



PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Setting up, Analyzing, and Awarding Strategic Sourcing Events Overview

Cardinal allows the Strategic Sourcing Buyer to award bids by Total, Line(s), or Group (lot).

The Strategic Sourcing module also allows for Header and Bid Factors, which provide the ability to evaluate events based on factors other than price. Factors include warranties offered, lead time, product quality and other items. Weights can be set for each bid factor, letting bidders know how much value is given to each portion of bids. Price is, by default, the first bid factor of any event. The score depends on how close the answer to the bid factor comes to the ideal answer.

Note: Bid Factors are not generally used.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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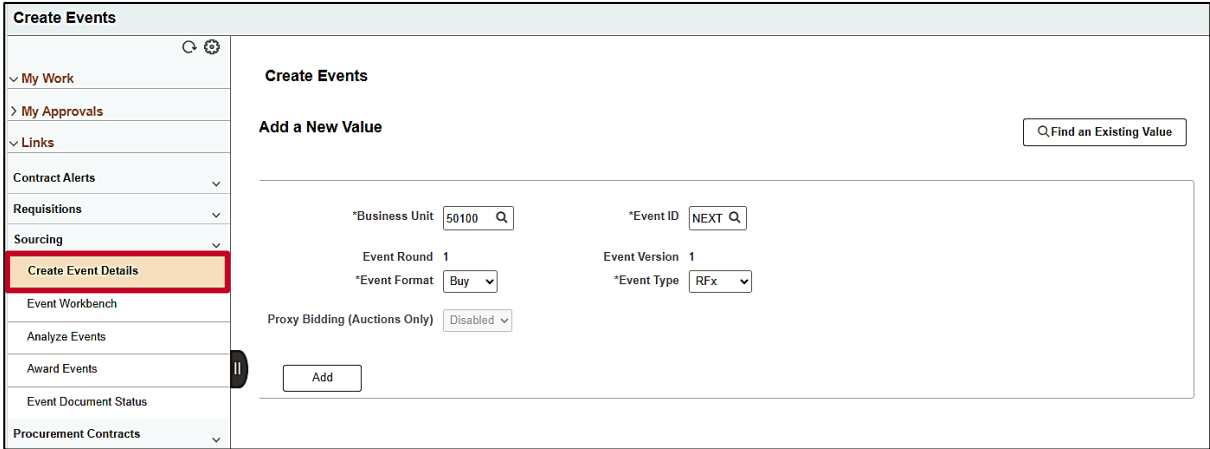
Procurement Job Aid

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/18/2022	Baseline.

Setting up a Strategic Sourcing Event

Step	Action
1.	Navigate to the Create Events page by clicking the Procurement WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Sourcing > Create Event Details Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Create Events page using the following navigation path: NavBar > Menu > Sourcing > Create Events > Create Event Details

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Step	Action
	The Create Events Add a New Value page displays. Create Events Add a New Value Find an Existing Value *Business Unit 50100 *Event ID NEXT Event Round 1 Event Version 1 *Event Format Buy *Event Type RFx Proxy Bidding (Auctions Only) Disabled Add
3.	The Business Unit field defaults to "50100". Do not change it. *Business Unit 50100
4.	Confirm or update the Event Type field to display "RFx". *Event Type RFx
	To update an existing event, click the Find an Existing Value button, enter the Event ID, and click the Search button.
5.	Click the Add button. Add



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Step	Action
	The Create an Event Event Summary page displays. Create an Event Event Summary Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFx Change to Auction Event Status Open *Solicitation Type Bid Category Code *Event Name *Description Time Zone EDT Preview Date 07/10/2026 Time 18:36 Start Date 07/24/2026 Time 18:36 End Date 08/03/2026 Time 18:36 Copy From Go eVA Interfaced NSEV eVA Dttm Preview By: Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled. Step 1: Define Event Basics Enter basic information, general settings and optional rules for this event. * Event Settings and Options Event Comments and Attachments Event Header Bid Factors Payment Terms and Contact Info Event Constraints Event Reminder Notification Step 2: Configure Line Items Create line listings for this event.
6.	Click the Solicitation Type dropdown button and select the applicable value. *Solicitation Type IFB Unsealed v
7.	Click the Bid Category Code dropdown button and select the applicable value. Bid Category Code Supplies - Non-Technology v
8.	Enter a name for the Sourcing Event in the Event Name field. *Event Name UIFB Steel Pipe Liner

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Step	Action
9.	Enter a description of the Sourcing Event in the Description field. *Description Steel Pipe Liner - Shipman Area Headquarters
10.	Complete the Preview Date and Time fields. This designates when the Event will be available to preview ahead of being open for bids. Preview Date 07/10/2026 Time 18:36
11.	Complete the Start Date and Time fields. This designates when the Event will be open for bids. Start Date 07/24/2026 Time 18:36
12.	Complete the End Date and Time fields. This designates when the Event will be closed for bids. End Date 08/03/2026 Time 18:36
13.	Click the Preview By dropdown button and select a different value if applicable. The Preview By field allows the user to select an award type by "By Line", "By Lot" or "By Total". Preview By: By Line
	Upon completion of the Event Summary set up, additional links and fields may be required or optional and will be covered in the following sections of this job aid.



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Step 1: Define Event Basics

Step	Action
1.	Click the Event Settings and Options link. Step 1: Define Event Basics Enter basic information, general settings and optional rules for this event. * Event Settings and Options Event Comments and Attachments Event Header Bid Factors Payment Terms and Contact Info Event Constraints Event Reminder Notification
The Create an Event Event Settings and Options page displays. Create an Event Event Settings and Options Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFx ☒ Create PDF on Event Post ☐ Allow Bidder XML Downloads ☐ Bid Required On All Lines ☒ Multiple Bids Allowed ☒ Allow Edit of Posted Bids ☐ Do Not Use Best Bids on New Rounds ☐ Display Bid Factor Ideal Value Round/Version Display Display Round and Version ☒ Sealed Event ☐ Display Bid Factor Weightings ☐ Display Bid Factor Best/Worst Factor Event Score Into Total Score Header Weighting Line Factor Weighting Start Price Do Not Display ☐ Bidders May Create Line Groups ☐ Allow Price Breaks with Groups Minimum Response and Warning Minimum number of bid response Number of days warning prior > Associated Categories Save Event Changes GoTo Go < Return to Event Overview Refresh Add Update/Display	
2.	The Create PDF on Event Post checkbox option defaults as selected. Do not change. ☒ Create PDF on Event Post

