

Bid Express® Owner–Agency Quick Look Guide

Using a Template to Start a Solicitation

Once you've created the template in the Bid Express service, you can use it to create solicitations. Open the template and add the necessary components.

1. On the **Our Solicitations** tab, click the down arrow next to the **Create Solicitation** button.
2. Select the template in the Solicitations list.
3. Enter the new solicitation number in the Number field and enter a description in the Description field.
4. Click **Solicitation Options** and verify the choices.
5. Click **Save** in the General Info section.
6. Add components to your template from the Components slider.
7. Click **Save** when you are finished adding each component.

When you save the solicitation from the template, the solicitation will be listed on the **Our Solicitations** tab.

Advertise Your Solicitation

Click the **Advertise** button to advertise your solicitation. Enter any advertising notes. These display in the history of the solicitation and are visible to both you and the vendor.

1. With your solicitation open, click **Advertise**. The Bid Express service opens the Advertisement Notes window.
2. Enter your advertising notes and click **Advertise**.

The Bid Express service advertises your solicitation and returns you to the solicitation details. The Bid Express service displays an Advertised status message.

Retrieving Electronic Bids

Once the bid deadline has passed, the Fetch Bids feature becomes available. This feature downloads bids submitted over the Internet, including bids that are incomplete or have errors. Use the Open Bid or Open All buttons to see the bid amount and the person who submitted the bid. When the buttons are no longer available, all submitted bids have been downloaded.

1. With your solicitation open, click **Fetch Bids**.
2. Click **Open Bid** or **Open All** to see the submitted bids.

Once the bids have been opened, click on a business name to see the bid details.

Out of date or incomplete bids are marked on the Bids page. Open the bid to see the incomplete fields, highlighted with an outline. Out of date bids can be determined by looking at the date the vendor submitted the bid in the Submitted column. Click the flag to mark the bid as non responsive.

Apparent Bids

After bids have been fetched or entered, you can post the apparent bids. When apparent bids are posted, all Bid Express vendors and other agencies can see the results. If you post the apparent bids and then delete or change the status of a bid, you can repost the apparent bids to reflect the change.

Comments

You can comment on any bid in the Apparent Bids section. The comments are visible to vendors and other agencies if you post the apparent bids.

1. With your solicitation open, click the **Edit** pencil icon for the bid in the Apparent Bids section.
2. Enter your comments in the Comment field and click **Save**.

Post Apparent Bids

When you post apparent bids, you can choose whether to post non-responsive bids. Any comment made on a posted bid will be visible to the vendor and other agencies.

1. Click **Fetch Bids** if you do not have the bid details open.
2. Click the **Post Apparent** option.
3. If you do not want to post non-responsive bids, clear the non-responsive bids check box.
4. If your bid includes separating the alternate totals from the bid total and you do not want to post the alternate totals, clear the alternate totals check box.
5. Click **Post Apparent**.

The Bid Express service posts the business name and bid total for all bids that have been fetched or manually entered into the system. Bids are listed in the order in which they were opened or entered with the manual bids listed first. Vendors that bid on this solicitation will receive an automatic email message when apparent bids are posted.

To remove the apparent bids list

1. Click **Fetch Bids** if you do not have the bid details open.
2. Click **Remove Apparent**.

Bid Tabulation Report

Once bids have been fetched and opened or manually entered, you can view the bid tabulations for the solicitation and make them visible to the vendor. Reports will not contain the alternate total if it was excluded from the bid total.

1. Click **Fetch Bids** if you do not have the bid details open.
2. Click **Actions** and select the type of bid tab report you want: Standard, Bidders, or Multiples.
 - a. Standard bid tabs display what vendors bid for each item of the solicitation and the total bid amount.
 - b. Bidders bid tabs display the bid tabulations and the item list for the solicitation, what vendors bid for each item, and the total bid amount for each item list.
 - c. Multiples bid tabs display what vendors bid on each item in each item list.
3. To make the report visible to vendors, click **Post To Vendors**.
4. To remove the report from the vendors' view, click **Withdraw From Vendors**.

To create a PDF file of the bid tabs, click **Print Bid Tabulations** in the upper left corner while the bid tabs are open.