



WebProcure™

Solicitation Response Instructions

Document Version 2.1.12.15

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.

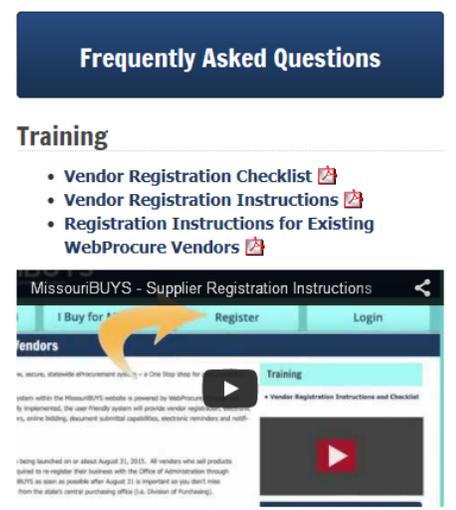
Required Vendor Registration

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** and video instruction on how to complete the simple registration process.



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** (Use 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.



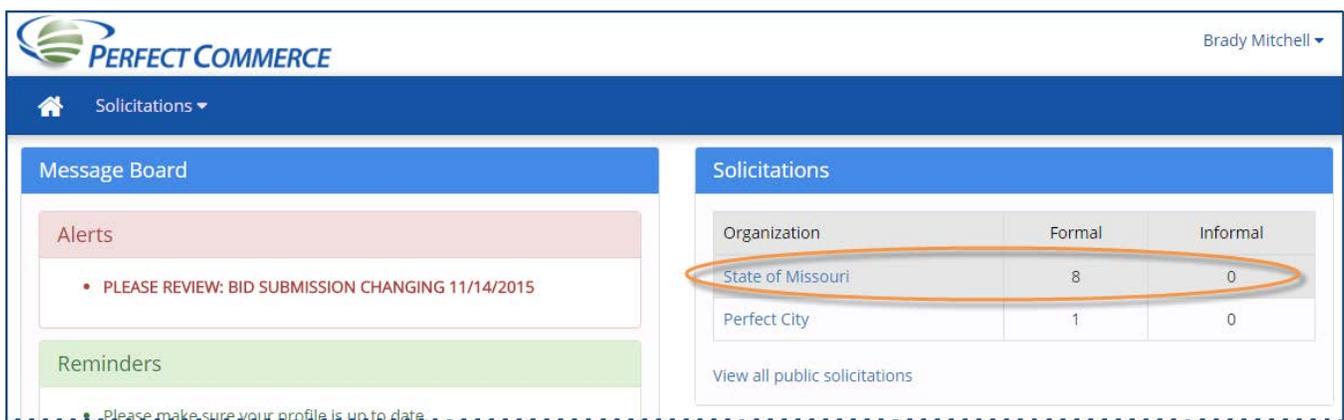
Once registered, you may access your account by selecting the **Login** button at the top of the **MissouriBUYS** home page or by selecting the link in your registration confirmation email. Enter your **Username** and **Password** that you selected and entered during registration, and click Login.



The login page is titled "Login to MissouriBUYS". It contains two input fields: "Enter Username" with a placeholder "Username" and "Enter Password" with a placeholder "Password". Below the fields is a blue "Login" button and a blue link "Forgot password?". The footer text reads "Powered by Perfect Commerce".

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 "Supplier Portal" home page. The top navigation bar includes the "PERFECT COMMERCE" logo and the user name "Brady Mitchell". Below the navigation bar, there are two main sections: "Message Board" and "Solicitations".

The "Message Board" section contains an "Alerts" box with the message: "PLEASE REVIEW: BID SUBMISSION CHANGING 11/14/2015" and a "Reminders" box with the message: "Please make sure your profile is up to date".

The "Solicitations" section contains a table with the following data:

Organization	Formal	Informal
State of Missouri	8	0
Perfect City	1	0

The "State of Missouri" row in the table is circled in orange. Below the table is a link: "View all public solicitations".

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.

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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.

