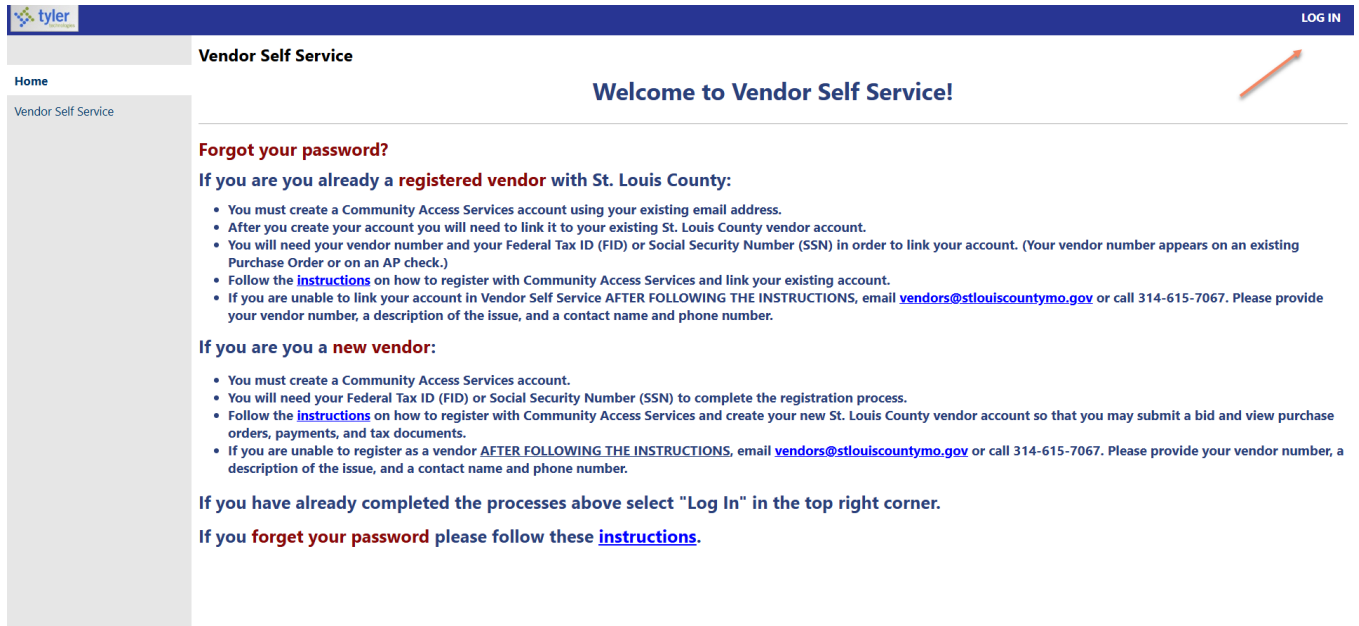


Vendor Self Service: Vendor Bidding

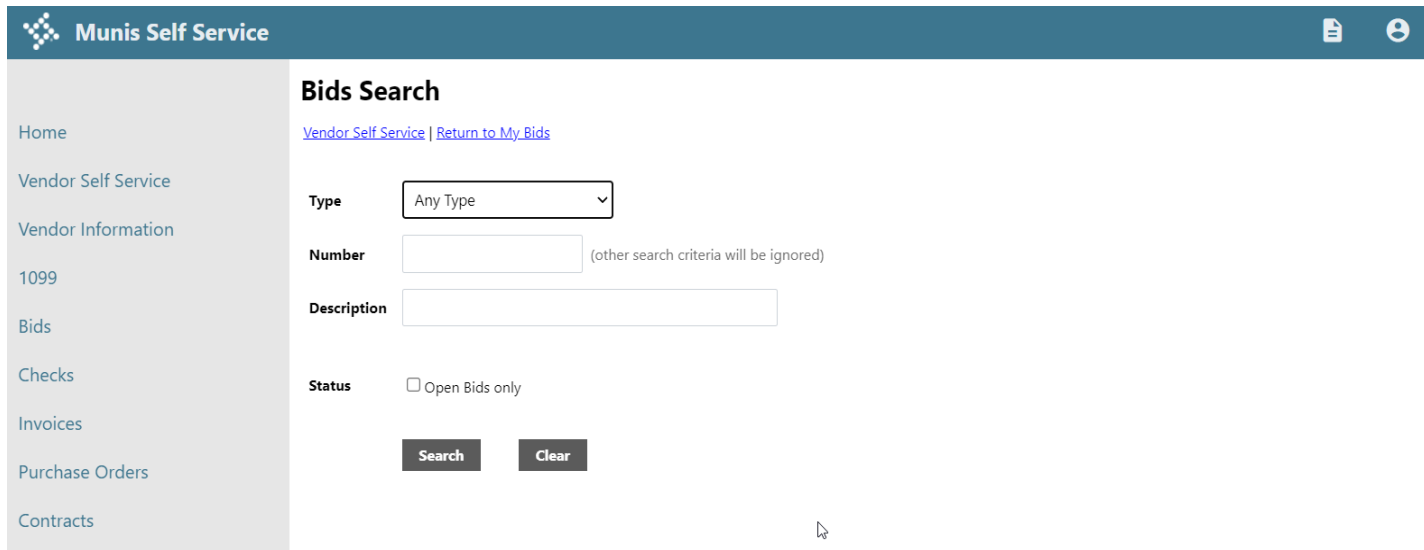
The steps below provide guidance when submitting a bid to St. Louis County.

