EEBACS USER GUIDE 1.0
Chapter 3 - Acquisition Module

UPDATED: 03.07.2012

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3.1 Acquisition Overview

The Acquisition module allows you to enter solicitation information, create bid related documents, create amendments (& associated documents), enter bid prices, create bid tabulations, create obligation tabulations, create award bid schedule, save bidder data to bid history, and forward projects to the Construction module.

Reports created in this module:

- Bid Opening Disclosure of Engineer's Estimate (BODEE)
- Bid Schedule (solicitation and award)
- Bid Tabulation (including error reports)
- Engineer's Estimate (if pay item amendment): See Appendix E.
- Obligation Tabulation
- Summary of Quantities (if pay item amendment): See Appendix E.

3.2 Acquisition Definitions

Also see Subsection 1.11 Term and Icon Definitions.

Term	Icon	Description
A+B	n/a	**Used on Bid Schedule Prep and Bid Summary Groupings sub-tabs (under Solicitation Prep tab).** In part "A", the contractor shows their bid price for the bid items. In part "B", the Contractor shows the number of days they propose for performing the work. This information shows up in the Bid Schedule, BODEE and Bid Tabulation documents. Part B does not show up in the Ob Tab and the awarded bid schedule.
Amount Bid	n/a	**Used on Bids tab.** The Amount Bid comes from the bid schedule submitted by the bidder. For each item, the bidder multiplies the quantity by the unit price to calculate the Amount Bid. If the bid is submitted on paper, this math could be incorrect. When entering bid prices at the BIDS tab...if the Amount bid and the Calculated Amount do not match, the item text will turn red. (See "Calculated Amount" definition, below.)
Authorized Amount	n/a	**Used on Pre-Award sub-tab (under Award tab).** Reflects the total amount obligated at time of contract award. The amount should be identical to the "calculated authorized amount".
BODEE (Bid Opening Disclosure of Engineer's Estimate)	n/a	DOCUMENT. After the time set for Bid Opening has occurred, this document can be distributed to attendees at a Bid Opening. It includes the Government Estimate and spaces for attendees to write bid prices.
Bid Schedule	n/a	DOCUMENT. Used by contractors to submit prices. EEBACS creates bid Schedules in PDF and Excel.
Bid Schedule Low	n/a	DOCUMENT. **Used on Pre-Award sub-tab (under Award tab).** Includes successful contractor's prices when there is no possibility of exercising options after contract award. This PDF document is ready to insert in the contract.
Bid Schedule Low (Exercised)	n/a	DOCUMENT. **Used on Pre-Award sub-tab (under Award tab).** Includes successful contractor's prices when there may be options exercised after contract award. This PDF document is ready to insert in the contract.
Bid Schedule type - Alternate	n/a	You are soliciting prices for multiple schedules, but you will award only one schedule.
Bid Schedule type – Base and Option	n/a	You are soliciting prices for multiple schedules using Base schedule(s) and Option schedule(s).
Bid Summary Groupings	n/a	**Found at Bid Summary Groupings sub-tab (under Sol Prep Tab).** These groupings are used to generate summaries when using base/option(s) schedules. Also used to generate Part B for A+B bidding.

Term	Icon	Description
Calculated Amount	n/a	**Used at Bidder sub-tab (under the tab called Bids.)** EEBACS multiplies the bidder's unit price multiplied by the quantity. If the unit price was entered correctly, this should be the correct math. (Also, see "Amount Bid" definition, above)
Calculated Award Amount	n/a	**Used on Pre-Award sub-tab (under Award tab).** Sum of all awarded bid items.
Calculated Authorized Amount	n/a	**Used on Pre-Award sub-tab (under Award tab).** Sum of "calculated award amount" and "calculated incentives amount".
Calculated Incentives Amount	n/a	**Used on Pre-Award sub-tab (under Award tab).** Sum of all incentives associated with the schedules awarded initially.
Cancel	Box	Cancels edit mode. Tab remains viewable.
Cancel and close	Box	Cancels edit mode. Closes the tab.
Caret		Click on this "caret" to open subfolders.
Edit		Allows you to edit data.
Incentives	n/a	Amounts which <u>might</u> be due the contractor. In EEBACS, this includes incentives (material, roughness, etc), contingency for economic price adjustments (fuel, asphalt, etc), contingency for partnering, and other contingencies. They are all called "incentives" in EEBACS.
Obligation Tabulation Report	n/a	**Used on Obligation Tabulation tab.** This document shows (on a schedule basis) the contract amount (sum of bid prices) plus incentives, economic price adjustment contingency, partnering contingency, etc., all of which must be obligated at time of award. The Obligation Tabulation report calls this the "Total Construction Cost". Some FLH offices currently call this the "Obligated Amount".
Q-ton	n/a	Unit of measure for an Incentive. Found in Engineer's Estimate and in the Obligation Tabulation.
Save	Box	Saves data. Tab remains open.
Save & Close	Box	Saves data and closes tab.
Total Construction Amount	n/a	Used in the Obligation Tabulation Report. On a schedule basis, this is the total amount that will be obligated at time of award, including the bid amount and all possible incentives/contingencies. Some office's call this the Obligated Amount.
View		Allows you to view data only.

3.3 Navigation

The list of projects is extensive. Navigating to a specific project is made easier by using the "recent items" on the home page. You can also access project from the blue sidebar at Projects, Acquisition.

3.3.1 Finding a project

Accessing a project from your HOME Page - Users can access a project from their "Recent Items" list on the HOME Page.

A. Select from any of the most recent user entries.

Accessing a project from the Blue Sidebar - Users can access a project from the blue sidebar.

A. In the blue box on the left of the screen, **click** on the [image] next to "Projects (All)"; sub-categories will appear.

B. **Click** on "Acquisition".

A. Use the "Search Filters" portion of the screen to search for your projects.

B. To limit projects to those in your Division, select your FLH office and click on "Apply Search".

C. To see all projects in all Divisions, click on "Clear"

3.3.2 If you cannot find a project

If you cannot view your project, it may be because the project has not been "promoted" to Acquisition. Check with the designer and ask them to promote the project to Acquisition.

3.3.3 Understanding tabs

We have two tiers of tab.

A. The **top tier** includes: Project Info; Design; Acquisition; Construction; Account; Team; and Event Log. As an Acquisition user, you will primarily be using the Acquisition Tab.

B. The **lower tier** includes all the tabs used in the Acquisition module. These tabs will be discussed in detail later in this module.
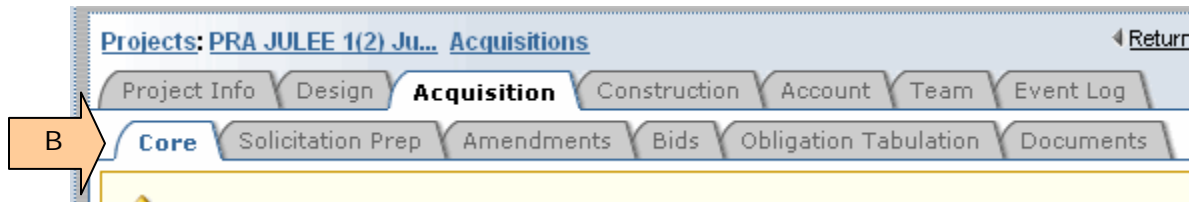

C. **Project Info** tab shows general project information.

D. Some Acquisition users can send a project back to Design from this tab by clicking on the "Re-open Design" button. **CAUTION!!!!** Do not use this button <u>after</u> a solicitation has been issued. Check with your Division EEBACS administrator before using this button.
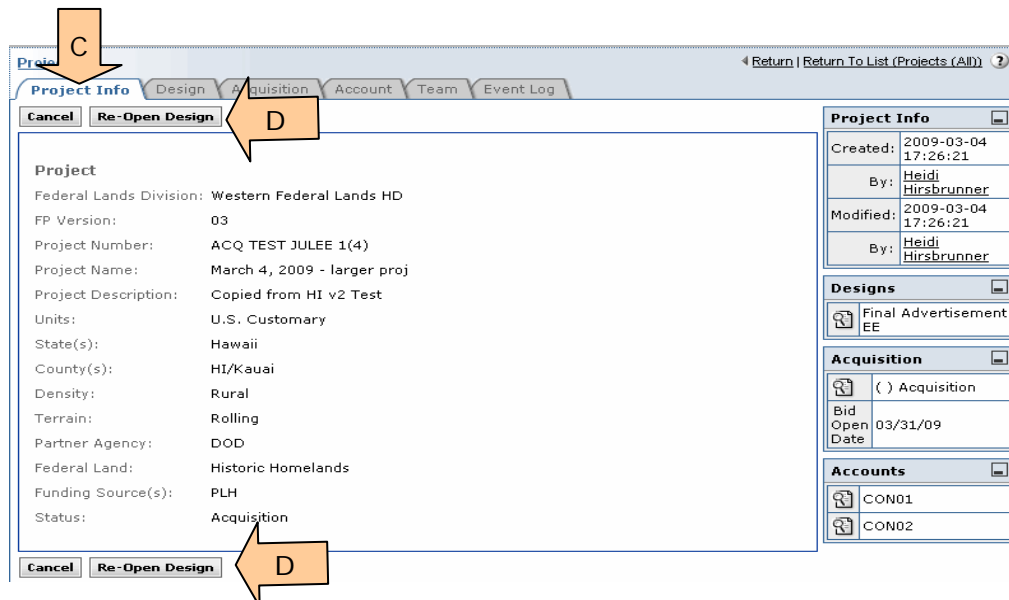
E. **Design** tab is available in view-only mode. You can view the various sub-tabs used during the Design phase.
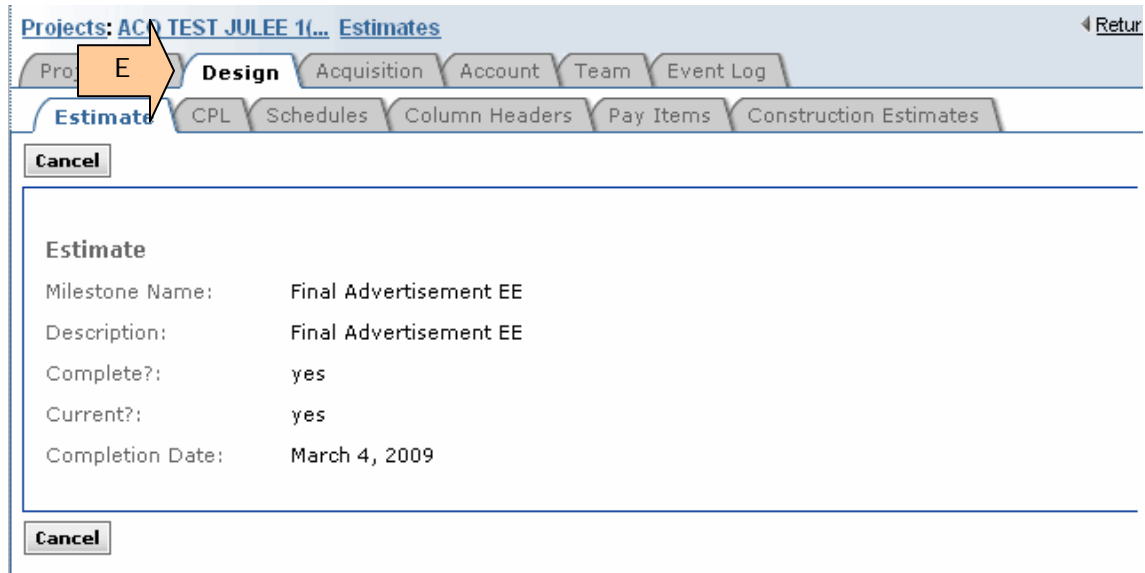
F. The **Construction** tab appears after the project is promoted to Construction. You can then view the various sub-tabs used during the Construction phase.
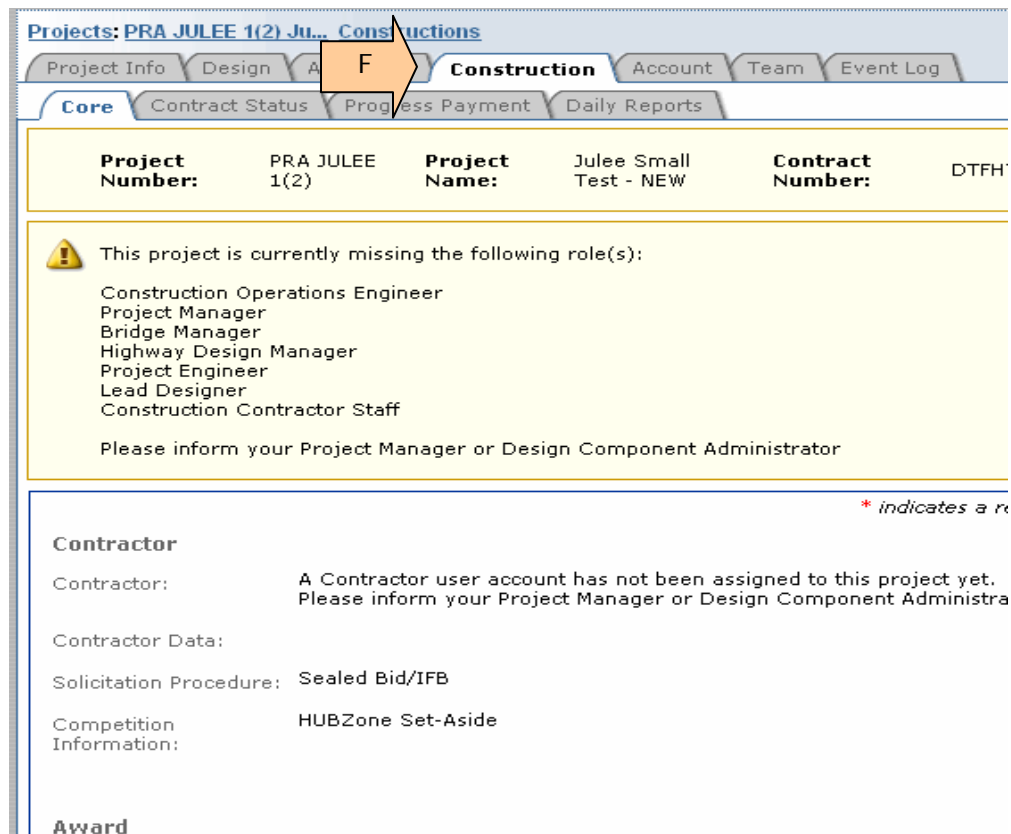
G. The **Account** tab shows account splits. This is a view-only tab. This view shows what the tab looks like when a project is in Acquisition.

