



Statewide Integrated Governmental Management Applications

# **Local Entities: How to Amend a Bid and Add Attachments**

Job Aid

07/23/2019

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## Introduction

This Local Entities job aid will show how to amend an existing bid and add attachments. We will cover how to access SIGMA, locate and open an existing bid; Request for Proposal (RFP), and edit to add attachments.

## Access SIGMA

Login using the following MILogin Third Party link:

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice/>

From the home page click: **SIGMA Procurement (as seen by Localities from the Internet)**

The screenshot shows the Michigan.gov MILogin for Third Party page. At the top left is the Michigan.gov logo. At the top right are links for HELP and CONTACT US. Below the logo is a green header with the text "MILogin for Third Party". Underneath the header is a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Home Page of" and includes a password expiration notice: "Your password will expire in 257 days". Below this is a section for the Department of Technology, Management and Budget (DTMB), with a logo and the text "Department of Technology, Management and Budget (DTMB)". At the bottom of the page, a link for "SIGMA Procurement (as seen by Localities from the Internet)-MA1" is highlighted with a red box.

Click the **Acknowledge/Agree** button after reading the terms and conditions.

The screenshot shows a "Terms & Conditions" dialog box. The title bar says "Terms & Conditions" with a close button (X). The main content area is titled "SIGMA Procurement (as seen by Localities from the Internet) -MA1". Below the title is a "Terms & Conditions" section with a scrollable area. The text in the scrollable area includes a "WARNING" about unauthorized use and a "WARNING" about monitoring. At the bottom of the dialog box, there are two buttons: "CANCEL" and "Acknowledge/Agree".

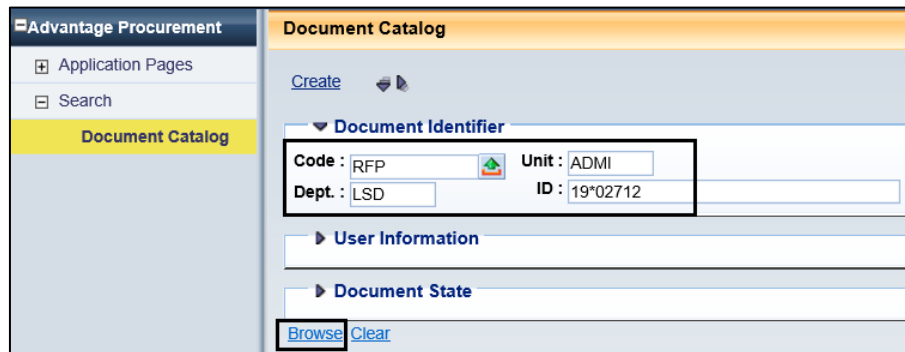
## Locate and Open Existing Bid (RFP)

From the welcome screen, click the plus sign (+) next to the **Search** link and then click the **Document Catalog** link.

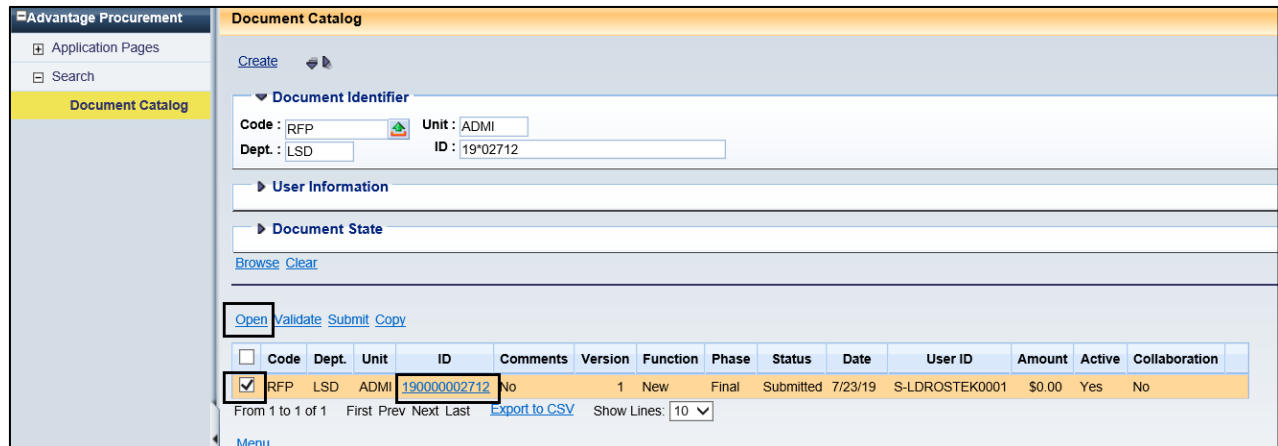


Within the body of the Document Catalog screen, enter the following information associated with the existing bid and click the **Browse** button.