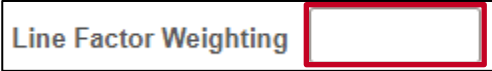
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Step	Action
3.	The Bid Required On All Lines checkbox option should remain unchecked. Events may be set up to require a bid response on individual lines, or all lines. ☐ Bid Required On All Lines
4.	The Multiple Bids Allowed checkbox option defaults as checked. Do not change. ☒ Multiple Bids Allowed
5.	The Allow Edit of Posted Bids checkbox option defaults as checked. Do not change. ☒ Allow Edit of Posted Bids
6.	The Factor Event Score Into field defaults to "Total Score". Adjust if needed. See the notes below. Factor Event Score Into Total Score ▼
	In the Factor Event Score Into field, when "Total Score" is selected, the user does not need to enter a value in the Header Weighting field. Although, if desired, the header score is factored into the total score of the event, which is calculated by adding the weighted line scores plus the weighted header score. Select this option if intending to award the entire event to one bidder.
	In the Factor Event Score Into field, when "Line Score" is selected, weights will automatically be assigned. In addition, a Header Bid Factor will be required. Header Bid Factors are questions bidders must answer about their products, services, or company. The assigned weights will be automatically added to each line within an event. The line score will be calculated by adding the weighted scores of each line bid factor plus the weighted header score. Select this option if intending to award different lines within the event to different bidders. Note: The combined weightings assigned to the event line(s) and the event header must total 100%. If no header weight is used, line weights equal to 100% are automatically assigned upon save. If attempting to Post the event, and the sum of the weightings applied to the event lines and event header do not equal 100%, an error message displays.
	In the Factor Event Score Into field, do not use the "Line Score and Total Score" option.
7.	Enter a value in the Header Weighting field if needed. This field is not pre-populated. A weight may be entered to determine how the system weighs the event header score in relation to the Total or Line Score. Weights applied at the header level apply to the overall event and to each line. Header Weighting



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Step	Action
8.	Enter a value in the Line Factor Weighting field if needed. 
9.	The Start Price field defaults to "Do Not Display". This default setting can be changed, but is typically not changed. 
10.	Click the Return to Event Overview link. 
The Create an Event Event Summary page displays.	
	
	The Event Settings and Options link is used to establish bid requirements, event scoring, and header and line factor weights, as applicable. How a Sourcing Event is set up defines how the award is made: by Total, Line or Group/Lot. The Event Comments and Attachments link is used to insert Header type comments and attachments. The Event Header Bid Factors link is used to select a bid factor from the look up listing provided. This is necessary when the "Line Score" option has been selected in the Factor Event Score Into field. The Payment Terms and Contact Info link is used to identify the Buyer contact information and Payment terms.



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Step 2: Configure Line Items

Step	Action
11.	Click the Line Items link. Step 2: Configure Line Items Create line listings for this event. * Line Items

The **Create an Event Line Items** page displays.

Create an Event

Line Items

Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From Go Filtered View All Lines and Groups

Line Items

Basic Definition Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1								

Event Total: 0.0000 USD Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines OK

< Return to Event Overview GoTo Go

Save Event Changes Refresh Add Update/Display

12.

Enter a value in the **Item ID** field.

Item ID

6588012000

13.

The **Description** and **Category** fields are populated based on the Item ID selected.

Item ID	Description		Category
6588012000	PIPE, STEEL PIPE, STEEL		6588012



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Step	Action								
14.	The Unit of Measure automatically populates the UOM field. Update as appropriate. <table><tr><th>*UOM</th><th>*Qty</th><th>Start Price</th><th>Ext. Amount</th></tr><tr><td>LF Q </td><td> 65 </td><td> 375.0000 </td><td>\$24,375.00</td></tr></table>	*UOM	*Qty	Start Price	Ext. Amount	LF Q	65	375.0000	\$24,375.00
*UOM	*Qty	Start Price	Ext. Amount						
LF Q	65	375.0000	\$24,375.00						
	If the Item is a WebIMS item, the UOM field will be grayed out and not able to be edited.								
15.	Enter the quantity to be provided by the Supplier in the Qty field. <table><tr><th>*UOM</th><th>*Qty</th><th>Start Price</th><th>Ext. Amount</th></tr><tr><td>LF Q </td><td> 65 </td><td> 375.0000 </td><td>\$24,375.00</td></tr></table>	*UOM	*Qty	Start Price	Ext. Amount	LF Q	65	375.0000	\$24,375.00
*UOM	*Qty	Start Price	Ext. Amount						
LF Q	65	375.0000	\$24,375.00						
16.	Complete or update the Start Price field. <table><tr><th>*UOM</th><th>*Qty</th><th>Start Price</th><th>Ext. Amount</th></tr><tr><td>LF Q </td><td> 65 </td><td> 375.0000 </td><td>\$24,375.00</td></tr></table>	*UOM	*Qty	Start Price	Ext. Amount	LF Q	65	375.0000	\$24,375.00
*UOM	*Qty	Start Price	Ext. Amount						
LF Q	65	375.0000	\$24,375.00						
17.	The Ext Amount field is automatically calculated <table><tr><th>*UOM</th><th>*Qty</th><th>Start Price</th><th>Ext. Amount</th></tr><tr><td>LF Q </td><td> 65 </td><td> 375.0000 </td><td> \$24,375.00 </td></tr></table>	*UOM	*Qty	Start Price	Ext. Amount	LF Q	65	375.0000	\$24,375.00
*UOM	*Qty	Start Price	Ext. Amount						
LF Q	65	375.0000	\$24,375.00						
	The Weighting field is not used.								
18.	Click the Advanced Definition tab to further define lines. <table><tr><td>Basic Definition</td><td>Advanced Definition</td></tr></table>	Basic Definition	Advanced Definition						
Basic Definition	Advanced Definition								



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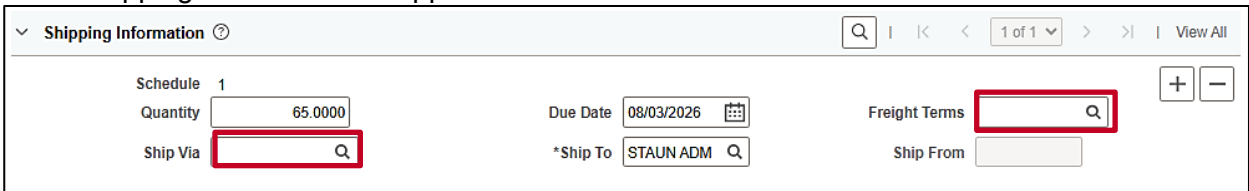
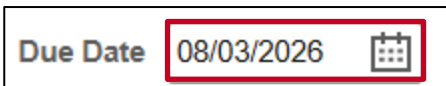
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Step	Action																								
	The Advanced Definition tab displays. Line Items Basic Definition Advanced Definition <table border="1"><thead><tr><th>Line</th><th>Item ID</th><th>Description</th><th>Bidder Display Seq #</th><th>Item SetID</th><th>Belongs to or Contains</th><th>Details</th><th>Bid Factors</th><th>Constraints</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>6588012000</td><td>PIPE, STEEL PIPE, STEEL</td><td>1</td><td>STATE</td><td></td><td>Details</td><td>Bid Factors</td><td>No</td><td></td><td></td><td></td></tr></tbody></table>	Line	Item ID	Description	Bidder Display Seq #	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints				1	6588012000	PIPE, STEEL PIPE, STEEL	1	STATE		Details	Bid Factors	No			
Line	Item ID	Description	Bidder Display Seq #	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints																	
1	6588012000	PIPE, STEEL PIPE, STEEL	1	STATE		Details	Bid Factors	No																	
19.	Click the Details link. <table border="1"><tr><td>Belongs to or Contains</td><td>Details</td><td>Bid Factors</td></tr><tr><td></td><td>Details</td><td>Bid Factors</td></tr></table>	Belongs to or Contains	Details	Bid Factors		Details	Bid Factors																		
Belongs to or Contains	Details	Bid Factors																							
	Details	Bid Factors																							
	The Line Details page displays. Create an Event Line Details GoTo Line 1 - 6588012000 PIPE, STEEL PIPE, STEEL Next Previous Event ID NEXT Line 1 Item ID 6588012000 Description PIPE, STEEL PIPE, STEEL ☐ Item Biddable Only if Grouped Requested Quantity 65 Start Price 375.0000 Physical Nature Goods Shipping Information Schedule 1 Quantity 65.0000 Ship Via Due Date 08/03/2026 *Ship To STAUN ADM Freight Terms Ship From Bid Parameters ☐ Bid Required Reserve Price Bid Quantity Rule Bid Up to Maximum Quantity Alternate UOM Not Allowed ☐ User Defined Price Breaks Min Quantity 0 Max Quantity 0 ☐ Bidder Defined Price Breaks Item Specification Line Image Return to Event Lines Page Refresh Add Update/Display																								



