

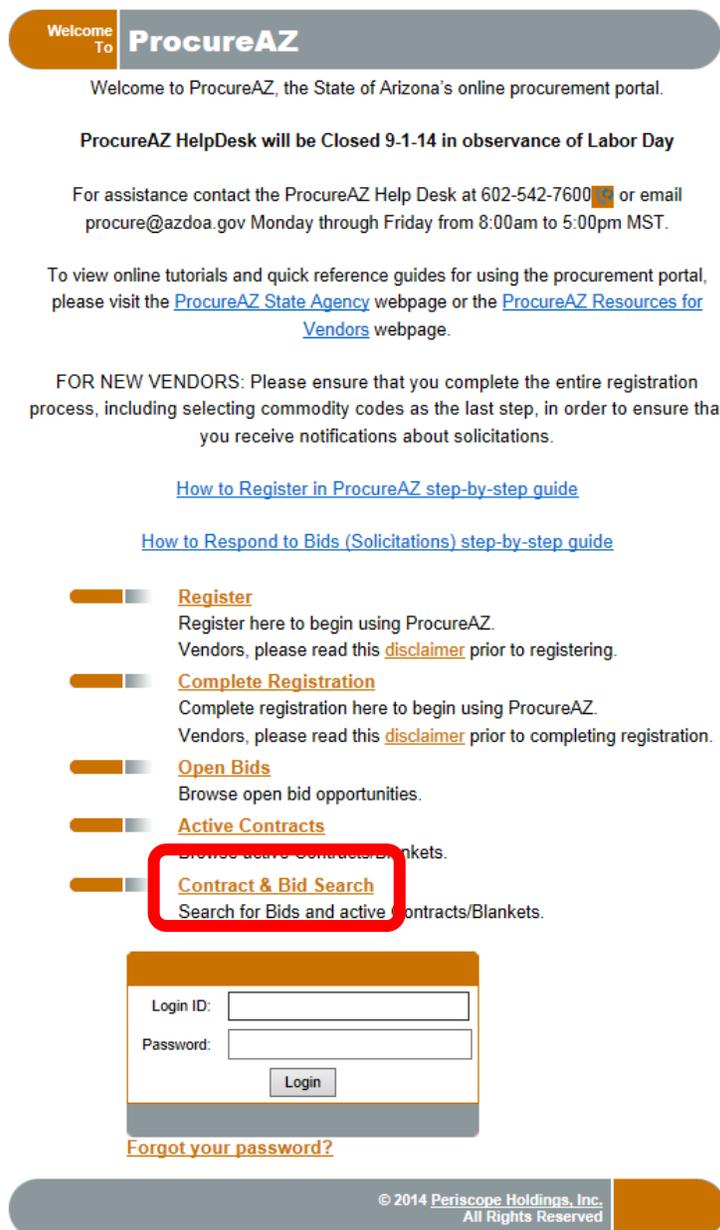
Bid Opening Reports & Bid Tabulations

A **Bid Opening Report*** is available for viewing **AFTER** a purchaser/buyer opens a bid after the bid opening date and time. If the bid was a Request for Proposals (RFP) the report will just list the vendors who submitted quotes. If the bid was an Invitation for Bid (IFB) the report will list the vendors with the total dollar amount of their quotes. A **Bid Tab** is available once an award has been made and provides a detailed view of vendor quotes.

*It is not necessary to login to generate the bid opening report.

Bid Opening Report

1. Go to <http://procure.az.gov> and click on the [Contract & Bid Search](#) link:



Welcome To **ProcureAZ**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

ProcureAZ HelpDesk will be Closed 9-1-14 in observance of Labor Day

For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email procure@azdoa.gov Monday through Friday from 8:00am to 5:00pm MST.

To view online tutorials and quick reference guides for using the procurement portal, please visit the [ProcureAZ State Agency](#) webpage or the [ProcureAZ Resources for Vendors](#) webpage.

FOR NEW VENDORS: Please ensure that you complete the entire registration process, including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations.

[How to Register in ProcureAZ step-by-step guide](#)

[How to Respond to Bids \(Solicitations\) step-by-step guide](#)

- Register**
Register here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using ProcureAZ.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active contracts/blankets.
- Contract & Bid Search**
Search for Bids and active contracts/Blankets.

