

Submitting a Bid for 8(a) Offerings

June 2, 2016

Submitting an Offer:

Step 1: Follow the Portal Path:

- Suppliers → Bid Management → Enter Offers

The screenshot displays the USDA Web-Based Supply Chain Management portal. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, a secondary bar shows 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. A left-hand navigation pane contains 'Detailed Navigation' with 'Enter Offers' highlighted, and 'Portal Favorites'. The main content area features a 'Find Bid Invitation' search form with fields for 'Bid Invitation Number', 'Document Name', 'Status' (set to 'Open'), 'Transaction Type', 'Bid Inv Type', and 'Processed Since' (set to 'Last 30 Days'). A 'Start' button is located below the search form. Below the search form, a table displays 'Search results: 0 hits'. The table has columns for 'Transaction Number', 'Name', 'Transaction Type Description', 'Subtype', 'R', and 'Deadline'. The table is currently empty.

Figure 1.

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Step 2: Enter Bid Invitation, also referred to as the Solicitation Number in the “Bid Invitation Number” box.

- After entering the number, select “Start”.

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The 'Enter Offers' section is active, with a 'Detailed Navigation' sidebar on the left. The 'Find Bid Invitation' form is displayed, with the 'Bid Invitation Number' field containing '2100000797'. The 'Status' dropdown is set to 'Open'. The 'Transaction Type' and 'Bid Inv Type' fields are empty. The 'Processed Since' dropdown is set to 'Last 30 Days', and the 'With Responses Only' checkbox is unchecked. The 'Start' button is highlighted with a red box. Below the form, the search results are empty, showing 'Search results: 0 hits'.

Figure 2.

Step 3: Select “Maintain Vendor Response”

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The 'Enter Offers' section is active, with a 'Detailed Navigation' sidebar on the left. The 'Find Bid Invitation' form is displayed, with the 'Bid Invitation Number' field containing '2100000797'. The 'Status' dropdown is set to 'Open'. The 'Transaction Type' and 'Bid Inv Type' fields are empty. The 'Processed Since' dropdown is set to 'Last 30 Days', and the 'With Responses Only' checkbox is unchecked. The 'Start' button is highlighted with a red box. Below the form, the search results show 1 hit for the transaction number 2100000797. The search results table is as follows:

* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
2100000797	AG-DPRO-S-16-0055	Dom Commodity Inv	Definite Delivery		05/06/2016 08:00:00

The 'Maintain Vendor Response' button is highlighted with a red box.

Figure 3.

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Step 4: Click on “Create”

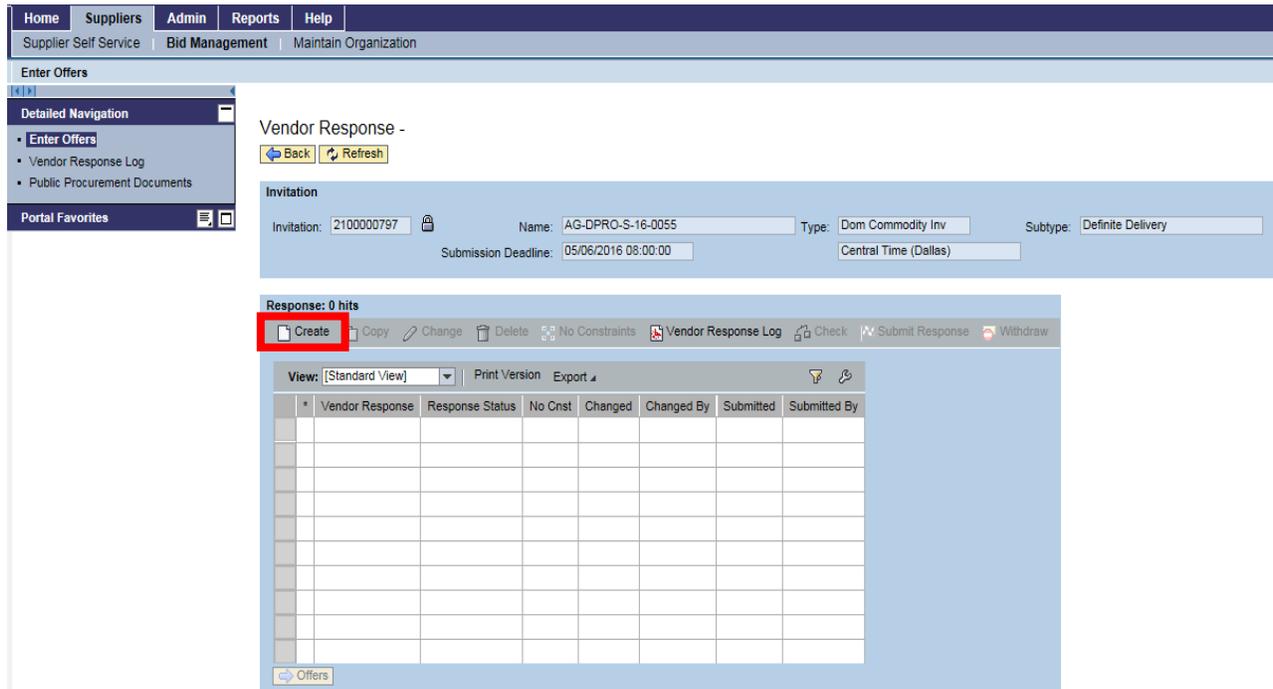


Figure 4.

Step 5: Enter “Vendor Plant” and “Shipping Point” either by typing the number or clicking the white box (📄) to the right.

- **Shipping Point** ID numbers are 7-digits and start with “12...”
- **Vendor Plant** ID numbers are 7-digits and start with “11...”
- Note: After selecting “Create” a pop up window will display **error messages** regarding attribute questions and a request to check the offer. These error messages will go away after entering the required data. The pop up window also opens the “Basic Data” link under the RFX Information tab.

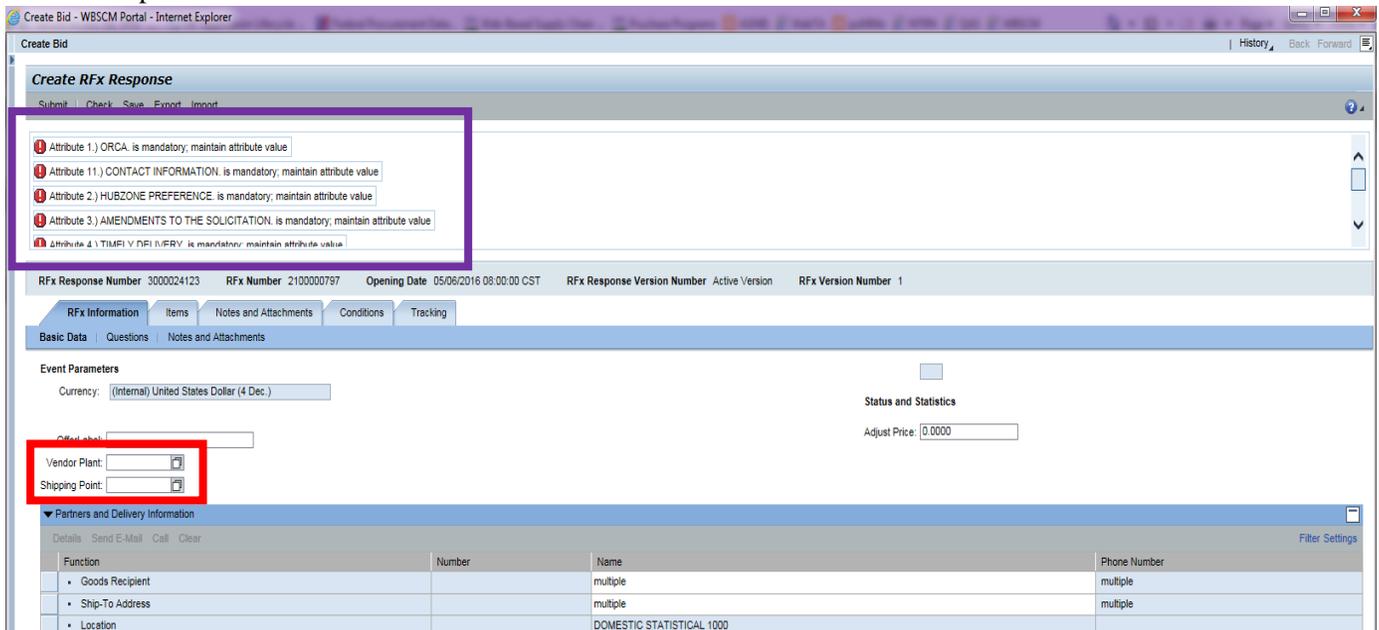


Figure 5.

