**August 17, 2015**

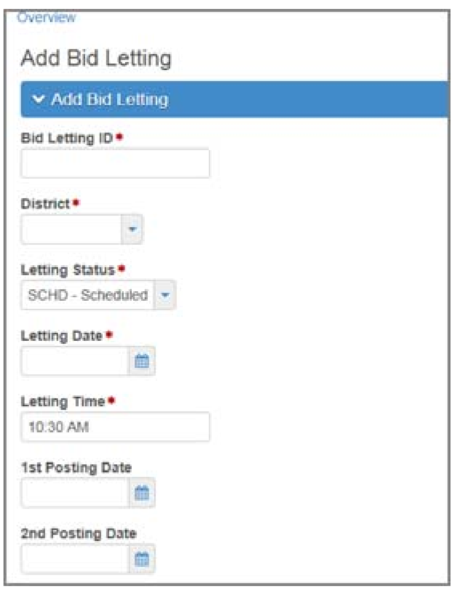
# I. Bid Lettings

This document provides information about the Lettings portion of web Preconstruction, including tasks, processes, activities and reports — whether seen or hidden. The user's role along with workflow and phase determine what can be viewed and the actions that can be taken.

Florida Department of Transportation (FDOT) receives bids for competitively bid proposals at a bid letting. The time and place of the bid letting is published in the letting's **Bid Solicitation Notice, (Notice to Contractors).** Bid lettings are held on a scheduled basis, and bidders, their authorized agents, and other interested parties are invited to be present.

Before the bid letting takes place, a bid letting row must be created in the system to manage all information associated with the letting. Some of the information available via a bid letting row includes:

- Letting ID
- District
- Letting Date and Time
- Posting Dates
- Letting Status

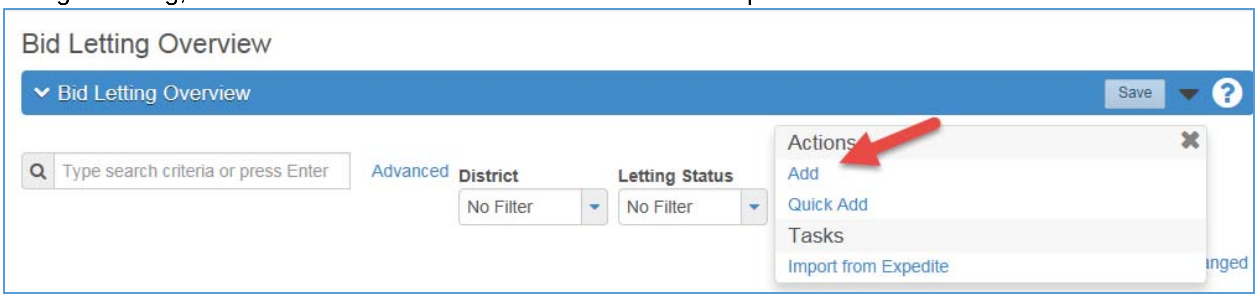



Additionally, on the Bid Letting Summary Page, you will find the Workflow Phase.

Proposals associated to the letting, their statuses, number of addenda, bidders and their bids that have been submitted for those proposals can also be accessed.

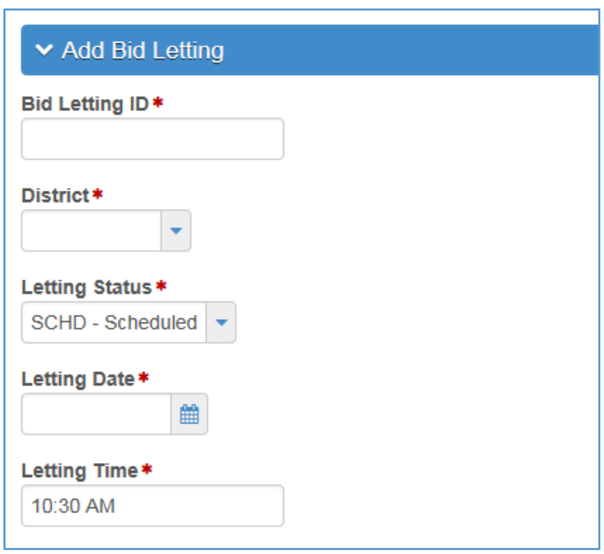
The **Bid Letting Overview** component is the gateway to managing all information in a bid letting. To access the Bid Letting Overview component, click the "**Lettings"** link in the Preconstruction component.


To add a single Letting, select **Add** from the **Actions** menu on the component header.

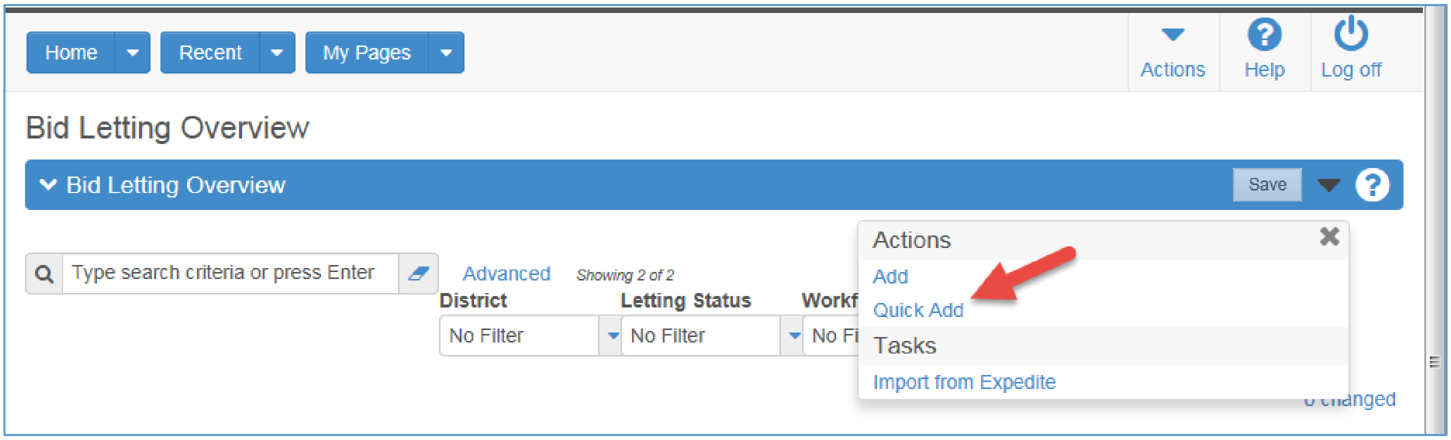



Complete the information in the fields below. Please note the **red asterisk (*)** that denotes **required fields**. The system will not save data if a required field is blank. Change the Letting Time, (if necessary); however the Letting Status is always going to be "**SCHD**" at the beginning of the process.

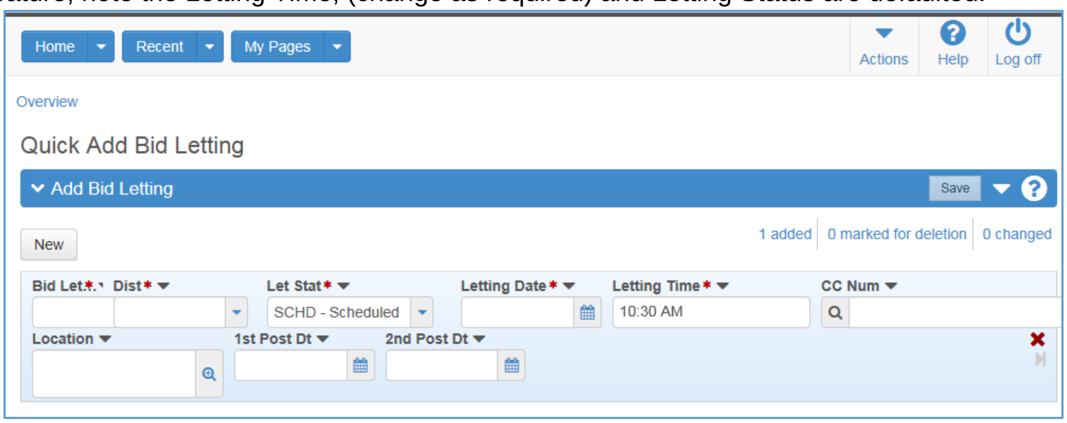
When data has been entered, click the "**Save**" button, and the system will display a message to confirm that your changes were saved.




To add a number of new bid lettings to the system, select **Quick Add** from the **Actions** menu on the component header.




When the Quick Add Bid Letting screen appears, enter the Letting ID, (**case sensitive**), select the Letting Date using the Calendar feature, note the Letting Time, (change as required) and Letting Status are defaulted.




Please note the **red asterisk (*) that** denotes required fields. The system will not save data if a required field is blank. Change the Letting Time if necessary but the Letting Status is always going to be "**SCHD**" at the beginning of the process.

When data has been entered, click the "Save" button and the system will display a message to confirm that your changes were saved.

**Letting ID** is a unique identifier for a specific letting and shall follow the naming convention below:

> **Central Contracts Office Lettings** – (CTYYMMDD) the first two spaces are "CT", the next two digits denote the year "YY", the next two indicate the month, "MM" and the last two reference the day, "DD", (example: CT151225).
>
> **District Office Contracts Office Lettings** – (DDYYMMDD) the first two spaces are the district "DD", the next two 2 digits for the year "YY"; next two spaces are the month, "MM" and the last two the day"DD", (example: 01151231).

**Note: Please see the Training Documents addressing MMOAs for all information pertaining to Maintenance Resident Yard/Operation Center handling of this specific type of contract.**

**Letting Date** can be selected using the field's calendar feature.

The **Letting Statuses** typically used by the department include:

- Scheduled (**SCHD**) - The Letting has been created with a future date and time identified.

- Move (**MOVE**) – The Letting's originally scheduled date and time have been changed.
- Archived (**ARCH**) – All activity associated with the Letting has been completed.
- Cancelled (**CANC**) – The department has determined prior to the scheduled date/time the Letting will not be held.

## 1. Letting Workflow and Phases

The next step is to set the Letting's Workflow and Phase:

The **Letting** Workflow choices for competitively bid proposals are either "Central Office Lettings" or "District Office or Turnpike Lettings", and the initial phase description is always "Activities prior to the Letting."


When the message "There are unsaved changes" appears, click the "Save" button.

To add another bid letting on in the Bid Letting Summary screen - choose "**Add New"** from the Action Menu.


The system adds a new blank row to the bottom of the list. Follow the same steps to continue adding as many bid lettings as needed.

Let's talk specifically about Workflow and Phase.

A **Workflow** is a set of relationships between tasks and the order in which those tasks are performed throughout the lifecycle of an agency project, proposal, or contract or in this instance a letting.

