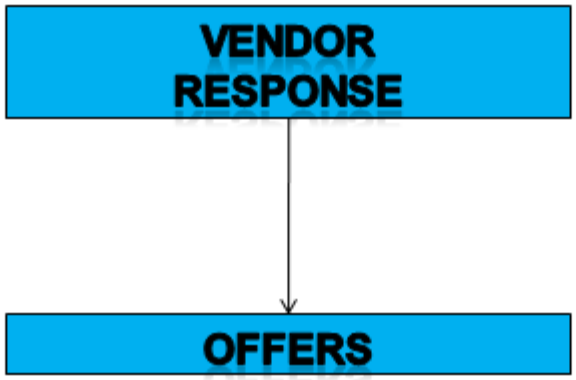
Domestic LTC Commodity Bidding Review

Revised 08/18/2014

Bid Management

- WBSCM Bid Responses are structured in the following manner:



- 1 Vendor Response can be submitted for each Commodity Vendor.

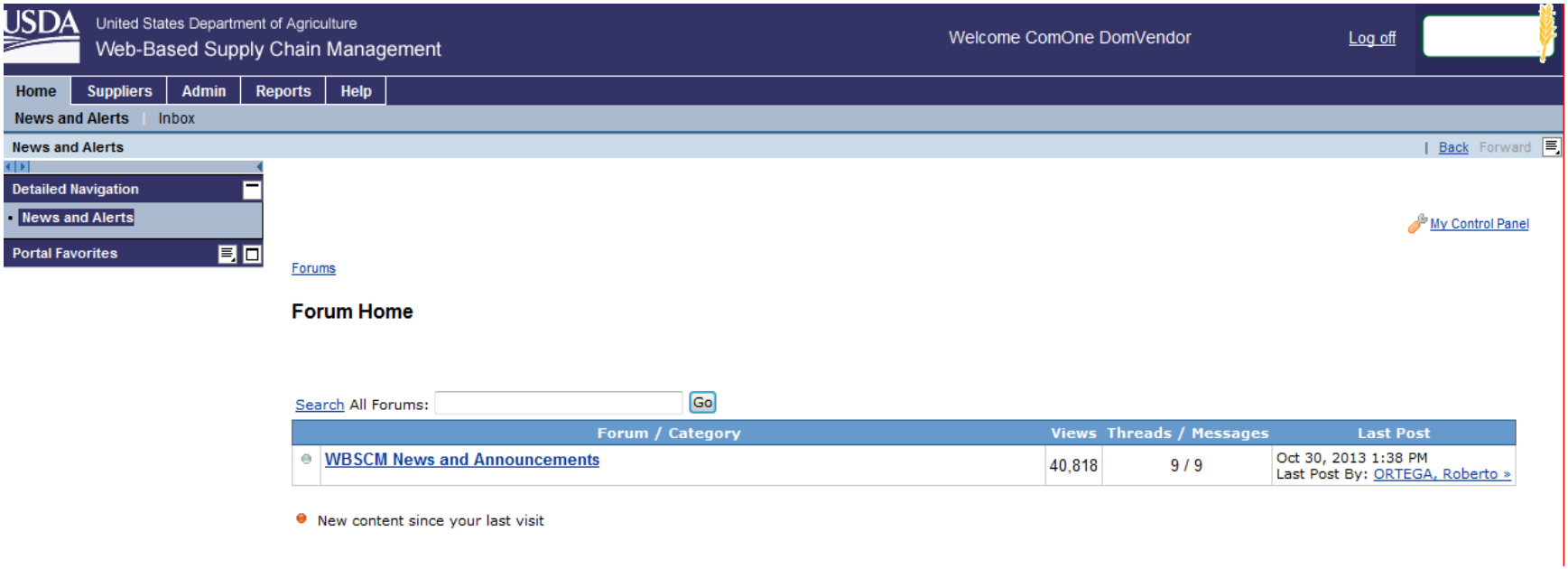
- Each Vendor Response can include multiple Offers. Offer is Plant Specific.

Vendor Response Status

Status	Commodity Vendor	USDA
New	Initial Create of the Vendor Response	Vendor responses and offers in this status will never be available for USDA to View
Submitted-On-time	Submitted version of the Bid response - prior to Bid submission date	Visible to USDA when the Bids are opened
Historical Version	If the version changes an existing Vendor response, the bids are copied and the older version is updated with this status	Not visible to USDA after Bids are opened
New-Auth Change	Visible to Vendor	Used by USDA if changes are required
Submitted-Auth Change	Visible to Vendor	Used by USDA if changed are required

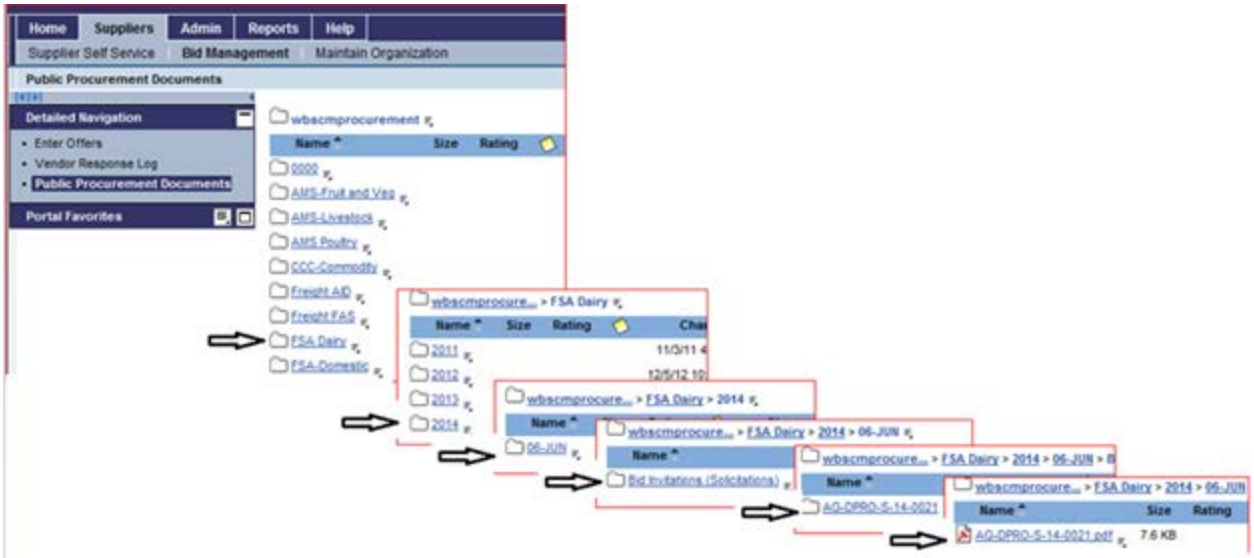
eAuthentication Log In

Home page


USDA
United States Department of Agriculture
Web-Based Supply Chain Management
Welcome ComOne DomVendor
Log off
Home
Suppliers
Admin
Reports
Help
News and Alerts
Inbox
News and Alerts
Back
Forward
Detailed Navigation
News and Alerts
Portal Favorites
My Control Panel
Forums
Forum Home
Search All Forums:
Go
Forum / Category
Views
Threads / Messages
Last Post
WBSCM News and Announcements
40,818
9 / 9
Oct 30, 2013 1:38 PM
Last Post By: ORTEGA, Roberto »
New content since your last visit

Public Procurement Page

Navigate to Suppliers-Bid Management-Public Procurement Documents to view the applicable solicitation, attachments, amendments, awards



United States Department of Agriculture
Farm Service Agency
Beacon Facility - Mailstop 8718
P.O. Box 419205
Kansas City, MO 64141-6205

Information

Description:	**AG-DPRO-S-14-0021**
Bid invitation number:	**2200000095**
Purchasing Group:	**FSA Dairy**

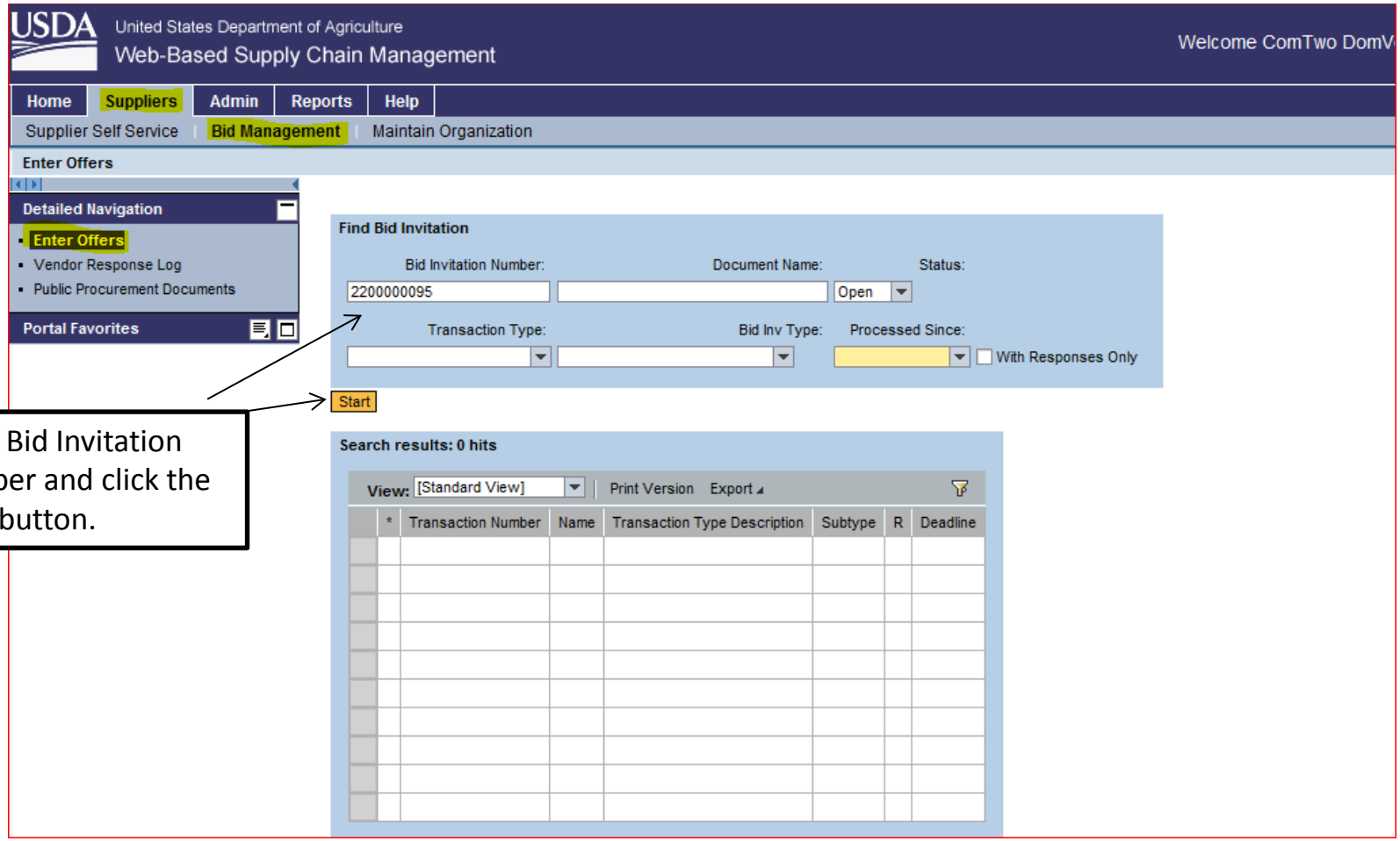
SOLICITATION
Master/Shortfall Invitation

Bid invitation Overview

Bid Timezone:	Central Time
Start Date:	06/10/2014 14:00:00
Offer Due Date :	12/31/2014 14:00:00
Opening date:	12/31/2014 14:00:00

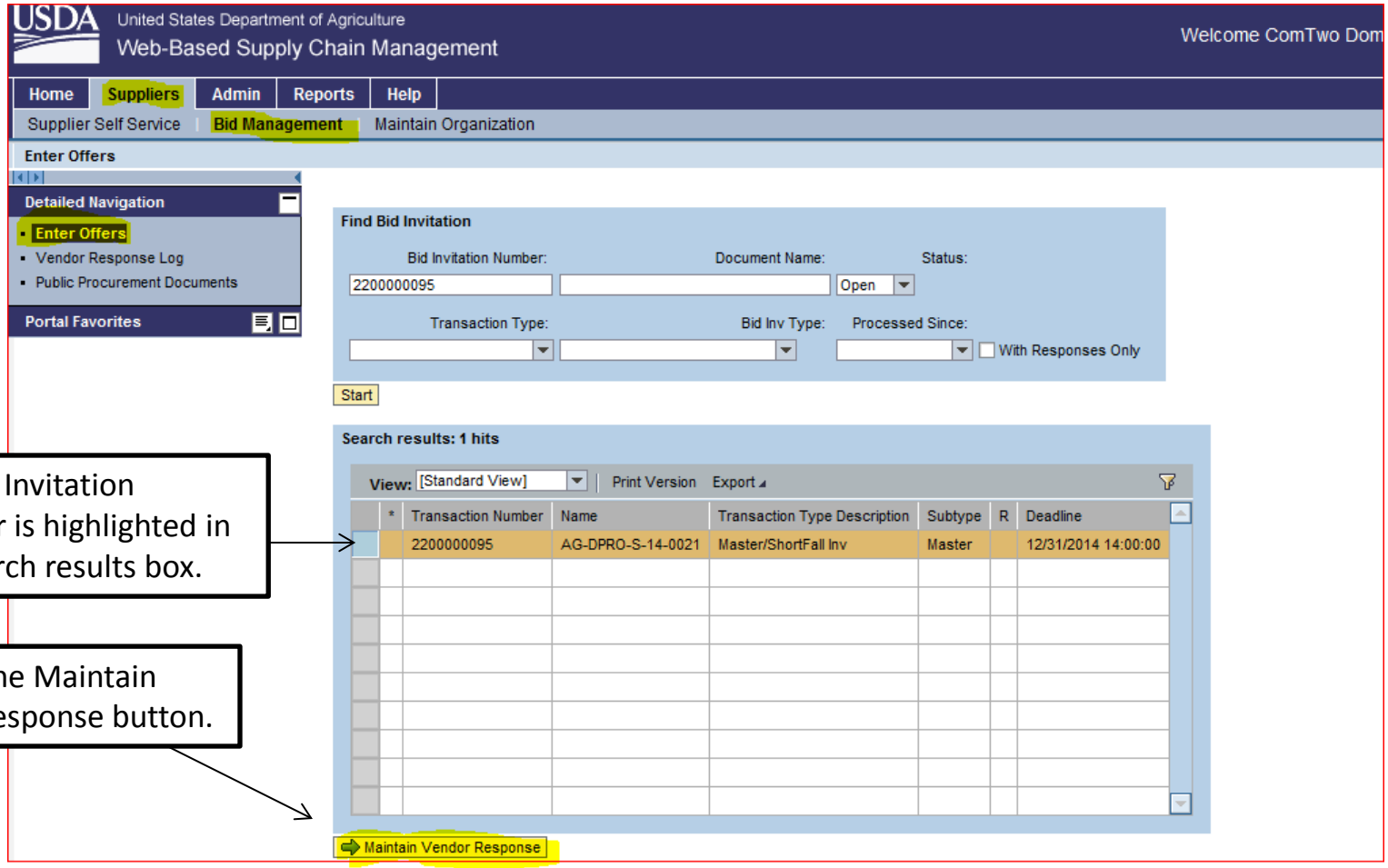
Create Vendor Response

Navigate to: Suppliers/Bid Management/Enter Offers



Enter Bid Invitation Number and click the Start button.

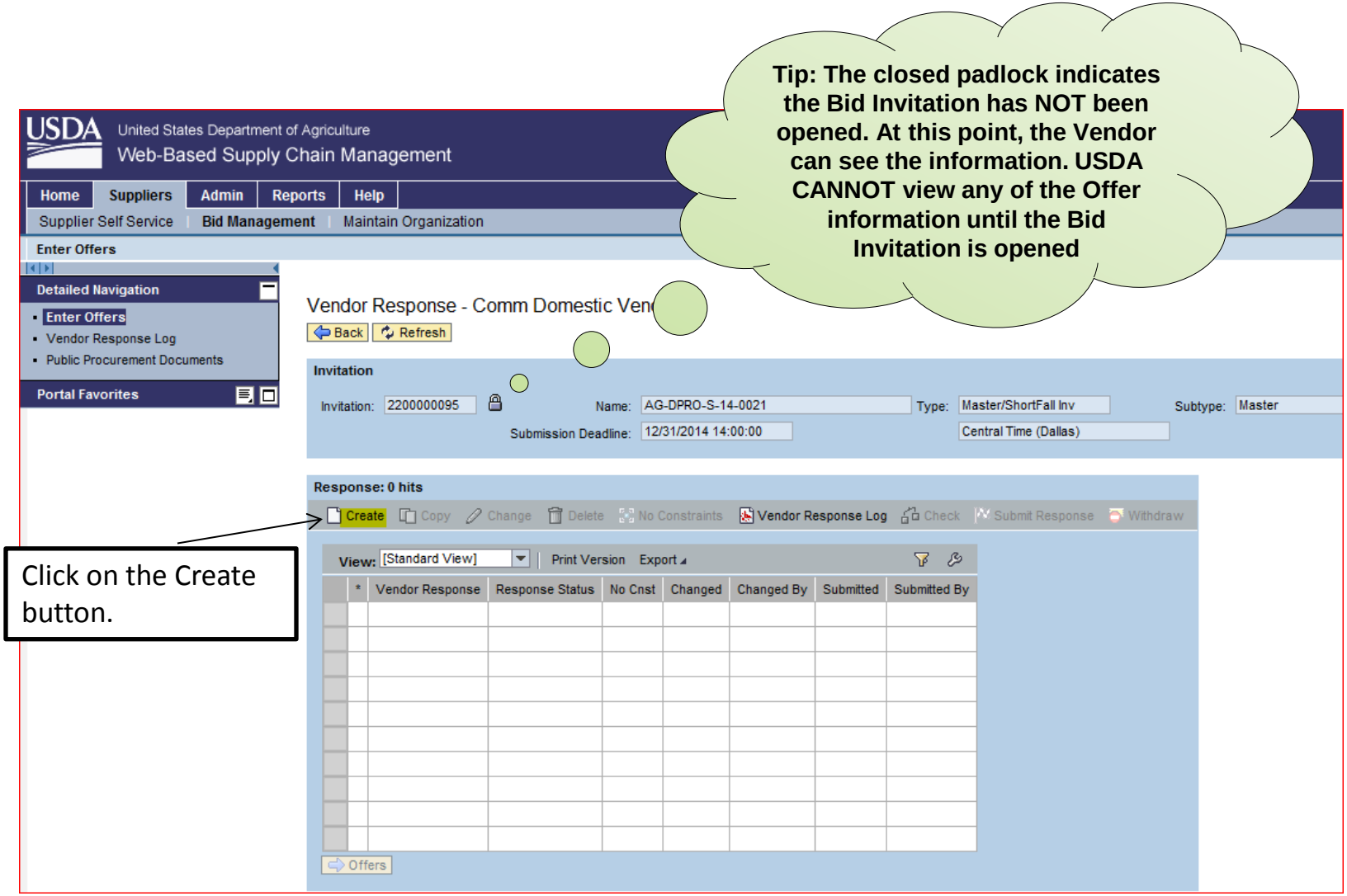
Create Vendor Response



The Bid Invitation Number is highlighted in the search results box.

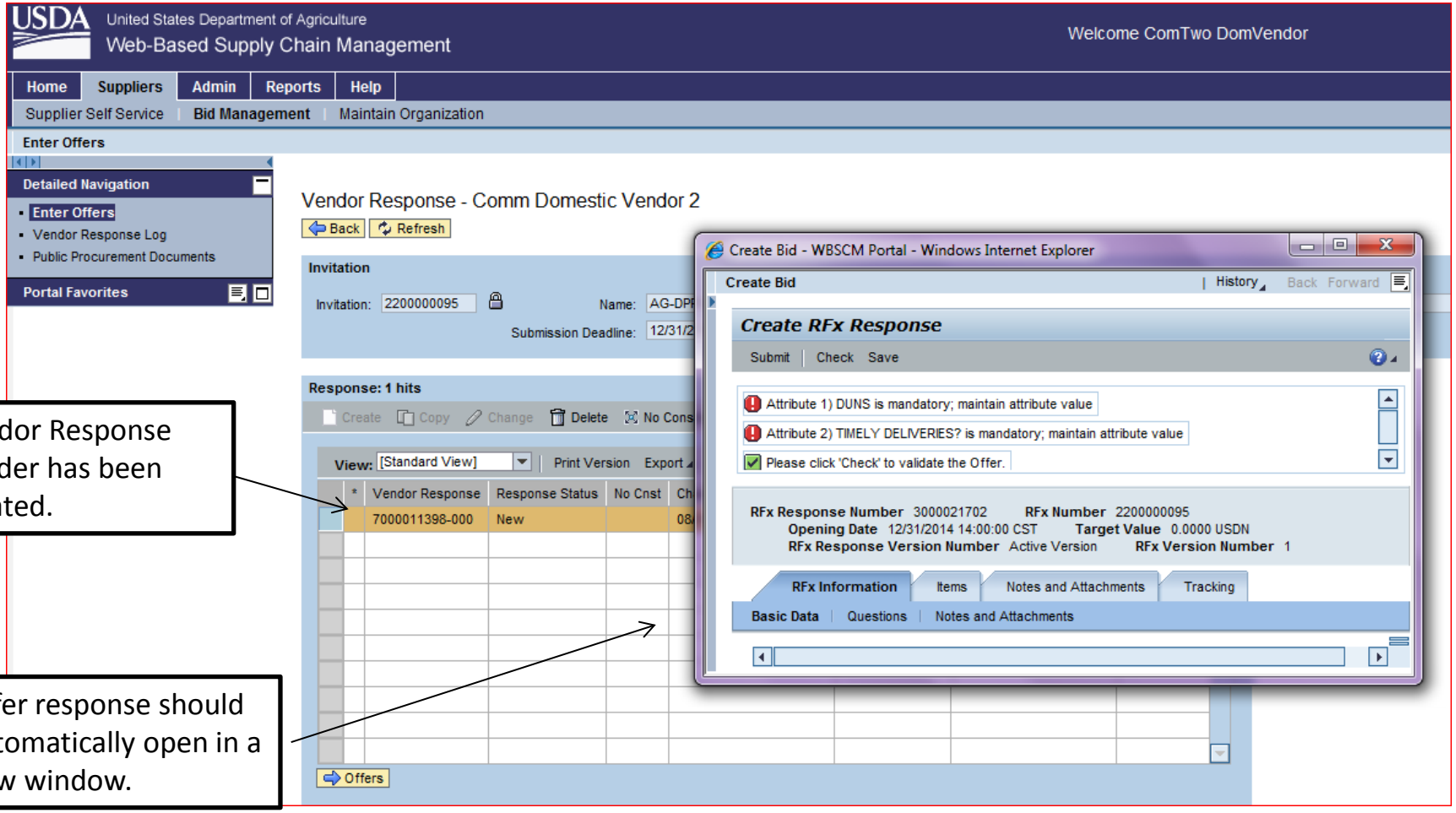
Click on the Maintain Vendor Response button.

Create Vendor Response



Vendor Response-Create Offer

Offers are defined with a Vendor Response.
Vendor can submit multiple offers within a Vendor Response, but there can only be 1 offer per vendor plant.

