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# eProcurement Web Site

Unified Government of Wyandotte County, Kansas City Kansas

## Supplier's Guide

Document Author: UG WYCOKCK  
Document Date: 7/30/2015  
Document Version: 3.60

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## 1. Introduction

The Unified Government eProcurement Web Site was created to streamline the bidding process and provide suppliers with the convenience of doing business with the Unified Government (UG) in an online format.

In designing the eProcurement system, the UG wanted to:

- Make it extremely easy for suppliers to find and view bidding opportunities that are of interest
- Allow suppliers to submit their bids using an intuitive web form rather than requiring a time-consuming manually created bid sheet
- Help UG Buyers communicate with suppliers by allowing them to send group emails to all those interested in a particular Procurement
- Automatically alert suppliers to changes to Procurements or Procurement specifications
- Speed the Procurement Tabulation process so that Procurements may be awarded more quickly

## 2. Contact Information

We appreciate your feedback and encourage questions. We are continually adding features to the site and your feedback is an important part of our development process.

Please contact

Purchasing and Contract Compliance  
Email: [purchasing@wycokck.org](mailto:purchasing@wycokck.org)  
Phone: 913- 573-5440

## 3. Getting Started – Get Registered!

The UG has **two** registration forms for suppliers on the web site. The first form is very short and gives immediate access to view Procurements. The second form is somewhat longer and allows suppliers to apply to be an official UG Supplier. The information required on this form allows your company to do business with the UG AND be eligible to receive solicitations directly when they become available.

### Web Site Registration

The Web Site Registration Form allows suppliers to create an account used to get access to Procurements documents. It is also the account used to place online bids. This form is located at:



[https://purchasing.wycokck.org/eProcurement/Bid\\_RegForm.aspx](https://purchasing.wycokck.org/eProcurement/Bid_RegForm.aspx)

## Supplier Registration

The Supplier Registration Form allows suppliers to officially apply to be a UG supplier. Some of the benefits of registering include:

- Eligibility for doing business with the UG
- Register the commodity codes for the goods and/or services you provide
- Eligible to receive solicitations for bidding opportunities directly from UG buyers.

The Supplier Registration form is located at:

[https://purchasing.wycokck.org/eProcurement/Registration\\_Form.aspx](https://purchasing.wycokck.org/eProcurement/Registration_Form.aspx)

If you haven't logged into your web account already, you will be asked to do so before being taken to the Supplier Registration form.

## Additional Users

The system allows you to add additional users to your "roster". This allows others in your organization to download solicitation information (bid documents) and place/edit bids on behalf of your organization.

An additional help document has been made to guide you through this process and outline the benefits of this feature. It may be found here:

[https://purchasing.wycokck.org/eProcurement/Supplier\\_Registration\\_Process.pdf](https://purchasing.wycokck.org/eProcurement/Supplier_Registration_Process.pdf)

## 4. Viewing Open Procurements

The list of currently open Procurements is available by clicking on the **Active Bids & RFPs** link on the left navigation bar.



Figure 1. Active Procurements

The Active Procurement list shows the bid type, department(s), open and close dates and a description. If you hover your mouse over the bid description, a more detailed bid abstract will be displayed.

