

e Maryland M@rketplace 
Vendor Quick Reference Guide

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.

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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 require 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.

Bid Amendment Notification - Bid # MDDGS31016131, Artificial Plants - Training Inbox x

 emaryland@maryland.buyspeed.com 8:19 AM (1 minute ago) ☆ ↶
to 

A formal bid amendment notification request has been sent to you by Maryland Department of General Services. Please login using your login ID and password to the Maryland Department of General Services site at <http://MD-TEST.Buyspeed.com/bs0-train/login.sdo> to acknowledge receipt of the amendment.

Once logged in, open formal bids are listed in the Open Bids section of the home page. Select the appropriate Bid # to view and acknowledge the bid amendment. **FAILURE TO ELECTRONICALLY ACKNOWLEDGE BID AMENDMENTS WILL RESULT IN YOUR QUOTE BEING REMOVED FROM CONSIDERATION FOR AWARD.**

The information from the request is below:

Bid Header

Requesting Department: 00115 - OFFICE OF BUSINESS PROGRAMS
Buyer Name: Cristen Ervin
Buyer Phone: [410767-4272](tel:410767-4272)
Buyer Email: test@dgs.state.md.us
Bid Number: MDDGS31016131
Description: Artificial Plants - Training
Opening Date/Time: 06/05/2015
Available Date/Time: 05/18/2015
Bid Amendment Number: 1
Amendment Description:

Thank you for your participation.

Use this link to log on to eMaryland Marketplace Training: <http://MD-TEST.Buyspeed.com/bs0-train/login.sdo>

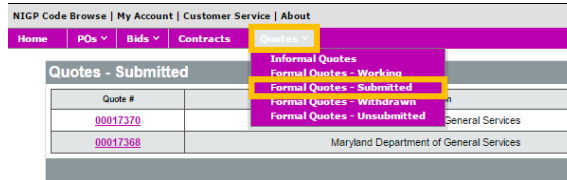
What happens if I already submitted a bid?

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.

Bid Amendment Notification - Bid # MDDGS31016131, Artificial Plants - Training

 emaryland@emaryland.buyspeed.com
to

A formal bid amendment notification request has been sent to you by Maryland Department of General Services Department of General Services site at <http://MD-TEST.Buyspeed.com/bsc-train/login.sdo> to acknowledge receipt.

Once logged in, open formal bids are listed in the Open Bids section of the home page. Select the appropriate **ELECTRONICALLY ACKNOWLEDGE BID AMENDMENTS WILL RESULT IN YOUR QUOTE BEING REMOVED**

The information from the request is below:

Bid Header

Requesting Department: 00115 - OFFICE OF BUSINESS PROGRAMS
 Buyer Name: Cristen Ervin
 Buyer Phone: [410/767-4272](tel:4107674272)
 Buyer Email: erect@dcg.state.md.us
Bid Number: MDDGS31016131
 Description: Artificial Plants - Training
 Opening Date/Time: 06/05/2015

Click on this bid number from your list of quotes submitted.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00017370	Maryland Department of General Services	MDDGS31016131	06/05/2015 09:18:00 AM	06/05/2015 08:21:23 AM
00017368	Maryland Department of General Services	MDDGS31016130	06/04/2015 12:00:00 PM	06/04/2015 09:59:52 AM

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**.

Bid Solicitation: MDDGS31016131

Header Information			
Bid Number:	MDDGS31016131	Description:	Artificial Plants - Training
Purchaser:	Cristen Ervin	Organization:	Maryland Department of General Services
Department:	00115 - OFFICE OF BUSINESS PROGRAMS	Location:	M9 - OFFICE OF BUSINESS PROGRAMS
Fiscal Year:	14	Type Code:	IT - Invitation to Bid (ITB)
Alternate Id:		Required Date:	
Info Contact:		Bid Type:	OPEN
Purchase Method:	Open Market	Bid Opening Date:	06/05/2015 09:18:00 AM
Allow Electronic Quote:		Available Date :	Yes
Informal Bid Flag:		Available Date :	05/18/2015 10:34:00 AM
Informal Bid Flag:		Available Date :	No

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: eMaryland Marketplace
301 W Preston Street
Room M-3
Baltimore, MD 21201
US
Email: test@dgs.state.md.us

Bill-to Address: eMaryland Marketplace
301 W Preston Street
Room M-3
Baltimore, MD 21201
US
Email: test@dgs.state.md.us

Print Format:

Amendment #	Amendment Date	Amendment Note
1	06/05/2015 09:18:55 AM	Header 1: Bid Opening Date changed from "05/19/2015 04:00:00 PM" to "06/05/2015 09:18:00 AM".

