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# @ECMS

## Electronic Contract Management System

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### GUIDE FOR VENDORS ON HOW TO USE THE VAECMS VENDOR PORTAL

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## Useful Links

VAeCMS Vendor Portal (the production version):  
<https://www.vendorportal.ecms.va.gov>

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The VA Electronic Contract Management System (VAeCMS) is a comprehensive tool used by VA Acquisition staff to create and manage VA acquisitions. VAeCMS is used to manage the full acquisition lifecycle, including the announcement of solicitations to vendors and the receipt of vendor responses. There are three announcement mechanisms in VAeCMS: 1) VA Acquisition staff will continue to announce solicitations for full and open competition to FedBizOpps; 2) Solicitations against Federal Supply Schedule contracts and GWAC contracts can be posted through e-Buy; and 3) Solicitations against Multi-Agency Contracts (MAC), IDIQ contracts and other limited competition situations can be announced via the new VAeCMS Vendor Portal. Vendors can respond to solicitations posted through any of these means via the VAeCMS Vendor Portal, with the exception of solicitations posted via e-BUY. e-BUY postings do not appear in the Vendor Portal for vendor viewing.

This guide provides vendors with instructions on how to view and respond to solicitations and amendments via the VAeCMS Vendor Portal. Additionally, this guide includes instructions for viewing the Forecast of Contracting Opportunities reports. If you have any questions or need further assistance using the VAeCMS Vendor Portal, please do the following:



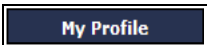
- Contact the VA Acquisition Systems Helpdesk via email at [VA.Acquisition.Systems@va.gov](mailto:VA.Acquisition.Systems@va.gov) or via phone at (877) 634-3739
- Access the [New User Help Documents](#) link on the Login Page
- Access the **Help Library** tab after logging into the Vendor Portal



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As a user of the VAeCMS Vendor Portal, you have the ability to update certain information in your user account profile. It is suggested that you access your account profile to at least confirm that the email address is correct, as this is the address to which notifications about solicitations will be sent. This process steps you through how to access and update your VAeCMS Vendor Portal user account profile.

- Step 1:**
- Log on to the VAeCMS Vendor Portal (via <https://www.vendorportal.ecms.va.gov>);
  - Click on the  tab.


- Confirm/Update the information.
  - NOTE:** The red asterisks denote required fields;
- Click on  to save any changes or back out of the user profile screen by hitting the  to close without saving changes.
  - NOTE:** Be sure to confirm your email address. VAeCMS will use the email address in your account profile to send notifications of solicitations to which your company has been invited to respond.

**Step 2:**

**USER PROFILE**

Update your user information in the fields below and then press the Save button when you are done. Required fields are indicated by an asterisk

|  |  |
|--|--|
| <p>* Login ID: <input type="text" value="LHPallet"/></p> <p>* First Name: <input type="text" value="Lori"/></p> <p>Middle Initial: <input type="text" value="A"/></p> <p>* Last Name: <input type="text" value="Huang"/></p> <p>Work Phone: <input type="text"/></p> <p>Other Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Administrator: <input checked="" type="checkbox"/></p> <p>If you wish to change your password, fill in the password fields below.</p> <p>Current Password: <input type="password"/></p> <p>Enter New Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p><a href="#">Update your security questions.</a></p> | <p>Vendor: #1 PALLET COMPANY, INC</p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="MD"/></p> <p>ZIP Code: <input type="text"/></p> <p>* Email: <input type="text" value="lori.huang@aquilent.com"/></p> <p>* Time Zone: <input type="text" value="Eastern"/></p> |
|--|--|

 **Congratulations!** You have successfully updated your VAeCMS Vendor Portal account profile.

Edit Profile

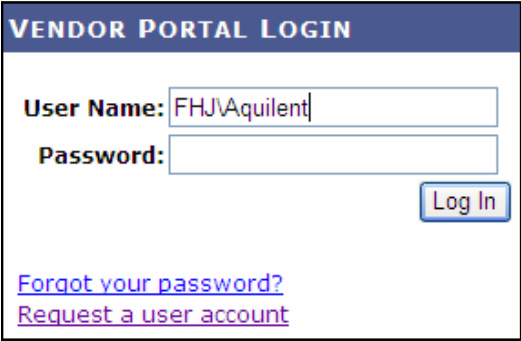


*In the event that you have forgotten your Vendor Portal password, you have the ability to reset your on password, by selecting the [Forgot your Password](#) link.*

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From the Vendor Portal login screen, Click on the "[Forgot your Password?](#)" link.