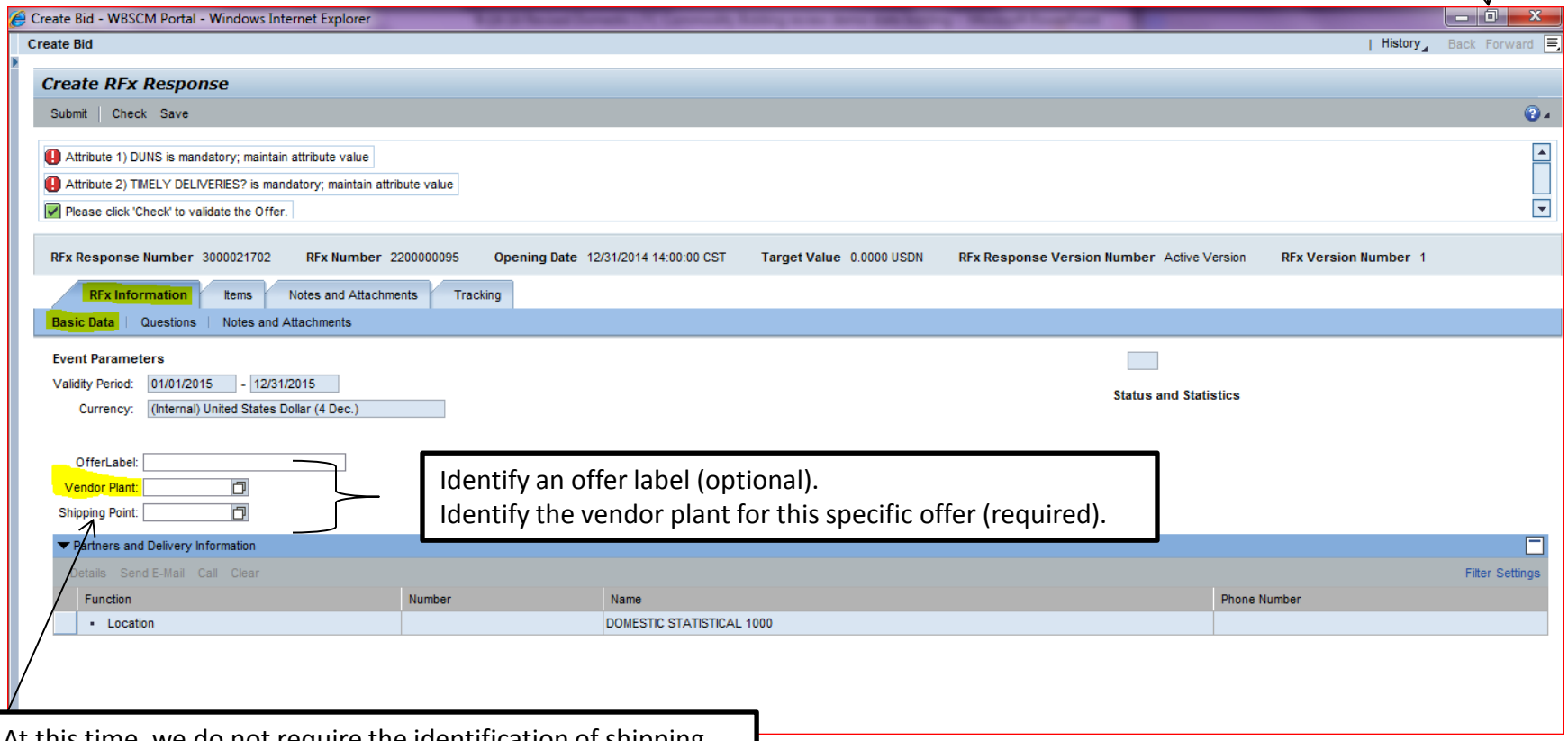


Vendor Response header has been created.

Offer response should automatically open in a new window.

RFx Information tab-Basic Data

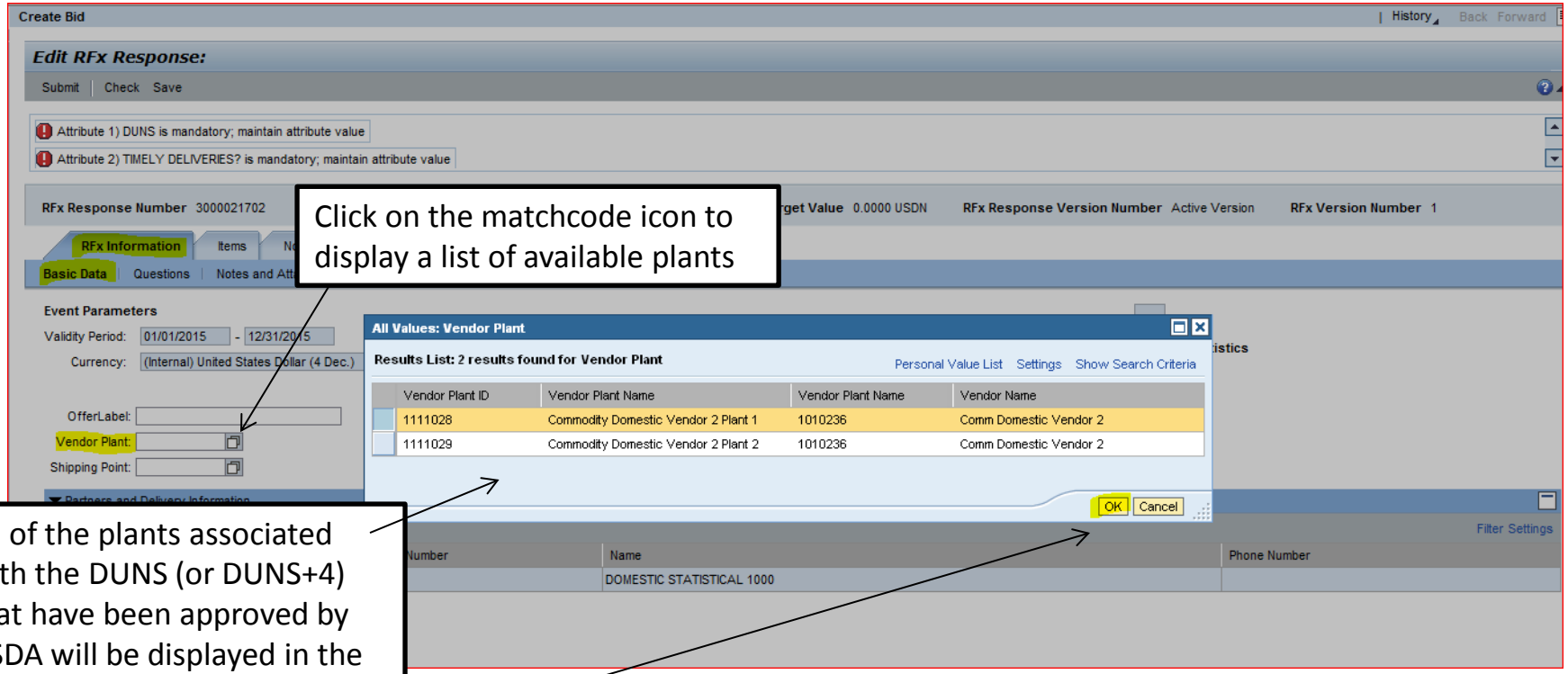
Expand the offer window to maximize viewing space



Identify an offer label (optional).
Identify the vendor plant for this specific offer (required).

At this time, we do not require the identification of shipping points for the FSA-Domestic solicitations.

RFx Information tab-Basic Data

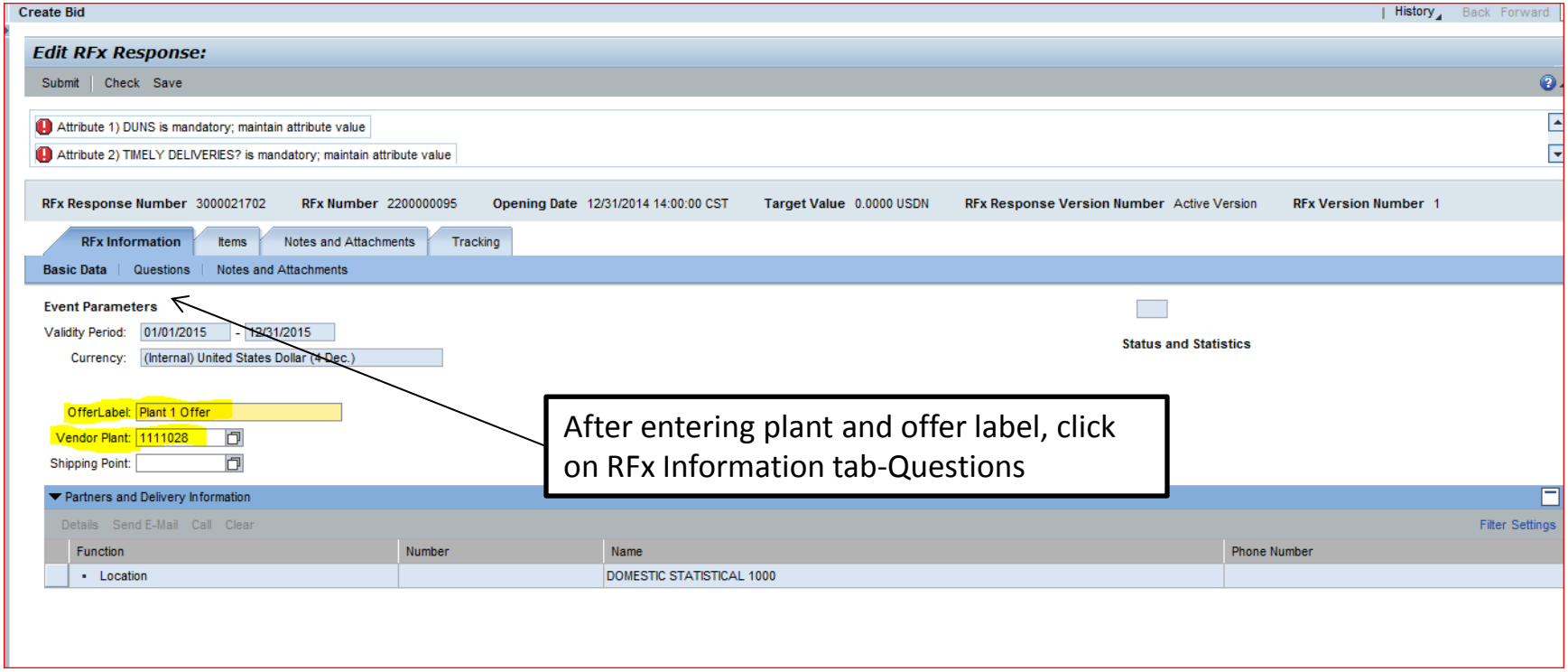


Click on the matchcode icon to display a list of available plants

All of the plants associated with the DUNS (or DUNS+4) that have been approved by USDA will be displayed in the search results section. Highlight the appropriate plant and select OK.

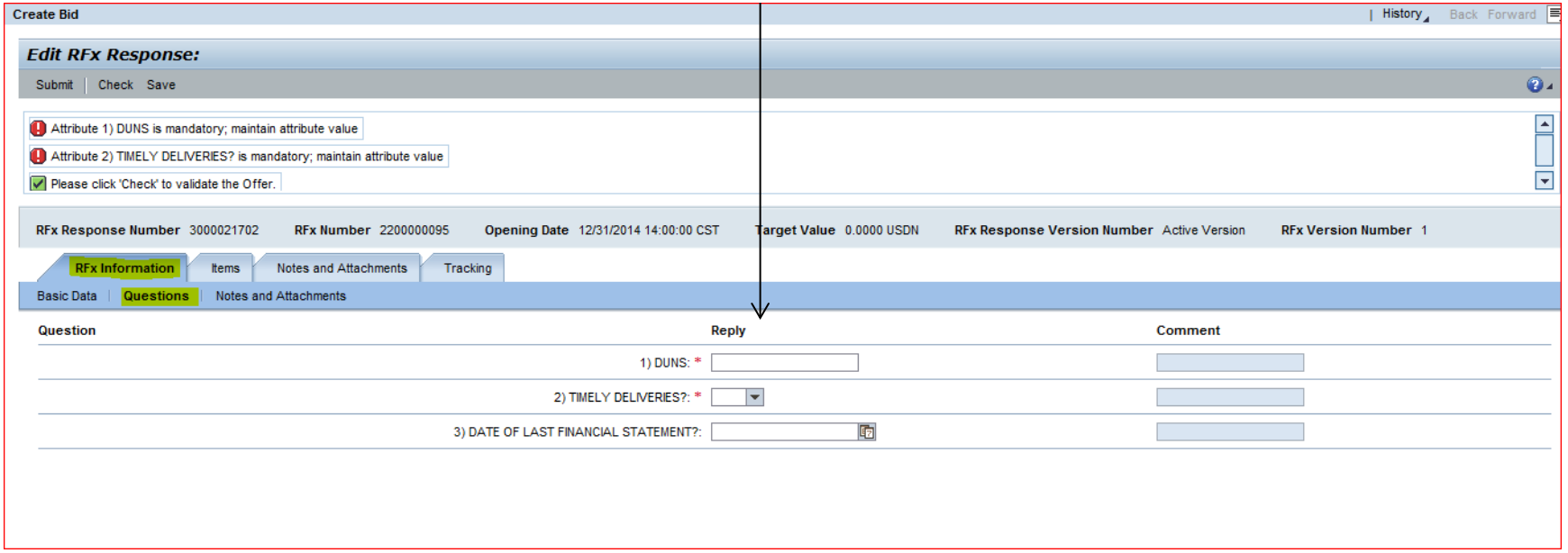
Note: If you don't see your plant in the list, contact the applicable commodity specialist at USDA.

RFx Information tab-Basic Data

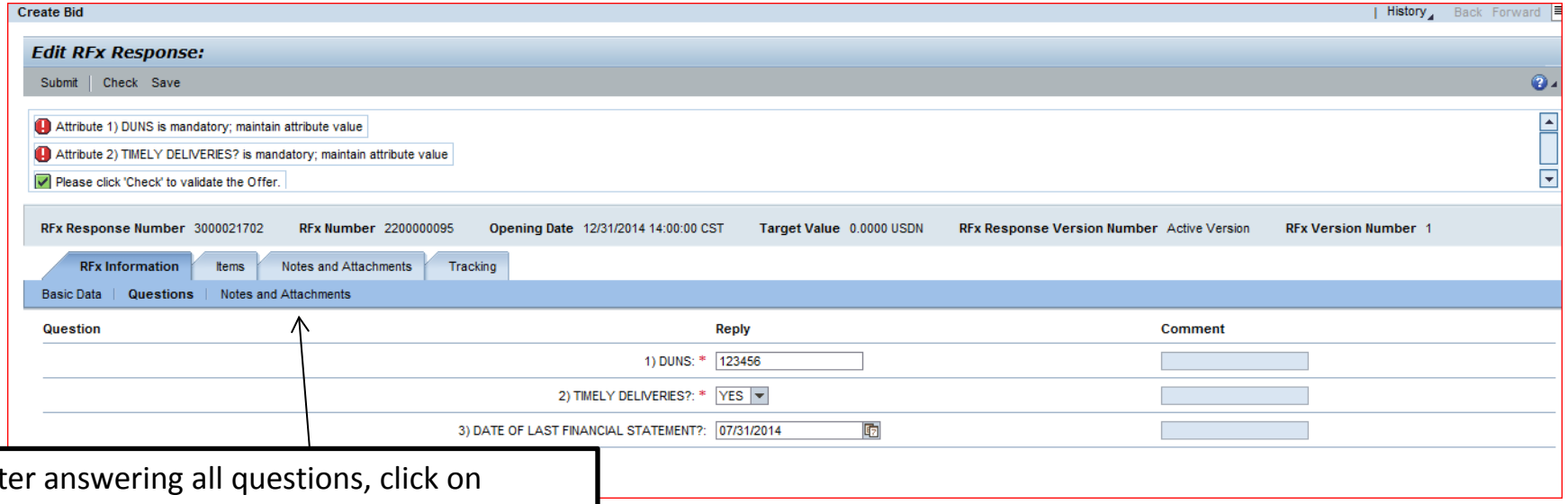


RFx Information tab-Questions

Insert your responses to USDA's certification questions



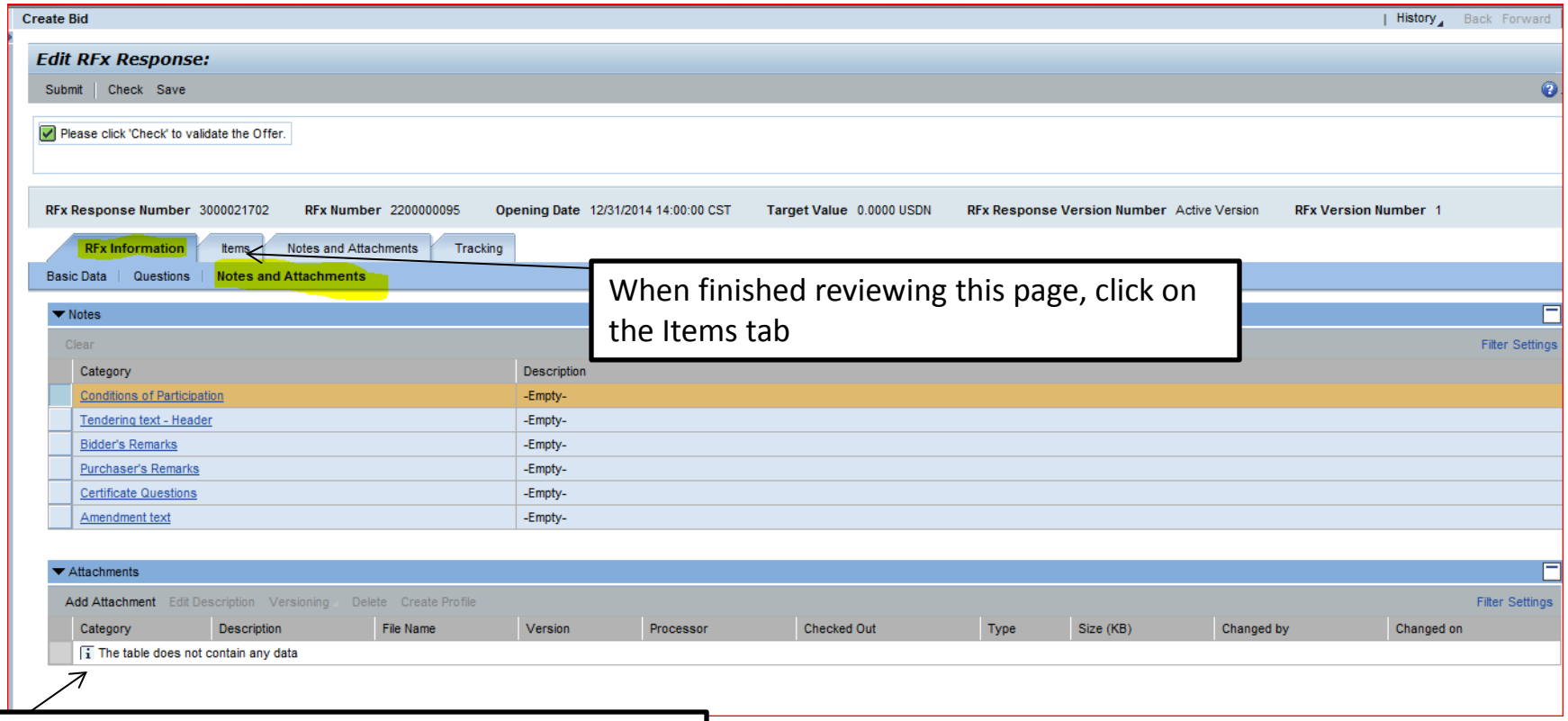
RFx Information tab-Questions



After answering all questions, click on RFx Information tab-Notes and Attachments

RFx Information tab-Notes and Attachments

-*this tab contains information from the solicitation



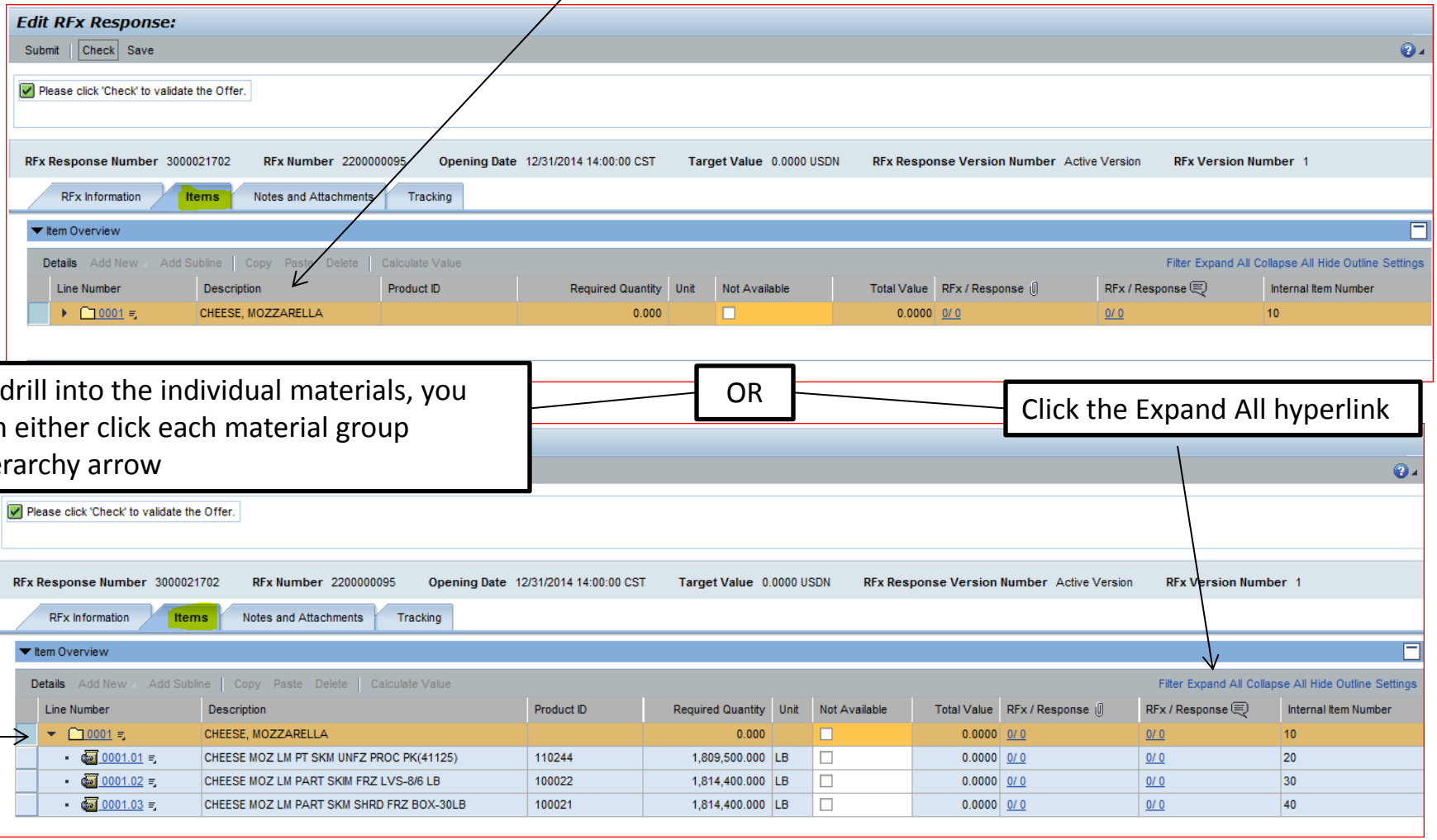
When finished reviewing this page, click on the Items tab

This sample solicitation doesn't have any attachments, but if it did, they would be displayed in the Attachments frame.

* The easiest place to see the solicitation in its entirety (including any attachments, amendments and awards) is on the public procurement page (Suppliers-Bid Management-Public Procurement Documents.)

