OPERATIONAL SERVICES DIVISION

Job Aid:

How to Re-Open a Rolling Enrollment Bid

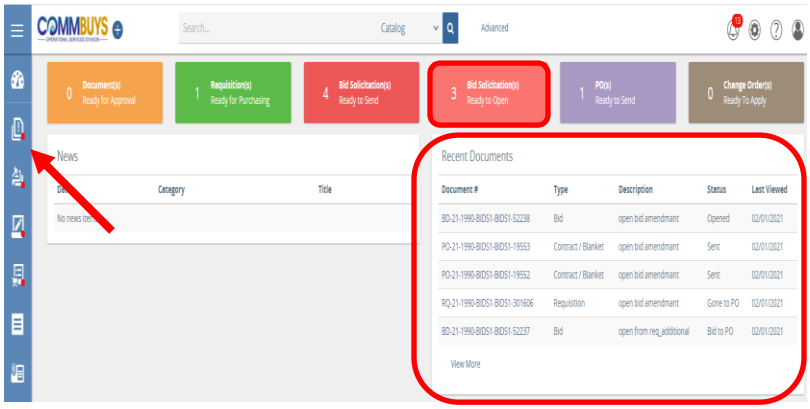
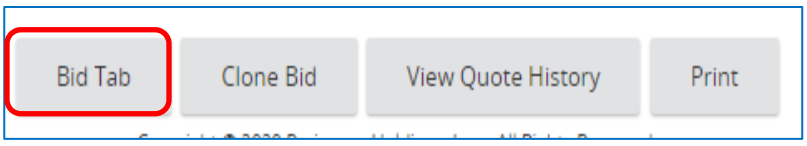
This Job Aid shows how to:

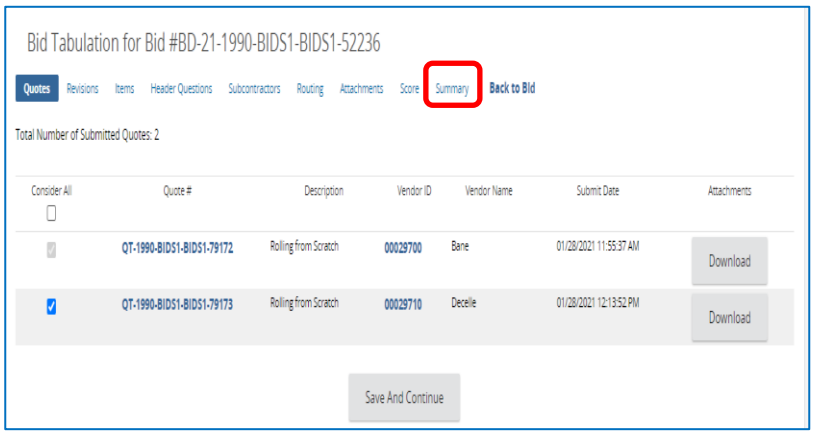
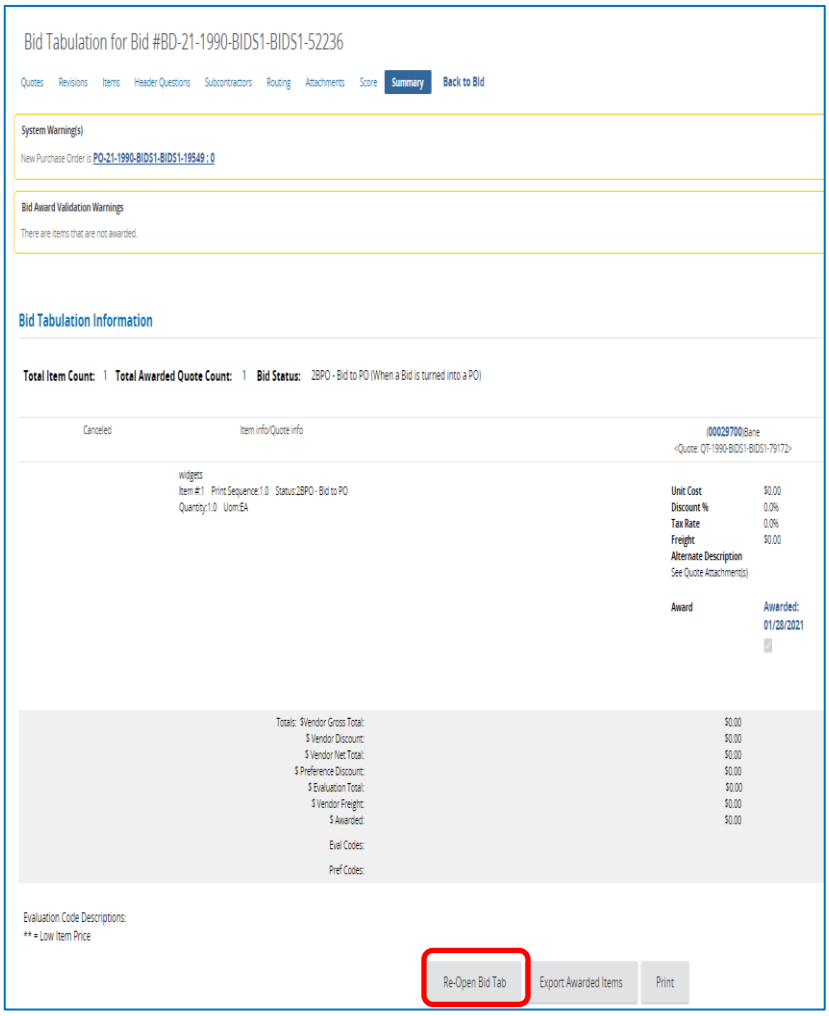
- Re-open a previously awarded Rolling Enrollment bid in order to accept additional quotes from vendors who wish to be added as awarded vendors.
- This can be done at any time during the contract term prior to the Bid Opening Date set by the Buyer.

