Business Friendly Initiative

Procurement Process Enhancement

Solicitation Response Guide

Electronic Document Upload

CT Department of Administrative Services
Procurement
860.713.5095

Rev.100113

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

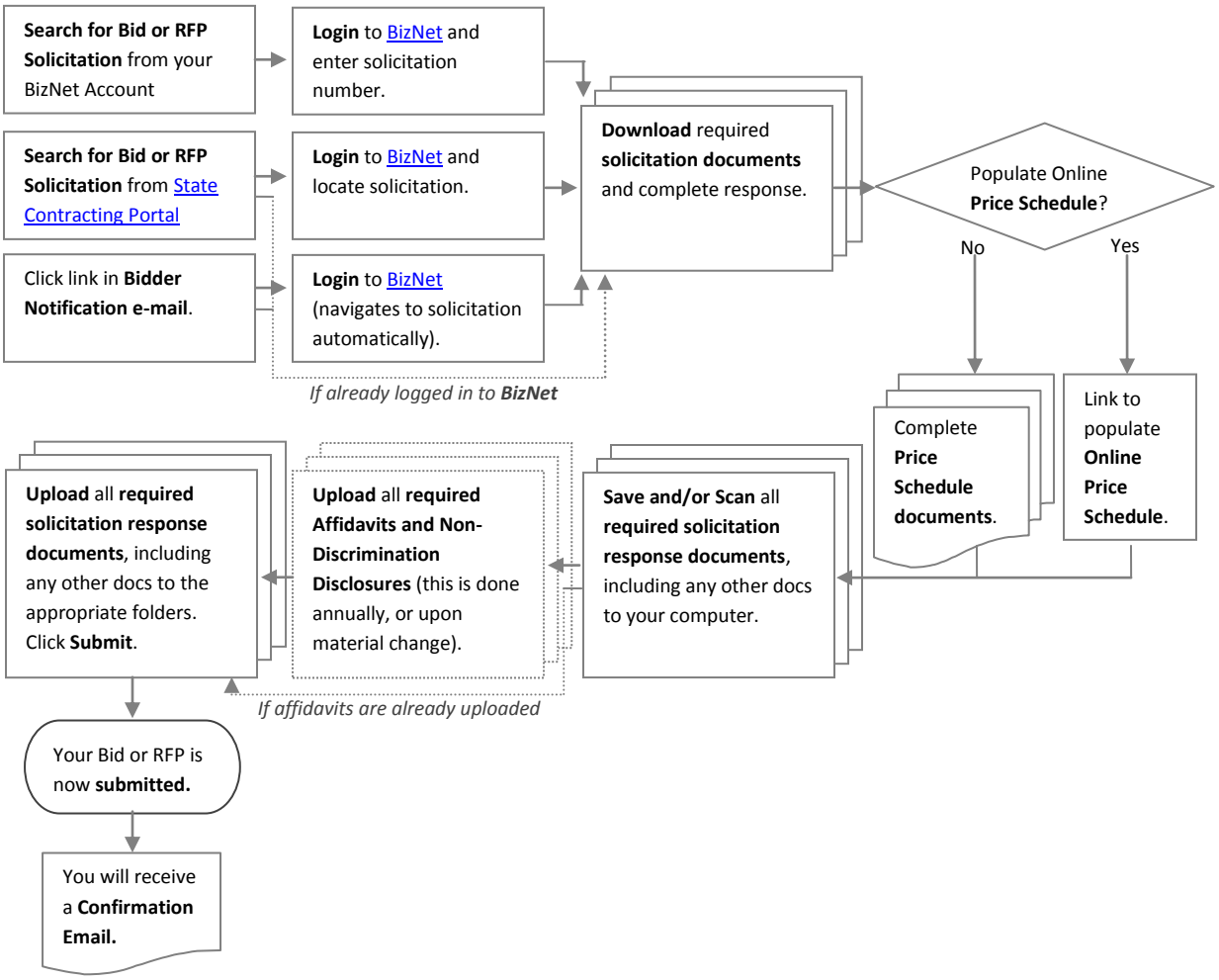
Submitting Your Solicitation Response

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.

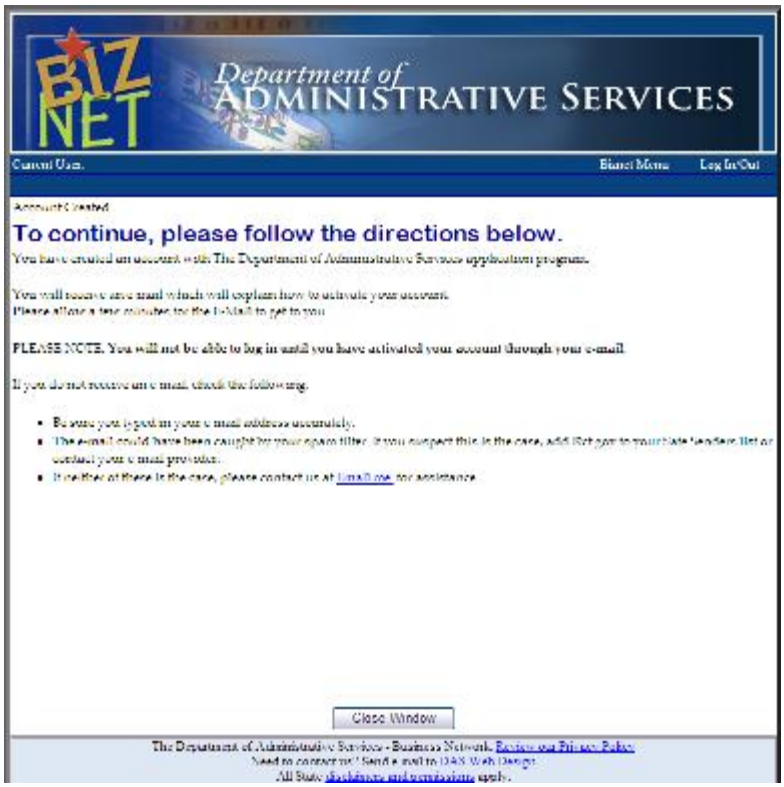
Step 4:

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.

