

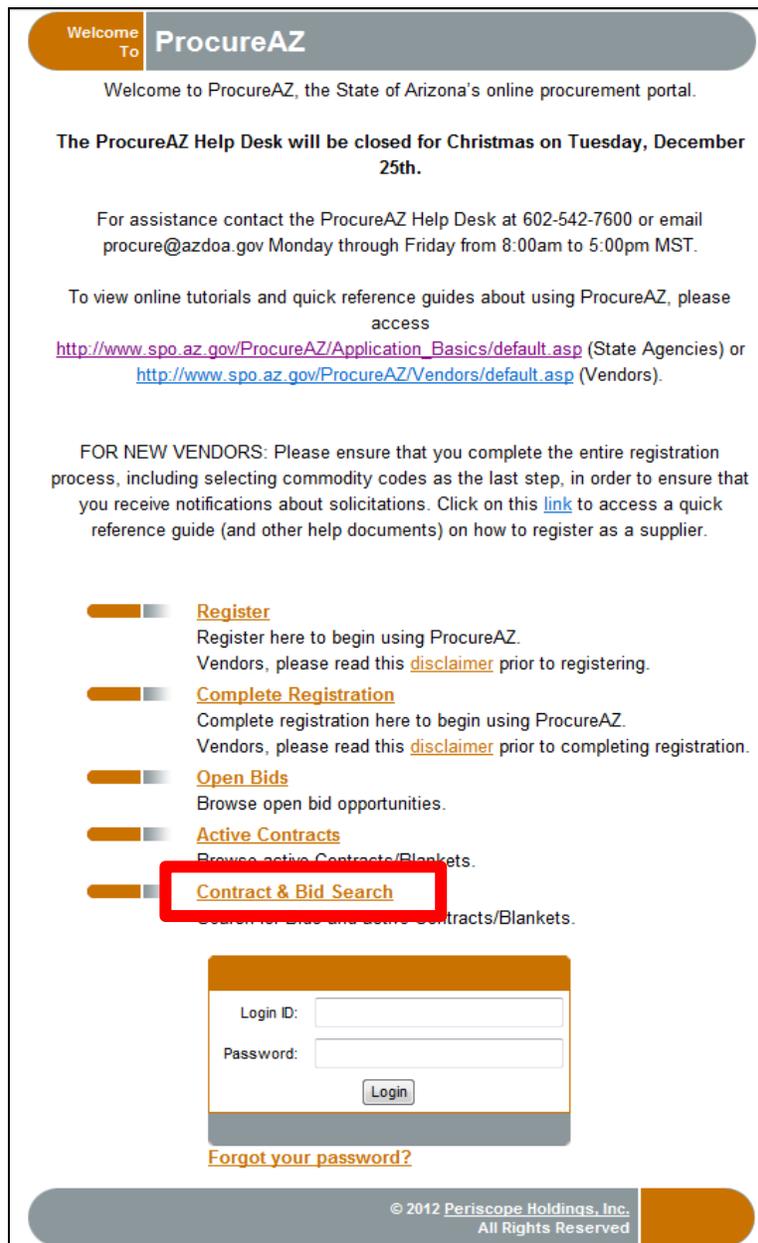
## Bid Opening Reports & Bid Tabulations

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

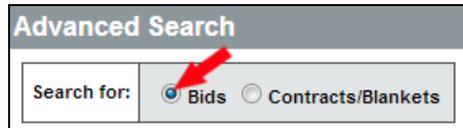
1. Go to <http://procure.az.gov> and click on the [Contract & Bid Search](#) link:



The screenshot shows the ProcureAZ website home page. At the top, there is a navigation bar with "Welcome To ProcureAZ". Below this, a message states: "Welcome to ProcureAZ, the State of Arizona's online procurement portal." A notice indicates that the ProcureAZ Help Desk will be closed for Christmas on Tuesday, December 25th. Contact information for the ProcureAZ Help Desk is provided: 602-542-7600 or email procure@azdoa.gov, Monday through Friday from 8:00am to 5:00pm MST. Links are provided for online tutorials and quick reference guides: [http://www.spo.az.gov/ProcureAZ/Application\\_Basics/default.asp](http://www.spo.az.gov/ProcureAZ/Application_Basics/default.asp) (State Agencies) and <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp> (Vendors). A section for new vendors provides instructions on registration, including selecting commodity codes and accessing a quick reference guide. A list of links is provided, with "Contract & Bid Search" highlighted in a red box. Below the links is a login form with fields for "Login ID:" and "Password:", and a "Login" button. A link for "Forgot your password?" is also present. At the bottom, the copyright notice reads: "© 2012 Periscope Holdings, Inc. All Rights Reserved".

