GRAND VALLEY STATE UNIVERSITY

SUBMITTING A BID

SUPPLIER GUIDE

Table of Contents

ACCESSING GVSU EVENTS 2

WORKDAY CENTRAL LOGIN 2

RSVP FOR AN EVENT 4

PREPARING TO BID 5

SUBMITTING QUESTIONS 6

SUBMITTING YOUR BID 7

- RESPONSE SHEETS 7
- WORKSHEETS 8
- REQUESTED DOCUMENTS 10
- BID EXTRAS 11

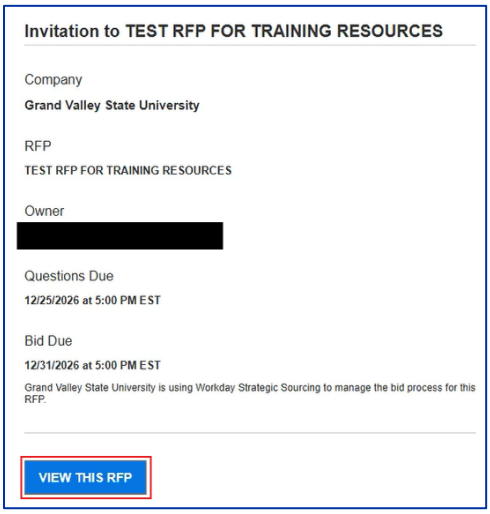
WORKDAY DASHBOARD 12

REVISING YOUR BID 13

ACCESSING GVSU EVENTS

Suppliers can be invited to submit a bid via email or can access all of Grand Valley State University's public events on our Public Bid Site.

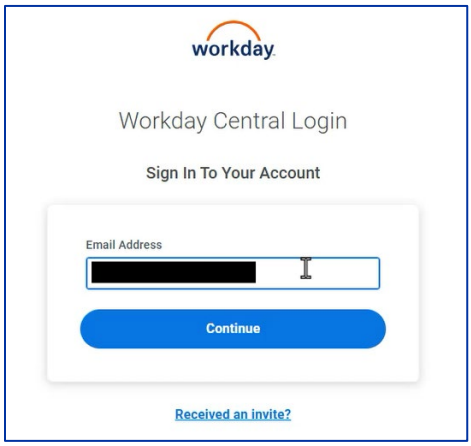
If you are invited via email, you will receive an email with a link to view the RFP. Click the link at the bottom of the email to view the RFP.



Alternatively, you can access the RFP on our public bid site.

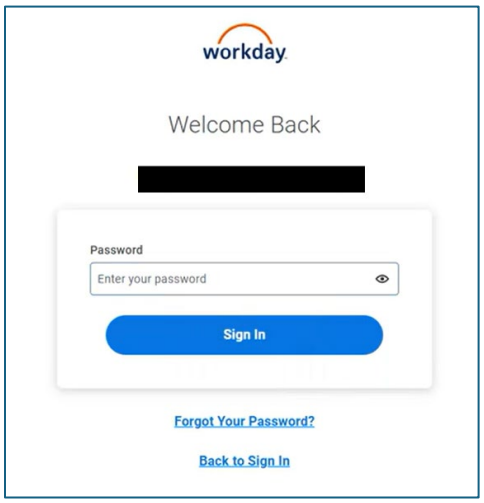
WORKDAY CENTRAL LOGIN

1. Set up a free account or login using Workday Central Login. Enter your email address and click **Continue**.



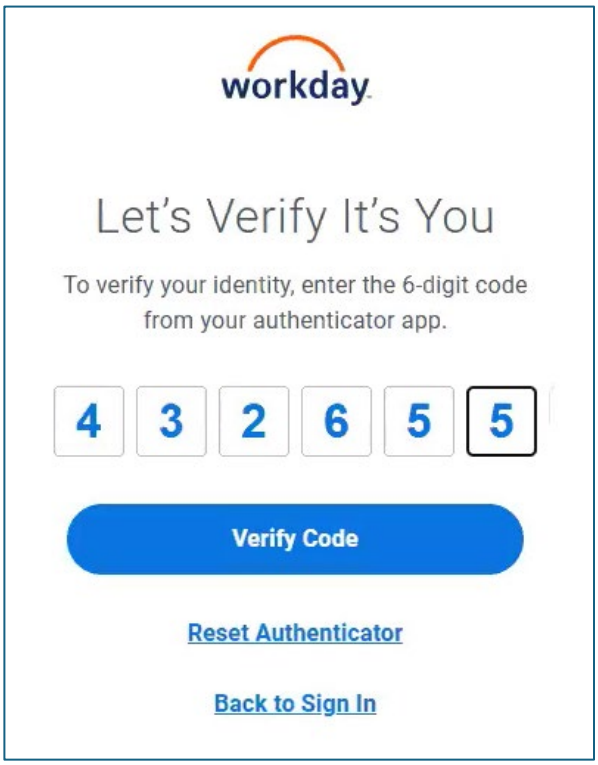
If you need to set up your account, please follow the instructions in our Workday Registration Guide for New Suppliers or in our Supplier Registration Demo Video.

