

Quick Reference Guide Proposal Revisions

You can request clarifications, revisions, and Best and Final Offers (BAFOs) via the proposal revision feature (on the Revisions tab) of the Bid Tab. To request a proposal revision; choose a particular Quote and utilize the system email to notify the vendor who created it. that a revision is requested. A copy is then made of that Quote utilizing the same number, with “-RX” appended (“X” is the number of revisions that have been requested for that Quote). This new copy of the Quote is editable by the vendor, until you close the revision process. While the revision process is open, you cannot recommend award to any vendor and the vendor(s) from whom you’ve requested revisions can submit/withdraw their Quote(s) if needed.

Requesting Revisions

To request a revision, determine which vendor(s) you’d like to request a revision from, if you would like to send multiple vendors the same revision request email, or if you need to personalize the request email for individual vendors.

Bid Tabulation for Bid #AGENCY1 TEST14B0001159

[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
	LawnScapes Property Management Solutions LLC			<input type="text"/>	Create Notification
	Curb Appeal Landscape and Construction Inc.			<input type="text"/>	Create Notification

[Send Notification to Selected Vendors](#)

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

Requesting Revisions – Multiple or Single Vendors

To send a request to multiple vendors, pick a **Due Date** for each revision by clicking the calendar icon. Select the check box in the **Request Revision** column for each vendor to receive the request email. Click the **Send Notification to Selected Vendors** button at the bottom of the screen.

Bid Tabulation for Bid #AGENCY1TEST14B0001159

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 checked="" type="checkbox"/>	LawnScapes Property Management Solutions LLC			10/22/2013 10:30:00 AM	Create Notification
<input checked="" type="checkbox"/>	Curb Appeal Landscape and Construction Inc.			10/22/2013 10:30:00 AM	Create Notification

Send Notification to Selected Vendors

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

To send a revision request to one vendor, pick the **Due Date** for that vendor's revision. Click the **Create Notification** button in **Notification Actions** column next to the vendor you are requesting a revision from.

Note: The date selected in the **Due Date** column does not affect when you can cutoff the revision process and view a vendor's submitted revision. At any time you can close the revision process and either start again or continue with the evaluation and award process. The expiration of the Due Date **does not automatically** close the revision process; the buyer must manually do this. (See Closing Revision Rounds.) Page 5

Bid Tabulation for Bid #AGENCY1TEST14B0001159

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				Create Notification
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.				Create Notification

Send Notification to Selected Vendors

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

October 2013 ≤ 2013 ≥

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AM 10 30 00

Bid Tabulation for Bid #AGENCY1TEST14B0001159

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 checked="" type="checkbox"/>	LawnScapes Property Management Solutions LLC			10/22/2013 10:30:00 AM	Create Notification
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.				Create Notification

