

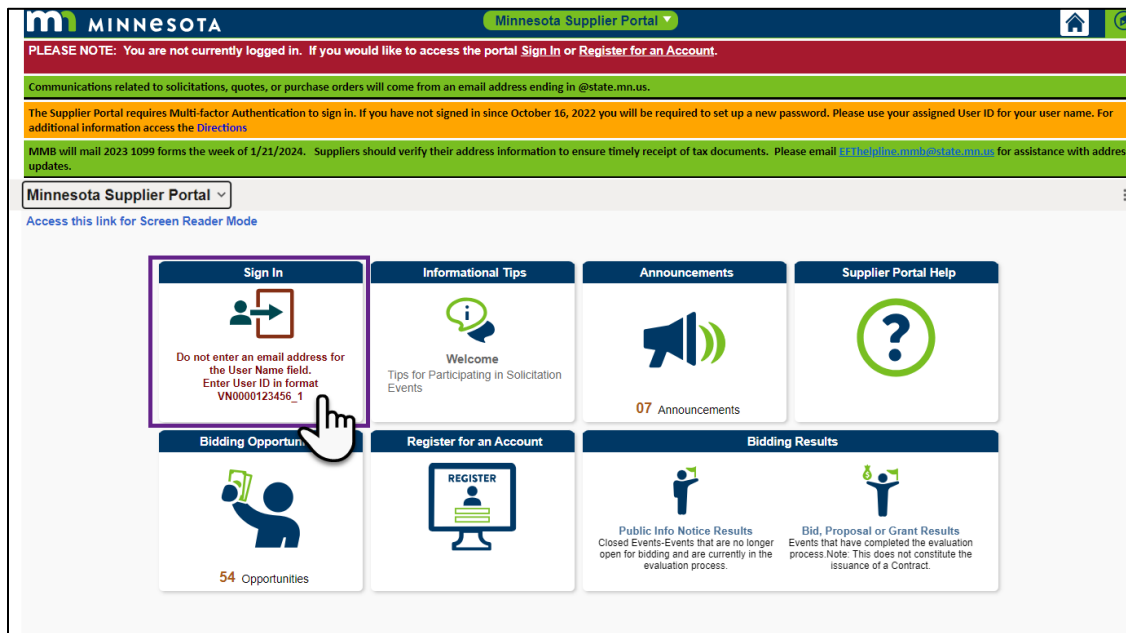
Respond to a Price Schedule Type of Event

Some Strategic Sourcing events may include Price Schedule attachments. A Price Schedule is a document that is sometimes used to gather detailed pricing information or options. It must be submitted as part of the bid response.

If suppliers submit bid responses to this type of event, they need to log in to the State of Minnesota Supplier Portal, download the Price Schedule attachment(s), update the Price Schedule information, and upload the completed Price Schedule file(s) as part of their bid response.

Step 1: Log in to the Minnesota Supplier Portal.

1. Access the Supplier Portal from the following link: <http://mn.gov/supplier>
2. 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: Download the Price Schedule attachment(s).

1. Once logged in to the Supplier Portal, select the *Manage Events/Bids* tile.
2. The *View Events and Place Bids* page appears. In the **Event ID** field, enter the event identification number for the event.
3. Select the **Search** button.

View Events and Place Bids

Welcome, SAMPLE SUPPLIER

User: User Name
Vendor: 0000
Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

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

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Include Declined Invitations?

Start Date: From Through

End Date: From Through

Item Description

Categories

Basic Search Criteria

4. In the *Search Results*, select the *Event ID* link.

Event ID	Event Name	Format	Type	End Date/Time	Agency Description
G0211-2000015222	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFx	02/21/2024 12:00 PM CST	Admin - Real Estate & Constr

5. The *Event Details* page will display for that Event ID. Select the **Bid on Event** button.

Event Details

Welcome, SAMPLE SUPPLIER
 User: User Name
 Vendor: 00003
 Location: 001 - 658 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 RECS Re-Solicit RFP Design Repair & Inspect Bridge
 Event ID G0211-2000015222
 Event Format/Type Sell Event RFX
 Event Round 1
 Event Version 1
 Event Start Date 01/02/2024 8:00AM CST
 Event End Date 02/21/2024 12:00 PM CST

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

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

7. The *Event Details* page opens. Review the *Description* field for information about the event.

NOTE: The Description field may indicate that a Price Schedule is attached.