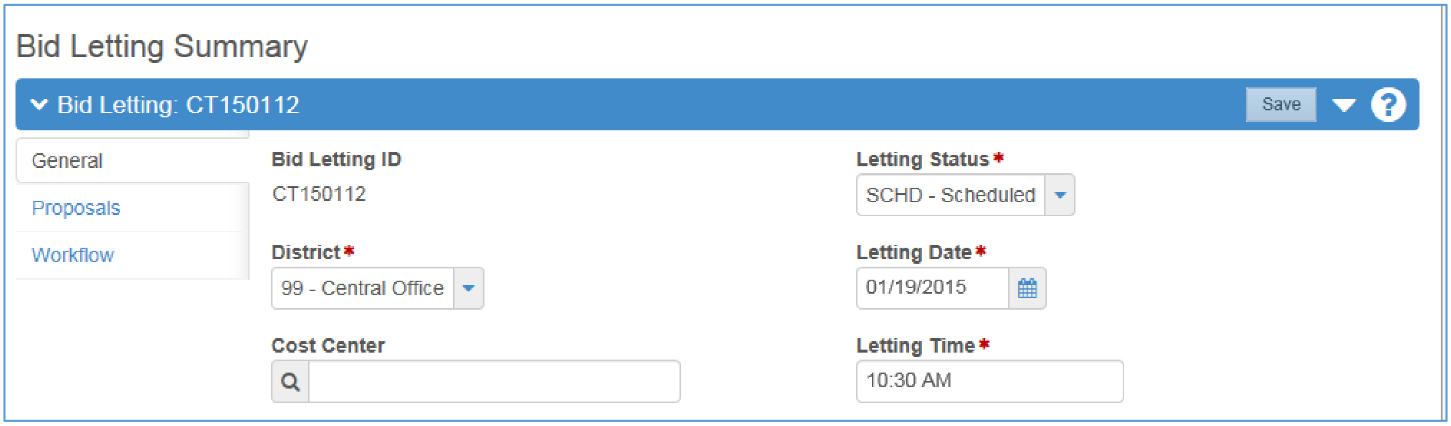
A **Phase** within a Workflow can be considered a required step to move the agency project, proposal, contract or letting towards its desired final result. Several activities may occur within a Phase. The Phases in both of the Letting Workflows being discussed are as follows:

- **Pre Letting** – Activities prior to the Letting
- **Letting** – Receive Bids
- **Post Letting** – Activities following receipt of Bids
- **Closed** – Letting has occurred
- **Historical** – Letting Archived; all preconstruction activity has been completed including transfers to DSS and Site Manager

It should be noted the Phase Description is what appears in the Phase dropdown list.

Once the Letting has been given the Workflow Phase “Activities prior to the Letting”, the Posting Dates should be added to the Letting General Screen. These are the dates the department will publicly declare its intent on Proposals within the Letting (either Award to a Bidder or All Bids Rejected).

The District Field is required and the Cost Center Field can be used for Lettings associated with MMOAs.




An existing Letting — if Proposals attached to it have not been advertised — can be changed by the following steps:

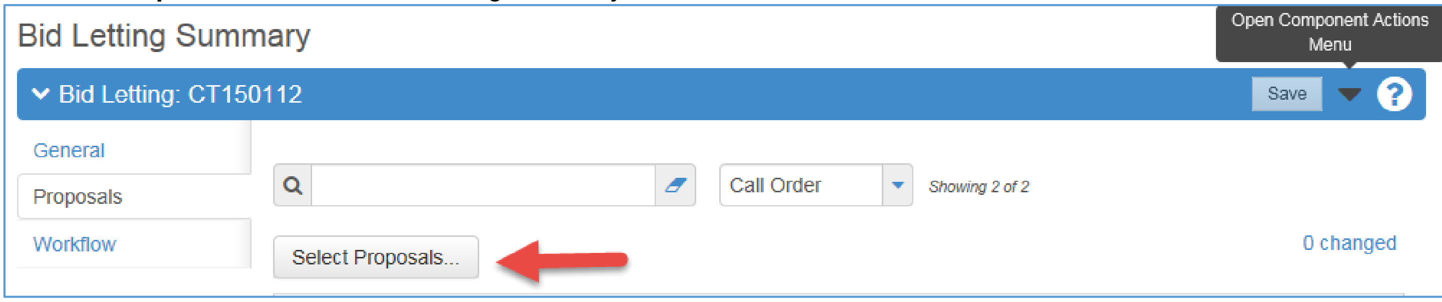
- Select the Letting via the Bid Letting Overview Page.
- Select **Open** from the **Actions** menu on the Letting’s row.
- The **Bid Letting Summary** component opens on the **General** tab, which allows you to view or change information in these fields:
  - Letting Date
  - Letting Time
  - Letting Status
  - Location
  - Comments
- Click in a field to add, change, or delete information as needed. When you are finished making changes, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

**Note: See the steps to “Moving Proposals to Another Letting.”**

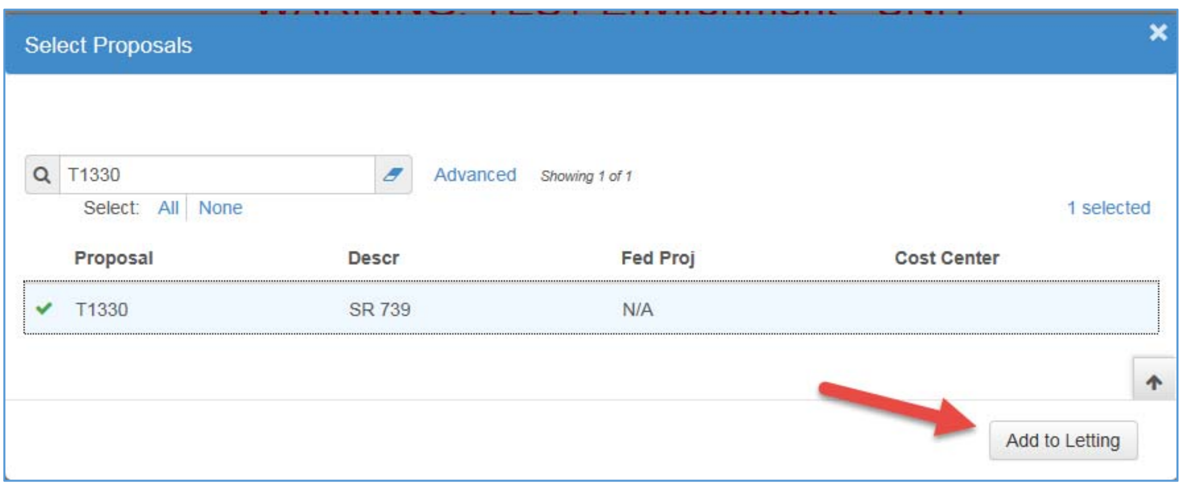
## 2. Letting Proposals

To add one or more proposals to a bid letting, perform the following steps:

1. Click the **Proposals tab** on the Bid Letting Summary.




2. Click the **Select Proposals button**. The system displays a modal window for selecting proposals.
3. Type criteria in the Quick Find search box that matches the proposal you want to add or click **Show first 10**. The system lists in rows all proposals that meet your search criteria and are not currently attached to a Letting.
4. Click each proposal you want to add to the bid letting. A green checkmark appears beside the selected proposals. To clear a selection, click the proposal again.



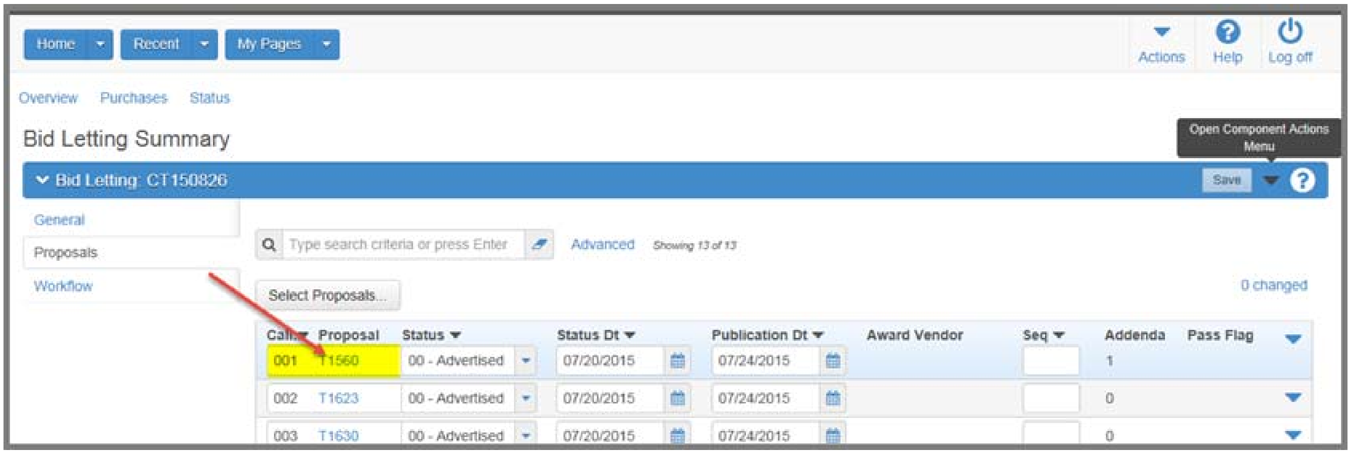

5. Click the "**Add to Letting" button**.
6. Click **Save**.

The system closes the modal window and takes you to the **Proposals** tab of the Bid Letting Summary with the new proposals added to the list.

CAO Staff **MUST PERFORM** the "Auto Generate Sections" and "Assign Items to Sections" processes after attaching any Proposals to a Letting before commencing with any further steps such as generating a "Notice to Contractors (BSN)" or performing the "Export Proposal to Expedite" process. This is as critical as the previous LAS process "Initialize letting". Omitting this step runs a risk that proposal level data not match the project level data

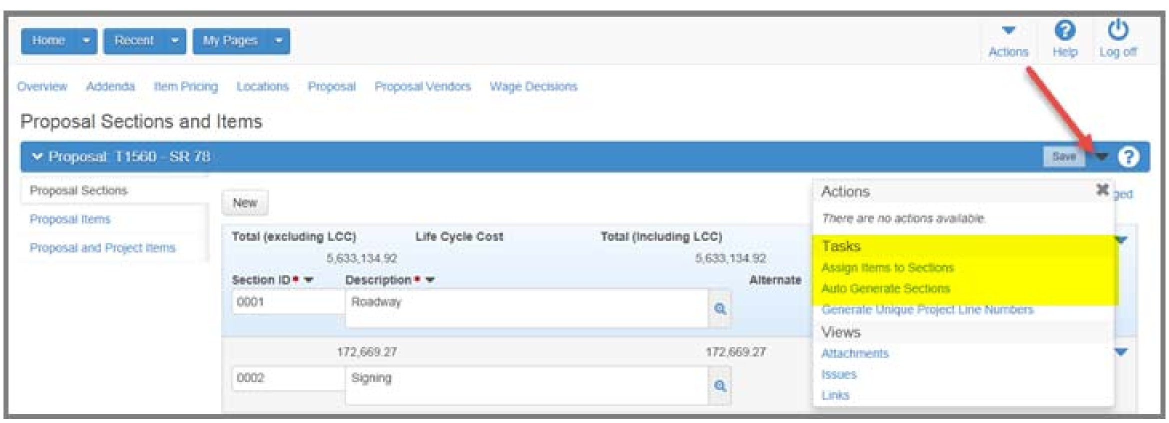
From the Letting's Proposal Summary Screen

