



## QUICK REFERENCE GUIDE:

# 5.12 Awarding a Proposal in AWP

## Background:

The bids have been processed and a determination has been made on the vendor who will be awarded the proposal.

## Roles:

Letting User

## Navigation:

Bid Letting Overview

1. From the Bid Letting Overview search for and select the letting by entering at least three (3) characters of the Letting ID in the search box.
2. Change the **Letting Status** to *A-Awarded*.
  - a. If No Bids were received toggle the **Letting Status** to *NB - No Bids Received* and this status will display on the Award Status Website.
  - b. If the solicitation was cancelled, toggle the **Letting Status** to *SC – Solicitation Cancelled* and this status will populate on the Award Status website.
3. Click **Save**.
4. In the **Proposals** tab, click the **Expand** arrow.
  - a. All bidders with a valid bid status (responsive or not evaluated) will appear on the list.
5. Check the **Awarded** box next to the vendor to which the contract is awarded.

Note: If you are awarding a proposal that was Re-Let, uncheck the **Rejected** box

6. Click **Save**.
7. Click the **Proposal** link to navigate to the Proposal Summary.
8. Change the proposal workflow phase to Awarded.
  - a. Navigate to the Proposal Summary component.
  - b. Select the **Workflow** tab.
  - c. From the **Workflow Phase** dropdown, select **Awarded**.
  - d. Click **Save**.

Note: An automatic notification is sent to the Department of Labor to issue the NOA (Notice of Award) one day after the date in the Letter of Award Date field (make sure to populate this field the same day the Proposal is awarded) assuming the Davis Bacon Box on the Proposal is Checked.

Note: The Contract information is pushed into MRS when either there is an LOA date and the proposal has been awarded to a vendor or when the letting status has been changed to awarded with the LOA date populated.

## Next Steps:

See QRG – *Electronic Bid Bonds*.