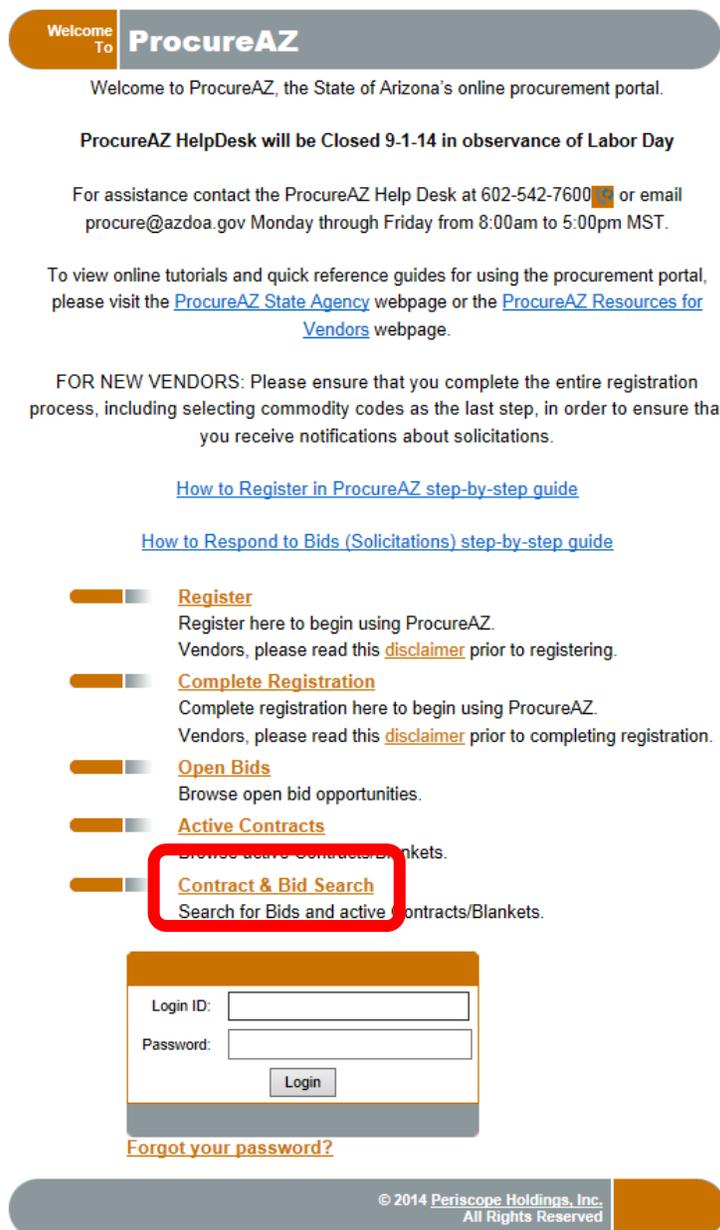# Bid Opening Reports
& Bid Tabulations

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:

ADOA-SPO
State Procurement Office

Periscope

Bid Opening Reports & Bid Tabulations

2. Click the **Bids** button:

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.

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:

Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
ADSPO13-00002616		Laura Eason	Legislative Liaison Services - Board of Nursing	02/13/2013 03:00:59 PM	Not awarded yet.
ADSPO13-00002491			ortal, Assessment and Coaching	02/13/2013 03:00:00 PM	Not awarded yet.

Contract/Blanket #

Award information

5. Click on the Bid number to view the document.

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

Bid Solicitation: ADSPO13-00002616					
Header Information					
Bid Number:	ADSPO13-00002616	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:

Print   Exit

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 ADSPO13-00002616
Opening Date: 2013-02-13 15:00:59.0

Organization   State Procurement Office

Submitted An Offer

Diane Zipley 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:			

Bid Tab   Exit

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:

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

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.

Subcontractor functionality is not currently being used in ProcureAZ.

