



Creating, Managing, and Awarding
Quotes, Bids and Proposals
Buyer Reference Guide



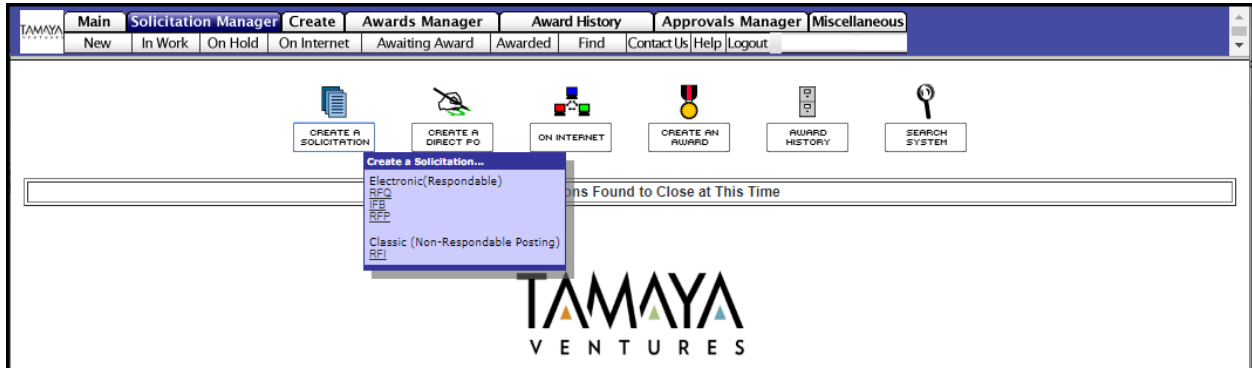
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Quotes, Bids and Proposals can be created from an existing requisition or can be created using the process known as **Direct RFX**. In this method the buyer creates the requisition and, without pausing, turns it into a solicitation all in one step. This reference guide covers the basics of creating a **Direct RFX**, managing the solicitation while on the Internet, reviewing the vendor responses, and the award creation process.

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PART 1 - Creating a Quote, Bid or Proposal (Direct RFx)

Begin by clicking on the **Create a Solicitation** icon and select the appropriate solicitation type: **Electronic (Responsible) RFQ, IFB or RFP** in the pop up window that appears. This reference guide will use an **eIFB** but the **eRFQ** and **eRFP** processes are essentially the same.



The standard **Requisition** form will appear. The upper right side will identify the type of solicitation that was chosen. Different instructions appear based on the solicitation type. The type cannot be changed later so it is important to choose the correct one in the beginning. This example shows an **eIFB Solicitation Header**.

A screenshot of the 'eIFB Solicitation Header' form. The top navigation bar is the same as the previous image. Below it, a sub-navigation bar includes 'eRFx Solicitation', 'Direct PO', 'Contact Us', 'Help', and 'Logout'. The main content area has a header with the Tamaya Ventures logo and address: '51 Jemez Canyon Dam Road, Santa Ana Pueblo, NM 87004'. The form is divided into two main sections. The left section, titled 'STEP 3 DOCUMENT INFORMATION', contains 'Document Date: THU APR 30, 2020 10:08:34 AM MDT' and 'Document No.: D2020000003'. The right section, titled 'STEP 2 CONTACT INFORMATION', contains 'Requested By: DEFAULT AGENCY DEPARTMENT', 'Agent: Jill Cogswell', and a search area for 'Search For Agency Users' with a text input field 'Enter a Last Name To Search By:' and a 'Search' button. The text 'eIFB Solicitation Header' is displayed in the top right corner.

The requisition portion of a **Direct RFx** is a 14-step process. Each step is in **RED** and linked to a short description of what information is to be placed in that area. Example:

A screenshot of the 'eIFB Solicitation Header' form, similar to the previous one, but with a sidebar on the left. The sidebar is titled 'STEP 2 - Contact Information' and contains the following text: 'STEP 2 - Contact Information', 'If you are not the contact for this Solicitation', '1) Enter the Lastname of the contact', '2) Press the Search Button', '1: Scroll down to the Agency contact', '2: Press the Radio button adjacent the name of the Contact', and 'Move on to Step 3 - Dates and Freight Information'. The main content area is the same as the previous image, showing the 'STEP 2 CONTACT INFORMATION' section with 'Requested By: DEFAULT AGENCY DEPARTMENT' and the search area for 'Search For Agency Users'. The text 'eIFB Solicitation Header' is displayed in the top right corner.

Creating the Requisition

[Step 1. Document Information.](#) The system will assign its own internal tracking number (D number) but you may optionally enter an internal reference number or text in the space provided.

STEP 1 DOCUMENT INFORMATION
Document Date: WED APR 22, 2020 12:16:45 PM EDT
Document No.: D2020000093
Optional Reference No. <input type="text"/>

[Step 2: Contact Information and Dept Info.](#) This shows the buyer information in the system. By default, it also lists the buyer as being the contact person for vendors. The contact information can be changed to another person. If they are system users use the Search button or just enter their information in the spaces provided. The contact person does not have to be a registered user in the system.

REQUISITIONER INFORMATION	STEP 2 CONTACT INFORMATION
Requested By: DEFAULT AGENCY DEPARTMENT	Search For Agency Users:
Agent: Jill Cogswell	Enter a Last Name To Search By: <input type="text"/> <input type="button" value="search"/>
Telephone No.: 858-222-7878	<input type="text" value="Jill Cogswell"/>
Fax No.:	<input type="text" value="858-222-7878"/>
Email Address: jill.cogswell@sicomm.net	<input type="text" value="Contact Fax No."/>
	<input type="text" value="jill.cogswell@sicomm.net"/>

[Step 3: Dates and Freight Information.](#)

Step 3-1 Required Delivery Date is used for products or jobs that have a firm fixed delivery date or job completion date. Click on the **square orange box** to display a single **month** calendar. Click on the **Y** link next to it to display a **yearly** calendar. Click on the date from the calendar to insert it into the form.

Step 3-1 Length of Contract is used for a contract over a period of time for either services or goods. A **start date** and **end date** must both be selected from the calendars.

Step 3-2 Freight (Handling and Shipping charges and FOB) is applicable where the Required Delivery Date or Contract for delivery of goods is used. The standard defaults are already chosen, but additional options are available on a dropdown selection.

STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION		MANDATORY: *	
<input checked="" type="radio"/> REQUIRED DELIVERY DATE: * STEP 3-1 <input type="text" value="02/28/2011"/> Y -Priority- Normal v	OR	<input type="radio"/> LENGTH OF CONTRACT: * STEP 3-1 Start of Service Date: MM/DD/YYYY Y End of Service Date: MM/DD/YYYY Y	FREIGHT: * STEP 3-2 Freight / Handling Included in Price v Destination v FOB Location: <input type="text"/>

Step 4. Delivery Point Information. Choose a delivery location or location where the services will be performed from the pre-built selection on the dropdown list. These selections are based on your choice of dept and buyer back in Step 2.

STEP 4 DELIVERY POINT INFORMATION		MANDATORY: *	
Deliver To: <input type="text" value="FLEETPINO"/> v			
<input style="border: 1px solid black;" type="button" value=" < View Delivery Point Information "/>			

If the correct delivery location is not available on the list, one may be created one by selecting **Alternate Delivery Point** on the dropdown. This will open a new section where information is entered. Only the left side of this form is required (* asterisk areas) and will be used one-time for this solicitation only. Optionally filling out the right side of the form will create a permanent record in the system which will then be available for future solicitations.

STEP 4 DELIVERY POINT INFORMATION		MANDATORY: *	
Deliver To: <input type="text" value="Alternate Delivery Point"/> v			
<input style="border: 1px solid black;" type="button" value=" < View Delivery Point Information "/>			
Create a New Delivery Point >			
Name 1 * Name 2 Name 3 Address 1 * Address 2 City * Please select a State * v Post Code (zip) * Contact Email Address *	To add this Delivery Point to the Delivery Point File <input type="checkbox"/> < Check the box and enter all fields below. Delivery Point Code * Contact First Name * Contact Last Name * Contact Title * Contact Telephone No. * Contact Fax No.		

Step 5. Billing Information. Choose a billing location in the same manner as in Step 4 above. Options include Create a New Billing Point, Bill to Delivery Point (the one already selected above) or Accounts Payable (the default location).

The **Manage pCard Information** button on the right is not used at this time. Its purpose is for a requisitioner to give the buyer their pCard number for use when creating an award and passing to the vendor.

The screenshot shows the 'STEP 5 BILLING INFORMATION' section of a web application. It features a 'MANDATORY:' label. Below it, the 'Bill To:' dropdown menu is open, showing 'AccountsPayable' as the selected option. Other options in the dropdown include 'Choose a Billing Location', 'Create a New Billing Point', 'Bill To Delivery Point', and 'AccountsPayable'. To the right of the dropdown is a button labeled '< View Billing Point Information'. Further right is a button labeled 'Manage pCard Information'. Below the dropdown menu, there is a section labeled 'OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY)' with an 'open' button.

Step 6. Optional Document Notes. Click on the Open button on the right to open a section where internal notes on this solicitation may be entered and saved in the system for future reference.

The screenshot shows the 'STEP 6 OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY)' section. It has an 'OPTIONAL' label and a 'close' button. Below the header, there is a text area with the placeholder text 'Optional internal notes used by staff - notes are not seen by vendors'.

Step 7. SAVE ALL and GET ITEMS. Click on this button to save all information entered in previous steps. The system will check for errors or missing information and prompt you to fix the problem areas.

The screenshot shows the 'STEP 7' section with a prominent button labeled 'SAVE ALL and GET ITEMS >>'. To the right of this button is a 'Reset All Fields' button.

If there are no errors on the page this message will appear. Clicking on **OK** will complete the header information. The next step will be the selection of line items (goods or services).

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text 'Continue now with this Solicitation?'. Below the text are two buttons: 'OK' and 'Cancel'.

Step 8. Choose Commodity. Enter the item (good or service) you are looking for and click GO. If a customized commodity code was previously saved it will be available for selection in My Favorites Search button. In addition, if the commodity code number is known it may be entered in the word search area.

STEP 8 CHOOSE COMMODITY ITEM(S)

Requisition Item: Go (or press Enter) Drill Down search: My Favorites search:

[Enter text or a commodity number \(a 3 digit number reviews Commodity Classes \)](#)

A list of potential items will be displayed. Select the appropriate item by clicking on the **Select** button on the left. The item will be placed back into the requisition for customization. NOTE: Commodity Codes from 001 to 899 are always products and codes 900 and higher are always services. If the appropriate codes are not listed, start a new search by entering a new item and clicking **GO** again.

STEP 8 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: Backhoe Go (or press Enter) Find: **Ctrl F**

Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes

Select	Class	Item	Description
<input type="radio"/>	760	03	BACKHOE (ROAD BUILDING)
<input type="radio"/>	929	33	BACKHOE CRANE MAINTENANCE AND REPAIR SERVICES
<input type="radio"/>	765	09	BACKHOE CRANES
<input type="radio"/>	975	08	BACKHOE RENTAL OR LEASE, FARM
<input type="radio"/>	975	66	BACKHOE RENTAL OR LEASE, ROAD AND HIGHWAY
<input type="radio"/>	929	04	BACKHOE, FARM TYPE, MAINTENANCE AND REPAIR
<input type="radio"/>	760	04	BACKHOE/LOADER COMBINATION
<input type="radio"/>	020	02	BACKHOES, FOR FARM TRACTOR

Get Selected Item Now: NO

Step 9. Quantity, Unit of Measure, Estimated Price, Document Information. Enter the quantity in the field provided. The Unit of Measure is selected from a dropdown. The Estimated Price should be for the line item total. Estimated costs are not shown to the vendors. Do use commas or decimals points in this field. An additional internal reference number field is provided for the line item.

STEP 9 close **MANDATORY:**

Quantity :

2 *

EACH (EA) *

Alternate Line Item Delivery Point(0) >>

Estimated Price: **MANDATORY** **Approvals**

\$ 150000

Total Estimated Price All Items: 150000

Allowable Variation in Quantity:

0 %

eg. .0875 = 8.75

Document Information :

Document Nbr.: D2008001657

Item No.: 001

Reference Number:

Where there are multiple quantities (2 or more), additional delivery addresses can be selected by clicking on the **Alternate Line Item Delivery Point** button. This example shows where 2 each have been split to two different locations:

Add Additional Delivery Point

Line Item Information
 Document: **D2008001657** Line Item: **001**
 NIGP: **76004** Total Line Item Quantity: **2**

Delete	Name	Address	Delivery Code	Quantity
	Dept. of Finance & Admin Services	Pino Yards, Bldg H	FLEETPINO	1
<input type="radio"/>	Golf Training Center	9401 Balloon Museum Drive NE	GolfTrainingCenter	1

New / Edit(Add/Subtract) Delivery Point
 Unit Quantity: Deliver To:

To add a new Delivery Point Click [Here](#) and enter required information.

New / Edit / Add Delivery Point Special Instructions

Step 10. Commodity Information. The generic commodity code description is shown. Customize the item description. The description area can hold a total of 6,800 characters. A text counter displays have used as they are entered in the system.

STEP 10: COMMODITY INFORMATION

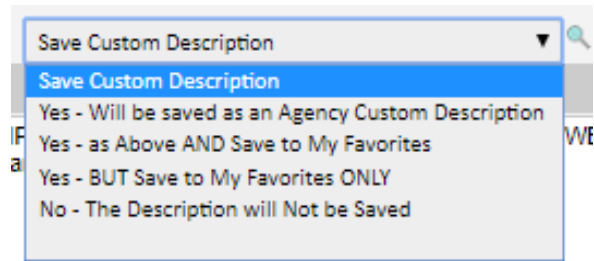
Commodity Code: **760-04--**

Description > * > Text Formatting Tools <

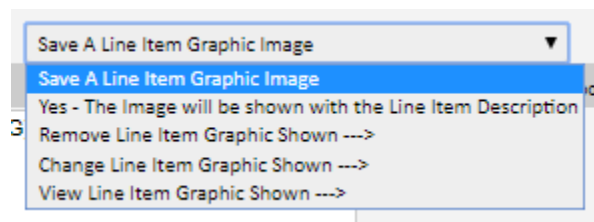
Backhoe/Loader Combination as per attached specifications

6,800 characters maximum Resize Description Area: (+) (-)

After customizing the description, it can be saved for future solicitations. Clicking on **Yes – But Save to My Favorites ONLY** will add the description to a personal library area. Clicking on other selections will make the custom description available to all other users in the system.



