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Multi-Use RFQs (MULRFQ) establish a multi-use list of qualified suppliers that may be used on an ongoing basis for more than one subsequent procurement.

To...	Follow these steps...	Tips and Links... *
To set up a single list		
Create Sourcing Project	<ol style="list-style-type: none"> Set up Project: <ul style="list-style-type: none"> Select Sourcing Project Type: Multi-Use List If posting on behalf of another organization 'Issued for' is the Ministry/branch requesting the procurement. Main Commodity/Other Commodities: search for and select Commodity. Select Yes/No to question about other ministries having access to the qualified list and select which organization accordingly. Click Save. Click Set up Team. <ul style="list-style-type: none"> The person who creates the Project has by default the Official Contact and Responsible roles. Add any additional users based on their assigned roles. Click Set up Documents to upload documents related to the opportunity. <ul style="list-style-type: none"> The documents are in draft status and will need to be changed to Approved status before being added to the opportunity in Prepare RFx. 	 Create a Multi-Use List  Set up Team  Set up Documents
Prepare RFx	<ol style="list-style-type: none"> In the Setup tab fill in the Summary Details and assign Issue and Closing dates. Closing date should be the date when the validity of the list will end. Click Validate & Save. In the Setup tab again, the Closing date has changed to Termination Date. Select an Initial Intake Date and Time for the initial batch of submissions for evaluation. Further down checkmark the box for "Post Shortlisted Results Publicly?" In the Additional RFx Info tab, select submission delivery method(s). In the Documents tab, upload documents (either new or from Set up Documents) and ensure all documents for supplier view are uploaded and marked as Approved. In the Suppliers tab, ensure that Public Portal is selected as the default. In the Approvals tab, fill out the relevant details. Click Validate & Save. 	 Additional RFx Info  How to add documents to an Opportunity  Approvals
Issue RFx	<ol style="list-style-type: none"> Click View as Supplier to review the RFx. Click Ready to Issue and Legal Approved if Yes was selected in the Approvals tab, remedy any missing information. Click All approvals complete. Click Issue Opportunity. Click Send and close in email pop-up window. 	 Issue an Opportunity

	6. Click OK twice (Step 1 and Step 2). Your Multi-Use List opportunity is Open.	
Change the Termination Date	<ol style="list-style-type: none"> 1. In the Prepare Rfx Setup tab, change the Termination Date. 2. Issue an Addendum in the Discussion Forum to document the change. 	
Issue Addendum	<ol style="list-style-type: none"> 1. In the Discussion Forum, select Compose Message. 2. Send the message to Public Portal. 3. In the Subject field enter the Opportunity ID, Description, and Addendum number. 4. In the body of the message, enter the content of the addendum. 5. <i>Optional</i>. Add an attachment. 	 Issuing an Addendum Addenda provide answers to questions or additional information  How to use Discussion Forum
Issue an Amendment	<ol style="list-style-type: none"> 1. In any Prepare Rfx screen of the Open Multi-Use List opportunity, select the Other Actions drop-down list, then select Create new Amendment. 2. Select the information to be copied to the new version. 3. In the Prepare Rfx Setup screen, enter the Amendment Reason and select Issue and Termination Dates. 4. Make any required changes and issue the opportunity. 	 Issuing an Amendment
Review Submissions	<p>After the Initial Intake Date and Time:</p> <ol style="list-style-type: none"> 1. Add offline submissions if any: First add the suppliers in the Add Suppliers tab, then go to Prepare Rfx and Validate & Save. Then upload their submissions. 2. Select View Rfx Activity and review submissions for each supplier (download and distribute documents for evaluation). 	 Uploading Submissions
Award an Opportunity	<ol style="list-style-type: none"> 1. Click the Analyze & Award tab. 2. Click the Shortlisted icon for suppliers who will be added to the Multi-Use List and the Do not award icon for suppliers who are not added. 3. Notify results to all Respondents using the Discussion Forum in the left-hand menu or via government email, then in the Analyze and Award tab select the checkbox in the right column called "Short-listed Notified" to check off they have been notified that they are on the shortlist and to ensure the supplier will be in the Qualified List. 4. For every new supplier response that is submitted during the life on the Multi-Use List, proceed to analyze and shortlist accordingly. 5. Ongoing list management can be done in the application: if a supplier no longer meets the requirements (or withdraws) then in the Analyze and Award tab, unselect the shortlist icon under the 'Decision' column. That removes them from the qualified list. 	 Awarding a Contract  Sending List Results Notification to Suppliers
To use a list from a Multi-Use List for an Opportunity (downstream)		
Create Sourcing Project	<ol style="list-style-type: none"> 1. Follow regular steps based on type of Opportunity. 	

Add Suppliers from Qualified Suppliers List	<ol style="list-style-type: none"> In the Add Suppliers tab: <ul style="list-style-type: none"> Click the Add Suppliers grey box. Insert a keyword in the Search by keyword textbox. Click Search. When the Qualified Suppliers List is located, select the checkbox to add the Qualified Suppliers List. Uncheck the Public Portal box. Click Save after the Qualified Suppliers List closes. 	 How to Add from a Multi-use List Qualified Suppliers List
When in Prepare RFX Setup tab	<ol style="list-style-type: none"> Uncheck the 'Post this opportunity publicly' checkbox on the Prepare RFX set up tab to stop the opportunity being published on the public portal. 	
When a secondary procurement from a MUL is complete and an Agreement is signed:		
Create a Contract Award Summary for Multi-List		
Create Contract Award Summary	<ol style="list-style-type: none"> Open/Click on Create Contract Award icon located in the Sourcing menu or in the dashboard. Enter free form/customized Opportunity ID. Enter the Opportunity Type that was used for the second stage procurement. Enter the appropriate Supply Arrangement. Complete all remaining fields accordingly and Publish. 	
Update RFX and Project Status	<p>Once a project is complete:</p> <ol style="list-style-type: none"> In Prepare RFX Setup tab, update the status as needed. In the Set up Project tab, update the status as needed. 	 Completing an Opportunity  Closeout a Sourcing Project <p>Suppliers need to know the final status of a Project even if it isn't awarded</p>

* The videos listed here are generic to the functionality of the entire application; therefore, not all tasks in the videos are to be followed exactly.

Provincial Help Desk

Help Desk hours: 8:30 am to 4:30 pm
Monday to Friday
Email Contact: 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 Bid Resources website for a list of Ministry trainers and contact information.