

State of Maine Vendor Self Service

How to find and respond to a bid

Please go to this website to use your userid & password to log in:
<https://mevss.hostams.com/webapp/PRDVSS2X1/AltSelfService>

If you have not yet registered to obtain a userid & password please click on the VSS Registration Quick Start Guide for step by step instructions.

The screenshot shows the homepage of the State of Maine's AMS Advantage Vendor Self Service System. At the top, there is a header with the AMS Advantage logo and the URL www.cgi.com. Below the header, a welcome message reads: "Welcome to the State of Maine's AMS Advantage Vendor Self Service System". A sub-header explains the system's purpose: "The State of Maine's AMS Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine." The page is divided into several sections: 1. Login Section: Includes fields for "User ID" and "Password", a "Login" button, and a "Password Reset" link. Below this is a "Register" button and a "Public Access" button. 2. Announcements: A section titled "Announcements" with a link to "View All Announcements". 3. Contacts: A section titled "Contacts" providing information for password resets (call (207) 624-7889 or email VSS_helpdesk@maine.gov) and for other VSS questions (call (207) 624-7340). It also includes a "Department Contacts" link. 4. Forms: A section titled "Forms" explaining that users should use the provided forms to register or activate an account. It lists three forms: "VSS Registration Quick Start Guide", "W9 Form", and "FFT Form", each with a corresponding PDF icon. A red arrow points to the "VSS Registration Quick Start Guide" form. 5. Footer: A link for "Access forms".

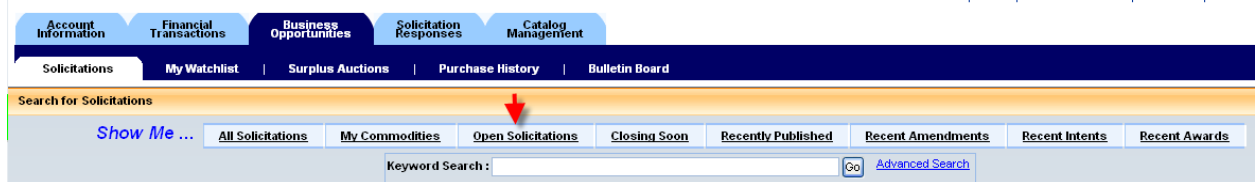
Please use your userid & password to log into the site.

This screenshot is identical to the one above, showing the State of Maine's AMS Advantage Vendor Self Service System homepage. However, it includes red arrows pointing to the "User ID" and "Password" input fields, and the "Login" button, to highlight the login process. The rest of the page content, including the welcome message, announcements, contacts, forms, and footer, remains the same.

Once you have successfully logged in, click on the tab “Business Opportunities”



Click on the “Open Solicitations” link.



Here is a sample of an open solicitation where you will notice the RFQ number, the item, the contact person, when it was published and when it closes. It will also display how much time you have left to respond.

Solicitation	Agency/Buyer/Category	Dates	Status
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636 Summary Details	PUBLIC SAFETY Kathy Paquette	Published On : 5/29/14 Amended On : Closing On : 6/29/15 2:00 PM EDT Time Left: 251 Days, 00:16:55 Intent Posted On:	Open

Clicking on the Summary button will disclose the same information.

Solicitation	Agency/Buyer/Category
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636 Summary Details	PUBLIC SAFETY Kathy Paquette

Rain gear- full suit - size 3XL Pink (RFQ : 14052900000000000636) X

Closing Date: 06/29/15 2:00pm EDT	Agency: PUBLIC SAFETY
Time Left: 251 Days, 00:14:39	Buyer: Kathy Paquette
Bid Opening Date: 05/29/14 4:05pm EDT	Category:

Rain gear- full suit - size 3XL Pink

of Attachments: 0

Buyer Contact Information: Kathy Paquette (KATHY.L.PAQUETTE@MAINE.GOV)
P: 207-624-7877 F: 207-287-6578

If you have trouble submitting your bid you can contact the buyer for assistance however any other question related to the bid itself will have to be posted on the Q & A List tab – you will find instructions on how to use this tab further down in this document.

Clicking on the Details button will open up the page to the solicitation itself.

