

Vendor Self-Service System

What is Vendor Self Service?

The Vendor Self Service (VSS) web portal provides vendors with a single entry point to register, identify the commodities/services that their company provides, look for business opportunities, and respond to solicitations.

Once a vendor creates a VSS account, they can receive email notifications of new solicitations, cancelled solicitations, amendments, and notifications of award.

Vendors will also be able to view open solicitations, ask questions, and browse for award information on closed solicitations.

Note: If you need your **password reset** or need your **login information**, please call the VSS Help Desk at (207) 624-7889 or email VSS.helpdesk@maine.gov. If you have **general questions** about VSS or about a specific solicitation, please call the Office of State Procurement Services at (207) 624-7340.

If you have specific questions regarding an open solicitation, you must submit your questions through the Question-and-Answer link on the Solicitation Details View page. Answers to the questions will be provided either as a document in the attachment section of the Vendor Self-Service portal or will be answered directly next to the Question. It is the vendor's responsibility to log in to view all questions and answers posted. Questions and Answers obtained any other way will not be valid for any solicitation.

The features covered in this guide include:

➔ [Creating a VSS Account](#)

Create a login to manage your account and access the features below. Vendors who have existing business with the State of Maine can activate an account to maintain their information and respond to future bids. Vendors who do not yet have business with the State can create an account if they would like to submit bids in hopes of obtaining a contract with the State in the future.

➔ [Accessing VSS Without an Account](#)

Certain information on VSS can be accessed by anyone, without the need for a VSS login. This includes viewing solicitations (Requests for Quotes, Request for Proposals etc.), and viewing Purchasing History and Service Contract information that has been posted publicly by the State.

→ **Viewing and Managing Your Vendor Information**

Vendors with a login will be able to manage certain information regarding their account, such as addresses, registered commodities, and other business details.

→ **Adding and Managing VSS Logins for Your Organization**

Once a user from the vendor organization registers a VSS account by creating a login, they will have the ability to maintain access to VSS for their organization. The user can add other logins and manage the users they've added.

→ **Business Opportunities and Purchase History**

Anyone can view available business opportunities and purchase history information on VSS.

Vendors who have registered an account will also be able to submit bid responses online.

Creating a VSS Account

Anyone who has existing business with the State of Maine, or who is interested in conducting business with the State, can create a VSS account login. Creating an account will allow you access to additional features, such as the ability to submit bids in response to solicitations.

Note that each organization should only register ONE account on Vendor Self Service. If another user in your organization has already registered an account in VSS, they can add you as an authorized user, as explained in the [Adding and Managing VSS Logins for Your Organization](#) section of this guide.

The system will walk you through steps to verify if a user from your organization has already registered an account.

Note that while the registration process can be saved, it is strongly recommended that you complete the process in one sitting. Saving and returning to the registration process can cause issues if long gaps of time are left between starting and completing the process.

To register an account, follow the steps below.

Search for An Existing Account

1. On the VSS homepage, click the Register button.

Welcome to the State of Maine's CGI Advantage Vendor Self Service System

The State of Maine's CGI Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine. Please disable your pop-up blocker in order to access all parts of the site.

Login with Existing Account

* User ID

* Password

Sign In

Login into new or
existing account.

Reset Password

Create a new account

Register

Register new/existing
account.

Continue as guest

Public Access

View solicitations/contracts
without a login.

2. You will be asked to review a **Memorandum of Agreement** before continuing. Review the text and click Accept Terms or Reject Terms.
3. You will then see **Registration Tips**. Review the text to ensure you have the information listed before continuing.

4. You will then be prompted to **Search for an Existing Account**. If you are registering on behalf of your company/organization, use the Company Search. If you are registered as an individual, enter your personal details in the Individual Search. For the most accurate results, search by Federal ID number or Social Security number. Enter the search details and click **Search**.

Searching for a Company:

Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

OR Legal Business Name

OR

▼ Individual Search

Searching for an Individual:

Search for an Existing Account

[Cancel Registration](#)

[Back](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

OR Legal Business Name

OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name

AND Last 4 digits of SSN

[Cancel Registration](#)

[Back](#)

5. After clicking **Search**, the system will compare the details you've provided against existing vendor records with the State of Maine. This will ensure that if you have existing contracts or transactions with the State, your account will be linked to this existing information.

The search results will display at the bottom of the page. There are three possible outcomes of your search, as explained below.

Note that the system will compare the information you enter to the exact names and taxpayer ID numbers in the system. If no results are found, but you believe you are an established vendor with the State of Maine (i.e., you have done business with the State before), try searching again. If you are searching by Legal Business Name, what you entered may not exactly match the Legal Name that the State has on file. For example, if you entered "Company, Inc." and found no results, try entering "Company". Or search by the Taxpayer ID Number instead.

- A. The information matches an existing record with the State of Maine, and it has not yet been activated. You may then activate the account, which will create a login that is directly tied to the existing vendor record with the State of Maine. Jump to the [Activate an Existing Account](#) section to continue.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		No Click here to activate your account

- B. The information matches an existing record with the State of Maine, but it has already been registered by another user within the organization. This likely means that another person in your organization has already activated a VSS account.

You can click the **Contact Your Administrator** link to view the name of the person who has already registered. You can then contact that person within your organization to be granted a login, as shown in the [Adding and Managing VSS Logins for Your Organization](#) section.

Multiple accounts/logins can be tied to a single vendor record, and this is managed by the vendor users.

The **Add Business Location** link is available for additional locations connected to a Headquarter account. If your organization's Headquarter location is already registered, you can click this link when the Headquarter account is found in the results. You will be able to create a brand new vendor record, but it will be connected to the existing Headquarter record.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		Yes

[Contact your Administrator](#)
[Add Business Location](#)

C. No matching record is found in the system. As noted above, search again if you believe you have an existing vendor record with the State.

If no vendor record is found, you will be able to register as a new vendor, which will create a VSS login. Jump to the [Create a New Vendor Registration](#) section to continue.

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

[New Registration](#)

If your account has NOT been found, and you are a new grantee/vendor that is interested in applying for grants, please contact your Grant Manager with the State of Maine.

Activate an Existing Account

If your vendor record is found in the above search, and the “Activated?” column says “No”, you will see a link labeled “Click here to activate your account”.

To activate the account, follow the steps below. Continued from the [Search for An Existing Account](#) section above.

1. Click on the **Click here to activate your account** link.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
V [REDACTED]	Training Guide Vendor		No

[Click here to activate your account](#)

2. You will be taken to an Account Verification page, where you will be prompted to verify that you are authorized to activate the account.

The Account Verification page requires the valid TIN (Taxpayer Identification Number – SSN or EIN) be entered to authenticate this account. Enter your TIN and click the “Submit” button to continue.

Account Verification.

Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Admin.

Vendor Verification Password :	*****	Submit	Return to Vendor Name Search
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Tax ID Numbers must be 9 digits, no dashes

Headquarters :

Account Administrator

Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email :

Phone :

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Question accessible from the left hand navigation bar.

3. Once the information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the **Next** button to continue.

Be sure to remember the username and password you enter, as this will now be your login for VSS.

My User Information

[Cancel Registration](#) [Back](#) [Next](#)

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive) : (User ID should be between 4 and 16 characters in length.)

*First Name :

*Last Name :

*Email :

*Re-enter Email :

*Phone : Ext. :

XXX-XXX-XXXX

Fax :

XXX-XXX-XXXX

Password

*Password (case sensitive) : (Passwords should be between 5 and 16 characters in length.)

*Re-enter Password :

*Security Question :

4. You will be prompted to verify and submit your registration. Click the “Submit Registration” button to continue. A confirmation email will be sent to your email address.

You have 5 messages

1: Information : User access privileges have been changed to Account Administrator. (A5439)
 2: Information : User Optional access privileges is updated with Tax inquiry vendor role.
 3: Information : User Optional access privileges is updated with Create Invoice User role.
 4: Information : User Optional access privileges is updated with Create Solicitation Response User role.
 5: Information : User Optional access privileges is updated with Submit Response User role.

Informational messages only

Submit Registration

Cancel Registration Back

Verify & Submit Registration

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If errors are present:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

5. The Thank You page appears. Close the browser to exit from the VSS application.

Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.

Privacy Report | Contact Us

You should receive a WELCOME TO ADVANTAGEME VSS email within the hour. You have now activated your account, and can login using the link below using the username and password you created.

<https://mevss.hostams.com/PRDVSS1X1/AltSelfService>

Create a New Vendor Registration

If you were unable to find an existing record for your organization or individual, you can click the New Registration button. You will be prompted to create a VSS login. You will then need to enter all the required information for your organization/individual before the process will be complete.

Once you have completed registration, the information you entered will be added to the State of Maine’s system as a new vendor record. You will also have access to a VSS account where you will have access to the full capabilities of the site.

Note: New Registration is most often used by vendors who do not yet have business with the State, but would like to be considered for contracts. As a registered vendor, you will be able to submit bids in response to RFQs and other solicitations. Note that your vendor record will need to be reviewed by the State before you can enter a contractual agreement if selected for award.

To register a new account, follow the steps below. Continued from the [Search for An Existing Account](#) section above.

1. Continuing from above, click **New Registration**.

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

New Registration

2. On the following screen, you will be prompted to enter user information. Complete the screen and click Next.

Be sure to remember the username and password you enter, as this will now be your login for VSS. Your username and password are case sensitive.

My User Information

[Cancel Registration](#)

[Back](#)

Next

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive) : (User ID should be between 4 and 16 characters in length)

*First Name :

*Last Name :

*Email :

*Re-enter Email :

*Phone : Ext. :

XXX-XXX-XXXX

Fax :

XXX-XXX-XXXX

Password

*Password (case sensitive) : (Passwords should be between 5 and 16 characters in length)

*Re-enter Password :

*Security Question :

3. A message will display explaining that you must verify your email address before continuing. Click **Next**.

Verify Email Address

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : AdvantageME.SysAdm@maine.gov

Click on **Next** so that an email will be sent to the following address : training@vendor.com

Additional Resources & Information:

[Cancel Registration](#)

[Back](#)

Next

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

4. On the next page, read the message provided, and click **Close Browser**. You will receive an email from VSS to continue your registration.

Thank You!

A verification email was sent to you.

- Open the email
- Click the link provided in the email

Cannot click the link in the email?

- Copy the link from the email
- Paste it into your browser

Have not received a Verification Email?

- Login to VSS as an Activated User using your User ID and Password
- Correct your email address and click **Next**
- Click **Next** again to verify your email address

Close Browser

5. Wait for the email to arrive.

Note: If you need the verification email to be resent, go to the VSS homepage and login with the credentials you just created. You will be brought back to the Verify Email Address page, and can repeat steps 3 & 4 to resend the email.

6. In the verification email, click the link provided to verify your account.

Mon 3/21/2022 7:48 AM
 AdvantageME.SysAdm@maine.gov
 ADVMAIL: VERIFY YOUR ADVANTAGE SELF SERVICE EMAIL ADDRESS
 To [REDACTED]

Training Vendor:

By clicking the link below, you are verifying the email address that you have created for your ADVANTAGE Self Service user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

Link to VSS will appear here

7. After clicking the link, you will be transitioned to a VSS login page. Enter the User ID and Password that you created in step 2, and click **Login**. Remember that both User ID and Password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

Login

To continue registration, enter your User ID and Password.

User ID
 Password

Once logged in, you will be prompted to begin the registration process. Note that at any time during the registration process, you can click “Save and Close”. You can then login with your credentials through the VSS homepage (as you have already verified your email address, you do not need to use the link in the email), and resume the registration process.

8. Select the TIN Type for your account.

CGI
 Welcome, New
 View Frequently Asked Questions

Add Business Location - New Account Registration

Save and Close Cancel Registration Next

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).
 I will use my entity's Employee Identification Number (EIN).
 I do not have any of the above forms of Taxpayer identification.

Please select one of the following : SSN ITIN ATIN

AND

9. On the same page, select the Classification that applies to your business or individual account. Click **Next**.

AND

Classification

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input checked="" type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	Other Non-Profit Org
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	Federal Government

Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

OR

Question

If you need assistance select the Submit Question button to send us your questions.

Submit Question

Save and Close **Cancel Registration** **Next**

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Note: If you have any issues with how you should answer any of these questions, click the "Submit Question" button at the bottom of the page. After you submit your question, click "Save and Close" to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in and VSS will return you to the place where you left off.

10. The next step is the “My Business Information” page. A few fields on this page will be pre-populated by answers you provided on the previous page. The fields with red asterisks (*) are required to move forward. However, if any of the other fields are applicable to you, we recommend you complete them.

NOTE: If you have a DBA (Doing Business As) select Both for Name on Check (this will trigger the system to print both names on the check)

Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Location Verification

This section will be used to establish a the verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by : ←

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on :
 Vendor Verification Password :
 Confirm Verification Password :

Organization Information

*Organization Type : Foreign Tax ID :
 *A Change to this field will remove all data previously entered. W-8 Form :

*Classification : Location Name :
 Location Web Address :
 Number of Employees : Annual Income :

Legal Name Information

*Legal Name on W-9 : ← Business Name (Alias/DBA) : ← If you have a DBA...
 select Both
 Name on Check :

1099 TIN Information

Create Taxpayer ID Number : Taxpayer ID Number : ←
 Re-enter Taxpayer ID Number : Taxpayer ID Number Type : EIN
 1099 Reportable : Yes

Legal (1099) Address Information

*Street 1 : *City :
 *State/ Province : *Zip/Postal Code :

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1 : <input type="text"/>	Discount Percent 1 : <input type="text"/>
Number of Days 2 : <input type="text"/>	Discount Percent 2 : <input type="text"/>
Number of Days 3 : <input type="text"/>	Discount Percent 3 : <input type="text"/>
Number of Days 4 : <input type="text"/>	Discount Percent 4 : <input type="text"/>

← ← ← ← ← ←

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

11. You entered your Legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for Administrative correspondence, an address for Ordering from you, an address for sending Payments to you, and an optional address for Billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose “Yes” on A. Otherwise, choose “No”.

B: Regardless if you choose “Yes” or “No” on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose “Yes” on B. Otherwise, choose “No”.

