

State Procurement Office

SPO Electronic Response to a Solicitation

External Job Aid

State Procurement Office
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The State Procurement Online (SPO) system offers Procurement Officers the ability to accept electronic responses from vendors. If this option is activated, the following outlines the steps to allow an electronic response from a vendor.

VENDORS

Submitting an Electronic Response

Vendors have the ability to submit an electronic response to a solicitation if the issuing agency has enabled the feature. Users can view recent solicitations on the SPO site by going to <https://apps.nd.gov/csd/spo/services/bidder/main.htm>, by clicking on “Recent Solicitations.”

Main Menu

Bidder Services Main Menu

Search
[Commodity Code \(Search by Keyword or Commodity\)](#)
[Bidder](#)
[List All Commodity Codes](#)

Solicitation
[Recent Solicitations](#)
[Search All Solicitations](#)

Locate the solicitation and click on the “Solicitation No” for the respective item you wish to submit a response as shown below. Once the solicitation number has been selected, the details will be displayed.

4 Solicitations found.

Closes	Solicitation No	Title	Issuing Agency
07/13/2017 02:00 PM CT	110.30.6-26-17	Ecommerce Software	Management & Budget, Office of
07/20/2017 02:00 PM CT	111.7-11-304	test	Management & Budget, Office of
07/25/2017 06:00 AM CT	Test-002	Testing	Management & Budget, Office of
07/25/2017 01:55 PM CT	Test-001	testing 001	Management & Budget, Office of

[Return](#) [Search All Solicitations](#)

Another way to access solicitations if you are a Registered Bidder is through the email you received from our system. A specific solicitation can be accessed by clicking on the link within that email.

Once you have located the solicitation, either through the listing above or via the email link, be sure to read all of the solicitation documents and amendments. Prepare your solicitation response and save it electronically. If the agency has enabled the electronic response option, a Responses section will be displayed as shown below. Click on “Upload Response”.

View Solicitation

Solicitation

Number: Test-002
Type: Request For Proposal
Issuing Agency: Management & Budget, Office of
Division: State Procurement Office
Title: Testing
Short Description: Testing 002
Issued: 07/24/2017
Status: Pending Response
Closes: 07/26/2017 06:00 AM CT

Questions Due:

Attachments

Title	Size	Action
Testing	37 kb	View

Responses

[Upload Response](#)

*Any questions regarding this solicitation should be referred to the procurement officer (including problems opening attachments.)

**Please note - if you do not see the "Upload Response" option that means the Procurement Officer did not activate the feature and you will not be able to upload your solicitation response. If it is before the solicitation closing date and time, you can reach out to the Procurement Officer to see if they have interest in enabling the feature.*

A Solicitation Upload Response page will appear as shown below.

Main Menu

Solicitation - Upload Response

*Title:

*Contact:

*Company:

*E-mail:

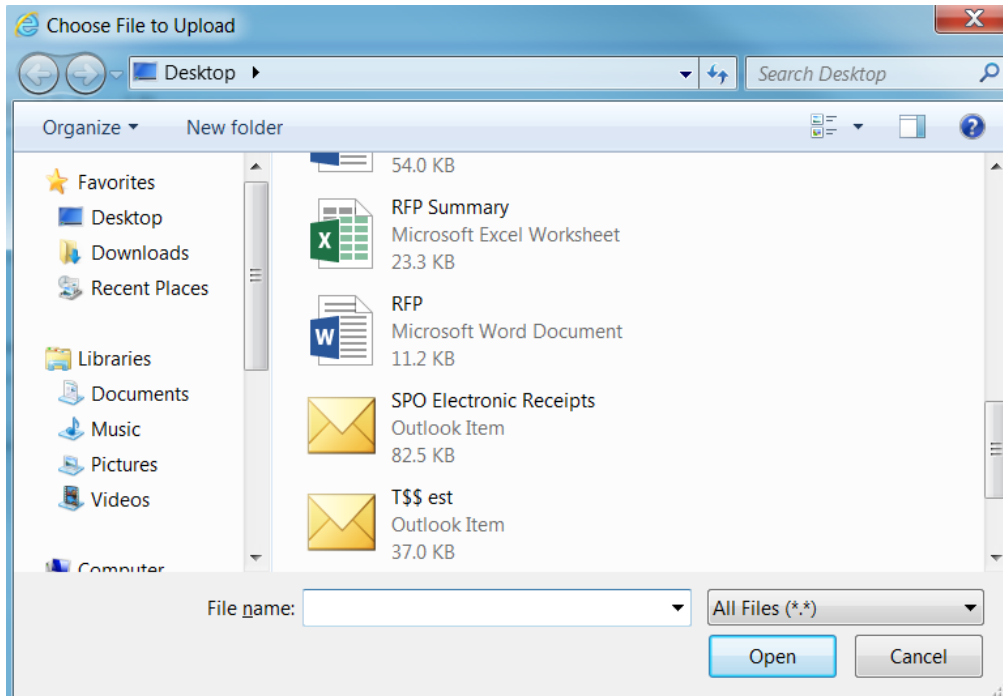
*Please specify

the location of the file:

*Required

Fill in the Title, Contact, Company and E-mail fields. Please note, all field entries must be alphanumeric. Dashes and underscores are allowed; however, other special characters will not be accepted such as apostrophe, & symbol, quotation marks, etc. Then hit the Browse button to locate the solicitation response file you prepared. **The maximum file size allowed is 50mb per file. The system will generate an error upon submission indicating that the size has been exceeded and you will need to revise the file to a smaller size.

A “Choose File to Upload” box will appear as shown below. Browse to locate your file that you would like to upload and select the “Open” button to attach.



You will return to the upload response page. If you wish to upload more than one file, click on the “Additional File” button. That will bring up another Browse window for you to add the additional file. You will have the ability to add up to five files.

Main Menu

Solicitation - Upload Response

*Title:

*Contact:

*Company:

*E-mail:

*Please specify the location of the file:

*Required

When you have attached all the files for submission, click the “Submit” button. You will receive a message that your response has been successfully uploaded.

Upload Response - Thank You

Your response has been successfully uploaded.

OK

If you do not receive this message, contact the Procurement Officer for the respective solicitation and they can confirm if it was received. Note- they will not be able to see the file contents until after award, only the submitting company information.

Once the closing date and time has been reached, users WILL NOT have the ability to electronically submit a response.

Email Confirmation for Electronic Response

After uploading an electronic response, you will receive an email from infospo@nd.gov indicating the upload response was received, including the "File Description" for the uploaded files. Be sure to review this email to ensure all files were successfully uploaded.

If you do not receive an email confirmation the upload was not successful and you will need to upload the files again. If you do not receive an email confirmation after the reattempt, contact the Procurement Officer or the State Procurement Office.

Incorrect File Submitted

If you feel or know that an incorrect file was submitted via the electronic response feature, it is recommended that you upload a new response file. The new response file MUST BE submitted prior to the closing date and time. Please include a note in the replacement file or within the TITLE field (note that field is limited to 75 characters) when uploading to denote a replacement file is being submitted and is the official solicitation submission.

If you have any questions about uploading a response file, please contact the State Procurement Office.