

Guide for Vendors to Submit Proposals

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[Bid Board]

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Log into Public Purchase with your user name and password

Username:
Password:

Did you forget your password?
Get help with your password here.

Not a member yet?
Register as a new Vendor.

Watch out for Phishing Sites! Always check the address bar before you login to Public Purchase. The page should be secure (https) and should always say in green "The Public Group LLC" as the example below shows.

<https://www.publicpurchase.com/gems/login/login?&dst=>

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Below you will find your home screen once you log in.

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Select Region Select Agency

Looking for more business? Click on [Free Market Analysis](#) to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!
[Bid Syndication Service]

[Free Market Analysis]

Bids Invited To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
RFP #0255-Z - Youth in Workforce Initiatives	State of Wyoming	Feb 5, 2015 8:38:12 AM MST	Mar 5, 2015 2:00:00 PM MST	7 days 4 hours	No Addendums
RFP #0259-Z - Youth Initiatives (exploring career opportunities)	State of Wyoming	Feb 9, 2015 10:01:03 AM MST	Mar 24, 2015 2:00:00 PM MDT	26 days 3 hours	No Addendums

Bids Responding To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
Invitation For Bid #0233-Z - Road and Structure Maintenance Project at Guernsey State Park	State of Wyoming	Jan 30, 2015 8:30:59 AM MST	Feb 20, 2015 2:00:00 PM MST	CLOSED	Jan 30, 2015 Feb 12, 2015
Invitation For Bid #0239-Z - Picnic Tables & Grills	State of Wyoming	Jan 29, 2015 2:31:01 PM MST	Feb 25, 2015 2:00:00 PM MST	CLOSED	No Addendums
Invitation For Bid #0273-Z - Custom Lapel Pins for the 2015 Wyoming State Fair and Expo	State of Wyoming	Feb 12, 2015 11:29:27 AM MST	Mar 4, 2015 2:00:00 PM MST	6 days 4 hours	No Addendums
RFP #0266-Z - USDA Processed Foods - National School Lunch & Summer Food Service Programs	State of Wyoming	Feb 9, 2015 7:59:08 AM MST	Mar 9, 2015 2:00:00 PM MDT	11 days 3 hours	No Addendums
Invitation For Bid #0275-Z - Gravel Road Maintenance Project at Guernsey State Park	State of Wyoming	Feb 18, 2015 8:01:00 AM MST	Mar 11, 2015 2:00:00 PM MDT	13 days 3 hours	Feb 23, 2015
Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle	State of Wyoming	Feb 20, 2015 2:03:35 PM MST	Mar 16, 2015 2:00:00 PM MDT	18 days 3 hours	No Addendums
RFP #0246-Z - Dept. of Health - Rate Analysis and Reimbursement Assistance	State of Wyoming	Feb 8, 2015 10:01:01 AM MST	Mar 23, 2015 2:00:00 PM MDT	25 days 3 hours	No Addendums

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Find the bid you would like to submit a proposal. The bids can be located under "Bids Invited to" or "Bids Responding to". Click on the bid you would like to submit a proposal to.



Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

Bid Type **Invitation For Bid**
 Bid Number **0285-Z**
 Title **2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle**
 Start Date **Feb 20, 2015 2:03:35 PM MST**
 End Date **Mar 16, 2015 2:00:00 PM MDT**
 Agency **State of Wyoming**
 Bid Contact **Mandy Gershmel**
 (307) 777-6718
 mandy.gershmel1@wyo.gov
 700 West 21st Street
 Cheyenne, WY 82002

Questions

0 Questions
 [View/Ask Questions]

Respond [?]

[Respond to bid]
 [Indicate NO Response to bid]

In order to submit a proposal to the bid, you will need to select on "Respond to bid"

Description

Please see attached documentation.

All questions must be submitted on the Public Purchase online bidding system no later than noon on Friday, February 27, 2015, to be considered. The Agency and Procurement office have up to one week after the deadline to answer the question(s). Any question submitted after this deadline will not be considered.

Your proposal must be uploaded to the Public Purchase website for submission. Paper copies will be rejected and mailed back to you sealed.

Documents

Name	Acceptance Required	Acceptance Status	
Bidding Conditions & Instructions.pdf	Yes	[Must Accept]	[Download]
0285-Z.doc	No		[Download]

Respond [?]

If the buyer who created the bid has made part of the bid mandatory to accept (i.e. Bidding Conditions), then you will need to accept or accept with exceptions or decline the requirement.