8. On the *Event Details* page, scroll down to the *Lines* section for the event.

9. Select the **Events Comments and Attachments**.

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		Price schedule	EA	1.0000			<input type="checkbox"/>	0.0000 USD	Bid	

Event Comments and Attachments

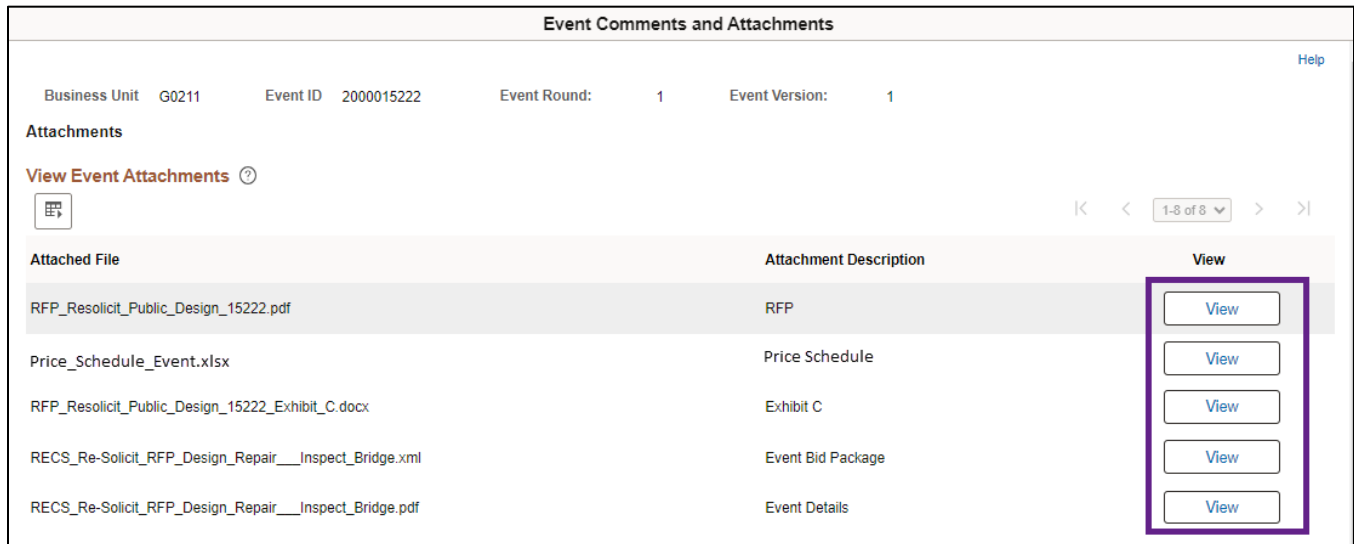
At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Confirm Attachment Validate Entries

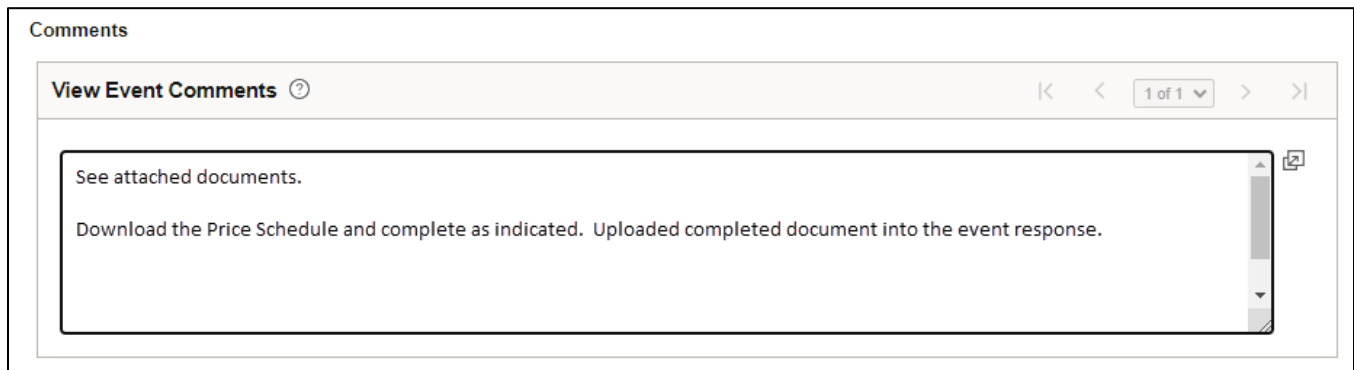
Return to Event Search Please press the Save for Later button before you press the Confirm Attachment button

10. The *Event Comments and Attachments* page displays. You can open the event attachments including the *Price Schedule attachment(s)*.

