



# **VBO VSS Solicitation Search Informational Guide**

January 2010, Version 2



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## REVISIONS TO THIS DOCUMENT

NOTE: This Revision History section is used to document changes made to this Design document after the testing phase has started.

Revision	Revision Date	Revised By	Area of Revision	Description
1 Original	Aug. 2009	Angel Rodriguez		
2	Dec. 2009	Angel Rodriguez	Details Section	Ability to add solicitations to the vendor watch list located in the Vendor Portal.



## INTRODUCTION

The Commonwealth has implemented an electronic posting system for business opportunities solicitation and awards. This system is called Virginia Business Opportunities also known as VBO. VBO is the official state web site for posting solicitations, addenda, and award actions. It is also the official site for posting solicited and unsolicited proposals under the [Public-Private Education Facilities and Infrastructure Act of 2002](#) (PPEA) and meets the public posting requirements of the [Public-Private Transportation Act](#) (PPTA). This system is also used to post solicitations and procurements associated with the [American Recovery and Reinvestment Act](#) of 2009 referred to as ARRA. Solicitations created using the eProcurement tool will automatically be posted to the VBO, including the associated Bid Opening, Notice of Intent to Award, and Notice of Award. This is a public site and visitors do not need an active eVA login.



## ACCESSING A VBO AD

### How to Get to the VBO Page

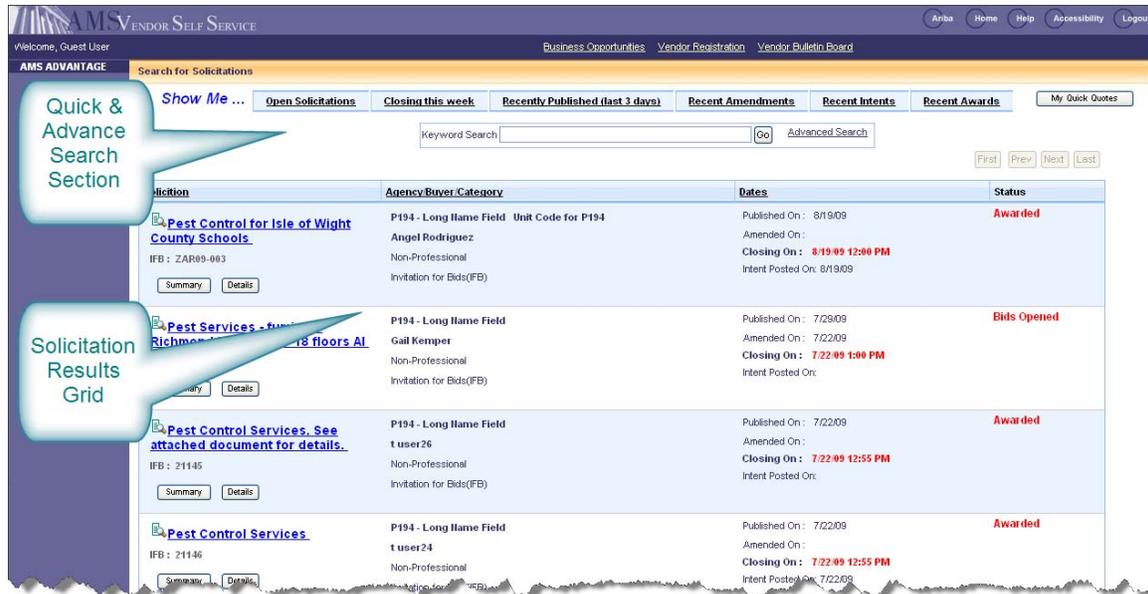
From the eVA Home Page, [www.eva.virginia.gov](http://www.eva.virginia.gov), click on the **Solicitation & Award (VBO)** link.

The screenshot shows the eVA website home page. At the top, there is a navigation bar with "Virginia.gov Online Services | Commonwealth Sites | Help | Governor" and the eVA logo with the tagline "Virginia's Total e-Procurement Solution". Below this is a sidebar with various links: SWAM, BUYER, VENDOR, BILLING, SIGN-UP, eVA TRAINING, VIP TRAINING, and ARIBA SUPPLIER. A callout box with a red border and a yellow background points to the "Solicitations & Awards (VBO)" link in the "Quick Links" section. The main content area features a "Welcome to eVA!" message, an "eVA Announcement!" section, and a "Quick Links" menu. The "Quick Links" menu includes: What is eVA?, eVA News, State Contracts, **Solicitations & Awards (VBO)**, Future Business Opportunities, Billing & Payment Portal, eVA & VAPP Dashboard, Public Reports & PPEA Opportunities, Local Government & Public Schools, eVA Media Center, Procurement Office Lookup, eVA Documents Supporting EA Project, Standards for Speed Radar Devices, and Debarment List and Prohibited List (PDF). Below the "Quick Links" menu are "Buyer Login" and "Vendor Login" sections. On the right side, there are several promotional banners: "eVA Newsletter", "eVA Connections Newsletter", "eVA Spotlight", "eVA Study", "eVA Benefits", and "Watch eVA Grow".

