DelDOT AASHTOWare User Guide

Table of Contents

Quick Links

👍 Go to DelDOT's AASHTOWare Site.

👍 Go to the Password reset utility.

1. Introduction

AASHTOWare Project is a web-based enterprise software that covers the entire contract lifecycle. DelDOT currently uses the *Preconstruction* module for estimation, proposal preparation, bid letting management, and project award. This guide will cover the estimation, proposal preparation and award analysis from the perspective of a project designer.

1.1. Additional Resources

Where this guide is lacking, these resources will provide additional information:

Built-in Help

For more specific and detailed AASHTOWare documentation, help buttons are accessible from any window and component in AASHTOWare. This built-in feature provides extensive documentation on the system but may discuss items not implemented by DelDOT.
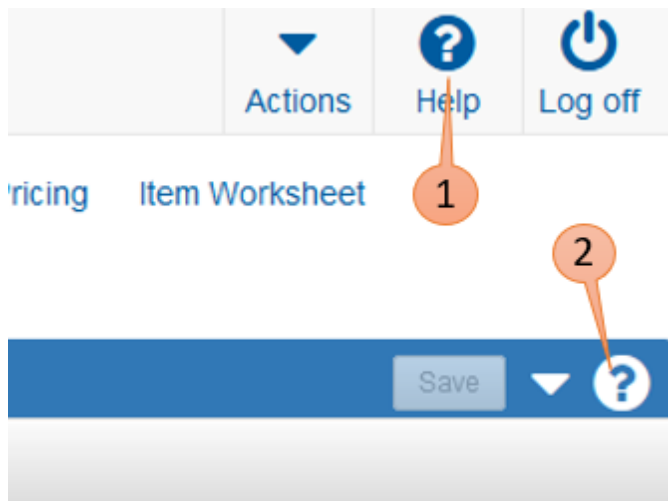
Figure 1. Help in AASHTOWare

The general [`Help`] button **(1)** opens the AASHTOWare documentation. The component [`?`] button **(2)** opens the documentation on the help page specific to the component.

ASSHTOWare Support Teams Channel

Questions regarding estimation can be asked in the AASHTOWare Support channel under the *DelDOT Transportation Solutions* Team.

PS&E Coordinators

Questions regarding item numbers, special provisions, and proposals can be directed to the PSE&E coordinators.

DTI Service Request

Account issues and system errors can be directed to DOT_ServiceDesk@delaware.gov and a ticket will be created.

Check in the Teams channel first though!

1.2. Logging in

AASHTOWare Production

https://deldot-pr-prod.infotechfl.com.

Use this website to work on projects and proposals imported from P6.

AASHTOWare Testing

https://deldot-pr-test.infotechfl.com

This website can be used to create "dummy" projects, test features, or do item price research.

Password reset

https://deldot-pwd.infotechfl.com

The Password Reset Page isn't accessible from the login page. Your password will expire every 90 days, just like your State password, and an email reminder is sent by the system.

1.3. Conventions in This Guide

Throughout this guide:

- [`Button`] or [▼] is a button to be clicked on.
- `Click me` is a link or menu item to be clicked on.
- `Label` is an entry field label.
- ✱ denotes a field required by the system.
- Wherever possible, font icons (like this ▼) that match AASHTOWARE icons are used.

