

## Frequently Asked E-Bid Questions

**Q. What is an Electronic response or E-Bid?**

A. Electronic Response or E-Bidding is an enhancement to the ORPIN system. E-bidding will allow Agencies to post bidding opportunities, on ORPIN, that allow electronic responses from suppliers in a secure paperless environment. E-bidding promotes a more efficient and paperless procurement stream.

**Q. What are the benefits of E-bidding for my firm?**

A. There are many, the following are some of the highlights:

Suppliers will not have to make copies of the bid documents; mail, fax or e-mail responses. Your firm will submit a paperless electronic response via the ORPIN System.

E-Bidding will save an organization time.

Bids or Quotes are organized in ORPIN and easy to find

Suppliers will have the security of knowing their bids are in a secure on-line lock box that no one but authorized users in their system can view, prior to bid closing.

**Q. What types of procurement opportunities will E-bidding effect?**

A. E-Bidding will be applicable to Invitation to Bids and Request for Quotes ONLY. E-Bidding can be applied to all types of goods and services, as long as the opportunity is not posted as Request for Proposal, A&E, or construction bids requiring bonding.

**Q. “I’m trying to submit an electronic response but I’m receiving an error message “You have not registered for the E-Bid Service and thus cannot create a Bid Response.”**

A. This error message is the result of not having completed the Authentication Application and submitting it to the ORPIN Registrar. Once your application is processed the Primary Contact will receive a temporary E-Bid Keyword with instructions to change the E-Bid Keyword. Your firm will have 14 calendar days to change the temporary E-Bid keyword to a password that only your Primary Contact will know. Once the Primary Contact has changed the temporary E-Bid keyword your firm may submit E-Bid offers, in ORPIN, electronically.

**Q. “How do I create an electronic bid response?”**

A. It’s very easy. If an opportunity allows e-bidding, an ORPIN help desk contact can send you instructions or you can review the help screens in ORPIN or they may be included in the opportunity posted by an Agency. It’s important to respond, online that you are “Interested” in the opportunity. Once you have expressed “Interested” - proceed through the opportunity document, reading it in it’s entirety, including all attachments. Provide online the cost per item and any other documentation required by the opportunity. Do not submit the response without a monetary figure in the item cost. ORPIN will not except a “no-bid” cost. A supplier may submit a \$0.00 cost, however. After you have read thoroughly the opportunity document and completed the solicitation select “Issue” on the left hand Menu side of the ORPIN screen, near the bottom. Select Issue, when you are ready to submit your electronic bid. You should be prepared with your E-Bid Keyword, once the E-bid is submitted you will receive a receipt, which is your acknowledgement that your bid was submitted into the ORPIN system.

- Q. **“I received an email with an E-bid “Unlock” key, but it’s not working. When I use it to submit the response, I get an error message”.**
- A. The E-bid “Unlock” keyword is a temporary E-bid Keyword and is only good for 14 calendar days. You need to request a new temporary E-bid Keyword and when you receive it, immediately go into your profile and change the temporary E-bid Keyword to a permanent one of your choosing.
- Q. **The agency is requesting additional information be filled in or submitted with my response. This information is in the item description box. The ORPIN system won’t allow me to type in this box – how can I fill in this information? Here is an example:**

Description
Commodity No. 393-84-18 TEA, BLACK (SEE MANDATORY RFQ ATTACHEMENT FOR FURTHER SPECIFICATIONS UNDER FILE FOLDER "ATTACHEMENTS EXIST". YOU MUST EXPRESS INTEREST FIRST TO DOWNLOAD ATTACHEMENTS.) . Indicate tea bag size: _____ Indicate yield: _____ One (1) ounce tea bag should yield one (1) gallon prepared tea Indicate type of tea: _____ Indicate flavor of tea: _____

- A. Suppliers can type in the Description box by clicking first in the supplier response description box. A screen pops up that appears as follows. A supplier can copy and paste into this description box or free form type into this box. Pricing can also be enter on this page. With this method additional description information the opportunity requires can be submitted.

### Component ?

#### Original item

Product Number	Quantity	Unit of Measure
	1	EACH

**Description**  
 fuel cost calculation 75,000/\_\_\_ mpg x \$3.00 = \$  
 \_\_\_\_\_ enter result on cost line

#### Bid Item

Bid  No Bid

**Submit/Back**

**Submit/Return**

**Item Number**  
1.5

Quantity	Unit of Measure
0	EACH

**Unit Price**

**Description**

**Q. “I’m completing the electronic bid response and I’m done, but I don’t have “Issue” on the left hand menu bar.”**

A. “Your E-Bid Keyword has expired. Request a new temporary keyword from the registrar and when you receive it, immediately go into your profile and change the temporary E-Bid Keyword to a permanent one of your choosing.”

**Q. How do I know if the Opportunity I am looking at in ORPIN allows E-Bidding?**

A. The Opportunity will say up in the left hand corner of the opportunity document, under the title “MANUAL OR ELECTRONIC BIDS ARE ALLOWED”

**Q. My response to the opportunity requires a submittal of additional information. Can I attach a word file; excel file; audio file; or even a video file to the response?**

A. Yes an attachment can be included in a supplier’s response. The attachment size can be no greater than 18.5 MB per submittal. The ORPIN system will not accept an exe. file.

**Q. I am not receiving the notices and addenda via e-mail that I had expected, Why?**

A. Suppliers should ensure that all information [especially the e-mail address] in their profile is correct when registering in ORPIN and when sending in their application to become authenticated for E-Bidding. If ORPIN holds an e-mail that is incorrect or in-valid the supplier will not receive the notices of opportunities; e-bidding receipts; or notices of any addenda posted in ORPIN for opportunities that the supplier has expressed interest in, because the ORPIN system sends the e-mail to the address that was submitted by the supplier during registration and if it’s incorrect the system has no way of verifying this.

**Q. I have some additional questions about E-bidding and the application process. Who should I contact?**

A. If you have questions about ORPIN and how to become authenticated in order to submit an E-Bid or if you are having problems submitting an E-Bid contact the ORPIN Help desk at (503) 378-4642. If you have questions about a specific opportunity, posted by an agency, and there is something unclear about the opportunity, you should contact the agency person that posted the opportunity. This information can be found on the opportunity summary page.