

## Solicitation Award

Solicitation awards in ProcureAZ are completed from the Bid Tabulation (Bid Tab) document of the corresponding Bid. Award(s) can be recommended and submitted for approval at any time once the Bid has been opened.

### Designating Award(s)

Once you are ready to award your solicitation, navigate to the Items tab for the Bid Tab of your Bid. You can award each item to a single vendor, to multiple vendors, or you can cancel items and award them to no one. You can also do a partial award by not awarding an item or items to any vendor, which allows you to return to the Bid Tab later to create another award.

Note that the Bid document will remain in “Opened” status until all items on the Bid have been either awarded or cancelled. This means that the Bid document, and all its associated documents, including the Bid Tab, Quotes and their attachments will not be visible to the public.

**Bid Tabulation for Bid #ADSP010-00000113**

Quotes	Revisions	Items	Header Questions	Subcontractors	Routing	Attachments	Score	Summary	<a href="#">Back to Bid</a>
Bid Award Validation Warnings									
• The following items are not awarded [1].									
# of Quotes per page: 5		Sort by: Quote Total	Ascending	<input type="button" value="Go"/>					
Total Item Count:	3	Total Awardable Quote Count:	2	Bid Status:	2BO - Bid Opened (Quotes received and opened. Ready for tabulation)				
<b>!</b> Please make sure that you save your changes before you navigate to another page.									
Cancel	Item info/Quote info			( <a href="#">000004191</a> )The Wilkins Group LLC <Quote: 00000187>	( <a href="#">000003849</a> )Periscope Holdings, Inc. <Quote: 00000184>				
<input type="checkbox"/>	Attention Vendors: The PO Number is req on all packing slips, invoices and correspondance to here, there and everywhere... <a href="#">View Detail</a> Item #:2 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)								
<input type="checkbox"/>	AutoGSD Architecture 2011 Subscription Renewal GSD Item #:1 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:YR			<input type="checkbox"/> \$150.00 **	<input type="checkbox"/> \$500.00				

Awarding an item is done by clicking the checkbox next to an item within the column of the vendor to be awarded that item. To award all items to a vendor, select the **Award All** button within that vendor’s column. Clicking the **Unaward All** button will uncheck all items you previously indicated you would like to award to that vendor. Again, each item can also be awarded to multiple vendors, left unawarded or cancelled as well from this screen.

Directly below the list of items, a row provides you with a tally of each vendor’s quote totals, including any quoted discounts and freight chargers. Once you are finished awarding items, click **Save & Continue**.

## Solicitation Award

Cancel	Item info/Quote info	(000002850)Independent Energy Group <Quote: 000000195>	(000004196)Arizona Solar Concepts <Quote: 000000193>	(000001694)American Solar Electric, Inc. <Quote: 000000192>	(000003661)EnergyPro, Inc. <Quote: 000000190>	(000005249)Titan Power, Inc. <Quote: 000000194>
<input type="checkbox"/>	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #:1 Print Sequence:1.0 Status:280 - Opened (Narrative Item)	<b>Vendors</b>				
<input type="checkbox"/>	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facility... <a href="#">View Detail</a> Item #:2 Print Sequence:2.0 Status:280 - Opened Quantity:1.0 Uom:EA	<input type="checkbox"/> \$400,000.00	<input type="checkbox"/> \$300,000.00 Late	<input type="checkbox"/> \$210,000.00	<input type="checkbox"/> \$168,000.00	<input type="checkbox"/> \$165,000.00
	Totals: \$Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$400,000.00 \$0.00 \$400,000.00 \$0.00 \$400,000.00 \$0.00 \$0.00	\$300,000.00 \$0.00 \$300,000.00 \$0.00 \$300,000.00 \$0.00 \$0.00	\$210,000.00 \$0.00 \$210,000.00 \$0.00 \$210,000.00 \$0.00 \$0.00	\$168,000.00 \$0.00 \$168,000.00 \$0.00 \$168,000.00 \$0.00 \$0.00	\$165,000.00 \$0.00 \$165,000.00 \$0.00 \$165,000.00 \$0.00 \$0.00
	Eval Codes:					
	Pref Codes:					
	Award/Unaward All:	<input type="button"/> Award All <input type="button"/> Unaward All				

### Submitting Award for Approval

The last step in the solicitation award process is to submit your award recommendation(s) for approval. On the Summary tab of the Bid Tab you can review your award recommendations before selecting **Submit for Approval**.

## Solicitation Award

Bid Tabulation for Bid #ADSPO10-00000035

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score **Summary** Back to Bid

**Bid Tabulation Information**

Total Item Count: 2 Total Awarded Quote Count: 1 Bid Status: 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Canceled	Item Info/Quote Info	
	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #.1 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	(000001651)EnergyPro, Inc. <Quote: 000000190>
	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facility... <a href="#">View Detail</a> Item #.2 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:EA	<input checked="" type="checkbox"/> \$168,000.00
	Totals: \$Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$168,000.00 \$0.00 \$168,000.00 \$0.00 \$168,000.00 \$0.00 \$168,000.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:  
\*\* = Low Item Price

**Submit for Approval**

### Award Notification

Once award of the solicitation has been approved, you and all the vendors that submitted Quotes will be notified via an email listing the awarded vendors.

At this stage, the Bid is in "Approved" status and becomes visible publicly from the Login screen. Prior to finalizing the resulting Purchase Order(s), it is advised that you wait to the end of the protest period.

**Bid # ADSPO10-00000035 has been awarded  
The following vendor(s) have been awarded all or part of the bid:**

**EnergyPro, Inc.**

**Thank you for your participation.**