

# EEBACS USER GUIDE 1.0

## Chapter 3 - Acquisition Module

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UPDATED: 01.15.2014

<b>TABLE OF CONTENTS</b>	<b>Page</b>
3.1 Acquisition Overview .....	3-3
3.2 Acquisition Definitions .....	3-4
3.3 Navigation .....	3-6
3.3.1 Finding a project .....	3-6
3.3.2 If you cannot find a project .....	3-7
3.3.3 Understanding tabs .....	3-7
3.4 Opening the Project File.....	3-12
3.5 CORE tab.....	3-14
3.5.1 Enter Data at CORE tab .....	3-15
3.5.2 Acquisition Info Box & Project Box .....	3-17
3.5.3 Document Boxes.....	3-17
3.6 Solicitation Prep Tab .....	3-18
3.6.1 Getting started at the Bid Schedule Prep Tab.....	3-18
3.6.2 Entering data at the Bid Schedule Prep Tab .....	3-19
3.6.3 Using the Schedules Tab.....	3-20
3.6.4 Printing the Solicitation Bid Schedule.....	3-20
3.6.5 Using the Bid Summary Grouping Tab .....	3-21
3.6.5.1 Creating a Bid Summary Grouping for Base/Option (not A+B) .....	3-21
3.6.5.2 Creating a Bid Summary Grouping for A+B.....	3-24
3.6.5.3 Adding another Bid Summary Grouping .....	3-26
3.6.6 Printing Bid Schedule (for Solicitation) and BODEE .....	3-27
3.6.6.1 Printing Bid Schedule at "Schedules" sub-tab.....	3-28
3.6.6.2 Printing Bid Schedule & BODEE from Core Tab .....	3-29
3.7 Amendment Tab .....	3-30
3.7.1 Amendment List .....	3-30
3.7.2 Core.....	3-31
3.7.3 Pay Item Amendment Reports .....	3-32
3.8 Tab called BIDS.....	3-34

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3.8.1 Bidder Sub-tab .....	3-34
3.8.1.1 Entering Company Name.....	3-35
3.8.1.2 Entering Other Bidder Information.....	3-38
3.8.1.3 Entering Bidder Prices (Example 1: Base+Opt, not A+B,) .....	3-39
3.8.1.4 Entering Bidder Prices (Example 2: A+B, 2 Base Schedules, 1 Option).....	3-41
3.8.1.5 View of all Bidders & Selecting Responsiveness .....	3-46
3.8.1.6 Importing Prices from Excel.....	3-46
3.8.1.7 Printing Bid Related Reports .....	3-49
3.8.1.7.1 Bid Error Report .....	3-50
3.8.1.7.2 Bid Tabulation (Bid Tab) Report .....	3-52
3.8.1.8 Bid Analysis Sub-Tab .....	3-54
3.9 Obligation Tabulation Tab .....	3-56
3.10 Account Tab .....	3-62
3.10.1 Updating previously added CON accounts.....	3-62
3.11 Award Tab .....	3-64
3.11.1 Using Pre-Award Sub-tab .....	3-64
3.11.2 Printing Contract Bid Schedule.....	3-68
3.11.2.1 Document – Contract Bid Schedule .....	3-70
3.11.3 Using Award Sub-tab.....	3-72
3.12 Project successfully sent to Construction Module.....	3-75
3.13 Documents Tab .....	3-76
3.14 Cancelling a Solicitation .....	3-77

## 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	<b>Used on Bid Schedule Prep and Bid Summary Groupings sub-tabs (under Solicitation Prep tab).</b> 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	<b>Used on Bids tab.</b> 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	<b>Used on Pre-Award sub-tab (under Award tab).</b> 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. <b>Used on Pre-Award sub-tab (under Award tab).</b> 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. <b>Used on Pre-Award sub-tab (under Award tab).</b> 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	<b>Found at Bid Summary Groupings sub-tab (under Sol Prep Tab).</b> 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	<b>Used at Bidder sub-tab (under the tab called Bids.)</b> 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	<b>Used on Pre-Award sub-tab (under Award tab).</b> Sum of all awarded bid items.
Calculated Authorized Amount	n/a	<b>Used on Pre-Award sub-tab (under Award tab).</b> Sum of "calculated award amount" and "calculated incentives amount".
Calculated Incentives Amount	n/a	<b>Used on Pre-Award sub-tab (under Award tab).</b> 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	<b>Used on Obligation Tabulation tab.</b> 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.

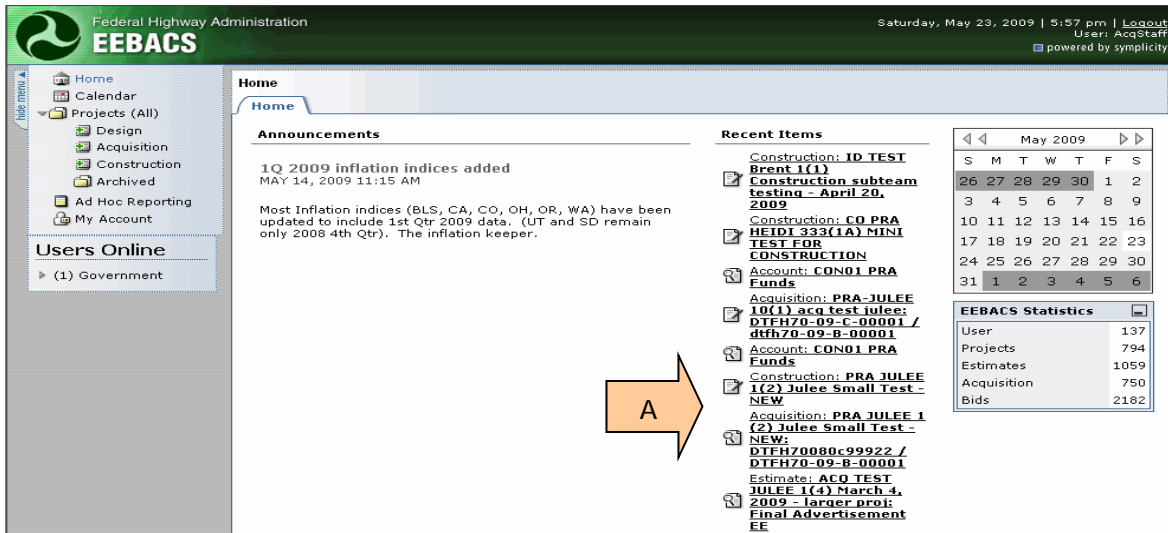
### 3.3 Navigation

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

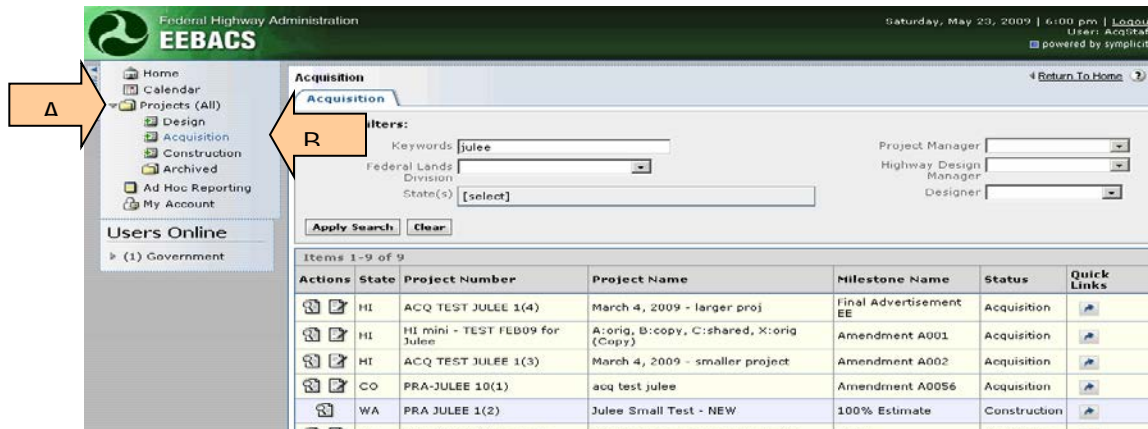
**Accessing a project from your HOME Page** - Users can access a project from their “Recent Items” list on the HOME Page.

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

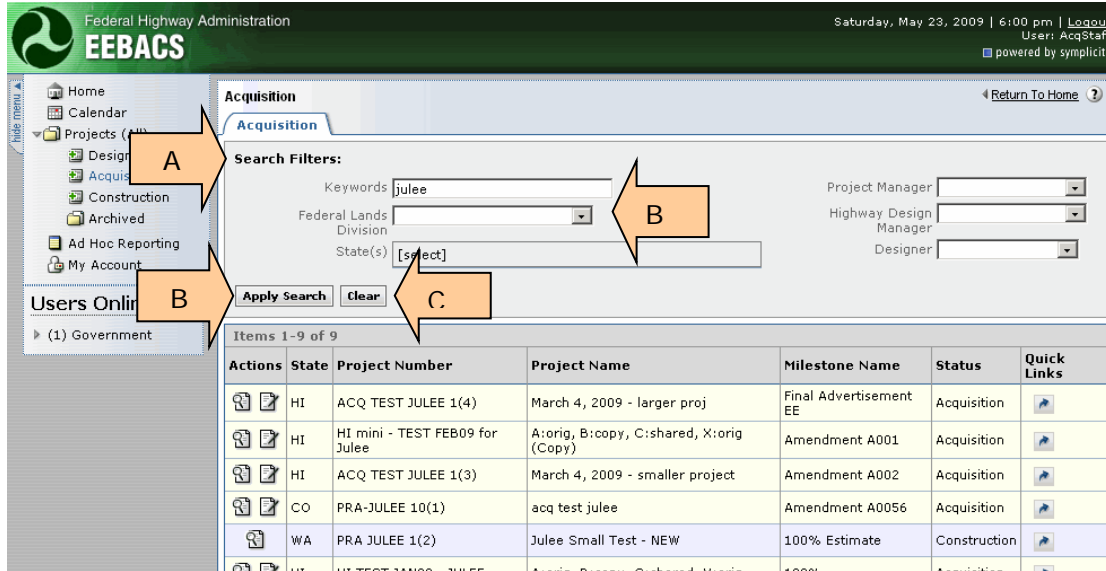


**Accessing a project from the Blue Sidebar** - Users can access a project from the blue sidebar.

- 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”.



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



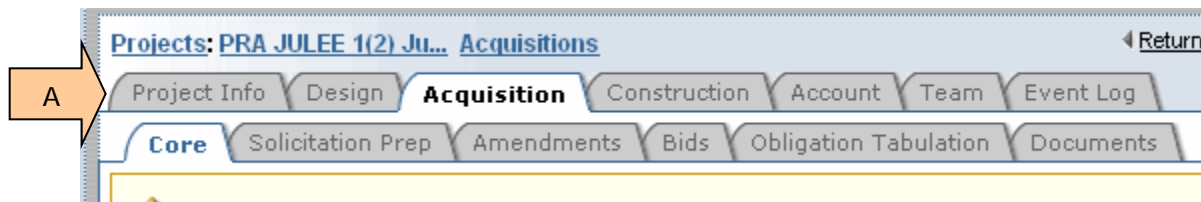
### 3.3.2 If you cannot find a project

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

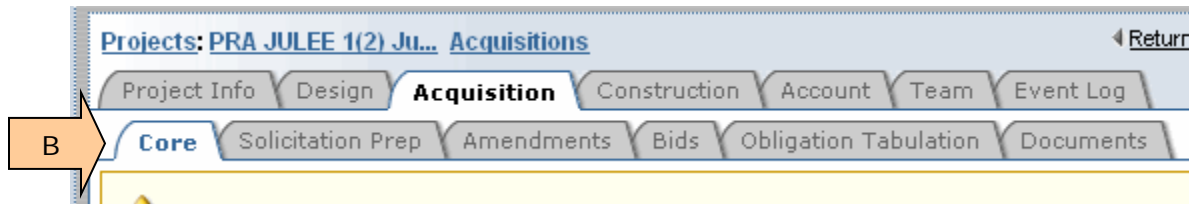
### 3.3.3 Understanding tabs

We have two tiers of tab.

