



WebProcure™

How to Respond to a Solicitation

Document Version 2.7.09.16

WebProcure™ powered by  PERFECT COMMERCE

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General Instructions

- Throughout the **MissouriBUYS** system and related documents, the terms ‘supplier’, ‘bidder’, ‘offeror’, ‘vendor’ and ‘you’ mean the person or organization that responds to and submits responses to a solicitation.
- Throughout the **MissouriBUYS** system and related documents, the term ‘contractor’ means a person or organization who is a successful awardee as a result of a solicitation and who enters into a contract or is issued a purchase order.
- When navigating the **MissouriBUYS** system, users should use the navigation buttons in the **MissouriBUYS** system rather than using the back button on the browser navigation toolbar.
- Vendors are encouraged to respond to the solicitation with an electronic response although hard copy responses that are mailed or delivered are allowed.

Required Vendor Registration

All vendors who currently (or in the future) sell products and/or services to the state will be required to register their business with the Office of Administration through MissouriBUYS regardless of whether the vendor intends to submit their responses to solicitations issued by the State of Missouri electronically or by hardcopy.

The vendor registration portal for registering your business is accessible from the **MissouriBUYS** website at: <https://MissouriBUYS.mo.gov>.

Once registered, vendors may respond to solicitations electronically. In addition, vendors are able to administer their own account including identifying their commodity categories and managing their solicitation opportunities.

Also available on the **MissouriBUYS** home page, are links to the **Vendor Registration Checklist**, **Vendor Registration Instructions**, **Registration Instructions for Existing WebProcure™ Vendors**, **Condensed Vendor Registration Instructions**, **Instructions for Editing & Managing Your Profile**, and video instruction on how to complete the simple registration process.

Frequently Asked Questions

Training

- **Vendor Registration Checklist** 
- **Vendor Registration Instructions** 
- **Registration Instructions for Existing WebProcure Vendors** 
- **Condensed Vendor Registration Instructions** 
- **Instructions for Editing & Managing Your Vendor Profile** 



Solicitation Response Instruction

MissouriBUYS utilizes the WebProcure™ tool to allow vendors to respond to solicitations with an electronic response although hard copy responses that are mailed or delivered are allowed. Each of these response types are discussed below:

Responding with a Hard Copy Response

Vendors may respond to a solicitation via a hard copy response by accessing the **MissouriBUYS** website at <https://MissouriBUYS.mo.gov> and then selecting the **Bid Board – Bid Opportunities** button located at the top of the page.



From here, you may scroll through the listing of solicitations by using the page navigation links at the bottom of the page. The listing of displayed solicitations may also be refined by using the available filters located at the top of the page. Filtering may be based on any one or a combination of the following:

- **Department** (All, Specific Agency)
- **Status** (All, Open, Closed, Under Eval., Awarded, Canceled/Retracted, Amended)
- **Type** (All, Quotes, Sealed Bids/RFPs)
- **Commodity** (Click the magnifying glass  to search and select specific commodity categories)
- **Keyword**

After selections have been made, click **Find** to refresh the listing of matched solicitations. Filters may be reset by clicking **Reset** at the top of the page.

Once the desired solicitation has been located, select the **View Solicitation Summary**  icon from the **Actions** column. The **Solicitation Summary** provides solicitation details including the point of contact's information, duration dates and times, solicitation items, if any, payment terms and more. Scroll to the bottom of the **Solicitation Summary** to view the **Mandatory Documents** section. This area provides access to all of the associated solicitation documents. Click on each hyper-linked document name to download and/or print. One, multiple, or all of these documents may need to be signed or completed and included with the hard copy response in order to adhere to the solicitation instructions. Please view and read each document in its entirety.

Responding Electronically (Online)

To respond electronically to a solicitation, your organization must first register with the State of Missouri by going to the **MissouriBUYS** home page at <https://MissouriBUYS.mo.gov> and selecting **Register** at the top of the page.



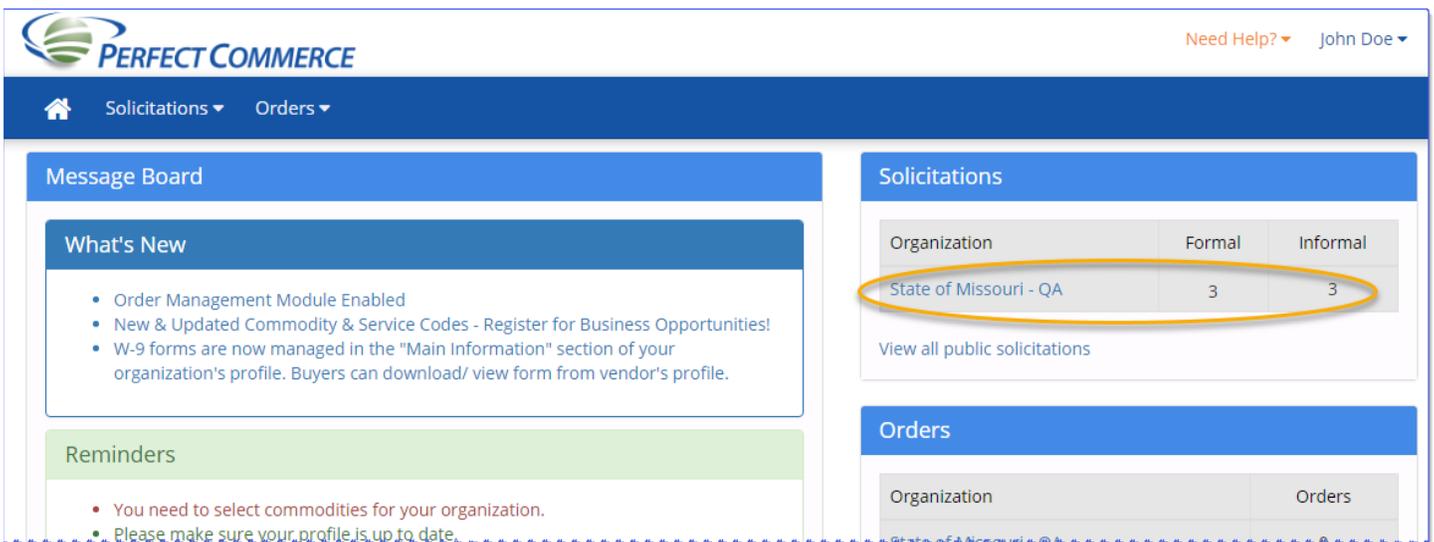
Once registered, you may access your account by selecting the **Login** button at the top of the **MissouriBUYS** home page or by selecting the link in your registration confirmation email. Enter your **Username** and **Password** that you selected and entered during registration, and click **Login**.



A login form titled 'Login to MissouriBUYS'. It contains two input fields: 'Enter Username' (with 'Username' as a placeholder) and 'Enter Password' (with 'Password' as a placeholder). Below the fields is a blue 'Login' button and a link for 'Forgot password?'. The text 'Powered by Perfect Commerce' is visible in the bottom right corner.

Once logged in, the **Home** page for the **Supplier Portal** will display.

Select the hyper-linked **Organization** name from the **Solicitations > Organization** section on the right hand side of the page to view a listing of current solicitations, both **Formal** (sealed) and **Informal** (quote) for that particular organization only.



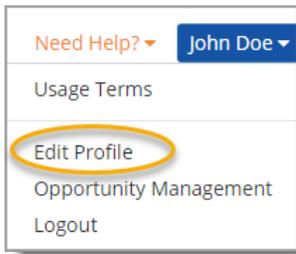
The screenshot shows the MissouriBUYS Supplier Portal home page. The top navigation bar includes the 'PERFECT COMMERCE' logo, 'Need Help?' dropdown, and 'John Doe' dropdown. Below the navigation bar are 'Solicitations' and 'Orders' dropdown menus. The main content area is divided into three sections: 'Message Board', 'Solicitations', and 'Orders'. The 'Message Board' section has a 'What's New' sub-section with three bullet points and a 'Reminders' sub-section with two bullet points. The 'Solicitations' section contains a table with columns for 'Organization', 'Formal', and 'Informal'. The row for 'State of Missouri - QA' is circled in yellow, showing 3 formal and 3 informal solicitations. Below the table is a link to 'View all public solicitations'. The 'Orders' section contains a table with columns for 'Organization' and 'Orders', with the first row showing 'State of Missouri - QA'.

Organization	Formal	Informal
State of Missouri - QA	3	3

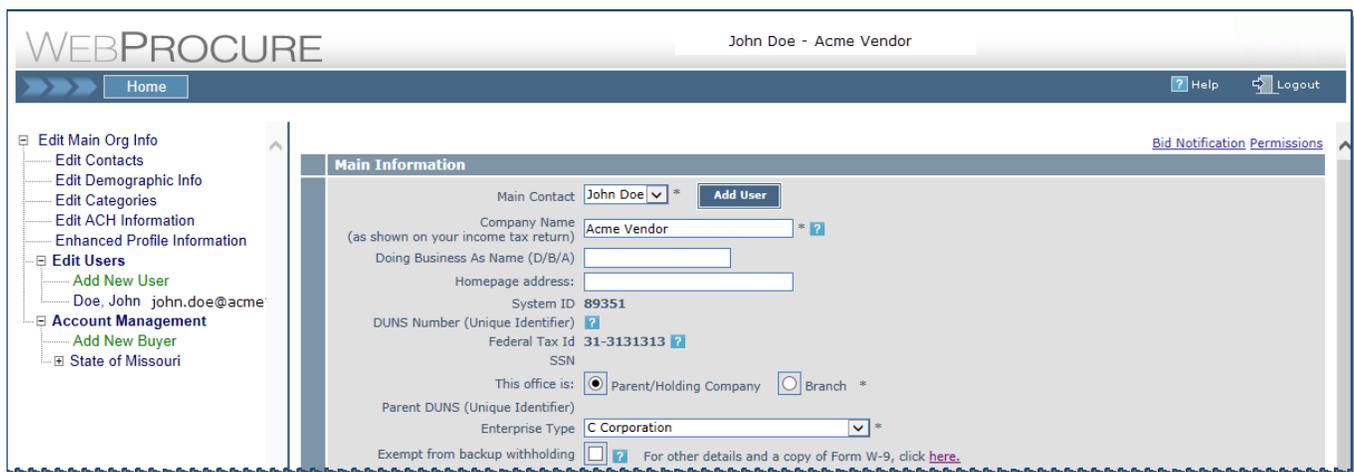
Organization	Orders
State of Missouri - QA	

Manage Your Profile

To manage your organization's information, including what was entered during the registration steps, click on your hyper linked **Name** located in the upper right corner.



