

# VSS Quick Reference Guide for Solicitations

The illustrations below demonstrate what a vendor would see if viewing the system through the Public Access button. If you are a registered vendor your view would have more personalized tabs. **The information and instructions are the same for Public Access viewers and registered vendors.**

## Using the Advanced Search Feature

The **Show Me** link options are another way of looking for current business opportunities. However, it is *highly recommended* that you use the **Advanced Search** feature to isolate opportunities that interest you.

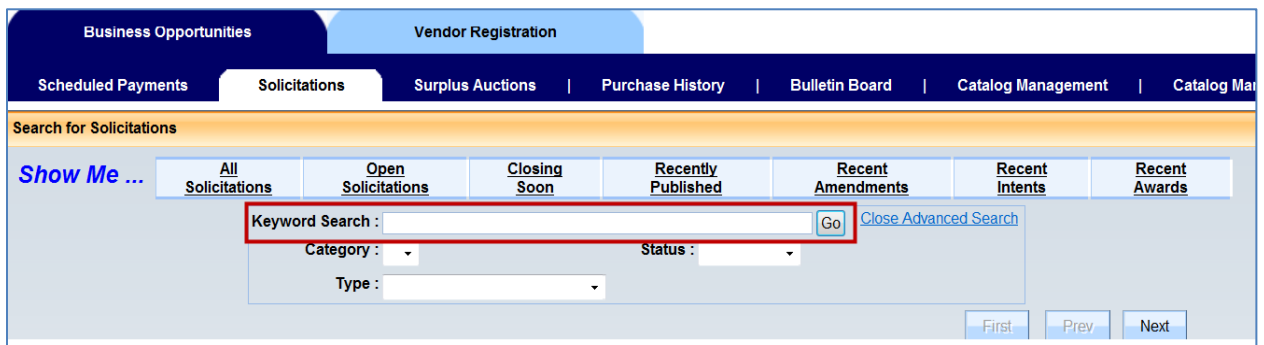
1. Click on the **Advanced Search** link.

The screenshot shows the AMS Advantage website interface. At the top, there are navigation links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this, there are tabs for Business Opportunities, Vendor Registration, Solicitations, and Purchase History. The main content area is titled 'Search for Solicitations' and features a 'Show Me ...' section with filters for All Solicitations, Open Solicitations, Closing Soon, Recently Published, Recent Amendments, Recent Intents, and Recent Awards. A 'Keyword Search' field is present, followed by a 'Go' button and an 'Advanced Search' link. A hand cursor is pointing to the 'Advanced Search' link. Below the search area is a table of solicitation listings.

