

Line Item Bid Response

1. Click on the title of a line item bid from your list of invited bids or from an agency bid board.
2. Click on the "Respond" link at the bottom of the bid page.
3. If the bid contains any documents with acceptance requirements, a "Bid Documents Requiring Acceptance" page will open. Check the circle next to the appropriate response and click "Save" at the bottom of the page.
4. Spreadsheet Response - the "Response to Bid" page will open when all registration documents have been completed. In order to respond by spreadsheet, you first download the response file. Click on "Download Response File" on the left side of the page.
 - A. Open the downloaded spreadsheet and enter in bids or price information for each item in the proper column.
 - B. Once the response sheet has been filled out and saved, return to the "Response to Bid" page, click on the "Upload Response File" on the left side of the page, select the response file from your computer, click "Open" at the bottom of the "File Upload" menu box and then click "Process File" in the top-left corner of the file upload pop-up window. Your response will be protected by high-grade encryption during online transfer to Public Purchase and kept completely confidential until bids are opened.
5. Website Response at the "Response to Bid" page will open when all registration documents have been completed. Each line item will be listed at the top of the page.
 - A. Click on the triangle to the left of the item code and the full information for that item will open in a drop-down menu (click the triangle next to "Code" at the top of the list to automatically open the drop-down menu for every item).
 - B. Enter a bid or price information for each line item on the bid.
 - C. You can also add an alternate product by clicking on "Add Alternate" and entering alternative information in the fields that open below. You can enter in multiple alternates for an item.
 - D. After you have entered responses to each line, click on "Save" at the bottom of the response page. A box on the left side of the page will show you how many items, if any, do not have responses.
6. Both systems for entering line-item bids are completely interchangeable. If you enter bids by a spreadsheet, your bids will be populated on the website and bids entered on the website will be added to the spreadsheet that you download from the website. If you originally add line-item bids by spreadsheet and then make changes to your bids through the website, you should re-download the spreadsheet before making any changes to it so that the spreadsheet you have saved matches your current response information.
7. You can add comments or attachments to your bid in the two sections below the list of items on the "Response to Bid" page.
8. You can save your bid at anytime during the response process. Because some bids can have several hundred line items, it is a good idea to save our response periodically while completing your response. Clicking "Save" at the bottom of the bid response page will save your response information without closing the bid response page.

9. Once you have completed and saved your response, click "Close" at the bottom of the page and you will return to the bid page.