

# Bidx.com | Bidding Season Success 2024 Checklist



## GET HELP WITH THESE TASKS HERE: [Prepare to Bid](#)

- Download the **AASHTOWare Project Bids™ Bid Component** at [bids.cloverleaf.net](https://bids.cloverleaf.net)
- Make sure your **AASHTOWare Project Bids Bid Profile** is entered and up to date.
- Make sure you have an approved and valid **Infotech® Digital ID™**
  - My Digital ID has been successfully **imported** into AASHTOWare Project Bids Bids Component
  - My Digital ID **expires** on \_\_\_\_\_
  - My Digital ID is **backed up** on my computer here \_\_\_\_\_
- Have an approved **Request To Bid** with all agencies you want to bid with
  - My Bidder ID for \_\_\_\_\_ Agency is \_\_\_\_\_
  - My Bidder ID for \_\_\_\_\_ Agency is \_\_\_\_\_
- Files required for bidding are **downloaded**
  - EBSX File
  - DBE (as needed)
  - Amendments (as needed)
- Successfully **tested** Digital ID process

### CONTRACTOR TIPS

- + Get recommendations and manage your favorites in one organized hub with Workspace
- + Follow proposals to add them to your Workspace for quick reference
- + Favorite agencies you frequent to easily cycle between as you navigate
- + Stay up to date on new updates by visiting Bidx.com release notes at [releases.infotechinc.com](https://releases.infotechinc.com)