Submitting an Offer:

**Step 1:** Follow the Portal Path:
- Suppliers → Bid Management → Enter Offers

![Image of portal path and Enter Offers page]

Figure 1.
Submitting a Bid for 8(a) Offerings

Step 2: Enter Bid Invitation, also referred to as the Solicitation Number in the “Bid Invitation Number” box.
- After entering the number, select “Start”.

Figure 2.

Step 3: Select “Maintain Vendor Response”

Figure 3.
**Step 4:** Click on “Create”

![Image of step 4](image4.png)

**Step 5:** Enter “Vendor Plant” and “Shipping Point” either by typing the number or clicking the white box ( ) to the right.

- **Shipping Point** ID numbers are 7-digits and start with “12…”
- **Vendor Plant** ID numbers are 7-digits and start with “11…”
- Note: After selecting “Create” a pop up window will display error messages regarding attribute questions and a request to check the offer. These error messages will go away after entering the required data. The pop up window also opens the “Basic Data” link under the RFx Information tab.

![Image of step 5](image5.png)
• A list of your approved plants will pop up. Click on the blue box next to the plant you wish to select and click on “OK” to confirm your selection (Figure 6). Repeat the same process for selecting your Shipping Points.
  o Note: If your shipping point or plant do not appear on this list, this means they have not been approved in WBSCM. Create the shipping point and plant in WBSCM then notify WBSCMAMSHelpDesk@ams.usda.gov with the name and address of the points and/or plant that needs to be approved. Once AMS has approved the point and/or plant in WBSCM you will receive an e-mail verification and you can proceed with the bid.

Figure 6.
Submitting a Bid for 8(a) Offerings

June 2, 2016

**Step 6:** Click on the “Questions” link under the RFx Information tab.
- Answer all required attribute questions if applicable.

![Image showing Create RFx Response page with questions highlighted.](image)

**Figure 7.**

**Step 7:** The last question, enter the material numbers that are eligible for an 8(a) offer that you are interested in participating on the solicitation.
- The material number(s) can be found on the solicitation posted to our website: [https://www.ams.usda.gov/selling-food/solicitations](https://www.ams.usda.gov/selling-food/solicitations)

![Image showing RFx Response Number 3000324123, RF Number 2100007979.](image)

**Figure 8.**
Step 8: To upload documents if required by the solicitation, under the RFx Information tab, select “Notes and Attachments”

- Scroll down to the Attachments and click on “Add Attachments”

Step 9: A pop up will be displayed, select “Browse” and navigate to the location that your file
Step 10: After selecting browse, find the desired file to be attached and click “Open”
- Label the document to be attached in the “Description” field then click on “Ok” and confirm that the document(s) uploaded appear at the top of the attachment screen.
- Note: Attaching PDF files is recommended. Multiple documents can be attached using the same process.

Figure 12.
To enter in the 8(a) offer manually, follow the steps below:

**Step 11:** Select the “Items” tab. Click on the “Expand All” link to view all commodity line items. The 8(a) offer will be at the bottom of the list.

**Step 12:** If all the details on each line item are still not listed, select the “Settings” link next to “Expand All”.
Submitting a Bid for 8(a) Offerings

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- A pop up will appear. Enter -1 for the “Number of Visible Rows” and “Number of Blank Lines”.

![Figure 15.](image1)

- To move the order of a column, select the “Basic Settings” tab and highlight the column title and click the up arrow key. In the below example we are moving the Product ID to the beginning by highlighting the column and clicking the up arrow key. When the column is in the desired location click “OK”.
  - Note: Moving the “Price” and “Required Quantity” columns closer to the “Description” column will make it easier to see what is being bid on and how much.
- To remove columns from the view, highlight the column that you do not want to display and click on the remove button.

![Figure 16.](image2)
Submitting a Bid for 8(a) Offerings

June 2, 2016

- The ‘Internal Item Number’ has been removed
Submitting a Bid for 8(a) Offerings