- **Code:** RFP
- **Dept:** provided in email when you registered
- **Unit:** provided in email when you registered
- **Document ID:** Ex. 190000002712 or 19\*02712 (Note: If you do not have the Document ID, leave blank and review returned results)
- Click **Browse**



Bid results will be returned based on search criteria. Once identified, to open the Bid, Check the box for the Bid and click **Open** or Click on the Blue ID Link to open.



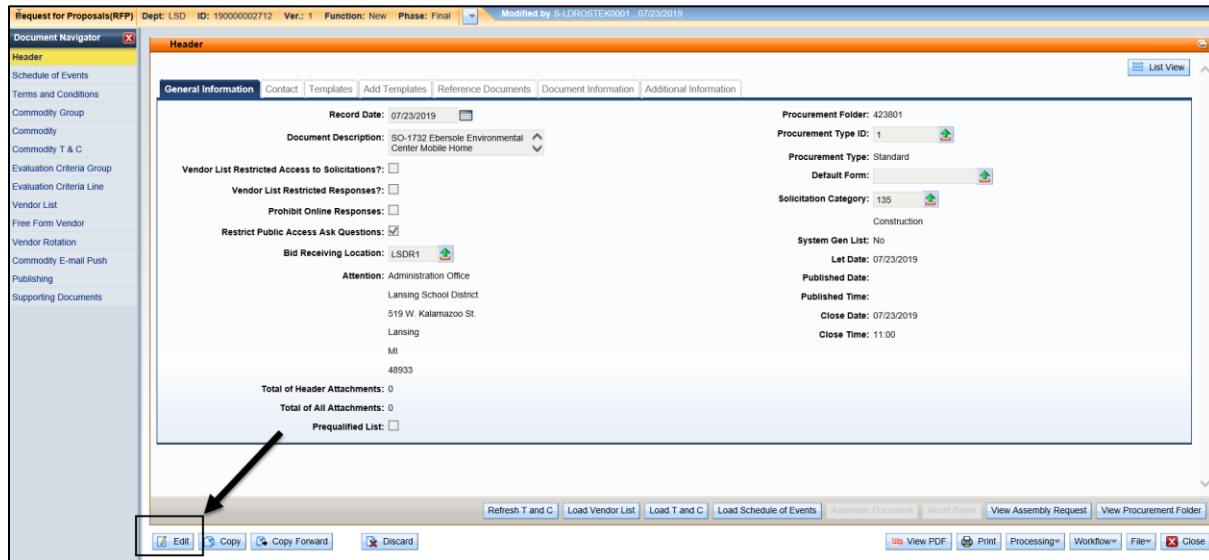
<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
<input checked="" type="checkbox"/>	RFP	LSD	ADMI	190000002712	No	1	New	Final	Submitted	7/23/19	S-LDROSTKE0001	\$0.00	Yes	No

# Amend Bid (RFP) and Add Attachments

Once the bid is opened, the main Document Navigation page will appear. There are various sections on the left side of the page, but users only need to update information in the following sections to attach a file and submit the bid:

