



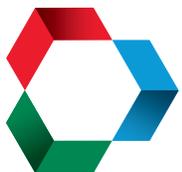
**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

## **Vendor Registration and Training**

---

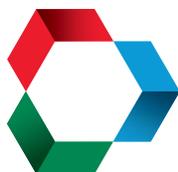
**Bid Express Registration Guide  
Bid Express Vendor Guide**

**February 2015**



**Info Tech**<sup>™</sup>  
*INNOVATION AT WORK*

Prepared By



# Info Tech™

*INNOVATION AT WORK*

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: [www.infotechfl.com](http://www.infotechfl.com)

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

## **Contact Bid Express**

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By email:

Support: [support@bidexpress.com](mailto:support@bidexpress.com)

By phone:

Toll free phone: (888) 352-BIDX (2439)

and select Option 3

By Fax:

Fax: (888) 971-4191

Bid Express and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2015, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

# Contents

---

## Bid Express Registration Guide

<b>1. Bid Express Registration and Setup</b> .....	<b>1-1</b>
1.1 System Requirements .....	1-1
1.2 Registering for a Bid Express Account .....	1-2
1.3 Account Activation.....	1-4
1.3.1 Manager Account Activation .....	1-4
1.3.2 User Account Activation.....	1-4
1.4 Employees .....	1-5
1.4.1 Manage Employees .....	1-6
<b>2. My Account Page Updates</b> .....	<b>2-1</b>
2.1 Change Your Contact Information .....	2-1
2.2 Change Your Email Address, Password, or Security Information .....	2-2
2.2.1 Change Password .....	2-2
2.2.2 Email Address and Security Question .....	2-3
2.3 Update Business Logo.....	2-3
<b>3. Info Tech Digital ID Page</b> .....	<b>3-1</b>
3.1 Info Tech Express Sign Tool.....	3-1
3.2 Info Tech Digital ID .....	3-2
<b>4. My Business Tab</b> .....	<b>4-1</b>
4.1 NIGP Codes.....	4-1
4.1.1 Add Codes.....	4-2
4.1.2 Delete Codes .....	4-2
4.2 Users .....	4-2

# Bid Express Vendor's Guide

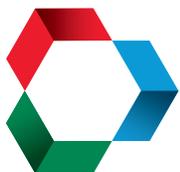
<b>5. Introduction.....</b>	<b>5-1</b>
5.1 Understanding the Bid Express Service .....	5-1
5.2 The Help Button .....	5-2
5.3 Documentation Conventions .....	5-2
<b>6. Solicitations.....</b>	<b>6-1</b>
6.1 Sorting and Searching.....	6-2
6.2 Enabling Agency Notifications .....	6-3
6.2.1 Owner-agency Notifications .....	6-3
6.2.2 Solicitation Notifications .....	6-4
6.3 Bidding .....	6-4
<b>7. Entering Bids.....</b>	<b>7-1</b>
7.1 The Bids Tab .....	7-1
7.2 Bid Components .....	7-2
7.3 Save and Check Bid.....	7-4
7.4 Submitting the Bid.....	7-5
<b>8. Withdrawals, Amendments, and Resubmitting Bids.....</b>	<b>8-1</b>
<b>9. Apparent Bids .....</b>	<b>9-1</b>
9.1 Apparent Bids .....	9-1
9.2 View Bid Tab Reports .....	9-2
<b>10. Logging Out of the Bid Express System .....</b>	<b>10-1</b>



**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

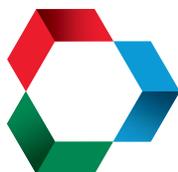
## **Bid Express Vendor Registration Guide**

**February 2015**



**Info Tech**<sup>™</sup>  
*INNOVATION AT WORK*

Prepared By



# Info Tech™

*INNOVATION AT WORK*

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: [www.infotechfl.com](http://www.infotechfl.com)

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

## **Contact Bid Express**

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By email:

Support: [support@bidexpress.com](mailto:support@bidexpress.com)

By phone:

Toll free phone: (888) 352-BIDX (2439)

and select Option 3

By Fax:

Fax: (888) 971-4191

Bid Express and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2015, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

# Contents

---

- 1. Bid Express Registration and Setup..... 1-1**
  - 1.1 System Requirements ..... 1-1
  - 1.2 Registering for a Bid Express Account ..... 1-2
  - 1.3 Account Activation..... 1-4
    - 1.3.1 Manager Account Activation ..... 1-4
    - 1.3.2 User Account Activation..... 1-4
  - 1.4 Employees ..... 1-5
    - 1.4.1 Manage Employees ..... 1-6
  
- 2. My Account Page Updates ..... 2-1**
  - 2.1 Change Your Contact Information ..... 2-1
  - 2.2 Change Your Email Address, Password, or Security Information ..... 2-2
    - 2.2.1 Change Password ..... 2-2
    - 2.2.2 Email Address and Security Question ..... 2-3
  - 2.3 Update Business Logo ..... 2-3
  
- 3. Info Tech Digital ID Page..... 3-1**
  - 3.1 Info Tech Express Sign Tool..... 3-1
  - 3.2 Info Tech Digital ID ..... 3-2
  
- 4. My Business Tab ..... 4-1**
  - 4.1 NIGP Codes..... 4-1
    - 4.1.1 Add Codes..... 4-2
    - 4.1.2 Delete Codes ..... 4-2
  - 4.2 Users ..... 4-2

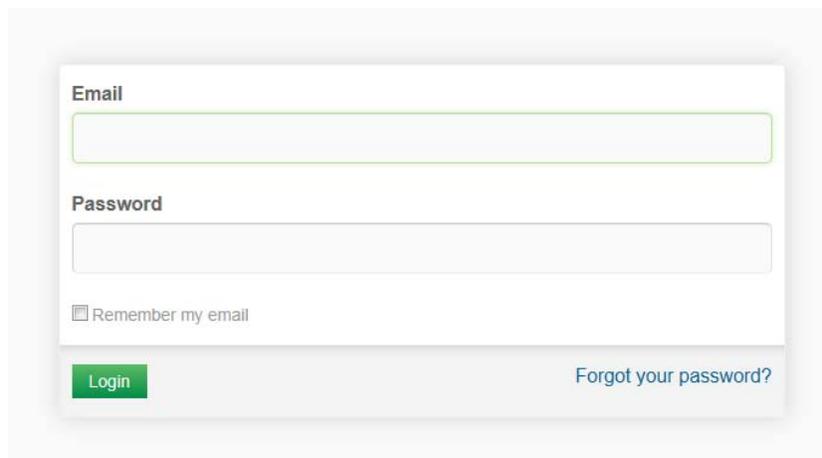


# 1. Bid Express Registration and Setup

---

Welcome to the Bid Express<sup>®</sup> service. This document is for owner-agency managers and users who have already been established and received the email containing the registration link from the Bid Express customer support team.

If you have any questions about the manager or user roles or the registration email, please contact customer support at 888-352-BIDX (2439) and select option 3.



The image shows a login form with the following elements:

- An "Email" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "Remember my email".
- A green "Login" button.
- A blue link labeled "Forgot your password?".

Figure 1-1. Bid Express Page

## 1.1 System Requirements

In order for the Bid Express system to function properly:

- You must use Internet Explorer 11 with the 32-bit setting enabled or a 32-bit version of Internet Explorer 8, 9, or 10.
- ActiveX functionality should not be disabled in your browser settings.

- Once you successfully complete your registration, you will be prompted to install the Bid Express Sign Tool and generate an Info Tech Digital ID™.

