



Bid Express[®]

Secure Internet Bidding

An MHEC Guide to Register & Submit Bids with Bid Express

1. [Click Here](#) to navigate to the Bid Express signup page.
2. From there, you'll be prompted to enter some basic company/contact information to set up your account.
 - a. **Tip:** It is best to set up your company's Bid Express account in the authorized signer's name – this is who will need to sign the bid once you are ready to submit an offer.

****Please note:** On the signup page you will see some information on how to pay-per-solicitation, or to buy a monthly subscription for \$50. **IGNORE** this information, as **all bids for the MHEC are FREE**. Bid Express charges per solicitation, however, the MHEC absorbs this cost for all of our bidders*
3. Once you submit your registration form, you'll be asked to confirm your account via the email address you provided during registration. Log into your email inbox, find the email notification, and activate your Bid Express account.
4. Once the account is activated, you will be able to search for and select any MHEC bids available on Bid Express by going to the '**Solicitations**' tab in the Green Ribbon. Use the search bar at the top of that page to navigate to an MHEC bid. Here, you'll notice the bright green **FREE** tag next to any MHEC bids.
5. Once you find the bid you are looking for, click on it and you will be brought to the solicitation. From this page, you'll be able to read over the bid specifications, categories, terms, etc. or download any relevant attachments. However, to begin entering information, you'll first need to click the green '**Select for Bidding**' button at the top-right of the page. This will activate the solicitation, enabling you to fill it out and securely submit your bid.
6. Once you have clicked **Select for Bidding**, you'll see some new buttons/features appear at the top of the solicitation:
 - a. The **Estimated Time Remaining** bar displays at the top of your bid. This lets you know how many days/hours/minutes remain to complete the bid. *Once the bid deadline passes, the bid is locked and you will no longer have access to submit or make changes to your bid.*
 - b. As you work on your bid, click '**Save Draft**' to save your progress as you go along.
 - c. When you feel your bid is complete, click '**Check Bid**' to ensure you have not missed any required fields.
 - d. You'll see a group of **Blue** ovals at the top of the bid. Clicking on any of these ovals will bring you down to that particular section of the bid. ****Please note that you can collapse any section of the bid by clicking on the section title. This may help you navigate the bid more quickly & easily****
7. Take your time when completing the bid, and make sure to read all directions carefully. All required fields are marked with a red asterisk (*). If you come across a required field that doesn't apply to your business, simply enter '**N/A**' in that field so as not to be flagged for missing information later on.

8. Make sure all required documentation is uploaded in the '**Attach Bid Documents**' section of the bid. **The following forms are REQUIRED of every bidder and must be included signed & dated: W-9, Certificate of Insurance, Massachusetts Standard Contract Form.**
9. When your bid is complete, click the '**Check Bid**' button at the top of the solicitation. Enter any missing information that displays, then click '**Submit Bid**'. You will receive a notification that your bid has been submitted.

Bid Express Support Team:

- Email: support@bidexpress.com
- Toll Free Phone: (888) 352-2439, Option #1
- Phone: (352) 381-4888
- Fax: (888) 971-4191



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Screenshot #1: Begin by creating your company's account on the Registration Page. **ALL MHEC BIDS ARE FREE** – Ignore the Monthly Subscription & Pay-As-You-Go language.

My Info

First Name: Herbie
Last Name: Hancock
Email: H_H3389@gmail.com
Email Confirmation: H_H3389@gmail.com
Password: [Redacted]
Password Confirmation: [Redacted]
Question: What is your favorite animal?
Answer: chameleon

My Business

Name: Head Hunters, Inc.
City: Chicago
Phone: 413-556-9921
State: Illinois
Address1: 123 Street Ave.
Postal Code: 01001

Monthly subscription
Best value! The subscription pays for itself with just two bids per month and you can ensure you won't miss a thing.

- Unlimited bidding on all solicitations for all agencies.
- Receive convenient email notifications by agency and by solicitation.
- Associate unlimited NIGP classification codes and automatically receive email notifications when solicitations are advertised with those codes.

\$50.00 / per month

Pay as you go
Pay a fee for each solicitation you select for bidding. Receive email notifications for paid solicitations only.

