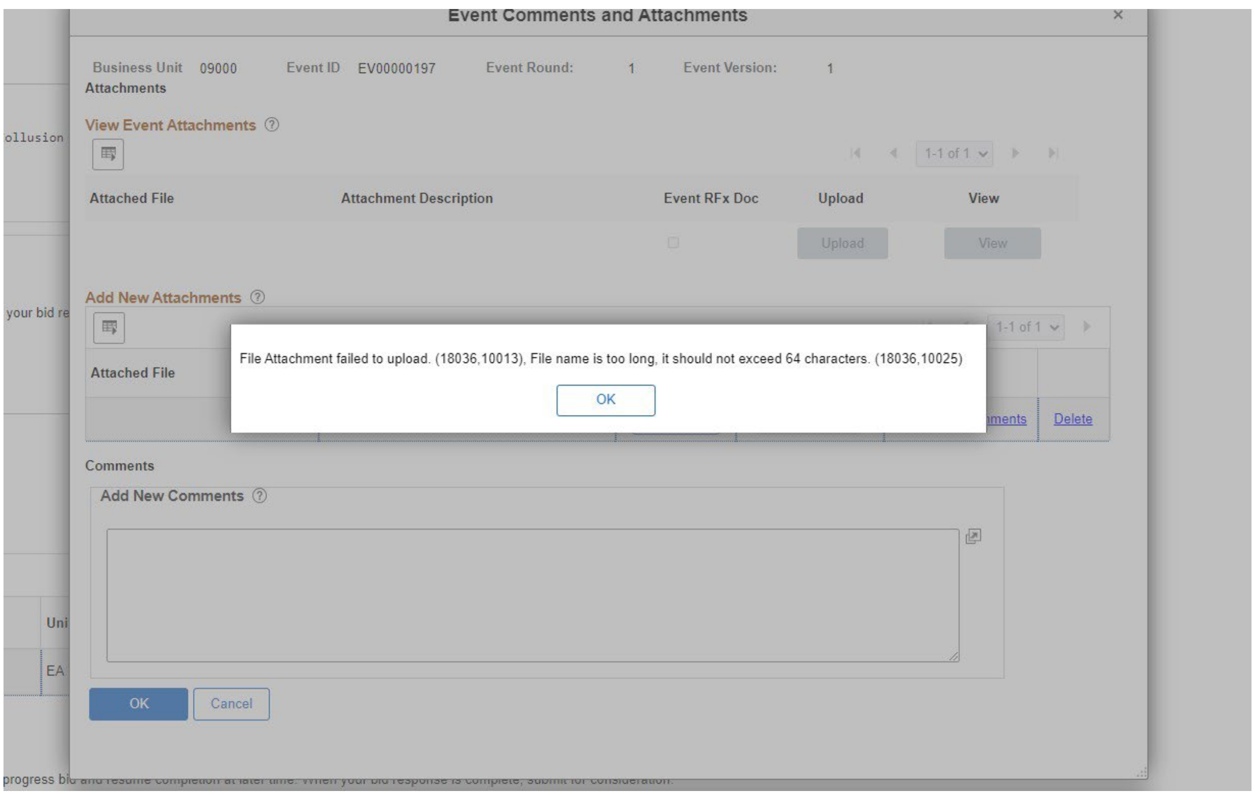
Updated Supplier Response Guide 4.6.2024

This guide is designed to assist suppliers with responding to RFPs as generated within the Oracle Event System.

Important: Regardless of whether you have previously submitted bids within the event system, please review this entire document for an important required update. This update will explain exactly where all submitting bid documents must be attached.

General comments

1. **The file name is limited in size**: Event submission system naming convention limitations exist (64-character limit, some special characters prohibited, etc.). It is recommended to upload files without renaming, unless you are uploading one Adobe PDF document for all documents. You will receive the following error if your file name it too long and must correct the file name to attach it:



3. **Multiple bid submissions**: The system will support multiple bid submissions before the Event end. This option allows for multiple bid options, multiple bids for different regions or locations on the same sourcing event, or multiple bids for different DBAs under one company. This will be addressed later in this document.

