This document provides information about the Lettings portion of web Preconstruction, (PrP) including tasks, processes and activities whether seen or hidden. The user's role along with workflow and phase determine what can be viewed and the actions that can be taken.

Quick Links to access subjects within this document Include:

- Lettings and Proposals
- Letting Workflow and Phases
- Letting Proposals
- Working Outside of Preconstruction
- <u>Addenda</u>
- <u>Special Purpose Bid Entry</u>
- <u>Re-Letting</u>

Florida Department of Transportation (FDOT) receives bids for competitively bid proposals at a bid letting. The time and place of the bid letting is published in the letting's Bid Solicitation Notice(s), (Notice to Contractors). Lettings are held on a scheduled basis, and bidders, their authorized agents, and other interested parties are invited to be present.

### Lettings and Proposals

Before the bid letting takes place, a bid letting row must be created in the system to manage all information associated with the letting. Some of the information available via a bid letting row includes:

- Letting ID
- District
- Letting Status
- Letting Date and Time
- Posting Dates

Letting Ove	erview				
✓ Letting Over	erview				Save 🔻 ?
				Actions	×
Q Type search	n criteria or press Ente	r 🍠 System De	efault 💌 Showing 10 of 4186	Add	
District	Letting Status	Workflow ID	Phase Name	Quick Add	
No Filter	No Filter	No Filter 🔹	No Filter 🔹	Tasks	
				Import from Expedite	
					0 changed

Additionally, on the Letting Summary page, under Workflow, you will find the Workflow and "WorkflowPhase".

Letting Su	mmary
✓ Letting: 0	4170809
General	Workflow
Proposals	District Office and Turnpike Lettings (Lettings Workflow)
Workflow	WorkflowPhase
	Activites prior to Letting
Note	: Only Workflows containing the word "Lettings" are used for Lettings.
Note	: Please see the Training Documents addressing MMOAs for all information pertaining to
Mair	Itenance Resident Yard/Operation Center handling of this specific type of contract.
vigate to	ttings and ProposalsAddenda Special Purpose Bid Entry Re-Letting
	Page 1 of 17

The Letting Overview component is the gateway to managing all information in a bid letting. This includes proposals associated to the letting, their statuses, number of addenda, bidders and their bids that have been submitted for those proposals can also be accessed. To access the Letting Overview component, click the "Lettings" link in the Preconstruction Component.

✓ Preconstruction	?
Projects	-
Proposals	
Lettings	

To add a single Letting, select Add using the Action button at the end of the Component bar as shown.

✓ Letting Ove	rview					Save 🔻
					Actions	×
Q Type search	criteria or press	Enter	🥭 System	Default Showing 10 of 418	Add	
District	Letting Statu	s	Workflow ID	Phase Name	Quick Add	
No Filter 🗸	No Filter	-	No Filter	<ul> <li>No Filter</li> </ul>	Tasks	
					Import from Expedite	
						0 chan

Complete the information in the fields below. Change the Letting Time, (if necessary); however, the Letting Status is always going to be "SCHD – Scheduled" at the beginning of the process.

Add Letting <ul> <li>Add Letting</li> </ul>		
Letting ID*	Note: Please note the red asterisk (*) that denotes required fields. The system will not save data if a required field is blank.	
Letting Time * 10:30 AM		
igate to <u>Lettings and Proposals</u>	Addenda Special Purpose Bid Entry Re-Letting	Ho

Letting ID is a unique identifier for a specific letting and shall follow the naming convention below:

Central Contracts Office Lettings — (CTYYMMDD) the first two spaces are "CT", the next two digits "YY" denote the year, the next two "MM" indicate the month, and the last two "DD" reference the day. (Example: CT171225).

District Office Contracts Office Lettings — (DDYYMMDD) the first two spaces are the district "DD", the next two digits "YY" denote the year, the next two "MM" indicate the month, and the last two "DD" reference the day. (Example: 01171231).