C: If you want a single contact person for all four address types, choose “Yes” on C. Otherwise, choose “No”.

Below is an example of what the Addresses and Contacts page will look like if you answered "Yes" to all of the previous questions.

Complete your address and contact information and then click the "Next" button. If you answered "No" to the second or third questions, then you will be transitioned to a series of pages to collect information for each of the address types.

Note: If you would prefer not to setup a billing address at this time then uncheck the Billing checkbox at the top of the page before clicking "Next".

AMSAAdvantage | www.cgi.com

Step 3: Addresses and Contacts

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Procurement, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

*Administrative
 *Procurement
 *Payment
 Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1: 655 MAIN STREET
 Street Address, P.O. Box, Company Name, etc.
 Street 2: _____
 Street Address, P.O. Box, Company Name, etc.
 *City: ANYWHERE
 *State/Province: Maine
 Zip/Postal Code: 04333
 Country: United States
 County: _____
 *Phone: 207-555-5555 Ext.: XXX-XXX-XXXX

Additional Address Info: _____

Division/Department: _____

Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact: Test User
 *Phone: 207-555-5555
 Phone Extension: _____
 Alternate Phone: _____
 Alternate Phone Extension: _____
 English Spoken:

Fax: _____
 Fax Extension: _____
 Alternate Fax: _____
 Alternate Fax Extension: _____
 Email: _____
 Correspondence Type: _____

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Buttons: Save and Close | Cancel Registration | Back | **Next**

12. Additional Business Information allows you to enter additional optional information about your company. **Individuals & Grantees can skip this section. Select Next.**

Step 4: Additional Business Information

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Business Types

Click the "Add" button to identify the appropriate business types for your organization. This information is optional.

Add

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors, a confirmation message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Save and Close | Cancel Registration | Back | **Next**

13. After you have completed the above sections, you will see the Registration Summary page (abbreviated version shown below). This page displays all of the information that you have entered thus far for your review.

Review the information to ensure everything is correct. If you need to make any updates, click the **Update Information** link on that specific section. You will be brought back to that page where you can make your updates.

If everything is correct and you are ready to continue, click **Submit Registration**.

Note that the same buttons are available at the bottom of the page.

Registration Summary

The summary below is based on the information you entered. If changes are needed, please select the **Update Information** link. This will navigate you back to the appropriate screen for you to make your change.

Location Verification

Verify My Locations by : Use My TIN Number
Vendor Verification Based on : Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

Organization Information

Legal Name Information

Save and Close | Cancel Registration | Back | **Submit Registration** | Print This Page

Update Information

14. After submitting your registration, you will see the Thank You page as shown below.

You have now completed the registration process, and going forward, can login to VSS using your User ID and Password via the VSS Homepage. Please note that your User ID and Password are both case sensitive.

Note: The Thank You page includes instructions on how to Download a Substitute W-9 Certification Form PDF document and Fax or Mail to the State. **It is highly recommended that you complete this step at this time.** Completing this form ensures that the State has all the necessary information. Should you later be chosen for a contract, having the form already completed will prevent delays in the award process.

If you would like to be set up for EFT (Electronic Funds Transfer), download the EFT Registration form and submit to the financial office of the State Department that you are doing business with.

Both the Substitute W-9 Certification Form and the EFT Registration form can be sent to:

Office of the State Controller
Attn: Vendor Registration
Burton M. Cross Building, 4th Floor
14 State House Station
Augusta, ME 04333-0014
(207) 626-8447

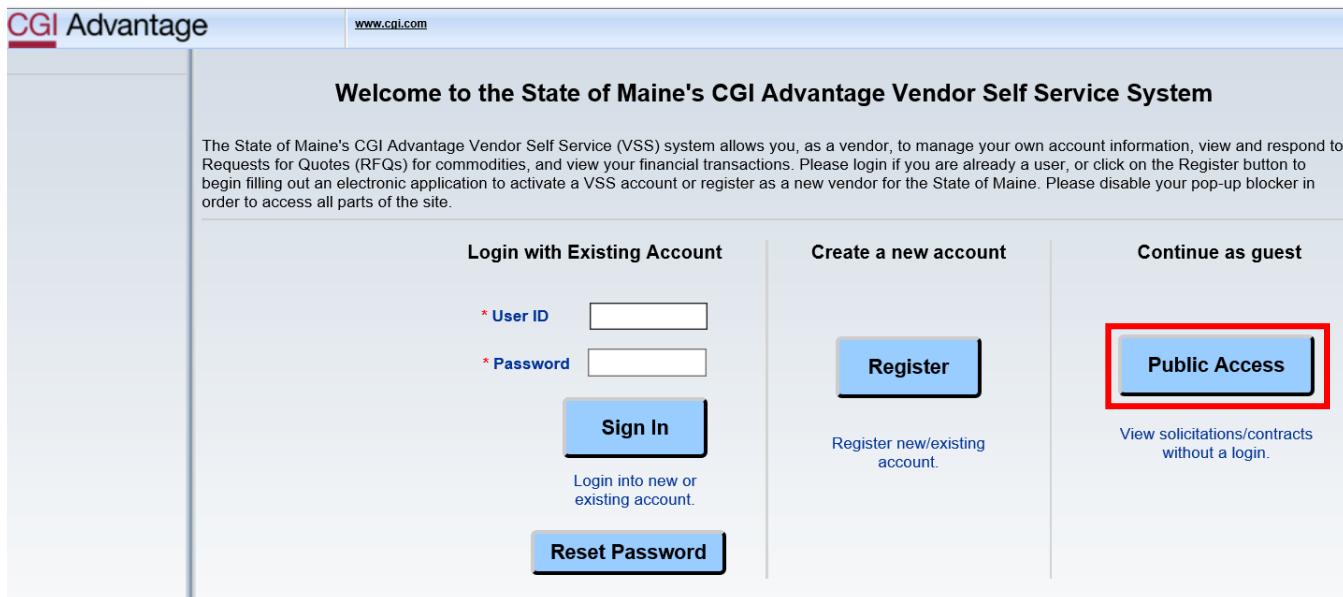
Accessing VSS Without an Account

Individuals who do not wish to create a VSS account may still access certain information through the Public Access button. This allows any member of the public to view information that has been posted publicly without requiring them to create a login.

Note: All pages accessed through Public Access can also be accessed by a registered user through their account when they are logged in. More details on what is available for a user logged into their VSS account is available in subsequent sections.

A brief description of the Public Access section of the website is below.

Use the Public Access button on the homepage to access the site without a login:



The State of Maine's CGI Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine. Please disable your pop-up blocker in order to access all parts of the site.

Login with Existing Account

Create a new account

Continue as guest

Public Access

View solicitations/contracts without a login.

Here, you can view the following:

Solicitations

The State of Maine posts Requests for Quotes (RFQs), Requests for Proposals (RFPs), and other solicitation types to the VSS website when they are looking to procure certain goods or services. The **Solicitations** tab in VSS allows anyone (a public guest or registered user) to view what requests are currently open, and view the detailed information. Registered users may also submit a bid if they wish to be considered for a contract.

All bids must be received prior to the closing date and time, which are shown in red text towards the right-hand side of the page. Once a solicitation has closed, bids will no longer be accepted. The status of the solicitation is shown in the right-most column of the page.

The Solicitations page is automatically sorted to show the solicitations closing soonest at the top of the page.

For each Solicitation, click the Summary button to see summary information, or Details to see all posted information on the Solicitation.

If you would like to bid on an open solicitation, you must log in to VSS. If you do not have an account, see the [Creating a VSS Account](#) section of this guide.

Search for Solicitations

Show Me ...		All Solicitations	Open Solicitations	Closing Soon	Recently Published	Recent Amendments	Recent Intents	Recent Awards
		<input type="text" value="Keyword Search :"/> <input type="button" value="Go"/> <input type="button" value="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		
Yamaha 25 Hp outboard motor Model F25LWTC RFQ - 09A - 220303000000000000215		INLAND FISHERIES & WILDLIFE William Allen		Published On : 3/3/22 Amended On : 3/17/22 Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07		Reopened		
Used Refrigerator Box Truck, Class 5, 2015 or Newer, Diesel RFQ - 03A - 220310000000000000226		CORRECTIONS William Allen		Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07		Open		
Dust Cleaning for Armory Facilities RFQ - 15A - 220309000000000000225		DEFENSE VETERANS & EMERG MGMT William Allen		Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07		Open		
Above Ground Fuel Storage Tank with Dispenser - 8,000 Gallon RFQ - 17D - 220310000000000000228		MOTOR TRANSPORT William Allen		Published On : 3/10/22 Amended On : Closing On : 3/24/22 4:00 PM EDT		Open		

Service Contract Search

The Service Contract Search page displays overview information on all service contracts held by the State of Maine. Here, you can search for a particular contact, and view any information, including attachments, that has been made public for that contract.

Note that this page was activated on February 28, 2022. Contracts finalized prior to this date cannot be viewed on this page, and should instead be searched on the historical Service Contract Search page at the link below:

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

The Service Contract Search page requires the searcher to input at least one piece of search criteria before clicking the **Search** button. No one specific search field is required, so long as at any one search field is populated. You may also search by multiple search criteria.

Once the results are found, you will be able to see the details made public for that contract in the search results grid. Any attachments that have been made public will also be shown as a link, which you can click to open the attachment.

A new line is shown for each attachment available for that contract. For example, if a contract has two attachments available to view, there will be two lines in the results grid for that contract.

Service Contract Search

The Division of Procurement Services reviews, processes and approves over 8,000 service contracts for Departments in the Executive and Judicial Branches of State Government. Contracts processed from January 2013 through February 2022 can be found on the Procurement Services website (<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>) through our Service Contract Search. Contracts finalized on or after February 28, 2022 are available through Vendor Self Service (VSS) using the search feature below. If you are not able to locate a recent contract in VSS, please check [maine.gov](https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search) (<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>). If you have difficulty using the search feature, please call us at 207-624-7340, and our staff can assist you.

Contract Type	Contract Number	Contract Phase	Department Name	Vendor Name	Amount	Record Date	File Name	Description	
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	CT 10A	1.PDF	Approval Details
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	SC	pdf	

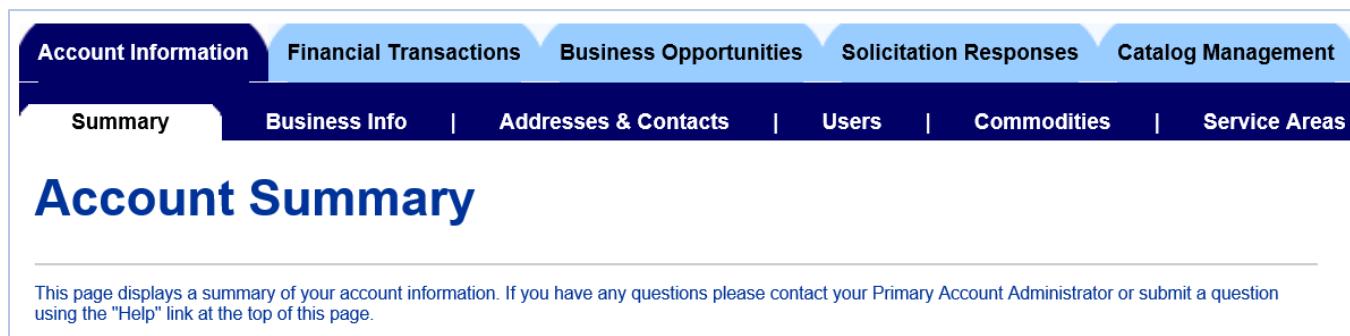
Viewing and Managing Your Vendor Information

Upon logging into your vendor account in VSS, you will have the opportunity to view and update information related to your vendor account.

Using the tabs below, you can maintain your [Business Information](#), update your [Addresses & Contacts](#), add [Commodity codes](#) to your profile, and designate your Service Areas.

VSS user information for your account can also be managed under Account Information, as covered in the next section, [Adding and Managing VSS Logins for Your Organization](#).

Keeping your e-mail address and commodity codes updated in your profile will assure that you will receive e-mail notifications from the system when solicitations that you would be interested in are posted.



This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.

Business Information

The Business Information tab will allow you to view the basic information about your vendor record that the State of Maine has on record. Some of this information can be changed using the **Update** button at the top of the page.

Note that not all information on this page can be updated in VSS.

Once you have made and saved your changes, the changes will need to be processed before they are finalized. The **Pending Changes** checkbox will be checked if changes are still being processed on your account. Click the **View Pending Changes** link to see more details.

If you did not complete your Substitute W-9 Certification Form during registration, you can download a copy on this page. Instructions for how to fax or mail in the completed form are included at the bottom of the downloaded PDF. Ensuring that your Substitute W-9 Certification Form is up to date will prevent delays should you be selected for a contract.

My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organization's system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Click the 'Add Business Location' button to register new locations for this headquarters Account.

[Update](#) [View Pending Changes](#) [Pending 1099 Additions](#) [Change TIN](#) [Add Business Location](#)

Pending Changes :

[Download Substitute W-9 Certification Form](#)

Addresses & Contacts

Select the Addresses & Contacts tab to view your current address and contact information.

There are three sections on the Addresses & Contacts page:

1. Existing Address & Contact Assignments
2. Update Addresses
3. Update Contacts

The second section, Update Addresses, is where individual addresses associated with your vendor record are displayed.

The third section, Update Contacts, is where individual contacts associated with your vendor record are displayed.

The first section shows how the individual addresses and contacts are assigned. For example, you may have two addresses listed in section 2, and two contacts shown in section 3, as with the example below. Those addresses and contacts can be used in different combinations to make up your different Address Types. Perhaps your Billing and Payment addresses are the same, but have different contacts. The first section will show which address and contact is assigned to each Address Type.

Therefore, if you would like to make updates:

1. If you would like to update the details on a specific address (for example, correct a misspelling on a street name), click **View/Update** next to the address in the "Update Addresses" section. Jump to the [Update an Address](#) section below for step-by-step instructions.

