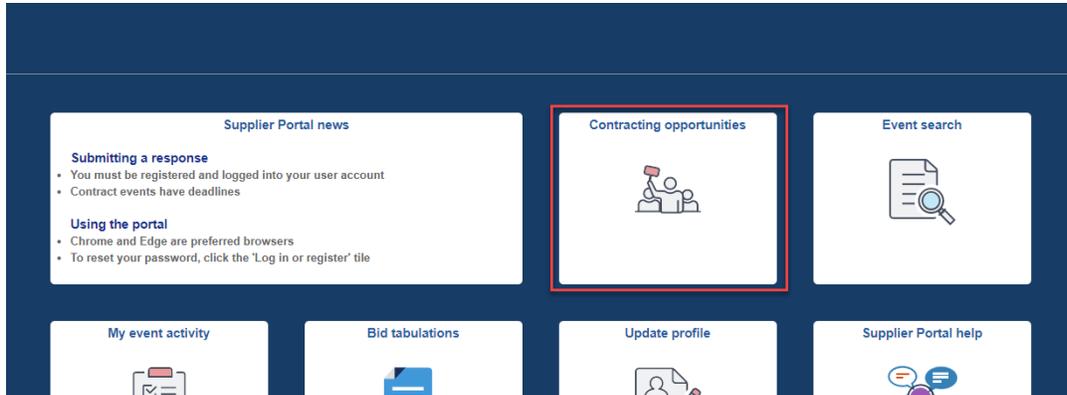


# Respond to a bid or proposal

- Once you are logged into the Supplier Portal select **Contracting opportunities**.



- A page will display that has two tabs. Be sure to review both tabs for contract opportunities you may be interested in.

**Invited Events** - contract opportunities you have been invited to.

**Public Events** - contract opportunities anyone can respond to.

Supplier Portal secure Contracting Opportunities

Bidding Event Information

Invited Events Public Events ← Click each tab to view all contract opportunities

Click the Up or Down Arrow button to sort

Event Name	Buying Organization / Event ID	Type of Opportunity	Start Date / End Date	Ends In	Bid Status
Inmate Hygiene Supplies	Hennepin County CFB0000284	Commodities/Goods	10/25/2022 02:00 PM CDT 01/31/2023 02:00 PM CST	21 days	Accepted

- Once you find an event you are interested in, select the **Event Name** to open the event.

Supplier Portal secure Contracting Opportunities

Bidding Event Information

Invited Events Public Events

Click the Up or Down Arrow button to sort

Event Name	Buying Organization / Event ID	Type of Opportunity	Start Date / End Date	Ends In	Bid Status
Inmate Hygiene Supplies	Hennepin County CFB0000284	Commodities/Goods	10/25/2022 02:00 PM CDT 01/31/2023 02:00 PM CST	21 days	Accepted

# Supplier Portal Quick Guide

## 4. Review the event information. Make sure to scroll down if necessary.

The screenshot shows the 'Event Details' page for a contract opportunity. At the top, there is a navigation bar with 'Contracting Opportunities' and 'Event Details'. A green checkmark indicates 'Invitation Accepted'. Two buttons are visible: 'Bid on Event' and 'Decline Invitation'. Below this is a section for 'Bidding Event Information' with the following details:

Event Name	Inmate Hygiene Supplies	Event Start Date	10/25/2022 02:00 PM CDT
Business Unit	Hennepin County	Event End Date	01/31/2023 02:00 PM CST
Event ID	CFB0000284	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Akinyi R Oluoch	Event Format	Sell
Sealed Event	Yes	Event Type	RFx
Payment Terms	Net 35 Days	Multiple Bids	Allowed
Contact Information	Akinyi Oluoch	Edits to Submitted Bids	Yes

Below the bidding information is a 'Description' section containing the following text:

SPECIFICATIONS FOR: Inmate Hygiene Supplies  
QUESTIONS DUE: 11/08/2022 at 2:00 PM  
SEND QUESTIONS TO: akinyi.oluoch-omondi@hennepin.us, Karen Kuglar@hennepin.us and Bryan Kallstrom@hennepin.us  
CONTRACT PERIOD: Award plus three years  
BID SECURITY: Not required  
PERFORMANCE BOND: Not required  
PAYMENT BOND: Not required  
Click on the 'View Documents' link to open and read the terms and conditions for this event contained in the following attachments:  
1. Instructions to Bidders  
2. Standard Terms and Conditions  
3. Special Terms and Conditions  
Technical issues with last minute submission may cause you to miss out on this contract opportunity

At the bottom of the description section, there is a 'View Documents' link. Below the description is a 'Lines' section with a '27 rows' indicator and a refresh icon.