## 1.2 Registering for a Bid Express Account

Use this method if you are the first person from your business to register for a Bid Express account. For instructions on registering if you were sent an invitation email, please see Section 1.3.2.

This Bid Express service is a different system than the Bid Express service that uses the Expedite Bid software. Please be sure you are signing up for the correct one. If you need help, please contact customer support at [support@bidexpress.com](mailto:support@bidexpress.com).

Follow these instructions to register for a Bid Express account:

1. Click **Register** on the Bid Express page. The Bid Express service takes you to the Registration page.

Figure 1-2. Registration Page

2. Enter your first name in the First name field of the My Info section.
3. Enter your last name in the Last name field.
4. Enter your valid email address in the Email field. This is the email address to which the Bid Express service will send notifications and messages.
5. Re-enter your email address in the Email Confirmation field.
6. Enter a password in the Password field. The password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol.

7. Re-enter the password in the Confirm your password field.
8. Select a security question from the Questions list.
9. Answer the security question in the Answer field. This answer is case-sensitive.
10. Enter your business name in the Name field of the My Business section.
11. Enter your business's phone number and address in the proper fields.
12. Read the Privacy Policy, the Terms of Use, and the DMCA Policy by selecting the links at the bottom of the page.
13. Click the X in the title bar of the policies when you are finished to return to the Registration page.
14. Select the check box to indicate you have read and agree to the Privacy Policy, the Terms of Use, and the DMCA Policy.
15. Click REGISTER.

The Bid Express service gathers your information and sends an activation email to the entered email address. You must click the link in the email in order to activate your account.

 **Note:** If you do not see this message, please check your Spam folder.

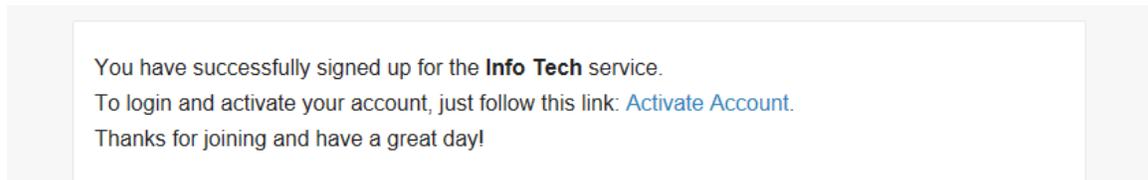


Figure 1-3. Account Activation Email

Once you click the link in the email, the Activate Account page opens.

A screenshot of a web page titled "Account Activation". The page content includes: "Welcome Gloria. To activate your new Info Tech account, please enter your password below." Below this is a label "\* Password" followed by a text input field. At the bottom left of the form area is a blue button labeled "Activate".

Figure 1-4. Account Activation

Enter the password you used on the registration page in the Password field and click ACTIVATE. The Bid Express service displays the My Account page.

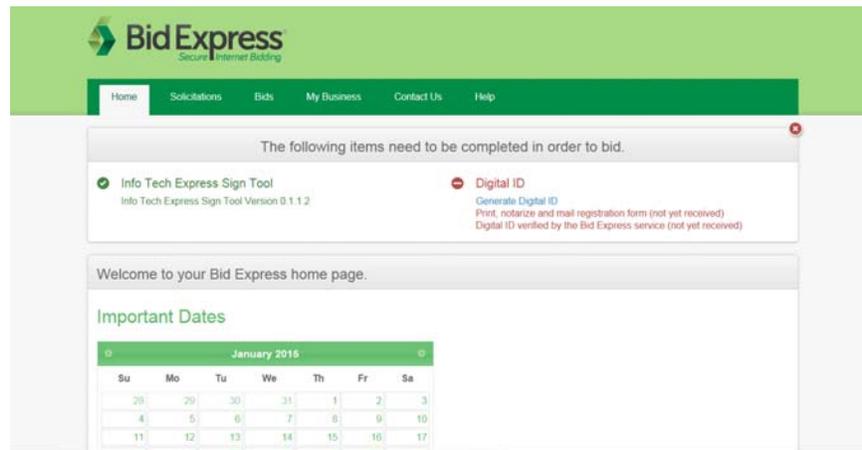


Figure 1-5. Bid Express Home Page

## 1.3 Account Activation

If you are the first person to have an account from your business, you are automatically assigned the role of manager. This allows you to invite other employees to use the account and assign them access roles, such as manager or user.

If you were sent an invitation, you will be assigned the role of user. Your role can be adjusted by the manager.

You may have a separate role assigned on the Bid Express site.

### 1.3.1 Manager Account Activation

Once you complete your registration by clicking on the link sent in your email, the Account Activation page opens.

### 1.3.2 User Account Activation

When a manager invites you to join the agency, you will receive an email with a link to create an account. Click the link. The Account Activation page opens.

Figure 1-6. User Account Activation Page

Complete the fields on the registration form. All fields are required.

1. Enter your first name in the First name field.
2. Enter your last name in the Last name field.
3. Enter a password in the Password field. The password must be at least eight characters and contain one uppercase letter, one lowercase letter, one symbol, and one number.
4. Re-enter the password in the Password Confirmation field.
5. Select a security question from the Question drop down list. This question is used to verify your identity in case you forget your password.
6. Enter the answer to your security question. This answer is case sensitive.
7. Read the Privacy Policy, Terms of Use, and DMCA Policy, then select the check box indicating you have read them.
8. Click ACTIVATE.

The Bid Express service takes you to the My Account page.

## 1.4 Employees

The Employees section of the My Account page lists all the employees of the business, their contact information, and their assigned roles.

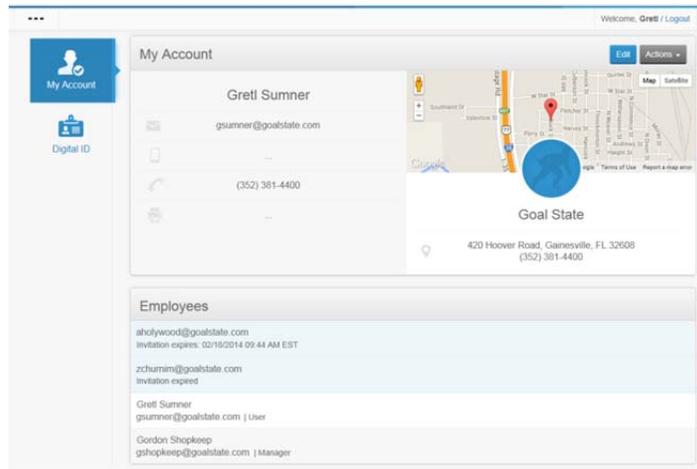


Figure 1-7. My Account Page

### 1.4.1 Manage Employees

If you are a manager, you can invite other employees to join your agency and change their roles, and remove employees from your agency.

To invite a new user, enter the employee's email address in the open field and click INVITE EMPLOYEE. The service sends an email invitation to the email address entered.

- 📄 **Note:** Instructions for registering for an account via an email invitation are in Section 1.3.2.

You can rescind an invitation by clicking REMOVE.

You will receive an email once an invitation has been accepted and the employee completes the account registration and status buttons will display for the employee on the My Account page.

**Remove** Rescinds the invitation if the employee has not yet responded, or removes the employee from accessing the service as part of your business.

**Change Role** Allows you to change roles for an employee to User or Manager. You cannot change your own role.

**Resend** The employee did not respond to the invitation before it expired. The service will send another email to the address listed.

These roles set here are not part of the Bid Express service. Please search the Bid Express online help for instructions on assigning roles in the Bid Express service.

## 2. My Account Page Updates

The My Account page allows you to update your account information, including your address and phone number, plus see the contact information and roles of other employees of your business. If you are a manager, you can also upload a business logo.