\$25.00 / per solicitation

To follow an agency:
From the home tab, scroll down and locate the agency from which you would like to receive notifications. Click the name of the agency to go to the agency home page. Above the map to the left side under the General Info section, click on the blue exclamation point to enable notifications. You will then enter the subscription process. Have your credit card ready. If you need assistance, our support team can walk you through the process. Call us at 888-352-BIDX (2439).

To select a solicitation for bidding agency:
From the home tab, scroll down and locate an agency from which you would like to do business. Click the name of the agency to go to the agency home page. Find a project of interest and click on "Select for Bidding." You will then enter the subscription process. Have your credit card ready. If you need assistance, our support team can walk you through the process. Call us at 888-352-BIDX (2439).

Screenshot #2: Once you have activated your account using the email address you provided, you'll be re-directed to Bid Express. Read and Agree to the Bid Express Service Agreement.

/payment_choice?return_to=https%3A%2F%2Fwww.bidexpress.com%3A443

Info Tech Bid Express Services Subscriber Agreement

Please read to the bottom of these terms and conditions to continue.

AGREEMENT

1.1 Scope: This Info Tech Bid Express Services Subscriber Agreement is between Info Tech, Inc. (Info Tech) and the Subscriber (sometimes referred to as "You" or "Subscriber"). The Bid Express Services are provided to Subscribers according to the terms and conditions contained herein, the Info Tech Website and Online Services Terms of Use, Info Tech, Inc. Privacy Statement and Policy, DMCA Notice, Info Tech Bid Express Services Fee Schedule, and the Subscriber's registration information (collectively, the "Agreement"). This Agreement constitutes the entire agreement between the Subscriber and Info Tech, superseding any prior oral or other agreements about our Services.

1.2 Your Acceptance: If You click "I accept" during the subscription process, you agree to all of the terms and conditions

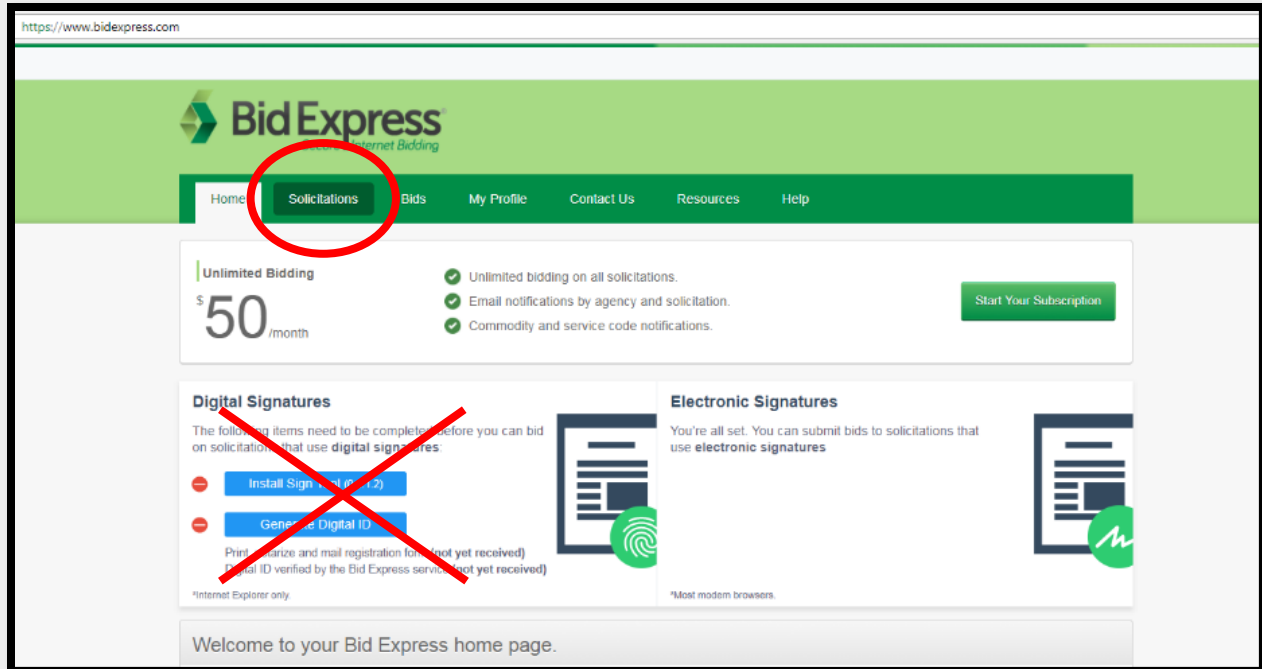
☒ I agree to all terms and conditions.

