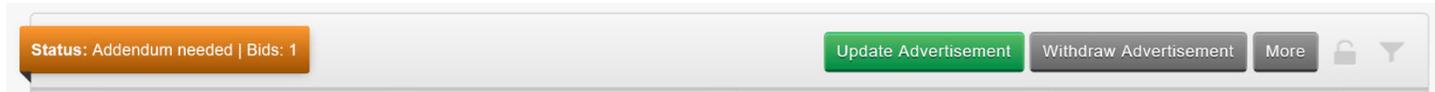


## Bid Express® Issue Addendum

After a solicitation has been advertised in the Bid Express® service, most changes to the solicitation require an addendum. You can see how many bids will be affected by the change by the bid count in the status.



If you want to fix any spelling errors or other minor corrections, it's highly recommended that you don't change them if you don't need an addendum for an official change to the electronic bid forms, like the item list or attachments. Bidders will need to acknowledge every change made to a solicitation, even if it was a minor correction.

You don't need an addendum when:

- Composing an answer or publishing an answer via the Q & A feature
- Inviting additional vendors to a restricted solicitation

Check your solicitation's bid count to see how many vendors have already submitted a bid. These vendors will be required to resubmit their bids to acknowledge the changes and keep their bid responsive.

Check your solicitation's plan holder list (under the **More** menu) to see how many vendors receive notifications about the solicitation. These tentative bidders will receive an email notification once you have officially updated your advertisement.

## Make changes and issue addendum

1. Upload any official addendum PDF files to your Attachment list. Save your changes.
2. Make any required changes to your electronic bid forms, like your item lists. Save your changes.
3. Make any minor revisions that have been on hold. Save your changes.
4. Click **Update Advertisement** to compose your addendum notes.
  - Ensure your addendum notes are clear, concise, and cover any specific details your team wants tentative bidders and official bidders to be aware of.
  - If you intend to alert **all** plan holders of the change, copy this language to use in a plan holder notification after the addendum is issued.
5. Once your addendum notes are complete, click **Update**. The Bid Express service issues the addendum to the vendor community.

PREPARED BY

**infotech**®

Support hours: 7:00 am – 8:00 pm ET // 1-888-352-2439 Option 1 // support@bidexpress.com

Copyright © 2020, Info Tech, Inc., DBA Infotech.

Information is subject to change without notice. All rights reserved

[infotechinc.com](http://infotechinc.com)

20200710

## Notify plan holders

You can send the solicitation notification to all plan holders for the solicitation, not just the ones who opted to receive notifications.

1. Click **More** and select **Plan Holders**.
2. Click **Notify**.
3. Paste the notes you used in the solicitation update and click **Notify**.

## Confirm the update

Check the solicitation's history to confirm the changes were made and that plan holders were notified.

1. Click **More** and select **History**.
2. Locate the addenda and verify the date and time of your actions.

