VIEWING AND RESPONDING TO SOLICITATIONS

V2.0
12/2025

Table of Contents

The user's screen in NDBuys may differ slightly from this guide, but the steps to complete the activity will be the same.

For questions or additional assistance, please contact support at the below contact information.
Email: support-northdakota@ivalua.com
Phone: US +1 (701) 540 9648

VIEWING SOLICITATION LIST (1/5)

This Quick Reference Guide is designed for suppliers interested in doing business with the State of North Dakota (ND) and the North Dakota University System (NDUS). New suppliers must first register their organization in NDBuys. For detailed instructions on completing the registration process, please refer to **Supplier Registration**, **NDBuys Navigation**, and **Account Management** in the NDBuys Quick Reference Guide, available on the same webpage as this guide.

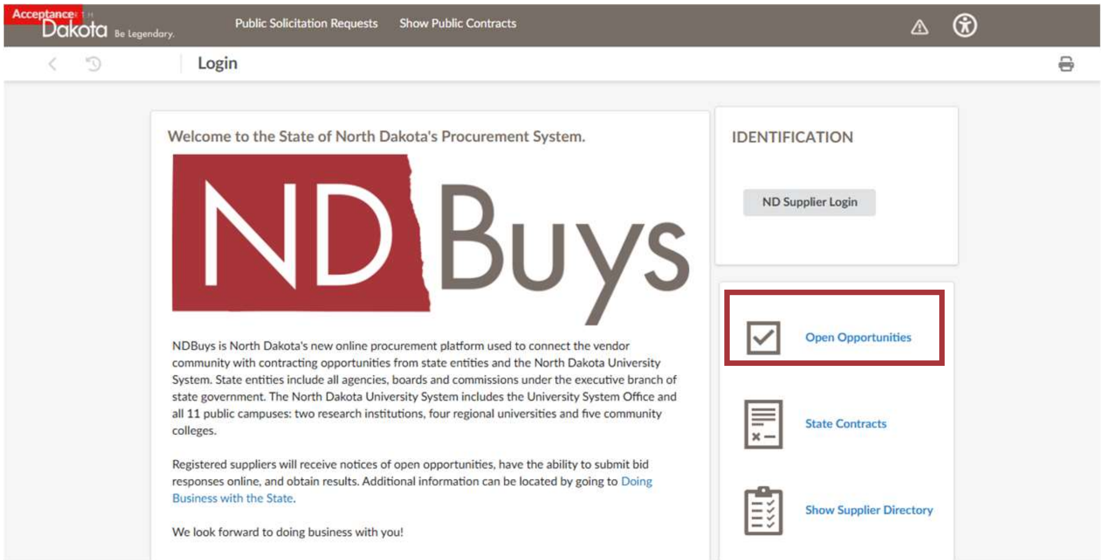
There are two ways to access a solicitation in NDBuys:

1) To view all the publicly available NDBuys procurement opportunities with ND and NDUS without logging in or creating an account:

   a. Navigate to **https://public.ndbuys.nd.gov**, click the link to the **Public NDBuys Site** then **select "Open Opportunities".**
   b. If requested, solve the captcha to continue.

2) NDBuys sends email notifications to registered suppliers who have indicated they can provide the commodities requested in a solicitation. To view a solicitation, click the hyperlink provided in the email notification. **It is essential that suppliers select the correct commodity codes** during registration to ensure they receive relevant solicitation alerts.

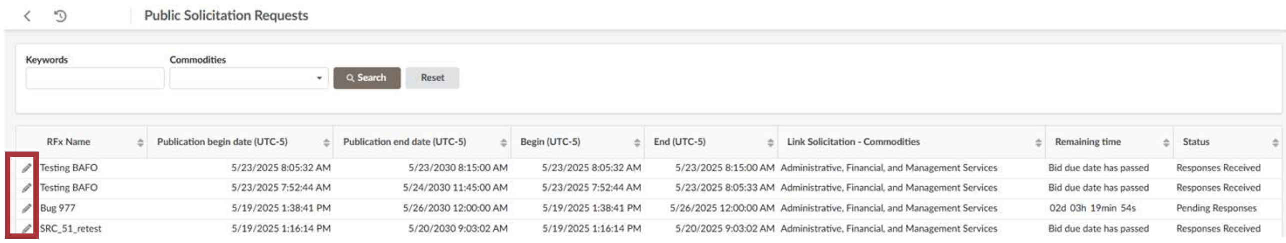
NOTE: A USER WILL NOT BE ABLE TO RESPOND TO A SOLICITATION WITHOUT REGISTERING FIRST.



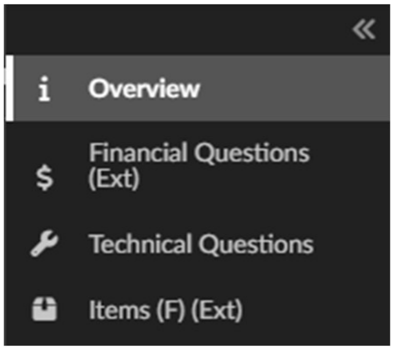
VIEWING A SOLICITATION (2/5)

3) The **Public Solicitation Requests** page is displayed. Here the user can search by **Keywords** and **Commodities**. Enter search terms in the appropriate field and click the **Search** button.

4) Search results are displayed below. To review a solicitation, click the **Pencil** icon next to the solicitation name.



