

11. MANAGING BID LETTINGS

The purpose of the Bid Letting Package process is to define or modify an entire Bid Letting Package using one or more existing Contract Proposals. Call Order Numbers for each Letting/Proposal can also be specified. The Proposals will be associated with the Bid Letting Package as a result of this process.

11.1 Add Bid Letting Package

Click on the Bid Letting List icon  to display the existing list of bid lettings.

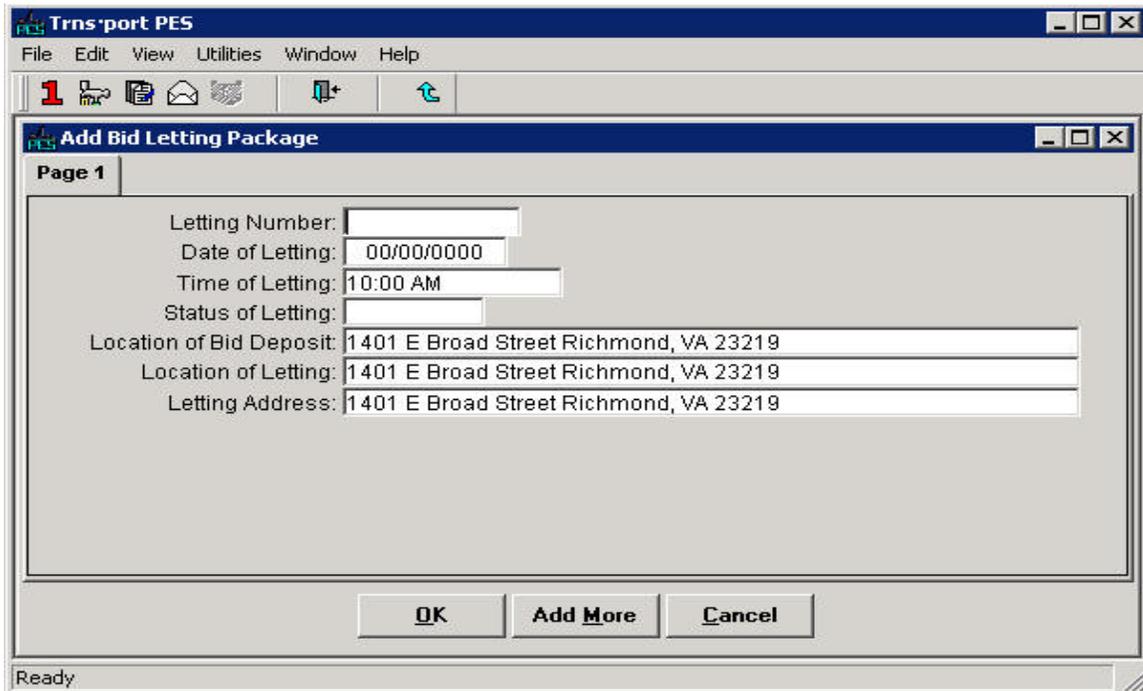
Right-click within the list of the bid lettings and select **Add**.

An **Add Bid Letting Package** detail window displays. Use the [TAB] key to move between fields and enter the bid letting information.

Some fields have Reference Tables. As you [TAB] to such a field, a drop-down arrow will appear. A selection **MUST** be made from the available choices in the table.

Some fields are required; the project will not be saved to the database unless the required fields are filled-in. The required fields are:

- Letting Number
- Date of Letting



The screenshot shows a Windows-style dialog box titled "Add Bid Letting Package" within the "Transport PES" application. The dialog has a menu bar (File, Edit, View, Utilities, Window, Help) and a toolbar with icons for file operations. The main area contains the following fields:

Letting Number:	<input type="text"/>
Date of Letting:	<input type="text" value="00/00/0000"/>
Time of Letting:	<input type="text" value="10:00 AM"/>
Status of Letting:	<input type="text"/>
Location of Bid Deposit:	<input type="text" value="1401 E Broad Street Richmond, VA 23219"/>
Location of Letting:	<input type="text" value="1401 E Broad Street Richmond, VA 23219"/>
Letting Address:	<input type="text" value="1401 E Broad Street Richmond, VA 23219"/>

At the bottom of the dialog are three buttons: "OK", "Add More", and "Cancel". The status bar at the bottom left of the application window displays "Ready".

Letting Number: Assigned by Scheduling and Contract Division.

Date of Letting: Enter the date in MMDDYYYY format.

Time of Letting: Defaults to 10:00 AM.

Status of Letting: Select the appropriate code from the drop-down menu.

Location of Bid Deposit: Defaults to 1401 E Broad Street, Richmond, VA 23219

Location of Letting: Defaults to 1401 E Broad Street, Richmond, VA 23219

Letting Address: Defaults to 1401 E Broad Street, Richmond, VA 23219

Click on the OK button to add the bid letting to the database, or click on the ADD MORE button if you wish to add another bid letting.