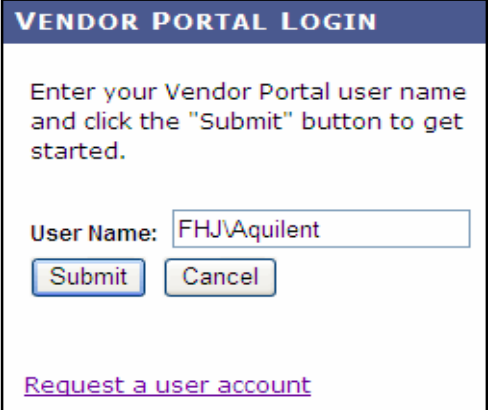
**Step 1:**



The screenshot shows the 'VENDOR PORTAL LOGIN' header. Below it are two input fields: 'User Name:' with 'FHJVAquilent' and 'Password:'. A 'Log In' button is to the right. At the bottom, there are two links: 'Forgot your password?' and 'Request a user account'.

Enter your Vendor Portal User Name and click the "Submit".

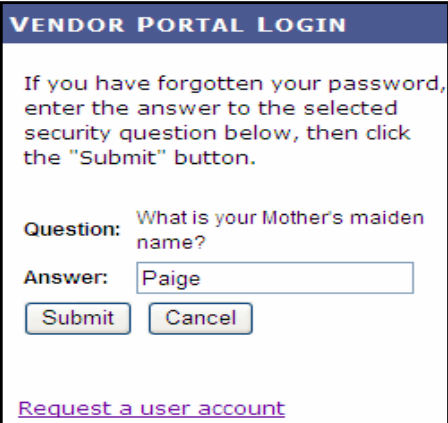
**Step 2:**



The screenshot shows the 'VENDOR PORTAL LOGIN' header. Below it is a text instruction: 'Enter your Vendor Portal user name and click the "Submit" button to get started.' There is an input field for 'User Name:' with 'FHJVAquilent'. Below the field are 'Submit' and 'Cancel' buttons. At the bottom, there is a link: 'Request a user account'.

Enter the answer to the selected security question below, and then click the "Submit" button.

**Step 3:**

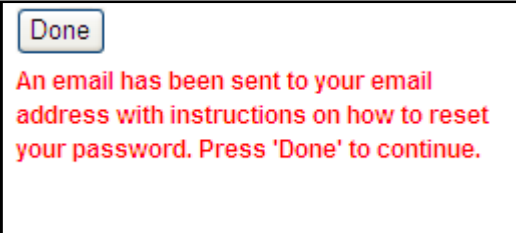


The screenshot shows the 'VENDOR PORTAL LOGIN' header. Below it is a text instruction: 'If you have forgotten your password, enter the answer to the selected security question below, then click the "Submit" button.' There is a 'Question:' field with the text 'What is your Mother's maiden name?'. Below it is an 'Answer:' field with 'Paige'. Below the field are 'Submit' and 'Cancel' buttons. At the bottom, there is a link: 'Request a user account'.

Once you have entered your answer to the selected security question, click "Done" to continue.

**Step 4:**

An email will be sent to your email address with instruction.



The screenshot shows a 'Done' button at the top. Below it is a red text message: 'An email has been sent to your email address with instructions on how to reset your password. Press 'Done' to continue.'



- Within the email that you have received, there will be a link for you to click on to reset your password.

**Step 5:**



- Enter your New Password, which must be between 8 and 16 characters and contains at least one upper-case letter, one lower-case letter, and one number. No parts of your login ID can be in your password.

**Step 6:**

- Click Submit

*Congratulations!* You have successfully submitted a request for a password reset.



Once a solicitation has been posted to the VAeCMS Vendor Portal, you can view the solicitation if your company has been invited to respond. This process steps you through how to access and view a solicitation via the VAeCMS Vendor Portal.

**Step 1:** Log on to the VAeCMS Vendor portal (via <https://www.vendorportal.ecms.va.gov>), you will enter at the **Solicitation Listing Page**.

(Optional) If desired, you can filter the list of solicitations by status, using the following steps:

Select a solicitation status from the dropdown list. **NOTE**

**Step 2:**

|                               |           |
|-------------------------------|-----------|
| <b>Status:</b>                | Current   |
| <b>Invited Solicitations:</b> | All       |
| <b>Response Submitted:</b>    | Current   |
|                               | Future    |
|                               | Closed    |
|                               | Cancelled |
|                               | Awarded   |

: Please refer to the FAQs section of this guide for an explanation of each solicitation status;

Click on [Filter](#).

