

QUICK REFERENCE GUIDE

May 29, 2024

Analyze Bid Responses for an Event

This Quick Reference Guide explains the steps to analyze bid responses for an event in the Strategic Sourcing module in SWIFT. At the end of this guide, you can see actions you can take from the Go To drop down menu on the top of the Analyze Total page.

When analyzing and awarding events to bidders, make sure to follow Authority for Local Purchase policies, State statutes, and agency guidelines.

Note: You cannot analyze bid responses in SWIFT until the End Date/Time for the event passes.

Step 1: Verify if bidders are TG/ED/VO suppliers

The [Office of Equity in Procurement](#) at the Minnesota Department of Administration operates a program for Targeted Group (TG), Economically Disadvantaged (ED), and Veteran-Owned (VO) small businesses. According to State statute, agencies allot certified TG/ED/VO bidders a preference when analyzing bids. If the supplier is a certified TG/ED/VO small business, make sure to follow the Office of State Procurement’s policies and procedures to apply appropriate preferences during the analysis of bid responses.

There are two ways to verify if bidders are TG/ED/VO suppliers.

Use the TG/ED/VO Directory

To verify if bidders are TG/ED/VO suppliers, you can use the [TG/ED/VO List \(Directory\)](#).

| Company Name | NAICS Code(s) | *Categ... | Principal Owner |
|--|-----------------------|--|-----------------|
| rhema | | | |
| ▼ RHEMA SYSTEMS dba COMPUTER REVOL... | 423430, 423690, 44... | B | Felix Anohene |
| Company Name: RHEMA SYSTEMS dba COMPUTER REVOLUTION/CPR | | NAICS Code(s): 423430, 423690, 44811212 | |
| Original Cert: 09/17/2019 | | SWIFT Number: 0001035000 | |

Use the Supplier Maintenance page in SWIFT

1. Navigate to the **Review Supplier** page.

| Navigation Options | Navigation Path |
|-----------------------|--|
| Navigation Collection | Accounting, Supplier, Supplier Maintenance, Review Supplier page defaults. |

- On the Review Supplier page, enter search criteria to find the supplier, such as the Supplier ID.

Review Suppliers

Search Criteria

| | | | |
|------------------|----------|----------------|------------|
| *SetID | SHARE | Supplier ID | 0001035000 |
| Name | Equal to | Short Name | Equal to |
| Withholding Name | Equal to | Classification | |
| Supplier Status | | Type | |
| Sanctions Status | | Persistence | |

Max Rows: 300

[Search](#) [Clear](#)

- Find the supplier in the Search Results below, and select the **Actions** link to open a drop-down menu for that supplier. Then select the **Maintain Supplier** link.

Search Results

Main Information Additional Supplier Info Audit Information

| | Supplier ID | Supplier Name | Short Name | Address |
|--|-------------|-------------------|--------------|---------|
| <ul style="list-style-type: none"> Maintain Supplier Review Supplier Contact | 0001035000 | RHEMA SYSTEMS INC | RHEMA SY-001 | |

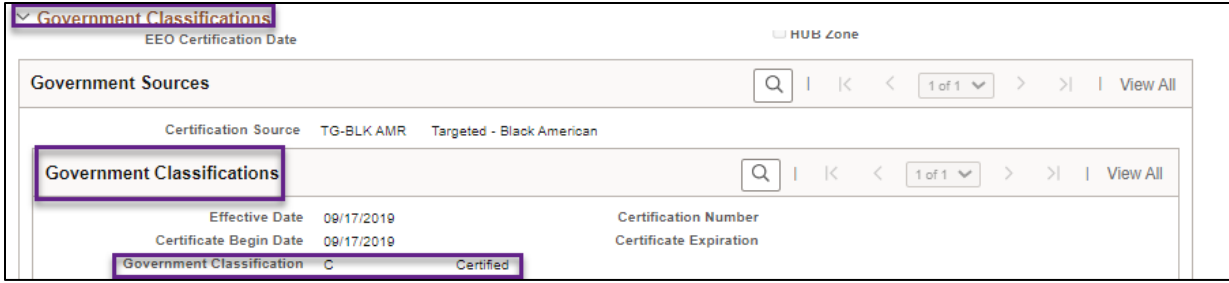
- The Supplier information displays in a new window. Select the **Identifying Information** tab.

