



Business Friendly Initiative

Procurement Process Enhancement



Solicitation Response Guide

Electronic Document Upload

DAS Introduces Online Solicitation Document Upload

“Since day one, we have been talking about reforming how Connecticut does business—using technology and innovative new processes to save staff time and taxpayer dollars is critical to that effort...”

Governor Dannel P. Malloy






As an initial step toward online bidding, the Connecticut Department of Administrative Services (DAS) is streamlining our Bid and RFP process to allow vendors to submit their Solicitation Documents and Price Schedules online.

Rather than submitting paper solicitation responses, vendors simply respond by retrieving and uploading their documents through their BizNet account. Once completed and uploaded, the Solicitation response is submitted electronically to DAS Procurement for review and consideration for a contract award.

The resulting increased efficiencies in the State’s procurement process will ultimately benefit both the vendor community and state agencies and municipalities.

This instructional document will guide the user through the processes of creating an account with BizNet, uploading solicitation documents and preparing and submitting Price Schedules online.

Contents:

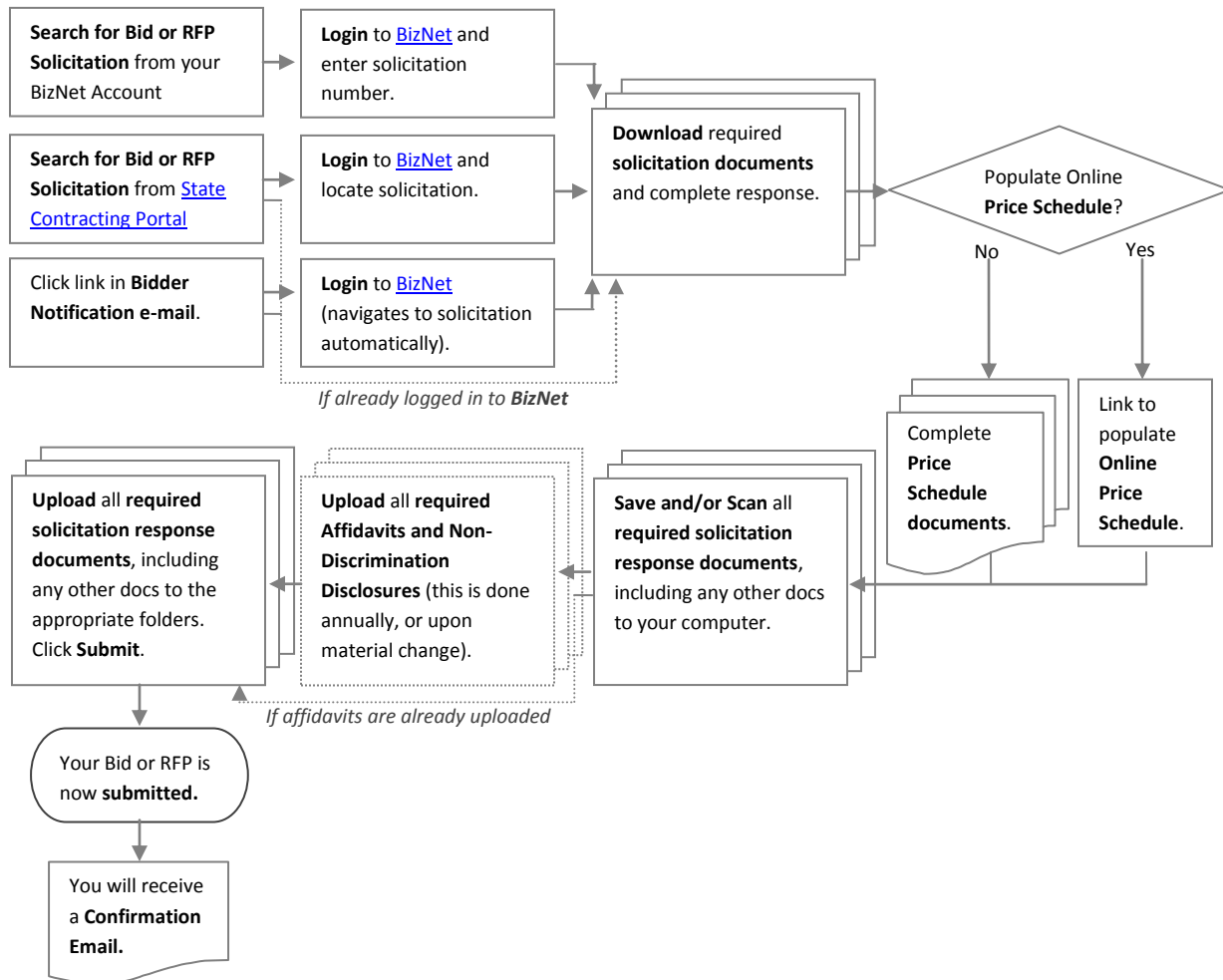
-  **High-Level Process Overview**
-  **Creating a BizNet Account**
-  **How To Upload Solicitation Documents**
-  **Creating and Submitting a Price Schedule Online**
-  **Submitting Your Solicitation Response**

