

# Proposal Revisions – Overview

Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

[Revision](#)
[Email Communication](#)

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	LawnScapes Property Management Solutions LLC			<input type="text"/>	<a href="#">Create Notification</a>
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.			<input type="text"/>	<a href="#">Create Notification</a>

[Send Notification to Selected Vendors](#)

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

You can request clarifications, revisions and Best and Final Offers (BAFOs) via the proposal revision feature on the Revisions tab of the Bid Tab. Requesting a proposal revision is done by choosing a particular Quote and utilizing a system email to notify the vendor that created it that a revision is requested. A copy is then made of that Quote utilizing the same number with “-RX” appended to the end, where “X” is the number of revisions that have been requested for that Quote. This new copy of the Quote is made editable to the vendor until you close the revision process. While the revision process remains open, you will be prohibited from recommending award and the vendor can submit and withdraw their Quote as needed. They are also able to acknowledge any amendments that were applied to the Bid prior to the Bid Opening Date.

# Proposal Revisions – Requesting Revisions

Bid Tabulation for Bid #AGENCY1TEST13B0000565

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision Email Communication

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	LawnScapes Property Management Solutions LLC			<input type="text"/>	<input type="button" value="Create Notification"/>
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.			<input type="text"/>	<input type="button" value="Create Notification"/>

June  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 5 | 6 | 7 | 8 |
| 2 | 3 | 4 |  |  |  | 1 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |  |  |  |  |  |  |

PM  05  00  00

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 37

To request a revision, determine which vendors you'd like to request a revision from and if you would like to send multiple vendors the same revision request email, or if you will need to personalize the request email for individual vendors.

To send the same request to multiple vendors, pick a **Due Date** for each revision by clicking the calendar icon, then select the check box in the **Request Revision** column for each vendor to receive the request email and click the **Send Notification to Selected Vendors** button on the bottom of the screen. To send a revision request to one vendor, pick the **Due Date** for that vendor's revision, then click the **Create Notification** button in the **Notification Actions** column next to the vendor you'd like to request a revision from.

Note: The date selected in the **Due Date** column does not effect when you are able to cutoff the revision process and view a vendor's submitted revision. At any point you can close the revision process and either start again or continue with the evaluation and award process.

## Proposal Revisions – Revision Request Email

The screenshot shows the 'Send Quote Revision Email' interface. The form includes fields for 'Vendor Recipients' (LawnScapes Property Management Solutions LLC), 'Additional Email Recipients' (empty), 'From' (Buyspeed Trainee16 (test@periscopeholdings.com)), 'Subject' (Item 1 - Detail), and 'Text' (Please confirm in writing what the price, enclosed in item 1 detail, consists of?). Below the form is an 'Attachments' section with 'No Attachments' displayed, a 'File' field with a 'Browse...' button, a 'Description' field, and an 'Upload Attachment' button. At the bottom, there are two buttons: 'Send Revision Request' (circled in red) and 'Cancel & Exit'. A 'Message from webpage' dialog box is overlaid on the form, containing a question mark icon and the text: 'By clicking yes, the vendor will be notified of this request and will have the ability to revise their response. No changes may be made to the request or due date once done. Do you wish to continue?'. The dialog box has 'OK' and 'Cancel' buttons. A red arrow points from the 'Send Revision Request' button to the dialog box. The Periscope Holdings, Inc. logo is in the bottom left, and 'BuySpeed Online ©2013. Periscope Holdings, Inc. 38' is in the bottom right.

Next, the **Send Quote Revision Email** screen will display enabling you to develop the email message that will be sent requesting the proposal revision(s), including adding **Additional Email Recipients**, a **Subject**, **Text** (body), and **Attachments**. Once complete, click the **Send Revision Request** button along the bottom of the screen. A pop-up message will display confirming your intent to make vendors' Quotes editable and to send the email. Note: The **Text** field does not support standard formatting, so it is recommended that you limit the text in this field and include any instructions in attached documents. Also note that this email will not appear in your email's Sent folder, so if you need a copy for your records, include your own email in the **Additional Email Recipients** field.

# Proposal Revisions – Revision Request Response

Home - Welcome Back Jane Doe

News(0) Vendor Communication(1) **Bids(108)** PO(0) Quotes(2)

Request for Revision

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
<a href="#">00000489</a>	Department of Technology Management and Budget	<a href="#">AGENCY1TEST13B0000565</a>	06/05/2013 01:30:00 PM	06/05/2013 12:28:32 PM
<a href="#">00000489-R1</a>	Department of Technology Management and Budget	<a href="#">AGENCY1TEST13B0000565</a>	06/05/2013 01:30:00 PM	06/05/2013 03:50:01 PM

Quote 00000489-R1 - LawnScapes Property Management Solutions LLC

**General** Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

Other Quotes for this bid by the same vendor: [00000489](#)

Quote #:	00000489-R1	Bid #:	<a href="#">AGENCY1TEST13B0000565</a>
Organization:	Department of Technology Management and Budget		
Status:	Submitted	Description:	Mowing - 5 Counties
Delivery Days:	0	Discount Percent:	0.0%
Is "No Bid":	<input type="checkbox"/>	Alternate Bid:	<input type="checkbox"/>
Shipping Terms:		Freight Terms:	
Ship Via Terms:		Payment Terms:	Net 30
Promised Date: (MM/DD/YYYY)			
Due Date for Response:	06/05/2013 05:00:00 PM		
Info Contact:	<input type="text" value="Jane Doe"/>		
Comments:	<input type="text" value="Will discuss date of completion."/>		

Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each item Number on the Items tab and indicate individually whether each item meets these criteria. Yes

Date Last Updated: 06/05/2013 03:50:01 PM User Last Updated: Jane Doe

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 39

Vendors will be able to access their editable Quote from the **Request for Revision** section on the Bids tab of their Homepage. Note: If a revision round has been closed, and the vendor never submitted a response, the copy of their Quote that was created to allow editing will continue to appear on their Homepage under the **Request for Revisions** section. However, upon selecting the Quote, a pop-up message will display alerting the vendor that the revision process for that Quote was ended. At that point, the Quote will disappear from their Homepage.