Search for Solicitations

[Show Me ...](#) [All Solicitations](#) [My Commodities](#) [Open Solicitations](#) [Close](#)

Keyword Search :

<u>Solicitation</u>	<u>Agency/Buyer/Category</u>
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636	PUBLIC SAFETY Kathy Paquette

Summary Details 

From 1 to 1 Total: 1 [Grid Navigation](#)

All bids will have documents attached so you will want to click on the Attachment tab to download and print off these documents. Some documents you may have to save to your computer to fill out to attach to your response.

[New Search](#) [Print Friendly](#)

Solicitation: 14052900000000000636 **Rain gear- full suit - size 3XL Pink**
 Issued: 5/29/14 Last Amended: **Current Status: Open**

Closing Date: 6/29/15 2:00 PM EDT **Agency:** PUBLIC SAFETY
Time Left: 251 Days, 00:10:57 **Buyer:** Kathy Paquette [Add this item to Watch List](#)
Category:

Buyer Information: [Kathy Paquette\(KATHY.L.PAQUETTE@MAINE.GOV\)](mailto:Kathy.L.PAQUETTE@MAINE.GOV) **Additional Dates:** **Bid Opening Date:** **Award Date:**
 Phone:207-624-7877 Fax:207-287-6578 **Intent Posted Date:** **More...** [see Events tab](#)

[Response Options](#)

[Print Solicitation](#)

Attachments [Additional Information](#) [Terms](#) [Criteria](#) [Events](#) [Q & A List](#) [Amendment History](#) [Bulletin Board](#)

Lot 1: Default

Description	Requested	More Information
RAIN GEAR- FULL SUIT - SIZE 3XL PINK	Quantity: 10.00000 Unit: Each Requested Delivery Date:	View Purchase History Expand All Product Specs Shipping/Billing Shipping Specs

The below statement pertains to any bid that you see on this site:

If you have a question regarding this RFQ, you must submit your questions through the Q & A List tab on the Solicitation page. Your answer will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted there. Questions and Answers obtained any other way will not be valid for this RFQ.

If you have a question you would click on the Q & A List – you will then see an “Ask a Question” button for you to enter in your question. The screen shot below shows a sample of a vendor asking a question and the resulting answer.

Question	Question Date	Answer	Answer Date
will you accept color: Purple?	6/3/14	Yes, Purple is acceptable. should accept. 512 characters. BID LANGUAGE: CODE OF CONDUCT ANTI-SWEATSHOP FEE: Any Vendor who is awarded a contract or purchase order for apparel, footwear or textiles from the State of Maine shall be subject to a 1% fee of the total amount of the contract or purchase order. This fee will be applied to the costs of implementing and administering the Code of Conduct, including the development of a consortium to monitor and investigate alleged violations of the Code. Payment	6/4/14

From 1 to 1 Total: 1 [First](#) [Prev](#) [Next](#) [Last](#)

[Ask a Question](#)

Once you have obtained all the specifications and viewed all questions and answers and are ready to respond to the bid, you would click on the “Respond Online” Button.

Solicitation: 1405290000000000636		Rain gear- full suit - size 3XL Pink	
Issued: 5/29/14 Last Amended:		Current Status: Open	
Closing Date:	6/29/15 2:00 PM EDT	Agency:	PUBLIC SAFETY
Time Left:	251 Days, 00:04:07	Buyer:	Kathy Paquette
		Category:	
Buyer Information		Additional Dates	Award Date:
Kathy Paquette(KATHY.L.PAQUETTE@MAINE.GOV) Phone:207-624-7877 Fax:207-287-6578		Bid Opening Date:	More... see Events tab
		Intent Posted Date:	

[Add this item to Watch List](#)
Response Options
[Respond Online](#) [Print for Mailing](#)

Scroll down to the “My Response” section of the RFQ. The Mandatory fields are the Unit Price and Delivery Days although you can fill out the other fields if you have a need to. When you put in your Delivery Days only put in a number ie 10, 30, 60 etc. It does not respond to 3-5 days or weeks. You can now click on Save.