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:

MissouriBUYS

RFPS30034901600158 - Snow Removal Services - Kansas City for Office of Administration/FMDC (Formal)

Overview
Requirements
Questionnaire
Review Response
Collaborate
< >

No

Type

Duration

RFPS30034901600158

Formal Solicitation (ITB,RFP,RFI)

Start Date *End Date*
 Oct 29, 2015 Nov 19, 2015
 12:00 PM EDT 3:00 PM EST

Agency

Contact Details

State of Missouri

Jessica Andres
 301 West High Street, Room 630 Jefferson City MO, 65101 United States
 Tel: 573-751-1567
 Fax:
 Jessica.Andres@oa.mo.gov

Description

Delivery Terms

Additional Delivery Information

Payment Terms

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

Free On Board Destination

Office of Administration Division of Facilities Management, Design & Construction Various OA/FMDC Maintained Parking Lots located in Kansas City, MO

Net 45 Days

****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"/>	✘	Snow Removal Services - Kansas City.docx		

Accept

Items Associated with this Formal Solicitation

No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
1	Center for Behavioral Medicine - 0"-2"	1.0	each	N/A	N/A	
2	Center for Behavioral Medicine - 2"-4"	1.0	each	N/A	N/A	
78	First Renewal Period Renewal Option Percentage Price Adjustment	1.0	percent	N/A	N/A	
79	Second Renewal Period Renewal Option Percentage Price Adjustment	1.0	percent	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. Please follow the instructions provided in these system advisory messages.

Document Acceptance

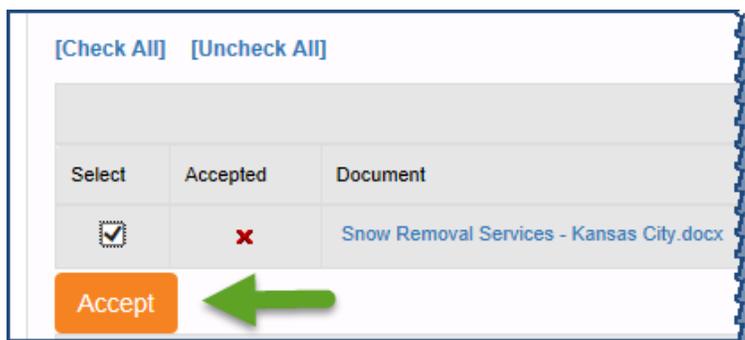
Before preparing a response, you must scroll down to the **Original Solicitation Documents** section and the **Addendum Documents** section, if applicable, to view and accept required documents relating to the solicitation. The acceptance of these documents must precede the submittal of a bid response.

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

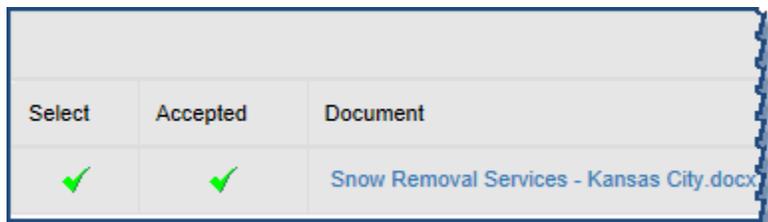
NOTE: For the State of Missouri, the **Original Solicitation Documents** will include the **Invitation for Bid (IFB)** or **Request for Proposal (RFP)** documents and any attachments thereto.

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.



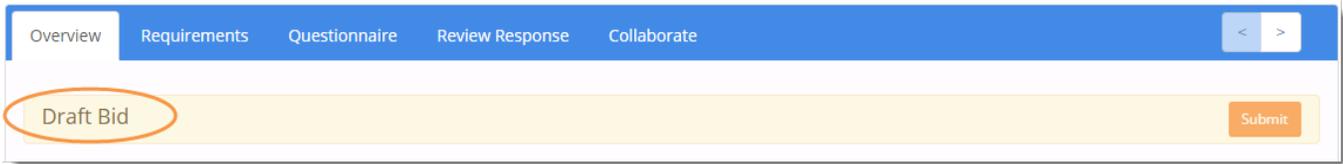
All documents must be accepted prior to submitting a response to the solicitation.

