

## Bid Express® Owner–agency Multiple Bid Solicitations

Owner–agencies in the Bid Express® service have the option to create solicitations that will accept more than one bid from each vendor. This option has to be turned on by the Infotech® implementation team.

### Before You Begin

Creating a solicitation that allows a vendor to submit multiple bids is the same as creating a normal single–bid solicitation. However, there is additional information to consider:

- The Multiple Bids toggle option needs to be set in the solicitation options.
- Use the check list on the envelope component to identify what the vendor is bidding on without having to open the bid.
- The components of the multiple–bid solicitation should be marked as optional. If they are not, vendors will get an error telling them that their bid is incomplete.
- Vendors will have to submit required documents with each bid.

### Select the Multiple Bid Solicitation Option

When allowing multiple bids for the solicitation, you must set the multiple bid toggle in the solicitation options.

The screenshot shows a web form titled 'General Info' with a 'Save' button and a 'Cancel' button. The form has two main sections: 'General Info' and 'Solicitation Options'. The 'General Info' section includes fields for 'Number\*' (with a 'New Solicitation (8)' button), 'Description', 'Deadline', and 'Auto Advertise'. The 'Solicitation Options' section has three toggle switches: 'Allow zero values for unit prices and labor in item lists' (set to 'Yes'), 'Allow negative values for unit prices and labor in item lists' (set to 'Yes'), and 'Allow multiple bids per vendor for this solicitation' (set to 'No').

1. Log into your Bid Express account.
2. Navigate to the **Our Solicitations** tab.
3. Click the **Create Solicitation** button.
4. Fill in the solicitation information.
5. Select the **Solicitation Options** link from the bottom of the General Info box.
6. Click the **No** toggle option to Allow multiple bids per

vendor to change it to Yes. If you don't see this option, contact Bid Express customer support.

PREPARED BY

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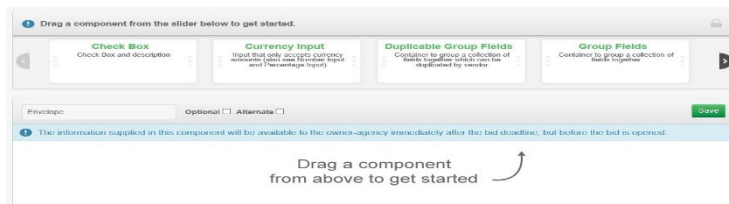
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- Set any other solicitation options, then click the **Save** button to continue creating your solicitation. Make sure you mark the relevant components as optional.

## Use the Envelope Component

The envelope component allows you to see vendor information after the bid has closed, but before you open the bids. Once the solicitation deadline has passed, you can sort the submitted bids by the contents of the envelope component. This is helpful in identifying what the vendor is bidding on.

To include the envelope in your solicitation, drag it from the component slider. The envelope is customized by using components from the Build Your Own slider.



Use the check box and the names of the multiple bid sections so vendors can select their bids' contents.

## Bid Opening

Bids are displayed by the time of submittal. When the multiple bid solicitation has ended, you can view and sort the information included in the envelope component before you open the bids. You can also sort the bids by the Business column to group the bids by vendor.

Click the Envelope column name to sort the bids by the envelope component. This will group the bids by which components were bid upon.

You can open one bid at a time by clicking **Open Bid**, or open all bids at once using the **Open All** button.

Submitted Bids							Export - MS Excel
Business	Open All	Bid Total	Submitted	Signed By	Account Holder	Envelope ▲	
Greco Construction	Open Bid		12/06/2018 10:47 AM EST	Sable Greco	Sable Greco	I'm bidding on: Electrical	
Donnelly Construction	Open Bid		12/06/2018 10:50 AM EST	Quinn Donnelly	Quinn Donnelly	I'm bidding on: Electrical	
Greco Construction	Open Bid		12/06/2018 10:48 AM EST	Sable Greco	Sable Greco	I'm bidding on: HVAC	
Go Green Construction, Inc.	Open Bid		12/06/2018 10:53 AM EST	Gretna Green	Gretna Green	I'm bidding on: More than one component	
Uplift	Open Bid		12/06/2018 11:00 AM EST	greta gabor	Greta Gabor	I'm bidding on: Plumbing	

5 Submitted Bids