Response to Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

Bid Document Requiring Acceptance

In order to respond to the bid, the agency requests that you review and accept the following document.

Name	download
Bidding Conditions & Instructions.pdf	Must Accept [download]

Do you accept the terms and conditions set forth in this document?

- Yes
- Yes with exceptions
- No

Confirmation

Username mandygershmel
 Password

Save **Cancel**

In order to respond to the acceptance of each document, please select "Yes", "Yes with Exception" or "No", put in your password and select "Save".

If the buyer has put in two or more document for acceptance, it will take you to the next document. The screen will remain the same but the Name of the document will change to indicate you are on a new document to accept.

Once you have accepted any or all documents, it is now time to submit a proposal. Make sure your document(s) is in PDF, Word, Excel, or Power point file. PDF is the preferred method of submission.

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Response to Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

General Attachments

No attachments uploaded.

Upload File

General Comments for the Agency

Save Comment

How is my bid response submitted?
When you upload a document or save your comments above, your response is *immediately* submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.

Print Submitted Information Return to Bid

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Callout 1: Select "Upload File" and the upload box will appear. Find the document you wish to upload and select Open. The upload may take several minutes to finish uploading.

Callout 2: This box is for any comments you wish for the Agency or Procurement to appear.

Callout 3: Please take a minute to read "How is my bid response submitted?" Your document is automatically saved and submitted when it is done uploading. There is no need to do anything further. If you wish to confirm you document has uploaded, select "Print Submitted Information".

Please take a minute to read "How is my bid response submitted?" Your document is automatically saved and submitted when it is done uploading. There is no need to do anything further. If you wish to confirm you document has uploaded, select "Print Submitted Information".

The screen below you will find the document has been uploaded and the comments have been entered.

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Response to Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

General Attachments

TEST TEST TEST.docx [download]

Upload File

General Comments for the Agency

TEST TEST TEST |

Save Comment

How is my bid response submitted?
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Print Submitted Information Return to Bid

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Below you will find the screen that appears when you select "Print Submitted Information". Any documents you upload or comments will appear below. Due to the nature of the Agency view in Public Purchase, it does not allow us to upload documents on bids nor fully submit a complete proposal. When a vendor uploads a document through Public Purchase the screen below will show the documents you have uploaded.

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Response Details Report Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

Report Generated on : Feb 26, 2015 9:04:29 AM MST [Print](#)

Bid: Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle Start Date Feb 20, 2015 2:03:35 PM MST End Date Mar 16, 2015 2:00:00 PM MDT

Quality Assurance Vendor - State of Wyoming

Terms and Conditions
 Bidding Conditions & Instructions.pdf

General Notes
 TEST TEST TEST

[Close](#)

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When you select close from the Print Report, your Bid Details Screen will appear again. From here you will notice on the right hand side of the Screen, the language has changed from the first time you entered into the bid.

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Wyoming

Bid Invitation For Bid #0285-Z - 2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle

Bid Type **Invitation For Bid**
 Bid Number **0285-Z**
 Title **2- 2015 Can-Am Outlander 6 x 6 XT All-Terrain Vehicle**
 Start Date **Feb 20, 2015 2:03:35 PM MST**
 End Date **Mar 16, 2015 2:00:00 PM MDT**
 Agency **State of Wyoming**
 Bid Contact **Mandy Gershmel**
 (307) 777-6718
 mandy.gershmel1@wyo.gov
 700 West 21st Street
 Cheyenne, WY 82002

Questions
 0 Questions
[\[View/Ask Questions\]](#)

Respond [?](#)
[\[Edit Response to bid\]](#)

Print Response
[\[Print Submitted Information\]](#)

Description
 Please see attached documentation.
 All questions must be submitted on the Public Purchase online bidding system no later than noon on Friday, February 27, 2015, to be considered. The Agency and Procurement office have up to one week after the deadline to answer the question(s). Any question submitted after this deadline will not be considered.
 Your proposal must be uploaded to the Public Purchase website for submission. Paper copies will be rejected and mailed back to you sealed.

Documents

Name	Acceptance Required	Acceptance Status	
Bidding Conditions & Instructions.pdf	Yes	<input checked="" type="checkbox"/>	[Download]
0285-Z.doc	No	<input type="checkbox"/>	[Download]

[Edit Response](#) [?](#)

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It now reads: Edit Response to Bid and you have the ability to print your submitted information again.

The agency and Procurement are unable to open your bid until the time and date specified on each bid. You have until this time to change your proposal if you choose to do so. Select Home along the top bars off to the left to return to your home page.