5) To review the details of the solicitation, the following tabs will be available on the left side of the page. The user may need to click the double arrow pointing right (») to view these options:



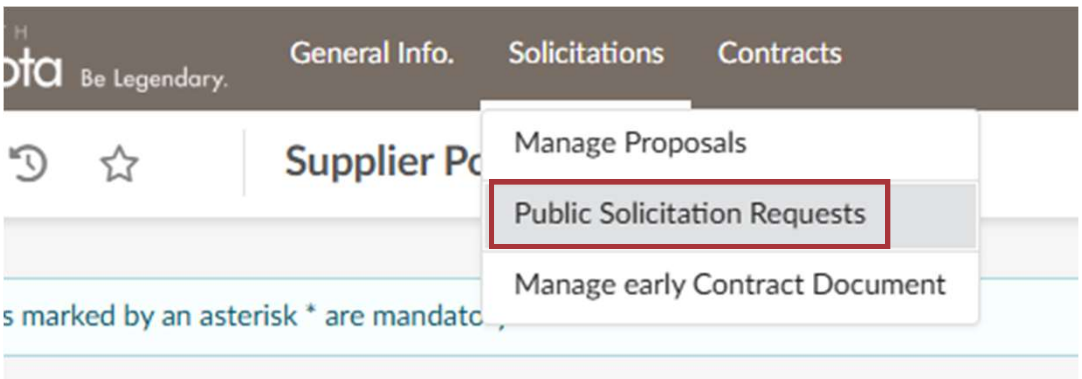
6) The **Overview** tab displays high-level information about the solicitation, including the begin/end dates and times, downloadable RFx documents, and a summary that outlines the solicitation details.

Note: The user will not be able to complete the remaining tabs **- Financial Questions**, **Technical Questions**, or **Items** – unless the supplier is registered in NDBuys. For registration instructions, refer to the **NDBuys Quick Reference Guide**, available on the same webpage as this guide.

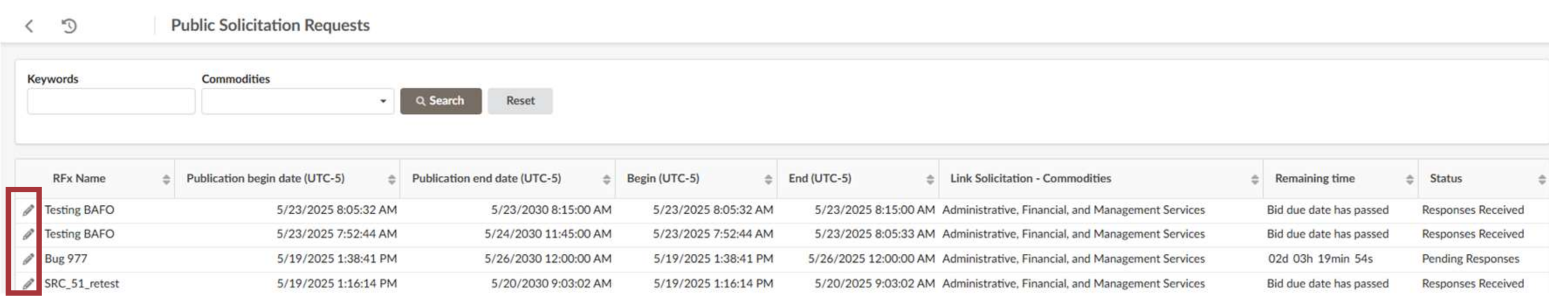
VIEWING A SOLICITATION WITH INTENT TO RESPOND (3/5)

1) To view and respond to public procurement opportunities with the State of North Dakota (ND) and the North Dakota University System (NDUS), visit **https://public.ndbuys.nd.gov**. Click the Public NDBuys Site link, then select **Supplier ND Login** and enter your credentials. If the user hasn't created an account yet, refer to the **Supplier Registration**, **NDBuys Navigation**, and **Account Management** guide on the same webpage.

2) Once logged in, hover over the **Solicitations** menu in the Main-Menu Navigation bar at the top of the page and then click the **Public Solicitation Requests** to view all public solicitations**.**



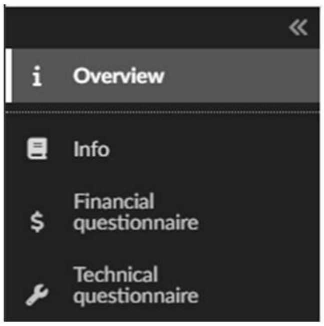
3) Here the user can search by **Keywords** and **Commodities**. Enter search terms in the appropriate field and click the **Search** button. Search results are displayed below. To view a solicitation, click the **Pencil** icon next to the solicitation name.



RFx Name	Publication begin date (UTC-5)	Publication end date (UTC-5)	Begin (UTC-5)	End (UTC-5)	Link Solicitation - Commodities	Remaining time	Status
Testing BAFO	5/23/2025 8:05:32 AM	5/23/2030 8:15:00 AM	5/23/2025 8:05:32 AM	5/23/2025 8:15:00 AM	Administrative, Financial, and Management Services	Bid due date has passed	Responses Received
Testing BAFO	5/23/2025 7:52:44 AM	5/24/2030 11:45:00 AM	5/23/2025 7:52:44 AM	5/23/2025 8:05:33 AM	Administrative, Financial, and Management Services	Bid due date has passed	Responses Received
Bug 977	5/19/2025 1:38:41 PM	5/26/2030 12:00:00 AM	5/19/2025 1:38:41 PM	5/26/2025 12:00:00 AM	Administrative, Financial, and Management Services	02d 03h 19min 54s	Pending Responses
SRC_51_retest	5/19/2025 1:16:14 PM	5/20/2030 9:03:02 AM	5/19/2025 1:16:14 PM	5/20/2025 9:03:02 AM	Administrative, Financial, and Management Services	Bid due date has passed	Responses Received

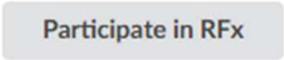
VIEWING A SOLICITATION WITH INTENT TO RESPOND (4/5)

4) To review the details of the solicitation, the following tabs will be available on the left side of the page. The user may need to click the double arrow pointing right (») to view these options.



a) The **Overview** tab displays key solicitation details, including the begin and end dates, associated RFx documents for download, and a summary of the solicitation.

This tab **may** also include a **Participate in RFx** button. If the user intends to respond to the solicitation, click this button.