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- A list of your approved plants will pop up. Click on the blue box next to the plant you wish to select and click on “OK” to confirm your selection (Figure 6). Repeat the same process for selecting your Shipping Points.
 - Note: If your shipping point or plant do not appear on this list, this means they have not been approved in WSCM. Create the shipping point and plant in WSCM then notify WBSCMAMSHelpDesk@ams.usda.gov with the name and address of the points and/or plant that needs to be approved. Once AMS has approved the point and/or plant in WSCM you will receive an e-mail verification and you can proceed with the bid.

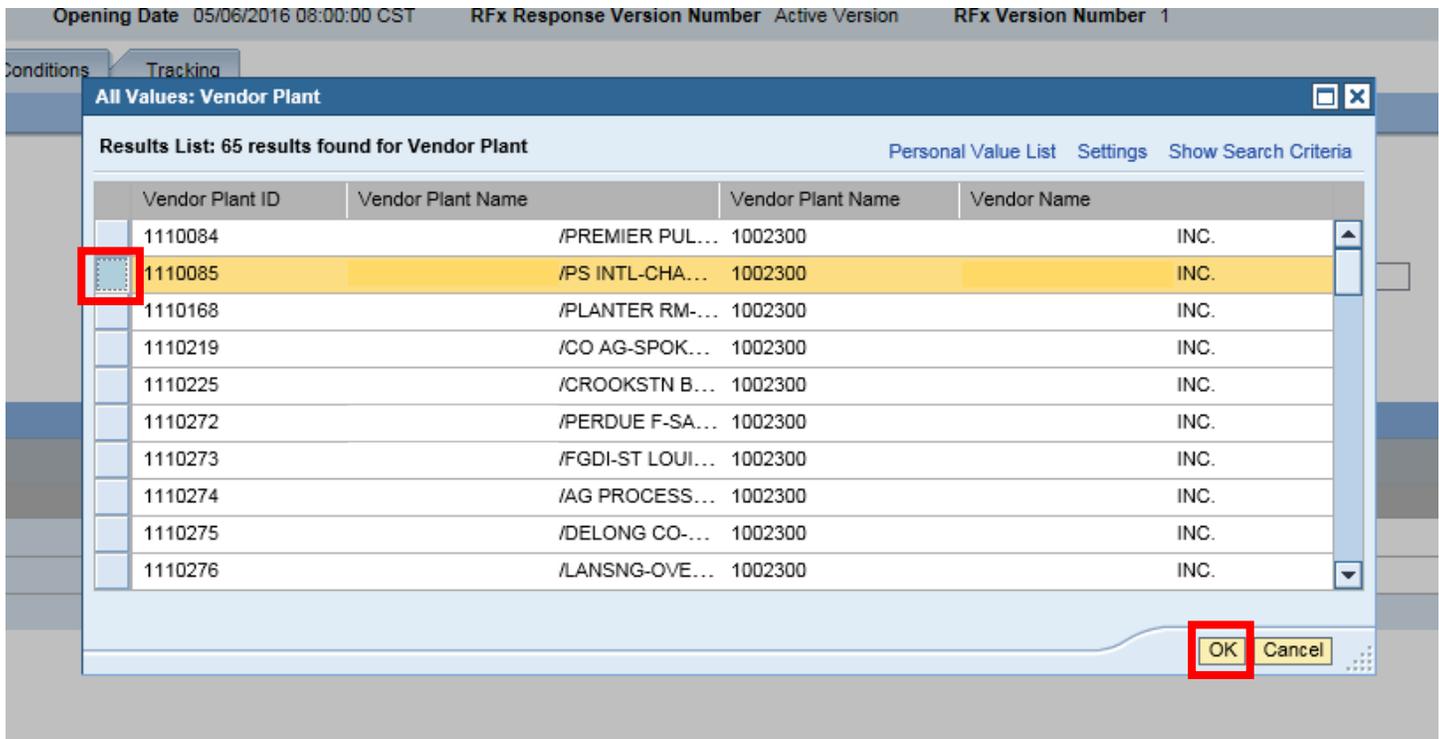


Figure 6.

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Step 6: Click on the “Questions” link under the RFX Information tab.

- Answer all required attribute questions if applicable.

Create Bid | History | Back Forward

Create RFX Response

Submit | Check Save Export Import

Attribute 1.) ORCA. is mandatory; maintain attribute value
Attribute 1.) ORCA. is mandatory; maintain attribute value
Attribute 11.) CONTACT INFORMATION. is mandatory; maintain attribute value
Attribute 11.) CONTACT INFORMATION. is mandatory; maintain attribute value
Attribute 2.) HUBZONE PREFERENCE. is mandatory; maintain attribute value

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2016 08:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | **Questions** | Notes and Attachments

Question	Reply	Comment
1.) ORCA.:	<input type="text"/>	<input type="text"/>
2.) HUBZONE PREFERENCE.:	<input type="text"/>	<input type="text"/>
3.) AMENDMENTS TO THE SOLICITATION.:	<input type="text"/>	<input type="text"/>
4.) TIMELY DELIVERY.:	<input type="text"/>	<input type="text"/>
5.) COMMERCIAL BRAND NAME(S).:	<input type="text"/>	<input type="text"/>
6.) PLANT LOCATION(S).:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
7.) SUPPLIER AGREEMENT(S).:	<input type="text"/>	<input type="text"/>
11.) CONTACT INFORMATION.:	<input type="text"/>	<input type="text"/>
FOR 8(A) VENDORS ONLY: Please specify the material(s) and material number(s) that you are interested in participating on this solicitation.	<input type="text"/>	<input type="text"/>

Figure 7.

Step 7: The last question, enter the material numbers that are eligible for an 8(a) offer that you are interested in participating on the solicitation.

- The material number(s) can be found on the solicitation posted to our website: <https://www.ams.usda.gov/selling-food/solicitations>

FOR 8(A) VENDORS ONLY: Please specify the material(s) and material number(s) that you are interested in participating on this solicitation.:

Figure 8.

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Step 8: To upload documents *if* required by the solicitation, under the **RFx Information** tab, select “Notes and Attachments”

Create RFx Response

Submit | Check | Save | Export | Import

✓ Please click 'Check' to validate the Offer.

RFx Response Number 3000024123 RFx Number 2100000797 Opening Date 05/06/2016 08:00:00 CST RFx Response Version Number Active Version RFx Version Number 1

RFx Information | Items | **Notes and Attachments** | Conditions | Tracking

Basic Data | Questions | **Notes and Attachments**

▼ Notes

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	CHEESE DAIRY PRODUCTS, SOLICITATION NO: 2100000797The ...
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	All questions must be answered. When answering attribut...
Amendment text	-Empty-

▼ Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Master Solicitation for Commodity Procurements	master_solicitation.pdf	1		<input type="checkbox"/>	pdf	266	PERRYNM0001	04/26/2011
Standard Attachment	Bid Certification Questions (Attributes)	BID CERTIFICATION QUESTIONS.pdf	1		<input type="checkbox"/>	pdf	22	PERRYNM0001	04/27/2011

Figure 9.

- Scroll down to the Attachments and click on “Add Attachments”

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile

Category	Description	File Name
Standard Attachment	Master Solicitation for Commodity Procurements	master_solicitation.pdf
Standard Attachment	Bid Certification Questions (Attributes)	BID CERTIFICATION QUESTIONS.pdf

Figure 10.

Step 9: A pop up will be displayed, select “Browse” and navigate to the location that your file

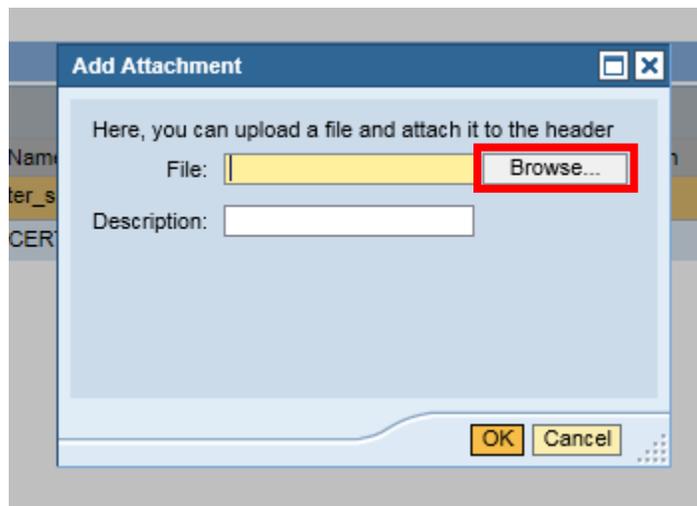


Figure 11.