Start using Bid Express

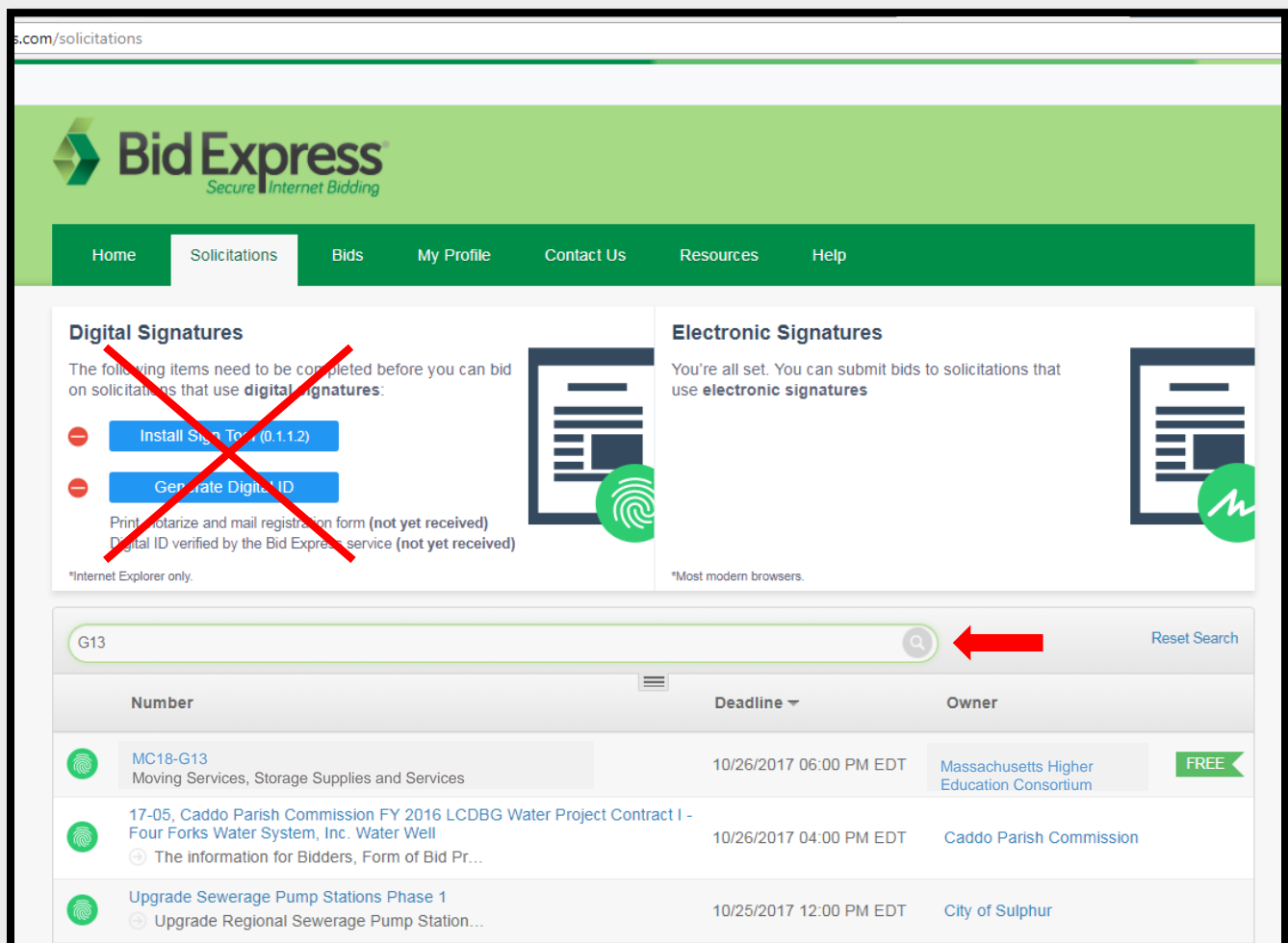
\$50 / per month. Cancel anytime.

