

## Bid Express<sup>®</sup> Owner–agency FAQs

### How many templates can I have?

There is no limit to the number of templates you can create. Your template library can be as simple or as extensive as you would like, but we recommend it be both organized and intentional. You don't want a library of templates you don't actually use.

### What types of vendors are included in the Plan Holders list?

If your owner–agency has turned on the ability to make all downloaders plan holders, then your plan holders list may contain document downloaders, vendors that have clicked to manually add themselves to your plan holder list, or potential bidders who have selected and purchased your solicitation for bidding.

If the ability to turn downloaders into plan holders has not been turned on, then the plan holders list contains vendors who have opted to manually add themselves or potential bidders who have selected and purchased your solicitation for bidding.

### How do I make my plan holders list public?

After each solicitation is advertised, navigate to **More>Plan Holders** and click **Post Plan Holders**.

### Why do plan holders show up with a Yes or a No under the Receives Notifications column?

Vendors with a **Yes** have selected the solicitation for bidding and purchased it, either as a monthly subscriber or by paying the per solicitation fee.

Vendors with a **No** are plan holders that have either downloaded documents from your attachment list (see the above question on the types of vendors) or manually opted to add themselves as plan holders.

PREPARED BY

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## Who gets notified when I issue an addendum?

The vendors on your plan holders list with a **Yes** in the Receive Notifications column and any of your owner–agency’s followers. You can verify who’s been notified by looking at your Notification Logs by navigating to **More>Notification logs**.

## How do I notify all the plan holders on our Plan Holders list?

Whether you want to alert added vendors of a recent addendum or send out a general notification, you can notify everyone on your plan holders list by clicking the **Notify** option in the plan holders list. Some agencies will do this in addition to the addendum notification that is sent out automatically when they update their advertisement.

## What are owner–agency followers?

Vendors with a monthly subscription to the Bid Express® service can opt to follow your owner–agency from your public home page. Followers are notified each time there is an activity within your solicitations, such as new solicitations that have been advertised, announcements, or when addenda have been issued.

## How do I view the number of bids on an advertised solicitation?

Navigate to the **Our Solicitations** tab and select the solicitation. You will see a bid count in the status banner. If no bids have been submitted, look at your Plan Holders list and see if any vendors show with a **Yes** under the Receives Notifications banner. These are your potential bidders.