

# Public Purchase – Awarding a Bid

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## Public Purchase – Awarding a Bid

After the Bid or RFP has ended the Bid will move from the Active section to the Task section on the Home page. Here you will have a Golden Cup icon on the right of the bid. Click on the “Cup” to start the awarding process.



If you have an icon of a “Lock pad” this means that the bid is a sealed bid and needs to be opened before you can award. Click on the “lock pad”.



You will need to enter in the password to open the sealed bid.

 This bid is currently Sealed.

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**Open Vendor Responses**

Username: demo

 Password:

A new window will open. **Go to Awarding** – this will take you to your awarding options. **Close** – will not reseal the bid, this will take you to the home page.



Bid is no longer sealed

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Sealed bid opened on: **Oct 16, 2009 11:26:47 AM CDT**  
By: **demo**

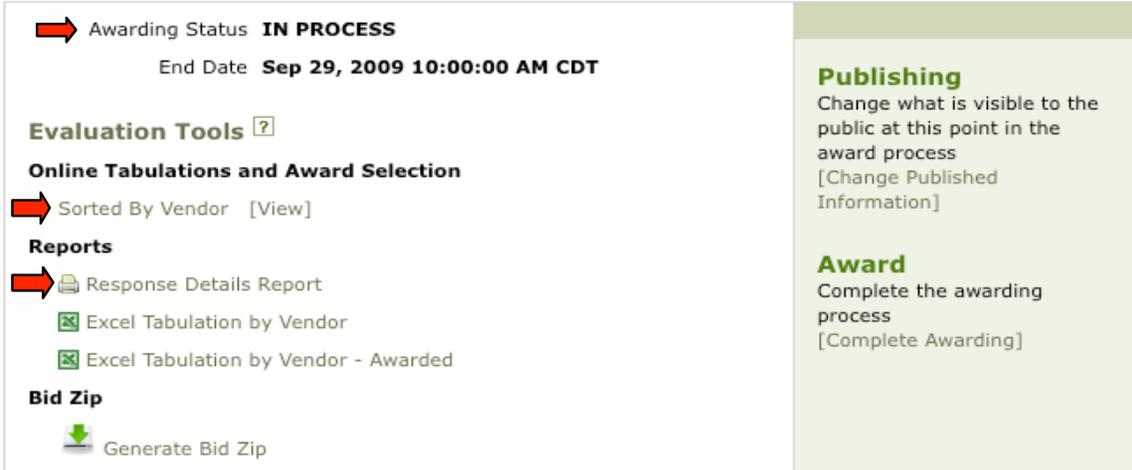
**All vendor bids are now visible.**



[Go to Awarding](#) [Close](#)

If you choose “Go to Awarding,” you will be shown an Awarding window. By clicking on “Sorted by Vendors” you will see all the vendors that have responded to the bid, if the Bid was an electronic Response bid. If there were multiple line items you would also be able to select to view the bid by Line Item. You can also print this information in a report format by clicking on “Response Details Report.” We also have set in the system the ability to export the information via excel for tabulation. You can do this prior to award or after.

Here you will also see the **Awarding Status** is **IN PROCESS**.



 Awarding Status **IN PROCESS**  
End Date **Sep 29, 2009 10:00:00 AM CDT**

**Evaluation Tools** 

**Online Tabulations and Award Selection**

 Sorted By Vendor [View]

**Reports**

  Response Details Report

Excel Tabulation by Vendor

Excel Tabulation by Vendor - Awarded

**Bid Zip**

 Generate Bid Zip

**Publishing**  
Change what is visible to the public at this point in the award process  
[Change Published Information]

**Award**  
Complete the awarding process  
[Complete Awarding]

Here you will be able to see the vendors' responses to the bid. You will be able to see if the vendors have complete a response, agreed to all documents and Terms and Conditions, or if there are any vendors that didn't accept or complete their response. You will also be able to see if any vendors had exceptions to the bid documents.

You will also be able to award by clicking on the box left of the vendors name.

[Download Excel](#)

Award	Vendor	Unit Price	Qty.	Total Price	Gen. Info	T&C
<input checked="" type="checkbox"/> View Vendors With Incomplete Responses						
Award	Vendor	Unit Price	Qty.	Total Price	Gen. Info	T&C
<input type="checkbox"/>	<b>T059</b> Phare Cons	19,000.00	15	\$285,000.00		[Disqualify]
<input type="checkbox"/>	<b>Y987</b> Fluke Elect	18,750.00	15	\$281,250.00		[Disqualify]
<input type="checkbox"/>	<b>S248</b> Travel Com	18,800.00	15	\$282,000.00		[Disqualify]
<input checked="" type="checkbox"/> View Vendors Who Did Not Accept Terms And Conditions						
Bidder Alias	Vendor Name				Reason not Accepted	
G214	NEC					

The check mark with a red X will allow you to **click** on it, and see the reason for not accepting.

