

QUICK REFERENCE GUIDE

Updated November 1, 2019

Enter a Response on Behalf of a Bidder

Most agencies do not accept paper responses or responses not submitted by the bidder through SWIFT for bidding on an event. However, agencies have the option to enter or update a bid on behalf of a bidder. The bidder must provide all of the required documentation in its response within the timeframes of the event.

Agencies can enter a bid on behalf of a bidder if the agency invited the bidder to respond to the event when it was created. The bidder must have sent the response to your agency prior to the event’s End Date and Time. Your agency cannot have started analyzing bids on the event.

BEST PRACTICE: Scan the bidder’s responses and attach them in the header of this bid response to document that you followed their instructions.

Steps to complete:

- Step 1: Navigate to the Create Bidder Response page
- Step 2: Enter a Bid Response
- Step 3: Submit a response

Steps to enter a bid on behalf of bidder

Step 1: Locate the event in the Create Bidder Response component

1. Navigate to the **Create Bidder Response** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Event Responses. Left Menu, Create Bidder Response page.

2. On the **Create Bidder Response** page, enter search criteria and then select the **Search** button.

The screenshot shows the 'Create Bidder Response' form. At the top, there is a 'Use Saved Search' dropdown and three buttons: 'Save', 'Delete', and 'Clear'. Below this is a 'Search Criteria' section with a help icon. The search criteria fields are:

- *Business Unit: R2901
- Event ID: 2000008037
- Event Format: [dropdown]
- Event Type: [dropdown]
- Event Name: [text input]
- Bidder Type: [dropdown]
- Bidder Setid: [text input]
- Bidder ID: [text input]
- Name: [text input]
- Contact Name: [text input]
- Origin: [text input]

 A red box highlights the 'Search' button at the bottom right of the search criteria section.

3. SWIFT displays the event on the **Search Results** section.
 - Look in the *Name* column to find the bidder to add a bid response on their behalf.
 - Press the *Event ID* link for that bidder.

Create Bidder Response

Use Saved Search

Search Criteria ?

*Business Unit Bidder Type Origin

Event ID Bidder Setid

Event Format Bidder ID

Event Type Name

Event Name Contact Name

Search Results ?

Event ID	Event Name	Origin	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
G1001-2000008924	trailer	500	1	1	CRYSTAL WELDING INC	Supplier	SHARE	0000198790	001

Step 2: Enter a Bid Response

SWIFT displays the **Enter Bid on Behalf of** page. It is specific to the bidder. You will see the screens that the bidder sees when they bid on an event.

1. Select the **Enter a New Bid** button.

Enter Bid on Behalf of CRYSTAL WELDING INC

Bidder Setid Bidder ID Bidder Location

Event Details

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
G1001	2000008924	1	1	1	trailer

Click Accept Invitation if you intend to respond to this RFx at a later time.

Click Decline Invitation if you do not intend to respond to this RFx.

[Return to Create Bidder Response](#)

- If your event has more than “1” quantity, SWIFT displays this message about defaulting the bid quantity for each line. To make the response easier for entering the bid, select **Yes**. You can always change it when you are entering the response for the lines.

Default the bid quantity for each line item to be equal to the requested quantity? (18058.4118)

Select 'Yes' if you would like to have the bid quantity for auction line items defaulted for you. You will be allowed to change the line item bid quantity at any point prior to submitting your bid. Select 'No' if you do not wish to have the bid quantity defaulted.

One important note: If you select to default the bid quantity, only non-group lines will be impacted by this option. This is because responses for individual line items must be complete before bids can be placed for any line groups.

2. SWIFT displays the **Event Details** page. It displays details about the event based on the information your agency entered when the event was created.

Event Details

Welcome,
User: **0000198790 - CRYSTAL WELDING INC**
Location: 001 - 17601 113TH AVE N - MAPLE GROVE, MN 55369

Event Name: trailer Bidding Instructions

Event ID: G1001-200008924 Bid ID: New

Event Format/Type: Sell Event RFX Bid Date:

Event Round: 1 Bid Currency: US Dollar

Event Version: 1

Event Start Date: 12/14/2018 8:20AM CST

Event End Date: **Event Completed**

[Hide Additional Event Info](#)

Description: trailer

REMINDER: At any time, you can save your work on the event by pressing the **Save for Later** button at the top or bottom of the page.

3. Answer General Event Questions.

General Event Questions are the header level bid factors entered by the event creator. Enter the bidder's response to each of the questions.

Unless your agency entered bid factors, there will not be any questions here.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	58
Required Questions	52
Questions Responded To	0

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 58

★

AMERICANS WITH DISABILITIES. The conference site represents and the group acknowledges that in accordance with the compliance dates established or required under Title III of the Americans with Disabilities Act (ADA) and the regulation promulgated thereunder, the hotel facilities being used by the group under this agreement, its guest rooms and common areas will be in compliance with the public accommodation requirements of the ADA. Elevators must be located in all main areas if there is more than one floor being used for the conference or lodging and they must be accessible for wheelchairs and other ADA equipment requirements. At no time can a freight elevator be utilized as the main elevator for individuals with disabilities.

Response:

You can press the **Add Comments or Attachments** link on each of the questions to add comments or documents provided by the bidder that support the response to the individual question.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

SWIFT opens up the **Question Comments and Attachments** page.

- In the **Comments** section, enter the following “Entered bid response on behalf of the bidder”. Enter your name and contact information.
- Using the **Upload** button, add attachments as required by the bidder. Add the *Attachment Description*.
- Then, press the **OK** button.

