

EEBACS USER GUIDE 1.0

Chapter 3 - Acquisition Module

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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.) EEBCS 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 EEBCS, 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 EEBCS.
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 on 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.

The screenshot shows the EEBACS Home page. The left sidebar contains navigation options: Home, Calendar, Projects (All), Design, Acquisition, Construction, Archived, Ad Hoc Reporting, and My Account. The main content area has a 'Home' tab and an 'Announcements' section with a notice about 1Q 2009 inflation indices. To the right is a 'Recent Items' list with several entries, including 'Construction: ID TEST Brent 1(1)', 'Construction: CO PRA HEIDI 333(1A) MINI TEST FOR CONSTRUCTION', and 'Acquisition: PRA-JULEE 1(4)'. An orange arrow labeled 'A' points to this list. On the far right, there is a calendar for May 2009 and an 'EEBACS Statistics' table.

Category	Count
User	137
Projects	794
Estimates	1059
Acquisition	750
Bids	2182

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  next to “Projects (All)”; sub-categories will appear.
- B. **Click** on “Acquisition”.

The screenshot shows the EEBACS Acquisition page. The left sidebar has 'Projects (All)' expanded to show sub-categories: Design, Acquisition, Construction, and Archived. An orange arrow labeled 'A' points to the 'Projects (All)' dropdown, and another orange arrow labeled 'B' points to the 'Acquisition' sub-category. The main content area has a search form with 'Keywords' set to 'julee' and a table of search results.

Actions	State	Project Number	Project Name	Milestone Name	Status	Quick Links
	HI	ACQ TEST JULEE 1(4)	March 4, 2009 - larger proj	Final Advertisement EE	Acquisition	
	HI	HI mini - TEST FEB09 for Julee	A:orig, B:copy, C:shared, X:orig (Copy)	Amendment A001	Acquisition	
	HI	ACQ TEST JULEE 1(3)	March 4, 2009 - smaller project	Amendment A002	Acquisition	
	CO	PRA-JULEE 10(1)	acq test julee	Amendment A0056	Acquisition	
	WA	PRA JULEE 1(2)	Julee Small Test - NEW	100% Estimate	Construction	
	UT	UT TEST 1A00 - JULEE	Acq. Bids - Subsed. Voids	100%	Acquisition	

- Use the “Search Filters” portion of the screen to search for your projects.
- To limit projects to those in your Division, select your FLH office and click on “Apply Search”.
- To see all projects in all Divisions, click on “Clear”

Search Filters:

Keywords: Julee

Federal Lands Division: [dropdown]

State(s): [select]

Project Manager: [dropdown]

Highway Design Manager: [dropdown]

Designer: [dropdown]

Apply Search Clear

Actions	State	Project Number	Project Name	Milestone Name	Status	Quick Links
[icon]	HI	ACQ TEST JULEE 1(4)	March 4, 2009 - larger proj	Final Advertisement EE	Acquisition	[icon]
[icon]	HI	HI mini - TEST FEB09 for Julee	A:orig, B:copy, C:shared, X:orig (Copy)	Amendment A001	Acquisition	[icon]
[icon]	HI	ACQ TEST JULEE 1(3)	March 4, 2009 - smaller project	Amendment A002	Acquisition	[icon]
[icon]	CO	PRA-JULEE 10(1)	acq test julee	Amendment A0056	Acquisition	[icon]
[icon]	WA	PRA JULEE 1(2)	Julee Small Test - NEW	100% Estimate	Construction	[icon]
[icon]	UT	UT TEST JULEE	A:orig, B:copy, C:shared, X:orig	100%	Acquisition	[icon]

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.

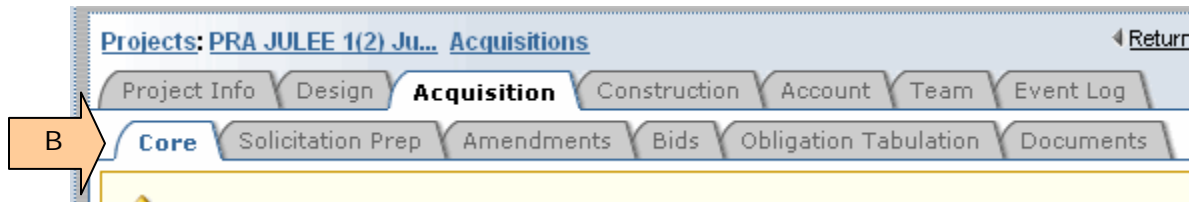
- The **top tier** includes: Project Info; Design; Acquisition; Construction; Account; Team; and Event Log. As an Acquisition user, you will primarily be using the Acquisition Tab.

Projects: PRA JULEE 1(2) Ju... Acquisitions

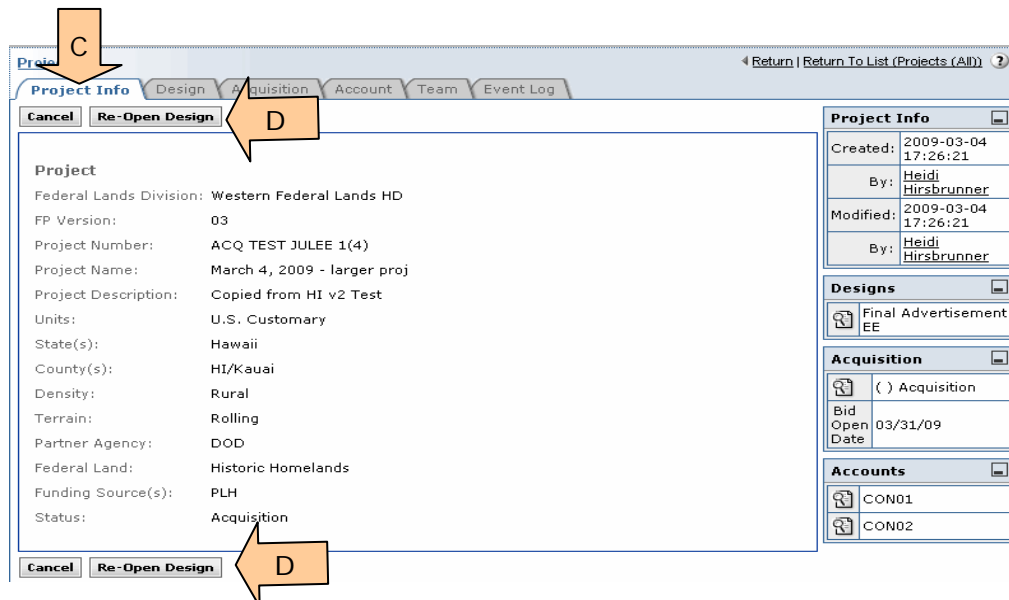
Project Info Design **Acquisition** Construction Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Documents

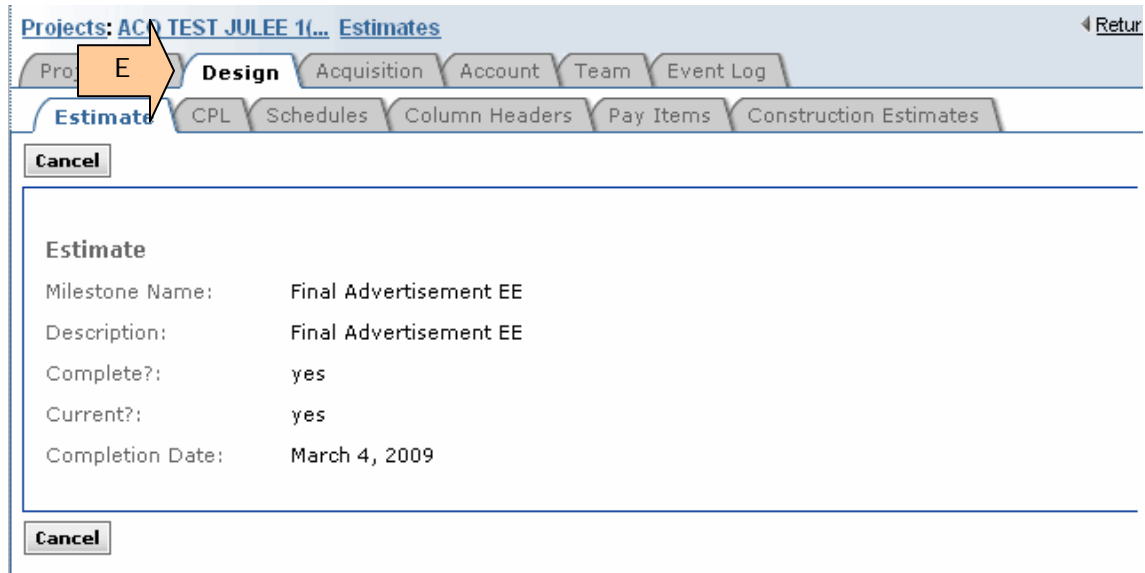
- B. The **lower tier** includes all the tabs used in the Acquisition module. These tabs will be discussed in detail later in this module.



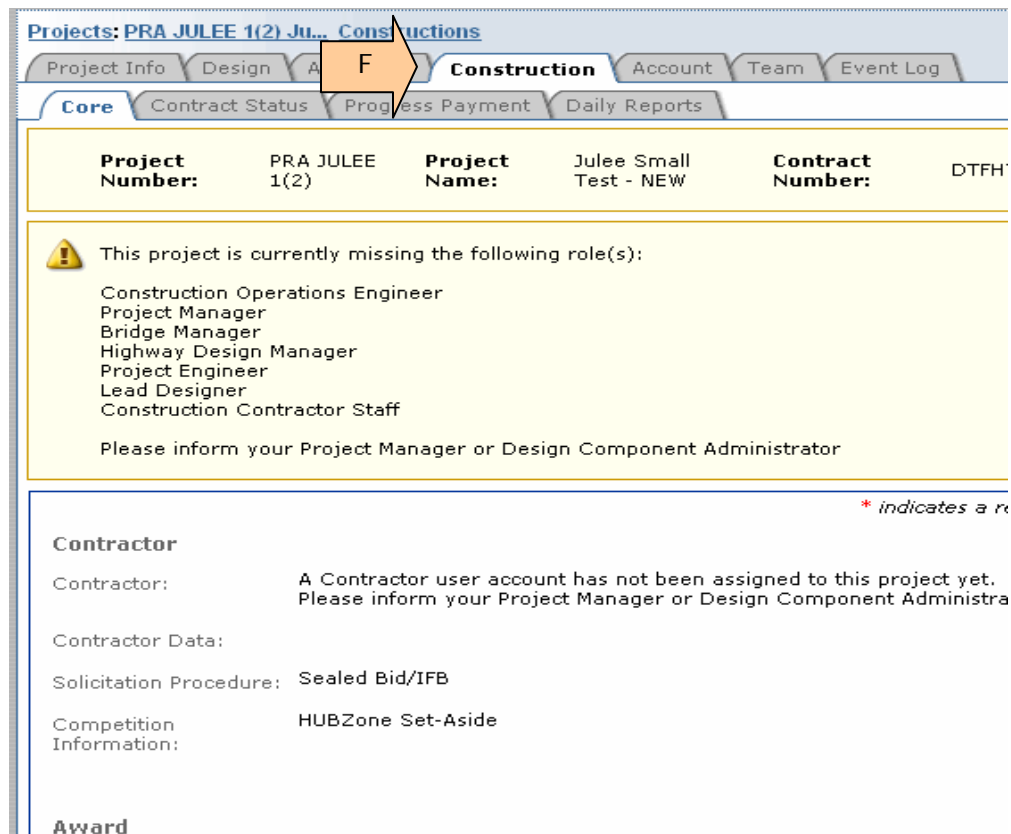
- C. **Project Info** tab shows general project information.
- D. Some Acquisition users can send a project back to Design from this tab by clicking on the “Re-open Design” button. **CAUTION!!!!** Do not use this button after a solicitation has been issued. Check with your Division EEBCS administrator 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.

Projects: PRA-JULEE 10(1) a...

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

Search Filters:

Keyword Account Type

Apply Search

Items 1-2 of 2

Actions	Account Code	Description	Account Number
	CON01	PRA Funds	12-345-12345678
	CON02	Fee Demo \$ from Park	

Items 1-2 of 2

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

Projects: ID TEST Brent 1(1... [Return](#) | [Return To List \(Projects \(All\)\)](#) ?

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

Search Filters:

Keyword Account Type

Apply Search

	Current Authorized Amount	Current Account Expenditure	Probable Account Expenditure
Construction Totals	\$0.00	\$0.00	\$0.00
Construction Engineering Totals	\$0.00	\$0.00	\$0.00

Items 1-2 of 2

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Current Account Expenditure	Probable Expenditure	Chained Account	Chain Order
	CON01	PLH Funding	12-12345-12345678	\$0.00	\$0.00	\$0.00	\$0.00		
	CON02	Money from County	12-12345-12347000	\$0.00	\$0.00	\$0.00	\$0.00		

Items 1-2 of 2

	Current Authorized Amount	Current Account Expenditure	Probable Account Expenditure
Construction Totals	\$0.00	\$0.00	\$0.00
Construction Engineering Totals	\$0.00	\$0.00	\$0.00

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

Search Filters:

Section: Design, Acquisition, Construction
 Roles: [select]

Apply Search

Actions	Name	Role(s)	Company	User Type	Email
	Heidi Hirsbrunner	Highway Design Manager	Central Federal Lands	Government	Heidi
	Linden Snyder	Project Manager	Central Federal lands Highway Division	Government	Lindi
	Randolph Everett	Construction Operations Engineer		Government	Ranc
	Lorell Duteil	Project Engineer	Central Federal Lands	Government	lorel
	Spencer Beale	Bridge Manager	Eastern Federal Lands Highway Division	Government	Sper
	Christine Black	Lead Designer	Central Federal Lands Highway Division	Government	Chri

- 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.