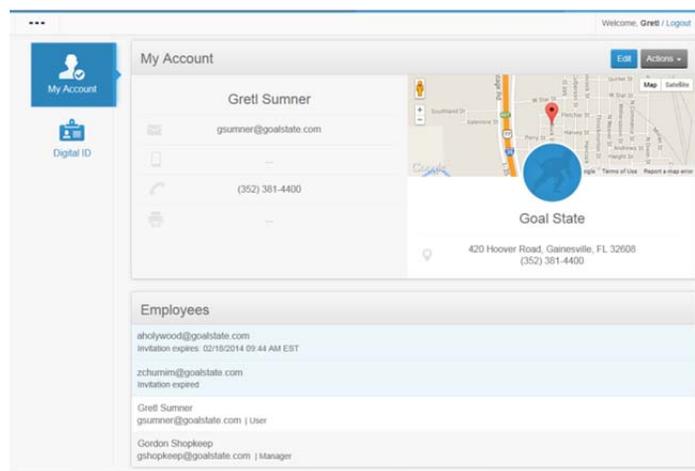


Figure 2-1. My Account Page

You can also update your e-mail, password, time zone, and challenge question.

### 2.1 Change Your Contact Information

You can change your first name, your last name, and your phone number for Info Tech services. If you are the manager, you can also change the business name and contact information.

If you currently have an Info Tech Digital ID and you update your first name, last name, or business name, you will be required to create a new ID. If there are additional team members as a part of your business and you change the business name, they will also need to create new IDs.

1. While on the My Account page, click EDIT in the top right corner. The Info Tech service opens your account information.
2. Change the information and click UPDATE. Any field marked with an asterisk is required.

The screenshot shows a web interface for 'My Account' with a sidebar on the left containing a 'My Account' link and an 'Info Tech® Digital ID™' icon. The main content area is titled 'My Account' and features a yellow warning banner at the top: 'By updating the First Name, Last Name or Business Name, you will be required to create a new Info Tech Digital ID.' Below the banner is a form with two columns of fields. The left column contains: First Name (Glenda), Last Name (Sugarbaker), Mobile ((555) 555-5555 x05), Phone ((888) 352-2439), Fax ((800) 800-8000 x05), and Time Zone ((GMT-05:00) Eastern Time (US & Canada)). The right column contains: Business Name, Town Agency, Business Phone ((888) 352-2439), Address1 (54 Tall Way), Address2, City (Gainesville), State (Florida), and Postal Code (32608). Fields marked with an asterisk (\*) are required. 'Update' and 'Cancel' buttons are in the top right corner.

Figure 2-2. My Account Updates

The Info Tech service updates your information and returns you to the My Account page.

## 2.2 Change Your Email Address, Password, or Security Information

You can change your email address, security challenge question, or password from the Actions menu. You will have to enter your password for each change you make to verify your account.

### 2.2.1 Change Password

1. While on the My Account page, click ACTIONS in the upper right corner.
2. Select **Change Password**.
3. Enter your new password in the New Password field.
4. Re-enter your new password in the New Password Confirm field.
5. Enter your current password in the Current Password field.
6. Click SAVE.

The Info Tech service updates your password information and returns you to the My Account page.

### **2.2.2 Email Address and Security Question**

You can also update your email address and security question.

1. While on the My Account page, click ACTIONS in the upper right corner.
2. Select what you want to change from the Actions menu.
3. Change the information and click SAVE.

### **2.3 Update Business Logo**

If you are the manager, you can load a company logo onto the My Account page. This logo will be seen by all your employees.

1. While on the My Account page, click the circle in the Google Maps.
2. Navigate to and select the picture file of your logo.
3. Click OPEN.

The Info Tech service uploads the photo. This may take a moment, depending on the size of the file.



### 3. Info Tech Digital ID Page

---

Before you can fully use the Bid Express service, you must register for an Info Tech Digital ID™ and have the Info Tech Express Sign Tool utility installed on your computer.

Select Info Tech® Digital ID™ from the side menu to see the My Info Tech Digital ID page.



Figure 3-1. Info Tech Digital ID Page

An Info Tech Digital ID is an electronic tool that allows users to digitally sign documents, such as bids or contracts, submitted via an Info Tech service. Digital IDs are used as part of a secure method of maintaining confidentiality and identity verification. You must have a Digital ID created and approved before using any feature that requires a digital signature, such as posting a letting solicitation or signing a contract document.

#### 3.1 Info Tech Express Sign Tool

If the Info Tech Express Sign Tool utility is not yet installed on your computer, you will see an informational message.

Click Install Sign Tool. Read the instructions, then click **DOWNLOAD**.

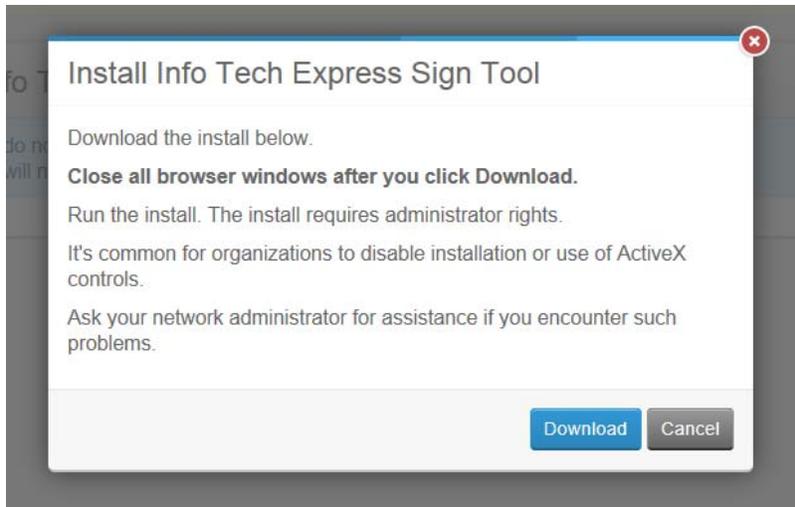


Figure 3-2. Info Tech Sign Tool Instructions

Follow the instructions to install the Sign Tool utility.

### 3.2 Info Tech Digital ID

Info Tech Digital IDs are used as part of a secure method of maintaining bid confidentiality and identity verification. You must have a Digital ID created and registered before advertising a solicitation.

For security purposes, your Digital ID is installed on your computer only. Bid Express servers do not have access to it and cannot recover it if your ID files get corrupted or if you forget the password of the back-up file. Back up your ID and use the backup if your computer gets corrupted or if you change computers. If this happens and you do not have a backup file, you will no longer be able to use that Digital ID and will have to go through the process of getting a new one.

Follow these steps to create a Digital ID, including creating a backup ID and printing the registration form. Do not create a Digital ID if you are waiting for approval on another Digital ID.

