

USC Bid Management

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Introduction

Welcome to the USC Business Services Supplier Portal! In addition to supporting supplier onboarding and profile management, the supplier portal also supports bid management for the University of Southern California.

The purpose of this guide is to familiarize suppliers with how to use this tool to respond to bid event invitations. **Please note that this guide only provides assistance for site navigation.** Business questions related to the content of the bid should be directed toward the USC Procurement Contact who issued the bid request. This information can be found on the Summary page of the bid, under the **Contacts** section.

Suppliers are strongly encouraged to take a proactive approach and respond to bid events in a timely manner, allowing sufficient time for questions, modifications, etc., in advance of the Event Close Date and Time (as indicated for each event). **The University of Southern California is not responsible for third-party network or internet provider issues that prohibit a supplier from responding before the Event Close Date and Time.**

If at any time a supplier has forgotten the password, click the **Trouble logging in?** link on the portal's login page and follow the prompts to retrieve/reset the password. The email address entered must match the email address on file.

To access the Help feature, click the **question mark (?)** on any section to display the help topics for that section. For technical questions about login or site navigation, please send an email to **supplier@usc.edu** or call 213-821-2212.

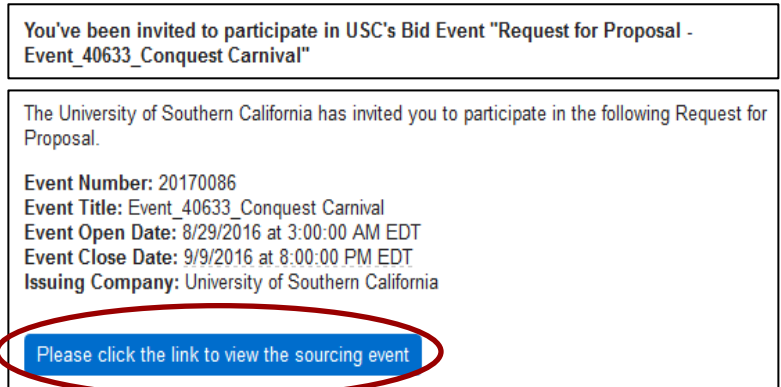
Like most online applications, the USC Supplier Portal may go through periodic updates. Suppliers who discover any discrepancies between the information contained in this guide and the actual portal experience are requested to send them via email to **supplier@usc.edu** so that the guide can be updated/corrected.

Accessing a Bid Event

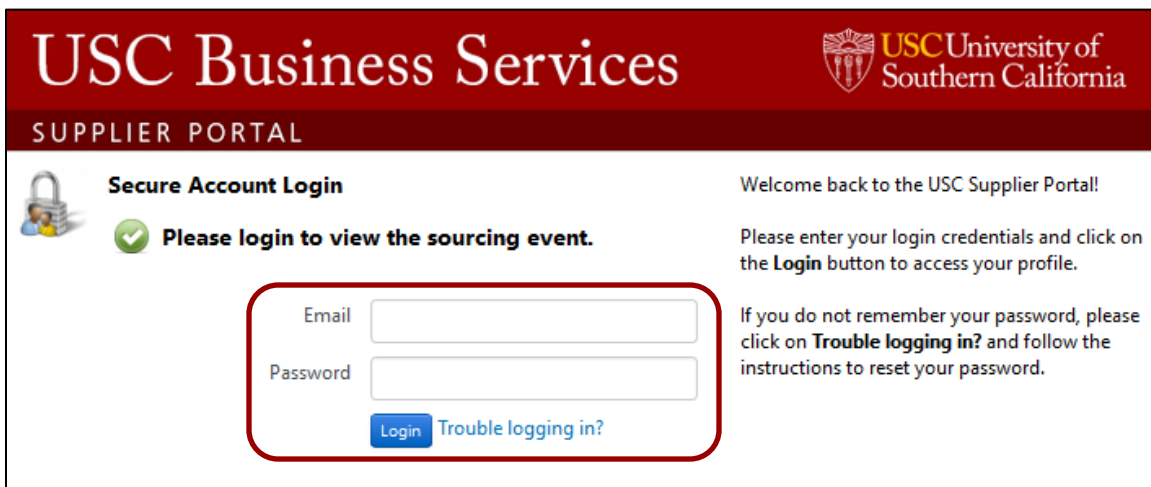
- Suppliers invited to participate in a bid event receive an email from **USC Procurement Services** via SciQuest (USC-suppliers@sciquest.com).

