Use Award Notices on an Event

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.

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

Steps to send a NOIA or NOA

- Step 1: Create an event and ensure that award notices are set up
- Step 2: Access the event in the Event Workbench
- Step 3: Send the notice through the Process Monitor
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.


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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Send NOIA Notification (Notice of Intent to Award)</td>
<td>Defaults as checked. Refers to communication from SWIFT to the bidders that an award is forthcoming.</td>
</tr>
</tbody>
</table>
| 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:  
  • 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.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter, Left Menu, Sourcing, Event Workbench page.</td>
</tr>
</tbody>
</table>

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 Intent to Award icon for that event.

SWIFT brings you to the Notice of Intent to Award page for that event.

Step 3: Send the notice

1. SWIFT brings you to the Notice of Intent to Award page for that event. Confirm or enter information on this page.
   - 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.
   - 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.
   - You can add attachments or comments to the notice.
   - You can also preview the NOIA.
   - Save it.
• When you are ready, press the **Send NOIA** button.

• SWIFT displays a message. Press the **OK** button.

2. Track the status of the notice. Press the **Process Monitor** link.

SWIFT opens up the **Process Monitor** page. The **Process Name** is “AUC_NOIA”. When the **Run Status** is “Success” and the **Distribution Status** is “Posted”, SWIFT sent out the NOIA email to the selected bidders.
Here’s a sample NOIA preview.

Bid Event: 2000008884-Leadership Training
Leadership
01/04/2019

Natural Resources Department announces its intent to Award to the following applicant(s).

THINK GREAT LLC, PRIOR LAKE, MN

The following applicant(s) have also submitted bid responses

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Rejection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 M CO ST PAUL</td>
<td>Not Awarded</td>
</tr>
<tr>
<td>TEST</td>
<td>Not Awarded</td>
</tr>
</tbody>
</table>

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.


- On the Event Settings and Options page, check the Allow Send NOA Notification box.
Step 2: Access the event in the Event Workbench

1. Navigate to the Event Workbench page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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</tr>
</tbody>
</table>

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 Notice of Award icon for that event.

**NOTE:** the Status must be “Awarded”.

SWIFT brings you to the Notice of Award page 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.
   - Update the Notifications to be Sent selection if needed.
   - You can add attachments or comments to the notice.
   - SWIFT also sends a Notice of Non Award (NONA) to bidders not selected for an award.
   - You can preview the NOA.
   - Save it.

   - When you are ready, press the Send Notification button.
• SWIFT displays a message. Press the OK button.

2. 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.

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