



# Village of Biscayne Park

RESPONDING TO AN ELECTRONIC BID

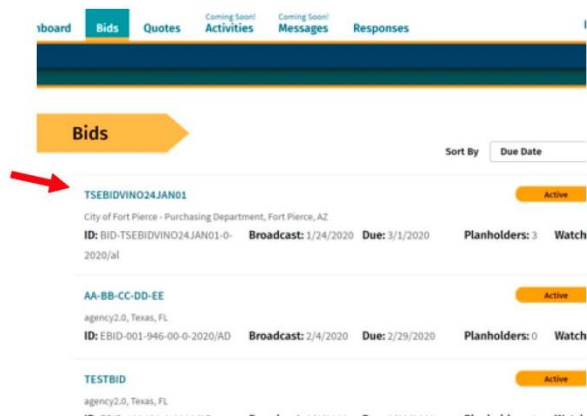
# Responding to an Electronic Bid

5 Step Instructions

## Step 1

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

- Click on the solicitation name



The screenshot shows a web interface for managing bids. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon!', 'Activities', 'Messages', and 'Responses'. Below the tabs is a 'Bids' section with a 'Sort By' dropdown set to 'Due Date'. A list of bids is displayed, with a red arrow pointing to the first entry:

Bid ID	Agency	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL					Active

## Step 2

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**

**Bid Details**

Agency Name: agency0.0  
Bid Number: EBD-123456-0-2020/AD  
Bid ID: EBD-123456-0-2020/AD  
Bid Type: EBD - E-BID  
Broadcast Date: 02/26/2020 04:00 PM Eastern  
Fiscal Year: 2020  
Due: 02/26/2020 02:00 PM Eastern  
Bid Status Text: EBD-071713

**Scope of Work**

Scope to Work:

**Documents**

Filename	Type	Date Modified	Status
file	Attachment	02/26/2020	Complete

**Distribution Info**

Bid Bond: none  
Plan (blueprint): none  
E-Bidding: Submit  
Distributed By: Company User  
Distribution Method: Download (no trial)  
Distribution Options: E-Bid Fee No Disruption associated with it  
Project Estimated Budget: \$100,000.00  
Distribution Notes: none

**Publications**

View Legal Aid

**Pre-Bid Conference**

No Pre-Bid Conference Date Found

**Commodity Code**

[001-940-00] FINANCIAL SERVICES

**Submit E-Bid Proposal**

## Step 3

Enter information requested page-by-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”

**DEMANDSTAR** Dashboard **Bids** Quotes **E-Bid Response** Responses

Robyn Gallardi

**Bid Details**

Agency Name: agency0.0  
Bid Number: EBD-123456-0-2020/AD  
Bid Due Date: 02/26/2020 [PST]  
Bid Opening: 25 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**E-Bid Response**

**Contact Information**

Company Name: Cargon Carbon Corporation  
Address 1: P.O. Box 717  
Address 2: (optional)  
City: Pittsburgh  
Country: United States of Ame... State/Province: Pennsylvania  
County: Select... Postal Code: 15220-0717  
Phone Number: 4127878810 Extension: (optional)  
Bid Amount: 127,000 Alternate Bid Amount: (optional)  
Notes: For the full 6 month contract (optional)

**Next**

## Step 4

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 be uploaded separately.

**TIP:**

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

The screenshot shows the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section includes: Agency Name: agency2.0, Bid Number: E80-123456-0-202010, Bid Due Date: 02/26/2020 (PST), Bid Opening: 23 days, 04 hours, 17 minutes, 22 seconds Remaining, and Bid Name: TESTBD. Below this is the 'E-Bid Progress' section with steps: Contact Information, Documents Uploaded, and Review Bid. The main 'E-Bid Response' section is titled 'Required Documents' and contains a list of 'Agency Accepted File Formats' such as Adobe Acrobat (.PDF), AutoCAD Drawing Web Format (.DWG), JPEG Image (.JPG), Microsoft Excel (.XLSX), Microsoft Word (.DOC), Plain Text (.TXT), Rich Text Format (.RTF), WordPerfect (.WPD), AutoCAD Drawing (.DWG), GIF Image (.GIF), Microsoft Excel (.XLS), Microsoft PowerPoint (.PPT), Microsoft Word (.DOCX), Plot File (.PLOT), TIFF Image (.TIFF), and ZIP Compressed Archive (.ZIP). A table below lists the required document 'Service Doc agency2.0' with a 'Submission Option' of 'None' and an 'Uploaded Document' field with a 'Choose a file' button. At the bottom, there is a 'Supplemental Documents' section with a text input for 'Document Title' and an 'Add Document' button. 'Previous' and 'Next' buttons are at the bottom of the page.

## Step 4 continued

**TIP:**  
There is a place for you to add “Supplemental”, i.e. non-required, documents.

This screenshot shows the same DEMANDSTAR E-Bid Response interface as the previous one, but with the 'Service Doc agency2.0' document now marked as 'Electronic/Online' and 'Uploaded Document' set to 'Service Doc agency2.0.PDF'. The 'Supplemental Documents' section now contains two entries: 'References' (Electronic/Online, References.PDF) and 'Plan' (Online/Electronic, Choose a file). The 'Add Document' button is still present. 'Previous' and 'Upload' buttons are at the bottom of the page.

## Step 5

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.

The screenshot displays the DEMANDSTAR web interface for reviewing an e-bid response. The page is titled "Review Your E-Bid Response" and is divided into several sections:

- Bid Details:** Agency Name: Agency 01, Bid Number: 000-00000-0-000000, Bid Due Date: 10/20/2020 (PMT), Bid Opening: 10:00 AM Eastern, 10:00 AM Eastern, 10:00 AM Eastern, 10:00 AM Eastern, Bid Name: 1000000.
- E-Bid Progress:** A vertical progress bar with three steps: Contact Information, Documents Upload, and Review Bid.
- Contact Info:** Company Name: Carbon Carbon Corporation, Address 1: P.O. Box 117, Address 2: Pittsburgh, State: Pennsylvania, Country: United States of America, Postal Code: 15201-0717, Phone Number: 4127970613, Fax: 4127970610, Bid Amount: \$127,000.00, Alternative Bid Amount: For the full 6 month contract, Notes: For the full 6 month contract.
- Agency Required Documents:** Service (See agency's E-Bidding Online).
- Supplemental Documents:** Performance (Electronic Online).
- After clicking "Submit Response" the following process will begin:**
  - You will verify that your response is complete to submit.
  - You will see a confirmation page with your confirmation number and date/time stamp of your upload.
  - You will receive a confirmation e-mail indicating a successful response submission.
  - You may track your response submission under the Responses page.
- Buttons:** "Previous" and "Submit Response" (highlighted with a red arrow).

