Supplier Solicitation Response and Addenda Guide

(Updated November 5, 2020)

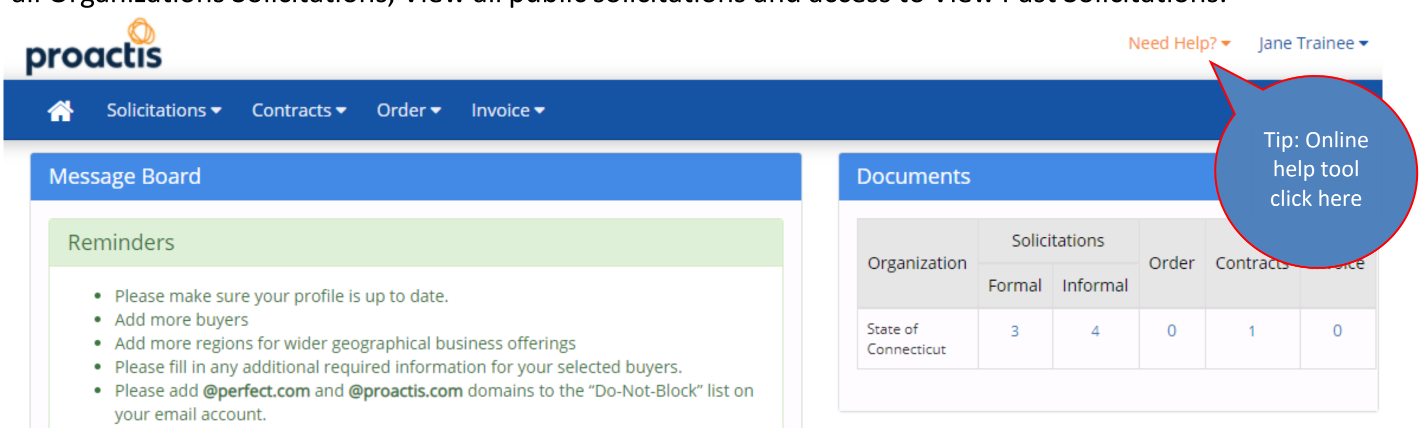
How to Respond to a Solicitation for CTsource (Click this link to launch WebProcure Help)

1. Access the WebProcure log in page at: https://webprocure.perfect.com/login.do (Remember to bookmark the link above in your web browser. Internet Explorer (IE) is not a supported browser for this application)
2. Log in to CTsource
3. Enter your Username and Password.
4. Click Login.

NOTE: If you don't remember your username or password, contact WebProcure at 866-889-8533

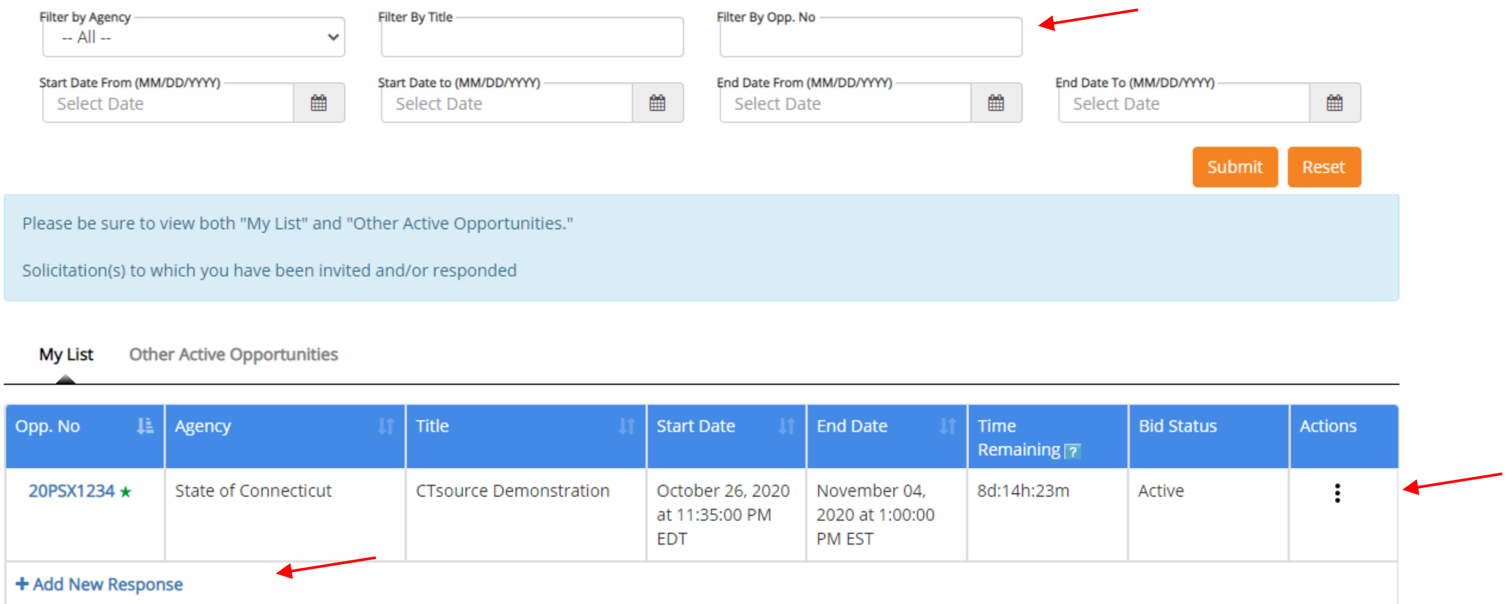
Click to register here if you have not registered in CTsource