H. This view shows the **Account** tab as it looks after the project is promoted to Construction. Again, this is a view-only tab.

I. The **Team** tab shows the team members for this project. This is a view-only tab.

J. The **Event Log** tab shows at a very detailed level (almost to the key-stroke level) what actions have occurred on this project during the past 30 days.
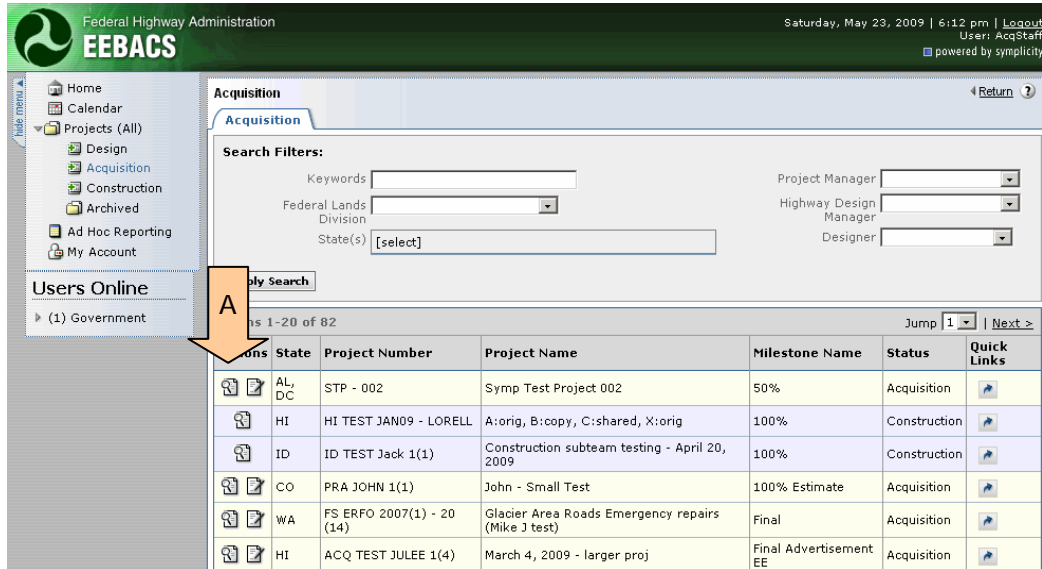
3.4 Opening the Project File
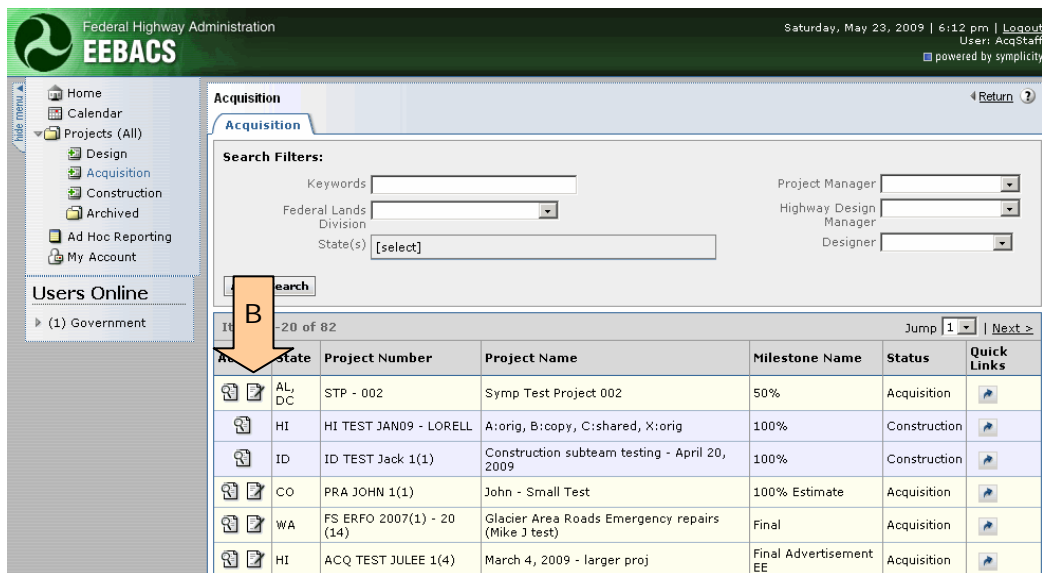
A. If you simply want to view the project data, click on the "view" ⊡ icon.

B. To open a file, locate the project and **click** on the "Edit" 📝 icon.

Once a project is opened, the sub-tabs appear. Tabs and sub-tabs allow access to various functions.

C. Your project may open in the Edit mode at the CORE tab.
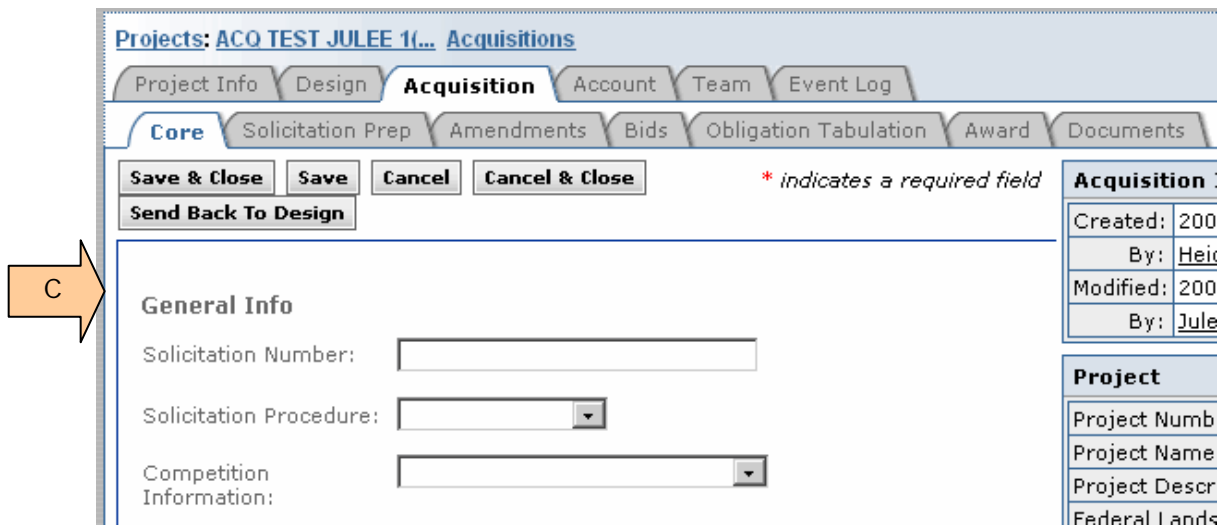
D. If your project does not open the Core tab in edit mode, **click** the "Edit" button to open the CORE tab for editing.
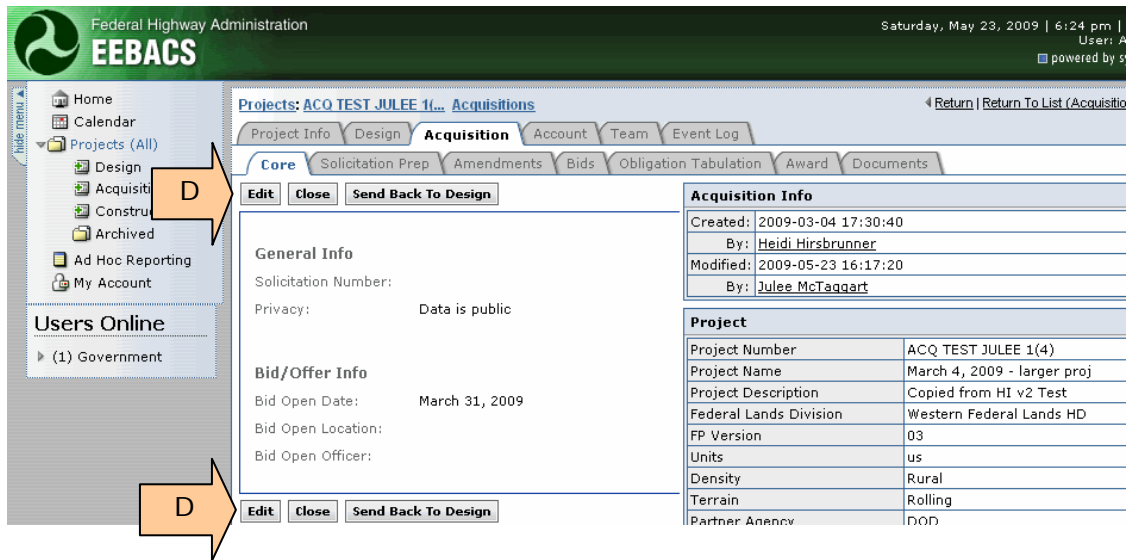
3.5 CORE tab

This tab has general information about your project. This tab provides a snap-shot of the current project status.

General Info is entered here and some documents can be generated from this tab.

A. Bid Opening and award information will show up on this tab once the data is entered on other tabs.

3.5.1 Enter Data at CORE tab

A. **Enter** Solicitation Number

B. **Select** Solicitation Procedure from pick list

C. **Select** Competition Information from pick list

D. **Select** applicable radial button to designate Privacy level

E. **Enter** text as needed. You may leave this blank.

Revising the Pick lists – If you need to have the "Solicitation Procedure" or the "Competition Information" pick lists revised, contact the Acquisition EEBACS Administrator.

Using the Privacy Radio Button –Select the "Data cannot be released" button when the contractor's name and prices should <u>not</u> be released in accordance with FAR 2.101 & 3.104. This restricts view and edit rights to acquisition personnel only. All other EEBACS users will be unable to view the Acquisition tabs for this project.

This button also adds the privacy notice to bid tabulations.

    A. **Select** "Data cannot be released" button.

    B. Privacy Notice text automatically populates.

    C. When "Data cannot be released" radio button is selected, the "Privacy Notice" banner will show at the top of many Acquisition tabs. If the banner does not appear immediately, exit your project and re-open.
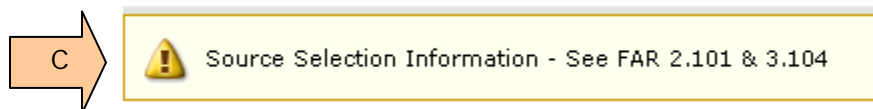
3.5.2 Acquisition Info Box & Project Box

A. The "Acquisition Info" box shows who created the file & who last modified the file.

B. The "Project" box shows basic project information.

3.5.3 Document Boxes

We recommend you generate the Bid Schedule, Obligation Tabulation Summaries, and the Bid Tabulation Report at the tab where they are initially created. This is the only place to generate the BODEE.