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Respond to Lines No Response for Solicitation Undo No Response for Solicitation

Copy Save Go To Step 2 Exit

Lot 1 of 1 : Default No Response for Lot Undo No Response for Lot

Description	Your Offer	Comments
1. RAIN GEAR- FULL SUIT - SIZE 3XL PINK	Requested Quantity : 10 EA Response Type : Bid Unit Price : Delivery Days : Total : Alternate Specs Submitted : <input type="checkbox"/>	

If you have files to attach you can click on “3 Attach your Files” and once you do this you will get a message that your response has not been submitted yet. This is ok – the system is just telling you that you haven’t completed the bid process yet.

Click on the Attach Files button.

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

Click on the Browse button:

Add files

Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 10.0MB.

File 1: Browse... Type: Standard

File 2: Browse... Type: Standard

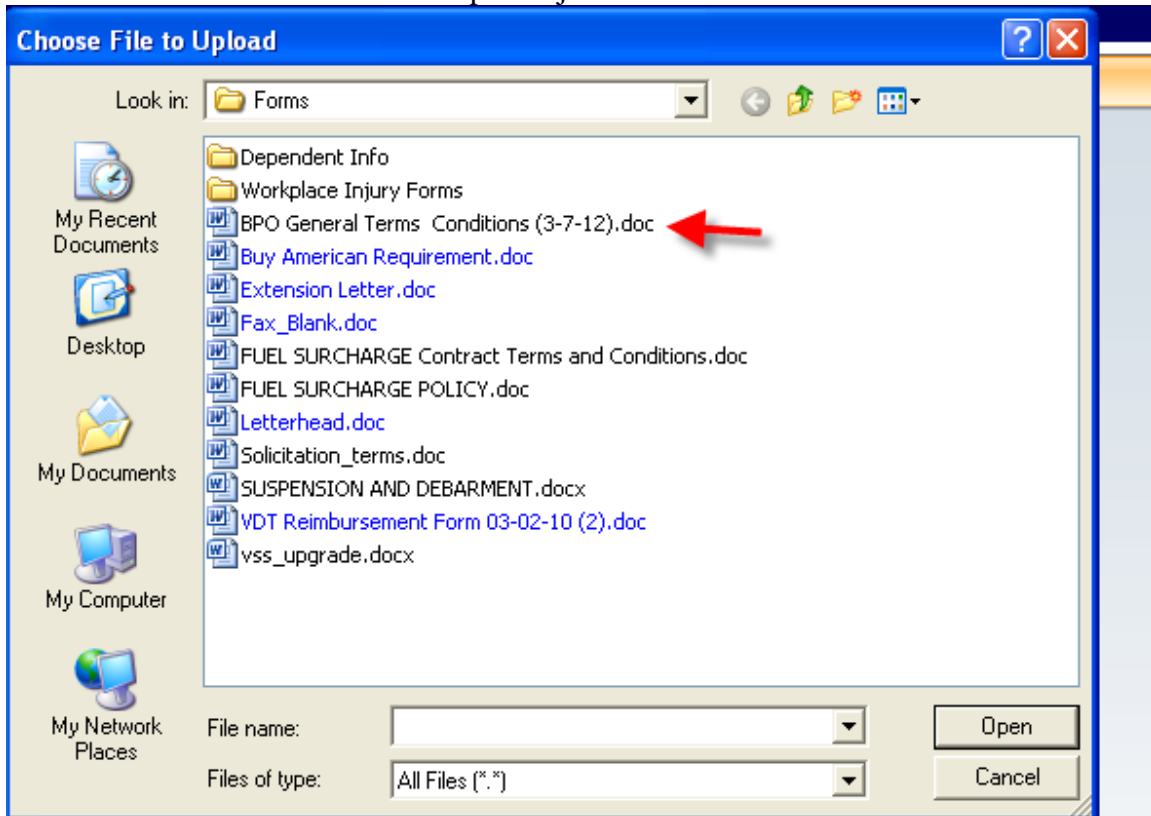
File 3: Browse... Type: Standard

File 4: Browse... Type: Standard

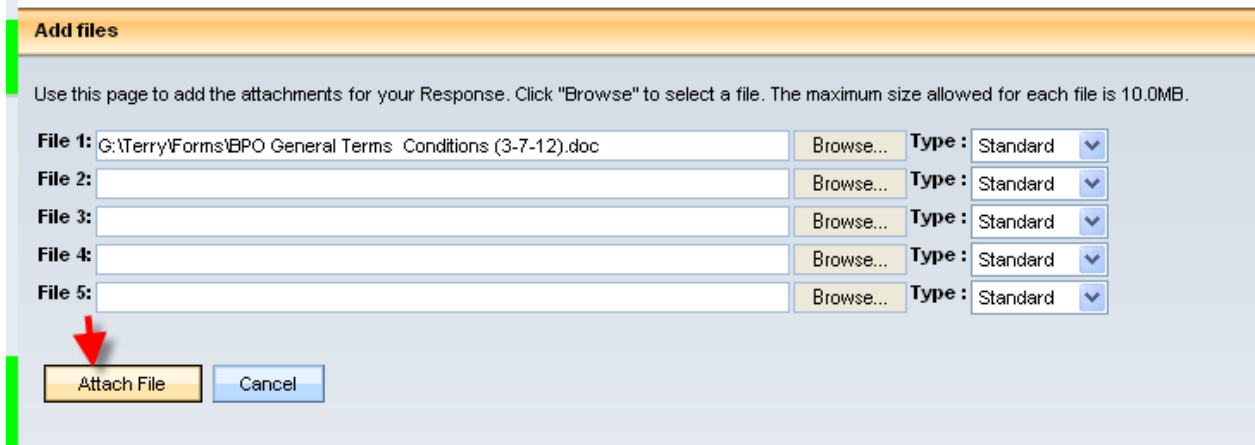
File 5: Browse... Type: Standard

Attach File Cancel

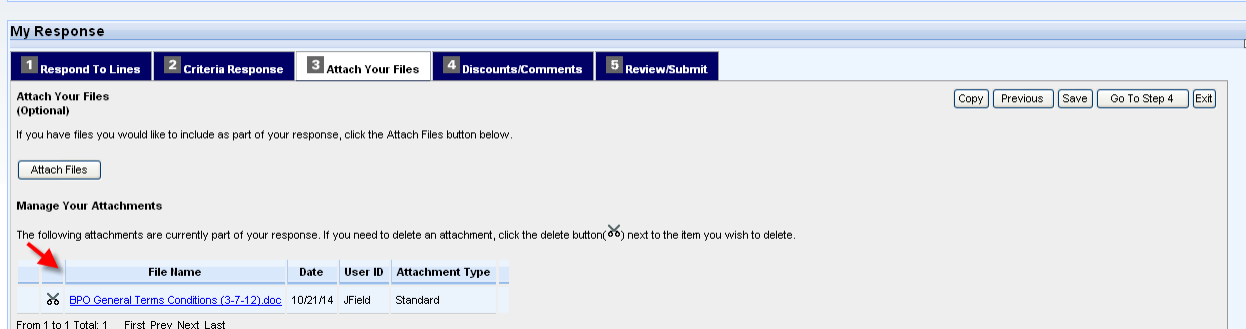
Select a file to attach and click on Open or just double click on the file:



Then click the Attach File button.



The page will return you to your bid response page where you will see your file attached. You may repeat these steps for each additional file you need to attach.