2. If you have an existing account, you will be prompted to enter your password next.

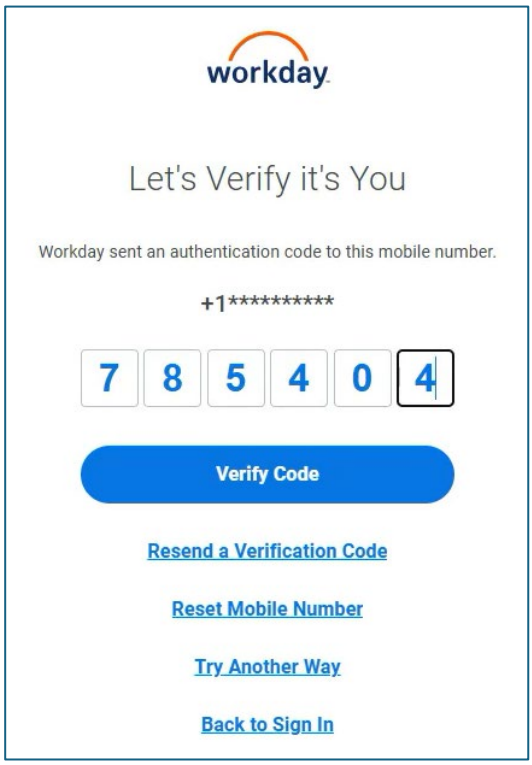


3. Verify your identity using the multifactor authentication method you set up on your account. Click **Verify Code**.

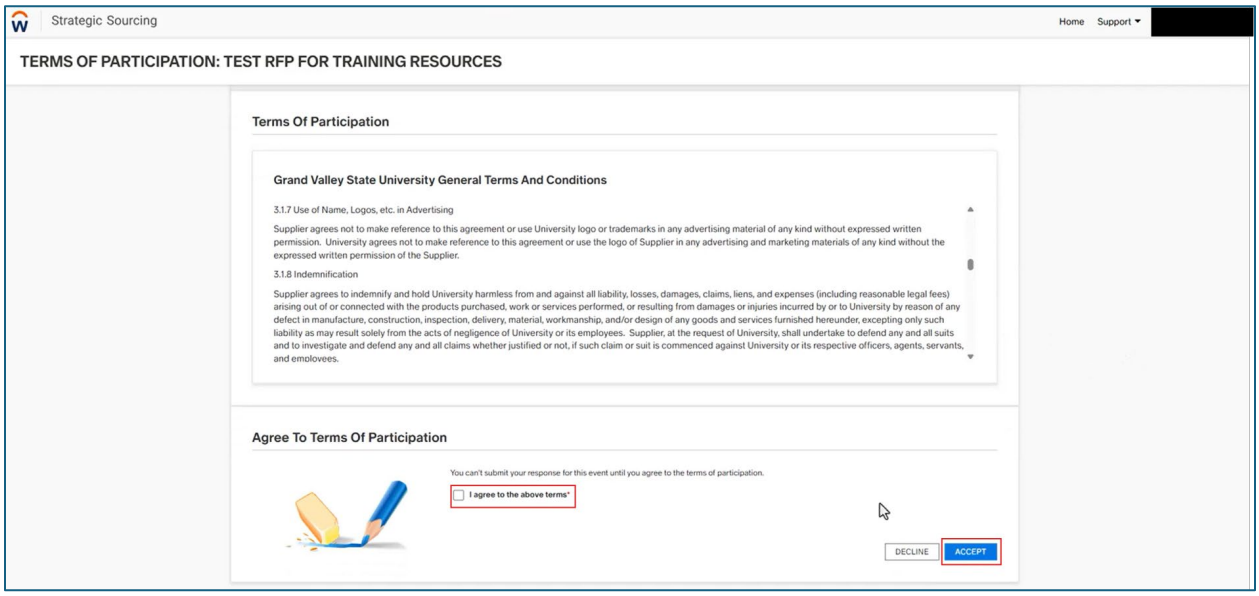
AUTHENTICATOR APP



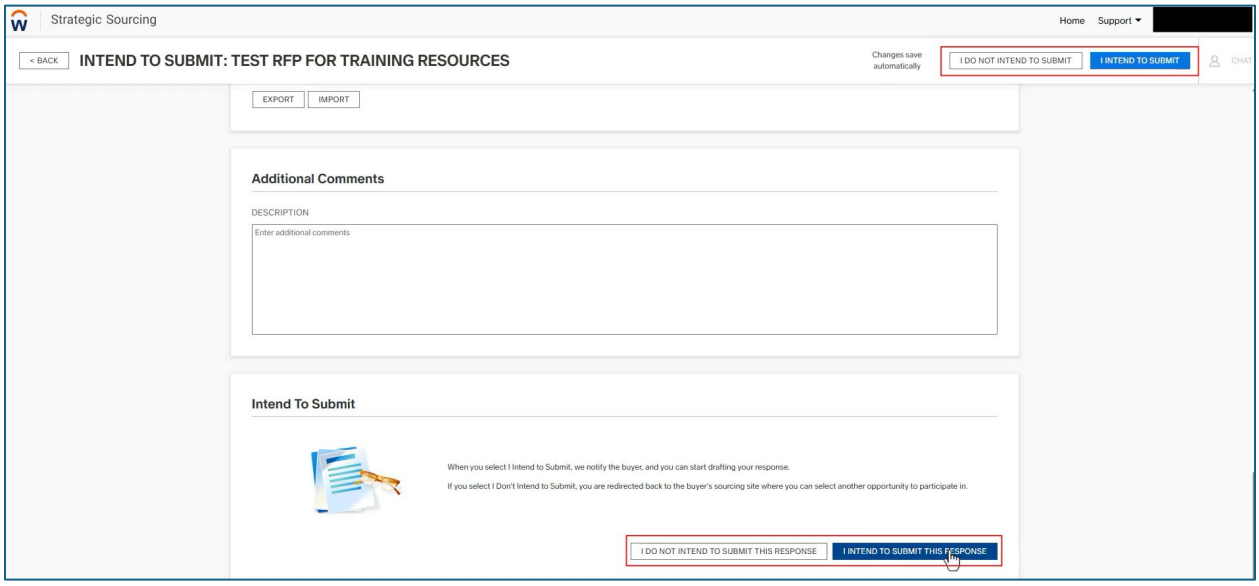
SMS TEXT CODE



4. Before starting your bid, you will need to review and agree to GVSU's General Terms and Conditions. Check the checkbox next to **I agree to the above terms** and click **ACCEPT**.

