

QUICK REFERENCE GUIDE

Updated November 1, 2019

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.

NOTE: 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: These **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 how to access the **Bid History** page and the report types on it for an event depending on the *End Date/Time*.

Steps to complete:

- Step 1: Access the Bid History page in the Event Workbench
- Step 2: View the Bid History page

Steps to view the Bid History on an event

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 the event on the **Search Results** section. Select the View **Bid History** icon for that event.

Event ID	Name	Format	Type	Unit	Origin	Status
2000006287	Pine City NGA Snow...	Buy	RFx	PO101	Q66	Awarded

Step 2: View the Bid History page

SWIFT displays the **Event Bid History** page. Depending on the status of the event, SWIFT will display different information.

1. Before the *End Date/Time* you can see a high level view of bids.

You can see only the **Event Invitation** report: how many invitations that SWIFT sent, how many that bidders accepted, how many bidders declined and how many bidders did not respond to the invitation.

- If you press the link next to the subject (e.g., 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.

Event ID	Event Name	Round	Version	Event Type	End Date	Status
R2901-2000006884	Leadership Training	1	1	RFx	01/04/19 10:02PM CST	Posted

Refresh

Event Participation Activity

Total Event Invitations: 3 Accepted Invitations: 3 Declined Invitations: 0 No Response: 0

Accepted Invitations

Bidder Name	Invited?	Bid Posted?	Bidder ID	Date/Time Invitation Accepted	Date/Time Response Posted
3M COMPANY	Yes	Yes	0000209723	12/27/2018 03:02 PM CST	12/27/2018 03:18 PM CST
TEST	Yes	Yes	0000389412	12/27/2018 03:12 PM CST	12/27/2018 03:18 PM CST
THINK GREAT LLC	Yes	Yes	0000937693	12/27/2018 03:18 PM CST	12/27/2018 03:18 PM CST

2. After the *End Date/Time* is reached, you can see more information and reports of the bids.

The **Event Bid History** page shows you these new options: *Best Bids*, *Bidder/Bid*, *List by Line*, and *Charts*. 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
F0101-2000006267	Pine City NGA Snow Removal 2016-2017	1	1	RFx	11/02/16 2:00PM CDT	Awarded

Report Type

Event Invitation
 Best Bids
 Bidder/Bid
 List By Line
 Charts

a. 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
LESUEUR RIVER SEEDING &	1	12/12/18 1:59:59PM	100.00	1	Winning	74,224.00 USD
ADVANCED TELEMETRY	1	12/12/18 1:58:51PM	99.33	2	Outbid	16,222.00 USD
TRANS MISSISSIPPI BIOLOGICAL	1	12/12/18 1:58:01PM	95.49	3	Outbid	19,719.00 USD

b. Bidder/Bid Report Type

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

- 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 or the **Expand All/Collapse All** links to open up lines.

Report Type

Event Invitation
 Best Bids
 Bidder/Bid
 List By Line
 Charts

Status/Ranking

Score
 Rank
 Bid Status
 Price

Refresh

Sort By [v] [] Descending

Expand All Collapse All

1 of 3

Bidder Name	Bid#	Bidder ID	Date Time Posted	Score	Status
LESUEUR RIVER SEEDING &	1	0000324536	12/12/2018 1:59:59PM	100.00	Winning
ADVANCED TELEMETRY	1	0000197733	12/12/2018 1:58:51PM	99.33	Outbid
TRANS MISSISSIPPI BIOLOGICAL	1	0000196344	12/12/2018 1:58:01PM	95.49	Outbid

Lines

Line	Line Type	Line ID	Item Description	Start Price	Extended Price	Score
1	Line		Schizachyrium scoparium	0.75 USD	70.50 USD	95.49
2	Line		Bouteloua gracilis	0.75 USD	3.00 USD	95.49
3	Line		Bouteloua curtipendula	0.75 USD	6.75 USD	95.49
4	Line		Elymus canadensis	0.75 USD	16.50 USD	95.49
5	Line		Elymus trachycaulus	0.75 USD	15.00 USD	95.49
6	Line		Labor to plant seedlings	1,000.00 USD	50,000.00 USD	95.49

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The **Bidder/Bid Report** also opens up the **Status/Ranking** section. You can see a ranking of bidders by Score, Rank, Bid Status and Price by changing the selected criteria.