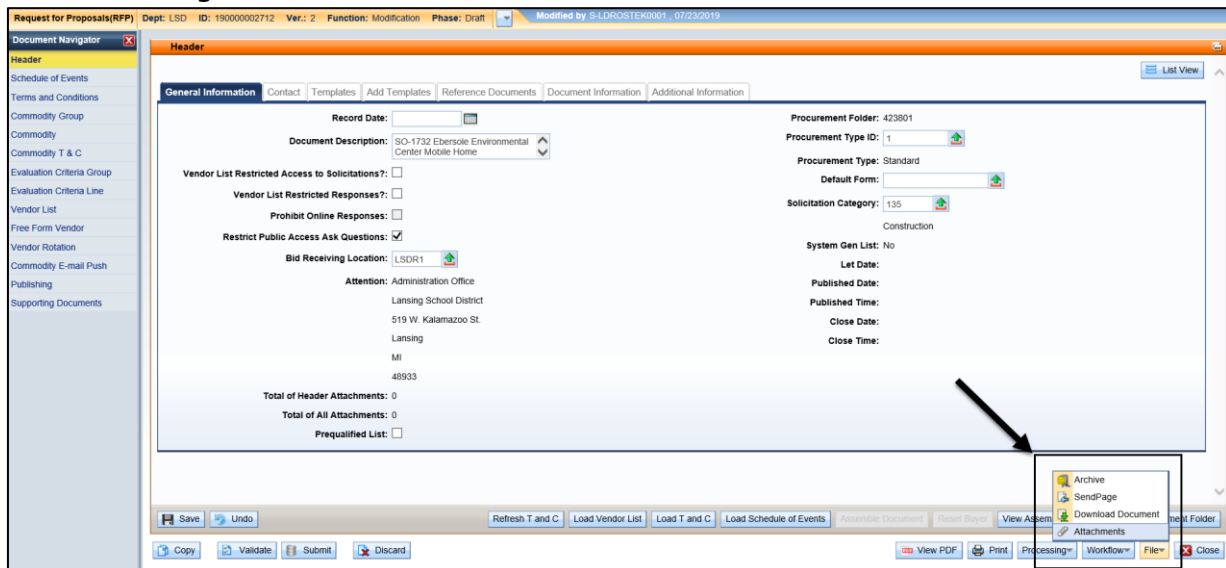
- **Header**
- **Publishing**

To begin amending the bid, click **Edit button** along the bottom left of the document. This will create a new draft version of the bid.



## Header

While in the Header section, General Information Tab, click the **File** drop down at the bottom right of the screen and select **Attachments**.



- Within the Attachments pop up screen, click the **Upload** link to input information.

**Attachments**

File Name	Type	Date	User ID	Primary State
-----------	------	------	---------	---------------

First Prev Next Last

**Upload** Search Download Delete Restore

File Name : Description :  
 Type :  
 Date :  
 User ID :  
 Primary State :

[Return to Document](#)  
[View Attachment History](#)

- In the Upload Attachment Screen;
  - o Click **Browse** to find the document
  - o Repeat Browse if attaching multiple documents
- Check the box(es) to each file to upload attachment(s)
- Click the **Upload** link at the bottom of the screen.

**Upload Attachment**

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

**Browse**

Description :

Attachment Type : Standard

[Select All](#) **With selected :** [Apply Description](#) [Apply Attachment Type](#) [Clear Description](#) [Remove](#)

File Name	Description	Attachment Type
<input checked="" type="checkbox"/> Roofing Terms.docx	Attachment Description	Standard
<input checked="" type="checkbox"/> Building A Aerial view.docx	Attachment Description	Standard

Total Number of Files selected:2

**Upload** [Cancel](#)

- Once uploaded, the screen will show that the attachment(s) has uploaded successfully. Click **Done**, if no more attachments need to be added.

**Upload Attachment**

Click the 'Browse' link to select a file or you can also drag and drop files on the page. Click 'Upload' or 'Cancel' when you have finished.

[Browse](#)

Description :

Attachment Type : Standard

[Select All](#) With selected : Apply Description Apply Attachment Type Clear Description Remove

File Name	Description	Attachment Type	File Size
Roofing Terms.docx file uploaded successfully	<input type="text"/>	Standard	13.98 KB
Building A Aerial view.docx file uploaded successfully	<input type="text"/>	Standard	11.77 KB

Total Number of Files selected:2  
Total Files Size:25.75 KB

Upload [Done](#)

- Any uploaded attachments will show as below. Click **Return to Document** to return to the Header page.