The web based system being used is *AASHTOWare Project* which is made up of multiple modules. Currently, DelDOT only uses the *Preconstruction* module which is what this guide is about. Throughout this guide, a project refers to a construction contract and the *AASHTOWare Project, Preconstruction Module* will be refered to as *AASHTOWare.*
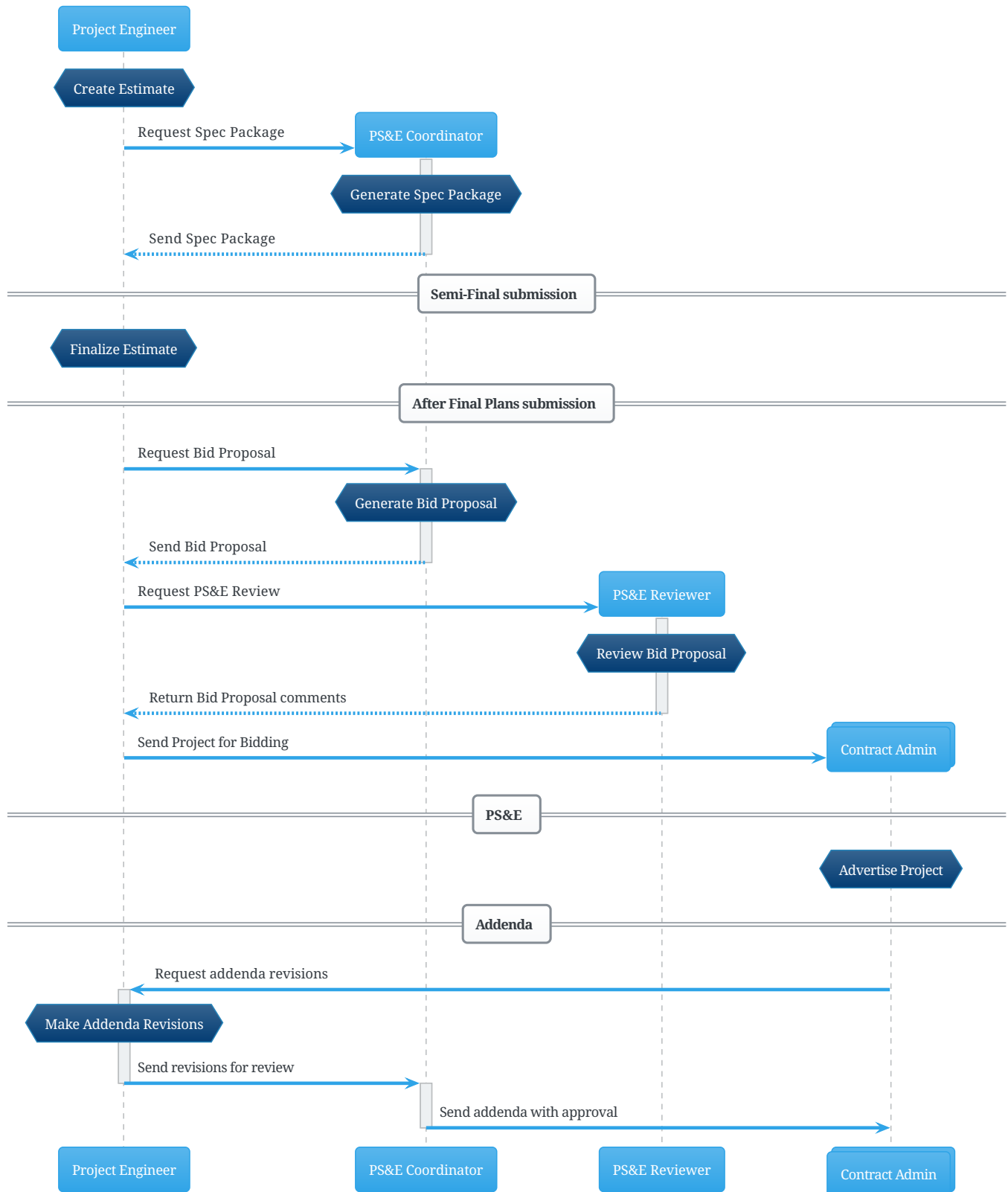
1.4. AASHTOWare Project Lifecycle

Figure 2. Lifecycle of a project in AASHTOWare from the designer's perspective.

2. Preconstruction Interface

Users **must** click Save after work is finished in each window since the system does not auto-save. An alert `There are unsaved changes` will appear at the top of the page when information has been changed on the page.

2.1. Preconstruction Dashboard

The Dashboard is the default page that is loaded after logging in. From the Dashboard we can search for existing projects and proposals, or create new ones.
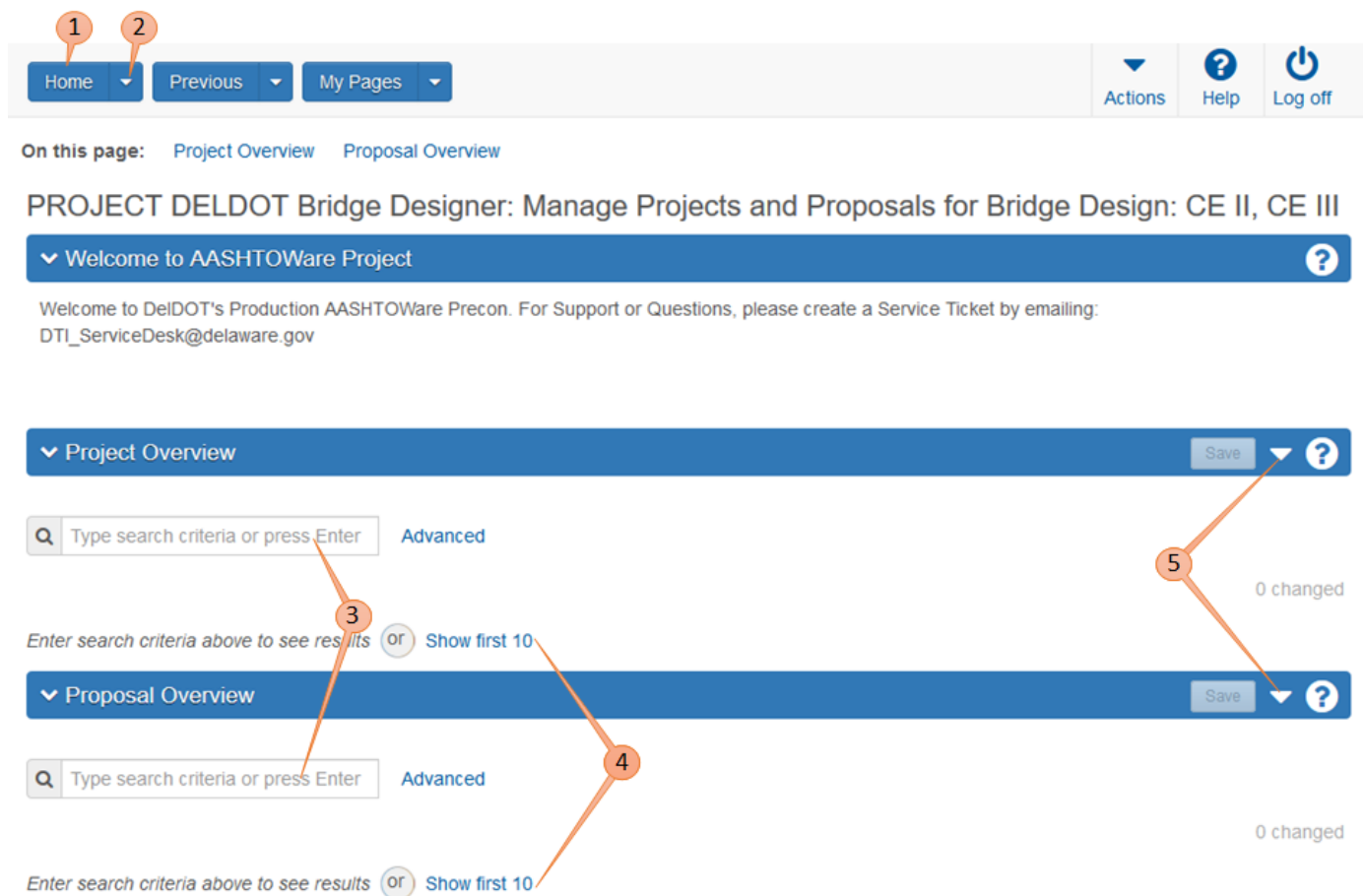

