



# **How to do Business with Johnson County, Kansas**

An overview of Electronic Bidding

<https://jocogov.ionwave.net/Login.aspx>



## Welcome to Johnson County Bids and Contracts

**Need to register?**

[Supplier Registration](#)

User Name:

Password:

**Sign In**

[Forgot your User Name/Password?](#)

[Johnson County, KS](#)  
[Current Bid Opportunities](#)  
[Active Contracts](#)

[Awarded Bid Information](#)  
[Closed Bid Opportunities](#)

Version 7.3.017 [Preview]

This system has the following [Browser Requirements](#).

**Your use of this website indicates your agreement with the [Terms of Use](#).**

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**ionwave**  
technologies inc.

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## Terms and Conditions (Step 1 of 7)

Johnson County, herein after referred to as County  
Web Site (Online Sourcing) Application Terms and Conditions of Access and Use

The County's online sourcing application is powered by software provided by Ion Wave Technologies, Inc. (IWT) <http://www.ionwave.net>. The terms and conditions of use herein represent the terms and conditions of use of the County and IWT as a designated agent.

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering individual and company is herein after referred to as User. Registering with this online sourcing web site alone DOES NOT constitute acceptance as a User, Approved Vendor, or Awarded Vendor, nor does registration promise access to any solicitation, notification, or award.

The content and solicitations of this system are intended for the sole use of authorized users and MAY NOT be resold, republished, or referenced without the County and IWT's expressed written consent.

In order to use this site, user's browser must support JavaScript, allow Popup

[Printer-Friendly Version](#)

Cancel Registration

Accept Terms & Conditions

**Company Information (Step 2 of 7)**

*\* indicates a required field*

Company Information	
* Company Name	<input type="text"/>
Legal Name	<input type="text"/>
* Organization Type	-- Select --
Formation Date (mm/dd/yyyy)	<input type="text"/>
Formation State	-- Select --
* Tax ID Number (no dashes)	<input type="text"/>
DUNS (no dashes)	<input type="text"/>
Website	<input type="text"/>
Company Description	<input type="text"/>
Annual Gross Sales	-- Select --
Number of Employees	<input type="text"/>
* Excluded from Federal Procurement	-- Select --

Previous

Cancel Registration

Next



**Address Information (Step 3 of 7)**

*\* indicates a required field*

Primary Address (Required)				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Kansas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remittance Address (Required)				
Same as Primary Address				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Kansas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Correspondence Address (Optional)				
Same as Primary Address				
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State	Kansas <input type="button" value="v"/>			
* Zip	<input type="text"/>			
* Country	United States of America <input type="button" value="v"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous

Cancel Registration

Next

Vendor Classification (Step 4 of 7)

\* indicates a required field

Special Classifications

**Special Classifications**

Small Business Enterprise  
SBEs are businesses that do not exceed the size standard for the product or services it is providing as measured by its employment and/or business receipts in accordance with the US SBA numerical size standards. These standards are defined by FAR 52.219-8; 13 CFR part 121 and 13 CFR 121.410

Disadvantaged Business Enterprise  
DBEs are defined as a business which are (a) owned by socially disadvantaged individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group within regard to their individual qualities; or (b) owned by economically disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not socially disadvantaged.

Women Owned  
WBE Businesses are at least 51% owned and controlled by one or more U.S. Citizen who are female gender. In the case of any publicly owned business, at least 51% of the stock is owned by one or more women and one or more women must control the management and daily business operations. For Federal contracting regulations see FAR 52-219-8.

Minority Owned  
MBE businesses are at least 51% owned and controlled by one or more U.S. Citizen belonging to a certain ethnic minority groups. In the case of any publicly owned business, at least 51% of the stock is owned by one or more minorities, and one or more minorities must control the management and daily business operations. "Ethnic Minority Groups" are people of Asian Pacific American, Asian Subcontinent American, African American, Hispanic American and Native American descent.

