

Munis[®] Bid Management

With Munis Bid Management you can create any number of bid catalogs. Bid catalogs can be initiated for yearly purchases of items or generated through the Munis requisition process. Individual departments can enter on-line requested quantities for item being put out to bid. Once the bid has been established notifications can be sent to vendors via e-mail. Vendors can either mail their bids to the requesting site or optionally enter their bid information using Munis Self-Serivce. Additional criteria in the form of custom RFP questions can also be attached to a Munis bid.

From vendor responses, Munis determines the best vendor to award a bid to by individual bid line item. Awarded bids can be used to create Purchase Orders or converted into a Contract that can be purchased against for the term of the bid.

Highlights

- Fully supports NIGP and custom commodity code formats
- Option to enforce awarded vendors' pricing when purchasing bid commodities
- Decentralized requests: Allows departments to enter requested quantities by item online
- Volume buying: All departmental requested quantities are automatically combined into a single bid catalog
- Unlimited number of bid items can be included in a catalogue
- With Munis Self Service (optional), vendors can view and submit responses to bids on-line.
- Award catalogs by line item to individual vendors or award an entire catalog to a single vendor
- Awarded bids can be converted into Purchase Orders or Contracts

Tracking

- Custom milestone definition to track key dates associated with a bid
- Tracks associated date that include: Bid Creation, Bid Effective Date, Department Requests Due, Vendor Response deadline, Vendor Meeting, Bid Opening and Expected Award
- Tracks an unlimited number of vendor responses that include: Per Item Bid, Minimum Bid, Shipping Costs, Discounts, Bidding an Alternate Item

Inquiries and Reports

- Includes:
 - » Department Ordered Quantities
 - » Vendor Responses with Rankings
 - » Budgeted Catalog Amounts verse Awarded Catalog Amounts
 - » Awarded Item List

The Munis[®] Bid Management application can help automate the mass procurement / volume buying process in your organization.