VENDOR BID SYSTEM (VBS) MANUAL

Updated February 2019

FOR CUSTOMERS WHO POST SOLICITATION NOTICES, SINGLE SOURCE NOTICES, AGENCY DECISIONS OR PUBLIC MEETINGS

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HOW TO USE THIS MANUAL

The Vendor Bid System (VBS) manual is comprised of three sections:

Section	This section provides information about…
VBS Basics	What VBS does, and tips on how to navigate the system
VBS Advertisement Administrator	Posting, editing, and deleting advertisements
VBS Agency Administrator	VBS Agency Administrator responsibilities

VBS BASICS

VBS: DEFINED

VBS is the official online repository for all state advertisements for competitive procurements. This includes advertisements from state agencies, universities, state colleges, water management districts, and other local municipalities. VBS meets the requirements for electronic posting of decisions and intended decisions per Rule 60A-1.021, Florida Administrative Code (F.A.C.).

VBS keeps Florida's vendors informed of upcoming procurement activities.

ADVERTISEMENTS: DEFINED

Advertisements include, but are not limited to grants, invitations to bid, requests for proposal, invitations to negotiate, single sources, agency decisions, and public meetings.

ACCESSING VBS

VBS may be accessed two different ways:

- Go to the MyFloridaMarketPlace (MFMP) Homepage, click on "Access to MFMP" then click on the Vendor Bid System link; or
- Go directly to the following web address: http://vbs.dms.state.fl.us/vbs/main_menu.

VBS USERS: DEFINED

The table below identifies the types of VBS users, and how each typically uses the system:

User Type	Typical Use
Agency Customers	Post solicitation notices, single source notices, agency decisions, or public meetings
Vendors	Search and view open advertisements with the state

CONFIDENTIAL INFORMATION IN VBS

Because VBS offers public access, confidential information must be excluded from the system. This includes information contained in the advertisement title, description, and attachments. Including confidential information in VBS may violate Chapter 119.071 F.S., as well as comparable federal regulations relating to confidentiality such as the Health Insurance Portability and Accountability Act (HIPAA).

VBS EMAIL NOTIFICATIONS

Courtesy email notifications are generated when an agency posts an advertisement or alters a published event that has not yet closed or been canceled in VBS.

The email notifications a vendor receives are determined by the commodity codes they select in their MFMP Vendor Information Portal (VIP).

VBS generates courtesy email notifications to the sales/solicitations contact for vendors who choose to receive them. Vendors may register for courtesy notifications in their MFMP VIP accounts. **Note:** A vendor's firewall or other email settings may prevent delivery of these email notifications. Vendors must regularly check MFMP Sourcing and VBS for advertisements.

DETERMINING WHETHER A VBS ACCOUNT IS NEEDED

Access to VBS is required to communicate any of the following to vendors:

- Agency Decisions;
- Grant Opportunities;
- Informational Notices;
- Invitations to Bid;
- Invitations to Negotiate;
- Requests for Proposal;
- Public Meeting Notices;
- Requests for Information; and
- Single Source Decisions.

To gain VBS access, create an account by following the instructions in the "How to Create A VBS Account" section of this manual.

HOW TO CREATE A VBS ACCOUNT

There are two parts to the process of creating a VBS account:

Part	Process Name	To complete this process users must…
1	Registration and Permissions	Input personal information to create a registration and then request the appropriate permissions from their VBS Agency Administrator.
2	Email Validation	Validate email to finalize the registration process.

Follow the steps below to complete the first part of the registration process, **Registration and Permissions:**

Step	Action	Notes
1	Go to http://myflorida.com/apps/vbs/vbs_www.main_menu	
2	Click "Login" in the upper right corner of the blue header	
3	Click "Register"	
4	Enter profile information	Enter the following information: • First Name, Last Name; • Phone Number (extension is not required); • Email Address; and • Organization Category and Organization.
5	Enter a password	Passwords must meet **three of four** of the following requirements: • Minimum of eight characters and a maximum of 15 characters; • Include at least one special character or digit; • Include one capital letter; or • Include one lowercase letter.
6	Click "Save Changes"	**Result:** A case-sensitive username is assigned by VBS. This username must be entered exactly as presented when logging into VBS.
7	Contact your VBS Agency Administrator to update your permissions to "Advertisement Administrator"	If you do not know who your agency VBS Agency System Administrator is, contact the MFMP Customer Service Desk (CSD) BuyerHelp@MyFloridaMarketPlace.com or call 866-352-3776.