**NOTE:** To clear a filter, click on [Show All](#).

From the **Solicitation Listing Page**, you can see summary level information about the solicitation, including:

**Step 3:**

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

FHJ/Aquilent  
Last Login: 9/9/2010 12:11:39 PM  
Failed Login Attempts: 1  
[Logout](#)

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DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL

Solicitations Awards My Profile Help Library EDI Upload

**SOLICITATION LISTING**

Solicitation Title Keyword / Solicitation #:  Enter a keyword, which will search against all solicitation titles, or the Solicitation Number. To perform a wildcard search, use the \* symbol (except as the first character). For example, to find test, tests or tester within solicitation titles, you can use the keyword: test\* To find all solicitations with VA-101 as part of the Solicitation #, you can use the search term: VA-101\*

Posted Date:  Days Enter the number of days in the past between 0 and 365. If you would like to view all solicitations, leave the field blank.

Solicitation Type:  Select the solicitation type from the drop down list.

Status:  Select the desired status. Note that responses can only be placed against open solicitations.

Invited Solicitations:  Show only solicitations to which you have been invited.

Response Submitted:  Show only solicitations to which you have responded.

[Filter](#) [Show All](#)

| Solicitation Name    | Status  | Start Time                     | Stop Time                      | Response Submitted | Q & A | Interested | Needs Attention | Leading Response | Total Responses | Actions                      |
|----------------------|---------|--------------------------------|--------------------------------|--------------------|-------|------------|-----------------|------------------|-----------------|------------------------------|
| RF0091210KSPFB01     | Current | 9/12/2010 9:17:35 PM (Eastern) | See Document                   | No                 | 0/0   | No         | No              |                  |                 | <a href="#">View Details</a> |
| RF0091210KSPFB01     | Current | 9/9/2010 4:30:50 PM (Eastern)  | See Document                   | No                 | 0/0   | No         | No              |                  |                 | <a href="#">View Details</a> |
| VADEV-101-10-RQ-2334 | Current | 8/30/2010 1:54:05 PM (Eastern) | 9/30/2010 1:00:00 AM (Eastern) | No                 | 0/0   | No         | No              |                  |                 | <a href="#">View Details</a> |

View Solicitation



- Solicitation Name** – name/subject of solicitation
- Status** – status of the solicitation
- Start Time** – date and time at which vendors can begin to submit responses
- Stop Time** – date and time after which responses cannot be submitted
- Response Submitted** – indication of whether or not a response has been submitted by your company
- Q&A** – indication of how many questions and answers available about the solicitation
- Interested** – indication of whether or not you have requested to receive updates about the solicitation
- Needs Attention** – A “yes” indicates that there was an amendment issued since your last response was submitted. See the “Responding to an Amendment” section of this guide
- Leading Response** – in a Reverse Auction, this column will display the lowest response submitted by any vendor thus far. See the “FAQs” section of this guide for additional information on Reverse Auctions.
- Total Responses** – in a Reverse Auction, this column will list the total number of vendors that have submitted a response thus far. See the “FAQs” section of this guide for additional information on Reverse Auctions.

Click on the [View Details](#) button.

- Step 4:**
- On the **Solicitation Details** page, under the *Solicitation Documents* section, click on the link for the associated file to open the solicitation document or any listed attachments. **NOTE:** After clicking on the file link, you may receive a File Download prompt. Click on “Open” to open the file or “Save” to save the file. Once opened, you can print the file(s), if desired;
  - If you would like to be notified of any changes made to the solicitation, such as an amendment, click on the link next to the “Interested” label. On the next screen click on  to be added to the list of interested vendors.



