



QUICK REFERENCE GUIDE:

5.8 Managing Bids in AWP

Background:

Now that bids have been imported (or entered) into AWP:

- Add dates to the Letting Summary component and the Proposal Summary component as they are determined.
- Bid Analysis can be performed.
- Bidder Preference amounts can be added if necessary.
- Additive Alternate analysis can be performed if necessary.

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. To see only bidders, from the **Bidders Only** dropdown, select **Bidders**.
4. Click the **expand arrow** to see information about the vendor and the bid.
5. In the **Bid Type** dropdown, select the type of bid submission.
6. If the low bidder, once the bid is analyzed, from the **Bid Status** dropdown, select the appropriate status.

Note: If a status of Non-Responsive, Withdrawn, or Non-Responsible is selected, the bid becomes invalid according to AWP and the Valid Bid status at the top of the right column will change to No.

7. Click **Save**.

8. Repeat step 5 for all bidders (enter **Bid Type** for Statewide tracking).
9. Repeat step 6 if bidders found non-responsive, non-responsible, or the bid is withdrawn after opening.

To view bid information for each bidder.

1. Click the **Bid Entry** quick link.
2. Navigate to the **Proposal Bid Total** tab, the **Section Bid Totals** tab, or the **Items** tab to view detailed information about the bid.
 - a. The **Proposal Bid Total** tab and the **Section Bid Totals** tab are where bidder preference information is kept. See bidder preference section further for guidance on entering data.
 - b. The **Bids Not On Proposal** tab is where system error information related to the bid would be kept. This tab will have no information on it.
 - c. The **Notes** tab is another location where **Bid Notes** from the Proposal Vendor record will show up and can be added to or edited as needed.
3. Use the **Proposal Vendors** dropdown to switch to another vendor's Bid Entry Summary.

To generate Bid Analysis documents:

1. Navigate to the Proposal Summary component. This can be done by clicking the **Proposal** quick link at the top of the screen.
2. Expand the Proposal Summary component **Actions Menu**.
3. Under the Reports section, select **Bid Tab Analysis WBP**.
4. On the Generate Report – Set Parameters, deselect any reports you don't want to run.
5. Click **Execute**.

If you need further assistance please contact your Module Admin
Last Updated October 2023



QUICK REFERENCE GUIDE:

5.8 Managing Bids in AWP

- a. To generate the Bid Tabulation Excel version, expand the Proposal Summary component **Action Menu** and select Bid Tabulation-XLS. When the Generate Report window appears, click **Execute**.

Next Steps:

To add Bidder Preference information for state-funded proposals, see QRG – *Applying Bidder Preference Amounts*.