

Awarded Bid and Contract Document Search Search and Retrieval Instructions

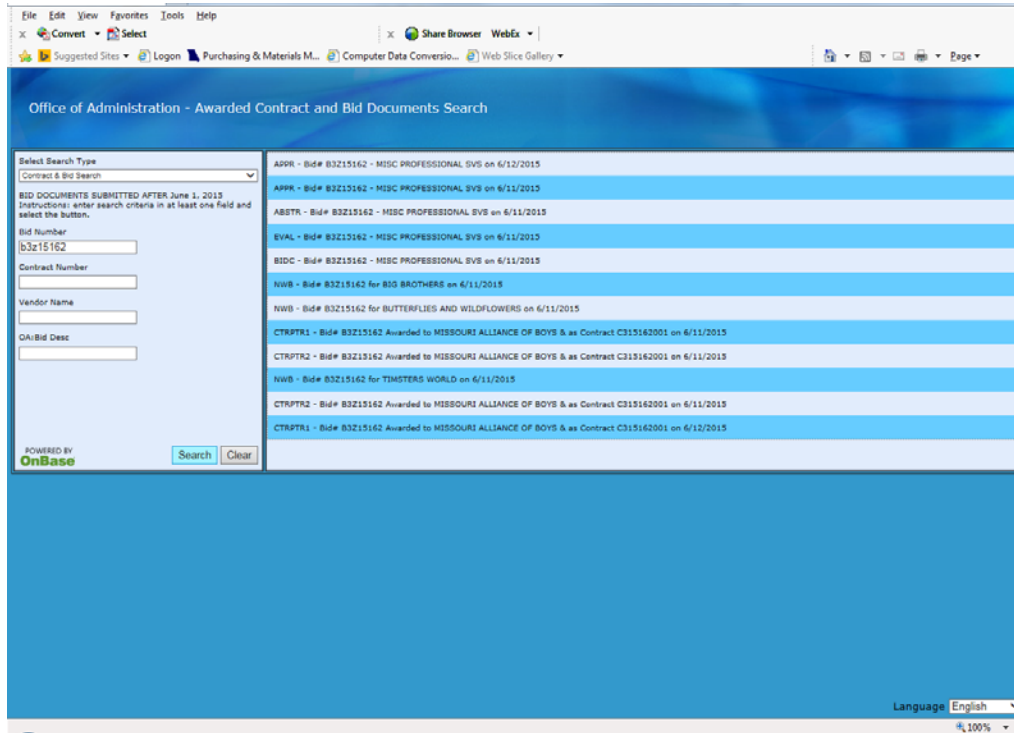
1. This site has been established to help the public search and retrieve public records containing bid/solicitation documents and contracts. This site contains only those documents that have been competitively bid by the State of Missouri, Office of Administration, Division of Purchasing.
2. Select the link Please Enter Here . . . This link will automatically log you into our Public Search site.
3. Because we have replaced an outdated system, you will have three areas to search for documents. Those documents scanned into the old system that were converted, those documents scanned into the new system, and the Agency Delegation documents scanned into the new system. Any bid documents associated with bids that were awarded after June 12, 2015 will be showing up using the search Contract & Bid Search in the drop down box. Anything awarded before June 13, 2015 will show up using the search Contract & Bid Search (Pre 2015) in the drop down box. Any new delegation documents, i.e. AOC, etc created after June 12, 2015 are searchable by the delegation number. Any delegation documents created prior to June 13, 2015 are searchable by contract number in the Contract & Bid Search (Pre 2015).

The screenshot shows a web browser window displaying the search interface for the Office of Administration. The page title is "Office of Administration - Awarded Contract and Bid Documents Search". A red box highlights the "Select Search Type" dropdown menu, which contains three options: "Contract & Bid Search", "Contract & Bid Search (Pre 2015)", and "Delegation Search". Below the dropdown are four input fields: "Bid Number", "Contract Number", "Vendor Name", and "OA:Bid Desc". At the bottom of the form are "Search" and "Clear" buttons. The page footer includes "POWERED BY OnBase" and a "Language: English" dropdown menu.

