



QUICK REFERENCE GUIDE:

6.3 Processing Low Bid for CMGC/DB Projects

Background:

Once the low bidder has been identified, you must enter the low bid information into AWP and award the proposal.

Roles:

Letting User

Navigation:

Project Overview

1. Change the proposal workflow phase to Award Processing. See QRG – *Creating a Proposal > Managing Proposal Workflow*.
2. Enter the bidder's DB bid into AWP. See QRG – *Entering Manual Bids*.
3. Complete the necessary steps to Award the proposal to the bidder in AWP. See QRG – *Awarding Proposal*.

Next Steps:

Once the original CMGC proposal has been awarded, you may need to create projects that will transition to construction as part of the CMGC process, but will not be advertised. Refer to the QRGs for Project, Proposal, and Letting to create the project, proposal, and letting. You can then either manually add the contractor amounts (and ICE amounts, if necessary) to AWP or generate the ebsx in order to enter the item amount information via Bids Entry.

If you need further assistance please contact your Module Admin
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