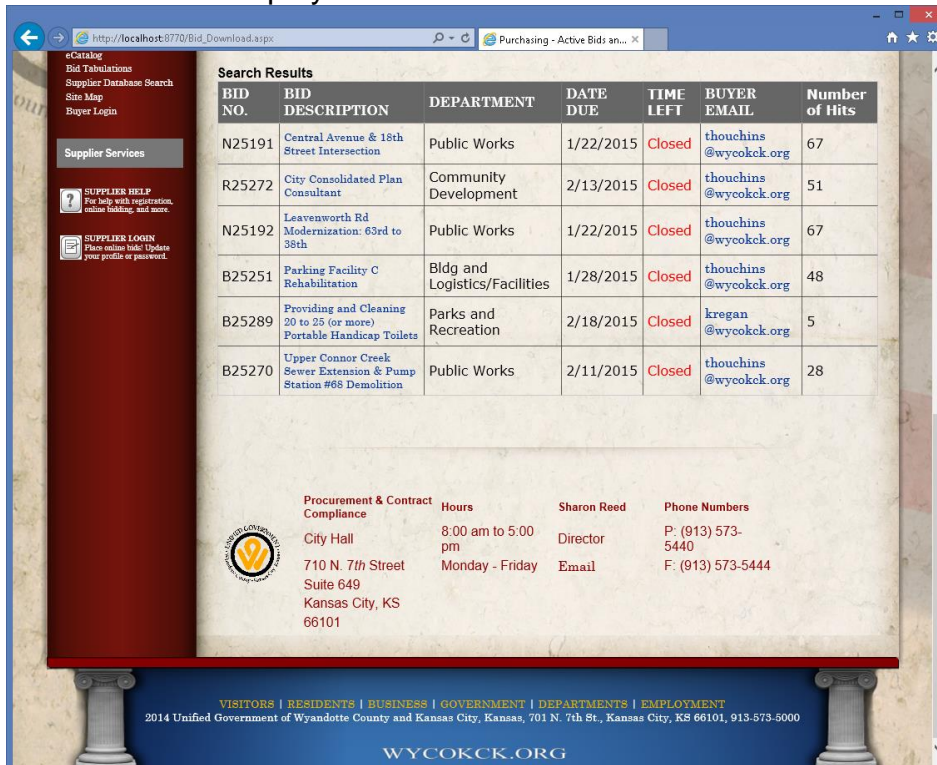




Figure 2. Active bid information

## 5. Searching for Procurements

You can search for Procurements that interest you by using the Procurements, RFP & Tabulations Search Engine. From the left navigation, click on Bids & RFP Search.

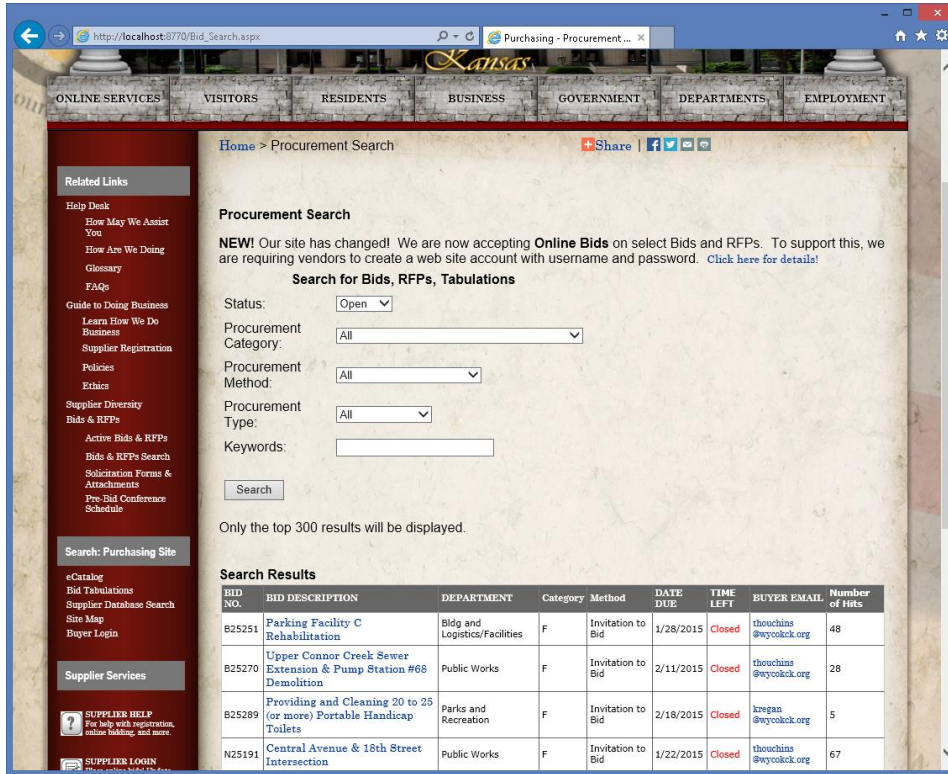


Figure 3. Getting to the Search Engine.

When the Search Engine page is displayed you will have several options available to help you find the procurements that interest you the most.

