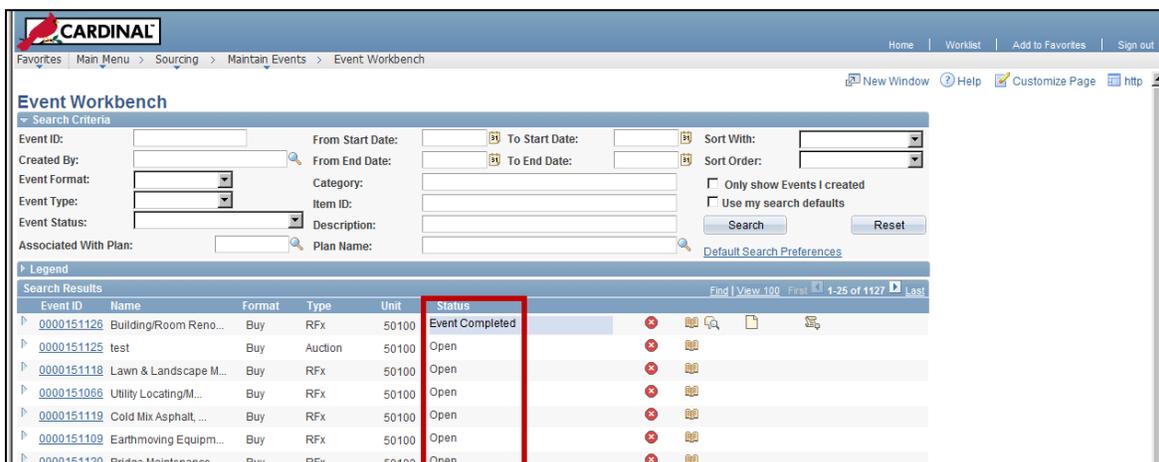


About Bid Processing

The bid process in Cardinal is designed and functions in the manner that Bidders can enter bids online. At this time, this function has not been turned on. State agency procurement standards and requirements have not changed. Therefore, event Versions are generally used to allow bid tabulation staff to open and close events in order to enter bidders and the bid responses into Cardinal, when appropriate.

Only users with the Bid Tabulator role enter bid responses into a Strategic Sourcing Event. In Cardinal, bid tabulators have the ability to enter new or additional bidders, prior to posting. Upon posting, the Event is locked and the clock begins to count down. Bid responses are entered while the clock is ticking, or prior to Pending Award status. If a bid tabulation error is made, Cardinal allows bid tabulators to make corrections or edits as necessary. After all bids have been entered and only after the closing date/time, bid responses may be viewed and analyzed.

* Navigate to **Main Menu > Sourcing > Maintain Events > Event Workbench**.



Event ID	Name	Format	Type	Unit	Status
0000151126	Building/Room Reno...	Buy	RFx	50100	Event Completed
0000151125	test	Buy	Auction	50100	Open
0000151118	Lawn & Landscape M...	Buy	RFx	50100	Open
0000151086	Utility Locating/M...	Buy	RFx	50100	Open
0000151119	Cold Mix Asphalt, ...	Buy	RFx	50100	Open
0000151109	Earthmoving Equipm...	Buy	RFx	50100	Open
0000151120	Bridge Maintenance...	Buy	RFx	50100	Open

The Event status is displayed, where you can determine if able to enter bid responses. See listing below.

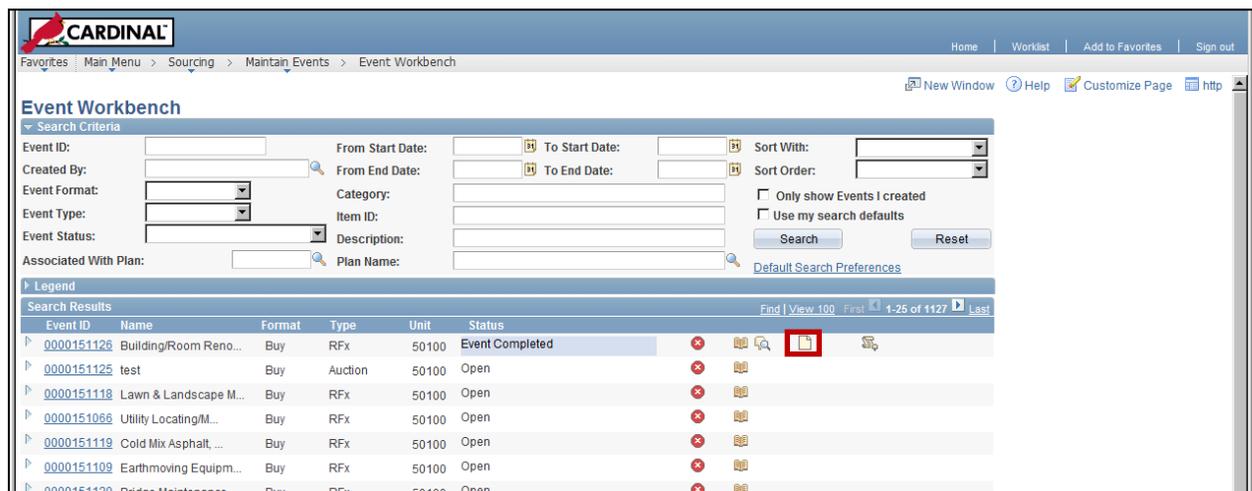
- **Open:** An event that has been saved but not posted or routed for collaboration; **bids are not allowed.**
- **Posted:** An event that is approved; **bidding is ongoing.**
- **Event Completed:** An event that has ended but for which the Update Event status process has not been run yet; **bidding is ongoing.**
- **Pending Award:** The Event is complete and the Update Event status has been run, but has not yet been awarded; **bids are not allowed.**
- **Collaborating Bid Analysis:** An event that has been routed for internal collaboration on the received bids.
- **Awarded:** An event that has been awarded and for which the status for all line items is *Closed*.
- **Canceled:** An event that was canceled by the event creator.

Create a New Event Version:	Pages 2 - 6
Enter Bidder/Offeror Responses:	Pages 7 - 12
Creating a Bid Summary Report:	Pages 13 - 14
Printing a Bid Tabulation Report:	Pages 15 - 16
Editing/Changing a Bid Response:	Pages 17 - 19
Bid Tab Cheat Sheet:	Pages 20 - 22

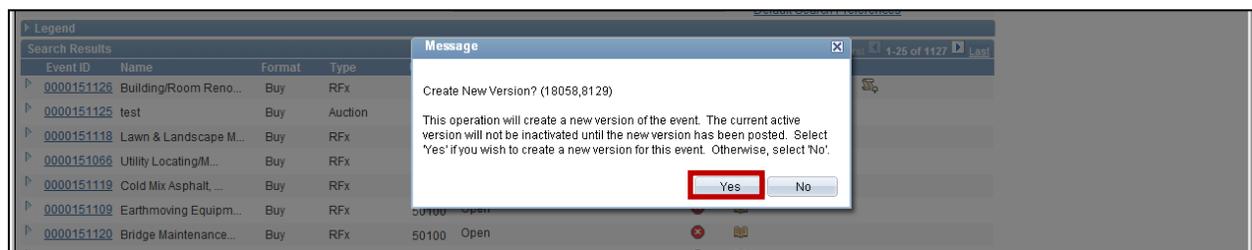
Create a New Event Version:

In this example, we are going to create a new version to add a new bidder.