High-Level Process Overview

For vendors accustomed to the traditional method of completing and submitting Bid or RFP solicitation responses in hard copy, online document submittal will require a few changes to how you respond to solicitations.

Rather than delivering your response in hard copy to DAS, all documents will be submitted online prior to bid opening.

In addition to the documents associated with individual solicitations, all affidavits and non-discrimination disclosures are now uploaded and maintained by the vendor in their BizNet account. These documents are renewed annually or upon any material change.



Step 1:

From the DAS homepage
 (<http://das.ct.gov/mp1.aspx?page=9>)
 click the second link, [Doing Business with the State of Connecticut](#).



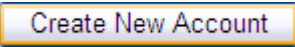
Step 2:

In the right margin click



Step 3:

Click the Create New Account button.



Step 4:

Enter your Name, e-mail Address and a Password in the fields provided.



Tip: Make a note of the e-mail Address and Password you use to create the account for future reference.

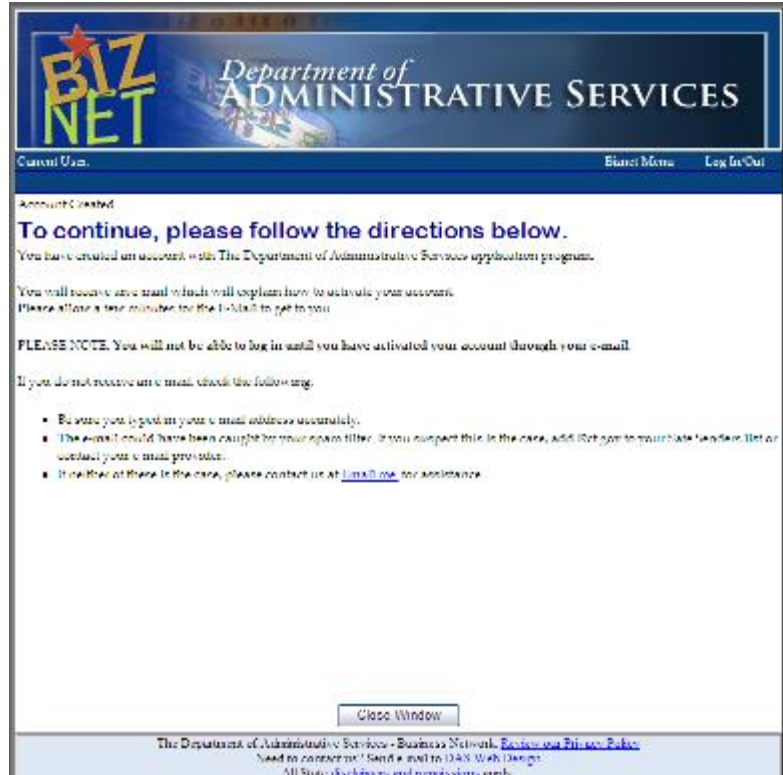


Step 5:

Follow the directions to retrieve the Activation e-mail.

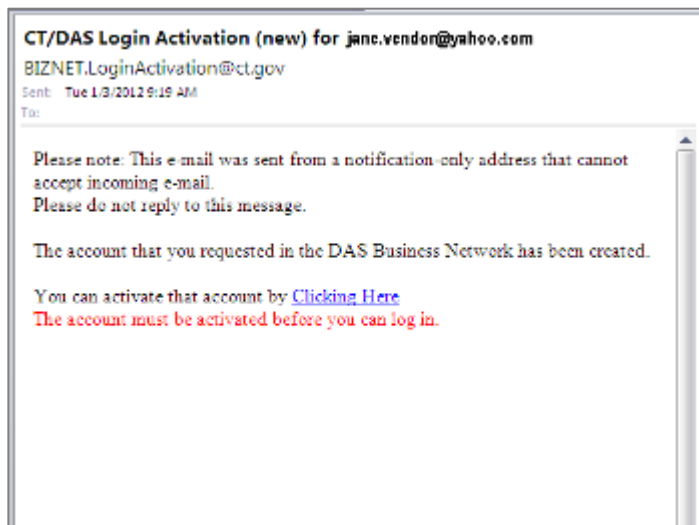


Tip: This auto-generated e-mail contains an active link, and may be intercepted by some spam filters.