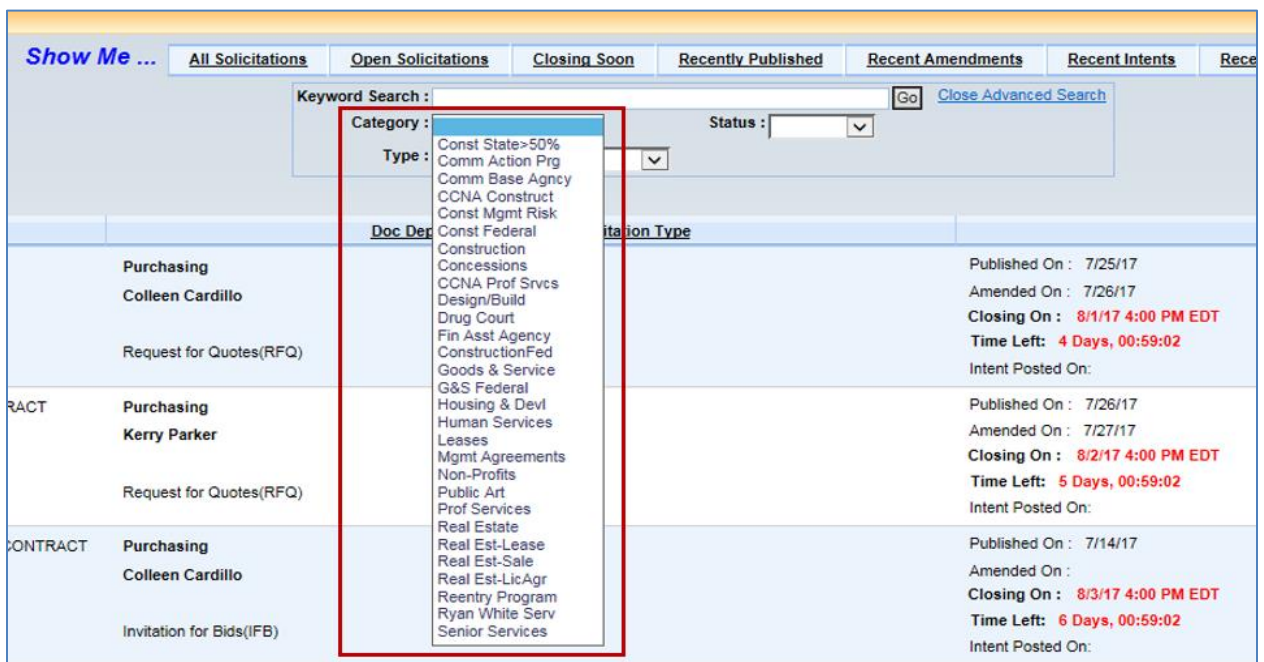
| Solicitation   | Agency/Entity/Buyer/Category                 | Dates   | Status |
|--|--|---|--------|
| PARTS, OEM, CUMMINS ENGINE, PURCHASE OF, TERM CONTRACT<br>RFQ : 950667/LC<br><a href="#">Summary</a> <a href="#">Details</a>           | Palm Beach County<br>Request for Quotes(RFQ) | Published On : 1/29/16<br>Amended On :<br>Closing On : 2/5/16 4:00 PM EST<br>Time Left: 00:30:41<br>Intent Posted On: | Open   |
| PUMP,CHEMICAL FEED, FINISH THOMPSON, PURCHASE & DELIVERY-OEM<br>RFQ : 012016-225/ZG<br><a href="#">Summary</a> <a href="#">Details</a> | Palm Beach County<br>Palm Beach County       | Published On : 1/28/16<br>Amended On : 2/3/16<br>Closing On : 2/8/16 4:00 PM EST                                      | Open   |

There are four usable fields to assist you in locating applicable solicitations. They are shown below:

- A. The **Keyword Search** field can be used to locate specific Solicitations by Department, Buyer Name, Solicitation Title or Project Number/Solicitation Number. An asterisk (\*) can be used as a wildcard search on this field.



- B. The **Category** field is used to narrow your results to the specific solicitation category you are searching for.



- c. The **Type** field is used to narrow your results to the specific type of solicitation you are searching for.

Search for Solicitations

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

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

Category :  Status :

Type :

- Best and Final Offer
- Invitation for Bids
- Request for Proposal
- Request for Quotes
- Request for Submittals
- Request for Prequalifications

First Prev Next

| Solicitation  | Agency/Entity/Buyer/Category | Dates                                  | Status |
|---|------------------------------|--|--------|
| PARTS, OEM, CUMMINS ENGINE, PURCHASE OF, T<br>RFQ : 950567/LC | Palm Beach County            | Published On : 1/29/16<br>Amended On : | Open   |

- d. The **Status** field is used to narrow results for a particular purpose. Currently, the **Awarded** status is not active in the VSS system.

Search for Solicitations

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

Keyword Search : \*  Go [Close Advanced Search](#)

Category :  Status :

Type :

Awarded  
Closed  
Open  
Cancelled

First Prev Next

| Solicitation  | Agency/Entity/Buyer/Category | Dates                                  | Status |
|---|------------------------------|--|--------|
| PARTS, OEM, CUMMINS ENGINE, PURCHASE OF, TERM CONTRACT<br>RFQ : 950567/LC | Palm Beach County            | Published On : 1/29/16<br>Amended On : | Open   |

2. Enter information into any of the four fields; you do not need to use all of them to conduct a search.
3. Click **Go** to complete your search.

## Understanding the Posted Solicitations Details

The **Summary** button will only provide a pop up window with a brief overview of the solicitation.

1. Click on the **Details** button to view the specific information regarding the solicitation.

AMS Advantage

PBC Purchasing PBC OSBA

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Business Opportunities Vendor Registration

Solicitations Purchase History

Search for Solicitations

Show Me ...

