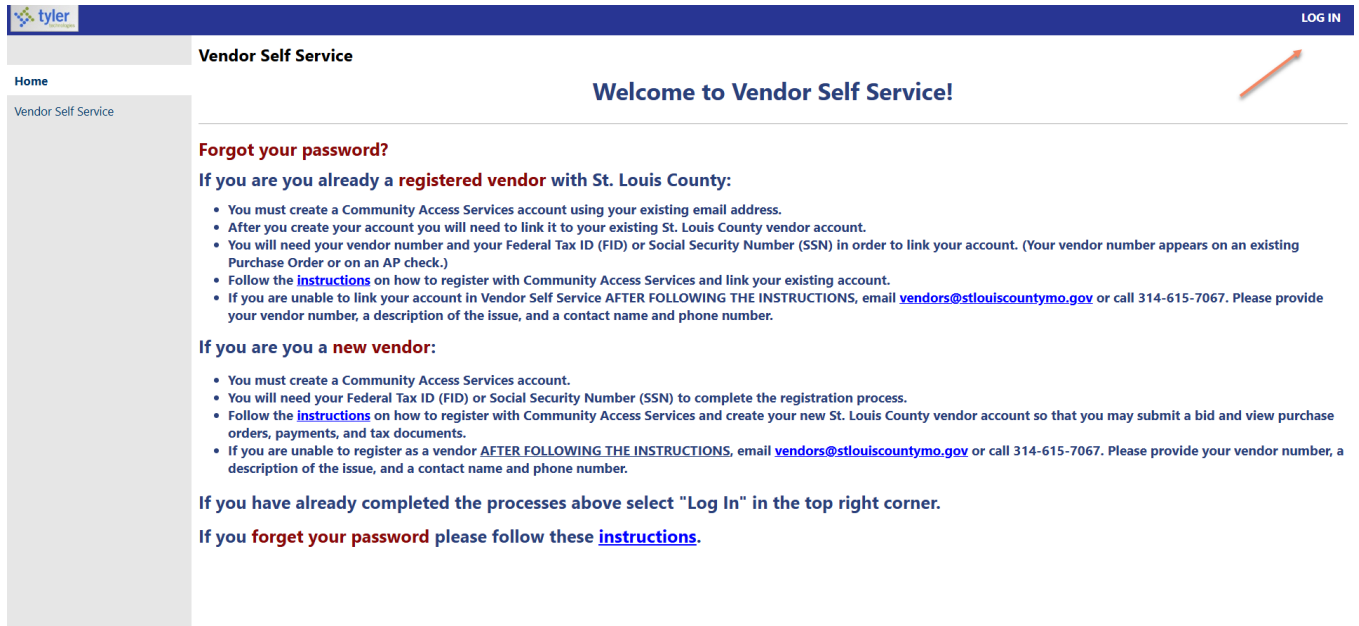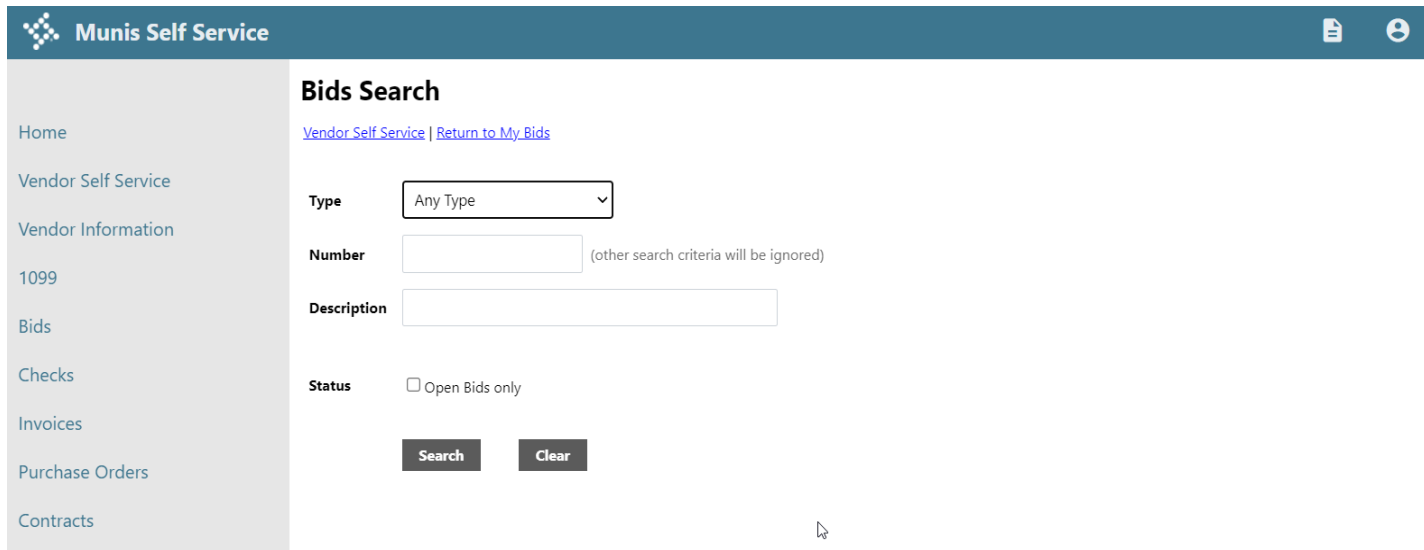# Vendor Self Service: Vendor Bidding

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.

