

QUICK REFERENCE GUIDE

View Awarded Event in Supplier Portal

August 20, 2012

Once an event has been awarded, and the results made public you are able to view the results of the award through the Supplier Portal. This can be easily done using the View Events and Place Bids search page. In order for an event to be seen it must meet the following criteria

- The event has been awarded
- The event has been made public

If one or both of the above has not been done, you will not be able to see the award results. If you have any questions about a specific event, contact the agency responsible for it.

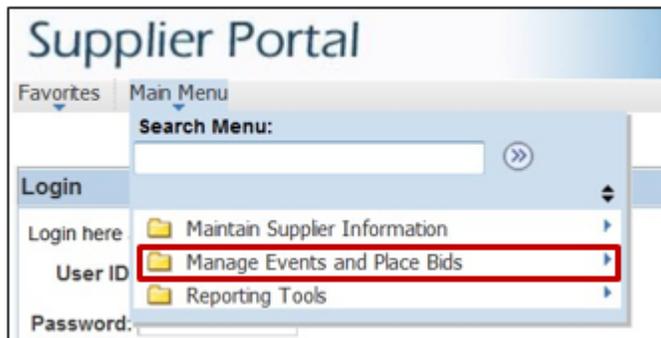
View Total Results of an Awarded Event through the Supplier Portal

Begin by Navigating to the SWIFT Supplier Portal: <http://supplier.swift.state.mn.us>. Please note, while you may be logged in to view awarded events, it is not required.

1. Click **Main Menu**



2. Click **Manage Events and Place Bids**

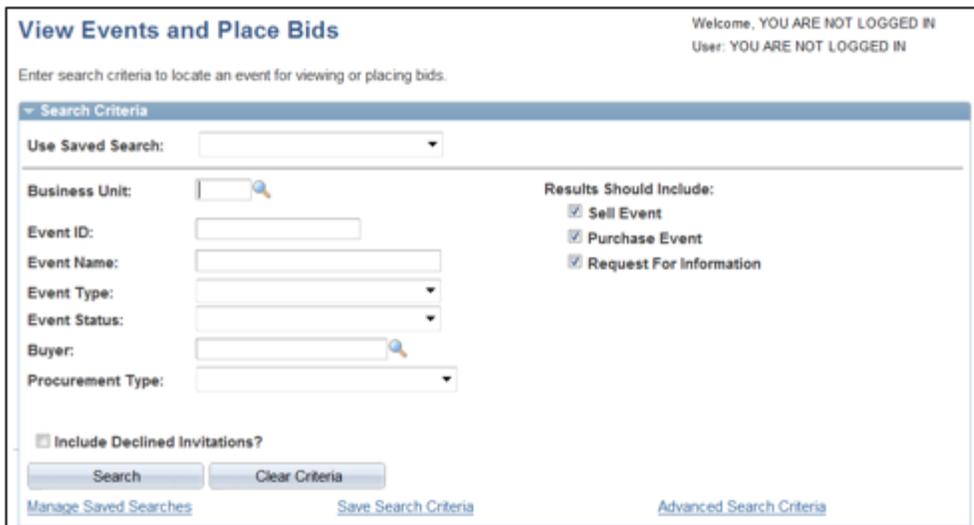


3. Click **View Events and Place Bids**



This will bring you to the *View Events and Place Bids* Page. This is a search page used to locate events.

4. Click *Advanced Search Criteria*



Using the advanced search criteria page, you are able to specify more detail about the event you wish to review. Enter as much or as little search criteria as you know, but be aware, the more information you enter, the better, and more specific your search results will be. None of these fields are required to have any information entered, but be aware, if you leave them all blank, it may take a very long time for results to be returned.

5. Enter your desired search criteria
 - a. Business Unit
 - i. Agency responsible for the event
 - ii. Click the magnifying glass (*Search* icon) next to this field to see a list of available business units
 - b. Event ID
 - i. The assigned ID number for the event
 - ii. This will be a numeric value
 - c. Event Name
 - i. Name assigned by managing agency
 - ii. Enter a word or phrase to search
 - d. Event Type

- i. Options are *Auction* or *RFx*
 - ii. The state of Minnesota only uses RFx
 - e. Event Status

Note: When trying to locate an event that has already been awarded, select “Awarded” from the *Event Status* drop down list. The only two options you will be able to see results for are:

 - i. Awarded
 - 1. The event has been fully awarded
 - 2. The event is considered complete
 - ii. Posted
 - 1. The event is in process and bidding is still allowed
 - 2. The event is still in process
 - f. Buyer
 - i. The agency staff member responsible for the management of the event
 - g. Procurement Type
 - i. The type of event
 - ii. Select the applicable option

Note: RFI events do not get awarded. Contact the managing agency if you have any questions regarding the procurement type for a specific type.