All Solicitations Open Solicitations Closing Soon Recently Published Recent Amendments Recent Intents Recent Awards

Keyword Search :  Go [Advanced Search](#)

First Prev Next

| Solicitation  | Agency/Entity/Buyer/Category           | Dates   | Status |
|---|--|---|--------|
| Operation and Maintenance of Baggage Handling Systems PT<br>RFP : 16-013-LJ | Palm Beach County<br>Palm Beach County | Published On : 3/3/16<br>Amended On :<br>Closing On : 3/24/16 4:00 PM EDT<br>Time Left : 9 Days, 01:28:17<br>Intent Posted On : | Open   |
| MASS TRANSIT BUS PARTS<br>RPQ : 10-091/LM                                   | Palm Beach County<br>Palm Beach County | Published On : 2/1/16<br>Amended On :   | Open   |

**Note - Currently, not all of the detail tabs are utilized in VSS.**

AMS Advantage

PBC Purchasing PBC OSBA

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Business Opportunities Vendor Registration

Solicitations Purchase History

New Search [Print Friendly](#)

**Solicitation: 16-013-LJ** Operation and Maintenance of Baggage Handling Systems PT

Issued: 3/3/16 Last Amended: **Current Status: Open**

Start Date:  
Closing Date: 3/24/16 4:00 PM EDT  
Time Left: 8 Days, 23:50:09

On Behalf of : Palm Beach County  
Issued By: Palm Beach County  
Type: Request for Proposals(RFP)  
Category: <blank>

Buyer Information: [Robin.Holmes\(holmes@pbcgov.org\)](mailto:Robin.Holmes@pbcgov.org)  
Phone:561-616-6830 Fax:

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

[Print Solicitation Details](#)

**These tabs are not currently active on VSS. You can find Terms & Criteria on the actual solicitation document that is attached.**

~~Terms~~ ~~Criteria~~ Events Amendment History

Lot 1: Default

| Description  | Requested   | More Information   |
|--|---|--|
| PARKING MANAGEMENT SERVICES (INCL. OPERATIONS, ADMISSIONS, A | Service Start : 3/3/2016<br>Service End : 3/25/2016 | <a href="#">View Purchase History</a><br>Commodity Code : 95872 Parking Management Services (Incl. Operations, Admissions, a |

2. The Solicitation will always default to the **Lot/Lines** tab.

AMS Advantage | PBC Purchasing | PBC OSBA

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Business Opportunities | Vendor Registration

Solicitations | Purchase History

Welcome, New

**Solicitation: 16-013-LJ** Operation and Maintenance of Baggage Handling Systems PT  
 Issued: 3/3/16 Last Amended: **Current Status: Open**

Start Date:   
 Closing Date: 3/24/16 4:00 PM EDT   
 Time Left: **9 Days, 01:26:50**

On Behalf of: Palm Beach County   
 Issued By: Palm Beach County   
 Type: Request for Proposals(RFP)   
 Category: <blank>

Response Options: Respond Online | Print for Mailing

Robin Holmes (rhomes@pbcgov.org)   
 Phone: 561-616-6830 Fax:   
 Additional Dates:   
 Federal Public Bid Opening Date:   
 Intent Posted Date:   
 Award Date:   
 More... see Events tab

Print Solicitation Details

**Lots/Lines** | Attachments | Additional Information | Terms | Criteria | Events | Amendment History

Lot 1: Default

| Description  | Requested   | More Information   |
|--|---|--|
| PARKING MANAGEMENT SERVICES (INCL. OPERATIONS, ADMISSIONS, A | Service Start : 3/3/2016<br>Service End : 3/25/2016 | <a href="#">View Purchase History</a><br>Commodity Code : 95872 Parking Management Services (Incl. Operations, Admissions, a |

3. Click on the **Attachments** tab to view and/or print any associated attachments. You may click on the hyperlink on the File name to download the file.