Date Range: 2009-05-23 [Select] [Clear] to 2009-05-23 [Select] [Clear]
 Description: [text field]
 Class: [dropdown]
 User Type: [dropdown]
 Label: [dropdown]
 User: [text field]
 Level filter (=): [all] [dropdown]
 ID: [text field]

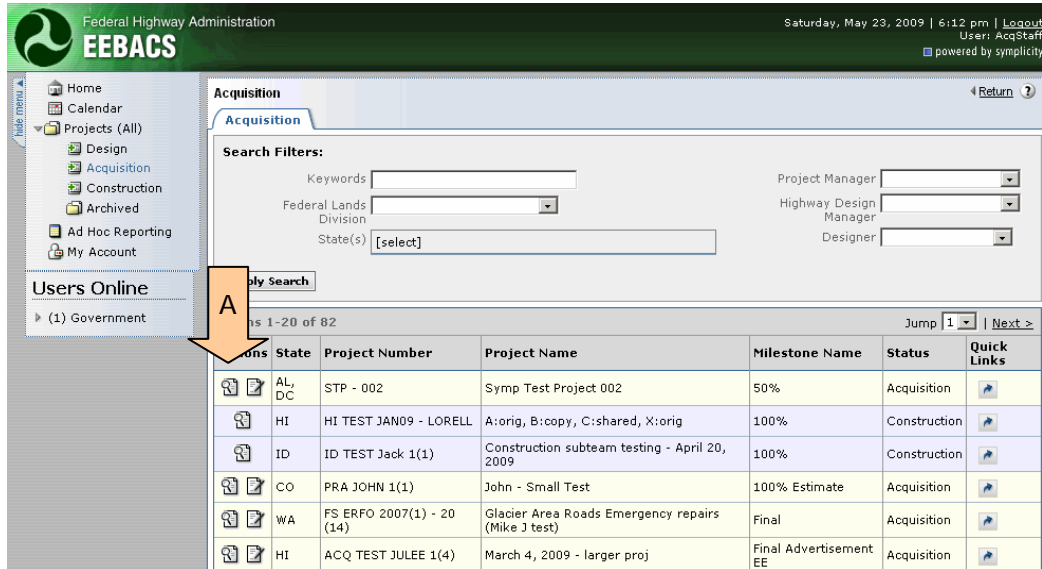
Apply Search **Clear**

Queries may be run on all saved event log data, but are restricted to a time span of no more than 1 months. Results limited to 1000 to optimize performance. Please use filters to find desired entries.

Date/Time ▲	Label ▼	Class ▼	Username ▼	User Type ▼	Lvl
May 23, 2009 5:05 pm	Login		EEBACS.ACQSTAFF@road.cflhd.gov	Manager	2

3.4 Opening the Project File

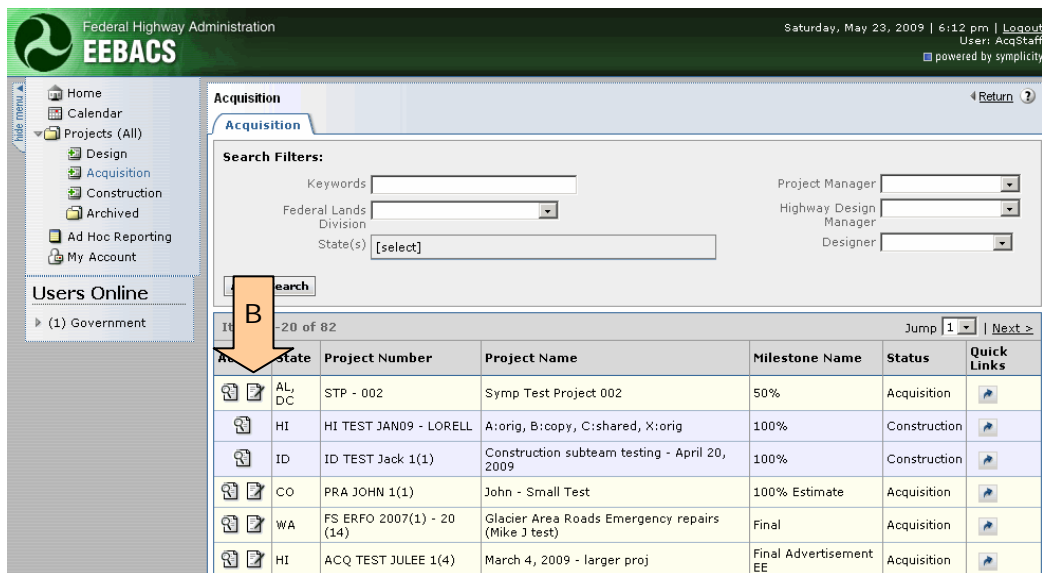
- A. If you simply want to view the project data, click on the “view”  icon.



The screenshot shows the EEBACS Acquisition module interface. The left sidebar contains navigation options like Home, Calendar, and Projects (All). The main area displays search filters and a table of projects. An orange arrow labeled 'A' points to the 'view' icon in the first row of the table.

Icons	State	Project Number	Project Name	Milestone Name	Status	Quick Links
	AL, DC	STP - 002	Symp Test Project 002	50%	Acquisition	
	HI	HI TEST JAN09 - LORELL	A:orig, B:copy, C:shared, X:orig	100%	Construction	
	ID	ID TEST Jack 1(1)	Construction subteam testing - April 20, 2009	100%	Construction	
	CO	PRA JOHN 1(1)	John - Small Test	100% Estimate	Acquisition	
	WA	FS ERFO 2007(1) - 20 (14)	Glacier Area Roads Emergency repairs (Mike J test)	Final	Acquisition	
	HI	ACQ TEST JULEE 1(4)	March 4, 2009 - larger proj	Final Advertisement EE	Acquisition	

- B. To open a file, locate the project and **click** on the “Edit”  icon.

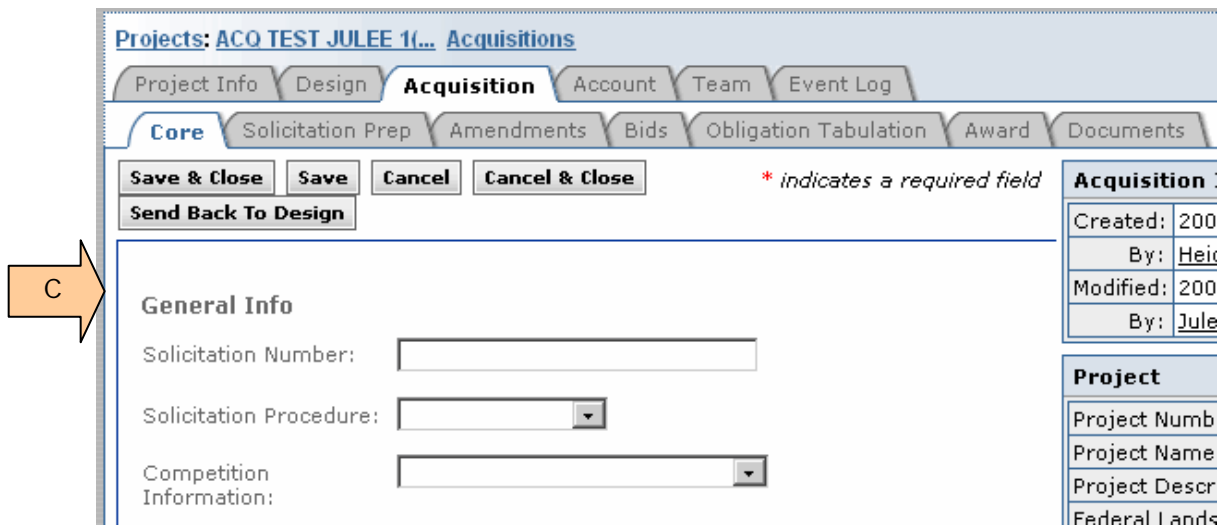


The screenshot shows the EEBACS Acquisition module interface, identical to the previous one. An orange arrow labeled 'B' points to the 'edit' icon in the first row of the table.

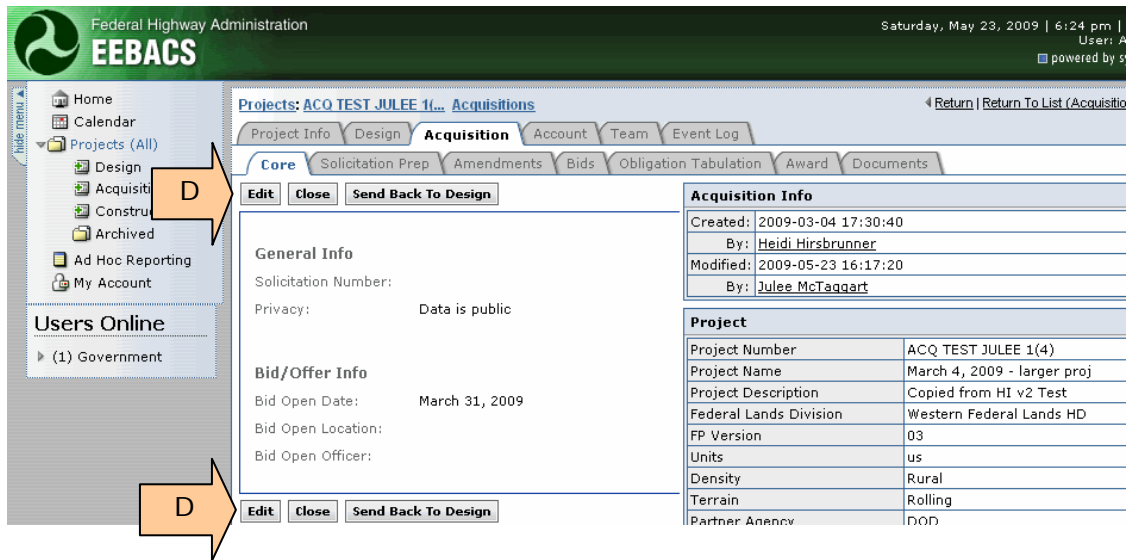
Icons	State	Project Number	Project Name	Milestone Name	Status	Quick Links
	AL, DC	STP - 002	Symp Test Project 002	50%	Acquisition	
	HI	HI TEST JAN09 - LORELL	A:orig, B:copy, C:shared, X:orig	100%	Construction	
	ID	ID TEST Jack 1(1)	Construction subteam testing - April 20, 2009	100%	Construction	
	CO	PRA JOHN 1(1)	John - Small Test	100% Estimate	Acquisition	
	WA	FS ERFO 2007(1) - 20 (14)	Glacier Area Roads Emergency repairs (Mike J test)	Final	Acquisition	
	HI	ACQ TEST JULEE 1(4)	March 4, 2009 - larger proj	Final Advertisement EE	Acquisition	

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.

Projects: PRA JULEE 1(2) Ju... Acquisitions [Return To Acquisition](#)


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

Core Solicitation Prep Amendments Bids Obligation Tabulation Documents

 This project is currently missing the following role(s):

- Construction Operations Engineer
- Project Manager
- Bridge Manager
- Highway Design Manager
- Project Engineer
- Lead Designer
- Construction Contractor Staff

Please inform your Project Manager or Design Component Administrator

 Source Selection Information - See FAR 2.101 & 3.104

Cancel

General Info

Solicitation Number: DTFH70-09-B-00001

Solicitation Procedure: Sealed Bid/IFB

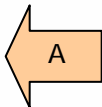
Competition Information: HUBZone Set-Aside

Privacy: Data cannot be released

Privacy Notice: Source Selection Information - See FAR 2.101 & 3.104

Acquisition Remark: Test

Bid/Offer Info

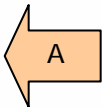
Bid Open Date: July 12, 2008 

Bid Open Location: The Couve

Bid Open Officer: Julee

Award Info

Task Order Number: a

Contract Number: DTFH70080c99922 

Contractor: Test Away inc II

Award Date: September 13, 2008

Award Amount: \$15,444,448.00

Awarded Project Length: 4.999

Schedule(s) Awarded: A

Schedule(s) Possibly Awarded Later: X

Date Sent to Bid History: January 8, 2009

Date Sent to Construction: January 8, 2009

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.

The screenshot shows the 'Acquisition' tab in the EEBCS system. The 'General Info' section contains the following fields:

- Solicitation Number:** A text input field with callout A pointing to it.
- Solicitation Procedure:** A dropdown menu with callout B pointing to it.
- Competition Information:** A dropdown menu with callout C pointing to it.
- Privacy*:** Two radio buttons: Data is public and Data cannot be released. Callout D points to the 'Data is public' option.
- Acquisition Remark:** A large text area with callout E pointing to it.

At the top of the form, there are buttons for 'Save & Close', 'Save', 'Cancel', 'Cancel & Close', and 'Send Back To Design'. A note indicates that an asterisk (*) indicates a required field. On the right side, there is a sidebar with a 'Project' list.