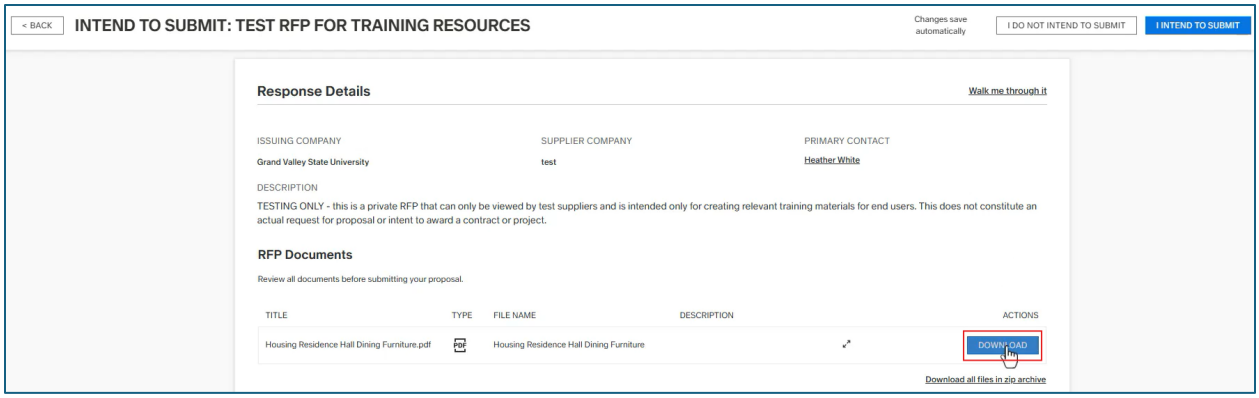


5. Next, you'll be able to view the RFP details and indicate whether or not you intend to submit a bid at the top of the screen or at the bottom of the RFP details.

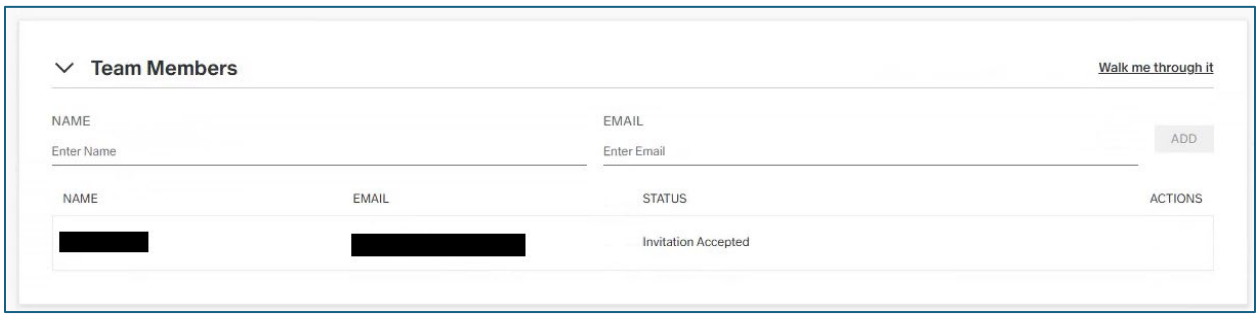


6. After clicking **I INTEND TO SUBMIT THIS REPSONSE**, the screen will change to your draft bid. **Tip, you can click the ">" next to **Terms Of Participation** to collapse that section and require less scrolling on the RFP page**

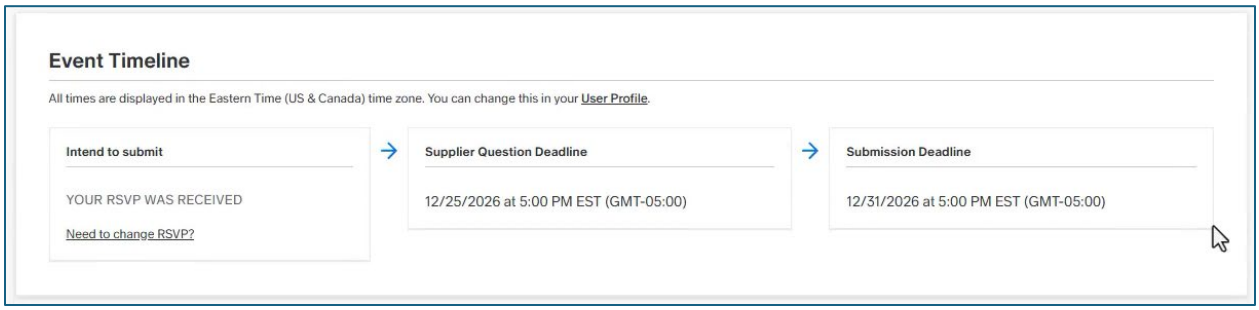
7. Review the **RFP Documents.** Download the RFP documents provided by Grand Valley State University.



8. You can invite team members to collaborate on your bid by scrolling to the **Team Members** section and adding name(s) and email(s) of your colleagues and clicking **ADD**. Your team members receive an email that enables them to sign up and login to Strategic Sourcing.