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Step 10: After selecting browse, find the desired file to be attached and click “Open”

- Label the document to be attached in the “Description” field then click on “Ok” and confirm that the document(s) uploaded appear at the top of the attachment screen.
- Note: Attaching PDF files is recommended. Multiple documents can be attached using the same process.

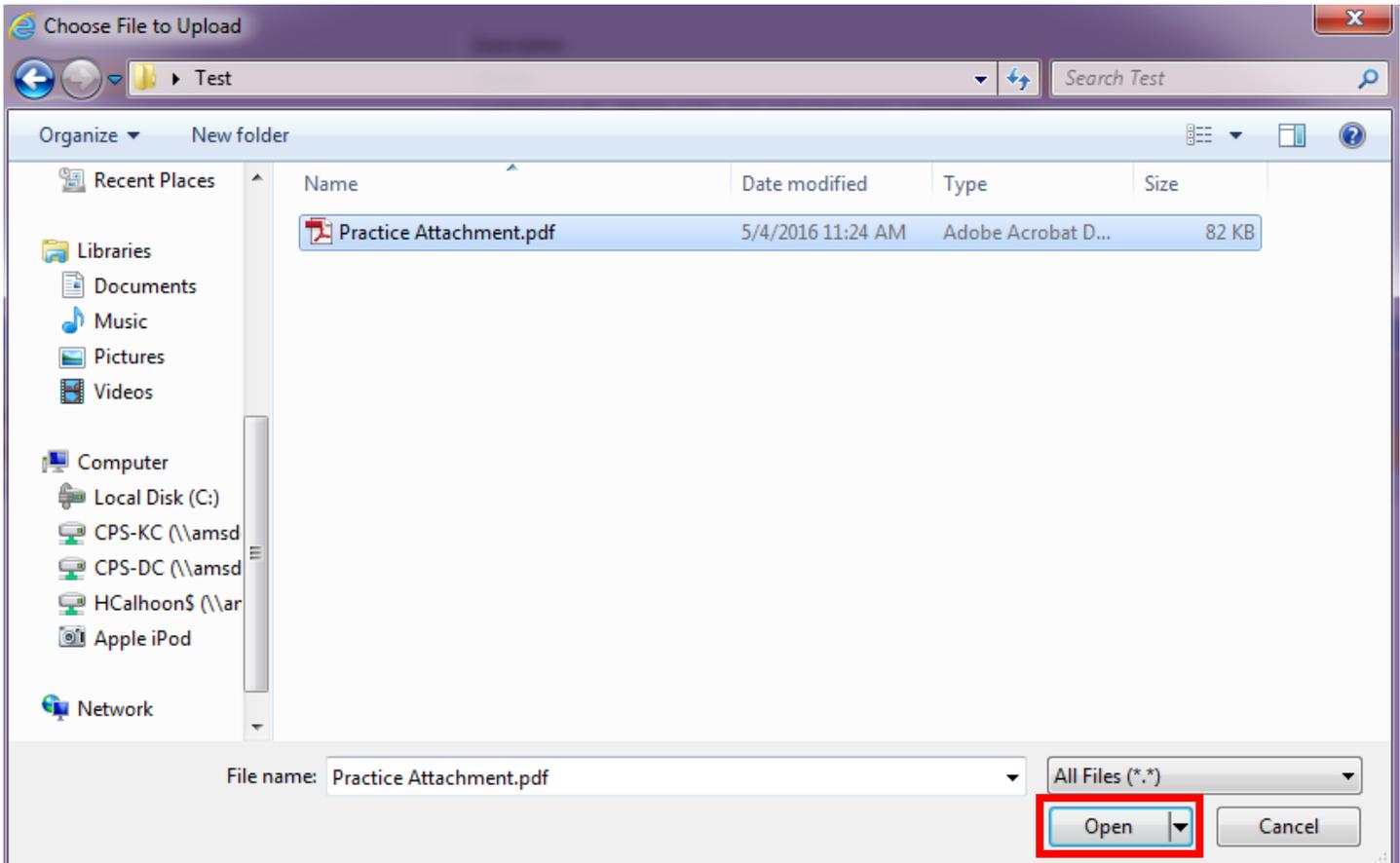


Figure 12.

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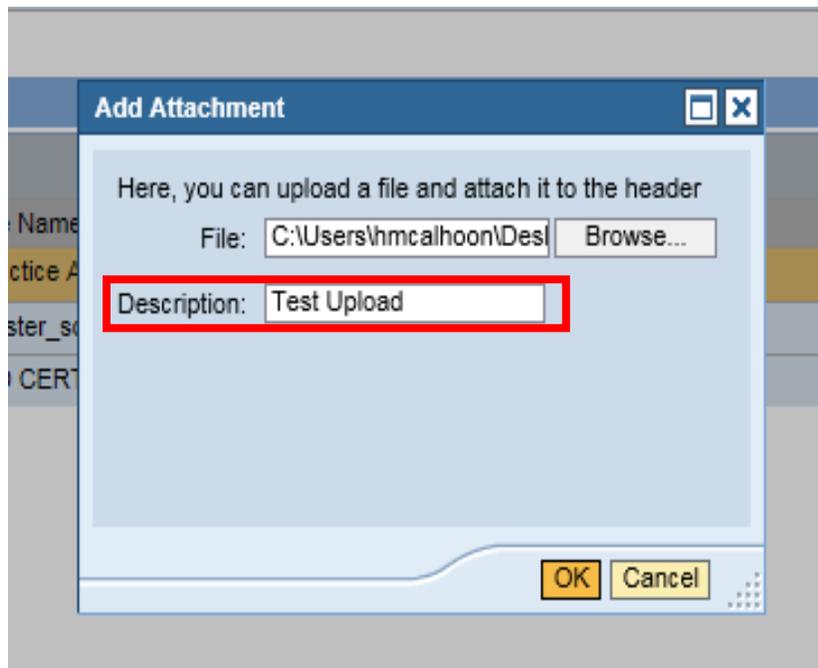


Figure 13.

To enter in the 8(a) offer manually, follow the steps below:

Step 11: Select the “Items” tab. Click on the “Expand All” link to view all commodity line items. The 8(a) offer will be at the bottom of the list.

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, NATURAL AMER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	10
0001.01	CHEESE CHD YEL SHRED BAG-6/5 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	20
0001.01.001	RALEIGH NC-Subject to 8(a) offers	<input checked="" type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	30
0001.01.001.01	CHEESE CHD YEL SHRED BAG-6/5 LB		100003	19,200.000	LB	0.0000	USDN	1	On 06/30/2016	0.0000	0/0	0/0	40
0001.01.001.02	CHEESE CHD YEL SHRED BAG-6/5 LB		100003	19,200.000	LB	0.0000	USDN	1	On 06/30/2016	0.0000	0/0	0/0	50
0002	FRUIT, CANNED	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	100
0002.01	8A OFFER CASES	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	110
0002.01.001	8(A) OFFERS MUST SUBMIT PRICE BELOW	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	120
0002.01.001.01	8A OFFER CASES		110422	1.000	CS	0.0000	USDN	1	On 06/15/2016	0.0000	0/0	0/0	130

Total Value | 0.0000 | USDN

Figure 14.

Step 12: If all the details on each line item are still not listed, select the “Settings” link next to “Expand All”.

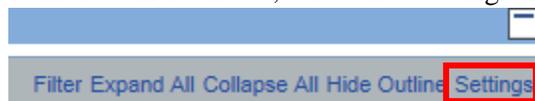


Figure 15.

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- A pop up will appear. Enter -1 for the “Number of Visible Rows” and “Number of Blank Lines”.

