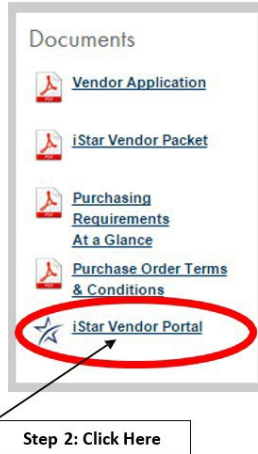


ISTAR REGISTRATION & BID SUBMITTAL GUIDE

There are two ways to access the registration, login and password reset as follows:

1. Follow this link to register or login to iStar:
<https://fsm.lonestar.edu/psp/fsmprd/SUPPLIER/ERP/h/?tab=DEFAULT>
2. Login to the Lone Star College Webpage. Follow this link:
<http://www.lonestar.edu/purchasing.htm>
 Click on the iStar Vendor Portal Link located on the right hand side of the screen.



3. From the **Login** screen:
 - Register as a **SourcingBidder** (never done work with LSC before)
 - Register as a **Supplier** (VENDOR ID# Required)
 - Forgot Password: Reset your password


Log in if you are already registered as a Bidder or a Supplier using your User Id and Password.

Supplier Login

User ID


Password

[Forgot Password ?](#)




Register as a Supplier

Click here to register as a supplier user and to be able to see purchasing details



Register as a Sourcing Bidder

Click here to register as a bidder and to be able to bid on events.



Create New User Accounts

Click here to Register a New User to an existing Supplier account

Please note that bidder registration is linked to the company Tax ID. Only one registration is allowed per company. The password can be changed to accommodate new users if a new person is assigned to receive bid notices. In addition, the email address to receive notices must also be updated, otherwise the bid notice will go to an "inactive" email.

TIPS FOR CHOOSING YOUR USER ID:

SUPPLIER/BIDDER USER ID Please consider the following when creating your user ID:

- Use partial or all of your company name **(USER ID CANNOT BE CHANGED AT A LATER DATE)**
- Use all CAPS
- No more than 10 characters
- No spaces
- All alpha, **no numbers or special characters**

****DO NOT USE AN EMAIL ADDRESS AS A USERID****

PLEASE DO NOT REGISTER MORE THAN ONCE

To edit categories visit **Manage Events and Place Bids > My Categorizations**. Please allow several seconds between each selection for the screen to refresh.

To edit/add Account Users and Addresses after completing registration go to Manage Events and Place Bids > My Bidder Profile.

For registration assistance, if needed, please contact:

Bidding Questions

Email the Commodity Manager (Buyer) associated with the bid event.

Supplier Registration

Email: Vendors@lonestar.edu

For sourcing event information, please contact the Commodity Manager listed on the sourcing event or refer to the list below:

Cynthia Bright
Executive Director,
Procurement
Purchasing Dept.
832-813-6568

Margaret Bailey
Commodity Manager
Purchasing Dept.
832-813-6216

Mike Loudis
Commodity Manager
Purchasing Dept.
832-813-6532

Michelle Allen
Commodity Manager
Purchasing Dept.
832-813-6299

Sharon Ognowski
Commodity Manager
Purchasing Dept.
832-813-6211

Christina Thibodaux
Commodity Manager
Purchasing Dept.
832-813-6575

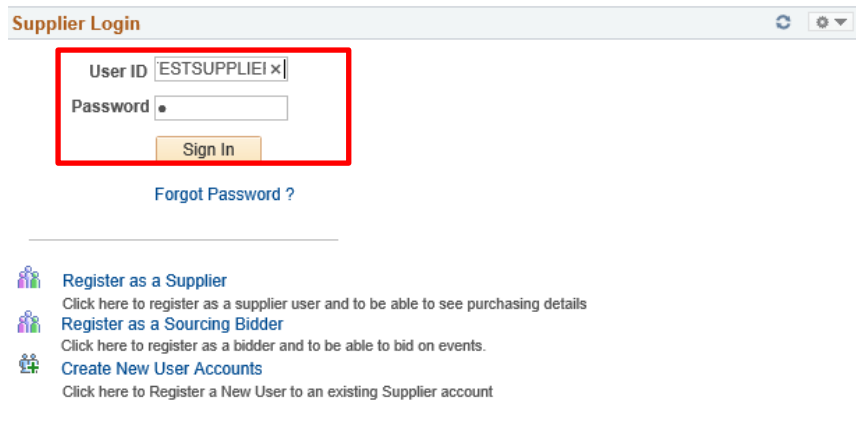
Christine Campos
Commodity Manager
Purchasing Dept.
832-813-6873