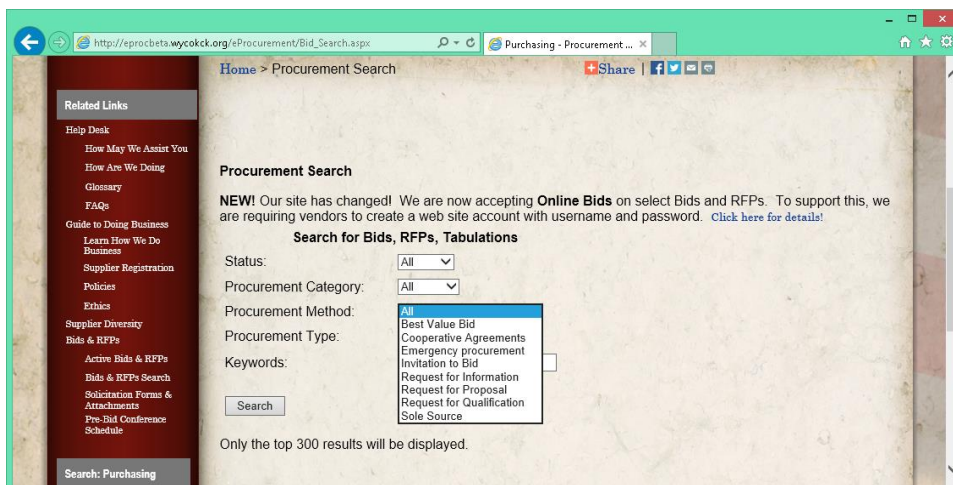


Figure 4. Search Criteria



All of the search criteria fields are optional. However, if you leave everything blank you will get back a list of the first 300 bids from the system. It's best to select at least one filter.

Here are the search criteria fields to choose from:

**Status** – The Procurement Status says whether the bid is in progress or not. An Open status means that the procurement has not been awarded and that you may place a bid. A Closed status means that the City is no longer accepting bids for this procurement. Leaving the Status blank will return both open and closed procurements.

**Procurement Category** – The Procurement Category allows you to search on either Formal or Informal Procurements. Formal Procurements are bids of over \$20,000 in value (over \$50,000 for Construction type bids). Informal Procurements are bids of less than \$20,000. Formal Procurements tend to remain open for two to four weeks or longer. Informal Procurements may only remain open for a few days. This is up to the UG Buyer. If you leave this field blank, all Procurement categories will be returned.

**Procurement Method** – The Procurement Method indicates the method of procurement the UG is using for each bid. Common procurement methods include Request for Proposal or general Invitation to Bid.

**Procurement Type** – The Procurement Type is the type of bid being solicited. Procurement Types include Supply, Construction, Professional Services, etc.

**Keywords** – The Keywords field allows you to search on particular keywords that interest you, for example "Office Supplies". The keywords search looks in the bid's description, and department, and Procurement Number text fields for matching words. If you know the Procurement Number of the bid you are interested in, you can go right to it by simply entering the Procurement Number in the keywords field.

**Tip:** The most common search is to simply select the "Open" status and then click Search. This will return all the currently option bids, both Formal and Informal.

## 5. Search Results

After clicking the **Search** button, the results of your search will be displayed.

