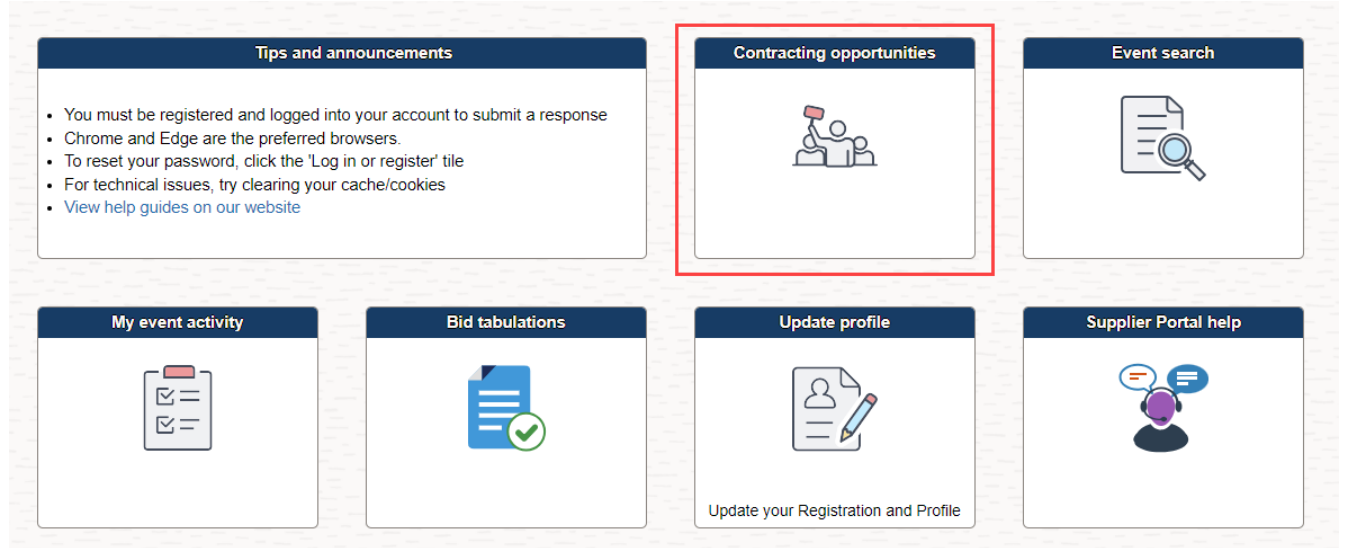


Respond to a bid or proposal

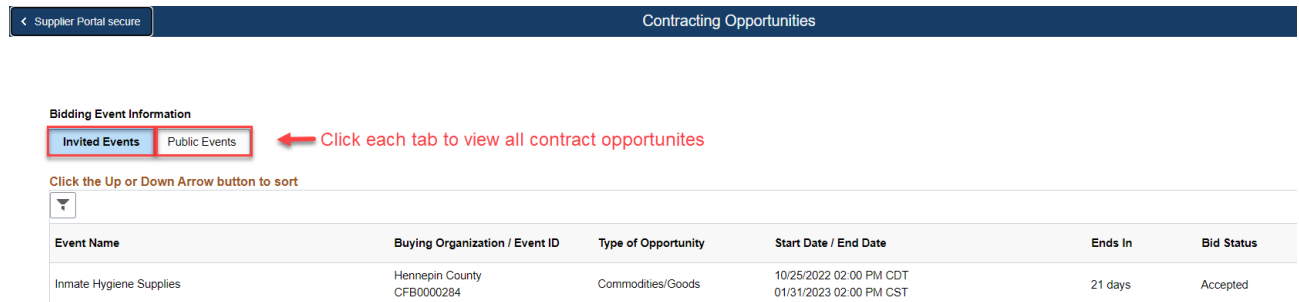
- Once you are logged into the Supplier Portal select **Contracting opportunities**.



- A page will display that has two tabs. Be sure to review both tabs for contract opportunities you may be interested in.

Invited Events - contract opportunities you have been invited to.

Public Events - contract opportunities anyone can respond to.



- Once you find an event you are interested in, select the **Event Name** to open the event.

