



GEORGIA DEPARTMENT OF EDUCATION

Pupil Transportation

Bus Bid Tabulation

Adding a Bus Bid

Who uses this procedure? Pupil Transportation Directors

This procedure lists the steps to add a bus bid in the Bus Bid Tabulation module.

1. Log into **MyGaDOE**.
2. Select **Application** from the Pupil Transportation main menu.

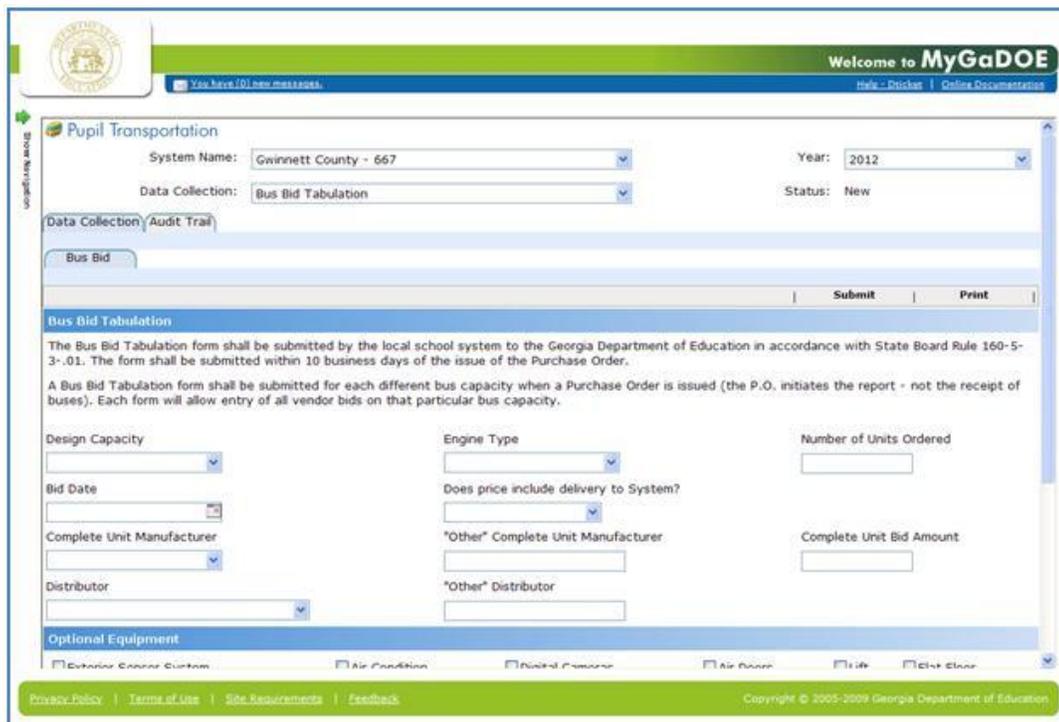
The Pupil Transportation page appears.



The screenshot shows the top section of the Pupil Transportation application. It includes a title bar with the Georgia Department of Education logo and the text 'Pupil Transportation'. Below the title bar are four dropdown menus: 'System Name' (set to 'Burke County - 617'), 'Year' (set to '2012'), 'Data Collection' (set to 'Select a Data Collection'), and 'Status' (set to 'New').

3. Complete the fields at the top of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.
 - c. Select **Bus Bid Tabulation** from the Data Collection drop-down list.

The Bus Bid Tabulation page appears.



The screenshot shows the 'Bus Bid Tabulation' page within the Pupil Transportation application. The page header includes the Georgia Department of Education logo, a 'Welcome to MyGaDOE' banner, and a notification for 101 new messages. The main content area is titled 'Bus Bid Tabulation' and contains a form with the following fields:

- System Name: Gwinnett County - 667
- Year: 2012
- Data Collection: Bus Bid Tabulation
- Status: New

Below the form, there is a 'Bus Bid' tab and a 'Submit' button. The page also includes a 'Data Collection' and 'Audit Trail' menu. The main content area contains a 'Bus Bid Tabulation' section with the following text:

The Bus Bid Tabulation form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.01. The form shall be submitted within 10 business days of the issue of the Purchase Order.

