

QUICK REFERENCE GUIDE

Updated November 1, 2019

Award an Event to Multiple Suppliers

After you complete the analysis of all rounds of an event and make a decision to award it, the next step is to award the event to the selected supplier or suppliers. SWIFT allows you to award events to multiple suppliers. Awarding events varies based on the specific details of the event as well as agency guidelines.

When you award an event to multiple suppliers, you award it at the line level. This topic provides a high-level view of the steps to award events at the line level. It describes the difference for awarding events to multiple suppliers. You can create a contract shell or purchase order from the event record as part of the award process in SWIFT.

This guide describes the steps to award an event to multiple suppliers and to create a contract shell or purchase order from the event record.

Steps to complete

- Step 1: Access the event in the Event Workbench
- Step 2: Update the event with evaluation documentation
- Step 3: Award the event in SWIFT at the line level
- Step 4: Create a contract shell or purchase order in SWIFT
- Step 5: Make the evaluation documents public

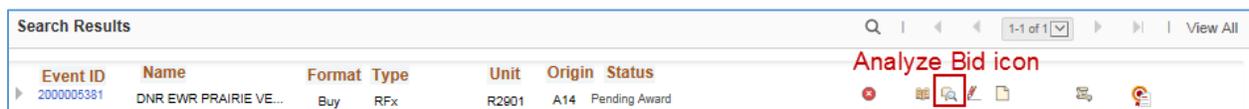
Steps to award an event

Step 1: Access the event in the Event Workbench

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

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.
WorkCenter	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter, Left Menu, Sourcing, Event Workbench page.

2. On the **Event Workbench** page, enter search criteria and then select the **Search** button. SWIFT displays the event on the **Search Results** section. Select the **Analyze Bids** icon for that event.



Step 2: Update the event with the evaluation documentation

SWIFT displays the **Analyze Total** page for that event. Before you make an award, be sure to attach all bid tabulation documentation.

1. Press the **Bid Tabulation Results** icon located in upper right position on the **Analyze Total** page.

2. SWIFT displays the **Bid Tabulation Comments and Attachment** page.

- Add a comment describing the attachment.
- Select the **Add Attachment** icon (i.e., paper clip) to attach the final bid tabulation documents.

SWIFT opens up the **File Attachment** window. Press the **Browse** button to locate the bid tabulation and evaluation documents.

- After you upload the document, press the **Upload** button to insert the document into the event.

- Attach additional documents as necessary. Press the **OK** button.

SWIFT returns you to the **Analyze Total** page.

Step 3: Award the Event in SWIFT at the Line Level

IMPORTANT: When awarding to multiple suppliers, award at the line level only.

1. Access the **Analyze Line** page. At the top of the **Analyze Total** page, press the **Analyze Line** link.

Analyze Total

Analyze Total Analyze Line

Business Unit: Origin: Event ID: Round: Version: Event Name:

2. SWIFT opens up the **Analyze Line** page. Press the **Analyze** link on a line.

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		stuff	10101500	EA	3.50000	10,000.0000	10,000.0000	100.00000	Open	Analyze

3. SWIFT opens up the **Bid Analysis and Display Options** section of the line you selected.
 - In the *Bid Action* field, select “Award” for each supplier you are awarding.
 - In the *Award Quantity* field, enter the number of items you wish to award for each supplier.
 - You can enter any comments for your decision in awarding the line on the **Line Comments and Attachments** icon (i.e., cloud).
 - You can use the **Previous Line** and **Next Line** buttons to review and award for each event line.

Line 4 Requested Quantity 5000.0000 UOM EA Start Price 2.96000

Item ID Item Description: painkillers Weighting 25.00000 Previous Line Next Line

Bid Analysis and Display Options

Analysis

	KAPLAN BROS INC	AMERIPRIDE LINEN & APPAREL	BRAINERD MED SUPPLY
Event Version	1	1	1
Bid Number	1	1	1
Bid Quantity	5,000.0000	5,000.0000	5,000.0000
Minimum Bid Quantity	0.0000	0.0000	0.0000
Total Bid Amount	12,500.0000	14,750.0000	15,500.0000
Total Bid Cost	12,500.00	14,750.00	15,500.00
Total Line Score	84.0000	71.1900	87.7400

Bid Action Award Award NA

Reject Reason Code

Award by Percent

Award Quantity 2500.0000 2500

- When you have reviewed all of the lines, press the **OK** button at the bottom of the page.

SWIFT returns you to the **Analyze Total** page.

- On the bottom of the page, press **Save**.

1. On the top of the page, on the **Go To** menu, select “Award Events”.

The screenshot shows the top navigation bar with the following fields: Event Format: Buy, Event Type: RFX, Currency: USD, End Date: 12/29/2018 7:25AM CST, Status: Pending Award. The 'Go To' dropdown menu is highlighted with a red box and contains a search icon and a dropdown arrow.

a. Award Details section:

SWIFT displays the **Award Details** page. Use the **Award Details** section to create the next document for the event. SWIFT will transfer the event information to a purchase order or contract for you to process.

The screenshot shows the 'Award Details' page for Bidder Name THINK GREAT LLC. The following fields are highlighted with red boxes: Award Type (Procurement Contract), Contract Style (Purchase Order), PO Business Unit (R2901), Origin (A), Billing Location (R291000221), and Terms (030). The Total Award is 8,500,000.