Items tab

The default view of the Items tab will only show the high level material group(s)
-in this example, there is only a mozzarella group

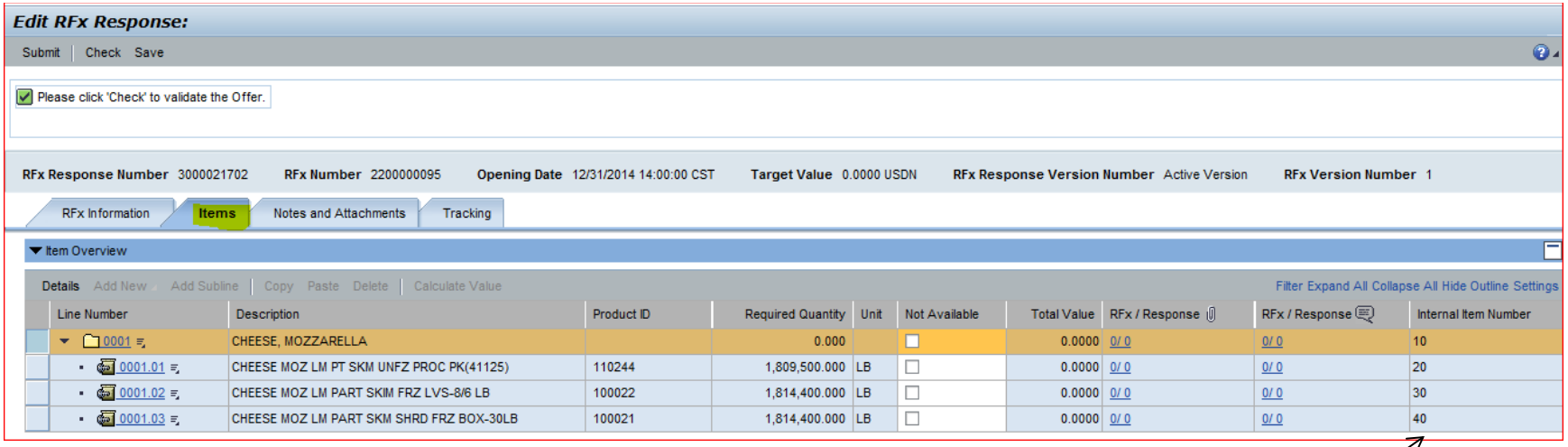


To drill into the individual materials, you can either click each material group hierarchy arrow

OR

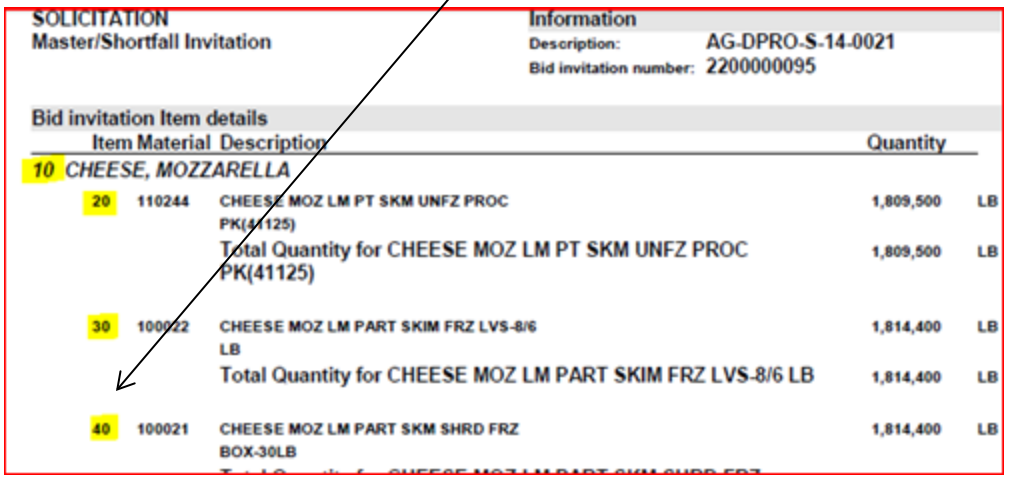
Click the Expand All hyperlink

Items tab



Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFx / Response	RFx / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		☐	0.0000	0/ 0	0/ 0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	0.0000	0/ 0	0/ 0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	☐	0.0000	0/ 0	0/ 0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	0.0000	0/ 0	0/ 0	40

The Internal Item Number column matches the Solicitation Item Numbers



SOLICITATION
Master/Shortfall Invitation

Information
Description: AG-DPRO-S-14-0021
Bid invitation number: 2200000095

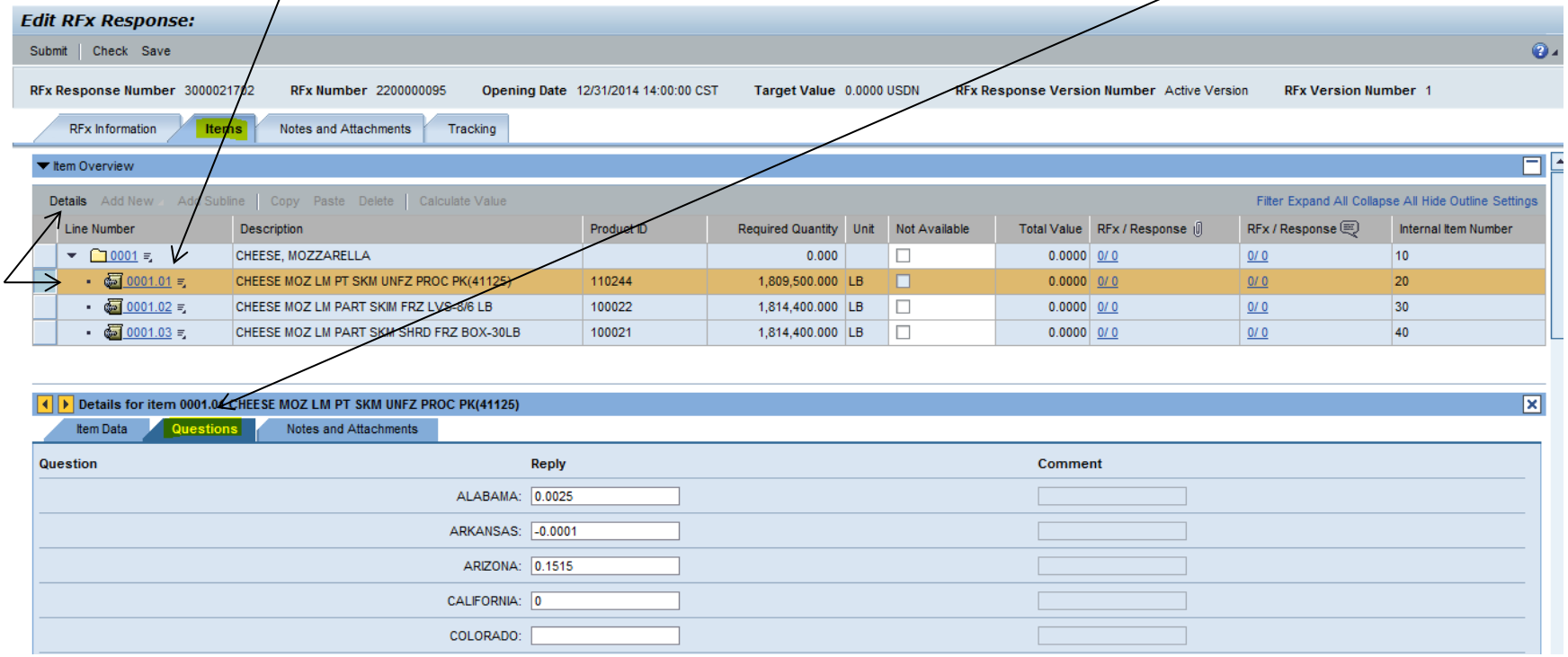
Bid invitation Item details

Item	Material	Description	Quantity	
10		CHEESE, MOZZARELLA		
20	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500	LB
		Total Quantity for CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500	LB
30	100022	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400	LB
		Total Quantity for CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400	LB
40	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	1,814,400	LB

Items tab

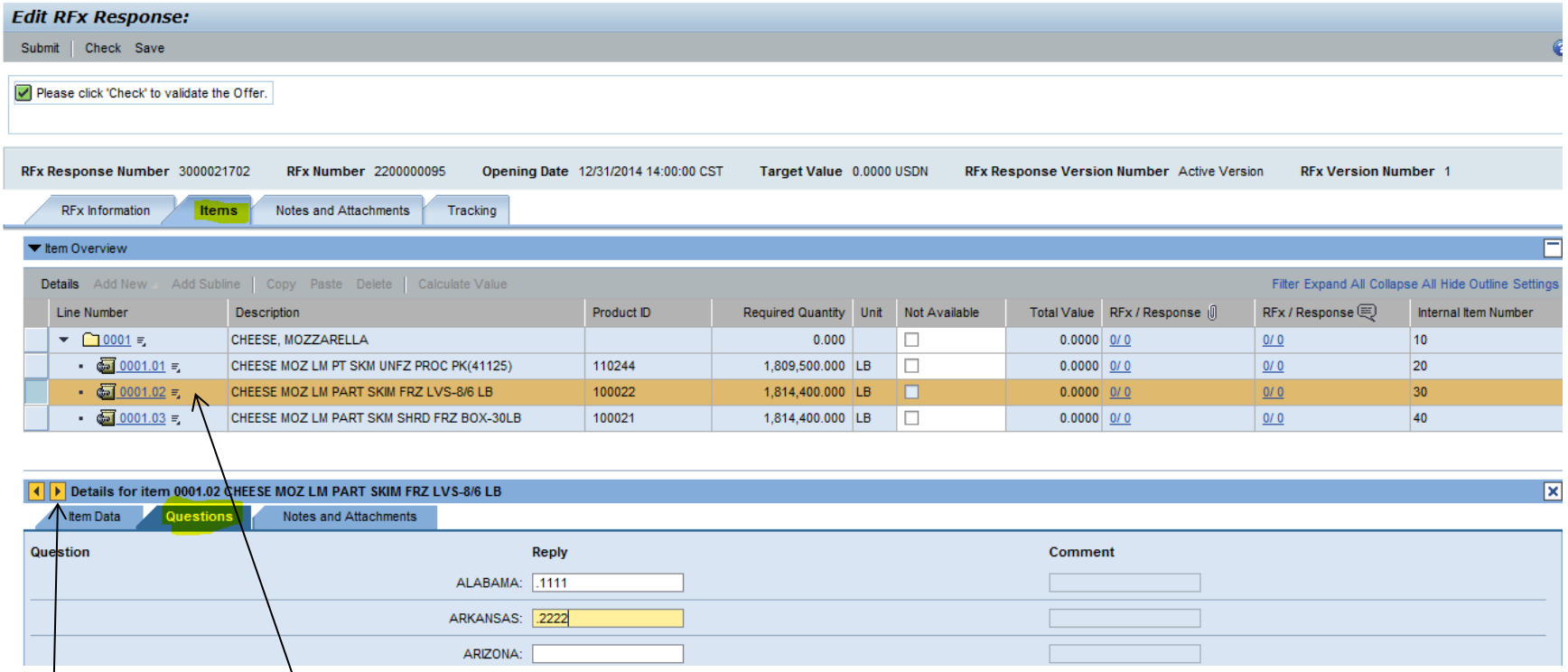
To enter state prices for a given material:
Click on Line Number hyperlink
---OR----
Highlight line and select Details

Either selection will open the Items tab details section at the bottom of the screen for that particular line item. States are located on the Item detail-Questions tab for each material.



NOTE: Price entered is a price per 1 pound and can be entered up to 4 digits to the right of the decimal point.

Items tab



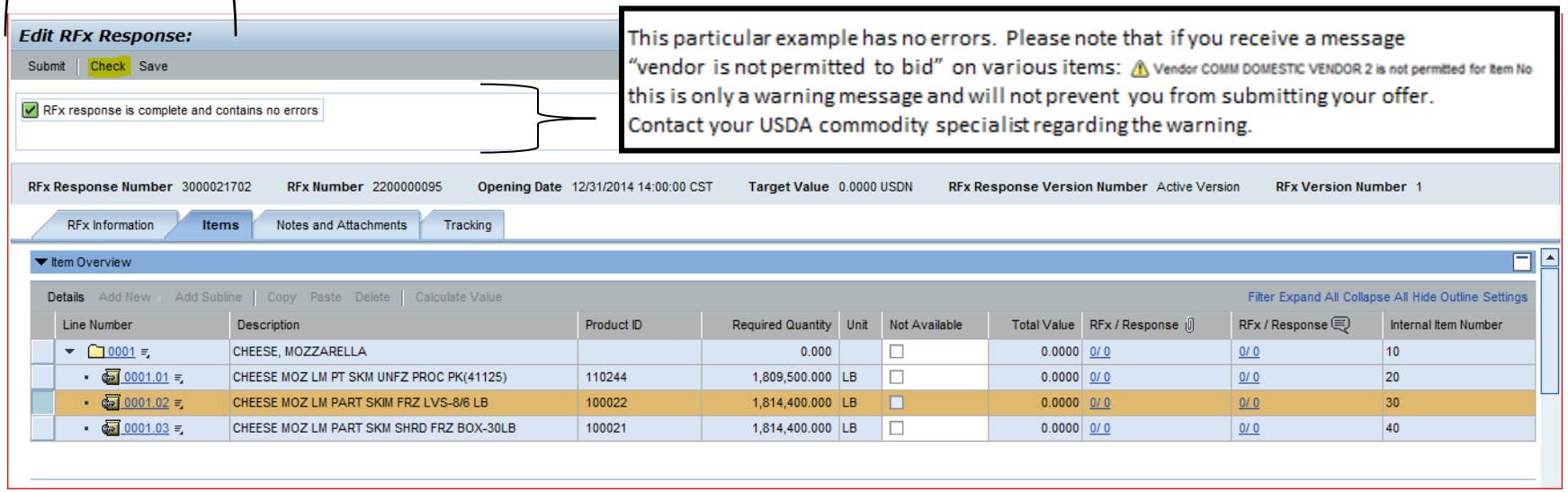
To continue entering state prices for additional materials, repeat the process by selecting the applicable material from the Item Overview section,
--OR--
click the forward arrow in the Items tab details section to advance to the next material

Submit Offer

When you have finished entering all of your offer data, click on Check to see any errors and make corrections as needed.

At any time, you can select Save and then Print Preview to review your offer. If you select Save, you will need to select Edit in order to be able to access the Submit button.

When you are ready to submit your offer, press Submit.

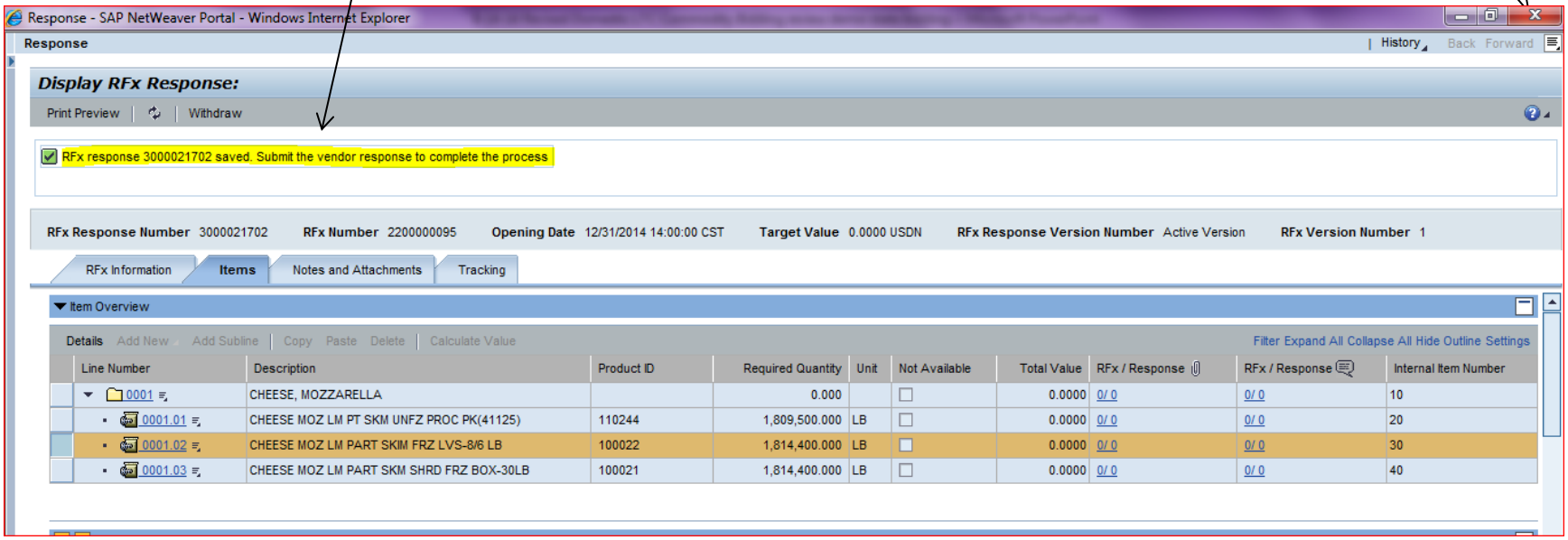


Submit Offer

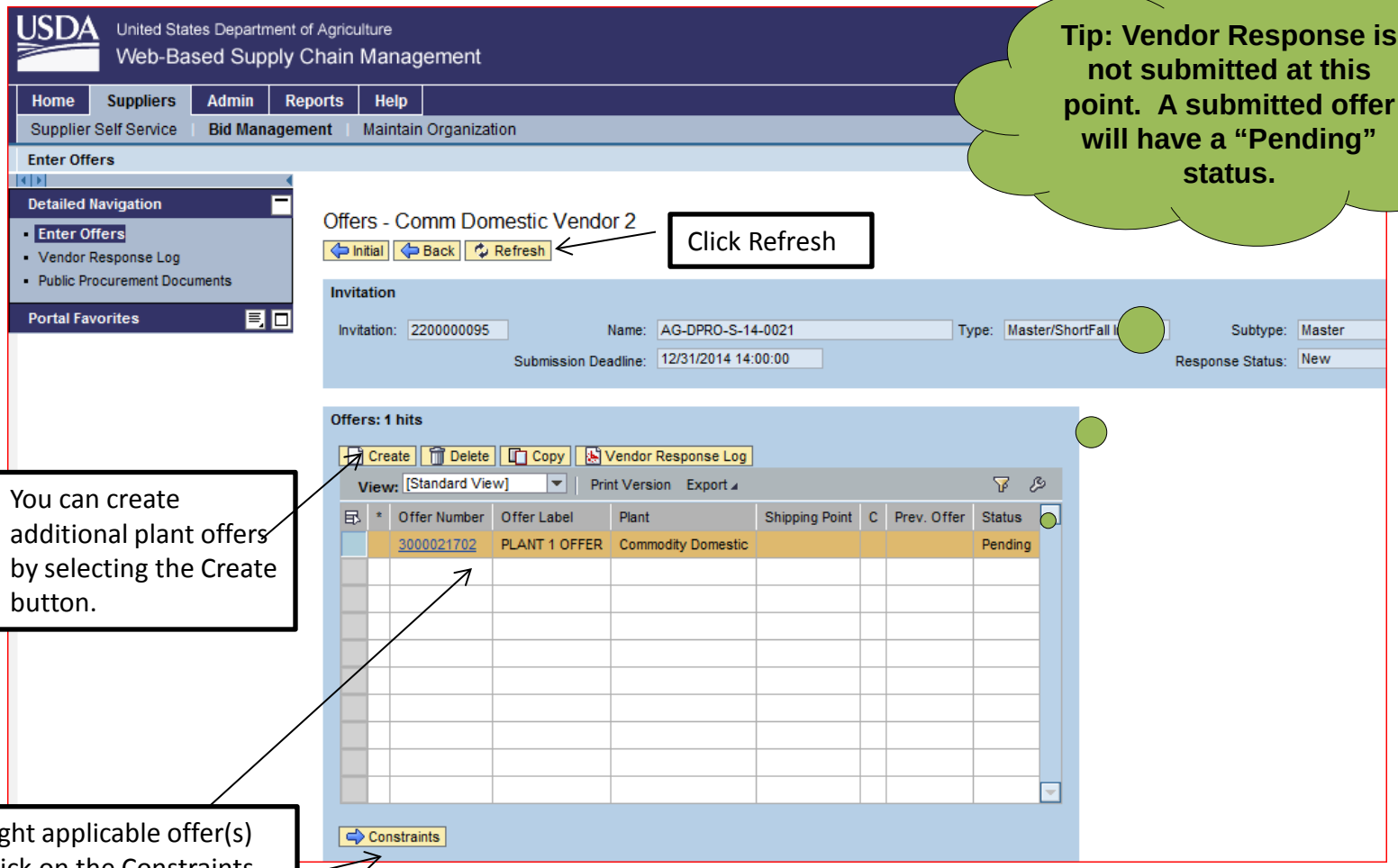
After submitting offer, you should receive the following message “RFx response 3xxxx saved. Submit the vendor response to complete the process.”

After receiving the “submit the vendor response to complete the process” message, close the offer window to return to the vendor response.

Reminder: At this point, nothing has been submitted to USDA.



Vendor Response-Offer Page



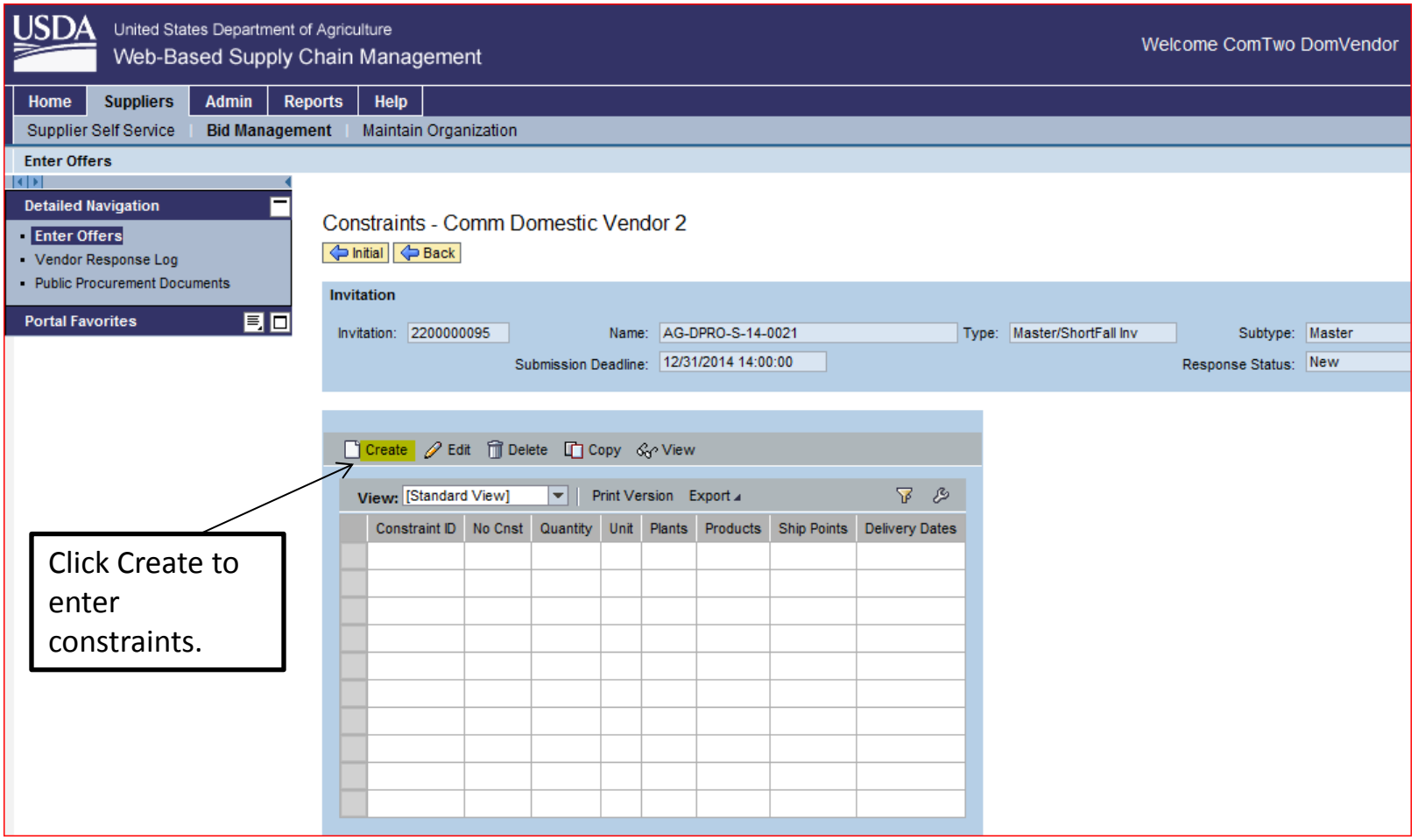
Tip: Vendor Response is not submitted at this point. A submitted offer will have a "Pending" status.

You can create additional plant offers by selecting the Create button.