1. Log into Vendor Self Service using the credentials and password created during registration.



The screenshot shows the Tyler Vendor Self Service interface. At the top left is the Tyler logo. The main header is "Vendor Self Service" with a "LOG IN" button in the top right corner. A navigation menu on the left includes "Home" and "Vendor Self Service". The main content area displays a "Welcome to Vendor Self Service!" message. Below this, there is a "Forgot your password?" link. The page is divided into two sections: "If you are you already a registered vendor with St. Louis County:" and "If you are you a new vendor:". Each section contains a list of instructions for account setup and linking. A final instruction states: "If you have already completed the processes above select 'Log In' in the top right corner." A link for "forgot your password" is also provided.

2. Select **BIDS** from the left side of the Menu.
3. Search bidding opportunities by entering either a **BID NUMBER** or a **DESCRIPTION**. If neither is known, search on **BID STATUS** – Open Bids Only.



The screenshot shows the Munis Self Service interface. The top header is "Munis Self Service" with a document icon and a user profile icon. A navigation menu on the left includes "Home", "Vendor Self Service", "Vendor Information", "1099", "Bids", "Checks", "Invoices", "Purchase Orders", and "Contracts". The main content area is titled "Bids Search" and includes a breadcrumb trail: "Vendor Self Service | Return to My Bids". The search form contains the following fields and options: "Type" (a dropdown menu set to "Any Type"), "Number" (a text input field with a note "(other search criteria will be ignored)"), "Description" (a text input field), and "Status" (a checkbox labeled "Open Bids only"). At the bottom of the form are "Search" and "Clear" buttons.

- In the example below, a search was performed on all open bids. Click on the **Bid Number** for information on a specific bid.

Munis Self Service

Bids Search Results

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

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

2 Found 1-2

Type	Number	Description	Due By	Opening	Status
INVITATION FOR BID	1378	EVENT 1378 ST LOUIS COUNTY GOVERNMENT INVITATION TO TO LCP CONTRACTOR TRAINING OPPORTUNITY AUGUST 6 2021	10/25/21 11:59 AM	10/25/21 01:00 PM	Accepting Proposals
REQUEST FOR QUOTE	1392	Test	10/15/21 11:00 AM	10/15/21 02:01 PM	Accepting Proposals

- Clicking on the **Bid Number**, the **BID INFORMATION** tab will open and from there a bid can be **Created**. The **INFORMATION** tab and **ADDENDA** tab provide additional information concerning the bid solicitation. The **ITEMS** tab will list the items that are being solicited in that bid. Each bid has **specific** information relevant to it, so follow all details related to the individual bid.

Munis Self Service

Request for Bids

Status: Open

[Return to Search Results](#) **Create Bid**

Information | Addenda | Items

Type	REQUEST FOR QUOTE	Attachments: (1)
Number	1392	
Description	Test	
Due by	10/15/2021 11:00 AM (UTC-05:00) Eastern Time (US & Canada)	
Opening date	10/15/2021 02:01 PM (UTC-05:00) Eastern Time (US & Canada)	
Approximate award date	10/15/2021 04:00 PM (UTC-05:00) Eastern Time (US & Canada)	

- The Create Bid screen will open, and the items will be listed. Update the **UNIT PRICE(s)** and click **Save and Continue**.