 - 1. ALP RFB
 - 2. Acquisition Conference RFB/RFP
 - 3. Acquisition Construction RFB
 - 4. Acquisition One Time Buy RFB
 - 5. Acquisition RFB/RFP/RFP
 - 6. Outgoing Grant RFI/RFP
 - 7. PT Delegated Authority RFP
 - 8. Professional Tech/Services RFI/RFP
 - h. Include Declined Invitations
 - i. This option only applies if you are logged in
 - ii. If checked, events you have previously declined will be included in search results
 - iii. If unchecked, any events you have previously declined will not be included in search results
 - i. Start Date
 - i. The date events open for bidding
 - ii. From: Search for events with the start date occurring on or after this date
 - iii. Through: Search for events with the start date occurring on or before this date
 - j. End Date
 - i. The date events close to bidding
 - ii. From: Search for events with the end date occurring on or after this date
 - 1. A date may default in this field, delete if it is not needed.
 - iii. Through: Search for events with the end date occurring on or before this date
 - k. Item Description
 - i. Description of event lines specified by the managing agency
 - ii. Enter a word or phrase to search for events containing that in their line item description
 - l. Categories
 - i. The type of good or service for the event line
 - ii. Based on the UNSPSC (United Nations Standard Product and Service Code) system

- to classify what is being purchased
- iii. Use the magnifying glass next to the *Category* field to search for a specific code
- iv. Click **Add Additional Category** to add another line in order to search for two or more categories
- v. To remove a category, select the checkbox at the front of the line and click **Remove Selected Category**
- vi. When all search criteria is entered, you can search for events. Again, it is your decision for which fields to include, but it is recommended to be as specific as possible and include the Business Unit, Event ID, and select **Awarded** as the event status.

6. Click **Search**

View Events and Place Bids

Welcome, YOU ARE NOT LOGGED IN
User: YOU ARE NOT LOGGED IN

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search: [Dropdown]

Business Unit: [Text] [Magnifying Glass]

Event ID: [Text]

Event Name: [Text]

Event Type: [Dropdown]

Event Status: [Dropdown]

Buyer: [Text] [Magnifying Glass]

Procurement Type: [Dropdown]

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Include Declined Invitations?

Start Date: From: [Date] [Calendar] Through: [Date] [Calendar]

End Date: From: 08/09/2013 [Calendar] Through: [Date] [Calendar]

Item Description: [Text]

Categories

Category	Description
[Text]	[Text]

Customize | Find | [Icons] | Page 1 of 1 | Last

Add Additional Category

Remove Selected Category

Search

Clear Criteria

The search results will appear at the bottom of the page in the *Search Results* section.

- 7. If you did not find the desired event, click **Clear Criteria** and begin your search again
- 8. Once the desired event appears in the search results, click the link in the *Bus Unit-Event ID* column to view the details

View Events and Place Bids Welcome, YOU ARE NOT LOGGED IN
User: YOU ARE NOT LOGGED IN

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Business Unit: Pollution Control Agency

Event ID:

Event Name:

Event Type:

Event Status:

Buyer:

Procurement Type:

Results Should Include:
 Sell Event
 Purchase Event
 Request For Information

Include Declined Invitations?

Start Date: From: Through:

End Date: From: Through:

Item Description:

Categories Customize | Find | 1 of 4 | List

Category	Description
<input type="checkbox"/>	<input type="text"/>

[Add Additional Category](#)
[Remove Selected Category](#)

[Search](#) [Clear Criteria](#)

[Manage Saved Searches](#) [Save Search Criteria](#) [Basic Search Criteria](#)

Bus Unit-Event ID	Event Name	End Datetime	Format	Type	Status	Agency Description
R3201-2000000993	MPCA-MDA RFP for Superfund/Petroleum Master	04/22/2013 2:00PM CDT	Sell	RFx		Pollution Control Agency

An informational message will appear with details about placing a bid on an event. At this stage, you are not looking to place a bid, but to review award details.

