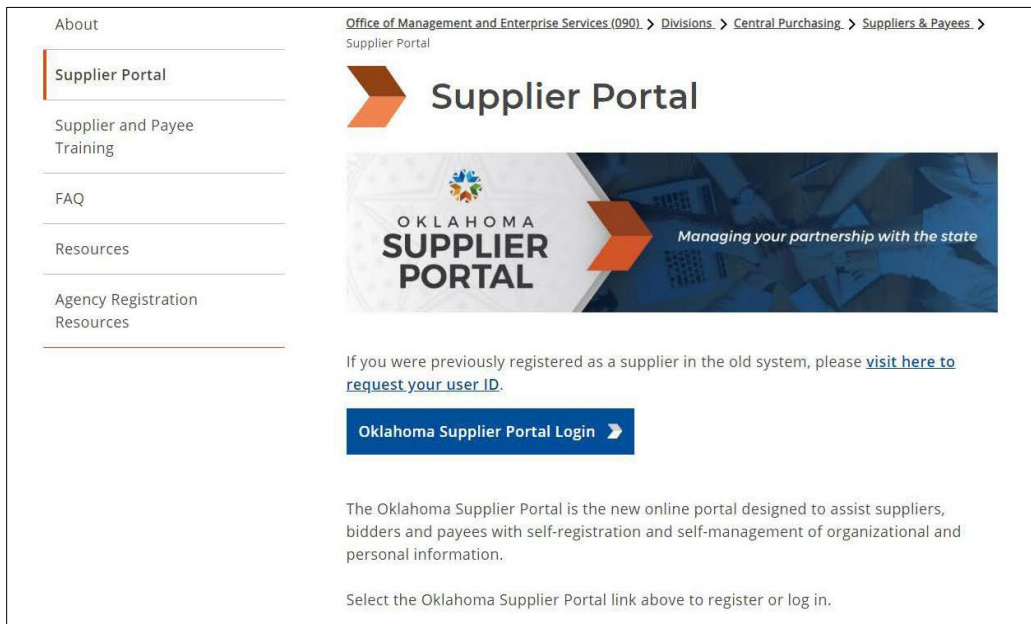


Oklahoma Supplier Solicitation Submission Guide

This guide is intended to assist suppliers and bidders in responding to solicitations generated through the Oracle PeopleSoft Sourcing Event System (Bidding Opportunities).

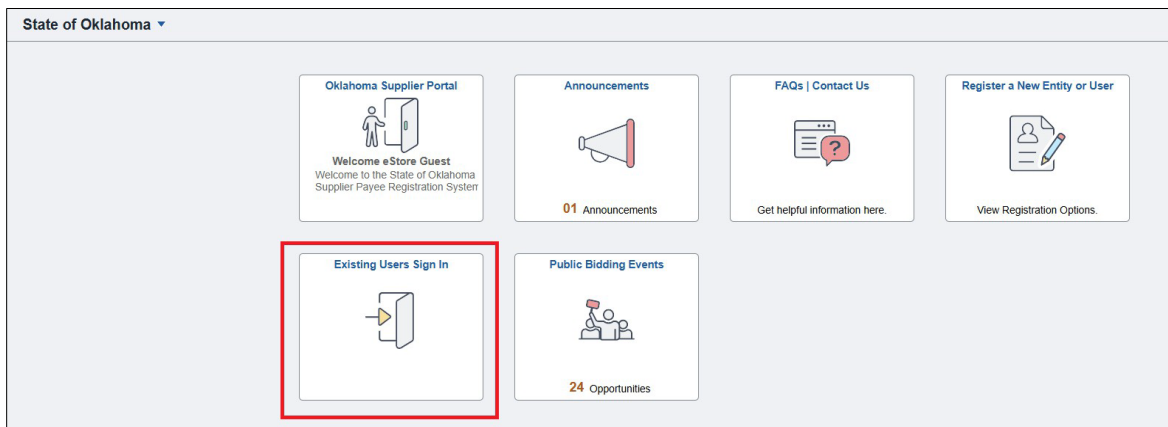
1. **Log in.** To participate in any solicitation event, you must be logged in to your bidder or supplier file:

- Go to vendors.ok.gov.
- Select the **Oklahoma Supplier Portal Login** button.



