



## **Miami-Dade County**

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# Award a Buy Event Job Aid

Version 1.0

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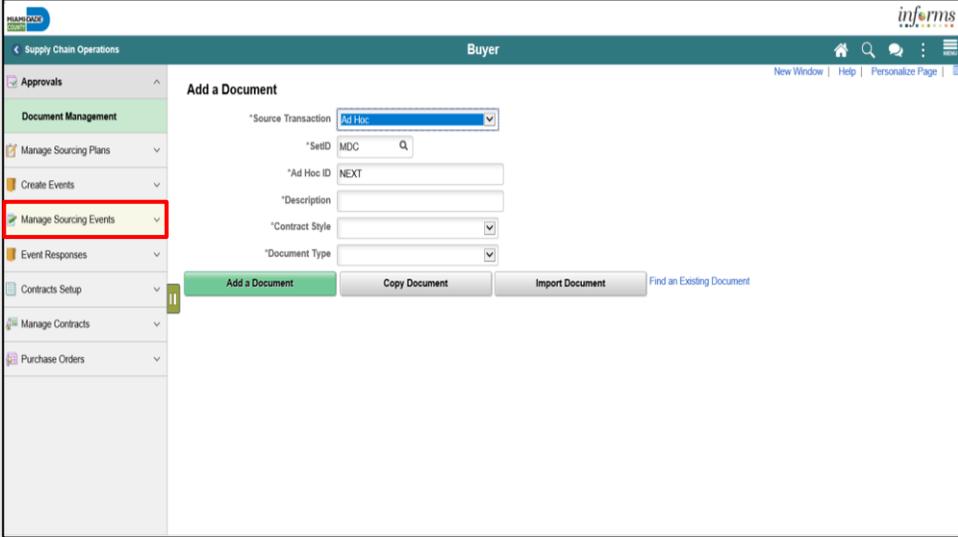
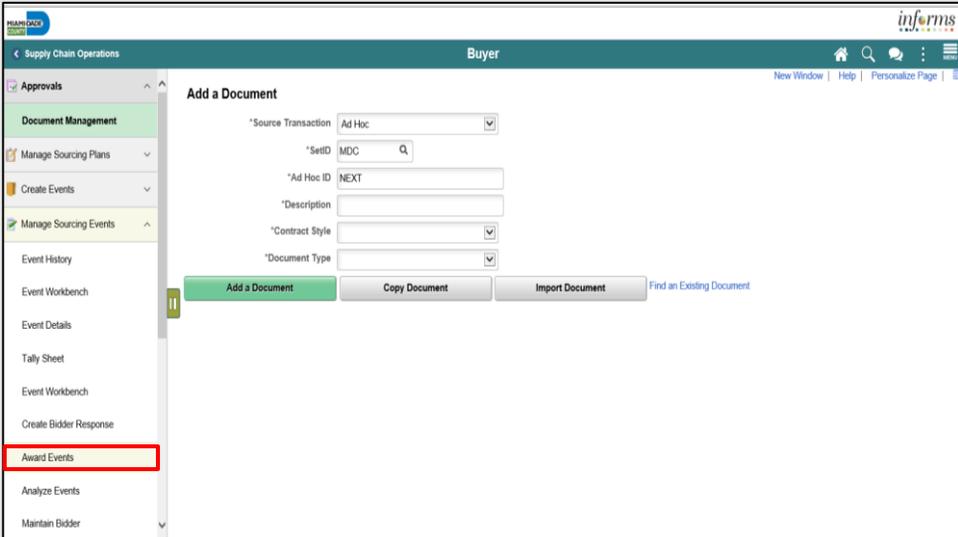
## PURPOSE AND DESCRIPTION