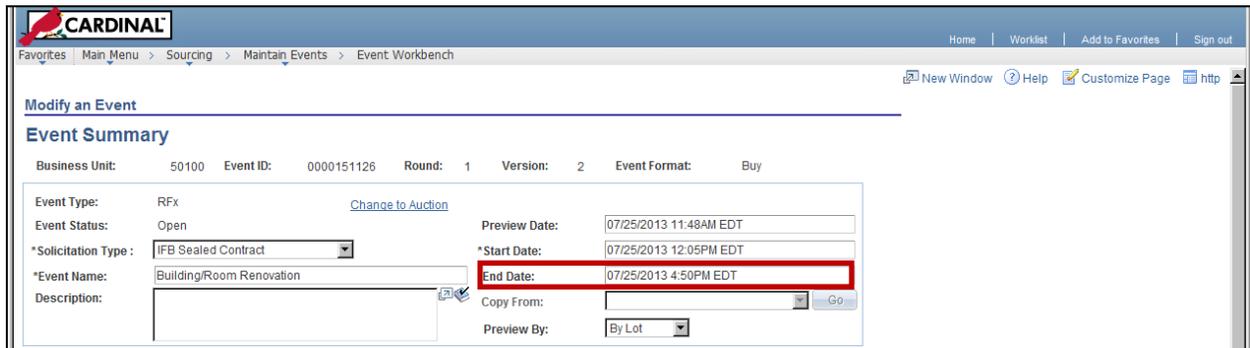
- 1 Navigate to **Main Menu > Sourcing > Maintain Events > Event Workbench.**



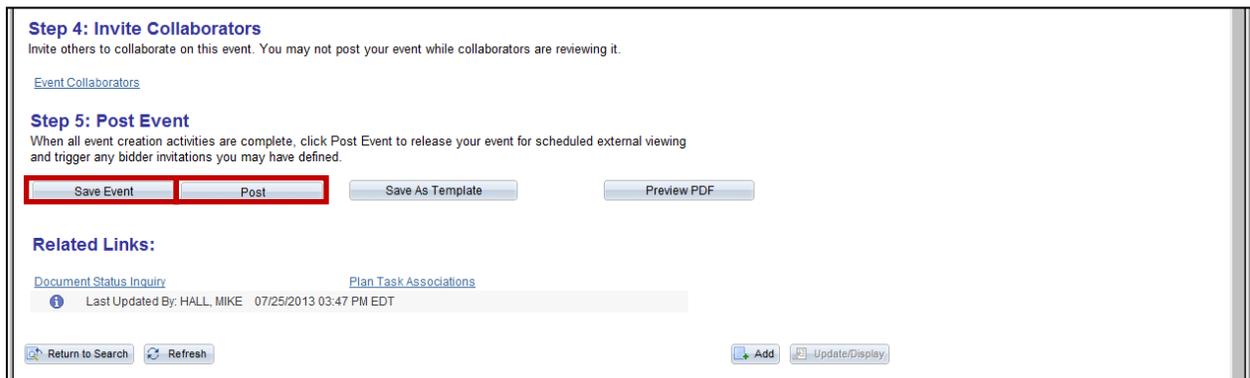
- 2 Click the **Create New Version** icon.



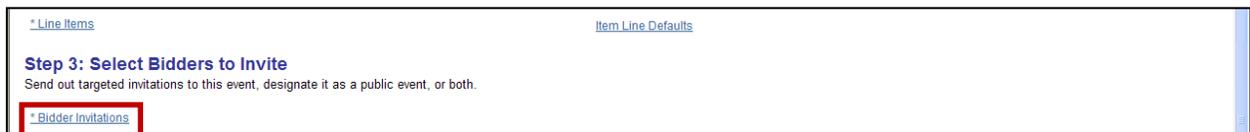
- 3 Click **Yes** to Create a New Version icon.



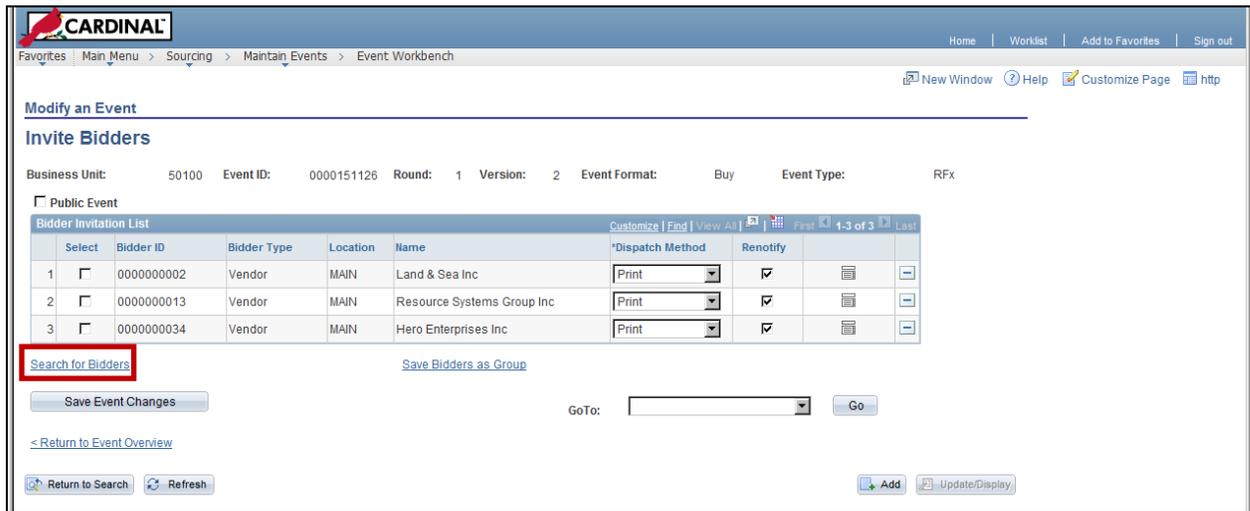
- 4 Update the **End Date** to a Date and Time that will provide you with enough time to enter all of your bidders and bids.



- 5 If no Bidders are to be added, click **Save** and **Post** to allow for bids to be entered.



- 6 If Bidders are to be added, click on the **Bidder Invitations** hyperlink.



Modify an Event
Invite Bidders

Business Unit: 50100 Event ID: 0000151126 Round: 1 Version: 2 Event Format: Buy Event Type: RFX

Public Event

Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method	Renotify		
<input type="checkbox"/>	0000000002	Vendor	MAIN	Land & Sea Inc	Print	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	0000000013	Vendor	MAIN	Resource Systems Group Inc	Print	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	0000000034	Vendor	MAIN	Hero Enterprises Inc	Print	<input checked="" type="checkbox"/>		

