

QUICK REFERENCE GUIDE

February 20, 2024

Export Bids for Analysis on an Event

Agencies can analyze bid responses outside of SWIFT by exporting the bidder responses and bid details for offline analysis. This export does not include comments and attachments that bidders added during the bidding process. This Quick Reference Guide provides the steps to export bids for an analysis on an event.

Steps to Export Bids for an Analysis

Step 1: 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 defaults.

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 **Analyze Bids** icon for that event.

Event ID	Name	Format	Type	Unit	Origin	Status
2000015240	Sit/Stand Workstat...	Buy	RFx	G1001	509	Event Completed

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

Step 2: Access the Bid Analyze Export page and set up the export

1. On the header of the Analyze Total page, use the **Go To** menu and select “Analyze Export.”

Analyze Total

Analyze Line

Business Unit:

Origin

Event ID:

Round:

Version:

Event Name:

G1001

509

2000015240

1

1

Sit/Stand Workstations

Event Format:

Event Type:

Currency:

End Date:

Status:

Buy

RFx

USD

01/25/2024 2:40PM CST

Posted

☒ External Bid Tab

☐ Make Tabulation Public

Go To:

...

...

Analyze Export

2. SWIFT displays the Bid Analysis Export page for that event. The export file contains all data from the header and lines of an event. Select recipients for the export.
 - a. In the Analysis Export File Recipients section, SWIFT lists the event buyer as the recipient of the file.
 - b. To add additional recipients, select the **Add a Row** icon. Enter the user name. SWIFT will populate their email address if they are a SWIFT user. Enter the name and email address if you are sending to a non-SWIFT user.

Bid Analysis Export

Business Unit:

Event ID:

Round:

Version:

Event Name:

G1001

2000015240

1

1

Sit/Stand Workstations

Event Format:

Event Type:

Currency:

Finish:

Buy

RFx

USD

01/25/24 2:40PM CST

Analysis Export File Recipients

	*Name	*Email Address	Notify		
1	Last Name, First Name of Event Buyer	@state.mn.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Last Name, First Name of Reviewer	ReviewerName@state.mn.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- c. As an option, you can filter the bids. For example, you can filter out bidders who you already rejected because of an incomplete response.
 - i. Use the **Filter Bids** section to customize the display of the exported bids.
 - ii. SWIFT defaults with all filters turned on, which will show the bid information for all bidders, regardless of their bid status. Update your selections as needed.
 - iii. If you check the **Display Delta Responses**, SWIFT will show answers to general questions that are different. SWIFT will exclude answers that are the same for each bidder. If unchecked, all answers to the general questions will be displayed for each bidder.

Filter Bids

Select the bids you want to include in your Analysis Export file.

Select All

Deselect All

☒ Award
 ☒ Counter
 ☒ Disallow
 ☒ Reject
 ☒ <No Action>

☒ Display Disqualified Bids
 ☒ Display Withdrawn Bids

Filter Bid Responses

☐ Display Delta Responses

Create Analysis Export

Return to Analyze Event

3. Create the event analysis export document.
 - a. Press the **Create Analysis Export** button. SWIFT creates the Bid Analysis Export file.
 - b. SWIFT displays a message that says the export has been submitted.

Create Analysis Export


Return to Analyze Event

The process to create the bid analysis export has been submitted and will complete in a few minutes. Once complete an email containing the export file will be sent to the email addresses that have the notify flag checked. If the email is not received in a few minutes, please contact your system administrator.

Step 3: Save the document on your desktop

SWIFT sends an email to all listed recipients. It includes a file attachment with the export document.

Event Analysis Export Notification



Swift.Testing@state.mn.us
 To (MMB)

Thu 1/25/2024 2:55 PM

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

Bid_Analysis_Export.xml
 307 KB

You don't often get email from swift.testing@state.mn.us. [Learn why this is important](#)

