

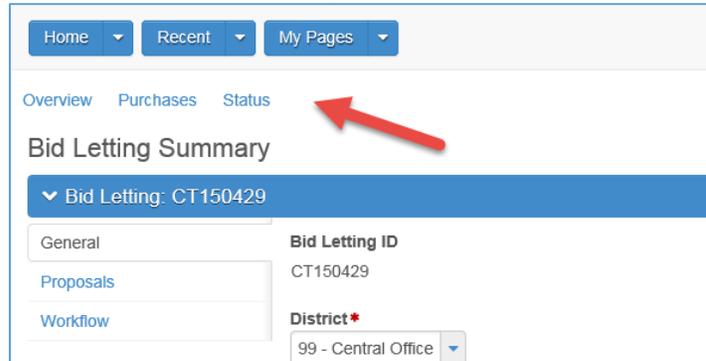
Reject All Bids Steps

Sometimes a proposal that is included in a bid letting is not awarded to any bidder. This may occur because of a legal or administrative issue or because no valid bids were received.

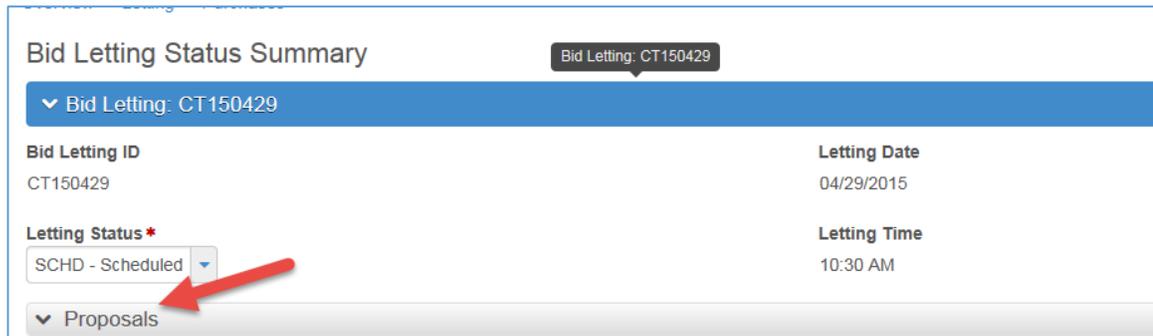
You can reject a proposal so that it cannot be awarded.

Follow these steps to **Reject** a **Proposal** after it is placed in the **Work Flow Phase “Reject All Bids-Transfer to DSS”**:

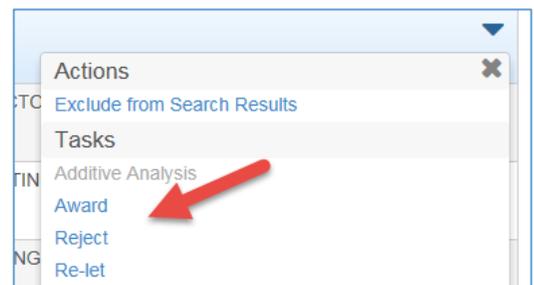
1. Locate the proposal row on the Bid Letting Status Summary and open the Proposal List.



2. Select **Reject** from the **Actions** menu for the proposal you want to reject.

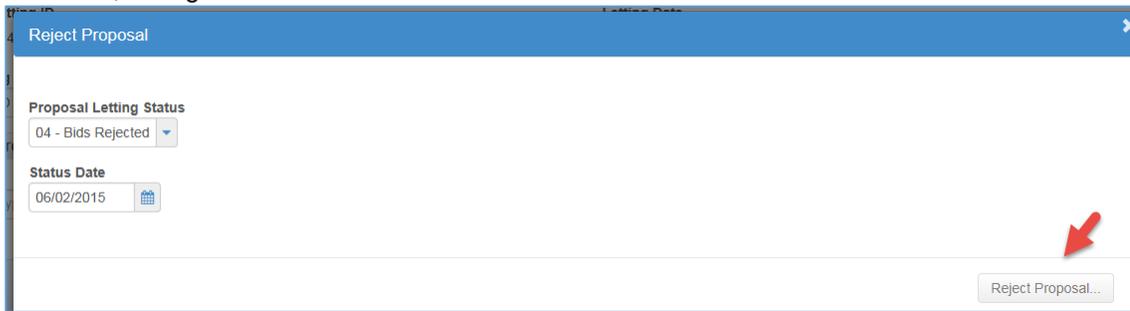


The system displays a Reject Proposal modal window.

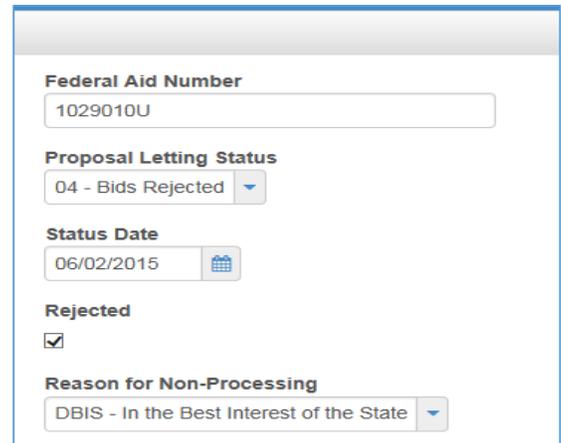


3. In the modal window, click in the **Proposal Status** field, and change the value to **Rejected**.

4. If needed, change the date in the **Status Date** field.



5. On the Proposal Summary screen, select the reason in the **“Reason for Non-Processing”** field.



6. Click the **“Rejected”** Field.

*These steps will allow the Reject All Bids information to pass to BAMS/DSS with the next System Pass.

- * **Note: This is an automatic System Action not requiring further action by Contracts Staff. When this system pass occurs the Rejected Proposal’s Date in the “Passed to BAMS/DSS” will be updated.**