

QUICK REFERENCE GUIDE

Locating Events/ Solicitations

January 30, 2014

The State of Minnesota government is a very complex system with many different agencies conducting business each day. When required by laws, guidelines or regulations, purchases on behalf of the state must be done through a competitive process known as **bidding**. This is done in order to ensure purchasing is done in the best interest of the state, state taxpayers, and equitably for vendors.

In the state's financial and procurement system, **SWIFT**, this process is initiated through a document known as an **event**. This is more commonly known as a solicitation, but that terminology is not used in SWIFT.

Individuals and businesses interested in participating in these events are able to do so by using the **Supplier Portal** to review existing events and submit their responses. A response in SWIFT is referred as a **bid** even if the event is requesting a proposal or information only.

Events are also used for state agencies who are offering outgoing grants to businesses or individuals. Even though you are submitting a proposal to receive money from the state, SWIFT still refers to your response as a bid. SWIFT will also refer to you as a **vendor** even though you are receiving funds and not providing goods or services.

There are three different basic types of events:

- RFB-Request for Bid
 - RFBs are generally used to procure goods or standard services.
- RFP-Request for Proposal
 - RFPs are generally used for professional or technical services or with outgoing grants.
- RFI-Request for Information
 - RFIs are much less formal and generally used with professional/technical services or outgoing grants in the beginning stages of a project to solicit general information.

Locating Events/Solicitations

The general guidelines for locating and submitting a response to an RFB, RFP, or RFI are more or less the same in SWIFT. If you have specific questions, contact the managing agency of the event.

The purpose of this guide is to describe the process for locating, or searching for an event. You do not necessarily have to be registered as a vendor with the state, but you will not be able to view the details of an event or submit a response until you are fully registered and logged into SWIFT.

The process for locating an event is the same regardless of the type. For more information on the next steps to take after the event is located, see the **Accepting/Declining an Event** and **Responding to an Event/Solicitation** reference guides.

Three topics will be covered in this guide:

- Locating events as a registered vendor
- Locating events without registering
- Saving and retrieving searches

Locating Events/Solicitations when Logged In as a Registered Vendor

If you are a registered vendor with the state of Minnesota, you can easily search for and see details about events available for bidding.

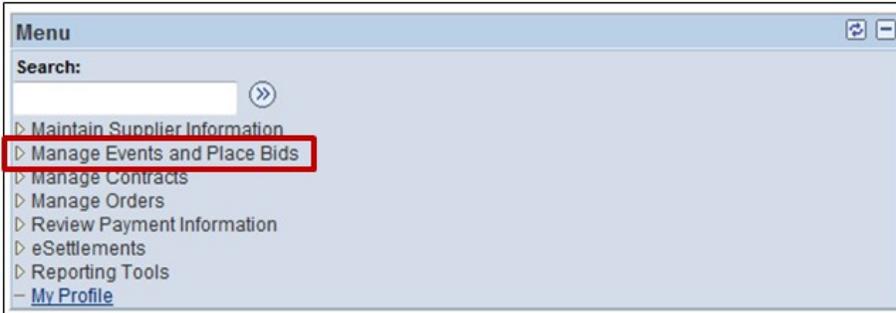
1. Begin by navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>
2. Login using your User ID and Password

There are two different ways to navigate to locate events. The first is described below, and the other is found in the *Locating Events/Solicitations without Logging In* section of this QRG.

3. Locate the main navigation menu on the home page.

Event ID	Event Name	Event Type	Procurement Type	Start Date/Time
2000002036	MPCA Grant RFP for RETAP	RFx	Outgoing Grant RFP	11/06/2013 8:00
2000002263	Furnish and Installation of a PreCrusher/Trash Com	RFx	Acquisition One Time Buy RFB	12/23/2013 2:00
2000001953	MPCA Grant RFP Hospitality Paperless Receipts	RFx	Outgoing Grant RFP	10/16/2013 8:00
2000002295	Transportation Services for SAGE Ctr & ITH Unit	RFx	Acquisition RFB	01/09/2014 9:00
2000002127	Multifunction Device - Purchase, Rental and Maint	RFx	Acquisition RFP	11/22/2013 11:00