**Attachments**

File Name	Type	Date	User ID	Primary State
✓ Roofing Terms.docx	Standard	7/23/19		New
Building A Aerial view.docx	Standard	7/23/19		New

First Prev Next Last

[Upload](#) Search [Download](#) [Delete](#) [Restore](#)

File Name : Roofing Terms.docx Description :

Type : Standard

Date : 7/23/19

User ID : S-LDROSTEK0001

Primary State : New

[Return to Document](#)

[View Attachment History](#)

If the attachment(s) uploaded correctly, a paper clip icon will be displayed at the top of the Header screen with the total number of documents attached.

**Request for Proposals(RFP)** Dept: LSD ID: 190000002712 Ver.: 2 Function: Modification Phase: Draft

**Document Navigator**

**Header**  2

Schedule of Events

Terms and Conditions

Commodity Group

**General Information** Contact Templates Add Templates Reference Docu

Record Date:

## Publishing

After that files have been attached to the bid, open the **Publishing** Section from the Document Navigation panel on the left side page.

On this screen, the following fields will need to be updated and saved:

- **Let Date:** This is the date the bid is being published
- **Close Date:** This is the last date vendors will be able to see the bid
- **Close Time:** This is the last time vendors will be able to see the bid (Note: Close Time uses a 24-hour clock/military time format: HH:MM)
- Click **Save** near the bottom left of the screen.

Request for Proposals(RFP) Dept: LSD ID: 19000002712 Ver.: 2 Function: Modification Phase: Draft Modified by: S-LDROSTERK0001 07/23/2019

Document Navigator

Header

Schedule of Events

Terms and Conditions

Commodity Group

Commodity

Commodity T & C

Evaluation Criteria Group

Evaluation Criteria Line

Vendor List

Free Form Vendor

Vendor Rotation

Commodity E-mail Push

**Publishing**

Supporting Documents

**Publishing**

Procurement Folder: 423801

Amendment Number: 1

Published Date:

Published Time:

Original Let Date: 07/23/2019

Let Date: 07/23/2019

Close Date: 07/28/2019

Close Time: 13:55

Public Bid Opening Date:

Public Bid Opening Time:

Create Vendor Notification:

Issue to Vendor Self Service:

Schedule of Events:

Terms and Conditions:

Evaluation Criteria:

Amendment History:

Document Attachments:

Publish Vendor List:

Commodity Description:

Item Shipping:

Item Specifications (Handling):

Item Specifications (Details):

Commodity Terms and Conditions:

Commodity Attachments:

Prohibit Online Responses:

AttachmentList:

Restrict Multiple Responses per Vendor TIN:

## Bid Validation

After updating the bid, validate to look for errors before submitting.

- Click the **Validate** icon at the bottom of any screens.

Save Undo

Copy Validate Submit Discard

- Any errors will be displayed at the top of the screen. Click the **View All** link to view the error.

[View All](#) 1 of 4 ● Requestor Phone Number is required. (A1428)

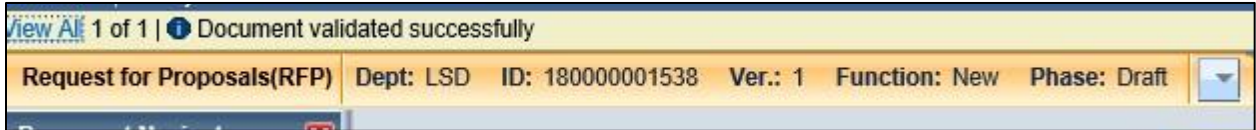
Request for Proposals(RFP) Dept: LSD ID: 180000001538 Ver.: 1 Function: New Phase: Draft

- A line per error will be displayed. (Note: Click the Link under the **Line Number** section of the error to move to the tab with the error ex. click on Header link)



Severity	Component	Line Number	Override	Message
Error	SO_DOC_HDR	Header	---	Requestor Phone Number is required. (A1428)
Error	SO_DOC_HDR	Header	---	Requestor Name is required. (A1428)
Error	SO_DOC_PUB	PUB Line 1	---	Closing Date cannot be blank. (A1358)

- After all errors are corrected, click the **Validate** button again.



## Bid Submission

Once the validation is successful, click the **Submit** icon located at the bottom of the screen.



- If successful, the words “**Document submitted successfully**” will display along the header of the document. The amended bid will now be in Final phase and will sync over to VSS on the next available cycle.