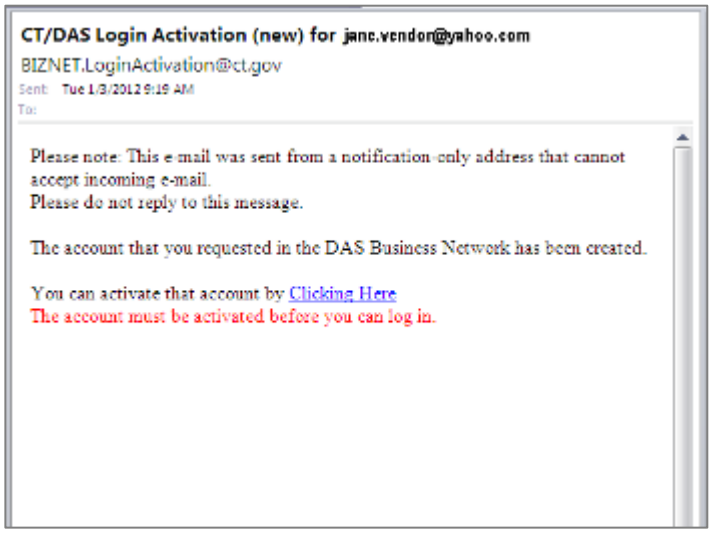


Tip: This auto-generated e-mail contains an active link, and may be intercepted by some spam filters.

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:

Upload Solicitation Documents

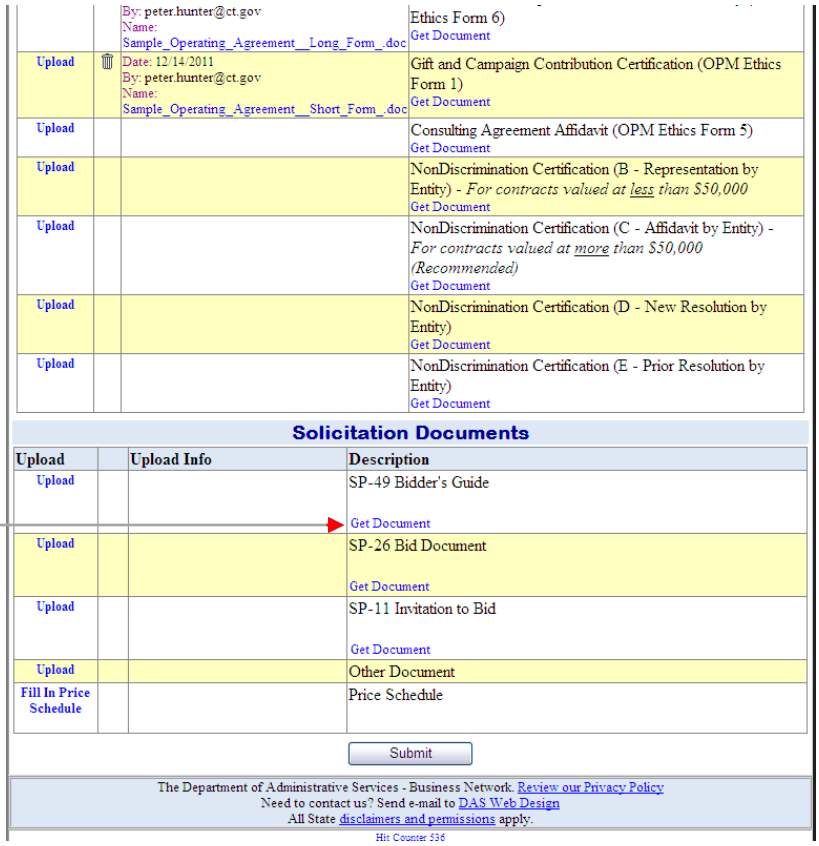
Step 2:

Enter the Solicitation Number and click the Find Solicitation button.

Find Solicitation

Step 3:

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



		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 less than $50,000* Get Document
Upload			NonDiscrimination Certification (C - Affidavit by Entity) - *For contracts valued at more 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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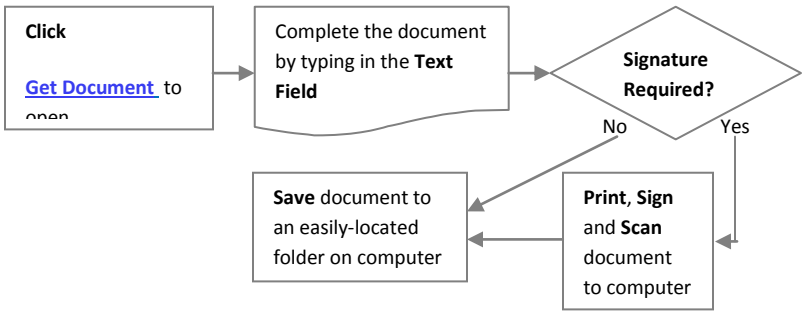
Solicitation Documents

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.

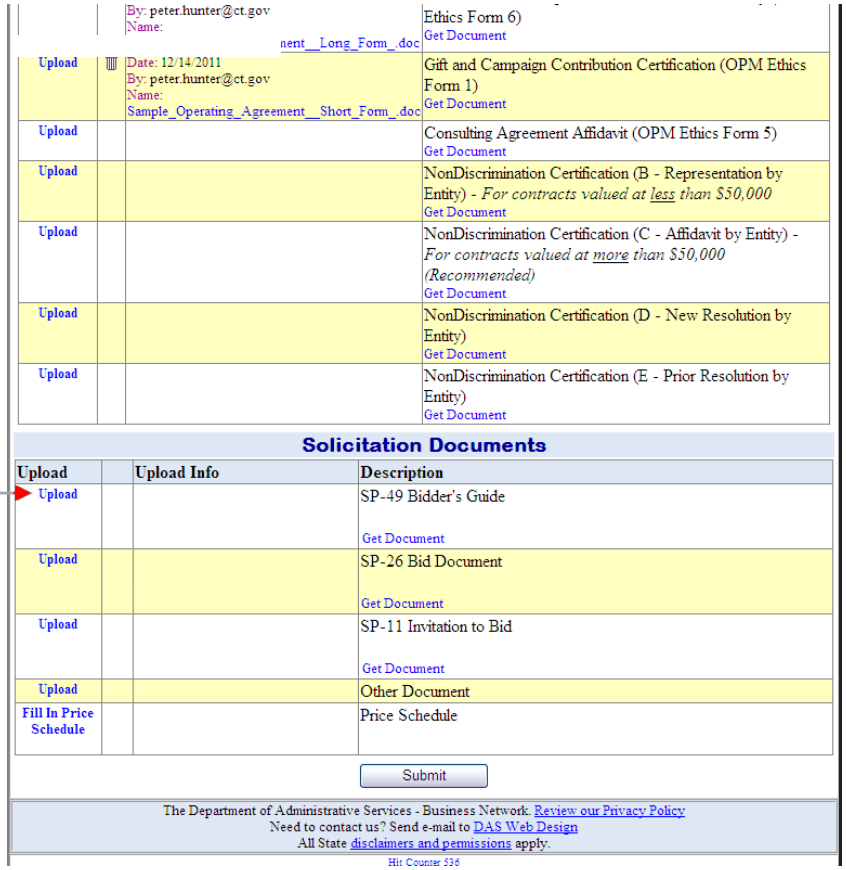
Step 4:

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.



