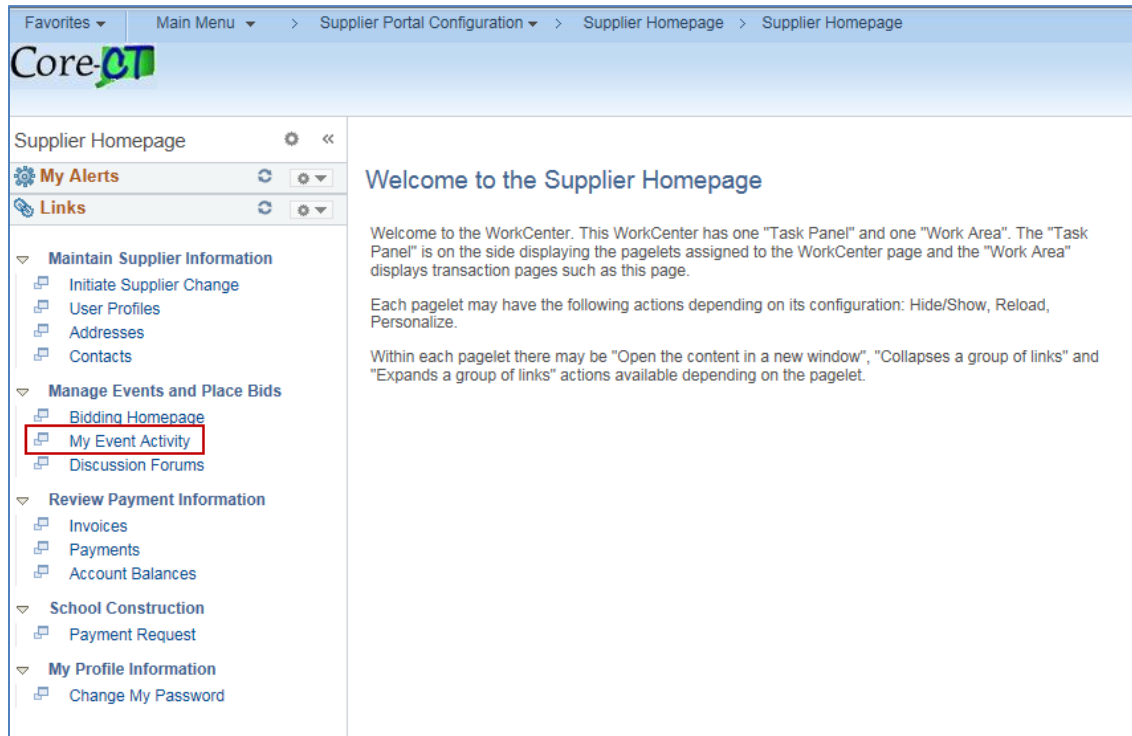


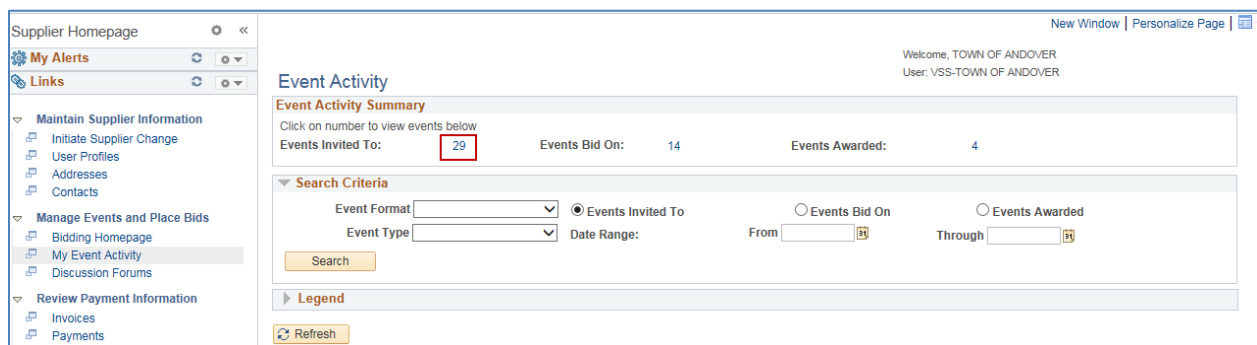
Submitting an Application

You will receive a standard email informing you of application periods (events) that are currently open. Once an event is closed, you can no longer submit in progress applications. New applications will need to be opened for the next event.