Create Bid

Step 1 2 3

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

Vendor Bid ID to help you reference your Bid (optional) to help you reference your bid (optional)

Default bid group. (All items require responses)

Description
Commodity: 90922
COUNTY TO PROVIDE INFORMATION REGARDING USE OF LCP TRACKER FOR PREVALING WAGE COMPLIANCE ON COUNTY CONSTRUCTION PROJECTS.

Attachment	Quantity	UOM	Unit Price
(0)	1.00	EACH	\$ 0.00

Commodity: 91347
TRAINING FOR PREVALING WAGAE TRACKING FOR ST LOUIS COUNTY CONTRACTORS

Attachment	Quantity	UOM	Unit Price
(0)	1.00	EACH	\$ 0.00

Group Total: \$ 0.00

- The Bid Attachments screen will open. This will contain a listing of the bid documents and whether they are required. Click ATTACH to upload documents.

Munis Self Service

Bid Attachments

Step 1 2 3

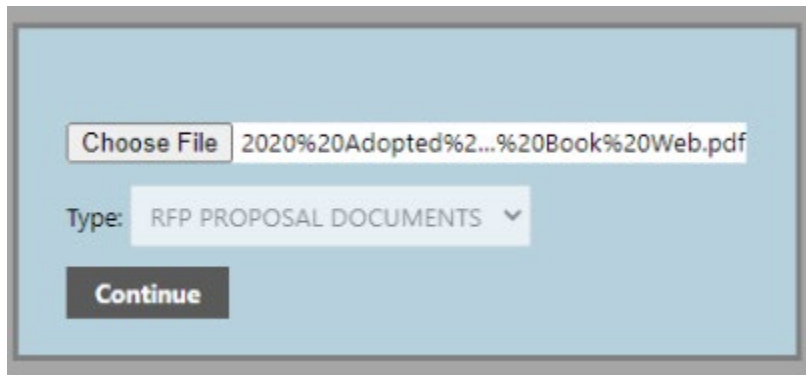
[Vendor Self Service](#) | [Return to Search Results](#)

Attachment Type	Description	Required	Attachments	
IFB/RFQ BID SUBMITTALS	PREVALING WAGE LCP TRACKER TRAINING FOR COUNTY CONTRACTORS	✓	(0)	<input type="button" value="Attach"/>

- Click on "Browse" to find your attachments and upload them to the bid document type.

Attachments: Type:

9. Click **CONTINUE** and the following screen will display while your document is loading. It may take some time to fully upload if it is a large document.

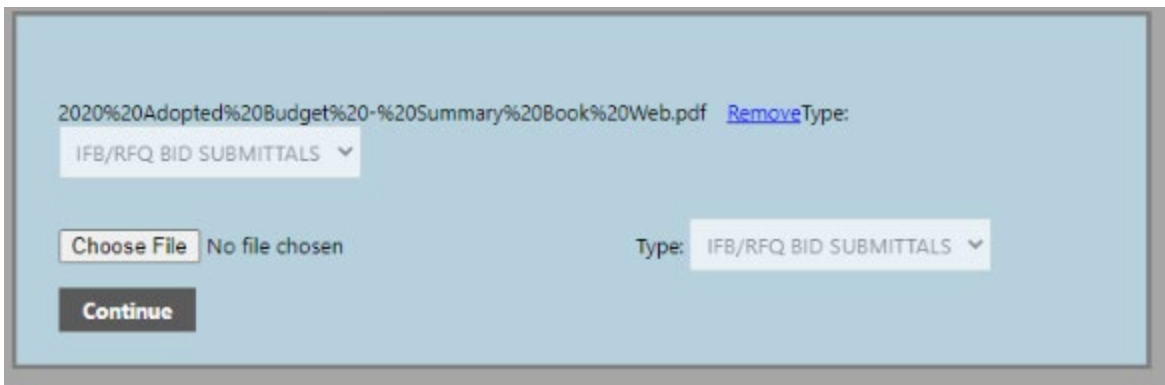


Choose File 2020%20Adopted%20...%20Book%20Web.pdf

Type: RFP PROPOSAL DOCUMENTS ▾

Continue

10. Once your document is fully uploaded the screen will change and display as below.



2020%20Adopted%20Budget%20-%20Summary%20Book%20Web.pdf [Remove](#)Type:

IFB/RFQ BID SUBMITTALS ▾

Choose File No file chosen Type: IFB/RFQ BID SUBMITTALS ▾

Continue

11. Click **Continue**. Additional documents may be uploaded as needed by repeating this process. PowerPoint and .txt documents are not accepted.
12. Click **SAVE and CONTINUE** in the Bid Attachments screen when complete.
13. The Bid Verification screen will open, and a user can review the **INFORMATION, EVENTS, ADDENDA, ITEMS,** and **ATTACHMENTS** tabs as needed.
14. Click **SUBMIT BID** when complete. A message will be provided confirming that the bid was submitted.

