OSP Vendor Reference Guide

Thank you for reading the OSP Vendor Reference Guide.

Please note that the items in the table of contents below are clickable links which will bring you to the applicable section of this document.
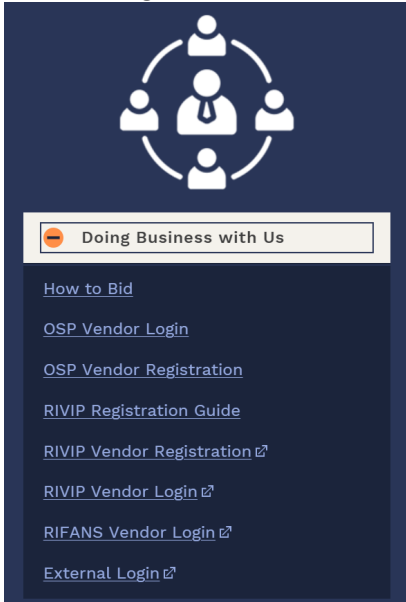
Contents

1. Helpful Tips

Here are some helpful tips and links to help you navigate the State Of Rhode Island Division of Purchases Web site and bidding opportunities in Ocean State Procures™

- Please be aware that Internet Explorer is not a supported browser. Recommended browsers are Microsoft Edge and Google Chrome.
- To begin go to State Of Rhode Island Division of Purchases web site: https://www.ridop.ri.gov/
- Make sure you are registered in Ocean State Procures™.
    - o This will allow you to conduct all your business for the state.
- Go to: Doing Business with Us and select: OSP Vendor Registration

https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration
- To review bids, go to Bidding Opportunities:
    - o Select all solicitations:

https://ridop.ri.gov/vendors/bidding-opportunities
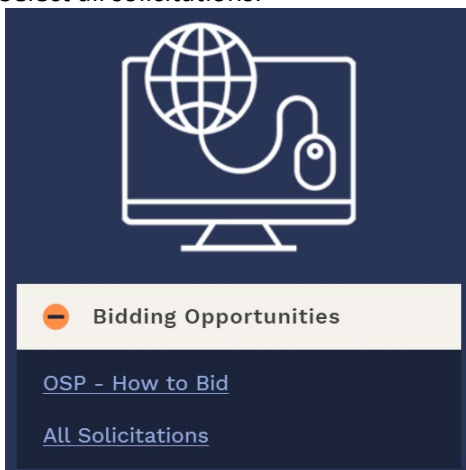
- o For New Opportunities in Ocean State Procures™
  - ▪ Select: OSP State Solicitations
- o For External Postings (Municipality, Quasi, etc.) postings and legacy state bids in the old RIVIP system:
  - ▪ Select: RIVIP External Solicitations

- • For Directions on how to log in to Ocean State Procures:
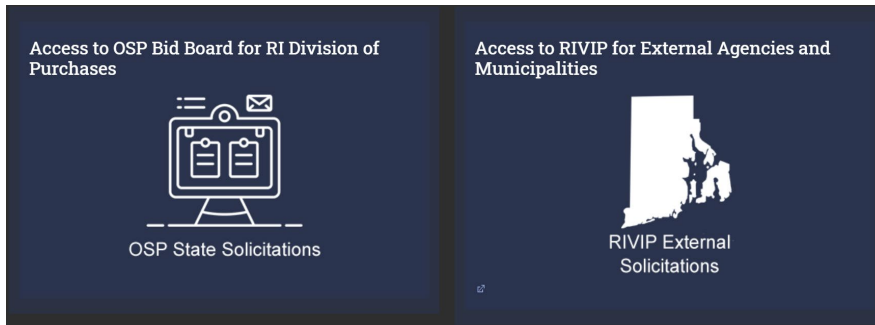 - o Go to Doing Business with Us select: OSP Vendor Login

https://ridop.ri.gov/ocean-state-procures-osp/osp-login
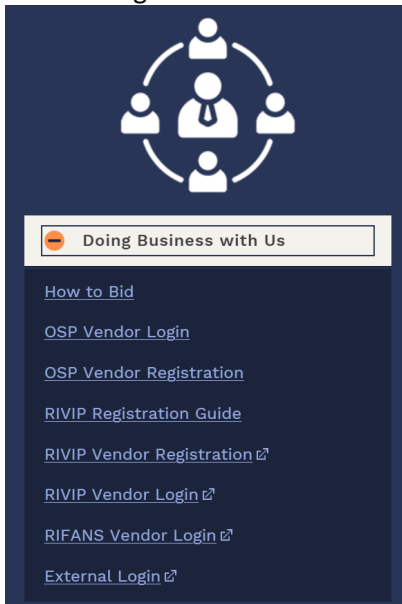
- • Once you have successfully logged In to OSP ™make sure you follow the step-by-step guides to help direct you through the bidding process.
- • While logged in as a vendor, the solicitation hyperlink (solicitation number) is for review purposes only. To submit a bid, you **must** click "Add New Response"

- • Keep in mind that once you select "Add New Response" that every section must be answered in the order it is presented in the solicitation:
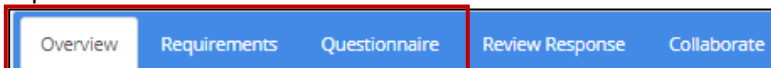
- o Overview: You must download, check off and save all items from the Overview section
- o Requirements: You must read and acknowledge all items listed in the Requirements section

- o Questionnaire: You must answer all questions in Vendor Certification Form (VCF). Make sure you answer every question by either selecting the radial button to answer yes or no or fill in the box. Even if you attach a document you must fill in the box with either a NA, YES, or name/date.
- o The Respond/Attach Document Section will not open until the above three sections are filled out and answered completely.
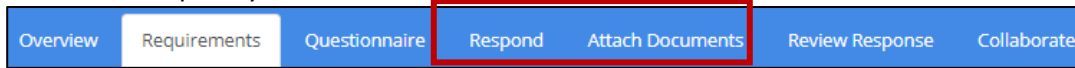
Overview	Requirements	Questionnaire	Respond	Attach Documents	Review Response	Collaborate

- Headquarters vs. Branch
  - o If your company has multiple vendor registrations due to Headquarter and Branch(es) relationships, be mindful that bids must be submitted under the vendor profile which may potentially receive an award.
    - ▪ If access is needed to different branch or headquarters account for your company, you will need to be granted access by your company's administrator
      - ⊙ If you do not know your company's administrator or that individual no longer has access, contact Proactis help desk WebProcure-Support@proactis.com or call 1-866-889-8533.

2. Registration

A. Getting Started

- All vendors who currently (or in the future) sell products and/or services to the State of Rhode Island are *required* to self-register with Ocean State Procures™ (OSP). Registration is a multi-step process to establish contact and company information, areas served, commodity classifications and tax identification information.

B. Pending vs. Approved Registration

- **Pending registration** will grant immediate access to review solicitation opportunities and respond to bid postings.
  - If you submit a bid while under pending status, full registration will be required prior to an award being made. Failure to complete registration may result in revocation of award.
- **Approved registration** is complete upon using your login to access the WebProcure log in page and upload your IRS W-9 *F*orm. This **must** be completed before a vendor can be awarded a contract or receive payment from the State of Rhode Island.

