

## Ministry and BPS Responsible Users Accessing Historical Data in BC Bid

The purpose of this BC Bid Quick Reference Guide is to provide Ministry and BPS Responsible Users instructions for access to their Ministry/Organization historical data migrated into BC Bid. Historical data is being migrated under the 'Issued For' organization as they would be the contract holders.

A Responsible User is a representative from a Ministry or BPS organization that has been provided specific access to view BC Bid historical data. Each buying organization can have only one Responsible User. A Ministry may have more than one buying organization within it, please refer to the Buying Organization List for Ministries.

All BC Bid users will be able to access some historical data through the public portal, including:

- Publicly posted RFX opportunities with tender documents and attachments
- Contract award notices without attachments

Ministry and BPS Responsible Users, will be able to access more data, including:

- Invite-only RFX opportunities
- Supplier submissions and attachments
- Contract award/purchase order (for ministry) details with attachments
- ITT tender attachments for plan holders (for ministry)

To attain Responsible User access, a completed [MINISTRY RESPONSIBLE USER REQUEST](#) or [BPS RESPONSIBLE USER REQUEST](#) form needs to be submitted to the BC Bid Help Desk.

Note: Historical opportunities run by Procurement Services Branch for clients will be assigned to the client's Responsible User. However, PSB will have their responsible user added to those opportunities as a contributor with read-only access. They will not be able to add others to the historic opportunity.

To...	Follow these steps...	Tips and Links...
<b>To view historical data accessible by all BC Bid users</b>	<ol style="list-style-type: none"> <li>1. Go to the <a href="#">BC Bid</a> home page.</li> <li>2. Click on the <b>Opportunities</b> tab, this will display the Search functionality.</li> <li>3. Once a specific opportunity is selected, the overview, opportunity details and addenda can be viewed.</li> <li>4. Click on the <b>Contract Awards</b> tab, this will display the list of contract awards by date. To look for a specific contract award, use the Search functionality.</li> </ol>	Have your BC Bid page bookmarked for easy access
<b>To view historical data only accessible by Responsible Users</b>	<ol style="list-style-type: none"> <li>1. Log in with your IDIR/BCeID credentials.</li> <li>2. Click on the Sourcing/Sourcing Projects tab.</li> <li>3. This will display the Search functionality.</li> </ol>	
<b>Explore Sourcing Projects</b>	<ol style="list-style-type: none"> <li>1. In one or multiple search fields, enter text or use the drop-down lists to filter the search options. <ul style="list-style-type: none"> <li>• Uncheck 'Limit to my scope' box if checked by default</li> <li>• Click Search.</li> <li>• To start a search, click Reset.</li> </ul> </li> </ol>	 <a href="#">Exploring Opportunities</a>

<p><b>Search by Keyword</b></p>	<p>1. Enter any keyword associated with the opportunity searched: organization name, GSIN code used in BC Bid, words in labels, etc.</p>
<p><b>Search by commodity – NOT APPLICABLE</b></p>	<p>1. The Commodity filter is not applicable for BC Bid historical data because these records are not based on UNSPSC codes. However, the search by key word filter will search for the GSIN codes from the previous BC Bid.</p>
<p><b>Search by Sourcing Project Type</b></p>	<p>1. Select <b>Historical data (load data)</b> from the drop-down list. This will provide a list of all historical BC Bid data from your ministry/organization.</p>
<p><b>Search by Status and Search by RFX Status</b></p>	<p>1. All historical BC Bid migrated data will have a status of Closed. Searching by Status for this data is not recommended as it will display all closed opportunities.</p>
<p><b>Search by Opportunity ID</b></p>	<p>1. If previously identified for searching purposes, enter the opportunity ID from the historical opportunity: example: ON - 1234....</p>
<p><b>Search by Organization</b></p>	<p>1. Ministry or BPS Responsible Users will only have access to their organization’s historical BC Bid migrated data.</p>
<p><b>Search by Opportunity Type on Historical Records</b></p>	<p>1. To search migrated data by opportunity type, click on drop-down list of the box called: <b>‘Opportunity Type on Historical Records...’</b>. The list will display the opportunity types that existed in previous BC Bid.</p> <p>Note: Some opportunity type names from previous BC Bid no longer exist in BC Bid, or the name changed, example: Invitation to Bid (ITB) in previous BC Bid has been discontinued and Timber Auction is used in BC Bid.</p>
<p><b>Search by Issue date and Closing date</b></p>	<p>1. If previously identified for searching purposes, enter Issue Date and Closing Date to narrow down the search.</p>
<p><b>View an opportunity BC Bid historical migrated data</b></p>	<p>1. Click on the <b>Label</b>.</p> <p>2. Click on the <b>Set up Project</b> tab found in the left panel to see the overview details of the opportunity like contact details, GSIN commodity code.</p> <p>3. Click on the <b>Set up Team</b> tab. Here the Responsible User can add team members as Contributors to view the opportunity’s historical data.</p> <p>Note: Opportunities issued by Procurement Services Branch (PSB) on behalf of other organizations will have a PSB representative as a Contributor present. This team member should not be removed.</p>