Letting Date can be selected using that field's calendar.

Change the Letting Time if necessary but the Letting Status is always going to be "SCHD Scheduled" at the beginning of the process.

When data has been entered, click the "Save" button and the system will display a message to confirm that your changes were saved.

The Letting Statuses typically used by the department include:

- Scheduled (SCHD) The Letting has been created with a future date and time identified.
- Move (Move) The Letting's originally scheduled date and time have been changed.
- Archived (ARCH) All activity associated with the Letting has been completed.
- Cancelled (CANC) The department has determined prior to the scheduled date/time the Letting will not be held. If all proposals for a Scheduled Letting have been removed or moved to another Letting its status must be changed to **Cancelled**.

Questions about Letting Status should be directed to the Central Office Contracts Administration Office.

✓ Letting: CT17	70426		Save 🔻			
General	Letting ID*	-	Letting Status*			
Proposals	CT170426		SCHD - Scheduled -			
Workflow	District*					
TOTAION	99 - Central Office	ARCH - Archived				
			CANC - Cancelled			
	Cost Center		MOVE - Moved			
	<b>Q</b> Begin typing to search or press Enter		MSCH - Modified Schedule			
	Letting Location		POST - Postponed			
	Contracts Administration Office	Θ	SCHD - Scheduled			
		4	WDRN - Withdrawn			

### LETTING WORKFLOW AND PHASES

The next step is to set the Letting's Workflow and "WorkflowPhase":

The Letting Workflow choices are either "Central Office Lettings" or "District Office or Turnpike Lettings", and the initial phase description is always "Activities prior to the Letting."



Overview Purchas	es Status							
Letting Summary								
✓ Letting: CT17	'0426 Save ▼ ?							
General	Workflow							
Proposals	Central Office Letttings 🔻							
Workflow	WorkflowPhase							
	Activies prior to the Letting							

When the message "There are unsaved changes" appears, click the "Save" button.

Note: Never use a Workflow for a Letting that does not have the word "Lettings."

#### Workflow and "WorkflowPhase":

A Workflow is a set of relationships between tasks and the order in which those tasks are performed throughout the lifecycle of an agency project, proposal, or contract or in this instance a letting. Regardless of the Contract Type of the Proposal(s) attached to a Letting one should <u>never</u> use a Workflow that does not have the word "Letting" for a Letting's Workflow.

A "WorkflowPhase" within a Workflow can be considered a required step to move the agency project, proposal, contract or letting towards its desired result. Several activities may occur within a "WorkflowPhase". The "WorkflowPhase" are as follows:

- Pre-Letting Activities prior to the Letting
- Letting Receive Bids
- Post-Letting Activities following receipt of Bids
- Closed Letting has occurred
- Historical Letting Archived; all preconstruction activity has been completed including transfers to DSS and Site Manager

It should be noted that the Phase Description (See Bolded Text Above) is what appears in the Phase dropdown list.

Once the Letting has been given the "WorkflowPhase" Activities prior to the Letting", the Posting Dates should be added to the Letting General Screen. These are the dates the department will publicly declare its intent on Proposals within the Letting (either Award to a Bidder or All Bids Rejected).

While the District Field is required, the Cost Center Field can be used for Lettings associated with MMOAs.

Letting Sumr	nary	
✓ Letting: CT1	70426	Save 🔻 ?
General	Letting ID*	Letting Status *
Proposals	CT170426	SCHD - Scheduled 💌
Workflow	District*	Letting Date *
	99 - Central Office 💌	04/26/2017
	Cost Center	Letting Time*
	Q Begin typing to search or press Enter	10:30 AM

If <u>none</u> of the Proposals attached to a Letting <u>have been advertised</u> — that Letting can be edited by the following steps:

- Open the Letting via the Letting Overview Page.
- Open from the Actions menu on the Letting's row.

