OSP Bid Response Checklist and Support Guide

OSP Bid Response Requirements

Checklist

Each of the checklist reminder topics profiled below is a clickable link to view supplemental information relative to the checklist topic.

Key Points to follow when responding to a bid:

1. **Respond to bids in sequence with the Bid Response Toolbar**
2. **Read and Perform all required acknowledgements**
3. **Monitor registered email account for solicitation created, addendum, and other action notices**
4. **Acknowledge addendums and respond to addendums when required**
5. **Be prepared to bid**
6. **Use the bid type OSP Bidder Guide**

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1. Respond to bids in sequence with the Bid Response Toolbar

Bidders should perform bid submissions following the sequence of the toolbar tabs from left to right (Overview to Collaborate):
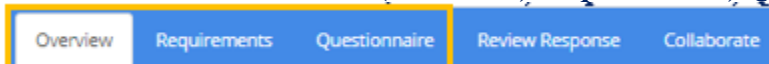
At **bid response initiation** the Bid Response toolbar shows **five tabs** - as shown below**.**
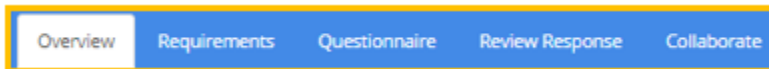
Upon bidder **completion of the first three sequential tabs**, the toolbar will expand to accommodate **two new required tabs** – as shown below.
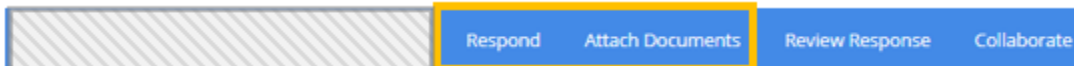
Toolbar - First Three Tabs (Overview, Requirements, Questionnaire)

Overview

✓ The **Overview** section is the first tab in the bid response process, and requires bidders to **download**, **check off**, and **save all items**.
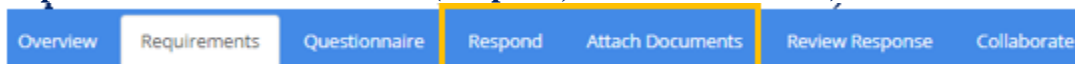**Requirements**
✓ The **Requirements** section is the second tab in the bid response process and requires bidders to **read** and **acknowledge all items** in this section.
Questionnaire
✓ All questions in the Vendor Certification Form (VCF) must be answered by using
  ○ **Radial buttons** (yes/no)
  ○ Populate **text fields** with text
  ○ When **attaching a document**, it is required that the **related text field be populated with text, such the word Yes**.

## Expanded Toolbar - Two Tabs (Respond, Attach Documents)

| Overview | Requirements | Questionnaire | Respond | Attach Documents | Review Response | Collaborate |

Respond
✓ Is required when the bid **includes line items**
Attach Documents
✓ Is required when responding to a bid with **no line items**

Toolbar - Final Two Tabs (Review Response, Collaborate)

| Overview | Requirements | Questionnaire | Respond | Attach Documents | Review Response | Collaborate |
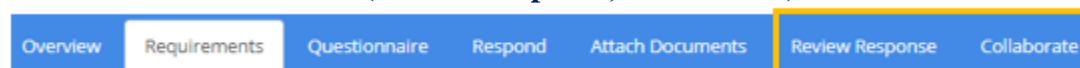
Review Response
✓ Allows bidder to **review the draft response**
✓ Notifies bidder if they **have not responded to all required fields** on the Requirements or Questionnaire tabs
✓ If all required fields have been responded to, the top of the Review Response page will display a **submit button for bidder to submit bid**
Collaborate
✓ Vendor questions and answers center
✓ Specific time-period for bidders and buyer to communicate

Follow bid response sequence in the Blue Toolbar Tabs at the top of the screen.

| Overview | Requirements | Questionnaire | Respond | Attach Documents | Review Response | Collaborate |
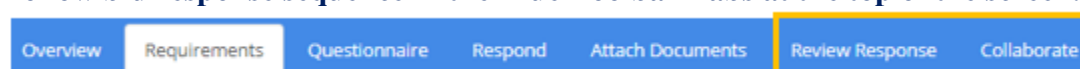
Save Responses during bid submission

As you progress through the blue tabs for your bid submission, **click on the Save Responses Button at the bottom of the screen** as a protective step to ensure recent updates are saved.

2. <u>Read and Perform all required acknowledgements</u>

Bidders must perform acknowledgements as they progress through the bid submission process. Be sure to read all notices and certifications and perform all necessary acknowledgements.