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

- **Award Type:** Choose either a “Procurement Contract” or “Purchase Order”.
 - If you choose “Procurement Contract”, SWIFT will open up the *Contract Style* section. Choose the “Purchase Order” option.
- **PO Business Unit:**
- **Origin:**
- **Terms:**
- **Billing Location.**
- On the bottom of the page, press the **Save** button.

When awarding the event to multiple suppliers, SWIFT will create a purchase order or supplier contract for each supplier for the multiple awards. Repeat the above steps for each supplier using the arrows to move between suppliers on the **Award Details** page.

The screenshot shows the 'Award Details' page for Bidder Name ALLFLEX USA INC. The Award Type is Purchase Order, PO Business Unit is R2901, and Total Award is 20,000,000. Below the form is a table of Award Lines:

Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1			Bourbon		EA	250.0000	50.0000	12,500.0000		
2			scotch		EA	300.0000	25.0000	7,500.0000		

At the bottom of the page is a 'Post Award' button.

b. Add Ship To information on Schedules Information page (may not be required).

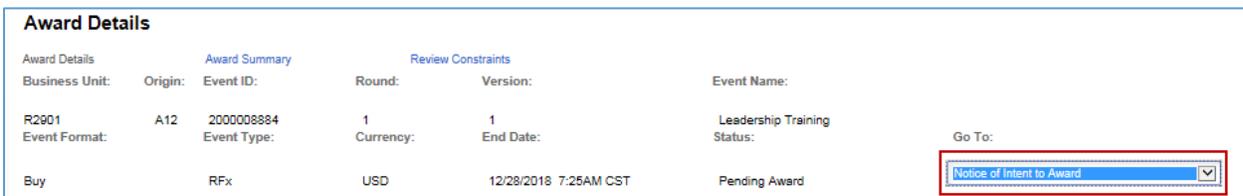
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If you get an error message like the following, you will need to add *Ship To* information on the lines of an event. The event originator did not include it in the original event. Press **OK**.



- Update the event. Refer to the SWIFT guides on how to add schedules information on an event so that you can award it.
2. As an option, you can send the **Notice of Intent to Award (NOIA)** or a **Notice of Award (NOA)** to the bidders on the event.

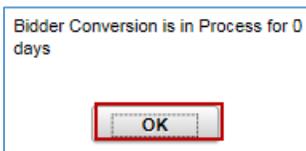
Depending upon your agency’s policy, send out the notification on the **Go To** menu on the header of the **Award Details** page. Select the “Notice of Intent to Award” or “Notice of Award” option.



NOTE: You can also send out a NOIA or NOA on the **Event Workbench**. View the SWIFT guides for more information if you choose this option.

3. When you are ready, award the event in SWIFT. SWIFT will create a purchase order or supplier contract for each supplier for multiple awards.

NOTE: If you awarded an event to a bidder who has not registered as a supplier, SWIFT will display this message. Press **OK**.



SWIFT will not allow you to create a purchase order or contract with that bidder until they register and receive approval as a supplier in SWIFT. SWIFT will not inform you when the bidder converts to a supplier. You will need to communicate with the bidder and check the event.

- Below the **Award Lines** section, SWIFT displays the **Post Award** button. Use the arrows on the **Award Details** section to move between suppliers on the **Award Details** page. Press the **Post Award** button for each supplier to create the award(s).

Step 4: Create a Contract Shell or Purchase Order in SWIFT.

When you press the **Post Award** button, SWIFT creates a contract or purchase order, depending upon what you selected in the *Award Type* on the **Award Details** page, for each supplier you have selected for award. SWIFT will display the contract or purchase order after you post the award in a new window. Process the contract shell or purchase order following steps outlined in the SWIFT guides.

SWIFT will update the event *Status* to “Awarded” if you awarded the full event. If you awarded a partial event, SWIFT shows the *Status* at “Pending Award” until you update the event to reconcile the partial award.

Step 5: Make the Evaluation Documents 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 Bid Opening. The names of responders as well as the dollar amounts in the bids become public for Request for Bids (RFBs) at Bid Opening. SWIFT displays these results on the Supplier Portal.

www.mmd.admin.state.mn.us/alpappendices.htm

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

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- On the **Event Workbench** page, enter search criteria and then select the **Search** button.
 - SWIFT displays the event on the **Search Results** section. Select the **Analyze Bids** icon for that event.
2. After you complete the selection and evaluation process on the event, check the **Make Tabulation Public** box to mark event results data as public.
- After you check the box, select the **Save** button at the bottom of the page.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit:	Origin:	Event ID:	Round:	Version:	Event Name:	<input checked="" type="checkbox"/> External Bid Tab ?
R2901	A12	2000008884	1	1	Leadership Training ▲	<input checked="" type="checkbox"/> Make Tabulation Public
Event Format:	Event Type:	Currency:	End Date:	Status:	Go To:	...
Buy ▶ Bid Analysis and Display Options ?	RFX	USD	12/28/2018 7:25AM CST	Awarded		...

NOTE: You can also add internal comments and attachments on the **Go To** menu at the top of the page. Select **Event Header Comments and Attachments**.

You have successfully awarded an event to multiple suppliers in SWIFT.