

### About Strategic Sourcing Event Awards

Cardinal allows a Strategic Sourcing (SS) Buyer to make bid awards by grand total, by line(s) or by group (lot). Depending on how you build the event, the specific award features are available for selection when analyzing the bid results. The following instructions are simplified to illustrate some typical award processes.

<a href="#">General Standards</a>	<a href="#">Pages 1 - 7</a>
<a href="#">Award by Grand Total</a>	<a href="#">Pages 8 - 15</a>
<a href="#">Award by Line(s)</a>	<a href="#">Pages 16 - 26</a>
<a href="#">Award by Group (Lot)</a>	<a href="#">Pages 27 - 43</a>

#### General Standards:

Event set-up is crucial in order to make award(s) by **Grand Total**, by **Line(s)** or by **Groups/Lots**.

The [Event Settings and Options](#) hyperlink is used to establish Bid Requirements, Event Scoring, Header Weights and Line Factor Weights, as applicable.

In all cases, the Event Header and Line(s) weights must equal 100 percent. Any number sequences used between the Header and Line weights is permitted.

In the event no Header Weight is used, Cardinal will automatically assign Line Weights to equal 100 upon Save.

The Header applies to the overall event and to each separate line.

Header Bid Factors differ from Header Weights or Line Factor Weighting. Header Bid Factors are generally inserted into an Event for a bidder to respond to only.

Events can be setup requiring a bid response on all lines or not.

### Example

Header Weight and Line Weight must = 100 **Option 1**

**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:

Sealed Event  
 Display Bid Factor Weightings

Factor Event Score Into:  Start Price:

Header Weighting:

Line Factor Weighting:

Bidders May Create Line Groups  
 Allow Price Breaks with Groups

**Line Items**

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

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:  Go

Filtered View:

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	200.0000	0.0100	\$2.00	0.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	300.0000	0.0100	\$3.00	0.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	400.0000	0.0100	\$4.00	0.00000

Event Total: 10.00000 USD

Line Weighting Total: 100 % Remaining Weight: 0 %

**Note:** the Remaining Weight shown = 0.

If you do not set the Header and Line weights to equal 100, the following message will be displayed.

**Message**

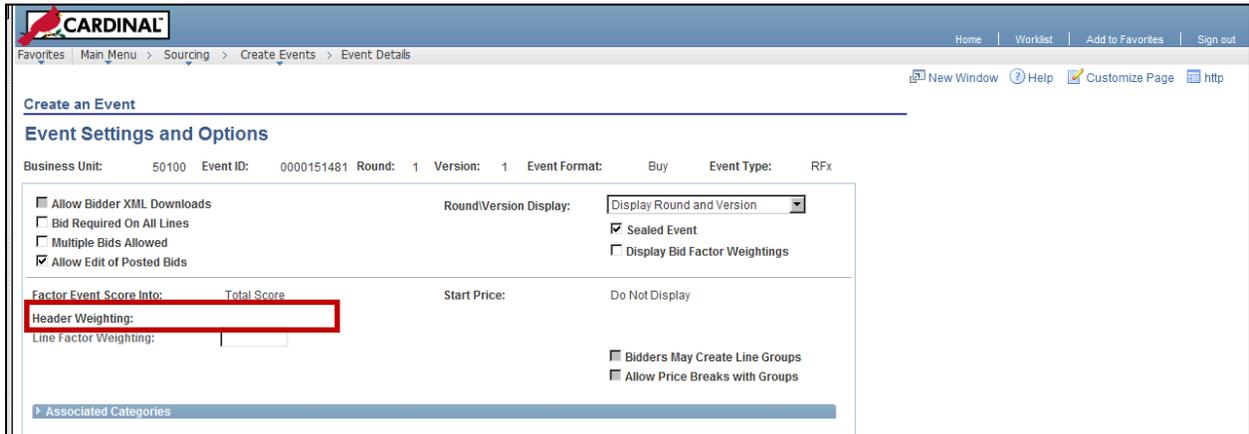
The Sum of the weightings applied to the Event Lines and Event Header must equal 100%.

The combined weightings assigned to the Event Line(s) and the Event Header must total 100%. The line and header weights are used by the award analysis process to accurately determine how the event should be scored and awarded.

OK

### Example

Header Weight and Line Weight must = 100      **Option 2**



**Event Settings and Options**

Business Unit: 50100    Event ID: 0000151481    Round: 1    Version: 1    Event Format: Buy    Event Type: RFX

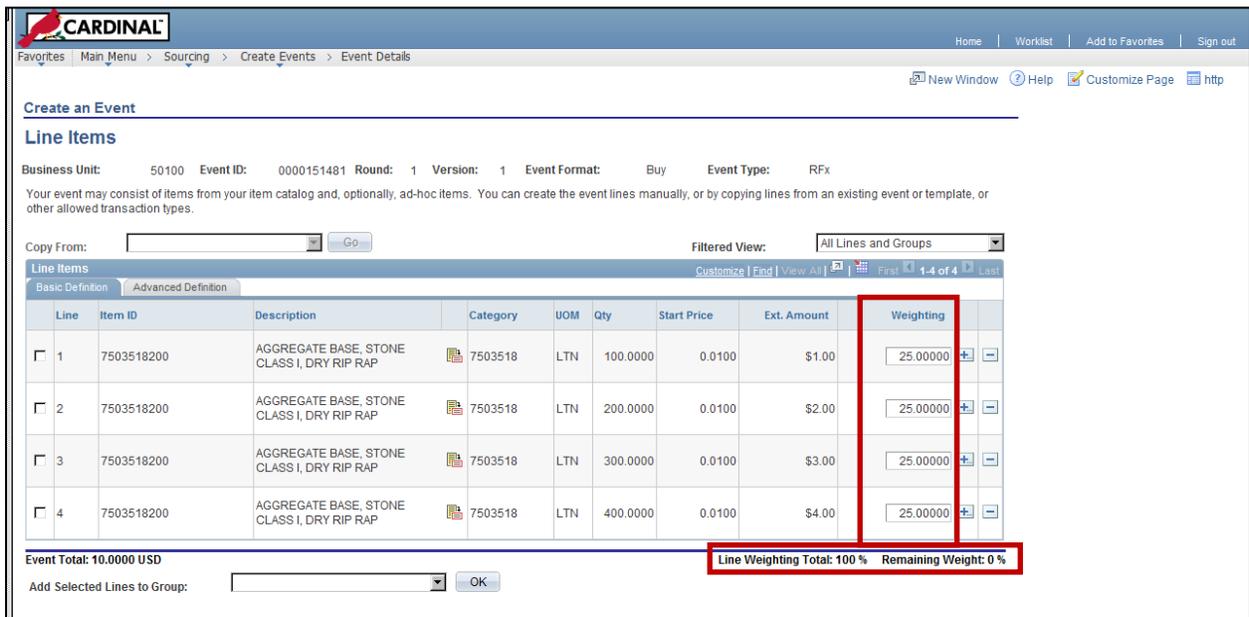
Allow Bidder XML Downloads      Round/Version Display:   
 Bid Required On All Lines       Sealed Event  
 Multiple Bids Allowed       Display Bid Factor Weightings  
 Allow Edit of Posted Bids

Factor Event Score Info:      Total Score      Start Price:      Do Not Display  
**Header Weighting:**   
 Line Factor Weighting:

Bidders May Create Line Groups  
 Allow Price Breaks with Groups

Associated Categories

No Header Weighting is applied.



**Line Items**

Business Unit: 50100    Event ID: 0000151481    Round: 1    Version: 1    Event Format: Buy    Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:        Filtered View:

Line	Item ID	Description	Category	UOM	Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	100.0000	0.0100	\$1.00	<input type="text" value="25.00000"/>
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	200.0000	0.0100	\$2.00	<input type="text" value="25.00000"/>
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	300.0000	0.0100	\$3.00	<input type="text" value="25.00000"/>
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	400.0000	0.0100	\$4.00	<input type="text" value="25.00000"/>

Event Total: 10.0000 USD      **Line Weighting Total: 100 %    Remaining Weight: 0 %**

Add Selected Lines to Group:

Each Line **Weighting** is set up to = 100.      **Note:** the **Remaining Weight** shown = 0.

When selecting **Line Score and Total Score**, there must be a **Header Bid Factor**.

If you do not select a Header Bid Factor, the following message will be displayed.

**For Example:** Bid Factor is selected as shown.

**Note:** It is not necessary to insert a **Weighting**.



# Procurement Job Aid

## Strategic Sourcing Event Awards

If **Line Score** is selected, the **Header Weighting** is not available. A **Line Factor Weighting** is available and may be used.

Line Factor Weighting is specific to the overall Event and added to each Line as a Header Bid Factor. If used, the total Line Bid Factor weights must be adjusted to = 100.

In this example, the Line Factor Weighting is 0, therefore the Line(s) **Weighting** is adjusted to = 100.

**Modify an Event**  
**Event Settings and Options**

Business Unit: 50100 Event ID: 0000151481 Round: 1 Version: 4 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 Into: Line Score  
Header Weighting: [ ]  
Line Factor Weighting: [ ]

Start Price: Do Not Display

Bidders May Create Line Groups  
 Allow Price Breaks with Groups

Associated Categories

Save Event Changes GoTo: [ ] Go

**Modify an Event**  
**Line Items**

Business Unit: 50100 Event ID: 0000151481 Round: 1 Version: 4 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: [ ] Go Filtered View: All Lines and Groups

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	100.0000	0.0100	\$1.00	25.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	200.0000	0.0100	\$2.00	25.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	300.0000	0.0100	\$3.00	25.00000
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	7503518	LTN	400.0000	0.0100	\$4.00	25.00000

Event Total: 10.0000 USD  
Line Weighting Total: 100 % Remaining Weight: 0 %

Add Selected Lines to Group: [ ] OK

### Example:

If a weight is used, the Line(s) **Weighing** and the **Header Bid Factor** are adjusted to = 100.

**Modify an Event**  
**Event Settings and Options**

Business Unit: 50100 Event ID: 0000151481 Round: 1 Version: 5 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:

Sealed Event  
 Display Bid Factor Weightings

Factor Event Score Into:  Start Price:

Header Weighting:

**Line Factor Weighting: 50.00000**

Bidders May Create Line Groups  
 Allow Price Breaks with Groups

Associated Categories

Save Event Changes GoTo:  Go

Upon **Save**, a warning message will be applied to each Line for corrective action.