To navigate to the application page, click *Supplier Homepage* > *My Event Activity*



1. The Event Activity page displays Events you have been invited to, Events you have previously bid on, and Events you have been awarded. To open a new application, click the numbered hyperlink next to **Events Invited To**.





2. Locate the appropriate event in “Posted” status, and click the **Event ID** to enter the event.

Event Activity User: VSS-TOWN OF ANDOVER

Event Activity Summary
Click on number to view events below
Events Invited To: 29 Events Bid On: 14 Events Awarded: 4

Search Criteria

Event Format
Event Type Events Invited To Events Bid On Events Awarded
Date Range: From Through

Legend

Events Find First 1-29 of 29 Last

Event ID	Format	Event Name	Event Status	Start Date	End Date	Status
DASM1-1000000002	Sell	Priority Event	Posted	05/08/2018 10:51AM PDT	05/08/2018 2:07PM PDT	

3. The Event Details page is displayed. Click **Bid on Event** to launch the application.

Supplier Homepage New Window | Personalize Page

My Alerts
Links

- ▼ Maintain Supplier Information
 - Initiate Supplier Change
 - User Profiles
 - Addresses
 - Contacts
- ▼ Manage Events and Place Bids
 - Bidding Homepage
 - My Event Activity**
 - Discussion Forums
- ▼ Review Payment Information
 - Invoices
 - Payments
 - Account Balances
- ▼ School Construction
 - Payment Request
- ▼ My Profile Information
 - Change My Password

Event Details Welcome, TOWN OF ANDOVER
User: VSS-TOWN OF ANDOVER

Information On Inquiry Options Bidding Shortcuts:

Event Name: Priority Demonstration
Event ID: DASM1-1000000092
Event Format/Type: Sell Event RFx

Event Start Date: 09/12/2018 10:45AM EDT
Event End Date: 09/30/2018 10:34 AM EDT

Event Description:
This priority event is for training demonstration purposes.

Contact: DAS-Dixon Michelle R Payment Terms:
Phone: My Bids: 0
Email: doit.core.emailtest@ct.gov Edits to Submitted Bids: Allowed
Online Discussion: Discuss Event in Forum Multiple Bids: Allowed
Live Chat Help:

★ Bid Required Line Comments/Files

Line	Description	Unit	Status
1	★ Priority Event	EA	

- The question 'Default the bid quantity for each line item to be equal to the requested quantity?' is displayed. Click **Yes** to skip this question.

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

Yes No

- The Event Details page is displayed, with the following buttons:
 - Validate Entries:** This button will display any errors in the application, such as a question missing a response.
 - Save for Later:** This button will save an incomplete application when you need to gather additional documentation or return to an application at a later time.
 - Submit Bid:** When the application is complete, click Submit Bid to send your application to OSCG&R. The submission is time and date stamped.

Event Details Welcome, TOWN OF ANDOVER
User: VSS-TOWN OF ANDOVER

Event Name: Priority Demonstration Bidding Instructions

Event ID: DASM1-1000000092 Bid ID: New

Event Format/Type: Sell Event RFX Bid Date:

Event Start Date: 09/12/2018 10:45AM EDT Bid Currency: USD US Dollar

Event End Date: 09/30/2018 10:34 AM EDT

Hide Additional Event Info

Description:
This priority event is for training demonstration purposes.

Contact: DAS-Dixon Michelle R Payment Terms

Phone Billing Location: DAS AP Address

Email: doit.core.emailtest@ct.gov Event Currency: Dollar

Online Discussion: [Discuss Event in Forum](#) Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	16
Required Questions	16
Questions Responded To	0

This section summarizes the General Event questions completed on the application. All questions must be completed before moving onto the next section of the application.

6. Scroll down to Answer General Event Questions

- The question regarding selecting project types will determine which questions appear at the line-level, and all questions must be answered to continue the application.
- The Event Comments and Attachments link at the bottom of the page includes helpful templates, documents, and comments to support the application process.