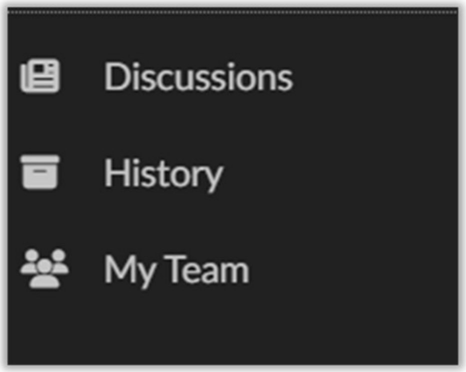


b) The **Info** tab displays the proposal's general information, including the Label, Validity End Date, Description, and some additional fields that may change depending on the type solicitation being viewed (e.g., Supplier Documents, Technical Envelope and Financial Envelope for uploading documents).

c) If the solicitation is a Request for Proposal (RFP), the **Financial and Technical Questionnaire tabs** may be displayed. These tabs may be used by the procurement officer to gather information from the supplier for the solicitation.

d) If the solicitation is an Invitation for Bid (IFB), the **Items** tab may appear, allowing the user to enter pricing information directly. **Note**: Not all solicitations include an Items tab; some may require pricing to be submitted as an attachment.

VIEWING A SOLICITATION WITH INTENT TO RESPOND (5/5)



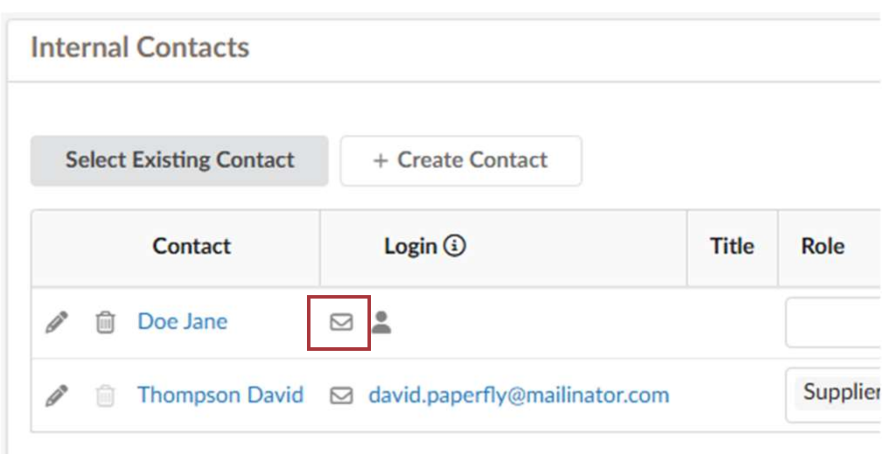
e) The **Discussions** tab allows suppliers to submit questions to the procurement officer. The process for this is covered later in this quick reference guide.

f) The **History** tab allows suppliers to view any previously submitted responses.

g) The **My Team** tab allows suppliers to invite additional users from their organization to collaborate on the response. Team members can be selected from existing NDBuys users or invited as new contacts.

- To invite an existing user, click **Select Existing Contact** and then choose the user from the drop-down menu. These are the Supplier Contacts that were added by the procurement officer during solicitation creation.

- To invite a new user, click **Create Contact**, enter the user's information, and click **Save & Close**. Click the **Mail** icon next to the user's name and click **Send Notification**.

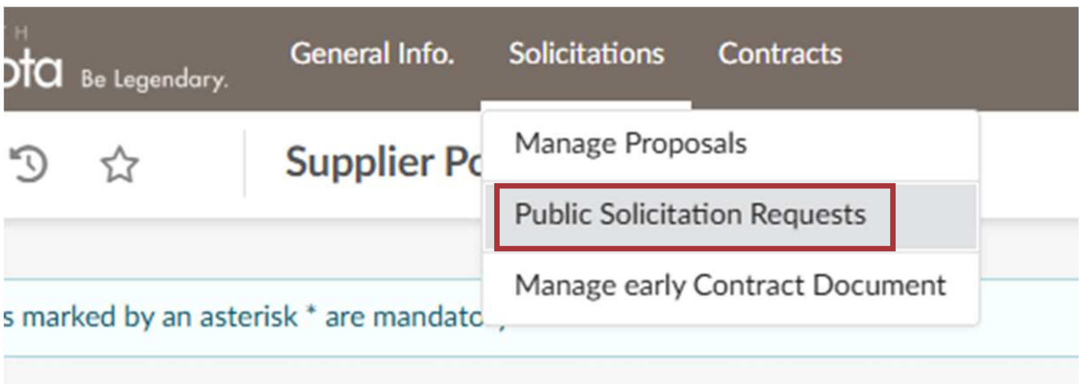


SUBMITTING INQUIRIES OR CLARIFYING QUESTIONS (1/3)

NDBuys solicitations allow potential suppliers to submit inquiries or clarifying questions. Follow the steps in this section to submit a question. **Note:** A supplier may also contact the solicitation's procurement officer directly via email if needed.

1) Ensure login to NDBuys is completed. If not logged in, go to **https://public.ndbuys.nd.gov**, click the link to the Public NDBuys Site, then select **Supplier ND Login**. Enter account credentials and click **Login**. For account creation instructions, refer to the **Supplier Registration**, **NDBuys Navigation**, and **Account Management** quick reference guide available on the same webpage.