C. Instructions to Complete Initial Vendor Registration for Pending Status

- Have the following information on hand to get Login Access:
  - *Organization's Taxpayer ID Number (TIN), Business Type (Corporation, LLC, Sole Proprietorship, etc.)* and *Email Address*.
- **Step 1: General Disclaimer**
  Access the OSP Vendor Registration Portal via https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration
  - The General Disclaimer for the State of Rhode Island is located at the bottom of the screen. To proceed with the registration, read the terms and check the **Yes, I agree** check box.
  - Click **next**.

Important Information to know about Parent/Holding Company or Branch before you begin Step 2: Note: RI Purchases cannot approve a Branch unless there is an account for the Parent/Holding Co. with the same EIN
Parent/Holding Co.: Is the Company Headquarters/Main Address Location, or a Company that has one location only. Municipalities should choose Parent/Holding Co.
Branch: A location other than the Parent/Holding Co. Headquarters/Main Address Location.
WebProcure FEIN Notification: FEIN already exists in the system – See **Step 2 HELP**.

- **Step 2: Organizational Information -** Enter the following information:
  - Federal EIN OR SS Number **- NOTE: If system flags FEIN/SS as *"already exists"* continue to STEP 2 HELP below.**
    - **DO NOT** arbitrarily create a branch or duplicate account if notified that FEIN/SS "already exists". See **STEP 2 HELP**
  - Legal Name of Entity / Individual
  - Country
  - Address
  - City
  - State / Province
  - Postal / Zip Code
  - Type of Business
  - This office is – Parent/Holding Co. or Branch
  - DUNS Number
  - Rhode Island Areas Served
- **Step 2: HELP -** If you are notified by WebProcure that the FEIN (Tax Id) already exists in the system and you are not allowed to register, **contact WebProcure at webprocure.support@perfect.com or call 1-866-889-8533**. WebProcure will assist you in getting added as a user in the company. Your company's registration may exist because your company is already doing business:

- o with Rhode Island under another RI contract (an MPA contract, or another APA contract), or
  - o with another state who uses the WebProcure System.
- **Step 3: Contact Information**
  - o Enter the information for your organization's main point of contact. The main contact will be allowed to manage your organization's OSP account, add users to the system and determine who will be allowed to submit solicitation responses on behalf of your organization.
    - ▪ Additional users may be added at a later point through "My Account" and "Add Users"
  - o This information must match the information listed on your company's W9, to complete full registration beginning with Step 7 below.
- **Step 4: Commodity /Service Codes**
  - o Select the UNSPSC (United Nations Standard Products and Services Codes) commodity and service codes which best apply to your organization's business. These codes subscribe your organization to receive notifications of related solicitations posted on OSP.
- **Step 5: Diversity Information**
  - o If applicable, select any diversity classification types that apply to your organization.
- **Step 6: Submit Registration**
  - o Click the Submit button. You have completed the soft registration and now have Account Login access to login to the system and complete the Full Self-Registration which is required for your APA contract migration to the new system for new contract awards and to perform invoicing.
  - o For Full Vendor Registration complete Steps 7 through 10 below.

> You are now registered with a **"Pending"** status and will begin to receive solicitation notifications. You will be able to also submit responses to any solicitation(s) of interest.
>
> You may log into WebProcure at any time using your username and password to add/delete/revise information pertaining to your account at https://ridop.ri.gov/ocean-state-procures-osp/osp-login .

D. Instructions to Complete Full Vendor Registration for Approved Status

- **STEP 7: Log in to Ocean State Procures™ to complete the Full Self-Registration**
  - o Go to the link below to access the WebProcure log in page: https://ridop.ri.gov/ocean-state-procures-osp/osp-login
  - o Enter your Username and Password.
  - o Click Login.

> **Important Information to know about W-9 uploads before you begin Step 8:**
> Vendor account details **must exactly** match the information listed on the W9 uploaded in order to complete a successful registration.

- **STEP 8: Upload your Organization's W-9**
  Have your completed IRS W-9 PDF file available for upload. An IRS W-9 Form is available online at: https://www.irs.gov/pub/irs-pdf/fw9.pdf.
  - o In the dropdown box by your name (top right corner) select **My Account**.
  - o In the left menu, expand **Edit Main Org Info** by clicking on the plus sign **(+)**.
  - o **IMPORTANT STEP**: Select from the drop down "**Organization Attachments**". Click on the "**Upload New**" button at the top right corner to attach your W-9 Form and any other documentation.
  - o You MUST click **SAVE** button after entering any information and/or uploading files.
- **STEP 9: Payment Methods**
  - o There are two payment methods available to receive payment from the State of Rhode Island:
    - ▪ Electronic Deposit
    - ▪ Check

- o In the left menu, expand Account Management by clicking on the plus sign (+).
- o Expand State of Rhode Island and click Additional Required Attributes.
- o Scroll to the Payment Methods section and check the box next to ACH* or Check.
  *NOTE: If selecting Automated Clearing House (ACH) payment method, you must complete the Vendor ACH Enrollment Form by clicking the link and following the instructions provided
- **Step 10: Expedited Payment Discount (EPD)**
  - o If you choose to participate in our EPD program, select both EPD participation check boxes:
    - ▪ 2% 15 Net 30
    - ▪ I have read the Expedited Payment Discount policy and by checking this box, my business organization is committing to the selection above. If any changes are required, I will do so in accordance with the Expedited Payment Discount Policy.
  - o If you do not choose to participate skip this section and your payment terms will default to our standard Net 30.

E. While Waiting for an "Approved" Account

- **Monitor your email for registration corrective action instructions** from the RI Supplier Coordinator.
- **When your self-registration is approved,** the Supplier Coordinator (doa.pursuppliercoordinator@purchasing.ri.gov) will send you an email confirming successful "**approved**" registration plus a quick start guide for **"OSP Login & Basic Navigation"**
- **Monitor your approval status in your account**, see below instructions.

F. Check Status of Registration

- Once a W9 has been uploaded to State of Rhode Island Attachments (**Step 8** above), review for final approval will be triggered
- To check the status of your registration
  - o In the dropdown box by your name (top right corner) select My Account.
  - o In the left menu, expand Account Management by clicking on the plus sign (+).
  - o Click Add New Buyer
  - o Select Reset

  - o Scroll down to "State of Rhode Island"
  - o If your vendor registration has been fully approved, "Your Status" will be listed as "Approved

State of Rhode Island	RI	Approved	

  - o If your vendor registration has not yet been fully approved, "Your Status" will be listed as "Pending"

State of Rhode Island	RI	Pending	

G. Approved Registrations for Other Organizations

- Proactis hosts solicitations for a variety of other organizations
- If you have registered with another State/City/Town/University, please follow the below steps to ensure you have added your vendor account to the State of Rhode Island buying organization
- In the dropdown box by your name (top right corner) select My Account.
- In the left menu, expand Account Management by clicking on the plus sign (+).
- Click Add New Buyer
- Select Manage Regions at the top of the page
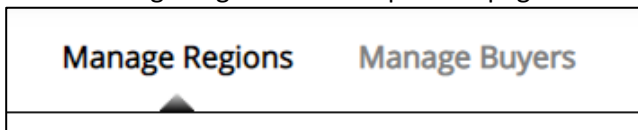
- Ensure that Rhode Island is selected
  - Alternatively, you may choose to "Select All"
- Click Save
- Select Manage Buyers at the top of the page
- Select Rhode Island from the region drop down

| Please select a region | Rhode Island | Filter | Reset |

- Select filter
- Select the icon on the far right to "Send Approval Request to Buyer"

Organization Name	State/Region	Your Status	Actions
State of Rhode Island	RI	No Request	

- Be sure to complete **D. Instructions to Complete Full Vendor Registration for Approved Status** above if you would like to obtain approved status

H. Summary

- Your W9 must be uploaded to initiate review of and finalize the full registration process
- Note that you may login to your account at any time to check registration status.
- **Monitor your email for registration corrective action instructions** from the OSP Vendor Registration Team.
- **When your full self-registration is approved** the Supplier Coordinator (doa.pursuppliercoordinator@purchasing.ri.gov) will send you an email confirming successful registration plus a quick start guide for OSP Login and & Basic Navigation.
- *Help Desk*
  - **For help during the registration process** email WebProcure-Support@proactis.com or call 1-866-889-8533.

