Understanding Bid Amendments & Revising a Bid

This Quick Reference Guide will provide you with general information about bid amendments and walk you through the process of revising or canceling your bid response.

Contents

Bid Amendment Overview .............................................................................................................. 2
What is a Bid Amendment? .......................................................................................................... 2
How do I know when a Bid Amendment is applied to a bid? ...................................................... 2
What happens if I already submitted a bid? .............................................................................. 2
Instructions .................................................................................................................................. 3
Reviewing and Acknowledging a Bid Amendment ....................................................................... 3
Canceling/Updating a Bid ............................................................................................................ 5
Bid Amendment Overview

What is a Bid Amendment?
A Bid Amendment is a document used when a change is made to an already published bid. An amendment will be created by the buying organization indicating what the changes were. Often, the buying organization will required all bidding vendors to acknowledge the bid amendment.

Amendments can be created for various reasons to include extending the bid opening date, changing the bid specifications, scheduling a site-visit, adding, canceling or updating line items, or adding attachments. Multiple changes may be made with one amendment.

How do I know when a Bid Amendment is applied to a bid?
If the amendment is processed in eMaryland Marketplace, all vendors on the bidders list will receive notice of the amendment via email. You will be asked to acknowledge the amendment.

What happens if I already submitted a bid?
You may cancel or update your bid at any time prior to the bid opening date/time. For instructions on how to do this, see the section below for Canceling/Updating a Bid.
Instructions

Reviewing and Acknowledging a Bid Amendment
To review a bid amendment, locate the bid the amendment was applied to. From the Seller tab select Quotes → Formal Quotes – Submitted.

This will display all quotes you have submitted. Identify the bid number from the email notification you received about the bid amendment.

Click on this bid number from your list of quotes submitted.
The bid will open and all amendments will be listed under the Amendments section.

If the amendment includes an attachment, you will also have a link to view the attachment.

After you have reviewed the changes, click **Acknowledge Amendment**.

You will receive a message reminding you that if you have previously submitted a quote you should ensure the quote reflects any changes to the bid. Click **OK**.

If you need to make changes to your quote, or cancel your quote, see the instructions below for Canceling/Updating bid.
Canceling/Updating a Bid

From the Seller tab select Quotes → Formal Quotes – Submitted.

Click on the Quote # you wish to cancel/update.

Your quote will open. Click on the Summary tab.

To make any changes or to cancel a quote, you will need to withdraw the quote.

From the bottom of the screen, click **Withdraw Quote**.

You will receive a message stating that your quote has been withdrawn.

From here you can reopen your quote and make any necessary changes. Click **Reopen Quote**.
Your quote will reopen allowing you to make any changes.

Click on the tab(s) you would like to change information on, remembering to click Save & Continue after all changes.

When you have finished making all changes, select the **Summary** tab.

Review your bid response for accuracy and completeness and when you are satisfied, click **Submit Quote**.

If you would like to cancel your quote, rather than resubmitting, click **Cancel Quote**.