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.

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

5. 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 <mark>specific</mark> information relevant to it, so follow all details related to the individual bid.

6. 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 PREVAILING WAGE COMPLIANCE ON COUNTY CONSTRUCTION PROJECTS.

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

Commodity: 91347

TRAINING FOR PREVAILING WAGAE TRACKING FOR ST LOUIS COUNTY CONTRACTORS

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

[Cancel] [Save and Continue]

7. 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
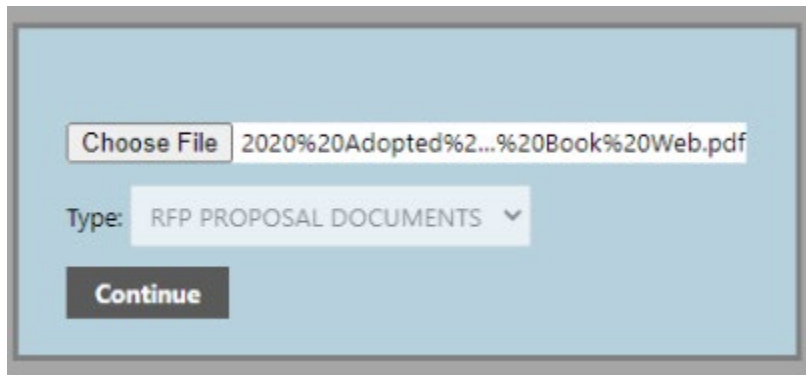
Vendor Self Service | Return to Search Results

Attachment Type	Description	Required	Attachments	
IFB/RFQ BID SUBMITTALS	PREVAILING WAGE LCP TRACKER TRAINING FOR COUNTY CONTRACTORS	✓	(0)	Attach

[Cancel] [Save]

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

Attachments: [   ] [Browse...] Type: [BID DOCUMENTS ▼]

[Continue]

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.
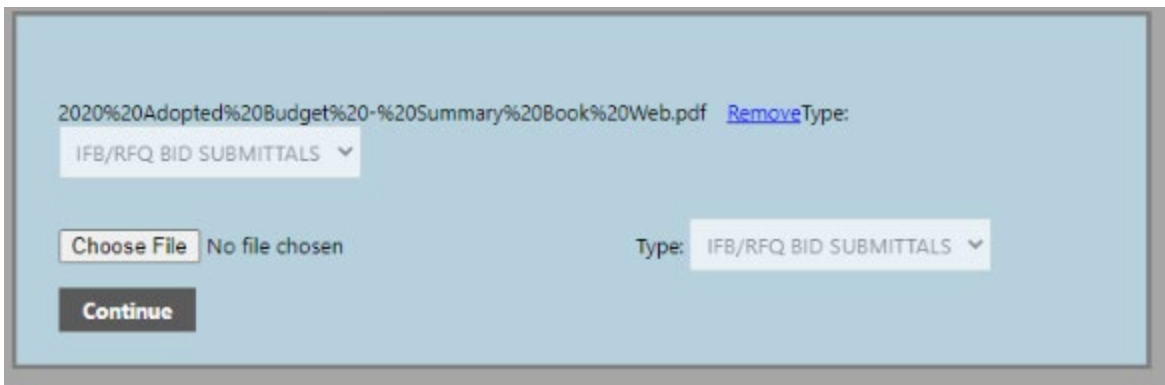

10. Once your document is fully uploaded the screen will change and display as below.

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

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)

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Bids
Checks
Invoices
Purchase Orders
Contracts

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.

Response submitted successfully.

Ok

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.

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

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 PREVAILING WAGE COMPLIANCE ON COUNTY CONSTRUCTION PROJECTS.

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

Commodity: 91347

TRAINING FOR PREVAILING 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.

Response updated successfully.

Ok
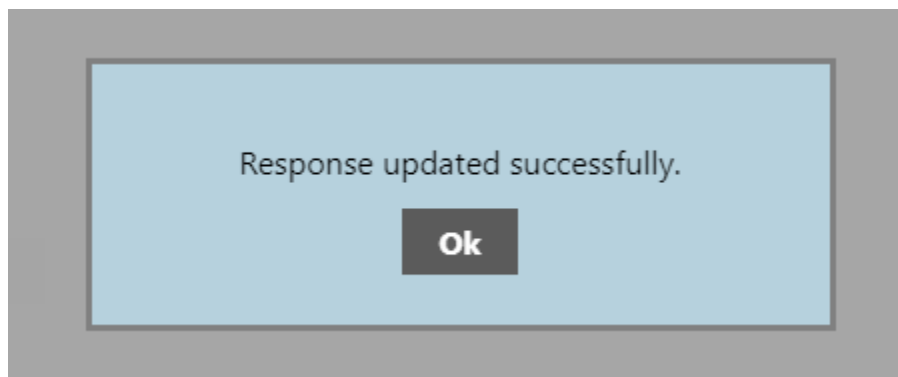
After the bid opening, you can view information.

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

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