1. Select Info Tech<sup>®</sup> Digital ID<sup>™</sup> from the side menu if you are not already there.

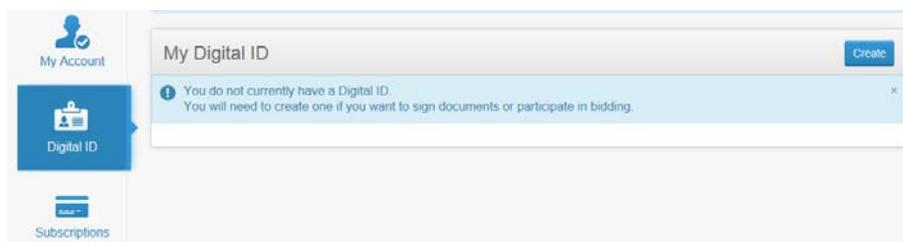


Figure 3-3. My Digital ID Page With No ID

2. Click CREATE. The Create Digital ID window opens.

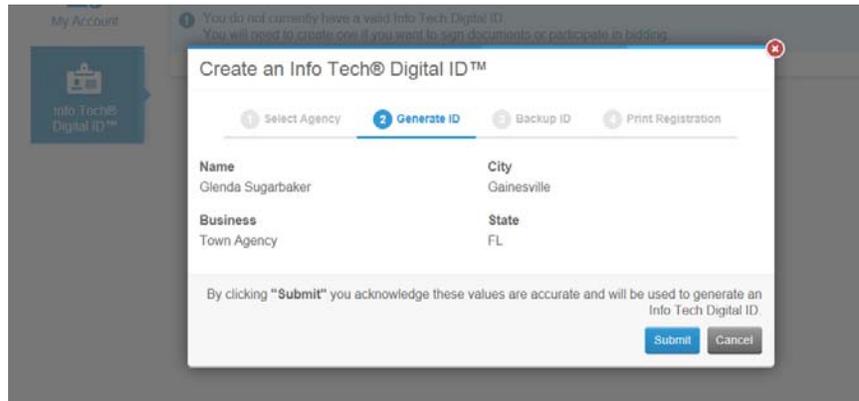


Figure 3-4. Create a Digital ID

3. Review your business information. If it is incorrect, click CANCEL and correct your information and try again. If it is correct, click SUBMIT. The service receives the public key of your Digital ID and displays its thumbprint. A thumbprint is an alphanumeric representation of your ID but cannot be used to get your ID.
4. Click BACKUP to create a backup of the private key of your Digital ID. The service does not keep a copy of your private key. If you switch computers or you experience data loss, you will not be able to advertise or submit bids with the Digital ID unless you have a backup.

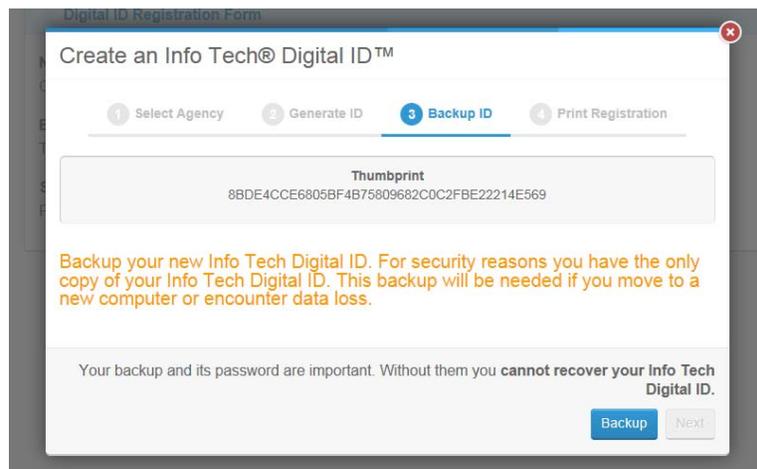


Figure 3-5. Backup ID

5. Enter a password for your backup Digital ID. It does not need to be the same as your account password. Do not forget your password. There is no way for the service to retrieve or reset this password.
6. Enter the password again in the Verify Password field.

7. Click OK. The Save As window opens so you can back up your ID.
  - 📄 **Note:** When you back up your Digital ID, it is a good idea to save it to an external media in case something happens to your computer.
  - 📄 If you wish to back up your ID to a CD, you must first save it to your computer and then burn it to a CD.
8. Navigate to the location of the media where you want your backup ID saved.
9. Enter the file name for your backup ID in the File name field or use the default name.
10. Click SAVE. The ID is saved and the Bid Express service returns you to the Digital ID Generation window.
11. Click NEXT.
12. Click PRINT and print the Digital ID Notary Form. Verify the information is correct.



Figure 3-6. Print Digital ID Registration Form

13. Close the Print window and click FINISH to return to the My Digital ID page.

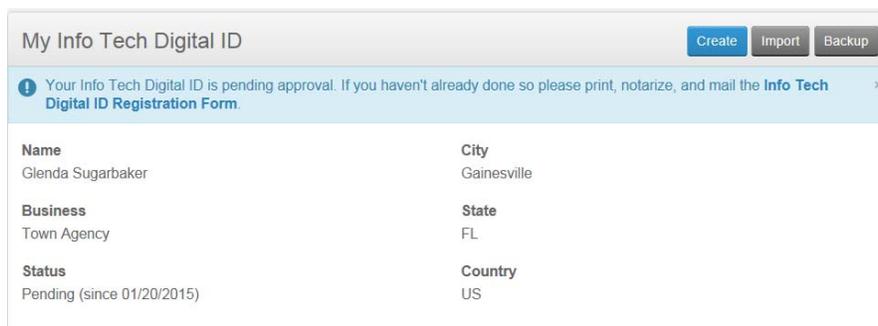


Figure 3-7. My Digital ID Page Awaiting Approval

You will receive an email with more information on what to do. Get the form notarized, then mail it to the address on the form. Once your Digital ID has been generated and the paperwork mailed, it needs to be approved by Info Tech administration. You will receive another email when your Digital ID is approved.



## 4. My Business Tab

The MY BUSINESS tab contains your Bid Express subscription information and a way to manage your National Institute of Governmental Purchasing (NIGP) codes

You will also see the names and roles of the people using the Bid Express service who added your company as their business. Only managers can change the roles of the users. It is recommended that every business have at least two managers.

The screenshot displays the 'My Business Tab' interface. It is divided into three main sections:

- Business Information:** Shows the company name 'Greco Construction', the Bid Express Number 'BUSINESS015', and the subscription details: 'Bid on any solicitation: Monthly payment of \$50.00'.
- Codes:** A section with a 'Manage Codes' button and a table with columns 'Code' and 'Description'. It currently shows '0 Codes'.
- Users:** A table listing users with columns 'Name', 'Email', and 'Role'. Two users are listed: George Smythe and Sablo Greco, both with the email 'gayle.shlafer+07@infotechfl.com'. The 'Role' column for George Smythe has a dropdown menu open, showing options: 'Manager' (selected), 'Bidder', and 'Executive Manager'.

Figure 4-1. My Account Tab

### 4.1 NIGP Codes

You can add National Institute of Governmental Purchasing (NIGP) codes to your business profile. You will receive an email if an agency posts a solicitation that includes your selected codes

### 4.1.1 Add Codes

1. Go to the MY BUSINESS tab if you are not already there.
2. Click MANAGE CODES in the Codes section. The Bid Express service displays the Manage Codes window.
3. Enter the code class in the Choose a class field or click the arrow to select the class from the list.
4. Enter a code in the Choose a code field or click in the field to select the code from the list.
5. Keep entering codes for the selected class until you are finished.
6. Click SAVE when all codes have been added.
7. Repeat the process to add more classes and codes.

The NIGP codes will be added to your business.

### 4.1.2 Delete Codes

1. Go to the MY BUSINESS tab if you are not already there.
2. Click the X for the code you wish to delete.
3. Click OK in the Delete Confirmation window

## 4.2 Users

As the manager of a Bid Express account, you have the ability to assign roles to members of your business. These roles are different than the roles assigned for account activation.



Figure 4-2. Approve or Deny a User

Each role has its own security and available accessibility throughout the Bid Express site.

#### Role

#### Abilities

#### Manager

Can send invitations to join the business, remove a member of the

business, assign roles, purchase subscriptions, edit business information, select a solicitation for bidding, create, edit, withdraw, or submit bids. This role must have a Digital ID.

