QUICK REFERENCE GUIDE

February 20, 2024

Award an Event

After analyzing an event, you can award the event. There are different ways to award an event. You can award the event to one bidder or multiple bidders. You can also award an event at the line level.

This Quick Reference Guides explains how to award the event to one supplier, post the award, and create a new purchase order or procurement contract for the awarded event. As an option, you can view the Award an Event to Multiple Suppliers Quick Reference Guide.

Step 1: Access 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 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 and press the **Search** button.
3. The search results section displays the event. Select the **Analyze Bids** icon for the event.

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

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Step 2: Update the event with the evaluation documentation

1. 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 your agency's policy to attach it on the Analyze Total page.

2. SWIFT displays the Analyze Total page for that event. Before you make an award, to attach bid tabulation documentation. Press the **Header Comments** icon located in upper right position on the Analyze Total page.

3. SWIFT displays the Bid Tabulation Comments and Attachment page.
   a. Add a comment describing the attachment.
   b. Select the **Add Attachment** icon to attach the final bid tabulation documents.

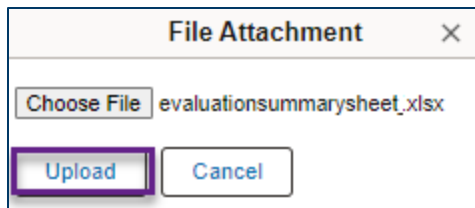4. SWIFT opens up the File Attachment window. Press the **Choose File** button to locate the bid tabulation and evaluation documents.
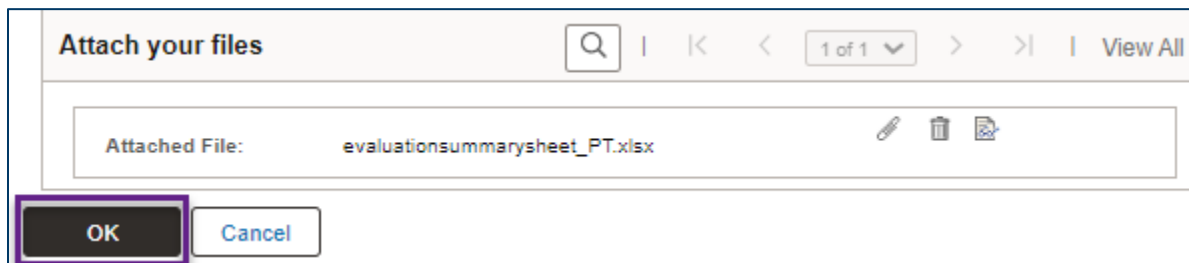
5. After you upload the document, press the **Upload** button to insert the document into the event.

6. Attach additional documents as necessary. Press the **OK** button. SWIFT returns you to the Analyze Total page.

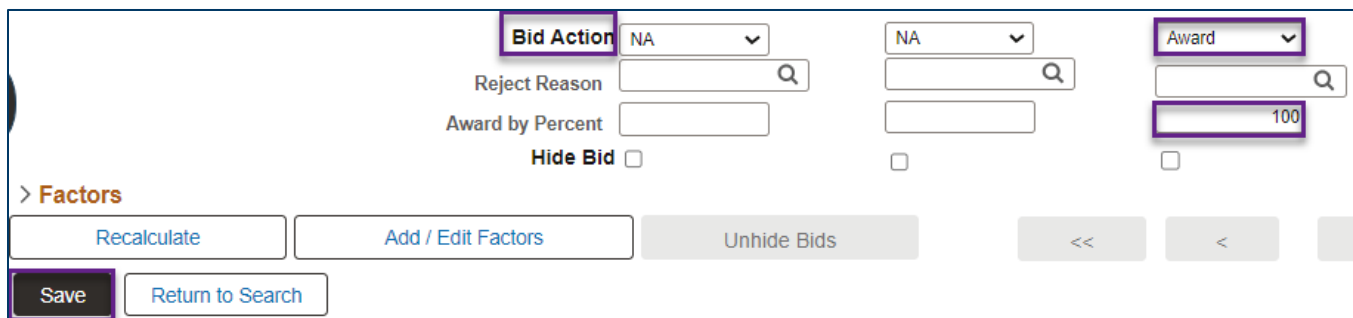# Step 3: Award the event on the Analyze Total or Analyze Line page

You can award an event on the Analyze Total page or the Analyze Line page. If you are awarding an event to multiple bidders, you need to award the event on the Analyze Line page.

