
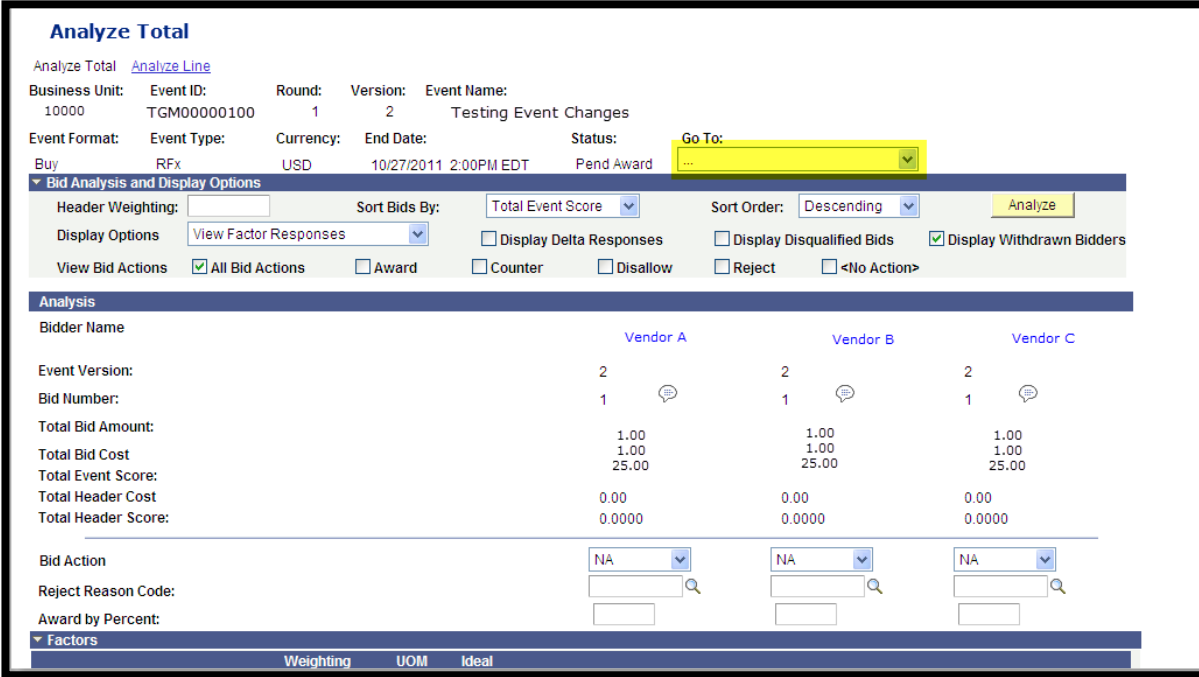




Quick Reference Guide: Generate Bid Analysis Export

	<p>This document provides the steps to follow in order to generate a Bid Analysis Export of a strategic sourcing event.</p>
<p>1.</p>	<p>Select the Analyze Bids option for the event that you are working on.</p>  <p>The screenshot shows a table with columns: Event ID, Name, Format, Type, Origin, Buyer, Unit, Status. There are three rows of data. To the right of each row are several icons, including a magnifying glass icon labeled 'Analyze Bids' which is highlighted by a red arrow.</p>
<p>2.</p>	<p>From the Analyze Total page, go to the 'Go To' selection drop down on the upper right side of the screen.</p>  <p>The screenshot shows the 'Analyze Total' page. At the top, there are fields for Business Unit, Event ID, Round, Version, and Event Name. Below these are fields for Event Format, Event Type, Currency, End Date, and Status. A 'Go To:' dropdown menu is highlighted in yellow. Below this are sections for 'Bid Analysis and Display Options' (including Header Weighting, Sort Bids By, Sort Order, and various checkboxes) and an 'Analysis' table. The Analysis table has columns for Bidder Name, Vendor A, Vendor B, and Vendor C, and rows for Event Version, Bid Number, Total Bid Amount, Total Bid Cost, Total Event Score, Total Header Cost, and Total Header Score. At the bottom, there are fields for Bid Action, Reject Reason Code, and Award by Percent.</p>
<p>3.</p>	<p>Select Analyze Export option from the drop down.</p>



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[New Window](#) | [Help](#) | [Customize Page](#)

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 10000 Event ID: TGM000010 Round: 1 Version: 2 Event Name: Testing Event Changes

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/27/2011 2:00PM EDT Status: Pend Award

Go To:

Analyze

- Analyze Export
- Associate Planning Task
- Create New Round
- Document Status Inquiry
- Event Attachments/Comments
- Invite Collaborators

Bid Analysis and Display Options

Header Weighting: Sort Bids By: Total Event Score

Display Options: View Factor Responses Display Delta Responses

View Bid Actions: All Bid Actions Award Counter Disallow

Display Withdrawn Bidders

Analysis

Bidder Name	Vendor A	Vendor B	Vendor C
Event Version:	2	2	2
Bid Number:	1	1	1
Total Bid Amount:	1.00	1.00	1.00
Total Bid Cost:	1.00	1.00	1.00
Total Event Score:	25.00	25.00	25.00
Total Header Cost:	0.00	0.00	0.00
Total Header Score:	0.0000	0.0000	0.0000

Bid Action:

Reject Reason Code:

Award by Percent:

4. Make sure your email address is listed and is correct. Select the bid filter for the types of bids you want to include in the export. Then select Create Analysis Report and Save.



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	<div data-bbox="370 359 1528 1318"><h3>Bid Analysis Export</h3><p>Business Unit: 10000 Event ID: TGM00000100 Round: 1 Version: 2 Event Name: Testing Event Changes</p><p>Event Format: Buy Event Type: RFx Currency: USD Finish: 10/27/11 2:00PM EDT Status: Pend Award</p><h4>Analysis Export File Recipients</h4><table border="1"><thead><tr><th>*Name</th><th>*Email Address</th><th>Notify</th><th></th><th></th></tr></thead><tbody><tr><td>1 Kiaja Williams 404-463-6220</td><td>Kiaja.Williams@doas.ga.gov</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table><h4>Filter Bids</h4><p>Select the bids you want to include in your Analysis Export file.</p><p><input type="button" value="Select All"/> <input type="button" value="Deselect All"/></p><p><input checked="" type="checkbox"/> Award <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Disallow <input checked="" type="checkbox"/> Reject <input checked="" type="checkbox"/> <No Action></p><p><input checked="" type="checkbox"/> Display Disqualified Bids <input checked="" type="checkbox"/> Display Withdrawn Bids</p><h4>Filter Bid Responses</h4><p><input type="checkbox"/> Display Delta Responses</p><p><input type="button" value="Create Analysis Export"/> Return to Analyze Event</p><div style="border: 1px solid #ccc; padding: 5px;"><p>To create a bid analysis export:</p><ol style="list-style-type: none">1. Enter the email addresses of those you would like to receive the export.2. Click on the Create Analysis Export button. At this point the Analyze Events pages will be saved, and a process will be kicked off to create the Bid Analysis Export file and email the recipients listed above.3. Once the email is received, open the XML attachment in Microsoft Excel.</div><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Refresh"/></p></div>	*Name	*Email Address	Notify			1 Kiaja Williams 404-463-6220	Kiaja.Williams@doas.ga.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Name	*Email Address	Notify									
1 Kiaja Williams 404-463-6220	Kiaja.Williams@doas.ga.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
5.	An email will be sent to the address that was entered and it will contain an XML attachment.										