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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).
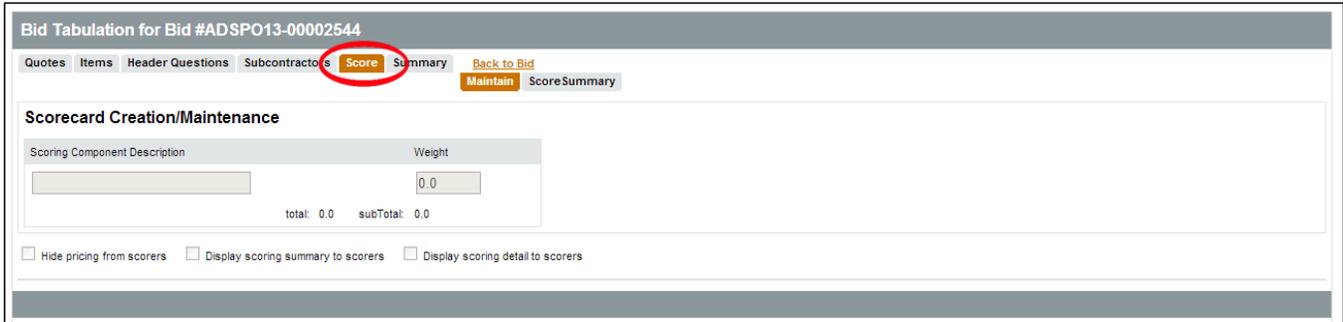

Please note that more information is available after award if logged in to your vendor profile.

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.
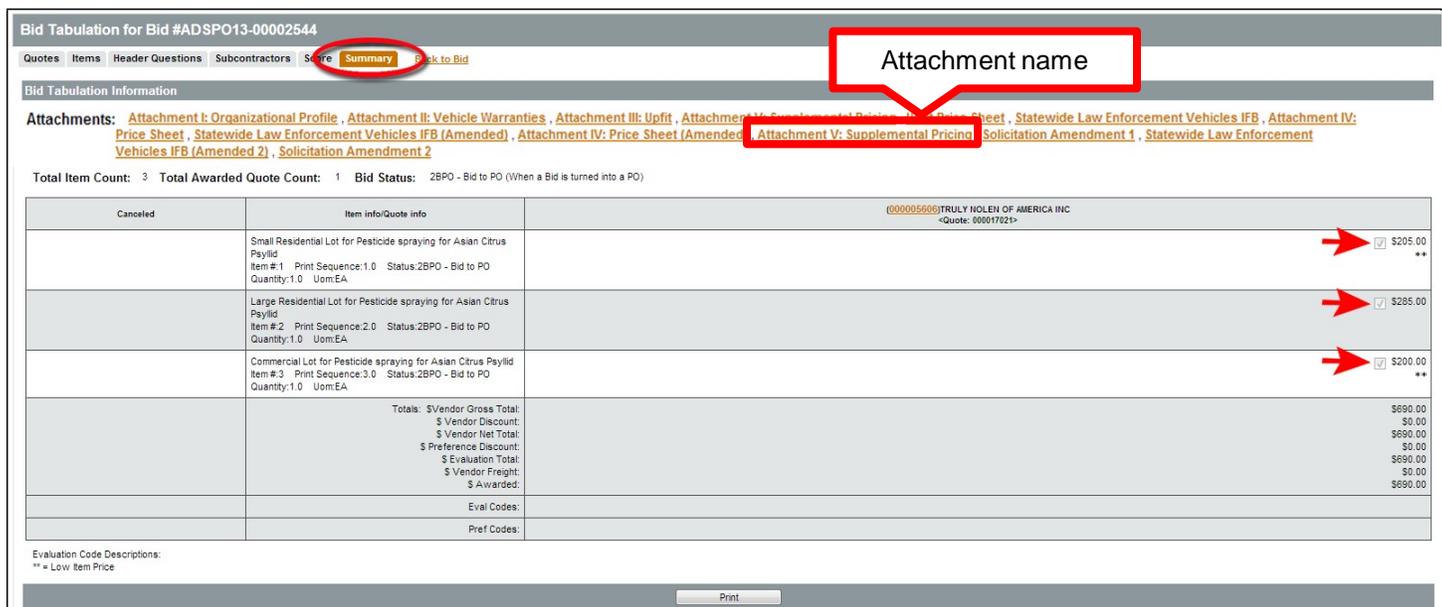
Bid Opening Reports
& Bid Tabulations

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.