**Bidder**

Can select a solicitation for bidding, create, edit, withdraw, or submit bids. This role must have a Digital ID.

**Executive  
Manager**

Has read-only access to everything, but cannot edit anything.

1. Click the MY BUSINESS tab if it is not already selected.
2. Scroll to the User section. Use the drop-down list to select the appropriate role for each employee.

 **Note:** If you created the business, you are automatically assigned the role of Manager. Your role cannot be changed unless it is by another manager. If you are invited to join the business, you are automatically assigned the role of bidder. The manager can change your role.



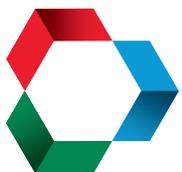


**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

## **Bid Express Vendor's Guide**

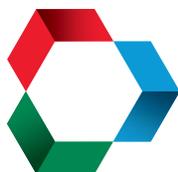
---

**February 2015**



**Info Tech**<sup>™</sup>  
*INNOVATION AT WORK*

Prepared By



# Info Tech™

*INNOVATION AT WORK*

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: [www.infotechfl.com](http://www.infotechfl.com)

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

## **Contact Bid Express**

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By email:

Support: [support@bidexpress.com](mailto:support@bidexpress.com)

By phone:

Toll free phone: (888) 352-BIDX (2439)

and select Option 3

By Fax:

Fax: (888) 971-4191

Bid Express and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2015, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

# Contents

---

<b>5. Introduction.....</b>	<b>5-1</b>
5.1 Understanding the Bid Express Service .....	5-1
5.2 The Help Button .....	5-2
5.3 Documentation Conventions .....	5-2
<b>6. Solicitations.....</b>	<b>6-1</b>
6.1 Sorting and Searching.....	6-2
6.2 Enabling Agency Notifications .....	6-3
6.2.1 Owner-agency Notifications .....	6-3
6.2.2 Solicitation Notifications .....	6-4
6.3 Bidding .....	6-4
<b>7. Entering Bids.....</b>	<b>7-1</b>
7.1 The Bids Tab .....	7-1
7.2 Bid Components .....	7-2
7.3 Save and Check Bid.....	7-4
7.4 Submitting the Bid.....	7-5
<b>8. Withdrawals, Amendments, and Resubmitting Bids.....</b>	<b>8-1</b>
<b>9. Apparent Bids .....</b>	<b>9-1</b>
9.1 Apparent Bids .....	9-1
9.2 View Bid Tab Reports .....	9-2
<b>10. Logging Out of the Bid Express System .....</b>	<b>10-1</b>



## 5. Introduction

---

Welcome to the Bid Express<sup>®</sup> service. Before using this guide, you should have already registered for an account, created or joined a business, determined your method of payment, and created an Info Tech Digital ID<sup>™</sup>. For help with these activities, please see the *Bid Express Registration Guide*.

Use the Bid Express service to submit bids and win jobs, eliminating the expense and hassle of paperwork and travel. The service does all computations where extensions are used and alerts vendors to omissions, addenda, and other requirements, producing virtually error-free bids.

The Bid Express service saves the time needed for preparing bids on paper and the travel time and expense involved in attending lettings and submitting bids in person.

### 5.1 Understanding the Bid Express Service

As a vendor, you can:

- Quickly search for opportunities from a variety of owner-agencies
- Prepare and send a sealed, secure Bid Express bid directly from your Internet browser
- Electronically verify bid bonds
- View bid-related documents online, including plans
- View apparent bid results as soon as they are posted

This information is provided to help you operate effectively and efficiently when using the Bid Express service.

## 5.2 The Help Button

Once you log in, the HELP button appears in the form of a question mark on a number of Bid Express pages. If you click on the question mark you will be brought to a help section for that particular page. When finished reading the help, you can keep it open and return to the Bid Express service or close it by clicking the X in the upper right corner.

## 5.3 Documentation Conventions

This guide uses different techniques to help you identify important information. Keys that you press and buttons that you click on to invoke an action are identified in small caps, for example, “press the ENTER key.” Tab names are also shown in small caps.

Menu choices and user entries (information you type in using the keyboard) are shown in **bolded text**.

Referenced publication titles and important terms are identified by *italics*.

-  **Note:** Important notes are indented from both the right and left margins and flagged with small note icons. Notes contain extra information that may help you work more efficiently or understand a process more fully.
-  **Caution:** Cautions look very similar to notes, but are flagged with an exclamation point icon. Read all cautions; they contain important information that should not be overlooked.

## 6. Solicitations

Before you can use the Bid Express service, you must log in. After you successfully log in, the Bid Express service returns you to the Bid Express home page.

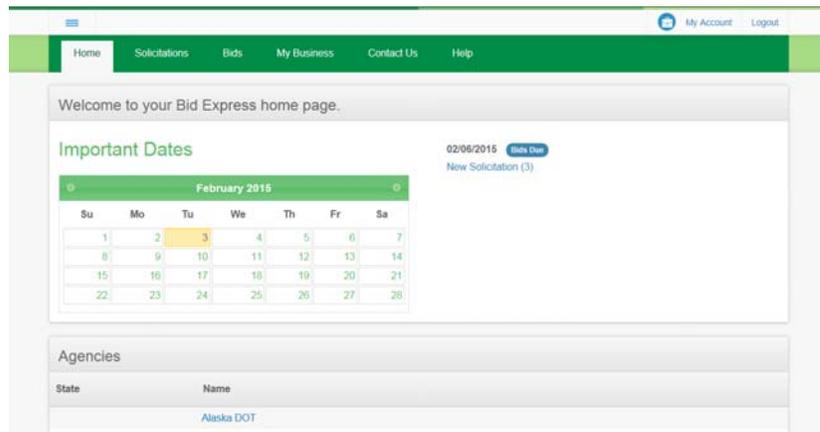


Figure 6-1. Agency Home Page

The vendor Home page includes a list of agencies that have registered with the Bid Express service. The list can be sorted by state or alphabetically. Click on an agency name to see the agency's general information.

The page displays a calendar. Once you select a solicitation for bidding, this page will highlight the date of the solicitations and list details for that date.

Click the SOLICITATIONS tab to view available solicitations.

### Exercise 6-1

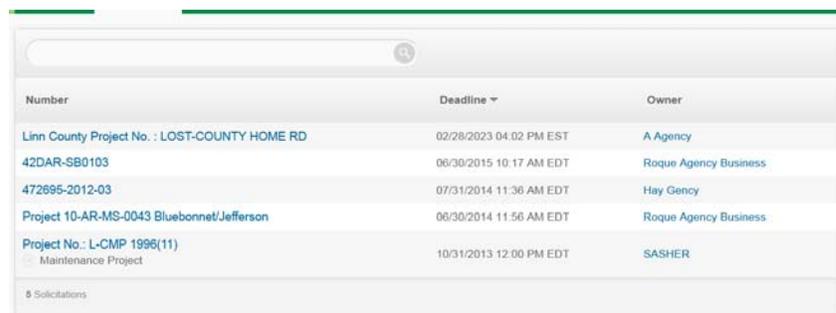
In the following exercise you will log on to the Bid Express service and access the SOLICITATIONS tab.

1. Go to <http://www.bidexpress.com>.

2. Click LOGIN.
3. In the Email field, type the email address you used when you registered for a Bid Express account.
4. In the Password field, type your password.
5. Click the LOG IN button.
6. Click the SOLICITATIONS tab.

## 6.1 Sorting and Searching

When owner-agencies advertise a solicitation, it displays on the Solicitations tab.



