Bid Express® Owner-agency Implementation Information

The Infotech® onboarding team offers a smooth implementation process for owner-agencies using the Bid Express® service.

This table lists the training categories and what's covered in each session.

Training	Session Topics	Roles defined in the *Bid Express Roles and Access* document and in online Help	Duration
Owner-Agency Training	Hands-off Training Demonstration An overview of the service that covers general aspects of the site, solicitation and template management, advertisement, and management of an advertised solicitation. (Bid opening is covered in the 2nd Mock Bid session.)	All	Two hours
1st Mock Bid Session	Hands-on Training A working session to walk through generating a solicitation from a template and solicitation management post-advertising.	Manager, Contract Administrator, Solicitation Manager, Contract Editor	One hour
2nd Mock Bid Session	Hands-on Training A working session to walk through conducting a bid opening and viewing post-bid opening reporting.	All	One hour (On a separate day from Mock Bid session 1)
Template Review Session	Hands-on Training A session to review, edit, and navigate templates unique to your agency.	Manager, Contract Administrator, Solicitation Manager, Contract Editor	One to two hours

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Some agencies may request multiple sessions from the training list. Those are coordinated and scheduled as needed.

After the Bid Express training sessions have been completed, Infotech's Onboarding team assists the owner–agency with:

- Ensuring thorough communication to its vendor community
- Drafting and reviewing its first production solicitation
- Issuing its first addendum
- Conducting its first bid opening

Additional assistance is provided at the owner–agency's request.

Infotech works with the owner–agency to determine the time needed for training to ensure a successful transition to electronic bidding. Based on the agency's go–live date, some of the training sessions may be coordinated after advertising the first solicitation.

For scheduling additional sessions or if you need more assistance, please email **onboarding@infotechinc.com**. We're here to help!