5. When you log in to your account the header section for all solicitations will appear.
6. Located on the right side of the Home page will be the current available opportunities section that are associated with the commodities you registered for. To view the current available opportunities, you can either select the number under formal or informal solicitations or you can select the Solicitations dropdown menu under the header. The Solicitations dropdown menu provides you with access to View all Organizations Solicitations, View all public solicitations and access to View Past Solicitations.



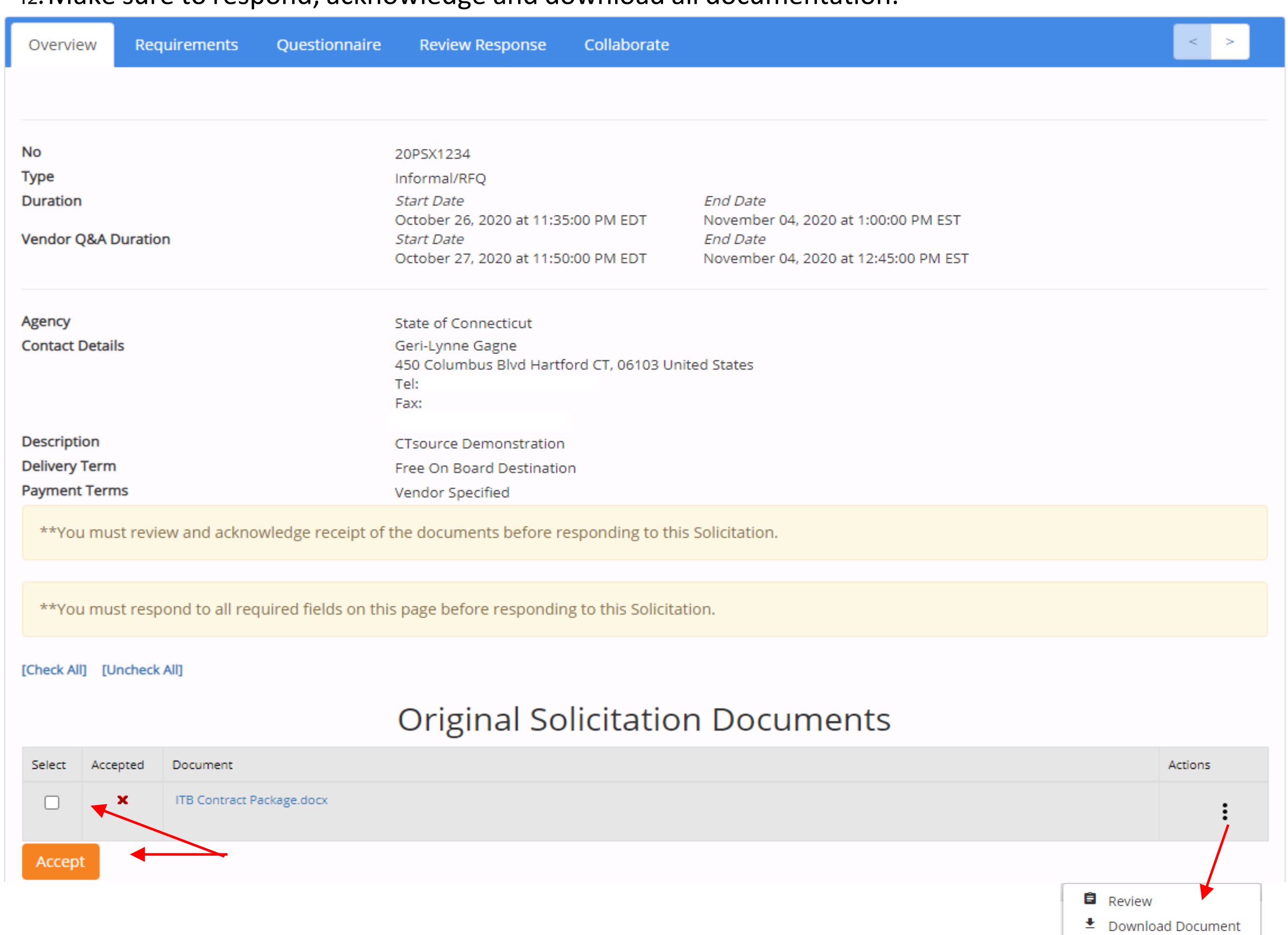
7. To access the *Current Solicitations* page, under the Solicitations drop down menu select View Current Solicitations.
8. Make sure to look under "My List" and "Other Active Opportunities" to see all solicitations.
9. To display the most recent solicitation(s), type the current date in the start date box. If you wish to view a certain solicitation and know the solicitation number, enter the solicitation number in the "Filter By Opp. No" box.