**Modify an Event**  
**Line Items**

Business Unit: 50100 Event ID: 0000151481 Round: 1 Version: 5 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:  Go Filtered View: All Lines and Groups

Line	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints		
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE CLASS I, DRY RIP RAP	STATE		Details	<a href="#">Bid Factors</a>	No		
<input type="checkbox"/>	7503518200	AGGREGATE BASE, STONE	STATE		Details	Bid Factors	No		

Click on the Line **Advanced Definition** tab

Click on the **Bid Factors** hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Modify an Event**

### Line Bid Factors

Line: 1  
Item ID: 7503518200  
Description: AGGREGATE BASE, STONE CLASS I, DRY RIP RAP

**Bid Factor Weighting Total: 150.00000**  
Remaining Bid Factor Weight: -50.00000

Seq Nbr	Bid Factor	Type	Weighting
1	BID_PRICE	Monetary	100.00000
2	HEADER	Numeric	50.00000

Question: What is your bid price? (Seq Nbr: 1)  
Best: 0.000000 Worst: 0.010000  
 Display Bid Factor  
 Bid Factor Response Required  
 Ideal Response Required

Question: Event Header into overall Line score. (Seq Nbr: 2)  
Best: 1.000000 Worst: 0.000000 UOM: EA  
 Display Bid Factor  
 Bid Factor Response Required  
 Ideal Response Required

Add Bid Factors by Group      Select Bid Factors     

Bid Factor Weighting Total: 150.00000      Remaining Bid Factor Weight: -50.00000

**Note:** Bid Factor Weight exceeds 100.

**Modify an Event**

### Line Bid Factors

Line: 1  
Item ID: 7503518200  
Description: AGGREGATE BASE, STONE CLASS I, DRY RIP RAP

Bid Factor Weighting Total: 100.00000  
Remaining Bid Factor Weight: 0.00000

Seq Nbr	Bid Factor	Type	Weighting
1	BID_PRICE	Monetary	50.00000
2	HEADER	Numeric	50.00000

Question: What is your bid price? (Seq Nbr: 1)  
Best: 0.000000 Worst: 0.010000  
 Display Bid Factor  
 Bid Factor Response Required  
 Ideal Response Required

Question: Event Header into overall Line score. (Seq Nbr: 2)  
Best: 1.000000 Worst: 0.000000 UOM: EA  
 Display Bid Factor  
 Bid Factor Response Required  
 Ideal Response Required

Add Bid Factors by Group      Select Bid Factors     

Bid Factor Weighting Total: 100.00000      Remaining Bid Factor Weight: 0.00000

Adjust the amount to = 100

### Award by Grand Total

The screenshot shows the 'Create an Event' page in the CARDINAL system. The 'Event Summary' section is active. The 'Preview By:' dropdown menu is highlighted with a red box and set to 'By Total'. Other fields include Business Unit: 50100, Event ID: NEXT, Round: 1, Version: 1, Event Format: Buy, Event Type: Rfx, Event Status: Open, Solicitation Type: IFB Sealed Contract, Event Name: AWARD BY GRAND TOTAL, and Description: AWARD BY GRAND TOTAL. The 'Preview Date' is 12/03/2013 1:27PM EST, \*Start Date is 12/03/2013 1:30PM EST, and \*End Date is 12/03/2013 1:55PM EST. A 'Go' button is next to the 'Copy From' field.

The SS Buyer sets the **Preview By:** to **By Total**.

Click the **Event Settings and Options** hyperlink.

The screenshot shows the 'Create an Event' page in the CARDINAL system, specifically the 'Event Settings and Options' section. The 'Bid Required On All Lines' checkbox is checked and highlighted with a red box. The 'Factor Event Score Into:' dropdown is set to 'Total Score' and highlighted with a red box. The 'Header Weighting:' field is set to '100.000000' and highlighted with a red box. Other settings include 'Allow Bidder XML Downloads' (unchecked), 'Multiple Bids Allowed' (unchecked), 'Allow Edit of Posted Bids' (checked), 'Round/Version Display' (Display Round and Version), 'Sealed Event' (checked), 'Display Bid Factor Weightings' (unchecked), 'Start Price' (Do Not Display), 'Bidders May Create Line Groups' (unchecked), and 'Allow Price Breaks with Groups' (checked). A 'Save Event Changes' button and a 'GoTo:' field are at the bottom. A 'Return to Event Overview' hyperlink is highlighted with a red box at the bottom left.

Check **Bid Required on All Lines**.

Set the **Factor Event Score Into:** to **Total Score** and **Header Weighting** to 100.

Click on **Return to Event Overview** hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Create an Event**

**Line Items**

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

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:  Go Filtered View: All Lines and Groups

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/> 1	9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/> 2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	200.0000	0.0100	\$2.00	0.00000
<input type="checkbox"/> 3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000

Event Total: 4.0000 USD Line Weighting Total: 100 % Remaining Weight: 0 %

Add Selected Lines to Group:  OK

[Return to Event Overview](#) Go To:  Go

Enter the Event lines to be totaled for bid action.

Click on **Return to Event Overview** hyperlink.

**CARDINAL**

Favorites | Main Menu > Sourcing > Maintain Events > Event Workbench

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | http

**Modify an Event**

**Event Summary**

Business Unit: 50100 Event ID: **0000151476** Round: 1 Version: 1 Event Format: Buy

Event Type: RFX  
Event Status: Posted  
Preview Date: 12/03/2013 1:27PM EST  
\*Solicitation Type: IFB Sealed Contract Start Date: 12/03/2013 1:30PM EST  
Event Name: AWARD BY GRAND TOTAL End Date: 12/03/2013 1:55PM EST  
Description: AWARD BY GRAND TOTAL Copy From:  Go

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Comments and Attachments](#) [Event Constraints](#)  
[Event Header Bid Factors](#)

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

[\\* Line Items](#) [Item Line Defaults](#)

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

Save the Event and Post..... **Event ID #** is shown.

**Create Bidder Response**

Use Saved Search:  Save Delete Clear

**Search Criteria**

\*Business Unit: 50100  
 Event ID: 0000151476  
 Event Format:   
 Event Type:   
 Event Name:

Bidder Type:   
 Bidder Setid:   
 Bidder ID:   
 Name:   
 Contact Name:

Search

**Search Results**

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
50100-0000151476	AWARD BY GRAND TOTAL	1	1	S B COX INC	Vendor	STATE	0000032186	MAIN
50100-0000151476	AWARD BY GRAND TOTAL	1	1	English Construction Co Inc	Vendor	STATE	0000036519	MAIN

Refresh

Upon Event closing, enter Bidders and enter each bid item.

**Enter Bid on Behalf of English Construction Co Inc**

Bidder Setid: STATE Bidder ID: 0000036519 Bidder Location: MAIN

**Event Details**

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
50100	0000151476	1	1	1	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX
50100	0000151476	1	1	2	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO
50100	0000151476	1	1	3	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.

Enter a New Bid Download XML Bid Packet

Accept Invitation Click Accept Invitation if you intend to respond to this RFx at a later time.

Decline Invitation Click Decline Invitation if you do not intend to respond to this RFx.

[Return to Create Bidder Response](#)

Bid Tabulator enters bid on behalf of the vendor.

## Strategic Sourcing Event Awards

Welcome, MIKE HALL  
 User: MIKE HALL

Submit Bid
Save for Later
Validate Entries

**Event Name:** AWARD BY GRAND TOTAL [Bidding Instructions](#)

**Event ID:** 50100-0000151476

**Event Format/Type:** Sell Event RFX **Bid ID:** New

**Event Round:** 1 **Bid Date:**

**Event Version:** 1 **Bid Currency:** USD US Dollar

**Event Start Date:** 12/03/2013 1:30PM EST

**Event End Date:** 0 hrs, 7 mins, 45 secs

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

[Hide Additional Event Info](#)

**Description:**  
 AWARD BY GRAND TOTAL

**Contact:** HALL, MIKE **Payment Terms:**

**Phone:** **Billing Location:** Central Office Old Bldg

**Email:** [xxmike.hall@vdot.virginia.gov](mailto: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

Lines in This Event:	3
Lines That Require a Response:	3
Lines Responded To:	0

Event Details page displays actions necessary for Bid Tabulator to follow.

[Hide Line Detail](#)
Line Comments/Files

★ Bid Required

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	Your Total Bid Price		
1	★ RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	<input type="text" value="100.0000"/>		390.000000	<input type="text" value="390.000000"/>	39,000.0000 USD	<a href="#">Bid</a>	
2	★ REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	<input type="text" value="200.0000"/>		210.000000	<input type="text" value="210.000000"/>	42,000.0000 USD	<a href="#">Bid</a>	
3	★ PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	<input type="text" value="100.0000"/>		176.000000	<input type="text" value="176.000000"/>	17,600.0000 USD	<a href="#">Bid</a>	

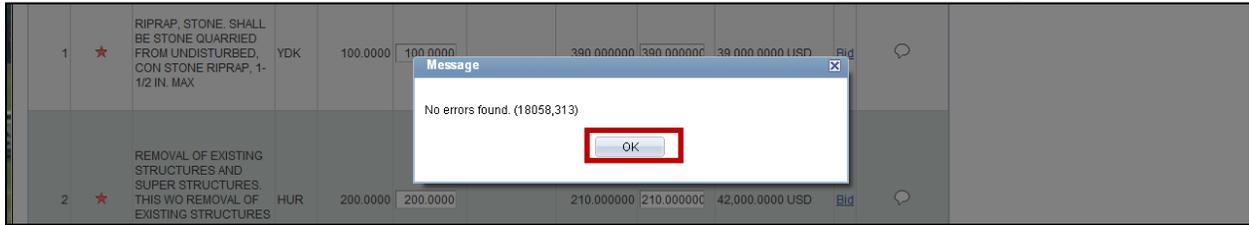
At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid
Save for Later
Validate Entries

Bid responses are entered.

Click on **Validate Entries** button.

