



Miami-Dade County

Award a Buy Event Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION2

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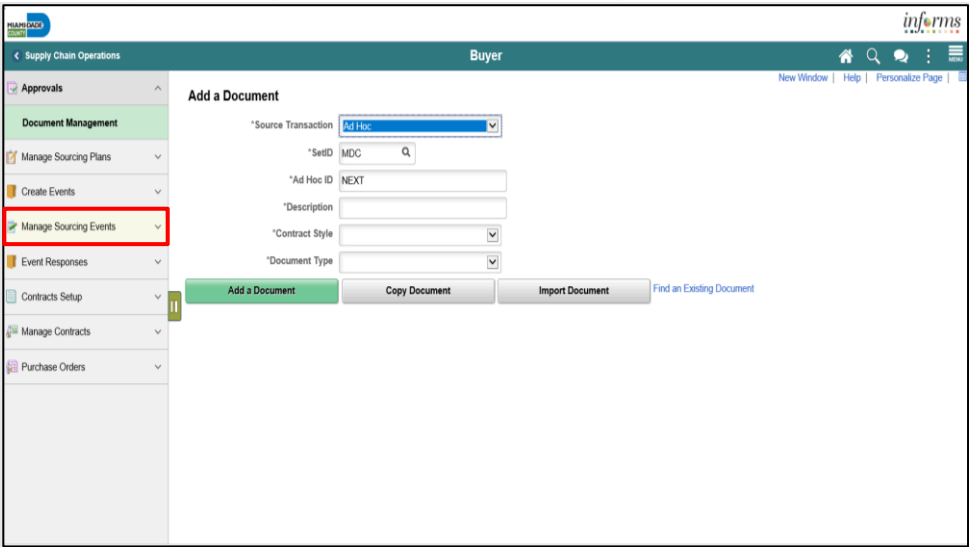
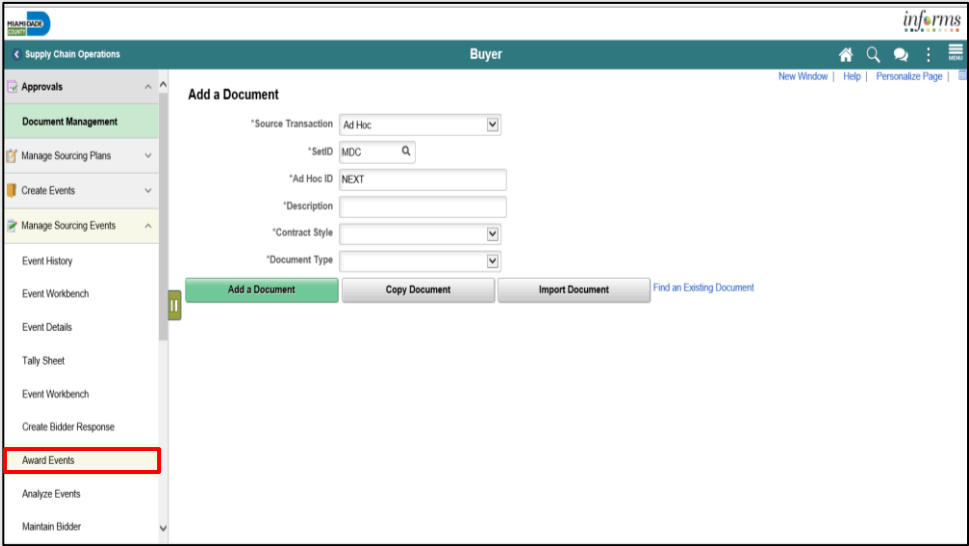