Navigate to	Lettings and Proposals	Addend	a Special Purpose	e Bid Entry	Re-Letting	Home	

- The Letting Summary component opens on the General tab, which allows view or change of information in these fields:
  - Letting Date
  - Letting Time
  - Letting Status
  - Location
- Comments
- Click in a field to add, change, or delete information as needed. When you are finished making changes, click the Save button. The system displays a message to confirm that your changes were saved in the database.

Note: See Role Help "Moving Proposals to Another Letting" for steps to move an "Advertised Proposal".

### LETTING PROPOSALS

To add one or more proposals to a bid letting, perform the following steps:

1. Click the Proposals tab on the Letting Summary

	Contraction ( )		
orview Status			
etting Summary			
✓ Letting: C11/0426			
General	Letting ID		Letting Status *
roposals	CT170426		SCHD - Scheduled
Vorkflow	District •		Letting Date ·
	99 - Central Office 👻		04/26/2017
	Cost Center		Letting Time*
	Q Degin typing to search or press Enter		10:30 AM
	Letting Location		1st Posting Date
	Contracts Administration Office	Q	þ5/10/2017 📋
			and r county Date
	Comments		05/24/2017
		Q	

- 2. Click the Select Proposals button
- 3. The system displays a modal window for selecting proposals.

				×
<b>Q</b> T4	45 Select: All None	Advanced showing 1	of 1	1 selected
P	Proposal	Descr	Fed Proj	Cost Center
🗸 т	4543	SR 59 GAMBLE ROAD FROM	N/A	

Navigate to	Lettings and Proposals	Addenda	Special Purpose Bid Entry	Re-Letting	Home

- 4. Type Criteria in the Quick Find search box that matches the Proposal you want to add or click "Show first 10". The system lists all proposals that meet your search criteria and are not currently attached to a Letting. Click each proposal you want to attach to the Letting, (note the Green Checkmark beside each selected proposal). To clear a selection click the proposal again.
- 5. Click "Add to Letting" and then the "Save" button.

The system closes the modal window and takes Proposals tab of the Letting Summary with the new proposals added to the list.

CAO Staff MUST PERFORM the "Auto Generate Sections" and "Assign Items to Sections" processes after attaching any Proposals to a Letting before commencing with any further steps such as generating a "Notice to Contractors (BSN)" or performing the "Export Proposal to Bids" process. This is critical-because omitting this step runs a risk that proposal level data not match the project level data.

Refer to the Role Help "Generate Sections and Assign Items to Sections"

After those steps are completed Proposals attached to a Letting should then be given the "WorkflowPhase" Advertised."

This can be done individually or by Groups (District Let Maintenance Contracts or District Let Construction Contracts) by accessing that feature from the Letting Actions button.



This feature can also be used when there are groups of Proposals with the same Phase change happening concurrently, (example: "Bids Received.")

Once the Advertised Phase is assigned, the Proposals' Item Line Numbers are fixed by the System. After this, any updates or changes must be done by Addendum.

Additionally. the Proposals placed in the Advertised Phase must have the "Proposal Letting Status" field populated with the "00-Advertised" selection from the field's drop-down selections as well selecting the appropriate date in the "Status Date" field.

When all the Proposals have been attached to a Letting to be included in the first advertisement, they will be assigned Call Order Numbers by the application when all changes are saved. This number sequence will not be modified once the advertisement is published. Call Order Numbers are unique three-digit sequential numbers used to order Proposals within a Letting. Proposals in subsequent advertisements for the Letting will be assigned Call Order Numbers commencing immediately after the last previously assigned Call Order Number within that Letting.