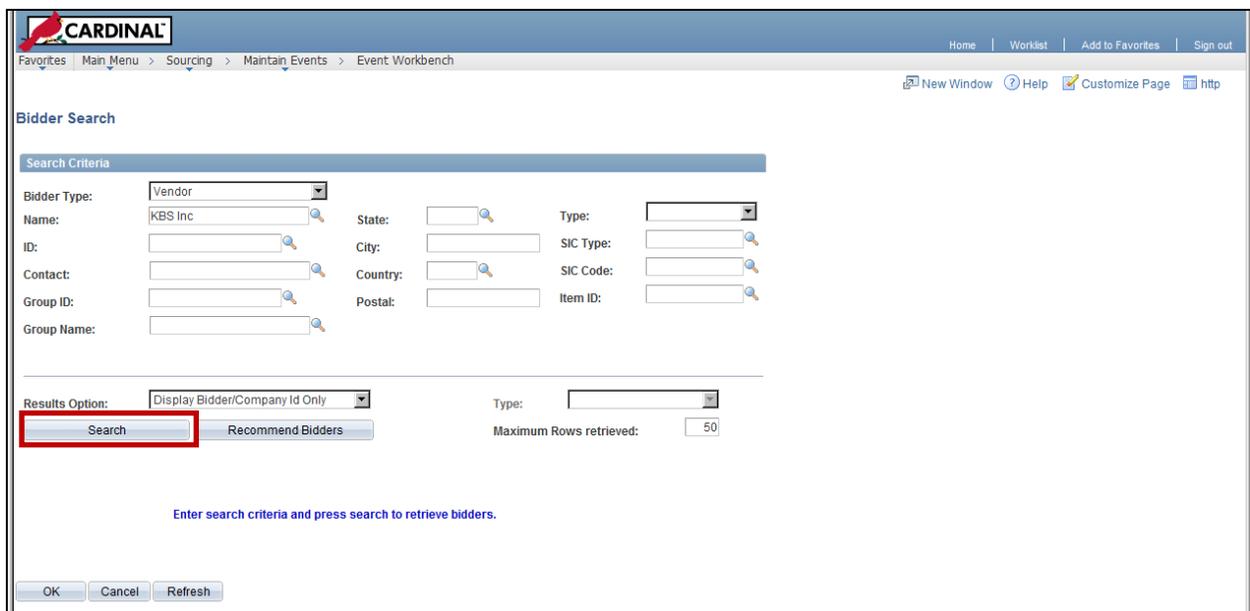
[Search for Bidders](#) [Save Bidders as Group](#)

Save Event Changes GoTo: Go

[Return to Event Overview](#)

[Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

7 Click the **Search for Bidders** hyperlink.



Bidder Search

Search Criteria

Bidder Type: Type:

Name: State: City: SIC Type:

ID: Country: SIC Code:

Contact: Postal: Item ID:

Group ID:

Group Name:

Results Option: Type:

Maximum Rows retrieved:

Enter search criteria and press search to retrieve bidders.

8 Enter Search Criteria and click **Search**.

Bidder Search

Search Criteria

Bidder Type: Vendor
 Name: KBS Inc
 ID:
 Contact:
 Group ID:
 Group Name:
 State:
 City:
 Country:
 Postal:
 Type:
 SIC Type:
 SIC Code:
 Item ID:

Results Option: Display Bidder/Company Id Only
 Type:
 Search Recommend Bidders
 Maximum Rows retrieved: 50

Select All Deselect All

Bidder ID	Location	Bidder Company	Invite
1 0000036222	MAIN	KBS Inc	<input checked="" type="checkbox"/>

OK Cancel Refresh

9 Check the **Invite** box for the vendor(s) you would like to choose and click **OK**.

Modify an Event

Invite Bidders

Business Unit: 50100 Event ID: 0000151126 Round: 1 Version: 2 Event Format: Buy Event Type: RFx

Public Event

Select	Bidder ID	Bidder Type	Location	Name	Dispatch Method	Renotify
<input type="checkbox"/>	0000000002	Vendor	MAIN	Land & Sea Inc	Print	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000000013	Vendor	MAIN	Resource Systems Group Inc	Print	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000000034	Vendor	MAIN	Hero Enterprises Inc	Print	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000036222	Vendor	MAIN	KBS Inc	Print	<input type="checkbox"/>

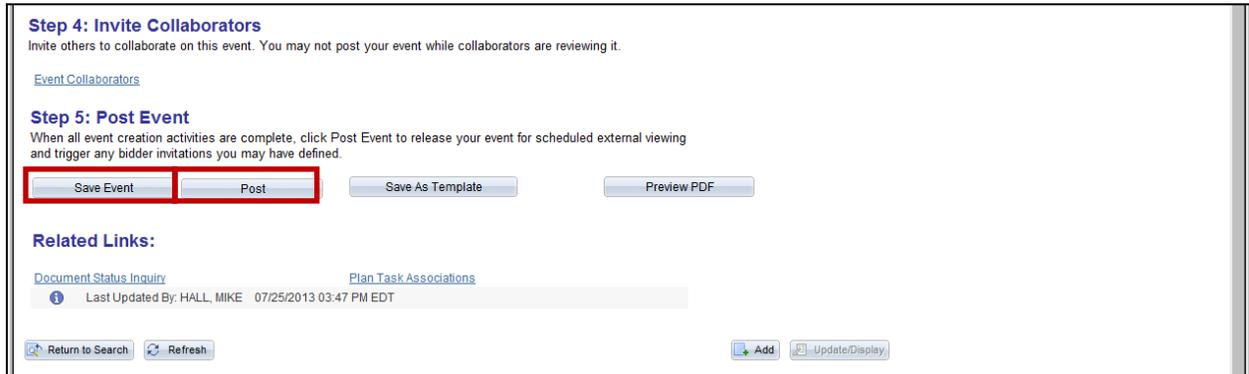
Search for Bidders Save Bidders as Group

Save Event Changes GoTo: Go

Return to Event Overview

Return to Search Refresh Add Update/Display

10 Bidders are displayed. Click **Return to Event Overview**.



Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

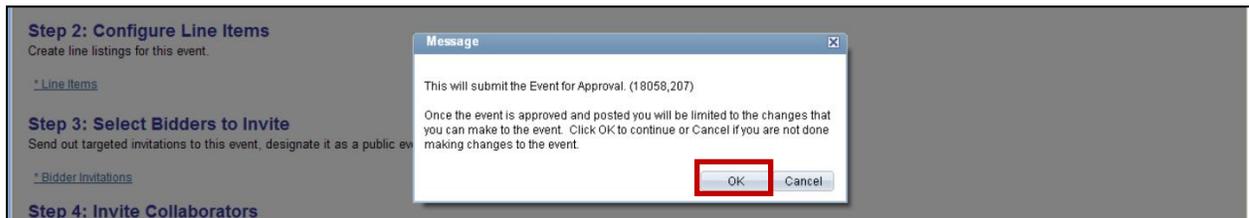
Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)

i Last Updated By: HALL, MIKE 07/25/2013 03:47 PM EDT

11 Click **Save Event** and Click **Post**.



Step 2: Configure Line Items
Create line listings for this event.

[* Line Items](#)

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event.

[* Bidder Invitations](#)

Step 4: Invite Collaborators

Message

This will submit the Event for Approval. (18058,207)

Once the event is approved and posted you will be limited to the changes that you can make to the event. Click OK to continue or Cancel if you are not done making changes to the event.

