



QUICK REFERENCE GUIDE:

5.9 Applying Bidder Preference Amounts

Background:

Add Bidder Preference information for state-funded proposals. Gather the Preference worksheets and certifications (downloaded in Bid Attachments from the electronic bid submissions or from the envelope of manual submissions). If any bidders claim Alaska Products Preference, check their worksheet and calculations to verify the correct amount to be applied.

Roles:

Letting User

Navigation:

Proposal Overview

1. From the Proposal Overview search for and select the proposal.
2. Click the **Proposal Vendors** quick link.
3. Click the **expand arrow** to see information about the vendor and the bid.
4. Check any of the boxes for which bidder preference certifications were submitted.
5. Click **Save**.

Note: You may want to do this step for all bidders submitting bidder preference certifications before moving to the next step.

6. Click the **Bid Entry** quick link at the top of the screen.
7. Click the **Section Bid Totals** tab.
8. In the **Section Total** field, enter the number from the **Calculated Section Total** field.
9. In the **AK Products Preference Amount** field, enter the verified Alaska Products Preference amount.

10. Repeat steps 8 and 9 for any additional sections (Additive Alternates/NTPs).
11. Click **Save**.

Note: Make sure the **Mismatch** field says No. If it says Yes, then check and re-enter the **Calculated Section Total** amount in the Section Total field.

12. From the Proposal Vendors dropdown, select the next bidder to apply preferences to and repeat steps 8 – 11 for all bidders who submitted bidder preference certifications.
13. Once all vendors have the AK Products Preference Amount field filled out, run the Bidder Preference Calculations global report.
14. Click the **Global Actions Menu**.
15. **RIGHT** click **Generate Report** and select open in a new tab. This will allow you to easily switch tabs back and forth from the report to the Bid Entry Summary to enter in the information.
16. Search for and select the **Bidder Preferences Calculation** report.
17. Enter the proposal ID in the search field.
18. Select all vendors on the proposal. Selected vendors will have a green checkmark.
19. Click **Execute**.
 - a. This will run the Bidder Preference Calculation report for every bidder selected on that proposal. The report will generate in a new tab.
 - b. The AK Prod Pref Amt is what you entered into the Proposal Bid Total tab in the Bid Entry component for the bidder. The AK Veteran Preference Amt calculates if the Alaska Veteran Certification Received box is checked on the Proposal Vendor



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record. The AK Bidder Preference Amt calculates if the Alaska Bidder Certification Received box is checked on the Proposal Vendor record.

20. Close the **Generate Report** tab (not the tab with the report).
21. Return to the tab with your Bid Entry Summary screen.
22. In the **Proposal Bid Total** tab, enter the Proposal Bid Total w/Preferences (Adjusted Bid Amount) from the report into the **Proposal Bid Total with Preferences** field.
23. Click **Save**.
24. Click the **Section Bid Totals** tab.
25. Enter the AK Bidder Preference Amt for this bidder from the report into the **AK Bidder Preference Amount** field.
26. Enter the AK Veteran Preference Amt for this bidder from the report into the **AK Veteran Preference Amount** field.
27. Click **Save**.
28. If there are additional sections on the proposal, repeat steps 24 – 26 to apply bidder preferences.

Note: For proposals with multiple sections: If bidder preferences were entered in the Bid Entry area and the Additive Alternate or NTP was not awarded, the message “The additive section is not included in the proposal” will appear on the Bidder Preferences Calculation report and all values for the preferences in that section will be zeroed out and will not be included in the adjusted bid amount calculations.

29. Switch to the next bidder in the Proposal Vendors dropdown and repeat steps 21 through 26.
 - a. Once bidder preference amounts for all bidders have been entered, enter the bidder ranking with preferences applied.

30. Click the **Proposal** quick link at the top of the Bid Entry Summary page.
31. Click the **Bid Letting** hypertext link.
32. Click the **Proposals** tab.
33. Click the **Expand** arrow.
34. In the **Rank w/ Pref** fields, enter in the custom rankings based on the amounts in the **Prop Bid Total w/ Pref** column. Note: Bids will re-sort in order of adjusted amt (Prop Bid Total w/ Pref).
35. Click **Save**.

Next Steps:

To perform Additive Alternate (NTP) Analysis, see QRG – *Additive Alternate/NTP Analysis*.