# Proposal Revisions – Closing Revision Rounds

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision Email Communication

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date*	Notification Actions
<input type="checkbox"/>	LawnScapes Property Management Solutions LLC	<a href="#">View</a>	06/05/2013 12:28:32 PM	06/05/2013 05:00:00 PM	Email sent to test@periscopeholdings.com at 06/05/2013 02:42:14 PM
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.				<a href="#">Create Notification</a>

Send Notification to Selected Vendors **Close Revision Process**

---

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision Email Communication

Revision: Revision 2

Request Revision	Vendor	Quote History	Submit Date	Due Date*	Notification Actions
<input type="checkbox"/>	LawnScapes Property Management Solutions LLC				<a href="#">Create Notification</a>
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.				<a href="#">Create Notification</a>

Send Notification to Selected Vendors

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 40

Once you are ready to review the revised Quotes, return to the Revision tab on the Bid Tab of your Bid and click the **Close Revision Process** button on the bottom of the screen. If a revision was submitted by a vendor, that revised Quote will replace their original on the Bid Tab. You are now able to continue with evaluation and award, or you can conduct another revision round by selecting the next round in the **Revision** dropdown and then starting the request process again.

## Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

Total Number of Submitted Quotes: 2

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
<a href="#">00000489</a>	Mowing - 5 Counties	<a href="#">15436.0</a>	LawnScapes Property Management Solutions LLC	06/05/2013 12:28:32 PM	<a href="#">View Quote</a>
<a href="#">00000490</a>	Mowing - 5 Counties	<a href="#">43106.0</a>	Curb Appeal Landscape and Construction Inc.	06/05/2013 12:28:17 PM	<a href="#">View Quote</a>

[Create New Quote](#)

Since the vendor did not respond to the Revision before the revision process was closed, the original **Quote #** will be displayed in the Bid Tabulation window. Otherwise, a revised Quote #: **00000489-R1** would have been displayed, if a response was sent

# Comparing Quotes

# Comparing Quotes - Items Tab

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

Quotes Revisions **Items** Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Bid Award Validation Warnings

- The following items are not awarded:[1].

# of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 2 Total Awardable Quote Count: 2 Bid Status: 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item Info/Quote Info	(15438.0) Lawn Scapes Property Management Solutions LLC -<Quote: 80000488->	(43106.0) Curb Appeal Landscape and Construction Inc. -<Quote: 80000426->
<input type="checkbox"/>	Weed & Vegetation Control - Crawford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms... <a href="#">View Detail</a> Item #:1 Print Sequence:1.0 Status:2BO - Opened Quantity:455.0 Uom:Ac	<input type="checkbox"/> \$30.00 Discount: 2%, DT Alternate Description: This is the lowest I can go. <a href="#">Add to Original Description</a> <a href="#">Replace Original Description</a>	<input type="checkbox"/> \$55.00 Discount: 1%, DT
<input type="checkbox"/>	NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS FORM. Attention Vendors: The P... <a href="#">View Detail</a> Item #:2 Print Sequence:2.0 Status:2BO - Opened (Narrative Item)		
	Totals:	\$ Vendor Gross Total: \$13,950.00 \$ Vendor Discount: (\$279.00) \$ Vendor Net Total: \$13,671.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: ** \$13,671.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$0.00	\$25,575.00 (\$255.75) \$25,319.25 \$0.00 \$25,319.25 \$0.00 \$0.00
	Eval Codes:		
	Pref Codes:		
	Award/Unaward All:	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

Evaluation Code Descriptions:  
\*\*\* = Lowest Item Price or Lowest Evaluation Quote Total DT = Discount Only Quote

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

Now that you are content with the Quotes that have been received, proceed to the Items tab to begin comparing the Quotes. Each item on the Bid is listed with the price by vendor. You can sort and organize the list to enable different comparisons as needed.

Note: This is also the tab where you are able to recommend award. This process is covered in the **Award** section of this training.

# Comparing Quotes – Header Questions Tab

Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

# of Quotes per page:  Sort by:

Question/Answer	00000489 LawnScapes Property Management Solutions LLC	00000490 Curb Appeal Landscape and Construction Inc.
#1: Job Duration: How many days will it take?	3 days	5 days
#2: Experience: How many years of experience do you have?	25 yrs.	15 years
#3: Certification: Do you have a license?	Yes	Yes

The Header Questions tab displays a list of all the header-level questions you entered via the Questions tab on the Bid and provides for a side-by-side comparison of the responding vendors' answers.

# Evaluation

Bid Tabulation for Bid #AGENCY1TEST13B0000565

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid

Maintain ScoreEntry ScoreSummary

### Scorecard Creation/Maintenance

Scoring Component Description	Weight	Delete
<input type="text"/>	<input type="text" value="0.0"/>	<input type="checkbox"/>

total: 0.0 subTotal: 0.0

Hide pricing from scorers  Display scoring summary to scorers  Display scoring detail to scorers

### Scorer Creation/Maintenance

ScorerName	Delete
<input type="text"/>	<input type="checkbox"/>

Save & Continue Save & Exit Reset Cancel & Exit

The Score tab on the Bid Tab allows you to manage the solicitation evaluation process. On the Maintain sub-tab you are able to create the scoring components and choose the scorers.