12 A message appears. Click the **OK** button to submit the event for approval.

Enter Bidder/Offeror Responses:

13 Navigate to: Main Menu > Sourcing > Event Responses > Create Bidder Response.

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Land & Sea Inc	Vendor	STATE	000000002	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Resource Systems Group Inc	Vendor	STATE	0000000013	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Hero Enterprises Inc	Vendor	STATE	0000000034	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	KBS Inc	Vendor	STATE	0000036222	MAIN

14 The Create Bidder Response page appears.

15 Click the Event ID link for the vendor and event you are entering for an offeror response.

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
50100	0000151127	1	1	1	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	2	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	3	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	4	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	5	Bristol District
50100	0000151127	1	1	6	Salem District

16 Enter Bid on Behalf of vendor name is displayed.

17 Click the Enter a New Bid button.

Default the bid quantity for each line item to be equal to the requested quantity? (18058,4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line

Yes No

18 Click Yes button.



Event Details

Welcome, MIKE HALL
User: MIKE HALL

Submit Bid | Save for Later | Validate Entries

Event Name: Road Improvements-Bristol & Salem [Bidding Instructions](#)
 Event ID: 50100-0000151127 Bid ID: New
 Event Format/Type: Sell Event RFX Bid Date:
 Event Round: 1 Bid Currency: USD US Dollar
 Event Version: 1
 Event Start Date: 07/26/2013 9:22AM EDT
 Event End Date: 0 hrs, 5 mins, 4 secs

[View/Add General Comments and Attachments](#)
[Hide Additional Event Info](#)

Description:

Contact: HALL, MIKE Payment Terms:
 Phone: Billing Location: Central Office Old Bldg
 Email: xxmike.hall@vdot.virginia.gov Event Currency: Dollar
 Online Discussion: Conversion Rate: 1.00000000
 Edits to Submitted Bids: Allowed
 Multiple Bids: Not Allowed

Step 1: Enter Line Bid Responses
 This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 4
 Lines Responded To: 0
 Your Total Line Pricing: 0.0000 USD

Hide Line Detail

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price	No Bid	
1	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid
2	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid
3	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid
4	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid

Step 2: Enter Line Group Bid Response
 Lines may have been grouped to satisfy a specific requirement. If you have already entered individual line responses, you are ready to consider if you can offer more favorable terms for lines awarded to groups.

Line Groups in This Event: 2 Groups Responded To: 0 [Display Group Detail](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid | Save for Later | Validate Entries

[Return to Create Bidder Response](#)

19 The **Event Details** page appears.

Note: This page identifies the required responses to include bid factors and the amount of lines and groups (as applicable).

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 4
 Lines Responded To: 0
 Your Total Line Pricing: 22,050,0000 USD

Hide Line Detail

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price	No Bid	
1	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000		3555.000000	3555.000000	3,555.0000 USD	<input type="checkbox"/>	Bid
2	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000		5545.000000	5545.000000	5,545.0000 USD	<input type="checkbox"/>	Bid
3	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000		5450.000000	5450.000000	5,450.0000 USD	<input type="checkbox"/>	Bid
4	CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000		7500.000000	7500.000000	7,500.0000 USD	<input type="checkbox"/>	Bid

Step 2: Enter Line Group Bid Response

Lines may have been grouped to satisfy a specific requirement. If you have already entered individual line responses, you are ready to consider if you can offer more favorable terms for lines awarded in groups.

Line Groups in This Event: 2 Groups Responded To: 0 [Display Group Detail](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Create Bidder Response](#)

20 Enter the bid responses.

21 If **Line Groups** are shown, click on the **Display Group Detail** hyperlink.

Step 2: Enter Line Group Bid Response

Lines may have been grouped to satisfy a specific requirement. If you have already entered individual line responses, you are ready to consider if you can offer more favorable terms for lines awarded in groups.

Line Groups in This Event: 2 Groups Responded To: 0 [Hide Group Detail](#)

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price	No Bid	
5	Bristol District	10	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid
6	Salem District	10	1.0000	1.0000				0.0000 USD	<input type="checkbox"/>	Bid

22 Enter **The Bid Quantity** of 1.

23 Click on the **Bid** hyperlink.

Item Description: Bristol District Response Required: No No Bid

[View/Add Question Comments and Attachments](#)

Unit of Measure: Group Your Unit Bid Price: 9100.000000

Qty Requested: 1.0000 Your Current Price: 9100.000000

Your Max Bid Quantity: 1.0000 Bid Increment: Total Bid Price: 9,100.0000 USD

Reserve Price: No

Line Number	Description	UOM	Group Quantity	Start Price	Your Unit Bid Price	Bid Quantity for Group
1	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	0.010000	3555.000000	1.0000
2	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	0.010000	5545.000000	1.0000

Total Detail Price: 9,100.0000 USD

Group: 1 of 2 Go To Group:

24 Group/Lot values automatically populate and total. **Note:** Group bid prices display the sum of each unit price combined, not the extended prices. **This is expected.** The total extended pricing will be displayed on the bid tabulation report.

25 Click on **Start Page** button.

1	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000	3555.000000	3555.000000	3,555.0000 USD	<input type="checkbox"/>	Bid
2	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000	5545.000000	5545.000000	5,545.0000 USD	<input type="checkbox"/>	Bid
3	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000	5450.000000	5450.000000	5,450.0000 USD	<input type="checkbox"/>	Bid
4	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	1.0000	7500.000000	7500.000000	7,500.0000 USD	<input type="checkbox"/>	Bid

Step 2: Enter Line Group Bid Response

Lines may have been grouped to satisfy a specific requirement. If you have already entered individual line responses, you are ready to consider if you can offer more favorable terms for lines awarded in groups.

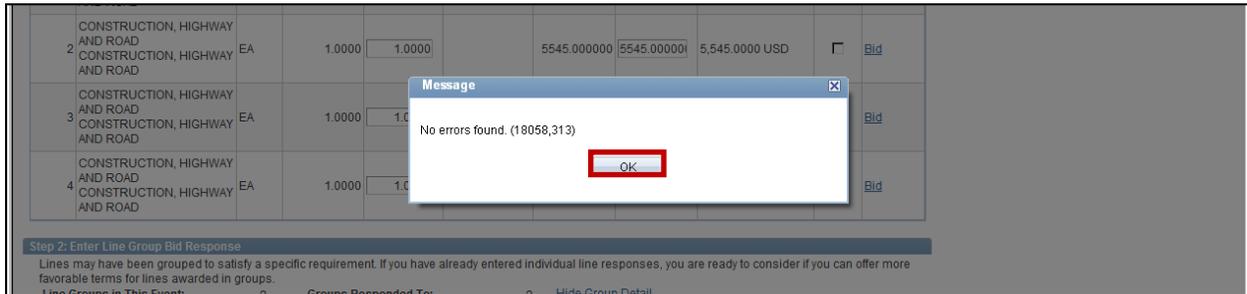
Line Groups in This Event: 2 Groups Responded To: 2 [Hide Group Detail](#)

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price	No Bid
5	Bristol District	10	1.0000	1.0000		9100.000000	9100.000000	9,100.0000 USD	<input type="checkbox"/> Bid
6	Salem District	10	1.0000	1.0000		12950.000000	12950.000000	12,950.0000 USD	<input type="checkbox"/> Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