1. Click on Proposal ID.

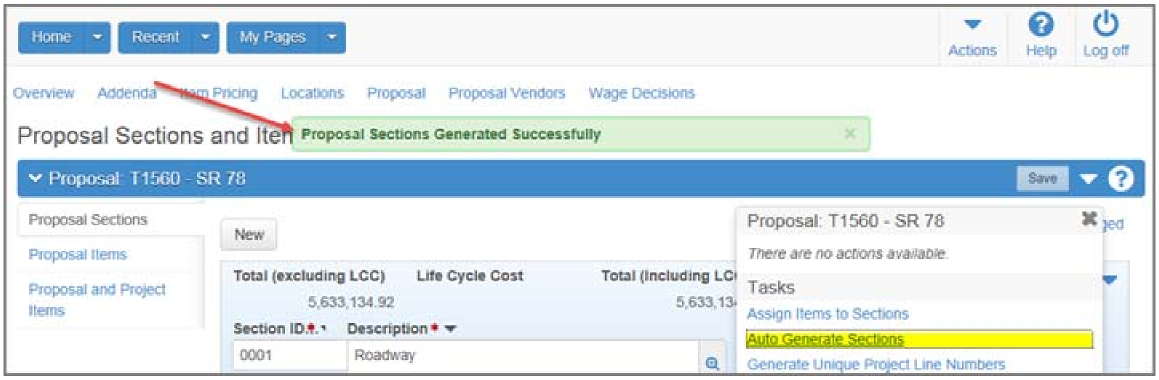



2. Click on the Proposal's Quick Link "Section and Items."

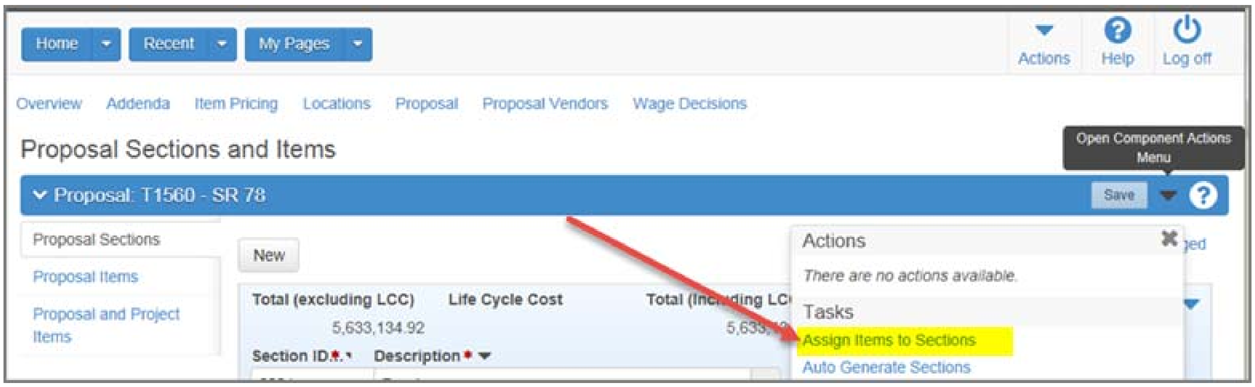

3. From the actions menu (right side arrow), select process "Auto Generate Sections."



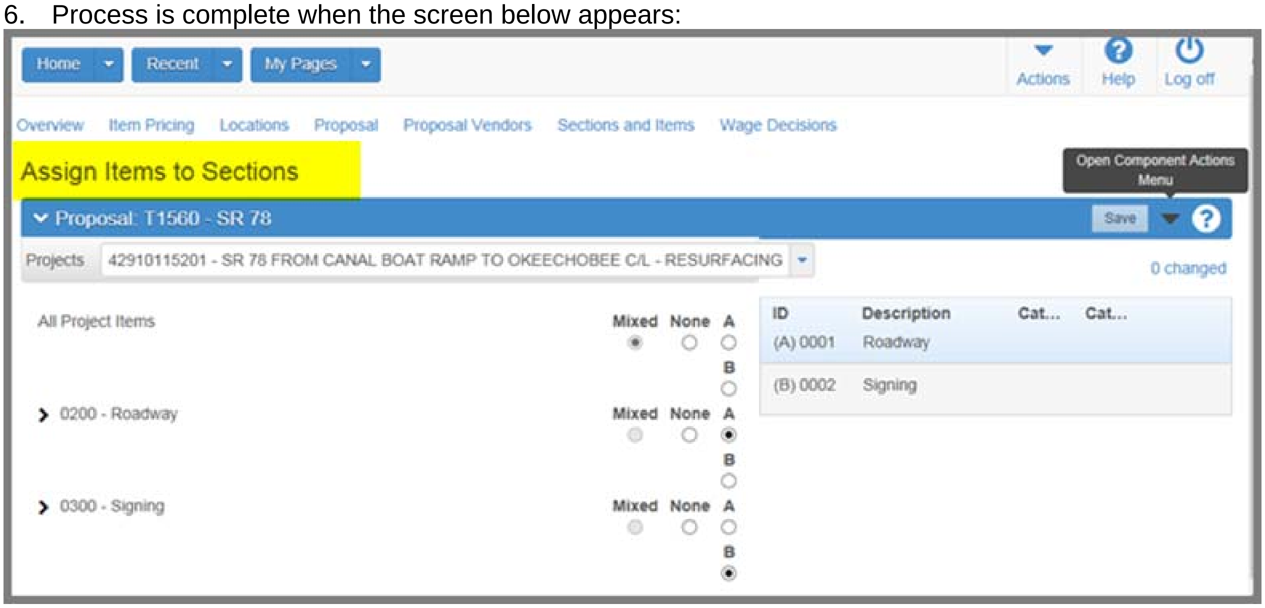

4. The System has completed the "Auto Generate Sections" process when the message show below appears:




5. The next step is to run the “Assign Items to Sections” process by clicking on the “Quick Link.”

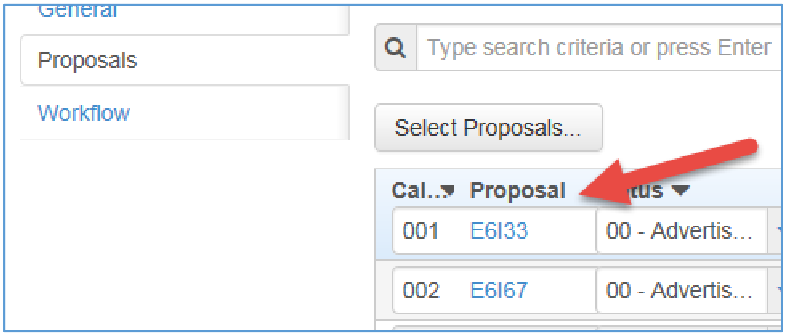



6. Process is complete when the screen below appears:

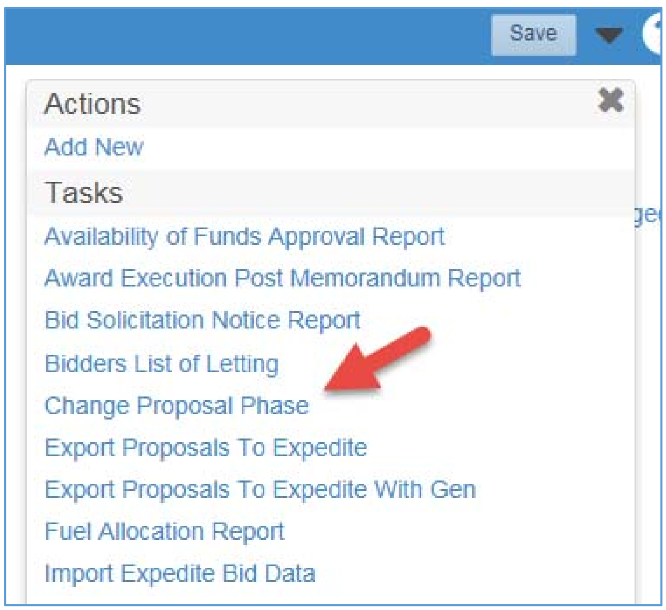



After the above processes are completed, proposals attached to a Letting should initially be given the Workflow Phase, “Advertised.” This can be done individually by clicking the Proposal Quick Link and accessing the Workflow screen when the Proposal opens.

Proposals attached to a Letting should initially be given the Workflow Phase “**Advertised.**”




Or by Groups (District Let Maintenance Contracts or District Let Construction Contracts) by accessing that feature from the Letting Actions button. This feature can be used when there are groups of Proposals with the same Phase change happening concurrently,(example: “Bids Received.”)



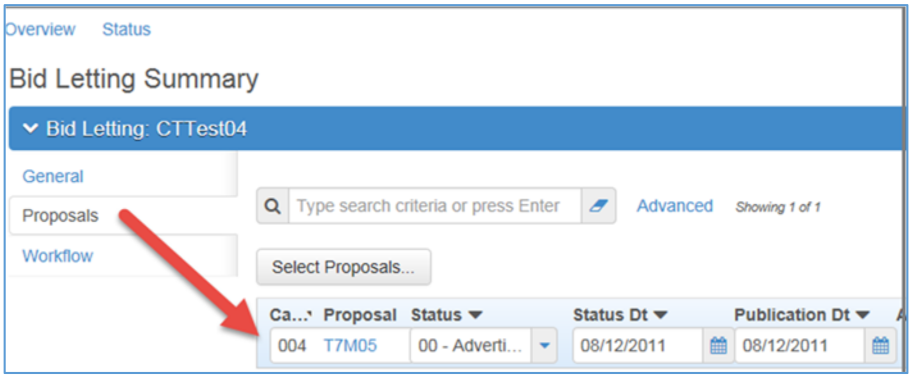

Once the Advertised Phase is assigned, the Proposals’ Item Line Numbers are fixed. After this, any updates or changes must be done by Addendum.

When all the Proposals have been attached to a Letting to be included in the first advertisement, they will be assigned Call Order Numbers by the application when all changes are saved. This number sequence will not be modified once the advertisement is published. **Call Order Numbers** are unique three-digit sequential numbers used to order Proposals within a Letting. Proposals in subsequent advertisements for the Letting will be assigned Call Order Numbers commencing immediately after the last previously assigned Call Order Number within that Letting.

The “**Proposals”** tab on the Bid Letting Summary contains a rolling list of all the proposals currently associated with the bid letting. Each row contains an **Actions** button, the number of addenda, and current values for the following fields:

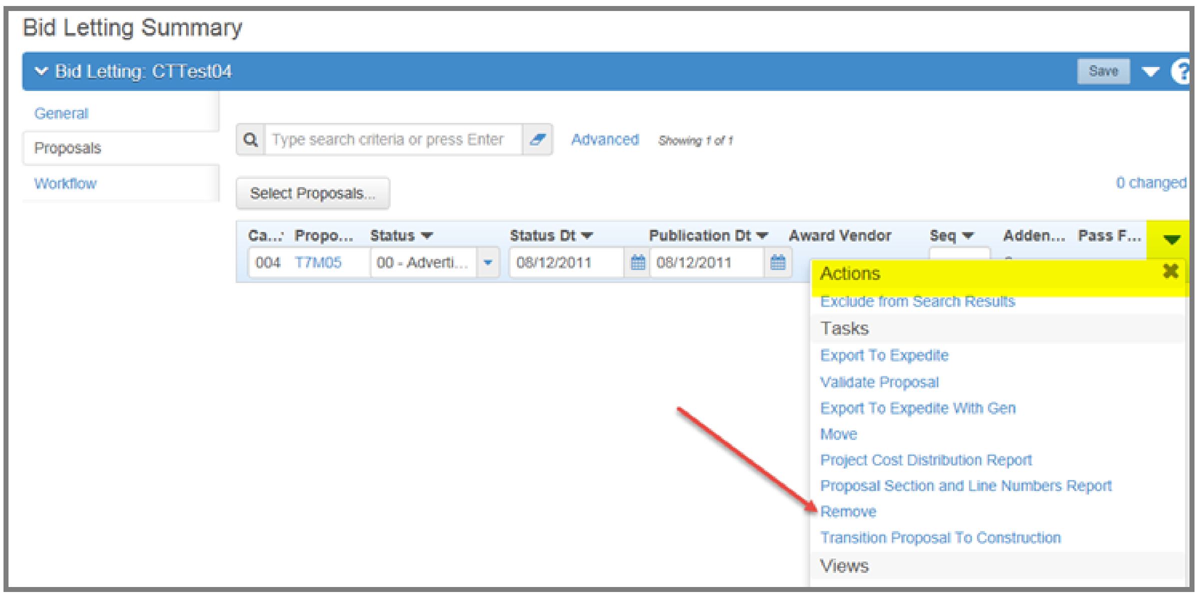
- Call – Letting Call Order Number
- Proposal – Proposal Identifier Number which is a “Quick Link” to access more information.
- Prop Stat – Current Status of the Proposal, (examples: Advertised, Addenda, Awarded Executed, etc.).The Status and Status Date information populates the same fields on the Proposal General screen when saved.
- Publication Date – Appears on the Notice to Contractors,(BSN) which will include the Proposal

To access more information about a proposal, click the **Proposal** link in the appropriate row.




