

QUICK REFERENCE GUIDE

May 1, 2024

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.

- **Countered Bidders:** You can select to counter one or more bidders for the event. SWIFT invites countered bidders to respond to the new round.
- **Communication of the New Round:** SWIFT sends an invitation to the new round to the bidders that have been set to counter. Only bidders that have been set to counter will receive an invitation and the new round is only open for bidding for the invited bidders. When a bidder bids on the new round, the bidder can view his or her initial bid and the countered offer.
- **Bidders Responses:** Bidders can withdraw, accept, or counter the counter offer. If a bidder withdraws, the bidder cannot bid on the event from that point forward.
- **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.

Step 1: Locate an event using 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.
3. SWIFT displays your search results. On the event you wish to create a new round, press the **Analyze Bids** icon.

Search Results									
Event ID	Name	Format	Type	Unit	Origin	Status			
▶ 2000015240	Sit/Stand Workstat...	Buy	RFX	G1001	509	Pending Award			

Step 2: Select bidders to invite

1. SWIFT brings you to the Analyze Total page for that event. Go to the **Analysis** section of the page.
2. Below the **Bidders Name**, select “Counter” in the **Bid Action** field for bidders to invite for the next round.
3. Select the **Save** button.

<div> <div> <div>Bid Action</div> <div>Counter</div> <div></div> <div>Counter</div> </div> </div>	
Reject Reason	
Award by Percent	
Hide Bid	

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.”

Analyze Total

Analyze Total

Analyze Line

Business Unit:

Origin

Event ID:

Round:

Version:

Event Name:

G1001

509

2000015240

1

2

Sit/Stand Workstations

Event Format:

Event Type:

Currency:

End Date:

Status:

Buy

RFX

USD

01/26/2024 9:51AM CST

Pending Award

> Bid Analysis and Display Options

?

Analysis

☒ External Bid Tab

?

☐ Make Tabulation Public

Go To:

...

...

Analyze Export

Associate Planning Task

Award Events

Create New Round

2. SWIFT displays the Event Summary page for that event. You can see that SWIFT created a new round.
 - a. Add additional information and details to the event.
 - b. **IMPORTANT!** Always include information about the new round in the **Description** field.
 - c. After you have made all of your changes, go to the bottom of the page and press the **Save Event** button.
3. When you are ready, press the **Post** button.
4. SWIFT sends a message that says it will submit the event for approval. Select **OK**.
5. Once SWIFT posts the event, bidders may submit their bids just like the first round.
6. After the new round has ended, analyze and award the event as appropriate.