4. **File size limitations**: While the Event system will theoretically accept file attachments of any size, the system sometimes encounters bandwidth errors when attempting to attach large files. Recommendations to ensure this error does not occur:

- File names: Keep files as originally named, or else if naming your own files, keep them as brief as possible.

- File types: Do not convert required file types into other formats. For example, suppose you are required to populate and submit a pricing guide as .xlsx. In that case, your response should include the original file type as requested to ensure responsiveness, etc.

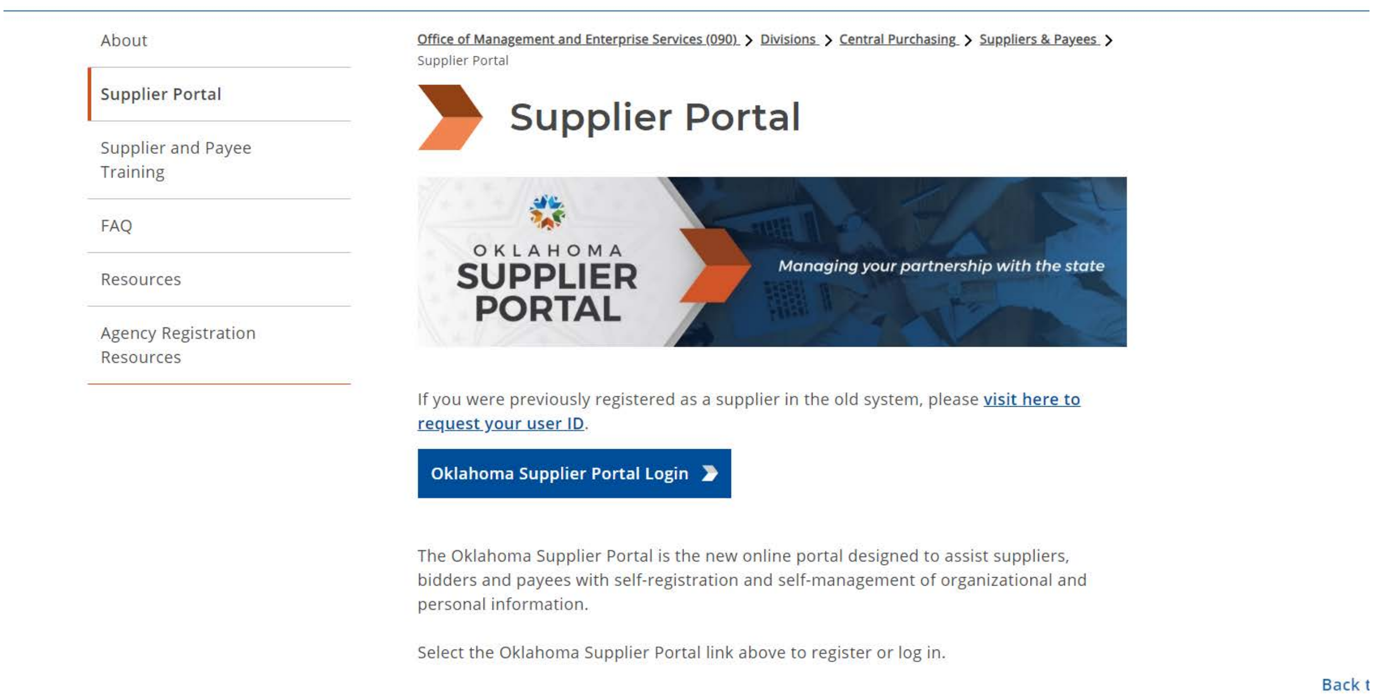
- File optimization: When presenting your own files, regardless of the file type, please ensure you Optimize PDF, Reduce File Size, Compress Graphics, etc., per the file type. This will significantly improve the document attachment procedure.

- Zip files are currently not an allowable file type.