Figure 3. AASHTOWare Preconstruction Dashboard

Most *component headers* (in blue, such as the *Project Overview* and *Proposal Overview* headers) throughout AASHTOWare Project have a *Component Actions Menu* **(5)** that performs actions on the element that the header identifies.

2.1.1. Home Button

The [Home] **(1)** button returns the to the Dashboard. Clicking the [▾] button **(2)** next to the Home button opens the *Roles* menu where the appropriate user role can be selected. The selected Role will determine which projects and proposals are available.

2.1.2. Project and Proposal Overviews

Open An Existing Project or Proposal

Search for existing projects or proposals by typing the contract number or contract name in the respective search bar **(3)**. Alternatively, click `Show first 10' **(4)** to show the first 10 projects or proposals available to the user.

> ℹ️ Most projects and proposals will be created automatically through P6 at project initiation. P6 pushes new projects to AASHTOWare nightly. Activity MPD01 in P6 must be marked completed. The export triggered by MPD01 only happens once; any subsequent updates made in P6 such as project title mods, project description edits, etc. will have to be made manually in AASHTOWare.

Create a New Project or Proposal

Click the action menu button (5) on the Project or Proposal Overview and select Add to create a new project.

> 💡 If a "dummy project" is required for testing or concept estimation (like on an uninitiated project), the test environment would be a more appropriate place to create a new project.

2.1.3. Project vs. Proposal

Project

A *project* is a group of work items associated with a construction project. It is the smallest group of items that can be let to a contractor as a proposal.

Proposal

A *proposal* is one or more projects grouped together for bidding. When a proposal contains more than one project, the project items are rolled up to a proposal view so that bidders only have to view and price items once.
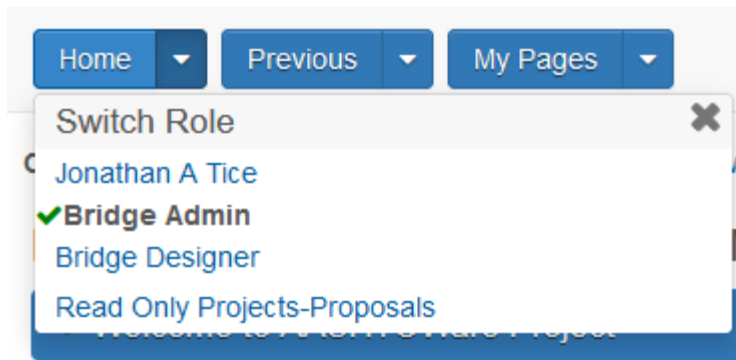
2.2. User Roles

Figure 4. Example of a user roles menu for a Bridge Design Project Manager

The active user role will determine which projects are available to you and the access rights to projects. There are three general user role categories for the purposes of estimate development:

Designer

This user role is for the person responsible for updating the estimate. Generally this would be the Project Engineer. In most sections (such as the PD sections and Bridge) using this role grants read/write access to all projects and proposals that have been assigned to the user. In some sections (such as Planning), read/write access is granted to all projects and proposals in that section.

Admin

This user role is for the Project Manager/Supervising Engineer for the project. This user role grants all the rights of the Designer role with the added ability to assign the project or proposal to a designer.

Read-only

This user role grants read-only access to all projects and proposals in the system.

> ℹ There are other user roles throughout the Department such as in OPM (or whatever buzzword they are calling themselves now), OIT, and Contract Administration that aren't discussed here.

2.3. Workflows

Projects are assigned a `Workflow` and a `WorkflowPhase` which determines what components can be edited and which user roles have access to the project. For example, proposals that Contract Administration is working on are not accessible to designers.

> ℹ If a project has been assigned to a proposal (this happens by default from P6), the workflow for the project and proposal become linked.

Currently, there is only one `Workflow` configured for DelDOT projects, the `DelDOT Workflow`. The relevant

`WorkflowPhase` for project engineers are:

Preliminary Estimate

This is the workflow for the majority of the design of the project.