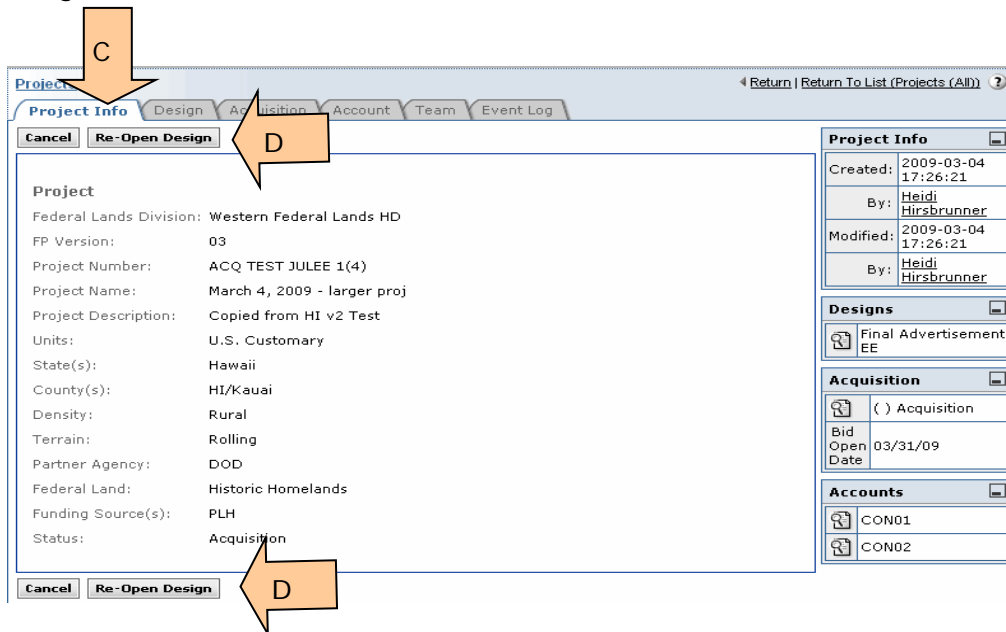
- A. The **top tier** includes: Project Info; Design; Acquisition; Construction; Account; Team; and Event Log. As an Acquisition user, you will primarily be using the Acquisition Tab.



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

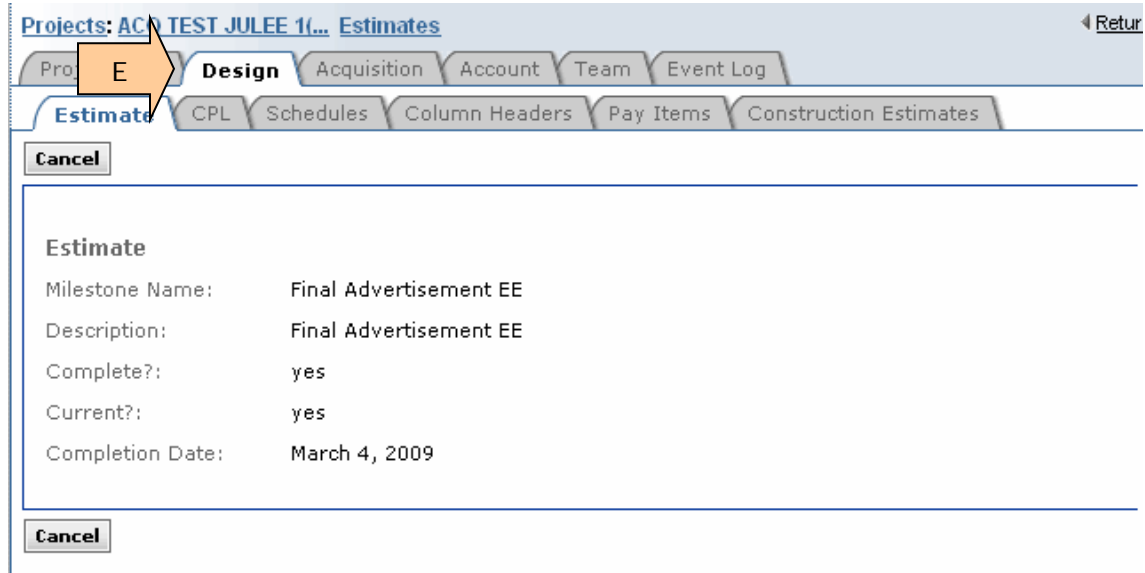


- C. **Project Info** tab shows general project information.
- D. Some Acquisition users can send a project back to Design from this tab by clicking on the "Re-open Design" button. **CAUTION!!!!** Do not use this button after a solicitation has been issued. Check with your Division EEBACS administrator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

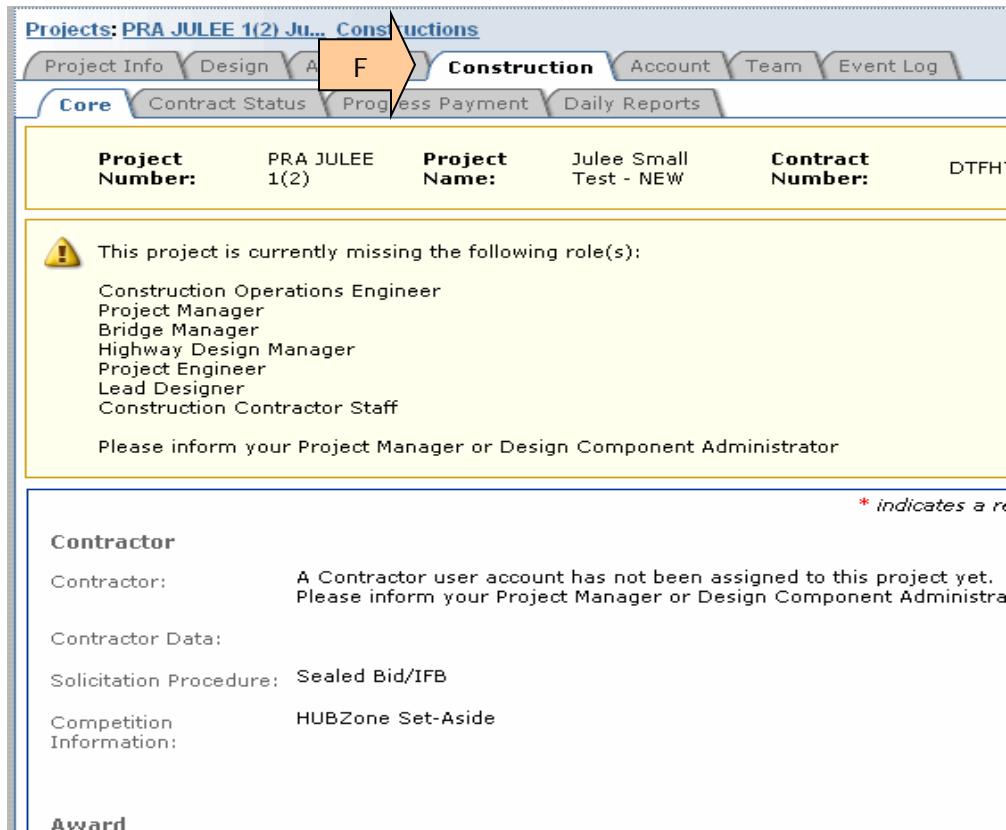




- E. **Design** tab is available in view-only mode. You can view the various sub-tabs used during the Design phase.



- F. The **Construction** tab appears after the project is promoted to Construction. You can then view the various sub-tabs used during the Construction phase.



- G. The **Account** tab shows account splits. This is a view-only tab. This view shows what the tab looks like when a project is in Acquisition.

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

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

**Search Filters:**

Keyword  Account Type

**Apply Search**

	Current Authorized Amount	Current Account Expenditure	Probable Account Expenditure
<b>Construction Totals</b>	\$0.00	\$0.00	\$0.00
<b>Construction Engineering Totals</b>	\$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
<b>Construction Totals</b>	\$0.00	\$0.00	\$0.00
<b>Construction Engineering Totals</b>	\$0.00	\$0.00	\$0.00

- I. The **Team** tab shows the team members for this project. Acquisitions users should not be adding, deleting or changing users on this tab.

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	lore...
	Spencer Beale	Bridge Manager	Eastern Federal Lands Highway Division	Government	Sper...
	Christine Black	Lead Designer	Central Federal Lands Highway Division	Government	Chri...

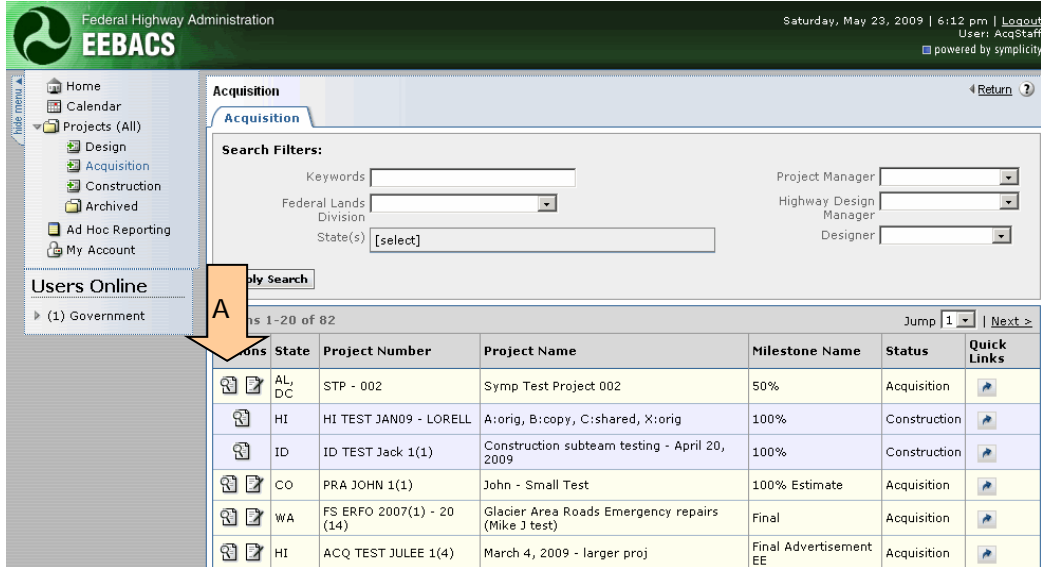
- J. The **Event Log** tab shows at a very detailed level (almost to the key-stroke level) what actions have occurred on this project during the past 30 days.

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

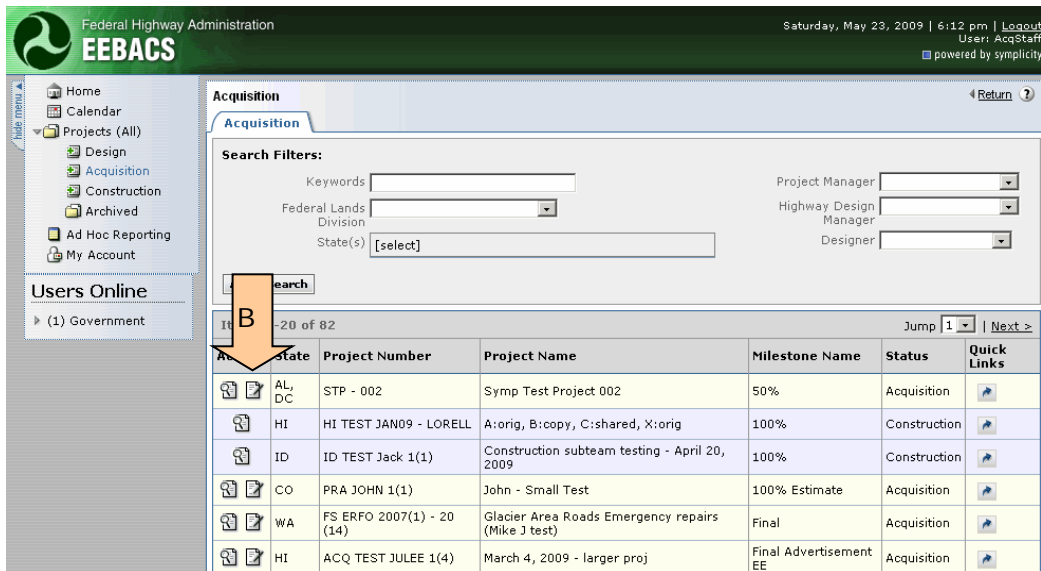
- A. If you simply want to view the project data, click on the “view”  icon.



The screenshot shows the EEBACS Acquisition module interface. The top navigation bar includes 'Home', 'Calendar', 'Projects (All)', 'Design', 'Acquisition', 'Construction', 'Archived', 'Ad Hoc Reporting', and 'My Account'. The 'Users Online' section shows '(1) Government'. The main content area displays a table of projects with columns for 'Actions', 'State', 'Project Number', 'Project Name', 'Milestone Name', 'Status', and 'Quick Links'. An orange arrow labeled 'A' points to the 'view' icon in the first row of the table.

Actions	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.

