

RIVIP Grant Posting Documentation

I. Summary

This document explains how to utilize the Purchasing (RIVIP) website for grant posting administration. Grants that are posted are considered **External Postings** and are handled outside of Central Purchasing.

Newly created grant postings automatically have a status of 'Active (Scheduled)'. A grant posting's status remains active the opening date has passed and it automatically becomes 'Under Evaluation'. Once a grant posting is under evaluation it can be tabulated or awarded. Depending upon the process you perform on the grant posting, the status becomes 'Tabulated' or 'Awarded' respectively. Tabulated grant postings can later become awarded.

Status Definitions:

Active (Scheduled) - the grant posting has an opening date sometime in the future and the posting can be viewed (with a cover form) by applicants.

Under Evaluation - the grant posting had an opening date sometime in the past and the posting CANNOT be viewed by applicants.

Tabulated - the grant posting had an opening date sometime in the past and the applicant information has been recorded. The posting can be viewed (without a cover form) by applicants. Tabulation information can also be viewed by applicants.

Awarded - the grant posting had an opening date sometime in the past and the applicant information (including the winning applicant) have been recorded. The posting can be viewed (without a cover form) by applicants. Award information can also be viewed by applicants. When award information is added it overwrites any existing tabulation information. Therefore the tabulation data must also be included in the award document.

Canceled - the grant posting has been canceled and any related documents cannot be viewed by applicants.

II. Setup/Sign In

To begin posting grant notices and awards, you must be assigned a User ID and password from the Division of Purchases. To get to the login page go to the State Agency Info Center, click the  next to the  Web Posting root node to see the web posting options:

RIVIP Grant Posting Documentation

- Web Posting
 - RIDOT Addenda Posting
 - Post Grant Information

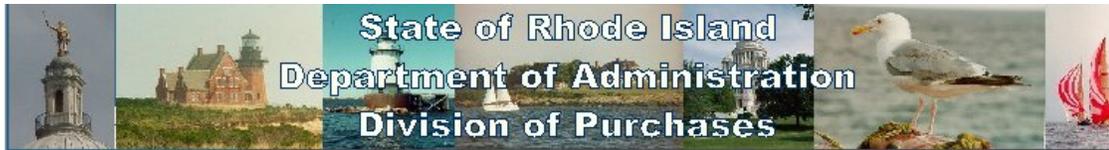
Now click [Post Grant Information](#). You can now log in:

The screenshot shows the login interface for the State of Rhode Island Department of Administration Division of Purchases. At the top, there is a banner with the text "State of Rhode Island Department of Administration Division of Purchases" overlaid on a collage of images including a lighthouse, a seagull, and a sailboat. Below the banner, the page is titled "External Bidding & Grant Posting Login". A prominent red note reads: "NOTE: THIS AREA IS FOR EXTERNAL BID SUBMISSION AND GRANT POSTING ONLY. PLEASE DO NOT TRY TO LOG IN IF YOU ARE A VENDOR!!!!". Below this note, it states "External Bidding & Grant Posting Sign In Required". There are two input fields: "User ID:" and "Password:". A "Continue" button is located at the bottom of the login area. On the left side, there is a vertical navigation menu with the following items: "VENDOR SIGN IN" (with a red arrow pointing left), "Home", "General Information", "Vendor Center", "Bid/Grant Opportunities", "RI Department of Transportation", and "Agreements (MPAs)".

III. Grant Posting Options

Once you have signed in, you will see the functions that as a grant posting administrator you can perform:

RIVIP Grant Posting Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN ←

Home

General Information

Vendor Center

Bid/Grant Opportunities

RI Department of Transportation

Agreements (MPAs)

Purchase Orders

State Agency Info Center

Quasi-Public / Municipalities

Posting Submission & Vendor Lookup

General Options	Description
Search For Vendors	Lookup vendors that have registered on the website.
Add Grant Posting/Amendment	Add a Grant Posting/Amendment For RI Department of Labor and Training
Update Grant Posting/Amendment	Update a Grant Posting/Amendment For RI Department of Labor and Training
Add Grant Tabulation	Add a Grant Tabulation For RI Department of Labor and Training
Update Grant Tabulation	Edit a Grant Tabulation For RI Department of Labor and Training
Add Grant Award	Add a Grant Award For RI Department of Labor and Training
Update Grant Award	Edit a Grant Award For RI Department of Labor and Training
Reports For Grant Postings	Run Reports For Grant Postings For RI Department of Labor and Training
Logout	Logoff the web server

A. Search For Vendors

Clicking this link will take you to a search page where you can obtain RIVIP Vendor Database information based on vendor number, vendor name, vendor status, vendor commodity code, FIN Number, state, and business type.