To add a **Graphic Image** to the line item, select an option from the dropdown.



Find the image and click **Upload File**.

Line Item 001 Image

Select File:

Browse

Upload File
Close

Line Item Images are meant to graphically represent the Item being procured. As such they are not large graphics, but rather what are known as "**Thumbna**ils". Sizes normally range from **20 x 20 to 120 x 120** pixels. After uploading your image you will be presented with an image "sizer" which will allow you to select the display size of the image displayed to the vendor. The uploaded file size should not exceed **5,000 to 10,000 bytes**(5k to 10k)

The image can be re-sized before saving it to the line item.

Line Item Graphic Image File Sizer

☐ 20x20

☒ 40x40


☐ 60x60

☐ 80x80

☐ 100x100

☐ << variable >> 100x100





Save Graphic backhoe5.jpg as Line Item 001 Graphic

The final version of **Step 10** using all options will look like this:

STEP 10: COMMODITY INFORMATION close

Commodity Code: 760-04-- Yes - BUT Save to My Favorites ONLY Yes - The Image will be shown with the Line Item Descrip

Description > * **Success. SAVED TO MY FAVORITES THIS SESSION** > Text Formatting Tools <

Backhoe/Loader Combination as per attached specifications

backhoe5.jpg

6,800 characters maximum 57 Resize Description Area: (+) (-) View As HTML

Step 11: File Attachments. File attachments at this point are generally specifications or scope of work type files. To add a file, click on the “here” link [Click here to attach files.](#)

STEP 11: FILE ATTACHMENTS(0) close

[Click here to attach files.](#) [Manage Solicitation Attachments](#) 0 below. On Req: 0 [Click here to download the Catalog Spreadsheet Template](#)

Select the file and click on **Upload File**. A description for the file may be entered. Only one file at a time can be uploaded but there are no limits to number of files that may be uploaded and no limits to the type of file (word, excel, pdf, txt, odf, etc.) with the exception of executable files. There is no size limitation on the files, but it is recommended that files do not exceed 10 MB.

Document Attachment(s)

Add a file description for the file to be uploaded, here or below on the main page.

Enter File Description: Specifications for Backhoe

Select File: C:\Users\Frank Pierce\Desktop\Hawaii Stuff\TEST Files\Specifications for backhoe5.doc Browse...

Upload File Close

Uploaded files are shown and can be opened by clicking on the file name link. To remove a file that was uploaded in error, **uncheck the box** on the right labeled **Add to Solicitation**. Removing the check mark will remove the file when the system saves this portion of the requisition.

STEP 11: FILE ATTACHMENTS(0) close

[Click here to attach files.](#) [Manage Solicitation Attachments](#) 1 below. On Req: 1 [Click here to download the Catalog Spreadsheet Template](#)

Filename	Description	On Req	Add to Solicitation
Specifications for backhoe5.doc	Specifications for Backhoe	On Save	<input checked="" type="checkbox"/>

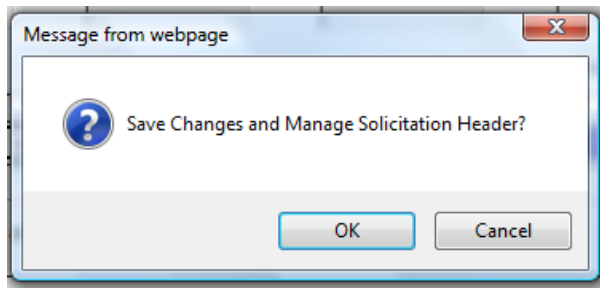
Step 12. Funding Information. This section is for entering accounting codes. It is currently not being used. Leave this step blank for now.

Step 13. Notes (Internal). This display the system notes and any notes previously entered in Step 6.

Step 14. Select an Action. The requisition portion is now complete unless additional line items are added. To add more line items, click on **Save Item 001 / Select Item 002**. This will save what has been completed so far and return to **Step 8** to select another commodity code and start Steps 8-14 over again for the new item. Multiple line items may be added. Each is done by creating the line item, saving it, and then starting again.

When you are finished creating the line item(s) click on **Create eIFB** (or eRFQ or eRFP if you are creating a quote or proposal). The system will check your entries and display any errors that need to be corrected.

If there are no errors the following popup will appear. Click on **OK** to continue to the creation of the solicitation.



The system will check for any requisition approvals. If none are found the completed requisition is ready to be turned into a solicitation.

Results and document status are shown on the **On Internet** page.

No approval route found.

Requisition **R2008001406** Created for Document **D2008001657**.

Assigned for Direct Solicitation creation.

Detail Item Updated

Document: D2008001657 Item: 001 Qty: 1 UOM: EA NIGP: 76004

Total Est Amnt: \$75000 Item Est Amnt: \$75000 Created by: abqbuyer1

Creating the Solicitation

The entire requisition is shown again to the buyer and all parts of it may be edited. The header information appears in the top of the screen and the line item information is shown in the bottom part of the screen. The line item area has its own separate view and edit buttons. Editing the line item will display the line item information in a new window. Please reference **Step 9** above. To complete the solicitation there are 3 mandatory steps and 6 optional steps.

MAIN

SOLICITATION MANAGER

CREATE

AWARDS MANAGER

AWARDS HISTORY

APPROVALS MANAGER

MISCELLANEOUS

New

In Work

On Hold

On Internet

Awaiting Award

Awarded

Find

Contact Us

Help

Logout

TAMAYA

Tamaya Ventures
51 Jemez Canyon Dam Road
Santa Ana Pueblo, NM 87004

Invitation for Bid

Tue May 05 2020 07:41:51 GMT-0700 (Pacific Daylight Time)

Open All Areas

Assign/Manage pCard

Scroll Down

Solicitation Nbr: B2020000001
Reference Number: test 001

Requisition Nbr: R2015000127
Document Nbr: D2015000218

MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK [here](#) TO TOGGLE ALL MANDATORY AREAS)

Review / Edit [Solicitation Release Information](#) STEP 1

Review / Edit [Billing And Shipping Locations](#) STEP 2

Review / Edit [Solicitation Vendor Instructions](#) STEP 3

OPTIONAL SOLICITATION SECTIONS

Review / Edit [Contact and Buyer Information](#)

Review / Edit [Header Notes](#)

Establish / Review / Edit [Solicit Responses From Other Commodity Suppliers](#)

Establish / Review / Edit [Optional Solicitation Title and Description](#)

Establish / Review / Edit [Pre-Bid Conference](#)

Establish / Review / Edit [Questions / Answer Section](#)

Requisition D2015000218 Items In Work: Select by clicking the button adjacent the required item. Enable Auto Toggle: Add Item 2

View	Edit	Delete	Dept	Name	Item	Est Amnt	Commodity	Short Description	Create Date
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AGENCY	Cogswell	001	12,500	12085	BOATS, MOTORS, AND MARINE EQUIPMENT Skis, Jet	Mon Apr 27 2015

Step 1. Solicitation Release Information. This step contains 8 parts as follows:

MANDATORY SOLICITATION SECTIONS (CLICK A LINK BELOW OR CLICK [here](#) TO TOGGLE ALL MANDATORY AREAS)

Review / Edit [Solicitation Release Information](#) STEP 1

Items Response: *
Items Response: All or none items response
Est TTL Amount: \$12500
Additive Alternate: 0

Select Solicitation Recipients: *
All Registered Vendors
Review Above Recipients Help
Click [here](#) to view Selected Certified list.
CERTIFIED VENDOR LISTS

Solicitation Email Date: *
Solicitation Email Date: 05/05/2020 Y After Any Approvals

Solicitation Responses Due: *
NO LATER THAN 4:00 pm
MM/DD/YYYY Y
(Override Close Time)

Solicitation Header File Attachments:
Click [here](#) to attach files.
Manage Attachments 0 below
and / or Review Standard Files for Inclusion

On RFQ File Name Description

No	Tamaya Ventures NTIC also	Tamaya Ventures Instructions
No	Tamaya Ventures INST.docx	Tamaya Ventures Instructions

* Required Delivery Date: *
Delivery Date: 04/30/2015 Y
-Priority: Normal

OR

Length Of Contract: *
Start of Contract: MM/DD/YYYY Y
End of Contract: MM/DD/YYYY Y

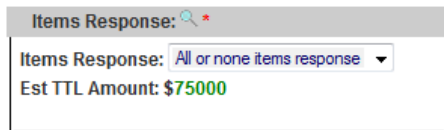
Freight: *
Freight / Handling Included in Price
Destination
FOB Location:

Close Solicitation Release Information

Review / Edit [Billing And Shipping Locations](#) STEP 2

Review / Edit [Solicitation Vendor Instructions](#) STEP 3

Item Response – this tells the vendors how they must respond. Select either **All or None Items Response** or **Individual Items Response**.

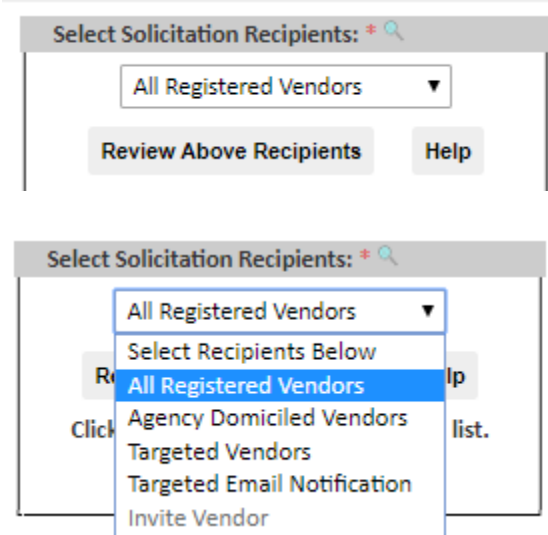


Items Response: * 🔍

Items Response: All or none items response ▼

Est TTL Amount: \$75000

Select Solicitation Recipients – The system defaults to **All Registered Vendors** but you may choose to limit competition using the other selections.



Select Solicitation Recipients: * 🔍

All Registered Vendors ▼

Review Above Recipients Help

Select Solicitation Recipients: * 🔍

All Registered Vendors ▼

Select Recipients Below

All Registered Vendors

Agency Domiciled Vendors

Targeted Vendors


Targeted Email Notification

Invite Vendor

The dropdown selection shows these options:

Agency Domiciled Vendors – this will limit email notification and access to those vendors located in Bernalillo County.

Targeted Vendors – this will open a function to choose specific vendors to receive notification and have access to the solicitation. No other vendors can participate in the solicitation.


City of Albuquerque A00000000051
 1 Civic Plaza
 Albuquerque NM, 87102

Create Targeted Vendor List
 for Solicitation D2008001657 - Commodity: 76004

POPULATE BY:

Vendor Name:

OR

Select from a Certified List:

OR

Select from a Targeted Vendor List:

OR

Business Type:	<input type="checkbox"/>	Small Disadvantaged Business
	<input type="checkbox"/>	8(a) Program Participant Firm
	<input type="checkbox"/>	Emerging Business
	<input type="checkbox"/>	Tribal Government
	<input type="checkbox"/>	Foreign Supplier
Diversity Categories 51% or more Ownership	<input type="checkbox"/>	Minority Owned
	<input type="checkbox"/>	Woman Owned
	<input type="checkbox"/>	Veteran Owned
And/Or sub type of: Diversity Category	<input type="checkbox"/>	Hispanic
	<input type="checkbox"/>	Asian American
	<input type="checkbox"/>	Asian Pacific Islander
	<input type="checkbox"/>	African American
	<input type="checkbox"/>	Native American

Toggle All: ☐

<input type="checkbox"/>	Service Disabled Veteran
<input type="checkbox"/>	Vietnam Veteran

AND / OR

City State, Zip:

County: [Click for Counties / Cities review:](#)

Check to search all Vendors: ☐
 (Leave unchecked to search [City of Albuquerque Registered Vendors](#))

Targeted Email Notification - Click on the **Review Above Recipients** button to open a view of the vendors who were selected to get email notification based on the commodity code selected at the requisition stage.

Suppliers of Commodities: 76004, 760, 76000	
<input type="button" value="Add 76004 to Vendor"/>	<input type="button" value="Print"/> <input type="button" value="Close"/>
Vendor Name	Vendor ID
HAWAII VENDOR	P00000000002
HAWAII VENDOR 1	P00000000003
HAWAII VENDOR 3	P00000000005
HAWAII VENDOR 3	P00000000004

To add additional vendors, click on the **Add (commodity code nbr) to Vendor**. Search and select the vendor to add them to the email notification list. A vendor must be registered in the system.

Find Vendor To Add
Commodity **76004** Using:
Value:

Corporate Name ▼ frank
Find Vendor Close



Possible Instance(s) of **frank**
Searching By: **Corporate Name**

Add Cmmnty	Corp Name / BASEC ID	City / State	FedId / SSN
<input type="checkbox"/>	FRANKS FRANKS <u>P00000000054</u>	Boise, ID	xx-xxx333

Print
Close


Solicitation Email Date – this is automatically defaulted to today’s date but is dependent upon approvals. Changing this date is a way to schedule a future release of the solicitation.

Solicitation Email Date: *

Solicitation Email Date: 
  ☐ Y After Any Approvals

Solicitation Responses Due – Using the calendar, select a date for the solicitation close. All solicitations automatically close at 5:00pm but can be changed by choosing another time from the dropdown selection.

Solicitation Responses Due: *

NO LATER THAN **5:00** on:  ☐ Y
(Override Close Time) ▼

Solicitation Header File Attachments – this is another area where more files can be attached. The first files that were attached were in the line item area (specifications, scope of work). These display in the header and are more commonly used for terms and conditions or documents that apply to all line items in general.

Review Standard Files for Inclusion – Standard files are pre-loaded by the administrator. By default, Standard files are not attached to the solicitation as indicated by the "No" status under the On RFQ column header. To attach the file to the solicitation, click "No" to toggle the status to "Yes".

