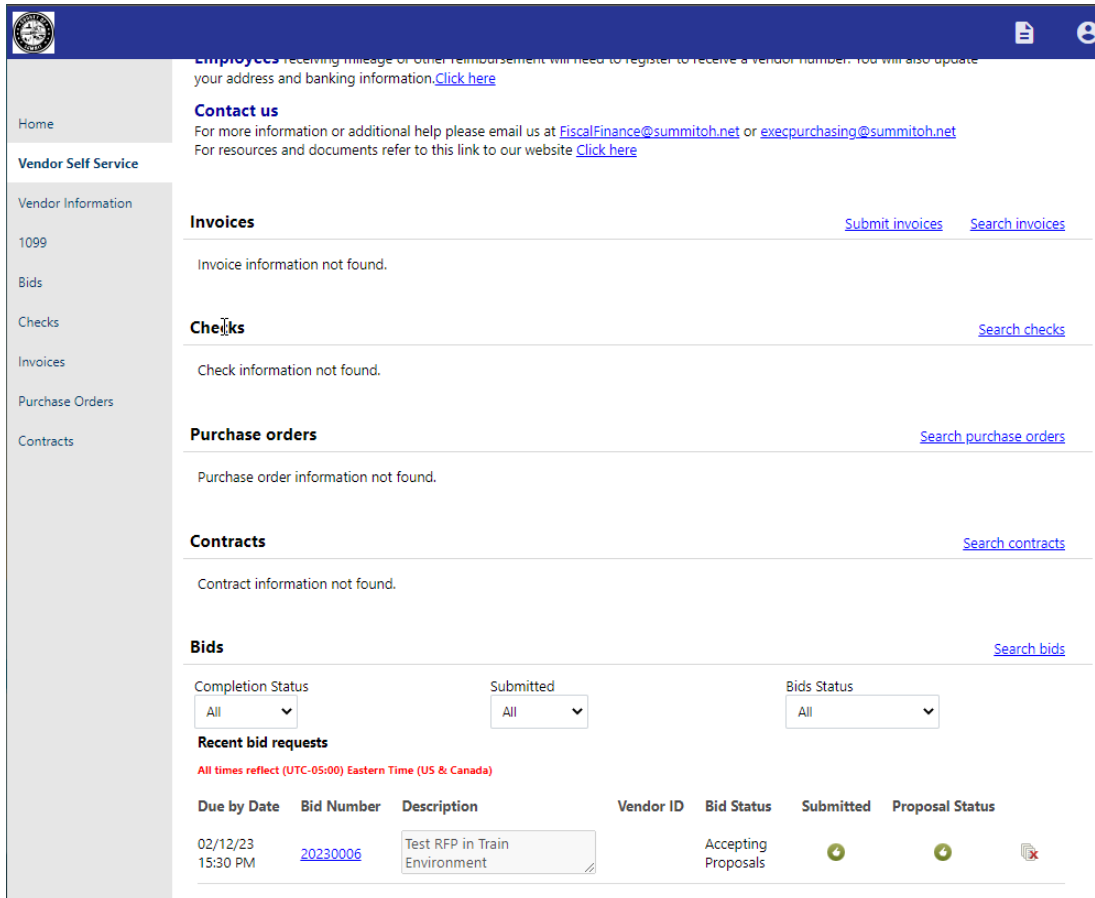


Vendor Self Service Quote, RFP or Bid Submittal Instructions

This will also change the status of the bid to Submitted.



To see the status of the bids you've submitted, select the Vendor Self Service tab on the left and scroll to the bottom.



The Resources Menu contains pertinent documents, sample forms, and instructions to download.