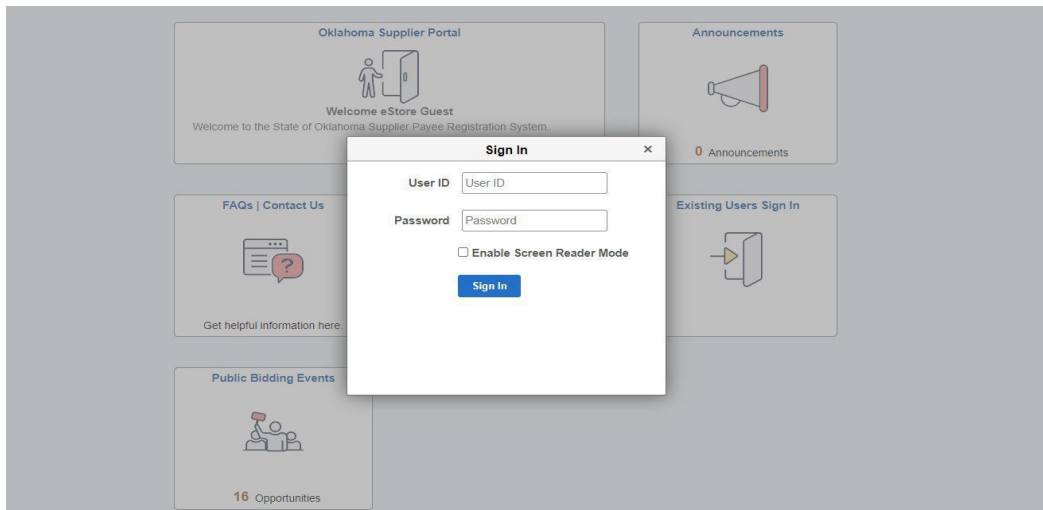
The screenshot shows the Oklahoma Supplier Portal website. On the left is a navigation menu with links: About, Supplier Portal (highlighted), Supplier and Payee Training, FAQ, Resources, Agency Registration, and Resources. The main content area has a breadcrumb trail: Office of Management and Enterprise Services (090) > Divisions > Central Purchasing > Suppliers & Payees > Supplier Portal. Below this is a large banner with the text 'Supplier Portal' and 'Managing your partnership with the state'. A message states: 'If you were previously registered as a supplier in the old system, please [visit here to request your user ID](#).' Below this is a blue button labeled 'Oklahoma Supplier Portal Login'. At the bottom, it says: 'The Oklahoma Supplier Portal is the new online portal designed to assist suppliers, bidders and payees with self-registration and self-management of organizational and personal information. Select the Oklahoma Supplier Portal link above to register or log in.'

- Select the **Existing Users Sign In** (do not select Public Bidding Events).

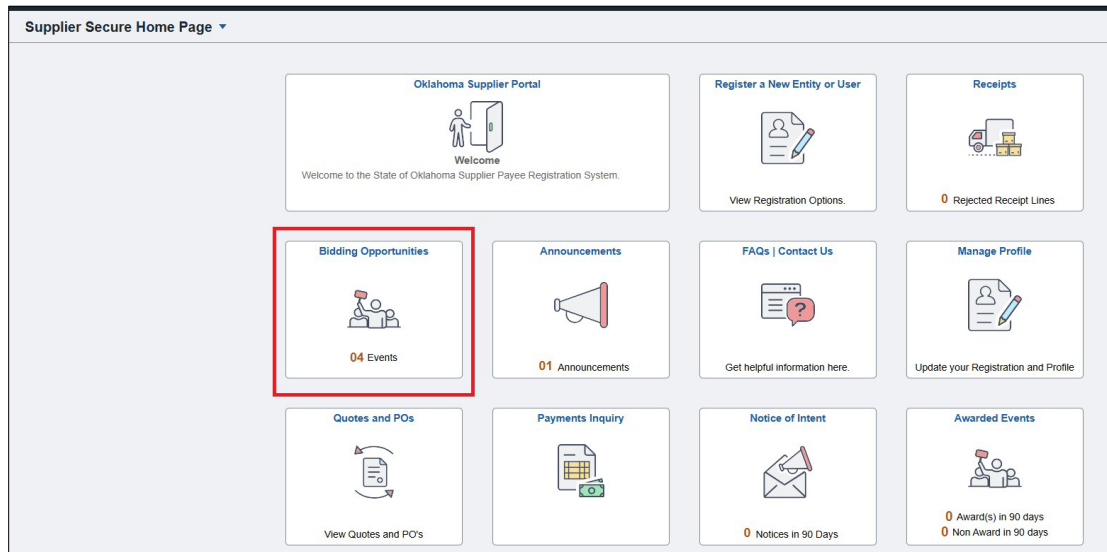


The screenshot shows the 'State of Oklahoma' eStore Guest interface. It features a grid of six tiles. The 'Existing Users Sign In' tile is highlighted with a red rectangle. The tiles are: 'Oklahoma Supplier Portal' (Welcome eStore Guest), 'Announcements' (01 Announcements), 'FAQs | Contact Us' (Get helpful information here), 'Register a New Entity or User' (View Registration Options), 'Existing Users Sign In' (highlighted), and 'Public Bidding Events' (24 Opportunities).