Solicitation Email Date: * Solicitation Email Date: 05/05/2020 Y After Any Approvals		Solicitation Responses Due: * NO LATER THAN 4:00 pm: MM/DD/YYYY Y (Override Close Time)		Solicitation Header File Attachments: Click here to attach files. Manage Attachments 0 below. and / or Review Standard Files for Inclusion	
Standard File Attachments					
On RFQ	File Name	Description			
No	TamayaVentures NTTC.xlsx	Tamaya Ventures Instructions			
No	TamayaVenturesInst.docx	Tamaya Ventures Instructions			

Document Attachment(s)

Add a file description for the file to be uploaded, here or below on the main page.

Enter File Description:

Select File: Browse...

Upload File
Close

Required Delivery Date, Length of Contract, and Freight are copied over from the requisition stage and are presented here for review and edit if necessary.

Required Delivery Date: *
 Delivery Date: 02/28/2011 Y
 Priority: Normal

OR

Length Of Contract: *
 Start of Contract: MM/DD/YYYY Y
 End of Contract: MM/DD/YYYY Y

Freight: *
 Freight / Handling Included in Price
 Destination
 FOB Location:

Step 2. Billing and Shipping Locations. This information is copied from the requisition stage and is displayed for review and edit if necessary.

Review / Edit Billing And Shipping Locations **STEP 2**

Bill To: AccountsPayable View

<--- Selected AccountsPayable. Click to reset.

Deliver to: FLEETPINO Toggle View

<--- Selected FLEETPINO. Click to reset.

Step 3. Solicitation Vendor Instructions. Mandatory and Optional instructions are shown. To add a optional instruction **check the box** on right side. A space is available to enter in any additional instructions not already in the pre-built instructions.

Review / Edit Solicitation Vendor Instructions STEP 3

Solicitation Instructions	
Mandatory Instructions are automatically included on the Solicitation	
Mandatory	Instruction(s)
*	CITY OF ALBUQUERQUE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS: The City of Albuquerque General Instructions, Terms and Conditions are hereby incorporated by reference into this solicitation as if set forth herein in their entirety. Click here to view: [Link] If you do not have internet access, you may contact the Purchasing Office at (505) 768-3320 to obtain a copy. The General Instructions, Terms and Conditions apply to this solicitation and to any contract resulting from this solicitation. Failure by an offeror to review these instructions/provisions shall in no way constitute or be deemed a waiver by the City of its contents, or any part of them. No liability will be assumed by the City for an offeror's failure to consider the General Instructions, Terms and Conditions in its response to the solicitation.
*	Additional instructions/provisions are attached which apply to this solicitation. The Specifications attached shall control over any instructions/provisions on this page and the General Instructions, Terms and Conditions referenced above
*	ELECTRONIC RESPONSE: Unless otherwise specified, this solicitation must be responded to electronically by submitting the required information and uploading any required documents as instructed below or in the attached documents. No other method of delivery will be permitted unless an exception has been approved in writing by the City Purchasing Officer at least five business days prior to the deadline for receipt of offers. The individual submitting the offer certifies that he/she is authorized to submit the electronic response for the offeror. The offeror understands that it has an obligation to, and accepts responsibility for, safeguarding the vendor user ID and password against unauthorized use and that the City has the right to rely on the authenticity of any offers submitted through the vendor user identification ("ID") and password. The offeror understands that an offer submitted electronically has the same force and effect as an originally signed document and that it is bound by any offer submitted electronically through the vendor user ID and password.
*	Explanations: Any questions regarding this solicitation must be directed, via email or phone, to the Buyer listed above at least 10 consecutive days prior to the deadline for receipt of offers, unless otherwise provided in the solicitation documents.
*	Oral explanations or instructions given prior to the opening of offers shall not be binding. Any official explanations must be issued, in writing, by the Purchasing Division.
*	Pricing: Total price must include all applicable taxes, licenses, registration, insurance, bonds, permits, freight and fees.
*	Shipping: Prices must be stated as FOB-Destination, unless otherwise indicated in the Specifications.
*	Gross Receipts Taxes: An offeror shall include any applicable gross receipts taxes in its offered price, unless otherwise specified in the solicitation documents, and such offer will be construed in that manner. If requested, the City will furnish a non-taxable transaction certificate. Determination of whether the tax is due and payment of the tax is the responsibility of the Offeror. Applicable taxes are to be included in each invoice due and may not be billed more than sixty (60) days after providing the goods or services to which the taxes apply.
Optional	Instruction(s)
<input type="checkbox"/>	This solicitation is issued on behalf of the Albuquerque/Bernalillo County Water Utility Authority by the City of Albuquerque. All references to the City of Albuquerque in this solicitation and related documents shall be construed to apply to the Authority only.
<input type="checkbox"/>	Contract Term: A contract resulting from this solicitation shall be for a term of twenty-four (24) months from the date of issue of the purchase order unless otherwise specified in the solicitation documents.
<input type="checkbox"/>	Contract Term: A contract resulting from this solicitation shall be for a term of twelve (12) months from the date of issue of the purchase order unless otherwise specified in the solicitation documents.
<input type="checkbox"/>	Contract Term: A contract resulting from this solicitation shall be for a term of eighteen (18) months from the date of issue of the purchase order unless otherwise specified in the solicitation documents.
<input type="checkbox"/>	Any contract resulting from this solicitation may be extended for an additional twelve-month period, or any part of a twelve-month period by mutual written agreement between the City and the contractor.
<input type="checkbox"/>	Any contract resulting from this solicitation may be extended for an additional 24-month period, or any part of a 24-month period by mutual written agreement between the City and the contractor.
<input type="checkbox"/>	Line items must be bid as specified, including container size, packaging, quantity, and units as noted in the bid schedule. Any line item deviating from the Specification will not be considered for purchase.
<input type="checkbox"/>	Estimated Quantities Not an Order: The estimated quantities listed do not constitute an order and are not necessarily comprehensive; they are a representative sample of what is likely to be purchased during the course of a contract resulting from this solicitation. These quantities should not be perceived to be a commitment to purchase any quantities or amounts and will be used only to evaluate offers and award a contract. These quantities as stated may increase or decrease depending on the actual needs of the City. Actual orders will be placed by the City departments.
<input type="checkbox"/>	Award will be ALL-OR-NONE based on the grand total of extended unit prices bid. If not all items are bid by any offeror, those bids for the most items may be considered.
<input type="checkbox"/>	Award will be based on extended unit prices bid by groups of line items.
<input type="checkbox"/>	Award will be based on extended unit prices bid by line item.
<input type="checkbox"/>	Award will be based on extended unit prices bid, and may be awarded by line item, groups of line items or total of line items, whichever is determined to be in the best interest of the City.
<input type="checkbox"/>	The City reserves the right to make multiple awards as a result of this solicitation if doing so may be advantageous to the City.
<input type="checkbox"/>	The City intends to make multiple awards as a result of this solicitation.
Additional Instruction (if entered will be displayed)	


Optional Solicitation Sections


The following 6 optional functions are available:

OPTIONAL SOLICITATION SECTIONS


[Review / Edit](#) **Contact and Buyer Information**

[Review / Edit](#) **Header Notes**

[Establish / Review / Edit](#) **Solicit Responses From Other Commodity Suppliers** 

[Establish / Review / Edit](#) **Optional Solicitation Title and Description** 

[Establish / Review / Edit](#) **Pre-Bid Conference** 

[Establish / Review / Edit](#) **Questions / Answer Section** 

[Option 1. Contact and Buyer Information](#). This information is copied from the requisition stage and is displayed for review and edit if necessary.

Review / Edit Contact and Buyer Information	
Contact Person: <input type="text" value="ABQ BUYER1"/>	Email Address: <input type="text" value="jberan@sicomm.net"/>
Phone Nbr: <input type="text" value="800-555-1212"/>	Fax Nbr: <input type="text" value="800-555-1213"/>
<input type="text" value="Enter a Last Name To Search By:"/> <input type="button" value="search"/>	
<hr/>	
Buyer: ABQ BUYER1	Email Address: jberan@sicomm.net
Phone Nbr: 505-555-1212	Fax Nbr: 505-555-1213

[Option 2. Header Notes](#). A view of system generated notes and buyer entered internal notes is shown. Additional internal notes can be added.

Review / Edit Header Notes
NOTES ARE FOR INTERNAL USE ONLY
Mon Nov 08 12:40:11 GMT-0800 (PST) 2010 No approval route found. Requisition R2008001406 Created for Document D2008001657 . Assigned for Direct Solicitation creation.
<hr/>
Detail Item Updated Document: D2008001657 Item: 001 Qty: 1 UOM: EA NIGP: 76004 Total Est Amnt: \$75000 Item Est Amnt: \$75000 Created by: abqbuyer1
<hr/>
Mon Nov 08 10:22:34 GMT-0800 (PST) 2010 Direct eRFB Solicitation Document: (D2008001657) created by: abqbuyer1 Optional internal notes used by staff - notes are not seen by vendors Document Created for Department PRD User: osdcja:CHRIS ARCHULETA:jberan@sicomm.net View Full On-Disk Notepad
Document Header Notes
<div><div></div></div>

Option 3. Solicit Responses From Other Commodity Suppliers. Additional vendors from different commodity codes related or similar to the previously chosen at the requisition stage can be added to the email notification.

Click on **Search** to open the commodity code search area. Enter a word search and then **Select** the commodity codes to add to the solicitation. Up to a maximum of 5 additional codes can be selected.

Select	Class	Item	Description
<input type="radio"/>	760	03	BACKHOE (ROAD BUILDING)
<input type="radio"/>	929	33	BACKHOE CRANE MAINTENANCE AND REPAIR SERVICES
<input type="radio"/>	765	09	BACKHOE CRANES
<input type="radio"/>	975	08	BACKHOE RENTAL OR LEASE, FARM
<input type="radio"/>	975	66	BACKHOE RENTAL OR LEASE, ROAD AND HIGHWAY
<input type="radio"/>	929	04	BACKHOE, FARM TYPE, MAINTENANCE AND REPAIR
<input type="radio"/>	760	04	BACKHOE/LOADER COMBINATION
<input type="radio"/>	020	02	BACKHOES, FOR FARM TRACTOR

After finishing the selections, close the window and the page will display the selections and list how many additional vendors were added to the email notification system.

Option 4. Optional Solicitation Title and Description. The Custom Title and Custom Description fields are optional. This information is used in emails to vendors and on various summary views in the system.

Option 5. Pre-Bid Conference. This function will add a section on the solicitation announcing a pre-bid conference date, location, and instructions. Vendors may pre-register to attend the conference. Options are available to add vendors manually, mark whether they attended or not, and enter notes.

Choose at **Date** from the calendar. Pick a **time** from the dropdown selection. Enter a **location** or choose a pre-existing one from the library. Enter **notes** for the vendors or choose pre-existing ones from the library.

Option 6. Questions / Answers Section. Using of this function will place a section on the solicitation where a vendor may enter questions. An email will be sent when a question is submitted by a vendor. Answers are not made available to vendors until the selected “**Answers Published**” date arrives. More explanation and functionality is provided in *PART 2 - Managing a Solicitation on the Internet*.

Click **Yes** to include the Q&A area on the solicitation.

Choose whether the name of the vendors who asked the question will be displayed to the other vendors. (**Yes or No**)

Choose the date for the **Questions Deadline** using the calendar.

Choose the date that the answers will be published using the calendar. (**Answers Published**)

Enter any **Notes** to vendors or choose them from the pre-existing library.

The creation of the solicitation is nearly complete. The final step is to release it to the internet or to approval routing. The following options are available:

Preview Vendor Selection – will show a preview of the solicitation. Since the options have not been saved yet the preview is incomplete.

Release Solicitation (number) – this will either release the solicitation to the internet or send it to approval routing. The solicitation becomes available immediately (or after approval) even though email notifications are not sent until later in the day.

File Solicitation (number) for later action – this will save the solicitation and all the options chosen and move it to On Hold status. To access the solicitation again for further editing or release go to **Solicitations Manager** tab – **On Hold** sub-tab. Click on **Manage** to open the solicitation.

Close Solicitation (number) – no action – this will cancel all actions on this solicitation. Nothing will be saved except the original requisition information and it will be necessary to start over to create the solicitation.

Preview Vendor Solicitation B2008000043

Release Solicitation B2008000043

File Solicitation B2008000043 for later action

Close Solicitation B2008000043 - no action

After clicking on **Release Solicitation**, this popup confirmation will appear. Click on **OK** to continue.

?

Approval Routes Checked: No Approval Route Found

Are you ready to Release Solicitation B2008000043?

Solicitation Release Date: 11/09/2010 After approvals

Press 'OK' to Release Solicitation B2008000043 to All Registered Vendors

Press 'Cancel' to make any changes.

Vendor Audience for Email Notification is: All Registered Vendors

After pressing the "OK" button below, the Vendor View of the Solicitation will be presented.

After reviewing the Solicitation, Press the "Close" Button (Top or Bottom of screen).

The system takes a snapshot of the page for historical purposes.

OK

Cancel

PART 2 – Managing a Solicitation on the Internet

This section will cover the management of the solicitation while it is on the Internet. After release, the system will display a summary of the solicitation with links to open sections of it for viewing.

The screenshot shows the 'On Internet' summary page for a solicitation. At the top, there is a navigation bar with tabs: Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, and Miscellaneous. Below this is a sub-navigation bar with links: New, In Work, On Hold, On Internet (selected), Awaiting Award, Awarded, Find, Contact Us, Help, and Logout. The main header area displays the City of Albuquerque logo and address: 1 Civic Plaza, Albuquerque, NM 87102. The main content area is titled 'Internet Solicitations: Jump to a Specific Document.' and includes a table with columns: View RFX, Vendor View, Responses/Participants, Amend, Remove, Dept, Originator, Type, Solicitation Nbr, Requisition Nbr, Document Nbr, Items, and Current Version. The table shows one row for solicitation B200800043, with 4 responses and a current version of 00. Below the table, there is a section for 'NIGP / Description: 76004: Backhoe' and a 'For Department: Parks & Recreation Department' with a buyer 'CHRIS ARCHULETA'. It also shows the solicitation closing date as 'Mon Jan 17 2011 2:00 PM' and a 'View Invitation List: Pending - In Run Queue'. A 'Pre-Bid Conference' is scheduled for '11/22/2010 at 9:00 AM'. A 'Questions/Answers Area Exists' section shows a deadline of '12/01/2010' and 3 total questions, with 3 questions answered. A 'Solicitation Files Attached' section lists 'Instructions.doc' and 'Specifications for backhoe5.doc'. An 'Other Solicited Commodities' section states that vendors providing commodities 02002:76509:76003 are solicited for response.

