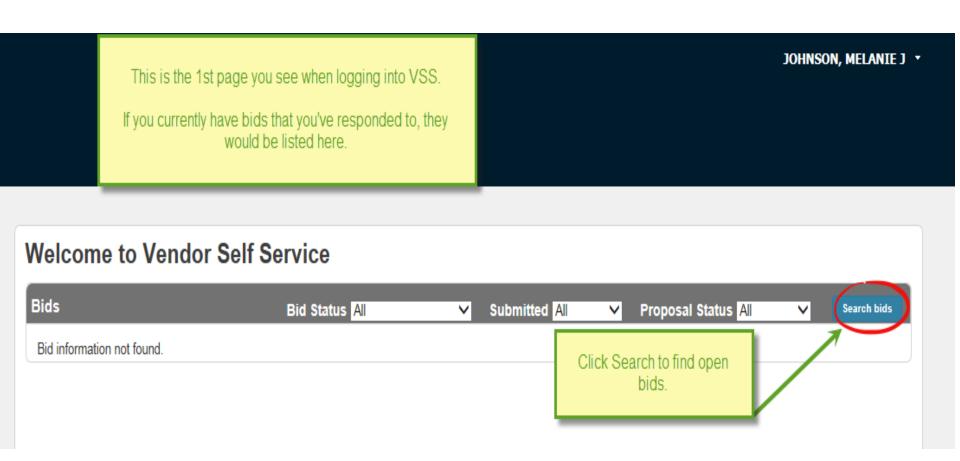
STEP-BY-STEP GUIDE BID PROPOSAL CREATION

- The aim of this guide is to show the vendor, stepby-step, how to submit a response to an ACPS solicitation.
- This guide is a handy tool to follow while submitting a proposal.
- This guide is not a substitution for a proposal submission.

For additional assistance, please contact vsshelp@acps.k12.va.us

PAGE ONE AFTER VSS LOGIN



SEARCH FOR BIDS

If you know the BID number, type it in $$\operatorname{\textsc{OR}}$$ Place a check mark to search for ${\ensuremath{\textsc{Open Bids Only}}}.$

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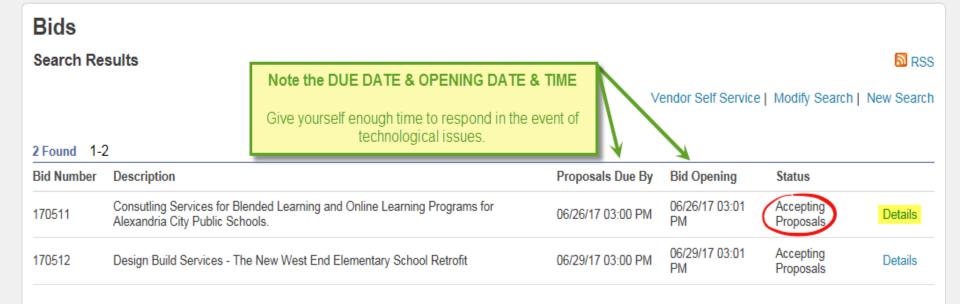
OPEN BIDS & DUE DATE

Please note all open bids with a status of:

Accepting Proposals

Click **Details** to find out more and begin to create a proposal.