**Step 6:**

Click the link in the e-mail to activate your BizNet Account.

Your BizNet Account is now active, and you may return to the BizNet login page.

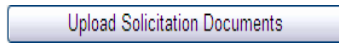


The following instructions will guide you through the process of **Uploading Solicitation Documents to DAS.**

Your Solicitation Response must be completed and submitted by the solicitation closing date and time. Please ALLOW SUFFICIENT TIME to complete the process and to upload all documents.

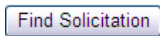
Step 1:

Click the Upload Solicitation Documents button:



Step 2:

Enter the Solicitation Number and click the Find Solicitation button.



Step 3:

The document page for that solicitation will open, indicating the available documents for upload and those already uploaded (if any).

Solicitation Documents

Click the [Get Document](#) link to open the first document. When the document opens:

- A. **Complete** the **Fillable Fields** of the PDF document.
- B. If a signature is required, **Print** the document. Otherwise, **Save** the document to your computer.
- C. **Sign** and **notarize** if necessary.
- D. **Scan** the document to your computer, naming and saving it so that it may be easily located for upload.
- E. **Repeat** this process for each document.



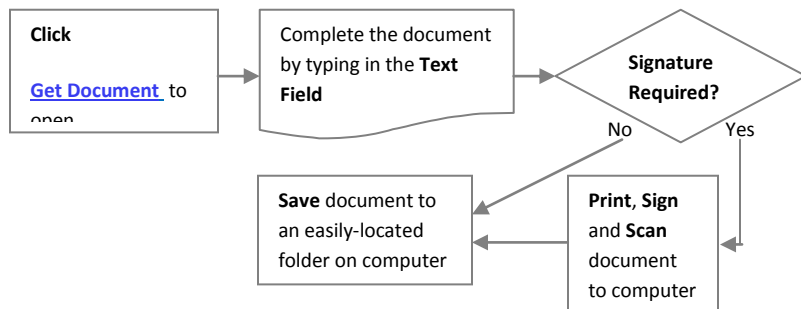
Tip: Scan each document individually and save as a **separate** file, as that is how it will be uploaded.

Before uploading, confirm that the document has been correctly scanned and contains the required content.

	By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Long_Form_doc	Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents		
Upload	Upload Info	Description
Upload		SP-49 Bidder's Guide Get Document
Upload		SP-26 Bid Document Get Document
Upload		SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule		Price Schedule

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Step 4:

Solicitation Documents

Click the **Upload** link.



Tip: Remember, for all documents requiring signature: **Print, Sign (notarize if required), Scan and Save** before uploading.



Tip: The “**Other Document**” upload function may be used to upload **catalogs** and any other **supporting documentation** for the solicitation.

	By: peter.hunter@ct.gov Name: nent_Long_Form_doc	Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

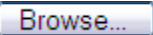
Solicitation Documents		
Upload	Upload Info	Description
Upload		SP-49 Bidder's Guide Get Document
Upload		SP-26 Bid Document Get Document
Upload		SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule		Price Schedule

[Submit](#)

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Step 5:

Click



to locate your file.

Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov

[Home](#) [Biznet Menu](#) [Log In/Out](#)

Upload Solicitation Documents

[Show Page Help](#)

Company Name: **PJH Construction**

Bid RFP Number: **12psx9999**

Select Your File: [Browse...](#)

Document Description (Optional):