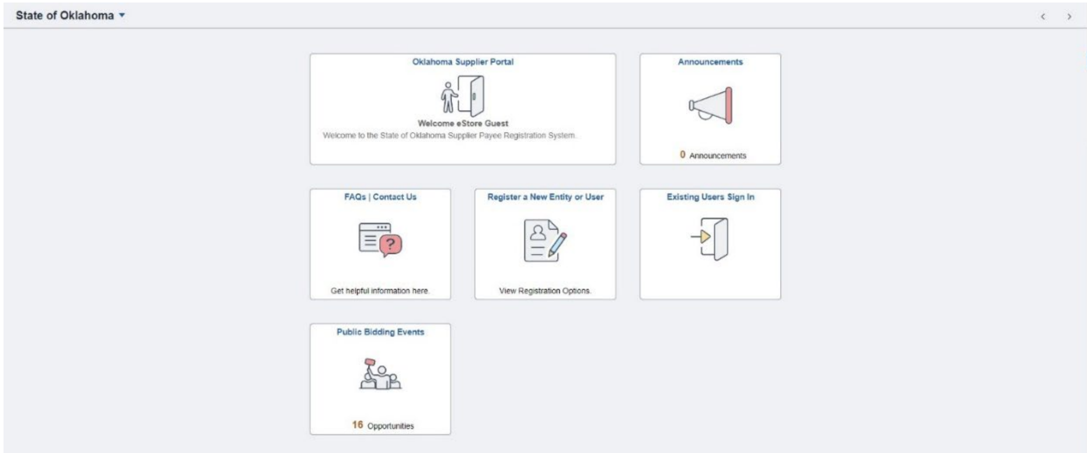
If you are familiar with how to log in to the account, skip to the bid submission section on Page 7.

Log in and view opportunities

1. **Supplier portal**: To see the available RFPs and submit bids, go to www.vendors.ok.gov. Next, select **Oklahoma Supplier Portal Login**.

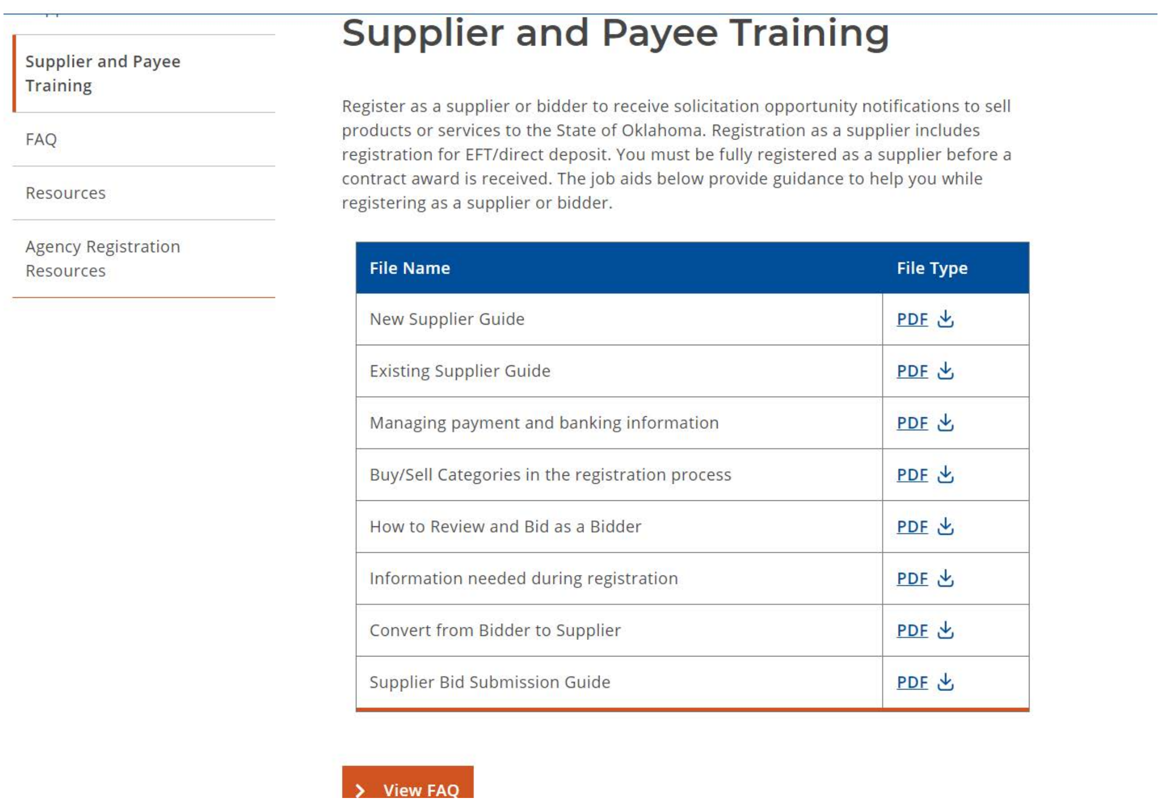


2. At this point, you are not logged into your supplier account and can only view **Public Bidding Events**.



Now, log in as existing user or register as a new user.