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Step	Action
20.	Enter Shipping Information as applicable. 
21.	Enter the applicable date in the Due Date field. 
22.	Click the Ship To Look up icon and select the applicable location. The Event cannot be saved without the Ship To field being completed. 
23.	Click the Return to Event Lines Page link. 

The **Create an Event Line Items** page displays.

Create an Event

Line Items

Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFx
Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From Go Filtered View All Lines and Groups

Line Items

Basic Definition

Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
☐ 1	6588012000	PIPE, STEEL PIPE, STEEL	6588012	LF	65	375.0000	\$24,375.00	

Event Total: 24375.0000 USD Line Weighting Total: 0 % Remaining Weighting: 0 %

Group Selected Lines OK

< Return to Event Overview GoTo Go

Save Event Changes

Refresh Add

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Step	Action																														
i	Multiple Lines may also be grouped together in Lots by selecting Lines and then clicking the Group Selected Lines dropdown button. Line Items Basic Definition Advanced Definition <table><thead><tr><th></th><th>Line</th><th>Item ID</th><th>Description</th><th></th><th>Category</th></tr></thead><tbody><tr><td> </td><td>1</td><td> 7507731000 </td><td>GRAVEL GRAVEL</td><td> </td><td>7507731</td></tr><tr><td> </td><td>2</td><td> 7507731043 </td><td>GRAVEL NO. 7, GRAVEL</td><td> </td><td>7507731</td></tr><tr><td> </td><td>3</td><td> 7507731045 </td><td>GRAVEL NO. 8</td><td> </td><td>7507731</td></tr><tr><td> </td><td>4</td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> Event Total: 9383.0000 USD Group Selected Lines [Add to New Group] OK Group ID LOT 1 Description LOT 1 GRAVEL		Line	Item ID	Description		Category		1	7507731000	GRAVEL GRAVEL		7507731		2	7507731043	GRAVEL NO. 7, GRAVEL		7507731		3	7507731045	GRAVEL NO. 8		7507731		4				
	Line	Item ID	Description		Category																										
	1	7507731000	GRAVEL GRAVEL		7507731																										
	2	7507731043	GRAVEL NO. 7, GRAVEL		7507731																										
	3	7507731045	GRAVEL NO. 8		7507731																										
	4																														
24.	Click the Return to Event Overview link.																														



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Step 3: Select Bidders to Invite

Step	Action																						
25.	Click the Bidder Invitations link. Step 3: Select Bidders to Invite Send out targeted invitations to this event, designate it as a public event, or both. * Bidder Invitations																						
The Create an Event Invite Bidders page displays. Create an Event Invite Bidders Business Unit 50100 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX ☐ Public Event Bidder Invitation List ⓘ < > 1-1 of 1 > > View All <table><tr><th>Select</th><th>Bidder ID</th><th>Bidder Type</th><th>Status</th><th>Location</th><th>Bidder Company</th><th>Category</th><th>Diversity</th><th>*Dispatch Method</th><th></th><th></th></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Print</td><td></td><td></td></tr></table> Search for Bidders Dispatch Lines Save Bidders as Group Save Event Changes Upload Contacts from file GoTo Go < Return to Event Overview		Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	Category	Diversity	*Dispatch Method			☐								Print		
Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	Category	Diversity	*Dispatch Method															
☐								Print															
26.	Select the Public Event checkbox option. Create an Event Invite Bidders Business Unit 50100 Event ID NEXT ☒ Public Event																						
i	State procurement guidelines require all events be open to the public.																						
27.	Select the PUBLIC_AUC checkbox option. Bidder Invitation List ⓘ < > 1-1 of 1 > > View All <table><tr><th>Select</th><th>Bidder ID</th><th>Bidder Type</th><th>Status</th><th>Location</th><th>Bidder Company</th></tr><tr><td>☒</td><td>PUBLIC_AUC</td><td>Public</td><td></td><td>1</td><td>This is a Public Event</td></tr></table>	Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	☒	PUBLIC_AUC	Public		1	This is a Public Event										
Select	Bidder ID	Bidder Type	Status	Location	Bidder Company																		
☒	PUBLIC_AUC	Public		1	This is a Public Event																		

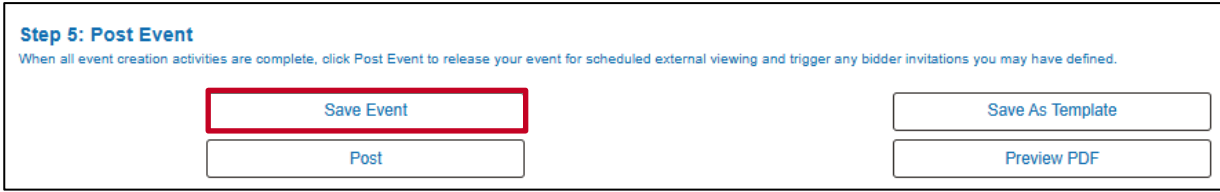
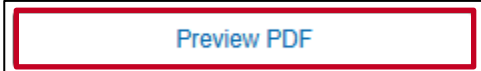
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Step	Action
28.	Click the Return to Event Overview link. 

Step 4: Invite Collaborators

Step	Action
	For detailed information on Step 4: Invite Collaborators, see the Job Aid titled PR345 Strategic Sourcing Collaboration , located on the Cardinal website in Job Aids under Learning .

Step 5: Post Event

Step	Action
29.	Click the Save Event button. 
	Click the Preview PDF button to send an e-mail to the Buyer with a detailed PDF event summary. 
30.	Click the Post button to post the event for bidding. 
	Cardinal sends the Sourcing Event information to eVA each day. The Strategic Sourcing Buyer is then required to update and re-post the event in eVA to allow any/all bidders on the web to respond.
	eVA returns bidder information and bid responses back into Cardinal. Bids are then available to be analyzed in Cardinal. Once bids have been analyzed, Strategic Sourcing enables the user to make awards per their determination.