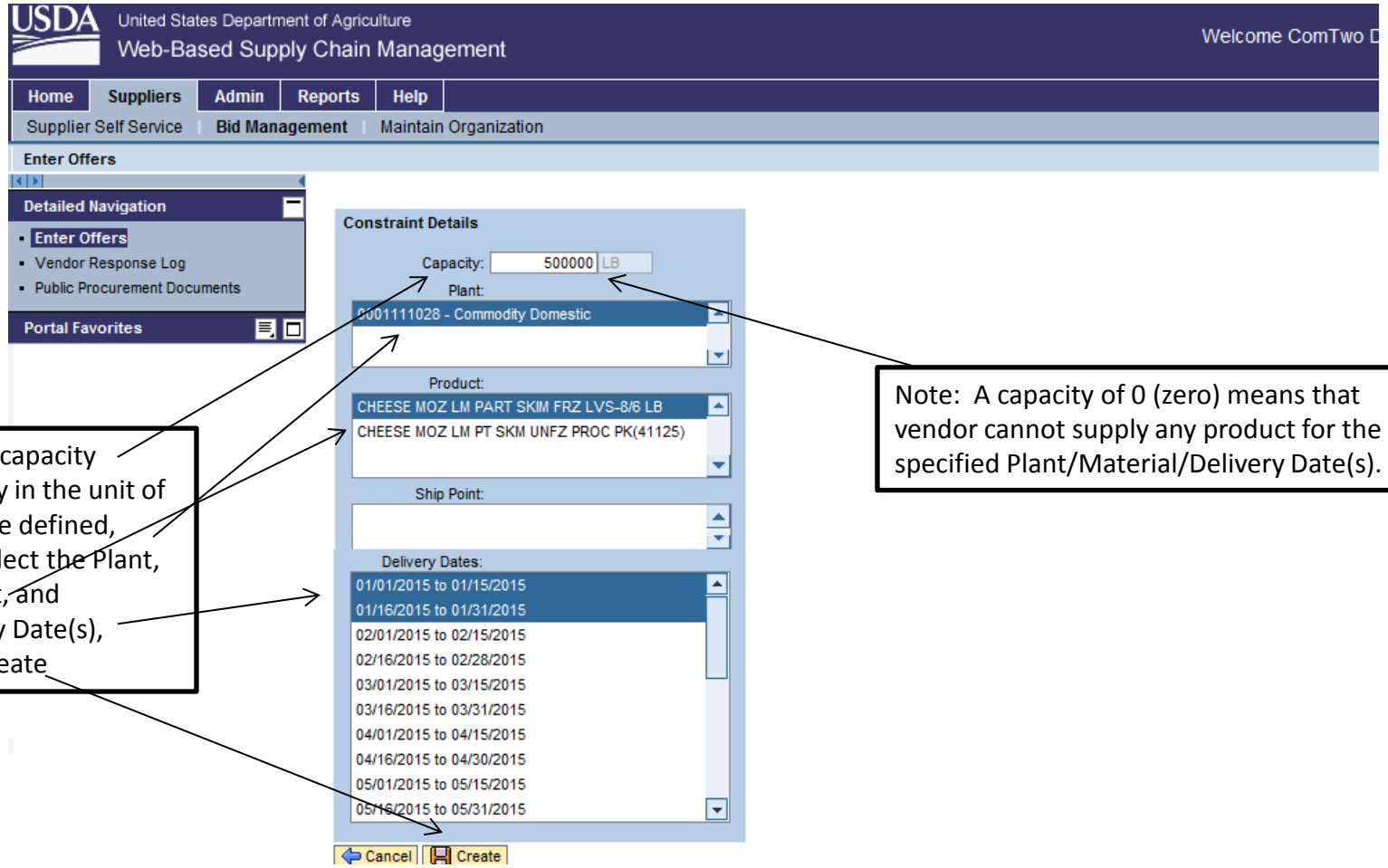
Highlight applicable offer(s) and click on the Constraints button.

NOTE: Constraints are required for LTC state bidding.

Vendor Response-Constraints Page



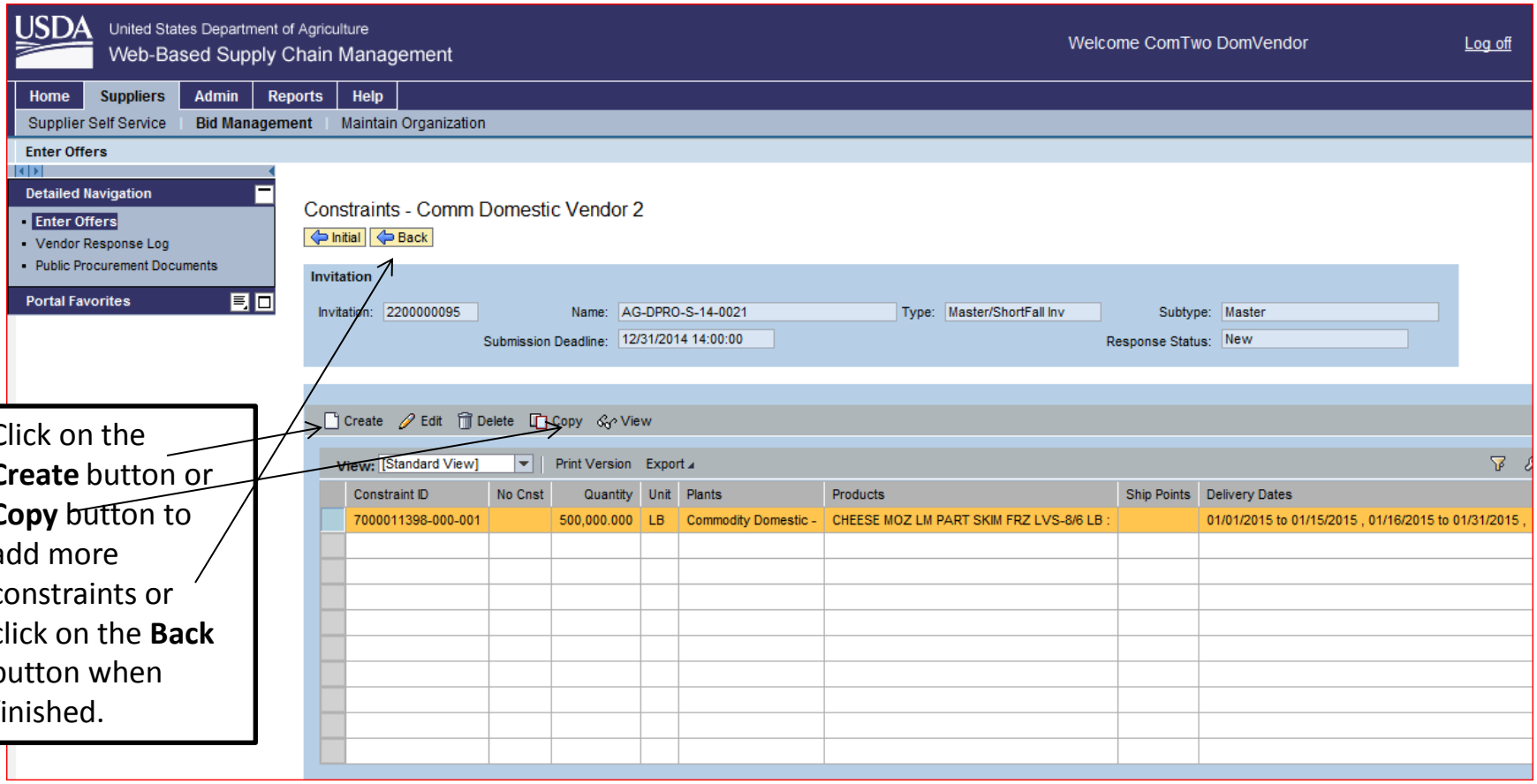
Vendor Response-Constraints Page



Enter a capacity quantity in the unit of measure defined, then select the Plant, Product, and Delivery Date(s), then Create

Note: A capacity of 0 (zero) means that vendor cannot supply any product for the specified Plant/Material/Delivery Date(s).

Vendor Response-Constraints Page

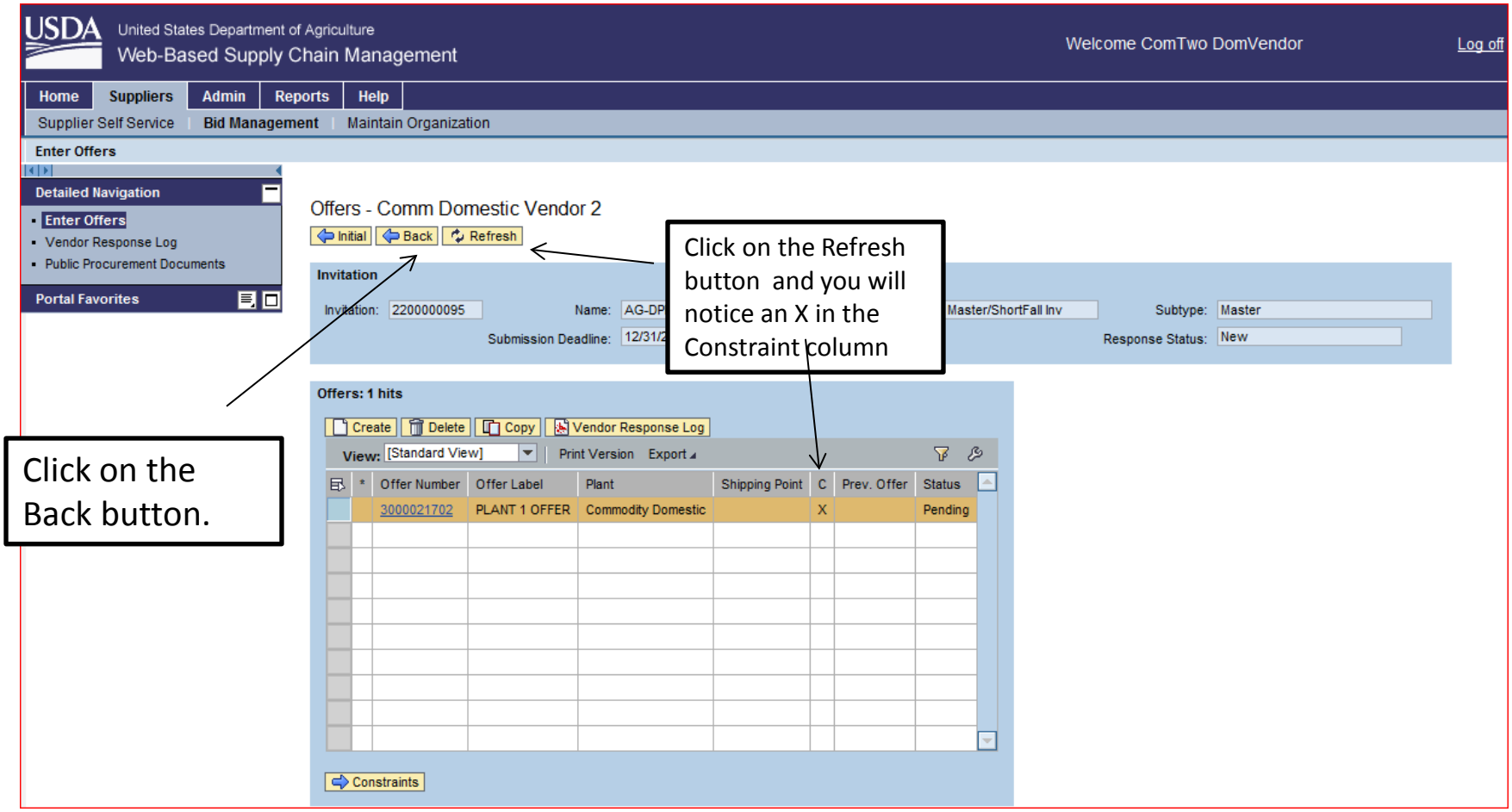


Click on the **Create** button or **Copy** button to add more constraints or click on the **Back** button when finished.

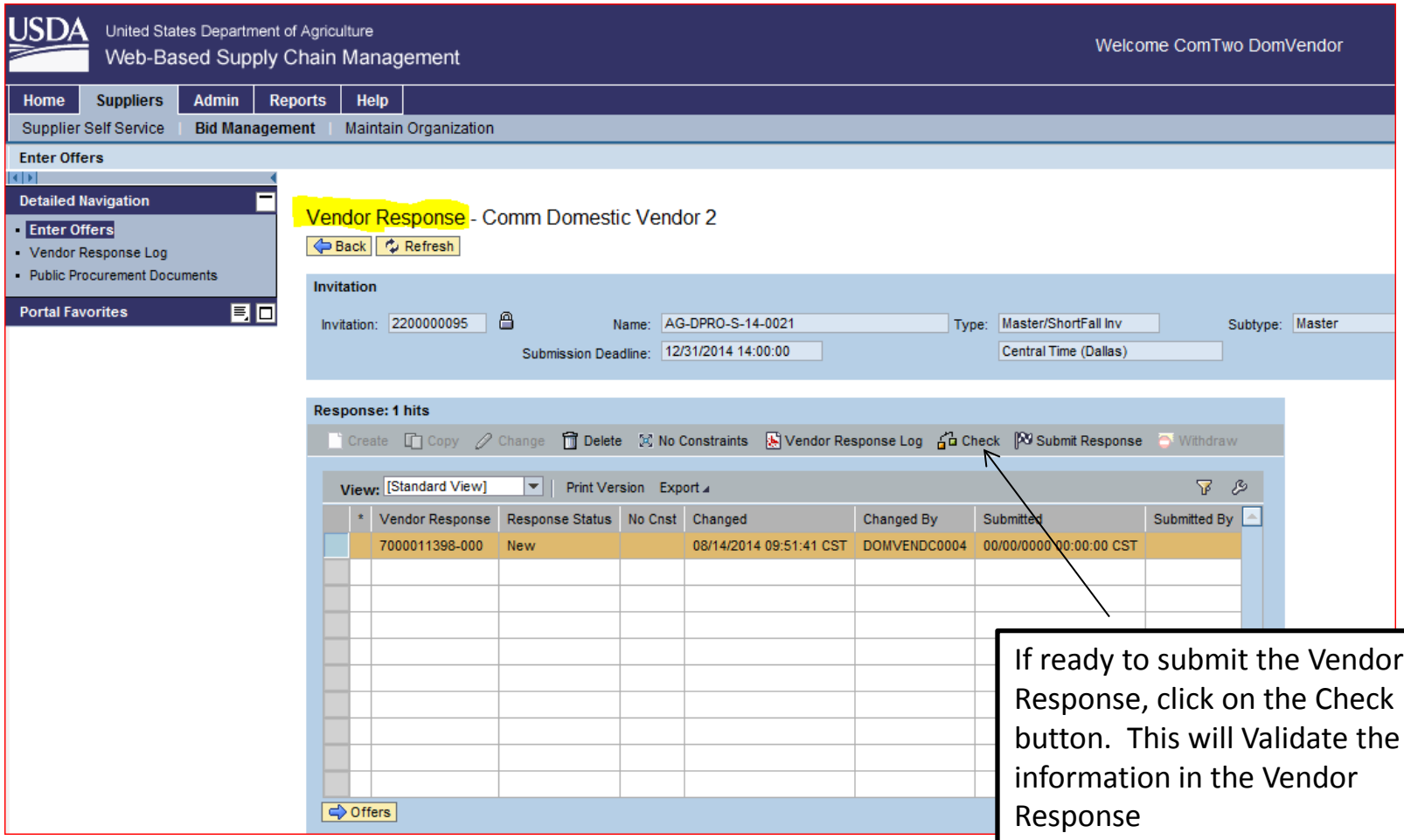
The following options are available to update the constraints

- -Edit
- -Delete
- -Copy
- -View

Vendor Response-Offer Page

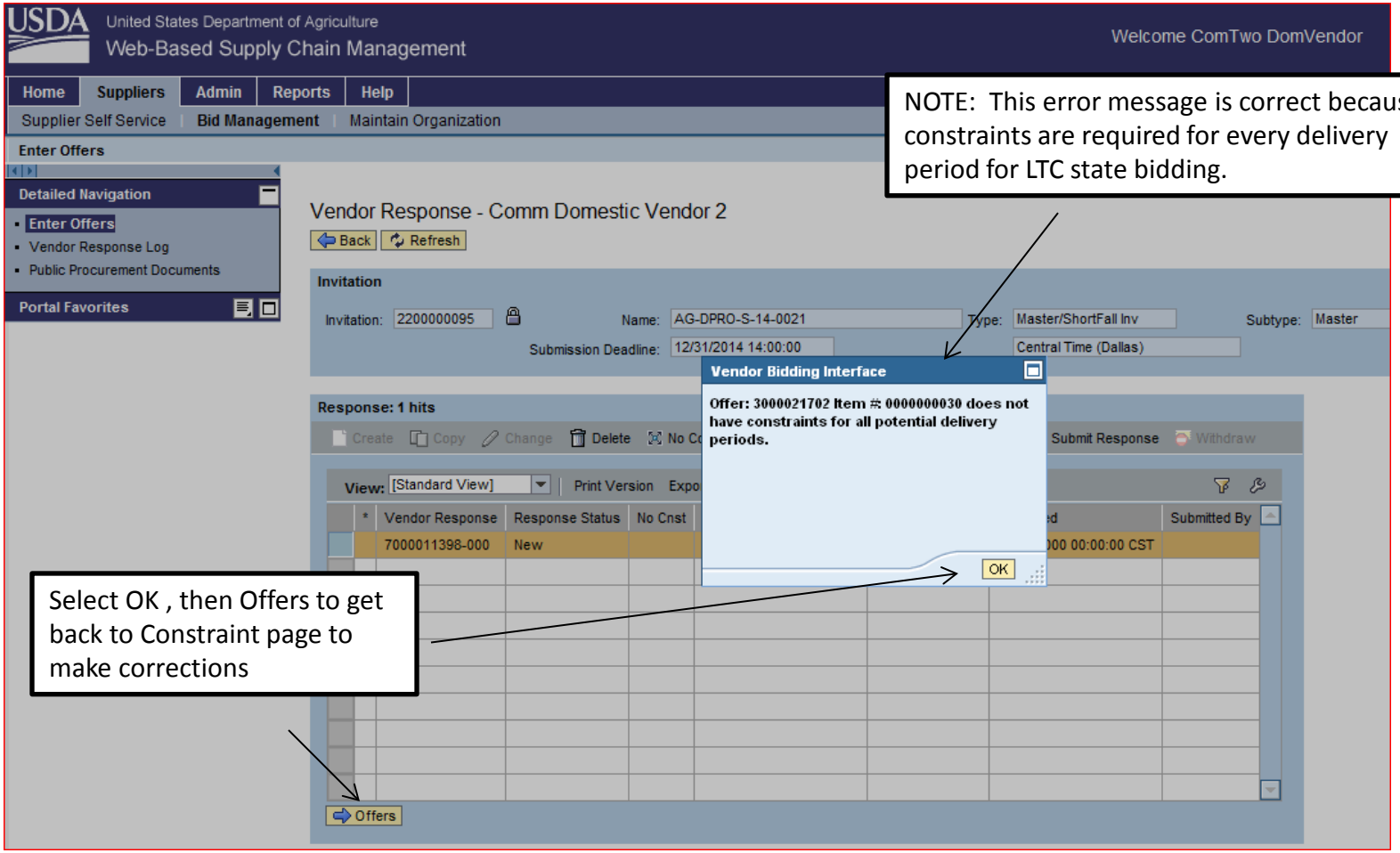


Create Vendor Response

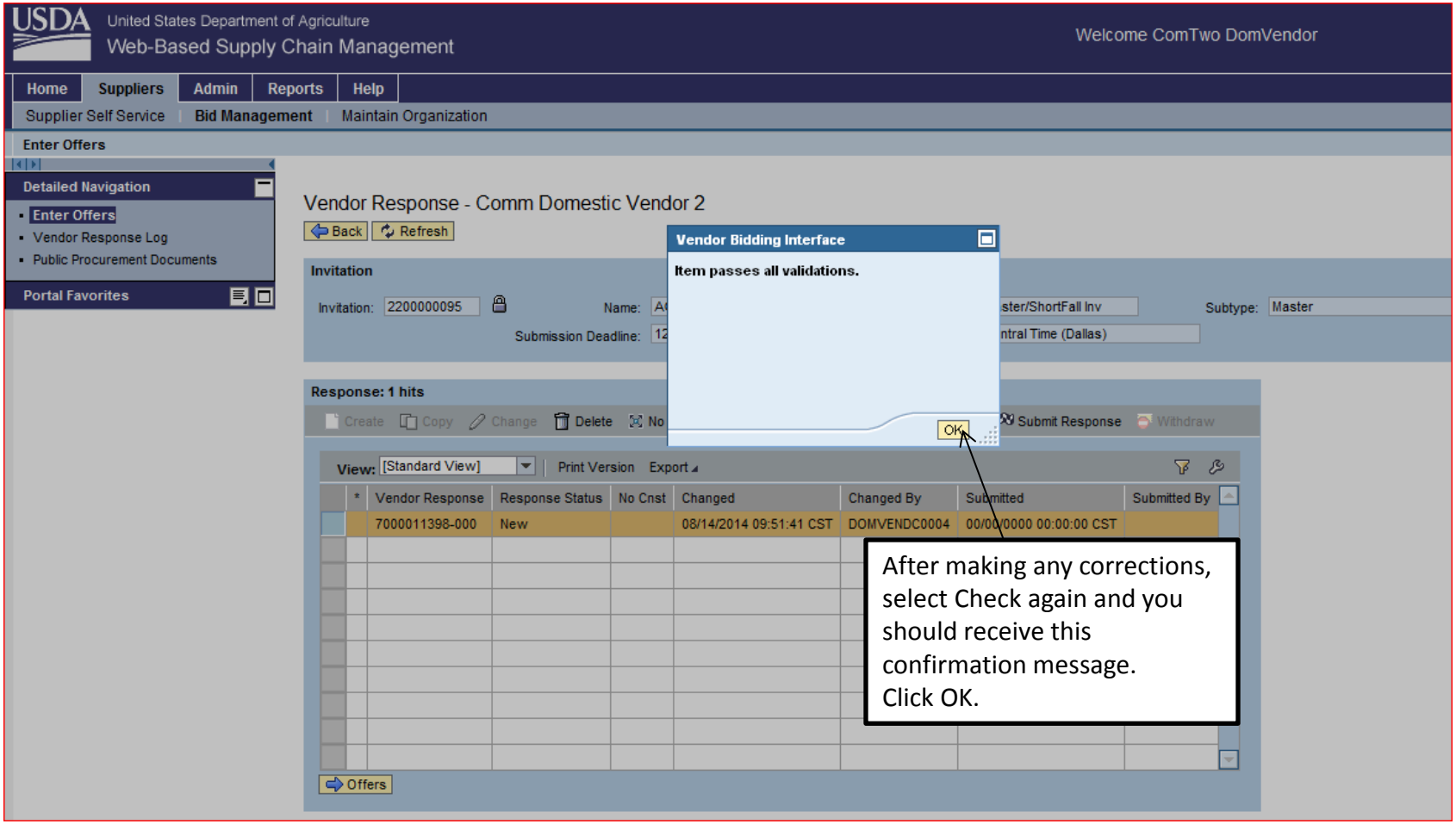


If ready to submit the Vendor Response, click on the Check button. This will Validate the information in the Vendor Response