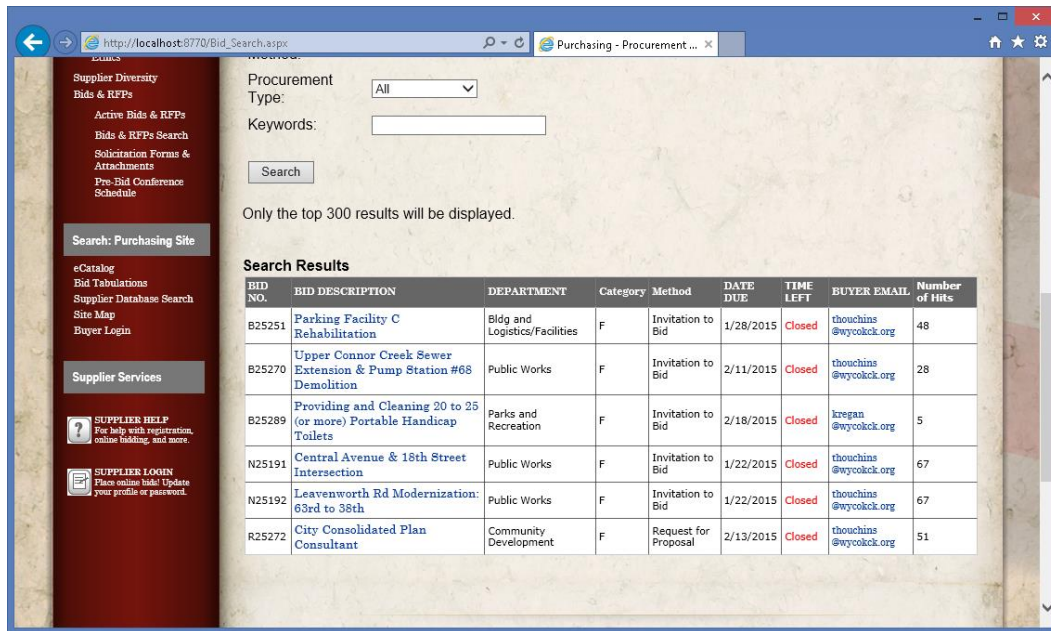


Figure 5. Search Results

The results will list the Procurement Number, Description, Department, Due Date, Time Left, and Buyer Email. You can click on the header row of the results table to sort the list by that column. NOTE: If the Procurement type (sealed, proposal, informal) isn't specified then the tables will be broken down into each type and results sorted within those tables.

The Description gives a brief summary of the nature of the procurement. For an abstract of the bid, hover your mouse pointer over the Description. A small window will pop up with additional information.

At this point you are not required to login. However, clicking on the bid's description will allow you to go to the Procurement Documents page. If you haven't logged in yet, you will be asked to do so at this time.





Figure 6. The Supplier Logon page

Remember, you must register for a Web Site Account (see section 3, above) before you are able to view and download bid documents. This is a simple 2-minute or less process.

If you have forgotten your password, you can click the link provided on the Logon page. The system will automatically send your password to the email address on file for you.

## 6. The Procurement Documents Page - Viewing and Downloading Procurement Documents

After logging in, you will be able to view all the documents associated with a particular bid.

By clicking on the file name displayed on the right, you will be able to view and download the file. In general, bid documents are in Adobe PDF format. To get the free reader for PDF files, go to [www.adobe.com](http://www.adobe.com).

Files available for download usually include a primary bid document, one or more clarification letters, and other files included in the bid package by the Buyer. (This might include additional specifications, photographs, diagrams, etc.)

Occasionally, a particular bid may not have any bid documents associated with it. (This can happen for Informal bids). In this case, all the information is displayed on the Place Bid page.

If you decide that the opportunity is something your organization would like to bid on, you may click on the Place Online Bid link, below the Procurement files listing.

Note: Some bids may not have an online bid option. This is at the discretion of the Buyer. Our goal, however, is to have most bids available for online bidding.

## 7. Placing a Bid – The Supplier Home Page

After clicking on the Place Online Bid link below the Procurement Documents list, you will be taken to the Supplier Home Page.



Figure 7. The Supplier Home Page

This page allows you to manage your bids.

Suppliers can place bids on several Procurement Numbers at the same time. In fact, you may even place multiple bids on the same Procurement Number! (This option is described below).

### New Bids

To place a NEW bid on the Procurement Number you just came from, click the first link given on the page. In Figure 7, above, this is the area that states, "To place a new bid



for bid number S24085, Place Bid". This will create a new bid on this bid number, regardless of whether you have already placed a bid for this number already. If you wish to edit an existing bid, see below.

Why would you wish to create more than one bid for the same Procurement Number? Sometimes you may wish to offer drastically different options to the Buyer for their consideration. For example you may be able to get the exact parts required by a bid from one of your distributors, for a particular price. But you are also able to get equivalent (although not exactly the same part numbers) from another distributor, at another price. Wishing to give the Buyer a chance to consider both options, you submit two separate bids.

If you wish to place a new bid, but NOT on the currently selected Procurement Number (in this example S24085), click the link to go back to the Procurement/RFP Search Engine.

### **Edit Existing Bids**

Existing Bids are displayed at the bottom of the page. **As a convenience factor, you are not required to do a final submission of your bid in one session.** You may save your bid in a partial state, and come back to it over the course of days, if desired. In this case, your bid will be displayed with a "Pending" status.

**Remember! You must click on the Final Submit button to enter your bid for consideration. The status must be "Submitted".**

To edit the bid, click on the Procurement Number. If the Procurement Number is not a link, this means that the bid has closed. You may edit your bid as much as you wish until you perform the final submission (this will be described below).

You may also withdraw a bid (even a Finalized bid) up until the time of the Due Date of the bid.

## **8. Placing a Bid – The Place Bid Page**

Clicking on either the Place New Bid link or the Procurement Number link for an existing bid, will take you to the Place Bid Page.

This page will walk you through the process of creating a bid to submit to the UG.

