

QUICK REFERENCE GUIDE

Updated February 20, 2024

Bid on Event

The State of Minnesota purchases goods and services from suppliers through a competitive process known as **bidding**.

- Bidding begins when the State creates a solicitation for goods/services known as an **event**.
- When suppliers respond to an event, their response becomes a **bid**.

Note: Events also may refer to grants that the State offers to individuals and businesses.

Types of Events

There are three types of events:

1. **RFB-Request for Bid:** Request to procure goods/services.
2. **RFP-Request for Proposal:** Request to provide professional/technical services or grants.
3. **RFI-Request for Information:** Request to solicit general information.

How to Bid on Events

After a State agency creates an event, suppliers can bid on the event by logging in to the Supplier Portal and entering bidding amounts for each line item of the event.

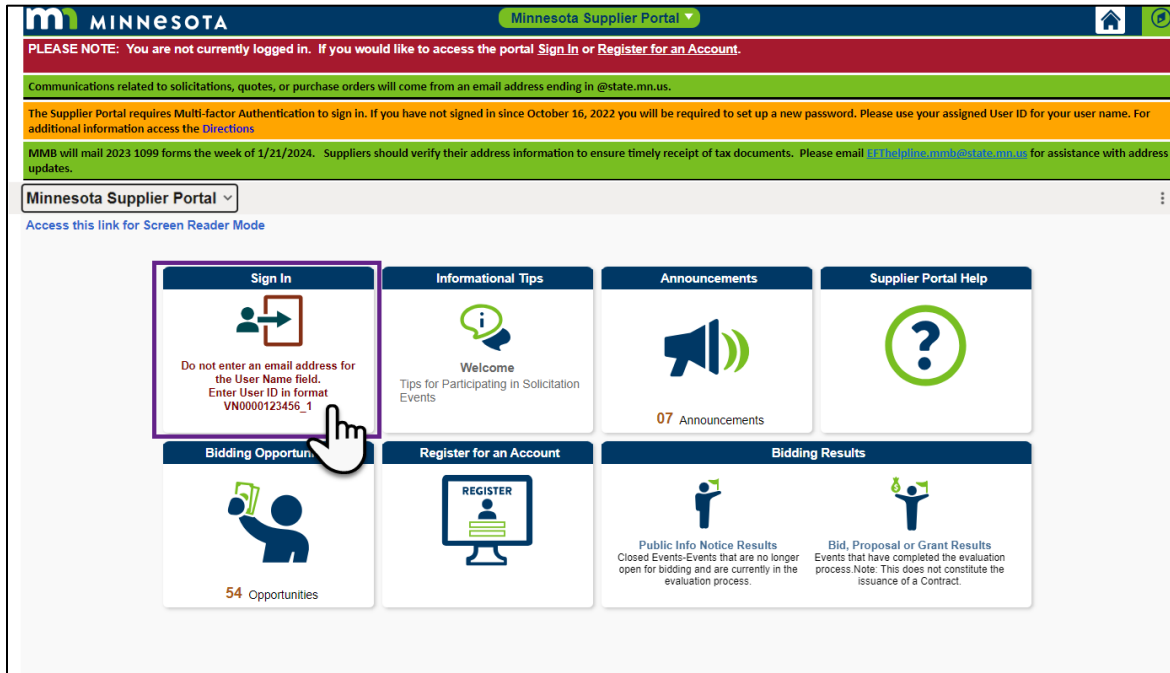
Note: Pay special attention to the *Event Description*. The *Event Description* is on the *Events Details* page and provides instructions for bidders/suppliers who bid on the event. Follow these instructions carefully to ensure the bid is submitted correctly.

Steps to Complete:

- Step 1: Log in to the Supplier Portal.
- Step 2: View Event Details and Description.
- Step 3: Bid on Event.
- Step 4: View or Add Attachments/Comments.
- Step 5: Validate Entries.
- Step 6: Submit Bid.

Step 1: Log in to the Supplier Portal.