10. Below lists two ways to create a new response for a solicitation:
   - Click on the "Add New Response" button below the listed title.
   - Click on the action three dots to the right of the solicitation listing.



OVERVIEW

11. The bar at the top of the solicitation is referred to as the Header. The *Overview* section is the first section you will be taken to when you choose the solicitation you wish to respond to. This section will review all basic information of the solicitation.
12. Make sure to respond, acknowledge and download all documentation.



13. Once you accept all documents the box with the check mark to accept will change to a double green check mark in the select and accepted boxes.

Select	Accepted	Document	Actions
✔	✔	ITB Contract Package.docx	⋮

14. Once you have downloaded all documents and accepted the information displayed on the Overview page you must respond to the *Electronic Signature* section and then "Save Responses".

Electronic Signature

Instructions

Instructions IMPORTANT: The following electronic signature requires supplier agreement in order to respond to an Invitation to Bid (ITB). Suppliers responding to any other solicitation type are not required to agree. The individual submitting this electronic signature must be authorized to sign contracts on behalf of the company and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN SOLICITATIONS ON BEHALF OF THE COMPANY:

*I am duly authorized to sign documents on behalf of this company. By selecting "I Agree" in the drop down box below, I confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

-- Choose One --

*In addition, the above named respondent fully acknowledges and agrees with all of the terms and conditions contained in this Solicitation/Contract. Further, if the above named respondent is awarded a contract for the goods and/or services called for in the solicitation, the respondent's electronic signature shall mean that the respondent shall be bound by and perform fully in accordance with all of the terms and conditions set forth in the solicitation and Contract.

-- Choose One --

*The respondent hereby certifies under penalty of false statement that all the information supplied is complete and true.

-- Choose One --

Save Responses

15. You can print a copy (or view a PDF version) of the solicitation from the "Print" button at the bottom of the page. All the bid information, requirements and questionnaire information are provided.
16. Next you must respond to "Respond to the Questionnaire" and/or "Respond to Requirements" sections. Both must be completed before you can attach your bid documents or Bid on Items. If you do not complete these sections, you will see a double asterisk note at the top of the page.

Respond to Questionnaire | Respond to Requirements | Print | Close

**Please respond to the required Questions in order to respond to this Bid

**Please respond to the Requirements in order to respond to this Bid

NOTE: These are the same tabs that are in the Header. All tabs must be completed before you can submit your bid. It is best to complete the tabs in the order they are presented: Overview, Requirements, Questionnaire, and Respond tab.