Generate Spec Package

This workflow phase signals the PS&E Coordinators that the project is ready for the Spec Package to be generated. Most designers do this before semi-final plans. Typically once the spec package is generated, the workflow phase is set back to Preliminary Estimate.

Final Estimate

This workflow phase signals that the PS&E reviewer is performing the PS&E review.

Bid Package

This workflow stage locks the proposal to the designers and allows the PS&E coordinators to ensure that all documents required for advertisement are up to date and part of the final package. Subsequent phases, with the exception of the *Manage Addenda* phase lock the project to the designer.

Manage Addenda

This workflow phase allows the project engineer to make updates and changes to the project during advertisement.
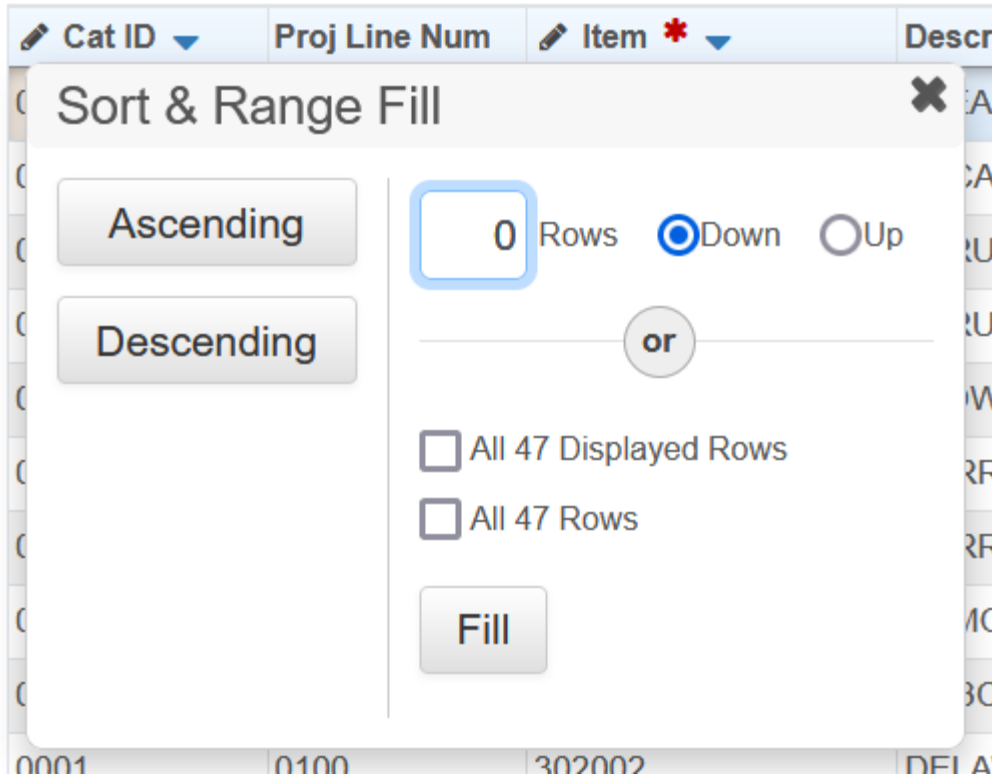
2.4. Sort & Range Fill Tool

Figure 5. Sort & Range Fill Tool

The *Sort & Range Fill* tool is available on any field label with a ▼ icon. It can be used to sort all visible entries by the selected label or to fill all visible fields with the currently selected field's value.

> Use the search bar and the advanced search to limit the effect of the range fill to the desired set of entries.

3. Developing a Project

General process for creating an estimate:

1. Fill out the project information on the Project Summary page.

2. Create categories on the Categories and Items page.

3. Make some coffee.

4. Enter items

   ◦ in **Categories and Items › Items tab**, or

   ◦ on the Item Worksheet page.

5. Enter item pricing

- in **Categories and Items › Items tab**, or

  - on the Item Pricing page.

6. Create a Fund Package and Assign Funding to Items to items

7. Generate a Preliminary Project Detail Estimate.

8. Validate the projcet.

This and the following section will focus on fields required by the system and fields important to most DelDOT projects. Some fields are left over from migration from Transport and are not useful anymore.

Fields marked ✱ are required by the system. Some fields may not be required by the system but will be required for certain projects, such as a *Federal Project Number*.

Hovering your mouse cursor over the field description will show a "tooltip" briefly describing the field. Clicking the component ? button will open the system help page for the component where the fields are described in detail. Custom DelDOT fields and leftover Transport fields will not be described by the system help but may or may not have a tooltip.

3.1. Project Summary

If the project has been added to the proposal, use the hyperlinked Proposal number at the top of the Project summary component to quickly go to the proposal instead of going back to the Preconstruction Dashboard to search for it.

