

## 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 Quick Reference Guide 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.

### Step 1: Access the event using the Event Workbench

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

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Strategic Sourcing, Maintain Events. The Event Workbench defaults.
<b>WorkCenter</b>	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. SWIFT displays 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 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, attach bid tabulation documentation. Press the **Bid Tabulation Results** icon located in upper right position on the Analyze Total page.

**Analyze Total**

Analyze Total      Analyze Line

Business Unit:	Origin	Event ID:	Round:	Version:	Event Name:	
G1001	509	2000015240	1	2	Sit/Stand Workstations	<input checked="" type="checkbox"/> External Bid Tab <input type="checkbox"/> Make Tabulation Public Go To:
Event Format:	Event Type:	Currency:	End Date:	Status:		

Header Comments

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.

**Bid Tabulation Comments and Attachment**

Enter your comments

01/26/2024 11:08:36AM

Attached are the bid tabulation results used to determine this award

Attach your files

Attached File:

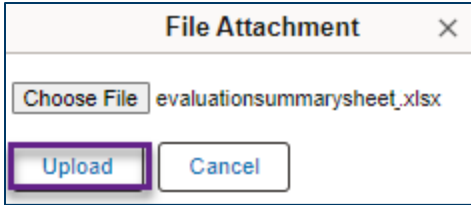
4. SWIFT opens up the File Attachment window. Press the **Choose File** button to locate the bid tabulation and evaluation documents.

**File Attachment**

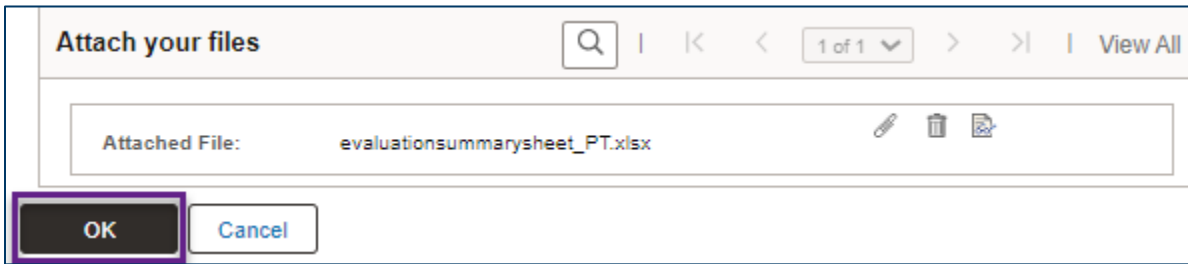
Choose File No file chosen

Upload Cancel

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



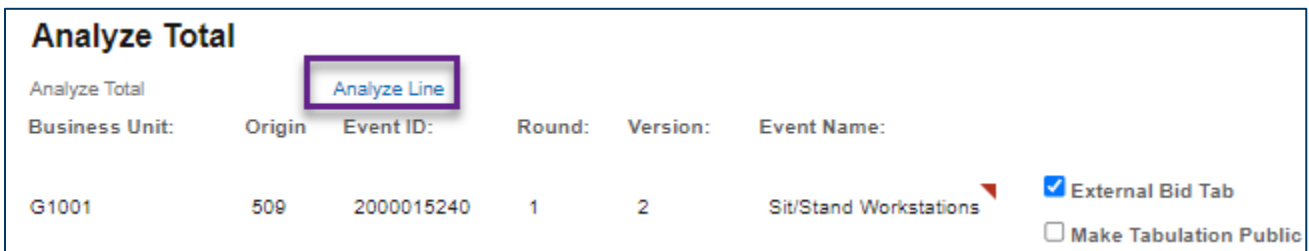
6. Attach additional documents as necessary. Press the **OK** button. SWIFT returns you to the Analyze Total page.



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

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

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



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

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 bidder. 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.

	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	87.8900

d. Press **OK** when finished. SWIFT returns you to the Analyze Total page.

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

### 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.

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 Contract” 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
<b>*Award Type</b>	Indicates how you want to award an event. It is up to the agency to determine how to award it: Purchase or Procurement Contract.
<b>*Billing Location</b>	The location where invoices are to be sent for this Business Unit.
<b>*Buyer</b>	Enter your Buyer ID if it didn’t default in this field.
<b>*Origin</b>	The Agency Origin identifies where a transaction originated, such as “509” for Accounting Services at MMB.
<b>*PO Business Unit</b>	The Business Unit corresponds to an agency, such “G1001” for Minnesota Management and Budget (MMB).
<b>*Terms</b>	The Payment Terms, such as “30” for Net 30. Leave this field blank for awarding to a Procurement Contract.

When awarding the event to multiple suppliers, SWIFT will create a purchase order or supplier contract for each supplier for the multiple awards.

3. Repeat the above steps for each supplier using the **Show next row** arrows to move between suppliers on the Award Details page.
4. 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.

Line	Item ID	Suppl/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1		<input type="checkbox"/>	Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal		EA	7.5000	570.0000	4,275.0000
2		<input type="checkbox"/>	Workstation Installation		EA	10.0000	300.0000	3,000.0000

2. SWIFT displays message stating that the Notice of Intent to Award is not sent. Select **Yes** to continue.

Notice of Intent to Award is not sent for this event. (18058,8692)  
Do you wish to continue?

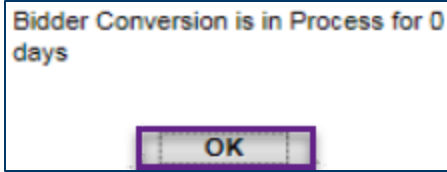
**Yes** No

- 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.
    - c. 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.” If you have only partially awarded the event, the Status field will read “Pending Award.”

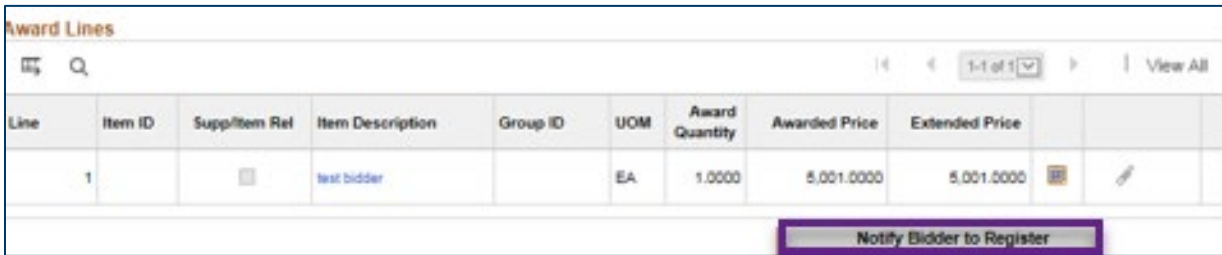
## Bidder Conversion Message

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.

## 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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<b>WorkCenter</b>	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.

> Legend

Search Results 1-6 of 6

Event ID	Name	Format	Type	Unit	Origin	Status
2000015240	Sit/Stand Workstat...	Buy	RFx	G1001	509	Pending Award

Analyze Bids

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