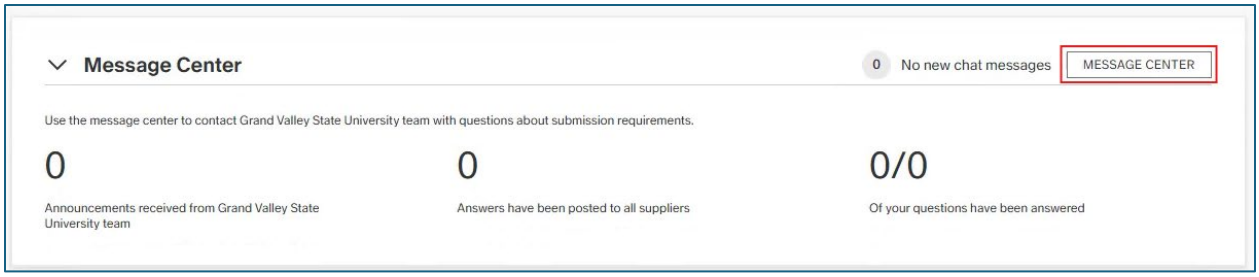


9. Review the **Event Timeline**. Times are displayed in the time zone you set up in your User Profile.

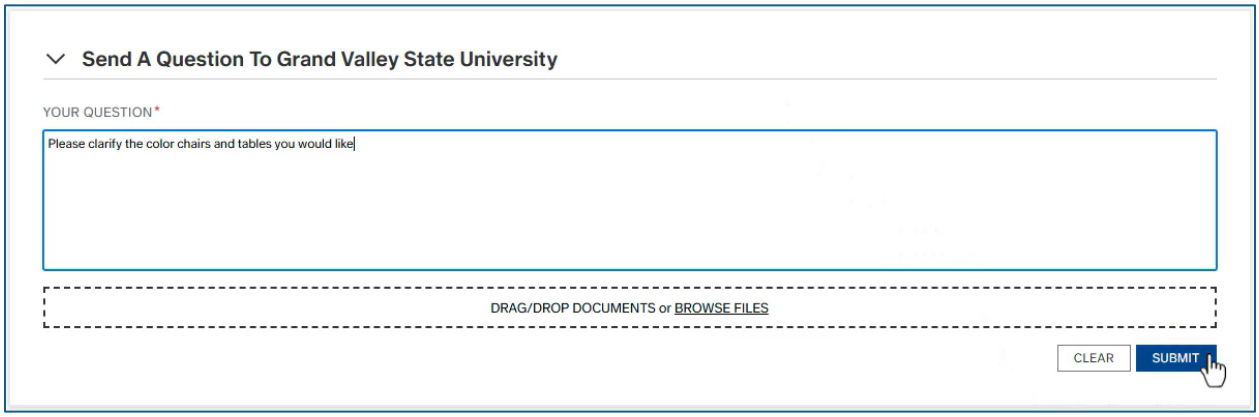


SUBMITTING QUESTIONS

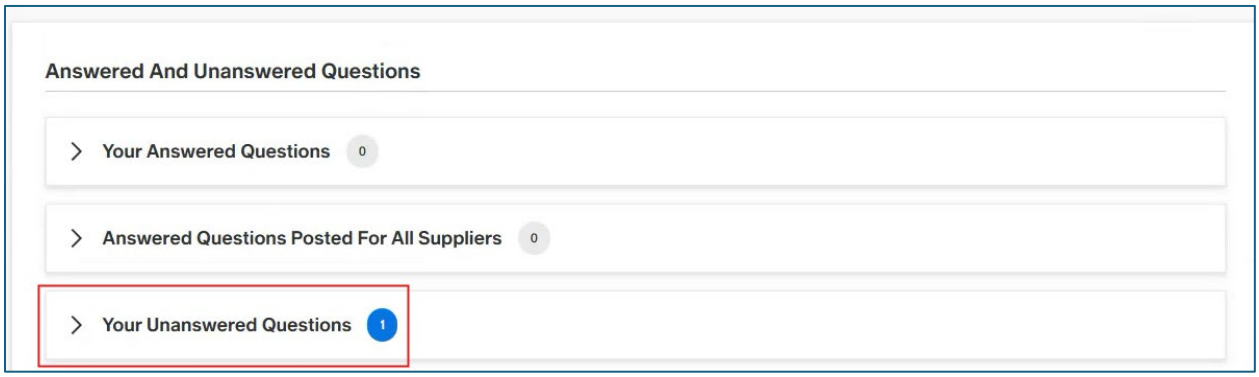
10. Ask questions using the **Message Center**. You can also view any announcements sent by the GVSU team. Click **Message Center** to open it.



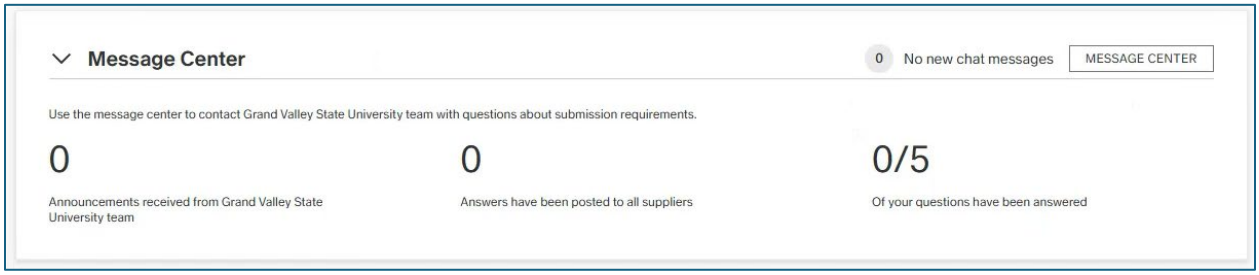
11. Send a question to GVSU by typing it into the field provided. You can also upload attachments if necessary. Once you've typed your question, click **SUBMIT**.



12. You will then see that your question has been moved to the **Your Unanswered Questions** section. You can ask as many questions as you would like before the questions deadline.