## Strategic Sourcing Event Awards

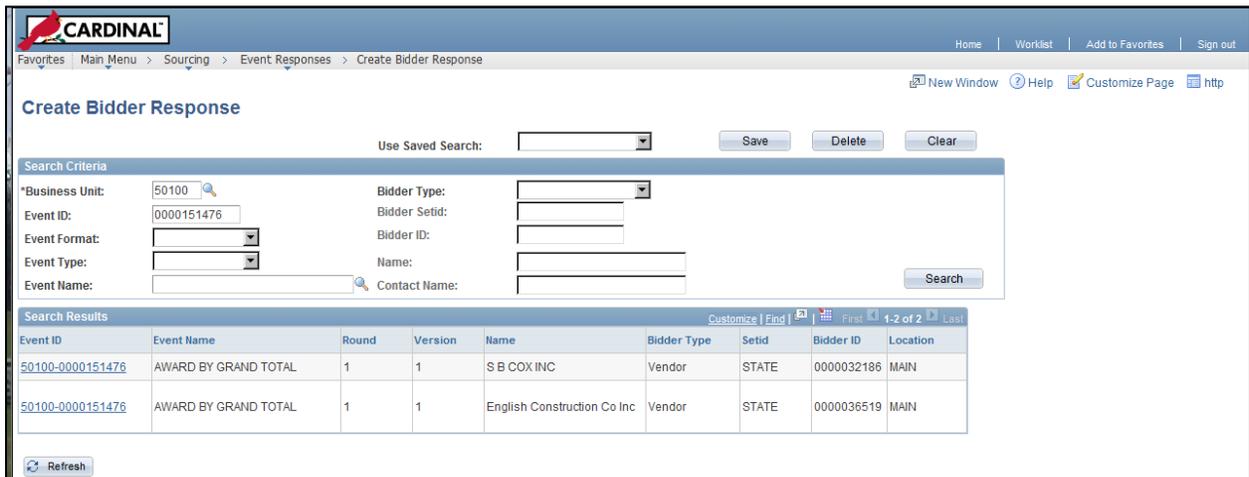


Message is displayed.

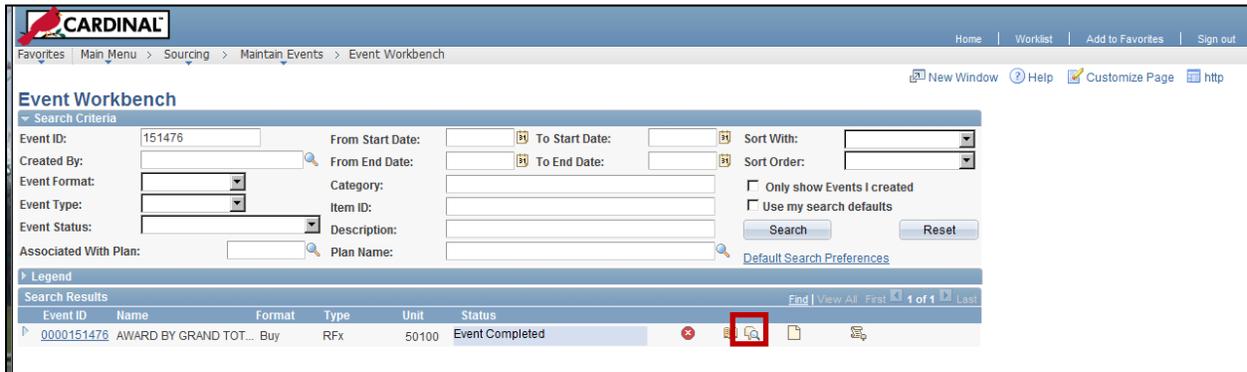
Click **OK**.



Click **OK**.



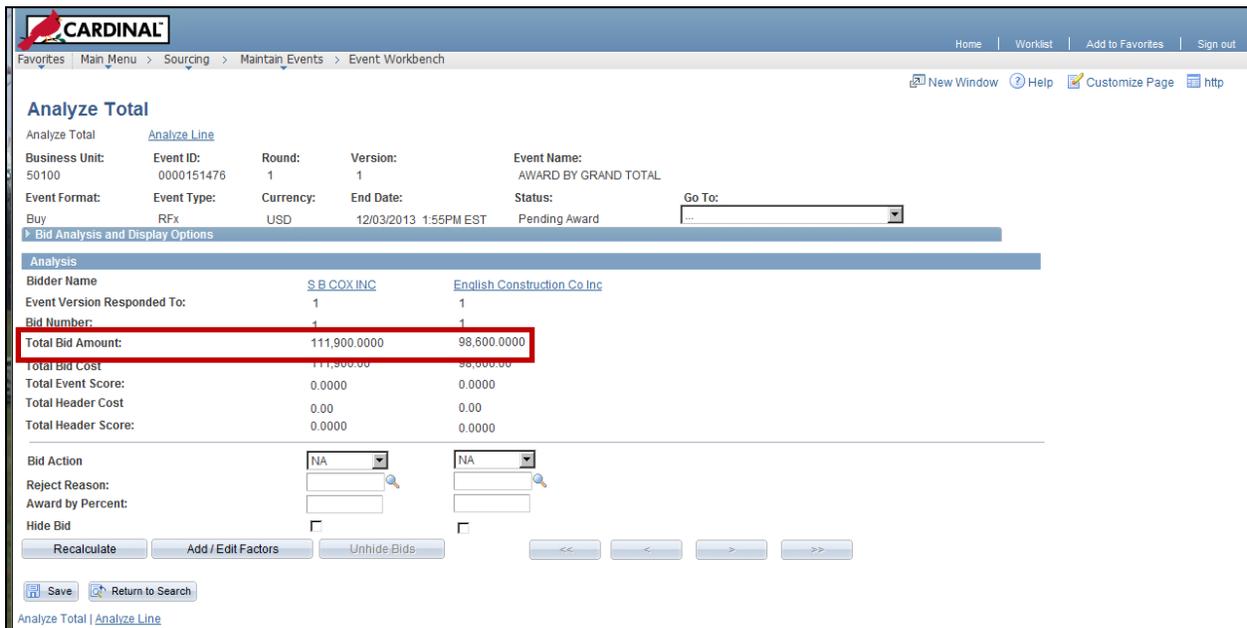
Repeat bid entries for all other bidders.



Once all bids are entered, the Buyer analyzes the bid responses.

Navigate to the **Event Workbench** and search for the Event ID.

Click on the **Analyze Bid** icon.



The **Analyze Total** page is shown and bid totals are displayed.

**Analyze Total**

Business Unit: 50100    Event ID: 0000151476    Round: 1    Version: 1    Event Name: AWARD BY GRAND TOTAL

Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 12/03/2013 1:55PM EST    Status: Pending Award    Go To: ...

**Analysis**

Bidder Name	S B COX INC	English Construction Co Inc
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	111,900.0000	98,600.0000
Total Bid Cost:	111,900.00	98,600.00
Total Event Score:	0.0000	0.0000
Total Header Cost:	0.00	0.00
Total Header Score:	0.0000	0.0000

Bid Action: NA    **Award**

Reject Reason:

Award by Percent:    100.000

Hide Bid:    

Recalculate    Add / Edit Factors    Unhide Bids    <<    <    >    >>

**Save**    Return to Search

Analyze Total | [Analyze Line](#)

Select the **Bid Action** type (Award).

Enter 100 in the **Award by Percent**.

Click **Save**.

**Analyze Total**

Business Unit: 50100    Event ID: 0000151476    Event Name: AWARD BY GRAND TOTAL

Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 12/03/2013 1:55PM EST    Status: Pending Award    Go To: ...

**Analysis**

Bidder Name	S B COX INC	English Construction Co Inc
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	111,900.0000	98,600.0000
Total Bid Cost:	111,900.00	98,600.00
Total Event Score:	0.0000	0.0000
Total Header Cost:	0.00	0.00
Total Header Score:	0.0000	0.0000

Bid Action: NA    Award

Reject Reason:

Award by Percent:    100.000

Hide Bid:    

Recalculate    Add / Edit Factors    Unhide Bids    <<    <    >    >>

**Save**    Return to Search

Analyze Total | [Analyze Line](#)

- Event History
- Event Workbench
- Analyze Events
- Analysis Upload
- Review Optimization
- Award Events**
- Event Document Status
- Optimize Awards
- Discussion Forums

Navigate to, or click on **Award Events**.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Award Details**

Award Details [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000151476 Round: 1 Version: 1 Event Name: AWARD BY GRAND TOTAL

Event Format: Buy Event Type: RFX Currency: USD End Date: 12/03/2013 1:55PM EST Status: Pending Award Go To: [...]

Show Award Details to Bidders

Display bids  Display all bids  Display bid scores  Display bid's total bid price  Display factors

**Award Details** First 1 of 1 Last

Bidder Name: [English Construction Co Inc](#) Bidder Type: Vendor Buyer: MIKE HALL

Award Type: **PO Contract** Award Currency: Event USD Terms: 30

PO Business Unit: 50100

Award Number: 1 Total Award: 98,600.0000

Line	Item ID	Vndr/Item Ref	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1	9135063150	✓	RIPRAP STONE SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX		YDK	100.0000	390.0000	39,000.0000		
2	9135066000	✓	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES, THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPE		HUR	200.0000	210.0000	42,000.0000		
3	9135058050	✓	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE		YDK	100.0000	176.0000	17,600.0000		

**Post Award**

Award Details page is displayed.

Enter **Award Type** and click on **Post Award** button.

**Contract Entry**

**Contract**

SetID: STATE Contract Version

Contract ID: 0000000000000000000042165 Version: 1 Status: Current

\*Status: Approved New Version Approved Date: 12/03/2013

Administrator/Buyer:

**Header**

Process Option: Purchase Order [Add Comments](#) [Activity Log](#)

Vendor: ENGLISH CO-001 [Contract Activities](#) [Document Status](#)

Vendor ID: 0000036519 English Construction Co Inc [Primary Contact Info](#) [Thresholds & Notifications](#)

Begin Date: 12/03/2013 [Contract Releases](#)

Expire Date: [Contract Reference](#)

Renewal Date:

Currency: USD CRRNT **Amount Summary**

Primary Contact: 1 Sherry Lloyd

Vendor Contract Ref: AWARD BY GRAND TOTAL

Description: AWARD BY GRAND TOTAL

Master Contract ID:

Tax Exempt

Maximum Amount:	98,600.00 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00
Remaining Amount:	98,600.00
Remaining Percent:	100.00

[Order Contract Options](#)

Contract award is displayed.

