

## QUICK REFERENCE GUIDE

Updated February 20, 2024

### View, Accept, and Decline Event Invitations

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.

### Event Invitations

State agencies will create event invitations that allow suppliers to view, accept, decline, or bid on events. State agencies also may invite specific suppliers to respond to an event invitation by sending them an email notification about the event.

After a State agency creates an event, suppliers can log in to the Supplier Portal and take one of the following actions:

- **View Event Invitation**
- **Accept Event Invitation**
- **Decline Event Invitation**

### View Event Invitation

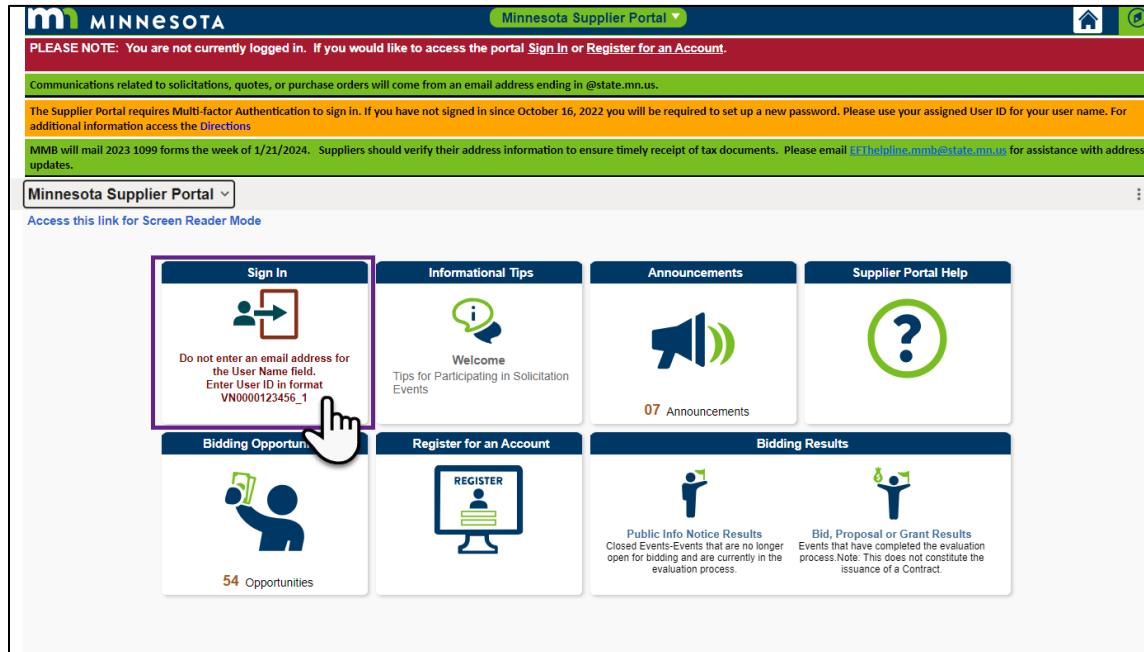
After a State agency creates an event, suppliers can view the event in the State of Minnesota Supplier Portal.