A Bus Bid Tabulation form shall be submitted for each different bus capacity when a Purchase Order is issued (the P.O. initiates the report - not the receipt of buses). Each form will allow entry of all vendor bids on that particular bus capacity.

The form includes the following fields:

- Design Capacity: [Dropdown]
- Engine Type: [Dropdown]
- Number of Units Ordered: [Text]
- Bid Date: [Text]
- Does price include delivery to System?: [Dropdown]
- Complete Unit Manufacturer: [Dropdown]
- *Other* Complete Unit Manufacturer: [Text]
- Complete Unit Bid Amount: [Text]
- Distributor: [Dropdown]
- *Other* Distributor: [Text]

At the bottom of the page, there is an 'Optional Equipment' section with checkboxes for 'Exterior Chrome Custom', 'Air Pollution', 'Trailer Package', 'Air Pump', 'Life', and 'Clock Star'. The footer includes a 'Privacy Policy' link, 'Terms of Use', 'Site Requirements', and 'Feedback' links, along with a copyright notice for 2005-2009 Georgia Department of Education.

4. In the Bus Bid Tabulation section:
 - a. Select a **Design Capacity** range.
 - b. Select an **Engine Type**.
 - c. Enter the **Number of Units Ordered**.
 - d. Enter a **Bid Date**.
 - e. Select **Yes** or **No** for the Does price include delivery to System? field.
 - f. Select a **Complete Unit Manufacturer**.

Note: If you select Other, you must fill out the "Other" Complete Unit Manufacturer field.

- g. Enter the **Complete Unit Bid Amount**.
- h. Select a **Distributor**.

Note: If you select Other, you must fill out the "Other" Distributor field.

5. In the **Optional Equipment** section:

- a. (Optional) Check the **Exterior Sensor System** field.
 - b. (Optional) Check the **Air Condition** field.
 - c. (Optional) Check the **Digital Cameras** field.
 - d. (Optional) Check the **Air Doors** field.
 - e. (Optional) Check the **Lift** field.
 - f. (Optional) Check the **Flat Floor** field.
6. In the **Awarded Bid Information** section:
 - a. Select **Yes** or **No** for **Is this the Low Bid Awarded?** drop-down.
 - b. Select **Yes** or **No** for **Bid Awarded?** drop-down.
 - c. If you select No for the Is this the Low Bid Awarded? field and you select Yes for the Bid Awarded? field, you must select a **Justification of Award Bid** option. If you select the **"Other"** option, you must fill out the **"Other" Justification of Award Bid** field.
 - d. Select **Yes** or **No** for **Is Bid Awarded from Statewide Contract?** drop-down.
 - e. Click the **Add** button.

The Pupil Transportation application creates a bus bid record and lists the record in the table under this form. There can be multiple bus bid records per system.

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? Bid Awarded?

Justification of Award Bid "Other" Justification of Award Bid

Design Capacity Filter

Filter by Design Capacity:

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Incl. Delivery to Sys?	Complete Unit Mfr	Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Camera
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	1 -	223	08/22/2010	Yes	Bluebird	12.00	Yancy Bus	No	No	No

Tip: Use the horizontal scroll bar at the bottom of the table to view all columns.

Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Cameras	Air Doors	Lift	Flat	Is this the Lowest Bid?	Bid Awarded?	Justification of Award Bid		
321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No	No	No	No	No		Low Bid cannot meet terms/conditions		
321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No	No	No	No	No	Yes			
321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No	No	No	No	Yes				
12.00	Yancy Bus Sales &	No	No	No	No	No	No	No		Low Bid has poor past		

You can **edit** or **delete** any bus bid record.

Note: Once you have finalized a bus bid, submit it.

- When a Bid has been awarded click the **Yes** link under the **Bid Awarded** column in the table. The Bid Awarded section appears.