26 Repeat steps 20 through 23 for the next Group.

27 Click on **Validate Entries** button.



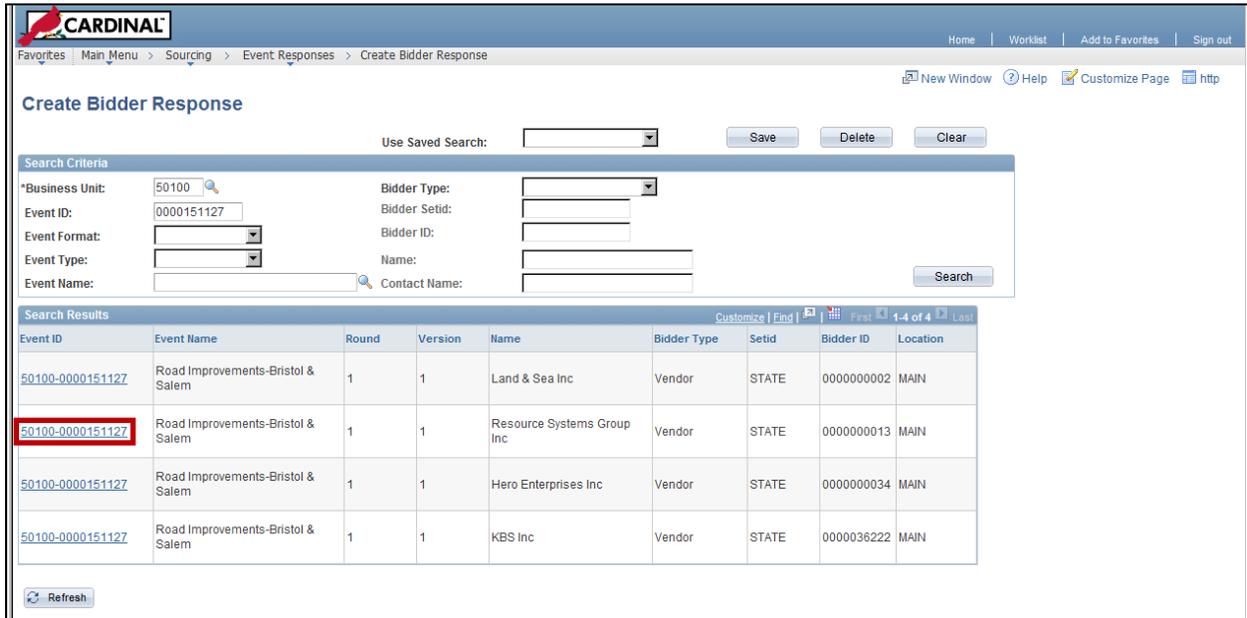
28 Click **OK**. **Note:** If errors occur, a message will be displayed at the top of the page (in red) with specific instructions.



29 Click **Submit Bid** button.



30 Click **OK**.



Create Bidder Response

Use Saved Search:

Search Criteria

*Business Unit: Bidder Type:

Event ID: Bidder Setid:

Event Format: Bidder ID:

Event Type: Name:

Event Name: Contact Name:

Search Results

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Land & Sea Inc	Vendor	STATE	000000002	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Resource Systems Group Inc	Vendor	STATE	0000000013	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Hero Enterprises Inc	Vendor	STATE	0000000034	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	KBS Inc	Vendor	STATE	0000036222	MAIN

- 31 The **Create Bidder Response** page is returned.
- 32 Click on the next bidder hyperlink from the list and repeat steps 17 through 29.
- 33 Repeat the same steps for all remaining bidders to complete the bid tabulation process.

Creating a Bid Summary Report:

34 Navigate to **Sourcing > Maintain Events > Analyze Events**

35 Enter your Event ID to open the **Analyze Total** page. **Note:** you may view the **Event Total, Line or Group**.

Analyze Total

Business Unit: 50100 | Event ID: 0000151127 | Round: 1 | Version: 1 | Event Name: Road Improvements-Bristol & Salem

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 07/26/2013 9:45AM EDT | Status: Pending Award

Go To: Analyze Export

Bidder Name	Resource Systems Group Inc	Hero Enterprises Inc	Land & Sea Inc
Event Version Responded To:	1	1	1
Bid Number:	1	1	1
Total Bid Amount:	62,011.0000	22,145.0000	22,050.0000
Total Bid Cost:	0.00	0.00	0.00
Total Event Score:	0.0000	0.0000	0.0000
Total Header Cost:	0.00	0.00	0.00
Total Header Score:	0.0000	0.0000	0.0000

36 Click on **Analyze Export** within the **Go To** panel.

Bid Analysis Export

Business Unit: 50100 | Event ID: 0000151127 | Round: 1 | Version: 1 | Event Name: Road Improvements-Bristol & Salem

Event Format: Buy | Event Type: RFX | Currency: USD | Finish: 07/26/13 9:45AM EDT | Status: Pending Award

Name	Email Address	Notify
1 MIKE HALL	xxxxxxxxxxxx@vdot.virginia.gov	<input checked="" type="checkbox"/>

Filter Bids

Select the bids you want to include in your Analysis Export file.

Award Counter Disallow Reject <No Action>

Display Disqualified Bids Display Withdrawn Bids

Filter Bid Responses

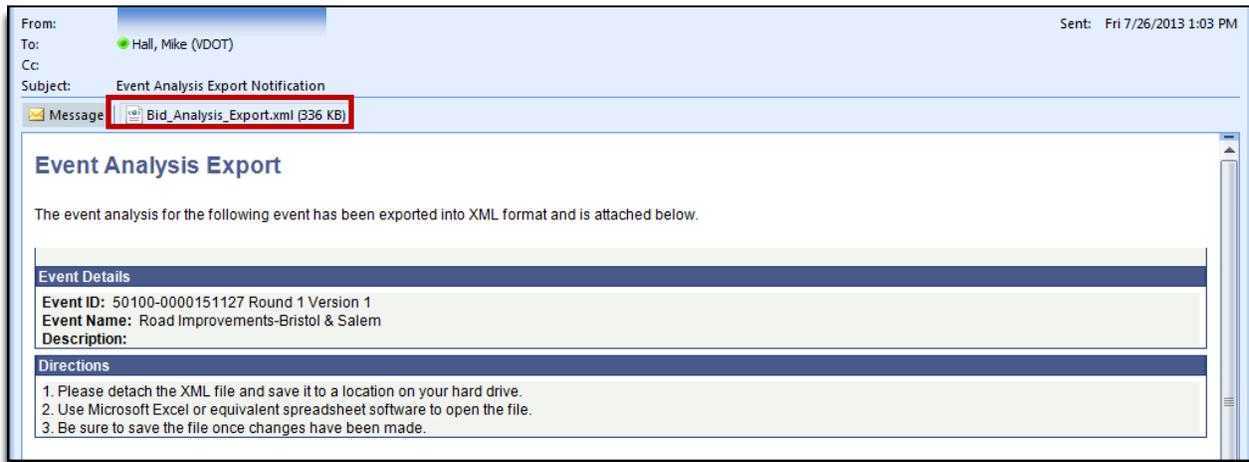
Display Delta Responses

Create Analysis Export [Return to Analyze Event](#)

To create a bid analysis export:
 1. Enter the email addresses of those you would like to receive the export.
 2. Click on the Create Analysis Export button. At this point the Analyze Events pages will be saved, and a process will be kicked off to create the Bid Analysis Export file and email the recipients listed above.
 3. Once the email is received, open the XML attachment in Microsoft Excel.