- a. View the event attachment(s) by selecting the **View** button for any attachment listed.



- b. Toward the bottom of the page, review the *Comments* to see if there are any additional instructions for the event or the event attachment(s).



11. Find the attachment(s) labeled "Price Schedule" and select the **View** button to download the file(s).

Step 3: Update the Price Schedule information.

1. The file(s) may open as a Word document or an Excel spreadsheet. Make sure to enable editing if the document or spreadsheet requires you to do so.
2. Enter the required information in the file(s) and then save to your computer. After entering all the required information, you're ready to upload the file(s) to the event back on the State of Minnesota Supplier Portal.
3. Select the **OK** button to return to the *Event Details* page.

Step 4: Answer the general questions and enter the unit bid price.

1. The *Event Details* page displays. Scroll to “Step 1: Answer General Event Questions.” Respond to the event questions listed under this step.
2. If there is a general question to “Upload all required or requested attachments here,” attach the completed Price Schedule file(s) to the event in this spot. Attach any other attachments required for the event response.
3. Select the **Enter File Attachment Response** link for this question.

Step 1: Answer General Event Questions

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

General Event Questions	3
Required Questions	3
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions < 1 of 3 >

★

DIVERSITY AND INCLUSION

Is your business based in Minnesota and considered small according to the OSP small business size standards? The link below provides size standard requirements. Please note (all web addresses can be copied and pasted into a web browser for further review)
<https://mn.gov/admin/business/vendor-info/oep/sbcp/size/>

And:

Is your business a for-profit business that is majority owned, operated and controlled by:

- a racial minority,
- a woman,
- a person with a substantial physical disability,
- a veteran or service-disabled veteran, or is your business located in, or the owner lives in, an economically disadvantaged county?
(<http://mn.gov/admin/business/vendor-info/oep/sbcp/ed/counties>)

If your company meets these basic criteria, it may be eligible for certification in the state’s Small Business Procurement Program. For more information on eligibility requirements please visit <https://sbcp.mn.gov/>. You can also contact the Office of Equity in Procurement at Procurement.Equity@state.mn.us or 651-201-2402 for further information.

- Do you believe your company meets the criteria listed above?
- Your response to this question is for informational purposes only. If you select YES, and are not certified, a member of the Office of Equity in Procurement will contact you to provide additional information regarding the State’s Small Business Procurement Program. (Responders must select Yes or No to continue submitting their response.)

Response [Add Comments or Attachments](#)

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Upload all required or requested attachments here.

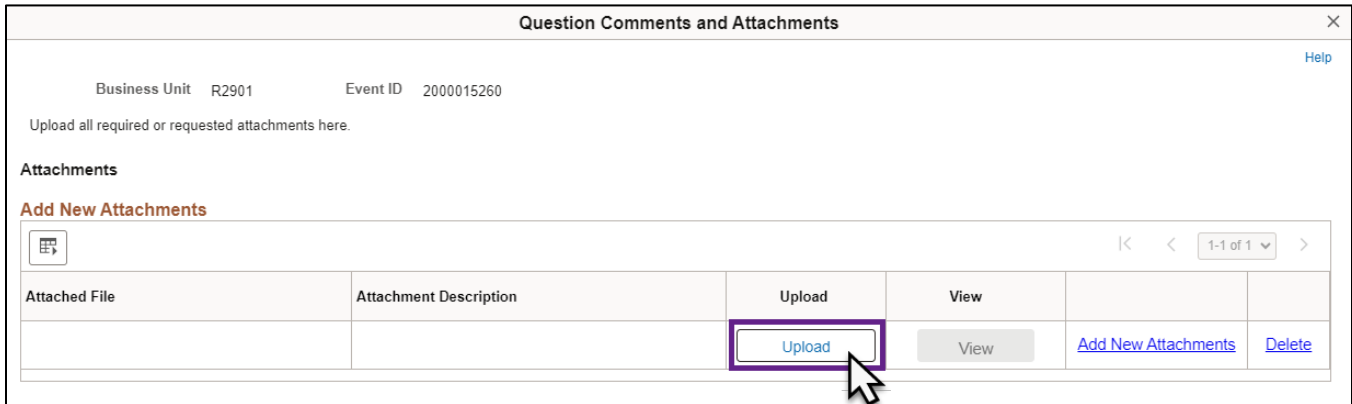
[Enter File Attachment Response](#)