Remember: To complete the account registration process, the email address must be validated.

HOW TO VALIDATE THE EMAIL ADDRESS FOR NEW REGISTRATION

When a new account is created, VBS generates a validation email to the email address input during registration. When the email is received, the user must follow the steps noted within the validation process, to validate the account. Customers already registered in the system that need to validate their email should click, "Change Profile." The validation request link generates an email to the email address currently listed on the account.

When the user clicks "Save Changes," the following message will be generated:

Account "DoeJ" created

Profiles that have permissions less than the Advertisement Administrator will be purged monthly. It is imperative for the Agency Administrator to assign permissions to new profiles in a timely manner. If an incomplete profile is purged, the user will need to register again.

Remember: The VBS Username and Password are case sensitive.

HOW TO LOG IN TO VBS

Follow the steps below to log in to VBS:

Step	Action	Notes
1	Go to: htttp://myflorida.com/apps/vbs/vbs_www.main_menu	
2	Click "Login" in the upper right corner of the blue header	
3	Enter the "User ID" and "Password"	The User ID is case sensitive and must be entered exactly as it was presented during registration in VBS.
4	Click "Log On"	

HOW TO UPDATE A PERSONAL PROFILE

The VBS personal profile includes the information entered by the user during the registration process including name, email address, organization, phone number, etc.

Information in the personal profile must be current so the VBS Agency Administrator can communicate effectively to all users listed as "Advertisement Administrators."

Follow the steps below to update the personal profile:

Step	Action	Notes
1	Log in to VBS	
2	Click "User ID" in the top menu bar	**Result**: The blue box expands to show account details and more options.
3	Click "Change Profile"	
4	Update the information as needed	
5	Click "Save Changes"	**Result**: A message will confirm the account has been updated.

GENERAL INFORMATION ABOUT ACCOUNT PASSWORDS

- VBS agency users manage and reset their own passwords.
- Passwords expire every 90 days.
- Passwords must meet **three of the four** following state-issued criteria per Rule 71A, F.A.C.:
  - Minimum of eight characters and a maximum of 15 characters;
  - Include at least one special character or digit;
  - Include one capital letter; or
  - Include one lowercase letter.

HOW TO CHANGE A VBS PASSWORD

Follow the steps below to update the personal profile:

Step	Action	Notes
1	Log in to VBS	
2	Click "User Name" in the top menu bar	**Result**: The blue box expands to show account details and more options.
3	Click "Change Password"	
4	Update the information as needed	
5	Enter the new password; then repeat	

HOW TO RESET A VBS PASSWORD

Follow the steps below to reset a VBS password:

Step	Action	Notes
1	Go to http://myflorida.com/apps/vbs/vbs_www.main_menu	
2	Click "Login" in the upper right corner of the blue header	**Result**: The blue box expands to show account details and more options.
3	Click "Reset Password"	
4	Enter the email address used to register	**Result**: VBS will generate an email that is a required part of completing the process.
5	Open the email from VBS	
6	Click the "Reset Password" link in the email	If the reset password link does not work, click the alternate link and enter the security key from the email. Repeat steps above as necessary.
7	Enter the new password	Reference VBS password requirements in this guide.
8	Click "Save Changes"	**Result**: A message confirming the password has been changed will appear.
9	Click "Log in now"	

VBS ADVERTISEMENT ADMINISTRATOR

Most accounts in VBS are for the "Advertisement Administrator." The "Advertisement Administrator" has permission to post new advertisements, edit existing advertisements, and cancel or delete advertisements as appropriate.

HOW TO NAVIGATE IN VBS

From the VBS Main Menu or Home Page users can:

- Post new advertisements;
- Create, edit, or delete contacts; and
- Search previously posted advertisements.

