

HHS Online Bid Room

User's Guide

Version 10/8/19

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Overview of the HHS Online Bid Room

Welcome

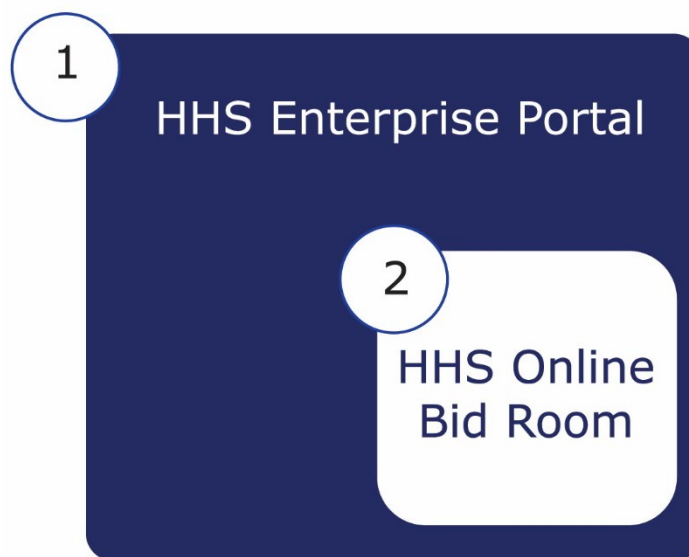
Texas Health and Human Services (HHS) wants to make doing business with us easier. The HHS Online Bid Room will give you an easier way to submit a bid for an open solicitation. Use it to submit a response to a solicitation for the Health and Human Services Commission, the Department of State Health Services, the Department of Family and Protective Services, and the Texas Civil Commitment Office.

Use of the HHS Online Bid Room is not mandatory. You may still submit a bid on an open solicitation through traditional means as specified in the solicitation package (e.g., mail or in-person delivery).

Dual Registration

Using the HHS Online Bid Room requires registration with two systems:

1. The HHS Enterprise Portal (*If you are already registered with the Enterprise Portal, you do not need to register again.*)
2. The HHS Online Bid Room



This is similar to having to log in to your cell-phone, then having to log in separately to an application on your cell phone.

It is recommended that you register early if you intend to use the HHS Online Bid Room to give you adequate time to complete the registration process and timely submit a bid response.

Table 1: Credential Summary

	Enterprise Portal Credentials	HHS Online Bid Room Credentials
What are they?	This is the username and password you use to log in to the Enterprise Portal. The Enterprise Portal is where you access the HHS Online Bid Room.	This is the username and password you use to log in to the HHS Online Bid Room. The HHS Online Bid Room is where you actually submit your bid(s) for open solicitations.
How do I get them?	You must register for the Enterprise Portal here .	<ul style="list-style-type: none">• If you are notified of an open solicitation, you will receive these credentials automatically in a separate email.• If you are not notified of an open solicitation and choose to register for the Enterprise Portal on your own, you will receive these credentials <i>after</i> your registration for the Enterprise Portal is approved.

	Enterprise Portal Credentials	HHS Online Bid Room Credentials
When do I get them?	You select your username when registering for the Enterprise Portal. You will receive a temporary password after your registration is approved.	<p>You will receive an email with your username and password; the email will come automatically in one of two ways:</p> <ol style="list-style-type: none"> 1) If you've received a notification to bid on an open solicitation, you will receive a separate email with these credentials. 2) If you've registered for the Enterprise Portal without receiving a notification to bid on an open solicitation, you will receive these credentials when your registration for the Enterprise Portal is approved.

Accessing the HHS Online Bid Room

Enterprise Portal

In order to access the HHS Online Bid Room, you must first register with the HHS Enterprise Portal. This is the online system through which you access the HHS Online Bid Room.

Accessing the Enterprise Portal — Notified Bidders

If you are indicated as a potential bidder on a solicitation, you will receive an email notifying you when a new event — in other words, an open solicitation — has been posted.

From: fscoruat@hhsc4avfna04.hhsc.txnet.state.tx.us <fscoruat@hhsc4avfna04.hhsc.txnet.state.tx.us>
 Sent: Wednesday, July 24, 2019 2:52 PM
 Subject: HHS POBU Solicitation Notification - IFB Testing Cycle

Texas Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) Solicitation Notification

The Texas Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is soliciting responses from qualified vendors to provide goods and/or services for the Solicitation ID listed below.

To access the ESDB posting directly, click the blue ESDB Link below.

DO NOT RESPOND TO THIS EMAIL ADDRESS. This email is not monitored.

Please address all questions to the point of contact indicated in the ESDB Solicitation package prior to the Response Due Date as indicated in the solicitation. Responses are due by the **Response Due** date and time highlighted in red above (listed on solicitation under mail response). To avoid possible disqualification, only communicate with the **point of contact** listed specifically in the solicitation.

IMPORTANT: Download all packages. Please read and review all documents carefully before completing and submitting a response. The Mandatory XML Price Sheet and all signed documentation are required to be submitted with the response.

To access the ESDB posting directly, click the blue Solicitation Package Link below.

ESDB - Solicitation Package Link
Solicitation Package Link

Solicitation Overview
 Solicitation Name: IFB Testing Cycle
 Description: **This IFB test will basically check the xml template for upload. Purchasing a bunch of meds for injections.**

Solicitation Details
 Solicitation ID: HHSTX-HHS0002036 Round 1 Version 1
 Solicitation Posted: 07/24/2019 2:36PM CDT
Response Due: 07/25/2019 4:36PM CDT

Responses are due by the Response due date and time highlighted in red above. You can submit response by using one of the following methods:

1. Hand delivery (address listed on solicitation under mail response).
2. Email response to pcsbids@hhsc.state.tx.us or
3. Newly created Supplier Portal (please see instructions below)

IMPORTANT: Download all packages. Please read and review all documents carefully before completing and submitting a response. The XML Price Sheet (if required) and all signed documentation must be submitted with the response.

To avoid possible disqualification, please address all questions to the point of contact indicated in the ESDB Solicitation package prior to the Response Due Date as indicated in the solicitation.

Newly Implemented Vendor Responses Portal Instructions:

HHS implemented CAPPs Financials Supplier Portal system to facilitate vendors to register and submit response online. Below are some high-level steps:

First time Supplier Portal users:

Click **Register** button using the **ENTERPRISE PORTAL LINK** (HHS Enterprise Portal Registration) to complete a one-time registration process.

HHS Enterprise Portal - Registration
Enterprise Portal Link

Please keep in mind, vendors who have not done business with HHS and registering in the Enterprise Portal for the first time, expect up to 5 business days to receive access.

Once you have gained access to Enterprise Portal, you can log into CAPPs Financials Supplier Portal to enter responses and submit attachments online. The response due date and time will be displayed on the portal.

Additional information for Supplier Portal can be accessed from training link HERE.

Within this email will be a link to the Enterprise Portal.

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First time Supplier Portal users:

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HHS Enterprise Portal - Registration
Enterprise Portal Link

Please keep in mind, vendors who have not done business with HHS and registering in the Enterprise Portal for the first time, expect up to 5 business days to receive access.

Once you have gained access to Enterprise Portal, you can log into CAPPs Financials Supplier Portal to enter responses and submit attachments online. The response due date and time will be displayed on the portal.

Additional information for Supplier Portal can be accessed from training link HERE.

Selecting the link will take you to the Enterprise Portal landing screen where you will be able to register.

HHS Enterprise Portal

TEXAS Health and Human Services

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign In

Username

Password

Sign In [Forgot Username?](#) [Forgot Password?](#)

New to the portal? **REGISTER**

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

Broadcasts

- Attention: Starting Saturday September 28th 2019 the session inactivity timeout is being reduced from 30 minutes to 15 minutes. [View Details](#)
- Need assistance with portal features? Visit the [Portal Web Help](#). [View Details](#)

Accessing the Enterprise Portal — Non-Notified Bidders

If you've not received an email notifying you of a solicitation, you can access the Enterprise Portal landing screen directly via [HHSC Enterprise Portal website](#).

Registering with the Enterprise Portal

To begin your registration, select "Register."

HHS Enterprise Portal

TEXAS Health and Human Services

System Use Notification

Warning: This is a Texas Health and Human Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign In

Username

Password

Sign In [Forgot Username?](#) [Forgot Password?](#)

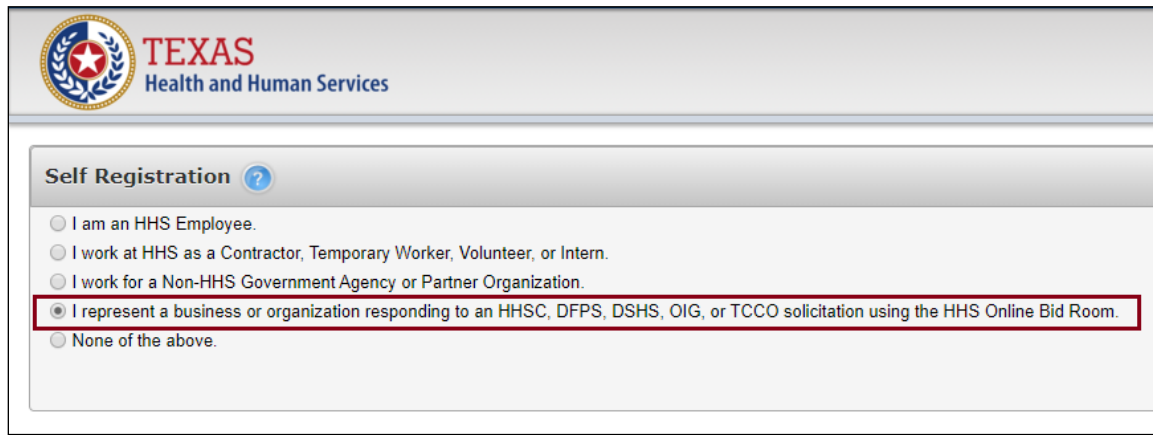
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Broadcasts

- Attention: Starting Saturday September 28th 2019 the session inactivity timeout is being reduced from 30 minutes to 15 minutes. [View Details](#)
- Need assistance with portal features? Visit the [Portal Web Help](#). [View Details](#)

Select the fourth option, "I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room."

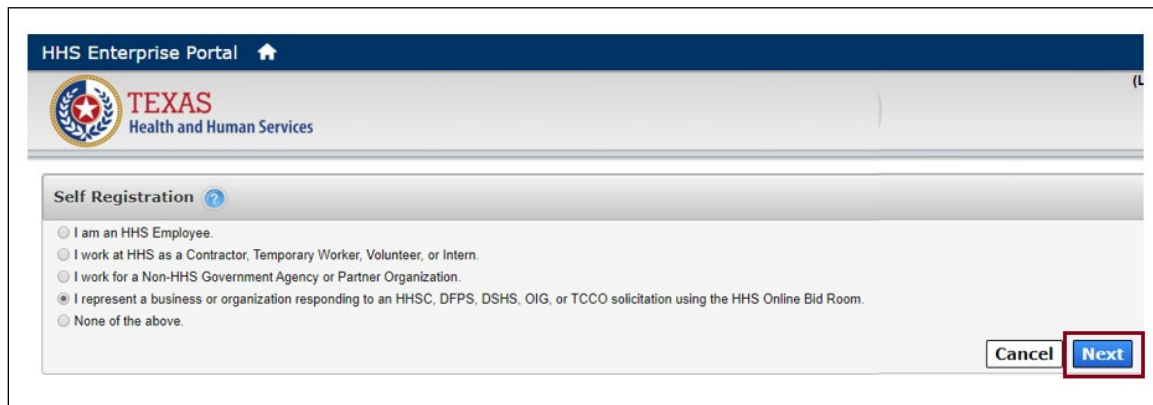



TEXAS
Health and Human Services

Self Registration ?

- ☐ I am an HHS Employee.
- ☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
- ☐ I work for a Non-HHS Government Agency or Partner Organization.
- ☒ I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room.
- ☐ None of the above.

Then select "Next."



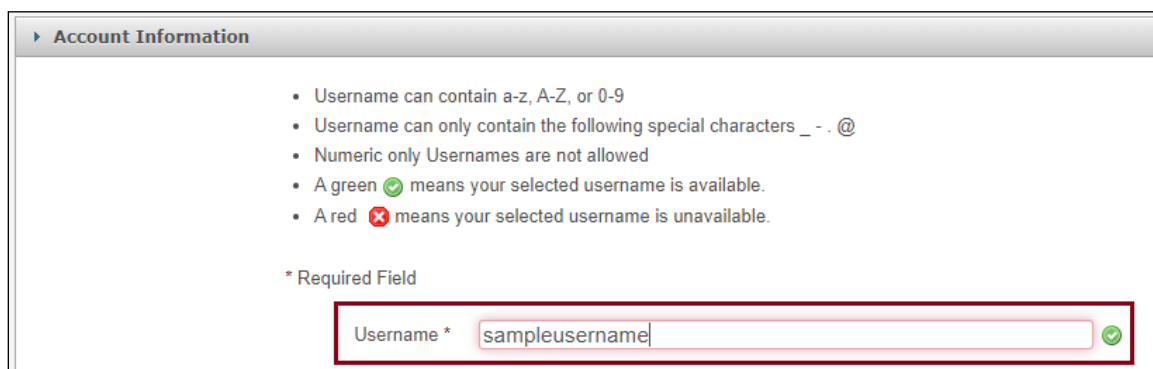
HHS Enterprise Portal 

TEXAS
Health and Human Services



Self Registration ?

- ☐ I am an HHS Employee.
- ☐ I work at HHS as a Contractor, Temporary Worker, Volunteer, or Intern.
- ☐ I work for a Non-HHS Government Agency or Partner Organization.
- ☒ I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, or TCCO solicitation using the HHS Online Bid Room.
- ☐ None of the above.


Add a username.



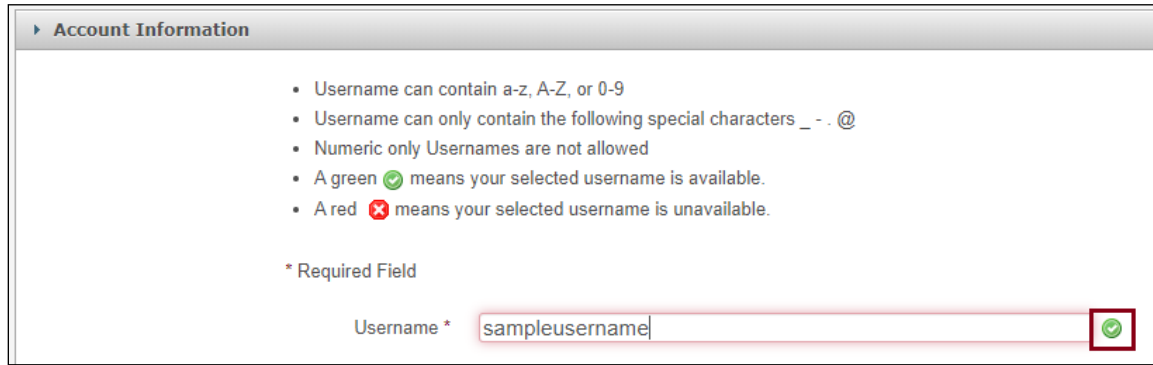
Account Information

- Username can contain a-z, A-Z, or 0-9
- Username can only contain the following special characters _ - . @
- Numeric only Usernames are not allowed
- A green  means your selected username is available.
- A red  means your selected username is unavailable.

* Required Field

Username * 

If you see a green check next to your username, the name is available. If you see a red x, someone has already taken that username and you will need to pick a different one.



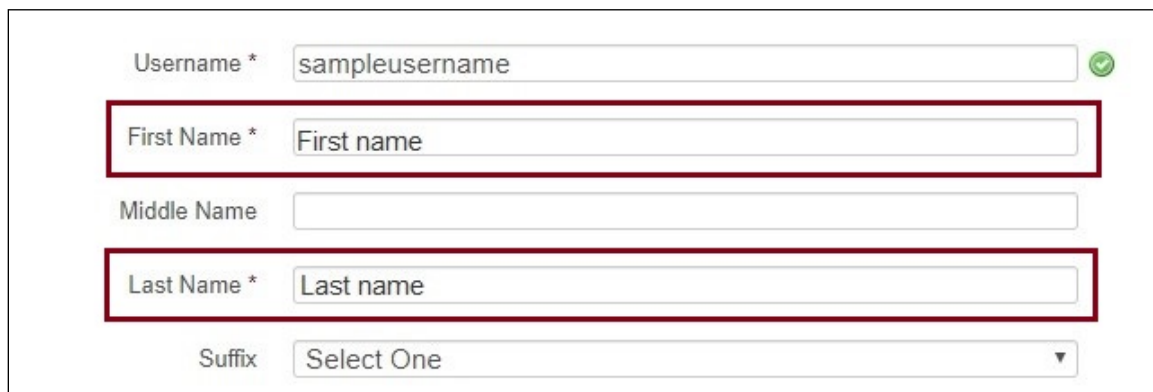
Account Information

- Username can contain a-z, A-Z, or 0-9
- Username can only contain the following special characters _ - . @
- Numeric only Usernames are not allowed
- A green ✓ means your selected username is available.
- A red ✗ means your selected username is unavailable.

* Required Field

Username * ✓

Next, add your first and last name and optional middle name and suffix. **Make note of the spelling and spacing in your first and last names (e.g. JoAnne versus Jo Anne, and Delacruz versus De la Cruz) as you will need to enter this name in a later step exactly as entered here.**



Username * ✓

First Name *

Middle Name

Last Name *

Suffix

Next complete the required email address, phone number, city, state, zip code, county and company name.

Email Address *	<input type="text"/>
Primary Phone *	<input type="text" value="###-###-####-extension"/>
Primary Phone Type *	<input type="text" value="Select One"/>
Secondary Phone	<input type="text" value="###-###-####-extension"/>
Secondary Phone Type	<input type="text" value="Select One"/>
Address Type *	<input type="text" value="Select One"/>
Street Address *	<input type="text"/>
City *	<input type="text"/>
Zip *	<input type="text" value="#####"/>
Country	<input type="text" value="USA"/>
State *	<input type="text" value="Texas"/>
County *	<input type="text" value="Select One"/>
Company Name *	<input type="text"/>

Next, indicate if you've received credentials (a username and password) for the HHS Online Bid Room. This is explained further on page 19.

Have you received credentials (user name and password) for the HHS Online Bid Room? *	<input type="radio"/> Yes <input type="radio"/> No
---	--

Add days and times you can be reached, should the HHS staff need to contact you for any reason regarding your registration.

Days and times you can be reached *	<input type="text"/>
-------------------------------------	----------------------

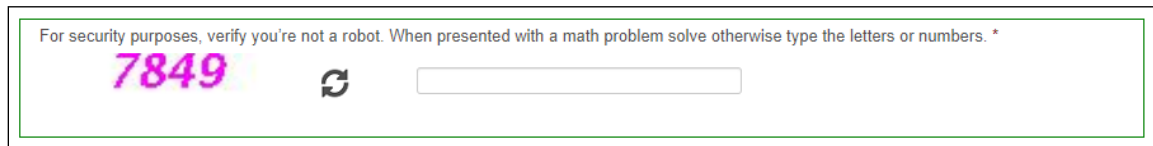
Finally, add your Taxpayer Identification Number (TIN) – an 11-digit number – or Federal Employer Identification Number (FEIN, nine-digit number). Double-check that the number

you've entered is accurate, as this will ensure timely processing of your Enterprise Portal registration.




TIN / FEIN * ?

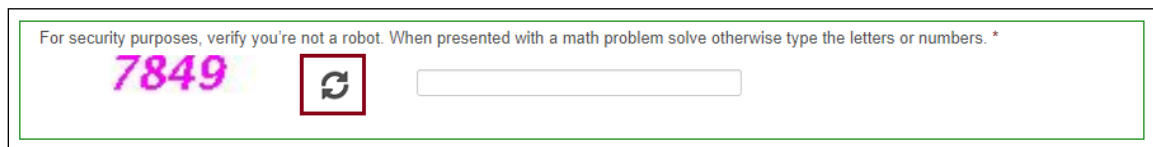
For security purposes, you will need to complete the CAPTCHA. You will be presented with either a set of numbers to enter, or a math problem to solve.




For security purposes, verify you're not a robot. When presented with a math problem solve otherwise type the letters or numbers. *

7849 

If you would like a new CAPTCHA, select the refresh button.



For security purposes, verify you're not a robot. When presented with a math problem solve otherwise type the letters or numbers. *

7849 

Then select "Next".



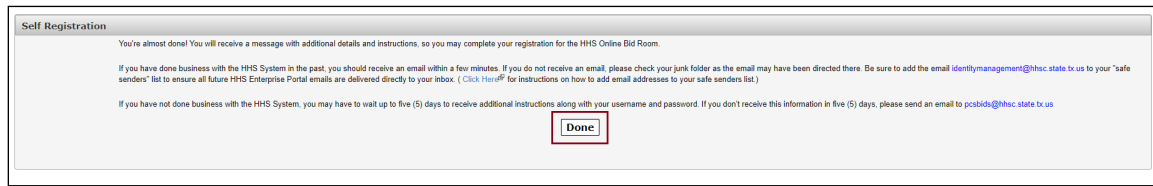
Upon successful completion, you will receive a confirmation message alerting you to next steps. The message reads:

You're almost done! You will receive a message with additional details and instructions, so you may complete your registration for the HHS Online Bid Room.

If you have done business with the HHS System in the past, you should receive an email within a few minutes. If you do not receive an email, please check your junk folder as the email may have been directed there. Be sure to add the email identitymanagement@hhsc.state.tx.us to your "safe senders" list to ensure all future HHS Enterprise Portal emails are delivered directly to your inbox. ([Click Here](#) for instructions on how to add email addresses to your safe senders list.)

If you have not done business with the HHS System, you may have to wait up to five (5) days to receive additional instructions along with your username and password. If you don't receive this information in five (5) days, please send an email to pcsbids@hhsc.state.tx.us

Select "Done".

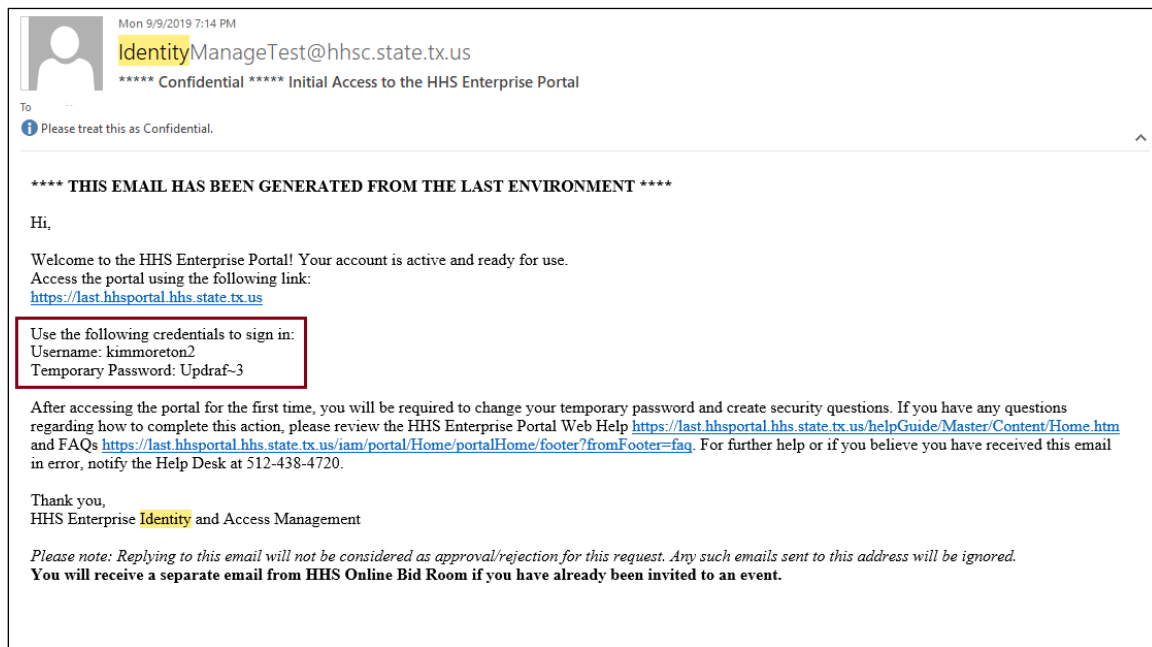


This will take you back to the Enterprise Portal landing screen.

Enterprise Portal Notification

When your registration has been approved, you will receive a notification from identitymanagement@hhsc.state.tx.us. **This could take up to five business days.**

Included in this email is your username and a temporary password.



Logging in to the Enterprise Portal for the First Time

Enter your username and temporary password on the Enterprise Portal landing page.

