



QUICK REFERENCE GUIDE:

6.5 Reverse Bid

Background:

Reverse Bid proposals require contractors to bid quantities instead of unit prices. AWP Preconstruction and AWP Bids are unable to accept quantity bids. As a result, placeholder items will be used and only manual (handwritten) bids will be accepted for Reverse Bid proposals. Reverse Bid proposals need to be in AWP so that the procurement site pages will populate and the proposal documents will be available to contractors on the Bid Express proposal page. In addition, the following process will allow for the contract award amount to be accurate and all statewide procurement reports to be accurate as well.

Roles:

Project User, Proposal User, Letting User

Navigation:

Project Overview

1. Create your Reverse Bid project following the QRGs beginning with Starting a Project.
2. When you are ready to add Items, search for and select the Reverse Bid Placeholder item.
3. Enter the actual project item number, description, and unit of measure in the Bid Schedule Supp Description field.
4. Enter the total item amount for the reverse bid item in the placeholder item's Price field.
5. Repeat steps 1-4 for any additional Reverse Bid items on your project.

Note: If your project has a combination of regular items (unit price bid) and Reverse Bid items, your proposal will still follow the Reverse Bid process (handwritten manual bids only). Your regular items will be created as normal, and your Reverse Bid items will be created using the placeholder item.

6. Reference QRG – *Creating a Proposal* to create a proposal from your project.
7. Reference QRG – *Letting Creation* to create a letting in AWP and Bid Express. The EBSX file you use to create your letting in Bid Express is a placeholder and will not be used by bidders.

Note: When setting up your letting & proposal on Bid Express, make sure to create alerts in both areas that specify that electronic bidding is not available for this letting/proposal and only handwritten manual bids will be accepted. This should also be specified in your Invitation to Bid.

Next Steps:

See QRG – *Addenda for Reverse Bid*.