The screenshot shows the MyGaDOE Pupil Transportation interface. At the top, there is a header with the Georgia Department of Education logo and the text "Welcome to MyGaDOE". Below the header, there are navigation links for "Help - District" and "Online Documentation". The main content area is titled "Pupil Transportation" and contains several dropdown menus: "System Name" (Gwinnett County - 667), "Year" (2012), "Data Collection" (Bus Bid Tabulation), and "Status" (New). Below these are two tabs: "Bus Bid" and "Bid Awarded". The "Bus Bid" tab is active and displays the following information:

Design Capacity: 16-20	Engine Type: 1	# of Units Ordered: 3	Bid Date: 01/04/2012
Complete Unit Bid Amount: \$15000.00	Distributor: Yancy Bus Sales & Service (Bluebird)	Is this the Lowest Bid?: Yes	Bid Awarded?: Yes
Is Statewide Contract Awarded?: Yes	Justification of Awarded Bid:		

Below the bid information, there is a "Bid Awarded" section with two input fields: "Number of Units Ordered:" and "Date Ordered:". To the right of these fields are "Add" and "Cancel" buttons.

At the bottom of the page, there are links for "Privacy Policy", "Terms of Use", "Site Requirements", and "Feedback", along with a copyright notice: "Copyright © 2005-2009 Georgia Department of Education".

8. Enter the **Number of Units Ordered**.
9. Enter the **Date Ordered**.
10. Click the **Add** button. The Bid Awarded information appears in a table.

This screenshot shows a close-up of the "Bid Awarded" section. It features two input fields: "Number of Units Ordered:" and "Date Ordered:". To the right of these fields are "Add" and "Cancel" buttons. Below the input fields is a table with the following data:

Number of Units Ordered	Date Ordered		
1	01/04/2012		

Editing a Bus Bid Record

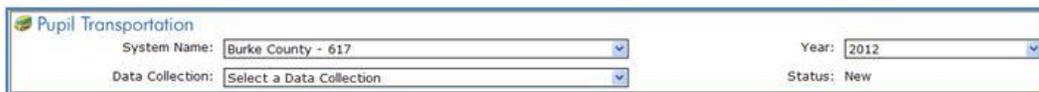
Who uses this procedure? Pupil Transportation Directors

Prerequisite: Adding a Bus Bid Record

This procedure lists the steps to edit a bus bid record in the Bus Bid Tabulation module.