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)

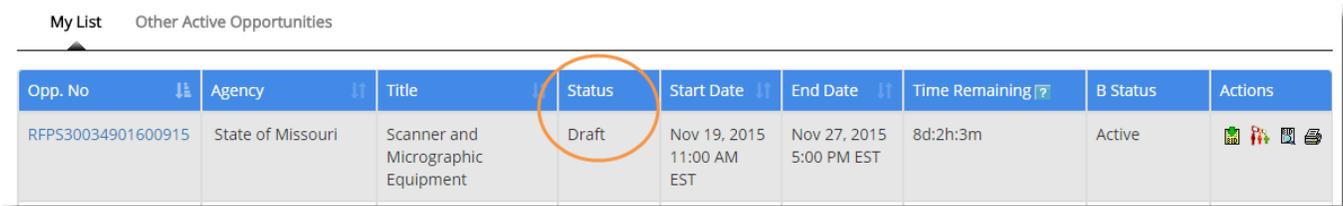
As you create your solicitation response and click **Save**, WebProcure™ creates a **Draft** version of your response.



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 and is therefore not visible by the buying organization.



My List Other Active Opportunities

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.

Requirements and Questionnaire

If the solicitation contains **Requirements** or **Questionnaires** that require 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

Requirements

Select the **Requirements** tab 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 displays the MissouriBUYS interface for a solicitation titled "RFPS30034901600915 - Scanner and Micrographic Equipment (Formal)". The "Requirements" tab is selected and highlighted with an orange circle. The interface includes a navigation bar with tabs for Overview, Requirements, Questionnaire, Review Response, and Collaborate. Below the navigation bar, the solicitation details are listed: No: RFPS30034901600915, Type: Formal Solicitation (ITB,RFP,RFI), and Duration: Start Date: Nov 19, 2015 11:00 AM EST, End Date: Nov 27, 2015 5:00 PM EST. A requirement section titled "Missouri Business License" is expanded, showing a green header with the text "*Business License" and a text input field labeled "Enter MO Business License Number". At the bottom right of the form, there are "Save" and "Close" buttons.

Once completed, click **Save**.

Questionnaire

Select the **Questionnaire** tab 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 displays 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 shown, along with the MissouriBUYS logo. A secondary navigation bar contains tabs for 'Overview', 'Requirements', 'Questionnaire' (which is circled in orange), 'Review Response', and 'Collaborate'. Below the navigation bar, there is a 'Draft Bid' section with a 'Submit' button. The main content area displays the following information:

No: RFP30034901600915
Type: Formal Solicitation (ITB,RFP,RFI)
Duration: Start Date: Nov 19, 2015 11:00 AM EST; End Date: Nov 27, 2015 5:00 PM EST

A light blue banner indicates that an asterisk (*) denotes required questions. Below this, there is a 'Repeat Vendor' button and a section titled 'Previous Dealings with the State'. This section contains a table with two columns: 'Question' and 'Response'.

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"/>

At the bottom right of the 'Previous Dealings with the State' section, there are three buttons: 'Save', 'Done', and 'Cancel'.

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

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.

Solicitation with Items

For those solicitations which **include items** for electronic bid responses, the **Respond** tab **will be** visible. You will enter bid amounts on the **Respond** tab.

Overview Requirements Questionnaire Respond Attach Documents Review Response Collaborate

Draft Bid
Submit

Please 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.

1. Scan Station 700

Item Description

Seamless connector. Project archiver. Instant messenger. Exceptional performer. With capabilities like these, the Kodak Scan Station 700 has more functionality than you'd ever expect. And with its intuitive touchscreen, simple network setup, and robust remote management, it can give you

Categorization:
 [20600] COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
 [20683] Scanners, Film

Item Response

Item Actions:

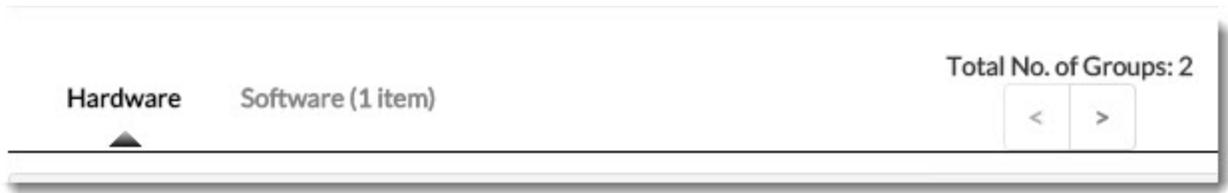
The Supplier Part No. and Supplier Part No. Ext fields are for your internal tracking purposes only. By submitting your bid you are certifying that these fields match the Item Specification and/or Alternative as defined by the Buying Organization and will not be considered during the Evaluation and Award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