Login ID:
Password:

[Forgot your password?](#)

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Bid Opening Reports & Bid Tabulations

- Click the **Bids** button:

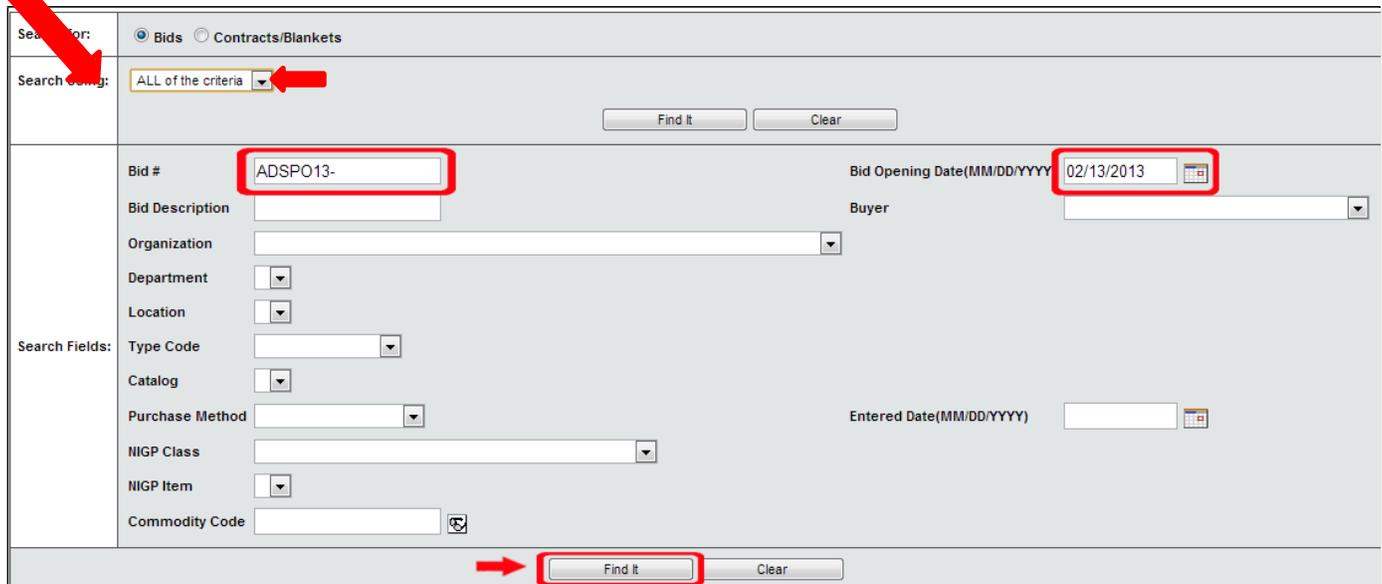


Advanced Search

Search for: Bids Contracts/Blankets

The Advanced Search screen opens with various search fields available.

- Enter your search criteria in the appropriate field. In the example below a partial bid number was entered along with a Bid Opening Date. Note also that the search is being done using "ALL of the criteria" entered to search by.



Search for: Bids Contracts/Blankets

Search using: ALL of the criteria

Find It Clear

Bid # ADSP013- Bid Opening Date(MM/DD/YYYY) 02/13/2013

Bid Description Buyer

Organization

Department

Location

Search Fields: Type Code

Catalog

Purchase Method Entered Date(MM/DD/YYYY)

NIGP Class

NIGP Item

Commodity Code

Find It Clear

- Click on the **Find It** button when you are finished entering your search criteria. Search results appear under the button.

In this instance the results returned were two bids beginning with the number ADSP013- that had an "opening date" of 2/13/2013. If the bid had been awarded there would be a Contract/Blanket number in that column:

Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
ADSP013-00002618		Laura Eason	Legislative Liaison Services - Board of Nursing	02/13/2013 03:00:59 PM	Not awarded yet.
ADSP013-00002491			...rtal, Assessment and Coaching	02/13/2013 03:00:00 PM	Not awarded yet.

- Click on the Bid number to view the document.