You can remove any proposal from a bid letting, as long as the letting date is on or after the current date/time.

To **remove** a proposal, select **Remove** from the **Actions** menu on the **Proposal's** row.



## 3. Working outside wT Preconstruction

Once the proposal item details are finalized, they can be transferred to Expedite in a comma-separated value file.

The Contracts Office will fill orders for Bidding Documents associated with Advertised Proposals utilizing the Contract Proposal Processing Application (CPP), Bidding Documents including the Plans, Specifications Packages and the Bid Proposal. Once CPP approves the Proposal issurance, the system automatically makes the Vendor "Valid for Bidding."

At this point, it becomes necessary to address a couple of tasks that are done outside wT Preconstruction. These involve:

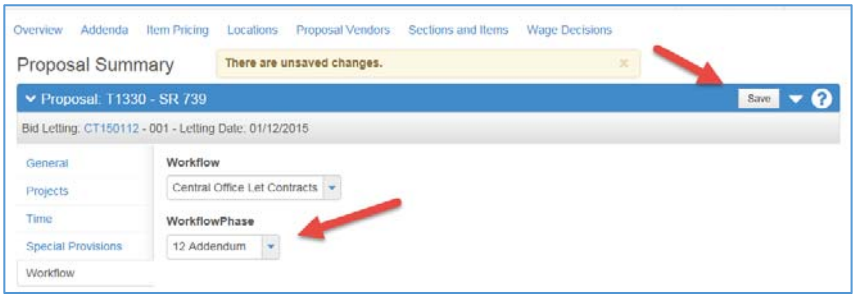
- Export Proposal to Expedite Process
- .CPP Online Ordering system.

Instructions on how to export the proposal to Expedite can be found on the HOME Page of wTPreconstrction. Click on the link to transfer to Expedite. Refer to the "CPP Manual" available on the "Instruction Guides" section of the Contracts Administration Infonet site.

# 4. Addenda

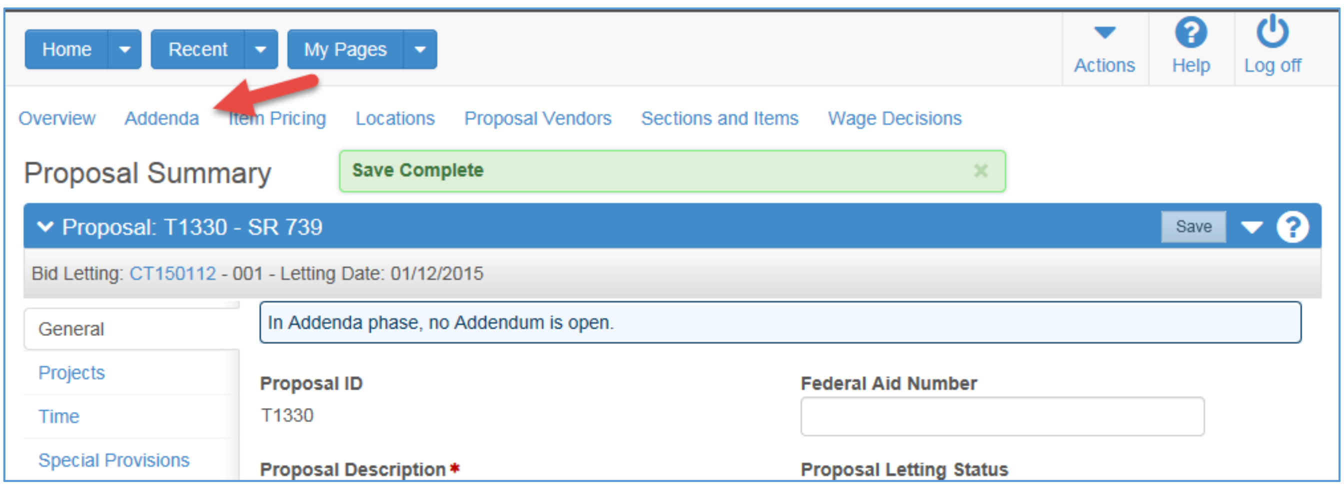
After a proposal has been advertised, subsequent changes to proposal information that effect contractors' bidding (such as contract time, items, or special provisions) must be tracked and distributed to the proposal holders. This is accomplished by adding an Addendum to the proposal. An **Addendum** allows modifications directly into the system to the proposal information before the bid letting. The addendum must be provided to plan holders as soon as possible so they can incorporate the changes into their bids as well as acknowledge the receipt of the addenda.

Before an addendum can be added to a proposal, the proposal must be in the **Addendum Phase.** This means that the proposal has been set to a phase called Addenda. You can set the phase on the **Workflow** tab of the Proposal Summary and then click the Save button.

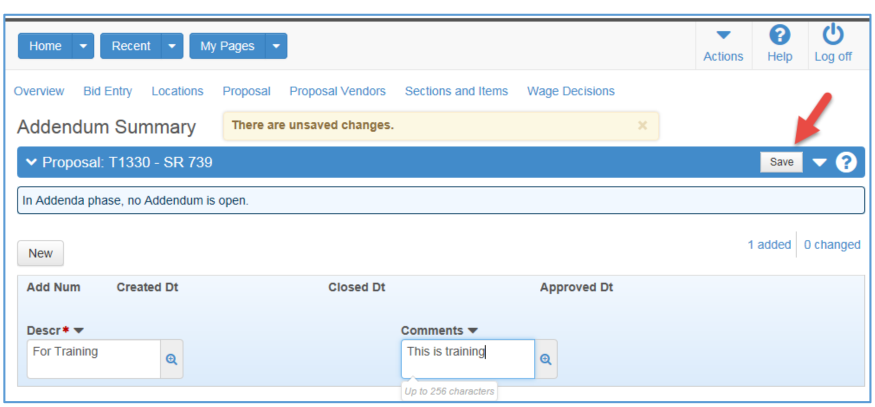



To create an Addendum record:

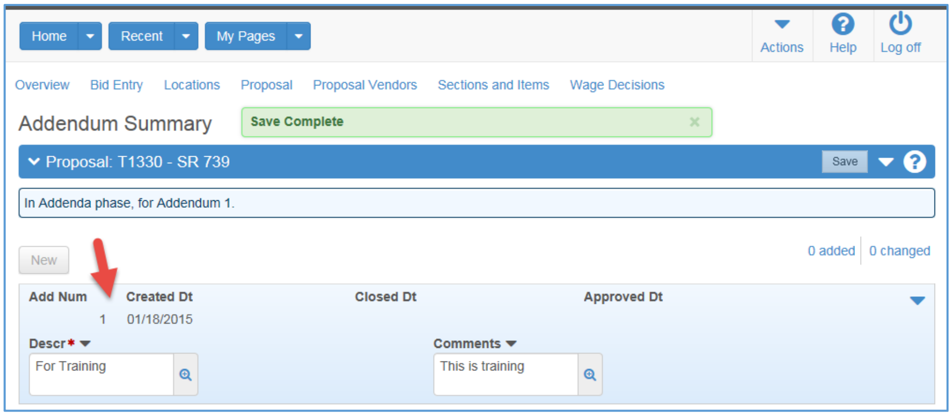
- ➢ Click Addenda.




- ➢ Then Click **Save.**

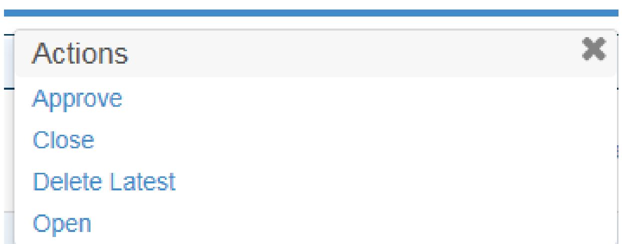


**Note:** After the Save completes, the Application assigns ADD Num.: and Created Dt.

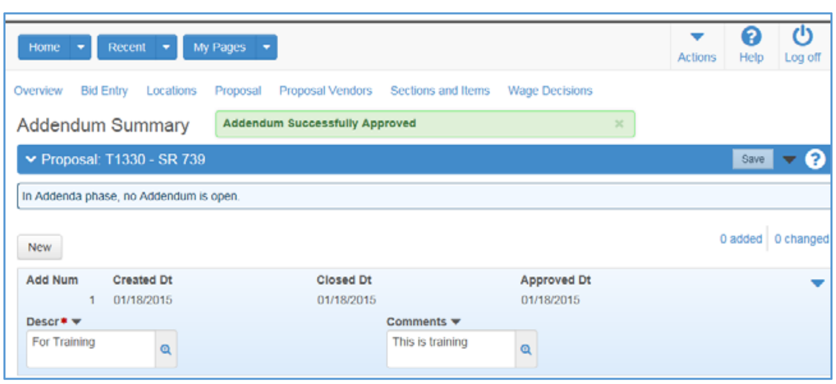



Once the proposal is in the Addendum Phase and you have added an addendum, the system makes a virtual copy (called a *snapshot*) of the proposal, and keeps that copy as a record of the proposal before any addenda changes are made.  At this point, you can make changes to the proposal.

When you are finished entering all the changes pertaining to a given addendum, the addendum should be Closed and then Approved by clicking the appropriate link.

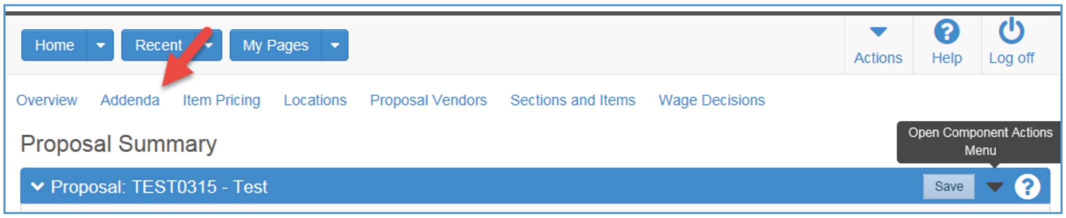



Note the dates that are System Supplied when each step is accomplished. Once approved, an addendum cannot be reopened or changed.




If a new addendum is added by clicking the "**New"** button, the system takes another snapshot of the proposal. All changes to the proposal that were made in between the two snapshots are recorded automatically and associated with the previous addendum. This process repeats each time a new addendum is added to the proposal, enabling all changes made to a proposal in the addenda phase to be linked to a specific addendum.

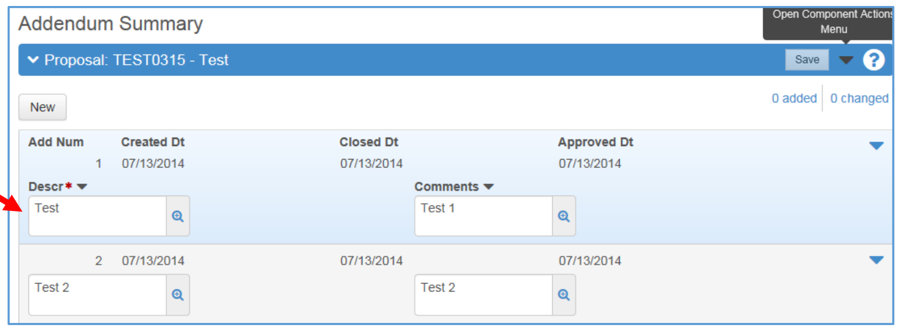
The **Addendum Summary** component contains a rolling list of all the addenda currently recorded for the proposal. To access the Addendum Summary component, click the Addenda Quick Link on the Proposal Summary page.




Each row represents one addendum. You can view information about any addendum in the list but you can only change information in the most recent addendum. If the most recent addendum has been approved, you cannot change any information in the record.

To view or maintain an addendum record, click anywhere in the addendum's row. The system highlights the row in blue and displays information in labeled fields. Prior to Approval you can view or change information in these fields:

- Description
- Comments




When you are finished making changes to the addendum, click the **Save** button. The system displays a message to confirm that your changes were saved in the database.