Number	Deadline	Owner
Linn County Project No.: LOST-COUNTY HOME RD	02/28/2023 04:02 PM EST	A Agency
42DAR-SB0103	06/30/2015 10:17 AM EDT	Roque Agency Business
472895-2012-03	07/31/2014 11:36 AM EDT	Hay Agency
Project 10-AR-MS-0043 Bluebonnet/Jefferson	06/30/2014 11:56 AM EDT	Roque Agency Business
Project No.: L-CMP 1996(11) Maintenance Project	10/31/2013 12:00 PM EDT	SASHER

Figure 6-2. Solicitations Tab

The solicitation number and description are displayed, as is the deadline and the name of the owner-agency that created the solicitation.

Solicitations can be sorted by the solicitation number, deadline, or owner-agency. In addition, you can use the search feature to find a particular solicitation or a solicitation that contains certain NIGP codes.

### Exercise 6-2

In the following exercise you will sort the solicitations by owner, number, and deadline and search by owner.

1. Log in to the Bid Express service.
2. Select the SOLICITATIONS tab.
3. Click Owner at the top of the list of solicitations to sort the solicitations by owner-agency.
4. Click Number at the top of the solicitation list.

5. Click [Deadline](#) at the top of the solicitation list.
6. Enter the name of an owner in the Search field and press ENTER.

## 6.2 Enabling Agency Notifications

When you are on the SOLICITATIONS tab, click a name in the Owner column to see owner-agency general information, standard documents used by that owner-agency, a list of upcoming solicitations, and a list of closed solicitations. The Bid Express service brings you to the Owner-agency public page.

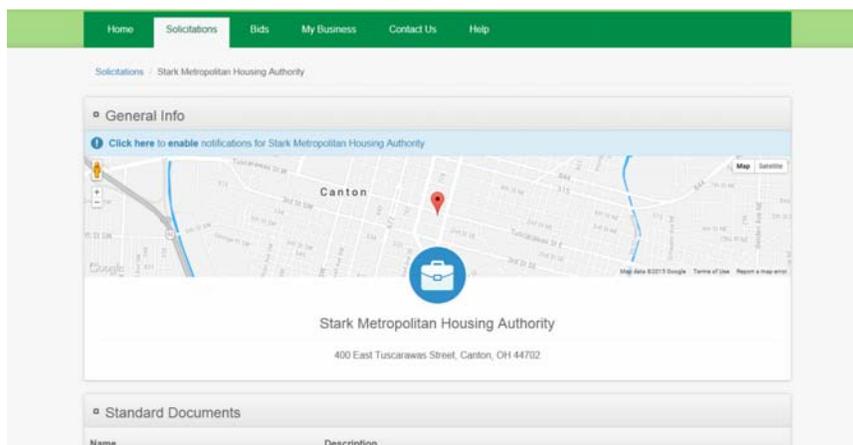


Figure 6-3. Owner-agency Public Home Page

If you have a monthly subscription, you can receive email notifications whenever the selected owner-agency advertises any solicitation. Only those in your business who have signed up for an owner-agency's notifications will receive them.

In addition, you are automatically signed up for notifications when you select a solicitation for bidding. Notifications are sent to you and the addresses of all approved members of your business regardless of your subscription type.

### 6.2.1 Owner-agency Notifications

Enable notifications to receive an email when the selected owner-agency advertises or withdraws a solicitation.

Select [Click here](#) to enable the notifications. The Bid Express service displays a notification message. You can subscribe to email notifications only if you have a monthly subscription to the Bid Express service. Click the SOLICITATIONS tab to go back.

To remove yourself from the notifications, click the owner-agency name on the Solicitations tab and select [Click here](#) to disable the notifications. Click the SOLICITATIONS tab to go back.

## 6.2.2 Solicitation Notifications

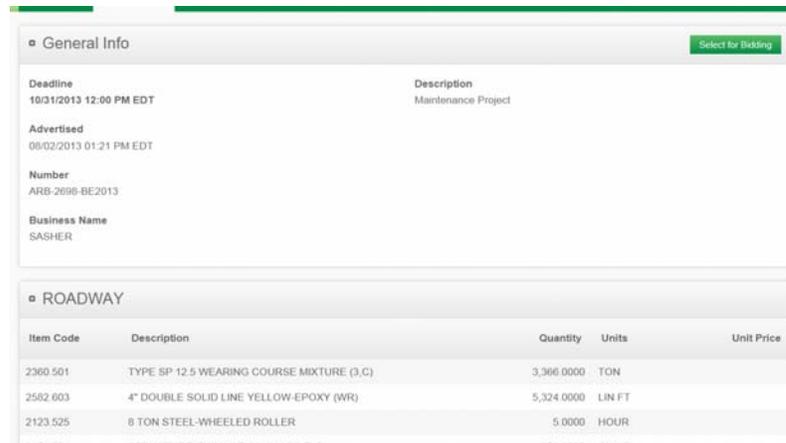
You are automatically signed up for notifications when you select a solicitation for bidding. Notifications are sent to you and the addresses of all approved members of your business. You will receive an email when:

- An addenda is issued
- A solicitation is withdrawn
- A withdrawn solicitation is re-advertised
- Your bid is submitted, withdrawn, or resubmitted
- Apparent bids are posted

If an owner-agency issues an addenda, re-advertises a solicitation, or posts the apparent bids, you can click the link provided in the email to access the information.

## 6.3 Bidding

Once you've decided on which solicitation to bid on, select that solicitation number from the list. The Bid Express service opens the solicitation details page.



The screenshot displays the 'Solicitation Details' page. At the top right, there is a green button labeled 'Select for Bidding'. The page is divided into two main sections: 'General Info' and 'ROADWAY'.

**General Info**

<b>Deadline</b>	10/31/2013 12:00 PM EDT	<b>Description</b>	Maintenance Project
<b>Advertised</b>	06/02/2013 01:21 PM EDT		
<b>Number</b>	ARB-2698-BE2013		
<b>Business Name</b>	SASHER		

**ROADWAY**

Item Code	Description	Quantity	Units	Unit Price
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	3,366.0000	TON	
2582.603	4" DOUBLE SOLID LINE YELLOW-EPOXY (WR)	5,324.0000	LIN FT	
2123.525	8 TON STEEL-WHEELED ROLLER	5.0000	HOUR	

Figure 6-4. Solicitation Details

Review the details of the solicitation. Once you decide you want to bid on it, click **SELECT FOR BIDDING**. From there, the solicitation moves from the **SOLICITATIONS** tab to the **BIDS** tab.

### Exercise 6-3

In the following exercise you will view the details of a solicitation and select it for bidding.

1. Log in to the Bid Express service if necessary.
2. Select the SOLICITATIONS tab.
3. Click the Number of the solicitation you chose for bidding.
4. Read the solicitation details, scrolling down the page as necessary.
5. When you are finished, click SELECT FOR BIDDING.



## 7. Entering Bids

---

When you are finished with this section, you should be able to:

- Open a solicitation
- Lock the solicitation header
- Enter unit prices and other bid components
- Save and close a draft of your bid
- Check the bid
- Submit the bid

### 7.1 The Bids Tab

Once you've selected the solicitation for bidding, the Bid Express service moves it from the SOLICITATIONS tab to the BIDS tab. From there, click the solicitation to start entering bid amounts.



Number	Deadline	Solicitation Owner	Paid	Status
ARB-2008-BE2013 Maintenance Project	10/31/2013 12:00 PM EDT	SASHER	<input checked="" type="checkbox"/>	New
651819-13ARS Maintenance Project	07/31/2013 02:30 PM EDT	SASHER	<input checked="" type="checkbox"/>	Opened at 08/02/2013 01:40 PM EDT

Figure 7-1. The Bids Tab

To start entering values in the solicitation, click the bid number. This opens the bid details where you can enter the amounts.