The "Proposals" tab on the Letting Summary contains a rolling list of all the proposals currently associated with the bid letting. Each row contains an Actions button, the number of addenda, and current values for the following fields:

- Call Letting Call Order Number
- Proposal Proposal Identifier Number which is a "Quick Link" to access more information.
- Prop Stat Current Status of the Proposal, (examples: Advertised, Addenda, Awarded Executed, etc.). The Status and Status Date information populates the same fields on the Proposal General screen when saved. \* Publication Date Appears on the Notice to Contractors, (BSN) which will include the Proposal

To access more information about a proposal, click the Proposal link in the appropriate row.

verview Status	
Bid Letting Su	mmary
✓ Bid Letting: C1	r⊤est04
General	
Proposals	Q Type search criteria or press Enter S Advanced Showing 1 of 1
Workflow	Select Proposals
	Ca* Proposal Status - Status Dt - Publication Dt -
	004 T7M05 00 - Adverti 08/12/2011 🚔 08/12/2011

It should be noted that the requirements for a Proposal to be published on the Bid Question and Answer Site are:

- Attached to a Scheduled Letting in the Letting Phase "Activities prior to the Letting"
- The Proposal's Phase must be "Advertised"
- The Proposal's Letting Status must be "Advertised" with the Status Date field showing yesterday's date or earlier.
- The Publication Date's field must show yesterday's date or earlier.

A proposal can be removed from a Letting that has not occurred. Check with the Central Contracts Administration Office if the proposal has already been advertised prior to commencing.

To remove a proposal, select Remove from the Actions menu on the Proposal's row.

Letting Summary										
✓ Letting: CTTest04									Save	- ?
General										
Proposals	Q Type search cri	iteria or press Enter	3	Showing 1 of 1						
Workflow	Select Proposals								0 cha	anged
	Cal Proposal	Status 🔻	Status Dt 🔻	Publication Dt 🔻	Award Ven	dor	Seq 🔻	Addenda	Pass Flag	-
	004 T7M05	00 - Advertis 🔻	08/12/2011	08/12/2011		Actions		-		×
						Exclude fr	om Search	Results		
						Tasks				
						Export To	Expedite			
						Move				
						Project Co	ost Distribut	ion Report		
						Proposal S	Section and	Line Number	s Report	
						Remove				
						Validate P	roposal			
						Views				_



### WORKING OUTSIDE OF PRECONSTRUCTION

Once the proposal item details are finalized, they can be transferred to Bids in a comma-separated value file.

The Contracts Office will fill orders for Bidding Documents associated with Advertised Proposals utilizing the Contract Proposal Processing Application (CPP), Bidding Documents including the Plans, Specifications Packages and the Bid Proposal. Once CPP approves the Proposal issuance, the system automatically makes the Vendor "Valid for Bidding."

At this point, it becomes necessary to address a couple of tasks that are done outside wt. Preconstruction. These involve:

Export Proposal to <u>**Bids</u>** CPP Online Ordering system.</u>

Instructions on how to export the proposal to Bids can be found on the HOME Page of PrP. Click on the link for steps to transfer to Bids. Refer to the "CPP Manual" available on the "Instruction Guides" section of the Contracts Administration Infonet site for information about that Application.

### Addenda

After a proposal has been advertised, subsequent changes to proposal information that effect contractors' bidding (such as contract time, items, or special provisions) must be tracked and distributed to the proposal holders. This is accomplished by adding an Addendum to the proposal. An Addendum allows modifications directly into the system to the proposal information before the bid letting. The addendum must be provided to plan holders as soon as possible so they can incorporate the changes into their bids as well as acknowledge the receipt of the addenda.

Before an addendum can be added to a proposal, the proposal must be in the Addendum "WorkflowPhase". This means that the proposal has been set to a phase called Addendum. You can set the phase on the Workflow tab of the Proposal Summary and then click the Save button.

Home 🔹 Recent 💌	My Pages 🔹	Actions	(?) Help	U Log off
Overview Addenda Item Pri	cing Locations Proposal Vendors Sections and Items Wage Decisions			
Proposal Summary	There are unsaved changes.			
✓ Proposal: T1330 - SR	739 (METRO PKWY)	_	Save	- 3
Letting: CT120620 - 001 - Lettin	g Date: 06/20/2012			
General	Workflow			
Projects	Central Office Let Contracts 💌			
Time	WorkflowPhase			
Workflow	13 Addendum V			

#### To create an Addendum record:

Click Addenda.