Munis Self Service

Home
Vendor Self Service
Vendor Information
1099
Bids
Checks
Invoices
Purchase Orders
Contracts

Bid Verification

Step 1 2 3

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

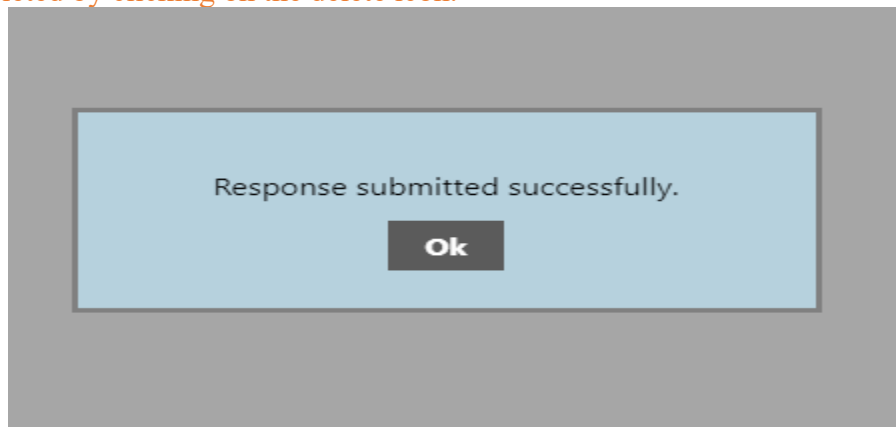
Proposal Status: Pending

Information Items Attachments

Bid Number	1378
Description	EVENT 1378 ST LOUIS COUNTY GOVERNMENT INVITATION TO TO LCP CONTRACTOR TRAINING OPPORTUNITY AUGUST 6 2021
Proposals due by	10/25/2021 11:59 AM (UTC-05:00) Eastern Time (US & Canada)
Bid opening date	10/25/2021 01:00 PM (UTC-05:00) Eastern Time (US & Canada)
Approximate award date	10/25/2021 04:00 PM (UTC-05:00) Eastern Time (US & Canada)

Submit Bid

15. The VENDOR SELF SERVICE screen will display a “Response Submitted Successfully” message. Click Ok and the Proposal Status will change to Submitted. While the Bid Status is “Accepting Proposals,” changes may be made to the bid by clicking on the edit icon. Bids can be deleted by clicking on the delete icon.



Munis Self Service

Home
Vendor Self Service
Vendor Information
1099
Bids
Checks
Invoices
Purchase Orders
Contracts

Bid Verification

Step 1 2 3

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

Proposal Status: **Submitted**

Information Items Attachments

Bid Number 1378

Description EVENT 1378 ST LOUIS COUNTY GOVERNMENT INVITATION TO TO LCP CONTRACTOR TRAINING OPPORTUNITY AUGUST 6 2021

Proposals due by 10/25/2021 11:59 AM (UTC-05:00) Eastern Time (US & Canada)

Bid opening date 10/25/2021 01:00 PM (UTC-05:00) Eastern Time (US & Canada)

Approximate award date 10/25/2021 04:00 PM (UTC-05:00) Eastern Time (US & Canada)

Modifying/Deleting a Proposal in VSS After it Has Already Been Submitted

The following steps assist vendors when a bid proposal requires editing or deleting AFTER it has been submitted. **Vendors may only edit proposal submissions if the bid is still within the defined bidding dates (Accepting Proposals Phase).**

1. Log into Vendor Self Service using the credentials and password created during registration.

The **VENDOR SELF SERVICE** screen will open, and the bottom section of the page will display the bids in which a vendor is participating.