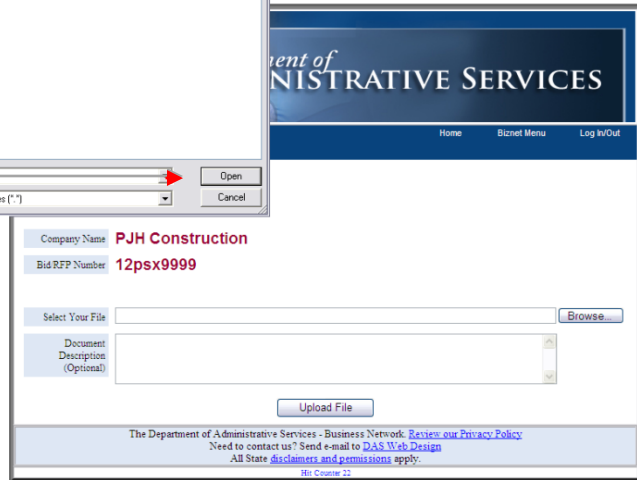
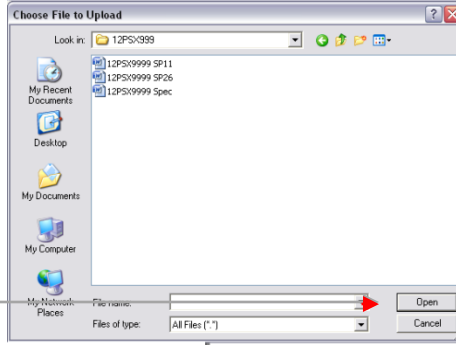
[Upload File](#)

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All State [disclaimers and permissions](#) apply.
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Step 6:

Locate your file and click

Open



Step 7:

Your **File Path** and **File Name** will appear in the text field beside the browse button.



Tip: You may enter an **Optional Document Description**. This text will appear in the Solicitation Documents Description field.

Click

Upload File



Step 8:

Your file has been uploaded.

A message above the table will indicate that **Your file was uploaded successfully.**

The **Upload Info** column will now indicate the **date and time of upload**, the **user name** and the **file name**.

Repeat this procedure for all documents required for the solicitation.

Continue for a guide to creating an **Online Price Schedule**.

Upload Solicitation Documents
[Show Page Help](#)

▶ **Your file was uploaded successfully.**

PJH Construction

Select Company: PJH Construction

Enter Solicitation #: 12psx9999 Find Solicitation

Affidavits & Nondiscrimination Forms

Upload	Upload Info	Description
Upload	Date: 12/12/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Long_Form_doc	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <i>less</i> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <i>more</i> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents

Upload	Upload Info	Description
Upload	Date: 2/1/2012 7:54:34 AM By: Peter Hunter Name: SP49_BIDDERS_GUIDE.docx	SP-49 Bidder's Guide Get Document
Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx	SP-26 Bid Document Get Document

For many Solicitation responses, an online Price Schedule (*ex. below*) will be provided. You will need to fill this out and submit it online.

For other responses, a Price Schedule in a different format may be required and provided.

Step 1:

Click the **Fill In Price Schedule** link.



Step 2:

The Price Schedule will open.

Shows Page Help

PJH Construction
Solicitation #: 12psx9999
Office furniture for the State Office Building.

Desks

Desk	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish	Style
Desk 2	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish	
Desk Connector Hardware	<input type="checkbox"/> No Bid	19 Set	\$				
Lock Set	<input type="checkbox"/> No Bid	39 Set	\$				
Hutch	<input type="checkbox"/> No Bid	19 Each	\$		Height	Width	Number of Shelves

Chairs

Chair	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish
Chair 2	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish
Chair 3	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish
Chair 4	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish
Chair 40	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color	Finish
Group Total \$ 0.00						

Bookcase

4 shelf Bookcase	<input type="checkbox"/> No Bid	250 Each	\$	height	width	weight
5 shelf Bookcase	<input type="checkbox"/> No Bid	100 Each	\$	height	width	weight
6 shelf Bookcase	<input type="checkbox"/> No Bid	75 Each	\$	height	width	weight

Step 3:

Fill-in the required fields of the price schedule.

Office furniture for the State Office Building.

