

# AwardedBids.com

## How to build a Target Calendar

### Step 1: Searching

Go to [AwardedBids.com](https://AwardedBids.com) and log in.

If you are not taken directly to the AwardedBids search criteria, please click on the AwardedBids.com logo on your portal page.

Use the search criteria at the top of the page to setup your search and narrow down to your region and product types.

Make sure your Bid Type is set to Awarded, Archived is set to No, and Timeframe is set to None. You should not need to change any other search criteria unless you want to narrow down by state or product type.

You can select multiple states by holding down the Ctrl key and click on each state. If you do not select any states, the system will pull nationwide information.

Select the product types you're interested in on the right. Any categories in red can be clicked on to expand them and show more subcategories (like Cereal in the image below). Checking the top category in red will automatically include all subcategories beneath it.

Once you have your search criteria selected, click "Search" in the bottom right corner of the screen.

**Search Criteria:**

Saved Search: New Search	Keyword: 	<input type="checkbox"/> Bags <input type="checkbox"/> Bakery Products <input type="checkbox"/> Beverages & Mixes <input type="checkbox"/> Bowls <input type="checkbox"/> Boxes <input type="checkbox"/> Cereals <input type="checkbox"/> Cereal & Breakfast Bars <input type="checkbox"/> Cereal Mix <input type="checkbox"/> Cereal Snack <input checked="" type="checkbox"/> Cereal, Bowl Pack <input type="checkbox"/> Cereal, Bulk <input checked="" type="checkbox"/> Cereal, Cup <input checked="" type="checkbox"/> Cereal, Single Serve <input type="checkbox"/> Cereal, Unspecified <input type="checkbox"/> Cream of Wheat <input type="checkbox"/> Instant Breakfast <input type="checkbox"/> Oatmeal <input type="checkbox"/> Rolled Oats <input type="checkbox"/> Cleaning Products <input type="checkbox"/> Condiments <input type="checkbox"/> Containers
Bid Type: Awarded	Archived: No	
State(s): Alabama Alaska Arizona Arkansas California	Ship Type: Any Type	
Operator Type(s): College & University Cooperative School District	Award Type: Any Type	
Operator(s): Alameda County (AC) Cooperative Purche Alameda County Office of Education Alhambra Elementary SD #68 Alum Rock Union Elementary Alvord Unified School District	Vendor Type: Any Vendor Type	
	Timeframe: None	
	Bids Per Page: 5	
	Show All Items: No	

save search   reset   search

# AwardedBids.com

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### Step 2: Exporting

Your search results will come up below the search criteria on the page.

Once your search results appear, click the "Export Search Results" button below the search criteria on the left (circled in yellow on the below image). This will prompt the system to send you all of the information from your search in an Excel file to you via email.

You will get a pop-up box to let you know that your results have been exported and are being sent to you.

#### Search Criteria:

The screenshot shows the search criteria page with a pop-up notification from awardedbids.com. The pop-up text reads: "Your data export request has been successfully received. The creation of the report can take a few minutes to complete. Once this process has completed, the data file will be sent to: **elessig@interflex.net**. You can **close** this window, and continue with your search without affecting the export." The "export search results" button is circled in yellow. The search criteria include: Saved Search (New Search), Keyword (empty), Bid Type (Awarded), State(s) (Alabama, Alaska, Arizona, Arkansas, California), Operator Type(s) (College & University, Cooperative, School District), Operator(s) (Alameda County (AC) Cooperative Pur, Alameda County Office of Education, Alhambra Elementary SD #88, Alum Rock Union Elementary, Alvord Unified School District), Show All Items (No), and a list of product categories on the right (Bags, Bakery Products, Beverages & Mixes, Cereal & Breakfast Bars, Cereal Mix, Cereal Snack, Cereal, Bowl Pack, Cereal, Bulk, Cereal, Cup, Cereal, Single Serve, Cereal, Unspecified, Cream of Wheat, Instant Breakfast, Oatmeal, Rolled Oats, Cleaning Products, Condiments).

#### Search Results

1 - 5 of 86 > >>

Food & Commodities ( 548-13/14 ) show line items

1 historical bid found

Elk Grove Unified - CA

Questions / Suggestions / Problems

Issue Date: 02/07/2014

Bid Type: Awarded

Opening Date: 03/13/2014

Award Type: Line Item

Start Date: 07/01/2014

Ship Type: Distributor Shipment

End Date: 06/30/2015

Awarded Value: \$3,499,191

Bid Documents: **Addendum 1** , Bid Document , Bid Q & A , Bid Q & A , Bid Q & A ,

Archived: No

**Specifications**

# AwardedBids.com

## How to build a Target Calendar

### Step 3: Building the Target Calendar

You should receive an email from [awardedbids@interflex.net](mailto:awardedbids@interflex.net) with an Excel file attached.

Open this Excel file and follow the below steps to build your target calendar:

- Highlight everything in the spreadsheet by clicking the top left cell between A and 1. Once everything is highlighted, double click the vertical line between columns A and B to expand all of the information.
- While all of the information on the spreadsheet is still highlighted, go to the “Insert” tab at the top of your screen and choose “Pivot Table.” You will get a pop-up box that should automatically have your range of data selected and “New Worksheet” checked off. Click “Okay” in this pop-up box.
- You will be brought to a new worksheet where the Pivot Table has been started. On the right hand side of your screen you will see “Pivot Table Fields.”
- Drag and drop the columns listed at the top of the “Pivot Table Fields” into the appropriate areas below so that your “Pivot Table Fields” match the below:

PivotTable Fields

Choose fields to add to report:

- Bid Product
- Bid Product Code
- Bid Pack
- Bid Pack Number
- Bid Pack Size
- Bid Pack Unit
- Bid Qty
- Bid Unit

Drag fields between areas below:

**FILTERS**

Award Result

**COLUMNS**

**ROWS**

Issue Month

Operator

Population

States

Bid Title / Bid #

Opening Date

Start Date

End Date

**VALUES**

Count of Ext. Bid Cost

Defer Layout Update

UPDATE

- As you drag and drop, you will see fields being added to your pivot table on the left.

