

Supplier On-Line Electronic Bid Response Procedures

The Oregon Procurement Information Network (ORPIN) e-Procurement system allows suppliers, on select **Invitation to Bids or Request for Quotes**, to enter secure online electronic bid responses. In order to enter electronic bid responses, suppliers must register in the ORPIN system and select “Electronic Bidding” when they choosing a subscription. Suppliers must also be certified (authenticated) with the State as an eBid supplier. This is done by completing and submitting the Supplier Authentication Application, which is available in ORPIN. If you have already registered in ORPIN but did not designate that you wished to respond to electronic bids, the Primary Contact can change this in ORPIN under “My Profile/Subscription Information” in ORPIN and submit the Supplier Authentication Application Packet. If you have registered and have an e-bid keyword skip to **Section II Bid Response**, of these instructions.

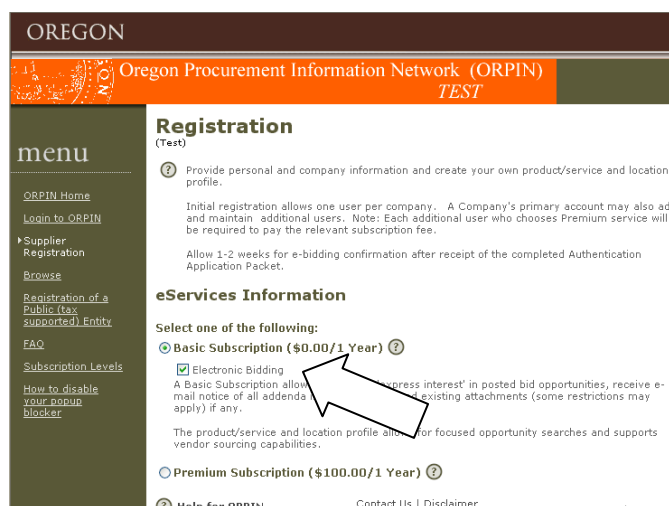
SECTION I – Registration / Authentication

Registering in ORPIN

1. In internet browser, enter the ORPIN web address
<http://orpin.oregon.gov/open.dll/welcome>.
2. At the Welcome screen, in the left hand menu bar, click “Supplier Registration”.



3. The Registration Menu displays. Select the subscription you prefer. Make sure “Electronic Bidding” is check marked, whichever subscription you choose.



Supplier On-Line Electronic Bid Response Procedures

4. An Agreement Document displays. Read the document carefully. (The language is included at the end of these procedures.) At the bottom of the screen, select “I Agree”. If you do not agree, you will not be able to participate in electronic bid responses.
5. The Primary Contact Registration screen displays. The primary contact will be the person responsible for maintaining the Supplier Registration Information for the company. They will also be responsible for the company’s eBid Keyword, which is necessary for a company to submit an electronic bid response. Complete the primary contact information as required. When finished, select “Next” at the bottom of the screen.

The screenshot shows the 'Primary Contact Registration' page. At the top, it says 'OREGON Oregon Procurement Information Network (ORPIN)'. Below that is a 'menu' on the left with links: ORPIN Home, Registration of a Public Law, Renewal Policy, FAQ, Subscription Levels, How to disable your Supplier Blocker. The main content area is titled 'Primary Contact Information' and includes a sub-header: 'Provide supplier primary contact information. The supplier primary contact is responsible for maintaining the Supplier Registration Information.' The form fields are: First, Middle, Last, User Name, Password, Confirm Password, Telephone (Country Code, Area Code, Number, Extension), Fax, and E-mail address. A note at the bottom says '* indicates a required field'. At the very bottom, there are links for 'Help for ORPIN', 'Contact Us | Disclaimer', 'Privacy Statement', and 'Version: ORPIN 2.24'.

6. Continue completing the registration information as directed by the system. After you’ve completed the necessary information a summary is displayed. In the middle of this screen is a link to the PDF file for the Supplier Authentication Application Packet that you need to complete and forward to the ORPIN Registrar. Instructions for the application are included at the top of the application.
7. Once SPO has authenticated you for electronic bidding, you will receive a temporary eBid keyword. This temporary keyword is NOT used in when submitting electronic bid responses. The primary contact must login to ORPIN, select “My Profile” to change the temporary eBid keyword to a permanent keyword of your choosing. The temporary eBid keyword expires within 14 calendar days after being issued. The permanent eBid keyword is required for submitting electronic bid responses. The keyword serves as the electronic signature for your company. It is the primary contact’s responsibility to maintain the integrity of the eBid keyword.
8. If an eBid Keyword Expiration Notice appears while responding to the eBid in ORPIN, it may be that you have not changed your temporary eBid keyword. If this is the case, go to My Profile and change it. If when you attempt to change the temporary eBid Keyword you discover it has expired, request a new one-time eBid Keyword from DAS by selecting “Request New eBid Keyword from Registrar”. A request is sent to the registrar, who will review the request and respond to you within a few days.