The email includes:

- Event Number
- Event Title
- Event Open date
- Event Close Date



- Click on the **Please click the link to view the sourcing event** button to access the details of and respond to the bid.
- Log in to the **USC Business Services Supplier Portal**.
 - **Returning users:** Enter the **email address** and **password** associated with the account and click the **Login** button. To reset password, click on the **Trouble logging in?** link and enter the email address associated with the account to request a password reset.
 - **First-time users:** Follow the prompts to create a username and password. For complete instructions on new logins, refer to the **USC Bid Management (First-time Access)** guide on the [Bidding Process](#) page of the USC Business Services website. First-time users unable to use the email link should contact USC Supplier Data Management Services at 213-821-2212 for support.



4. The bid event **Summary** contains the following information:

- Event Title
- Event Type
- Event Number
- Event Open Date
- Event Close Date
- Question Submission Close Date
- Contact
- Description of Bid

USC Supplier Portal

Sourcing > Sourcing Events > Search Events > Summary

Open This event closes in **6 days** on 8/31/2016 at 6:30:00 PM EDT. [Event Schedule](#) [Questions & Answers for this Event](#)

USC Conquest Carnival
20170078

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set**
Bid Total: **0.00 USD**

Summary

Prerequisites

Buyer Attachments

Supplier Attachments

Questions

Page 1

Page 2

Items

Review & Submit

My Exports and Imports

Summary [History](#) [?](#)

Prerequisites Required to View Event
- You must complete the mandatory prerequisites before you can view all the details of this event. [Proceed to Prerequisites >](#)

Event Title	USC Conquest Carnival	Time Zone	PDT/PST - Pacific Standard Time (US/Pacific)
Event Type	Request for Proposal	Event Open Date	8/25/2016 4:30 PM EDT
Event Number	20170078	Event Close Date	8/31/2016 6:30 PM EDT
Stage Title	-	Sealed Bid Open Date	8/31/2016 6:30 PM EDT
Currency	USD	Question Submission Close Date	8/30/2016 6:30 PM EDT
Payment Terms	-		
Sealed Bid	Yes		

Contacts

If you need more information on this event, please contact:

Andy Lee
+1 (213) 740-2281
andyjlee@usc.edu

Description

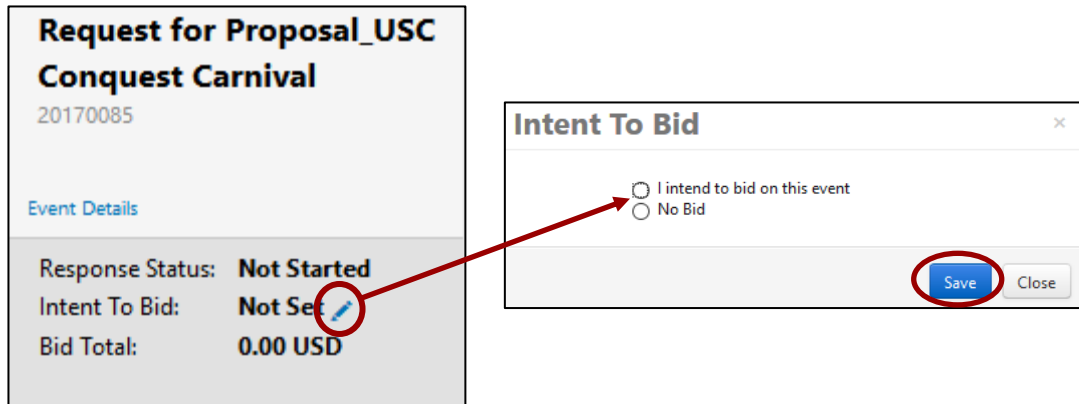
University of Southern California
Purchasing Services

I. Introduction
Planning of our annual USC Conquest Carnival for the 2016 Fall School Year

II. Scope of Services
Looking for new talent/entertainment to headline the event.
Looking for local catering options to provide to the students.
Looking for fun outdoor activities to do before the concert.