**Mandatory Acceptance T&C Docs**

Bid Number 3456 Reverse Auction.doc

**Reason given:** I feel the terms and conditions of delivery are unacceptable as specified. Fuel prices make this unacceptable

The check mark with a **yellow warning** on it will allow you to see that they accepted with exceptions.

**Mandatory Acceptance T&C Docs**

Bid Number 3456 Reverse Auction.doc

**Exception:** Unable to deliver 3 truck loads to county in August. Can only do two with a third in September

You can disqualify vendors at any time by clicking on “Disqualify” on the far right hand side. This is a permission-based feature. You will also be able to reinstate the vendor at anytime if you so choose.

[Download Excel]

Award	Vendor	Unit Price	Qty.	Total Price	Gen. Info	T&C
<input type="checkbox"/> T059	Phare Consulting Inc	19,000.00	15	\$285,000.00		[Disqualify]
<input type="checkbox"/> Y987	Fluke Electronics	18,750.00	15	\$281,250.00		[Disqualify]
<input type="checkbox"/> S248	Travel Command	18,800.00	15	\$282,000.00		[Disqualify]

View Vendors Who Did Not Accept Terms And Conditions

Bidder Alias	Vendor Name	Reason not Accepted
G214	NEC	

[Awarding Menu]

A window will come up where you must enter the correct password in order to disqualify a vendor.

**Disqualify Vendor**

Username: **demo**

Password:

**Reason:**

On the left hand side, you will be able to click on the “Vendor’s name” this will take you to the vendor’s information within Public Vendor.

[Download Excel]

Award	Vendor	Unit Price	Qty.	Total Price	Gen. Info	T&C
<input type="checkbox"/> T059	Phare Consulting Inc	19,000.00	15	\$285,000.00		[Disqualify]
<input type="checkbox"/> Y987	Fluke Electronics	18,750.00	15	\$281,250.00		[Disqualify]
<input type="checkbox"/> S248	Travel Command	18,800.00	15	\$282,000.00		[Disqualify]

View Vendors Who Did Not Accept Terms And Conditions

Bidder Alias	Vendor Name	Reason not Accepted
G214	NEC	

[Awarding Menu]

Here you will be able to see your Notes, Business Type, etc., for this vendor. Please see our training on **Public Vendor** for more detailed information on Vendor Information.

### Info for Fluke Electronics

**Info**

Notes

Addresses

Contacts

Classifications

Suspend

Forms

Documents

Business Type

**Vendor information**

Name **Fluke Electronics**

Address **400 Britannia Road East  
Chicago, IL 67676**

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**Contact Information**

Name **Jack Black**

Email **jack@fluke.com**

Phone **(000) 000-0000**

Address **400 Britannia Road East  
Chicago, IL 67676**

Once you have chosen the vendor or vendors you want to award, **click** on the “**box**” next to their information. The system allows you to award to multiple vendors.

Award	Vendor	Unit Price	Qty.	Total Price	Gen. Info	T&C
<input type="checkbox"/>	<b>T059 Phare Consulting Inc</b>	19,000.00	15	\$285,000.00		[Disqualify]
<input checked="" type="checkbox"/>	<b>Y987 Fluke Electronics</b>	18,750.00	15	\$281,250.00		[Disqualify]
<input checked="" type="checkbox"/>	<b>S248 Travel Command</b>	18,800.00	15	\$282,000.00		[Disqualify]

Once you are done **click** on “**Awarding Menu**” at the bottom of the page. This will take you back to other options.

Awarding Menu

**Sort by Item** – This is available when you have several items in a bid. Allowing you to pull up vendors response per item. Click on [View]

## Evaluation Tools ?

### Online Tabulations and Award Selection

Sorted By Vendor [\[View\]](#)

Sorted By Item [\[View\]](#)

You will now see all of your items with each vendors response per item. You can award by click on the box left of the vendors name. You can also do multiple awarding per item.

Code	Item	Qty	Unit	Brand
100-1	Desk 220 series open front desk	20	Each	American Table
<b>Desk</b>				
220 series open front desk				
<input type="checkbox"/>	<b>AMERICAN CRANE &amp; EQUIPMENT CORPORAT</b>			
	Brand Sudduco	Unit Price	Qty	Total
	Reference #	<b>\$88.00</b>	20	<b>\$1,760.00</b>
<input type="checkbox"/>	<b>Travel Command</b>			
	Brand American Table	Unit Price	Qty	Total
	Reference #	<b>\$110.00</b>	20	<b>\$2,200.00</b>
100-2	Chair 9000 Series School Plastic Chair	5	Each	School Supply
<b>Chair</b>				
9000 Series School Plastic Chair				
<input type="checkbox"/>	<b>Travel Command</b>			
	Brand Rochester	Unit Price	Qty	Total
	Reference #	<b>\$28.00</b>	5	<b>\$140.00</b>

You can always go between the Sort of Vendor or Sort of Item. By clicking on the Awarding Menu at the bottom of the page.