Veteran Owned  
Businesses are at least 51% owned and controlled by one or more U.S. Citizen who are Veterans of the U.S. Armed Forces. IN the case of any publicly owned business, at least 51% of stock is owned by one or more veteran and one or more veterans must control the management and daily business operation. The term "Veteran" means a person who served in the active military, naval or air service and who was discharged or released there from under conditions other than dishonorable. Regulation can be found in FAR 52.219-9 and 38 USC 101 (2)

Previous

Cancel Registration

Next

Vendor Commodities (Step 5 of 7)

\* indicates a required field

Commodity Codes

**Commodities** \*Warning\* No commodity codes selected. This may prevent you from being notified of new event opportunities.

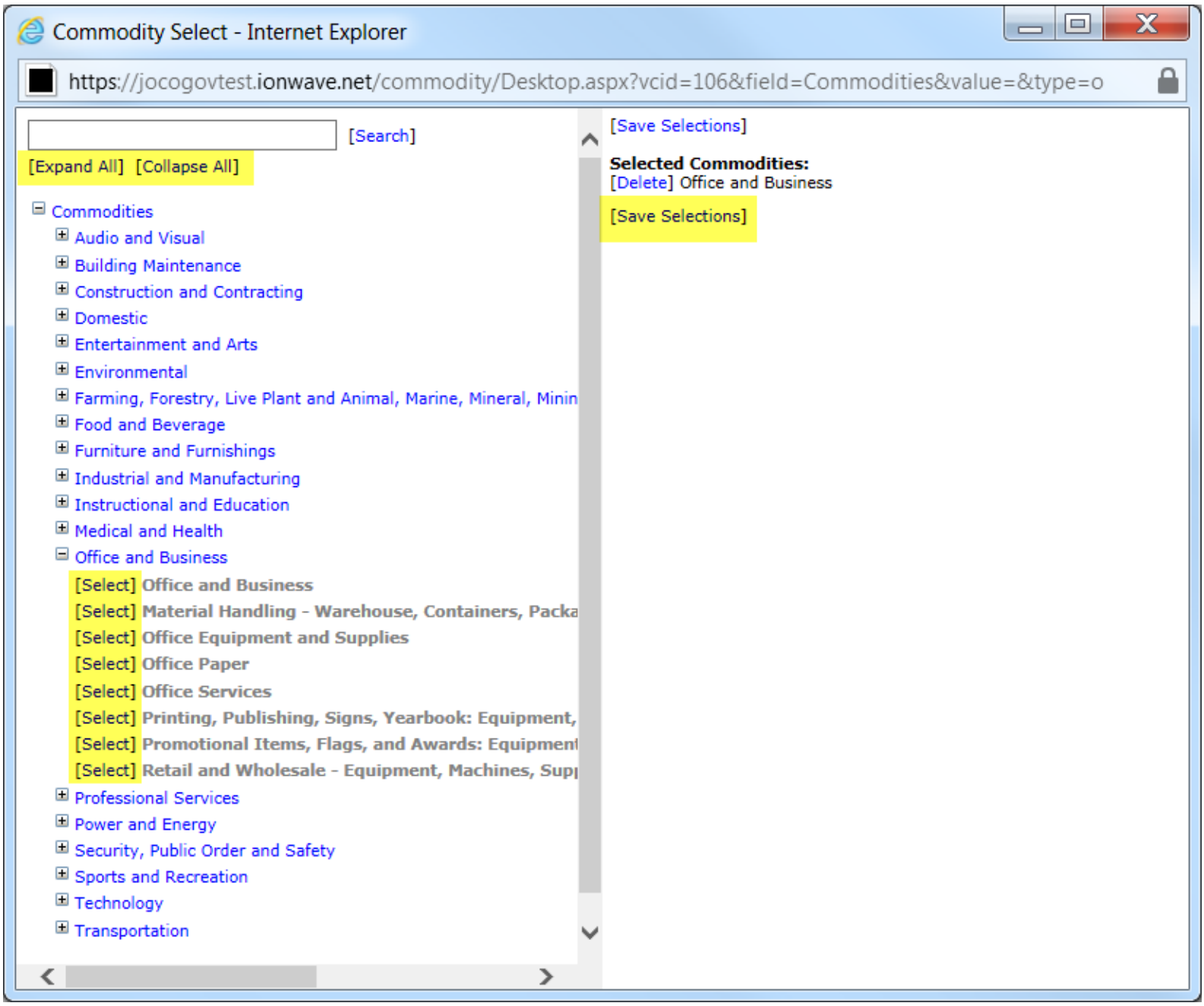
[Add or Remove Selections]