Several business rules apply to adding addenda to a proposal:

- You cannot add an addendum unless the proposal has been set to the correct phase. The Phase must be set to **ADDENDA** before details regarding the Addendum can be entered.
- After the first addendum has been added, you can only add subsequent addenda, if all previous addenda have been approved.

## 5. Adding a New Addendum

To add a new addendum to the proposal, click the **New** button. The system adds a new row at the bottom of the rolling list of addenda records. All fields in the new row are blank. To create an addendum record, you must enter information in the Description field.

It is not required but you can enter additional information about the addendum in the “**Comments**” field.

The system automatically generates the Addendum ID and the Created Dt and Closed Dt field values.

When you are finished adding information, save the new addendum to the system by clicking the **Save** button. The system displays a message to confirm that your changes were saved in the database.

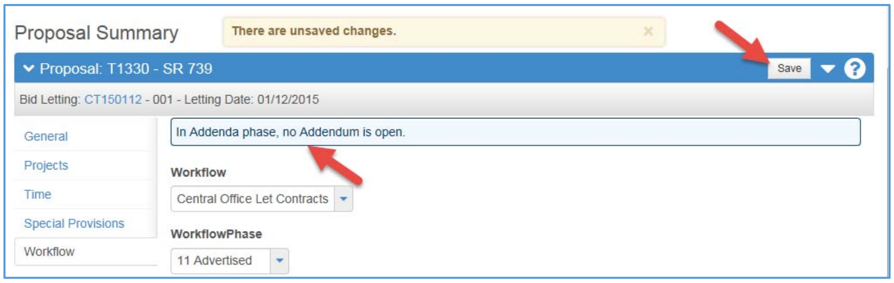
If the information added through the addendum changes any information/data associated with the Proposal’s line items, the “Auto Generate Sections” and “Assign Items to Sections” Processes detailed on page seven (7) of these instructions..

Once you have entered all information required for an addendum, the addendum record should be Closed and then Approved.

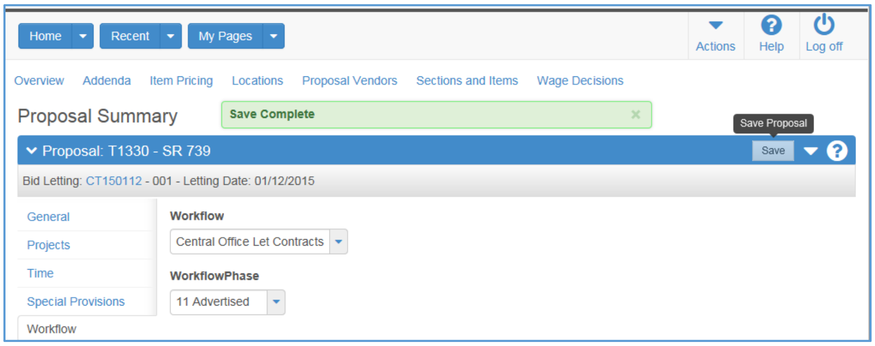
**Closing** an Addendum indicates that the record is believed to be complete but has not yet been approved. You can reopen a closed addendum later to add or change information if necessary. To close an addendum, select **Close** from the **Actions** menu on the Addendum Summary component header. The system automatically populates the **Closed Dt** field.

6. **Approving an Addendum** indicates that the record is complete and approved. Once approved, an addendum cannot be reopened or changed. To approve an addendum, select **Approve** from the **Actions** menu on the Addendum Summary component header. The system automatically populates the **Approved Dt** field.

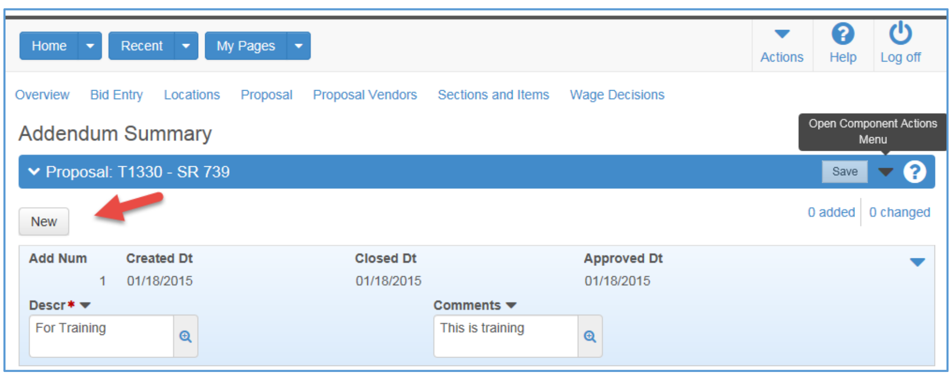
   After an Addenda is approved, the Proposal must be placed back into the **Advertised Phase**. This is accomplished by selecting the Letting on the Bid Letting Overview Page, clicking the Proposal Tab on the Letting's Summary and clicking the Proposal ID quick link to access the screen shown below.




   Screen after **Save** is applied.




**NOTE:** If a new Addendum is necessary follow the process to open the Addendum Summary and click the **New** Button.

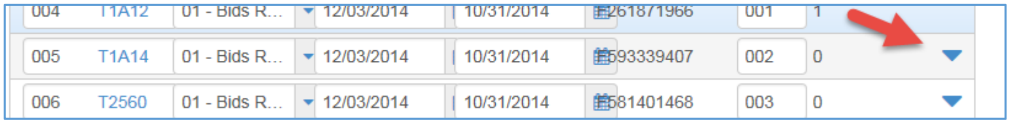


## 7. Moving Proposals to Another Letting

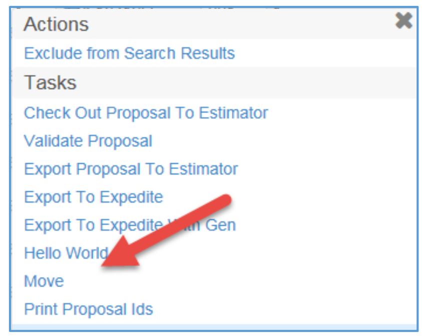
Any proposal that has not yet received bids can be **Moved** by removing it from its current Bid Letting association and adding it to a future bid letting.

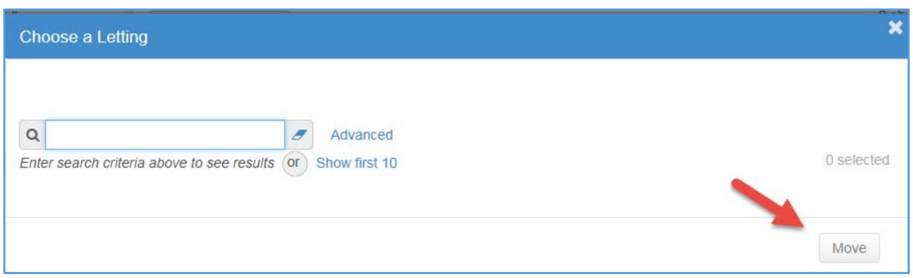
Follow these steps within the Application to **Move** a proposal:

1. Click the **Proposals** tab on the Bid Letting Summary.
2. Select **Move** from the **Actions** menu for the proposal you want to move.
   The system displays a Choose a Letting modal window.



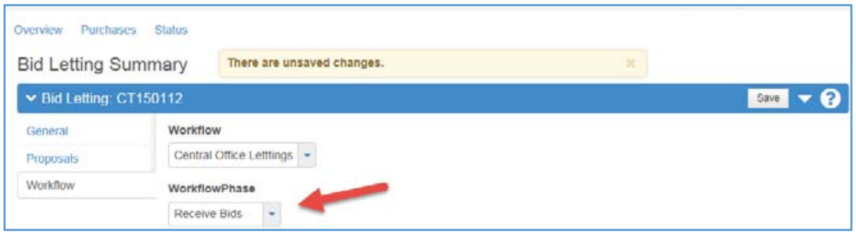

3. In the modal window, type criteria in the Quick Find search box that matches the bid letting to which you want to reassign the bid letting.
   The system lists all the bid lettings that meet your search criteria.
4. Click the bid letting record you want to select.
   The system adds a green checkmark next to the bid letting you select and shades the row blue. To cancel a selection, click the “X.”
5. Click the **Move** button.
   The system removes the proposal from the current bid letting, adds it to the new bid letting, and closes the Choose a Letting modal window.



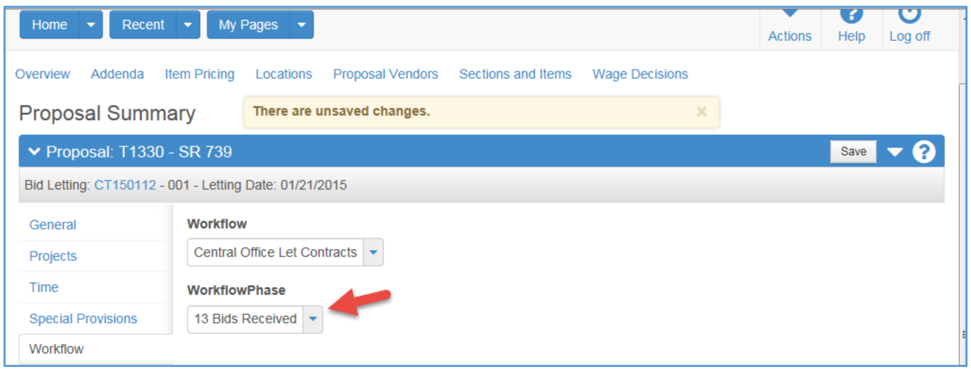



## 8. Letting Date/Time

When the Scheduled Letting Date/Time occurs, the Letting' Workflow Phase should be changed to "**Receive Bids**".




All of the Proposals' Workflow Phase should be changed to "**Bids Received**." **NOTE:** This is an opportunity to use the Group Phase Change feature discussed earlier.

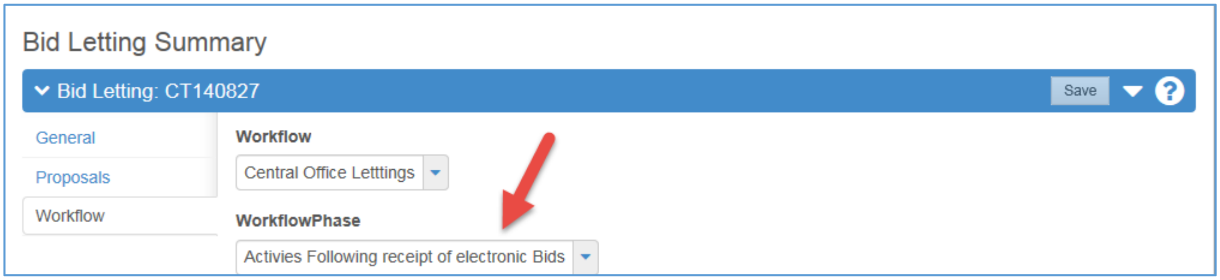



The bids for the Advertised Proposals that have been electronically submitted can then be downloaded via Expedite Load to Preconstruction or manually entered.

**NOTE: Interfaces such as Bid Express Expedite Load Bids are addressed in other materials.**

## 9. Post Letting Activities

When all bids for the Letting's Proposals have been received, the Letting's Workflow Phase should be changed as follows:




Bids are then processed and the **Technical Review** and **Awards** Committees will review and provide managerial direction for any identified issues.

