

Introduction

The “How to Access an Award Recommendation Letter” Quick Reference Guide is designed to provide the minimum steps necessary to Access and Open the Recommendation Letter with Protest instructions.

Steps

<p>Step 1:</p> <p>As a Vendor you will receive an email notification regarding the recommendation results with the Awarded Vendor(s).</p> <p>You will also be able to view information and instructions regarding debrief, appeal, and approval steps when applicable.</p> <p>a.) Click on the Buy4Michigan link provided in the email to login into Buy4Michigan.</p>	<p>The screenshot shows an email header with the subject "Bid Awarded - Bid # 031315B0004829, School Food Nutrition Projects Evaluator". The body text states: "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 # 031315B0004829 has been recommended for award. The following vendor(s) have been recommended for award of all or part of the bid: Public Policy Associates, Inc. Thank you for your participation." A red box highlights a link: "Use this link to log on to Buy4Michigan: https://www.buy4michigan.com/bsol/login.sdo".</p>
<p>Step 2:</p> <p>a.) Enter in your Login and Password information.</p>	<ul style="list-style-type: none"> Register Register here to begin using Buy4Michigan TRAIN. Vendors, please read this disclaimer prior to registering. Complete Registration Complete registration here to begin using Buy4Michigan TRAIN. Vendors, please read this disclaimer prior to completing registration. Open Bids Browse open bid opportunities. Active Contracts Browse active Contracts/Blankets. Contract & Bid Search Search for Bids and active Contracts/Blankets. <p>Login Assistance?</p>

<p>Step 3:</p> <p>a.) Select the Bids Header Tab.</p>																																					
<p>Step 4:</p> <p>a.) Find and Select the appropriate Bid under the Closed Bid section towards the bottom of the page.</p> <p>b.) Click the Bid # link to open the Bid document.</p>	<table border="1"> <thead> <tr> <th>Bid #</th> <th>Organization</th> <th>Buyer</th> <th>Description</th> <th>Bid Opening Date</th> <th>Awarded Vendor(s)</th> </tr> </thead> <tbody> <tr> <td>AGENCY15B0002246</td> <td>Department of Technology Management and Budget</td> <td>Isidra Chavez</td> <td>Building Renovation</td> <td>06/02/2015 08:40:00 AM</td> <td>Sida's World</td> </tr> <tr> <td>012315B0002227</td> <td>Department of Training</td> <td>Buy4Michigan ofm_student201</td> <td>Furnace & Filters</td> <td>05/27/2015 03:00:00 PM</td> <td>Award in Process</td> </tr> <tr> <td>012315B0002226</td> <td>Department of Training</td> <td>Buy4Michigan ofm_student202</td> <td>Furnace & Filters</td> <td>05/27/2015 03:00:00 PM</td> <td>Award in Process</td> </tr> <tr> <td>012315B0002225</td> <td>Department of Training</td> <td>Buy4Michigan ofm_student203</td> <td>Furnace & Filters</td> <td>05/27/2015 03:00:00 PM</td> <td>Brooklyn Plumbing, Heating, & Air Conditioning Inc</td> </tr> <tr> <td>012315B0002224</td> <td>Department of Training</td> <td>Buy4Michigan ofm_student204</td> <td>Furnace & Filters</td> <td>05/27/2015 03:00:00 PM</td> <td>Brooklyn Plumbing, Heating, & Air Conditioning Inc</td> </tr> </tbody> </table>	Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)	AGENCY15B0002246	Department of Technology Management and Budget	Isidra Chavez	Building Renovation	06/02/2015 08:40:00 AM	Sida's World	012315B0002227	Department of Training	Buy4Michigan ofm_student201	Furnace & Filters	05/27/2015 03:00:00 PM	Award in Process	012315B0002226	Department of Training	Buy4Michigan ofm_student202	Furnace & Filters	05/27/2015 03:00:00 PM	Award in Process	012315B0002225	Department of Training	Buy4Michigan ofm_student203	Furnace & Filters	05/27/2015 03:00:00 PM	Brooklyn Plumbing, Heating, & Air Conditioning Inc	012315B0002224	Department of Training	Buy4Michigan ofm_student204	Furnace & Filters	05/27/2015 03:00:00 PM	Brooklyn Plumbing, Heating, & Air Conditioning Inc
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<p>Step 5:</p> <p>a.) Scroll towards the bottom of the page and click the Bid Tab button.</p>	<p>Header Information</p> <table border="1"> <tr> <td>Bid Number: AGENCY15B0002246</td> <td>Description: Building Renovation</td> <td>Bid Opening Date: 06/02/2015 08:40:00 AM</td> </tr> <tr> <td>Purchaser: Isidra Chavez</td> <td>Organization: Department of Technology Management and Budget</td> <td></td> </tr> <tr> <td>Department: S1979 - Test Yard Equipment</td> <td>Location: S979 - Romney Building</td> <td></td> </tr> <tr> <td>Fiscal Year: 15</td> <td>Type Code: RP - Request for Proposal (RFP)</td> <td>Allow Electronic Quote: Yes</td> </tr> <tr> <td>Alternate Id:</td> <td>Required Date:</td> <td>Available Date: 06/02/2015 08:12:00 AM</td> </tr> <tr> <td>Info Contact: Isidra.donotreply@gmail.com</td> <td>Bid Type: OPEN</td> <td>Informal Bid Flag: No</td> </tr> <tr> <td>Purchase Method: Open Market</td> <td></td> <td></td> </tr> </table> <p>Item # 4: (913 - 94) paving - sidewalks</p> <p>NIGP Code: S13-84 Paving/Resurfacing, Alley and Parking Lot</p> <table border="1"> <thead> <tr> <th>Qty</th> <th>Unit Cost</th> <th>UOM</th> <th>Total Discount Amt.</th> <th>Tax Rate</th> <th>Tax Amount</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td></td> <td>EA - Each</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Manufacturer: _____ Brand: _____ Model: _____ Make: _____ Packaging: _____ This product was manufactured within the United States and the cost of domestic components exceeds 50% of all components. Brand Requirement: _____</p> <p>Bid Tab Print Page Bid Q & A Exit</p>	Bid Number: AGENCY15B0002246	Description: Building Renovation	Bid Opening Date: 06/02/2015 08:40:00 AM	Purchaser: Isidra Chavez	Organization: Department of Technology Management and Budget		Department: S1979 - Test Yard Equipment	Location: S979 - Romney Building		Fiscal Year: 15	Type Code: RP - Request for Proposal (RFP)	Allow Electronic Quote: Yes	Alternate Id:	Required Date:	Available Date: 06/02/2015 08:12:00 AM	Info Contact: Isidra.donotreply@gmail.com	Bid Type: OPEN	Informal Bid Flag: No	Purchase Method: Open Market			Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	1.0		EA - Each					
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Step 6:

