This guide details how to search the Los Angeles Vendor Self-Service (VSS) web site for business opportunities with the City. The “Types of Solicitations” section details the types of business opportunities available on VSS.

If a vendor has a VSS account, the vendor can log in to VSS to view business opportunities. Refer to the Login Access to Business Opportunities section of this document for more information.

If a vendor does not have an account or does not wish to log in, the vendor can click Public Access to view opportunities. Refer to the Public Access to Business Opportunities on VSS section of this document for more information.
1 Login Access to Business Opportunities

If vendor has an account, enter **Username** and **password** to log in and view the solicitations. A vendor must be logged in to submit a response to a solicitation.

**Step 1:** Enter **Username** and **Password**.
Click **Login**.

**Result:** The VSS application opens to the Account Information section.
Step 2: Click on the Business Opportunities section.

Result: The Business Opportunities section opens to the Solicitations tab.

Refer to the Business Opportunities section of this document for additional information on how to search.
2 Public Access to Business Opportunities on VSS

If a vendor does not have an account (or does not wish to log in), click the Public Access button. The Public Access page allows anyone to view public solicitations without having to log in to VSS.

Responses cannot be submitted through Public Access – a vendor must first create an account and log in to VSS. The How to Create a VSS Account guide details how to create a VSS account.

To view City opportunities without creating an account or logging in:

Step 1: On the VSS Home Page, click Public Access.

Result: The Business Opportunities tab opens. Some links will not be available.

The next section “Business Opportunities” details how to search for business opportunities on VSS.
3 Business Opportunities

The Business Opportunities section displays the solicitations published by the City. This includes those that have been closed or awarded. The solicitations that are closing soonest will be listed at the top.

Each posting includes a description, the City Purchasing Contact’s name, the date and time that the solicitation closes, a countdown clock to the closing date and time, and the status (e.g. Open, Closed, Awarded, Amended, Withdrawn). Responses must be completed and submitted prior to the Close Date and Time. It also indicates the date the solicitation was amended, if applicable.

The section below describes how to search for opportunities.
3.1 Searching Opportunities

**Step 1:** Use the desired link at the top of the page to narrow the list (e.g. click Open Solicitations).

Result: The list filters.

**Step 2:** Click Advanced Search to view additional search fields.

Result: Additional search fields display.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyword Search</td>
<td>Used to search against the solicitation description.</td>
<td>No</td>
</tr>
<tr>
<td>Category</td>
<td>Filters the list by solicitation category. Options include: Automotive, Const. Projects, Facility Maint., General Ops&amp;IT, Industrial, and Public Safety.</td>
<td>No</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the solicitation. Options include: Awarded, Open, Closed, Withdrawn.</td>
<td>No</td>
</tr>
<tr>
<td>Type</td>
<td>The type of solicitation. Options include: Request for Reverse Auction Bid (RAB), Request for Reverse Auction Quote (RAQ), Requests for Bids (RFB), Request for Quotes (RFQ), and Construction Requests for Bids (CRFB).</td>
<td>No</td>
</tr>
</tbody>
</table>
Step 3: Enter search criteria. Click Go.

**Result:** Search results display any solicitations matching the search criteria.

Step 4: Click Summary to view additional information.

**Result:** A summary box opens.
**Step 5:** Click Details to view additional information for the solicitation.

![Search for Solicitations](Image)

- **Solicitation**: RFQ - 40 - 170000000046
  - **Doc Dept/Buyer/Category/Solicitation Type**: General Services
  - **Status**: Open
  - **Published On**: 5/4/17
  - **Amended On**: 5/4/17
  - **Closing On**: 7/31/17 4:00 AM PDT
  - **Time Left**: 35 Days, 12:48:49

- **Solicitation**: RFQ - 40 - 170000000044
  - **Doc Dept/Buyer/Category/Solicitation Type**: General Services
  - **Status**: Open
  - **Published On**: 5/4/17
  - **Amended On**: 5/4/17
  - **Closing On**: 7/31/17 12:00 PM PDT
  - **Time Left**: 35 Days, 20:58:59

- **Solicitation**: RFQ - 40 - 170000000046
  - **Doc Dept/Buyer/Category/Solicitation Type**: General Services
  - **Status**: Open
  - **Published On**: 5/4/17
  - **Amended On**: 5/4/17
  - **Closing On**: 7/31/17 6:00 PM PDT
  - **Time Left**: 36 Days, 02:58:59

