

The following will guide a vendor through the process of responding to a solicitation. In BuySpeed, a solicitation is referred to as a **Bid** document.

Solicitations offered by the City of Portland in BuySpeed may be managed online, including solicitation responses by vendors. In order to respond electronically to a solicitation, a Vendor must be a fully registered vendor in BuySpeed. If the vendor is not registered, they should register by accessing the BuySpeed login screen at <https://procure.portlandoregon.gov/> and selecting **Register**. Please see the separate Guide, "Vendor Registration" for information about this process.

For vendors who are fully registered, log in with the User ID and Password.

Creating a Response to the Solicitation

In BuySpeed, a response to a solicitation is referred to as a **"Quote."**

The first step is to find the Bid in question so that you can review what is being solicited and instructions on how to respond provided by the Buyer.

When you have logged in, make sure that if you have both Seller and Seller Administrator roles, that you have the Seller role selected. This is the role that allows you to view and respond to documents in BuySpeed. Click on the Bids tab on your home screen, or search for Bids using the Bids drop-down menu in the navigation bar near the top of your screen. **Open Bids** are Bids that are still open for quotes, and **Closed Bids** are bids that are no longer accepting quotes from Vendors.



Once you are viewing an active, open solicitation, you can create a response by clicking the **Quote** button on the bottom of the screen. This will display the **New Quote** screen.

New Quote

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

Quote #:		Bid #:	00000030
Organization:	Texas Department of Public Safety	Description*:	<input type="text" value="Demo"/>
Status:	In progress	Discount Percent:	<input type="text" value="0.0"/> %
Delivery Days:	<input type="text" value="0"/>	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	<input type="text"/>
Shipping Terms:	<input type="text"/>	Payment Terms:	<input type="text"/>
Ship Via Terms:	<input type="text"/>		
Promised Date: (MM/DD/YYYY)	<input type="text"/>		
Info Contact:	<input type="text"/>		
Comments:	<input type="text"/>		
Date Last Updated:		User Last Updated:	

The following provides a description of the fields provided on the **General** tab of the quote. Please note that the * denotes a required field.

- Quote Number –** Will be auto assigned upon completion of the General tab
- Description –** Same as the bid description. This can be edited to provide a description of your response, if appropriate
- Delivery Days –** If applicable, number of days for delivery (if response is for an ongoing, orderable set of goods or services)

- Discount Percent –** If entered, will apply the discount to all items on quote. If discount is item by item, please use the Items tab
- Is “No Bid” –** Selecting no bid will notify the agency that you do not wish to submit a response.
- Alternate Bid – Terms –** If the vendor submits multiple quotes, the vendor can flag specific response as “alternate” Defaults to terms selected during vendor registration. These can be modified by selecting the appropriate term from the drop down menu
- Promised Date –** If applicable, promised date for delivery of the requested goods or service (for one-time delivery)
- Info Contact –** Enter Vendor primary contact information for the solicitation response
- Comments –** Enter in any comments for the quote. This will display to the buyer and be considered part of your response

Once the vendor has entered in the necessary fields, click **Save and Continue**. The screen will refresh and a quote number will be assigned.

Error Messaging

While working on the quote, the vendor may see red or yellow error messages. Red error messages indicate something that must be corrected before submitting a response. A yellow warning indicates a component of the response that may be non-standard; however the response can be submitted even if yellow warnings display.

Quote Validation Errors

- Terms & Conditions is not acknowledged.

Items Tab

The items tab is where the vendor will enter pricing information for the items requested. Please read any attached instructions on the Bid or instructions appearing on the Items tab of the Bid carefully to ensure that your response is entered as requested by the City of Portland, as some Bids may request that your pricing proposal be attached separately.

Quote 00000015 - Audrey Ltd.