Price/each *	Qty	Units	Alternative	Manufacturer Name	Manufacturer Part No	Supplier Part Number	Supplier Part Number Ext	Response Actions	
\$ <input style="width: 50px;" type="text"/>	1.0	each		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
				Buying Organization Prefers: Kodak	Buying Organization Prefers: 700SCAN				
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		<input style="width: 100%; height: 100%;" type="text"/>			
Item Total: \$									<input type="checkbox"/> Intentional No Bid
<input style="width: 50px;" type="text"/>									

Solicitation Item No : 1

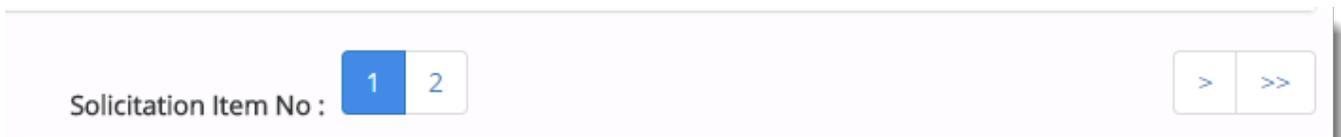
Save
Done
Cancel

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 or check the **Intentional No Bid** box located beneath the item. To enter a “No Charge” on an item, enter “o” in the Price/Each 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 application will display the **Review Response** page.

Overview
Requirements
Questionnaire
Respond
Attach Documents
Review Response
Collaborate
< >

Draft Bid
Submit

No	RFP530034901600915						
Title	Scanner and Micrographic Equipment						
Type	Formal Solicitation (ITB,RFP,RFI)						
Duration Dates	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><i>Start Date</i></td> <td><i>End Date</i></td> </tr> <tr> <td>Nov 19, 2015</td> <td>Nov 27, 2015</td> </tr> <tr> <td>11:00 AM EST</td> <td>5:00 PM EST</td> </tr> </table>	<i>Start Date</i>	<i>End Date</i>	Nov 19, 2015	Nov 27, 2015	11:00 AM EST	5:00 PM EST
<i>Start Date</i>	<i>End Date</i>						
Nov 19, 2015	Nov 27, 2015						
11:00 AM EST	5:00 PM EST						
Description	Information When You Need It Imaging Solutions and Services, Inc. (ISSI) is a Systems Integrator that ensures instant information availability by delivering Enterprise Content Management (ECM) and Business Process Outsourcing (BPO) solutions for forward-thinking organizations throughout the U.S.						
Delivery Terms	Free On Board Destination						
Payment Terms	Vendor Specified						
Contact Details	Perfect City Support Perfect City One Compass Way Newport News VA, 23606 United States Tel: 7577668211 Fax: wp.qa@perfect.com						

Solicitation Categories

(92400) EDUCATIONAL/TRAINING SERVICES

(92416) Course Development Services, Instructional/Training
 (92435) In-Service Training (For Employees)
 (92440) Instructor-led, Classroom Training (Technical)
 (92441) Instructor-led, Classroom Training (Non-Technical)
 (92486) Vocational Training, All Types (Including Vocational Rehabilitation and Technical Education)

View All Items
View Items with Bids

No.	Item	Alternative	Supplier Prt. No	Mnfr. Name	Mnfr. Prt. No	Divry. Date	Units	Unit Price	Qty	Total	Actions
1	[Kodak700] Scan Station 700		700sXA			Nov 25, 2015	each	\$784.50	1.0	\$784.50	

