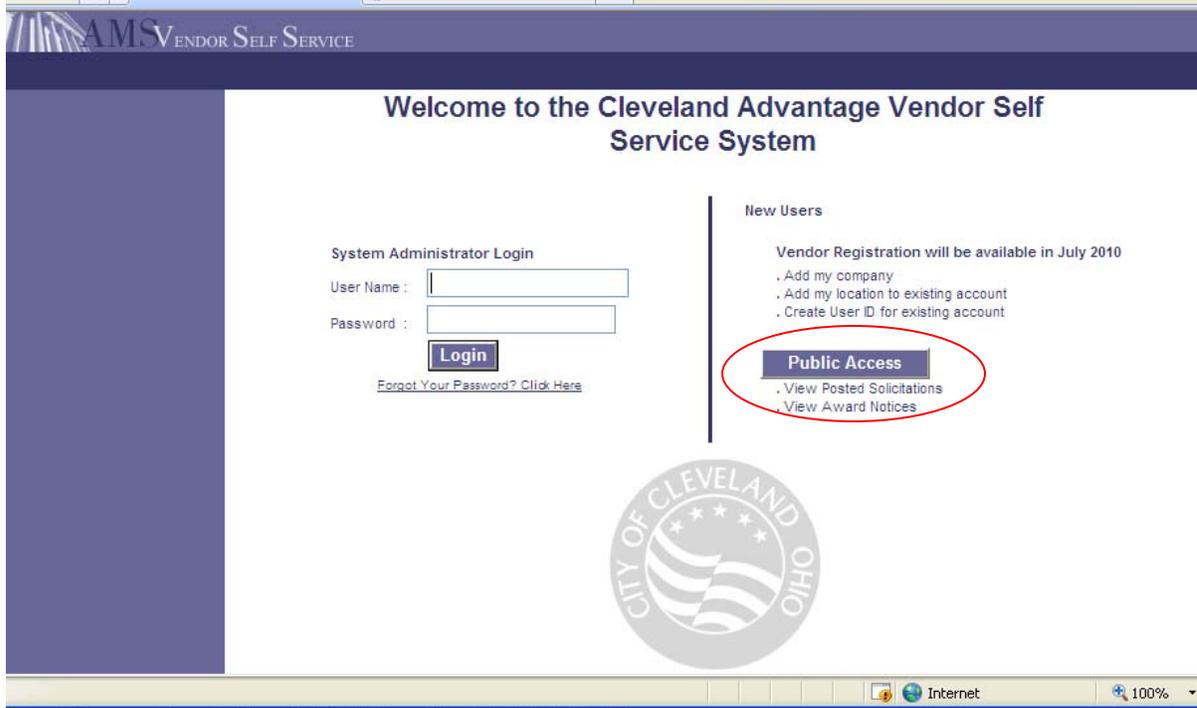




VSS Public Access User Guide

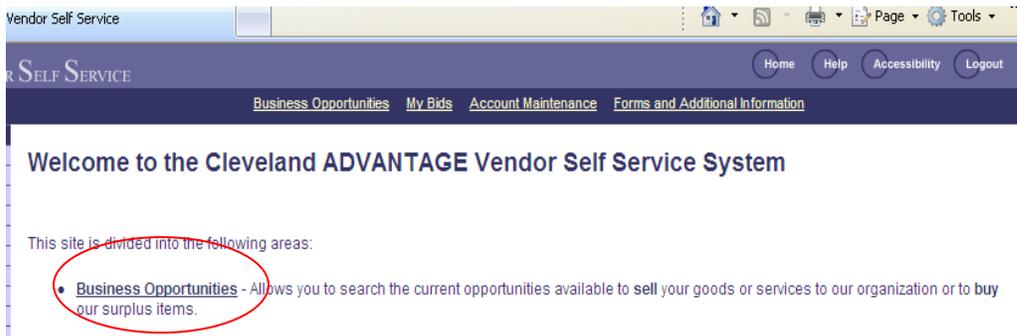
VSS Public Access User Guide

Welcome to Vendor Self Service! The City of Cleveland, through the Division of Purchases and Supplies, has implemented this program to make it easier to locate and respond to bid opportunities. The Vendor Self Service system is now available through the Public Access option. This feature allows prospective bidders to search for, view and download the forms needed to submit a sealed bid under \$50,000. It works for goods and services as well as sale of Surplus.



Get Started:

Go to <http://vss.city.cleveland.oh.us/webapp/VSSAPPP/Advantage> and click on Public Access. Click on Business Opportunities to access the **Search for Solicitations** or the **Search for Surplus Auctions**.