Features found on the On Internet Summary page:

View RFX – Shows the buyer's internal view of the solicitation with the separate header and line item areas.

The screenshot shows the 'View RFX' page. At the top, it says 'ON NET REQUEST FOR BID' and 'Current Version 00 loaded'. Below this is a header area with the date 'Thu Nov 11 10:24:27 MST 2010' and buttons for 'Toggle Respondee(s) View', 'Open All Areas', 'Assign/Manage pCard', and 'Scroll Down'. The main content area displays the 'Solicitation Nbr: B200800043 - 00' and 'Reference Number:'. To the right, it shows the 'Requisition Nbr: R2008001406' and 'Document Nbr: D2008001657'. Below this is a section titled 'MANDATORY SOLICITATION SECTIONS' with a link to 'CLICK A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS'. The sections listed are: 'Review / Edit Solicitation Release Information STEP 1', 'Review / Edit Billing And Shipping Locations STEP 2', 'Review / Edit Solicitation Vendor Instructions STEP 3', and 'Review / Edit Custom Solicitation Title and Description STEP 4 Custom Title or Description Exists'. At the bottom, there is a table titled 'Solicitation B200800043 Items On the Internet' with columns: View, Responses, Amend, Delete, Dept, User / Username, Item, Est Amnt, Commodity, Short Description, and Create Date. The table shows one row for item 001, with an estimated amount of 75,000 and a description of 'Backhoe/Loader Combination as per attached specifications'.

Click on **Toggle Responsees View** to see information about the vendor responses such as response date and time, IP address, and amendment acknowledgement. **Review Email Recipients** will show a list of vendors who were sent email notification. **Review Vendors who Viewed Solicitation Detail** will show a list of those that have accessed and viewed the solicitation.

Thu Nov 11 10:24:27 MST 2010

Toggle Responsees(4) View

Open All Areas

Assign/Manage pCard

Scroll Down

Vendors who have responded to this Solicitation

Responsees to Solicitation B2008000043 current as of: Thu Nov 11 09:26:20 GMT-0800 (PST) 2010

Print

Close

Vendor Name	Vendor ID	Recipient	Date Emailed	Date Accessed	Version / Acknowledged	Download IP Address
HAWAII VENDOR	P00000000002	Aloha Taylor		THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 1	P00000000003	John Doe		THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 3	P00000000004	John Smith		THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 3	P00000000005	Alice Wonderland		THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48

4 Vendors responded to this Solicitation


Review 0 Email Recipients

Review 0 Vendors Who Viewed Solicitation Detail

© 1996-2010 SicomNet, Inc. All Rights Reserved.
- RBPQIsAmendmentsList Machine: trainingv1a IP: 70.56.150.48 -
Agency ID: A00000000051 Dept ID: AGENCY User ID: algbuyer1

Thu, 11 Nov 2010

Vendor View – shows the actual view of the solicitation as seen from the vendor side

 City of Albuquerque 1 Civic Plaza Albuquerque NM, 87102 Request for Bid	
Thu Nov 11, 10:27:47 A.M. MST 2010 HH:MM:SS adjusted to system server hh:mm:ss	
Solicitation Title: Backhoe	
Solicitation Nbr: B2008000043	Requisition Nbr: R2008001406
Reference Number:	Document Nbr: D2008001657
IMPORTANT NOTIFICATION: You have not yet responded to this Solicitation	
Solicitation Date of Issue: TUE NOV 09, 2010	Solicitation CLOSING (Due) Date: MON JAN 17, 2011 02:00:00 PM MST IN: 67 Days 3 Hours 32 minutes 47 seconds THIS SOLICITATION REQUIRES A RESPONSE TO ALL ITEMS
Required Delivery Date: 02/28/2011	
Freight: Freight / Handling Included in Price	FOB: Destination
Delivery Address: Name 1: Dept. of Finance & Admin Services Name 2: Fleet Management	
Address 1: Pino Yards, Bldg H Address 2: 5501 Pino Avenue NE	

Responses/Participants – displays the number of vendors who have responded to the solicitation. Clicking on the round button next to it will open an area to see vendor comments. Their names are not displayed but can be seen by going to the **View RFx** link or when doing an amendment.

RFX Nbr	Line Item	Quantity	UOM	NIGP	Short Description
	001	1	EA	76004	Backhoe/Loader Combination as per attached specifications
Response #	Response Date	Vendor Comments			
1 v.00	Thu Nov 11 2010 08:41:58				
2 v.00	Thu Nov 11 2010 08:41:58				
3 v.00	Thu Nov 11 2010 08:41:58				
Response #	Response Date	Vendor Comments			
4 v.00	Thu Nov 11 2010 08:41:58				

RESPONSES to Solicitation Line Item: 001 Class Members - Email/Review:

Class-Item Members - Email/Review:

Creating an Amendment/Addendums

Amend – click to open the amendment process and create an addendum to the solicitation. A copy of the original solicitation is displayed that can be edited and saved. The saved solicitation will become **Version 01**. The original is always saved and preserved as it was and can be viewed by the buyer and vendors.

The system will display the solicitation as it looked when it was being created in the Solicitation Creation Steps 1-4 and Optional Steps 1-6 above. The amendment process will create an Addendum. There is a **New Step 1** in this process.

Addendum Information/Reason Text. Enter the *reason* for the addendum, not the actual addendum. This text is used in the email notification to vendors and serves to explain to the vendors where to look to see changes. After entering the reason, navigate to the appropriate place in the solicitation and make the changes.

Creating Addendum 01
On NET Request for Bid
Current Version 00 loaded

Thu Nov 11 10:39:21 MST 2010

Solicitation Nbr: B2008000043 - 01
Reference Number:

Requisition Nbr: R2008001406
Document Nbr: D2008001657

MANDATORY ADDENDUM REASON SECTION

[Review / Edit Addendum Information](#) **STEP 1**

Solicitation Addendum 01 / CHANGE **REASON TEXT** (displayed on solicitation)

Adding revised specifications - Addendum A in the line item area.
Extending closing date for this solicitation an additional 2 days.

[View Past Addendums](#)
Current Ver.00
Addendum Reason:

To make changes in the line item area, go to the bottom of the screen. The line item has its own amend section. Click on **Amend** button to open this area. The process will be the same and when the line item was originally created in Requisition Steps 9-14 above.

Solicitation B2008000043 Items On the Internet: Select by clicking the button adjacent the required item. Enable Auto Toggle: <input type="checkbox"/> Add Item 2										
View	Responses	Amend	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
	4 /			AGENCY	BUYER1	001	75,000	76004	Backhoe/Loader Combination as per attached specifications	Mon Nov 08 2010

To release the amended solicitation, click on the **Release Amended Solicitation** (Number) button. If the **Save for Future Release** button is selected the solicitation will move to **Solicitation Manager** tab – **On Hold** sub-tab and vendors trying to access it will get a message that it is offline for editing and that they will be notified by email when it is available again.

The amended solicitation does not go through approval routing again at this time.

Preview Vendor Solicitation B2008000043 - 01

Release Amended Solicitation B2008000043 - 01

File Amended Solicitation B2008000043 - 01 Save for Future Release

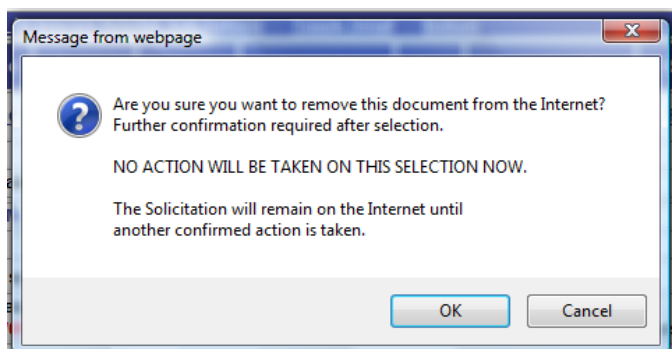
Close Solicitation B2008000043 - 01 - no action

After release, the **On Internet** page will reappear and a summary of the actions is displayed.

Thu Nov 11 10:09:01 GMT-0800 (PST) 2010
 Solicitation B2008000043 has been amended to version 01
 By: Buyer:ABQ BUYER1 Tele:505-555-1212 Email: jberan@sicomm.net and re-released to the Internet
 Email Notifications Date: 11/11/2010 Solicitation Due Date: 01/19/2011
 Reason: Adding revised specifications - Addendum A in the line item area.
 Extending closing date for this solicitation an additional 2 days.
 NaN Responding Vendors checked for attachments to rename. 0 Files renamed.
 Notifying Responding Vendors by email of Addendum 01.
 All notified vendors will be re-emailed this Addendum in this eveings batch.

Remove Solicitation from the Internet

Remove – is where the solicitation can be deleted/canceled, restaged for editing and re-release, or closed for award. Clicking on the **Remove** link will start the process. A popup window confirmation will appear. Click on **OK** to continue.



To notify vendors of this action fill out the email portion first, then click on the appropriate button on the bottom. Leaving the email blank will make the changes but not notify vendors. The buttons initiate the following actions:

Permanently Delete This Solicitation – the solicitation will be removed from the internet and deleted. It can be found again in deleted history area.

Stage this Solicitation for re-release to On Hold – the solicitation will be removed from the internet and placed in **Solicitation Manager** tab – **On Hold** sub-tab. **All vendor responses will be permanently deleted.** The solicitation can be edited and re-released.

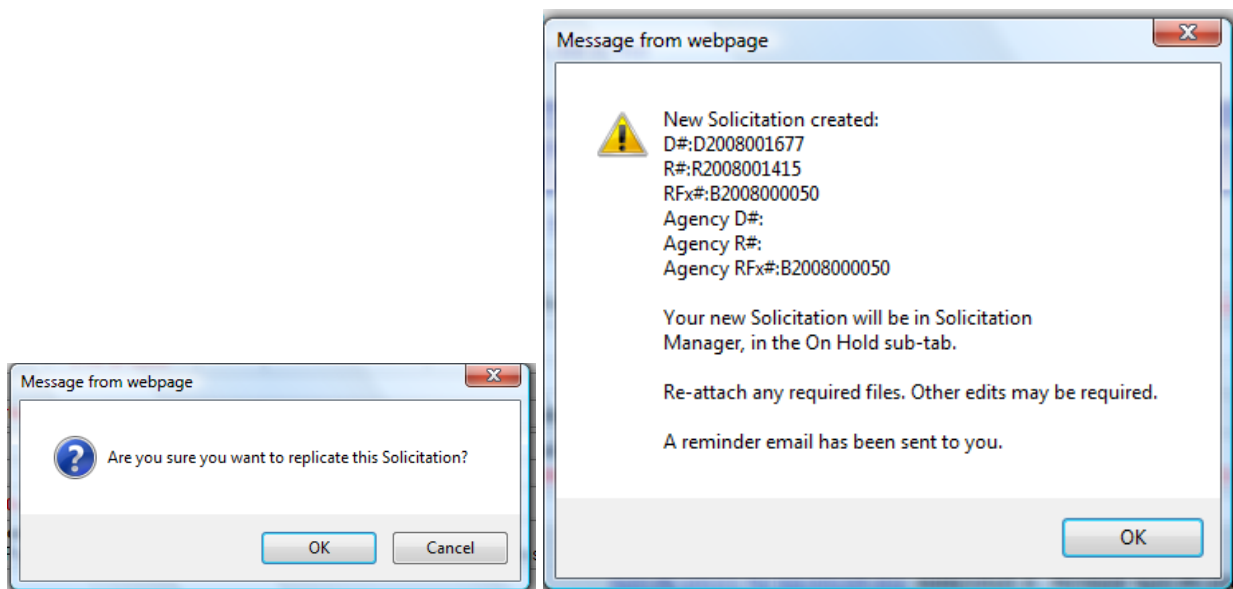
Cancel Remove Action – will stop this process and return to the On Internet page.

Temporarily take this Solicitation offline – the solicitation will be removed from the internet and placed **On Hold**, but the vendor *responses will not be lost*. It can be edited and re-released. Vendors attempting to access the solicitation will get a message that it is offline and will be available later.

Close for Award – the solicitation can be closed immediately and moved to **Awards Manager** without regard to the published closing date.

Optional Vendor notification of Cancelled Internet Solicitation	
Solicitation: B2008000043	
Subject:	City of Albuquerque Solicitation B2008000043 Removed From Internet - [Cancelled at this time]
Email body:	<div>This bid is being cancelled at this time and will be re-bid with revised specifications at a later time.</div>
Email all responding vendors: <input checked="" type="checkbox"/> cc self: <input type="checkbox"/>	
Status:	Email valid to send.
<div>Toggle clear Review email Help Transactions Log Back to On Internet</div>	
Instructions:	Email is not cleared after processing, it can act as a skeleton for other documents. Options include sending a notification to 1: all responding vendors, 2: yourself or 3: all. To send a notification: select a Solicitation, enter the subject, email body and recipient. You will be prompted for missing fields. Verification of sending the email will be requested prior to submission.
Actions:	<div>Permanently Delete this Solicitation</div> <div>Temporarily take this Solicitation offline</div> <div>Stage this Solicitation for re-release to On-Hold</div> <div>Cancel Remove Action</div> <div>Close For Award</div>


Type (RFQ/IFB/RFP) link – will replicate the solicitation and place it **On Hold** for editing and release. The following messages will appear:



Solicitation Number – will open a process to re-email vendors the solicitation notification.

Email Information for Solicitation: Q2011000406		
Vendors registered for commodities: 1516		
Email Audience:	HI domiciled vendors only, same on BidBoard	
	Last Date	Total All Sent
Emails sent:	Fri Nov 05, 2010	940
Re-email solicitation in tonight's Batch Discrepancies in number registered and number sent represents constraints of limited competition if applicable, test invalid accounts, multiple vendor employees registered for like commodities, vendor status with the Agency and vendors who have already responded.		
Commodities Solicited:	91006,910,91000	
Review by vendor minority business class		

Requisition Number – displays the requisition information.