**Note that it is NOT required to use the scoring tool within Buy4Michigan.** Evaluations can be also be conducted offline, but they documentation related to this process should be attached to the Bid Tab.

Bid Tabulation for Bid #AGENCY1TEST13B0000565

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid

Maintain ScoreEntry Score Summary

**ERROR**

- The total of the weight should be equal to 100
- Scorer is required.

**Scorecard Creation/Maintenance**

Scoring Component Description	Weight	Delete
Job Duration	30.0	<input type="checkbox"/>
	0.0	<input type="checkbox"/>

total: 30.0 subTotal: 30.0

Hide pricing from scorers  Display scoring summary to scorers  Display scoring detail to scorers

**Scorer Creation/Maintenance**

ScorerName  Delete

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 47

To add a scoring component, type in the name of the component (e.g. References, Pricing, etc.) in the **Component** column, then provide the component a scoring weight. The weight of all your components must add up to 100. Once you are done setting up one component, click **Save & Continue** and another field will become available for adding another component.

Until your scoring components' weights add up to 100, an error message will appear along the top of this screen. An error will also appear until you have added a scorer.

Bid Tabulation for Bid #AGENCY1TEST13B0000565

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid

Maintain ScoreEntry ScoreSummary

### Scorecard Creation/Maintenance

Scoring Component Description	Weight	Delete
Job Duration	30.0	<input type="checkbox"/>
Experience	30.0	<input type="checkbox"/>
Price	40.0	<input type="checkbox"/>
	0.0	
Total: 100.0		SubTotal: 100.0

Hide pricing from scorers  Display scoring summary to scorers  Display scoring detail to scorers

### Scorer Creation/Maintenance

ScorerName	Delete
Trainee 16, Buyspeed	<input type="checkbox"/>
	<input type="checkbox"/>

Save & Continue Save & Exit Reset Cancel & Exit

Only users from your Organization can be added as scorers to a solicitation in Buy4Michigan. Any others who need to act as scorers will need printouts of relevant documents or need to be included in a web conference to review them with those who have access. Select the scorers from the names in the dropdown box within the **Scorer Creation/Maintenance** section, selecting **Save & Continue** to open up new fields to select more scorers as needed. Once you save this screen, scorers will be notified automatically by the system that they can view the Bid and provide scores.

Note that directly above the **Scorer Creation/Maintenance** section there are three check boxes. These allow you to display or hide certain aspects of the Bid to your scorers. Checking **Hide pricing from scorers** hides the price quotes vendors provided from the evaluators. Checking **Display scoring summary to scorers** allows scorers to access the ScoreSummary sub-tab which displays the total scores for each vendor. Checking **Display scoring detail to scorers** enables scorers to view the individual scores provided by every scorer for each vendor.

Bid Tabulation for Bid #AGENCY1 TEST13B0000565

Quotes Revisions Items Header Questions Subcontractors Routing Attachments **Score** Summary Back to Bid  
Maintain **ScoreEntry** ScoreSummary

**Scorecard Entry**

User: ~~Trainer16, BuySpeed~~

Vendor: LawnScapes Property Management Solutions LLC QuoteNumber: 00000489

Please choose vendor and save your changes before you navigate to ScoreDetail.

Scoring Component Description	Raw Score	Weight	Extended Score
Job Duration	95	30.0	28.5
Experience	85	30.0	25.5
Price	100	40.0	40.0
		Total: 94.0	SubTotal: 94.0

**Scorer Notes for Quote**

Note Date	Note	Delete
		<input type="checkbox"/>

Save & Continue Save & Exit Reset Cancel & Exit

The ScoreEntry sub-tab allows scorers to enter their scores for each vendor. To enter a score, scorers will need to select the vendor they would like to evaluate from the **Vendor** dropdown box. Upon selecting a vendor, the scoring components you created will display along with their weight. Scorers are then able to provide a score from 0-100 for each of the components. Buy4Michigan will automatically tally these scores based on the weight you provide each component. Within the **Scorer Notes for Quote** section, the scorer can provide text explanations of the scores they entered. Upon completing the evaluation for each vendor, the scorer will need to select **Save & Continue** before selecting another vendor to evaluate. Another **Note** field will appear upon saving, allowing the evaluator to enter additional notes if needed.

# Evaluation – Scoring Summary

Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)  
[Maintain](#)
[ScoreEntry](#)
[ScoreSummary](#)

## ScoreCard Tabulation Summary

Score\_total Sort By:  # of vendors per page:

Total ScoreCards Count: 3 Total Quotes Count: 2

Scoring Component Description/Score	Curb Appeal Landscape and Construction Inc. <00000490>	LawnScapes Property Management Solutions LLC <00000489>
Job Duration	25.5	28.5
Experience	27.0	25.5
Price	30.0	40.0
Total	82.5	94.0
	<a href="#">View Score Detail</a>	<a href="#">View Score Detail</a>

The ScoreSummary sub-tab displays the aggregated scores for all vendors, based on the scoring components and weights you provided. You can re-sort the vendors displayed in order to view different comparisons.

Clicking the **View Score Detail** link within a vendor’s column will display the score provided by each scorer.

Note that Scorers can continue to make changes to their ScoreCard until the Bid has been Awarded.

