MissouriBUYS Bid Locator Tool – Instructions
(Revised April 6, 2020)

The MissouriBUYS Bid Board HOSTS bid opportunities posted by State of Missouri agencies, and the Bid Locator Tool LOCATES these state agency bids along with bids posted by local and federal governmental entities and political subdivisions in Missouri including cities, counties, school districts, universities, and many others. The MissouriBUYS Bid Locator Tool is powered by the InstantMarkets application and is part of the state's eProcurement solution offered through the state's eProcurement partner, Perfect Commerce (a Proactis Company).

How to use the Bid Locator Tool in MissouriBUYS:

The MissouriBUYS Bid Locator Tool has 'What' and 'Where' search fields, in addition to numerous other search FILTERS, that can be used to locate bid opportunities for all levels of government (state, local and federal) and political subdivisions in Missouri.

When entering keywords in the 'What' search field, results will begin populating as a keyword is entered. The words 'AND' (or the '+' sign) and 'OR' can also be used to link keywords to help narrow searches; e.g. 'road and sign'. Clicking on the 'Reset' button clears all search criteria entered and resets to default search and filters.

You can select a bid that interests you by clicking on a bid title (i.e. '20-017 Road Signs' in the example above) to learn more about the bid opportunity. From the bid opportunity page (shown in the next screen shot), you can click on the 'View Official Site' button and be redirected to the governmental entity's bid landing page for all remaining bid details.

Clicking on the [← Go back to Opportunity Listing] link at the top of a bid opportunity page will take you back to the Bid Locator Tool's main search page where you can search for additional bid opportunities.

Clicking on the black **FILTERS** box on the right will open numerous search filters to assist in narrowing a search. The filters include Dates (Due Date, Post Date, Start Date), Opportunity (Type and Status), Customer (Agency and Type), Location (City, State, Country) and Source (Name and Type).

Clicking on the 'Show more' button at the end of a search category in the **FILTERS** box (where applicable) will expand the category to show all possible selections.

Click on your screen outside the **FILTERS** box, or the 'X' in the top left corner, to close the **FILTERS** box.

Clicking on the black **HELP** box on the right will populate information on the features of the MissouriBUYS Bid Locator Tool. The numbered prompts explain how to conduct a search by keyword, location or both; use the available Filters; sort the results displayed; reset to the default search screen and filters; create daily email alerts that will notify you when new opportunities are found that match your keyword(s); save your searches; retrieve saved searches; easily get to an entity's bid landing page; save relevant bid opportunities; locate your saved bid opportunities; and share found bid opportunities with others via email.
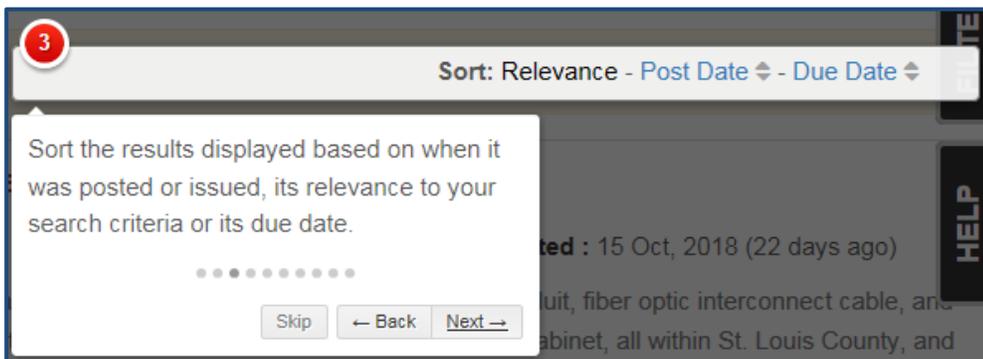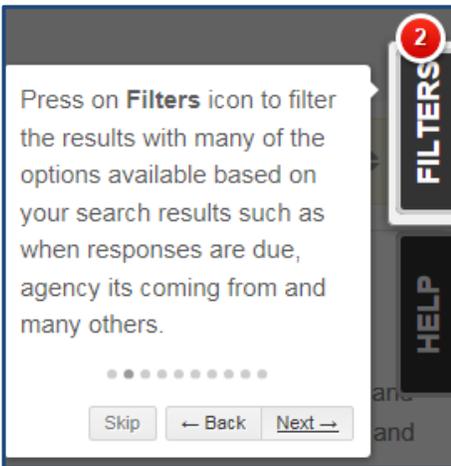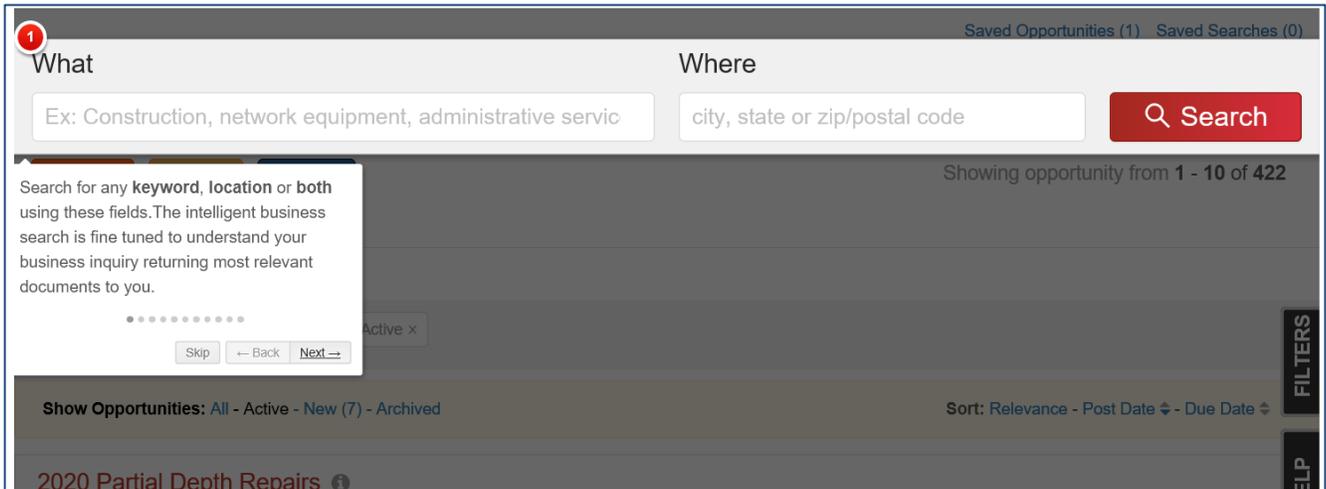
4 Reset Alert