13. Back on your bid screen, you will also see a running tally of the questions you've asked based on status.

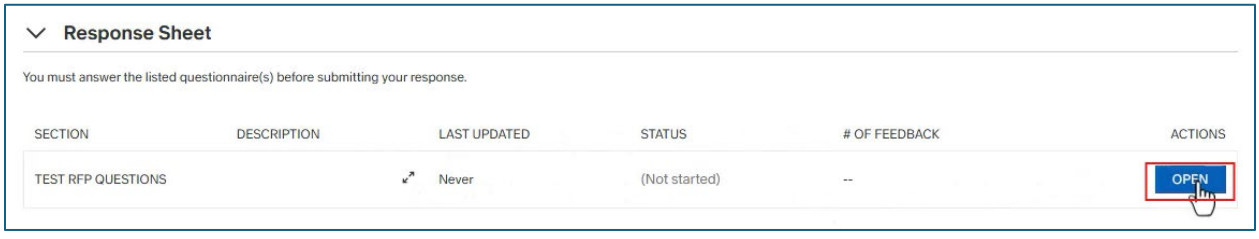


SUBMITTING YOUR BID

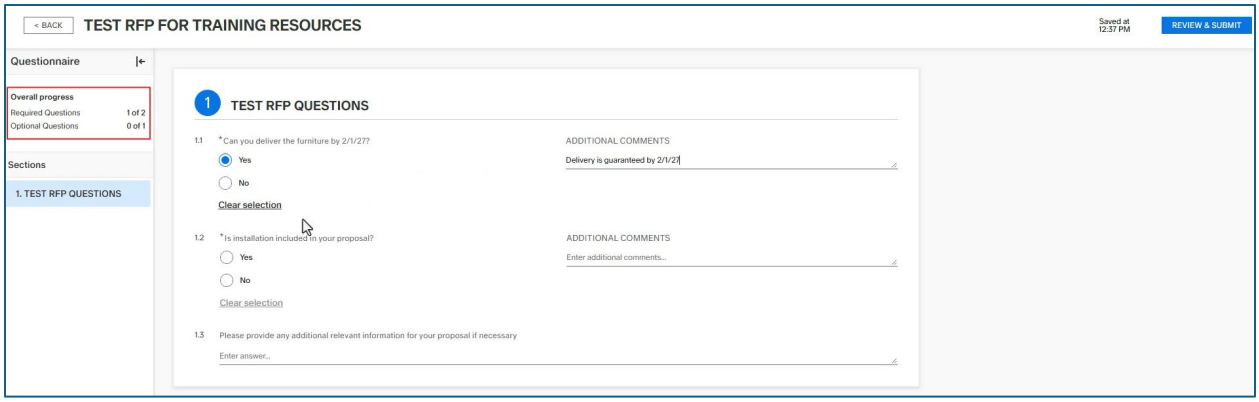
14. When you are ready to start your bid, scroll down to the **Bid Form** section. This will display one or multiple of the following requirements for your submission:
    a. **Response Sheet** – questionnaire(s)
    b. **Worksheets** – pricing spreadsheets
    c. **Requested Documents(s)** – any additional documents requested by the GVSU team

RESPONSE SHEETS

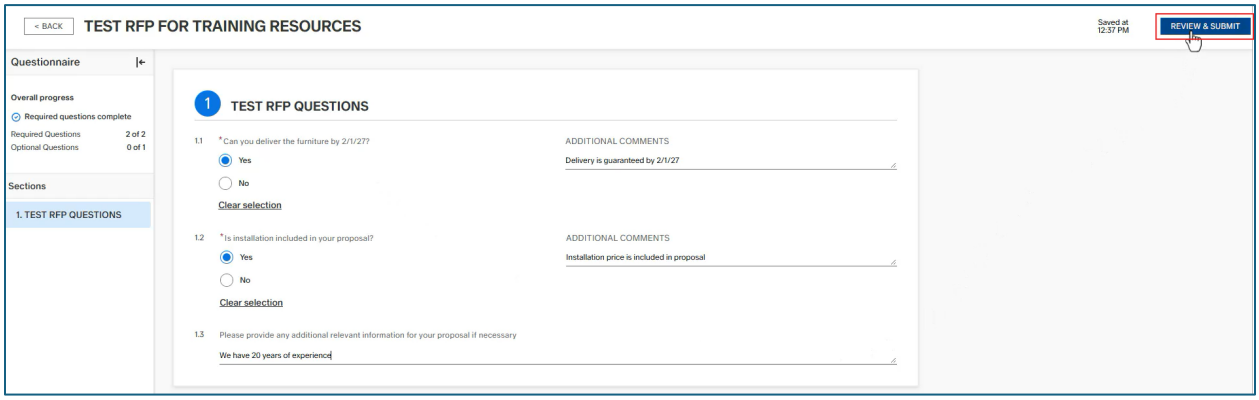
15. If the RFP requires a **Response Sheet**, click **OPEN** next to the questionnaire(s) to begin.



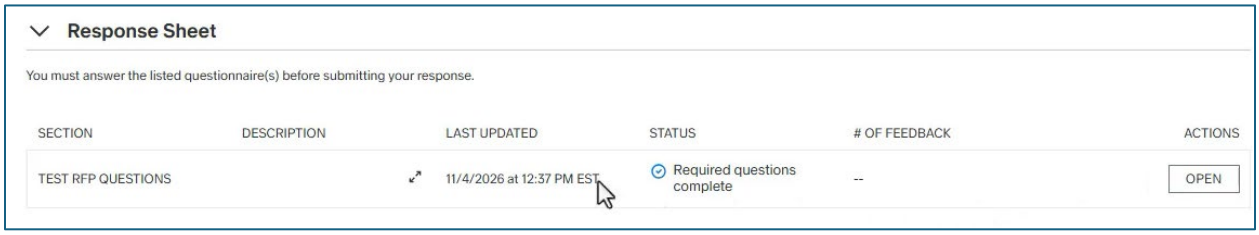
16. You will be brought to the questionnaire. You can monitor your progress using the **Overall Progress** section on the top left of the questionnaire. Answer all required questions.