## Procurement General Information

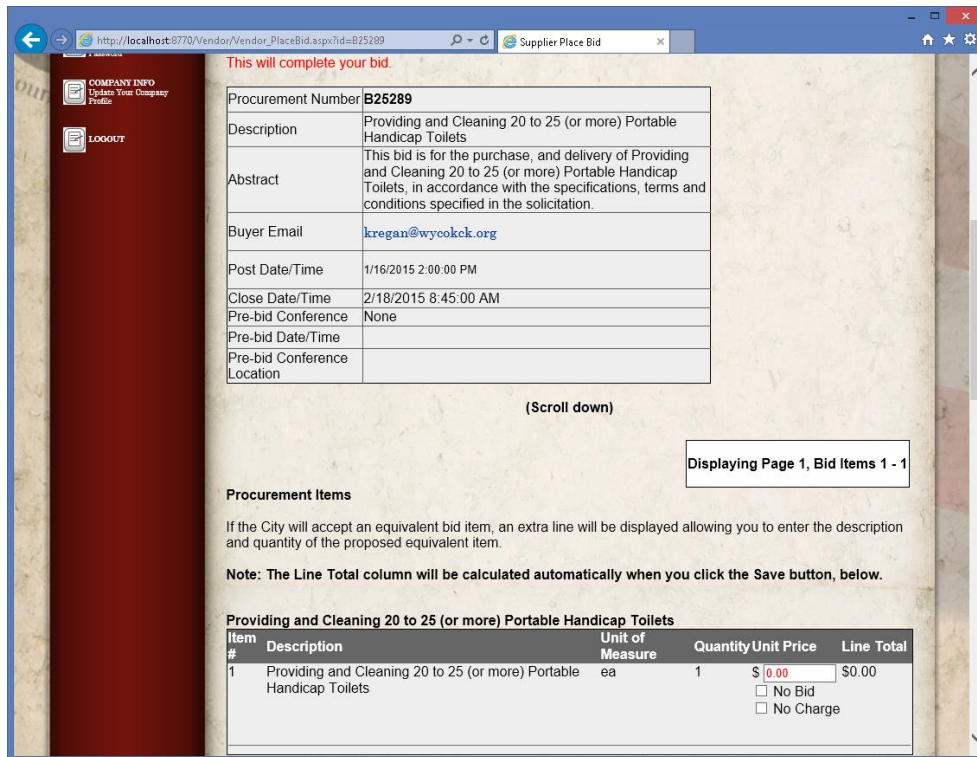


Figure 8. Procurement General Information

The first section of the Place Bid page displays the basic information about the bid, including the description, brief abstract, the Buyer contact email address, post date, due date, and pre-bid conference information, if applicable.

### Procurement Items

The next section allows you to actually fill out your bid.