A. **Click** on the Regenerate buttons to create a document using the most current data.

3.6 Solicitation Prep Tab

The three sub-tabs (Bid Schedule Prep, Schedules, and Bid Summary Groupings) work in concert to create your solicitation bid schedule. Always use the first 2 tabs. Use the Bid Summary Groupings tab if you have a Road User Fee and/or if you will need a bid summary.

3.6.1 Getting started at the Bid Schedule Prep Tab

A. **Click** on the Solicitation Prep Tab

B. **Click** on the Bid Schedule Prep Tab

C. **Click** on Edit to open this tab

3.6.2 Entering data at the Bid Schedule Prep Tab

A. The Bid Schedule Prep wording shows up on the first page of your bid schedule. **Edit** as needed. You can also cut and paste from another document

B. **Enter** the alpha character for your bid schedule page number.

C. **Enter** the starting page number for your bid schedule.

D. If your solicitation is A+B, then **select** the "Yes" button.

E. **Click** "Save" or "Save & Close" to retain data.

3.6.3 Using the Schedules Tab

Use the Schedules tab to correctly designate the bid schedule. Your choices are:

Alternate - You are soliciting prices for multiple schedules, but you will award only one schedule. You do not need a bid summary.

Base - You are soliciting prices for multiple schedules using Base schedule(s) and Option schedule(s). You need one or more bid summaries showing the sum of the base and option(s). NOTE: If you only have one bid schedule, use Base.

Option - You are soliciting prices for multiple schedules using Base schedule(s) and Option schedule(s). You need one or more bid summaries showing the sum of the base and option(s).

A. Select the correct "Schedule Type" for each schedule.

3.6.4 Printing the Solicitation Bid Schedule

If you do <u>not</u> need a bid summary and if you do not have A+B, generate your bid schedule.

If you DO need a bid summary grouping, complete the bid summary grouping tab and then return to this Schedules tab to generate your bid schedule.

B. **Click** on "Generate Bid Schedule" (See above figure.)

3.6.5 Using the Bid Summary Grouping Tab

The "Bid summary groupings" tab creates bid summaries for your various documents. There are two situations when you would need a summary:

1. When you need to add the total bid amount for 2 or more schedules to determine the "low" bidder.

2. When using A+B bidding. Part A includes bidder's prices. Part B designates the Road User Fee so the bidder can bid the number of calendar days for contract performance.).

If you have multiple schedule combinations, you need to create a bid summary grouping for each grouping. For example, if you have 2 Base schedules and one Option schedule, you would need a bid summary grouping for Base A and Option X, and another summary grouping for Base B and Option X.

These bid summaries will show up at the Bids tab when you enter the bidder's prices. The summaries are also in several documents: Solicitation Bid Schedule, BODEE and Bid Tabulation.

3.6.5.1 Creating a Bid Summary Grouping for Base/Option (not A+B)

A. **Click** the "No" radio button on the Solicitation Prep sub-tab when this is NOT an A+B project.

B. **Click** "Add New" at the Bid Summary Groupings sub-tab.

C. **Enter** display name. Use a descriptive display name. For example, "Base and all Options". This display name shows up on your documents (for example, on the bid schedule).

D. **Select** appropriate Schedules.

E. If this Summary will be used, **Click** "yes" at both "current" and "visible".

F. **Click** "Save" or "Save & Close" button.

Sometimes you need multiple groupings.

G. **Click** "Add New" to create another grouping.

3.6.5.2 Creating a Bid Summary Grouping for A+B

A. **Click** on the "Bid Schedule Prep" tab.

B. If your solicitation is A+B, **Click** the "Yes" radio button.

C. The text auto-populates and shows up on the first page of your bid schedule. Edit as needed. ---- You can also cut and paste from another document.

D. **Click** "Save" or "Save & Close" to retain data.

E. If you click on A+B and have not yet set up Bid Summary Groupings for A+B, a notice banner appears on all tabs.
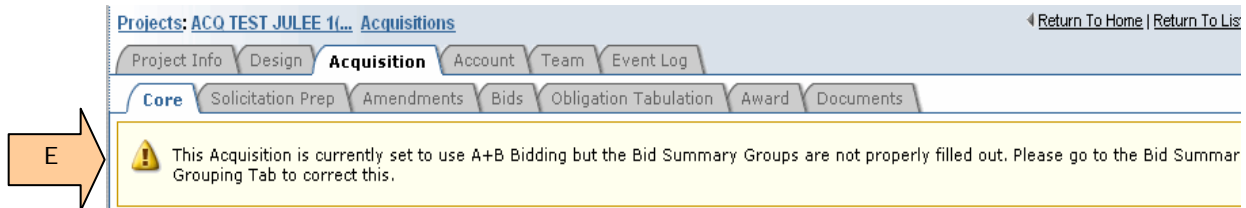
F. **Insert** display name. Use a descriptive display name.

G. **Select** appropriate Schedules.

H. Since this is A+B, **select** "yes". The Road User Fee, etc boxes appears.

I. **Select** correct cost method.

J. If this Summary will be used, **click** "yes" at the "Visible" radio button.

K. **Click** either Yes or No at the "Current" radio button. You will have the opportunity to change this on another screen.

L. **Click** "Save" or "Save & Close".

M. **Enter** "Road User Fee" for each schedule. Consult with the Project Manager before entering the Road User Fee.

N. **Enter** the number of Calendar days for EACH schedule; use the number of "CPM days" shown in the Schedule description (column one.) If there are no days, contact the Project Manger.

O. Total cost will calculate automatically.

P. **Click** "Save" or "Save & close" buttons.
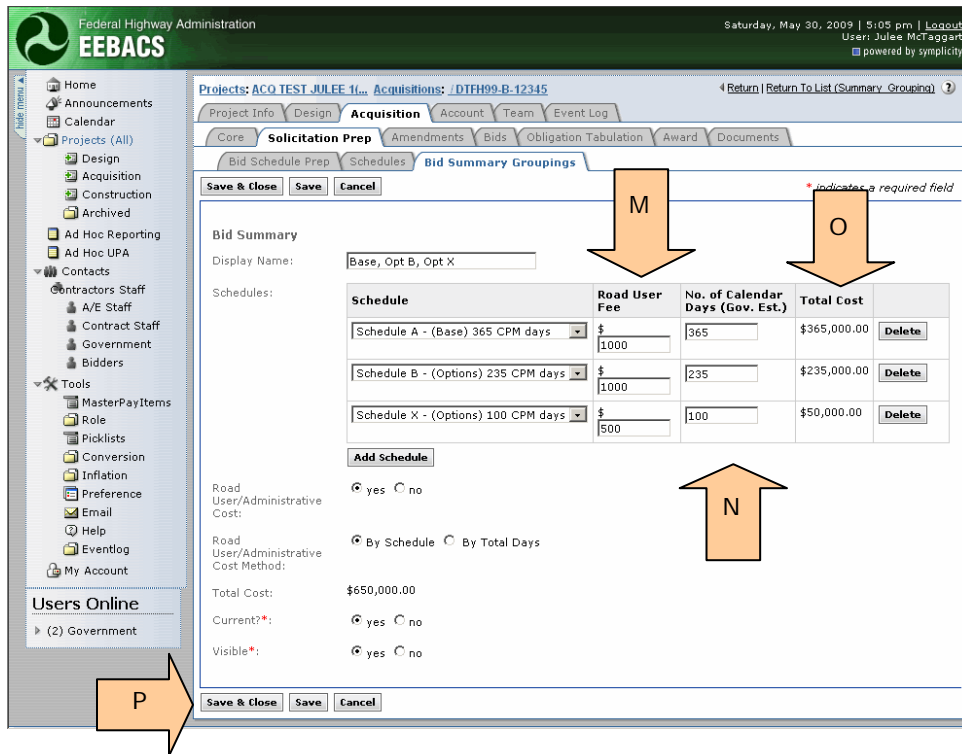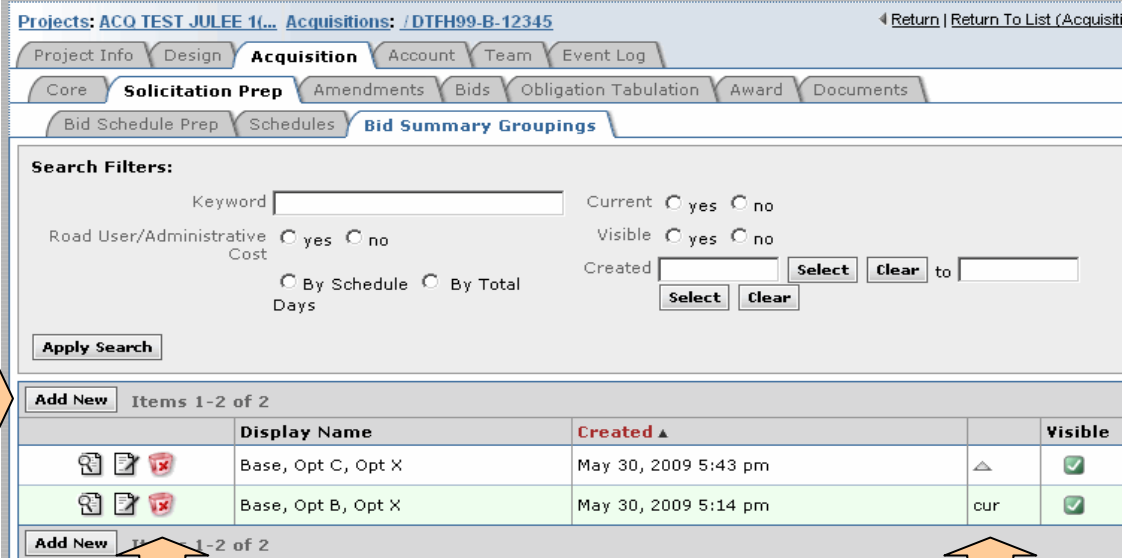
3.6.5.3 Adding another Bid Summary Grouping

A. To add another Bid Summary Grouping, click "Add New".
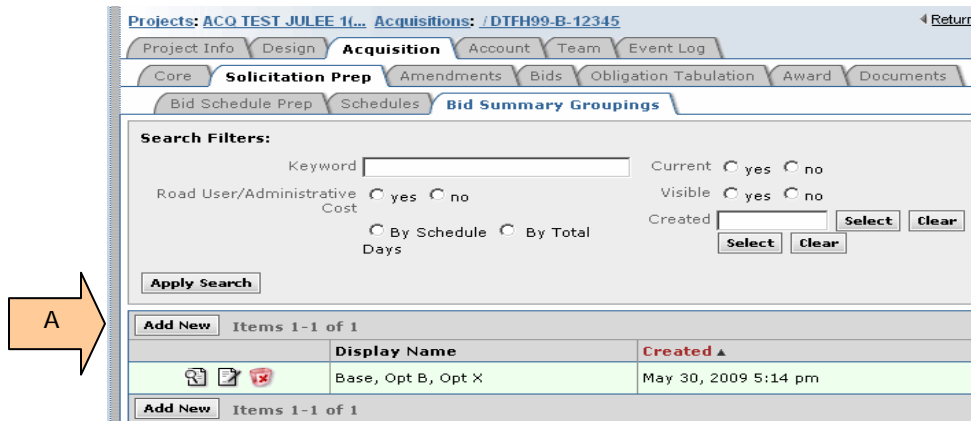
After you enter a 2nd Bid Summary Grouping, both Bid Summary groupings show up at the Bid Summary Groupings tab.

B. **Click** on "Add New" to create additional Bid Summary Groupings.

C. Decide which Bid Summary Grouping should appear first. Ensure this grouping is labeled "current" by opening the grouping and selecting "yes" on the "current line. The remaining Bid Summary Groupings should fall in place alphabetically by schedule.

D. As needed, use Delete icon to remove a Bid Summary Grouping.

3.6.6 Printing Bid Schedule (for Solicitation) and BODEE

A. After you create your bid summary groupings, generate the solicitation bid schedule and the Bid Opening Disclosure of Engineer's Estimate (BODEE). The BODEE is given to those attending your public bid opening. The use of this document is optional.