Home - Recent	t 🔻 My F	⊃ages 👻				Actions	<b>?</b> Help	U Log off
Overview Addenda	Item Pricing	Locations	Proposal Vendors	Sections and Items	Wage Decisions			
Proposal Summ	nary	Save Comp	lete		×			
✓ Proposal: T1330	- SR 739						Save	- 🖓
Bid Letting: CT150112 -	001 - Letting	Date: 01/12/2	015					
General	In Adder	ida phase, no	Addendum is open.					
Projects	Proposal	ID			Federal Aid Number			
Time	T1330							
Special Provisions	Proposal	Description	*		Proposal Letting Status			

#### Then Click Save.

Home + Recen	l - My i	Pages 🔹				Actions	() Help	Log of
werview Bid Entry	Locations	Proposal Proposal Vendors	Sections and items	Wage Decisions				
Addendum Sun	nmary	There are unsaved changes.			×			6
✓ Proposal: T1330	) - SR 739						Save	- 6
n Addenda phase, no	Addendum is d	ipen.				1	added	0 chang
Add Num Creat	ted Dt	Closed Dt		Approved Dt				
Descr* •			Comments 👻					
Descr * * For Training	Q		Comments 👻	٩				

Home • Recent •	My Pages 👻				Actions	() Help	Log off
overview Bid Entry Local	ions Proposal Proposal	Vendors Sections a	nd items Wage Decisi	ons			
Addendum Summa	ry Save Complete			×			
✓ Proposal: T1330 - SF	1739					Save	- ?
In Addenda phase, for Adden	dum 1						
New					0	added	0 change
Add Num Created Dt	CI	osed Dt	Approved	Dt			•
Descr + -		Comments	•				
For Training		This is trai	ning Q				

Note: After the Save completes, the Application assigns ADD Num. and Created Dt.

Once the proposal is in the Addendum Phase and you have added an addendum, the system makes a virtual copy (called a snapshot) of the proposal, and keeps that copy as a record of the proposal before any addenda changes are made. At this point, you can make changes to the proposal.

When you are finished entering all the changes pertaining to a given addendum, the addendum should be Closed and then Approved by clicking the appropriate link.



Note the dates that are System Supplied when each step is accomplished. Once approved, an addendum cannot be reopened or changed.

Addendun	n Summary	Proposal: T1997 - SR 80		
✓ Proposal:	: T1997 - SR 80			Save 🔻 ?
New				0 added 0 changed
Add Num	Created Dt	Closed Dt	Approved Dt	
1	01/06/2017	01/06/2017	01/06/2017	
Descr*		Comment	s	
Supplement	No. 1	Q		Q

If a new addendum is added by clicking the "New" button, the system takes another snapshot of the proposal. All changes to the proposal that were made in between the two snapshots are recorded automatically and associated with the previous addendum. This process repeats each time a new addendum is added to the proposal, enabling all changes made to a proposal in the addenda phase to be linked to a specific addendum.

The Addendum Summary component contains a rolling list of all the addenda currently recorded for the proposal. To access the Addendum Summary component, click the Addenda Quick Link on the Proposal Summary page.

Home  Recent  My Pages	Actions	(2) Help	U Log off
Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions           Proposal		Dpen Comp M	onent Actions enu
✓ Proposal: TEST0315 - Test		Save	• ?

Each row represents one addendum. You can view information about any addendum in the list but you can only change information in the most recent addendum. If the most recent addendum has been approved, you cannot change any information in the record.