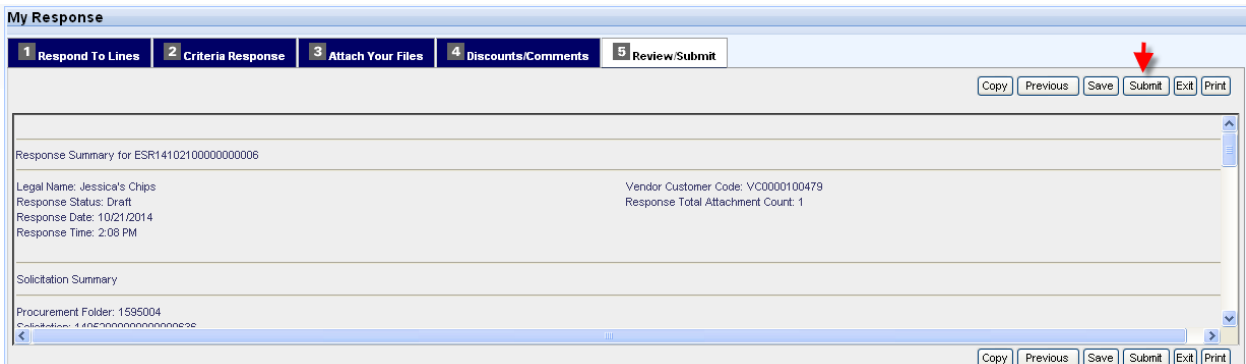


Note: *Multiple commodity lines. You could be responding to a bid that has multiple commodity lines – each commodity line will be displayed under each other. You would have to respond to each commodity line in order for your bid to successfully submit. For each commodity line you would either choose to **Bid** (and put in your amount and delivery days) or you could select **Bid with Conditions** (and put in your amount and delivery days and a comment), or you could select **No Bid** (and put in a comment why). If you do not respond to each commodity line you will receive errors until you do so.*

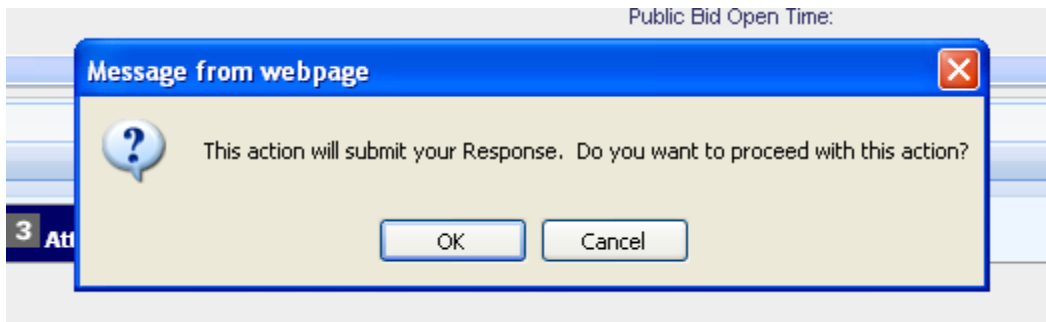
Note: *Check for **Modifications**. If anything is amended on the original RFQ, it will be posted again to the website and you will get a email notification (if your email is in your VSS account and you have selected the corresponding commodity code in your VSS account). You can check under the Amendment History tab or the bulletin Board tab.*



Once you have completed your response you will now be all set to click on “5 Review/Submit. The page will show your Response Summary for you to look at. If you see any changes that need to be made you can go back to make the changes. If you are all set with the summary you can now click the “Submit” button.



When you click on Submit you will get the below message – if you are sure of your response you can click on OK.



You will get the below message:

Account Information | Financial Transactions | Business Opportunities | **Solicitation Responses** | Catalog Management

Solicitations | My Watchlist | Surplus Auctions | Purchase History | Bulletin Board

Response Submitted Successfully

Thank You

Your Submitted Response can be found under the "My Responses" tab

Click any tab to continue.

Now the Buyers do not see your response until after the closing date/time. If you are still not sure if your bid was submitted successfully you can always click on Solicitation Responses and look under Response Status – this will tell you if it was Accepted or not. You will also receive an e-mail from the system after a hourly batch job is run.

Home | Help

Account Information | Financial Transactions | Business Opportunities | **Solicitation Responses** | Catalog Management

My Responses

Search For My Responses

Show Me ... All Responses | My Recent Responses | In Progress Items | Closing Soon | My Awards | My Intents to

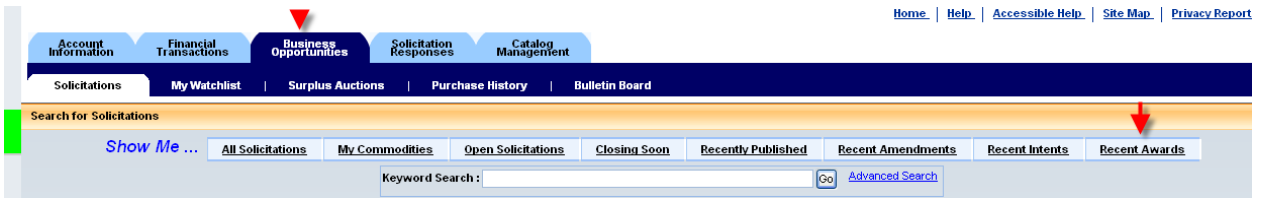
Keyword Search : [Advanced Search](#)