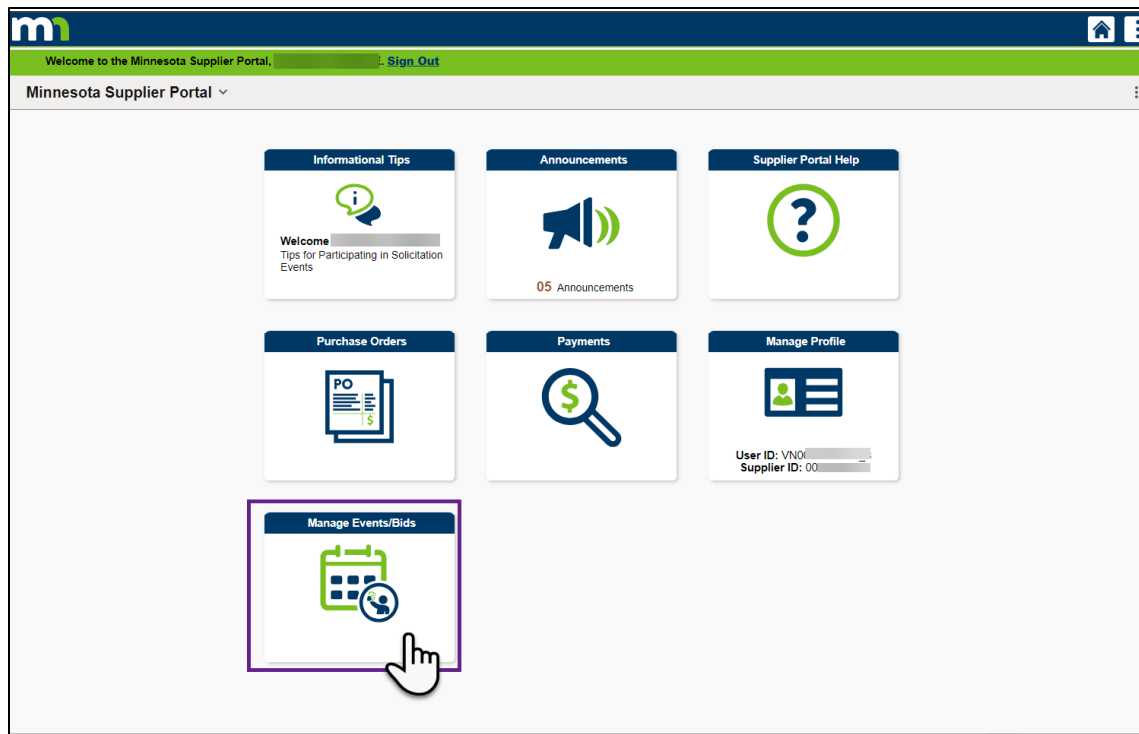
1. Access the Supplier Portal from the following link: <http://mn.gov/supplier>
2. To log in to the Supplier Portal, select the **Sign In** tile.



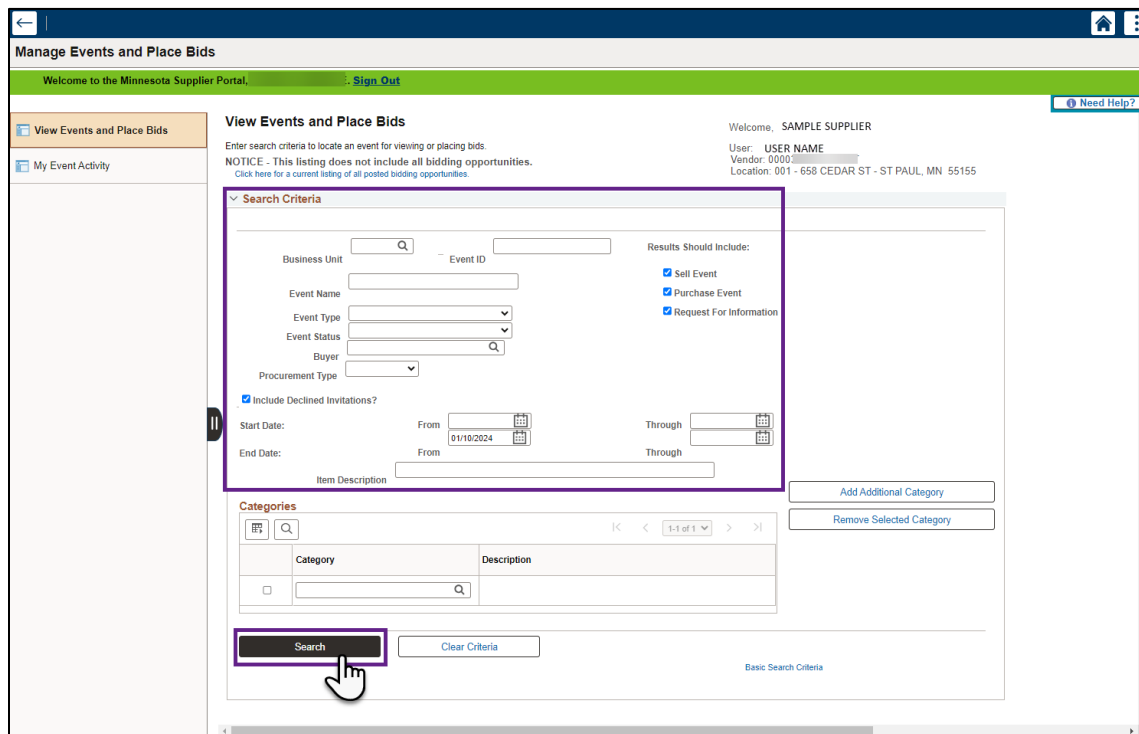
3. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
4. Select the **Sign In** button and complete the multifactor authentication process. For help please refer to the **SWIFT Supplier Portal Multi Factor Authentication Reference Guide**.