The screenshot shows the 'Event Questions' section of an application. It includes a header with 'Event Questions', 'Bid Required', and 'Ideal Response Required'. Below this is a 'General Questions' section with a link for 'Previous Questions 1-17'. There are four numbered questions, each with a 'Response' field and an 'Add Comments or Attachments' link. Callouts provide instructions: 'Use the dropdown menu' points to the dropdown in question 1; 'Click the hyperlink to select response' points to the 'Select Response' link in question 2; 'Click the icon to display a calendar' points to the calendar icon in question 4; and 'Add comments or upload attachments pertaining to this question' points to the 'Add Comments or Attachments' link in question 4.

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1-17

★ 1. Please select your Program Type, and attach the required SDE approvals for (Special Ed., Vo-Ag, etc.)

Response [Add Comments or Attachments](#)

★ 2. Please select your project types and/or bonuses.

Response [Select Response](#) [Add Comments or Attachments](#)

★ 3. Has the town authorized a local resolution for the Superintendent to apply for a grant? If yes, please attach this resolution.

Response [Add Comments or Attachments](#)

★ 4. What is the date that the Superintendent was passed?

Response [Add Comments or Attachments](#)

Callouts:

- Use the dropdown menu
- Click the hyperlink to select response
- Click the icon to display a calendar
- Add comments or upload attachments pertaining to this question

7. At the bottom of the page, there is a Lines table where the project type-specific questions are found. Enter the Total Project Cost of the project in the **Your Unit Bid Price** field.
8. Click the **Bid** link.
 - You will not be able to move forward unless all General Event questions have been completed.

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 1
 Lines That Require a Response 1
 Lines Responded To 0
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

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

Lines [Personalize](#) | [?](#) First Previous Lines **1 of 1** Next Lines

Line		Description	Unit	Your Unit Bid Price	Your Total Bid Price	
1	★	Priority Event 2018	EA	1000000		Bid ?

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid response is complete, submit for consideration.

Submit Bid
Save for Later
Validate Entries

Event Comments and Attachments contains helpful templates, documents, and comments to support your application process.

9. The project Line Detail questions are displayed. Complete the project type-specific questions.
- The project specific questions are grouped by “schedule”.

Line Details

Save for Later Start Page Validate Entries

Line 1 of 1

Line Details ?

Line 1

priority event ? Response Required Yes

Category Building and Construction and

[View/Add Question Comments and Attachments](#)

Display Start Price 50000000.000000
Your Unit Bid Price
Total Bid Price
Reserve Price No

Line Questions Previous Questions 1-56 of 56 Next Questions

★ Is this project in accordance with the district's long-term school building program established pursuant to CGS Section 10-220?

Response

★ Does the district intend to continue using this facility for public educational purposes for the foreseeable future? If no, explain in the comments.

Response



10. Once completing all questions, click the **Start Page** button to return to the first page of the application

★ If the extension(s) in the previous question are relocatable, choose the type below. If not, select N/A.

Response [Add Comments](#)

★ What is the extent to which the existing area will be reconfigured as a result of this project? Please select an option, and provide details in the comments.

Response [Select Response](#) [Add Comments](#)

★ Please attach the completed cost estimating excel file (form ED049), which has been provided to you at the header level of the event.

[Enter File Attachment Response](#)

Shipping Information Personalize | Find | | First 1 of 1 Last

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	09/10/2018		View	

Item Specification

[Save for Later](#) [Start Page](#) [Validate Entries](#)

11. Optional: Click the comment/attachment icon to attach documentation to the bid or comments.

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 1
Lines That Require a Response 1
Lines Responded To 0
Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

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

Lines Personalize | | First Previous Lines 1 of 1 Next Lines

Line	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★ Priority Event 2018	EA	<input type="text" value="1000000"/>		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](#)



12. Click Upload to attach documentation or enter comments in the Add New Comments textbox.

Line Comments and Attachments Help

Event ID SCP0002 Line 1

Priority Event 2018

Attachments

Add New Attachments Personalize | [?] First 1 of 1

Attached File	Attachment Description	Upload	View		
		<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	<input type="button" value="Delete"/>

Comments

Add New Comments

13. **Submit Bid** when all questions are complete.

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 1

Lines That Require a Response 1

Lines Responded To 0

Your Total Line Pricing 0.0000 USD

Hide Line Detail

★ Bid Required Line Comments/Files

Lines Personalize | [?] First Previous Lines 1 of 1 Next Lines

Line		Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★	Priority Event 2018	EA	<input type="text" value="1000000"/>		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.

14. The submitter will receive an email confirmation when the application is submitted.