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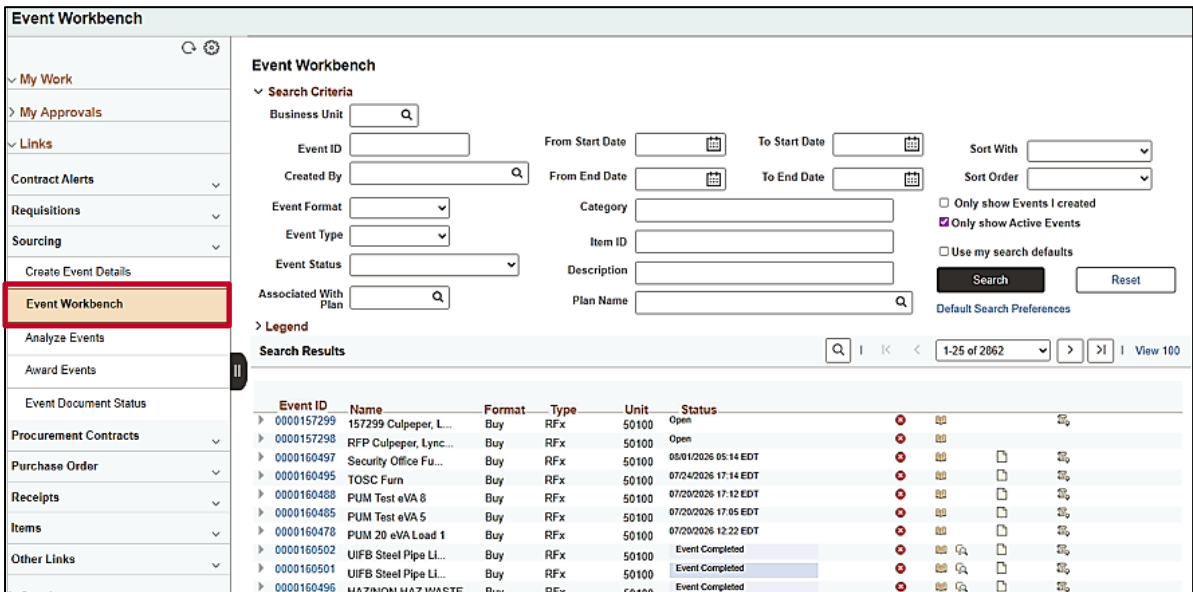
Step	Action
	A message displays stating that the Event is being submitted for Approval. This will submit the Event for Approval. (18058,207) Once the event is approved and posted you will be limited to the changes that you can make to the event. Click OK to continue or Cancel if you are not done making changes to the event. OK Cancel
31.	Click the OK button. OK Cancel



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Analyzing Bids & Awarding Events – By Total

Once an event's End Date has passed and all the bids have been uploaded from eVA, the bids can be reviewed using the Event Workbench. Bids are considered and awarded based on the sum of all line items (by total).

Step	Action
1.	Navigate to the Create Events page by clicking the Procurement WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Sourcing > Event Workbench Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Event Workbench page using the following navigation path: NavBar > Menu > Sourcing > Maintain Events > Event Workbench



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Step	Action																																																																																																				
	The Event Workbench page displays. Event Workbench ▼ Search Criteria Business Unit Event ID From Start Date To Start Date Sort With Created By From End Date To End Date Sort Order Event Format Category ☐ Only show Events I created Event Type Item ID ☒ Only show Active Events Event Status Description ☐ Use my search defaults Associated With Plan Plan Name Search Reset Default Search Preferences > Legend Search Results < > 1-25 of 2862 > > View 100 <table border="1"><thead><tr><th>Event ID</th><th>Name</th><th>Format</th><th>Type</th><th>Unit</th><th>Status</th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>▶ 0000157299</td><td>157299 Culpeper, L...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Open</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000157298</td><td>RFP Culpeper, Lync...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Open</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160497</td><td>Security Office Fu...</td><td>Buy</td><td>RFx</td><td>50100</td><td>08/01/2026 05:14 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160495</td><td>TOSC Furn</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/24/2026 17:14 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160488</td><td>PUM Test eVA 8</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 17:12 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160485</td><td>PUM Test eVA 5</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 17:05 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160478</td><td>PUM 20 eVA Load 1</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 12:22 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160502</td><td>UIFB Steel Pipe Li...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Event Completed</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160501</td><td>UIFB Steel Pipe Li...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Event Completed</td><td>×</td><td></td><td></td><td></td></tr></tbody></table>	Event ID	Name	Format	Type	Unit	Status					▶ 0000157299	157299 Culpeper, L...	Buy	RFx	50100	Open	×				▶ 0000157298	RFP Culpeper, Lync...	Buy	RFx	50100	Open	×				▶ 0000160497	Security Office Fu...	Buy	RFx	50100	08/01/2026 05:14 EDT	×				▶ 0000160495	TOSC Furn	Buy	RFx	50100	07/24/2026 17:14 EDT	×				▶ 0000160488	PUM Test eVA 8	Buy	RFx	50100	07/20/2026 17:12 EDT	×				▶ 0000160485	PUM Test eVA 5	Buy	RFx	50100	07/20/2026 17:05 EDT	×				▶ 0000160478	PUM 20 eVA Load 1	Buy	RFx	50100	07/20/2026 12:22 EDT	×				▶ 0000160502	UIFB Steel Pipe Li...	Buy	RFx	50100	Event Completed	×				▶ 0000160501	UIFB Steel Pipe Li...	Buy	RFx	50100	Event Completed	×			
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3.	Click the Analyze Bids icon next to the event with bids to be reviewed. <table border="1"><thead><tr><th>Event ID</th><th>Name</th><th>Format</th><th>Type</th><th>Unit</th><th>Status</th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>▶ 0000157299</td><td>157299 Culpeper, L...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Open</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000157298</td><td>RFP Culpeper, Lync...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Open</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160497</td><td>Security Office Fu...</td><td>Buy</td><td>RFx</td><td>50100</td><td>08/01/2026 05:14 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160495</td><td>TOSC Furn</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/24/2026 17:14 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160488</td><td>PUM Test eVA 8</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 17:12 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160485</td><td>PUM Test eVA 5</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 17:05 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160478</td><td>PUM 20 eVA Load 1</td><td>Buy</td><td>RFx</td><td>50100</td><td>07/20/2026 12:22 EDT</td><td>×</td><td></td><td></td><td></td></tr><tr><td>▶ 0000160502</td><td>UIFB Steel Pipe Li...</td><td>Buy</td><td>RFx</td><td>50100</td><td>Event Completed</td><td>×</td><td></td><td></td><td></td></tr></tbody></table>	Event ID	Name	Format	Type	Unit	Status					▶ 0000157299	157299 Culpeper, L...	Buy	RFx	50100	Open	×				▶ 0000157298	RFP Culpeper, Lync...	Buy	RFx	50100	Open	×				▶ 0000160497	Security Office Fu...	Buy	RFx	50100	08/01/2026 05:14 EDT	×				▶ 0000160495	TOSC Furn	Buy	RFx	50100	07/24/2026 17:14 EDT	×				▶ 0000160488	PUM Test eVA 8	Buy	RFx	50100	07/20/2026 17:12 EDT	×				▶ 0000160485	PUM Test eVA 5	Buy	RFx	50100	07/20/2026 17:05 EDT	×				▶ 0000160478	PUM 20 eVA Load 1	Buy	RFx	50100	07/20/2026 12:22 EDT	×				▶ 0000160502	UIFB Steel Pipe Li...	Buy	RFx	50100	Event Completed	×													
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Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																																																								
	The Analyze Total page displays. Analyze Total Analyze Total Analyze Line <table><tr><td>Business Unit:</td><td>Event ID:</td><td>Round:</td><td>Version:</td><td>Event Name:</td><td></td></tr><tr><td>50100</td><td>0000160502</td><td>1</td><td>2</td><td>UIFB Steel Pipe Liner</td><td></td></tr><tr><td>Event Format:</td><td>Event Type:</td><td>Currency:</td><td>End Date:</td><td>Status:</td><td>Go To:</td></tr><tr><td>Buy</td><td>RFx</td><td>USD</td><td>07/13/2026 14:35 EDT</td><td>Posted</td><td> </td></tr></table> > Bid Analysis and Display Options Analysis <table><thead><tr><th></th><th>Bidder Name</th><th>Pearson Construction Inc</th><th>Swipe Resources LLC</th></tr></thead><tbody><tr><td>Event Version Responded To</td><td>2</td><td>2</td><td></td></tr><tr><td>Bid Number</td><td>1</td><td>1</td><td></td></tr><tr><td>Total Bid Amount</td><td>20,520.00</td><td>39,360.00</td><td></td></tr><tr><td>Total Bid Cost</td><td>0.00</td><td>0.00</td><td></td></tr><tr><td>Total Event Score</td><td>100.00</td><td>0.00</td><td></td></tr><tr><td>Total Header Cost</td><td>0.00</td><td>0.00</td><td></td></tr><tr><td>Total Header Score</td><td>0.00</td><td>0.00</td><td></td></tr></tbody></table> Bid Action NA Reject Reason Award by Percent Hide Bid ☐ Recalculate Add / Edit Factors Unhide Bids << < > >> Save Return to Search	Business Unit:	Event ID:	Round:	Version:	Event Name:		50100	0000160502	1	2	UIFB Steel Pipe Liner		Event Format:	Event Type:	Currency:	End Date:	Status:	Go To:	Buy	RFx	USD	07/13/2026 14:35 EDT	Posted			Bidder Name	Pearson Construction Inc	Swipe Resources LLC	Event Version Responded To	2	2		Bid Number	1	1		Total Bid Amount	20,520.00	39,360.00		Total Bid Cost	0.00	0.00		Total Event Score	100.00	0.00		Total Header Cost	0.00	0.00		Total Header Score	0.00	0.00	
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Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
5.	Click the Bid Action dropdown button below the winning bidder and select “Award”. Bidder Name Pearson Construction Inc Event Version Responded To 2 Bid Number 1 Total Bid Amount 20,520.00 Total Bid Cost 0.00 Total Event Score 100.00 Total Header Cost 0.00 Total Header Score 0.00 Bid Action Award
6.	In the column related to each winning Bidder, enter a value in the Award by Percent field. A portion of the event award can be allocated to multiple bidders using this field. Bid Action Award Reject Reason Award by Percent 100
7.	Click the Save button. Save Return to Search A warning that saving will change the status of the Event to “Pending Award” displays. Warning -- Clicking on Save will change the status to Pending Award. Do you want to continue? (18058,10057) OK Cancel
8.	Click the OK button. OK Cancel
9.	Award the Event by completing the Awarding Strategic Sourcing Events section in this Job Aid.