The bid schedule can be generated from two different tabs;

- Schedules sub-tab
- Acquisition Core tab.

B. If you do not need a bid summary grouping, you can generate the bid schedule and BODEE after you determine that the "Schedule Type" is correct in the Schedules sub-tab.

C. The BODEE can only be generated from the Acquisition Core tab.

3.6.6.1 Printing Bid Schedule at "Schedules" sub-tab

A. **Click** on the "Generate Bid Schedule" button to generate your bid schedule.

B. The PDF and Excel copies of the bid schedule show up here.

C. All generated documents can be accessed at the Documents Tab.

NOTE: If you close the "Schedules" tab and then re-open the tab, the PDF and Excel versions of the bid schedule will no longer be on the "Schedules" tab. **Click** on the Documents tab to view bid schedules and all other documents.

3.6.6.2 Printing Bid Schedule & BODEE from Core Tab

A. **Click** on the "Regenerate Bid Schedule" button to generate the bid schedule

B. **Chick** on the "Regenerate BODEE" to generate the BODEE. This is the only place to generate a BODEE document.

C. The documents can also be viewed at the "Documents" tab.

3.7 Amendment Tab
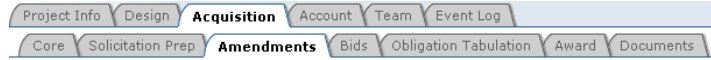
The Amendments Tab creates an amendment and supporting documentation.   There are two types of amendments:

1. **Administrative Amendments (Non Pay Item)** – Non pay item amendments will be inputted to the program to maintain amendment number order.   This type of amendment may result because of changes in Davis Bacon Wage rates, Special Contract Requirements (SCRs), plans, or a road user fee at the "Bid Summary Groupings" page.

2. **Pay Item Amendments** – Pay item amendments change the Bid Schedule and/or Summary of Quantities. They may include adding, deleting, or modifying a pay item or a component of a pay item such as quantity. Pay item amendments may include deleting entire Schedules. Appendix E provides instructions for accomplishing Pay Item Amendments.   Amendments are created in part by Acquisitions.   See your Division's policy on who is responsible for developing estimates Pay Item Amendments.

3.7.1 Amendment List

The Amendment List tab allows the user to create an amendment. Generally, only Acquisition staff has the authority to create amendments, while Design staff has authority to edit a Pay Item amendment. If a pay item amendment is needed, the assigned Engineer will contact Acquisition to add a pay item amendment.

A. Select the "Add New Amendment" icon;
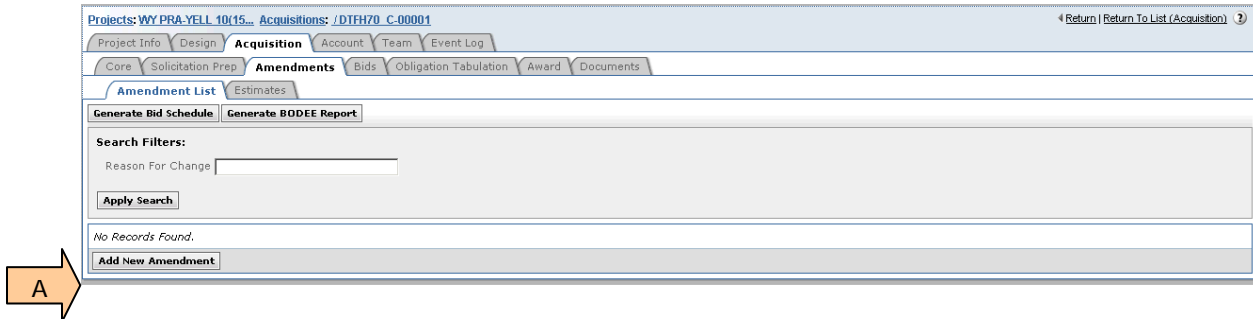
As amendments are added, a list is developed.   Note that only the most recent amendment can be edited.
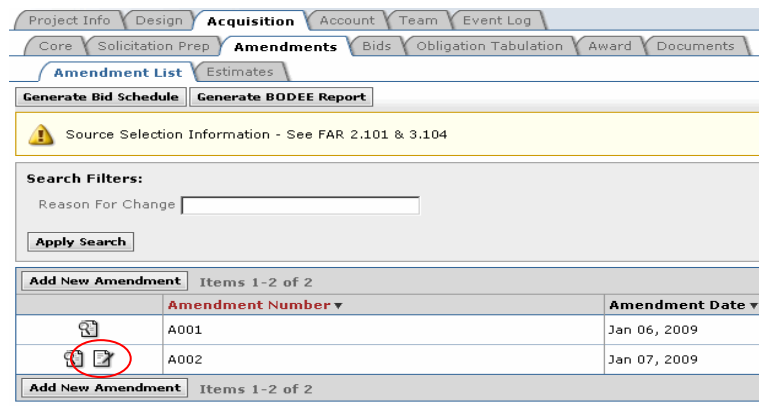
B. Enter Amendment Number (make sure the number reflects your Division's nomenclature);

C. Enter date of the amendment;

D. Select the Yes or No radio button depending on the type of amendment;

E. Insert a description of what changes can be found in the amendment; and

F. Select the "Save" icon for pay item type of amendments in order to modify the estimate or "Save & Close" icon to exit the screen.

3.7.2 Core

Upon creating and saving a pay item amendment, the amendment sub-tabs (Core and Estimate) appear. The Core tab allows the user to modify previous inputs or delete the amendment if necessary. **CAUTION - There is no backup copy if you delete an amendment.**

3.7.3 Pay Item Amendment Reports

Engineers create the pay item amendment. They will create updated versions of the Engineer's Estimate and Summary of Quantities as applicable.

After the Engineer has completed the pay item amendment, the Acquisition users may regenerate the Bid Schedule and BODEE reports by selecting the "Core" tab.

The Bid Schedule may be regenerated in either Adobe Acrobat (PDF) or Microsoft Excel format. The BODEE may be regenerated only in Adobe Acrobat (PDF) format.

Example of Bid Schedule Report:

The Bid Schedule Report should reflect changes made in the amendment. Note the new Amendment column, with the applicable amendment number next to the revised bid item.

Below are examples of:

    A. A Deleted pay item;

    B. A change in quantity for a pay item; and

    C. An added pay item.

Amendment	Item No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount
	A0010	15101-0000	MOBILIZATION	ALL	LPSM	$___LPSM____	$_____
	A0020	15201-0000	CONSTRUCTION SURVEY AND STAKING	ALL	LPSM	$___LPSM____	$_____
	A0030	15301-0010	CONTRACTOR QUALITY CONTROL AND ASSURANCE	ALL	LPSM	$___LPSM____	$_____
	A0040	15401-0000	CONTRACTOR TESTING	ALL	LPSM	$___LPSM____	$_____
	A0050	15501-0000	CONSTRUCTION SCHEDULE	ALL	LPSM	$___LPSM____	$_____
	A0060	15705-0100	SOIL EROSION CONTROL, SILT FENCE	3000	LNFT	$_____	$_____
A001	~~A0070~~	~~15705-0500~~	~~SOIL EROSION CONTROL, TEMPORARY CULVERT PIPE~~	~~500~~	~~LNFT~~	~~$_____~~	~~$_____~~
	A0080	20101-0000	CLEARING AND GRUBBING	10	ACRE	$_____	$_____
	A0090	20220-1000	REMOVAL, INDIVIDUAL TREE	20	EACH	$_____	$_____
A001	A0100	20401-0000	ROADWAY EXCAVATION	45000	CUYD	$_____	$_____
	A0110	30101-2000	AGGREGATE BASE GRADING D	20000	TON	$_____	$_____
	A0130	40101-0100	SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE AGGREGATE, <0.3 MILLION ESAL	10000	TON	$_____	$_____

A   (points to A0070 row)

B   (points to A0100 row)

| A001 | A0205 | 63506-0800 | TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN | 10000 | HOUR | $_____ | $_____ |

C   (points to A0205 row)

3.8 Tab called BIDS

At this tab you:

- Enter Bid Open Date, Bid Open Location and Bid Open Officer.

- Enter offeror/bidder information and prices.

- Delete Bidder prices.

- Import bids/offers submitted using the submitted Excel bid schedule, when applicable.

- Generate Bid Tabulation.

- Run Bid Analysis. The Bid Analysis tab allows you to compare bidder/IGE prices within the current project, and to compare bidder prices to past projects.

3.8.1 Bidder Sub-tab

A. **Enter** Bid Opening/Offer Due date.

B. **Enter** Bid Open/Offer receipt location.

C. **Enter** Bid Opening Officer or Offer Receipt Officer.

D. **Click** on "Add new bidder" to enter information for your first bidder/offeror. NOTE: When importing price from an Excel document, see *3.8.1.6 Importing Prices from Excel.*

3.8.1.1 Entering Company Name

A. **Enter** first 2 or 3 letters of company's name.

B. **Click** on "Duns Number", but DO NOT enter any data. **WAIT….** It may take 20-60 seconds for the yellow box to appear.

C. Possible matches are in **RED**.

D. If you click on the "Enter" key immediately after you key in the first letters of the contractor's name, this error notice will appear.

E. **Click** on the caret next to the company name. You can once again begin your search for the company name. NOTE: If you are unable to bring up the **RED** bidder names, you can **either enter** the data **or delete** the file & begin adding this bidder again.

Second Try ….

A. **Enter** the first 2 or more letters of company's name.

B. **Click** on (or tab down to) "Duns Number". DO NOT enter any data. **Wait** 20-60 seconds for possible matches (in **RED**) to appear.

C. **Click** on a **RED** company name to view more information.

My contractor does not show up in RED.

If none of the RED names are applicable, simply key in the contractor's name and tab down to continue entering data.

After you CLICK on the RED Company Name...

A. **Click** on a company name that might be a match. A grey box opens up below.

B. If there is no address in the grey box for you company, **click** "Save as New". This will be a new entry in the contractor data base.

C. If correct address shows up in the box, **click** on "Select & Close".

D. You can close a GREY Company box by **clicking** on the RED company name <u>above</u> the box.

3.8.1.2 Entering Other Bidder Information

A. **Click** on the "Lock" box. This retains the contractor name/address as selected or entered.

B. **Click** on correct type of bid guarantee.

C. Comment Box is **usually left blank**. All comments entered here show up on the bid tab.

3.8.1.3 Entering Bidder Prices (Example 1: Base+Opt, not A+B,)

IMPORTANT - Use 10-Key Pad to enter bid prices.

A. **Enter** Bidder's unit bid price. **Use** ENTER key to move cursor to "Amount Bid" column.

B. In the "Amount Bid" column **enter** the bidder's amount.

C. If the "Calculated Amount" & the "Amount Bid" differ, the text will turn RED signifying an error. It is important that you determine if the error is a keying error. If so, correct the error. However, if the error is a bidder error, DO NOT make corrections. Your bid tabulation must record the bids/offers as received... including errors.

D. **Click** on "Update Calculated Prices".

E. **Enter** "Schedule Total" for each schedule; use the Contractor's "Schedule Total" as found on their Bid Schedule. NOTE: Text does NOT turn RED if there are errors.

F. "Calculated Total" & the "Schedule Total" are the same for this Schedule A.

G. "Calculated Total" & the "Schedule Total" differ for Schedule B.

H. **Enter** "Summary Total"; use the Contractor's "Summary Total" as found on their Bid Schedule.

I. **Click** on "Save" or "Save & Close".

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
A0260	64605-1000	Fixture, kiosk LPSM	$ 16000.00	$16,000.00	$ 16000.00
				Calculated Total	$2,788,700.00
				Schedule Total	$ 2788700.00

Items 1-7 of 7

Schedule B
Items 1-8 of 8

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
B0100	15101-0000	Mobilization LPSM	$ 500000.00	$500,000.00	$ 500000.00
B0120	15201-0000	Construction survey and staking LPSM	$ 59000.00	$59,000.00	$ 59000.00
B0140	20401-0000	Roadway excavation 25,000 m3	$ 26.00	$650,000.00	$ 650000.00
B0160	25501-0000	Mechanically stabilized earth wall 500 m2	$ 26.00	$13,000.00	$ 13000.00
B0200	30101-0000	Aggregate base 31,500 t	$ 25.00	$787,500.00	$ 787500.00
B0220	40101-1000	Superpave pavement, 19mm nominal maximum size aggregate, 0.3 to <3 million ESAL 36,000 t	$ 25.00	$900,000.00	$ 900000.00
B0260	50101-0900	Reinforced rigid pavement, 200mm depth, type C smoothness 7,100.00 m2	$ 25.00	$177,500.00	$ 177000.00
B0280	64605-1000	Fixture, kiosk LPSM	$ 15000.00	$15,000.00	$ 15000.00
				Calculated Total	$3,102,000.00
				Schedule Total	$ 3100000.00

Items 1-8 of 8

Totals

Base plus Opt	
Schedule	**Total**
A	$2,788,700.00
B	$3,102,000.00
Calculated Total	$5,890,700.00
Summary Total	$ 5888700.00

Update Calculated Prices

Save & Close   Save   Delete   Cancel   Cancel & Close

3.8.1.4 Entering Bidder Prices (Example 2: A+B, 2 Base Schedules, 1 Option)

IMPORTANT - Use 10-Key Pad to enter bid prices.