 City of Albuquerque 1 Civic Plaza Albuquerque, NM 87102	
Requisition Header (For Purchase)	
This Requisition was forwarded from Department: PRD.	
Document Date: Mon Nov 08 2010	Approval Routes Past Version Reasons Assign/Manage pCard Scroll Down Duplicate Document
OPTIONAL SOLICITATION TITLE: Backhoe OPTIONAL SOLICITATION DESC:	
Solicitation Nbr: B2008000043 - 01 Requisition Nbr: R2008001406 Document Nbr: D2008001657 Reference Nbr:	Item Number: 000 Item Number: 000 Confirming Nbr : Assigned By:
View Past Addendums Current Ver. - 01 Addendum Reason: Adding revised specifications - Addendum A in the line item area. Extending closing date for this solicitation an additional 2 days.	
Required Response Date: 01/19/2011	Required Delivery Date: 02/28/2011
Freight: Freight / Handling Included in Price	FOB: Destination
Billing Address: AccountsPayable View	Delivery Point: FLEETPINO View

Document Number – opens the Document Status Review area showing a history of the document and current status information.

Document Status Report					
Agency:	P-Days	NP-Days	To/Start Date	From/End Date	Processing Phase
Document Number: D2008001657(1)	1	0	11/08/2010 11:22:34	11/08/2010 11:22:34	Document Created
R2008001406					NO REQUISITION APPROVALS
B2008000043(1)	1	0	11/11/2010 11:09:01	11/11/2010 11:09:01	Solicitation Created
			11/11/2010 11:09:01		RELEASED TO INTERNET

Status:	On Internet
Description:	Backhoe
Notepad:	View
File Attachments:	View
Vendor:	Pending
Type:	Requisition > Solicitation
Buyer:	ABQ BUYER1
Value:	Estimated: \$75,000.00
Responses:	View Vendor Responses
Snapshots:	Available after Solicitation Close
Invitation List:	Pending - In Run Queue
Req Recvd:	
PO Mailed:	Pending
Closed Date:	01/19/2011 02:00:00
On Internet Dates:	11/11/2010 11:09:01 - 01/19/2011 02:00:00

Print Close Re-Load Status Report

Items link – opens a review of the line item description.

Document Line Items	
Item: 001	Commodity: 76004
Quantity / UOM: 1 EA	
Short Description: Backhoe/Loader Combination as per attached specifications	

Current Version – 00 means it is the original solicitation. When amendments are released this will change to 01, 02, etc. The version number will be a link that will open previous versions of the solicitation.

Previous Addendums - Windows Inter...
http://training.sicomm.net/buyer/amendmentRoot

B2008000043
ADDENDUM HISTORY

View Addendum
Original Solicitation - 00

Click above to review.
The you will be returned from where you began the Addendum review when you close this window with the button below.

Current Version
01

NIGP/Description – shows the NIGP code used and the Title of the solicitation.

NIGP / Description:	76004: Backhoe
---------------------	----------------

For Dept – shows the department and buyer you are procuring on behalf of.

For Department:	This Solicitation was created for Department: Parks & Recreation Department Buyer: CHRIS ARCHULETA
-----------------	--

Solicitation Closes – shows the closing date and time.

Solicitation Closes:	Wed Jan 19 2011 2:00 PM
----------------------	---

View Invitation List – this opens a window that displays all the vendors who received the email notification for this solicitation. As amendments are released, the list adds those names as well as any new vendors who had registered recently and are now getting this email notification.

View Invitation List:	Click here to view Vendor Recipients of this Solicitation and all of its Addendums
-----------------------	--

		
Thu Apr 23 12:56:33 GMT-0700 (PDT) 2020 Invitation List for Solicitation Q2020000004		
RELIABLE OFFICE SOLUTION	jeff ESHELMAN	RIVERSIDE, CA
Corporate Express	Bill Clarkson	San Diego, CA
SYSCO Food Services of Idaho (3)	Melody Morton	Boise, ID
Grainger	Kristen Leone	Dallas, TX
Dennis paper and foodservice (5)	Tom Gagne	Bangor, ME
C&H DISTRIBUTORS, LLC	STEVE MAKOVEC	MILWAUKEE, WI
O REILLY AUTO PARTS (7)	DOUG BENNETT	SPRINGFIELD, MO
DXP-SEPCO INDUSTRIES	Keith Smith	CONROE, TX
Butler Bros. (9)	Patrick Butler	Lewiston, ME
Gray Automotive Products	Sissy Wilson	Saint Joseph, MO
Performance Foodservice-NorthCenter (11)	Ray Albert	Augusta, ME
Paris Farmers Union	Herky Card	South Paris, ME
CPI International (13)	Donna Wells	Santa Rosa, CA
Supelco - Division of Sigma-Aldrich	Vicki Dillman	Bellefonte, PA
Thomas Scientific (15)	John Hughes	Swedesboro, NJ
data essentials,inc.	DAVID HILL	kansas city, MO
Budget Document Technology (17)	Tom Quallette	Lewiston, ME

Pre-bid Conference

Click on the View Registered Attendees box to open a window that displays the vendors who have signed up to attend. You may also enter vendors or yourself/ staff as attendees. After the conference is over you may open this area again and mark whether or not the vendors attended, add additional attendees, and save notes about the attendees.

Pre-Bid Conference:		A Pre-Bid Conference is scheduled for 11/22/2010 at 9:00 AM		Review 3 Registered Attendees: <input type="checkbox"/>	
3 Attendees registered to attend Pre-Bid Conference for Solicitation B2008000043					
Detail <input checked="" type="checkbox"/>		Attendees Company			
<input type="checkbox"/>	1	123 Company (P89423901449)		Add/Edit Attendee For: 123 Company <input type="checkbox"/>	
Agency Note: (500 Max Chars)					
Attended		Attendee Name	Attendee Title	Attendee Phone	Attendee Email
<input checked="" type="checkbox"/>		Michael Anderson	President	800-555-2222	email@email.com
<input type="checkbox"/>	1	ABC Company (P89423687276)		Add/Edit Attendee For: ABC Company <input type="checkbox"/>	
Agency Note: (500 Max Chars)					
Attended		Attendee Name	Attendee Title	Attendee Phone	Attendee Email
<input checked="" type="checkbox"/>		Andrea Johnson	Sales Manager	800-555-1111	email@email.com
		Note: Will attend			
<input type="checkbox"/>	1	XYZ Company (P89423747019)		Add/Edit Attendee For: XYZ Company <input type="checkbox"/>	
Agency Note: (500 Max Chars)					
Attended		Attendee Name	Attendee Title	Attendee Phone	Attendee Email
<input checked="" type="checkbox"/>		John Smith	Regional Manager	800-555-1222	email@email.com
		Update/Save Attendees Conference Attendance			
		Edit / Add An Attendee		Print	Close
Detail <input type="checkbox"/>		Attendees Company			

Questions and Answers

Click on the link **Click [here](#) to review or respond to Vendor Questions**. The questions from vendors are displayed in a field and followed by another field for answers. Agency questions may be entered. Click on the **Save Answers**. Answers may be entered up to closing time on the day of the scheduled answers published date. Email notification that answers are available will go out late in the evening of the publish day. If all questions are not answered by the publish date vendors will get an email that the Answers have been delayed. The buyer will get a reminder email that all answers were not completed. The publish date for answers will be extended for one day.

Questions/Answers Area Exists: Click here to review or respond to Vendor Questions	
Questions Deadline in 20 Days	Questions Deadline: 12/01/2010 Answers Published Date: 12/07/2010 3 Total Questions 3 Questions Answered

Buyer Question Manager for Solicitation B2008000043 - Close Date/Time: WED JAN 19, 2011 02:00:00 PM MST

Help Show Current Settings

Vendor's name will not be displayed with answers. Questions Deadline: 12/01/2010 Answers Published: 12/07/2010

Notes Displayed to Vendors: All questions must be recieved through the electronic system.

Note: To enable editing out of inappropriate information, the "Modified Question" field is the information that will be presented to vendors as their Question.

Questions received from City of Albuquerque

Nbr	Question	Entered
1	Will you extend the closing date for bid submittal?	11/10/2010
Modify Question 1	Will you extend the closing date for bid submittal?	
Question 1 Answer:	No	11/10/2010 <input type="checkbox"/> Assistance
2	Do you want to buy a trailer also?	11/10/2010
Modify Question 2	Do you want to buy a trailer also?	
Question 2 Answer:	Not at this time	11/10/2010 <input type="checkbox"/> Assistance
3	Why is the sky blue?	11/10/2010
Modify Question 3	Why is the sky blue?	
Question 3 Answer:	Don't know	11/10/2010 <input type="checkbox"/> Assistance

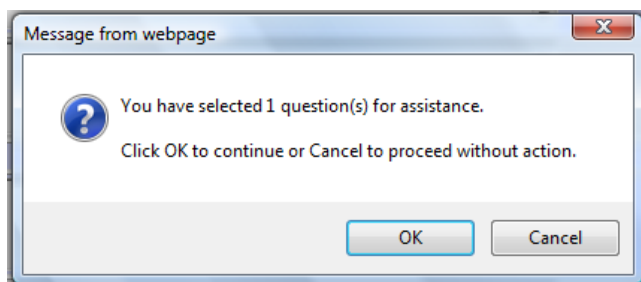
Save Answers Email Requests For Assistance Close Solicitation Closes In 69.05 days.

The questions may be passed to another person for answering by using the **Assistance** feature. Put a **check mark** next to the question being passed and then click on the **Email Requests For Assistance** button below the last question.

3	Why is the sky blue?	11/10/2010
Modify Question 3	Why is the sky blue?	
Question 3 Answer:	Don't know	11/10/2010 <input checked="" type="checkbox"/> Assistance

Save Answers Email Requests For Assistance Close Solicitation Closes In 69.05 days.

A confirmation will appear. Click **OK**.



Enter the email of the person receiving the questions. Click **Send Request For Assistance**. The system will send an email to this person with a link to open the system and enter the answer(s). A confirmation email will be received when the answers are completed.

Buyer Question Manager for Solicitation B2008000043

Questions received from City of Albuquerque		
Nbr	Question	Entered
1	Why is the sky blue?	11/10/2010
1 total questions found		
Email Request For Assistance to: <input type="text"/>		
<input type="button" value="Send Request For Assistance"/>		<input type="button" value="Cancel"/>

Solicitation Files (header and Line Items files) – has a link to open any files uploaded to this solicitation.

Solicitation Files Attached: Header: instructions.doc	
Item 001:	Specifications for backhoe5.doc Specifications for Backhoe
	Specifications for backhoe6.doc Addendum A - Revised Specifications

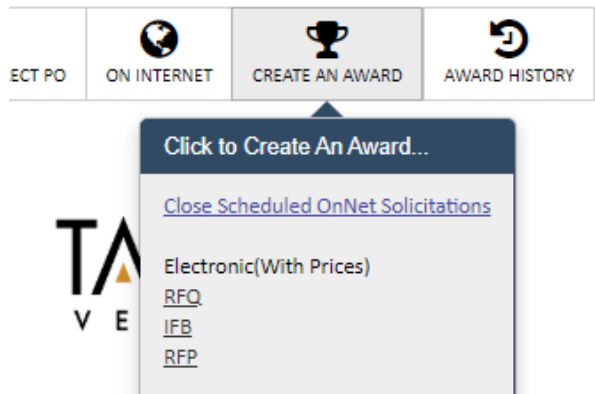
Other Solicited Commodities – if used this section shows the additional commodity codes chosen.

Other Solicited Commodities:	In Addition to the Line Item Commodities: Vendors providing Commodities 02002:76509:76003 are solicited for response.
------------------------------	---

PART 3 - Viewing Vendor Responses

The solicitation results may be viewed right after the closing date and time. If it is not opened the same day a reminder email that the solicitation has closed is sent in the evening.

Open the closed solicitation by clicking on **Awards Manager** tab – **Abstracts (RFx Type)** sub-tab or by clicking on the **Create an Award** icon and choosing the **solicitation type**.



The available Abstracts (vendor responses) for that type of solicitation will be displayed in a list.

The bottom of the screen is a list of abstracts. It shows:

- Solicitation number
- Delivery date
- Options to view the responses: lump sum, line item, targeted vendor list (TVL) – Close for Award
- Number of responses
- Line items (available and already awarded)
- Close Date
- Commodity Code
- Short Description

Abstract:

TAMM

MAIN

SOLICITATION MANAGER

CREATE

AWARDS MANAGER

AWARDS HISTORY

APPROVALS MANAGER

MISCELLANEOUS

Abstract >

RFB

RFP

RFQ

Classic >

RFB

RFI

RFP

PO Generator

Auto Release

My pCard Docs

Contact Us

Help

Logout

Optional Vendor Notification of Cancelled Solicitation

Solicitation:

Subject:

Will: ☒ Will Not: ☐ be re-solicited. (optional entry)

Email body:

Copy Deletion Reason: ☐

Copy Deletion Reason: ☐

Clear Email Body: ☐

Characters:

RFQ Solicitations: Awaiting Award

NO Solicitations Found To Close

Move Selected Solicitations to On Hold / Delete

Reset

Print

Back

Resolicited Log

Alt Proposals Log

RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q2015000012-01	Thu May 07 2015	LS: <input type="radio"/>	N/A	4278	1 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	TUE APR 28 2015 17:00:00	12085	Test Sicomnet for Agency
Q2015000013-01	Thu May 07 2015	LS: <input type="radio"/>	N/A	4278	1 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	TUE APR 28 2015 17:00:00	12085	Test Sicomnet for Agency
Q2016000003-00	Thu Apr 30 2020	LS: <input type="radio"/>	N/A	4535	0 <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI APR 24 2020 16:00:00	65924	test

Move to On Hold/Delete/Hidden

Next to the Number of Responses are 3 **check boxes**. The first one is for moving the solicitation to **On Hold** for re-bidding. *If chosen, all vendor responses will be lost.* The second box will **Delete** this solicitation. If chosen an area to enter a reason will appear and will be tracked in the deleted history area. The upper portion of the screen is an optional email to notify vendors of actions in deleting or re-bidding this solicitation. If either of these two options is chosen, the email needs to be filled out first. The third box allows solicitations to be hidden from view.

To use the **On Hold** or **Delete** boxes, check the ones to be moved and then click on the button **Move Selected Solicitations to On Hold/Delete**. Confirmation popup messages will appear. Click on **OK** to proceed.