2. If you would like to update the details on a specific contact (for example, update a contact's phone number), click **View/Update** next to the address in the "Update Contacts" section. Jump to the [Update a Contact](#) section below for step-by-step instructions.
3. If you would like to reassign how the contacts are associated with an Address Type (for example, you would like to change the contact for your Billing Address from the first contact listed to the second contact listed), click **View/Update** next to the "Existing Address & Contact Assignments" section. Jump to the [Update Contact Assignments & Deactivate or Delete Addresses](#) section below for step-by-step instructions.
4. You can also add new address or contact information using the **Assign/Create Addresses & Contacts** button. Though you cannot change the address associated with an address type listed in the first section, you can deactivate or delete an old address (see the previous bullet point), and setup a new Address & Contact combination. Jump to the [Add Addresses & Contacts](#) section below for step-by-step instructions.

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD003	Billing	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/> View/Update View Pending Changes
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/> View/Update View Pending Changes
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/> View/Update View Pending Changes
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#) [Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes
AD007	1 Main Street, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes
PC007	Jane Doe	1 Main Street, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update an Address

If you would like to update the details for an address, follow the steps below.

Note that updating the address will update the same details for that specific address in the “Addresses & Contacts” section, as shown below.

1. Find the address you would like to update in the Update Addresses section.

Note that the address being selected below is also used as the Billing address for this vendor.

Account Information Financial Transactions Business Opportunities Solicitation Responses Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | Service Areas

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify address to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Pr
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith		No
AD007	Billing	1 Main Street, Acton, ME, 04001	Jane Doe		No

First Prev Next Last [Assign/Create Addresses & Contacts](#)

Update Addresses

Address ID	Address	Pending Changes
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes
AD007	1 Main Street, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes

2. On the following page, make the necessary changes to the address. Click Save.

Summary | Business Info | Addresses & Contacts | Users | Commodities | Service Areas

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save **Delete** **Cancel**

Address Information

Address ID :

*Street 1 :

Street 2 :

*City :

*State/Province :

*Zip/Postal Code :

*Country :

County :

*Phone : Ext :

XXX-XXX-XXXX

DUNS :

Extended DUNS :

CAGE Code :

* Indicates a required field

Upon Save, the address will show as having Pending changes.

Update Addresses

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes
AD007	1 Main Street, Acton, ME, 04001	<input checked="" style="border: 2px solid red;" type="checkbox"/>	View/Update	View Pending Changes

First **Prev** **Next** **Last**

Once the change is processed (this should happen within about 2 hours during business hours), the change will show on the Addresses & Contacts page. Because this address was used as the Billing address, the Billing address is also updated.

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Print
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe	No		03/22/2022		

[First](#) [Prev](#) [Next](#) [Last](#)

[Assign/Create Addresses & Contacts](#)

[View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes		
AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes
AD007	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update a Contact

If you would like to update the details for a contact, follow the steps below.

Note that updating the contact will update the same details for that specific contact in the “Addresses & Contacts” section, as shown below.

1. Find the contact you would like to update in the Update Contacts section.

Note that the contact being selected below is also used as the Billing address for this vendor.

Address Information																																																									
Summary		Business Info		Addresses & Contacts																																																					
Users		Commodities		Service Areas																																																					
<p>Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & by selecting the 'View Pending Additions' button.</p> <p>To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify a appropriate record under the Update Addresses and Update Contacts sections.</p> <p>Existing Address & Contact Assignments</p> <table border="1"> <thead> <tr> <th>Address ID</th> <th>Address Type</th> <th>Address</th> <th>Principal Contact</th> <th>EFT Status</th> <th>Prevent New</th> </tr> </thead> <tbody> <tr> <td>AD003</td> <td>Payment</td> <td>1 Main Street, Augusta, ME, 04001</td> <td>Jane Smith</td> <td>No</td> <td></td> </tr> <tr> <td>AD003</td> <td>Procurement</td> <td>1 Main Street, Augusta, ME, 04001</td> <td>Jane Smith</td> <td>No</td> <td></td> </tr> <tr> <td>AD003</td> <td>Account Administrator</td> <td>1 Main Street, Augusta, ME, 04001</td> <td>Jane Smith</td> <td>No</td> <td></td> </tr> <tr> <td>AD007</td> <td>Billing</td> <td>1 Main Street, Unit 1, Acton, ME, 04001</td> <td>Jane Doe</td> <td>No</td> <td></td> </tr> </tbody> </table> <p>Assign/Create Addresses & Contacts</p> <p>Update Addresses</p> <table border="1"> <thead> <tr> <th>Address ID</th> <th>Address</th> <th>Pending Changes</th> </tr> </thead> <tbody> <tr> <td>AD003</td> <td>1 Main Street, Augusta, ME, 04001</td> <td><input type="checkbox"/> View/Update View Pending Changes</td> </tr> <tr> <td>AD007</td> <td>1 Main Street, Unit 1, Acton, ME, 04001</td> <td><input type="checkbox"/> View/Update View Pending Changes</td> </tr> </tbody> </table> <p>Update Contacts</p> <table border="1"> <thead> <tr> <th>Contact ID</th> <th>Contact Name</th> <th>Contact Address</th> <th>Pending Changes</th> </tr> </thead> <tbody> <tr> <td>PC003</td> <td>Jane Smith</td> <td>1 Main Street, Augusta, ME, 04001</td> <td><input type="checkbox"/> View/Update View Pending Changes</td> </tr> <tr> <td>PC007</td> <td>Jane Doe</td> <td>1 Main Street, Unit 1, Acton, ME, 04001</td> <td><input type="checkbox"/> View/Update View Pending Changes</td> </tr> </tbody> </table>							Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New	AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe	No		Address ID	Address	Pending Changes	AD003	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes	AD007	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes	Contact ID	Contact Name	Contact Address	Pending Changes	PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes	PC007	Jane Doe	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes
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PC007	Jane Doe	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/> View/Update View Pending Changes																																																						

2. On the following page, make the necessary changes to the contact. Click Save.

Summary | Business Info | Addresses & Contacts | Users | Commodities | Service Areas |

View/Update Available Contact

Modify or delete your contact here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

Save **Delete** **Cancel**

Contact Information

Contact ID :	PC007	Alternate Phone :	<input type="text"/>
*Contact Name :	Jane Doe, Jr	XXX-XXX-XXXX	
Title/Role :	<input type="text"/>	Alternate Phone Extension :	<input type="text"/>
Permissions :	<input type="text"/>	Fax :	<input type="text"/>
Authorized Representative :	<input type="checkbox"/>	XXX-XXX-XXXX	
Email :	<input type="text"/>	Fax Extension :	<input type="text"/>
Phone :	1231231234	Alternate Fax :	<input type="text"/>
Phone Extension :	XXX-XXX-XXXX	XXX-XXX-XXXX	
Alternate Fax Extension : <input type="text"/>			

* Indicates a required field

Upon Save, the contact will show as having Pending changes.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes
PC007	Jane Doe	1 Main Street, Unit 1, Acton, ME, 04001	<input checked="" type="checkbox"/>	View/Update	View Pending Changes
First	Prev	Next	Last		

Once the change is processed (this should happen within about 2 hours during business hours), the change will show on the Addresses & Contacts page. Because this contact was used for the Billing address, the Billing address is also updated.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes		
PC003	Jane Smith	1 Main Street, Augusta, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes
PC007	Jane Doe, Jr	1 Main Street, Unit 1, Acton, ME, 04001	<input type="checkbox"/>	View/Update	View Pending Changes
First	Prev	Next	Last		

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019	
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019	
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019	
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith	No		03/22/2022	
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.	No		03/22/2022	
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr.	No		03/22/2022	

First | Prev | Next | Last | Assign/Create Addresses & Contacts | View Pending Additions

Update Contact Assignments & Deactivate or Delete Addresses

Once the details of the addresses and contacts are correct, you may need to update contacts assigned to each address type. For example, you may need to switch which contact should be listed for ordering, or you may need to change other details or delete old addresses. You can do so by following the steps below.

Note that you cannot update address/contact details (street name, phone number, etc.) using these steps. If you need to update those details, see the previous sections.

You also cannot replace an address assignment using these steps. If you need to designate a different address as your payment, billing, procurement, or account administrator address, you can do so by following the steps in the next section, [Add Addresses & Contacts](#).

1. On the Address & Contacts tab, select the View/Update link next to the address/contact assignment you would like to update.

Summary | Business Info | Addresses & Contacts | Users | Commodities | Service Areas | Attachments

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	View/Update	View Pending Changes
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/>	View/Update	View Pending Changes
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/>	View/Update	View Pending Changes
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/>	View/Update	View Pending Changes
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith	No		03/22/2022		<input type="checkbox"/>	View/Update	View Pending Changes
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.	No		03/22/2022		<input type="checkbox"/>	View/Update	View Pending Changes
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr.	No		03/22/2022		<input type="checkbox"/>	View/Update	View Pending Changes

First | Prev | Next | Last | Assign/Create Addresses & Contacts | View Pending Additions

2. On the following page, update the information as needed. Expand the Contact section and use the **Find** button to select a different contact if needed. When you are done making your

changes, click **Save**. A **Delete** button is available at the top of the page if you'd like to delete the entry altogether.

View/Update Assigned Address & Contact

Here you can let us know how long your address will be valid or provide additional information. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to exit without saving.

Save **Delete** **Cancel**

General Information

Address Type : WR
 Correspondence Type :
 *Active From : 12/17/2019
 Active To : 03/31/2023
 Default Record :
 Division/Department :
 Additional Address Info :

Address

Principal Contact

Principal Contact ID : PC003 Alternate Phone :
 Principal Contact : Jane Smith Alternate Phone Extension :

Once saved, the pending changes box will be checked until the changes are processed by the system. Once the changes are processed (usually within about 2 hours during business hours), the change will be reflected and the pending changes box will no longer be checked.

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

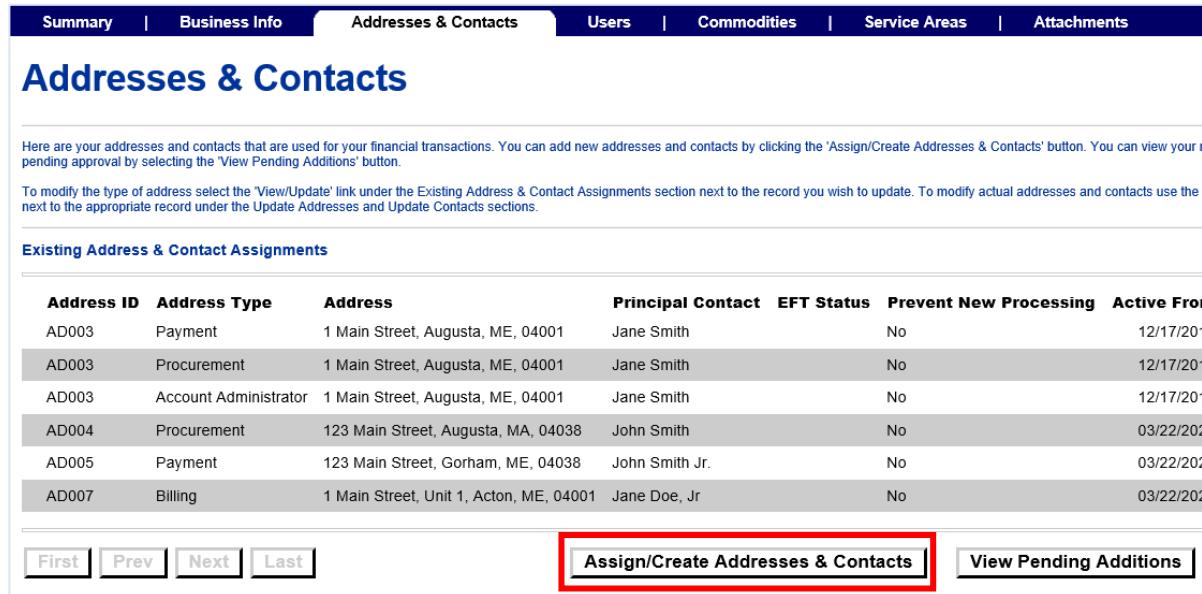
Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Ch
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/>
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input type="checkbox"/>
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No		12/17/2019		<input checked="" type="checkbox"/>
AD004	Procurement	100 Main Street, Augusta, ME, 04001	John Smith	No		02/01/2020		<input type="checkbox"/>

Add Addresses & Contacts

If you would like to add a new address & contact combination, you can do so by following the steps below. These steps can be followed to setup a new address & contact combination for any address type (billing, payment, procurement, or account administrator). You will be able to use the existing addresses & contacts available on the page, or enter new address/contact details.

1. On the Addresses & Contacts tab, click **Assign/Create Addresses & Contacts**.



The screenshot shows the 'Addresses & Contacts' tab selected in a navigation bar. Below the title 'Addresses & Contacts', there is a section titled 'Existing Address & Contact Assignments' containing a table of address records. At the bottom of this section are buttons for 'First', 'Prev', 'Next', and 'Last', and two main action buttons: 'Assign/Create Addresses & Contacts' (which is highlighted with a red box) and 'View Pending Additions'.

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From
AD003	Payment	1 Main Street, Augusta, ME, 04001	Jane Smith	No	No	12/17/201
AD003	Procurement	1 Main Street, Augusta, ME, 04001	Jane Smith	No	No	12/17/201
AD003	Account Administrator	1 Main Street, Augusta, ME, 04001	Jane Smith	No	No	12/17/201
AD004	Procurement	123 Main Street, Augusta, MA, 04038	John Smith	No	No	03/22/202
AD005	Payment	123 Main Street, Gorham, ME, 04038	John Smith Jr.	No	No	03/22/202
AD007	Billing	1 Main Street, Unit 1, Acton, ME, 04001	Jane Doe, Jr	No	No	03/22/202

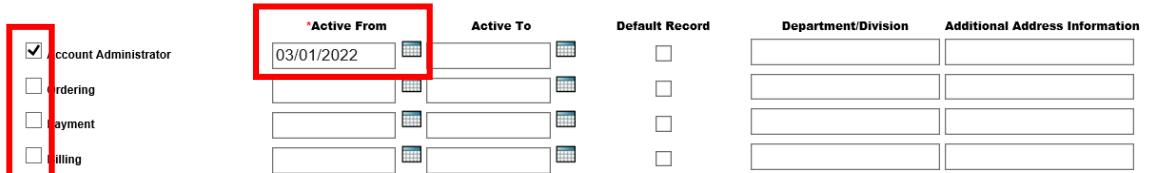
2. On the following page, select which address type(s) you would like to set up. You will need to set an **Active From** date for any address type you selected. Leave the **Active To** field blank to prevent your addresses & contacts from expiring. If populated, the address and contact will no longer be active after the "Active To" date entered.