Supplier Portal Quick Guide

Supplier Portal secure Contracting Opportunities

Bidding Event Information

Inited Events Public Events

Click the Up or Down Arrow button to sort

Event Name	Buying Organization / Event ID	Type of Opportunity	Start Date / End Date	Ends In	Bid Status
Inmate Hygiene Supplies	Hennepin County CFB0000284	Commodities/Goods	10/25/2022 02:00 PM CDT 01/31/2023 02:00 PM CST	21 days	Accepted

4. Review the event information. Make sure to scroll down if necessary.

Contracting Opportunities Event Details

Invitation Accepted Bid on Event Decline Invitation

Bidding Event Information

Event Name	Inmate Hygiene Supplies	Event Start Date	10/25/2022 02:00 PM CDT
Business Unit	Hennepin County	Event End Date	01/31/2023 02:00 PM CST
Event ID	CFB0000284	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Akinyi R Oluoch	Event Format	Sell
Sealed Event	Yes	Event Type	RFx
Payment Terms	Net 35 Days	Multiple Bids	Allowed
Contact Information	Akinyi Oluoch	Edits to Submitted Bids	Yes

Description

SPECIFICATIONS FOR: Inmate Hygiene Supplies
QUESTIONS DUE: 11/08/2022 at 2:00 PM
SEND QUESTIONS TO: akinyi.oluoch-omondi@hennepin.us, Karen Kuglar@hennepin.us and Bryan Kallstrom@hennepin.us
CONTRACT PERIOD: Award plus three years
BID SECURITY: Not required
PERFORMANCE BOND: Not required
PAYMENT BOND: Not required
Click on the 'View Documents' link to open and read the terms and conditions for this event contained in the following attachments:
1. Instructions to Bidders
2. Standard Terms and Conditions
3. Special Terms and Conditions
Technical issues with last minute submission may cause you to miss out on this contract opportunity

View Documents

Lines 27 rows

5. Select **Bidding Instructions** to find out more on how to respond to this event.

Event Details Event Details

Welcome, Test Company6
User: Test Name6

Submit Bid Save for Later Cancel Validate Entries

Event Name	Inmate Hygiene Supplies	Bidding Instructions
Event ID	HNCTY-CFB0000284	View Documents
Event Format/Type	Sell Event RFx	Bid ID New
Event Version	1	Bid Date

6. Select **View Documents** to view attachments for this contract opportunity.

Supplier Portal Quick Guide

Contact Information Akinyi Oluoch [📧] Edits to Submitted Bids Yes

▼ Description

SPECIFICATIONS FOR: Inmate Hygiene Supplies
QUESTIONS DUE: 11/08/2022 at 2:00 PM
SEND QUESTIONS TO: akinyi.oluoch-omondi@hennepin.us, Karen.Kuglar@hennepin.us and Bryan.Kallstrom@hennepin.us
CONTRACT PERIOD: Award plus three years
BID SECURITY: Not required
PERFORMANCE BOND: Not required
PAYMENT BOND: Not required
Click on the 'View Documents' link to open and read the terms and conditions for this event contained in the following attachments:
1. Instructions to Bidders
2. Standard Terms and Conditions
3. Special Terms and Conditions

Technical issues with last minute submission may cause you to miss out on this contract opportunity

View Documents

▼ Lines

7. Select the **Filename** to open the attachment. Do this for each attachment.

View Documents

▼ Attachments

Filename	Description
Inmate_Hygiene_Supplies.pdf	Event Details

▼ Comments

Technical issues with last minute submission may cause you to miss out on this contract opportunity

8. Select the **X** to close the window.

View Documents

▼ Attachments

Filename	Description
Inmate_Hygiene_Supplies.pdf	Event Details

9. Select **Bid on Event** to respond to this event.

Contracting Opportunities Event Details

✔ Invitation Accepted

▼ Bidding Event Information

Event Name	Inmate Hygiene Supplies	Event Start Date	10/25/2022 02:00 PM CDT
Business Unit	Hennepin County	Event End Date	01/31/2023 02:00 PM CST
Event ID	CFB0000284	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Akinyi R Oluoch	Event Format	Sell
Sealed Event	Yes	Event Type	RFx

Bid on Event Decline Invitation

10. Answer the general questions. Items that are marked with a red star require a response. Make sure to scroll if necessary so you don't miss any questions.

Supplier Portal Quick Guide

< Event Details

Event Details

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	3
Required Questions	3
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required

🏆 Ideal Response Required

General Questions

1 of 3



Is your company's information up to date? Before submitting your bid, please review (and update, if necessary) your information by returning to the home page and selecting 'View/Update Company Info.'

Response

[Add Comments or Attachments](#)

Supplier Portal Quick Guide

11. Enter unit pricing, if required. Most RFP events do not require that you enter price. Most bid events require you to enter unit pricing. The system will automatically calculate your total bid price.

Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
8	*	Admission Kit 1 (30 tuft toothbrush, 2.75 oz toothpaste, 5" comb, 4 oz shampoo in a heat sealed bag.	EA	313.0000	313.0000	10.000000	3,130.0000 USD	Bid
9	*	Admission Kit 2 (30 tuft toothbrush, 2.75 oz toothpaste, 5" comb, single blade razor, 105 oz roll-on deodorant, 4 oz shampoo in a heat sealed bag.	EA	70.0000	70.0000	10.000000	700.0000 USD	Bid
10	*	Blue Magic Bergamot 4 oz (12 per case)	CS	8.0000	8.0000	10.000000	80.0000 USD	Bid
11	*	Briefs, Women's	EA	11.0000	11.0000	10.000000	110.0000 USD	Bid
12	*	Conditioner, Tresemmе Moisture Rich 28oz (6 per case)	EA	59.0000	59.0000	10.000000	590.0000 USD	Bid

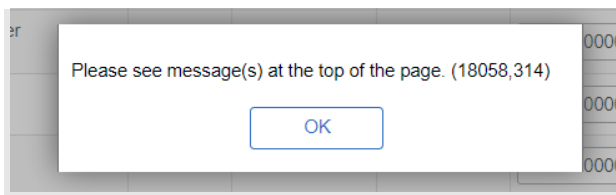
12. After answering all the questions, select the **Validate Entries** button to ensure you have answered all required questions.

30	*	Sports bra, Cotton Spandex Brown	EA	22.0000	22.0000	0.000000	0.0000 USD	Bid
31	*	Tampon, Regular (500 per case)	CS	8.0000	8.0000	0.000000	0.0000 USD	Bid
32	*	Tampon, Super Absorbent (500 per case)	CS	8.0000	8.0000	0.000000	0.0000 USD	Bid
33	*	Toothbrush, 40 Tuft Security 3" Thumbprint (72 per case)	CS	335.0000	335.0000	0.000000	0.0000 USD	Bid
34	*	Toothpaste, Freshmint 6oz (144 per case)	CS	113.0000	113.0000	0.000000	0.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.



13. If you have missed any of the required questions you will see this popup box. Select **OK** then scroll to the top of the screen to see what questions were missed. They will be listed in red.



< Event Details Even

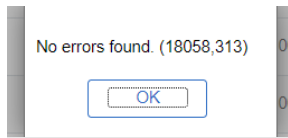
Event Details

! Response required. You must enter a response for General Question 1 - Is your company's information up ...
 ! Response required. You must enter a response for General Question 2 - Select the number of addenda you ...
 ! Response required. You must enter a response for General Question 3 - Choose 'Yes' to confirm that you ...
 ! Response required. You must enter a response for Line 20- Line Question: State the percentage discount of ...

Submit Bid Save for Later Cancel

Supplier Portal Quick Guide

14. Answer the questions that were missed and select **Validate Entries**. If no errors were found, you will see the following message. Select **OK**.



15. Select **Submit Bid** to submit your bid.

20	★		Maxi Pads, Regular Tri-Fold (288 per case)	CS	278.0000	278.0000	0.000000	0.0000 USD	Respond to bid questions
21	★		Maxi Pads, Super Absorbent (250 per case)	CS	11.0000	11.0000	10.000000	110.0000 USD	Bid
22	★		Panty Liners, Individually Wrapped (480 per case)	CS	5.0000	5.0000	10.000000	50.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.



16. Read the text then select **I Agree** and select **Sign Submission**.

Sign Submission

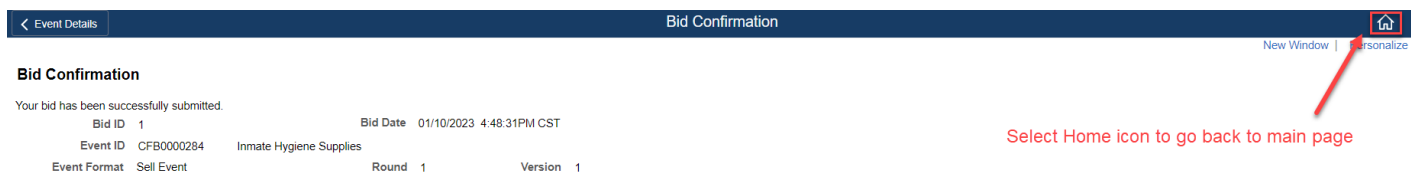
You represent and warrant that: (i) you are duly authorized to act on behalf of Vendor; (ii) in accordance with that authority, you agree to submit this Bid electronically on behalf of Vendor; and (iii) this action manifests your intent to electronically sign the Bid and that said electronic signature is thereby attached to and logically connected with the Bid.

By checking the "I Agree" box and selecting the "Sign Submission" button below, you are signing this Bid on behalf of the Vendor and you represent and warrant that the prices quoted in the Bid were established without collusion with other bidders and without effort to preclude Hennepin County from obtaining the best possible competitive price. Vendor further certifies that it is not barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings.

Once you click on "Sign Submission," your Bid will be submitted and you should receive a confirmation email. If you do not receive a confirmation email, please call (612) 543-5412.

Agree

17. The confirmation page will display and you will also receive an email confirming your bid was received. Select the **Home** icon.



For more help:

Visit [Supplier Portal help](#)

Call (612) 543-5412

Email supplierportal@hennepin.us