Documents Required Before Bidding

Bid Response Instructions.docx

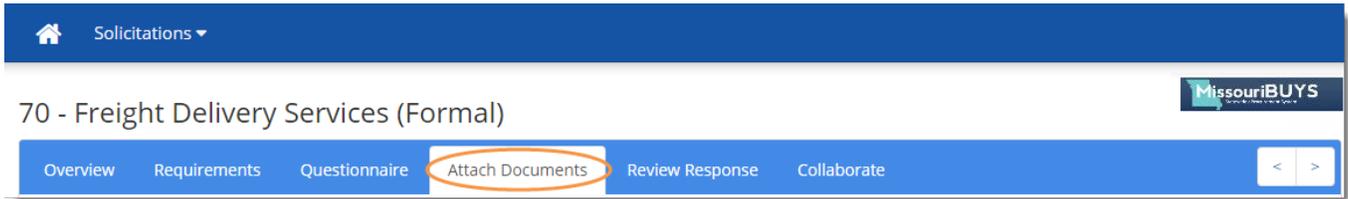
Note: To accept documents, please visit the Solicitation Overview screen. Next to the document name is a checkbox. Select that and click the Accept button. Note: it is strongly recommended that you view documents before accepting them.

Bid on Item
Download
Close

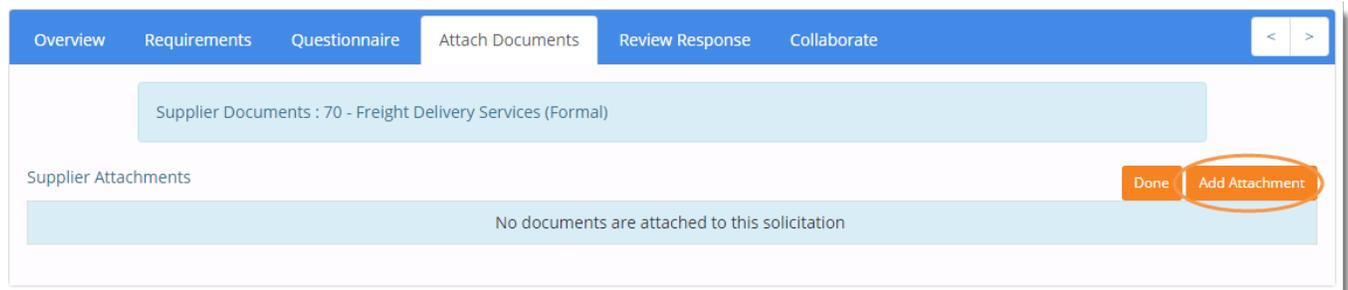
Solicitations without Items

For those solicitations which **do not include items**, which is fairly rare, the **Respond** tab will **not** be visible. 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

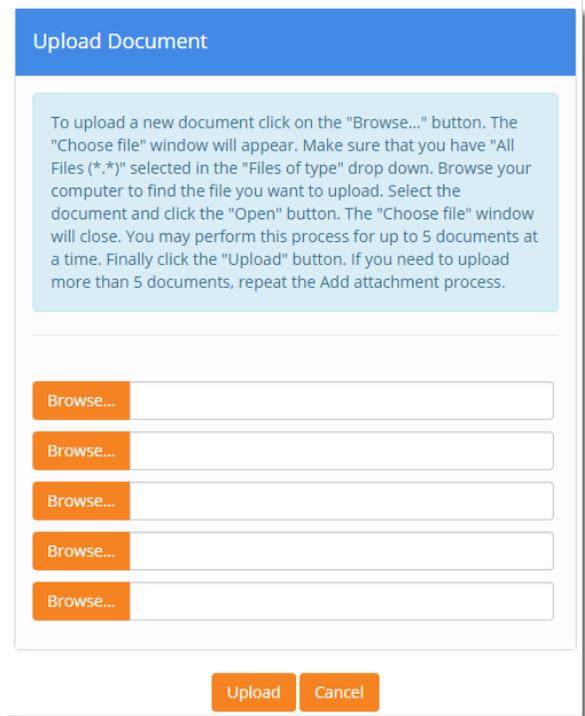


Click **Add Attachment** to open the **Upload Document**.