Solicitations:

- Solicitations, also called Bid Opportunities, are posted by the City of Cleveland Division of Purchases and Supplies to request bids from vendors on specific products and/or services. Once registered VSS will allow potential vendors to search and view Open/Closed/Awarded/Cancelled bids and download Open bids.

Surplus Auction:

- o Surplus Auction through VSS allows potential vendors to search and view Open/Closed/Awarded/Cancelled bids for the sale of surplus commodities and download Open bids. Once registered the Auction Surplus option will allow vendors to view the highest/lowest bid responses with vendor anonymity maintained.

Searching for Solicitations/Surplus Auction:

Search for solicitations/surplus auction by selecting or entering search criteria on the Search for Solicitations/Surplus Auction page. Narrow your search by entering specific criteria. For example, you can specify whether you want to view opportunities with a status of Open, Closed, Awarded, or Cancelled by choosing the appropriate status from the dropdown menu:

- o Open Status: Vendors can still submit their bids
- o Awarded Status: the lowest and best bidder has been selected and is currently going through the contract process.
- o Closed Status: a Vendor has already been selected and the contract process is complete
- o Cancelled Status: the bid is no longer valid, it was terminated before it could be awarded.

Currently through VSS Public Access Vendors can search only Open or Closed bids, the capability to review Awarded and Cancelled bids will follow at a later date.

VSS makes it easy to search for the bids that would be of interest to your business. You can view opportunities that involve a specific commodity, or opportunities that are released by a specific department. You can also search by the Solicitation Document Description and/or Solicitation Number. (Details about each follow.) Note that fields are not case sensitive.

Search for Solicitations

Search through our current postings of Standard Solicitations. Sell your goods and services through a standard solicitation process. Wildcard (*) searches are allowed. (e.g. A search of Description using 'Computer*' finds all Solicitations whose description begins with the word 'Computer'. However, a search of Description using '*computer*' would find all Solicitations with the word 'computer' anywhere in the description.) Click the Browse Link to execute the search.

Browse Clear

Commodities: Find Description:

Departments: Find Number: Status: Open

Number	Amendment	Description	Department	Published Date	Status	Closing Date	Closing Time	Prequalified List	Vendor List Restricted
✓ RFB-1501-20090000000003-1		Electronic protection monitoring services 2	Finance Administration	11/03/2009	Open	11/06/2009	12:00:00	false	false
RFB-1510-2009000000004-1		Small Water Meters	Financial Reporting & Control	10/30/2009	Open	11/06/2009	12:00:00	false	false

First Prev Next Last

Note that the Prequalified List for Bids and the Vendor Restrictions will always be FALSE and are not relevant to the City of Cleveland's procurement process

1) Commodities:

- o If a specific commodity code is known, enter the commodity code in the Commodities field and click **Browse**. A list of solicitations/surplus auction for that commodity code will be displayed.
- o To search for a specific commodity where the code is not known, leave the Commodities field blank and click **Find**. This brings up a commodity code list for you to review. Use the toggle buttons of **First/Prev/Next/Last** to move to different pages of the list. Make your selection(s) by clicking the check box next to the commodities you wish to view solicitations/surplus auction for, and then click **OK**. You are directed back to the main search screen, with the Commodities field populated with the codes of the commodities you have

2) (Commodity) Description:

- To search for solicitations/surplus auction based on an item or service description, type a key word into the Description field. For the broadest criteria range when using a key word search, use an asterisk (*) before and after a one word description to obtain a list of all items containing that word. For example, type *stone* to find all solicitations with the word stone appearing anywhere in the description. Enter your key word then click [Browse](#) to prompt the system to display a list of solicitations/surplus auction for the selected item or service.
- To search all simply enter a * in the Description Field and select [Browse](#).

3) Departments:

- To search for solicitations/surplus auction posted for a specific department, enter the department number in the Departments field and click [Browse](#). A list of solicitations/surplus auction posted for that department will be displayed.
- To search solicitations/surplus auction posted for a department where the department number is not known, leave the Departments field blank and click [Find](#). This brings up a list for you to browse through. Use the toggle buttons of [First/Prev/Next/Last](#) to move to different pages of the list. Make your selection by clicking the check box next to the department whose solicitations/surplus auction you wish to view, and then click [OK](#). This will populate the Departments field with the applicable department number on the main search page. Click [Browse](#) to prompt the system to display a list of solicitations/surplus auction for the selected department.

