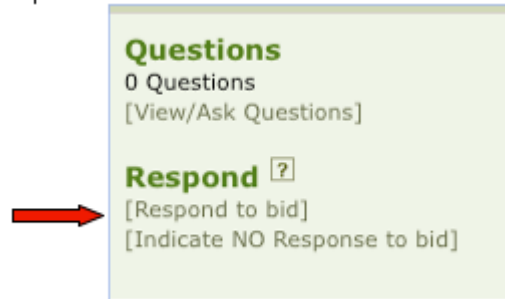


How a Bidder/Proposer Places an Electronic Solicitation Response

After you have downloaded the solicitation from PublicPurchase, prepare your response as you would if you were submitting a paper response.

When you are ready to respond to the bid click on the title of the bid. On the right hand side you will have the option to *Respond* to the bid

Click on *Respond to bid*.



If there are any *documents* that the agency is requiring that you accept, you must *click* on *[download]* and open the document, and then fill out the required information. When *saving* the document it will be saved on your computer.

Bid Document Requiring Acceptance		
In order to respond to the bid, the agency requests that you review and accept the following document.		
Name	Acceptance Status	
City of Midway Bid Terms and Conditions.pdf	Must Accept	[download]

Answer the question by selecting one of the responses below.

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

Yes

Yes with exceptions

No

If you don't agree with the full document or form, click on Yes with exceptions to enter in what you don't agree too. This will allow you to move forward and submit a response. Saying No to a Must Accept document will not allow move forward.

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

Yes

Yes with exceptions

No

Please provide a reason for your exception or non-acceptance:

You will be asked to *enter* in your *password* after each document and question. Then *click Save*.

Confirmation

Username vendorca

Password

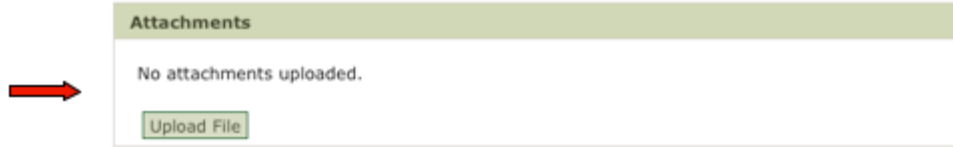
If there is more than one document that the agency is requesting, the next document will be shown. This will repeat until all documents or forms are filled in and accepted. *Click* on *[download]*,

Name	Acceptance Status	
086790 Nutrition Small Equip.doc	Must Accept	[download]

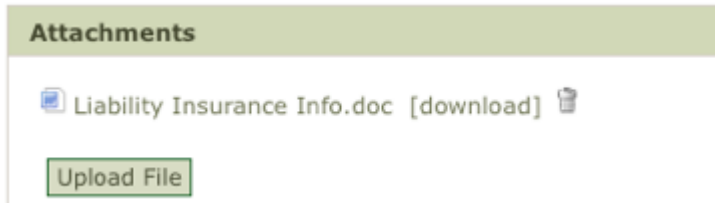
Do you accept the terms and conditions set forth in this document?

- Yes
- Yes with exceptions
- No

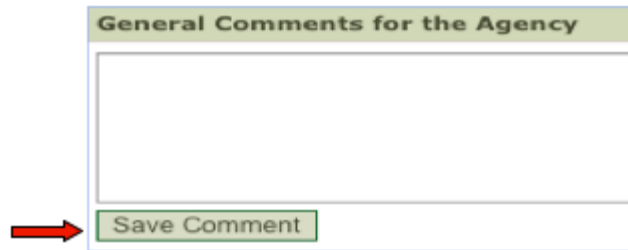
Upload your entire response in the Attachment section. There is no restriction on format or size.



You will be shown the uploaded documents.



If there are any comments that you want to add to your response, you are welcome to add them at this time. Make sure you *click Save Comment*.



Depending on the type of your bid you will be shown on of the two options. Both will **immediately** submit your bid

How is my bid response submitted?

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



How is my bid response submitted?

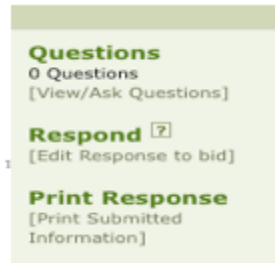
When you click "Save" or "Save & Close" below, your response is *immediately* submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.

Please make sure you provide a Unit Price for the items to which you wish to respond .

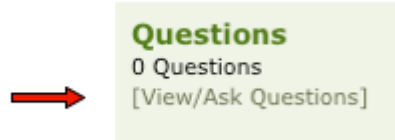


Your Bid has now been submitted. You can check this by returning to the home page of Public Purchase. You will see the bid in the *Bids Responding To* section. Clicking on the title of the bid you will have an Edit Response to bid or Print Submitted Information.

If you want to *Edit* your response, you can *click on the bid title* and *click on Edit Response* to Bid.



If you have a question regarding the solicitation, you must submit the question electronically.



All answers to questions and addenda will be responded to through PublicPurchase.

If you have any questions on how to respond to bids please contact vendor support at Public Purchase through *Live Chat* in the upper left corner or email support@publicpurchase.com (Monday - Friday 8am - 5pm CST).