Viewing& AcceptingBids

****DISCLAIMER****

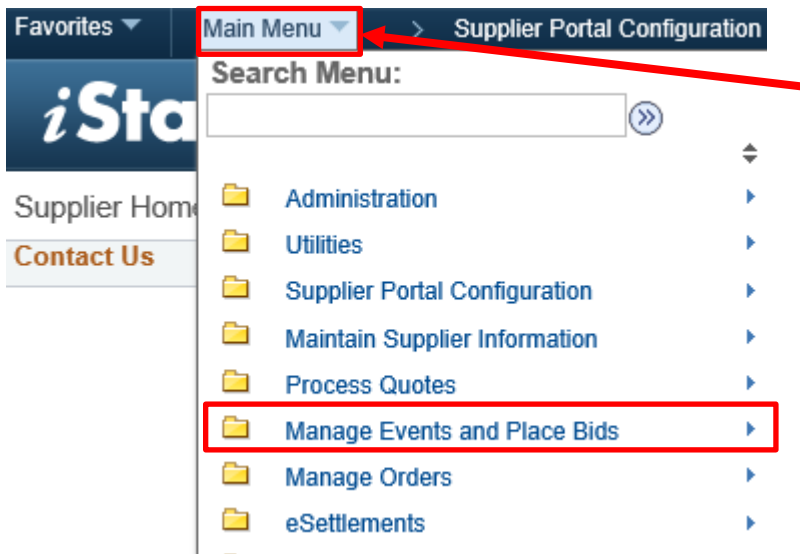
1. You must be logged into the iStar Vendor Portal with your USER ID & PASSWORD to submit a bid.
2. If Lone Star College (LSC) does NOT receive your bid, you will have no recourse as LSC will not be able to determine if you were logged into the system and if your bid was uploaded since the system will show no record of your bid submission.

Once registered, enter the user ID and password that you created to log in.

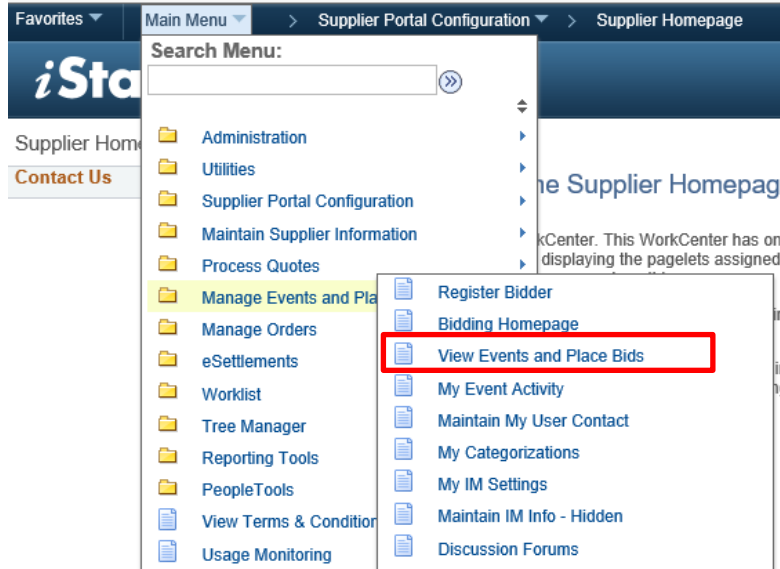


The image shows a 'Supplier Login' window. It contains a 'User ID' field with the text 'ESTSUPPLIEI x', a 'Password' field with a masked password, and a 'Sign In' button. Below the fields is a 'Forgot Password?' link. At the bottom, there are three links: 'Register as a Supplier', 'Register as a Sourcing Bidder', and 'Create New User Accounts', each with a small icon and a brief description.