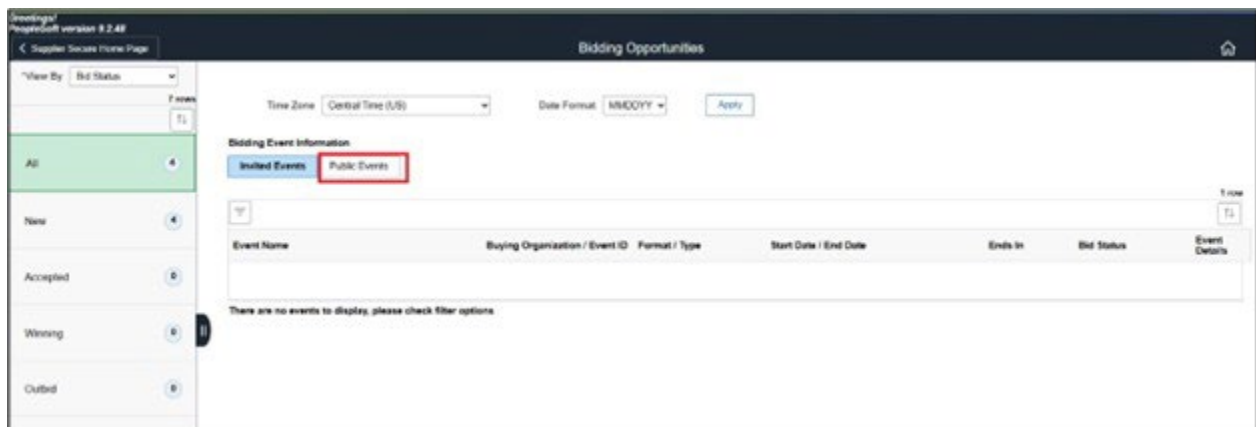
- Enter your credentials in the prompt and select **Sign In**.



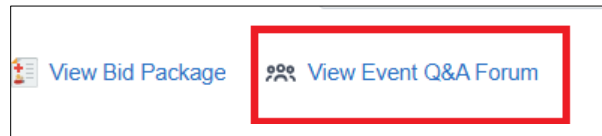
- The Supplier Secure Home Page opens. Select **Bidding Opportunities**.



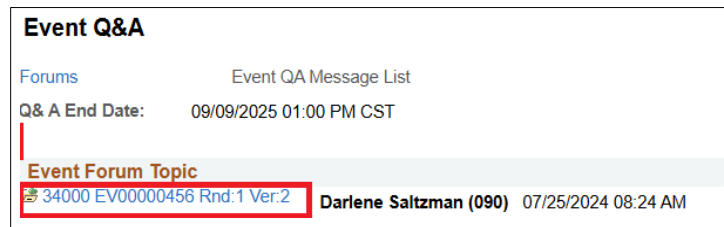
2. **Accessing an event.** From the Bidding Opportunities screen, select **Public Events**.



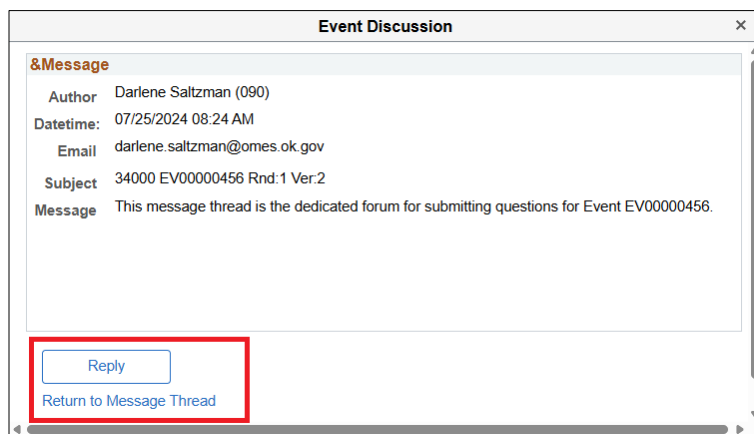
3. Event Q&A forum. Questions about the Statement of Work, submission requirements or particulars of the event must be asked in the Event Q&A forum. Select **View Event Q&A Forum**.



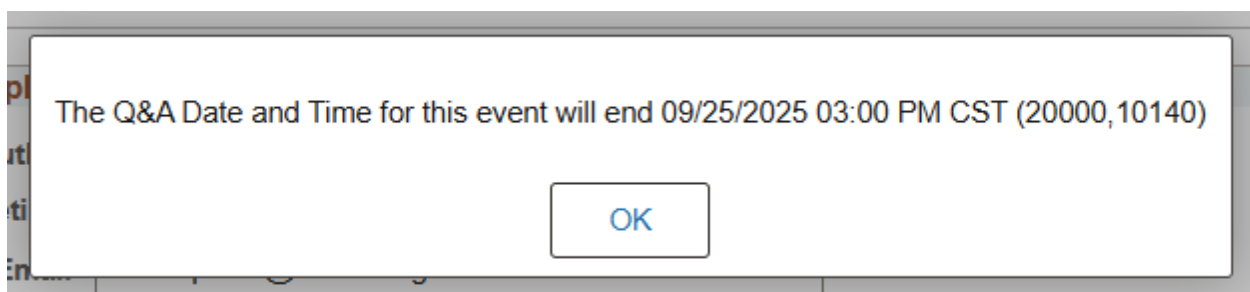
- Select the blue event title linked under Event Forum Topic.



- Select **Reply**.



- An alert will pop up advising when the Q&A will close with date and time. Select **OK**.