- Click **OK** to continue

Sourcing Information

If you wish to bid on the following event you must:

A) BE A REGISTERED VENDOR WITH THE STATE OF MINNESOTA: Perform the following if you are not yet a Registered Vendor with the State of Minnesota;
 - Click the link labeled HOME in the upper right portion of the screen.
 - Click the Vendor Registration link that appears on the login page.
 - Follow the Registration instructions.
 - Log into the system via the Login page.
 - Enter Bid.

B) HAVE A USER ID: Perform the following if you are a Registered Vendor AND DO NOT have a User ID;
 - Click the link labeled HOME in the upper right portion of the screen.
 - Click the Vendor Registration link that appears on the login page.
 - Enter your Vendor Name, FEIN or SSN on the Vendor Registration page and follow the instructions.
 - Log into the system via the Login page.
 - Enter Bid

C) LOG INTO THE SYSTEM: Perform the following if you are a Registered Vendor AND have a User ID.
 - Click the link labeled HOME in the upper right portion of the screen.
 - Log into the system using your User ID and Password on the Login page.
 - Enter Bid.

You will be brought to the *Event Details* page. If the event has already been awarded, there will be a message stating so near the top of the page.

10. Click **View Award Details** to see the results of the award

Event Details
Welcome, YOU ARE NOT LOGGED IN
User: YOU ARE NOT LOGGED IN

[Information On Inquiry Options](#)

This Event has been Awarded

[View Award Details](#)

Event Name: MPCA-MDA RFP for Superfund/Petroleum Master
Event ID: R3201-2000000993
Event Format/Type: Sell Event
Procurement Type: Professional Tech/Services RFP
Event Round: 1 **Event Version:** 1
Event Start Date: 03/15/2013 8:00AM CDT
Event End Date: Awarded

[Click here to view the General Terms and Conditions](#)

The details of the event are divided into two sections, the *Analyze Total* page, and the *Analyze Line* page. You are first brought to the *Analyze Total* page where you are able to view details about the overall event as well as some information about the bids and award. Keep in mind the exact information you will see can vary greatly from one event to the next due to the specific details of the event as well as the information the managing agency has chosen to make public. If you need additional details beyond what you are, or are not able to see, or have questions about the specifics of the event or award, contact the managing agency.

Analyze Total
 External Bid Tab

[Analyze Total](#) [Analyze Line](#)

Business Unit: R3201 **Origin:** C91 **Event ID:** 2000000993 **Round:** 1 **Version:** 1 **Event Name:** MPCA-MDA RFP for Superfund/Petroleum Master **Responses Received:** 30

Event Format: RFx **Event Type:** RFx **Currency:** USD **End Date:** 04/22/2013 2:00PM CDT

Make Tabulation Public

Bid Analysis and Display Options

Analysis	WIDSETH SMITH NOLTING & B	WEST CENTRAL ENVIRONMENTAL	URS CORP	TERRACON CONSULTANTS INC	TERRACON CONSULTANTS
Event Version Responded To:	1	1	1	1	1
Bid Number:	1	1	3	2	5
Total Bid Amount:					

Adjusted price and/or score

Bid Action	Award	Award	Reject OTHER	Reject OTHER	Reject OTHER
Reject Reason:					
Award by Percent:					
Hide Bid	<input type="checkbox"/>				

Factors

Preferences

Adjustment

OK Cancel Apply

Analyze Total | Analyze Line

The top section of the page contains specifics about the event including the event ID, title, end date, and the number of responses received. One of the most used details on this page is also in this section, the Bid Tabulation Results.

11. Click the *Bid Tabulation Results* icon



This brings you to the *Bid Tabulation Comments and Attachment* page where you will find any comments and attachments related to the event and the award process that the managing agency has chosen to share.

