

State Procurement Office

State Procurement Online Services – Enabling Electronic Response

Internal Job Aid

June 2018

If you have any questions or comments regarding State Procurement Online,
please contact:

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ELECTRONIC RESPONSE

The State Procurement Online (SPO) system offers the option for vendors to submit their solicitation responses electronically. This section outlines the steps to allow an electronic response from a vendor. The SPO templates for bids and proposals have also been updated with language for allowing an electronic response to a solicitation.

Enabling Electronic Response When Issuing a New Solicitation

Electronic response can be enabled when creating a solicitation. Log into SPO by going to <https://intranetapps.nd.gov/csd/spo/services/login.htm> and click on “Issue New Solicitation”. Complete the information requested in the Issuing Agency and Details section. You will see a checkbox for “Enable Electronic Responses” as shown below:

Details

*Solicitation No.: Ex. 110.7-06-028

*Type: ▼

*Title: Ex. Generator, 15KW

*Short Description:

*Solicitation Closes: Date (mmddyy) Enable Electronic Responses

Time 2:00 (hh:mm) am pm CT (Time Zone)

Written Questions
Must Be Received By: Date (mmddyyyy)

Time (hh:mm) am pm CT (Time Zone)

If you wish to receive electronic responses, place a checkmark in the “Enable Electronic Responses” box. The remaining screens to create a solicitation have not changed.

Enabling Electronic Response after a Solicitation Has Been Issued

Electronic response can be enabled after you issue a solicitation, as long as it is enabled before the closing date and time. Log into SPO by going to <https://intranetapps.nd.gov/csd/spo/services/login.htm> and click on “List Solicitations”. Locate the solicitation and click on “Amend”. You will see a checkbox for “Enable Electronic Responses” next to the “Solicitation Closes” input box as shown below:

Amendment 1 - Solicitation Test-002 - Testing

Information

Changing dates requires attaching an amendment.

*Solicitation Closes:

Date: (mmddyyyy) Time: (hh:mm) am pm (Time Zone) Enable Electronic Responses

Written Questions Must Be Received By:

Date: (mmddyyyy) Time: (hh:mm) am pm (Time Zone)

Attachments

Amendment No.	Title	Size	Issued	Action
Add Attachment				

Place a checkmark in the “Enable Electronic Responses” box.

You will need to issue an amendment to provide information about allowing electronic response (click on “Add Attachment” under the Attachments section).

Viewing Electronic Responses before Closing Date & Time

You will be able to view limited information as vendors submit electronic responses. Log into SPO by going to <https://intranetapps.nd.gov/csd/spo/services/login.htm> and click on “List Solicitations”. Locate the solicitation and click on “View”. You will see a section for Responses if you enabled Electronic Responses.

Responses

Title	Contact	Company	E-mail	Action
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*Any questions regarding this solicitation should be referred to the procurement officer (including problems opening attachments.)

As responses are submitted electronically, the Response queue will populate as shown below:

View Solicitation

Solicitation

Number: Test-001
Type: Invitation For Bid
Issuing Agency: Management & Budget, Office of
Division: State Procurement Office
Title: testing 001
Short Description: testing for job aid
Issued: 07/24/2017
Status: Pending Response
Closes: 07/26/2017 06:00 AM CT

Questions Due:

Attachments

Title	Size	Action
Testing	37 kb	View

Responses

Title	Contact	Company	E-mail	Action
Bid Response	John Doe	Services LLC	testing@serviceslcc.com	Solicitation Closes Date Not Met
Bid Test 001	Lucy Luu	Luu Luu s Services	ll@lucyluu.com	Solicitation Closes Date Not Met

*Any questions regarding this solicitation should be referred to the procurement officer (including problems opening attachments.)

Amendments

Attachments

No.	Title	Size	Issued	Action
1	Amend 1	37 kb	07/25/2017	View

Since the closing date and time has not been reached, you will not be able to view any of the responses. This screen can be used if you receive calls from vendors wanting to confirm that their electronic response has been received.

Opening Electronic Responses after Closing Date & Time

Once the closing date and time has been reached, you will be able to access all electronic responses. Log into SPO by going to <https://intranetapps.nd.gov/csd/spo/services/login.htm> and click on "List Solicitations". Locate the solicitation and click on "View". The Response Queue will now have a "View" option as shown below:

Responses

Title	Contact	Company	E-mail	Action
Test File 1	Testing User 1	Test for You	test@test.com	View
Testing File 2	Testing User 2	TestingBME	testing@test.com	View
Testing 3	Testing User 3	TestRight	test@test.com	View
Testing 3	Testing User 3	TestRight	test@test.com	View

Note 1- Click "View" for each response

Note 2- Indicates multiples files submitted from Company TestRight

Once "View" is clicked (see Note 1 above), you will be prompted to Open or Save the documents as shown below. SPO recommends selecting the "Save" option and saving to your procurement folder.



If the company has submitted multiple files (they have the ability to submit up to five), you will see multiple entries from the same company (see Note 2 above).

The system will automatically remove the response files after 60 days or when the solicitation is archived, whichever comes first and they will no longer be available for download.

If you have any questions about uploading or reviewing a response file, please contact the State Procurement Office.

*Please note the upload response feature is not available for a Best and Final Offer (BAFO) request. Vendors will either need to email the response to you or mail a hard copy.