

## HOW TO FIND CLOSED RFPS | CLOSED BIDS | OPEN BIDS

There are two ways to search for RFP/Bids closed and open

When you log into your account if you Click on the Bid Tab you will see Bids / Bid Amendments (Un-Acknowledged) under that section you see Open Bids under that section you see Closed Bids.

This is where you can find RFPs that you did Bid on but were sent a notification of the RFP because you were added to the Bid.

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- Bid Amendment (un-Acknowledged- this section is where you find RFP that had Addendums added to the RFP
- Open Bid If an agency has named your company on a bid, an email will be sent and the bid will appear in the Open Bids section of the (Seller) homepage.
- Closed Bid These RFPs have closed

When you are logged into OregonBuys in the upper right hand corner there is a gear symbol you will click on that and choose Advance Search.

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You will click the on the drop down box that says, "Select document type". Choose "Bid Solicitations".

- Advanced Search		
Document Type:	Bid Solicitations	~



Once you have selected Bid Solicitation, there will be areas to where you can select from to search for Solicitations.

- If you want to search for ODOT only you can put in "730" in the box that says Bid Solicitation #.
- Click search and all of the solicitations that ODOT has will show up.

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