Print Solicitation Details

Lots/Lines | **Attachments** | Additional Information | Terms | Criteria | Events | Amendment History

| File Name                             | Date   | Description       | Attachment Type |
|---------------------------------------|--------|-------------------|-----------------|
| <a href="#">RFP No. 16-013-LJ.zip</a> | 3/3/16 | Large Zipped file | Standard        |
| <a href="#">RFP No. 16-013-LJ.pdf</a> | 3/3/16 | Large .pdf file   | Standard        |

From 1 to 2 Total: 2

The **Attachments** tab contains the Solicitation document and any amendments. It will also contain any other pertinent documentation that you may choose to download and print. Click on the hyperlink to open the document.

- Click on the **Additional Information** for a quick description of the solicitation. The **Additional Information** tab is used to communicate important information to the Vendor, including instructions, amendment information, and/or contact information specific to the solicitation.

[Print Solicitation Details](#)

[Lots/Lines](#)
[Attachments](#)
[Additional Information](#)
[Terms](#)
[Criteria](#)
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**Additional Information**

For larger files, WINZIP program can be used to extract documents...go to winzip.com to download a free version.

The **Additional Information** tab contains a quick description of the solicitation opportunity and applicable notes.

- Click on the **Events** tab to see if there are any scheduled events for the solicitation.

[Print Solicitation Details](#)

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

| Event           | Date    |
|-----------------|---------|
| Site Inspection | 1/29/16 |

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

The **Events** tab will contain information on any scheduled events or meetings regarding the solicitation. Not all solicitation will have an Event scheduled.

- The **Amendment History** is an internal record and does not reflect any pertinent changes to the solicitation.

[Print Solicitation Details](#)

[Lots/Lines](#)
[Attachments](#)
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[Events](#)
[Amendment History](#)

| Amendment | Location | Action | Description Text  |
|-----------|----------|--------|---|
| 1         | Header   | Modify | The description of the modification made would be here. |
| 1         | Header   | Modify | The description of the modification made would be here. |

From 1 to 2 Total: 2 [First](#) [Prev](#) [Next](#) [Last](#)

The **Amendment History** tab is an internal purchasing record of changes made. The Amendment History is only used for tracking purposes and does not reflect any changes to the Attachments. Any changes effecting the solicitation would be updated in the **Attachments** section.

In the event a relevant change is made to the solicitation document, it would still appear in the **Attachments** tab as an amendment and/or addendum. Registered vendors would be notified of the change via the email on file. See the illustration below.

The **Amendment History** shows the attachment has been modified, deleted or added.

[Print Solicitation Details](#)

|            |                    |                        |       |          |        |            |                          |
|------------|--------------------|------------------------|-------|----------|--------|------------|--------------------------|
| Lots/Lines | <b>Attachments</b> | Additional Information | Terms | Criteria | Events | Q & A List | <b>Amendment History</b> |
|------------|--------------------|------------------------|-------|----------|--------|------------|--------------------------|

Bulletin Board

| Amendment | Location | Action | Description Text                                | Date   |
|-----------|----------|--------|---|--------|
| 1         | Header   | Modify | ATTACHMENTS HAVE BEEN MODIFIED,DELETED OR ADDED | 2/9/16 |
| 1         | Header   | Modify | AMENDMENT CHANGED FROM [BLANK] TO "1"           | 2/9/16 |

From 1 to 2 Total: 2

Subsequently, the **Attachments** tab shows the **Amendment** and/or **Addendums** to the Solicitation.

[Print Solicitation Details](#)

|            |                    |                        |       |          |        |            |                   |
|------------|--------------------|------------------------|-------|----------|--------|------------|-------------------|
| Lots/Lines | <b>Attachments</b> | Additional Information | Terms | Criteria | Events | Q & A List | Amendment History |
|------------|--------------------|------------------------|-------|----------|--------|------------|-------------------|

Bulletin Board

| File Name                                    | Date   | Description                                     | Attachment Type |
|--|--------|---|-----------------|
| <a href="#">Bid_16-020-MB.pdf</a>            | 2/3/16 | Bus Brake Kits, Treat and Supply, Term Contract | Standard        |
| <a href="#">Bid_16-020-MB_1_02-09-16.pdf</a> | 2/9/16 | Amendment #1 - February 9, 2016                 | Standard        |

From 1 to 2 Total: 2

As stated above, registered vendors for the specific commodity would also receive an email notification of the amendment.