**Step 6:** The solicitation details display.

![Solicitation Details](Image)

- **Solicitation Number**: 170000000045
- **Issued**: 5/4/17
- **Closed**: 5/4/17
- **Closing Date**: 7/31/17 4:00 AM PDT
- **Time Left**: 35 Days, 12:48:49
- **Doc Dept**: General Services
- **Buyer Name**: Automotive
- **Category**: Request for Quotes (RFQ)
- **Additional Dates**:
  - **Bid Opening Date**: More...
  - **Award Date**: see Events tab

**Lots/Lines**

- **Lot 1: Default**
  - **Description**: Tires and Tire Tubes
  - **Requested**: Catalog Name:
    - **Effective From**: 
    - **Effective To**: 
  - **More Information**:
    - **Commodity Code**: 251725

**Lot 2: Default**

- **Description**: Tube, Tires, High Floation, F/Tractor, TIRES, 11L15 ARMSTRONG 50003
  - **Quantity**: 5,0000
  - **Unit**: Each
  - **Requested Delivery Date**: 
  - **Additional Information**:
    - **Expand All**
    - **Product Specs**
    - **Shipment Spec**
    - **斠ping Spec"**

The following section describes the tabs of information available for the solicitation.
3.2 Details

To view more information about a solicitation, click Details on the Business Opportunity page.

The Details page displays all the relevant information on the solicitation.

The header section of the Details page shows the general information on the solicitation, including:

- the amount of time left before the solicitation closes,
- the department who posted the solicitation,
- the contact information of the assigned buyer/designated Central Purchasing Representative, and
- the current status.

If the vendor is logged in to their account, there will be a Respond Online button that opens the Response page. The steps to create a response are detailed in the How to Submit a Response for a Business Opportunity guide (available under the “VSS Guides” link on the LA VSS website).

If the vendor is viewing the solicitation through the Public Access page, the Respond Online button will be grayed out. The user will need to log in or create an account in order to submit a response. The steps to create a VSS account are detailed in the How to Create a VSS Account guide (available on the LA VSS website).
If the vendor is logged in, there is an Add this item to Watch List link. Click this link to add the solicitation to My Watchlist. Refer to the My Watchlist section of this guide for more information.

The lower portion of the page displays the details of solicitation. There are several tabs which include different information about the solicitation, including terms, criteria, and lots/lines.

Each tab is outlined below.
3.2.1 Lots/Lines

The Lots/Lines section displays the Commodity line items. The lines may be grouped into Lots, or commodity groupings. Each line may represent a specific item, in which case Quantity and Unit fields display, or the line may be for a catalog of items, in which case Catalog Name and Catalog Effective Dates fields display. If the line is for a Catalog, then you will find an example catalog or market-basket under the Attachments tab (explained in the next section), and you will be expected to upload your own Catalog as part of your response.

![Lots/Lines section](image)

**Note:** For Construction Requests for Bids (CRFB), the lines may be Service, Pre-Fixed, or Item. Pre Fixed Lines will display a Pre Fixed Line Amount while Item lines will display a Quantity and Unit of Measure.

![Lots/Lines section with Attatchments](image)

3.2.2 Attachments

The Attachments tab displays any attachments that the City included on the solicitation, including a PDF form, which may contain Terms & Conditions for the solicitation. If the Line/Lot is for a catalog, an example catalog or market-basket will be attached. This indicates that a catalog is expected to be
uploaded as part of your solicitation response. Click on the underlined **File Name** to open and view or save the attachment.

<table>
<thead>
<tr>
<th>Lots/Lines</th>
<th>Attachments</th>
<th>Additional Information</th>
<th>Terms</th>
<th>Criteria</th>
<th>Events</th>
<th>Q &amp; A List</th>
<th>Amendment History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>File Name</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Date</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Description</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Attachment Type</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2.3 Additional Information

The Additional Information Tab shows any additional information provided by the designated Central Purchasing Representative.

For Construction Requests for Bids (CRFB) only, this tab will also display a list of Required Forms that must be filled out in the LABAVN website (labavn.org) before attempting to submit your bid in LAVSS.

3.2.4 Terms

The Terms tab displays any Terms and Conditions entered on solicitation. If the Terms and Conditions **Name** includes “on PDF”, refer to the PDF on the Attachments tab for the Terms and Conditions of the solicitation.
3.2.5 Criteria
The Criteria tab will show the vendor any Evaluation Criteria entered on the solicitation. Some Evaluation Criteria will be informational (the Response Type will read None), while some will be questions. The vendor will be asked for a response on any Evaluation Criteria questions when submitting a response. Refer to the How to Submit a Response to a Business Opportunity guide (available under the “VSS Guides” link on the LA VSS website) for more information.

