

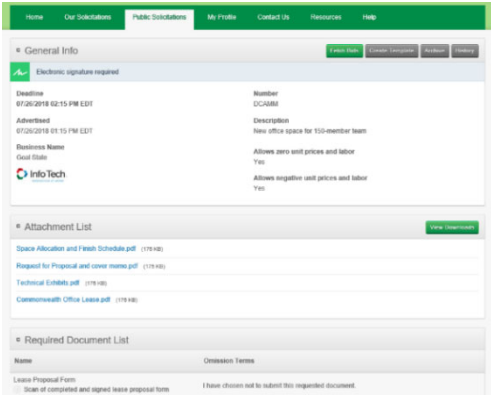
Bid Express® Bid Opening

After the solicitation deadline has passed, you can fetch or manually enter bids that have been submitted for the solicitation. On the **Our Solicitations** tab, click the solicitation to get to the solicitation details if it is not already open.

Open Bid

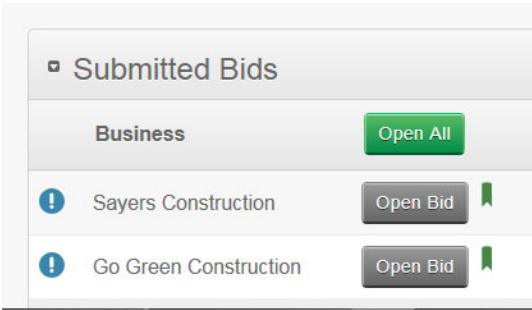
Sort the bids using the Envelope column if desired. View any envelope information from the Envelope or Required Document components.

1. With your bid details open, click **Fetch Bids**.
2. From the bottom of the Fetch Bids or Fetch Responses page, click **Open Bid, Open Response,** or



Open All to decrypt and see the submitted bids or responses. The Bid Express service displays the bid amount and other bid information.

3. Click a business's name to see more information about the bid.



If the bid was incomplete, the missing fields will be marked with an outline. Out of date bids can be determined by the agency by

looking at the submission date or by the status indicators on the Submitted Bids section on the Fetch page.

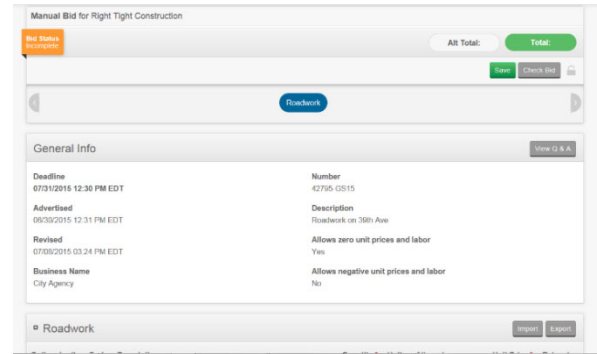
Enter Manual Bids

Once the bid deadline has passed, you can enter bid information for any bid submitted on paper or another medium. You cannot manually enter RFP responses. The manual entry form will not be marked complete until all required components are complete.

The Bid Express service will total all items and alternate items and display the value in the Alternate Total (if applicable) and Bid Total fields of the Fetch Bids page.

1. From the Fetch Bids or Fetch Response page, click **Add Manual Bid** in the Manual Bids section.

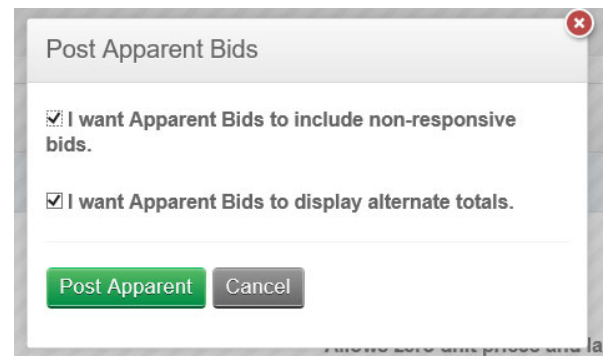
2. Enter the business name in the Business field and click **Save**.
3. Click the business name to add the bid details.
4. Enter the bid values in the appropriate fields and click **Save**. If needed, select the flag in the Manual Bids section to mark an incomplete bid as responsive.



Apparent Bids

When you post apparent bids, an email is sent to all businesses that submitted a bid, and the information is made publicly available in the solicitation history. Other owner-agencies can see the apparent bids. Any comments made are also publicly available.

1. From the Fetch Bids or Fetch Response page, click the **Post Apparent** button.
2. If you don't want to post non-responsive bids, clear the non-responsive bids check box.
3. If your bid includes separating the alternate totals from the bid total and you don't want to post the alternate totals, clear the alternate totals check box.
4. Click **Post Apparent**.
5. Click the pencil **Edit** icon for a bid to add any comments. Click **Save**.

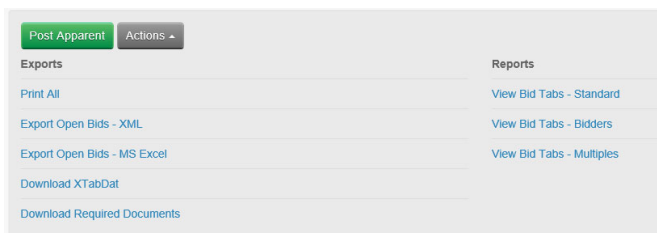


Exports and Reports

Once bids have been fetched and opened, you can view reports or bid tabs for the solicitation.

Reports do not contain non-responsive bids or the alternate total if it was excluded from the bid total. If there is an engineer's or agency estimate, the total of the estimate displays at the end of all reports.

Alternate items not included in the bid total are not added to the item list extensions or the bid total. The bid total is the sum of all item lists included in total but does not include custom fields.



1. From the Fetch Bids or Fetch Response page, click **Actions** and select the export or report.
2. To make the report visible to vendors, click **Post To Vendors**. The Bid Express service will notify vendors who submitted a bid that the report is posted.

To remove the report from the vendors' view, click **Withdraw From Vendors**.