Office of Management and Budget
State Procurement Online
ONLINE SERVICES

If you have questions or comments regarding **State Procurement Online** please contact us.
Thank You!

701-328-2683
infospo@nd.gov

Agency Services Main Menu

Search — Use the SEARCH feature to research:

- Keyword or commodity code;
- Bidder name, or
- List all commodity codes.

The search feature is used to determine commodity codes before using ***Issue New Solicitation.***

Solicitation — Use the SOLICITATION feature to:

- Post your solicitation documents to the SPO website;
- Send solicitations, amendments, and award notices to bidders by e-mail and/or fax;
- Manage all your solicitations (***including Notice of Limited Competitive and Non-Competitive Purchases*** *- see page 3 for details*); and
- Research archived solicitations.

Issue a Solicitation:

1. Click **Issue New Solicitation**
2. Enter information in each field, as indicated. *Fields with an asterisk are mandatory. Avoid the use of punctuation, other than periods and hyphens in the solicitation title, description and attachment names.
3. Click **Continue** (or, click **Finish Later** to save the completed fields and "finish later").
4. **Add Other Users** will allow others in your office to have administrative access to your solicitation. Simply enter their last name, click **Search** and **Add**.
5. Click **Continue**
6. Click **Add Attachments** (RFP/IFB; additional documentation for specifications, etc. Maximum file size is 50 MB). If you receive an error message when attaching documents, you may need to shorten the name of the document (approx. 20 characters) and try again.
7. Click **Continue**
8. Click **Add Bidder** and enter commodity code or description of product or service needed.
9. Scroll down to view **Search Results**.
10. At this point you have the option to **Select All** Sub-class codes or click each box for the 2-digit sub-class codes that apply.
11. Scroll down and click **Display Bidders**.
12. Depending on the estimated dollar amount of the solicitation, either **Select All** (greater than $25,000) or check the bidders you desire (minimum of 3 if less than $25,000).
13. Click **Add Selected Bidders to Bid List** (you will have an option to print the bidders list before you issue the solicitation or you may download the list for your files).
14. At the bottom of your Bidders List, you have the option to ***Add Bidder***. This is where you **add bidders who are not on the Approved Bidders List**. You may input the information you have on the bidder(s) and continue to the next name. You will have the option to edit and input additional information (e.g. address, telephone number) later.
15. Click **Continue**
16. Click **Printer Friendly Version** after you have reviewed the information on the screen. ***Note:*** This is your last chance to review the information and make changes before issuing.

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Amend a Solicitation

After a solicitation is issued you may have changes or additions (Bid Opening date change, Written Questions date, additions or corrections to the solicitation). Once a solicitation is issued it cannot be deleted. It must be amended or canceled.

To amend:

1. Starting from the **Agency Services Main Menu**, click **List My Solicitations**
2. Click **Amend**
3. Change or amend information (e.g. change opening date, add Date for Written Questions, **Add Attachment** document)
4. **View** the document before selecting *Issue*. **NOTE**: Be sure to view the attachment and/or dates, as you will have to issue another Amendment to correct any errors or omissions.
5. Click **Issue**
6. At this point you may *View* the changes and/or Amendment.

Best and Final (RFPs only and optional)

1. Starting from the **Agency Services Main Menu**, click **List My Solicitations.**
2. Click **Best and Final**
3. Enter **Date** and **Time**
4. Click **Add Attachment** (Template Name: Best and Final Offer)
5. **View** the document before selecting *Issue*.
6. Click **Issue**

Update Bidders List (after bid opening)

1. Starting from the **Agency Service Main Menu**, click **List My Solicitations**
2. Click **Bidders List**
3. Check **Interested** column if bidders attended Mandatory Pre-Award Conference (optional).
4. Check **Responded** column if bidders submitted a bid proposal.
5. Click **Update**
6. Click **Return** (at bottom of screen).

Award

1. Starting from the **Agency Services Main Menu**, click **List My Solicitations.**
2. Click **Award**
3. Click on the bidder to whom you intend to award (under the **Awarded** column), and enter the **Award Amount** (use the budgeted amount if an RFP and amount is unknown).
4. Click **Add Attachment** (Template Name: Notice of Intent to Award)

Archive — (after protest period has passed and contract has been executed)

1. Starting from the **Agency Services Main Menu**, click **List My Solicitations.**
2. Click **Archive**

Messages — for clarification contact SPO

Any correspondence or changes to a solicitation must be added to the solicitation as an amendment.

