How to Submit a Response for a Construction Business Opportunity

This guide covers the following topics:
- Solicitation Types
- Submitting a Response

The City of Los Angeles has many business opportunities. These business opportunities or solicitations are posted on the Los Angeles Vendor Self-Service (VSS) application and on the Business Assistance Virtual Network (BAVN).

To locate a solicitation, refer to the How to Search for a Business Opportunity in VSS guide (available under the “VSS Guides” link on the LA VSS website).

To respond, a vendor must have a VSS account. To register for an account, refer to the How to Create a VSS Account guide (available under the “VSS Guides” link on the LA VSS website).
1 Solicitation Types

There is one type of construction solicitation that may be available in VSS:

- CRFB – Construction Requests for Bids – a formal solicitation used to procure construction projects

The “Submit a Response” section below details how to respond to a Construction Request for Bids (CRFB) solicitation.
2 Submit a Response

The following steps outline how to submit a response to a Construction Requests for Bids (CRFB) solicitation on Vendor Self-Service.

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

Click **Login**.

A vendor must be logged into VSS to respond to a solicitation.

Click **New Registration** button on the VSS homepage to create an account.

**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.

Step 3: Locate the desired Construction Request for Bids (CRFB).

Refer to the How to Search for a Business Opportunity in VSS guide (available under the “VSS Guides” link on the LA VSS website) for information on how to search for a description of the Solicitation Details.
Step 4: Click Details to view additional information for the solicitation.

Result: The solicitation details display.
Step 5: Review the solicitation details.

Step 6: Click Respond Online.
The page refreshes with the details of the response.

The Solicitation Response has two main sections: Solicitation Summary and My Response. The Solicitation Summary section provides the details of the solicitation. The My Response section is used to enter the details of the response, including pricing, criteria responses, and discounts. VSS guides the vendor through five steps to complete the response. The five steps include:

1. Respond to Lines
2. Criteria Response
3. Forms Section
4. Discounts / Comments
5. Review / Submit
Step 7: Scroll down to the My Response section.

Step 8: If the options are grayed out, click **Edit**.

Result: The response is editable.
2.1 Step 1: Respond to Lines

The Respond to Lines section asks the vendor to respond to the lines defined on the solicitation. Each line requires a response. The type of required information will vary depending on the line type provided. For example, the Vendor will always respond with either a Contract Amount (for service lines) or a Unit Price (for item lines).

Responses for both line types are outlined below.

**Step 9:**

In the Response Type dropdown, select the applicable option. Options include Bid, Bid with Condition, or No Bid.

If the user selects Bid with Condition or No Bid, the Comments field must be completed and the Vendor’s bid will be disqualified for the CRFB. For Pre-Fixed (Fixed Cost) lines where the pre-populated dollar amount cannot be changed or deleted, the system will require the Vendor to enter in a Response Type of ‘Bid’. Otherwise, the Vendor will not be able to proceed to the next step and continue the bidding process.

**Step 10:**

If the response includes a Pre-Fixed Line Checkbox and a Pre-Fixed Line Amount, this indicates that the response requires a Response Type of ‘Bid’ and the Contract Amount to equal the Pre-Fixed Line Amount.
**Step 11:** For an item line that includes a Requested Quantity, a **Unit Price** must be entered.

**Step 12:** For a service line that does not have the Pre-Fixed Line Checkbox or Amount, a **Contract Amount** must be entered.

**Step 13:** If the item is **certified as environmentally friendly**, please check the box and select up to **3 Certifications** from the drop down list.
### Step 14:
If the item contains **recycled content**, please check the box and enter both the **Post Consumer** and **Total Recovered Content** as a percentage.

<table>
<thead>
<tr>
<th>Description</th>
<th>Requested Quantity</th>
<th>Response Type</th>
<th>Unit Price</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOXES</td>
<td>100 EA</td>
<td>Bid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Is the item certified as environmentally friendly?**
- **Does the item contain recycled content?**
  - Post Consumer: 50%
  - Total Recovered Content: 70%

### Step 15:
If the item contains any **Environmentally Preferable Product (EPP) attributes**, please select **Attributes** from the drop down list.