To use the **Hidden** box, check the button that says **Hide** and click on the solicitation type located in the menu frame. This will automatically hide solicitation from view. This function can be reversed by selecting **Show Hidden** from drop down.

Optional Vendor Notification of Cancelled Solicitation

Solicitation: []

Will: ☒ Will Not: ☐ be re-solicited. (optional entry)

Subject: []

Email body: []

Copy Deletion Reason: ☐

Copy to Deletion Reason: ☐

Clear Email Body: ☐

Characters: []

Below is a screen of view once document has been hidden.

RFB Solicitations Awaiting Award NO Solicitations Found To Close									
Move Selected Solicitations to On Hold / Delete									
RFB Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
B2017000036-00	Fri Sep 30 2016	LT: <input type="radio"/>			80 (R4) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6 / 14	FRI SEP 16 2016 17:00:00	96203	SICOMMET TEST FOR MULTIP
B2017000069-00	Wed Nov 30 2016	LS: <input type="radio"/>	N/A	4432	1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU NOV 24 2016 17:00:00	54014	Demo Document 1
B2017000071-01	Fri Dec 30 2016	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI DEC 16 2016 17:00:00	96200	testing UOM

To display hidden document, select Show Hidden from the drop down.

RFB Solicitations Awaiting Award NO Solicitations Found To Close									
Move Selected Solicitations to On Hold / Delete									
RFB Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
B2017000071-01	Fri Dec 30 2016	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI DEC 16 2016 17:00:00	96200	testing UOM

To restore hidden solicitation simply uncheck selection box and your solicitation will be restored.

RFB Solicitations Awaiting Award NO Solicitations Found To Close									
Move Selected Solicitations to On Hold / Delete									
RFB Nbr	Delivery Date	View Responses			Responses / Move To On Hold / Delete / Hidden	Line Items For Award / Awarded	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
B2017000036-00	Fri Sep 30 2016	LT: <input type="radio"/>			80 (R4) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6 / 14	FRI SEP 16 2016 17:00:00	96203	SICOMMET TEST FOR MULTIP
B2017000069-00	Wed Nov 30 2016	LS: <input type="radio"/>	N/A	4432	1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	THU NOV 24 2016 17:00:00	54014	Demo Document 1
B2017000071-01	Fri Dec 30 2016	LS: <input type="radio"/>	N/A		0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 / 0	FRI DEC 16 2016 17:00:00	96200	testing UOM

View Vendor Responses

To continue with viewing the vendor responses, click on **Lump Sum (LS)** button to display the vendor responses. **Line Item (LI)** button is only available if there are multiple line items on the solicitation. **TVL (targeted vendor list)** is only available if a targeted list was created when releasing the solicitation to the Internet.

Vendor responses are listed from lowest cost to highest cost. Preference calculations have been prebuilt into the system and also show on the abstract where applicable.

The following buttons are located in the header area of the abstract:

Agency Attachments – shows a list of all the attachments used on the solicitations and shows whether or not the vendor opened and viewed the attachments.

Header Level Attachments For Solicitation B2008000043 Addenda 01		Detail
Header Level Attachments		Description
instructions.doc		General Informations
Links To Specific Vendors for Header Attachment Status:		
HAWAII VENDOR HAWAII VENDOR 1 HAWAII VENDOR 3 HAWAII VENDOR 3		
Header Level Attachments For Vendor HAWAII VENDOR		Header Top
Filename	Last Viewed Attachment Status	
instructions.doc	VENDOR DID NOT VIEW ATTACHMENT	
Header Level Attachments For Vendor HAWAII VENDOR 1		Header Top
Filename	Last Viewed Attachment Status	
instructions.doc	VENDOR DID NOT VIEW ATTACHMENT	
Header Level Attachments For Vendor HAWAII VENDOR 3		Header Top
Filename	Last Viewed Attachment Status	
instructions.doc	VENDOR DID NOT VIEW ATTACHMENT	
Header Level Attachments For Vendor HAWAII VENDOR 3		Header Top
Filename	Last Viewed Attachment Status	
instructions.doc	VENDOR DID NOT VIEW ATTACHMENT	
Detail Level Attachments For Solicitation B2008000043 Addenda 01 Line Item 001		Header
Detail Level Attachments		Description
Links To Specific Vendors for Detail Attachment Status:		
HAWAII VENDOR HAWAII VENDOR 1 HAWAII VENDOR 3 HAWAII VENDOR 3		
Specifications for backhoe5.doc		Specifications for Backhoe

Line Item View – sorts the responses in a table format

ITM	Qty/ UOM	NIGP/ Descr	Vendor Prices			
			HAWAII VENDOR P000000000002	HAWAII VENDOR 1 P000000000003	HAWAII VENDOR 3 P000000000004	HAWAII VENDOR 3 P000000000005
1	1 EA	76004 Backhoe/Loader Combinatio	\$18.92 (\$18.92)	\$52.30 (\$52.30)	\$66.19 (\$66.19)	\$93.15 (\$93.15)
<div>Document Status Report</div> <div>Sorted by Line Item Amount View</div> <div>Print</div> <div>Back</div>						

Pre-Bid Conference – displays the list of pre-bid conference attendees

City of Albuquerque Solicitation B2008000043 Pre-Bid Conference Registered Attendees					
Company Name	Attendee Name	Attendee Title	Attendee Phone	Attendee Email	Attended
123 Company	Michael Anderson	President	800-555-2222	email@email.com	Yes
ABC Company	Andrea Johnson	Sales Manager	800-555-1111	email@email.com	Yes
Attendee Notes: Will attend					
XYZ Company	John Smith	Regional Manager	800-555-1222	email@email.com	Yes
<div>Close</div> <div>Print</div>					

Assign/Manage pCard – not used at this time

Vendor Response Tracking – shows information about the vendors response (date, time, IP address, addendum acknowledgement)

Vendors who have responded to this Solicitation						
Vendor Name	Vendor ID	Recipient	Date Emailed	Date Accessed	Version / Acknowledged	Download IP Address
HAWAII VENDOR	P00000000002	Aloha Taylor	THU NOV 11, 2010 10:09:01 AM MST	THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 1	P00000000003	John Doe	THU NOV 11, 2010 10:09:01 AM MST	THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 3	P00000000004	John Smith	THU NOV 11, 2010 10:09:01 AM MST	THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
HAWAII VENDOR 3	P00000000005	Alice Wonderland	THU NOV 11, 2010 10:09:01 AM MST	THU NOV 11, 2010 08:41:58 AM MST	00	70.56.150.48
4 Vendors responded to this Solicitation						
<div>Review 4 Email Recipients</div> <div>Review 0 Vendors Who Viewed Solicitation Detail</div>						
<small>© 1995-2010 SicomNet, Inc. All Rights Reserved. - rBPQIsAmendmentsList Machine: rammy1a IP: 70.56.150.48 - Thu, 11 Nov 2010</small>						

Question/Answer Section – display the questions and answers from the solicitation.

Buyer Question Manager for Solicitation B2008000043 - Close Date/Time: WED JAN 19, 2011 02:00:00 PM MST		
<div>Help</div> <div>Show Current Settings</div>		
Questions received from City of Albuquerque		
Nbr	Question	Entered
1	Will you extend the closing date for bid submittal?	11/10/2010
Agency Modification	Will you extend the closing date for bid submittal?	
Answer 1	No	11/10/2010
2	Do you want to buy a trailer also?	11/10/2010
Agency Modification	Do you want to buy a trailer also?	
Answer 2	Not at this time	11/10/2010
3	Why is the sky blue?	11/10/2010
Agency Modification	Why is the sky blue?	
Answer 3	Don't know	11/10/2010
<div>Print</div> <div>Close</div>		

Each individual **vendor name** on the abstract is a link that displays information about the vendor.

Vendor Information [Bigger](#) [Smaller](#)

Award History: ☐

Commodities: ☐

Vendor Notepad: ☐

Self-certified profile entries: ☐

Enterprise Information

Enterprise ID: P00000000002

Enterprise Name 1: HAWAII VENDOR

Name 2:

Name 3:

Enterprise Address 1: 123 Aloha Street

Address 2:

City: ALBUQUERQUE

State: NM

County / Parish: BERNALILLO

Zip Code: 87102

Country: USA

SSN or Fed ID: xx-xxx4433

Vendor certifications, if available, can be viewed by clicking on the link **Vendor Certifications**.

Vendor uploaded **attachments** will be shown as links that can be opened and saved.


The bottom of the abstract has a link that captures all of the vendor response information on the page and displays/saves it in an Excel format (csv).

A temporary Excel format document has been written. [Click here](#) to access it.

A **Document Status Report** button is also available on the bottom of the abstract and show the status of the documents for this solicitation.

Document Status Report					
Agency:	AGENCY	P-Days	NP-Days	To/Start Date	From/End Date
Document Number:	D2008001657(1) R2008001406 B2008000043(1)	1	0	11/08/2010 11:22:34	11/08/2010 11:22:34
Status:	Awaiting Award	1	0	11/11/2010 11:09:01	11/11/2010 11:09:01
Description:	Backhoe			11/11/2010 11:09:01	
Notepad:	View				
File Attachments:	View				
Vendor:	Pending				
Type:	Requisition > Solicitation				
Buyer:	ABQ BUYER1				
Value:	Estimated: \$75,000.00				
Responses:	View Vendor Responses				
Snapshots:	View Vendor Snapshots				
Invitation List:	Pending - In Run Queue				
Req Recvd:					
PO Mailed:	Pending				
Closed Date:	01/19/2011 02:00:00				
On Internet Dates:		11/11/2010 11:09:01 - 01/19/2011 02:00:00			

Full view of Abstract:



City of Albuquerque
1 Civic Plaza
Albuquerque, NM 87102

0

LUMP SUM Abstract of Responses for Solicitation #B2008000043 - 01

Click [here](#) to attach a post award file to this solicitations header.
This file will be viewable by vendors from the abstract solicitation view after award.

Solicitation Optional Title: Backhoe

NIGP Nbr: 76004 **Abbreviated Desc:** Backhoe/Loader Combination as per attached specifications

Delivery Date	Email Date	Due Date	Solicitation Line Items	Requisition Nbr
Mon Feb 28 2011 00:00:00	Thu Nov 11 2010 11:09:01	Wed Jan 19 2011 14:00:00	1 TOTAL	R2008001406

Estimated Price: \$75000

[Agency Attachments](#)
[Line Item View](#)
[Pre-Bid Conference](#)
[Assign/Manage pCard](#)
[Federal Excluded Parties List](#)

[Vendor Response Tracking](#)
[Bottom Of Page](#)

Question/Answer section: [Click here to review Vendor Questions](#)
Questions Deadline: 12/01/2010 Answers Due Date: 12/07/2010

[Toggle All Switches](#)

Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Bernalillo Not Small Business	Trans Date	Trans Time
Award: <input type="radio"/>	\$18.92	0		18.92	17.97	18.92	Thu Nov 11 2010	08:41:58
Vendor: HAWAII VENDOR_P00000000002 Vendor Certifications								
Response Version: 001: 00								
Line Item Prices: 001: 18.92 (18.92)								
Recycle Status: 001: Recycled								
Vendor Comments:								
Attached Files:								
Buyer Comments:								

Solicitation: B2008000043

Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Not Bernalillo Not Small Business	Trans Date	Trans Time
Award: <input type="radio"/>	\$52.30	0		52.30	52.30	52.30	Thu Nov 11 2010	08:41:58
Vendor: HAWAII VENDOR 1_P00000000003 Vendor Certifications								
Response Version: 001: 00								
Line Item Prices: 001: 52.3 (52.30)								
Recycle Status: 001: Recycled								
Vendor Comments:								
Attached Files:								
Buyer Comments:								

Solicitation: B2008000043

Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Not Bernalillo Not Small Business	Trans Date	Trans Time
Award: <input type="radio"/>	\$66.19	0		66.19	66.19	66.19	Thu Nov 11 2010	08:41:58
Vendor: HAWAII VENDOR 3_P00000000004 Vendor Certifications								
Response Version: 001: 00								
Line Item Prices: 001: 66.19 (66.19)								
Recycle Status: 001: Recycled								
Vendor Comments:								
Attached Files:								
Buyer Comments:								

Solicitation: B2008000043

Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Not Bernalillo Not Small Business	Trans Date	Trans Time
Award: <input type="radio"/>	\$93.15	0		93.15	93.15	93.15	Thu Nov 11 2010	08:41:58
Vendor: HAWAII VENDOR 3_P00000000005 Vendor Certifications								
Response Version: 001: 00								
Line Item Prices: 001: 93.15 (93.15)								
Recycle Status: 001: Recycled								
Vendor Comments:								
Attached Files:								
Buyer Comments:								

Solicitation: B2008000043

An temporary Excel format document has been written. [Click here](#) to access it.

[Document Status Report](#)
[Line Item View](#)
[Print](#)
[Back](#)
[Top Of Page](#)

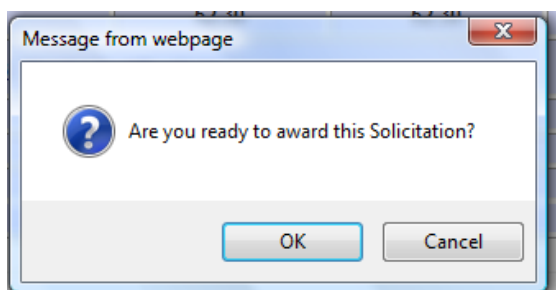
PART 4 - Creating an Award

Awards can be done by lump sum (all line items to the same vendor) or by individual line item or groups of line items to different vendors. This reference guide describes the lump sum process only. For instructions on split awards or multiple awards see the supplemental guides: *How to Create a Line Item Award*, *How to Create a Split Award*, and *How to Create an Award to Multiple Vendors*.

After a vendor has been selected for award, click on the **Award** button on the abstract.

Toggle All Switches								
Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Bernalillo Not Small Business	Trans Date	Trans Time
Award: <input type="radio"/>	\$18.92	0		18.92	17.97	18.92	Thu Nov 11 2010	08:41:58
Vendor: HAWAII VENDOR P00000000002 Vendor Certifications							FedID:	XX-XXXX433
							IP Addr:	70.56.150.48
Response Version: 001: 00								
Line Item Prices: 001: 18.92 (18.92)								
Recycle Status: 001: Recycled								
Vendor Comments:								
Attached Files:								
Buyer Comments:								
Solicitation: B2008000043								

Click on **OK** on the confirmation message:



The Award Input page will appear next.