**NOTE:** The "Interested" vendor link only shows for Full and Open solicitations.

| DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL  |                    |                                |  |   |                                |
|--|--------------------|--------------------------------|--|---|--------------------------------|
| Solicitations  | Awards             | Administration                 | My Profile                               | Help Library  | EDI Upload                     |
| <b>SOLICITATION DETAILS</b>  |                    |                                |  |   |                                |
| <b>Solicitation ID:</b> VADEV-101-10-RQ-2333   |                    |                                |  |   |                                |
| <b>Title:</b> Purchase Request   |                    |                                |  |   |                                |
| <b>Type:</b> RFQ   |                    |                                |  |   |                                |
| <b>Status:</b> Current   |                    |                                |  |   |                                |
| <b>Start Date:</b> 8/30/2010 1:19:55 PM (Eastern)  |                    |                                |  |   |                                |
| <b>End Date:</b> 9/24/2010 1:00:00 AM (Eastern)  |                    |                                |  |   |                                |
| <b>Questions:</b> <a href="#">1</a> (Most Recent: 8/30/2010 1:32:23 PM)                            |                    |                                |  |   |                                |
| <b>Answers:</b> <a href="#">0</a>  |                    |                                |  |   |                                |
| <b>SOLICITATION DOCUMENTS</b>  |                    |                                |  |   |                                |
| Needs Attention  | Solicitation Title | Date Submitted                 | Associated Files                         |   |                                |
| No   | Purchase Request   | 8/30/2010 1:19:55 PM (Eastern) | <a href="#">VADEV-101-10-RQ-2333.doc</a> |   |                                |
| <b>SUBMITTED RESPONSES</b>   |                    |                                |  |   |                                |
| Name   | Response Status    | Date Submitted                 | Amount                                   | Actions   |                                |
| * Response from Palette  | Submitted          | 8/30/2010 1:40:35 PM (Eastern) | \$24,150.00                              | <a href="#">View Details</a><br><a href="#">Copy Response</a> |                                |
| Response from Palette  | Submitted          | 8/30/2010 1:38:17 PM (Eastern) | \$23,900.00                              | <a href="#">View Details</a><br><a href="#">Copy Response</a> |                                |
| * - This is the response that is visible to the contracting officer when this solicitation closes. |                    |                                |  |   |                                |
| <b>DRAFT RESPONSES</b>   |                    |                                |  |   |                                |
| There are no Responses in progress to display  |                    |                                |  |   |                                |
| <a href="#">Back</a>   |                    |                                | <a href="#">Place New Response</a>       |   | <a href="#">Place No Offer</a> |

**Congratulations!** You have successfully viewed the solicitation including any attachments. Once the solicitation period begins (i.e. the solicitation has a status of "Current"), you can submit a response. See the *Submitting Responses* section of this guide for assistance with submitting a solicitation response.

View Solicitation





Often times, as vendors, you may have questions regarding a solicitation that you are responding to via the Vendor Portal. Questions and answers can now be submitted via the Vendor Portal. Once you access the solicitation, you have the ability to submit your questions for which the VA will provide a response. Below are the steps to submitting question(s) within the Vendor Portal.

- ☑ Log on to the Vendor Portal (via <https://www.vendorportal.ecms.va.gov>);

Step 1:

The screenshot shows the 'DEPARTMENT OF VETERAN AFFAIRS - VENDOR PORTAL' interface. It includes a search filter section with fields for 'Solicitation Title Keyword / Solicitation #', 'Posted Date' (set to 90 days), 'Solicitation Type', 'Status' (set to Current), 'Invited Solicitations', and 'Response Submitted'. Below the filter is a table of solicitations with columns for Solicitation Name, Status, Start Time, Stop Time, Response Submitted, Q & A, Interested, Needs Attention, Leading Response, Total Responses, and Actions.

| Solicitation Name                        | Status  | Start Time                     | Stop Time                      | Response Submitted | Q & A | Interested | Needs Attention | Leading Response | Total Responses | Actions                      |
|--|---------|--------------------------------|--------------------------------|--------------------|-------|------------|-----------------|------------------|-----------------|------------------------------|
| RFQ091210KSPFB01<br>RFQ091210KSPFB01     | Current | 9/12/2010 9:17:35 PM (Eastern) | See Document                   | No                 | 0 / 0 | No         | No              |                  |                 | <a href="#">View Details</a> |
| RQ0373<br>RQ0373                         | Current | 9/9/2010 4:30:50 PM (Eastern)  | See Document                   | No                 | 0 / 0 | No         | No              |                  |                 | <a href="#">View Details</a> |
| VADEV-101-10-RQ-2334<br>Purchase Request | Current | 8/30/2010 1:54:05 PM (Eastern) | 9/30/2010 1:00:00 AM (Eastern) | No                 | 0 / 0 | No         | No              |                  |                 | <a href="#">View Details</a> |

- ☑ Locate the prerequisite solicitation and click on the Link located under the Q&A column.

Web Based Q & A




- ☑ On the **Question and Answer Listing Page**, click on the

 button to access the **Questions and Answers**

**Detail Screen** to submit a new question.

**Step 2:**

- ☑ From the **Questions and Answers Detail Page**, enter a Question Title, a Question, and click .

**Step 3:**

 **Congratulations!** You have successfully conducted a web-based Q & A session.

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Once the solicitation period begins, you can submit a response for the solicitation to which your company has been invited to respond. You can submit as many responses as desired; however, the VA Contracting Officer will only see the last finalized response submitted by your company. This process steps you through how to respond to a solicitation via the VAeCMS Vendor Portal.