Access the Supplier Portal from the following link: <http://mn.gov/supplier>

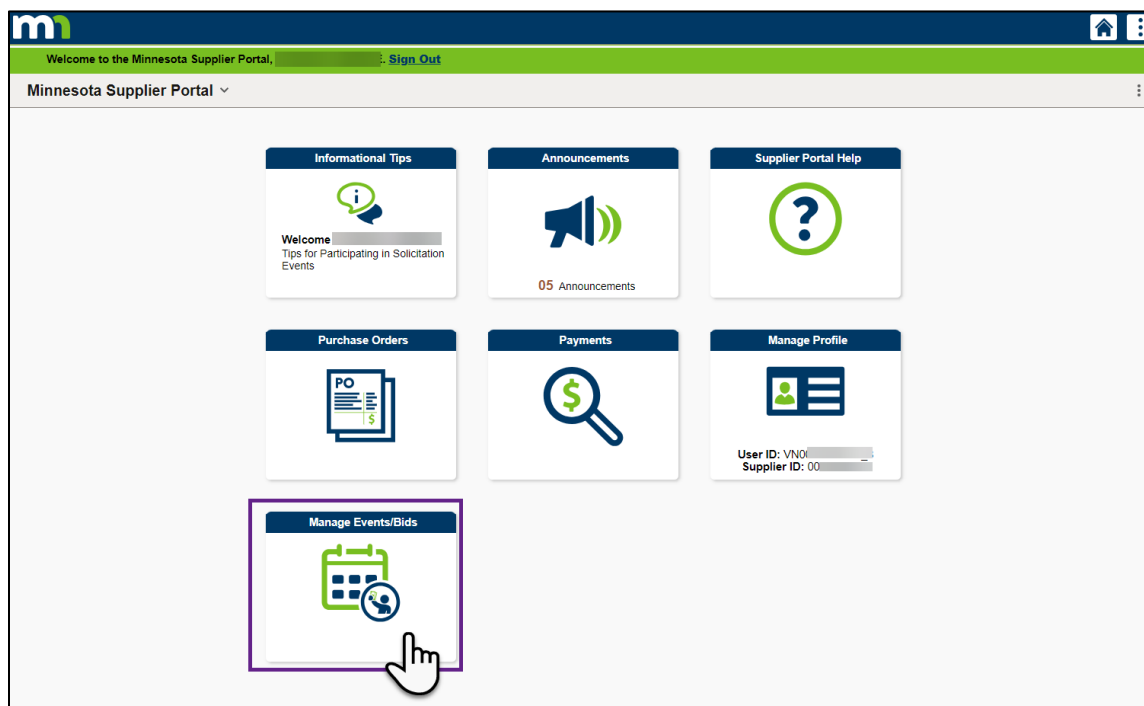
1. To log in to the Supplier Portal, select the **Sign In** tile.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

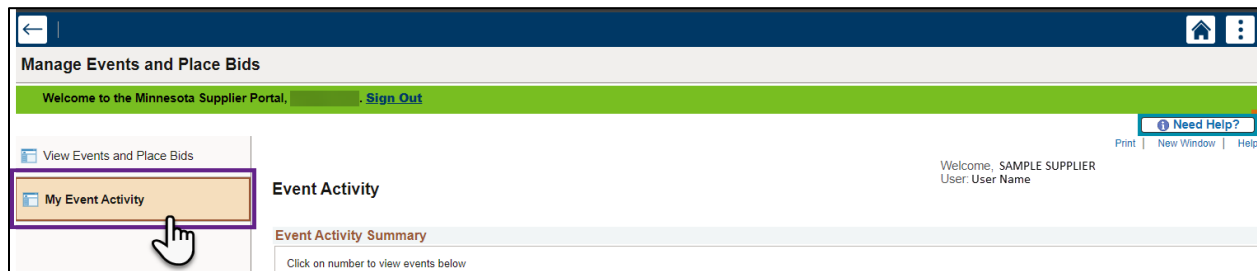
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456\_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).