3.2.6 Events
The Events tab lists any events that are scheduled related to the solicitation.
3.2.7 Q&A List

The Q&A List tab allows vendors to post questions. Once a question is submitted, the designated Central Purchasing representative receives an email notification and will post a response to the question.

All vendors, including those viewing through Public Access, can see all questions and answers posted on this tab, regardless of who submitted the question.

Based on City policy, vendors will not be able to submit questions less than 2 business days before the closing date of the solicitation. If you need to submit a question after this time, the Ask a Question button will not be available. Instead, you should email the designated Central Purchasing Representative (whose contact information will be listed under the Buyer Information section in the top section of the solicitation details page).

Note: This section will not be used for Construction Requests for Bids (CRFB).

3.2.7.1 Ask a Question

Step 1: From the Q&A List tab, click Ask a Question.

   ![Ask a Question](image)

Result: The Q & A List tab loads.

Step 2: Complete the Enter Your Question field. Click Submit your Question.
The page refreshes, and the question is posted. The assigned designated Central Purchasing Representative will receive an email notification, and will post a response to the question on this page. As a bidder you are responsible for checking regularly for a response to your question.

Any question posted to this page, as well as the response, are visible to anyone who views the solicitation on VSS.

Step 3: Log in to VSS to view the answer. All questions and answers can be viewed by all vendors.
3.2.8 Amendment History

Any changes made to the solicitation document after it is finalized will be tracked and posted under this tab. This tab will list out each individual change that was made.

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Location</th>
<th>Action</th>
<th>Description Text</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Header</td>
<td>Modify</td>
<td>AMENDMENT CHANGED FROM [BLANK] TO &quot;1&quot;</td>
<td>6/5/17</td>
</tr>
<tr>
<td>1</td>
<td>Evaluation Criteria</td>
<td>Add</td>
<td>EVALUATION CRITERIA GROUP 1, LINE 4</td>
<td>6/5/17</td>
</tr>
<tr>
<td>1</td>
<td>Commodity Line</td>
<td>Modify</td>
<td>GROUP 1, LINE 1, QUANTITY CHANGED FROM &quot;100.00000&quot; TO &quot;200.00000&quot;</td>
<td>6/5/17</td>
</tr>
</tbody>
</table>

If a vendor has already responded to the solicitation at the time of the amendment, they will receive an email through VSS.

Subject: ADVMAIL: SOLICITATION <RFQ 40 1700009000134,1> HAS BEEN PUBLISHED.

Vendor:

This message is to notify you and your location that an amendment #1 to the following solicitation has been published.

Solicitation: RFQ 40 1700009000134,1
Description: Request for Automotive Equipment

Click here to view the solicitation.

Vendors who viewed the solicitation in BAVN while logged into the account will also receive notifications.
3.2.9 Public Bid Reading

Once the solicitation has closed and the evaluation process has begun, the designated Central Purchasing Representative may choose to publish a public bid reading. If they choose to do so, it will appear under the Public Bid Reading tab in VSS. This tab does not appear until the Public Bid Reading is published.

<table>
<thead>
<tr>
<th>Lot</th>
<th>Line</th>
<th>Vendor</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Contract Amount</th>
<th>Awarded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Vendor ABC</td>
<td>AUTOMOTIVE</td>
<td>5000</td>
<td>EA</td>
<td>$200.000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Vendor ABC</td>
<td>AUTOMOTIVE CLEANERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Vendor ABC</td>
<td>AUTOMATIC TRANSMISSION FLUID MERCON V 55 GALLON DRUM 76 MERCON V 200</td>
<td>200</td>
<td>DR</td>
<td>$100.000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>ENVEND TEST4</td>
<td>AUTOMOTIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>ENVEND TEST4</td>
<td>AUTOMATIC TRANSMISSION FLUID MERCON V 55 GALLON DRUM 76 MERCON V 200</td>
<td>200</td>
<td>DR</td>
<td>$175.000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>ENVEND TEST4</td>
<td>AUTOMOTIVE CLEANERS</td>
<td>5000</td>
<td>EA</td>
<td>$120.000000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2.10 Notice of Award

After the evaluation has been completed and a vendor is selected and awarded, a Notice of Award is posted to the VSS posting. This tab does not appear until the Notice of Award is published.