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

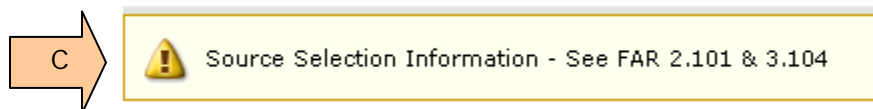
Using the Privacy Radio Button –Select the “Data cannot be released” button when the contractor’s name and prices should not be released in accordance with FAR 2.101 & 3.104. This restricts view and edit rights to acquisition personnel only. All other EEBCS users will be unable to view the Acquisition 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.

The screenshot shows the EEBCS Acquisition Module interface. The left sidebar contains navigation options like Home, Calendar, Projects (All), Design, Acquisition, Construction, Archived, Ad Hoc Reporting, and My Account. The main content area is titled 'Projects: ACO TEST JULIE 1(...' and shows the 'Acquisition' tab selected. Below the tabs are buttons for 'Save & Close', 'Save', 'Cancel', 'Cancel & Close', and 'Send Back To Design'. The 'General Info' section includes fields for Solicitation Number, Solicitation Procedure, and Competition Information. The 'Privacy*' section has two radio buttons: 'Data is public' and 'Data cannot be released', with the latter selected. An arrow labeled 'A' points to the 'Data cannot be released' radio button. The 'Privacy Notice' field contains the text 'Source Selection Information - See FAR 2.101 & 3.104', with an arrow labeled 'B' pointing to it.

- 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.

A →

Acquisition Info	
Created:	2008-09-16 08:01:04
By:	Dan VanGilder
Modified:	2008-12-29 16:17:11
By:	Julee McTaggart







B →

Project	
Federal Lands Division	Eastern Federal Lands HD
FP Version	03
Project Number	DAN 1-1(080912)
Project Name	DANTEST
Project Description	DANTEST 080912
Units	metric
Density	Urban
Terrain	Level
Partner Agency	NPS
Federal Land	DAN PARKWAY
FLMA No.	999-1234
Status	Acquisition
State(s)	Alabama
County	Blount
Funding Source(s)	PRA,NPS

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.

<p>Bid Schedule</p> <p> Bid Schedule (Excel)</p> <p> Bid Schedule (PDF)</p> <p style="text-align: right;">Regenerate Bid Schedule</p>	← A
<p>BODEE Report</p> <p> BODEE (PDF)</p> <p style="text-align: right;">Regenerate BODEE Report</p>	← A
<p>Obligation Tabulation Summaries</p> <p> Obligation Tabulation HK CONTRACTORS, INC(PDF)</p> <p> Obligation Tabulation KONITZ CONTRACTING(PDF)</p> <p style="text-align: right;">Regenerate Obligation Tabulation Summaries</p>	← A
<p>Bid Tabulation Report</p> <p> Bid Tabulation (PDF)</p> <p style="text-align: right;">Regenerate Bid Tabulation Report</p>	← A

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

Projects: [ACQ TEST JULEE 1\(4\)](#) Acquisitions: [/DTFH99-B-12345](#) [Return](#) | [Return To List \(Ac](#)

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

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

Bid Schedule Prep Schedules Bid Summary Groupings

Edit **Close**

Bid Schedule Text

Bidder/Offeror please note: Before preparing the bid, carefully read the Solicitation Provisions. Insert a unit bid price, in figures, for each pay item for which a quantity appears in the bid schedule. Multiply the unit price by the quantity for each pay item and show the amount bid. Should any mathematical check made by the Government show a mistake in the amount bid, the corrected unit price extension shall govern. When the word "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for each lump sum pay item. When a sum based on a fixed rate appears for any pay item in the amount bid column, include the Government inserted amount bid for the item in the total bid amount. Total all of the amounts bid for each pay item and show the total bid amount.

Is this solicitation A+B no Bidding?:

Edit **Close**

Acquisition Info

Created:	2009-03-04 17:30:40
By:	Heidi Hirsbrunner
Modified:	2009-05-30 16:22:24
By:	AcqStaff

Project

Project Number	ACQ TEST JULEE 1(4)
Project Name	March 4, 2009 - larger pro
Project Description	Copied from HI v2 Test
Federal Lands Division	Western Federal Lands HD
FP Version	03
Units	us
Density	Rural
Terrain	Rolling
Partner Agency	DOD
Federal Land	Historic Homelands
Status	Acquisition
State(s)	Hawaii
County	Kauai
Funding Source(s)	PLH

Bid Schedule

3.6.2 Entering data at the Bid Schedule Prep Tab

- 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
- Enter** the alpha character for your bid schedule page number.
- Enter** the starting page number for your bid schedule.
- If your solicitation is A+B, then **select** the "Yes" button.
- Click** "Save" or "Save & Close" to retain data.

Projects: [ACO TEST JULEE 1\(...](#) Acquisitions: [/DTFH99-B-12345](#)

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

Core **Solicitation Prep** Amendments Bids Obligation Tabulation Awards

Bid Schedule Prep Schedules Bid Summary Groupings

Save & Close Save Cancel Cancel & Close

Bid Schedule Text

Bidder/Offeror please note: Before preparing the bid, carefully read the Solicitation Price, in figures, for each pay item for which a quantity appears in the bid schedule. If the quantity for each pay item and show the amount bid. Should any mathematical of Government show a mistake in the amount bid, the corrected unit price extension shall "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for each lump sum based on a fixed rate appears for any pay item in the amount bid column, include the amount bid for the item in the total bid amount. Total all of the amounts bid for each total bid amount.

Path:

Starting Page Letter:

Starting Page Number*:

Is this solicitation A+B Bidding?* yes no

Save & Close Save Cancel Cancel & Close

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.

Schedule Letter	Schedule Description	Schedule Type
B	Grading, Drainage, Base, Pavement Bridge, and more pavement	Options
C	Grading, Drainage, Base, Pavement Bridge	Options
A	Grading, Drainage, Base, Pavement Bridge	Base
X	Mill and overlay	Options

3.6.4 Printing the Solicitation Bid Schedule

If you do not 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.

Project Info Design **Acquisition** Account Team Event Lc
 Core **Solicitation Prep** Amendments Bids Obligation Ta
 Bid Schedule Prep Schedules Bid Summary Groupings
 Save & Close Save Cancel Cancel & Close

Bid Schedule Text

B *I* U ABC | | | | | A ab | | | | |
 Font family Font size | | | | |

Bidder/Offeror please note: Before preparing the bid, carefully read the price, in figures, for each pay item for which a quantity appears in the the quantity for each pay item and show the amount bid. Should any Government show a mistake in the amount bid, the corrected unit price "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for based on a fixed rate appears for any pay item in the amount bid column amount bid for the item in the total bid amount. Total all of the amount total bid amount.

Path:

Starting Page Letter: B

Starting Page Number*: 3

Is this solicitation A+B Bidding?*: yes no **A**

Save & Close Save Cancel Cancel & Close

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

Projects: [ACQ TEST JULEE 1\(...\)](#) Acquisitions: [/DTFH99-B-12345](#) [Return](#)

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

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

Bid Schedule Prep Schedules **Bid Summary Groupings**

Search Filters:

Keyword Current yes no

Road User/Administrative Cost yes no Visible yes no

By Schedule By Total Days Created to

No Records Found.

- 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.

Projects: [ACQ TEST JULEE 1\(...\)](#) Acquisitions: [/DTFH99-B-12345](#)

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

Core **Solicitation Prep** Amendments Bids Obligation Tabulation A

Bid Schedule Prep Schedules **Bid Summary Groupings**

Bid Summary

Display Name:

Schedules:

Schedule	
Schedule A - (Base) 365 CPM days	<input type="button" value="Delete"/>
Schedule B - (Options) 235 CPM days	<input type="button" value="Delete"/>
Schedule C - (Options) 421 CPM days	<input type="button" value="Delete"/>
Schedule X - (Options) 100 CPM days	

Current?*: yes no

Visible*: yes no

Sometimes you need multiple groupings.


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

Projects: [ACO TEST JULEE 1\(...](#) Acquisitions: [/DTFH70-09-B-00...](#)

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

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

Bid Schedule Prep Schedules **Bid Summary Groupings**

 Source Selection Information - See FAR 2.101 & 3.104







Search Filters:

Keyword Current yes no

Road User/Administrative Cost yes no Visible yes no

By Schedule By Total Days Created

Add New Items 1-2 of 2

	Display Name	Created ▲
  	Base B, with Opt X	Mar 09, 2009 7:06 pm
  	Base A with Opt X	Mar 09, 2009 7:05 pm

Add New Items 1-2 of 2

3.6.5.2 Creating a Bid Summary Grouping for A+B

- Click on the "Bid Schedule Prep" tab.
- If your solicitation is A+B, Click the "Yes" radio button.
- 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.
- Click "Save" or "Save & Close" to retain data.

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

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

Bid Schedule Prep Schedules Bid Summary Groupings

Save & Close Save Cancel Cancel & Close

Bid Schedule Text

B I U ABC | [List, Bulleted List, Numbered List, Indent, Outdent] | A ab [Link, Unlink, Undo, Redo, Cut, Copy, Paste, Print, Zoom In, Zoom Out]

Font family Font size

Bidder/Offeror please note: Before preparing the bid, carefully read the Solicitation Price, in figures, for each pay item for which a quantity appears in the bid schedule. Note the quantity for each pay item and show the amount bid. Should any mathematical discrepancy in the amount bid, the corrected unit price extension shall be used. If a "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for each lump sum based on a fixed rate appears for any pay item in the amount bid column, include the amount bid for the item in the total bid amount. Total all of the amounts bid for each total bid amount.

Path:

Starting Page Letter: A

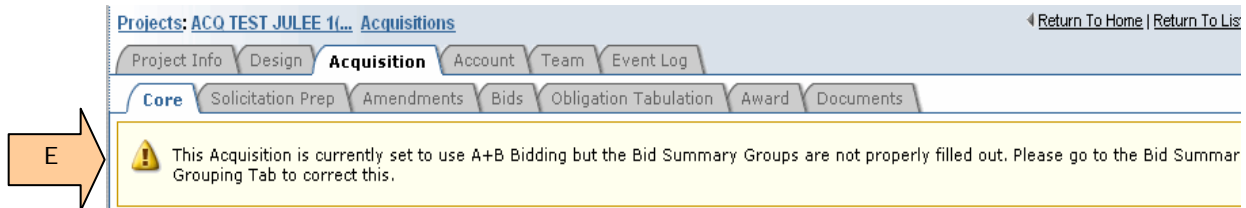
Starting Page Number*: 7

Is this solicitation A+B Bidding?* yes no

Please enter any notes to be displayed to bidders regarding calendar days: The number of calendar days used shall include all weekends, holidays, periods of inclement weather, winter shutdown periods, and all other days during which work may or may not be performed.

Save & Close Save Cancel Cancel & Close

- 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.

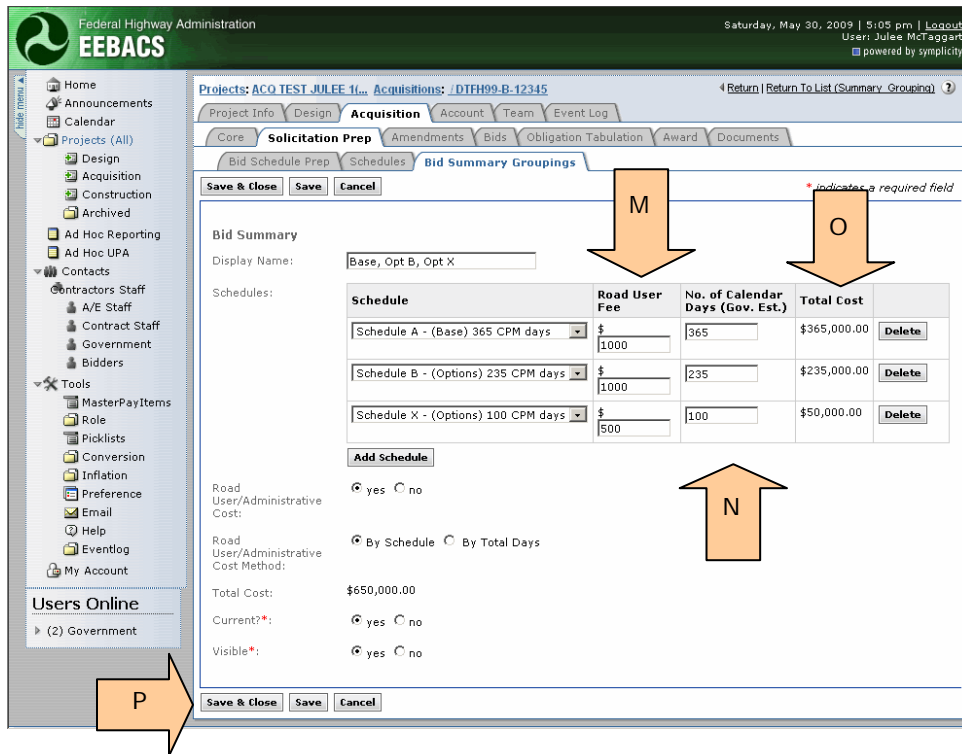


- F. **Insert** display name. Use a descriptive display name.
- G. **Select** appropriate Schedules.
- H. Since this is A+B, **select** "yes". The Road User Fee, etc boxes appears.
- I. **Select** correct cost method.
- J. If this Summary will be used, **click** "yes" at the "Visible" radio button.
- 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".