3. Sign Up for Solicitation Notifications

- By default, no vendor contacts are selected to receive solicitation notifications.
- To designate contact(s) to receive solicitation notifications;
  - In the dropdown box by your name (top right corner) select My Account.
  - In the left menu, select Edit Main Org Info.
  - Scroll down to Bid Notification

Bid Notification
Receive notifications for bid response submission
☐ Main Contact User Name/ID ☐ Purchase Order Contact ☐ Solicitation Contact ☐ Remittance Contact

  - Here you may select the vendor contact(s) which are to be notified
    - You may edit contacts by selecting Edit Contacts in the left menu

4. Adding Additional Users to Your Vendor Account

- Access the WebProcure log in page at: https://ridop.ri.gov/ocean-state-procures-osp/osp-login (Remember to bookmark the link above in your web browser.)
- Log in to Ocean State Procures™
  - ○ Enter your Username and Password.
  - ○ Click Login.
- In the upper right-hand corner, click on your company name
- Select "My Account"
- On the left toolbar, select "Edit Users"
- Click "Add New User"

```
⊟ Edit Users
    Add New User
```

- Proceed to complete all required information (designated by an asterisk *)

User Information

First Name		*
Middle Initial		
Last Name		*
Country	-Select One- ∨	*
Address		*
City		*
State	Choose a Country First ∨	*
Other Region (NON US/Canada/Mexico only)		
ZIP		*
Phone	🏳	*
Fax Number	🏳	* Fax and/or email address
Email		
Confirm Email		
Require Password Change on Next Login	☑	
Locked Out	Unlocked	
Suspended / Authorized	Authorized	

This user will receive notices of Solicitations at the e-mail address or fax number provided. An email address is required if your Fax Number is the same as your here.

* Denotes a required field

Save   Reset

- Enter a password for the user

Password

User Name	
Password	*
Verify Password	*

- o You may require the user to change their password upon first login by selecting the checkbox

Require Password Change on Next Login ☑

- Select applicable User Permissions

Permissions

Bids/Quotes
- ☐ Create/Edit Item Reminders
- ☐ Respond to Bids/Quotes
- ☐ View Past Bids/Quotes

Catalogs
- ☐ Access to eCatalogs

Contract Management
- ☐ Ability to Sign Contracts
- ☐ Access to Contract Management

General
- ☐ Access to Account Management
- ☐ Access to Edit Organization's Information

Invoice
- ☐ Invoice Creation
- ☐ View Invoice

Order Management
- ☐ Access to Order Management
- ☐ Acknowledge Orders

Q&A Center
- ☐ Manage Q&A
- ☐ View Q&A

Select All   De-Select All   Reset All
Save   Reset

- When complete, click "Save

5. Respond to a Solicitation

A. Notes Prior to Bidding

- Headquarters vs. Branch
  - If your company has multiple vendor registrations due to Headquarter and Branch(es) relationships, be mindful that bids must be submitted under the vendor profile which may potentially receive an award.
    - If access is needed to different branch or headquarters account for your company, you will need to be granted access by your company's administrator
      - ⊙ If you do not know your company's administrator or that individual no longer has access, contact Proactis help desk WebProcure-Support@proactis.com or call 1-866-889-8533.
- Ensure the proper remittance address is listed in your vendor profile
- If a password reset is needed, contact Proactis help desk WebProcure-Support@proactis.com or call 1-866-889-8533.
- If your vendor registration in OSP is in a "**pending**" status and your organization is to be awarded a potential contract or purchase order; you must log into your OSP account and complete your registration to include your W-9 upload and other requirements as defined in the award's Tentative Letter of Selection. Your registration will then be reviewed by the state's Supplier Coordinator to transition your registration from "**pending**" to "**approved**" status if all qualifications are met. Further instruction for an "**approved**" account can be found above
- While logged in as a vendor, the solicitation hyperlink (solicitation number) is for review purposes only. To submit a bid, you **must** click "Add New Response"

B. Q&A Center / Collaboration

NOTE: Once you have reviewed solicitation documents, items specs, etc.; if you have questions you can go to Q&A section. Make sure to copy solicitation # down for easy return and reference

- You may access the Q&A Center through the bid response page or through the action items in your solicitation listing
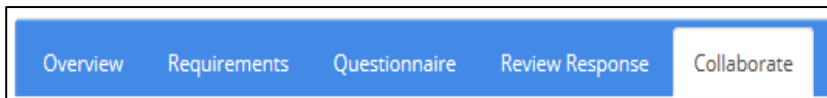
or
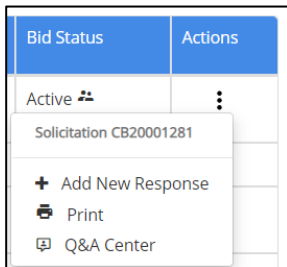
- In the Q&A/Collaborate Center you may type in your questions in the "Ask a Question" section at the top of the page.
  - Select post to submit
  - Continue to enter each question and post

- Select "close" you will be taken back to the "Current Solicitation" page

- The buyer will post an addendum to the solicitation and you will receive an email when the addendum is posted.
- Return to your bid by going to the "Current Solictation" page and either select "Response 1" or click the action button and select "Submit/Edit your Response"

Opp. No	Agency	Title	Start Date	End Date	Time Remaining ?	Bid Status
▾ 21001949 ★	State of Rhode Island	MPA 122 FY21 Retro Style Candy	October 20, 2020 at 4:00:00 PM EDT	October 23, 2020 at 5:00:00 PM EDT	2d:1h:0m	Active ⚏
Response:#1		Quote 1		Status: New		⋮

Solicitation 21001949
- Submit/Edit Your Response
- View Response Summary

| ＋ Add New Response | | | | | | |
| ▾ OET20001093 ★ | State of Rhode Island | Open Enrollment Technical - Practice v1 | April 21, 2020 at 6:15:00 PM EDT | April 30, 20 10:30:00 PI | | |

Note:You will receive answers to your questions as an addendum to the bid

Note: Solicitation-specific questions (which are not technical in nature) may not be emailed to the buyer. All solicitation-specific questions **must** be submitted through the Q&A center

Note: If your Q&A page comes up blank, it is possible that the account administrator for your company needs to grant your user profile permission to View/Ask Q&A.

C. Respond to a Request for Quote

(1) Log In

- Access the WebProcure log in page at: https://ridop.ri.gov/ocean-state-procures-osp/osp-login (Remember to bookmark the link above in your web browser.)
- Log in to Ocean State Procures™
  - Enter your Username and Password.
  - Click Login.
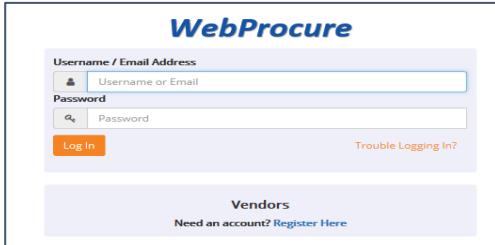
> **NOTE**: If you don't remember your name or password, contact WebProcure at 866-889-8533.
> Click register here if you have not registered before in Ocean State Procure™

(2) Solicitation Opportunities

- When you log in to your account the header section will appear.