The screenshot shows the HHS Enterprise Portal landing page. At the top is the HHS seal. Below it, on the left, is a paragraph of text: "Using this system you thin it. By accessing and used for law enforcement or to disciplinary action,". On the right is a "Sign In" form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Username?" and "Forgot Password?". Below the form is a "New to the portal?" section with a "REGISTER" button and a link to "Click here to sign Acceptable Use Agreement (AUA)".

Then select "Sign In."

Sign In

Username

Password

Sign In

[Forgot Username?](#)

[Forgot Password?](#)

New to the portal? **REGISTER**

[Click here to sign Acceptable Use Agreement \(AUA\)](#)

The first time you log in, you will be asked to read the Acceptable Use Agreement. You must demonstrate that you have reviewed the entire agreement by scrolling to the bottom before you will be able to move forward.

Acceptable Use Agreement

Health and Human Services Acceptable Use Agreement (AUA)
(Formerly known as the Computer Use Agreement or CUA)

Please read the following agreement carefully and completely before signing.

Purpose

The purpose of this document is to inform you of your responsibilities concerning the use of Texas Health and Human Services System (HHS) Confidential Information, HHS Agency sensitive information, and HHS Information Resources.[1] This includes: computer, hardware, software, infrastructure, data, personnel, and other related resources. Your signature is required to formally acknowledge your understanding, acceptance, and compliance of HHS's Information Resource Acceptable Use provisions. This agreement applies to all persons using HHS Information Resources and/or using, disclosing, creating, transmitting, or maintaining HHS Confidential Information or HHS Agency sensitive information, whether employed by an HHS Agency or not, and is based on policy delineated in the HHS Enterprise Information Security Policy (EIS-Policy), and the HHS Enterprise Information Security Acceptable Use Policy (EIS-AUP). Users are further informed of their responsibilities regarding the use of HHS Information Resources when taking the required annual HHS Enterprise Information Security Acceptable Use Training.

I understand and hereby agree to comply with the following Information Resource Acceptable Use provisions:

Authorized Use

- Information Resources are intended to be used in support of official state-approved business.
- Limited personal use of Information Resources may be allowed and is described in other policies and procedures of the HHS Agency by which I am employed.

Once you have reviewed the Acceptable Use Agreement, you must check the box acknowledging that you have read and understood the agreement, and that you agree to comply with its terms.

maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors."

And as defined in [44 U.S.C., Sec. 3502], NIST SP 800-53 rev 4.

Information and related resources, such as personnel, equipment, funds, and information technology.

[2] HHS security policy, standards, and controls can be found at <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

[3] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

[4] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>

☐ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name ? :

First Name

Last Name

Cancel Next

You must then sign your first and last name. The first and last name you sign **must match the first and last name as provided when you registered for your account.**

maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors."

And as defined in [44 U.S.C., Sec. 3502], NIST SP 800-53 rev 4.

Information and related resources, such as personnel, equipment, funds, and information technology.

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☒ By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms.

Provide an electronic signature by entering your first and last name ? :

First Name

Last Name

Cancel Next

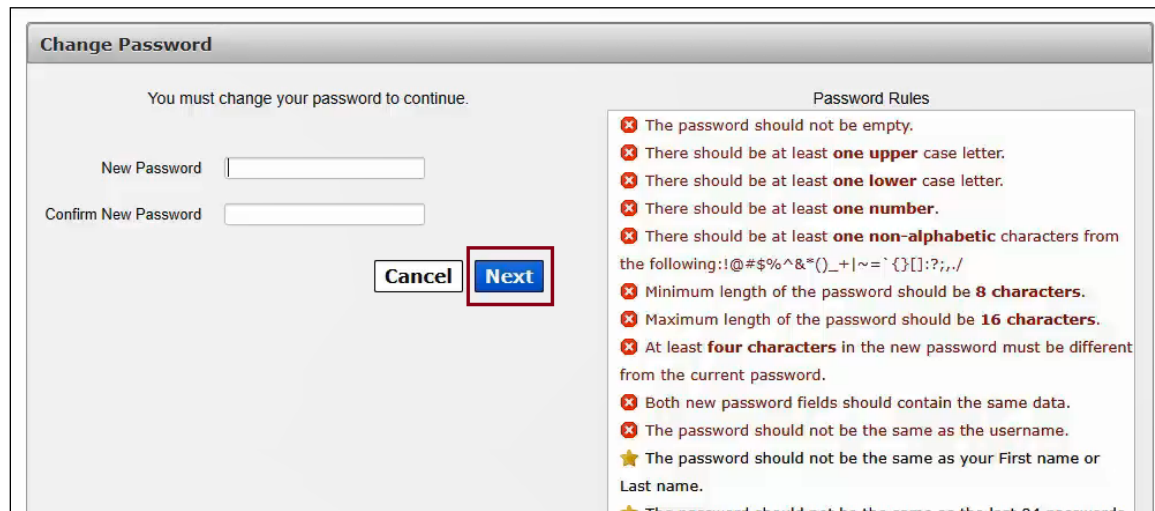
Then select "Next."

This screenshot shows a legal agreement window. At the top, there is a text area containing the following text: "maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors." And as defined in [44 U.S.C., Sec. 3502], NIST SP 800-53 rev 4. Information and related resources, such as personnel, equipment, funds, and information technology. [2] HHS security policy, standards, and controls can be found at <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines> [3] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines> [4] <http://hhscx.hhsc.texas.gov/it/policies-and-guidelines>. Below this text is a checkbox with the text: "By checking this box and typing my name below, I acknowledge that I read and understood the agreement, and I agree to comply with its terms. Provide an electronic signature by entering your first and last name ? :". Underneath are two input fields labeled "First Name" and "Last Name". At the bottom right, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red rectangular box.

You will then be asked to select a new password. Your new password must adhere to the password rules listed on the screen. If the password does not meet one of the rules, you will see a red x next to that rule. Otherwise, you will see a green check.

This screenshot shows a "Change Password" window. At the top, it says "You must change your password to continue." Below this, there are two input fields: "New Password" and "Confirm New Password". These two fields are enclosed in a red rectangular box. To the right of the input fields is a list of "Password Rules". The rules are as follows: "The password should not be empty." (marked with a red X), "There should be at least one upper case letter." (marked with a red X), "There should be at least one lower case letter." (marked with a red X), "There should be at least one number." (marked with a red X), "There should be at least one non-alphabetic characters from the following: !@#\$%^&*()_+|~='{}[]:;.,/ (marked with a red X), "Minimum length of the password should be 8 characters." (marked with a red X), "Maximum length of the password should be 16 characters." (marked with a red X), "At least four characters in the new password must be different from the current password." (marked with a red X), "Both new password fields should contain the same data." (marked with a red X), "The password should not be the same as the username." (marked with a red X), and "The password should not be the same as your First name or Last name." (marked with a green star). At the bottom, there are two buttons: "Cancel" and "Next".

Once you've successfully selected a new password, select "Next."



The "Change Password" screen features a title bar with the text "Change Password". Below the title bar, a message states "You must change your password to continue." To the left of this message are two input fields: "New Password" and "Confirm New Password". To the right of the input fields are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red border. On the right side of the screen, there is a section titled "Password Rules" containing a list of requirements, each preceded by a red 'X' icon. The rules are: "The password should not be empty.", "There should be at least one upper case letter.", "There should be at least one lower case letter.", "There should be at least one number.", "There should be at least one non-alphabetic character from the following: !@#\$%^&*()_+|~='{}[]:;.,/.", "Minimum length of the password should be 8 characters.", "Maximum length of the password should be 16 characters.", "At least four characters in the new password must be different from the current password.", "Both new password fields should contain the same data.", "The password should not be the same as the username.", and "The password should not be the same as your First name or Last name." (This last rule is preceded by a yellow star icon).

Change Password

You must change your password to continue.

New Password

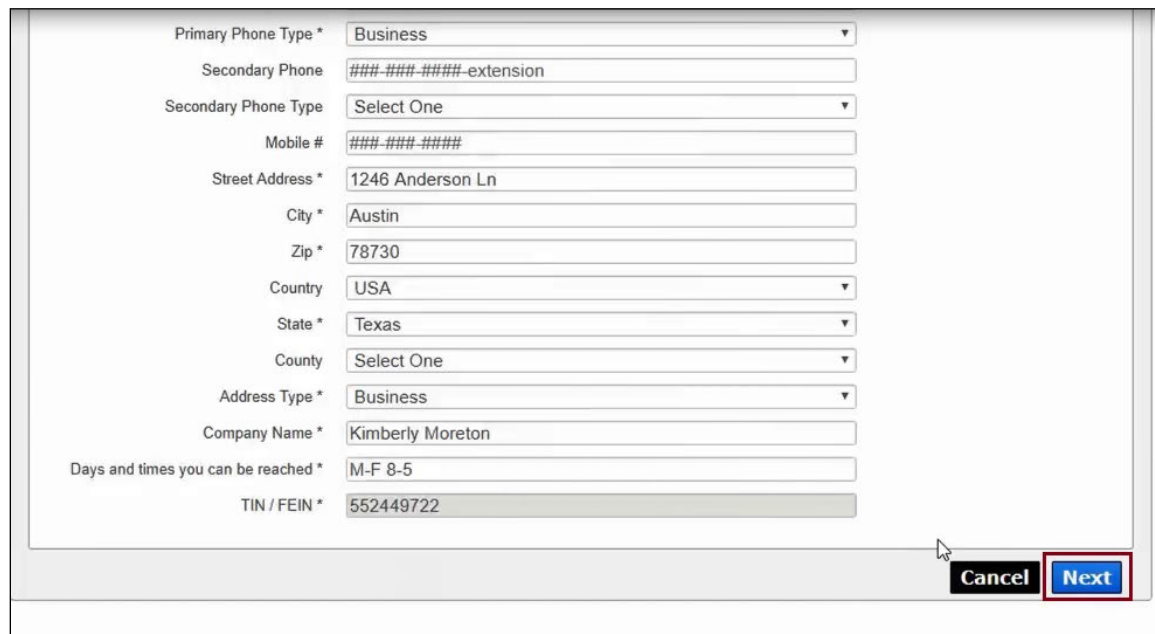
Confirm New Password

Cancel Next

Password Rules

- ✗ The password should not be empty.
- ✗ There should be at least **one upper** case letter.
- ✗ There should be at least **one lower** case letter.
- ✗ There should be at least **one number**.
- ✗ There should be at least **one non-alphabetic** characters from the following: !@#\$%^&*()_+|~='{}[]:;.,/.
- ✗ Minimum length of the password should be **8 characters**.
- ✗ Maximum length of the password should be **16 characters**.
- ✗ At least **four characters** in the new password must be different from the current password.
- ✗ Both new password fields should contain the same data.
- ✗ The password should not be the same as the username.
- ★ The password should not be the same as your First name or Last name.

On the next screen you will see the information you provided when you signed up for your account. Scroll to the bottom and select "Next."



The "Account Information" screen displays a form with various fields for user information. The fields are: "Primary Phone Type" (dropdown menu with "Business" selected), "Secondary Phone" (text field with "###-###-####-extension"), "Secondary Phone Type" (dropdown menu with "Select One" selected), "Mobile #" (text field with "###-###-####"), "Street Address" (text field with "1246 Anderson Ln"), "City" (text field with "Austin"), "Zip" (text field with "78730"), "Country" (dropdown menu with "USA" selected), "State" (dropdown menu with "Texas" selected), "County" (dropdown menu with "Select One" selected), "Address Type" (dropdown menu with "Business" selected), "Company Name" (text field with "Kimberly Moreton"), "Days and times you can be reached" (text field with "M-F 8-5"), and "TIN / FEIN" (text field with "552449722"). At the bottom right of the form are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red border.

Primary Phone Type * Business

Secondary Phone ###-###-####-extension

Secondary Phone Type Select One

Mobile # ###-###-####

Street Address * 1246 Anderson Ln

City * Austin

Zip * 78730

Country USA

State * Texas

County Select One

Address Type * Business

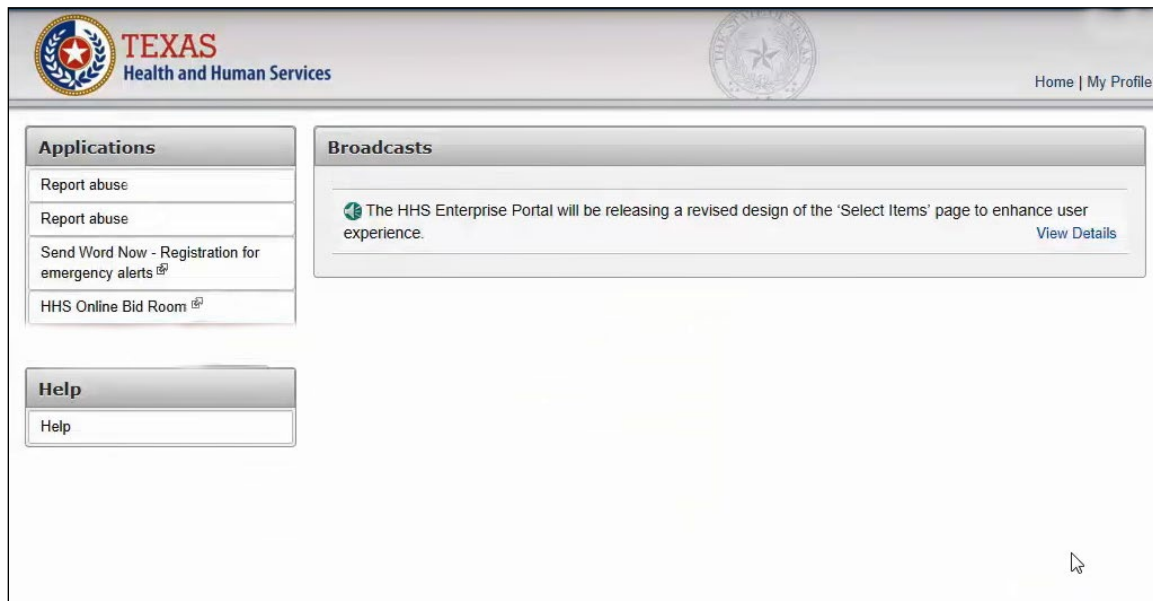
Company Name * Kimberly Moreton

Days and times you can be reached * M-F 8-5

TIN / FEIN * 552449722

Cancel Next

You are now in the Enterprise Portal.



Online Bid Room

The Online Bid Room is where you will actually bid on open solicitations.

Accessing the HHS Online Bid Room

Your credentials (username and password) for the Online Bid Room will arrive at one of two times.

If You Have Received a Notification About an Open Solicitation

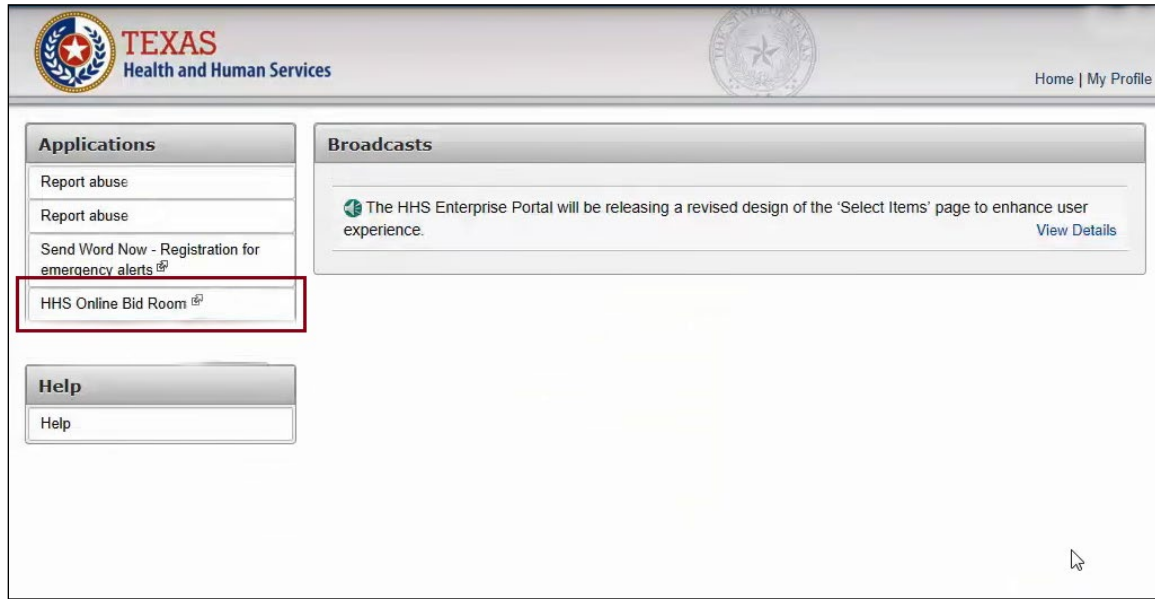
If you've received a notification about an open solicitation, your credentials for the Online Bid Room will arrive in a separate email, but at the same time as this notification. Please note that this means you will receive these credentials *before* you've actually registered for access to the Enterprise Portal. You will want to be sure to save this email in a safe place.

If You Have Not Received a Notification About an Open Solicitation

If you have not received a notification about an open solicitation, you will receive your credentials for the Online Bid Room *after* you have registered with the Enterprise Portal and your credentials for the Enterprise Portal are approved.

Getting to the HHS Online Bid Room

Once you are logged in to the Enterprise Portal, select “HHS Online Bid Room” from the left-hand menu.



This will take you to the sign-in page for the HHS Online Bid Room. Enter your HHS Online Bid Room user ID and password.



Then select "Sign In."

The image shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and PeopleSoft text are displayed in a white bar. Below this, on a blue background, are the login fields: 'User ID' with a text input box, 'Password' with a text input box, and 'Select a Language' with a dropdown menu currently set to 'English'. A green 'Sign In' button is highlighted with a red rectangular box. Below the button, there is a checkbox for 'Enable Accessibility Mode' and a link for 'Set Trace Flags'.

Logging in to the HHS Online Bid Room for the First Time

Setting Your Security Question for Password Recovery

The first time you log in to the HHS Online Bid Room, you will be asked to set your security question for password recovery. Select "Set security question for password recovery."

Favorites ▾ Main Menu ▾

ORACLE Welcome 1020776487 logged on FSCORTST

Supplier Portal Conditions

You're almost there! Please complete the following steps for use of the HHS Online Bid Room:

1. Click the link titled "Set security question for password recovery"

After you have set your security question, the "HHS Online Bid Room Acknowledgment Document" will display as a hyperlink.

2. Click the link titled "HHS Online Bid Room Acknowledgment Document"

Read through the Acknowledgment document.

3. Click "Acceptance of the Acknowledgment Document" checkbox.

4. Enter your first and last name.

5. Click Submit.

You will be directed to the HHS Online Bid Room Workcenter (home page).

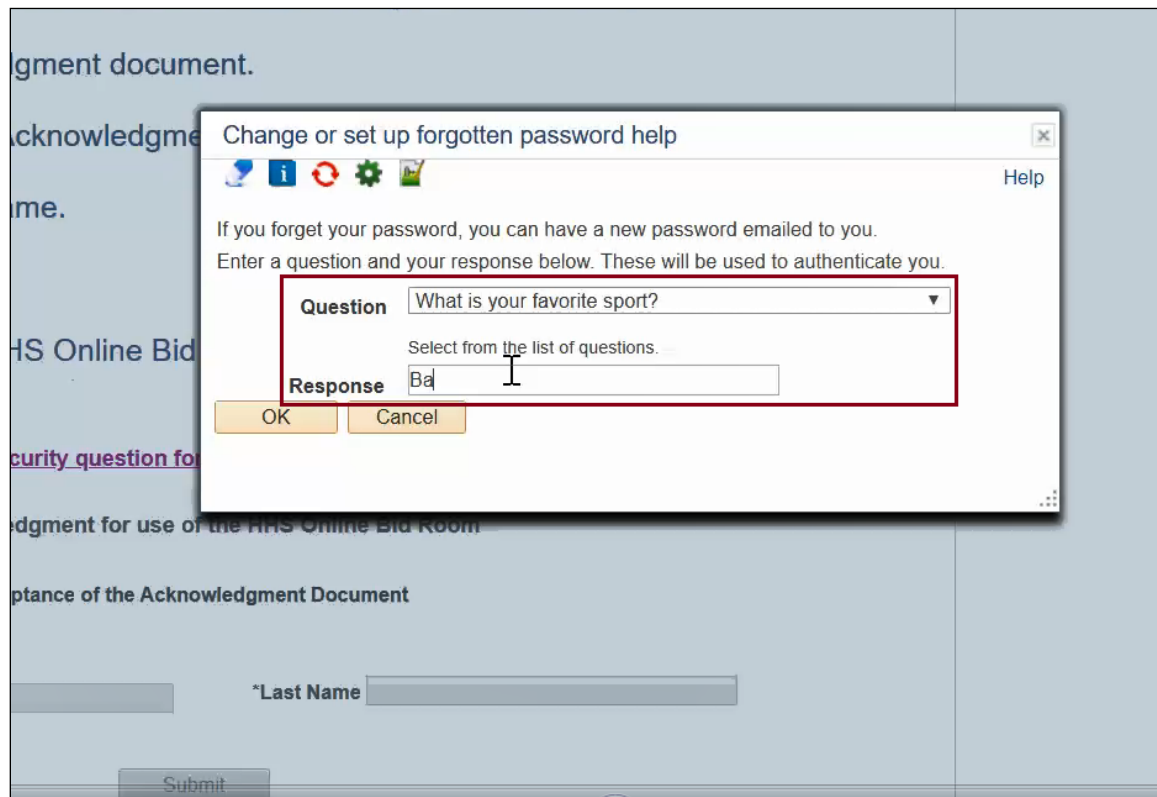
[Set security question for password recovery](#)

[Acknowledgment for use of the HHS Online Bid Room](#)

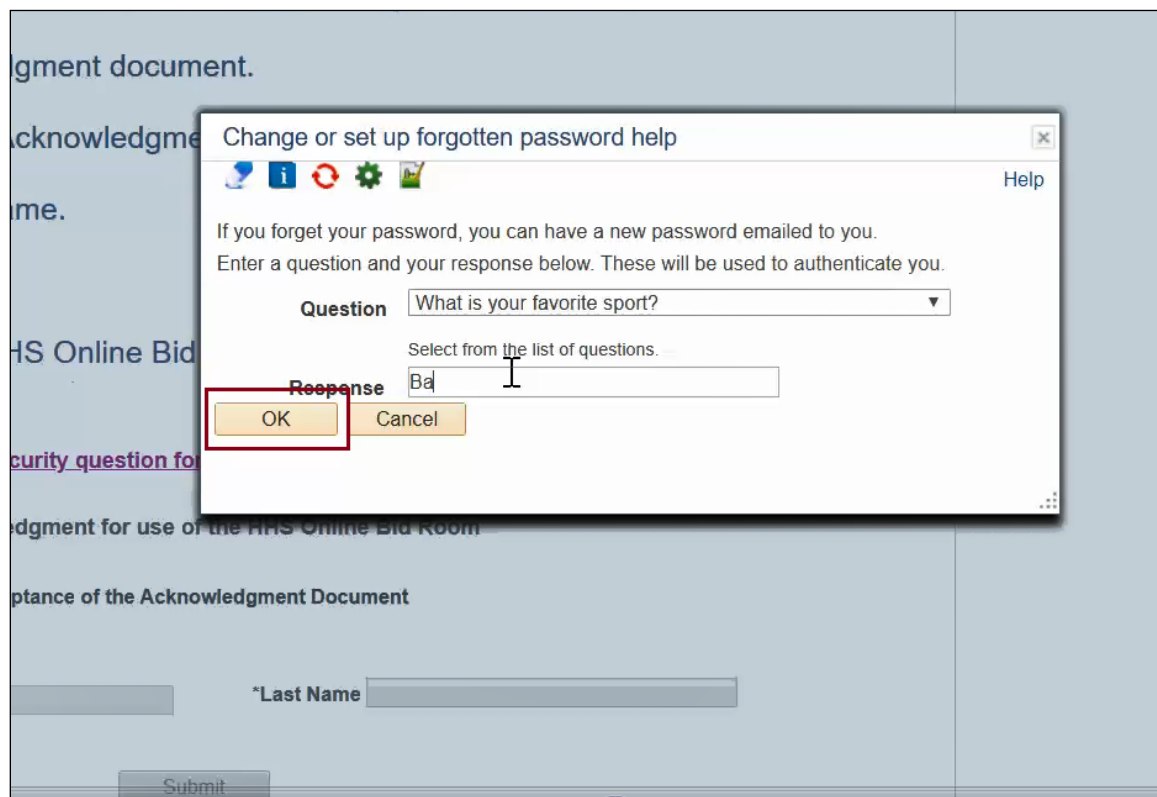
☒ Acceptance of the Acknowledgment Document

*First Name *Last Name

Then select a question from the dropdown and enter a response. You will need to remember this response in the event that you need to recover your password.



