How to Post an RFx Post Evaulation Committee Report to Procurement Portal

After proposals or qualifications have been evaluated, the evaluation committee shall prepare a report evaluating and recommending the award of a contract or contracts. The report shall list the names of all potential offerers who submitted a proposal or qualification and shall summarize the proposals or qualifications of each offerer. The report shall rank offerers in order of evaluation, shall recommend the selection of an offerer or offerers, as appropriate, for a contract, shall be clear in the reasons why the offerer or offerers have been selected among others considered, and shall detail the terms, conditions, scope of services, fees and other matters to be incorporated into the contract. <u>The report shall be available to the public at least forty-eight (48) hours before the awarding of the contract.</u>

The chief procurement officer shall publish a notice on the agency's website and the Mississippi procurement portal summarizing the award of the contract, which shall include but not be limited to, the nature, duration and amount of the contract, the name of the offerer and a statement that the contract is on file and available for public inspection in the office of the chief procurement officer.
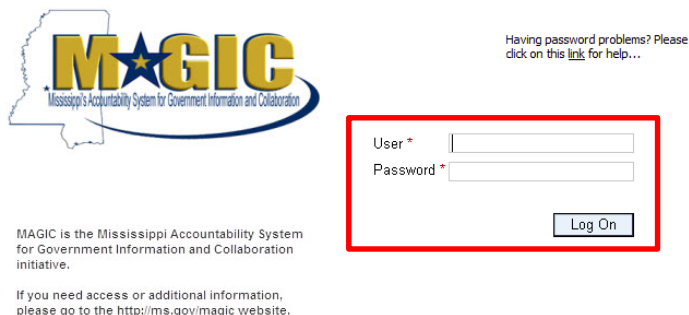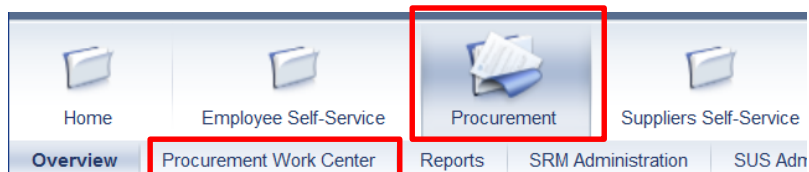
How to Post an RFx Post Evaulation Committee Report to Procurement Portal
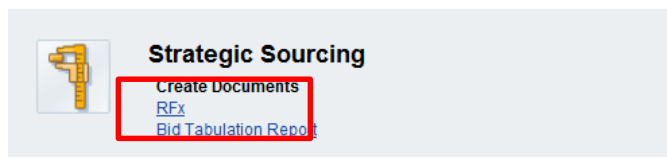
Step 1: Select RFIN (Request for Information) RFx Type

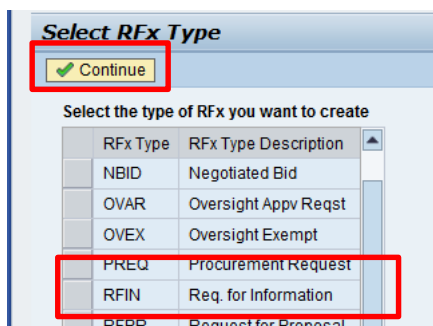1.) Using your user-id and password, log into MAGIC at: https://portal.magic.ms.gov.

2.) Select **Procurement** then **Procurement Work Center**

3.) Select **RFx** under Strategic Sourcing

4.) Select **RFIN** as the bid type and then click **Continue**

How to Post an RFx Post Evaulation Committee Report to Procurement Portal

Step 2: Complete the RFx Information

1.) Enter the information noted below:

Field	Information
Major Procurement Category	Select Applicable Category
Sub Procurement Category	Intent to Award Notification
Start Date	Must be at least 48 hours prior to Award or contract submission
Surrogate Bid Entry Deadline	First Thursday of the month
Opening Date	First Thursday of the month
Bidder Submission Deadline	First Thursday of the month