Note: If you need assistance to **Register as a New Entity or User**, please see the links as posted. Email POC for additional registration support: servicenow@omes.ok.gov.



Supplier and Payee Training

FAQ

Resources

Agency Registration Resources

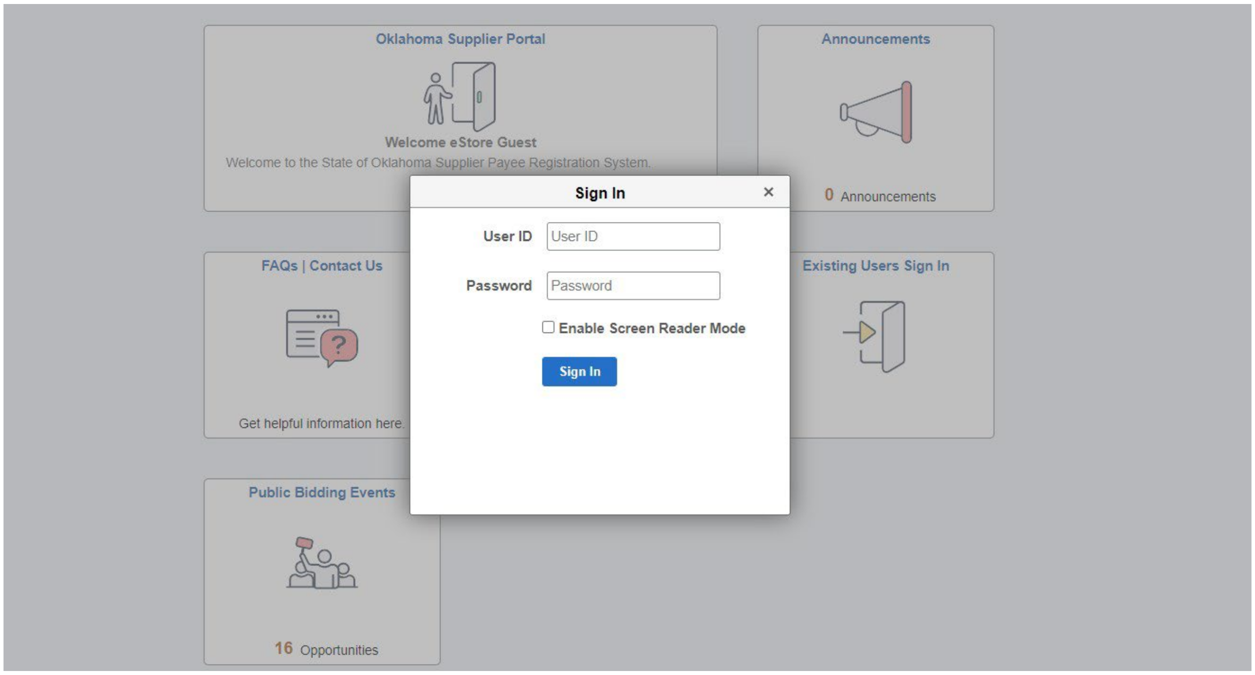
Supplier and Payee Training

Register as a supplier or bidder to receive solicitation opportunity notifications to sell products or services to the State of Oklahoma. Registration as a supplier includes registration for EFT/direct deposit. You must be fully registered as a supplier before a contract award is received. The job aids below provide guidance to help you while registering as a supplier or bidder.