Step 2: View Event Details and Description.

1. Select the **Manage Events/Bids** tile.



2. The *View Events and Place Bids* page will display by default. In the *Search Criteria* fields, you may enter information to search for an event.
3. After entering Search Criteria, select the *Search* button. *Search Results* will appear below.



4. Select an *Event ID* to review information about the event prior to bidding on it.

Search Results

Event ID	Event Name	Format	Type	End Date/Time	Status	Agency Description
E3701-2000014472	MDE LETRS Services for Minnesota Districts	Sell	RFx	06/27/2025 02:00 PM CDT		Education Department
G0210-2000014312	Wild River & Interstate State Park Concessionaire	Sell	RFx	01/18/2024 03:00 PM CST		Admin/State Procurement
G0210-2000015033	Privacy Booths and Device Cases	Sell	RFx	01/24/2024 03:00 PM CST		Admin/State Procurement
G0210-2000015033	ADA Transit Van	Sell	RFx	01/19/2024 03:00 PM CST		Admin/State Procurement
G0210-2000015081	Janitorial: MNDOT Oakdale Golden Valley Richfield	Sell	RFx	01/23/2024 02:00 PM CST		Admin/State Procurement
G0210-2000015100	Behavioral Furniture, Accessories and Installation	Sell	RFx	01/19/2024 05:00 PM CST		Admin/State Procurement

5. The *Event Details* page will display, where you may review information about the event you have not bid on yet.

(Note: To bid on the event—see **Step 3** in this guide. If applicable, you also may accept the event invitation to receive notifications or updates about the event; or you may decline the event if you are not interested in seeing more information about it—see the **View, Accept, and Decline Event Invitations Quick Reference Guide** for details about accepting and declining events.)

To return to the *View Events and Place Bids* page, select the *Return to Event Search* link.

Event Details

Welcome: SAMPLE SUPPLIER
User: User Name
Vendor: 0000
Location: 001 - 650 CEDAR ST - ST PAUL, MN 55155

Accept Invitation Bidding Shortcuts: View/Download Bid Package
Decline Invitation Upload XML Bid Response
Bid on Event

Event Name: Wild River & Interstate State Park Concessionaire
Event ID: G0210-2000014312
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 1
Event Start Date: 12/20/2023 3:00PM CST
Event End Date: 01/18/2024 03:00 PM CST

Event Description:
*****THIS IS A FORMAL REQUEST FOR PROPOSAL (RFP). Fax responses and non-electronic responses will NOT be accepted. All responses must be submitted on-line through the SWIFT Supplier Portal before the Event Due Date and Time. Late responses will not be accepted. Visit the SWIFT Supplier Portal @ mn.gov/supplier*****
PURPOSE: The Department of Nature Resources (DNR) has a business opportunity and is requesting proposals to select a Contractor who

Contact: Cassandra Jensen Payment Terms
Phone: 651/201-2450 My Bids: 0
Email: cassandra.m.jensen@state.mn.us Edits to Submitted Bids: Allowed
Online Discussion Multiple Bids: Not Allowed
Live Chat Help

