



QUICK REFERENCE GUIDE:

5.12 Awarding a Proposal in AWP

Background:

The bids have been processed and a determination has been made on the vendor who will be awarded the proposal.

Roles:

Letting User

Navigation:

Bid Letting Overview

1. From the Bid Letting Overview search for and select the letting by entering at least three (3) characters of the Letting ID in the search box.
2. In the **Proposals** tab, click the **Expand** arrow.
 - a. All bidders with a valid bid status (responsive or not evaluated) will appear on the list.
3. Check the **Awarded** box next to the vendor to which the contract is awarded.

Note: If you are awarding a proposal that was Re-Let, uncheck the **Rejected** box.
Click **Save**.
4. Change the proposal workflow phase to Awarded.
 - a. Navigate to the Proposal Summary component.
 - b. Select the **Workflow** tab.
 - c. From the **Workflow Phase** dropdown, select **Awarded**.
 - d. Click **Save**.

Note: An automatic notification is sent to the Department of Labor to issue the NOW (Notice of Work) one day after the date in the Letter of Award Date field (make sure to populate this field the same day the Proposal is awarded). The Contract information is pushed into MRS when either there is an LOA date plus the proposal has been awarded to a vendor or when the letting status has been changed to awarded with the LOA date populated.

Next Steps:

See QRG – *Electronic Bid Bonds*.