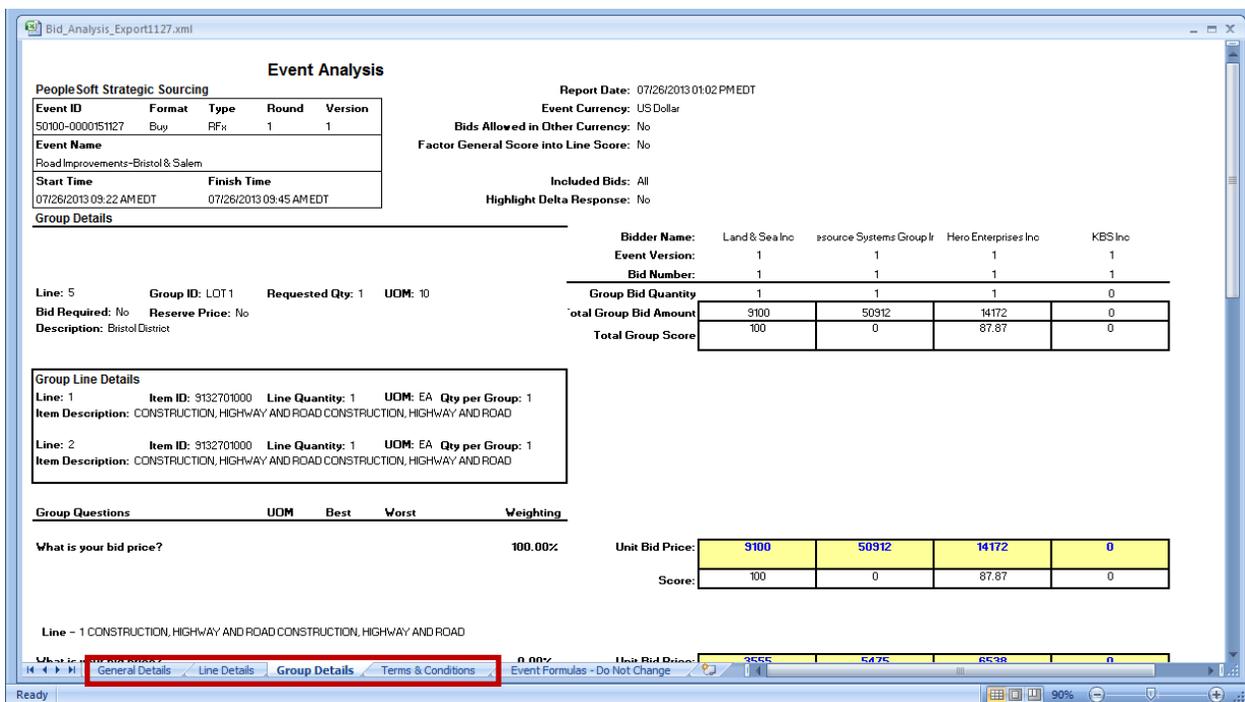
37 Select/Add names that you wish to send a report.

38 Click on the **Create Analysis Export** button.



39 Email is sent to the selected names.

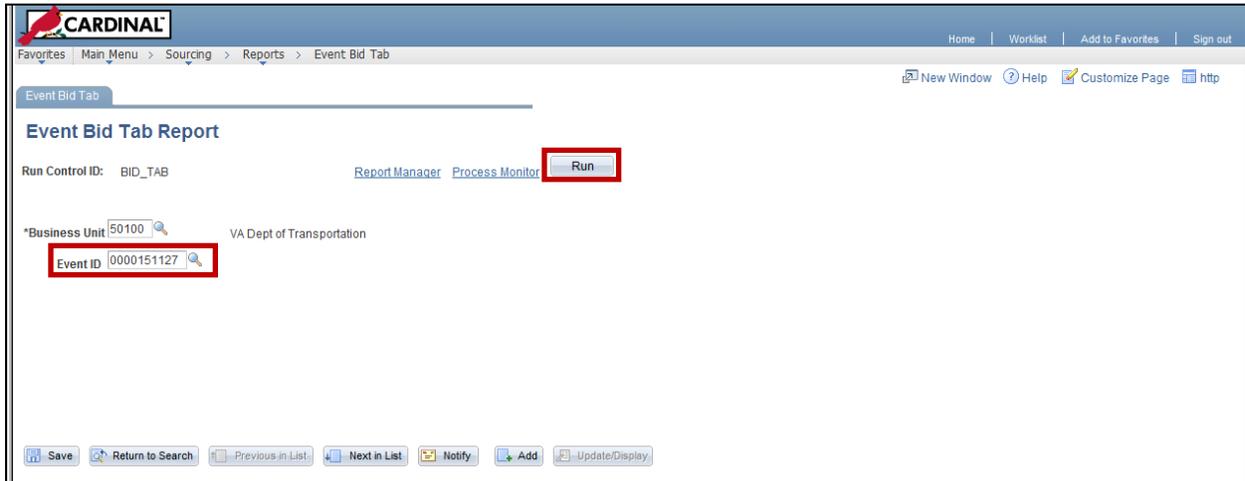
40 Click on Attachment file.



41 Open file using Microsoft Excel, per the Cardinal directions. **Note:** The spreadsheet provides **General Details**, **Line Details**, **Group Details** and the **Event Terms and Conditions**.

Printing a Bid Tabulation Report:

42 Navigate to: **Sourcing > Reports > Event Bid Tab**



Event Bid Tab Report

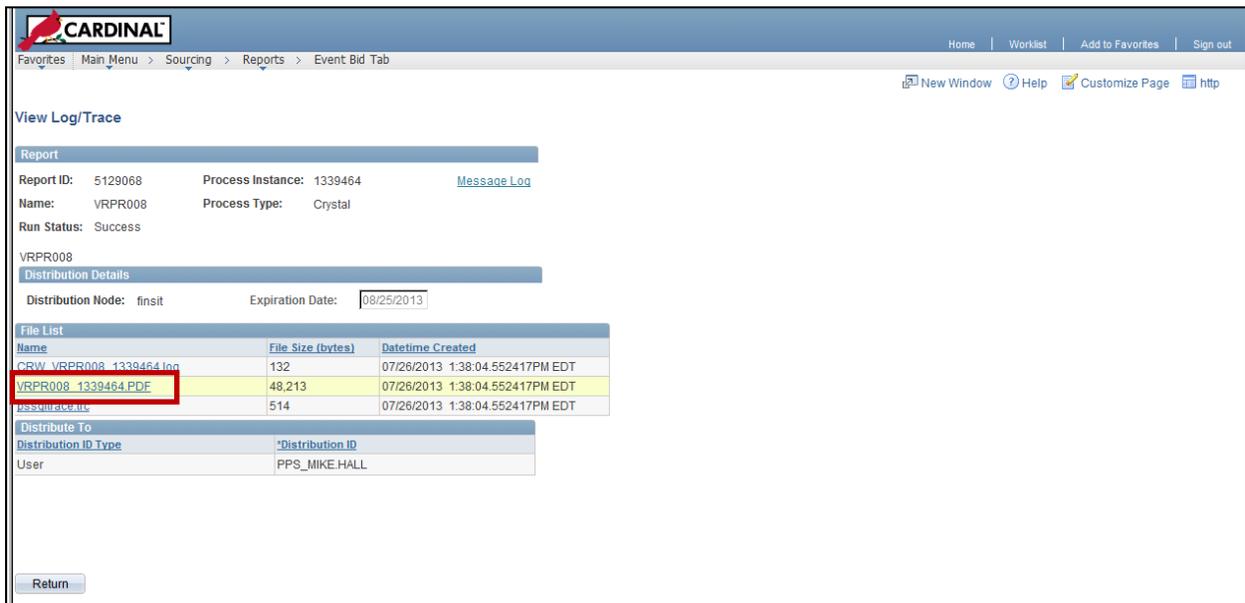
Run Control ID: BID_TAB [Report Manager](#) [Process Monitor](#) **Run**

*Business Unit: 50100 VA Dept of Transportation

Event ID: 0000151127

Save Return to Search Previous in List Next in List Notify Add Update/Display

43 Enter **Event ID** and click **Run** button.



View Log/Trace

Report

Report ID: 5129068 Process Instance: 1339464 [Message Log](#)