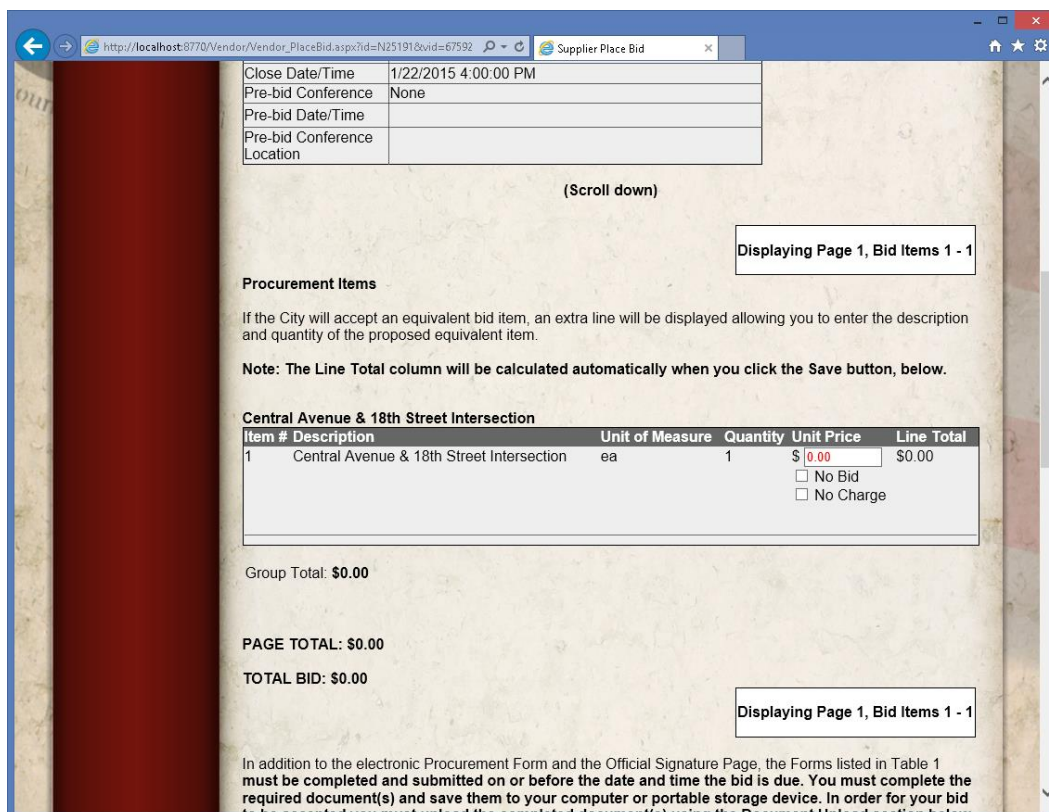


Figure 9. The Procurement Items section

Procurement Items are displayed on the page, in order, grouped by categories, as set up by the Buyer. The quantity requested is displayed for each item, along with the unit of measure of the item required. Enter your bid for the unit price of the required item on each line. You may or may not be required to bid on every line item. If you don't want to bid on an item, click the **No Bid** check box. If there is no charge for an item, leave the price at \$0.00 but **also be sure to check the No Charge** check box.

At any time, you may click the Save Bid To Edit Later button, located at the bottom of the page. This will save your changes but keep the bid in a pending state. For your security, UG Buyers DO NOT have any access to your bid while in a pending state. They are only allowed to view Final bids. The security of the system protects your pending bid information.

Make sure to click the Save button before closing your browser window. Also, it is recommended that you save before leaving your computer for any length of time. Your login session will time out after 60 minutes for security purposes. This will cause you to lose any unsaved information.

## Additional Forms





This section lists the additional forms that the Buyer requires to be included with your bid submission. These forms are specialized Microsoft Word documents that allow you to fill out the form information and save it to your hard drive. Download the form by right clicking on the form name and selecting the Save Target option. You can then select a location on your hard drive to save the form.