- Located on the right side of the Home page will be the current available opportunities section that is associated with the commodities you registered for.
  - You can select the number under formal or informal solicitations to see these solicitations.

- Or on the header under Solicitations is the dropdown menu. This menu provides you with access to View all Organizations solicitations and View all public solicitations and access to View Past Solicitations.
- To access the Current Solicitations page, select View Current Solicitations from the Solicitations drop down menu.

- Make sure to look under both "My List" and "Other Active Opportunities" to see all solicitations

- o If you know the solicitation number enter the number in the "Filter By Opp. No" box

- There are two ways to create a new response for a solicitation:
  - o To respond to a solicitation either click on the "Add New Response" button below the listed title
  - o Or click on the action three dots to the right of the solicitation listing.

- If you want to review the solicitation before entering a bid, you can select the hyperlink (solicitation number) and review there.

(3) Overview

- When you choose the solicitation, you wish to respond to, you will be taken to the "Overview" section. This section will review all basic information of the solicitation.
  - o Make sure to respond, acknowledge and download all documentation.

NOTE: If the buyer includes solicitation documents that must be accepted, then the Respond tab will not be visible until those documents have been accepted. The same applies for questions and requirements that were deemed required. Those must first be attended to before the Respond tab will be visible on a solicitation with line items.

- In addition to required documentation the header page also includes pre-bid information, bonding requirements and how to respond to questions on the collaboration tab.

- You will see a review of the line items available to bid on and other sections you must respond to before you can submit your specific line item response.
- **All vendors must go to the both the Requirements section and the Questionnaire section** and complete all required actions including questions, fill in forms and possible download, answer and upload forms
  - Vendors **cannot** bid on "line items" until Requirements, Questionnaire and, if required, Attachment sections are completed.
- Make sure to "Save" all actions and responses.
- You can leave your bid at this point and come back later to complete. However, if you do not "Save Responses" you will be required to start over
- To come back later after you save responses – select "Close" if you want to continue with your bid go to the header section and select the "Requirements" tab.

Items Associated with this Formal Solicitation

No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
1*	Really Really biggly building	1.000	each	N/A	N/A	⋮
2*	alternative 1	1.000	each	N/A	N/A	⋮
3*	alternative2	20.000	each	N/A	N/A	⋮

◈ indicates the items which have been added or changed since you last submitted a response to this Solicitation

[Respond to Questionnaire] [Respond to Requirements] [Print] [Close]

- You will receive the following error messages if you miss responding to one of the sections

**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

(4) Requirements and Questionnaire

- Next you must Respond to Requirements or Respond to the Questionnaire Sections. **Both must be completed** before you can respond to line items. If you do not complete these sections, you will see double asterisk note at the top of the page reminding you to complete these sections.
    - o You cannot move forward if you do not complete both of these sections.

**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

| Overview | Requirements | Questionnaire | Review Response | Collaborate |

NOTE: These are the same tabs that are in the Header. All tabs must be completed before you can submit your bid. It is best to complete the tabs in the order they are presented on the **header**.

- Return to your bid by going to the next section on the **Header** as mentioned in the Overview page (Best option)

(5) Requirements

| Overview | Requirements | Questionnaire | Review Response | Collaborate |

- Specific requirements for this bid will be listed in this section.
- If there are specific actions or acknowledgments, you need to take you cannot proceed till you perform these actions.
- For Public Works bids you need to download required public works documents , fill out and upload to the attachment section
- You must acknowledge with a yes or no that you have read the requirements.

- You must provide contact information for that particular solicitation
- **Save** and go to next section or close if you want to finish bid at a later time.

Note: It is always best to advance to each section using the tabs at the top of the solicitation as indicated above.

(6) Questionnaire

- Go to Questionnaire section on Header. You cannot fill in line items until you respond to this section. It will not advance otherwise.
- This section will include the bidder certification form required on all bids (20 questions that must be filled out) and may include other specific questions for clarification purposes that might be needed on your solicitation.
  - On the left - hand side of the page will be the list of form(s) that need to be completed.
  - On the right - hand side of the page is the actions to take
  - Always select one of the Yes or No radial buttons
  - Always enter an answer in a text box - Yes/No, enter comment and in some instances attach a file
  - **You must** fill in or attach document in the Ownership disclosure section

o You will see off to the right side of the page a "post it note" that will remind you how many items there are to bid on and will change as you complete your line items on your bid. (see next section)

Vendor Certification Form	Vendors must respond to every statement. Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.	
	Question	Response
	*Disclosures 1. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below in Disclosures #5.	○ Yes ○ No
	*Disclosures 2. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below in Disclosures #5.	○ Yes ○ No
	*Disclosures 3. State whether the Vendor, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor or any parent, subsidiary, or affiliate has been fined more than $5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below in Disclosures #5.	○ Yes ○ No
	*Disclosures 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Vendor is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If "Yes," provide details below in Disclosures #5.	○ Yes ○ No
	*Disclosures 5. Disclosure Details - If a "Yes" was provided in Disclosures 1-4, provide details here (attach document if additional space needed) - OR - Type "N/A" if all responses were "No". Optional Attachment	Select File...

- Save when done. Continue to Next section till your complete all sections in the Questionnaire. Once finished select save
  - o If you have missed a section, a pop-up will tell you what needs to be completed

webprocure-stage.perfect.com says

Question response is required for the questions Ownership Disclosure 1. If the Vendor is publicly held, the Vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Vendor; otherwise, complete ownership disclosure is required. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate

OK

  - o If you do not hit save you will receive the pop up that Says This site says...

This site says...
You have made changes and did not save. Would you like to save your changes?

OK   Cancel

NOTE: at the top of page - Your Bid must be submitted from the Respond section page for this opportunity to be seen by the Buyer. If you do not complete all previous steps you cannot move to the respond page.

⚠ DRAFT BID
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.
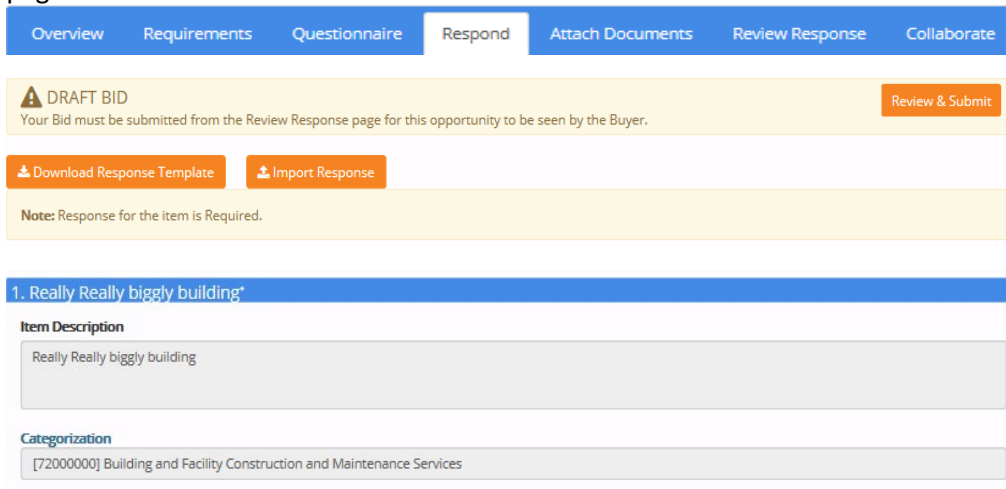
Review & Submit

(7) Respond

NOTE: The first three tabs must be complete for the "Respond" tab to appear on the header or you will receive this message "Your Bid must be submitted from the Review response page for this opportunity to be seen by buyer". You **Cannot** respond there. This means you missed an answer either on the "Header, Requirements or Questionnaire" sections.