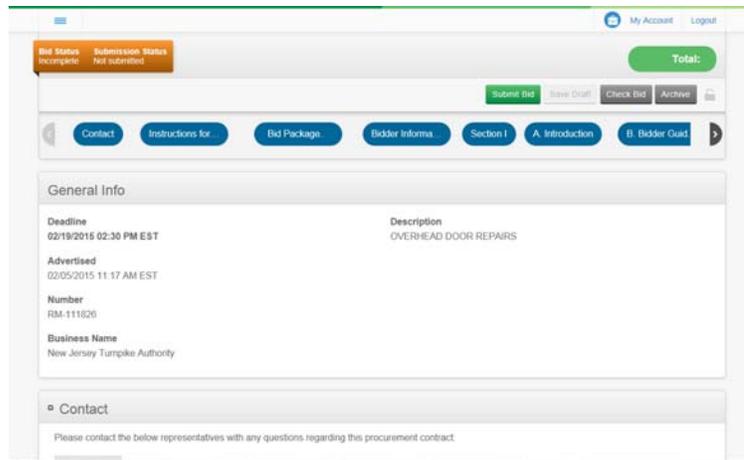


Figure 7-2. Bid Details

 **Note:** Your bid details may look different from the one pictured here.

### Exercise 7-1

In the following exercise you will open a solicitation so you can enter values for the bid components.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.

## 7.2 Bid Components

Once the solicitation has been opened, you need to enter values for each bid component. Enter bid amounts, answer any solicitation questions, and fill out any required forms.

Click the LOCK icon under the Total field to keep the solicitation header visible while scrolling through your bid.

You may see a green plus sign displayed for some grouped fields. This means the fields can be duplicated. For example, if you need to add information for three subcontractors, click the plus sign for the group to duplicate those fields and continue adding subcontractor information. You can duplicate the fields up to ten times. Each duplicated group is numbered sequentially starting at 1.

Delete a set of duplicated fields by clicking the red X for that group. You cannot delete the original group of fields.

The owner-agency may mark any component as optional or alternate. Such components have that indication in the section header. If a component is an alternate, then the owner-agency may award the component independently of the solicitation award.

You do not have to bid on optional components. If you do, you must enter values for every part of the component. Each field in an optional component must either have a value entered or the entire component must be completely empty.

If the item list has more than 30 items, the Bid Express service will paginate the items so your bid will take less time to load. Navigate to the different pages using the numbered pages under the list.



### **Exercise 7-2**

In the following exercise you will lock the solicitation header and enter values for the components in a solicitation.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click the LOCK icon under the Total field.
5. If any components are optional, decide if you wish to bid on them. If not, select the No Bid check box.
6. Click the component you wish to edit from the solicitation header.
7. For fields in an item list, click the field and enter the value.
8. For forms, you will either have to select an option from a drop down list or click in the field to enter the value.
9. Download any attachments and read them thoroughly.
10. Upload any required document or explain why you are exempt.
11. For fields in a bid bond, click the field and enter the value.
12. For any other component, you will most likely have to click in the field to enter a value or select a value from a drop-down list. The differences in fields depend on how the owner-agency creates the solicitation.

## 7.3 Save and Check Bid

Before you save a draft of your bid or submit it to the owner-agency, you can use the Check Bid function to ensure all required fields are filled in. The Bid Express service highlights missing information. If you have a paginated item list, the Bid Express service highlights the page with the missing information.

After you enter all the values, save your bid.

Item Code	Description	Quantity	Units	Unit Price *	Extension
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	3,366.0000	TON		
2582.603	4" DOUBLE SOLID LINE YELLOW-EPOXY (WR)	5,324.0000	LIN FT	\$10.00	\$53,240.00

Figure 7-3. Check Bid With Errors

When you save your bid, it is saved locally on your computer. If you switch computers, you will have to reenter the values of the bid.

Your bid has been saved locally on this computer.  
You can continue working on this bid on this computer only.  
If you move to another computer this bid will not be accessible, and you will have to reenter the bid.

**Bid Status** Complete    **Submission Status** Not submitted    **Total:** \$1,509.20000

Figure 7-4. Bid is Complete and Informational Messages

### Exercise 7-3

In the following exercise you will check your bid, fix any errors, and save your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Enter values for each component of the bid. Leave one required field empty.
5. Click CHECK BID.
6. Find the field highlighted in red and enter a value for that field.

7. Click SAVE DRAFT.

## 7.4 Submitting the Bid

Once your bid components are filled in and correct, it's time to submit your bid.

The Bid Submission status bar in the top left corner of your solicitation displays the current submission status of your bid, from not yet submitted to the date and time it was submitted, and if it was complete. The color of the submission status changes depending on what actions have been taken or need to be taken for bid submission.

### **Orange**

Your bid has not yet been submitted.

Your bid has been submitted, but the submitted bid has changed. This may mean the agency has changed the solicitation and issued an addenda, or that you changed the content typed into your solicitation, both of which require you to resubmit your bid.

If an addenda has been pushed to the solicitation and your business does not resubmit your bid with the changes, you risk being considered Non Responsive when the agency fetches your bid.

The last submission was incomplete, meaning all required fields were not filled in prior to submitting. Click CHECK BID to find the incomplete information.

### **Blue**

A completed bid has been submitted at the posted date and time. If someone else in your business also submits bids, this may not be the time you submitted the bid.

Click SUBMIT BID. If there are errors, such as an incomplete bid or the addenda hasn't been addressed, the Bid Express system displays a warning. If there are no errors, the Bid Express system displays a confirmation message.

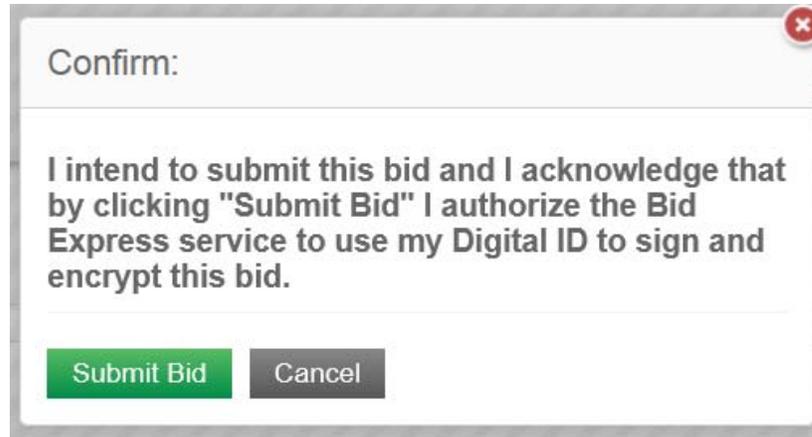


Figure 7-5. Submit Bid Confirmation

Click **SUBMIT BID** to submit the bid to the owner-agency. The Bid Express service also sends an email to you confirming your submission.



#### **Exercise 7-4**

In the following exercise you will submit your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click **SUBMIT BID**.
5. If the error message displays, click **NO**, fix the errors, and click **SUBMIT BID** again.
6. Click **SUBMIT BID** in the confirmation window.