Assign / Create Addresses & Contacts - Step 1 of 3

Enter your new address information here and select all appropriate address types. Click the 'Next' button to add a contact.
Your address may be validated according to postal standards. If prompted, review the changes and choose either the address you entered or the one that was validated.

Next | **Cancel**

▼ Address Types



The screenshot shows the 'Address Types' section. On the left, there is a list of address types with checkboxes: 'Account Administrator' (checked), 'Ordering', 'Payment', and 'Billing'. To the right, there is a table with columns for 'Active From', 'Active To', 'Default Record', 'Department/Division', and 'Additional Address Information'. The 'Active From' column for the first row (Account Administrator) contains the date '03/01/2022' and a calendar icon, which is highlighted with a red box.

	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input checked="" type="checkbox"/> Account Administrator	03/01/2022		<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

▼ Address

3. In the address section:

- If you wish to use an existing address, use the **Find** button to select the address. The address details will populate automatically and you will not be able to edit them. Note: if you want to change the details of the address, you will need to follow the steps in the [Update an Address](#) section.

Address

*Address ID : AD003 **Find**

*Street 1 : 1 Main Street

Street 2 :

*City : Augusta

*State/Province : Maine

*Zip/Postal Code : 04001

Country Name : United States of America

County :

Phone : 1231231234 Ext. :

DUNS :

Extended DUNS :

CAGE Code :

- If you wish to set up a new address, leave the **Address ID** field blank. Populate the address details.

If you are entering new address details, it is important to leave Address ID blank, as the system will generate a new Address ID.

Please enter a **Phone Number** for the address.

Address

*Address ID : **Find**

*Street 1 : 123 West Street

Street 2 :

*City : Portland

*State/Province : Maine

*Zip/Postal Code : 04001

Country Name : United States of America

County :

Phone : 123-123-1234 Ext. :

DUNS :

Extended DUNS :

CAGE Code :

4. At the top of the page, click **Next**.

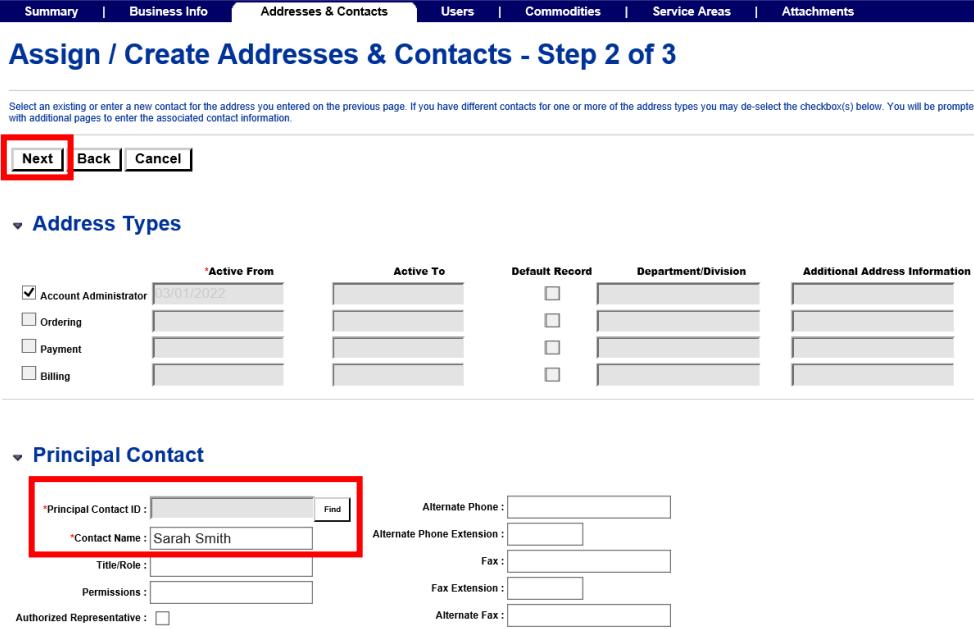
Assign / Create Addresses & Contacts - Step 1 of 3

Enter your new address information here and select all appropriate address types. Click the 'Next' button to add a contact.

Your address may be validated according to postal standards. If prompted, review the changes and choose either the address you entered or the one that was validated.

Next **Cancel**

5. On step 2, enter the Contact details. As with the address, use the **Find** button to select an existing contact, OR leave the **Contact ID** blank and enter new contact details. Enter a name, phone number, and any other relevant details. When finished, click **Next**.



Assign / Create Addresses & Contacts - Step 2 of 3

Select an existing or enter a new contact for the address you entered on the previous page. If you have different contacts for one or more of the address types you may de-select the checkbox(s) below. You will be prompted with additional pages to enter the associated contact information.

Address Types

<input checked="" type="checkbox"/> Account Administrator	03/01/2022	Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Ordering						
<input type="checkbox"/> Payment						
<input type="checkbox"/> Billing						

Principal Contact

*Principal Contact ID : <input type="text"/>	Find	Alternate Phone : <input type="text"/>
*Contact Name : <input type="text" value="Sarah Smith"/>		Alternate Phone Extension : <input type="text"/>
Title/Role : <input type="text"/>		Fax : <input type="text"/>
Permissions : <input type="text"/>		Fax Extension : <input type="text"/>
Authorized Representative : <input type="checkbox"/>		Alternate Fax : <input type="text"/>

6. Review the details and click **Save** to confirm.

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
<input checked="" type="checkbox"/> Account Administrator	03/01/2022		AD008	123 West Street, Portland, ME, 04001	Sarah Smith

First **Prev** **Next** **Last**

Save **Back** **Cancel**

The new Address & Contact assignment will be available under the **View Pending Additions** button on the Addresses & Contacts tab until it is processed and added to the page.

Commodities

You can register your vendor record for Commodity Codes in VSS. When a solicitation is posted requesting goods or services that fall under your registered commodity code, you will receive an email notification. Registering for the commodity codes you provide can help ensure that you do not miss an opportunity to bid on a solicitation.

Note: Registering for commodity codes in order to receive notifications when a solicitation for those codes is published is encouraged for convenience only. Because there are hundreds of very specific commodities, it is possible that you will miss some of the commodity codes that apply to your business. **It is the responsibility of the vendor to routinely monitor VSS for new solicitations they may be interested in responding to.**

In the example below, the vendor already has commodities in their profile. To add more, click the Add Items button.

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.

Existing Commodities			
Commodity/Service Code	Commodity Description	Pending Deletion	
00500	ABRASIVES	<input checked="" type="checkbox"/>	Delete
00505	Abrasive Equipment and Tools	<input type="checkbox"/>	Delete
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/>	Delete
02015	Cutters and Shredders (Mowers), Heavy Duty, Flat Tow Type	<input type="checkbox"/>	Delete
02204	Brush Chipper, Cutter and Saw Parts	<input type="checkbox"/>	Delete
03509	Aircraft Communications Radio	<input type="checkbox"/>	Delete
05288	Wood Carvings and Woodcuts	<input type="checkbox"/>	Delete
05574	Racks, Vehicle (Gun, Hat, etc.)	<input type="checkbox"/>	Delete
06000	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	<input type="checkbox"/>	Delete
06508	Bodies, Animal Control	<input type="checkbox"/>	Delete

First [Prev](#) [Next](#) [Last](#) [Add Items](#) [View Pending Additions](#)

If you do not know the commodity code of the item you want to add, enter the **Commodity Description** to look for the item by name. Use the * wildcard on both sides of the word. Doing so will bring up all lines that have the word specified in that line. Enter the **Commodity Description** and click **Browse**.

Browse **Clear**

Commodity/Service Code :

Commodity Description : *PRINTER*

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input type="checkbox"/> Printers, Dot Matrix	20475
<input type="checkbox"/> Printers, Inkjet	20476
<input type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

First **Prev** **Next** **Last**

OK **Cancel**

Check the box next to all commodities you would like to register for. Click **Next** to see the next page of results.

Once you have selected all the items you want click the Ok button.

Browse **Clear**

Commodity/Service Code :

Commodity Description : *PRINTER*

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input checked="" type="checkbox"/> Printers, Dot Matrix	20475
<input checked="" type="checkbox"/> Printers, Inkjet	20476
<input checked="" type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

First **Prev** **Next** **Last**

OK **Cancel**

The changes will be added to the “View Pending Additions” page while the system processes the changes. Once the changes are processed, you will see your registered commodities immediately upon clicking the Commodities tab.

Registering for commodity codes in order to receive notifications when a solicitation for those codes is published is encouraged for convenience only. Because there are hundreds of very specific commodities, it is possible that you will miss some of the commodity codes that apply to your business. **It is the responsibility of the vendor to routinely monitor VSS for new solicitations they may be interested in responding to.**

Adding and Managing VSS Logins for Your Organization

Under the Users tab, you will find all VSS logins associated with your vendor account.

When a user initially creates a VSS account, they will automatically be designated the Primary Account Administrator for that vendor record. The Account Administrator can then create additional logins for other users in their organization. These users will be tied to the same vendor record in the State of Maine's system.

This section discusses how to add and maintain logins within VSS.

VSS User Access Levels

Each VSS user will be granted an access level which determines what permissions they have in VSS. The available levels are as follows:

- Account Administrator – account administrators will have full access to the vendor account and will be able to create and manage other vendor users under their account
 - The Primary Account Administrator (the individual who initially created/registered the vendor account) will automatically be granted this role. There can be multiple Account Administrators, but only one Primary Account Administrator.
- Full Access – full access vendor users will be able to view and edit all information, but will not be able to manage other vendor users
- Display Only – vendor users with this role will be able to log into VSS, but will not be able to edit any information

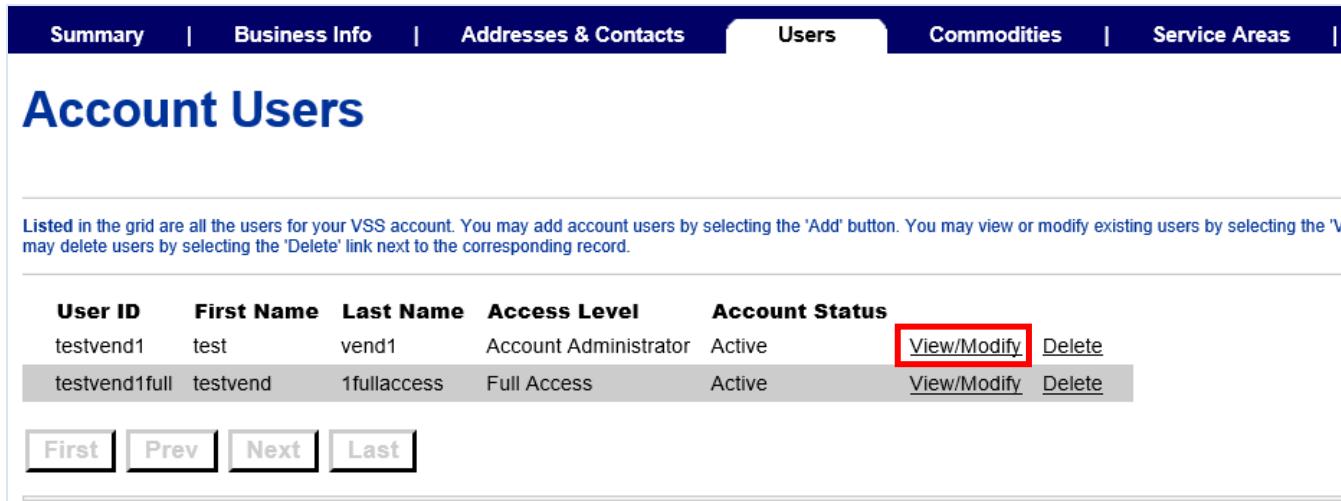
My Profile

All users in VSS have access to the My Profile page, regardless of their user access level.

Here, the user can maintain their own information, including updating their contact information, name, security question, and password. Use the **Password Reset** or **Modify** buttons at the bottom of the page to make changes.

Managing Existing Users

VSS users with an Account Administrator role will see all available users for their vendor record under the Users' tab. Here, Account Administrators can click View/Modify to update the users information. They will also see buttons at the bottom of the Modify screen to update the users' access roles, or change their password.



The screenshot shows a navigation bar with tabs: Summary, Business Info, Addresses & Contacts, Users (selected), Commodities, and Service Areas. Below the navigation bar is a section titled 'Account Users'.

Text within the section: "Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record."

A table displays user information:

User ID	First Name	Last Name	Access Level	Account Status	
testvend1	test	vend1	Account Administrator	Active	View/Modify Delete
testvend1full	testvend	1fullaccess	Full Access	Active	View/Modify Delete

Navigation buttons at the bottom: First, Prev, Next, Last.

At the bottom of the View/Modify page:



The screenshot shows a section titled 'Security Questions and Answers'.

Form fields:

- *Security Question :
- *Security Answer :
- *Retype Security Answer :

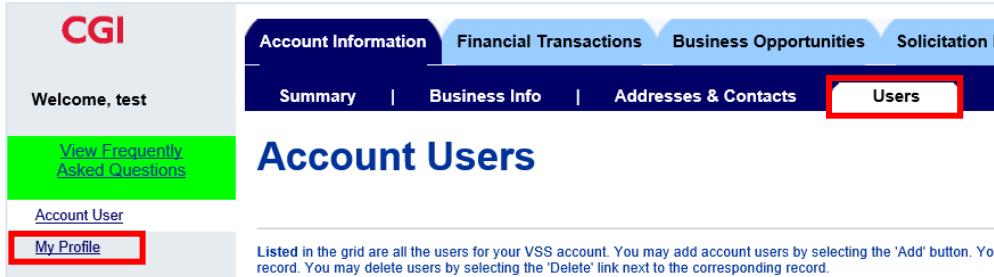
Notes: * Indicates a required field.