17. After answering all of the questions, click **REVIEW & SUBMIT**

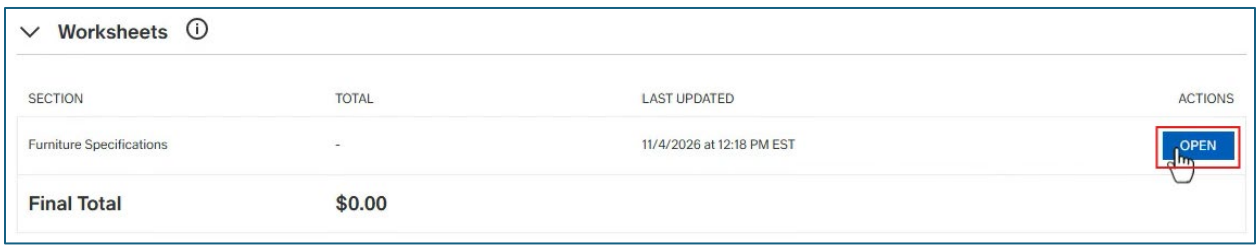


18. You will then be brought back to your bid screen, and you can see the status of your questionnaire.

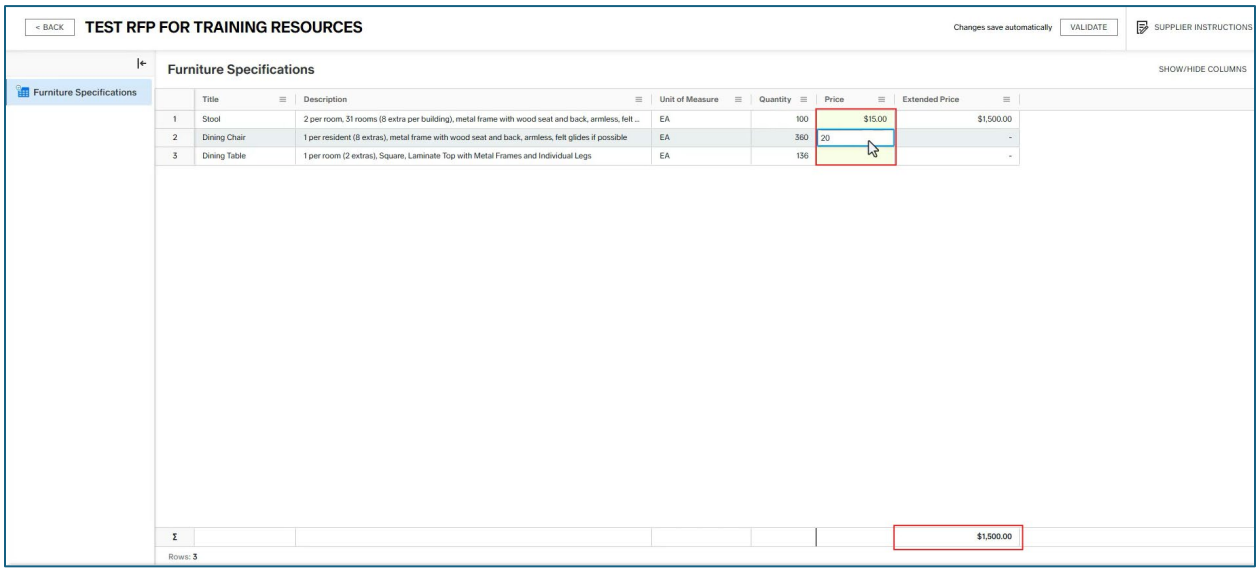


WORKSHEETS

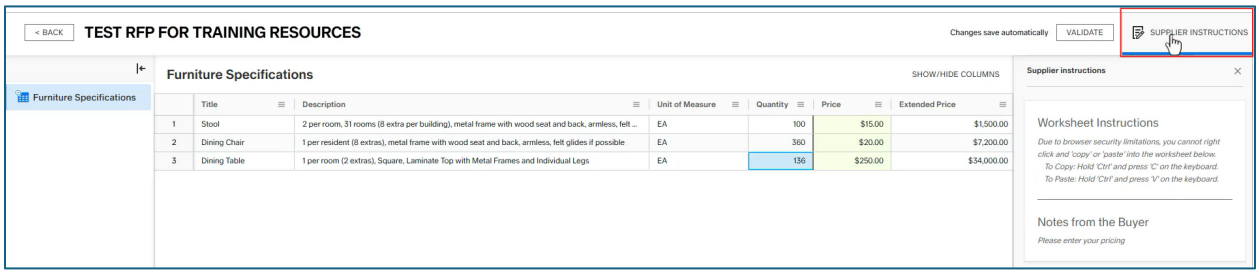
19. If the RFP requires a Worksheet, click **OPEN** next to the worksheet(s).



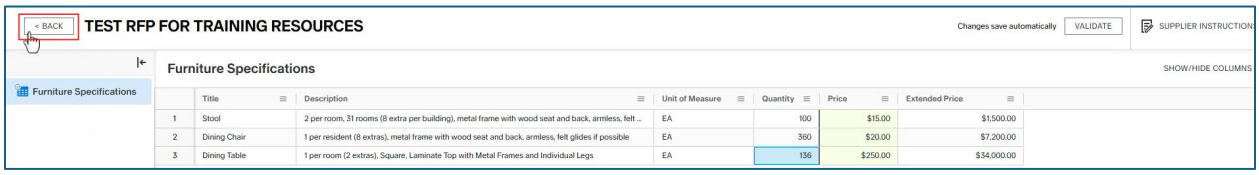
20. Columns highlighted in yellow require your input. Enter your pricing for each line. You will notice a running total at the bottom of the screen. You can also copy and paste directly into the worksheet.



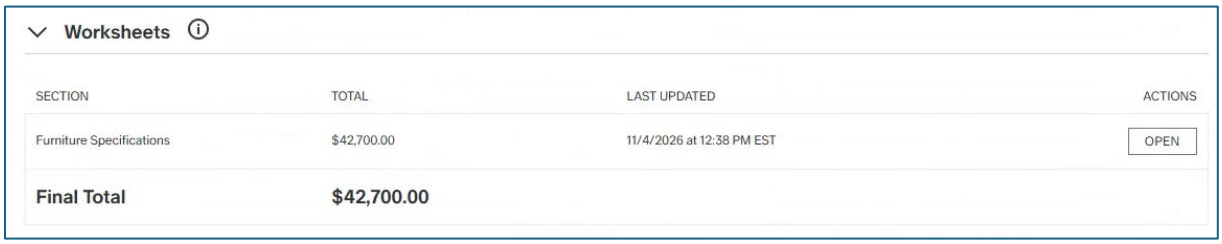
21. At any point, you can see the **SUPPLIER INSTRUCTIONS** on the top right of the screen.