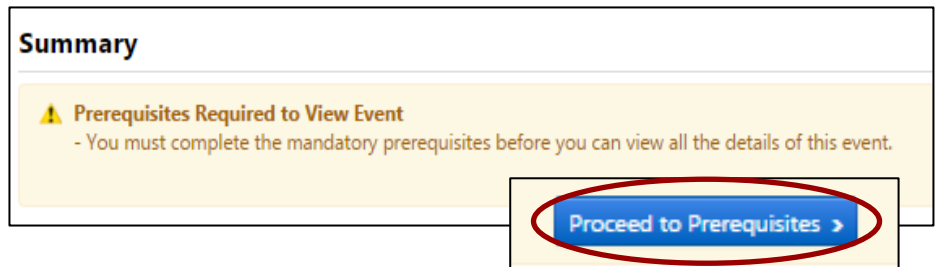
Completing a Bid Request

1. Review the bid event Summary and click the **pen icon** next to **Intent to Bid** located in the left navigation column to indicate **Intent to Bid**.
2. Select **I intend to bid on this event** or **No Bid** in the pop-up window. Suppliers selecting **No Bid** are asked to provide a reason and returned to the home page.

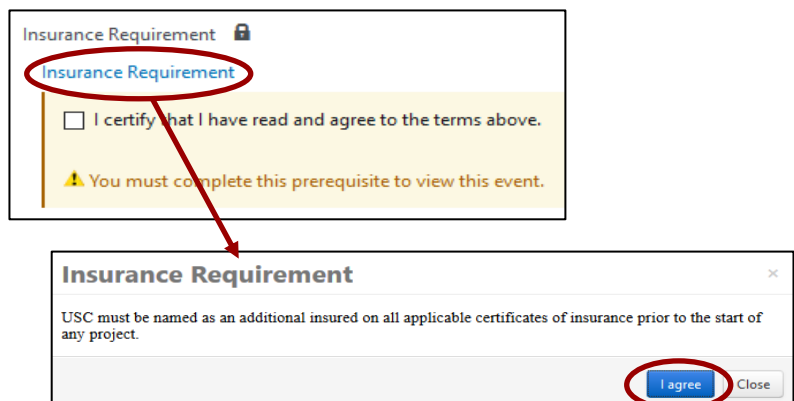


Note: Suppliers may review the prerequisites prior to indicating their intention to bid. A subsequent screen prompts them to indicate intent after reviewing and accepting the prerequisites. Some prerequisites are informational while others require agreement with the stated terms. **Suppliers that do not accept required terms are immediately disqualified from responding to the bid event.**

3. Click on the **Proceed to Prerequisites** button.



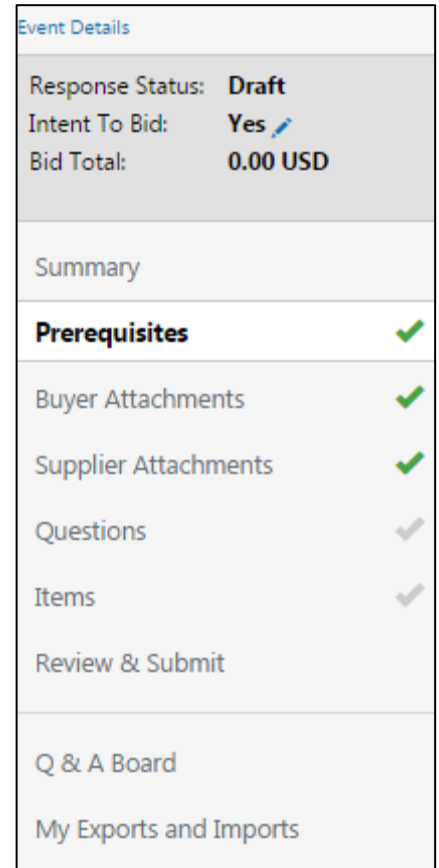
4. Click on the **prerequisite title** to review it.
5. Indicate agreement, as appropriate.



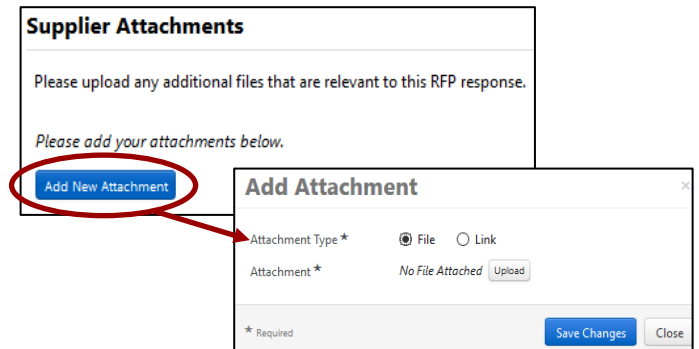
- 6. Click **Save Progress**. The lock formerly on each section is replaced by a checkmark, indicating that the remaining sections are now unlocked. Use the navigation column or the **Next** button at the bottom of the page to continue through each section. At any point in time you may click **Save Progress** and then exit the response process to return at another time prior to the Event Close Date.