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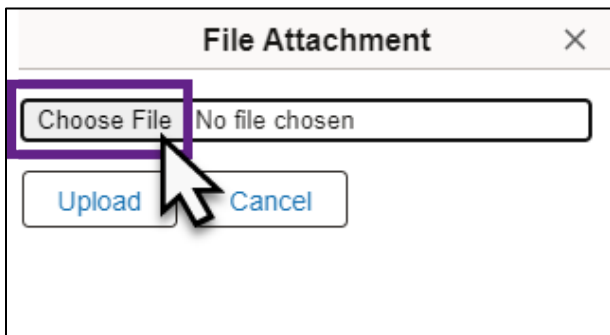
If you fail to upload attachments requested in the solicitation, your response may be disqualified. Have you uploaded the required or requested attachments? (Yes / No)

Response [Add Comments or Attachments](#)

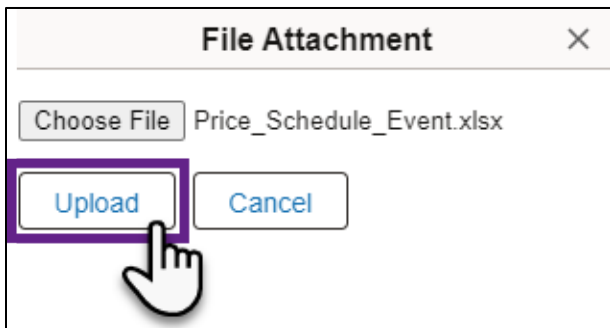
4. The *Question Comments and Attachments* window opens. Select the **Upload** button.



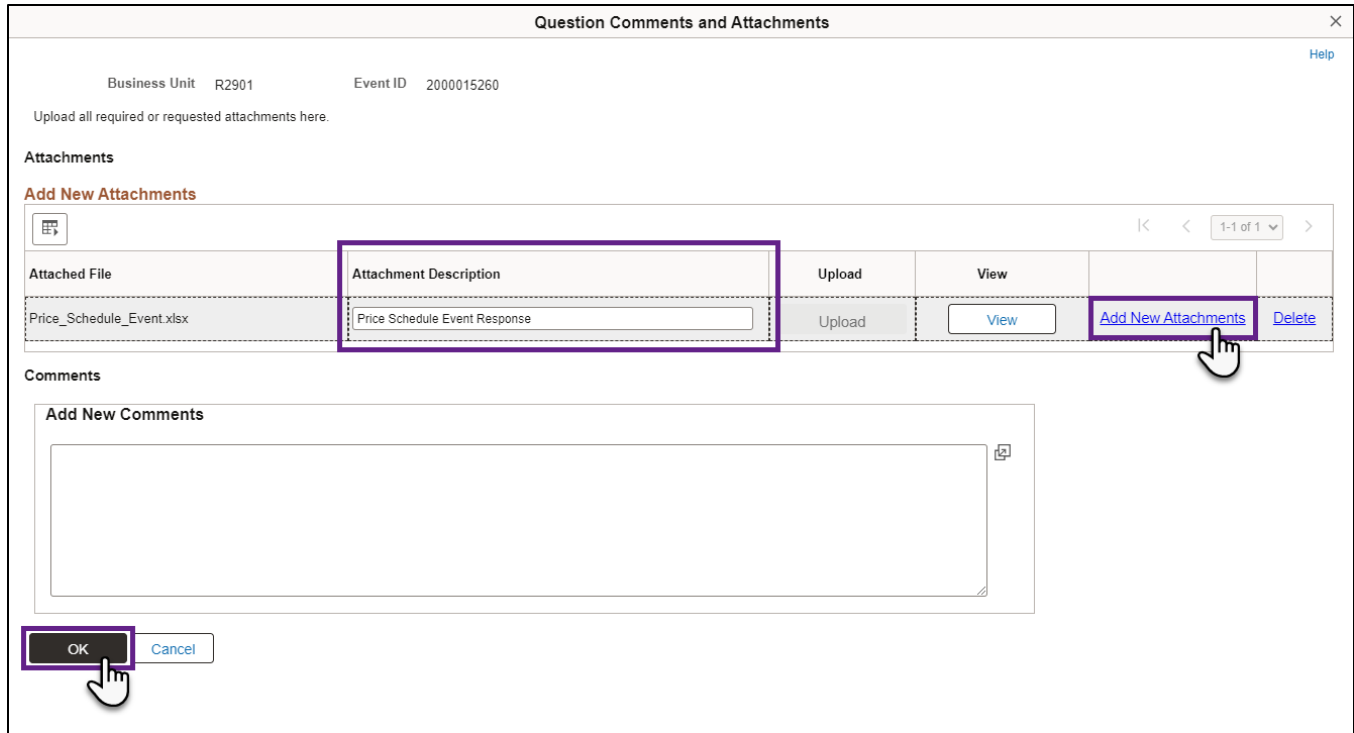
5. Then, select the **Choose File** button, find the saved Price Schedule file, and select Open.



