

TRAINING TUESDAY

02/25/2020

- **FAQ Segment: “Cancelling” a Bid, SPO/APO disapproving for date changes**
- **Marking documents Show to Vendor**
- **Fun Fact of the Day**
- **Q and A**

FAQ SEGMENT: “WHY CAN’T I CLICK THE CANCEL BUTTON?”

- If any quotes were received, quotes and attachments are lost



To CANCEL A BID THAT WAS PUBLISHED

Any solicitation may be cancelled before or after opening when the SPO determines cancellation to be in the State's best interest.

To cancel a Bid:

Stage	Tab	Task	Who
Create a Bid Amendment to cancel and notify vendors	Amendments Tab	<ul style="list-style-type: none"> ✓ Create Bid Amendment ✓ Comment Box: briefly explain the reason for cancellation and that an opportunity will be given to compete on any re-solicitation of similar supplies or services. ✓ Save & Continue ✓ Notify SPO to Apply the Amendment ** 	Agency
	Amendments Tab	<ul style="list-style-type: none"> ✓ Click Amendment number ✓ Verify Show to Vendor Option ✓ Apply Bid Amendment 	SPO



FAQ SEGMENT: WHY DOES THE SPO/APO DISAPPROVE AND TELL ME TO CHANGE THE BID OPENING DATE/CHECK CERTAIN BOXES/ETC.?

- Once a document is submitted for approval, it is locked down.
- APO/SPO cannot make changes to dates, mark documents Show to Vendor, etc.



ATTACHMENTS: SHOW TO VENDOR

- Example from Sole Source Job Aid:

Attachments	Document	Show to Vendor	Agency
	SSJF part I signed by SPO with Bid Number on each page of SSJF	Yes	
	Sole Source Hearing Details Form	Yes	
	Sole Source Vendor Letter if received	Yes	
	Agency specific forms	No	
	Any communications for the file	No	

Show Vendor
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>



BIDBUY UPGRADE DELAY

- Unable to upgrade to BidBuy version 15 due to some interface issues
- BidBuy team is working with Periscope and SAP and we will update everyone as soon as possible.



FUN FACT(S) – FEBRUARY 25TH

- National Chocolate Covered Peanuts Day
- 1793: George Washington convened the first U.S. Cabinet meeting -- at his home.
- 1964: 22-year-old Cassius Clay (who was a 7-1 underdog) defeated Sonny Liston to become the world heavyweight boxing champ. The next day he changed his name to Muhammad Ali.



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QUESTIONS?

8