# Evaluation – Score Detail

Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

[Maintain](#)
[ScoreEntry](#)
[ScoreSummary](#)

ScoreCard Tabulation Detail for Quote # 00000489

Score\_total Sort By:  # of scorers per page:

Vendor: LawnScapes Property Management Solutions LLC

Total ScoreCards Count: 3 Total Scorers Count: 1

Scoring Component Description/Score	Weight	Traineer16, Buyspeed Raw/Extended	Average Raw/Extended
Job Duration	30.0	95.00 /28.50	95.00 /28.50
Experience	30.0	85.00 /25.50	85.00 /25.50
Price	40.0	100.00 /40.00	100.00 /40.00
	Weighted Total	94.0	94.0
		<a href="#">View Score Note</a>	

Clicking the **View Score Detail** link within a vendor’s column will display the score provided by each scorer for that vendor. For each scorer, the Raw and Extended score is provided. The Raw score is the number between 0-100 provided by the scorer for each component. The Extended score is the vendor’s score for that component after the weight you setup is applied.

To view the notes provided by a scorer for that vendor, click the **View Score Note** link in the scorer’s column.

Bid Tabulation for Bid #AGENCY1TEST13B0000565

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments\(1\)](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

**i** Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Show Vendor	Confidential	Attached By	Attached Date	Delete
<a href="#">AGENCY PROTEST NOTIFICATION ATTACHMENT 6-7-2013.DOC</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buyspeed Trainee14	06/06/2013	<input type="checkbox"/>

If you choose to conduct the evaluation process offline, you will want to attach all documentation regarding the evaluation via the Attachments tab on the Bid Tab. The Attachments tab here works identically to the Attachments tab on the Bid. Click **Add Attachments** to find the files to attach to the Bid Tab. **Information regarding the protest period for this Bid evaluation / recommendation should also be attached to the Bid tab once it is known.**

**Award**

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments\(1\)](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

**Bid Award Validation Warnings**

- The following items are not awarded:[1].

# of Quotes per page:  Sort by:

**Total Item Count: 2 Total Awardable Quote Count: 2 Bid Status:** 2B0 - Bid Opened (Quotes received and opened. Ready for tabulation)

**i** Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	(15436.0) LawnScapes Property Management Solutions LLC <Quote: 0000483-R1>	(43106.0) Curb Appeal Landscape and Construction Inc. <Quote: 0000490>
<input type="checkbox"/>	Weed & Vegetation Control - Crawford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms... <a href="#">View Detail</a> Item #:1 Print Sequence:1.0 Status:2B0 - Opened Quantity:465.0 Uom:AC	<input type="checkbox"/> \$30.00 Discount: 2%, DT Alternate Description: This is the lowest I can go. <a href="#">Add to Original Description</a> <a href="#">Replace Original Description</a>	<input type="checkbox"/> \$55.00 Discount: 1%, DT
<input type="checkbox"/>	NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS Attention Vendors: The P... <a href="#">View Detail</a> Item #:2 Print Sequence:2.0 Status:2B0 - Opened (Narrative Item)		

Once you are ready to award your solicitation, navigate to the Items tab on the Bid Tab. You can award each item to a single vendor, to multiple vendors, or you can cancel items and award them to no one. You can also do a partial award by not awarding an item or items to any vendor, which allows you to return to the Bid Tab later to create another award. Note: The Bid document will remain in “Opened” status until all items on the Bid have been either awarded or cancelled. This means that the Bid document, and all its associated documents, including the Bid Tab, Quotes and their attachments will not be visible to the public.

## Award – Indicating Award Recommendation

Cancel	Item info/Quote info	(15436.0)LawnScapes Property Management Solutions LLC <Quote: 00000489 >	(43106.0)Curb Appeal Landscape and Construction Inc. <Quote: 00000490 >
<input type="checkbox"/>	Weed & Vegetation Control - Crawford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms... <a href="#">View Detail</a> Item #1 Print Sequence:1.0 Status:2BO - Opened Quantity:465.0 Uom:AC	<b>Vendor</b> <input checked="" type="checkbox"/> \$30.00 Discount: 2%, DT Alternate Description: This is the lowest I can go. <a href="#">Add to Original Description</a> <a href="#">Replace Original Description</a>	<b>Award individual items</b> <input type="checkbox"/> \$55.00 Discount: 1%, DT
<input type="checkbox"/>	NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS Attention Vendors: The P... <a href="#">View Detail</a> Item #2 Print Sequence:2.0 Status:2BO - Opened (Narrative Item)	<b>Item description, status and unit of measure</b>	
Totals:		\$ Vendor Gross Total: \$13,950.00	\$25,575.00
		\$ Vendor Discount: (\$279.00)	(\$255.75)
		\$ Vendor Net Total: \$13,671.00	\$25,319.25
		\$ Preference Discount: \$0.00	\$0.00
		\$ Evaluation Total: ** \$13,671.00	\$25,319.25
		\$ Vendor Freight: \$0.00	\$0.00
		\$ Awarded: \$0.00	\$0.00
Eval Codes:			
Pref Codes:			
Award/Unaward All:		<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

Awarding an item is done by clicking the checkbox next to the item within the column of the vendor to be awarded. To award all items to a vendor, select the **Award All** button within that vendor's column. Clicking the **Unaward All** button will uncheck all items you previously indicated you would like to award to that vendor. Directly below the list of items, a row provides you with a tally of each vendor's quote totals, including any quoted discounts and freight chargers. Once you are finished awarding items, click **Save & Continue**.