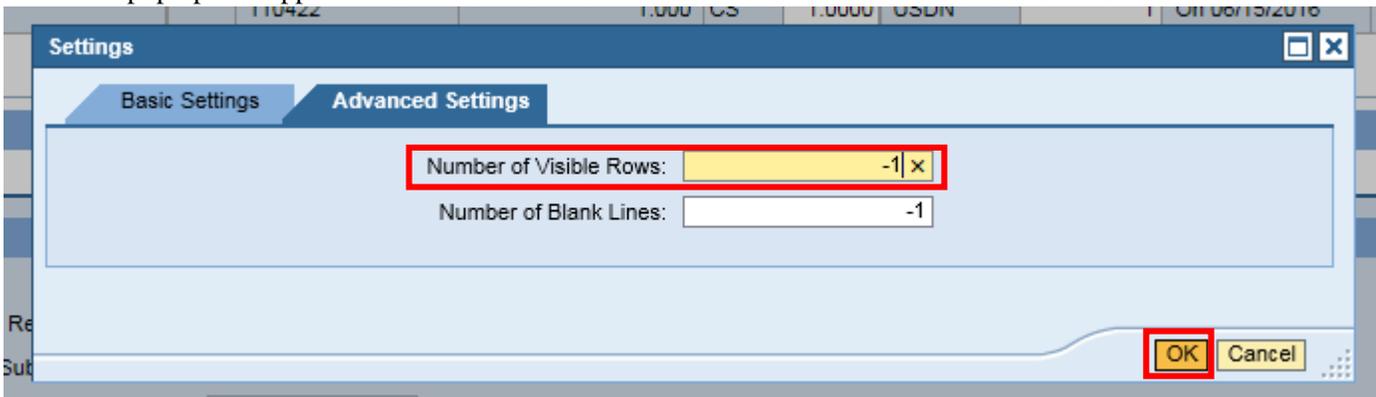


Figure 15.

- To move the order of a column, select the “Basic Settings” tab and **highlight the column title** and click the up arrow key. In the below example we are moving the **Product ID** to the beginning by highlighting the column and clicking the **up** arrow key. When the column is in the desired location click “OK”.
 - Note: Moving the “Price” and “Required Quantity” columns closer to the “Description” column will make it easier to see what is being bid on and how much.
- To **remove** columns from the view, highlight the column that you do not want to display and click on the remove button.

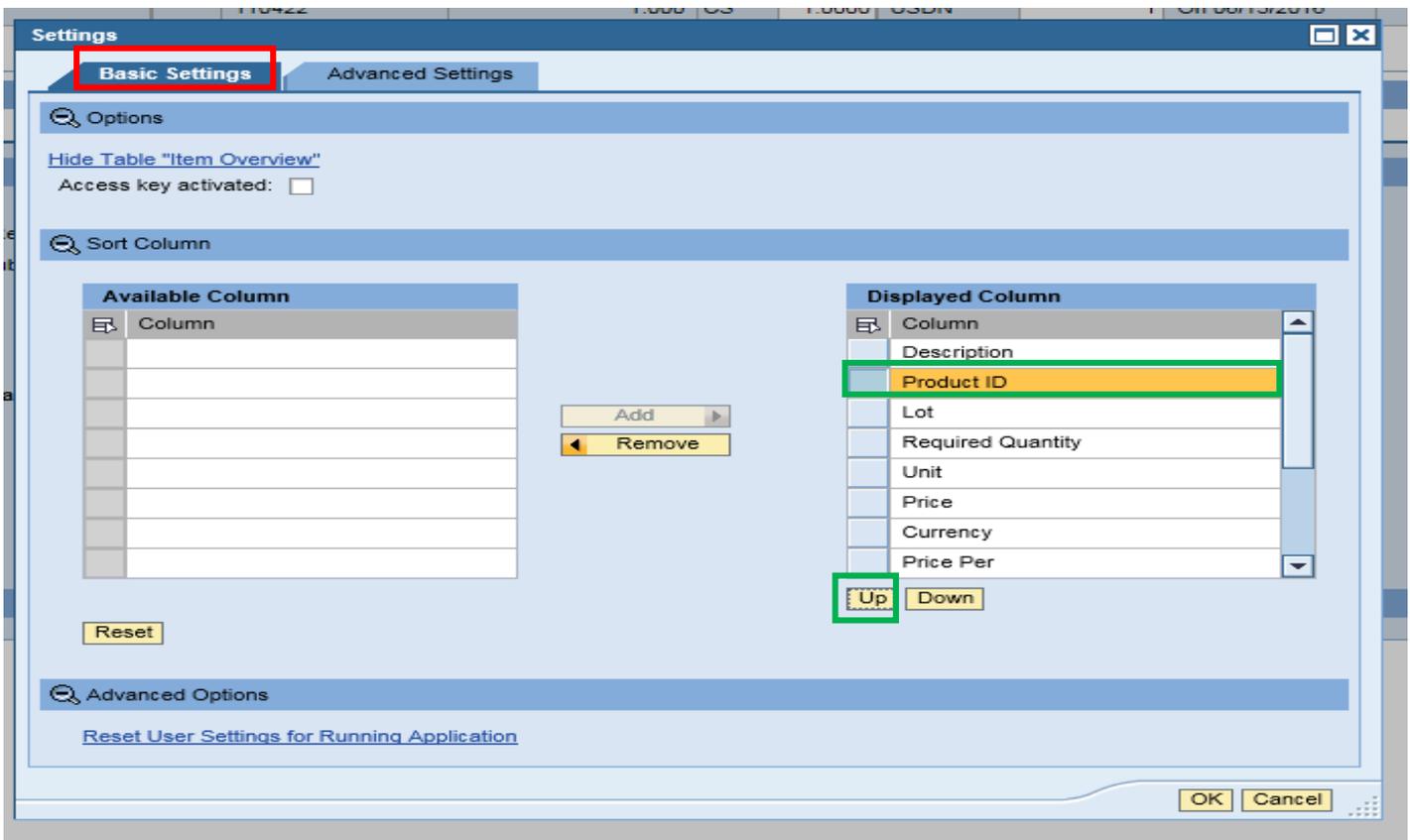


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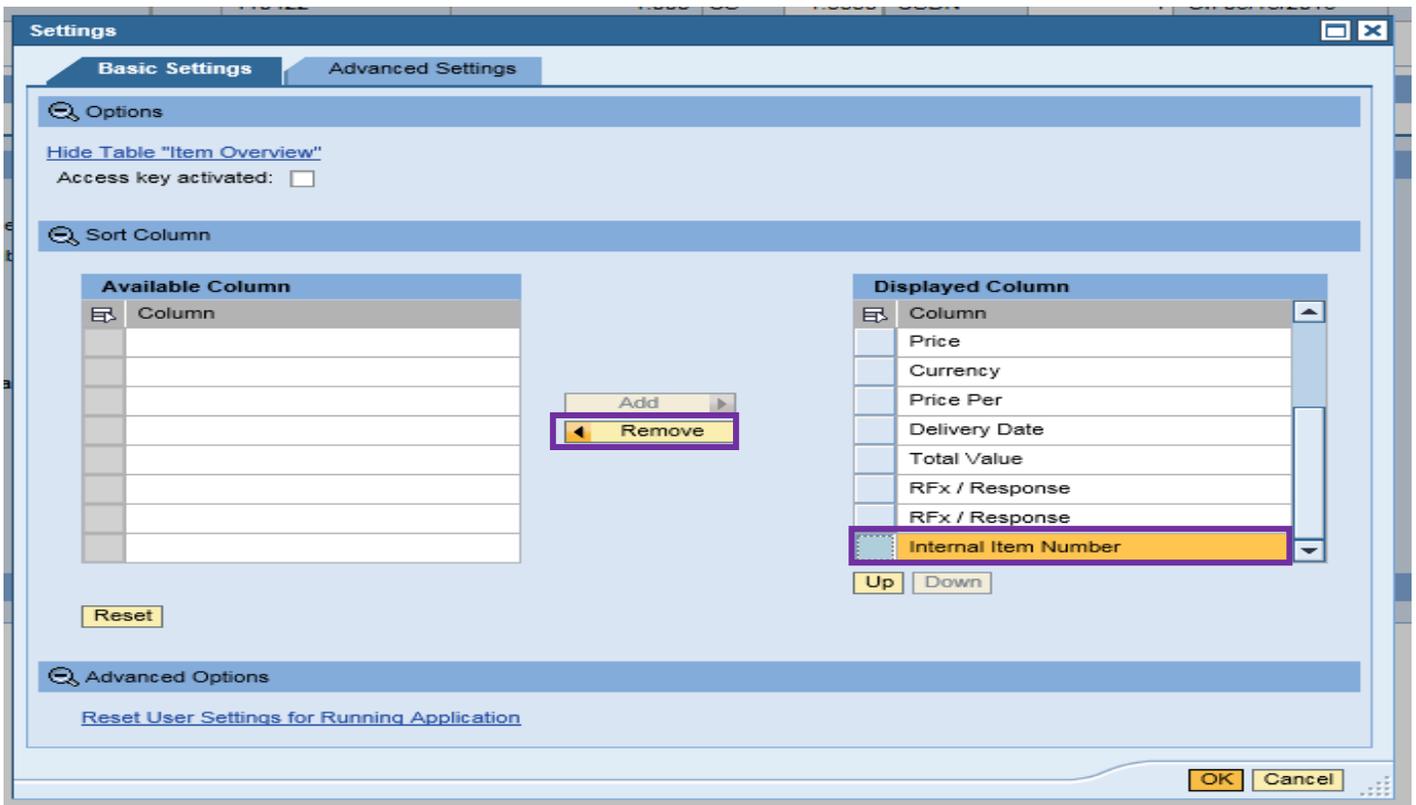


Figure 17.