B. Add Grant Posting/Amendment

Clicking this link will take you to a data entry page where you can add a new posting or post an amendment to an existing posting:

RIVIP Grant Posting Documentation

**State of Rhode Island
Department of Administration
Division of Purchases**

Add Grant Posting/Amendment

Please use the <TAB> to move between fields. * Indicates a required field

*Posting Number: Amendment: DOT Fed Project#:

*Title:

*Description:

*Contact Person: *Contact Phone:

*Opening Date: *Opening Time:

Entity: Commodity Code:

Surety: Performance Bond: Prebid:

Opening Location:

Opening Notes:

No PDF File:

Upload a PDF File: Browse...

Please check over your entries carefully.

There are up to 12 characters allowed for a grant number. You should use up to 9 characters to designate a grant number (for example: GRANT0001) so that you will have 3 characters left to signify amendments (for example: GRANT0001A1). When adding an amendment, you should use the grant number you are amending followed by the letter 'A' and a sequence number. You must also check the Amendment checkbox. Using this convention allows for simultaneous searching by grant posting number and for the applicant to find the original posting and all amendments by simply entering the original grant number.

When a new grant posting is created, the status is automatically set to 'A' for 'Active (Scheduled)', and the grant posting is associated with your login id (in this sample, RI Department of Labor and Training).

At the bottom of the page you have the option of uploading your own grant PDF file which can be downloaded by applicants. **The PDF file name must match the grant number (i.e. the PDF file for grant GR0001 must be named GR0001.PDF).**

Choosing the 'No PDF File' option will display a message informing grantees that they must call the contact person to

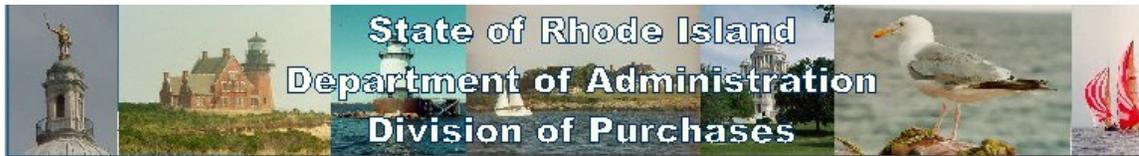
RIVIP Grant Posting Documentation

obtain information for the grant. (Note: You must have Adobe Acrobat 4.0 or greater to create a PDF file.)

When finished, click 'Add' to add the grant posting/amendment.

C. Update Grant Postings/Amendment

Clicking this link will take you to a Active Grant Postings/Amendments page where you can choose a grant or grant amendment to update:



**State of Rhode Island
Department of Administration
Division of Purchases**

Active Grant Postings/Amendments

Click on a bid number to review bid information.

Action	Grant Number	Opening Date/Time	Grant Title	Commodity Code	Contact Person	Group	Grant Entity
EDIT	GR0002	8/29/2004 10:00:00 AM	2nd test grant	12345	lynda moore	Grant	RI Department of Labor and Training
EDIT	GR0001	8/21/2004 1:00:00 PM	first grant test		joe marinello	Grant	RI Department of Labor and Training

Click the 'Edit' link for a grant, and you will be taken to the 'Update Grant Posting/Amendment' page:

RIVIP Grant Posting Documentation

**State of Rhode Island
Department of Administration
Division of Purchases**

Update Grant Posting/Amendment

Please use the <TAB> to move between fields. * Indicates a required field

Posting Number: Amendment:

DOT Fed Project#: Status:

*Posting Title:

*Description:

*Contact Person: *Contact Phone:

*Opening Date: *Opening Time:

Entity: Commodity Code:

Surety: Performance Bond: Prebid:

Opening Location:

Opening Notes:

Use Existing PDF File:

No PDF File:

Upload a PDF File:

Please check over your entries carefully.

Grant Postings/Amendments should only be updated when there is a minor typographical error or when canceling a grant posting. All other changes should be reflected in a new grant posting amendment.

To cancel a grant posting, select 'Canceled' from the Status dropdown list. This will cancel the grant posting.

At the bottom of the page, you have the option of uploading your own grant PDF file. **The PDF file name must match the grant number (i.e. the PDF file for grant GR0001 must be named GR0001.PDF).**

Choosing the 'Use Existing PDF File' option will leave the current PDF in place, while selecting 'No PDF File' option will display a message informing the grantee to obtain information for the grant from the contact person. (Note: You must have Adobe Acrobat 4.0 or greater to create a PDF file.)

RIVIP Grant Posting Documentation

When finished, click 'Update' to update the grant posting/amendment.