To view or maintain an addendum record, click anywhere in the addendum's row. The system highlights the row in blue and displays information in labeled fields. Prior to Approval you can view or change information in these fields:

Navigate to	Lettings and Proposals	Addenda	Spe	ecial Purpose Bid Entry	Re-Letting	Home	

	Addendum Su	mmary				Open Component Ac Menu	tion
	✓ Proposal: TES	T0315 - Test				Save 🔻 (	?
Description	New					0 added 0 chang	ged
Comments	Add Num Cre	ated Dt	Closed Dt		Approved Dt		-
	1 07/1	13/2014	07/13/2014		07/13/2014		
	Descr* 🕶			Comments 🔻			
	Test	Q		Test 1	Q		
	2 07/1	13/2014	07/13/2014		07/13/2014		-
	Test 2	Q		Test 2	Q		

When you are finished making changes to the addendum, click the Save button. The system displays a message to confirm that your changes were saved in the database.

Several business rules apply to adding addenda to a proposal:

- You cannot add an addendum unless the proposal has been set to the correct phase. The "WorkflowPhase" must be set to Addendum before details regarding the addendum can be entered.
- After the first addendum has been added, you can only add subsequent addenda, if all previous addenda have been approved.

Note: If a new Addendum is necessary follow the process to open the Addendum Summary and click the New Button.

#### Letting Date/Time

When the Scheduled Letting Date/Time occurs, the Letting' "WorkflowPhase" should be changed to "Receive Bids".



All the Proposals' "WorkflowPhase" should be changed to "Bids Received." NOTE: This is an opportunity to use the Group Phase Change feature discussed earlier.

Overview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage Decisions     Proposal Summary There are unsaved changes.      Proposal: T1330 - SR 739     Bid Letting: CT150112 - 001 - Letting     Date: 01/21/2015     General Worktiow   Projects Central Office Let Contracts   Time WorktiowPhase   Special Provisions 13 Bids Received		Home  Recent  My Pages	Actions Help Log off
Proposal Summary There are unsaved changes.      Proposal: T1330 - SR 739      Bid Letting: CT150112 - 001 - Letting Date: 01/21/2015     General   Projects   Time   Special Provisions     Yorkflow   13 Bids Received     Workflow		Vverview Addenda Item Pricing Locations Proposal Vendors Sections and Items Wage D	Decisions
✓ Proposal: T1330 - SR 739       Save       ▼       ?         Bid Letting: CT150112 - 001 - Letting Date: 01/21/2015         General       Workflow         Projects       Central Office Let Contracts ▼         Time       WorkflowPhase         Special Provisions       13 Bids Received ▼         Workflow		Proposal Summary There are unsaved changes.	×
Bid Letting: CT150112 - 001 - Letting Date: 01/21/2015         General       Workflow         Projects       Central Office Let Contracts •         Time       WorkflowPhase         Special Provisions       13 Bids Received •		✓ Proposal: T1330 - SR 739	Save 🔻 ?
General     Workflow       Projects     Central Office Let Contracts       Time     WorkflowPhase       Special Provisions     13 Bids Received		Bid Letting: CT150112 - 001 - Letting Date: 01/21/2015	
Projects     Central Office Let Contracts       Time     WorkflowPhase       Special Provisions     13 Bids Received       Workflow     13 Pids Received		General Workflow	
Time WorkflowPhase Special Provisions 13 Bids Received  Workflow		Projects Central Office Let Contracts 💌	
Special Provisions 13 Bids Received  Workflow		Time WorkflowPhase	
Workflow		Special Provisions 13 Bids Received -	
		Workflow	
ate to Lettings and Proposals Addenda Special Purpose Bid Entry Re-Letting	te to Lettings a	d Proposals Addenda Special Purpos	e Bid Entry Re-Letting

The bids for the Advertised Proposals that have been electronically submitted can then be downloaded via Import Bids Data process to Preconstruction or manually entered.

Note: Interfaces such as Bid Express Load Bids are addressed in other materials.