Name: VRPR008 Process Type: Crystal

Run Status: Success

VRPR008

Distribution Details

Distribution Node: finsit Expiration Date: 08/25/2013

File List

Name	File Size (bytes)	Datetime Created
CRW_VRPR008_1339464.jpg	132	07/26/2013 1:38:04.552417PM EDT
VRPR008_1339464.PDF	48,213	07/26/2013 1:38:04.552417PM EDT
PPS_MIKE_HALL	514	07/26/2013 1:38:04.552417PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_MIKE_HALL

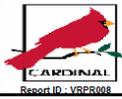
Return

44 Click on **PDF** file from **the View Log/Trace** page.



Procurement Job Aid

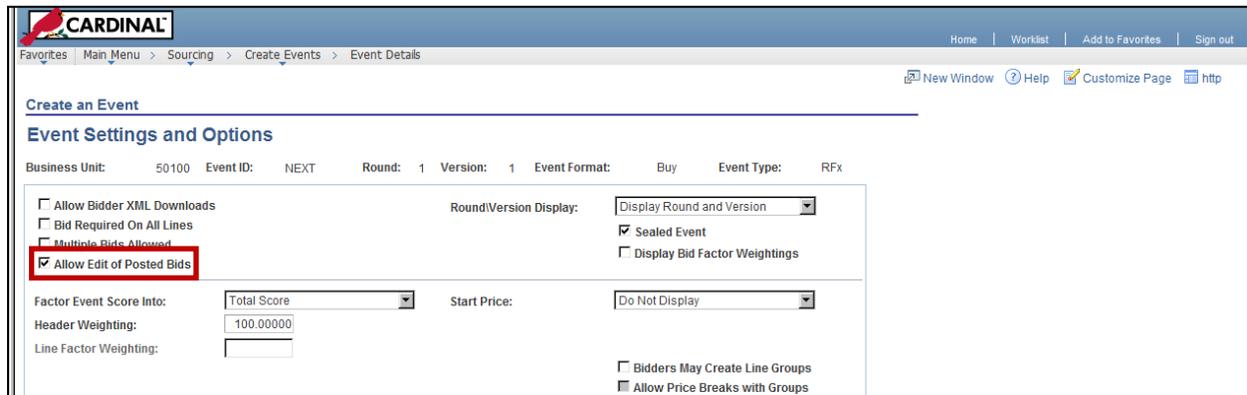
Bid Processing

		Commonwealth of Virginia Department of Transportation BID TABULATION REPORT				Run Date: 07/26/2013 Run Time: 1:39 PM		
Business Unit:	50100					Page No. 1 of 2		
Event ID:	0000151127							
Buyer:	HALL, MIKE	Closing Date:	7/26/2013					
		Closing Time:	12:00:00 AM					
Vendor ID	Vendor	SWAM Type	Group / Line# / Item	Item Description	Quantity	Unit Price	Extended	Price Awarded
Line Type: G								
Group: LOT 1								
000000002	Land & Sea Inc		5	Bristol District	1.00		9,100.00	
000000013	Resource Systems Group Inc	Small Business	5	Bristol District	1.00		50,912.00	
000000034	Hero Enterprises Inc		5	Bristol District	1.00		14,172.00	
0000036222	KBS Inc	Small Business	5	Bristol District				
Group: LOT 2								
000000002	Land & Sea Inc		6	Salem District	1.00		12,950.00	
000000013	Resource Systems Group Inc	Small Business	6	Salem District	1.00		11,099.00	
000000034	Hero Enterprises Inc		6	Salem District	1.00		7,973.00	
0000036222	KBS Inc	Small Business	6	Salem District	1.00		11,954.00	
Buyer: HALL, MIKE								
Closing Date: 7/26/2013								
Closing Time: 12:00:00 AM								
Page No. 2 of 2								
Vendor ID	Vendor	SWAM Type	Group / Line# / Item	Item Description	Quantity	Unit Price	Extended	Price Awarded
Line Type: L								
000000002	Land & Sea Inc		5	1-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	3,555.00	3,555.00	
			5	2-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	5,545.00	5,545.00	
							Total :	9,100.00
			6	3-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	5,450.00	5,450.00	
			6	4-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	7,500.00	7,500.00	
							Total :	12,950.00
000000013	Resource Systems Group Inc	Small Business	5	1-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	5,475.00	5,475.00	
			5	2-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	45,437.00	45,437.00	
							Total :	50,912.00
			6	3-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	7,643.00	7,643.00	
			6	4-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	3,456.00	3,456.00	
							Total :	11,099.00
000000034	Hero Enterprises Inc		5	1-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	6,538.00	6,538.00	
			5	2-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	7,634.00	7,634.00	
							Total :	14,172.00
			6	3-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	4,523.00	4,523.00	
			6	4-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	3,450.00	3,450.00	
							Total :	7,973.00
0000036222	KBS Inc	Small Business	5	1-9132701000 CONSTRUCTION, HIGHWAY AND R				
			5	2-9132701000 CONSTRUCTION, HIGHWAY AND R				
			6	3-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	5,454.00	5,454.00	
			6	4-9132701000 CONSTRUCTION, HIGHWAY AND R	1.00	6,500.00	6,500.00	
							Total :	11,954.00
End of Report								

45 Bid Tabulation Report is displayed as shown.

Editing/Changing a Bid Response:

Note: Allow Edit of Posted Bids must be checked on the Sourcing Event in order to edit or change bid responses.



Event Settings and Options

Business Unit: 50100 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Allow Bidder XML Downloads
 Bid Required On All Lines
 Multiple Bids Allowed
 Allow Edit of Posted Bids

Round/Version Display: Display Round and Version

Sealed Event
 Display Bid Factor Weightings

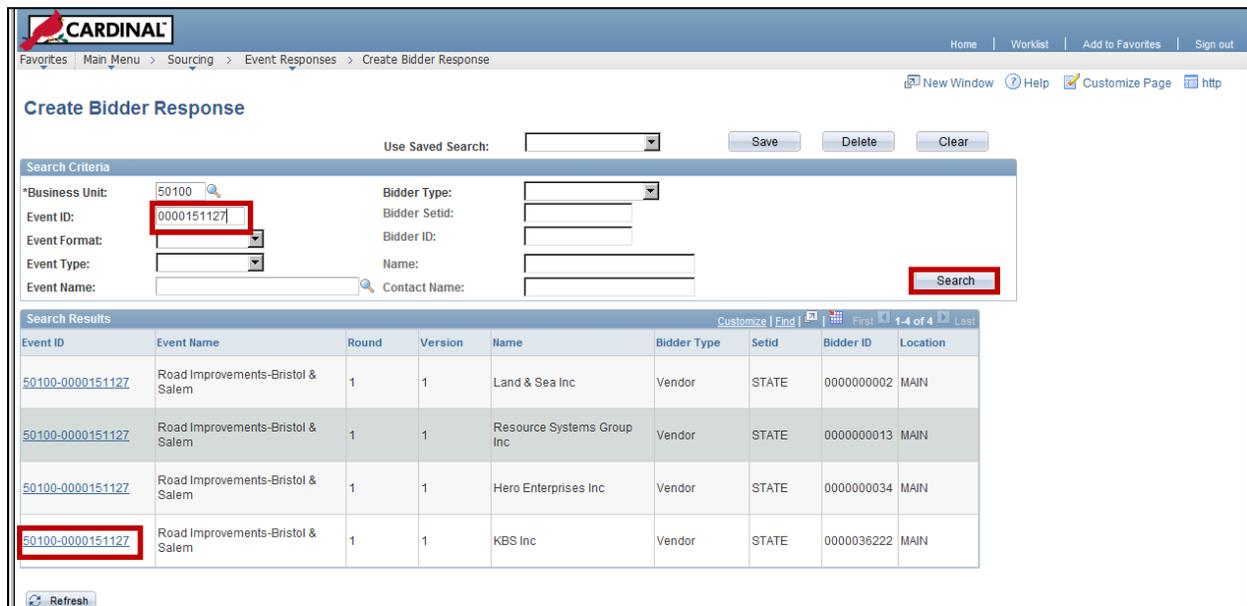
Factor Event Score Info: Total Score Start Price: Do Not Display