# Award – Award Recommendation Interim Approval

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Scores **Summary** Back to Bid

**Bid Tabulation Information**

Attachments: [ATTACHMENT A - Bidder Response-2.doc](#)

Total Item Count: 2 Total Awarded Quote Count: 1 Bid Status: 2BO - Bid Opened (Quotes received and opened, Ready for tabulation)

Canceled	Item info/Quote info	
	(15436.0) LawnScapes Property Management Solutions LLC <Quote: 00000485 >	<input checked="" type="checkbox"/> \$30.00 Discount: 2%, DT
	Weed & Vegetation Control - Crawford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms... <a href="#">View Detail</a> Item #.1 Print Sequence:1.0 Status:2BO - Opened Quantity:465.0 Uom:AC	
	NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS Attention Vendors: The P... <a href="#">View Detail</a> Item #.2 Print Sequence:2.0 Status:2BO - Opened (Narrative Item)	
	Totals: \$ Vendor Gross Total:	\$13,950.00
	\$ Vendor Discount:	(\$279.00)
	\$ Vendor Net Total:	\$13,671.00
	\$ Preference Discount:	\$0.00
	\$ Evaluation Total:	** \$13,671.00
	\$ Vendor Freight:	\$0.00
	\$ Awarded:	\$13,671.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:  
\*\* = Low Item Price  
DT = Discount Only Quote

**Submit for Approval** Print

The solicitation award process is almost complete. The next step is to submit your award recommendation(s) for approval. On the Summary tab of the Bid Tab you can review your award recommendations before selecting **Submit for Approval**.

While the approvals necessary for your recommendation may be different, the approval process that follows is the same as when you submitted your Bid for approval to be published.

Award – Award Recommendation  
Interim Approval

NIGP Code Browse | My Account | Customer Service | About Current Organization: Department of Technology Management and Budget

Home | Items ▾ | Documents ▾ | Vendors ▾ | Quick Buy

---

**Blanket Bid AGENCY1TEST13B0000565**

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers  
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

Now it is time to “approve” the award recommendation. Since protest periods and any external (Ad Board, Natural Resources, Civil Service Commission, etc.) approvals will still occur in ADPICS in Phase 1, and since only converting a Bid to PO(s) will allow vendors to see the Bid Tab and associated recommendation / protest information, typically, the Buyer submitting the evaluated Bid tab for approval will simply Automatically approve the Bid tab (recommendation). This constitutes the buyer’s recommendation based on a completed evaluation process.



## Award Recommendation – Notification

This notification includes the recommendation results for the referenced solicitation. Information and instructions regarding debrief, appeal, and approval steps are included if applicable, in the attachment on the Bid Tab.

Bid#AGENCY1TEST13B0000565 has been recommended for award  
The following vendor(s) have been recommended for award of all or part of the bid:

LawnScapes Property Management Solutions LLC

Thank you for your participation

Use this link to log on to Buy4Michigan: <https://buyspeed.com/bsol/login.sdo>

Once award of the solicitation has been approved, you and all the vendors that submitted Quotes will be notified via an email listing the awarding vendors.



## Award Recommendation – Convert to In-Progress PO to allow vendors to see Bid Tab / Recommendation

**Bid Tabulation for Bid #AGENCY1TEST13B0000565**

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Score **Summary** Back to Bid

**Bid Tabulation Information**

Attachments: [ATTACHMENT A - Bidder Response-2.doc](#)

Total Item Count: 2 Total Awarded Quote Count: 1 Bid Status: 2BA - Bid Approved (Ready for Vendor Awarding)

Canceled	Item info/Quote info	(15436.0)LawnScapes Property Management Solutions LLC <Quote: 0000489 >
	Weed & Vegetation Control - Crawford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms. <a href="#">View Detail</a> Item # 1 Print Sequence:1.0 Status:2BA - Approved Quantity:465.0 Uom:AC	<input checked="" type="checkbox"/> \$30.00 ** Discount: 2%, DT
	NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS ON Attention Vendors. The P. <a href="#">View Detail</a> Item # 2 Print Sequence:2.0 Status:2BO - Opened (Narrative Item)	
	Totals: \$ Vendor Gross Total:	\$13,950.00
	\$ Vendor Discount:	(\$279.00)
	\$ Vendor Net Total:	\$13,671.00
	\$ Preference Discount:	\$0.00
	\$ Evaluation Total:	** \$13,671.00
	\$ Vendor Freight:	\$0.00
	\$ Awarded:	\$13,671.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:  
\*\* = Low Item Price  
DT = Discount Only Quote

**Create PO** Print

BuySpeed Online ©2013. Periscope Holdings, Inc. 59

Once your award recommendation has been approved, from the Summary tab of the Bid Tab you are able to create the resulting in-progress (draft) PO(s) by clicking the **Create PO** button on the bottom of the screen. Again, this step is necessary to facilitate the protest period because until a PO has been created from the Bid Tab for all items (except any that may have been canceled during the evaluation process), vendors cannot see the Bid tab, which is their basis for potential protests. (Note: There is a 10 – 14 day protest period) Print and attach the Bid Tab and necessary information to a document in ADPICS and submit it for any external approvals (Ad Board, Civil Service Commission, etc.) at this time so that the protest period and their review of the award recommendation begin simultaneously.

# Creation - Master Blanket Purchase Order

## Bid AGENCY1TEST13B0000565 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name	Total Awarded
00000489	<a href="#">15436.0</a>	LawnScapes Property Management Solutions LLC	\$13,671.00

Purchase order creation options:

- Include Narrative Items
- Include Bid Attachments
- Include Bid Tab Attachments
- Include Bid Notes
- Include Quote Subcontractors
- Include Vendor Quote Attachments

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Continue

Cancel & Exit

## Blanket Bid AGENCY1TEST13B0000565 - Purchase Order(s) Created

Status: 2BPO - Bid to PO

The following Purchase Order(s) were created:

PO #	Vendor ID	Vendor Name	Total	Date Created	Status
<a href="#">AGENCY1TEST13P00000304</a>	<a href="#">15436.0</a>	LawnScapes Property Management Solutions LLC	\$13,671.00	06/06/2013	3PI - In Progress

OK

For this example 1 PO will be created for the listed quote. Below, a list of **Purchase order creation options** appears. These options, when checked, will bring information from either the Bid, or the vendors' Quote to their corresponding PO. These options are all automatically checked. Once you're ready to create the PO(s), click the **Continue** button. Doing so will display a screen listing the PO(s) that were created. Click a link in the **PO#** field to view that PO. Clicking **OK** at the bottom of the screen will return you to your Homepage. Leave the PO in "in progress" status until all award recommendation approvals and protest period have ended, then continue with Contract to finalize and send a fully awarded, approved, negotiated contract.