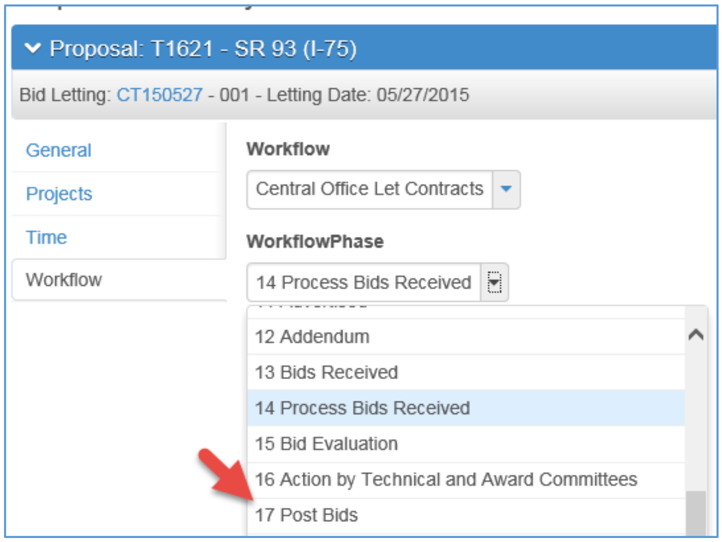
The **Bid Tab Analysis/Bid Tab Edit** reports are key during this process. Running **Bid Tab Edit** will determine whether a Bid(s) is **Valid** and will mark the Bid appropriately.

Note: Ensure the Bid Type and the Bid Status fields are correctly populated for all bidders.

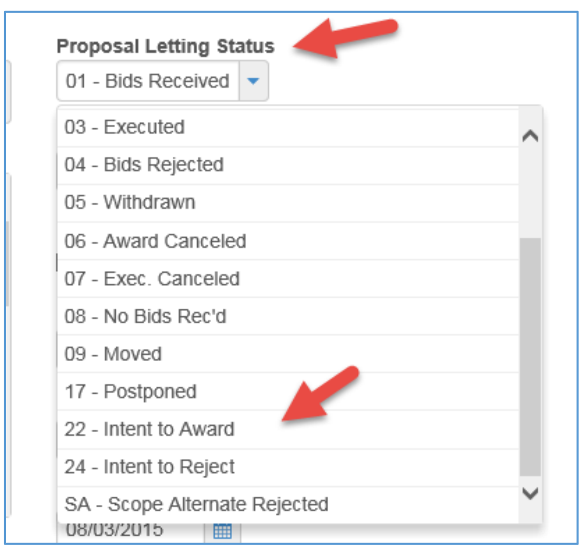
# 10. POSTING

After the Tech/Award Committee Meetings, the department's public declaration of intent—to either award a contract or reject all bids on a proposal—regarding a Letting's Proposals occurs. This process is known as **Posting** and is based upon the requirements of **Chapter 120 F.S.**

The **Proposals** that are being posted should be placed in the Work Flow Phase "**Post Bids**" and the posting activities should be accomplished.




This includes placing each **Proposa**l that is being posted in the **Correct Status** (either "**Intent to Award**" or "**Intent to Reject**") and populating the **Status Date Field** and **Posting Date Field** with the **Posting Date**.



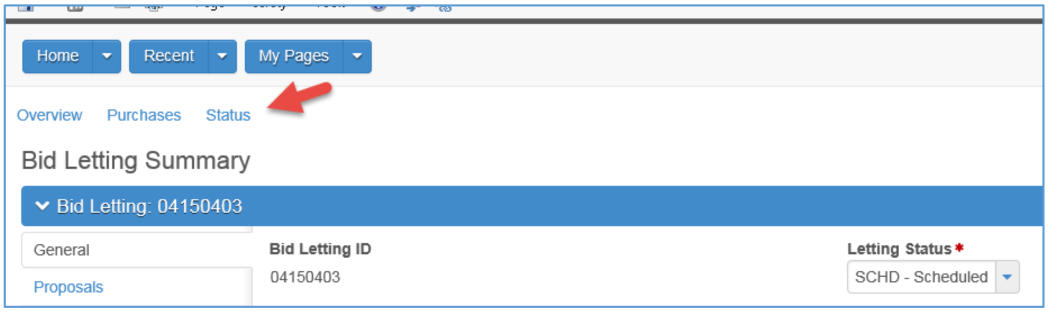

The posted actions can be taken after the Posting period concludes if no Administrative Protests are filed.

## A.“Award A Proposal” Steps

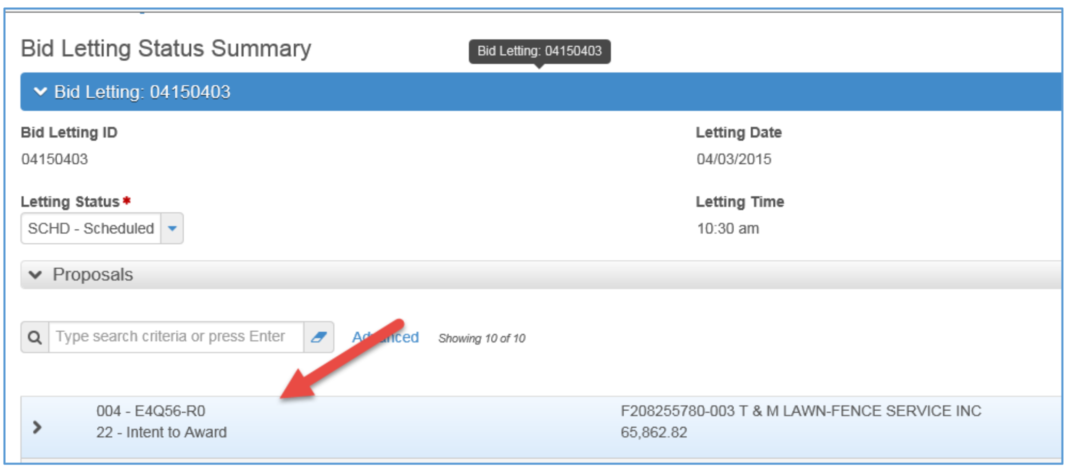
The system identifies the low bidder for analysis purposes, but you can award the proposal to any valid bidder based upon the Award Committee direction.

Follow these steps to award a proposal to a bidder. Proposal must be placed in the Workflow Phase “Award Contract”:

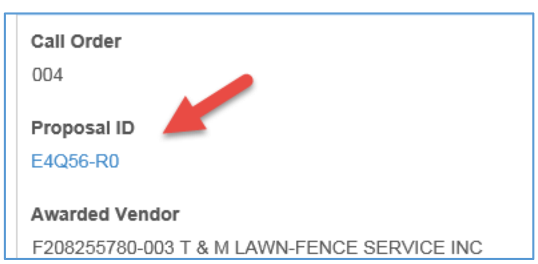
1. On the Bid Letting Summary, click the <u>Status</u> Quick link.



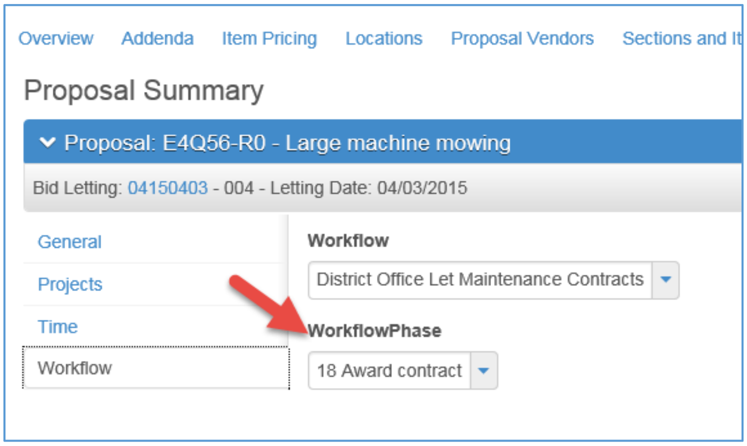

2. On the Bid Letting Status Summary component, locate the proposal you want to award and open by clicking the icon.



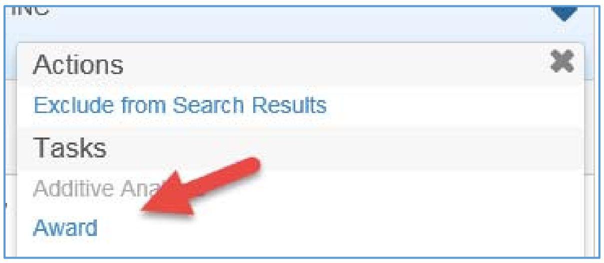

3. Note the Proposal ID becomes a “Quick Link “on the expanded screen.




4. Verify the Proposal in the Workflow Phase “**18 Award Contract**”.




5. Navigate back to the Status Screen using the **Recent** Dropdown and Select **Award** from the **Actions** menu for the proposal.




The system displays the Award Proposal modal window, with the **Proposal Status** and **Status Date** fields automatically populated with current values.

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**Note: The Award, (and Reject) tasks are available from the Actions menu. For Award actions, verify the proposal has a valid bidder and a valid bid. This is typically accomplished by the CPP Proposal Approval and Bid Tab Edit processes.**

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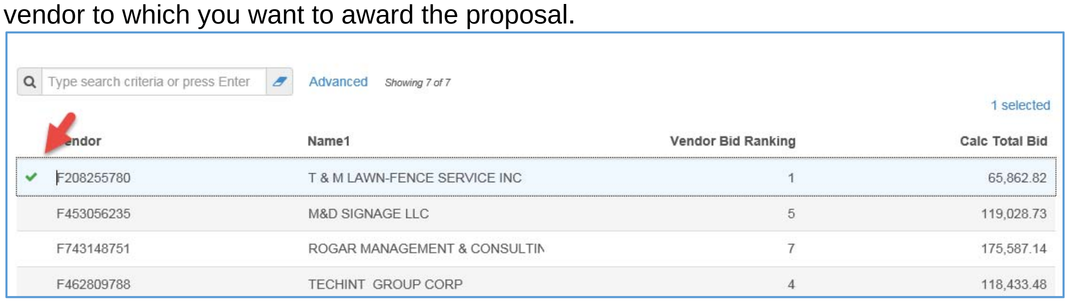
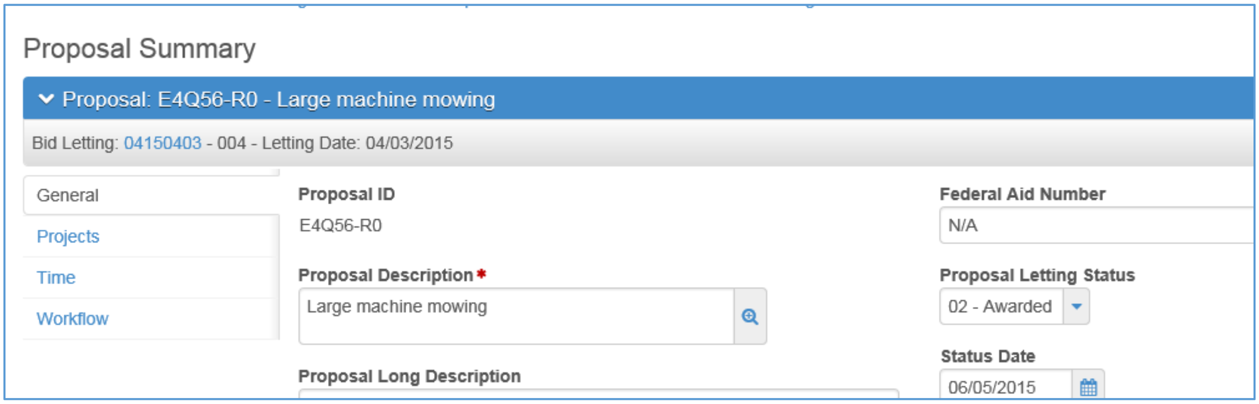
6. If necessary, enter new values in the **Proposal Status** or **Status Date** fields.