22. Your changes are saved automatically. Click **<BACK** to return to your bid screen.

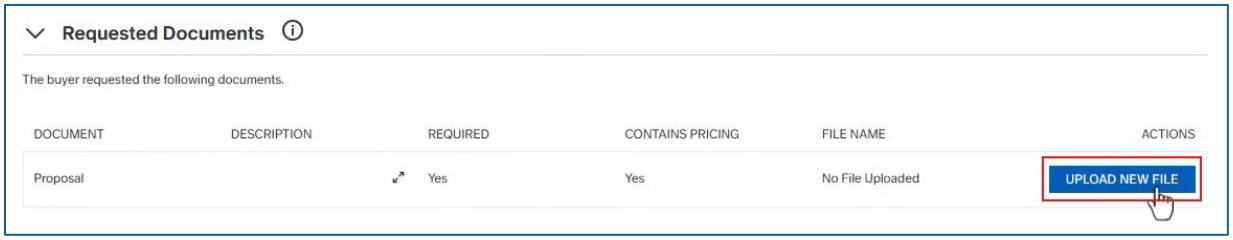


23. Now you'll see your total pricing and updated date.

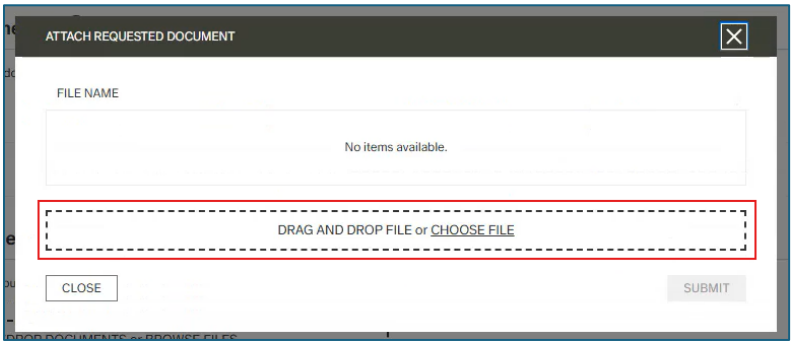


REQUESTED DOCUMENTS

24. If the RFP requires **Requested Documents,** click **UPLOAD NEW FILE** to attach it to your bid.



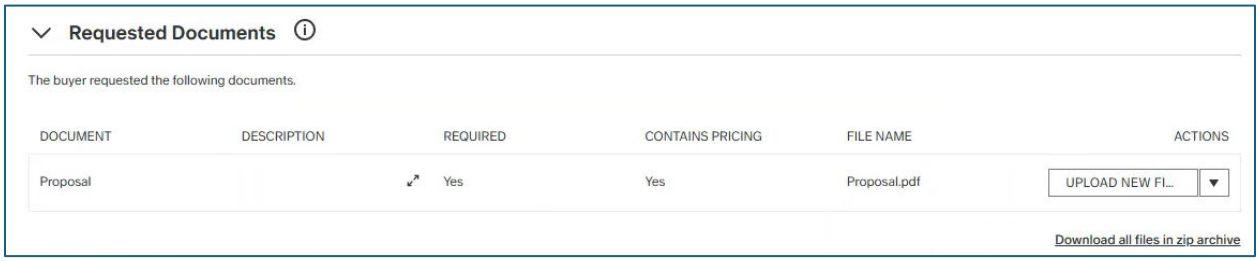
25. You can drag and drop directly into the dotted area or click **CHOOSE FILE** to browse files on your computer.



26. Once uploaded, click **SUBMIT**

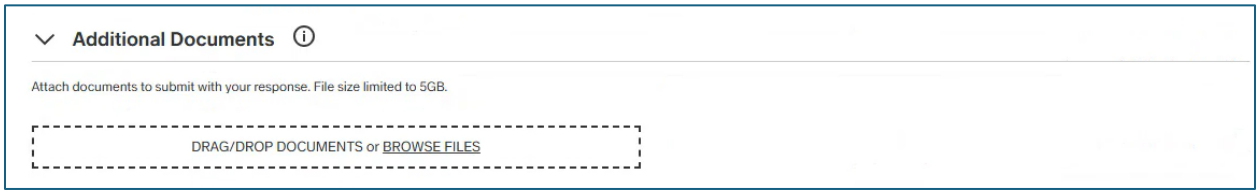


27. You will then see the file listed under your **Requested Documents** section



BID EXTRAS

28. Optionally, you can upload any additional documents to your bid in the **Additional Documents** section.



29. If you prefer to use Excel to submit your bid by downloading a template, filling out the required information and uploading it, you can do that in the **Export or Import Your Bid** section. Learn how to submit bids using Excel.

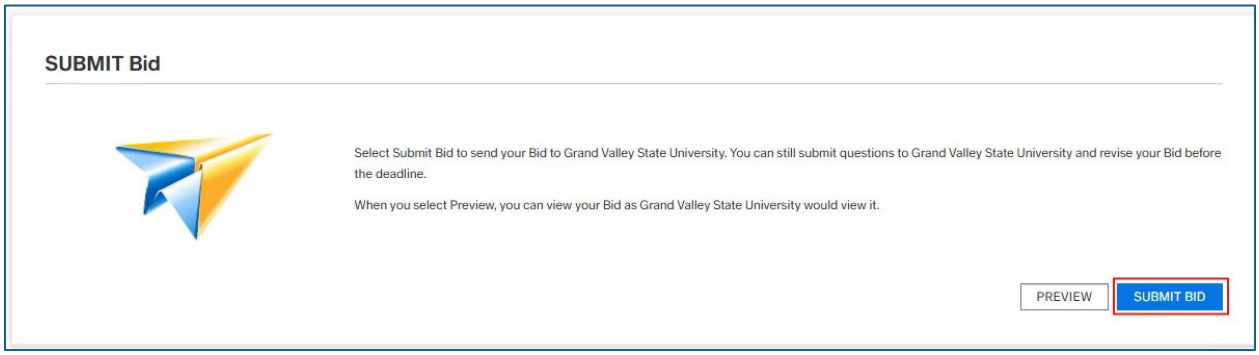


30. You can optionally use the **Additional Comments** section to include any other information.



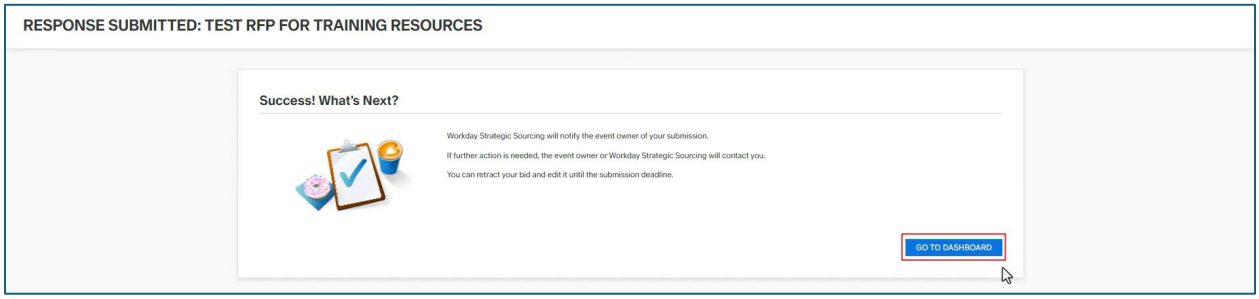
31. When you are ready to submit your bid, click **SUBMIT BID** at the bottom or top of the screen. You can also use the **PREVIEW** button to preview your bid as GVSU would see it.