Select "OK" to return to the previous screen.



HHS Online Bid Room Acknowledgement Document

The first time you log in to the HHS Online Bid Room you will also be asked to acknowledge the Terms of Agreement for the HHS Online Bid Room. Select “Acknowledgement for use of the HHS Online Bid Room.”

The screenshot shows the Oracle Supplier Portal Conditions page. At the top, it says "ORACLE Welcome 1020776487 logged on FSCORTST". Below this is a section titled "Supplier Portal Conditions". The main content area contains the following text:

You're almost there! Please complete the following steps for use of the HHS Online Bid Room:

1. Click the link titled "Set security question for password recovery"

After you have set your security question, the "HHS Online Bid Room Acknowledgment Document" will display as a hyperlink.

2. Click the link titled "HHS Online Bid Room Acknowledgment Document"

Read through the Acknowledgment document.

3. Click "Acceptance of the Acknowledgment Document" checkbox.
4. Enter your first and last name.
5. Click Submit.

You will be directed to the HHS Online Bid Room Workcenter (home page).

Below the instructions, there are two links: "Set security question for password recovery" and "Acknowledgment for use of the HHS Online Bid Room". The second link is highlighted with a red box. Below the links is a checkbox labeled "Acceptance of the Acknowledgment Document" which is checked. At the bottom, there are input fields for "First Name" and "Last Name", and a "Submit" button.

A new screen will pop-up. Review the Acknowledgement, then select “OK.”

The screenshot shows a modal window titled "Example Modal Page" with a "Help" link. The main content area is titled "Terms of Agreement". It contains the following text:

Texas Health & Human Services CAPPs Supplier Portal

Terms & Conditions

1. Introduction

These terms and conditions (Terms & Conditions) describe what you (the *Supplier*) need to know and understand about your rights and responsibilities as a user of the Texas HHS (Health & Human Services) CAPPs Supplier Portal.

By creating a HHS CAPPs Supplier Portal account you are agreeing to be bound by these Terms & Conditions and to comply with your responsibilities set out in these Terms & Conditions.

2. Acceptance of these Terms & Conditions

Your use of the Texas HHS CAPPs Supplier Portal is governed by these Terms & Conditions. Texas HHS CAPPs

At the bottom of the modal, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

Once you've selected "OK," ensure the checkbox next to "Acceptance of the Acknowledgement Document" is selected.

Oracle Welcome 1020776487 logged on FSCORTST

Supplier Portal Conditions

You're almost there! Please complete the following steps for use of the HHS Online Bid Room:

1. Click the link titled "Set security question for password recovery"

After you have set your security question, the "HHS Online Bid Room Acknowledgment Document" will display as a hyperlink.

2. Click the link titled "HHS Online Bid Room Acknowledgment Document"

Read through the Acknowledgment document.

3. Click "Acceptance of the Acknowledgment Document" checkbox.

4. Enter your first and last name.

5. Click Submit.

You will be directed to the HHS Online Bid Room Workcenter (home page).

[Set security question for password recovery](#)

[Acknowledgment for use of the HHS Online Bid Room](#)

☒ Acceptance of the Acknowledgment Document

*First Name *Last Name

Submit

Finally, enter your first name and last name, then select "Submit."

4. Enter your first and last name.

5. Click Submit.

You will be directed to the HHS Online Bid Room Workcenter (home page).

[Set security question for password recovery](#)

[Acknowledgment for use of the HHS Online Bid Room](#)

☒ Acceptance of the Acknowledgment Document

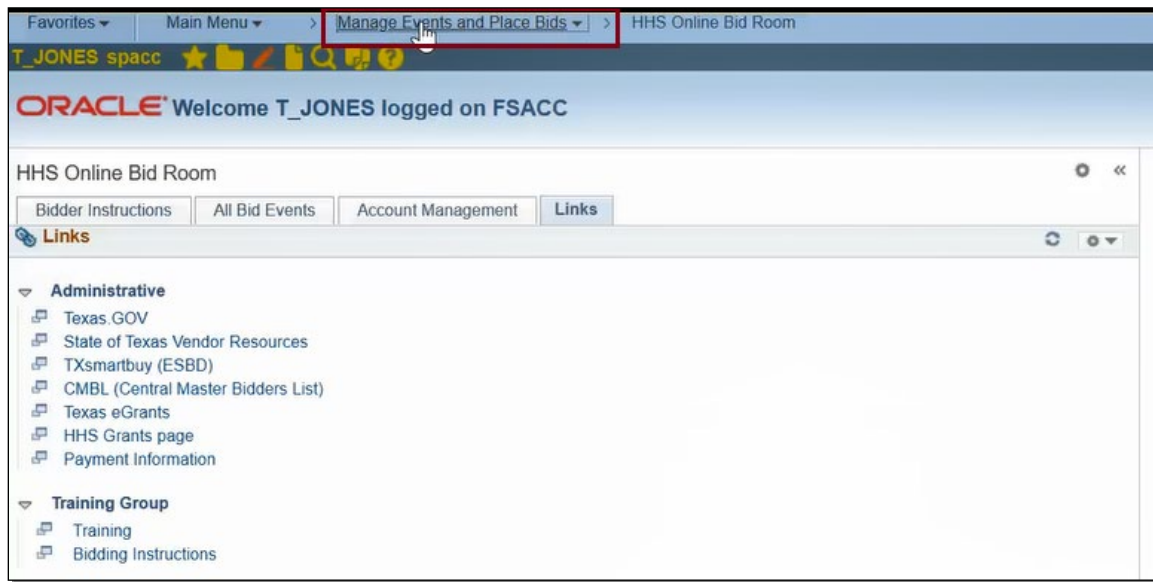
*First Name *Last Name

Submit

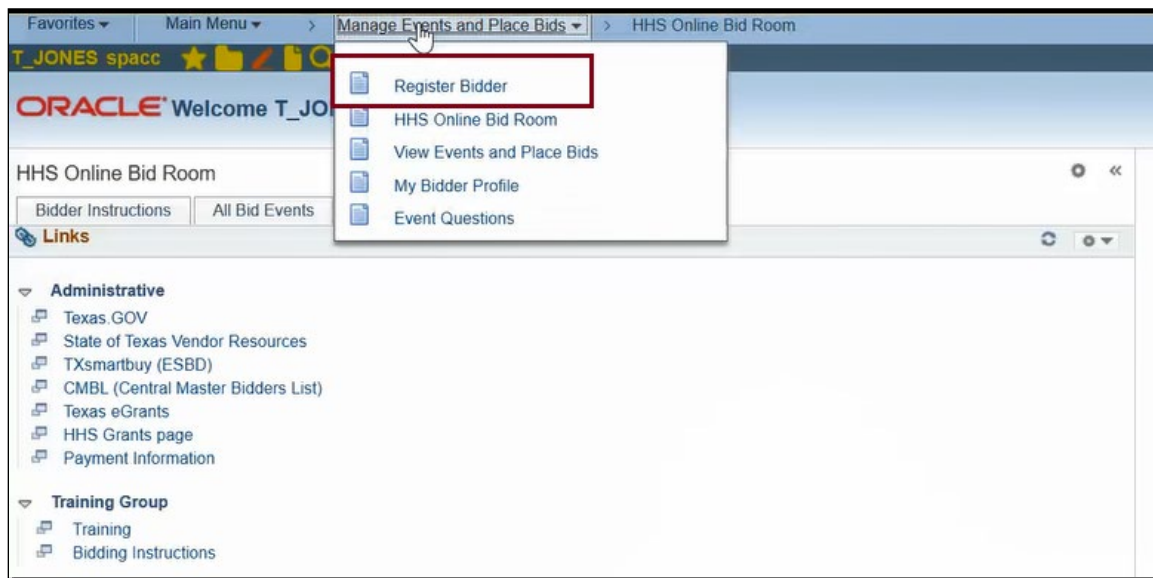
Registering a New Bidder for your Business

When logged into the HHS Online Bid Room, you have the option to register additional bidders for your business.

On the top menu, select "Manage Events and Place Bids."



Then select "Register Bidder."



Select whether you are registering an individual or a business.

Welcome - Step 1 of 7

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

What type of bidding activities you are interested in?

☒ Buying goods/Services

☐ Continue from where you left

* Required field

Then select "Next."

Welcome - Step 1 of 7

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps.

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

What type of bidding activities you are interested in?

☒ Buying goods/Services

☐ Continue from where you left

* Required field

Enter Your Tax Identification Number and Entity Name. If you like, enter a website URL, which is optional.

Identifying Information - Step 2 of 7

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name

http://URL Open URL

Add Attachment

Comments ?

Exit | Previous Next

* Required field

Then select "Next."

Identifying Information - Step 2 of 7

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name

http://URL Open URL

Add Attachment

Comments ?

Exit | Previous **Next**

* Required field

Next, enter a primary mailing address.

The screenshot shows a multi-step form titled "Addresses - Step 3 of 7". At the top, a progress bar indicates the current step is "Addresses", with other steps being "Welcome", "Identifying Information", "Contacts", "Payment Information", and "Categorization". Navigation buttons for "Exit", "Previous", and "Next" are located at the top right. The main content area is titled "Primary Address" with a help icon. It contains several input fields: a country dropdown menu currently showing "USA" and "United States", four address lines (Address 1 through Address 4), a city field, a county field with a "Postal" label and a separate input box, a state dropdown menu, and an email ID field. A red rectangular box highlights the "Primary Address" section. At the bottom right, there are "Exit", "Previous", and "Next" navigation buttons.

On the next screen, you will have the option to add contact information by selecting "Add Contact."

The screenshot shows a multi-step form titled "Contacts - Step 4 of 7". At the top, a progress bar indicates the current step is "Contacts", with other steps being "Welcome", "Identifying Information", "Addresses", "Payment Information", and "Categorization". Navigation buttons for "Exit", "Previous", and "Next" are located at the top right. The main content area is titled "Additional Address" with a help icon. Below the title, a message states: "You have not added any contact information to your application. Click 'Add Contact' button to add new contact information." Below this message is a button labeled "Add Contact", which is highlighted with a red rectangular box. At the bottom left, there is a note: "* Required field". At the bottom right, there are "Exit", "Previous", and "Next" navigation buttons.

Select the type of contact you are adding from the drop-down menu.

The screenshot shows the 'Add Contacts' dialog box. The 'Contact Information' tab is selected. The 'Contact Type' dropdown menu is open, displaying a list of contact types. The 'Primary Contact' checkbox is located to the right of the dropdown. The 'User Profile Information' section is visible below the contact information fields.

Contact Information

Contact Type (dropdown menu open):

- Accounts Payable
- Billing Contact
- Broker
- Cash Forecast
- Centralized Master Bidder List
- Commercial Paper Contact
- Conflict of Interest
- Contract Collaborator
- DIR Contact
- Executive Management
- External Contact
- General
- Internal Corporate Contact
- Investment Pool Contact
- Line of Credit Contact
- Sales Contact
- Service Contact
- Vendor DBA
- Warehousing/Shipping Contact

☐ Primary Contact

User Profile Information

* Requested User ID
Password
Confirm Password
Description
Language Code
Time Zone
Currency Code

OK Cancel

You can also indicate that this is the primary contact by selecting the check-box labeled "Primary Contact."

The screenshot shows the 'Add Contacts' dialog box. The 'Contact Information' tab is selected. The 'Contact Type' dropdown menu is closed. The 'Primary Contact' checkbox is selected. The 'User Profile Information' section is visible below the contact information fields.

Contact Information

Contact Type (dropdown menu closed)

☒ Primary Contact

User Profile Information

* First Name
* Last Name
Title
* Email ID
* Telephone
Fax Number

Ext

Once you've finished entering the contact information, select "OK."

Add Contacts

Contact Information

Contact Type ☐ Primary Contact

* First Name

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

User Profile Information

* Requested User ID

Password

Confirm Password

Description

Language Code

Time Zone

Currency Code

OK **Cancel**

When you've finished adding the required information, select "Next" until you reach step 6, "Categorization."

Welcome **Identifying Information** **Addresses** **Contacts** **Payment Information** **Categorization**

Contacts - Step 4 of 7

Additional Address

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Name Name	555/555-5555	Primary Address

Add Contact

Exit **Previous** **Next**

* Required field

Here, you will have the option to select categories that apply to your business. If categories selected here match the categories you've registered for through the Centralized Master Bidder list, you will receive notifications when a new bid event is available for your kind of business.

ORACLE

Identifying Information | Addresses | Contacts | Payment Information | **Categorization** | Submit

Exit | Previous | Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

Select All | Un Select All

HHSTX SS Tree

Sourcing - Sourcing Categories

Buy Categories

- 005 - ABRASIVES
- 010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
- 015 - ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUP
- 019 - AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUT
- 020 - AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA
- 022 - AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
- 025 - AIR COMPRESSORS AND ACCESSORIES
- 031 - AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
- 035 - AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
- 037 - AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
- 040 - ANIMALS, BIRDS, MARINE LIFE, INSECTS AND POULTRY, LIVE, INCL

My Categories

NIGP Class	Description
------------	-------------

Select "Next."

ORACLE

Identifying Information | Addresses | Contacts | Payment Information | **Categorization** | Submit

Exit | Previous | Next

Categorization - Step 6 of 7

Select to add or de-select to remove categories applicable to your business

Select All | Un Select All

HHSTX SS Tree

Sourcing - Sourcing Categories

Buy Categories

- 005 - ABRASIVES
- 010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
- 015 - ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUP
- 019 - AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUT
- 020 - AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLA
- 022 - AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
- 025 - AIR COMPRESSORS AND ACCESSORIES
- 031 - AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
- 035 - AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
- 037 - AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
- 040 - ANIMALS, BIRDS, MARINE LIFE, INSECTS AND POULTRY, LIVE, INCL

My Categories

NIGP Class	Description
------------	-------------

On the next screen, to review the information you've submitted, select "Review."

The screenshot shows a registration progress bar at the top with steps: Identifying Information, Addresses, Contacts, Payment Information, Categorization, and Submit. The 'Submit' step is active. Below the progress bar, the title is 'Submit - Step 7 of 7'. Instructions state: 'Click the "Review" button to review the registration information.' and 'Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.' There is a text field for 'Email communication regarding this registration will be sent to:'. A 'Terms and Conditions' section follows, with instructions to 'Make sure you read terms of agreement fully before submitting your registration.' and a checkbox labeled 'Click to accept the Terms of Agreement below.' with a link to 'Terms of Agreement'. At the bottom, the 'Review' button is highlighted with a red box, and the 'Submit' button is also visible. Navigation buttons 'Exit', 'Previous', and 'Next' are at the bottom right.

You can then review the Terms of Agreement by selecting "Terms of Agreement." These are the Terms of Agreement you will have reviewed when logging in to the Online Bid Room for the first time. At this point, you are confirming these Terms of Agreement for the employee you are registering.

This screenshot is identical to the previous one, showing the 'Submit - Step 7 of 7' registration screen. In this view, the 'Terms of Agreement' link within the 'Terms and Conditions' section is highlighted with a red box. The 'Review' button is no longer highlighted. All other elements, including the progress bar, instructions, email field, and navigation buttons, remain the same.

You'll then need to select the check box to indicate that you accept the Terms of Agreement.

Identifying Information | Addresses | Contacts | Payment Information | Categorization | **Submit**

Exit | Previous | Next

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☒ Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

Exit | Previous | Next

Ensure that the email address for the employee which you are registering is correct in the field labeled "Email communication regarding this registration will be sent to:"

Identifying Information | Addresses | Contacts | Payment Information | Categorization | **Submit**

Exit | Previous | Next

Submit - Step 7 of 7

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☒ Click to accept the Terms of Agreement below.
[Terms of Agreement](#)

Review Submit

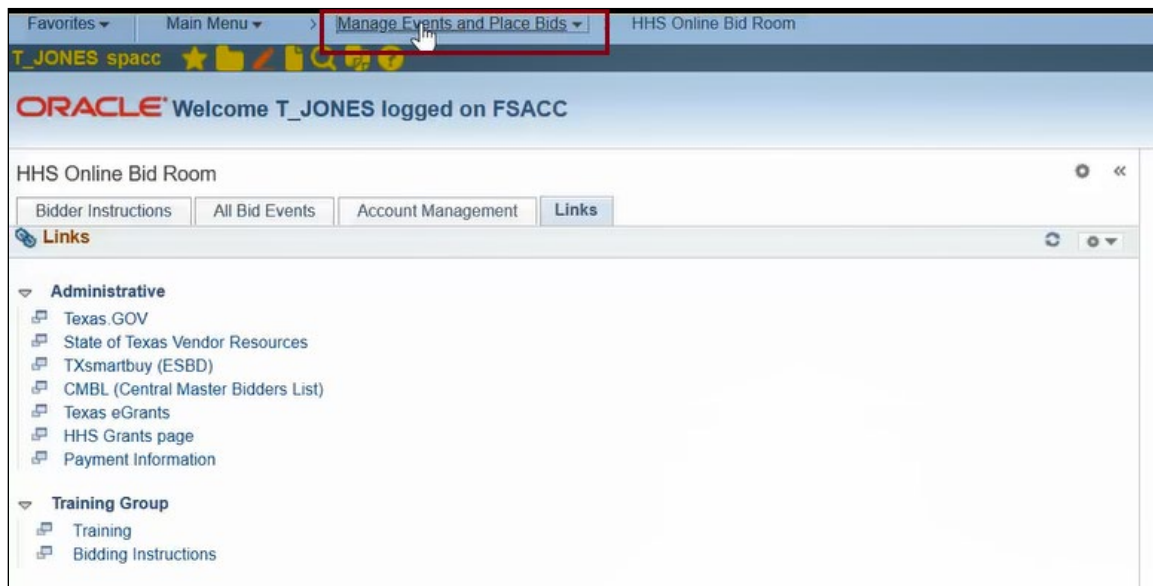
Exit | Previous | Next

Finally, select "Submit."

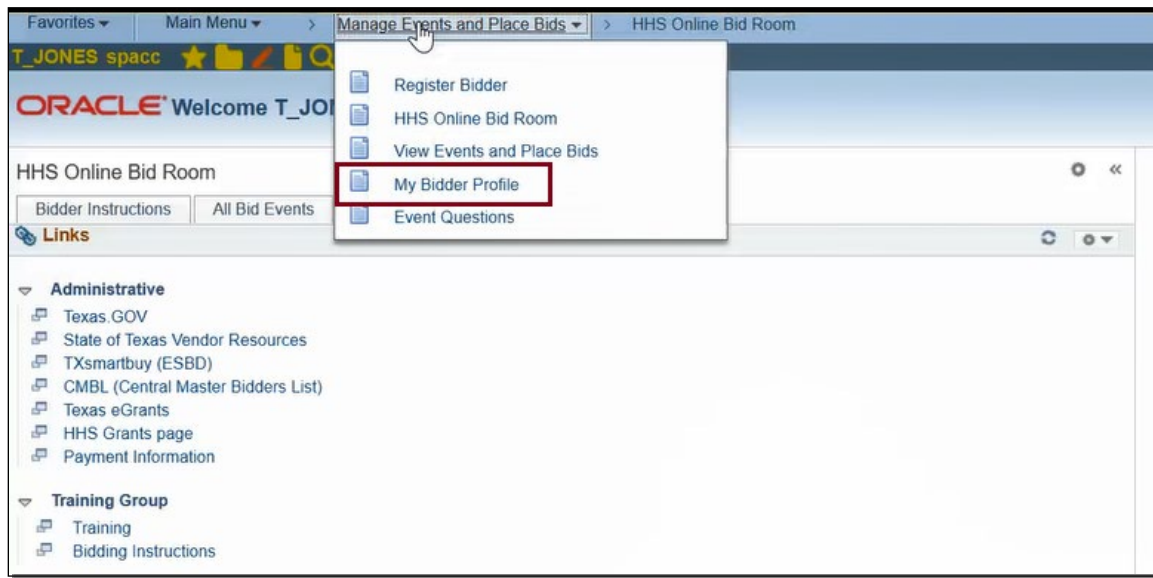
The screenshot shows a multi-step registration process. At the top, a progress bar highlights the 'Submit' step, with other steps being 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Categorization'. Below the progress bar are 'Exit', 'Previous', and 'Next' buttons. The main heading is 'Submit - Step 7 of 7'. Instructions state: 'Click the "Review" button to review the registration information.' and 'Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.' A text box for email communication is present. A 'Terms and Conditions' section includes a checkbox for 'Click to accept the Terms of Agreement below.' and a link to 'Terms of Agreement'. At the bottom, 'Review' and 'Submit' buttons are shown, with the 'Submit' button highlighted by a red rectangle. Navigation buttons 'Exit', 'Previous', and 'Next' are at the very bottom.

Managing Your Bidder Profile

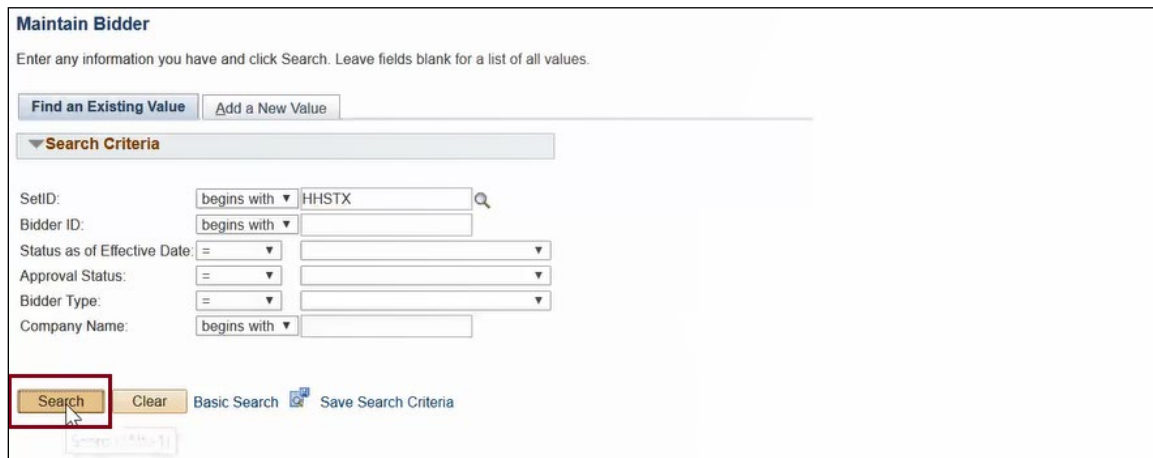
To manage your bidder profile, begin by selecting "Manage Events and Place Bids."



Then select "My Bidder Profile."



Leaving the values defaulted, select "Search." The system will take you to your company's profile.



Changing Your Company Name

Under the “Main” tab, revise your company name as you’d like it to appear.

The screenshot shows the 'Main' tab selected in the top navigation bar. Below the navigation bar, there are two tabs: 'Addresses' and 'Contacts'. The main content area displays the following information:

- SetID:** HHSTX
- Bidder ID:** BID0000319
- Company:** HEB & SONS (This field is highlighted with a red box)
- Company URL:** (Empty text box)
- Bidder Status:** ☒ Active, ☐ Inactive
- Bidder Type:** ☒ Business, ☐ Individual
- Audit Information:**
 - Created By:** Fred Smith
 - Created:** 09/18/19 1:31PM
 - Modified By:** Fred Smith
 - Modified:** 09/18/19 1:31PM
- Buttons:** Save, Return to Search
- Footer:** Main | Addresses | Contacts

Then select “Save.”

This screenshot is identical to the one above, showing the 'Main' tab with the same form fields and information. The only difference is that the 'Save' button is now highlighted with a red box, indicating the next step in the process.

Changing Your Company Address

Select the "Addresses" tab.

The screenshot shows the 'Addresses' tab selected in the top navigation bar. The main content area displays the following information:

- SetID:** HHSTX
- Bidder ID:** BID0000319
- Company:** HEB & SONS
- Company URL:** (empty field)
- Bidder Status:** ☒ Active, ☐ Inactive
- Bidder Type:** ☒ Business, ☐ Individual
- Audit Information:**
 - Created By:** Fred Smith
 - Created:** 09/18/19 1:31PM
 - Modified By:** Fred Smith
 - Modified:** 09/18/19 1:31PM

At the bottom, there is a 'Save' button and a 'Return to Search' link. The breadcrumb trail at the bottom left reads 'Main | Addresses | Contacts'.

Leave the "Main Address" selected, as this is the address you can change.

The screenshot shows the 'Main Address' selected in the 'Addresses' tab. The 'Address Details' section is expanded, showing the following information:

- Country:** United States (with a 'Change Country' link)
- *Address 1:** 23 Main Street
- Address 2:** (empty field)
- Address 3:** (empty field)
- *City:** Austin
- County:** 227 (with a search icon)
- Postal:** 78701
- *State:** TX (with a search icon and 'Texas' text)

At the bottom, there is a 'Save' button and a 'Return to Search' link. The breadcrumb trail at the bottom left reads 'Main | Addresses | Contacts'.