Selecting **Edit Profile** opens the administration module.

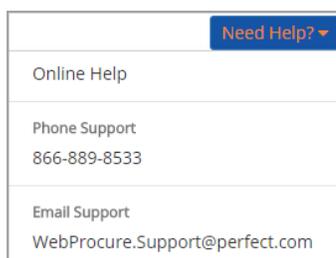


Select a link to edit or add contacts, company information, banking information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned as well as identifying the commodity categories that your organization supports.

It is highly recommended that you ensure your profile information is accurate and up-to-date.

Need Help?

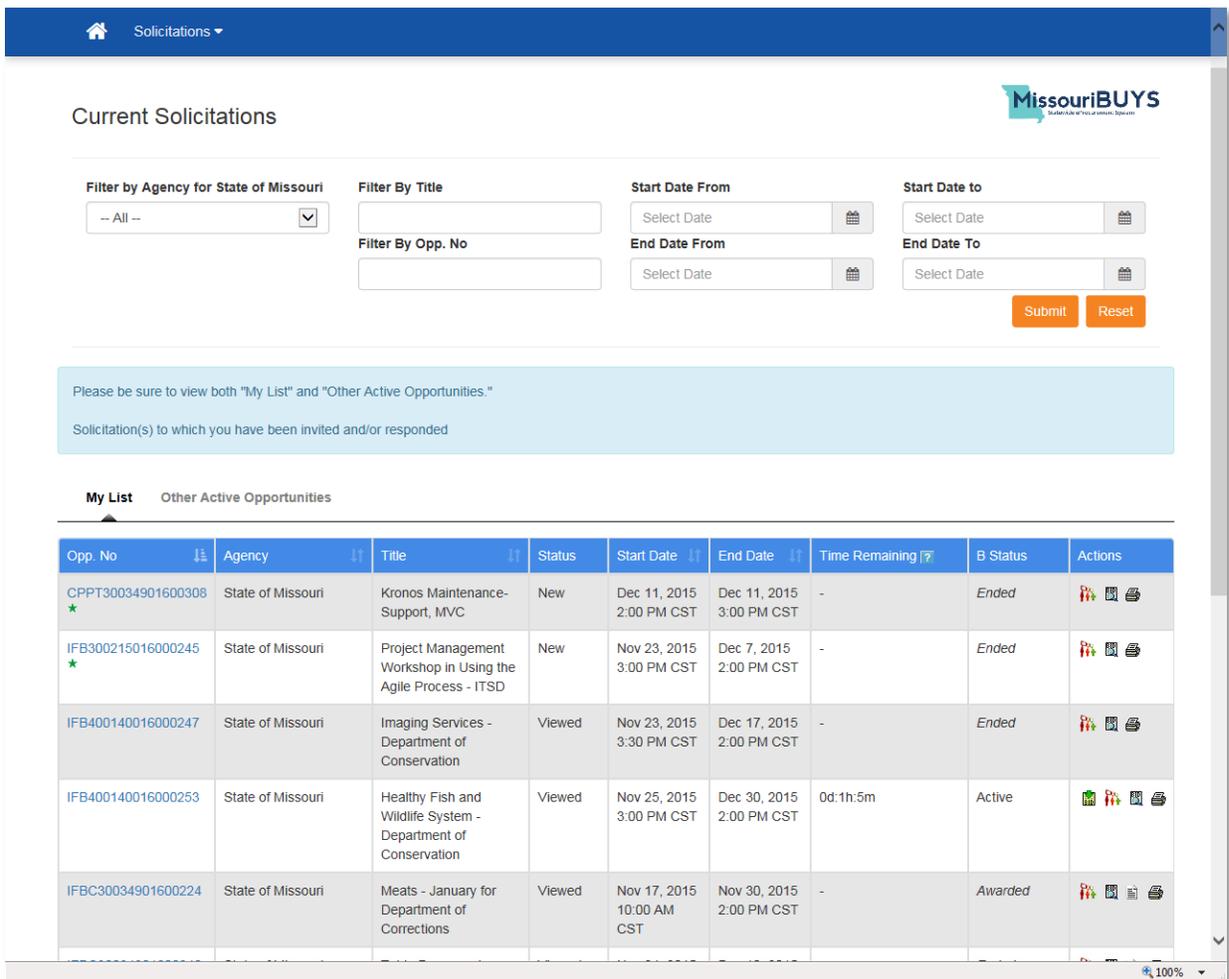
Click the **Need Help?** Link to access online help and view phone and email contact information for Perfect Commerce.



Current Solicitations

The **Current Solicitations** page opens with two available views:

- My List** – Displays any issued solicitation(s) for which your vendor organization has been invited to participate by the specific buying organization. Also displays any solicitation(s) your vendor organization performed a ‘self-invite’. A ‘self-invite’ may be performed by selecting a solicitation from the **Other Active Opportunities** view and submitting a response. Once your vendor organization has responded (‘self-invited’), the solicitation will then display on the **My List** view.
- Other Active Opportunities** – Lists solicitations that the specific buying organization has issued that your vendor organization was not automatically included in the system-generated bidders list. The system-generated bidders list for a given solicitation is automatically generated based upon a match of the commodity categories the Buying Organization used in that solicitation and any of the commodity categories selected by the vendor during their vendor registration or subsequent profile updates.



NOTE: Vendors are encouraged to access and view all solicitations from both of the available views when attempting to locate a solicitation and to view all opportunities. From either tab, you may choose a solicitation to view and/or respond to.

To navigate through the **Current Solicitations** on a particular view, use the page navigation links located at the bottom of the page.



To refine the listing of displayed solicitations, there are a number of available filters located at the top of the page.

A screenshot of the MissouriBUYS web application interface. At the top, there is a blue header bar with a home icon and the text 'Solicitations'. Below the header, the page title 'Current Solicitations' is displayed on the left, and the MissouriBUYS logo is on the right. The main content area contains a filter section with several input fields: 'Filter by Agency for State of Missouri' (a dropdown menu showing '-- All --'), 'Filter By Title' (a text input field), 'Filter By Opp. No.' (a text input field), 'Start Date From' (a date picker), 'Start Date to' (a date picker), 'End Date From' (a date picker), and 'End Date To' (a date picker). At the bottom right of the filter section, there are two orange buttons labeled 'Submit' and 'Reset'.

Filtering may be based on any one or a combination of the following:

- **Agency for State of Missouri**
- **Title** (Enter keyword if complete title is unknown)
- **Opp No.** (Enter solicitation number, partial numbers are allowed)
- **Start Date From / Start Date To** (Solicitation Issue Date)
- **End Date From / End Date To** (Solicitation End Date)

Once selections have been made, click **Submit** to apply those filters and refresh the listing of solicitations.

To open a solicitation for viewing and to prepare a response, select the hyper linked **Opp. No** or select the **Submit / Edit Your Response**  icon from the **Actions** column.

Solicitation Overview

The solicitation opens to the **Overview** page:

IFBC17001620 - Paper - State Agencies (Formal)

Overview
Requirements
Questionnaire
Review Response
Collaborate
< >

No IFBC17001620

Type Formal Solicitation (ITB,RFP,RFI)

Duration

Start Date Sep 21, 2016

End Date Sep 21, 2016

10:00 AM CDT 11:00 AM CDT

Collaboration Duration

Start Date Sep 21, 2016

End Date Sep 21, 2016

10:15 AM CDT 10:30 AM CDT

Agency State of Missouri - QA

Contact Details Enterprise Administrator
301 West High Street Room 630 Jefferson City MO, 65101 United States
Tel: 866-889-8533
Fax: 999-999-9999
WPQA@perfect.com

Description Paper - State Agencies

Delivery Terms Free On Board Destination

Additional Delivery Information Various locations throughout the State of Missouri

Payment Terms Net 45 Days

Additional Payment Information Various locations throughout the State of Missouri

****You must review and acknowledge receipt of the documents before responding to this solicitation.**

System Advisory Messages

[\[Check All\]](#) [\[Uncheck All\]](#)

Original Solicitation Documents			
Select	Accepted	Document	Actions
<input type="checkbox"/>	✘	IFBC30034901700225_Paper_solicitation_doc.pdf	

Accept

Solicitation Categories

Printing and writing paper (14111500)

Items Associated with this Formal Solicitation

No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
1*	No. 1 Laser Bond, Virgin, 8-1/2" x 11"	27920.0	carton	N/A	N/A	
2*	No. 1 Laser Bond, Recycled, 8-1/2" X 11"	3128.0	carton	N/A	N/A	

Indicates the items which have been added or changed since you last submitted a response to this solicitation

System Advisory Messages

Print
Close

The **Overview** page outlines the solicitation’s type, duration, point of contact’s details, description, delivery terms, payment terms, categories and much more. System advisory messages highlight key areas that must be completed in order for a response to be submitted or provide information that vendors should be aware of when responding to a solicitation. Please follow the instructions provided in these system advisory messages.

Until all documents are accepted, the only action buttons available on the **Overview** page will be **Print** and **Close**. Select **Print** to download a PDF version of the solicitation. Select **Close** to jump to the **Review Response** page; select **Close** again to exit the solicitation and return to the **Current Solicitations** listing.

Document Acceptance

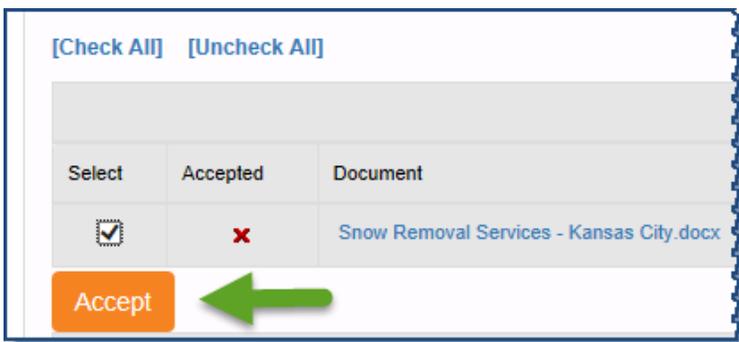
Before preparing a response, you must scroll down to the **Original Solicitation Documents** section and the **Addendum Documents** section, if applicable, to view and accept required documents relating to the solicitation. The acceptance of these documents must precede the submittal of a bid response.