- Below you can see that the “Product ID” was moved next to the Line Numbers.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Description</th>
<th>Required Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Currency</th>
<th>Price Per</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>CHEESE, NATURAL AMER</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001.01</td>
<td>CHEESE CHED YEL SHRED BAG-65 LB</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001.01.001</td>
<td>RAILEIGH NC-Subject to 8(a) offers</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002.01.001</td>
<td>100003 CHEESE CHED YEL SHRED BAG-65 LB</td>
<td>19,200.000</td>
<td>LB</td>
<td>0.000</td>
<td>USDN</td>
<td>1</td>
<td>On 06/10/2016</td>
</tr>
<tr>
<td>0002.01.001</td>
<td>100003 CHEESE CHED YEL SHRED BAG-65 LB</td>
<td>19,200.000</td>
<td>LB</td>
<td>0.000</td>
<td>USDN</td>
<td>1</td>
<td>On 06/09/2016</td>
</tr>
<tr>
<td>0002.01.002</td>
<td>FRUIT, CANNED</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002.01.002</td>
<td>8A OFFER CASES</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002.01.002</td>
<td>8(A) OFFERS MUST SUBMIT PRICE BELOW</td>
<td>0.000</td>
<td>USDN</td>
<td>0.000</td>
<td>USDN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002.01.002</td>
<td>110422 8A OFFER CASES</td>
<td>1.000</td>
<td>CS</td>
<td>0.000</td>
<td>USDN</td>
<td>1</td>
<td>On 06/15/2016</td>
</tr>
</tbody>
</table>

Figure 19.

- After expanding the entire solicitation, at the very end find the row that is for “8A OFFER CASES”. Enter “1” under the price column.
  - Do not enter in a price for any other material.
  - Do not enter a number other than 1.

Figure 20.

To export and import a bid, follow the steps below.

Step 13: Exporting and Importing a bid.

Attention! For the Vendor View: Export/Import provided the ability for the vendor/bidder to export solicitation details to an external Microsoft Excel File, and then import the file back to WBSCM with prices included during offer creation.

- Note that the export/import function is not a mandatory part of the offer/response process; it is an optional tool.
Submitting a Bid for 8(a) Offerings

June 2, 2016

Exporting the bid may make it easier to enter in the 8(a) offer instead of having to scroll through all the materials in WBSCM.

- Select “Export” at the top of the page

![Create RFx Response](image1)

Figure 21.

- A pop-up will appear asking to open or save. To assure proper format file, use “Save As” to open the excel file.

![Save As](image2)

Figure 22.

- Save the excel file in the appropriate location. Do Not change the name of the excel file; this may cause an error when trying to import the excel file back into WBSCM.

![Save As](image3)
Submitting a Bid for 8(a) Offerings

• Open up the excel file. When it first opens, the following message will appear. Select “Yes”.

![Image 1](image1.png)

Figure 24.

• The excel file will open. Scroll all the way to the bottom to where the “Product Description” says ‘AMS 8A Ship-To’. Enter “1” in the price column.
  ○ Note: This is the ONLY place you are entering a price and it MUST be a 1.

![Image 2](image2.png)

Figure 25.

• Save the excel sheet.

![Image 3](image3.png)

Figure 26.

• When the excel sheet is saved, the following message will appear. Select “Yes”.

![Image 4](image4.png)

Figure 27.
• When closing out of the excel file, the following message will appear. While it appears counterintuitive, select ‘Don’t Save’.

![Image of Microsoft Excel message]

Figure 28.

**Step 14:** After closing the excel file, go back to the RFx Response page and select ‘Import’.

![Image of Create RFx Response]

Figure 29.

• Select ‘Browse’ and search for the saved excel file and open.

![Image of Upload dialog]

Figure 30.  

Figure 31.
**Step 15:** The document has been imported and the price for the 8(a) offering has been added.

**Figure 32.**

**Step 16:** Select ‘Save’ to save the RFx Response. When you have done so, a message will appear confirming the save.

**Figure 33.**

**Figure 34.**
Submitting a Bid for 8(a) Offerings

June 2, 2016

Step 17: Select ‘Check’ to ensure all the appropriate information has been filled out. Selecting the ‘Check’ button will NOT tell you if information that was entered is correct, only that all the necessary fields have been entered.

- After selecting the ‘Check’ button, the following message will appear.

Step 18: To submit the response, first select ‘Edit’.

- Select ‘Submit’. A message will instructing you to submit the vendor response to complete the process.
After submitting, close out of the RFx Response page and return to WBSCM.
**Submitting a Bid for 8(a) Offerings**

**June 2, 2016**

**Step 19:** After closing the RFx Response page, you should be on the Offers page. The offer submitted should be in ‘Pending’ status as can be seen below.

- Select the ‘Back’ button to be taken back to the Vendor Response page.

![Offers page with 'Pending' status](image)

**Step 20:** Back on the Vendor Response page, select the following in order. The below messages will appear for each one.

- **No Constraints**
- **Check**
- **Submit Response**

![Vendor Response page with response details](image)

- When selecting ‘No Constraints’, the following message will appear. Select ‘OK’.