Step 5:

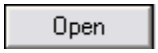
Click

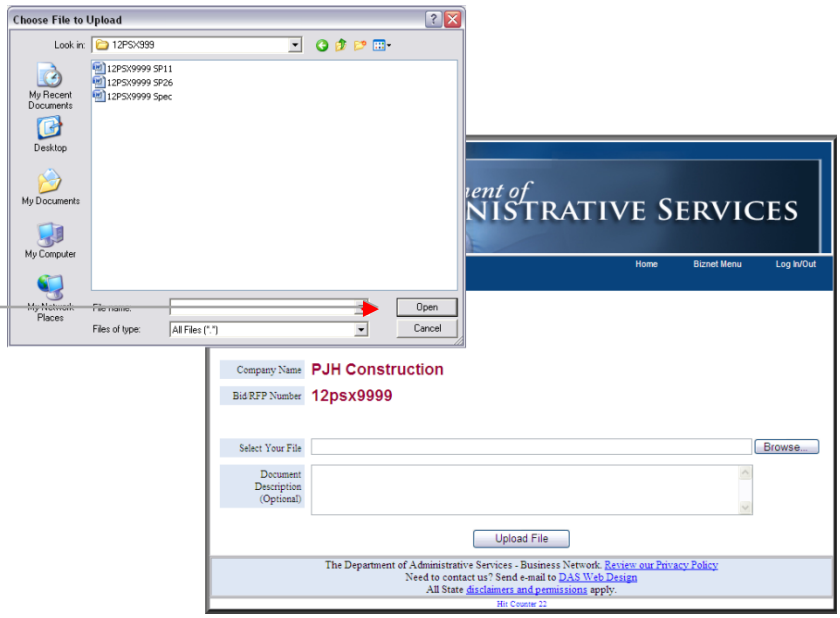
Browse...

to locate your file.

Step 6:

Locate your file and click



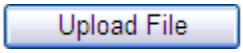


Step 7:

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



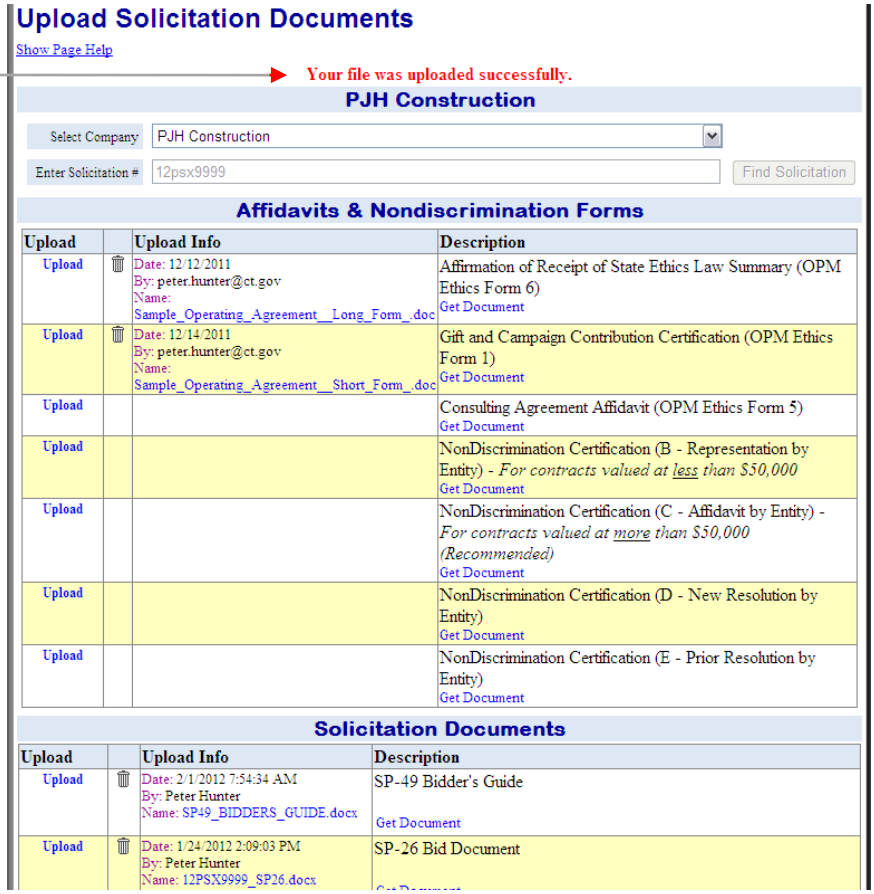
Step 8:

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**.

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

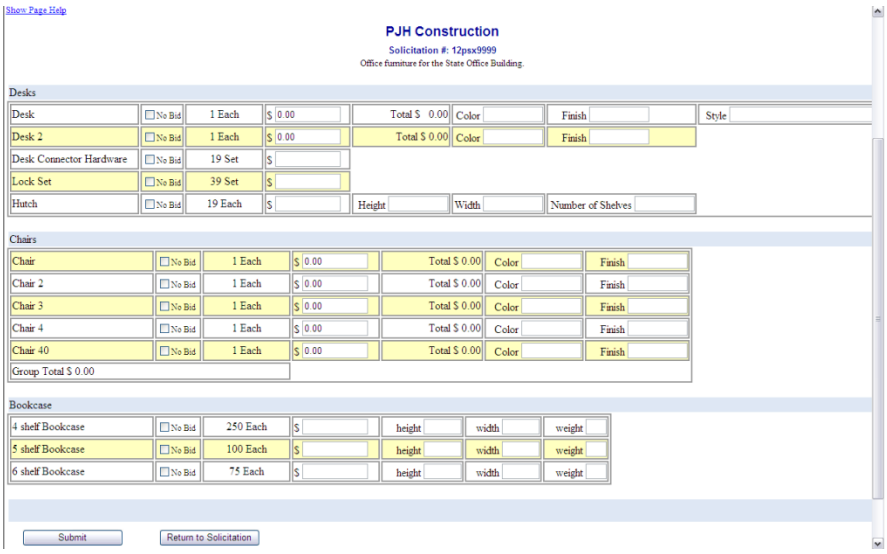
For other responses, a Price Schedule in a different format may be required and provided.