* Denotes required item response

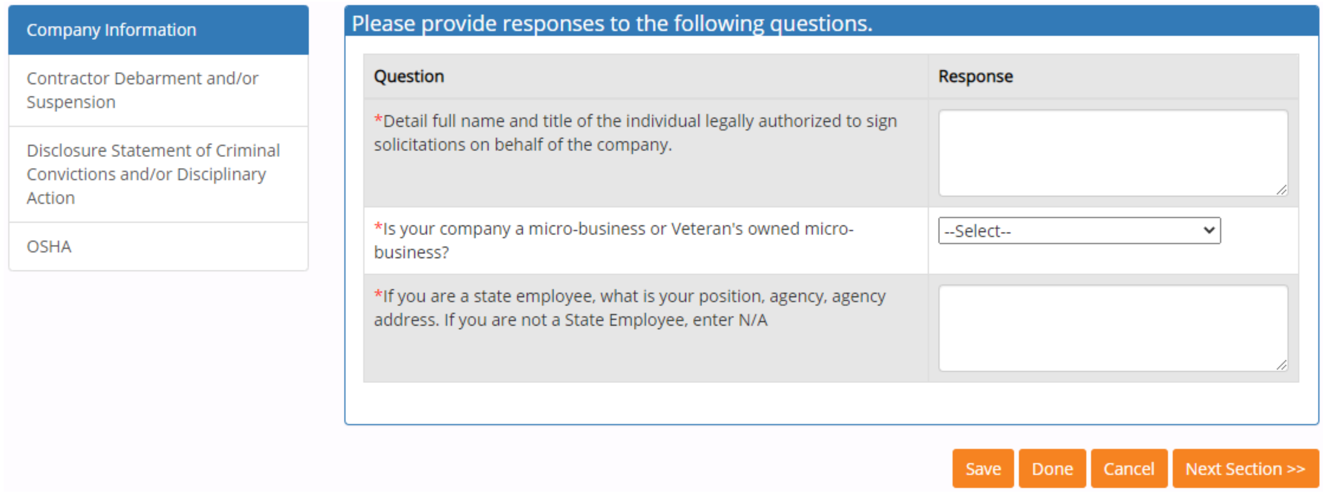
0 of 1 items responded.

Your response has no attachment!

The above pop up is a helpful message to provide a real-time status of your response submittal.