3.1.1. General

Table 1. General Tab Fields

Field Name	Description	From P6
Project Description ✱	Contract Name	✔

Field Name	Description	From P6
Spec Book ✳	The reference items to be used for the project. Choose the latest Spec Book that isn't more recent than the project's Standard Specifications year (usually the year semi-finals are submitted). ℹ️ The Spec Book year doesn't necessarily correspond to the Standard Specifications year. For example, the *2016 Standard Specifications* use *Spec Book 2015* and both the *2020* and *2021 Standard Specifications* use *Spec Book 2020*.	✖
Unit System ✳	Should always be English	✖
Controlling Project	Useful when combining multiple projects into a single proposal	✖
Federal Project Number	Not required by the system but it is required for federal funded projects.	✔
Civil Engineer (CE)	This field grants the assigned user read/write access privileges. Format is `DELDOT\username`, where `username` is the state email username. Typically, the project engineer.	✖
Project Manager (PMI)	This field grants the assigned user read/write access privileges as well as the ability to edit the CE and PM2 users. The value exported from P6 is `Responsible Manager`. Can only be changed by the PS&E Coordinator.	✔
Group Engineer (PM2)	This field grants read access privileges to the assigned user. No one trusts a PM2 anymore.	✖

❗ Make sure at least two users are assigned to the project. These fields are also used by Contract Admin to send questions before and during advertisement.

3.1.2. Counties

New counties are added by clicking the New button in the counties tab. Multiple counties can be added to a single project.

Table 2. Counties Tab Fields

Field Name	Description	From P6
County ID	• For CTP projects, select the county. • For CTF projects, select the representative or senatorial district (uncommon).	✖

Field Name	Description	From P6
Pct ✱	An approximate percentage of the length of the project within this county	✖
Primary	Useful for multiple county projects, typically the county with the highest `Pct`.	✖

3.1.3. Districts

Districts refers to the administering group for construction. New districts are added by clicking the `New` button in the districts tab. Multiple districts can be added to a single project.

Table 3. Districts Tab Fields

Field Name	Description	From P6
District ID	• For projects administered by construction, select `G1`, `G2`, or `G3`. ℹ These values refer to *Group 1*, *Group 2*, and *Group 3*. • For projects administered by maintenance, select `N1`, `N2`, `S1`, or `S2`. ℹ These maintenance values are old and need to be updated but they refer to *North District*, *Canal District*, *Central District*, and *South District* respectively.	✖
Supplemental Description	Some additional detail about the entity. Useful if multiple districts are added.	✖
Primary	Should always be English	✖

3.1.4. Points

New points can be added by clicking the `New` button in the districts tab. Multiple points can be added to a single project.

ℹ If MEAP entry was done correctly at project initiation, the points tab should be automatically populated with the correct information.

Table 4. Points Tab Fields

Field Name	Description	From P6
Type ✱	Type of point. Typically, `midpoint`.	✔
Latitude ✱	Point latitude in `dd:mm:ss.ss` format. A value of `39:00:00.00` can be used if no latitude is available.	✔
Longitude ✱	Point longitude in `dd:mm:ss.ss` format. A value of `75:30:00.00` can be used if no latitude is available.	✔
Description ✱	Description of the point.	✔
Category ID	A specific category can be assigned to the point. Useful for multiple-location contracts where a separate category is used for each location.	�’
Comment	Additional information.	✗

3.1.5. Road/Bridge Segments

This tab isn't used at this time. MEAP could be made to populate these fields but we aren't sure if the information would be useful.

3.1.6. Workflow

Set the workflow to the phase the project is currently in. See Workflows for more information.

3.2. Categories and Items

Once the project information is complete in the *Project Summary* page, click on the `Categories and Items` link in the top navigation menu.

3.2.1. General

This tab is the same tab as the **Project Summary › General** tab.

3.2.2. Categories

New categories can be added by clicking the `New` button in the categories tab. Multiple categories can be added to a single project.

> ## Why multiple categories?
>
> Although the typical project will only have one category, multiple categories can be used for any purpose the estimator sees fit. To name a few:

- On multiple location contracts, separate categories could be used for each location.

- For joint *Project Development* and *Bridge Design projects* separate categories can be used for the road and bridge designer's estimate.

- For complex projects, the estimate could be split into categories per discipline, arbitrary segments, etc.

Multiple categories can be combined into sections in the Proposal.

Table 5. Categories Tab Fields

Field Name	Description
Category ID ✶	A unique identifier for the category. Typically a number (like `0001`).
Category Description ✶	A brief description of what the category is for (like `Contractor Items`).
Combine Like Categories	If checked, the category will be combined with other categories in a section in the proposal.
Section Group	If more than one category has the same 'Section Group' and the 'Combine Like Categories' box is checked, they will be combined into the same proposal section.
Category Alternate Set & Member ID	These are for creating alternate categories. Alternate categories are useful for life cycle cost bid analysis. Not typically considered by DelDOT.
Work Classes and Categories	No one knows what these are useful for.

3.2.3. Category and Item Alternate Sets

Category alternate sets will not be discussed here but could be used by the Department. Item alternates have been used and are useful.

Why item alternates?

Item alternates are useful when the Department isn't sure which option is most cost effective. For example, will *steel pipe piles* or *prestressed concrete piles* be more economical? Instead of guessing, both options can be bid. In the case of piles, there are about four items that go into pile installation. In this case there would be two item alternate sets, one for each option, and the bidders would bid on all the options. The low bid would determine which option is used.