- If you have completed all required field criteria satisfactorily and the Letting Number is a unique number, the bid letting package will be added. You will notice that the **Letting Number** field has turned blue, indicating it is now display-only and cannot be changed.
- If a required field was not filled-in or incorrect data entered at a field which is supported with a reference table, a warning window will display with information. For example, if you left a required field blank or entered invalid data, you will see an **Warning** window giving information as to what field was left blank or contains an invalid value:



11.2 Change Bid Letting Package

Click on the Bid Letting List icon  to display the existing list of bid lettings.

At the bid letting you wish to change, right-click and select **Change**.

The **Bid Letting Package** detail window displays. Edit the information in the fields as needed. The Letting Number has become display-only and cannot be changed.

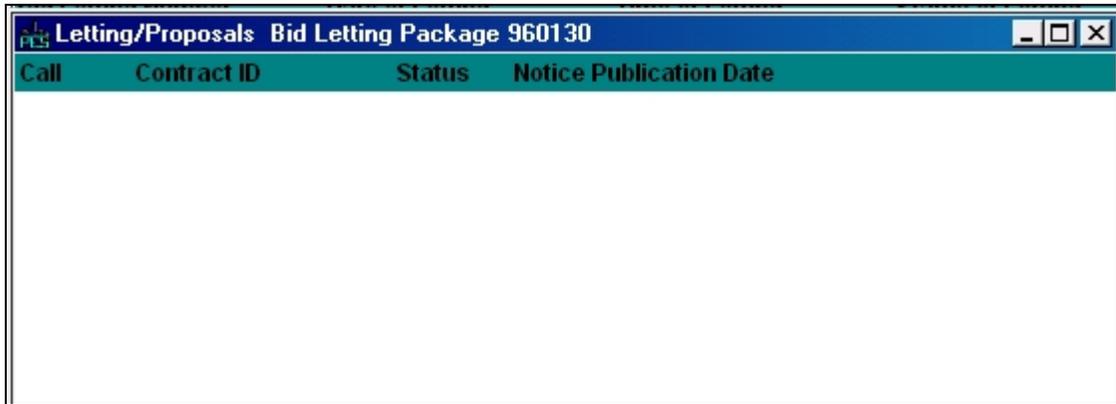
Click on the OK button to save the changes to the database.

11.3 Assigning the Proposal to a Bid Letting

Click on the Bid Letting List icon  to display the existing list of bid lettings.

At the bid letting for which you wish to assign a proposal, right-click and select **Letting Proposal List**.

The **Letting/Proposals** window appears. If no proposals have been assigned, it will be blank.



Right-click within the window, and select **Add**. Trns·port displays the **Add Letting/Proposal** window. Use the [TAB] key to move between fields and enter the bid letting information.

Some fields have Reference Tables. As you [TAB] to such a field, a drop-down arrow will appear. A selection **MUST** be made from the available choices in the table.

Some fields are required; the Letting/Proposals will not be saved to the database unless the required fields are filled-in. The required fields are:

- Letting Call Order
- Contract ID

Add Letting/Proposal Bid Letting Package 000327

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Letting Call Order:

Letting Status:

Status Date:

Contract ID: ↓

Awarded Vendor: ↓

Awarded Amount:

Notice Publication Date:

Reason for Non-Processing:

CAS Contract ID:

Passed to CAS/DSS: (B-Both, C-CAS, D-DSS)

Letting Call Order: A 3-digit number assigned by the Scheduling and Contract Division.

Letting Status: Not used at this step of the process.

Status Date: Filled in by LAS.

Contract ID: The Contract ID of the proposal (prime project PCN). Select from the drop-down menu.

Awarded Vendor: Filled in by LAS.

Awarded Amount: Filled in by LAS.

Notice Publication Date: Enter date of Notice Publication.

Reason for Non-Processing: Filled in by LAS.

CAS Contract ID: Filled in by Scheduling and Contracts once the contract is signed by the Chief Engineer..

Passed to CAS/DSS: Filled in by LAS.

Click on the OK button at the bottom of the screen to add the letting information to the database. If you wish to assign another proposal to this bid letting, click on the ADD MORE button.

11.4 View Projects Associated to Bid Letting

To view the projects associated to a bid letting, click on the Bid Letting List icon  to display the existing list of bid lettings.