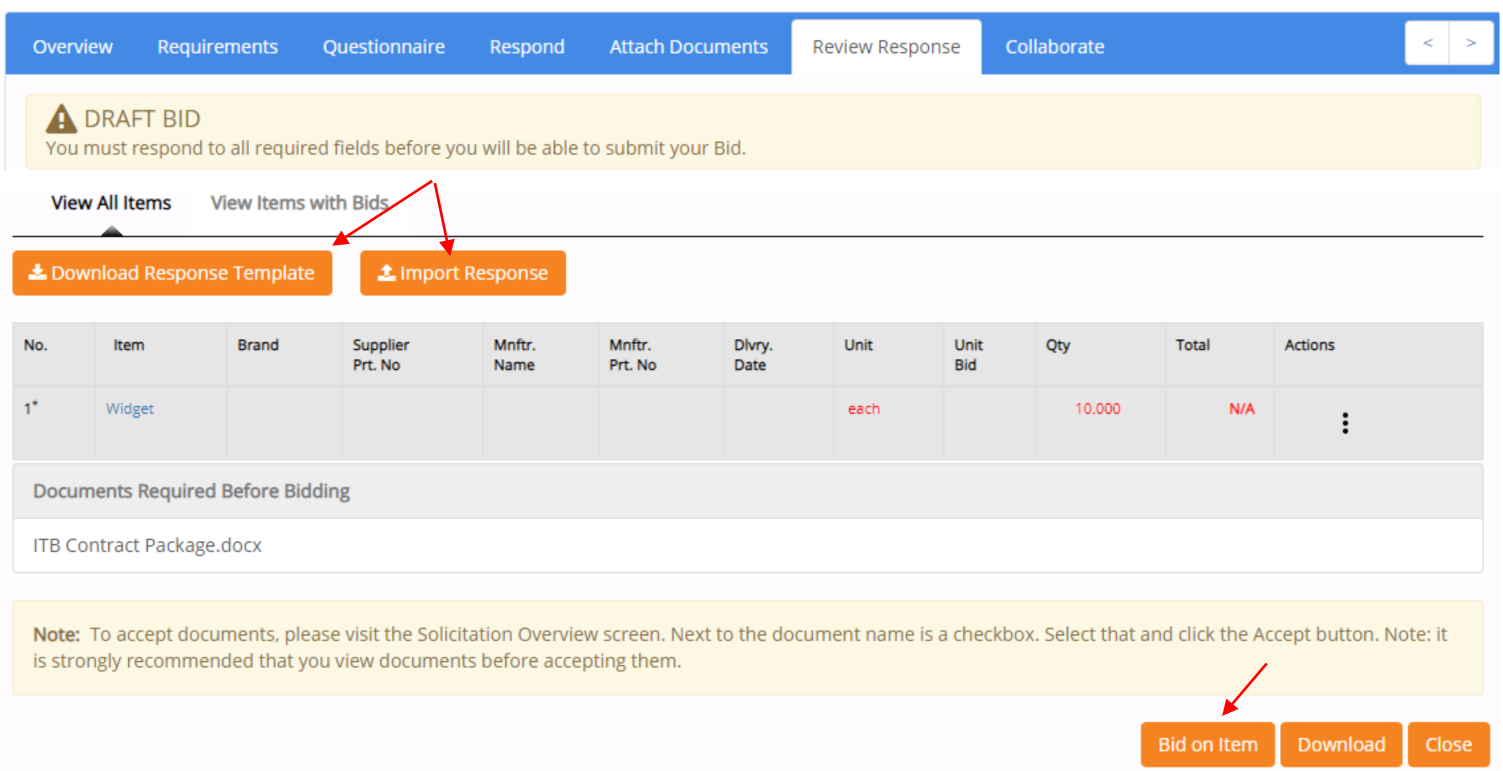
QUESTIONNAIRE

17. In the questionnaire you must complete all questions for each section before the system will allow you to submit your response.

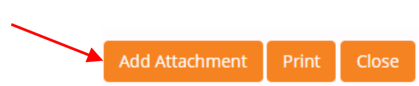


RESPONSE

18. Upon completion of the last section of the questionnaire, click Done, the system will bring you to the *Review Response* page. If responding to a solicitation with line items, you can either:
   - Click on the "Bid on Item" button to enter a response for each item individually; or
   - Click "Download Response Template", to open an Excel spreadsheet to enter a response for all items listed. Save a completed version of the spreadsheet to a desired location on your computer. Go back to the Review Response page and click "Import Response" to upload the completed version of the spreadsheet from your computer. Note: the system will not accept filenames with special characters.

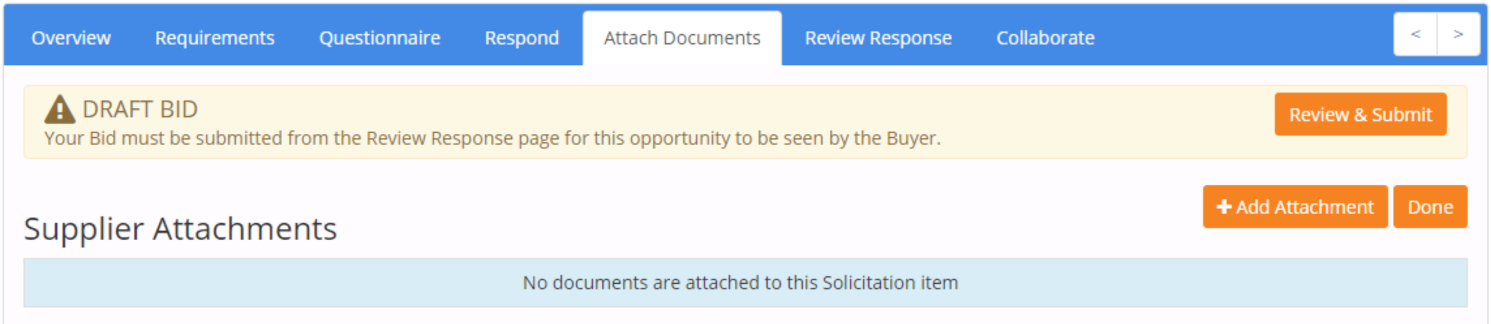


If responding to a solicitation without line items, you must attached your response by clicking the "Add Attachment" button or click the *Attach Documents* page.



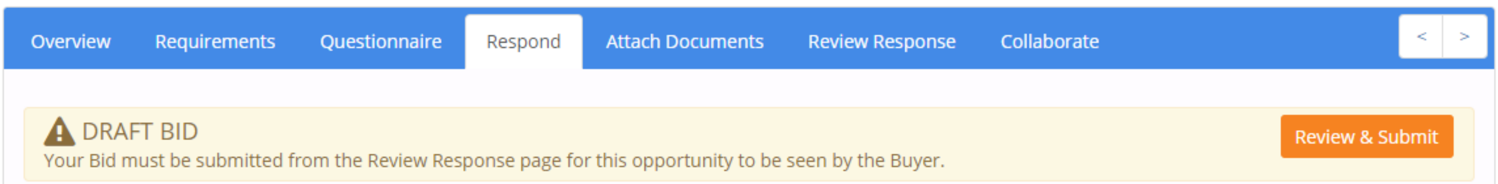
If required, submit documents to be seen by the Buyer on the *Attach Documents* page and click the “Done” button when complete.

- Select the “Add Attachment” button, “Browse” for attachment and click the “Upload” button.
- You can upload up to 5 documents at one time and then select Upload.

