



QUICK REFERENCE GUIDE:

4.1 PSA – Add Proposal Vendors to AWP

Background:

All Proposal information should have been downloaded previously when opening the proposal in BidX, now the Proposal vendors need to be added to the Proposal. If information for which contractors submitted responses to the RFP they can view the bid forms printed to PDF when opening bids in BidX.

Roles:

PSA User

Navigation:

Proposal Overview > Proposal

1. From the Proposal Summary, at the top of the page click the **Proposal Vendors** quick link
2. Press the **Select Vendors** button and search for and select all Contractors that submitted Proposals for this RFP
3. Click **Add to Proposal**
4. Expand the rows for each vendor and toggle the **Bid Type** field and **Bid Status** fields for all bidders added and click **Save**

Next Steps:

Once the Proposal Vendors have been added, and the Proposals have been evaluated see the QRG: *4.2 PSA – Beginning the Negotiation*

If you need further assistance please contact your Module Admin
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