1. Log into **MyGaDOE**.
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.

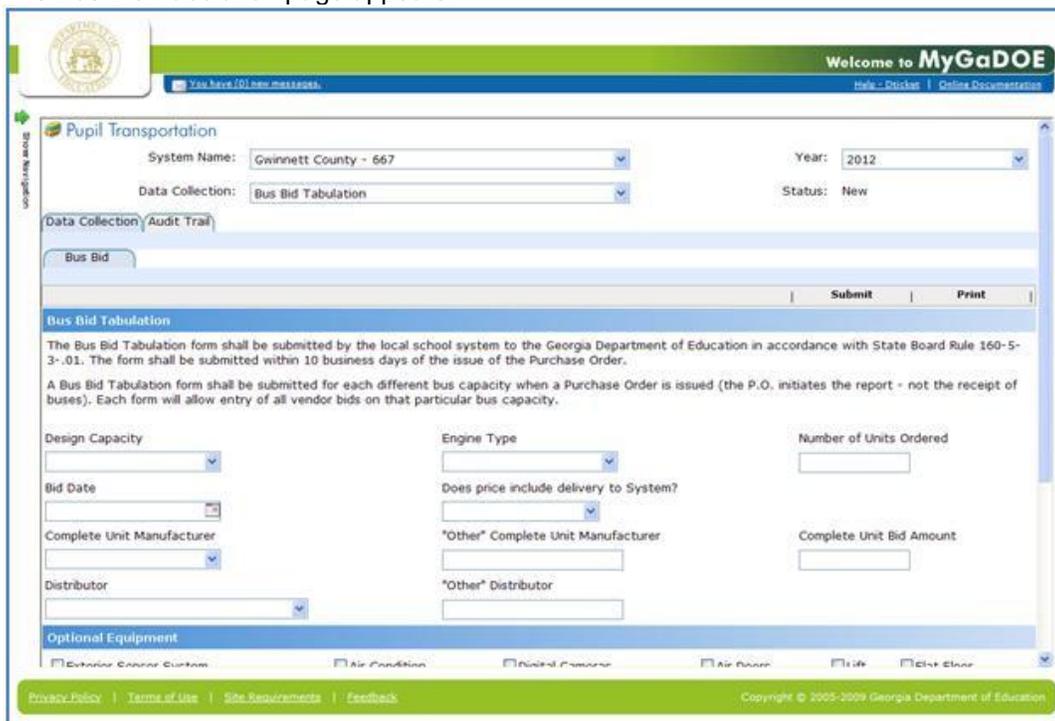


The screenshot shows the 'Pupil Transportation' page with the following fields:

- System Name: Burke County - 617
- Year: 2012
- Data Collection: Select a Data Collection
- Status: New

3. Complete the fields at the top of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.
 - c. Select **Bus Bid Tabulation** from the Data Collection drop-down list.

The Bus Bid Tabulation page appears.



The screenshot shows the 'Bus Bid Tabulation' page with the following fields and sections:

- System Name: Gwinnett County - 667
- Year: 2012
- Data Collection: Bus Bid Tabulation
- Status: New
- Buttons: Submit, Print
- Text: The Bus Bid Tabulation form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.01. The form shall be submitted within 10 business days of the issue of the Purchase Order. A Bus Bid Tabulation form shall be submitted for each different bus capacity when a Purchase Order is issued (the P.O. initiates the report - not the receipt of buses). Each form will allow entry of all vendor bids on that particular bus capacity.
- Design Capacity: [Dropdown]
- Engine Type: [Dropdown]
- Number of Units Ordered: [Text Box]
- Bid Date: [Text Box]
- Does price include delivery to System?: [Dropdown]
- Complete Unit Manufacturer: [Dropdown]
- *Other* Complete Unit Manufacturer: [Text Box]
- Complete Unit Bid Amount: [Text Box]
- Distributor: [Dropdown]
- *Other* Distributor: [Text Box]
- Optional Equipment: [List of checkboxes: Exterior Engine System, Air Condition, Diesel Engine, Air Pump, Lift, etc.]
- Footer: Privacy Policy | Terms of Use | Site Requirements | Feedback | Copyright © 2005-2009 Georgia Department of Education

4. Scroll down to the table of bus bid records under this form.

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? Bid Awarded?

Justification of Award Bid "Other" Justification of Award Bid

Design Capacity Filter

Filter by Design Capacity:

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Incl. Delivery to Sys?	Complete Unit Mfr	Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Camera
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	1 -	223	08/22/2010	Yes	Bluebird	12.00	Yancy Bus	No	No	No

5. Scroll right to view a bus bid record's **edit** button .
6. Click the **edit** button  for the record to be edited. The form above the table displays that bus bid record.

Bus Bid Tabulation

The Bus Bid Tabulation form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.01. The form shall be submitted within 10 business days of the issue of the Purchase Order.

A Bus Bid Tabulation form shall be submitted for each different bus capacity when a Purchase Order is issued (the P.O. initiates the report - not the receipt of buses). Each form will allow entry of all vendor bids on that particular bus capacity.

Design Capacity 16-20	Engine Type 1 - Gasoline	Number of Units Ordered 223
Bid Date 8/22/2010	Does price include delivery to System? Yes	
Complete Unit Manufacturer Bluebird	"Other" Complete Unit Manufacturer	Complete Unit Bid Amount 12.00
Distributor Yancy Bus Sales & Service (Bluebird)	"Other" Distributor	

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? No	Bid Awarded?
Justification of Award Bid	"Other" Justification of Award Bid

7. Edit the record.
8. Click the **Update** button. The bus bid record is updated in the bus bid record table under this form.