Bid Opening Reports & Bid Tabulations

6. Scroll down to the bottom of the document and click the **Print** button:

Bid Solicitation: ADSP013-00002616

Header Information					
Bid Number:	ADSP013-00002616	Description:	Legislative Liaison Services - Board of Nursing	Bid Opening Date:	02/13/2013 03:00:59 PM
Purchaser:	Laura Eason	Organization:	State Procurement Office		
Department:	BNA - State Board of Nursing	Location:	BNA - State Board of Nursing		

bid content removed intentionally to decrease screenshot size

Counties Requiring Service:



A report like the one below will open in a separate window. Requests for Proposals (RFP) will list those that submitted offers (see below). Invitations for Bid (IFB) would include the total amount bid as well as the company name.

Page 1 of 1

Bid Opening Report
For Bid ADSP013-00002616
Opening Date: 2013-02-13 15:00:59.0

Organization State Procurement Office

Submitted An Offer
Diane Zipleby Consulting
Policy AZ LLC
LEWIS AND ROCA

Bid Tab

1. Once an award has been made follow steps 1-5 above. Now instead of a **Print** button at the bottom of the bid a **Bid Tab** button will be available:

Manufacturer:	Brand:	Model:
Make:	Packaging:	
Counties Requiring Service:		



2. Click the **Bid Tab** button. The Bid Tab opens with a row of tabs.

Bid Opening Reports & Bid Tabulations

On the **Quotes** tab you can click on any of the quote numbers to view that vendor's submission. Note that the quote will open in a separate window:

Bid Tabulation for Bid #ADSP013-00002544

Quotes Items Header Questions Subcontractors Score Summary [Back to Bid](#)

Total Number of Submitted Quotes: 2

Quote #	Description	Vendor ID	Vendor Name	Submit Date
000017021	Asian Citrus Psyllid (ACP) Eradication	000005606	TRULY NOLEN OF AMERICA INC	12/28/2012 12:46:25 PM
000017084	Asian Citrus Psyllid (ACP) Eradication	000005606	TRULY NOLEN OF AMERICA INC	01/02/2013 08:58:05 AM

The **Items** tab lists the items by vendor. Checkmarks, like those in the third column below indicate what items were awarded and to whom:

Bid Tabulation for Bid #ADSP013-00002544

Quotes **Items** Header Questions Subcontractors Score Summary [Back to Bid](#)

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

Total Item Count: 3 Total Awardable Quote Count: 2 Bid Status: 2BPO - Bid to PO (When a Bid is turned into a PO)

Cancel	Item info/Quote info	(000005606)TRULY NOLEN OF AMERICA INC <Quote: 000017084>	(000005606)TRULY NOLEN OF AMERICA INC <Quote: 000017021>
	Small Residential Lot for Pesticide spraying for Asian Citrus Psyllid Item #:1 Print Sequence:1.0 Status:2BPO - Bid to PO Quantity:1.0 Uom:EA	<input type="checkbox"/> \$205.00 **	<input checked="" type="checkbox"/> \$205.00 **
	Large Residential Lot for Pesticide spraying for Asian Citrus Psyllid Item #:2 Print Sequence:2.0 Status:2BPO - Bid to PO Quantity:1.0 Uom:EA	<input type="checkbox"/> \$280.00 **	<input checked="" type="checkbox"/> \$280.00 **
	Commercial Lot for Pesticide spraying for Asian Citrus Psyllid Item #:3 Print Sequence:3.0 Status:2BPO - Bid to PO Quantity:1.0 Uom:EA	<input type="checkbox"/> \$200.00 ** Alternate Description: \$200 per hour, minimum of 2 hours	<input checked="" type="checkbox"/> \$200.00 ** Alternate Description: \$200.00 per hour, Two hour minimum
	Totals:	\$ Vendor Gross Total: \$685.00 \$ Vendor Discount: \$0.00 \$ Vendor Net Total: \$685.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: \$685.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$0.00	\$690.00 \$0.00 \$690.00 \$0.00 \$690.00 \$0.00 \$690.00
	Eval Codes:		
	Pref Codes:		

Evaluation Code Descriptions:
** = Lowest Item Price or Lowest Evaluation Quote Total

The **Bidder Questions** tab shows any questions the vendors had to answer when submitting their quotes. There were no questions for vendors on this bid.

Bid Tabulation for Bid #ADSP013-00002544

Quotes Items **Header Questions** Subcontractors Score Summary [Back to Bid](#)

There are no questions for the bid header.

Subcontractor functionality is not currently being used in ProcureAZ.