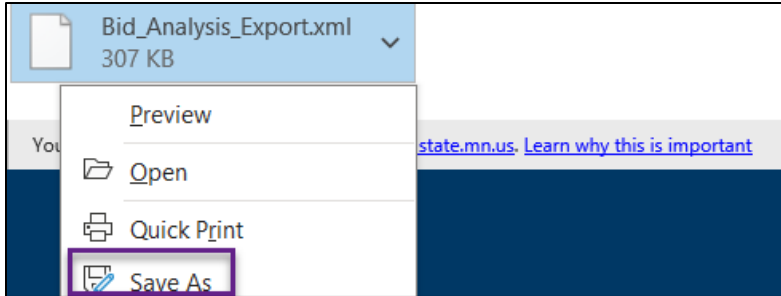
Event Analysis Export Notification

Event Details

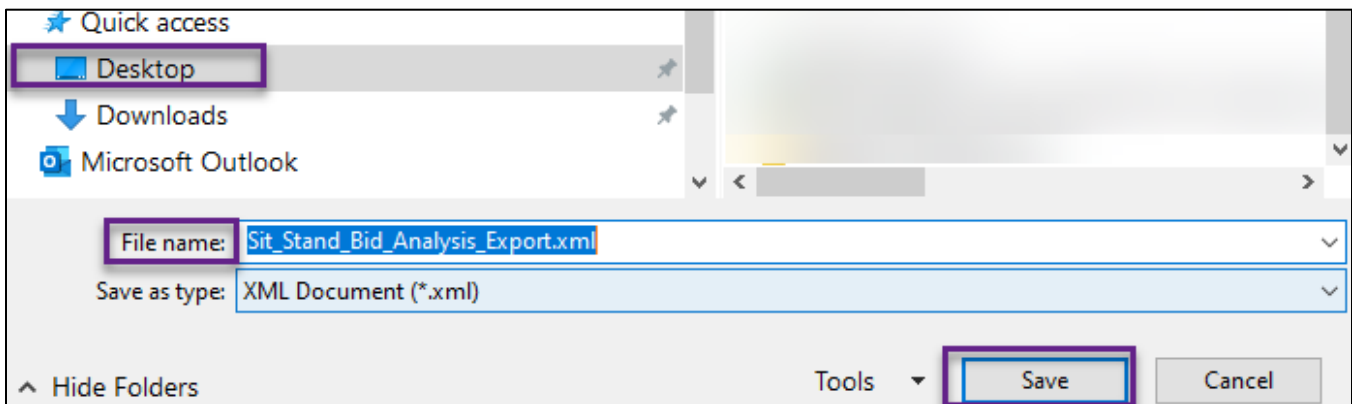
The event analysis for the following event has been exported into XML format and is attached below.

Event ID: 2000015240 - Round 1 Version 1
Event Name: Sit/Stand Workstations

1. Right click the file from the email and choose the **Save As** option.

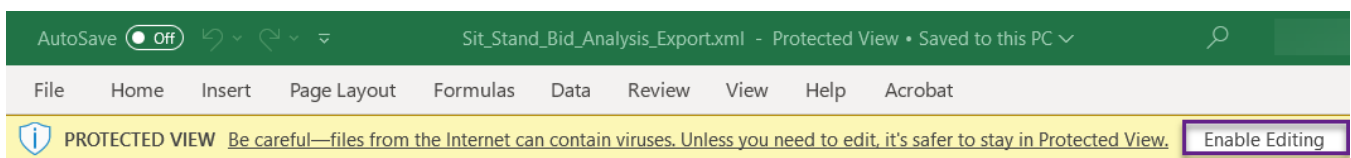


2. SWIFT opens up your desktop.
 - a. In the **File Name** field, create a name that describes the event.
 - b. Save it on your computer desktop.
 - c. Press the **Save** button.

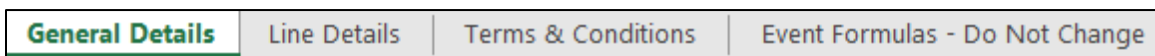


Step 4: Open the document from your desktop

1. Go to your desktop. To open the file, closely follow these instructions to make sure you can open it up in Excel.
2. Right click on the file. Select Open.
3. The document should appear. You may get a Protected View message at the top of the page. Select **Enable Editing**.



4. Excel displays the Event Analysis report in Excel. The four different tabs display the following information: General Details, Line Details, Terms & Conditions, and Event Formulas (do not change these formulas).



- a. On the **General Details** tab, review header level bid responses. Depending upon how many header bid factors your agency selected for this event, this document can be several pages long.

State of Minnesota					Event Analysis	
Event ID	Format	Type	Round	Version	Report Date:	01/25/2024 02:54 PM CST
G1001-2000015240	Buy	RFx	1	1	Event Currency:	US Dollar
Event Name					Bids Allowed in Other Currency: No	
Sit/Stand Workstations					Factor General Score into Line Score: No	
Start Time		Finish Time			Included Bids: All	
01/18/2024 08:46 AM CST		01/25/2024 02:40 PM CST			Highlight Delta Response: No	
Event Description						
Ergotron Worklist S- Dual Sit/Stand Workstations or approved equal						
					Bidder Name	UNIQUE SOFTWARE CORP
					Event Version:	1
					Bid Number:	1
					Total Bid Amount:	8250
					Total Event Score:	96.155
					Total Header Score:	0
					Award By Percent	
General Questions					General Weighting:	0.00%

- b. Select the **Line Details** tab to review the line bid details. Depending upon how many line bid factors your agency selected for this event, this document can be several pages long.

State of Minnesota					Event Analysis	
Event ID	Format	Type	Round	Version	Report Date:	01/25/2024 02:54 PM CST
G1001-2000015240	Buy	RFx	1	1	Event Currency:	US Dollar
Event Name					Bids Allowed in Other Currency: No	
Sit/Stand Workstations					Factor General Score into Line Score: No	
Start Time		Finish Time			Included Bids: All	
01/18/2024 08:46 AM CST		01/25/2024 02:40 PM CST			Highlight Delta Response: No	
Line Details						
Line: 1	Item ID:	Line Quantity: 10		Weighting:	50.00%	Line Bid Quantity: 10
Bid Required: No		Reserve Price: No		Total Line Bid Amount:		6500
Description: Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal				Total Line Score:		92.31
Comments						
- < > Adjustable Sit and Stand Workstation with work surface and hold two monitors.						

- c. Press the **Terms & Conditions** tab. This page shows the summary of the Terms & Conditions page.

State of Minnesota					Event Analysis	
Event ID	Format	Type	Round	Version	Report Date:	01/25/2024 02:54 PM CST
G1001-2000015240	Buy	RFx	1	1	Event Currency:	US Dollar
Event Name					Bids Allowed in Other Currency: No	
Sit/Stand Workstations					Factor General Score into Line Score: No	
Start Time		Finish Time			Included Bids: All	
01/18/2024 08:46 AM CST		01/25/2024 02:40 PM CST			Highlight Delta Response: No	
Terms & Conditions						
1. Please review the attached Terms and Conditions attached to the event.						