6.7 Processing Low Bid for Reverse Bid

Background:

Once the winning bidder has been identified, you must enter the bid information into AWP and award the proposal.

Roles:

Letting User

Navigation:

Proposal Overview

1. Change the proposal workflow phase to Award Processing. See QRG – *Creating a Proposal > Managing Proposal Workflow*.
2. Since the bidder's Reverse Bid items extended amount equals the engineer's estimate amounts, enter those values as the item bids into AWP. See QRG – *Entering Manual Bids*.
3. Complete the necessary steps to Award the proposal to the bidder in AWP. See QRG – *Awarding Proposal*.
4. Publish bid results manually. Create a document with the bid results and publish (attach) to Bid Express. See QRG – *Publishing Bid Results.*

Next Steps:

See QRG *Transition a Proposal to Construction*