- The 'Internal Item Number' has been removed

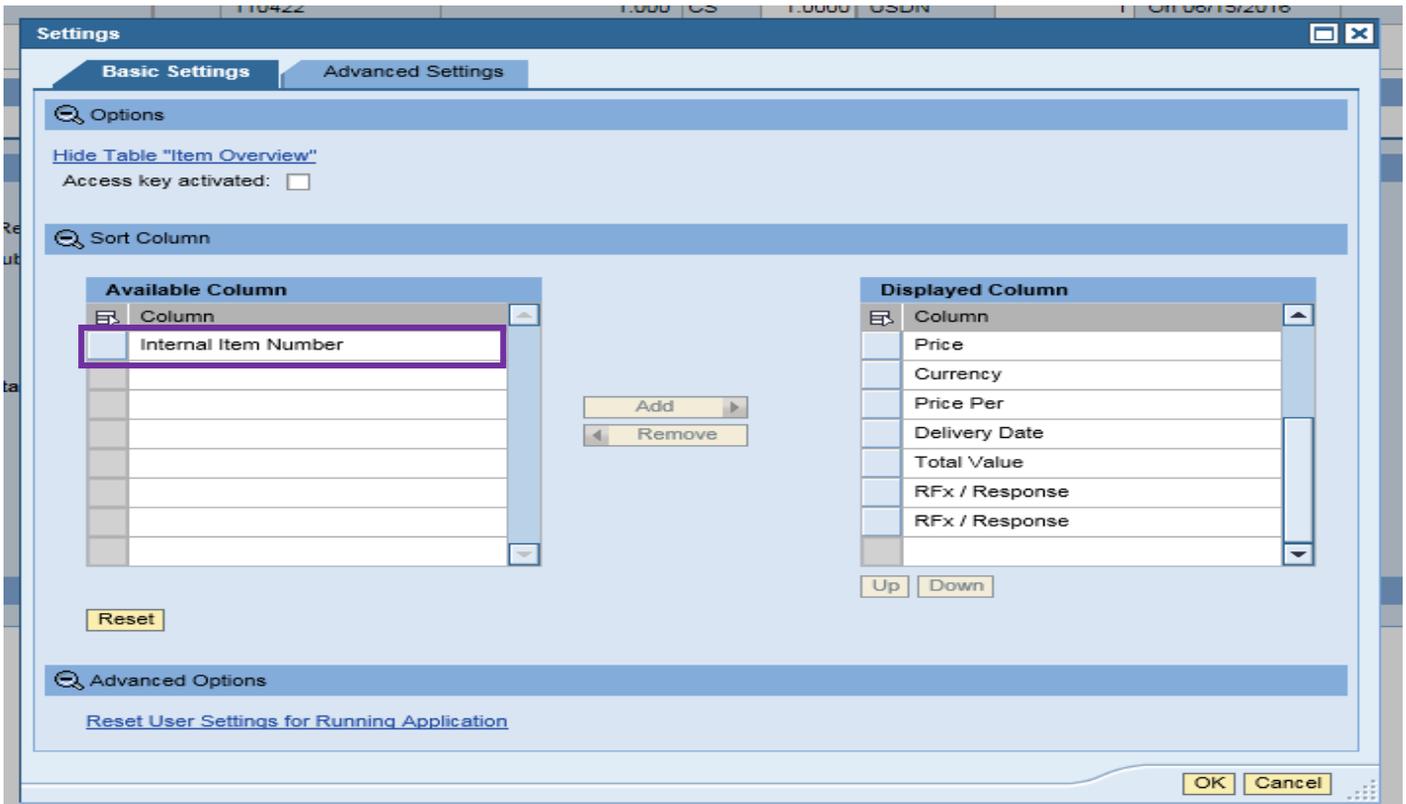


Figure 18.

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- Below you can see that the “Product ID” was moved next to the Line Numbers.

Details Add New Add Subline Copy Paste Delete Calculate Value									
Line Number	Product ID	Description	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	
0001		CHEESE, NATURAL AMER	0.000		0.0000	USDN			
0001.01		CHEESE CHED YEL SHRED BAG-6/5 LB	0.000		0.0000	USDN			
0001.01.001		RALEIGH NC-Subject to 8(a) offers	0.000		0.0000	USDN			
0001.01.001.01	100003	CHEESE CHED YEL SHRED BAG-6/5 LB	19,200.000	LB	0.0000	USDN	1	On 06/30/2016	
0001.01.001.02	100003	CHEESE CHED YEL SHRED BAG-6/5 LB	19,200.000	LB	0.0000	USDN	1	On 06/30/2016	
0002		FRUIT, CANNED	0.000		0.0000	USDN			
0002.01		8A OFFER CASES	0.000		0.0000	USDN			
0002.01.001		8(A) OFFERS MUST SUBMIT PRICE BELOW	0.000		0.0000	USDN			
0002.01.001.01	110422	8A OFFER CASES	1.000	CS	0.0000	USDN	1	On 06/15/2016	

Figure 19.

- After expanding the entire solicitation, at the very end find the row that is for “8A OFFER CASES”. Enter “1” under the price column.
 - Do not enter in a price for any other material.
 - Do not enter a number other than 1.

Item Overview									
Details Add New Add Subline Copy Paste Delete Calculate Value									
Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	
0001	CHEESE, NATURAL AMER	<input type="checkbox"/>		0.000		0.0000	USDN		
0001.01	CHEESE CHED YEL SHRED BAG-6/5 LB	<input type="checkbox"/>		0.000		0.0000	USDN		
0001.01.001	RALEIGH NC-Subject to 8(a) offers	<input checked="" type="checkbox"/>		0.000		0.0000	USDN		
0002	FRUIT, CANNED	<input type="checkbox"/>		0.000		0.0000	USDN		
0002.01	8A OFFER CASES	<input type="checkbox"/>		0.000		0.0000	USDN		
0002.01.001	8(A) OFFERS MUST SUBMIT PRICE BELOW	<input type="checkbox"/>		0.000		0.0000	USDN		
0002.01.001.01	8A OFFER CASES		110422	1.000	CS	1.0000	USDN		1

Figure 20.

To export and import a bid, follow the steps below.

Step 13: Exporting and Importing a bid.

Attention! For the Vendor View: Export/Import provided the ability for the vendor/bidder to export solicitation details to an external Microsoft Excel File, and then import the file back to WBSCM with prices included during offer creation.

- Note that the export/import function is **not** a mandatory part of the offer/response process; it is an **optional** tool.

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Exporting the bid may make it easier to enter in the 8(a) offer instead of having to scroll through all the materials in WBSCM.

- Select “Export” at the top of the page



Figure 21.

- A pop-up will appear asking to open or save. To assure proper format file, use “Save As” to open the excel file.



Figure 22.

- Save the excel file in the appropriate location. **Do Not** change the name of the excel file; this may cause an error when trying to import the excel file back into WBSCM.