How to Publish an RFx Post Evaluation Committee Report to the Procurement Portal

How to Post an RFx Post Evaulation Committee Report to Procurement Portal
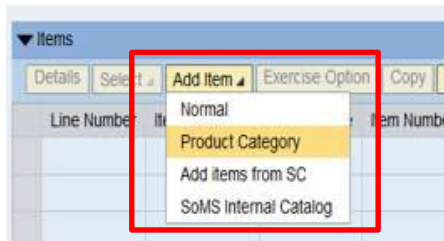
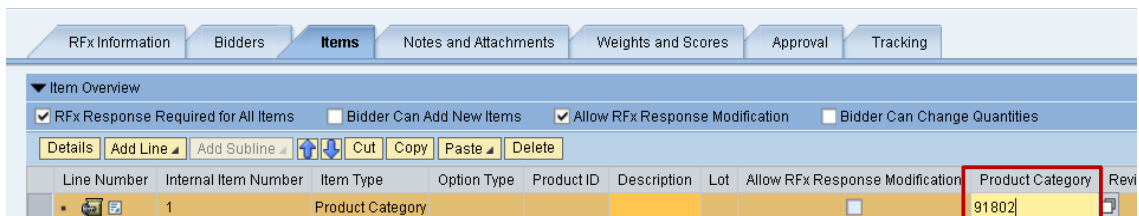## Step 3: Add Items to the RFx
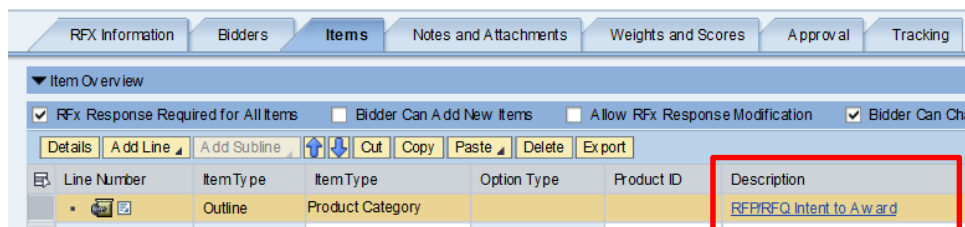
1.) Select the **Items** Tab.
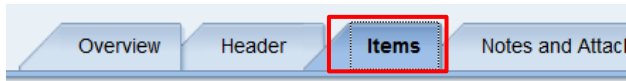
2.) Select **Product Category** from the **Add Item** drop down.

3.) Enter the **Product Category** from the original RFP/RFQ.

4.) Enter a short **Description** (40 characters or less) of the commodity/service awarded beginning with **RFP/RFQ Intent to Award**.
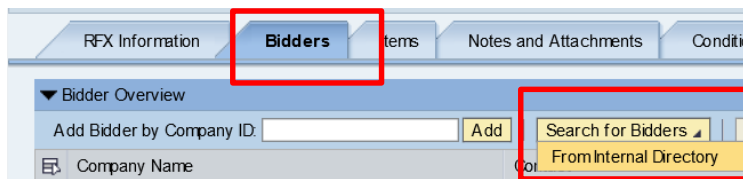
# How to Post an RFx Post Evaluation Committee Report to Procurement Portal

Step 4: Add Bidders to the RFx

1.) Click the **Bidders** tab
2.) Click **Search for Bidders**
3.) Click **From Internal Directory** from the dropdown under Search for Bidders

4.) Ensure that **Bidders from Suppliers Lists** is selected in the View By box.
5.) Enter the **Product Category** used from the Items tab and click the **Search** button.
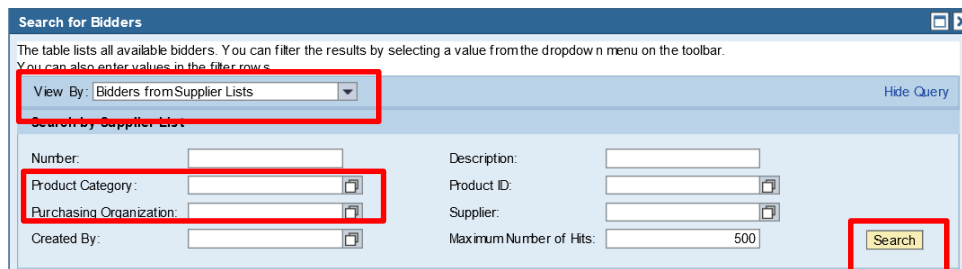
6.) When the vendors are returned, highlight the desired vendor(s). Multiple vendors can be selected by pressing the **Shift** key when selecting them.
7.) Click **Add Selected Bidders** when the desired ones are highlighted.

8.) All vendors that have registered from the selected product categories will receive an email (if one is entered in the system) that a bid opportunity is available.

