The purpose of this BC Bid Application Multi-Use List Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the Ministry Buyer Guide.

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	1. Set up Project: • 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**. 2. Click **Set up Team**. • The person who creates the Project has by default the Official Contact and Responsible roles. • Add any additional users based on their assigned roles. 3. Click **Set up Documents** to upload documents related to the opportunity. • 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	1. 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**. 2. 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?" 3. In the **Additional RFx Info** tab, select submission delivery method(s). 4. 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**. 5. In the **Suppliers** tab, ensure that Public Portal is selected as the default. 6. In the **Approvals** tab, fill out the relevant details. 7. Click Validate & Save.	Additional RFx Info How to add documents to an Opportunity Approvals
Issue RFx	1. Click **View as Supplier** to review the RFx. 2. Click **Ready to Issue** and Legal Approved if Yes was selected in the Approvals tab, remedy any missing information. 3. Click **All approvals complete**. 4. Click **Issue Opportunity**. 5. 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	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	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. *Optional*. Add an attachment.	Issuing an Addendum Addenda provide answers to questions or additional information How to use Discussion Forum
Issue an Amendment	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 Amendments will require suppliers to submit new challenges
Review Submissions	After the Initial Intake Date and Time: 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	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	1. Follow regular steps based on type of Opportunity.	

Add Suppliers from Qualified Suppliers List	1. In the **Add Suppliers** tab: • 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	1. 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	1. Open/Click on **Create Contract Award** icon located in the **Sourcing** menu or in the dashboard. 2. Enter free form/customized **Opportunity ID.** 3. Enter the **Opportunity Type** that was used for the second stage procurement. 4. Enter the appropriate **Supply Arrangement.** 5. Complete all remaining fields accordingly and **Publish.**	
Update RFx and Project Status	Once a project is complete: 1. In **Prepare RFx Setup** tab, update the status as needed. 2. In the **Set up Project** tab, update the status as needed.	Completing an Opportunity Closeout a Sourcing Project Suppliers need to know the final status of a Project even if it isn't awarded

* 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.