

QUICK GUIDE

BID PACKAGES



CREATE A BID PACKAGE

1. Navigate to the Bid Packages application under the Contract Heading.
2. Click the **+** icon to create a New Bid Package. Complete the fields as prompted.

3. Click **Submit** now on the Details page review entered information and add the relevant WBS Codes linking to your budget in Control.

WBS code	Description	Current budget	Current estimate
+ 100.01	Mobilisation/Demobilisation	\$ 13,170.00	\$ 13,170.00
Total		\$ 0.00	\$ 0.00

4. Update the **Division of Responsibility (DOR)** and any custom fields that may be applicable.

NOTE: Some information may not be known initially and can be updated during the lifecycle of the Bid Package

MILESTONES

1. Click on the **Milestone** tab. In the Schedule section press the **+** to select relevant tasks to be completed.
2. Enter the duration for each task and any float required.

Scheduled item	Value	Milestone	Scheduled	Completion date
Kickoff date	01.09.2021	Issued for review	5	06.09.2021
Contract target execution date	31.07.2021	Issued for owner review	5	11.09.2021
Contract delivery (Lead time) (days)		Request for proposal	14	30.09.2021
Project delivery (Needed by) date	31.07.2021	Proposal received	3	02.06.2021

3. Once the Milestones are completed press the “Copy Scheduled Items” button this will copy the Schedule dates into the Forecast.

Milestone	Scheduled	Forecasted	Actual
Issued for review	5	5	
Issued for owner review	5	5	

NOTE: The schedule is your baseline, any adjustments should be made to the Forecast dates

4. When you add the Actual Completion dates, the flag will change color to indicate the milestone is completed.

Actual completion date	Complete
14.04.2021	

SUPPORTING DOCUMENTS

1. Press the **+** icon and select either New Supporting Document to add from a saved location or to paste a Hyperlink, or press From InEight Document to add a Mail, Document, Transmittal, Form or Gallery

2. If selecting **New Supporting Document** complete the form selecting the appropriate Document Type

3. If selecting From InEight Document search for the document and follow through the onscreen prompts