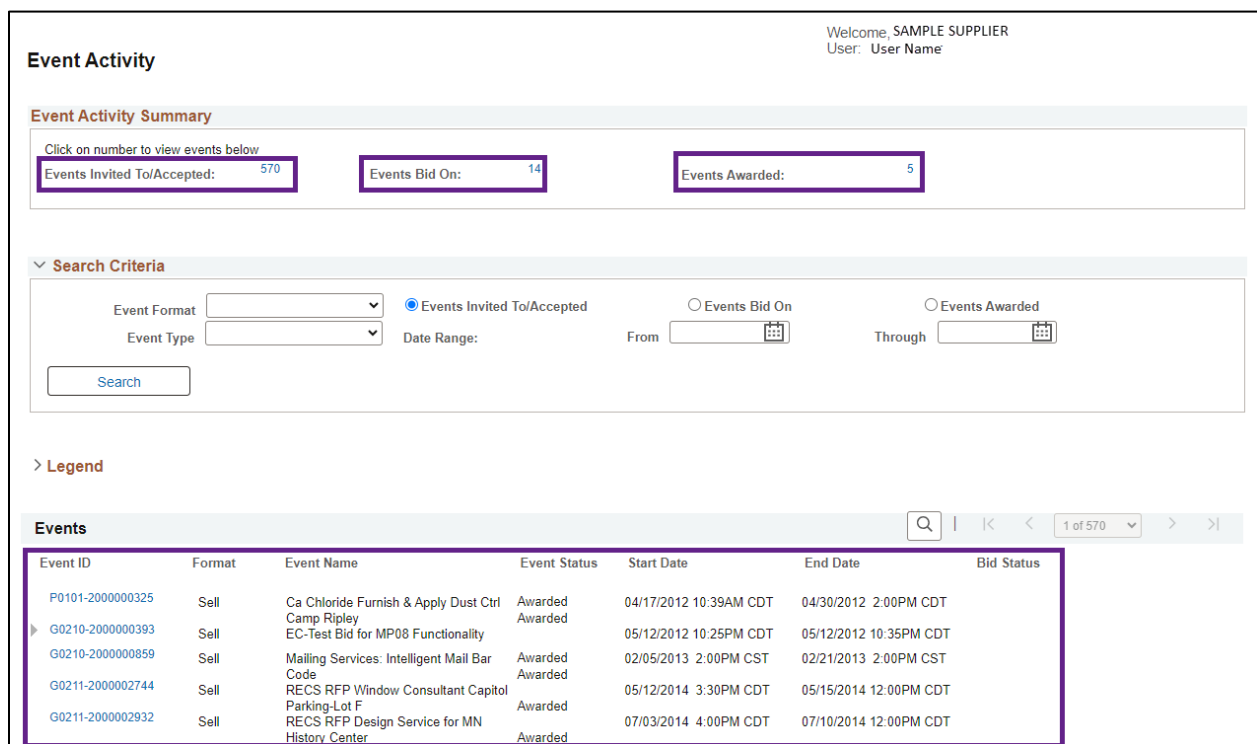
4. Select the **Manage Events and Place Bids** tile.



5. From the left menu, select *My Event Activity*.



6. The *Event Activity* page will display. Look in the *Event Activity Summary* section to see the number of events the supplier has been invited to (*Events Invited To*), has bid on (*Events Bid On*), and has been awarded (*Event Awarded*). Select one of the numbers to display a list of the events below.



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

Field	Field Description
<b>Event Format</b>	From the drop-down list, select “RFI” to view RFI events; or select “Sell” to view RFB or RFP events.
<b>Events Invited To</b>	Select this radio button to view events the supplier is invited to.
<b>Events Bid On</b>	Select this radio button to view events the supplier has responded to.

Field	Field Description
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.

**Event Activity**

**Event Activity Summary**

Click on number to view events below  
 Events Invited To/Accepted: 570      Events Bid On: 14      Events Awarded: 5

▼ **Search Criteria**

Event Format: [Dropdown]       Events Invited To/Accepted       Events Bid On       Events Awarded  
 Event Type: [Dropdown]      Date Range: From [Calendar]      Through [Calendar]

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

**Events** [Search] | [Navigation] 1 of 570

Event ID	Format	Event Name	Event Status	Start Date	End Date	Bid Status
G0211-2000015222	Sell	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Posted	01/02/2024 8:00AM CST	02/21/2024 12:00PM CST	

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 how to respond to the State.
Contact, Phone, and Email	Contact info for the event manager.
Payment Terms	Terms of payment specified by the managing agency, if applicable.
My Bids	Supplier’s response the event, if applicable.

Field	Field Description
<b>Edits to Submitted Bids</b>	If the supplier is allowed to change or edit the bid after submission.
<b>Multiple Bids</b>	If the supplier can submit multiple bids (a.k.a. alternative bids).
<b>Line</b>	Line number of the event.
<b>Description</b>	Description of the event being solicited by the managing State agency.
<b>Unit</b>	Quantity type (e.g., EA = each).
<b>Requested Quantity</b>	Quantity amount.
<b>Status</b>	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 - 658 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	RECS Re-Solicit RFP Design Repair & Inspect Bridge
Event ID	G0211-2000015222
Event Format/Type	Sell Event <span style="float: right;">RFx</span>
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

Event Description:

RECS Project #75MP0106 - Resolicit RFP for Architectural and Engineering design services to repair bridge and address terrain erosion occurrences at the structure at the MDVA-Minneapolis in Minneapolis, MN. See attached RFP for additional details.

