

## HOW TO RESPOND TO AN EVENT

Access the Supplier Portal via [www.stpaulbids.com](http://www.stpaulbids.com)

Click on the **Browse Open Events** link.

The screenshot shows a web browser window displaying the City of St Paul Supplier Portal. The browser's address bar shows the URL <https://www.stpaulbids.com/Imp/SourcingS>. The page has a blue header with the text "SAINTPAULMINNESOTA" and "City of St Paul Supplier Portal". Below the header, there is a navigation menu with links: "Welcome", "Contact Us", and "Help".

The main content area is divided into three sections:

- Login/Register**: Contains links for "Login", "Forgot User Name?", "Register", "Events", "Browse Open Events", "Search Events", and "Events With Plan Holders List". A blue arrow points to the "Browse Open Events" link.
- City of St Paul Supplier Portal**: Contains a description of the portal and a list of benefits:
  - Self-service supplier registration and account maintenance
  - Support for multiple commodity codes per supplier and contact
  - Improved communication via messages, including support of electronic attachments
  - Document upload capability
  - Enables data to be accessible in one location
- Links**: Contains links for "Section 3 Program", "CERT Program", "Vendor Outreach Program", "Affirmative Action", and "Event Bid Tabulations As Read At Bid Opening".

On the right side, there is an **Announcements** section with the following text:

**!!Scheduled Maintenance - StPaulBids.com will be unavailable from 12-12-14 9:30 pm to 12-13-14 10:00 am!!**

Welcome to StPaulBids.Com  
Email Questions to:  
[stpaulbids@ci.stpaul.mn.us](mailto:stpaulbids@ci.stpaul.mn.us)

**Before You Try to Register, Please Review These Tips:**

Internet Browsers should be Internet Explorer 7.0, 8.0, or 9.0 - not higher, Firefox 3.5 and higher, Chrome 1.0 and higher, Safari 4.0 and higher.

Click on the Compatibility View Icon in the URL address bar.

Turn off the pop-up blocker.

When selecting commodity codes, do not select the 3-digit high-level code code, drill down to the 5-digit specific code.

For Bid Tabs after an Event is Opened:  
Click on the Link on the upper right of this screen called "Event Bid Tabulations."

## HOW TO RESPOND TO AN EVENT

Click on the Event you would like to respond to.

The screenshot shows a web browser window displaying the Saint Paul Minnesota Supplier Portal. The browser's address bar shows the URL <https://www.stpaulbids.com/Imp/SourcingS>. The page has a blue header with the text "SAINTPAULMINNESOTA The most livable city in America" and "Supplier Portal". Below the header is a navigation bar with links: Home, Events, Contact Us, and Help. The main content area is titled "Open Events" and contains a search form with fields for Keyword, Event #, Name, Category, Sub Category, Type, Reference, and Commodity Search. Below the search form is a table of open events. A large blue arrow points to event 176, which is highlighted with a yellow triangle. The table has columns for Event #, Version, Name, Category, Sub Category, Type, Reference, Open Date, Close Date, and Status. The page also includes a "Search" button, a "Reset" button, and an "Options..." button. The page size is set to 20.