Awarded By		Awarded To	
SicommNet Inc. Test and Demonstration Agency 2918 Fifth Avenue, Suite 210 San Diego CA, 92103 Robin Mattern		INVITED VENDOR 123 Main Street Albuquerque NM, 87101 Marcelo Rafanan marcelo.rafanan@sicomm.net Vendor Nbr: NOT ON FILE	
Complete the Award of (Q201700005- 00)			
Show Approval Routes			
Enter the Awarded Vendors SicommNet Inc. Vendor Number: <input type="text"/>			
MANDATORY AWARD SECTION			
Review / Edit Award Type Award Basis Competition Type STEP 1			
OPTIONAL AWARD SECTIONS			
Lag Days/Release Dates - ARRA Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments			
General Comments Area Review Vendor Line Item Comments			
Line Item File Attachments			
Line Item Award Instructions / Internal Comments Area:			
Award Email Distribution			
Award Confirmation - Advanced Shipping Notification Area			
COMPLETE AWARD			
Select an action: <input type="button" value="Execute Action"/> OR: <input type="button" value="Review / Edit Award"/> <input type="button" value="Document Status Report"/>			

To complete the award, follow these steps:

The upper left of the screen displays Agency information. The upper right is the selected vendor.

MANDATORY AWARD SECTION

[Step 1. Award Type – Award Basis – Competition Type](#) – there are 3 sub-steps in this area to complete.

MANDATORY AWARD SECTION

Review / Edit [Award Type - Award Basis - Competition Type](#) [STEP 1](#)

Award Type: [STEP 1-1](#) Award Instructions Agency Award Nbr:

Assign/Manage pCard

Basis of Award: [STEP 1-2](#) Competition Type: [STEP 1-3](#)

Signed By: John J. Vigil

[Step 1-1. Award Type](#) – choose an award type from the dropdown selections.

DEFINITE DELIVERY TYPES:

Purchase Order (PO)

Emergency Purchase Order (DO)

INDEFINITE DELIVERY TYPES:

Indefinite Delivery Contract Award (IP)

DEFINITE DELIVERY

Purchase Order (PO)

Emergency Purchase Order (DO)

INDEFINITE DELIVERY

Indefinite Delivery Contract Award (IP)

Choosing a type will open the **Award Solicitations Instructions** area for review.

MANDATORY AWARD SECTION

Review / Edit [Award Type - Award Basis - Competition Type](#) [STEP 1](#)

Award Type: [STEP 1-1](#) Award Instructions Agency Award Nbr:

Append a [Route Stop\(4\)](#) to Approval Route [16](#) - Last Name Start At: [MCCOY](#) [Click to Find Approver](#)

Approval Route Stops	Stop 1	Stop 2	Stop 3	Stop 4	Stop 5
Approver Name:	JOHN VIGIL	James Breen	Breen ADMIN		
Approval / FundCC / CC:	Approval	Approval	cc		

Recommendation of Award INSTRUCTIONS
Mandatory instructions are automatically included on the Award

Close

Mandatory	Instruction
	Recommendation of Award: This document is generated to create historical data for the electronic solicitation. Do not take any action. This Recommendation of Award notification is for informational purposes only.
	This is a Recommendation of Award, notification ONLY. Do not ship against this document.
Optional	Instruction

NO OPTIONAL INSTRUCTIONS FOUND FOR THIS AWARD.
Use freeform instructions, below, if applicable.

The **Award Instruction** area has mandatory instructions, optional instructions, and an area to add additional instructions.

Notice of Intent to Award INSTRUCTIONS	
Mandatory Instructions are automatically included on the Award	
Close	Close
Mandatory	Instruction
*	Notice of Intent to Award: This document is generated to create historical data for the electronic solicitation. Do not take any action. This Intent to Award notification is for informational purposes only. This is Intent to Award notification ONLY. Do not ship against this document.
Optional	Instruction
NO OPTIONAL INSTRUCTIONS FOUND FOR THIS AWARD. Use freeform instructions, below, if applicable.	

Assign/Manage pCard button is not used at this time.

Assign/Manage pCard

Step 1-2. Basis of Award. Select either Adequate Price Competition or Price Analysis from the dropdown selection.

Basis of Award:	Adequate Price Competition	STEP 1-2
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Step 1-3. Competition Type. Choose a type from the dropdown selections: Open Competition, Limited Competition (targeted vendors list), or Sole Source.

Competition Type:	Open Competition Limited Competition Sole Source	STEP 1-3
-------------------	--	----------

Competition Comments: After the type is selected an area will open for explaining or entering comments on the competition. If the low bidder was not selected or limited competition was selected the system will automatically enter in some pre-built text and require that more text be entered to finish the statement.

Competition Comments: Not displayed on Award review	The low bid was not selected because:
--	---------------------------------------

This completes the mandatory section of the Award Input page and the award could be released for approval at this point. There are five (5) optional areas available as follows:

OPTIONAL AWARD SECTIONS	
Lag Days/Release Dates - ARRA - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments	
General Comments Area	Review Vendor Line Item Comments
Line Item File Attachments	
Line Item Award Instructions / Internal Comments Area:	
Award Email Distribution	

Option 1. Lag Days/Release Dates - Estimated Total Price - Shipping Info - Award Header Attachments

Award Release/Award Notification Release. Lag Days are a way to delay the award release until a future time.

Today: 11/12/2010		Award Release / Award Notification Release
Award Release Lag Days: 1	Override: <input type="text"/> (Sysadmin notification sent)	Award Release Date: 11/13/2010 <input type="button" value="Y"/>
Vendors Award Notification Lag Days: 1	Override: <input type="text"/> (Sysadmin notification sent)	Vendors Award Notification Date: 11/13/2010 <input type="button" value="Y"/>

Award pricing shows the **estimate** of the award from the solicitation compared to the **actual** award amount and can be adjusted if necessary.

Quick View of Award Line Items / Estimated Total Amount		
Total Award Items Extended(Qty*UOM) Dollars : \$52.30	Estimated Total Price: \$75000	Adjust Original Amount: \$75,000.00

Award Header Attachments – files may be uploaded to the award that will appear to the vendor. To add a file, click on **Add Award Header Attachment** link and follow the process the same as other file upload processes in the system.

Lag Days/Release Dates - ARRA - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments			
Today: 11/12/2010		Award Release / Award Notification Release	
Award Release Lag Days: 1	Override: <input type="text"/> (Sysadmin notification sent)	Award Release Date: 11/13/2010	<input type="button" value="Y"/>
Vendors Award Notification Lag Days: 1	Override: <input type="text"/> (Sysadmin notification sent)	Vendors Award Notification Date: 11/13/2010	<input type="button" value="Y"/>
Quick View of Award Line Items / Estimated Total Amount			
Total Award Items Extended(Qty*UOM) Dollars : \$52.30 Estimated Total Price: \$75000 Adjust Original Amount: \$75,000.00			
Freight / Handling Included in Price		Shipping Information / Header File Attachments	
Solicited as: Definite Delivery Date		Solicitation Header Attachments	Put On Award
		instructions.doc	Yes: <input type="checkbox"/>
		Award Header Attachment(s): 0	
		Add Award Header Attachment Manage Header Attachment(s): <input type="checkbox"/>	

Option 2. General Comments Area – comments can external (shown on the award to the vendors or internal (not displayed on the award)).

General Comments Area	
Review Vendor Line Item Comments	
General Comments: Attached to Award	
Internal Header Comments: Not displayed on award review	

Option 3. Line Item File Attachments. Line item attachments that existed in the solicitation can be added to the award as well as uploading new line item attachments.

Line Item File Attachments		
Award Attachments(0 Line Items Have Attachments): Toggle All: <input type="checkbox"/>		
Solicitation Attachments(1 Line Items Have Attachments): Toggle All: <input checked="" type="checkbox"/>		
Item 001: Current Attachment(s): 2	Manage Item 1 Solicitation Attachment(s): <input checked="" type="checkbox"/>	
Filename	Description	Add to Award Line Item 1
Specifications for backhoe5.doc	Add to Award: <input type="checkbox"/>	
Specifications for backhoe6.doc	Add to Award: <input type="checkbox"/>	
Vendor Attachments(0 Line Items Have Attachments): Toggle All: <input type="checkbox"/>		

[Option 4. Line Item Award Instructions / Internal Comments Area.](#) Comments can be added to a line item, both external (seen by vendors) and internal comments (not seen by vendors).

Line Item Comments: (Displayed on Award)	
No Line Item Comments Found - Edit Award to add line Item Comments.	
Blankets (only):	(Displayed on Award)
Line Item Internal Comments: (NOT Displayed on Award)	
No Line Item Internal Comments Found - Edit Award to add line Item Internal Comments.	
Blankets (only):	(Not displayed on Award)
Buyer Entered Line Item Comments: (Displayed on Award)	
No Buyer entered Line Item Comments Found - Edit Award to add your line Item Comments.	

[Option 5. Award Email Distribution.](#) This function will send a copy of the award (email link) to a number of people already listed on the solicitation or to anyone by entering their email address in the space provided.

Award Email Distribution			
Award Document Copies to:	Ship to contact(s): <input type="checkbox"/>	Requisitioner: <input type="checkbox"/>	All: <input type="checkbox"/>
	Bill to contact: <input type="checkbox"/>	Self: <input type="checkbox"/>	Contact: <input type="checkbox"/>
	Email above NOW: <input type="checkbox"/>	After approvals and lag days: <input type="checkbox"/>	Additional: <input type="text"/>
			Additional below separated by commas, no spaces
			Do not send document copies at this time: <input type="checkbox"/>

Review/ Edit Award

As a final step before releasing the award to the approval route click on the button to **Review/Edit Award**. The award is displayed in edit mode and many areas can be edited.

Review / Edit Award

		<small>THIS NUMBER MUST APPEAR ON ALL DOCUMENTS</small>
Dept. of Finance & Admin. Services PRE Notice of Intent to Award EDIT / REVIEW		
Notice of Intent to Award DO2008001197 subject to change		
Currently Selected subject to change Award Release Date: 11/13/2010 Vendors Award Notification Date: 11/13/2010		
Backhoe		
DELIVER TO: Dept. of Finance & Admin Services Fleet Management Pino Yards, Bldg H 5501 Pino Avenue NE Albuquerque, NM 87109 aobrien@cabq.gov	Date: Fri Nov 12 2010 Destination F.O.B.: Destination	Terms: Discount Terms text Ex: 5% = 0.05 30 net 31 days = 30 net 31
VENDOR: HAWAII VENDOR 1 123 Main Street	Required Delivery Date: Mon Feb 28, 2011 02/28/2011	Start of Service Date: MM/DD/YYYY

Contact: ABQ BUYER1 800-555-1212

Buyer: ABQ BUYER1 505-555-1212

On Save - Header Attachments

[contractpkq1.pdf](#)

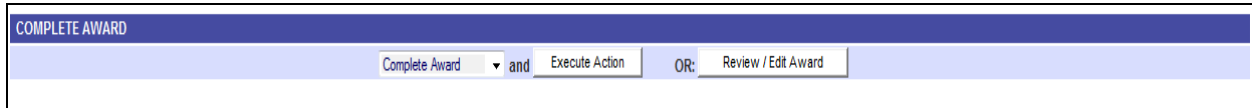
Item No	Description	Quantity UOM	Unit Price
Item 1 Other Edits	<div> <div>Line Item Description (displayed on PO): Resize Text Box: (±) ☐ Characters Remaining: 7143</div> <div>Backhoe/Loader Combination as per attached specifications</div> <div> <div>Det: ☐</div> <div> <div>(760.04)</div> <div></div> <div>(NT)</div> <div>Not Taxable ▾</div> <div>Estimated Price: \$75,000.00</div> </div> </div> </div> <td> <div>1 EA</div> <div>1</div> <div>EA</div> </td> <td> <div>\$52.3</div> <div>52.3</div> </td>	<div>1 EA</div> <div>1</div> <div>EA</div>	<div>\$52.3</div> <div>52.3</div>
	<div>Account: <div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>		<div>Extd Amnt: \$52.30</div> <div>52.30</div>
999	<div>Freight Current: Included in Price Change to: <div><div></div><div></div><div></div><div></div><div></div><div></div></div> ▾</div> <div> <div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>Tax status: <div><div></div><div></div></div> ▾</div>	<div>1</div>	<div>0</div> <div>0</div>
Add	Add item 2 to this PO: <input type="checkbox"/>		
		Subtotal:	<div>\$52.30</div> <div>52.30</div>

		in.00	0.00
		State and Local Taxes (0):	0.00
		Total:	\$52.30
	Resize Text Box: (+) (-) Characters Remaining: 2000 <div> <div>General Comments:</div> <div></div> </div>		
Header Item	Public Buyer Entered Comment to Vendor Response(Displayed on PO): Resize Text Box: (+) (-) Characters Remaining: 1800 <div> <div></div> <div></div> </div>		
Header Item	Internal Buyer Entered Comment to Vendor Response(Not Displayed on PO): Resize Text Box: (+) (-) Characters Remaining: 1800 <div> <div></div> <div></div> </div>		
Instructions: Freight / Handling Included in Price 1: Notice of Intent to Award: This document is generated to create historical data for the electronic solicitation. Do not take any action. This Intent to Award notification is for <u>informational purposes only</u> . This is intent to Award notification ONLY. Do not ship against this document. Additional Instruction (displayed on PO): Resize Text Box: (+) (-) Characters Remaining: 3800			

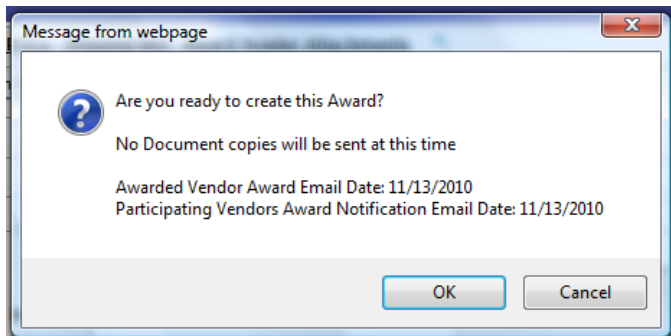
<p>Instructions:</p> <p>Freight / Handling Included in Price</p> <p>1: Notice of Intent to Award: This document is generated to create historical data for the electronic solicitation. Do not take any action. This Intent to Award notification is for <u>informational purposes only</u>.</p> <p>This is Intent to Award notification ONLY. Do not ship against this document.</p> <p>Additional Instruction (displayed on PO): Resize Text Box: (-) (+) Characters Remaining: 3800</p> <div></div>			
		Signed By: John J. Vigil	
<p style="text-align: center;">This PO has no approval route.</p>			
<p>Award Changes and Award Adds may not be done in the same transaction. Changes will not be applied if an Add is done at the same time, and will need to be re-entered.</p>			
<div>Close No Action</div>		<div>Apply Changes</div>	
Move Deletes to: <div></div>		<div>Go Deletes</div> <div>Print Page</div> <div>Help</div> <div>Reset</div>	
<p>Review New Solicitation Mandatory Inputs - Vendor Notification of Changes 🔍</p>			

After reviewing and editing the award click on either **Close No Action** (no changes) or **Apply Changes** (save changes). The system will return to you the previous page for final release.