## Creation – Master Blanket PO Contract

### Tabs

- General
- Controls
- Summary

Enter ADPICS BPO, DPO or PO number in the Alternate ID field

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

**General** | Items | Vendor | Routing | Control | Attachments(3) | Notes | Change Orders | Reminders | Summary

PO Number:	AGENCY1TEST13P00000304	Release:	0
Short Description*:	Mowing - 5 Counties	Status:	3PI - In Progress
Purchaser:	Trainee16, Buyspeed	Receipt Method:	Quantity
Fiscal Year:	2013	PO Type:	Blanket
Department*:	1TEST - Testing	Organization:	Department of Technology Management and Budget
Location*:	321 - office		
Solicitation Enabled:	<input type="checkbox"/>	Print Format: *	
Type Code:		Release Type:	Direct Release
Catalog:		Alternate ID:	071B3200463
Entered Date:	06/06/2013 11:53:52 AM	Days ARO:	0
Print Dest Detail:	If Different	Discount %:	0.0
Control Code:		Actual Cost:	\$13,671.00
Retainage %:	0.0		
Contact Instructions:			
Tax Rate:			
ITRAC #:	C20120628-100000		
ADPICS CS-138 #:	071S3200464		
ADPICS Requisition #:			
Date Last Updated:	06/06/2013 11:53:52 AM	User last Updated:	Buyspeed Trainee16

**Save & Continue**

The General tab of the PO document is where you describe the PO and define the type of contract it signifies (one-time Open Market or term Master Blanket). If the PO was created by awarding a Bid, this tab will be automatically completed, but is available to be edited. **If you are a State of Michigan agency, create your PO or DPO in ADPICS and enter that number into the Alternate ID field on the General tab.** This will allow you to search for this document in BuySpeed using that number if needed for cross-referencing, and it will be used in Phase 2 to update POs in BuySpeed based on spend and changes made in ADPICS.

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date\*: 05/05/2014 Master Blanket/Contract End Date\*: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

**i** Dollar Limit set to 0 indicates no limit.

Save & Continue Reset

Periscope HOLDINGS, INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 63

Once you've finalized your list of vendor distributors, proceed to the Control tab to create the "controls" for this contract. The controls you are able to set include the **Organizations** and **Departments** that are allowed to order off of the contract (outside of Buy4Michigan in Phase 1), initial ordering **Dollar Limits** by Organization and Department, and **Minimum Order Amounts** by Organization and Department. Also set on the Control tab are the **Begin and End Dates** of the contract. Upon travelling to the Control tab for the first time, you will see a validation error indicating that at least one control is required. Therefore, you must travel to the Control tab and select at least one option in the **Organization** and **Department** dropdowns before being able to complete processing of your Blanket PO.

# Controls – Begin & End Dates

Master Blanket Purchase Order AGENCY1TEST13P00000304

Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date\*: 05/05/2014 Master Blanket/Contract End Date\*: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

**i** Dollar Limit set to 0 indicates no limit.

Save & Continue

Reset

The Begin and End Dates established on the Control tab of your Blanket PO govern the “active” period of the contract. Starting at midnight on the date selected as the **Master Blanket/Contract Begin Date**, the contract will be visible to the public from the Buy4Michigan Login screen. Starting at midnight on the day following the date selected as **Master Blanket/Contract End Date**, contract will no longer be visible to the public from the Buy4Michigan Login screen. If the contract is extended, you will just want to change the End Date, not the Begin Date. This will ensure that the “active” period of the contract is not disrupted.

# Controls – Ordering Controls: Single-Agency

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date\*: 05/05/2014 Master Blanket/Contract End Date\*: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

*Dollar Limit set to 0 indicates no limit.*

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 65

When establishing who can order off of the contract, first determine if the contract is for your agency only, or if it will be a multi-agency or statewide contract. If only your agency is allowed to order off of the contract, simply select your agency in the **Organization** dropdown field. Next, determine if the contract will be limited to specific Departments within your agency, or if Departments within your agency will have differing ordering **Dollar Limits** and/or **Minimum Order Amounts**. If so, select a specific Department in the **Department** dropdown field, then set its specific **Dollar Limit** and **Minimum Order Amount**, if applicable. Next, select the **Save & Continue** button to provide another line to input additional Departments and their corresponding ordering controls.

# Controls – Ordering Controls: Single-Agency

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date\*: 05/05/2014 Master Blanket/Contract End Date\*: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

i Dollar Limit set to 0 indicates no limit.

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 66

If all Departments from your agency are allowed to order off of the contract and they will all have the same ordering controls, select the **Agency Umbrella Master Control** option in the **Department** dropdown field. Once complete, select the **Save & Continue** button before proceeding to the next tab.

# Controls – Ordering Controls: Statewide & Multi-Agency

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date\*: 05/05/2014 Master Blanket/Contract End Date\*: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

! Dollar Limit set to 0 indicates no limit.