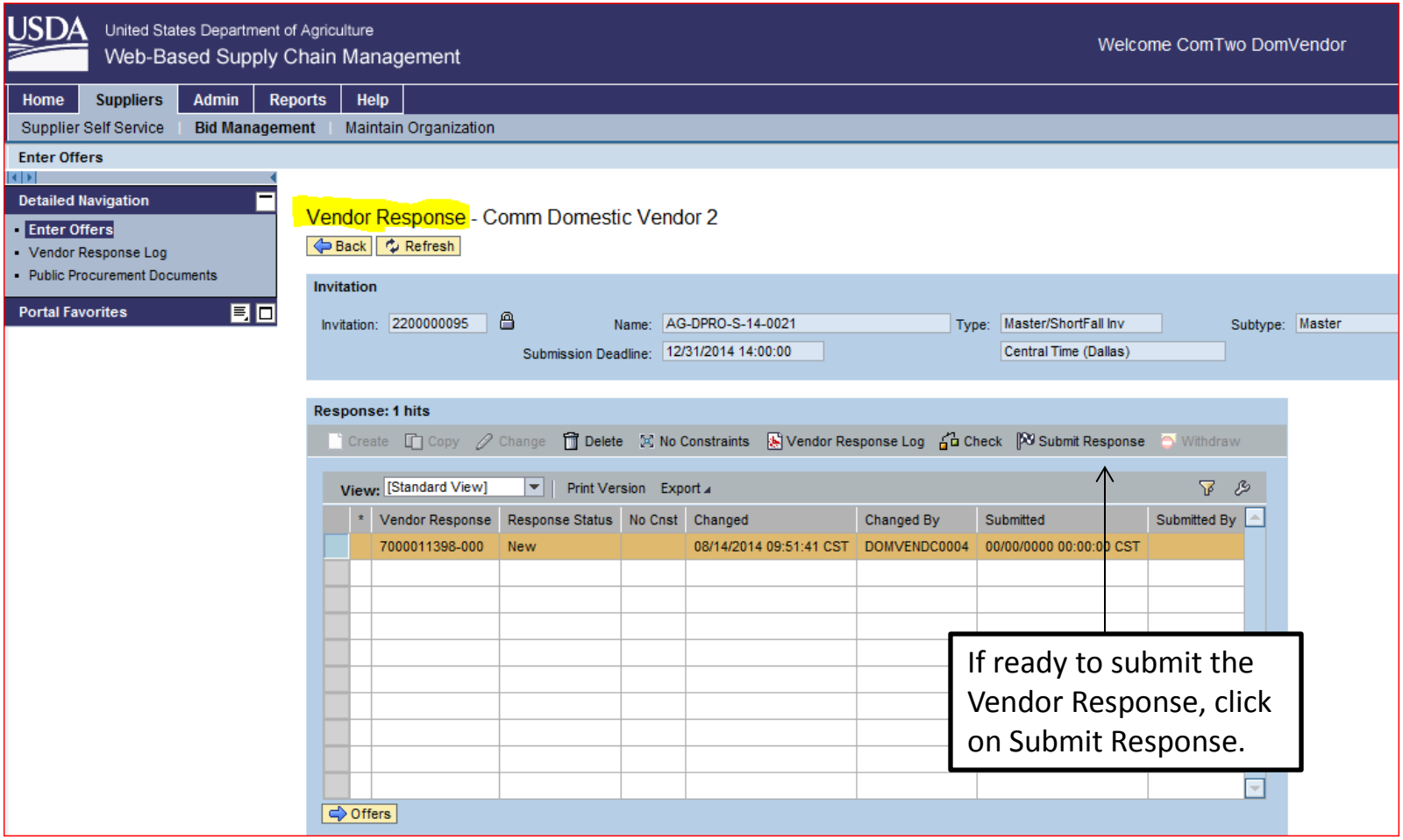
Create Vendor Response



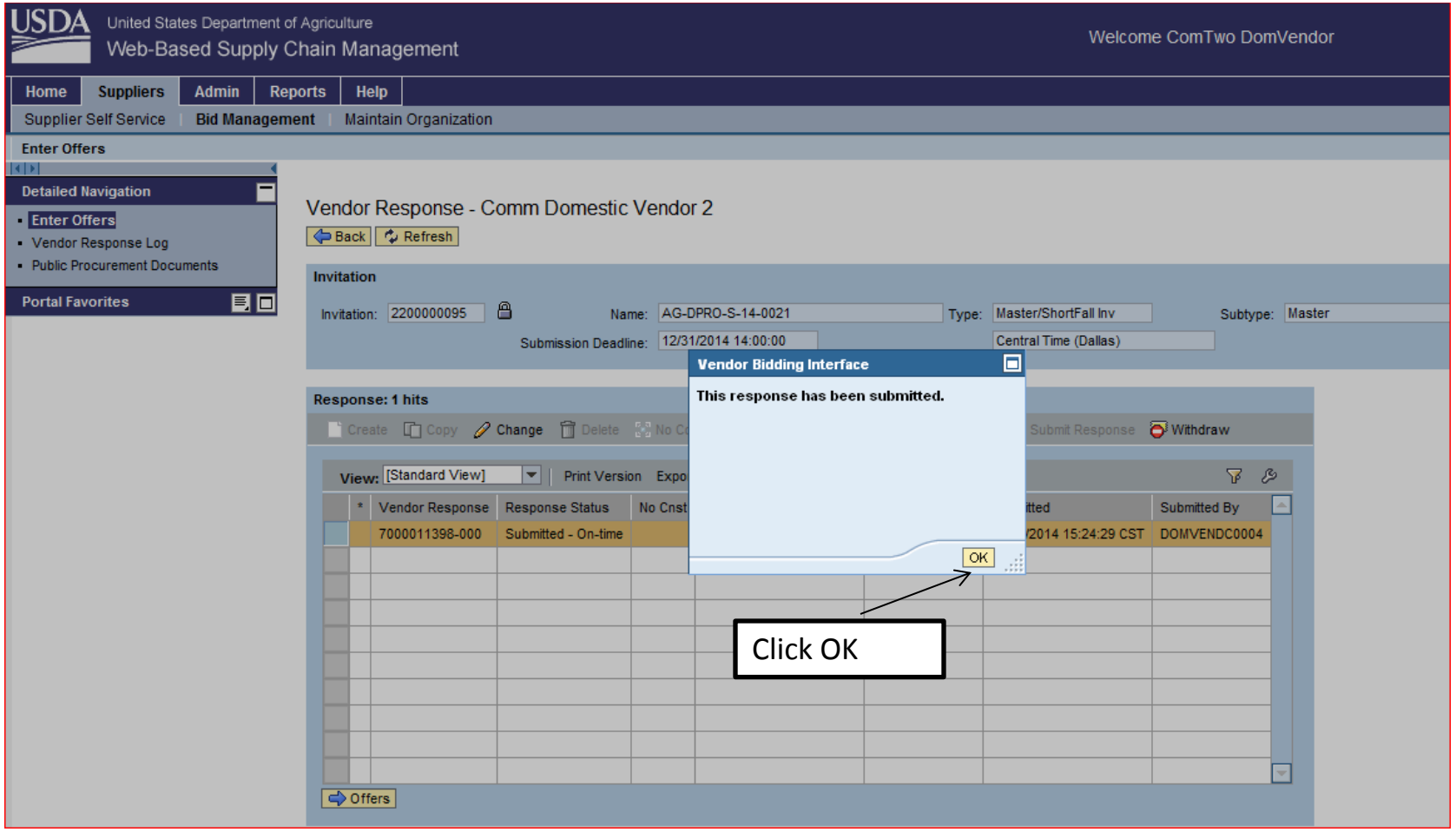
Create Vendor Response



Create Vendor Response

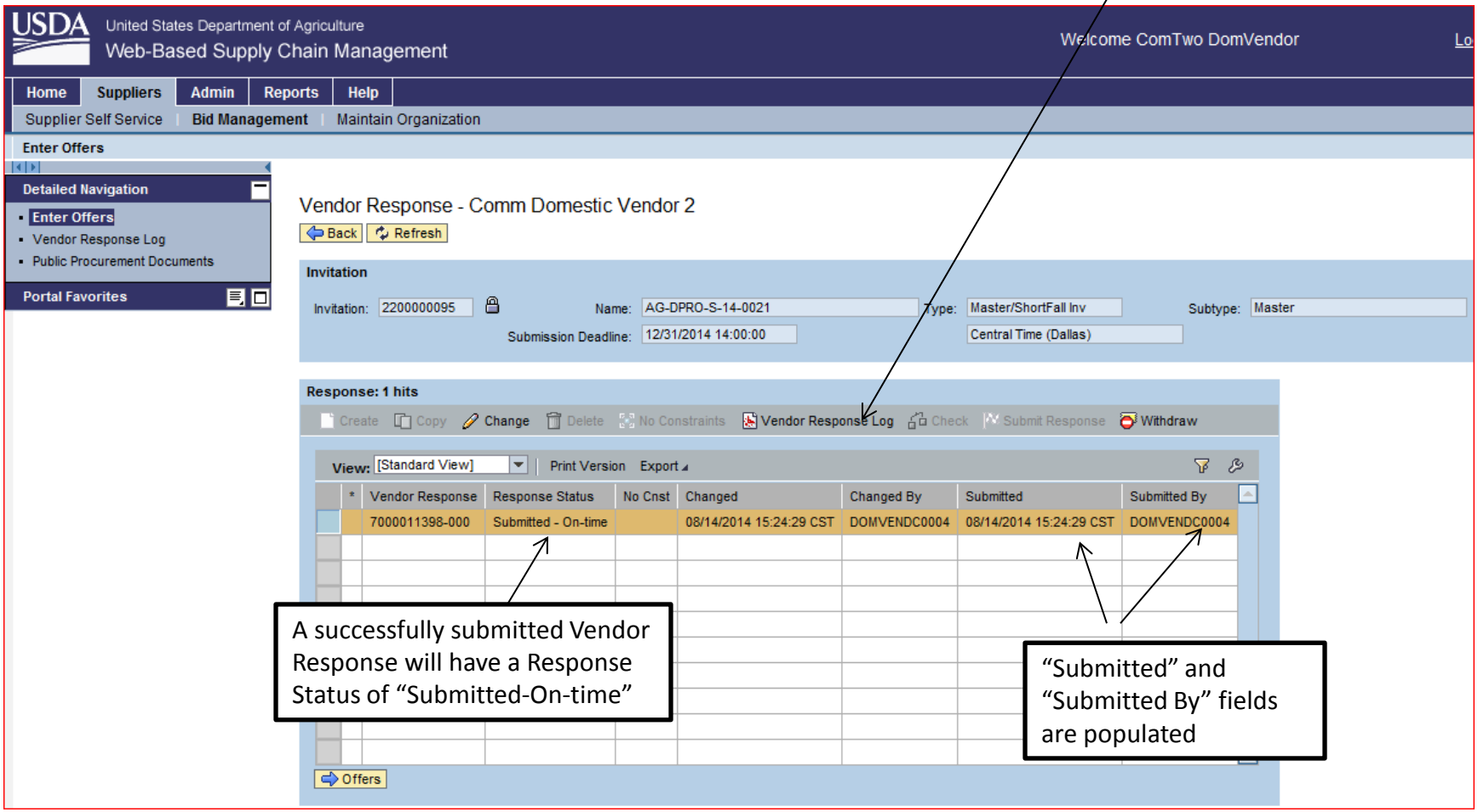


Create Vendor Response

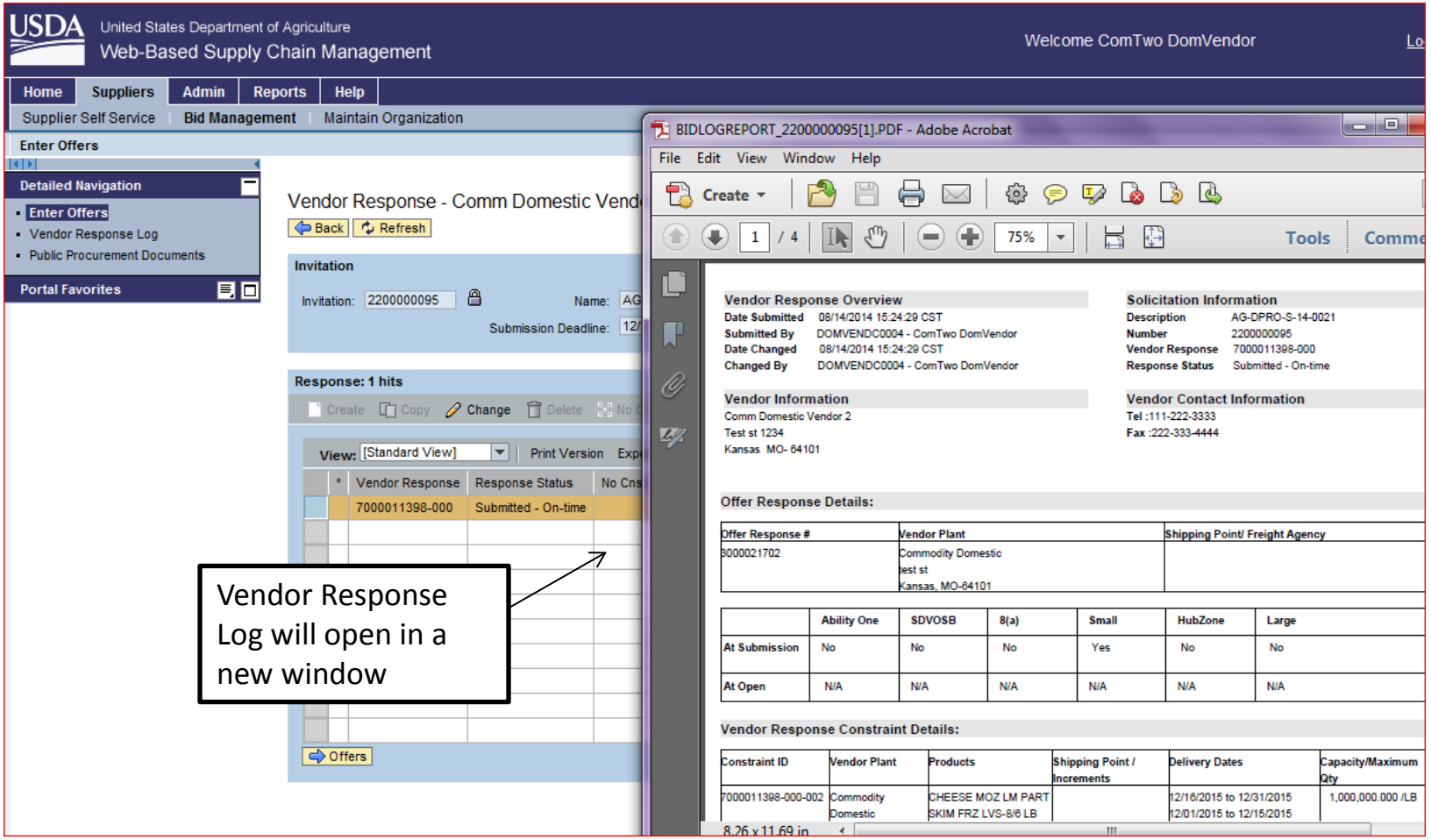


Create Vendor Response

It is always a good idea to review the Vendor Response in its entirety by clicking on the Vendor Response Log button.

