

Job Aid: How to Score and Award a Bid

This Job Aid shows how to:

- score and award a bid using the Bid Tabulation function
- create a Master Blanket Purchase Order (MBPO) for goods and services not on Statewide Contract

Of Special Note:

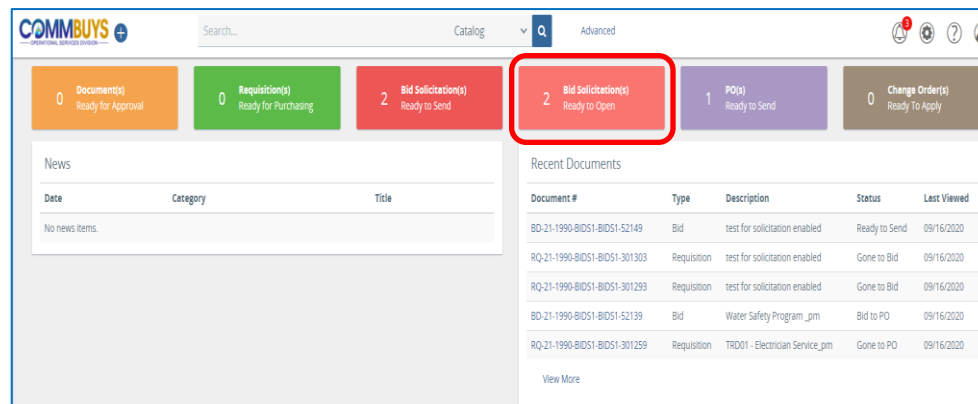
The entire process - bids, quotes, scoring guidelines, etc. - is viewable in COMMBUYS, which offers users the benefit of concise document management as well as an organized electronic procurement file. The Bid Tabulation function in COMMBUYS is used to review and evaluate vendor responses to bids (called **quotes** in the system).

Users may continue to evaluate vendor responses according to their current practice. The results of this evaluation can be entered on a spreadsheet (or as follows current practice) and posted as an attachment on the Attachments tab.

COMMBUYS also provides an optional scoring tool that may be used as well. This Scorecard uses scoring criteria based on a weighting system of a total of 100. Each criterion will have a value (or “weight”) assigned as a percent. The total of all criteria combined must equal 100%. The scores against those weights are recorded numerically from 1 to 100. After criteria are entered, the purchaser forwards a request to a group of approvers who use the criteria to evaluate (score) the bid.

Quotes that are received using the .csv (comma separated value) file template can be exported from COMMBUYS during the evaluation phase. Awarded vendors can be identified on the template and then uploaded back into COMMBUYS.

Screenshot



Document #	Type	Description	Status	Last Viewed
BD-21-1990-BIDS1-BIDS1-52149	Bid	test for solicitation enabled	Ready to Send	09/16/2020
RQ-21-1990-BIDS1-BIDS1-301303	Requisition	test for solicitation enabled	Gone to Bid	09/16/2020
RQ-21-1990-BIDS1-BIDS1-301293	Requisition	test for solicitation enabled	Gone to Bid	09/16/2020
BD-21-1990-BIDS1-BIDS1-52139	Bid	Water Safety Program_gm	Bid to PO	09/16/2020
RQ-21-1990-BIDS1-BIDS1-301259	Requisition	TRD01 - Electrician Service_gm	Gone to PO	09/16/2020

Directions

Step 1: Opening Ready to Open Bid Solicitations

From the Main Menu, click on the **Bid Solicitation(s) Ready to Open** box, or locate the bid in the Recent Documents box.

Screenshot

Directions

Step 2: Selecting the Bid

Click on the **blue hyperlink** of the desired bid in the Bid Solicitation# column.

In Progress	Ready for Approval	Returned	Ready to Send	Sent	Ready to Open	Opened	Evaluated
Bid Solicitation #		Description					
BD-21-1990-BIDS1-BIDS1-52110		Training Project XYZ					
BD-21-1990-BIDS1-BIDS1-52105		test export					

Step 3: Opening the Bid

The Bid opens to the Summary tab page. Scroll to the bottom of the page and click on the **Open Bid** button.

There is no item accounting available for this item.

Pre-Bid Approval Path:

Approval Path

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Paul Martin		1	09/30/2016 01:50 PM	09/30/2016 01:50 PM	Approved (Paul Martin)	

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Step 4: Opening the Bid Tab

When the Summary screen redisplay, scroll to the bottom and click on the **Bid Tab** button.