1. Select “**Manage Events and Place Bids**” from the drop down **Main Menu**.

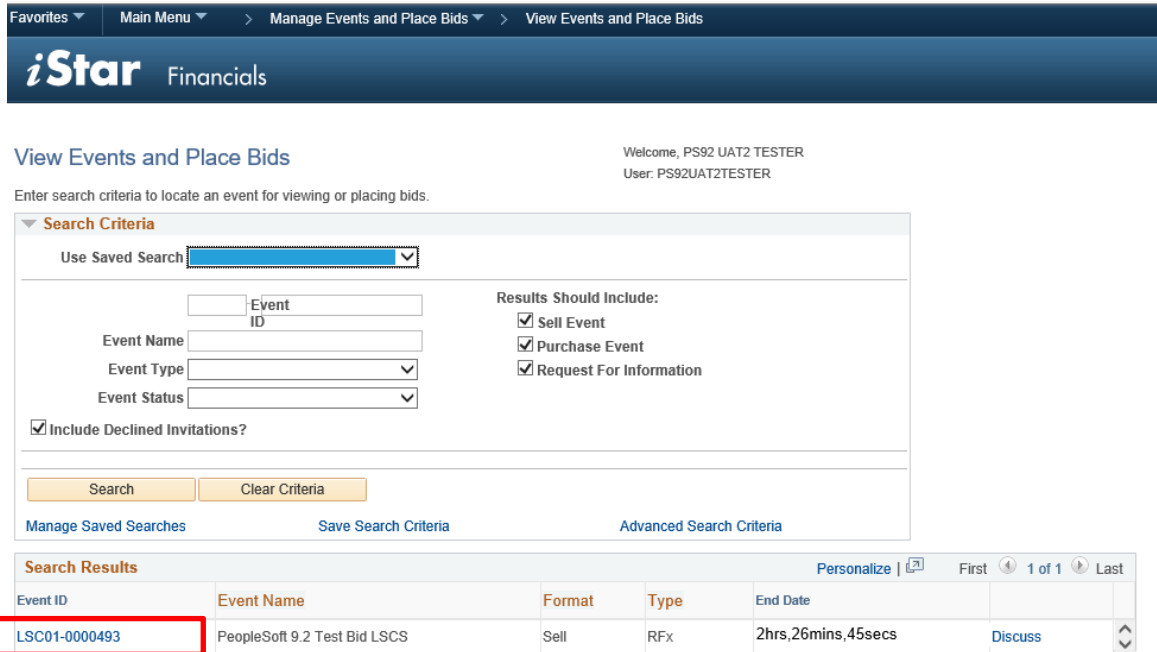


2. Click on **“View Events and Place Bids”**



3. Click on the Event ID hyperlink to select the Event you will be bidding on **(SEE EXAMPLE BELOW)**

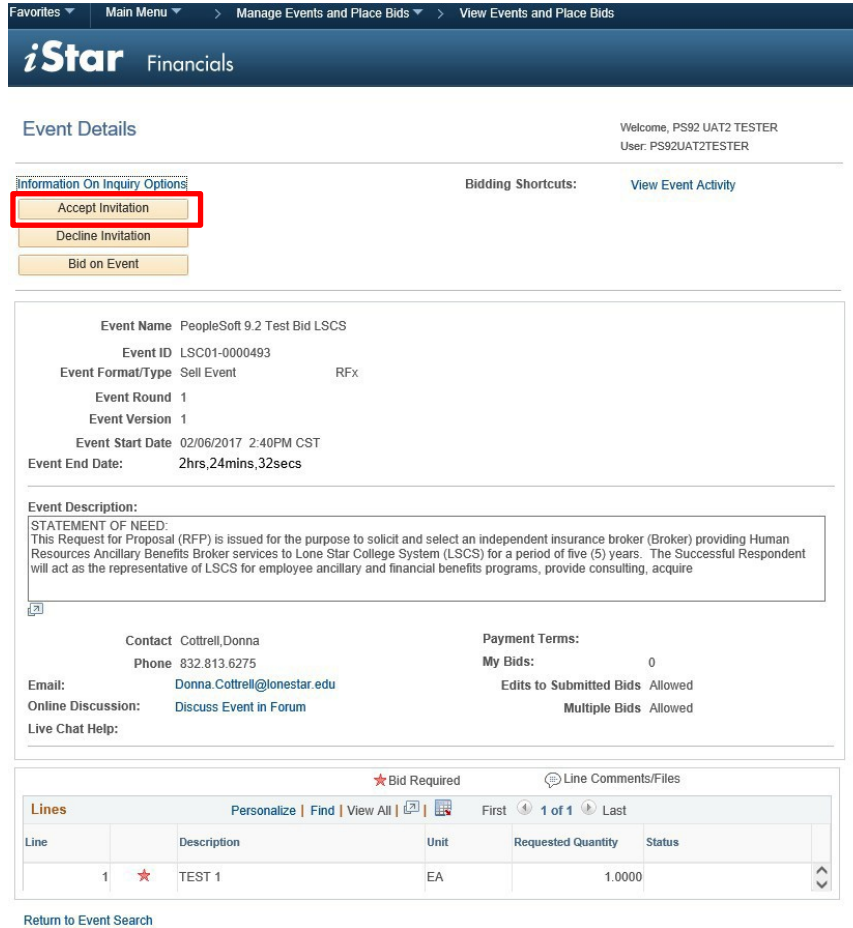
**The screen below displays all the events that are open and active.
Click on the one you wish to open and view.**



The screenshot shows the 'View Events and Place Bids' page. The breadcrumb trail is 'Main Menu > Manage Events and Place Bids > View Events and Place Bids'. The page title is 'View Events and Place Bids' and the user is identified as 'PS92 UAT2 TESTER'. Below the title, there is a search criteria section with fields for 'Event ID', 'Event Name', 'Event Type', and 'Event Status'. There are also checkboxes for 'Include Declined Invitations?' and 'Results Should Include' (Sell Event, Purchase Event, Request For Information). A 'Search' button is present. Below the search criteria, there are links for 'Manage Saved Searches', 'Save Search Criteria', and 'Advanced Search Criteria'. The search results are displayed in a table with columns: Event ID, Event Name, Format, Type, End Date, and a 'Discuss' link. The first result, 'LSC01-0000493', is highlighted with a red box.

Event ID	Event Name	Format	Type	End Date	
LSC01-0000493	PeopleSoft 9.2 Test Bid LSCS	Sell	RFX	2hrs,26mins,45secs	Discuss

4. Next, click on **“Accept Invitation”**



Event Details Welcome, PS92 UAT2 TESTER
User: PS92UAT2TESTER

Information On Inquiry Options Bidding Shortcuts: [View Event Activity](#)

Event Name PeopleSoft 9.2 Test Bid LSCS
Event ID LSC01-0000493
Event Format/Type Sell Event RFX
Event Round 1
Event Version 1
Event Start Date 02/06/2017 2:40PM CST
Event End Date: 2hrs,24mins,32secs

Event Description:
 STATEMENT OF NEED:
 This Request for Proposal (RFP) is issued for the purpose to solicit and select an independent insurance broker (Broker) providing Human Resources Ancillary Benefits Broker services to Lone Star College System (LSCS) for a period of five (5) years. The Successful Respondent will act as the representative of LSCS for employee ancillary and financial benefits programs, provide consulting, acquire

Contact Cottrell, Donna
Phone 832.813.6275
Email: Donna.Cottrell@lonestar.edu
Online Discussion: [Discuss Event in Forum](#)
Live Chat Help:

Payment Terms:
My Bids: 0
Edits to Submitted Bids Allowed
Multiple Bids Allowed

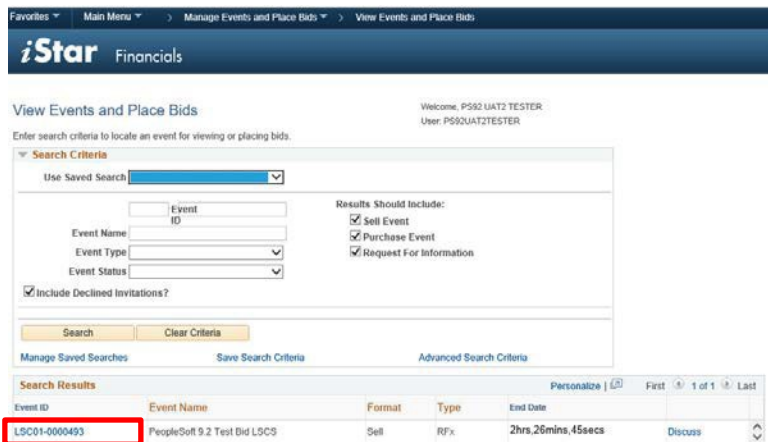
★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	★ TEST 1	EA	1.0000	

[Return to Event Search](#)

The above screen gives a brief description of the event, the calendar of events, the contact name and information and the line(s) with a red star that require a response.

5. After clicking “Accept” you will be re-directed to the previous page; at this point **repeat step 3.**



View Events and Place Bids Welcome, PS92 UAT2 TESTER
User: PS92UAT2TESTER

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Sell Event
 Purchase Event
 Request For Information

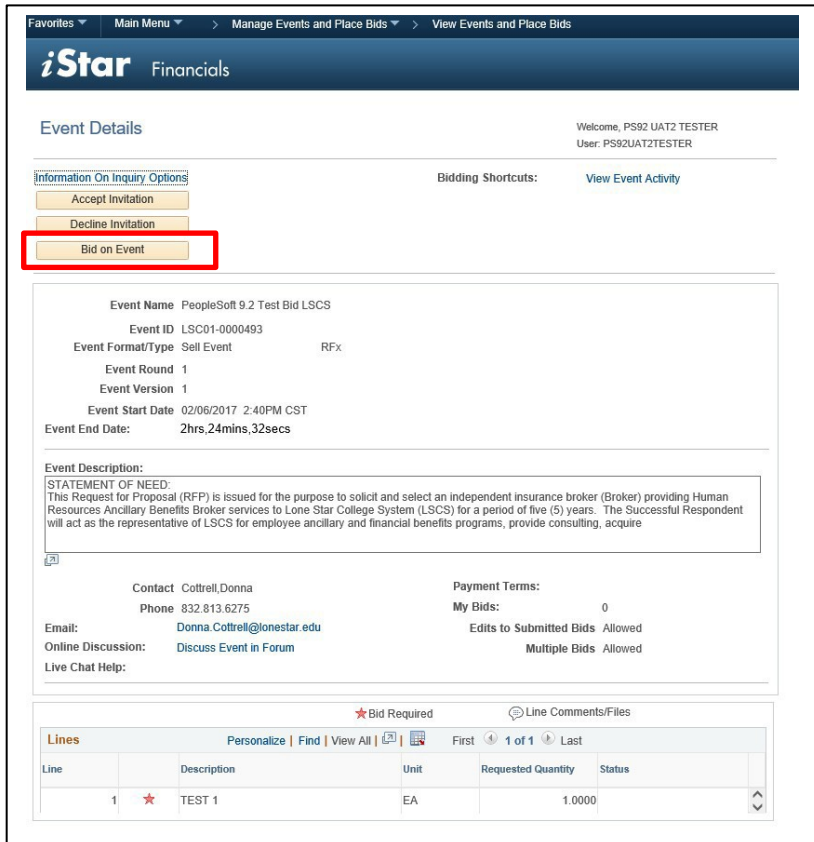
Include Declined Invitations?

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Search Results Personalize | 1 of 1 | Last

Event ID	Event Name	Format	Type	End Date	
LSC01-0000493	PeopleSoft 9.2 Test Bid LSCS	Sell	RFX	2hrs,26mins,45secs	Discuss

6. Next, click on **“Bid on Event”** to view the entire bid details and place your bid.



iStar Financials

Event Details Welcome, PS92 UAT2 TESTER
User: PS92UAT2TESTER

[Information On Inquiry Options](#) Bidding Shortcuts: [View Event Activity](#)

Event Name PeopleSoft 9.2 Test Bid LSCS
Event ID LSC01-0000493
Event Format/Type Sell Event RFx
Event Round 1
Event Version 1
Event Start Date 02/06/2017 2:40PM CST
Event End Date: 2hrs,24mins,32secs

Event Description:
 STATEMENT OF NEED:
 This Request for Proposal (RFP) is issued for the purpose to solicit and select an independent insurance broker (Broker) providing Human Resources Ancillary Benefits Broker services to Lone Star College System (LSCS) for a period of five (5) years. The Successful Respondent will act as the representative of LSCS for employee ancillary and financial benefits programs, provide consulting, acquire

Contact Cottrell, Donna **Payment Terms:**
Phone 832.813.6275 **My Bids:** 0
Email: Donna.Cottrell@lonestar.edu **Edits to Submitted Bids** Allowed
Online Discussion: [Discuss Event in Forum](#) **Multiple Bids** Allowed
Live Chat Help:

★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	★ TEST 1	EA	1.0000	

7. A screen will pop up after clicking the **“Bid on Event”** button asking if you want to default the bid quantity on the lines.