Schedule	Road User Fee	No. of Calendar Days (Gov. Est.)	Total Cost	
Schedule A - (Base) 365 CPM days	\$		\$0.00	Delete
Schedule B - (Options) 235 CPM days	\$		\$0.00	Delete
Schedule X - (Options) 100 CPM days	\$		\$0.00	Delete

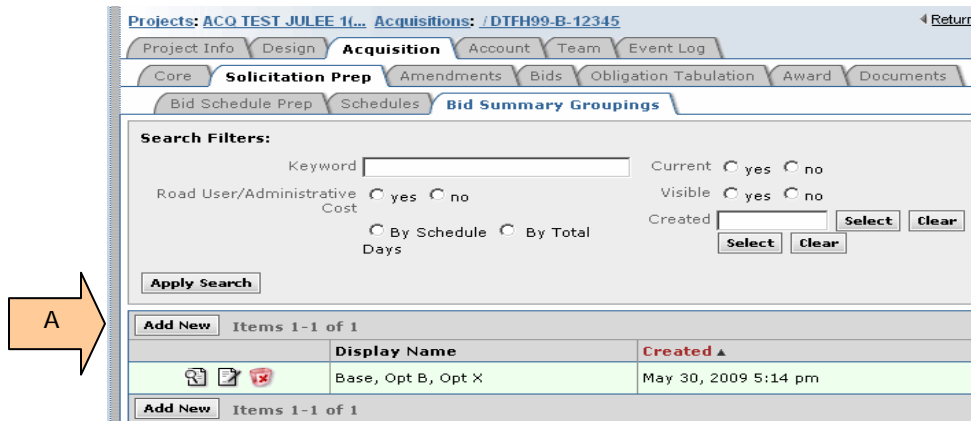
Road User/Administrative Cost: yes no
 Road User/Administrative Cost Method: By Schedule By Total Days
 Total Cost: \$0.00
 Current?*: yes no
 Visible*: yes no

- 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.




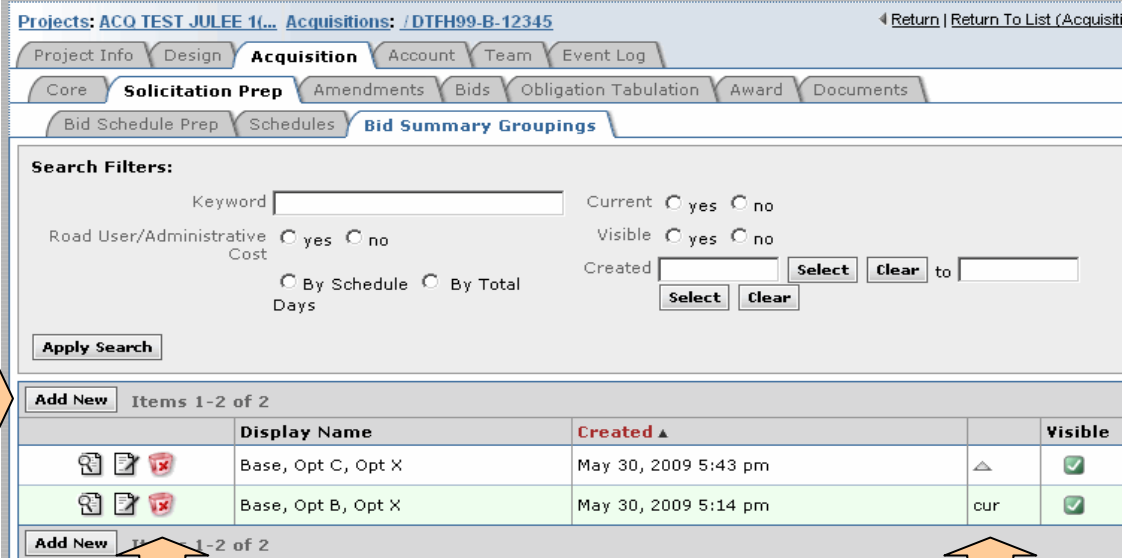
3.6.5.3 Adding another Bid Summary Grouping

- 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.



Search Filters:

Keyword Current yes no
 Road User/Administrative Cost yes no Visible yes no
 By Schedule By Total Days
 Created to

Add New	Display Name	Created ▲	Visible
 	Base, Opt C, Opt X	May 30, 2009 5:43 pm	▲ <input checked="" type="checkbox"/>
 	Base, Opt B, Opt X	May 30, 2009 5:14 pm	cur <input checked="" type="checkbox"/>

1-2 of 2

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.

Projects: [ACQ TEST JULEE 1...](#) Acquisitions: [/DTFH99-B-12345](#) [Return](#) | [Return To List \(Acquisition\)](#) ?

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

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

Bid Schedule Prep **Schedules** Bid Summary Groupings

! Bid Schedule (PDF) Bid Schedule (Excel)

Generate Bid Schedule Items 1-4 of 4

Schedule Letter	Schedule Description	Schedule Type
B	Grading, Drainage, Base, Pavement Bridge, and more pavement	Options
C	Grading, Drainage, Base, Pavement Bridge	Options
A	Grading, Drainage, Base, Pavement Bridge	Base
X	Mill and overlay	Options

Generate Bid Schedule Items 1-4 of 4

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. Click 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.

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Warning: This project is currently missing the following role(s):
 Project Manager
 Bridge Manager
 Highway Design Manager
 Lead Designer
 You can correct this by adding the missing roles on the [Team Tab](#)

Warning: Source Selection Information - See FAR 2.101 & 3.104

General Info	
Solicitation Number:	DTFH71-08-C-0002
Solicitation Procedure:	Sealed Bid/IFB
Competition Information:	Full
Privacy:	Data cannot be released
Privacy Notice:	Source Selection Information - See FAR 2.101 & 3.104

Acquisition Info	
Created:	2008-11-04 13:00:27
By:	Dan VanGilder
Modified:	2009-02-07 16:29:15
By:	Julee McTaggart

Project	
Federal Lands Division	Eastern Federal Lands HD
FP Version	03
Project Number	DAN 1-4
Project Name	DANTEST081104-TEST
Project Description	DANTEST 080912
Units	metric
Density	Urban
Terrain	Level
Partner Agency	NPS
Federal Land	DAN PARKWAY
Status	Acquisition
State(s)	Alabama
County	Blount
Funding Source(s)	PRA, NPS

Current Bidders	
Testing-r-Us	\$1,081,800.00
Konitz Contrating Inc	\$670,100.00

Bid Schedule	
Bid Schedule (Excel)	<input type="button" value="Regenerate Bid Schedule"/>
Bid Schedule (PDF)	

BODEE Report	
BODEE (PDF)	<input type="button" value="Regenerate BODEE Report"/>

Award Info

Task Order Number:

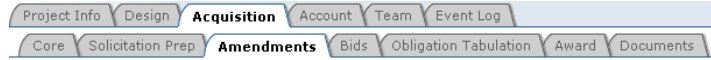
Contract Number: DTFH70-09-C-00111

Contractor: Konitz Contrating Inc

Award Date: August 5, 2009

Annotations:
 Arrow C points to the Documents tab.
 Arrow A points to the Regenerate Bid Schedule button.
 Arrow B points to the Regenerate BODEE Report button.

3.7 Amendment Tab



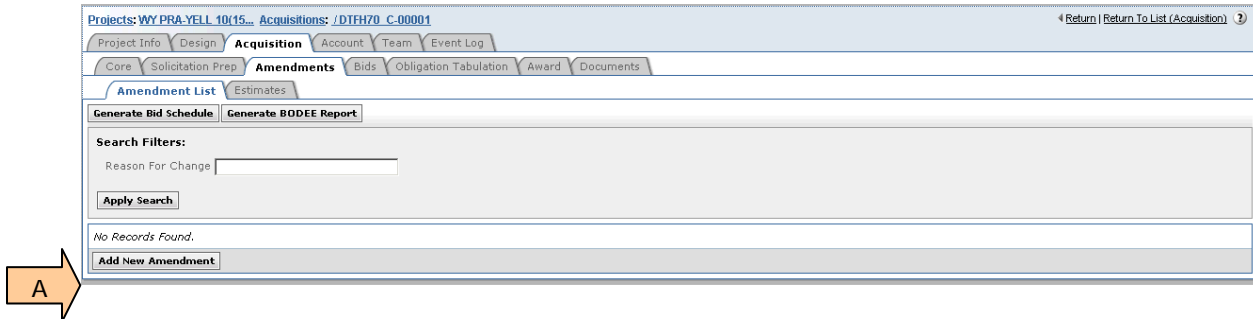
The Amendments Tab creates an amendment and supporting documentation. There are two types of amendments:

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.

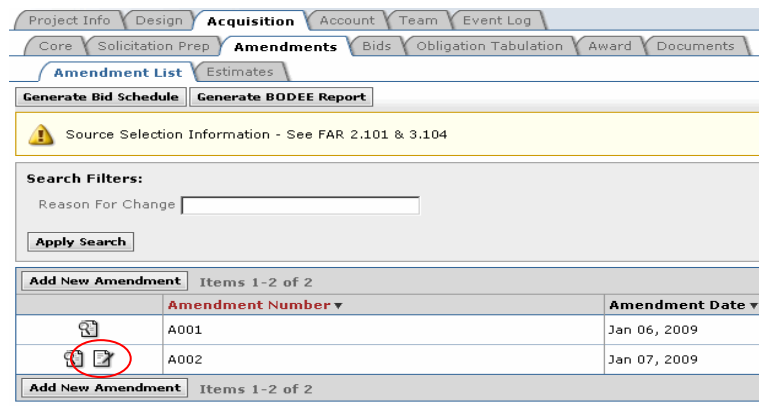
3.7.1 Amendment List

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.

The screenshot shows the 'Add New Amendment' form within the 'Acquisition' module. The form includes the following fields and controls:

- Amendment Number*:** A text input field containing 'A001'. Callout B points to this field.
- Amendment Date*:** A date picker showing '2009-04-23' with 'Select' and 'Clear' buttons. Callout C points to the date field.
- Pay Item Amendment?:** Radio buttons for 'yes' (selected) and 'no'. Callout D points to the 'yes' radio button.
- Reason*:** A text area containing 'Adjustment in quantity for pay item 20401-0000.'. Callout E points to the text area.

At the bottom of the form, there are three buttons: 'Save & Close', 'Save', and 'Cancel'. Callout F points to the 'Save & Close' button.

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.**

This screenshot shows the same 'Add New Amendment' form, but with the 'Core' sub-tab selected. The 'Delete' button in the bottom toolbar is circled in red, and a red arrow points to it from the left. The form fields are identical to the previous screenshot, but the 'Pay Item Amendment?' radio button is now set to 'yes'.

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.

The screenshot shows the EEBACS software interface with the 'Core' tab selected. The interface is divided into several sections:

- General Info:** Solicitation Number: DTFH70_C-00001, Solicitation Procedure: Sealed Bid/IFB, Competition Information: Full, Privacy: Data is public.
- Acquisition Info:** Created: 2009-04-02 10:19:01, By: Wade Johnson, Modified: 2009-04-22 18:47:50, By: Wade Western.
- Project:** Project Number: WY PRA-YELL 10(15), Project Name: Grand Loop Road (Madison to Norris), Project Description: Project begins at Gibsons Falls and continues 5 miles north, Federal Lands Division: Western Federal Lands HD, FP Version: 03, Units: us, Density: Rural, Terrain: Mountainous, Partner Agency: NPS, Federal Land: Yellowstone National Park, Status: Acquisition, State(s): Wyoming, County: Teton, Funding Source(s): PRA.
- Bid Schedule:** Options for 'Bid Schedule (PDF)' and 'Bid Schedule (Excel)'. A 'Regenerate Bid Schedule' button is present.
- BODEE Report:** Option for 'BODEE (PDF)'. A 'Regenerate BODEE Report' button is present.
- Obligation Tabulation Summaries:** A 'Regenerate Obligation Tabulation Summaries' button is present.
- Bid Tabulation Report:** A 'Regenerate Bid Tabulation Report' button is present.

Red arrows indicate the 'Core' tab and the 'Regenerate Bid Schedule' and 'Regenerate BODEE Report' buttons.

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	\$ _____	\$ _____
A	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	\$ _____	\$ _____
B	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	\$ _____	\$ _____
C	A001	A0205	63506-0800	TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN	10000	HOUR	\$ _____	\$ _____

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

- Enter** Bid Opening/Offer Due date.
- Enter** Bid Open/Offer receipt location.
- Enter** Bid Opening Officer or Offer Receipt Officer.
- 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*.

Acquisitions: /

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

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

Bidder Bid Analysis

⚠ Source Selection Information - See 2.101 & 3.104

💡 Bid Open Date: March 06 2009

Bid Open Location: Denver CO

Bid Open Officer: Emma CO

No Records Found.

Add New Bidder Import Excel Generate Bid Error Report Generate Bid Tabulation Report

3.8.1.1 Entering Company Name

- Enter first 2 or 3 letters of company's name.
- Click on "Duns Number", but DO NOT enter any data. **WAIT....** It may take 20-60 seconds for the yellow box to appear.
- Possible matches are in **RED**.