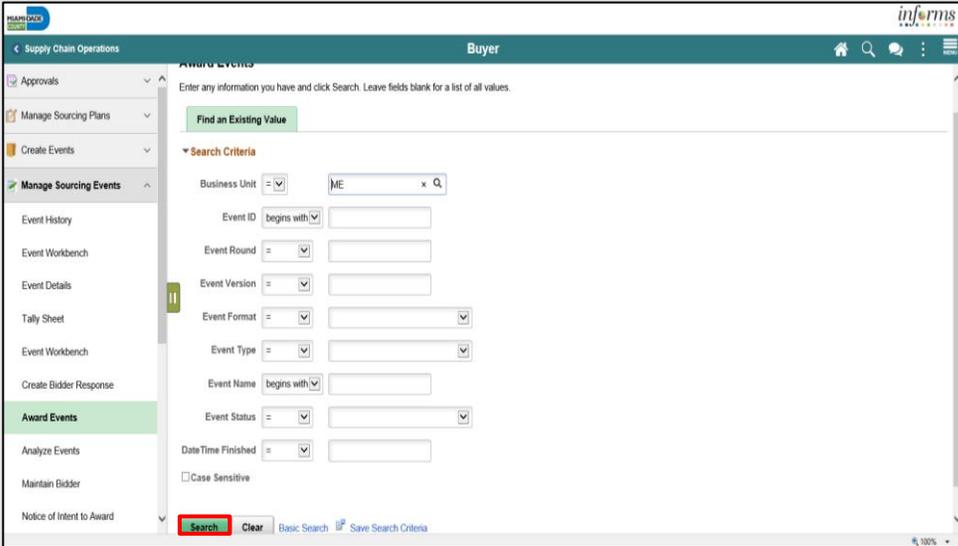
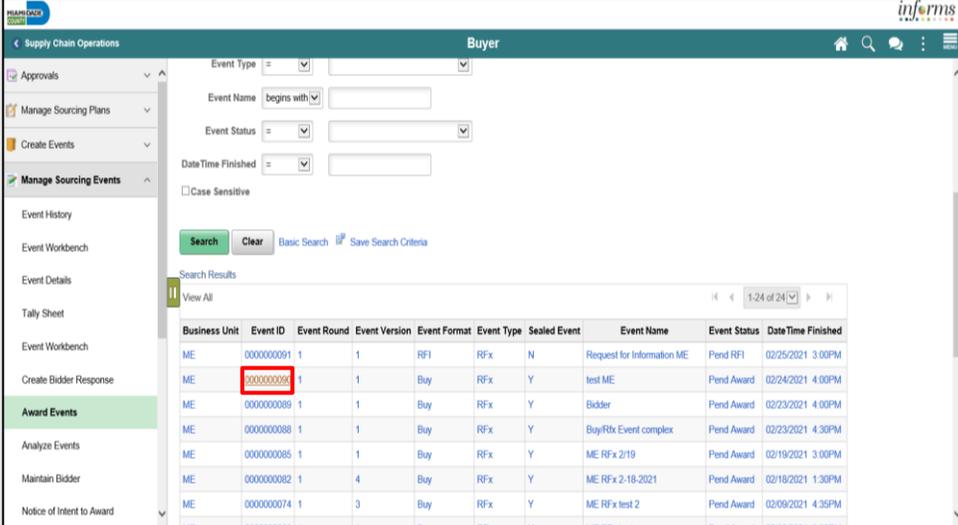
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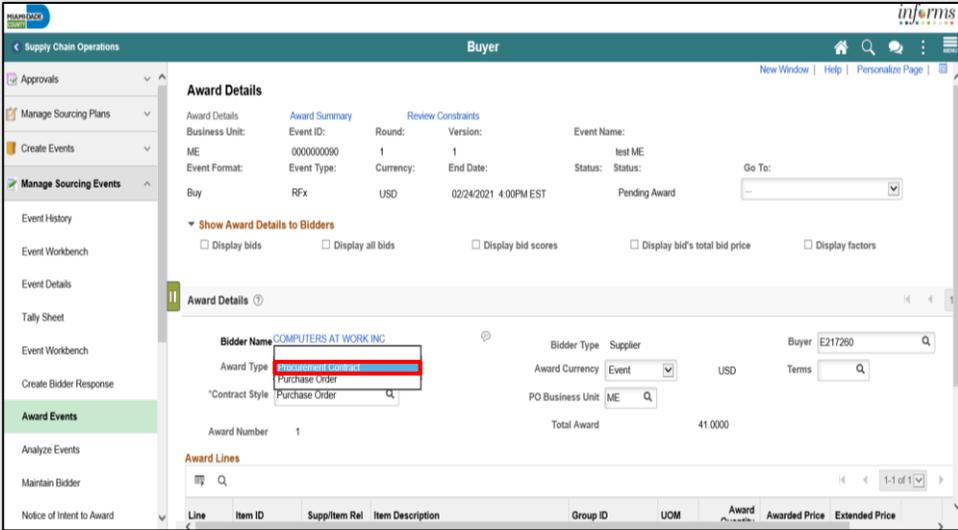
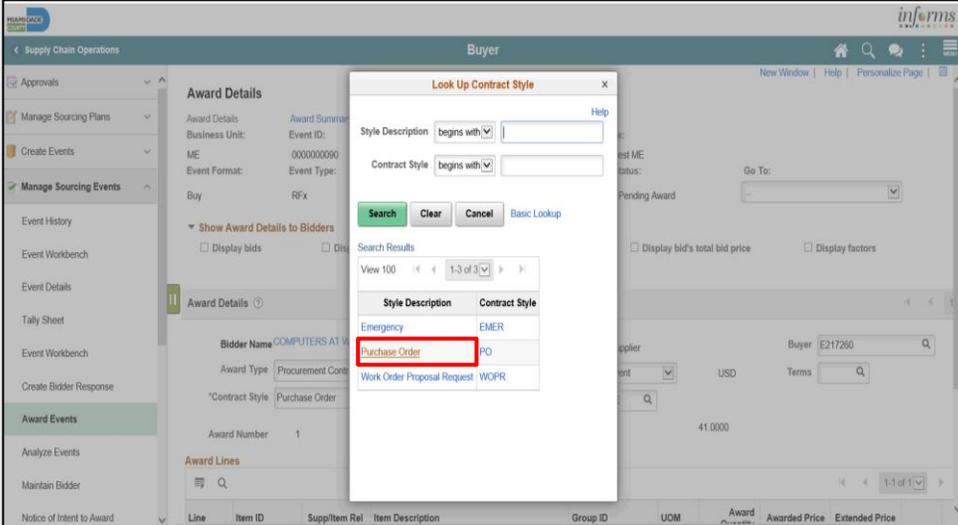
### **Purpose**