Action buttons at the bottom: Change Password, Change Access Levels, Save, Cancel. The 'Change Access Levels' button is highlighted with a red box.

Setting Up a Security Hint

The VSS login page has a “Reset Password” link that allows you to reset your password if you have forgotten it. In order to use this feature, you will need to have your Security Hint setup. Setup your Security Hint using the steps below, so that you may use the Reset Password link if you ever need it.

1. Login to your account and click the Users tab.
2. Select My Profile on the left-hand side.



The screenshot shows the VSS login interface. At the top, there is a navigation bar with tabs: Account Information, Financial Transactions, Business Opportunities, and Solicitation. Below the navigation bar, there is a sidebar with links: Welcome, test, View Frequently Asked Questions, Account User, and My Profile. The 'My Profile' link is highlighted with a red box. The main content area is titled 'Account Users' and contains a message: 'Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You record. You may delete users by selecting the 'Delete' link next to the corresponding record.' A red box highlights the 'Users' tab in the navigation bar.

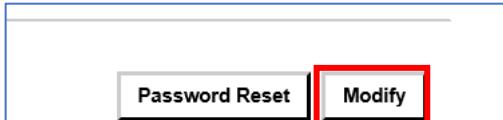
3. On the resulting page, you will see a Security Hint. If the hint has already been setup, this will be indicated by asterisks.

▼ Security Hint

Security Question : What is your favorite color?

Security Answer : *****

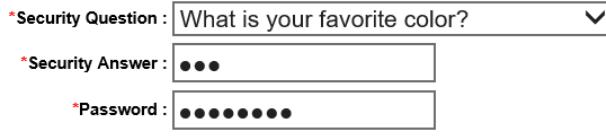
4. To setup or modify your Security Hint, click Modify at the bottom of the page.



The screenshot shows a button labeled 'Modify' with a red box around it, indicating it is the button to click to setup or modify the security hint.

5. Under Password, select a Security Question
6. Enter the answer to the security question.
7. Enter your login password to confirm the change.
8. Click Save at the bottom of the page.

▼ Password



The screenshot shows a form for setting a password. It includes fields for 'Security Question' (set to 'What is your favorite color?'), 'Security Answer' (set to '***'), and 'Password' (set to '*****').

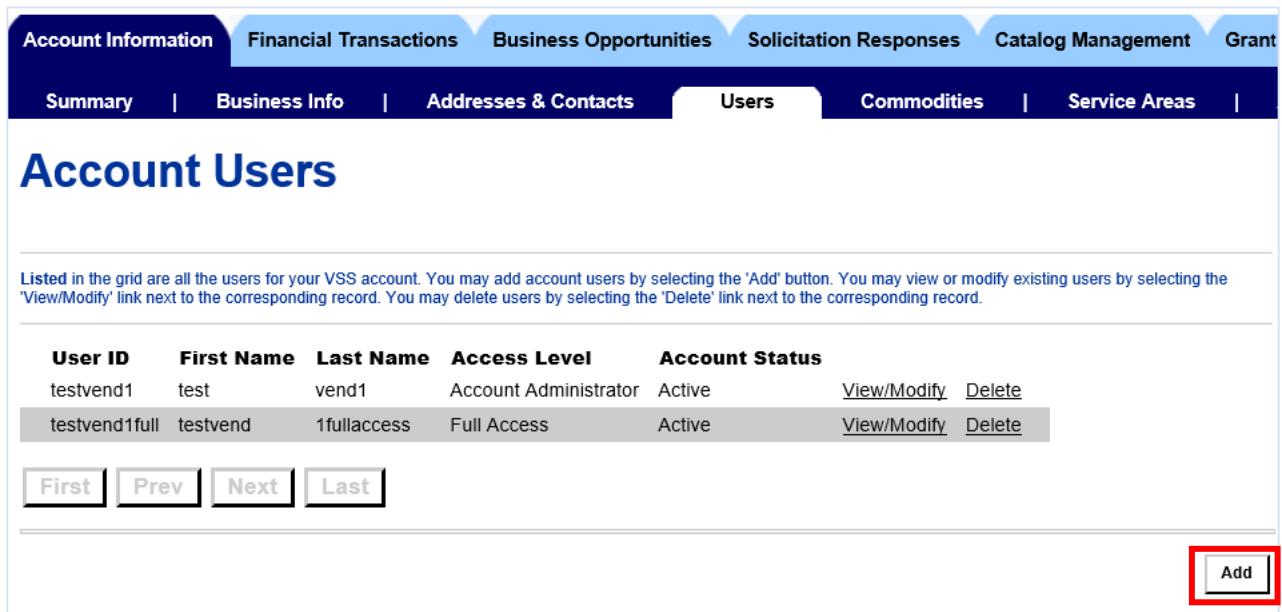
You will now have access to reset your VSS vendor user password using the Forgot Password link on the VSS homepage.

When the link is selected, you will be prompted to enter your username, followed by your security answer.

If answered correctly, you will be emailed a temporary password to the email address associated with your user.

Adding New Users

VSS users with an Account Administrator role will see an “Add” button on the Users tab, where they can create a VSS login for a new user under their organization. Clicking this button will walk the user through a series of pages where they will create a username and password for the new user, enter their name and contact details, and set the new user’s [access levels](#).



The screenshot shows the 'Account Users' page of the VSS system. At the top, there is a navigation bar with tabs: 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses', 'Catalog Management', and 'Grant'. Below the tabs, there is a secondary navigation bar with links: 'Summary', 'Business Info', 'Addresses & Contacts', 'Users' (which is the active tab), 'Commodities', 'Service Areas', and 'Grant'. The main content area is titled 'Account Users' and contains a table of users. The table has columns: 'User ID', 'First Name', 'Last Name', 'Access Level', and 'Account Status'. The first user listed is 'testvend1' with 'test' as the first name and 'vend1' as the last name. The access level is 'Account Administrator' and the account status is 'Active'. There are 'View/Modify' and 'Delete' links next to this user. The second user listed is 'testvend1full' with 'testvend' as the first name and '1fullaccess' as the last name. The access level is 'Full Access' and the account status is 'Active'. There are also 'View/Modify' and 'Delete' links next to this user. At the bottom of the table, there are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. In the bottom right corner of the page, there is a red box highlighting the 'Add' button.

User ID	First Name	Last Name	Access Level	Account Status	
testvend1	test	vend1	Account Administrator	Active	View/Modify Delete
testvend1full	testvend	1fullaccess	Full Access	Active	View/Modify Delete

[First](#) [Prev](#) [Next](#) [Last](#)

[Add](#)

Business Opportunities and Purchase History

Solicitations

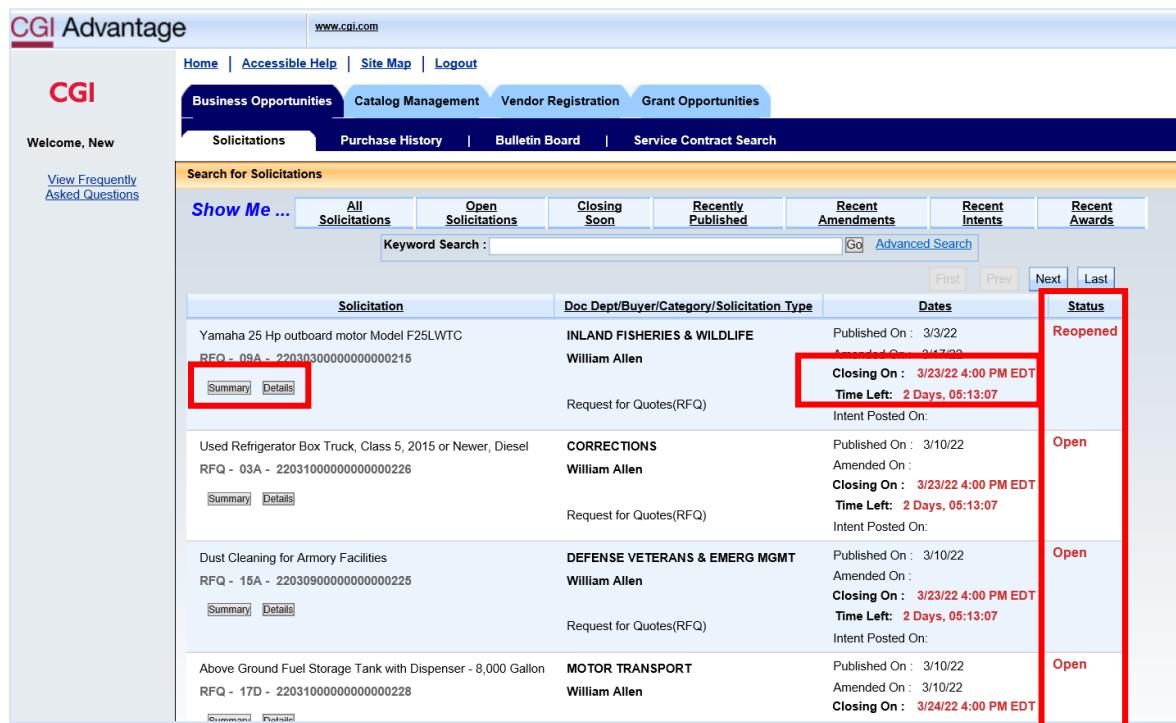
The State of Maine posts **Solicitations** (Requests for Quotes, Request for Proposals etc.) to the VSS website when they are looking to procure certain goods. The **Solicitations** tab in VSS allows anyone (a public guest or registered user) to view what requests are currently open, and view the detailed information. Registered users may also submit a bid if they wish to be considered for a contract.

All bids must be received prior to the closing date and time, which are shown in red text towards the right-hand side of the page. Once a solicitation has closed, bids will no longer be accepted. The status of the solicitation is shown in the right-most column of the page.

The **Solicitations** page is automatically sorted to show the solicitations closing soonest at the top of the page. For each **Solicitation**, click the **Summary** button to see summary information, or **Details** to see all posted information on the **Solicitation**.

As a registered user, you can submit online bids for the open solicitations. If you do not have a VSS login but would like to submit a bid, see the [Creating A VSS Account](#) section.

A Buyer may choose to reopen a solicitation after it has closed if no bids were received, or if none of the submitted bids were selected. The status will be “Reopened”, and new bids will be accepted. Vendors who previously responded to the original solicitation will have to submit a new response.



The screenshot shows the **Solicitations** page of the CGI Advantage website. The page header includes the CGI logo, a welcome message, and a link to 'View Frequently Asked Questions'. The main content area has a search bar for 'Search for Solicitations' and a table listing four open solicitations. Each row in the table contains a 'Solicitation' description, the 'Doc Dept/Buyer/Category/Solicitation Type', 'Dates' (including 'Published On', 'Amended On', 'Closing On', and 'Time Left'), and a 'Status' column. The first solicitation, for a Yamaha 25 Hp outboard motor, is highlighted with a red box around its 'Status' cell, which shows 'Reopened'. The closing date for this solicitation is 3/23/22 4:00 PM EDT.

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Yamaha 25 Hp outboard motor Model F25LWTC RFQ - 09A - 22030300000000000215	INLAND FISHERIES & WILDLIFE William Allen Request for Quotes(RFQ)	Published On : 3/3/22 Amended On : 3/4/22 Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Reopened
Used Refrigerator Box Truck, Class 5, 2015 or Newer, Diesel RFQ - 03A - 22031090000000000226	CORRECTIONS William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Open
Dust Cleaning for Armory Facilities RFQ - 15A - 22030900000000000225	DEFENSE VETERANS & EMERG MGMT William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : Closing On : 3/23/22 4:00 PM EDT Time Left: 2 Days, 05:13:07 Intent Posted On:	Open
Above Ground Fuel Storage Tank with Dispenser - 8,000 Gallon RFQ - 17D - 22031000000000000228	MOTOR TRANSPORT William Allen Request for Quotes(RFQ)	Published On : 3/10/22 Amended On : 3/10/22 Closing On : 3/24/22 4:00 PM EDT	Open

Searching & Viewing Opportunities

Follow the steps below to find and view different solicitations.

1. After logging in, or through the Public Access button, click on the **Business Opportunities** tab.
2. You will see all available solicitations.

There are several ways you can narrow down your search. Use the sub-tabs at the top of the page to view only Open Solicitations, those closing soon, those published recently, etc.

Use the Keyword Search, or click the Advanced Search link, to search by specific content of the RFQ you are looking for.

On the below example of an open solicitation, you will notice the solicitation number, the item, the contact person, when it was published and when it closes.

It will also display how much time you have left to respond.

Clicking on the Summary button will disclose the same information.

3. Click the **Details** button to open the solicitation itself.

Click through each tab to view all the details related to the solicitation.

All bids will have documents attached. Click on the **Attachment** tab to download and print off these documents. Some documents you may have to save to your computer to fill out to attach to your response.

Show Me ... [All Solicitations](#) [My Commodities](#) [Open Solicitations](#) [Close](#)

Keyword Search :

Solicitation	Agency/Buyer/Category
Rain gear- full suit - size 3XL Pink RFQ : 14052900000000000636	PUBLIC SAFETY Kathy Paquette

[Summary](#) [Details](#) 

Solicitation: 14052900000000000636 Rain gear- full suit - size 3XL Pink
Issued: 5/29/14 Last Amended: **Current Status: Open**

Closing Date: 6/29/15 2:00 PM EDT **251 Days, 00:10:57** Agency: PUBLIC SAFETY
Time Left: Buyer: Kathy Paquette Category:

[Add this item to Watch List](#)

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

Buyer Information	Additional Dates	Bid Opening Date:	Award Date:
		Intent Posted Date:	More... see Events tab

[Print Solicitation](#)

[Lots/Lines](#) [Attachments](#) [Additional Information](#) [Terms](#) [Criteria](#) [Events](#) [Q & A List](#) [Amendment History](#) [Bulletin Board](#)

Lot 1: Default

Description	Requested	More Information
RAIN GEAR- FULL SUIT - SIZE 3XL PINK	Quantity: 10.00000 Unit: Each Requested Delivery Date:	View Purchase History <input type="checkbox"/> Expand All <input type="checkbox"/> Product Specs <input type="checkbox"/> Shipping/Billing <input type="checkbox"/> Shipping Specs

Bidding on Request for Quotations

This section is specific instructions related to responding to Requests for Quotations (RFQs). The instructions for responding to other solicitations (RFPs, RFAs, etc.) are described below, though the steps are similar for responding to any solicitation.