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status
171	2	RFP - EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM			REQUEST FOR PROPOSALS		11/13/2014 08:00:00 AM	12/19/2014 03:00:00 PM	Open
172		ALL CITY - OCCUPATIONAL HEALTHCARE SERVICES			REQUEST FOR PROPOSALS		11/17/2014 12:00:00 PM	12/12/2014 02:00:00 PM	Open
176	2	PW - RFB FOR DT KELLOGG BLVD BRIDGES RECONSTRUCT			REQUEST FOR BID	PW - RFB DT KELLOGG BLVD BRIDGES RECONSTRUCT	12/01/2014 08:00:00 AM	01/14/2015 02:00:00 PM	Open
177		PW - RFP FOR JACKSON ST RECONSTRUCTION PLAN			REQUEST FOR PROPOSALS	PW - RFP JACKSON ST RECON PLAN & DT BIKE LOOP	12/01/2014 08:00:00 AM	01/05/2015 02:00:00 PM	Open
178		PW - RFP FOR GRAND ROUND NORTH LOOP PLAN			REQUEST FOR PROPOSALS	PW - RFP GRAND ROUND NORTH LOOP PLAN	12/01/2014 08:00:00 AM	01/05/2015 02:00:00 PM	Open
179	1	Library-Printing Services			REQUEST FOR BID	LIBRARY-PRINTING SERVICES	12/01/2014 08:00:00 AM	12/19/2014 02:00:00 PM	Open
180		RFP - PARKS - GOLF COURSE MANAGEMENT SYSTEM			REQUEST FOR PROPOSALS		12/08/2014 08:00:00 AM	12/31/2014 02:00:00 PM	Open
181		PRINTING SERVICES			REQUEST FOR BID	HREEO-PRINTING SERVICES	12/08/2014 10:00:00 AM	12/24/2014 02:00:00 PM	Open

## HOW TO RESPOND TO AN EVENT

The Event Summary Page opens and you can view and open all of the tabs and attachments associated with the event.

The screenshot shows a web browser window displaying the 'Event Summary' page for 'LIBRARY - PRINTING SERVICES'. The browser's address bar shows the URL 'https://sourcetest.stpaul.city:444/Imp/Sour...'. The page has a navigation bar with 'Home', 'Events', 'Contact Us', and 'Help'. Below the navigation bar, there are buttons for 'Respond Now', 'No Bid', 'Ask A Question', and 'Print'. The event details show 'Event # 162-0' and 'Event Name LIBRARY - PRINTING SERVICES'. A tabbed interface is present with tabs for 'Summary', 'Questions', 'Terms And Conditions', 'Lines', 'Q And A Forum', and 'Plan Holders List'. A blue arrow points to the 'Q And A Forum' tab. The 'Summary' tab is active, showing sections for 'Dates', 'Description', 'Rules', and 'Attachments'. The 'Attachments' section lists several files with their titles and download links. A blue arrow points to the attachments list.

**Event Summary**

Back

Respond Now No Bid Ask A Question Print

Event # 162-0 Event Name LIBRARY - PRINTING SERVICES

Summary Questions Terms And Conditions Lines Q And A Forum Plan Holders List

**Event Summary** — Collapse All

**Dates**

Preview:

Open: 12/12/2014 10:00:00 AM Q And A Open: 12/12/2014 10:00:00 AM

Close: 12/26/2014 12:00:00 AM Q And A Close: 12/19/2014 12:00:00 AM

Dispute Close:

**Description**

LIBRARY - PRINTING SERVICES: The City of Saint Paul Public Library is requesting bids from qualified printing vendors to provide printing services per project specifications.