Start your subscription

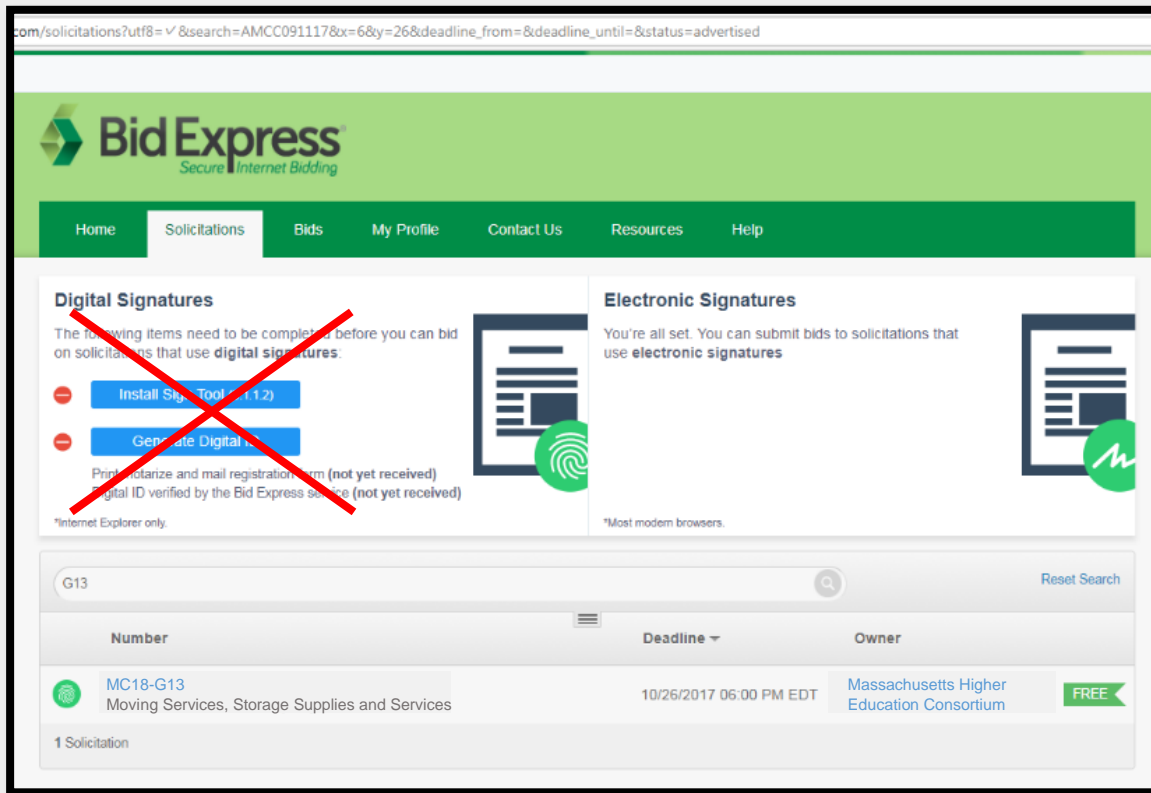
Screenshot #3: Once you have agreed to the Bid Express Service Agreement, navigate to the 'Solicitations' tab on the green ribbon.



Screenshot #4: Use the Search bar at the top of the page to find any available MHEC bids by either searching the bid number, contract name, or simply search 'MHEC'.



Screenshot #5: Once you locate the bid you are interested in, click the blue link to be navigated to the bid document.



Screenshot# 6: Once you've selected your bid, you will be directed to the main solicitation page for that bid. From here, you can look at the specifications, requirements, terms, etc. to determine your interest.

General Info		Add to Plan Holder List	Select for Bidding
Deadline 06/21/2016 10:00 AM EDT	Number MC11-G03		
Advertised 05/17/2016 10:36 AM EDT	Description Motors, Pumps, Compressors, Controls, HVAC & Services		
Business Name Massachusetts Higher Education Consortium	Allows zero unit prices and labor Yes		
	Allows negative unit prices and labor Yes		

Screenshot #7: In order to begin entering information on your bid document, click the green '**Select for Bidding**' button at the top of the solicitation. The opened bid form will load up on your screen.