From 1 to 10 Total: 10+

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-18P-ESR0706250000000001-1	batch	Accepted	06/28/2007	RFQ-18P-07070100000000000001-1	Awarded	06/28/2007 10:41 AM EDT
SR-18P-ESR0706250000000003-1	JField	Accepted	06/28/2007	RFQ-18P-07070100000000000001-1	Awarded	06/28/2007 10:41 AM EDT
SR-18P-ESR07072300000000125-1	JField	Draft	07/23/2007	RFQ-18P-07071600000000000015-1	Closed	07/30/2007 05:00 PM EDT
SR-17A-ESR07081400000000037-1	JField	Accepted	08/14/2007	RFQ-17A-07080200000000000059-1	Awarded	08/14/2007 05:00 PM EDT
SR-17D-ESR07081300000000013-1	JField	Accepted	08/13/2007	RFQ-17D-07080100000000000054-1	Awarded	08/15/2007 05:00 PM EDT
SR-17D-ESR07081500000000020-1	JField	Draft	08/15/2007	RFQ-17D-07080100000000000054-1	Awarded	08/15/2007 05:00 PM EDT
SR-18F-ESR07082100000000010-1	JField	Draft	08/21/2007	RFQ-18F-07081400000000000102-1	Awarded	08/23/2007 05:00 PM EDT
SR-18P-ESR07081700000000284-1	JField	Draft	08/17/2007	RFQ-18P-07081500000000000103-1	Awarded	08/29/2007 05:00 PM EDT
SR-18P-ESR07082900000000310-1	JField	Draft	08/29/2007	RFQ-18P-07081500000000000103-1	Awarded	08/29/2007 05:00 PM EDT
SR-18P-ESR07082400000000301-1	JField	Draft	08/24/2007	RFQ-18P-07081500000000000103-1	Awarded	08/29/2007 05:00 PM EDT

From 1 to 10 Total: 10+

Finding the results of an award. You will not see any result of a bid until an award is made. Once the system e-mails you a notice that an award has been made you would log into the site and click on Business Opportunities, then Recent Awards.



Once you have located the RFQ you want the results on, click on the details button.

Solicitation	Agency/Buyer/Category	Dates	Status
testing 21296 RFQ : 14891500000000000022	PURCHASING-BUR OF GENERAL SVCS Terry Demerchant	Published On : 10/6/14 Amended On : Closing On : 9/19/14 10:33 AM EDT Time Left : Expired Intent Posted On: 9/15/14	Awarded

Summary Details

You can now click on the Public Bid Reading tab to see all the responses.

[Print Solicitation](#)

Lot	Description	Requested	More Information
BOAT	Quantity : 1.00000 Unit : Each Requested Delivery Date :	View Purchase History Expand All Product Specs Shipping/Billing Shipping Specs	

Results:

[Print Solicitation](#)

Lot	Line	Vendor	Description	Quantity	Unit	Unit Price	Contract Amount	Awarded Date	Discount
1	1	Jessica's Chips	AS PER THE SPECIFICATIONS ATTACHED AND MADE PART OF THIS RFQ.	1	EA	\$7,652.00000			
1	1	Kevin M. Scheirer	AS PER THE SPECIFICATIONS ATTACHED AND MADE PART OF THIS RFQ.	1	EA	\$2,000.00000		04/30/2014	

Because the State of Maine awards by best value the low bidder may not be the awarded bidder so you can click on the Notice of Award tab to see who the awarded vendor is.

[Print Solicitation](#)

Lot	Line	Vendor	Description	Quantity	Unit	Unit Price	Contract Amount	Awarded Date	Discount
1	1	Kevin M. Scheirer	AS PER THE SPECIFICATIONS ATTACHED AND MADE PART OF THIS RFQ.	0.00000	EA	\$0.00	\$0.00	04/30/2014	0.0000

From 1 to 1 Total: 1 [First](#) [Prev](#) [Next](#) [Last](#)

If you run into any problem and require assistance you can call any of the Purchases Staff to assist you in completing your document. Purchases Staff information can be located on the Division of Purchases website at

<http://www.maine.gov/purchases/info/contact.shtml>.