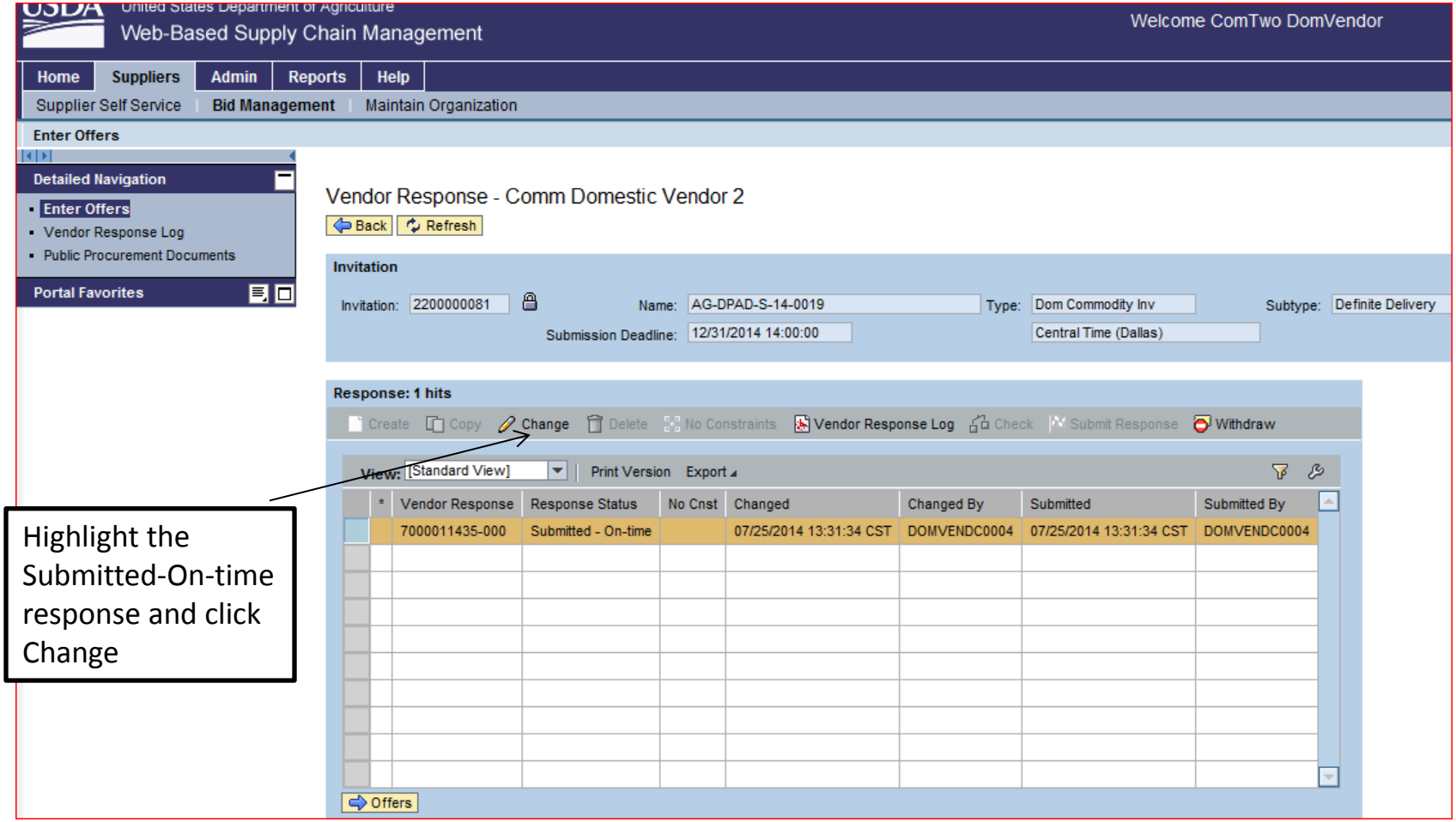


Vendor Response-Vendor Response Log



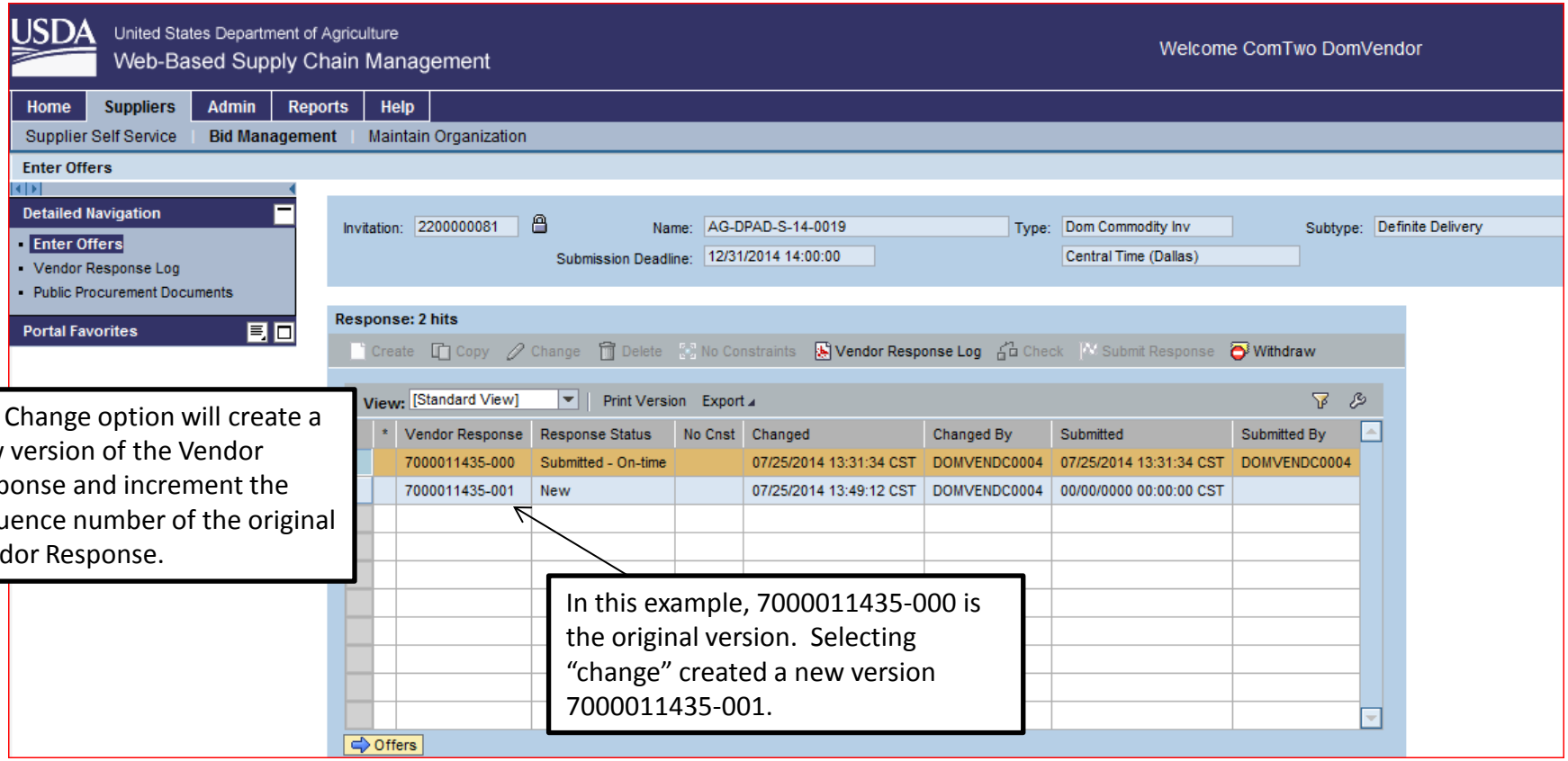
Change Vendor Response

How to change a Vendor Response that has been submitted to USDA



Highlight the Submitted-On-time response and click Change

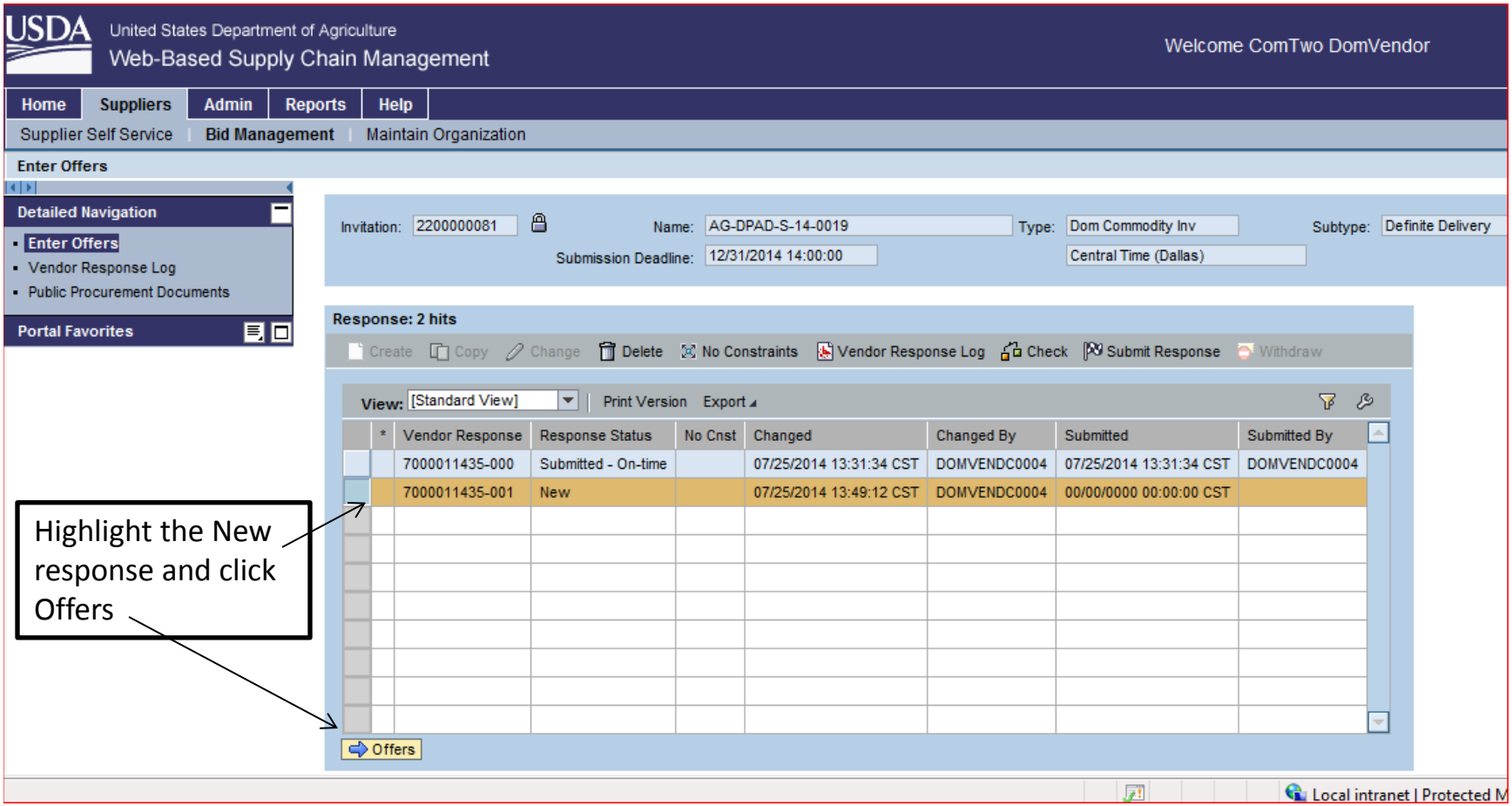
Change Vendor Response



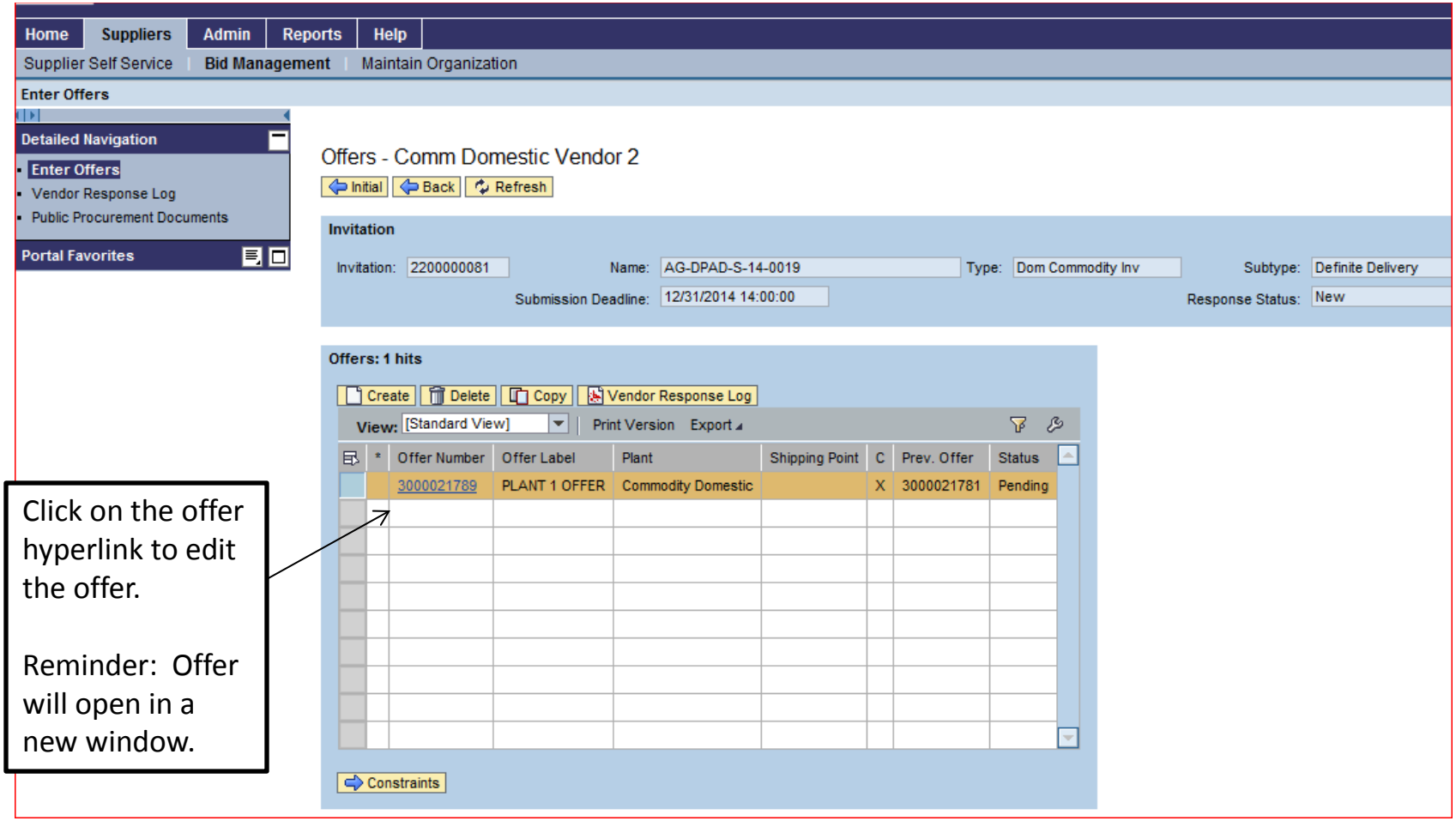
The Change option will create a new version of the Vendor Response and increment the sequence number of the original Vendor Response.

In this example, 7000011435-000 is the original version. Selecting "change" created a new version 7000011435-001.

Change Vendor Response



Change Vendor Response



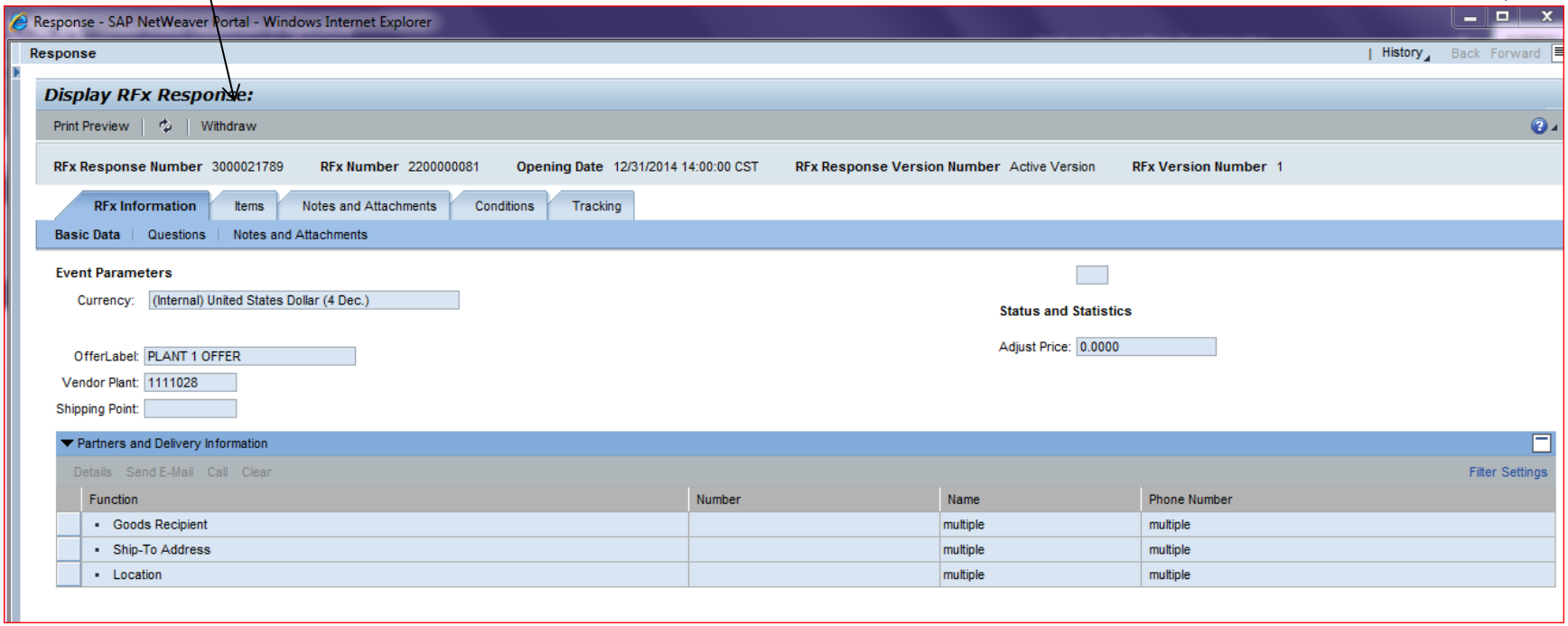
Click on the offer hyperlink to edit the offer.

Reminder: Offer will open in a new window.

Change Offer

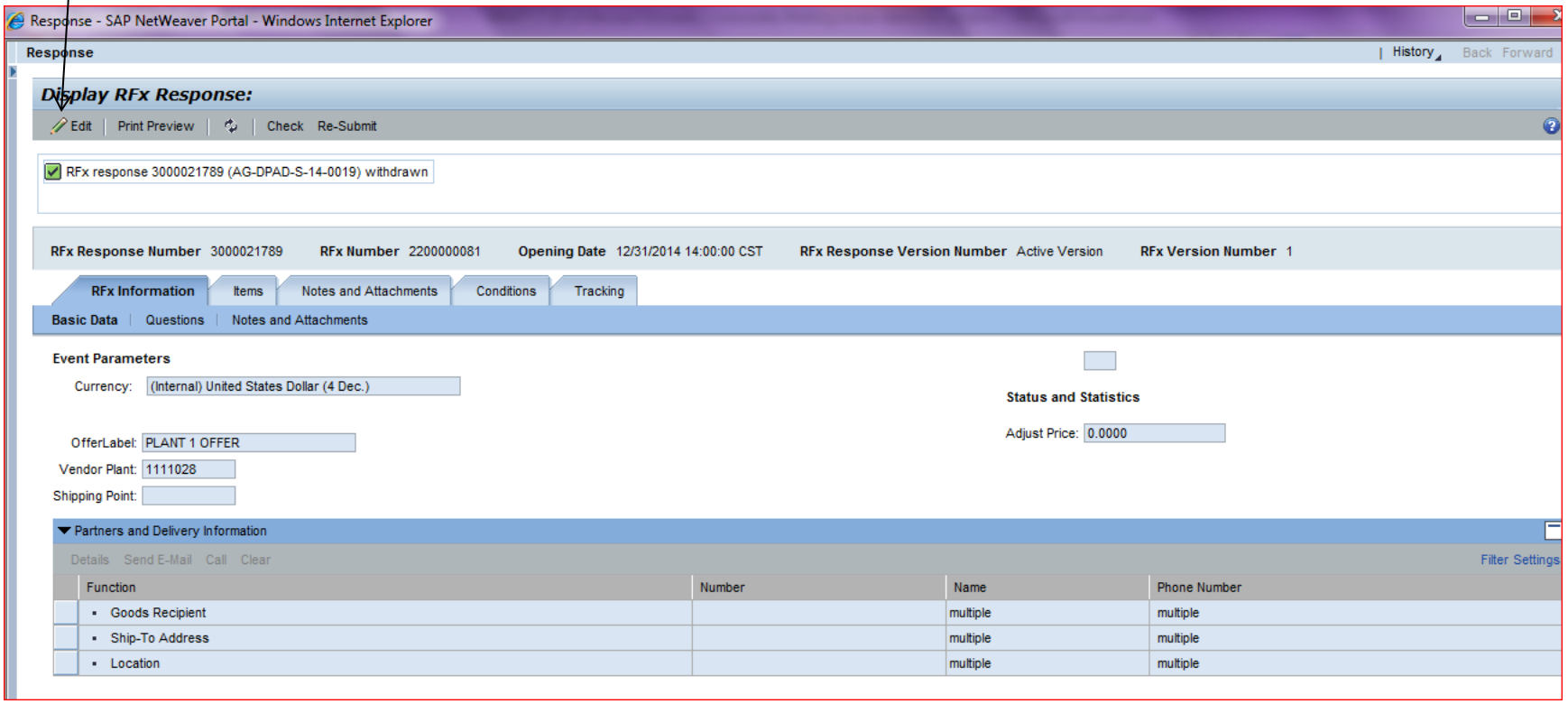
Click “Withdraw” to display the Edit button.
-Note: clicking withdraw on the offer withdraws the “pending” status of the offer, which is required in order to be able to edit.

Expand the offer window to maximize viewing space



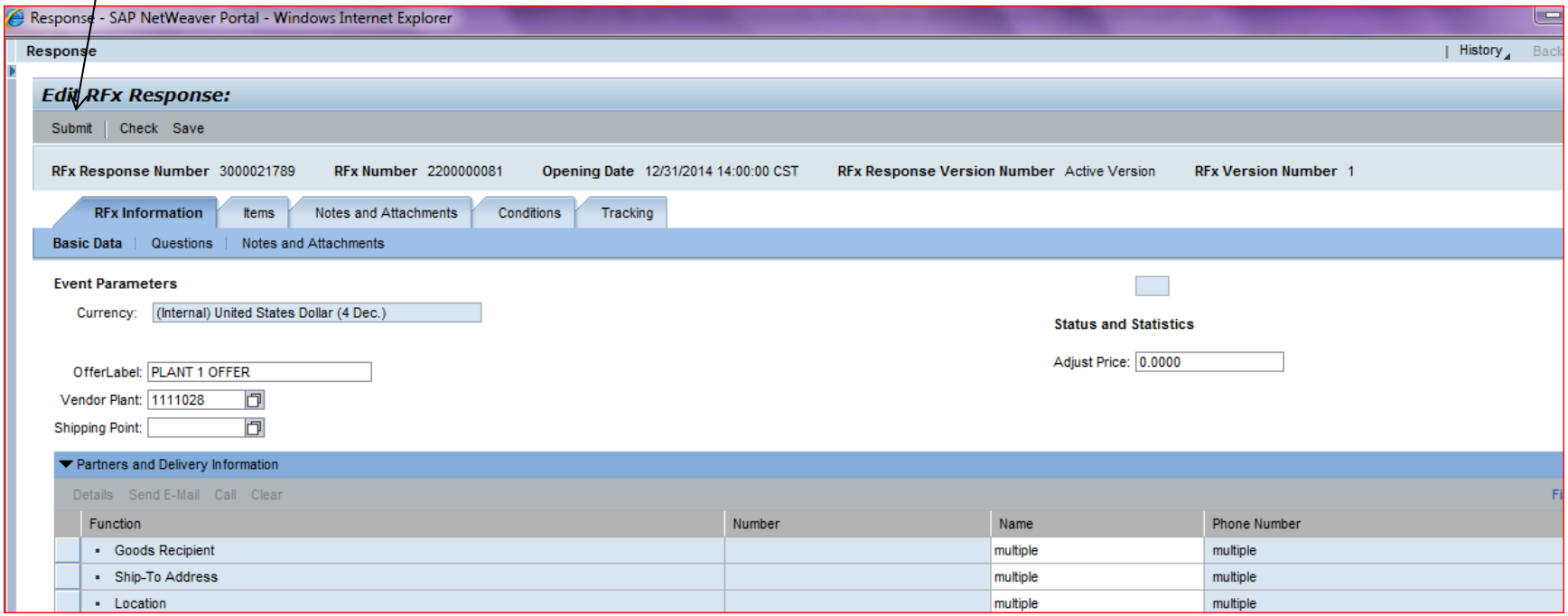
Change Offer

Click Edit



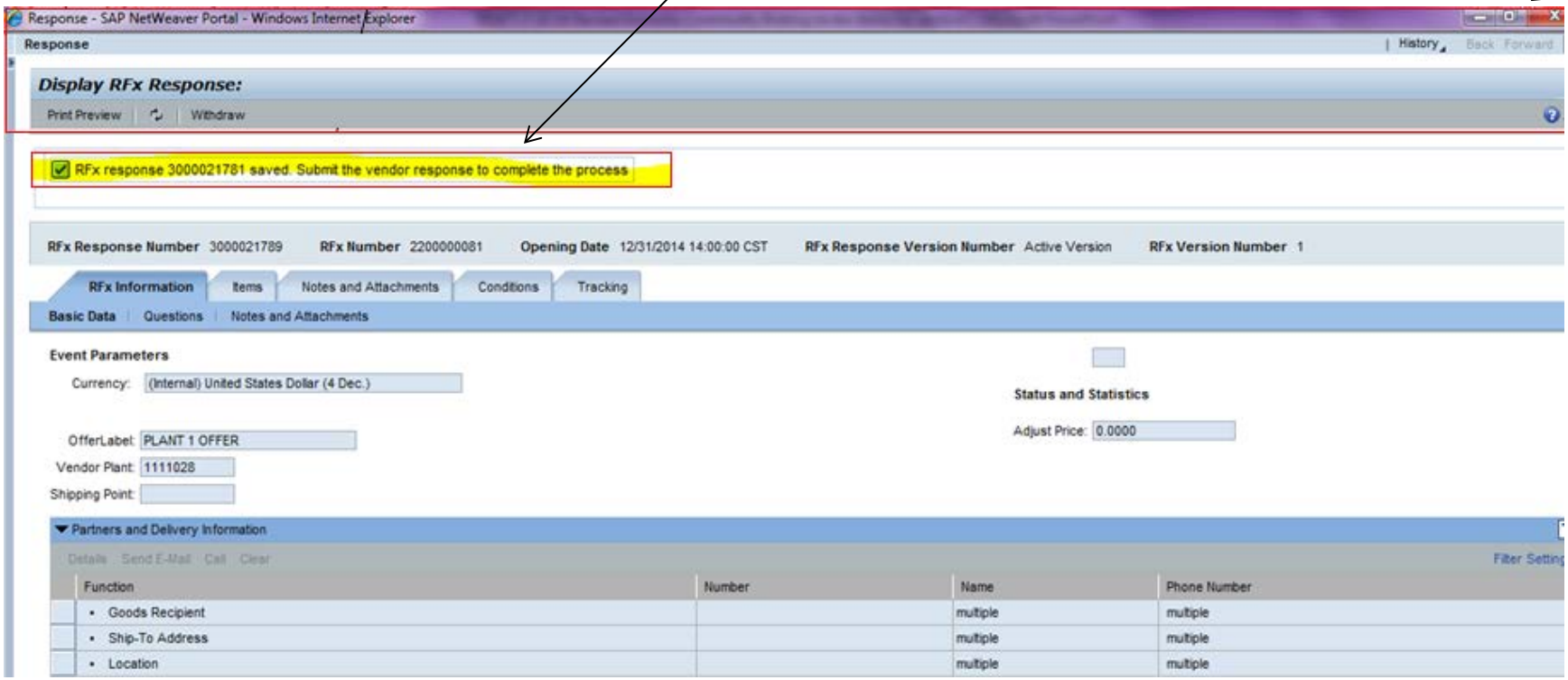
Change Offer

Make any necessary changes and Submit when finished.



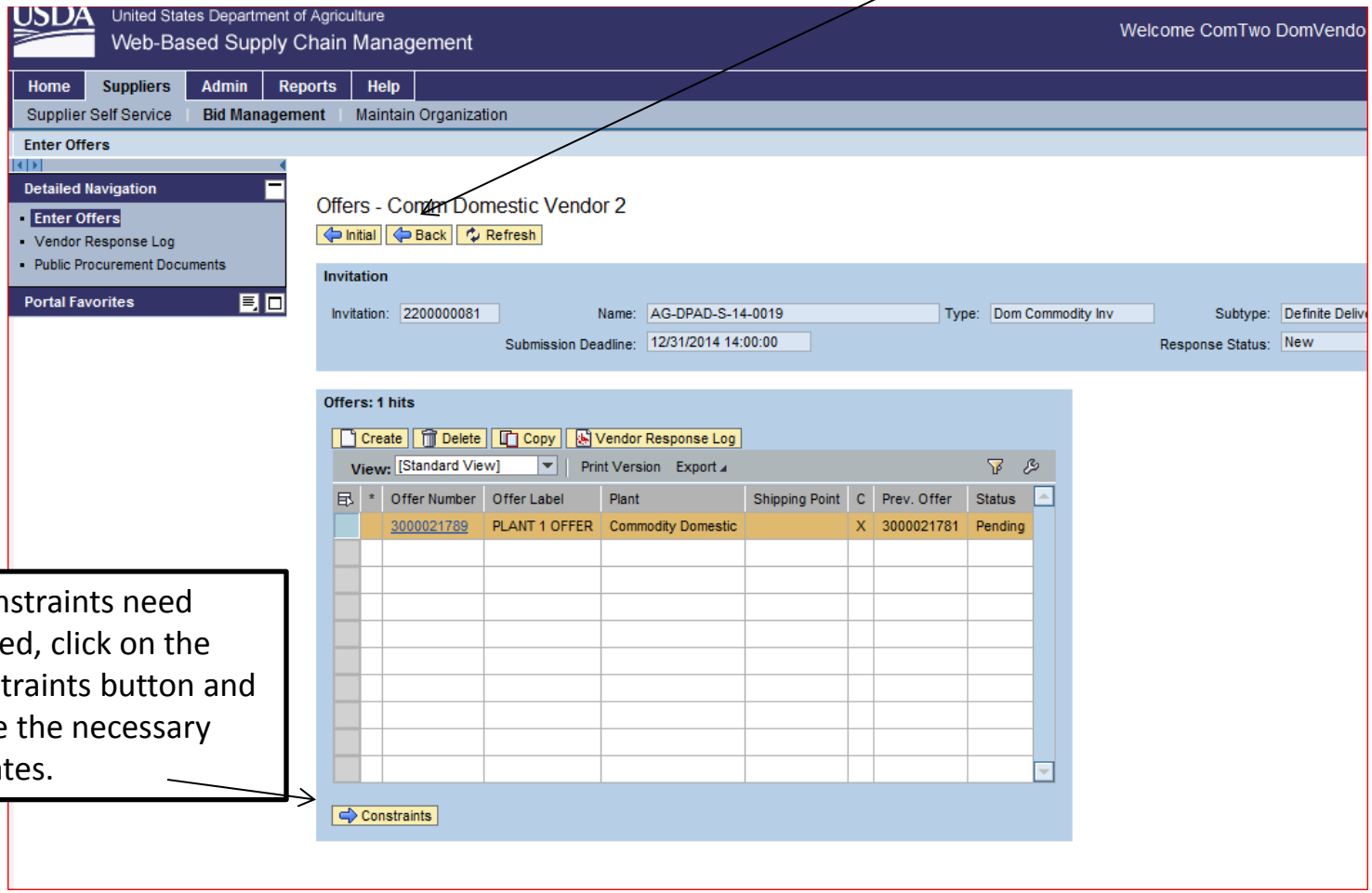
Change Offer

After receiving “submit vendor response to complete the process” message, close window



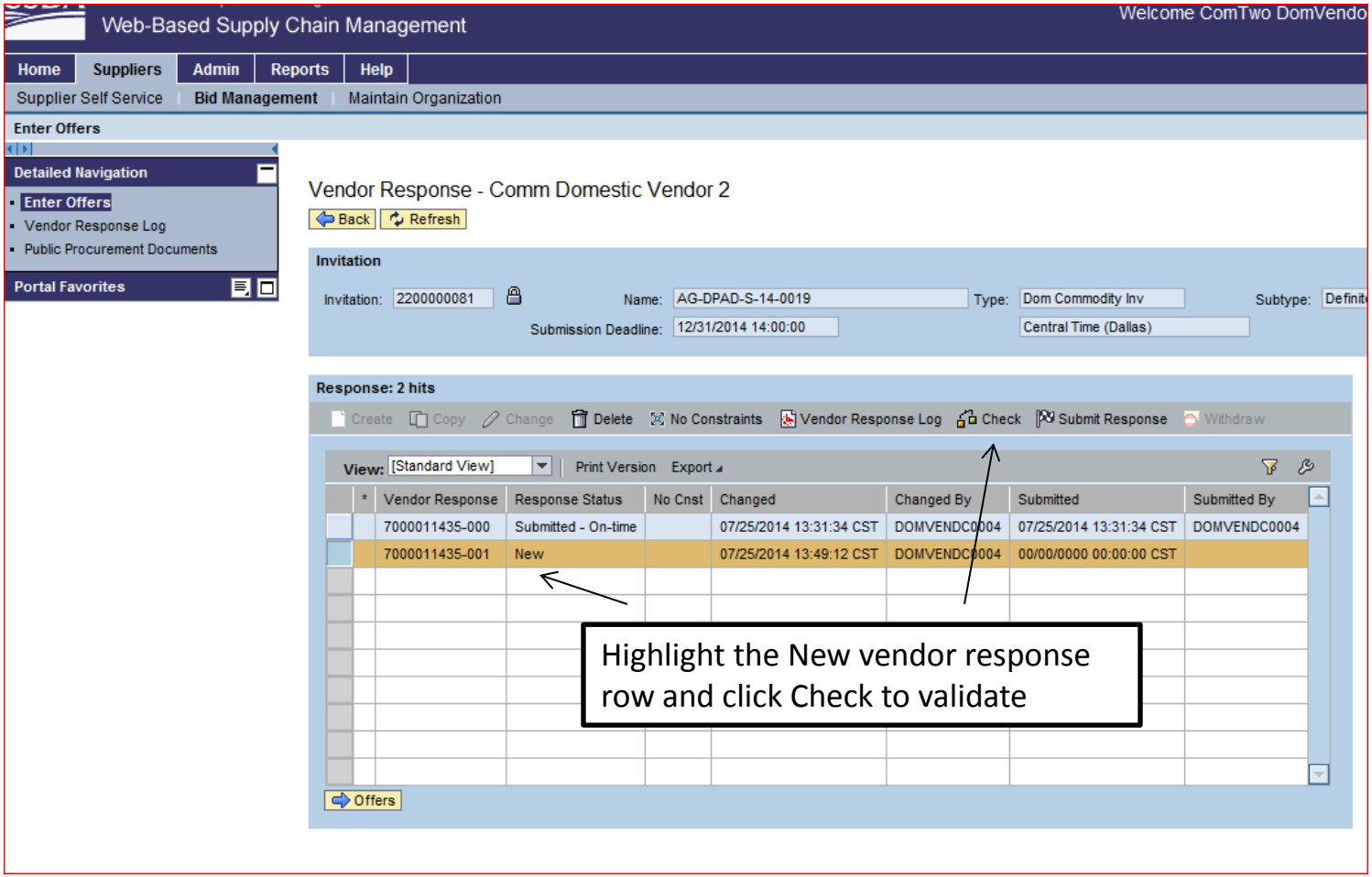
Change Vendor Response

When all changes are complete, click on the Back button.