**Rules**

Type: REQUEST FOR BID Currency: USD

Sealed Bid: Yes All Lines Required: No

Bid Bond Required: No

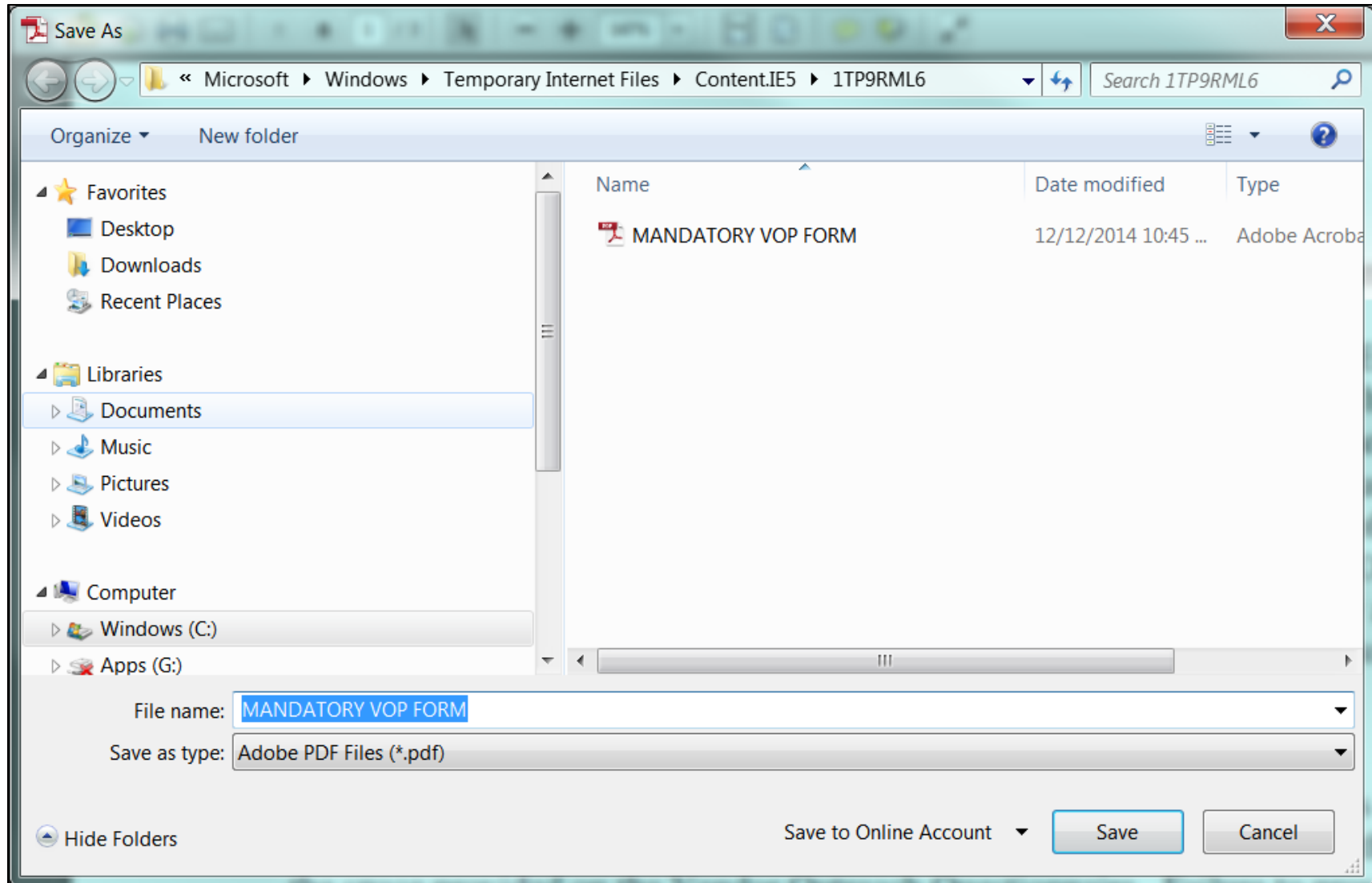
**Attachments**

Title	File
READ FIRST BID INSTRUCTIONS OTHER TERMS.pdf	<a href="#">READ FIRST BID INSTRUCTIONS OTHER TERMS.pdf</a>
Scope of Work - Specifications.pdf	<a href="#">Scope of Work - Specifications.pdf</a>
MANDATORY - Bid Form.xlsx	<a href="#">MANDATORY - Bid Form.xlsx</a>
MANDATORY VOP FORM.pdf	<a href="#">MANDATORY VOP FORM.pdf</a>
AAEEO CONTRACT SPECIFICATIONS.pdf	<a href="#">AAEEO CONTRACT SPECIFICATIONS.pdf</a>

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## HOW TO RESPOND TO AN EVENT

Save any required forms and/or attachments to your computer. You will need to fill these out and attach them to your response in the system later.