Display: All Lines *Bid Required Line Comments/Files

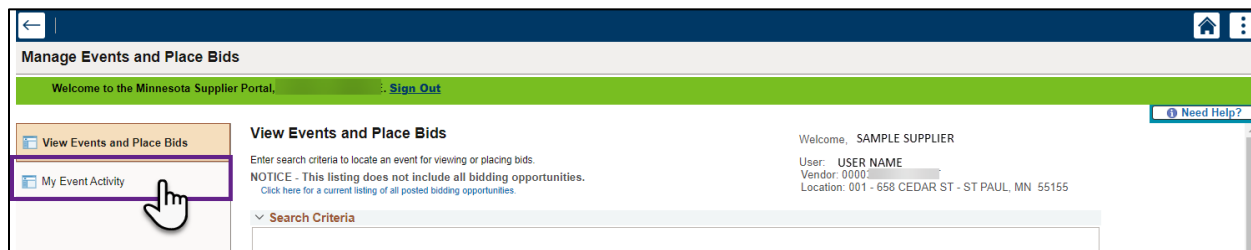
Lines

Line	Description	Unit	Requested Quantity	Status
1	Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000	
2	Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000	

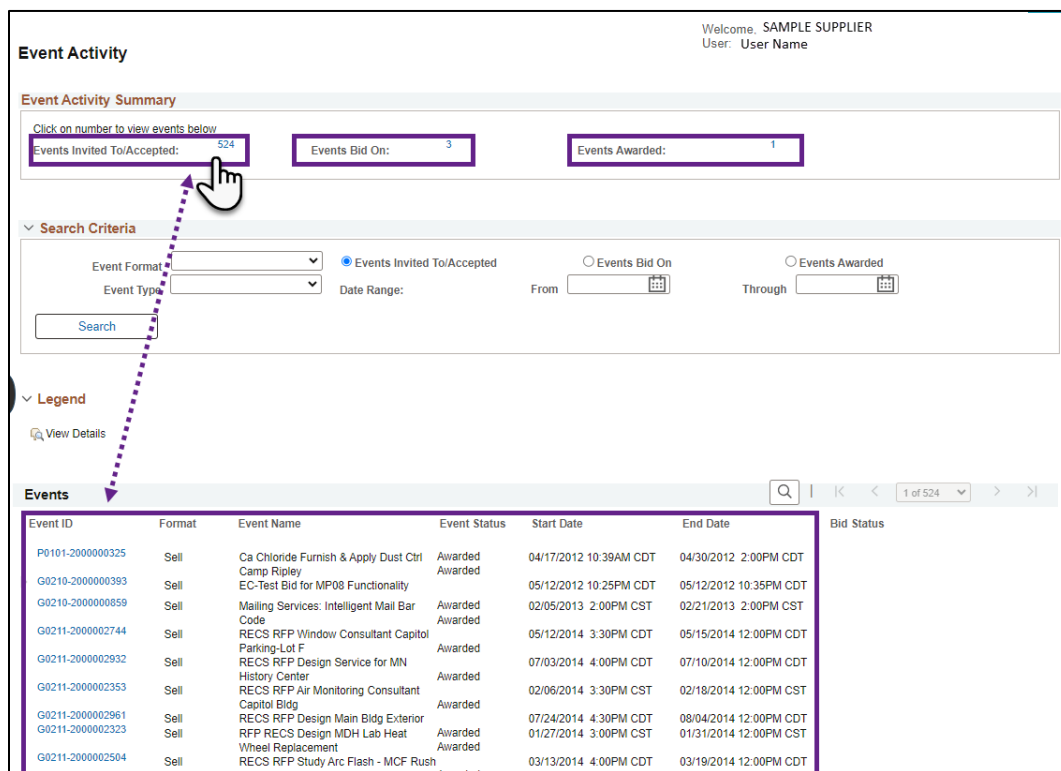
Return to Event Search

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

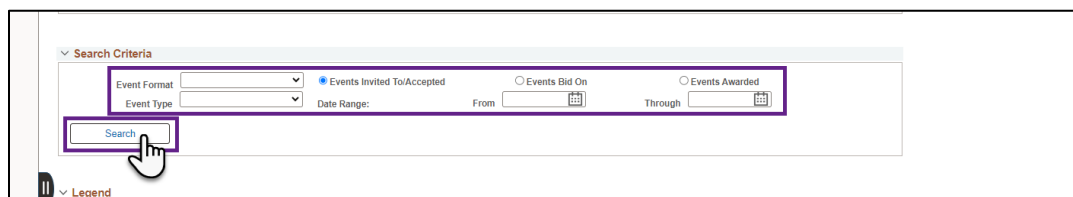
- From the left menu, select *My Event Activity* to review events your company has been invited to, has bid on, or has been awarded.