2) Once logged in, hover over the **Solicitations** menu in the Main-Menu Navigation bar at the top of the page and then click the **Public Solicitation Requests** to view all public solicitations**.**



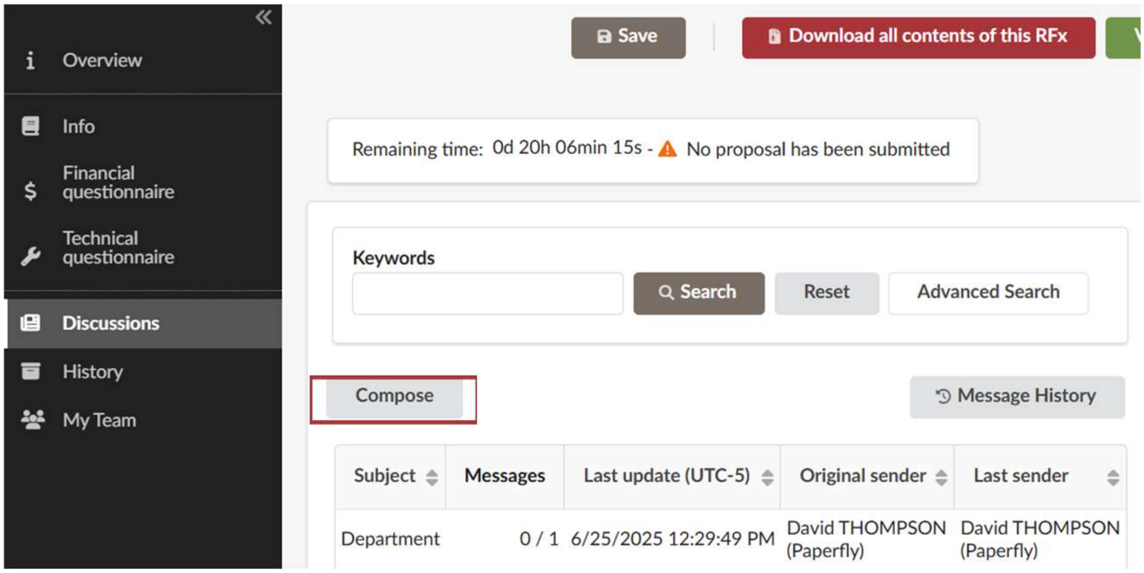
3) Search by **Keywords** and **Commodities**. Enter search terms in the appropriate field and click the **Search** button. To view a solicitation, click the **Pencil** icon next to the solicitation name.

4) In the **Overview** tab, located on the left side of the screen, RFx documents associated with the solicitation can be downloaded and viewed. These documents typically include the deadline for submitting questions related to the solicitation.

SUBMITTING INQUIRIES OR CLARIFYING QUESTIONS (2/3)

5) Navigate to the **Discussions tab**.

6) The complete discussion history for the solicitation will be displayed. Responses to submitted questions are typically issued as a solicitation amendment, unless the question can be addressed by referencing a specific section of the RFP. To submit a new inquiry, select **Compose**.

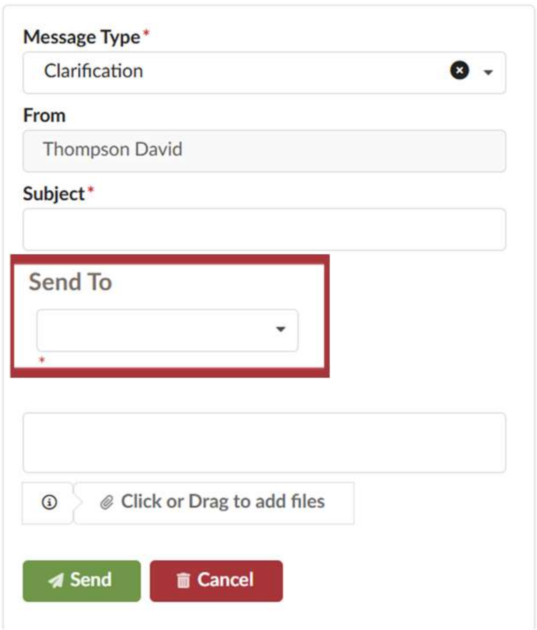


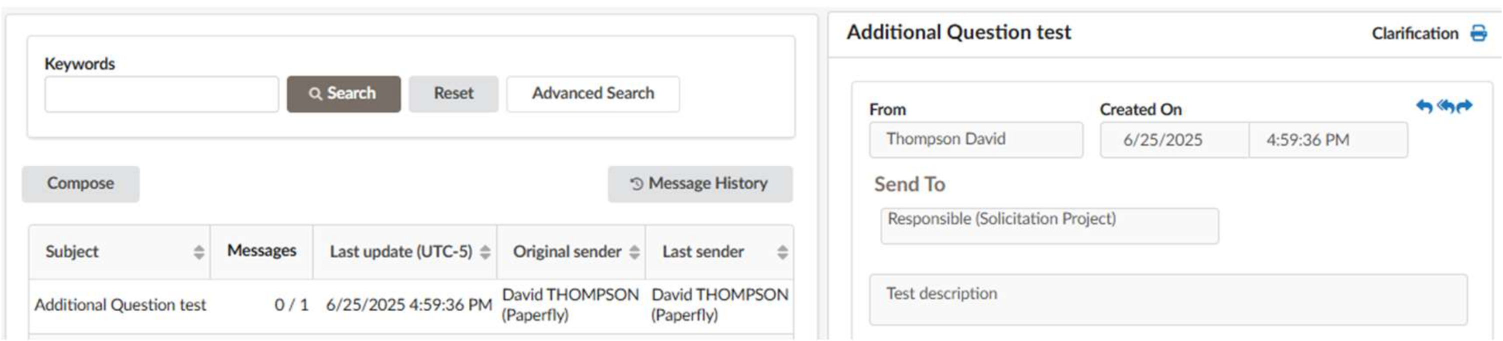
To search for an existing inquiry, scroll through the message history or enter a keyword in the Search field, then click Search. Click on the desired item within the message history to view its details.

Continued on next page

SENDING INQUIRIES OR CLARIFYING QUESTIONS (3/3)

7) Complete all required fields (marked with a red asterisk). In the **Send To** drop-down, select **Responsible (Solicitation Project)** to ensure the inquiry is directed to the appropriate procurement officer. Omitting this step may prevent the message from being sent correctly. Once finished, click **Send** to submit the inquiry to ND or NDUS.