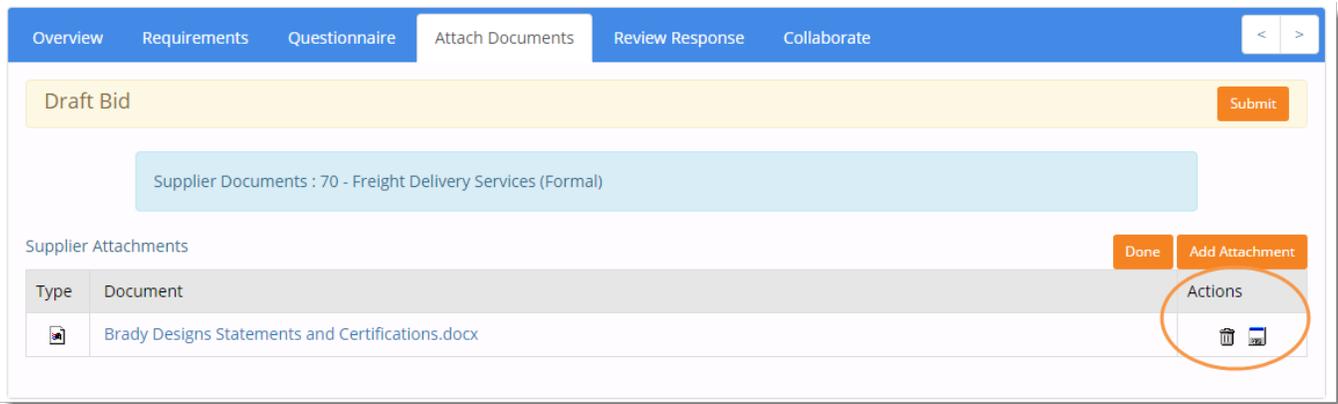
The **Upload Document** window opens:

Click **Browse** or **Choose File**, depending on your web browser, to navigate to the local or network location of the file to be attached. 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 attach the State of Missouri's IFB or RFP 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 on the **Overview** tab of the navigation bar.



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

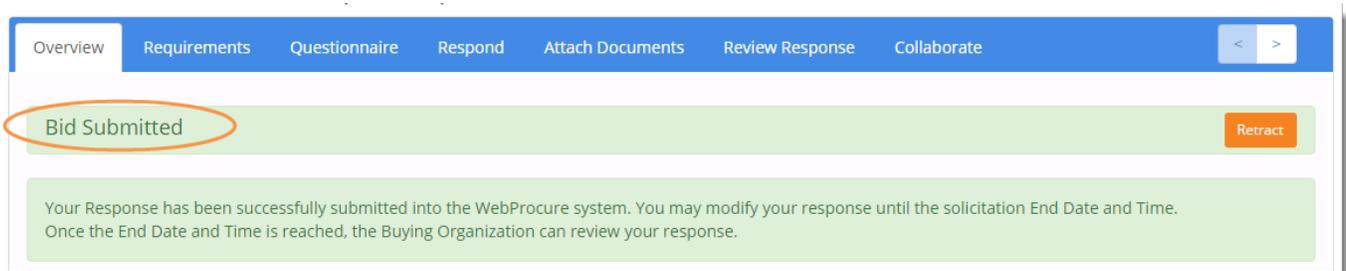
The application will return to the **Attach Documents page** displaying the added documents.



If necessary, an attachment may be removed by clicking the **Delete** icon.

Submit Bid

When your response is ready to be submitted, click **Submit**. The top of each page will refresh to display **Bid Submitted**.

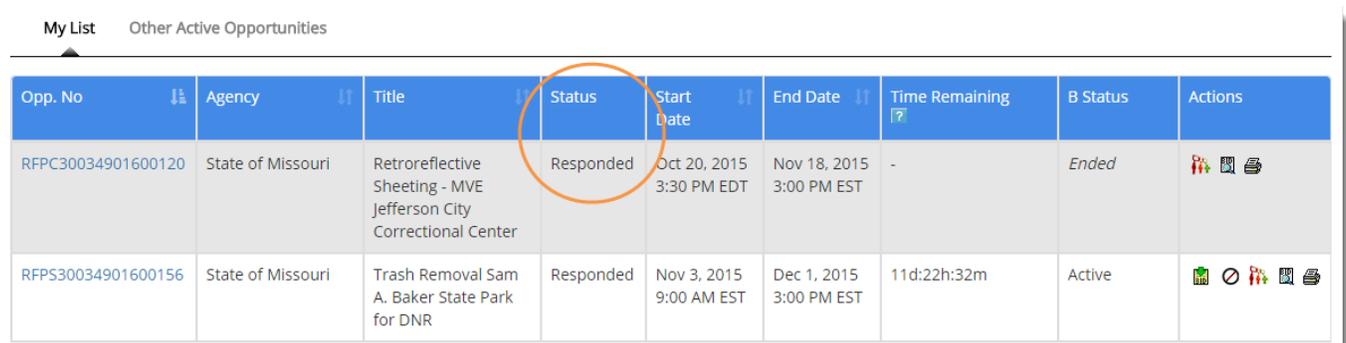


This means that your response has been successfully submitted into the WebProcure™ system and you may modify your response up until the solicitation end date and time.