Download and view documents by selecting the **Download**  icon from the **Actions** column.

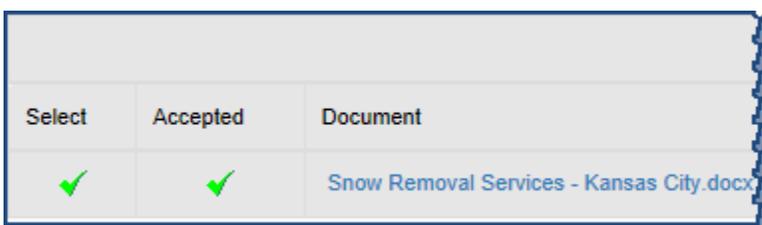
NOTE: For the State of Missouri, the **Original Solicitation Documents** will include the **Invitation for Bid (IFB)**, **Request for Proposal (RFP)**, **Request for Quotation (RFQ)**, **Request for Information (RFI)**, **Single Feasible Source (SFS)**, or **Cooperative Procurement** documents and any attachments thereto.

All documents should be downloaded and saved to a local or network location. Be advised that one, multiple, or all of these documents may need to be signed or completed and attached with your electronic response to this solicitation. Further instruction regarding attaching documents to your response is provided herein.

Select the **Check All** link or click on the individual **Select** check boxes to mark the documents and click **Accept**.



Once accepted, both the **Select** and **Accepted** columns will update to reflect green check marks.



All documents must be accepted prior to submitting a response to the solicitation.

Solicitation Components

The next step in creating your response will vary depending on the design of the solicitation. The following solicitation components will impact the available action buttons at the bottom of the **Overview** page.

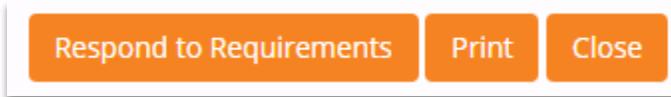
- If the solicitation [contains line items](#).



- If the solicitation [does not contain line items](#).



- If the solicitation contains mandatory [Requirements](#).



- If the solicitation contains a mandatory [Questionnaire](#).



Bid on Items	To enter bid amounts for the line items on the solicitation.
No Bid	To acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, click this button to submit an Intentional No Bid for the entire solicitation.
Add Attachment	To upload documents as part of your solicitation response. Attachments are always required on solicitations <u>without</u> line items.
Respond to Requirements	To address the buying organization's request for supplemental information.
Respond to Questionnaire	To answer the buying organization's questions specific to the solicitation.
Print	Download a PDF version of the solicitation.
Close	Close the Overview page and open the Review Response page.

Requirements and Questionnaire

If the solicitation contains mandatory **Requirements** or a **Questionnaire** that requires completion, you will not be able to complete your bid response unless you enter a response to said **Requirements** or **Questionnaire**. The system will display system advisory messages indicating such. See sample images below:

****Please respond to the required Questions in order to respond to this Bid**

****Please respond to the Requirements in order to respond to this Bid**

NOTE: If the solicitation is an informal solicitation, the system messages will display the word **'Quote'** instead of **'Bid'**.

In addition to the system advisory messages, when the solicitation contains mandatory **Requirements** and/or a mandatory **Questionnaire**, the system will display action buttons at the bottom of the **Overview** page.

Respond to Questionnaire

Respond to Requirements

Print

Close

Use either the tabs along the top of the page or the active buttons on the bottom of the page to navigate to the **Requirements** and **Questionnaire** steps.

Requirements

Navigate to the **Requirements** page to view and address each, if any, of the requirement components. **Requirements** are used by buying organizations to disseminate and/or capture supplemental information specific to the buying organization or specific to the solicitation.

The screenshot shows the MissouriBUYS interface for a solicitation. The top navigation bar includes a home icon and a dropdown menu for 'Solicitations'. The main header displays the solicitation ID 'RFPS30034901600915' and the title 'Scanner and Micrographic Equipment (Formal)'. Below this is a secondary navigation bar with tabs for 'Overview', 'Requirements' (which is circled in orange), 'Questionnaire', 'Review Response', and 'Collaborate'. The main content area shows a table of solicitation details:

No:	RFPS30034901600915	
Type:	Formal Solicitation (ITB,RFP,RFI)	
Duration	Start Date:	End Date:
	Nov 19, 2015 11:00 AM EST	Nov 27, 2015 5:00 PM EST

Below the table is a requirement section titled 'Missouri Business License'. It contains a green header with the text '*Business License' and a text input field with the placeholder text 'Enter MO Business License Number'. At the bottom right of the form are 'Save' and 'Close' buttons.

Field types will vary, but may be instructions, text response, rich text response, attachment response, or date response. Fields may be marked as optional or required.

NOTE: If uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

Once completed, click **Save**.

Questionnaire

Navigate to the **Questionnaire** page to view and answer any questions presented by the buying organization regarding the solicitation. Be aware that a buying organization’s buyer may choose to score your responses to the questionnaire as part of the evaluation and awarding process.

The screenshot shows the MissouriBUYS interface for a specific solicitation. At the top, there is a navigation bar with a home icon and a dropdown menu labeled 'Solicitations'. Below this, the solicitation title 'RFP30034901600915 - Scanner and Micrographic Equipment (Formal)' is displayed. A secondary navigation bar contains tabs for 'Overview', 'Requirements', 'Questionnaire' (which is circled in orange), 'Review Response', and 'Collaborate'. A 'Draft Bid' section is visible with a 'Submit' button. Below this, the solicitation details are listed: No: RFP30034901600915, Type: Formal Solicitation (ITB,RFP,RFI), and Duration: Nov 19, 2015 11:00 AM EST to Nov 27, 2015 5:00 PM EST. A note indicates that an asterisk (*) denotes required questions. A 'Repeat Vendor' button is present on the left. The main section is titled 'Previous Dealings with the State' and contains a table with two columns: 'Question' and 'Response'. The first row shows a required question: '*Have you done business with the State of Missouri previously?' with radio button options for 'Yes' and 'No'. The second row shows a follow-up question: 'If so, when?' with a text input field. At the bottom right of the form, there are 'Save', 'Done', and 'Cancel' buttons.

Question	Response
*Have you done business with the State of Missouri previously?	<input type="radio"/> Yes <input type="radio"/> No
If so, when?	<input type="text"/>

The question types will vary, but may be text, drop down, yes/no, or an attachment and a reply may be required or optional.

NOTE: If uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

Be sure to click **Save** after entering your response to each question. After you have entered a response to all of the questions requiring a response, click **Done** to proceed to the next page/tab.

‘Sticky Notes’

Once a response has been saved, including, the acceptance of the solicitation documents and/or the handling of **Requirements** and/or **Questionnaire** questions, the system will display ‘sticky notes’ on-screen that provides the current state of your response.

The first type of note, as shown in the sample image below, will display on solicitations that contain line items. The color of the note will depend on whether or not items on the solicitation were marked as requiring a vendor response.



Using the sample image above, there are three statements:

- *** Denotes required item response** – This statement serves as a reminder to you that items on the solicitation that are marked with an asterisk (*) require a response.
- **Number of items responded** – This x of y count identifies the number of items on the solicitation, if any, against the number of items for which you have created a response.
- **Attachment Status** – The final statement is an advisory statement. If you have not uploaded, (added) a document as part of your response, this statement will continue to display. Once and if you upload a document using the [Attach Documents](#) process, this statement will be cleared from the ‘sticky note’.

The second possible ‘sticky note’, as shown in the sample image below, will display on solicitations that do not contain line items and require you to submit a document attachment as your solicitation response.



This statement will remain on the solicitation until you upload a document using the [Attach Documents](#) process.

Save Electronic Response

NOTE: There is a clear distinction between responses that are **saved** versus responses that are **submitted**.

Draft Response to a Solicitation (Saved)

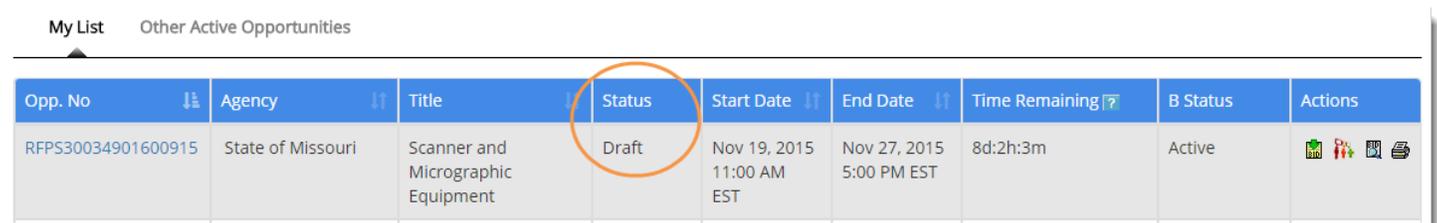
As you create your solicitation response and click **Save**, WebProcure™ creates a **Draft** version of your response.



The top of each page will refresh to display the status of your response as **Draft Bid**. This means that your response has been successfully saved into the system and you may modify your response until the solicitation end date and time.

Your response will remain saved and the solicitation will be assigned a new **Status** of **Draft** on your opportunity listing pages.

A response with a **Draft** status has **not** been submitted to the buying organization.

A screenshot of a web application interface. At the top, there are two tabs: 'My List' (selected) and 'Other Active Opportunities'. Below the tabs is a table with the following columns: 'Opp. No', 'Agency', 'Title', 'Status', 'Start Date', 'End Date', 'Time Remaining', 'B Status', and 'Actions'. The 'Status' column for the first row is circled in orange. The first row contains the following data: Opp. No: RFPS30034901600915, Agency: State of Missouri, Title: Scanner and Micrographic Equipment, Status: Draft, Start Date: Nov 19, 2015 11:00 AM EST, End Date: Nov 27, 2015 5:00 PM EST, Time Remaining: 8d:2h:3m, B Status: Active, and Actions: a set of icons for editing, deleting, and printing.

