

Downtime Advisory**Affected Users** Buying Organizations Vendors/Suppliers **All Users****INTERNAL USERS**

- Procurement Officers should ensure any active solicitation due dates DO NOT fall within the system maintenance period – issue Amendments to change dates, as needed.
- Procurement Officers should ensure solicitation bid/proposal submission periods factor in the maintenance period to provide adequate time for vendors to respond.
- NO internal Users will be able to access any solicitations or contracts to retrieve/open bids, proposals, documents or move workflow approvals.
- Procurement Officers will NOT be able to post contract awards – factor in the maintenance period to remain in compliance with COMAR posting rules.

EXTERNAL/SUPPLIERS

- Vendor Users will NOT be able to access any solicitations, contracts, or perform changes to their company profile or user profiles during the maintenance period.
- Vendor Users will NOT be able to acknowledge, submit questions, bids or proposals through the system during the maintenance period.
- Public portal pages (Public Solicitations, Public Contracts, Vendor Search) will be inaccessible during the maintenance period.
- Self-registration will be inaccessible during the maintenance period.