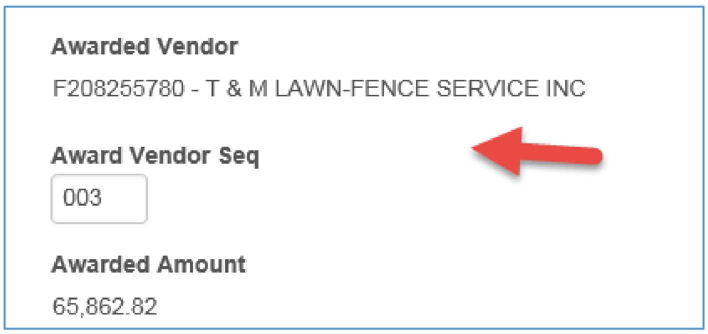
7. The modal window lists the vendors who submitted bids, along with the amount and rank of each bid. Select the vendor to which you want to award the proposal.



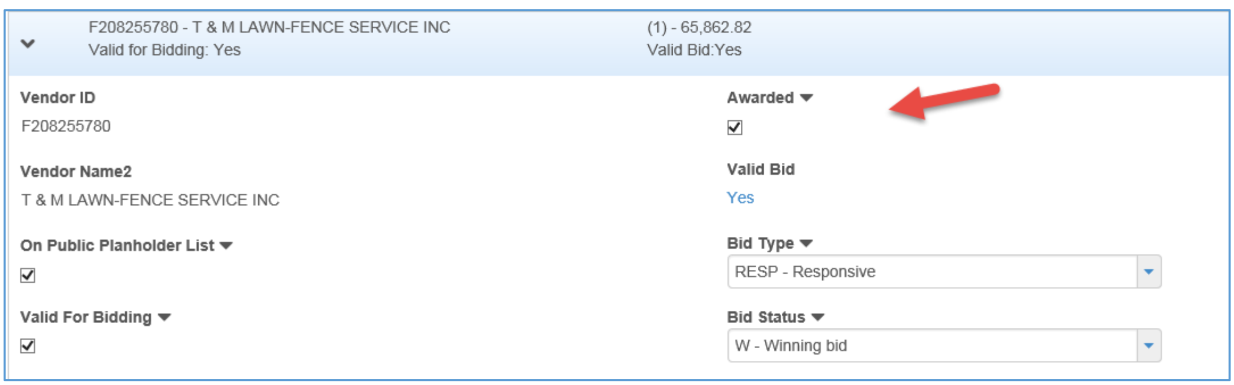

8. Click the **Award** button and verify action is saved.

The system closes the Award Proposal window and updates the proposal and proposal vendor with the awarded bidder information.



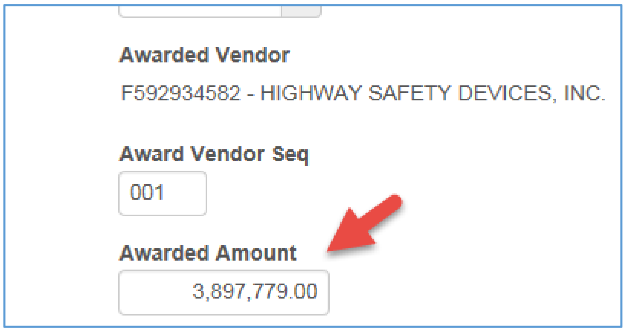

9. Verify the Proposal Letting Status Field on the Proposal General Screen is “02-Awarded” and the Status Date is the Award Date.



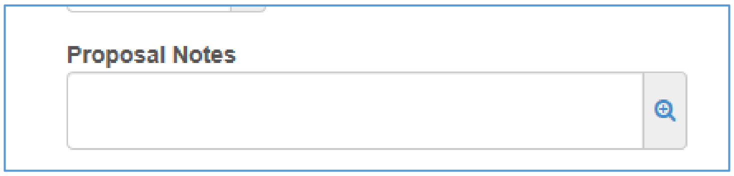

***(Note: Ensure that Bid Type and Bid Status are correctly populated for all Vendors that submitted Bids.)***

10. For **Budgetary Ceiling and Push Button Contracts**, please ensure the following steps are accomplished at time of Award:

    a. Manually update the Award Amount Field on the Proposal General Screen to the Advertised Budgetary Ceiling Dollar Figure or Push Button Total Dollar Figure. The Source for this figure is the Applicable Bid Solicitation Notice.




b. A short statement should be entered in the Proposal Notes Field on the Proposal General Screen explaining the Award Amount Figure.




11. The system can be used to automatically award all un-awarded proposals in the bid letting to the lowest valid bidders by following these steps:

a. On the Bid Letting *Overview component, select **Award Proposals to Low Bidders** from the **Actions** menu on the bid letting's row.* You can also award proposals on the Bid Letting Status Summary page by selecting **Award Proposals to Low Bidders** from the **Actions** menu on the component header.
The system displays the Award Proposals on Letting to Low Bidders modal window with the **Proposal Status** and **Status Date** fields automatically populated with current values.

b. If necessary, enter new values in the **Proposal Status** and/or **Status Date** fields.

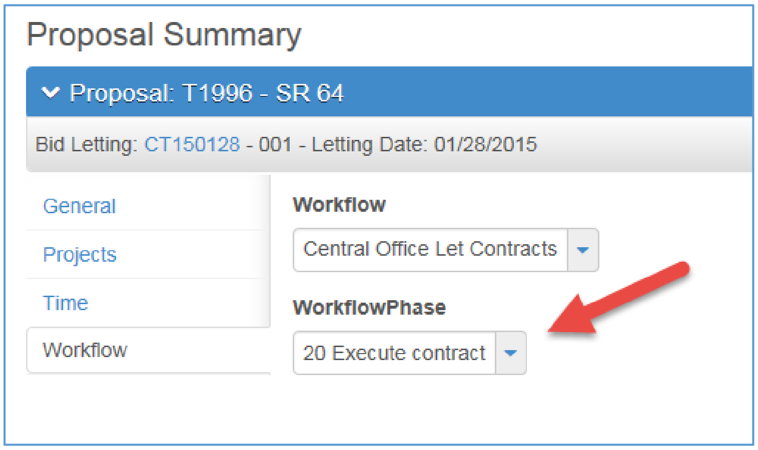
c. Click **Award Proposals to Low Bidders**.

The system updates the Proposal and Proposal Vendor records with the awarded bidder information.

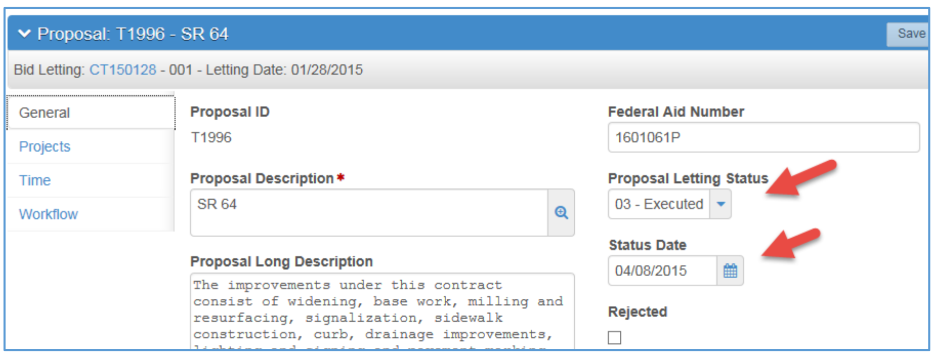
After a proposal has been let and awarded to the winning bidder, it then becomes a **Contract** in the agency workflow.

## B. Execute a Contract Steps

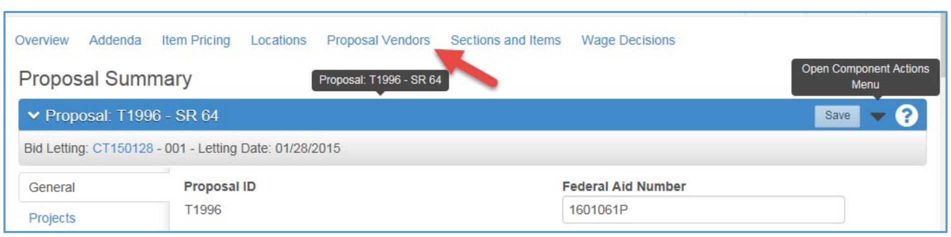
1. Place Proposal's Work Flow Phase in "20 Execute Contract"

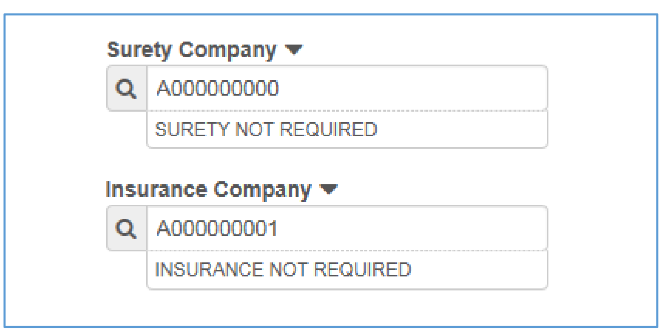



2. Change the Proposal's Letting Status to "**03 –Executed**." **NOTE:** This should be done at the Letting's Proposal Summary screen which will populate these fields on the Proposal's General screen.

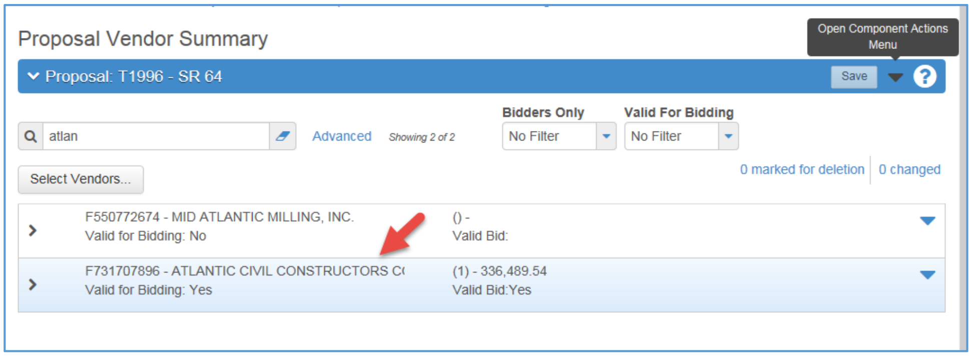



3. Navigate to the Proposal Vendor screen by following these steps.

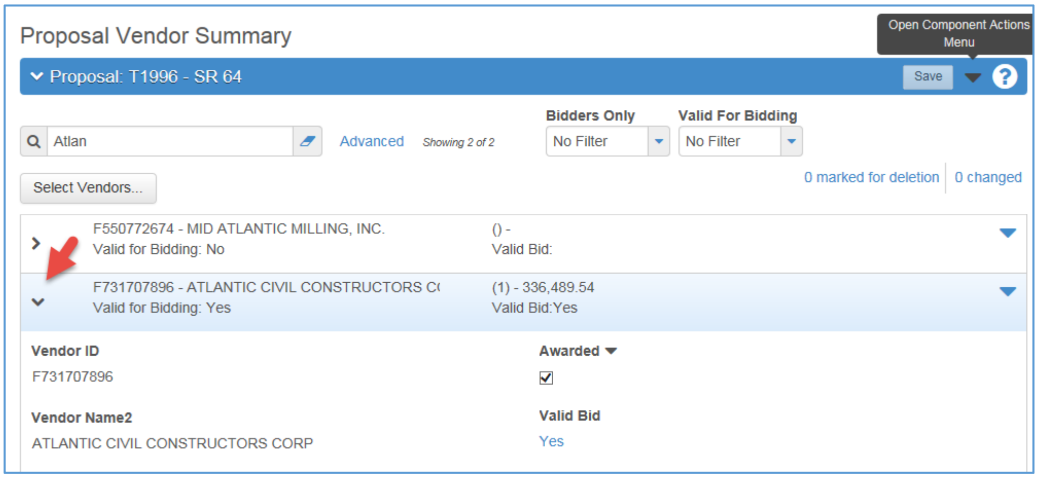


4. Open the Awarded Vendor's Summary screen.




5. Identify the Successful Contractor's Insurance and Surety Companies in these fields on the "Vendor Summary" screen.




*Click Save and this information will pass to Site Manager and DSS with the next respective passes.