4. Click *Manage Events and Place Bids*

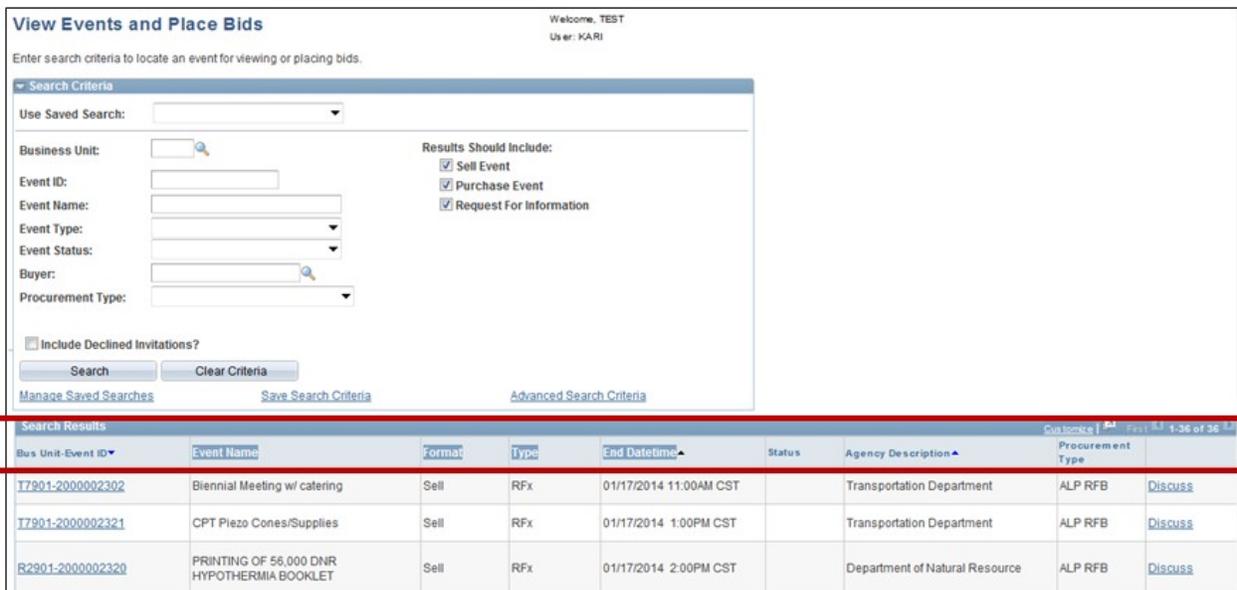


5. Click *View Events and Place Bids*



This brings you to the *View Events and Place Bids* search page. Use this page to locate a particular event, or look through a list of events. The top of the page has multiple search fields which can be used to narrow down the list of events you are browsing, and below that is the list of events available to review.

If you are simply browsing through the list, you can click the column headers to sort the listed events differently. Click it a second time to reverse the order. The columns and search fields are defined below.



6. Enter your desired search criteria to change the list of events
a. Business Unit

- i. Agency responsible for the event
 - ii. Click the magnifying glass (*Search* icon) next to this field to see a list of available business units
- b. Event ID
 - i. The assigned ID number for the event
 - ii. This will be a numeric value
- c. Event Name
 - i. Name assigned by managing agency
 - ii. Enter a word or phrase to search
- d. Event Type
 - i. Options are *Auction* or *RFx*
 - ii. The state of Minnesota only uses RFx
- e. Event Status
 - i. Posted
 - 1. The event is in process and responses are still allowed
Note: If the event is in the preview period, you can begin your response, but will not be able to submit it until the start date is reached.
 - 2. The event is still in process
 - ii. Awarded
 - 1. The event has been fully awarded
 - 2. The event is considered complete
 - iii. Additional statuses are listed, but these are not available to be seen/reviewed
- f. Buyer
 - i. The agency staff member responsible for the management of the event
- g. Procurement Type
 - i. The type of event (RFP, RFB, etc.)
 - ii. Select the applicable option
Note: RFI events do not get awarded. Contact the managing agency if you have any questions regarding the procurement type for a specific type.
 - 1. ALP RFB
 - 2. Acquisition Conference RFB/RFP
 - 3. Acquisition Construction RFB
 - 4. Acquisition One Time Buy RFB
 - 5. Acquisition RFB/RFP/RFP
 - 6. Outgoing Grant RFI/RFP
 - 7. PT Delegated Authority RFP
 - 8. Professional Tech/Services RFI/RFP
- h. Include Declined Invitations
 - i. This option only applies if you are logged in
 - ii. If checked, events you have previously declined will be included in search results
- iii. If unchecked, any events you have previously declined will not be included in search results

View Events and Place Bids Welcome, TEST
User: KARI

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

Search Criteria

Use Saved Search:

Business Unit:

Event ID:

Event Name:

Event Type:

Event Status:

Buyer:

Procurement Type:

Include Declined Invitations?