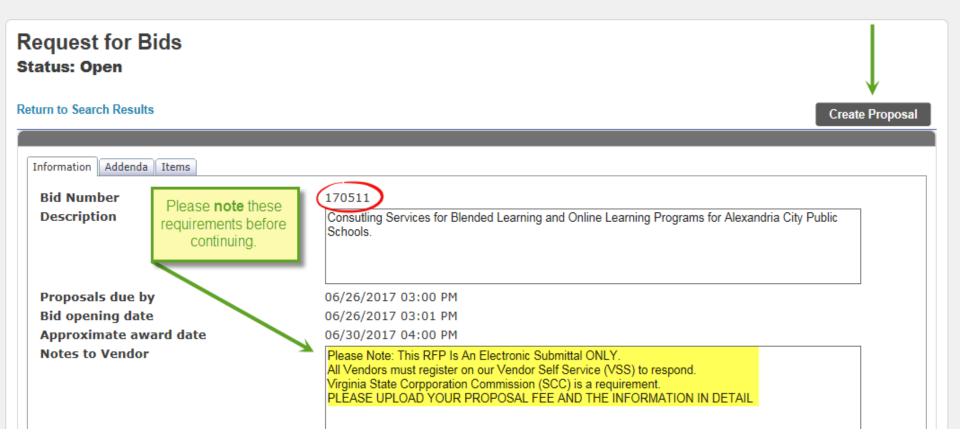
JOHNSON, MELANIE J *



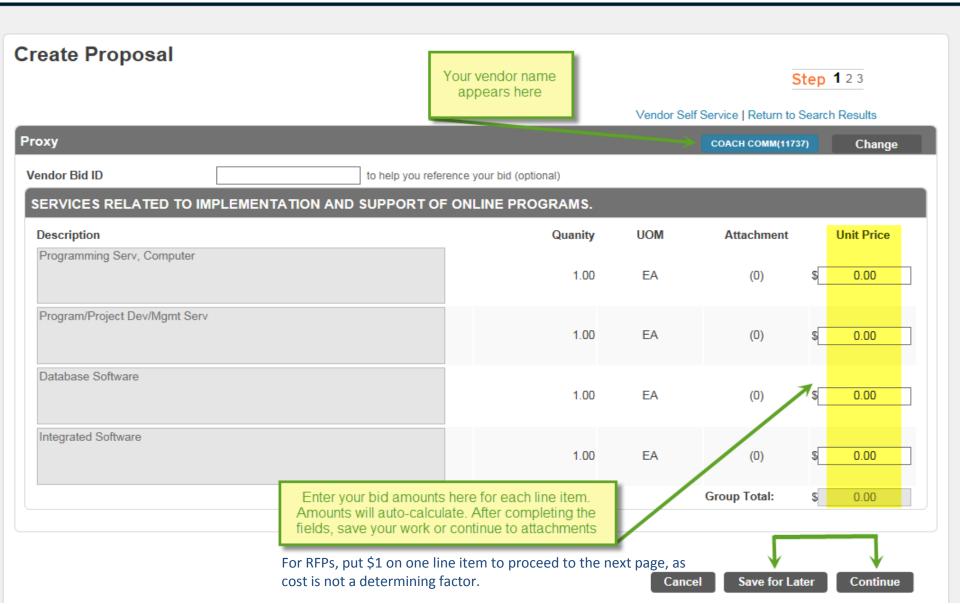
Important Bid Information

IMPORTANT BID INFORMATION WILL BE LISTED HERE.

JOHNSON, MELANIE J •

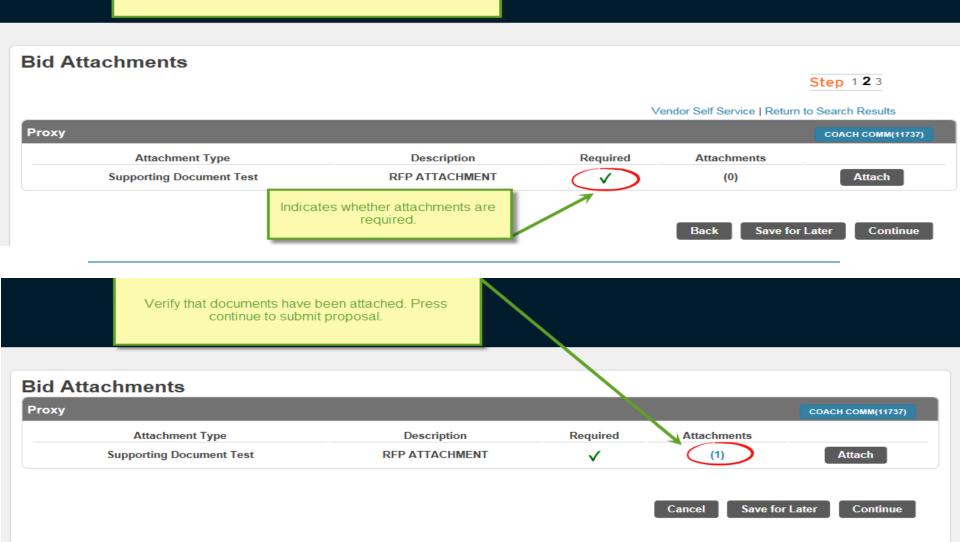


BID ON SERVICES PER LINE ITEM

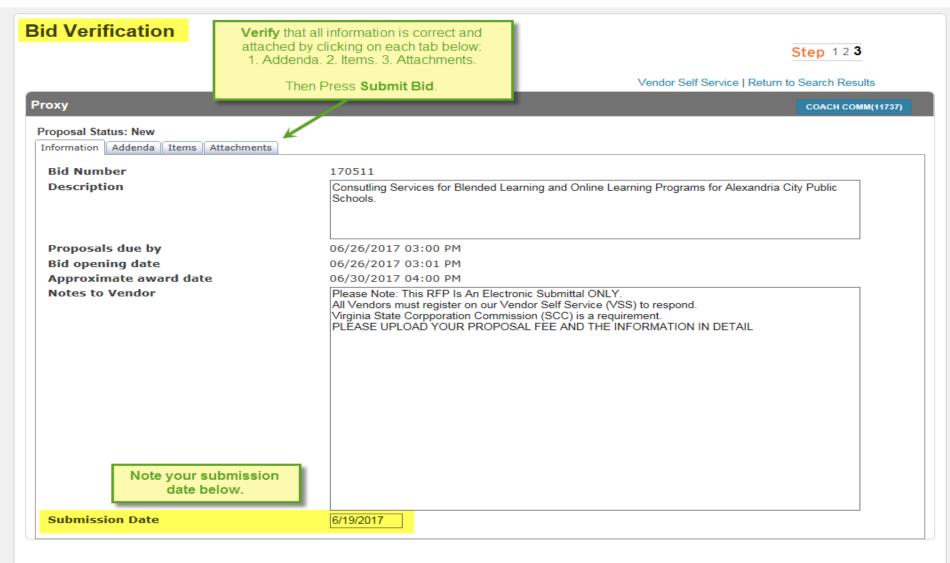


BID PROPOSAL ATTACHMENTS

Please attach documents according to RFP requirements.



BID VERIFICATION



PROPOSAL SUBMISSION