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Analyzing Bids & Awarding Events – By Line

Once an event's End Date has passed and all the bids have been loaded from eVA, review the bids using Event Workbench. Bids are considered and awarded based on the line items (by line).

Step	Action
1.	Navigate to the Analyze Total page by following Steps 1-3 in the Analyzing Bids & Awarding Events – By Total section of this Job Aid.

The **Analyze Total** page displays.

Analyze Total

Analyze Total

Analyze Line

Analyze Group

Business Unit: 50100

Event ID: 0000160504

Round: 1

Version: 2

Event Name: IFB Lawnmowing

Event Format: Buy

Event Type: RFx

Currency: USD

End Date: 07/15/2026 16:20 EDT

Status: Posted

Go To:

> Bid Analysis and Display Options

Analysis

	Bidder Name	Eastern Highway Maintenance LLC	Arcadium LLC	American General Contractors Inc	Pro-Star Enterprises inc	MAURO MAINTENANCE LLC
Event Version Responded To	2	2	2	2	2	
Bid Number	1	1	1	1	1	
Total Bid Amount	231,744.60	245,144.20	236,839.87	98,993.47	111,848.60	
Total Bid Cost	0.00	0.00	0.00	0.00	0.00	
Total Event Score	76.89	66.71	65.37	62.41	50.99	
Total Header Cost	0.00	0.00	0.00	0.00	0.00	
Total Header Score	0.00	0.00	0.00	0.00	0.00	

Bid Action

NA

NA

NA

NA

NA

Reject Reason

Award by Percent

Hide Bid

Recalculate

Add / Edit Factors

Unhide Bids

<<

<

>

>>

Save

Return to Search

2. Click the **Analyze Line** link.

Analyze Total

Analyze Total

Analyze Line



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
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The first **Analyze Line** page displays.

Analyze Line

Analyze Total

Analyze Line

Analyze Group

Business Unit:

Event ID:

Round:

Version:

Event Name:

50100

0000180504

1

2

IFB Lawnmowing

Event Format:

Event Type:

Currency:

End Date:

Status:

Go To:

Buy

RFx

USD

07/15/2026 16:20 EDT

Posted

...

Line Items

1-10 of 31

View All

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	77	0	3.22581	Open	Analyze
2	9883653402	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR	9883653	ACR	100.00000	17	0	3.22581	Open	Analyze
3	9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	9885650	ACR	30.00000	94	0	3.22581	Open	Analyze
4	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	48	0	3.22581	Open	Analyze
5	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	100.00000	14	0	3.22581	Open	Analyze
6	9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	9885650	ACR	30.00000	62	0	3.22581	Open	Analyze
7	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	203	0	3.22581	Open	Analyze
8	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	100.00000	48	0	3.22581	Open	Analyze
9	9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	9885650	ACR	30.00000	251	0	3.22581	Open	Analyze
10	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	46	0	3.22581	Open	Analyze

Save

Return to Search

3. Click the **Analyze** link next to the Line to be awarded.

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	77	0	3.22581	Open	Analyze



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
	A pop-up window displays a message warning that clicking this link will update the Event Status to "Pending Award". Clicking on this link will change the status to Pending Award. Do you want to continue? (18058,10055) If the status is Pending Award, you will definitely no longer be able to manually enter a response on behalf of a supplier. OK Cancel
4.	Click the OK button. OK Cancel
	A pop-up window displays a message warning that saving the Event will change the Event Status to "Pending Award". Warning -- Clicking on Save will change the status to Pending Award. Do you want to continue? (18058,10057) OK Cancel
5.	Click the OK button. OK Cancel



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
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The second **Analyze Line** page displays and details the extended bid response.

Business Unit: 50100Event ID: 0000160504Round: 1Version: 2Event Name: IFB LawnmowingStatus: Pending Award

Event Format: BuyEvent Type: RFXCurrency: USDEnd Date: 07/15/2026 16:20 EDT

Line 1Requested Quantity 77UOM ACRStart Price 80.00000Weighting 3.22581

Item ID 9883653400Item Description: MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICA...