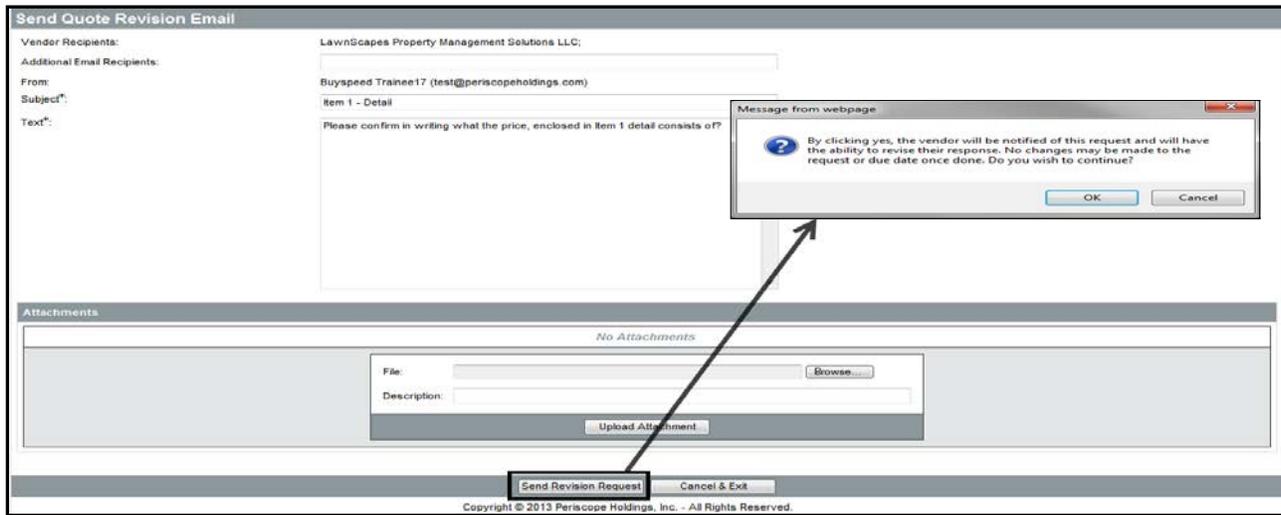
Send Notification to Selected Vendors

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

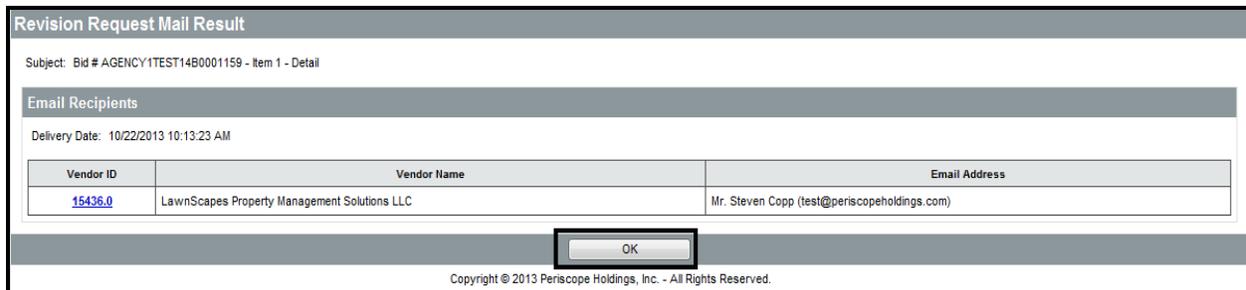
Revision Request Email

Next, the **Send Quote Revision Email** screen displays, enabling you to develop the email message that will be sent requesting proposal revision(s), including adding **Additional Email Recipients**, a **Subject**, **Text** (body), and **Attachments**. Once completed, click the **Send Revision Request** button at the bottom of the screen. A pop-up message displays confirming your intent to make vendors' Quotes editable and to send an email. Click **OK**.

Note: The **Text** field does not support standard formatting. It is recommended that you limit the text in this field and include any instructions in attached documents. Note that this email will not appear in your email's Sent folder. If you need a copy for your records, include your email in the **Additional Email Recipients** field.



The Revision Request Mail Result window will appear with all email recipients listed. Click **OK** to confirm those receiving the email.



You will return to the Revision Tab. The following window will display:



Revision Request Response

Vendors can 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. Upon selecting the Quote, a pop-up message will display alerting the vendor that the revision process for that Quote has ended. At this point, the Quote will disappear from their Homepage.)

Home - Welcome Back Jane Doe

News(0) Vendor Communication(22) **Bids(336)** PO(123) Quotes(123)

Request for Revision

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00001096-R1	Department of Technology Management and Budget	AGENCY1TEST14B0001159	10/22/2013 09:30:00 AM	10/22/2013 09:12:08 AM
00001001-R1	Department of Technology Management and Budget	AGENCYTEST013B0001083	09/19/2013 03:00:00 PM	09/12/2013 01:23:56 PM
00001003-R1	Department of Technology Management and Budget	AGENCYTEST013B0001080	09/19/2013 03:00:00 PM	09/12/2013 01:27:30 PM
00001004-R1	Department of Technology Management and Budget	AGENCYTEST013B0001079	09/19/2013 03:00:00 PM	09/12/2013 01:28:43 PM
00001005-R1	Department of Technology Management and Budget	AGENCYTEST013B0001078	09/19/2013 03:00:00 PM	09/12/2013 01:29:47 PM

[View more...](#)

Quote 00001096-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: [00001096](#)

Quote #: 00001096-R1 Bid #: [AGENCY1TEST14B0001159](#)

Organization: Department of Technology Management and Budget

Status: In progress Description*:

Delivery Days: Discount Percent: %

is "No Bid": Alternate Bid:

Shipping Terms: Freight Terms:

Ship Via Terms: Payment Terms:

Promised Date:

Due Date for Response: 10/22/2013 10:30:00 AM

Info Contact:

Comments:

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.*:

Date Last Updated: 10/22/2013 09:12:08 AM User Last Updated: Jane Doe

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

Closing Revision Rounds

To review the revised Quotes, return to the Revision tab on the Bid Tab of your Bid. Click the **Close Revision Process** button at the bottom of the screen. (Note: The expiration of the Due Date will not automatically close the revision process. The buyer must click the Close Revision Process button to close the revision round.) If a revision was submitted by a vendor, the revised Quote will replace their original on the Bid Tab. You can continue with evaluation and award, or conduct another revision round by selecting the next round in the **Revision** dropdown and start the request process again.

The image shows two screenshots of the 'Bid Tabulation for Bid #AGENCY1TEST14B0001159' interface. The top screenshot shows 'Revision 1' with a table of requests and a 'Close Revision Process' button highlighted. The bottom screenshot shows 'Revision 2' with a similar table and a 'Send Notification to Selected Vendors' button highlighted. An arrow points from the 'Close Revision Process' button in the first screenshot to the 'Send Notification to Selected Vendors' button in the second screenshot.

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	LawnScapes Property Management Solutions LLC	View	10/22/2013 09:12:00 AM	10/22/2013 10:30:00 AM	Email sent to test@periscopeholdings.com at 10/22/2013 09:14:25 AM
<input type="checkbox"/>	Curb Appeal Landscape and Construction Inc.				Create Notification

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

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

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

Send Notification to Selected Vendors

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