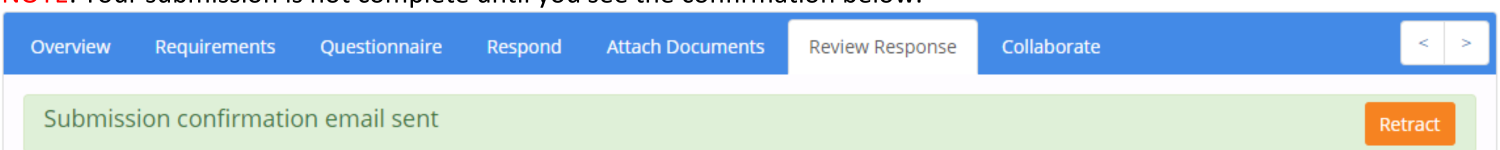


SUBMIT RESPONSE

19. When ready to submit response to the Buyer, click the “Review & Submit” button.



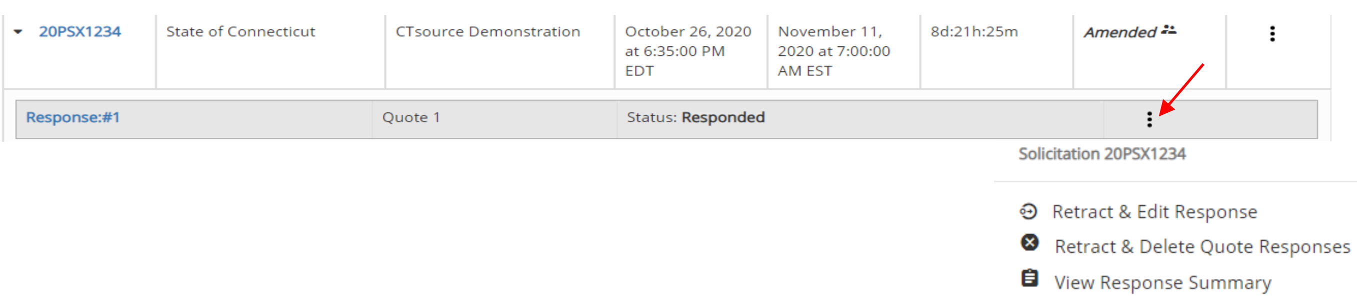
NOTE: Your submission is not complete until you see the confirmation below.



RETRACT RESPONSE

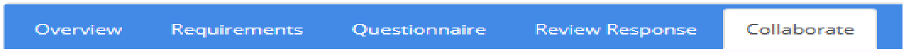
You may “Retract” your submission to make changes before the due date and time. If addenda is entered by the Buyer, you will receive a system generated email as such and may be required to review and retract your submission. All addenda must be reviewed and accepted in order to make changes to your response.

To revise your response – click on the second set of action buttons and select the appropriate menu option.