![Response page with 'No Constraints' selection](image)
• When selecting ‘Check’, the following message will appear. Select ‘OK’.
• When selecting ‘Submit Response’, the following message will appear. Select ‘OK’.

Figure 44.

Step 21: After submitting the response the Response Status should read ‘Submitted – On-Time’

• If changes need to be made, highlight the row as is shown and select ‘Change’.

Figure 45.
**Submitting a Bid for 8(a) Offerings**

**June 2, 2016**

**Step 22:** After selecting ‘Change’, highlight the row where the Response Status says ‘New’ and select ‘Offers’.

**Vendor Response** -

![Image of Vendor Response page]

**Figure 46.**

**Step 23:** Select the hyperlinked ‘Offer Number’ to open the RFx Response.

**Offers** -

![Image of Offers page]

**Figure 47.**
Submitting a Bid for 8(a) Offerings

June 2, 2016

**Step 24:** Once the RFx Responses opens, select ‘Withdraw’

![Figure 48](image)

**Step 25:** Select ‘Edit’ to make the necessary changes.

![Figure 49](image)
• Submit the response once more.

**Display RFx Response:**

- Print Preview
- Withdraw

- RFx response 3000024124 saved. Submit the vendor response to complete the process

Figure 50.

• Select ‘Back’

![Image](image1.png)

Figure 51.
• Submit the response again.

**Vendor Response** -

**Invitation**

- Invitation: 2100000797
- Name: AG-DPRO-S-16-0055
- Type: Dom Commodity Inv
- Submission Deadline: 05/02/2016 06:00:00
- Central Time (Dallas)

**Response: 2 hits**

<table>
<thead>
<tr>
<th>Vendor Response</th>
<th>Response Status</th>
<th>No Cost</th>
<th>Changed</th>
<th>Changed By</th>
<th>Submitted</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000012358-000</td>
<td>Submitted - On-time</td>
<td>X</td>
<td>05/04/2016 12:18:42 CST</td>
<td>LYNKSADC0001</td>
<td>05/04/2016 12:18:42 CST</td>
<td>LYNKSADC0001</td>
</tr>
<tr>
<td>7000012389-001</td>
<td>New</td>
<td>X</td>
<td>05/04/2016 12:19:23 CST</td>
<td>LYNKSADC0001</td>
<td>05/04/2016 12:19:23 CST</td>
<td>LYNKSADC0001</td>
</tr>
</tbody>
</table>

**Vendor Response Log**

**Invitation**

- Invitation: 2100000797
- Name: AG-DPRO-S-16-0055
- Type: Dom Commodity Inv
- Submission Deadline: 05/02/2016 06:00:00
- Central Time (Dallas)

**Response: 2 hits**

<table>
<thead>
<tr>
<th>Vendor Response</th>
<th>Response Status</th>
<th>No Cost</th>
<th>Changed</th>
<th>Changed By</th>
<th>Submitted</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000012358-000</td>
<td>Historical</td>
<td>X</td>
<td>05/04/2016 12:22:46 CST</td>
<td>LYNKSADC0001</td>
<td>05/04/2016 12:22:46 CST</td>
<td>LYNKSADC0001</td>
</tr>
<tr>
<td>7000012389-001</td>
<td>Submitted - On-time</td>
<td>X</td>
<td>05/04/2016 12:22:46 CST</td>
<td>LYNKSADC0001</td>
<td>05/04/2016 12:22:46 CST</td>
<td>LYNKSADC0001</td>
</tr>
</tbody>
</table>

**Step 26:** With the final submission, the first submitted response will be titled as ‘Historical’ and the newest one should read ‘Submitted – On-time’.

• To view a PDF version of the submitted bid, select ‘Vendor Response Log’

Figure 52.

Figure 53.
Submitting a Bid for 8(a) Offerings

June 2, 2016

Vendor Response Overview

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>05/04/2016 12:18:42 CST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted By</td>
<td>LYNKSADC0001 - QAS-Commercial Adminthree</td>
</tr>
<tr>
<td>Date Changed</td>
<td>05/04/2016 12:22:46 CST</td>
</tr>
<tr>
<td>Changed By</td>
<td>LYNKSADC0001 - QAS-Commercial Adminthree</td>
</tr>
</tbody>
</table>

Solicitation Information

<table>
<thead>
<tr>
<th>Description</th>
<th>AG-DPRO-S-16-0055</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>2100000797</td>
</tr>
<tr>
<td>Vendor Response</td>
<td>7000012396-000</td>
</tr>
<tr>
<td>Response Status</td>
<td>Submitted-On-Time</td>
</tr>
</tbody>
</table>