To release the award, choose **Complete Award** from the dropdown and click the **Execute Action** button.



An award confirmation window will appear. Click **OK**.



The completed award will be displayed. **Approval Route** information is found at the bottom of the award. After all approvals are completed the award notice will be sent to the vendors. An email confirmation that the approvals have been completed is sent to the buyer.



PART 5 – Approvals Manager

To track and review awards in approval routing go to the **Approvals Manager** tab. Click on the **MY PO's> In Approval** sub-tab. A list of all solicitations in approval routing will display. To see the details of the approval route click on the **Approvals** link. This will display the route and show you which approver currently has the document.

The screenshot displays the State of Hawaii's Approvals Manager web application. The top navigation bar includes tabs for Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager (selected), and Miscellaneous. Below this, a sub-navigation bar shows options like Awaiting My Approval, My RFxs, In Approval, Dis-Approved, My POs, In Approval, Dis-Approved, Contact Us, Help, and Logout.

The main header area features the State of Hawaii seal and contact information for the State Procurement Office: 1151 Punchbowl St., Room 230A, Honolulu, HI 96813.

The central section is titled "In Approval POs: Select a function by clicking the button adjacent the Document." and includes a "Review Approval Routes" button. Below this is a table listing approval items:

View	Edit	View Approvals	Delete	Dept	Originator	PO Nbr	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	NIGP
		Approvals		AGENCY	BUYER 1	DO2008001472	B2007003545	R2007002912	D2007003237	1	20034

Below the table, the description is "CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED," and the date required is "Thu May 31 2007". The scheduled release date is "Wed Jul 11 2007".

A pop-up window titled "http://training.sicomm.net/buyer/req_doc_approvalList.html?inPOPUP=1&PO_ITEMS_TOTAL=93860.00..." is open, showing the "Approval Status for Award Number: DO2008001472 (Award Amount: 93860.00) Current Stop: 1 of 1". The pop-up contains a table with route information:

Route Info:	ID: 537	Commodity: All	Dollars: Equal or Greater: 1
Stop 1	Stop 2	Stop 3	Stop 4
Stop 5			
Approver ID:	hiapprover1		
Approval / CC:	Approval		
To Date:	Wed Jul 11 2007		
From Date:			
Status:			

At the bottom of the pop-up, there is a search field labeled "Start Lastname search at:" and a button labeled "Click to find user for info/email: (then click userid for email)". A "Close" button is also present.

Footer text in the pop-up window reads: "© 1995-2008 SicommNet, Inc. All Rights Reserved. - req doc approvalList - Thu, 10 Jan 2008 hibuyer1".

PART 6 - Accessing History

Award history is found either on the **Awards History** tab or by clicking on the **Awards History** icon. Deleted history is found under **Miscellaneous** tab – **History** sub-tab.

Clicking on **Awards Manager** tab and then **All>RFB** will display a list of awards issued from a bid.

System RFB Awards Current as of: Fri Nov 12 14:30:44 GMT-0800 (PST) 2010 Find							
Awarded To	RFB Nbr	Requisition/ Document Nbrs	Award Nbr	Award Date	Cmdty Code	Short Description	Agency
HAWAII VENDOR 1	B2008003907 - 01	R2008006416 D2008008295	DO2008002503 - 00	Wed Sep 15 2010	94893	Medical Waste Disposal Services as per attached scope of wor	State of Hawaii
HAWAII VENDOR 1	B2008003677 - 00	R2008005590 D2008007140	DO2008002373 - 01	Thu Sep 02 2010	null		State of Hawaii
HAWAII VENDOR 3	B2008003820 - 01	R2008006136 D2008007887	DO2008002274 - 01	Thu Sep 02 2010	07180	SUV Type Vehicles, crossover hybrid type as per attached spe	State of Hawaii
HAWAII VENDOR 3	B2008003879 - 01	R2008006361 D2008008221	DO2008002366 - 00	Wed Sep 01 2010	73042	Generators, Pulse, as per attached specifications	State of Hawaii
HAWAII VENDOR 3	B2008003787 - 00	R2008006041 D2008007764	DO2008002358 - 00	Thu Aug 19 2010	92975	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL,	State of Hawaii
HAWAII VENDOR	B2008003845 - 01	R2008006232 D2008008038	DO2008002317 - 00	Tue Apr 06 2010	46518	Clinical Centrifuges for use in State Laboratories. As per	State of Hawaii
Test Vendor xx	B2008003806 - 01	R2008006117 D2008007862	DO2008002262 - 00	Wed Nov 04 2009	72090	Well Pumps for commercial irrigation systems as per attached	State of Hawaii
HAWAII VENDOR	B2008003782 - 01	R2008006023 D2008007744	DO2008002229 - 00	Thu Sep 03 2009	07003	Emergency Rescue Vehicles as per attached specifications.	State of Hawaii
HAWAII VENDOR 3	B2008003684 - 01	R2008005598 D2008007191	DO2008002148 - 00	Mon May 18 2009	94620	FINANCIAL SERVICES Auditing	State of Hawaii
HAWAII VENDOR	B2008003748 - 01	R2008005917 D2008007486	DO2008002134 - 00	Thu May 07 2009	76003	Backhoe, Cat Model as pewr attached	State of Hawaii
HAWAII VENDOR 3	B2008003726 - 01	R2008005741 D2008007392	DO2008002086 - 00	Thu Apr 09 2009	82008	Boilers, High Pressure as per attached specification	State of Hawaii

Solicitations, Amendment Versions, Awards and **Award Versions** are all linked and can be opened for view. The award also has an **Award Summary Report** that summarizes all activity on the procurement process from requisition to solicitation to final award.

To find the **Awards Summary Report** go to the history list above and click on an **Award Number**. When the award opens, scroll down to the bottom and open the dropdown selection. Near the bottom of the selections you will find the **Award Summary Report**. Highlight it and click on **Execute**.

Contact: **ABQ BUYER1** 800-555-1212

Buyer: **ABQ BUYER1** 505-555-1212

1 Header Attachment

Item No	Description	Quantity	UOM	Unit Price
001	Backhoe/Loader Combination as per attached sp (760-04) (nt)	1	EA	\$52.30
		Subtotal:		
		Total:		

General Comments:

Instructions:
Freight / Handling Included in Price
1:
Notice of Intent to Award: This document is generated to create notification is for informational purposes only.
This is Intent to Award notification ONLY. Do not ship against th

Review Abstract

Create New Requisition

Create New Solicitation

Edit Purchase Order

View/Edit Internal Comments

Edit AWARD Descriptions/Instructions

Print Document

View AWARD Email Date Info

Email Document to below

View Reciever Document

Email Reciever Document to below

Cancel/Spit/Re-Award Award

Re-view Email Distribution

AWARD Summary Report

Document Status Report

On Disk Static History

Select an action.

and

Award Summary Report

The **Award Summary Report** contains the following information:

Document/Requisition information – document numbers, creation date, buyer, dept, approvals

Document Notes – internal notes detailing all the activity of the procurement from creation to final award – this section may be closed by clicking on the **Document Notes** link.

Solicitation information - document number, buyer, agency, email notification sent, date issued, closing date, title, approvals, addendums dates, addendum reason

Responses – vendor responses, name, address, prices

Line Item information – quantity, unit of measure, description

Award – document number, release date, price, awarded vendor info, delivery date, competition information, approvals

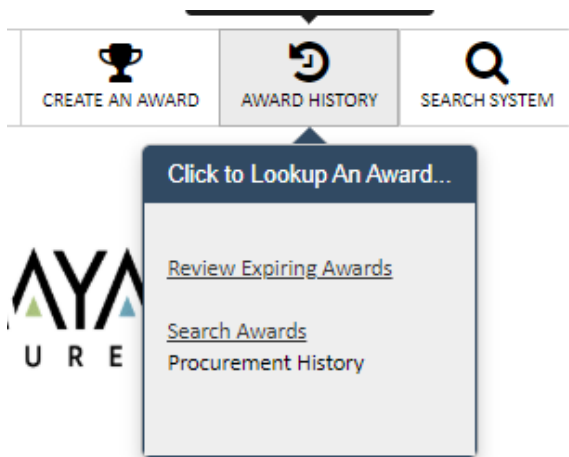
Savings report – comparison of estimated cost versus actual award

Summary Report for Document: D2008001657 Requisition: R2008001406 Solicitation: B2008000043			
Notice of Intent to Award DO2008001197			
Document/ Requisition	Number	Requisitioner	Date of Requisition
	D2008001657 R2008001406	CHRIS ARCHULETA Dept: PRD ABQ BUYER1 Dept: AGENCY	Nov 08, 2010
	Approvals		
	Name		Date
	No Requisition Approval Routes		
	Document Notes		
	Fri Nov 12 14:07:37 GMT-0800 (PST) 2010 Award DO2008001197 has been created. It has been scheduled for release on: Sat Nov 13 00:00:00 GMT-0800 (PST) 2010. Award Notifications are scheduled for release on: Sat Nov 13 00:00:00 GMT-0800 (PST) 2010.		
	Fri Nov 12 11:56:00 GMT-0800 (PST) 2010 Successful Lump Sum Primary Award of Solicitation B2008000043 to P00000000003 in Award Input		
Fri Nov 12 11:23:38 GMT-0800 (PST) 2010 Award of B2008000043 Items: 001, To: P00000000003 Canceled from Award Creation. No Awarded items left on this Award, B2008000043 returned to Awards Manager > Abstract			
Fri Nov 12 11:22:41 GMT-0800 (PST) 2010 Successful Lump Sum Primary Award of Solicitation B2008000043 to P00000000003 in Award Input			
Fri Nov 12 11:21:16 GMT-0800 (PST) 2010 Award of B2008000043 Items: 001, To: P00000000003 Canceled from Award Creation. No Awarded items left on this Award, B2008000043 returned to Awards Manager > Abstract			
Fri Nov 12 11:19:09 GMT-0800 (PST) 2010 Successful Lump Sum Primary Award of Solicitation B2008000043 to P00000000003 in Award Input			

Solicitation	Number		Buyer		Notifications Sent		
	B2008000043		ABQ BUYER1 Dept: AGENCY		4		
	Date Issued			Close Date			
	Nov 09, 2010			Jan 19, 2011 2:00 PM			
	Optional Title						
	Backhoe						
	Approvals						
	Name			Date			
	No Solicitaion Approval Routes						
	Addendums						
Number			Date				
01			Nov 11, 2010				
Addendum Reasons							
Addendum Reason: 01 Adding revised specifications - Addendum A in the line item area. Extending closing date for this solicitation an additional 2 days.							
Responses	Name		Address		City	State	
	HAWAII VENDOR		123 Aloha Street		ALBUQUERQUE	NM	
	HAWAII VENDOR 1		123 Main Street		Honolulu	HI	
	HAWAII VENDOR 3		213 Iao Needle		Lahaina	HI	
	HAWAII VENDOR 3		567 Honolulu Blvd		Honolulu	HI	
Line Items	Item	Qty	UOM	Cmdty	Partial Description		
	001	1	EA	76004	Backhoe/Loader Combination as per attached specifications		
Award	Signed By: undefined						
	Number		Release Date		Total Price		
	DO2008001197		Nov 13, 2010		\$52.30		
	Name			Address			
	HAWAII VENDOR 1			123 Main Street Honolulu, HI 96801			
	Delivery Award: Required Delivery Date: Feb 28, 2011						
	Award Basis: Adequate Price Competition						
	Competition Type: Open Competition						
	Competition Comments: The low bid was not selected because: low bidder did not meet specifications						
	Approvals						
	Name			Date			
	No Award Approval Routes						
	Savings	Estimated Amount			Actual Amount		
		75000			52.3		
		Dollars Difference			Percent Difference		
-\$74947.70			99.93				

Search for Awards

To find an Award using the **Award History** icon. Click on the icon and choose **Search Awards**.



Three (3) searches are available:

Search Within Date Range – enter in the **number of days** you want to search (default is 31 days, maximum is 9999). Choose between **My Awards** (yours only) or **Agency Awards** (all departments, all buyers). Click on **Go**. Results will be in the dropdown selection listed by descending document number. Click on a number to open the award for viewing.

Search By Award Number – enter the **award number** or **reference number** and click on **Get Award**.

Search By Text Within Date Range - enter in the **number of days** you want to search (default is 31 days, maximum is 9999). Choose between **My Awards** (yours only) or **Agency Awards** (all departments, all buyers). **Enter the text** (must be part of the line item description). Click on **Find by Text**. This will display a list of awards that contain that text.

TAMAYA Tamaya Ventures
51 Jemez Canyon Dam Road
Santa Ana Pueblo, NM 87004
VENTURES

Search Within Date Range

My Award's issued in the last days: Select an Award from the list box ▼
Sorted By: Award Date DESC ▼

List: My Award's: ☒ Agency Award's: ☐

Search By Award Number

Is A Reference Number: ☐ Get Award for Document:

Search By Text Within Date Range

Award's issued in the last days: of: My
Award's: ☒ Agency Award's: ☐
Item Description Text:
 sort: AWARD NBR DESCENDING ONLY