



# ColoradoVSS

Vendor Self Service

1525 Sherman St.  
Denver, CO 80203

## FREQUENTLY ASKED QUESTIONS

### **Q: What is ColoradoVSS?**

A: Colorado Vendor Self Service (ColoradoVSS) is a new website where vendors will be able to update their account information, view and respond to solicitations online. At a later time, vendors will be able to submit invoices online. This is the vendor-facing side of the State's new integrated financial system, Colorado Operations Resource Engine, or CORE.

### **Q: Why are we changing from ColoradoBIDS to ColoradoVSS?**

A: We are changing from ColoradoBIDS ([www.colorado.gov/bids](http://www.colorado.gov/bids)) to ColoradoVSS as a part of the State's conversion to its new financial management system, CORE. Vendor Self Service (ColoradoVSS) is part of the CORE application.

### **Q: What are some of the benefits of ColoradoVSS?**

A: There will be no cost for vendors to register in ColoradoVSS. Vendors will be able to respond to select solicitations online. They will be able to easily register, review and respond to solicitations, and update account information in ColoradoVSS beginning July 7. NIGP Commodity/Services Codes will be used to identify products or services offered by vendors. Email notifications (for new solicitations) will be sent based on NIGP Codes selected upon vendor registration.

### **Q: Will registered vendors in ColoradoBIDS be transferred to ColoradoVSS?**

A: In order to ensure the integrity of our vendor records, we are verifying information through our current financial system and Dun and Bradstreet. Vendors registered in ColoradoBIDS before May 9 without data discrepancies will have their account information transferred to the new site. However, these vendors need to follow a few simple steps the first time they enter ColoradoVSS. We will attempt to notify vendors with discrepancies in their record and they will be able to easily create a new account on ColoradoVSS.

### **Q: When can vendors register on ColoradoVSS?**

A: Vendors can register on ColoradoVSS beginning July 7. The website link will be made available on ColoradoBIDS as well as the State Purchasing Office website on July 7. Instructions will be posted on ColoradoVSS in the Quick Start Guide to help all vendors access the website for the first time.



**Q: How do vendors register on ColoradoVSS?**

A: When on the homepage of ColoradoVSS, vendors can select the register button. After reviewing and accepting the terms and conditions (Memorandum of Agreement), vendors will first perform a search to see if their company's data is in the system. If their company record is found, the vendor verifies their information to complete registration. If a company record is not found the vendor will enter their information to complete the process. The registration is then submitted for review by the State of Colorado.

**Q: Why is there a delay for new vendors to fully access the website?**

A: Once a new vendor has submitted their information via the registration process, the State confirms IRS records, registration with the Colorado Secretary of State and active exclusion records from the Federal System for Award Management (SAM) database. Vendors will be notified via email of their registration status.

**Q: Why are there no solicitations on ColoradoVSS July 7?**

A: ColoradoVSS will populate with new solicitations as Agencies and Institutions post new solicitations.

**Q: Where can solicitations be found?**

A: Through June 30, new solicitations will be posted on ColoradoBIDS ([www.colorado.gov/bids](http://www.colorado.gov/bids)). Any solicitations that are published before June 30 will complete their lifecycle on ColoradoBIDS. No new solicitations will be posted from July 1 to July 7 as Agencies and Institutions transition to CORE.

After July 7, all new solicitations will be posted to ColoradoVSS. Limited solicitations will be available July 7 as Agencies and Institutions post new solicitations. Historical data for solicitations will be archived on the ColoradoBIDS website. Price Agreements will be available and will continue to be maintained on ColoradoBIDS.

Solicitations will be active in both ColoradoBIDS and ColoradoVSS for an undetermined period of time. While email notifications will be enabled in both systems, we recommend vendors check both websites to ensure opportunities are not missed.

**Q: Will all Agencies and Institutions be on ColoradoVSS?**

A: At this time, the majority of Agencies and Institutions will be on ColoradoVSS except for a few Institutions. We will have complete information posted on the website below.

For more information visit: [www.colorado.gov/dfp/solicitations](http://www.colorado.gov/dfp/solicitations).