**Step 1:** Log on to the VAeCMS Vendor portal (via <https://www.vendorportal.ecms.va.gov>), you will enter at the **Solicitation Listing Page**.

(Optional) If desired, you can filter the list of solicitations by status, using the following steps:

**Step 2:**  Select a solicitation status from the dropdown list. **NOTE:** Please refer to the FAQs section of this guide for an explanation of each solicitation status;

Click on **Filter**. **NOTE:** To clear a filter click on **Show All**.

**Step 3:**

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

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DEPARTMENT OF VETERANS AFFAIRS - VENDOR PORTAL

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**SOLICITATION LISTING**

Solicitation Title Keyword / Solicitation #:  Enter a keyword, which will search against all solicitation titles, or the Solicitation Number. To perform a wildcard search, use the \* symbol (except as the first character.) For example, to find test, tests or tester within solicitation titles, you can use the keyword: test\* To find all solicitations with VA-101 as part of the Solicitation #, you can use the search term: VA-101\*

Posted Date: 90 Days Enter the number of days in the past between 0 and 365. If you would like to view all solicitations, leave the field blank.

Solicitation Type:  Select the solicitation type from the drop down list.

Status: Current Select the desired status. Note that responses can only be placed against open solicitations.

Invited Solicitations:  Show only solicitations to which you have been invited.

Response Submitted:  Show only solicitations to which you have responded.

| Solicitation Name                     | Status  | Start Time                     | Stop Time                      | Response Submitted | Q & A               | Interested | Needs Attention | Leading Response | Total Responses | Actions                      |
|---------------------------------------|---------|--------------------------------|--------------------------------|--------------------|---------------------|------------|-----------------|------------------|-----------------|------------------------------|
| RFQ091210KSPFB01                      | Current | 9/12/2010 9:17:35 PM (Eastern) | See Document                   | No                 | <a href="#">0/0</a> | No         | No              |                  |                 | <a href="#">View Details</a> |
| RFQ091210KSPFB01                      | Current | 9/9/2010 4:30:50 PM (Eastern)  | See Document                   | No                 | <a href="#">0/0</a> | No         | No              |                  |                 | <a href="#">View Details</a> |
| VADEV-101.10.RQ-2334 Purchase Request | Current | 8/30/2010 1:54:05 PM (Eastern) | 9/30/2010 1:00:00 AM (Eastern) | No                 | <a href="#">0/0</a> | No         | No              |                  |                 | <a href="#">View Details</a> |

From the **Solicitation Listing Page**, you can see summary level information about the solicitation, including

- Solicitation Name** – name/subject of solicitation
- Status** – status of the solicitation

Submit Response



- Start Time** – date and time at which vendors can begin to submit responses
- Stop Time** – date and time after which responses cannot be submitted
- Response Submitted** – indication of whether or not a response has been submitted by your company
- Needs Attention** – A “yes” indicates that there was an amendment issued since your last response was submitted. See the “Responding to an Amendment” section of this guide
- Leading Response** – in a Reverse Auction, this column will display the lowest response submitted by any vendor thus far. See the “FAQs” section of this guide for additional information on Reverse Auctions.
- Total Responses** – in a Reverse Auction, this column will list the total number of vendors that have submitted a response thus far. See the “FAQs” section of this guide for additional information on Reverse Auctions;

Click on the [View Details](#) button.

- Step 4:**
- Follow steps 5a - 7a to submit a new response;
  - Follow Step 5a – 7a to submit a revised response from scratch;
  - Follow steps 5b – 7b to submit a revised response by copying the previously submitted response; or
  - Follow step 5c to submit a No Offer response.

*Optional: If you want to ask the solicitation owner a question about the solicitation prior to placing your response:*

- Step 4a:**
- Click on the link next to the “Questions” label **Questions:** [Q](#)
  - On the Question and Answer listing page you may ask a question by clicking [Ask a New Question](#)
  - Enter a title and the details of your question and click [Save](#)
  - To see answers to questions submitted, you can click on the link from the solicitation listing page under Q&A or you may click either the question or answers link on the solicitation details page.

**Step 5a:** To submit a new response or a revised response from scratch:

- On the **Solicitation Details** Page, click on [Place New Response](#) .



Submit Responses

To enter pricing and comments:

- Enter a **Response Name**;
- Enter **Vendor Comments**, if desired;
- Enter the unit price for each line item  
**NOTE:** If you are responding to a solicitation posted to FBO, the Line Items will not be displayed on the screen. You will need to include your pricing in your attachments;
- Enter **Vendor Comments** at the Line Item level, if desired.