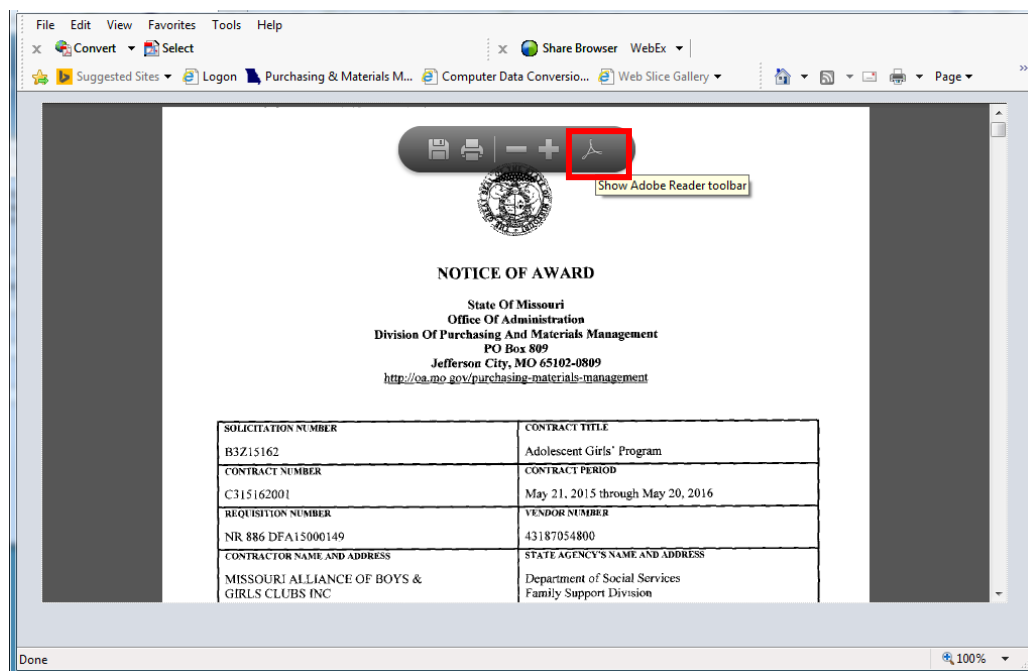
4. Search mechanisms have been set up that will enable you to search by various keyword values, such as bid number, contract number, vendor name and description title.
5. If you choose the wrong search, simply clear out your search criteria. The exact bid number must be entered in the bid search parameter including the b at the beginning (i.e., b1z15001), unless you use a wild card (*). The search parameter is not case sensitive. If the contract number query is used, the exact contract number must be entered (i.e., c100214001), unless you use a wild card (*), etc. for the two other searches that are available.
 - a. (Note: Preferred search would be to search by bid number or contract number. Other search parameters could result in a large volume of unwanted documents.)
6. If the correct information was entered, a listing of the documents available for viewing will be listed on your screen next to the search screen. If no documents are available, the words **No Records** will appear on screen.

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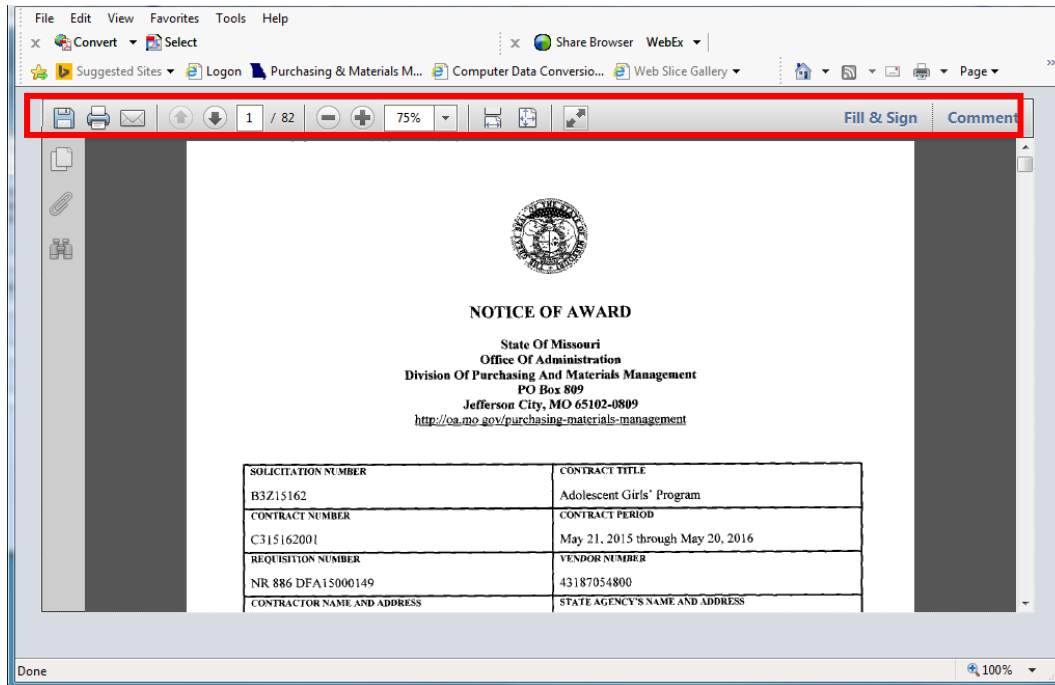
- If a listing of documents appears, you will be able to view the pages that are included in different document types. To view information about the DOCTYPE information, you may download the document listing the document types that we are using. There is a link to that document on our Imaging Home page at <http://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>.



- To view pages using the mouse, simply click on the document listed. Another window will appear with the document. You may use your scroll bar or Page UP (DOWN) to get to the next pages. Since these documents are rendered as PDFs and if you are using Adobe Reader, you may engage the Reader toolbar by selecting the Adobe icon at the top of the page, when your mouse is hovering at the top of the document.



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9. The documents are rendered as PDFs, so they may be printed, saved or emailed using the toolbar.
10. Since the documents open up in different windows, you may go back to the document listing and open up other documents, or you may search for a different document. Documents will open up in different windows, so you could have several documents open at the same time.
11. The system will become inactive after 15 minutes of inactivity because of concurrent licensing. You will not be knocked out as long as you are active within the system.
12. To log out of the system, close the window.