

## This Job Aid shows how to:

- Re-open a previously awarded Open Enrollment bid in order to accept additional quotes from vendors who wish to be added as awarded vendors.
- This can be done only during an Open Enrollment period 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 may wish to submit quotes during an Open Enrollment period.

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
E COMMBUYS O Search Catalog	V Q Advanced	J 🕄 🔍	After logging in, search for the desired bid by:
B         Decoment()         1         Registrant()         4         Bid Solidation()           Image: Solidation of the solidation o	3 Rid Selicitation() 3 Ready to Open Decome Thorements	O Change Order(s) Ready To Apply	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.
2 Da Category Title	Document # Type Description	Status Last Viewed	NOTE: If a vendor or vendors have previously
10 No news rec	8D-21-1990-8IDS1-8IDS1-52238 Bid open bid amer	ndmant Opened 02/01/2021	been awarded and notified, click on the Gone
	PO-21-1990-BIDS1-BIDS1-19553 Contract / Blanket open bid amer	ndmant Sent 02/01/2021	to PO tab)
8	PO-21-1990-BIDS1-BIDS1-19552 Contract / Blanket open bid amer	ndmant Sent 02/01/2021	OR
	RQ-21-1990-BIDS1-BIDS1-BIDS1-BIDS1-BIDS06 Requisition open bid amer	ndmant Gone to PO 02/01/2021	OK
- 18	Vex Nore		Selecting it from the <b>Recent Documents</b> box by clicking on the blue hyperlink in the <b>Document #</b> column.
			<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.
			Step 2: Opening the Bid Tabulation
Bid Tab Clone Bid	/iew Quote History	Print	The <b>Summary</b> page displays. Scroll to the bottom of the page and click on the <b>Bid Tab</b> button.

Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-BIDS1-52236 were revisors terms Header Questors Subcontractures Routing Academents Sore Summery Back to Bid Total Number of Submitted Quotes 2 Consider All Quote # Description Vendor ID Vendor Name Submit Date Academents Q1-1990-BIDS1-BIDS1-79172 Rolling from Screach 00029700 Bare 01/202021 11 5537 AM Download Q1-1990-BIDS1-BIDS1-79173 Rolling from Screach 00029710 Decile 01/202021 12 1352 PM Download
Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-52236           Cortice         Revisors         Beader Questors         Subcontractors         Routing         Acadments         The Quotes Tab page displays. Click on the Summary tab.           Total Number of Submitted Quotes 2         Consider All         Quote #         Description         Vendor ID         Vendor ID         Vendor ID         Vendor ID         Acadments         Acadments         Consider All         Quote #         Description         Vendor ID         Vendor ID         Vendor ID         Acadments         Consider All         Download           Image: Consider All Contents         Quotes #         Description         OU020201115537 AM         Download         Download           Image: Consider All Contents         OU12902021121352 PM         Download         Download         Download
Consider All     Quote #     Description     Vendor ID     Vendor Name     Submit Date     Attachments       Image: Consider All Distribution Stream     Q1-1990-BIDS1-BIDS1-79172     Roling from Screach     Q0029700     Bane     01/28/2021 11:5537 AM     Download       Image: Consider All Distribution Screach     Q0029710     Decelle     01/28/2021 12:5327 AM     Download
Q1-1990-BIDS1-BIDS1-79172         Roling from Screech         00029700         Bane         01/28/2021 11:55:37 AM         Download           Q1-1990-BIDS1-BIDS1-79173         Roling from Screech         00029710         Decelle         01/28/2021 12:13:52 PM         Download
Q1.1990-BIDS1-BIDS1-79173         Rolling from Scretch         00029710         Decele         01/28/2021 12:1352 PM           Download
Save And Continue
Step 4: Re-Opening the Bid Tab
Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-52236       The Summary page displays. Scroll to the
Ques Resions tens HeaderQuesons Subconscores Routing Academies Score Summary Backto Bid bottom of the page and click on the Re-Oper Bid Tab button.
System warnings) New Purchase Order is PO.2.1.1990-BIDS1-BI BIDS1-
Bit Asard Validation Warnings         NOTE: If the Close Bid Tab button displays           Therare iters for a seried.         instead of the Re-Open Bid Tab button, click
Bid Tabulation Information       on the Close Bid Tab button and the Re-         Open Bid Tab button will appear when the screen re-displays.
Total Item Count: 1 Total Awarded Quote Count: 1 Bid Status: 28PO - Bid to PO (Nhen a Bid is turned into a PO)
Canceles Item info Quote info (000207008-ane - Quote (1:1994-003-8005-79172-)
widges tem 41 Print Sequence 1.0 Satur.2BPO - Bid to PO Quentry 1.0 Uom 5A Tax Rate 0.0% Frieght 50.0 Attemate Description See Quere Attachments) Award decl: 01/02/07/1
Total:         Slendor Discourt:         S0.00           S Verdor Discourt:         S0.00           S Verdor Net Total:         S0.00           S Preference Discourt:         S0.00           E la Coter:         S0.00           Pref Coter:         S0.00
Evaluation Code Descriptions ** = Low Item Price Re-Open Biol Tab Export Awarded Items Print

# Screenshot

Blanket Bid BD-21-1990-BIDS1-BIDS1-52236

New Purchase Order is PO-21-1990-8(DS1-8(DS1-19549 : 0

System Warning(s)

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q.B.A Reminders Summary

### Directions

		Step 5: Viewing the Bid Status
Bid Tabulation for Bid #BD-21-1990-BIDS1-BIDS1-52236 Quotes Revisions items Header Questions Subcontractors Routing Attachments Score <b>Summary Back to Bid</b>		When the page re-displays, click on the blue hyperlink <b>Back to Bid.</b>
System Warnings) New Purchase Order is <b>PO-21-1990-BIDS1-BIDS1-19549 : 0</b>	×	
Bid Award Validation Warnings There are items that are not awarded.	X	

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

Status: 280 - Opened 📱

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

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

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

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

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