Opp. No	Agency	Title	Status	Start Date	End Date	Time Remaining	B Status	Actions
RFPS30034901600915	State of Missouri	Scanner and Micrographic Equipment	Draft	Nov 19, 2015 11:00 AM EST	Nov 27, 2015 5:00 PM EST	8d:2h:3m	Active	  

For solicitations in which you have an un-submitted draft bid response, you will also receive an automated email reminder to submit your bid response.

Solicitation with Items

For those solicitations which **include items** for electronic bid responses, the **Respond** tab **will be** visible once all mandatory documents on the **Overview** page have been accepted and the handling of **Requirements** and/or **Questionnaire** questions, if any, have been completed. You will enter bid amounts on the **Respond** tab.



IFBC17001623 - Paper - State Agencies - IV (Formal)

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate
< >

Draft Bid Review & Submit

Note: Fields marked with an asterisk are required. If the solicitation items are organized in groups, then every item in the group has to have a response in case the buyer decides to carry out the evaluation process for the group.

Note: Response for the item is Required.

1. No. 1 Laser Bond, Virgin, 8-1/2" x 11"*

Item Description

Item Specification for No. 1 Laser Bond, Virgin, 8-1/2" x 11"

Description: No. 1 Laser Bond, Virgin, White, 8-1/2 x 11 20-lb., long grain, ream wrapped, labeled to brand

Categorization

[14000000] Paper Materials and Products

[14110000] Paper products

[14111500] Printing and writing paper

Item Response

Item Actions:      

The Supplier Part No. and Supplier Part No. Ext fields are for your internal tracking purposes only. By submitting your bid you are certifying that these fields match the Item Specification and/or Alternative as defined by the Buying Organization and will not be considered during the Evaluation and Award process.

Price/carton *	Qty	Units	Alternative ?	Manufacturer Name	Manufacturer Part No	Supplier Part Number	Supplier Part Number Ext	Response Actions
\$ <input style="width: 50px;" type="text"/>	2000.0	carton		<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	 
				Buying Organization Prefers: N/A	Buying Organization Prefers: N/A			
Desired Delivery Date		Delivery Location		Delivery Date		Comments:(Up to 2000 characters)		
		N/A		<input style="width: 100%;" type="text"/>  <input type="checkbox"/> Date Not Specified		<div style="border: 1px solid #ccc; height: 100px;"></div>		
Item Total: \$ <input style="width: 50px;" type="text"/>								

Solicitation Item No : 1* 2* > >>

Save
Done
Cancel

* Denotes required item response
 0 of 2 items responded.
 Your response has no attachment!

If items are grouped, the **Total No. of Groups** and grouping tabs will display. To navigate between the groups, use the hyper linked group names or hyper linked arrows.

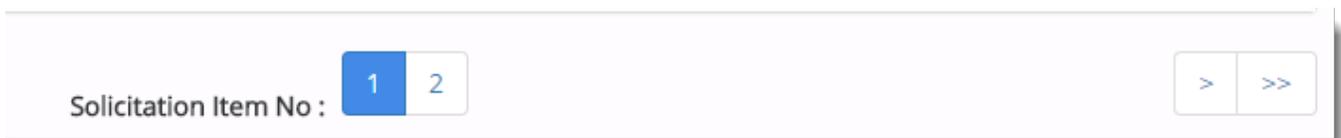


Fields marked with an asterisk (*) are required. You must enter in a price per unit of measure or acknowledge a **'No Bid'** for each solicitation item. To designate an intentional no bid on an item, select the **Intentional No Bid**  icon located above the item or check the **Intentional No Bid** box located beneath the item. See the **No Bid** topics for more complete details:

- o [No Bid Entire Solicitation](#)
- o [No Bid on Item](#)

To enter a **'No Charge'** on an item, enter 'o' in the **Price/UoM** field. You should also indicate that the item is being proposed at **'No Charge'** in the **Comments** field.

To navigate between multiple solicitation items, use the hyper linked solicitation items or the hyper linked arrows.



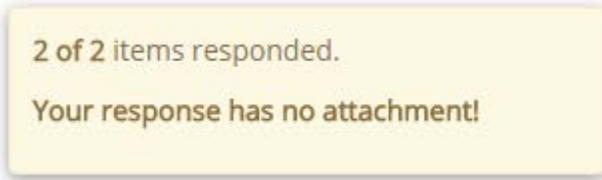
Be sure to click **Save** after entering your response on each item. After you have entered a response on each item, review your response by clicking **Done**.

The system 'sticky note' will update accordingly to reflect the count of items that have been responded to versus the number of items on the solicitation.

If one or more items on the solicitation are marked as **Required** by the buying organization, the 'sticky note' will display in red, as shown in the sample image below:



If none of the items on solicitation are marked as **Required** by the buying organization, the ‘sticky note’ will display in yellow, as shown in the sample image below.



When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.



Selecting **Review & Submit** opens the **Review Response** page.



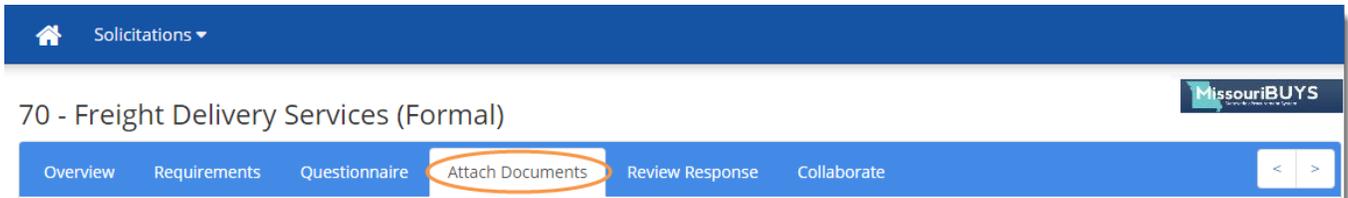
The **Submit** button is located only on the **Review Response** page.

Click [here](#) to jump to the **Review and Submit** topic.

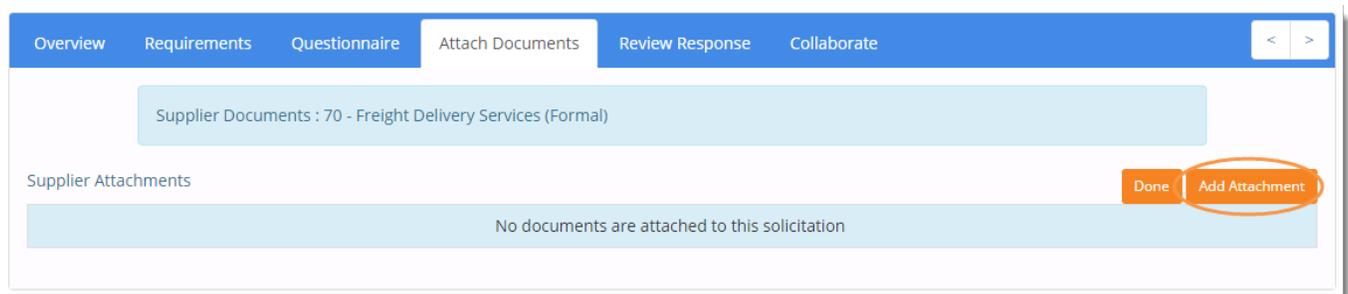
Solicitations without Items

For those solicitations which **do not include items**, which is fairly rare, the **Respond** tab will **not** be visible even after mandatory documents are accepted on the **Overview** page or after mandatory **Requirements** and/or **Questionnaire** questions, if any, are handled. Therefore, you must respond to the solicitation by downloading and completing the appropriate solicitation document(s) and then attaching the completed documents via the **Attach Documents** tab.

Attach Documents to a Solicitation with or without Items



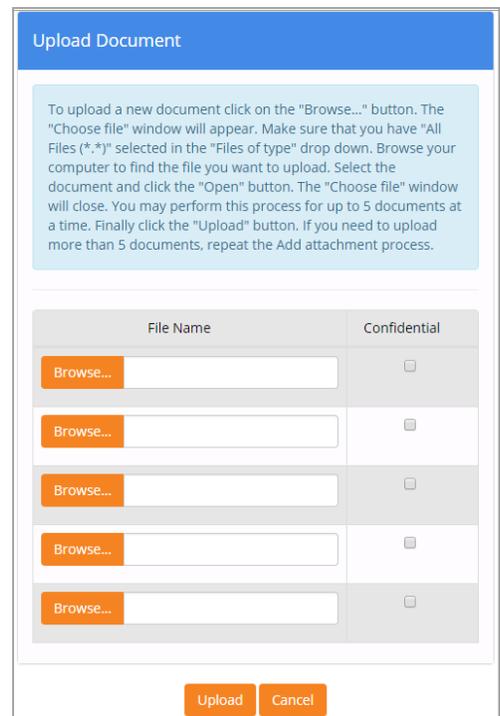
Click **Add Attachment** to open the **Upload Document**.



The **Upload Document** window opens:

Click **Browse** or **Choose File**, depending on your web browser, to navigate to the local or network location of the file to be attached.

NOTE: When uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.



From the **Choose File to Upload** window, select the document and click **Open**. Repeat these steps for each document that needs to be attached. While there is no limit placed on the number of documents that may be attached, only five documents may be uploaded at a time. Vendors are reminded to complete and attach the State of Missouri's solicitation documents if they were included as part of the **Original Solicitation Documents** section and the **Addendum Documents** section if an addendum(s) has been issued, as indicated on the **Overview** tab of the navigation bar.

Check the **Confidential** box next to each document that you wish to identify as a document that will not be published by default upon solicitation award. Be aware, that the State of Missouri may choose to override this setting and publish any and all documents included in the solicitation response.

Click the **Upload** button to complete the document attachment to the solicitation response.

If none of the uploaded documents were designated as **Confidential**, the application will return directly to the **Attach Documents** page.