- The *Event Activity Page* will display. Review the *Event Activity Summary* section to see the number of events your company has been invited to (*Events Invited To*), bid on (*Events Bid On*), and/or was awarded (*Event Awarded*). Select one of those numbers to display a list of the events below.



Optional: To filter what events display in the list below, enter information in in the *Search Criteria* fields, and press the **Search** button.



Field	Field Description
Event Format	From the drop-down list, select “RFI” to view RFI events; or select “Sell” to view RFB or RFP events.
Events Invited To	Select this radio button to view events the supplier is invited to.
Events Bid On	Select this radio button to view events the supplier has responded to.
Events Awarded	Select this radio button to view events the supplier has been awarded.
Event Type	From the drop-down list, select “RFx” for all events.
Date Range: From / Through	In these fields, enter a start date and an end date for the events.

8. Select the *Event ID* to view the event details.

Event ID	Format	Event Name	Event Status	Start Date	End Date	Bid Status
P0101-2000000325	Sell	Ca Chloride Furnish & Apply Dust Ctrl Camp Ripley	Awarded	04/17/2012 10:39AM CDT	04/30/2012 2:00PM CDT	
G0210-2000000003	Sell	EC-Test Bid for MP08 Functionality	Awarded	05/12/2012 10:25PM CDT	05/12/2012 10:35PM CDT	
G0210-2000000000	Sell	Mailing Services: Intelligent Mail Bar Code	Awarded	02/05/2013 2:00PM CST	02/21/2013 2:00PM CST	
G0211-20000002744	Sell	RECS RFP Window Consultant Capitol Parking-Lot F	Awarded	05/12/2014 3:30PM CDT	05/15/2014 12:00PM CDT	
G0211-20000002932	Sell	RECS RFP Design Service for MN History Center	Awarded	07/03/2014 4:00PM CDT	07/10/2014 12:00PM CDT	
G0211-2000002353	Sell	RECS RFP Air Monitoring Consultant Capitol Bldg	Awarded	02/06/2014 3:30PM CST	02/18/2014 12:00PM CST	
G0211-2000002961	Sell	RECS RFP Design Main Bldg Exterior	Awarded	07/24/2014 4:30PM CDT	08/04/2014 12:00PM CDT	
G0211-2000002323	Sell	RFP RECS Design MDH Lab Heat Wheel Replacement	Awarded	01/27/2014 3:00PM CST	01/31/2014 12:00PM CST	
G0211-2000002504	Sell	RECS RFP Study Arc Flash - MCF Rush	Awarded	03/13/2014 4:00PM CDT	03/19/2014 12:00PM CDT	

9. The *Event Details* page will display. Review this page to find the following event details.

Field	Field Description
Event Name	Name of the event assigned by the managing State agency.
Event ID	Identification number for the event.
Event Format/Type	Event type – RFB/RFP (Sell) or RFI.
Event Round and Event Version	Current round and version of the event.
Event Start Date	Date and time the event was made available for bidding.
Event End Date	Date and time the event closed for receiving bids.
Event Description	Description of the event, including instructions on how to bid on the event. (Pay special attention to these instructions and follow them carefully to ensure the bid is submitted correctly.)
Contact, Phone, and Email	Contact information for the event manager.

Field	Field Description
	(For questions about the event, contact this person.)
Payment Terms	Terms of payment specified by the managing agency, if applicable.
My Bids	Supplier's response the event, if applicable.
Edits to Submitted Bids	If the supplier is allowed to change or edit the bid after submission.
Multiple Bids	If the supplier can submit multiple bids (a.k.a. alternative bids).
Line	Line items of the event to bid on.
Description	Description of the event being solicited by the managing State agency.
Unit	Quantity type (e.g., EA = each).
Requested Quantity	Quantity amount.
Status	Status of the event (e.g., if it has been accepted or declined by the supplier).

