

QUICK REFERENCE GUIDE

Updates to Analyze Events – Text Bid Factor Responses

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Updates to Analyze Events – Text Bid Factor Response

Part of the Analyze Event process is to review and validate vendor responses related to the specific event bid factors. Previously, users were unable to review all the responses for text bid factors on one page. With the new update, users can review all applicable vendor text type responses on one page.

View the Analyze Events – Text Bid Factor Responses

For each text bid factor, a new icon (Text Bid Factor Score) is enabled.

To view the Text Bid Factor Responses:

1. **Navigation Links:** Analyze Event, Analyze Header, Review Bid Factors.
2. Click on the **Text Bid Factor Score** () button.

Analysis			
Bidder Name	BOR SON CONST CO <small>Non Public/Trade Secrets</small>	CARVER SOIL & WATER <small>Non Public/Trade Secrets</small>	BITUMINOUS ROADWAYS INC <small>Non Public/Trade Secrets</small>
Event Version Responded To:	1	1	1
Bid Number:	1 	1 	1 
Total Bid Amount:	930.0000	940.0000	950.0000
	Resp Comments/Attachments	Resp Comments/Attachments	Resp Comments/Attachments
Adjusted price and/or score			
Bid Action	NA <input type="button" value="v"/>	NA <input type="button" value="v"/>	NA <input type="button" value="v"/>
Reject Reason:	<input type="text"/> <input type="button" value="q"/>	<input type="text"/> <input type="button" value="q"/>	<input type="text"/> <input type="button" value="q"/>
Award by Percent:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hide Bid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Factors			
Weighting	UOM	Ideal	
Name, Title, e-mail, phone and fax numbers of individual who prepared the response.			
<input type="text" value="0.00000"/>	 Test Response for	Test Response for	Test Response for
Bidder Details			
	0.00000		

3. The *Score Text Bid Factors* page displays. It contains the following fields:

- Bid Factor Code (Name)
- Bid Factor Description
- Bidder Name
- Bid Response Text

Score Text Bid Factors

Bid Factor Code: AC_EXT_AUTHRES Weighting:

Description: Name, Title, e-mail, phone and fax numbers of individual who prepared the response.

Ideal:

Score Header Text Find View All First 1 of 3 Last

Bidder Name: BOR SON CONST CO

Bid Response Text: Test Response for Analyze Event Update - Vendor 3 - Response 1

Score: Bid Factor Cost 0.000000

OK Cancel

Note: The Score field should always be left blank since the scoring functionality in the system is not used.

4. Click the *View All* link to display all vendor responses or use the arrows to display the responses individually. Using this functionality will improve the ability to analyze vendor responses since they are all in the same location.

The screenshot displays a software window with the following sections:

- Bid Factor Code:** AC_EXT_AUTHRES
- Weighting:** [Empty field]
- Description:** Name, Title, e-mail, phone and fax numbers of individual who prepared the response. [View All icon]
- Ideal:** [Empty field] [View All icon]
- Score Header Text:** Find | View | First | 1-3 of 3 | Last
- Bidder Name:** BOR SON CONST CO
- Bid Response Text:** Test Response for Analyze Event Update - Vendor 3 - Response 1 [View All icon]
- Score:** [Input field]
- Bid Factor Cost:** 0.000000
- Bidder Name:** CARVER SOIL & WATER
- Bid Response Text:** Test Response for Analyze Event Update - Vendor 2 - Response 1 [View All icon]
- Score:** [Input field]
- Bid Factor Cost:** 0.000000
- Bidder Name:** BITUMINOUS ROADWAYS INC
- Bid Response Text:** Test Response for Analyze Event Update - Vendor 1 - Response 1 [View All icon]
- Score:** [Input field]
- Bid Factor Cost:** 0.000000
- Buttons:** OK, Cancel

5. For responses that contain more text than what can be displayed in the default text field, click the **Modal Window** () button to open the Bid Response Text in a separate window.