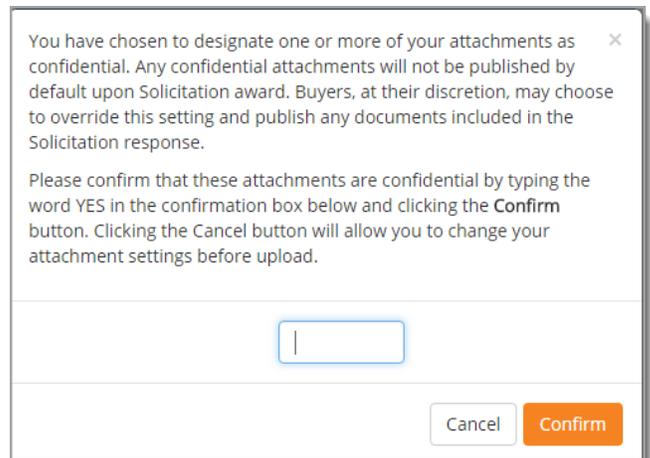
If one or more documents was designated as **Confidential**, the following advisory message will display:

Acknowledge the advisory message by entering the word **YES** in the text box.

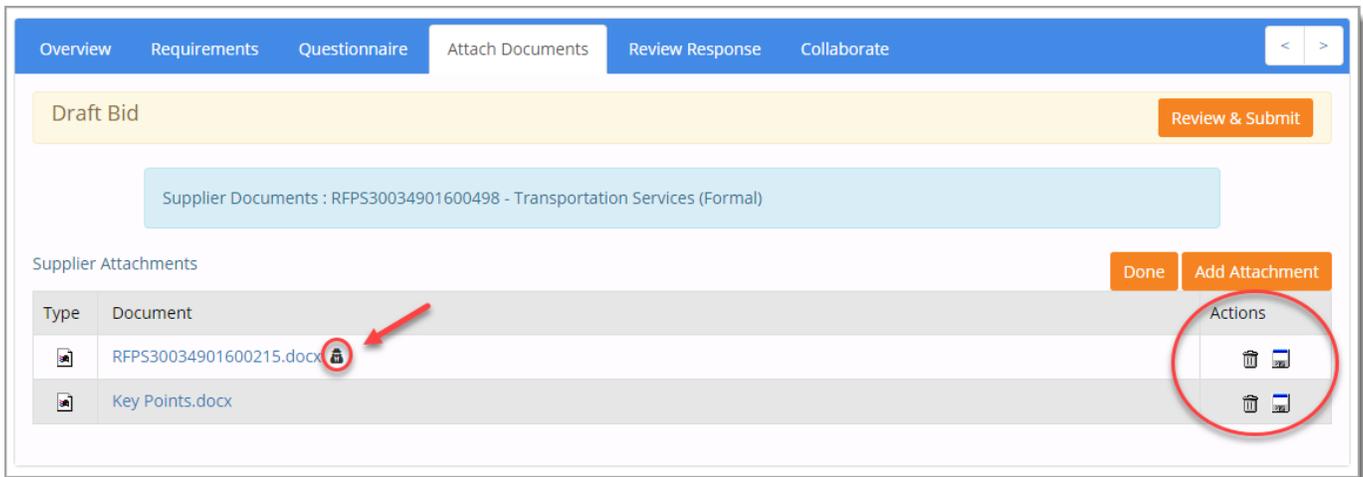
Click **Confirm**.

The application will return to the **Attach Documents** page.

The **Attach Documents** page displays the added documents. For those documents that were identified as **Confidential**, there will be a small icon 🗝️ located to the left of the hyper-linked document name.



In the sample image below, only one of the two attachments were marked as **Confidential** as indicated by the icon.



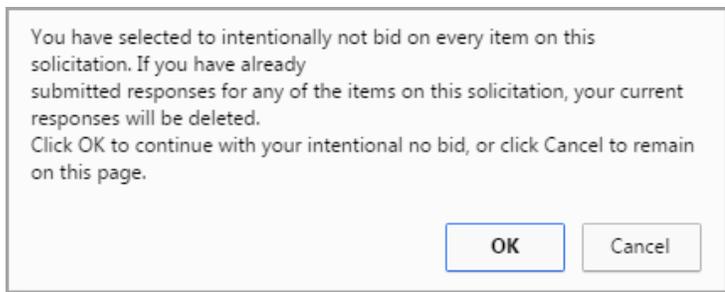
If necessary, an attachment may be removed by clicking the **Delete**  icon or reviewed by selecting the **Download**  icon.

No Bid Entire Solicitation

If your organization wishes to acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, the **Intentional No Bid**, process may be used. To intentionally not provide a bid or response for an entire solicitation, simply select the **No Bid** button  located at the bottom of the **Overview** page.

Solicitation with Items

A confirmation message displays stating that you have selected to intentionally not bid on every item on the solicitation and that if you have already submitted responses for any of the items, those responses will be deleted.



Click **OK** to proceed with your intentional no bid or **Cancel** to remain on the **Overview** page and proceed with reviewing and responding to the solicitation.

Items on the **Review Response** page will display with the **Intentional No Bid**  icon shown to the right of the hyper-linked item description as well as in the **Unit Price** field.

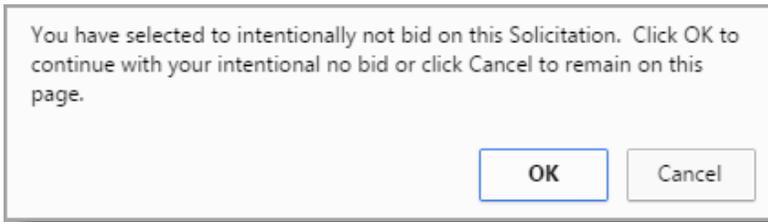


No.	Item	Alternative	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Divry. Date	Units	Unit Price	Qty	Total	Actions
1	[46181503] Disposable Coveralls w/Attached Hood/Boots Lrg 25/Case 						case		5.0	N/A	 
2*	[[K-943999] TacLite Pro Vest 						each		10.0	N/A	 

Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click on the **Bid on Items** located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box **Intentional No Bid** to re-activate the **Item Response** fields.

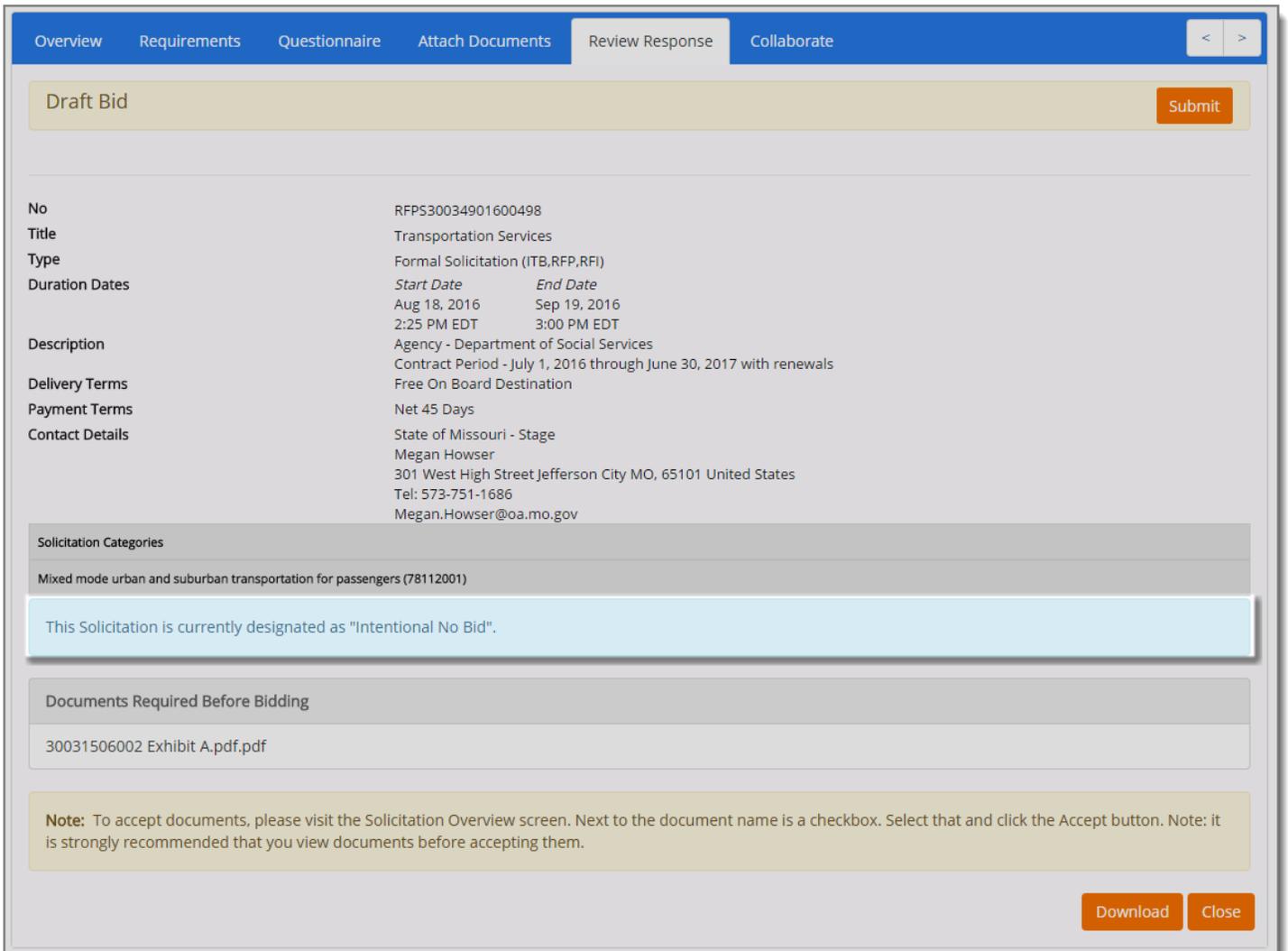
Solicitation without Items

If the **No Bid** button was selected on the **Overview** page of a solicitation that does not contain items, the following confirmation message displays:



Click **OK** to proceed with your intentional no bid or **Cancel** to proceed with reviewing and responding to the solicitation.

The **Review Response** page displays a system advisory message stating that the solicitation is currently designated as **Intentional No Bid**.