Supplier

Welcome to the Administrative Portal. [Sign Out](#)

Summary **Identifying Information** Address Contacts Location

- Scroll down and open the **Government Classifications** section. You can see the Government Classification of "Certified."

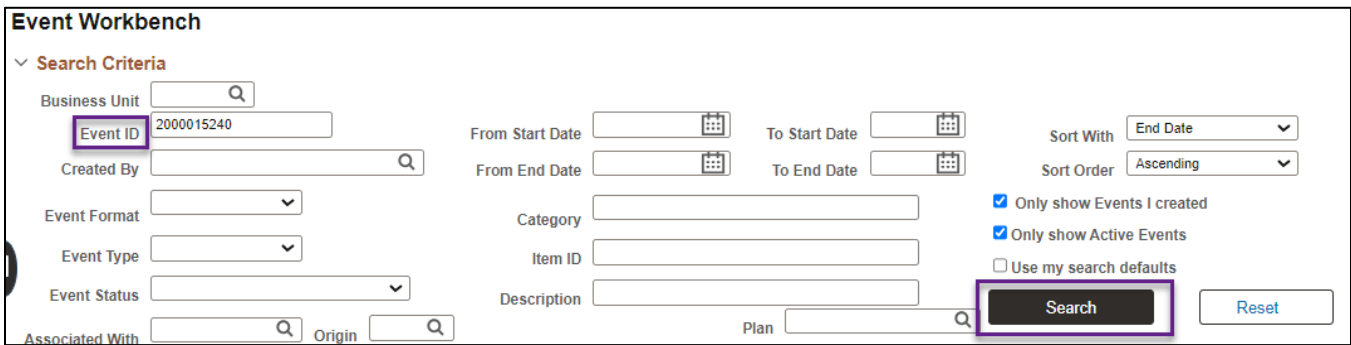


Step 2: Open the event using the Event Workbench

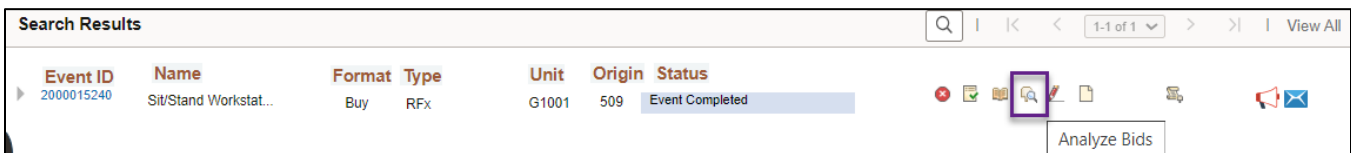
1. Navigate to the **Event Workbench** page.

| Navigation Options | Navigation Path |
|------------------------------|---|
| Navigation Collection | Procurement, Strategic Sourcing, Maintain Events. The Event Workbench page defaults. |
| WorkCenter | Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Sourcing folder, Event Workbench. |

2. On the Event Workbench page, enter the event identification number in the Event ID field. Press the **Search** button.



3. The event displays in the Search Results section. Select the **Analyze Bids** icon for the event.



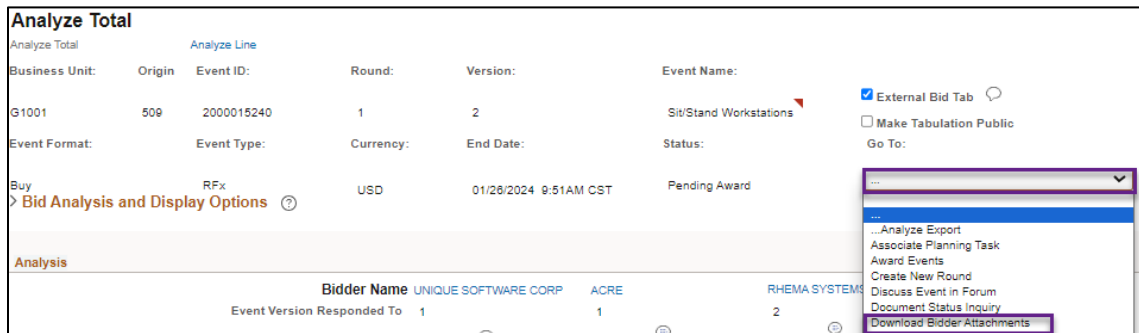
NOTE: This icon becomes available after the event’s End Date and Time have passed.