- The Event Discussion box appears. The question(s) can be typed in the message box or a document can be uploaded, which can be useful if there are series of questions. Select **Submit** when questions are done.

- If questions are successfully submitted, it will be listed under Event Forum Topic, as shown below. All questions and answers will be published as an Amendment.

4. Bid submission. Once all relevant documents are filled out and signed and ready to upload, select **Bid on Event**.

Step 1: General Information – answer General Questions.

×

Exit

This instance SOKLF777 is a copy of Production as of July 11th 2025

Bidder Response

Event Name NGCS/ESInet Telecommunication Services

Event ID EV00000766

End Date 09/25/2025 03:00 PM CDT

1

General Information

2

Line Bid

3

Review & Submit

Next >

★ Bid Required

Click to attach Event Documents and Bid Response

Save for Later

General Questions 17

Required 9 / 17

Response Entered 0 / 17

Item Lines 1

Response Entered 0

General Questions

1 ★ CONTACT NAME/PHONE NUMBER/EMAIL (7.1) Provide name and email for rfp communication in either a cover page or transmittal letter. Please note an attachment is required.

File Attachment Response

2 EXHIBIT 1 – COMPANY INFORMATION (7.2) If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc. Please note an attachment is required.

File Attachment Response

3 ★ CP076* (7.3a) Complete and sign form. All questions must be addressed. Please note an attachment is required.

File Attachment Response

4 ★ CP004* (7.3b) Complete form and have signed by authorized signatory person for contracting obligations. Please note an attachment is required.

File Attachment Response

5 FORMS AND SUPPLIES (7.3c) Attach requested documents with checklist. Please note an attachment is required.

- All questions with an asterisk (*) require a document attachment.

×

Exit

This instance SOKLF777 is a copy of Production as of July 11th 2025

Bidder Response

Event Name NGCS/ESInet Telecommunication Services

Event ID EV00000766

End Date 09/25/2025 03:00 PM CDT

1

General Information

2

Line Bid

3

Review & Submit

Next >

★ Bid Required

Click to attach Event Documents and Bid Response

Save for Later

General Questions 17

Required 9 / 17

Response Entered 0 / 17

Item Lines 1

Response Entered 0

General Questions

1 ★ CONTACT NAME/PHONE NUMBER/EMAIL (7.1) Provide name and email for rfp communication in either a cover page or transmittal letter. Please note an attachment is required.

File Attachment Response

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File Attachment Response

3 ★ CP076* (7.3a) Complete and sign form. All questions must be addressed. Please note an attachment is required.

File Attachment Response

4 ★ CP004* (7.3b) Complete form and have signed by authorized signatory person for contracting obligations. Please note an attachment is required.

File Attachment Response

5 FORMS AND SUPPLIES (7.3c) Attach requested documents with checklist. Please note an attachment is required.

- A tracking tool monitors the progress on General Questions.

This instance SOKLFTTT is a copy of Production as of July 11th 2025

Bidder Response

Event Name NGCS/ESinet Telecommunication Services
Event ID EV00000786
End Date 09/25/2025 03:00 PM CDT

1 General Information 2 Line Bid 3 Review & Submit

Next >

★ Bid Required

Click to attach Event Documents and Bid Response Save for Later

General Questions 17
Required 9 / 17
Response Entered 0 / 17

Item Lines 1
Response Entered 0

General Questions

1 ★ CONTACT NAME/PHONE NUMBER/EMAIL (7.1) Provide name and email for rfp communication in either a cover page or transmittal letter. Please note an attachment is required.

File Attachment Response

2 EXHIBIT 1 – COMPANY INFORMATION (7.2) If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc. Please note an attachment is required.

File Attachment Response

3 ★ CP076* (7.3a) Complete and sign form. All questions must be addressed. Please note an attachment is required.

File Attachment Response

4 ★ CP004* (7.3b) Complete form and have signed by authorized signatory person for contracting obligations. Please note an attachment is required.

File Attachment Response

- The questions, which vary from solicitation to solicitation and could differ slightly from the screenshot below, should mostly follow **Attachment 1 Bidding Instructions**, which identifies where in the packet you can find the corresponding information.

★

CONTACT NAME/PHONE NUMBER/EMAIL (7.1)

Provide name and email for rfp communication in either a cover page or transmittal letter.

Please note an attachment is required.

Enter File Attachment Response

★

EXHIBIT 1 – COMPANY INFORMATION (7.2)

If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc.

Please note an attachment is required.

Enter File Attachment Response

★

CP076* (7.3a)

Complete and sign form. All questions must be addressed.

Please note an attachment is required.

Enter File Attachment Response

★

CP004* (7.3b)

Complete form and have signed by authorized signatory person for contracting obligations.

Please note an attachment is required.

Enter File Attachment Response

- **Attachment 1 Bidding Instructions**, the corresponding instructions that are referenced in the preceding screenshot.

7 Required Bid Format

1. Responding suppliers are required to submit responses in the "Bid Factors" section of the online event page. Any other forms of submission will not be accepted and may deem supplier's offer "non-responsive".
2. Please use, as appropriate, fillable forms as provided. Handwritten and scanned pdf's may not be accepted.
- 3.