- Select the respond tab on the header

NOTE: Please note that all along the bid processes there will be notes that remind you of each phase of the bid you must complete in order to finalize your bid.

- The line item title will not show when you go to fill in the response so make sure to be aware of what exactly you are bidding on.
  - o Title
  - o Item Description
  - o Category
  - o Bid each dollar value (positive or negative)
  - o Specific supplier part and number if available
  - o Comments (not to be confused with questions)
    - ▪ Item Number for each line item
    - ▪ All white spaces must be filled in
    - ▪ Make sure to select save after you fill in each line item
- If there are line multiple line items you must select each line item by number to bid on at the bottom of the page.

Overview	Requirements	Questionnaire	Respond	Attach Documents	Review Response	Collaborate

⚠ DRAFT BID

Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

[Review & Submit]

[⬇ Download Response Template] [⬆ Import Response]

Note: Response for the item is Required.

1. Really Really biggly building*

Item Description

Really Really biggly building

Categorization

[72000000] Building and Facility Construction and Maintenance Services

NOTE: Please be aware of the Negative value indicator if present.

If the bid requests a deduction to the bid and does not show a negative indicator, make sure to add a subtraction sign (-) (dash) in front of your bid. For example, "Alternates" for construction bids or "trade in" for equipment

- Alternates - If your bid request the option of providing an alternate you have two choices:
  - If bidding on the original item as specified, you would fill in the additional fields with "No" and/or "NA"
    - Remember to still fill in your bid price

- o If you are choosing to provide an alternate instead of the original requested item, fill in "yes" and "the manufacturer name and part number".
  - ▪ Remember to still enter in your bid price

Bid/each *	Qty	Unit	Alternative ❓	Manufacturer Name	Manufacturer Part Number	Supplier Part Number	Supplier Part Number Ext	Response Actions
USD 30.00	500.000	each	yes	Hershey's	HM234			⋮
Desired Delivery Date		Delivery Location		Delivery Date		Comments:(Up to 2000 characters)		

- • When you save your response the "blue sticky note" field appears to the right of your bid at the top of the page.
- • The "red sticky note" field to the right at the bottom of the page will appear after you submit each line item with reminders of what you still need to submit.

ℹ Item Response Saved! ✖

Your item response has been saved. Please remember that you will still need to submit your bid in order for the Buyer to see it.

* Denotes required item response

2 of 3 items responded.

Your response has no attachment!

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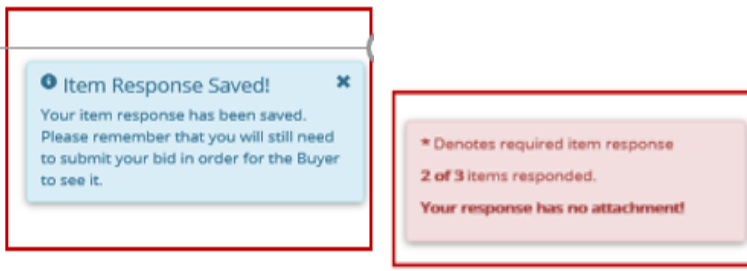
- Public Works Bids - Some bids, especially construction bids, may have required additional fields and provide additional line item information that effect the base bid dollar value. There may be specific fields you must enter information for as shown below the line item. This information must be acknowledged in the base bid and / or filled in.

- Import Response - If you have many items to bid on you may choose to download the spreadsheet
  - You need to first save the file
  - Fill in all required fields
  - Save the spreadsheet
  - Import response

- Once the spreadsheet is filled in make sure the fields have properly populated online in the item bid fields.

(8) Review and Submit

- Review Response and Submit - Once you have filled in all your items Select "Save" and the Review & Submit tab will appear at the top of the page. You should review each item and confirm that you have entered all your items correctly.
  - If you need to make corrections, you can do so by selecting any of the tabs on the header section where you need to make corrections
  - A banner at the top of the page will tell you if anything needs to be done before submitting

- If all items are correct, hit Submit in the upper right section of the Review response page.
  - Make sure all documents and addendums are acknowledged before your bid can be accepted.
  - You can also download a copy of your bid submission

o If you want to come back to your bid at a later time and not submit, select "Done" - response will be saved but not submitted.

NOTE: Addendums are covered on separate tutorial.

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

⚠ **DRAFT BID**

Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

[Submit]

No	RFQ20000955
Title	test negative values #2
Type	Formal Solicitation (ITB,RFP,RFI)
Duration Dates	*Start Date* March 20, 2020 at 1:30:00 PM EDT *End Date* March 25, 2020 at 8:00:00 AM EDT
Collaboration Duration	*Start Date* March 20, 2020 at 1:45:00 PM EDT *End Date* March 23, 2020 at 11:00:00 AM EDT
Description	
Delivery Term	Free On Board Destination
Payment Term	Vendor Specified
Contact Details	State of Rhode Island Kathy Missell One Capitol Hill 2nd Floor Providence RI, 02908 United States Tel: (401) 574-8114 Fax: katherine.missell@purchasing.ri.gov

View All Items   View Items with Bids

[⬇ Download Response Template]   [⬇ Import Response]

No.	Item	Brand	Supplier Prt. No	Mnftr. Name	Mnftr. Prt. No	Dlvry. Date	Unit	Unit Bid	Qty	Total	Actions
1*	Really Really biggly building						each	1,000,000.000000	1.000	1,000,000.000000	⋮
2*	alternative 1						each	− 10,000.000000	1.000	− 10,000.000000	⋮
3*	alternative2						each	− 10,000.000000	20.000	− 200,000.000000	⋮

ⓘ Bid Total: 1,000,000.000000

Documents Required Before Bidding
Quick Guide - Contract Search.docx

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.

[Bid on Item]   [Download]   [Close]

Submission confirmation email sent   [Retract]

Note: You can retract your bid at any time, to adjust or cancel bid up till the bid closing date. If you do retract, you will lose your submission.

D. Respond to a Request for Proposal / Open Enrollment

(1) Log In

- Access the WebProcure log in page at: https://ridop.ri.gov/ocean-state-procures-osp/osp-login (Remember to bookmark the link in your web browser.)
- Log in to Ocean State Procures™
- Enter your Username and Password.
- Click Login.
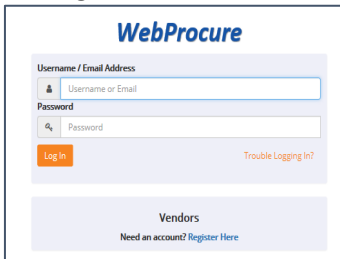
NOTE: If you do not remember your name or password, contact WebProcure at 866-889-8533.
Go the This Purchasing Web site under "Doing Business with Us" if you have not registered.
https://ridop.ri.gov/ocean-state-procures-osp/osp-vendor-registration

(2) Solicitation Opportunities

- When you log in to your account the header section will appear.