The screenshot shows the 'Bids' tab in the software interface. A yellow banner at the top contains a warning icon and the text 'Source Selection Information - See FAR 2.101 & 3.104'. Below this are buttons for 'Save & Close', 'Save', 'Delete', 'Cancel', and 'Cancel & Close', along with a note '* indicates a required field'. The main form is titled 'Bidder' and has a 'Company*' field. An arrow labeled 'A' points to the 'Company' dropdown menu. Below it, the 'Name' field contains 'ko'. An arrow labeled 'B' points to the 'DUNS Number' field. To the right, a yellow box with a warning icon contains the text: 'Potential duplicates found. Click a name to see more information:'. Below this text is a list of company names in red: 'KONITZ CONTRACTING', 'KONITZ CONTRACTING INC.', 'KONITZ CONTRACTING, INC.', 'Konitz Contracting Inc', 'Kovilic Construction Company, Inc.', 'AMERIKO INC', 'Konitz Contracting Inc', and 'Boines/Kostmayer AJY'. An arrow labeled 'C' points to this list. The form also includes fields for 'Phone Number', 'Fax Number', 'Email Address', and 'Primary Address'.

- 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.
- 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.

The screenshot shows the same software interface. A red banner at the top contains a warning icon and the text 'Errors detected - please see below:'. Below this text is a red square icon followed by 'Guarantee is required'. An arrow labeled 'D' points to this error message. Below the banner are the same 'Save & Close', 'Save', 'Delete', 'Cancel', and 'Cancel & Close' buttons, along with the note '* indicates a requir'. The main form is titled 'Bidder' and has a 'Company*' field. An arrow labeled 'E' points to the caret next to the 'Company*' field. Below it, the 'Guarantee*' field contains the text 'Guarantee is required'. The 'Comment:' field is empty. The form also includes fields for 'Phone Number', 'Fax Number', 'Email Address', and 'Primary Address'.

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...

- Click on a company name that might be a match. A grey box opens up below.
- 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.
- If correct address shows up in the box, **click** on "Select & Close".
- You can close a GREY Company box by **clicking** on the **RED** company name above the box.

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

Source Selection Information - See FAR 2.101 & 3.104

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

Bidder Info

Created:	2009-01-06 15:06:06
By:	Julee McTaggart
Modified:	2009-01-06 15:06:06
	Julee

Bidder

Company*:

Company

Name: ko

DUNS Number:

Phone Number:

Fax Number:

Email Address:

Primary Address:

Address

Street:

City:

State:

Zip:

Country: United States

Secondary Addresses

Add Secondary Address

Potential matches found. Click a name to see more information:

KONITZ CONTRACTING

KONITZ CONTRACTING INC.

KONITZ CONTRACTING, INC.

Company

Name: KONITZ CONTRACTING, INC.

Save as New Select and Close

Select and Edit

Konitz Contrating Inc

Company

Name: Konitz Contrating Inc

Primary Address: PO Box 598, Lewistown Montana 59457

Save as New Select and Close

Edit

Kovilic Construction Company, Inc.

AMERIKO INC

Konitz Contracting Inc

Boines/Kostmayer AJV

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.

The screenshot displays the 'Bids' tab within the 'Acquisition' module. At the top, there are navigation tabs: Project Info, Design, Acquisition, Account, Team, and Event Log. Below these are sub-tabs: Core, Solicitation Prep, Amendments, Bids, Obligation Tabulation, and Award. A yellow warning banner reads: "Source Selection Information - See FAR 2.101 & 3.104". Below the banner are buttons: Save & Close, Save, Delete, Cancel, and Cancel & Close. A red asterisk indicates a required field. The main form area is titled 'Bidder' and contains the following fields:

- Company*: Testing Inc
- Lock (Annotation A points to this checkbox)
- Bid Date: August 22, 2009
- Guarantee*: Bid Bond (Annotation B points to this dropdown menu)
- Comment: For Manual (Annotation C points to this text area)

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

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

- Enter Bidder's unit bid price. Use ENTER key to move cursor to "Amount Bid" column.
- In the "Amount Bid" column enter the bidder's amount.
- 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.
- Click on "Update Calculated Prices".

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

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

Bidder
 Company*: Testing-r-us
 Bid Date: January 7, 2009
 Guarantee*: Bid Bond
 Comment: Data entered here shows up on your Bid Tab document.

Pay Item List:

Schedule A
 Items 1-6 of 6

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
A1000	15101-0000	Mobilization LPSM	\$50000	\$60,000.00	\$60000.00
A1100	20401-0000	Roadway excavation 2,000 m3	\$90	\$180,000.00	\$190000.00
A1500	60201-0800	600mm pipe culvert 200 m	\$65	\$13,000.00	\$13000.00
A1600	60201-1000	900mm pipe culvert 100 m	\$69	\$6,900.00	\$6800.00
A1700	60901-1700	Curb, concrete, 450mm depth 500 m	\$90	\$45,000.00	\$45000.00
A1800	63504-1000	Temporary traffic control, construction sign 100 m2	\$50	\$5,000.00	\$5000.00

Schedule B
 Items 1-8 of 8

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
B1000	15101-0000	Mobilization LPSM	\$400000	\$400,000.00	\$400000.00
B1100	20401-0000	Roadway excavation 2,000 m3	\$65	\$130,000.00	\$130000.00
B1200	30101-4000	Aggregate base grading C or D 1,000 t	\$66	\$66,000.00	\$66000.00
B1400	40101-1300	Superpave pavement, 25mm nominal maximum size aggregate, <0.3 million ESAL 1,000 t	\$99	\$99,000.00	\$99000.00
B1500	60201-0800	600mm pipe culvert 200 m	\$50	\$10,000.00	\$10000.00
B1600	60201-1000	900mm pipe culvert 100 m	\$60	\$6,000.00	\$6000.00
B1700	60901-1700	Curb, concrete, 450mm depth 500 m	\$100	\$50,000.00	\$50000.00
B1800	63504-1000	Temporary traffic control, construction sign 100 m2	\$10	\$1,000.00	\$1000.00

Items 1-8 of 8

Bid Price: 0.00
 Calculated Price: \$0.00

Update Calculated Prices

Save & Close Save Delete Cancel Cancel & Close

- 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".

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	\$9000.00	\$9,000.00	\$9000.00
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.

The screenshot shows the 'Bids' tab in the EEBACS software. The 'Bidder' section is set to 'TAGGART CONSTRUCTION INC' and 'Guarantee*' is 'Bid Bond'. The 'Pay Item List' for 'Schedule A' contains the following items:

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
A0100	15101-0000	MOBILIZATION LPSM	\$100.00	\$100.00	\$100.00
A0120	15201-0000	CONSTRUCTION SURVEY AND STAKING LPSM	\$100.00	\$100.00	\$100.00
A0140	20401-0000	ROADWAY EXCAVATION 26,000 CU YD	\$10.00	\$260,000.00	\$260000.00
A0160	25501-0000	MECHANICALLY STABILIZED EARTH WALL 4,511 SQ FT	\$10.00	\$45,110.00	\$45110.00
A0180	30101-0000	AGGREGATE BASE 28,100 TON	\$10.00	\$281,000.00	\$281000.00
A0240	40101-1000	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL 38,800 TON	\$10	\$388,000.00	\$388
A0280	60101-0000	CONCRETE 100 CU YD	\$10.00	\$1,000.00	\$1000.00
A0300	64605-1000	FIXTURE, KIOSK LPSM	\$1000.00	\$1,000.00	\$1000.00
A125	15205-0000	SLOPE, REFERENCE, AND CLEARING AND GRUBBING STAKE LPSM	\$10.00	\$10.00	\$10.00
				Calculated Total	\$976,320.00
				Schedule Total	\$976320

Arrows A and B point to the 'Unit Bid Price' and 'Amount Bid' columns respectively. Arrow C points to the 'Amount Bid' field for item A0240, which is red. Arrow D points to the 'Schedule Total' field.

- 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 each bid schedule appears. Here is the Schedule A example.

				Calculated Total	\$976,320.00
				Schedule Total	\$976320.00
Road User Fee	\$1,000.00	Road User Days	0	Total Road User Cost	\$0.00
		Calculated Total (A+B)	\$976,320.00	Total Sch (A+B)	\$0.00
Items 1-9 of 9					

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.

				Calculated Total	\$976,320.00
				Schedule Total	\$976320.00
Road User Fee	\$1,000.00	Road User Days	1	Total Road User Cost	\$1000.00
		Calculated Total (A+B)	\$977,320.00	Total Sch (A+B)	\$0.00
Items 1-9 of 9					

Annotations: An orange arrow labeled 'L' points to the 'Road User Days' input field. An orange arrow labeled 'M' points to the 'Total Road User Cost' field. An orange arrow labeled 'O' points to the 'Total Sch (A+B)' field. An orange arrow labeled 'N' points to the 'Calculated Total (A+B)' field.

Enter *Part B - Road User Days* portion for each 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	\$ <input type="text"/>

Base B with Option X	
Schedule	Total
B	\$849,384.90
X	\$7,300.00
Calculated Total	\$856,684.90
Summary Total	\$ <input type="text"/>

- 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

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

3.8.1.5 View of all Bidders & Selecting Responsiveness

- These check boxes have no functionality.
- The "Batch Options" box has no functionality.
- Select "Responsive" or "Non Responsive" for each schedule.

The screenshot shows the 'Bid Analysis' section of the software. At the top, there are tabs for 'Core', 'Solicitation Prep', 'Amendments', 'Bids', 'Obligation Tabulation', 'Award', and 'Documents'. Below these is a 'Bidder' sub-tab and a 'Bid Analysis' sub-tab. A yellow warning box contains the text 'Source Selection Information - See FAR 2.101 & 3.104'. Below this, there are input fields for 'Bid Open Date' (March 31, 2009), 'Bid Open Location' (Anytown MT), and 'Bid Open Officer' (Andy Acquisition). Below the input fields is a toolbar with buttons: 'Add New Bidder', 'Import Excel', 'Generate Bid Error Report', 'Generate Bid Tabulation Report', and 'Batch Options'. A table below the toolbar lists four bidders for 'test Bidder #3' across schedules A, B, C, and X. The 'Status' column for each bidder has a dropdown menu. Annotations A, B, and C are orange arrows pointing to the checkboxes in the 'Actions' column, the 'Batch Options' button, and the 'Status' dropdowns, respectively.

Actions	Name	Schedule	Calculated Total Cost	Schedule Total	Status
<input type="checkbox"/>	test Bidder #3	A	\$320,320.15	\$320,320.15	Responsive
<input type="checkbox"/>	test Bidder #3	B	\$272,920.15	\$272,920.15	Responsive
<input type="checkbox"/>	test Bidder #3	C	\$503,017.35	\$503,017.35	Responsive
<input type="checkbox"/>	test Bidder #3	X	\$4,070.00	\$4,070.00	Non Responsive

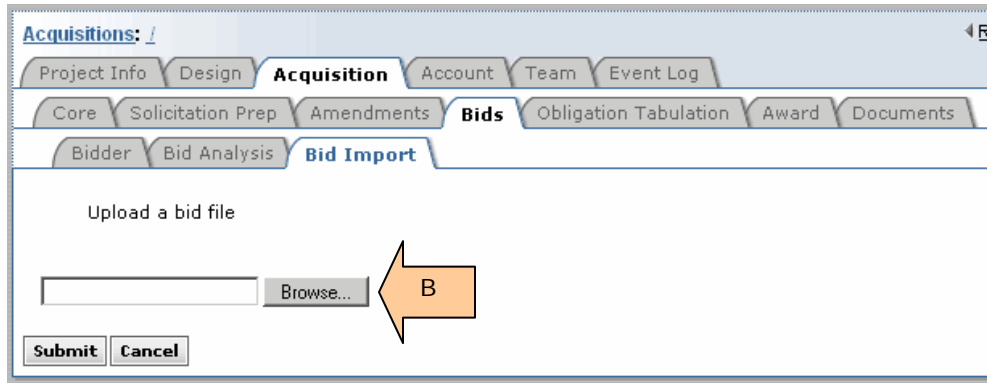
3.8.1.6 Importing Prices from Excel

- Click on "Import Excel".

The screenshot shows the 'Bid Analysis' section of the software. At the top, there are tabs for 'Core', 'Solicitation Prep', 'Amendments', 'Bids', 'Obligation Tabulation', 'Award', and 'Documents'. Below these is a 'Bidder' sub-tab and a 'Bid Analysis' sub-tab. A yellow warning box contains the text 'Source Selection Information - See FAR 2.101 & 3.104'. Below this, there are input fields for 'Bid Open Date' (April 16, 2008), 'Bid Open Location' (Newwood, CO), and 'Bid Open Officer' (ma CO). Below the input fields is a toolbar with buttons: 'Add New Bidder', 'Import Excel', 'Generate Bid Error Report', 'Generate Bid Tabulation Report', and 'Batch Options'. A table below the toolbar lists three bidders for 'Konitz Contrating Inc' across schedules A, B, and X. The 'Status' column for each bidder has a dropdown menu. Annotation A is an orange arrow pointing to the 'Import Excel' button.

