The Manual Bid Process by Trevor Payne & Kelsey Crosbie

The bidding process has evolved through the years, and like the old saying goes "What's old is new again." We are back to doing manual bid cards. There was a time not so long ago (think 2020 and previous), where 99% of our bids were being done electronically. We would log onto LiteBlue, go to e-bidding and hope for the best (where probably less the 1% of bids would need to be placed manually). Those days seems to be gone, like noon express mail.

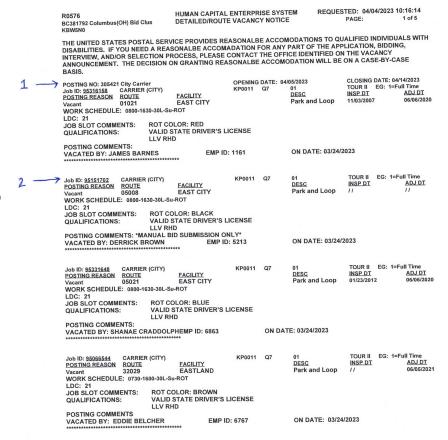
Today, however we have problems logging onto LiteBlue and an increasing amount of bids needing to be done manually. The manual process can be confusing. I did my first manual bid in 2016 with over 20 years of service. Today, each bid sheet has at least one manual bid listed. Kelsey and I are here to make the manual bid process painless and easy.

Kelsey has created a "manual bid card" cheat sheet. Just fill in the corresponding boxes with the sample information and you'll be golden. Kelsey has already seen where wrong information from management was given to a prospective bidder which would've resulted in the bid being invalid.

To start off, let's look at the first page of the most recent bids.

Arrow #1 – this is the Posting number. This is printed on ONLY the first page of the bids. Don't confuse this with the Job ID.

Arrow #2 – this is the Job ID. This is the numerical identifier for the route/T6 group that you're bidding on.



This is a manual bid card to bid on 1 (one) route. The top three boxes are self-explanatory.

"Posting Number", enter the 6 digit number located on the bid sheet as shown in Arrow #1 above.

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OF BID POSTING - REFER	"JOB ID: " - REFER to ARROW # 2					
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"Seniority Date", You can get this from the branch website (<u>nalc-branch78.org</u>). Scroll to the bottom of the home page and look at either of the relevant rosters. You can also get this from management at your office.

"Position Number, Route Number or Position Title", enter the Job ID as shown in Arrow #2 above.

"Location", enter the name of the station that you are bidding TO.

"Choice Number", will always be 1 (one), since you're bidding on a single route/T6.

"Present Assignment", your current route number (last 2 digits of zip code followed by 2 digit route number).

"Craft", enter City Carrier.

"Position Title", enter City Carrier or T6.

"Level", enter Q1 or if a T6 then it would be Q2.

"Pay Location", enter the name of your station.

Make sure to sign and date the form.

The steps for bidding on multiple routes are pretty much the same with only minor differences.

"Position Title" is your CURRENT position (unlike a single bid where it's the Job ID of the assignment you're bidding on).

As you can see here, you will then list the choice of bids in order of preference. Your most desired route would be choice #1, then #2, #3, etc...

You don't however need to bid on every route on the bid sheet, only on the routes you want a shot at.

That's pretty much it. As always, make sure to sign and date the form.

You have multiple ways to submit the forms. I would suggest going to the union hall to have it faxed with a confirmation receipt. Management can also scan the form and email it to Joy'Ell Sims. Once again, make sure your get a confirmation that it was sent. Keep a copy of all relevant paperwork in case something happens (junior carrier was awarded the bid for example).

Lastly, you can get either of the manual bid cards from the branch website at nalc-branch78.org

Good Luck! May the odds be ever in your favor!

<u>UNITED STΔTES</u> POSTΔL SERVICE ⊗		Preferred Assignment Multiple Bid Card						
		Personal Information						
Name (Print or type name Last, First, and MI) Posting Number: Notice Number LD 16 IT # OT TEP OF FIRST PACE OF BID POSTING REFERE TO ARROW # 1			Employee Identification Number (Located on pay stub) Seniority Date					
							KEFER TO MICEOU	
Craft				Pay Location				
CITY CARRIER				CURRENT STATION				
Position Title				Route Number (Carrier)				
CITY CARRIER OR TO				CURRENT ROUTE #				
Position Number	Choice	Position Number		Choice	Position Number			
1 LIST JOB ID #'s IN	16			31				
2 ORDER OF BID	17			32				
3 PREFERENCE	18			33				
4	19			34				
5	20			35				
6	21			36				
7	22			37				
8	23	26		38				
9	24			39				
10	25			40				
11	26			41				
12	27			42				
13	28			43				
14	29			44				
15	30			45				
Applicant's Signature (See Reverse for Privacy Act Statement)			Date Submitted (MM/DD/YYYY)					