**Step 6a:**

To add attachments:

- Under the **Response Attachments** section, click **Browse...**;
- For each attachment, browse to locate the file, double-click on it and click **Attach**;

**Step 7a:** To submit the finalized response:

- Click **Submit Response**; and
- Click **Continue** on the alert window.

**NOTE:** To save the response as a draft without submitting it, click on

**Save Draft Response**

To submit a revised response by copying a previously submitted response:

- On the **Solicitation Details** Page, click on the [Copy Response](#) link next to the previously submitted response;

**Step 5b:**

| Submitted Responses    |                 |                                 |          |   | <a href="#">Place New Response</a> | <a href="#">Place No Offer</a> |
|------------------------|-----------------|---------------------------------|----------|---|------------------------------------|--------------------------------|
| Name                   | Response Status | Date Submitted                  | Amount   | Actions   |                                    |                                |
| * Ace Binding Proposal | Submitted       | 3/15/2010 11:45:43 AM (Eastern) | \$850.00 | <a href="#">View Details</a><br><a href="#">Copy Response</a> |                                    |                                |

\* - This is the response that is visible to the contracting officer when this solicitation closes.



Submit Responses

- Edit the **Response Name**, if desired;
- Edit the **Vendor Comments**, if desired;
- Edit the unit pricing for the line Item(s), if desired; and
- Edit the Item Level Vendor Comments, if desired

**NOTE:** When copying a previous response, the attachments to the response are also copied, so be sure to update them as necessary by following step 7b.

**Step 6b:**

**Copy Response**

**Solicitation ID:** VA-101-10-0054  
**Title:** Telephone Services  
**Type:** RFQ  
**Status:** Current  
**Start Date:** 10/8/2009 4:07:41 PM (Eastern)  
**End Date:** 12/31/2020 1:00:00 AM (Eastern)

**Questions:** [0](#)      **Interested:** [Yes](#)  
**Answers:** [0](#)

**Response Name:** *(Required)*   
Enter a descriptive name for this Response.

**Vendor Comments:**

**Line Items:**

| Line Item Number | Description | Line Item Comment | Unit of Measure | Quantity | Unit Price                            | Vendor Comments      |
|------------------|-------------|-------------------|-----------------|----------|---------------------------------------|----------------------|
| 0001             | printers    |                   | ea              | 5.00     | <input type="text" value="110.0000"/> | <input type="text"/> |
| 0002             | fax         |                   | ea              | 4.00     | <input type="text" value="75.0000"/>  | <input type="text"/> |
| <b>Total:</b>    |             |                   |                 |          | <input type="text" value="\$850.00"/> |                      |

*To remove attachments:*

- Under the **Response Attachments** section, check  the box under Remove; and
- Click on the [Remove attachments](#) link;

| File Name  | Remove   |
|--|--|
| <a href="#">Ace Binding Proposal.docx</a>                                      | <input type="checkbox"/><br><a href="#">Remove attachments</a>                 |
| <b>File to attach:</b> <input type="text"/>                                    | <input type="button" value="Browse..."/> <input type="button" value="Attach"/> |
| <small>NOTE: Adding or removing an attachment will save this response.</small> |  |

**Step 7b:**

*To add attachments:*

- Under the **Response Attachments** section, click ;
- For each attachment, browse to locate the file, double-click on it and click ;



To submit a No Offer response (**NOTE:** Submitting “No Offer” informs VA that your company has made an intentional decision not to submit a response to the solicitation.):

- On the **Solicitation Details** Page, click on

;

**Step 5c:**

- Enter Vendor Comments, if desired. **NOTE:** You may wish to indicate why you are submitting a “No Offer” (e.g. you are unable to supply the product or service being requested);

**Enter No Offer Response**

Solicitation ID: VA-101-10-0054  
 Title: Telephone Services  
 Type: RFQ  
 Status: Current  
 Start Date: 10/8/2009 4:07:41 PM (Eastern)  
 End Date: 12/31/2020 1:00:00 AM (Eastern)

Questions: [0](#) Interested: [Yes](#)  
 Answers: [0](#)

Response Name: *(Required)*   
Enter a descriptive name for this Response.

You are submitting a 'No Response' response. This removes you from consideration as a vendor for this solicitation. Please enter the reason or reasons you do not wish to respond in the Vendor Comments section below.

Vendor Comments:

Line Items:

| Line Item Number | Description | Line Item Comment | Unit of Measure | Quantity | Unit Price           | Vendor Comments      |
|------------------|-------------|-------------------|-----------------|----------|----------------------|----------------------|
| 0001             | printers    |                   | ea              | 5.00     | <input type="text"/> | <input type="text"/> |
| 0002             | fax         |                   | ea              | 4.00     | <input type="text"/> | <input type="text"/> |
| Total:           |             |                   |                 |          | \$0.00               | <input type="text"/> |

- Click  ;

**Congratulations!** You have successfully submitted a solicitation response(s). Once the solicitation period closes, the VA Contracting Officer will see the last finalized response submitted by your company.

