



QUICK REFERENCE GUIDE:

6.4 Competitive Sealed Proposals

Background:

A Competitive Sealed Proposal (CSP) follows the same project and proposal processes as typical projects. For advertisement/bidding, CSP projects will appear in the Construction Bidding area of the procurement site, but will not allow electronic bidding.

Roles:

Project User, Letting User

Navigation:

Preconstruction

- See QRGs for Project Creation and Funding, Proposal Creation, and Letting creation.
- Although this type of project will have an ebsx file generated or a letting in Bid Express, you will create Letting and Proposal Alerts notifying bidders that electronic bidding is not available for Competitive Sealed Proposals.
- Once the letting has been created, go to the Global Reports menu and run the Competitive Sealed Proposal Bid Schedule report. This report will produce a bid schedule for contractors to enter unit prices and extended amounts. This report is only available for Competitive Sealed Proposal contract types.
- Once the proposer has been selected, use the QRG - *Entering Manual Bids via AWP Bids Entry* to enter the proposer's item amounts.

Next Steps:

Finish processing the proposal. See Bidding QRGs 5.8-5.15.