



MissouriBUYS Bid Locator Tool – Frequently Asked Questions (Revised 1/23/2020)

What is the MissouriBUYS Bid Locator Tool?

While the MissouriBUYS Bid Board HOSTS bid opportunities posted by State of Missouri agencies, the MissouriBUYS 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.

What is InstantMarkets?

This MissouriBUYS Bid Locator Tool is powered by the InstantMarkets application. This Missouri government bid search tool is part of the state's eProcurement solution offered through the state's eProcurement partner, Perfect Commerce (a Proactis Company).

Who should I contact if I have a question about navigating the Bid Locator Tool?

If you have a question about how to use the Bid Locator Tool, which is powered by InstantMarkets, please send an email to info@instantmarkets.com. If you have a question about MissouriBUYS, including bids posted by State of Missouri agencies, please send an email to MissouriBUYS@mo.gov.

Who should I contact if I have a question about a particular solicitation?

You should always contact the issuing governmental agency contact person listed for the solicitation.

Is there a cost to use the MissouriBUYS Bid Locator Tool?

No, this search engine tool is a feature offered to the State of Missouri at no cost as part of the state's eProcurement solution.

Is there a cost to subscribe to InstantMarkets, the application that powers the MissouriBUYS Bid Locator Tool?

No, there is no cost to subscribe as long as you are looking at bid opportunities in Missouri using this tool.

Once I open a bid opportunity (by clicking on the red bid title), what happens?

Additional information about the bid will populate on your screen. Clicking on the 'View Official Site' button will redirect you to the governmental entity's bid landing page for all of the details about the bid including any attachments, addendums, etc.

What is the Opportunity Identifier?

The 'Opportunity Identifier' is the bid number associated with the bid or the bid number assigned by the governmental entity.

How can I tell if a bid opportunity was issued by the State of Missouri?



Bids issued by the Office of Administration's Division of Purchasing will display 'From: Missouri (State)' on the Opportunity Listing page as the entity issuing the bid opportunity. When a Missouri state agency issues a bid themselves, the 'From' field will contain Missouri and the name of the

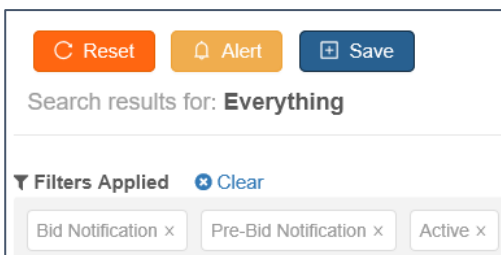
department or agency; i.e. 'From: Missouri Department of Transportation (Transportation).'
Identifying which bid opportunities were posted by the federal government, cities, counties, etc. in Missouri can be easily determined by the content that populates in the 'From' field.

Can I search for bid opportunities posted by a certain agency or in a certain city?

Yes, you can use the 'Where' search field and the various additional search categories that are available by clicking on the black FILTERS box on the right to narrow your search. As you make your selections in the various search categories, bid opportunities matching your search criteria will start populating. Clicking outside of the FILTERS box or on the 'X' in the top left corner of the FILTERS box will close the box.

How can I tell which search filters have been selected?

FILTERS selected will populate in the Filters Applied section. Bid Notification, Pre-Bid Notification and Active are default filters. Clicking on  will clear all Filters Applied. Clicking on the  button clears all search criteria entered and resets to default search and filters.



If an addendum is issued for a bid, will the addendum be accessible through the Bid Locator Tool?

No, the Bid Locator Tool/InstantMarkets application does not currently handle or display addendums. Users should check the governmental entity's bid page (by clicking on the 'View Official Site' button) for any addendums, mandatory documents, attachments, etc. that may have been issued for the bid.

Can I submit an electronic bid response in MissouriBUYS from the InstantMarkets application?

The Bid Locator Tool/InstantMarkets application is a search tool and enables you to view and download documents by using the 'View Official Site' button. To submit an electronic bid response for a State of Missouri bid through MissouriBUYS, you will need to log in to MissouriBUYS by clicking on the 'Login' button on your screen. Once you have successfully logged in to MissouriBUYS / WebProcure (<https://missouribuys.mo.gov>), you will be able to locate the bid opportunity on the MissouriBUYS Bid Board and submit a bid response electronically.

What does it mean to set up an Alert?

Setting up an 'Alert' will generate a daily email to you of new bids that have been posted that match your alert search criteria. If there is more than one bid that matches your Alert search criteria, information about all of the bids will appear in the same email. Clicking on the bid title in the email will take you to the InstantMarkets application.

If I see a Chat box and type in a message, what happens?

The MissouriBUYS/WebProcure system does not contain any chat boxes. If you see a red Chat box while using the Bid Locator Tool, you are in the InstantMarkets application and any message entered will go to the InstantMarkets team, not MissouriBUYS.

I got a 'Restricted Access' message. What does it mean?

When you save bid opportunities, save bid searches, and establish alerts, these actions are available options within the InstantMarkets application. If you see the 'Restricted Access' message, you are in the InstantMarkets application. The message is meant to encourage users to sign in to InstantMarkets to be able to manage opportunities from any computer. There is no cost or fee to use the MissouriBUYS Bid Locator Tool/InstantMarkets application or to create an account in InstantMarkets.