HOW TO POST NEW ADVERTISEMENTS

Rule 60A-1.021, F.A.C., requires agencies to electronically post advertisements to notify vendors of potential opportunities. An advertisement includes agency decisions, meeting notices, and original solicitation postings.

Follow the steps below to post a new advertisement in VBS:

Step	Action	Notes
1	Log in to VBS	
2	Click "New Advertisements"	
3	Select the "Contact Person" from the dropdown	This is the person that facilitates and/or takes questions about the contract. Enter information such as phone number, address, and email address for the "Contact Person." If the "Contact Person" is not set up in VBS, select, "New Contact Person" at this step.
4	Enter the original advertisement, if applicable	Leave blank for new advertisements. If this is an Intent to Award or a Notice this advertisement may be linked to the existing VBS advertisement. To do this, copy and paste the original advertisement number exactly as it appeared in the initial advertisement. Be sure to include any spaces.
5	Enter the "Advertisement Number" for the new solicitation	
6	Select the "Advertisement Type" from the dropdown menu	The advertisement type determines some of the language generated on the "Advertisement Detail" page.
7	Enter the "Advertisement Title"	This field has a 100-character limit.
8	Enter the "Advertisement Description"	This field allows unlimited characters, but it is recommended to keep the description simple. To check for spelling or grammar, write the description in Word; then copy and paste into VBS.
9	Enter the "Begin Date" (mm/dd/yyyy)	This date determines when the advertisement becomes public. Eligible dates include today or any date in the future. If a future date is used, only the "Advertisement Administrator" will be able to see, edit and delete the advertisement, which appears in red font in the search results. **Important to know:** • The "Begin Date," determines when the advertisement will be visible to the public. • If today's date is chosen, the advertisement displays immediately after the advertisement is complete.

		• If a future date is chosen, the advertisement appears at midnight that day.
10	Select at least one commodity code by searching for the UNSPSC code or keywords and then double-click the appropriate code(s)	Choose as many codes that are appropriate for the advertisement. VBS generates email notifications based on the advertisement to vendors with matching commodity codes that have signed up for notifications.
11	Enter the "End Date and Time"	These criteria determine when VBS will remove the advertisement from public view and to "Closed" status. The "Begin and End Date and Time" are for internal records and protest timetables. List them on the Advertisement Request. The advertisement is moved to the "Closed" status on VBS at midnight on the "End Date."
12	Enter the "Response Open Date and Time" (mm/dd/yyyy, hh/mm/PM)	This optional field indicates when responses will be accepted. This adds a line of text to the Advertisement Detail stating: "Solicitation will be open on (Date) at (Time)."
13	Enter the address where vendors should send solicitation responses	Remember to check for spelling and grammar in Word then copy and paste the text into the appropriate fields.
14	Place a check beside any of the five standard attachments VBS offers for the advertisement	See the sample language generated for each of these options on the next page: • Agency Contact Period; • Americans with Disabilities Act; • Minority Business Enterprise Encouraged; • Pre-Solicitation Conference; and • Right to Reject.
15	Click "Save Advertisement"	

Sample attachment language:

Agency Contact Period: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Americans with Disabilities Act: Any person with a disability requiring special accommodations at the pre-solicitation conference and/or bid/proposal opening shall contact purchasing at the phone number above at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Minority Business Enterprise Encouraged: Certified Business Enterprises are encouraged to participate in the solicitation process.

Pre-Solicitation Conference: A Pre-Solicitation Conference has been scheduled. For specific information see the Advertisement Description.

CHECKING FOR ERRORS IN ADVERTISEMENT SUBMISSIONS

VBS is designed to check for errors in the submitted advertisement information. Errors are identified in red after the "Save Advertisement" button is clicked. To resolve errors, click the "Return to Edit Advertisement" button. After the errors have been resolved, click "Save Advertisement" again. If the system does not find any more errors, a message "Advertisement was Successfully Saved" will appear. VBS will then navigate the user to the "Upload Bid Specifications" page.

HOW TO UPLOAD BID SPECIFICATIONS

Bid documents can be attached to an advertisement; however, VBS only officially supports PDF documents. Scanned PDF documents may not be ADA-compliant. **Reminder:** Anything uploaded and published through the VBS is considered public record.