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Sort by Column: Sort Descending

Item #	Print Sequence	Questions Exist	Description								
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	Pencils								
			10.0	EA	5.00	0.00		0.00	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:			<input type="text"/>								
2	2.0	No	pens								
			10.0	EA	4.00	0.00		0.00	\$40.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:			<input type="text"/>								
Quote Response Total \$90.00											

Discount only quotes indicate discount amount off of list catalog price.

The following fields allow for the vendor to enter in information:

Unit Cost – Enter in the unit cost per item. BuySpeed will automatically multiply the unit cost by the quantity.

Discount Percent – Enter in the discount for the specific item, if applicable. BuySpeed will automatically calculate the amount

Tax Rate – This field will not be used because the City of Portland is tax-exempt

Freight – If applicable, enter the freight

No Bid – If checked, the vendor is not supplying a quote for this specific item

No Charge – If checked, the item is considered to be included, provided that the vendor is awarded the PO/contract, unless stated in the instructions for the Bid you are responding to.

Alternate Description – An alternate description can be provided, either to supplement the description provided in the State's solicitation or to replace the State's description. For example, you can use this field to indicate if you are providing a different brand, or if you're pricing is based on a specific unit of measure that is different than indicated in the solicitation.

Once completed, click **Save & Continue**

Questions Tab

The questions tab allows the vendor to respond to questions posted on the bid. Please note that if responses to questions are required, the vendor must respond in order to allow the quote to be submitted. Unanswered questions will generate red error messages.

Quote 00000147 - Tim's Laptops

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Question #	Required	Question	Response
1	No	What brand of monitor is it?	<input type="text"/>

Subcontractor Tab

When the bid is configured for Subcontractor Participation, you may find and select a subcontractor and define target participation of the subcontractor with the Subcontractors tab view.

Notes Tab

The Notes tab allows vendors to record internal comments. For example if multiple vendor users are working on a response, the Notes tab can be used to track changes from one user to another. **Please note the agency issuing the solicitation will NOT see any notes when evaluating the responses.**

Quote 00000015 - Audrey Ltd.

General Items Questions Subcontractors **Notes** Terms & Conditions Attachments Summary [Back to Bid](#)

! The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete All	Note Date	User	Note
<input type="checkbox"/>			<input type="text"/>

Terms & Conditions Tab

The Terms & Conditions tab allows the vendor to view or download any attachments to the solicitation. The vendor is also asked whether or not they accept the terms and conditions of the solicitation.

The screenshot shows a web interface for a quote titled "Quote 00000015 - Audrey Ltd.". At the top, there are navigation tabs: General, Items, Questions, Subcontractors, Notes, Terms & Conditions (which is highlighted), Attachments, Summary, and a link for Back to Bid. Below the tabs, the question "Do you accept the terms & conditions of the bid?" is displayed with three radio button options: Yes (selected), Yes with exceptions, and No. Below this, a text area is provided for the user to note exceptions if they do not fully accept the terms. At the bottom of the form is a "Save & Continue" button.

If the Terms and Conditions are accepted, select **Yes** and click Save & Continue

If the vendor selects **Yes with Exceptions** or **No**, the field below becomes required and the vendor must state the reasons for not accepting the Terms and Conditions.

Attachments Tab

The Attachments tab allows the Vendor to add any necessary documentation for the quote. This can include specifications, statement of work, pricing sheets and any other relevant information.

To add an attachment, click Add Attachments. The following screen will appear.

The screenshot shows the "Add File" form. It includes a help icon and a note: "Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200." Below this, there are four input fields: "Name*" (with a text box), "Description:" (with a text box), "File*" (with a text box and a "Browse..." button), and "Location:" (with the value "vendor/000000003/quote"). At the bottom, there are four buttons: "Save & Exit", "Save & Continue", "Reset", and "Cancel & Exit".

Use the Browse button to search for the file to upload from your computer. Once chosen, the vendor can edit the name of the file as well as giving it a description. Once completed, click Save & Exit.