Contact	Hicks,Samantha	Payment Terms	
Phone	651/201-2389	My Bids	0
Email	Samantha.Hicks@state.mn.us	Edits to Submitted Bids	Allowed
Online Discussion		Multiple Bids	Not Allowed
Live Chat Help			

★ Bid Required
Line Comments/Files

**Lines**

< < 1-1 of 1 > > | View All

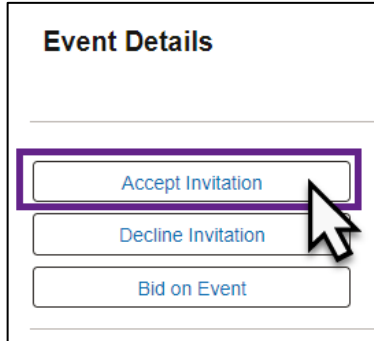
Line		Description	Unit	Requested Quantity	Status
1	★	75MP0106 REPAIR BRIDGE 5756 MDVA-MPLS	EA	1.0000	

[Return to Event Search](#)

## Accept Event Invitation

Accepting an invitation indicates the supplier is interested in receiving notifications or updates about the event.

1. To accept the invitation to the event, select the **Accept Invitation** button.



2. On the *View Events and Place Bids* page, the *Event ID* will now display in the *Search Results* with a *Status* of *Accepted*.

**View Events and Place Bids**

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](#)

Welcome, SAMPLE SUPPLIER

User: User Name  
 Vendor: 00000000000000000000  
 Location: 001 - 658 CEDAR ST - ST PAUL, MN 55155

**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**

1-1 of 1

	Category	Description
<input type="checkbox"/>	<input type="text"/>	

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

Basic Search Criteria

**Search Results**

Event ID	Event Name	Format	Type	End Date/Time	Status	Agency Description
<a href="#">E3701-2000014472</a>	MDE LETRS Services for Minnesota Districts	Sell	RFx	06/27/2025 02:00 PM CDT	Accepted	Education Department
<b>00211-2000015222</b>	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFx	02/21/2024 12:00 PM CST	<b>Accepted</b>	Admin - Real Estate & Constr

3. Select the *Event ID* to return to the *Event Details* page. The **Accept Invitation** button will no longer appear as an option.

## Event Details

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

Decline Invitation

Bid on Event

Bidding Shortcuts:

View/Download Bid Package

Upload XML Bid Response

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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		

Event Description:

RECS Project #75MP0106 - Resolicit RFP for Architectural and Engineering design services to repair bridge and address terrain erosion occurrences at the structure at the MDVA-Minneapolis in Minneapolis, MN. See attached RFP for additional details.

Contact: Hicks,Samantha Phone: 651/201-2389 Email: Samantha.Hicks@state.mn.us	Payment Terms My Bids: 0 Edits to Submitted Bids: Allowed Multiple Bids: Not Allowed
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Online Discussion      Live Chat Help

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★ Bid Required
Line Comments/Files

**Lines**

1-1 of 1

View All

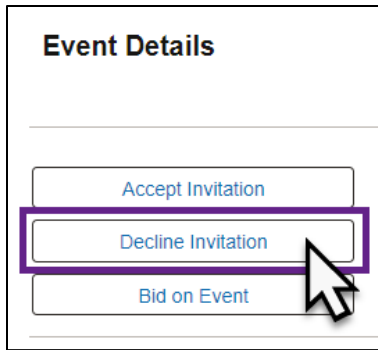
Line		Description	Unit	Requested Quantity	Status
1	★	75MP0106 REPAIR BRIDGE 5756 MDVA-MPLS	EA	1.0000	

[Return to Event Search](#)

## Decline Event Invitation

Declining an invitation to an event indicates the supplier is not interested in the event.