Previous

Cancel Registration

Next





**User Information (Step 6 of 7)**

*\* indicates a required field*

**Primary User Information**

<b>Prefix</b>	[Select Prefix] v								
* <b>First Name</b>	<input type="text"/>								
<b>Middle Name</b>	<input type="text"/>								
* <b>Last Name</b>	<input type="text"/>								
<b>Title</b>	<input type="text"/>								
* <b>Email</b>	<input type="text"/>								
* <b>Email Confirm</b>	<input type="text"/>								
<b>Phone</b>	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td><input type="text" value="1"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<b>Fax</b>	<table><thead><tr><th>Country</th><th>Area</th><th>Number</th><th>Ext</th></tr></thead><tbody><tr><td><input type="text" value="1"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Country	Area	Number	Ext	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Area	Number	Ext						
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
* <b>User Name</b>	<input type="text"/>								
* <b>Password</b>	<input type="text"/>								
* <b>Password Confirm</b>	<input type="text"/>								
* <b>Time Zone</b>	Central Time (Observes Daylight Savings Time) v								

Previous

Cancel Registration

Next





**Review and Submit (Step 7 of 7)**

**Company Information** [\[Edit\]](#)

Company Name
Legal Name
Organization Type
Formation Date (mm/dd/yyyy)
Formation State
Tax ID Number (no dashes)
DUNS (no dashes)
Website
Company Description
Annual Gross Sales
Number of Employees
Excluded from Federal Procurement

**Primary Address** [\[Edit\]](#)

Address
City
State
Zip
Country
Phone
Fax

**Remittance Address** [\[Edit\]](#)

Address
City
State
Zip
Country
Phone
Fax

**Correspondence Address** [\[Edit\]](#)

Address
City
State
Zip
Country
Phone
Fax

**Special Classifications** [\[Edit\]](#)

Special Classifications
-------------------------

**Commodity Codes** [\[Edit\]](#)

Commodities
-------------

**Primary User Information** [\[Edit\]](#)

Prefix
--------

First Name		
Middle Name		
Last Name		
Title		
Email		
Phone		
Fax		
User Name		
Password		
Time Zone		
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>	<input type="button" value="Submit Registration"/>

Please allow at least two (2) business days to be approved as a supplier in our electronic bidding system. Upon approval, you will receive an email indicating the system URL, User Name and Password. If you are having difficulty registering, please contact Robin Lynes at [Robin.Lynes@jocogov.org](mailto:Robin.Lynes@jocogov.org) 913-715-0596.



## Welcome to Johnson County Bids and Contracts!

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Version 7.3.017 [Production]

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Available Bids

Closed Bids

My Responses

My Awards

**Welcome to Johnson County Bids and Contracts [Test]!**

To view or respond to a current bid event, click on the **Bid Number** below. To access information about closed events, click the 'Closed Bids' tab.

To view a quick reference guide on how to respond to a bid, [click here](#).

**My Invitations**

*No Bid Requests*

# **Sourcing Supplier Quick Tutorial**

Version 7.X – September 2013  
Tutorial Update: June 2014

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Ion Wave Technologies, Inc.  
Springfield, Missouri

# Welcome to Sourcing!

The Sourcing Quick Tutorial provides instruction to suppliers on system navigation, locating bid requests and creating and submitting a response.

## System Requirements

- A standard web browser that **must have JavaScript enabled**.
  - IWT recommends Internet Explorer 9.x or greater for the best system performance.
  - Mozilla Firefox – current version recommended
  - Safari – current version recommended
  - Chrome – current version recommended
- The browser must also allow pop-up windows when accessing the system.
- Establish <this site> as a Trusted Site in your browser's Internet Options, Security settings. (<https://<this site>.ionwave.net>)

## Responding to Bid Requests – Quick Tutorial

- Login
- The page will open to the 'Available Bids'
- Click the bid number to View the bid request from the 'My Invitations' or 'Other Bid Opportunities' Section.

