



QUICK REFERENCE GUIDE:

JOCC 5.12 – Awarding the Proposal

Background:

Once a contractor has been decided for the JOCC contract, the vendor needs to be selected inside AWP and the contract needs to be awarded. Once the contract has been transitioned to construction Task Orders with amounts will be added via change order.

Roles:

Letting User

Navigation:

Letting Overview > Letting

1. From the letting overview find and select the **Letting** to award.
2. Toggle the **Letting Status** to *A- Awarded* and populate the **Letter of Award Date**.
3. Click **Save**.
4. Select the **Proposals** tab and expand the Proposal you are awarding. Check the **Awarded** box for the contracted vendor.
5. Click **Save**.
6. Click the **Proposal** link and from the Proposal Summary, select the **Time** tab and enter the awarded date in the **Start Date** field.
 - a. If there is more than one contract time populate the **Start Date** for each one.
7. Click the **Workflow** tab. Change the **WorkflowPhase** to *Awarded* and press **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 when the NOA to DOL on the Proposal is Checked. (Make sure to populate this field the same day the Proposal is awarded, if applicable)

Next Steps:

Once the proposal is awarded the next step is to transition the proposal to construction following the 5.17 – *Transitioning a Proposal to Construction QRG*.