***Note: These are automatic System Actions not requiring further action by Contracts Staff. When these passes occur the Contract's "PASS to SIM/DSS" flag will be populated and the Dates in the "Pass to Construction" and the "Pass to BAMS/DSS" will be updated by the System.**

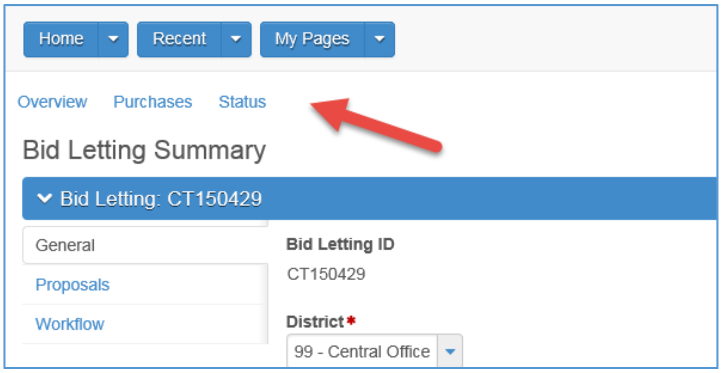
## C. Reject All Bids Steps

Sometimes a proposal that is included in a bid letting is not awarded to any bidder. This may occur because of a legal or administrative issue or because no valid bids were received.

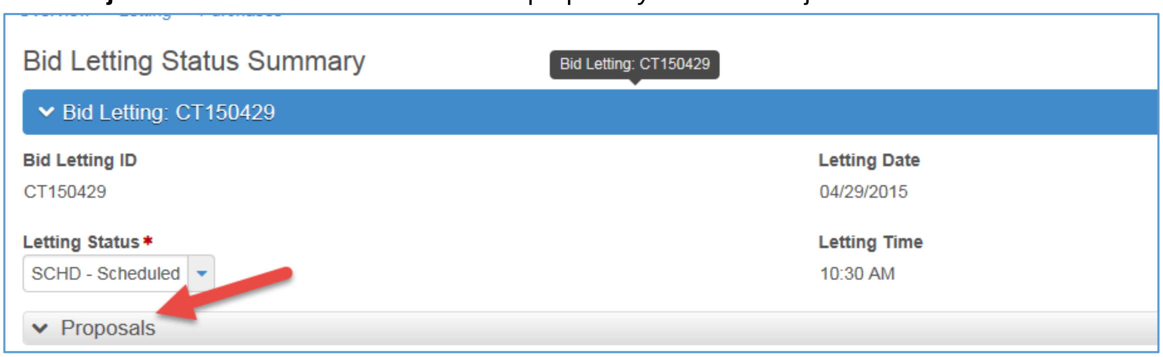
You can reject a proposal so that it cannot be awarded.

Follow these steps to **Reject** a **Proposal** after it is placed in the **Work Flow Phase** "**Reject All Bids-Transfer to DSS**":

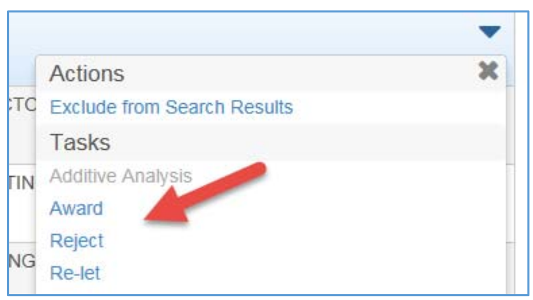
1. Locate the proposal row on the Bid Letting Status Summary and open the Proposal List.




2. Select **Reject** from the **Actions** menu for the proposal you want to reject.

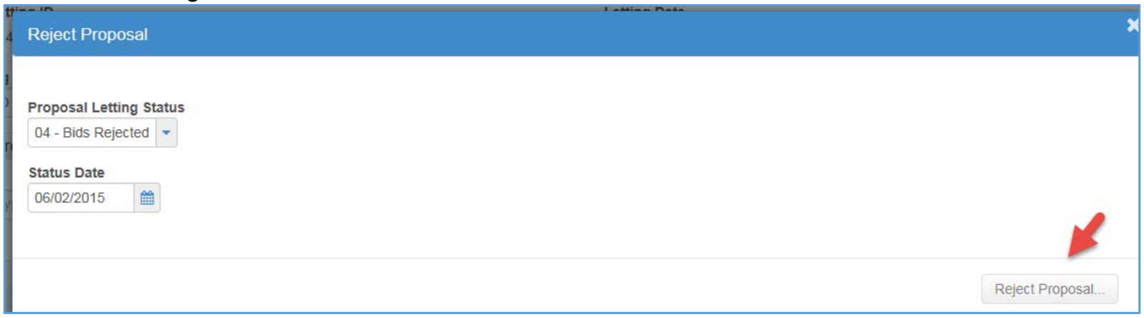



The system displays a Reject Proposal modal window.

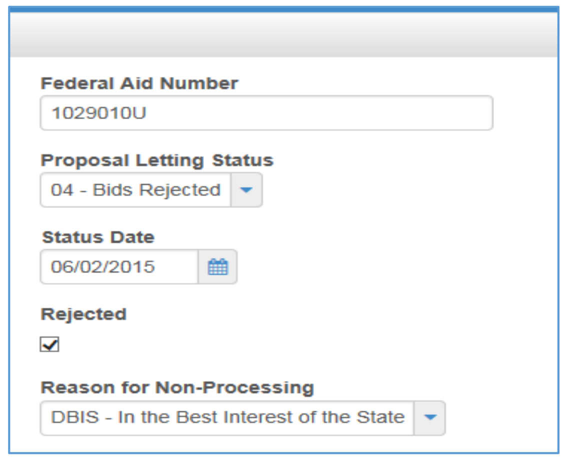



3. In the modal window, click in the **Proposal Status** field, and change the value to ***Rejected*.**

4. If needed, change the date in the **Status Date** field.




5. On the Proposal Summary screen, select the reason in the “**Reason for Non-Processing” field**.




6. Click the “**Rejected” Field**.

*These steps will allow the Reject All Bids information to pass to BAMS/DSS with the next System Pass.

- **Note: This is an automatic System Action not requiring further action by Contracts Staff. When this system pass occurs the Rejected Proposal’s Date in the “Passed to BAMS/DSS” will be updated.**

## D. Re-Letting

All requests for re-letting are to be made to the Central Contracts Administration Office which will handle the process and advise all affected parties.

The following applies to the Re-Let Process:

The system creates a new proposal that is identical to the proposal being re-let, including its associated projects, with these exceptions:

- It **must** be assigned a new **Proposal ID**.
- The Version Number of each associated project is automatically increased by an increment of 1, and the Version Date is set to the current date.

After creating the proposal copy, the system marks the re-let proposal as **Rejected** in the current bid letting, if necessary.

- **Note:** Proposals in a workflow phase with the Addenda rule cannot be re-let (you can change a proposal's phase on the Proposal details page).

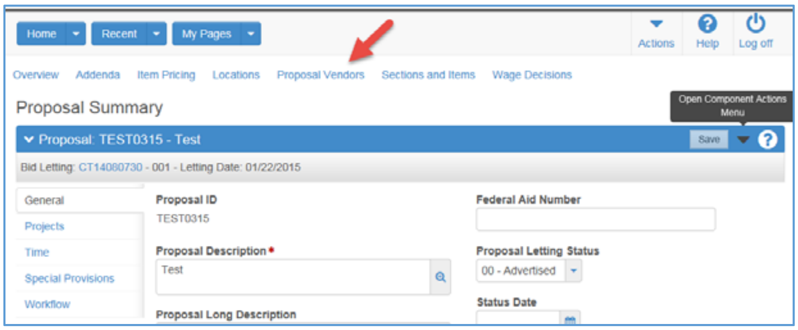
# E. Manual Bid Entry

**Note: This is only if Bid Express or the Expedite Load to Preconstruction processes are not used:** To enter bid information for a proposal, select **Bid Entry** from the **Actions** menu on the proposal's row. It should be noted the Proposal Holders must have previously been associated to the Proposal.

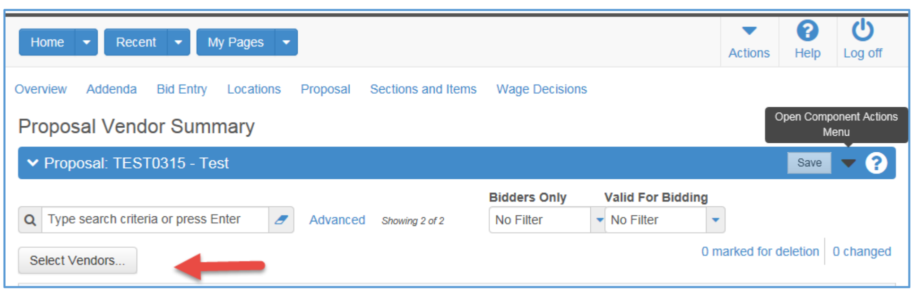
If necessary, the Application provides for keyboard entry of Contractors and their bids directly into the system.

The first step is to add bidders for the proposals in the bid letting following the actions below:

1. From the Proposal General tab click **Proposal Vendors**.




2. Click the **Select Vendors** button.



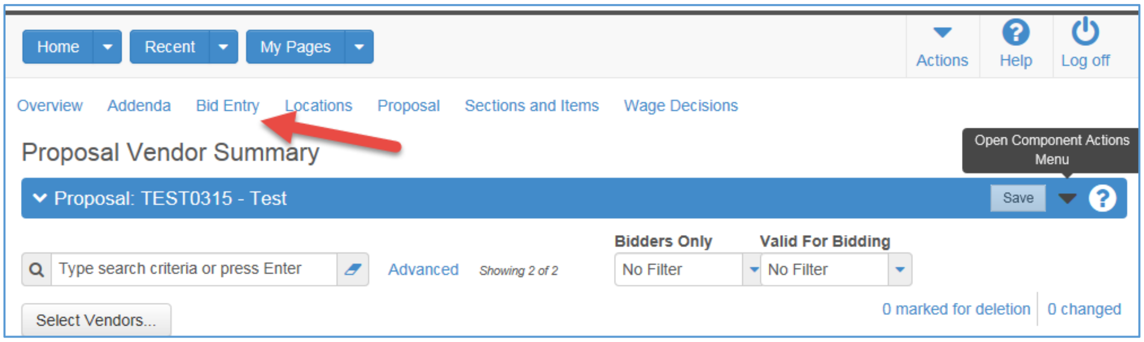

The system displays a modal window for locating and adding reference vendors.

3. In the Select Vendors modal window, first locate the vendor you want to add as a bidder by typing criteria in the Quick Find search box or by clicking **Show first 10**. The system lists all the vendors that meet your search criteria.

4. Click the row for each vendor you want to add.
The system adds a green checkmark beside each vendor record you choose and shades the row blue. To cancel a selection, click the selected row again.

5. Click the **Add to Proposal** button.
The system closes the modal window and takes you to the Bidder/Quoter Summary with the new bidders added to the list.

6. To enter bid information for a Vendor associated to a Proposal, place Proposal in the **Bids Received** Work Flow Phase and then select **Bid Entry** from the **Actions** menu on the Proposal's row.




7. Select the Vendor from the Bid Entry screen dropdown menu.

8. Click the Items Tab and enter the Vendor's Bid for each Item's Unit Price and Extended Amount.

9. After this process is complete, verify the Section Bid Totals are correct and enter the Proposal Item Bid Total in the field shown above