- located on the right side of the Home page will be the current available opportunities section that is associated with the commodities you registered for.
  - You can select the number under formal or informal solicitations to see these solicitations.

- Or On the header under Solicitations is the dropdown menu. This menu provides you with access to View all Organizations solicitations and View all public solicitations and access to View Past Solicitations.
- To access the Current Solicitations page, select View Current Solicitations from the Solicitations drop down menu.

- Make sure to look under "My List" and "Other Active Opportunities" to see all solicitations

o To display the most current solicitation, place the current date in the start date box. If you know the solicitation number enter the number in the "Filter By Opp. No" box

- There are two ways to create a new response for a solicitation:
  o To respond to a solicitation either click on the "Add New Response" button below the listed title
  o Or click on the action three dots to the right of the solicitation listing.

- If you want to review the solicitation before entering a bid, you can select the hyperlink (solicitation number) and review there.

(3) Overview

- The bar at the top of the solicitation is referred to as the Header. The first section you will be taken to when you choose the solicitation you wish to respond to, will be the "Overview" section. This section will review all basic information of the solicitation.
- Make sure to **Select, Accept and Download** all documentation.

> **NOTE**: If the buyer includes solicitation documents that must be accepted, then the "Attach Document" tab will not be available until those documents have been accepted and downloaded.
> The same applies for the Questionnaire and Requirements sections. Those **must** first be responded to before the "Attach Documents" tab will be available.

- Once you accept all documents the box with the check mark to accept will change to a double green check mark in the select and accept boxes.

Select	Accepted	Document
✔	✔	ProfSvcsGuidelines.pdf
✔	✔	sample Quote Spreadsheet.xls

  - In addition to required documentation, the header page also includes pre-bid information, bonding requirements, contract terms, Question information and Master Price Agreement info if applicable.

Invitation to Bid/Header

Questions

Questions concerning this solicitation must be submitted to the Division of Purchases' eProcurement website, Ocean State Procures™, no later than the date and time indicated on the Overview tab of this solicitation. Questions should be submitted on the Collaboration tab of this solicitation. Submit each question individually with no attachments. Attachments shall not be acknowledged. No other contact with State parties is permitted.

Answers to questions received, if any, shall be posted on the solicitation record within Ocean State Procures™, as an addendum to this solicitation. It is the responsibility of all interested parties to monitor Ocean State Procures™ for any procurement related postings such as addenda.

Notes to Vendors

- Vendors must register in Ocean State Procures™ at www.ridop.ri.gov/vendor-registration/. Additional Ocean State Procures™ information can be found on the Division of Purchases' website at www.ridop.ri.gov.
- Solicitation responses must be submitted in Ocean State Procures™. Any solicitation responses emailed, mailed, faxed or hand-delivered shall not be accepted.

HEADER INFORMATION

Pre-Bid Conference
PRE-BID/ PROPOSAL CONFERENCE: YES
MANDATORY: YES

If YES, any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: 09/17/2019
TIME: 1:00 AM EST
LOCATION: Teleconference from space

Bonding Requirements 1
BID SURETY BOND REQUIRED:
Vendors must submit a copy of the bid surety bond documentation on the Attachments tab of this solicitation in Ocean State Procures™.

Bonding Requirements 2
PAYMENT AND PERFORMANCE BOND REQUIRED

- Once you have downloaded all documents and accepted the information displayed on the Overview page you must "**Save Responses**"

Save Responses

- To go to the Next section
  - Follow the Header at the top of the solicitation.
- **You Must**
- You can print a copy of the solicitation from the "Print" button at the bottom of the page. All the bid information, requirements and questionnaire information are provided

Respond to Questionnaire **Respond to Requirements** **Print** **Close**

> **NOTE**: Once you have reviewed documents and items specs and saved your response, if you have questions you can go to Vendor "Q&A/Collaborate" section. Make sure to copy solicitation # down for easy return and reference. (**See Q&A Instructions on last page**)

OSP Vendor Reference Guide

(4) Requirements and Questionnaire

- Next you must Respond to Requirements or Respond to the Questionnaire Sections. **Both must be completed** before you can attach your bid documents. If you do not complete these sections, you will see double asterisk note at the top of the page reminding you to complete these sections.
  - o You cannot move forward if you do not complete both of these sections.
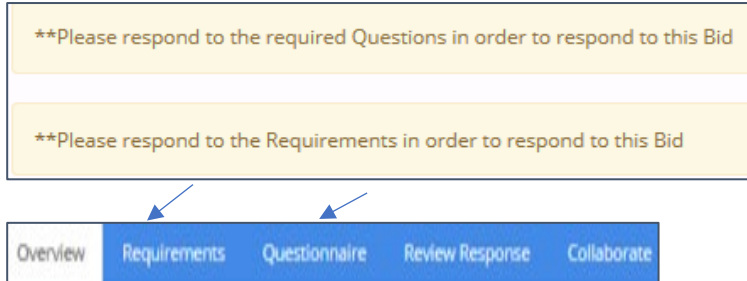
NOTE: These are the same tabs that are in the Header. All tabs must be completed before you can submit your bid. It is best to complete the tabs in the order they are presented on the **header**.

- Return to your bid by going to the next section on the **Header** as mentioned in the Overview page (Best option)

(5) Requirements

- Specific requirements for this bid will be listed in this section, including insurance.

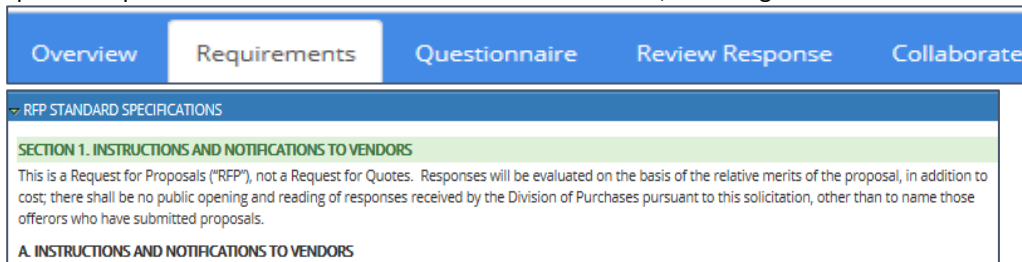 - o If there are specific actions or acknowledgments you need to take, you cannot proceed till you perform these actions.
  - o You must acknowledge with a yes or no that you have read the requirements
  - o Save and go to next section or close if you want to finish bid at a later time.
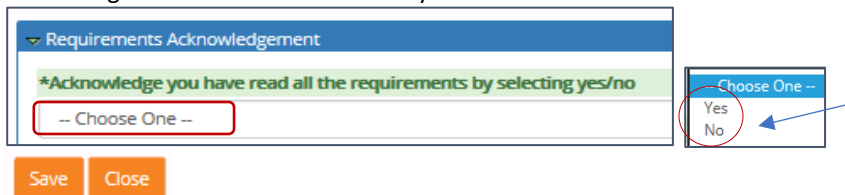
(6) Questionnaire
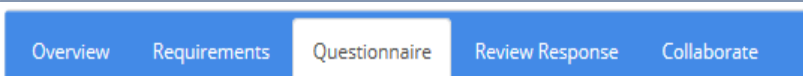
- Go to Questionnaire section on the Header.
  - o This section will include the **Vendor Certification Form** required on all bids and any other specific questions for clarification purposes that might be needed on your solicitation
  - o On the left - hand side of the page will be the list of form(s) that need to be completed.
  - o On the right - hand side of the page is the actions to take; Yes/No, enter comment or attach file. All Must be completed.
  - o Always select one of the Yes or No radial buttons
  - o Always enter an answer in a text box - Yes/No**,** enter comment and in some instances attach a file
  - o **You must** fill in or attach document in the Ownership disclosure section

o You will see off to the right side of the page a "post it note" that will remind you how many items there are to bid on and will change as you complete your line items on your bid. (see next section)

Vendor Certification Form	Vendors must respond to every statement. Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.
	Question **Response**
	*Disclosures 1. State whether the Vendor, or any officer, director, manager, stockholder, member, ○ Yes ○ No

NOTE: If a section has a field with an attachment, **You Must** fill in the section either with an acknowledgment or and NA even if you include an attachment.