Table 6. Item Alternate Sets Tab Fields

Field Name	Description
Alt Set ID ✱	A unique identifier assigned to each set of items. Alternate sets can contain one or more items.
Description	A description of the set of items.
Project Items	Displays the number of items in the set.

3.2.4. Items

The items tab displays each item with all its properties. It is not the most user friendly interface for multiple item entry; use the Item Worksheet instead. However, some item properties are only available for edit in this tab and they are listed here for reference.

Table 7. Items Tab Fields

Field Name	Description
Item ID ✱	This is the item number from the Standard Specifications.
Category ID ✱	The category define in the Categories tab that the item should belong to.
Project Item Supp Description	Any notes or clarifications on the item can be added here. ⚠ This will be visible on the bid tab.
Quantity ✱	The number of units of the item that are required.
Price Lock Flag	If checked this setting prevents the `Generate Bid Based Pricing` process from changing the price. 💡 It is a good idea to turn this on for lump sum items and any items where the price will be set manually (try filtering all LS items and applying range fill on the Price Lock Flag).
Bid Requirement Code	This allows the price to be controlled in three ways. The price can be fixed or have a minimum or maximum allowable bid price. 💡 Use `Fixed` for items like Trainee or Traffic Officer.
Project Item Unit Price Comparison	This field is required for a minimum or maximum 'Bid Requirement Code'. The value entered here would be the minimum or maximum.
Non-Bid	Indicates that an item is part of the project but is not part of the bid. For example, a non-paid special provision.

| Field Name	Description
Combine With Like Items	If selected, indicates that the item can be combined with other items into a single proposal line item.
Item Alternate Set ID	The alternate set defined in the Item Alternate Sets tab that the item should belong to.
Alternate Member ID	Required if an `Alternate Set ID` is selected. A unique identifier for each item in the alternate set.

3.3. Item Worksheet

The *Item Worksheet* has a smaller set of fields compared to the **Categories and Items › Items** tab but all the typical item operations can be done from here much more efficiently. Refer to the Items section for descriptions of the column labels and Sort & Range Fill Tool section for information on the column actions.

New categories can be created from the *Item Worksheet* by clicking the project component action menu [▼] and selecting `Add New Category…`. This will open a pop-up window with only the required fields. Additional information would have to be input on the **Categories and Items › Categories** tab discussed in Categories.

3.3.1. Item Entry

There are three options for adding items to the worksheet:

- Click on the `New` button at the bottom of the page to add a new line.

- Click on a row action button [▼], then

  - click [🖒] to insert a row above the selected row, or

  - click [🗐] to copy a row and [🗗] to paste a row below the selected row.

- Click on the `Select Items…` button at the bottom of the page.

  1. Use the search bar to search for the desired items either by item number or item description and select the item(s).

     > **ℹ** To view the items selected at any time, click the `X items selected` to the right of the *Select Items* dialog.

  2. Repeat until all items are selected.

  3. Click `Add to Project` to add the selected items.

3.4. Item Pricing

Item prices can be entered manually

- in the **Categories & Items › Items tab**,

- on the Item Worksheet, or

- on the *Item Pricing* page.

Item prices can be assigned using the bid history

- on the Item Worksheet

  - by clicking **Row Action › Tasks › Price Item**, or

- on the *Item Pricing* page

  - for the **entire project** by clicking **Component action › Save and price all items**;

  - for an **entire category** by clicking **Category action › Save and price category**;

  - for **individual items** by clicking **Row Action › Price Item**.

> ⚠️ Remember to turn the price lock 🔒 on for item prices that you don't want to override when pricing all items.