Note: These records have not been approved yet. Once you have created all the bus bid records for a system, you should **submit them to your Program Manager for approval.**

Deleting a Bus Bid

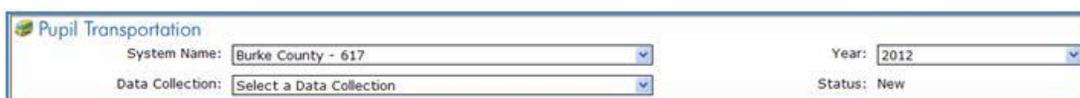
Who uses this procedure? Pupil Transportation Directors

Prerequisite: Adding a Bus Bid Record

This procedure lists the steps to delete a bus bid record in the Bus Bid Tabulation module.

1. Log into **MyGaDOE**.
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.

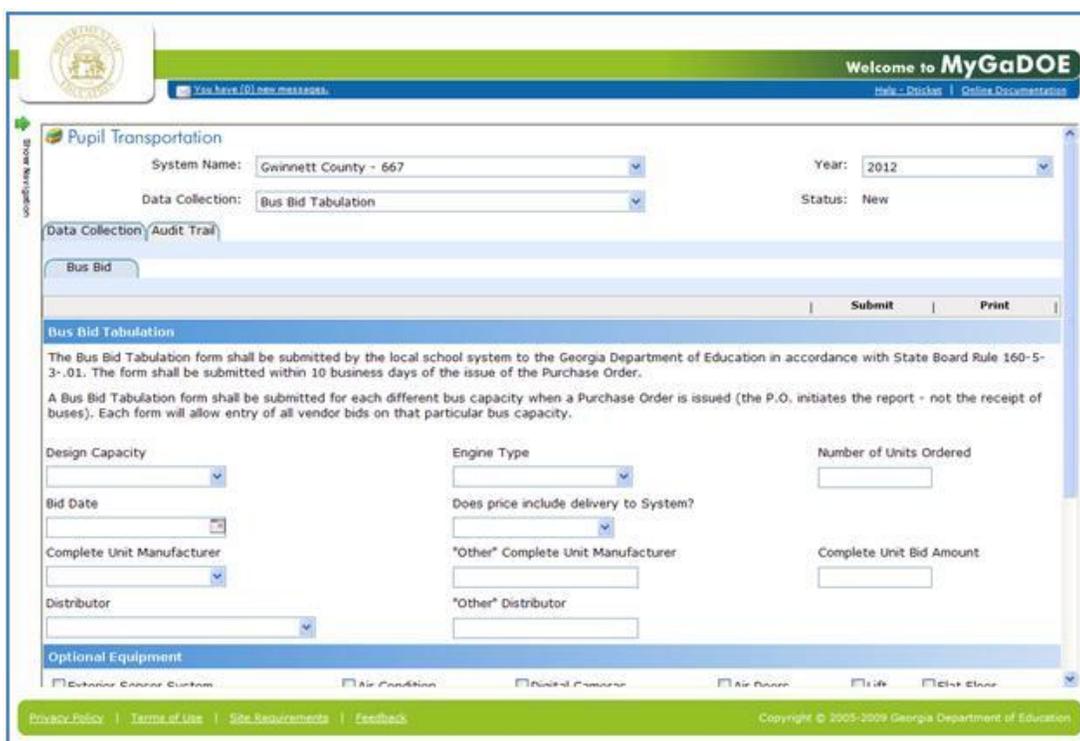


The screenshot shows the 'Pupil Transportation' page with the following fields:

- System Name: Burke County - 617
- Year: 2012
- Data Collection: Select a Data Collection
- Status: New

3. Complete the fields at the top of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.
 - c. Select **Bus Bid Tabulation** from the Data Collection drop-down list.

The Bus Bid Tabulation page appears.



The screenshot shows the 'Bus Bid Tabulation' page with the following fields and options:

- System Name: Gwinnett County - 667
- Year: 2012
- Data Collection: Bus Bid Tabulation
- Status: New
- Buttons: Submit, Print
- Design Capacity: [Dropdown]
- Engine Type: [Dropdown]
- Number of Units Ordered: [Text Box]
- Bid Date: [Text Box]
- Does price include delivery to System?: [Dropdown]
- Complete Unit Manufacturer: [Dropdown]
- *Other* Complete Unit Manufacturer: [Text Box]
- Complete Unit Bid Amount: [Text Box]
- Distributor: [Dropdown]
- *Other* Distributor: [Text Box]
- Optional Equipment: [List of checkboxes including Air Condition, Diesel Engine, Air Horn, etc.]