The screenshot shows the 'Review Response' page in a web application. The top navigation bar is blue and contains the following tabs: Overview, Requirements, Questionnaire, Attach Documents, Review Response (active), and Collaborate. Below the navigation bar is a yellow header area with the text 'Draft Bid' and a 'Submit' button. The main content area is white and contains a table of solicitation details:

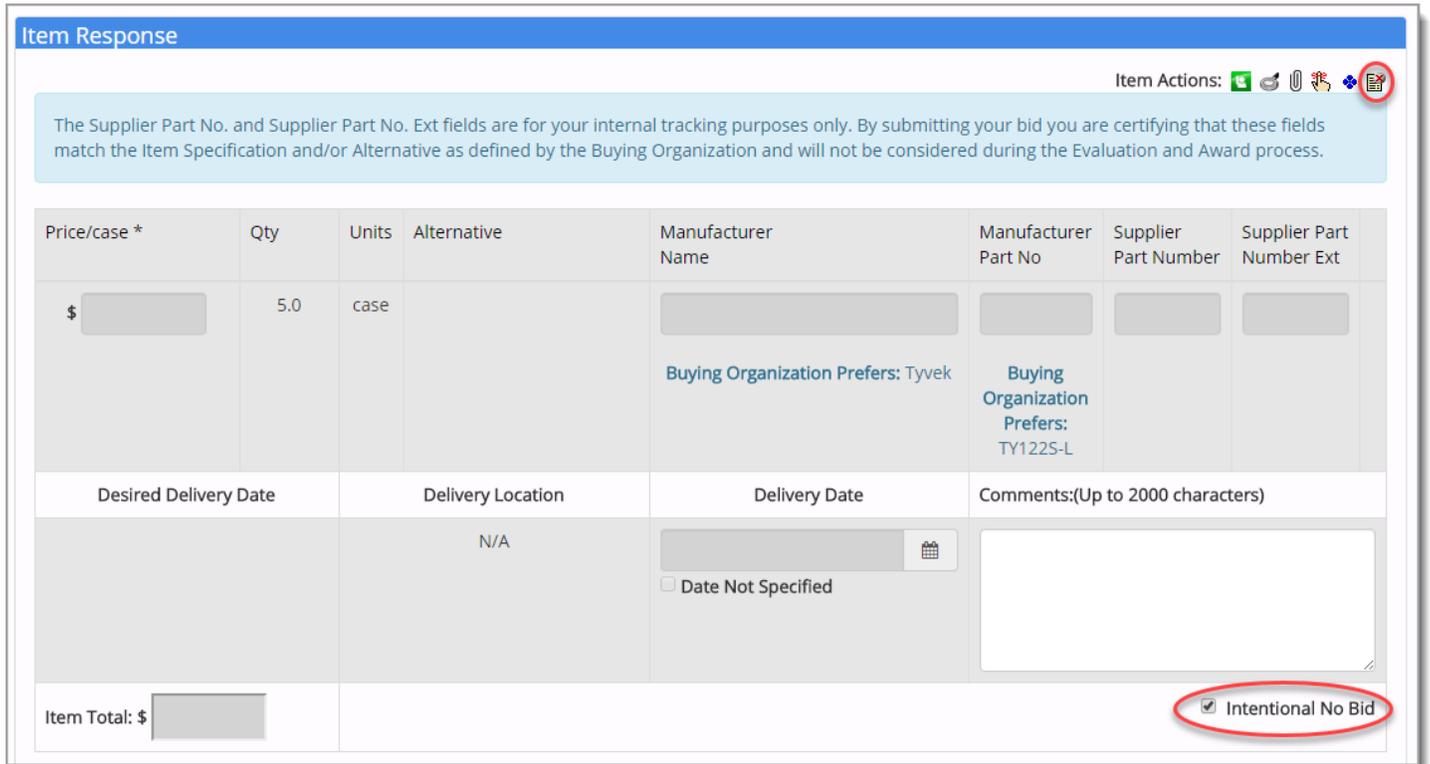
No	RFP530034901600498						
Title	Transportation Services						
Type	Formal Solicitation (ITB,RFP,RFI)						
Duration Dates	<table border="1"><tr><th>Start Date</th><th>End Date</th></tr><tr><td>Aug 18, 2016</td><td>Sep 19, 2016</td></tr><tr><td>2:25 PM EDT</td><td>3:00 PM EDT</td></tr></table>	Start Date	End Date	Aug 18, 2016	Sep 19, 2016	2:25 PM EDT	3:00 PM EDT
Start Date	End Date						
Aug 18, 2016	Sep 19, 2016						
2:25 PM EDT	3:00 PM EDT						
Description	Agency - Department of Social Services Contract Period - July 1, 2016 through June 30, 2017 with renewals						
Delivery Terms	Free On Board Destination						
Payment Terms	Net 45 Days						
Contact Details	State of Missouri - Stage Megan Howser 301 West High Street Jefferson City MO, 65101 United States Tel: 573-751-1686 Megan.Howser@oa.mo.gov						

Below the table is a section for 'Solicitation Categories' with the following text: 'Mixed mode urban and suburban transportation for passengers (78112001)'. A light blue banner message states: 'This Solicitation is currently designated as "Intentional No Bid".'. Below this is a section for 'Documents Required Before Bidding' with the following text: '30031506002 Exhibit A.pdf.pdf'. A yellow note box contains the following text: 'Note: To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.'. At the bottom right of the page are two buttons: 'Download' and 'Close'.

No Bid on Item

If your organization wishes to acknowledge that you reviewed a solicitation item and knowingly do not wish to submit a bid on one or more items, the **Intentional No Bid**, process may be used. To intentionally not provide a response for a particular item, select the **Intentional No Bid**  icon located in the **Item**

Response section. Or, simply check the **Intentional No Bid** **Intentional No Bid** check box.



The screenshot shows the 'Item Response' form. At the top right, there are 'Item Actions' icons, with the 'Intentional No Bid' icon circled in red. Below this is a light blue informational box. The main form area contains a table with columns for Price/case, Qty, Units, Alternative, Manufacturer Name, Manufacturer Part No, Supplier Part Number, and Supplier Part Number Ext. The 'Price/case' field is a text input with a dollar sign and a greyed-out value. The 'Qty' field contains '5.0' and 'Units' contains 'case'. The 'Manufacturer Name' field contains 'Buying Organization Prefers: Tyvek'. The 'Manufacturer Part No' field contains 'Buying Organization Prefers: TY122S-L'. The 'Supplier Part Number' and 'Supplier Part Number Ext' fields are empty. Below the table, there are fields for 'Desired Delivery Date', 'Delivery Location' (containing 'N/A'), 'Delivery Date' (with a calendar icon and a 'Date Not Specified' checkbox), and 'Comments:(Up to 2000 characters)'. At the bottom left, there is an 'Item Total: \$' field with a greyed-out value. At the bottom right, the 'Intentional No Bid' checkbox is checked and circled in red.

All of the **Item Response** fields will be greyed out and inactive. Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click the **Bid on Items** button located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box **Intentional No Bid** to re-activate the **Item Response** fields.

Proceed with entering your bid amounts as discussed in the [Solicitation with Items](#) topic.

Review Response

If you have not responded to all required fields on the solicitation, a warning message will display at the top of the **Review Response** page. This message reminds you that you must respond to all required fields to enable the **Submit** button.



Please follow the guidance of the 'sticky notes' and system advisory messages regarding the steps that need to be followed in order to complete the response.

Review and Submit

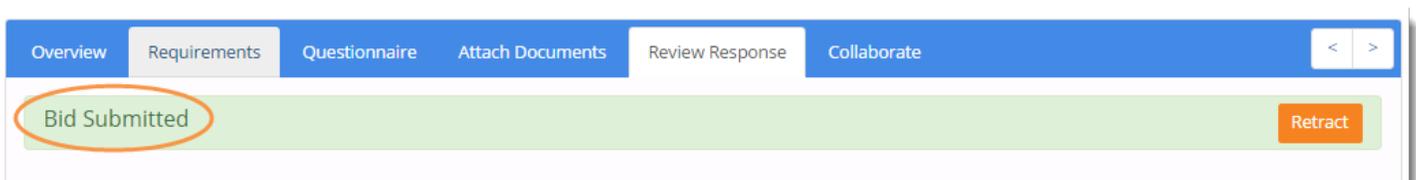
When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.



Selecting **Review & Submit** opens the **Review Response** page. The **Submit** button is located only on the **Review Response** page.



Click **Submit**. Once you **Submit**, the top of the **Review Response** page will refresh to display **Bid Submitted**.



This means that your response has been successfully submitted into the WebProcure™ system and you may modify your response up until the solicitation end date and time.

Submitted Bids will be visible to the buying organization at the end date and time of the solicitation.

- Be aware that buying organizations may award **Informal** solicitations prior to their end date and time and prior to your submitting your planned response.
- **Formal** solicitations may **not** be awarded prior to the solicitation end date and time.
- A **submitted bid response** is considered **electronically signed**.

Once you have submitted your bid response, your response will be assigned a **Status** of **Responded** on your opportunity listing pages.

My List Other Active Opportunities

Opp. No	Agency	Title	Status	Start Date	End Date	Time Remaining	B Status	Actions
RFPC30034901600120	State of Missouri	Retroreflective Sheeting - MVE Jefferson City Correctional Center	Responded	Oct 20, 2015 3:30 PM EDT	Nov 18, 2015 3:00 PM EST	-	Ended	  
RFPS30034901600156	State of Missouri	Trash Removal Sam A. Baker State Park for DNR	Responded	Nov 3, 2015 9:00 AM EST	Dec 1, 2015 3:00 PM EST	11d:22h:32m	Active	  

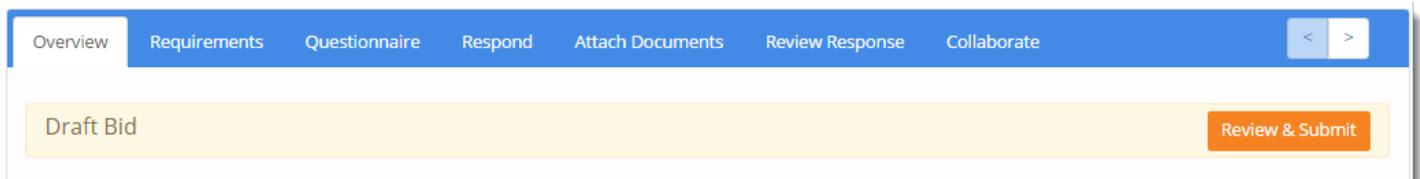
IMPORTANT: Remember the bid remains in **Draft** mode until you click **Submit**. It will not be visible to the buying organization at the end date and time unless you click **Submit** prior to the solicitation end date and time.