The screenshot shows the IonWave Sourcing Demo interface. At the top, there is a navigation bar with 'Available Bids', 'Closed Bids', 'My Responses', and 'My Awards' tabs. Below the navigation bar, there is a welcome message and a 'My Invitations' section with 'No Bid Requests'. The main section is 'Other Bid Opportunities', which contains a table of bid listings.

Bid Number	Organization	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
ITB-2202	Demo	Janitorial Supply Contract	ITB	06/26/2012	8/17/2012 2:00:00 PM CST	2 Days, 56 Mins	No Response
ITB-2189	Demo	Computer Servers	ITB	05/04/2012	8/20/2012 2:00:00 AM CST	2 Days	No Response
ITB-2187	Demo	Janitorial Supplies Contract	ITB	05/04/2012	8/22/2012 2:00:00 AM CST	4 Days	No Response
ITB-2188	Demo	Office Supply Contract	ITB	05/07/2012	8/24/2012 2:00:00 AM CST	6 Days	No Response
ITB-2195	Demo	Paper Products Contract	ITB	05/24/2012	8/27/2012 3:00:00 PM CST	10 Days	No Response
ITB-0210	Demo	Light Bulbs Contract	ITB	07/25/2012	10/09/2012 3:00:00 PM CST	12 Days	No Response
03-115	Demo	Construction Management Software RFP	RFP	01/04/2012	8/30/2012 2:00:00 AM CST	12 Days	No Response
ITB-2207	Demo	Janitorial Supply Contract	ITB	07/31/2012	8/31/2012 12:00:00 PM CST	14 Days	No Response
05-121	Demo	Construction Project Management Software	RFP	07/26/2012	8/31/2012 3:00:00 PM CST	14 Days	No Response
KR-2012-06-06	Demo	Lamps	Sealed Bid	08/06/2012	10/6/2012 12:00:00 PM CST	20 Days	No Response

- **Multiple Pages of Bid Attachments, Attributes and Line Items – Pagination** – If displayed, click to the next page to access additional pages. (Located at the bottom of each section)

The screenshot shows a pagination control with the text 'Items 1-15 shown of 31 • Page 1 of 3 shown' and navigation buttons for page 1, 2, 3, and a 'Next' button.

The following tabs may be present when viewing a bid. If one of the tabs listed below does not appear on your event, then it is not applicable to the event.

**Event Details** - Review bid information including Bid Notes as well as the contact, ship to and bill to information.

**Messages** – View messages specific to the bid request.

**Activities** - Activities may include an Intent to Bid, a Participation Activity such as a walk-thru or other meeting, or it may be a Non-Participation Activity listed for your information.

**Participants** - The event participation list displays only with the permission of the buying organization.

### **Attachments**

- Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following:
  - Informational purposes
  - To provide the supplier with a form to complete and submit a response attachment
- **Click** the 'View' link
- Open and Save the file to your desktop or another drive

### **Attributes**

- Read and/or answer all attributes.
- Required attributes have a red asterisk (\*) to the left of the required field.
- A required attribute must be answered in order to submit the response.
- Click '**Save**' (to save your responses)
- Click '**Error Check**' (to determine if you have missed any required responses)

### **Line Items**

- Enter pricing in the price or percentage field provided.
- Required line items have a red asterisk (\*) to the left of the required price field.
- A required line item must be answered in order to submit the response.
- Item Attributes - Answer questions, complete checklists, and review additional terms and notes specific to the line item. (Line attributes may not be present on the bid request)
- Item Attachments - Click '**View**' to access the downloadable field(s) pertaining to this line item. (Item level attachments may not be present)
- Supplier Notes - Enter comments for buyer review. (Field may not be present).
- Click '**Save**' (to save your responses) – Extended pricing will display after clicking 'save.'
- Click '**Error Check**' (to determine if you have missed any required price fields)

### **Zero**

Zero (\$0.00) entered in the line item price field is defined by the buyer using one of the parameters below. The red text is the message displayed to suppliers at the line item level to indicate the parameter selected by the buyer:

- Zero is a valid response - \*A response of '0' (zero) to Unit Price is interpreted as a response.
- Zero is considered a 'No Bid'- \*A response of '0' (zero) to Unit Price is interpreted as a 'No Bid' response.
- Zero is not a valid response - \*A response of '0' (zero) to Unit Price is not interpreted as a response.