*Ownership Disclosure 1. If the Vendor is publicly held, the Vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Vendor; otherwise, complete ownership disclosure is required. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Vendor, and each intermediate parent company and the ultimate parent company of

Select File...

Attachment Required !

o You will see off to the right side of the page a "post it note" that will remind you that you must attach documents to submit your bid. This refers to your bid documents NOT attachments in this section
o If you have missed a section, a pop-up will tell you what needs to be completed

webprocure-stage.perfect.com says

Question response is required for the questions Ownership Disclosure 1. If the Vendor is publicly held, the Vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Vendor; otherwise, complete ownership disclosure is required. List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate

OK

o If you do not hit save you will receive the pop up that Says This site says...

This site says...
You have made changes and did not save. Would you like to save your changes?

OK   Cancel

o The "Attach Document" section should appear on the Header.

<< Previous Section   Save   Done   Cancel

NOTE: If you miss answering a section the Draft Bid note will appear at the top of the page and **you cannot** move on until all sections are completed. Once complete hit Save. Then Done

⚠ DRAFT BID
You must respond to all required fields before you will be able to submit your Bid.

Overview   Requirements   Questionnaire   Attach Documents   Review Response   Collaborate

• If you **Do Not** answer or complete a section, you will be taken to the Review Response Page and cannot proceed.
• If you **have not** downloaded and saved the Scope of Work documents from the Overview page you also cannot proceed.

o   This is an opportunity to do so before you can finalize the submission of your bid documents.

NOTE: You cannot move forward and attach documents till you complete all prior section. You will receive an error message

Documents Required Before Bidding

ProfSvcsGuidelines.pdf

sample Quote Spreadsheet.xls

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.

Download   Close

(7) Attach Documents

- If you have completed all the previous requirements, at the top of page the Attach Documents tab should appear. Tab to this section.
  - o   Here you will upload your bid proposals.
    - ▪   If you are responding to an RFP, you will submit both a technical and cost proposal. The system separates the uploads by technical and cost proposals.
    - ▪   The ISBE; Appendix A should be included as a separate document in the Price Evaluation Section.
    - ▪   If you are responding to an Open Enrollment (OEV or OET) you will upload only a technical response.
  - o   Select add attachments and the Upload box will appear.
    - ▪   You can upload up to 5 documents at one time then select Upload.
    - ▪   You can select confidential if a document has confidential information.

NOTE: The ISBE; Appendix A: should be included as a separate document in the Price Evaluation Section for RFP only.

NOTE: Please note if there is confidential (Proprietary) information contained in your bid you can mark the document confidential by checking the box next to the uploaded document

- Once Completed the documents will show as an attachments with the document titles listed.
- Next select Review & Submit

(8) Review Response

- You will be taken back to the Review response page where you can review the solicitation information, documents, and documents the vendor submits.
- Make sure all documents and addendums are acknowledged before your bid can be accepted. If you receive a notice of addendum you must go back into your bid to accept the addendum or your bid will not be accepted as a response.

Note: Addendums are covered on separate tutorial.

- If you need to make corrections, you can do so by selecting any of the tabs on the header section where you need to make corrections. You can also leave the bid and come back at a later time as long as it is submitted before the bid due date.
- The Review page is a summary of your bid submission
  - o Inlcuding a list of the documents the vendor has uploaded as there bid submission

- If all items are correct, hit Submit in the upper right section of the Review response page.
- A banner at the top of the page will tell you if anything needs to be done before submitting

- You can also download the files to save as reference.
  - o Once you submit at the top of the page will appear "Submission Email Confirmation Sent"

  - o You also have the option to retract your bid if you change your mind and decide not to submit your bid before the final submission date.
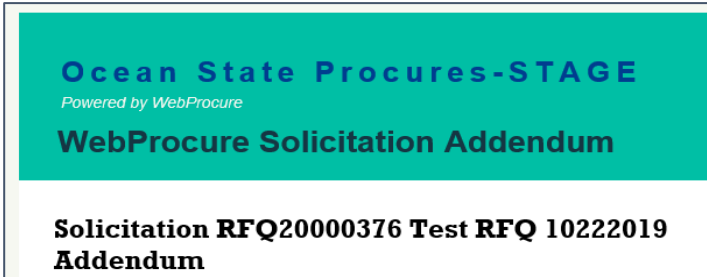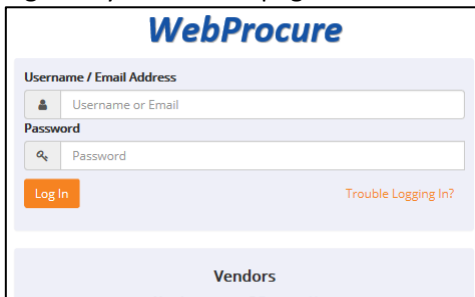
F. Accept a Solicitation Addendum

NOTE: It is imperative that you continue to monitor the bid board and email associated with solicitations to watch for any addenda issued for the solicitation.

Failure to respond/acknowledge an addenda <u>may</u> result in your bid response returning to "Draft" status

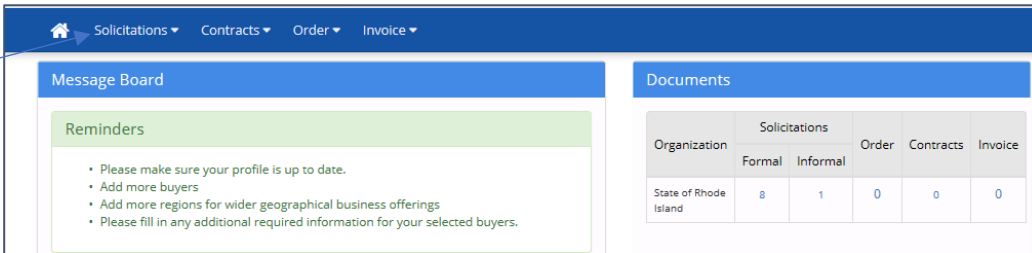- Vendor will receive an Addendum email with instructions

Ocean State Procures-STAGE
Powered by WebProcure
WebProcure Solicitation Addendum

Solicitation RFQ20000376 Test RFQ 10222019 Addendum

- Log in to your Vendor page in Ocean State Procures (OSP)

WebProcure

Username / Email Address
👤 Username or Email
Password
🔑 Password

Log In   Trouble Logging In?

Vendors

- o If you do not remember how to login, click the link below to access the WebProcure login page:
  https://ridop.ri.gov/ocean-state-procures-osp/osp-login
- Click on the down arrow next to the Solicitations icon on the main header.

🏠 Solicitations ▾ Contracts ▾ Order ▾ Invoice ▾

Message Board		Documents					
Reminders		Organization	Solicitations		Order	Contracts	Invoice
			Formal	Informal			
• Please make sure your profile is up to date.		State of Rhode Island	8	1	0	0	0
• Add more buyers							
• Add more regions for wider geographical business offerings							
• Please fill in any additional required information for your selected buyers.							

