



Sourcing – Bidding on events (as a bidder)

This document outlines the process by which a bidder can review and bid sourcing opportunities.

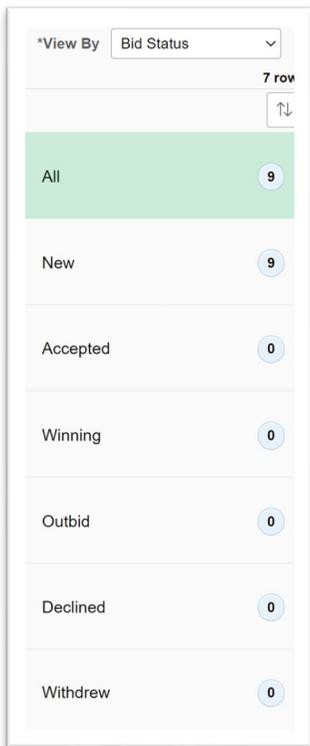
Upon signing into the [Oklahoma Supplier Portal](#) as a bidder, the **Bidding Opportunities** tile will display how many events are available. Select the tile to review these opportunities.

As shown in the image below, there are two types of events available:

- **Public Events** are open to all bidders.
- **Invited Events** are designed so that only invited bidders are eligible to bid.



On the left side of the page, filters allow for focus on the different stages of the sourcing process.



These options allow the bidder to filter the results based on the conditions in the list.

In the main section of the page, results and bid opportunities are displayed.

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
	EV00000094	RFX	01/12/2023 11:28 AM CST			
Teresa Terry	Mgmt and Enterprise Services EV00000095	Sell RFX	12/23/2022 12:09 PM CST 01/12/2023 03:00 PM CST	2 days	New	>
Marc Brown	Mgmt and Enterprise Services EV00000079	RFI RFX	12/19/2022 10:47 AM CST 01/16/2023 10:51 AM CST	6 days	New	>
Paper - Asha Parks	Mgmt and Enterprise Services EV00000107	Sell RFX	01/03/2023 10:47 AM CST 01/24/2023 10:47 AM CST	14 days	New	>

To view and proceed with a bid, select the > icon to the far right, under **Event Details**.

Bidding Event Information is displayed with line items to bid on below. The top part of the page details the bid and the key dates, including the start date, the Q&A end date and the event end date.

Bidding Event Information

Event Name Paper - Asha Parks	Event Start Date 01/03/2023 10:47 AM CST
Business Unit Mgmt and Enterprise Services	Q & A End Date 01/24/2023 10:47 AM CST
Event ID EV00000107	Event End Date 01/24/2023 10:47 AM CST
Event Status Posted	Event Round 1
Buyer Name	Event Version 1
Sealed Event Yes	Event Format Sell
Payment Terms	Event Type RFX
Contact Information OK_SOURCING_01	Multiple Bids Allowed
Description Paper - Asha Parks	Edits to Submitted Bids Yes

[View Bid Package](#)
[View Event Q&A Forum](#)

View Bid Package

Select **View Bid Package** to open the bid package details. A new window will appear showing attachments that support the event. You can choose which files to download.

Event Q&A Forum

If a questions and answers period is set up for an event, bidders can ask questions to which the state will post responses. Select **View Event Q&A Forum**. You can then select files listed under **Event Forum Topic**.