Bids [Search bids](#)

Completion Status Submitted Bids Status

Recent bid requests

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

Due by Date	Bid Number	Description	Vendor ID	Bid Status	Submitted	Proposal Status
10/25/21 11:59 AM	1378	EVENT 1378 ST LOUIS		Accepting Proposals		
10/15/21 11:00 AM	1392	Test		Accepting Proposals		

- A. Bid Status – Must be in “Accepting Proposals” status to make changes.
- B. Submitted – A vendor will know that the bid has been submitted when a green thumbs-up icon populates this column.
- C. Edit – Clicking on the Bid Number will allow a vendor to edit a submitted proposal if the Bid Status is still “Accepting Proposals.”
- D. Delete Icon – Clicking on this **X** icon will allow a vendor to delete a submitted proposal.

2. Vendors can edit entries in the Items and Attachments tab. To do so, click on the tab requiring editing. There is a blue **MODIFY** link on the left side of each tab’s page. Clicking on this link will allow for editing.

Bid Verification

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

Proposal Status: **Submitted**

Information | **Items** | Attachments

[Modify](#) (S) - Substitute

Default bid group. (All items require responses)

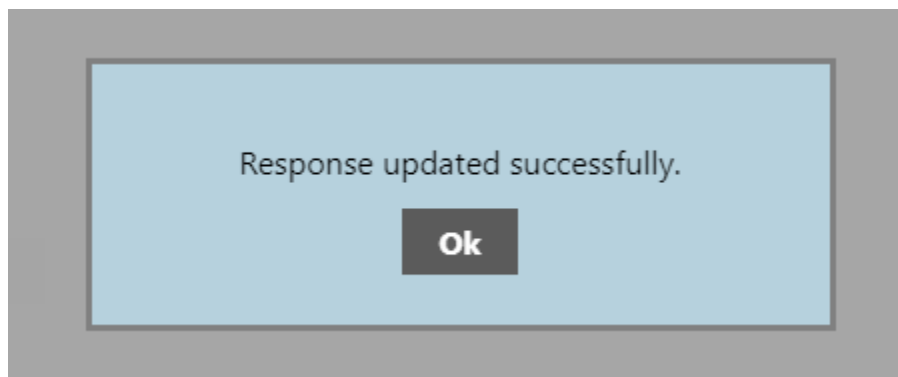
Description
Commodity: 90922
COUNTY TO PROVIDE INFORMATION REGARDING USE OF LCP TRACKER FOR PREVALING WAGE COMPLIANCE ON COUNTY CONSTRUCTION PROJECTS.

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

Commodity: 91347
TRAINING FOR PREVALING WAGAE TRACKING FOR ST LOUIS COUNTY CONTRACTORS

Attachment	Quantity	UOM	Bid/Unit	Total
(0)	1.00	EACH	\$1.00	\$1.00
Total:				\$2.00

3. Once an entry has been updated, click **SAVE** on the bottom right of the screen. A prompt will be provided “Response updated Successfully” when the submission is successful.



After the bid opening, you can view information.

1. On the profile screen locate the bid number and click on the binoculars to see your company's bid submittal.

Recent bid requests

All times reflect (UTC-06:00) Central Time (US & Canada)

Due by Date	Bid Number	Description	Vendor ID	Bid Status	Submitted	Proposal Status	
08/03/17 14:00 PM	219	SIREN CONTROLLER SYSTEM IFB #2017-07-219-CN	SYSTEM TEST	Closed			
10/12/17 14:00 PM	316	VARIOUS MOWERS - ST. LOUIS COUNTY PARKS AND PUBLIC WORKS DEPTS - IFB #2017-09-316-SD		Closed			
12/11/17 14:00 PM	392	INTERIOR SIGNAGE FOR CLAYTON COURT - DEPARTMENT OF PUBLIC WORKS - 2017-11-392-PR		Closed			
10/31/18 9:00 AM	534	TEST		Awarding			

2. Information related to the bid will be posted on the main Information tab under Attachments.

Information | Events | Items | Evaluations

Bid Number	3	Attachments: (4)
Description	COMPOUND MICROSCOPES AND STEREO MICROSCOPES - RFQ# 3-PR - PLEASE OFFER ATTACHED INVITATION	bid packet.pdf NOTICE TO BIDDERS.pdf Bid Tabulations 7 -PR COMPOUND MICROSCOPE.pdf Official Award Notice 3 PR COMPOUND MICROSCOPE.pdf
Proposals due by	11/22/2016 02:00 PM (UTC-06:00) Central Time (US & Canada)	
Bid opening date	11/22/2016 02:01 PM (UTC-06:00) Central Time (US & Canada)	
Approximate award date	12/08/2016 12:00 AM (UTC-06:00) Central Time (US & Canada)	