## HOW TO RESPOND TO AN EVENT

You can ask a question about the Event up until the Q & A close date. Click on **Ask a Question**. Answers to all questions will be posted on the portal for each event as an Addendum. Keep track of each Addendum; you must fill in the number of Addenda when you submit your proposal or bid.

The screenshot displays the 'Event Summary' page for Event # 162-0, titled 'LIBRARY - PRINTING SERVICES'. The page is part of the City of Saint Paul eProcurement portal. The top navigation bar includes links for Home, Events, Contact Us, and Help. Below the navigation bar, there are buttons for 'Respond Now', 'No Bid', 'Ask A Question', and 'Print'. The 'Ask A Question' button is highlighted with a blue arrow. The main content area shows the 'Event Summary' with tabs for 'Summary', 'Questions', 'Terms And Conditions', 'Lines', 'Q And A Forum', and 'Bidders List'. The 'Q And A Forum' tab is selected and highlighted with a blue arrow. The 'Event Summary' section includes the following details:

- Dates:** Preview: Open: 12/12/2014 10:00:00 AM, Close: 12/26/2014 12:00:00 AM; Q And A Open: 12/12/2014 10:00:00 AM, Q And A Close: 12/19/2014 12:00:00 AM, Dispute Close:
- Description:** LIBRARY - PRINTING SERVICES: The City of Saint Paul Public Library is requesting bids from qualified printing vendors to provide printing services per project specifications.
- Rules:** Type: REQUEST FOR BID, Currency: USD, Sealed Bid: Yes, All Lines Required: No, Bid Bond Required: No
- Attachments:** A table listing various documents and their download links, including 'READ FIRST BID INSTRUCTIONS OTHER TERMS.pdf', 'Scope of Work - Specifications.pdf', 'MANDATORY - Bid Form.xlsx', 'MANDATORY VOP FORM.pdf', and 'AAEEO CONTRACT SPECIFICATIONS.pdf'.

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## HOW TO RESPOND TO AN EVENT

To submit a bid or proposal for the Event, click on the **Respond Now** button. The Event Response page opens.

The screenshot shows a web browser window with the URL <https://sourcetest.stpaul.city444/Imp/Sour>. The page title is "Event Summary". The browser's address bar shows the URL, and the page has a blue header with navigation links: Home, Events, Contact Us, and Help. Below the header, there is a "Back" button and a large blue arrow pointing down to the "Respond Now" button. The "Respond Now" button is highlighted in blue. Other buttons include "No Bid", "Ask A Question", and "Print".

Event # **162-0** Event Name **LIBRARY - PRINTING SERVICES**

Summary Questions Terms And Conditions Lines Q And A Forum Plan Holders List

### Event Summary — Collapse All

**Dates**

Preview:	Q And A Open: 12/12/2014 10:00:00 AM
Open: 12/12/2014 10:00:00 AM	Q And A Close: 12/19/2014 12:00:00 AM
Close: 12/26/2014 12:00:00 AM	Dispute Close:

**Description**

LIBRARY - PRINTING SERVICES: The City of Saint Paul Public Library is requesting bids from qualified printing vendors to provide printing services per project specifications.

**Rules**

Type: REQUEST FOR BID	Currency: USD
Sealed Bid: Yes	All Lines Required: No
Bid Bond Required: No	

**Attachments**

Title	File
READ FIRST BID INSTRUCTIONS OTHER TERMS.pdf	<a href="#">READ FIRST BID INSTRUCTIONS OTHER TERMS.pdf</a>
Scope of Work - Specifications.pdf	<a href="#">Scope of Work - Specifications.pdf</a>
MANDATORY - Bid Form.xlsx	<a href="#">MANDATORY - Bid Form.xlsx</a>
MANDATORY VOP FORM.pdf	<a href="#">MANDATORY VOP FORM.pdf</a>
AAEEO CONTRACT SPECIFICATIONS.pdf	<a href="#">AAEEO CONTRACT SPECIFICATIONS.pdf</a>

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## HOW TO RESPOND TO AN EVENT

Read the Terms and Conditions attached to the Event. You must click the **"I accept terms and conditions..."** box in order to continue with submitting your proposal or bid. Then click **Continue**. The Line Response page opens.