3.4.1. Bid Histories

The bid history used by AASHTOWare is a 3-year history. It is common to encounter items that haven't been used within the last 3 years of bids. In these cases the estimator should use the additional bid histories available at `\\DOTFS01\groups\Transport\Price History` to estimate item prices.
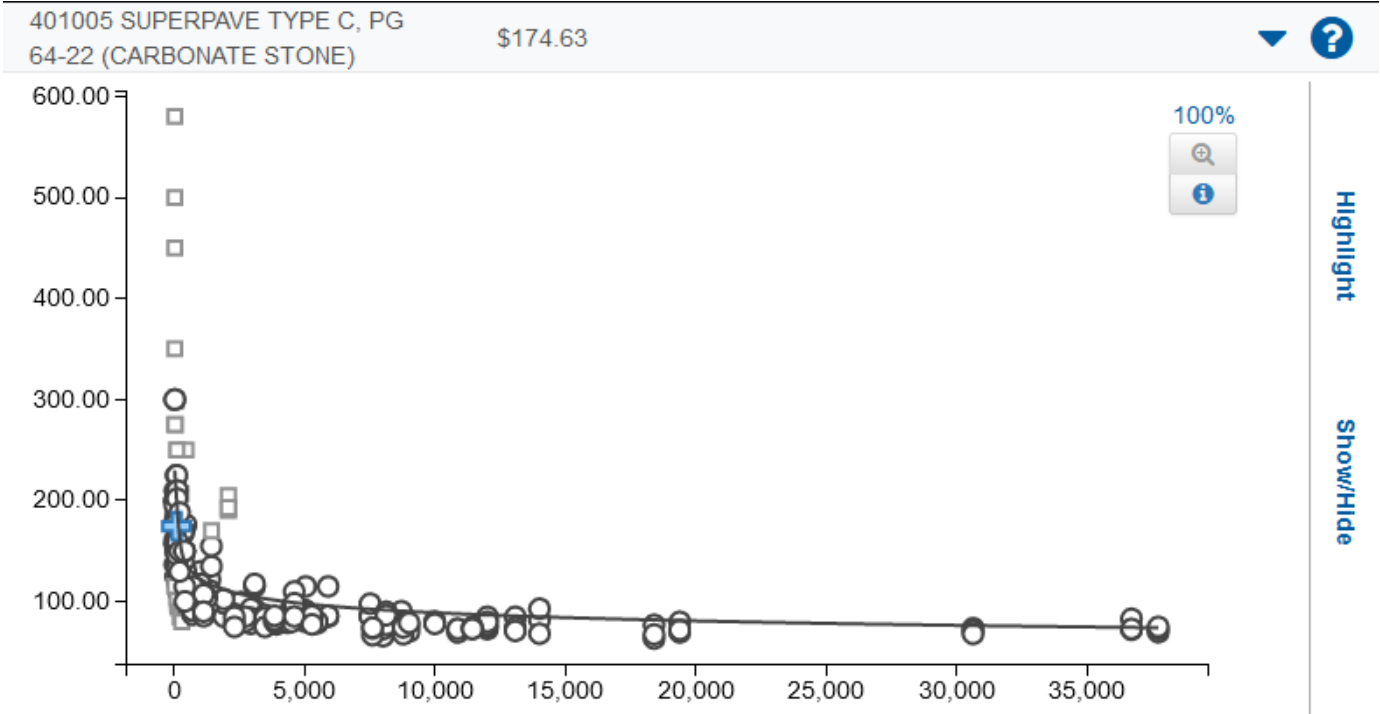
3.4.2. Price Scatter Plot

Figure 6. Example price scatterplot of for an asphalt item

Wherever the `Price Item` function is available, the `Open Scatter Plot` tool is also available. This opens a price vs quantity scatter plot of the bid history and gives a visual representation of the regression equation used to calculate the price. Further filtering can be done in order to reduce the number of points but DelDOT's project data isn't really set up to take full advantage of this feature.

3.5. Project Funding

Funding is assigned to the project by

1. creating a Fund Package,

2. adding Funds to the package, and

3. assigning items to a fund package.

Fund Package vs. Fund

Fund Package

A fund package groups multiple funding sources for one or more items in a project. It identifies a single grouping that contains complete funding allocations for items.

Fund

A fund is a source of funding to be used on the project.

⚠️ Don't forget to add funds to your fund package.

Why multiple Fund Packages?

Some examples:

- The state contractor is performing utility work that will be reimbursed by a utility company.

- A municipality or local government is participating in funding specific portions of the project.

- Federal funding only applies to a portion of the project.

3.5.1. Fund Package

To create a *Fund Package,* click the `New` button.

Table 8. Fund Package Overview Fields

Field Name	Description
Fund Package ✽	Name of the fund package. For single package projects, `Construction` is recommended
Description ✽	A description of the fund package. For single package projects, `Contractor Items` is recommended.
Project Level	I don't know what this does.
Default Contract Adjustment Indicator	I don't know what this does.
Funds	Shows the number of funds in the fund package. Click the number to add funds.

3.5.2. Funds

To add funds to a fund package, click the number in the package's `Funds` field to open the *Fund Package Summary* page. To add funds, click the `Select Funds⋯` button and select all funds that apply.

Table 9. Fund Package Summary Fields

Field Name	Description
Prior ✷	A number that determines when a fund is used if some funds have limited participation. Higher values indicate higher priority.
Type ✷	The type of funding (should default to the appropriate value).
Percentage	The percentage of work a fund will pay. ℹ️ When using federal aid funds, the 80/20, 90/10, etc. participation levels are not documented here.
Limit	The maximum amount that a fund will pay. Leave blank to indicate unlimited participation.

An unrealistic example

A project in the town of Laurel is incorporating some requests from the town and from DNREC. The town will contribute a lump sum of $50,000 to the project; DNREC will contribute 20% of the project cost, up to a maximum of $100,000 towards the project; DelDOT will cover the rest.

The *Fund Package Summary* would look like this:

Figure 7. Example fund package

- First, Laurel's $50,000 would be spent, then

- DelDOT would match 80% of DNREC's dollars until DNREC has spent $100,000, then

- DelDOT would cover the rest.

3.5.3. Assign Funding to Items

Once Fund Packages have been created, funding can be assigned to items on the *Project Funding Assignment* page by clicking on `Funding: Assign to Items` on the top menu.

Items are grouped into categories and, using the selection buttons [⊙], fund packages can be assigned to

- all project items
- all items in a category
- individual items

> 💡 Creating separate categories for each fund package isn't necessary but makes funding assignment and management easier. The categories can then be combined in the proposal section if desired.

3.6. Preliminary Project Detail Estimate

The *Preliminary Project Detail Estimate* report is available from most project pages by clicking the component action menu [▼] and selecting `Preliminary Project Detail Estimate`.

Clicking **Execute** from the *Generate Report* page will generate the default PDF report which will open in your browser. In general, the defaults should be used but the output options are available by clicking the ➜ (blue arrow) to advance to the next screen before clicking **Execute**.