Desks							
Desk	<input type="checkbox"/> No Bid	1 Each	\$ 275.00	Total \$ 275.00	Color black	Finish steel	Style office
Desk 2	<input type="checkbox"/> No Bid	1 Each	\$ 350.00	Total \$ 350.00	Color white	Finish steel	
Desk Connector Hardware	<input type="checkbox"/> No Bid	19 Set	\$ 25.00	Total \$ 475.00			
Lock Set	<input type="checkbox"/> No Bid	39 Set	\$ 30.00	Total \$ 1,170.00			
Hutch	<input type="checkbox"/> No Bid	19 Each	\$ 199.00	Total \$ 3,781.00	Height 84"	Width 42"	Number of Shelves 5
Group Total \$ 6,051.00							

Chairs							
Chair	<input checked="" type="checkbox"/> No Bid	1 Each	\$	Total \$ 0.00	Color	Finish	
Chair 2	<input checked="" type="checkbox"/> No Bid	1 Each	\$	Total \$ 0.00	Color	Finish	
Chair 3	<input type="checkbox"/> No Bid	1 Each	\$ 92.00	Total \$ 92.00	Color black	Finish cloth	
Chair 4	<input type="checkbox"/> No Bid	1 Each	\$ 70.00	Total \$ 70.00	Color green	Finish cloth	
Chair 40	<input type="checkbox"/> No Bid	1 Each	\$ 50.00	Total \$ 50.00	Color black	Finish steel	
Group Total \$ 212.00							

Bookcase							
4 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	250 Each	\$	Total \$ 0.00	height	width	weight
5 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	100 Each	\$	Total \$ 0.00	height	width	weight
6 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	75 Each	\$	Total \$ 0.00	height	width	weight
Group Total \$ 0.00							

Grand Total \$ 6,263.00

Submit Return to Solicitation



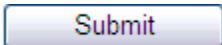
Tip: Make sure to check the **No Bid** box for those items you don't wish to provide. Leaving the item price blank or set to a \$0.00 value may be interpreted as offering the item at **no cost**.

<input checked="" type="checkbox"/> No Bid
<input checked="" type="checkbox"/> No Bid

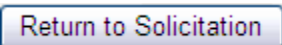
Step 4:

When you are finished filling-in the Price Schedule, both Group Totals and Grand Total will be calculated and displayed.

Click Submit to submit the Price Schedule



Then click Return to Solicitation



Chair 40	<input type="checkbox"/> No Bid	1 Each	
Group Total \$ 212.00			

Bookcase		
4 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	250 Each
5 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	100 Each
6 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	75 Each
Group Total \$ 0.00		

Grand Total \$ 6,263.00

Submit Return to Solicitation

Step 5:

The Price Schedule is now saved. The Status is listed as **“Completed”** in the Upload Info field.



Tip: If there is missing information on the Price Schedule, the message displayed in the Upload Info field will be, **“Status: Partially Completed.”**

Upload	Sample_Operating_Agreement_Long_Form_doc	Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less than \$50,000</u> Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more than \$50,000</u> (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

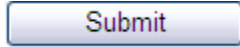
Solicitation Documents		
Upload	Upload Info	Description
Upload	Date: 2/1/2012 7:54:34 AM By: Peter Hunter Name: SP49_BIDDERS_GUIDE.docx	SP-49 Bidder's Guide Get Document
Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx	SP-26 Bid Document Get Document
Upload	Date: 1/25/2012 2:42:04 PM By: Peter Hunter Name: 12PSX9999_SP11.docx	SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule	Date: 02/01/2012 By: peter.hunter@ct.gov Status: Completed	Price Schedule

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Continue for information on **Submitting your Solicitation response.**

With all documents completed and uploaded and the Price Schedule completed, the last step is to **submit your Solicitation response.**

Click



Your Solicitation Response is now submitted.

You will receive a **Confirmation Email.**



Tip: If you try to submit before uploading all of your documents, you will receive a message to **“Please Upload All Solicitation Documents.”**



Tip: You may update your solicitation response until the day and time of the solicitation closing, after which all fields will be locked.

Upload	Sample_Operating_Agreement_Long_Form_doc Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Get Document Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less than \$50,000</u> Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more than \$50,000</u> (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents		
Upload	Upload Info	Description
Upload	Date: 2/1/2012 7:54:34 AM By: Peter Hunter Name: SP49_BIDDERS_GUIDE.docx	SP-49 Bidder's Guide Get Document
Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx	SP-26 Bid Document Get Document
Upload	Date: 1/25/2012 2:42:04 PM By: Peter Hunter Name: 12PSX9999_SP11.docx	SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule	Date: 02/01/2012 By: peter.hunter@ct.gov Status: Completed	Price Schedule

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If you require additional assistance, please call DAS Procurement at: **860-713-5095**

Doing Business With DAS Just Got A Lot Easier

A Guide to Uploading Affidavits and Nondiscrimination Forms Online



Business Friendly Initiative



Contents:

- Why Upload Documents?
- Which Documents Can I Upload?
- How Do I Upload Documents?