Note: The bid cannot be submitted until/unless all sections display a **green checkmark**. Sections that do not require explicit action are marked as completed (green) when the bid sections are unlocked. These sections are still accessible for review and may allow for the addition of optional information.

- 7. **Buyer Attachments** contains documents and links provided by the Procurement Contact. Please review this section in order to fully comprehend the scope and terms of the request.



- 8. **Supplier Attachments** allows bidders to upload documents and links (i.e., web pages) to support the bid response. Click **Add New Attachment** to initiate the file/link upload process.



- The **Questions** section contains asks bidders to provide additional information related to the bid. Questions may require a Yes or No answer, a multiple choice selection, or a free-entry text response. Depending on the type of bid, responses to each question may or may not be required. In this and every section, required fields are indicated by an **asterisk**. Once you have completed your responses, click **Next** to continue.

- The **Items** section requires suppliers to respond with pricing/quantity/delivery information regarding the specific products and/or services solicited in the bid. Review both the **Product Line Items** and **Service Line Items** tabs to see all items. The number in parenthesis identifies the number of items in each tab.

- Choose one of the following response options:

Option 1: Enter information into the relevant fields on the screen and click **Save Progress**.

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery
P1.1	Type of Service ★ ☉ View Details	1	Each	-	275	-	09/02/2016 <small>mm/dd/yyyy</small>

Comment:

Option 2: Click the **Respond to Item** button on each line, manually enter information in the pop-up screen, and click **Save Changes**.

The 'Type of Service' form contains the following fields and values:

- Name: Type of Service
- Description: Entertainment
- Catalog Number: -
- Quantity: 1.0
- Unit of Measure: EA - Each
- Requested Delivery Date: -
- Unit Price: 275. USD
- Estimated Delivery Date: 09/01/2016
- Comments: The type of service we will be providing is Obstacle Course Jumpers.

Buttons: Save Changes, Close

Option 3: Click **Export Items** to download an excel file template. Locate the template in the **My Exports and Imports** section. Complete the template offline and upload it back to the bid management system following the system prompts for **Import Options**.

Note: This approach is most appropriate for high volume requests.

Import Options | Export Items

The 'Export Items' form contains the following fields and values:

- File Description: [Empty]
- Email Me When My File Is Ready: No

Buttons: Submit, Close

My Exports and Imports

Type	Collateral	Description	Requested By	Requested At	Status	Output File
Export	Items	USC Carnival	Nina PukonenTEST	8/28/2016 9:06 PM	Completed	ItemResponses_20170085_2535817 .xlsx

Buttons: Import Options, Export Items, Import Responses, Download Items, **Get Import Instructions**

The 'Import Item Responses' form contains the following fields and values:

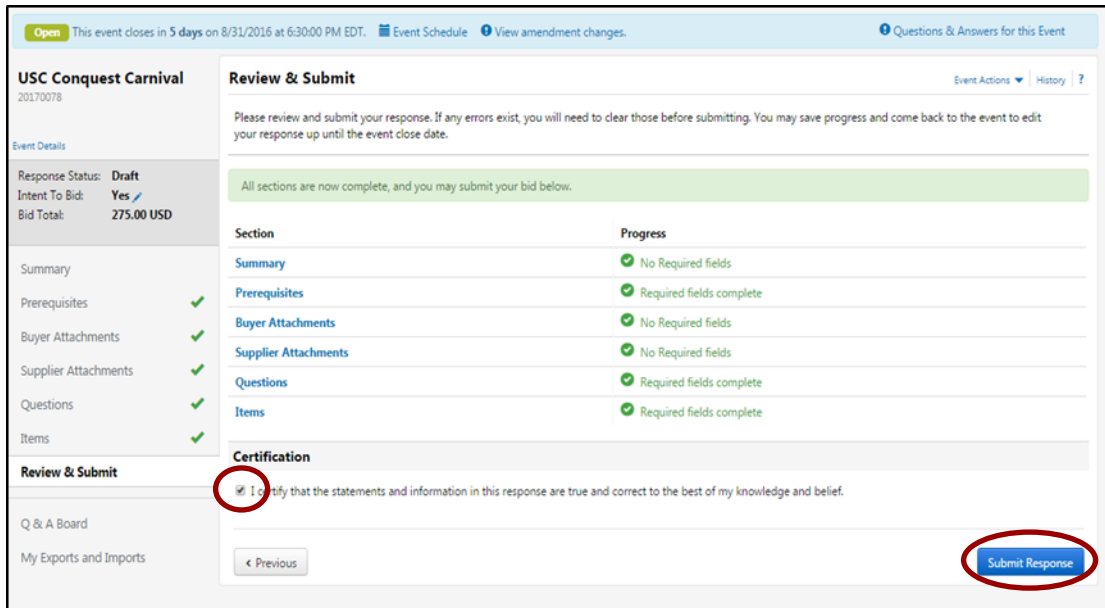
- File Action: Import
- File Description: [Empty]
- Email Me When My File Is Ready: No
- File Name: No file selected.

