

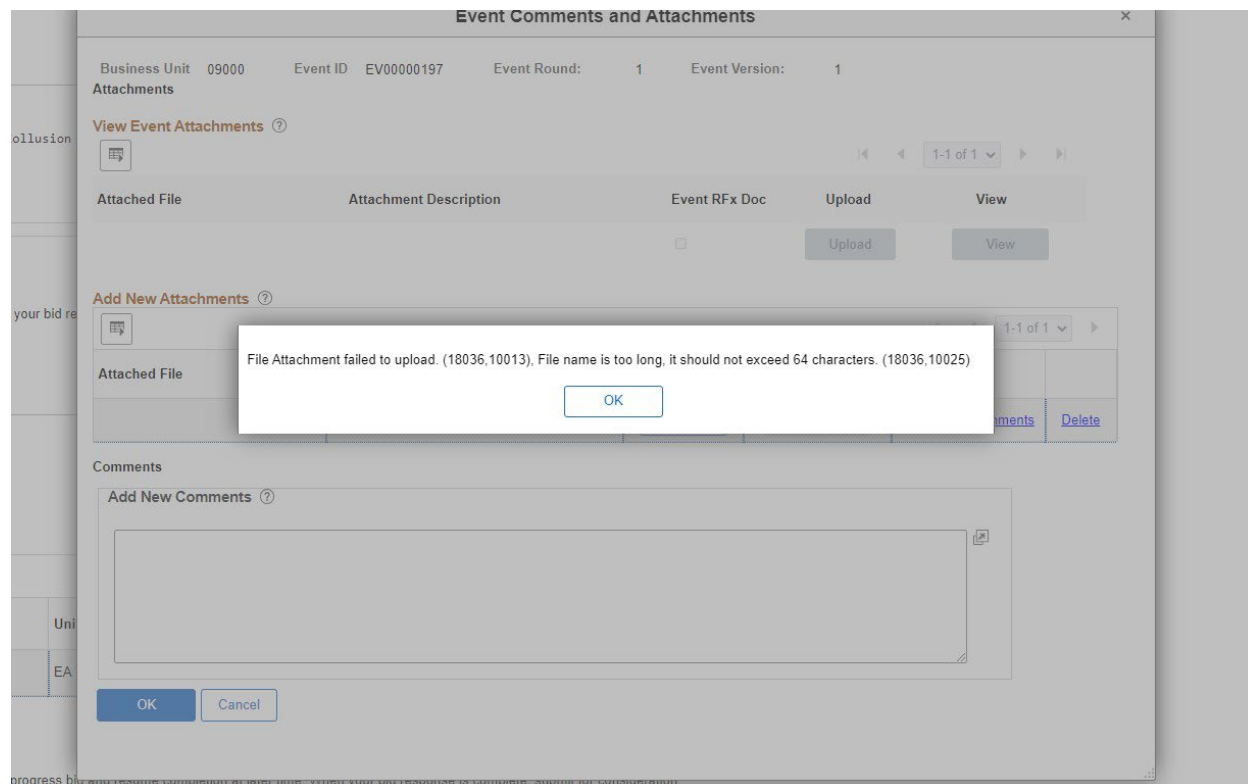


This guide is designed to assist suppliers with responding to RFPs as generated within the Oracle Event System.

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 is 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](http://www.vendors.ok.gov). Next, select **Oklahoma Supplier Portal Login**.

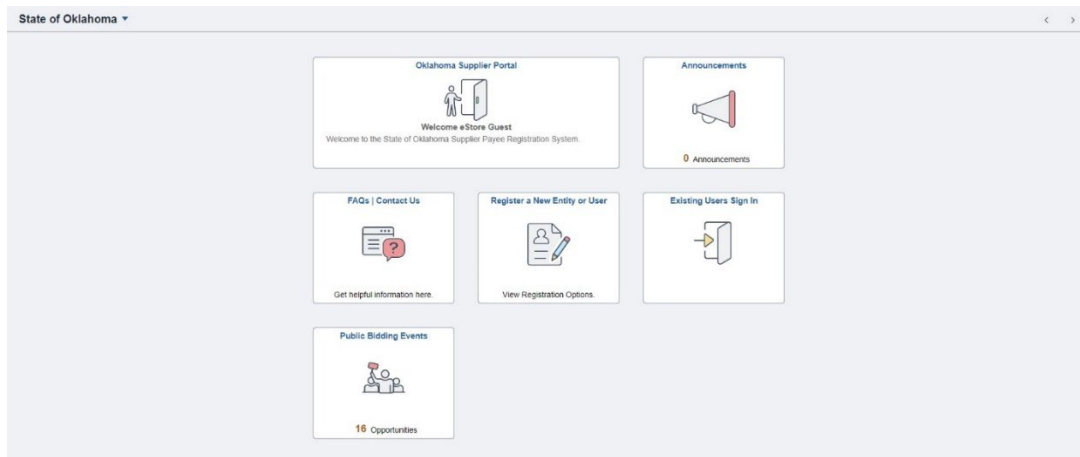


The Oklahoma Supplier Portal is the new online portal designed to assist suppliers, bidders and payees with self-registration and self-management of organizational and personal information.