Step 1:

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

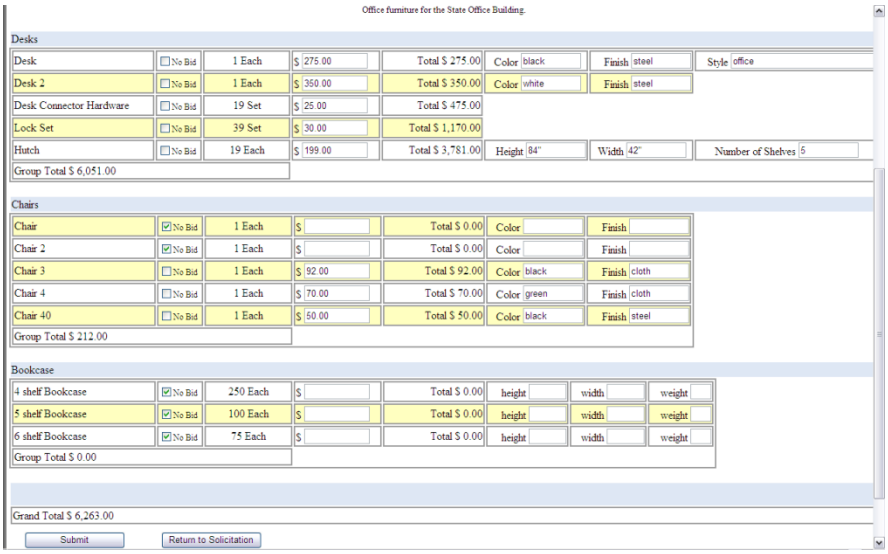
Step 2:

The Price Schedule will open.

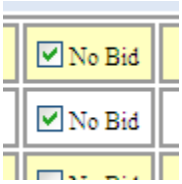


Step 3:

Fill-in the required fields of the price schedule.



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**.



Step 4:

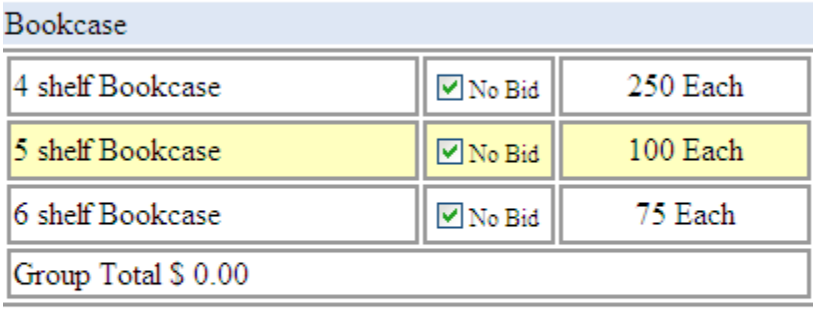
When you are finished filling-in the Price Schedule, both Group Totals and Grand Total will be calculated and displayed.

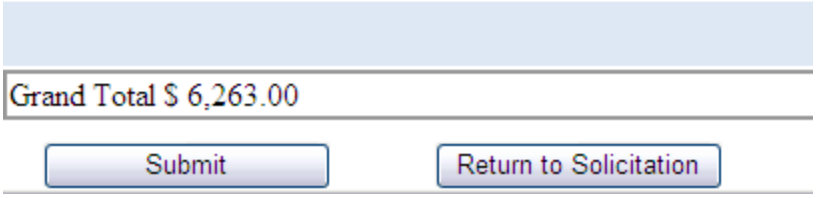
Click Submit to submit the Price Schedule

Submit

Then click Return to Solicitation

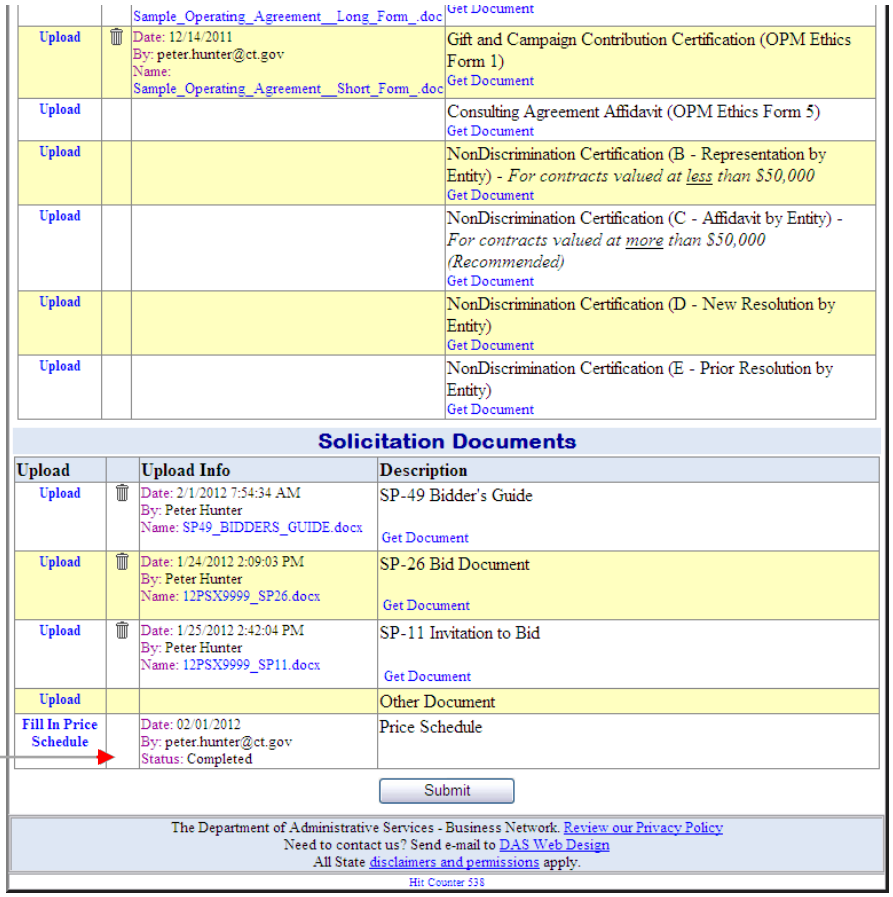
Return to Solicitation





Step 5:

