Requesting a Proposal Revision

In some situations you may need to contact a vendor and request a quote revision, or a best and final offer. If your organization accepts bid responses online, you may complete this request in eMaryland Marketplace.

Log onto eMaryland Marketplace and select the Basic Purchasing tab. If this is the only user role assigned to you, this tab will already be selected.

Locate your bid in eMaryland Marketplace. There are several ways to accomplish this. Search Option #1 - You may use the Documents drop-down menu to open a list of bids in a specific status.

Search Option #2 – Use the search icon (located in the upper right of your screen) to perform an advanced search.

From the Advanced Search box, select Bids in the Document Type box.
The Advanced Search box will expand providing a variety of search criteria options.

Enter the search criteria you would like to use to locate your bid. You may enter as few or as many criteria as you would like to expand or narrow your search results. Select Find It when all criteria are entered.

Once you perform your search, your results will display.

If the bid you are searching for did not display in your results, go back, revise your search criteria, and perform the search again.

Select the Bid # link next to the bid you would like to open and review.
After selecting the bid # for the bid you would like to open, the bid will display on the screen.

Select the Summary tab.

Scroll to the bottom of the screen and select **Bid Tab**.

The Bid Tabulation screen will open.

Select the Revisions tab.

The received quotes will display. Select the Request Revision box for the vendor you would like to contact. Enter the Due Date then click the **Create Notification** button to the right of the vendor.

You will be able to enter a customized email to this specific vendor with instructions as to what the request is for. Note: If you selected multiple vendors and customize an email, this email will be sent to all selected vendors.
Complete the Subject and Text of the email. You may add additional vendors if you would like. You may also add attachments. When finished, click **Submit Revision Request**.

You will receive a message asking you if you would like to continue. Click **OK**.

The revision request will be emailed to the vendor and posted to the vendors eMaryland Marketplace homepage.

Note: The bid cannot be tabulated or awarded if a revision request is outstanding.

You will receive confirmation of the revision request correspondence.
Closing the Revision Process

Once you are ready to review the revised Quotes, return to the Revision tab on Bid Tab of your bid and click the Close Revision Process button. 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 the evaluation and award, or you can conduct another revision by selecting the next round in the Revision dropdown and then starting the request process again.