4. Scroll down to the table of bus bid records under this form.

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? Bid Awarded?
Justification of Award Bid "Other" Justification of Award Bid

Design Capacity Filter

Filter by Design Capacity:

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Includ. Delivery to Sys?	Complete Unit Mfr	Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Camera
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	1 -	223	08/22/2010	Yes	Bluebird	12.00	Yancy Bus	No	No	No

5. Scroll right to view a bus bid record's **delete** button .
6. Click the **delete** button  for the record to be deleted. A confirmation window appears.
7. Click **OK** to confirm the deletion. The bus bid record is deleted.

Submitting Bus Bids

Who uses this procedure? Pupil Transportation Directors

Prerequisite: Adding a Bus Bid

This procedure lists the steps to submit a set of bus bid records to your Program Manager for approval.

1. Log into **MyGaDOE**.
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.

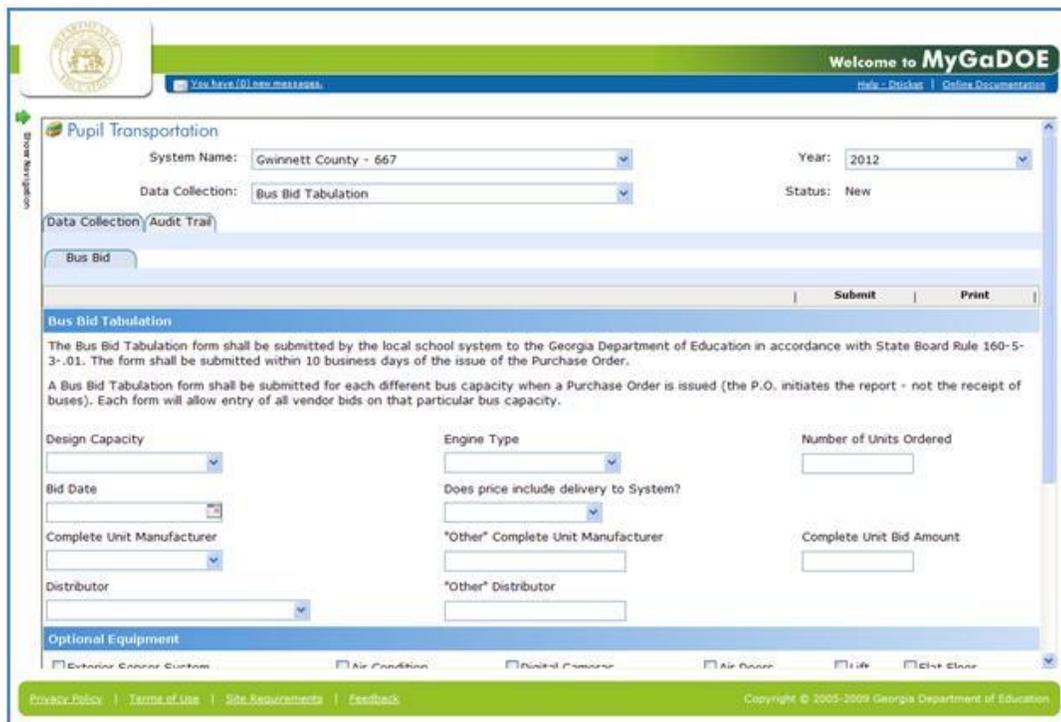


The screenshot shows the 'Pupil Transportation' page with the following fields:

- System Name: Burke County - 617
- Year: 2012
- Data Collection: Select a Data Collection
- Status: New

3. Complete the fields at the top of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.
 - c. Select **Bus Bid Tabulation** from the Data Collection drop-down list.

The Bus Bid Tabulation page appears.



