



QUICK REFERENCE GUIDE:

3.0 PSA – Advertising

Background:

Prior to advertising a project and proposal must be created and should both be successfully validated.

Roles:

PSA User

Navigation:

Dashboard > Proposal Overview > Proposal

1. From the Proposal Overview, select the **Workflow** tab and change the **WorkflowPhase** to **Proposal Attached to Letting**.
2. Click **Save**.
3. In the upper left corner click **Home**, and from the dashboard, select the Bid Letting Overview **Component Actions Menu** and press **Add**.
4. Enter the PSA No in the **Bid Letting ID** (this should match the Proposal and Project ID), enter a **Letting Date** (date that responses are due) and check the **PSA** checkbox.
5. Press **Save**.
6. Toggle the **Letting Status** to *Scheduled*.
7. Enter the **Letting Time** and **Letting Location**.
8. Enter the **Advertise Date & Time***
9. Click **Save**

*Note: The Advertise Date & Time is the time when the Proposal information will display on the DOT PSA Bid Calendar website as long as the Proposal Workflow phase has successfully been updated as per step 1 of this QRG. If the PSA should not appear on the RFPs for Construction Related Professional Services Calendar do not populate this date.

10. On the Proposals tab press the **Select Proposals** button, and search for and select the proposal you created and press **Add to Letting**
11. Click **Save**.

Next Steps:

Now it is time to move the Proposal to BidX. Follow the QRG: *3.1 PSA–Exporting Proposal for AWP Bids*