

## Frequently Asked Questions Kansas State University Bid Portal

The guide below is intended to address frequently asked questions on Kansas State University solicitations.

- This guide provides general instructions or guidance. Refer to the relevant solicitation documents for solicitation-specific directions.

**Q:** Is there a list of documents or criteria that must accompany the Bid or Proposal?

**A:** All responses must be submitted through the Bid Portal. Guidance on preparing a response can be found in the “Submit a Bid or Proposal Guide” located on the “Bids Homepage” in the Resource Materials section. Additional guidance specific to the solicitation may be offered during a Pre-Bid or Pre-Proposal Conference.

**Q:** Is there a way to export or download the questions within the Bid Portal tables for the solicitation response?

**A:** After selecting “Start Submission,” a proposer may navigate to the Step titled, “Preview Bid”, and select “Preview My Bid in PDF,” if a downloadable PDF of the tables is desired.

**Q:** Does Kansas State University conduct a public electronic opening?

**A:** The Opening of proposals is conducted publicly through the Bid Portal. The solicitation status will automatically change to “Closed” after the Proposal Due Date and Time, and a list of all proposers is made publicly available in the Bid Portal immediately after the Proposal Due Date and Time. To view the Opening, navigate to the Bid Portal on the Proposal Due Date and Time listed in the RFP, verify that the Opportunities list

search is set to “Closed”, and view the proposer list as it is published (web browser refresh may be required).

**Q:** When extenuating circumstances arise, how do I request an extension to the deadline?

**A:** Because the Bid Portal allows for 24/7 remote access, due date extensions are not typically deemed necessary. All questions related to a solicitation must be submitted using the “Submit a Question” button within the Bid Portal.

**Note: If you do not find the answer you need in this document, submit your question through the Bid Portal and a member of the Purchasing and Contract Services team will respond as allowed.**