Next, update the address.

Main | **Addresses** | Contacts

SetID HHSTX Bidder ID BID0000319
Company HEB & SONS

Addresses Find | View All First 1 of 1 Last

☒ Main Address

Address Details

Country United States Change Country

*Address 1 23 Main Street
Address 2
Address 3

*City Austin
County 227 Postal 78701
*State TX Texas

Save Return to Search

Main | Addresses | Contacts

Then select "Save."

Main | **Addresses** | Contacts

SetID HHSTX Bidder ID BID0000319
Company HEB & SONS

Addresses Find | View All First 1 of 1 Last

☒ Main Address

Address Details

Country United States Change Country

*Address 1 23 Main Street
Address 2
Address 3

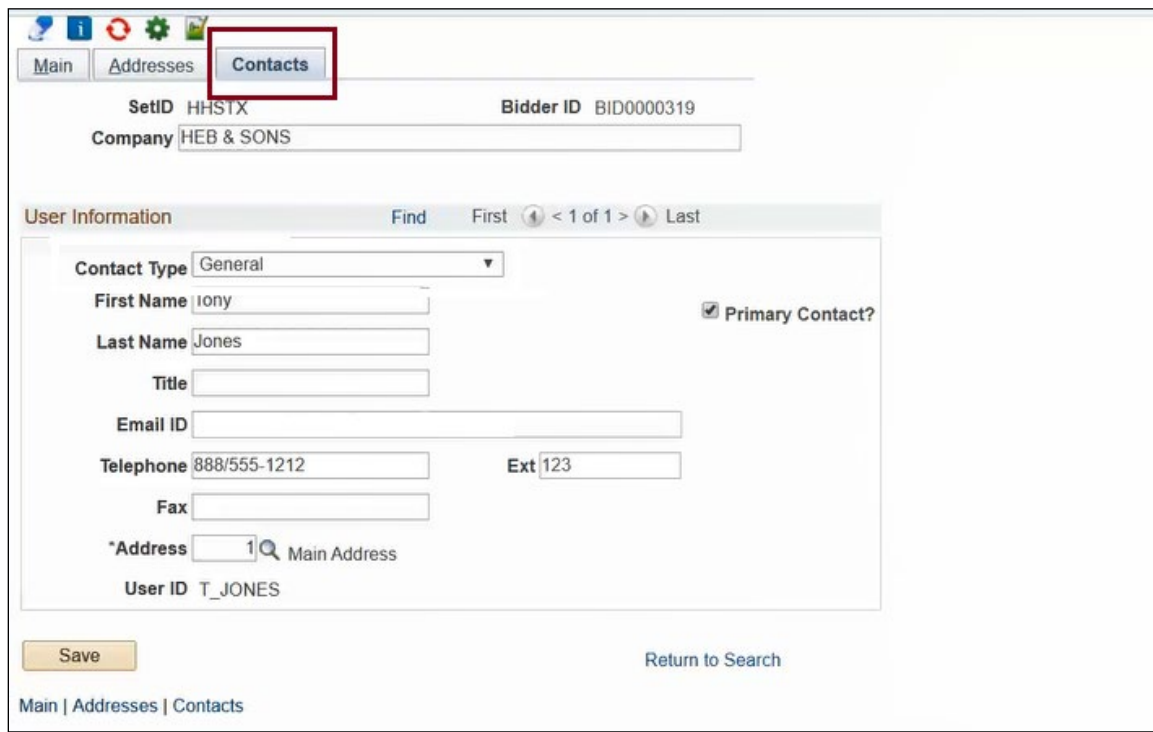
*City Austin
County 227 Postal 78701
*State TX Texas

Save Return to Search

Main | Addresses | Contacts

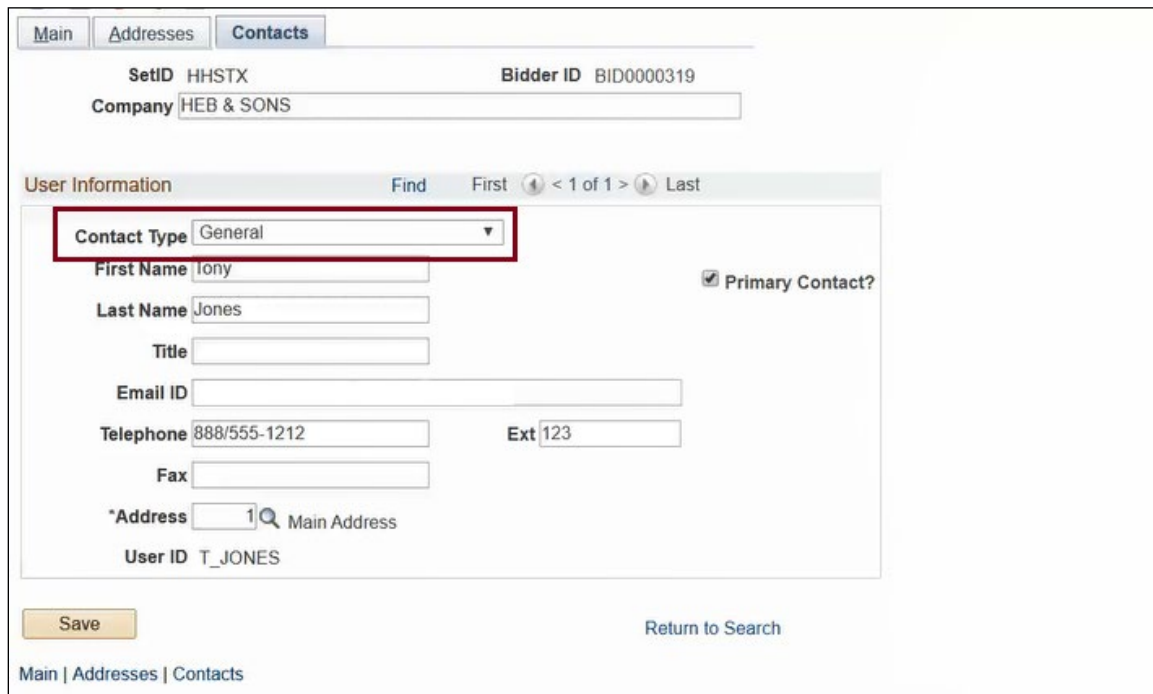
Changing Company Contacts

To change company contacts, begin by selecting the "Contacts" tab.



The screenshot shows the 'Contacts' tab selected in the top navigation bar. The 'SetID' is HHSTX and the 'Bidder ID' is BID0000319. The 'Company' is HEB & SONS. The 'User Information' section shows a contact named Tony Jones with a telephone number of 888/555-1212 and an extension of 123. The 'Contact Type' is set to 'General'. The 'Primary Contact?' checkbox is checked. The 'Address' field is empty, and the 'User ID' is T_JONES. A 'Save' button is visible at the bottom left, and a 'Return to Search' link is at the bottom right.

Select the contact type from the drop-down menu.



The screenshot shows the 'Contact Type' drop-down menu highlighted with a red box. The 'Contact Type' is set to 'General'. The 'Primary Contact?' checkbox is checked. The 'Address' field is empty, and the 'User ID' is T_JONES. A 'Save' button is visible at the bottom left, and a 'Return to Search' link is at the bottom right.

Then enter the updated contact information.

[Main](#) | [Addresses](#) | [Contacts](#)

SetID HHSTX **Bidder ID** BID0000319
Company HEB & SONS

User Information Find First < 1 of 1 > Last

Contact Type General ▼

First Name Tony

Last Name Jones

Title

Email ID

Telephone 888/555-1212 **Ext** 123

Fax

***Address** 1 Main Address

User ID T_JONES

☒ **Primary Contact?**

[Save](#) [Return to Search](#)

[Main](#) | [Addresses](#) | [Contacts](#)

Finally, select "Save" to save the updated contact information.

[Main](#) | [Addresses](#) | [Contacts](#)

SetID HHSTX **Bidder ID** BID0000319
Company HEB & SONS

User Information Find First < 1 of 1 > Last

Contact Type General ▼

First Name Tony

Last Name Jones

Title

Email ID

Telephone 888/555-1212 **Ext** 123

Fax

***Address** 1 Main Address

User ID T_JONES

☒ **Primary Contact?**

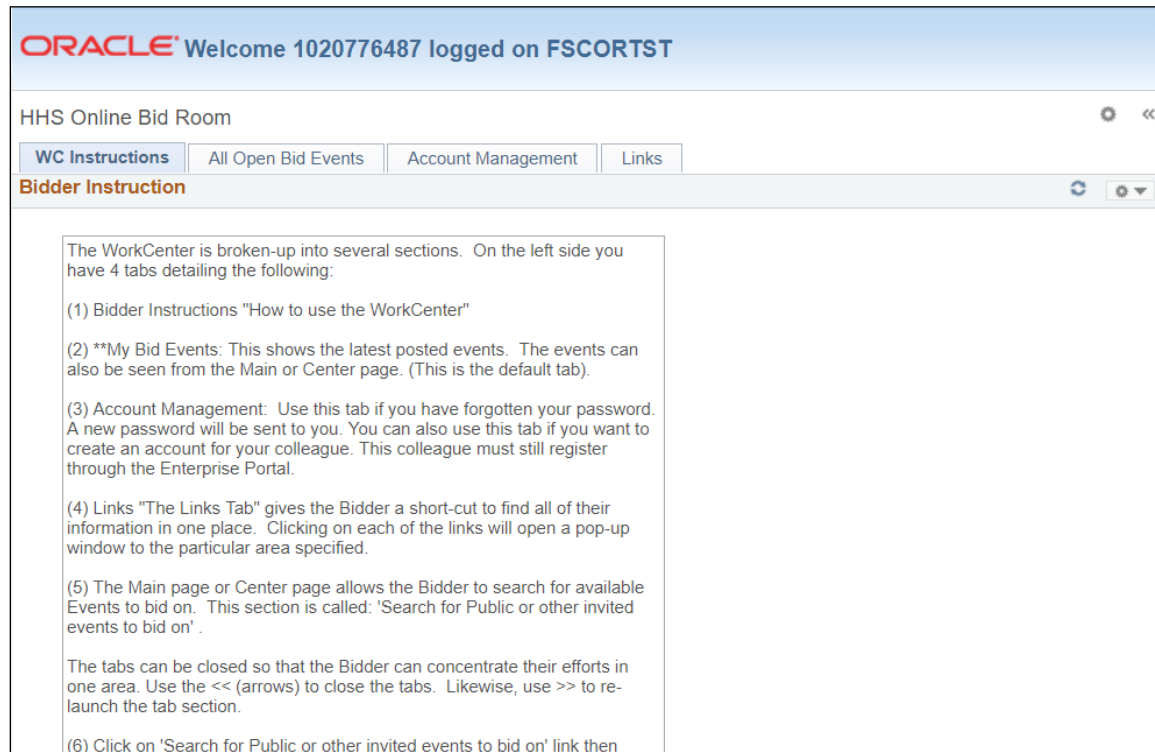
[Save](#) [Return to Search](#)

[Main](#) | [Addresses](#) | [Contacts](#)

The Online Bid Room Environment

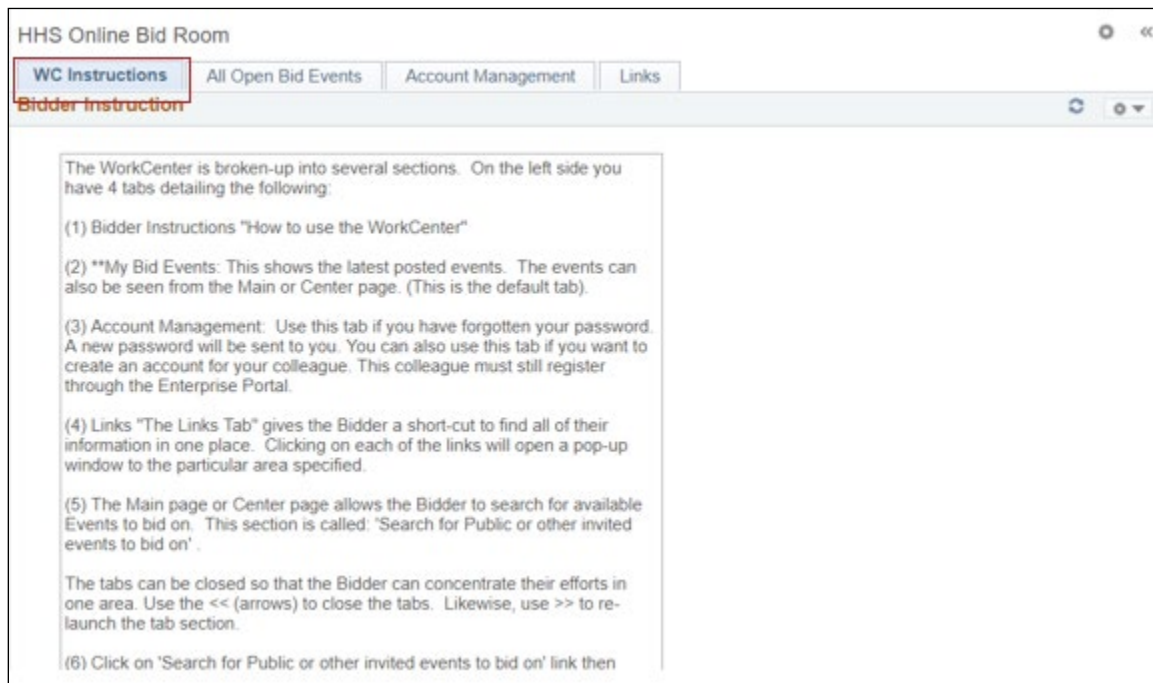
The Online Bid Room Work Center

The Work Center is broken up into four tabs: Work Center Instructions, All Open Bid Events, Account Management and Links.



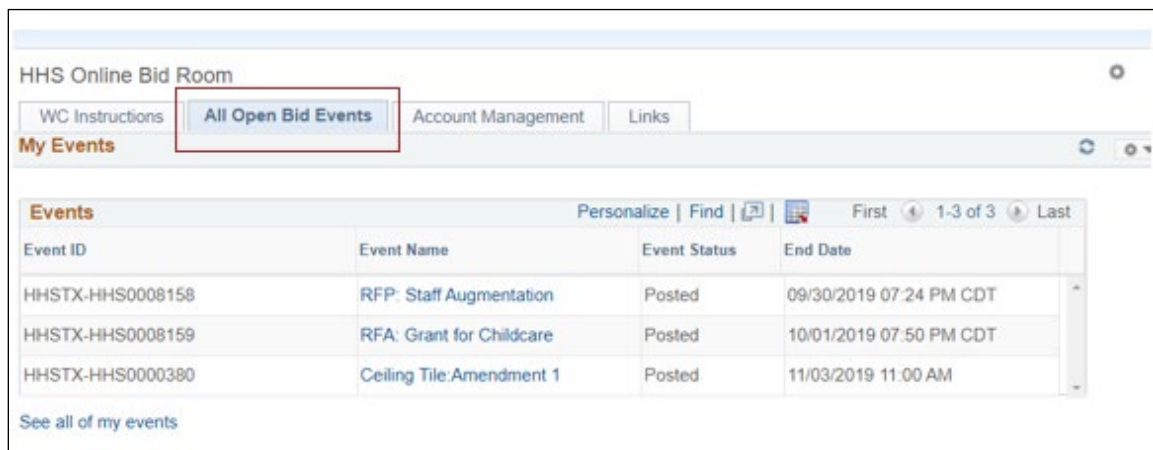
Work Center Instructions

The Work Center Instructions tab outlines general instructions for using the Online Bid Room. These are instructions for using the Online Bid Room as a whole, not for individual solicitations.



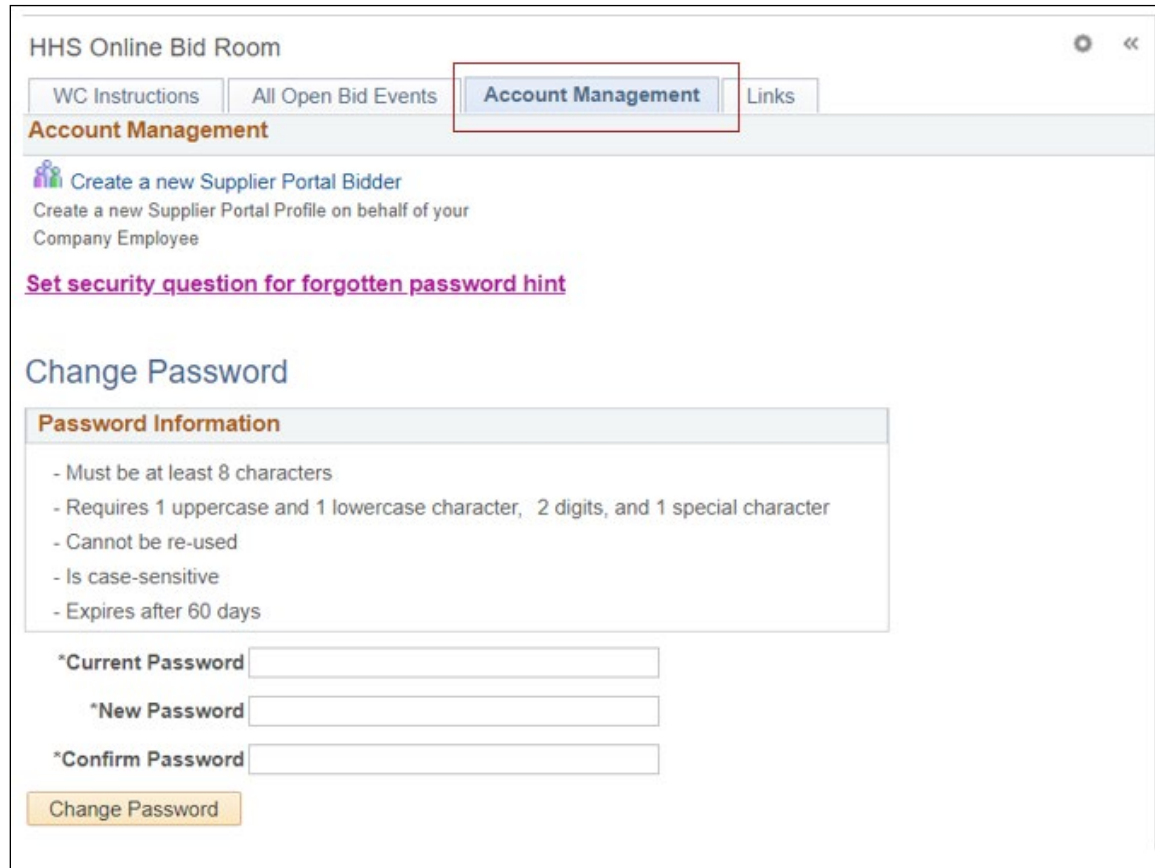
All Open Bid Events

The All Open Bid Events tab lists all open bid events. The name of each bid event is a hyperlink that, if selected, will take you to the primary bid screen for that event.



Account Management

The account management screen allows you to set security questions in the event that you forget your password. It also lets you change your password.



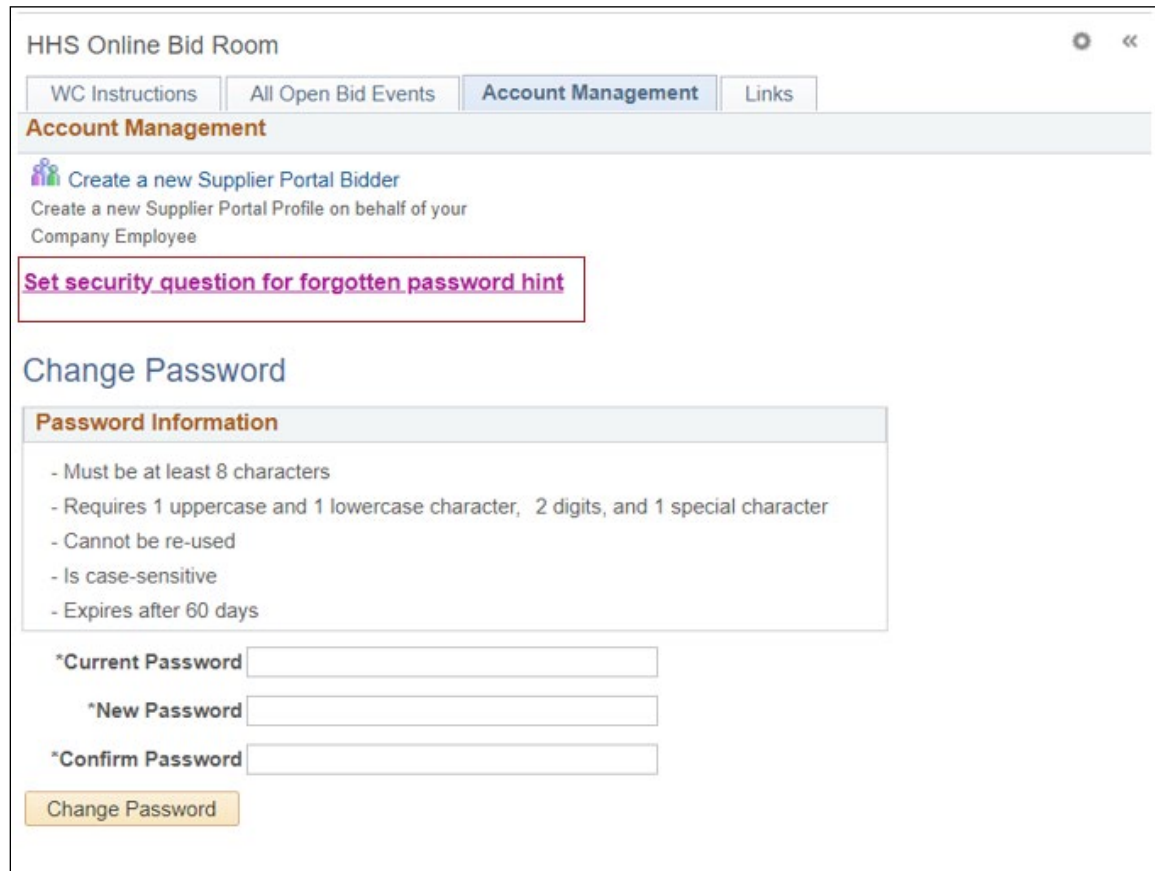
The screenshot shows the 'HHS Online Bid Room' interface. At the top, there is a navigation bar with four tabs: 'WC Instructions', 'All Open Bid Events', 'Account Management' (which is highlighted with a red box), and 'Links'. Below the navigation bar, the 'Account Management' section is active. It contains a link to 'Create a new Supplier Portal Bidder' with a subtext 'Create a new Supplier Portal Profile on behalf of your Company Employee'. Below this is a link for 'Set security question for forgotten password hint'. The main section is titled 'Change Password'. Under this title is a box labeled 'Password Information' containing the following requirements:

- Must be at least 8 characters
- Requires 1 uppercase and 1 lowercase character, 2 digits, and 1 special character
- Cannot be re-used
- Is case-sensitive
- Expires after 60 days

Below the password information box are three input fields labeled '*Current Password', '*New Password', and '*Confirm Password'. At the bottom of the form is a yellow button labeled 'Change Password'.

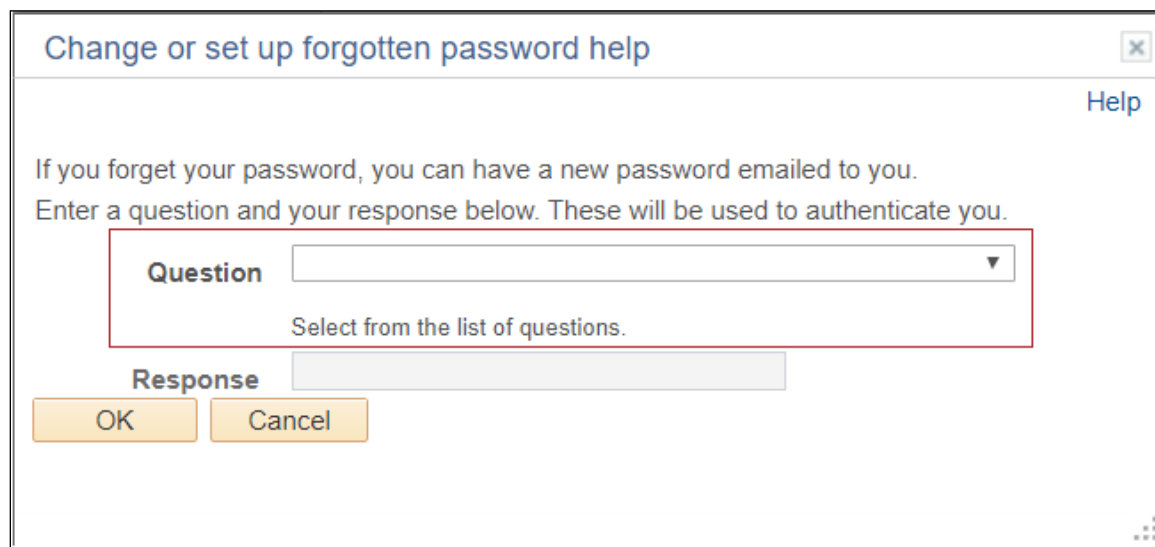
Setting Security Questions

To set security questions, begin by selecting "Set security question for forgotten password hint."