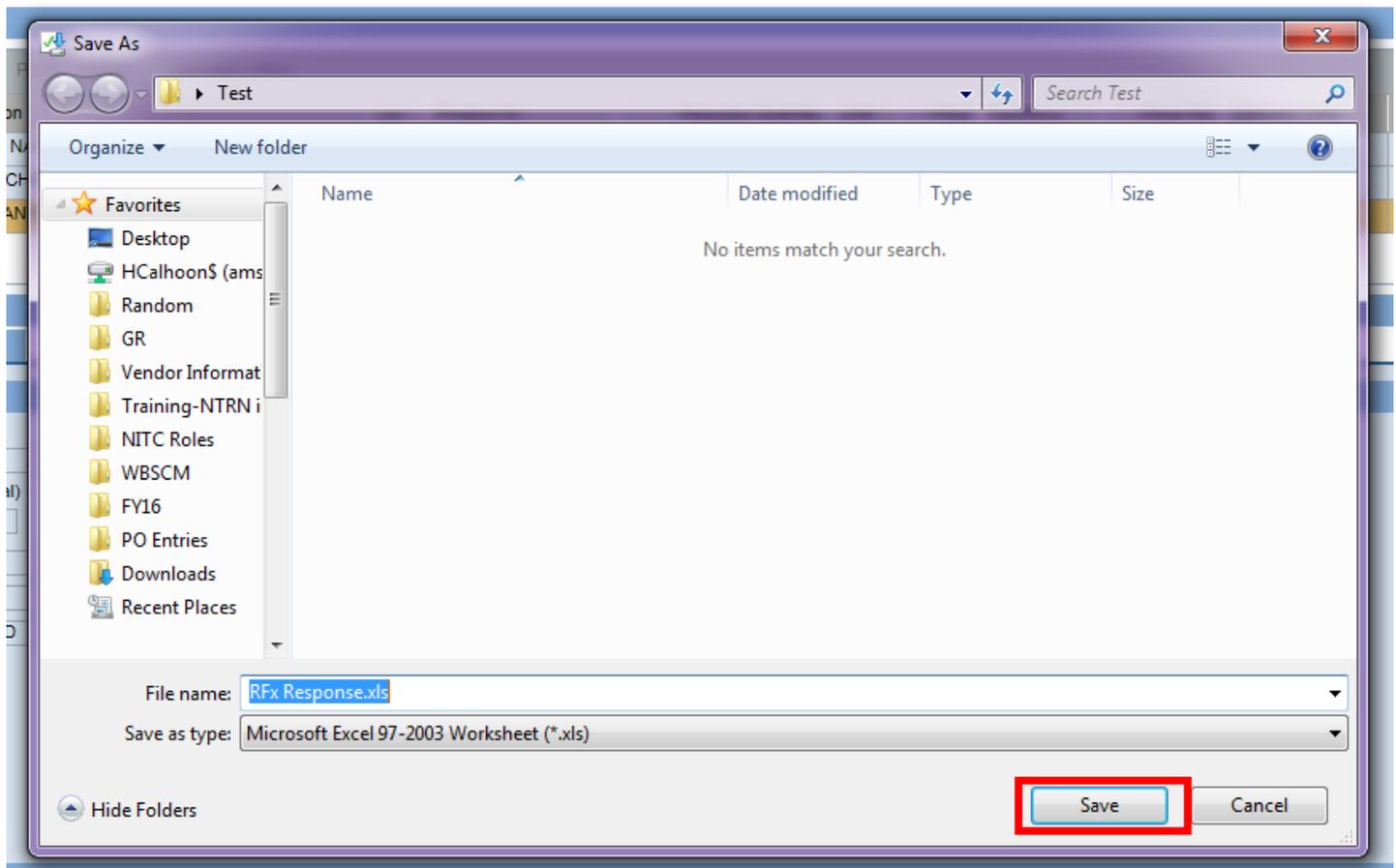


Figure 23.

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- Open up the excel file. When it first opens, the following message will appear. Select “Yes”.

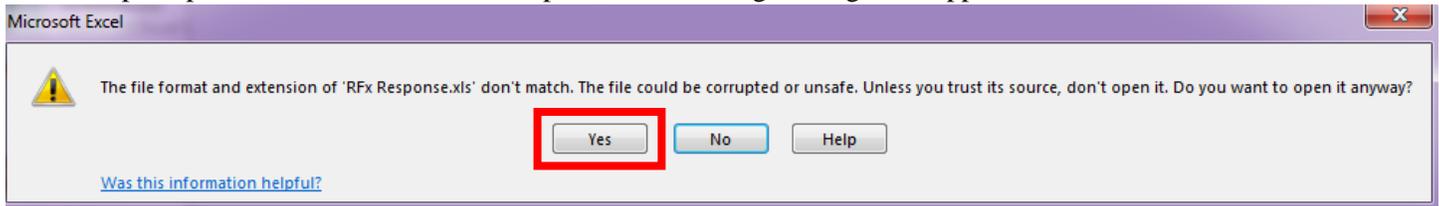


Figure 24.

- The excel file will open. Scroll all the way to the bottom to where the “Product Description” says ‘AMS 8A Ship-To’. Enter “1” in the price column.
 - Note: This is the ONLY place you are entering a price and it MUST be a 1.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Product C	Product I	Product d	Ship-to ID	Ship-to de	City	zipcode	State	Correlatio	Delivery C	Quantity	UOM	Substituti	Offshore	Price	Currency	Per Unit
CHEESE, N	100003	CHEESE CH	5000047	WAKE CO	RALEIGH	27610-414	NC	65321030	20160616	19200	LB			0	USDN	1
CHEESE, N	100003	CHEESE CH	5002731	BROOKW	SILER CITY	27344	NC	65321030	20160616	19200	LB			0	USDN	1
FRUIT, CA	11042	8A OFFER	5004565	AMS 8A S	WASHING	20250	DC		20160601	1	CS			1	USDN	1

Figure 25.

- Save the excel sheet.

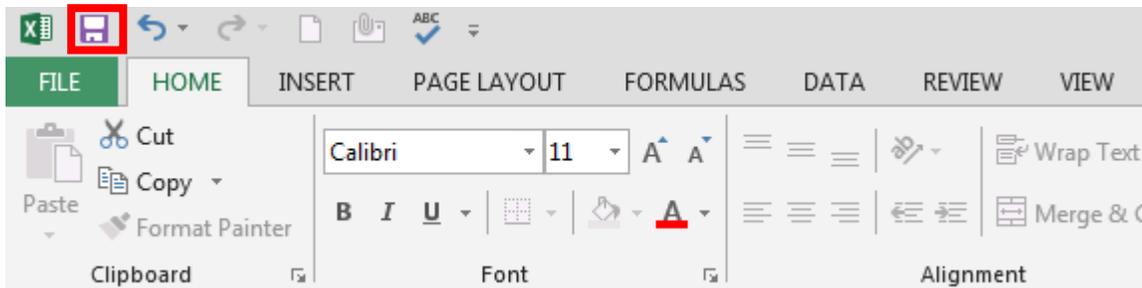


Figure 26.

- When the excel sheet is saved, the following message will appear. Select “Yes”.

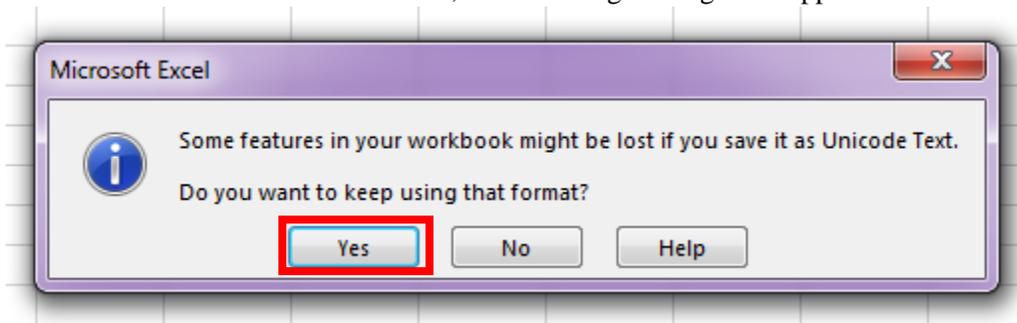


Figure 27.

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- When closing out of the excel file, the following message will appear. While it appears counterintuitive, select 'Don't Save'.

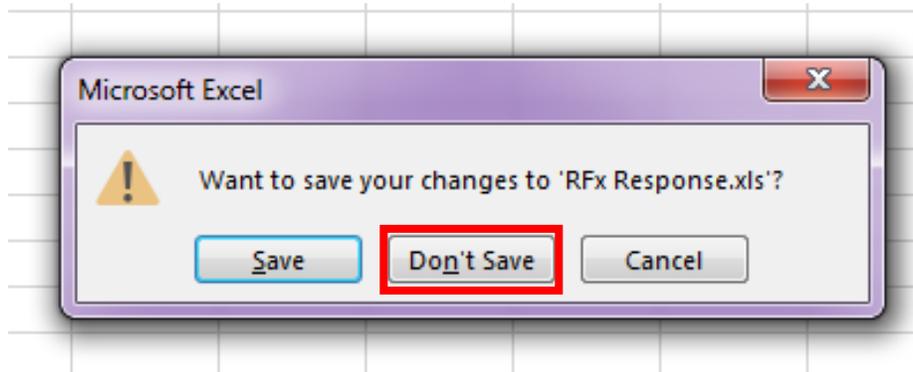


Figure 28.

Step 14: After closing the excel file, go back to the RFx Response page and select 'Import'.



Figure 29.

- Select 'Browse' and search for the saved excel file and open.