Event Details

Welcome, SAMPLE SUPPLIER
 User: User Name
 Vendor: 0000
 Location: 001 - 650 CEDAR ST - ST PAUL, MN 55155

Accept Invitation

Decline Invitation

Bid on Event

Bidding Shortcuts:

View/Download Bid Package

Upload XML Bid Response

Event Name: Wild River & Interstate State Park Concessionaire
 Event ID: G0210-2000014312
 Event Format/Type: Sell Event RFx
 Event Round: 1
 Event Version: 1
 Event Start Date: 12/20/2023 3:00PM CST
 Event End Date: 01/18/2024 03:00 PM CST

Event Description:

*****THIS IS A FORMAL REQUEST FOR PROPOSAL (RFP). Fax responses and non-electronic responses will NOT be accepted. All responses must be submitted on-line through the SWIFT Supplier Portal before the Event Due Date and Time. Late responses will not be accepted. Visit the SWIFT Supplier Portal @ mn.gov/supplier*****

PURPOSE: The Department of Nature Resources (DNR) has a business opportunity and is requesting proposals to select a Contractor who

Contact: Cassandra Jensen	Payment Terms
Phone: 651/201-2450	My Bids: 0
Email: cassandra.m.jensen@state.mn.us	Edits to Submitted Bids: Allowed
Online Discussion	Multiple Bids: Not Allowed
Live Chat Help	

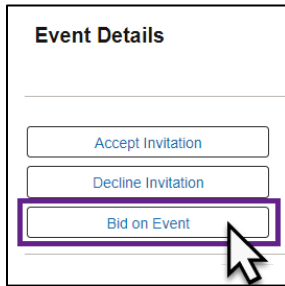
Display: All Lines ★ Bid Required Line Comments/Files

Lines

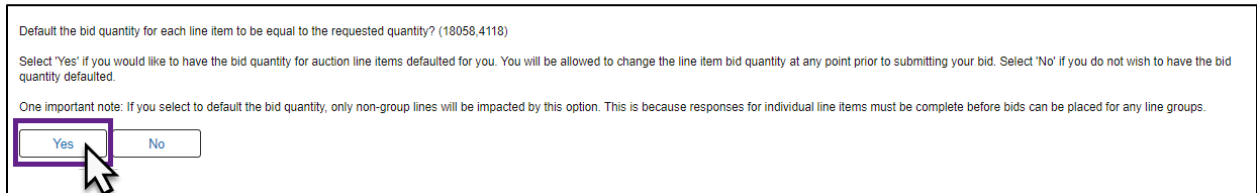
Line	Description	Unit	Requested Quantity	Status
1	Wild River State Park Sporting Equipment Rental Concessionaire	JA	1,0000	
2	Interstate State Park Sporting Equipment Rental Concessionaire	JA	1,0000	

Step 3: Bid on Event.

1. To bid on the event, select the **Bid on Event** button.



2. A message screen will display asking "if you would like to have the bid quantity for auction line items defaulted to you." Select **Yes** to continue.



3. You will return to the *Event Details* page. Under the *Lines* section, enter a bidding amount for each line item of the event in the *Your Unit Bid Price* fields.

The screenshot shows a table titled "Lines" with the following columns: Line, Item ID, Description, Unit, Requested Quantity, Your Bid Quantity, Your Unit Bid Price, Decline to Bid on this Line, Your Total Bid Price, and Bid. The "Your Unit Bid Price" column is highlighted with a purple rectangular box. The table contains two rows of data:

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Decline to Bid on this Line	Your Total Bid Price	Bid
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid

4. To decline bidding on a line item, check mark the **I Decline to Bid on this Line** box.

The screenshot shows the same "Lines" table as in the previous image. The "Decline to Bid on this Line" checkbox for line item 1 is highlighted with a purple rectangular box, and a mouse cursor is pointing at it.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Decline to Bid on this Line	Your Total Bid Price	Bid
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid

5. If instructions in the *Event Description* direct the supplier to take action on particular line items, select the *Bid* link for the line item to open the *Line Details*.

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price	
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid

- On the *Line Details* screen, complete whatever instructions were provided in the *Event Description* to make sure the bid gets submitted correctly.
- To return to the *Event Details* page, select the **Start Page** button.

Line Details

Line 2 of 2 Go To Line

Line Details

Line 2 Item ID

Interstate State Park Sporting Equipment Rental Concessionaire

Category Office equipment rental or lea

View/Add Question Comments and Attachments

Exact request quantity required.

