



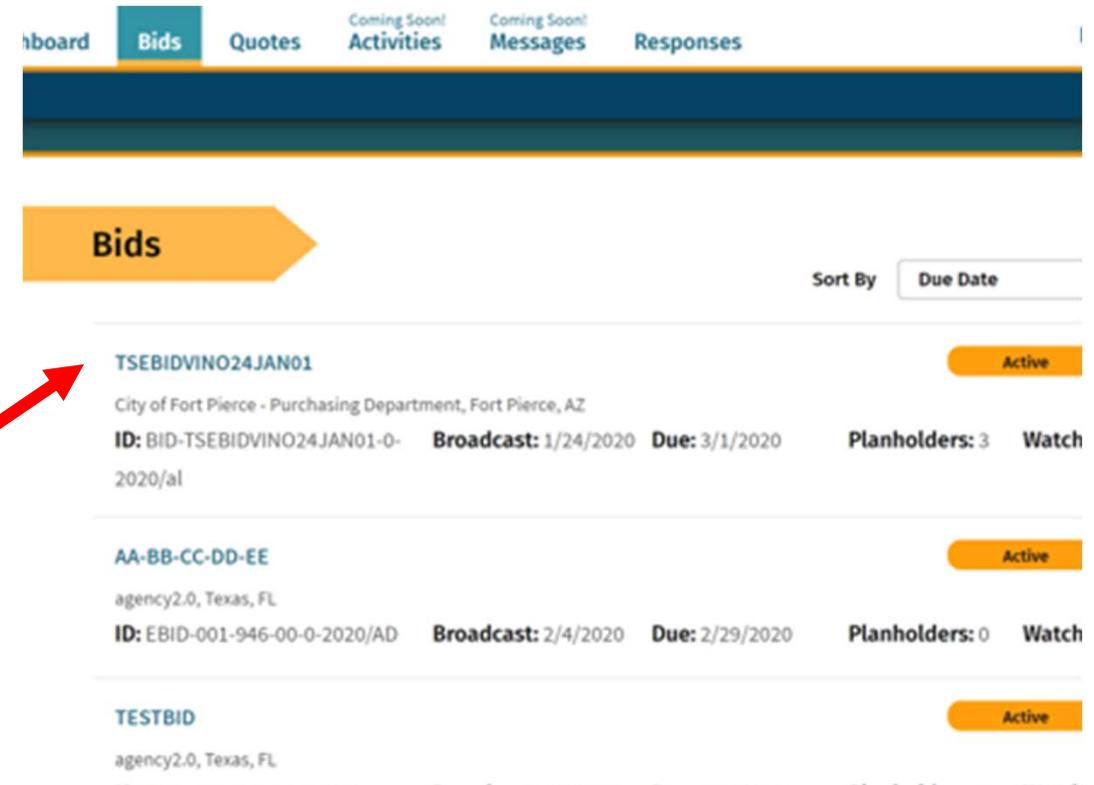
DEMANDSTAR
Building Communities.

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 displays a web interface for managing bids. At the top, there is a navigation bar with tabs for 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below this is a large orange arrow pointing right with the word 'Bids' inside. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. The main content area shows a list of three active bids, each with a blue title, a description, and a status indicator 'Active' in an orange box. A red arrow points to the first bid entry.

Bid ID	Description	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”.

The screenshot displays the 'Bid Details' page for a solicitation. At the top, there are navigation tabs: 'Bid Details', 'Planholders', and 'Similar Bids'. Below the tabs is a header area with 'TESTBID' on the left and 'Active' on the right. A red arrow points to the 'Submit E-Bid Proposal' button in the action bar, which also includes 'Order Bid Package' and 'Watch' buttons.

Bid Details

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

Scope of Work

The Development Districts is requesting bids for:

Documents

Download all 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

Distribution Info

Bid Bond	NO
Plan (blueprint)	None

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 Coming Soon! Activities Coming Soon! Messages Responses Robyn Galiardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

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 (Selected)
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (Invalid) **Alternate Bid Amount:** 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.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

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 (Pending)

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 (*.DOCX)
- 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: Add Document

Previous Next

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: [Add Document](#)

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

[Previous](#) [Upload All](#)

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 application interface. At the top, the navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020/AD; 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 progress indicator showing 'Contact Information', 'Documents Upload', and 'Review Bid'.
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P. O. Box 717; Address 2: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15220-0717; Phone Number: 4127876810; 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).

At the bottom, there is a 'Previous' button and a 'Submit Response' button, with a red arrow pointing to the latter. A text box below the documents lists the process after clicking 'Submit Response':

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.