#### Post-Letting Activities

When all bids for the Letting's Proposals have been received, the Letting's "WorkflowPhase" should be changed as follows:

Overview     Purchases     Status       Letting     Summary     There are unsaved changes.       ✓ Letting:     CT140827       General     Workflow       Proposals     Central Office Lettings ♥       Workflow     WorkflowPhase	re are unsaved changes. X Save V ?
Letting Summary     There are unsaved changes.     × <ul> <li>Letting: CT140827</li> <li>General</li> <li>Workflow</li> <li>Workflow</li> <li>WorkflowPhase</li> <li>Xereit</li> <li>Xereit<th>re are unsaved changes. X</th></li></ul>	re are unsaved changes. X
V Letting: CT140827     Save       General     Workflow       Proposals     Central Office Lettings •       Workflow     WorkflowPhase	save V 2
General     Workflow       Proposals     Central Office Letttings •       Workflow     WorkflowPhase	tings 💌
Proposals     Central Office Lettings       Workflow     WorkflowPhase	tings 🗸
Workflow WorkflowPhase	
Activies Following receipt of electronic Bids	receipt of electronic Bids 💌

Bids are then processed and the Technical Review and Awards Committees will review and provide managerial direction for any identified issues.

The Bid Tab Analysis/Bid Tab Edit reports are key during this process. Running Bid Tab Edit will determine whether a Bid(s) is Valid and will mark the Bid appropriately.

Note: Ensure the Bid Type and the Bid Status fields are correctly populated for all bidders.

#### Posting

After the Tech/Award Committee Meetings, the department's public declaration of intent, (to either award a contract or reject all bids on a proposal) regarding a Letting's Proposals occurs. This process is known as Posting and is based upon the requirements of Chapter 120 F.S.

The Proposals that are being posted should be placed in the "WorkflowPhase" Post Bids" and the posting activities should be accomplished.



Proposal Summary				
✓ Proposal: T1666 - AVE J, AVE K AND SR 25 (US 27)				
Bid Letting: CT170125 - 002 - Letting Date: 01/25/2017				
General	Workflow			
Projects	Central Office Let Contracts 💌			
Time	WorkflowPhase			
Workflow	16 Post Bids			
	10 Proposal received by Central CAO			
	11 Advertised			
	12 Withdrawn			
	13 Addendum			
	14 Bids Received			
	15 Evaluate Bids, prior to Posting			
	16 Post Bids			
	17 Reject all bids, transfer to DSS			
	18 Award contract			

This includes placing each Proposal when it is being posted in the Correct Status (either "Intent to Award" or "Intent to Reject") and populating the Status Date Field and Posting Date Field with the Posting Date.

22 - Intent to Award	
03 - Executed	
04 - Bids Rejected	
05 - Withdrawn	
06 - Award Canceled	
07 - Exec. Canceled	
08 - No Bids Rec'd	
09 - Moved	
17 - Postponed	
22 - Intent to Award	
24 - Intent to Reject	
SA - Scope Alternate Rejected	

The intended actions can be taken after the Posting period concludes if no Administrative Protests are filed.

For additional assistance in related areas, please see the links to Role Help topics below:

Withdraw an Advertised Proposal Award Proposal Steps Execute Contract Steps Reject Bids Steps

### **Re-Letting**

All requests for re-letting are to be made to the Central Contracts Administration Office which will handle the process and advise all affected parties.

The following applies to the Re-Let Process:

The system creates a new proposal that is identical to the proposal being re-let, including its associated projects, with these exceptions:

- It <u>must</u> be assigned a new Proposal ID.
- The Version Number of each associated project is automatically increased by an increment of 1, and the Version Date is set to the current date.

After creating the proposal copy, the system marks the re-let proposal as Rejected in the current bid letting, if necessary.

Note: Proposals in a "WorkflowPhase" with the Addenda rule cannot be re-let (you can change a proposal's phase on the Proposal details page).