> ℹ️ The `Final Project Detail Estimate` is for printing bid tabs once the project has been awarded and isn't really useful to project engineers.

3.7. Project Validation

Before proceeding to Developing a Proposal, the project should be validated to check for any errors. The validate tool is available from the *Project Summary* page. To validate the project, click on the project component action menu [▼] and select `Validate`. A new window will open with a message either validating the project or describing errors and warnings that have to be addressed.

4. Developing a Proposal

General process for creating an estimate:

1. Fill out the proposal information on the Proposal Summary page.

2. Generate sections and assign items on the Sections and Items page.

3. Validate the proposal.

4. Request the Spec Package before Semi-final Plans.

5. Request the [_bid_proposal] at Final Plans

4.1. Proposal Summary

4.1.1. General

Table 10. General Tab Fields

Field Name	Description	From P6
Proposal Description ✶	Contract Name	✔
Proposal Long Description ✶	Standard Specification Year	✔
Federal Project Number	Not required by the system but it is required for federal funded projects.	✔
Primary County	• For CTP projects, select the primary county the work will be taking place in. • For CTF projects, select the representative or senatorial district (uncommon).	✘

Primary District	The main section that will be administering the construction contract.
	
	• For projects administered by construction, select G1, G2, or G3.
	
	    ⓘ These values refer to *Group 1*, *Group 2*, and *Group 3*.
	
	• For projects administered by maintenance, select N1, N2, S1, or S2.
	
	    ⓘ These maintenance values are old and need to be updated but they refer to *North District*, *Canal District*, *Central District*, and *South District* respectively.
		✘

4.1.2. Projects

One or more projects can be added to a proposal. To add projects to the proposal, click the [`Select Projects···`] button and search for the project in the search bar or click `Show first 10` and select the project(s).

> 🔆 Once a project is added, use the hyperlinked project number to quickly go to the project instead of going back to the <<_preconstruction_dashboard>> to search for it.

Why multiple projects on a proposal

Sometimes it can be advantageous to have the same contractor perform work on projects that are overlapping in scope. However, when projects are developed separately by different sections, it can become cumbersome to combine projects at latter stages of development, especially for consultant developed projects. Simply combining into a single proposal removes this friction.

Some examples:

- A pedestrian accessibility improvements project developed by Planning overlapping with a bridge replacement project.

- A stream restoration project to be added to a bridge replacement project.

- More examples?

4.1.3. Time

Time is to be filled out by the PS&E Coordinators when the timing statement is developed.

4.1.4. Special Provisions

Special Provisions are added by the *PS&E Coordinators* when the Spec Package is requested. For designers, this tab is read-only.

4.1.5. Workflow

Refer to the project Workflow section. When a project is added to a proposal their workflows be come linked and setting the workflow in one changes the other.

4.2. Sections and Items

From the *Sections and Items* page sections can be created and items assigned to them.

4.2.1. Automatic Section Generation

Sections can be generated automatically based on the Categories structure defined in the project. The *Section Group* field in the project category can be used to control how categories are combined into a section(s). To Auto-generate sections, click the component action menu and select `Auto generate sections`. Items will also automatically be assigned to the sections.

4.2.2. Manual Item Assignment

To add a new section click the `New` button.

Table 11. Proposal Sections Tab Fields

Field Name	Description
ID ✱	A unique identifier for the section. Typically a number (like `0001`).
Description ✱	A brief description of what the section is for (like `Contractor Items`).
Combine Like Categories	If checked, the category will be combined with other categories in a section in the proposal.

To add items to the sections:

1. Click the component action menu and select `Assign items to sections`.
2. Using the selection buttons [⊙], sections can be assigned to

   - all project items

   - all items in a *project* category

   - individual items

4.3. Proposal Validation

The validate tool is available from the *Proposal Summary* page. To validate the proposal, click on the proposal component action menu [▼] and select `Validate Proposal`. A new window will open with a message either validating the project and proposal or describing errors and warnings that have to be addressed.

> ℹ The *Validate Proposal* tool validates *both* the project and the proposal.

4.4. Spec Package

When the proposal is finished, set the *Workflow Phase* to `Generate Spec Package`. Send an email to daniel.macchione@delaware.gov requesting the spec package and include and modified special provisions with the request.

⚠ Remember to validate the proposal before setting the workflow to *Generate Spec Package.*

5. Bid Review

Once all bids have been opened, Contract Administration will set the workflow phase to *Bid Review*. Contract Administration will email the spreadsheet and PDF of the bid tabs to the project manager. The spreadsheet and PDF of the bids will be available in the proposal attachments.

To access the bid tab spreadsheet or PDF

- navigate to the Proposal Summary page,

- click the component actions menu [▼],

- click on `Attachments`, and

  🗎 click `TabulationsOfBidsXLS.xls` to download the excel file, or

  🗎 click `Preliminary Bid Tab Analysis.pdf` to download the PDF.

🛑 Currently, the *Bid Review* phase does not make the proposal available to the CE or PM assigned to the project. However, it does make the project available to the *Read Only Projects-Proposals* user role. So the only way to view the bid tabs is with the read only role. This is probably bad since bid tabs are supposed to be confidential until award.