Text: The maximum file size for importing is 15 mb.

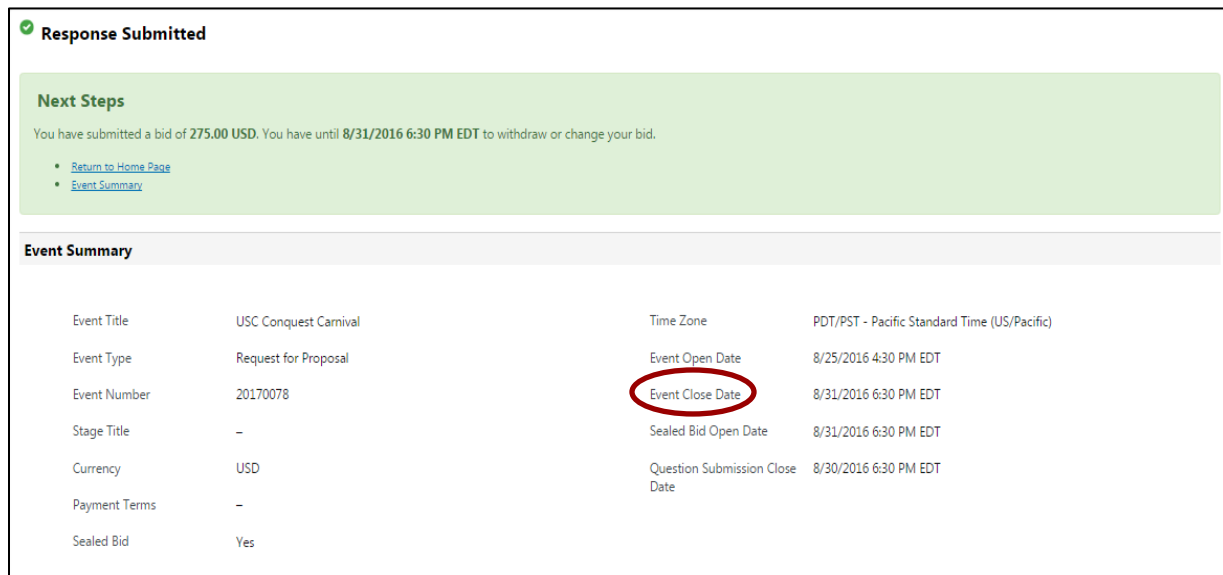
Buttons: Submit, Close

12. After responding to the required items, click **Next**.

13. In the **Review and Submit** section, certify that the statements and information in the response are true and correct. To formally submit the bid response, check the **Certification** checkbox and click **Submit Response**.



14. Submitting the response generates a **Response Submitted** confirmation screen. Make note of the Event Close Date as it marks the date and time after which the bid can no longer be withdrawn or changed.



Asking a Question on a Bid

1. Post questions regarding the bid event by click the **Q & A Board** section title.

USC Conquest Carnival
20170078

Event Details

Response Status: **Draft**
Intent To Bid: **Yes** ✓
Bid Total: **0.00 USD**

Summary

Prerequisites ✓
Buyer Attachments ✓
Supplier Attachments ✓
Questions ✓
Items ✓
Review & Submit
Q & A Board (circled in red)
My Exports and Imports

Summary

Event Title	USC Conquest Carnival	Time Zone
Event Type	Request for Proposal	Event Open Date
Event Number	20170078	Event Close Date
Stage Title	-	Sealed Bid Open Date
Currency	USD	Question Submission Clo Date
Payment Terms	-	
Sealed Bid	Yes	

Contacts

If you need more information on this event, please contact:

Andy Lee
+1 (213) 740-2281
andyjlee@usc.edu

Description

2. In the **Question & Answer Board** section, click the **Ask a Question** button.
3. Enter a **Subject** and **Question** in the **Ask a Question** pop-up window.
4. Click the **Submit Question** button to post the question.

Question & Answer Board Event Actions | History | ?