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



		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 less than $50,000* Get Document
Upload			NonDiscrimination Certification (C - Affidavit by Entity) - *For contracts valued at more 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
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

Submit

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

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

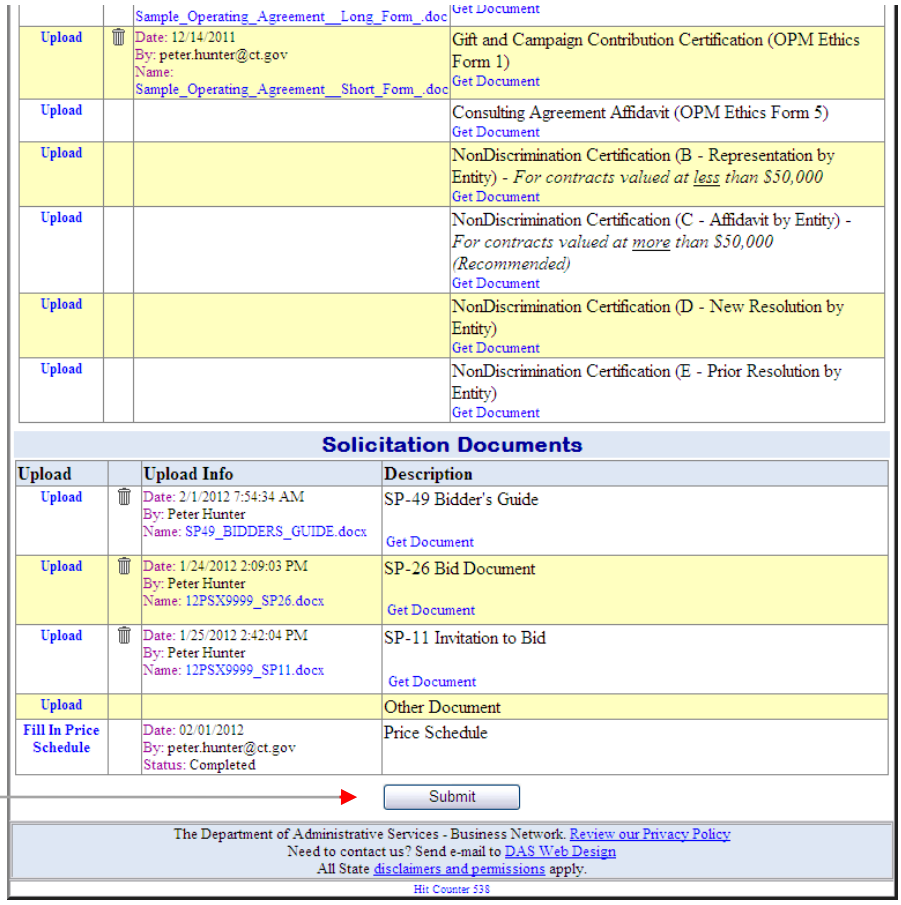
Submit

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.



		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 less than $50,000* Get Document
Upload			NonDiscrimination Certification (C - Affidavit by Entity) - *For contracts valued at more 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
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

Submit

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

Many of the documents required for a solicitation have been converted to **Fillable Online Forms**. The following instructions will detail how to complete the SP-26 and DAS 46 forms.

Completing the SP-26

Step 1:

In the left column for SP-26, click **Open Form**.

Return			Get Document
Do Not Return			Insurance Upload Instructions Guide Get Document
Upload			Vendor Authorization Guidelines (DAS-28) Note: Contractor shall upload their Vendor Authorization or Secretary's Certificate or Corporate Resolution here. The Vendor Authorization Guidelines (DAS-28) shall not be uploaded - this form is for your reference only. Get Document
Upload			Statement of Qualifications (DAS-14) Get Document
Do Not Return			Standard Terms and Conditions (SP-19) Get Document
Do Not Return			ITB document Get Document
Do Not Return			Contract Template Get Document
Do Not Return			Exhibit A Get Document
Do Not Return			Prevailing Wage Rates Get Document
Do Not Return			ConnDOT District Map Get Document
Do Not Return			Payment Bond form Get Document
Do Not Return			Performance Bond - Non Construction form Get Document
Do Not Return			SBE Certification form Get Document
Upload			Exhibit B, Price Schedule Get Document
Upload			Price Schedule, Exhibit B Get Document
Do Not Return			Exhibit C Get Document
Do Not Return			Attchment A - Traffic Control Get Document
Upload			Other Solicitation Documents - Upload Individually
Open Form			SP-26

Solicitation Complete

Step 2:

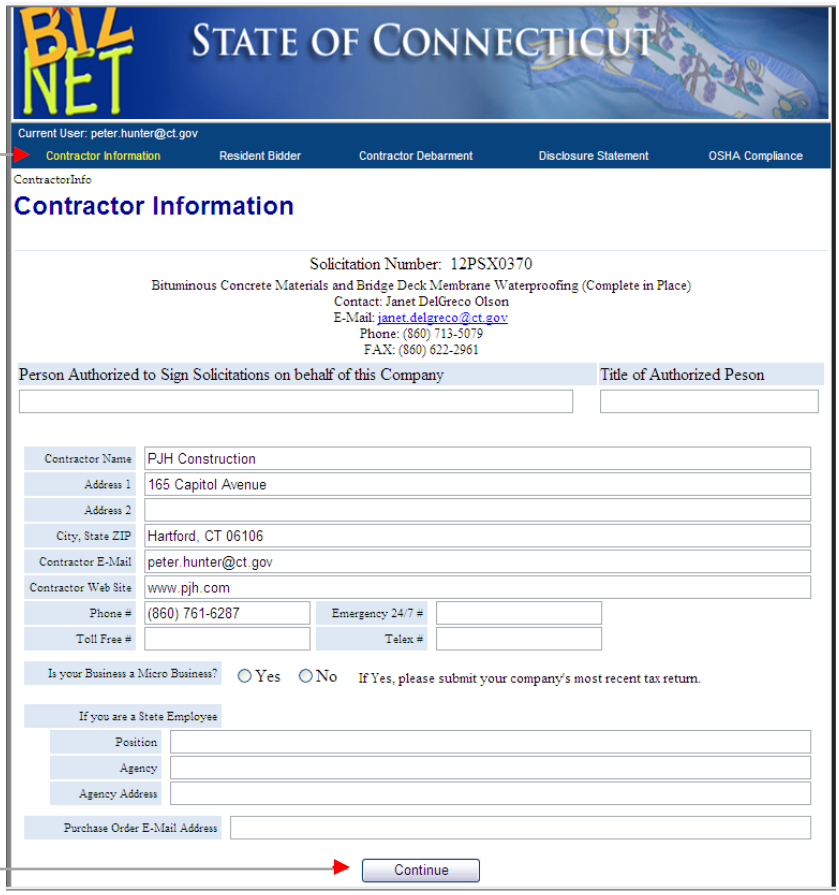
Complete all the required fields in the first section, **Contractor Information**

Tip: The SP-26 is divided into 5 sections:

- Contractor Information
- Resident Bidder
- Contractor Debarment
- Disclosure Statement
- OSHA Compliance

You can use the links on the header to navigate non-sequentially between sections.

Click the **Continue** button when you have entered all required information.



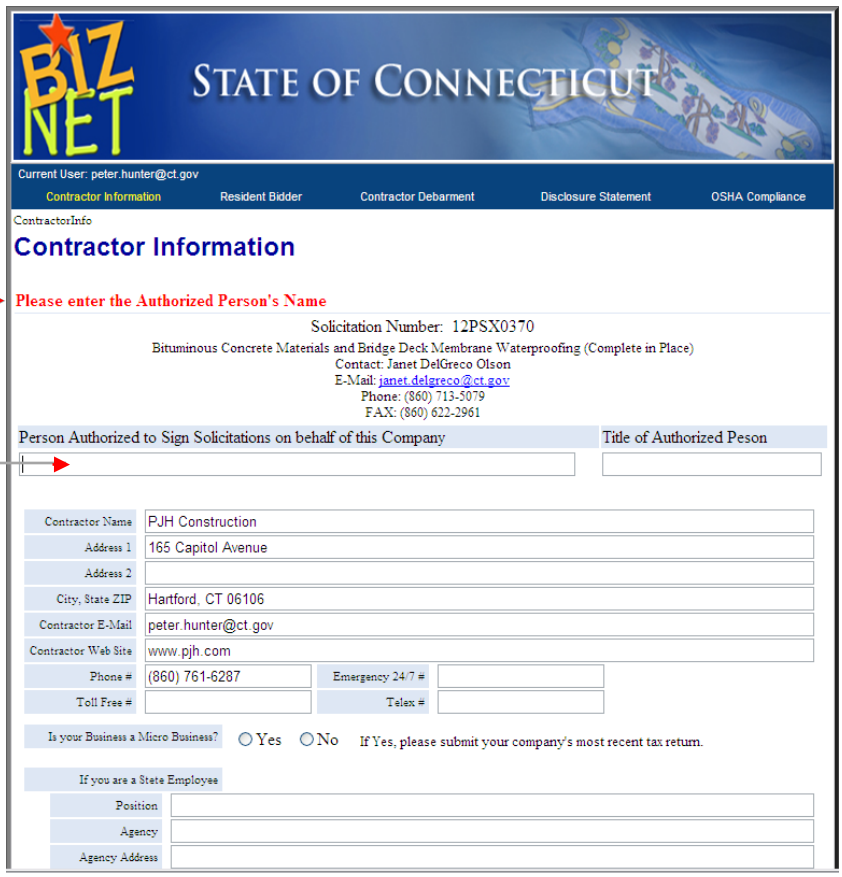
Tip: If you try to **continue** before completing all the necessary fields, you will receive a message indicating which information has been omitted.

Ex: "**Please enter the Authorized Person's Name**."

IMPORTANT: The individual submitting this form must be authorized to sign contracts on behalf of the company, and must be listed as such in the company corporate resolution/vendor authorization documents .

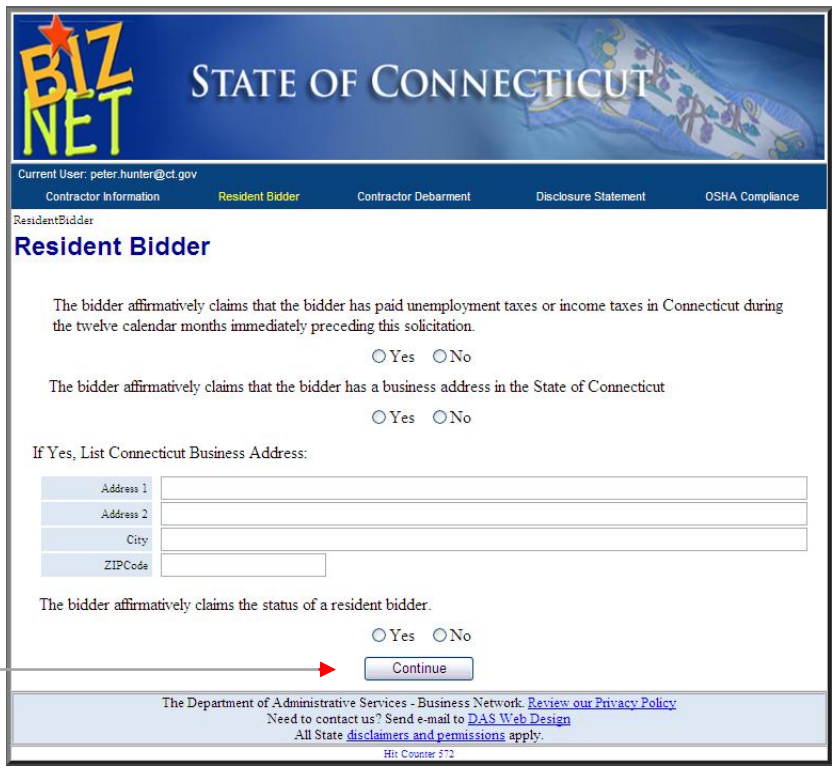
- It may be necessary for you to log off and have an authorized individual log on and submit the form for the company.
- The authorized individual must have a BizNet account attached to the company before attempting to do so.