[1] Why Upload Documents?

We're changing how we do business

"I'm committed to making sure businesses and contractors alike know that Connecticut is open for business."

Governor Dannel P. Malloy

We're proving our commitment to being more "business friendly."

The Department of Administrative Services (DAS) is introducing a new, easier way for vendors to provide Affidavits and Nondiscrimination Forms when submitting a Bid or RFP.

Now, instead of submitting these documents in hard copy every time you submit a Bid/RFP, you can upload them electronically.

These changes to our business rules are a result of legislation found in *Public Act No. 11-229*

[Click here to see the Public Act](#)

This Guide to Uploading Affidavits and Nondiscrimination Forms Online will introduce you to a quick and secure method of submitting documents with your Bid/RFP response.

These Affidavits and Nondiscrimination Forms shall remain on file at DAS, and will be available for use by other State Agencies that may also be doing business with your company.

Affidavits must be updated on a yearly basis.

If any changes to the submitted information occur, the vendor will complete a new document and upload the updated form. All updates must be made within 30 days of any change.

Uploading your documents decreases the time it takes your company to prepare a Bid/RFP response and greatly reduces the amount of paperwork your company is required to submit.

We're also benefiting the environment by reducing the amount of paper used.

Following you will find step-by-step instructions on the process of uploading your documents.

Welcome to a new way of doing business with the State of Connecticut!

[2] Which Documents Can I Upload?

- ❑ Information concerning which documents pertain to you or your company can be found in the Bidder's or Proposer's Guide provided with the Bid or RFP package.
- ❑ All forms must be completed, signed and dated.
- ❑ Those documents requiring it, must be notarized.
- ❑ Once uploaded, the Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.
- ❑ Your company will be sent an initial reminder 60 days prior to your annual submission date.
- ❑ Affidavits and Nondiscrimination Forms will be archived by DAS and made available to other State Agencies with which your company may be doing business.
- ❑ Please do not send hard copies of the uploaded documents to DAS.
- ❑ For more information on contract certification requirements, visit the Office of Policy and Management (OPM) website:

List of Documents for Upload

Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

Gift and Campaign Contribution Certification (OPM Ethics Form 1)

Consulting Agreement Affidavit (OPM Ethics Form 5)

Non Discrimination Certification (A - Representation by Individual)
Regardless of value

Non Discrimination Certification (B - Representation by Entity)
For contracts valued at less than \$50,000.00

Non Discrimination Certification (C - Affidavit by Entity)
For contracts valued at more than \$50,000.00

Non Discrimination Certification (D - New Resolution by Entity)

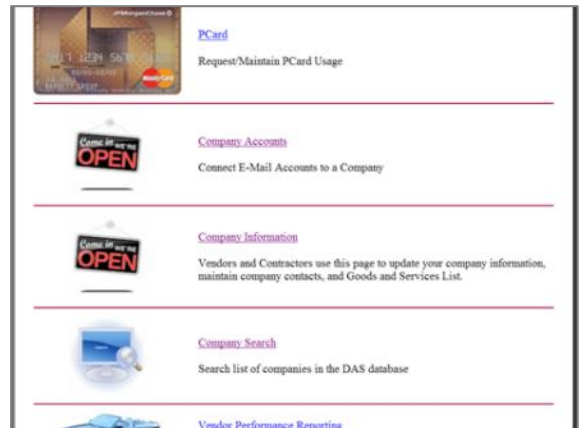
Non Discrimination Certification (E - Prior Resolution by Entity)

[OPM Contract Certification Requirements](#)

[3.1] How Do I Upload Documents?

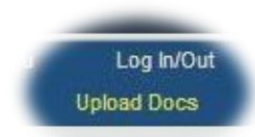
Locating the **Upload Docs** Link

1. Log in to BizNet: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>



2. After logging in to BizNet, select the **CT Procurement** link.

3. Select **Company Information**.



4. Click the **“Binocular Icon”** by your company name.

5. Click **“Upload Docs.”**

[3.2] How Do I Upload Documents?

Step-By-Step Document Upload Instructions

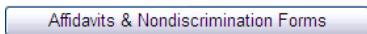
Following are instructions for Uploading your documents to DAS.

Prior to Uploading, make sure you have scanned the applicable completed, signed documents to a folder on your computer.