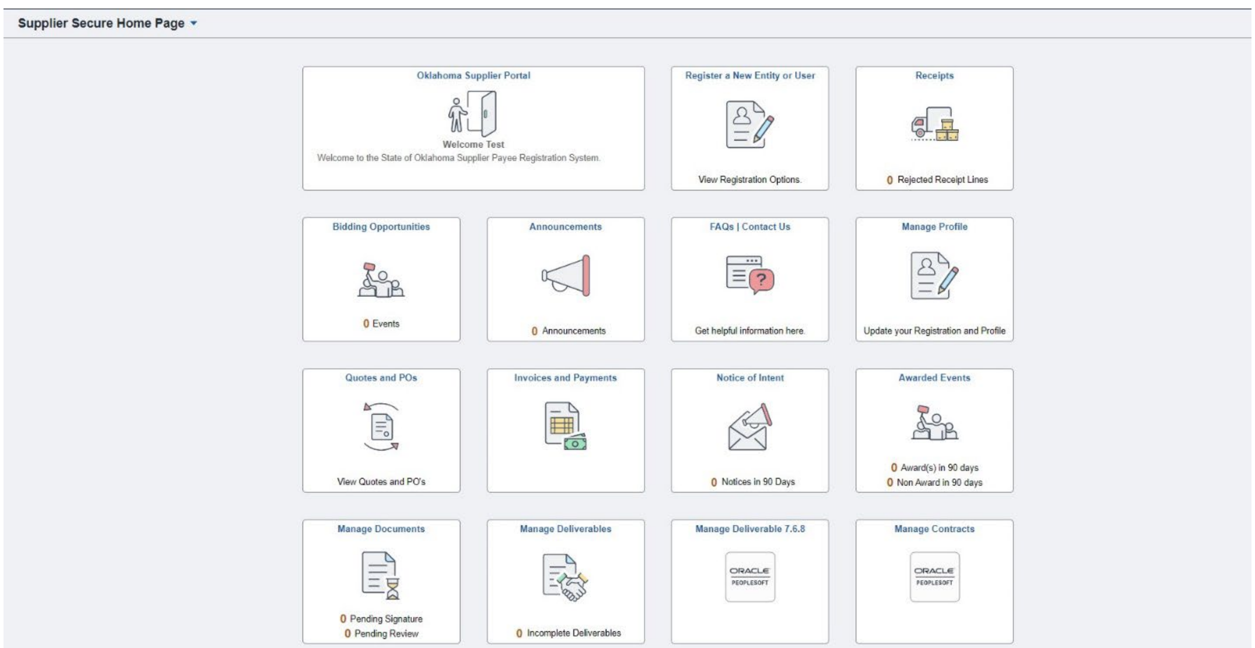
File Name	File Type
New Supplier Guide	PDF
Existing Supplier Guide	PDF
Managing payment and banking information	PDF
Buy/Sell Categories in the registration process	PDF
How to Review and Bid as a Bidder	PDF
Information needed during registration	PDF
Convert from Bidder to Supplier	PDF
Supplier Bid Submission Guide	PDF

View FAQ

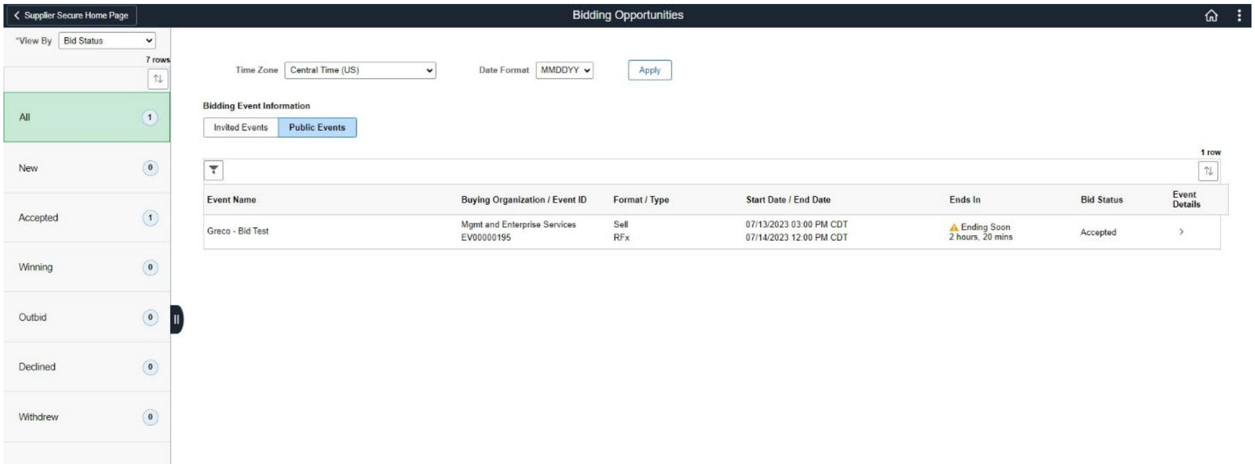
3. Select **Existing Users Sign In** and enter the login information. You must be logged in to review and submit bid submissions.