The PDF document must be checked for spelling, grammatical, or formatting errors before being uploaded to the advertisement. Any errors in the document must be resolved prior to attaching it to the advertisement. Revisions made to the document after the advertisement goes live require a new advertisement version to be created.

Advertisement postings set to begin today will appear immediately. The VBS system refreshes at night; documents set to expire on the posting date will disappear at midnight of the specified "End Date." Any changes to a published advertisement require a new advertisement version to be created.

Follow the steps below to upload supporting details for the advertisement, including bid timelines, product specifications or terms of the desired purchase and any subsequent addendums:

Step	Action	Notes
1	Save documents to be attached to your desktop	The filename must be less than 25 letters/numbers.
2	Click "Choose File" button to find the PDF document to attach to the advertisement	The maximum file size is 4MB.
3	Enter the name of the uploaded PDF file in the "File Description"	Select a short descriptive term or phrase that helps vendors easily identify the document purpose. (e.g., Addendum No 1). Special characters may be used in this field.
4	Select the type of document being uploaded from the "Document Type" dropdown	Options include complete file, amendment, or replacement page.
5	Click "Upload Document"	A successful upload results in the message, "Bid specification success uploaded!" If there is an error uploading the document, a message will indicate that a fix is required.
6	Repeat steps 1-5 to upload additional documents	
7	Click "Finished" when all documents for the advertisement are uploaded	

If a user does not want to publish an Addendum or Amendment document, but still needs changes made to the advertisement detail itself, they must version the advertisement and click "Finished: View" when it reaches the upload page.

HOW TO SEARCH FOR OPEN ADVERTISEMENTS

Users may search for advertisements in VBS using this feature. All criteria may be left blank to view all advertisements or users may apply filters to narrow search parameters.

BEST PRACTICES FOR SEARCHING ADVERTISEMENTS IN VBS

- Choosing the agency from the "Agency" dropdown narrows results significantly because agencies generally have a few advertisements at the most.
- The VBS system recognizes advertisement numbers exactly as they appear on the advertisement, including spaces and punctuation. As such, searching by specific advertisement number is the least reliable method.
- If the solicitation being searched for has been closed and archived, use the "Search by Date" field in addition to the "Agency" dropdown. By putting a range of dates in these fields, the VBS system returns only posted items that closed during that period.
- Search by Fiscal Year by using the dropdown, "Include Closed Bids in Search Results by" and entering the Fiscal Year or the date parameters of the search.

Follow the steps below to perform a system search for advertisements:

Step	Action	Notes
1	Click "Search Advertisements"	
2	Enter the information to filter the search based on the best practices above	**Result**: The blue box expands to show account details and more options.
3	Click "Advertisement Search"	

ADVERTISEMENT CONSOLE ACTIONS

The "Advertisement Console" is located at the top of the Advertisement page and will be visible only to users with the privileges "Advertisement Administrators" (for their postings) and "Agency Administrators" (for their agencies).

This panel allows users to perform the following actions to advertisements:

- Edit;
- Delete;
- Mark as Canceled;
- Manage attachments; and
- View email logs.

HOW TO AMEND OR CHANGE ADVERTISEMENTS

Only active advertisements may be changed or amended.

Follow the steps below to amend or change open advertisements:

Step	Action	Notes
1	Click "Search Advertisements"	
2	View the search results page, to see a list of open advertisements that match the search parameters	Closed bids will not appear on this list.
3	Find the advertisement to change/amend	VBS sorts advertisements by "Ad Type." Users may also search the web page text for keywords by pressing CTRL+F on the keyboard and using the web browser search function. Results returned with red text in the "Title" field either begin today or sometime in the future.
4	Click the advertisement number to modify	**Result:** If the users have the appropriate administrator permissions, VBS redirects the user to the "Advertisement Console" page with options to "Edit," "Mark as Canceled" or "Delete."

There is no confirmation page; however, the version being amended or changed may be discarded if the need to change or amend goes away or the wrong advertisement was selected. This can be completed by choosing "Cancel" at the bottom of the advertisement page.