The Attachments tab will then list all attachments on the Quote. The Vendor may select an attachment and mark it Confidential.

Summary Tab

The Summary Tab is the Vendor's opportunity to review all the information entered on the quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

The **Print** button allows the Vendor to print a copy for records.

The **Submit Quote** button will submit the quote into the system. No changes can be made to the quote unless the vendor withdraws the Quote.

The **Cancel Quote** button cancels the quote.

Quote 00000147 - Tim's Laptops

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Header Information

Quote #: 00000147 **Bid #:** 00000093 **Status:** In progress
Organization: Morning Training Sessions
Description: Monitors **Delivery Days:** 0 **Discount Percent:** 0.0
Bid Flag: **Alternate Bid:** No **Shipping Terms:**
Freight Terms: **Ship Via Terms:** **Payment Term:**
Promised Date **Info Contact:** **Quote Total** \$4,000.00
Comment:
Date Last Updated: 09/02/2009 10:25:21 AM **User last Updated:** Timothy Garza
Vendor accepts the terms & conditions with no exceptions.

Questions:

Question #	Required	Question	Response
1	No	What brand of monitor is it?	

Attachments: [Quick Reference Guide.doc](#)

Item Information

Print Sequence # 1.0 : (204 - 54) 20" Flat Screen Monitor

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
10.0	EA	\$400.00	0.0%	0.0%	\$0.00	\$4,000.00	No	No

Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision, the Withdraw Quote button will appear on the Summary tab up until the Bid Opening date on the Bid document (the date and time at which quotes will no longer be accepted). Click this button, and then choose the Reopen Button at the bottom of the Summary tab if you would like to modify and resubmit the response. The quote will be fully open to make changes.

Please note the quote must again be submitted before the Bid Opening Date/Time or the Quote will not be accepted.

Amendments and Acknowledgements

If the Agency makes an amendment to the bid, the Vendor must acknowledge the amendment. The vendor will receive an email and the amendment will be shown on the Seller homepage. On the bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

Bids / Bid Amendments (Un-Acknowledged)							
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Holder
00000068	Afternoon Training Sessions		Afternoon Trainee1	printing services	08/25/2009 01:30:00 PM	Scheduled	
00000069	Default Organization		Chris Harris	Laptops and related equipment	08/27/2009 09:15:00 AM		
00000070	Morning Training Sessions		Morning Trainee10	Police Bicycles	08/27/2009 09:15:00 AM	Scheduled	
00000072	Morning Training Sessions		Morning Trainee8	computer software	08/27/2009 09:15:00 AM	Scheduled	
00000073	Morning Training Sessions		Morning Trainee6	Residential Placement	08/27/2009 09:15:00 AM		
View More...							

Clicking on the bid number will bring the vendor to the Bid Detail view. Once the vendor has read the amendments, click the Acknowledge Amendments button. Please note that if the Amendment makes a change to the items, the Vendor may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

Amendments:

Amendment #	Amendment Date	Amendment Note
1	09/02/2009 10:46:04 AM	Header 1. Bid Opening Date changed from "09/30/2009 09:49:00 AM" to "10/30/2009 09:49:00 AM".

Item Information

Item # 1: (204 - 54) 20" Flat Screen Monitor

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each				
Manufacturer:		Brand:		Model:		
Make:		Packaging:				

Revisions

Once the bid is officially opened, during the tabulation and evaluation process the Agency may ask the Vendor for a Revision. The Revision may be clarifications or a Best and Final Offer. The vendor will receive an email containing the instructions for the Revision.

Request for Revision				
Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000133-R1	Afternoon Training Sessions	00000087	08/27/2009 01:30:00 PM	08/27/2009 01:34:27 PM

On the Seller Homepage, the Request for Revision section will appear. The Vendor can click on the Quote number, and then following the guide above for responding to a bid they can edit and update the revised quote. Once completed, the quote must be submitted via the Submit Quote button on the Summary Tab.