Previous LineNext Line

Analyze Qty 77.0000Sort Bids By Line ScoreSort Order DescendingAnalyze

Display Options View Factor ResponsesDisplay Delta ResponsesDisplay Disqualified BidsDisplay Withdrawn Bidders

View Bid Actions All Bid ActionsAwardCounterDisallowRejectNo Action>

Analysis

	Bidder Name VIRGINIA GENERAL CONTRACTORS LLC	Arcadium LLC	Fortified Mowing	Pro-Star Enterprises inc	Eastern Highway Maintenance LLC
Event Version	2	2	2	2	2
Bid Number	1	1	1	1	1
Bid Quantity	77.0000	77.0000	77.0000	77.0000	77.0000
Minimum Bid Quantity	0.0000	0.0000	0.0000	0.0000	0.0000
Total Bid Amount	3,850.00	3,850.00	4,004.00	4,543.00	4,620.00
Total Bid Cost	0.00	0.00	0.00	0.00	0.00
Total Line Score	100.0000	100.0000	95.9900	81.9600	79.9600
Bid Action					
Reject Reason Code					
Award by Percent					
Award Quantity					
Hide Bid					

> Factors

RecalculateUnhide Bids<<<>>>Go To Line

OKCancelApply

6. Click the arrow next to the **Factors** section to expand the section.



The Unit Price bid response displays in the **Factors** section.

Factors

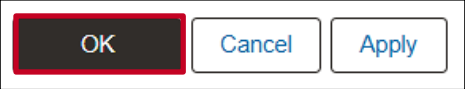
Add/Edit Bid Factors

Weighting	UOM	Ideal
What is your bid price?		
100.00000	0	50.0050.0052.0059.0060.00



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
7.	Use the arrow buttons or the Go To Line dropdown to navigate through bids as appropriate. 
8.	In the column related to each winning Bidder, click the Bid Action dropdown button and select "Award". 
9.	In the column related to each winning Bidder, enter a value in the Award by Percent field. A portion of the event award can be allocated to multiple bidders using the Award by Percent field. 
10.	Click the OK button. 

The first **Analyze Line** page redispays.

Analyze Line

Analyze Total

Analyze Line

Analyze Group

Business Unit: 50100

Event ID: 0000160504

Round: 1

Version: 2

Event Name: IFB Lawnmowing

Event Format: Buy

Event Type: RFx

Currency: USD

End Date: 07/15/2026 16:20 EDT

Status: Pending Award

Go To:

Line Items

| [View All](#)

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	77	77	3.22581	Open	Analyze
2	9883653402	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR	9883653	ACR	100.00000	17	0	3.22581	Open	Analyze
3	9885650100	LITTER REMOVAL SERVICES, PER VADOT SPECIFICATIONS LITTER REMOVAL SERVICES, ACRE	9885650	ACR	30.00000	94	0	3.22581	Open	Analyze
4	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	9883653	ACR	80.00000	48	0	3.22581	Open	Analyze



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																						
	The analyzed line now displays the quantity awarded in the Qty Awarded field. Line Items ⓘ << < 1-10 of 31 > >> View All <table><tr><th>Line</th><th>Item ID</th><th>Description</th><th>Category</th><th>UOM</th><th>Start Price</th><th>Requested Qty</th><th>Qty Awarded</th><th>Weighting</th><th>Line Status</th><th>Analyze</th></tr><tr><td>1</td><td>9883653400</td><td>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES</td><td> 9883653</td><td>ACR</td><td>80.00000</td><td>77</td><td>77</td><td>3.22581</td><td>Open</td><td>Analyze</td></tr></table>	Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze	1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	 9883653	ACR	80.00000	77	77	3.22581	Open	Analyze
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1	9883653400	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES	 9883653	ACR	80.00000	77	77	3.22581	Open	Analyze													
11.	Repeat the bid entry process for all lines.																						
12.	When all Lines have been awarded, click the Save button. Save Return to Search																						
13.	Award the Event by completing the Awarding Strategic Sourcing Events section in this Job Aid.																						



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Analyzing Bids & Awarding Events – By Group (Lot)

Once an event's End Date has passed and all the bids have been uploaded from eVA, using the Event Workbench, navigate to the Analyze Total page to review the bids. Bids are considered and awarded based on the line items within the Group.

Step	Action
1.	Navigate to the Analyze Total page by following Steps 1-3 in the Analyzing Bids & Awarding Events – By Total section of this Job Aid.

The **Analyze Total** page displays.

Analyze Total

Analyze Total

Analyze Line

Analyze Group

Business Unit: 50100

Event ID: 0000160504

Round: 1

Version: 2

Event Name: IFB Lawnmowing Status: Pending Award

Go To:

Event Format: Buy

Event Type: RFx

Currency: USD

End Date: 07/15/2026 16:20 EDT

> Bid Analysis and Display Options ?

Analysis

	Bidder Name	Eastern Highway Maintenance LLC	Arcadium LLC	American General Contractors Inc	Pro-Star Enterprises inc	MAURO MAINTENANCE LLC
Event Version Responded To	2	2	2	2	2	2
Bid Number	1	1	1	1	1	1
Total Bid Amount	231,744.60	245,144.20	236,839.87	98,993.47	111,848.60	
Total Bid Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Event Score	75.60	65.09	64.08	61.08	49.95	
Total Header Cost	0.00	0.00	0.00	0.00	0.00	0.00
Total Header Score	0.00	0.00	0.00	0.00	0.00	0.00

Bid Action

NA

Award

NA

NA

NA

Reject Reason

Award by Percent

Hide Bid

Recalculate

Add / Edit Factors

Unhide Bids

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Save

Return to Search

2.	Click the Analyze Group link. Analyze Total Analyze Total Analyze Line Analyze Group
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Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																																								
	The Analyze Group page displays. Analyze Group Analyze Total Analyze Line Analyze Group Business Unit: 50100 Event ID: 0000160504 Round: 1 Version: 2 Event Name: IFB Lawnmowing Status: Pending Award Go To: Event Format: Buy Event Type: RFx Currency: USD End Date: 07/15/2026 16:20 EDT Line Items <table border="1"><thead><tr><th>Line</th><th>Group ID</th><th>Description</th><th>Details</th><th>UOM</th><th>Start Price</th><th>Requested Qty</th><th>Qty Awarded</th><th>Line Status</th><th>Analyze</th></tr></thead><tbody><tr><td>32</td><td>LOT-1 WARRENTON</td><td>LOT-1 Warrenton Residency</td><td> Details</td><td>EA</td><td>1,260.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr><tr><td>33</td><td>LOT-2 LOUDOUN</td><td>LOT-2 Loudoun County</td><td> Details</td><td>EA</td><td>636.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr><tr><td>34</td><td>LOT-3 SALEM INTER</td><td>LOT-3 Salem Interstate</td><td> Details</td><td>EA</td><td>1,084.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr></tbody></table> Save Return to Search Analyze Total Analyze Line Analyze Group	Line	Group ID	Description	Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze	32	LOT-1 WARRENTON	LOT-1 Warrenton Residency	Details	EA	1,260.00000	1	0	Open	Analyze	33	LOT-2 LOUDOUN	LOT-2 Loudoun County	Details	EA	636.00000	1	0	Open	Analyze	34	LOT-3 SALEM INTER	LOT-3 Salem Interstate	Details	EA	1,084.00000	1	0	Open	Analyze
Line	Group ID	Description	Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze																																
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33	LOT-2 LOUDOUN	LOT-2 Loudoun County	Details	EA	636.00000	1	0	Open	Analyze																																
34	LOT-3 SALEM INTER	LOT-3 Salem Interstate	Details	EA	1,084.00000	1	0	Open	Analyze																																
3.	Click the Analyze link next to each Group ID to be awarded (e.g., Group ID equals Lot 1). Another Analyze Group page displays and details the extended bid response. Line Items <table border="1"><thead><tr><th>Line</th><th>Group ID</th><th>Description</th><th>Details</th><th>UOM</th><th>Start Price</th><th>Requested Qty</th><th>Qty Awarded</th><th>Line Status</th><th>Analyze</th></tr></thead><tbody><tr><td>111</td><td>LOT-1 WARRENTON</td><td>LOT-1 Warrenton Residency</td><td> Details</td><td>EA</td><td>1,260.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr></tbody></table>	Line	Group ID	Description	Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze	111	LOT-1 WARRENTON	LOT-1 Warrenton Residency	Details	EA	1,260.00000	1	0	Open	Analyze																				
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Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
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The **Analyze Group** page shows the Group/Lot total per bidder.