Pre-Bid Approval Path:

Approval Path

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Paul Martin		1	09/30/2016 01:50 PM	09/30/2016 01:50 PM	Approved (Paul Martin)	

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

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-1080-OSD06-OSD06-15858	test	00020012	Kramerica	11/08/2016 12:38:39 PM	No attachments
<input checked="" type="checkbox"/>	QT-1080-OSD06-OSD06-15859	test	00020013	Bane	11/08/2016 01:02:45 PM	No attachments

Create New Quote Save And Continue

Vendor Profile - Kramerica

Organization Information **Program** Users Address Commodity-EPPs and Services Regions Terms & Categories Attachments Vendor Performance

Programs

Program Details

Program: SBR Program Status: Active

Certification: Certified Date Qualified: 09/15/2017 Renewal Date: 09/15/2017

Acknowledged program conditions?: Acknowledged Date Acknowledged/Disagreed: 09/15/2016 User Last Updated: Cosmo Kramer Date Last Updated: 09/15/2016

Close Window

Step 5: Identifying Small Business Purchasing Program (SBPP) Vendors

The **Bid Tabulation** page opens displaying the list of all quotes submitted by registered COMMBUYS vendors for the selected bid.

If your procurement is a small procurement, (\$250,000 annually or less), you must identify SBPP-active vendors. If your procurement is over \$250,000 annually, **skip to step 6**.

In order to identify whether vendors submitting quotes are SBPP-active, follow these steps.

1. Click on a blue hyperlink in the **Vendor ID** column, which brings up that Vendor's profile in a separate window.
2. Click on the **Program** tab and see if the Vendor has the code SBR (Small Business Registered) and *Active status*.
3. Make a list of all SBR-Active vendors who have submitted quotes.

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

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-1080-OSD06-OSD06-15858	test	00020012	Kramerica	11/08/2016 12:38:39 PM	No attachments
<input checked="" type="checkbox"/>	QT-1080-OSD06-OSD06-15859	test	00020013	Bane	11/08/2016 01:02:45 PM	No attachments

Create New Quote Save And Continue

Step 6: Opening the Quotes

1. Click on the **Quotes** tab to review the bids prior to Score Entry.

Click on a blue hyperlink in the **Quote #** to open a vendor quote.

Quote QT-1080-OSD06-OSD06-15858 - Kramerica

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders **Summary**

Header Information

Quote #:	QT-1080-OSD06-OSD06-15858	Bid #:	80-11-1080-OSD06-OSD06-8883	Status:	Submitted
Organization:	Operational Services Division	Delivery Days:	5	Discount Percent:	5.0
Description:	test	Alternate Bid:	No	Shipping Terms:	
Bid Flag:	Yes	Ship Via Terms:		Payment Term:	
Freight Terms:		Info Contact:		Quote Total:	\$95.00
Promised Date:		User Last Updated:	Cosmo Kramer	User Created:	Cosmo Kramer
Comment:					
Date Last Updated:	11/08/2016 12:38:39 PM				
Print Format:					

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Item Information

Print Sequence # 1.0 : (90-15 - 15) test

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$100.00	5.0%	0.0%	\$0.00	\$95.00	No	No

Print Close Window

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Step 7: Reviewing the Quotes

The quote opens in a new pop-up window to the **Summary** tab. All vendor quote information is stored in the displayed tabs.

1. Review all information in all tabs (including any submitted attachments) to evaluate the vendor quote.
2. Click on the **Close Window** button.

Repeat Steps 6 and 7 for each vendor quote.

NOTE: If you would like to use the optional COMMBUYS Scoring tool, **continue on to Step 8.**

NOTE: If the vendor has submitted quotes using the .csv template, **skip to Step 11.**

NOTE: If, after reviewing quotes you want to follow your established quote evaluation process, **skip to Step 14.**

Step 8: Completing the Score Tab

NOTE: The evaluation criteria entered here should match the criteria of the solicitation (RFR, etc.).