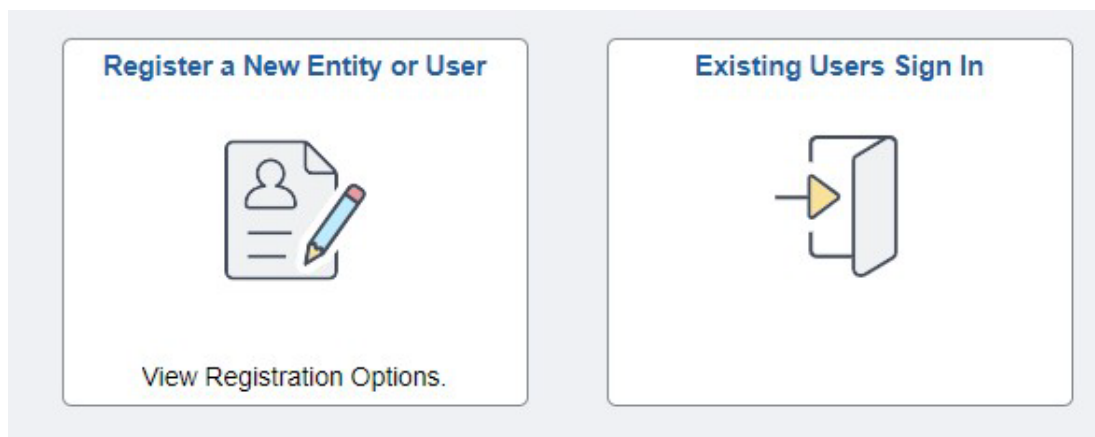
Select the Oklahoma Supplier Portal link above to register or log in.

[Back to](#)