NOTE: This example project has 3 schedules, 2 bid summary groupings, and A+B for all schedules.

    A. **Enter** Bidder's unit bid price for *Schedule A (base)*. **Use** ENTER key to move cursor to "Amount Bid" column.

    B. In the "Amount Bid" column **enter** the bidder's amount.

    C. If the "Calculated Amount" & the "Amount Bid" differ, the text will turn RED signifying a bidder error.

    D. **Enter** Bidder's Schedule Total for *Schedule A*. NOTE: Text does NOT turn RED if there are errors.

E. **Enter** Bidder's unit bid price for *Schedule B* (base). **Use** ENTER key to move cursor to "Amount Bid" column.

F. In the "Amount Bid" column **enter** the bidder's amount.

G. **Enter** Bidder's Schedule Total for *Schedule B*. NOTE: Text does NOT turn RED if there are errors.

Schedule B

Items 1-7 of 7

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
B0100	15101-0000	MOBILIZATION LPSM	$1000.00	$1,000.00	$1000.00
B0120	15201-0000	CONSTRUCTION SURVEY AND STAKING LPSM	$1000.00	$1,000.00	$1000.00
B0140	25501-0000	MECHANICALLY STABILIZED EARTH WALL 4,511 SQFT	$10.00	$45,110.00	$45110.00
B0160	30101-0000	AGGREGATE BASE 32,550 TON	$10.00	$325,500.00	$325500.00
B0220	40101-1000	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL 38,800 TON	$10.00	$388,000.00	$388000.00
B0260	50101-0900	REINFORCED RIGID PAVEMENT, 8-INCH DEPTH, TYPE C SMOOTHNESS 7,777.49 SQYD	$10.00	$77,774.90	$77774.90
B0280	64605-1000	FIXTURE, KIOSK LPSM	$10000.00	$10,000.00	$10000.00
				Calculated Total	$848,384.90
				Schedule Total	$848000.00

H. **Enter** Bidder's unit bid price for *Schedule X* (option). **Use** ENTER key to move cursor to "Amount Bid" column.

I. In the "Amount Bid" column **enter** the bidder's amount.

J. **Enter** Bidder's Schedule Total for *Schedule X*. NOTE: Text does NOT turn RED if there are errors.

Schedule X Items 1-4 of 4					
Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
X0100	15101-0000	MOBILIZATION LPSM	$ 1000.00	$1,000.00	$ 1000.00
X0120	15214-1000	SURVEY AND STAKING, BRIDGE LPSM	$ 1000.00	$1,000.00	$ 1000.00
X0140	55702-1000	STRUCTURAL TIMBER AND LUMBER, TREATED, PEDESTRIAN BRIDGE 180 LNFT	$ 10.00	$1,800.00	$ 1800.00
X050	63507-0500	TEMPORARY TRAFFIC CONTROL, FLAGGER 300.00 DAY	$ 10.00	$3,000.00	$ 3000.00
				Calculated Total	$6,800.00
				Schedule Total	$ 6800

Note summaries at the bottom of the screen. Until you click on **save** the values are "0.00".

Totals

Base A with Option X	
Schedule	Total
A	$0.00
X	$0.00
Calculated Total	$0.00
Summary Total	$ 0.00

Base B with Option X	
Schedule	Total
B	$0.00
X	$0.00
Calculated Total	$0.00
Summary Total	$ 0.00

Update Calculated Prices

K. **Click** Save.

After clicking on SAVE, the *Part B - Road User Days* portion of <u>each</u> bid schedule appears. Here is the Schedule A example.

L. **Enter** Bidder's Road User Days.

M. EEBACS calculates the "Total Road User Cost".

N. Calculated Total is the sum of "Calculated Total" ($976,320) and "Total Road User Cost" ($1,000.00)

O. **Enter** the Bidder's "Total Sch (A+B)" from the bidder's bid schedule. In the example, the data has not been entered.

Enter *Part B - Road User Days* portion for <u>each</u> bid schedule.

Scroll to the bottom of the screen. Note: Bid Summaries were populated with calculated numbers the last time you clicked "Save".

Bidder prices entered below will be compared to the calculated prices to detect bidder errors, or possibly keying errors.

P. **Click** "Update Calculated Prices" to ensure you have the most current calculations.

Q. "Total" is the "Calculated Total (A+B)" for the designated schedule.

R. The "Summary Total" remains blank until you enter the bidder's Summary Total as found on their bid schedule.

Totals

Base A with Option X	
Schedule	Total
A	$977,320.00
X	$7,300.00
Calculated Total	$984,620.00
Summary Total	$

Q ◄

R ◄

Base B with Option X	
Schedule	Total
B	$849,384.90
X	$7,300.00
Calculated Total	$856,684.90
Summary Total	$

Q ◄

R ◄

P ► [Update Calculated Prices]

S. Enter the bidder's Summary Totals from their bid schedules

T. Click on "Save" or "Save & Close".

Totals

Base A with Option X	
Schedule	Total
A	$977,320.00
X	$7,300.00
Calculated Total	$984,620.00
Summary Total	$ 985620.00

S ◄

Base B with Option X	
Schedule	Total
B	$849,384.90
X	$7,300.00
Calculated Total	$856,684.90
Summary Total	$ 856684.90

S ◄

[Update Calculated Prices]

T ► [Save & Close] [Save] [Delete] [Cancel] [Cancel & Close]

3.8.1.5 View of all Bidders & Selecting Responsiveness

A. These check boxes have no functionality.

B. The "Batch Options" box has no functionality.

C. **Select** "Responsive" or "Non Responsive" for <u>each</u> schedule.

3.8.1.6 Importing Prices from Excel

A. **Click** on "Import Excel".

B. **Click** on "Browse".

C. **Highlight** correct file.
D. **Click** on "Open".
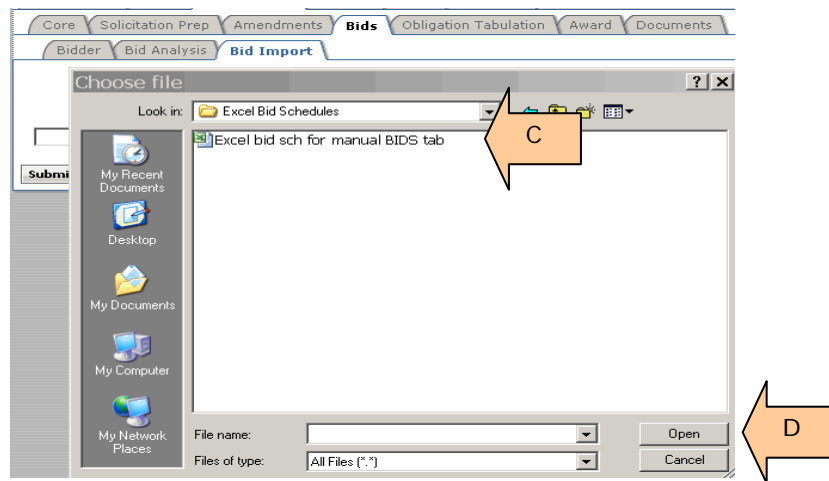
E. **Click** "Submit".
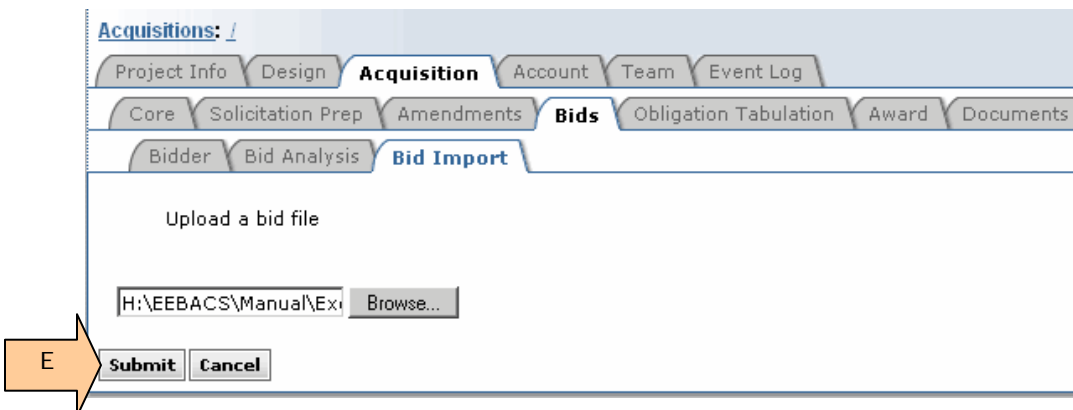
F. **Click** caret to add address. You might want to delete the contractor name and type the first few letters. If available, the RED text will appear. Proceed as described previously.

G. **Select** Bid Guarantee.

H. **Enter** comments as needed. CAUTION: Comments show on front of Bid Tab.

I. **Enter** Schedule Totals.

J. **Click** on "Save" or "Save & Close".

3.8.1.7 Printing Bid Related Reports

From this page you can print the bid error reports and the bid tabulation report. After viewing the bid error report, you may see a keying error. In that case, open the appropriate file and make needed revisions. Then, once again generate the bid error reports and the bid tabulation reports.

If you find a bidder error, you do not need to correct this error in the EEBACS system as the calculated numbers will be pulled forward in documents (i.e. award bid schedule, obligation tabulation.)

    A. **Select** correct "Status" for each bidder.

    B. **Select** "Generate Bid Error Report".

    C. **Select** "Generate Bid Tab Report".

D. The reports generated here will initially show up at the top of the tab, and will disappear once you close the tab or generate another document from this tab.

E. All generated reports can be accessed at the "Documents" tab
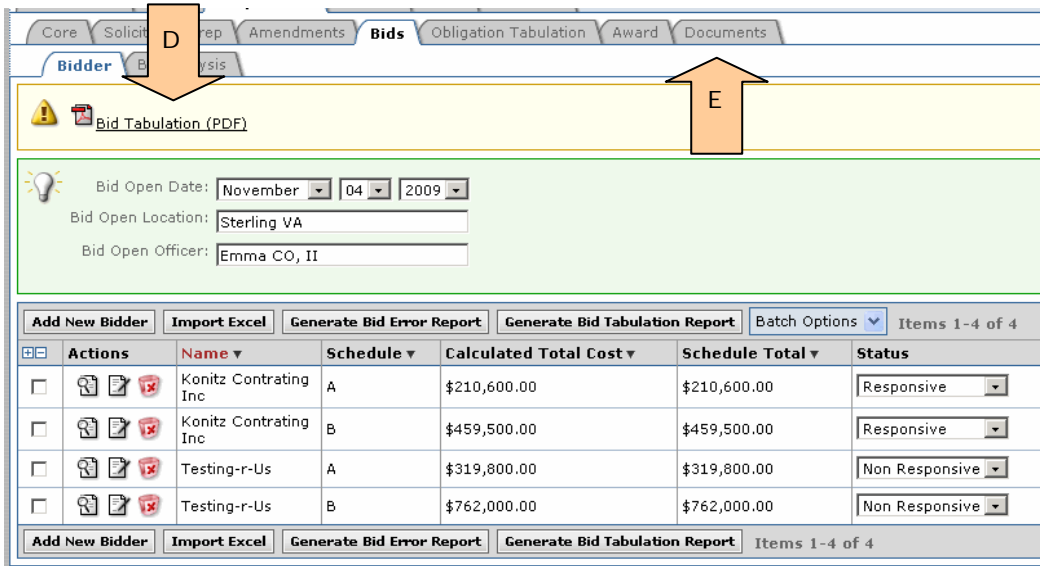
3.8.1.7.1 Bid Error Report

Note: Report has been truncated to save space.