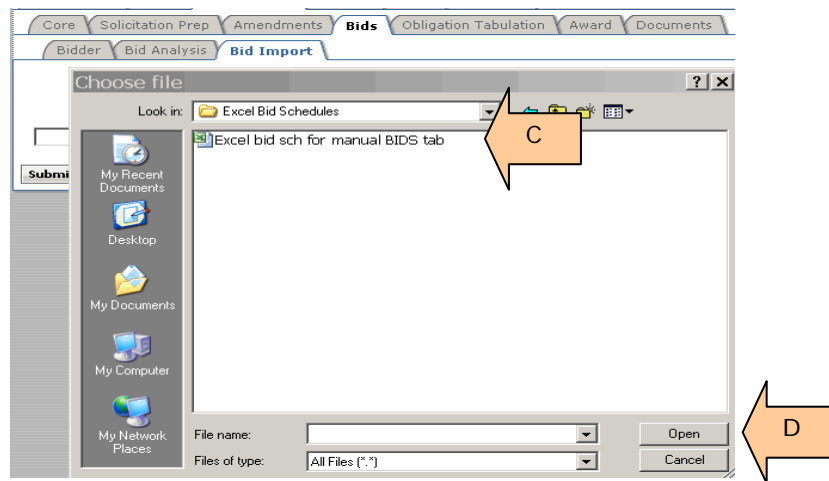
Actions	Name	Schedule	Calculated Total Cost	Schedule Total	Status
<input type="checkbox"/>	Konitz Contrating Inc	A	\$7,092,460.00	\$0.00	
<input type="checkbox"/>	Konitz Contrating Inc	B	\$7,651,159.20	\$0.00	
<input type="checkbox"/>	Konitz Contrating Inc	X	\$137,250.00	\$0.00	

B. Click on "Browse".

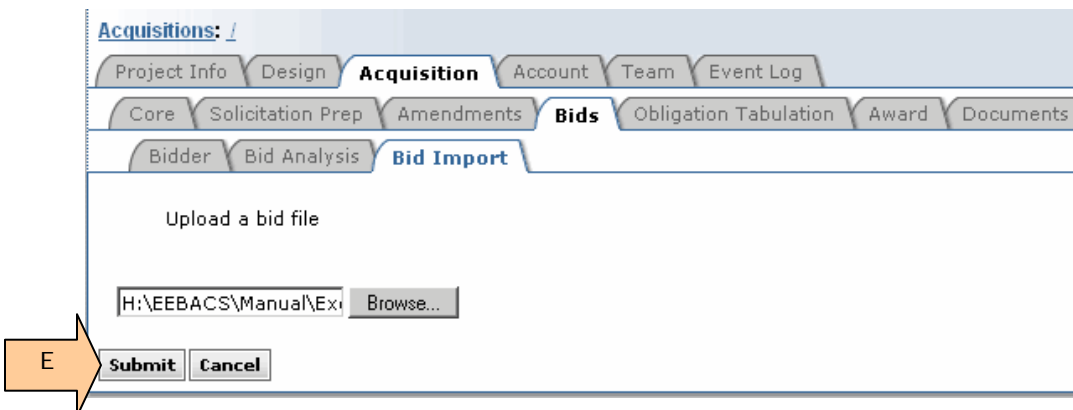


C. Highlight correct file.

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".

The screenshot shows the 'Bids' tab in the software. At the top, there is a yellow warning banner: 'Source Selection Information - See FAR 2.101 & 3.104'. Below this are buttons for 'Save & Close', 'Save', 'Cancel', and 'Cancel & Close'. An orange arrow labeled 'J' points to the 'Save & Close' button. Another orange arrow labeled 'F' points to the 'Save' button. Below the buttons is the 'Bidder' section with fields for 'Company*', 'Guarantee*', and 'Comment:'. An orange arrow labeled 'G' points to the 'Guarantee*' dropdown menu, and an orange arrow labeled 'H' points to the 'Comment:' text area. Below the bidder information is the 'Pay Item List' section, which contains two tables: 'Schedule A' and 'Schedule B'. An orange arrow labeled 'I' points to the 'Schedule Total' field in the 'Schedule A' table.

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
A0100	15101-0000	MOBILIZATION LPSM	\$600000.00	\$600,000.00	\$600000.00
A0120	15201-0000	CONSTRUCTION SURVEY AND STAKING LPSM	\$55000.00	\$55,000.00	\$55000.00
A0140	20401-0000	ROADWAY EXCAVATION 26,000 CU YD	\$60.00	\$1,560,000.00	\$1560000.00
A0160	25501-0000	MECHANICALLY STABILIZED EARTH WALL 4,511 SQ FT	\$100.00	\$451,100.00	\$451100.00
A0180	30101-0000	AGGREGATE BASE 23,900 TON	\$65.00	\$1,553,500.00	\$1553500.00
A0220	40101-1000	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL 38,800 TON	\$98.00	\$3,802,400.00	\$3802400.00
A0280	64605-1000	FIXTURE, KIOSK LPSM	\$26000.00	\$26,000.00	\$26000.00
				Calculated Total	\$8,048,000.00
				Schedule Total	\$0.00

Line Item Number	Pay Item #	Estimate Quantity	Unit Bid Price	Calculated Amount	Amount Bid
B0100	15101-0000	MOBILIZATION LPSM	\$850000.00	\$850,000.00	\$850000.00

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".

Acquisitions: / DTFH71-08-C-0002 Return | Return To List (Acquisition) ?

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

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

Bidder Bid Analysis

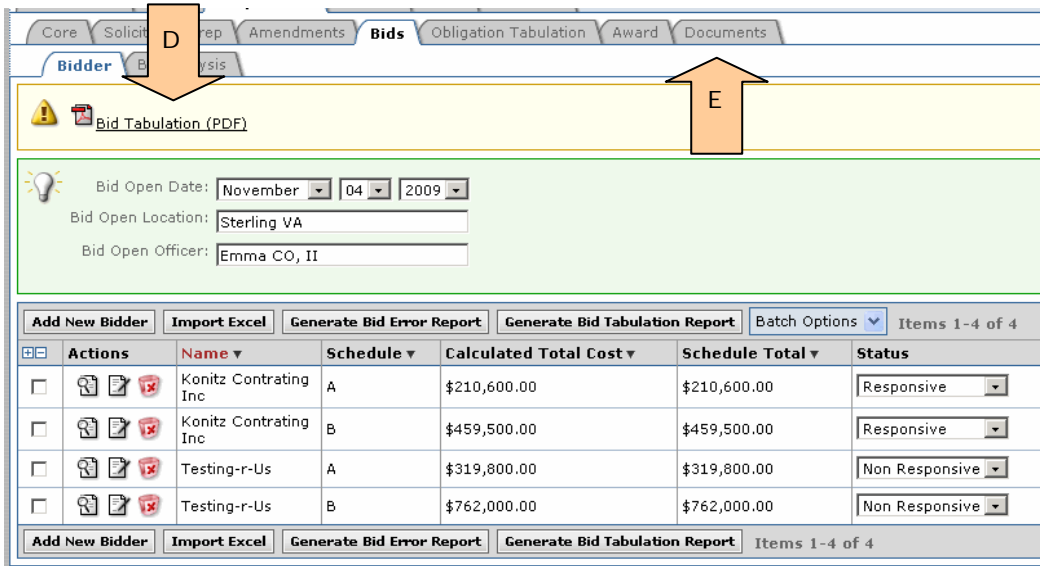
Bid Open Date: November 04 2009
 Bid Open Location: Sterling VA
 Bid Open Officer: Emma CO, II

Items 1-4 of 4

Actions	Name	Schedule	Calculated Total Cost	Schedule Total	Status
<input type="checkbox"/>	Konitz Contrating Inc	A	\$210,600.00	\$210,600.00	Responsive
<input type="checkbox"/>	Konitz Contrating Inc	B	\$459,500.00	\$459,500.00	Responsive
<input type="checkbox"/>	Testing-r-Us	A	\$319,800.00	\$319,800.00	Non Responsive
<input type="checkbox"/>	Testing-r-Us	B	\$762,000.00	\$762,000.00	Non Responsive

Items 1-4 of 4

- 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.

Bid Error Report

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

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


Schedule: A
Schedule Type: Alternate

Bid Item Check Pass

Bidder	Line Item Number	Bidder's Extension	Computed Extension
Testing-r-Us	A1100	\$190,000.00	\$180,000.00
Testing-r-Us	A1600	\$6,800.00	\$6,900.00

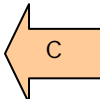
- B. (Page 2) Konitz Contracting Inc has an error in their total amount for Schedule A. This error shows that the calculated total for this schedule does not match the amount keyed as the Bidder's Bid Amount on the Bidder sub-tab. It could denote a keying error or a bidder error. Double check your data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

Bid Error Report			
Project No: DAN 1-4 Project Name: DANTEST081104-TEST		Schedule: A Schedule Type: Alternate	
Report Date: 01/07/09 2 out of 4			
Bid Total Check Pass			
Bidder	Bidder's Bid Amount	Computed Bid Amount	Error
Testing-r-Us	\$319,800.00	\$319,800.00	
Konitz Contracting 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			
Project No: DAN 1-4 Project Name: DANTEST081104-TEST		Schedule: B Schedule Type: Alternate	
Report Date: 01/07/09 3 out of 4			
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			
Project No: DAN 1-4 Project Name: DANTEST081104-TEST		Schedule: B Schedule Type: Alternate	
Report Date: 01/07/09 4 out of 4			
Bid Total Check Pass			
Bidder	Bidder's Bid Amount	Computed Bid Amount	Error
Testing-r-Us	\$762,000.00	\$762,000.00	
Konitz Contracting 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 Contracting 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

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

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

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 Contracting Inc PO Box 398 Lewistown, MT 59457	This shows on your bid tab document.	\$210,600.00	
Testing-r-Us 21111 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 Report Date: 01/07/09
3 out of 6

Project No: DAN 1-4 Schedule: A
 Project Name: DANTEST081104-TEST Schedule Type: Alternate

Line Item Number	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount
A1000	15101-0000	Mobilization				
		Konitz Contracting 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 Contracting 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 Contracting 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 Contracting Inc			\$95.00	\$9,500.00
		Testing-r-Us			\$69.00	\$6,900.00
		Engineer's Estimate	100	m	\$70.00	\$7,000.00

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

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

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

Project No: DAN 1-4 Schedule: B
 Project Name: DANTEST081104-TEST Schedule Type: Alternate
 Solicitation No: DTFH71-08-C-0002
 Division: Eastern Federal Lands HD
 State: AL Country: Blount
 Federal Land: DAN PARKWAY

Opened at: Sterling VA
 Opened by: Emma CO, II
 Date: 11/04/08

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 Contracting Inc PO Box 398 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	Date 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"

Acquisitions: /DTFH71-08-C-0002 Return

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

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

Select Bidder/Offerror:

← A

B → **Generate Obligation Tabulation For Acquisition** Items 1-2 of 2

Schedule Type	Schedule Letter	Order
Alternate	A	
Alternate	B	

B → **Generate Obligation Tabulation For Acquisition** Items 1-2 of 2

- 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 Obligation Tabulation For Acquisition Batch Options Items 1-2 of 2

Access	Schedule Type	Schedule Letter	Total of Bid Items	Total of Incentives	Calculated Total Authorized Amount
<input type="checkbox"/>	Alternate	A	\$210,600.00	\$0.00	\$210,600.00
<input type="checkbox"/>	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.

Obligation Tabulation

Total of Bid Items: **\$459500**

Incentive

Estimated Quality Material Incentive:

Pay Item #	Supplemental Description	Quantity	Metric Pay Units	Unit Price	Total Price
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	\$0.00

Estimated Quality Smoothness Incentive: No Estimated Quality Smoothness Incentive

Estimated Quality Roughness Incentive: No Estimated Quality Roughness Incentive

Other Estimated Incentive: No Other Estimated Incentive

Total Estimated Incentives

Calculated: **\$0**

Calculate Incentives Amounts

Total Authorized Amount

Calculated: **\$459500**

- O. After clicking on "Calculate Incentives Amounts", the "Total Estimated Incentives" amount appears.
- P. "Total Authorized Amount" now includes incentives.