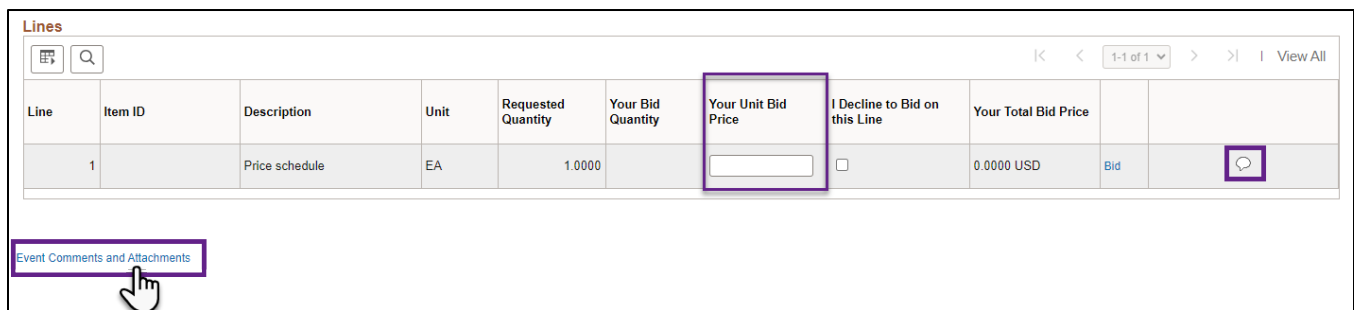
6. The File Attachment window will now show the file name in the open attachment field. Select the Upload button to attach the file to the event.



7. The uploaded file will now show up as an attached file.
 - a. Enter a short description of the attached file in the *Attachment Description* field.
 - b. Do not use special characters in the description.
 - c. Repeat this upload process using the **Add New Attachments** link if there is more than one file to attach.
 - d. Select the **OK** button at the bottom of the page when all required attachments have been added.



8. After answering any remaining *General Event Questions* on the *Event Details* page, scroll down to “Step 2: Enter Line Bid Responses.”
 - a. In the *Lines* section, enter a value greater than \$0.01 in the *Your Unit Bid Price* field.



IMPORTANT! Price schedule events are evaluated based on the pricing in the Price Schedule attachment, but the Unit Bid Price field must be completed with a value greater than \$0 for the bid to be considered.

- b. You can open the **Line Comments and Attachments** icon. It looks like a “bubble”. You can attach the Price Schedule file(s) to the event at the line level and as well as any other attachments required for the event at the line level.

NOTE: If you already completed all the previous steps in this guide, you do not need to select this link to attach additional copies of the file(s).

9. Scroll down to the bottom of the page and select the *Submit Bid* button to register the bid response.

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.

[Return to Event Search](#)
Please press the Save for Later button before you press the Confirm Attachment button

- a. If there are any errors in the submission, an error message will generate.
- b. Press the OK button to close the message.

Errors have been found. Please correct all errors before posting bid.

c. Scroll to the top of the page to review it for any errors. Correct the errors.

Event Details

Welcome, SAMPLE SUPPLIER
 User: User Name
 Vendor: 0000389412 - TEST
 Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

! Response required. You must enter a response for General Question 1 - DIVERSITY AND INCLUSION is your ...
 ! Response required. You must enter a response for General Question 3 - If you fail to upload attachment ...
 ! Response required. You must enter a response for Line 1- Line Question: What is the price per unit?

d. After correcting the errors, scroll down to the bottom of the page, and select the **Submit Bid** button again to register the bid response.

10. If there are no errors, a *Bid Confirmation* page displays.

- a. You may select the **View Confirm Attachments** button to view the attachments again.
- b. You may also select the **Return to Bidding Opportunities** button to view other bidding opportunities.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1	Bid Date 02/08/2024 11:19:33AM CST
Event ID 2000015260	Price schedule test
Confirmation Number 00042890	Round 1 Version 1
Event Format Sell Event	End Date 02/09/2024 12:29 PM CST
Start Date 02/01/2024 12:29PM CST	
Your Total Price 250.00 USD	

Please Print this Bid Confirmation Page for Your Records.

11. Once finished with the Supplier Portal, make sure to log out.