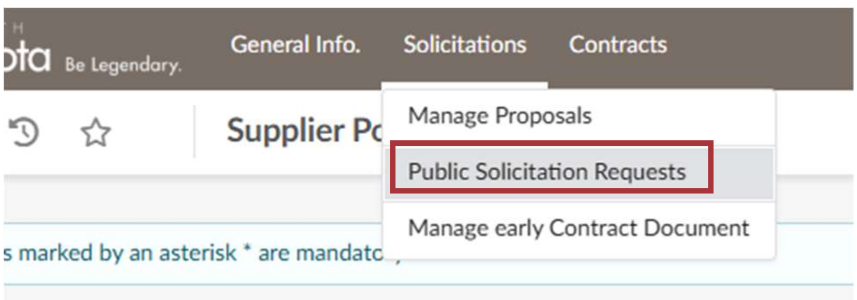
Note: The Discussions tab can be revisited to check for responses to submitted messages. An email notification is also typically sent when a response is received.

SUBMITTING RESPONSES (1/7)

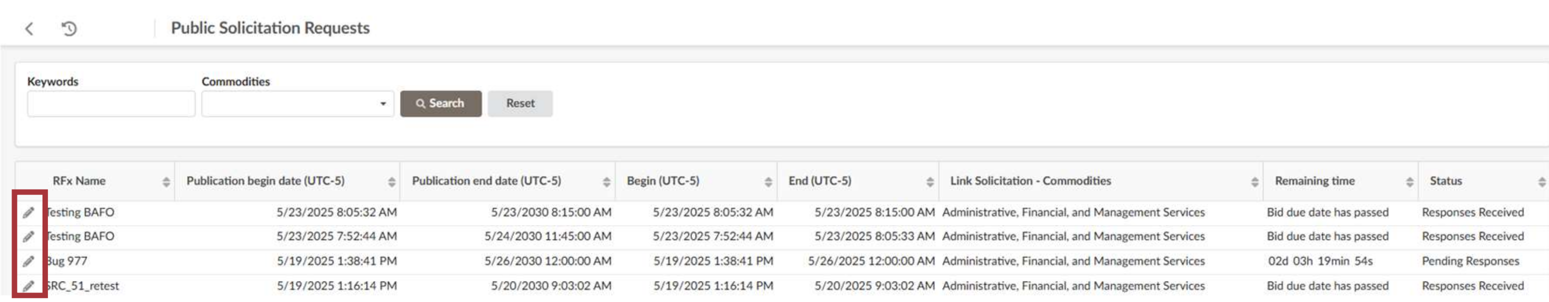
To respond to a solicitation, login to the supplier profile must be completed.

1) Login must be completed to access solicitation response features. If not logged in, navigate to **https://public.ndbuys.nd.gov**, select the link to the **Public NDBuys Site**, then click **Supplier ND Login**. Enter account credentials and select **Login**. To create a login, refer to the **Supplier Registration**, **NDBuys Navigation**, and **Account Management** quick reference guide available on the same webpage as this guide.

2) Once logged in, hover over the **Solicitations** menu in the Main-Menu Navigation bar at the top of the page and then click the **Public Solicitation Requests** to view all public solicitations**.**



3) Search by **Keywords** and **Commodities**. Enter search terms in the appropriate field and click the **Search** button. Search results are displayed below. To review a solicitation, click the **Pencil** icon next to the solicitation name.



SUBMITTING RESPONSES (2/7)

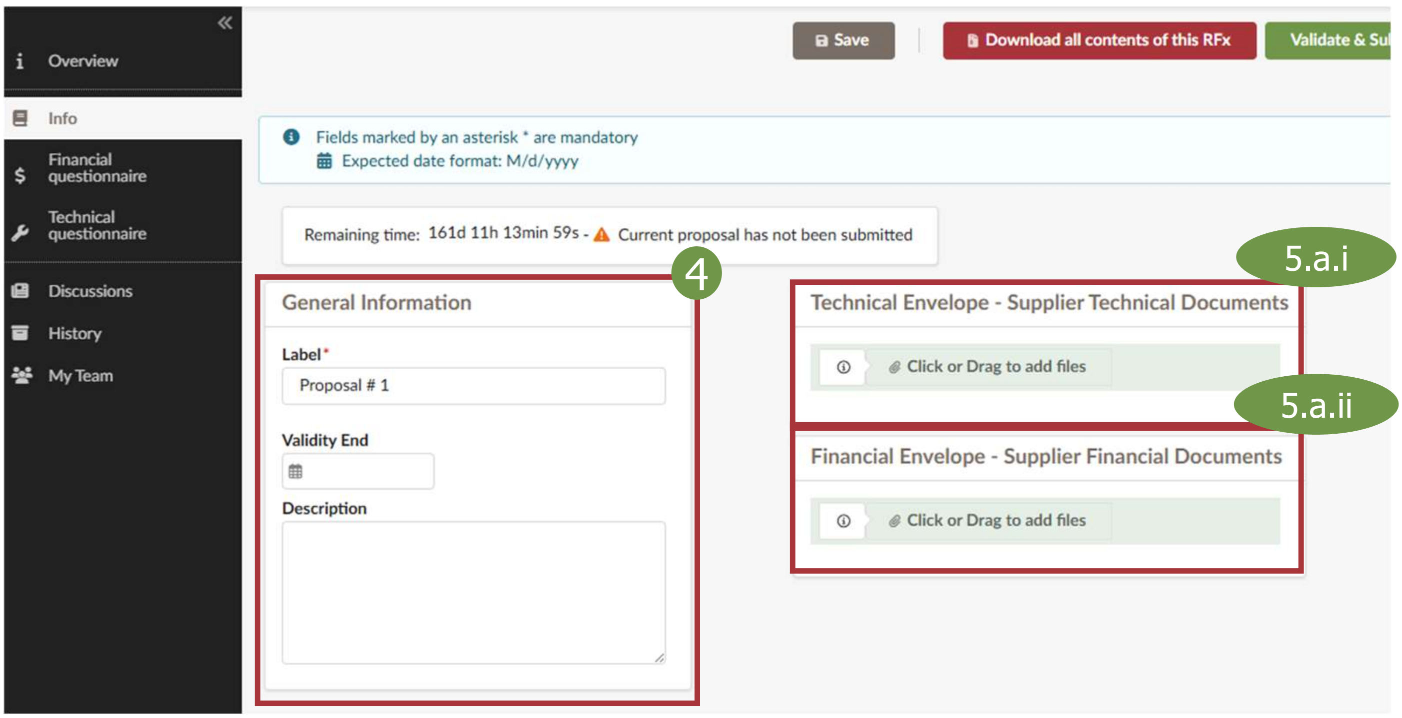
4) To submit a response, all required fields (marked with a red asterisk (*)) must be completed on each tab. Navigate to the **Info** tab. In the **General Information** section, a response label can be entered by updating the **Label** field. A **Validity End** date may be provided if the offer has an expiration (leave blank if not applicable), and a brief description of the response may also be entered.