4) Number:

- The Number field allows you to view solicitations/surplus auction based on the Solicitation Number. The Solicitation Number is a combination of the Document Code, Document Department, Document ID and Document Version Number all separated by dashes. (Example: RFP-0123-12345678910-1) Click [Browse](#) after you have entered the Solicitation Number and the solicitation you requested will display.
- To get a broader search within your companies scope of interest, the Vendor can enter in only part of the number surrounded by *. For example if the complete RFP number for a hard hat is RFP-0123-12345678910-1 you could enter 0123* and receive various commodity requests that are closely related to a hard hat.

Click the Solicitation Number to view details

Search for Solicitations

[help & advice](#) [Menu](#)

Search through our current postings of Standard Solicitations. Sell your goods and services through a standard solicitation process. Wildcard (*) searches are allowed. (e.g. A search of Description using "Computer*" finds all Solicitations whose description begins with the word "Computer". However, a search of Description using "computer" would find all Solicitations with the word "computer" anywhere in the description.) Click the Browse Link to execute the search.

[Browse](#) [Clear](#)

Commodities: [Find](#) Description:

Departments: [Find](#) Number: Status: [Open](#)

Number	Amendment	Description	Department	Published Date
<input checked="" type="checkbox"/> RFB-1501-200900000000003-1		Electronic protection monitoring services 2	Finance Administration	11/03/2009
<input type="checkbox"/> RFB-1510-200900000000004-1		Small Water Meters	Financial Reporting & Control	10/30/2009

[First](#) [Prev](#) [Next](#) [Last](#)

Solicitation/Surplus Auction Details

When you find a bid opportunity that you are interested in reading more about, click the [Solicitation Number](#) (beginning with RFB) to be directed to the Details View, this screen will show the additional information pertaining to the bid. Scroll down to read all of the details. See the following example:

[Browse](#) [Clear](#)

Commodities : Description :

Departments : Number : Status :

Choose Commodity Code

[help & advice](#) [Menu](#)

Commodities can be searched by using either Commodity Description, Commodity/Service Code, or a combination of both. Wildcard (*) searches are allowed. (e.g. Search of description using Paper*, finds all commodities beginning with the word Paper.)

[Browse](#) [Clear](#)

Commodity Description :

Commodity/Service Code :

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	ABRASIVES	00500
<input type="checkbox"/>	Meters, Water	89044
<input type="checkbox"/>	Professional Services (Not Otherwise Classified)	96258
<input type="checkbox"/>	Pumice Stone	00570

First Prev Next Last

Choose Department

Departments can be searched by using either Department Code or Department Name or a combination of both. Wildcard (*) character searches are allowed. (e.g. Search of Name field using Administration*, finds all Departments beginning with the word Administration.)

[Browse](#) [Clear](#)

Department :

Name :

	Department	Name	Description
<input type="checkbox"/>	2002	Division of Water	
<input type="checkbox"/>	1501	Finance Administration	
<input type="checkbox"/>	1510	Financial Reporting & Control	
<input type="checkbox"/>	0117	OBM-Budget Administration	

First Prev Next Last

Solicitation Details View

[help & advice](#) [Menu](#)

Select the Attachments button to download a copy of the bid response form. Vendors should print and complete the form before returning it to the Division of Purchases and Supplies.

When the links are active, select Amendment History to review amendment details and select Notice of Award to review award details.

Questions and Answers Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading Auction Bids Amendment History Create Response

Solicitation 20100000000199

[Attachments](#)

Solicitation: 20100000000199

Solicitation Type: Request for Bids

Description: Meat, Dairy and Paper Products for Seneca GC Restaurant

Status: Open

Issued Date: 4/23/2010

Closing Date: 5/13/2010

Closing Time: 15:00

Time Left: 1 Day

Requesting Office: Cleveland

Issuing Office: Cleveland

Mail Responses To:

Division of Purchases & Supplies

Division of Purchases & Supplies

601 Lakeside Ave

Room 128, City Hall

Cleveland, OH 44114

US

Phone: 216-349-7228

Phone: 216-349-7228

Online Responses Prohibited: Yes

Buyer responsible for the bid

Contact Information

Jules Gilliam

Email: jgilliam@city.cleveland.oh.us

Phone: 216-864-2621

Fax:

Commodity Information

Group 1, Line 1

Line Type: Item

Awarded Date:

CL Description: Meat, Dairy, Paper Products

Commodity Code: 39300 FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS

Quantity: 1.00000

Specifications:

Unit: Lot

Description: ***SEE ATTACHMENTS FOR DETAILS & SPECIFICATIONS***
ORDERS WILL BE PLACED AS NEEDED **PURCHASE ORDER WILL BE VALID FOR ONE (1) YEAR OR UNTIL FUNDS ARE EXHAUSTED WHICHEVER OCCURS FIRST*** **PLEASE COMPLETE & RETURN ALL PAPERWORK*** **AWARDED VENDOR MUST BE ABLE TO PROVIDE ALL ITEMS LISTED*** **AWARD WILL BE MADE TO THE LOWEST & BEST FOR ALL ITEMS ON LIST***

Requested Delivery Date:

Manufacturer:

Drawing Number:

Manufacturer Part Number:

Piece Number:

Product/Category Number:

Color:

Serial Number:

Size:

Specification Number:

Model Number:

Warranty:

Ship To

Seneca Golf Course

Seneca Golf Course

975 Metro Valley Pkwy.

Broadview Hts., OH 44147

US

Bill To

Seneca Golf Course

975 Metro Valley Pkwy

Recreation - Golf Courses

Broadview, OH 44147

US

Free on Board:

Additional Information:

Shipping Method:

Additional Information:

MSDS Required?: No

Hazardous Materials:

Handling Instructions:

Packing Instructions:

Detailed Instructions:

Additional Instructions:

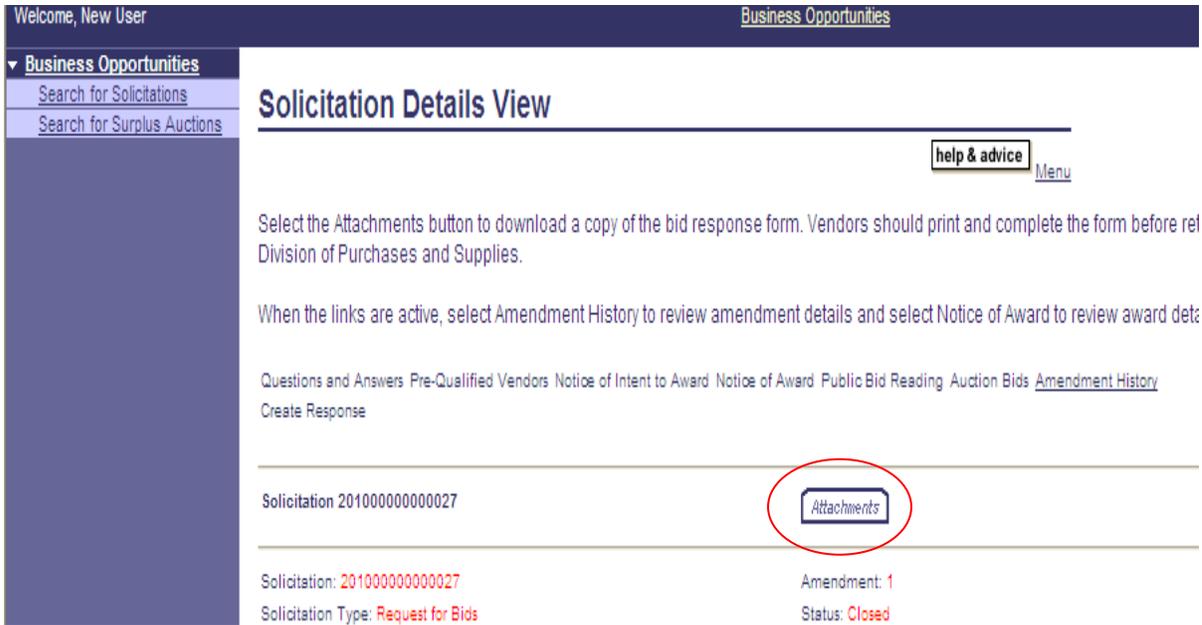
Terms And Conditions

Section 1

Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES. NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

Attachments:



Welcome, New User Business Opportunities

Business Opportunities
Search for Solicitations
Search for Surplus Auctions

Solicitation Details View

[help & advice](#) [Menu](#)

Select the Attachments button to download a copy of the bid response form. Vendors should print and complete the form before rel Division of Purchases and Supplies.

When the links are active, select Amendment History to review amendment details and select Notice of Award to review award det:

Questions and Answers Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading Auction Bids [Amendment History](#)
Create Response

Solicitation 201000000000027 Attachments

Solicitation: 201000000000027 Amendment: 1
Solicitation Type: Request for Bids Status: Closed

The Solicitation to Details View contains an Attachments link. The vendor should select the Attachments option to download a copy of the bid response form. This will include, but is not always limited to: the Bidder’s Instructions cover sheet, Terms and Conditions form, and the Northern Ireland Fair Employment Practices Disclosure form. There may also be one or more pages of specifications. Be sure you download ALL attachments. The Bidder’s Instructions sheet emphasizes the importance of all bids being in a sealed envelope (provided by the bidder) before it enters the Purchases and Supplies office. Additionally, any bid time stamped after the designated date or time will NOT be considered a valid bid for evaluation.