The screenshot shows a web browser window with the URL <https://www.stpaulbids.com/Imp/SourcingS>. The page title is "Event # 179-1 - Eve...". The browser's address bar shows the URL. The page header includes the "SAINTPAULMINNESOTA" logo and the text "The most livable city in America". The main heading is "Supplier Portal". Below this, the page is titled "Event # 179-1 - Event Response". A progress bar shows the following steps: "Event Response" (highlighted), "Line Responses", "Question Responses", "Response Attachments", and "Submit Response". The text "Read the Terms and Conditions for this event." is displayed. Below this, a large blue arrow points to a checkbox labeled "I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company". To the right of the checkbox, there is a link "Click the following link to review all terms and conditions [Terms and conditions](#)". At the bottom right, there are two buttons: "Continue" and "Cancel". A second large blue arrow points to the "Continue" button. The browser's status bar at the bottom shows "100%".

## HOW TO RESPOND TO AN EVENT

Select the line(s) that you wish to submit a bid for by clicking on the **Respond** link. The Line Response page opens.

The screenshot shows a web browser window with the URL <https://www.stpaulbids.com/Imp/SourcingS>. The page title is "Event # 179-1 - Line Responses". The browser's address bar shows the URL and the page title. The page has a navigation bar with links: "Infor Login Page", "Supplier Portal (2)", "Supplier Portal", "Google", "SPNet - City of Saint Paul L...". The main content area is titled "Event # 179-1 - Line Responses" and includes a "Sourcing Event Response Created" notification. Below the notification is a progress bar with steps: "Event Response", "Line Responses" (highlighted), "Question Responses", "Response Attachments", and "Submit Response". A message states: "Respond to at least one event line. An \* by the line number indicates a response is required." The "Line Responses" section contains a table with the following data:

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
1	PROJECT A: OPTION 1	PROJECT A:OPTION 1	1.0000		JA			<a href="#">Respond</a>
2	PROJECT A: OPTION 2	PROJECT A:OPTION 2	1.0000		JA			<a href="#">Respond</a>
3	PROJECT B: OPTION 1	PROJECT B:OPTION 1	1.0000		JA			<a href="#">Respond</a>
4	PROJECT B: OPTION 2	PROJECT B:OPTION 2	1.0000		JA			<a href="#">Respond</a>

At the bottom of the page, there are "Back", "Continue", and "Cancel" buttons. A blue arrow points to the "Respond" link in the table.



## HOW TO RESPOND TO AN EVENT

Pay close attention to this page. You must fill in the following boxes:

1. Vendor Item – the name or item number of what you are providing;
2. Vendor Item description – the type of good or service you are providing;
3. The Unit Price - this Event is looking for a lump sum bid for the entire job. If costs are broken out on a Pricing Worksheet, you will have to attach it to the bid;
4. UOM Detail (Unit of Measure) – you should fill in the same UOM that is requested by the Event. In this case it is JA for Job.
5. You are not required to fill in anything under the Response Comments, but you may want to fill in “see attached forms.”
6. Click **Continue**.