12. To view the attachment(s), click the *View Attachment* icon
13. To return to the *Analyze Total* page, click **Cancel**



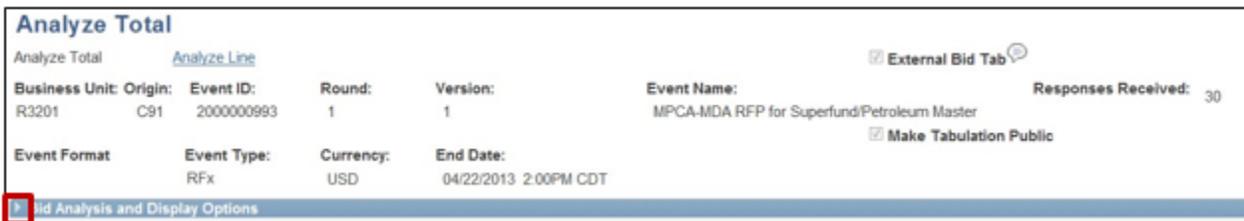
When you click the *View Attachments icon*, depending on your computer settings and programs, you will have the option to save, or open the file. Also note, the files will be in their native format, for example, a Microsoft Word document, an Excel spreadsheet, a PDF file, etc. You will need the correct software to view these documents.



Review the documents and save to your computer as appropriate. When ready, return to your internet browser to review the remainder of the event. If you are still on the *Bid Tabulation Comments and Attachment* page, see step 13 to return to the *Analyze Total* page.

The remaining sections of this page can provide additional details about the event and the award. Keep in mind, there will be some checkboxes and options you cannot change or use due to the nature of how the system is used. Some sections may be collapsed, and can be expanded to see the details.

14. Click the *Expand Section* icon to see all the information



The *Bid Analysis and Display Options* section is only used in the bid analysis process by the managing agency and cannot be used by you when reviewing the award.



The *Analysis* section displays the Bidder, the event version responded to, the bid number, and the amount of the bid. There may not be anything listed for the total bid amount depending on how the event was managed.

Analysis					
Bidder Name	WIDETH SMITH NOLTING & B	WEST CENTRAL ENVIRONMENTAL	URS CORP	TERRACON CONSULTANTS INC	TERRACON CONSULTANTS
Event Version Responded To:	1	1	1	1	1
Bid Number:	1	1	3	2	5
Total Bid Amount:					

The *Adjusted price and/or score* section displays any adjustments made to the bid based on preferences or other applicable factors.

Adjusted price and/or score					
T1. Total Bid Amt. after Adj. Preferences	0.00	0.00	0.00	0.00	0.00
T2.	0.00	0.00	0.00	0.00	0.00
T3.	0.00	0.00	0.00	0.00	0.00

The next section displays the action taken on the bid.

Bid Action	Award	Award	Reject	Reject	Reject
Reject Reason:			OTHER	OTHER	OTHER
Award by Percent:					
Hide Bid	<input type="checkbox"/>				

Next, the *Factors* section displays the general questions asked on the event, and displays the responses for each bid.

Factors					
Weighting	UOM	Ideal			
Is this responder registered and certified as a veteran-owned business on the Dept. of Veteran's Affairs federal website?					
			Y		
Is this company applying for a Veteran-Owned Preference? If yes, the following must be true and certified by the Responder to the Event - 1. Is An Eligible Veteran-Owned Small Business, As Minnesota Statute § 16C.16, Subd. 6A; and - 2. Has its Principal Place Of Business In The State Of Minnesota; and - 3. Is CVE verified By The United States Department Of Veterans Affairs C Veterans Enterprise.					
			Y	N	N
			N	N	Y
			Y	N	Y

The next section, *Preferences* displays preferences for which the bid may qualify.

Preferences					
<input type="checkbox"/> TG	<input type="checkbox"/> TG				
<input type="checkbox"/> ED	<input type="checkbox"/> ED				
<input type="checkbox"/> Small Bus	<input type="checkbox"/> Small Bus				
<input type="checkbox"/> Rehab	<input type="checkbox"/> Rehab				
<input type="checkbox"/> Out of State	<input type="checkbox"/> Out of St				
<input type="checkbox"/> RC	<input type="checkbox"/> RC				
<input type="checkbox"/> Prompt Pay	<input type="checkbox"/> Prompt P				
<input type="checkbox"/> VO	<input type="checkbox"/> VO				

The final section, *Adjustment* is not used by the state. One thing to note is that only five bids will be displayed on the page at one time. Use the buttons at the bottom of this section to scroll to see more bids.

Adjustment					
<input type="button" value="Unhide Bids"/> <input type="button" value="←←"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="→→"/>					

After you have reviewed the information on the *Analyze Total* page you can review line specific information.