Save & Continue Reset

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 67

If the contract will be multi-agency or statewide, you'll first need to check the box next to **Cooperative Purchasing Allowed**. This will allow you to give additional Organizations the ability to order off of the contract in Phase 2. For statewide contracts, select the top option – **Organization Umbrella Master Control** from the **Organization** dropdown field. Next, select the **Agency Umbrellas Master Control** option in the **Department** dropdown field, then input any ordering **Dollar Limit** and/or **Minimum Order Amount** for the State, if applicable. Once complete, select the **Save & Continue** button before proceeding the next tab.

# Controls – Ordering Controls: Statewide & Multi-Agency

Master Blanket Purchase Order AGENCY1TEST13P00000304 Status: 3PI - In Progress

General Items Vendor Routing **Control** Attachments(3) Notes Change Orders Reminders Summary

Master Blanket/Contract Begin Date: 05/05/2014 Master Blanket/Contract End Date: 05/04/2017

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
AGENCY - Department of Technology Management and Budget	AGY - Agency Umbrella Master Control	13671.00	\$0.00	0.00	<input type="checkbox"/>
AGENCY - Department of Technology Management and Budget	Add New: <input type="text"/>	0.0	\$0.00	0.0	<input type="checkbox"/>

*Dollar Limit set to 0 indicates no limit.*

Save & Continue Reset

Periscope HOLDINGS, INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 68

If the contract will be multi-agency, select the first agency in the **Organization** dropdown field. Next, select the **Agency Umbrellas Master Control** option in the **Department** dropdown field, then input any ordering **Dollar Limit** and/or **Minimum Order Amount** for the agency, if applicable. Then, select the **Save & Continue** button to provide another line to input additional agencies and their corresponding ordering controls. Repeat this process until all agencies that can order off of the contract have been added.

Master Blanket Purchase Order 0000003

Status: 3PI - In Progress

General Items Vendor Routing Control Attachments(1) Notes Change Orders Reminders **Summary**

### Overall Validation Errors

- At least one control is required for master blankets/contracts.

**WAIT!** Has your PO / BPO associated with this contract been approved in ADPICS (if you are an SOM agency)? Is the ADPICS number recorded in the Alternate ID field?, if not, STOP and complete that process before proceeding.

Submit for Approval

Cancel PO

Clone PO

Print

Print Vendor Copy

Once you have completed each of the necessary tabs and are ready to send the contract to the vendor and make it viewable to the public, you'll first want to review all of the information you've entered on the Summary tab. If there are any issues with the information you've provided, validation warnings and/or errors will display along the top of the Summary tab. Yellow warnings do not require action on your part, but red errors require that you fix the issue before you are allowed to submit the Blanket PO for approval.

# PO - Summary Tab

Master Blanket Purchase Order # **AGENCY1TEST13P00000304** Status: 3PI - In Progress

General | Items | Vendor | Routing | Control | Attachments(3) | Notes | Change Orders | Reminders | **Summary**

**Header Information**

Purchase Order Number: AGENCY1TEST13P00000304 Release Number: 0 Short Description: Mowing - 5 Counties  
 Status: 3PI - In Progress Purchaser: Buyspeed Trainee16 Receipt Method: Quantity  
 Fiscal Year: 2013 PO Type: Blanket Minor Status:  
 Organization: Department of Technology Management and Budget Location: 321 - office Type Code:  
 Department: 1TEST - Testing Entered Date: 06/06/2013 11:53:52 AM Control Code:  
 Alternate ID: 071B3200463 Retainage %: 0.00% Discount %: 0.00%  
 Days ARO: 0 Release Type: Direct Release Pcard Enabled: No  
 Print Dest Detail: If Different Tax Rate: Actual Cost: \$13,671.00  
 Contact Instructions: Solicitation Enabled: No  
 Print Format: ITRAC #: C20120626-100000  
 ADPIC S.C.138 #: 07153200391  
 ADPIC Requisition #: Attachments: Standard Terms and Conditions-5-7-2013, ATTACHMENT A - Bidder Response-1.doc, Specifications for Contract of Lawn Maintenance.doc

**Item Information**

Print Sequence # 1.0, Item # 2: Weed & Vegetation Control - Craw ford, Ingham, Macomb, Oakland & Wayne Counties mowing sites as per specifications, terms & conditions of bid. Work must be completed by June 3, 2014 1) Remove all downed trees, limbs, brush and debris from openings. 2) Mow vegetation to maximum height of 6". 3PI - In Progress

NIGP Code: 988 - 89  
 Bid # / Bid Item #: AGENCY1TEST13B0000565 / 1 Quote # / Quote Item #: 00000489-B1 / 1

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
	465.0	\$30.00	AC - Acre	2.00	\$0.60		\$0.00	\$13,671.00

Manufacturer: Brand: Model:  
 Make: Packaging:

Print Sequence # 2.0, Item # 1: NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS FORM. Attention Vendors: The PO # is req. on all invoices and correspondence. Contact Project Manager - Leonard Kravitz @ 517-555-1234 Ext. 2101, to obtain additional site maps, instructions, and to schedule start of work. 3PI - In Progress

Bid # / Bid Item #: AGENCY1TEST13B0000565 / 2

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
This item is narrative								

Submit for Approval | Cancel PO | Clone PO | Print | Print Vendor Copy

Periscope HOLDINGS INC. Buyspeed Online ©2013. Periscope Holdings, Inc. 70

Once you have corrected any issues, you must submit your Blanket PO document for approval before it can become visible externally. Clicking the **Submit for Approval** button on the bottom of the Summary tab will trigger approval of the document. Note that you can also print a paper copy of the Blanket PO document by clicking either the **Print** or **Print Vendor Copy** button. This will display a pop-up window with a printed version of the Blanket PO document. Selecting **Print** displays a version including all of the information you've input on the document. Selecting **Print Vendor Copy** displays the publicly available version of the document.