### Award by Line(s)

**Event Summary**

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

Event Type: RFX [Change to Auction](#)

Event Status: Open Preview Date: 12/04/2013 11:09AM EST

\*Solicitation Type: IFB Sealed Contract \*Start Date: 12/04/2013 11:15AM EST

\*Event Name: AWARD BY LINE \*End Date: 12/04/2013 11:35AM EST

Description: AWARD BY LINE Copy From: [Dropdown] Go

Preview By: **By Line**

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Comments and Attachments](#) [Event Constraints](#)  
[Event Header Bid Factors](#)

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

[\\* Line Items](#) [Item Line Defaults](#)

The SS Buyer sets the **Preview By:** to **By Line**.

Click on the **Event Settings and Options** hyperlink.

**Event Settings and Options**

Business Unit: 50100 Event ID: 0000151477 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Allow Bidder XML Downloads Round/Version Display: Display Round and Version

**Bid Required On All Lines**  Sealed Event

Multiple Bids Allowed  Display Bid Factor Weightings

Allow Edit of Posted Bids

Factor Event Score Into: **Line Score** Start Price: Do Not Display

Header Weighting: [Input]  
Line Factor Weighting: [Input]

Bidders May Create Line Groups  
 Allow Price Breaks with Groups

[Associated Categories](#)

Save Event Changes GoTo: [Dropdown] Go

[Return to Event Overview](#)

Set the **Factor Event Score Into:** to **Line Score**

Do not check **Bid Required On all Lines**.

Click **Return to Event Overview** hyperlink.

## Strategic Sourcing Event Awards

**Event Summary**

Business Unit: 50100 Event ID: 0000151477 Round: 1 Version: 1 Event Format: Buy

Event Type: RFX [Change to Auction](#)

Event Status: Open

\*Solicitation Type: IFB Sealed Contract

\*Event Name: AWARD BY LINE

Description: AWARD BY LINE

Preview Date: 12/04/2013 11:09AM EST

\*Start Date: 12/04/2013 11:15AM EST

\*End Date: 12/04/2013 11:35AM EST

Copy From: [Dropdown] Go

Preview By: By Line

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Constraints and Attachments](#) [Event Constraints](#)

**Event Header Bid Factors**

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

[\\* Line Items](#) [Item Line Defaults](#)

Click on the **Event Header Bid Factor** hyperlink.

**Event Bid Factors**

Event ID: 0000151477 Bid Factor Weighting Total: 0.00000

Event Name: AWARD BY LINE Remaining Bid Factor Weight: 100.00000

Seq Nbr:	*Bid Factor:	Type:	Weighting:
1	SWAMBUSINES	Yes/No	0.00000

Question: SWAM Business Classification  
Are you a Virginia "certified" Small business?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required

Select for deletion

[Add Bid Factors by Group](#) [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

[Save Event Changes](#) GoTo: [Dropdown] Go

[< Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

Enter any selected **Bid Factor**. **Note:** a **Weighting** is not entered in this example.

Depending on the bid factor selection, you may or may not click on **Display Bid Factor**, or **Bid Factor Response Required**.

Click on **Return to Event Overview** hyperlink.

## Strategic Sourcing Event Awards

**Event Summary**

Business Unit: 50100 Event ID: 0000151477 Round: 1 Version: 1 Event Format: Buy

Event Type: RFx  
 Event Status: Posted  
 \*Solicitation Type: IFB Sealed Contract  
 Event Name: AWARD BY LINE  
 Description: AWARD BY LINE

Preview Date: 12/04/2013 11:09AM EST  
 Start Date: 12/04/2013 11:15AM EST  
 \*End Date: 12/04/2013 11:35AM EST  
 Copy From: [Dropdown] [Go]

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
 Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Comments and Attachments](#) [Event Constraints](#)  
[Event Header Bid Factors](#)

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

[\\* Line Items](#) [Item Line Defaults](#)

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

[\\* Bidder Invitations](#)

**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.

[Save Event] [Post] [Save As Template]

Click **Save Event** and **Post** buttons.

**Create Bidder Response**

Use Saved Search: [Dropdown] [Save] [Delete] [Clear]

Search Criteria

\*Business Unit: 50100  
 Event ID: 0000151477  
 Event Format: [Dropdown]  
 Event Type: [Dropdown]  
 Event Name: [Text]

Bidder Type: [Dropdown]  
 Bidder Setid: [Text]  
 Bidder ID: [Text]  
 Name: [Text]  
 Contact Name: [Text]

[Search]

Search Results

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
<a href="#">50100-0000151477</a>	AWARD BY LINE	1	1	S B COX INC	Vendor	STATE	0000032186	MAIN
<a href="#">50100-0000151477</a>	AWARD BY LINE	1	1	English Construction Co Inc	Vendor	STATE	0000036519	MAIN

[Refresh]

Upon Event closing, enter Bidders and enter each bid item.

Click on Bidder/Event hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Enter Bid on Behalf of S B COX INC**

Bidder Setid: STATE Bidder ID: 0000032186 Bidder Location: MAIN

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
50100	0000151477	1	1	1	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX
50100	0000151477	1	1	2	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO
50100	0000151477	1	1	3	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.

**Enter a New Bid** Download XML Bid Packet

Accept Invitation Click Accept Invitation if you intend to respond to this RFX at a later time.

Decline Invitation Click Decline Invitation if you do not intend to respond to this RFX

[Return to Create Bidder Response](#)

Enter Bid on behalf of the Bidder.

Click on **Enter a New Bid** button.

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 1  
Required Questions: 1  
Questions Responded To: 0

[Hide Event Questions](#)

**Event Questions**

★ Bid Required Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ SWAM Business Classification Are you a Virginia "certified" Small business?

Response:   
Ideal: Yes [Add Comments or Attachments](#)

**Step 2: 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: 3  
Lines Responded To: 0  
Your Total Line Pricing: 0.0000 USD

Items with red star ★ require a bid response to be entered.

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Event Responses](#) > [Create Bidder Response](#)

**General Questions** Previous Questions: [1 of 1](#) Next Questions

★ SWAM Business Classification Are you a Virginia "certified" Small business?  
 Response:  [Add Comments or Attachments](#)  
 Ideal: Yes

---

**Step 2: 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:** 3  
**Lines Responded To:** 3  
**Your Total Line Pricing:** 182,000.0000 USD

[Hide Line Detail](#)  
 ★ Bid Required Line Comments/Files

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Unit Start Price	Your Current Price	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	<input type="text" value="100.0000"/>		295.000000	<input type="text" value="295.000000"/>	<input type="checkbox"/>	29,500.0000 USD	<a href="#">Bid</a>	
2	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	<input type="text" value="200.0000"/>		545.000000	<input type="text" value="545.000000"/>	<input type="checkbox"/>	109,000.0000 USD	<a href="#">Bid</a>	
3	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND	YDK	100.0000	<input type="text" value="100.0000"/>		435.000000	<input type="text" value="435.000000"/>	<input type="checkbox"/>	43,500.0000 USD	<a href="#">Bid</a>	

Enter bid response and bid amounts submitted.

1	FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	<input type="text" value="100.0000"/>		295.000000	<input type="text" value="295.000000"/>	<input type="checkbox"/>	29,500.0000 USD	<a href="#">Bid</a>	
2	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	<input type="text" value="200.0000"/>		545.000000	<input type="text" value="545.000000"/>	<input type="checkbox"/>	109,000.0000 USD	<a href="#">Bid</a>	
3	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	<input type="text" value="100.0000"/>		435.000000	<input type="text" value="435.000000"/>	<input type="checkbox"/>	43,500.0000 USD	<a href="#">Bid</a>	

Message

No errors found. (18058,313)

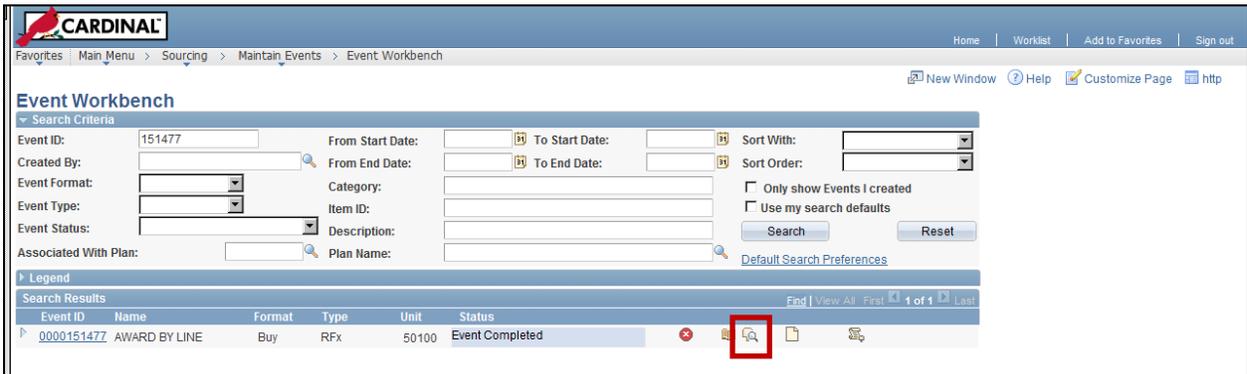
At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Create Bidder Response](#)

Click on **Validate Entries** button.

