This memo announces a redesign of the NFRC CMAST Bid Report generation process; which will be released in January 2017. This release will complete Phase II of the Bid Report Centralization project.

What was Done for Phase II?

Phase II of the project release includes:

- Moving the generation of bid reports from the CMAST application to the CMAST web.
- Modified content appearing on the bid report (i.e. actual vs. specified size; detailed project information and contact information).
- Requiring minimum project information entered in CMAST application before a bid report can be generated.
- The CMAST application allows a one touch reconnect when exiting Smart Sync.

How Will I Create Bid Reports?

After this release the generation of all bid reports will be done in the CMAST web (http://cmast.nfrc.org). When a user is logged into the CMAST web, a new menu item will be available under the "Find" menu; giving the user the ability to search on any project or bid report, even those created since the release of Phase I of this project. A new button named "Generate Bid Report" will open a PDF document when the minimum project information has been entered.

What Will Look Different?

In the CMAST application the "Bid Report" and "Label Certificate" buttons will be removed, and a new one-touch reconnect button will be available after exiting the Smart Sync application; this is so that users do not need to re-enter username or password when moving between the two applications.

The bid report content will be modified for the purposes of adding project specific details to help identify the location of the project and who the bid report was created by. New items displayed on the bid report include:

- Bid Report Number
- Project Address
- Contact Companies
- Component approval status

Modified items displayed on the bid report include:

- Replacement of the phrase "actual size" with "specified size"

Is This an Approved Method for Verifying Ratings?

Any user may create bid reports, except for the NFRC Inspection Agencies. Although the Bid Report remains only for use as a bid proposal for the Specifying Authority, the bid report is not an official form for rating authorization. Server IDs for products on the bid report indicate that it was generated by appropriate NFRC licensed companies and may be used to produce a full Label Certificate. Server IDs will only be issued on a bid report when generated by an ACE Organization.

Select a Training Date

Before the new version of CMAST can be released, CMAST users must attend training on the new process of creating a bid report. Please select a date / time below to register for training.

Those attending the 2016 CEAP Workshop will be given this training, however, are welcome to attend these trainings.

- Training 1) Tuesday, December 13, 2016 @ 1:00 p.m. – 2:00 p.m. EST
  Register Here: https://attendee.gotowebinar.com/register/5850136712066636035

- Training 2) Thursday, December 15, 2016 @ 11:30 a.m. – 12:30 p.m. EST
  Register Here: https://attendee.gotowebinar.com/register/5305060419666501891

- Training 3) Monday, December 19, 2016 @ 1:00 p.m. – 2:00 p.m. EST
  Register Here: https://attendee.gotowebinar.com/register/2701875381441741827

- Training 4) Tuesday, December 20, 2016 @ 11:30 a.m. – 12:30 p.m. EST
  Register Here: https://attendee.gotowebinar.com/register/8353125454675546115

Additional Information to Know

- Training sessions will be recorded and posted to the NFRC website.
- User instructions on the new bid report process will be distributed at the time of training.
- After the January 2017 release, the Smart Sync Client will automatically update to the new version, users will have no additional setup steps to take.

A copy of this memo may be found here. Any questions or comments can be emailed to the NFRC Applications Team at cmasupport@nfrc.org.

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