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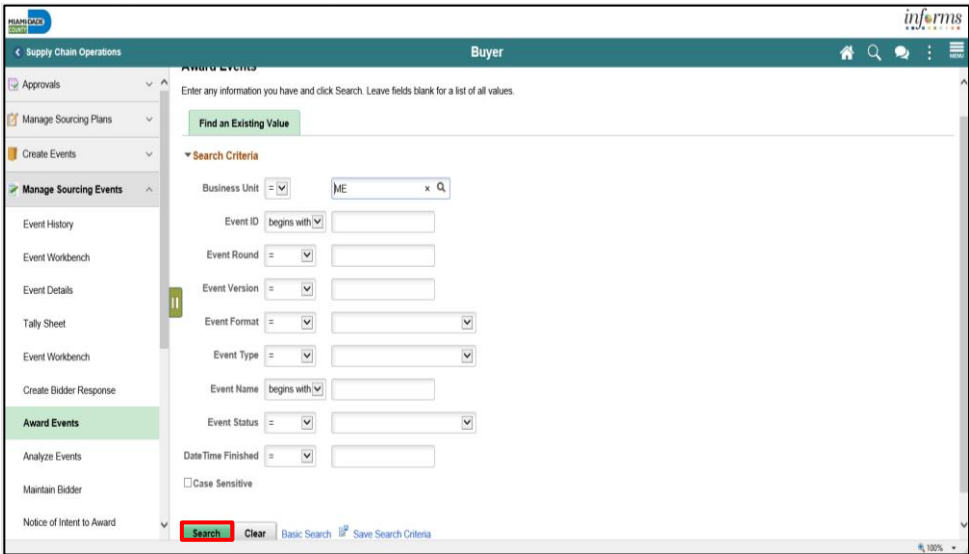
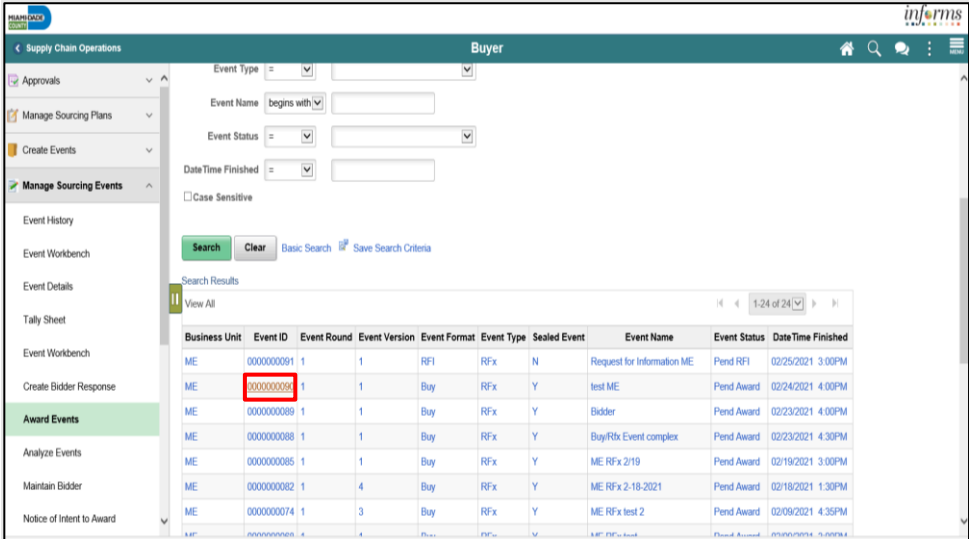
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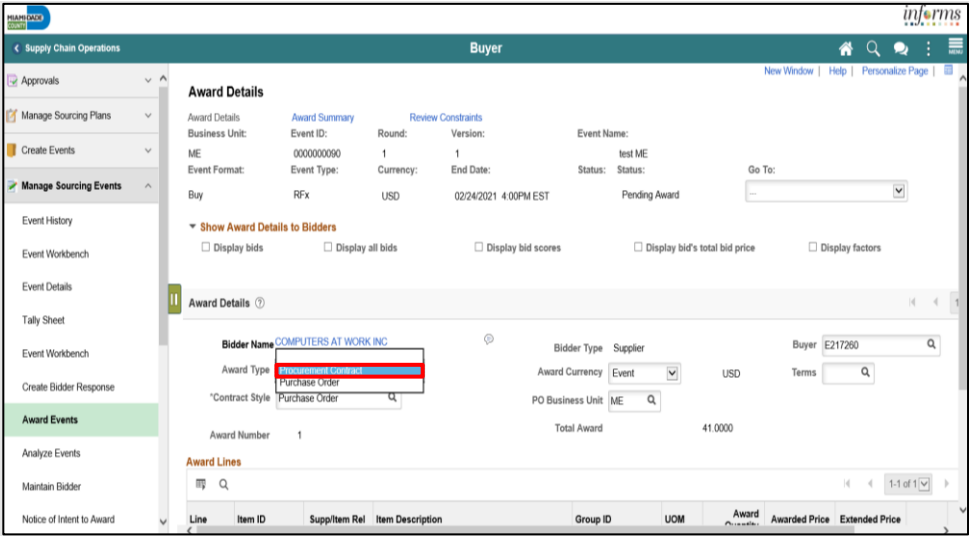
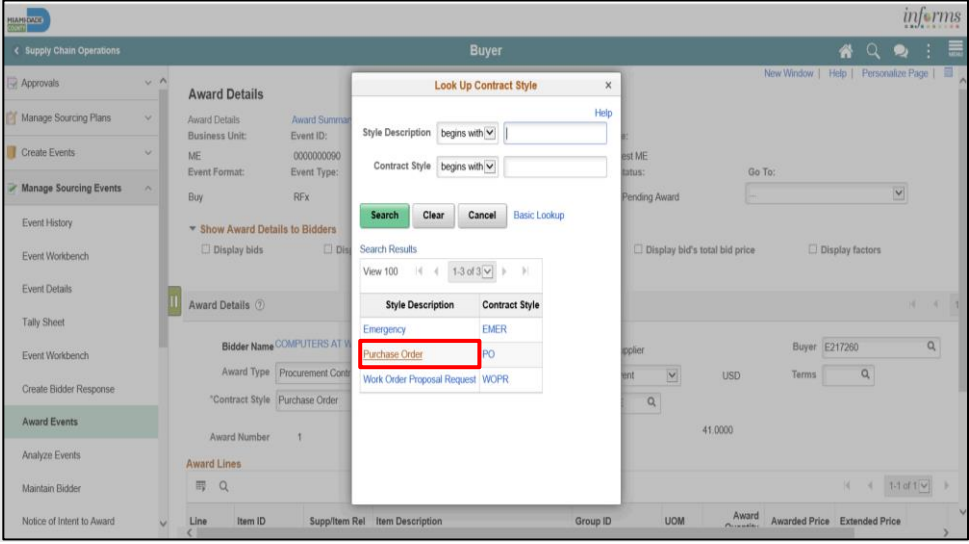
Purpose

