



## Multiple or Split Awards from Solicitation or PR in C.Award

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### Definitions:

A **multiple award** is defined in C.Award as the awarding of some line items on a given RFP to one vendor and other line items on the same RFP to another vendor(s).

A **split award** is defined in C.Award as the awarding of one line item's quantities to more than one vendor. Multiple and split awards can be created for a new or open award function.

The outline which follows covers how to award a Purchase Request or a Solicitation which contains either multiple line items or a simple line item and how to create a multiple and/or split award.

### Award from Multiple Line Items to Multiple Vendors

**Step 1:** Award the solicitation or PR to the first Contractor.

**Step 2:** All line items will pull onto the first award.

**Step 3:** If the award will be made to multiple vendors for specific line items; then open each line item **not to be awarded** to Contractor A and on the Administration Tab, uncheck the box Fully Awarded as shown below.

A screenshot of a web form interface. It shows two rows of controls. The first row is labeled "Fully Awarded:" and has an unchecked checkbox. The second row is labeled "\* Funding Goal:" and has a dropdown menu with "Fully Funded" selected. A mouse cursor is pointing at the checkbox in the first row.

Fully Awarded:	<input type="checkbox"/>
* Funding Goal:	Fully Funded

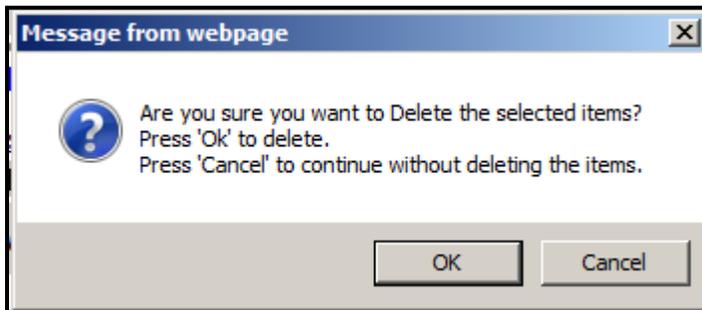
**Step 4:** When this has been done to each of the line items that are not being awarded to Contractor A, return to the award line item screen as shown below,

place a check mark in the check box adjacent to each line item and then click Delete from the menu.

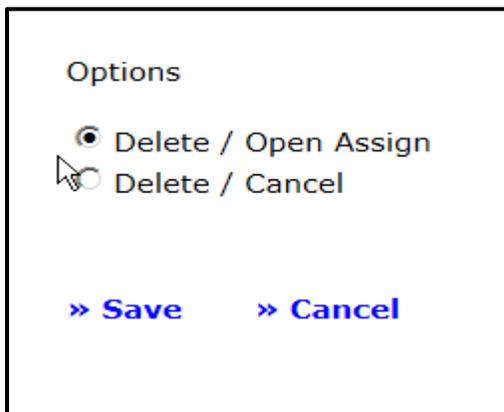
Mark	LI #	Description
<input type="checkbox"/>	0001	Computer Software...
<input checked="" type="checkbox"/>	0002	Computer Software...



**Step 5:** When Delete is clicked, the following pop-up will appear. The next screen will display the following.



**Step 6:** Make sure that the Delete Open Assign button is marked as shown, then click Save.



**Step 7:** Return to the worksheet and search for and open the Solicitation or PR document which was just awarded. The document will show as partially awarded.

**Step 8:** To Award to Contractor B, Return to the worksheet and search for and open the Solicitation or PR document just awarded.

**Step 9:** The document will show partially awarded. This is because certain line items have

already been awarded to Contractor A.

Solicitation Summary	
Admini	
Document Status:	Solicitation Issued
Procurement Status:	Partially Awarded
Issue Date:	03/28/2013
Offers Due Date:	03/29/2013 0300 MIL CT
Set Aside Type and Percent:	
FSC Code:	7030 (ADP SOFTWARE)

**Step 10:** From the solicitation summary, click on award.

**Step 11:** The line items which were marked not fully awarded will pull forward onto the second award.

**Step 12:** Proceed with awarding the remaining line items to contractor B.

When all line items have been awarded, the action is complete.

### **Award from a Single Line Item to Multiple Vendors**

If the line item is for multiple quantities, or even one lump sum, a partial award of the line item can be made to contractor A and the remaining quantity or un-awarded funds to contractor B.