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

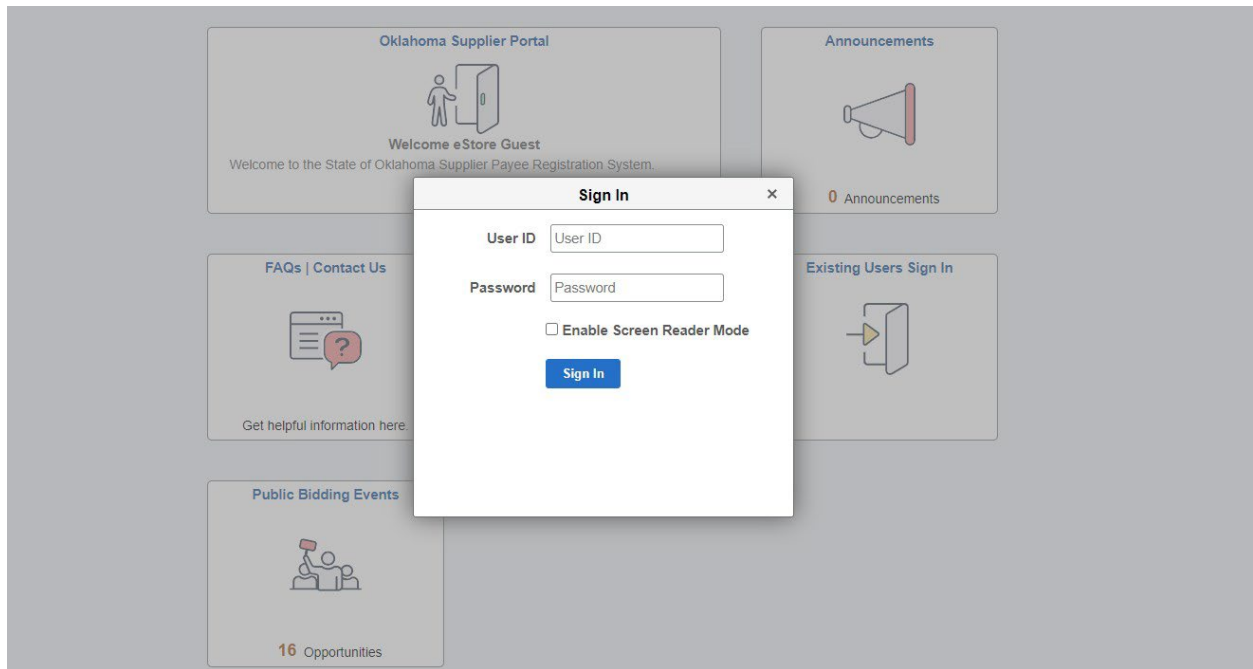
Agency Registration Resources

Supplier and Payee Training

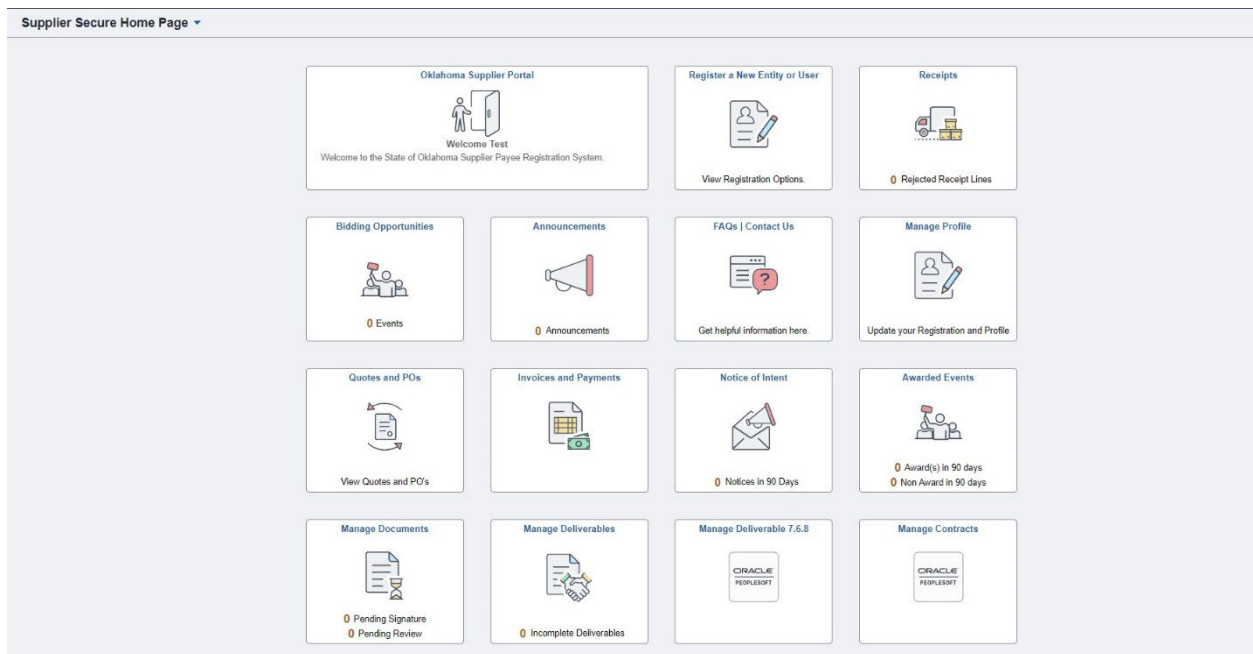
Register as a supplier or bidder to receive solicitation opportunity notifications to sell products or services to the State of Oklahoma. Registration as a supplier includes registration for EFT/direct deposit. You must be fully registered as a supplier before a contract award is received. The job aids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

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 bid, select **Bidding Opportunities**. See the following example:

Bidding Opportunities

*View By: Bid Status (7 rows)

Time Zone: Central Time (US) | Date Format: MMDDYY | Apply

Bidding Event Information

Invited Events | **Public Events**

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Greco - Bid Test	Mgmt and Enterprise Services EV00000195	Sell RFx	07/13/2023 03:00 PM CDT 07/14/2023 12:00 PM CDT	Ending Soon 2 hours, 20 mins	Accepted	>

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

Event Details

Invitation Accepted

[Bid on Event](#) [Decline Invitation](#)

Bidding Event Information

Event Name: Greco - Bid Test
 Business Unit: Mgmt and Enterprise Services
 Event ID: EV00000195
 Event Status: Posted
 Buyer Name: Skyler Greco
 Sealed Event: Yes
 Payment Terms: Due in 45 Days
 Contact Information: Skyler Greco
 Description: TEST TEST TEST TEST TEST
 NOT A REAL BID

Event Ends In: 2hrs, 19mins, 27secs
 Event Start Date: 07/13/2023 03:00 PM CDT
 Q&A End Date: 07/13/2023 03:00 PM CST
 Event End Date: 07/14/2023 12:00 PM CDT
 Event Round: 1
 Event Version: 1
 Event Format: Sell
 Event Type: RFx
 Billing Location: OMES-ADMINISTRATION
 Event Currency: US Dollar
 Multiple Bids: Allowed
 Edits to Submitted Bids: Yes

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

Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	No	SERVICE: Monthly Wireless Cellular Telephone	1.0000 EACH	
2	No	EQUIPMENT: Telecommunications Equipment	1.0000 EACH	
3	No	TURNKEY: Turnkey Solutions	1.0000 MONTHLY RA	

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.