The Bid Tab page displays, defaulted to the Quotes Tab.

- a.) Select the Summary Header Tab to access the **Award Recommendation Letter**.

The screenshot shows the 'Bid Tabulation for Bid #AGENCY15B0002246' page. The 'Summary' tab is highlighted with a red box. Below the tabs is a table with the following data:

Quote #	Description	Vendor ID	Vendor Name	Submit Date
00002231	Building Renovation	00049884	IC LLC	06/02/2015 08:21:38 AM
00002233	Building Renovation	00049882	Sida's World	06/02/2015 08:23:34 AM

Step 7:

- a.) Click on the Award Recommendation Letter link located next to the **File Attachments** section.

The Awarded Vendor(s) will also be listed here.

The screenshot shows the 'Bid Tabulation for Bid #AGENCY15B0002246' page with the 'Summary' tab selected. Under the 'File Attachments' section, the link 'award recommendation letter' is highlighted with a red box. Below this, the 'Awarded Vendor' section is visible, with a red arrow pointing to the vendor name '(00049882) Sida's World' and a red box around the quote number '<Quote: 00002233>'. A summary table is also present:

Item Info/Quote Info	Status	Quantity	Unit	Price	Discount
renovation - roofing Item #1 Print Sequence:1.0 Uom:EA	2BPO - Bid to PO	1.0	EA	\$10,000.00	0%
painting Item #2 Print Sequence:2.0 Uom:EA	2BPO - Bid to PO	1.0	EA	\$8,500.00	0%
isochers Item #3 Print Sequence:3.0 Uom:EA	2BPO - Bid to PO	1.0	EA	\$22,000.00	0%
paving - sidewalks Item #4 Print Sequence:4.0 Uom:EA	2BPO - Bid to PO	1.0	EA	\$33,000.00	0%
Totals:					
\$ Vendor Gross Total:				\$73,500.00	
\$ Vendor Discount:				\$0.00	
\$ Vendor Net Total:				\$73,500.00	
\$ Preference Discount:				\$0.00	
\$ Evaluation Total:				\$73,500.00	
\$ Vendor Freight:				\$0.00	
\$ Awarded:				\$73,500.00	

Step 8:

The Attachment File Detail page displays.

- a.) Click the **printer icon** to **open** the award recommendation letter.
- b.) Click the **Exit** button once you have viewed/saved the letter.

The screenshot shows the 'Attachment File Detail: award recommendation letter' page. The 'File' section shows a printer icon next to the filename 'Chrysanthemum-46.jpg'. The 'Exit' button is highlighted with a red box.