Edit Solicitation Response

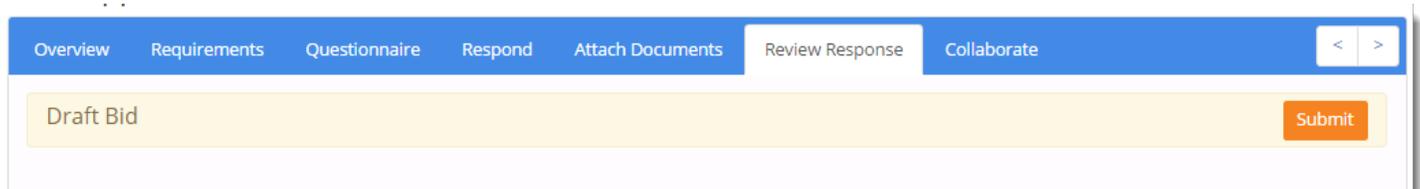
Solicitation responses may be modified up until the solicitation's end date and time. To perform an edit, locate the solicitation from the **Current Solicitations – My List** page. Select the hyper linked **Opp. No.** or select the **Submit / Edit Your Response**  icon from the **Actions** column. The solicitation opens to the **Overview** page.

Edit Draft Bid

If your response is currently in **Draft** mode, make any and all edits as needed and when you are ready to submit your response, click **Review & Submit**.

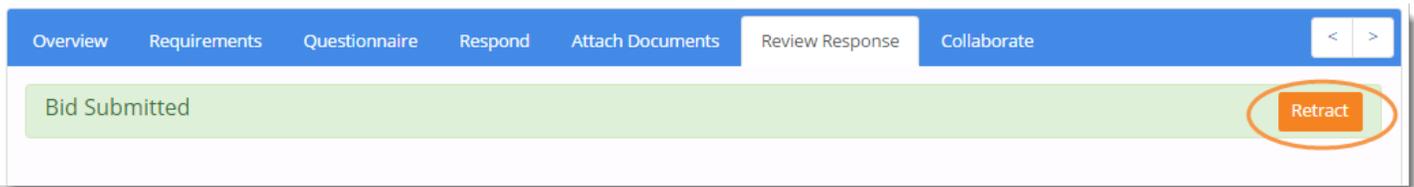


Once you confirm the edits are complete and accurate, click **Submit** from the **Review Response** page.



Edit Submitted Bid

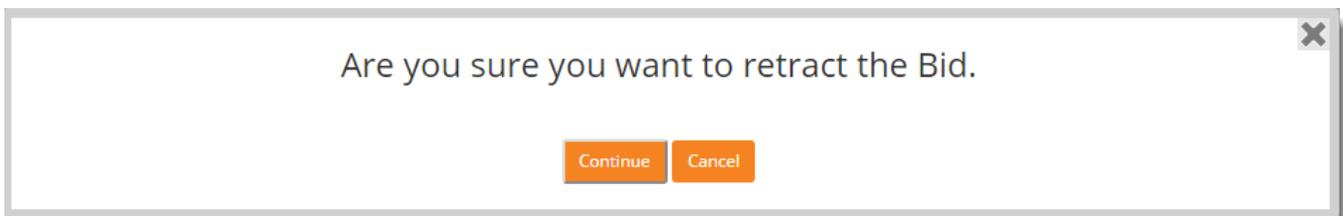
If your response is currently in **Responded** mode, then your response will need to be retracted.



Retract

Once a bid has been submitted, a **Retract** button will be visible at the top of the **Review Response** page. If you have previously submitted a response and need to make edits to data on the **Requirements**, **Questionnaire**, **Respond** or **Attach Documents** pages, click **Retract**. **Retract** may also be used to completely withdraw a submitted response.

A confirmation message will display:



Click **Continue** to proceed with bid retraction.

Cancel ends the retraction process; previous response remains intact.

If you proceed with the retraction, the **Status** will revert to **Draft**. Make the necessary edits. Click **Review & Submit** to review your response. From the **Review Response** page click **Submit** to send your modified response.

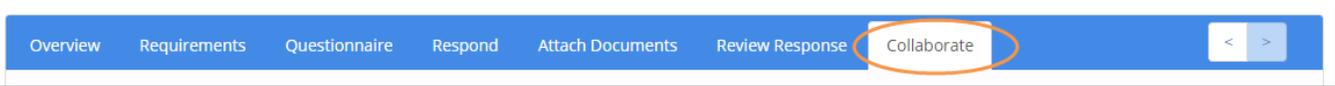
Collaboration Center (if applicable to the solicitation)

Buying organizations may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which vendors and buyers can communicate. If the buyer has not enabled, this functionality or if the time period for collaboration has not yet arrived or expired, the following message displays:



Collaboration period for this Solicitation is not active

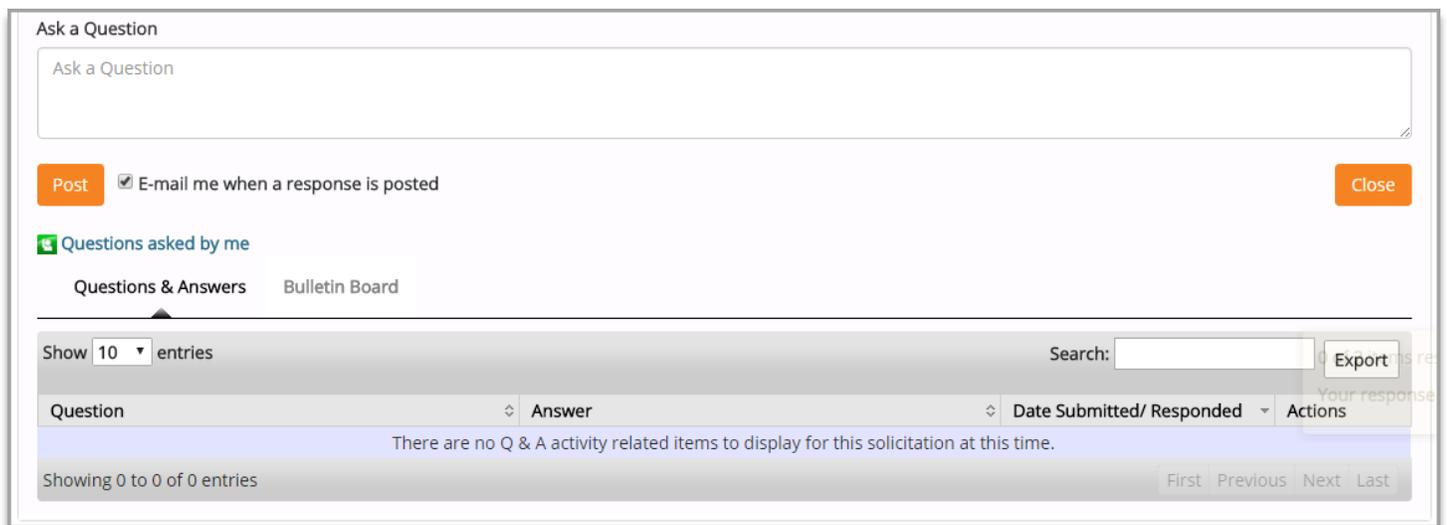
Your vendor organization will be notified via an automated e-mail notification once the collaboration period is active. Once active, select the **Collaborate** tab.



The **Collaborate** page is also available by selecting the **Collaboration Center**  icon on the **Current Solicitations** page. By default, the system opens to the **Questions & Answers** tab.

Questions & Answers

To submit a question to the buying organization, enter it in the **Ask a Question** text box.

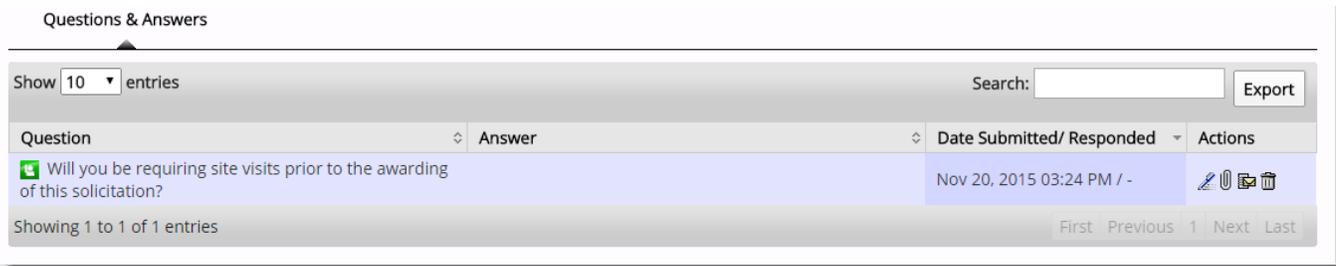


The image shows a screenshot of the 'Ask a Question' form. At the top, there is a text input field with the placeholder 'Ask a Question'. Below the field are two buttons: 'Post' and 'E-mail me when a response is posted' (which is checked). There is also a 'Close' button on the right. Below the form, there is a section titled 'Questions asked by me' with two tabs: 'Questions & Answers' and 'Bulletin Board'. Underneath, there is a search bar and an 'Export' button. A table header is visible with columns: 'Question', 'Answer', 'Date Submitted/ Responded', and 'Actions'. A message in the table area states: 'There are no Q & A activity related items to display for this solicitation at this time.' At the bottom, it says 'Showing 0 to 0 of 0 entries' and has navigation links: 'First', 'Previous', 'Next', 'Last'.

To receive an automated e-mail notifying that a response has been posted, be sure to check the **E-mail me when a response is posted** box.

Click **Post**.

Questions posted by you will appear within the **Question and Answer** list view. All questions posted by a member of your organization will be identified by the **Questions asked by me**  icon. The presence of this icon allows you to quickly distinguish between your questions and questions asked by other vendor organizations.