<table>
<thead>
<tr>
<th>Lot</th>
<th>Line</th>
<th>Vendor</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Contract Amount</th>
<th>Awarded Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>ENVEND TEST4</td>
<td>AUTOMATIC TRANSMISSION FLUID MERCON V 55 GALLON DRUM 76 MERCON V 200</td>
<td>200.000000</td>
<td>DR</td>
<td>$175.000000</td>
<td>06/07/2017</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>ENVEND TEST4</td>
<td>AUTOMOTIVE CLEANERS</td>
<td>5000.000000</td>
<td>EA</td>
<td>$120.000000</td>
<td>06/07/2017</td>
<td></td>
</tr>
</tbody>
</table>

Note: This section will not be used for Construction Requests for Bids.
4 Types of Solicitations

There are five different types of Solicitations used by the City of Los Angeles in LAVSS. The Solicitations tab shows the list of opportunities and indicates the type of solicitation according to the following list:

- **RFQ** – Request for Quotes – an informal solicitation used to procure bids under $100,000
- **RFB** – Request for Bids – a formal solicitation used to procure bids over $100,000
- **RAQ** – Reverse Auction Quote – an informal solicitation used to identify qualified bidders for a reverse auction under $100,000
- **RAB** – Reverse Auction Bid – a formal solicitation used to identify qualified bidders for a reverse auction over $100,000
- **CRFB** – Construction Requests for Bids – a formal Construction Solicitation used to procure new construction projects.
5  My Watchlist

If the vendor is logged in to VSS, the Business Opportunities section will have two tabs: Solicitations and My Watchlist.

The My Watchlist tab displays any solicitations that you have added to your watchlist.

To add a Solicitation to My Watchlist:

**Step 1:** On the Solicitations tab, locate a solicitation of interest. Click **Details** to view additional information.
Result: The Solicitation Details opens.

Step 2: Click Add this item to Watch List.

Result: The solicitation is added to the My Watchlist tab.
6 Solicitation Amendment & Cancellations

6.1.1 Solicitation Amendments

If a solicitation is modified after being published to VSS, the changes will be posted to VSS as an amendment. The Amendment History tab under the solicitation details will detail each change made.

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Location</th>
<th>Action</th>
<th>Description Text</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Modify</td>
<td>AMENDMENT CHANGED FROM [BLANK] TO &quot;1&quot;</td>
<td>6/5/17</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Add</td>
<td>EVALUATION CRITERIA GROUP 1, LINE 4</td>
<td>6/5/17</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Modify</td>
<td>GROUP 1, LINE 1, QUANTITY CHANGED FROM &quot;100.000000&quot; TO &quot;200.000000&quot;</td>
<td>6/5/17</td>
</tr>
</tbody>
</table>

If a vendor has already responded to the solicitation at the time of the amendment, they will receive an email through VSS.

Subject: ADVMAIL: SOLICITATION <RFQ 40 1700000000134;1> HAS BEEN PUBLISHED.

Vendor:

This message is to notify you and your location that an amendment #1 to the following solicitation has been published.

Solicitation: RFQ 40 1700000000134,1
Description: Request for Automotive Equipment
Click here to view the solicitation:

Vendors who viewed the solicitation in BAVN while logged into the account will also receive notifications.
6.1.2 Solicitation Cancellations

If a solicitation is cancelled/withdrawn before the closing date, the status updates to *Withdrawn*, and no further responses will be accepted.

<table>
<thead>
<tr>
<th>Solicitation</th>
<th>Doc Dept/Buyer/Category:Solicitation Type</th>
<th>Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Golf Cart - BID 12.01</td>
<td>General Services</td>
<td>Published On: 5/9/17</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>RFQ - 40 - 1700009000013</td>
<td>MGR PLACEHOLDER</td>
<td>Amended On: 5/6/17</td>
<td></td>
</tr>
<tr>
<td>Informal - TR</td>
<td></td>
<td>Closing On: 5/9/17 12:00 AM PDT</td>
<td></td>
</tr>
<tr>
<td>Request for Quotes(RFQ)</td>
<td></td>
<td>Time Left: Expired</td>
<td></td>
</tr>
</tbody>
</table>

Vendors who have already submitted responses via VSS will receive a notification email that their solicitation has been cancelled.

Vendors who viewed the solicitation in BAVN while logged into the account will also receive notifications.