Awarding Menu

## Percent Discounts

If you had Percent discounts in the bid. You will be able to view those when using the Sort by Vendor by click on the triangle left of the vendors name. This will open up the details of the vendors response.

[\[Download Excel\]](#)

▶ Award	Vend Awarded Totz	Total	Gen. Info
▶ <input type="checkbox"/> <b>CA Inc</b>	**	\$823.50	<input type="checkbox"/> [Disqualify]

Here you will see the adjusted price per item.

▶ Award	Ven Awarded Tot	Total	Gen. Info
▼ <input type="checkbox"/> <b>CA Inc</b>	**	\$823.50	<input type="checkbox"/> [Disqualify]
yellow agaerhg			
<input type="checkbox"/>	Brand	Unit Price	Qty
	Reference #	<b>\$26.55</b>	10
		\$29.50	\$295.00
			<b>\$265.50</b> (adjusted)
			(actual)
Blue			

When using the Sort by Item you will be able to see the items with each vendors response and the adjusted prices.

▼ Code Item	Qty	Unit	Brand
▼ yellow agaerhg	10	Each	
<b>yellow</b> agaerhg			
<input type="checkbox"/> <b>CA Inc</b>	<input type="checkbox"/>		
	Brand	Unit Price	Qty
	Reference #	<b>\$26.55</b>	10
		\$29.50	\$295.00
			<b>\$265.50</b> (adjusted)
			(actual)

With Percent Discounts in excel reports they will ONLY show the ADJUSTED value.

You can publish information based off of the transparency level you are looking for. Simply **Upload Files** in the “**Awarding Documents**” section. Upload any documents from the bid that you would like. You can choose which of these documents are available to the public and which ones remain only available to the agency.

The screenshot shows a web interface for awarding documents. At the top, it displays 'Awarding Status FINALIZED' and 'End Date Oct 10, 2009 8:48:02 AM CDT'. Below this are sections for 'Evaluation Tools', 'Online Tabulations and Award Selection' (sorted by vendor), 'Reports' (including Response Details Report, Excel Tabulation by Vendor, and Excel Tabulation by Vendor - Awarded), and 'Bid Zip' (Generate Bid Zip). On the right, there are 'Publishing' and 'Award' options. Below these is a 'Published Information' section stating 'At this time no information has been published.' At the bottom, the 'Awarding Documents' section contains an 'Upload File' button (highlighted with a red arrow), a checkbox for 'Add uploaded document to library', and a 'Library Document' button.

All documents that have been uploaded to the Awarding Documents file will be listed.

The screenshot shows a table of uploaded documents under the 'Awarding Documents' header. The table has columns for 'File', 'Uploaded', and a trash can icon. The first row shows 'Electronic RFP Response InstructionsTemplate.doc [download]' uploaded on 'Oct 16, 2009 2:12:07 PM MDT'. The second row shows 'BusPartsbid.xls [download]' uploaded on 'Oct 16, 2009 2:14:42 PM MDT'. Below the table are buttons for 'Upload File', a checkbox for 'Add uploaded document to library', and a 'Library Document' button. A red arrow points to the trash can icon for the first file.

File	Uploaded	
Electronic RFP Response InstructionsTemplate.doc [download]	Oct 16, 2009 2:12:07 PM MDT	
BusPartsbid.xls [download]	Oct 16, 2009 2:14:42 PM MDT	

After the files are uploaded you have an option of removing the file if it wasn't the correct one by clicking on the “trash can”.

Now you can click on “Change Published Information.”

Awarding Status **FINALIZED**  
End Date **Oct 10, 2009 8:48:02 AM CDT**

**Evaluation Tools** [?]  
**Online Tabulations and Award Selection**  
Sorted By Vendor [View]

**Reports**  
Response Details Report  
Excel Tabulation by Vendor  
Excel Tabulation by Vendor - Awarded

**Bid Zip**  
Generate Bid Zip

**Publishing**  
Change what is visible to the public at this point in the award process  
[Change Published Information]

**Award**  
Undo Award Completion  
[Undo Award Completion]

**Published Information**  
At this time no information has been published.

**Awarding Documents**

File	Uploaded
Electronic RFP Response InstructionsTemplate.doc [download]	Oct 16, 2009 2:12:07 PM MDT
BusPartsbid.xls [download]	Oct 16, 2009 2:14:42 PM MDT

Upload File   Add uploaded document to library - OR - Library Document [?]