The screenshot shows the 'HHS Online Bid Room' interface. At the top, there are navigation tabs: 'WC Instructions', 'All Open Bid Events', 'Account Management' (which is selected), and 'Links'. Below the tabs, the 'Account Management' section is active. It contains a link 'Create a new Supplier Portal Bidder' with a subtext 'Create a new Supplier Portal Profile on behalf of your Company Employee'. A red box highlights the link 'Set security question for forgotten password hint'. Below this, the 'Change Password' section is visible. It includes a 'Password Information' box with the following rules: 'Must be at least 8 characters', 'Requires 1 uppercase and 1 lowercase character, 2 digits, and 1 special character', 'Cannot be re-used', 'Is case-sensitive', and 'Expires after 60 days'. There are three input fields labeled '*Current Password', '*New Password', and '*Confirm Password'. A 'Change Password' button is at the bottom of this section.

Select a question from the drop-down menu.



The screenshot shows a dialog box titled 'Change or set up forgotten password help'. It has a close button (X) in the top right corner and a 'Help' link. The text inside the dialog says: 'If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.' A red box highlights the 'Question' field, which is a drop-down menu. Below the drop-down, the text 'Select from the list of questions.' is displayed. The 'Response' field is a text input box. At the bottom, there are 'OK' and 'Cancel' buttons.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

OK Cancel

Once you've selected a security question, enter a response. You will need to use this response if you forget your password and need to have it reset.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

OK Cancel

Once you've entered your response, select "OK" to save and return to the previous screen.

The screenshot shows a dialog box titled "Change or set up forgotten password help" with a close button (X) in the top right corner. Inside the dialog, there is a "Help" link in the top right. The main text reads: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." Below this text, there is a "Question" label followed by a dropdown menu showing "What is your favorite pet's name?". Underneath the dropdown is the text "Select from the list of questions." followed by a "Response" label and a text input field containing "FIDO". At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

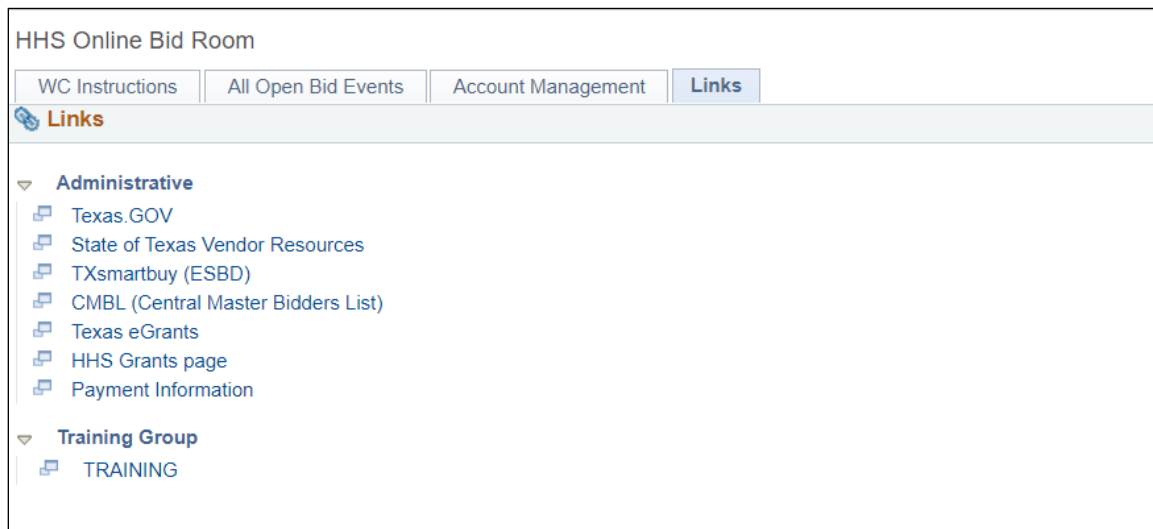
Changing Your Password

To change your password, you will need to enter your current password, followed by your new password twice for confirmation purposes. Once you've entered your new password, selecting "Change Password" will save it.

The screenshot shows a "Change Password" form. At the top is the title "Change Password". Below it is a section titled "Password Information" with a list of requirements: "Must be at least 8 characters", "Requires 1 uppercase and 1 lowercase character, 2 digits, and 1 special character", "Cannot be re-used", "Is case-sensitive", and "Expires after 60 days". Below the list are three input fields labeled "*Current Password", "*New Password", and "*Confirm Password". At the bottom of the form is a "Change Password" button, which is highlighted with a red rectangular box.

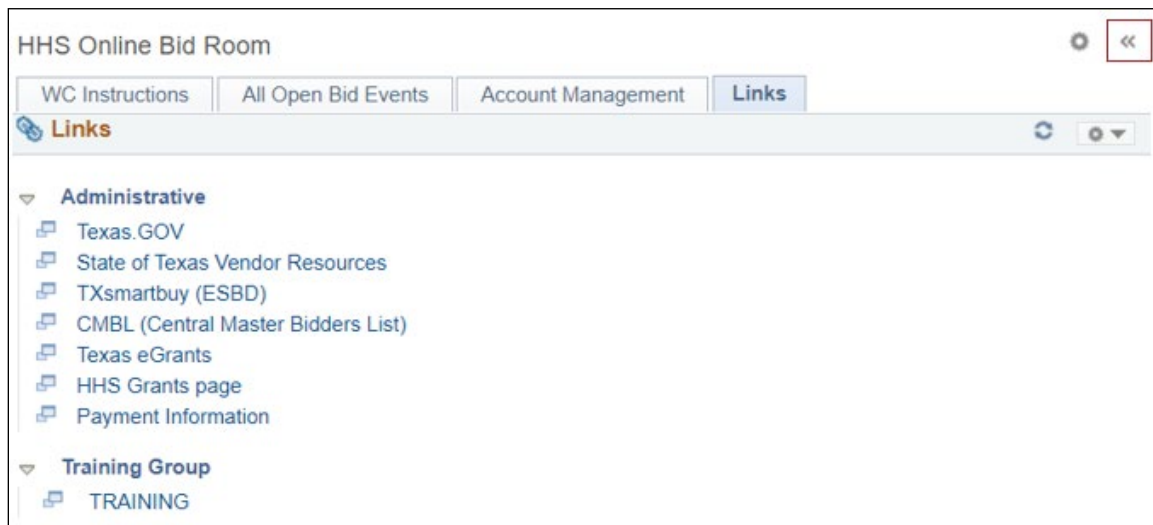
Links

The links tab provides a list of useful links. Please note: the links listed in the Online Bid Room may vary slightly from the image below.

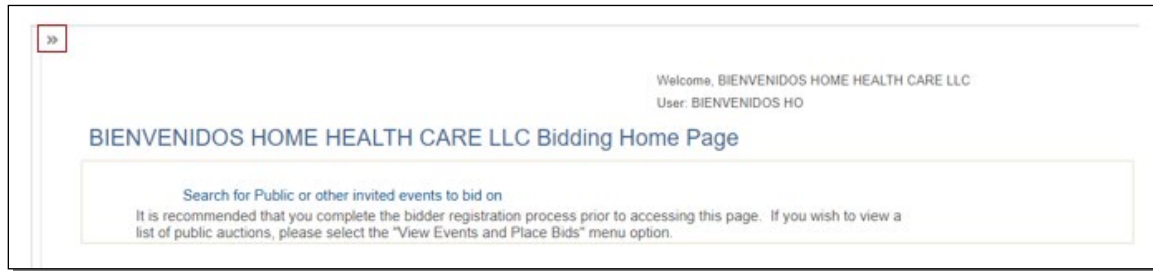


Hiding or Showing the Work Center Tabs

To hide or show the tabs in the Work Center, select the small double-headed arrow, which will minimize the tabs to the left.



You can maximize this window by selecting the arrow again.



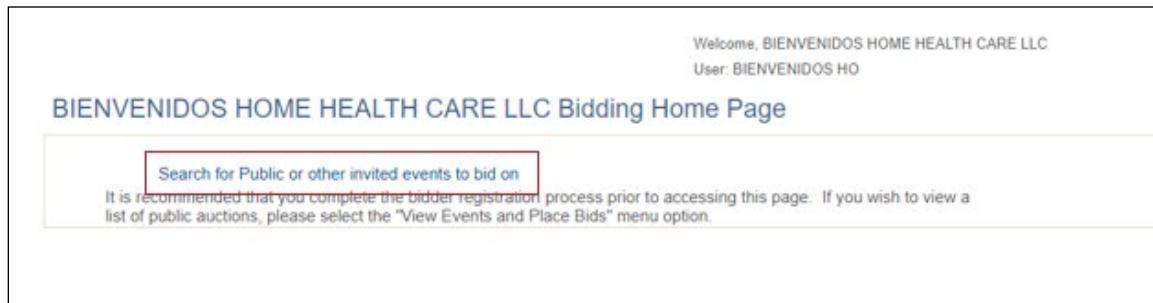
Searching

Searching for Events

The Online Bid Room offers a variety of ways to search for events — in other words, solicitations — and to locate additional information to then bid on those events.

Accessing the Search Screen

To access the search screen, select "Search for public or other invited events to bid on" from the Work Center home screen.



You can then enter search criteria to begin your search for events.

Searching by Event ID or Event Name

If you know the event identification (ID) or event name of the event for which you're searching, you can enter that information into the appropriate search field and select "Search."

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID

Event Name

Event Status

Example: If you are searching for an Event Name that is for food, you would enter "%food%". You will receive all Events with "food" in the title.

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

Searching by Wildcard Topic

Wildcard searches allow you to search for solicitations that pertain to a particular topic by using the "%" symbol around the topic. For example, to search for all events that pertain to food, you would enter "%food%" into the event name field, which would then pull up all events with the word "food" in the name.

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID

Event Name %food%

Event Status

Search

[Manage Saved Searches](#)
[Save Search Criteria](#)
[Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

Saved Search Criteria

Creating a Saved Search

To save search criteria, select “save search criteria.” This will allow you to enter a name for your search criteria, which you can then access at a later time.

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID

Event Name %food%

Event Status

Search

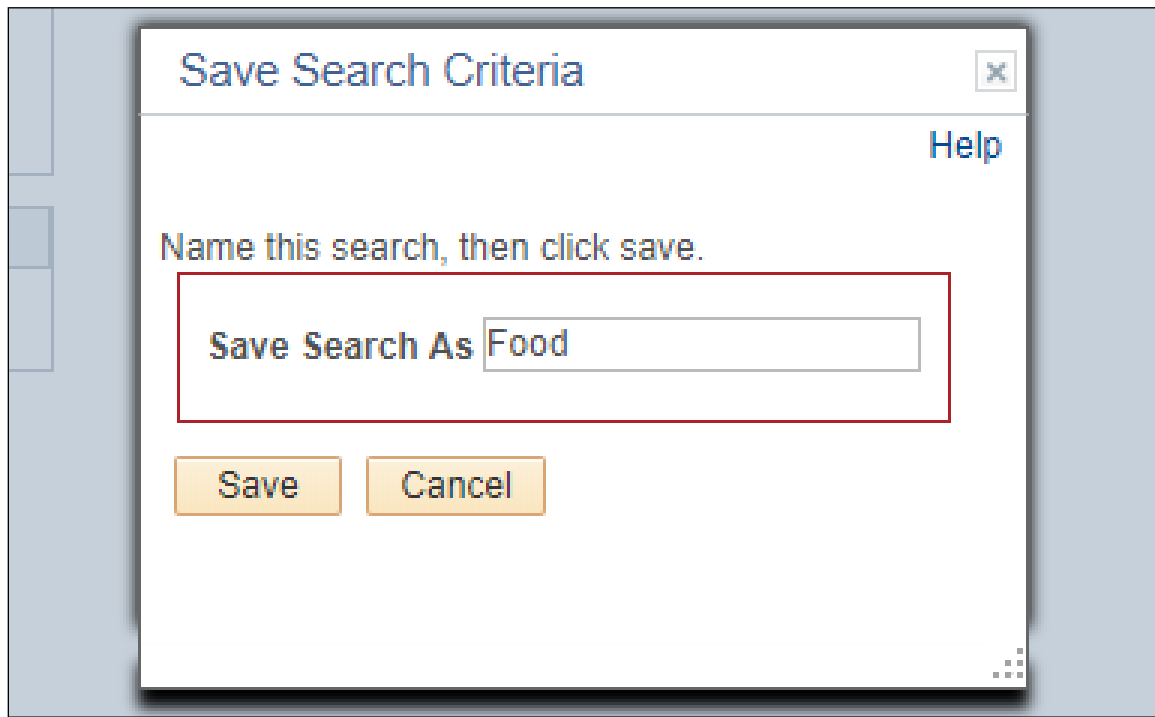
[Manage Saved Searches](#)
[Save Search Criteria](#)
[Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

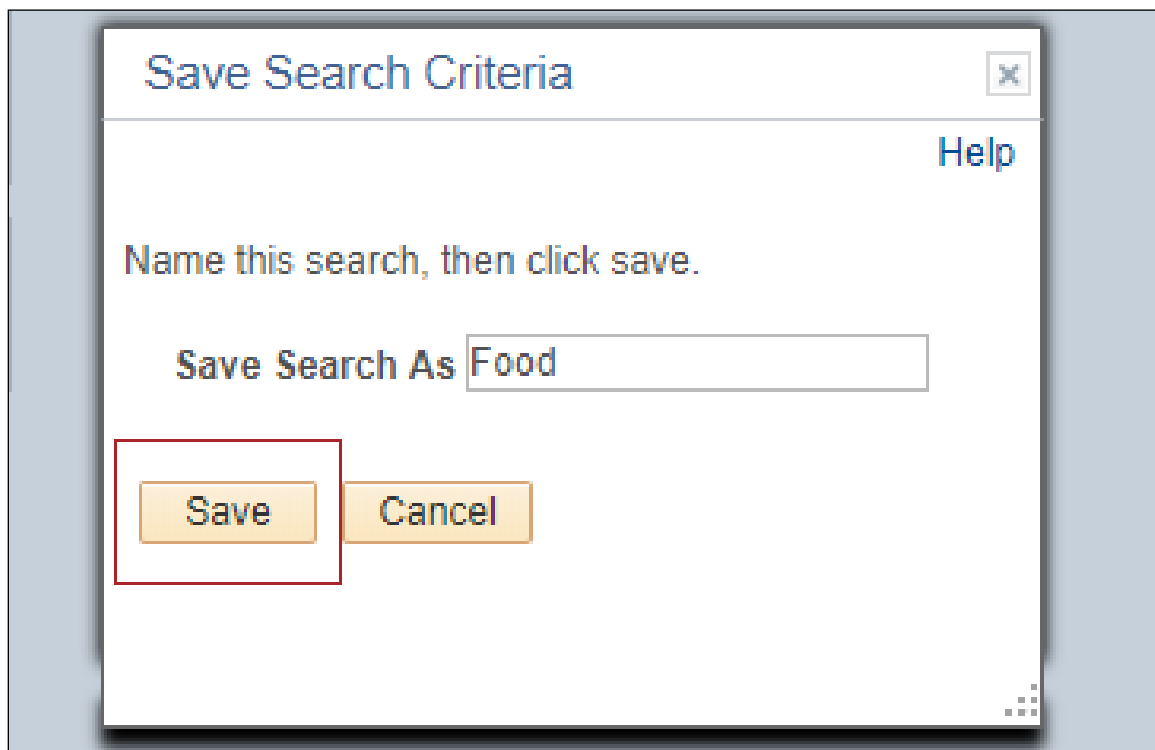
[Return to Bidding Homepage](#)

Enter an easily recognizable name for your search criteria.



The screenshot shows a 'Save Search Criteria' dialog box. At the top is the title bar with the text 'Save Search Criteria' and a close button (X). Below the title bar is a 'Help' link. The main text area contains the instruction 'Name this search, then click save.' Below this is a text input field with the label 'Save Search As' and the text 'Food' entered. A red rectangular box highlights the entire input area, including the label and the text field. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Then select "Save" to save your search.



This screenshot shows the same 'Save Search Criteria' dialog box as the previous one. The text input field still contains 'Food'. In this view, a red rectangular box highlights the 'Save' button at the bottom left of the dialog, while the 'Cancel' button is to its right.

Accessing a Saved Search

To access a saved search, select the search you want from the "Use Saved Search" drop-down menu.

View Events and Place Bids Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search **Food** ▼

Event ID

Event Name Example: If you are searching for an Event Name that is for food, you would enter "%food%". You will receive all Events with 'food' in the title.

Event Status

Search

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

Then select "Search" to conduct the search from your saved criteria.

View Events and Place Bids Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search **Food** ▼

Event ID

Event Name Example: If you are searching for an Event Name that is for food, you would enter "%food%". You will receive all Events with 'food' in the title.

Event Status

Search

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

Managing Saved Searches

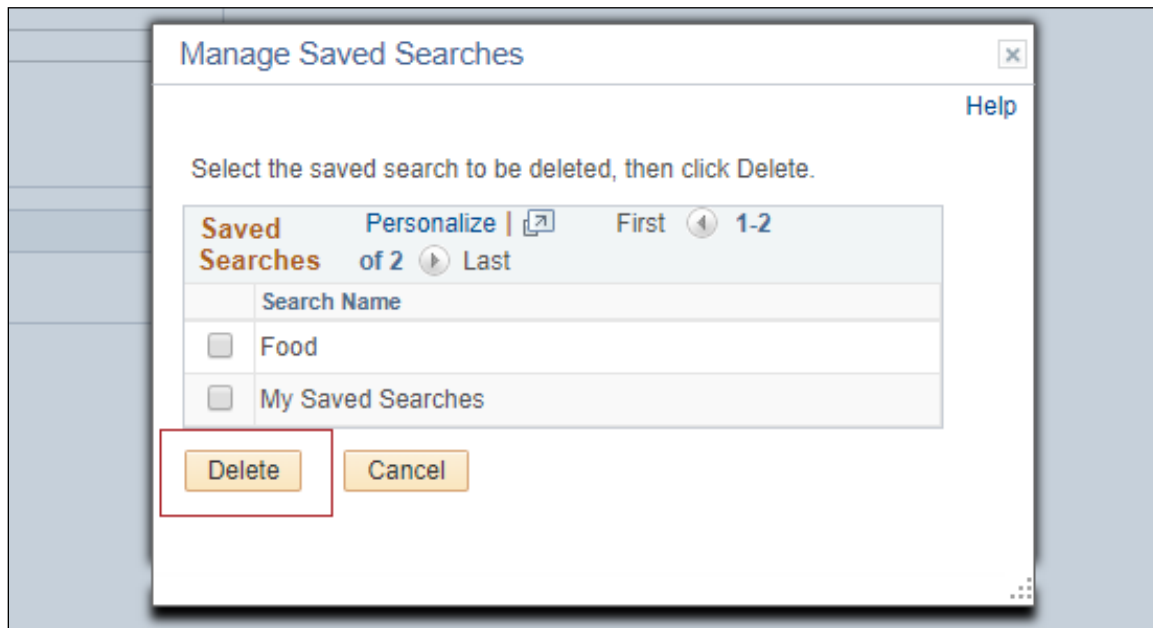
To manage your saved searches, select "Manage Saved Searches."

The screenshot shows the 'View Events and Place Bids' interface. At the top right, it says 'Welcome, BIENVENIDOS HOME HEALTH CARE LLC' and 'User: BIENVENIDOS HO'. Below the title, there's a prompt: 'Enter search criteria to locate an event for viewing or placing bids.' The 'Search Criteria' section includes a 'Use Saved Search' dropdown set to 'Food', an 'Event ID' field, an 'Event Name' field with '%food%' entered, and an 'Event Status' dropdown. A 'Search' button is below these fields. At the bottom of the search criteria section, three buttons are visible: 'Manage Saved Searches' (highlighted with a red box), 'Save Search Criteria', and 'Advanced Search Criteria'. Below this is the 'Search Results' section, which currently displays 'No event met your search criteria. Please change your search criteria and try again'. A 'Return to Bidding Homepage' link is at the bottom left.

Then check the box next to any search(es) you wish to delete.

The screenshot shows a 'Manage Saved Searches' dialog box. It has a title bar with a close button and a 'Help' link. The main text says 'Select the saved search to be deleted, then click Delete.' Below this is a table with two columns: 'Saved Searches' and 'Personalize'. The table shows two entries: 'Food' and 'My Bids'. The 'Food' entry has a checkbox selected. At the bottom of the dialog, there are 'Delete' and 'Cancel' buttons. The background shows a blurred view of the 'Manage Saved Searches' page from the previous screenshot.

Then select "Delete."



Advanced Search Criteria

Selecting "Advanced Search Criteria" allows you to search for events based on time period, item description, or National Institute of Governmental Purchasing (NIGP) class code.

To search by date, select a start-date range and/or an end-date range.

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search My Saved Searches

Event ID

Event Name %food%

Example: If you are searching for an Event Name that is for food, you would enter '%food%'. You will receive all Events with 'food' in the title.

Event Status

Start Date: From 10/02/2019 Through

End Date: From 10/02/2019 Through

Item Description

Categories

Personalize | Find | First 1-2 of 2 Last

NIGP Class	Description
<input type="checkbox"/>	
<input type="checkbox"/>	

Add Additional Category

Remove Selected Category

Search

Manage Saved Searches

Save Search Criteria

Basic Search Criteria

To search by item description, enter a description of the item in the appropriate field. Keep in mind that, the more criteria you enter, the more limited your search will be,

potentially removing an item you wish to see from your results if the criteria is not entered properly.

View Events and Place Bids Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search My Saved Searches

Event ID

Event Name Example: If you are searching for an Event Name that is for food, you would enter '%food%'. You will receive all Events with 'food' in the title.

Event Status ▼

Start Date: From ▼ Through ▼

End Date: From ▼ Through ▼

Item Description

Categories Personalize | Find | 1-2 of 2 | First | Last

NIGP Class	Description
<input type="checkbox"/> <input type="text"/>	<input type="text"/>
<input type="checkbox"/> <input type="text"/>	<input type="text"/>

Add Additional Category
Remove Selected Category

Search

[Manage Saved Searches](#) [Save Search Criteria](#) [Basic Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

To search by NIGP class category, enter the category directly, or select the magnifying glass to search for the code you wish to search for.

View Events and Place Bids

Welcome, BIENVENIDOS HOME HEALTH CARE LLC
User: BIENVENIDOS HO

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search My Saved Searches

Event ID

Event Name %food%
Example: If you are searching for an Event Name that is for food, you would enter "%food%". You will receive all Events with 'food' in the title.

Event Status

Start Date: From Through

End Date: From 10/02/2019 Through

Item Description

Categories Personalize Find First 1-2 of 2 Last

NIGP Class	Description
<input type="checkbox"/>	
<input type="checkbox"/>	

Add Additional Category

Remove Selected Category

Search

Manage Saved Searches

Save Search Criteria

Basic Search Criteria

Search Results

No event met your search criteria. Please change your search criteria and try again

Return to Bidding Homepage

Once you've located the NIGP class category you wish you use, select it to add it to your search criteria.

Look Up NIGP Class

SetID: HHSTX

NIGP Class: begins with

NIGP Complete Description: begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

NIGP Class	NIGP Complete Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Item Description

Categories Personalize Find 1-2 of 2 First Last

NIGP Class	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/>	

Search

Manage Saved Searches Save Search Criteria Basic Search Criteria

Add Additional Category
Remove Selected Category

To add additional rows for NIGP class categories, select "Add Additional Category," which will add a new row.

Start Date: From 10/02/2019 Through

End Date: From 10/02/2019 Through

Item Description

Categories Personalize Find 1-2 of 2 First Last

NIGP Class	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/>	

Search

Manage Saved Searches Save Search Criteria Basic Search Criteria

Add Additional Category
Remove Selected Category

To remove one or more categories, mark the check box next to the row(s) you wish to remove, then select "Remove Selected Category."