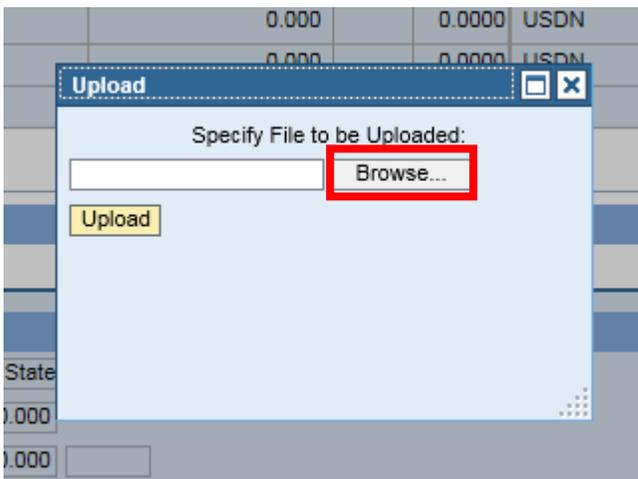


Figure 30.

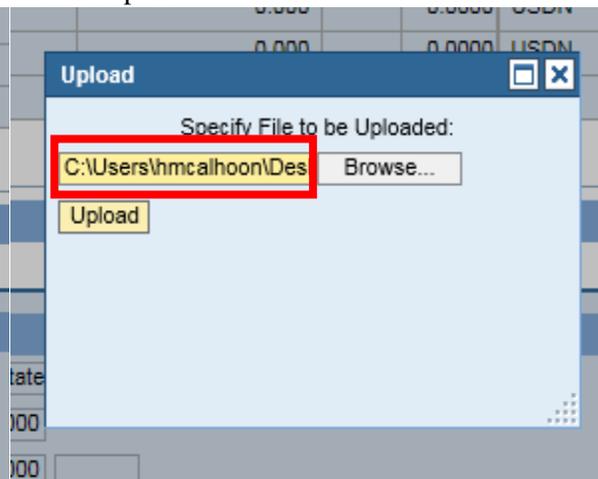


Figure 31.

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Step 15: The document has been imported and the price for the 8(a) offering has been added.

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per
0001	CHEESE, NATURAL AMER	<input type="checkbox"/>		0.000		0.0000	USDN	
0001.01	CHEESE CHED YEL SHRED BAG-6/5 LB	<input type="checkbox"/>		0.000		0.0000	USDN	
0001.01.001	RALEIGH NC-Subject to 8(a) offers	<input checked="" type="checkbox"/>		0.000		0.0000	USDN	
0002	FRUIT, CANNED	<input type="checkbox"/>		0.000		0.0000	USDN	
0002.01	8A OFFER CASES	<input type="checkbox"/>		0.000		0.0000	USDN	
0002.01.001	8(A) OFFERS MUST SUBMIT PRICE BELOW	<input type="checkbox"/>		0.000		0.0000	USDN	
0002.01.001.01	8A OFFER CASES	<input type="checkbox"/>	110422	1.000	CS	1.0000	USDN	1

Figure 32.

Step 16: Select 'Save' to save the RFX Response. When you have done so, a message will appear confirming the save.

Create RFX Response

Submit | Check | **Save** | Export | Import

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2016

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

Figure 33.

Display RFX Response:

Edit | Print Preview | Refresh | Check

Response 3000024123 saved

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2016

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Figure 34.

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Step 17: Select 'Check' to ensure all the appropriate information has been filled out. Selecting the 'Check' button will NOT tell you if information that was entered is correct, only that all the necessary fields have been entered.

Display RFX Response:

Edit | Print Preview | **Check**

Response 3000024123 saved

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Figure 35.

- After selecting the 'Check' button, the following message will appear.

Edit RFX Response:

Submit | **Check** | Save | Export | Import

RFX response is complete and contains no errors

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Figure 36.

Step 18: To submit the response, first select 'Edit'.

Display RFX Response:

Edit | Print Preview | | Check

Response 3000024123 saved

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Figure 37.

- Select 'Submit'. A message will instructing you to submit the vendor response to complete the process.

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Create RFX Response

Submit | Check | Save | Export | Import

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2016

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

Figure 38.

- After submitting, close out of the RFX Response page and return to WBSCM.

Display RFX Response:

Print Preview | | Withdraw

RFX response 3000024123 saved. Submit the vendor response to complete the process

RFX Response Number 3000024123 RFX Number 2100000797 Opening Date 05/06/2016

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Figure 39.

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Step 19: After closing the RFX Response page, you should be on the Offers page. The offer submitted should be in 'Pending' status as can be seen below.

- Select the 'Back' button to be taken back to the Vendor Response page.

Offers -

The screenshot shows the 'Offers' page with the following details:

- Buttons: Initial, Back (highlighted in red), Refresh
- Invitation: 2100000797, Name: AG-DPRO-S-16-0055, Type: Dom Commodity Inv, Subtype: Definite Delivery, Submission Deadline: 05/06/2016 08:00:00, Response Status: New
- Offers: 1 hits
- Buttons: Create, Delete, Copy, Vendor Response Log
- View: [Standard View], Print Version, Export
- Table:

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000024123		COMMERCIAL LYNKS/PS INTL-CHAPEL HILL NC	ZZZ-COMMERCIAL/ARREFF TERMINAL-PORTSMOUT			Pending (highlighted in red)

Constraints button is visible at the bottom left.

Figure 40.

Step 20: Back on the Vendor Response page, select the following in order. The below messages will appear for each one.

- No Constraints
- Check
- Submit Response

Vendor Response - COMMERCIAL LYNKS INC.

The screenshot shows the 'Vendor Response' page with the following details:

- Buttons: Back, Refresh
- Invitation: 2100000797, Name: AG-DPRO-S-16-0055, Type: Dom Commodity Inv, Subtype: Definite Del, Submission Deadline: 05/06/2016 08:00:00, Central Time (Dallas)
- Response: 1 hits
- Buttons: Create, Copy, Change, Delete, No Constraints (highlighted in red), Vendor Response Log, Check (highlighted in green), Submit Response (highlighted in purple), Withdraw
- View: [Standard View], Print Version, Export
- Table:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000012398-000	New		05/04/2016 10:16:17 CST	LYNKSADC0001	00/00/0000 00:00:00 CST	

Offers button is visible at the bottom left.

Figure 41.

- When selecting 'No Constraints', the following message will appear. Select 'OK'.

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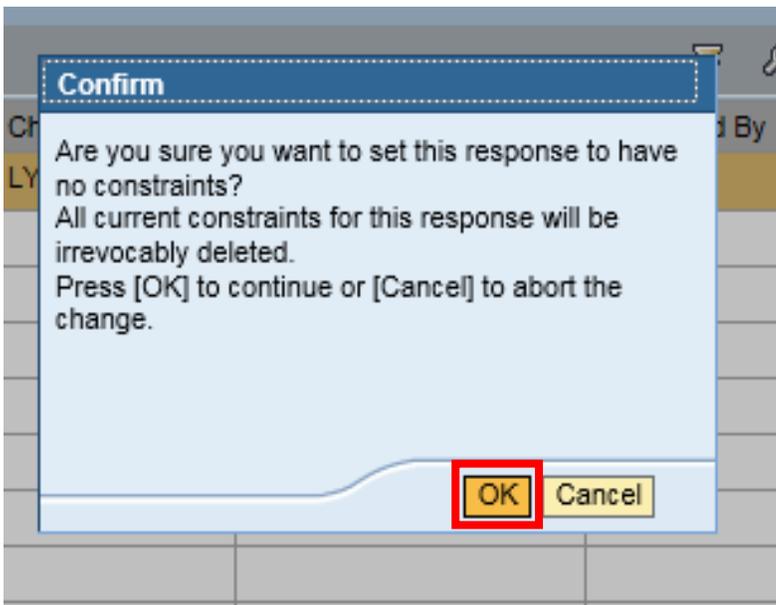


Figure 42.

- When selecting 'Check', the following message will appear. Select 'OK'.