Header Weighting: 100.00000

Line Factor Weighting:

Bidders May Create Line Groups
 Allow Price Breaks with Groups

46 Navigate to: **Main Menu > Sourcing > Event Responses > Create Bidder Response.**



Create Bidder Response

Use Saved Search: [] Save Delete Clear

Search Criteria

*Business Unit: 50100 Bidder Type: []

Event ID: 0000151127 Bidder Setid: []

Event Format: [] Bidder ID: []

Event Type: [] Name: []

Event Name: [] Contact Name: []

Search

Search Results

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Land & Sea Inc	Vendor	STATE	0000000002	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Resource Systems Group Inc	Vendor	STATE	0000000013	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	Hero Enterprises Inc	Vendor	STATE	0000000034	MAIN
50100-0000151127	Road Improvements-Bristol & Salem	1	1	KBS Inc	Vendor	STATE	0000036222	MAIN

Refresh

47 The **Create Bidder Response** page appears.

48 Enter the **Event ID** and click **Search**

49 Click the **Event ID** link for the vendor that you want to edit.

Bid Processing

Enter Bid on Behalf of KBS Inc

Bidder Setid: STATE Bidder ID: 0000036222 Bidder Location: MAIN

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
50100	0000151127	1	1	1	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	2	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	3	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	4	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD
50100	0000151127	1	1	5	Bristol District
50100	0000151127	1	1	6	Salem District

Download XML Bid Packet

Legend: Cancel Bid Edit/View existing Bid Upload Bid

Business Unit	Event ID	Event Round	Event Version	Bid ID	Status	Date Time Last Saved
50100	0000151127	1	1	1	Posted	07/26/2013 9:42AM EDT

[Return to Create Bidder Response](#)

50 Click the **Edit/View existing Bid** icon.

Step 1: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 4
Lines Responded To: 4
Your Total Line Pricing: 11,954.0000 USD

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price	No Bid	Bid
1	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	<input type="text"/>			<input type="text"/>	0.0000 USD	<input checked="" type="checkbox"/>	Bid
2	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	<input type="text"/>			<input type="text"/>	0.0000 USD	<input checked="" type="checkbox"/>	Bid
3	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	<input type="text" value="1.0000"/>		5454.000000	<input type="text" value="5454.000000"/>	5,454.0000 USD	<input type="checkbox"/>	Bid
4	CONSTRUCTION, HIGHWAY AND ROAD CONSTRUCTION, HIGHWAY AND ROAD	EA	1.0000	<input type="text" value="1.0000"/>		6500.000000	<input type="text" value="6500.000000"/>	6,500.0000 USD	<input type="checkbox"/>	Bid

Step 2: Enter Line Group Bid Response

Lines may have been grouped to satisfy a specific requirement. If you have already entered individual line responses, you are ready to consider if you can offer more favorable terms for lines awarded in groups.

Line Groups in This Event: 2 Groups Responded To: 2 [Display Group Detail](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Create Bidder Response](#)

51 The previously entered bid is displayed and available for edit.

52 Enter changes and click on **Submit Bid** button.

Bid Tab Cheat Sheet

The key to entering Bid Tab is understanding the sequence of events.

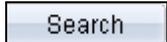
If the Event is **Open**, you will be able to enter Bidders.

If the Event is **Posted** and the clock is ticking, or the **Event is Completed** (prior to Pending Award), you will be able to enter Bid Responses.

If the Clock is not ticking, where the Event **End Date/Time** has passed and the status changes to **Pending Award**, you will need to create a **New Version**. (See the Jobaid on the Cardinal Website).

Or, the Event is **Open** (it is not Posted). You may enter the Bidders and set the **End Date/Time** to something in the very near future. **NOTE:** Set the time providing just enough time to enter the bids! **Save** and **Post**. The clock is now ticking!

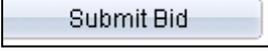
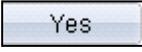
The Following is taken from the Training UPK simulations in Cardinal and represents a simple bid tabulation for 2 vendors already selected.

Step	Action
1.	Begin by navigating to the Create Bidder/Offeror Response page. Click the Main Menu link. 
2.	Click the Sourcing link.
3.	Point to the Event Responses menu.
4.	Click the Create Bidder Response menu. 
5.	The Business Unit field defaults for your agency (e.g., 50100 for VDOT).
6.	Click in the Event ID field. 
7.	Enter the Event ID that Cardinal assigned to it.
8.	Click the Search button. 

Bid Processing

Step	Action
9.	<p>On the Create Bidder Response page, select the first displayed. Click the hyperlink under the Event ID of that bidder's row.</p> <p><i>For Example:</i></p> <p>50100-0000150767</p>
10.	<p>Click the Enter a New Bid button.</p> <p><input type="button" value="Enter a New Bid"/></p>
11.	<p>You may get a message to load the event quantities in the bidder's response. If so, click Yes. If No, you will have to enter each line quantity on your own.</p>
12.	<p>The Event Details page displays. Use the Event Details page to enter the bid you received.</p>
13.	<p>If needed, click in the Your Bid Quantity field and enter the quantity bid on by this bidder.</p> <p>Your Bid Quantity <input type="text"/></p>
14.	<p>Click in the Your Unit Bid Price field and enter the price bid by this bidder.</p> <p>Your Unit Bid Price <input type="text"/></p>
15.	<p>Click the Bid link to review / verify line details.</p> <p>Bid</p>
16.	<p>Review and verify the line details (e.g., quantity, price, etc.). When you have verified the details, you can return to the Start Page and submit the bid.</p> <p>For this scenario, the details are correct. Click the Start Page button.</p> <p><input type="button" value="Start Page"/></p>
17.	<p>Click the Submit Bid button.</p> <p><input type="button" value="Submit Bid"/></p>
18.	<p>Click the Yes button.</p> <p><input type="button" value="Yes"/></p>
19.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

Bid Processing

Step	Action
20.	Clicking the OK button returns you to the Create Bidder Response page, where you can enter another bidder response for this event. To enter a response for the next vendor, click the hyperlink under the Event ID of that bidder's row. <i>For Example:</i> 50100-0000150767
21.	Click the Enter a New Bid button. 
22.	Click in the Your Bid Quantity field. <input data-bbox="358 667 488 709" type="text"/>
23.	Enter the quantity bid by this bidder.
24.	Click in the Your Unit Bid Price field. <input data-bbox="358 867 496 909" type="text"/>
25.	Enter the price bid by this bidder.
26.	Click the Bid link to review / verify line details. Bid
27.	Once you have reviewed and verified the information, you can return to the Start Page to submit the bid. Click the Start Page button. 
28.	Click the Submit Bid button. 
29.	Click the Yes button. 
30.	Click the OK button. 
31.	The Create Bidder Response page displays.
32.	End of Procedure.