15. Click the *Analyze Line* link at the top or bottom of the page.

Analyze Total

Analyze Total [Analyze Line](#) External Bid Tab

Business Unit: Origin: Event ID: Round: Version: Event Name: Responses Received: 30
R3201 C91 2000000993 1 1 MPCA-MDA RFP for Superfund/Petroleum Master

Event Format: Event Type: Currency: End Date: Make Tabulation Public
RFx USD 04/22/2013 2:00PM CDT

► Bid Analysis and Display Options

Analysis

Bidder Name	WIDSETH SMITH NOLTING & B	WEST CENTRAL ENVIRONMENTAL	URS CORP	TERRACON CONSULTANTS INC	TERRACON CONSULTANTS
Event Version Responded To:	1	1	1	1	1
Bid Number:	1	1	3	2	5
Total Bid Amount:					

► Adjusted price and/or score

Bid Action	Award	Award	Reject	Reject	Reject
Reject Reason:			OTHER	OTHER	OTHER
Award by Percent:					
Hide Bid	<input type="checkbox"/>				

► Factors

► Preferences

► Adjustment

Unhide Bids

OK Cancel Apply

Analyze Total [Analyze Line](#)

This brings you to the *Analyze Line* page where you can see the description, requested quantity, and awarded quantity.

16. click *Analyze* to review bids for a specific line

Analyze Line

[Analyze Total](#) Analyze Line

Business Unit: Origin: Event ID: Round: Version: Event Name: Responses Received: 30
R3201 C91 2000000993 1 1 MPCA-MDA RFP for Superfund/Petroleum Master

Event Format: Event Type: Currency: End Date:
RFx USD 04/22/2013 2:00PM CDT

Line Items

Line	Item ID	Description	Category	UOM	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		perform environmental investigations and other response actions at sites throughout Minnesota	77101700	EA	1.0000	12.0000	100.00000	Closed	Analyze

OK Cancel Apply

[Analyze Total](#) | [Analyze Line](#)

This will bring you to another *Analyze Line* page which gives information about the bids for that line. This page is very similar to the *Analyze Total* page and contains much of the same type of information. This includes the bidder details, bid quantity and price (if applicable), and the general questions and responses for the specific line.

Remember, the information you are able to see can vary greatly depending on the specific details of the event as well as how it was managed. If you have questions, contact the managing agency for the specific event.

Once you have reviewed all necessary information, you can return to the *Analyze Total* page.

17. Click **OK** to return to the *Analyze Total* page

Analyze Line

Business Unit: Origin: Event ID: Round: Version: Event Name: Responses Received: 0
 R3201 C91 2000000993 1 1 MPCA-MDA RFP for Superfund/Petroleum Master

Event Type: RFX Currency: USD End Date: 04/22/2013 2:00PM CDT

Line: 1 Requested Quantity: 1.0000 UOM: EA

Item ID: Item Description: perform environmental investigations and other res... [Previous Line](#)

Bid Analysis and Display Options

Analysis

Bidder Name	WIDETH SMITH NOLTING WEST CENTRAL & B	ENVIRONMENTAL	URS CORP	TERRACON CONSULTANTS INC	TERRACON CONSULTANT
Event Version:	1	1	1	1	1
Bid Number:	1	1	3	2	5
Bid Quantity:	1.0000	1.0000	1.0000	1.0000	1.0000
Minimum Bid Quantity	0.0000	0.0000	0.0000	0.0000	0.0000
Total Bid Amount:	0.0000	0.0000	0.0000	0.0000	0.0000

Bid Action: Award Award Reject Reject Reject

Reject Reason Code: OTHER OTHER OTHER

Award by Percent:

Award Quantity: 1.0000 1.0000

Hide Bid

Factors

Preferences

Adjustment

[Recalculate](#) [Unhide Bids](#)

[Go To Line](#)

OK [Cancel](#) [Apply](#)

Once you are finished reviewing the award details, you can return to the main supplier portal page.

18. Click *Home* to return to the home page

Supplier Portal

[Home](#) [Print](#) [Sign out](#)

[Favorites](#) [Main Menu](#) > [Manage Events and Place Bids](#) > [View Events and Place Bids](#)

[New Window](#) [Help](#) [Customize Page](#) [http](#)

Analyze Total

Analyze Total [Analyze Line](#) External Bid Tab

Business Unit: Origin: Event ID: Round: Version: Event Name: Responses Received: 30
 R3201 C91 2000000993 1 1 MPCA-MDA RFP for Superfund/Petroleum Master

Event Format: Buy Event Type: RFX Currency: USD End Date: 04/22/2013 2:00PM CDT Make Tabulation Public