Unit of Measure JOB Your Unit Bid Price

Qty Requested 1.0000 Total Bid Price 0.0000 USD

Your Max Bid Quantity Reserve Price No

Max Quantity 1.0000

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
1.0000	02/01/2024		View	

> Item Specification

Line 2 of 2 Go To Line

Step 4: View or Add Attachments/Comments.

1. To view attachments associated with the bid, or to add additional comments or attachments, select the *Event Comments and Attachments* link.

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price	Bid
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000			<input type="checkbox"/>	0.0000 USD	Bid
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000			<input type="checkbox"/>	0.0000 USD	Bid

Event Comments and Attachments

2. The *Events Comments and Attachments* screen will display. To view existing attachments or documentation associated with the bid, select the **View** button for the attached file(s).
3. The attached file(s) will be displayed in a separate window(s).

Event Comments and Attachments

Business Unit: G0210 Event ID: 2000014312 Event Round: 1 Event Version: 1

Attachments

View Event Attachments

Attached File	Attachment Description	Upload	View
01_RFP_FY23_FINAL.pdf	Solicitation Request for Proposal	<input type="button" value="Upload"/>	<input type="button" value="View"/>
02_RFP_Attachments_FY23_FINAL.pdf	Solicitation Attachments	<input type="button" value="Upload"/>	<input type="button" value="View"/>
03_SampleContractAndExhibits_with_S_Lease_Rental_F.pdf	Solicitation Sample Contract and Exhibits	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Wild_River__Interstate_State_Park_Concessionaire.pdf	Event Details	<input type="button" value="Upload"/>	<input type="button" value="View"/>

Add New Attachments

Attached File	Attachment Description	Upload	View
		<input type="button" value="Upload"/>	<input type="button" value="View"/>

Comments

View Event Comments

Solicitation Attachments:
 1. Event Details
 2. Solicitation Request for Proposal
 3. Solicitation Attachments
 4. Solicitation Sample Contract and Exhibits

Add New Comments

OK Cancel

4. To add additional attachments to the bid, select the **Upload** button.

Event Comments and Attachments

Business Unit: G0210 Event ID: 2000014312 Event Round: 1 Event Version: 1

Attachments

View Event Attachments ⓘ

Attached File	Attachment Description	View
01_RFP_FY23_FINAL.pdf	Solicitation Request for Proposal	View
02_RFP_Attachments_FY23_FINAL.pdf	Solicitation Attachments	View
03_SampleContractAndExhibits_with_S_Lease_Rental_F.pdf	Solicitation Sample Contract and Exhibits	View
Wild_River__Interstate_State_Park_Concessionaire.pdf	Event Details	View

Add New Attachments ⓘ

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

Comments

View Event Comments ⓘ

Solicitation Attachments:
1. Event Details
2. Solicitation Request for Proposal
3. Solicitation Attachments
4. Solicitation Sample Contract and Exhibits

Add New Comments ⓘ

OK Cancel

5. The *File Attachment* window will display. Select **Choose File** to find and attach an additional file, and then select **Upload**.

File Attachment ✕

[Choose File](#) No file chosen

[Upload](#) [Cancel](#)

6. Enter a file *Attachment Description*.
7. To add new comments, enter them in the *Add New Comments* field.

- When finished on the *Events Comments and Attachments* screen, select **OK** to return to the *Event Details* page.

Line Comments and Attachments

Event ID 2000014312 Line 2
Interstate State Park Sporting Equipment Rental Concessionaire

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View		
Sample_Attachment.docx	Sample Document	Upload	View	Add New Attachments	Delete

Comments

Add New Comments

OK Cancel

- To confirm all attachments are included in the event, select the **Confirm Attachment** button.

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price		
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	0.0000 USD	Bid	
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000		<input type="text"/>	<input type="checkbox"/>	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.

Submit Bid Save for Later **Confirm Attachment** Validate Entries

Please press the Save for Later button before Press the Confirm Attachment button

- The *Confirm Attachments* screen will display. Select the **Confirmed** button.

Confirm Attachments

Business Unit	G0210	Event ID	2000014312	Event Round	1	Event Version	2
Bidder Setid	SHARE	Bidder ID	000	Bidder Type	Supplier	Bidder Location	001

General Comments and Attachments

Attachment Description	Attached File
1 Bid Details	Wild_River_Interstate_State_Park_Concessionaire.pdf

Line Level Attachments

Attachment Description	Attached File
1	

BF LINE type level

Attachment Description	Attached File
1	

Question Comments & Attachments

Attachment Description	Attached File
1 Sample Attachment	Sample_Attachment.docx
2 Sample File	Book2.xls

Click this button to confirm that all required attachments are visible.
 Click this button to return to Event Details page to add or delete attachments.