A. (Page 1 of report) Note two errors on Schedule A. These 2 items turned RED when entering data on the Bidder sub-tab.

B. (Page 2) Konitz Contracting Inc has an error in their total amount for Schedule A. This error shows that the calculated total for this schedule does not match the amount keyed as the Bidder's Bid Amount on the Bidder sub-tab. It could denote a keying error or a bidder error. Double check your data at the Bidder sub-tab.

Bid Error Report

Report Date: 01/07/09
2 out of 4

Project No: DAN 1-4
Project Name: DANTEST081104-TEST

Schedule: A
Schedule Type: Alternate

Bid Total Check Pass			
Bidder	Bidder's Bid Amount	Computed Bid Amount	Error
Testing-r-Us	$319,800.00	$319,800.00	
Konitz Contrating Inc	$210,601.00	$210,600.00	X

The apparent low bidder is 91.45% above the engineer's estimate.

C. (Page 3) No line item errors for Schedule B

Bid Error Report

Report Date: 01/07/09
3 out of 4

Project No: DAN 1-4
Project Name: DANTEST081104-TEST

Schedule: B
Schedule Type: Alternate

Bid Item Check Pass			
Bidder	Line Item Number	Bidder's Extension	Computed Extension
No Line Item Errors Found			

D. (Page 4) Konitz Contracting Inc has an error in their total amount for Schedule B. This error shows that the calculated total for this schedule does not match the amount keyed as the Bidder's Bid Amount on the Bidder sub-tab. It could denote a keying error or a bidder error. Double check your data at the Bidder sub-tab.

Bid Error Report

Report Date: 01/07/09
4 out of 4

Project No: DAN 1-4
Project Name: DANTEST081104-TEST

Schedule: B
Schedule Type: Alternate

Bid Total Check Pass			
Bidder	Bidder's Bid Amount	Computed Bid Amount	Error
Testing-r-Us	$762,000.00	$762,000.00	
Konitz Contrating Inc	$459,510.00	$459,500.00	X

The apparent low bidder is 118.81% above the engineer's estimate.

3.8.1.7.2 Bid Tabulation (Bid Tab) Report

Note: Report has been truncated to save space

    A. (Page 1) **Summary**, showing both bid schedules.

    B. "No" appears when you designate a bidder as "non-responsive" at the Bidder sub-tab.

Tabulation of Bids

Project No: DAN 1-4

Project Name: DANTEST081104-TEST

Contractor	Responsive?	Alternate Schedule A	Alternate Schedule B
Engineer's Estimate		$200,000.00	$210,000.00
Konitz Contrating Inc		$210,600.00	$459,500.00
Testing-r-Us	no	$319,800.00	$762,000.00

    C. (Page 2) **Summary** for Schedule A.

    D. Comments entered by at Tab called Bids show up here.

    E. Shows bidder as non-responsive.

Tabulation of Bids

Report Date: 01/07/09
2 out of 6

Project No: DAN 1-4

Project Name: DANTEST081104-TEST

Solicitation No: DTFH71-08-C-0002

Division: Eastern Federal Lands HD

State: AL   County: Blount

Federal Land: DAN PARKWAY

Schedule: A

Schedule Type: Alternate

Opened at: Sterling VA

Opened by: Emma CO, II

Date: 11/04/09

I certify that this Bid Tabulation accurately reflects the bids received and publically opened for this solicitation.

Signed: _____

Title: _____

Date: _____

Contract Awarded to: _____   Award Date: _____

Contractor	Comment	Bid Amount	Responsive
Konitz Contrating Inc PO Box 598 Lewistown, MT 59457	This shows on your bid tab document.	$210,600.00	
Testing-r-Us 211111 One Million Ave West Fort Alaska, WA 12345	Data entered here shows up on your Bid Tab document.	($319,800.00)	no
Engineer's Estimate		$200,000.00	

F. (Page 3) Shows bidder prices for each bid item in Sch A.

G. Shows Engineer Estimate for each bid item.

Tabulation of Bids

F

Report Date: 01/07/09
3 out of 6

Project No: DAN 1-4

Project Name: DANTEST081104-TEST

Schedule: A

Schedule Type: Alternate

Line Item Number	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount
A1000	15101-0000	Mobilization				
		Konitz Contrating Inc			Lump Sum	$15,000.00
		Testing-r-Us			Lump Sum	$60,000.00
		Engineer's Estimate	ALL	LPSM	Lump Sum	$13,000.00
A1100	20401-0000	Roadway excavation				
		Konitz Contrating Inc			$60.00	$120,000.00
		Testing-r-Us			$90.00	$180,000.00
		Engineer's Estimate	2000	m3	$25.00	$50,000.00
A1500	60201-0800	600mm pipe culvert				
		Konitz Contrating Inc			$44.00	$8,800.00
		Testing-r-Us			$65.00	$13,000.00
		Engineer's Estimate	200	m	$50.00	$10,000.00
A1600	60201-1000	900mm pipe culvert				
		Konitz Contrating Inc			$95.00	$9,500.00
		Testing-r-Us			$69.00	$6,900.00
		Engineer's Estimate	100	m	$70.00	$7,000.00

G **G**

H. (Page 4) **Summary** page for Sch B.

I. Comments entered at time bid was entered show up here.

Tabulation of Bids

H

Report Date: 01/07/09
4 out of 6

Project No: DAN 1-4

Project Name: DANTEST081104-TEST

Solcitation No: DTFH71-08-C-0002

Division: Eastern Federal Lands HD

State: AL   County: Blount

Federal Land: DAN PARKWAY

Schedule: B

Schedule Type: Alternate

Opened at: Sterling VA

Opened by: Emma CO, II

Date: 11/04/09

I certify that this Bid Tabulation accurately reflects the bids received and publically opened for this solicitation.

Signed: _____

Title: _____

Date: _____

I

Contract Awarded to: _____   Award Date: _____

Contractor	Comment	Bid Amount	Responsive
Konitz Contrating Inc PO Box 598 Lewistown , MT 59457	This shows on your bid tab document.	$459,500.00	
Testing-r-Us 211111 One Million Ave West Fort Alaska, WA 12345	Data entered here shows up on your Bid Tab document.	($762,000.00)	no
Engineer's Estimate		$210,000.00	

3.8.1.8 Bid Analysis Sub-Tab

This sub-tab is not currently operational. It will be updated and implemented at a later date.

3.9 Obligation Tabulation Tab

At this tab, you select the contractor who will be awarded the project and calculate the amount you will need to award the contract. After entering data, EEBACS calculates incentives/contingencies for the successful bidder/offeror.

EEBACS sums the contract amount (sum of bid prices) plus incentives, economic price adjustment contingency, partnering contingency, etc., all of which must be obligated at time of award. This Obligation Tabulation report calls this sum the "Total Construction Cost". Some FLH offices currently call this the "Obligated Amount".

See subsection **3.2 Acquisition Definitions** for key definitions.

A. **Select** Successful Bidder.

B. **Click** on "Generate Obligation Tabulation for Acquisition"

C. Note that the "Total of Incentives" column shows all values at $0.00.

D. **Click** EDIT icon for any schedule.

E. The Batch Options box has no functionality.

Project Info	Design	**Acquisition**	Account	Team	Event Log

Core	Solicitation Prep	Amendments	Bids	**Obligation Tabulation**	Award	Documents

Select Bidder/Offerror:

Konitz Contrating Inc

Generate [D] gation Tabulation For Acquisition | Batch Options [E] | Items 1-2 [C]

⊞⊟	Acc	Schedule Type	Schedule Letter	Total of Bid Items	Total of Incentives	Calculated Total Authorized Amount
☐		Alternate	A	$210,600.00	$0.00	$210,600.00
☐		Alternate	B	$459,500.00	$0.00	$459,500.00

Generate Obligation Tabulation For Acquisition | Items 1-2 of 2

IMPORTANT: Some incentives, such as the Aggregate Base (next page), have a unit price. **Check with your Design Staff to see what unit price to enter** for your bidder.

F. All schedules can now be accessed.

G. Successful Bidder shown here.

H. Total of all bid items for Sch B.

I. This project has a material incentive for the aggregate base.

J. This is the IGE unit price for the aggregate base incentive.

K. **Enter** the incentive amount for this bidder.

L. Non-unit price incentives will show up here. Example: Partnering.

M. **Click** on "Calculate Incentives Amounts"

N. **Click** on appropriate button.

F		Core Solicitation Prep Amendments Bids **Obligation Tabulation** Award Documents				

Schedule: A **Schedule: B**

ⓘ

Select Bidder/Offerror:

G | Konitz Contrating Inc ▾

Save & Close | Save | Delete | Cancel | Cancel & Close | *indicates a required field*

Obligation Tabulation

H | Total of Bid Items: **$459500**

Incentive

J

Estimated Quality Material Incentive:

Pay Item #	Supplemental Description	Quantity	Metric Pay Units	Unit Price	Total Price
I 30101-4000	Aggregate base grading C or D Quality	1000	Q_t	$3.30	$3,300.00
		1000	Q_t	$ 0.00	**$0.00**
					$0.00

K

Estimated Quality Smoothness Incentive: ⚠ No Estimated Quality Smoothness Incentive

Estimated Quality Roughness Incentive: ⚠ No Estimated Quality Roughness Incentive

L | Other Estimated Incentive: ⚠ No Other Estimated Incentive

Total Estimated Incentives

Calculated: **$0**

M | Calculate Incentives Amounts

Total Authorized Amount

Calculated: **$459500**

N | Save & Close | Save | Delete | Cancel | Cancel & Close

O. After clicking on "Calculate Incentives Amounts", the "Total Estimated Incentives" amount appears.

P. "Total Authorized Amount" now includes incentives.

Contingency - Some designers may include a design contingency in the Estimate. Generally, this is used in the Estimate to hold funds for award.

Q. At the time you run the Obligation Tabulation, <u>do not edit</u> the Design Contingency amount. Leave the entered amount at zero (0) since you cannot obligate a contingency amount.

Other Estimated Incentive:

Pay Item #	Supplemental Description	Quantity	U.S. Pay Units	Unit Price	Total Price
99901-0000	PARTNERING	All	LPSM	$5,000.00	$5,000.00
		All	LPSM	$ 5000.0(	$5,000.00
99920-0000	DESIGN CONTINGENCY (Inflation thru 2012)	All	LPSM	$1,500,000.00	$1,500,000.00
		All	LPSM	$ 0.00	$0.00
					$5,000.00

Q
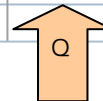
R. In the following example, there are no incentives for Schedule A.

S. **Select** your bidder.

T. **Click** on "Generate Obligation Tabulation for Acquisition."

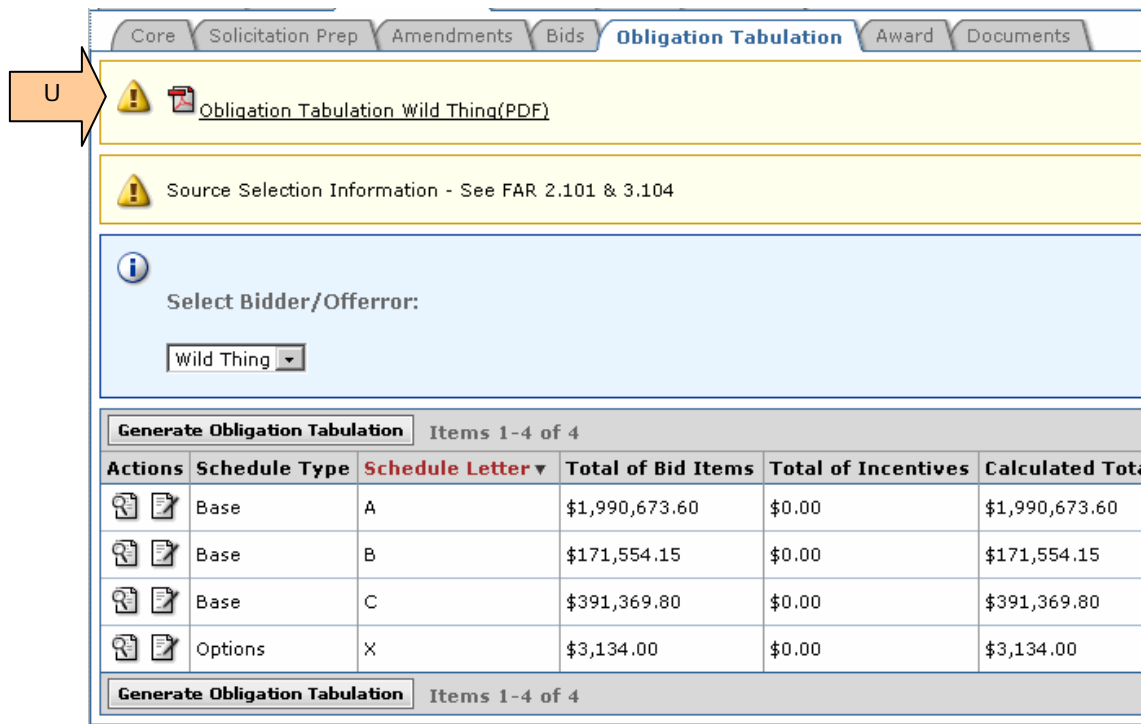| Core | Solicitation Prep | Amendments | Bids | **Obligation Tabulation** | Award | Documents |

ⓘ

Select Bidder/Offerror:

S → | Konitz Contrating Inc ▾ |

| Generate Obligation Tabulation For Acquisition | Batch Options ▾ | Items 1-2 o   R

⊞⊟	Actions	Schedule Type	Schedule Letter	Total of Bid Items	Total of Incentives	Calculated Total Authorized Amount	
☐	🔲 📝	Alternate	A	$210,600.00	$0.00	$210,600.00	
☐	🔲 📝	Alternate	B	$459,500.00	$2,750.00	$462,250.00	

T → | Generate Obligation Tabulation For Acquisition | Items 1-2 of 2 |

EEBACS creates an Obligation Tabulation for your selected bidder.