# AwardedBids.com

## How to build a Target Calendar

### Step 3: Building the Target Calendar

- Once you have all of your fields added to the pivot table, click on “Count of Ext. Bid Cost” in the bottom right corner” and then click on “Value Field Settings” in the menu that pops up. This will open a box where you should change the selection from “count” to “sum” (so Sum is highlighted in blue instead of Count” and then click “Ok” to close the box.
- Next, in your Pivot Table on the left, right-click on the cell that says “Operator” in row 4 and uncheck “Subtotal Operator” from the menu that pops up. Do the same thing for the columns labeled “Population,” “State,” “Bid Title / Bid #,” “Opening Date,” and “Start Date.”
- You can adjust the width of each column to make the Pivot Table easier to see by dragging the vertical lines between the columns at the top of the screen (e.g. the vertical line between E and F, OR by highlighting an entire column (by clicking on that column’s letter at the top) and then right clicking in the column and choosing “Column Width” from the menu that pops up. We recommend changing the column width to 50 as a starting point and adjusting from there as necessary.
- At the top of your spreadsheet, in cell B1, use the drop down menu to narrow the Award Result to only “won” or “split” line items by checking the box to “Select Multiple Items” and then unchecking “Lost,” “NA,” and “blank” from your selections. Click “Okay” to close the drop down menu.
- To finish your Target Calendar, right click in row 5 of column I (the first number under the heading “Total”) and select “Number Format” from the menu that pops up. This will open a box where you should change the selection from “General” to “Currency” and then click “Okay” to close the box.

You should now have a Target Calendar similar to the below, showing you a listing of operators, their bids, the dates associated with those bids, and their dollar value organized by month. Use this table of information to plan for the coming months. Be sure to save this file somewhere on your computer where you’ll be access it later.

If you have any questions or would like to walk through this process with an Interflex representative, please contact us at (800)293-2909 x228 or at [custserv@Interflex.net](mailto:custserv@Interflex.net).

	A	B	C	D	E	F	G	H	I
1	Award Result	(Multiple Items)							
2									
3	Sum of Ext. Bid								
4	Issue Month	Operator	Population	States	Bid Title / Bid #	Opening Date	Start Date	End Date	Total
5	FEBRUARY	Elk Grove Unified (CA)	52418	CA	Food & Commodities (548-13/14)	3/13/2014	7/1/2014	6/30/2015	\$192,953.40
6		Manteca Unified (CA)	21052	CA	Annual Nutrition SVC Products Bid (B1314-001)	3/21/2013	7/1/2013	6/30/2014	\$0.00
7		Partners in Nutrition Coop (PinCo) (CA)	181339	CA	Purchased Dry Cereal Products (07/12-13)	3/6/2012	7/1/2014	6/30/2015	\$0.00
8					Purchased Food Products Delivered Direct to PinCo Member Sites (	3/6/2012	7/1/2014	6/30/2015	\$415,326.00
9	FEBRUARY Total								\$608,279.40
10	MARCH	Alhambra Elementary SD #68 (AZ)	14608	AZ	Child Nutrition Food and Supply (N14-01-15)	4/24/2014	7/1/2014	7/14/2015	\$10,240.85
11		Aspin/Mohave Food Services Cooperative (AZ)	140343	AZ	Distribution of Food and Related Supplies (13C-0417)	4/17/2013	7/1/2013	6/30/2014	\$1,103,145.00
12		Cajon Valley Union Elementary (CA)	18653	CA	Food Staples, Dry Goods, & Frozen Foods (1399)	4/25/2014	7/1/2014	6/30/2015	\$94,344.70
13		Imperial County School Food Service Cooperative (CA)	25975	CA	Imperial County Co-op Bid 2014-2015	4/16/2014	7/1/2014	6/30/2015	\$113,373.00
14		San Diego Unified (CA)	140753	CA	Frozen Foods and Groceries (GD-14-0046-26)	4/11/2013	7/1/2014	6/30/2015	\$247,860.00
15		San Joaquin Valley Purchasing Cooperative (CA)	(blank)	CA	Frozen/Canned Food & Paper Supplies (2013-2014)	4/29/2013	7/1/2013	6/30/2014	\$90,609.78
16		Stockton City Unified (CA)	39421	CA	Canned, Dry & Frozen Foods (834)	4/3/2014	7/1/2014	6/30/2015	\$243,025.00
17	MARCH Total								\$1,902,598.33
18	APRIL	Alameda County (AC) Cooperative Purchasing Group (CA)	(blank)	CA	Child Nutrition - Bread, Dairy, Grocery, Non-Food Supplies (2014-2)	5/22/2014	8/1/2014	7/31/2015	\$38,460.77
19		Alvord Unified School District (CA)	19122	CA	Snack Items Bid (CN-2011-03)	5/11/2011	7/1/2013	6/30/2014	\$54,165.70
20		Bay Area School Nutrition Cooperative (BASNC) (CA)	(blank)	CA	Food and Nutrition Products, Paper Supplies and Delivery Service E	4/22/2014	7/1/2014	6/30/2015	\$262,511.44
21		Bellflower Unified (CA)	15421	CA	Dry Goods and Staples (1011-04)	5/2/2011	7/1/2013	6/30/2014	\$32,185.90
22		Capistrano Unified (CA)	48608	CA	Grocery, Snack and Beverage Products (1415-06)	5/13/2014	7/1/2014	6/30/2015	\$22,131.16