**No Bid** – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. You can leave a non-required price field blank and the 'No Bid' is assumed. If using the 'No Bid' function, do the following:

- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click '**Clear**' to remove a 'No Bid.'

**Add Alternates** – Where allowed, you can bid an alternate.

- Click '**Add Alternate**' – enter the fields provided.
- If you added an alternate in error, Click '**Delete**' at the left of the screen. (located just under the *Alt #*)

**Add Notes** – Where allowed, click to add a supplier note. Leave the field blank and "Save" to close the expanded field.

**Requested Attachments** – A requested attachment is a required or optional attachment that the buyer has requested. A red asterisk ( \* ) located next to the requested file name indicates that it is required.

- Click "Upload"
- The file selection window will open
- Click "Select File"
- Highlight the file to be attached
- Click "Open"
- The file will upload

**Download Button** (located at the left of the file name) - Click to view the attachment.

**Delete Button** (located on the far right column next to the file name) – Click to remove the attachment.

If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file. You cannot download the file and save changes to the file while it is attached to a response.

**The maximum file size limit is 25 megabytes.**

**Other Response Attachments** – Attach response attachments that have not been requested by the buyer. The other response attachments section is only available if the buyer allows.

- Click "New"
  - Click the "Select File" button
  - Highlight the File
  - Click "Open"
  - Enter the Description (REQUIRED)
  - Click "Upload"
- To view your response attachment, click the **Download** button
- If you have attached the wrong file, "Delete" the file and attach the correct file. The delete button is located in the far right column.

**The maximum file size limit is 25 megabytes.**

## **Response Submission**

- **Update your Information** – Update your supplier profile or your user profile by using the 'Update' link.



- **Supplier Note to Buyer** – Enter a note to the buyer. (Optional)
- **Digital Signature** - Enter Your Full Name (Required) & Your Email Address (Required)
- Click **“Error Check Response”** (to determine if you have missed any required fields.)
- Click **‘Submit’ Response’**
  
- A **successfully submitted response** will display ‘Response Submitted’ followed by the date and time stamp in the Response Status field.
  
- **Retract’** to make changes to the submitted bid response
  
- A retracted bid response is no longer considered “submitted”. The user **MUST** **‘Submit’** a retracted bid response again

## Submission Errors

- When errors occur, the system will display the location of the errors. In the example below, the errors occur in the Attributes, Line Items and Response Submission Tab.

The screenshot displays the 'Edit Bid Response' page for bid TST-2013-09/25. At the top, there are navigation tabs: 'Return', 'No Bid', 'Documents', 'Response History', 'Bid History', and 'Error Check Response'. Below this, the bid details are shown: 'Bid Number: TST-2013-09/25 (Art Supplies)', 'Close Date & Time: 10/25/2013 12:00:00 PM Central', 'Time Left: 28 days 1 hours 33 minutes 58 seconds', and 'Response Status: NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.' A prominent red error box contains a warning icon and the text: 'Error Check - There are 4 Error Messages Present in Your Response! Please review the following tabs:'. Below this, a bulleted list identifies the error locations: 'Attributes', 'Line Items', and 'Response Submission Tab'. A horizontal tab bar at the bottom of the error box includes 'Event Details', 'Activities', 'Attachments', 'Attributes', 'Line Items', 'Response Attachments', and 'Response Submission'. Below the tabs is the 'Supplier Response Summary' section with 'Save' and 'Error Check' buttons. Another red error box lists two messages: 'Digital Signature: You must enter the email address of the individual responding to this event.' and 'Digital Signature: You must enter the full name of the individual responding to this event.' At the bottom, there are two profile sections: 'Your Supplier Profile' and 'Your User Profile', each with an 'Update your Information' button.

- Go to the problem area and correct the errors.
- The example above indicates an Attribute Tab error.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

## Bid Closing

The system will generate and send an email notification when the event closes.

Login and Click the event number in the listing to view the bid.

Click 'Documents' to review your Supplier Individual Response Document and other associated documents

## Bid Award and Award Detail

The system will generate and send an email notification when the bid is awarded.

Login and Click the event number in the listing to view the bid and associated pre-award and award documentation.