	<p>4. The <b>Set up Documents</b> tab will not have any migrated documents displayed; these can be accessed later in the Prepare RFX tab.</p>	 <a href="#">Set up Team</a>
<p><b>View type of data migrated in Prepare RFX Tab</b></p>	<p>Click on <b>Prepare RFX</b> to access:</p> <ol style="list-style-type: none"> <li><b>Prepare RFX Setup Tab</b> - RFX Settings, key information, Summary Details, number of amendments, issue date, closing date, open/unseal date, last amendment date and time. Note: For historical data, the Opportunity Type will always display the legend 'Historic Record - General (pre-Jan 2023).  To check what type of opportunity was in previous BC Bid, go to Notice Type further below.</li> <li><b>Prepare RFX Documents</b> tab - this will display the list of documents submitted for the opportunity Note: Documents displaying status of 'Supplier Migrated Documents (Approved)' were uploaded for public view, whereas documents displaying status of 'Supplier Documents' were never shared publicly, only for buyer view like planning documents or non-published versions.  <b>MoTI only:</b> Documents displaying status of 'Supplier Migrated Documents (Approved)' were available to Planholders, but no longer are.</li> <li><b>Prepare RFX Item</b> tab - for MOTI ITTs and PSB ITQs: line item descriptions of what was being bought.</li> <li><b>Prepare RFX Supplier</b> tab - will not display suppliers who participated; that information will be on the Analyze and Award tab.</li> </ol>	
<p><b>View type of data migrated in Analyze and Award tab</b></p>	<ol style="list-style-type: none"> <li>Click on <b>Analyze and Award</b> tab located in the left panel, this will display the e-bid submissions. Hard copy submissions will not be displayed.</li> <li>Click on the title of the submitted response to access the response document.</li> </ol>	
<p><b>View type of data migrated in Contract Award tab</b></p>	<ol style="list-style-type: none"> <li>Click on <b>Contract Award</b> tab located in the left panel, this will display the awarded submission/supplier.</li> <li>Click on the pencil.</li> </ol> <p>This will display historical contract award details. For ITQs run by PSB the associated documents like Standing Offer attachments or POs (all versions) will be present.</p> <p>Note: the pencil/edit button can open details of the contract award but will not result as an editing function.</p>	

**Search via  
Contract Award**

1. Click on the **Sourcing/Contract Awards** tab.
2. Use the search and filter functions to look for a specific contract award.
3. The **Contract Award** function provides a view to:  
Opportunity ID, Description, Type, Issuing Organization, Issuing Location, Contact Email, Currency, Contract Value, Successful Supplier, Supplier Address, Award Date and Justification.
4. To identify historical BC migrated opportunities using the **Opportunity Type** filter, look for 'Migrated Supplier' under the Successful Supplier column.

Note: Contract Awards in BC Bid will display the name of the supplier under the Successful Supplier column.

5. To view the name of the 'Migrated Supplier', check under the Supplier Address column.

 [Exploring Contract Awards](#)**Provincial Help Desk**

Help Desk hours: 8:30 am to 4:30 pm  
Monday to Friday  
Email Contact: [BCBID@gov.bc.ca](mailto:BCBID@gov.bc.ca)

Contact the help desk by phone:  
Direct: 1-250-387-7301  
Toll Free (BC only): 1-800-663-7867  
View the Help Desk Self-Help Resources

**Training Help**

Please see the BC Procurement Resources website for a list of Ministry trainers and contact information.