

# 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 header includes the City of St Paul logo and the text "City of St Paul Supplier Portal".

The main content area is divided into three columns:

- Login/Register:** Contains links for "Login", "Forgot User Name?", "Register", "Events", "Browse Open Events", "Search Events", and "Events With Plan Holders Lis". A blue arrow points to the "Browse Open Events" link.
- City of St Paul Supplier Portal:** Contains the text "The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:" followed by a bulleted list:
  - 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 a list of links: "Section 3 Program", "CERT Program", "Vendor Outreach Program", "Affirmative Action", and "Event Bid Tabulations As Read At Bid Opening".

The right sidebar contains 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."

The browser's status bar at the bottom right shows "100%".

# 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 page title is "Supplier Portal" and it includes a navigation menu with "Home", "Events", "Contact Us", and "Help". Below the navigation is a search section with fields for Keyword, Event #, Name, Category, Sub Category, Type, Reference, and Commodity Search. A table of "Open Events" is displayed below, with columns for Event #, Version, Name, Category, Sub Category, Type, Reference, Open Date, Close Date, and Status. A blue arrow points to event 176, which is highlighted with a yellow triangle. The event details are: Event # 176, Version 2, Name PW - RFB FOR DT KELLOGG BLVD BRIDGES RECONSTRUCT, Category PW, Sub Category RFP FOR JACKSON ST RECONSTRUCTION PLAN, Type REQUEST FOR BID, Reference PW - RFB DT KELLOGG BLVD BRIDGES RECONSTRUCT, Open Date 12/01/2014 08:00:00 AM, Close Date 01/14/2015 02:00:00 PM, and Status Open.

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	PW	RFP FOR JACKSON ST RECONSTRUCTION PLAN	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 with the URL <https://sourcetst.stpaul.city:444/Imp/Sour...> and the page title "Event Summary". The browser's address bar shows the URL, and the page content includes a navigation menu with "Home", "Events", "Contact Us", and "Help".

The main content area is titled "Event Summary" and includes a "Back" button. Below this are several action buttons: "Respond Now", "No Bid", "Ask A Question", and "Print". The event details are as follows:

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	

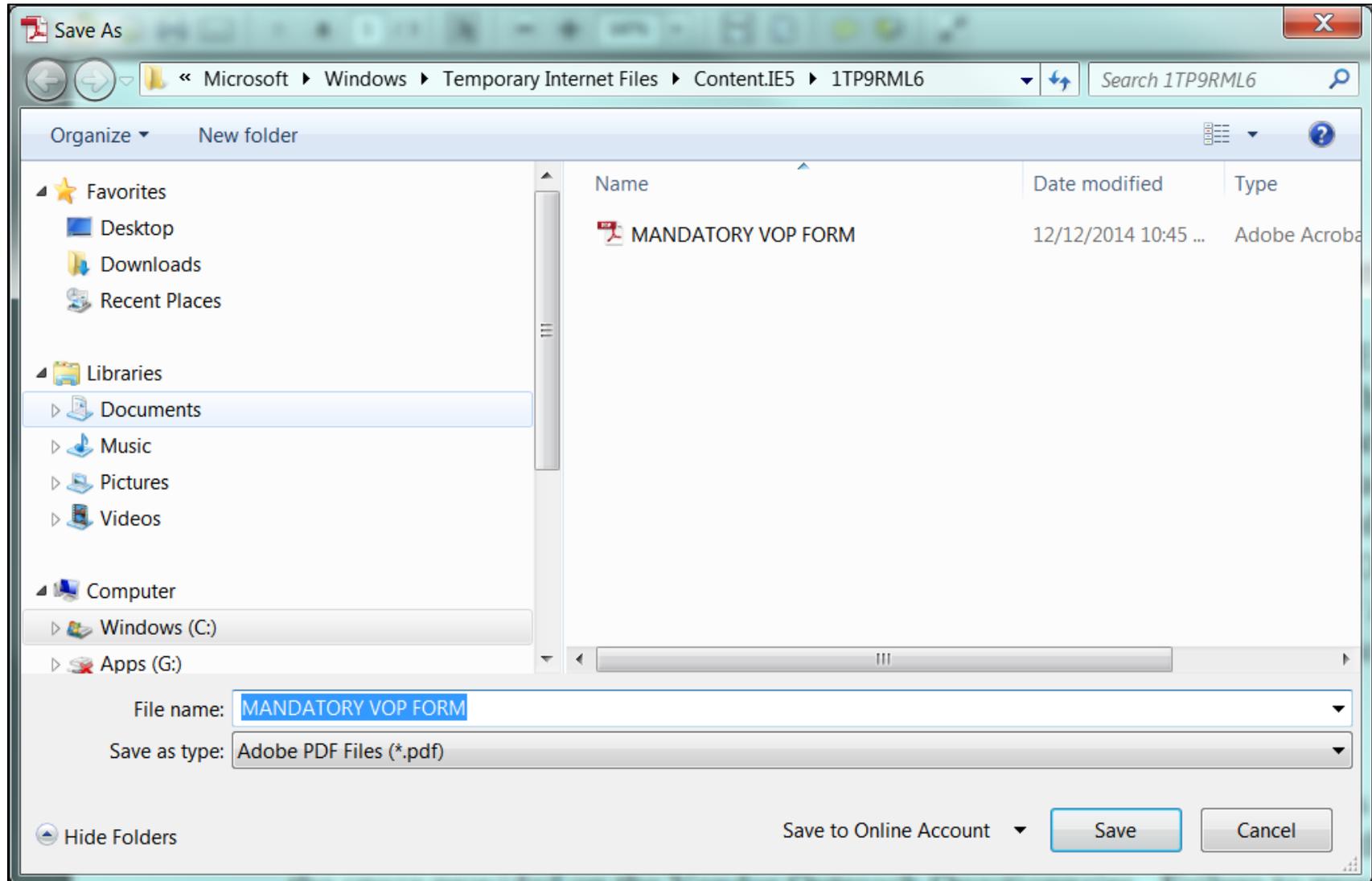
**Attachments**

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

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 a web browser window with the URL <https://sourcetst.stpaul.city444/Imp/Sour>. The page title is "Event Summary". The navigation menu includes "Home", "Events", "Contact Us", and "Help". The main content area features a "Back" button and a row of action buttons: "Respond Now", "No Bid", "Ask A Question", and "Print". Below these is the event information: "Event # 162-0" and "Event Name LIBRARY - PRINTING SERVICES". A set of tabs includes "Summary", "Questions", "Terms And Conditions", "Lines", "Q And A Forum", and "Bidders List". A large blue arrow points to the "Ask A Question" button, and another points to the "Q And A Forum" tab. The "Event Summary" section is expanded, showing details under "Dates", "Description", "Rules", and "Attachments".

**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 Bidders 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

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://sourcetst.stpaul.city444/Imp/Sour>. The browser's address bar shows the page title 'Event Summary'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes 'Convert', 'Select', 'Infor Login Page', 'Supplier Portal (2)', 'Supplier Portal', 'Google', and 'SPNet - City of Saint Paul L.'. The browser's status bar shows 'Page', 'Safety', and 'Tools'.

The web page has a navigation bar with 'Home', 'Events', 'Contact Us', and 'Help'. The main content area is titled 'Event Summary' and has a 'Back' button. Below the title are buttons for 'Respond Now', 'No Bid', 'Ask A Question', and 'Print'. A blue arrow points to the 'Respond Now' button. Below the buttons, the event information is displayed: 'Event # 162-0' and 'Event Name LIBRARY - PRINTING SERVICES'. There are tabs for 'Summary', 'Questions', 'Terms And Conditions', 'Lines', 'Q And A Forum', and 'Plan Holders List'. The 'Summary' tab is selected.

The 'Event Summary' section is expanded and shows the following information:

- 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**

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 displaying the Saint Paul Minnesota Supplier Portal. The page title is "Event # 179-1 - Event Response". A progress bar at the top indicates the current step is "Event Response", followed by "Line Responses", "Question Responses", "Response Attachments", and "Submit Response". Below the progress bar, the text reads "Read the Terms and Conditions for this event." and provides a link to "Terms and conditions". A checkbox is checked, and the text reads: "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". A "Continue" button and a "Cancel" button are visible at the bottom right. Blue arrows point to the checkbox and the "Continue" button.