A new window will open. Click on the “Arrows” and open the drop down box and choose one of the options that best fits what information you are publishing.

**Publishing Award Information**

Publish as: Do not publish information at this time [Arrows]

- Do not publish information at this time
- Bid Reading Information
- Intent to Award Information
- Notice of Award Information

You will see the documents that you have uploaded. Click on the “box” next to the document(s) that you want to have published to the public. The system will also notify all vendors that responded that the information has been posted for them to review. If you don’t want the system to do this simply uncheck the “notify vendors” box.

Publish as:

Notify vendors that the information has been published

Select Awarding Documents to publish:

 Electronic RFP Response InstructionsTemplate.doc

   BusPartsbid.xls

Once you have gone through the questions, enter in the correct password and click on “Publish.”

Username: **demo**

Password:

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You will be taken back to the option page. Now you can read the Published Information. You can also go back and change the Published Information. The public will only be able to view the most recent information, but you will be able to view all publications.

**Publishing Award Information**

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 Publishing change has been saved

The following information has been published as: **Bid Reading Information**

- Awarding documents:
  -  BidItems RFB #7667.xls
- The name of the vendors who are marked for award
- Response amounts from only the vendors marked for award
- List the vendors who are marked for award as the selected vendors and show an award icon in the tabulation area.
- Award completion date will be disclosed when applicable

Publishing status set on Nov 24, 2010 12:39:11 PM MST by demo

When you are ready to finalize the awarding click on “Complete Awarding”.

Awarding Status **IN PROCESS**  
End Date **Sep 29, 2009 10:00:00 AM CDT**

**Evaluation Tools** [?]  
**Online Tabulations and Award Selection**  
Sorted By Vendor [View]

**Reports**  
Response Details Report  
Excel Tabulation by Vendor  
Excel Tabulation by Vendor - Awarded

**Bid Zip**  
Generate Bid Zip

**Publishing**  
Change what is visible to the public at this point in the award process  
[Change Published Information]

**Award**  
Complete the awarding process  
[Complete Awarding]

You will now be able to choose whom to notify if anyone at all. You can choose to “Notify all Bidders”, “Only Awarded Bidders”, or “Not send Award Notifications”. Select the correct option then click on “Complete Awarding”

**Awarding Notifications**

Notify all Bidders  
 Notify only Awarded Bidders  
 Do not send Awarding Notification

Enter in the correct password and confirm.

**Complete Awarding Confirmation**

Username: **demo**  
Password:

You will be taken back to the **Awarding** page. Here you will see in **Awarding Status FINALIZED**.



**Awarding Status FINALIZED**  
End Date **Oct 10, 2009 8:48:02 AM CDT**

**Evaluation Tools** [?]  
**Online Tabulations and Award Selection**  
Sorted By Vendor [View]

**Reports**

- Response Details Report
- Excel Tabulation by Vendor
- Excel Tabulation by Vendor - Awarded

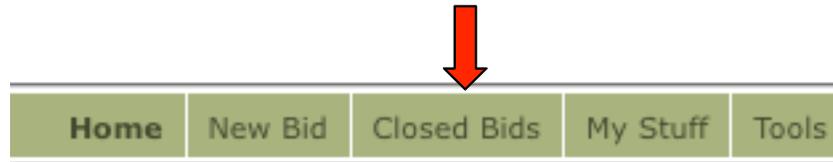
**Bid Zip**

- Generate Bid Zip

**Publishing**  
Change what is visible to the public at this point in the award process  
[Change Published Information]

**Award**  
Undo Award Completion  
[Undo Award Completion]

Once finalized, you will then be able to locate the bid in the **Closed Bids** tab from the tool bar on the home page.



Here you will be able to locate any of your Closed Bids and Finalized Bids. You will also have three icons on the right hand side letting you know what can still be done if needed.



**Closed Bids for City of Midway**

Coop

Title

Number

Type

Closed in the

Title	Status	End Date	Actions
RA #0609 - 8 1/2 x 11 Xerographic Copy Paper	FINALIZED	Oct 10, 2009 8:48:02 AM CDT	  



The first icon is a Cup with a notepad. This is **Final tabulation** – it allows you to have a quick overview of the bid from the vendor’s perspective.



The Note pad is Copy – You will be able to **Copy and/or edit** anything within this bid to use it for the creation of a new bid.



The Gold Cup is for **Awarding** – You will be able to view the awarding of the bid and can undo or change the awarding here if need be.