7.1 Section One: Cover Page
Provide a dated cover page or transmittal letter that identifies the Solicitation and the Bidder and provides Bidder contact information.

7.2 Section Two: Executive Summary and Company Information
Exhibit 1: Required Product Information

The Bidder's required product information from Exhibit 1: Required Product Information shall be submitted in this section. This includes the number of product options, size options, durability printing location, art design method, cobranding abilities, minimum mandatory shipping amounts, minimum mandatory shipping quantity, physical samples **(BAND THREE: FOOD AND BEVERAGE ONLY)**, variety, material options, etc. All requested information listed for each band in Exhibit 1: Required Product Information shall be provided for evaluation. If the requested information is unavailable, the Bidder shall respond with "N/A".

Page 4 of 10

08/30/2024 For Agency and Central Purchasing Use

Bidders are only responsible for providing complete and accurate information for the bands their company is capable of fulfilling. If the Bidder is capable of responding to multiple bands, information for each band shall be addressed in the response.

7.3 Section Three: REQUIRED Forms, Certifications and Disclosures
Exhibit 2: Responding Bidder Information – CP076
Exhibit 3: Non-Collusion Certification – CP004

- a. Completed "Responding Bidder Information" Form CP076 form set forth and accompanying required documentation.
- b. Completed "Certification for Competitive Bid and Contract, or Non-Collusion" Form CP004 attached to bid.
- c. Signed Amendments to the solicitation (if any).

- **General Questions** require document upload through the **File Attachment Response** button.

General Questions

1 **CONTACT NAME/PHONE NUMBER/EMAIL (7.1)** Provide name and email for rfp communication in either a cover page or transmittal letter. Please note an attachment is required.

[File Attachment Response](#)

2 **EXHIBIT 1 – COMPANY INFORMATION (7.2)** If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc. Please note an attachment is required.

[File Attachment Response](#)

- The Question Comment and Attachment box opens. Select **Add Attachment**.

Cancel

Question Comments and Attachments

Done

Business Unit 09000

Event ID EV00000766

CONTACT NAME/PHONE NUMBER/EMAIL (7.1)

Provide name and email for rfp communication in either a cover page or transmittal letter.

Please note an attachment is required.

Add New Comments

Comments

Attachment Details

No Attachment exists

Add Attachment


- The File Attachment box appears. Select **My Device**.