**Event # 179-1 - Line Response**

[Line Response](#)

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line 1 Details**

Description	LUMP SUM TOTAL OF PROJECT A: OPTION 1 TO INCLUDE PRINT AND BIND, PAPER COST, DELIVERY, MAIL FULFILLMENT, CHARGE FOR PROOFS		
Item	PROJECT A: OPTION 1	Item Description	PROJECT A:OPTION 1
UOM	JA	Output Type	Blanket
Commodity Code	966	Commodity Description	PRINTING AND TYPESETTING SERVICES

**Enter Line 1 Response Information**

Vendor Item	PRINTING SERVICES
Vendor Item Description	PRINTING SERVICES
UOM	JA
Unit Price	60000.00 -or- <input type="checkbox"/> No Charge -or- <input type="checkbox"/> No Bid
Extended Price	
Response Comments	SEE ATTACHED BID FORM REQUIRED BY THE EVENT

[Continue](#) [Cancel](#)

## HOW TO RESPOND TO AN EVENT

The system has saved your response to the line. Note that you can edit your response up until the time that the Event closes. Click **Continue**; the Questions Page will open.

**Event # 179-1 - Line Responses**

Event Response > **Line Responses** > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line Responses**

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
1	PROJECT A: OPTION 1	PROJECT A:OPTION 1	1.0000	1.0000	JA	60,000.00000	60,000.00	<a href="#">Edit response</a>
2	PROJECT A: OPTION 2	PROJECT A:OPTION 2	1.0000		JA			<a href="#">Respond</a>
3	PROJECT B: OPTION 1	PROJECT B:OPTION 1	1.0000		JA			<a href="#">Respond</a>
4	PROJECT B: OPTION 2	PROJECT B:OPTION 2	1.0000		JA			<a href="#">Respond</a>

Page size: 10

[Back](#) [Continue](#) [Cancel](#)

## HOW TO RESPOND TO AN EVENT

Pay close attention to this page. The asterisk \* means you must fill in the boxes. You must also enter something in the text box (ex: Zero, N/A, None, etc.) Leaving a text box blank will not allow you to move forward. Click **Continue**; the Response Attachments page opens.

Respond to the questions for this event. An \* indicates a required item.

1. **I certify that I am an Authorized Representative of the organization submitting this quote, proposal or bid and I have actual authority to make this binding quote, proposal or bid on behalf of the organization.**

\* Answer

2. **Provide the name, address, phone number and email for three business references.**

\* Answer

Attach document

3. **The supplier has reviewed the insurance requirements for this event and understands that they must meet the insurance requirements upon award. Does the supplier have or will the supplier be able to obtain upon award the proper insurance as defined in the terms and conditions? Please attach a Certificate of Insurance in the types and amounts required by the solicitation.**

\* Answer

Attach document

4. **ADDENDA. Enter the Number of Addenda issued under this Bid, Proposal or Quote. You MUST answer this question in order for your response to be accepted and evaluated.**

\* Answer

5. **Are any Officers of your business related to anyone who currently works for the City of Saint Paul? Please select yes or no. If yes, please provide their name(s) below.**

\* Answer

6. **IMPORTANT: Did you fill in the Item Description Box, Item Number Box, UOM (Unit of Measure) Box, and Delivery Date Box in your Event Response? You must fill in those boxes, or your Response cannot be accepted.**