D. Add Tabulation

Clicking this link will take you to a Tabulate Grant Posting page where you can select a grant posting in an Under Evaluation ('U') status to tabulate:

A grant posting status becomes Under Evaluation when the current date reaches the opening date. To tabulate a grant, select a grant from the dropdown list (only grant postings that are under evaluation will appear in the list). You have the option of uploading your own tabulation PDF file. **The PDF file name must match the grant number (i.e. the PDF file for grant GR0001 must be named GR0001.PDF).**

Choosing the 'No PDF File' option will display a message informing the grantee that they must call the contact person to obtain information for the grant awards. (Note: You must have Adobe Acrobat 4.0 or greater to create a PDF file.)

When ready, click 'Add Tabulation' to post the grant awards. The status of the grant and all of its amendments will be changed to Awarded.

RIVIP Grant Posting Documentation

E. Update Grant Posting Tabulation

Clicking this link will take you to the Update Tabulation page.

Updating a tabulation consists of updating the tabulation PDF file by uploading and overlaying the current PDF file on the website.

To update a grant tabulation, enter a grant number in the posting number textbox (only grants that have already been tabulated are valid). You have the option of uploading your own tabulation PDF file. **The PDF file name must match the grant number (i.e. the PDF file for grant GR0001 must be named GR0001.PDF).**

Choosing the 'No PDF File' option will display a message informing the grantee that they must call the contact person to obtain information about the grant tabulation(s). (Note: You must have Adobe Acrobat 4.0 or greater to create a PDF file.)

When ready, click 'Update Tabulation' to repost the grant tabulations.

F. Reports

There are two reports currently available for grant administrators. Clicking this link will take you to the External Posting Reports page where you can choose a report to run:

RIVIP Grant Posting Documentation

State of Rhode Island
Department of Administration
Division of Purchases

VENDOR SIGN IN

Home
General Information
Vendor Center
Bid/Grant Opportunities
RI Department of

External Posting Reports

Report Options	Description
Schedule Report	View Grant Postings For RI Department of Labor and Training For a particular opening date
Web Access Report	View vendors/grantees that have accessed a particular Grant Posting For RI Department of Labor and Training
RIFAP Listing Report	View Grant Postings For RI Department of Labor and Training that are associated with a particular RI Federal Aid Project ID Number

The two reports available are the Bid Schedule Report and the Web Access Report.

G. Schedule Report

The Schedule Report can be run for a particular opening date:

State of Rhode Island
Department of Administration
Division of Purchases

VENDOR SIGN IN

Home
General Information
Vendor Center
Bid/Grant Opportunities

Schedule Report

Use the calendar or enter an opening date.

*Opening Date:

This report will display all grant postings opening on this date. This list can be printed each day and made available for grantees to come to your offices and view a hard copy.

Bid Schedule for Saturday, December 30, 1899 - Microsoft Internet Explorer

← Back →

Grant Posting Schedule for RI Department of Labor and Training

Sunday, August 29, 2004

SBP	Time	Location	Grant Number	Title	Contact Person
	10:00am		GR0002	2nd test grant	lynda moore

Created on: Tuesday, August 24, 2004 at 1:51:01 PM

RIVIP Grant Posting Documentation

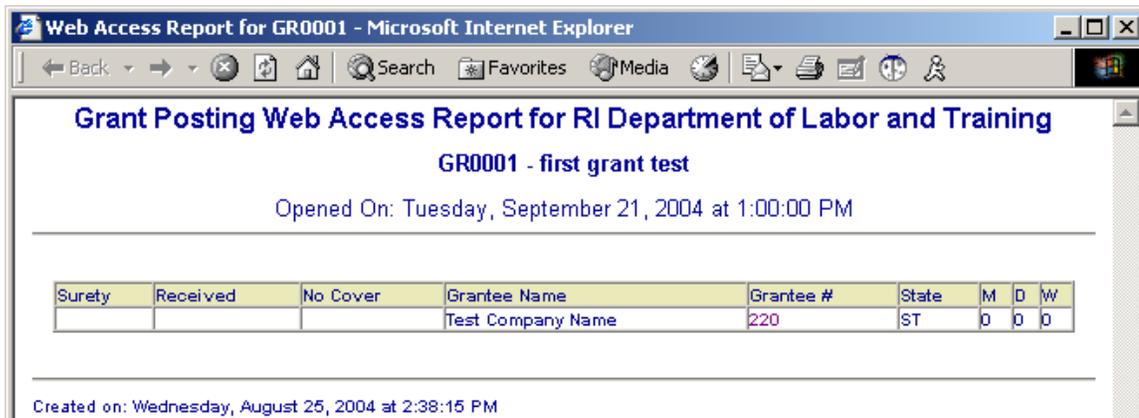
There is also a link on the grant number, which when clicked, will run the Web Access Report for the grant selected.

