



Dear INFORMS users,

We are excited to share that these Supply Chain Management (SCM) transactions are now available online - **View Awarded Contract(s), Find a Previous Bid/Contract ID and Run a SC Query.** Please follow the “How-to” instructions below.

**View Awarded Contract(s) Online:**

Please be advised that Awarded contracts are available online. Click on the highlighted link to get to the: [View Awarded Contract \(miamidade.gov\) page](#)

Navigation	Screen Shot																											
<p><b>View Awarded Contract:</b></p> <p>1. Users have the option to Search by <b>Contract ID</b> (if known) and/or the <b>Contract Description</b>. Also note that there is an Active Contract and Pool dropdown menu that can be left blank (see screen shot 1) and then click on the <b>Search button</b>.</p> <p><i>Note: All awarded contract(s) found for the criterion entered will display (see screen shot 1)</i></p> <p>2. Click on the contract of choice to view contract attachment(s).</p>	<p><b>Screen Shot 1:</b></p> <table border="1"> <thead> <tr> <th>Contract ID</th> <th>Contract Description</th> <th>Begin Date</th> <th>End Date</th> <th>Contract Amount</th> <th>Active Contract</th> <th>Pool Contract</th> <th>Contract Style</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>9384-1222-1</td> <td>APPLIANCES, PARTS, SUPPLIES &amp;</td> <td>04/01/2018</td> <td>06/30/2023</td> <td>\$0.000</td> <td>Active</td> <td>Yes</td> <td>Request to Qualify</td> <td>Boyle, James</td> </tr> <tr> <td>EVN0000079</td> <td>APPLIANCES,PARTS,RELATED SERV.</td> <td>04/25/2023</td> <td>04/30/2028</td> <td>\$10,662,722.000</td> <td>Active</td> <td>Yes</td> <td>Request to Qualify</td> <td>Boyle, James</td> </tr> </tbody> </table>	Contract ID	Contract Description	Begin Date	End Date	Contract Amount	Active Contract	Pool Contract	Contract Style	Buyer	9384-1222-1	APPLIANCES, PARTS, SUPPLIES &	04/01/2018	06/30/2023	\$0.000	Active	Yes	Request to Qualify	Boyle, James	EVN0000079	APPLIANCES,PARTS,RELATED SERV.	04/25/2023	04/30/2028	\$10,662,722.000	Active	Yes	Request to Qualify	Boyle, James
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<p><b>View Contract Attachment(s):</b></p> <p>3. After clicking the Contract ID of choice, all associated contract</p>	<p><b>Screen Shot 2:</b></p>																											

attachment(s) will display. Simply go to the View Column and click the View Button, to see the attachment(s) (See screen shot 2 & 3)

Attachments	
Attachments	
🔍	
File Name*	Title
EVN0000079_Packet_with_Addendums.pdf	
Roadmap_EVN0000079_Appliances.docx	

**Screen Shot 3:**



**How To Find A Previous Bid/Contract ID:**

Navigation	Screen Shot
<p><b>Contract Entry-Find Existing Contract</b></p> <ol style="list-style-type: none"> <li>Go to the Contract Entry Screen</li> <li>Find Existing Contract</li> <li>Search for the contract of choice</li> </ol>	<p><b>Contract Entry</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Keyword Search"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>SetID = ▾ MDC 🔍</p> <p>Contract ID begins with ▾ EVN0000079</p> <p>Contract Version = ▾</p> <p>Version Status = ▾</p> <p>Contract Style begins with ▾ 🔍</p> <p>Contract Process Option = ▾</p> <p>Short Supplier Name begins with ▾ 🔍</p> <p>Supplier Name begins with ▾ 🔍</p> <p>Master Contract ID begins with ▾ 🔍</p> <p>Description begins with ▾</p> <p> <input type="checkbox"/> Correct History         <input type="checkbox"/> Case Sensitive       </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p>

4. Click on the contract of choice, and user will be taken to the Contract Entry screen.

5. Click on the Contract Details Tab  
To see the Previous Bid #: 9384-1/22.

**How to Run a SC Query:**

To run a query at your convenience, please see step-by step instructions in job aid titled: [Navigation to get to Query Viewer to Run Reports in Informs.](#)

<p>Please also see above steps to View Awarded Contract(s) online and <a href="#">link.</a></p>	<p><b>View Awarded Contract(s) Online</b> See above steps to View Awarded Contracts (online) and <a href="#">link.</a></p>
<p>Please Open a Remedy Ticket</p>	<p>For assistance with INFORMS Supply Chain (e.g. areas: BTS/PA, eProcurement/Purchasing, Strategic Sourcing, Supplier Contract, Supplier/Bidder, Supply Chain Workflow), please <a href="#">Open a Remedy Ticket</a>, and we will be happy to assist you. If the link does not work for you, please contact the helpdesk for support (305) 596-4357.</p>

Thank you,

INFORMS Project Team