1. To decline the invitation to the event, select the **Decline Invitation** button.



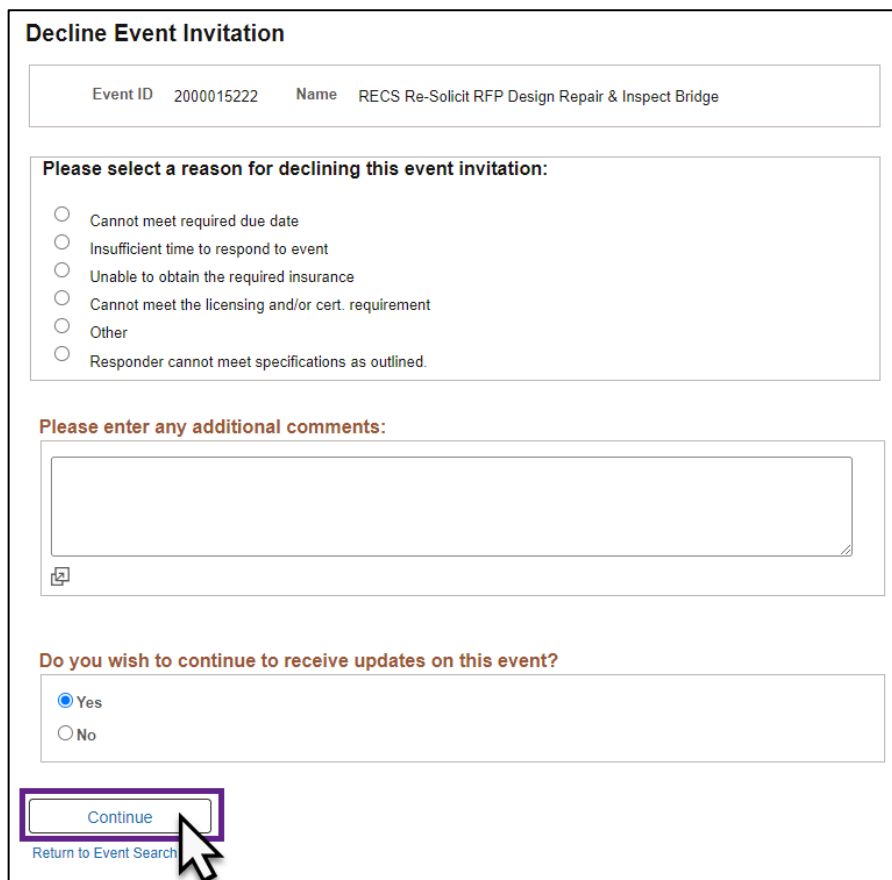
**Event Details**

Accept Invitation

Decline Invitation

Bid on Event

2. The *Decline Event Invitation* screen will display. Select a radio button to indicate a reason for declining the event invitation.
3. Enter any additional comments, if needed.
4. Select a radio button to indicate whether or not to receive updates on the event.
5. Select the **Continue** button.



**Decline Event Invitation**

Event ID 2000015222 Name RECS Re-Solicit RFP Design Repair & Inspect Bridge

**Please select a reason for declining this event invitation:**

- Cannot meet required due date
- Insufficient time to respond to event
- Unable to obtain the required insurance
- Cannot meet the licensing and/or cert. requirement
- Other
- Responder cannot meet specifications as outlined.

**Please enter any additional comments:**

Do you wish to continue to receive updates on this event?

- Yes
- No

Continue

[Return to Event Search](#)

6. On the *View Events and Place Bids* page, the *Event ID* will now display in the *Search Results* with a *Status* of Declined.



**View Events and Place Bids**

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Welcome, **SAMPLE SUPPLIER**

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

**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**

1-1 of 1

Category	Description
<input type="checkbox"/>	<input type="text"/>

[Basic Search Criteria](#)

**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	Accepted	Education Department
G0211-2000015222	RECS Re-Solicit RFP Design Repair & Inspect Bridge	Sell	RFx	02/21/2024 12:00 PM CST	Declined	Admin - Real Estate & Constr

7. Select the *Event ID* to return to the *Event Details* page. The **Decline Invitation** button will no longer appear as an option.

### Event Details

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

[Accept Invitation](#)

[Bid on Event](#)

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[Upload XML Bid Response](#)

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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

Event Description:

RECS Project #75MP0106 - Resolicit RFP for Architectural and Engineering design services to repair bridge and address terrain erosion occurrences at the structure at the MDVA-Minneapolis in Minneapolis, MN. See attached RFP for additional details.

Contact Hicks, Samantha

Phone 651/201-2389

Email Samantha.Hicks@state.mn.us

Online Discussion

Live Chat Help

Payment Terms

My Bids 0

Edits to Submitted Bids Allowed

Multiple Bids Not Allowed

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★ Bid Required
Line Comments/Files

**Lines**

1-1 of 1 | View All

Line		Description	Unit	Requested Quantity	Status
1	★	75MP0106 REPAIR BRIDGE 5756 MDVA-MPLS	EA	1.0000	

[Return to Event Search](#)