- Select **“Yes”** to have the bid quantity default.



iStar Financials

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.



ISTAR REGISTRATION & BID SUBMITTALGUIDE

NOTE: Click on the Event [Comments and Attachments](#) hyperlink at the bottom of the page to view all documents associated with the bid

Home > Manage Events and Place Bids > View Events and Place Bids

iStar Financials

Welcome, P892 UAT2 TESTER
User: P892UAT2TESTER

Event Details

Submit Bid Save for Later Validate Entries

Event Name: PeopleSoft 9.2 Test Bid LSCS **Bidding Instructions**

Event ID: LSC01-0000493 **Bid ID:** New

Event Format/Type: Sell Event RFX **Bid Date:**

Event Round: 1 **Bid Currency:** USD US Dollar

Event Version: 1

Event Start Date: 02/06/2017 2:40PM CST

Event End Date: 2hrs, 16mins, 54secs

[Hide Additional Event Info](#)

Description:

STATEMENT OF NEED:
This Request for Proposal (RFP) is issued for the purpose to solicit and select an independent insurance broker (Broker) providing Human Resources Ancillary Benefits Broker services to Lone Star College System (LSCS) for a period of five (5) years. The Successful Respondent will act as the representative of LSCS for employee ancillary and financial benefits programs, provide consulting, acquire

Contact: Cottrell, Donna
Phone: 832.813.6275
Email: Donna.Cottrell@lonestar.edu
Online Discussion: [Discuss Event in Forum](#)

Payment Terms

Billing Location: System Office
Event Currency: Dollar
Conversion Rate: 1.00000000
Bids to Submitted Bids: Allowed
Multiple Bids: Allowed

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 2
Required Questions: 2
Questions Responded To: 0

[Hide Event Questions](#)

Event Questions

★ Bid Required Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Please attach your entire bid proposal in PDF format in the order listed in the table of contents.

Weighting: 50.0000
Enter File Attachment Response

★ Identify and provide a brief description of the qualifications of the lead person(s) in Project Management, Senior Project Management, and Superintendent who will be assigned to this project. Detail resumes for each position shall be attached.

Response:

Weighting: 50.0000
Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in this Event: 1
Lines that Require a Response: 1
Lines Responded To: 0
Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Lines Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★	TEST 1	EA	1.0000	1.0000		0.0000 USD	Bid

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

[Return to Event Search](#)

8. All attachments associated with the bid, including the specs and event details, etc. are located in this section.

9. Click **“View”** to open. Click the **“OK”** button to return to the bidding page.

***NOTE: Some security settings won't allow pop-ups & won't let you view the attachments. To solve this, click on the CTRL key & the attachment at the same time.**

Attachments ?		Personalize ⁽²⁾			First	1-9 of 9	Last
Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications			
OGC-S-2010-07_Owner-Cont_Const_Agr_For_Use_With_Uni_Gen_Cond.pdf	OGC-S-2010-07_Owner-Cont_Const_Ag	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
iStar_Registration_and_Bid_Submittal_Guide_2015.pdf	iStar_Registration_and_Bid_Submittal_G	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
236372.2_MNS_Redun_For_LSC_Cen_Spec_V2_-_Final_Rev2.pdf	236372.2_MNS_Redun_For_LSC_Cen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
RFP_453_Part_1_Mass_Notification_final_version.pdf	RFP_453_Part_1_Mass_Notification_fin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
Mass_Notification_System_Upgrade_for_the_Centers.pdf	Event Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
CSP_453_Pre_meeting_attendees.pdf	Pre Bid Sign in Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
Site_visits_9-13-16.xlsx	Site_visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
CONFLICT_OF_INTEREST_QUESTIONNAIRE.pdf	CONFLICT_OF_INTEREST_QUESTIONNAI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-
RFP_453_Addendum_1_Mass_Notification.pdf	RFP_453_Addendum_1_Mass_Notificat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		View	-

OK Cancel Refresh

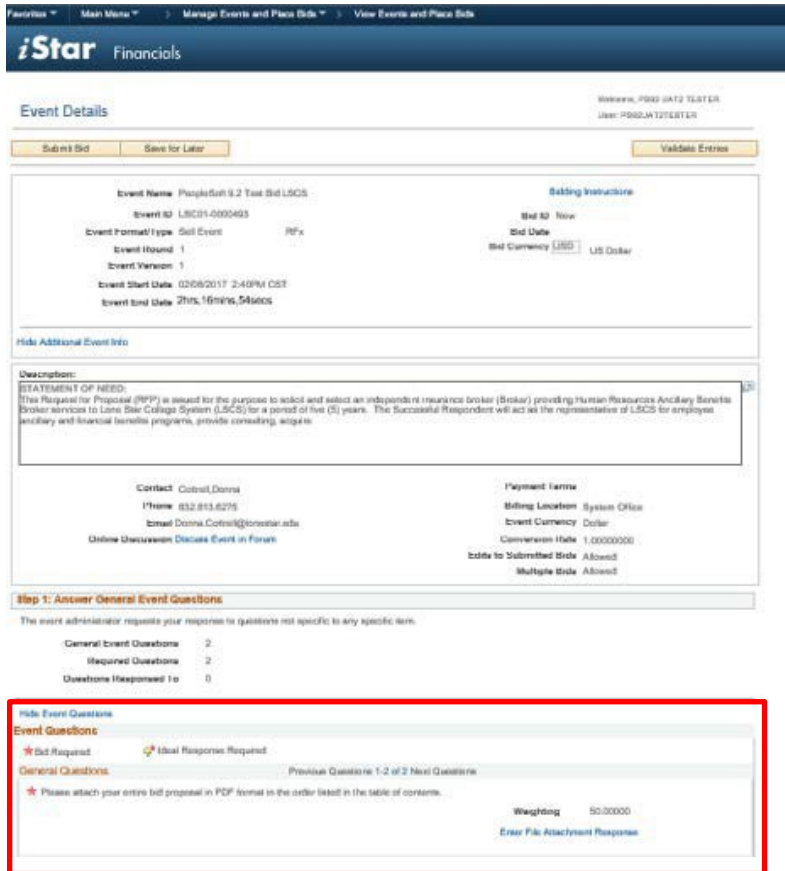
Generally, the Bid Response is divided into **two** steps.