## VBO NAVIGATION

### VBO Main Page

The first page you see is the basic search page for VBO Solicitations which displays solicitations in the grid (table) format.



The screenshot shows the AMS Vendor Self Service interface. At the top, there are navigation links for 'Business Opportunities', 'Vendor Registration', and 'Vendor Bulletin Board'. Below this is a search bar with a 'Keyword Search' field and a 'Go' button. The main content area is a table of solicitations with columns for 'Solicitation', 'Agency/Buyer Category', 'Dates', and 'Status'. The table lists four solicitations related to pest control services. Two callout boxes are present: one on the left side pointing to the search filters and buttons, labeled 'Quick & Advance Search Section', and another pointing to the first row of the table, labeled 'Solicitation Results Grid'.

Solicitation	Agency/Buyer Category	Dates	Status
<a href="#">Pest Control for Isle of Wight County Schools</a> IFB : ZAR09-003	P194 - Long Name Field Angel Rodriguez Non-Professional Invitation for Bids(FB)	Unit Code for P194 Published On : 8/19/09 Amended On : Closing On : <b>8/19/09 12:00 PM</b> Intent Posted On: 8/19/09	Awarded
<a href="#">Pest Services - furn...</a> <a href="#">Richmond County Schools floors AI</a>	P194 - Long Name Field Gail Kemper Non-Professional Invitation for Bids(FB)	Published On : 7/29/09 Amended On : 7/22/09 Closing On : <b>7/22/09 1:00 PM</b> Intent Posted On:	Bids Opened
<a href="#">Pest Control Services. See attached document for details.</a> IFB : 21145	P194 - Long Name Field t user26 Non-Professional Invitation for Bids(FB)	Published On : 7/22/09 Amended On : Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On:	Awarded
<a href="#">Pest Control Services.</a> IFB : 21146	P194 - Long Name Field t user24 Non-Professional Invitation for Bids(FB)	Published On : 7/22/09 Amended On : Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On: 7/22/09	Awarded

These two sections will be discussed in this guide.

## Quick Search

The numbers in the screenshot above correspond to the numbered definitions below.

1. Open Solicitations: Displays all solicitations with an open status.
2. Closing This Week: Displays all solicitations closing in the next five business days.
3. Recently Published (last 3 days): Displays solicitations that have been published within the last three business days.
4. Recent Amendments: Displays solicitations that have been amended within the last five business days.
5. Recent Intents: Displays solicitations that have the Notice of Intent to Award flag selected within the last ten business days.
6. Recent Awards: Displays solicitations that have been awarded within the last five business days.
7. My Quick Quotes: Navigates to the Quick Quote page when logged in as a registered vendor. If you are not logged in as a registered user, you will be directed to register.
8. Keyword Search: The Keyword Search will scan the Solicitation number, Solicitation description, Agency/Entity, commodity description, and buyer name for the occurrence of the keyword.
9. 'Go' Button: When clicked will execute results for Keyword or Advanced Search.
10. Advanced Search (default): Access advance search options 12 – 15 (See below).
11. First, Prev, Next, Last: These buttons will be displayed at the top and bottom of the results grid and will help navigate between pages.

## Advanced Search

When selecting Advanced Search additional options will be made available.

12. Agency/Entity: Drop-down menu, displays agency/entity.
13. Search by Status: Drop-down menu, displays all Status type for solicitation.
14. Search by Type: Drop-down menu, displays all type solicitation.
15. Category: Choose as many procurement Categories as you want to view in the results grid.