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*Should a VA Contracting Officer submit an amendment to a solicitation that is still current, you will receive an email notification alerting you to the fact that an amendment has been released. You will want to logon to the VAeCMS Vendor Portal, view the amendment and submit a revised response if appropriate. This process steps you through how to respond to a solicitation amendment via the VAeCMS Vendor Portal.*

- From the **Solicitation Listings** Page, locate the solicitation; and
- Click on the [View Details](#) link.

**NOTE:** If a solicitation is amended after your company has submitted a response, the “Needs Attention” column will indicate “Yes”, which means you need to view the amendment and respond.

**Step 1:**

| Solicitation Name   | Status  | Start Time                           | Stop Time                             | Response Submitted | Q & A                 | Interested          | Needs Attention | Loading Response | Total Responses | Actions                      |
|---|---------|--------------------------------------|---------------------------------------|--------------------|-----------------------|---------------------|-----------------|------------------|-----------------|------------------------------|
| VA-101-10-0054<br>Telephone Services  | Current | 10/8/2009<br>4:07:41 PM<br>(Eastern) | 12/31/2020<br>1:00:00 AM<br>(Eastern) | Yes                | <a href="#">0 / 0</a> | <a href="#">Yes</a> | Yes             |                  |                 | <a href="#">View Details</a> |
| VADEV-Pri-08-RQ-1330<br>Standard Solicitation - Pricing<br>visible before close | Current | 10/7/2009<br>4:33:07 PM<br>(Eastern) | See Document                          | No                 | <a href="#">0 / 0</a> |                     | No              |                  |                 | <a href="#">View Details</a> |

Any amendments will be listed under the *Associated Files* column on the **Solicitation Details** Page. Each amendment and any attachments should be closely inspected to determine the exact modifications that it includes.

| Solicitation Documents |                    |                                |  |
|------------------------|--------------------|--------------------------------|--|
| Needs Attention        | Solicitation Title | Date Submitted                 | Associated Files   |
| No                     | Telephone Services | 10/8/2009 4:07:41 PM (Eastern) | <a href="#">VA-101-10-0054.DOC</a><br><a href="#">VA-101-10-0054.DOC</a> |

**Step 2:**

Submitting a revised response based on the amendment(s) automatically acknowledges the amendment(s) released since your last response was submitted.

If a new amendment modifies the line items of the solicitation, any previously submitted responses will no longer be line item compliant. Thus a new response will need to be submitted that matches the updated cost structure of the solicitation.

To view the amendment(s) and any attachment(s):

**Step 3:**

- Click on the link for the associated file to open it; and
- Click on “Open” or “Save” when prompted.

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To submit a revised response (**NOTE:** If the amendment impacts the line items, you need to submit a revised response. ):

**Step 4:**

- Follow steps 5a & 7a in the “Submit a Response” section of this guide to submit a revised quote from scratch;
- or-
- Follow steps 5b & 6b in the “Submit a Response” section of this guide to copy the last submitted response.

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 *Congratulations!* You have successfully responded to a solicitation amendment(s) via the VAeCMS Vendor Portal.

# A m e n d m e n t s



You will be able to review the current fiscal year's Forecast of Contracting Opportunities reports by clicking on the FCO Reports Link. The FCO Reports are filterable in a variety of different ways. This process steps you through how to view the FCO Reports via the VAeCMS Vendor Portal.

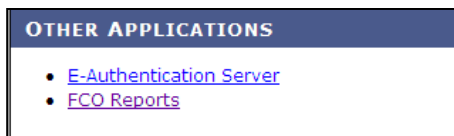
**Note: These are the same reports viewable to the general public via the Office of Small Disadvantaged Business Utilization (OSDBU) website.**

- Go to the VAeCMS Vendor Portal Login screen (via <https://www.vendorportal.ecms.va.gov>);

Step 1:

- Click the [FCO Reports](#) link under Other Applications on the lower left hand corner of the Vendor Portal homepage.

Step 2:



- Select the desired query from the links on the left Navigation Pane.

