



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 an eBid.

- Click on the solicitation.

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The 'Bids' tab is selected. Below the navigation bar is a header section with an orange arrow pointing right labeled 'Bids'. To the right of this header is a 'Sort By' dropdown menu set to 'Broadcast Date' and a filter icon. The main content area displays a list of three bid solicitations, each with a title, location, ID, broadcast date, due date, and counts for planholders and watchers. Each entry has an 'Active' status button and an eye icon.

Solicitation Title	Location	ID	Broadcast Date	Due Date	Planholders	Watchers	Status
TRACK & FIELD EQUIPMENT	City of Miramar, Miramar, FL	RFQu-21-PR021-0-2021/aj	12/16/2020	12/29/2020	0	0	Active
Occupational Skills Training	Ramsey County MN, Saint Paul, MN	RFP-JTPA2465-0-2020/ATG	12/16/2020	01/28/2021	0	0	Active
21-020 Axis Camera Equipment Purchase - ITB	City of Naples - Purchasing Division, Naples, FL	ITB-21-020 Axis Camera		01/20/2021			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”.
- There is **no charge** for you to submit your proposal through this electronic process.

The screenshot shows a web interface for a bid solicitation. At the top, there are tabs for 'Bid Details', 'Planholders', and 'Similar Bids'. Below the tabs, the title 'TESTBID' is displayed in a yellow arrow-shaped box, with a red arrow pointing down to the 'Submit E-Bid Proposal' button. To the right of the title is an 'Active' status indicator. Below the title are three buttons: 'Order Bid Package', 'Submit E-Bid Proposal', and 'Watch'. The main content area is titled 'Bid Details' and contains the following information:

Agency Name	[Redacted]
Bid Writer	[Redacted]
Bid ID	ITB-20B-
Bid Type	ITB - Invitation to Bid
Broadcast Date	07/08/2020 4:00 AM Eastern
Fiscal Year	2020
Due	08/11/2020 3:00 PM Eastern
Bid Status Text	None

Below the bid details is the 'Scope of Work' section, which states: 'The Development Districts is requesting bids for.' Below that is the 'Documents' section, which includes a 'Download all documents' link and a table of documents:

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

At the bottom of the page is the 'Distribution Info' section.

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”.

Put in the **total bid amount** on this page as it will automatically be included in the Tabulation Form to be shown during the public opening on the due date/time.

Note: if your bid amount can't be summarized in a single number, or the solicitation is a request for qualifications and doesn't require a bid amount, you should input “0” under “Bid Amount”.

The screenshot shows the DEMANDSTAR interface for an E-Bid Response. The left sidebar contains the following sections:

- Bid Details:**
 - Agency Name: agency2.0
 - Bid Number: EBID-123456-0-2020/AD
 - Bid Due Date: 02/29/2020 (PST)
 - Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
 - Bid Name: TESTBID
- E-Bid Progress:**
 - Contact Information (Active)
 - Documents Upload
 - Review Bid

The main form area is titled "E-Bid Response" and contains the following fields:

- Contact Information:**
 - Company Name: Calgon Carbon Corporation
 - Address 1: P. O. Box 717
 - Address 2: (optional)
 - City: Pittsburgh
 - Country: United States of Ame... (optional)
 - State/Province: Pennsylvania (optional)
 - County: Select... (optional)
 - Postal Code: 15230-0717 (optional)
 - Phone Number: 4127876810 (optional)
 - Extension: (optional)
 - Bid Amount: 127,000 (Invalid)
 - Alternate Bid Amount: (optional)
 - Notes: For the full 6 month contract (optional)

At the bottom right of the form is a "Next" button.

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.

NOTE: if you are not submitting a document listed as required, you must still change the “submission option” to reflect the status.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. There are 'Save & Finish Later' and 'Cancel' buttons in the top right.

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/AD
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

E-Bid Response

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

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (*.DWG)
- AutoCAD Drawing Web Format (*.DWF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Microsoft Word (*.DOCK)
- Plain Text (*.TXT)
- Plot file (*.PLT)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- WordPerfect (*.WPD)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

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

Bid Details

Agency Name: z z agencydtest2.0 TEST
Bid Number: Ebid-DSTESTB04 29-08-2020-0-2020/sdS
Bid Due Date: 07/21/2020 11:00 AM (Pacific)
Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining
Bid Name: DSTESTB04 29-08-2020

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

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

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing Web Format (*.DWF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot file (*.PLT)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPTX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPD)

Required Document	Submission Option	Uploaded Document
Bid Proposal	Online/Electronic	RFB2020-3239.PDF
Insurance Certificate	Online/Electronic	Insurance Certificate.docx

Supplemental Documents

You can upload additional documents here.