EDIT

This table describes the Edit feature in VBS:

Feature	Edit
Use	Post or edit an amendment to an advertisement.
Impact to advertisement	A new version of the advertisement is created when edits are made.
Email notifications	Email notifications are sent to vendors about the event the day after the "Begin Date."
MISC Notes	The bottom of the advertisement description includes any text from the Explanation box, and the description may be edited before saving changes.

Edit an advertisement to make changes to the existing advertisement and/or to add additional documentation.

1. Search for the Advertisement to update.
2. Select "Edit" on the "Advertisement Console."
3. Click "Save."

VBS prompts the user to confirm that updates should be generated (edits create a new version). If yes:

1. Click "Ok."
2. Update description as needed.
3. Update information as needed.
4. Select "Save Advertisement."

Uploading additional attachments:

1. Upload any new attachments from the "Upload Bid Specifications" page.
2. Enter a description of the file.
3. Select the "Document Type."
4. Click "Upload Document."
5. Click "Finished."

To save an advertisement after edits, click "Upload Documents" or "Finished."

DELETE

This table describes the Delete feature in VBS:

Feature	Delete
Use	Sets the end date to yesterday and moves the advertisement to the "Closed Bids" section for published advertisements.
Impact to advertisement	The saved version documents when the advertisement was forced to close for public record.
Email notifications	VBS does not send notifications regarding this type of update.
MISC Notes	VBS deletes unpublished advertisements and reuses those advertisement numbers.

DELETE AN ADVERTISEMENT

Follow the steps below to remove an advertisement from the active portion of VBS:

Step	Action	Notes
1	Login to VBS	
2	Select "Search Advertisements"	
3	Choose the appropriate agency from the dropdown	
4	Click "Initiate Search" at the bottom of the screen	
5	Click the advertisement number to edit	
6	Click "Delete" in the "Advertisement Console"	To comment on what is being deleted, use the Explanation Box. VBS adds this text to the top of the Advertisement Description and it is visible to the public (in the "Closed" section).
7	Click "Save"	This forces any published advertisement to close or permanently deletes any unpublished advertisement.

There may be times an advertisement must be deleted because it was created in error. If the advertisement was not published, VBS will not retain a copy when it is deleted.

It is possible to immediately remove an advertisement from the "Open" section and place it in the "Closed Bids" section using the "Delete" function. For unpublished advertisements, using the "Delete" function permanently removes the advertisement from the system. The bid number can then be reused.

MARK AS CANCELED

This table describes the Mark as Canceled feature in VBS:

Feature	Mark as Canceled
Use	Locks the solicitation from any further edits but keeps the advertisement visible to the public until the originally designated "End Date."
Impact to advertisement	A final version of the advertisement is saved, which documents when the record was canceled for public record.
Email notifications	VBS does not send notifications regarding this type of update.
MISC Notes	Use this option only to keep the advertisement in the active portion of VBS, showing "Marked as Canceled."

EDIT EXISTING ATTACHMENTS

When a new attachment is added to an advertisement that has not been publicly advertised, VBS will remove any files associated with the inactive advertisement that were included with the original draft.

Tip: Existing advertisement version may be edited only while it has a future "Begin Date."

For reference, VBS lists all files attached to this advertisement, and the field titled "Disposition" describes how the next upload will impact it:

Document Status	Impact of next upload:
Locked	Unaffected, the document is on a prior version of the advertisement.
Will be Deleted	VBS will remove the file even if one new page is uploaded. "Will be deleted" appears only for a PDF attachment to a version with a future "Begin Date." It has not been published and it does not need to be retained. Once a version reaches the "Begin Date," its PDF files are visible. The files can be hidden but not deleted, and VBS retains them as part of the advertisement history.
Uploaded	Unaffected, however, if a file disposition is "Uploaded" and the "Begin Date" is set to a future date, the status can be changed to "Will be deleted." Use the "Cancel" or "Finished" button and edit the advertisement version again.

HIDE ATTACHMENTS

If an advertisement is created and a document is attached in error, it can be hidden from public view. VBS maintains the document but it is not visible.