<table>
<thead>
<tr>
<th>Description</th>
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<td></td>
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</tr>
</tbody>
</table>

- **Is the item certified as environmentally friendly?**
- **Does the item contain recycled content?**
  - Post Consumer: 50%
  - Total Recovered Content: 70%

- **EPP Attribute 1:** Easily recycled (SRC)
- **EPP Attribute 2:** Low volatile organic compounds
- **EPP Attribute 3:** Plastic, recycled wood

### Step 16:
Include **Comments**, as needed.
Step 17: Complete the information for all line items.
Step 18: Once all required fields are completed, click Go To Step 2.

If all required fields are not completed, error messages display. All errors must be resolved before proceeding.

Result: If required fields are completed, the user proceeds to Step 2: Criteria Response.
Step 19: Notification messages may display at the top.

- You have 2 messages
  1. Information: This response hasn't been submitted yet, any print actions will not reference final information.
  2. Information: Document validated successfully

[Links: View All Details, Submit Question]
2.2 Step 2: Criteria Response

The Criteria Response page is used to respond to Evaluation Criteria.

**Step 20:** For each criteria line, review the **Description** and **Response Type**. Enter a response based on the **Response Type**. If the Response Type is *None*, no response will be allowed for that line.

**Step 21:** After responding to each question, click **Go To Step 3**.

Error / Warning messages display.

If any of the Evaluation Criteria lines are blank (if the **Response Type** was not *None*), a warning will be issued. A response should be provided for all questions.
Result: If all required fields are completed, the user proceeds to Step 3: Form Section.

| My Response | 1 Respond To Lines | 2 Criteria Response | 3 Form Section | 4 Discounts/Comments | 5 Review/Submit |
2.3 Step 3: Form Section

The Form Section will notify the user that they must submit all required forms listed below in the City of Los Angeles BAVN website before attempting to submit their response through LA VSS. The user must navigate to BAVN, login, and ensure all required forms are complete before response submission in VSS.

If the Forms are not complete in BAVN at time of response submission in VSS, the user will receive one of the following two errors:

- ‘You have not submitted any forms for this bid. Please start filling the forms at link (link to BAVN).’
- ‘All Forms pertaining to this Bid Package must be completely filled out in BAVN before submitting your Bid Response. The following forms have not been completed in BAVN: Certificate of Compliance with Child Support Obligations, Construction Responsibility Questionnaire.’
2.4 Step 4: Discounts / Comments

The fourth step allows vendors to define a prompt payment discount if desired, or any overall comments for the response. These fields are optional.

Instructions on the page tell vendors that if no discount is offered, Net 30 will apply.

**Step 22:** Enter a discount, if applicable.
Enter text in the **Overall Response Comment** field, if desired.

**Step 23:** Click **Go To Step 5**.

**Result:** The user proceeds to Step 5: Review/Submit.
2.5 Step 5: Review / Submit

The final step allows the vendor to review their response before submitting the response.

**Step 24:** Review the information entered.

**Step 25:** If all information is correct, click **Submit**.

**Result:** A pop-up opens.

**Step 26:** Click **OK** to proceed.
Result: The Response Submitted Successfully displays.

You have 4 messages
1. Warning: Some forms may require further verification by the City of Los Angeles Bureau of Contract Administration...
2. Warning: Lot 1 Line 1: EPP information has been left blank. Please fill out EPP information if applicable. (LA299)
3. Warning: Lot 1 Line 2: EPP information has been left blank. Please fill out EPP information if applicable. (LA299)
4. Warning: Lot 1 Line 3: EPP information has been left blank. Please fill out EPP information if applicable. (LA299)

Response Submitted Successfully

Thank You

Your Submitted Response can be found under the "My Responses" tab

Click any tab to continue.
2.6 Solicitation Responses

Responses can be viewed on the Solicitation Response section. Refer to the *How to Locate a Response for a Business Opportunity* guide (available under the “VSS Guides” link on the LA VSS website) for further instructions.