11. A confirmation message will display. Select the **Yes** button.

Are you sure you want to confirm the attachments ? (31000,21)

12. Another confirmation message will display. Select **OK**.

Attachments Confirmed. (31000,22)

Note: When viewing attachments, you can download the XML documents, edit these documents, and upload them back to the Supplier Portal. For more details on downloading, editing, and/or uploading XML documents, see the **Downloading and Uploading XML Documents Quick Reference Guide**.

Step 4: Validate Entries.

1. To validate entries before submitting the bid, select the **Validate Entries** button.
2. A message will display stating, “No errors found.” Select **OK**.

The screenshot shows a bid management interface. At the top, a message box displays "No errors found. (18058,313)" with an "OK" button highlighted by a purple box. Below this is a table with the following data:

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Bid Price	I Decline to Bid on this Line	Your Total Bid Price	
1		Wild River State Park Sporting Equipment Rental Concessionaire	JA	1.0000		500.00	<input type="checkbox"/>	0.0000 USD	Bid
2		Interstate State Park Sporting Equipment Rental Concessionaire	JA	1.0000		300.00	<input type="checkbox"/>	0.0000 USD	Bid

Below the table, there are buttons for "Submit Bid", "Save for Later", "Confirm Attachment", and "Validate Entries". The "Validate Entries" button is highlighted with a purple box. A red warning message at the bottom states: "Please press the Save for Later button before you press the Confirm Attachment button".

Step 5: Submit Bid.

1. If you are not ready to submit the bid, select the **Save for Later** button.

This screenshot shows the same interface as above, but with the "Save for Later" button highlighted by a purple box. The "Validate Entries" button is also visible. The red warning message at the bottom remains: "Please press the Save for Later button before you press the Confirm Attachment button".

2. If you are ready to submit the bid, select the **Submit Bid** button.

This screenshot shows the same interface as above, but with the "Submit Bid" button highlighted by a purple box. The "Save for Later" button is also visible. The red warning message at the bottom remains: "Please press the Save for Later button before you press the Confirm Attachment button".

3. The *Bid Confirmation* screen will display. Select **OK** to submit the bid.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 01/19/2024 9:44:09AM CST

Event ID 2000014312 Wild River & Interstate State Park Concessionaire

Confirmation Number 00042821 Round 1 Version 2

Event Format Sell Event End Date 01/24/2024 03:00 PM CST

Start Date 12/11/2023 3:00PM CST

Your Total Price 800.00 USD

OK

[View Item Attachments](#) [Return to Bidding Opportunities](#)

Please Print this Bid Confirmation Page for Your Records.

- If a Supplier has more than one location, the *Vendor ID and Locations* screen will display. Select the location that applies by selecting the **Select** button for that location.

Vendor ID and Locations

Vendor ID or Location Selection List for Entering Bids

Supplier Names

Bidder ID	Bidder Location	DBA Name	Street Address	City	State	Zip Code	Select Vendor
0000389412	001	SAMPLE SUPPLIER	658 CEDAR ST	ST PAUL	MN	55115	Select
0000389412	001	SAMPLE SUPPLIER	50 SHERBURNE AVE	ST PAUL	MN	55112	Select

[Refresh](#)

- After submitting the bid, the *View Events and Place Bids* page will display by default. Select the **Minnesota Supplier Portal** return button to return to the *Supplier Portal* Homepage.

View Events and Place Bids

Welcome to the Minnesota Supplier Portal. [Sign Out](#)

Welcome, TEST

User: User Name
Vendor: 0000
Location: 001 - 658 CEDAR ST - ST PAUL, MN 55115

Enter search criteria to locate an event for viewing or placing bids.
NOTICE - This listing does not include all bidding opportunities.
[Click here for a current listing of all posted bidding opportunities.](#)

Search Criteria

Business Unit Event ID

Event Name

Event Type

Event Status

Buyer

Procurement Type

Include Declined Invitations?

Start Date: From Through

End Date: From Through

Item Description

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Categories

[Add Additional Category](#) [Remove Selected Category](#)

[Search](#) [Clear Criteria](#)