Supplier On-Line Electronic Bid Response Procedures

SECTION II – Bid Response

Suppliers may receive an email informing them they have been invited to bid on a particular opportunity, or there may be an opportunity posted in ORPIN that allows electronic bid response.

Follow these easy to use steps when responding to a bid allowing electronic bid response.

1. Log on to ORPIN. <http://orpin.oregon.gov/open.dll/welcome>.
2. Access the opportunity by locating it in the listing of open opportunities. Opportunities can be found by viewing all of the current opportunities under “browse opportunities” or if you can search by the organization that posted the opportunity. If the opportunity was open to only those invited to bid on the opportunity, the bid would be listed under “My Watch List”. Select the opportunity by clicking on the link or number. The opportunity should display on the next screen. The opportunity is displayed.
3. After reviewing the opportunity, if interested, click on the “Interested” link in the left hand menu bar. **Suppliers must express an Interest in the opportunity to complete the response.**

Small Procurement
Test 3 - error on 2, selected wrong agency
(Test)
Manual or Electronic Bids Allowed

Issued By
State Procurement Office
1225 Ferry Street SE
Salem, Oregon
97301
Contact: Jayne Martin
Phone: 1 (503) 378-4643
FAX:
Email: jaynemartin@sierrasystems.com

Opportunity #
102-1129-06
Publish Date & Time
01/30/2007 11:30 AM
Closing Date & Time
01/30/2007 2:00 PM
Time Zone
Pacific Time
Approx. Time Remaining
0 Days 1:36:57
All dates are mm/dd/yyyy

Attachments Do Not Exist
Organization Attachments Do Not Exist
Documents for Purchase Do Not Exist

Issued For
State Procurement Office
1225 Ferry Street SE
Salem, Oregon
97301

Opportunity Summary
yes

Item #	Quantity / Unit	Description	Unit Price	Total Amount
1		Commodity No. 232-00 BACH/CRAFTS, GENERAL		

4. On the Interested Suppliers screen select from the drop-down box your interest. Select the appropriate person from your company to be the contact person for this bid. Click the “Submit” button at the top of the screen. This returns you to the opportunity.

Supplier On-Line Electronic Bid Response Procedures

Interested Suppliers
(Text) Print

For Opportunity # 102-1091-06 Submit

Currently you are not registered as interested in the document. To add your expression of interest select the appropriate type of interest and select a contact person, then click the "submit" button.

Interested As: **Subcontractor**

Do not send me notification of changes to this opportunity.

Choose a person within your organization to be the contact. If the person that you wish to be the contact is not in the list below, press the Create New Contact button.

Select Contact: **Bid 1 (503) 378-4643** Create New Contact

Expression of interest does not signify acceptance or inclusion as a bidder for the work. All information pertaining to bidders being considered or accepted on the document is confidential and will not be provided or published.

Warning: Supplier display is security controlled. Some information may be withheld.

Show Details

Supplier	Type	Created	Opportunity Version
1 EBid1	Invited	01/08/2007 2:01 PM	
2 EBid2	Invited	01/08/2007 2:02 PM	
3 EBid3	Invited	01/08/2007 2:02 PM	

- To prepare a response, click on "Supplier Response" on the left hand menu bar.
- The Supplier Response Document Search screen displays. If you've previously submitted a response for this opportunity it will be listed under "Existing Supplier Response Document(s)". You can access previous responses by clicking on the link. If you have not submitted any responses "No Existing Supplier Responses" will display. If you want to continue and submit a response, click "Create".

OREGON Close

Supplier Response Document Search
(Text)

Create Supplier Response Document Create

To create a Supplier Response click on the Create button.

Existing Supplier Response Document(s)

Legend

No Existing Supplier Responses

- The Acknowledgement of Terms Agreement displays. Read the agreement, and if you agree, click "I Agree" at the bottom of the screen. If you disagree, you are unable to continue with an electronic bid response. (The language is included at the end of these procedures.)
- After clicking, "I Agree", the draft Supplier Response displays. NOTE: This is a draft and at this time no legally binding document has been submitted. Until you receive the Receipt Acknowledgment, the response is still in draft form and not officially submitted. To complete the response, follow the menu in the left hand menu bar. First click on "Data".

Supplier On-Line Electronic Bid Response Procedures

9. The left hand menu bar changes to display the different areas of data that may be entered. Click on “Document Information”.
10. The Document Information screen displays. Select the appropriate response for Resident Buyer. An entry is mandatory. Click “Submit/Return”.

11. If you’d like to make comments regarding the Payment Terms or the FOB, select “More Information”, which provides a screen for you to enter comments. When finished, select “Submit/Return”.
12. From the left hand menu bar select “Enter Item Info”. The Item Selection screen appears. Complete as appropriate. The items in the opportunity will appear one at a time. You may enter additional information in the “Description” box. To access the next item, select “Submit/Next”. You may also go to a specific Item # by entering the number in the appropriate box and clicking “Go”. The OPRIN System will not consider a “no bid” as a response. Your firm must enter a monetary number in the cost per item column. When you are finished you can select “Submit/Return” to return to the draft response.