The screenshot shows the Bid Express website interface. The top navigation bar includes links for Home, Solicitations, Bids, My Business, Contact Us, Resources, and Help. The 'Solicitations' tab is active. Below the navigation bar, there is a 'General Info' section. In the top right corner of this section, there are two buttons: 'Add to Plan Holder List' and 'Select for Bidding'. A red arrow points to the 'Select for Bidding' button. The 'General Info' section displays the following details:

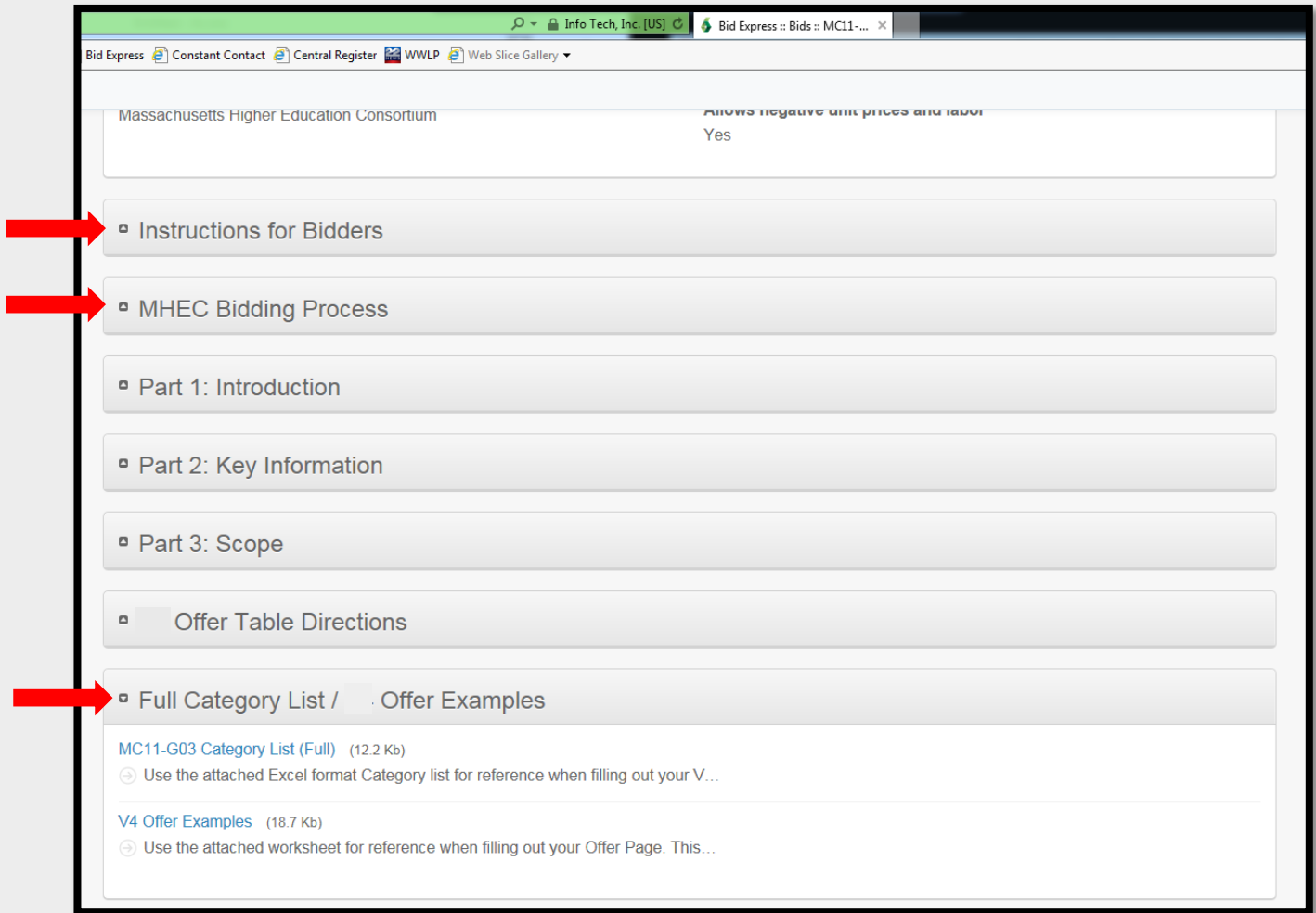
Deadline 06/21/2016 10:00 AM EDT	Number MC11-G03
Advertised 05/17/2016 10:36 AM EDT	Description Motors, Pumps, Compressors, Controls, HVAC & Services
Business Name Massachusetts Higher Education Consortium	Allows zero unit prices and labor Yes
	Allows negative unit prices and labor Yes

