

# STEP-BY-STEP GUIDE

## BID PROPOSAL CREATION

- The aim of this guide is to show the vendor, step-by-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  
[vsshhelp@acps.k12.va.us](mailto:vsshhelp@acps.k12.va.us)

# PAGE ONE AFTER VSS LOGIN

This is the 1st page you see when logging into VSS.

If you currently have bids that you've responded to, they would be listed here.

JOHNSON, MELANIE J ▾

## Welcome to Vendor Self Service

Bids

Bid Status All ▾

Submitted All ▾

Proposal Status All ▾

Search bids

Bid information not found.

Click Search to find open bids.

# SEARCH FOR BIDS

If you know the BID number, type it in  
OR  
Place a check mark to search for **Open Bids Only**.

## Bids

[Vendor Self Service](#) | [Return to My Bids](#)

Bid Number  (other search criteria will be ignored)

Bid Description

Bid Status  Open bids only

Search ALL open bids.

# OPEN BIDS & DUE DATE

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Please note all open bids with a status of:  
**Accepting Proposals**

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

## Bids

### Search Results



[Vendor Self Service](#) | [Modify Search](#) | [New Search](#)

**Note the DUE DATE & OPENING DATE & TIME**

Give yourself enough time to respond in the event of technological issues.

2 Found 1-2

Bid Number	Description	Proposals Due By	Bid Opening	Status	
170511	Consulting Services for Blended Learning and Online Learning Programs for Alexandria City Public Schools.	06/26/17 03:00 PM	06/26/17 03:01 PM	Accepting Proposals	<a href="#">Details</a>
170512	Design Build Services - The New West End Elementary School Retrofit	06/29/17 03:00 PM	06/29/17 03:01 PM	Accepting Proposals	<a href="#">Details</a>

# Important Bid Information

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IMPORTANT BID INFORMATION WILL BE LISTED  
HERE.

## Request for Bids

Status: Open

[Return to Search Results](#)

[Create Proposal](#)

Information Addenda Items

**Bid Number**  
**Description**

Please **note** these requirements before continuing.

170511

Consulting Services for Blended Learning and Online Learning Programs for Alexandria City Public Schools.

**Proposals due by**  
**Bid opening date**  
**Approximate award date**  
**Notes to Vendor**

06/26/2017 03:00 PM  
06/26/2017 03:01 PM  
06/30/2017 04:00 PM

Please Note: This RFP Is An Electronic Submittal ONLY.  
All Vendors must register on our Vendor Self Service (VSS) to respond.  
Virginia State Corporation Commission (SCC) is a requirement.  
PLEASE UPLOAD YOUR PROPOSAL FEE AND THE INFORMATION IN DETAIL

# BID ON SERVICES PER LINE ITEM

## Create Proposal

Your vendor name appears here

Step 1 2 3

[Vendor Self Service](#) | [Return to Search Results](#)

Proxy

COACH COMM(11737)

Change

Vendor Bid ID  to help you reference your bid (optional)

### SERVICES RELATED TO IMPLEMENTATION AND SUPPORT OF ONLINE PROGRAMS.

Description	Quantity	UOM	Attachment	Unit Price
Programming Serv, Computer	1.00	EA	(0)	\$ 0.00
Program/Project Dev/Mgmt Serv	1.00	EA	(0)	\$ 0.00
Database Software	1.00	EA	(0)	\$ 0.00
Integrated Software	1.00	EA	(0)	\$ 0.00
Group Total:				\$ 0.00

Enter your bid amounts here for each line item. Amounts will auto-calculate. After completing the fields, save your work or continue to attachments

For RFPs, put \$1 on one line item to proceed to the next page, as cost is not a determining factor.

Cancel

Save for Later

Continue

# BID PROPOSAL ATTACHMENTS

Please attach documents according to RFP requirements.

## Bid Attachments

Step 1 2 3

Vendor Self Service | Return to Search Results

Proxy				COACH COMM(11737)
Attachment Type	Description	Required	Attachments	
Supporting Document Test	RFP ATTACHMENT	✓	(0)	Attach

Indicates whether attachments are required.

Back Save for Later Continue

Verify that documents have been attached. Press continue to submit proposal.

## Bid Attachments

Proxy				COACH COMM(11737)
Attachment Type	Description	Required	Attachments	
Supporting Document Test	RFP ATTACHMENT	✓	(1)	Attach

Cancel Save for Later Continue

# BID VERIFICATION

## Bid Verification

Verify that all information is correct and attached by clicking on each tab below:  
1. Addenda. 2. Items. 3. Attachments.

Then Press **Submit Bid**.

Step 1 2 3

Vendor Self Service | Return to Search Results

Proxy

COACH COMM(11737)

Proposal Status: New

Information Addenda Items Attachments

**Bid Number**

170511

**Description**

Consulting Services for Blended Learning and Online Learning Programs for Alexandria City Public Schools.

**Proposals due by**

06/26/2017 03:00 PM

**Bid opening date**

06/26/2017 03:01 PM

**Approximate award date**

06/30/2017 04:00 PM

**Notes to Vendor**

Please Note: This RFP Is An Electronic Submittal ONLY.  
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PLEASE UPLOAD YOUR PROPOSAL FEE AND THE INFORMATION IN DETAIL

Note your submission date below.

Submission Date

6/19/2017

Save for Later

Submit Bid

Cancel



# PROPOSAL SUBMISSION

Home

Vendor Self Service

Bids

You've successfully submitted your proposal!

Response submitted successfully.

Ok

This screenshot shows a confirmation message in a web application. On the left, there is a sidebar with navigation links: 'Home', 'Vendor Self Service', and 'Bids'. The main content area displays a yellow speech bubble with the text 'You've successfully submitted your proposal!'. Below this, a light blue box contains the text 'Response submitted successfully.' and an 'Ok' button.

## Welcome to Vendor Self Service

Bids

Bid Status **All** Submitted **All** Proposal Status **All** Search bids

Recent bid requests

Due by Date	Bid Number	Description	Vendor	Vendor ID	Bid Status	Submitted	Proposal Status
06/26/17 15:00 PM	170511	Consulting Services for	COACH COMM		Accepting Proposals		

Your login page will list your responses and give the status of each bid.