Supplier On-Line Electronic Bid Response Procedures

OREGON Close

Item Selection
(Test) Go to Item #: Go

Document Item ?

Original item

Product Number	Quantity	Unit of Measure
998-08	1	HOUR/HOUR(S)

Description
Arts and Crafts - training book and instruction / beading / ribbons /

Bid Item

Bid No Bid

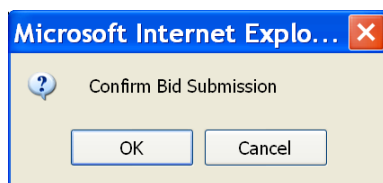
Item Number
1

Quantity	Unit of Measure
0	HOUR/HOUR(S)

Unit Price

Description

13. To review the Agreement Details, select this option on the left hand menu bar. You can print the agreement if you choose. An entry is not required for this selection.
14. Review the solicitation document to ensure you have provided all required information. If you have attachments, or additional document to submit, these documents can be attached to your electronic response. Click on the words “Attachment Do Not Exist” and upload them. The ORPIN system will not allow larger than 18.5 MB to be submitted. You may leave your response at any time and all information you have entered will remain. Your response will not be submitted until you have completed the instructions below.
15. To Issue/Submit the Electronic Bid Response.
 - a. When ready to submit the bid response, select “Issue” at the bottom of the left hand menu bar.
 - b. The “Confirm Bid Submission” message appears. Click “OK”.



- c. A Review/Approve screen displays. Enter your eBid Keyword in the field provided. If the eBid Keyword does not work the primary contact for the company may request a new temporary eBid Keyword from the registrar by clicking “Go”. Do not select this option if your current eBid Keyword is valid.

Supplier On-Line Electronic Bid Response Procedures

OREGON Close

Review/Approve
(Text) Submit/Return

Response #: 884317 01/09/2007 9:31 AM
Current Step: Issue
eBid Keyword * *****

Request New eBid Keyword from Registrar Go

* Indicates a required field

- d. Click “Submit/Return” to issue/submit the response. This is the step where the legally binding response is submitted to the organization who posted the opportunity.
- e. A “Supplier Response Receipt” displays. It is important that you print out this receipt. Until the screen titled “Supplier Response Receipt” displays, the response has not been submitted. It is still in draft form in the system. If you have not received the receipt screen but thought you had submitted a response, notify the contact person immediately.

OREGON Close

Supplier Response Receipt
(Text) Print this page Print Offer Response

This is confirmation that the information you have submitted has been received by the ORPIN system.

Opportunity Notice no. 102-1095-06
Issued by: State Procurement Office
Closing Date: 01/09/2007 11:00 AM

Supplier Name: EBid!
Supplier Response no. 884317
Received Date: 01/09/2007 9:32:32 AM
Confirmation no. 102-1095-06

A copy of this receipt sent to: jasmartin@sierrasystems.com

If you have any questions with respect to the opportunity, please contact
Montgomery, Gayle (Ph:1 (999) 370-4011).

(2.24.30 Test)

The response is completed and issued. To view your electronic bid response, go to My Documents and click on “Submitted”. The bid will be listed by bid number.

Amendments to the Opportunity – When the organization that posted the opportunity amends the opportunity, a notice is sent to interested suppliers; unless they marked they did not want to receive these notices. Supplier instructions for submittal of solicitation amendments are obtained in the solicitation document or the amendment.

Supplier Amendments to a Response - Once a response has been submitted, a supplier can go back in and amend the offer, until the closing date and time of the bid.

1. Log into ORPIN.
2. Select My Documents/Submitted.
3. A list of your responses displays at the bottom of the screen. Select the appropriate response by clicking on the link or the icon.
4. Your response is displayed. On the left hand menu bar select “Supplier Response”/
5. The left hand menu bar changes to include an option for amendments. Select Amendments/Amend Document. Amend the Offer as appropriate.

Supplier On-Line Electronic Bid Response Procedures

6. Follow the steps under “To Issue/Submit the Electronic Bid Response” to submit the legally binding offer. A Supplier Response Receipt should again be generated.

Security – Key features of ORPIN security include:

- Access to the ORPIN website is password protected
- Federal tax identification numbers are stored separately from other user information
- Passwords are known only to the supplier or contact person
- The eBid Keyword for submitting electronic bid responses is set and controlled by the company’s primary contact
- The system does not allow anyone, including the entity posting the opportunity, to see offers or pricing, until the official closing date and time has expired.

Bid Results - The results of an opportunity, the award, is posted in ORPIN. Anyone registered in ORPIN can view the awards. The supplier with the successful bid will be notified by the organization making the award.