Master Blanket Purchase Order AGENCY1TEST13P00000304

Status: 3PI - In Progress



No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers

Automatic approval

Please select an approver if you want to manually add approvers.

Approver

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

**Approvals will be managed in ADPICS per current processes for SOM agencies during Phase 1. A PO should not be approved in Buy4Michigan until that approval has been attained in ADPICS. This should be confirmed by looking up the document in ADPICS that is referenced in the Alternate ID field of the Buy4Michigan PO document.** Upon clicking **Submit for Approval**, if no approval path is triggered by the document in Buy4Michigan, you can manually add approvers to the document by selecting a user in the **Approver** dropdown and clicking the **Add Approver** button. Once you are ready to notify the approvers, click **Save & Continue**. You will also be given the option to select **Automatic Approval**. Selecting this option automatically approves the document, allowing you to immediately send it to the vendor and make it viewable publicly.

**Buy4Michigan**

# PO - Vendor Notification

Master Blanket Purchase Order **AGENCY1TEST13P00000304** Status: 3PRS - Ready to Send

General | Items | Vendor | Routing | Control | Attachments(3) | Notes | Change Orders | Reminders | **Summary**

**Header Information**

<b>Purchase Order Number:</b> AGENCY1TEST13P00000304	<b>Release Number:</b> 0	<b>Short Description:</b> Mowing - 5 Counties
<b>Status:</b> 3PRS - Ready to Send	<b>Purchaser:</b> Buyspeed Trainee16	<b>Receipt Method:</b> Quantity
<b>Fiscal Year:</b> 2013	<b>PO Type:</b> Blanket	<b>Minor Status:</b>
<b>Organization:</b> Department of Technology Management and Budget	<b>Location:</b> 321 - office	<b>Type Code:</b>
<b>Department:</b> 1TEST - Testing	<b>Entered Date:</b> 06/06/2013 11:53:52 AM	<b>Control Code:</b>
<b>Alternate ID:</b> 071B3200463	<b>Retainage %:</b> 0.00%	<b>Discount %:</b> 0.00%
<b>Days ARO:</b> 0	<b>Release Type:</b> Direct Release	<b>Pcard Enabled:</b> No
<b>Print Dest Detail:</b> If Different	<b>Tax Rate:</b>	<b>Actual Cost:</b> \$13,671.00
<b>Catalog ID:</b>		
<b>Contact Instructions:</b>		
<b>Print Format:</b>		
<b>Solicitation Enabled:</b> No		
<b>ITRAC #:</b>		
<b>ADPICS CS-138 #:</b> 071S3200391		
<b>ADPICS Requisition #:</b>		
<b>Attachments:</b> <a href="#">Standard Terms and Conditions-5-7-2013 ATTACHMENT A - Bidder Response-1.doc</a> , <a href="#">Specifications for Contract of Lawn Maintenance.doc</a>		

**Approval Path:**

Delta	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this Purchase Order.									

**Vendor Notification Actions**

Option(s)  Send Email and Notify Vendor  Set to Printed Status

**Save & Continue**

Cancel PO Clone PO Print Print Vendor Copy

Periscope HOLDINGS INC. BuySpeed Online ©2013. Periscope Holdings, Inc. 72

To send the finalized Blanket PO to the vendor, navigate to the Summary tab of the **Vendor Notification Actions** section. If you select to **Send Email and Notify Vendor**, an email will be sent to the prime contractor notifying them that the contract has been finalized and that orders may be placed against it, and when the designated Begin Date has been reached, publish the contract on the Buy4Michigan Login screen. If you select to **Set to Printed Status**, the contract will be published on the Buy4Michigan Login screen once the Begin Date has been reached, but it will not send an email to the prime contractor notifying them that the contract has been finalized. Select **Save & Continue**. The status is "Sent".

## Vendor Notification Result

Subject: Purchase Order Notification - Mowing - 5 Counties

## Email Recipients

Delivery Date: 08/12/2013 03:42:48 PM

Vendor ID	Vendor Name	Email Address
<a href="#">15436.0</a>	LawnScapes Property Management Solutions LLC	Jane Doe (test@periscopeholdings.com)

OK

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

If you selected to Send Email and Notify Vendor, after saving, the **Vendor Notification Result** screen will display the vendor that was notified and the email address that the notification was sent to, click **OK**. This information will display in the **PO Acknowledgements** field on the Summary tab of the PO going forward.

# Document Status History

Master Blanket Purchase Order AGENCY1TEST13P00000304

Status: 3PS - Sent

General Items Vendor Routing Control Attachments(3) Notes Change Orders Reminders **Summary**

## Master Blanket Purchase Order AGENCY1TEST13P00000304 - Status History

Status Date	Level	Item #	Major Status	User
06/06/2013 11:53:52 AM	Header	0	3PI - In Progress	Buyspeed Trainee16
06/12/2013 03:35:56 PM	Header	0	3PRA - Ready for Approval	Buyspeed Trainee16
06/12/2013 03:35:56 PM	Header	0	3PRS - Ready to Send	Buyspeed Trainee16
06/12/2013 03:42:48 PM	Header	0	3PS - Sent	Buyspeed Trainee16

Print

Close Window

Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.

**Document Status History** provides a view of all the statuses a document has processed through in the Buy4Michigan system. Status Date, Level, Item #, Major Status and User will appear in view.

**Bid Processing –  
Thanks for coming!**