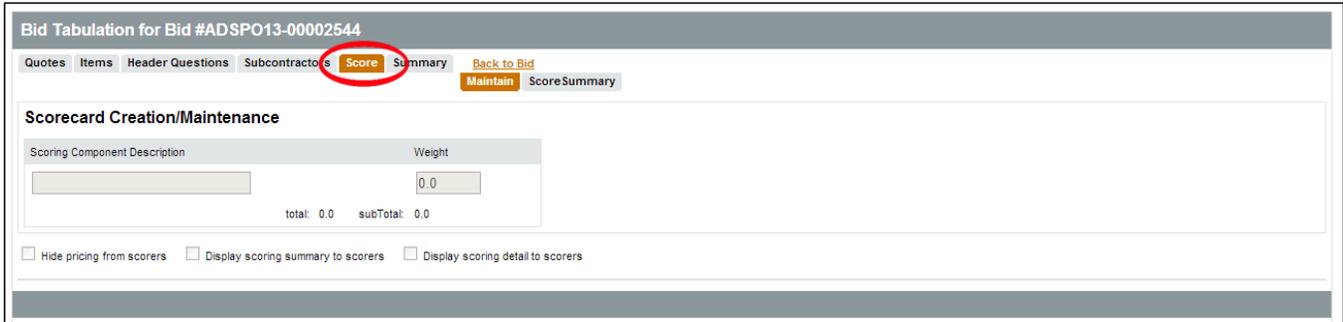
Bid Tabulation for Bid #ADSP013-00002544

Quotes Items Header Questions **Subcontractors** Score Summary [Back to Bid](#)

There are no quotes for the Bid.

Bid Opening Reports & Bid Tabulations

Scoring functionality is not currently being used in ProcureAZ. Scoring information is attached to the master blanket if not attached to the summary tab of bid tabulation (see image after the one below for the Summary tab).

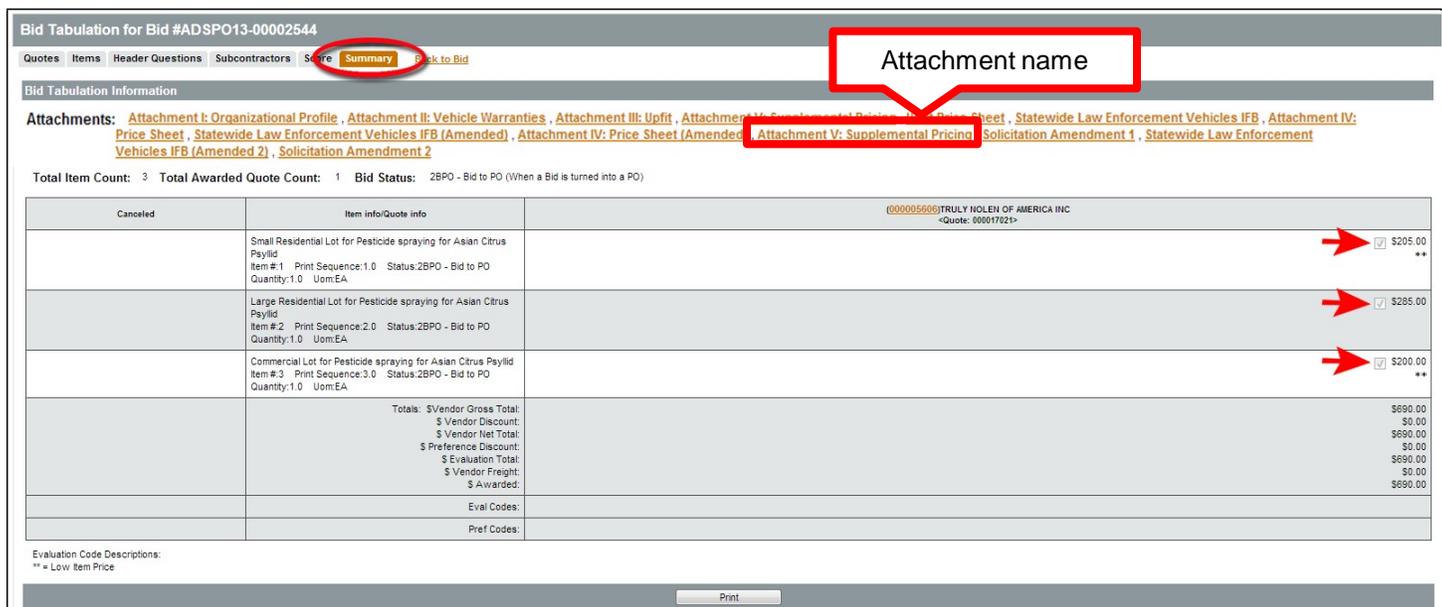


Please note that more information is available after award if logged in to your vendor profile.