5) Depending on the type of solicitation, the options for document uploads may change:

a) If responding to a Request for Proposal (RFP), the following options will be available:

i. In the **Technical Envelope** section - specifically under **Supplier Technical Documents** - upload the Technical Proposal by clicking or dragging the file from its saved location.

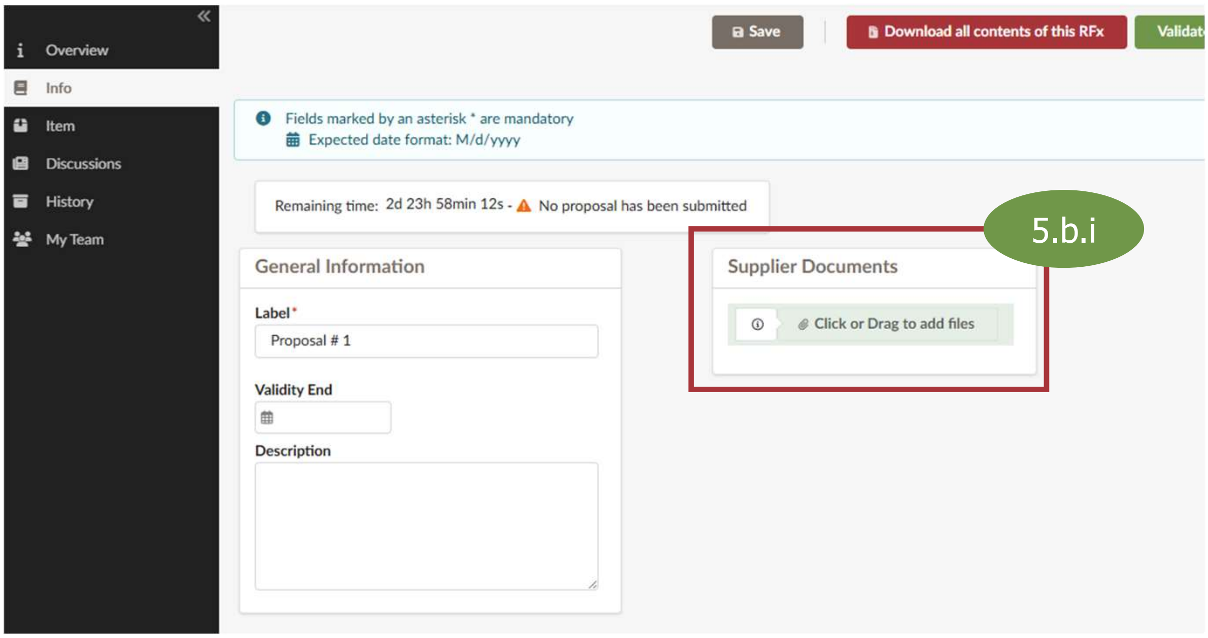
ii. In the **Financial Envelope** section - under **Supplier Financial Documents** - the Cost Proposal must be uploaded by clicking or dragging the file from its saved location.



SUBMITTING RESPONSES (3/7)

b) If responding to an Invitation for Bid (IFB) the following option will display:

i. In the **Supplier Documents** section, located near the middle of the screen, completed bid response documents must be uploaded by clicking or dragging the file from its saved location.



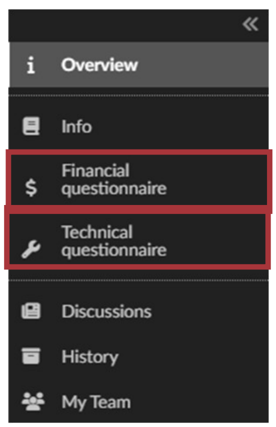
Continued on next page

SUBMITTING RESPONSES (4/7)

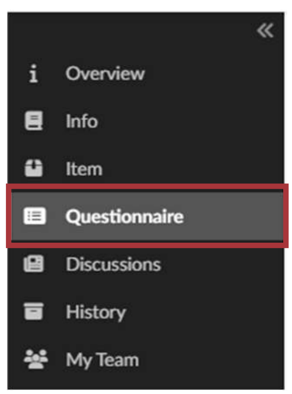
In addition to uploading proposal documents in the previous steps, NDBuys may require suppliers to respond to solicitation questions and requirements via the **Questionnaire** tabs on the left side of the screen.