# 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.

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**Event # 179-1 - Line Responses** Sourcing Event Response Created

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		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>

Page size: 10

Back Continue Cancel

## 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**.

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**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** Output Type **Blanket**  
UOM **JA**  
Commodity Code **966** Commodity Description **PRINTING AND TYPESETTING SERVICES**

**Enter Line 1 Response Information**

Vendor Item   
Vendor Item Description   
UOM **JA** UOM Detail   
Unit Price  -or-  No Charge -or-  No Bid  
Extended Price  
Response Comments



100%

# 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.

https://www.stpaulbids.com/Imp/SourcingS Event # 179-1 - Que...

File Edit View Favorites Tools Help

Convert Select

Infor Login Page Supplier Portal (2) Supplier Portal Google SPNet - City of Saint Paul L...

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 Yes

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

\* Answer Joe Smith;  
Gary Gold;  
Mike Will;  
Please see attached for contact information.

Attach document C:\Users\mochk.STPAUL\Desktop\ Browse...

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 Yes

Attach document C:\Users\mochk.STPAUL\Desktop\ Browse...

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 Zero (0)

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 No N/A

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 Yes

Back Continue Cancel

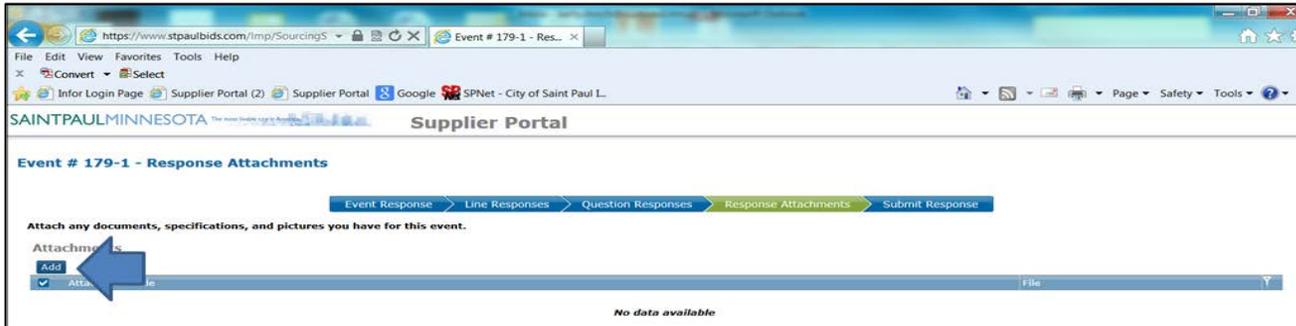
100%

## 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 displays the SAINTPAULMINNESOTA Supplier Portal interface for 'Event # 179-1 - Response Attachments'. The browser address bar shows the URL 'https://www.stpaulbids.com/Imp/SourcingS'. The page features a navigation breadcrumb: 'Event Response > Line Responses > Question Responses > Response Attachments > Submit Response'. A notification box in the top right corner states 'Sourcing Event Response Attachment Created'. Below the breadcrumb, a message reads 'Attach any documents, specifications, and pictures you have for this event.' The 'Attachments' section includes buttons for 'Actions', 'Delete', 'Update List', and 'Add'. A table lists one attachment: 'MANDATORY VOP FORM.pdf' with a file icon and a link to the file. A blue arrow points to the 'Add' button. At the bottom right, there is a 'Page size: 10' dropdown, a 'Back' button, and 'Continue' and 'Cancel' buttons. A second blue arrow points to the 'Continue' button. The page footer shows a zoom level of 100%.

## 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 displaying the Saint Paul Supplier Portal. The page title is "Event # 179-1 - Submit Response". The main heading is "Submit Response". Below the heading, a blue arrow points down to the text: "Your response is ready to be submitted. Your bid amount is 60,000.00. Click the Submit button to complete your response". There are two buttons: "Submit" and "Print My Response". Below this, another instruction reads: "Before you submit this event, review the following list to ensure your response is accurate" followed by a bullet point: "- 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 says: "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. A large blue arrow points from the "Done" button towards the right edge of the page.