1. To begin the scoring and evaluation process, click on the **Score** tab. The Score tab consists of three sub-tabs:

Maintain – used to enter and display the criteria, criteria weights, and select scorers

Score Entry – used to enter and display individual vendor scores based on vendor quotes

Score Summary – displays a side-by-side view of all entered vendor scores

2. On the Maintain sub tab, enter a scoring criterion name in the **Scoring Component Description** field.
3. Enter a scoring weight percentage in the **Weight** field. The total of all weights must equal 100.
4. Click on the dropdown arrow next to the **Scorer Name** field and select a scorer.
5. Check the boxes that are applicable for your Bid evaluation:
 - Hide pricing from scorers
 - Display scoring summary to scorers
 - Display scoring detail to scorers
6. Click on the **Save & Continue** button

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

Queries | Reviews | Items | Header Questions | Subcontractors | Routing | Attachments | **Score** | Summary | Back to Bid

Scorecard Creation/Maintenance

Scoring Round: Round 1

Scoring Component Description	Weight	Scorer
Price	10.0	
Quality	10.0	
Service	10.0	
Support	10.0	
Value	10.0	

☐ Hide pricing from scorers ☐ Display scoring summary to scorers ☐ Display scoring detail to scorers

Scorer Creation/Maintenance

Scorer Name: Martin, Paul

Close Scoring Round | **Save & Continue** | Save & Exit | Reset | Cancel & Exit

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

Queries | Reviews | Items | Header Questions | Subcontractors | Routing | Attachments | **Score** | Summary | Back to Bid

Scorecard Creation/Maintenance

Scoring Round: Round 1

Scoring Component Description	Weight	Scorer
Price	10.0	
Quality	10.0	
Service	10.0	
Support	10.0	
Value	10.0	

☐ Hide pricing from scorers ☐ Display scoring summary to scorers ☐ Display scoring detail to scorers

Scorer Creation/Maintenance

Scorer Name: Martin, Paul

Close Scoring Round | **Save & Continue** | Save & Exit | Reset | Cancel & Exit

Step 9: Entering Scores

1. Click on the **Score** tab.
2. Click on the **Score Entry** sub-tab.
3. Click on the dropdown arrow next to the **Vendor** field and select a vendor from the dropdown menu.
4. Enter a score in the **Raw Score** field for each criterion. COMMBUYS will automatically multiply the raw score times the weight and provide an **Extended Score**.
5. If desired, enter notes in the **Note** field.
6. Click on the **Save & Continue** button.
7. Choose the next vendor from the vendor dropdown menu and repeat the process until all vendor quotes have been scored, then click on the **Save & Exit** button.

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-B683

Scorecard Entry

Scoring Round: Round 1

Vendor: Contract 001

Quote Number: QT-1080-OSD06-OSD06-19888

Please choose vendor and save your changes before you navigate to Score Detail.

Scoring Component Description	Raw Score	Weight	Extended Score
Price	30	30.0	90.0
Delivery	10	30.0	30.0
Quality	10	40.0	40.0
Total		100.0	160.0

Scorecard Notes for Quote

Note:

Score:

Save & Continue Save & Exit

Step 10: Viewing the Scores

1. Click on the **Score Summary** sub-tab.
2. The **Score Summary** tab displays the weighted scores side by side for easy review.

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-B683

Scorecard Tabulation Summary

Scoring Round: Round 1

Scorecard Sort By: Ascending

of vendors per page: 5

Go

Total ScoreCards Count: 1 Total Quotes Count: 1

Scoring Component Description	Score	Weight	Extended Score
Price	30.0	30.0	90.0
Delivery	10.0	30.0	30.0
Quality	10.0	40.0	40.0
Total		100.0	160.0