6) Questionnaire tabs are used to submit responses to various types of questions. The specific tabs included may vary depending on the solicitation type.

a) For Request for Proposal (RFP) solicitations, the following questionnaire types may be available (these tabs are only viewable if the procurement officer activated them) **Financial Questionnaire** tab and **Technical Questionnaire** tab:

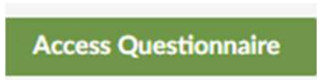


b) For Invitation for Bid (IFB) solicitations, the following **Questionnaire** tab may be available (this tab is only viewable if the procurement officer activated it):

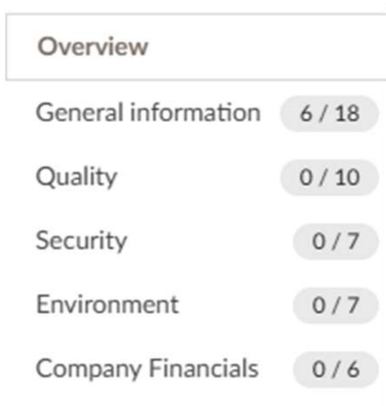


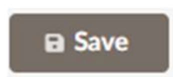
SUBMITTING RESPONSES (5/7)

7) Each questionnaire is displayed as a tab on the lefthand side. Click each questionnaire tab to open it, then click **Access Questionnaire** to view the contents on each tab.



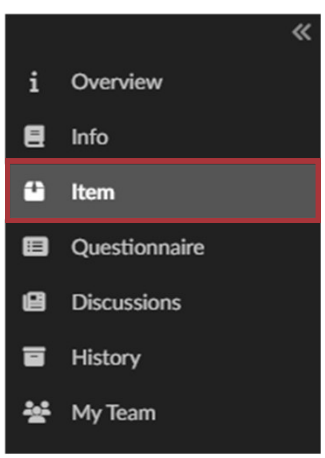
8) Enter responses to each question on the tab, paying special attention to the mandatory fields denoted with a red (*) asterisk. (It's best practice to answer all questions even if not denoted with an asterisk.) Click **Next** at the bottom or **click the tab name** to navigate to the next tab.



9) After completing the information on each tab, click **Save**. 

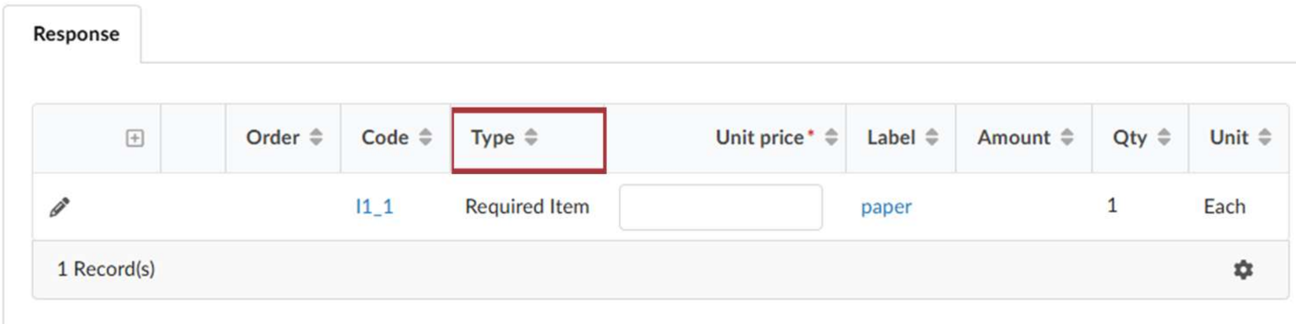
Note: Some questionnaire tabs may contain only a few sections or questions, while certain solicitations may not include any questionnaire tabs at all.

10) If submitting a response to an Invitation for Bid (IFB) solicitation, an **Items tab** may be listed on the left side of the screen. Click the Items tab to view the list of goods and/or services requested for this solicitation.

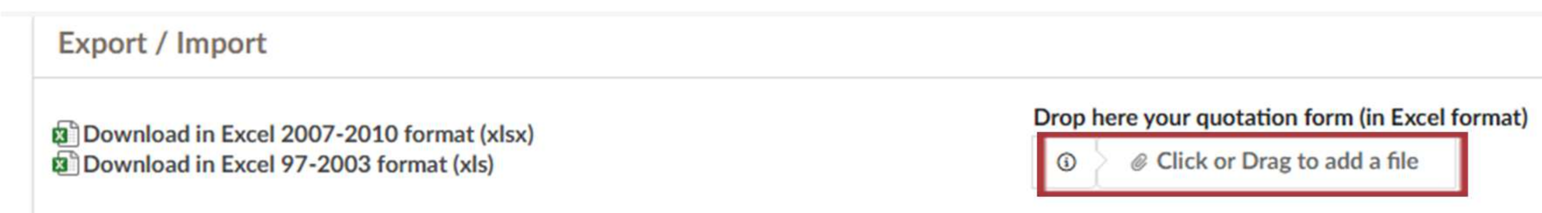


SUBMITTING RESPONSES (6/7)

11) Items associated with the solicitation are displayed in a grid format. To submit a response, values must be entered for each listed field. Field requirements may vary depending on the solicitation. All mandatory fields, indicated by a red asterisk (*), must be completed. After entering the required information, select **Save** to finalize the item grid.

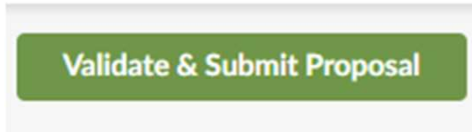


- Note the **Type** column, which will indicate whether an item is required.
- Some item grids will allow the user to add a line to separate line items or propose an alternative item. Grids that allow the user to add a line will display a **+** (⊞) icon on the top left corner of the grid. Complete the mandatory and optional fields in the pop-up window that appears and then click **Save**.
- NDBuys optionally allows bid submission using an Excel version of the item grid. To download the grid, select the **Download in Excel 2007–2010 format** link at the top of the Export/Import section. Complete the Excel file according to the provided instructions. To import the completed bid, use the **Click or Drag to add a file** button in the Export/Import section of the Items tab.