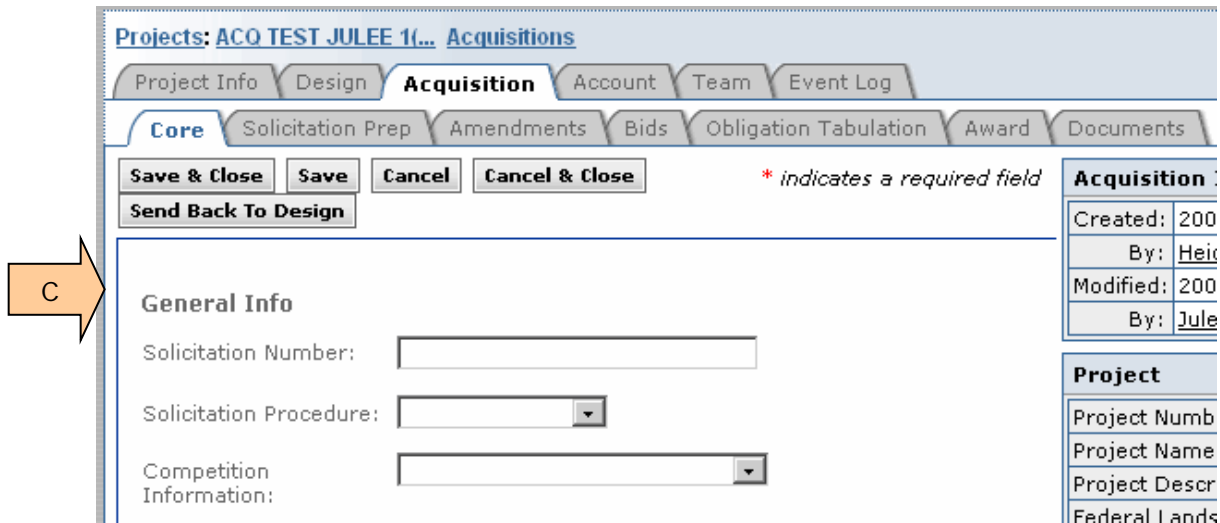


The screenshot shows the EEBACS Acquisition module interface, identical to the previous one. An orange arrow labeled 'B' points to the 'edit' icon in the first row of the project list.

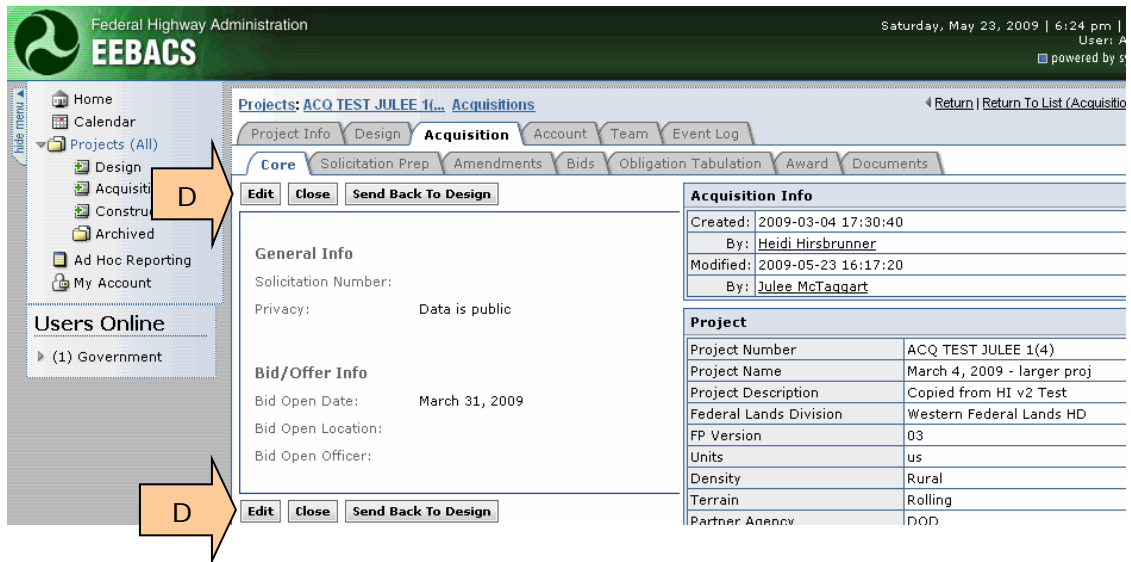
Actions	State	Project Number	Project Name	Milestone Name	Status	Quick Links
	AL, DC	STP - 002	Symp Test Project 002	50%	Acquisition	
	HI	HI TEST JAN09 - LORELL	A:orig, B:copy, C:shared, X:orig	100%	Construction	
	ID	ID TEST Jack 1(1)	Construction subteam testing - April 20, 2009	100%	Construction	
	CO	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

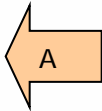
Competition Information: HUBZone Set-Aside

Privacy: Data cannot be released

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

Acquisition Remark: Test

**Bid/Offer Info**

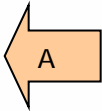
Bid Open Date: July 12, 2008 

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 displays the EEBCS Acquisition Module interface. The top navigation bar includes tabs for Project Info, Design, Acquisition (selected), Account, Team, and Event Log. Below this, a secondary navigation bar shows Core (selected), Solicitation Prep, Amendments, Bids, Obligation Tabulation, and Documents. A toolbar contains buttons for Save & Close, Save, Cancel, Cancel & Close, and Send Back To Design. A note indicates that an asterisk (\*) denotes a required field. The main content area is titled 'General Info' and 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' (selected) and 'Data cannot be released'. Callout D points to the radio buttons.
- Acquisition Remark:** A large text area with callout E pointing to it.

On the right side of the screen, a vertical sidebar contains a list of project-related items, including 'Acqui', 'Create', 'B', 'Modifie', 'B', 'Proje', 'Projec', 'Projec', 'Federa', 'FP Ver', 'Units', 'Densit', 'Terrair', 'Partne', 'Federa', and 'Statu'.

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

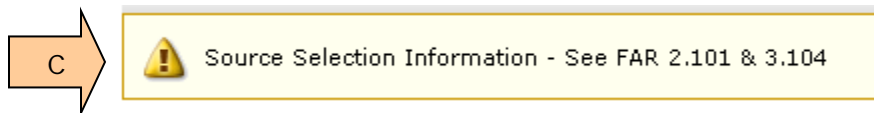
**Using the Privacy Radio Button** –Select the “Data cannot be released” button when the contractor’s name and prices should not be released in accordance with FAR 2.101 & 3.104. This restricts view and edit rights to acquisition personnel only. All other EEBACS users will be unable to view the Acquisition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

This button also adds the privacy notice to bid tabulations.

- A. **Select** “Data cannot be released” button.
- B. Privacy Notice text automatically populates.

The screenshot shows the 'Acquisition' tab in the EEBACS software. The 'Privacy\*' field has the 'Data cannot be released' radio button selected. An arrow labeled 'A' points to this 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.

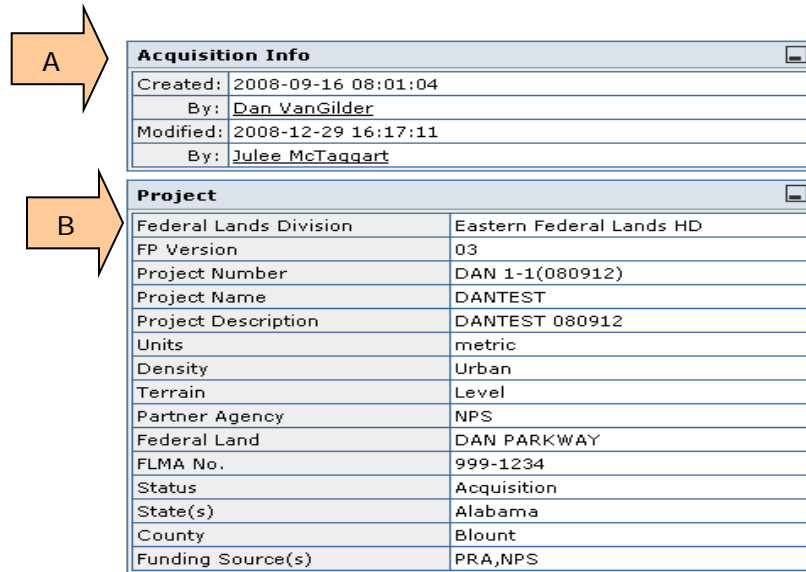
- C. After selecting the “Data cannot be released” radio button and saving, the “Privacy Notice” banner will show at the top of many Acquisition tabs.





### 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.



Callout A points to the Acquisition Info box. Callout B points to the Project box.

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

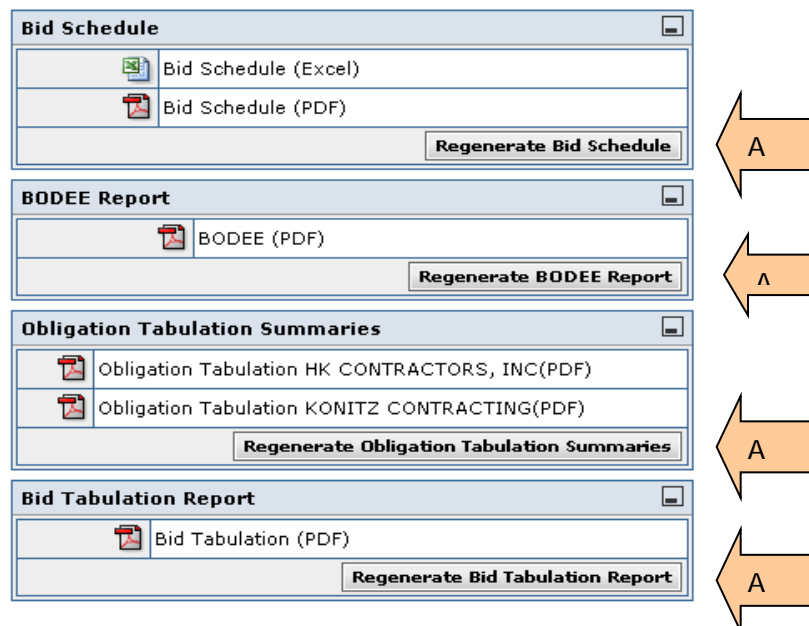
  

Project	
Federal Lands Division	Eastern Federal Lands HD
FP Version	03
Project Number	DAN 1-1(080912)
Project Name	DANTEST
Project Description	DANTEST 080912
Units	metric
Density	Urban
Terrain	Level
Partner Agency	NPS
Federal Land	DAN PARKWAY
FLMA No.	999-1234
Status	Acquisition
State(s)	Alabama
County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





Callout A points to the Regenerate buttons in each of the four document boxes.

Bid Schedule	
	Bid Schedule (Excel)
	Bid Schedule (PDF)
<b>Regenerate Bid Schedule</b>	


  

BODEE Report	
	BODEE (PDF)
<b>Regenerate BODEE Report</b>	

Obligation Tabulation Summaries	
	Obligation Tabulation HK CONTRACTORS, INC(PDF)
	Obligation Tabulation KONITZ CONTRACTING(PDF)
<b>Regenerate Obligation Tabulation Summaries</b>	

Bid Tabulation Report	
	Bid Tabulation (PDF)
<b>Regenerate Bid Tabulation Report</b>	

## 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** Bids Obligations 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

Generate Bid Schedule Items 1-4 of 4

### 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.

The screenshot shows the EEBACS software interface. The top navigation bar includes tabs for Project Info, Design, Acquisition, Account, Team, and Event Log. Under the Acquisition tab, there are sub-tabs for Core, Solicitation Prep, Amendments, Bids, and Obligation Tabulation. The Solicitation Prep sub-tab is active, and within it, the Bid Schedule Prep sub-tab is selected. Below the sub-tabs are buttons for Save & Close, Save, Cancel, and Cancel & Close. The main content area is titled 'Bid Schedule Text' and contains a rich text editor toolbar with options for bold, italic, underline, text color, background color, font family, font size, undo, redo, cut, copy, and paste. Below the toolbar is a text area containing the following text: "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." Below the text area is a 'Path:' field. Further down are input fields for 'Starting Page Letter:' (containing 'B') and 'Starting Page Number\*:' (containing '3'). At the bottom of the dialog box is the question 'Is this solicitation A+B Bidding?\*' with two radio buttons: 'yes' and 'no'. The 'no' radio button is selected and highlighted by an orange arrow labeled 'A'. At the very bottom of the dialog box are buttons for 'Save & Close', 'Save', 'Cancel', and 'Cancel & Close'.

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

Projects: [ACQ TEST JULIEE 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 JULIEE 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 JULIEE 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

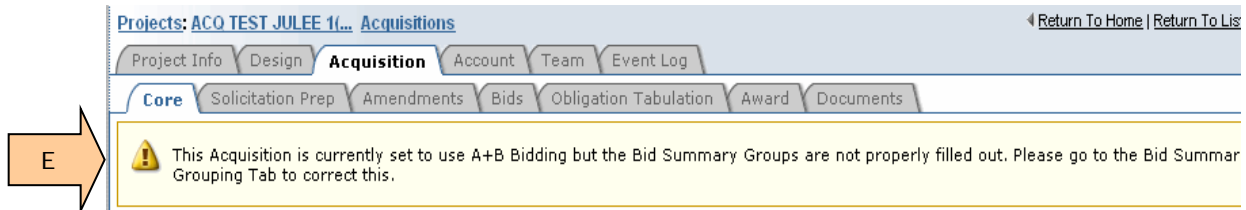
- Click on the "Bid Schedule Prep" tab.
- If your solicitation is A+B, Click the "Yes" radio button.
- The text auto-populates and shows up on the first page of your bid schedule. Edit as needed. ---- You can also cut and paste from another document.
- Click "Save" or "Save & Close" to retain data.