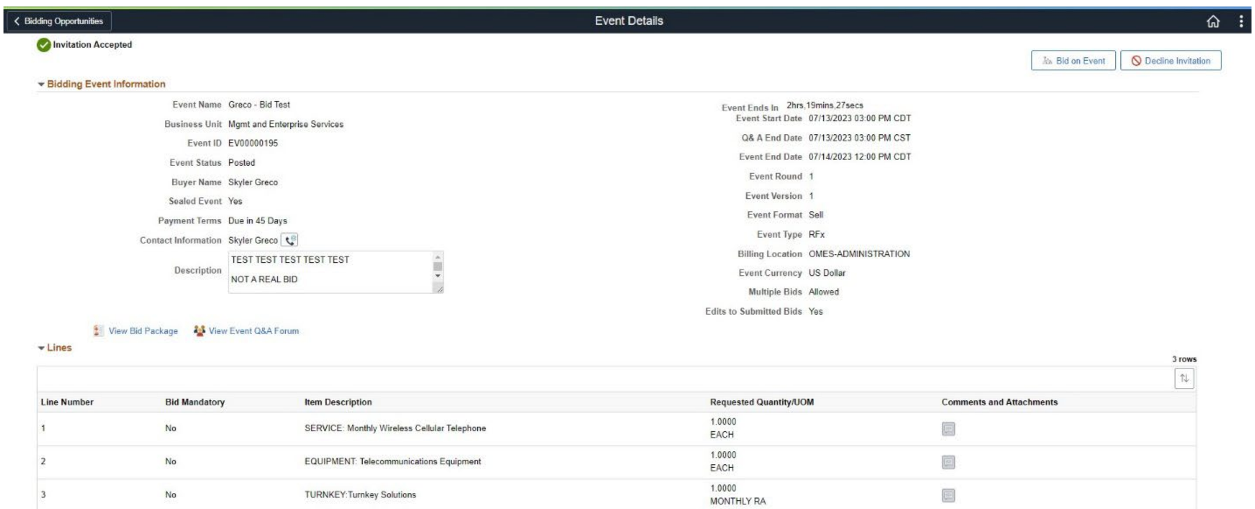
After you are logged into your supplier account, you will see this screen:



To view a list of the available solicitations against which a supplier may submit a bit, select **Bidding Opportunities**. See the following example:



4. After selecting a desired **Event**, a screen will appear with additional information. See the following example:



Please note the following:

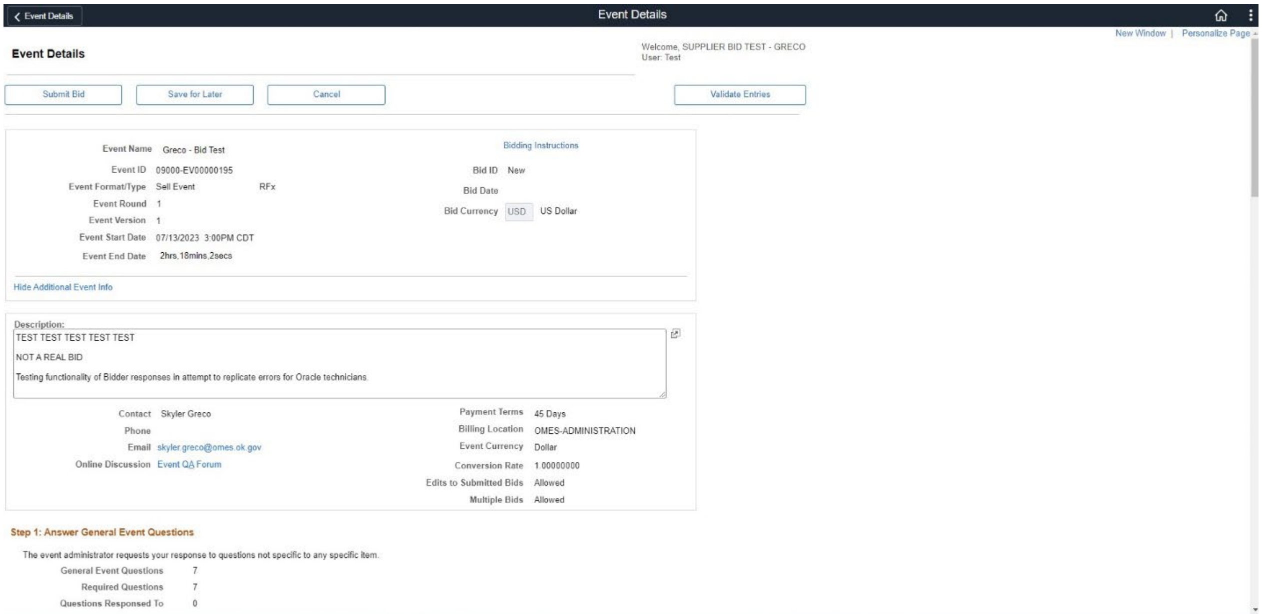
- **You must be logged in** to see the **Bid on Event, Accept Invitation, Decline Invitation, Or View Event Q&A Forum** and participate.
- To submit a bid, select **Bid on Event**.
- After you are logged into your supplier account and have reviewed the available event opportunities, you will be prompted to select either **Accept Invitation** or **Decline Invitation**. Based on your choice, you will receive an Invitation Accepted or Invitation Declined response.

- To view all RFP documents, bid requirements, etc., select **View Bid Package**.
- To submit questions online prior to the posted Q&A end date, select **View Event Q&A Forum**.

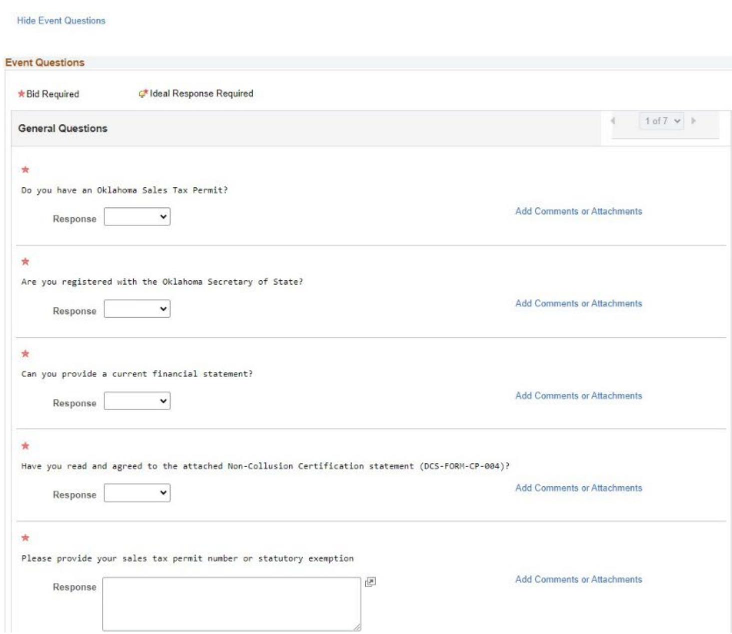
Bid Submission

Log in to view opportunities.

1. Select **Bid on Event** and you will see screens as shown below:



Note: It is not necessary to attach documents separately at attachment links for individual documents (SOS registration, insurance, etc.) under Event Questions; however, make sure they are uploaded with Bid Submission. All Event Questions must be answered.



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What is your Oklahoma Secretary of State Filing Number?

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 Note:  if not registered, the successful bidder will be required to register with the Secretary of State or
must attach a signed statement that provides specific details supporting the exemption the supplier is
claiming, prior to the contract award.
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Response | Add Comments or Attachments

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Do you carry Workers Compensation Insurance Coverage?


Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the
Oklahoma Workers Compensation Act.