The screenshot shows the 'Bus Bid Tabulation' page with the following fields:

- System Name: Gwinnett County - 667
- Year: 2012
- Data Collection: Bus Bid Tabulation
- Status: New
- Design Capacity: [Dropdown]
- Engine Type: [Dropdown]
- Number of Units Ordered: [Text Box]
- Bid Date: [Text Box]
- Does price include delivery to System?: [Dropdown]
- Complete Unit Manufacturer: [Dropdown]
- *Other* Complete Unit Manufacturer: [Text Box]
- Complete Unit Bid Amount: [Text Box]
- Distributor: [Dropdown]
- *Other* Distributor: [Text Box]
- Optional Equipment: [List of checkboxes including Exterior Coach Custom, Air Condition, Exhaust System, Air Pump, Life, and Exit Sign]

4. Scroll down and review the set of bus bid records in the table below this form.

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? Bid Awarded?

Justification of Award Bid "Other" Justification of Award Bid

Design Capacity Filter

Filter by Design Capacity:

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Incl. Delivery to Sys?	Complete Unit Mfr	Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Camera
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	1 -	223	08/22/2010	Yes	Bluebird	12.00	Yancy Bus	No	No	No

Note: You may need to **add**, **edit**, or **delete** records.

5. Once you have created all the bus bid records for a system, click the **Submit** button.
 - The Submit button disappears.
 - The fields and records on the form become read-only.
 - The table in the Audit Trail tab indicates the records were submitted.
 - The Pupil Transportation system notifies the Program Manager

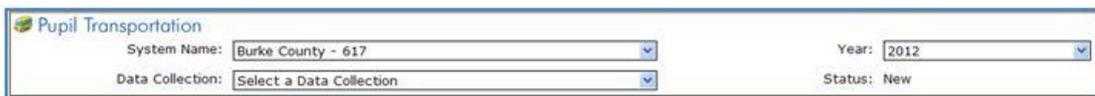
Requesting a Revision to a Bus Bid Submission

Who uses this procedure? Program Managers

This procedure lists the steps to request revisions for a set of bus bid records submitted to you by a Transportation Director.

1. Log into **MyGaDOE**.
2. Select **Application** from the Pupil Transportation main menu.

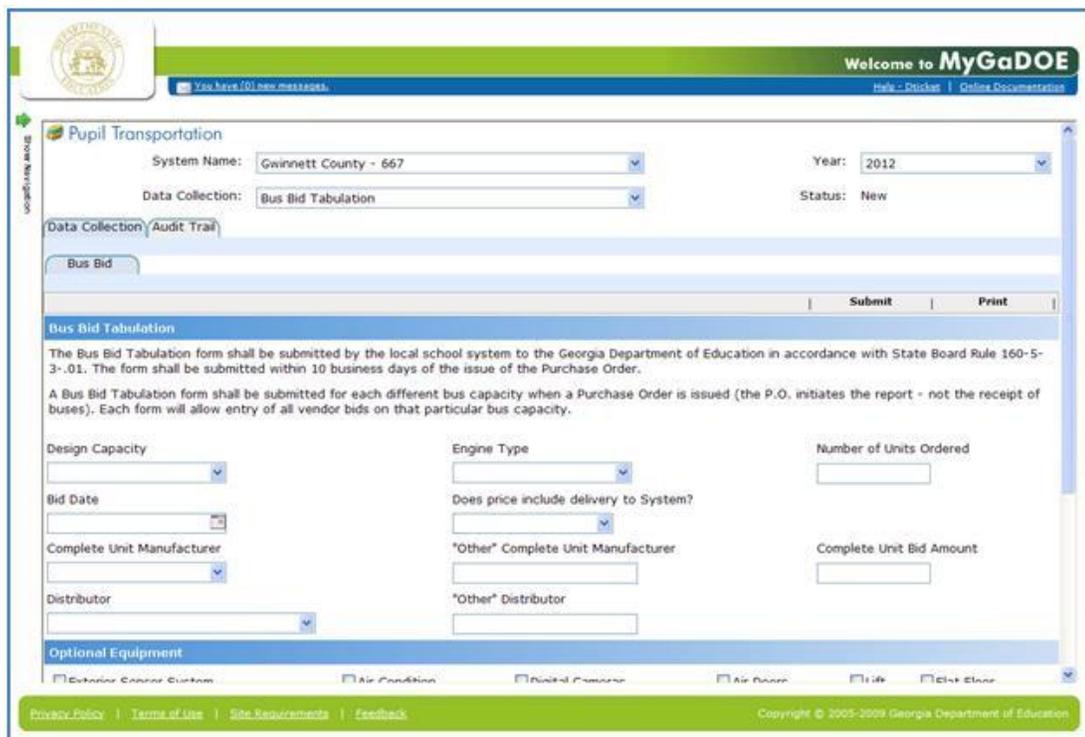
The Pupil Transportation page appears.



