



QUICK REFERENCE GUIDE:

5.10 Additive Alternate / NTP Analysis

Background:

In order to perform Additive Alternate analysis, the proposal workflow phase must be set to Add Alt Analysis.

Roles:

Letting User

Navigation:

Proposal Overview > Proposal > Proposal Summary

1. From the Proposal Summary component, click the **Workflow** tab.
2. In the **Workflow Phase** dropdown, select **Add Alt Analysis**.
3. Click **Save**.
4. Navigate to the Bid Letting Summary component. You can do two (2) ways.
 - a. Option 1: Click the **Home** button and in the Letting Overview component, search for and select the letting for your proposal.
 - b. Option 2: From the Proposal Summary component, click the **Bid Letting** hypertext link.
5. On the Bid Letting Summary component, click the **Status** quick link.
6. Expand the proposal **Row Actions Menu**.
7. Select **Additive Analysis**.

In the Additive Analysis component, you can determine which, if any, additive alternates (or NTPs) to award.

- The **Available Funds** field is read only and is populated by the Available Funds field in the Proposal Summary component.

- The **Base Total** fields display the bidders' Basic Bid or NTP 1 section bids without any additive alternates/additional NTPs.
- The **Additive Total** fields, show the bidders' additive/NTP bids based on the additive alternates/NTPs selected in the lower part of the screen.
- The **Award Total** fields show the bidders' total bid amount with the additive alternates/NTPs selected in the lower part of the screen.
- The top three bidders are shown based on the current **Award Total** amount.
- 8. Check or uncheck the Include boxes for each additive alternate (NTP) to determine the **Additive Total** and then the **Award Total**.

Note: Please refer to the Bid Opening P&P for guidance regarding additive alternates.

9. Click **Save**.

For state-funded projects where bidder preferences were entered on additive alternates (NTPs) that are not to be awarded:

1. Go back and run the Bidder Preferences Calculation report.
2. In the Bid Entry Summary component, change the **Proposal Bid Total with Preferences** field to match the new Proposal Bid Total w/Preferences (Adjusted Bid Amount) from the new report.
3. Click **Save**.
4. Select the next bidder from the Proposal Vendors dropdown and repeat.

If you need further assistance please contact your Module Admin
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Once the Additive Analysis has been finished, change the Workflow to Award Processing.

1. Navigate back to the Proposal Summary component from the Bid Letting Status Summary by clicking the Letting quick link.
2. In the Bid Letting Summary component, click the **Proposals** tab.
3. Click the **Proposal ID** hyperlink.
4. Click the **Workflow** tab.
5. From the **Workflow Phase** dropdown, select **Award Processing**.
6. Click **Save**.

Next Steps:

See QRG – *Proposal Processing*.