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Schedule: A
Schedule: B

Select Bidder/Offerror:

Save & Close
Save
Delete
Cancel
Cancel & Close

* indicates a required field

Obligation Tabulation

Total of Bid Items: **\$459500**

Incentive

Estimated Quality Material Incentive:

Pay Item #	Supplemental Description	Quantity	Metric Pay Units	Unit Price	Total Price
30101-4000	Aggregate base grading C or D Quality	1000	Q_t	\$3.30	\$3,300.00
		1000	Q_t	\$2.75	\$2,750.00
					\$2,750.00

Estimated Quality Smoothness Incentive: ⚠ No Estimated Quality Smoothness Incentive

Estimated Quality Roughness Incentive: ⚠ No Estimated Quality Roughness Incentive

Other Estimated Incentive: ⚠ No Other Estimated Incentive

Total Estimated Incentives

Calculated: **\$2750**

Calculate Incentives Amounts

Total Authorized Amount

Calculated: **\$462250**

Save & Close
Save
Delete
Cancel
Cancel & Close

EEBACS User Guide 1.0

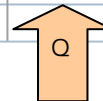
3-58

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, do not edit 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	\$5000.00	\$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



- 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

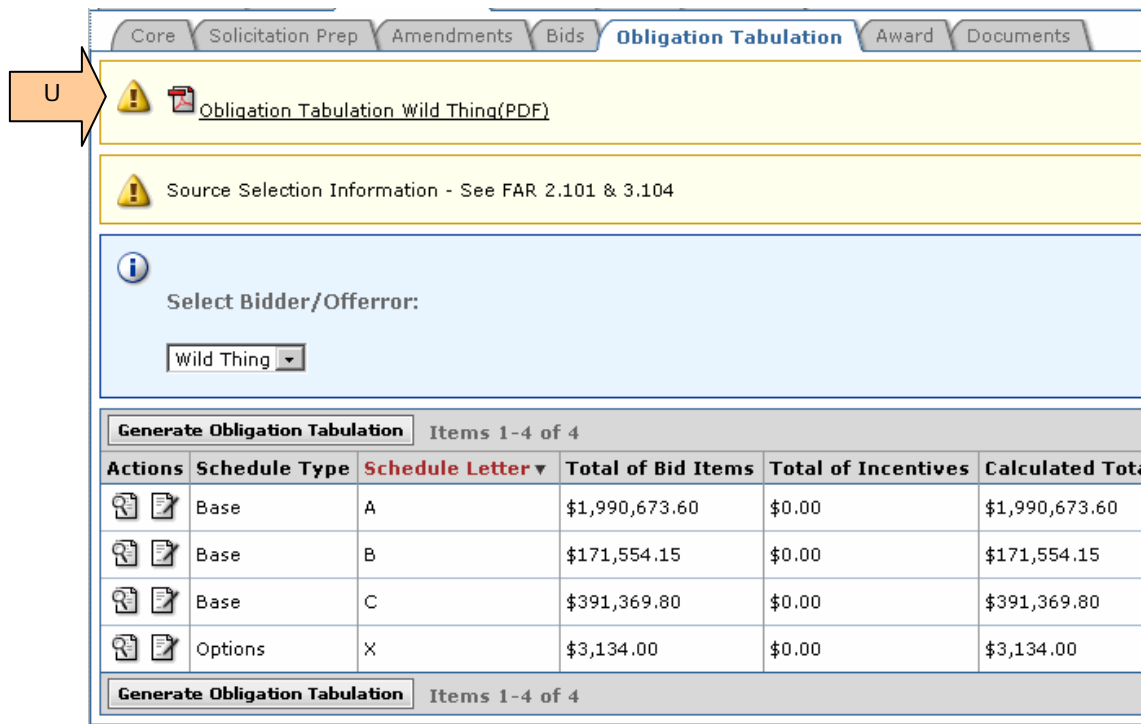
Select Bidder/Offerror: Konitz Contrating Inc

Actions	Schedule Type	Schedule Letter	Total of Bid Items	Total of Incentives	Calculated Total Authorized Amount
<input type="checkbox"/>	Alternate	A	\$210,600.00	\$0.00	\$210,600.00
<input type="checkbox"/>	Alternate	B	\$459,500.00	\$2,750.00	\$462,250.00



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.



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









U   Obligation Tabulation Wild Thing(PDF)

 Source Selection Information - See FAR 2.101 & 3.104

 **Select Bidder/Offerror:**

Wild Thing ▾

Generate Obligation Tabulation Items 1-4 of 4

Actions	Schedule Type	Schedule Letter ▾	Total of Bid Items	Total of Incentives	Calculated Total
 	Base	A	\$1,990,673.60	\$0.00	\$1,990,673.60
 	Base	B	\$171,554.15	\$0.00	\$171,554.15
 	Base	C	\$391,369.80	\$0.00	\$391,369.80
 	Options	X	\$3,134.00	\$0.00	\$3,134.00

Generate Obligation Tabulation Items 1-4 of 4

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 might be exercised later.
- F. **Click** on “Re-calculate Schedule Amounts” button.

Save **Cancel** * indicates a required field

Schedule Award Info

Contractor*:

Which schedule will be awarded initially?*: A (Alternate) B (Alternate)

Which schedules may be awarded (i.e. exercised) after contract award?: A (Alternate) B (Alternate)

ReCalculate Schedule Amounts

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 might be exercised after contract award.

- A. **Select** successful contractor.
- B. **Select** schedules being awarded at time of contract award.
- C. **Select** schedules (options) that might be exercised later.
- D. **Click** on “Re-calculate Schedule Amounts” button.

The screenshot shows the 'Award' tab in the software interface. The 'Pre-Award' sub-tab is active. The 'Schedule Award Info' section contains the following elements:

- Contractor*:** A dropdown menu with 'Thing One' selected. An orange arrow labeled 'A' points to this dropdown.
- Which schedule will be awarded initially?***: Two radio buttons, 'A (Options)' (unchecked) and 'B (Base)' (checked). An orange arrow labeled 'B' points to the 'B (Base)' radio button.
- Which schedules may be awarded (i.e. exercised) after contract award?:** Two radio buttons, 'A (Options)' (checked) and 'B (Base)' (unchecked). An orange arrow labeled 'C' points to the 'A (Options)' radio button.
- ReCalculate Schedule Amounts**: A button with an orange arrow labeled 'D' pointing to it.

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 might 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.**

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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

Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially Schedule Incentives Amount	Schedule Authorized Amount	Length	(A+B) No of Cal Days Bid	Schedule Award Amount	Possibly Award Later 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


E

F

G

Step 2 Entering additional award data – Example 2: This example reflects the award of Alternate schedule B; schedule A will not be awarded.

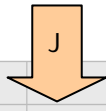
- H. Double-line separates the “Award Initially” section from the “Possibly Awarded Later” section.
- I. Note that the “Possibly Awarded Later” portion of this table correctly shows no data or \$0.00.



Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially			Possibly Awarded Later				
			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	Schedule Award Amount	Awarded Initially			Length	(A+B) No of Cal Days Bid	Possibly Awarded Later			Length	(A+B) No of Cal Days Bid
			Schedule Incentives Amount	Schedule Authorized Amount	Schedule Award Amount			Schedule Incentives Amount	Schedule Authorized 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	\$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.

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Pre-Award
Award

Source Selection Information - See FAR 2.101 & 3.104

Save
Cancel

Schedule Award Info

Contractor*: Wild Thing

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

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

ReCalculate Schedule Amounts

Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially Schedule Incentives Amount	Schedule Authorized Amount	Length
A	\$10,125,000.00	\$1,990,673.60	\$0.00	\$1,990,673.60	4.0948
B	\$5,200,000.00				
C	\$21,500,000.00				
X	\$150,000.00				
Total		\$1,990,673.60	\$0.00	\$1,990,673.60	4.0948

Calculated Award Amount: \$1,990,673.60

Calculated Incentives Amount: \$0.00

Calculated Authorized Amount: \$1,990,673.60

Authorized Amount: 1990673.60

Awarded Project Length: 4.0948

Use this button when there is no possibility of exercising options after contract award.

A

Create Bid Schedule Low

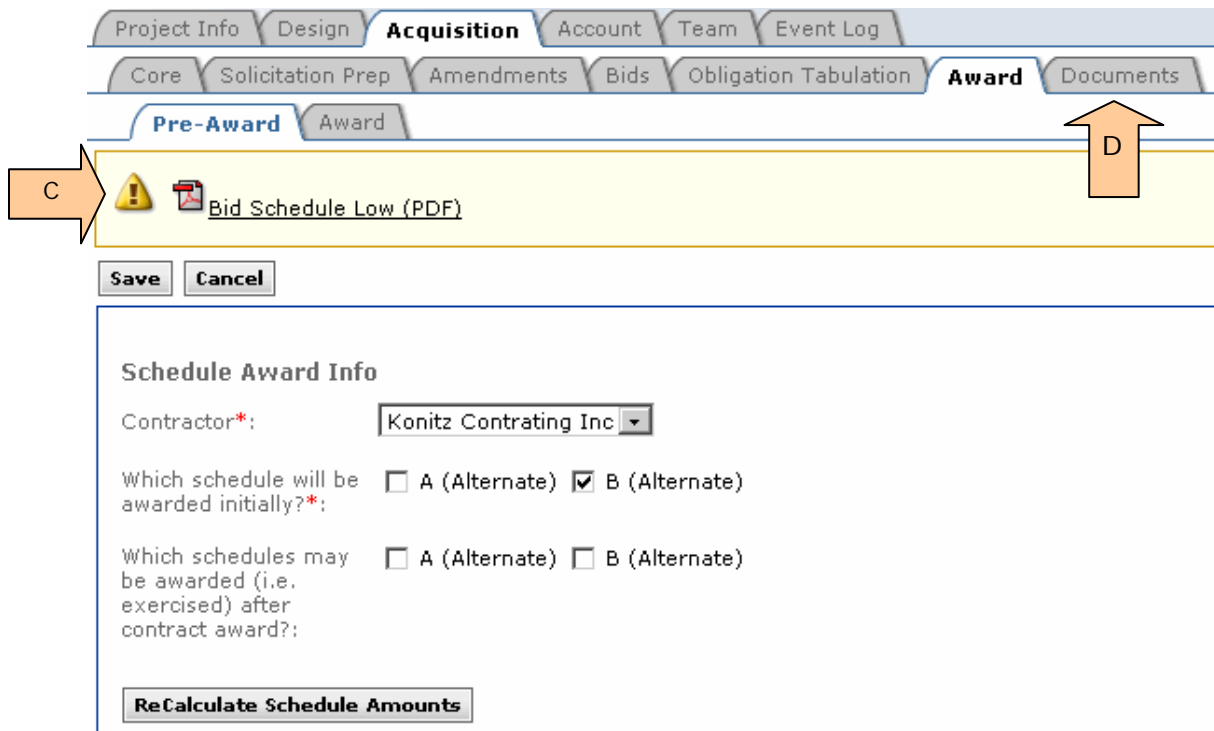
Use this button when there may be options exercised after contract award.

Create Bid Schedule Low (Exercised)

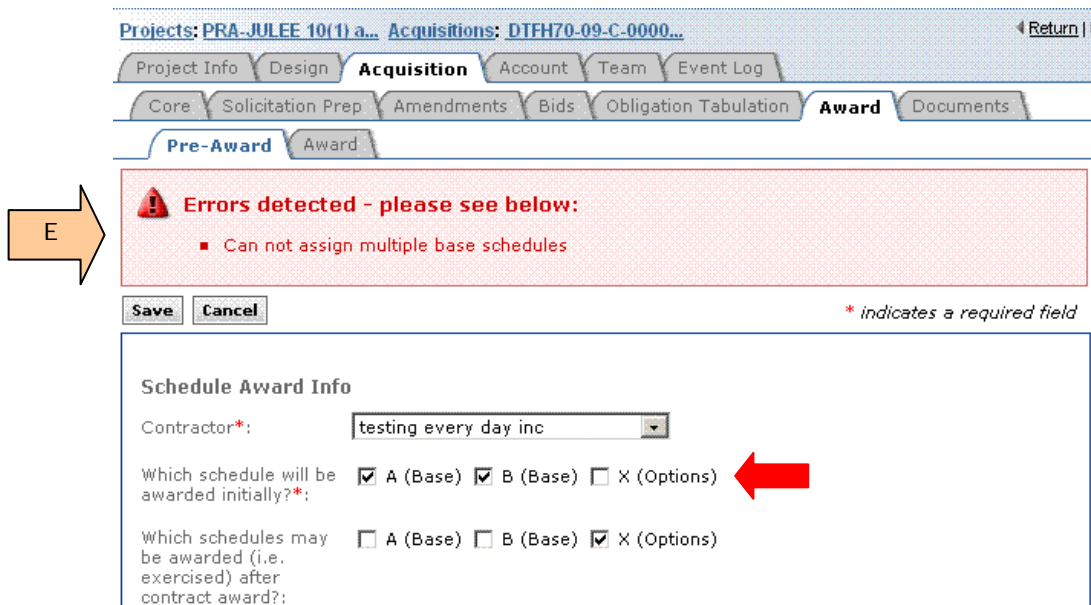
B

Save
Cancel

- 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 accidentally 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 might 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

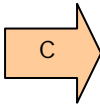
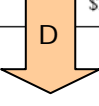
Contract Quantity Pay Items
55401-1000 REINFORCING STEEL

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

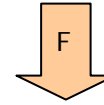
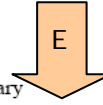
B0760	64605-1000	FIXTURE, KIOSK	ALL	LPSM	\$ __LPSM__	\$2,000.00
 Submitted by: testing in the USA		 Schedule Total: \$1,575,960.33				

(Page 3)

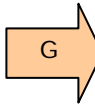
- E. "Bid Schedule Summary" shows schedule(s) awarded initially.
- F. Shows option schedule(s) that might be awarded later
- G. Shows company name

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.

The screenshot displays the 'Award' sub-tab within the 'Acquisitions' module. The interface includes a navigation bar with tabs for 'Project Info', 'Design', 'Acquisition', 'Account', 'Team', and 'Event Log'. Below this, there are sub-tabs for 'Core', 'Solicitation Prep', 'Amendments', 'Bids', 'Obligation Tabulation', 'Award', and 'Documents'. The 'Award' sub-tab is active, showing a form with the following fields and controls:

- Contract Number*:** DTFH70-09-C-00111 (Arrow A points to this field)
- Task Order Number*:** (Arrow B points to this field)
- Contractor*:** Konitz Contracting Inc
- Award Date*:** 2009-08-05 (with 'Select' and 'Clear' buttons) (Arrow C points to this field)
- Authorized Amount:** \$462,250.00
- Awarded Project Length:** 1.80
- Business Type:** Select all that apply
 - Large Business
 - Women Owned Business
 - 8a Firm
 - Service Disabled Veteran Owned Business
 - Small Business
 - Small Disadvantaged Business
 - Veteran Owned Small Business
 - HUBZone business
 (Arrow D points to the checkboxes)

At the bottom of the form, there are two buttons: 'Send Data To Bid History' and 'Send Project To Construction'. Below these are 'Save' and 'Cancel' buttons (Arrow E points to the 'Save' button). A note at the top right of the form area states: '* indicates a required field'.

