6.8 Small Procurements

Background:

Small Procurements may or may not be advertised.

Roles:

Project User, Letting User

Navigation:

Project Overview

1. Create your CMGC/DesignBuild project starting with the QRG – *Starting a Project*. You will enter placeholder project information for category, item & funding. When creating your project:
   a. If no **Spec Book** applies to the small procurement, leave that field blank.
   b. Create one Basic Bid category
   c. Create one Small Procurement Placeholder (Lump Sum) item and use the total estimate amount as the unit price for the item (add the Proposal Name or ID as the item's supplemental description).
   d. Create a new (blank) fund package and label as Small Procurement placeholder.
   e. You can use any fund for the fund package.
2. Reference QRG – *Creating a Proposal* to create a proposal from your project.

If advertising: Reference QRG – *Letting Creation* to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

If not advertising: Reference QRG – *Letting Creation* to create a letting in AWP and move on to enter bid information.

To enter bid information:

1. Navigate to the Proposal Summary.
2. Click the **Proposal Vendors** quicklink at the top of the screen.
3. Click the **Select Vendors** button
4. Search for and select the vendors you want to enter bids for.
5. Click the **Add to Proposal** button on the lower right.
6. Enter the bid information and award the proposal. See QRG – *Entering Manual Bids*.

Note: If you are unsure how to proceed with these or any other less frequently used project type, contact a Module Administrator for help.

Next Steps:

QRG - *Awarding a Proposal*