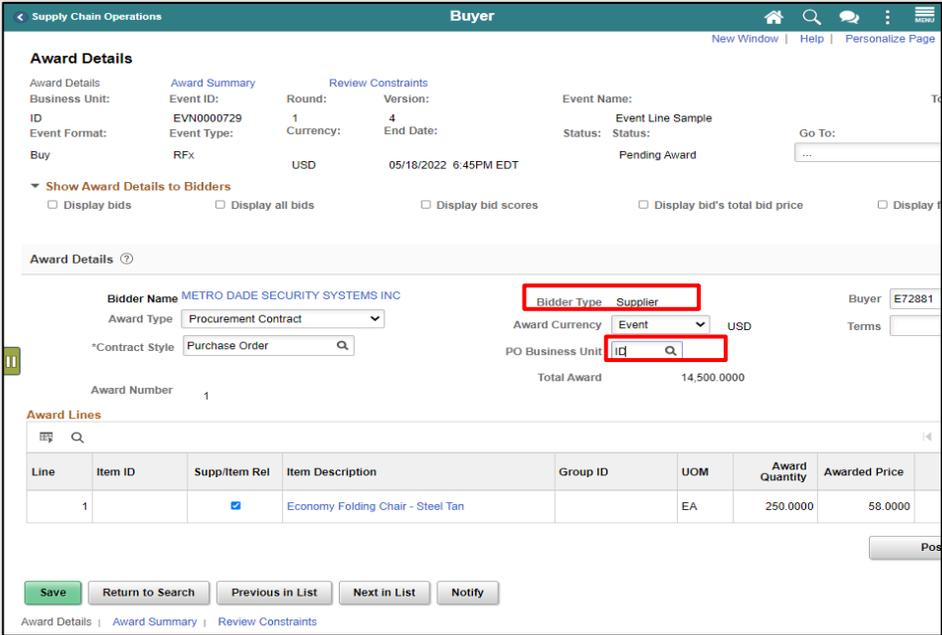
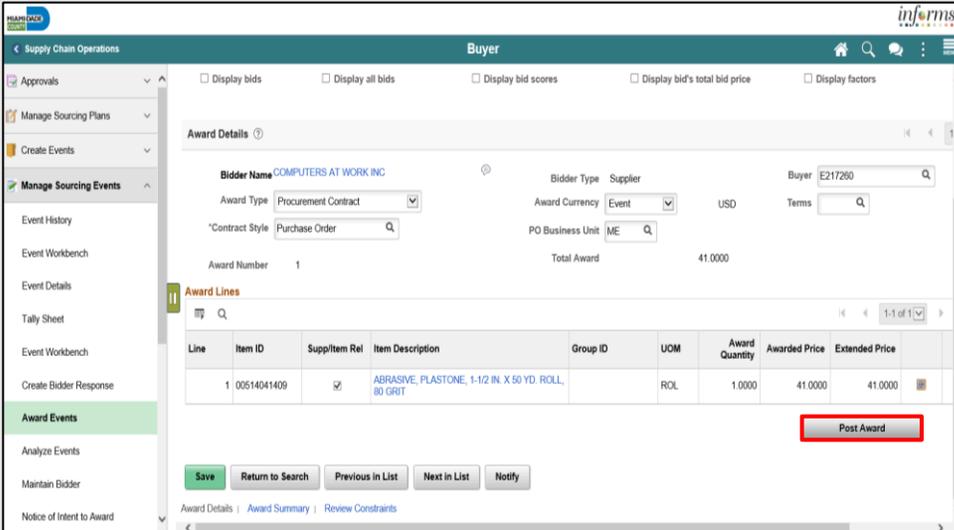
This document explains the key activities involved in awarding a Buy event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

