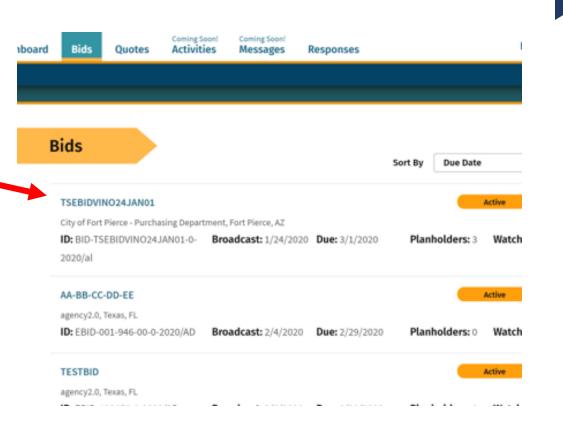
Responding to an Electronic Bid

5 Step Instructions



Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

• Click on the solicitation name





Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

 When you are ready to submit your bid, click on "Submit E-Bid Proposal"

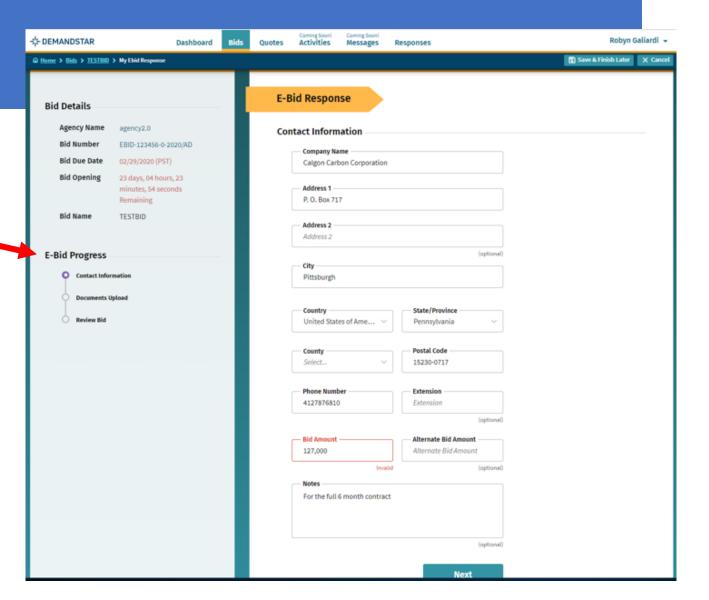
TESTBID			Active
			Addite
Bid Details			
Agency Name	egency2.0		
Bid Writer	agency2.0 d		
Bid ID	EBID-123456-0-2020/AD		
Bid Type	EBID · E·BID		
Broadcast Date	02/06/2020 \$:40 AM Eastern		
Fiscal Year	2020		
Due	02/29/2020 11:00 PM Eastern		
Bid Status Text	BID STATUS		
Scope of Work			
Scope to Work			
Documents			
Filename	Туре	Date Modified	Status
fere	Attachment	02/06/2020	Complete
Distribution Info			
Bid Bond	None		
Plan (blueprint)	None		
E-Bidding	Submit		
Distributed By	DemendSter		
Distribution Method	Download and Mail		
Distribution Options	Bid has no blueprints associated with it		
Project Estimated Budget	\$120,000.00		
Distribution Notes	None		
Publications			
View Legal Ad			
Pre-Bid Conference			
No Pre-Bid Conference Data Fou	ind		
Commodity Code			
[001-946-00] FINANCIAL SERVI	CES		
	-		
			Submit E-Bid Proposal



Enter information requested pageby-page and you can see what will come next via the menu bar on the left under "E-Bid Progress"

If there is not a total bid amount in your submission, please put "0"

Example: a request for qualifications opportunity may not require a bid amount so vendors will input "0" under "Bid Amount"





After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to uploaded separately. -

Bid Det

Bid N Bid D

Bid O

Bid N

E-Bid Pr

TIP:

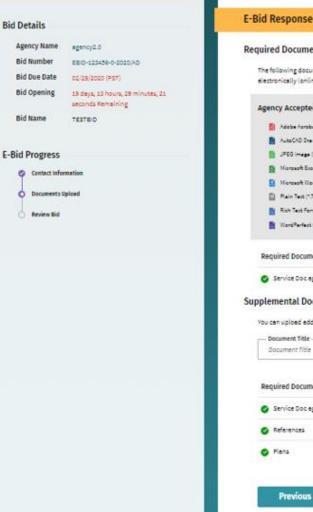
There is a place for you to add "Supplemental", i.e. non-required, documents.

STAR	Dashboard	Bids Que	tes Activities	Coming Soon! Messages	Responses		Ro	obyn Galiardi 👻			
> TESTRID	> My Ebid Response						🕅 Save & Finish	Later X Cancel			
ails			E-Bid Respo	nse							
cy Name	agency2.0		Required Doct	uments							
umber	EBID-123456-0-2020,AD							74			
ue Date	02/29/2020 (PST)						 Please select which documents you w it directly to the agency (offline). 	MR			
pening	23 days, 04 hours, 17 minutes, 21 seconds Remaining			pted File For							
ame	TESTBID		Adobe /	Acrobat (".PDF)		AutoC	AD Drawing (*.0WG)				
			AutoCA	D Drawling Web For	mat (*.DWF)	📑 GIF Im	iage (*.GIF.)				
			JPEG in	nage (*_JPG)		Micros	ioft Excel (*.XLS.)				
rogress				ft Excel (*.XLSX)			Microsoft PowerPoint (*.PPT)				
Contact Infor	mation			ht Word (*.DOC)		Microsoft Word (*.DOCX)					
Documents U	pload		Plain Text (*.TXT)			Plot file (".PLT)					
				d Format (*JRTF.)			mage (".TIF.)				
Review Bid			WordPv	rfect (*.WPD)		ZIP Co	empressed Archive (*.ZIP)				
			Required Do	cument	Submission O	ption	Uploaded Document				
			O Service D	loc agency2.0	None	¥	Choose a file				
			Supplemental	Documents	6						
			You can uploa	d additional doc	uments here.			-			
			Document 1				Add Documen	+			
			Document	Title			Aug Document	<u></u>			
			Previ	ous			Next				

Step 4 continued

TIP:

There is a place for you to add "Supplemental", i.e. non-required, documents.



Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

-			1.000								
84	Adobe Acrobeb (*.POF)			AutoC	ADON	ning (. DWG :				
	AutoCAD Drawing Web Format (*.09	(P)		GIFI m		.4(F)					
	JPEG Image (* JPG)			Mierze	en En	cel (* 3)	18)				
	Marasaft Essel (* 31.51)			Mores	att Pa		et (* .91	τı			
	Noreact Word (*.200)			Weres	et We	erd (* D	000				
	Plain Test (*207.)			Platfi	e (°.P.	37)					
	Rich Text Format (* .817)			TIFF		•.T(F)					
	WordPerfect (*1890)			29 64	mpre	and fr	shive (*	2(P)			
Requi	ired Document	Submission Option			U	pload	led Do	cume	ent.		
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plem					5	ervice	Docej	Tauch			ocume
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Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