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	  

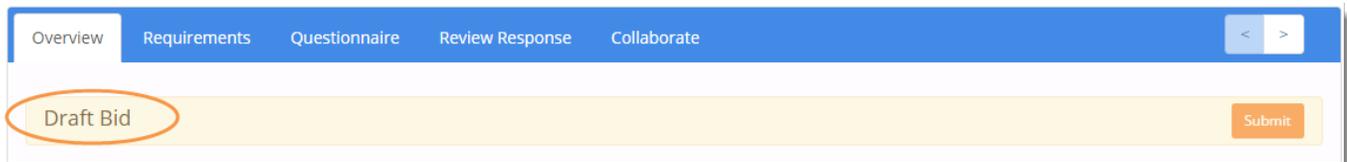
IMPORTANT: Remember the bid remains in **Draft** mode until you click **Submit**. It will not be visible to the buying organization at the end date and time unless you click **Submit** prior to the solicitation end date and time.

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 **Submit / Edit Your Response**  icon from the **Actions** column. The solicitation opens to the **Overview** page.

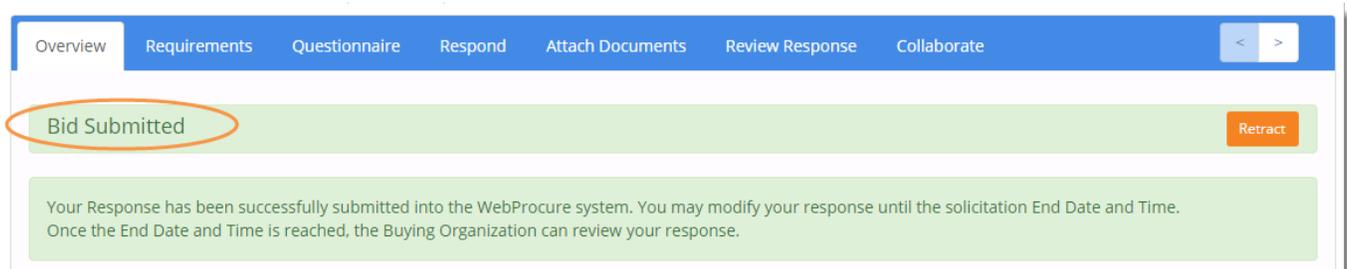
Edit Draft Bid

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 **Submit**.



Edit Submitted Bid

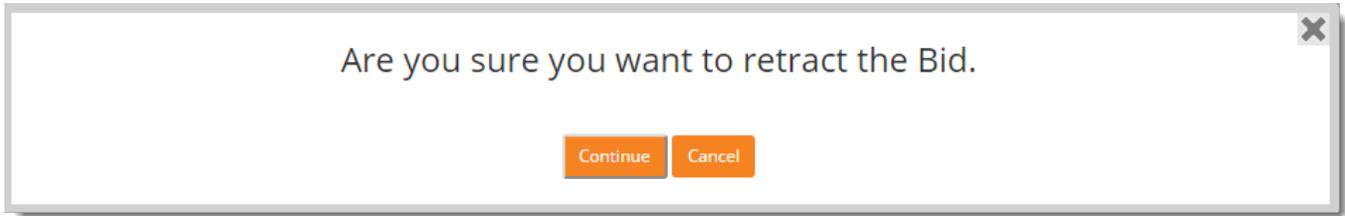
If your response is currently in **Responded** mode, then your response will need to be retracted.



Retract

Once a bid has been submitted, a **Retract** button will be visible under the Actions section. 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 **Submit** to submit your modified response.