The screenshot displays the 'Bid Schedule Prep' tab within a software application. The interface is organized into several sections:

- Navigation:** A top menu bar includes 'Project Info', 'Design', 'Acquisition', 'Account', 'Team', and 'Event Log'. Below it, a secondary menu bar shows 'Core', 'Solicitation Prep', 'Amendments', 'Bids', 'Obligation Tabulation', and 'Award'. The 'Solicitation Prep' sub-menu is open, highlighting 'Bid Schedule Prep', 'Schedules', and 'Bid Summary Groupings'.
- Buttons:** A row of buttons at the top of the main content area includes 'Save & Close', 'Save', 'Cancel', and 'Cancel & Close'.
- Bid Schedule Text:** A rich text editor with a toolbar (bold, italic, underline, font color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, print, save, print preview, help) is present. The text area contains the following instruction: "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."
- Form Fields:**
  - 'Path:' label with an empty text box.
  - 'Starting Page Letter:' input field containing 'A'.
  - 'Starting Page Number\*:' input field containing '7'.
  - 'Is this solicitation A+B Bidding?\*' with radio buttons for 'yes' (selected) and 'no'.
  - 'Please enter any notes to be displayed to bidders regarding calendar days:' text area containing: "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."
- Bottom Buttons:** A second row of buttons at the bottom of the main content area includes 'Save & Close', 'Save', 'Cancel', and '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

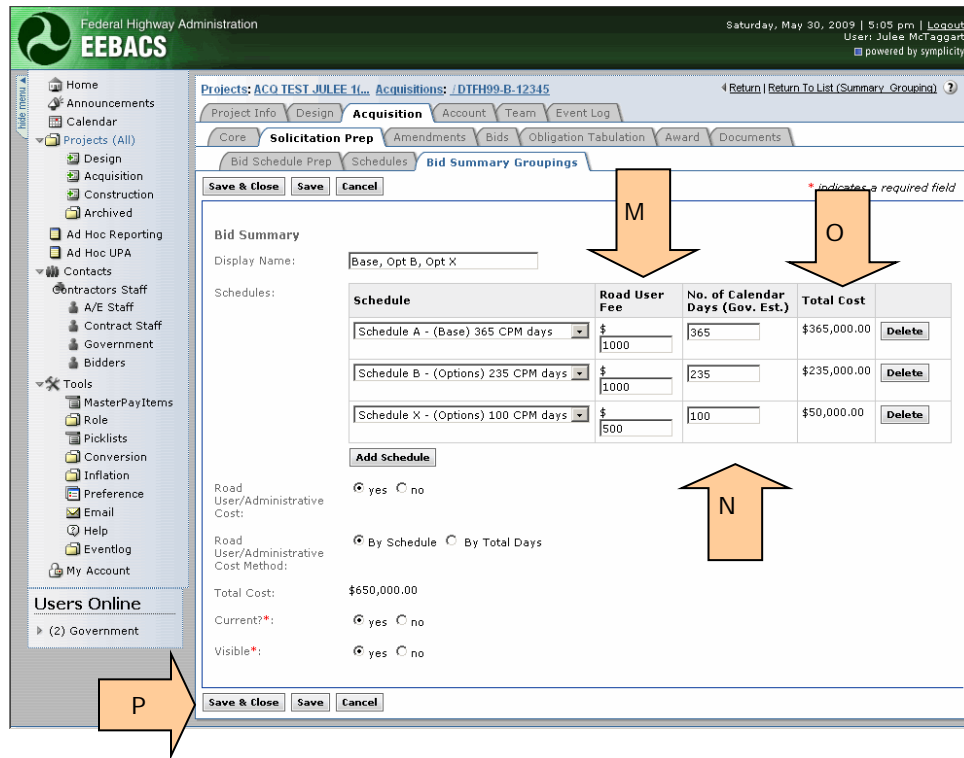
Road User/Administrative Cost Method:  By Schedule  By Total Days

Total Cost: \$0.00

Current?\*:  yes  no

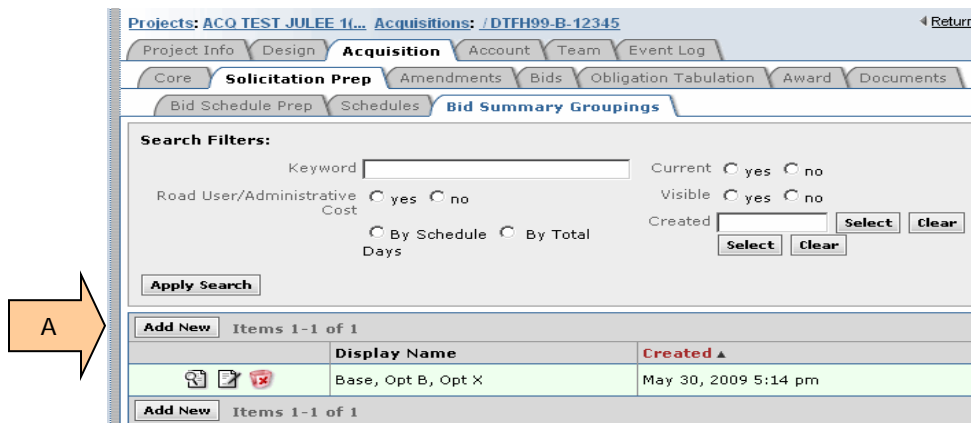
Visible\*:  yes  no

- 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 Manager.
- O. Total cost will calculate automatically.
- P. **Click** "Save" or "Save & close" buttons.




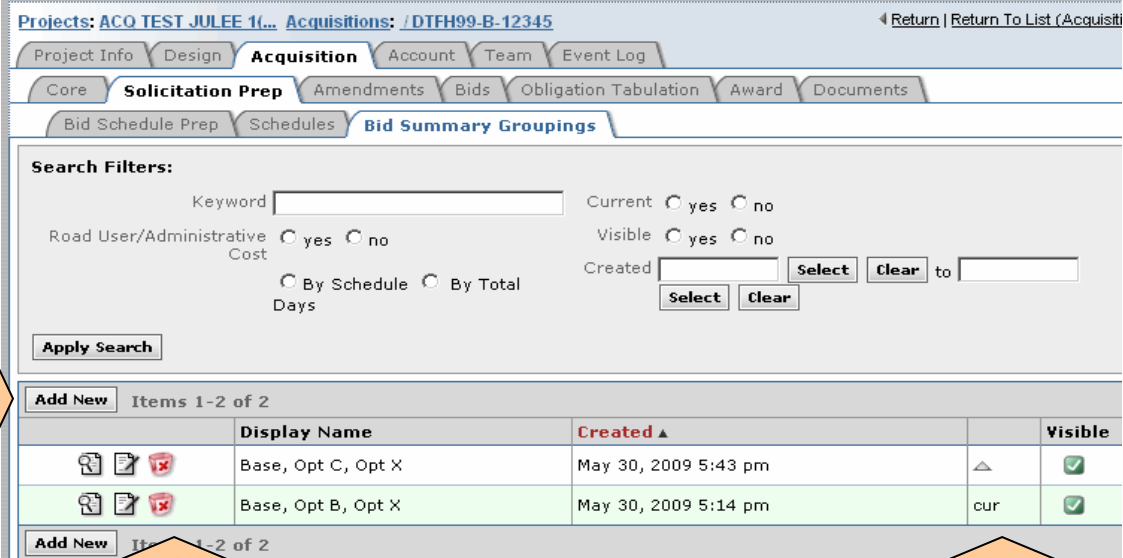
### 3.6.5.3 Adding another Bid Summary Grouping

- 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	▲
 	Base, Opt B, Opt X	May 30, 2009 5:14 pm	cur

### 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.

The screenshot shows the software interface with the following elements:

- Project Info: ACO TEST JULEE 1... Acquisitions: /DTFH99-B-12345
- Navigation tabs: Project Info, Design, **Acquisition**, Account, Team, Event Log
- Sub-navigation tabs: Core, **Solicitation Prep**, Amendments, Bids, Obligation Tabulation, Award, Documents
- Sub-sub-navigation tabs: Bid Schedule Prep, **Schedules**, Bid Summary Groupings
- Buttons: Bid Schedule (PDF), Bid Schedule (Excel)
- Buttons: Return, Return To List (Acquisition) ?
- Buttons: Generate Bid Schedule (multiple instances)

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

### 3.6.6.2 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

**Acquisition Info**

Created: 2008-11-04 13:00:27  
 By: Dan VanGilder  
 Modified: 2009-02-07 16:29:15  
 By: Julie 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)  
 Bid Schedule (PDF)  
 Regenerate Bid Schedule

**BODEE Report**

BODEE (PDF)  
 Regenerate BODEE Report

**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

**Bid/Offer Info**

Bid Open Date: November 4, 2009  
 Bid Open Location: Sterling VA  
 Bid Open Officer: Emma CO, II

**Award Info**

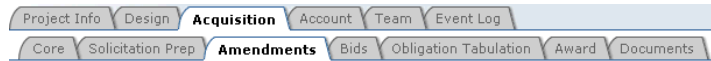
Task Order Number:  
 Contract Number: DTFH70-09-C-00111  
 Contractor: Konitz Contrating Inc  
 Award Date: August 5, 2009

**Documents** (indicated by arrow C)

**Regenerate Bid Schedule** (indicated by arrow A)

**Regenerate BODEE Report** (indicated by arrow B)

## 3.7 Amendment Tab



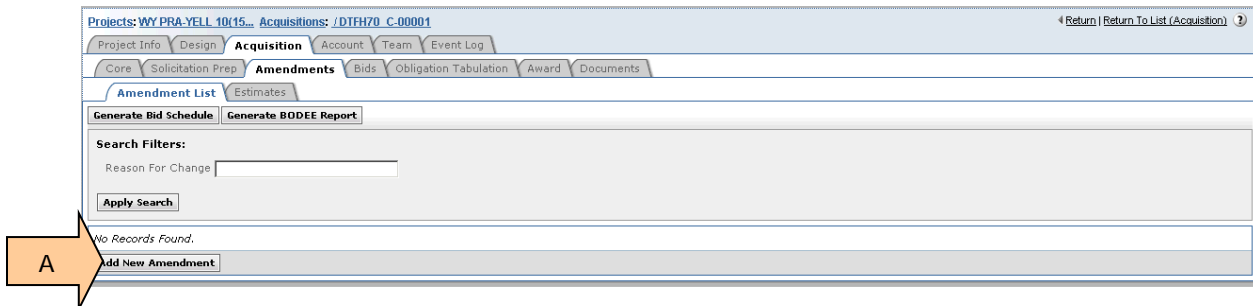
The Amendments Tab creates an amendment and supporting documentation. There are two types of amendments:

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.

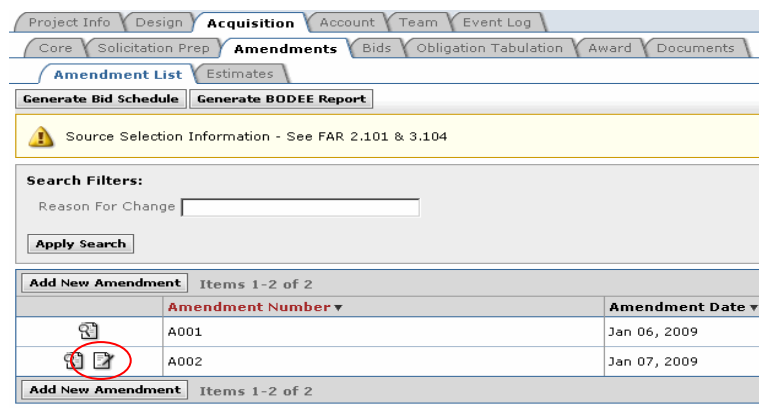
### 3.7.1 Amendment List

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.

Projects: WY PRA-YELL 10(15... Acquisitions: /DTFH70 C-00001

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

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

Save & Close Save Cancel

**Add New Amendment**

Amendment Number\*: A001

Amendment Date\*: 2009-04-23 Select Clear

Pay Item Amendment?:  yes  no

Reason\*: Adjustment in quantity for pay item 20401-0000.

Save & Close Save Cancel

### 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.**

Projects: WY PRA-YELL 10(15... Acquisitions: /DTFH70 C-00001 Amendments

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

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

**Core** Estimate

Save & Close Save **Delete** Cancel Cancel & Close Amendment Issued

**Add New Amendment**

Amendment Number\*: A001

Amendment Date\*: 2009-04-23 Select Clear

Pay Item Amendment?: yes

Reason\*: Adjustment in quantity for pay item 20401-0000.