Analyze Group

Business Unit: 50100 Event ID: 0000160504 Round: 1 Version: 2 Event Name: IFB Lawnmowing
Status: Pending Award

Event Format: Buy Event Type: RFX Currency: USD End Date: 07/15/2026 16:20 EDT

Line 32 Requested Quantity 1 UOM EA Start Price 1260.00000
Group ID LOT-1 Item Description: LOT-1 Warrenton Residency Weighting

Previous Group Next Group

> Bid Analysis and Display Options

Analysis

Bidder Name	MAURO MAINTENANCE LLC	Arcadium LLC	American General Contractors Inc	Pro-Star Enterprises inc	Fortified Moving
Event Version	2	2	2	2	2
Bid Number	1	1	1	1	1
Bid Quantity	1.0000	1.0000	1.0000	1.0000	1.0000
Minimum Bid Quantity	0.0000	0.0000	0.0000	0.0000	0.0000
Total Bid Amount	652.14	900.00	1,190.00	1,284.00	1,358.00
Total Bid Cost	0.00	0.00	0.00	0.00	0.00
Total Line Score	100.0000	88.1200	74.2200	69.7100	66.1600
Bid Action					
Reject Reason Code					
Award by Percent					
Award Quantity					
Hide Bid	☐	☐	☐	☐	☐

> Factors

Recalculate

Unhide Bids

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Go To Line

OK

Cancel

Apply

4.

Click the arrow next to the **Factors** section to review the bid factors.

> Factors



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																																																																														
	The Unit Price bid responses for each line in the Group display in the Factors section. ▼ Factors Weighting UOM Ideal What is your bid price? <table><tr><td>100.00000</td><td>0</td><td>652.14</td><td>900.00</td><td>1190.00</td><td>1284.00</td><td>1358.00</td></tr></table> 1 - MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES What is your bid price? <table><tr><td>5.55556</td><td>0</td><td>67.80</td><td>50.00</td><td>60.25</td><td>59.00</td><td>52.00</td></tr></table> 2 - MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, NON-TRACTOR What is your bid price? <table><tr><td>5.55556</td><td>0</td><td>10.68</td><td>50.00</td><td>153.25</td><td>135.00</td><td>188.00</td></tr></table>	100.00000	0	652.14	900.00	1190.00	1284.00	1358.00	5.55556	0	67.80	50.00	60.25	59.00	52.00	5.55556	0	10.68	50.00	153.25	135.00	188.00																																																									
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5.	Use the arrow buttons or the Go To Line dropdown to navigate through bids as appropriate. << < > >> Go To Line																																																																														
6.	Scroll back up to the Analysis section to make the award for this Group. Analysis <table><thead><tr><th>Bidder Name</th><th>MAURO MAINTENANCE LLC</th><th>Arcadium LLC</th><th>American General Contractors Inc</th><th>Pro-Star Enterprises Inc</th><th>Fortified Mowing</th></tr></thead><tbody><tr><td>Event Version</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr><tr><td>Bid Number</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Bid Quantity</td><td>1.0000</td><td>1.0000</td><td>1.0000</td><td>1.0000</td><td>1.0000</td></tr><tr><td>Minimum Bid Quantity</td><td>0.0000</td><td>0.0000</td><td>0.0000</td><td>0.0000</td><td>0.0000</td></tr><tr><td>Total Bid Amount</td><td>652.14</td><td>900.00</td><td>1,190.00</td><td>1,284.00</td><td>1,358.00</td></tr><tr><td>Total Bid Cost</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Total Line Score</td><td>100.0000</td><td>88.1200</td><td>74.2200</td><td>69.7100</td><td>66.1600</td></tr><tr><td>Bid Action</td><td> v </td><td> v </td><td> v </td><td> v </td><td> v </td></tr><tr><td>Reject Reason Code</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Award by Percent</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Award Quantity</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Hide Bid</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td></tr></tbody></table>	Bidder Name	MAURO MAINTENANCE LLC	Arcadium LLC	American General Contractors Inc	Pro-Star Enterprises Inc	Fortified Mowing	Event Version	2	2	2	2	2	Bid Number	1	1	1	1	1	Bid Quantity	1.0000	1.0000	1.0000	1.0000	1.0000	Minimum Bid Quantity	0.0000	0.0000	0.0000	0.0000	0.0000	Total Bid Amount	652.14	900.00	1,190.00	1,284.00	1,358.00	Total Bid Cost	0.00	0.00	0.00	0.00	0.00	Total Line Score	100.0000	88.1200	74.2200	69.7100	66.1600	Bid Action	v	v	v	v	v	Reject Reason Code						Award by Percent						Award Quantity						Hide Bid	☐	☐	☐	☐	☐
Bidder Name	MAURO MAINTENANCE LLC	Arcadium LLC	American General Contractors Inc	Pro-Star Enterprises Inc	Fortified Mowing																																																																										
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Procurement Job Aid