Once you have found the solicitation you would like to bid on, you may submit a bid through the online portal. Note that you must be logged in to submit a bid. As a registered user, you can submit online bids for the open solicitations. If you do not have a VSS login but would like to submit a bid, see the [Creating A VSS Account](#) section.

If you have questions about the solicitation or how to submit a bid, see the [Asking Questions on a Solicitation](#) section below.

- Once you have located the solicitation you would like to respond to, you would click on the “Respond Online” Button. You must be on the Details view to see this button, as shown in the previous section.



Solicitation: 14052900000000000636 Rain gear- full suit - size 3XL Pink
 Issued: 5/29/14 Last Amended: Current Status: Open

Closing Date: 6/29/15 2:00 PM EDT
 Time Left: 251 Days, 00:10:57

Agency: PUBLIC SAFETY
 Buyer: Kathy Paquette
 Category:

Buyer Information: [REDACTED]

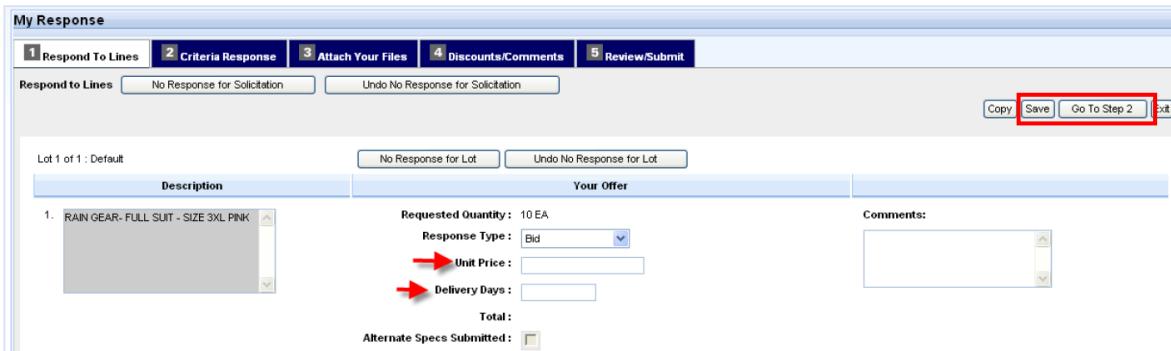
Additional Dates Bid Opening Date: Intent Posted Date: Award Date: More... [see Events tab](#)

[Add this item to Watch List](#)

Response Options

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

- Scroll down to the **My Response** section of the RFQ. Fill in the **Unit Price** and **Delivery Days** for your bid. You may also enter comments (optional). Note: Delivery Days should be entered numerically. I.e., for one week, put ‘7’ to indicate 7 days. The system will not allow you to enter 1 week. When finished, click **Save**, and **Go To Step 2**.



My Response

1 Respond To Lines **2 Criteria Response** **3 Attach Your Files** **4 Discounts/Comments** **5 Review/Submit**

Respond to Lines: No Response for Solicitation Undo No Response for Solicitation

Lot 1 of 1 : Default No Response for Lot Undo No Response for Lot

Description	Your Offer	Comments:
1. RAIN GEAR- FULL SUIT - SIZE 3XL PINK	Requested Quantity: 10 EA Response Type: Bid Unit Price: <input type="text"/> Delivery Days: <input type="text"/> Total: Alternate Specs Submitted: <input type="button"/>	<input type="text"/>

If you are responding to a bid that has multiple commodity lines, each commodity line will be listed on the **Respond To Lines** tab. You must respond to each commodity line in order for your bid to successfully submit. If you wish to bid on a line, enter the Unit Price and

Delivery Days as shown above. If you do not wish to bid on a line, change the **Response Type** to No Bid. You will need to enter a comment for that line. You may also use the No Response for Lot to change all lines to No Bid.

3. If any questions are listed under the Criteria Response tab, enter your responses. Note that not all solicitations will have questions listed.
4. On the Attach Your Files tab, upload any attachments you would like to include as part of your bid or as required by the solicitation.

My Response

1 Respond To Lines	2 Criteria Response	3 Attach Your Files	4 Discounts/Comments	5 Review/Submit
---------------------------	----------------------------	----------------------------	-----------------------------	------------------------

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files 

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button() next to the item you wish to delete.

After clicking Attach Files, you will be brought to the Add Files page. Here, you can Browse your computer to select up to 5 files. The limit for each file is 5 MB.

If you need to attach more than 5 files, select the first 5 and click Attach File. Then, click the Attach Files button again to attach more.

Add files

Use this page to add the attachments for your Response. Click "Browse" to select a file. The maximum size allowed for each file is 

File 1:	<input type="text"/>	Browse...	Type : Standard 
File 2:	<input type="text"/>	Browse...	Type : Standard 
File 3:	<input type="text"/>	Browse...	Type : Standard 
File 4:	<input type="text"/>	Browse...	Type : Standard 
File 5:	<input type="text"/>	Browse...	Type : Standard 

Attach File **Cancel**

Once the files are successfully attached, you will see them under the Manage Your Attachments section.

My Response

1 Respond To Lines **2 Criteria Response** **3 Attach Your Files** **4 Discounts/Comments** **5 Review/Submit**

Attach Your Files (Optional)
If you have files you would like to include as part of your response, click the Attach Files button below.

Manage Your Attachments
The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

File Name	Date	User ID	Attachment Type
BPQ General Terms Conditions (3-7-12).doc	10/21/14	JField	Standard

From 1 to Total 1 First Prev Next Last

Note: While attaching, you may receive an informational message that your bid has not yet been submitted. This is just to inform you that you have not yet completed the bid process.

5. On tab 4, you will be able to enter any discounts or overall comments for your bid.
6. On tab 5, you will be prompted to review your bid before submitting. If you see any changes that need to be made, click on the previous tabs and make your changes. Be sure to click Save on the updated tab before returning to tab 5. Once you are ready to submit your bid, click **Submit**.

My Response

1 Respond To Lines **2 Criteria Response** **3 Attach Your Files** **4 Discounts/Comments** **5 Review/Submit**

Response Summary for ESR1410210000000006

Legal Name: [REDACTED] Vendor Customer Code: [REDACTED]
Response Status: Draft Response Total Attachment Count: 1
Response Date: 10/21/2014
Response Time: 2:08 PM

Solicitation Summary
Procurement Folder: 1595004

7. You will be shown a Thank You message once your response is submitted.

Solicitations | My Watchlist | Surplus Auctions | Purchase History | Bulletin Board

Response Submitted Successfully

Thank You

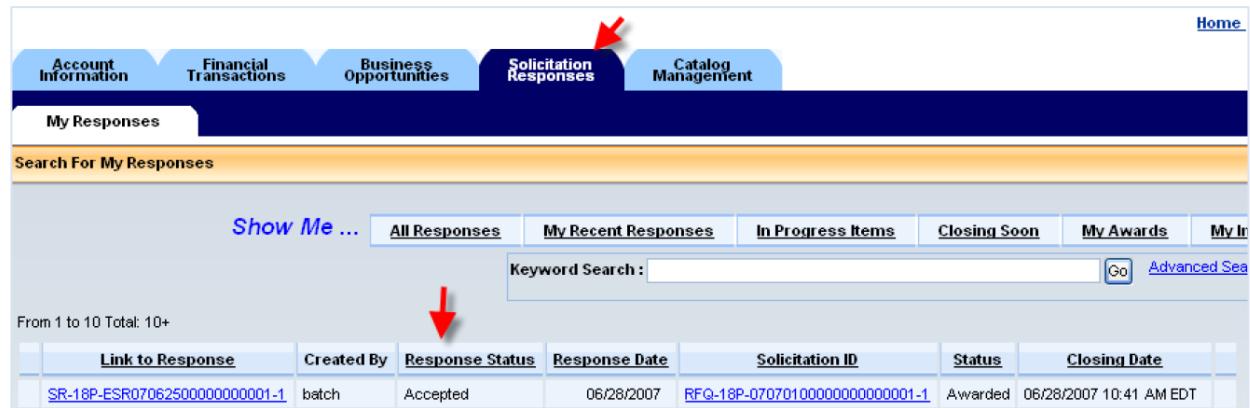
Your Submitted Response can
be found under the "My Responses" tab

Click any tab to continue.

The Buyer will not be able to see any bid details from any vendors until after the solicitation has closed.

Your draft and submitted bids are shown under the **Solicitation Responses** tab. If it was submitted successfully, the **Response Status** will be **Accepted**, and you will receive an email confirmation.

You will be able to submit Draft responses, or modify Accepted responses up until the Close Date/Time. See the next section for more information.



Home

Account Information Financial Transactions Business Opportunities **Solicitation Responses** Catalog Management

My Responses

Search For My Responses

Show Me ... All Responses My Recent Responses In Progress Items Closing Soon My Awards My In

Keyword Search : Go Advanced Sea

From 1 to 10 Total: 10+

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-18P-ESR07062500000000001-1	batch	Accepted	06/28/2007	RFQ-18P-070701000000000000001-1	Awarded	06/28/2007 10:41 AM EDT

It is possible that the Buyer may make changes to the Solicitation details after it has been posted. When an amendment is made, the change will be reflected in the associated section of the RFQ. It will also be detailed under the Amendment History tab.



Lots/Lines Attachments Additional Information Terms Criteria Events Q & A List **Amendment History** Bulletin Board

No Records found.

Amendment Location Action Description Text Date

From 0 to 0 Total: 0 First Prev Next Last

Bidding on Requests for Proposals and Other (RFA, RFI, PQVL)

The instructions below are for vendors responding to Requests for Proposals (RFPs), Requests for Applications (RFAs), Requests for Information (RFIs), or Pre-Qualified Vendor Lists (PQVLs).

1. Open the Vendor Self-Service System

2. Provide User ID and Password

3. Navigate to Business Opportunities >> Solicitations

4. You will see a list of all open solicitations

a. Note the closing date and time of the solicitation under the “Dates” column

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Large Boiler and Cleaning Service RFP - 95F - 2410250000000000035 Summary Details	MAINE COMMISSION ON INDIGENT LEGAL SERVICES Burra Maheedhar Request for Proposals(RFP)	Published On : 10/28/24 Amended On : Closing On : 10/28/24 6:00 PM EDT Time Left: 14:00:36 Intent Posted On:	Open
Master Agreement for Buses RFQ - 01A - 240711000000000001 Summary Details	AGRICULTURE William Allen Request for Quotes(RFQ)	Published On : 7/11/24 Amended On : Closing On : 2/28/25 1:00 AM EST Time Left: 122 Days, 21:00:36 Intent Posted On:	Open

5. Solicitations may be sorted by solicitation type by using the Advanced Search tool and filtering by “Type”

Closing Soon	Recently Published	Recent Amendments	Recent Intents	Recent Awards								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Keyword Search : <input type="text"/> Category : <input type="text"/> Type : <input type="text"/> <div style="float: right; margin-right: 10px;"> Go Close Advanced Search </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Doc Dept</th> <th style="width: 85%;">Type</th> </tr> </thead> <tbody> <tr> <td>ASING-BUR OF GENERAL SVCS Kendall for Proposals(RFP)</td> <td> Prequalified Vendor Request for Application Request for Information Request for Proposals Request for Quotes Request for Response </td> </tr> <tr> <td></td> <td> Published On : 9/8/25 Amended On : Closing On : 9/12/25 11:59 PM EDT Time Left: 2 Days, 08:31:53 Intent Posted On: </td> </tr> <tr> <td></td> <td>Published On : 8/29/25</td> </tr> </tbody> </table>					Doc Dept	Type	ASING-BUR OF GENERAL SVCS Kendall for Proposals(RFP)	Prequalified Vendor Request for Application Request for Information Request for Proposals Request for Quotes Request for Response		Published On : 9/8/25 Amended On : Closing On : 9/12/25 11:59 PM EDT Time Left: 2 Days, 08:31:53 Intent Posted On:		Published On : 8/29/25
Doc Dept	Type											
ASING-BUR OF GENERAL SVCS Kendall for Proposals(RFP)	Prequalified Vendor Request for Application Request for Information Request for Proposals Request for Quotes Request for Response											
	Published On : 9/8/25 Amended On : Closing On : 9/12/25 11:59 PM EDT Time Left: 2 Days, 08:31:53 Intent Posted On:											
	Published On : 8/29/25											

6. Click on “Details” to view the full solicitation

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Account Information | Financial Transactions | **Business Opportunities** | Solicitation Responses | Catalog Management | Grant Opportunities | Grant Applications

Welcome, Mallika
Solicitations | My Watchlist | Purchase History | Bulletin Board

View Frequently Asked Questions

Search for Solicitations

Show Me ...
All Solicitations
My Commodities
Open Solicitations
Closing Soon
Recently Published
Recent Amendments
Recent Intents
Recent Awards

Keyword Search :
(Go)
Advanced Search

First
Prev
Next
Last

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
Large Boiler and Cleaning Service RFP - 95F - 2410250000000000035 Summary Details	MAINE COMMISSION ON INDIGENT LEGAL SERVICES Burra Maheedhar Request for Proposals(RFP)	Published On : 10/28/24 Amended On : Closing On : 10/28/24 6:00 PM EDT Time Left: 14:00:36 Intent Posted On:	Open
Master Agreement for Buses RFQ - 01A - 2407110000000000001 Summary Details	AGRICULTURE William Allen Request for Quotes(RFQ)	Published On : 7/11/24 Amended On : Closing On : 2/28/25 1:00 AM EST Time Left: 122 Days, 21:00:36 Intent Posted On:	Open

7. When the solicitation opens, basic details will show, such as:

- Buyer Information – Buyer is the RFx Coordinator listed in the RFx document
- Closing Date – Proposal Submission Deadline
- Service Start and End Date

The screenshot shows a web-based application interface for the State of Maine's vendor self-service portal. At the top, there is a navigation bar with links for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The Business Opportunities section is currently active. Below the navigation bar, there are tabs for Solicitations, My Watchlist, Purchase History, and Bulletin Board. A green sidebar on the left displays 'Welcome, Malika' and 'View Expenditures, Award Contracts'. The main content area shows a solicitation detail page for 'Solicitation: 2410250000000000035'. The title is 'Large Boiler and Cleaning Service' and the current status is 'Open'. The solicitation was issued on 10/28/24 and last amended on 10/28/24. The closing date is 10/28/24 at 6:00 PM EDT, with 13:53:46 time left. The document department is MAINE COMMISSION ON INDIGENT LEGAL SERVICES, and the buyer is Burra Maheedhar. The category is Request for Proposals (RFP). The buyer information is Burra Maheedhar (burra.maheedhar@cgiv.com) and the phone/fax is not provided. Response options include 'Respond Online' and 'Print for Mailing'. Below this, there is a 'Print Solicitation' button and a table for 'Lots/Lines' with one row for 'Large Boiler Cleaning and Service'. The table includes columns for Description, Requested, and More Information, with links for View Purchase History, Expand All, Product Specs, Shipping Specs, and Line Item Preference.