Follow the steps below to hide a document from public view:

Step	Action	Notes
1	Log in to VBS	
2	Click "Search Advertisements"	
3	Choose the appropriate agency from the dropdown	
4	Click "Initiate Search" at the bottom of the screen	**Result:** This brings up all open advertisements for the agency selected.
5	Click the advertisement number with the attachment(s) that need to be hidden	
6	Identify the document to hide	
7	Uncheck the "Visible" checkbox next to the document to hide	This file may be made visible again by rechecking this box.
8	Click "Save"	**Result:** The document is now hidden from public view.

The table below describes the Email Log feature in VBS:

Feature	Email Log
Use	Shows the number of vendors who received email notifications for an advertisement.
Impact to advertisement	VBS lists the most current published advertisement information below the advertisement console. The "Advertisement Detail" lists any document attachments included in the advertisement.
Email notifications	No email notifications are sent when this feature is accessed.

NOTIFICATION LOG

The "Notification Log" displays the vendors that VBS notified and the date VBS generated the notification. The "Notification Log" may be viewed at any time during an advertisement.

Follow the steps below to locate and open the notification log in the advertisement:

Step	Action	Notes
1	Login to VBS	
2	Go to the Advertisement Console	This is located on the right and displays the total number of notifications sent.
3	Click on the advertisement number	This screen lists the registered vendors to which VBS sent email notifications for the advertisement. Keep in mind; there is no way to determine if a vendor's firewall or other email settings prevented the delivery of the notification. MFMP sends these notifications as a courtesy. Vendors are urged to regularly check Sourcing and the Vendor Bid System for advertisements.

VBS AGENCY ADMINISTRATOR

DMS assigns VBS Agency Administrator responsibilities to individual agencies. Each agency specifies which personnel needs VBS access.

VBS Agency Administrators have the following responsibilities:

- Assign the appropriate permission levels for customers;
- Maintain VBS user accounts;
- Add, update, and delete advertisement contacts;
- Access email notification logs;
- Search the "Closed Advertisements" section of VBS, as needed;
- Create user reports;
- Expel user accounts from VBS when they leave the agency; and
- Act as the liaisons between DMS and agency customers for VBS information.

The VBS Agency Administrator also assumes all permissions of the "Advertisement Administrator," which includes posting advertisements and addendums to advertisements and closing, canceling, or deleting advertisements as appropriate.

HOW TO ASSIGN PERMISSIONS

VBS Agency Administrators should grant VBS access to agency customers that have the need to post solicitations in VBS.

Once a user creates an account, the VBS Agency Administrator should perform the following steps:

Step	Action	Notes
1	Click on the user's name in the blue login box	
2	Click "Manage Users"	
3	Select "Manage Security for Selected Accounts" from the "Continue to" field	
4	Click "Execute Query"	
5	Locate user profile to update	
6	Select "Edit"	
7	Ensure the correct state agency populated in the "Organization" field	Do not update the MarketView access. This selection is no longer applicable.
8	Proceed to the "Applications" section	This gives the administrator the ability to grant user permissions.
9	Update permissions for VBS	Permission options in VBS include: • **User** - public access only (general access the public has when they log in); • **Electronic Notification Administrator** - No longer applicable; • **Advertisement Administrator** - allows customers to post, edit, delete and/or cancel advertisements; • **Group Administrator** - No longer applicable; • **Department/Agency Administrator** - administers agency VBS user accounts as well as all permissions of the Advertisement Administrator; and • **VBS Administrator** - DMS Application Administrator.

Tip: VBS does not require a login for public access, which allows individuals to search open advertisements. This permission type should never be selected.

EXPEL AGENCY USER ACCOUNTS

When a customer leaves an agency, the VBS Agency System Administrator should expel the customer account from VBS. Expelling a user removes the Purchasing Unit Identifier (PUI) and changes the permissions to "User." At the end of the month, if another VBS Agency System Administrator has not assigned a new PUI and updated the customer's permissions, VBS purges the customer account from the system.

VBS Agency Administrators must review accounts routinely to verify their agency customers still need access to VBS. Use the "All Agency Users" report available under "Manage Users."

DELETE AGENCY USER ACCOUNTS

Urgent Requests

If a customer account must be deleted from VBS immediately, contact the CSD at
BuyerHelp@MyFloridaMarketPlace.com or (866) 352-3776.