Ask sourcing event related questions, receive responses, and read other supplier's questions and answers that have been made public.

Ask a Question (circled in red)

Ask a Question

Subject *

Question *

5000 characters remaining

Disclaimer

Please note that submitted questions and associated answers may be exposed to all participating vendors, at the discretion of the sponsoring Organization.

* Required **Submit Question** (circled in red) Close

5. Questions appear under the **My Questions** tab. The Procurement Contact responds to questions either directly to the bidder or publishes the question and response to the **Public Q&A** tab where all participants can view the response.

Public Q&A (1) **My Questions (1)** (circled in red) Ask a Question

Sort by Date Asked: Most Recent First

Event Date

When is the actual event date? Asked 8/25/2016 7:14 PM EST

Answer

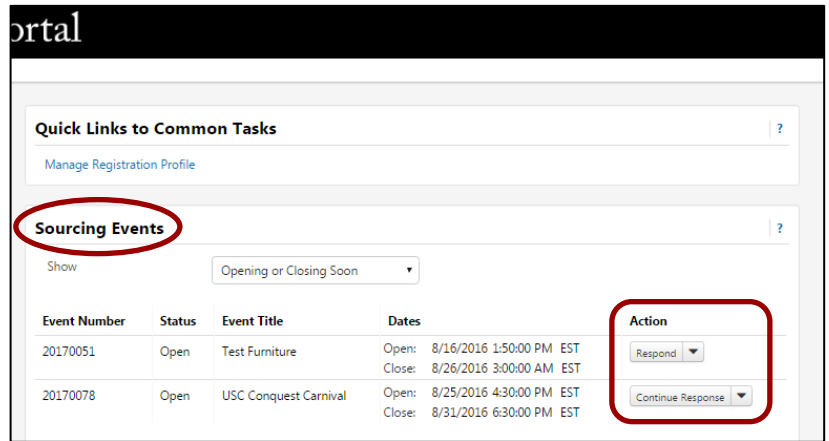
The event will be on Sunday 9/11 from 7-11pm Answered 8/25/2016 7:14 PM EST by Andy Lee

Ask a Follow-Up Question

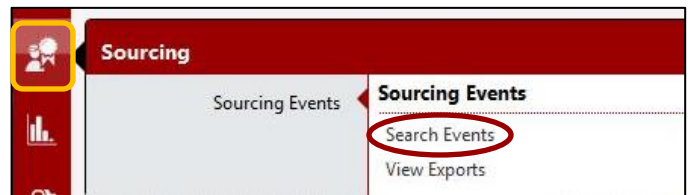
Note: Q&A sessions end before the Event Close Date. The deadline for posting questions will be noted on the Summary page of each bid event.

Navigating to a Bid

1. To return to the bid response, log in to the USC Supplier Portal (<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=USC>).
2. The **Sourcing Events** section on the portal home page highlights the open bid events.
3. To respond to a new bid or resume responding to a current bid, click on the **Actions** drop-down menu.



4. To search for bid events from any page of the portal, click on the **Sourcing** icon in the left navigation and click **Search Events**.



5. Click the **Go** button on the **Search** screen to view a list of all bid events or enter specific criteria to limit the search. Various options are available on the results page by clicking on the **Action** drop-down list for each bid.

Customer Name	Event Number	Status	Event Title	Dates	Supplier	Action
University of Southern California Supplier Portal	20170081	Awarded	Student Event_Student Affairs_NJP	Release: 8/26/2016 3:00:00 AM EST	Tapani Industries (NJP)	View Submitted Response
				Open: 8/26/2016 12:00:00 PM EST		
				Close: 8/26/2016 4:00:00 PM EST		
University of Southern California Supplier Portal	20170083	Awarded	Santitation Services_Auxiliaires	Open: 8/26/2016 4:30:00 PM EST	Tapani Industries (NJP)	View Submitted Response
				Close: 8/26/2016 6:30:00 PM EST		
University of Southern California Supplier Portal	20170085	Closed	Request for Proposal_USC Conquest Carnival	Release: 8/28/2016 3:00:00 AM EST	Tapani Industries (NJP)	View Event
				Open: 8/28/2016 7:30:00 PM EST		
				Close: 8/29/2016 4:00:00 PM EST		
University of Southern California Supplier Portal	20170086	Open	Event_40633_Conquest Carnival	Open: 8/29/2016 3:00:00 AM EST	Tapani Industries (NJP)	Respond
				Close: 9/9/2016 8:00:00 PM EST		