NOTE: Solicitation responses submitted by unauthorized individuals will be deemed non-responsive.



Step 3:

Complete all the required fields in the second section, **Resident Bidder**

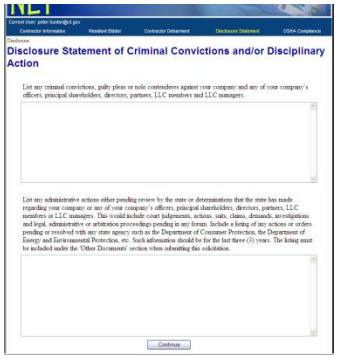


Click the **Continue** button when you have entered all required information.

Step 4:

Complete all the required fields in the following sections:

- Contractor Debarment



- Disclosure Statement

- OSHA Compliance

Step 5:

When all sections are complete click the **Done** button.

Step 6:

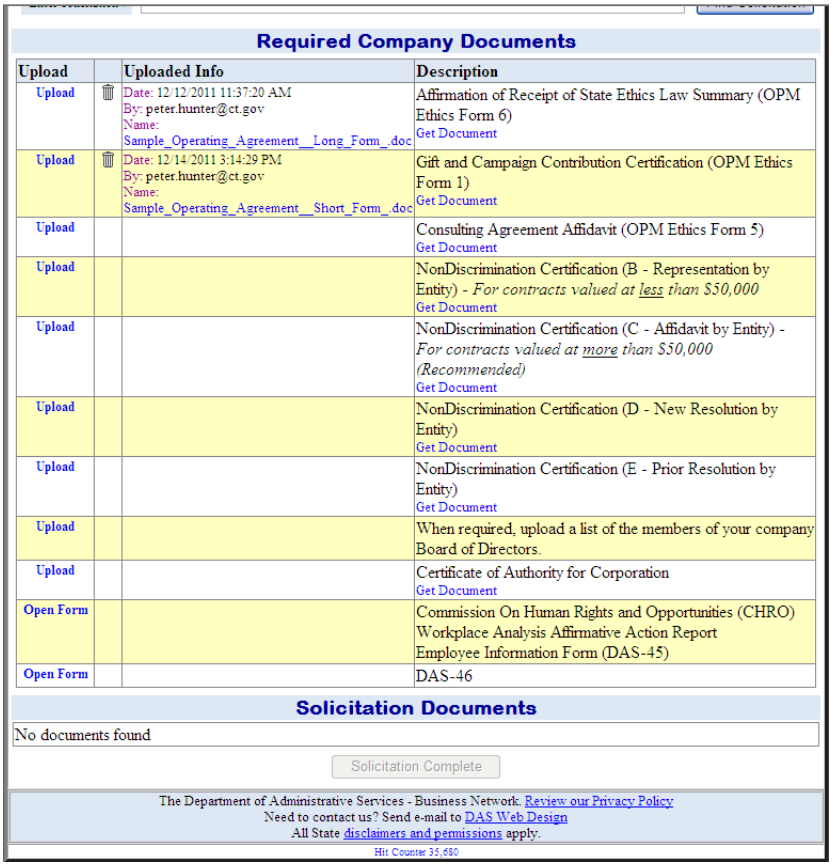
Click **"Yes"** to confirm that you want to close the window.

The SP-26 has now been completed.

Completing the DAS-46

Step 1:

In the left column for DAS-46, click **Open Form**.



Required Company Documents

Upload		Uploaded Info	Description
Upload		Date: 12/12/2011 11:37:20 AM 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 3:14:29 PM 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 less than $50,000* Get Document
Upload			NonDiscrimination Certification (C - Affidavit by Entity) - *For contracts valued at more 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
Upload			When required, upload a list of the members of your company Board of Directors.
Upload			Certificate of Authority for Corporation Get Document
Open Form			Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report Employee Information Form (DAS-45)
Open Form			DAS-46