The documents attached to the solicitation are the most important components in VSS to be reviewed by the vendor when developing their response to the solicitation.

The attachments contain all the necessary information, such as project requirements, evaluation criteria, and proposal submission guidelines. Attachments generally include the detailed solicitation document, question and answer summaries, and amendments to the solicitation.

By reviewing these documents, bidders will gain an accurate understanding of the requirements, ensuring a fair and transparent proposal evaluation.

It is possible that the Buyer may make changes to the Solicitation details after it has been posted. When an amendment is made, the change will be reflected in the associated section of the solicitation and will be detailed under the Amendment History tab.

8. Select the “Attachments” tab within the solicitation details.

The screenshot shows the 'Attachments' tab selected within the solicitation details. The tab bar includes Lots/Lines, Attachments, Additional Information, Terms, Criteria, Events, Q & A List, Amendment History, and Bulletin Board. The 'Attachments' tab is highlighted with a red box. The main content area displays the message 'No Records found.' in a light blue box. There is also a blue progress bar at the bottom.

9. Each document will be available for download by clicking on the blue hyperlink. When each link is clicked, the document will be downloaded.

10. Download each file. Files may include the solicitation document, question and answer summaries, and amendments.
11. Open the downloaded files. **Be sure to read each document thoroughly**, as compliance with the guidelines and procedures outlined in the documents are essential for a successful bid.

12. After reading through each entire document, prepare a response with all the details required, such as the Preliminary Information, Qualifications and Experience, Proposed Services, and Cost Proposal information. Be sure to format your response according to the instructions in the solicitation document.
13. Once your proposal has been completed and you are ready to upload your response, you will again locate the solicitation and click "Details".
14. Within the "Details" section, you will find a gray button in the "Response Options" section named "Respond Online".

The screenshot shows a vendor self-service portal for the State of Maine. The top navigation bar includes links for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, Catalog Management, Grant Opportunities, and Grant Applications. The Business Opportunities section is active. The main content area displays a solicitation for a 'Large Boiler and Cleaning Service' with the ID 241025000000000000035. The status is 'Open'. The buyer information is Burra Maheedhar (burra.maheedhar@cgil.com). The 'Response Options' button is highlighted with a red box and an arrow.

15. Clicking “Respond Online” will open a page with a section titled “My Response”. Here you will fill in information about your response. You must complete this section to submit your bid.

The screenshot shows the 'My Response' section of the portal. The 'Respond To Lines' tab is active. It displays the solicitation details and the user's response status: 'No Response for Solicitation'. The 'Attachments' tab is also visible. The 'My Response' section includes tabs for Respond To Lines, Criteria Response, Attach Your Files, Discounts/Comments, and Review/Submit.

(1) Respond to Lines

16. On the first tab in the “My Response” section, titled “Respond to Lines”, you will bid on any/all components of the solicitation, including:

- “Response Type”, which will always be “Bid” for the lines you plan on submitting a response for, and
- “Contract Amount”, This amount represents the total bid amount for each category of the service being proposed, the detailed breakdown of price will be added as a separate attachment or, as per the instructions on the RFP word document downloaded above.

17. Once this information is entered, click “Save” and you will move on to the next tab.

(2) Criteria Response

This section outlines the criteria that will be used to evaluate the responses to the solicitation. Detailed information for each criterion can be found in the solicitation document downloaded earlier. Each criterion is assigned a point value, which will be used to score the responses.

18. On the Criteria Response tab, Provide a Yes/No Response for the each criteria section. This is a helpful reminder that you must attach a response that includes the information required in each of these sections.

19. Click on “Save”

(3) Attach Your Files

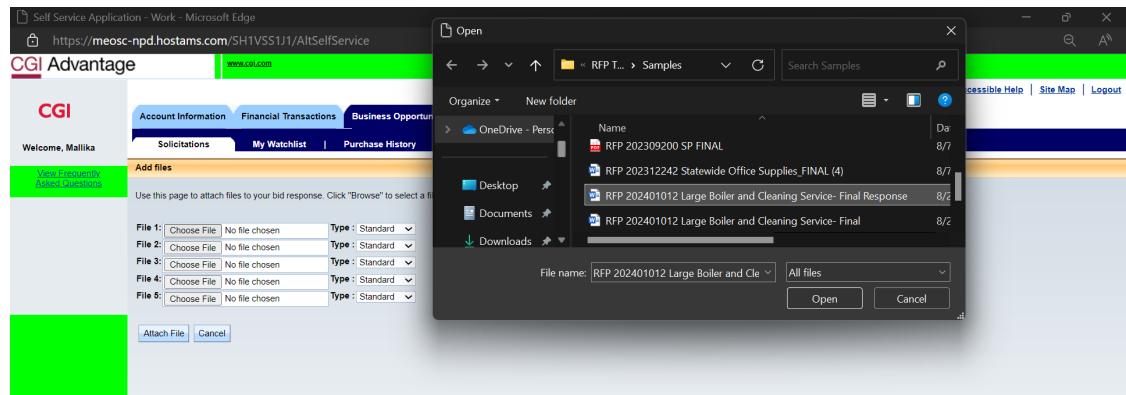
This section is a crucial section of the response, as it is used to upload relevant documents. This is where you will upload your response documents according to the instructions detailed in the solicitation.

Note: Only proposal submissions that have the actual files requested attached (as per the solicitation document) will be accepted.

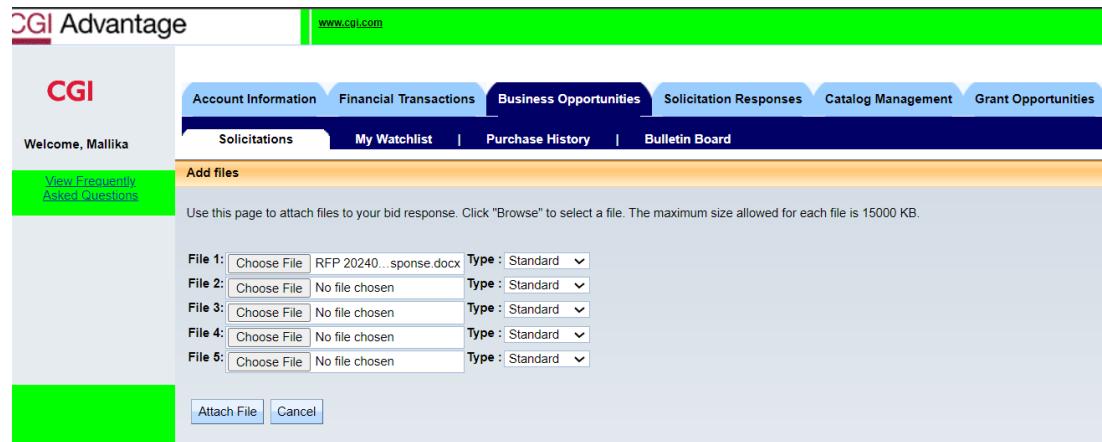
20. To attach your response documents, navigate to the “Attach Your Files” section and click on the “Attach Files” button.

21. Click on “Choose File” and attach all the response files required.

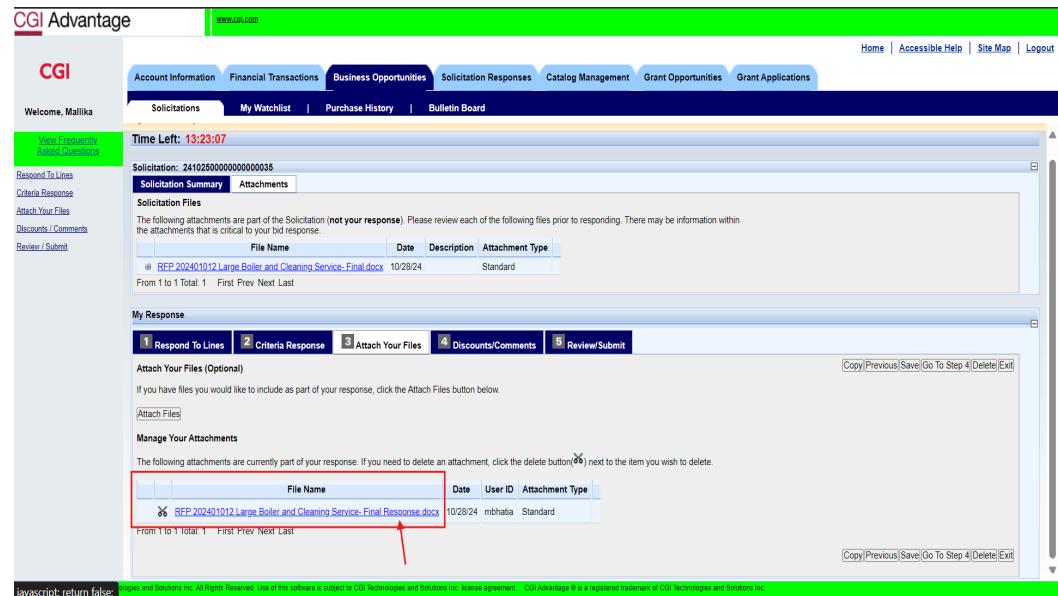
22. Choose the desired file and select “Open”.



23. Click on “Attach File” to upload the files. You will see the uploaded files attached.



24. Check the uploaded file. Note: you may upload up to five (5) files at a time. If you need to upload more than five, add the first five files and then repeat this process again for the additional files.



CGI Advantage

Welcome, Mallika

My Profile
Award Summary

Respond To Lines
Criteria Response
Attach Your Files
Discounts / Comments
Review / Submit

Time Left: 13:23:07

Solicitation: 2410250000000000035

Solicitation Summary Attachments

Solicitation Files

The following attachments are part of the Solicitation (not your response). Please review each of the following files prior to responding. There may be information within the attachments that is critical to your bid response.

File Name	Date	Description	Attachment Type
RFP 202401012 Large Boiler and Cleaning Service- Final.docx	10/28/24	Standard	

From 1 to Total: 1 First Prev Next Last

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Attach Your Files (Optional)

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

File Name	Date	User ID	Attachment Type
RFP 202401012 Large Boiler and Cleaning Service- Final Response.docx	10/28/24	mbhatia	Standard

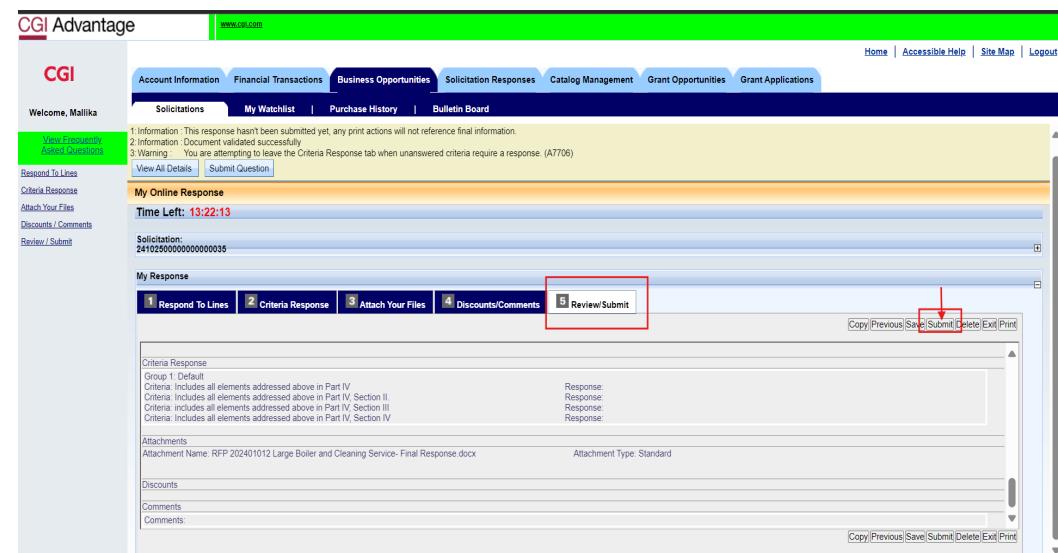
From 1 to Total: 1 First Prev Next Last

javascript: return false;

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(5) Review and Submit

25. Click on the “Review/Submit” tab to view a summary of your response.



CGI Advantage

Welcome, Mallika

My Profile
Award Summary

Respond To Lines
Criteria Response
Attach Your Files
Discounts / Comments
Review / Submit

Time Left: 13:22:13

Solicitation: 2410250000000000035

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Criteria Response

Group 1 - Default
Criteria: Includes all elements addressed above in Part IV
Criteria: Includes all elements addressed above in Part IV, Section II
Criteria: Includes all elements addressed above in Part IV, Section III
Criteria: Includes all elements addressed above in Part IV, Section IV

Attachments

Attachment Name: RFP 202401012 Large Boiler and Cleaning Service- Final Response.docx Attachment Type: Standard

Discounts

Comments

Comments:

26. Once you are satisfied with the accuracy, click on “Submit” to submit your response.

Self Service Application - Work - Microsoft Edge

https://meosc-npd.hostams.com/SH1VSS1J1/AltSelfService

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Home | Accessible Help | Site Map | Logout

Welcome, Mallika

Solicitations | My Watchlist | Purchase History | Bulletin Board

You have 1 messages

1. Information : Thank You. Your Submitted Response can be found under the "My Responses" tab. Navigate to any tab to continue.