Item Information

Item # 1: (232 - 02) Plastic potted rose bush: Dimensions, color, other details

NIGP Code: 232-02
Artificial Plants, Shrubs, and Trees

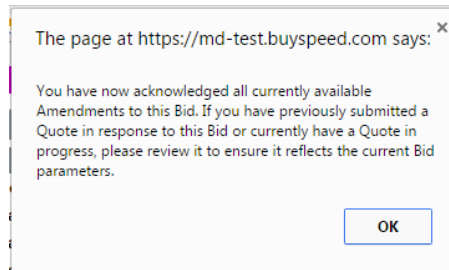
Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: _____ **Brand:** _____ **Model:** _____
Make: _____ **Packaging:** _____

Acknowledge Amendment(s) | **Print Page** | **Create Quote** | **Bid Q & A** | **Exit**

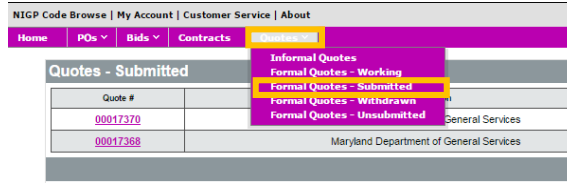
You will receive a message reminding you that if you have previously submitted a quote you should ensure the quote reflects any changes to the bid. Click **OK**.

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.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00017370	Maryland Department of General Services	MDDGS31016131	06/05/2015 06:18:00 AM	06/05/2015 08:21:23 AM
00017368	Maryland Department of General Services	MDDGS31016130	06/04/2015 12:00:00 PM	06/04/2015 08:59:52 AM

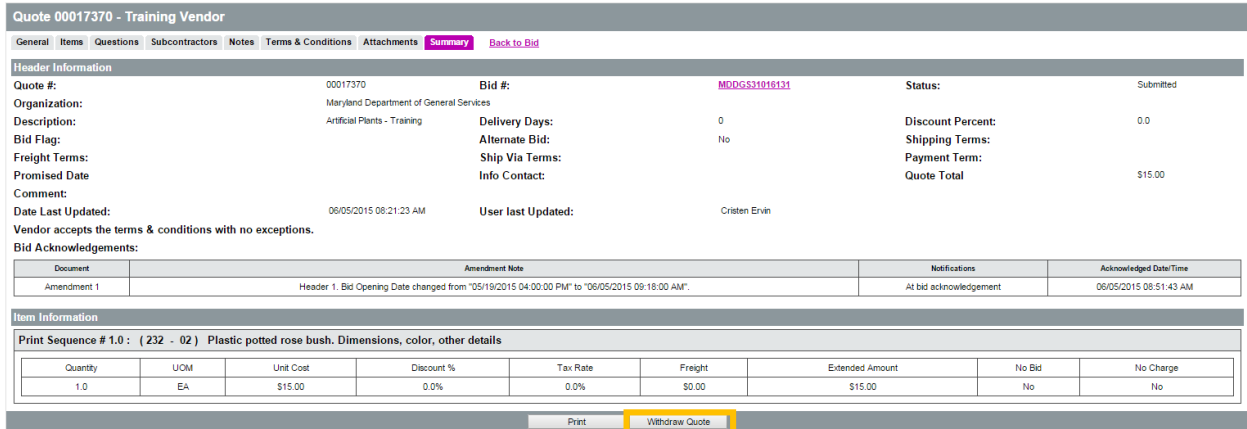
Print Page Exit

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**.

Overall Validation Warnings
 - Your quote has been withdrawn.

Quote 00017370 - Training Vendor

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

Header Information

Quote #: 00017370 Bid #: MDDGS31016131 Status: Withdrawn
 Organization: Maryland Department of General Services
 Description: Artificial Plants - Training Delivery Days: 0 Discount Percent: 0.0
 Bid Flag: Alternate Bid: No Shipping Terms:
 Freight Terms: Ship Via Terms: Payment Term:
 Promised Date: Info Contact: Quote Total: \$15.00
 Comment:
 Date Last Updated: 06/05/2015 09:11:16 AM User last Updated: Cristen Ervin
 Vendor accepts the terms & conditions with no exceptions.
 Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1. Bid Opening Date changed from "05/19/2015 04:00:00 PM" to "06/05/2015 09:18:00 AM".	At bid acknowledgement	06/05/2015 08:51:43 AM

Item Information

Print Sequence # 1.0 : (232 - 02) Plastic potted rose bush. Dimensions, color, other details

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$15.00	0.0%	0.0%	\$0.00	\$15.00	No	No

Print 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**.

Quote 00017370 - Training Vendor

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

Header Information

Quote #: 00017370 Bid #: MDDGS31016131 Status: In progress
 Organization: Maryland Department of General Services
 Description: Artificial Plants - Training Delivery Days: 0 Discount Percent: 0.0
 Bid Flag: Alternate Bid: No Shipping Terms:
 Freight Terms: Ship Via Terms: Payment Term:
 Promised Date: Info Contact: Quote Total: \$15.00
 Comment:
 Date Last Updated: 06/05/2015 09:12:10 AM User last Updated: Cristen Ervin
 Vendor accepts the terms & conditions with no exceptions.
 Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1. Bid Opening Date changed from "05/19/2015 04:00:00 PM" to "06/05/2015 09:18:00 AM".	At bid acknowledgement	06/05/2015 08:51:43 AM

Item Information

Print Sequence # 1.0 : (232 - 02) Plastic potted rose bush. Dimensions, color, other details

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$15.00	0.0%	0.0%	\$0.00	\$15.00	No	No

Print Submit Quote Cancel Quote