Award the event on the Analyze Total page

1. On the Analyze Total page, scroll down to the **Analysis** section. From the **Bid Action** drop-down list, select "Award" for the bidder to be awarded the event.
2. In the **Award by Percent** field, enter "100" percent for the bidder being awarded the event.
3. Press the **Save** button.

Award the event on the Analyze Line page

1. On the Analyze Total page, select the **Analyze Line** link to open the Analyze Line page.

Analyze Total

Analyze Total		Analyze Line				
Business Unit:	Origin	Event ID:	Round:	Version:	Event Name:	
G1001	509	2000015240	1	2	Sit/Stand Workstations	☑ External Bid Tab ☐ Make Tabulation Public

2. Select the **Analyze** link for an event line to open Bid Analysis and Display Options.

Line Items ⓘ

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	60.00000	10.0000	0.0000	50.00000	Open ⌄	Analyze

3. SWIFT opens up the Bid Analysis and Display Options section of the line you selected.
   a. In the Bid Action field, select "Award" under the column for the supplier or suppliers you're awarding the event to.
   b. You can award the event by Award by Percent or Award by Quantity.
      i. In the Award by Percent, enter the percentage numbers for each budder. They must add to 100.0000.
      ii. Or, in the Award Quantity field, enter the number of items you're awarding to that supplier.
   c. As needed, use the **Previous Line** and **Next Line** buttons to move between event lines.

Item ID	Item Description:	Ergotron Workfit S-Dual Sit & Stand Workstation OR...		Previous Line	Next Line

> **Bid Analysis and Display Options**

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
Bid Action	Award ⌄	⌄	Award ⌄
Reject Reason Code	🔍	🔍	🔍
Award by Percent	75.000		25
Award	7.5000		

   d. Press **OK** at the bottom of the page when you're finished.
4. SWIFT returns you to the Analyze Total page. On the bottom of the page, press **Save**.

Ship To Error

If you need to add Ship To information to the lines of an event, you receive a Ship To error message. Press **OK**.

The field {AUC_CREATE_PO.PO_LINE(1).PO_LINE_SHIP(1).SHIPTO_ID} is required. You must enter a value for it before proceeding. (15,54) (18058,699)

OK

Review the Add Ship To Location during Event Award Quick Reference Guide.

Step 4: Complete the award on the Award Details page

1. After you complete award the event on the Analyze Total or Analyze Line page, scroll up to the top of the page. From the **Go To** field, select "Award Events" from the dropdown list.

Analyze Line

Analyze Total	Analyze Line					
Business Unit:	Origin	Event ID:	Round:	Version:	Event Name:	
G1001	509	2000015240	1	2	Sit/Stand Workstations	
Event Format:		Event Type:	Currency:	End Date:	Status:	Go To:
Buy		RFx	USD	01/26/2024 9:51AM CST	Pending Award	...

Line Items ⑦

...
...Analyze Export
Associate Planning Task
Award Events
Create New Round

2. The Award Details page opens in a new window.

IMPORTANT! Use the drop down menus on the Award Details section to enter data. Otherwise, SWIFT may not recognize the values.

a. Scroll down to the Award Details section. From the **Award Type** field, select either "Purchase Order" or "Procurement Contact" from the drop-down list, depending on the type of purchase: Acquisition or Professional/Technical.

