

## Job Aid: How to Re-Open a Rolling Enrollment Bid

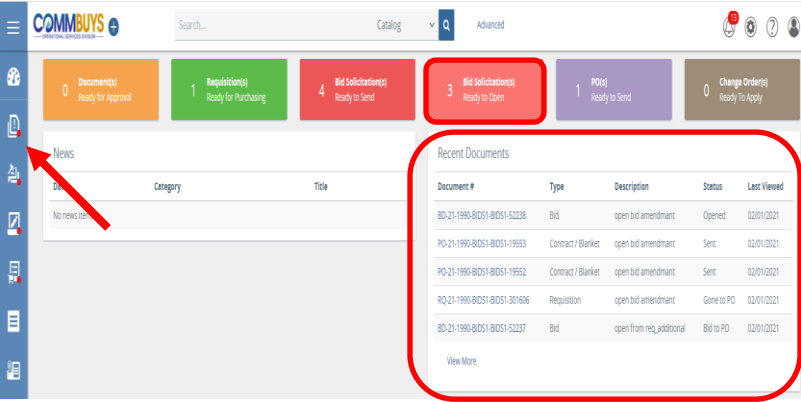
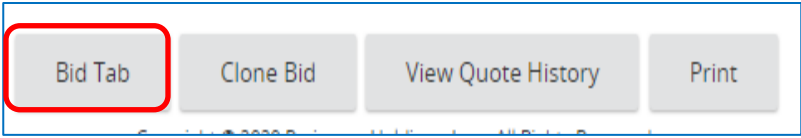
### This Job Aid shows how to:

- Re-open a previously awarded Rolling Enrollment bid in order to accept additional quotes from vendors who wish to be added as awarded vendors.
- This can be done at any time during the contract term prior to the Bid Opening Date set by the Buyer.

### Of Special Note:

After each session of awarding and notification is complete, the Bid is in **Bid to PO** status. The Buyer must manually re-open the Bid in COMMBUYS, so that it can be made available (visible) to additional vendors who wish to submit quotes during the term of the contract

The original procedure used to award vendors can be found in the Buyer Job Aid entitled **How to Score and Award a Bid**.

Screenshot	Directions																														
 <p>The screenshot shows the COMMBUYS homepage. At the top, there are navigation tabs: 'Documents Ready for Approval', 'Requisitions Ready for Purchasing', 'Bid Solicitations Ready to Send', 'Bid Solicitations Ready to Open' (highlighted with a red box), 'POs Ready to Send', and 'Change Orders Ready to Apply'. Below these tabs is a 'News' section and a 'Recent Documents' table. The 'Recent Documents' table is also highlighted with a red box and contains the following data:</p> <table border="1"> <thead> <tr> <th>Document #</th> <th>Type</th> <th>Description</th> <th>Status</th> <th>Last Viewed</th> </tr> </thead> <tbody> <tr> <td>BD-21-1990-BIDS1-BIDS1-52238</td> <td>Bid</td> <td>open bid amendment</td> <td>Opened</td> <td>02/01/2021</td> </tr> <tr> <td>PO-21-1990-BIDS1-BIDS1-19553</td> <td>Contract / Blanket</td> <td>open bid amendment</td> <td>Sent</td> <td>02/01/2021</td> </tr> <tr> <td>PO-21-1990-BIDS1-BIDS1-19552</td> <td>Contract / Blanket</td> <td>open bid amendment</td> <td>Sent</td> <td>02/01/2021</td> </tr> <tr> <td>RQ-21-1990-BIDS1-BIDS1-301606</td> <td>Requisition</td> <td>open bid amendment</td> <td>Gone to PO</td> <td>02/01/2021</td> </tr> <tr> <td>BD-21-1990-BIDS1-BIDS1-52237</td> <td>Bid</td> <td>open from req_additional</td> <td>Bid to PO</td> <td>02/01/2021</td> </tr> </tbody> </table>	Document #	Type	Description	Status	Last Viewed	BD-21-1990-BIDS1-BIDS1-52238	Bid	open bid amendment	Opened	02/01/2021	PO-21-1990-BIDS1-BIDS1-19553	Contract / Blanket	open bid amendment	Sent	02/01/2021	PO-21-1990-BIDS1-BIDS1-19552	Contract / Blanket	open bid amendment	Sent	02/01/2021	RQ-21-1990-BIDS1-BIDS1-301606	Requisition	open bid amendment	Gone to PO	02/01/2021	BD-21-1990-BIDS1-BIDS1-52237	Bid	open from req_additional	Bid to PO	02/01/2021	<p><b>Step 1: Accessing the Bid</b></p> <p>After logging in, search for the desired bid by: Clicking on the <b>Bid Solicitation</b> icon found on the left panel of your homepage and search for the bid by its last known status.</p> <p><b>NOTE:</b> If a vendor or vendors have previously been awarded and notified, click on the <b>Gone to PO</b> tab)</p> <p>OR</p> <p>Selecting it from the <b>Recent Documents</b> box by clicking on the blue hyperlink in the <b>Document #</b> column.</p> <p><b>NOTE:</b> If using the Recent Documents box, ensure that you are opening the <u>Bid</u> and not the previously awarded Contract/Blanket.</p>
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BD-21-1990-BIDS1-BIDS1-52238	Bid	open bid amendment	Opened	02/01/2021																											
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 <p>The screenshot shows a row of buttons: 'Bid Tab' (highlighted with a red box), 'Clone Bid', 'View Quote History', and 'Print'.</p>	<p><b>Step 2: Opening the Bid Tabulation</b></p> <p>The <b>Summary</b> page displays. Scroll to the bottom of the page and click on the <b>Bid Tab</b> button.</p>																														

Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-52236

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score **Summary** Back to Bid

Total Number of Submitted Quotes: 2

Consider All	Quote #	Description	Vendor ID	Vendor Name	Submit Date	Attachments
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	QT-1990-BIDS1-BIDS1-79172	Rolling from Scratch	00029700	Bane	01/28/2021 11:55:37 AM	Download
<input checked="" type="checkbox"/>	QT-1990-BIDS1-BIDS1-79173	Rolling from Scratch	00029710	Decelle	01/28/2021 12:13:52 PM	Download

Save And Continue

**Step 3: Accessing the Summary Tab Page**  
 The **Quotes** Tab page displays. Click on the **Summary** tab.

Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-52236

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score **Summary** Back to Bid

**System Warning(s)**  
 New Purchase Order is [PO-21-1990-BIDS1-BIDS1-19549](#) - 0

**Bid Award Validation Warnings**  
 There are items that are not awarded.

**Bid Tabulation Information**

Total Item Count: 1 Total Awarded Quote Count: 1 Bid Status: 2BP0 - Bid to PO (When a Bid is turned into a PO)

Item Info/Quote Info	00029700 Bane
Canceled wiggles Item #1 Print Sequence:1.0 Status:2BP0 - Bid to PO Quantity:1.0 Uom:EA	<Quote: QT-1990-BIDS1-BIDS1-79172> Unit Cost 90.00 Discount % 0.0% Tax Rate 0.0% Freight 90.00 Alternate Description See Quote Attachment(s) Award Awarded: 01/28/2021

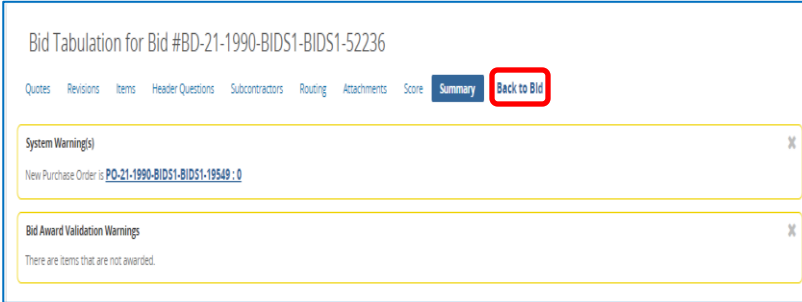
Totals:	\$ Vendor Gross Total:	90.00
	\$ Vendor Discount:	90.00
	\$ Vendor Net Total:	90.00
	\$ Preference Discount:	90.00
	\$ Evaluation Total:	90.00
	\$ Vendor Freight:	90.00
	\$ Awarded:	90.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:  
 \*\* = Low Item Price

Re-Open Bid Tab Export Awarded Items Print

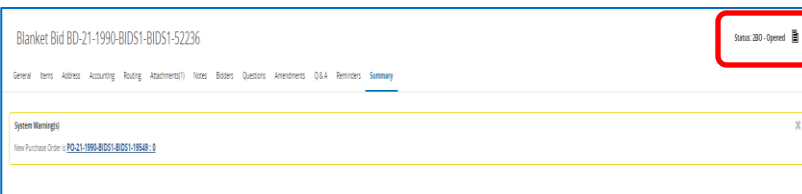
**Step 4: Re-Opening the Bid Tab**  
 The **Summary** page displays. Scroll to the bottom of the page and click on the **Re-Open Bid Tab** button.

**NOTE:** If the **Close Bid Tab** button displays instead of the **Re-Open Bid Tab** button, click on the **Close Bid Tab** button and the **Re-Open Bid Tab** button will appear when the screen re-displays.



**Step 5: Returning to the Bid Tabs**

When the page re-displays, click on the blue hyperlink **Back to Bid**.



**Step 6: Verifying the Re-Opened Bid**

The Bid **Summary** tab page displays with a status of **Opened**.

Additional vendors will now be able to view the bid and quote.

Repeat this process (Steps 1 through 6) after each round of awards.

Once vendor quotes have been received, they can be evaluated and awarded using the same procedure used to award the original vendors.

To view the award procedure, refer to the Buyer Job Aid entitled **How to Score and Award a Bid**.