

QUICK REFERENCE GUIDE

February 20, 2024

Use Award Notices on an Event

This guide describes the recommended steps to use the Notice of Intent to Award and the Notice of Award using SWIFT.

Buyers can inform bidders of the results of the event's event bid analysis and decision to award it. These optional notifications are informational and are not legally binding.

SWIFT has two optional award templates that are available for agency use.

(1) Notice of Intent to Award:

A Notice of Intent to Award (NOIA) is an optional email notification from SWIFT to the bidders that the evaluation team selected a potential winning bidder for the event. It can be sent to all bidders or only one bidder.

- An NOIA can be processed only after a buyer has completed event bid analysis.
- The NOIA page is available only if you check the **Allow Send NOIA Notification** box in the Event Settings and Options page of the Define Event Basics section of an event.
- The NOIA icon is available in the Event Workbench or the Go To Menu after the event end date and time has passed.

(2) Notice of Award:

A Notice of Award (NOA) is an optional email notification from SWIFT to the winning bidder or bidders to be awarded a contract or purchase order.

- An NOA can be processed only after a buyer has awarded the event in SWIFT.
- The NOA page is available only if you check the **Allow Send NOA Notification** box in the Event Settings and Options page of the Define Event Basics section of an event.
- The NOA icon is available in the Event Workbench or the Go To Menu after the event has a Status of "Awarded".
- SWIFT will also send an associated Notice of Non Award (NONA) to bidders not selected for an award.

Steps to use the Notice of Intent to Award

Step 1: Create an event and ensure that award notices are set up

When you create an event, make sure that you can send notices. In most cases, you will keep the defaults set up on the Event Settings and Options page.

1. On the Define Event Basics of the Event Creation page, select the **Event Settings and Options** link.
2. On the Event Settings and Options page, check the **Allow Send NOIA Notification** box.

3. Confirm or update these fields to allow for the NOIA.

Field Name	Field Description
Allow Send NOIA Notification (Notice of Intent to Award)	Defaults as checked. Refers to communication from SWIFT to the bidders that an award is forthcoming.
Notification to be Sent	This field only appears if you check the Allow Send NOIA Notification box. The value can be changed when the buyer sends the NOIA. Options include: <ul style="list-style-type: none"> • All Bidders • Only Responded Bidders • Specific Bidders

4. Complete the event as required.

Step 2: 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.

- 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 **Notice of Intent to Award** icon for that event.

> Legend

Search Results

2000015240 Sit/Stand Workstat... Buy RFx G1001 509 Pending Award

Notice of Intent to Award

Step 3: Send the notice

- SWIFT brings you to the Notice of Intent to Award page for that event. Confirm or enter information on this page.

Notice of Intent to Award

Business Unit: G1001 Event ID: 2000015240 Event Name: Sit/Stand Workstations NOIA Status: Not Sent

Event Type: RFx Event Round: 1 Event Version: 2 Event Status: Pending Award

Event Format: Buy Currency: USD Event End Date: 01/26/2024 9:51AM CST Notice End Date: 02/22/2024

Notification to be Sent

☐ All Bidders ☒ Only Responded Bidders ☐ Specific Bidders

Bidder Details

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Email ID
1	RHEMA SYSTEMS INC	SHARE	0001035000	Supplier	001	1	Yes	Swift.Testing@state.mn.us

Add Additional Emails

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)

Add Attachment Notification Comments

Preview NOIA Send NOIA

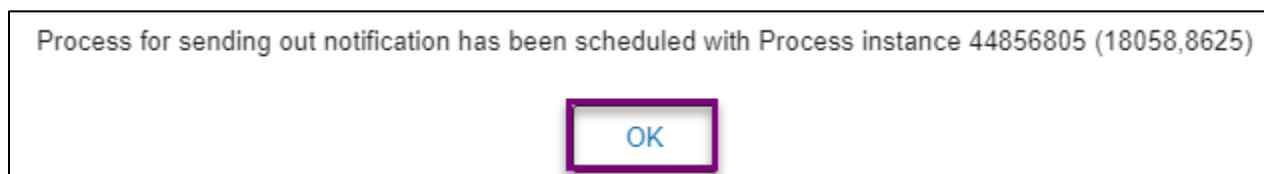
Save Return to Search Notify

- Enter an **End Date** (Required for this process).

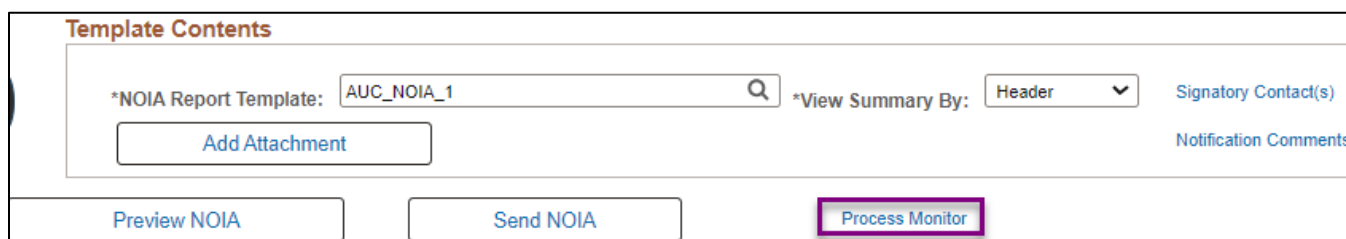
IMPORTANT! You cannot award the event in SWIFT until after this End Date.

