

infotech



Bid Express[®]

Small Business Network

Subcontractors Guide

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www.infotechinc.com



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Customer support for the Bid Express® service at www.bidx.com is available by phone or email Monday through Friday from 7:00 A.M - 8:00 P.M. Eastern Time, excluding legal holidays and when posted.

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1. Introduction

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.

To access the Bid Express SBN for subcontractors, click the Small Business Network tab. If the heading says Prime Contractor View, click the SBN for Subcontractors link in the upper right corner.

2. Respond to a Sub-quote Request

The Bid Express Small Business Network lists the sub-quote requests, and includes links to the letting and proposal on which the request is based. The request also displays its expiration date and the name of the company that submitted the request.

You can reply to contractor's sub-quote requests in the Bid Express Small Business Network. You have the option of downloading a CSV file of the request to enter the response in a spreadsheet program, or you can enter it in the Bid Express Small Business Network.

You can modify your request as often as you like until the request has expired. The contractor will be able to see every request, but can only respond to the final one.

1. Log in to your Bid Express account.
2. Select your agency.
3. From the agency's homepage click the Small Business Network tab at the top of the screen. Make sure you are in the subcontractor view. If you are in the prime view click the [SBN for Subcontractor](#) link at the top right side.

SBN - Subcontractor View				
Sub-quote Requests		View my Work Types View Hidden		
Sub-quote Request	Letting	Call Order - Proposal	Expiration	Company Name
View Sub-quote - 1117	07/27/2014	001 - EliphaBidder62	08/31/2012	ECH, Inc.
				Reply Hide

Unsolicited Sub-quotes		Create New			View Hidden
Unsolicited Sub-quote	Letting	Call Order - Proposal	Expiration		
No unsolicited sub-quotes found.					

Figure 2-1. Subcontractor View of the Bid Express Small Business Network

The Subcontractor View page is divided into two sections. The Sub-quote Requests section contains all the requests published by prime contractors to which you are able to respond. The Unsolicited Sub-quote Requests section contains any unsolicited sub-quotes that you created.

4. To view a sub-quote request posted by a prime, click the sub-quote request number.

The Bid Express service takes you to the View SBN Sub-quote Request page. You may view the items listed and open any attachments that may have been included in the request.

5. Click **REPLY**. You may also respond from the main console page by clicking the **Reply** link to the right of the request.



Figure 2-2. View SBN Sub-quote Request

You can download a CSV version of the sub-quote request and complete it in a spreadsheet program, then upload the completed request on the Header Information page.

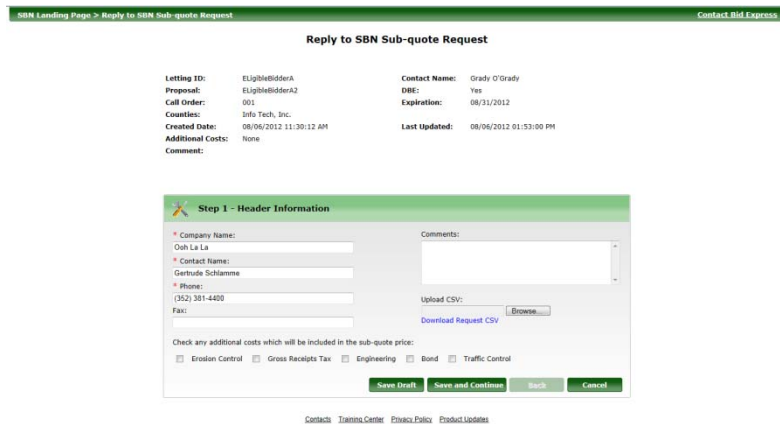


Figure 2-3. Header Information

6. Update the contact information and enter additional costs and comments if any. If you are providing the prime with a spreadsheet with the items and prices you may upload spreadsheet file at this step. Click the **BROWSE** button, locate the file, and click **OPEN**. Click **SAVE AND CONTINUE** at the bottom right side of the page.

Letting ID:	ELI06bidderA	Contact Name:	Gertrude Schlamme
Proposal:	ELI06bidderA2	DBE:	No
Call Order:	001	Expiration:	08/31/2012
Counties:	Info Tech, Inc.		
Created Date:	08/06/2012 02:08:17 PM	Last Updated:	08/06/2012 02:08:17 PM
Additional Costs:	None		
Comment:			

Step 2 - Select Items from Sub-quote Request

Barricades					
Select	Line Number	Item Number	Description	Unit	Extended Price
<input checked="" type="checkbox"/>	0004	183-0502	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 2	EA	\$0.00
Quantity: 7.000 Price: \$0.00 Comment:					

Unsolicited Items					
Select	Line Number	Item Number	Description	Unit	Extended Price
<input type="checkbox"/>	0001	150-5010	Calisthobbas	LBS	\$0.00
<input type="checkbox"/>	0002	150-0000	TRAFFIC CONTROL, CELLULAR TELEPHONE AT&T JMB0123	EA	\$0.00
<input type="checkbox"/>	0003	151-1000	MOBILIZATION - (M-FS28) 01	LS	\$0.00
<input type="checkbox"/>	0005	105-0000	MAINTENANCE OF SILT CONTROL GATE, TYPE 2	EA	\$0.00
<input type="checkbox"/>	0006	202-1000	CLEARING AND GRUBBING	AC	\$0.00

Figure 2-4. Select Sub-quote Items

7. Select the items you would like to include in your quote. These items may be selected from the items requested by the prime under the defined work types as well as from the unsolicited items section which are part of the proposal. As you select each item, enter the price of the item, any comments and update the quantity if needed. Once all items are selected and prices have been added, click SAVE AND CONTINUE.