End Date: From 10/02/2019 Through

Item Description

Categories Personalize Find 1-2 of 2 First Last

NIGP Class	Description
<input checked="" type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/>	

Search

Manage Saved Searches Save Search Criteria Basic Search Criteria

Search Results

No event met your search criteria. Please change your search criteria and try again

Return to Bidding Homepage

Add Additional Category
Remove Selected Category

End Date: From 10/02/2019 Through

Item Description

Categories Personalize | Find | First 1-2 of 2 Last

NIGP Class	Description
<input type="checkbox"/> 005	ABRASIVES
<input checked="" type="checkbox"/>	

[Add Additional Category](#)

[Remove Selected Category](#)

[Search](#)

[Manage Saved Searches](#) [Save Search Criteria](#) [Basic Search Criteria](#)

Search Results

No event met your search criteria. Please change your search criteria and try again

[Return to Bidding Homepage](#)

Bidding

Once you've located the event on which you want to bid, you can go to the Event Details screen by selecting the hyperlinked event ID.

Search Criteria

Use Saved Search

Event ID

Event Name

Event Status: Posted

Example: If you are searching for an Event Name that is for food, you would enter '%food%'. You will receive all Events with 'food' in the title.

[Search](#)

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results Personalize | First 1-103 of 103 Last

Event ID	Event Name	Format	Type	End Date	Status
HHSTX-HHS0000262	Fire Alarm Maintenance	Sell	RFx	Event Completed	
HHSTX-HHS0000380	Ceiling Tile:Amendment 1	Sell	RFx	11/03/2019 11:00 AM CST	Accepted Discuss

Event Details Screen

The Event Details screen is the landing screen for the event. From there, you will access information about the event and bid on the event if you choose.

Included on the Event Details screen are the following:

- Event Name: the name of the event from the Electronic State Business Daily (ESBD)
- Event ID: the event ID from ESBD
- Event Format/Type: Invitation for Bid (IFB), Request for Proposals (RFP), Request for Applications (RFA), Request for Offers (RFO), or Request for Quotation (RFQ)
- Event Round: the round of posting for this particular event

- Event Version: the version of this particular event, which changes if the event is amended
- Event Post Date: date the event was posted
- Event End Date: date the event closes
- Supplier Question Due Date: due date of any questions about the event

In the upper right-hand corner of the Event Details screen are the following links:

- Upload XML Bid Response: a page to allow you to upload a bid response for an Invitation for Bid (IFB) solicitation in XML format (the XML Bid Response tab is not applicable to any other solicitation format). This allows you to upload a bid response in XML format. This functionality is described further on page 86.
- View/Edit Saved and Submitted Bids: a page to allow you to view and edit your saved and submitted bids, described further on page 83.

In the center of the Event Details screen is contact information for the event, plus information on whether you can edit bids for this event or submit multiple bids.

Contact Manor,Darryl	Payment Terms:
Phone	My Bids: 3 In-Process and Submitted
Email: darryl.manor@hhsc.state.tx.us	Edits to Submitted Bids Allowed
Online Discussion: Discuss Event in Forum	Multiple Bids Allowed
Live Chat Help:	
	Welcome, BIENVENIDOS HOME HEALTH

View the Event Package

To view the event package (all solicitation attachments), select "View Event Package."

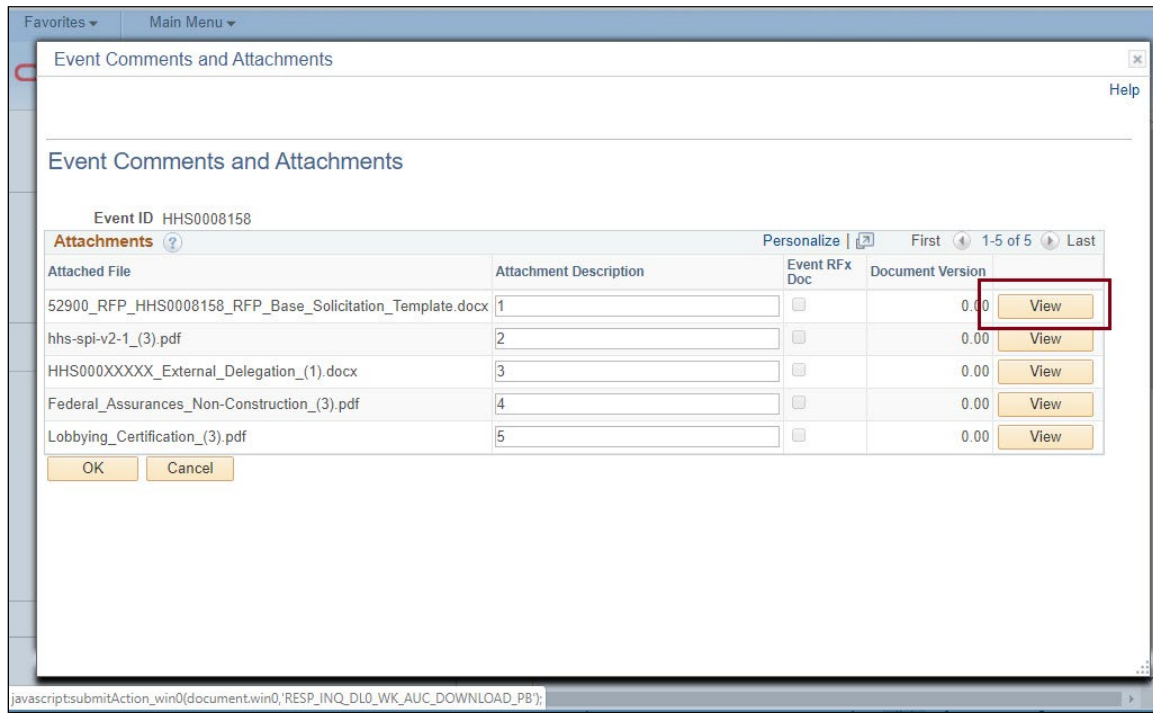
Event Details	
Bid on Event	Bidding View Event Package
	Shortcuts: Upload XML Bid Response View/Edit Saved and Submitted Bids
Event ID HHSTX-HHS0000380	Event Name Ceiling Tile Amendment 1
Event Format/Type Sell Event Rfx	
Event Round 1	
Event Version 2	
Event Post Date 06/05/19 6:47:26PM CDT	
Event End 11/03/2019 11:00 AM CST	
Date:	
Supplier Question Due 07/05/2019 12:00AM CDT	

This will open up a list of all of the event attachments.

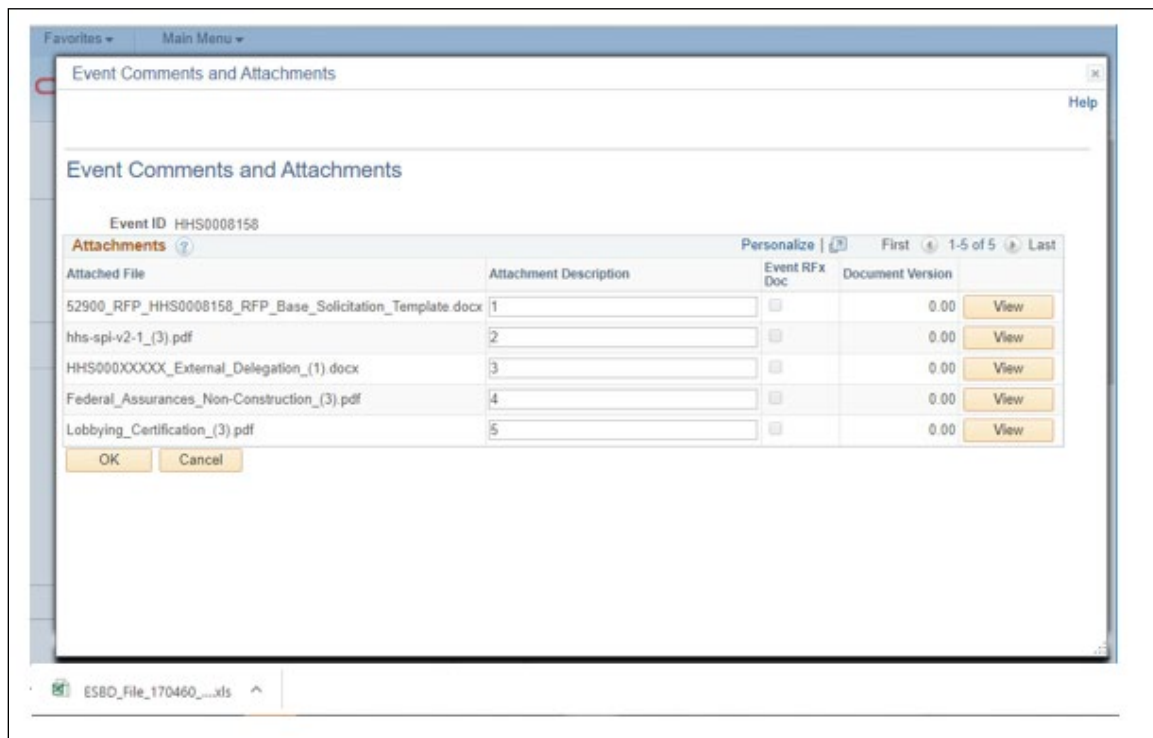
The screenshot shows a web application window titled "Event Comments and Attachments". At the top, there are tabs for "Favorites" and "Main Menu". Below the title bar, the window displays the event ID "HHS0008158". The main content area is titled "Attachments" and contains a table with the following columns: "Attached File", "Attachment Description", "Event RFx Doc", and "Document Version". There are five rows of attachments, each with a "View" button. At the bottom of the table, there are "OK" and "Cancel" buttons. The status bar at the bottom of the window shows the URL: "javascript:submitAction_win0(document.win0,'RESP_INQ_DL0_WK_AUC_DOWNLOAD_PB');".

Attached File	Attachment Description	Event RFx Doc	Document Version
52900_RFP_HHS0008158_RFP_Base_Solicitation_Template.docx	1	<input type="checkbox"/>	0.00
hhs-spi-v2-1_(3).pdf	2	<input type="checkbox"/>	0.00
HHS000XXXXX_External_Delegation_(1).docx	3	<input type="checkbox"/>	0.00
Federal_Assurances_Non-Construction_(3).pdf	4	<input type="checkbox"/>	0.00
Lobbying_Certification_(3).pdf	5	<input type="checkbox"/>	0.00

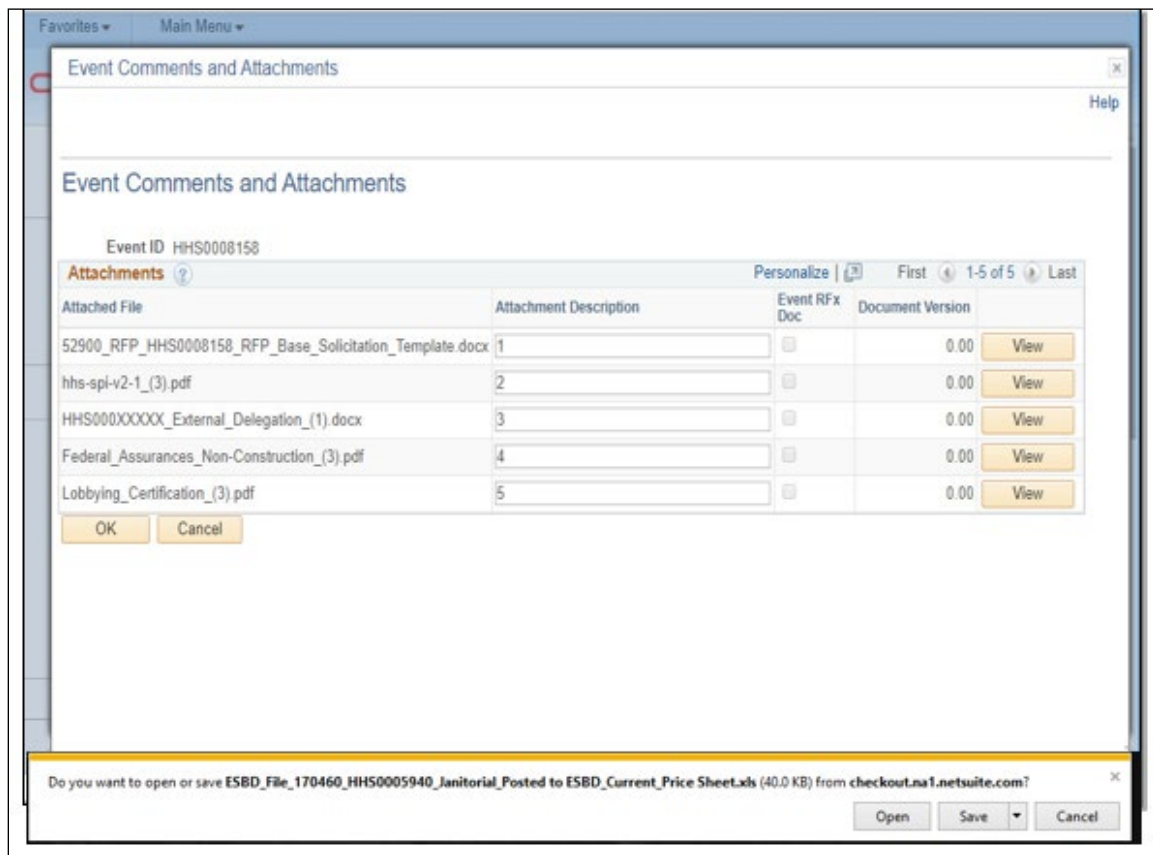
To download a particular attachment, select "View" from the list next to that particular attachment.



If you are using Google Chrome, this will launch the attachment download automatically.



If you are using Microsoft Explorer, it will ask if you want to view or save the attachment.



Bidding on an Event

When you are ready to bid on an event, select “Bid on Event” on the Event Details screen.

The screenshot shows the 'Event Details' screen. At the top left, the text 'Event Details' is displayed. Below it, a yellow button labeled 'Bid on Event' is highlighted with a red rectangular box. To the right of the button, the text 'Event Name' and 'Ceiling Tile:Amendment 1' are visible. Below the button, a table displays event information:

Event ID	HHSTX-HHS0000380
Event Format/Type	Sell Event RFX
Event Round	1
Event Version	2
Event Post Date	06/05/19 6:47:26PM CDT
Event End Date:	11/03/2019 11:00 AM CST
Supplier Question Due	07/05/2019 12:00AM CDT

Below the table, the 'Event Description:' is shown, containing the text: 'Ceiling Tile 30 x 60 fin flss to be cut in half - product #1738 tiles'. At the bottom of the screen, there are links for 'Contact Message Board' and 'Document Terms:'.

You will receive a message asking you if you want to default the bid quantity for each line item to be equal to the requested quantity. If you select “Yes,” the bid quantity for each line item will be defaulted to the requested bid quantity. If you select “No,” the bid quantity for each line item will not be defaulted. Your response as “Yes” or “No” is applicable to IFB only. For RFP, you can respond as “No.”

The screenshot shows a confirmation message from Oracle. At the top, it says 'ORACLE Welcome 1020776487 logged on FSCORTST'. Below this, the message asks: 'Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)'. It then provides instructions: 'Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted. One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.' At the bottom, there are two buttons: 'Yes' and 'No'.

After selecting “Yes” or “No,” you will be taken to the screen where you can submit your response to the solicitation. The top of the screen will indicate the total number of general event questions, the number of questions that are required, and the number of questions you’ve completed.

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	1
Lines Responded To	0
Your Total Line Pricing	0.0000 USD

[Hide Line Details](#)

Under Event Questions, you will see required questions marked with a star. In the event that there is an ideal response, you will see the question noted with a gold icon with a red star.

Event Questions

★ Bid Required ★ Ideal Response Required

Enter Response Here Previous Questions 1 of 1 Next Questions

★ Can you meet the indicated completion date of 08/14/19

Response

[Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	13
Lines Responded To	0

Respond to the questions using the appropriate method (drop-down menu, open-entry text box, etc.).

Adding Comments or Attachments

For some questions, you can also add comments or attachments to enhance your response by selecting “Add Comments or Attachments.”

★ Bid Required ★ Ideal Response Required

Enter Response Here Previous Questions 1 of 1 Next Questions

★ Can you meet the indicated completion date of 08/14/19

Response

[Add Comments or Attachments](#)

Acceptable attachment file formats are: Microsoft Word, Project, and Excel; PDF, JPEG and XML. Note that maximum file size for each attachment is 250 MB.

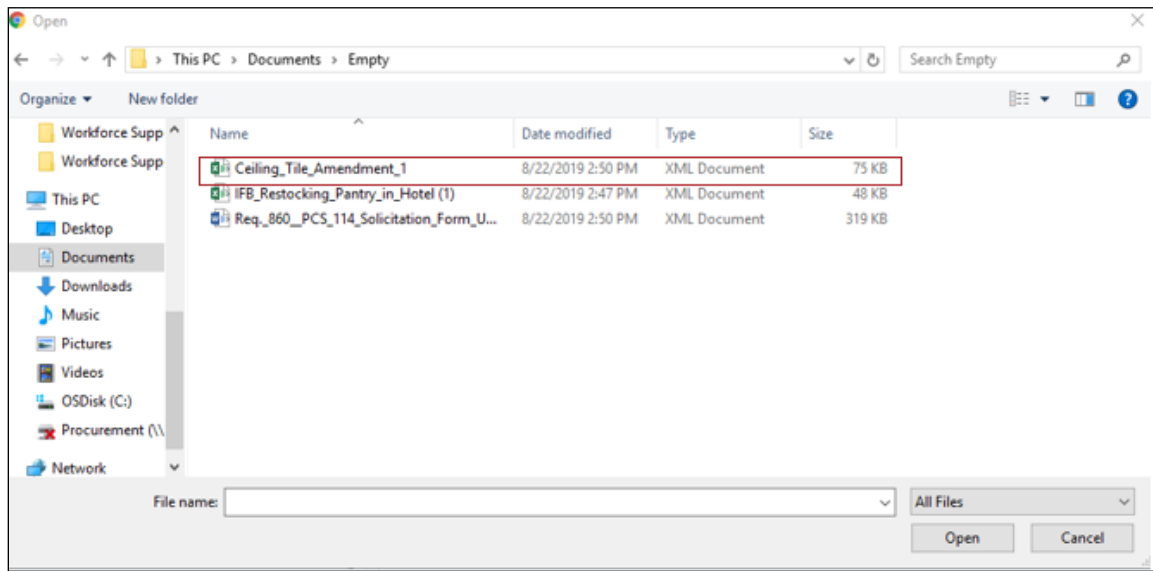
To upload a file to be used as an attachment, select "Upload."

The screenshot shows a web application window titled "Question Comments and Attachments". At the top, it displays "Business Unit HHSTX" and "Event ID HHS0008313". Below this is a question: "Can you meet the indicated completion date?". The "Attachments" section includes a table with columns "Attached File" and "Attachment Description". An "Upload" button is highlighted with a red box. To the right of the table are buttons for "Personalize", "View", "Add New Attachments", and "Delete". Below the table is a "Comments" section with a text area and "OK" and "Cancel" buttons at the bottom.

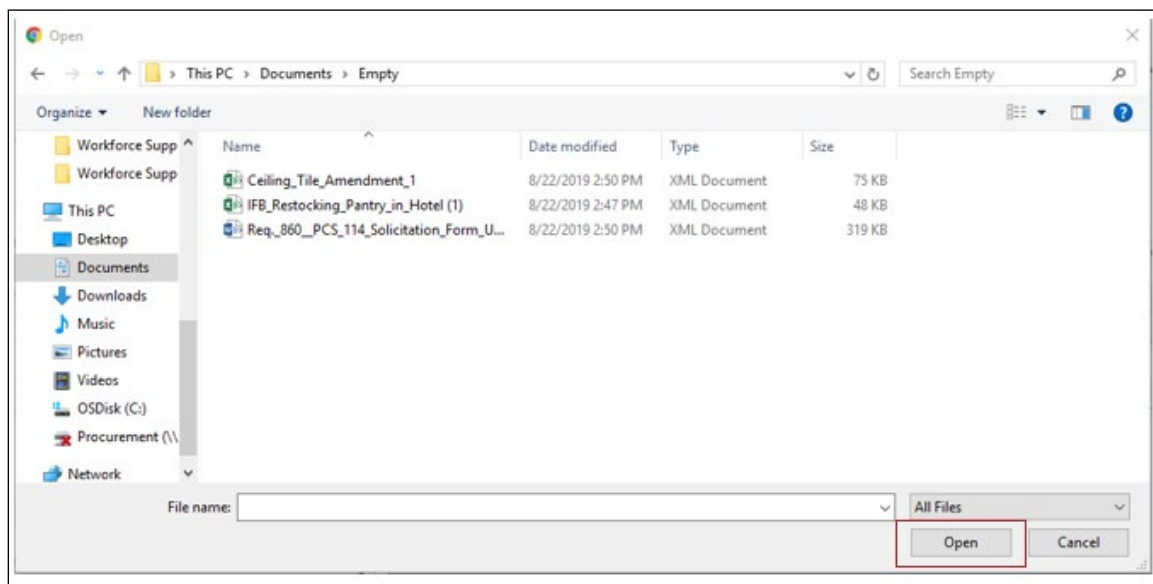
From the pop-up box that appears, select "Choose File."

The screenshot shows a "File Attachment" pop-up window. It has a title bar with a close button and a "Help" link. The main content area displays "No file chosen". A red box highlights the "Choose File" button. Below it are "Upload" and "Cancel" buttons.

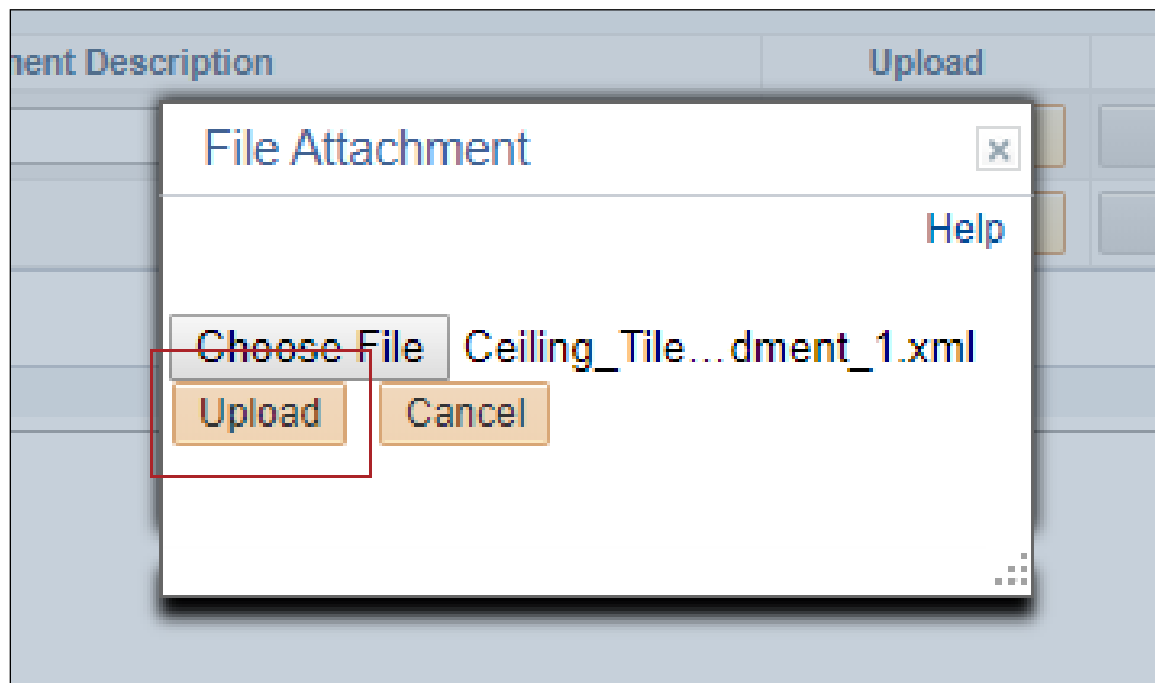
Select the file you wish to upload.