Step 3: Download bidder attachments

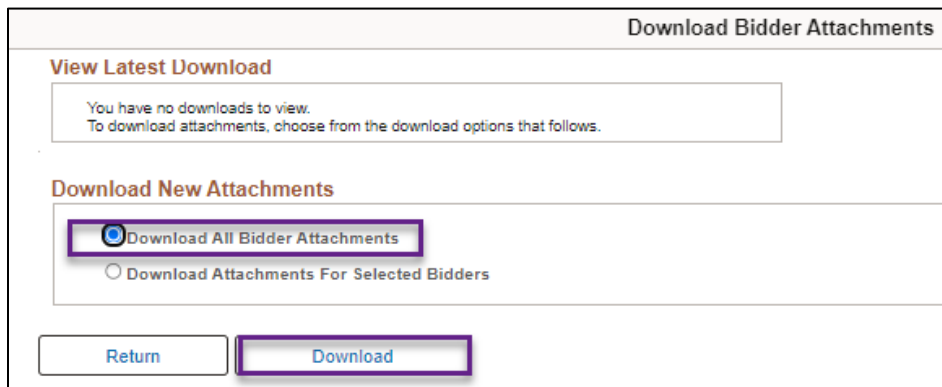
SWIFT displays the Analyze Total page. SWIFT allows buyers to download all bidder comments and attachments for the event to a ZIP file. This ensures that all the comments and attachments for each supplier are in one place, and nothing is missed that may impact the analysis of the event.

This download process creates sub folders in the ZIP file by bidder. There are individual ZIP files containing all the comments and attachments each bidder added as part of their bid response.

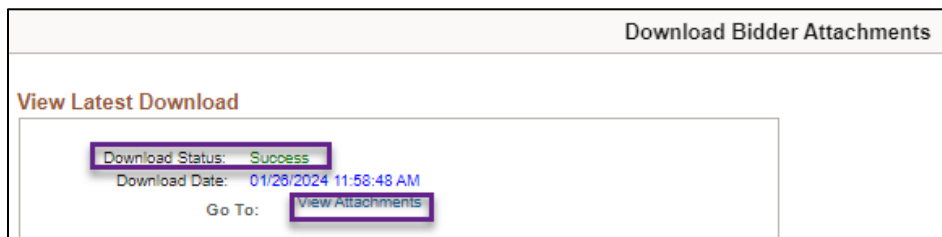
1. In the **Go To** field, select “Download Bidder Attachments” from the drop-down list.



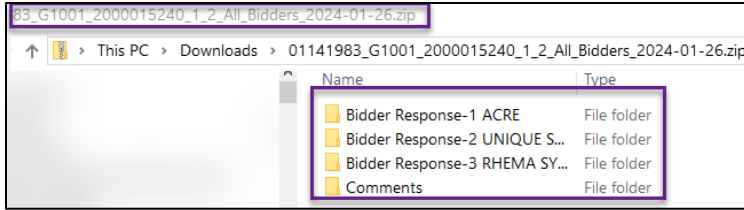
2. The Download Bidder Attachments window displays. Make sure the **Download All Bidder Attachments** radio button is selected and press the **Download** button.



3. When the Download Status field says “Success,” select the **View Attachments** link.



4. The attachment document appears on your desktop. When you select the document, it opens a zip file with the comments and attachments each supplier submitted



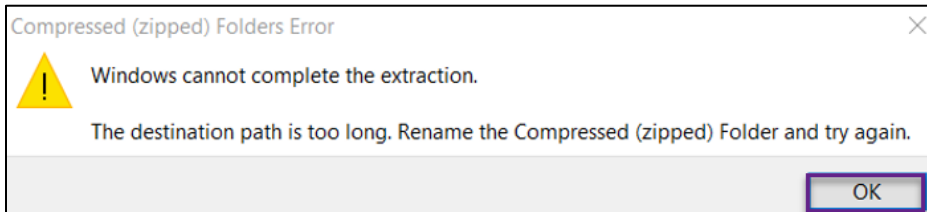
5. When finished reviewing the bidder comments and attachments, close the folder or save as part of your event documentation.
6. SWIFT returns to the Download Bidder Attachments window. Press the **Return** button.

