



QUICK REFERENCE GUIDE:

## 5.11 Proposal Processing

### Background:

The Letting Summary component consists of containers of dates. Dates and fields will be filled out as the proposal processes to award.

### Roles:

Letting User

### Navigation:

Bid Letting Overview

1. From the Bid Letting Overview search for and select the letting by entering at least three (3) characters of the Letting ID in the search box.
2. In the **General** tab, go to the **Evaluation** container.

### Apparent Low Bidder

1. When the apparent low bidder is determined, click the **Apparent Low Bidder Notification Date** calendar icon and select the correct date.
2. Click **Save**.

### Certified Bid Tab

1. When the Bid Tab is certified, click the **Certified Bid Tabulation Date** calendar icon and select the appropriate date.
2. From the **Certified By** dropdown, select the appropriate regional contracts officer or designee.
3. Run the Certified Bid Tab Report.
  - a. In the **Proposals** tab, click the **Proposal** link.
  - b. Expand the Proposal Summary Component **Actions Menu**, and under the Reports select **Bid Tab Analysis WBP**.

- c. Ensure **Show Bid Tabulation**, **Show Bidder Ranking**, and **Include Engineer's Estimate** are checked.
- d. Click **Execute**.

### Sub List / DBE Documents

1. Return to the Bid Letting Summary > General tab.
2. When the apparent low bidder notification date is known, click the **Sub List Due** and **DBE Documents Due** calendar icons and select the date that information is due from the contractor.
3. Click **Save**.
4. When the Sub List and DBE Documents have been received from the contractor, enter the dates in the **Sub List Received** and **DBE Documents Received** fields by clicking the calendar icon and selecting the date that information was received from the contractor.
5. Attach the Sub List/DBE Docs to the Proposal Summary.
  - a. In the **Proposals** tab, click the **Proposal** link.
  - b. Expand the Proposal Summary Component **Actions Menu**.
  - c. Select **Attachments**.
  - d. Click the **Select File** button.
  - e. Navigate to and select the PDF of the Sub List and DBE Docs.  
Note: If the attachment size is large, you may want to put the PDF(s) in a compressed or zip folder for attaching.
  - f. Click **Open**.
  - g. In the **Description** field, enter the attachment description.
  - h. Click **Save**.
6. Email the Civil Rights Office that the Sublist/DBE Docs are ready to be reviewed.

If you need further assistance please contact your Module Admin  
Last Updated December 2023



QUICK REFERENCE GUIDE:

## 5.11 Proposal Processing

### Award

1. When the recommendation to award is made, click the **Award Recommendation Date** calendar icon and select the correct date.
2. Click **Save**.
3. When the notice of intent to award date is determined, click the **Notice of Intent to Award Date** calendar icon and select the correct date.
4. Click **Save**.
5. When the protest period is determined, click the **Protest Period End Date** calendar icon and select the date the protest period ends.
6. Click **Save**.
7. When the award date is determined, click the **Letter of Award Date** calendar icon and select the correct date.
8. Click **Save**.

### Miscellaneous

1. In the event of an award cancellation, enter the **Solicitation Cancelled** field and click the **Notice of Cancellation Date** calendar icon to select the date the contractor was notified.
2. Click **Save**.

### Next Steps:

See QRG – *Awarding a Proposal in AWP*.

If you need further assistance please contact your Module Admin  
Last Updated December 2023