- Click on View Current Solicitations for State of Rhode Island.

Solicitations ▾   Contracts ▾

State of Rhode Island
View Current Solicitations
View Past Solicitations

View all organizations
View all public Solicitations

- Locate the Solicitation by entering Solicitation number in the "Filter by Opp. No." field at top of page or the "Filter by Title". (Both are located on the email you received as notification)
  - o Click the Submit button. The solicitations under "My List" will appear.

o If Solicitation does not appear go to "Other Active opportunities" and re-enter number

- Select the Solicitation by clicking on the link in the Opp. No. column on the left-hand side of the page.
- Review the Solicitation changes. Then close

- To acknowledge amendment – click on the second set of action buttons next to the word draft on the righthand side.

Note: DO NOT SELECT the top action buttons (three dots) or you will lose your bid. Select action next to Response

- Make sure to select **Retract & Edit Response**
- You will be brought to the "Review Response" page
- Select "Overview" from the header tabs
- The Overview page will show you the original version of the solicitation and a listing of any and all addendum.
  o The Flag indicates which version of the bid you submitted your response too. As your original response might have already included and addendum.
  o You will receive an email for each addendum created for your bid.

- You must acknowledge and accept each and every addendum.

- To see the change details, select the action buttons next to the most recent addendum and select View & Accept Change Details. Then select Version you want to compare with new addendum and select Show Comparison

- Once you select version comparison the document will highlight in yellow the changes that were made on the addendum.
  - You will be then be asked to accept changes at the bottom of the page
  - Then select close

- Next the following box appears - Accept Addendum will ask you to verify with a yes/no answer

Do you want accept this addendum ? ✕

No Yes

- You will be taken back to the overview page - **You Must** check the select box and hit accept.

		Addendum Documents		
Select	Accepted	Document	Added in Version No.	Actions
☑	✗	old mcdonalds farrm.docx	Addendum 03	⋮

Accept

- Check for any other additional changes to bid at bottom of page. - Complete request and hit close

Print   Close

G. Make Changes to a Submitted Bid Response

- Log in to your Vendor page in Ocean State Procures (OSP)

WebProcure

Username / Email Address
👤 Username or Email
Password
🔑 Password

Log In   Trouble Logging In?

Vendors

- o If you do not remember how to login, click the link below to access the WebProcure login page:
    https://ridop.ri.gov/ocean-state-procures-osp/osp-login
- Click on the down arrow next to the Solicitations icon on the main header.

🏠 Solicitations ▾   Contracts ▾   Order ▾   Invoice ▾

Message Board

Reminders
• Please make sure your profile is up to date.
• Add more buyers
• Add more regions for wider geographical business offerings
• Please fill in any additional required information for your selected buyers.

Documents

Organization	Solicitations		Order	Contracts	Invoice
	Formal	Informal			
State of Rhode Island	8	1	0	0	0

- Click on View Current Solicitations for State of Rhode Island.

Solicitations ▾   Contracts ▾

State of Rhode Island
View Current Solicitations
View Past Solicitations

View all organizations
View all public Solicitations

- Locate the Solicitation by entering Solicitation number in the "Filter by Opp. No." field at top of page or the "Filter by Title". (Both are located on the email you received as notification)
    - o Click the Submit button. The solicitations under "My List" will appear.

OCEAN STATE
PROCURES ™

    o   If Solicitation does not appear go to "Other Active opportunities" and re-enter number

- Select the Solicitation by clicking on the link in the Opp. No. column on the left-hand side of the page.
- Review the Solicitation changes. Then close

- To edit response – click on the second set of action buttons next to the word draft on the righthand side.

Note: DO NOT SELECT the top action buttons (three dots) or you will lose your bid. Select action next to Response

- Make sure to select **Retract & Edit Response**
- You will be brought to the "Review Response" page
- Select "Retract Response" at the top of the page
  - o   All solicitation responses/documents will remain, any necessary changes may be made

- Proceed to make any required changes by selected the applicable tab in the header
  - o   Make sure to select "Save" at the bottom of the page where available to save any changes

- If you need to change your line items, you must go into bid on item.

- If you need to add an additional document, navigate to the "Attach Documents" tab

- Click "Review & Submit" to return to the Review Response Page

⚠ DRAFT BID   Review & Submit
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

- Review all addendum changes and submit – **Submit button is at top of page**.

⚠ DRAFT BID   Submit
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

6. How to Retract/Edit a Bid Response

- Log in to your Vendor page in Ocean State Procures (OSP)

  - o If you do not remember how to login, click the link below to access the WebProcure login page:
    https://ridop.ri.gov/ocean-state-procures-osp/osp-login
- Click on the down arrow next to the Solicitations icon on the main header.

- Click on View Current Solicitations for State of Rhode Island.

- Locate the Solicitation by entering Solicitation number in the "Filter by Opp. No." field at top of page or the "Filter by Title". (Both are located on the email you received as notification)
  - o Click the Submit button. The solicitations under "My List" will appear.

o If Solicitation does not appear go to "Other Active opportunities" and re-enter number

- Select the Solicitation by clicking on the link in the Opp. No. column on the left-hand side of the page.
- Review the Solicitation changes. Then close

- To edit response – click on the second set of action buttons next to the word draft on the righthand side.

Note: DO NOT SELECT the top action buttons (three dots) or you will lose your bid. Select action next to Response

- Make sure to select **Retract & Edit Response**
- You will be brought to the "Review Response" page
- Select "Retract Response" at the top of the page
  o All solicitation responses/documents will remain, any necessary changes may be made

- Proceed to make any required changes by selected the applicable tab in the header
  o Make sure to select "Save" at the bottom of the page where available to save any changes

- If you need to change your line items, you must go into bid on item.

- If you need to add an additional document, navigate to the "Attach Documents" tab

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- Click "Review & Submit" to return to the Review Response Page

⚠ DRAFT BID   Review & Submit
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

- Review all addendum changes and submit – **Submit button is at top of page**.

⚠ DRAFT BID   Submit
Your Bid must be submitted from the Review Response page for this opportunity to be seen by the Buyer.

7. How to View Solicitation Evaluation Details

A. How Solicitation Evaluation Details are Communicated

- The Division of Purchases utilizes the "Award Report" functionality on a solicitation to communicate details of the evaluation process to the public, to include:
  - Bid Opening
    - RFPs/OEs – Submitting Vendor Names
    - RFQs – Vendor Responses
  - Tentative Selection
    - Tentatively Selected Vendors
  - Final Award
    - Awarded Vendors
    - Quarterly Awards of Open Enrollments are communicated through a solicitation addendum and not an award report

B. How to View Award Reports

- Award reports are available for closed or awarded solicitations
- Navigate to the public bid board at https://ridop.ri.gov/vendors/bidding-opportunities
- Locate the solicitation
- Select the solicitation hyperlink
- In the upper right hand corner, select the Award Report button

Print/Download solicitation summary   View award report
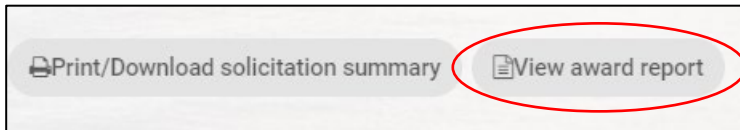
- Scroll down to the Award Details section and review the narrative

Award Details