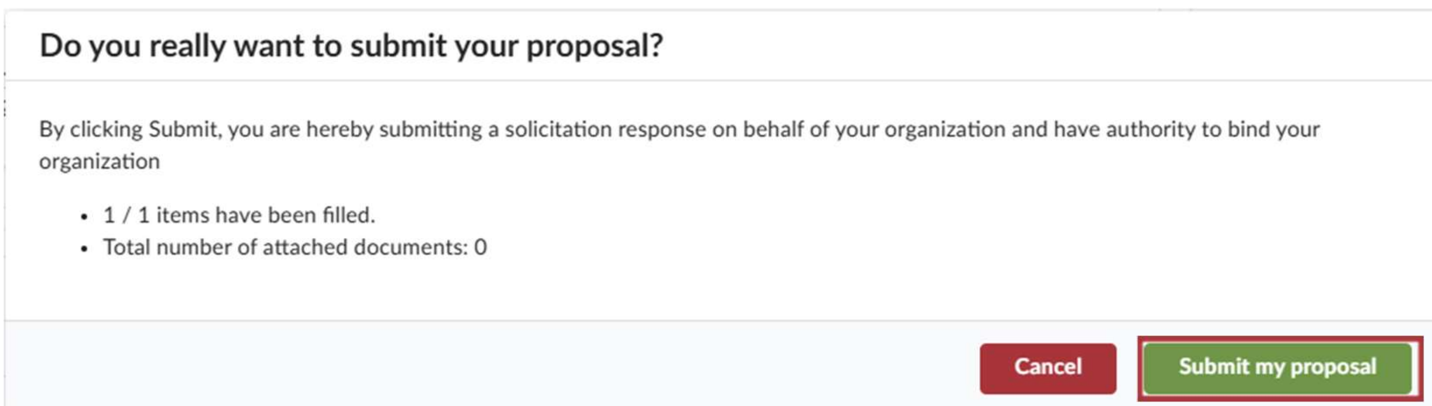


SUBMITTING RESPONSES (7/7)

12) Once all the necessary information has been entered, click **Validate & Submit Proposal** at the top of the screen.

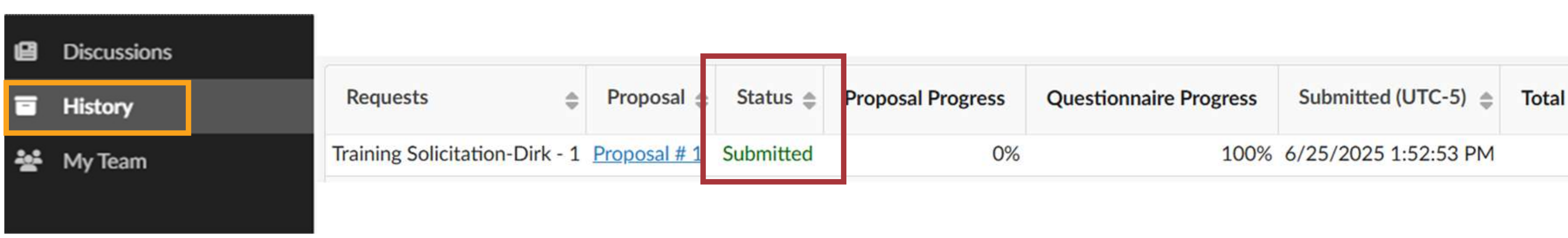


13) A pop-up box will appear to confirm completion of all required information. Verify that the correct number of documents are attached and that responses have been provided for all required questions. Once confirmed, select **Submit My Proposal**.



Once a response has been submitted, email notifications will be sent regarding any updates to the solicitation. **If an amendment (i.e., a new round) is issued, a resubmission - or a new submission reflecting any desired changes based on the amendment - is required to remain under consideration.**

14) After submitting a response, users should check the **History tab** and confirm that their proposal has a status of **Submitted**. To view previously submitted responses, navigate to the **History tab** of the solicitation on the left side of the screen.

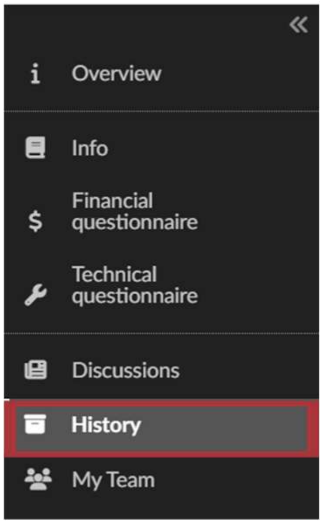


For questions or additional assistance, please contact support at the below contact information.
Email: support-northdakota@ivalua.com
Phone: US +1 (701) 540 9648

AMENDING RESPONSES (1/2)

This guide provides instructions for amending a previously submitted response in connection with a solicitation amendment.

1) Navigate to the **History tab** within the solicitation.



2) A summary of the supplier's previously submitted responses for the solicitation are displayed. To view the full details of a response, click the associated **Proposal hyperlink**.

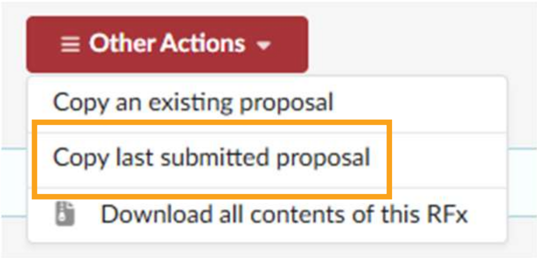
Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC-5)	Total
Training Solicitation-Dirk - 1	Proposal # 1	Submitted	0%	100%	6/25/2025 1:52:53 PM	

3) Once review is complete, select the **Close** button. Close

AMENDING RESPONSES (1/2)

To begin submitting a response for an amendment, use the **Copy** functionality if a response was previously submitted to an earlier round of the solicitation.

4) Select **Copy last submitted proposal** from the **Other Actions** drop-down menu.



5) Click **OK**. The selected response will be copied into a new draft. Make the necessary updates, then click **Validate & Submit Proposal** at the top of the screen to submit.