To refine the listing of questions and answers, enter text into the **Search** field.



To view a **PDF** or **Excel** version of the displayed questions and answers, click **Export**.

Click the desired format and save the file to a local or network location.



Several **Action** icons are available; the icons will vary depending on whether or not the question was asked by your vendor organization, whether or not the question has yet been answered by the buying organization and parameters set by the buying organization.

	Edit Question	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be edited. Click the icon to open the question for edits.
	Attachments	This icon is multi-purpose. Select this icon to: Include attachments with your question; View attachments that the buyer included with their answer; It may also be selected to view the attachments included on a question that was asked by another vendor.
	Delete Question	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be deleted. Click the icon to remove the question. A confirmation message will display. Click OK to proceed with the deletion of the question. Click Cancel to keep question.
	Send Email to Buyer	If the buying organization has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send email regarding this solicitation.

Bulletin Board

The **Bulletin Board** page allows the buying organization to communicate with one, multiple or all vendors associated with the solicitation. Select the **Bulletin Board** tab to view those messages.



To receive notification that a message has been posted by the buying organization, click the **E-mail me when an item is posted** slide button.



To refine the listing of posts, enter text into the **Search** field.

As you begin typing into the **Search** field, the listing of posts will automatically update and reflect only those that match the entered search criteria.

To view a **PDF** or **Excel** version of the displayed posts, click **Export**.



Click the desired format and save the file to a local or network location.

Two **Action** icons are available.

	Attachments	Select this icon to view attachments that the buying organization included with their Bulletin Board Post , if any. The Documents List page opens. All document names are active hyper-links. Click the document name to open and view.
	Send Email to Buyer	If the buying organization has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send email regarding this solicitation.

Buying organizations utilize the **Collaboration Center-Bulletin Board** to post announcements. They may choose to publish those posts to one, multiple, or all vendors associated with the solicitation and they may also choose the method:

- **Via Email / Fax**
- **Via an Addendum to Solicitation**

If the decision to publish as an addendum is made, then the amended version of the solicitation will be identified in the **Solicitation History**. The **Addendum Documents** section of the **Overview** page will contain a report of the published post that may be viewed and/or downloaded. This report must be accepted in order to submit your solicitation response. See sample image below.

Original Solicitation Documents				
Select	Accepted	Document		Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RFPC30034901700123 - Propane.doc		 
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RFPC30034901700123 - Attachment 1 - Propane.docx		 
Addendum Documents				
Select	Accepted	Document	Added in Version No.	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFPC30034901700123 - Attachment 2 - Propane.docx	Addendum 01	 
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collaboration Center Items - RFPC17001524 - Addendum # 2.pdf	Addendum 02	 

Solicitation Addendum

Active solicitations may be modified by buying organizations via the addendum process. If this occurs, the status of the solicitation will display as **Amended**.

My List Other Active Opportunities

Opp. No	Agency	Title	Status	Start Date	End Date	Time Remaining	B Status	Actions
RFPS30034901600971	Perfect City	Tree Cutting and Anchoring Services for Missouri Department of Conservation	Responded	Nov 17, 2015 2:45 PM EST	Nov 25, 2015 5:00 PM EST	5d:0h:55m	Amended	    

Each version of the solicitation will be accessible and versions compared. Select the **Submit / Edit Your Response**  icon from the **Actions** column to open the solicitation.

Solicitation History

Version No.	Viewed ?	Issued Date/Time	Addendum Actions
Original 	Yes	Nov 17, 2015 2:45 PM EST	
Addendum 01 (Active Version)	Yes	Nov 20, 2015 4:00 PM EST	 

If displayed the  indicates that your last-submitted response was based on this version of the solicitation.

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

-- Select a Previous Version --

Show Version Comparison

In the center of the **Overview** page will be the **Solicitation History** section. It identifies the solicitation versions, each with a date and time stamp and whether or not your vendor organization viewed that particular version. If a blue flag  icon is displayed next to a version number, then this is an indicator that your vendor organization submitted a response based on that particular version. If necessary, you may need to compare the versions of the solicitation to ensure accuracy in your submitted responses.

Compare Versions

To view a comparison of the active version of the solicitation with a previous version, select a version from the drop down and click the **Show Version Comparison** button.

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

Version: Original

Show Version Comparison

The **Solicitation Version Comparison** page opens.

Solicitation Version Comparison

Original Version	Version No. 01
Heating Fuel - Propane Informal Solicitation No.RFPC17001524	State of Missouri - QA Heating Fuel - Propane Informal Solicitation No.RFPC17001524

Header Information

Contact Enterprise Administrator 301 West High Street Room 630 Jefferson City MO. 65101 United States Tel: 866-889-8533 Fax: 999-999-9999 WPQA@perfect.com	Contact Enterprise Administrator 301 West High Street Room 630 Jefferson City MO. 65101 United States Tel: 866-889-8533 Fax: 999-999-9999 WPQA@perfect.com
Duration Dates Start Date: Sep 1, 2016 1:20 PM CDT End Date: Sep 9, 2016 2:00 PM CDT	Duration Dates Start Date: Sep 1, 2016 1:20 PM CDT End Date: Sep 9, 2016 2:00 PM CDT
Collaboration Dates Start Date: ⬇ ⬆ End Date: ⬆ ⬇	Collaboration Dates Start Date: Sep 1, 2016 3:00 PM CDT ⬆ End Date: Sep 9, 2016 1:45 PM CDT ⬆
Title Heating Fuel - Propane	Title Heating Fuel - Propane
Description Contract Period: October 1, 2016 through September 30, 2017.	Description Contract Period: October 1, 2016 through September 30, 2017.
Delivery Terms Free On Board Destination Additional Delivery Information - Additional Delivery Information - Various state agency facilities throughout the State of Missouri maintained by the Office of Administration, Div.Facilities Mgmt. Design and Construction and the Missouri Department of Correct.	Delivery Terms Free On Board Destination Additional Delivery Information - Additional Delivery Information - Various state agency facilities throughout the State of Missouri maintained by the Office of Administration, Div.Facilities Mgmt. Design and Construction and the Missouri Department of Correct.
Payment Terms Net 45 Days Additional Payment Information -	Payment Terms Net 45 Days Additional Payment Information -
Custom Fields	Custom Fields
Created By Enterprise Administrator	Created By Enterprise Administrator

Document Attachments

Document was not added	RFPC30034901700123 - Attachment 2 - Propane.docx
RFPC30034901700123 - Propane.doc	RFPC30034901700123 - Propane.doc
RFPC30034901700123 - Attachment 1 - Propane.docx	RFPC30034901700123 - Attachment 1 - Propane.docx

Requirements

* This solicitations contains no Requirements

Item Specifications and Quantities

Seq.No.		Contract #	Total Qty	Unit	Seq.No.		Contract #	Total Qty	Unit
1	→ [PTLD] Propane - Tank Load Deliveries		1.0	gallon	1	→ [PTLD] Propane - Tank Load Deliveries		1.0	gallon
2	→ [PTD] Propane - Transport Deliveries		1.0	gallon	2	→ [PTD] Propane - Transport Deliveries		1.0	gallon

Close

Differences

The information from each version is shown side-by-side. The differences are highlighted in yellow, with the exception of added documents, ([see below](#)).

In the following sample image, a collaboration period was enabled for the solicitation as indicated by the highlighted **Collaboration Dates**. In the **Original** version, collaboration dates were not established and in the amended **Version No. 01**, a date range of **Sep 1, 2016** to **Sep 9, 2016** was entered.

Solicitation Version Comparison					
Original Version			Version No. 01		
Heating Fuel - Propane Informal Solicitation No.RFPC17001524		State of Missouri - QA	Heating Fuel - Propane Informal Solicitation No.RFPC17001524		State of Missouri - QA
Header Information					
Contact	Enterprise Administrator 301 West High Street Room 630 Jefferson City MO, 65101 United States Tel: 866-889-8533 Fax: 999-999-9999 WPQA@perfect.com		Contact	Enterprise Administrator 301 West High Street Room 630 Jefferson City MO, 65101 United States Tel: 866-889-8533 Fax: 999-999-9999 WPQA@perfect.com	
Duration Dates	Start Date: Sep 1, 2016 1:20 PM CDT	End Date: Sep 9, 2016 2:00 PM CDT	Duration Dates	Start Date: Sep 1, 2016 1:20 PM CDT	End Date: Sep 9, 2016 2:00 PM CDT
Collaboration Dates	Start Date: ◆	End Date: ◆	Collaboration Dates	Start Date: Sep 1, 2016 3:00 PM CDT ◆	End Date: Sep 9, 2016 1:45 PM CDT ◆
Title	Heating Fuel - Propane		Title	Heating Fuel - Propane	

If documents were added as part of the solicitation amendment, they will not be highlighted in yellow, however, the added documents will be shown in the **Document Attachments** section when versions are compared.

In the sample image below, the document named **RFPC30034901700123 – Attachment 2 – Propane.docx** was not included in the **Original** version but was added in the amended **Version No. 01**.

Document Attachments	
Document was not added	RFPC30034901700123 - Attachment 2 - Propane.docx
RFPC30034901700123 - Propane.doc	RFPC30034901700123 - Propane.doc
RFPC30034901700123 - Attachment 1 - Propane.docx	RFPC30034901700123 - Attachment 1 - Propane.docx

Click **Close** to exit the **Solicitation Version Comparison** page. Added documents will be displayed in the **Addendum Documents** section of the **Overview** page. This topic is discussed next.

Addendum Documents

Buying organizations may add additional documents to the solicitation at any time between the start and end dates, as part of a solicitation addendum. Any documents added within solicitation addendum are displayed on the **Overview** page in the **Addendum Documents** section, which appears beneath the **Original Solicitation Documents**. These addendum documents have the same information fields and actions as documents in the **Original Solicitation Documents** section, with the following addition:

- **Added in Version No.** - Indicates the version of the solicitation in which the document was added.

[Check All] [Uncheck All]

Original Solicitation Documents				
Select	Accepted	Document		Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bid Response Instructions.docx		 

Addendum Documents				
Select	Accepted	Document	Added in Version No.	Actions
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