



QUICK REFERENCE GUIDE:

JOCC 5.7 - Adding Proposal Vendor in AWP

Background:

A bid must be entered to award a proposal to a contractor. The awarded vendor will need to be entered manually, with a bid amount of zero.

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 **Select Vendors** button.
4. In the modal window check **Generate Estimate Bids box**.
5. Search and select the vendor awarded the proposal.
6. Click **Add to Proposal**.
7. Update the **Bid Type** to *Handwritten (Manual)*.
8. Toggle the **Bid Status** to *Responsive*.

Next Steps:

Once the bid has been entered the proposal can be awarded following the *JOCC 5.12 – Awarding the Proposal QRG*.