

How to Retrieve a Solicitation in VSS

To view and retrieve Solicitation documents, go to Pima County Procurement's Vendor Self Service System (VSS) at <https://vendors.pima.gov/webapp/VSSPROD1/AltSelfService> .

If you have already registered in VSS, log in using your User ID and Password. To view or print solicitations, access as a Guest is possible by clicking on the Public Access button BUT vendors MUST be a registered vendor before they can be awarded a contract.



Registered Users

Please log in to

- Perform Account Maintenance
- Respond to Solicitations

User ID

Password

[Password Reset](#)

Need help? For instructions on using the Pima County Vendor Self Service System or specific questions, please visit our help site.

New Users

- Register my company
- Create User ID for existing account

Public Access as a GUEST

- View Posted Solicitations
- View Award Notices

How to Retrieve a Solicitation in VSS

After logging in to the VSS portal, a list of solicitations will appear (most recent notification at the top). The Status column on the right shows if a solicitation is Open or Closed. Choose the solicitation you would like to view and select **Details**.

Solicitations			
Search for Solicitations			
Show Me ... All Solicitations Open Solicitations Closing Soon Recently Published Recent Amendments Recent Intents Recent Awards			
Keyword Search: <input type="text"/> Go Advanced Search			
Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Scaffold Rental, Installation & Dismantling RFQ - PO - 1800007 Summary Details	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/10/18 Amended On: 4/17/18 1:00 PM MST Closing On: 4/17/18 1:00 PM MST Time Left: 6 Days, 02:42:47 Intent Posted On:	Open
Sweeper broom RFQ - PO - 1800008 Summary Details	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/10/18 Amended On: 4/10/18 Closing On: 4/17/18 1:00 AM MST Time Left: 6 Days, 00:42:47 Intent Posted On:	Open
Acoustic Wall Panels RFQ - PO - 1800006 Summary Details	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/9/18 Amended On: 4/10/18 Closing On: 4/16/18 1:00 PM MST Time Left: 5 Days, 02:42:47 Intent Posted On:	Open
Disposable Biochemical Oxygen Demand Bottles RFQ - PO - 1800004 Summary Details	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 3/2/18 Amended On: 3/9/18 1:00 PM MST Closing On: 3/9/18 1:00 PM MST Time Left: Expired Intent Posted On:	Closed

Select the **Attachments** tab and click on the link(s) under File Name to open the solicitation document and any other attachments.

Solicitations											
Surplus Auctions Purchase History											
New Search											
Solicitation: 1800008 Sweeper broom											
Issued: 4/10/18 Last Amended: 4/10/18 Current Status: Open											
Start Date: Closing Date: 4/17/18 11:00 AM MST Time Left: 02:07:10	Doc Dept: Procurement Buyer Name: Category: GEN MTLs & SVC Type: Request for Quotes(RFQ)	Response Options <input type="button" value="Respond Online"/> <input type="button" value="Print for Mailing"/>									
Buyer Information	Additional Dates	Bid Opening Date: 4/17/18 11:00 AM Intent Posted Date:	Award Date: More... see Events tab								
Print Solicitation											
Attachments	Additional Information	Terms	Events								
Lot 1: Default Commodity Group											
Description		Requested	More Information								
SWEEPER BROOM		Quantity : 0.00000 Unit : Each Requested Delivery Date : 6/30/2018	View Purchase History Expand All <input type="checkbox"/> Product Specs <input type="checkbox"/> Shipping/Billing <input type="checkbox"/> Shipping Specs								
Print Solicitation											
Attachments	Additional Information	Terms	Events								
<table border="1"> <thead> <tr> <th>File Name</th> <th>Date</th> <th>Description</th> <th>Attachment Type</th> </tr> </thead> <tbody> <tr> <td>294079-1800008-RFQ Sweeper Broom.pdf</td> <td>4/10/18</td> <td>294079- Sweeper Broom</td> <td>Standard</td> </tr> </tbody> </table>				File Name	Date	Description	Attachment Type	294079-1800008-RFQ Sweeper Broom.pdf	4/10/18	294079- Sweeper Broom	Standard
File Name	Date	Description	Attachment Type								
294079-1800008-RFQ Sweeper Broom.pdf	4/10/18	294079- Sweeper Broom	Standard								
From 1 to 1 Total: 1 <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>											

Note: The attachment may take a moment to open. Verify the open/save document prompt box is not behind the VSS Screen you are viewing. Select **Open** or **Save** to open the document.

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The Attachments will have all the submittal information including contract (Offer Agreement) requiring signature, commodities requiring pricing, who to email your response to and other needed information. This document(s) MUST be downloaded and USED for submission.

Click **Print Solicitation**.

The screenshot shows the 'Solicitation: 1800008 Sweeper broom' page. The current status is 'Open'. Key details include: Issued: 4/10/18, Last Amended: 4/10/18, Start Date: 4/17/18 11:00 AM MST, Closing Date: 4/17/18 11:00 AM MST, Time Left: 6 Days, 00:40:52. The document department is Procurement, and the category is GEN MTLs & SVC. A 'Response Options' box contains 'Respond Online' and 'Print for Mailing' buttons. A red arrow points to the 'Print Solicitation' link. Below the header is a table with tabs: Lots/Lines, Attachments, Additional Information, Terms, Events, Q & A List, and Amendment History. The 'Lots/Lines' tab is active, showing 'Lot 1: Default Commodity Group' with a table containing one row: 'SWEEPER BROOM' with a quantity of 0.00000, unit 'Each', and a requested delivery date of 6/30/2018. The 'More Information' column for this row contains links for 'View Purchase History', 'Expand All', 'Product Specs', 'Shipping/Billing', and 'Shipping Specs'.