The screenshot shows the top portion of the 'Pupil Transportation' web application. It features a header with the title 'Pupil Transportation' and a navigation bar. Below the header, there are three dropdown menus: 'System Name' (set to 'Burke County - 617'), 'Data Collection' (set to 'Select a Data Collection'), and 'Year' (set to '2012'). To the right of these menus, the 'Status' is displayed as 'New'.

3. Complete the fields at the top of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.
 - c. Select **Bus Bid Tabulation** from the Data Collection drop-down list.

The Bus Bid Tabulation page appears.



The screenshot displays the 'Bus Bid Tabulation' page within the MyGaDOE system. The page has a green header with the MyGaDOE logo and navigation links. The main content area is titled 'Pupil Transportation' and contains the same dropdown menus as the previous screenshot, but with 'Gwinnett County - 667' selected for System Name and 'Bus Bid Tabulation' selected for Data Collection. Below these are tabs for 'Data Collection' and 'Audit Trail', with 'Bus Bid' currently active. A 'Submit' and 'Print' button are visible. The 'Bus Bid Tabulation' section includes a detailed instruction: 'The Bus Bid Tabulation form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.01. The form shall be submitted within 10 business days of the issue of the Purchase Order. A Bus Bid Tabulation form shall be submitted for each different bus capacity when a Purchase Order is issued (the P.O. initiates the report - not the receipt of buses). Each form will allow entry of all vendor bids on that particular bus capacity.' The form fields include: Design Capacity (dropdown), Engine Type (dropdown), Number of Units Ordered (text input), Bid Date (calendar icon), Does price include delivery to System? (checkbox), Complete Unit Manufacturer (dropdown), *Other* Complete Unit Manufacturer (text input), Complete Unit Bid Amount (text input), Distributor (dropdown), and *Other* Distributor (text input). An 'Optional Equipment' section at the bottom has checkboxes for 'Exterior Camera Camera', 'Air Condition', 'Rigid Frame', 'Air Door', 'Life', and 'Exit Sign'. The footer contains links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', along with a copyright notice for 2005-2009 Georgia Department of Education.

Note: The fields and records on the form become read-only.

4. Scroll down to the table of bus bid records and review them.

Optional Equipment

Exterior Sensor System
 Air Condition
 Digital Cameras
 Air Doors
 Lift
 Flat Floor

Awarded Bid Information

Is this the Lowest Bid? Bid Awarded?

Justification of Award Bid "Other" Justification of Award Bid

Design Capacity Filter

Filter by Design Capacity:

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Includ. Delivery to Sys?	Complete Unit Mfr	Complete Unit Bid Amt	Distributor	Exterior Sensor System	Air Condition	Digital Camera
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	2 - Diesel	122222	09/29/2010	Yes	Bluebird	321.56	Yancy Bus Sales & Service (Bluebird)	No	No	No
16-20	1 -	223	08/22/2010	Yes	Bluebird	12.00	Yancy Bus	No	No	No

Tip: Use the vertical *and* horizontal scroll bars to view all the record data.

5. Click the **Request Revision** button to reject the submission.

The Revise Comments box appears.

Revise Comments :

characters left

6. Enter comments in the **Revise Comments** box. There is a 500 character limit.

7. Click the **Revise** button.

- The Request Revision button disappears.
- The table in the Audit Trail tab indicates the records had a revision request.
- The Pupil Transportation system notifies the Director.