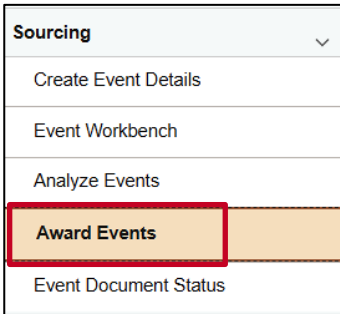
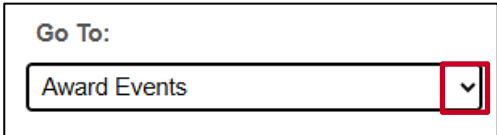
PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																																												
7.	In the column related to each winning Bidder, click the Bid Action dropdown button and select “Award”. Bid Action Award																																												
8.	In the column related to each winning Bidder, enter a value in the Award by Percent field. A portion of the event award can be allocated to multiple bidders using the Award by Percent field. Award by Percent 50																																												
9.	Click the OK button. OK Cancel Apply																																												
The Analyze Group page displays. The Qty Awarded on the Group ID of Lot 1 is populated. Analyze Group Analyze Total Analyze Line Analyze Group Business Unit: Event ID: Round: Version: Event Name: 50100 0000160504 1 2 IFB Lawnmowing Event Format: Event Type: Currency: End Date: Pending Award Go To: Buy RFx USD 07/15/2026 16:20 EDT ... Line Items < 1-3 of 3 > View All <table><tr><th>Line</th><th>Group ID</th><th>Description</th><th></th><th>Details</th><th>UOM</th><th>Start Price</th><th>Requested Qty</th><th>Qty Awarded</th><th>Line Status</th><th>Analyze</th></tr><tr><td>32</td><td>LOT-1 WARRENTON</td><td>LOT-1 Warrenton Residency</td><td></td><td>Details</td><td>EA</td><td>1,260.00000</td><td>1</td><td>1</td><td>Open</td><td>Analyze</td></tr><tr><td>33</td><td>LOT-2 LOUDOUN</td><td>LOT-2 Loudoun County</td><td></td><td>Details</td><td>EA</td><td>636.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr><tr><td>34</td><td>LOT-3 SALEM INTER</td><td>LOT-3 Salem Interstate</td><td></td><td>Details</td><td>EA</td><td>1,084.00000</td><td>1</td><td>0</td><td>Open</td><td>Analyze</td></tr></table> Save Return to Search Analyze Total Analyze Line Analyze Group		Line	Group ID	Description		Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze	32	LOT-1 WARRENTON	LOT-1 Warrenton Residency		Details	EA	1,260.00000	1	1	Open	Analyze	33	LOT-2 LOUDOUN	LOT-2 Loudoun County		Details	EA	636.00000	1	0	Open	Analyze	34	LOT-3 SALEM INTER	LOT-3 Salem Interstate		Details	EA	1,084.00000	1	0	Open	Analyze
Line	Group ID	Description		Details	UOM	Start Price	Requested Qty	Qty Awarded	Line Status	Analyze																																			
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34	LOT-3 SALEM INTER	LOT-3 Salem Interstate		Details	EA	1,084.00000	1	0	Open	Analyze																																			
10.	Repeat the process to award all remaining Groups/Lots.																																												
11.	When all Lots have been awarded, click the Save button. Save Return to Search																																												
12.	Award the Event by completing the Awarding Strategic Sourcing Events section in this Job Aid.																																												



PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Awarding Strategic Sourcing Events

Step	Action
1.	Click the Award Events link in the WorkCenter. 
	This page can also be accessed from the Analyze Total page by clicking the Go To dropdown button and selecting "Award Events". 

The **Award Details** page displays.

Award Details

Award Details

Award Summary

Review Constraints

Business Unit: 50100

Event ID: 0000160502

Round: 1

Version: 2

Event Name: UIFB Steel Pipe Liner

Status: Pending Award

Go To:

Event Format: Buy

Event Type: RFx

Currency: USD

End Date: 07/13/2026 14:35 EDT

☐ Show Award Details to Bidders

☐ Display bids

☐ Display all bids

☐ Display bid scores

☐ Display bid's total bid price

☐ Display factors

Award Details 

Bidder Name Pearson Construction Inc

Bidder Type

Supplier

Buyer

Award Type

Award Currency

USD

Terms

PO Business Unit

Total Award 20,520.0000

Award Number 1

Award Lines

Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1	6588012000		PIPE, STEEL PIPE, STEEL		LF	60.0000	342.0000	20,520.0000		



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action
2.	Click the Award Type dropdown button and select either “Purchase Order” or “Procurement Contract” as applicable. Award Type Purchase Order ▼
	Enter “Purchase Order” in the Contract Style field if selecting “Procurement Contract” in the Award Type field. *Contract Style Purchase Order 🔍
3.	Confirm/update the PO Business Unit field. PO Business Unit 50100 🔍
4.	Confirm/update the payment terms in the Terms field. Terms 30 🔍
5.	To enter Award Details for additional bidders, click the arrow icon in the Award Lines section’s header to navigate to each bidder and repeat Steps 2-4. Award Details ⓘ < < 1 of 2 ▾ > >
6.	Click the Post Award button. Post Award



Procurement Job Aid

PR345 Setting up, Analyzing, and Awarding Strategic Sourcing Events (VDOT Only)

Step	Action																												
	The Status field is updated to “Awarded” and a PO ID is generated and displayed in the case of a Purchase Order award type. Award Details Award Details Award Summary Review Constraints <table><tr><td>Business Unit:</td><td>Event ID:</td><td>Round:</td><td>Version:</td><td>Event Name:</td><td>Status:</td><td>Go To:</td></tr><tr><td>50100</td><td>0000160502</td><td>1</td><td>2</td><td>UIFB Steel Pipe Liner</td><td>Awarded</td><td> </td></tr><tr><td>Event Format:</td><td>Event Type:</td><td>Currency:</td><td>End Date:</td><td colspan="3"></td></tr><tr><td>Buy</td><td>RFx</td><td>USD</td><td>07/13/2026 14:35 EDT</td><td colspan="3"></td></tr></table> ▼ Show Award Details to Bidders ☐ Display bids ☐ Display all bids ☐ Display bid scores ☐ Display bid's total bid price ☐ Display factors Award Details Bidder Name Pearson Construction Inc Award Type Purchase Order PO ID: 0001314626 Award Number 1 Bidder Type Supplier Award Currency Event USD PO Business Unit 50100 Total Award 20,520.0000 Buyer Terms 30	Business Unit:	Event ID:	Round:	Version:	Event Name:	Status:	Go To:	50100	0000160502	1	2	UIFB Steel Pipe Liner	Awarded		Event Format:	Event Type:	Currency:	End Date:				Buy	RFx	USD	07/13/2026 14:35 EDT			
Business Unit:	Event ID:	Round:	Version:	Event Name:	Status:	Go To:																							
50100	0000160502	1	2	UIFB Steel Pipe Liner	Awarded																								
Event Format:	Event Type:	Currency:	End Date:																										
Buy	RFx	USD	07/13/2026 14:35 EDT																										
	A Contract ID generates and displays in the Award Details section in the case of a Contract award type. ▼ Show Award Details to Bidders ☐ Display bids ☐ Display all bids ☐ Display bid scores ☐ Display bid's total bid price ☐ Display factors Award Details Bidder Name Arcadium LLC Award Type Procurement Contract *Contract Style Purchase Order Contract 0000000000000000000000053311 Award Number 1 Bidder Type Supplier Award Currency Event USD PO Business Unit 50100 Total Award 1,925.0000 Buyer NASIR.CHHIPA Terms 30 Award Lines <table><thead><tr><th>Line</th><th>Item ID</th><th>Supp/Item Rel</th><th>Item Description</th><th>Group ID</th><th>UOM</th><th>Award Quantity</th><th>Awarded Price</th><th>Extended Price</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>9883653400</td><td>☒</td><td>MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES</td><td></td><td>ACR</td><td>38.5000</td><td>50.0000</td><td>1,925.0000</td><td></td><td></td></tr></tbody></table> Post Award Save Return to Search Notify	Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price			1	9883653400	☒	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES		ACR	38.5000	50.0000	1,925.0000								
Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price																					
1	9883653400	☒	MOWING SERVICES, RIGHT OF WAY, PER VADOT SPECIFICATIONS RIGHT OF WAY MOWING, PRIMARY, TRACTOR MOWING SERVICES		ACR	38.5000	50.0000	1,925.0000																					