Sell Event

Purchase Event

Request For Information

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

Clicking *Advanced Search Criteria* will display additional search fields.

- a. Start Date
 - i. The date events open for bidding
 - ii. From: Search for events with the start date occurring on or after this date
 - iii. Through: Search for events with the start date occurring on or before this date
 - b. End Date
 - i. The date events close to bidding
 - ii. From: Search for events with the end date occurring on or after this date
Note: The current date may default in this field, change or delete it as necessary.
 - iii. Through: Search for events with the end date occurring on or before this date
 - c. Item Description
 - i. Description of event lines specified by the managing agency
 - ii. Enter a word or phrase to search for events containing that in their line item description
 - d. Categories
 - i. The type of good or service for the event line
 - ii. Based on the UNSPSC (United Nations Standard Product and Service Code) system to classify what is being purchased
 - iii. Use the magnifying glass next to the *Category* field to search for a specific code
 - iv. Click **Add Additional Category** to add another line in order to search for two or more categories
 - v. To remove a category, select the checkbox at the front of the line and click **Remove Selected Category**
7. Once all fields are entered, click **Search**

Search results are returned for events matching *all* criteria entered above. You can choose which fields to include, but keep in mind the more fields you enter, it's more likely fewer results will be returned. If you are not able to find a specific event you are looking for, try changing your search criteria.

8. Click **Clear Criteria** to delete all values from all fields to initiate a new search
9. Review search results
 - a. Bus Unit-Event ID
 - i. The business unit of the managing state agency and the SWIFT ID number of the specific event
 - b. Event Name
 - i. Name assigned by managing agency
 - c. End Datetime
 - i. The date and time at which the event will no longer be open for responses
 - ii. If passed, the event is no longer open to be responded to
 - d. Format
 - i. Will always be "Sell" for the state of Minnesota
 - e. Type
 - i. Will always be "RFx" for the state of Minnesota
 - f. Status
 - i. Current status of event, see above for definitions
 - g. Agency Description
 - i. The name of the originating agency
 - h. Procurement Type
 - i. The type of event (RFP, RFB, etc)
 - ii. See above for all possible procurement types
10. To view more specific information about an event, click on the link in the *Bus Unit-Event ID* column

View Events and Place Bids Welcome, TEST
User: KARI

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

Search Criteria

Use Saved Search:

Business Unit: Department of Natural Resource

Event ID:

Event Name:

Event Type:

Event Status:

Buyer:

Procurement Type:

Results Should Include:
 Sell Event
 Purchase Event
 Request for Information

Include Declined Invitations?

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

Bus Unit-Event ID	Event Name	Format	Type	End Datetime	Status	Agency Description	Procurement Type	
R2901-2000002320	PRINTING OF 56,000 DNR HYPOTHERMIA BOOKLET	Sell	RFx	01/17/2014 2:00PM CST		Department of Natural Resource	ALP RFB	Discuss
R2901-2000002304	Electronic Pay Stations for registration	RFI	RFx	01/22/2014 4:30PM CST		Department of Natural Resource	PT RFI	Discuss
R2901-2000002237	DNR RFP PT EWR AIS On-Line Course	Sell	RFx	01/23/2014 2:00PM CST		Department of Natural Resource	PT RFP	Discuss

As long as you are logged in, an information page will appear regarding the event. See the **Viewing Invitations and Accepting/Declining an Event**, and **Responding to an Event/Solicitation** QRGs for additional information about the options listed on this page.

11. Click **OK** to continue

Sourcing Information

After clicking the button below, the following actions may be available;

A) Accept Invitation - To participate in this event, click the "Accept Invitation" button. NOTE: Accepting an event does not mean a bid is or will be submitted.