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 cannot be retrieved.**

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 before Construction begins entering key data.

- F. Click on “Send Data to Bid History”.
- G. Click on “Send Project to Construction”

Acquisitions Return | E

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

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

Pre-Award **Award**

Save Cancel * indicates a required field

Award Info

Contract Number*: DTFH70-09-C-00111

Task Order Number*:

Contractor*: Konitz Contracting Inc

Award Date*: 2009-08-05 Select Clear

Authorized Amount: \$462,250.00

Awarded Project Length: 1.80

Business Type: Select all that apply

Large Business Small Business

Women Owned Business Small Disadvantaged Business

8a Firm Veteran Owned Small Business

Service Disabled Veteran Owned Business HUBZone business

Final Task

Send Data To Bid History Send Project To Construction

Save Cancel


- 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.

DTFH70080c99922 / DTFH70-09-B-00001 Return |

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

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

Pre-Award **Award**

 Source Selection Information - See FAR 2.101 & 3.104

Save **Cancel** * indicates a required field

Award Info

Contract Number*: DTFH70080c99922

Task Order Number*:

Contractor*: Test Away inc

Award Date*: 2009-08-19 **Select** **Clear**

Authorized Amount: \$15,444,448.00

Awarded Project Length: 5.00

Business Type: Select all that apply

Large Business Small Business


Women Owned Business Small Disadvantaged Business

8a Firm Veteran Owned Small Business


Service Disabled Veteran Owned Business HUBZone business

Final Task


Send Data To Bid History

Data has been sent to Bid History: Jan 08, 2009 

Reopen To Acquisition

Project has been sent to Construction: Jan 08, 2009 

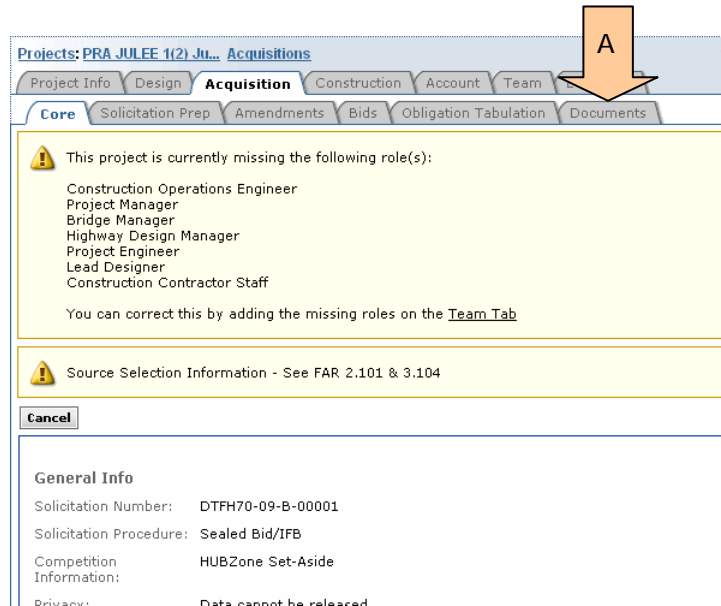
Save **Cancel**



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.

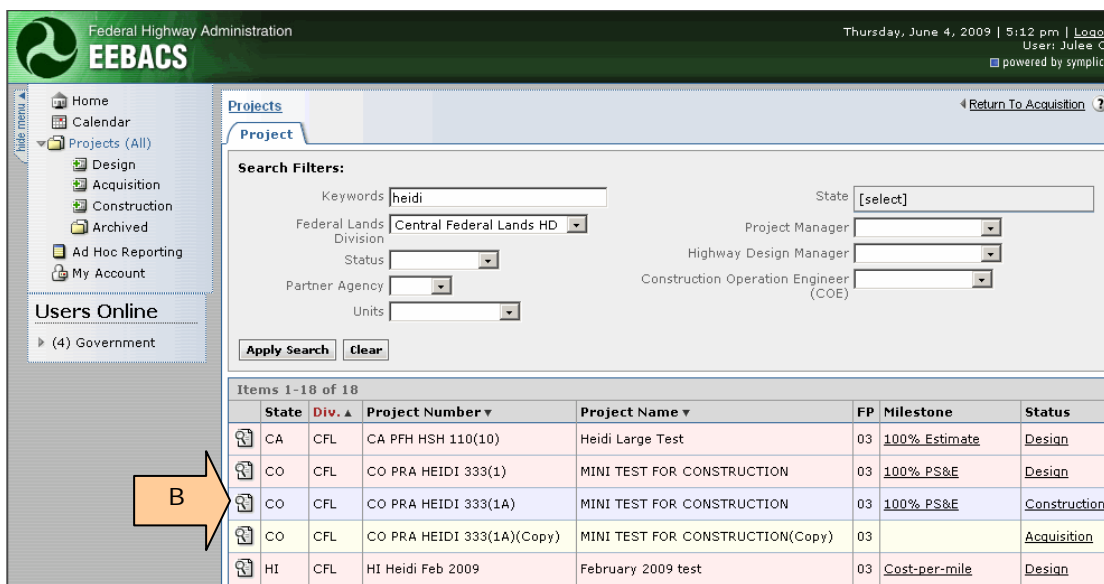
A. Award tab gone.



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.





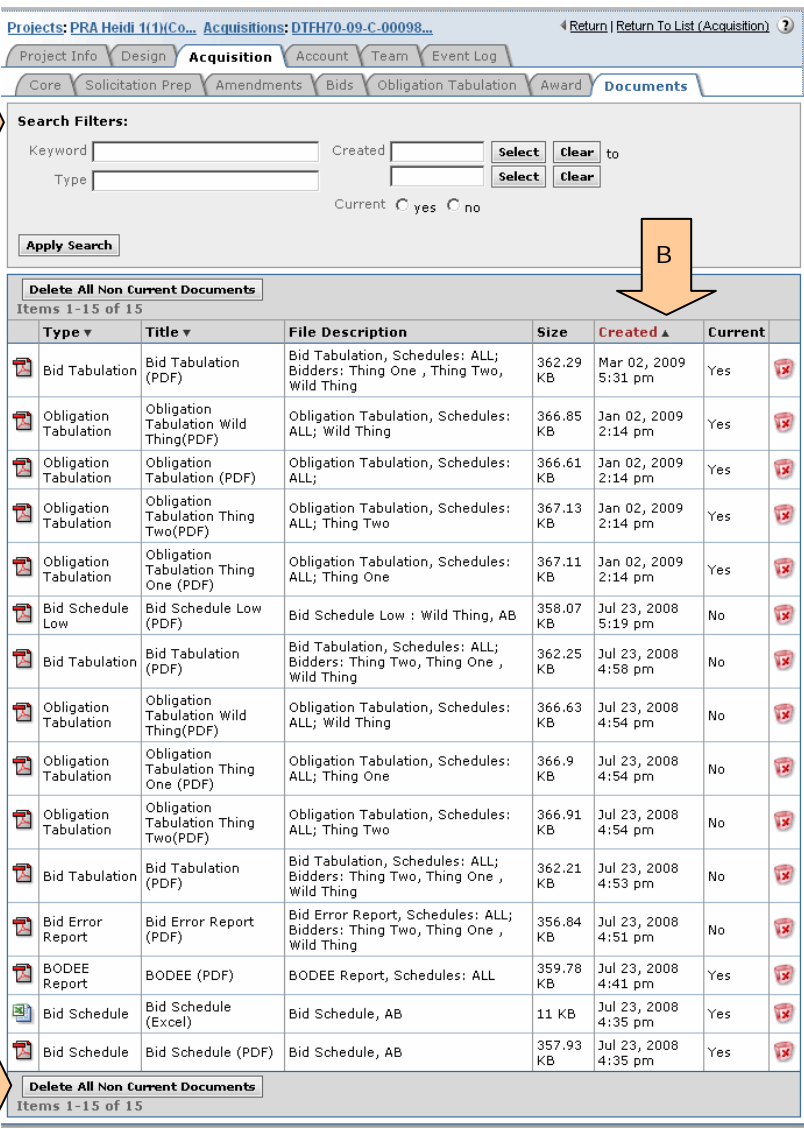
3.12 Documents Tab

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.**



The screenshot shows the 'Documents' tab interface. At the top, there are navigation tabs: Project Info, Design, Acquisition, Account, Team, and Event Log. Below these are sub-tabs: Core, Solicitation Prep, Amendments, Bids, Obligation Tabulation, Award, and Documents. The 'Documents' sub-tab is active.

Callout A: Points to the 'Search Filters' section, which includes fields for Keyword, Type, Created, and Current, along with 'Select' and 'Clear' buttons.

Callout B: Points to the 'Created' column header in the table, which has a small upward-pointing arrow icon next to it.

Callout C: Points to the 'Delete' icon (a trash can) in the 'Current' column of the table.

Callout D: Points to the 'Delete All Non Current Documents' button located at the bottom of the table.

Type	Title	File Description	Size	Created	Current
Bid Tabulation	Bid Tabulation (PDF)	Bid Tabulation, Schedules: ALL; Bidders: Thing One , Thing Two, Wild Thing	362.29 KB	Mar 02, 2009 5:31 pm	Yes
Obligation Tabulation	Obligation Tabulation Wild Thing(PDF)	Obligation Tabulation, Schedules: ALL; Wild Thing	366.85 KB	Jan 02, 2009 2:14 pm	Yes
Obligation Tabulation	Obligation Tabulation (PDF)	Obligation Tabulation, Schedules: ALL;	366.61 KB	Jan 02, 2009 2:14 pm	Yes
Obligation Tabulation	Obligation Tabulation Thing Two(PDF)	Obligation Tabulation, Schedules: ALL; Thing Two	367.13 KB	Jan 02, 2009 2:14 pm	Yes
Obligation Tabulation	Obligation Tabulation Thing One (PDF)	Obligation Tabulation, Schedules: ALL; Thing One	367.11 KB	Jan 02, 2009 2:14 pm	Yes
Bid Schedule Low	Bid Schedule Low (PDF)	Bid Schedule Low : Wild Thing, AB	358.07 KB	Jul 23, 2008 5:19 pm	No
Bid Tabulation	Bid Tabulation (PDF)	Bid Tabulation, Schedules: ALL; Bidders: Thing Two, Thing One , Wild Thing	362.25 KB	Jul 23, 2008 4:58 pm	No
Obligation Tabulation	Obligation Tabulation Wild Thing(PDF)	Obligation Tabulation, Schedules: ALL; Wild Thing	366.63 KB	Jul 23, 2008 4:54 pm	No
Obligation Tabulation	Obligation Tabulation Thing One (PDF)	Obligation Tabulation, Schedules: ALL; Thing One	366.9 KB	Jul 23, 2008 4:54 pm	No
Obligation Tabulation	Obligation Tabulation Thing Two(PDF)	Obligation Tabulation, Schedules: ALL; Thing Two	366.91 KB	Jul 23, 2008 4:54 pm	No
Bid Tabulation	Bid Tabulation (PDF)	Bid Tabulation, Schedules: ALL; Bidders: Thing Two, Thing One , Wild Thing	362.21 KB	Jul 23, 2008 4:53 pm	No
Bid Error Report	Bid Error Report (PDF)	Bid Error Report, Schedules: ALL; Bidders: Thing Two, Thing One , Wild Thing	356.84 KB	Jul 23, 2008 4:51 pm	No
BODEE Report	BODEE (PDF)	BODEE Report, Schedules: ALL	359.78 KB	Jul 23, 2008 4:41 pm	Yes
Bid Schedule	Bid Schedule (Excel)	Bid Schedule, AB	11 KB	Jul 23, 2008 4:35 pm	Yes
Bid Schedule	Bid Schedule (PDF)	Bid Schedule, AB	357.93 KB	Jul 23, 2008 4:35 pm	Yes

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.

The screenshot displays the EEBCS Acquisition Module interface. The top navigation bar includes tabs for Project Info, Design, Acquisition, Account, Team, and Event Log. The 'Acquisition' tab is active, and the 'Core' sub-tab is selected. Below the navigation bar are buttons for Save & Close, Save, Cancel, and Cancel & Close, along with a note: * indicates a required field. The main form area is titled 'General Info' and contains the following fields:

- Solicitation Number: DTFH70-12-B-10111
- Solicitation Procedure: Sealed Bid/IFB
- Competition Information: HUBZone Small Business Set-Aside
- Privacy*: Data is public Data cannot be released
- Acquisition Remark: Solicitation cancelled on 10/15/2012 due to lack of funding.

An orange arrow labeled 'A' points to the 'Acquisition Remark' field.

- B. Contact the Acquisition Module Manager or your Division's EEBCS 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 EEBCS to maintain files for your cancelled solicitation, while also allowing you to re-solicit (if applicable) this project using the correct project number/name.