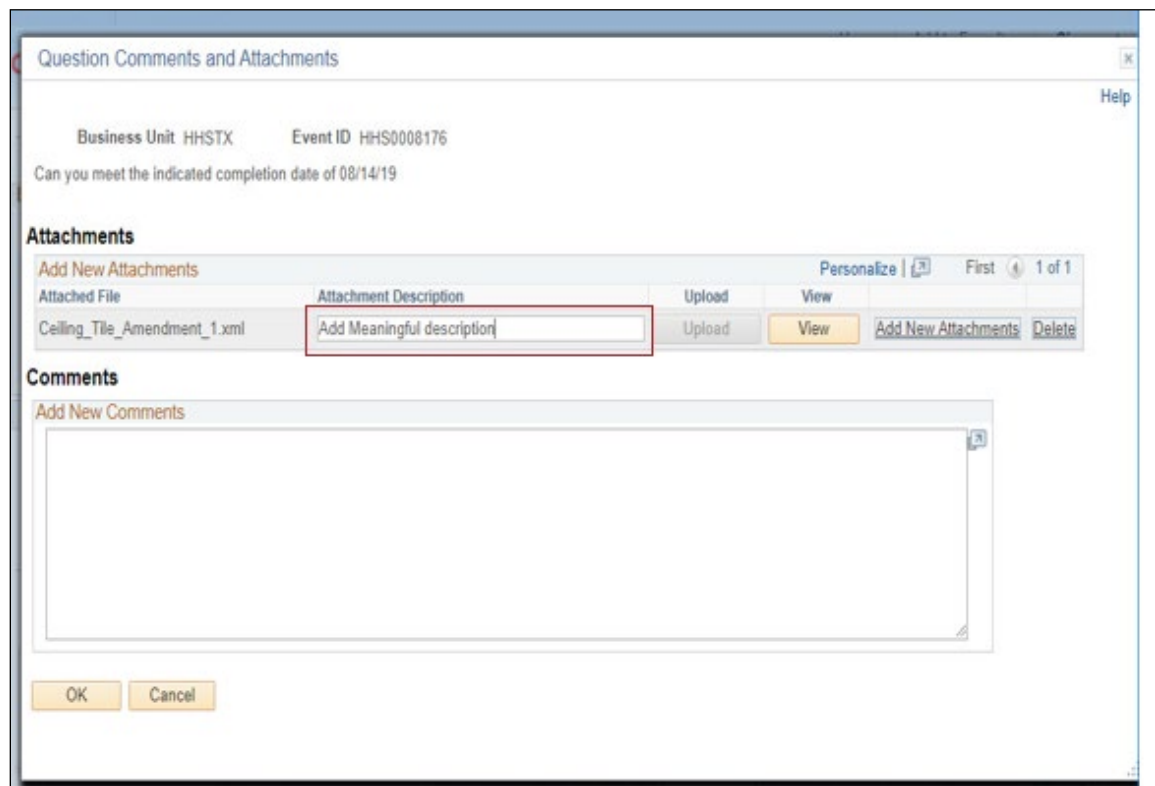
Then select "Open."



Next, select "Upload."



Add a meaningful description to your attachment so that the HHS purchaser knows what it is.



To add additional attachments, first select "Add New Attachments."

Question Comments and Attachments

Business Unit HHSTX Event ID HHS0008176

Can you meet the indicated completion date of 08/14/19

Attachments

Add New Attachments Personalize | 1 of 1

Attached File	Attachment Description	Upload	View
Ceiling_Tile_Amendment_1.xml	Add Meaningful description	Upload	View

Add New Attachments Delete

Comments

Add New Comments

OK Cancel

This will create a new row for which you can add attachments using the instructions above.

Question Comments and Attachments

Business Unit HHSTX Event ID HHS0008176

Can you meet the indicated completion date of 08/14/19

Attachments

Add New Attachments

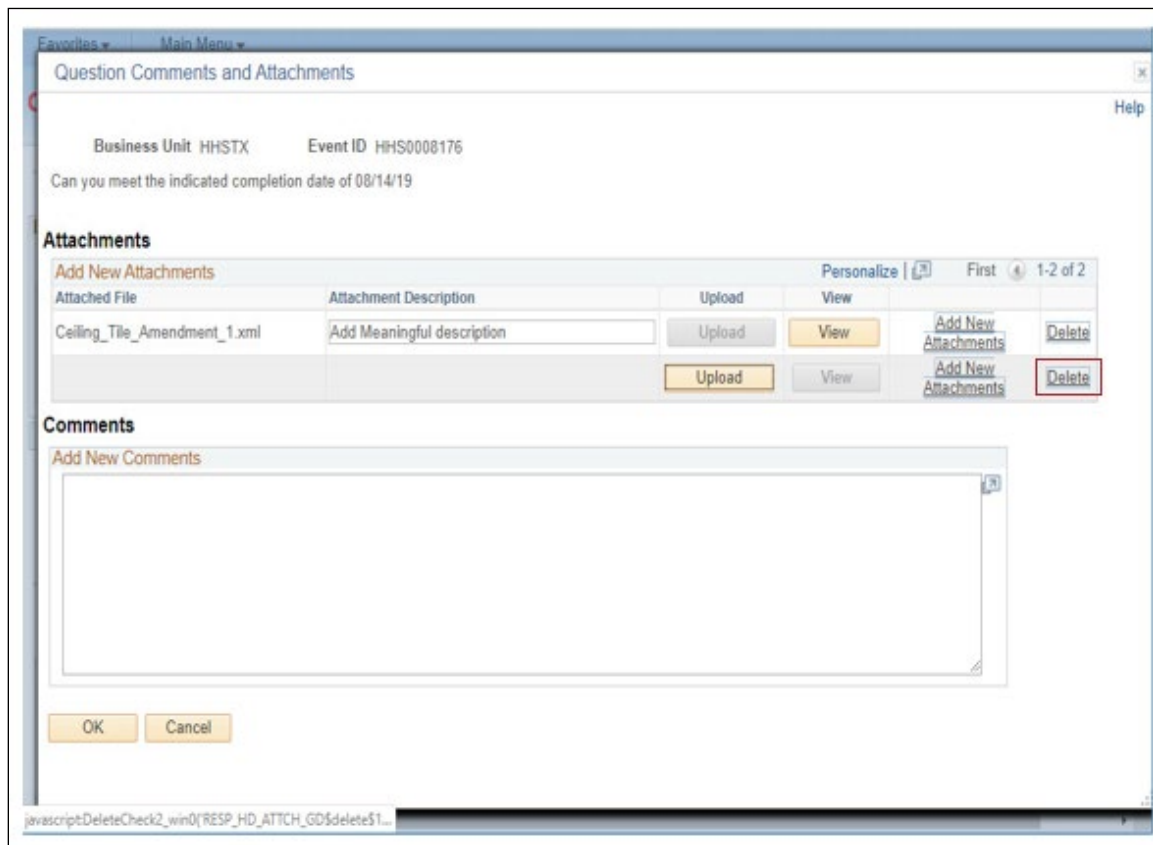
Attached File	Attachment Description	Upload	View		
Ceiling_Tile_Amendment_1.xml	Add Meaningful description	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

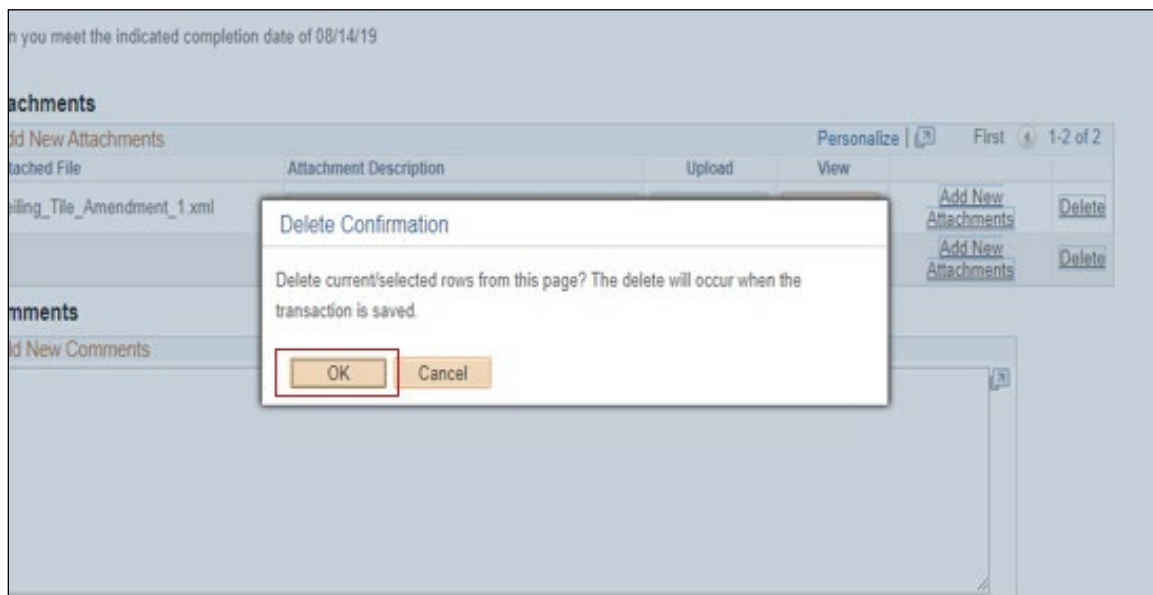
Add New Comments

OK Cancel

To delete a row, whether it contains an attachment or not, select "Delete."



You will receive a confirmation message. If you would like to proceed with the delete, select "OK."



To add comments, enter your text into the open-entry text box.

Question Comments and Attachments

Help

Business Unit HHSTX Event ID HHS0008313

Can you meet the indicated completion date?

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Personalize |

First

1-2 of 2

Comments

Add New Comments

OK

Cancel

When you are ready to return to the primary bid screen and save your changes, select "OK."

Question Comments and Attachments

Business Unit HHSTX Event ID HHS0008313

Can you meet the indicated completion date?

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View
		Upload	View
		Upload	View

Personalize | First 1-2 of 2

Add New Attachments Delete

Add New Attachments Delete

Comments

Add New Comments

OK Cancel

Adding Quantities and Prices (for IFB only)

If you selected "Yes" to default to the requested quantity for each item, the quantity will be completed for each line in on the bid screen. Otherwise, you will need to add the quantity you are proposing.

Favorites ▾

Main Menu ▾

Home

Add to Favorites

Sign out

ORACLE

Welcome 1020776487 logged on FSCORTST

Hide Event Questions

Event Questions

★ Bid Required

★ Ideal Response Required

Enter Response Here

Previous Questions 1 of 1 Next Questions

★ Can you meet the indicated completion date of 08/14/19

Response

Yes ▾

Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 13

Lines Responded To 0


Your Total Line Pricing 0.0000 USD


Hide Line Detail



★ Bid Required

Line Comments/Files

Lines

Personalize 

First  Previous Lines 1-13 of 13 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000	<div></div>	<input type="checkbox"/>	0.0000 USD	Bid	
2		Lemon Pie	CS	560.0000	560.0000	<div></div>	<input type="checkbox"/>	0.0000 USD	Bid	

javascript:submitAction_win0(document.win0,'RESP_AUC_HD1_WK_AUC_RESP_LN_CMT_P8\$0')

Pay careful attention to the unit type (case, box, etc.).

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 13
Lines Responded To 0
Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines [Personalize](#) [First](#) [Previous Lines](#) 1-13 of 13 [Next Lines](#)

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
2		Lemon Pie	CS	560.0000	560.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment

javascript:submitAction_win0(document.win0,RESP_AUC_HD1_WK_AUC_RESP LN 0(MT_P6\$0);

Add your unit bid price for each item. Again, this is the price for each unit, not for the total amount.

Lines [Personalize](#) [First](#) [Previous Lines](#) 1-13 of 13 [Next Lines](#)

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1		Apple Pie	CS	384.0000	384.0000	1.32	<input type="checkbox"/>	0.0000 USD	Bid	Comment
2		Lemon Pie	CS	560.0000	560.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
3		Lime Pie	CS	280.0000	280.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
4		Pudding, Vanilla	CS	784.0000	784.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
5		Milkshake, Chocolate	CS	600.0000	600.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
8		Fish Fingers	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
9		Beef Enchilada	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
11		Meat Lasagna	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
12		French Toast	CS	1600.0000	1600.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment
13		Pizza, Pepperoni	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid	Comment

[Solicitation Package Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Lines										Personalize	First	Previous Lines	1-13 of 13	Next Lines
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price						
1		Apple Pie	CS	384.0000	384.0000	1.32	<input type="checkbox"/>	0.0000 USD	Bid					
2		Lemon Pie	CS	560.0000	560.0000		<input type="checkbox"/>	0.0000 USD	Bid					
3		Lime Pie	CS	280.0000	280.0000		<input type="checkbox"/>	0.0000 USD	Bid					
4		Pudding, Vanilla	CS	784.0000	784.0000		<input type="checkbox"/>	0.0000 USD	Bid					
5		Milkshake, Chocolate	CS	600.0000	600.0000		<input type="checkbox"/>	0.0000 USD	Bid					
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
8		Fish Fingers	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
9		Beef Enchilada	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		<input type="checkbox"/>	0.0000 USD	Bid					
11		Meat Lasagna	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					
12		French Toast	CS	1600.0000	1600.0000		<input type="checkbox"/>	0.0000 USD	Bid					
13		Pizza, Pepperoni	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					

Solicitation Package Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration

The total amount, which will be the unit price times the total units, will automatically calculate in the column labeled "Your Total Bid Price."
















Lines										Personalize	First	Previous Lines	1-13 of 13	Next Lines
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price						
1		Apple Pie	CS	384.0000	384.0000	1.320000	<input type="checkbox"/>	506.8800 USD	Bid					
2		Lemon Pie	CS	560.0000	560.0000	1.32	<input type="checkbox"/>	0.0000 USD	Bid					
3		Lime Pie	CS	280.0000	280.0000		<input type="checkbox"/>	0.0000 USD	Bid					
4		Pudding, Vanilla	CS	784.0000	784.0000		<input type="checkbox"/>	0.0000 USD	Bid					
5		Milkshake, Chocolate	CS	600.0000	600.0000		<input type="checkbox"/>	0.0000 USD	Bid					
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
8		Fish Fingers	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid					
9		Beef Enchilada	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		<input type="checkbox"/>	0.0000 USD	Bid					
11		Meat Lasagna	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					
12		French Toast	CS	1600.0000	1600.0000		<input type="checkbox"/>	0.0000 USD	Bid					
13		Pizza, Pepperoni	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid					

Solicitation Package Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration

Choosing Not to Bid on an Item

Some solicitations allow you to opt out of bidding on a particular item. If you don't want to bid on a particular item, select the check box next to that line item in the column labeled "No Bid."

Lines									
Personalize 									
First 									
Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price	
1		Apple Pie	CS	384.0000	384.0000	1.320000	<input type="checkbox"/>	506.8800 USD	Bid 
2		Lemon Pie	CS	560.0000	560.0000	1.320000	<input type="checkbox"/>	739.2000 USD	Bid 
3		Lime Pie	CS	280.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid 
4		Pudding, Vanilla	CS	784.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid 
5		Milkshake, Chocolate	CS	600.0000	600.0000		<input type="checkbox"/>	0.0000 USD	Bid 
6		Milkshake, Vanilla	CS	1000.0000	1000.0000		<input type="checkbox"/>	0.0000 USD	Bid 
7		Fish Portion, Breaded	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid 
8		Fish Fingers	CS	3000.0000	3000.0000		<input type="checkbox"/>	0.0000 USD	Bid 
9		Beef Enchilada	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid 
10		Burrito, Bean and Cheese	CS	396.0000	396.0000		<input type="checkbox"/>	0.0000 USD	Bid 
11		Meat Lasagna	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid 
12		French Toast	CS	1600.0000	1600.0000		<input type="checkbox"/>	0.0000 USD	Bid 
13		Pizza, Pepperoni	CS	800.0000	800.0000		<input type="checkbox"/>	0.0000 USD	Bid 

Solicitation Package Comments and Attachments

Validating Entries

When you've completed the information for your bid, select "Validate Entries." The system will check to ensure you've completed all required components of your bid.

Lemon Pie	CS	560.0000	560.0000	1.320000	<input type="checkbox"/>	739.2000 USD	Bid	
Lime Pie	CS	280.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	
Pudding, Vanilla	CS	784.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	
Milkshake, Chocolate	CS	600.0000	600.0000	0.980000	<input type="checkbox"/>	588.0000 USD	Bid	
Milkshake, Vanilla	CS	1000.0000	1000.0000	1.200000	<input type="checkbox"/>	1,200.0000 USD	Bid	
Fish Portion, Breaded	CS	3000.0000	3000.0000	1.200000	<input type="checkbox"/>	3,600.0000 USD	Bid	
Fish Fingers	CS	3000.0000	3000.0000	1.200000	<input type="checkbox"/>	3,600.0000 USD	Bid	
Beef Enchilada	CS	800.0000	800.0000	1.200000	<input type="checkbox"/>	960.0000 USD	Bid	
Burrito, Bean and Cheese	CS	396.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	
Meat Lasagna	CS	800.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	
French Toast	CS	1600.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	
Pizza, Pepperoni	CS	800.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	

[Package Comments and Attachments](#)

At any time in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Event Search](#)

If there are items to correct, you will receive a message telling you to see the message(s) at the top of the page. Select "OK."

Lime Pie	CS	280.0000		<input checked="" type="checkbox"/>	0.0000 USD
Pudding, Vanilla	CS	784.0000		<input checked="" type="checkbox"/>	0.0000 USD
Milkshake, Chocolate	CS	600.0000	600.0000	<input type="checkbox"/>	588.0000 USD
Milkshake, Vanilla				<input type="checkbox"/>	1,200.0000 USD
Fish Portion, Breaded				<input type="checkbox"/>	3,600.0000 USD
Fish Fingers				<input type="checkbox"/>	3,600.0000 USD
Beef Enchilada				<input type="checkbox"/>	960.0000 USD
Burrito, Bean and Che				<input checked="" type="checkbox"/>	0.0000 USD
Meat Lasagna	CS	800.0000		<input checked="" type="checkbox"/>	0.0000 USD
French Toast	CS	1600.0000		<input checked="" type="checkbox"/>	0.0000 USD
Pizza, Pepperoni	CS	800.0000		<input checked="" type="checkbox"/>	0.0000 USD

Events and Attachments

Message

Please see message(s) at the top of the page. (18058,314)

OK

The message(s) will alert you to any item(s) you need to complete.

New Window | Help | Personalize Page

Welcome, BIENVENIDOS HOME H
CARE LLC
User: BIENVENIDOS HO

Event Details

I Response required. You must enter a response for General Question 1 - Can you meet the indicated compl ...

Submit Bid Save for Later Validate Entries

Event Name IFB Formal Frozen Food

Event ID HHSTX-HHS0008176

Event Format/Type Sell Event RFx

Event Round 1

Event Version 2

Event Post Date 06/28/19 5:47:10PM CDT

Event End Date 09/14/2019 05:14 PM CDT

First Entry Date Time 09/09/19 4:34PM

Bidding Instructions

Bid ID New

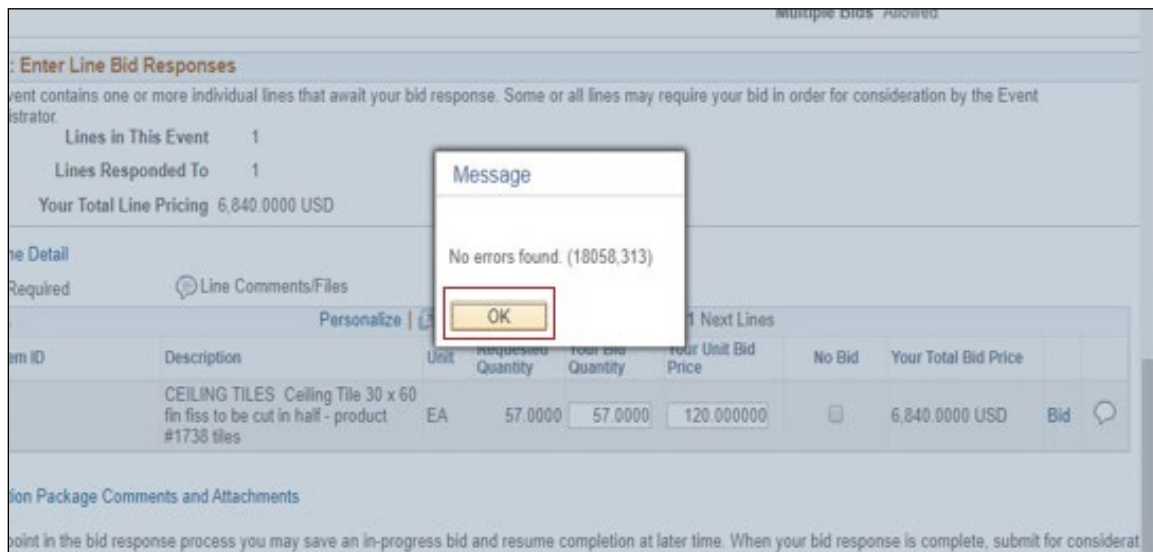
Bid Date

Bid Currency USD US Dollar

Hide Additional Event Info

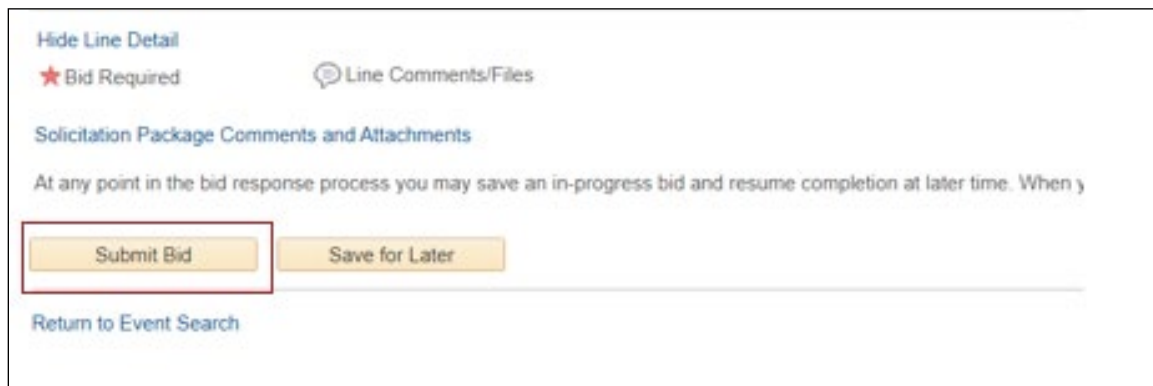
Description:

It is recommended that after you correct the error(s), you validate again. When there are no errors found, you will receive a message stating “No errors found.”



Saving a Bid

If at any time you need to leave your bid but are not ready to submit, simply select “Save for Later.”



You will receive a notification letting you know that your bid is not complete. By selecting "OK," you will be able to save your bid for submittal at a later time.

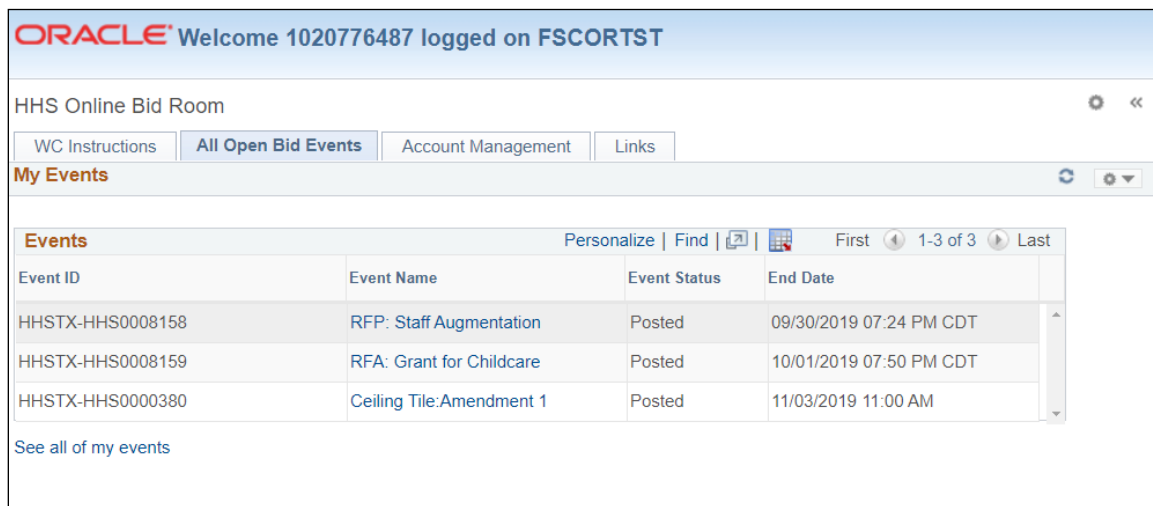


Make note of the event ID so that you can easily locate the bid later.

It is recommended that you review your submitted bid immediately after submitting it in order to identify and correct and bid response issues.

Accessing a Saved Bid

To access a saved bid, begin by locating the event, either by searching for the event using the name or event ID, or by locating the event under the "All Bid Events" tab from the Work Center home screen.



Select the event you wish to access from the list or from your search results.