Note: If you select "Procurement Contract," SWIFT will display a Contract Style field, where you will need to select "PO Contract" from the drop-down list. The example demonstrates the "Purchase Order" option.

b. Enter the **Award Details** in the following fields. Required fields are marked with an asterisk (*).

Field Name	Field Description
*Billing Location	The location where invoices are to be sent for this Business Unit.
*Buyer	Enter your Buyer ID if it didn't default in this field.
*Origin	The Agency Origin identifies where a transaction originated, such as "509" for Accounting Services.

Field Name	Field Description
*PO Business Unit	The Business Unit corresponds to an agency, such "G1001" for Minnesota Management and Budget (MMB).
*Terms	The Payment Terms, such as "30" for Net 30. Leave this field blank for awarding to a Procurement Contract.

NOTE: If you awarded the event to multiple buyers, open the **Show next row** icon to see the other awarded line. Update it as needed.

3. Press the **Save** button.

Ship To Error

If you need to add Ship To information to the lines of an event, you receive a Ship To error message. Press **OK**.

Review the [Add Ship To Location during Event Award](#) Quick Reference Guide.

Step 5: Post the award

1. Press the **Post Award** button.

2. SWIFT displays message stating that the Notice of Intent to Award is not sent. Select **Yes** to continue.
   a. SWIFT does not send out the Notice of Intent to Award and Notice of Award automatically. Your agency needs to determine whether or not to send these documents.
   b. If your agency wishes to send a Notice of Intent or Notice of Award, view the [Use Award Notices on an Event](#) Quick Reference Guide.

3. After you post the event, SWIFT opens the Purchase Order page in a new window.
    a. Update the purchase order and save it.
    b. After saving the new purchase order or procurement contract, you can close that page and return to the Award Details page.

NOTE: If you awarded the event to a supplier contract, SWIFT opens a contract shell. Update it and save it.

4. After awarding the event to the supplier(s), the Status field will read "Awarded."

NOTE: If you have only partially awarded the event, the Status field will read "Pending Award."

Bidder Conversion Message

SWIFT does not allow you to create purchase orders or procurement contracts with bidders who are not registered as suppliers on SWIFT.

1. If you awarded an event to a bidder who is not yet a fully registered supplier, SWIFT displays a Bidder Conversion message. Press **OK**.
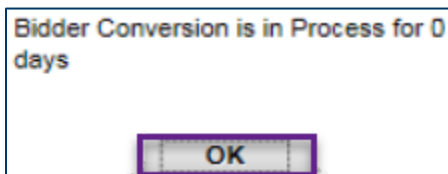
2. You may need to contact them and remind them to register as a supplier if they want to receive an award for the event.
3. If you award the event to multiple bidders, SWIFT allows you to award it only to fully registered suppliers but not to bidders who are not yet registered as suppliers.
4. If you awarded an event to a bidder who is not yet a fully registered as a supplier, SWIFT will display a **Notify Bidder to Register** button.

5. After pressing this button, SWIFT sends the bidder an email notification with instructions on converting their profile.
6. SWIFT sends the buyer an email when the bidder successfully converts to a supplier.

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Step 6: Make the event documentation public

According to the [Department of Administration's Authority for Local Purchase Purchasing Policy 10](#), the names of responders to solicitations for Request for Proposals (RFPs) become public at the bid opening. This includes the names of responders and the dollar amounts. If your agency makes the event documentation public using the event, SWIFT displays these results on the Supplier Portal.

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

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Navigation Collection	Procurement, Strategic Sourcing, Maintain Events. TheINA Event Workbench defaults.
WorkCenter	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Sourcing folder, Event Workbench.

2. Enter search criteria for the event such as the Business Unit and the Event ID and press the **Search** button.
3. SWIFT displays the Search Results. Select the **Analyze Bids** icon for the event.

4. The Analyze Total page displays. Check mark the **Make Tabulation Public** box. Press the **Save** button and the bottom of the page.