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:

   [Image of ProcureAZ website]

   - 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 and blankets.

   - Contract & Bid Search
     Search for bids and active contracts/blankets.
2. Click the **Bids** button:

![Advanced Search](image)

The Advanced Search screen opens with various search fields available.

3. 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 Criteria](image)

4. 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 ADSPO13- 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:

![Search Results](image)

5. Click on the Bid number to view the document.
6. Scroll down to the bottom of the document and click the Print button:

![Bid Opening Report]

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.

**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:

![Bid Tab Button]

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 #ADSP010-00002544](image)

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 #ADSP010-00002544](image)

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 #ADSP010-00002544](image)

Subcontractor functionality is not currently being used in ProcureAZ.
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.
2. 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.

3. 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](https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors) and view the Quick Reference Guides, Step-by-Step Guides, and recorded webinar.