## Bid Opening Reports & Bid Tabulations

- Click the **Bids** button:

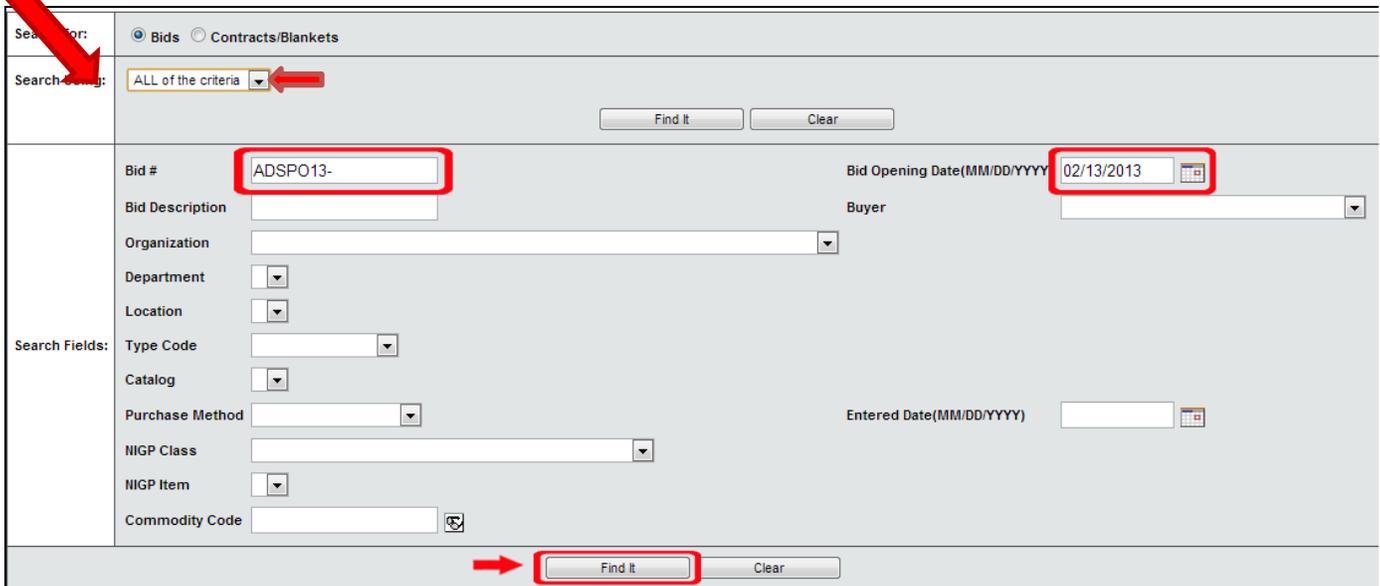


Advanced Search

Search for:  Bids  Contracts/Blankets

The Advanced Search screen opens with various search criteria 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 Group: ALL of the criteria

Find It Clear

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

Bid Description Bid 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 been awarded there would be a Contract/Blanket number in that column:

Results						
Bid #	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)	
ADSP013-00002616		Laura Eason	Legislative Liaison Services - Board of Nursing	02/13/2013 03:00:59 PM	Not awarded yet.	
ADSP013-00002491			ertal, 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					
<b>Bid Number:</b>	ADSP013-00002616	<b>Description:</b>	Legislative Liaison Services - Board of Nursing	<b>Bid Opening Date:</b>	02/13/2013 03:00:59 PM
<b>Purchaser:</b>	Laura Eason	<b>Organization:</b>	State Procurement Office		
<b>Department:</b>	BNA - State Board of Nursing	<b>Location:</b>	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.

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 Ziple Consulting  
Policy AZ LLC  
LEWIS AND ROCA

Requests for Proposals (RFP) will list those that submitted offers (see above).  
 Invitations for Bid (IFB) would include the total amount bid as well as the company name.  
 Requests for Grant Application (RFGA) will list those that submitted offers.  
 Requests for Quotation (RFQ), Requests for Qualifications, and Reverse Auctions (AU) will generate a blank format report.

### 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

## Bid Opening Reports & Bid Tabulations

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

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	\$690.00
		\$ Vendor Discount: \$0.00	\$0.00
		\$ Vendor Net Total: \$685.00	\$690.00
		\$ Preference Discount: \$0.00	\$0.00
		\$ Evaluation Total: \$685.00	\$690.00
		\$ Vendor Freight: \$0.00	\$0.00
		\$ Awarded: \$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

2. Click the **File\*** icon:

**Attachment File Detail: Solicitation File**

Name*:	Solicitation File		
Description:			
File*:		ATTACHMENT I-ORGANIZATION PROFILE.doc	
Location:	ADSPO		
Size:	3,147,064 bytes	Last Modified On Disk:	
Uploaded:	01/04/2013 04:25:59 PM	Uploaded By:	

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.

**Attachment File Detail: RFP Court Reporter Final.pdf**

Name:	RFP Court Reporter Final.pdf		
Description:	Certified Court Reporter Request for Proposal		
File:		RFP Court Reporter Final.pdf	
Size:	125,809 bytes	Last Modified On Disk:	12/05/2011 01:52:17 PM
Uploaded:	12/05/2011 01:52:17 PM	Uploaded By:	Jerry Connolly

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Do you want to open or save RFP...

Do you want to open or save RFP Court Reporter Final.pdf (122 KB) from procure.az.gov?