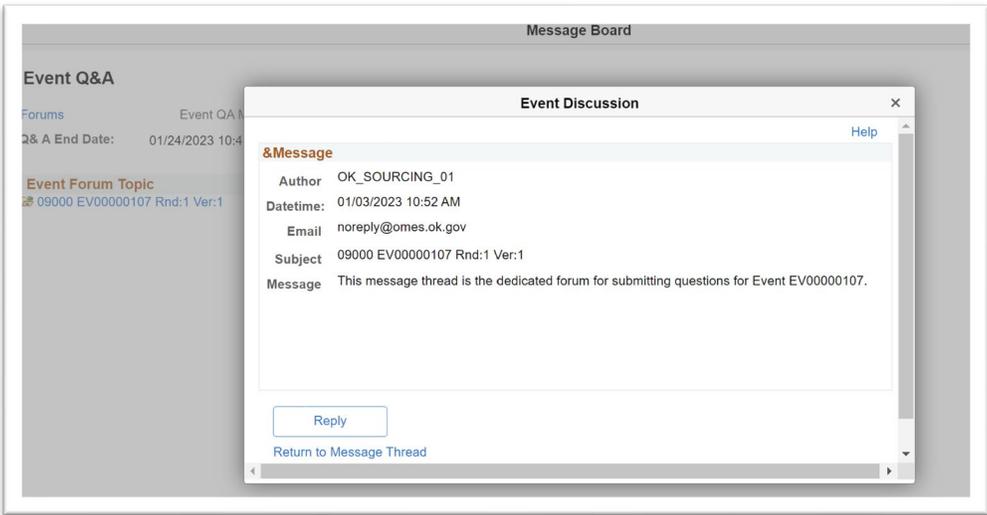
Event Q&A

Forums Event QA Message List

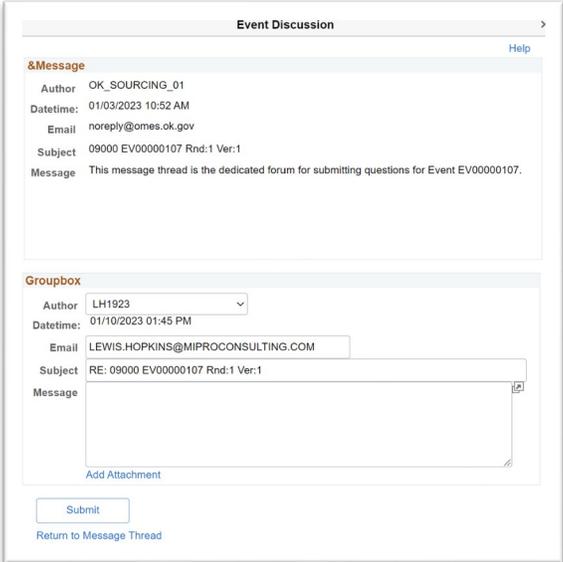
Q& A End Date: 01/24/2023 10:47 AM CST

Event Forum Topic

📎 09000 EV00000107 Rnd:1 Ver:1 **OK_SOURCING_01** 01/03/2023 10:52 AM



Selecting **Reply** initiates another window allowing a message or question to be entered by the bidder. The bidder can then upload attachments and submit the message or **Return to Message Thread**.



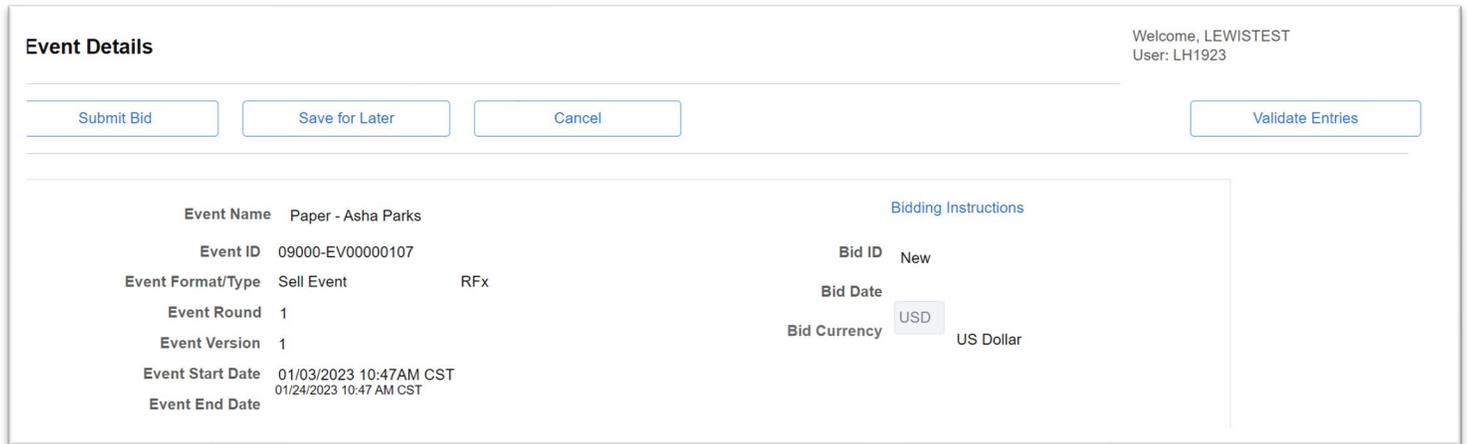
During the questions and answers period, messages are collected but not distributed and are not viewable by other bidders. Upon conclusion of the questions and answers process, the state will accumulate all questions and post responses back to the message forum. Only the questions and answers will be posted. The state will not share supplier names and other details. All questions and answers are anonymous.

Accept Invitation to bid

Accepting the invitation will not submit a bid. It signals an intent to bid on the event.

Bid on Event

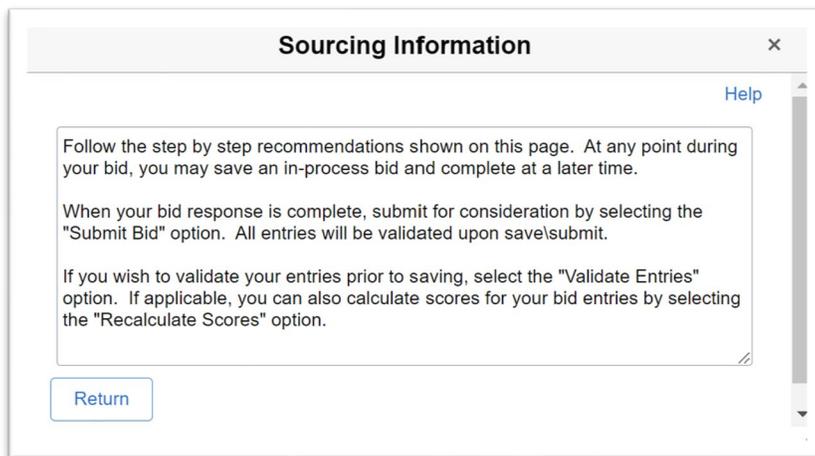
By selecting **Bid on Event**, a new **Event Details** window will appear.