Save & Close Save **Delete** Cancel Cancel & Close Amendment Issued

### 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)', with a 'Regenerate Bid Schedule' button.
- BODEE Report:** Option for 'BODEE (PDF)', with a 'Regenerate BODEE Report' button.
- Obligation Tabulation Summaries:** 'Regenerate Obligation Tabulation Summaries' button.
- Bid Tabulation Report:** 'Regenerate Bid Tabulation Report' button.

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	<del>A0070</del>	<del>15705-0500</del>	<del>SOIL EROSION CONTROL, TEMPORARY CULVERT PIPE</del>	<del>500</del>	<del>LNFT</del>	<del>\$ _____</del>	<del>\$ _____</del>
		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 'Bidder' entry form with the 'Company' dropdown menu open. The 'Name' field contains 'ko'. A yellow box on the right lists potential duplicates in red text:

- KONITZ CONTRACTING**
- KONITZ CONTRACTING INC.**
- KONITZ CONTRACTING, INC.**
- Konitz Contracting Inc**
- Kovilic Construction Company, Inc.**
- AMERIKO INC**
- Konitz Contracting Inc**
- Boines/Kostmayer AJV**

Arrows A, B, and C point to the 'Company' dropdown, the 'DUNS Number' field, and the yellow box respectively.

- 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 'Bidder' entry form with an error message displayed in a red box:

**Errors detected - please see below:**

- Guarantee is required

Arrows D and E point to the error message and the 'Company' dropdown menu respectively.

**Second Try ....**

- Enter** the first 2 or more letters of company's name.
- Click** on (or tab down to) "Duns Number". DO NOT enter any data. **Wait** 20-60 seconds for possible matches (in **RED**) to appear.
- Click** on a **RED** company name to view more information.

Source Selection Information - See FAR 2.101 & 3.104

Save & Close Save Delete Cancel Cancel & Close \* indicates a required field Bidder In

Bidder  
Company\*:

Company Name  
ko

DUNS Number

Phone Number

Fax Number

Email Address

Primary Address

Address  
Street

Potential duplicate found. Click a name to see more information.

[KONITZ CONTRACTING](#)

[KONITZ CONTRACTING INC.](#)

[KONITZ CONTRACTING, INC.](#)

[Konitz Contrating Inc](#)

[Kovilic Construction Company, Inc.](#)

[AMERIKO INC](#)

[Konitz Contracting Inc](#)

[Boines/Kostmayer AJV](#)

Created:  
By:  
Modified:

**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.

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

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

Source Selection Information - See FAR 2.101 & 3.104

Save & Close Save Delete Cancel Cancel & Close \* indicat

**Bidder**

Company\*: Testing Inc

Lock  A

Bid Date: August 22, 2009

Guarantee\*:  
B Bid Bond

Comment:  
C For Manual

Note: "Bid Date" on this screen is the date the bidder is entered into EEBAACS.

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

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

- A. **Enter** Bidder's unit bid price. Use ENTER key to move cursor to "Amount Bid" column.
- B. In the "Amount Bid" column **enter** the bidder's amount.
- C. If the "Calculated Amount" & the "Amount Bid" differ, the text will turn **RED** signifying an error. It is important that you determine if the error is a keying error. If so, correct the error. However, if the error is a bidder error, DO NOT make corrections. Your bid tabulation must record the bids/offers as received... including errors.
- D. **Click** on "Update Calculated Prices".

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 1-6 of 6

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
				<b>Calculated Total</b>	<b>\$2,788,700.00</b>
				<b>Schedule Total</b>	<b>\$2788700.00</b>

Items 1-7 of 7

Schedule B  
Items 1-8 of 8

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

Items 1-8 of 8

Totals

Base plus Opt	
Schedule	Total
A	\$2,788,700.00
B	\$3,102,000.00
<b>Calculated Total</b>	<b>\$5,890,700.00</b>
<b>Summary Total</b>	<b>\$5888700.00</b>

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'. The 'Pay Item List' is for 'Schedule A' and contains 9 items. The table below shows the data for these items, with arrows A, B, C, and D pointing to specific fields.

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
				<b>Calculated Total</b>	<b>\$976,320.00</b>
				<b>Schedule Total</b>	<b>\$976320</b>

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, which is black.

- 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
				<b>Calculated Total</b>	<b>\$848,384.90</b>
				<b>Schedule Total</b>	\$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
				<b>Calculated Total</b>	<b>\$6,800.00</b>
				<b>Schedule Total</b>	\$6800

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

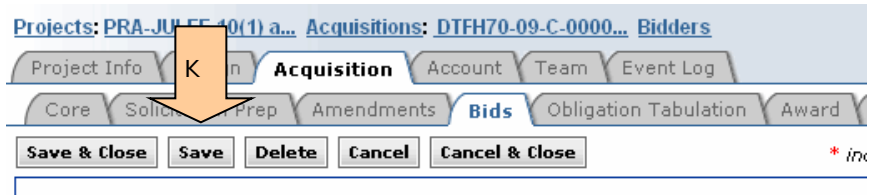
Totals

Base A with Option X	
Schedule	Total
A	\$0.00
X	\$0.00
<b>Calculated Total</b>	\$0.00
<b>Summary Total</b>	\$0.00

Base B with Option X	
Schedule	Total
B	\$0.00
X	\$0.00
<b>Calculated Total</b>	\$0.00
<b>Summary Total</b>	\$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.

				<b>Calculated Total</b>	\$976,320.00
				<b>Schedule Total</b>	\$976320.00
<b>Road User Fee</b>	\$1,000.00	<b>Road User Days</b>	0	<b>Total Road User Cost</b>	\$0.00
		<b>Calculated Total (A+B)</b>	\$976,320.00	<b>Total Sch (A+B)</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.

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

**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
<b>Calculated Total</b>	\$984,620.00
<b>Summary Total</b>	\$ <input type="text"/>

Base B with Option X	
Schedule	Total
B	\$849,384.90
X	\$7,300.00
<b>Calculated Total</b>	\$856,684.90
<b>Summary Total</b>	\$ <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
<b>Calculated Total</b>	\$984,620.00
<b>Summary Total</b>	\$985620.00

Base B with Option X	
Schedule	Total
B	\$849,384.90
X	\$7,300.00
<b>Calculated Total</b>	\$856,684.90
<b>Summary Total</b>	\$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). A toolbar contains buttons for 'Add New Bidder', 'Import Excel', 'Generate Bid Error Report', 'Generate Bid Tabulation Report', and 'Batch Options'. Below the toolbar is a table with columns: 'Actions', 'Name', 'Schedule', 'Calculated Total Cost', 'Schedule Total', and 'Status'. The table contains four rows for 'test Bidder #3' with schedules A, B, C, and X. The 'Status' column has dropdown menus for each row. Annotations A, B, and C point to the 'Batch Options' button, the 'Batch Options' dropdown, 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

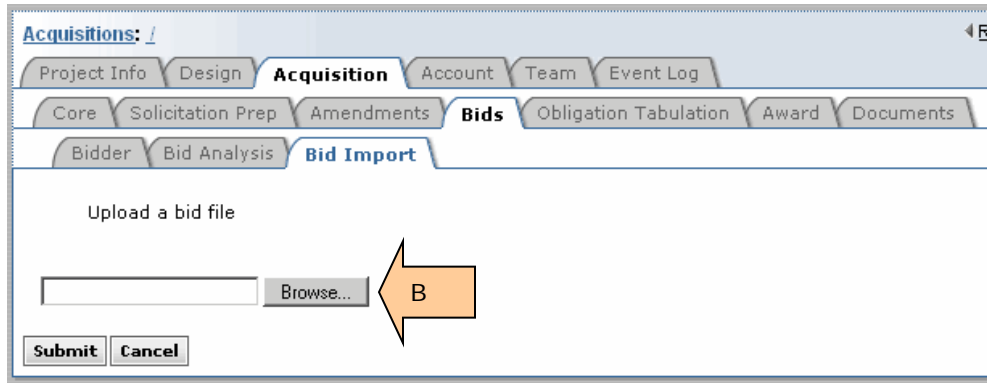
### 3.8.1.6 Importing Prices from Excel

- 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' (Stewood, CO), and 'Bid Open Officer' (ma CO). A toolbar contains buttons for 'Add New Bidder', 'Import Excel', 'Generate Bid Error Report', 'Generate Bid Tabulation Report', and 'Batch Options'. Below the toolbar is a table with columns: 'Actions', 'Name', 'Schedule', 'Calculated Total Cost', 'Schedule Total', and 'Status'. The table contains three rows for 'Konitz Contrating Inc' with schedules A, B, and X. The 'Status' column has dropdown menus for each row. Annotation A points to the 'Import Excel' button.

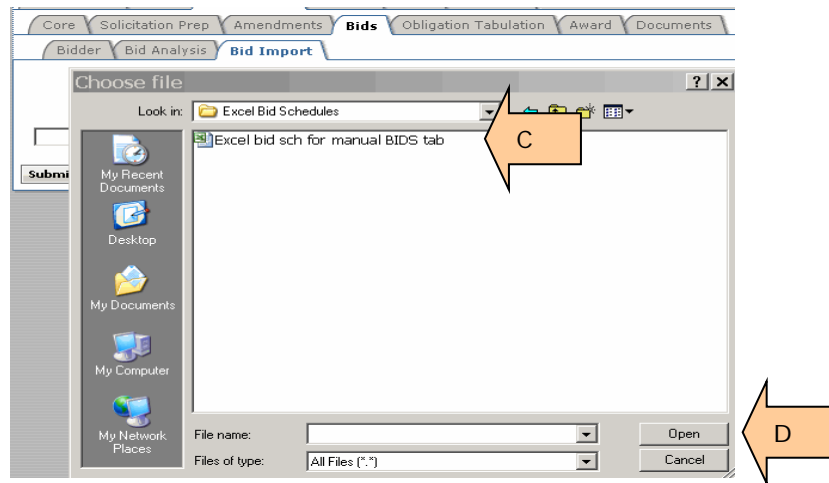
Actions	Name	Schedule	Calculated Total Cost	Schedule Total	Status
<input type="checkbox"/>	Konitz Contrating Inc	A	\$7,092,460.00	\$0.00	
<input type="checkbox"/>	Konitz Contrating Inc	B	\$7,651,159.20	\$0.00	
<input type="checkbox"/>	Konitz Contrating Inc	X	\$137,250.00	\$0.00	

B. Click on "Browse".

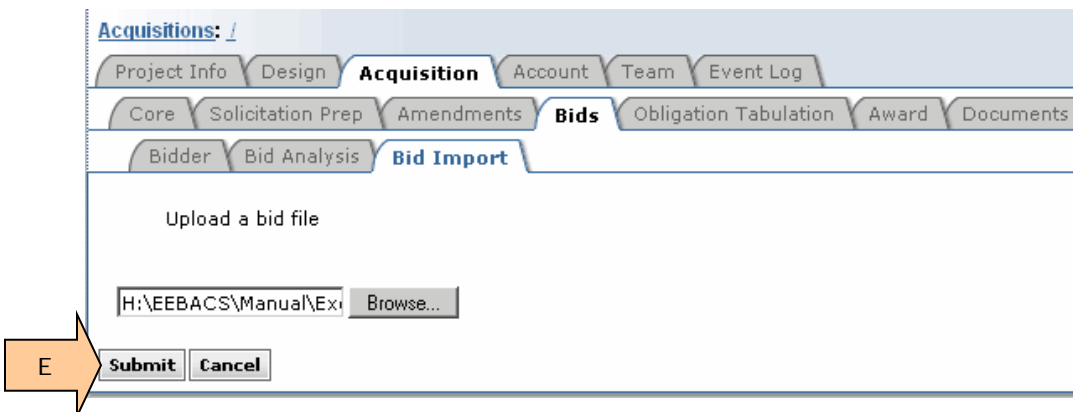


C. Highlight correct file.

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".

