

HOW TO FIND CLOSED RFPS | CLOSED BIDS | OPEN BIDS

There are two ways to search for RFP/Bids closed and open

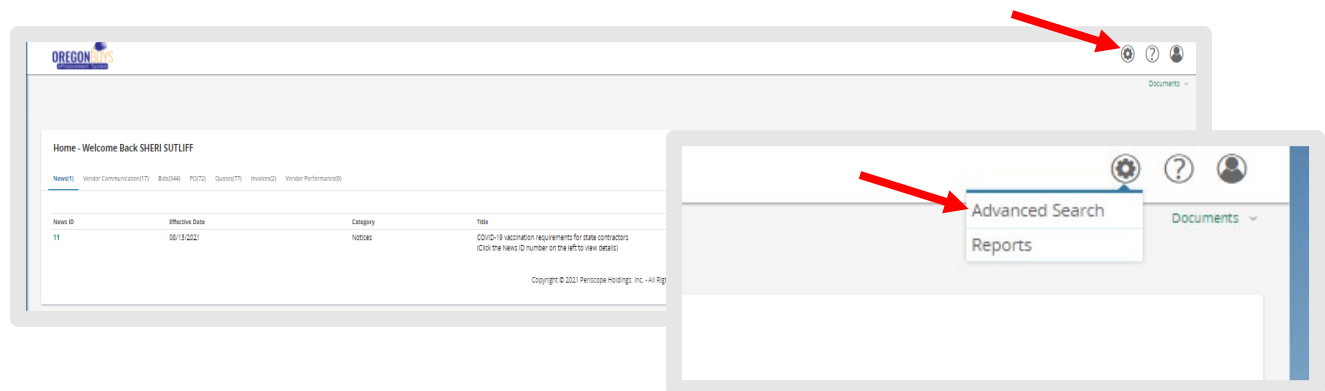
When you log into your account if you Click on the Bid Tab you will see Bids / Bid Amendments (Un-Acknowledged) under that section you see Open Bids under that section you see Closed Bids.

This is where you can find RFPs that you did Bid on but were sent a notification of the RFP because you were added to the Bid.

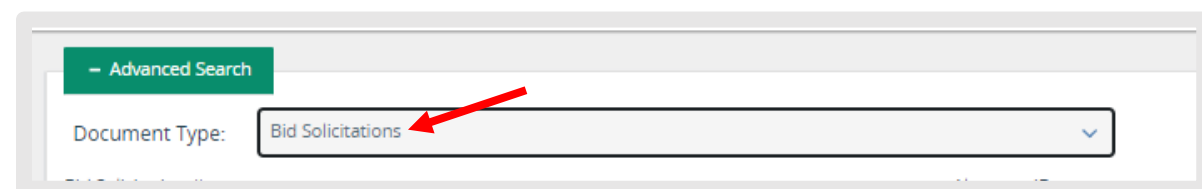


- Bid Amendment (un-Acknowledged- this section is where you find RFP that had Addendums added to the RFP
- Open Bid - If an agency has named your company on a bid, an email will be sent and the bid will appear in the Open Bids section of the (Seller) homepage.
- Closed Bid – These RFPs have closed

When you are logged into OregonBuys in the upper right hand corner there is a gear symbol you will click on that and choose Advance Search.

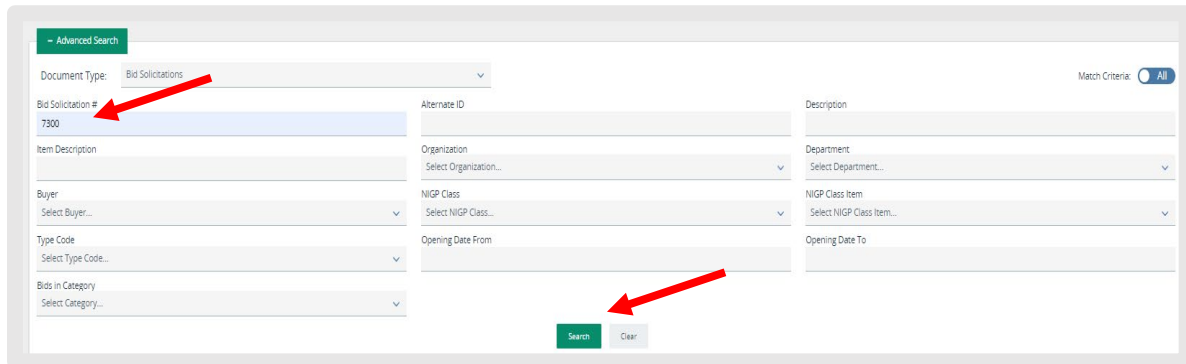


You will click the on the drop down box that says, “Select document type”. Choose “Bid Solicitations”.



Once you have selected Bid Solicitation, there will be areas to where you can select from to search for Solicitations.

- If you want to search for ODOT only you can put in “730” in the box that says Bid Solicitation #.
- Click search and all of the solicitations that ODOT has will show up.



The screenshot shows the 'Advanced Search' interface of the Oregon Buys eProcurement System. The interface is divided into several sections for filtering search results. At the top left, there is a green tab labeled 'Advanced Search'. Below it, the 'Document Type' is set to 'Bid Solicitations'. The 'Bid Solicitation #' field contains the number '7300', with a red arrow pointing to it. Other fields include 'Item Description', 'Buyer', 'Type Code', 'Bids in Category', 'Alternate ID', 'Organization', 'NIGP Class', 'Opening Date From', 'Description', 'Department', 'NIGP Class Item', and 'Opening Date To'. At the bottom right, there are 'Search' and 'Clear' buttons, with a red arrow pointing to the 'Search' button. A 'Match Criteria' toggle is set to 'All'.