U. **Click** on the document to view the Obligation Tabulation, and will disappear once you close the tab or generate another document from this tab.

3.10 Award Tab

The award tab allows you to complete the final acquisition tasks. You generate the bid schedule(s) to be inserted in the contract. You enter final data. You submit data to bid history and you pass the project forward to the Construction module.

3.10.1 Using Pre-Award Sub-tab

At this tab you select which schedules will be awarded at time of initial contract award. If applicable, you also select the Option schedules that might be exercised at a later date.

Step 1 Selecting Award Info – Example 1: In the following example we have Alternate bid schedules, which means only one schedule will be awarded.

   A. **Click** on the Award Tab.

   B. **Click** on the Pre-Award Sub-tab.

   C. **Select** successful contractor.

   D. **Select** schedules being awarded at time of contract award.

   E. When applicable, **select** schedules (options) that <u>might</u> be exercised later.

   F. **Click** on "Re-calculate Schedule Amounts" button.

Step 1 Selecting Award Info – Example 2: In the following example, we have Base B and Option A. The Base schedule will be awarded initially. The Option schedule <u>might</u> be exercised after contract award.

    A. **Select** successful contractor.

    B. **Select** schedules being awarded at time of contract award.

    C. **Select** schedules (options) that <u>might</u> be exercised later.

    D. **Click** on "Re-calculate Schedule Amounts" button.

Step 2 Entering additional award data – Example 1: In the following example, we have Base A, Base B and Option X. The Base A schedule will be awarded initially. The Option X schedule <u>might</u> be exercised after contract award.

The "Recalculate Schedule Amounts" button has created a table. Note that it is split into 2 sections, "Awarded Initially" and "Possibly Award Later".

Definitions:

Calculated Award Amount: Sum of all awarded bid items.

Calculated Incentives Amount: Sum of all incentives associated with the initially awarded schedules.

Calculated Authorized Amount: Sum of the previous two items (calculated award amount + calculated incentives amount).

Authorized Amount: The amount reflects the total amount obligated at time of award, and should be identical to the "Calculated Authorized Amount". Data need for Construction.

Awarded Project Length: The total length of all schedules awarded initially. Data need for Construction.

NOTE: The right side of this document has been truncated to fit the page.

E. **Enter** "Authorized Amount".

F. **Enter** "Awarded Project Length". This should match the total in the table.

G. **Click** on "Save" button. **Caution: Data will be lost if you do not click on this button.**

| | Core | Solicitation Prep | Amendments | Bids | Obligation Tabulation | **Award** | Documents |

| Pre-Award | Award |

⚠ Source Selection Information - See FAR 2.101 & 3.104

`Save` `Cancel`

Schedule Award Info

Contractor*: [Test Away inc ▼]

Which schedule will be awarded initially?*: ☑ A (Base) ☐ B (Base) ☐ X (Options)

Which schedules may be awarded (i.e. exercised) after contract award?: ☐ A (Base) ☐ B (Base) ☑ X (Options)

`ReCalculate Schedule Amounts`

| | | | Awarded Initially | | | | | Possibly Award Later | | |
Sch	Sch Construction Estimate	Schedule Award Amount	Schedule Incentives Amount	Schedule Authorized Amount	Length	(A+B) No of Cal Days Bid	Schedule Award Amount	Schedule Incentives Amount	
A	$6,940,000.00	$5,442,591.00	$0.00	$5,442,591.00	4.999	150			
B	$8,790,000.00								
X	$134,000.00						$119,300.00	$0.00	
Total		$5,442,591.00	$0.00	$5,442,591.00	4.999	150	$119,300.00	$0.00	

Calculated Award Amount: $5,442,591.00

Calculated Incentives Amount: $0.00

Calculated Authorized Amount: $5,442,591.00

Authorized Amount: [5442591]

Awarded Project Length: [4.999]

`Create Bid Schedule Low`

`Create Bid Schedule Low (Exercised)`

`Save` `Cancel`

Step 2 Entering additional award data – Example 2: This example reflects the award of Alternate schedule B; schedule A will not be awarded.
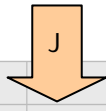
H. Double-line separates the ""Award Initially" section from the "Possibly Awarded Later" section.

I. Note that the "Possibly Awarded Later" portion of this table correctly shows no data or $0.00.

Sch	Sch Construction Estimate	Awarded Initially				Possibly Award Later			
		Schedule Award Amount	Schedule Incentives Amount	Schedule Authorized Amount	Length	Schedule Award Amount	Schedule Incentives Amount	Schedule Authorized Amount	Length
A	$110,000.00								
B	$210,000.00	$459,500.00	$2,750.00	$462,250.00	1.8				
Total		$459,500.00	$2,750.00	$462,250.00	1.8	$0.00	$0.00	$0.00	0

Step 2 Entering additional award data – Example 3: This example reflects the initial award of Base schedule A, and the possible exercising of Option X sometime after contract award. It also shows the number of calendars days the successful contractor bid under the "B" portion of this A+B bid schedule.

J. See Calendar Days bid.

Sch	Sch Construction Estimate	Awarded Initially					Possibly Award Later				
		Schedule Award Amount	Schedule Incentives Amount	Schedule Authorized Amount	Length	(A+B) No of Cal Days Bid	Schedule Award Amount	Schedule Incentives Amount	Schedule Authorized Amount	Length	(A+B) No of Cal Days Bid
A	$6,940,000.00	$5,442,591.00	$0.00	$5,442,591.00	4.999	150					
B	$8,790,000.00										
X	$134,000.00						$119,300.00	$0.00	$119,300.00	0.09	100
Total		$5,442,591.00	$0.00	$5,442,591.00	4.999	150	$119,300.00	$0.00	$119,300.00	0.09	100

3.10.2 Printing Contract Bid Schedule

A. **Click** on "Create bid schedule low" when there is no possibility of exercising options after contract award.

B. **Click** on "Create bid schedule low (exercised)" when there may be options exercised after contract award.
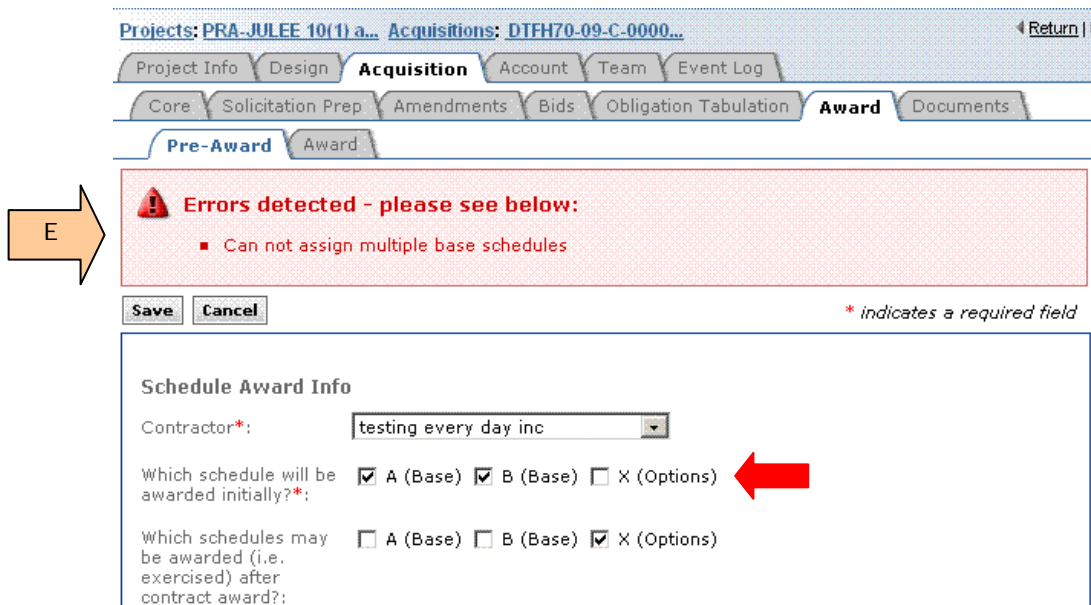
C. The award bid schedule(s) will initially appear at the top of the Pre-Award tab, and will disappear once you close the tab or generate another document from this tab.

D. All generated reports can be accessed at the Documents tab.
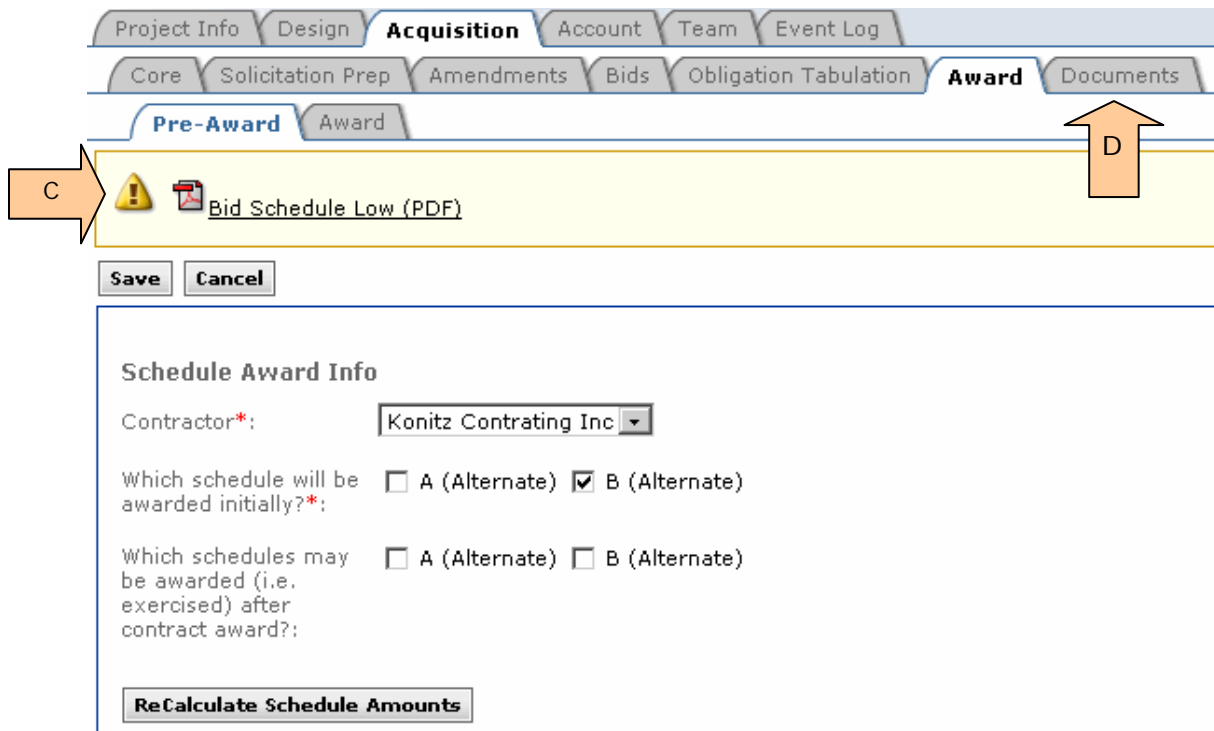
E. If you accidently check two base schedules for award, this error notice will appear.