YES - Include a certificate of insurance with bid


NO - attach a signed statement that provides specific details supporting the exemption you are claiming from
the Workers Compensation Act.
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Response | Add Comments or Attachments

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 3

Lines Responded To 0

Your Total Line Pricing 0.0000 USD

Note: Evaluations are not done on line items. In the Unit Bid Price box, you should enter either 1.00 or .001. This allows you to proceed with the proceess.

*Bid Required Line Comments/Files

Lines

1-3 of 3 View All

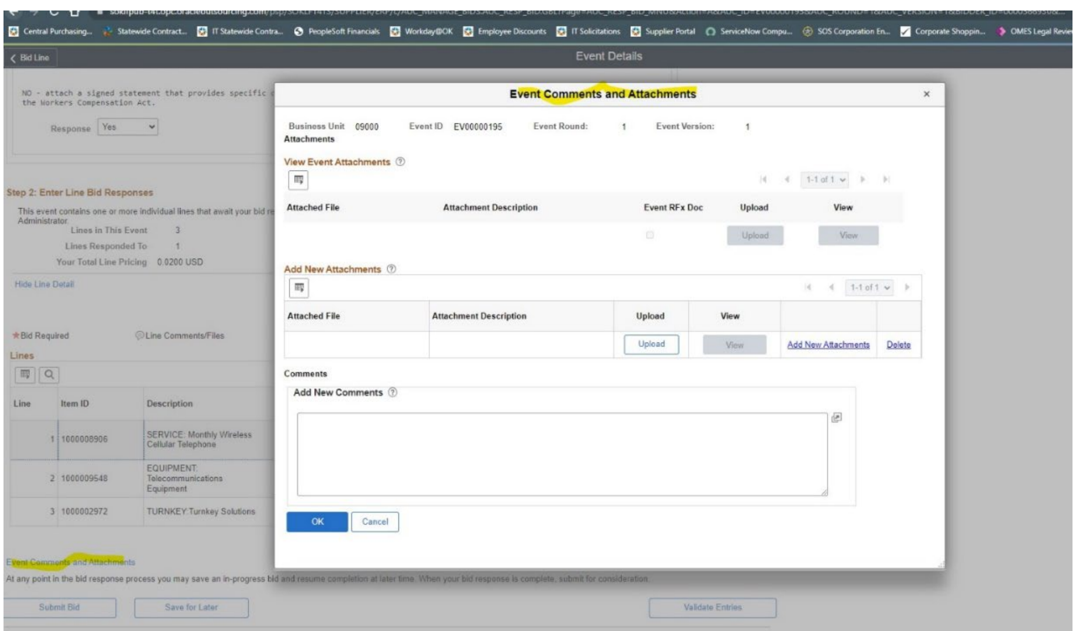
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	1000008906	SERVICE: Monthly Wireless Cellular Telephone	EA	1.0000	1.0000			0.0000 USD	Bid	
2	1000009548	EQUIPMENT: Telecommunications Equipment	EA	1.0000	1.0000			0.0000 USD	Bid	
3	1000002972	TURNKEY:Turnkey Solutions	MOR	1.0000	1.0000			0.0000 USD	Bid	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid | Save for Later | Validate Entries

In the above image, bottom left corner of computer screen, click on the blue line that says "Event Comments and Attachments" The following graphic depicts what you will see.



Upload Steps:

1. Click the Upload button. Browse and select your document.
2. If attaching each document separately, click on the blue Add New Attachment in the fifth column.
3. When you are done uploading all documents, click OK.

Once all RFP requirements are met and the documents are attached, select **Submit Bid** in the top left corner.

2. Once your bid is submitted, you will receive the following bid notification message:

Additionally, you will receive the following email:

To submit multiple bids, when you submit your first bid, click on copy bid from the Bid Confirmation screen. This will return you to the Bid Submission page. Click on Bid Comments and Attachments again. You will see your first bid. Click on Add New Attachment, Upload the next bid, Submit Bid. Continue this process until all bids have been uploaded for submission.

Notes:

1. We recommend, when submitting multiple bids, upload all documents as one Adobe PDF file.
2. In the description, list if the bid is for a specific region, county, company or alternate bids.
3. Keep all confirmations for you bid submissions.
4. If it any time you have an issue submitting your bid, please call or email the buyer listed for the bid or create a Help Desk ticket by emailing servicedesk@omes.ok.gov.