- A. You **upload your PDF Copy of the Document**

- B. **Answer questions** if required.

10.  Bid Required Indicates that a response is required.

11. Lone Star College Requires Bidders to attach a file and enter a comment for any attachment bid factor.



Event Details

Event Name: PeggleSoft 9.2 Test Bid LSCS
 Event ID: LSC01-0000493
 Event Format/Type: Sell Event RFX
 Event Round: 1
 Event Version: 1
 Event Start Date: 02/06/2017 2:40PM CST
 Event End Date: 2/15, 16/1/16, 54/6/16

Bidding Instructions
 Bid ID: New
 Bid Date:
 Bid Currency: USD US Dollar



Description:
 STATEMENT OF NEED:
 This Request for Proposal (RFP) is issued for the purpose to solicit and select an independent insurance broker (Broker) providing Human Resources Ancillary Benefits Broker services to Lone Star College System (LSCS) for a period of five (5) years. The Successful Respondent will act as the representative of LSCS for employee ancillary and financial benefits programs, provide consulting, act as a

Contact: Cotrol, Donna
 Phone: 832.813.6276
 Email: Donna.Cotrol@lonestar.edu
 Online Discussion Discuss Event in Forum

Payment Terms:
 Billing Location: System Office
 Event Currency: Dollar
 Conversion Rate: 1.00000000
 Bid to Submitted Bid: Allowed
 Multiple Bid: Allowed

Step 1: Answer General Event Questions
 The event administrator requests your responses to questions not specific to any specific item.

General Event Questions	2
Required Questions	2
Questions Responded To	0

Event Questions
 Bid Required:  Bid Required  Ideal Response Required
 General Questions: Previous Question: 1-2 of 2 Next Question:
 Please attach your entire bid proposal in PDF format in the order listed in the table of contents.
 Weighting: 50.0000
 Error File Attachment Response

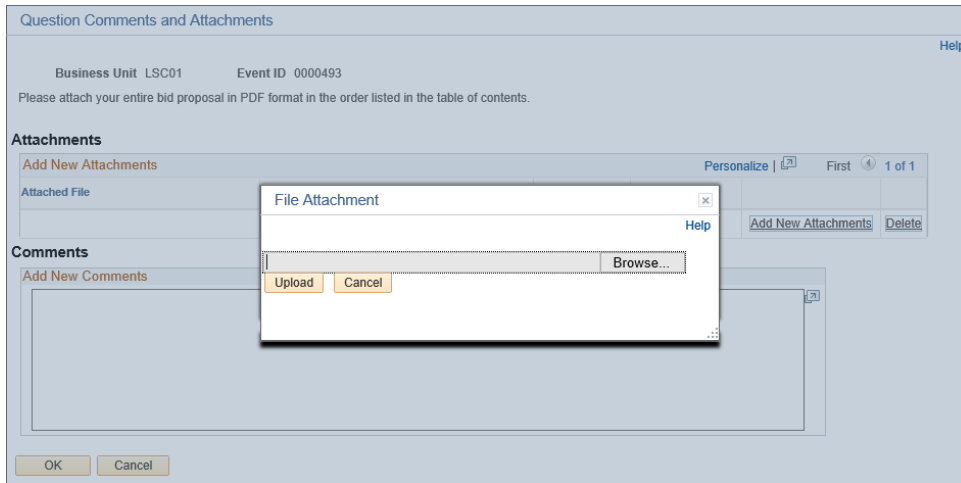
[Enter File Attachment Response](#)

