



Boston Government Services, LLC

HHG Tender Updates Work Aid

BGS-WA-09-SQAP-03

Revision 0

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12/21/15

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Revision History

Rev. #	By	Changes
0	Tim Olvey	New Work Aid



HHG Tender Updates Work Aid

This work aid outlines the process to update HHG rates when new rates are negotiated and approved. Typically the rates are valid for one calendar year but rates may be extended based on the tender specifications.

1. **Clone** the current year HHG Rating Tool screen to **create** a new year HHG Rating Tool screen.
2. **Create** new year navigation elements.
3. **Clone** the current year HHG Tender screen to **create** a new year HHG Tender screen.
4. **Add** the newest year Tender documents to the top.
5. **Create** new year navigation elements.
6. **Create** a test plan to test rates for random origin/destination zip codes and weight for each carrier. **Verify** the expected results. Follow the BGS-SQ-01 Software Change Request procedure.