## Search Results

Solicitation	Agency/Buyer Category	Dates	Status																												
<a href="#">Pest Control for Isle of Wight County Schools</a> IFB : ZAR09-003 Summary Details	P194 - Long Name Field Unit Code for P194 Angel Rodriguez Non-Professional Invitation for Bids(IFB)	Published On : 8/19/09 Amended On : Closing On : <b>8/19/09 12:00 PM</b> Intent Posted On: 8/19/09	<b>Awarded</b>																												
<div style="border: 1px solid black; padding: 5px;"> <p><b>Pest Control for Isle of Wight County Schools ( IFB : ZAR09-003)</b></p> <table border="1"> <tr> <td>Closing Date:</td> <td>08/19/09 12:00pm EST</td> <td>Issued By:</td> <td>P194 - Long Name Field Unit Code for P194</td> </tr> <tr> <td>Time Left:</td> <td>Expired</td> <td>On Behalf of:</td> <td>Angel Rodriguez</td> </tr> <tr> <td>Bid Opening Date:</td> <td>08/19/09 12:30pm EST</td> <td>Type:</td> <td>Invitation for Bids(IFB)</td> </tr> <tr> <td>Pre-Bid Conference:</td> <td></td> <td>Category:</td> <td>Non-Professional</td> </tr> </table> <p>Provide Pest Control for Isle of Wight County Schools. The Isle of Wight School District includes five elementary, two middle schools, two high schools, administration building, and bldgs. A,B,C,D and Maintenance Shop. The Isle of Wight County Schools is a rural and growing suburban residential school district, serves a very diverse population of approximately 5,450 students. Isle of Wight County is located in Southeastern Virginia approximately 30 miles west of Norfolk. Schools are located in or near Smithfield, Windsor, and Franklin, Virginia.</p> <table border="1"> <tr> <td>Work Location:</td> <td>Isle of Wight County Schools 820 W. Main Street Smithfield, VA 23430</td> <td># of Attachments:</td> <td>4</td> </tr> <tr> <td>Web Address:</td> <td colspan="3"><a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a></td> </tr> <tr> <td>Buyer Contact Information:</td> <td colspan="3">Angel Rodriguez (<a href="mailto:angel.rodriguez@dass.virginia.gov">angel.rodriguez@dass.virginia.gov</a>) P: 804-786-8976</td> </tr> </table> </div>		Closing Date:	08/19/09 12:00pm EST	Issued By:	P194 - Long Name Field Unit Code for P194	Time Left:	Expired	On Behalf of:	Angel Rodriguez	Bid Opening Date:	08/19/09 12:30pm EST	Type:	Invitation for Bids(IFB)	Pre-Bid Conference:		Category:	Non-Professional	Work Location:	Isle of Wight County Schools 820 W. Main Street Smithfield, VA 23430	# of Attachments:	4	Web Address:	<a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a>			Buyer Contact Information:	Angel Rodriguez ( <a href="mailto:angel.rodriguez@dass.virginia.gov">angel.rodriguez@dass.virginia.gov</a> ) P: 804-786-8976			Published On : 7/29/09 Amended On : 7/22/09 Closing On : <b>7/22/09 1:00 PM</b> Intent Posted On:	<b>Bids Opened</b>
Closing Date:	08/19/09 12:00pm EST	Issued By:	P194 - Long Name Field Unit Code for P194																												
Time Left:	Expired	On Behalf of:	Angel Rodriguez																												
Bid Opening Date:	08/19/09 12:30pm EST	Type:	Invitation for Bids(IFB)																												
Pre-Bid Conference:		Category:	Non-Professional																												
Work Location:	Isle of Wight County Schools 820 W. Main Street Smithfield, VA 23430	# of Attachments:	4																												
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		Published On : 7/22/09 Amended On : Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On:	<b>Awarded</b>																												
		Published On : 7/22/09 Amended On : Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On: 7/22/09	<b>Awarded</b>																												
<a href="#">Hauling, moving, relocation and labor services</a> IFB : 21148 Summary Details	P194 - Long Name Field t user26 Non-Professional Invitation for Bids(IFB)	Published On : 7/22/09 Amended On : 7/22/09 Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On: 7/22/09	<b>Awarded</b>																												
<a href="#">Pest Control Services</a> IFB : 21143 Summary Details	P194 - Long Name Field t user26 Non-Professional Invitation for Bids(IFB)	Published On : 7/22/09 Amended On : Closing On : <b>7/22/09 12:55 PM</b> Intent Posted On: 7/22/09	<b>Awarded</b>																												

1. Solicitation Column: Sorts by description
  - a. Icon: This links to the solicitation details page.
  - b. Description: Shows the Solicitation Short Description and navigates to the Solicitation Details.
  - c. Solicitation ID: Contains the Solicitation type and the Document ID
  - d. Summary Button: Displays the Summary panel with a long description of the solicitation.
  - e. Details Button: This links to the solicitation details page.
  
2. Agency/Buyer Category Column: Sorts by Department
  - a. Agency: Agency or Local Entity associated to the Solicitation.
  - b. Buyer: Buyer who created the Solicitation.
  - c. Category: Category associated to the Solicitation.
  - d. Procurement Type: IFB, RFP, etc
  
3. Dates Column: Sorts by Published Date  
 This column shows important dates associated to the solicitation
  - a. Published On: Date the Solicitation is published.
  - b. Amended On: The last date the Solicitation was amended.
  - c. Closing On: Date the Solicitation will close.
  - d. Intent Posted: Date the intent to award was published.
  