### SPECIAL PURPOSE BID ENTRY

To enter bid information for a proposal, select Bid Entry from the Actions menu on the proposal's row. It should be noted the Proposal Holders must have previously been associated to the Proposal.

Note: This is utilized only if Bid Express or the Bid Load to Preconstruction processes are not used. An example of this is entering the Price Proposal amounts submitted for Design Build.

The first step is to add bidders for the proposals in the bid letting following the actions below:

1. From the Proposal General Tab click Proposal Vendors.

Home 👻 Recen	My Pages 👻	1		Actions	Help	Cog off
Overview Addenda	Item Pricing Locations Proposal Vendors	Sections and Iter	ms Wage Decisions			
Proposal Summ	hary			6	Dpen Comp Mi	onent Action
Y Proposal: TEST	0315 - Test				Save	• 0
Bid Letting: CT1408073	0 - 001 - Letting Date: 01/22/2015					
General	Proposal ID		Federal Aid Number			
Projects	TEST0315					
Time	Proposal Description *		Proposal Letting Status			
Special Provisions	Test	Q	00 - Advertised 🝷			
Workflow	Proposal Long Description		Status Date			

The system displays a modal window for locating and adding reference vendors.

2. Click the Select Vendors button.

Home   Recent   My Pages		Actions	(?) Help	U Log off
Overview Addenda Bid Entry Locations Proposal Sections and Items Proposal Vendor Summary	Wage Decisions		Open Com	oonent Actions
▼ Proposal: TEST0315 - Test			Save	- ?
Q Type search criteria or press Enter Showing 2 of 2	Bidders Only         Valid For Bidding           No Filter <ul> <li>No Filter</li> </ul>	•		
Select Vendors	C	marked for	deletion	0 changed

3. In the Select Vendors modal window, first locate the vendor you want to add as a bidder by typing criteria in the Quick Find search box or by clicking Show first 10. The system lists all the vendors that meet your search criteria.

Select Vendors	×
Generate Estimate Bids	
Q       Type search criteria or press Enter       Image: Comparison of the press Enter       Image: Comparison of the press Enter       Advanced         Select:       All       None       None       None         Enter search criteria above to see results       Or       Show first 10	0 selected
	Add to Proposal

- 4. Click the row for each vendor you want to add. The system adds a green checkmark beside each vendor record you choose and shades the row blue. To cancel a selection, click the selected row again.
- 5. Click the Add to Proposal button. The system closes the modal window and takes you to the Bidder/Quote Summary with the new bidders added to the list.
- 6. To enter bid information for a Vendor associated to a Proposal, place Proposal in the Bids Received Work Flow Phase and then select Bid Entry from the Actions menu on the Proposal's row.

Home 🔻	Recent 👻 My Pages 👻	
Overview Adde	nda Bid Entry Locations Proposal Section	s and Items Wage Decisions
Bid Entry Sun	nmary	
✓ Proposal: T16	66 - AVE J, AVE K AND SR 25 (US 27)	
Proposal Vendors	F593541899 - ACME BARRICADES, L.C.	
Proposal Bid Total	F593541899 - ACME BARRICADES, L.C.	
Section Bid Totals	F510105665 - ADVANCED DRAINAGE SYSTEMS, INC.	
Items	F592009318 - AGRICULTURAL LAND SERVICES	
Bids Not On Propos	F261871966 - AJAX PAVING INDUSTRIES OF FLORIDA LLC	
Time		

- 7 . Select the Vendor from the Bid Entry Screen dropdown menu.
- 8 . Click the Items Tab and enter the Vendor's Bid for each Item's Unit Price and Extended Amount.



- 9. After this process is complete, verify the Section Bid Total are correct and enter the Proposal Item Bid Total in the field shown above.
- 10. Follow the standard process steps performed prior to the Tech/Award Committee meeting for the subject letting from this point forward.