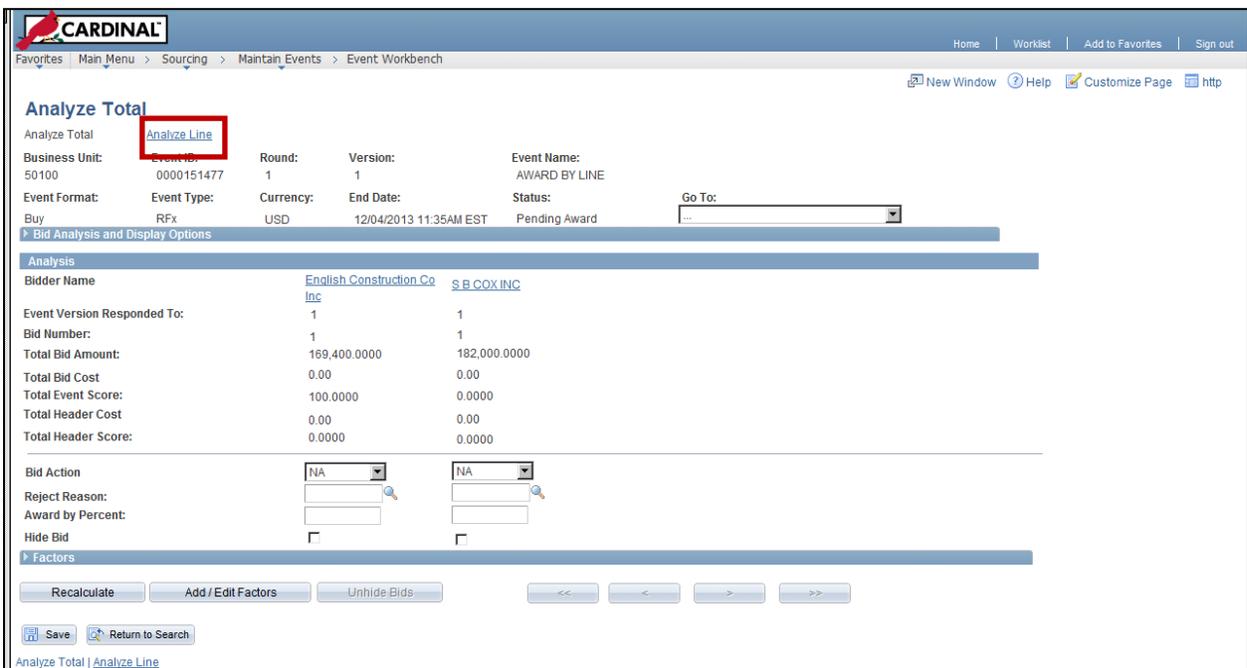
Click **OK** to message and **Submit Bid** button.

Repeat process for all other bidders.



Buyer navigates to the Event Workbench and searches the Event.

Click on the **Analyze Event** icon.



Analyze Total page is displayed.

Click on the **Analyze Line** hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Analyze Line**

Business Unit: 50100    Event ID: 0000151477    Round: 1    Version: 1    Event Name: AWARD BY LINE

Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 12/04/2013 11:35AM EST    Status: Pending Award

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9135063150	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	0.01000	100.0000	0.0000	33.33333	Open	<a href="#">Analyze</a>
2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	0.01000	200.0000	0.0000	33.33333	Open	<a href="#">Analyze</a>
3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	0.01000	100.0000	0.0000	33.33333	Open	<a href="#">Analyze</a>

Click on the **Analyze** hyperlink for each separate line.

**Analyze Line**

Business Unit: 50100    Event ID: 0000151477    Round: 1    Version: 1    Event Name: AWARD BY LINE

Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 12/04/2013 11:35AM EST    Status: Pending Award

Line: 1    Requested Quantity: 100.0000    UOM: YDK    Start Price:

Item ID: 9135063150    Item Description: RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDIST.    Weighting: 33.33333

**Bid Analysis and Display Options**

**Analysis**

Bidder Name	English Construction Co Inc S B COX INC	
Event Version:	1	1
Bid Number:	1	1
Bid Quantity:	100.0000	100.0000
Minimum Bid Quantity:	0.0000	0.0000
<b>Total Bid Amount:</b>	<b>27,400.0000</b>	<b>29,500.0000</b>
Total Bid Cost:	0.00	0.00
Total Line Score:	100.0000	0.0000

Bid Action: NA    NA

Reject Reason Code:   

Award by Percent:   

Award Quantity:   

Hide Bid:    

**Factors**

Recalculate    Unhide Bids    <<    <    >    >>

OK    Cancel    Apply

**Analyze Line** page is displayed and shows the extended bid response.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Business Unit:** 50100 **Event ID:** 0000151477 **Round:** 1 **Version:** 1 **Event Name:** AWARD BY LINE

**Event Format:** Buy **Event Type:** RFX **Currency:** USD **End Date:** 12/04/2013 11:35AM EST **Status:** Pending Award

**Line:** 1 **Requested Quantity:** 100.0000 **UOM:** YDK **Start Price:** 33.33333

**Item ID:** 9135063150 **Item Description:** RIPRAP\_STONE SHALL BE STONE QUARRIED FROM UNDIST... **Weighting:** 33.33333

**Analysis**

**Bidder Name:** English Construction Co Inc S B COX INC

**Event Version:** 1 **1**

**Bid Number:** 1 **1**

**Bid Quantity:** 100.0000 100.0000

**Minimum Bid Quantity:** 0.0000 0.0000

**Total Bid Amount:** 27,400.0000 29,500.0000

**Total Bid Cost:** 0.00 0.00

**Total Line Score:** 100.0000 0.0000

**Bid Action:** NA NA

**Reject Reason Code:**

**Award by Percent:**

**Award Quantity:**

**Factors**

**Weighting** UOM Ideal

What is your bid price?

100.00000 0 274.00 295.00

Recalculate Unhide Bids

OK Cancel Apply

Expand the **Factors** line to view the **Unit Price** bid response.

**Line:** 1 **Requested Quantity:** 100.0000 **UOM:** YDK **Start Price:** 33.33333

**Item ID:** 9135063150 **Item Description:** RIPRAP\_STONE SHALL BE STONE QUARRIED FROM UNDIST... **Weighting:** 33.33333

**Analysis**

**Bidder Name:** English Construction Co Inc S B COX INC

**Event Version:** 1 **1**

**Bid Number:** 1 **1**

**Bid Quantity:** 100.0000 100.0000

**Minimum Bid Quantity:** 0.0000 0.0000

**Total Bid Amount:** 27,400.0000 29,500.0000

**Total Bid Cost:** 0.00 0.00

**Total Line Score:** 100.0000 0.0000

**Bid Action:** Award Award

**Reject Reason Code:**

**Award by Percent:** 50.000 50.000

**Award Quantity:** 50.0000 50.0000

**Hide Bid**

**Factors**

**Weighting** UOM Ideal

What is your bid price?

100.00000 0 274.00 295.00

Recalculate Unhide Bids

OK Cancel Apply

Make the award selection as needed. **Note:** in this example, the award is split.

Click **OK**.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Analyze Line**

Business Unit: 50100  
Event ID: 0000151477  
Round: 1  
Version: 1  
Event Name: AWARD BY LINE  
Event Format: Buy  
Event Type: RFX  
Currency: USD  
End Date: 12/04/2013 11:35AM EST  
Status: Pending Award

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9135063150	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	0.01000	100.0000	100.0000	33.33333	Open	Analyze
2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	0.01000	200.0000	0.0000	33.33333	Open	Analyze
3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	0.01000	100.0000	0.0000	33.33333	Open	Analyze

Line 1 now shows **Qty Awarded**.

Click on 2<sup>nd</sup> line **Analyze** hyperlink.

**Analyze Line**

Business Unit: 50100  
Event ID: 0000151477  
Round: 1  
Version: 1  
Event Name: AWARD BY LINE  
Event Format: Buy  
Event Type: RFX  
Currency: USD  
End Date: 12/04/2013 11:35AM EST  
Status: Pending Award

Line: 2  
Requested Quantity: 200.0000  
UOM: HUR  
Start Price: 33.33333

Item ID: 9135066000  
Item Description: REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURE  
Weighting: 33.33333

**Bid Analysis and Display Options**

**Analysis**

Bidder Name: English Construction Co Inc S B COX INC  
Event Version: 1  
Bid Number: 1  
Bid Quantity: 200.0000  
Minimum Bid Quantity: 0.0000  
Total Bid Amount: 102,000.0000  
Total Bid Cost: 0.00  
Total Line Score: 100.0000

Bid Action: Award  
Reject Reason Code: NA  
Award by Percent: 100.0000  
Award Quantity: 200.0000  
Hide Bid:

**Factors**

What is your bid price?  
100.00000 0 510.00 545.00

Recalculate Unhide Bids

OK Cancel Apply

Make award(s) as needed.

Click **OK**.



# Procurement Job Aid

## Strategic Sourcing Event Awards

Repeat the same steps for all additional lines.

**Analyze Line**

Business Unit: 50100  
Event ID: 0000151477  
Round: 1  
Version: 1  
Event Name: AWARD BY LINE  
Event Format: Buy  
Event Type: RFX  
Currency: USD  
End Date: 12/04/2013 11:35AM EST  
Status: Pending Award

Go To: [Dropdown]

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9135063150	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	0.01000	100.0000	100.0000	33.33333	Open	Analyze
2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	0.01000	200.0000	200.0000	33.33333	Open	Analyze
3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	0.01000	100.0000	100.0000	33.33333	Open	Analyze

Save Return to Search

Click **Save**.

**Analyze Line**

Business Unit: 50100  
Event ID: 0000151477  
Round: 1  
Version: 1  
Event Name: AWARD BY LINE  
Event Format: Buy  
Event Type: RFX  
Currency: USD  
End Date: 12/04/2013 11:35AM EST  
Status: Pending Award

Go To: [Dropdown]

- Analyze Export
- Associate Planning Task
- Award Events**
- Create New Round
- Document Status Inquiry
- Event Attachments/Comments
- Invite Collaborators
- Review Optimization

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9135063150	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	0.01000	100.0000	100.0000	33.33333	Open	Analyze
2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	0.01000	200.0000	200.0000	33.33333	Open	Analyze
3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	0.01000	100.0000	100.0000	33.33333	Open	Analyze

Save Return to Search

Navigate or Go To the **Award Events** page.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Award Details**

Award Details: [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000151477 Round: 1 Version: 1 Event Name: AWARD BY LINE

Event Format: Buy Event Type: RFX Currency: USD End Date: 12/04/2013 11:35AM EST Status: Pending Award Go To: [dropdown]

Show Award Details to Bidders

Display bids [checkbox] Display all bids [checkbox] Display bid scores [checkbox] Display bid's total bid price [checkbox] Display factors [checkbox]

Award Details

Bidder Name: [English Construction Co Inc](#) Bidder Type: Vendor Buyer: MIKE HALL

Award Type: Purchase Order Award Currency: Event USD Terms: 30

PO Business Unit: 50100

Award Number: 1 Total Award: 115,700.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1	135063150	✓	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX		YDK	50.0000	274.0000	13,700.0000		
2	135066000	✓	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPE		HUR	200.0000	510.0000	102,000.0000		

Post Award

Make Award by Purchase Order or PO Contract. **Note: 1 of 2** vendors is shown. Lines **1** and **2** have been populated for this vendor award.

Click on forward arrow.