3.10.2.1 Document – Contract Bid Schedule

The Bid Schedule created at this page includes the successful contractor's prices. If an option schedule <u>might</u> be awarded after the initial contract award, the option schedule prices are included. The PDF bid schedule document is ready to insert in your contract. If this document is incorrect, check to ensure you entered the award data correctly at the Pre-Award sub-tab.

The following example has been truncated to save space.

(Page 1)

    A. Includes Contractor's "Unit Price"

    B. Included Contractor's calculated "Amount".

A - 10
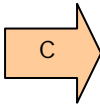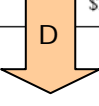
Contract Quantity Pay Items
55401-1000 REINFORCING STEEL

Item No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount
A0100	15101-0000	MOBILIZATION				
			ALL	LPSM	$___LPSM____	$1,000.00
A0120	15201-0000	CONSTRUCTION SURVEY AND STAKING				
			ALL	LPSM	$___LPSM____	$1,000.00
A0140	15401-0000	CONTRACTOR TESTING				
			ALL	LPSM	$___LPSM____	$1,000.00
A0160	15705-0100	SOIL EROSION CONTROL, SILT FENCE				
			2027.52	LNFT	$10.00	$20,275.20

(Page 2)

    C. Includes name of successful contractor

    D. Includes "Schedule Total".

A - 15

B0760	64605-1000	FIXTURE, KIOSK				
			ALL	LPSM	$___LPSM____	$2,000.00

Submitted by: testing in the USA   Schedule Total: $1,575,960.33

(Page 3)

    E. "Bid Schedule Summary" shows schedule(s) awarded initially.

    F. Shows option schedule(s) that <u>might</u> be awarded later

    G. Shows company name

A - 11

Bid Schedule Summary
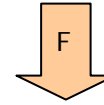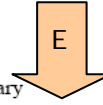
Schedule	Awarded Initially	Possibly Award Later
Schedule A - Base(A - 8)	$2,470,100.00	
Schedule B - Option(A - 9)	$10,458,329.00	
Schedule X - Option(A - 10)		$4,710.00
Total - Schedules	$12,928,429.00	$4,710.00
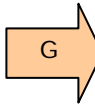
Submitted By: TAGGART CONSTRUCTION INC

3.10.3 Using Award Sub-tab

At this sub-tab you enter the contract number, task order number, award date, and the contractor's business type(s). In addition, you send data to Bid History and you send the project to Construction for the contract administration phase.

CAUTION: The tasks at this sub-tab are not easily undone. We suggest that only the most knowledgeable Acquisition staff access this sub-tab.

Enter award Data - Contractor name, Authorized Amount, and Awarded Project Length come from the Pre-Award sub-tab. If this data is incorrect, return to the Pre-Award sub-tab to edit.

- A. **Enter** contract number.
- B. **Enter** Task Order number. If no Task Order number, then **enter** a space.
- C. **Select** award date.
- D. **Select** all applicable business types.
- E. **Click** on "Save". NOTE: Data will be lost if you fail to click on the SAVE button.

Preparing Private data for Bid History – If bidder prices for the non-successful offerors must be kept private, go back to the "Bids" tab and delete the non-successful bidders. **If you do not delete bidders from the "Bids" tab, their unit prices will be sent to the Bid History.** The Bid History is viewable by all Design and Construction users.

Send project data to Bid History - The bidder data and estimate data are sent to bid history after contract award. This data is used by our designers and construction staff during the development of Engineer's Estimates. **Once this data is submitted it <u>cannot be retrieved.</u>**

Promote the project to Construction - The project is then sent to the Construction module for use during contract administration. Caution: Do not submit until all Acquisition tasks are complete. **Once you click on this button you will no longer have edit rights in the Acquisition module.** In extreme circumstances, Construction can send the project back to Acquisition for further editing. However, this must occur <u>before</u> Construction begins entering key data.

F. **Click** on "Send Data to Bid History".

G. **Click** on "Send Project to Construction

H. "Data has been sent to Bid History: (date)" message appears when transmittal is successful.

I. "Project has been sent to Construction: (date)" message appears when project is successfully transferred to Construction.

J. "Re-Open in Acquisition" button appears. CAUTION: This button has a short life. Once you exit the tab, it disappears. **Click** on this button if you know you made an error. Edit as needed. Then once again **click** on "Send project to Construction," as illustrated in item G on the previous page.

3.11 Project successfully sent to Construction Module

IMPORTANT: After you send the project to construction, the Award tab (including sub-tabs) will disappear, and will no longer be accessible.

A. Award tab gone.
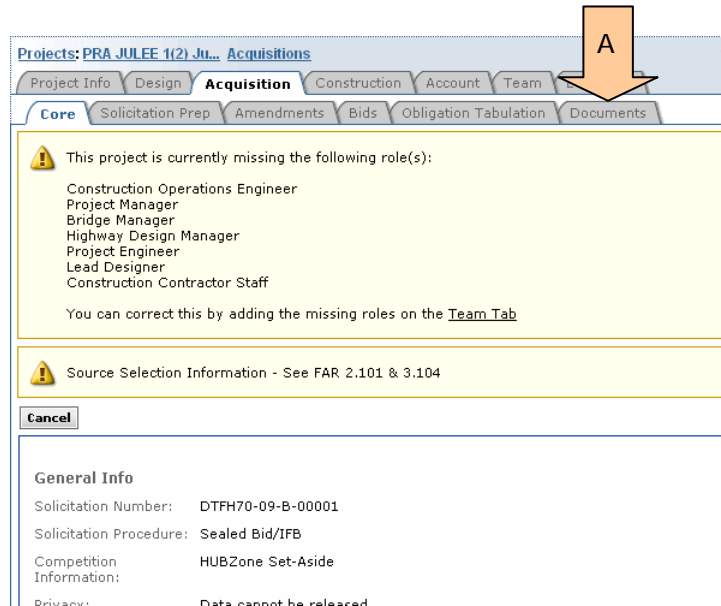
After a project has been sent to Construction, you can no longer edit data for this project. Edit icons disappear. The project disappears from the Acquisition summary page.

At the "Projects (ALL)" summary page you can access a project in Construction for viewing.

B. Projects in construction have BLUE background.
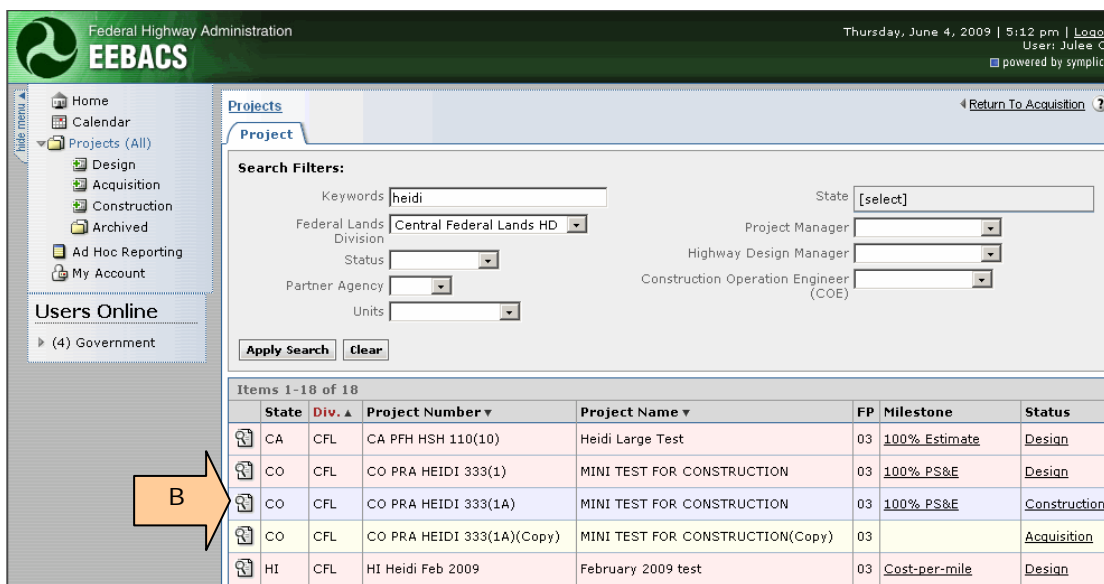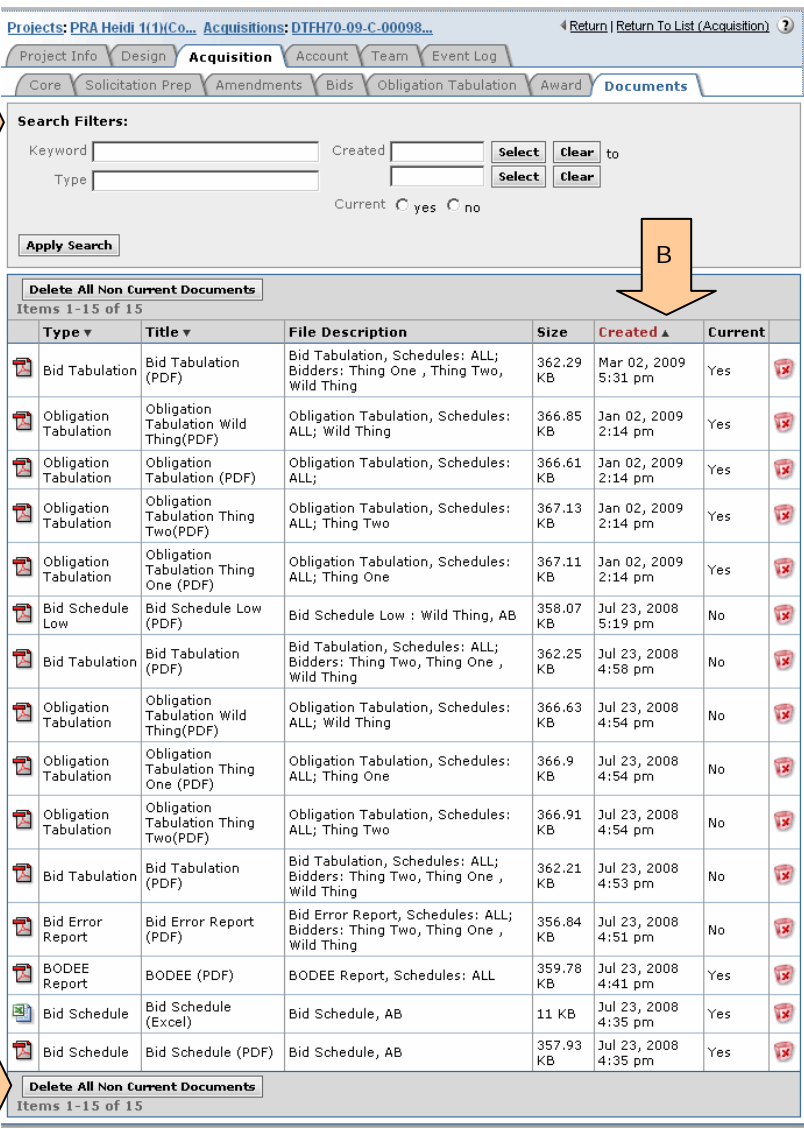
3.12 Documents Tab

The documents tab allows you to access all documents created elsewhere in the Acquisition Module.

CAUTION: This screen allows you to delete any and all documents.

We suggest leaving all documents in this tab until you are very sure they will not be needed. It may be impossible to go back and re-create a previous document.

A. Search Filters do not work for this screen

B. Click on this caret icon to reverse date order.

C. Click on the delete icon to delete a document.

D. Click on "Delete all non current documents" box as needed. **USE WITH CAUTION.**

3.13 Cancelling a Solicitation

When a solicitation is cancelled, perform the following tasks:

A. Add a note at the Acquisition Core tab stating the date and reason for cancellation.

B. Contact the Acquisition Module Manager or your Division's EEBACS representative to coordinate the name change for your cancelled project. They will then update the project No/Name to add the word "Cancelled". This will allow EEBACS to maintain files for your cancelled solicitation, while also allowing you to re-solicit (if applicable) this project using the correct project number/name.