## 5. Select **Bidding Instructions** to find out more on how to respond to this event.

The screenshot shows the 'Event Details' page with a navigation bar. Below the navigation bar, there is a 'Welcome, Test Company6' message and 'User: Test Name6'. There are four buttons: 'Submit Bid', 'Save for Later', 'Cancel', and 'Validate Entries'. Below these buttons is a table with the following details:

Event Name	Inmate Hygiene Supplies	<a href="#">Bidding Instructions</a>	
Event ID	HNCTY-CFB0000284	<a href="#">View Documents</a>	
Event Format/Type	Sell Event RFx	Bid ID	New
Event Version	1	Bid Date	11/08/2022

## 6. Select **View Documents** to view attachments for this contract opportunity.

The screenshot shows the 'Event Details' page with a navigation bar. Below the navigation bar, there is a 'Welcome, Test Company6' message and 'User: Test Name6'. There are four buttons: 'Submit Bid', 'Save for Later', 'Cancel', and 'Validate Entries'. Below these buttons is a table with the following details:

Event Name	Inmate Hygiene Supplies	<a href="#">Bidding Instructions</a>	
Event ID	HNCTY-CFB0000284	<a href="#">View Documents</a>	
Event Format/Type	Sell Event RFx	Bid ID	New
Event Version	1	Bid Date	11/08/2022

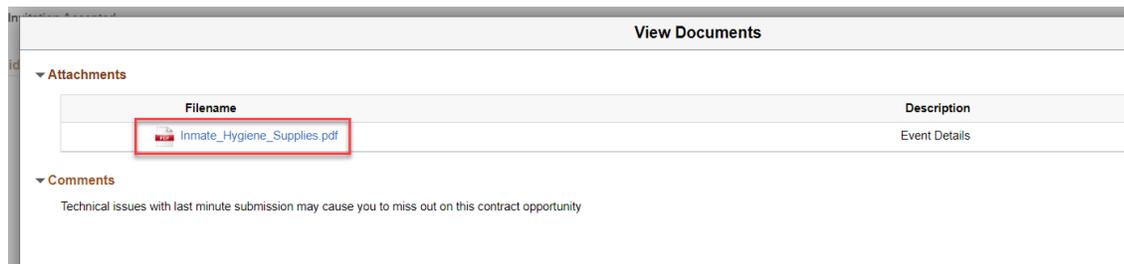
Below the table is a 'Description' section containing the following text:

SPECIFICATIONS FOR: Inmate Hygiene Supplies  
QUESTIONS DUE: 11/08/2022 at 2:00 PM  
SEND QUESTIONS TO: akinyi.oluoch-omondi@hennepin.us, Karen Kuglar@hennepin.us and Bryan Kallstrom@hennepin.us  
CONTRACT PERIOD: Award plus three years  
BID SECURITY: Not required  
PERFORMANCE BOND: Not required  
PAYMENT BOND: Not required  
Click on the 'View Documents' link to open and read the terms and conditions for this event contained in the following attachments:  
1. Instructions to Bidders  
2. Standard Terms and Conditions  
3. Special Terms and Conditions  
Technical issues with last minute submission may cause you to miss out on this contract opportunity

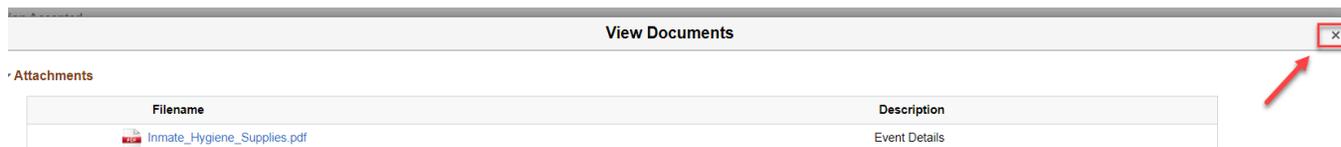
At the bottom of the description section, there is a 'View Documents' link.