View Score Detail

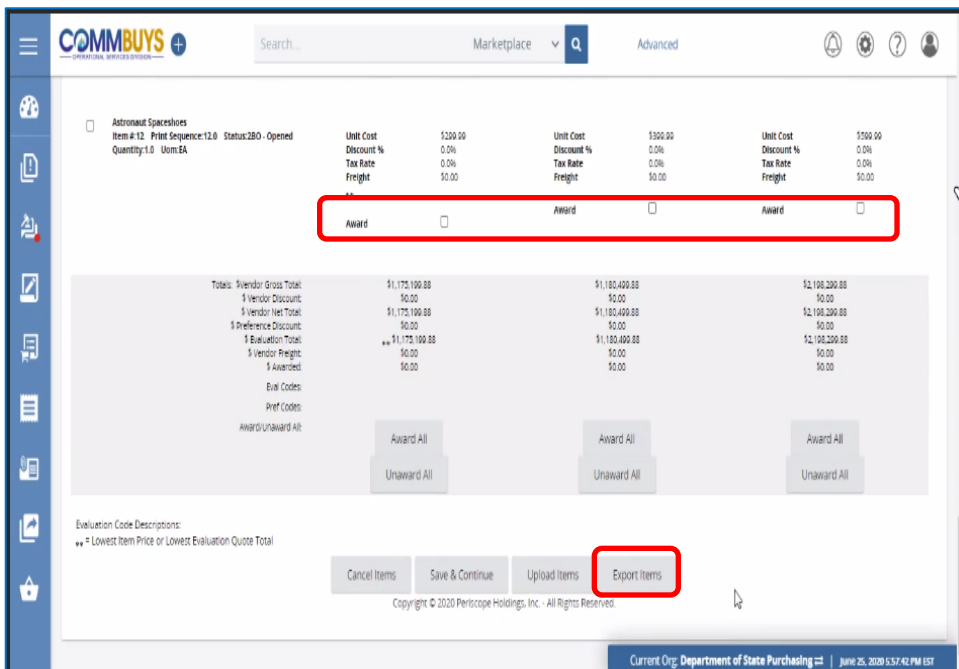
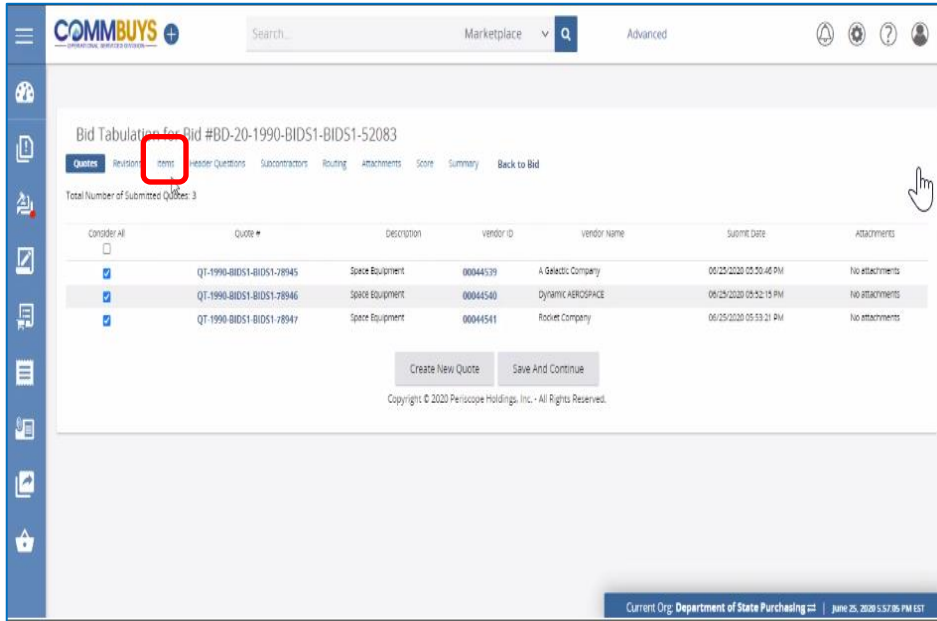
Print Summary Print Detail

Hyperlinks to **View Score Detail** are available for each vendor and buttons are available to **Print Summary** or **Print Detail**.

3. Now **skip to Step 14**.

Step 11: Using the .csv Template File

1. Click on the **Items** tab.



The entered price for each item displays below the vendor name. Items that have:

- an entered price, or
 - are marked as “No Charge”, or
 - are marked as “See Quote Attachment” can be selected for award.
2. Select the Award checkbox in the row and column for each item and vendor respectively.

NOTE: For Bid Solicitations that have large amounts of items with multiple vendors, you can select the Export Items button to view the quotes in a .csv file and award the items and vendors outside of COMMBUYS. Exporting the items provides a .csv file that may be shared with others on your bid review team who may not have access to COMMBUYS.

Screenshot

Directions

Step 12: Sorting the .csv File

After exporting the items, the columns can be sorted.

In this case, the items have been sorted by Item Description.

