



QUICK REFERENCE GUIDE:

5.14 Rejecting Bids

Background:

Bids have been analyzed and a determination has been made to reject bids.

Roles:

Letting User

Navigation:

Proposal Overview

1. From the Proposal Overview search for and select the proposal.
2. Click the **Workflow** tab.
3. From the **Workflow Phase** dropdown, select **Award Processing**.
4. Click **Save**.
5. Navigate to the Bid Letting Summary component by clicking **the Bid Letting** hyperlink.
6. In the Award container on the Bid Letting Summary component, enter the date the solicitation was canceled in the **Solicitation Cancelled** field.
7. Click **Save**.
8. On the top of the Bid Letting Summary component page, click the **Status** quick link.
9. On the Bid Letting Status component, change the Letting Status field to **Bids Rejected**.
10. Click **Save**.
11. Expand the Proposal row **Actions Menu**.
12. Click **Reject**.
 - a. A Reject Bids popup window will appear.

13. Click the **Rejected** checkbox.

14. Click the **Reject Bids** button in the lower right of the popup.

Create Alerts on both the Letting and Proposal page announcing the rejection of bids.

For proposals with bids rejected, reports will show “Bids Rejected” in place of the vendor and no value will appear for the awarded amount.

Next Steps:

See QRG – *Re-Letting a Proposal*