# Supplier Portal Quick Guide

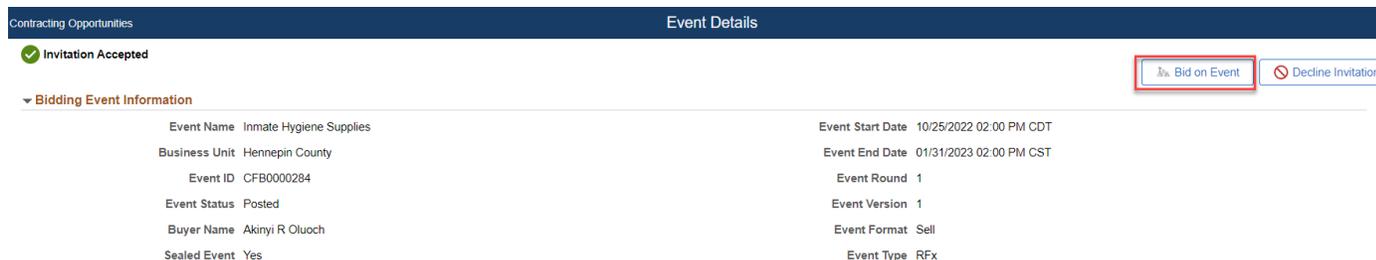
7. Select the **Filename** to open the attachment. Do this for each attachment.



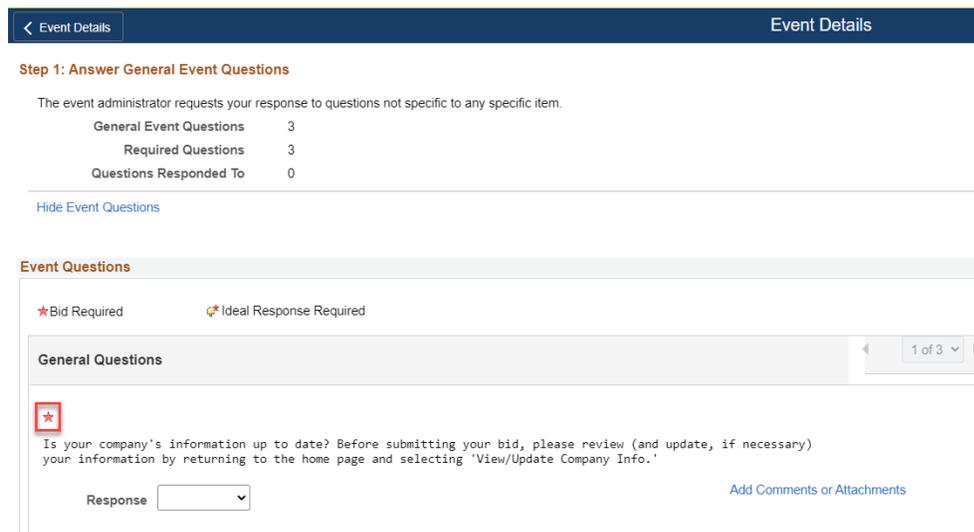
8. Select the **X** to close the window.



9. Select **Bid on Event** to respond to this event.



10. Answer the general questions. Items that are marked with a red star require a response. Make sure to scroll if necessary so you don't miss any questions.



# Supplier Portal Quick Guide

11. Enter unit pricing, if required. Most RFP events do not require that you enter price. Most bid events require you to enter unit pricing. The system will automatically calculate your total bid price.

Lines

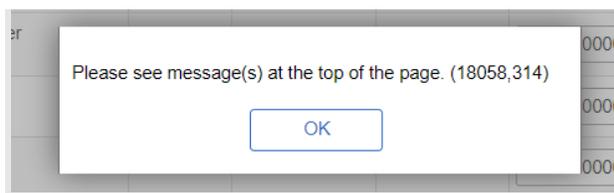
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
8	*	Admission Kit 1 (30 tuft toothbrush, 2.75 oz toothpaste, 5" comb, 4 oz shampoo in a heat sealed bag.	EA	313.0000	313.0000	10.000000	3,130.0000 USD	Bid
9	*	Admission Kit 2 (30 tuft toothbrush, 2.75 oz toothpaste, 5" comb, single blade razor, 105 oz roll-on deodorant, 4 oz shampoo in a heat sealed bag.	EA	70.0000	70.0000	10.000000	700.0000 USD	Bid
10	*	Blue Magic Bergamot 4 oz (12 per case)	CS	8.0000	8.0000	10.000000	80.0000 USD	Bid
11	*	Briefs, Women's	EA	11.0000	11.0000	10.000000	110.0000 USD	Bid
12	*	Conditioner, Tresemmе Moisture Rich 28oz (6 per case)	EA	59.0000	59.0000	10.000000	590.0000 USD	Bid

12. After answering all the questions, select the **Validate Entries** button to ensure you have answered all required questions.

