



Kansas State University Bid Portal

Submit a Bid or Proposal Guide

Created: August 14, 2023



Submit Response Steps

Step 1 – “Register for this Bid” on Bids Homepage

KSU24-102 - Rural Grocery Initiative Organizational Development Consultant Open Fri Sep 15, 2023 2:00:00 PM (CDT) 34

[Register for this Bid](#) [Submit a Question](#) [Bid Details](#) | [Download Documents \(3\)](#)

Page 1 of 1 Limit Results: 25 Showing 1 - 3 of 3 items





Submit Response Steps

Step 2 – Accept the Terms of Service

Terms of Service

It is the sole responsibility of each Bidder to check this Web Page often to review any open bid opportunities.

Your firm must be registered with the **Kansas State University Bid Portal** to be notified of Addenda/Addendum for all **Kansas State University Bid Documents**.

Amendments to bid documents will be posted to the **Kansas State University Bid Portal** in the form of Addenda/Addendum. The onus is unequivocally with Bidders to ensure that they have downloaded all Addenda/Addendum posted prior to submission of their bids, whether they have received notification from the **Kansas State University Bid Portal** or not. Failure to acknowledge Addenda/Addendum on the bid submission form may result in rejection of the submission by **Kansas State University**.

Kansas State University is not responsible or liable for misdirected notices of solicitations or for misdirected Addenda/Addendum which may result from registered vendors who fail to update their contact information.

Bid submissions must be received no later than the date and time specified on the bid document. Bids that are received after the official closing time and date or that are not properly signed will be rejected and not considered.

All prices submitted must be in US funds, F.O.B. destination.

Disclaimer

Kansas State University makes every effort to keep the information on the Bid Portal up to date and correct, and makes no representations or warranties of any kind, express or implied about the completeness, timeliness, accuracy, reliability, suitability or availability with respect to the information contained on the website for any purpose. Any reliance you place on any materials on this website is therefore strictly at your own risk.

Although every effort is made to keep the website up and running smoothly, due to the nature of the internet and the technology involved, **Kansas State University** assumes no responsibility or liability whatsoever for any temporary interruptions to, or unavailability of, the website due to any technical or other issues which are beyond the control of **Kansas State University**, or for any loss, injury or damage suffered by any party which may result from accessing or using this website, or from any inability to use or access this website for any reason whatsoever. **Kansas State University** will not be liable for any false, inaccurate, outdated, inappropriate or incomplete information presented on the website and assumes no responsibility for any damages arising out of the use of this website.

 I Agree



Submit Response Steps

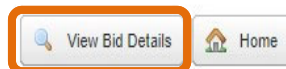
Step 3 – Registration “Success” - then View Bid Details



[My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)

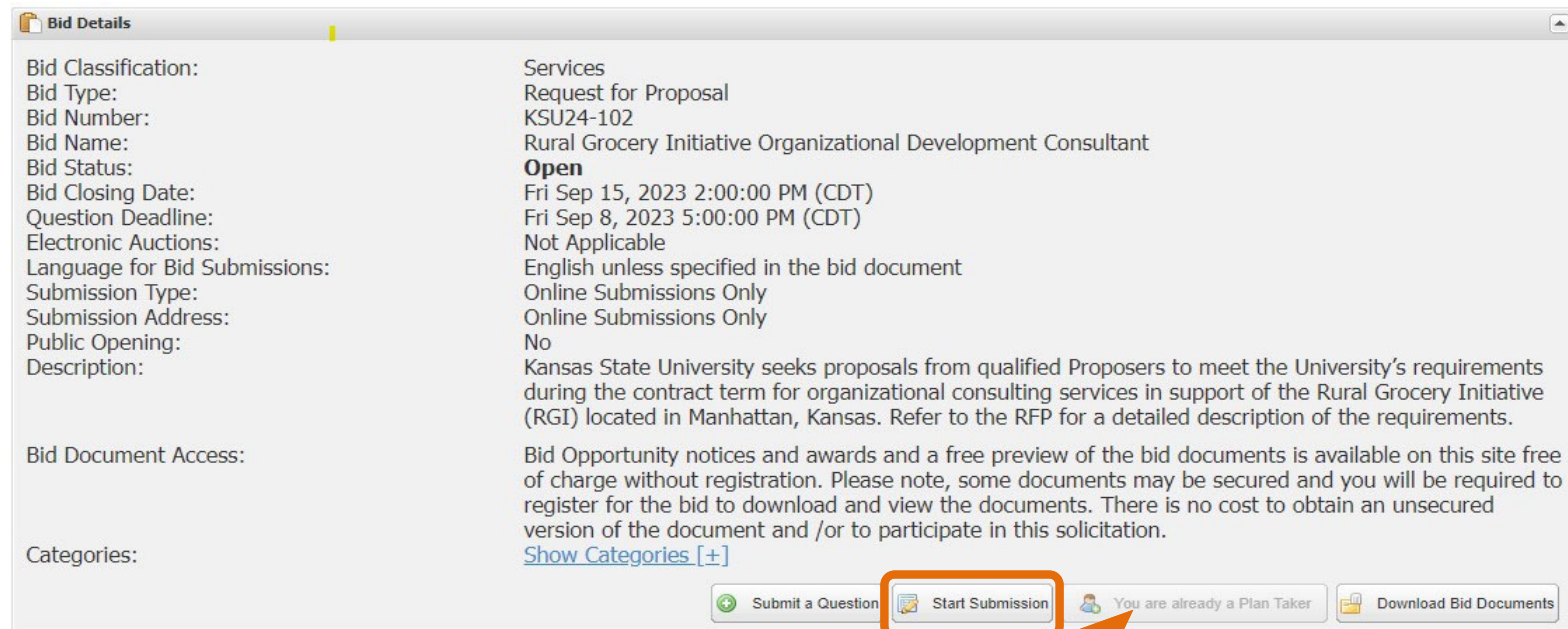
You have successfully registered as a plan taker!