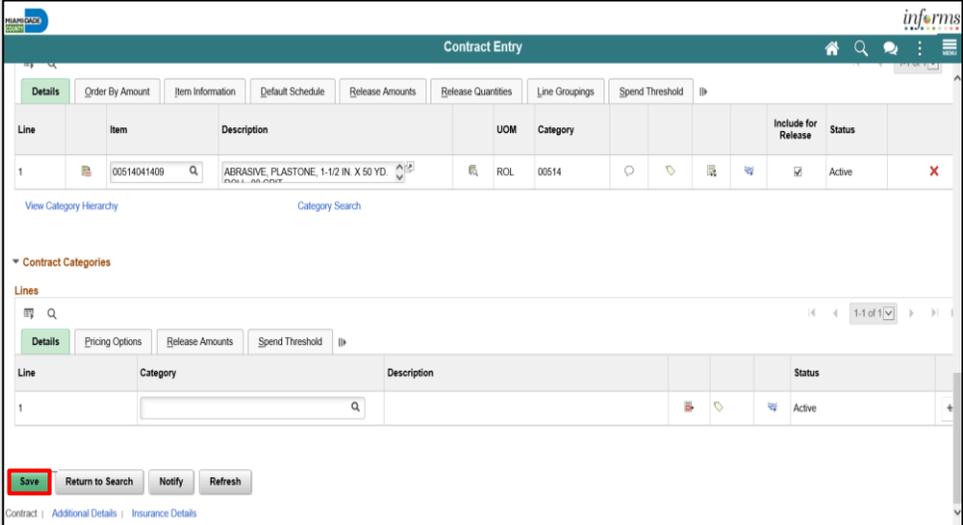
## AWARD A BUY EVENT

Step	Action
1.	Navigate to: <b>Finance/Supply Chain (FSCM) &gt; Supply Chain Operations &gt; Buyer</b>
2.	<p>Select <b>Manage Sourcing Events</b> option in the navigation pane.</p>  <p>The screenshot shows the 'Buyer' interface with the 'Add a Document' form. The left navigation pane is expanded to 'Document Management', and 'Manage Sourcing Events' is highlighted with a red box. The form fields include: *Source Transaction (Ad Hoc), *SetID (MDC), *Ad Hoc ID (NEXT), *Description, *Contract Style, and *Document Type. Buttons for 'Add a Document', 'Copy Document', and 'Import Document' are visible.</p>
3.	<p>Select <b>Award Events</b> object in the navigation pane.</p>  <p>The screenshot shows the 'Buyer' interface with the 'Add a Document' form. The left navigation pane is expanded to 'Manage Sourcing Events', and 'Award Events' is highlighted with a red box. The form fields and buttons are the same as in the previous screenshot.</p>