12. Click the link to attach any file and add comment.

13. Once on the “Question Comments and Attachments” page, click the upload button.

14. Navigate (“Browse”) to your file and attach.

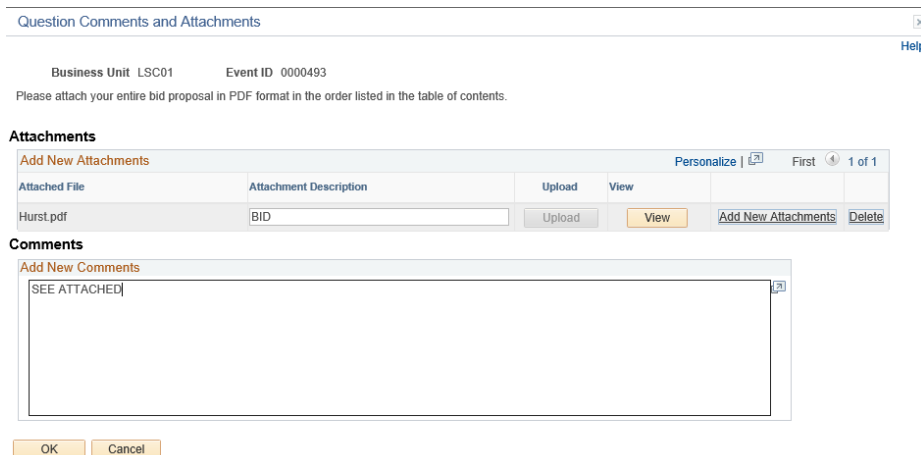
15. The Attached File name will appear in the “Attachments” section.



16. Enter a description of your attachment.


17. Enter any comments in the “Comments” field.

18. Click the “OK” button to return to the main bidding page.



19. Enter a response for each of the remaining Bid Factors.

20. Bid Required: Line Item Entries

- a. Everything with a red star  requires a response.
- b. When entering line item pricing follow the below instructions:
 - i. Use whole numbers only, **do not** use commas and **do not** use \$\$ sign.
 - ii. When asking for **percentage** – input 3 for 3% or 3.5 for 3-1/2% or .50 for 1/2.
 - iii. When asking for dollar value – input 1500.00 for \$1,500.00.
 - iv. **An error will occur if pricing is not entered in whole numbers and without commas or dollar sign.**
 - v. Pricing must be completed in the i-Star System as well as in the pricing sheet attached to the RFP (if applicable).
 - vi. **RFP will not show in the i-Star System if Pricing is not entered in i-Star.**

21. Enter your bid amount for the lines at the bottom of the page.

[Hide Event Questions](#)

Event Questions

★ Bid Required ⚙ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Please attach your entire bid proposal in PDF format in the order listed in the table of contents.

Weighting 50.00000
[Enter File Attachment Response](#)

★ Identify and provide a brief description of the qualifications of the lead person(s) in Project Management, Senior Project Management, and Superintendent who will be assigned to this project. Detail resumes for each position shall be attached.

Response

Weighting 50.00000
[Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1

Lines That Require a Response 1

Lines Responded To 0

Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required [Line Comments/Files](#)

Lines [Personalize](#) | [First](#) Previous Lines 1 of 1 Next Lines

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	TEST 1	EA	1.0000	1.0000	100.00	0.0000 USD	Bid	🗨

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#)

[Save for Later](#)

[Validate Entries](#)

22. Click the “Validate Entries” button to review for errors.

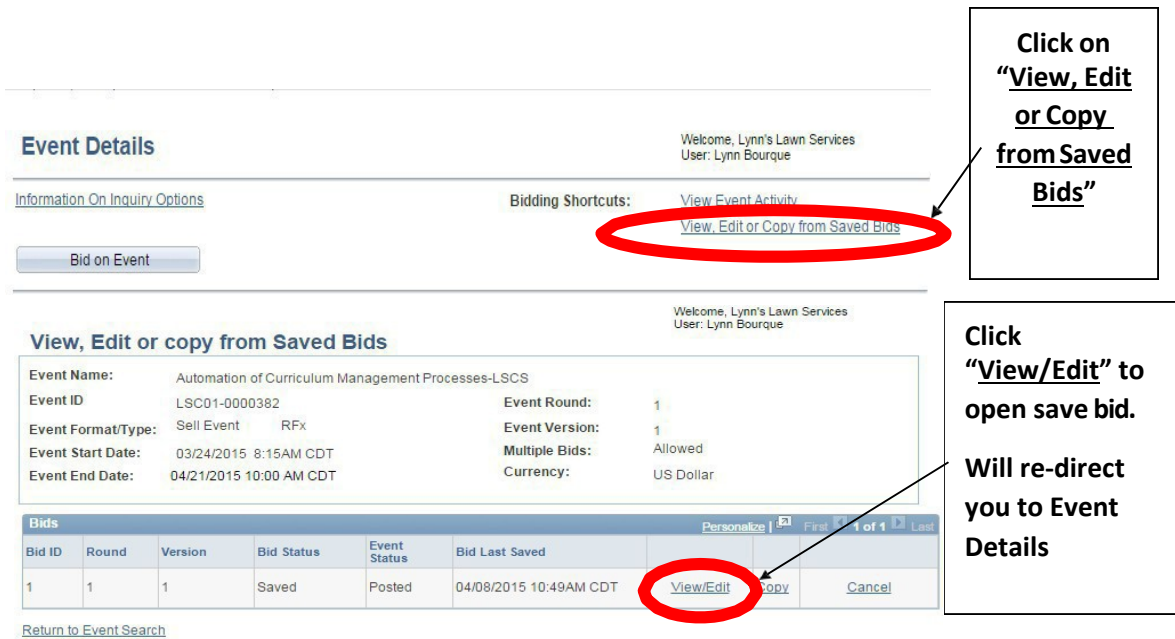
Common Errors Include:

- Response required. You must enter a response for General Question 2 - TOTAL PURCHASE COST: (40 points) ... !
- Response required. You must enter a response for General Question 3 - QUALIFICATIONS/EXPERIENCE/SERVIC ... !
- Response required. You must enter a response for General Question 4 - VENDOR REPUTATION: (10 points) ... !
- Response required. You must enter a response for General Question 5 - HUB PLAN: (15 points) Provide c ... !
- Response required. You must enter a response for General Question 6 - Completeness and Thoroughness of ... !
- Response required. You must enter a response for General Question 7 - CONFLICTOF INTERESTQUESTIONNAI ... !
- Response required. You must enter a response for General Question 8 - FELONYCONVICTION DEBARMENTCLEA

23. You may "Submit" your bid or "Save" your bid before you submit by clicking the "Save for Later" button.

24. If you save for later, you will need to login to go back into the system.

25. Once you log-in, you will need to follow the steps starting on page 3 through page 6 which will take you to the following screen:



Welcome, Lynn's Lawn Services
User: Lynn Bourque

Event Details

Information On Inquiry Options Bidding Shortcuts: [View Event Activity](#)
[View, Edit or Copy from Saved Bids](#)

Welcome, Lynn's Lawn Services
User: Lynn Bourque

View, Edit or copy from Saved Bids

Event Name:	Automation of Curriculum Management Processes-LSCS			Event Round:	1
Event ID:	LSC01-0000382	Event Version:	1	Multiple Bids:	Allowed
Event Format/Type:	Sell Event RFX	Currency:	US Dollar		
Event Start Date:	03/24/2015 8:15AM CDT				
Event End Date:	04/21/2015 10:00 AM CDT				

Bids						Personalize First 1 of 1 Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	1	Saved	Posted	04/08/2015 10:49AM CDT	View/Edit Copy Cancel

[Return to Event Search](#)



ISTAR REGISTRATION & BID SUBMITTALGUIDE

Once you have made all changes, and validated your entries, click on the **“Submit Bid”** button

[Hide Event Questions](#)

Event Questions

★ Bid Required 📎★ Ideal Response Required

General Questions Previous Questions 1-2 of 2 Next Questions

★ Please attach your entire bid proposal in PDF format in the order listed in the table of contents.

Weighting 50.00000
[Enter File Attachment Response](#)

★ Identify and provide a brief description of the qualifications of the lead person(s) in Project Management, Senior Project Management, and Superintendent who will be assigned to this project. Detail resumes for each position shall be attached.

Response [\[?\] \[?\]](#) **Weighting** 50.00000
[Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1
Lines That Require a Response 1
Lines Responded To 0
Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#) 🗨️ Line Comments/Files

★ Bid Required

Lines [Personalize](#) | [\[?\] \[?\]](#) First ⬅️ Previous Lines 1 of 1 Next Lines ➡️

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	TEST 1	EA	1.0000	<input type="text" value="1.0000"/>	<input type="text" value="100.00"/>	0.0000 USD	Bid	🗨️

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

- You will receive the following page if your bid was successfully submitted.
- Click the “OK” button.



The screenshot shows the iStar Financials interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Manage Events and Place Bids', and 'View Events and Place Bids'. Below this is the 'iStar Financials' header. The main content area is titled 'Bid Confirmation' and contains the message 'Your bid has been successfully submitted.' followed by a table of bid details:

Bid ID	1	Bid Date	02/06/2017 5:08:56PM CST
Event ID	0000493	PeopleSoft 9.2 Test Bid LSCS	
Event Format	Sell Event	Round	1
Start Date	02/06/2017 12:40PM PST	Version	1
		End Date	1hr,50mins,33secs

Below the table, it states 'Your Total Price 100.00 USD'. At the bottom of the confirmation area, there are two buttons: 'OK' and 'Copy Bid'.

****You will also receive a system generated email confirmation of your submitted bid.**

SAVE THE SCREEN ABOVE AS WELL AS THE EMAIL AS PROOF OF SUBMISSION**

A WORD OF CAUTION: VIEW, EDIT OR COPY FROM SUBMITTED BIDS - This link is also available even after the bid is submitted and it will show the following screen with the bid status of posted:

Welcome, Lone Star College Sy
User: purchasing*2010

View, Edit or copy from Saved Bids

Event Name:	Janitorial Services		
Event ID	LSC01-0000288	Event Round:	1
Event Format/Type:	Sell Event RFX	Event Version:	1
Event Start Date:	10/30/2013 9:30AM CDT	Multiple Bids:	Not Allowed
Event End Date:	12/03/2013 11:00 AM CST	Currency:	US Dollar

Bids							Personalize	First	1 of 1	Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved					
1	1	1	Posted	Posted	11/04/2013 2:31PM CST	View/Edit				Cancel

Bid Status of "Posted" means it has been submitted successfully

DO NOT CLICK "View/Edit" AFTER your bid has been POSTED.
It will **REMOVE** the BID from submission **AFTER** your confirmation!
Even if no changes are made to the bid, it has to be **re-submitted**, by clicking the **"submit bid"** button again, followed by another confirmation email notification.

Bid Questions

If you have questions regarding the Event you are bidding on, please submit them **via email** to the Commodity Manager (Buyer) for that RFP. Include the name of the event and the Event ID in the subject line of the email.

Bid Responses

When questions are submitted **via email** to the Buyer for that RFP, the appropriate commodity manager will issue an Addendum with the responses. The addendum is added to the Event as an Attachment.

User ID or Log in Questions

Please contact Vendors@lonestar.edu with any log in or user ID questions or issues.