## 8. Withdrawals, Amendments, and Resubmitting Bids

---

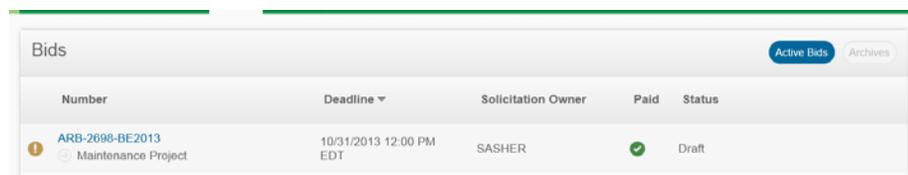
When you are finished with this section, you should be able to:

- Withdraw your bid
- Know when an amendment has been posted
- Apply the amendment to your bid or change your bid
- Resubmit your bid

You can change or withdraw your bid after it is submitted. The last bid submitted is the only one seen by the owner-agency. The owner-agency will not see your bid if it is withdrawn.

An owner-agency is able to update the solicitation any time before the bid deadline. When this happens, the Bid Express service notifies you through email that there is an amendment to the solicitation. You must update your bid with the amendment in order for it to be complete.

If there is an amendment to your bid, the Bid Express service displays a red exclamation point next to your bid and changes the status inside the bid to Submitted Bid is Out of Date. Bids that do not have all the updates applied will be marked as out of date or non responsive when the bids are downloaded by the owner-agency.



The screenshot shows a table titled "Bids" with columns for Number, Deadline, Solicitation Owner, Paid, and Status. A single row is visible for bid ARB-2698-BE2013, which is a Maintenance Project. The deadline is 10/31/2013 12:00 PM EDT, the owner is SASHER, and the status is Draft. A red exclamation point icon is next to the bid number, indicating an amendment notification.

Number	Deadline	Solicitation Owner	Paid	Status
ARB-2698-BE2013 Maintenance Project	10/31/2013 12:00 PM EDT	SASHER	✓	Draft

Figure 8-1. Amendment Notification

The Bid Express service automatically applies the amendment when you open your bid.

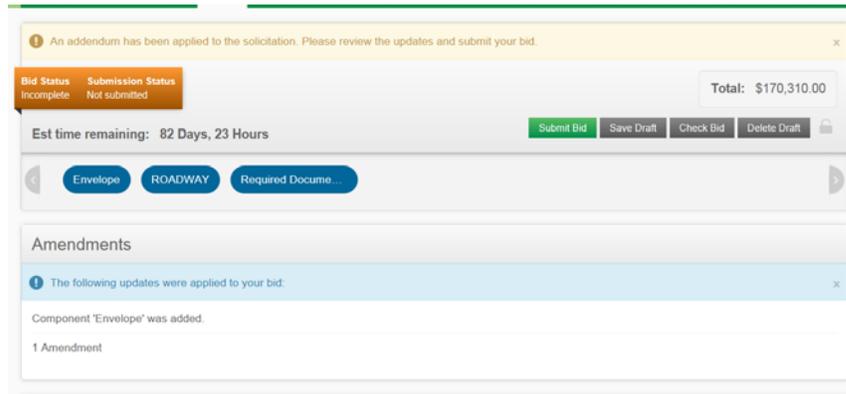


Figure 8-2. Amendment Notice

The Bid Express service lists the changes that were made by the owner-agency. If new sections were added and you cannot find them, use the Check Bid function to locate the updated information.

Update your bid and resubmit it.



### Exercise 8-1

In the following exercise you will withdraw your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click WITHDRAW BID.
5. Click OK in the withdraw confirmation window.



### Exercise 8-2

In the following exercise you will resubmit your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Make any changes to your bid.
5. Click SUBMIT BID.

6. If the error message displays, click NO, fix the errors, and click SUBMIT BID again.
7. Click SUBMIT BID in the confirmation window.



## 9. Apparent Bids

---

When you are finished with this section, you should be able to:

- Know when apparent bids have been posted
- View the apparent bids
- View Bid Tab reports

### 9.1 Apparent Bids

An owner-agency can post the apparent bids once the solicitation deadline has passed and the bids have been opened. If you've selected the solicitation for bidding, the Bid Express service sends an email to you stating this information.

The screenshot displays a web interface with two main sections. The top section, titled 'General Info', contains the following details:

Deadline	04/12/2013 02:30 PM EDT	Description	
Advertised	04/12/2013 01:40 PM EDT		
Number	00934-13A		
Business Name	SASHER		

The bottom section, titled 'Apparent Bids - Posted 08/09/2013 12:59 PM EDT', contains a table with the following data:

Business	Bid Total	Status	Comments
Grom Morg	\$540,000.00	Responsive	
Shellock's	\$636,000.00	Non Responsive	Did not include the addendum from March 31, 2013
Grammar Construction	\$1,464,000.00	Responsive	

Figure 9-1. Posted Apparent Bids

You can also see the apparent bids by accessing the solicitation from the Bids tab.

Manually-entered bids are listed first, followed by bids submitted using the Bid Express service in the order in which they were opened. The agency has the option of posting non-responsive bids.

If you wish to see the apparent bids of a solicitation that you did not select for bidding, select the agency that posted the bid from your home page. The Bid Express service opens its general information page. Scroll to the Closed Solicitation section and select the solicitation.

### **Exercise 9-1**

In the following exercise you will view apparent bids.

1. Log in to the Bid Express service if necessary.
2. Click the link in the apparent bids email or select the bid from the BIDS tab.
3. Scroll to the Apparent Bids section to view the apparent bids. Read any comments the owner-agency may have added to your bid.

## **9.2 View Bid Tab Reports**

You can view a solicitation's bid tabs if the owner-agency has posted the Bid Tab report for a solicitation. If you bid on the solicitation, you can access the report from both the Bids tab and the Home tab. If you did not bid on the solicitation, it can be accessed only from the Home tab.

### **Exercise 9-2**

In the following exercise, you will view the Bid Tab report for a solicitation on which you bid.

1. Log in to the Bid Express service if necessary.
2. Select the bid from the BIDS tab.
3. Scroll to the General Info section and click the REPORTS button.
4. Select the report. The types of reports will differ depending on what the owner-agency posted.
5. Print a copy of the report or export the report in to an Excel spreadsheet.

You can also access the report from the Closed Solicitations section on the owner-agency's Information page. Select the HOME tab and select the agency to access its Information page.

## 10. Logging Out of the Bid Express System

When you are finished with this section, you should be able to:

- Log out of the Bid Express system

When you are finished using the Bid Express system, it is a good idea to log out.

Click the LOGOUT icon in the upper right corner of the screen.

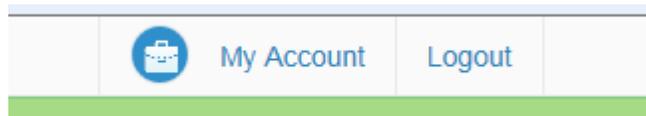


Figure 10-1. Logout Icon

The Bid Express system logs you out and displays the Log In page.

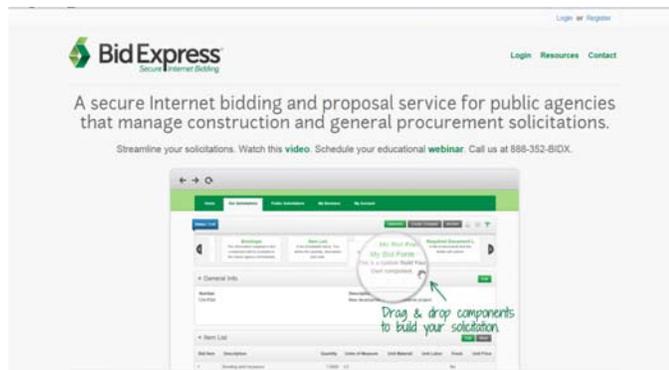


Figure 10-2. Log In Page With Log Out Confirmation



### Exercise 10-1

In the following exercise you will log out of the Bid Express service.

1. Click the LOGOUT icon in the upper right corner of your window.