4. Status: Displays the current state of the solicitation process. They are Awarded, Bids opened, Closed, Extended, Intent Posted, No Award, Open and Cancelled.

## VBO SOLICITATION DETAILS

The screenshot shows the 'eVA Vendor Self Service' interface. The main content area displays details for Solicitation ZAR09-26, 'Video Game Machines', with a current status of 'Open'. Key information includes a closing date of 11/24/10 at 4:00 PM, 321 days left, and a category of 'Subcontract Opportunities'. A 'Response Options' button for 'Paper Response' is visible. Below this, a table lists attachments, including 'Professional Attachment.doc' dated 11/24/2009. The interface includes a left-hand navigation menu and a top navigation bar with links for 'New Search', 'Print Friendly', and 'Email'.

### Header Information

1. New Search: A new link that will navigate back to the Solicitation Search page.
2. Printing: It will navigate to a print friendly version of the Solicitation details page.
3. Email Links: Allows you to share the Solicitation with another and contact the buyer by email.
4. General Information: Allows for easy reading of basic important information about the solicitation, the agencies/entity, and the type of work.
5. Response Options: The "Paper Response" button will navigate to a print friendly solicitation page.
6. Specific Solicitation and Update Information: See below
7. Add or Remove items to Watch List: An "Add this item to Watch List" action will be available to registered users on the Solicitation Details page as seen above.
  - *Adding Items to the Watch List* - Clicking the "Add this item to Watch List" link will add the Solicitation the user's watch list.
  - *Viewing the Watch List* - Registered users will see the items they are watching on the 'My Watchlist' tab of the eVA custom VSS Home page.
  - *Removing Items from the Watch List* - Clicking the "Remove this item from Watch List" link will remove the Solicitation the user's watch list.

### Specific Solicitation and Update Information

Here you will find tabs with the following information regarding attachments, commodity codes, bid opening results, intent to award information, award information and whether a solicitation was no awarded or re-solicited.

# VBO DETAILS FOR SOLICITATIONS WITH ONLINE RESPONSE OPTION

The screenshot displays the 'Solicitation: 21163 Audio Visual Equipment' page. The current status is 'Open'. Key information includes: Issued: 8/6/09, Last Amended: 8/6/09, Closing Date: 8/7/12 8:00 AM, Time Left: 93 Days, PreBid Conference: 9/1/09 10:00 AM (Mandatory Pre-Bid Conference), Work Location: Somewhere, Virginia. The buyer is Anael Rodriguez (angel.rodriguez@dgs.virginia.gov). The page includes a 'Response Options' section with 'Respond Online' and 'Respond By Mail' buttons. A table of attachments is shown below, including 'Blank Attachment.doc', 'Professional Attachment.doc', and 'Attachment for testing.xls'. Numbered callouts (1-10) point to various features: 1. New Search, 2. Print Friendly, 3. Email, 4. Ask Question, 5. Vendor to Vendor, 6. General Information, 7. Response Options, 8. Events, 9. Attachments, 10. Add this item to Watch List.

## Header Information

1. New Search: A new link that will navigate back to the Solicitation Search page.
2. Printing: It will navigate to a print friendly version of the Solicitation details page.
3. Email Links: Allows you to share the Solicitation with someone else and/or contact the buyer.
4. Ask Question / Q&A: The link will navigate to the Q&A tab where you can enter a question.
5. Vendor to Vendor: The link will navigate to the Vendor to Vendor tab and allow vendors to enter a comment and share information.
6. General Information: Allows for easy reading of basic important information about the solicitation, the agencies, and the type of work.
7. Response Options: Displays the two options. The 'Respond Online' button will navigate to the electronic solicitation response document. The 'Respond by Mail' button will navigate to a print friendly solicitation page.
8. Events: The Events link will navigate to the Events Tab
9. Specific Solicitation and Update Information: See below
10. Add or Remove items to Watchlist: An "Add this item to Watch List" action will be available to registered users on the Solicitation Details page as seen above.
  - *Adding Items to the Watch List* - Clicking the "Add this item to Watch List" link will add the Solicitation the user's watch list.
  - *Viewing the Watch List* - Registered users will see the items they are watching on the 'My Watchlist' tab of the eVA custom VSS Home page.
  - *Removing Items from the Watch List* - Clicking the "Remove this item from Watch List" link will remove the Solicitation the user's watch list.



## Specific Solicitation and Update Information

For solicitations that require online responses, the following tabs will always be shown: *Attachments, Lots/Lines, Terms, Criteria/Reminders, Events, Q&A and Vendor to Vendor*. Other tabs will be displayed only when certain actions have been taken for the solicitation. They are: *Amendments, Prequalified List, Bid Reading, Intent Info, Award Info, No Award/Resolicit and Auction Bids (applicable to Auctions only)*.