A	B	C	D	E	F	G	H	I	J	K	L
Award	Item No	Print Size	Item Size	Description	Quantit	UOM	Vendor ID - Vendor Name - Quote ID	Quote	Unit Cost	Discount	Tax Rate
2	11	11	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	11.0	499.99	0.0	
3	11	11	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	11.0	499.99	0.0	
4	11	11	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	11.0	899.99	0.0	
5	10	10	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	10.0	599.99	0.0	
6	10	10	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	10.0	499.99	0.0	
7	10	10	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	10.0	799.99	0.0	
8	12	12	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	12.0	399.99	0.0	
9	12	12	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	12.0	299.99	0.0	
10	12	12	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	12.0	599.99	0.0	
11	9	9	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	9.0	15999.99	0.0	
12	9	9	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	9.0	14999.99	0.0	
13	9	9	2B0	Ope Astronaut Spacesuit	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	9.0	18999.99	0.0	
14	2	2	2B0	Ope Hoverboard	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	2.0	49999.99	0.0	
15	2	2	2B0	Ope Hoverboard	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	2.0	50999.99	0.0	
16	2	2	2B0	Ope Hoverboard	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	2.0	50999.99	0.0	
17	8	8	2B0	Ope Infrared Imager/Spectrometer	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	8.0	12999.99	0.0	
18	8	8	2B0	Ope Infrared Imager/Spectrometer	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	8.0	11999.99	0.0	
19	8	8	2B0	Ope Infrared Imager/Spectrometer	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	8.0	14999.99	0.0	
20	3	3	2B0	Ope Jet Fuel	1.0	EA	(00044539) - A Galactic Company - (Quote: QT-1990-BIDS1-BIDS1-78945)	3.0	999.99	0.0	
21	3	3	2B0	Ope Jet Fuel	1.0	EA	(00044540) - Dynamic AEROSPACE - (Quote: QT-1990-BIDS1-BIDS1-78946)	3.0	899.99	0.0	
22	3	3	2B0	Ope Jet Fuel	1.0	EA	(00044541) - Rocket Company - (Quote: QT-1990-BIDS1-BIDS1-78947)	3.0	1999.99	0.0	

Screenshot

Directions

Step 14: Selecting Vendors for Award

1. Click the **Items** tab to view and make the award.
2. To award all lines of the bid to a single vendor, click on the **Award All** button in the correct Vendor's column. To award a multi-line bid to different vendors, click on the **checkbox** on each line under the vendor who will receive the award.

NOTE: If you choose **Award All**, a popup message will appear asking if you are sure you want to proceed. If so, click on the **OK** button.

3. After the award decisions are complete, click on the **Save & Continue** button.

NOTE: For small procurements (those less than or equal to \$250,000 annually) refer to the SBPP Policy.

Step 15: Awarding the Bid

1. Click on the **Summary** tab to view the awarded vendor(s).
2. Click on the **Submit for Approval** button.

NOTE: If this is a Solicitation Enabled bid awarded to a vendor on an existing Statewide Contract, do not continue with the following steps.

If this bid is to be converted to a Master Blanket Purchase Order, **continue with the following steps.**

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

Bid Award Validation Warnings

The following items are not awarded (1)

of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 1 Total Awardable Quote Count: 2 Bid Status: 280 - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Item	Item Info/Quote Info	Cost	Discount
Item #1 Print Sequence 1.0 Status 280 - Opened Quantity 1.0 Uom EA	Quote: QT-1080-OSD06-OSD06-15859	\$95.00	5%
Totals:		\$95.00	\$4.75
\$ Vendor Gross Total:		\$95.00	
\$ Vendor Discount:		\$4.75	
\$ Vendor Net Total:		\$90.25	
\$ Preference Discount:		\$0.00	
\$ Evaluation Total:		\$90.25	
\$ Vendor Freight:		\$0.00	
\$ Awarded:		\$90.25	

Award All Unaward All

Cancel Items **Save & Continue**

Message from webpage

?

This action will award all the items to quote #QT-1080-OSD06-OSD06-15859 and save the changes on other quotes. Are you sure you want to proceed?

OK **Cancel**

Bid Tabulation Information

Total Item Count: 1 Total Awarded Quote Count: 1 Bid Status: 280 - Bid Opened (Quotes received and opened. Ready for tabulation)

Item	Item Info/Quote Info	Cost	Discount
Item #1 Print Sequence 1.0 Status 280 - Opened Quantity 1.0 Uom EA	Quote: QT-1080-OSD06-OSD06-15859	\$95.00	5%
Totals:		\$95.00	\$4.75
\$ Vendor Gross Total:		\$95.00	
\$ Vendor Discount:		\$4.75	
\$ Vendor Net Total:		\$90.25	
\$ Preference Discount:		\$0.00	
\$ Evaluation Total:		\$90.25	
\$ Vendor Freight:		\$0.00	
\$ Awarded:		\$90.25	

