



QUICK REFERENCE GUIDE:

RFPs & Directives

Background:

In order to print RFPs and Directives from AWP they must first be entered into the respective Agency Views.

Roles:

Most Construction Roles

Navigation:

Construction > Contract Progress > Contract

1. From the Contract Progress Summary, click the **Component Actions Menu** in the upper right corner.
2. In the Views section, select **AV: RFPs or AV: Directives : Form 25D-069**.
3. Click the **New** button to add a row for the new RFP or Directive.
4. Enter data in the Agency View fields.
5. Click **Save**.

Next Steps:

You can generate your RFP and/or Directive by using the Generating Reports QRG and printing the *RFP – Request For Proposal* and/or the *Directive Report*.

Make sure to toggle through the parameters to print RFPs or Directives beyond the first one entered.

If you need further assistance please contact your Module Admin
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