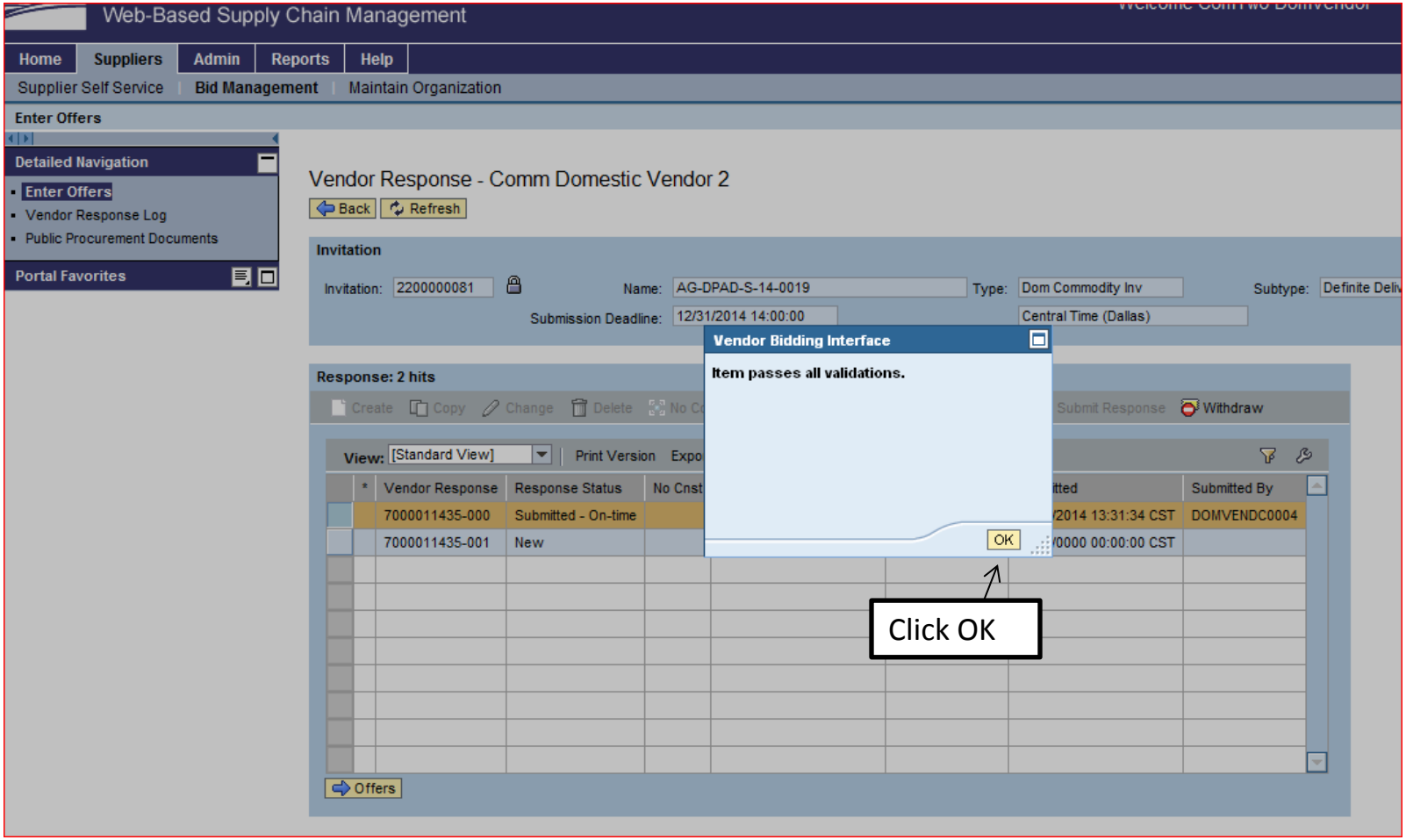


If constraints need revised, click on the Constraints button and make the necessary updates.

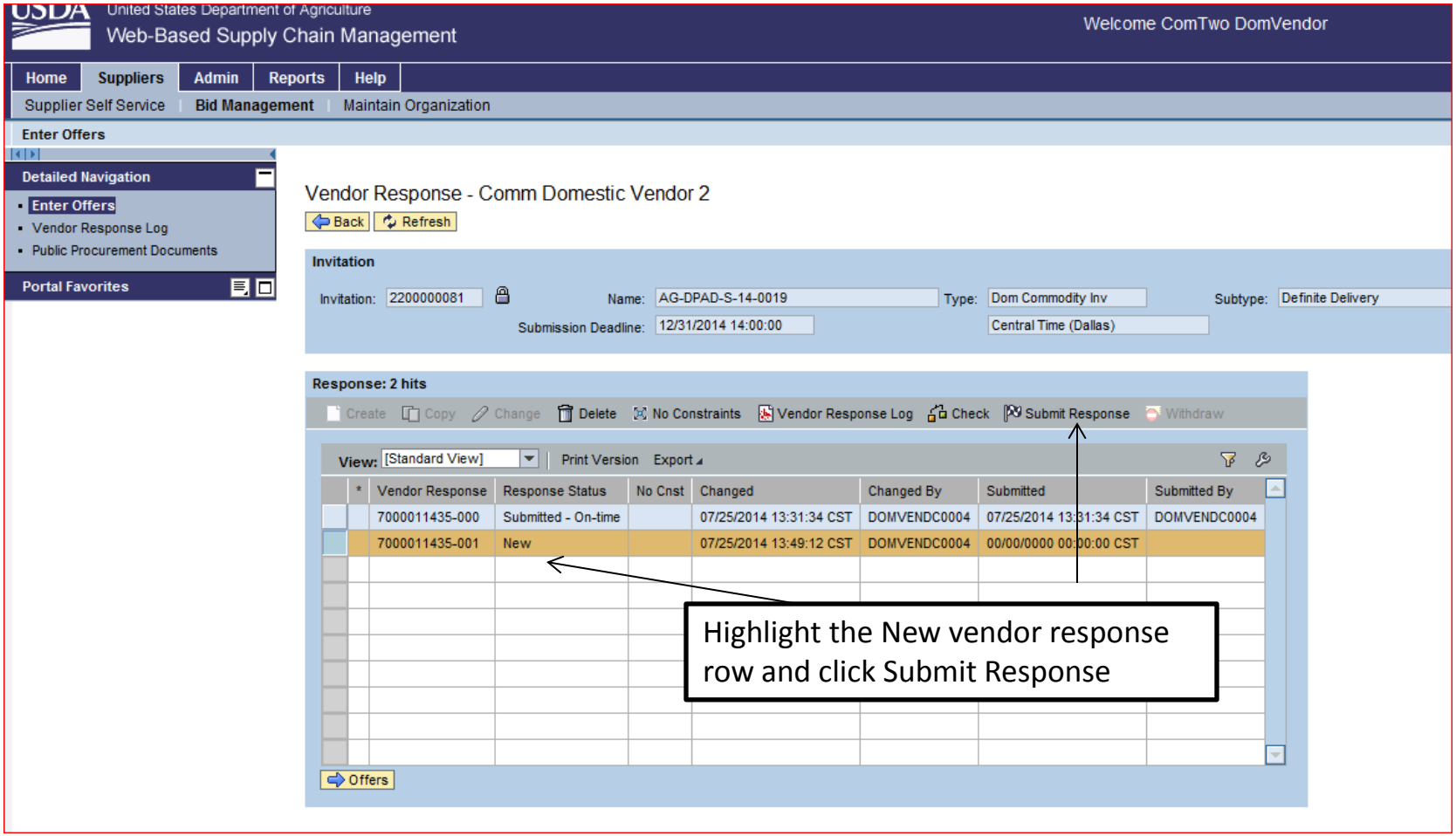
Change Vendor Response



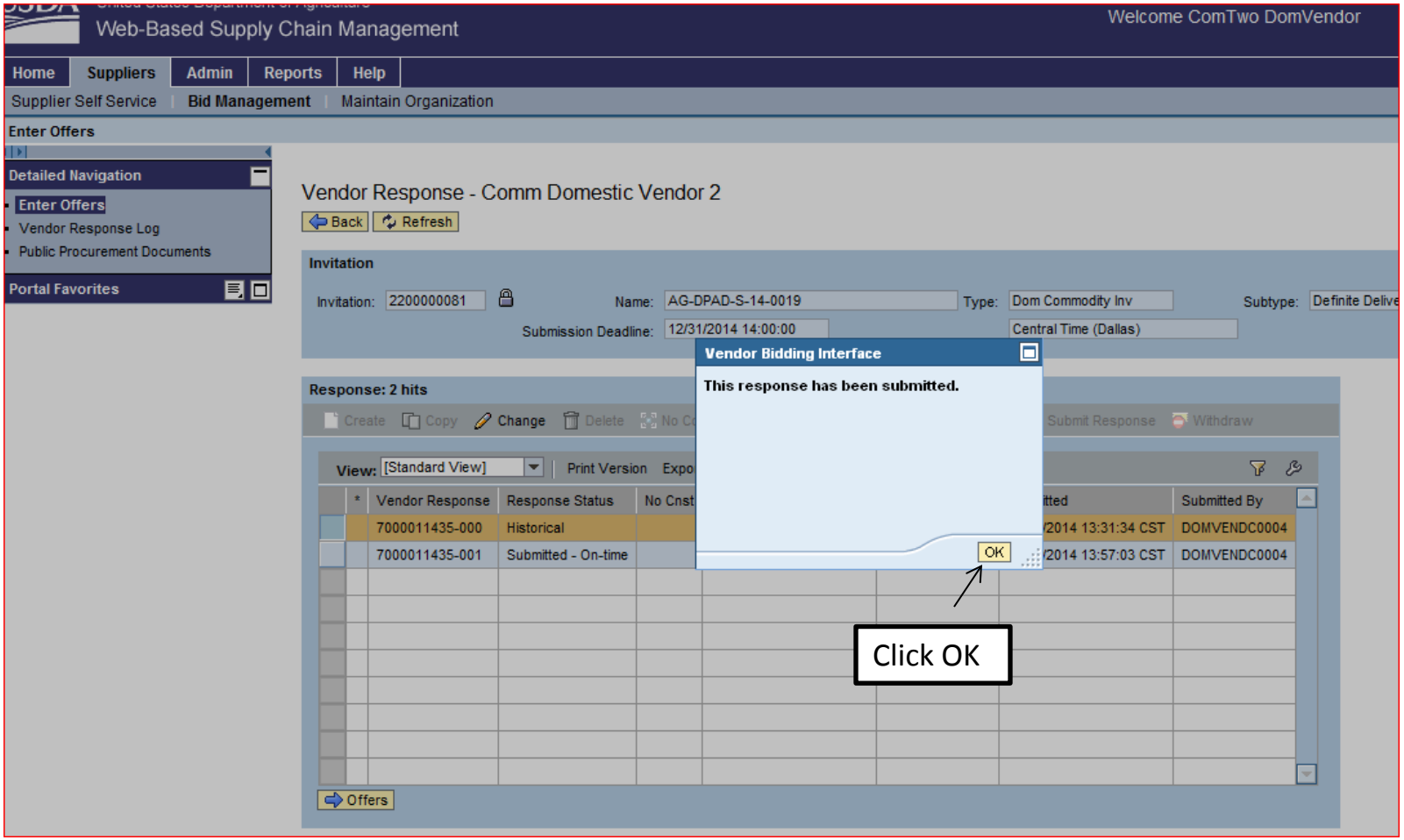
Change Vendor Response



Change Vendor Response

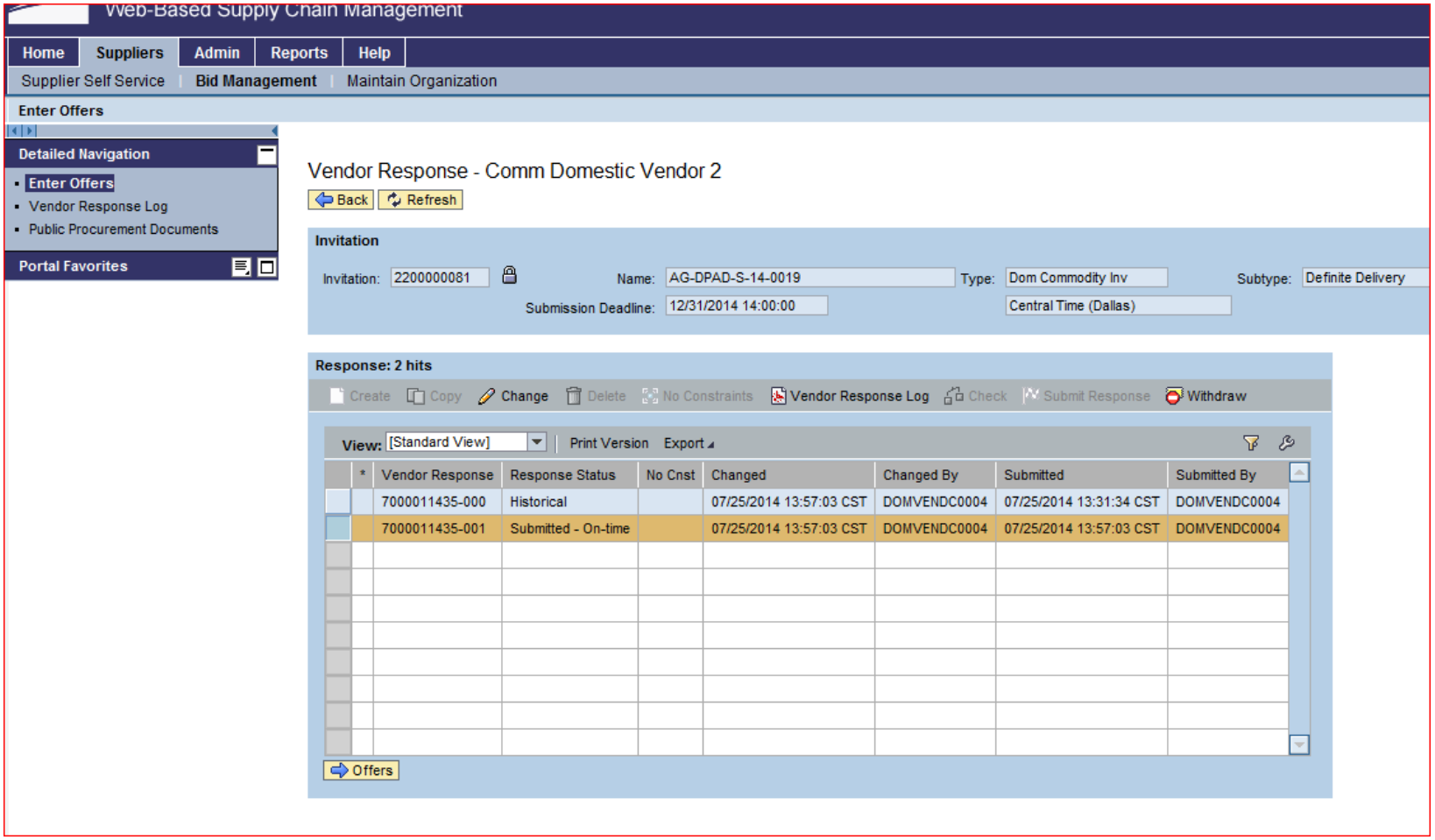


Change Vendor Response



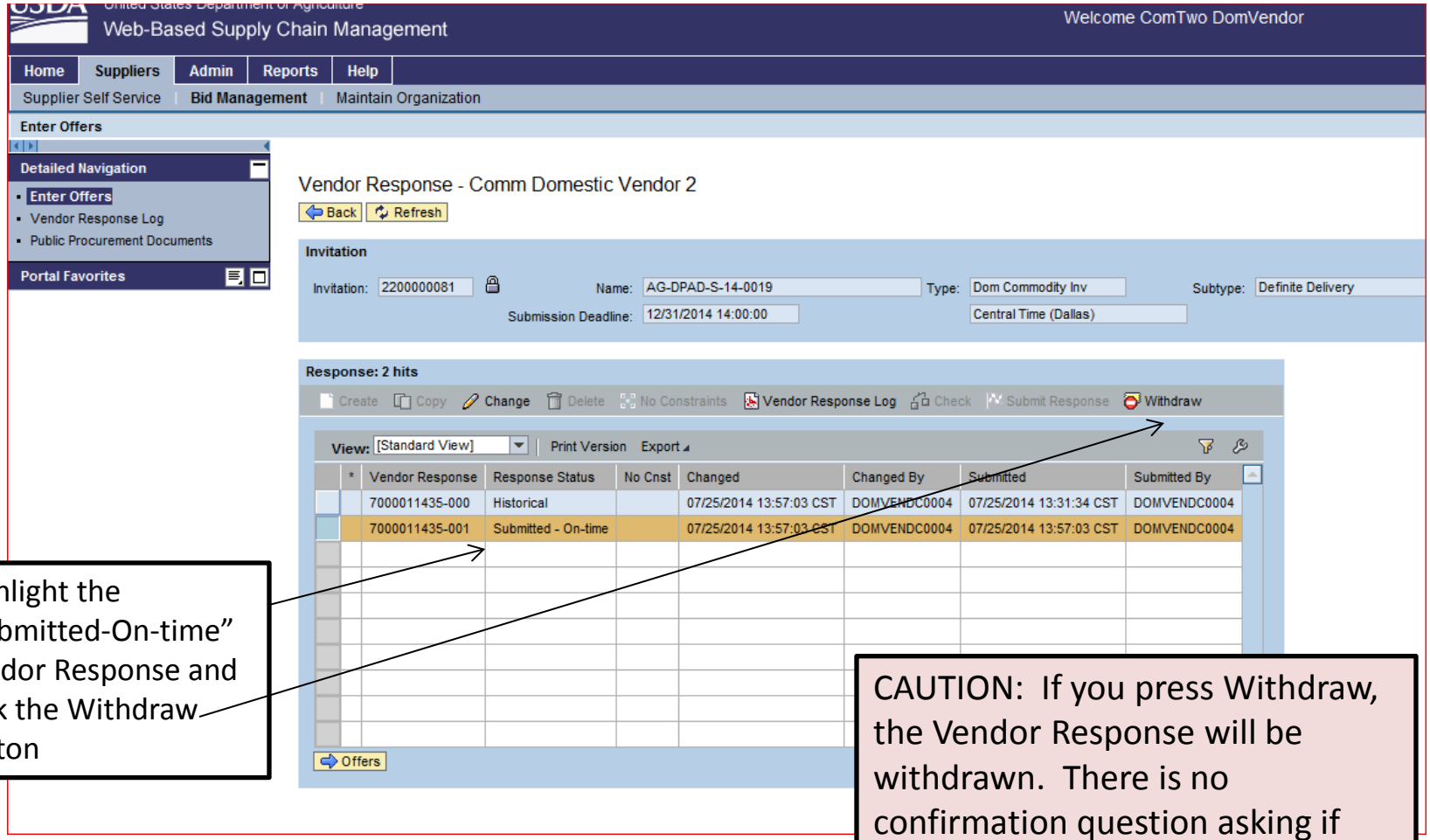
Change Vendor Response

If the Vendor decides to Submit Response for the newer version, the system will update the previous version to "Historical" and update the status of the selected version to "Submitted – On-time."
NOTE: Only 1 Vendor Response version will be active at one time.



Withdraw Vendor Response

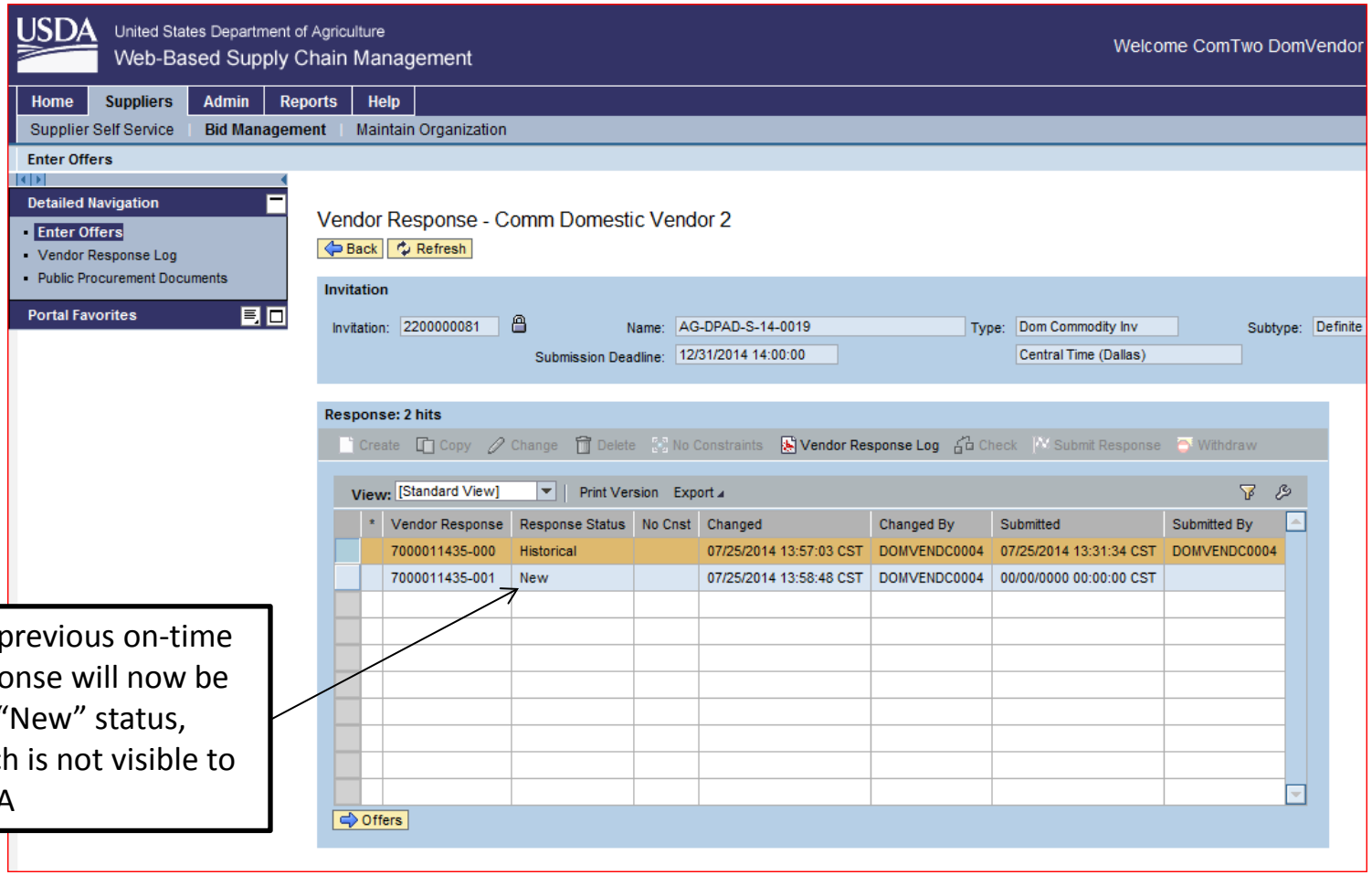
How to withdraw a Vendor Response that has been submitted to USDA



Highlight the "Submitted-On-time" Vendor Response and click the Withdraw button

CAUTION: If you press Withdraw, the Vendor Response will be withdrawn. There is no confirmation question asking if you're sure you want to withdraw.