Submit for Approval Print

Screenshot

Directions

Bid Tabulation for Bid #BD-17-1080-OSD06-OSD06-8683

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

Bid Tabulation Information

Total Item Count: 1 Total Awarded Quote Count: 1 **Bid Status: 2BA - Bid Approved (Ready for Vendor Awarding)**

Cancelled Item Info/Quote Info

Item #	Print Sequence	1.0	Status	2BA - Approved	Quantity	1.0	Unit	EA	Price	Discount	%	DT
1	1	1	1	1	1	1	1	1	1	1	1	1

Totals: \$ Vendor Gross Total: \$95.00
 \$ Vendor Discount: (\$4.75)
 \$ Vendor Net Total: \$90.25
 \$ Preference Discount: \$0.00
 \$ Evaluation Total: \$90.25
 \$ Vendor Freight: \$0.00
 \$ Awarded: \$90.25
 Eval Codes:
 Pref Codes:

Evaluation Code Descriptions:
 ** = Low Item Price
 DT = Discount Only Quote

Create PO Print

Step 16: Creating a PO

Once the evaluated bid has been approved, it will be in **2BA – Bid Approved** status.

Go to the Summary tab page of the Bid Tabulation and click on the **Create PO** button at the bottom of the page.

Bid BD-17-1080-OSD06-OSD06-8683 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name	Total Awarded
QT-1080-OSD06-OSD06-15859	00020013	Bane	\$90.25

Purchase order creation options:

- ☒ Include Narrative Items
- ☒ Include Bid Attachments
- ☒ Include Bid Tab Attachments
- ☒ Include Bid Notes
- ☒ Include Quote Subcontractors
- ☒ Include Vendor Quote Attachments
- ☒ Include Forms

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Continue Cancel & Exit

Step 17: Generating an MBPO

The PO Creation Preview page displays. Any of the pre-checked boxes can be deselected; however that information will then need to be filled in manually. Best practice is to leave these as is.

Click on the **Continue** button to generate a Master Blanket Purchase Order (MBPO) from all the information listed in the Bid and Bid Tabulation tabs screens.

Open Market Bid BD-17-1080-OSD06-OSD06-8683

General Items Address Accounting Routing Attachments() Notes Bidders Questions Amendments Q & A Reminders **Summary**

System Warning(s)

New Purchase Order = PO-17-1080-OSD06-OSD06-7874 - 0

Step 18: Opening the PO

The Bid Summary tab screen displays with the new PO number. To open and edit and/or submit the MBPO, click on the blue hyperlink **PO #**.

NOTE: The PO is created and will be marked *In-Progress* if you wish to return to COMMBUYS at a later date.

Vendor Forms:

Primary Vendor Information & PO Terms

Vendor:	00020013 - Bane	Preferred Delivery Method:	Email
Remit-to Address:	Edward Bane 2 Oakland Dr Canton, MA 02021 US Email: Bane@moreply.com Phone: (978)555-8899 id: 21207	Payment Terms:	
PO Mailing Address:	Edward Bane 2 Oakland Dr Canton, MA 02021 US Email: Bane@moreply.com Phone: (978)555-8899 id: 21207	Shipping Terms:	
		Shipping Method:	
		Freight Terms:	

Vendor Performance Documents

There are no vendor performance documents.

Item Information

Submit for Approval Cancel PO Clone PO Print Print Vendor Copy

Step 19: Submitting the MBPO for Approval

The PO will open to the **Summary** tab. It is In-Progress and therefore edits can be made if required.

Click on the **Submit for Approval** button once you are ready to finalize the MBPO.

Item Information

Approval Path:

There are no approval paths found for this purchase order.

Vendor Notification Actions

Option(s) ☒ Send Email and Notify Vendor ☐ Set to Printed Status

Save & Continue

Cancel PO Clone PO Print Print Vendor Copy

Step 20: Finalizing the MBPO

Once the MBPO has gone through the appropriate approval path it is in a **Ready to Send** status.

1. Locate the approved PO and open to the **Summary Tab**. At the bottom of the page, select from one of the two options:
 - **Send Email and Notify Vendor** (best practice).
 - **Set to Printed Status** (still posts the purchase order on COMMBUYS but does not send any vendor emails)
2. Click on the **Save and Continue** button to finalize the MBPO. The status changes to **Sent**.
3. If there are multiple vendors to be awarded, return to the Bid, and repeat Steps 18, 19, and 20.