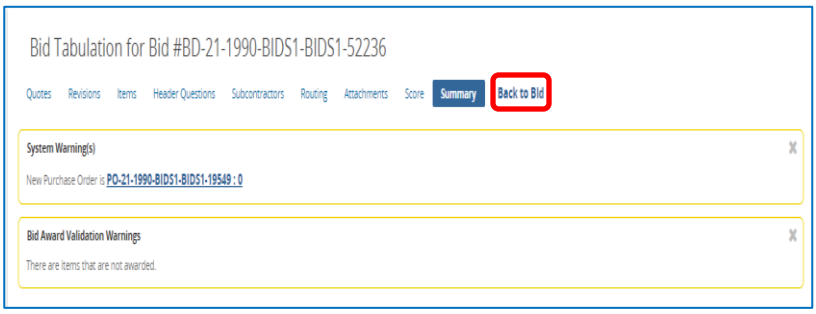
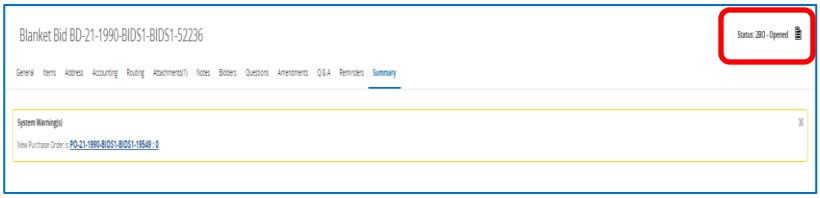
Of Special Note:

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
	**Step 1: Accessing the Bid** After logging in, search for the desired bid by: Clicking on the **Bid Solicitation** icon found on the left panel of your homepage and search for the bid by its last known status. **NOTE:** If a vendor or vendors have previously been awarded and notified, click on the **Gone to PO** tab) OR Selecting it from the **Recent Documents** box by clicking on the blue hyperlink in the **Document #** column. **NOTE:** If using the Recent Documents box, ensure that you are opening the Bid and not the previously awarded Contract/Blanket.
	**Step 2: Opening the Bid** Tabulation The **Summary** page displays. Scroll to the bottom of the page and click on the **Bid Tab** button.

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

Screenshot	Directions
	**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.***