Source Selection Information - See FAR 2.101 & 3.104

Buttons: Save & Close, Save, Cancel, Cancel & Close

\* indicates a required field

**Bidder**

Company\*: Testing Inc

Guarantee\*: [Dropdown]

Comment: [Text Area]

Pay Item List:

Schedule A					
Items 1-7 of 7					
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
				<b>Calculated Total</b>	<b>\$8,048,000.00</b>
				<b>Schedule Total</b>	<b>\$0.00</b>

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	\$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

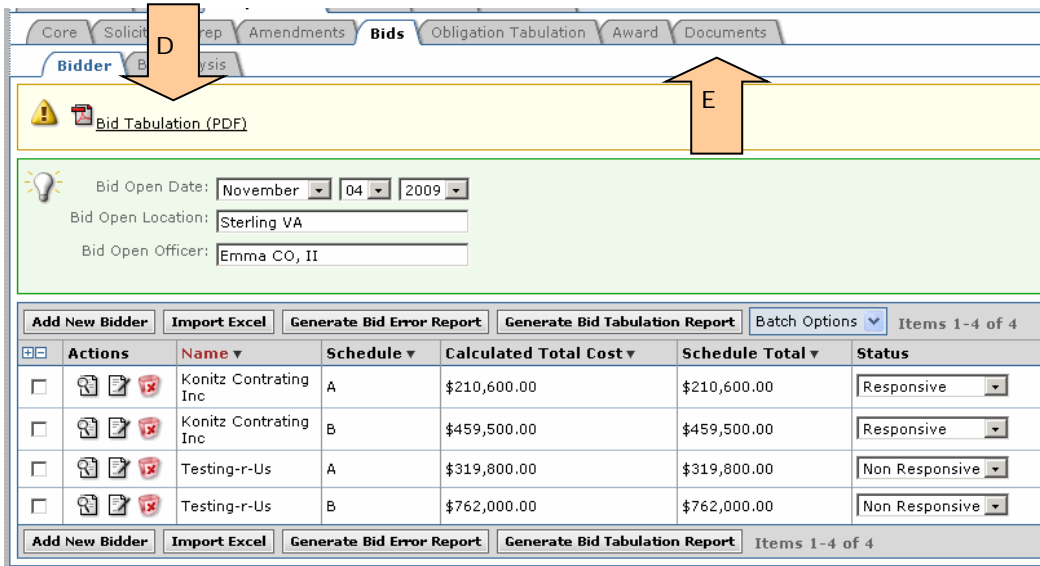
Bid Open Date: November 04 2009  
 Bid Open Location: Sterling VA  
 Bid Open Officer: Emma CO, II

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

A

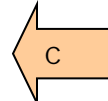
- B. (Page 2) Konitz Contracting Inc has an error in their total amount for Schedule A. This error shows that the calculated total for this schedule does not match the amount keyed as the Bidder's Bid Amount on the Bidder sub-tab. It could denote a keying error or a bidder error. Double check your data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

Bid Error Report			
Project No: DAN 1-4		Schedule: A	
Project Name: DANTEST081104-TEST		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 Contrating Inc	\$210,601.00	\$210,600.00	X
The apparent low bidder is 91.45% above the engineer's estimate.			



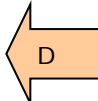
- C. (Page 3) No line item errors for Schedule B

Bid Error Report			
Project No: DAN 1-4		Schedule: B	
Project Name: DANTEST081104-TEST		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		Schedule: B	
Project Name: DANTEST081104-TEST		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 Contrating Inc	\$459,510.00	\$459,500.00	X
The apparent low bidder is 118.81% above the engineer's estimate.			



### 3.8.1.7.2 Bid Tabulation (Bid Tab) Report

Note: Report has been truncated to save space

- A. (Page 1) **Summary**, showing both bid schedules.
- B. "No" appears when you designate a bidder as "non-responsive" at the Bidder sub-tab.

Tabulation of Bids

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

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

- 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 198 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 Contrating Inc			Lump Sum	\$15,000.00
		Testing-r-U's			Lump Sum	\$60,000.00
		Engineer's Estimate	ALL	LPSM	Lump Sum	\$13,000.00
A1100	20401-0000	Roadway excavation				
		Konitz Contrating Inc			\$60.00	\$120,000.00
		Testing-r-U's			\$90.00	\$180,000.00
		Engineer's Estimate	2000	m3	\$25.00	\$50,000.00
A1500	60201-0800	600mm pipe culvert				
		Konitz Contrating Inc			\$44.00	\$8,800.00
		Testing-r-U's			\$65.00	\$13,000.00
		Engineer's Estimate	200	m	\$50.00	\$10,000.00
A1600	60201-1000	900mm pipe culvert				
		Konitz Contrating Inc			\$95.00	\$9,500.00
		Testing-r-U's			\$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: \_\_\_\_\_

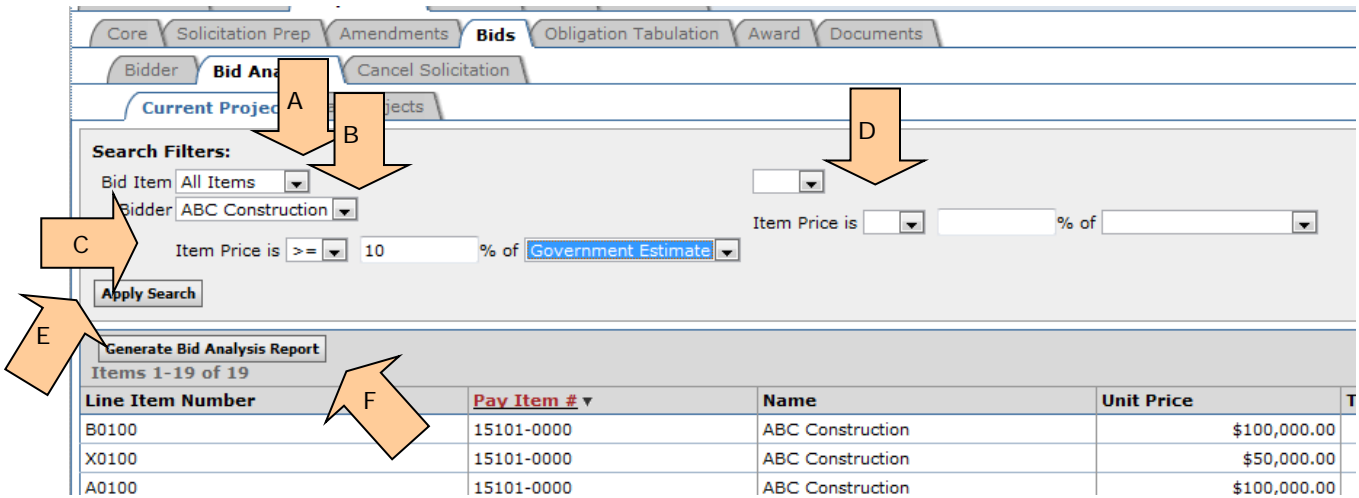
Contract Awarded to: \_\_\_\_\_ Award Date: \_\_\_\_\_

Contractor	Comment	Bid Amount	Responsive
Konitz Contrating Inc PO Box 398 Lewistown, MT 59457	This shows on your bid tab document.	\$478,500.00	
Testing-r-U's 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 will produce a document that displays the whether All Items or a specific Item is <, >, or equal in comparison to the Engineer's Estimate, another Bidder, or past projects.

- A. **Click** to select one or All Items.
- B. **Click** to select Bidder.
- C. **Insert** Parameters.
- D. If applicable, **Insert** second parameters.
- E. **Click** apply search.
- F. **Click** Generate Bid Analysis Report



This is what the Bid Analysis Report will look like. The top section displays general project information and the parameters.

<b>Bid Analysis Report</b>		Report Date: 11/25/13 1 out of 2
Project No: PRA PEGGY 1(1)	Division: Eastern Federal Lands	
Project Name: Peggy - Small Test	PM:	
FLMA No: PMIS No. 3456	Designer: FP: 03	US Customary
State: VA County: Appomattox		
Federal Land: Heidi's Refuge		

**Engineer's Estimate Versus ABC Construction's Bids Check**

ABC Construction's Bids found that were greater than or equal to 15% of Engineer's Estimate

Line Item Number	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount	Percent
A0100	15101-0000	MOBILIZATION		ALL LPSM			

Each bid item that meets your set parameters is displayed along with the item amount and % over (or under). EEBAACS does not make the distinction of a negative percent and a positive percent. As you can see from the following two items. (The parameter set is greater than or equal to 15% of the engineers estimate.)

A0100	15101-0000	MOBILIZATION					
			ALL	LPSM	Lump Sum	\$100,000.00	
		Engineer's Estimate			Lump Sum	\$634,488.57	-84.24%
A0160	25501-0000	MECHANICALLY STABILIZED EARTH WALL					
			4511.00000	SQFT	\$125.00	\$563,875.00	
		Engineer's Estimate			\$75.13	\$338,911.43	66.38%

### 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.

The screenshot shows the 'Obligation Tabulation' screen for 'Konitz Contracting Inc'. 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 main area features a 'Select Bidder/Offerror:' dropdown menu with 'Konitz Contracting Inc' selected. Below the menu is a 'Batch Options' dropdown menu. A table displays two rows of data for 'Alternate' schedules (A and B). The columns are: Schedule Type, Schedule Letter, Total of Bid Items, Total of Incentives, and Calculated Total Authorized Amount. The 'Total of Incentives' column shows \$0.00 for both schedules. At the bottom, there is a 'Generate Obligation Tabulation For Acquisition' button and a status indicator '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

**IMPORTANT:** Some incentives, such as the Aggregate Base (next page), have a unit price. **Check the incentive spreadsheet to verify the incentive amount.**

- 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. **Check the incentive spreadsheet to verify the incentive unit price.**
- 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**

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

Estimated Quality Material Incentive: **No Estimated Quality Material Incentive**

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.

Core
Solicitation Prep
Amendments
Bids
Obligation Tabulation
Award
Documents

Schedule: A
Schedule: B

Select Bidder/Offerror:

Konitz Contrating Inc

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	\$2750.0
					\$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

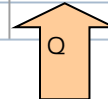
3-59

**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 Contracting 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.

**U** →

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

⚠️ 📄 Obligation Tabulation Wild Thing(PDF)

⚠️ Source Selection Information - See FAR 2.101 & 3.104

ℹ️ Select Bidder/Offerror:

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 Account Tab

The account tab allows you to enter the Account Number from the Procurement Request to the awarded contract. You will add the Account Number to the CON accounts generated by design. In some cases you may be required to add a new CON account or delete a CON account that is no longer needed. You will enter the accounting data prior to completing the Award Tab.

### 3.10.1 Updating previously added CON accounts

At this tab you select which CON account to add the Account Number to. If applicable, this is where you would add a NEW CON account or select a CON account for deletion.

**Step 1 Selecting the CON Account:** In the following example we have A project with two CON accounts.

- A. **Click** EDIT icon for any CON account.
- B. When applicable, **Click** to ADD NEW CON account.

The screenshot shows the 'Account' tab interface. At the top, there are navigation tabs: Project Info, Design, Acquisition, Account (selected), Team, and Event Log. Below the tabs is a 'Search Filters' section with a 'Keyword' input field, an 'Account Type' dropdown menu, and an 'Apply Search' button. Below the search filters is a table with two columns: 'Account Code' and 'Description'. The table contains two rows: one for 'CON01' with description 'PRA Funds' and one for 'CON02' with description 'Fee Demo \$ from Park'. Below the table is an 'Add New Account' button. An orange arrow labeled 'A' points to the 'EDIT' icon in the 'Actions' column for the first row. Another orange arrow labeled 'B' points to the 'Add New Account' button.

Actions	Account Code	Description	Account Number
	CON01	PRA Funds	
	CON02	Fee Demo \$ from Park	

**Step 2 Entering the Account Number:** In the following example we have selected one of the two CON accounts that were already entered and just need to add the Account Number.

- C. **Enter** the Account Number in for the CON account.
- D. **Click** SAVE & CLOSE to save the data and return to the Main Account Tab.

The screenshot shows the 'Pay Item' subtab with the following fields:

- Account Type\*:** CON
- Account Code\*:** ex. CON01, CON01
- Description\*:** PRA Funds
- Account Number:** 1517530290001 540.CN.F15E.53 1753000000 25255
- Chain Order:** (empty)
- Account Comments:** (empty)

Buttons at the top: Save & Close, Save, Delete, Cancel, Cancel & Close. Buttons at the bottom: Save & Close, Save, Delete, Cancel, Cancel & Close.

\*\*\*Account number now shows up on Main Account screen.

Account Code ▾	Description ▾	Account Number ▾
CON01	PRA Funds	1517530290001 540.CN.F15E.53 1753000000 25255
CON02	Fee Demo \$ from Park	

Items 1-2 of 2

**Step 3 Repeat the process for any remaining Account Numbers:** Repeat step 2 above for any remaining CON accounts.

NOTE: Do not worry about CHAIN ORDER or the PAY ITEM subtab. These are steps that are completed after the project is promoted to construction by the construction staff.

## 3.11 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.

### 3.11.1 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. We also have an option.

- 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.

The screenshot displays the EEBCS software interface for the Award Tab. The navigation bar at the top includes tabs for Project, Design, Acquisition, Account, Team, Event Log, Core, Solicitation Prep, Amendments, Bids, Obligation Tabulation, Award, and Documents. The Pre-Award sub-tab is selected, showing a 'Schedule Award Info' form. The form includes a 'Contractor\*' dropdown menu set to 'ABC Construction'. Below this are two sections for selecting schedules: 'Which schedule will be awarded initially?\*' and 'Which schedules may be awarded (i.e. exercised) after contract award?'. The first section has checkboxes for 'A (Base)', 'B (Alternate)', and 'X (Options)', with 'B (Alternate)' and 'X (Options)' checked. The second section has checkboxes for 'A (Base)', 'B (Alternate)', and 'X (Options)', all of which are unchecked. A 'ReCalculate Schedule Amounts' button is at the bottom. Orange arrows labeled A through F point to specific elements: A points to the Award tab, B to the Pre-Award sub-tab, C to the Contractor dropdown, D to the 'X (Options)' checkbox in the first section, E to the 'Which schedules may be awarded...' section, and F to the 'ReCalculate Schedule Amounts' button. A note '\* indicates a required field' is visible in the top right of the form area.