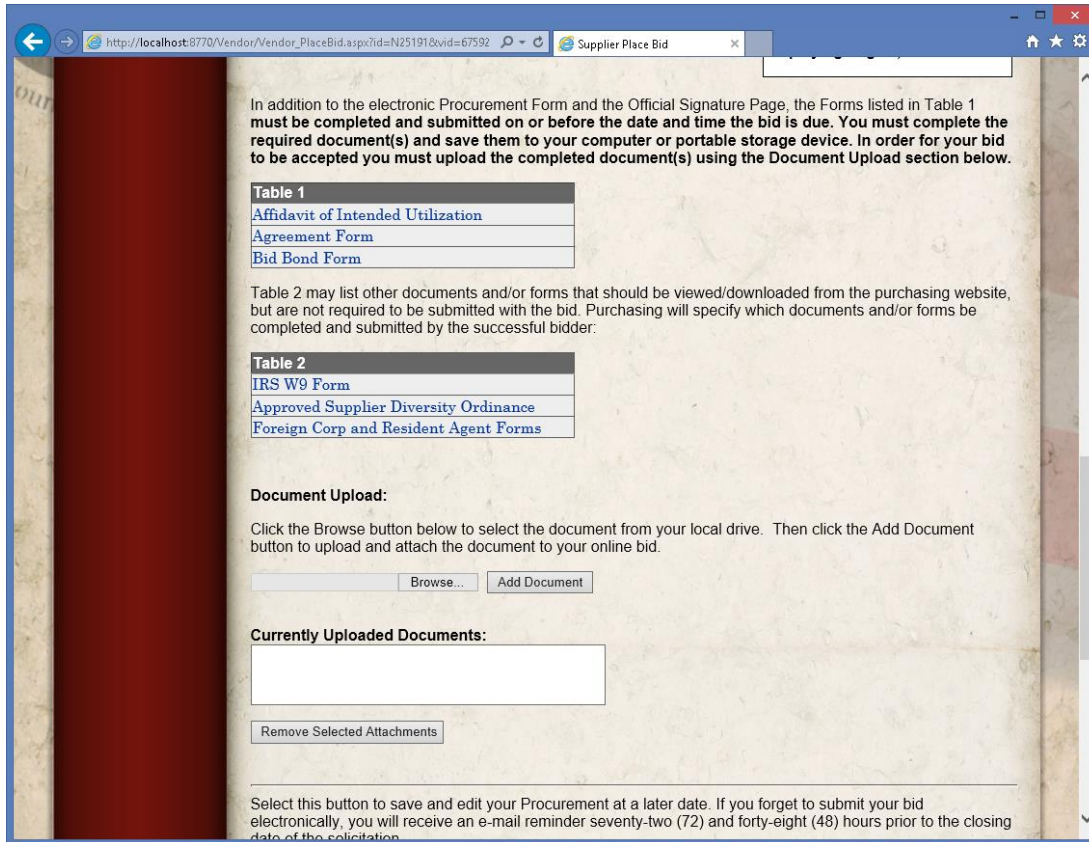


Figure 10. Optional and required additional forms

After you have retrieved a local copy of the form, you may open it and fill it out.

## Document Upload

After you have filled out the form, you may upload the file using the Document Upload section of the Place Bid page.

**Document Upload:**

Click the Browse button below to select the document from your local drive. Then click the Add Document button to upload and attach the document to your online bid.

**Currently Uploaded Documents:**

Figure 11. Document Upload

Click on the Browse button to display the Open File dialog box. Browse to the location of your completed form and select it. Then select Open. The path and filename of the form will appear in the text box shown in Figure 11, above.

Now click on the Add Document button. This will upload the document to the site and attach it to your bid package submission.

At any time you may select a document and click the Remove Selected Attachments button to delete the document you previously uploaded from the site. This is useful when you want to re-upload a particular document.

**Save, Submit, or Withdraw (Delete) Bid**

The last section of the Place Bid page gives you save and delete options.

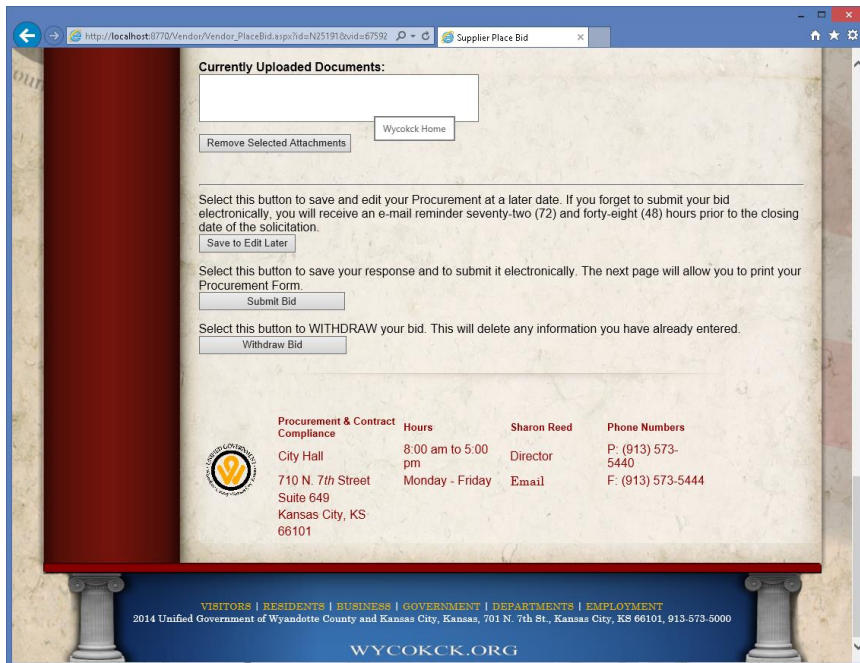


Figure 12. Save, Submit, or Withdraw bid

As previously described, the Save Bid to Edit Later button allows you to save your work without formally submitting the bid to the City. You may return and edit the bid as much as you wish.

When you are finished editing your bid, you may click the Submit Bid to the City button. This will START the formal submission process. You will be given a chance to review your bid in its entirety before completing the submission.

The last button allows you to withdraw (or delete) your bid. You may withdraw both Pending and Final bids, as long as it is before the bid's Due Date.

Note: Bids that are Pending at the time of the bid's Due Date are ignored by the system. **You must click the Submit Bid to formally submit your bid for consideration.** Only Final bids may be awarded contracts.

## 9. Submitting Your Bid

When you are finished editing your bid and uploading document attachments, you may click the Submit Bid to the City button as shown in Figure 12.