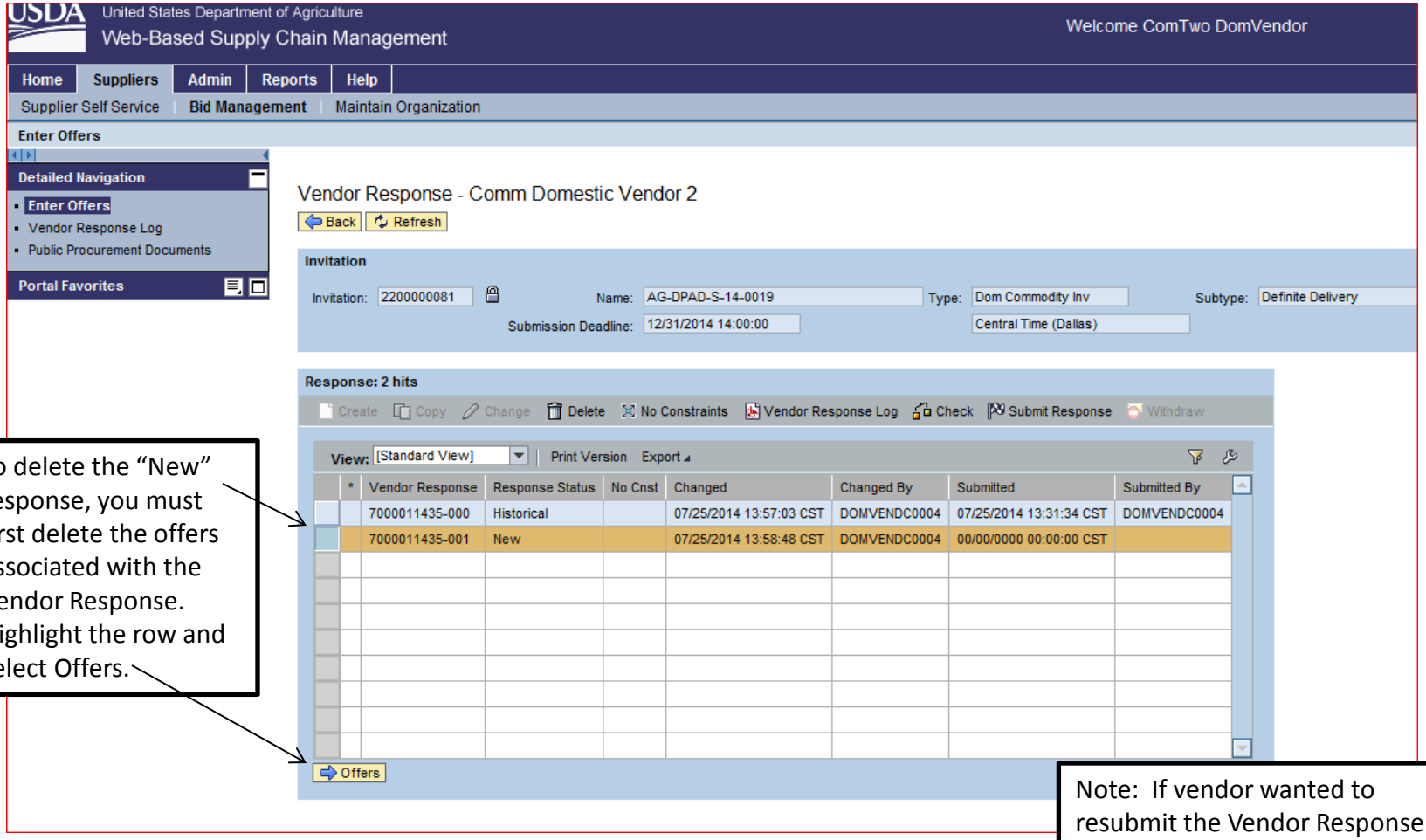
Withdraw Vendor Response



The previous on-time response will now be in a “New” status, which is not visible to USDA

At this point, no Vendor Responses have been submitted to USDA.

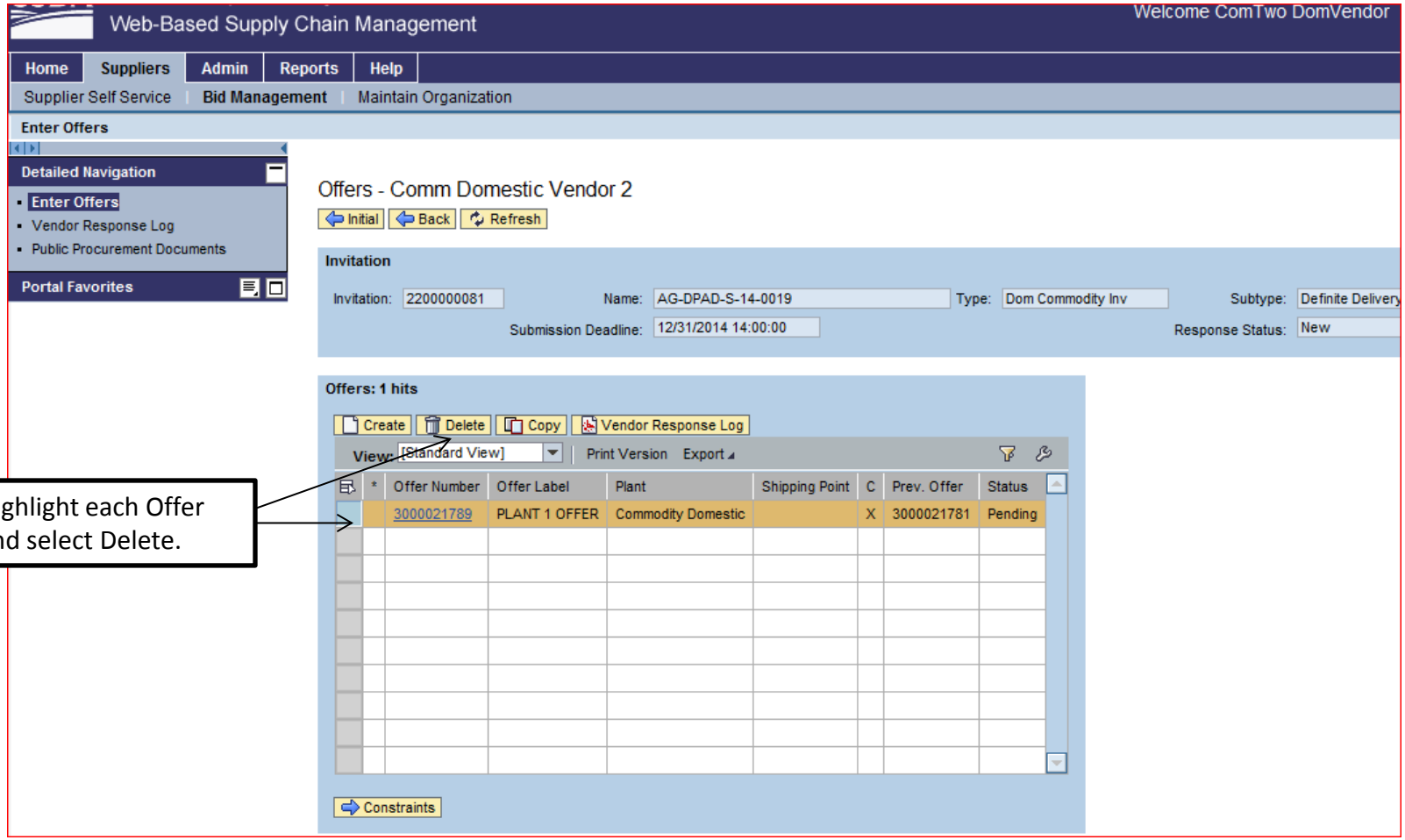
Withdraw Vendor Response - Delete



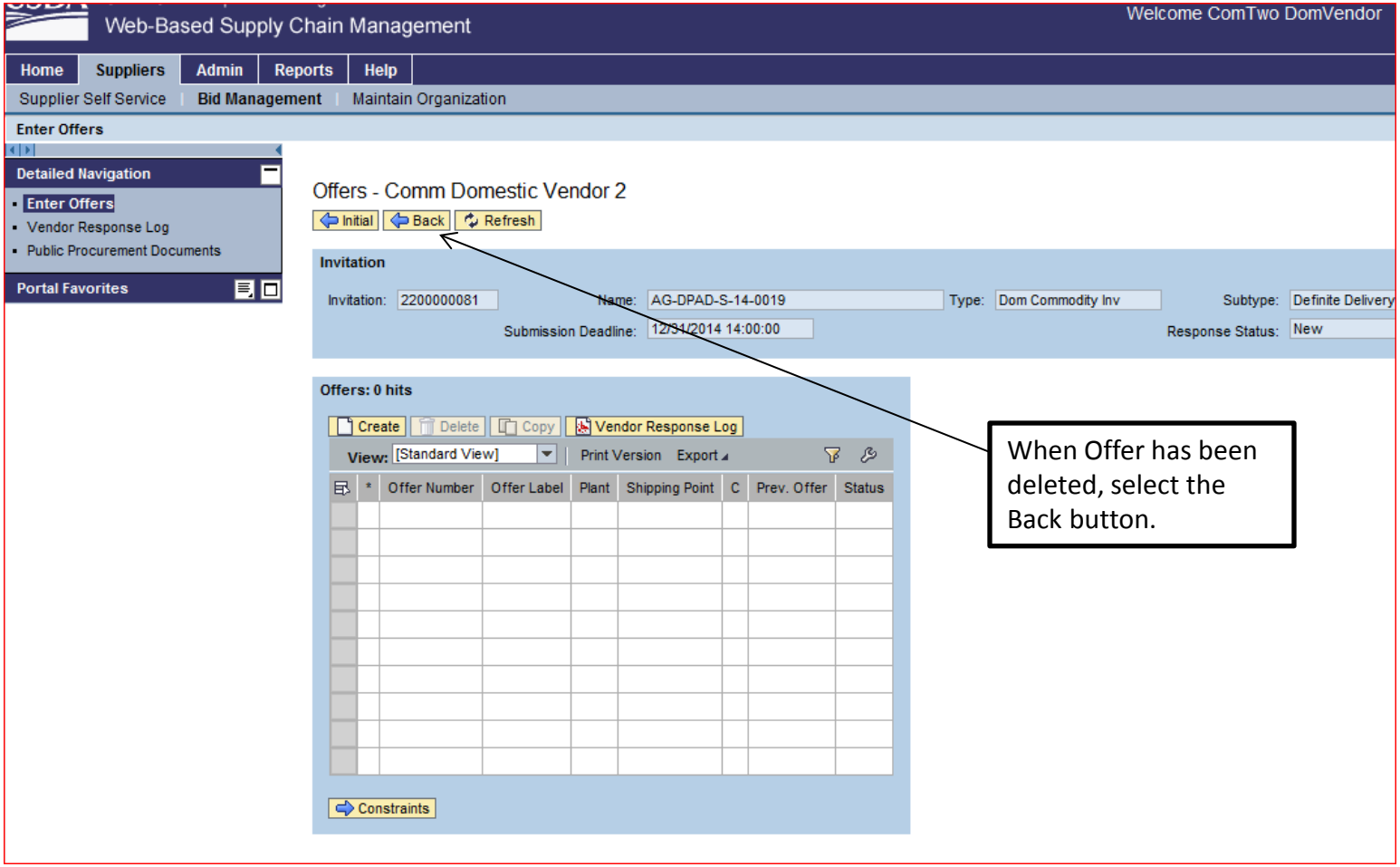
To delete the "New" response, you must first delete the offers associated with the Vendor Response. Highlight the row and select Offers.

Note: If vendor wanted to resubmit the Vendor Response that was just withdrawn, highlight the Vendor Response in "New" status and select Submit Response.

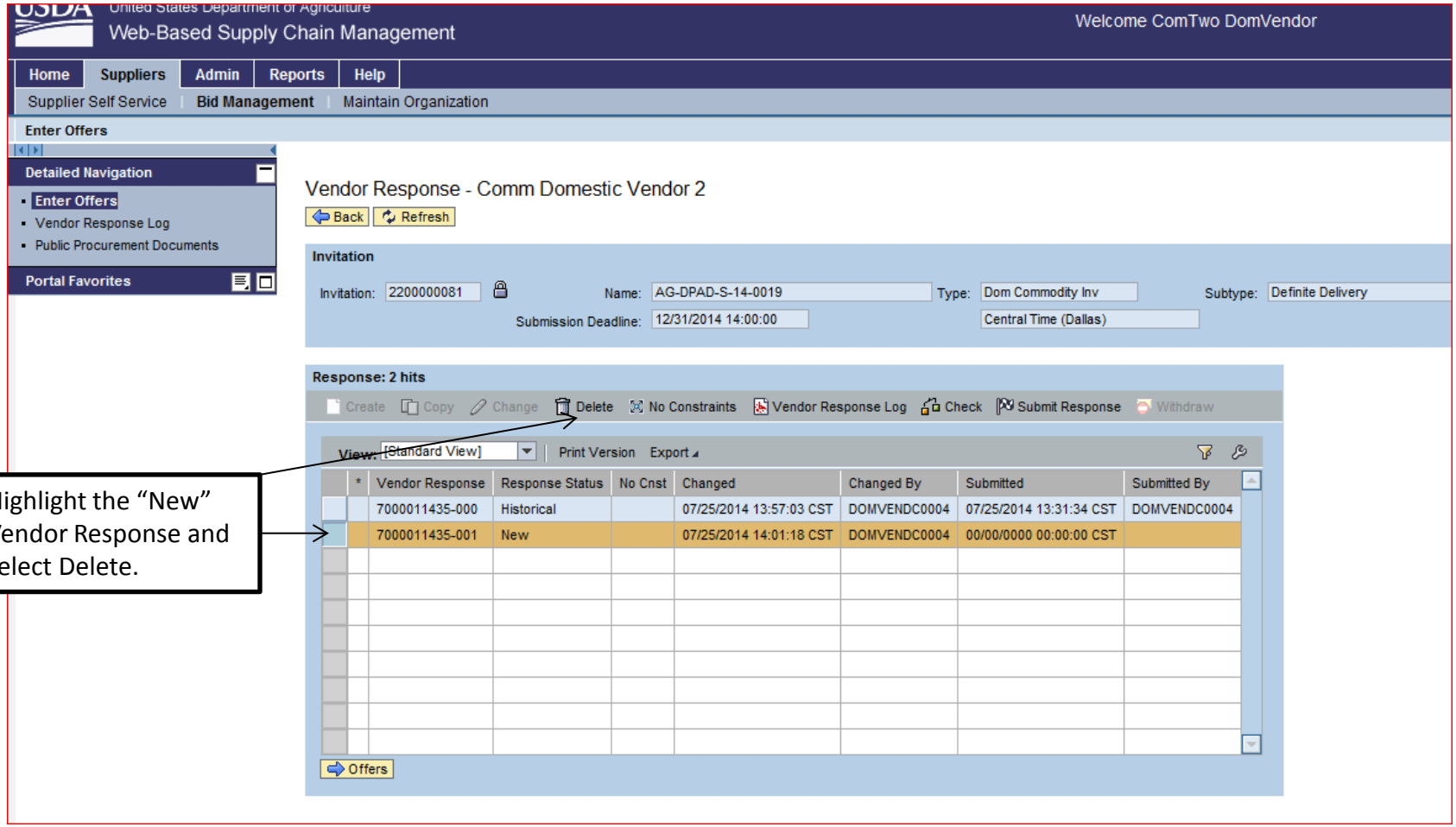
Withdraw Vendor Response - Delete



Withdraw Vendor Response - Delete

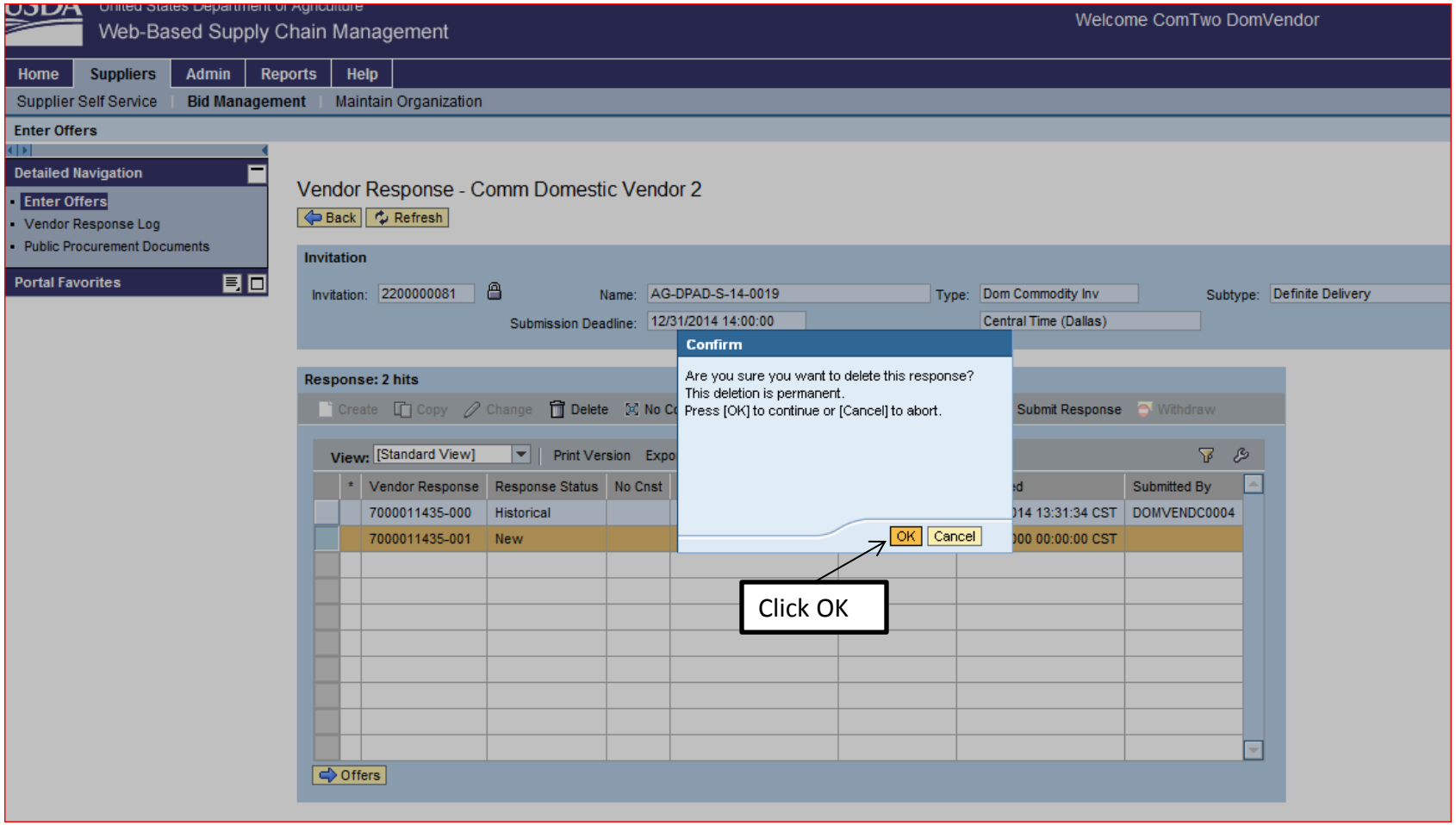


Withdraw Vendor Response - Delete

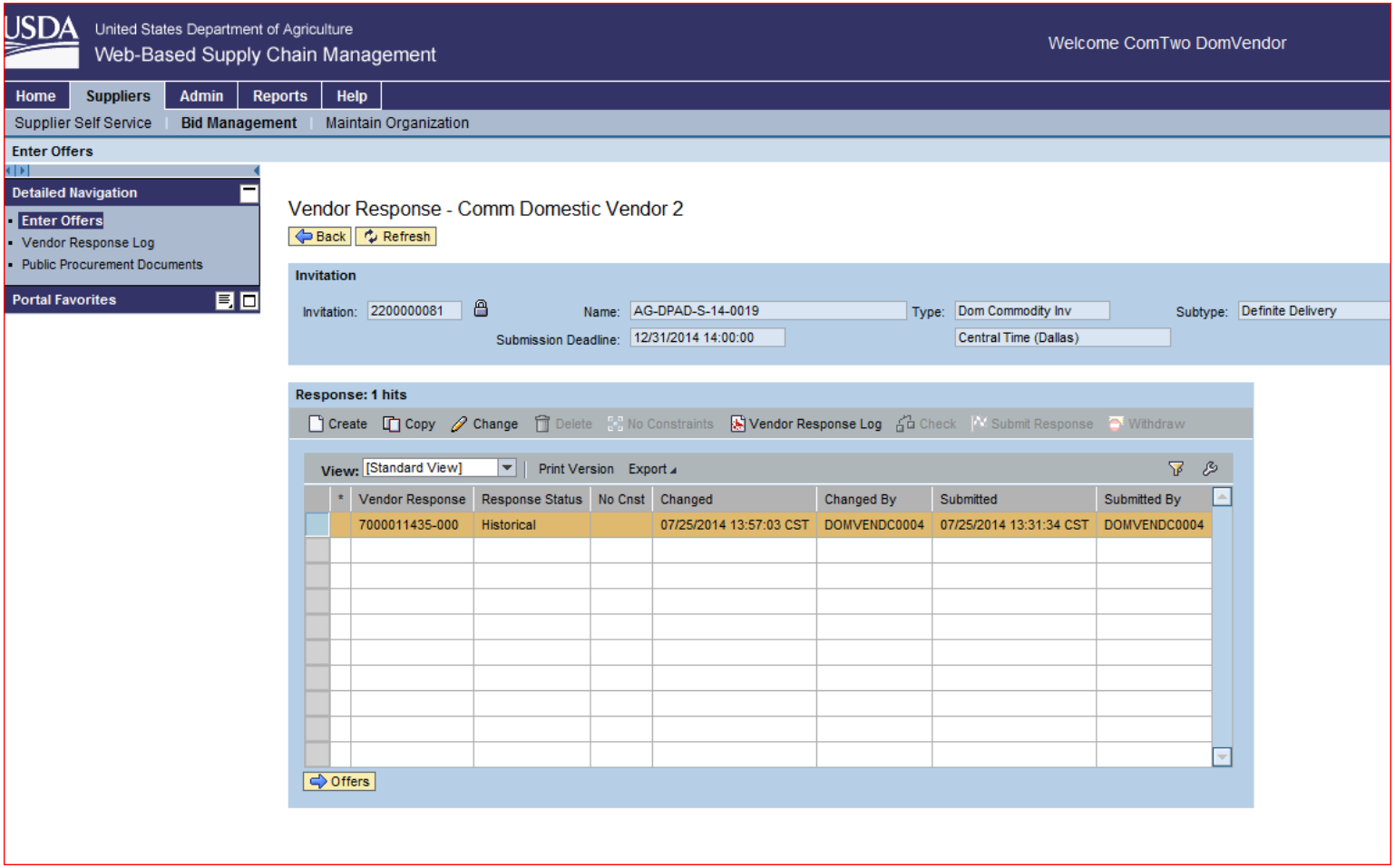


Highlight the "New" Vendor Response and select Delete.

Withdraw Vendor Response - Delete



Withdraw Vendor Response - Delete



Help

Documentation is available by navigating to Help-Training

Or you can contact the helpdesk via Phone or Email by navigating to Help-Helpdesk