Handling a Bidder Attachment Error

Because of the way the download bidder attachments functionality works, sometimes the naming convention on the file gets very long.

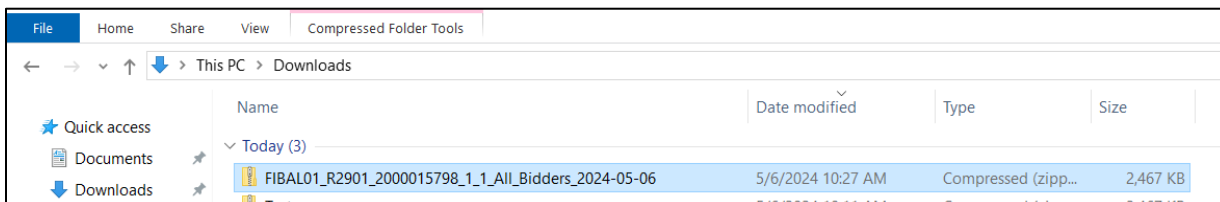


Some attachments cannot be opened and SWIFT generates an error message. When this happens, you will need to rename the folder.



Steps to rename the folder

1. Press **OK** in the error message.
2. Locate the original file in your Downloads folder or wherever you saved the folder.
 - a. Right click on the row.
 - b. SWIFT will display an option box. Select the option that says **Rename**. This will open the file name and allow it to be edited.
 - c. Rename the file to something short, such as the Event ID, and enter.



6. The file is now renamed. If you open the folder and drill into all the subfolders, they will now show a much shorter name in the address bar, and the individual files can be opened.

- If there are individual attachments that have a long name and still cannot be opened, make note of the name. Open the attachment individually from the SWIFT Analyze Bid page.

Step 4: Analyze bidder responses on the Analyze Total and Analyze Line pages

Analyze bid responses on the Analyze Total page

- The Analyze Total page displays for the event. In the Analysis section, find the information for each bid response, including the Bidder Name, Bid Number, and Total Bid Amount.

| Analyze Total | | Analyze Line | | | | |
|----------------------------|--------------------|----------------------|-----------------------|-------------------|------------------------|--|
| Business Unit: | Origin | Event ID: | Round: | Version: | Event Name: | <input checked="" type="checkbox"/> External Bid Tab |
| G1001 | 509 | 2000015240 | 1 | 2 | Sit/Stand Workstations | <input type="checkbox"/> Make Tabulation Public |
| Event Format: | Event Type: | Currency: | End Date: | Status: | Go To: | |
| Buy | RFx | USD | 01/26/2024 9:51AM CST | Posted | | |
| Analysis | | | | | | |
| | Bidder Name | UNIQUE SOFTWARE CORP | ACRE | RHEMA SYSTEMS INC | | |
| Event Version Responded To | 1 | 1 | 2 | | | |
| Bid Number | 1 | 1 | 1 | | | |
| Total Bid Amount | 8,250.00 | 8,000.00 | 8,700.00 | | | |

- When finished, scroll down to the bottom of the page and press the **Return** button.