**Award Details**

Award Details: [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000151477 Round: 1 Version: 1 Event Name: AWARD BY LINE

Event Format: Buy Event Type: RFX Currency: USD End Date: 12/04/2013 11:35AM EST Status: Pending Award Go To: [dropdown]

Show Award Details to Bidders

Display bids [checkbox] Display all bids [checkbox] Display bid scores [checkbox] Display bid's total bid price [checkbox] Display factors [checkbox]

Award Details

Bidder Name: [S B COX INC](#) Bidder Type: Vendor Buyer: MIKE HALL

Award Type: Purchase Order Award Currency: Event USD Terms: 30

PO Business Unit: 50100

Award Number: 1 Total Award: 58,250.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1	135063150	✓	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX		YDK	50.0000	295.0000	14,750.0000		
3	135058050	✓	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE		YDK	100.0000	435.0000	43,500.0000		

Post Award

Make Award by Purchase Order or PO Contract.

**Note: 2 of 2** vendors are shown. Lines **1** and **3** have been populated for this vendor award.

### Award by GROUP (LOT)

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

Event Type: RFX [Change to Auction](#)

Event Status: Open

\*Solicitation Type: IFB Sealed Contract

\*Event Name: AWARD BY GROUP (LOT)

Description: AWARD BY GROUP (LOT)

Preview Date: 12/04/2013 3:19PM EST

\*Start Date: 12/04/2013 3:25PM EST

\*End Date: 12/04/2013 4:15PM EST

Copy From: Sourcing Event

Preview By: By Lot

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Comments and Attachments](#) [Event Constraints](#)  
[Event Header Bid Factors](#)

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

[\\* Line Items](#) [Item Line Defaults](#)

The SS Buyer sets the **Preview By:** to **By Lot**.

Click the **Event Settings and Options** hyperlink.

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 Into: Line Score and Total Score

Start Price: Do Not Display

Header Weighting:

Line Factor Weighting:

Bidders May Create Line Groups

Allow Price Breaks with Groups

Associated Categories

Save Event Changes

GoTo:  Go

[Return to Event Overview](#)

Check **Bid Required on All Lines**.

Set the **Factor Event Score Into:** to **Line Score and Total Score**.

Click on **Return to Event Overview** hyperlink.

## Strategic Sourcing Event Awards

**Event Summary**

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

Event Type: RFx [Change to Auction](#)

Event Status: Open

\*Solicitation Type: IFB Sealed Contract

\*Event Name: AWARD BY GROUP (LOT)

Description: AWARD BY GROUP (LOT)

Preview Date: 12/04/2013 3:19PM EST

\*Start Date: 12/04/2013 3:25PM EST

\*End Date: 12/04/2013 4:15PM EST

Copy From: Sourcing Event

Preview By: By Lot

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#) [Payment Terms and Contact Info](#)  
[Event Comments and Attachments](#) [Event Constraints](#)

**Event Header Bid Factors**

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

[\\* Line Items](#) [Item Line Defaults](#)

Click on **Event Header Bid Factors** hyperlink.

**Event Bid Factors**

Event ID: 0000151482 Bid Factor Weighting Total: 0.00000

Event Name: AWARD BY GROUP (LOT) Remaining Bid Factor Weight: 100.00000

Seq Nbr	*Bid Factor	Type	Yes/No	Weighting
1	SWAMBUSINES	Yes/No		0.00000

Question: SWAM Business Classification  
Are you a Virginia "certified" Small business?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required

Select for deletion

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

GoTo:

[Return to Event Overview](#)

Select a Bid Factor. Example shown.

Click on **Return to Event Overview** hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Create an Event**

**Line Items**

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

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Sourcing Event Go Filtered View: All Lines and Groups

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/>	9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/>	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUF	200.0000	0.0100	\$2.00	0.00000
<input type="checkbox"/>	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000

Event Total: 4.0000 USD Line Weighting Total: 0 % Remaining Weight: 100 %

Add Selected Lines to Group: [ ] OK

Enter the Event lines to be comprised of a Group/Lot.

**Line Items**

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input checked="" type="checkbox"/>	9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	100.0000	0.0100	\$1.00	0.00000
<input checked="" type="checkbox"/>	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUF	200.0000	0.0100	\$2.00	0.00000
<input checked="" type="checkbox"/>	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000

Event Total: 4.0000 USD Line Weighting Total: 0 % Remaining Weight: 100 %

Add Selected Lines to Group: [Add to New Group] OK

Group ID: LOT 1

Description: Richmond District

Check/select the Lines and enter a **Group ID & Description**.

Click **OK**.

## Strategic Sourcing Event Awards

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:   Filtered View:

Line	Group ID	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/>		9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/>		9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	200.0000	0.0100	\$2.00	0.00000
<input type="checkbox"/>		9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/>	LOT 1		Richmond District			1.0000	0.0300	\$0.03	0.00000

Event Total: 4.0000 USD Line Weighting Total: 0% Remaining Weight: 100%

Add Selected Lines to Group:

A group line is created with the **Group ID** shown.

<input type="checkbox"/>		9135058050	REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000
<input type="checkbox"/>	LOT 1		Richmond District		EA	1.0000	0.0300	\$0.03	0.00000
<input checked="" type="checkbox"/>		9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063	YDK	100.0000	45.0000	\$4,500.00	0.00000
<input checked="" type="checkbox"/>		9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066	HUR	200.0000	19664.0000	\$3,932,800.00	0.00000
<input checked="" type="checkbox"/>		9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058	YDK	100.0000	0.0100	\$1.00	0.00000

Event Total: 3937305.0000 USD Line Weighting Total: 0% Remaining Weight: 100%

Add Selected Lines to Group:

Group ID:   
 Description:

Enter the lines and build the next group as previously done.

Click **OK**.

## Strategic Sourcing Event Awards

4	LOT 1		Richmond District	EA	1.0000	0.0300	\$0.03	0.00000	+ -
5		9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	9135063 YDK	100.0000	0.0100	\$1.00	0.00000	+ -
6		9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	9135066 HUR	200.0000	0.0100	\$2.00	0.00000	+ -
7		9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	9135058 YDK	100.0000	0.0100	\$1.00	0.00000	+ -
8	LOT 2		Culpeper District	EA	1.0000	0.0300	\$0.03	0.00000	+ -

Event Total: 8.0000 USD Line Weighting Total: 0% Remaining Weight: 100%

Add Selected Lines to Group:

[Return to Event Overview](#) GoTo:

A group line is created with the **Group ID** shown.

Click **Save Event Changes** button.

**Line Items**

Business Unit: 50100 Event ID: 0000151482 Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:   Filtered View:

Line Items Customize | Find | View All | First 1-8 of 8 Last

Basic Definition Advanced Definition

Line	Group ID	Item ID	Description	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints		
1		9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	STATE	1 Group(s)	<a href="#">Details</a>	<a href="#">Bid Factors</a>	No		+ -
2		9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	STATE	1 Group(s)	<a href="#">Details</a>	<a href="#">Bid Factors</a>	No		+ -
3		9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	STATE	1 Group(s)	<a href="#">Details</a>	<a href="#">Bid Factors</a>	No		+ -
4	LOT 1		Richmond District	STATE	3 Line(s)	<span style="border: 1px solid red; padding: 2px;">Details</span>	<a href="#">Bid Factors</a>	No		+ -
5		9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	STATE	1 Group(s)	<a href="#">Details</a>	<a href="#">Bid Factors</a>	No		+ -

Click on the **Advanced Definition** tab.

Click on **Details** hyperlink to view lines and details related to the Group/Lot.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Group Details**

Event ID: 0000151482 Requested Quantity: 1.0000  
Line: 4 Start Price: 0.0300  
Group ID: LOT 1  
Description: Richmond District

Line Number	Item ID	Description	Unit	Requested Qty	Group Quantity	Desired Quantity for Group
1	9135063150	RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	1.0000	100.0000
2	9135066000	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	1.0000	200.0000
3	9135058050	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	1.0000	100.0000

**Bid Parameters**

Bid Required

Reserve Price:  Min Quantity:  Max Quantity:

Bid Quantity Rule:

Alternate UOM:

User Defined Price Breaks  Bidder Defined Price Breaks

Save the Event and Post as previously discussed.

Upon the end of the Event, the bid tabulator will enter the Bidders and related bids for analysis.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**General Questions**

★ Bid Required Ideal Response Required

Previous Questions 1 of 1 Next Questions

★ SWAM Business Classification Are you a Virginia "certified" Small business?

Response: Yes

Ideal: Yes

[Add Comments or Attachments](#)

**Step 2: 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: 6

Lines That Require a Response: 6

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

Lines Customize | Find | View All | First 1 of 6 Last

Bid Tabulator views the bid response pages.

Items with red star ★ require a bid response to be entered.

Enter the **General Question** (Bid Factor) response.

**Step 3: 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.

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.

3	★	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	100.0000	123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>
5	★	RIPRAP. STONE SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	100.0000	123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>
6	★	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	200.0000	123.000000	123.000000	24,600.0000 USD	<a href="#">Bid</a>
7	★	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	100.0000	123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>

Complete the entry of all bid responses. **Note:** All Lines (in a Group/Lot) must be entered.

**Note:** There are 2 Line Groups in this Event.

Click on the **Display Group Detail** hyperlink.



# Procurement Job Aid

## Strategic Sourcing Event Awards

5	★	STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	100.0000		123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>
6	★	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	200.0000		123.000000	123.000000	24,600.0000 USD	<a href="#">Bid</a>
7	★	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	100.0000		123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>

**Step 3: 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	
4	★ Richmond District	EA	1.0000	1.0000				0.0000 USD	<a href="#">Bid</a>
8	★ Culpeper District	EA	1.0000	1.0000				0.0000 USD	<a href="#">Bid</a>

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.

Enter a **Bid Quantity** of 1 for each Group. **Note:** Do not enter a **Unit Bid Price**.

Click on the **Bid** hyperlink.

Unit of Measure: Each      Your Unit Bid Price: 369.000000  
 Qty Requested: 1.0000      Your Current Price: 369.000000  
 Your Max Bid Quantity: 1.0000      Bid Increment:  
 Total Bid Price: 369.0000 USD  
 Reserve Price: No

Line Number	Description	UOM	Group Quantity	Start Price	Your Unit Bid Price	Bid Quantity for Group
1	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	1.0000	0.010000	123.000000	1.0000
2	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	1.0000	0.010000	123.000000	1.0000
3	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	1.0000	0.010000	123.000000	1.0000

**Total Detail Price: 369.0000 USD**

Group: 1 of 2    Go To Group:        

Group bid price and details are shown. **Note:** The **Total Detail Price** = the sum of the lines unit pricing, not the sum of the lines extended pricing. Extended pricing will display on the Bid Tabulation report. **Do not make any changes.**

Click on **Start Page** button.