You will be taken to the Bid Confirmation Page, which will display your entire bid one last time for your review.



Figure 13. Bid Confirmation Page

Click on the Print Now button to view the official bid form.



**Bid Form**

Please return this Procurement Form along with any required documentation (see below) to the Office of the City Secretary by the bid's due date and time.

**Procurement General Information**

Procurement Number	C24915
Bid Description	Installation and Maintenance Services for a New Fueling Station
Abstract	This project requires the awardee(s) to provide all labor, materials, equipment tools, permits, supervision and transportation necessary to furnish, install and provide maintenance for a new fueling station in accordance with the scope of services/work, terms and conditions specified in the solicitation.
Buyer Email	arturo.lopez@houstontx.gov
Post Date/Time	2/28/2014 12:00:00 AM
Close Date/Time	5/27/2014 12:00:00 AM

**Procurement Items**

**Bid Group No. 1 - Turn-Key Line Item Total Total for Installation and First-Year Maintenance Service**

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		The Contractor shall be required to provide turn-key site work and installation of a 12,000 gallon aviation self-serve fueling system for the Houston Airport System at Ellington Airport, located at 510 Ellington Field, Houston, TX, 77034 in accordance with the scope of work/technical specifications and project drawings, herein. The lump sum bid, shall include the costs of all bonds and required insurance.	LS	1	0.00	\$0.00
2		Six-Month Maintenance Service After Installation: Filter Element Replacement.	EA	1	0.00	\$0.00
Group Total:						\$0.00

**Bid Group No. 2 - Year Two - Annual Inspection and Maintenance**

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		Semi-Annually - Filter Element Replacement	EA	2	0.00	\$0.00
2		Annual - Meter Calibration and Adjustment	EA	1	0.00	\$0.00
3		Annual - Check and Adjust/repair Tank Vents	EA	1	0.00	\$0.00
4		Annual - Check/Clean Line Strainers	EA	1	0.00	\$0.00
5		Annual - Calibrate Pressure Gauge	EA	1	0.00	\$0.00
6		Annual - Card Reader Support (QT Technologies)	EA	1	0.00	\$0.00
7		Equipment maintenance/repair/troubleshooting: includes routine maintenance and minor repairs as requested by HAS. Major mechanical or electrical failures (>\$1,000 cost) will be handled by HAS.	LS	1	0.00	\$0.00
Group Total:						\$0.00

**Bid Group No. 3 - Year Three - Annual Inspection and Maintenance**

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		Semi-Annually - Filter Element Replacement	EA	2	0.00	\$0.00
2		Annual - Meter Calibration and Adjustment	EA	1	0.00	\$0.00
3		Annual - Check and Adjust/repair Tank Vents	EA	1	0.00	\$0.00
4		Annual - Check/Clean Line Strainers	EA	1	0.00	\$0.00

Figure 14. The Bid Form

Here you will see your bid in a non-editable format. This is exactly how buyers will see your bid after the bidding period closes.

### Legal Information Regarding Online Bidding

When you submit a bid to the UG, you are signing a contract. Therefore you must have the ability to bind your organization or company to a contract. Usually this includes company owners, partners, or officers.

By UG ordinance, for Informal Procurements (under \$20,000 value) your electronic signature is equivalent to an ink signature. No additional signature is required beyond the online bid.





Formal bids (over \$20,000), however, still require a signed Bid Sheet to be delivered to the Office of the City Clerk by the due date of the bid. The web site makes this process very simple. After the submission you will be able to print your bid sheet. (See below).

At any time before the bidding period closes, you may edit or withdraw your bid. However, after the bidding period closes, you will no longer have access to your bid.

### **Returning to Edit or View Your Bid**

At any time prior to the bid closing date, you may return to edit or view your bid. To do this, simply

1. Click on the Supplier Login (bottom left of the navigation bar)
2. Enter your email address and password.
3. Click Login.

This will return you to the Supplier Home Page.



Figure 15. Supplier Home page

You will see your bid in the list of current bids. By clicking on the Procurement Number, you will be able to view and edit your bid.

As shown in Figure 15, the status for the supplier’s bid for Procurement Number S20791 is Final. This means that when the bidding period closes, the bid will go to the UG Buyers.

**Note: Make sure that the status of your bid is Final.** Otherwise, when the bidding period closes, Buyers will not see your bid. You make your bid final by clicking the Submit Bid to the City button on the Place/Edit Bid page.