30	*	Sports Bra, Cotton Spandex Brown	EA	22.0000	22.0000	0.000000	0.0000 USD	Bid
31	*	Tampon, Regular (500 per case)	CS	8.0000	8.0000	0.000000	0.0000 USD	Bid
32	*	Tampon, Super Absorbent (500 per case)	CS	8.0000	8.0000	0.000000	0.0000 USD	Bid
33	*	Toothbrush, 40 Tuft Security 3" Thumbprint (72 per case)	CS	335.0000	335.0000	0.000000	0.0000 USD	Bid
34	*	Toothpaste, Freshmint 6oz (144 per case)	CS	113.0000	113.0000	0.000000	0.0000 USD	Bid

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

13. If you have missed any of the required questions you will see this popup box. Select **OK** then scroll to the top of the screen to see what questions were missed. They will be listed in red.



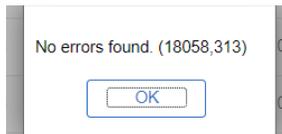
Even

**Event Details**

! Response required. You must enter a response for General Question 1 - Is your company's information up ...  
! Response required. You must enter a response for General Question 2 - Select the number of addenda you ...  
! Response required. You must enter a response for General Question 3 - Choose 'Yes' to confirm that you ...  
! Response required. You must enter a response for Line 20- Line Question: State the percentage discount of ...

# Supplier Portal Quick Guide

14. Answer the questions that were missed and select **Validate Entries**. If no errors were found, you will see the following message. Select **OK**.



15. Select **Submit Bid** to submit your bid.

20	★		Maxi Pads, Regular Tri-Fold (288 per case)	CS	278.0000	278.0000	0.000000	0.0000 USD	Respond to bid questions
21	★		Maxi Pads, Super Absorbent (250 per case)	CS	11.0000	11.0000	10.000000	110.0000 USD	Bid
22	★		Panty Liners, Individually Wrapped (480 per case)	CS	5.0000	5.0000	10.000000	50.0000 USD	Bid

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.



16. Read the text then select **I Agree** and select **Sign Submission**.

### Sign Submission

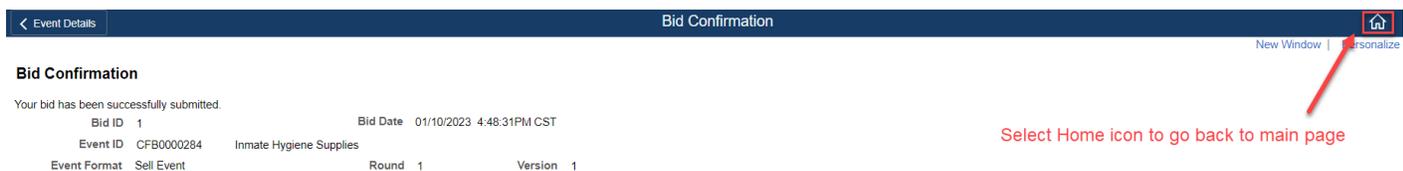
You represent and warrant that: (i) you are duly authorized to act on behalf of Vendor; (ii) in accordance with that authority, you agree to submit this Bid electronically on behalf of Vendor; and (iii) this action manifests your intent to electronically sign the Bid and that said electronic signature is thereby attached to and logically connected with the Bid.

By checking the "I Agree" box and selecting the "Sign Submission" button below, you are signing this Bid on behalf of the Vendor and you represent and warrant that the prices quoted in the Bid were established without collusion with other bidders and without effort to preclude Hennepin County from obtaining the best possible competitive price. Vendor further certifies that it is not barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings.

Once you click on "Sign Submission," your Bid will be submitted and you should receive a confirmation email. If you do not receive a confirmation email, please call (612) 543-5412.

Agree

17. The confirmation page will display and you will also receive an email confirming your bid was received. Select the **Home** icon.



## For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)