B) View Event – To view event details or to begin the bidding process, click the "View Event" button.

C) Decline Invitation – To decline the invitation, click the "Decline Invitation" button. NOTE: The Decline Invitation button will only appear if you were invited or had previously accepted the event.

The *Event Details* page will appear where basic information about the event can be seen. Please note, this is only *Some* of the information about the event. In order to see full details and submit a response, you must be a Registered vendor. See the **Viewing Invitations and Accepting/Declining an Event**, and **Responding to an Event/Solicitation** QRGs for additional information on the next steps in the process and for more information about what is seen on this page.

Event Details
Welcome, KARI
User: KARI

Information On Inquiry Options

Accept Invitation

View Event

Click the Accept invitation button to designate your desire to participate in the event.

Click the "View Event" button to view event details or to begin the bidding process.
NOTE: Your bid will not be submitted for consideration until clicking the "Submit Bid" button located on the bottom of the Event Details page accessed when clicking the "View Event" button.

Event Name:	Electronic Pay Stations for registration		
Event ID:	R2901-2000002304		
Event Format/Type:	Request For Information		
Procurement Type:	Professional Tech/Services RFI		
Event Round:	1	Event Version:	1
Event Start Date:	01/07/2014 8:00AM CST		
Event End Date:	01/22/2014 04:30 PM CST	Click here to view the General Terms and Conditions	

Event Description:

AMENDMENT TO RFI TO INCLUDE THIS SENTENCE: THE RESPONSES RECEIVED BY THE STATE WILL BECOME PUBLIC, SO VENDORS RESPONDING SHOULD REFRAIN FROM INCLUDING PROTECTED INFORMATION.

Research the requirements/features/options to implement electronic pay stations for self-service registration/information/parking/other fee collection at select Minnesota state parks, state recreation areas, and/or state forest recreation areas.

Contact:	Montgomery, Kimberly K	View Address	Payment Terms:	
Phone:	651/259-5567		My Bids:	0
Fax:			Edits to Submitted Bids:	Allowed
Email:	Kim.Montgomery@state.mn.us		Multiple Bids:	Allowed
	Discuss Event in Forum			

Live Chat Help:

Legend:

[Return to Event Search](#)

Expert Entry

Locating Events/Solicitations Without Logging In

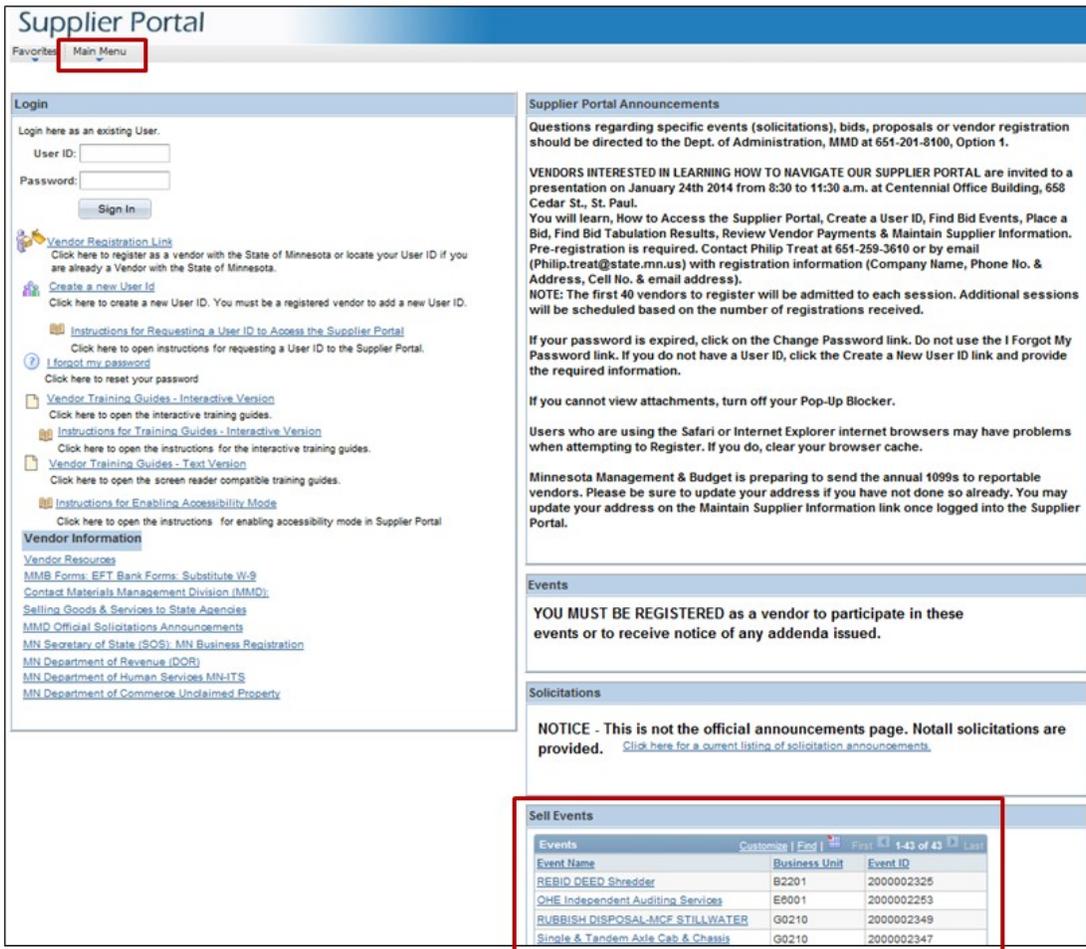
If you are not yet a registered vendor with the state, you can still review events, but remember you cannot submit a response or otherwise participate until you have completed the registration process.