Step	Action																																																																																
4.	<p>Input the applicable search parameters then select the <b>Search</b> button.</p> 																																																																																
5.	<p>Select the <b>Event</b>.</p>  <table border="1" data-bbox="568 1255 1247 1499"> <thead> <tr> <th>Business Unit</th> <th>Event ID</th> <th>Event Round</th> <th>Event Version</th> <th>Event Format</th> <th>Event Type</th> <th>Sealed Event</th> <th>Event Name</th> <th>Event Status</th> <th>Date Time Finished</th> </tr> </thead> <tbody> <tr> <td>ME</td> <td>000000091</td> <td>1</td> <td>1</td> <td>RFI</td> <td>RFx</td> <td>N</td> <td>Request for Information ME</td> <td>Pend RFI</td> <td>02/25/2021 3:00PM</td> </tr> <tr> <td>ME</td> <td>000000091</td> <td>1</td> <td>1</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>test ME</td> <td>Pend Award</td> <td>02/24/2021 4:00PM</td> </tr> <tr> <td>ME</td> <td>000000089</td> <td>1</td> <td>1</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>Bidder</td> <td>Pend Award</td> <td>02/23/2021 4:00PM</td> </tr> <tr> <td>ME</td> <td>000000088</td> <td>1</td> <td>1</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>Buy/Rfx Event complex</td> <td>Pend Award</td> <td>02/23/2021 4:30PM</td> </tr> <tr> <td>ME</td> <td>000000085</td> <td>1</td> <td>1</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>ME RFx 2/19</td> <td>Pend Award</td> <td>02/19/2021 3:00PM</td> </tr> <tr> <td>ME</td> <td>000000082</td> <td>1</td> <td>4</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>ME RFx 2-18-2021</td> <td>Pend Award</td> <td>02/18/2021 1:30PM</td> </tr> <tr> <td>ME</td> <td>000000074</td> <td>1</td> <td>3</td> <td>Buy</td> <td>RFx</td> <td>Y</td> <td>ME RFx test 2</td> <td>Pend Award</td> <td>02/09/2021 4:35PM</td> </tr> </tbody> </table>	Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Sealed Event	Event Name	Event Status	Date Time Finished	ME	000000091	1	1	RFI	RFx	N	Request for Information ME	Pend RFI	02/25/2021 3:00PM	ME	000000091	1	1	Buy	RFx	Y	test ME	Pend Award	02/24/2021 4:00PM	ME	000000089	1	1	Buy	RFx	Y	Bidder	Pend Award	02/23/2021 4:00PM	ME	000000088	1	1	Buy	RFx	Y	Buy/Rfx Event complex	Pend Award	02/23/2021 4:30PM	ME	000000085	1	1	Buy	RFx	Y	ME RFx 2/19	Pend Award	02/19/2021 3:00PM	ME	000000082	1	4	Buy	RFx	Y	ME RFx 2-18-2021	Pend Award	02/18/2021 1:30PM	ME	000000074	1	3	Buy	RFx	Y	ME RFx test 2	Pend Award	02/09/2021 4:35PM
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Step	Action
6.	<p>Select <b>Procurement Contract</b> from the <b>Award Type</b> list.</p> <p><b>Note:</b> This option will create a child contract that will need to be related to a parent contract.</p> <p><b>Note:</b> Select <b>Purchase Order</b> as the <b>Award Type</b>, for Small Purchase Orders only.</p> 
7.	<p>Select <b>Purchase Order</b> from the <b>Contract Style</b> list.</p> 

Step	Action
8.	<p>Select the desired information in the <b>PO Business Unit</b> field.</p> <p><b>Note:</b> The system will not allow posting of the award until the Supplier is fully approved by Procurement and Finance. The Bidder Type displays if the vendor is a Bidder or a Supplier. <i>For any vendor related issues, contact Procurement’s Vendor Outreach and Support Services (VOS Services).</i></p> 
9.	<p>Select the <b>Post Award</b> button.</p> 

Step	Action
10.	<p>Select the <b>Save</b> button.</p> 

Once the post award button is selected, a Contract is created. There are specific areas of the Contract that a Buyer must update after the Contract is created.

**Note:** This is specific to Contracts created via Awarded Sourcing events.

1. Uncheck the Corporate Contract checkbox
2. Add the Business Units in the Corporate Control section
3. Update the Purchase Order BU defaults
4. Remove the maximum amount that is populated automatically on the contract
5. Update the Release Quantities