Document Title:

Supplemental Document	Submission Option	Uploaded Document
References	Online/Electronic	References.docx

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 (after the due date/time) and see the day and time upon which you submitted your proposal.

The screenshot displays a web application interface for reviewing an e-bid response. At the top, there is a navigation bar with tabs for 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The user's name, 'Robyn Gallardi', is visible in the top right corner. The main content area is titled 'My E-Bid Response' and includes several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBI0-123456-0-2020AD; Bid Due Date: 02/28/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress indicator with three steps: 'Contact Information', 'Documents Upload', and 'Review Bid'.
- Review Your E-Bid Response:** A section containing:
 - Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 727; Address 2: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15220-0717; Phone Number: 4127876410; Fax: ; Bid Amount: \$127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
 - Agency Required Documents:** Service Doc agency2.0(Electronic/Online).
 - Supplemental Documents:** References(Electronic/Online).
- Instructions:** A box explaining the process after clicking 'Submit Response':
 - We will verify that your response is complete as entered.
 - 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 submittal.
 - You may track your response submission under the Responses page.It also includes a note: 'If you do not receive any of the above, please call Supplier Services at (206) 940-0305.'

At the bottom of the form, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.

For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com

CONFIRMATION

Note that you can *update* your eBid response until the Bid Due Date and Time.

The screenshot shows a web application interface for bid management. At the top, there are three tabs: "Bid Details" (selected), "Similar Bids", and "My eBid Proposal". Below the tabs is a navigation bar with a large orange arrow pointing right labeled "Test eBid" and a yellow pill-shaped button labeled "Active". Below the navigation bar are three buttons: "Download Bid Package" (with a download icon), "Edit eBid Response" (with a pencil icon and a red underline), and "Watch" (with a watch icon). Below these buttons is a section titled "Bid Details" which contains a table of bid information. Below the table is a section titled "Scope of Work".

Bid Details	
Agency Name	City of Metropolis USA (TEST)
Bid Writer	Lois Lane
Bid ID	RFP-5678Testing123-0-2021/LL
Bid Type	RFP - Request for Proposal
Broadcast Date	11/30/2020 10:08 AM Central
Fiscal Year	2021
Due	02/17/2021 11:00 PM Central
Bid Status Text	None

Scope of Work

CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening as it may take time to load all the documents required]

Confirm your eBid responses:

- View History per each solicitation to which you responded via the “Responses” menu

The screenshot shows the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The 'Responses' menu is highlighted. Below the navigation, the breadcrumb trail reads 'Home > My Bid Responses'. The main content area is divided into two columns: 'Bids' and 'Response Details'. The 'Bids' column lists three items: 'Savannah Road / Coy Senda Roundabout' (Response Date: 12/10/2020, Status: Incomplete), 'Test eBid' (Response Date: 12/08/2020, Status: Complete), and 'DSTEST01 17-11-2020' (Response Date: 11/17/2020, Status: Complete). The 'Response Details' column shows information for the selected bid: Agency Name (City of Tarpon Springs, FL), Bid Number (ITB-210050-B-AM-0-2021/AM), Bid Name (DORSETT PARK BASKETBALL COURTS UPGRADES), Bid Due Date (12/03/2020 3:00 PM Eastern), Response Submitted On (11/05/2020 11:29 AM), Countdown to Bid Due (Closed), Date (11/05/2020 11:29 AM), State (Florida), and Status (Complete). A 'View History' button is located to the right of the 'Response Details' section. A red arrow points from the 'View History' button to a 'History' pop-up window. The 'History' window displays a table with columns: Date, Author, Event, and Detail. The table contains two entries: one for 'Response submitted' on 11/05/2020 11:29 AM (Author: Operations) and one for 'Response created' on 11/05/2020 11:28 AM (Author: Operations). A red arrow also points from the 'View History' button to the 'DORSETT PARK BASKETBALL COURTS UPG...' bid entry in the 'Bids' list.

Response Details

Agency Name: City of Tarpon Springs, FL
Bid Number: ITB-210050-B-AM-0-2021/AM
Bid Name: DORSETT PARK BASKETBALL COURTS UPGRADES
Bid Due Date: 12/03/2020 3:00 PM Eastern
Response Submitted On: 11/05/2020 11:29 AM
Countdown to Bid Due: Closed
Date: 11/05/2020 11:29 AM
State: Florida
Status: Complete

Contact Information

Company Name: Best Painting Company (TEST ACCOUNT!)
Address 1: 1411 Fourth Ave

History

Date	Author	Event	Detail
11/05/2020 11:29 AM (Eastern)	Operations	Response submitted	Bid response set to 'Completed' status by OPS user Steve Tran (on behalf of supplier).
11/05/2020 11:28 AM (Eastern)	Operations	Response created	Bid response created by OPS user Steve Tran (on behalf of supplier).

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