This screen shows the Solicitation number, current Amendment number, Closing Date and Time, etc. Even though Commodity Information appears (Lot and Lines), specific information will be in the actual solicitation document (attachment).

Note: The **Print** icon (as shown below) DOES NOT print out the solicitation document(s) required for submission.

The screenshot shows the 'Solicitation Details View' page. It features a 'Printing Instructions' section with a red arrow pointing to a 'Print' icon. The instructions are: 1. Print the Solicitation - This reference copy and all associated attachments are essential in order to accurately complete a response to the solicitation. Follow these printing instructions to accurately respond to this solicitation. 2. Print all attachments provided (see attachments section below) - Click on the attachment file name (link), open or save attachment, then print the file. A caution note follows: 'Caution: Read all documents and follow specific bidding instruction f for this solicitation. Bidding instructions will vary from solicitation to solicitation.' Below this is a 'Return to Solicitation' link. At the bottom, there is a summary of the solicitation: Procurement Folder: 294079, Solicitation: 1800008, Solicitation Type: Request for Quotes, Description: Sweeper broom, Solicitation Version Number: 3, Amendment: 2, Status: Open, Issued Date: 4/10/2018, Closing Date: 4/17/2018, and Closing Time: 11:00 AM.

How to Retrieve a Solicitation in VSS

Select **Return to Solicitation**.

Solicitations | Surplus Auctions | Purchase History

Solicitation Details View

Printing Instructions - This reference copy and all associated attachments are essential in order to accurately complete a response to the solicitation. Follow these printing instructions to accurately respond to this solicitation.

1. Print the Solicitation → [Print](#)
2. Print all attachments provided (see attachments section below)
 - Click on the attachment file name (link), open or save attachment, then print the file

Caution: Read all documents and follow specific bidding instruction for this solicitation. Bidding instructions will vary from solicitation to solicitation.

[Return to Solicitation](#)

Solicitation 1800008

Procurement Folder: 294079
 Solicitation: 1800008
 Solicitation Type: Request for Quotes
 Description: Sweeper broom

Solicitation Version Number: 3
 Amendment: 2
 Status: Open
 Issued Date: 4/10/2018
 Closing Date: 4/17/2018
 Closing Time: 11:00 AM

Another helpful screen, **Amendment History** tab, describes what has changed in each amendment. This list is system generated. Please see the solicitation document (attachment) for actual modification(s).

[Print Solicitation](#)

Print Solicitation | **Amendment History**

Amendment	Location	Action	Description Text	Date
1	Header	Modify	ATTACHMENTS HAVE BEEN MODIFIED,DELETED OR ADDED	4/10/18
1	Header	Modify	AMENDMENT CHANGED FROM [BLANK] TO "1"	4/10/18
2	Commodity Line	Modify	GROUP 1, LINE 1, REQUESTED DELIVERY DATE CHANGED FROM "2016-06-30" TO "2018-06-30"	4/10/18
2	Header	Modify	AMENDMENT CHANGED FROM "1" TO "2"	4/10/18

From 1 to 4 Total: 4 [First](#) [Prev](#) [Next](#) [Last](#)

Select **Solicitations** tab at the top to return to the **All Solicitations** page.

Business Opportunities

Solicitations | Surplus Auctions | Purchase History

[New Search](#)

Solicitation: 1800008 Sweeper broom

Issued: 4/10/18 Last Amended: 4/10/18 **Current Status: Open**

Start Date: 4/17/18 11:00 AM MST
 Closing Date: 4/17/18 11:00 AM MST
 Time Left: 01:49:34

Doc Dept: Procurement
 Buyer Name:
 Category: GEN MTL & SVC
 Type: Request for Quotes(RFQ)

Response Options
[Respond Online](#) [Print for Mailing](#)

Buyer Information Additional Dates Bid Opening Date: 4/17/18 11:00 AM Award Date:
 Intent Posted Date: More... [see Events tab](#)

[Print Solicitation](#)

Lot 1: Default Commodity Group

Description	Requested	More Information
SWEeper BROOM	Quantity : 0.00000 Unit : Each Requested Delivery Date : 6/30/2018	View Purchase History Expand All <input type="checkbox"/> Product Specs <input type="checkbox"/> Shipping/Billing <input type="checkbox"/> Shipping Specs

How to Retrieve a Solicitation in VSS

Solicitations		Surplus Auctions		Purchase History	
Search for Solicitations					
Show Me ... All Solicitations Open Solicitations Closing Soon Recently Published Recent Amendments Recent Intents Recent Awards					
Keyword Search: <input type="text"/> <input type="button" value="Go"/> Advanced Search					
<input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>					
Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates			Status
Commercial Food Warmer Cabinets RFQ - PO - 1800012 <input type="button" value="Summary"/> <input type="button" value="Details"/>	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/13/18 Amended On: Closing On: 4/20/18 1:00 PM MST Time Left: 3 Days, 03:48:58 Intent Posted On:			Open
Scaffold Rental, Installation & Dismantling RFQ - PO - 1800007 <input type="button" value="Summary"/> <input type="button" value="Details"/>	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/10/18 Amended On: Closing On: 4/17/18 1:00 PM MST Time Left: 03:48:58 Intent Posted On:			Open
Sweeper broom RFQ - PO - 1800008 <input type="button" value="Summary"/> <input type="button" value="Details"/>	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/10/18 Amended On: 4/10/18 Closing On: 4/17/18 11:00 AM MST Time Left: 01:48:58 Intent Posted On:			Open
Acoustic Wall Panels RFQ - PO - 1800006 <input type="button" value="Summary"/> <input type="button" value="Details"/>	Procurement GEN MTLs & SVC Request for Quotes(RFQ)	Published On: 4/9/18 Amended On: Closing On: 4/16/18 1:00 PM MST Time Left: Expired Intent Posted On:			Closed