Do you want to open or save **RFP**…
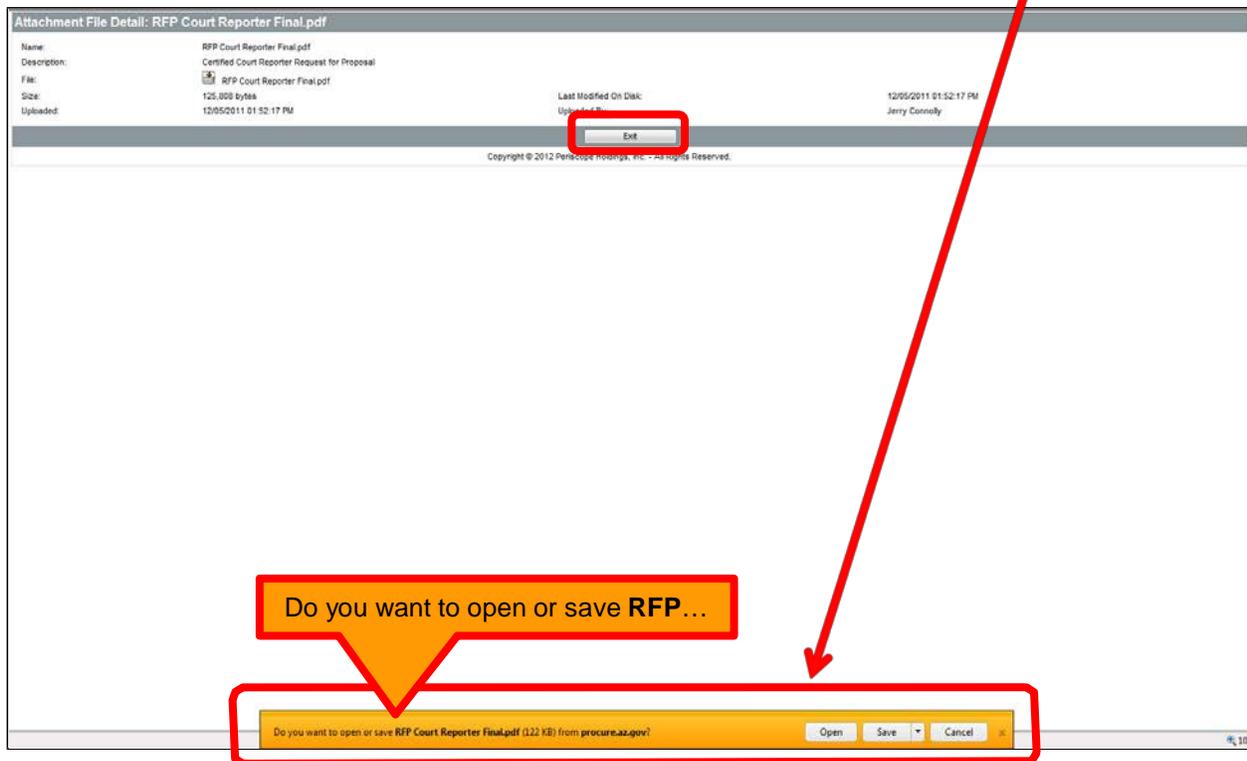
3. Click the **Exit** button to go back to the **Summary** tab of the **Bid Tab**. Repeat the process to download more attachments.

Additional Information

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