- Select an option on the **Notifications to be Sent** section.

- c. You can add additional emails (such as yourself) to receive a copy of the notice by selecting the **Add Additional** Emails button and entering them.
 - d. You can add attachments or comments to the notice.
 - e. You can also preview the NOIA.
 - f. **Save** it.
2. When you are ready, press the **Send NOIA** button.
 3. SWIFT displays a message. Press the **OK** button.



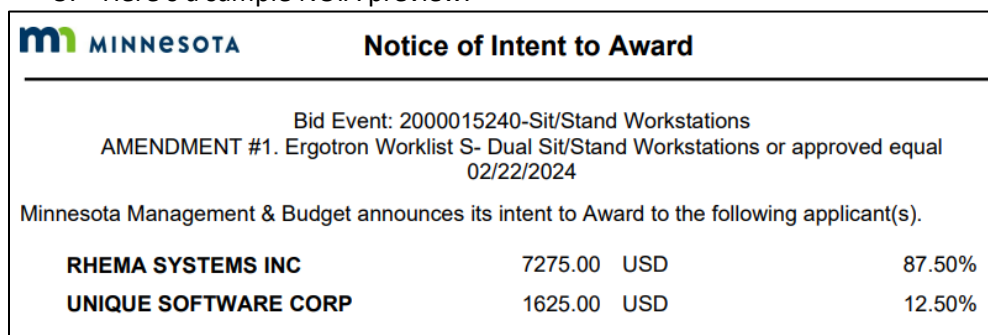
4. Track the status of the notice. Press the **Process Monitor** link near the bottom of the page.



- a. SWIFT opens up the Process Monitor page in a separate window. The Process Name is "AUC_NOIA."
- b. When the Run Status is "Success" and the Distribution Status is "Posted," SWIFT sent out the NOIA email to the selected bidders.

Process List											
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	44856805		2024-02-22-08.43.23.000000	Application Engine	AUC_NOIA		02/22/2024 8:43:23AM CST	Success	Posted	Details	Actions

5. Here's a sample NOIA preview.



You have successfully sent a Notice of Intent to Award email from an event.

Steps to use the Notice of Award

Step 1: Create an event and ensure that award notices are set up

When you create an event, make sure that you can send notices. In most cases, you will keep the defaults set up on the Event Settings and Options page. This process is explained in detail in this guide in Step 1 of the **Steps to use the Notice of Intent to Award**.

1. On the Define Event Basics of the Event Creation page, select Event Settings and Options.
2. On the Event Settings and Options page, check the **Allow Send NOA Notification** box.

Step 2: Access the event in the Event Workbench

NOTE: the Status of the event must be “Awarded.”

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.
3. SWIFT displays the event on the Search Results section. Select the **Notice of Award** icon for that event.

Step 3: Send the notice

1. SWIFT brings you to the Notice of Award page for that event. Confirm or enter information on this page.
 - a. Update the Notifications to be Sent selection if needed.
 - b. You can add attachments or comments to the notice.
 - c. SWIFT also sends a Notice of Non Award (NONA) to bidders not selected for an award.
 - d. You can preview the NOA.
 - e. **Save** it.

- When you are ready, press the **Send Notification** button.

Business Unit: G1001 Event ID: 2000015240 Event Name: Sit/Stand Workstations NOA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 2 Event Status: **Awarded**
 Event Format: Buy Currency: USD Event End Date: 01/26/2024 9:51AM CST

Notification to be Sent
☐ All Bidders ☒ Only Awarded Bidders ☐ Only Non-Awarded Bidders ☐ Specific Bidders

Bidder Details

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
1	RHEMA SYSTEMS INC	SHARE	0001035000	Supplier	001	1	No	Yes	Swift.Testing@state.mn.us	Preview

Template Contents

*Award Template: Signatory Contact(s)
 *Non-Award Template: Notification Comments
[Add Attachment](#)

[Send Notification](#) [Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)

- SWIFT displays a message. Press the **OK** button.
- Track the status of the notice.
 - Press the **Process Monitor** link. SWIFT opens up the Process Monitor page. The Process Name is "AUC_NOA."
 - When the Run Status is "Success" and the Distribution Status is "Posted," SWIFT sent out the NOA email to the selected bidders.
- If you selected the Preview button, SWIFT will show you an example of the Notice of Award email.

m MINNESOTA **Notice of Award**

Bid Event: 2000015240-Sit/Stand Workstations
 AMENDMENT #1. Ergotron Worklist S- Dual Sit/Stand Workstations or approved equal
 02/22/2024

RHEMA SYSTEMS INC
 2395 FAIRVIEW AVE N
 ROSEVILLE MN 55113

RHEMA SYSTEMS INC,

Minnesota Management & Budget is pleased to award RHEMA SYSTEMS INC the following:

Event ID: 2000015240 Round 1 Version 2
Name: Sit/Stand Workstations
Award type: Purchase Order

Awarded Details:

Item ID	Description	Qty	Unit Price	Award Total	Currency
	Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal Workstation Installation	7.5	570.00	4275.00	USD
		10	300.00	3000.00	USD

You have successfully sent a Notice of Award email from an event.