Vendor Information

4709B EISENHOWER AVE.  
ALEXANDRIA VA- 22304-4832

Vendor Contact Information

Tel: 703-751-8200  
Fax: 703-751-8266

Offer Response Details:

<table>
<thead>
<tr>
<th>Offer Response #</th>
<th>Vendor Plant</th>
<th>Shipping Point / Freight Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000024123</td>
<td>IPS INTL-CHAPEL HILL NC</td>
<td>ZZZ-COMMERCIAL/ARREFF</td>
</tr>
<tr>
<td></td>
<td>1414 RALEIGH RD</td>
<td>TERMINAL-PORTSMOUTH</td>
</tr>
<tr>
<td></td>
<td>CHAPEL HILL, NC-27517</td>
<td>3600 Elm Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portsmouth, VA23704</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ability One</th>
<th>SDVOSB</th>
<th>8(a)</th>
<th>Small</th>
<th>HubZone</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Submission</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>At Open</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Vendor Response Constraint Details:

<table>
<thead>
<tr>
<th>Constraint ID</th>
<th>Vendor Plant</th>
<th>Products</th>
<th>Shipping Point / Increments</th>
<th>Delivery Dates</th>
<th>Capacity/Maximum Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1002300</td>
<td></td>
<td></td>
<td>No Constraint</td>
</tr>
</tbody>
</table>

Figure 54.
Submitting a Bid for 8(a) Offerings

June 2, 2016

After all bids have been submitted and the solicitation has closed, the Contracting Specialist will review the offers. For 8(a) offerings, the Contracting Specialist will prepare an Offer Letter for the eligible 8(a) companies. Below is an example of an Offer Letter that could be received. Follow the steps outlined in the Offer Letter to either accept or reject what the USDA is offering. Return the offer no later than the date specified in the letter.

MONTH DAY, YEAR

Mr. NAME
Small Business Administration
OFFICE
STREET ADDRESS
CITY, STATE ZIP CODE
FAX NUMBER

Re: Offer to COMPANY NAME

Under Solicitation 200000XXXX, the Department of Agriculture offers the following items to Integrated Solutions:

The prices listed below are on a Delivered to Destination basis.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity (cases)</th>
<th>Destination</th>
<th>Delivered price per case</th>
<th>Accept/Reject</th>
<th>Plant Name if accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>100893</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>820</td>
<td>4,100</td>
<td>Kansas City, MO</td>
<td>$12.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>830</td>
<td>5,125</td>
<td>Kansas City, MO</td>
<td>$12.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>9,225</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100895</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4170</td>
<td>6,150</td>
<td>Detroit, MI</td>
<td>$24.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4290</td>
<td>6,150</td>
<td>Carthage, MO</td>
<td>$24.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4300</td>
<td>3,075</td>
<td>Carthage, MO</td>
<td>$24.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4310</td>
<td>4,100</td>
<td>Carthage, MO</td>
<td>$25.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>19,475</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Re: Offer to COMPANY NAME, Under 200000XXXX

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity (cases)</th>
<th>Destination</th>
<th>Delivered price per case</th>
<th>Accept/Reject</th>
<th>Plant Name if accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>5690</td>
<td>4,100</td>
<td>Vernon, CA</td>
<td>$19.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5710</td>
<td>2,050</td>
<td>Denver, CO</td>
<td>$19.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5860</td>
<td>3,075</td>
<td>New Orleans, LA</td>
<td>$19.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5870</td>
<td>4,100</td>
<td>New Orleans, LA</td>
<td>$19.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5920</td>
<td>5,125</td>
<td>Detroit, MI</td>
<td>$18.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5940</td>
<td>5,125</td>
<td>Detroit, MI</td>
<td>$18.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>23,575</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact CONTRACTING SPECIALIST in reference to acceptance or rejection of the items listed above, sign below, and fax this offer to the Commodity Procurement Division, Attn: CONTRACTING SPECIALIST, Fax Number (XXX) XXX-XXXX.

The Department of Agriculture offers the following items to Integrated Solutions. This offer expires at TIME P.M., Eastern Standard Time DATE. **If no response is received at the time and date specified, this offer will be considered rejected.**

Sincerely,

Offer Accepted/Rejected
as noted above.

David Tuckwiller  
Director  
AMS, Contracting Branch

(Insert SBA representative) (Signature)  
SBA No. ________________  
MT ________________