The message to the CSD must clearly state that the request is urgent. In the email to the CSD, include the customer name and agency name.

Non-urgent Requests

If the request is not urgent, follow the Expel process.

ADD NEW CONTACT

VBS contacts are used to include a point of contact for an advertisement.

Follow the steps below to add a new advertisement contact:

Step	Action	Notes
1	Log in to VBS	
2	Click "New Contact"	
3	Enter the information for the new contact	
4	Click "Save Contact"	Repeat this process until all new contacts are entered.

UPDATE / DELETE CONTACT

Follow the steps below to Update or Delete contact person information on an advertisement:

Step	Action	Notes
1	Click "Update Contact" or "Delete Contact"	
2	Enter the name of the contact to update or delete	
3	Update the information as needed	If deleting, the contact name and phone number is displayed for verification.

Tip: If an advertisement is versioned after the contact reference is deleted, an error message will appear while VBS attempts to load the information. The contact can then be updated.

PURCHASING DOCUMENTS AND FORMS

The Purchasing Documents and Forms option is linked to the State Purchasing website where PUR 1000 and PUR 1001 forms can be accessed and added to an advertisement, as needed. This website also lists other resources relevant to the solicitation and contract process.

The Notification Log allows VBS Agency Administrators to view the email notification log. Search the log for the notification history for a vendor. VBS Advertisement Administrators can view the "Notification Log" under the "Advertisement Console."

REPORTS

VBS Agency Administrators can customize reports. Ad hoc reports can be created based on any combination of the data elements available under "Manage Users." Leave search criteria blank and options unselected to include all users or enter more criteria for focused results. To "Update" or "Expel" a customer's account, select "Manage Security for Selected Accounts" as a search parameter.

Follow the steps below to generate a report in VBS:

Step	Action	Notes
1	Log in to VBS	
2	Expand the "Account Details" box by clicking on your username	
3	Click "Manage Users"	This is an option that appears after the username is clicked.
4	Select the application	Options are VBS or MarketView.
5	Select the Security Level	• MarketView Security - What permission level in MarketView • VBS Security - This is the permission level users have in VBS
6	Select the appropriate agency	The default is the PUI for the VBS Agency Administrator logged in.
7	Select the following fields as needed: • Create dates; • Modify dates; • Email- if verified or not; and • Password if current or expired.	
8	Determine how the report should be sorted	Sorting options include: • User ID; • Customer Name; • Security Level; • Agency; • Create Date; and • Update (modify) Date.
9	Determine how to display the report	Display options include: • Manage Security for Selected Accounts – **Recommended;** • Display Summary Report; • Display Detailed Report; • Download Summary Report as Excel Spreadsheet; and • Download Detailed Report as Excel Spreadsheet.
10	Download the report	Downloading the report as an Excel file allows the file to be saved for future reference or for sharing.

Advertisement – An electronic copy of a competitive solicitation (Invitation To Bid, Request For Proposal or Invitation To Negotiate), Single Source, or Informational Notice that is posted on VBS, per Rule 60A-1.021, F.A.C.

Contact Person – The individual who facilitates and/or takes questions about the advertisement.

Expel – To remove the PUI and all permissions from a customer's account. The account is deleted in 30 days if another agency/entity does not assign a PUI or permissions higher than "User." (Use this when a VBS customer leaves your agency).

Notification Log – Displays the vendors that VBS notified of an advertisement that matched their commodity codes with the date VBS generated the notification.

PUI – Purchasing Unit Identifier – An assigned number based on the agency selected.

MarketView – Public portal to view all State of Florida purchase orders, search for commodity codes, and search for vendors. This is no longer an applicable part of the Vendor Bid System.

VBS Advertisement Administrator – The VBS Advertisement Administrators can post advertisements, addendums to advertisements, agency decisions, meeting notices, and close, cancel, or delete advertisements as appropriate.

VBS Agency Administrator – The agency customer that assigns permissions and maintains customer accounts for the agency. It is common for agencies to have more than one VBS Agency Administrator for redundancy.

Vendor Bid System (VBS) – An application where state agencies, community colleges, universities, and water management districts post solicitations and single source purchases per F.A.C. requirements.