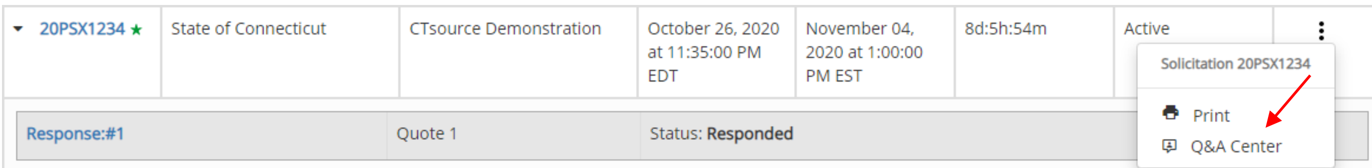


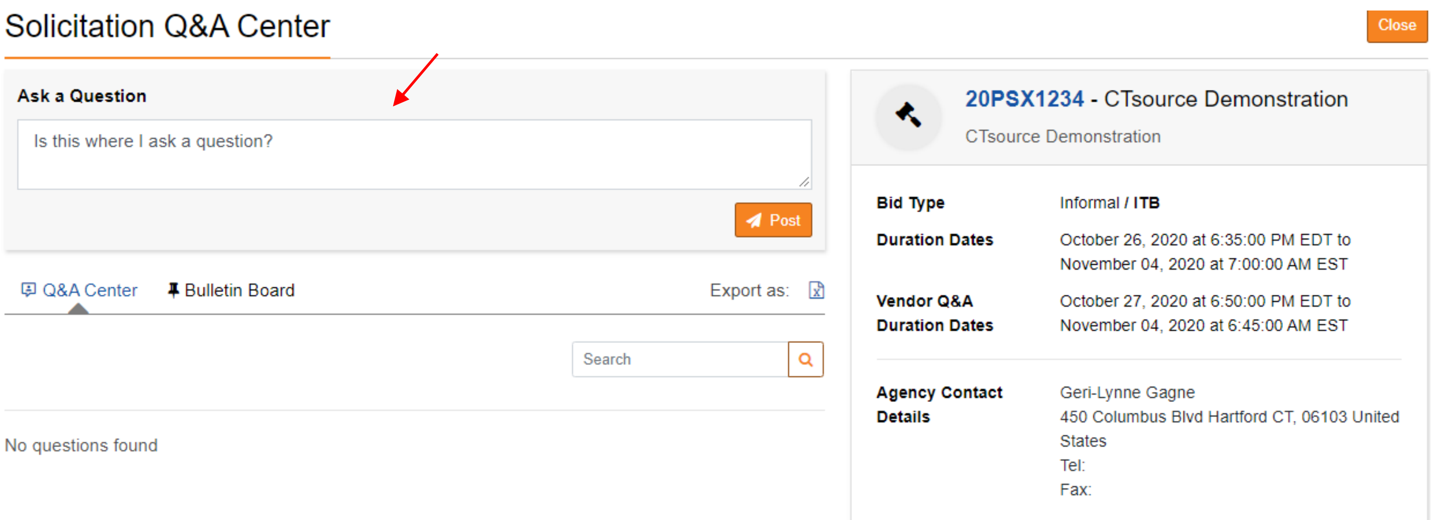
Review and make all appropriate changes and submit – click either the “Review & Submit” or “Submit” button is at top of page the Retract button will appear along with a message stating your response was submitted successfully once again.

VENDOR Q&A CENTER/COLLABORATE



In the Collaborate tab or Q&A Center you may ask the buyer questions. When the solicitation contact has answered the question(s), you will receive an e-mail with a response. You may also return to this page to view the response at another time. All questions and answers will be posted on the Bid Board as an attached addendum.





In the Solicitation Q&A Center you may ask questions by typing in your question in the large text box titled "Ask a Question" and click the "Post" button to send the question to the buyer. After submitting your question click the "Close" button.

Using the "Action" button you can edit, attach or delete your questions.

All questions from suppliers and the buyer's responses will display under the Q&A Center / Bulletin Board section. The buyer may elect to send a message to all suppliers via the Bulletin Board. You will also receive an email if a Bulletin Board message is added.

How to View a Solicitation Addendum and Accept Change Details

1. Supplier will receive Addendum email with instructions for a solicitation as stated below.

WebProcure Solicitation Addendum

Please follow the steps below to review the changes made to this Solicitation. You may make edits to your response until the specified End Date and Time is reached.

ATTENTION: IF YOU HAVE ALREADY SUBMITTED A BID RESPONSE, YOU MAY BE REQUIRED TO ACCEPT THE ADDENDUM AND RE-SUBMIT YOUR BID TO ENSURE THE STATE OF CONNECTICUT SUCCESSFULLY RECEIVES YOUR BID RESPONSE.

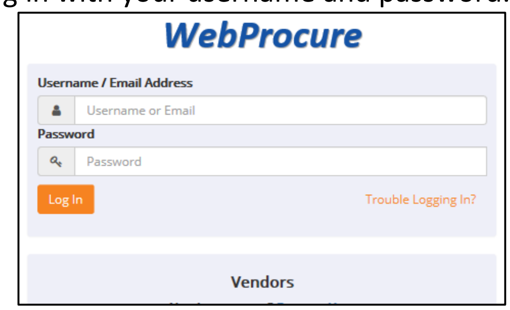
To access the addendum:

1) Log into CTsource
2) Click on the Solicitations navigation menu.
3) Click on View Current Solicitations for State of Connecticut.
4) Locate the Solicitation by entering the Solicitation # in the Opp No filter.
5) Click the Submit button.
6) Follow the instruction below based on your previous actions taken on the Solicitation.

- If you have previously responded to the bid, select "Add New Response" or "Retract & Edit Response."
- If you have viewed the bid or entered a draft bid response, select "Add New Response" or "Submit/Edit your Response."
- If you have not previously accessed the bid, select "Add New Response."

7) Review the Solicitation changes.