Solicitation Documents

No documents found

Solicitation Complete

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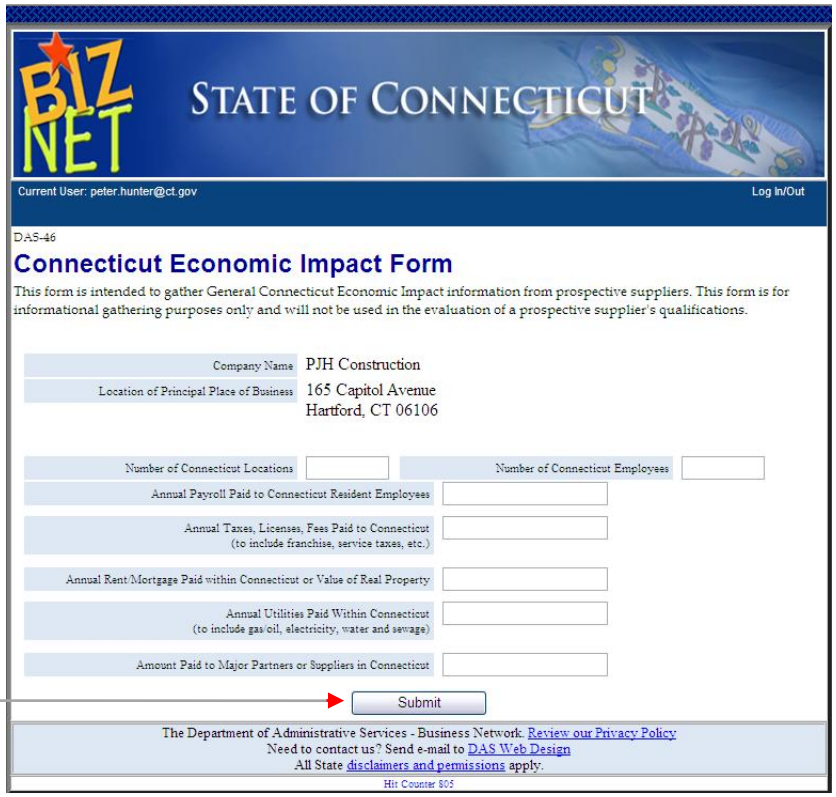
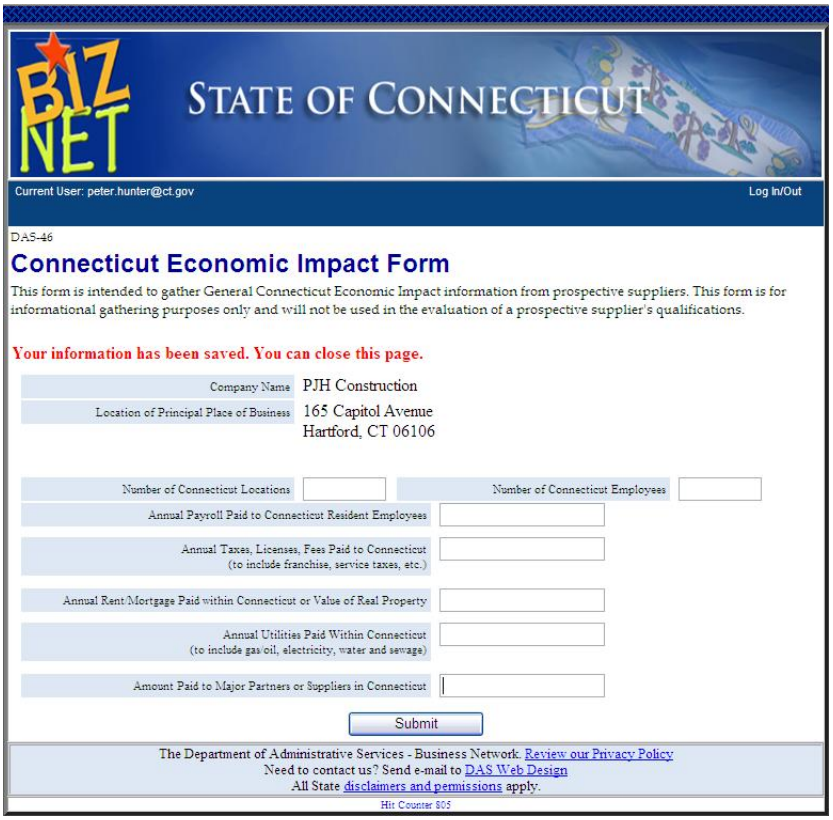
Step 2:

Complete all the required fields and click the **Submit** button.



You will receive a confirmation message that **"Your information has been saved. You can close this page."**

The DAS-46 is now complete.



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 Create a BizNet Account?
- 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.

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:

OPM Contract Certification Requirements

List of Documents for Upload

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

OPM Iran Certification Form 7

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

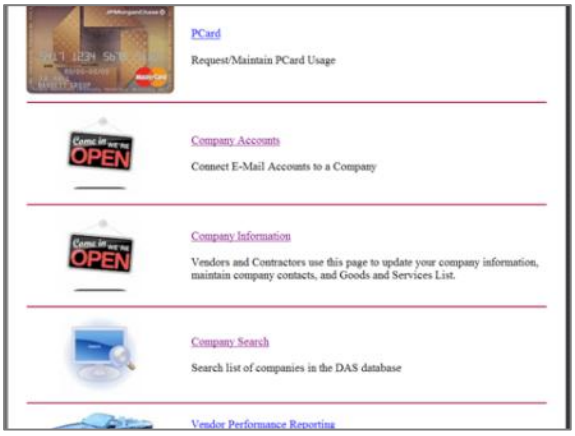
Non Discrimination Certification (D - New Resolution by Entity)

Non Discrimination Certification (E - Prior Resolution by Entity)

[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.

Affidavits & Nondiscrimination Forms

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.

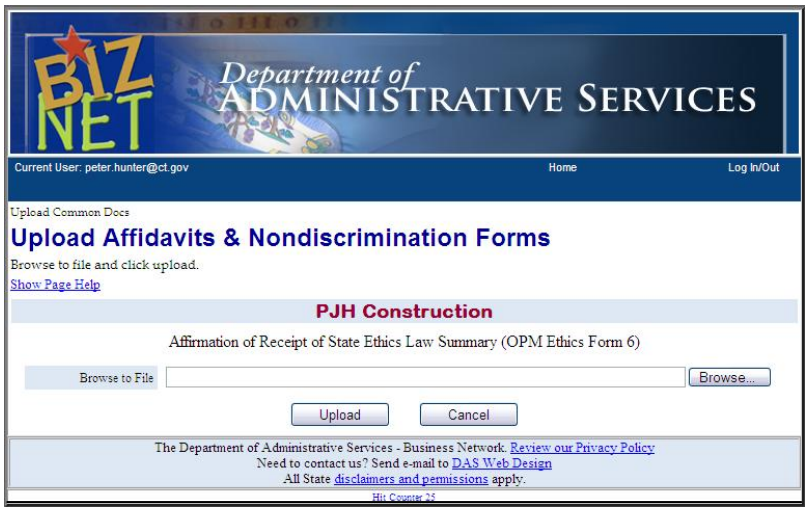
Tip: If you have not downloaded the required documents, click **Get Document**.

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.

Step 3:

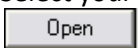
Click the Browse... button to locate the file you wish to upload.

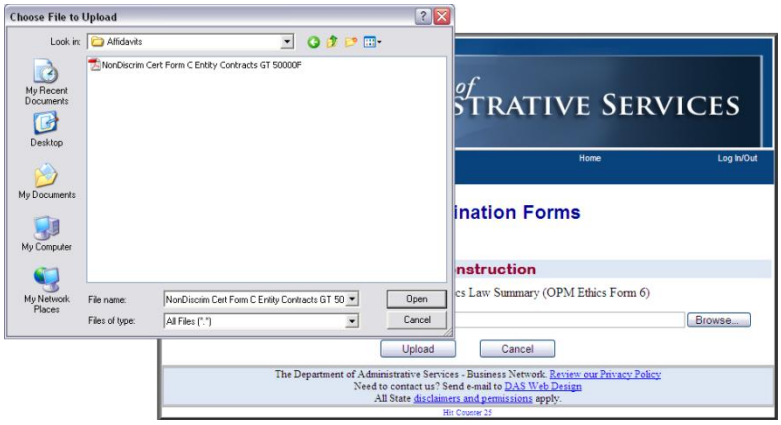


[3.4] How Do I Upload Documents?

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 Upload 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**.

Step 8:

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