Below the 'General Info' section is a 'Q & A' section. It includes a 'Print' button and a list of questions. The first question is: 'Can you please tell me which questions are not mandatory to answer? It seems like there are quite a few that we do not sure of the answer if it even applies to us. If it is makes more sense, can you tell us which questions are mandatory to answer? Thank you.' The second question is: 'Any question marked with a red asterisk (*) is required. If you leave these questions blank, your bid will be flagged when it is time to submit. If you find any questions that do not apply to your business, simply enter 'N/A' in those fields. The'.

Screenshot #8: Once you have clicked *Select for Bidding*, you'll see some additional features appear. *Save Draft*, *Check Bid*, and *Submit Bid* buttons will show up, and you'll see the estimated time remaining before the deadline passes, along with your bid draft status. You can navigate between sections of the bid by clicking the Blue oval that corresponds to that section name.

The screenshot shows the Bid Express website interface. The top navigation bar includes links for Home, Solicitations, Bids, My Profile, Contact Us, Resources, and Help. The 'Bids' tab is active. Below the navigation bar, there is a section for 'Est time remaining: 28 Days, 6 Hours'. A red arrow points to this text. Below this, there is a 'Bid Status' section with 'Incomplete' and 'Submission Status' with 'Not submitted'. Below this, there is a row of buttons: 'Submit Bid', 'Save Draft', 'Check Bid', 'Archive', 'Import', and 'Export'. A red arrow points to the 'Submit Bid' button. To the right of these buttons is a 'Total:' button. Below this row of buttons is a row of blue ovals: 'Pre-bid Meetin...', 'Attachment List', 'Bid Form', 'Item List', and 'Required Doc...'. A red arrow points to the 'Submit Bid' button.

Screenshot #9: You can collapse each section of the bid by clicking the Section Header bar. Closing multiple sections of the bid will allow you to more easily navigate the bid document.



FREQUENTLY ASKED QUESTIONS

Is there a fee for submitting a bid?

Bid Express (the company) charges a fee (either pay-as-you-go, or by a monthly subscription). However, the MHEC absorbs this fee for all MHEC bids. You'll see the payment structure on the Bid Express website when registering, but please ignore this for any MHEC bids. In fact, once you log in and find our bid, you'll see a big green "Free" tag next to it. The fee only applies to non-MHEC bids hosted on the site.

Bidders using the Bid Express service have been saving time and money for years by responding to bids online. Eliminate travel costs (gas, tolls, hotel, food), delivery costs (overnight delivery service/courier), and on-the-clock employee pay associated with driving in bids/proposals and attending bid openings. Eliminate time checking math, completeness, and the time spent preparing a paper bid. Calculate your savings using our vendor ROI calculator (bidexpress.com/resources) to see for yourself.

Can I trust bidding over the Internet?

Info Tech has been providing Internet bidding services since 1997. In that time, there have been no break-ins or lost bids. All bids are protected by strong encryption techniques and a secure electronic lockbox, so only you can read it up until the bid opening time.

Why is bidding online better than paper and spreadsheets?

Although using paper or spreadsheets to prepare and submit bids may seem more comfortable and familiar, these traditional tools make it easy to overlook a costly mistake. Adding numbers over and over again means trouble, and when item prices change at the last minute, it is difficult to be sure if your changes carry across in all places. With one small error, your whole profit can be lost. The Bid Express service has extensive error checking built in. Simple messages tell you if information has been omitted, ensuring a complete bid. Unlike spreadsheets, it is a bidding tool specifically designed for your projects.

COMPLETING THE BID

ADD YOURSELF TO THE PLAN HOLDER LIST:

You'll first need to make sure you are using Internet Explorer to access the bid. At the top of the solicitation, you'll see two buttons: '**Add to Plan Holder List**' and '**Select for Bidding**'. Click the second one if you intend to bid (screenshot below). Once you have selected this for bidding, these buttons will disappear and you will be able to enter data into the open fields in the bid. If you are in Internet Explorer and still can't see these buttons, you may still need to set up your Digital ID.

