



BIDS SYNC

Search Tool for Leveraged
Procurement Agreements
(LPA)

Illustrated
User Manual

BIDSYNC

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Introduction

BidSync is a powerful e-procurement system designed to save you time and money in preparing and managing all phases of the acquisition process. This manual will walk you through the process of searching Leveraged Procurement Contracts and Contract Items.

If at any time you have questions, please contact your administrator. For further information about this or any other topic, please visit our website at www.bidsync.com or the DGS e-procurement site at www.eprocure.dgs.ca.gov.

Searching for LPA Contracts and Items

To search for LPA contracts and items, follow the steps listed below:

1. Navigate to www.eprocure.dgs.ca.gov.

Note: Select Search Contracts/Leveraged Procurement Agreements (LPA's).

The screenshot displays the eProcurement website interface. At the top, there is a navigation bar with links for Home, Suppliers, State/Local Buyers, Training, FAQs, About eP, and Contact Us. The main content area is titled "eProcurement" and features a prominent green button labeled "Register or Login to eProcurement (BidSync)". Below this, there are four main sections:

- Bidding Opportunities:** Includes links for California State Contracts Register (CSCR), View CSCR Ads, View Progress Payments, Special Announcements/Award Notices, and Alternative Access.
- SB/DVBE:** Includes links for Small Business and Disabled Veterans Business Enterprise Services, SB/DVBE Search, SB/DVBE Online Certification Application, and SB/DVBE Homepage.
- Registering Purchasing Information:** Includes links for State Contracting and Procurement Registration System (SCPRS), View or Download SCPRS Data (Transactions prior to 3/16/09), and State User Reports State Users Only (Reporting on transactions prior to 03/16/09).
- View Statewide Contracts:** Includes a link for Search Contracts or Leveraged Procurement Agreements (LPAs).

On the left side, there is a "FEATURED LINKS" section with links to DGS Home Page and Procurement Home Page, and a video player for an eProcurement training video. The DGS logo is visible in the bottom left corner.

2. Search for a Specific LPA

To search for a particular LPA, select the "Purchasing" tab, the "Contracts" tab, and then the "Search Contracts" tab or from the Home tab, select "Contracts Search/Purchase (LPAs)". You may use one or more search criteria, which include the following options:

- Title and description
- Contract number - If you are searching by contract number, make sure you click the corresponding radio button. You can enter information into one or more fields.
- User
- Supplier
- Contract Type
- Department
- Expiration Dates
- UNSPSC Classifications
- Contract Status (Active or Archived)
- Options

3. Search for a Specific Line Item

To search for an item currently under an LPA contract, select the "Purchasing" tab, the "Contracts" tab, and then the "Search Items" tab or from the Home tab, select "Contracts Search/Purchase" (LPAs).

The screenshot displays the 'Active Contracts' search page. At the top, there are navigation tabs: Home, Search, Bids, Purchasing (selected), Tools, and CRM. Below this is a sub-navigation bar with 'Contracts | Requisitions | Purchase Orders' and a user identifier 'test13 - State of California'. The main search area is titled 'Active Contracts' and includes a 'SEARCH' section. The search criteria are as follows:

- Search For:** Radio buttons for 'Title & Description' (selected) and 'Contract Number'.
- User:** Text input field with 'Find User Clear' link.
- Supplier:** Text input field with 'Find Supplier Clear' link.
- Contract Type:** Dropdown menu with 'Please Select'.
- Department:** Dropdown menu with 'General Services'.
- Expires between:** 'From' and 'To' date pickers with a note: '(Please format date as Apr 23, 2004 or 04/23/2004)'. There are calendar icons next to the date fields.
- Classifications:** Text input field with a note: '(use commas for multiple codes) UNSPSC'.
- Contract Status:** Dropdown menu with 'Active' selected.
- Options:** A checkbox for 'Include Expired Contracts' which is currently unchecked.

At the bottom of the search form are 'Find' and 'Reset' buttons.

You can choose one or more of the following search criteria:

- Title
- Product code
- Supplier
- Contract type
- Classification

Once you have found the contract or item you are looking for, click the title of the contract or contract item to view the details which will include:

- Title
- Contract Number
- Department
- Contract Type Description
- Start & Expiration Date
- Contacts
- Supplier
- Project Location
- Award Date
- Contract Documents & Attachments - As a separate attachment in this section you will see the LPA instructions informing you how to use the contract. If additional attachments have been uploaded to the contract, you will see a link to them as well.
- Contract Items

The screenshot shows the BidSync web application interface. At the top, there is a navigation bar with links for Home, Search, Bids, Purchasing, Tools, and CRM. Below this is a sub-navigation bar with links for Contracts, Requisitions, and Purchase Orders. The main content area is titled 'View Contract' and displays the following details:

CONTRACT	
Title	SOFTWARE - GUARDIAN EDGE
Contract Number	SLP-08-70-0072A
Contract Type	Software License Program
Department	State Wide
Start Date	Mar 14, 2008
Expiration Date	Dec 31, 2009
Contacts	Steve Lower
Supplier	Adeara, Inc.
Project Location	
Award Date	

Below the contract details is a section for 'Contract Items' with a 'New Item' button. The table below lists the items:

PRODUCT CODE	TITLE	SUPPLIER	PRICE	UNIT	EDIT
43232204	Encryption Plus Hard Disk or GuardianEdge Hard Disk	Adeara, Inc.	\$82.59	each	edit
43232204	Encryption Plus Hard Disk or GuardianEdge Hard Disk	Adeara, Inc.	\$93.90	each	edit
43232204	GuardianEdge Device Control	Adeara, Inc.	\$85.51	each	edit
43232204	GuardianEdge Device Control Auditor	Adeara, Inc.	\$85.51	each	edit
43232204	GuardianEdge Device Control Auditor	Adeara, Inc.	\$85.51	each	edit
43232204	GuardianEdge PDA Software	Adeara, Inc.	\$42.20	each	edit
43232204	GuardianEdge Removable Storage	Adeara, Inc.	\$93.90	each	edit

At the bottom of the 'Contract Items' section, there are buttons for 'Edit' and 'Close'.

Thank you for choosing BidSync for your business needs, we look forward to serving you in the future. For further information please contact your administrator or visit our website at www.bidsync.com or the DGS website at www.eprocure.dgs.ca.gov.