# Procurement Job Aid

## Strategic Sourcing Event Awards

6	★	STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	200.0000		123.000000	123.000000	24,600.0000 USD	<a href="#">Bid</a>
7	★	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	100.0000		123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>

**Step 3: 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	
4	★ Richmond District	EA	1.0000	1.0000		369.000000	369.000000	369.0000 USD	<a href="#">Bid</a>
8	★ Culpeper District	EA	1.0000	1.0000				0.0000 USD	<a href="#">Bid</a>

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.

Unit Bid Price is automatically populated.

Click on the **Bid** hyperlink for 2<sup>nd</sup> Group/Lot.

Unit of Measure: Each      Your Unit Bid Price: 369.000000  
 Qty Requested: 1.0000      Your Current Price: 369.000000  
 Your Max Bid Quantity: 1.0000      Bid Increment:  
 Total Bid Price: 369.0000 USD  
 Reserve Price: No

Line Number	Description	UOM	Group Quantity	Start Price	Your Unit Bid Price	Bid Quantity for Group
5	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	1.0000	0.010000	123.000000	1.0000
6	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	1.0000	0.010000	123.000000	1.0000
7	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	1.0000	0.010000	123.000000	1.0000

Total Detail Price: 369.0000 USD

Group: 2 of 2    Go To Group:        

Group bid price and details are shown.

Click on **Validate Entries** button.

Unit of Measure: Each  
 Qty Requested: 1.0000  
 Your Max Bid Quantity: 1.0000

Message  
 No errors found. (18058,313)  
 OK

Line Number	Description	UOM	Group Quantity	Start Price	Your Unit Bid Price	Bid Quantity for Group
5	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	1.0000	0.010000	123.000000	1.0000
6	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	1.0000	0.010000	123.000000	1.0000
7	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	1.0000	0.010000	123.000000	1.0000

Total Detail Price: 369.0000 USD

Save for Later Start Page Validate Entries

Group: 2 of 2 Go To Group: Previous Group Next Group

Click **OK**.

Click on **Start Page** button.

**CARDINAL** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Sourcing > Event Responses > Create Bidder Response

5	★	RIPRAP, STONE, SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	YDK	100.0000	100.0000	123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>
6	★	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO	HUR	200.0000	200.0000	123.000000	123.000000	24,600.0000 USD	<a href="#">Bid</a>
7	★	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.	YDK	100.0000	100.0000	123.000000	123.000000	12,300.0000 USD	<a href="#">Bid</a>

**Step 3: 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	
4	★	Richmond District	1.0000	1.0000		369.000000	369.000000	369.0000 USD	<a href="#">Bid</a>
8	★	Culpeper District	1.0000	1.0000		369.000000	369.000000	369.0000 USD	<a href="#">Bid</a>

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

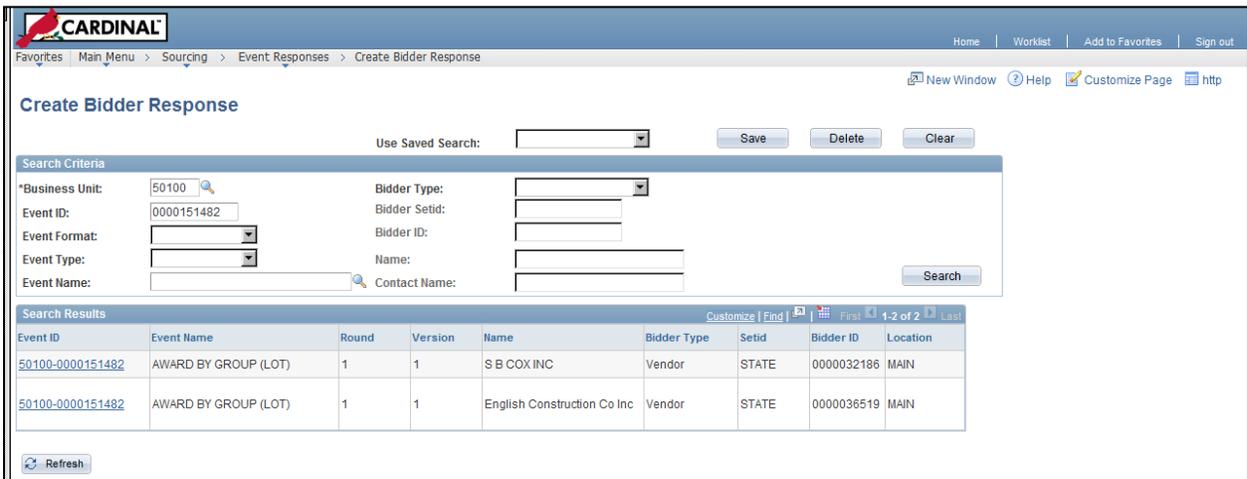
Click on **Submit Bid** button.



Click **Yes**.



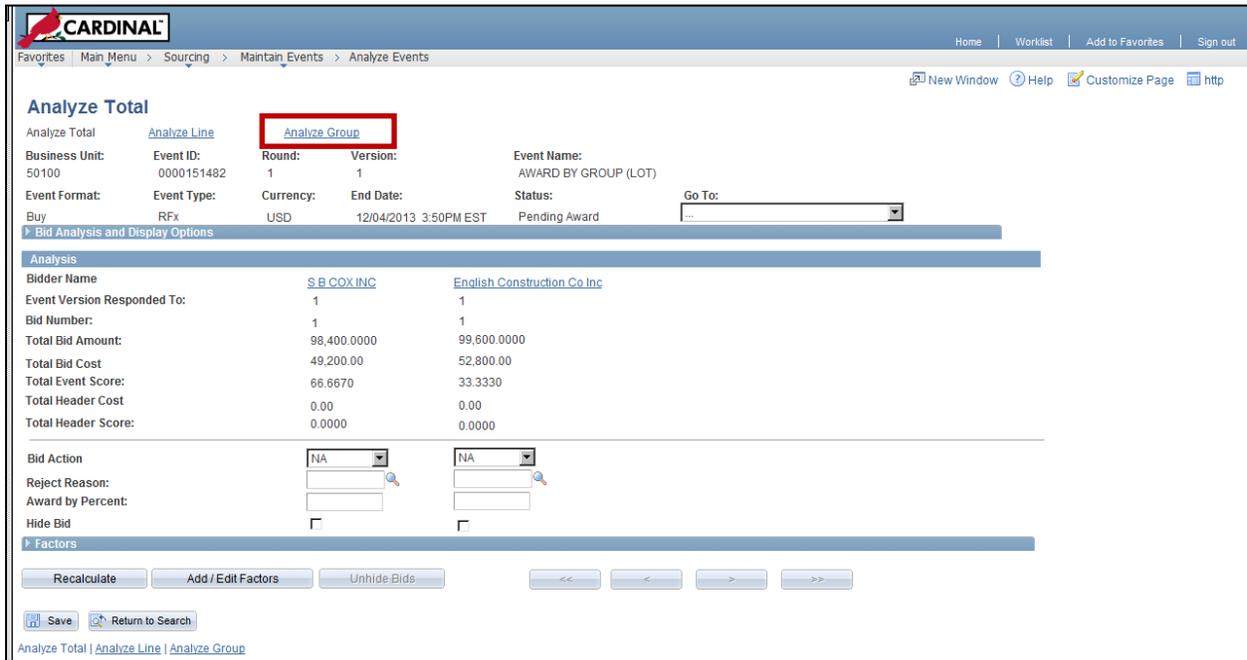
Click **OK**.



Repeat the process for all remaining Bidders.

**Bid Tabulation is completed.**

The Buyer navigates to the **Event Workbench** or to **Analyze Events** page.



**ANALYZE TOTAL**

Business Unit: 50100 | Event ID: 0000151482 | Round: 1 | Version: 1 | Event Name: AWARD BY GROUP (LOT)

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 12/04/2013 3:50PM EST | Status: Pending Award

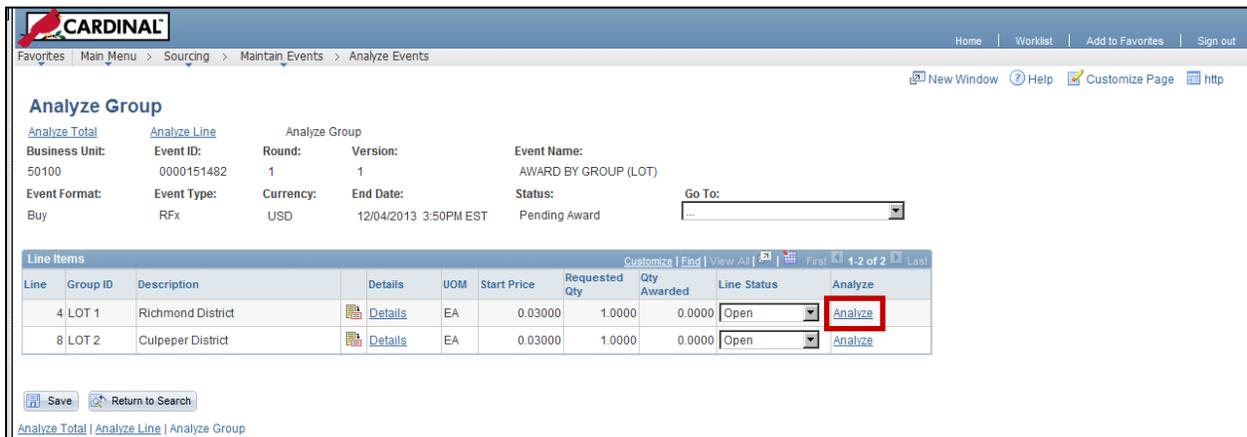
**Analysis**

Bidder Name	S B COX INC	English Construction Co Inc
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	98,400.0000	99,600.0000
Total Bid Cost:	49,200.00	52,800.00
Total Event Score:	66.6670	33.3330
Total Header Cost:	0.00	0.00
Total Header Score:	0.0000	0.0000

Buttons: Recalculate, Add / Edit Factors, Unhide Bids, Save, Return to Search

**Analyze Total** page is displayed.

Click on the **Analyze Group** hyperlink.



