GEORGIA DEPARTMENT OF EDUCATION

Pupil Transportation

Bus Bid Tabulation

Adding a Bus Bid

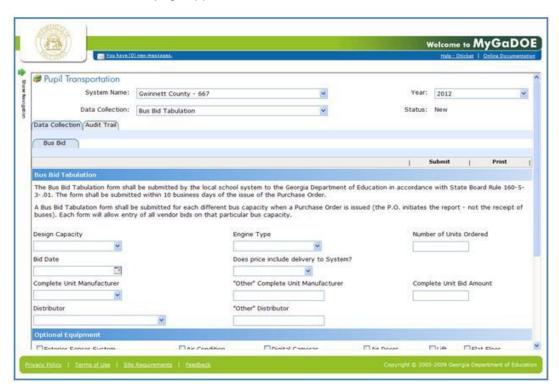**Who uses this procedure?** Pupil Transportation Directors

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.

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.

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**.
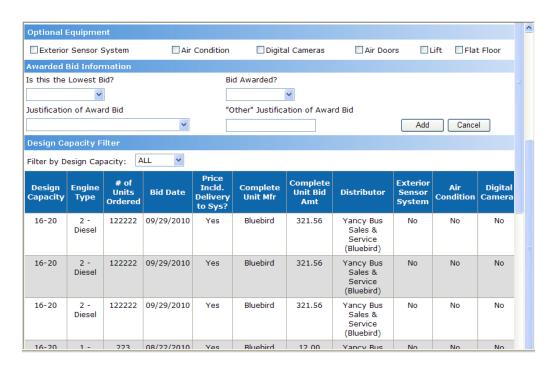   h. Select a **Distributor**.

        Note: If you select Other, you must fill out the "Other" Distributor field.
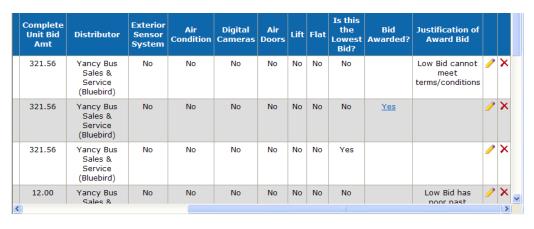5. In the **Optional Equipment** section:

    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.

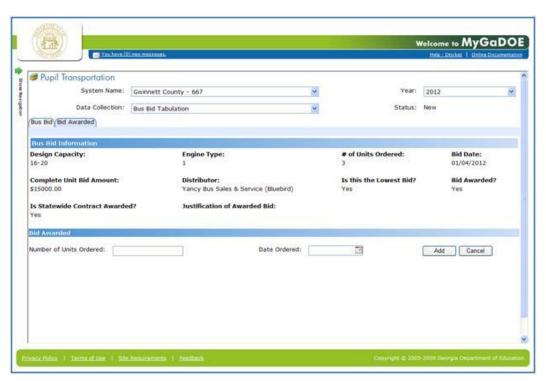
Tip: Use the horizontal scroll bar at the bottom of the table to view all columns.

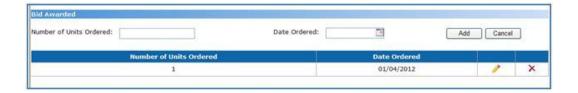You can **edit** 🖊 or **delete** ✖ any bus bid record.

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

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

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.

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.

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.

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

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	Engine Type	Number of Units Ordered
16-20	1 - Gasoline	223

Bid Date	Does price include delivery to System?	
8/22/2010	Yes	

Complete Unit Manufacturer	"Other" Complete Unit Manufacturer	Complete Unit Bid Amount
Bluebird		12.00

Distributor	"Other" Distributor	
Yancy Bus Sales & Service (Bluebird)		

Optional Equipment

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

Awarded Bid Information

Is this the Lowest Bid?	Bid Awarded?
No	

Justification of Award Bid	"Other" Justification of Award Bid	
		Update Cancel

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

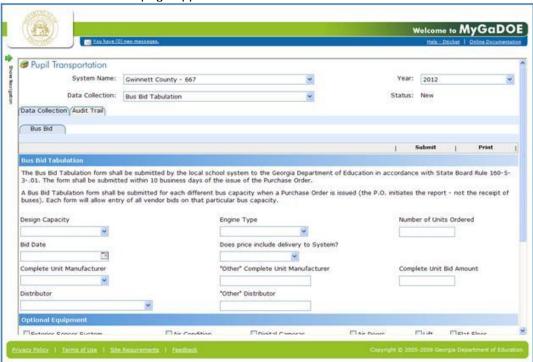**Prerequisite:** Adding a Bus Bid Record

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

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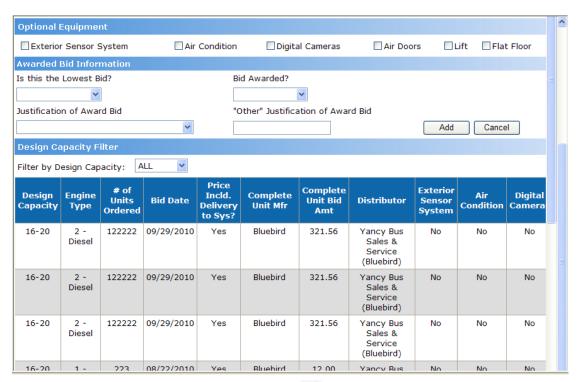2. Select **Application** from the Pupil Transportation main menu.