- **Price:**

The screenshot shows the 'Report Type' section with 'Bidder/Bid' selected. In the 'Status/Ranking' section, 'Price' is selected and highlighted with a red box. Below this, there is a 'Refresh' button and a 'Sort By' dropdown menu. The main table displays three bid entries with their respective prices highlighted in green or red, and a red 'X' icon in the final column.

Bidder Name	Bid#	Bidder ID	Date Time Posted	Price	Status
LESUEUR RIVER SEEDING &	1	0000324536	12/12/2018 1:59:59PM	74,225.00 USD	X
ADVANCED TELEMETRY	1	0000197733	12/12/2018 1:58:51PM	75,225.00 USD	X
TRANS MISSISSIPPI BIOLOGICAL	1	0000196344	12/12/2018 1:58:01PM	75,715.00 USD	X

- c. **List by Line:**

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.

The screenshot shows the 'Report Type' section with 'List By Line' selected and highlighted with a red box. In the 'Status/Ranking' section, 'Price' is selected and highlighted with a red box. Below this, there is a 'Refresh' button and a 'Sort By' dropdown menu. The main table displays six line items with their respective start and extended prices, and final prices highlighted in green or red. A red box highlights the 'Expand All' and 'Collapse All' links. A dropdown arrow is visible next to line 1, which is expanded to show a 'Bids' sub-table.

Line	Type	Line ID	Description	Start Price	Extended Price	Final Price
1	Line		Schizachyrium scoparium	0.75 USD	70.50 USD	17,390.00 USD
2	Line		Bouteloua gracilis	0.75 USD	3.00 USD	720.00 USD
3	Line		Bouteloua curtipendula	0.75 USD	6.75 USD	1,875.00 USD
4	Line		Elymus canadensis	0.75 USD	16.50 USD	3,740.00 USD
5	Line		Elymus trachycaulus	0.75 USD	15.00 USD	3,300.00 USD
6	Line		Labor to plant seedlings	1,000.00 USD	50,000.00 USD	47,800.00 USD

Bids

Bidder Name	Bid ID	Price
ADVANCED TELEMETRY	1	17,390.00 USD
LESUEUR RIVER SEEDING &	1	17,390.00 USD
TRANS MISSISSIPPI BIOLOGICAL	1	18,110.00 USD

d. **Charts:** SWIFT will display charts based on prices and scores. You can also view them at the line level.

Event Invitation
 Best Bids
 Bidder/Bid
 List By Line
 Charts

Event Prices as of 12/18/2018 10:11 AM

Item Name	Price (USD)
ADVANCED TELEMTRY_1	76,400
TRANS MISSISSIPPI BIOLOGICAL_1	75,600
RIVER SEEDING &_1	74,400

Event Scores as of 12/18/2018 10:11 AM

Item Name	Score
RIVER SEEDING &	100.0000
ADVANCED TELEMTRY	99.3270
TRANS MISSISSIPPI BIOLOGICAL	95.4880

Winning Price: 74225.00 USD Percent Savings: 2.62%

Bid Price Detail

Name	Bid Datetime	Bid Number	Total Price
LESUEUR RIVER SEEDING &	12/12/2018 01:59 PM	1	74225.00 USD
ADVANCED TELEMTRY	12/12/2018 01:58 PM	1	76225.00 USD
TRANS MISSISSIPPI BIOLOGICAL	12/12/2018 01:58 PM	1	75715.00 USD
Best Price			74225.00 USD

Bid Score Detail

Name	Bid Datetime	Bid Number	Total Score
LESUEUR RIVER SEEDING &	12/12/2018 01:59 PM	1	100.0000
ADVANCED TELEMTRY	12/12/2018 01:58 PM	1	99.3270
TRANS MISSISSIPPI BIOLOGICAL	12/12/2018 01:58 PM	1	95.4880
High Score			100.0000

Display Charts for Event Line

You have successfully viewed bid responses from various Report Types on an event.