



## 3.1 PSA – Exporting Proposal for AWP Bids

### Background:

AWP Bids is a separate application that interacts with AWP Preconstruction to distribute proposal bid item information and receive item bids electronically. Once proposal item details are finalized and the proposal is ready to be advertised, it can be exported to AWP Bids, which is then uploaded to the Letting in Bid Express.

### Roles:

PSA User

### Navigation:

Dashboard > Letting Overview > Letting

#### Option 1 – Bid Letting Summary component

1. On the Bid Letting Summary component, expand the **Component Actions Menu**.
2. Select **Export Proposals to Bids with Gen**.

#### Option 2 – Proposals tab on the Bid Letting Summary

1. On the Bid Letting Summary component, click the **Proposals** tab.
2. Expand the proposal **Row Actions Menu**.
3. Select **Export to Bids with Gen**.

Dashboard > Proposal Overview > Proposal

#### Option 3 – Proposal Summary component

1. On the Proposal Summary component, expand the **Component Actions Menu**.
2. Select **Export to Bids with Gen**.

### Configuration File field

3. From the **Configuration File** dropdown, select *PSA-gen.cfg*.
4. Click **Execute**.
  - A green message bar will pop up letting you know the export process has begun.
5. Click the **Global Actions** button and select **Open Process History**.

### Output files

If needed, refresh the page until the process is complete. There should be four (4) output files:

- *pass2ebs.txt*- This information creates the encrypted bids file. This does not get saved or posted/uploaded. It is an indicator the export was successful.
- *Export.log* – This is information on the export process, and is particularly helpful when the process is unsuccessful. This does not get saved.
- *Proposal ID.ebsx* – This is what is uploaded to Bid Express.
- *Error.log* – If the export was unsuccessful, this log will provide information. This does not get saved.

If only the *Export.log* and the *Error.log* appear, the export was unsuccessful. Review the Notes at the end of this QRG for troubleshooting information.

7. Right click on the **ebsx file link**.
8. Select **Save link as....**
9. Navigate to the AWP Bids Project file on your region/section shared drive and click the **Save** button.



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10. Once the .ebsx file has been created successfully from AWP, navigate back to the **Proposal** Summary for the proposal you are advertising
11. Select the **Workflow** tab and toggle the **WorkflowPhase** to **Advertising**. This workflow will allow Addenda to be created in AWP and uploaded to BidX in addition to populating the number of the Last Addendum on the RFP Bid Calendar website.

### Notes:

- If all four file types do not appear in the process history log the first step is to download and review the Export.Log, correct any errors, and try to regenerate. You can also go back to the proposal and re-validate. If you have corrected all identified errors and are still unsuccessful creating the .ebsx file please reach out the [dot.awp.implementation.team@alaska.gov](mailto:dot.awp.implementation.team@alaska.gov) and provide them all log files available from your attempted *Export Bids to Gen* process in the process history, along with the Proposal ID and Proposal name.
- If you have created the EBSX in error, you will need to reach out to the [dot.awp.implementation.team@alaska.gov](mailto:dot.awp.implementation.team@alaska.gov), provide the Proposal ID and a request to delete the ebsx file from the server. Until this file is removed from the server you will not be able to re-create the original ebsx.
- It is very important that this file is saved on a shared drive or in another location that is backed up, safe, and available to others in your section.
- Do NOT change the file name. It should be your AWP Proposal ID.
- Do not change the file type: AASHTOWare Project Bids.

### Next Steps:

Create the Letting in Bid Express. See QRG – 3.2 *Bid Express Letting Creation*.