You successfully registered as a plan taker for **KSU24-102 - Rural Grocery Initiative Organizational Development Consultant**.



Submit Response Steps

Step 4 – on Bid Details Page - Start Submission



Bid Details

Bid Classification:	Services
Bid Type:	Request for Proposal
Bid Number:	KSU24-102
Bid Name:	Rural Grocery Initiative Organizational Development Consultant
Bid Status:	Open
Bid Closing Date:	Fri Sep 15, 2023 2:00:00 PM (CDT)
Question Deadline:	Fri Sep 8, 2023 5:00:00 PM (CDT)
Electronic Auctions:	Not Applicable
Language for Bid Submissions:	English unless specified in the bid document
Submission Type:	Online Submissions Only
Submission Address:	Online Submissions Only
Public Opening:	No
Description:	Kansas State University seeks proposals from qualified Proposers to meet the University's requirements during the contract term for organizational consulting services in support of the Rural Grocery Initiative (RGI) located in Manhattan, Kansas. Refer to the RFP for a detailed description of the requirements.
Bid Document Access:	Bid Opportunity notices and awards and a free preview of the bid documents is available on this site free of charge without registration. Please note, some documents may be secured and you will be required to register for the bid to download and view the documents. There is no cost to obtain an unsecured version of the document and /or to participate in this solicitation.
Categories:	Show Categories [+]

[Submit a Question](#) [Start Submission](#) [You are already a Plan Taker](#) [Download Bid Documents](#)

Submit Response Steps

Step 5 – Begin at the “Step 1” Chevron

KANSAS STATE
UNIVERSITY

[← Back to Bid Detail](#)

[My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)



Your bid has not been submitted. To submit your bid select the **Submit My Bid** button.

Current Bid:

Last updated by:

KSU24-102 - Rural Grocery Initiative Organizational Development Consultant

KANSAS STATE
UNIVERSITY

Submit Response Steps

Step 6 – Edit each table – Insert Content – and **SAVE MY BID** often





Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
Table 1: Proposer Identity & Authorized Representatives	8	0	0	Yes	n/a	 Edit	
Table 2: Proposer Personnel and Qualifications	2	0	0	Yes	n/a	 Edit	

Table 1: Proposer Identity & Authorized Representatives

General Instructions: (applies to all tables) Kansas State University prefers a brief but thorough response to each question. Provide a substantive response to each question and do not simply reference a separate document. Do not leave answers blank; respond "N/A" if the question does not apply to your organization (preferably with a brief explanation).

Line Item	Question:	Response:*
1	Proposer legal name:	<input type="text"/>
2	Proposer's physical address and mailing address (if different):	<input type="text"/>

 Save My Bid



Submit Response Steps

Step 7 – a fully completed table = **Green Check**



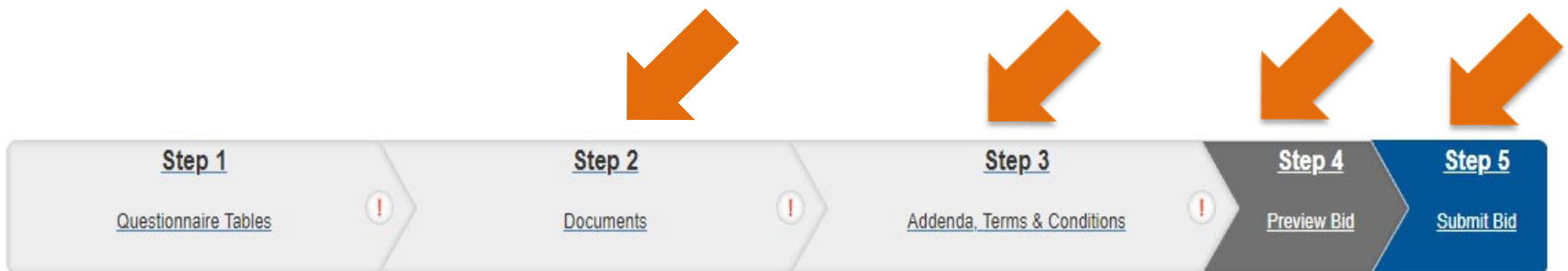
Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
Table 1: Proposer Identity & Authorized Representatives	8	0	0	Yes	n/a	Edit	





Submit Response Steps

- Step 8 – Upload Required Documents
- Step 9 – Acknowledge Terms & Addenda
- Step 10 – Preview Bid
- Step 11 – Submit Bid





Submit Response Steps

- Bid/Proposal may be revised and resubmitted up until the deadline
- Bid Portal web clock is the official clock
- If an Addendum is issued after submission bid/proposal is withdrawn by system and must be resubmitted
- Any question must be submitted through the Bid Portal