If the line item is for a quantity of 1 with a lump sum, A portion of the funds can be awarded to Contractor A and the remaining funds from the PR awarded to contractor B.

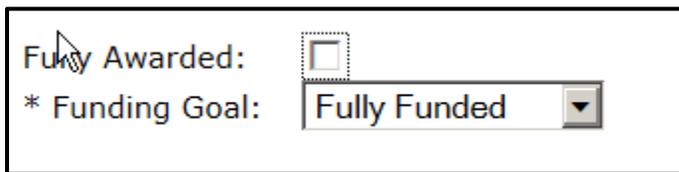
**Step 1:** Search for and open the Solicitation or PR document.

**Step 2:** Award the Solicitation or PR to the first Contractor.

**Step 3:** The Award will open on the Award Administration Section, Admin tab. Enter all required information on all tabs of the Award Administration section.

**Step 4:** Click on Line Items from the Award Summary Menu. The line item will pull onto the first award.

**Step 5:** Open the line item to be awarded to Contractor A and on the Administration Tab, uncheck the box Fully Awarded as shown below.



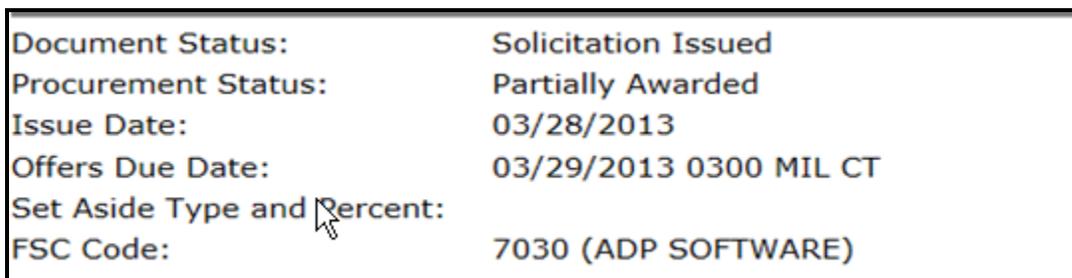
A screenshot of a web form. On the left, the text 'Fully Awarded:' is followed by an unchecked checkbox. Below it, the text '\* Funding Goal:' is followed by a dropdown menu with 'Fully Funded' selected. A mouse cursor is pointing at the checkbox.

**Step 6:** Click Apply and return to the Award Line Item screen.

**Step 7:** Return to the Award Summary screen.

**Step 8:** Complete award, verify totals, print award document, complete FPDS report, route award for review and approval.

**Step 9:** Return to the worksheet and search for and open the Solicitation or PR document just awarded. The Solicitation or PR document will show partially awarded. This is because the line item on the first award was un-checked as Fully Awarded.



A screenshot of a document summary table with two columns. The first column contains labels and the second column contains values. A mouse cursor is pointing at the 'Set Aside Type and Percent:' label.

Document Status:	Solicitation Issued
Procurement Status:	Partially Awarded
Issue Date:	03/28/2013
Offers Due Date:	03/29/2013 0300 MIL CT
Set Aside Type and Percent:	
FSC Code:	7030 (ADP SOFTWARE)

**Step 10:** From the document summary, click on award.

**Step 11:** The line item which was marked not fully awarded will pull forward onto the second award.

**Step 12:** Open the line item. The line item will show the original quantity or lump sum as on the first award.

If the line item was for multiple quantities to contractor A, then adjust The quantity on the line item to show the remaining quantity to be awarded.

If the line item was for 1 Each with a lump sum and you awarded half of the amount to contractor A, then adjust the cost to reflect the remaining un-awarded amount for the line item.

**Step 13:** Proceed with the award to Contractor B.

Upon completion of award of remaining quantity or sum to contractor B, the Solicitation or PR will show as full awarded.

For C.Request/C.Award help, contact Client Services:  
Phone: 301-444-3400 (Choose Option 1 for password resets or Option 3 for all other CSuite issues.)  
e-mail: [clientservices@noaa.gov](mailto:clientservices@noaa.gov)  
Hours: 7:00 a.m. - 5:00 p.m. ET, Monday – Friday

Revised C.Hughes 07/29/2013