Create a New Round of an Event

Multi-round events are useful when you make changes to the event requiring additional input from the bidders, or when you evaluate and narrow bids to a select group for further negotiation.

Here are some factors to consider in creating a new round of an event.

1. **Countered Bidders:** You can select to counter one or more bidders for the overall event or for individual lines. SWIFT invites countered bidders to respond to the new round. SWIFT only includes countered lines in the new round.

2. **Partially Awarded Lines:** If an agency partially awards a line and counters this line, SWIFT displays the remaining quantity (original line quantity minus the awarded quantity) on the new round. If a line originally had a quantity of “100” and you awarded a quantity of “40” in Round 1, then you can make Round 2 with “60” as the line quantity.

3. **Communication of the New Round:** SWIFT posts the new round to the invited bidders. SWIFT sends a new invitation that includes the new counter PDF version of the event. When a bidder bids on the new round, the bidder can view his or her initial bid and the countered offer.

4. **Bidders Responses:** Bidders can withdraw, accept, or counter the counter offer either at the event level or for each line. If a bidder withdraws, the bidder cannot bid on any portion of the event from that point forward.

5. **Agency Responses:** Once the bids are received on the counter, the analyzer can review the bids and choose to accept (award), reject, or counter. This process can continue indefinitely until the event is awarded or manually closed.

Steps to complete:

- Step 1: Access the event in the Event Workbench
- Step 2: Select bidders to invite
- Step 3: Initiate a new round

**Steps to create a new round of an event**

**Step 1: Locate an event using the Event Workbench**

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

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2. On the **Event Workbench** page, enter search criteria and then select the **Search** button.
SWIFT displays your search results. On the event you wish to create a new round, press the Analyze Bids icon.

Step 2: Select bidders to invite

SWIFT brings you to the Analyze Total page for that event.

- Go to the Analysis section of the page.
- Below the Bidders Name, select “Counter” in the Bid Action field for bidders to invite for the next round.

Step 3: Initiate a new round

1. At the header of the Analyze Total page, find the Go To menu and select Create New Round.

2. SWIFT displays the Event Summary page for that event.

You can see that SWIFT created a new round. Add additional information and details to the event.

IMPORTANT! Always include information about the new round in the Description field.
3. After you have made all of your changes, go to the bottom of the page and press the **Save Event** button.

4. When you are ready, press the **Post** button.

SWIFT sends a message that says it will submit the event for approval. Select **OK**.

Once SWIFT posts the event, bidders may submit their bids just like the first round. After the new round has ended, analyze and award the event as appropriate.

5. SWIFT keeps a history of the initial round as well as any additional versions of the event.
   - You can view these changes on the **Event History** page. Access it from the **Event Workbench**. Press the **Event History** icon.
   - SWIFT opens up the **Event History** page. You can see the **Version History** showing the new round.

You have successfully created a new round for an event.