3. <u>Monitor registered email account for solicitation created, addendum and other action notices</u>

Solicitation Notification Emails for Registered Commodity Codes
- Emails are automated notices sent to registered vendors for the registered commodity codes in the vendor's profile
- Emails are sent from OceanStateProcures@perfect.com
- Emails are distributed for any bid posting actions (i.e. addendum, cancellation, etc.)
- Emails cannot be turned off in the system
- Emails include 10 helpful steps for bid response

4. Acknowledge amendments/addendum and respond when required

Your **attention** is required to monitor all **amendments/addendums:**

- Amendments/Addendums may be posted up to **five business days before opening date**
- **Monitor email** for **Solicitation action notifications,** including **Amendment has been created** notifications
- Bid response will be put into **draft status** every time the buyer amends a solicitation
- All addenda must be **acknowledged** by bidder

5. Be prepared to bid

Allow ample time to become familiar with the OSP system and bid requirements. As with all electronic eProcurement systems, bidders in OSP must perform key steps and validations that enable advancement to required next steps in the electronic bid submission process.

Like requirements of a paper submission, the electronic system requires bidders to complete text in certain fields, check certification boxes, upload attachments, acknowledge required bidder certifications, review of bid addendums and questions and answers.

Initial steps to bid readiness

- **Vendor Registration is required to bid**
  Bidders must be registered to respond to a bid in OSP. If not yet registered, create your vendor profile at: Vendor Registration- Rhode Island -Division of Purchases (ri.gov)

- **Vendor Response to a bid must be submitted by the supplier who will be responsible to perform under the intended award/contract**
  The bid response must be submitted under the correct EIN WebProcure profile (i.e. Head Quarter EIN/Branch EIN). For example, a Head Quarter cannot submit a bid response for which the Branch of the Head Quarter is the intended supplier under the award. In this case, the Branch must submit the bid response under the Branch's EIN vendor profile to receive award/contract.

- **Select Commodity Codes**
  Register for relevant goods/services in your vendor profile

- **Login to OSP**
  Login to your vendor dashboard at: OSP Login - Rhode Island Division of Purchases (ri.gov)

- **Help Desk**
  Get help for login, registration, and general questions: **call 1-866-889-8533**

Internet Browser Requirements

- **Recommended browsers**
  - Microsoft Edge
  - Google Chrome
  - Mozilla Firefox.
- **NOTE: Internet Explorer** is **not** a supported browser

Bidder Dashboard features Message Board, Documents Section, Toolbar and Filters

- **Message Board Reminders** are posted for important information and helpful tips
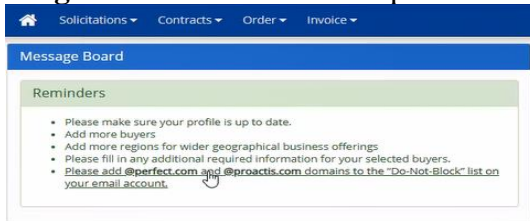
- **Solicitations toolbar drop-down**
 Use the **Solicitations toolbar drop-down** to **View Current Solicitations**

- **Documents Section** can be used by vendors with **registered Commodity Code**
  Click on the **Formal and Informal** solicitations sections that contain a numeric value >
  zero to view current solicitations for vendor registered commodity codes

- The **My List** tab will open for current Formal, and, Informal solicitations
- **Other Active Opportunities** may be viewed by clicking on the Other Active
  Opportunities tab
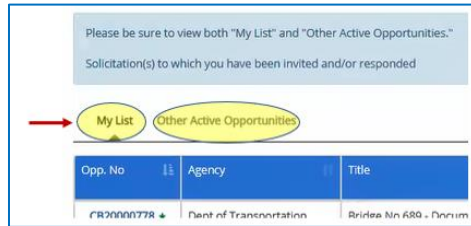
- **Use the Filters** at the top of the bid opportunities pages **to search by known criteria** for current awards
  - Agency
  - Title
  - Opportunity Number
  - Date

6. Use the bid type OSP Bidder Guide

- OSP Bidder Quick Reference Guide – Topics with redirect to online resources to help bidders navigate the system - OSP-vendor-qrg.pdf (ri.gov)
- How to View Bid **Addendum** and **Submit Amendment -** OSP-How-to-View-Bid-Addendum-and-Submit-Amendment.pdf (ri.gov)
- How to Respond to a Bid Posting for **Open Enrollment** (OE) - Microsoft Word - Vendor instructions RFP and OE v2
- How to Respond to a Bid Posting for **Request for Proposal** (RFP) - Microsoft Word - Vendor instructions RFP and OE v2
- How to Respond to a **Request for Quote** (RFQ) - Microsoft Word - Vendor instructions RFQ v4
- How to Respond to a **Mini-Bid Request for Quotes** (RFQ Mini-Bid) - OSP-How-to-Respond-to-a-Mini-Bid-RFQ.pdf (ri.gov)
- How to use the OSP Bid Board and Respond to a Bid Overview **Video Demo -** https://www.ridop.ri.gov/videos/how-to-use-the-osp-bid-board.php