**ANALYZE GROUP**

Business Unit: 50100 | Event ID: 0000151482 | Round: 1 | Version: 1 | Event Name: AWARD BY GROUP (LOT)

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 12/04/2013 3:50PM EST | Status: Pending Award

Line	Group ID	Description	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze
4	LOT 1	Richmond District	EA	0.03000	1.0000	0.0000	Open	Analyze
8	LOT 2	Culpeper District	EA	0.03000	1.0000	0.0000	Open	Analyze

Buttons: Save, Return to Search

Click the **Analyze** hyperlink for Group/Lot 1.

## Strategic Sourcing Event Awards

**Analyze Group**

Business Unit: 50100    Event ID: 0000151482    Round: 1    Version: 1    Event Name: AWARD BY GROUP (LOT)  
 Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 12/04/2013 3:50PM EST    Status: Pending Award

Line: 4    Requested Quantity: 1.0000    UOM: EA    Start Price:

Group ID: LOT 1    Item Description: Richmond District    Details    Weighting:

[Bid Analysis and Display Options](#)

**Analysis**

Bidder Name	English Construction Co Inc	S B COX INC
Event Version:	1	1
Bid Number:	1	1
Bid Quantity:	1.0000	1.0000
Minimum Bid Quantity:	0.0000	0.0000
<b>Total Bid Amount:</b>	<b>356.0000</b>	<b>369.0000</b>
<b>Total Bid Cost:</b>	<b>356.00</b>	<b>369.00</b>
<b>Total Line Score:</b>	<b>100.0000</b>	<b>0.0000</b>

Bid Action:    

Reject Reason Code:

Award by Percent:

Award Quantity:

Hide Bid   

**Factors**

Analyze Group page is displayed and shows the Group/Lot total per bidder.

Expand the **Factors** line to view the line pricing.

**Factors**

Weighting	UOM	Ideal
What is your bid price?		
<input type="text" value="100.00000"/>	0	<input type="text" value="356.00"/> <input type="text" value="369.00"/>
Event Header into overall Line score.		
<input type="text" value="0.00000"/> EA 1		<input type="text" value="0"/> <input type="text" value="0"/>
<b>1 - RIPRAP, STONE. SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX</b>		
What is your bid price?		
<input type="text" value="33.33333"/>	0	<input type="text" value="112.00"/> <input type="text" value="123.00"/>
<b>2 - REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES. THIS WO</b>		
What is your bid price?		
<input type="text" value="33.33333"/>	0	<input type="text" value="112.00"/> <input type="text" value="123.00"/>
<b>3 - PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING. THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE I, 6 IN.</b>		
What is your bid price?		
<input type="text" value="33.33333"/>	0	<input type="text" value="132.00"/> <input type="text" value="123.00"/>

Recalculate    Unhide Bids    <<    <    >    >>

Click **OK**.

**Business Unit:** 50100 **Event ID:** 0000151482 **Round:** 1 **Version:** 1 **Event Name:** AWARD BY GROUP (LOT)

**Event Format:** Buy **Event Type:** RFX **Currency:** USD **End Date:** 12/04/2013 3:50PM EST **Status:** Pending Award

**Line:** 4 **Requested Quantity:** 1.0000 **UOM:** EA **Start Price:**

**Group ID:** LOT 1 **Item Description:** Richmond District **Weighting:**

**Bidder Name:** English Construction Co Inc S B COX INC

**Event Version:** 1 **Bid Number:** 1

**Bid Quantity:** 1.0000 **Minimum Bid Quantity:** 0.0000

**Total Bid Amount:** 356.0000 **Total Bid Cost:** 356.00 **Total Line Score:** 100.0000

**Bid Action:** Award **Reject Reason Code:** NA

**Award by Percent:** 1.0000

**Award Quantity:**  **Hide Bid:**

**Buttons:** Recalculate, Unhide Bids, <<, <, >, >>, OK, Cancel, Apply

Select and make an award as needed.

Click **OK**.

**Business Unit:** 50100 **Event ID:** 0000151482 **Round:** 1 **Version:** 1 **Event Name:** AWARD BY GROUP (LOT)

**Event Format:** Buy **Event Type:** RFX **Currency:** USD **End Date:** 12/04/2013 3:50PM EST **Status:** Pending Award **Go To:**

Line	Group ID	Description	Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze
4	LOT 1	Richmond District	<a href="#">Details</a>	EA	0.03000	1.000	1.0000	Open	<a href="#">Analyze</a>
8	LOT 2	Culpeper District	<a href="#">Details</a>	EA	0.03000	1.0000	0.0000	Open	<a href="#">Analyze</a>

**Buttons:** Save, Return to Search

Select the 2<sup>nd</sup> Group/Lot **Analyze** hyperlink. **Note: Qty Awarded** on Group/Lot 1 is populated.

## Strategic Sourcing Event Awards

**Business Unit:** 50100    **Event ID:** 0000151482    **Round:** 1    **Version:** 1    **Event Name:** AWARD BY GROUP (LOT)

**Event Format:** Buy    **Event Type:** RFx    **Currency:** USD    **End Date:** 12/04/2013 3:50PM EST    **Status:** Pending Award

**Line:** 8    **Requested Quantity:** 1.0000    **UOM:** EA    **Start Price:** [ ]

**Group ID:** LOT 2    **Item Description:** Culpeper District    **Weighting:** [ ]

**Analysis**

Bidder Name	S B COX INC	English Construction Co Inc
Event Version:	1	1
Bid Number:	1	1
Bid Quantity:	1.0000	1.0000
Minimum Bid Quantity	0.0000	0.0000
Total Bid Amount:	369.0000	396.0000
Total Bid Cost:	369.00	396.00
Total Line Score:	100.0000	0.0000

**Bid Action:** [Award]    [NA]

**Reject Reason Code:** [ ]    [ ]

**Award by Percent:** [ ]    [ ]

**Award Quantity:** [ 1.0000 ]

**Hide Bid:**    

**Buttons:** Recalculate, Unhide Bids, <<, <, >, >>, **OK**, Cancel, Apply

Select and make the Award as needed.

Click **OK**.

**Business Unit:** 50100    **Event ID:** 0000151482    **Round:** 1    **Version:** 1    **Event Name:** AWARD BY GROUP (LOT)

**Event Format:** Buy    **Event Type:** RFx    **Currency:** USD    **End Date:** 12/04/2013 3:50PM EST    **Status:** Pending Award    **Go To:** [ ]

Line	Group ID	Description	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze
4	LOT 1	Richmond District	EA	0.03000	1.0000	1.0000	Open	Analyze
8	LOT 2	Culpeper District	EA	0.03000	1.0000	1.0000	Open	Analyze

**Buttons:** Save, Return to Search

Click **Save** button.

## Strategic Sourcing Event Awards

**Analyze Group**

Business Unit: 50100 | Event ID: 0000151482 | Round: 1 | Version: 1 | Event Name: AWARD BY GROUP (LOT)

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 12/04/2013 3:50PM EST | Status: Pending Award

Line	Group ID	Description	UOM	Start Price	Requested Qty	Qty Awards
4	LOT 1	Richmond District	EA	0.03000	1.0000	
8	LOT 2	Culpeper District	EA	0.03000	1.0000	

Go To: [Dropdown Menu] (Award Events is selected)

Navigate or Go To **Award Events** page.

**Award Details**

Business Unit: 50100 | Event ID: 0000151482 | Round: 1 | Version: 1 | Event Name: AWARD BY GROUP (LOT)

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 12/04/2013 3:50PM EST | Status: Pending Award

PO Business Unit: 50100 | Total Award: 356.0000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1	9135063150	✓	RIPRAP, STONE SHALL BE STONE QUARRIED FROM UNDISTURBED, CON STONE RIPRAP, 1-1/2 IN. MAX	LOT 1	YDK	1.0000	112.0000	112.0000
2	9135066000	✓	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES, THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPE	LOT 1	HUR	1.0000	112.0000	112.0000
3	9135058050	✓	PAVEMENT, REMOVAL AND REPLACEMENT OF EXISTING, THIS WORK SHA PAVEMENT REMOVAL AND REPLACEMENT, TYPE	LOT 1	YDK	1.0000	132.0000	132.0000

1 of 2 Awards is displayed.

Post Award button is highlighted.

1 of 2 Awards is displayed.

Set award as needed.

Click **Post Award** button.



# Procurement Job Aid

## Strategic Sourcing Event Awards

**Award Details**

Award Details: [Award Summary](#) [Review Constraints](#)

Business Unit: 50100 Event ID: 0000151482 Round: 1 Version: 1 Event Name: AWARD BY GROUP (LOT)

Event Format: Buy Event Type: RFX Currency: USD End Date: 12/04/2013 3:50PM EST Status: Pending Award Go To: [Dropdown]

Show Award Details to Bidders

Display bids  Display all bids  Display bid scores  Display bid's total bid price  Display [unclear]

**Award Details** [Page 1 of 2] **2 of 2** [Page 2 of 2] Last

Bidder Name: [S B COX INC](#) Bidder Type: Vendor Buyer: MIKE HALL

Award Type: PO Contract Award Currency: Event USD Terms: 30

PO Business Unit: 50100

Award Number: 1 Total Award: 369.0000

**Award Lines** [Customize] [End] [View All] [First] [4 of 3] [Last]

Line	Item ID	Vndr/Item Ref	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
5	9135063150	<input checked="" type="checkbox"/>	RIPRAP STONE SHALL BE STONE QUARRIED FROM UNDISTURBED CON STONE RIPRAP 1-1/2 IN. MAX	LOT 2	YDK	1.0000	123.0000	123.0000		
6	9135066000	<input checked="" type="checkbox"/>	REMOVAL OF EXISTING STRUCTURES AND SUPER STRUCTURES THIS WO REMOVAL OF EXISTING STRUCTURES AND SUPE	LOT 2	HUR	1.0000	123.0000	123.0000		
7	9135058050	<input checked="" type="checkbox"/>	PAVEMENT REMOVAL AND REPLACEMENT OF EXISTING THIS WORK SHD PAVEMENT REMOVAL AND REPLACEMENT TYPE	LOT 2	YDK	1.0000	123.0000	123.0000		

**Post Award**

Click to **2 of 2** to view 2<sup>nd</sup> Award results.

Make award as needed.

Click **Post Award** button.