ORACLE® Welcome 1020776487 logged on FSCORTST

HHS Online Bid Room

WC Instructions | **All Open Bid Events** | Account Management | Links

My Events

Events Personalize | Find | First 1-3 of 3 Last

Event ID	Event Name	Event Status	End Date
HHSTX-HHS0008158	RFP: Staff Augmentation	Posted	09/30/2019 07:24 PM CDT
HHSTX-HHS0008159	RFA: Grant for Childcare	Posted	10/01/2019 07:50 PM CDT
HHSTX-HHS0000380	Ceiling Tile:Amendment 1	Posted	11/03/2019 11:00 AM

[See all of my events](#)

Then select "View/Edit Saved and Submitted Bids."

New Window | Help | Per

Bidding

Shortcuts: [View Event Package](#)
[Upload XML Bid Response](#)
[View/Edit Saved and Submitted Bids](#)

ame RFA: Grant for Childcare

This will open a list of your saved and submitted bids for this particular solicitation.

User: BIENVENIDOS HO

View/Edit Submitted and Saved Bids

Event Name RFA: Grant for Childcare
Event ID HHSTX-HHS0008159
Event Format/Type Sell Event RFX
Event Start Date 06/05/2019 5:50PM CDT
Event End Date: 10/01/2019 07:50 PM CDT

Event Round 1
Event Version 1
Multiple Bids Allowed
Currency: US Dollar

Bids Personalize | First 1 of 1 Last

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			
1	1	1	Saved	Posted	09/25/2019 4:55PM CDT	View/Edit	Cancel	Upload

[Return to Bid Search](#)

To view or edit the bid, select "View/Edit."

User: BIENVENIDOS HO

View/Edit Submitted and Saved Bids

Event Name: RFA: Grant for Childcare
Event ID: HHSTX-HHS0008159
Event Format/Type: Sell Event RFX
Event Start Date: 06/05/2019 5:50PM CDT
Event End Date: 10/01/2019 07:50 PM CDT
Event Round: 1
Event Version: 1
Multiple Bids: Allowed
Currency: US Dollar

Bids						Personalize [2]	First	1 of 1	Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Saved	Posted	09/25/2019 4:55PM CDT	View/Edit	Cancel	Upload	

[Return to Bid Search](#)

This will take you back to the main bid screen for this event with your saved information.

Submitting a Bid

When you are ready to submit your bid for a particular event, select "Submit Bid" from the main bid screen for that event.

response

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in Administrator.

Lines in This Event: 3
Lines Responded To: 0
Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)
★ Bid Required [Line Comments/Files](#)

[Solicitation Package Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When y

Submit Bid [Save for Later](#)

[Return to Event Search](#)

You will receive a confirmation that your bid has been submitted. It is recommended that you print a copy of this page for your records.

Selecting "OK" will take you back to the Work Center.

The screenshot shows the Oracle Bid Confirmation page. At the top, there is a navigation bar with "Favorites" and "Main Menu" dropdowns. On the right, there are links for "Home", "Add to Favorites", and "Sign out". Below the navigation bar, the Oracle logo is followed by the text "Welcome 1020776487 logged on FSCORTST". On the right side of the page, there are links for "New Window", "Help", and "Personalize Page". The main content area is titled "Bid Confirmation" and contains the message "Your bid has been successfully submitted." Below this message, there is a table of bid details:

Bid ID 2	Bid Date 09/09/2019 4:42:20PM CDT
Event ID HHS0008176	IFB Formal Frozen Food
Event Format Sell Event	Round 1
Start Date 06/14/2019 1:14PM PDT	Version 2
End Date 09/14/2019 05:14 PM CDT	

Below the table, it says "Your Total Price 11,194.08 USD". At the bottom left, there is a yellow "OK" button with a red border.

Using XML to Bid on an Event (for IFBs)

To upload a bid response using XML, you must first download the XML template for the event on which you want to bid.

From the main bid screen for the event, select "View Event Package."

The screenshot shows the Bidding Shortcuts page. At the top right, there are links for "New Window", "Help", and "Per". Below the navigation bar, there is a section titled "Bidding Shortcuts:" with three links: "View Event Package", "Upload XML Bid Response", and "View/Edit Saved and Submitted Bids". The "View Event Package" link is highlighted with a red border. Below the shortcuts section, there is a section titled "ame" with the text "RFA: Grant for Childcare" and a large empty box below it.

Locate the XML file from the list and select "View" to download.

Event ID: HHS0000380

Attachments ?

Personalize | 1-3 of 3 | First | Last

Attached File	Attachment Description	Event RFX Doc	Document Version	
Req_860_PCS_114_Solicitation_Form_UNLOCKED.xml		<input type="checkbox"/>	0.00	View
Affirmations_and_Solicitation_Acceptance_v.1.3_(1).docx		<input type="checkbox"/>	0.00	View
Exceptions_Form_(1).docx		<input type="checkbox"/>	0.00	View

OK Cancel

If you are using Google Chrome, the attachment will download automatically and appear in the bottom download tray of your browser.

Event ID: HHS0008158

Attachments ?

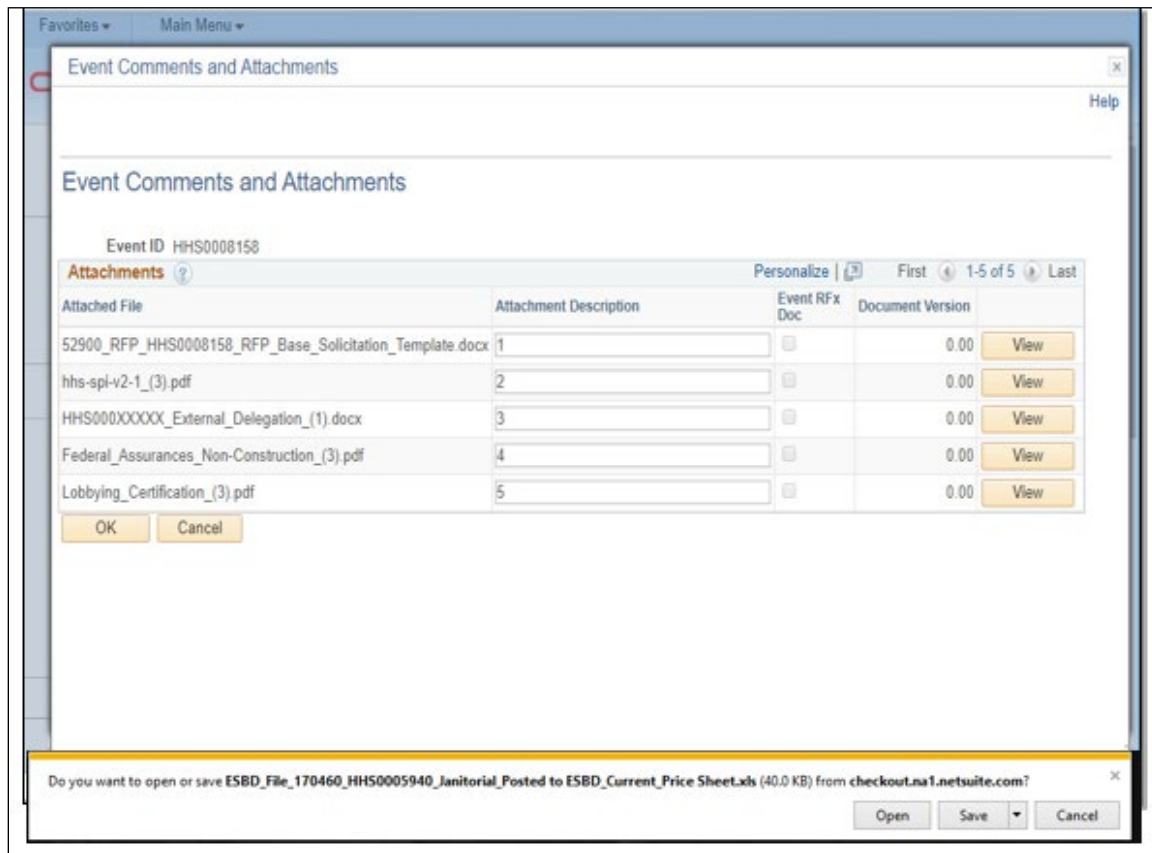
Personalize | 1-5 of 5 | First | Last

Attached File	Attachment Description	Event RFX Doc	Document Version	
52900_RFP_HHS0008158_RFP_Base_Solicitation_Template.docx	1	<input type="checkbox"/>	0.00	View
hhs-spl-v2-1_(3).pdf	2	<input type="checkbox"/>	0.00	View
HHS000XXXXX_External_Delegation_(1).docx	3	<input type="checkbox"/>	0.00	View
Federal_Assurances_Non-Construction_(3).pdf	4	<input type="checkbox"/>	0.00	View
Lobbying_Certification_(3).pdf	5	<input type="checkbox"/>	0.00	View

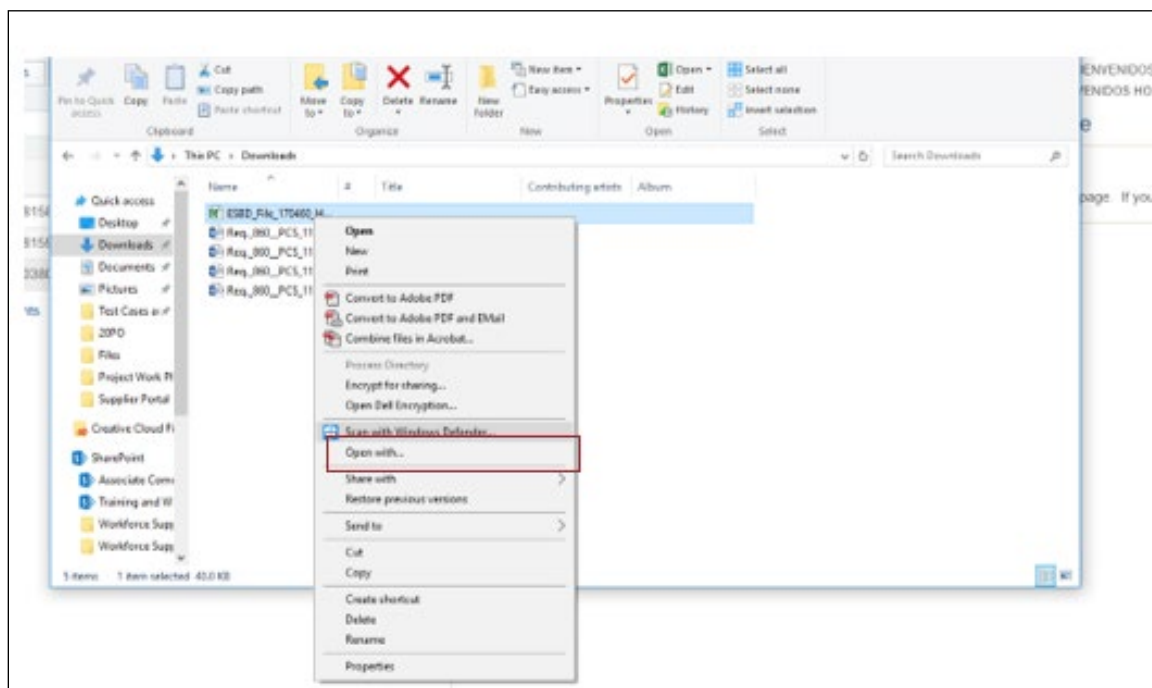
OK Cancel

ESBO_File_170460...xls

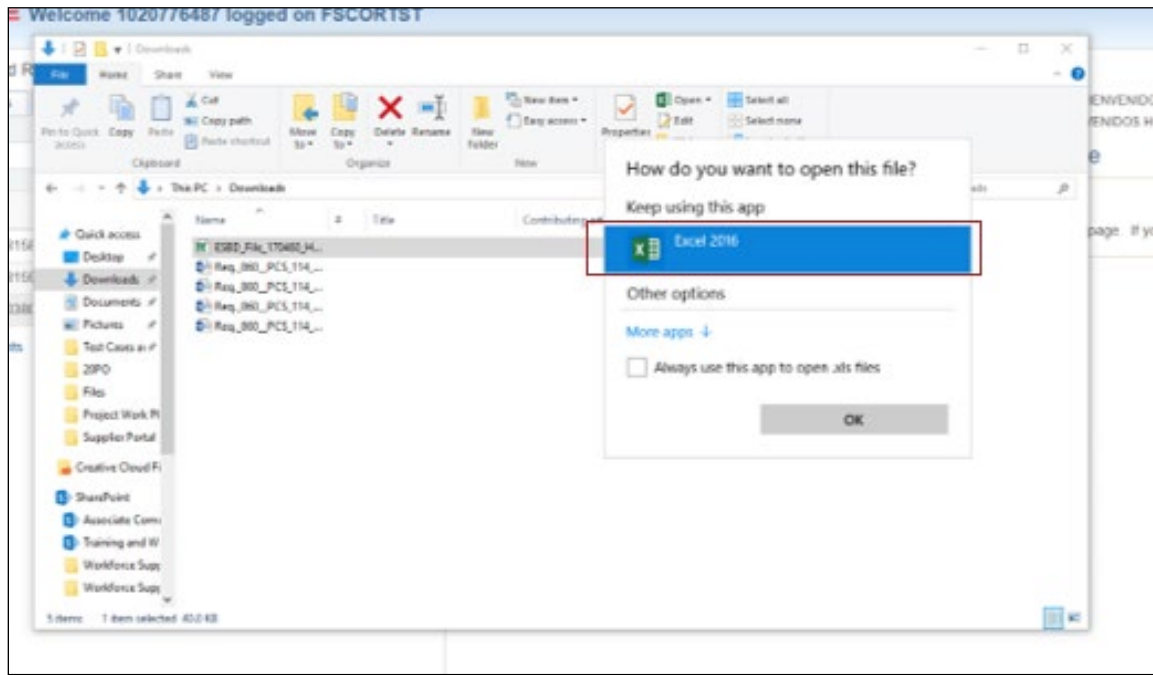
If you are using Microsoft Explorer, it will ask if you want to view or save the attachment.



You can then open the file by right-clicking and selecting "Open with."



Then select "Excel" from the list.



After opening the spreadsheet, complete the required information.

ESBD_File_170460_HHS0005940_Janitorial_Posted to ESBD_Curren

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles

HdrFctr1

Event Details

Event ID	Format	Type	Round	Version
HHSTX-HHS0005940	Buy	RFX	1	1
Event Name				
FY20 New Contract Region 2/9 Janitorial 108 S.Wate				
Post Date		Due Date		
08/22/2019		09/05/2019		
Event Currency:		US Dollar		
Bids Allowed in Other Currency:		No		

Respondent INTERNAL EVENT DETAILS

Bidder Name

Tin

Address

Phone

Fax

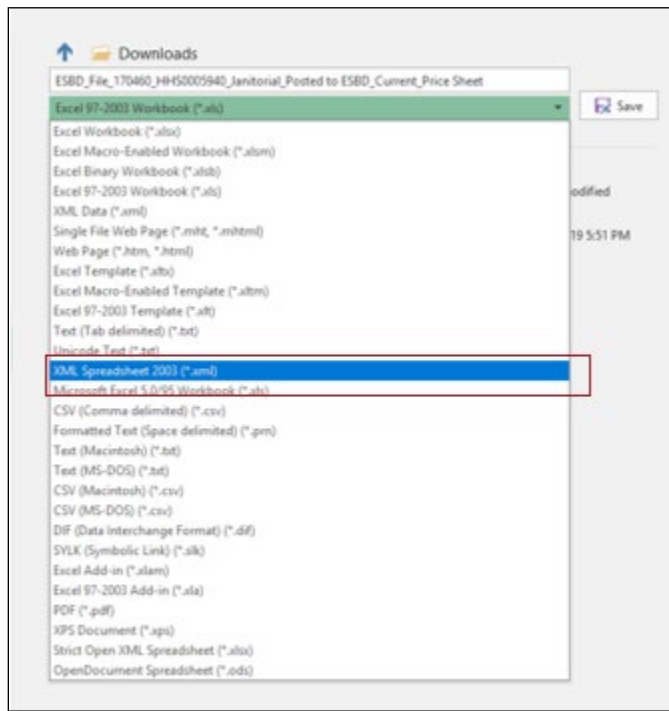
Email

Submit To: HHS Purchasing
See Part A for Submission Instructions

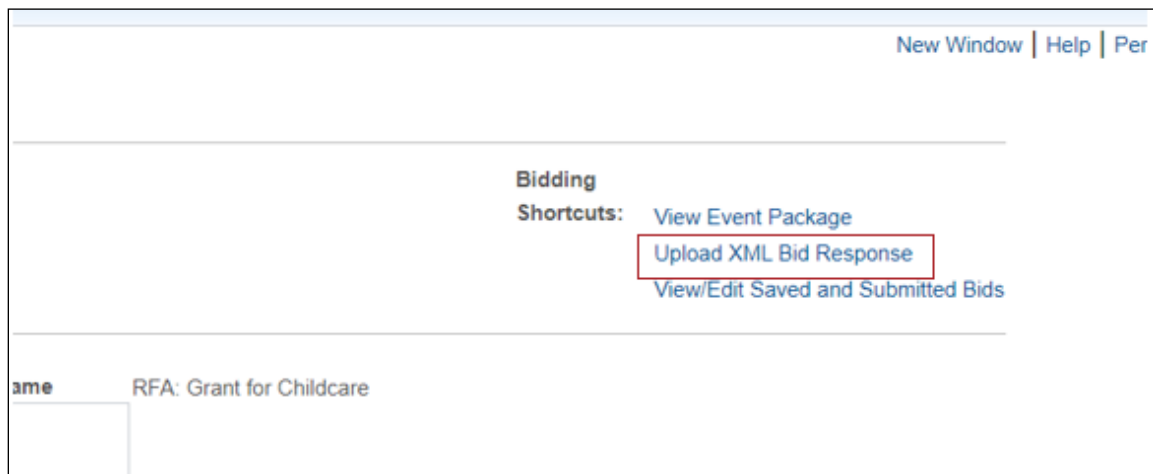
United States

Contact: Robinson-Mathis, Cheryl

Then save the spreadsheet, making sure that you do not change the event ID reference in the file name, as the HHS Online Bid Room will look for this ID to associate the file with the correct event. Select File -> Save As -> XML Spreadsheet.



To upload the XML spreadsheet, select “Upload XML Bid Response” from the main bid screen for that event.



Select "Select XML File."

The screenshot shows the Oracle HHS Online Bid Room interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Home', 'Add to Favorites', and 'Sign out'. Below this, a welcome message reads 'Welcome 1020776487 logged on FSCORTST'. The main section is titled 'Upload Bid'. On the right, it says 'Welcome, BIENVENIDOS HOME HEALTH CARE LLC' and 'User: BIENVENIDOS HO'. The central area displays event details: Event ID HHSTX-HHS0000380, Format Buy, Type RFx, Round 1, Version 2, Event Name Ceiling Tile Amendment 1, Start Date 11/01/2017 7:46AM PDT, and End Date 11/03/2019 9:00AM PST. Below this, there are two buttons: 'Select XML File' (highlighted with a red box) and 'Return to Event Details'. At the bottom, there's a section titled 'To upload a bid:' with four numbered instructions.

Event ID HHSTX-HHS0000380 Format Buy Type RFx
Round 1 Version 2
Event Name Ceiling Tile Amendment 1
Start Date 11/01/2017 7:46AM PDT End Date 11/03/2019 9:00AM PST

Select XML File [Return to Event Details](#)

To upload a bid:
1. Open the Excel version of this event that you have been working with.
2. Do a File->Save As. Before hitting save, at the bottom of the window make sure to change the "Save as Type" to "XML Spreadsheet."
3. Using the button above, select the XML Spreadsheet that was just saved.
4. Verify the path showing is correct and push the Upload button.

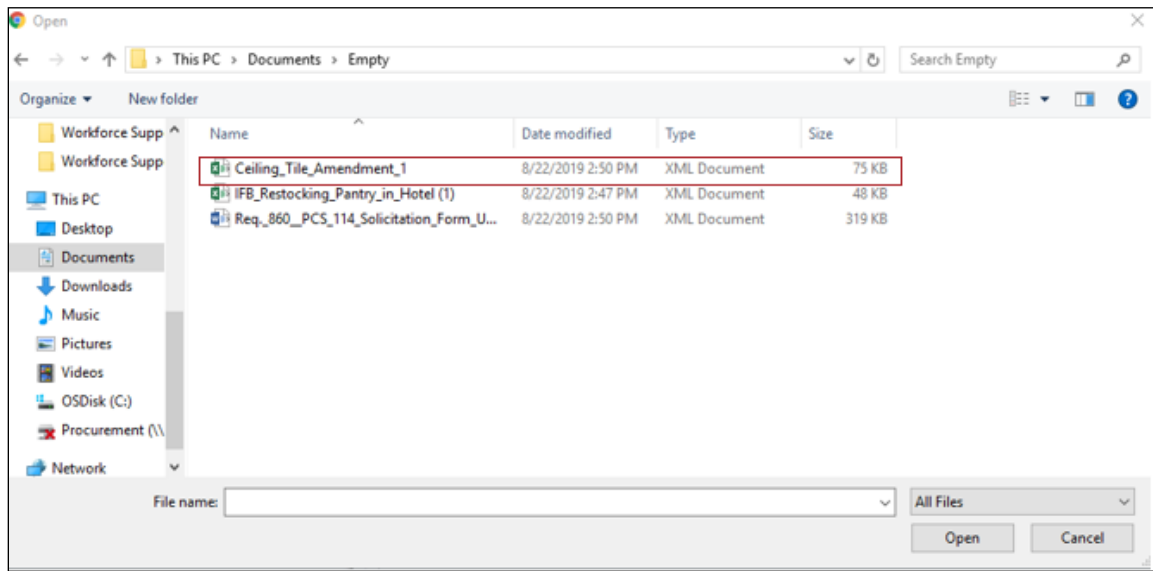
Select "Choose File."

The screenshot shows a 'File Attachment' dialog box overlaid on a background interface. The dialog box has a title bar with 'File Attachment' and a close button. Below the title bar, there's a 'Help' link. The main area of the dialog box contains the text 'No file chosen'. Below this text, there are three buttons: 'Choose File' (highlighted with a red box), 'Upload', and 'Cancel'. The background interface shows a table with columns 'Event Description' and 'Upload'.

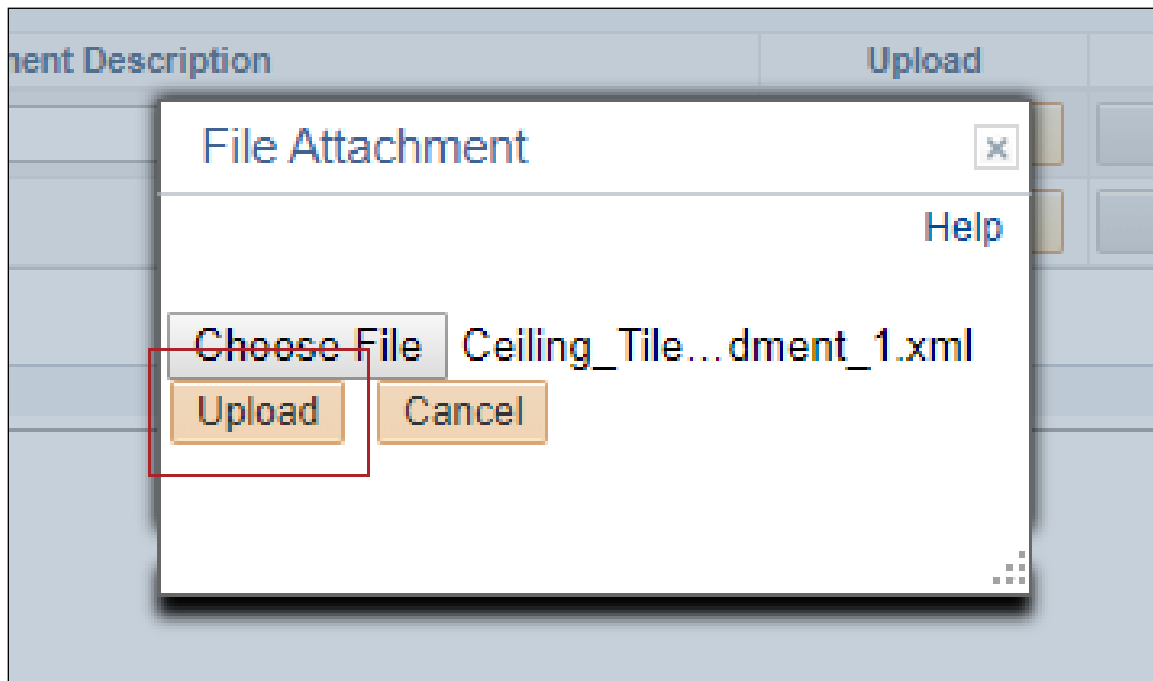
File Attachment [Help](#)

Choose File No file chosen
Upload **Cancel**

Next, select the XML file you completed.



Then select "Upload."



If the file is successfully uploaded, you will be taken back to the main bid screen for this event. You can then validate and submit your bid.