Clear all filters. Reset to default search and filters.

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Skip   ← Back   Next →

5 Alert Save

Create daily email alerts to be notified when there are new matches for your search. You will only be notified if there are new matches.

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Skip   ← Back   Next →

6 Save

You can also **save** your search to use it later.

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Skip   ← Back   Next →

7 nities (0) Saved Searches (0)

Your **saved searches** will appear here.

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Skip   ← Back   Next →

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Engineering Services - West Ash Pump Station Upgrades ⓘ

Type : Bid Notification   **Due :** 10 Apr, 2020 (in 4 days)   **Posted :** 55 minutes ago   **Started :** 10 Mar, 2020 (26 days ago)

Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City's E-bidding website. Electronic Proposals are limited to 5 Response Attachments. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Purchasing Department, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. Sealed proposals must be submitted in three (3) copies, one of which must be an original and so marked. The proposals must be in a sealed envelope and marked in bold letters "RFQUAL 70/2020."

From: Columbia (City)   ⊞ Save   ⊲ Share

Here is an example business opportunity or document listing example.Clicking on the bid title takes you to the bid opportunity page where you can click on the **View or Go to Official Site** button to get directly to the entity's bid page

• • • • • • • • • • •

Skip   ← Back   Next →

Due : 01 May, 2020 (in 25 days)   **Posted :** 36 minutes ago   **Started :** 05 Apr, 2020 (Yesterday)

...viewed and downloaded online in the bids section at www.colecounty.org. A hard copy of the plans and specifications will not be ... project shall submit the plan holder contact information form found in the specifications to document.write ...ects@colecounty.org <i class="alert">For security reasons, you must enable JavaScript to view this E-mail address.</i> prior to the ...e held due to technical advisories issued by ...

⊞ Save   ⊲ Share

9

⊞ Save   ⊲ Share

As you view through the results, you can **Save** ones you like by clicking here on **Save**

• • • • • • • • • • •

Skip   ← Back   Next →

10

Saved Opportunities (0)   Saved

Your **Saved Opportunities** will appear here.

• • • • • • • • • • •

Skip   ← Back   Next →

11

⊲ Share

You can share the matching opportunities by clicking on **Share** here.

• • • • • • • • • • •

Done   ← Back   Next →

Clicking on your screen outside the **HELP** box will close the instructions. You can also click on 'Skip' in any of the instructional pop-ups or 'Done' at the end to close **HELP**.