File Attachment

×

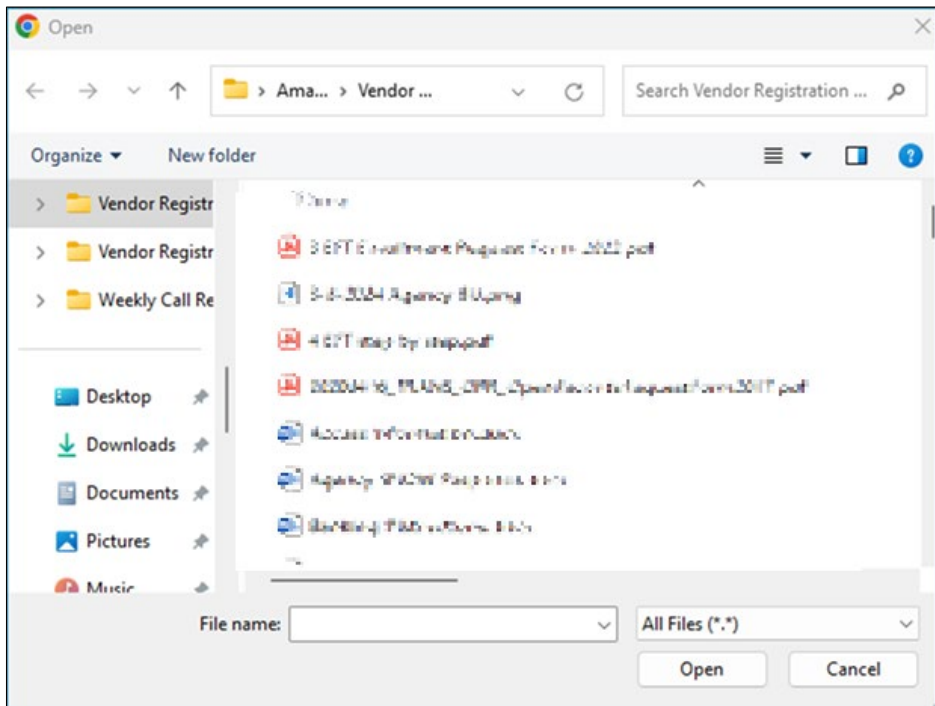
You may attach up to 99 files to upload

Choose From

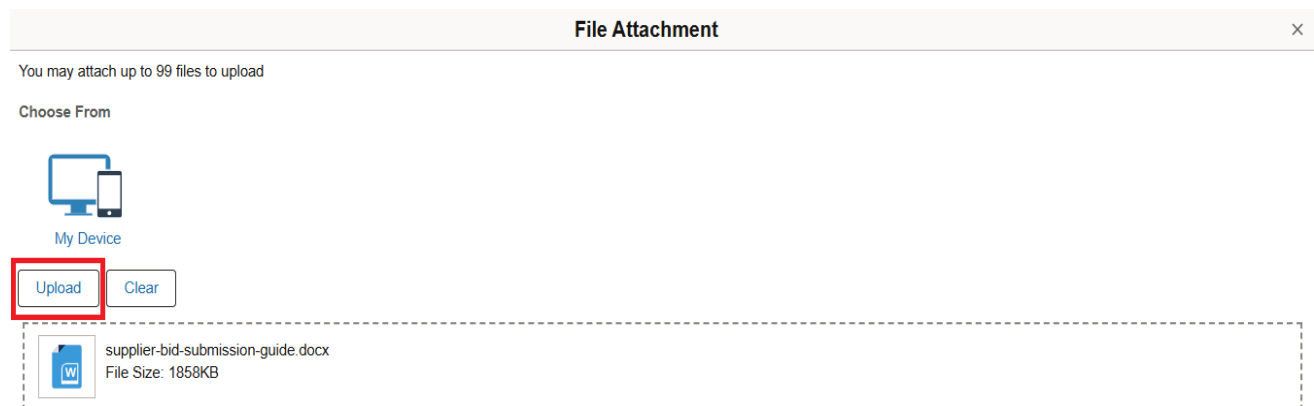


My Device

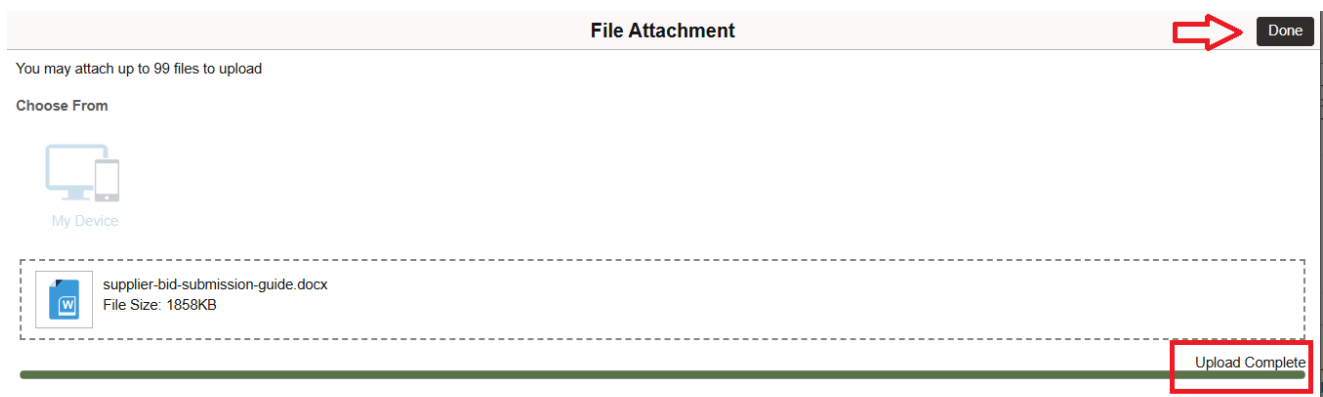
- File browser pops up to choose a file to upload. Select the desired file.



- The file populates the box. Select **Upload**.



- The screen now shows **Upload Complete**. Select **Done** next to the red arrow.



- Most general questions will only require one attachment per line, but there may be times that multiple attachments are needed. To upload an additional attachment for one question, select the plus (+) button.

Cancel

Question Comments and Attachments

Business Unit 09000

Event ID EV00000766

EXHIBIT 1 – COMPANY INFORMATION (7.2)

If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organizational resumes/bios/charts, letters of support, etc.

Please note an attachment is required.

Add New Comments

Comments

Attachment Details

+

Edit

Attached File	Description
supplier-bid-submission-guide.docx	<input type="text"/>

- A new line is added; you can do this as many times as needed. Once you have completed your upload(s), select **Done** in the upper right corner.

Cancel

Question Comments and Attachments

Done

Business Unit 34000

Event ID EV00000761

EXHIBIT 1 – Requirements

Add New Comments

Comments

Attachment Details

+

Edit

Attached File	Description
3_EFT_Enrollment_Form_8.2025.pdf	<input type="text"/>
3_EFT_Enrollment_Form_8.2025.pdf	<input type="text"/>

Notes about attachments:

- A Description is not required but can be added if desired.
- The file size limit for each attachment is 25 MB, and file names are limited to 64 characters.
- Preferred attachments include Adobe PDFs, Word documents and Excel spreadsheets (Excel format is preferred for tabulating purposes where an Excel Spreadsheet is provided in the bid package). We cannot accept .zip files. It is best not to have spaces in the name of the attachment: “supplier bid submission guide” should be changed to “supplier-bid-submission-guide.”
- Repeat this process until all questions with * are answered.