The screenshot shows the 'Event Details' window. At the top right, it says 'Welcome, LEWISTEST User: LH1923'. Below this are four buttons: 'Submit Bid', 'Save for Later', 'Cancel', and 'Validate Entries'. The main content area is divided into two columns. The left column contains event details: Event Name (Paper - Asha Parks), Event ID (09000-EV00000107), Event Format/Type (Sell Event RFX), Event Round (1), Event Version (1), Event Start Date (01/03/2023 10:47AM CST), and Event End Date (01/24/2023 10:47AM CST). The right column contains bidding information: Bidding Instructions (a link), Bid ID (New), Bid Date, Bid Currency (USD), and US Dollar.

The **Submit Bid** button can be selected once the bidder has completed relevant and requested details. **Save for Later** allows the bidder to save and resume bidding later. **Cancel** returns the bidder to the main page.

Selecting **Bidding Instructions** initiates a new window with any instructions for the event.



The screenshot shows a dialog box titled 'Sourcing Information' with a close button (X) in the top right corner. A 'Help' link is located in the top right of the dialog's content area. The main text reads: 'Follow the step by step recommendations shown on this page. At any point during your bid, you may save an in-process bid and complete at a later time. When your bid response is complete, submit for consideration by selecting the "Submit Bid" option. All entries will be validated upon save/submit. If you wish to validate your entries prior to saving, select the "Validate Entries" option. If applicable, you can also calculate scores for your bid entries by selecting the "Recalculate Scores" option.' A 'Return' button is located at the bottom left of the dialog.

The second section of **Event Details** displays notes created by the state, along with contact details, payment terms, billing location, whether bids can be edited, and if multiple bids are allowed. The **QA Forum** link opens the same page as documented previously.

Description:
Paper - Asha Parks

Contact OK_SOURCING_01	Payment Terms
Phone	Billing Location OMES-ADMINISTRATION
Email noreply@omes.ok.gov	Event Currency Dollar
Online Discussion QA Forum	Conversion Rate 1.00000000
	Edits to Submitted Bids Allowed
	Multiple Bids Allowed

The third section changes according to each event and consists of questions the state requires the bidder to answer. The red asterisk denotes an answer is required. The **Ideal Response Required** icon indicates an answer may need to be answered a certain way to proceed with the bid. To the right, there is an opportunity to upload attachments that may support the answer to the question. The system will not let a bidder proceed if any mandatory questions are unanswered.

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions 1 of 6

★
Do you have an Oklahoma Sales Tax Permit?

Response [Add Comments or Attachments](#)

★
Please provide your sales tax permit number or statutory exemption

Response [Add Comments or Attachments](#)

★
Are you registered with the Oklahoma Secretary of State?

Response [Add Comments or Attachments](#)

The next section displays the line items on which to bid. Unless specified, a bidder can bid on any number of line items. For items the bidder wishes to fulfill, the unit price must be entered, noting the quantity the state requires. If no bid is to be entered, the checkbox can be checked.

To the far right of each line is the opportunity to add comments to send to the state. The **Bid** button is directly to the left of that.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	PAPER BAG:BROWN, KRAFT, 10lb. 500/pkg.	PK	10.0000	10.0000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	Comment
2	PAPER BAG:BROWN, KRAFT, 6lb. 500/pkg	PK	30.0000	30.0000	<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	Comment

Selecting **Bid** opens a new window with further information about the line item. The bottom part of the page displays shipping information.

Line 1

PAPER BAG:BROWN, KRAFT, 10lb. 500/pkg.

Response Required No No Bid

Category Paper bags

[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure	Package	Your Unit Bid Price	<input type="text" value="10.000000"/>
Qty Requested	10.0000	Total Bid Price	100.0000 USD
Your Max Bid Quantity	<input type="text" value="10.0000"/>	Reserve Price	No
Max Quantity	10.0000		

▼ **Shipping Information**

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
10.0000	01/24/2023		View	

▶ **Item Specification**

[Save for Later](#) [Start Page](#) [Validate Entries](#)

Save for Later can be selected again or **Start Page** will take you back to the main page for the event.

Validating the bid entries

At any time, the data entered by the bidder can be validated by selecting the **Validate Entries** button. The system will check all the data entered and identify any blank fields or where data is incorrect.

Submit Bid

After selecting **Submit Bid**, a review page is presented. If the event allows bids to be edited after submission, the bidder can modify the bid until the event end date.

On the **Event Details** page, the bid information is available using the **Action** drop-down and selecting **View/Edit Bid**.

Multiple Bids

Multiple bids can be completed.

Next Steps

Once one or more bids are submitted and the event ends, the State of Oklahoma reviews all submitted bids. Once a bidder is selected, notifications regarding the outcome go out to all those who have bid. If a bidder is successful, the state will start the contract process. The contract process is documented in a separate user guide.