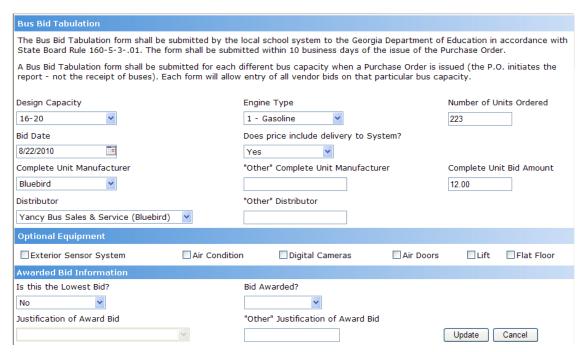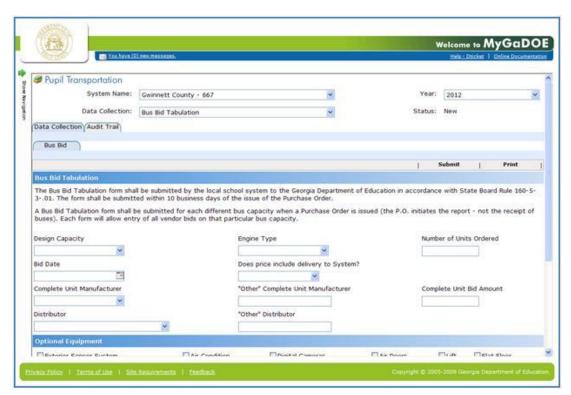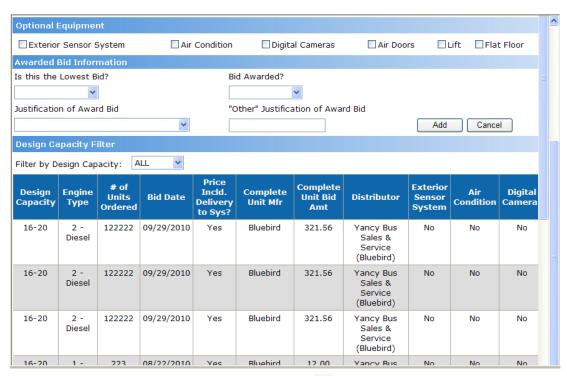   The Pupil Transportation page appears.

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.

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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   [Add] [Cancel]

Design Capacity Filter

Filter by Design Capacity: ALL

Design Capacity	Engine Type	# of Units Ordered	Bid Date	Price Incld. 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

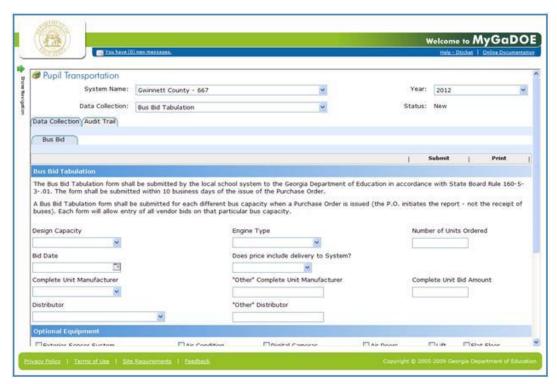This procedure lists the steps to submit a set of bus bid records to your Program Manager for approval.

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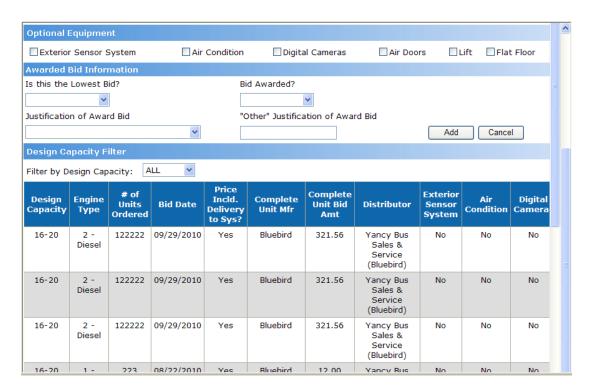
   The Pupil Transportation page appears.

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.

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

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
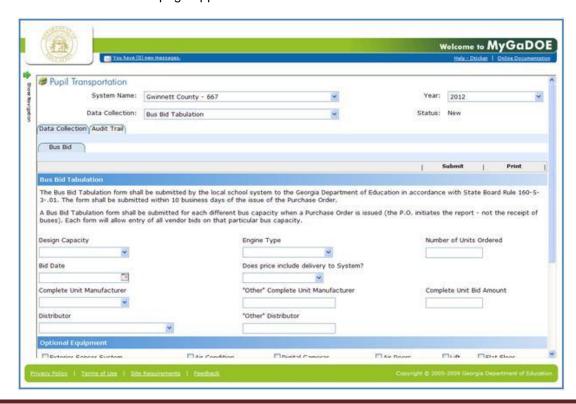
Who uses this procedure? Program Managers

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.

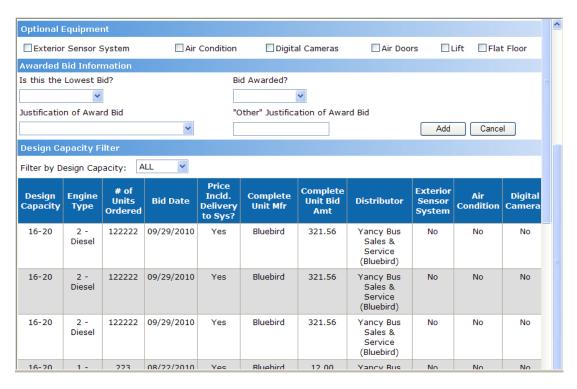   The Pupil Transportation page appears.

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.

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

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

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.

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.