- If there are additional documents to upload that were not covered in General Questions, those can be added by selecting **Click to attach Event Documents and Bid Response**.

- Once all questions are answered and uploads are complete, select **Next** and go to **Step 2**.

Step 2: Line Bid

- In Unit Bid Price enter .01, as bids are not evaluated from this segment and most bids are indefinite quantities and prices:
- Enter **.01** in **Your Unit Bid Price**.

- Select next to move to **Step 3**.

2 Line Bid

3 Review & Submit

Next >

Click to attach Event Documents and Bid Response

Save for Later

Step 3: Review and submit

If any required General Questions have been missed, a notification appears at this step. Select the **Edit** icon.

General Questions(Step-1)

Error Message	2 rows	Edit
General Question - 4, Response Required. CP004* (7.3b) Complete form and have signed by authorized signatory person for contracting obligations. Please note an attachment is required.		
General Question - 16, Response Required. EXHIBIT 3 – REFERENCES (7.11) If requested, attach references in this section Please note an attachment is required.		

- This returns the process to Step 1 where the missing attachments will be flagged with an exclamation point in a red circle, noting Response Required.

★ Bid Required **Response Required.**

General Questions 17

Required 9 / 17

Response Entered 8 / 17

Item Lines 1

Response Entered 1

General Questions

1 ★ CONTACT NAME/PHONE NUMBER/EMAIL (7.1) Provide name and email for rfp communication in either a cover page or transmittal letter. Please note an attachment is required.

2 EXHIBIT 1 – COMPANY INFORMATION (7.2) If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc. Please note an attachment is required.

3 ★ CP076* (7.3a) Complete and sign form. All questions must be addressed. Please note an attachment is required.

4 ★ CP004* (7.3b) Complete form and have signed by authorized signatory person for contracting obligations. Please note an attachment is required.

- After completing the missing uploads or if everything was submitted correctly the first time, go back to Step 3 where you should see **Bid Response Ready for Submission**.

Bid Response Ready for Submission

▼ General Information [Click](#)

CONTACT NAME/PHONE NUMBER/EMAIL (7.1)

1 Provide name and email for rfp communication in either a cover page or transmittal letter.
Please note an attachment is required.

[File Attachment Response](#)

EXHIBIT 1 – COMPANY INFORMATION (7.2)

2 If requested, attach company information exhibit here. You may also attach any portions of your proposal that contain pertinent information such as organization resumes/bios/charts, letters of support, etc.
Please note an attachment is required.

[File Attachment Response](#)

CP076* (7.3a)

3 Complete and sign form. All questions must be addressed.
Please note an attachment is required.

[File Attachment Response](#)

CP004* (7.3b)

4 Complete form and have signed by authorized signatory person for contracting obligations.

- File attachments can be reviewed by selecting **File Attachment Response**.

▼ General Information

CONTACT NAME/PHONE NUMBER/EMAIL (7.1)

- 1 Provide name and email for rfp communication in either a cover page or transmittal letter.
Please note an attachment is required.

[File Attachment Response](#)

- A box opens and file attachment can be viewed by clicking on the attachment name.

Business Unit 09000

CONTACT NAME/PHONE NUMBER/EMAIL (7.1)

Provide name and email for rfp communication in either a cover

Please note an attachment is required.

Add New Comments

Comments

Attachment Details

Attached File

[supplier-bid-submission-guide.docx](#)

- Once all documents have been reviewed, select **Submit**.

- Select **OK**.

- The **Bid Confirmation** screen opens.

Bid Confirmation

Your bid has been successfully submitted.

Event Name NGCS/ESInet Telecommunication Services

Event ID EV00000766

Event Round 1

Event Version 2

Event Format Sell

Total Bid Amount 0.01 USD

Buyer Name Penny Martin

Event Start Date 07/14/2025 1:00PM

Submit Date 08/22/2025 4:52:45PM

Ends On 09/25/2025 03:00 PM CDT

Submitted By becky.reynolds

Edits to Submitted Bids Yes

[Bidding Opportunities](#)

- A bid confirmation will be sent to the email associated with the User ID that submitted the bid.

Your_Bid.pdf

32 KB

Bid Notification

This is confirmation your bid has been received. See below for details.

Bid Details

Event ID: 56600 - EV00000577 Round 1 Version 1

Event Name: Merchandise for Resale RFP - Req 5660018774

Bid ID: 1

Date Posted: 05/02/25 4:17:46PM CDT

Event URL

[Review and bid on this event.](#)

Reply

Reply all

Forward

- At any point through any step of this process, the submission can be **Saved for Later**.

This instance SOKLFT7T is a copy of Production as of July 11th 2025

X Exit

Bidder Response

Event Name NGCS/ESInet Telecommunication Services

Event ID EV00000766

End Date 09/25/2025 03:00 PM CDT

1

General Information

2

Line Bid

3

Review & Submit

[Next >](#)

★ Bid Required

[Click to attach Event Documents and Bid Response](#)

[Save for Later](#)

General Questions 17

Required 9 / 17

Response Entered 0 / 17

Item Lines 1

Response Entered 0

- After saving, select the **Exit** button.