1. Begin by navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>

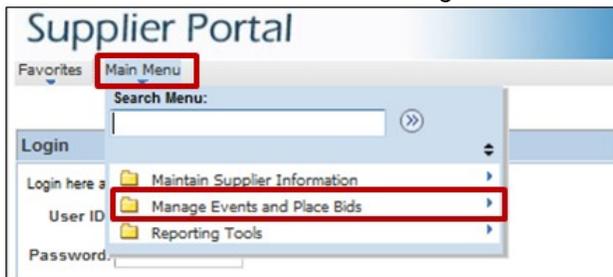
The supplier portal home page will be displayed. There are two ways to locate events from here. The first is using the menu navigation. The second option is to use the *Sell Events* section on the lower right of the home page.

Either option will lead you to the same destination.

2. Navigate to the *View Events and Place Bids* search page using one of the two following methods:



- a. Using menu navigation
 - i. Click the *Main Menu* link in the upper left of the page
 - ii. Click *Manage Events and Place Bids*



- iii. Click *View Events and Place Bids*



- b. Using the *Sell Events* section
 - i. Locate the *Sell Events* section
 - ii. Review listed events to see if the desired one is listed
 1. If yes, click the *Event Name* link to review the details
 2. If not click the *See all events* link at the bottom of the section

Event Name	Business Unit	Event ID
Furnish, install steam coil in Trane air handler	P7801	2000002322
CPT Piezo Cones/Supplies	T7901	2000002321
PRINTING OF 50,000 DNR HYPOTHERMIA BOOKLET	R2901	2000002320
MPCA Grant RFP for...	R3201	2000002036
*DHS/Employee Scheduling Software Solution	H5501	2000002018
MPCA Grant RFP Hospitality Paperless Receipts	R3201	2000001953
DHS RFP for fingerprint scanning	H5501	2000001921

[See all events](#)

Either method will bring you to the *View Events and Place Bids* search page. See steps 6-10 from the *Locating Events/Solicitations when Logged In as a Registered Vendor* section of this QRG for additional information on the page.

3. Once the desired event is located, click the link in the *Bus Unit-Event ID* column to view additional details of the event.

An informational message will appear letting you know you must be registered as a vendor and logged in to be able to see full details of the event as well as submit a response. You are still able to view high level details of the event without logging in, so you are able to continue beyond this screen.

4. Click **OK** to continue

Sourcing Information

If you wish to bid on the following event you must:

A) BE A REGISTERED VENDOR WITH THE STATE OF MINNESOTA: Perform the following if you are not yet a Registered Vendor with the State of Minnesota;

- Click the link labeled HOME in the upper right portion of the screen.
- Click the Vendor Registration link that appears on the login page.
- Follow the Registration instructions.
- Log into the system via the Login page.
- Enter Bid.