Question Comments and Attachments

Business Unit G1001 Event ID 2000008928

UPLOAD SAMPLE QUOTE AND SAMPLE INVOICE

A sample quote and invoice must be submitted as a part of the response. The sample quote and invoice should include itemized detail and line item pricing as it will be presented to customers. Elements of the sample quote and invoice will be incorporated into the contract and must be utilized for all business conducted under the contract.

Please review both the terms of the contract and the price schedule detailed in the event prior to attaching your samples.

Attach your sample contract quotation and sample contract invoice here.

Attachments

Add New Attachments

Attached File	Attachment Description	Upload	View		
Bid_Details_for_Contract.docx	quote and invoice	Upload	View	Add New Attachments	Delete

Comments

Add New Comments

Entered Bid on behalf of vendor, Buyer Name, Contact Information, Date.

OK Cancel

4. Enter the line level information provided by the bidder.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 2

Lines Responded To 0

Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required

For all lines, there are four possible actions:

- Enter a *Unit Bid Price* and *Bid Quantity*
- *Decline to Bid on this Line* checkbox
- Enter a line bid response from the **Bid** link
- Enter a comment or attachment from the **Comments/Attachments** icon.

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price	Bid	
1	trailer	EA	1.0000	1.0000		<input type="checkbox"/>	0.0000 USD	Bid	

- Enter a *Unit Bid Price* and *Bid Quantity* to bid on each line. If the *Requested Quantity* is “1”, SWIFT will default the amount requested by the event creator.
- If the bidder doesn’t want to place a bid on a specific line, check the **I Decline to Bid on this Line** box to not place a bid on a specific line.

If this box is checked, SWIFT will gray out the line and it will not be available for analysis after the event has ended.

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	I Decline to Bid on this Line	Your Total Bid Price	Bid	
1	trailer	EA	1.0000			<input checked="" type="checkbox"/>	0.0000 USD	Bid	

- Press the **Bid** link to see the **Line Details** section of an event. If there are line level event questions that need to be answered, they will appear in this section.

Line 1 I Decline to Bid on this Line

trailer Response Required No

Category Product and material trailers

[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure EACH Your Unit Bid Price

Qty Requested 1.0000 Total Bid Price 0.0000 USD

Your Max Bid Quantity Reserve Price No

Max Quantity 1.0000

[Shipping Information](#)

[Item Specification](#)

d. Press the **Line Comments and Attachments** icon to attach information for the bid response that the bidder has provided. Press the **OK** button when finished.

5. SWIFT returns you to the **Event Details** page. Respond to additional lines on the **Lines** section as directed by the bidder.
6. Check your work.

- Press the **Save for Later** button and check your work.
- Press the **View Attachments** button to make sure that you included all attachments and comments as directed by the bidder.
- Press the **Validate Entries** button. You can make sure that all required fields are complete and responses to questions are in the correct format. Correct any errors found.

Step 3: Submit a response

1. Press the **Submit Bid** button.
 - SWIFT will validate responses when you submit the bid. If there are errors, they will need to be corrected or SWIFT will not allow the bid to be posted.
 - If you are entering the bid after the *End Date/Time* has been reached, SWIFT sends a message. Confirm if you want to enter the bid. Press **Yes** to enter the bid. Press **No** to return to bid and make changes.
2. Once you submit the bid, SWIFT opens up the **Bid Confirmation** window. Print or save the confirmation. Select the View Confirm Attachments button to view the list of attachments that were entered on the bid. Send the bid confirmation to the bidder as appropriate. Press **OK** to continue.

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1 Bid Date 12/14/2018 1:23:13PM CST

Event ID 2000008924 trailer

Confirmation Number 00025031

Event Format Sell Event Round 1 Version 1

Start Date 12/14/2018 8:20AM CST End Date Event Completed

Your Total Price 5,700.00 USD

[OK](#)

[View Confirm Attachments](#) [Return to Bidding Opportunities](#)

Please Print this Bid Confirmation Page for Your Records.

- SWIFT returns you to the **Create Bidder Response** page.
 - You can enter other responses on behalf of other bidders, if necessary.
 - You can also check the status of the bid you already entered. Press the **Event ID** link next the bidder on the **Search Results** section.

Search Results

Event ID	Event Name	Origin	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
G1001-2000008924	trailer	509	1	1	CRYSTAL WELDING INC	Supplier	SHARE	0000198790	001

SWIFT displays the **Enter Bid on Behalf of** page. Confirm that the bid status shows Posted. Any other status is not valid and the bid information will not be available for bid analysis or a potential award.

Bids

Business Unit	Event ID	Event Round	Event Version	Bid ID		Date Time Last Saved
G1001	2000008924	1	1	1	Posted	12/14/2018 1:23PM CST

- SWIFT will also email you a confirmation of the bid along with an attachment of the **Event Details**. You can forward it or send it to the bidder.

Fri 12/14/2018 1:24 PM

FMSAP_PSUNX@state.mn.us
State of Minnesota: Bid, Proposal, or Grant Opportunity Response Confirmation

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Message [Your_Bid.pdf \(123 KB\)](#)

Bid, Proposal, or Grant Opportunity Response Confirmation

Response Details

This is confirmation that your response to the Bid, Proposal or Grant Opportunity Event below has been submitted to the State of Minnesota.

NOTE: If you go back into the Supplier Portal to view or edit your bid, you MUST resubmit your bid by clicking the submit bid button found at the bottom of the Event Details page.

DO NOT reply to this e-mail. If you have questions concerning this event notify the contact person listed on the Event Details page.

Bid, Proposal, or Grant Opportunity Event ID: G1001 - 2000008924 Round 1 Version 1

Bid, Proposal, or Grant Opportunity Event Name: trailer

Response ID: 1

Bid Confirmation Number: 00025031

Date Posted: 12/14/18 1:23:13PM CST

You have successfully entered a bid on behalf of a bidder.