This instance SOKLF77T is a copy of Production as of July 11th 2025

Bidder Response

Event Name: NGCS/ESinet Telecommunication Services
Event ID: EV00000768
End Date: 09/25/2025 03:00 PM CDT

1 General Information 2 Line Bid 3 Review & Submit

Next >

* Bid Required

Click to attach Event Documents and Bid Response Save for Later

General Questions: 17
Required: 9 / 17
Response Entered: 0 / 17

Item Lines: 1
Response Entered: 0

- You can return to the event any time before the closing date and time to resume your bid by selecting **Accepted** in the left column and reselecting the event.

Bidding Opportunities

*View By: Bid Status 7 rows

Time Zone: Central Time (US) Date Format: MMDDYY Apply

Bidding Event Information
Invited Events Public Events

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
NGCS/ESinet Telecommunication Services	Mgmt and Enterprise Services EV00000768	Sell RFx	07/14/2025 03:00 PM CDT 09/25/2025 03:00 PM CDT	34 days	Accepted	>

Accepted 1

Winning 0

- When the event is opened, look at **Bid Information** and **Bid Status** to see what is saved.

VIEW ONLY VIEW ONLY

▼ Bid Information

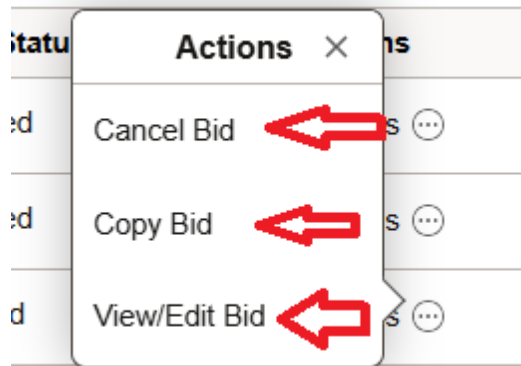
Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions
1	1	2		becky.reynolds	Posted	08/14/2025 11:00:42AM	Posted	Actions
2	1	2		becky.reynolds	Posted	08/21/2025 6:28:17AM	Posted	Actions
3	1	2		becky.reynolds	Posted	08/22/2025 3:39:02PM	Saved	Actions

- Select the three dots next to **Actions**.

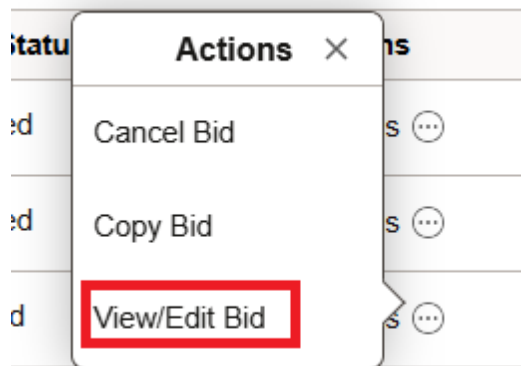
▼ Bid Information

Bid ID	Round	Version	On Behalf Of	Submitted By	Event Status	Bid Date	Bid Status	Actions
1	1	2		becky.reynolds	Posted	08/14/2025 11:00:42AM	Posted	Actions
2	1	2		becky.reynolds	Posted	08/21/2025 6:28:17AM	Posted	Actions
3	1	2		becky.reynolds	Posted	08/22/2025 3:39:02PM	Saved	Actions

- The options that open are **Cancel Bid**, **Copy Bid**, or **View/Edit Bid**.



- To resume bid submission, select **View/Edit Bid**. This will open and allow the bid process to continue.



Frequently asked questions

Q. Why can't I see the event/solicitation/bid anymore?

A. Once a bid closes, it is no longer visible to the public while it is being evaluated and awarded.

Q. How long do evaluations take?

A. The length of the evaluation process varies based on several factors, including the dollar amount and number of line items on the solicitation, the availability of the evaluation team, the technicalities of the specifications, and the number of bids received. Most solicitations are awarded within 30 days, but the process can take as long as three to six months.

Q. How do I know the status of a solicitation?

A. You can contact the buyer listed on the Bidding Event Information page or Supplier Registration.

Q. Will I be notified if I am not selected for the solicitation?

A. Yes, via email.

Q. If I am missing any documents due to availability upon submission, such as my COI or SOS Certificate, will that automatically disqualify me?

A. No. You will have an opportunity to submit those documents prior to the awarding of the bid, as long as you note in your submission that you will provide them later.

Q. What if I am certain that a required upload does not apply to me, but I cannot select Submit without an upload?

A. Create a document briefly explaining that that upload is not applicable to you and why. Example: "Sole proprietorship with no employees, so exempt from carrying worker's comp insurance." Then, simply upload that document.

Tip: While a solicitation is open, do not contact the buyer, as they are not allowed to speak to you during an open solicitation.

Contact information

Email: [Supplier Registration](#)

Phone: 405-521-2930, Option 2 – Monday through Thursday, 9 a.m. to 4 p.m. CT