B) HAVE A USER ID: Perform the following if you are a Registered Vendor AND DO NOT have a User ID;

- Click the link labeled HOME in the upper right portion of the screen.
- Click the Vendor Registration link that appears on the login page.
- Enter your Vendor Name, FEIN or SSN on the Vendor Registration page and follow the instructions.
- Log into the system via the Login page.
- Enter Bid

C) LOG INTO THE SYSTEM: Perform the following if you are a Registered Vendor AND have a User Id:

- Click the link labeled HOME in the upper right portion of the screen.
- Log into the system using your User ID and Password on the Login page.
- Enter Bid.

The *Event Details* page will appear where basic information about the event can be seen. Please note, this is only *some* of the information about the event. In order to see full details and submit a response, you must be a registered vendor. See the *Responding to an Event* and/or *Accepting an Event* guides for additional information on the next steps in the process and for more information about what is seen on this page.

Event Details
Welcome, YOU ARE NOT LOGGED IN
User: YOU ARE NOT LOGGED IN

[Information On Inquiry Option](#)

Event Name:	Electronic Pay Stations for registration		
Event ID:	R2901-2000002304		
Event Format/Type:	Request For Information		
Procurement Type:	Professional Tech/Services RFI		
Event Round:	1	Event Version:	1
Event Start Date:	01/07/2014 8:00AM CST		
Event End Date:	01/22/2014 04:30 PM CST		Click here to view the General Terms and Conditions

Event Description:

AMENDMENT TO RFI TO INCLUDE THIS SENTENCE: THE RESPONSES RECEIVED BY THE STATE WILL BECOME PUBLIC, SO VENDORS RESPONDING SHOULD REFRAIN FROM INCLUDING PROTECTED INFORMATION.

Research the requirements/features/options to implement electronic pay stations for self-service registration/information/parking/other fee collection at select Minnesota state parks, state recreation areas, and/or state forest recreation areas.

Contact:	Montgomery, Kimberly K	View Address	Payment Terms:	
Phone:	651/259-5567		My Bids:	0
Fax:			Edits to Submitted Bids:	Allowed
Email:	Kim.Montgomery@state.mn.us		Multiple Bids:	Allowed
	Discuss Event in Forum			
Live Chat Help:				

Legend:

[Return to Event Search](#)

Saving and Retrieving Search Criteria

When searching for an event, you can save the search criteria you used to aid in future searches. In order to use this, you must be logged in to the supplier portal as a registered vendor.

1. Navigate to the *View Events and Place Bids* search page as outlined in one of the two processes above
2. Enter your desired search criteria

Click the *Save Search Criteria* link

View Events and Place Bids

Welcome, TEST
User: KARI

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

Search Criteria

Use Saved Search:

Business Unit: R2901 Department of Natural Resource

Event ID:

Event Name:

Event Type:

Event Status:

Buyer:

Procurement Type:

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Include Declined Invitations?

Start Date: From: Through:

End Date: From: 01/21/2014 Through:

Item Description:

Categories

Category	Description
<input type="checkbox"/>	<input type="text"/>

Buttons: Search, Clear Criteria, Manage Saved Searches, Save Search Criteria, Basic Search Criteria, Add Additional Category, Remove Selected Category

The *Save Search Criteria* page opens

1. Enter a unique name for the search criteria up to 19 characters
2. Click **Save**

Save Search Criteria

Name this search, then click save.

Save Search As: DNR Events

Buttons: Save, Cancel

The search is now saved and can be used again in the future. To use it, next time you come to the *View Events and Place Bids* page, click the *Use Saved Search* drop down list at the top of the page and select the desired option. The criteria will automatically be populated into the search fields.

Search Criteria

Use Saved Search: DNR Events

Business Unit: DNR Events Department of Natural Resource

Event ID:

Event Name:

If you want to update the saved search, make the desired changes and repeat the save process using the same name as the original search. If necessary, you can also delete the saved search

1. Click *Manage Saved Searches*
2. Select the checkbox to the left of the search to delete
3. Click **Delete**

Manage Saved Searches

Select the saved search to be deleted, then click Delete.

Saved Searches | [Customize](#) | First 1 of 1 Last

Search Name
<input type="checkbox"/> DNR Events