AMSV VENDOR SELF SERVICE Home Help Accessibility

Welcome, New User Business Opportunities

Business Opportunities
Search for Solicitations
Search for Surplus Auctions

Solicitation Attachments

[help & advice](#) [Menu](#)

File Name	Date
frozen_vegetables2[1].doc	2/22/10
RFB-Instructions-keep.pdf	2/22/10

First Prev Next Last

File Name : frozen_vegetables2[1].doc
Date : 2/22/10
Description : Frozen Vegetable Specifications

[Return to Document](#)
[Download Attachment](#)

Select **Attachment to view.**

Select **Return to Document** to get back to the **Solicitation Details View page.**

To open the Attachment Click on **Download Attachment**

Other Attachments included in this area are bid specific. In order to view the attachments the Vendor must select the Attachment they are interested in viewing and then click the [Download Attachment](#) option. This will give the Vendor the option to Open, Save, or Cancel the task just requested.

Additional Vendor Tools:

Vendor Self Service Home Help

Business Opportunities

Solicitation Details View help & advice Menu

Select the Attachments button to download a copy of the bid response form. Vendors should print and complete the form before ret Division of Purchases and Supplies.

When the links are active, select [Amendment History](#) to review amendment details and select Notice of Award to review award deta

Questions and Answers Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading Auction Bids [Amendment History](#) Create Response

Solicitation 201000000000023 Attachments

Solicitation: 201000000000023 Amendment: 1

Under Solicitation Details View there are several options that may be available for the vendor to view. The options are always listed but only available if the term is underlined. For example in the screen shot above only the [Amendment History](#) option would be available to view. The options listed are: *Question and Answer, Pre-Qualified Vendors, Notice of Intent to Award, Public Bid Reading, Auction Bids, and Amendment Response*. Under those options there will be a *Create Response* option that will allow the Vendor to place their bid, which can only be done once a Vendor is registered.

Through this screen shot the Amendment History is available for the Vendor to view by simply clicking on the link. Here is an example of an Amendment History page:

Amendment History help & advice Menu

Descript

Solicitation : 201000000000027 Amendment : 1 Status : Closed

Solicitation Type : RFB Issued Date : 02/22/2010

Description : RE183350 Closing Date : 03/01/2010

Issuing Office : Cleveland Closing Time : 15:00:00

Requesting Office : Cleveland Phone : 216-664-2067

Phone : 216-664-2620

[Return to Solicitation](#)

Amendment	Date	Action	Description	Comments
✓ 1	02/22/2010	Modify	Attachments have been	
1	02/22/2010	Modify	Amendment changed from	
1	02/22/2010	Modify	Group 1, Line 1, Start Date changed	

First Prev Next Last

Highlight the Amendment option and use the up and down arrows to read the details. Click the [Return to Solicitation](#) link when finished. Because the City is still in the first implementation phase this is the only Vendor tool currently available, but other Vendor tools will be accessible soon!

Helpful Tools and Hints:

Vendor Self Service offers a variety of help and search tools to make the site as user friendly as possible. The tools below are located on the top panel of the page and are accessible to the vendor regardless of where they are located on the site.



- The **Home** link will take the vendor directly back to the homepage.
- The **Help** link will create a new window that:
 - provides a menu that offers general information about VSS
 - descriptions about individual pages and what their functions are
 - step by step instructions for the most commonly used tasks
 - allows access to a type in search option and a site index
- The **Accessibility** link will create a new window that provides users with key accessibility features contained within VSS, for example:
 - Access Keys
 - Keyboard Accessibility
 - Common Abbreviations
 - Column Headings Identified for Data Tables
 - Textual Equivalents
 - Page Organization
 - Error Messages on Top
 - Consistent Navigation
 - Required Field Indications
 - Session Timeout Warning
 - Frame Names and Descriptions
- The **Logout** feature is currently not available because there is not login option.

Looking Forward:

Thank you for taking the time to get familiar with VSS Public Access! This is only the first step of implementation so we appreciate your patience. Familiarizing yourself with the process now will help ease you into the future of procurement with the City of Cleveland. Eventually VSS will offer the capability of registering, maintaining personal vendor accounts and submitting bids online! Any questions or concerns about the Public Access option on VSS can be directed to the Department of Purchases and Supplies:

Hours: 9am-5pm, Mon-Fri

Phone: 216.664.2620

Email: purchasing@city.cleveland.oh.us