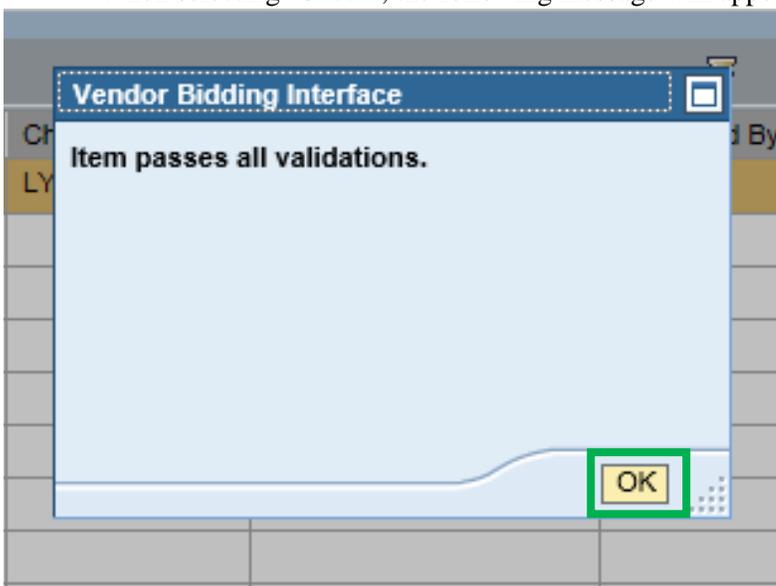


Figure 43.

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Step 22: After selecting 'Change', highlight the row where the Response Status says 'New' and select 'Offers'.

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000797 Name: AG-DPRO-S-16-0055 Type: Dom Commodity Inv Subtype: Definite
Submission Deadline: 05/06/2016 08:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000012398-000	Submitted - On-time	X	05/04/2016 12:18:42 CST	LYNKSADC0001	05/04/2016 12:18:42 CST	LYNKSADC0001
7000012398-001	New	X	05/04/2016 12:19:23 CST	LYNKSADC0001	00/00/0000 00:00:00 CST	

[Offers](#)

Figure 46.

Step 23: Select the hyperlinked 'Offer Number' to open the RFX Response.

Offers -

[Initial](#) [Back](#) [Refresh](#)

Invitation

Invitation: 2100000797 Name: AG-DPRO-S-16-0055 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 05/06/2016 08:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000024124		/PS INTL-CHAPEL HILL NC	ZZZ-COMMERCIAL/ARREFF TERMINAL-PORTSMOUT		3000024123	Pending

[Constraints](#)

Figure 47.

Submitting a Bid for 8(a) Offerings

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Step 24: Once the RFX Responses opens, select 'Withdraw'

Display RFX Response:

Print Preview | **Withdraw**

RFX Response Number 3000024124 RFX Number 2100000797 Opening Date 05/06/2016 08:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel:

Vendor Plant: 1110085

Shipping Point: 1210154

Status and Statistics

Adjust Price: 0.0000

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name
▪ Goods Recipient		multiple
▪ Ship-To Address		multiple
▪ Location		DOMESTIC STATISTICAL 1000

Figure 48.

Step 25: Select 'Edit' to make the necessary changes.

Display RFX Response:

Edit | Print Preview | Check | Re-Submit

RFX response 3000024124 (AG-DPRO-S-16-0055) withdrawn

RFX Response Number 3000024124 RFX Number 2100000797 Opening Date 05/06/2016 08:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel:

Vendor Plant: 1110085

Shipping Point: 1210154

Status and Statistics

Adjust Price: 0.0000

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name
▪ Goods Recipient		multiple
▪ Ship-To Address		multiple
▪ Location		DOMESTIC STATISTICAL 1000

Figure 49.

Submitting a Bid for 8(a) Offerings

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- Submit the response again.

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000797 Name: AG-DPRO-S-16-0055 Type: Dom Commodity Inv Subtype: Definite I
Submission Deadline: 05/06/2016 08:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check **Submit Response** Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000012398-000	Submitted - On-time	X	05/04/2016 12:18:42 CST	LYNKSADC0001	05/04/2016 12:18:42 CST	LYNKSADC0001
7000012398-001	New	X	05/04/2016 12:19:23 CST	LYNKSADC0001	00/00/0000 00:00:00 CST	

[Offers](#)

Figure 52.

Step 26: With the final submission, the first submitted response will be titled as 'Historical' and the newest one should read 'Submitted - On-time'.

- To view a PDF version of the submitted bid, select 'Vendor Response Log'

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000797 Name: AG-DPRO-S-16-0055 Type: Dom Commodity Inv Subtype: Definite I
Submission Deadline: 05/06/2016 08:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints **Vendor Response Log** Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000012398-000	Historical	X	05/04/2016 12:22:46 CST	LYNKSADC0001	05/04/2016 12:18:42 CST	LYNKSADC0001
7000012398-001	Submitted - On-time	X	05/04/2016 12:22:46 CST	LYNKSADC0001	05/04/2016 12:22:46 CST	LYNKSADC0001

[Offers](#)

Figure 53.

Submitting a Bid for 8(a) Offerings

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- PDF View

Vendor Response Overview

Date Submitted 05/04/2016 12:18:42 CST
 Submitted By LYNKSADC0001 - QAS-Commercial Adminthree
 Date Changed 05/04/2016 12:22:46 CST
 Changed By LYNKSADC0001 - QAS-Commercial Adminthree

Solicitation Information

Description AG-DPRO-S-16-0055
 Number 2100000797
 Vendor Response 7000012398-000
 Response Status Submitted-On-Time

Vendor Information

4709B EISENHOWER AVE.
 ALEXANDRIA VA- 22304-4832

Vendor Contact Information

Tel :703-751-6200
 Fax :703-751-6266

Offer Response Details:

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency
3000024123	PS INTL-CHAPEL HILL NC 1414 RALEIGH RD CHAPEL HILL, NC-27517	ZZZ-COMMERCIAL/ARREFF TERMINAL-PORTSMOUT 3600 Elm Avenue Portsmouth, VA23704

	Ability One	SDVOSB	8(a)	Small	HubZone	Large
At Submission	N/A	N/A	N/A	N/A	N/A	N/A
At Open	N/A	N/A	N/A	N/A	N/A	N/A

Vendor Response Constraint Details:

Constraint ID	Vendor Plant	Products	Shipping Point / Increments	Delivery Dates	Capacity/Maximum Qty
	1002300				No Constraint

Figure 54.

Submitting a Bid for 8(a) Offerings

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After all bids have been submitted and the solicitation has closed, the Contracting Specialist will review the offers. For 8(a) offerings, the Contracting Specialist will prepare an Offer Letter for the eligible 8 (a) companies. Below is an example of an Offer Letter that could be received. Follow the steps outlined in the Offer Letter to either accept or reject what the USDA is offering. Return the offer no later than the date specified in the letter.



United States
Department of
Agriculture

Room -3522-S, Stop 0239
1400 Independence Ave., SW
Washington, DC 20250

MONTH DAY, YEAR

Mr. NAME

Small Business Administration

OFFICE

STREET ADDRESS

CITY, STATE ZIP CODE

FAX NUMBER

Re: Offer to COMPANY NAME

Under Solicitation 200000XXXX, the Department of Agriculture offers the following items to Integrated Solutions:

The prices listed below are on a Delivered to Destination basis.

Item No.	Quantity (cases)	Destination	Delivered price per case	Accept/Reject	Plant Name if accepted
100893 Apple Juice, 8/64 fl. oz. bottles					
820	4,100	Kansas City, MO	\$12.46		
830	5,125	Kansas City, MO	\$12.46		
TOTAL:	9,225				
100895 Grape Juice, 8/64 oz. fl. oz. bottles					
4170	6,150	Detroit, MI	\$24.54		
4290	6,150	Carthage, MO	\$24.60		
4300	3,075	Carthage, MO	\$24.60		
4310	4,100	Carthage, MO	\$25.33		
TOTAL	19,475				

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Re: Offer to COMPANY NAME, Under 200000XXXX

Page 2 of 2

Item No.	Quantity (cases)	Destination	Delivered price per case	Accept/Reject	Plant Name if accepted
100897 Orange Juice, 8/64 fl. oz. bottles					
5690	4,100	Vernon, CA	\$19.96		
5710	2,050	Denver, CO	\$19.92		
5860	3,075	New Orleans, LA	\$19.96		
5870	4,100	New Orleans, LA	\$19.96		
5920	5,125	Detroit, MI	\$18.65		
5940	5,125	Detroit, MI	\$18.65		
TOTAL:	23,575				

Please contact CONTRACTING SPECIALIST in reference to acceptance or rejection of the items listed above, sign below, and fax this offer to the Commodity Procurement Division, Attn: CONTRACTING SPECIALIST, Fax Number (XXX) XXX-XXXX.

The Department of Agriculture offers the following items to Integrated Solutions. This offer expires at TIME P.M., Eastern Standard Time DATE. **If no response is received at the time and date specified, this offer will be considered rejected.**

Sincerely,

Offer Accepted/Rejected
as noted above.

David Tuckwiller
Director
AMS, Contracting Branch

(Insert SBA representative) (Signature)
SBA No. _____
MT _____