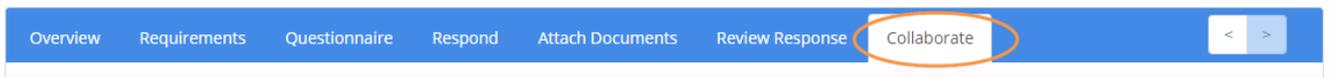
Collaboration Center (if applicable to the solicitation)

Buying organizations may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which suppliers 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:

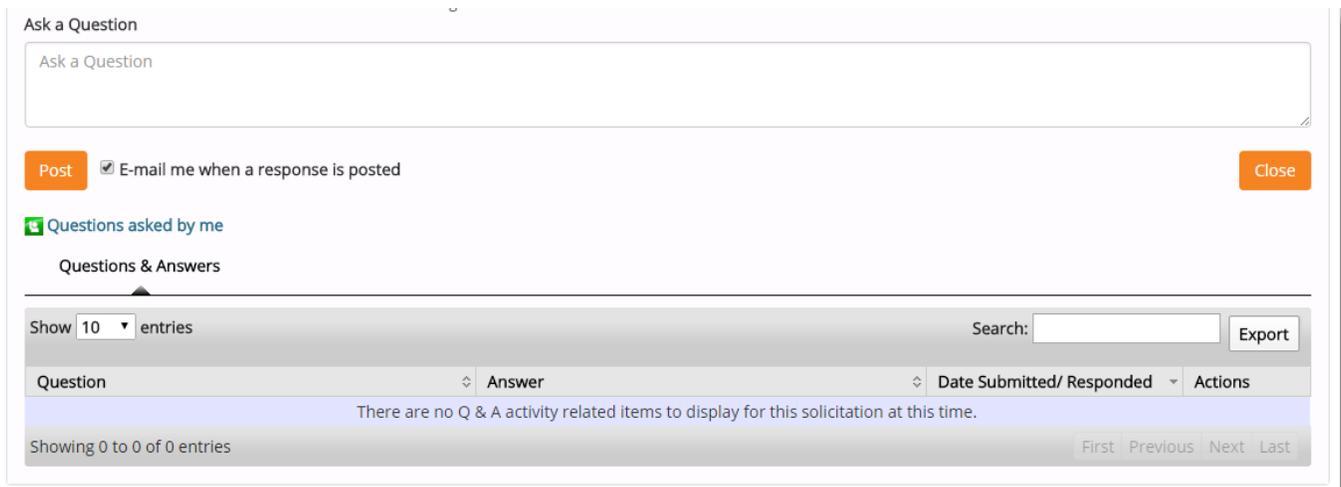


Collaboration period for this Solicitation is not active.

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.



Ask a Question

Ask a Question

Post E-mail me when a response is posted Close

Questions asked by me

Questions & Answers

Show 10 entries Search: Export

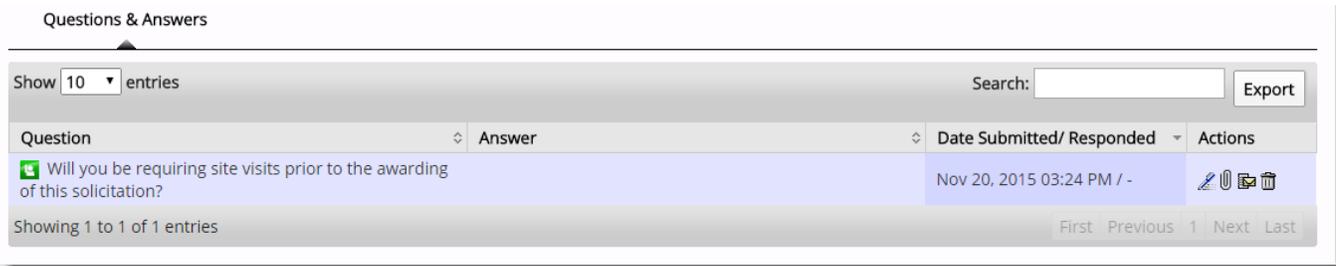
Question	Answer	Date Submitted/ Responded	Actions
There are no Q & A activity related items to display for this solicitation at this time.			

Showing 0 to 0 of 0 entries First Previous Next Last

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

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.

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.



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.

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

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Solicitation Amendment.doc	Addendum 02	 

Accept

To accept, review, and/or download these **Addendum Documents**, and follow the same steps as those described in the [Document Acceptance](#) topic discussed earlier.