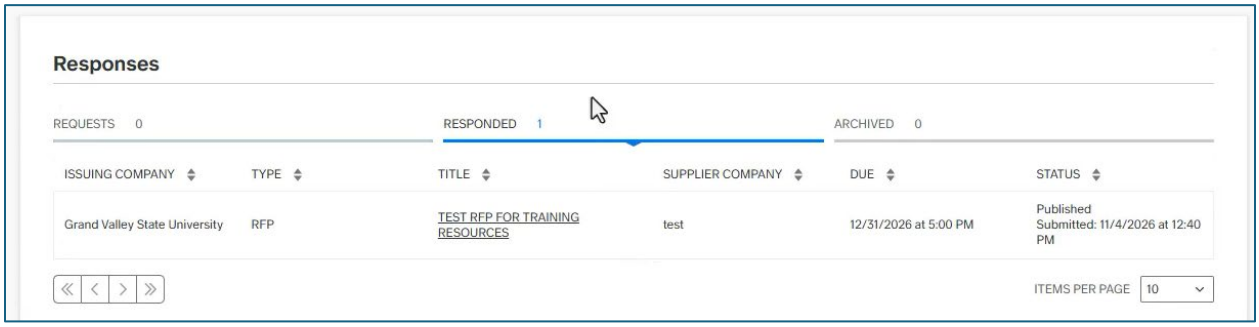


WORKDAY DASHBOARD

32. After submitting, you can click **GO TO DASHBOARD**

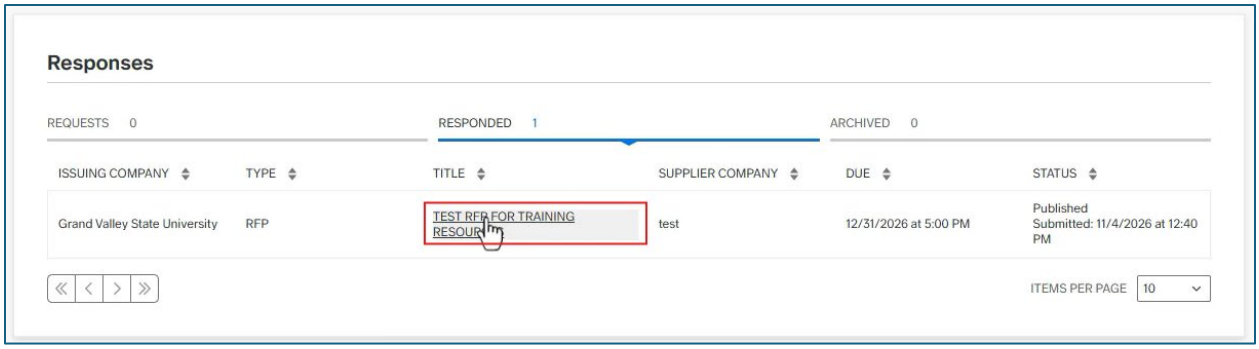


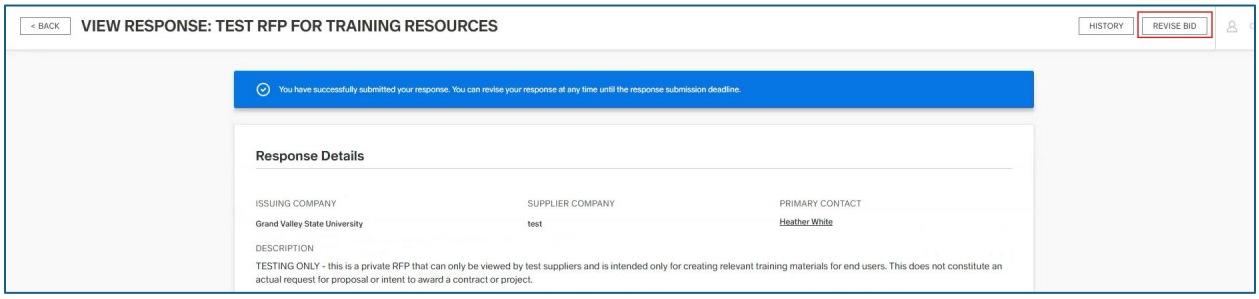
33. You'll be able to access your bid using the **Responses** section of your dashboard and the **RESPONDED** tab.



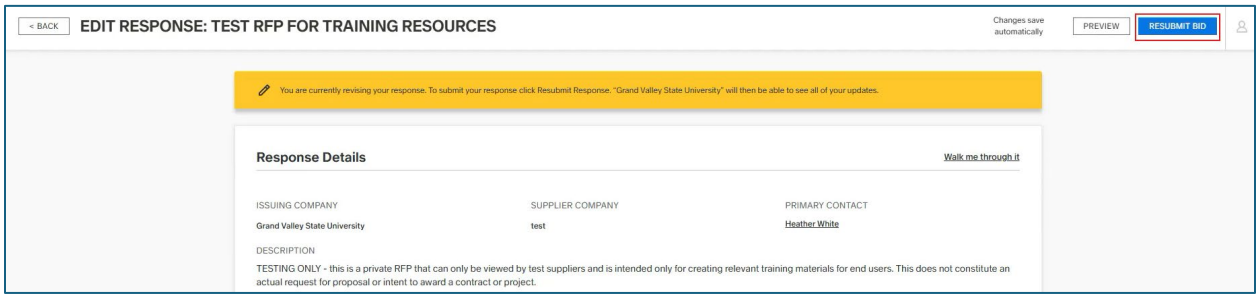
REVISING YOUR BID

34. If you would like to revise your bid before the submission deadline, click on the title of the RFP and then click **REVISE BID** in the upper right corner of the screen.





35. Your bid will be brought back to a draft status. You must resubmit your bid after making changes by clicking **RESUBMIT BID** in order for it to be received by GVSU.



Questions regarding RFP specifications should be submitted using the **Message Center** of your bid screen. Technical questions can be submitted to the Sourcing Owner of the RFP via email directly.