Step 1:

Log in to BizNet, and click the **Upload Docs** link in the page menu bar (*upper right section of the page*).

Click the **Affidavits & Nondiscrimination Forms** button.



Tip: You must have a **BizNet Account** to upload documents.

[Click here to create a BizNet Account](#)



Tip: This page also includes buttons to upload documents for other DAS programs.

Make sure you choose the correct button for **Affidavits & Nondiscrimination Forms**.



[3.3] How Do I Upload Documents?

Step 2:

Click the **Upload** link in the left column corresponding to the description of the document you wish to upload.



Tip: If you have not downloaded the required documents, click **Get Document**.

Description
Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document

Print, complete the document and scan back to your computer.

Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (A - Representation by Individual) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Step 3:

Click the **Browse...** button to locate the file you wish to upload.

Upload Common Docs

Upload Affidavits & Nondiscrimination Forms

Browse to file and click upload.
[Show Page Help](#)

PJH Construction

Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6)

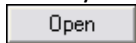
Browse to File

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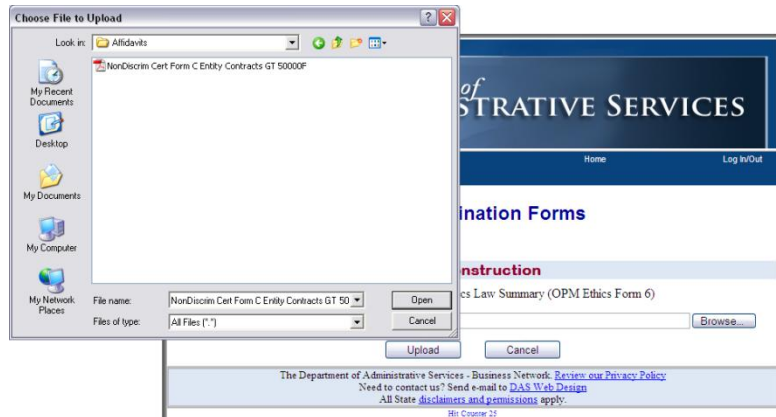
[3.4] How Do I Upload Documents?

Step 4:

Select your file, and click



Tip: You may need to use the **dropdown box** in the “Choose File” window to locate the folder in which you have saved your file.

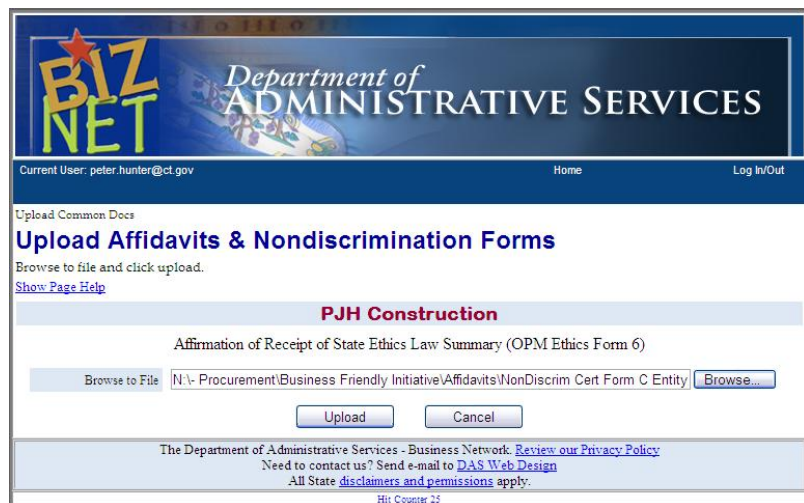


Step 5:

Verify that you have selected the correct document.

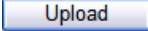


Tip: The file path will indicate which file you have selected and its location on your computer.



[3.5] **How Do I Upload Documents?**

Step 6:

Click the  button.



Tip: You may also cancel the upload operation by clicking the **Cancel** button.

Step 7:

A message above the table will indicate that **your file was uploaded successfully**.

The **Upload Info** column will now indicate the **date and time of upload**, the **user name** and the **file name**.

Upload	Upload Info	Description
Upload	Date: 9/28/2011 11:21:59 AM By: peter.hunter@ct.gov Name: NonDiscrim_Cert_Form_C_Entity_Contracts_GT_50000F.pdf	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (A - Representation by Individual) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Step 8:

Click the **Upload** link for the next applicable file, and repeat the process for all files you wish to upload.