How to Publish an RFx Post Evaluation Committee Report to the Procurement Portal

How to Post an RFx Post Evaulation Committee Report to Procurement Portal

Step 5: Add Notes to the RFx

1.) Click the **Notes and Attachments** tab then click the **Add** button. From there, pick the category of the type of note and attachment you would like to create.
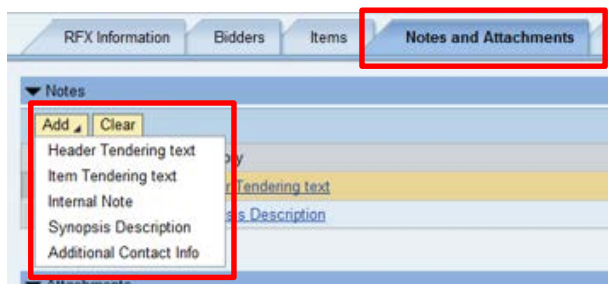
2.)   Listed below is a description and example text of some of the available options.

Header Tendering Text This is a summary of the contract award. It will print on the RFx form under "Notice to Vendor" section.
Synopsis Text (required) This should be a short description of 60 characters or less that will appear on the procurement portal. Example text: RFP/RFQ Intent to Award for Consulting Services
Additional Contact Info Enter a description of vendor contact information, i.e., who/where objection letters and/or questions related to the notice should be submitted. It will print on the RFx form under "Additional Contact Info" section.

How to Post an RFx Post Evaulation Committee Report to Procurement Portal

Step 6: Add Attachments to the RFx

1.) Click **Add Attachments** under the Notes and Attachments tab
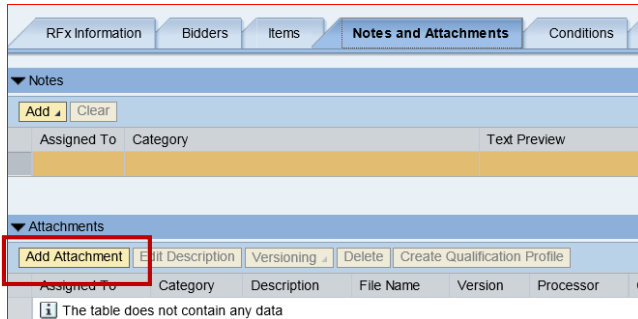
2.) Attachments can be in any file extension. However, its practice to use common file extension such as pdf, xls, or doc.

Click the **Browse…** button to locate the saved file on your computer. To have the document visible to the vendor(s), uncheck the **Visible Internally only** box. When the file is selected, click the **OK**
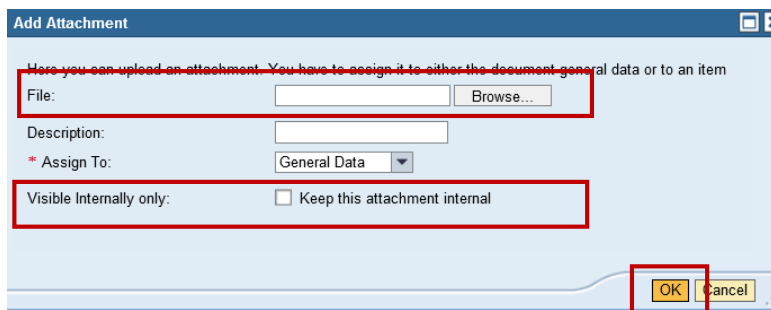
How to Post an RFx Post Evaluation Committee Report to Procurement Portal

Step 7: Approve RFx Using the Universal Worklist

1.) The RFx will only require Agency Manger Approval. To add an ad hoc approval, click **Add Approver** under the **Approval** tab.

2.) Enter the appropriate **Approver ID** and click the OK button. If the Approver ID is unknown, click the **Search** icon.

3.) If the Search icon is clicked, a list of users from that agency's Purchasing Group will be displayed. Click on the desired user and click the **OK** button.

4.) Once the buyer has selected the individual from their Purchasing Group as an Adhoc Approver, the approver will proceed to the Universal Worklist. From there, click on the appropriate work item. The document will open and when reviewed, the approver can **Approve** or **Reject** the item.

5.) After all the information has been reviewed and attached, click the **Publish** button to publish the RFx. The publish button is only visible in Edit mode. Once the notice has been published, it will display on the Procurement Portal on the Start Date and Time.

How to Publish an RFx Post Evaluation Committee Report to the Procurement Portal