Analyze bid responses on the Analyze Line page

- You can also analyze bid responses at the line level. Select the **Analyze Line** link to display the Analyze Line page

| Analyze Total | | Analyze Line | | | |
|----------------|--------|--------------|--------|----------|-------------|
| Business Unit: | Origin | Event ID: | Round: | Version: | Event Name: |

- Scroll to the right and select the **Analyze** link below the **Line Items** section to analyze the line information for the bid.

| Line | Item ID | Description | Category | UOM | Start Price | Requested Qty | Qty Awarded | Weighting | Line Status | Analyze |
|------|---------|---|----------|-----|-------------|---------------|-------------|-----------|-------------|---------|
| 1 | | Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal | 56111500 | EA | 485.00000 | 10.0000 | 0.0000 | 50.00000 | Open | Analyze |
| 2 | | Workstation Installation | 72101501 | EA | 80.00000 | 10.0000 | 0.0000 | 50.00000 | Open | Analyze |

- Look at the fields on this page including the Bid Quantity and Total Bid Amount for each bidder.

| Analysis | | | |
|-------------------------|-------------------|------------|----------------------|
| Bidder Name | RHEMA SYSTEMS INC | ACRE | UNIQUE SOFTWARE CORP |
| Event Version | 2 | 1 | 1 |
| Bid Number | 1 | 1 | 1 |
| Bid Quantity | 10.0000 | 10.0000 | 10.0000 |
| Minimum Bid Quantity | 0.0000 | 0.0000 | 0.0000 |
| Total Bid Amount | 5,700.0000 | 6,000.0000 | 6,500.0000 |
| Total Bid Cost | 0.00 | 0.00 | 0.00 |
| Total Line Score | 100.0000 | 95.0000 | 87.6900 |

- Note:** If the event includes more than one line, scroll to the top of the page. Press the **Next Line** button to go to the next line.

| Analyze Line | | | | | | | | | |
|----------------|--|--------------------|------------|------------|------------------------|-------------|---------------|------------------|--|
| Business Unit: | Origin | Event ID: | Round: | Version: | Event Name: | | | | |
| G1001 | 509 | 2000015240 | 1 | 2 | Sit/Stand Workstations | | | | |
| Event Format: | Event | Currency: | End Date: | Status: | | | | | |
| Buy | RFx | USD | 01/26/2024 | 9:51AM CST | Pending Award | | | | |
| Line | 1 | Requested Quantity | 10.0000 | UOM | EA | Start Price | 485.00000 | | |
| Item ID | Item Description: <u>Exxon Worldit S-Dual Sit & Stand Workstation OR</u> | | | | Weighting | 50.00000 | Previous Line | Next Line | |

- When finished reviewing all lines, press the **OK** button toward the bottom on the page.
- SWIFT returns to the Analyze Line page. At the top of the page, select the **Analyze Total** link.

| Analyze Line | | | | |
|----------------------|--------------|------------|--------|----------|
| Analyze Total | Analyze Line | | | |
| Business Unit: | Origin | Event ID: | Round: | Version: |
| G1001 | 509 | 2000015240 | 1 | 2 |

Step 4: Complete the Event Scoring Tabulation Sheet

After completing the analysis of bid responses, you may need to fill out an Event Scoring Tabulation Sheet provided by the Office of State Procurement (OSP) or your agency.

- Check with your manager about whether or not you'll need to fill out and attach an Event Scoring Tabulation Sheet and/or other offline scoring forms to compare or document bid responses.
- OSP recommends the use of their tabulation sheets for analyzing bids.
 - Acquisition forms: <https://osp.admin.mn.gov/acquisition-forms>
 - Professional/Technical forms: <https://osp.admin.mn.gov/PTcontractforms>
- As an option, you can attach the tabulation sheet on the Analyze Total page. This is covered in the [Award an Event](#) Quick Reference Guide.

Actions available from the Go To drop down menu

The Go To field lists actions you can take from the Analyze Event page.

| Name | Description |
|------------------------------------|---|
| Analyze Events | Return to the Analyze Events page for the event. |
| Analyze Export | Export a document that combines bidder answers. |
| Award Events | Open the Award Details page for the event. |
| Create New Round | Create a new round for the event. |
| Discuss Event in Forum | Review the State of Minnesota Event Discussions page to review messages about the event. |
| Document Status Inquiry | Open the Sourcing Document Status Inquiry page to review associated documents for this event. |
| Download Bidder Attachments | Download all bidder attachments. |
| Event Attachments/ Comments | Open Event Comments and Attachments window to review header level attachments and comments for the event. |
| Notice of Award | Send a Notice of Award to the winning bidder(s). |
| Notice of Intent to Award | Send an Intent to Award the event to bidders. |