

QUICK REFERENCE GUIDE

February 20, 2024

View the Bid History on an Event

Agencies may wish to see a high-level view of who bid on their events before or after awarding it. SWIFT offers several report displays on the Event Bid History page of the Strategic Sourcing module.

All events in SWIFT are sealed. The event originator cannot view bids until the event End Date/Time is reached.

- **Before the End Date/Time** of the event has passed, you can only see the Event Invitation report.
- **After the End Date/Time** is reached, SWIFT opens up additional report types that agencies can use to view bid histories.

REMINDER: The Report Types do not determine who will be awarded the event. It is the overall review of all aspects of the bidders' responses and its outcome that will determine which bidder(s) may be awarded the event.

This guide explains the steps to access the Bid History page and how to use the report types on it for an event depending on the End Date/Time.

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 defaults.
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.

If you press the link next to the subject, such as the Total Event Invitations, SWIFT opens up a window that shows high-level bidder information. You cannot see bid information.

- You can see if any invited bidders accepted invitations.
- You can also see if and when they posted their bids.

Invited Bidders

Bidder Name	Invite Status	Bid Posted?	Bidder ID
ACRE	Accepted	Yes	0000195747
CDW GOVERNMENT INC			0000227265

After the End Date/Time

After the End Date/Time is reached, you can see more information and reports of the bids. To select a Report Type view, select the button for the desired Report Type.

Event Bid History

Event ID	Event Name	Round	Version	Event Type	End Date	Status
G1001-200000		1	1	RFx		Awarded

Report Type

Event Invitation Best Bids Bidder/Bid List By Line Charts

The Event Bid History page shows you these report types: (1) Best Bids, (2) Bidder/Bid, (3) List by Line, and (4) Charts.

1. Best Bids Report Type

SWIFT displays all the bidders' responses based on price.

Report Type

Event Invitation
 Best Bids
 Bidder/Bid
 List By Line
 Charts

Refresh

Bids

Bidder Name	Bid ID	Date Time Posted	Score	Rank	Bid Status	Price
	1		88.42	1	Winning	11,320.42 USD
	1		32.93	2	Outbid	18,886.85 USD

2. Bidder/Bid Report Type

The Bidder/Bid report displays the total responses based on Bid Status and Price.

- **Bid Status** identifies those bidders who have been outbid based only on price. This section does not determine who won the event.
- You can press the **Expand** icon in front of a line or the **Expand All/Collapse All** links to open up lines.
- The Bidder/Bid Report also opens up the **Status/Ranking** section at the top right. You can see a ranking of bidders by Score, Rank, Bid Status and Price by changing the selected criteria.

Report Type

Event Invitation
 Best Bids
 Bidder/Bid
 List By Line
 Charts

Refresh

Sort By Descending

Expand All Collapse All

Status/Ranking

Score
 Rank
 Bid Status
 Price

Bidder Name	Bid#	Bidder ID	Date Time Posted	Score	
	1	0000218315		88.42	×
	1	0000198000		32.93	×

3. List by Line Report Type

SWIFT opens up the Status/Ranking fields for this Report Type. You can also press the **Expand** icon next to the line or the **Expand All/Collapse All** links to see line details.

Report Type: Event Invitation Best Bids Bidder/Bid List By Line Charts

Status/Ranking: Score Rank Bid Status Price

Refresh

Sort By: [Dropdown] Descending

Expand All Collapse All

Line	Type	Line ID	Description	Start Price	Extended Price	
1	Line			0.08 USD	4,160.00 USD	4,157.92 USD
2	Line			0.35 USD	1,750.00 USD	800.00 USD
3	Line			0.20 USD	2,400.00 USD	990.00 USD
4	Line			0.65 USD	6,500.00 USD	3,695.00 USD
5	Line			2.25 USD	675.00 USD	750.00 USD
6	Line			0.80 USD	600.00 USD	847.50 USD

4. Charts Report Type

SWIFT displays charts based on prices and scores. You can also view them at the line level.

Event Prices as of [Date]

Winning Price: 11320.42 USD Percent Savings: 32.16%

Name	Bid Datetime	Bid Number	Total Price
HONSA BINDER PRINTING INC. 1	08/25/2024 01:10 PM	1	11320.42 USD
TCC DISTRIBUTORS INC. 1	08/20/2024 03:56 PM	1	16688.55 USD
Best Price			11320.42 USD

Event Scores as of [Date]

Name	Bid Datetime	Bid Number	Total Score
TCC DISTRIBUTORS INC.	08/25/2024 01:10 PM	1	98.4220
HONSA BINDER PRINTING INC.	08/20/2024 03:56 PM	1	32.9330
High Score			98.4220