Use this job aid to enter constraints on a domestic bid response (offer). This job aid describes some constraints scenarios; however, does not represent a comprehensive list.

Note: The offer(s) must be in Pending status prior to entering constraints.

Portal Navigation Path

Suppliers tab ➔ Bid Management tab ➔ Enter Offers link

Overview

Constraints are the maximum quantity of a product (materials/commodities) a vendor has the capacity to produce and/or ship for a given bid invitation. Constraints can be limited to:

- A specific plant or set of plants
- A specific or set of materials/commodities
- One or more delivery dates

Vendors may enter constraints that are more than or less than the solicitation quantity. Most solicitations allow constraints, and vendors are encouraged to enter them as a key component of their bidding strategy to provide USDA with critical information to make the most accurate offer.

Vendors benefit from entering constraints in some of the following ways:

- If there is a need to limit the number of trucks delivered over the entire bid period.
- If there is a need to limit the number of trucks for an individual delivery period.
- If there is a need to limit deliveries of specific materials/commodities for specific plants, ship points, and/or delivery dates.
Scenario 1: No Constraints

No Constraints Details

If a vendor does not need to enter a constraint, click (the No Constraints button) in the Vendor Response screen. No Constraints indicates that there are no limitations for the vendor when supplying the materials/commodities.

⚠️ Note: If a vendor has previously created constraints under this offer, clicking (the No Constraints button), removes all previously entered constraints.

⚠️ Note: Vendors can select multiple plants to create constraints for several plants at once or to apply No Constraints to all selected plants.
Scenario 2: Maximum Trucks for a Delivery Period / Maximum Trucks for ALL Delivery Periods

Constraint Details
An example of a constraint is to limit the number of trucks a vendor can send for a single delivery period. In this example:

- The **Capacity** field is used to enter the number of available trucks.
- The **Delivery Dates** field is used to select the date(s) for which the capacity applies.

⚠️ **Note:** Pay attention to the units in the **Capacity** field (TRK/LB/CS).

It is also possible to set a limit on the number of trucks for the entire bid. For example, select the total number of trucks for the entire bid and select all **Delivery Dates**.

⚠️ **Note:** If a vendor creates a single constraint for ALL delivery periods, they can potentially be awarded the entire quantity for a single delivery period within that time frame.

⚠️ **Note:** Entering 0 in the **Capacity** field should not be confused with entering No Constraints:

- Entering “0” in the **Capacity** field indicates that the vendor can provide NO materials/commodities for the given plant, ship point, or delivery date.

**No Constraints** means that there are no limits to delivery; the vendor can provide the requested amounts of materials/commodities for all delivery periods for all plants and ship points.
### Scenario 3: Maximum Trucks for all Delivery Periods AND Maximum Trucks for Each Delivery Period

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#### Constraints Details

In the event a vendor has a limit to the total number of trucks for the entire bid period AND wishes to limit the number of trucks for each delivery period:

- A constraint for each delivery period is defined separately.
- An additional constraint is defined for the entire bid period.

**Note:** Use the Copy button to duplicate and edit multiple constraints.

### Additional Constraint Scenarios

<table>
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<td>Single plant/shipping point</td>
<td>Define the capacity for materials/commodities from a single shipping point for a single delivery period.</td>
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<tr>
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| Single plant/shipping point | Define the capacity for materials/commodities from a single shipping point over multiple delivery periods. |
| Product Capacity | |
| Multiple Delivery Periods | |

| Multiple plants/shipping points | If the material/commodity capacity for more than one shipping point is the same for a single delivery period, define a single constraint for all shipping points with the same capacity for the delivery period. |
| Product Capacity | |
| Single Delivery period | |

| Multiple plants/shipping points | If the material/commodity capacity for more than one shipping point is the same for multiple delivery periods, define a constraint for all shipping points with the same capacity for all delivery periods in which it applies. |
| Product Capacity | |
| Multiple Delivery Periods | |

### Constraints – Additional Information

A bid response (offer) can have as many constraints as required. When possible, include multiple shipping points and/or delivery periods when the material/commodity capacity or number of trucks is the same.

If a constraint is defined for one plant/shipping point or delivery period, but not another, the plant/shipping point or delivery period that is not defined is assumed to have no limitations on its capacity.

For step-by-step instructions on entering constraints when responding to bids, refer to the Create Domestic Bid Response (Offer) work instruction.