The screenshot shows a web form titled "General Info" with a tabbed interface. At the top right, there are two buttons: "Add to Plan Holder List" (grey) and "Select for Bidding" (green). The form contains the following fields:

Deadline 04/22/2016 10:00 AM EDT	Number MC12-F05
Advertised 03/04/2016 08:00 AM EST	Description Technology
Business Name Massachusetts Higher Education Consortium	Allows zero unit prices and labor Yes
	Allows negative unit prices and labor Yes

TO PRINT THE BID:

You need to have Adobe installed on your computer. From your browser, click File → Print. When selecting a printer, choose to print to an Adobe PDF.

I AM ALREADY A CONTRACTED SUPPLIER FOR MHEC. DO I STILL NEED TO RE-ENTER ALL MY CORPORATE FINANCIALS ON THIS BID?

Each new bid solicitation must be completed from scratch. Due to the privacy policies and encrypted nature of Bid Express, there is no stored information allowed on the site.

MY PRICE LIST FILES ARE VERY LARGE:

Use the supplemental upload section available at the bottom of the bid. There is a 10MB max upload size, per upload slot. If your file is larger than 10MB, try first to compress into a .zip file and attach that. If you should need to split the pricelists up, you can attach up to 5 additional documents in the ‘Supplemental Upload Section’ of the bid.

TRYING TO SUBMIT THE BID AND ALL THE INFORMATION IS GONE THAT I ENTERED? You’re seeing this error message: *Could not load local bid file: Automation server can't create object*

You might have a Virus Protection Software blocking your site. So, if you see a popup blocker at the bottom of your screen asking you if you are allowing this information to be displayed just click on “Allow” and all your details will reappear.

CHECKING OFF REQUIRED BOXES

Bidders must respond to all required fields (*) in the bid form. When you are ready to submit your bid, click the ‘**Check Bid**’ button at the top of the solicitation. You will be presented with any errors/omissions in the bid. Please note, you are able to disregard these errors and submit anyway, however, your bid will come into the MHEC marked "Non-Responsive" if you submit the bid with these errors or fields not completed.

OFFER TABLE EXPORT PROCESS (Full Instructions are located within the Bid Document)

The **Offer Table** section of the bid may be completed in two different ways. The first method involves typing your data directly into the Offer Table in Bid Express. Click the blue ‘**Add Row**’ button to add additional rows of data to your offer.

□ V4 Offer Table (Must Complete) Import Export

Vendor *	Brand - 50c *	Bidding Entire Brand? Y or N *	Category Number - 2c *	Category - 50c *	Sub Category - 50c *	Sub/Sub Category - 5
✖						

Add Row...

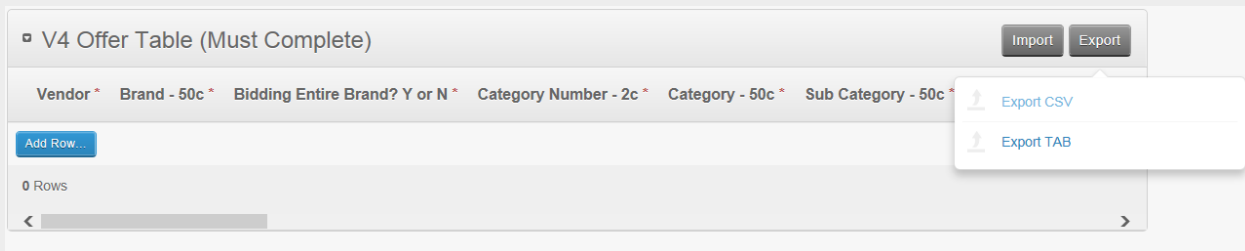
1 Rows

< >

Please note, each row of data in the Offer Table must be completely filled (no matter which method is used) – no columns may be left blank (otherwise Bid Express will show you a red flag). Simply enter ‘N/A’ into any column(s) that does not apply to your business

The second method for filling out your **Offer Table** includes exporting the table as an Excel CSV file. There are **4 Basic Steps:**

1. Go to the **Offer Table** section of the bid
2. Click the grey **‘Export’** button in Bid Express and export the file as a CSV (screenshot)



3. Fill out **ALL** columns of the Offer Table. If a column does not apply to your business, simply enter 'N/A' in that column. Save your Excel file. Click the grey **‘Import’** button in Bid Express. Import CSV file.