View All Details | Submit Question

Response Submitted Successfully

Thank You

Your Submitted Response can
be found under the "My Responses" tab

Click any tab to continue.

Modifying Your Bid

This section assists vendors in locating responses that were initially drafted but not submitted, or in editing previously submitted responses to update any of the details provided.

Submitted responses may only be edited prior to the solicitation closing date and time, following which the response will be locked for editing.

- Once logged in to VSS, click on “Solicitation Responses” to view the “My Responses” tab.

- Here you may view a list of all your responses, both submitted and drafted.

- You can use the advanced search feature to locate the Solicitation you originally responded to.
 - Click on “Advanced Search”

Search For My Responses							
Show Me ...		All Responses	My Recent Responses	In Progress Items	Closing Soon	My Awards	My Intents to Award
Keyword Search :						Go	Advanced Search
Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date	
SR-95F-ESR241028000000000002-1	mbhatia	Accepted	10/28/2024	RFP-95F-2410250000000000035-3	Reopened	10/28/2025 06:00 PM EDT	
SR-02B-ESR241007000000000001-1	mbhatia	Accepted	10/07/2024	RFP-02B-2410070000000000024-1	Awarded	10/08/2024 02:00 PM EDT	
SR-01A-ESR240820000000000006-1	mbhatia	Accepted	08/20/2024	RFP-01A-2408200000000000002-1	Closed	08/21/2024 09:55 AM EDT	
SR-10A-ESR250417000000000002-1	mbhatia	Accepted	04/17/2025	RFP-10A-25041700000000000161-1	Closed	04/17/2025 01:00 PM EDT	
SR-18P-ESR250409000000000001-1	mbhatia	Draft	04/09/2025	RFP-18P-25040900000000000135-2	Closed	04/09/2025 11:59 PM EDT	
SR-01A-ESR250404000000000011-0	mbhatia	Accepted	04/07/2025	RFP-01A-202400311-2	Closed	04/04/2025 04:30 AM EDT	
SR-01A-ESR250404000000000010-9	mbhatia	Draft	04/04/2025	RFP-01A-202400311-2	Closed	04/04/2025 04:30 AM EDT	
SR-01A-ESR250331000000000014-1	mbhatia	Accepted	04/07/2025	RFP-01A-202309200-1	Closed	03/31/2025 11:59 AM EDT	
SR-01A-ESR250329000000000096-2	mbhatia	Accepted	03/28/2025	RFP-01A-25032800000000000106-3	Closed	03/28/2025 12:00 PM EDT	
SR-01A-ESR250329000000000096-1	mbhatia	Accepted	03/28/2025	RFP-01A-25032800000000000106-3	Closed	03/28/2025 12:00 PM EDT	

b. In the Solicitation field, provide the solicitation number and then click "Go"

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Policy](#)

[Account Information](#) [Financial Transactions](#) [Business Opportunities](#) [Solicitation Responses](#) [Catalog Management](#) [Grant Opportunities](#) [Grant Applications](#)

[My Responses](#)

Search For My Responses

Show Me ... [All Responses](#) [My Recent Responses](#) [In Progress Items](#) [Closing Soon](#) [My Awards](#) [My Intents to Award](#) [Recent Closings](#)

Keyword Search :

Response ID :

Solicitation :

Response Status :

[Close Advanced Search](#)

From 1 to 10 Total: 10+ First [Prev](#) [Next](#)

4. To open the response, click on the blue hyperlink under Link to Response.

[Home](#) | [Help](#) | [Accessible Help](#) | [Site Map](#) | [Policies](#) | [Logout](#)

[Account Information](#) [Financial Transactions](#) [Business Opportunities](#) [Solicitation Responses](#) [Catalog Management](#) [Grant Opportunities](#) [Grant Applications](#)

My Responses

Search For My Responses

Show Me ...
[All Responses](#)
[My Recent Responses](#)
[In Progress Items](#)
[Closing Soon](#)
[My Awards](#)
[My Intents to Award](#)
[Recent Closings](#)

Keyword Search :

[Go](#)
[Close Advanced Search](#)

Response ID :

Solicitation :

Response Status :

From 1 to 1 Total: 1

Link to Response	Created By	Response Status	Response Date	Solicitation ID	Status	Closing Date
SR-95F-ESR2410280000000002-1	mphatia	Accepted	10/28/2024	RFP-95F-2410250000000000035-3	Reopened	10/28/2025 06:00 PM EDT

From 1 to 1 Total: 1

5. Scroll down to the Respond to Lines section and click on “Edit.”

CGI

Welcome, Mallika

View E-Security
Logout/Logout

Respond To Lines
Criteria Response
Attach Your Files
Discounts / Comments
Review / Submit

Account Information Financial Transactions Business Opportunities **Solicitation Responses** Catalog Management Grant Opportunities Grant Applications

My Responses

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Respond to Lines

Lot 1 of 1 : Default

Description	Your Offer	Comments:
1. Large Boiler Cleaning and Service	Response Type : <input type="button" value="Bid"/> Contract Amount : \$6,540,000.00 Total : \$6,540,000.00 Alternate Specs Submitted : <input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Go To Step 2"/> <input type="button" value="Exit"/> <input type="button" value="Withdraw"/>
Specifications :	<input type="checkbox"/> Additional Specs	

6. Make the necessary adjustments to the response.
7. When ready to submit (or re-submit if you are editing a submitted response), check each section of the response carefully and review the solicitation to ensure you have completed and attached all required information.
8. Navigate to the Review/Submit tab and click “Submit.”

My Response

1 Respond To Lines 2 Criteria Response 3 Attach Your Files 4 Discounts/Comments 5 Review/Submit

Response Summary for ESR250911000000000008

Legal Name: Florida Mtn LLC
Response Status: Draft
Response Date: 9/15/2025
Response Time: 11:39 PM
Responded By User ID: jpeadam
First Name: Jon
Last Name: Peadam
Email: jpeadam@fmnicro.com
Phone: 561-893-6015

Solicitation Summary
Procurement Folder: 3378201
Solicitation: 202509011
Solicitation Type: Request for Proposals
Annotations: 1 item from Pines Received Work Judicial Center

Vendor Customer Code: VS0000000824
Response Total Attachment Count: 3

Closing Date: 10/10/2025
Close Date: 11:45 PM

Clarification Questions

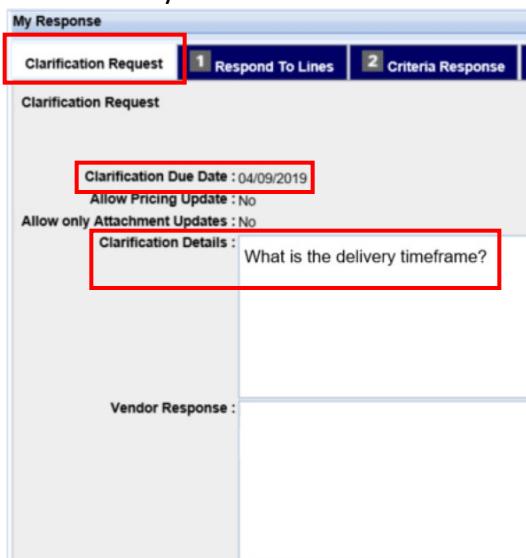
When the Buyer receives a bid for a solicitation, they may determine they need additional information from the vendor. If this occurs, you may receive an email requesting that you provide a clarification. If this occurs, follow the steps below to provide the response to the Buyer.

1. Log into your account and go to the **Solicitation Responses** tab.
Locate the solicitation response that requires clarification.
All responses will show by default. If necessary, use the Keyword Search box to narrow the results and find the response you are looking for.
The Response Status of your response under the **Solicitation Response** tab in your VSS account will also show as "Clarification Requested".



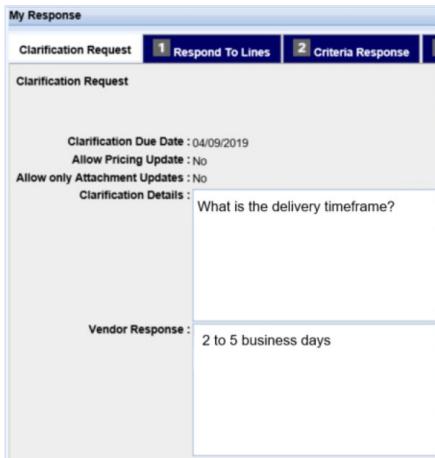
The screenshot shows the 'Solicitation Responses' tab in the VSS interface. The top navigation bar includes 'Account Information', 'Financial Transactions', 'Business Opportunities', 'Solicitation Responses' (which is selected and highlighted in blue), and 'Catalog Management'. Below the navigation is a 'My Responses' section with a 'Search For My Responses' input field containing '004'. A 'Show Me ...' button is followed by several filter buttons: 'All Responses', 'My Recent Responses', 'In Progress Items', 'Closing Soon', and 'My A...'. A 'Keyword Search' field is also present. The main list area shows 10+ responses, with the first one highlighted. The columns in the list are 'Link to Response', 'Created By', 'Response Status', 'Response Date', and 'Solicitation ID'. The first response in the list has the 'Response Status' cell showing 'Clarification Requested'.

2. Open the response by clicking on the SR number
3. If a clarification has been requested, you will see a clarification tab, with the requested **Clarification Details**. A **Clarification Due Date** is also shown. Your response must be submitted by this date.



The screenshot shows the 'Clarification Request' tab. At the top, there are three buttons: 'Clarification Request' (highlighted with a red box), '1 Respond To Lines', and '2 Criteria Response'. Below this is a section for 'Clarification Request' with a 'Clarification Due Date' of '04/09/2019' and 'Allow Pricing Update' set to 'No'. Under 'Clarification Details', there is a text input field containing 'What is the delivery timeframe?'.

4. Respond to the request using the **Vendor Response** field & submit your response.



My Response

Clarification Request **1 Respond To Lines** **2 Criteria Response**

Clarification Request

Clarification Due Date : 04/09/2019
Allow Pricing Update : No
Allow only Attachment Updates : No

Clarification Details : What is the delivery timeframe?

Vendor Response : 2 to 5 business days

Your clarification response will be sent back to the buyer.

You will receive an email confirming that the response was submitted.

Asking Questions on a Solicitation

If you would like to ask a question about the solicitation, you can do so using the Q&A List tab, as shown in the steps below.

If you have a question regarding an RFQ, **you must submit your questions through the Q & A List tab** on the Solicitation page. Responses will show publicly, to ensure that all potential bidders have the same information. It is the vendor's responsibility to log in to view all questions and answers posted there. **Questions and Answers obtained any other way will not be valid.**

Each solicitation will also have a deadline for submitting questions that will be shown once the solicitation is opened.

If you are having trouble submitting a bid, you may contact the buyer using the details shown at the top of the solicitation page.

1. From within the solicitation Details view, click on the **Q & A List**.
2. Click the **Ask a Question** button and enter your question.

Your question, as well as any response from the Buyer, will appear publicly on this page. For solicitations other than RFQs, answers will be published in a summary document under the Attachments tab.

Lots/Lines	Attachments	Additional Information	Terms	Criteria	Events	Q & A List	Amendment History	Bulletin Board	
Question	Question Date	Answer				Answer Date	Ask a Question		
will you accept color: Purple?	6/3/14	Yes, Purple is acceptable. should accept. 512 characters. BID LANGUAGE: CODE OF CONDUCT ANTI-SWEATSHOP FEE: Any Vendor who is awarded a contract or purchase order for apparel, footwear or textiles from the State of Maine shall be subject to a 1% fee of the total amount of the contract or purchase order. This fee will be applied to the costs of implementing and administering the Code of Conduct, including the development of a consortium to monitor and investigate alleged violations of the Code. Payment		6/4/14					

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

Viewing the Award & Response Details

Once the evaluation of bids is complete and an awarded Bidder is selected, the details of the award will be posted on the original solicitation. Overall details of each response will also be posted.

1. On the original bid, click the **Details** tab.
2. The Public Bid Reading tab will show the details of who responded, and what their bids were.
3. The Notice of Award tab will show the vendor that was selected for award.

Because the State of Maine awards by best value, the low bidder may not be the awarded bidder.

Lot 1: Default Commodity Group									
Description		Requested			More Information				
BOAT		Quantity : 1.00000	Unit : Each	Requested Delivery Date :	View Purchase History	Expand All	Product Specs	Shipping/Billing	Shipping Specs

Service Contract Search

The Service Contract Search page displays overview information on all service contracts held by the State of Maine. Here, you can search for a particular contact, and view any information, including attachments, that has been made public for that contract.

Note that this page was activated on February 28, 2022. Contracts finalized prior to this date cannot be viewed on this page, and should instead be searched on the historical Service Contract Search page at the link below:

<https://www.maine.gov/dafs/bbm/procurementservices/reports/service-contract-search>

The Service Contract Search page requires the searcher to input at least one piece of search criteria before clicking the **Search** button. No one specific search field is required, so long as at any one search field is populated. You may also search by multiple search criteria.

Once the results are found, you will be able to see the details made public for that contract in the search results grid. Any attachments that have been made public will also be shown as a link, which you can click to open the attachment.

A new line is shown for each attachment available for that contract. For example, if a contract has two attachments available to view, there will be two lines in the results grid for that contract.

Contract Type	Contract Number	Contract Phase	Department Name	Vendor Name	Amount	Record Date	File Name	Description
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	CT 10A 1.PDF	Approval Details
Contract	2022	New	DEPT OF HUMAN SERVICES		\$1,250.00	03/11/2022	SC 1.pdf	

Contact Us

For Account Maintenance help or password resets, please call the State of Maine IT help desk at (207) 624-7889 or, email us directly at VSS.helpdesk@maine.gov

If you run into any issues while trying to submit a bid, you can contact the Buyer listed on the Solicitation, or any member of the Office of State Procurement Services staff to assist you in completing your bid.

Office of State Procurement Services staff information can be located on the Office of State Procurement Services website at:

<http://www.maine.gov/purchases/info/contact.shtml>