

# **TRAINING TUESDAY**

## **03/10/2020**

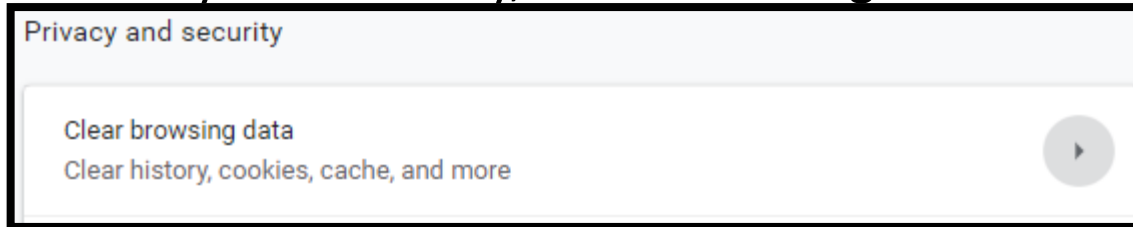
- **Bidbuy Version Upgrade Go-Live**
- **New Type Code – publish Emergency Final Cost**
- **New Form Alert – Sole Source Hearing Details Form**
- **BidBuy Monthly Training: Thursday March 19th**
- **FAQ segment: v15 upgrade issues**
- **Fun Fact of the Day**

# BIDBUY V15 IS LIVE

- In order to see a successful upgrade: clear browsing history, cookies, and cache in Google Chrome
- Steps:
  - Click on the 3 dots to the right of the address bar.



- Click on Settings
- Under Privacy and Security, Clear Browsing data click on the arrow



- Click Clear Data



## NEW JOB AIDS POSTED FOR V15

- The date published will be in the title of each job aid
- IFB, RFP, Sole Source, Small Purchase, Emergency, Change Order
- Note - Change Order Job Aids were broken into three different Job Aids:
  - Non-material Change Order
  - Material Change Order – contract Amendment
  - Material Change Order – contract Change Order
- Reminder - always use the most up to date Job Aid



## BID STAGE – CONFIDENTIAL IS NOW AN OPTION

- You can only choose one – Show Vendor OR Confidential
  - You can't choose both
- Example in Train



## NEW TYPE CODE – EMERGENCY FINAL COST

- In order publish the final cost of an emergency if the original cost was estimated

- ✓ Update Fields
- ✓ Type Code: 43 – Emergency Final Cost\*



## NEW FORM ALERT: SOLE SOURCE HEARING DETAILS FORM v20.1

- CPO-GS site → Procurement Resources Library → Solicitation and Contract Templates
- <https://www2.illinois.gov/cpo/general/Documents/2020.0305%20Sole%20Source%20Hearing%20Details%20Form%20V.20.1.pdf>



## BIDBUY MONTHLY TRAINING

- Thursday, March 19<sup>th</sup> 10:00am – 3:30pm
- CDB computer lab @ Stratton Building (Room 320)
- Perfect for those new to BidBuy
- What will be covered?
  - General Navigation, Releases Off Masters, Small Purchases, workflow in BidBuy
- [Cpogs.training@Illinois.gov](mailto:Cpogs.training@Illinois.gov) to register



## FAQ SEGMENT: ISSUES WITH THE BIDBUY V15 UPGRADE

- Did you clear browsing history and clear cookies and cache?
- Still having a problem? Please contact [stateuser.bidbuy@Illinois.gov](mailto:stateuser.bidbuy@Illinois.gov)





## FUN FACT – MARCH 10TH

- 1876 - Alexander Graham Bell spoke into his just-completed invention, the telephone. What were the first words spoken into a telephone?
  - "Mr. Watson, come here. I want to see you." It worked.



# MARCH FUN FACT - MARCH IS NATIONAL PROCUREMENT MONTH



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QUESTIONS?

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