**Step 2 Entering additional award data – Example 1:** In the following example, we have Base A, Alternate B and Option X. The Alternate B schedule and Option X will be awarded initially.

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.

**Schedule Award Info**

Contractor\*:

ABC Construction

Which schedule will be awarded initially?\*

A (Base)  B (Alternate)  X (Options)

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

A (Base)  B (Alternate)  X (Options)

ReCalculate Schedule Amounts

Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially		Length	Possibly Award Later	
			Schedule Incentives Amount	Schedule Authorized Amount		Schedule Award Amount	Schedule Incentives Amount
A	\$6,940,000.00						
B	\$8,790,000.00	\$905,854.98	\$908,458.98	\$908,458.98	15.61		
X	\$134,000.00	\$85,550.00	\$85,550.00	\$85,550.00	0.09		
<b>Total</b>		\$991,404.98	\$994,008.98	\$994,008.98	15.7	\$0.00	\$0.00

- G. **Enter** "Authorized Amount". In this example there are two accounts. Enter the amount for each.
- H. **Enter** "Awarded Project Length". This should match the total in the table.
- I. **Click** on "Save" button. **Caution:** Data will be lost if you do not click on this button.

Project Info
Design
Acquisition
Account
Team
Event Log

Core
Solicitation Prep
Amendments
Bids
Obligation Tabulation
Award
Documents

Pre-Award
Award

Save
Cancel

### Schedule Award Info

Contractor\*: ABC Construction

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

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

ReCalculate Schedule Amounts

Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially	
			Schedule Incentives Amount	Schedule Autho Amount
A	\$6,940,000.00			
B	\$8,790,000.00	\$905,854.98	\$908,458.98	\$908,458.98
X	\$134,000.00	\$85,550.00	\$85,550.00	\$85,550.00
<b>Total</b>		\$991,404.98	\$994,008.98	\$994,008.98

Calculated Award Amount: \$991,404.98

Calculated Incentives Amount: \$994,008.98

Calculated Authorized Amount: \$994,008.98

Authorized Amount: \$994,008.98

\* CON01 PRA Funds: \$ 877616.24 (\$877,616.24)

\* CON02 Fee Demo \$ from Park: \$ 116392.74 (\$116,392.74)

Awarded Project Length: 15.7

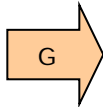
Use this button when there is no possibility of exercising options after contract award.

Create Bid Schedule Low

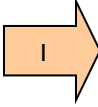
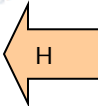
Use this button when there may be options exercised after contract award.

Create Bid Schedule Low (Exercised)

Save
Cancel



NOTE: The Authorized amount and Calculated Authorized Amount should match. Sometimes you need to save, or cancel and reenter data for it to display properly.



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

- J. Double-line separates the “Award Initially” section from the “Possibly Awarded Later” section.
- K. 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					
<b>Total</b>		\$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.

- L. See Calendar Days bid.

Sch	Sch Construction Estimate	Schedule Award Amount	Awarded Initially			Length	(A+B) No of Cal Days Bid	Possibly Award 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
<b>Total</b>		\$5,442,591.00	\$0.00	\$5,442,591.00	4.999	150		\$119,300.00	\$0.00	\$119,300.00	0.09	100

### 3.11.2 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.

Core
Solicitation Prep
Amendments
Bids
Obligation Tabulation
Award
Docume

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					
<b>Total</b>		\$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

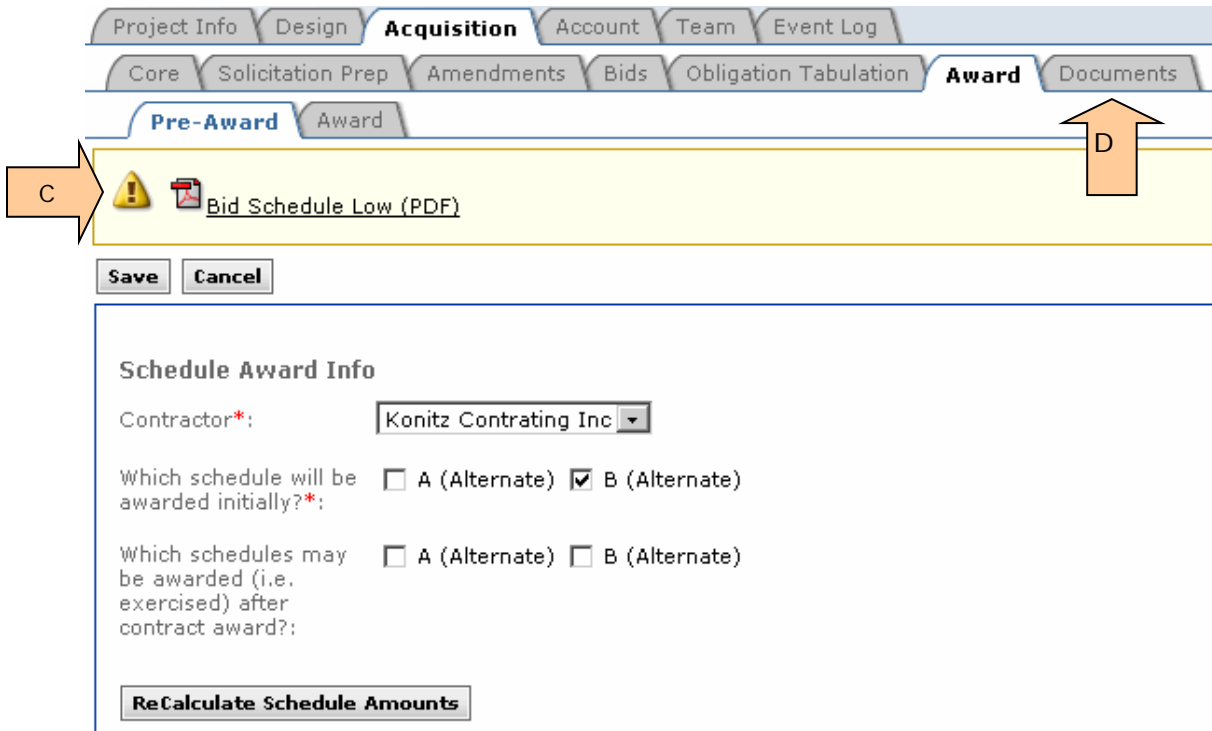
Use this button when there may be options exercised after contract award.

Create Bid Schedule Low (Exercised)

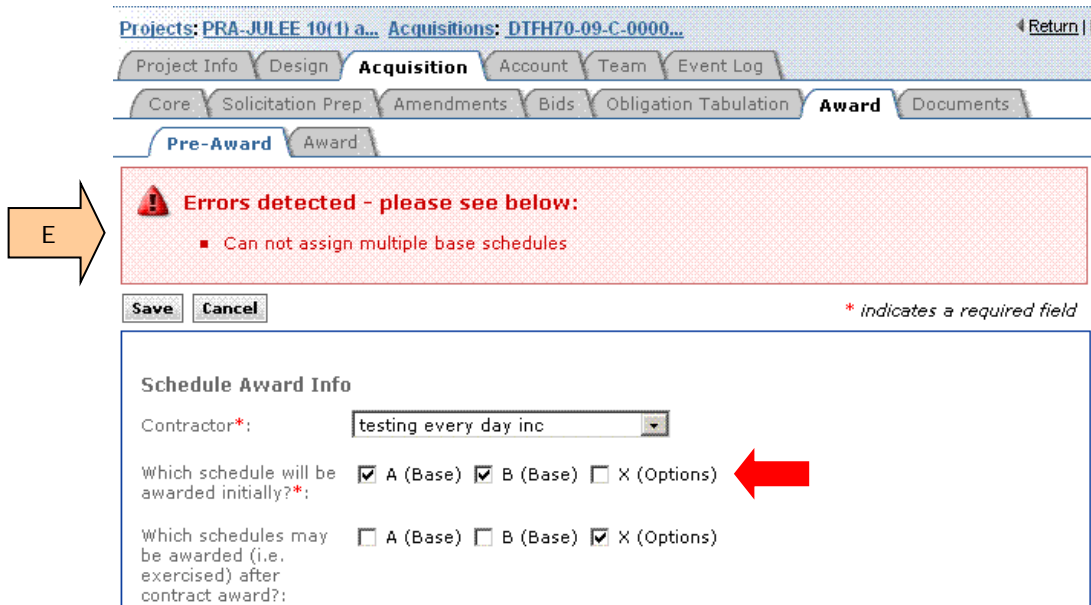
B

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.



### 3.11.2.1 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

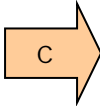
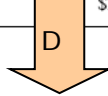
**Contract Quantity Pay Items**  
55401-1000 REINFORCING STEEL

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

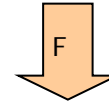
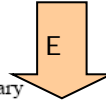
B0760	64605-1000	FIXTURE, KIOSK	ALL	LPSM	\$ __LPSM__	\$2,000.00
 Submitted by: testing in the USA					 Schedule Total: \$1,575,960.33	

**(Page 3)**

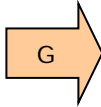
- E. "Bid Schedule Summary" shows schedule(s) awarded initially.
- F. Shows option schedule(s) that might be awarded later
- G. Shows company name

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
<b>Total - Schedules</b>	\$12,928,429.00	\$4,710.00



Submitted By: TAGGART CONSTRUCTION INC

### 3.11.3 Using Award Sub-tab

At this sub-tab you enter the contract number, task order number (if applicable), 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. If applicable, **Enter** Task Order number.
- 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 interface. At the top, a navigation bar includes tabs for 'Core', 'Solicitation Prep', 'Amendments', 'Bids', 'Obligation Tabulation', 'Award' (the active tab), and 'Documents'. Below this, sub-tabs for 'Pre-Award' and 'Award' are visible. The main content area contains a form with the following fields and controls:

- Contract Number\*:** A text input field with an arrow labeled 'A' pointing to it.
- Task Order Number:** A text input field with an arrow labeled 'B' pointing to it.
- Contractor\*:** A text field containing 'ABC Construction'.
- Award Date\*:** A date picker showing '11-25-2013' with 'select' and 'clear' buttons, and an arrow labeled 'C' pointing to it.
- Authorized Amount:** A text field containing '\$994,008.98'.
- Awarded Project Length:** A text field containing '15.70'.
- Business Type:** A section titled 'Select all that apply' with several checkboxes:
  - 8a Firm
  - HUBZone Small Business
  - Service Disabled Veteran Owned Small Business
  - Small Disadvantaged Business
  - Women Owned Business
  - Emerging Small Business
  - Large Business
  - Small Business (with arrow labeled 'D' pointing to it)
  - Veteran Owned Small Business

At the bottom of the form, there are two buttons: 'Send Data To Bid History' and 'Send Project To Construction'. Below the form, there are 'Save' and 'Cancel' buttons, with an arrow labeled 'E' pointing to the 'Save' button.



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

**Send project data to Bid History** - The bidder data and estimate data are sent to bid history after contract award. This data is used by our designers and construction staff during the development of Engineer’s Estimates. **Once this data is submitted it 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”

The screenshot displays the 'Acquisitions' module interface. The top navigation bar includes tabs for Project Info, Design, Acquisition, Account, Team, and Event Log. Below this, a secondary set of tabs includes Core, Solicitation Prep, Amendments, Bids, Obligation Tabulation, Award, and Documents. The 'Award' tab is currently selected, and the 'Award' sub-tab is active. The form contains the following fields and options:

- Award Info**
  - Contract Number\*: DTFH70-09-C-00111
  - Task Order Number\*: [Empty]
  - Contractor\*: Konitz Contrating 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
    - Women Owned Business
    - 8a Firm
    - Service Disabled Veteran Owned Business
    - Small Business
    - Small Disadvantaged Business
    - Veteran Owned Small Business
    - HUBZone business
- Final Task**
  - [F] → **Send Data To Bid History**
  - Send Project To Construction** ← [G]

Buttons for 'Save' and 'Cancel' are present at the top left and bottom left of the form area. A legend indicates that an asterisk (\*) denotes a required field.