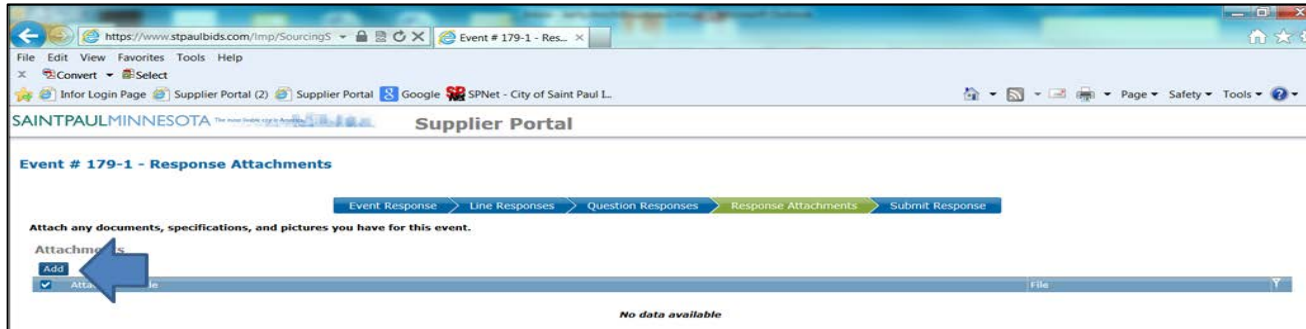
\* Answer

## HOW TO RESPOND TO AN EVENT

Here you will add the attachments required by the Event.

In this guide, you previously saved the Bid Form and the Vendor Outreach forms to your computer.

Click on the **Add** button to attach a document to the Event, the Attachments Page opens.



Select the **Browse** button to select the files from your computer. Enter a title (name) for the document. Click **Continue**.



## HOW TO RESPOND TO AN EVENT

The Response Attachments Page opens and the attachment appears.

For the bid form or any additional attachments, click the **Add** button again and repeat the process above.

When all attachments have been added, click **Continue**. The Submit Response page opens.

The screenshot shows a web browser window with the URL <https://www.stpaulbids.com/imp/SourcingS>. The page title is "Event # 179-1 - Response Attachments". The breadcrumb trail is: Event Response > Line Responses > Question Responses > Response Attachments > Submit Response. The "Response Attachments" step is highlighted in green. A message box says "Sourcing Event Response Attachment Created". Below the breadcrumb trail, there is a section titled "Attach any documents, specifications, and pictures you have for this event." with a sub-section "Attachments". The "Attachments" section has buttons for "Actions", "Delete", "Update List", and "Add". A table lists the attachments:

Attachment Title	File
<input checked="" type="checkbox"/> MANDATORY VOP FORM.pdf	<a href="#">MANDATORY VOP FORM.pdf</a>

At the bottom of the page, there is a "Back" button on the left and "Continue" and "Cancel" buttons on the right. A blue arrow points to the "Add" button in the "Attachments" section, and another blue arrow points to the "Continue" button.

## HOW TO RESPOND TO AN EVENT

Before you submit your proposal or bid, you may print your response by clicking **Print My Response**.

You must click on the **Submit** button to submit your proposal or bid. Click **Done** and your proposal or bid has been submitted.

The screenshot shows a web browser window with the URL <https://www.stpaulbids.com/Imp/SourcingS>. The page title is "Event # 179-1 - Sub...". The browser's address bar shows the URL and the page title. The page content includes the Saint Paul Minnesota logo and the text "Supplier Portal". The main heading is "Event # 179-1 - Submit Response". Below this is the section "Submit Response". A blue arrow points to the "Submit" button. The text below the buttons states: "Your response is ready to be submitted. Your bid amount is 60,000.00. Click the Submit button to complete your response". Below this is a list of items to review before submission: "Before you submit this event, review the following list to ensure your response is accurate" and "- you have not responded to some non- required lines for this event". A deadline notice states: "To be eligible for award, your response must be submitted by December 19, 2014 2:00:00 PM CST December 19, 2014 2:00:00 PM CST". An important note states: "IMPORTANT- clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button". At the bottom left is a "Back" button, and at the bottom right is a "Done" button, which is highlighted by a blue arrow.

Event # 179-1 - Submit Response

### Submit Response

**Your response is ready to be submitted. Your bid amount is 60,000.00. Click the Submit button to complete your response**

[Submit](#) [Print My Response](#)

**Before you submit this event, review the following list to ensure your response is accurate**

- you have not responded to some non- required lines for this event

*To be eligible for award, your response must be submitted by December 19, 2014 2:00:00 PM CST December 19, 2014 2:00:00 PM CST*

**IMPORTANT- clicking the \* Done \* Button will not submit the response. If you intend to submit the response, please click the submit button**

[Back](#) [Done](#)