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Notice of Limited Competitive or Non-Competitive Purchase (Refer to N.D.A.C. 4-12-09)

A purchasing agency may issue a notice of intent to make a limited competitive or noncompetitive purchase to determine if other sources are available and if such an award is appropriate.

Use the "Notice of Intent to Make a Limited Competitive or Noncompetitive Purchase" template on the SPO website. Follow the **Issue a Solicitation** instructions on page 1 to issue the notice.

After the deadline for response, **Update Bidders List**

- Check **Responded** column for the intended contractor, and,
- Check **Responded** column for any additional bidders who responded. Add any bidders who were not on the original bidders list and check **Responded.**

- If no responses are received, the solicitation is **Awarded** to the bidder named in the "Notice of Intent to Make a Limited Competitive or Noncompetitive Purchase" issued.
- If interested parties respond and meet the requirements of the notice, refer to **N.D.A.C. 4-12-09** for guidance**.**

If the purchasing agency must **Cancel,** indicate the reason for cancellation, and, proceed with a competitive procurement process.

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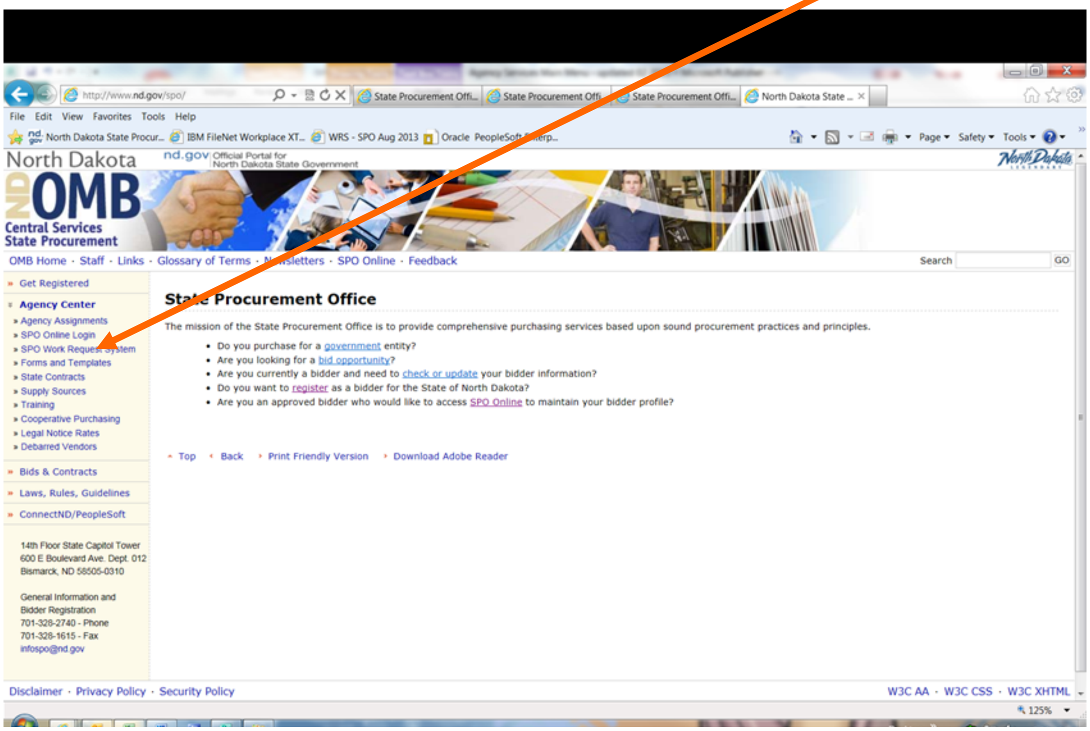
Purchase Request— **This feature was replaced on 01/07/2014 with the SPO Work Request System at http://www.nd.gov/spo/**



Help Information

Browse through the subsections by clicking on each of the underlined phrases. Simply use the **Return** key to go back to the Agency Services Main Menu.