Step 3:

|                                  |
|----------------------------------|
| Health Care                      |
| Benefits                         |
| Burial & Memorials               |
| OSDBU Home                       |
| Main                             |
| Entire VA FCO Query              |
| Centralized Facilities FCO Query |
| State FCO Query (Map Version)    |
| State FCO Query (Text Version)   |
| VISN FCO Query (Map Version)     |
| VISN FCO Query (Text Version)    |
| Business Resources               |
| Contact Admin                    |

FCO Reports



Based on the Query selected in step 3, enter additional filtering details.

Click on .

**Step 4:** **Note:** Once it generates You may save the report in a variety of file formats and/or print the report.

**Search by Categories**

You may refine your search by using one or more of the following search criteria. The default will return ALL contracting opportunities.

Select a Fiscal Year:

Select a Project Type:

Socio-Economic Category:

Procurement Method:

Select a Product Service Code:

Enter a Description  
 Enter a term to search for in the description field.  
Note: Not all codes are represented at every site, and search criteria entered here could eliminate some Records.

**Congratulations!** You have successfully executed a VA Forecast of Contracting Opportunities report.

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*We have provided responses to some of the questions frequently asked with respect to using the VAeCMS Vendor Portal.*

### How do I obtain a VAeCMS Vendor Portal account?

Contact the VA Acquisition Systems Helpdesk at [VA.Acquisition.Systems@va.gov](mailto:VA.Acquisition.Systems@va.gov) or (877) 634-3739.

### What do the different solicitation statuses mean?

There are four possible solicitation statuses.

- **Current** – means that the solicitation period has started and vendor responses can be submitted.
- **Future** – means that the solicitation has been released by the Contracting Officer but the solicitation period has not yet started and responses cannot yet be entered.
- **Past** – means that the solicitation period has ended and responses can no longer be submitted.
- **Cancelled** – means that the solicitation has been cancelled by the Contracting Officer and responses cannot be submitted.
- **Awarded** – means that at least one award has been made from the solicitation.

### Can more than one person from my company submit responses?

**Yes.** Anyone from your company with a VAeCMS Vendor Portal account may submit responses on behalf of your company. So, it is important to coordinate the submission of solicitation responses, so that the appropriate person is submitting the final response.

### Are all solicitations submitted via the VAeCMS Vendor Portal?

**No.** The VAeCMS Vendor Portal is only used for solicitations for limited competitions (e.g. against Multiagency Contracts (MAC) and IDIQ Contracts). Solicitations posted to FedBizOpps are available in the VAeCMS Vendor Portal for viewing and response submittal.

### Can I respond to any solicitation that I can view via the VAeCMS Vendor Portal?

**No.** You can only respond to those solicitations with a “Current” status.

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### On the Solicitation Listing Page, under “Response Submitted” it indicates “Yes” but I have not yet submitted a response. Is this a mistake?

**No.** Remember that anyone in your company with a VAeCMS Vendor Portal account can submit responses on behalf of your company. So check with the other users to determine who has already submitted a response. Also, clicking “View Details” will allow you to view the details of the response that has already been submitted.

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### Can I see how my response compares to other vendors’ responses?

It depends. In VAeCMS, VA Contracting Officers can choose between two different types of postings: a “**Standard Solicitation**” or a “**Reverse Auction**”. With a “**Reverse Auction**”, you will be able to see the amount of the lowest response submitted by any vendor thus far under the “Leading Quote” column. You cannot see which vendor supplied the lowest amount but you can see what the amount is. You will also be able to see how many vendors have submitted a response thus far under the “Total Quotes” column. For a “**Standard Solicitation**”, you will not be able to see the lowest response submitted nor the number of vendors who have responded.

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### What is the purpose of a “No Offer” response?

Submitting a “No Offer” informs VA that your company has decided not to submit a response to the solicitation. In the comments section, you have the ability to supply information that will go back to the VA Contracting Officer, for example an explanation for why you are submitting a “No Offer” response (e.g. your company cannot provide the product or service being requested.)

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### How do I acknowledge an amendment?

Submitting a revised response after an amendment has been posted automatically acknowledges the amendment.

**NOTE:** If a new amendment modifies the line items of the solicitation, any previously submitted responses will no longer be line item compliant. In this case a revised response **must** be submitted that matches the updated cost structure of the solicitation.

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### Who will see my question once I submit it?

Once you submit a question, the Contracting Officer has visibility of your question and may submit a response. Any vendor who has access to the solicitation will be able to see the list of questions and answers; however, the author of each question will remain anonymous.

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VAeCMS Vendor Guide prepared by:  
Department of Veterans Affairs  
Office of Acquisition, Logistics and Construction  
Enterprise Acquisition Systems Service (001AI-E)  
Please send comments to [VA.Acquisition.Systems@va.gov](mailto:VA.Acquisition.Systems@va.gov)  
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