Event Details

Invitation Accepted

[Bid on Event](#) [Decline Invitation](#)

Bidding Event Information

Event Name: Greco - Bid Test

Event Ends In: 2hrs, 19mins, 27secs

- 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:

The screenshot shows the 'Event Details' page for a bid submission. At the top, there's a navigation bar with 'Event Details' and a home icon. Below the navigation bar, the page title is 'Event Details'. On the right, there's a welcome message: 'Welcome, SUPPLIER BID TEST - GRECO' and 'User: Test'. Below this, there are four buttons: 'Submit Bid', 'Save for Later', 'Cancel', and 'Validate Entries'. The main content area is divided into two sections. The top section, 'Event Details', contains information about the event: Event Name (Greco - Bid Test), Event ID (09000-EV00000195), Event Format/Type (Self Event), Event Round (1), Event Version (1), Event Start Date (07/13/2023 3:00PM CDT), and Event End Date (2hrs.18mins.2secs). It also includes 'Bidding Instructions' with fields for Bid ID (New), Bid Date, and Bid Currency (USD, US Dollar). The bottom section, 'Description', contains a text area with the text: 'TEST TEST TEST TEST TEST NOT A REAL BID Testing functionality of Bidder responses in attempt to replicate errors for Oracle technicians'. Below the description, there's a 'Contact' section with fields for Contact (Skyler Greco), Phone, Email (skyler.greco@omes.ok.gov), and Online Discussion (Event Q&A Forum). To the right of the contact information, there's a 'Payment Terms' section with fields for Payment Terms (45 Days), Billing Location (OMES-ADMINISTRATION), Event Currency (Dollar), Conversion Rate (1.00000000), Edits to Submitted Bids (Allowed), and Multiple Bids (Allowed). At the bottom, there's a 'Step 1: Answer General Event Questions' section. It contains a table with the following data:

Step 1: Answer General Event Questions	
The event administrator requests your response to questions not specific to any specific item.	
General Event Questions	7
Required Questions	7
Questions Responded To	0

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.

The screenshot shows the 'Event Questions' page. At the top, there's a navigation bar with 'Event Questions' and a home icon. Below the navigation bar, the page title is 'Event Questions'. On the right, there's a 'Hide Event Questions' link. The main content area is divided into two sections. The top section, 'General Questions', contains a table with the following data:

General Questions	
1 of 7	

The bottom section, 'Event Questions', contains a list of questions. Each question has a 'Response' field and an 'Add Comments or Attachments' link. The questions are:

- Do you have an Oklahoma Sales Tax Permit?
- Are you registered with the Oklahoma Secretary of State?
- Can you provide a current financial statement?
- Have you read and agreed to the attached Non-Collusion Certification statement (DCS-FORH-CP-004)?
- Please provide your sales tax permit number or statutory exemption

★

What is your Oklahoma Secretary of State Filing Number?

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.

Response [Add Comments or Attachments](#)

★

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.

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 process.

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

Lines

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.

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.

Event Details

Business Unit: 05000 Event ID: EV00000195 Event Round: 1 Event Version: 1

Attachments

[View Event Attachments](#)

Attached File	Attachment Description	Event RFx Doc	Upload	View
		☐	Upload	View

[Add New Attachments](#)

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

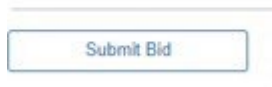
[Add New Comments](#)

Upload Steps:

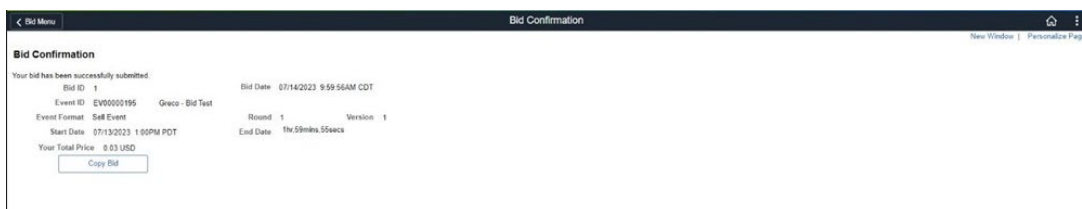
1. Click the Upload button. Browse and select your document.
2. If attaching each document separately, click on the blue Add New Attachment in the fifth column.
3. When you are done uploading all documents, click OK.

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

Event Details



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 at 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.