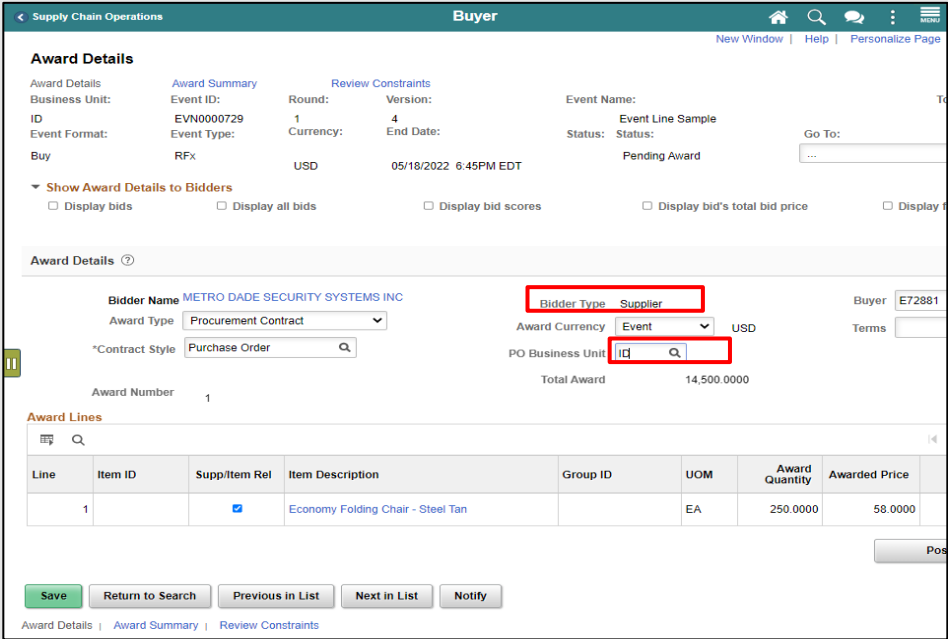
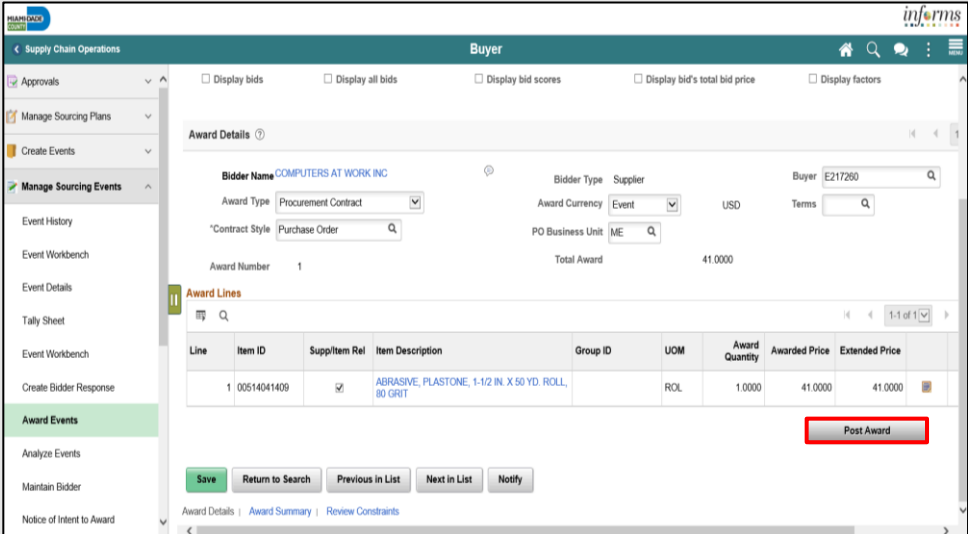
This document explains the key activities involved in awarding a Buy event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