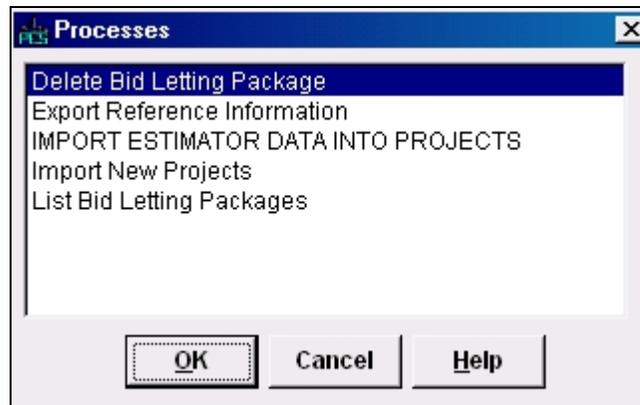
At the bid letting for which you wish view associated projects, right-click and select **Letting Proposal List**.

At the Lettings/Proposals list, right-click on the desired proposal and select **Project List**. The list of associated projects for that proposal will be displayed.

11.5 Delete Bid Letting Package

Click on the Bid Letting List icon  to display the existing list of bid lettings.

At the bid letting you wish to delete, right-click and select **Run Process**. The **Processes** window displays:



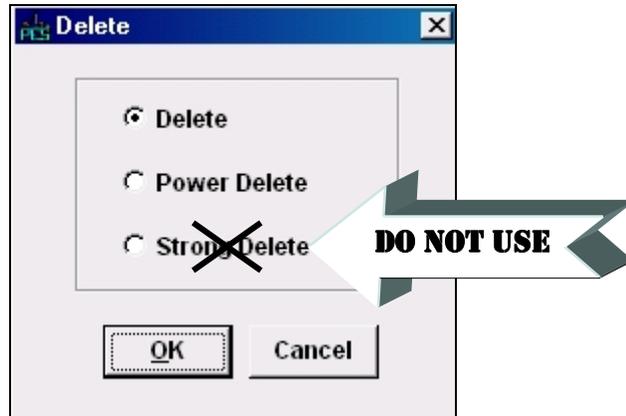
Select **Delete Bid Letting Package** and click on the OK button.

If the proposal has been passed to LAS, Trns·port displays the following **Error** message:



Click the OK button. The LAS module will need to be accessed for deletion.

If the proposal has not passed to LAS, Trns-port displays the **Delete** window. This window has three levels of deleting power.

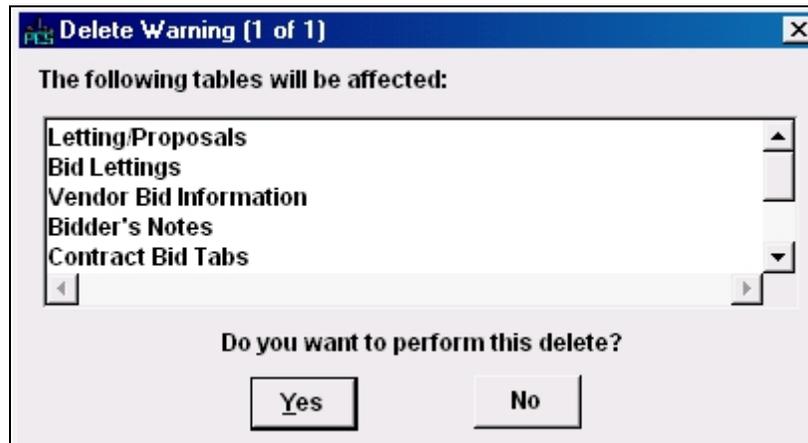


Delete – Deletes the Bid Letting package and associated letting proposals for all calls in the selected letting

Power Delete – Also deletes all proposal-level information for proposals in the selected letting (sites, long description, proposal provisions and sections)

Strong Delete (not to be used) – Also deletes all project, category, funding and item information for the projects assigned to the proposals in the selected letting

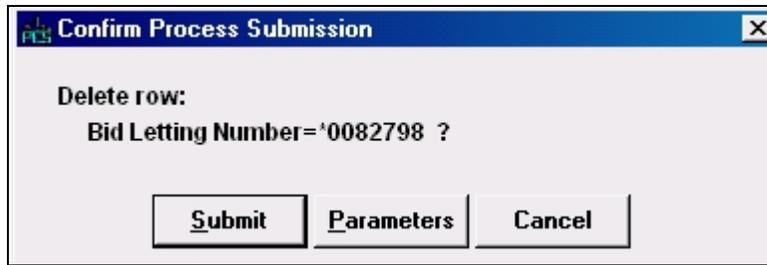
Click on the radio button you desire and click on the OK button. The DELETE WARNING window displays.



Click on the YES button to proceed with the deletion.

Note: If you chose the Power Delete, a second window displays. Click on the YES button to perform the delete.

A Confirm Processes Submission window displays:



Click on the SUBMIT button to confirm the deletion. Almost immediately, you will see a **Client Job Monitor** window informing you that the Process has been submitted, and then a **DPS Status Monitor** window informing you that the Profile for the Process has been completed. Click on the OK button on both of these windows to close them.