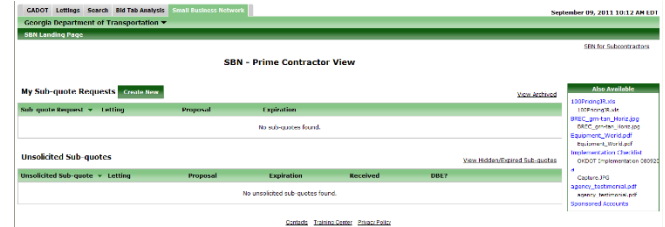


Bid Express Small Business Network® service for Prime Contractors

The Bid Express Small Business Network® (SBN) service is designed to enhance the communication process between small businesses – most notably DBEs – and the prime contracting community.

1. Log in to the Bid Express® service and select your agency.
2. Select the **Small Business Network** tab and access the SBN for Prime Contractors view.
3. Choose what you want to do next.



Create a Sub-quote Request

1. Access the SBN for Prime Contractors view and click **Create New**.
2. Enter or verify the required information in the Header Information fields. Click **Save And Continue** at the bottom right side of the page.
3. Click **Select This Letting** to select the letting and click **Select This Proposal** to select the proposal.
4. Select the work types and items to include in the sub-quote request plus any item comments or changes in quantity. Click **Save And Continue**.
5. Enter any terms and conditions for the request. Click **Save And Continue**.
6. Upload any attachments for the request. Click **Upload/Manage Attachments**. Click **Browse**. Select the file and click **Upload**. Click **Save And Continue**.
7. Verify your request and click **Publish** at the bottom right side.

Respond to a Reply

1. Access the SBN for Prime Contractors view and click the **Read and Replies** link under the sub-quote request number.
2. Click **View Reply** for the reply you wish to see.
3. Click any attachments to view the information.
4. To respond to this reply, click **Respond** at the bottom right side. Enter your message and click **Send**.

View Unsolicited Request

1. Access the SBN for Prime Contractors view and click the unsolicited sub-quote view, then click on the unsolicited sub-quote ID.
2. Click **Respond** at the bottom right side to respond to the request.

Prime Contractor Record of Subcontractor Outreach

1. Access the SBN for Prime Contractors view and click **View Sub-Quote** to access the Report of Subcontractor Outreach for that Request.
2. Click **View Outreach Report**. Click **Download PDF** and print the PDF file.

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Bid Express Small Business Network® service for Subcontractors

The Bid Express Small Business Network® is designed to enhance communication between prime contractors, subcontractors, and disadvantaged business enterprises. Through the Bid Express SBN, subcontractors or DBEs may respond to prime contractors' sub-quote requests and create unsolicited sub-quote requests to send to prime contractors.

As a subcontractor using the Bid Express Small Business Network, you can respond to sub-quote requests. You can also create an unsolicited sub-quote and send it to prime contractors.

1. Log in to the Bid Express® service and select your agency.
2. Select the **Small Business Network** tab.
3. Access the SBN for Subcontractors view and choose what you want to do next.



Respond to a Sub-quote Request

1. Access the SBN for Subcontractors view, locate the sub-quote request, and click **Reply**.
2. Enter all the information requested and click **Save And Continue** at the bottom right side of the page.
3. Select the items you would like to include in your quote. These items may be selected from the items requested by the Prime as well as from the additional items that are part of the proposal.
4. Enter the quantities and prices of the items. Click **Save And Continue**.
5. Enter any terms or conditions of the response and click **Save And Continue**.
6. Upload any attachments for the response by clicking **Upload/Manage Attachments**. Click the **Browse** button, select the file and click **Upload**. Then click **Done**. Click **Save And Continue**.
7. Verify your response. Click **Notify** at the bottom right side of the page to send the reply to the Prime.

Create an Unsolicited Sub-quote

1. Access the SBN for Subcontractors view and click **Create New** next to the Unsolicited Sub-quotes heading.
2. Verify your contact information on the Header Information page. Enter the expiration date, the types of work the quote includes and any additional comments. Click **Save And Continue**.
3. Click **Select This Letting** for the letting for which you are creating the sub-quote.
4. Click **Select This Proposal** for the proposal for which you are creating the sub-quote.
5. Select the work types and items to include in the sub-quote request, plus the price, any item comments or changes in quantity. Click **Save And Continue** at the bottom right side of the page.
6. Enter any terms and conditions for the sub-quote request and click **Save And Continue**.
7. Upload any attachments for the request. Click **Upload/Manage Attachments**. Click **Browse**. Select the file and click **Upload**. Click **Save And Continue**.
8. Verify your request and **Click Choose Vendors** at the bottom right side. Click **Add Vendors**. Select your vendors. Click **Add Selected**.
9. Click **Notify** to send the quote to the selected vendors.