Award an Event

After analyzing an event, you can award the event. This Quick Reference Guide explains how to award the event to a supplier, post the award, and create a new purchase order or procurement contract for the awarded event.

Steps to complete

- Step 1: Open the event using the Event Workbench.
- Step 2: Attach documentation for the Event Scoring Tabulation Sheet to the event.
- Step 3: Award the event and complete the award details.
- Step 4: Post the award.
- Step 5: Make the event documentation public.

Step 1: Open the event using the Event Workbench.

1. Navigate to the Event Workbench page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Procurement, Strategic Sourcing, Maintain Events.</td>
</tr>
<tr>
<td></td>
<td>The Event Workbench page will display by default.</td>
</tr>
<tr>
<td><strong>WorkCenter</strong></td>
<td>Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter, left-menu, Sourcing folder, Event Workbench.</td>
</tr>
</tbody>
</table>

2. On the Event Workbench page, enter the event identification number in the Event ID field.
3. Press the Search button.
4. The event will display in the Search Results section. Select the Analyze Bids icon for the event. (This icon becomes available after the event’s End Date and Time have passed.)

*Hint:* To display the “Legend” that identifies the icons on this page, open the Legend section.
Step 2: Attach documentation for the Event Scoring Tabulation Sheet to the event.

1. The Analyze Total page will display for the event. Select the Bid Tabulation Results icon.

2. The Bid Tabulation Comments and Attachment window will display. Enter comments to describe the attachment. (Example: “For the Event Scoring Tabulation Sheet used to determine this award, please see documentation attached.”)

3. Select the Add Attachment (paperclip) icon, attach the “Event Scoring Tabulation Sheet” or other offline scoring form comparing document bid responses, and press the Upload Button.

4. Press OK.
Step 3: Award the event and complete the award details.

**Note:** There are different ways to award an event. For instance, you can award the event to one bidder or to more than one bidder, and you can award an event at the line level.

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

**Note:** If the event has multiple lines, you can also award the event at the line level:

- Select the **Analyze Line** link to open the **Analyze Line** page.
- Select the **Analyze** link for an event line to open **Bid Analysis and Display Options**.
- In the **Bid Action** field, select “Award” under the column for the supplier you’re awarding the event to.
In the **Award Quantity** field, enter the number of items you’re awarding to that supplier.

Then use the **Previous Line** and **Next Line** buttons to move between event lines.

Press **OK** when finished.

5. Scroll up to the top of the page, and from the **Go To** field, select “Award Events” from the drop-down list.

6. The **Award Details** page will open in a new window or tab. Scroll down to the **Award Details** section, and from the **Award Type** field, select either “Purchase Order” or “Procurement Contact” from the drop-down list, depending on the acquisition type.

**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 below will demonstrate the “Purchase Order” option.

7. Enter the **Award Details** in the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Currency</strong></td>
<td>Make sure “Event” is selected</td>
</tr>
<tr>
<td><strong>PO Business Unit</strong></td>
<td>The Business Unit (Example: “G1001” for MMB)</td>
</tr>
<tr>
<td><strong>Origin</strong></td>
<td>The division (Example: “509” for Accounting Services)</td>
</tr>
<tr>
<td><strong>Buyer</strong></td>
<td>Your buyer ID (if it doesn’t already default in this field)</td>
</tr>
<tr>
<td><strong>Terms</strong></td>
<td>The Payment Terms (Example: “030” for Net 30)</td>
</tr>
<tr>
<td><strong>Billing Location</strong></td>
<td>The Billing Location (Example: “G104THFL00” for MMB)</td>
</tr>
</tbody>
</table>

8. Press the **Save** button.
Note on Bidder Conversion: If you awarded an event to a bidder who is not yet a fully registered supplier, SWIFT will display a Bidder Conversion message. Press OK.

- SWIFT does not allow you to create purchase orders or procurement contracts with bidders who are not registered as suppliers on SWIFT.
- If any bidders are not registered as suppliers, you may need to contact them and remind them to register as a supplier if they want to receive an award for the event.
- 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.

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

- Make sure to update the event if you receive a Ship To error message.
- See the Create an Event Quick Reference Guide.

Step 4: Post the award.

1. Press the Post Award button.
2. A confirmation message will appear asking if you wish to send a Notice of Intent to Award. Press Yes to continue.

Note: Posting the award automatically creates a new purchase order (or procurement contract, depending on what you selected in the Award Type field on the Award Details page).

Also, SWIFT does not send out the Notice of Intent to Award and Notice of Award automatically, so you will need to determine whether or not to send these documents.

3. Optional: You can send the Notice of Intent to Award (NOIA) or a Notice of Award (NOA) to the bidders on the event. To send out either of these notices, select them from the Go To field on the Award Details page.

4. The Purchase Order page will open in a new browser tab or window. Press the Save button to save the new purchase order. Note: If you award to a contract rather than a PO, you’ll open a contract shell instead of a purchase order.
5. After saving the new purchase order or procurement contract, you can close that page and return to the Award Details page. 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.”

**Step 5: 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; and the names of responders as well as the dollar amounts in the bids become public for Request for Bids (RFBs) at the bid opening. SWIFT displays these results on the Supplier Portal.

1. Navigate to the Event Workbench page.

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2. Enter search criteria for the event (example: Business Unit, Event ID, etc.), and make sure the Only Show Active Events box is not check marked.

3. Press the Search button.

4. The event will display in the Search Results below. Select the Analyze Bids icon for the event.

5. The Analyze Total page will display. Check mark the Make Tabulation Public box.

6. Press the Save button.

You have successfully awarded an event in SWIFT!