The Summary tab shows the items awarded (see arrows below) and attachments relevant to the solicitation may be located here. When possible, purchasers attach evaluation related documentation here as well. If not located on the Summary tab of the Bid Tab, the documentation is likely attached to any awarded contract(s).

To open an attachment:

1. Click on the file name.



Bid Opening Reports & Bid Tabulations

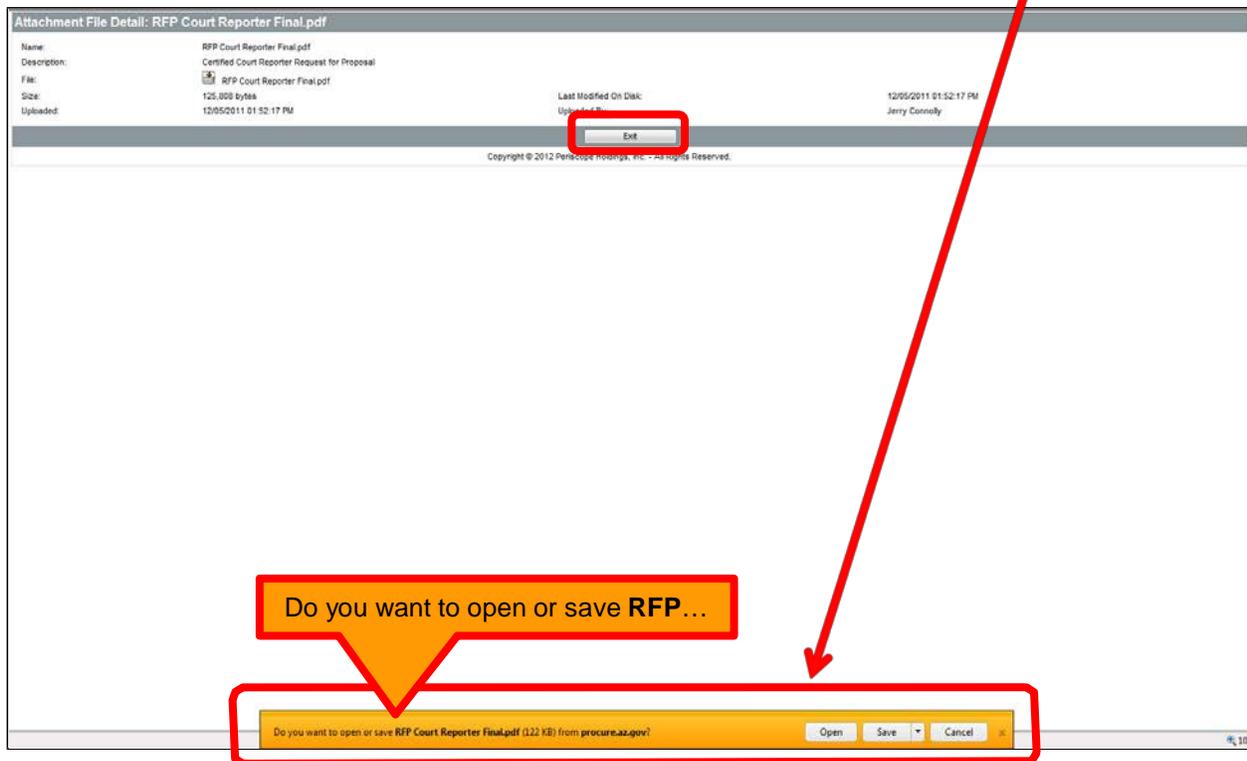
- Click the **File*** icon:



The file will open/download as you would expect based on the web browser you are using.

If the file does not immediately open, there may be an action question in the form of a message that must be addressed first as in the picture below.

NOTE: Not all browsers will generate the same messages.



- Click the **Exit** button to go back to the **Summary** tab of the **Bid Tab**. Repeat the process to download more attachments.

Additional Information

For more information on how to use ProcureAZ go to <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors> and view the Quick Reference Guides, Step-by-Step Guides, and recorded webinar.