



QUICK REFERENCE GUIDE:

5.15 Re-Letting a Proposal

Background:

Before you can re-let your proposal, you must follow the Rejecting Bids process outlined in the previous section. Once the bids have been rejected, you must copy your original Proposal (which includes any projects associated with the Proposal).

Roles:

Letting User

Navigation:

Proposal Overview

1. From the Proposal Overview search for the proposal.
2. Expand the Proposal row **Actions Menu**.
3. Click **Copy Proposal and Project**.
 - a. A Copy Proposal window will appear.
4. In the **New Proposal ID** field, enter the previous Proposal ID with A, B, C after it (as applies).
5. Click the blue **Advance Arrow**.
6. Select the Project(s) from the original Proposal to be included in the new Proposal.
7. Click the blue **Advance Arrow**.
8. In the **New Project ID** field, enter the previous Project ID with A, B, C after it (as applies).
9. Click the green **Copy Proposal** button.
 - a. You will get a green message bar telling you the Proposal has been copied and you should be taken to the Proposal Summary component of your new Proposal.
10. Click the **Workflow** tab.

11. From the **Workflow** dropdown, select **Alaska DOT&PF**.
12. From the **Workflow Phase** dropdown, select **Proj Design & Review**.
13. Click **Save**.
14. Click the **Projects** tab.
15. Check the **Controlling Project** box for the project (or the Primary/Controlling Project if more than one project on the Proposal).
16. Click **Save**.

Next Steps:

Follow the Bid Letting creation process ORGs to finish re-letting your Proposal. Begin with the QRG - Managing Proposal Workflow.

If you need further assistance please contact your Module Admin
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