H. Vendor Listing Report

The Web Access Report can be run for a particular grant posting:



This report will display all grantees that have signed in and viewed a particular grant posting. This list will be useful when a grant posting opens. Your office will know ahead of time who has viewed the grant and may appear at the grant opening. You can be print this list on the day the bid opens and use it as a checklist to mark who has arrived, who is late, who has no cover form, etc.



There is also a link on the grantee number, which when clicked, will run the Vendor (Grantee) Lookup for the grantee selected.

RIVIP Grant Posting Documentation

IV. Grant Search

This section explains how you and grantees will search for bids. Grantees must first select 'Bid/Grant Opportunities' from the menu, and then select 'Grants'. On the following page, you will see the search features that are available:

**State of Rhode Island
Department of Administration
Division of Purchases**

Grant Search

Enter criteria, and click the search button.

You can select multiple entities or statuses by holding down the <SHIFT> or <CTRL> key while selecting with the mouse.

Group:

Posting Entities:

Grant Number: Search every grant status

Status:

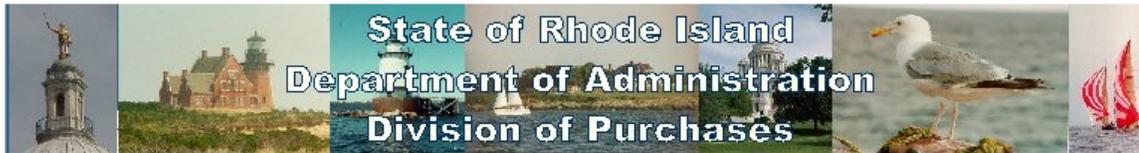
Keyword:

Opening Date On or After:

Opening Date On or Before:

From this page, you have chosen grants and can select one or more bidding entities, enter a full or partial bid number, select one or more bid statuses, enter a keyword or phrase, or select an opening date range. Searching will take you to the search results page:

RIVIP Grant Posting Documentation



**State of Rhode Island
Department of Administration
Division of Purchases**

VENDOR SIGN IN ←

Home

General Information

Vendor Center

Bid/Grant Opportunities

RI Department of Transportation

Agreements (MPAs)

Purchase Orders

State Agency Info Center

Quasi-Public / Municipalities

Grant Search Results

*** This offer may not be considered unless a signed RIVIP generated Certification Cover Form is attached. The signed Certification Cover Form must be attached to the front of the offer. You will not receive a cover form unless you have signed in.

There are 6 Grants Meeting the Following Criteria

Search Field	Criteria
Group	Grant
Grant Entity	RI Department of Labor and Training
Status	Active(Scheduled), Awarded, Tabulated, Under Evaluation, Canceled

A = Addendum B = Performance Bond P = Prebid Conference D = Disk-Based Bid S = Surety

SBP	Opening Time	Grant Number	Status	Title	Group	Grant Entity	Contact Person	Contact Phone
P	2/7/2003 8:00:00 AM	3	Awarded	Excellence Through Training Grant Program	Grant	RI Department of Labor and Training	Mavis McGetrick	(401) 462-8862
P	2/7/2003 8:00:00 AM	4	Under Evaluation	Workplace Connected Adult Literacy Programs	Grant	RI Department of Labor and Training	Mavis McGetrick	(401) 462-8862
	8/1/2004 8:00:00 AM	GR0004	Tabulated	test awarded bid	Grant	RI Department of Labor and Training	ann	(401) 222-2142
	8/10/2004 9:00:00 AM	GR0003	Under Evaluation	third test	Grant	RI Department of Labor and Training	helen christy	(401) 222-2142
	8/29/2004 10:00:00 AM	GR0002	Active (Scheduled)	2nd test grant	Grant	RI Department of Labor and Training	lynda moore	(401) 222-2142
	9/21/2004 1:00:00 PM	GR0001	Active (Scheduled)	first grant test	Grant	RI Department of Labor and Training	joe marinello	(401) 222-2142

On this page you can view active, under evaluation, tabulated, and awarded grants (if a vendor/grantee is signed in and is viewing an Active grant, a cover form will be downloaded with the grant). You can also view grant tabulations or awards by clicking on the 'Tabulated' or 'Awarded' link in the status column. Clicking the link in the title column will pop up a window with the grant description.

V. Conclusion

This concludes the materials for grant posting and searching. We hope this documentation will be helpful in getting your agency ready to administer grants on the RIVIP website.