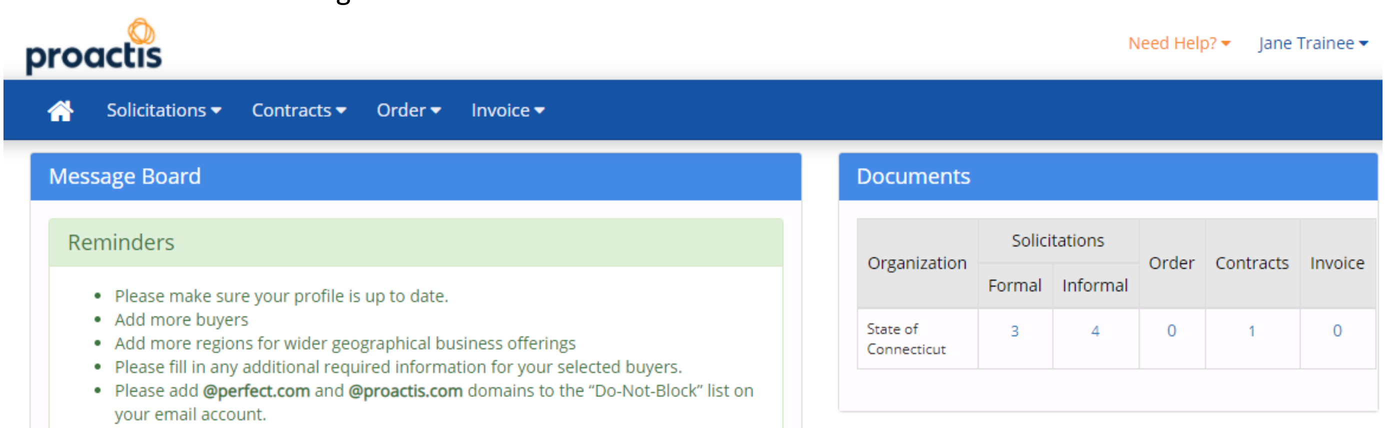
2. Log in with your username and password.



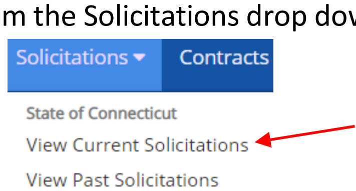
NOTE: If you don't remember your username or password, contact WebProcure at 866-889-8533

Click to register here if you have not registered in CTsource

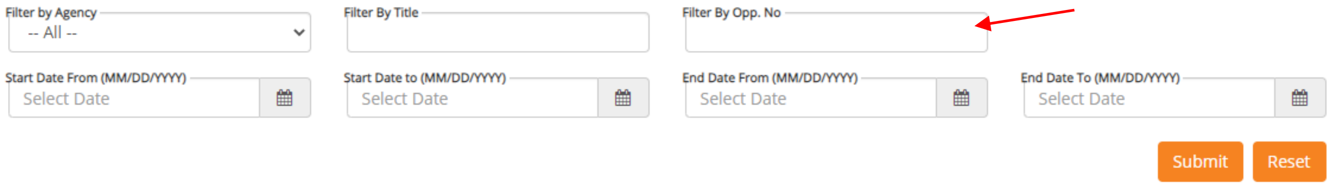
3. Click on the Solicitations navigation menu.



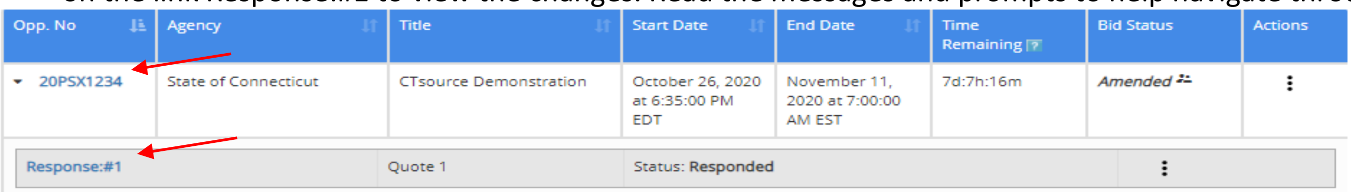
4. From the Solicitations drop down menu, select View Current Solicitations for State of Connecticut.



5. Locate the Solicitation by entering Solicitation number in the “Filter by Opp. No.” field at top of page.



6. Click the Submit button. (if Solicitation does not appear, go to “Other Active opportunities” and re-enter number)
7. Select the Solicitation by clicking on the link in the Opp. No. column on the left-hand side of the page or click on the link Response:#1 to view the changes. Read the messages and prompts to help navigate through.



8. To Review the Solicitation change details, select the action buttons next to the most recent addendum and select View & Accept Change Details. Then select the Version you want to compare with new addendum and select Show Comparison and click “Close”.