- 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. **Re-Open to Acquisition disappears as soon as Construction starts to add pay notes.** **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. **CAUTION:** If you did not discover that you made an error immediately; coordinate with Construction prior to selecting Re-open to Acquisitions. (If construction staff began entering data, some data may be lost by Re-opening to Acquisition)

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\*:

Task Order Number\*:

Contractor\*: Test Away inc

Award Date\*:  **Select** **Clear**


Authorized Amount: \$15,444,448.00


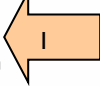
Awarded Project Length: 5.00

Business Type: Select all that apply

<input type="checkbox"/> Large Business	<input checked="" type="checkbox"/> Small Business
<input checked="" type="checkbox"/> Women Owned Business	<input type="checkbox"/> Small Disadvantaged Business
<input type="checkbox"/> 8a Firm	<input type="checkbox"/> Veteran Owned Small Business
<input type="checkbox"/> Service Disabled Veteran Owned Business	<input checked="" type="checkbox"/> HUBZone business

**Final Task**

**Send Data To Bid History**  H  
Data has been sent to Bid History: Jan 08, 2009

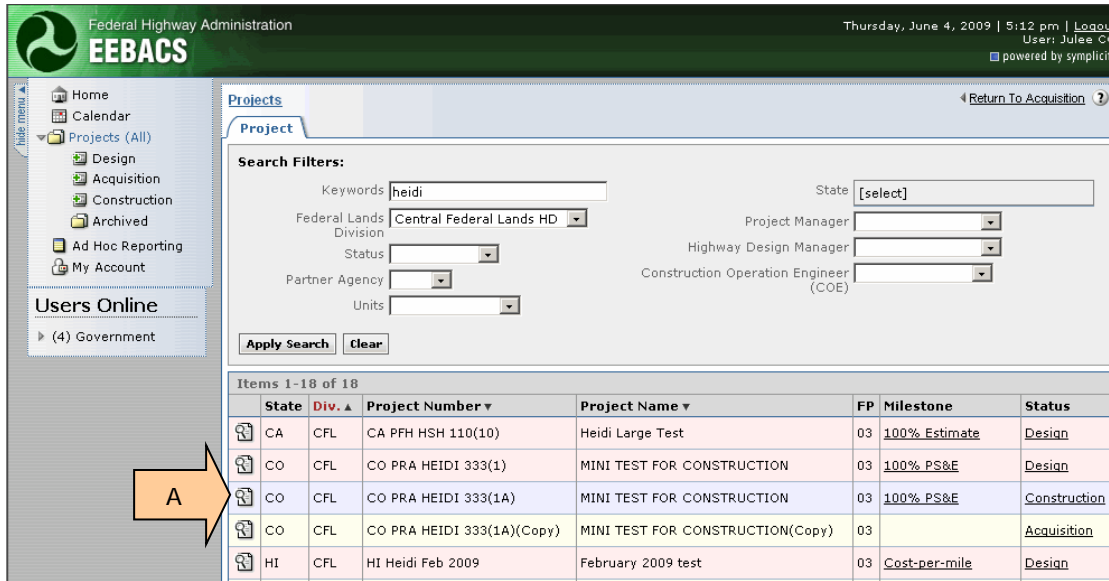
 **Reopen To Acquisition**  I  
Project has been sent to Construction: Jan 08, 2009

**Save** **Cancel**

## 3.12 Project successfully sent to Construction Module

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

- A. Projects in construction have BLUE background.



Federal Highway Administration  
**EEBACS**  
 Thursday, June 4, 2009 | 5:12 pm | [Logout](#)  
 User: Julie C  
 powered by [simplicity](#)

Home  
 Calendar  
 Projects (All)  
 Design  
 Acquisition  
 Construction  
 Archived  
 Ad Hoc Reporting  
 My Account

Users Online  
 (4) Government

**Projects** [Return To Acquisition](#)

**Project**

**Search Filters:**

Keywords:  State:

Federal Lands Division:  Project Manager:

Status:  Highway Design Manager:

Partner Agency:  Construction Operation Engineer (COE):

Units:

Items 1-18 of 18



State	Div. ▲	Project Number ▼	Project Name ▼	FP	Milestone	Status
CA	CFL	CA PFH HSH 110(10)	Heidi Large Test	03	100% Estimate	Design
CO	CFL	CO PRA HEIDI 333(1)	MINI TEST FOR CONSTRUCTION	03	100% PS&E	Design
CO	CFL	CO PRA HEIDI 333(1A)	MINI TEST FOR CONSTRUCTION	03	100% PS&E	Construction
CO	CFL	CO PRA HEIDI 333(1A)(Copy)	MINI TEST FOR CONSTRUCTION(Copy)	03		Acquisition
HI	CFL	HI Heidi Feb 2009	February 2009 test	03	Cost-per-mile	Design

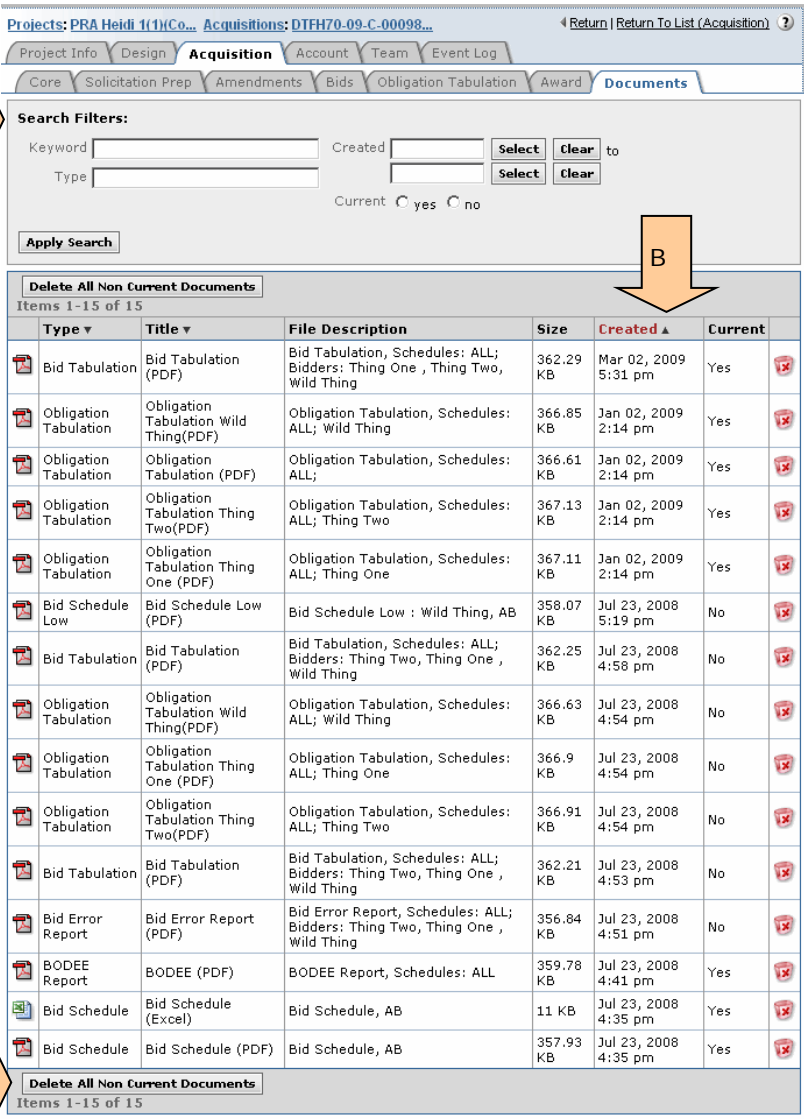
### 3.13 Documents Tab

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.

- Search Filters do not work for this screen
- Click on this caret  icon to reverse date order.
- Click on the delete icon  to delete a document.
- Click on "Delete all non current documents" box as needed. **USE WITH CAUTION.**



Projects: PRA Heidi 1(1)(Co... Acquisitions: DTFH70-09-C-00098... [Return](#) | [Return To List \(Acquisition\)](#) ?































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

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

**Search Filters:**

Keyword  Created    to  
 Type     
 Current  yes  no

**Delete All Non Current Documents**  
Items 1-15 of 15

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 

**Delete All Non Current Documents**  
Items 1-15 of 15

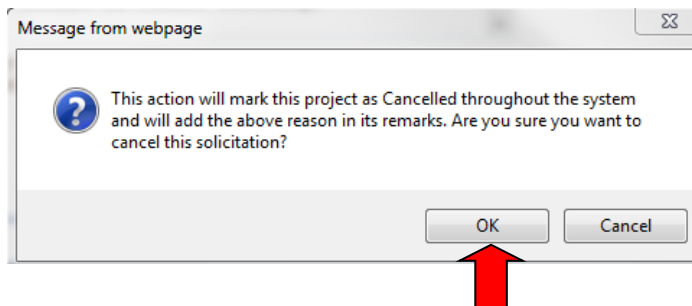
## 3.14 Cancelling a Solicitation

When a solicitation is cancelled, perform the following tasks:

- A. Enter Reason for Cancellation
- B. If bid/offer prices CAN be released, send bid data to bid history.
- C. Cancel Solicitation.

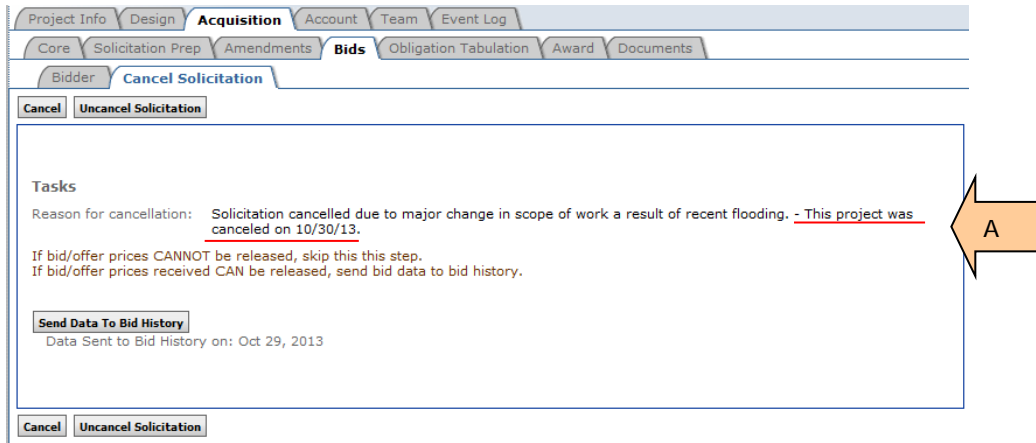
The screenshot shows the 'Cancel Solicitation' web application interface. The breadcrumb trail includes: Project Info, Design, Acquisition, Account, Team, Event Log, Core, Solicitation Prep, Amendments, Bids, Obligation Tabulation, Award, Documents. The current page is 'Cancel Solicitation' under the 'Bidder' and 'Bid Analysis' tabs. At the top, there are buttons for 'Cancel Solicitation' and 'Cancel'. Below this is a 'Tasks' section with three items:

- A** Reason for cancellation: A text area containing the text: "Solicitation cancelled due to major change in scope of work a result of recent flooding. |"
- B** If bid/offer prices CANNOT be released, skip this this step. If bid/offer prices received CAN be released, send bid data to bid history. Below this text is a button labeled "Send Data To Bid History".
- C** At the bottom of the page, there are buttons for "Cancel Solicitation" and "Cancel".

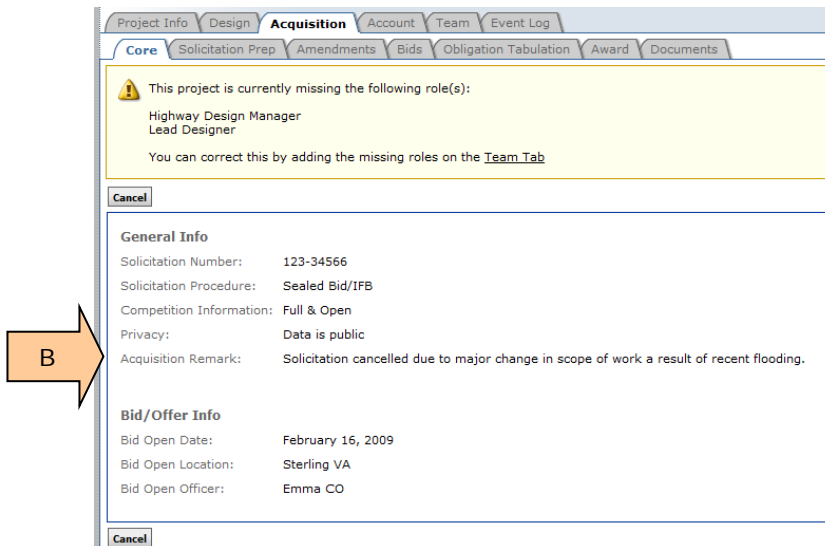


Once the "Cancel Solicitation" has processed, following occurs automatically:

- A. The "Reason for Cancellation" has been appended with the date.



- B. The "Reason for Cancellation" has been added to the Core tab



- C. The "Project Number" and "Project Name" have been appended