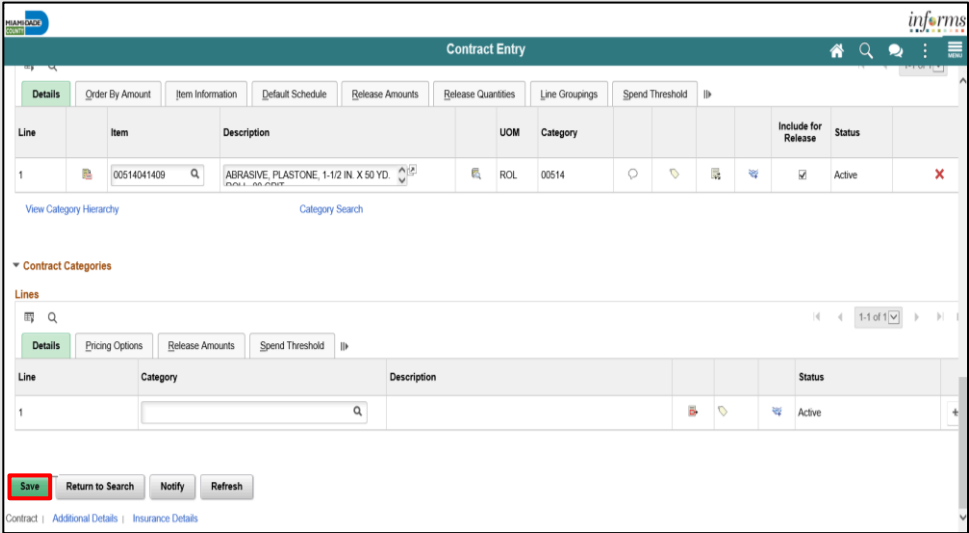
AWARD A BUY EVENT

Step	Action
1.	Navigate to: Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	<p>Select Manage Sourcing Events option in the navigation pane.</p> 
3.	<p>Select Award Events object in the navigation pane.</p> 

Step	Action																																																																																
4.	<p>Input the applicable search parameters then select the Search button.</p> 																																																																																
5.	<p>Select the Event.</p>  <table><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><tr><td>ME</td><td>0000000091</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>000000009</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>0000000089</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>0000000088</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>0000000085</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>0000000082</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>0000000074</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></table>	Business Unit	Event ID	Event Round	Event Version	Event Format	Event Type	Sealed Event	Event Name	Event Status	Date Time Finished	ME	0000000091	1	1	RFI	RFx	N	Request for Information ME	Pend RFI	02/25/2021 3:00PM	ME	000000009	1	1	Buy	RFx	Y	test ME	Pend Award	02/24/2021 4:00PM	ME	0000000089	1	1	Buy	RFx	Y	Bidder	Pend Award	02/23/2021 4:00PM	ME	0000000088	1	1	Buy	RFx	Y	Buy/Rfx Event complex	Pend Award	02/23/2021 4:30PM	ME	0000000085	1	1	Buy	RFx	Y	ME RFx 2/19	Pend Award	02/19/2021 3:00PM	ME	0000000082	1	4	Buy	RFx	Y	ME RFx 2-18-2021	Pend Award	02/18/2021 1:30PM	ME	0000000074	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 Procurement Contract from the Award Type list.</p> <p>Note: This option will create a child contract that will need to be related to a parent contract.</p> <p>Note: Select Purchase Order as the Award Type, for Small Purchase Orders only.</p> 
7.	<p>Select Purchase Order from the Contract Style list.</p> 

Step	Action
8.	<p>Select the desired information in the PO Business Unit field.</p> <p>Note: 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 Post Award button.</p> 

Step	Action
10.	<p>Select the Save 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