SBN Landing Page > Reply to SBN Sub-quote Request Contact Bid Express

Reply to SBN Sub-quote Request

Letting ID:	ELI06bidderA	Contact Name:	Gertrude Schlamme
Proposal:	ELI06bidderA2	DBE:	No
Call Order:	001	Expiration:	08/31/2012
Counties:	Info Tech, Inc.		
Created Date:	08/06/2012 02:08:17 PM	Last Updated:	08/06/2012 02:10:48 PM
Additional Costs:	None		
Comment:			

Step 3 - Terms and Conditions

Enter the terms and conditions for this sub-quote below.

[Contacts](#)
[Training Center](#)
[Privacy Policy](#)
[Product Updates](#)

Figure 2-5. Sub-quote Reply Terms and Conditions

8. Enter your terms and conditions if any. There is no character limitation in this section. Click SAVE AND CONTINUE.

SBN Landing Page > Create Sub-quote > Manage Reply Attachments Contact Bid Express

Manage Attachments for Reply 11

Attachments

Manage SBN Attachments

Here you may add, overwrite, delete, or download SBN attachments.

File Name	File Size	Label	Delete
(0 Attachments)			

Begin uploading files:

BROWSE

[Contacts](#)
[Training Center](#)
[Privacy Policy](#)
[Product Updates](#)

Figure 2-6. Sub-quote Reply Attachments

9. Upload any attachments for the response by clicking Upload/Manage Attachments. Click the BROWSE button, select the file, then click OPEN. Add a label name if desired. You can add any file type and you may upload as many files as needed. To upload another file click the BROWSE button again, locate the file, then click OPEN, and add a label if needed. When you are done uploading all files, click UPLOAD. Then click DONE.
10. Click SAVE AND CONTINUE.

Step 5 - Verify and Reply to Sub-quote Request (draft)

Letting ID: ELI08E181d8rA
Letting Date: 07/27/2014
Proposal: ELI08E181d8rA2
Call Order: 001
Counties: Info Tech, Inc.
Created: 08/06/2012 02:08:17 PM
Additional Costs: None
Comment:

Name: Gertrude Schlammme
Organization: Osh La La
Email: gschlaffe@gmail.com
Phone: (332) 381-4400
DBE: No
Last updated: 08/06/2012 02:13:35 PM

- Work Types And Items

Barricades							
Line Number	Item Number	Alt Code	Unit	Request Qty	Sub-quote Qty	Price	Extended Price
0004	163-0502		EA	7,000	7,000	\$155.00	\$1,085.00
Item Description: CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 2				Comment:			

- Attachments

Label	Filename	File Size
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Figure 2-7. Verify Sub-quote Reply

11. Verify your response. Click the BACK button if you wish to make changes. If the quote response is complete then click NOTIFY at the bottom right side of the page to send the reply immediately to the prime. The prime contractor will receive an email about your response and can log into the Bid Express service to view it.

The Bid Express service returns you to the SBN subcontractor view.

3. Unsolicited Sub-quotes

As a subcontractor or DBE, you have the ability to generate unsolicited sub-quotes that the prime contractors have not requested from you. This allows you to better outreach to those prime contractors you wish to do business with in the hopes of enhancing your business.

To create an unsolicited sub-quote click the CREATE NEW button next to the Unsolicited Sub-quote heading.

1. Verify your contact information on the Header Information page. Enter the expiration date, the items you are including in the price and any additional comments. Click SAVE AND CONTINUE.
2. Click [Select This Letting](#) for the letting for which you are creating the unsolicited sub-quote.
3. Click [Select This Proposal](#) for the proposal for which you are creating the unsolicited sub-quote.
4. Click the [Add Work Types](#) link at the bottom center of the request. The Add Work Type window opens. Select all the work types you will like to include in the request. You are also able to use the filter feature to find the work type. Once you have checked all the work types click ADD SELECTED.
5. Next click [Add Item](#) for the work type. The Add Items widow opens with a list of the items of the proposal. Select all the items you wish to add. You can also use the filter feature to find items. Once all items are selected, click ADD SELECTED.
6. You may change the item quantity and add comments (please note there is a 250 character limitation). Enter the item price.
7. If there are more than one work types for the request follow the steps just shown to add items to those work types. Once the items have been added to all work types and prices have been entered, click SAVE AND CONTINUE.

8. Add any terms and conditions you would like to include in the quote. There is no character limitation in this section. Click **SAVE AND CONTINUE**.
9. Upload any attachments for the request. Click [Upload/Manage Attachments](#). Click **BROWSE**. Select the file, enter a label name if you wish and click **UPLOAD**. You may upload as many files as needed. Once you are done uploading the files, click **DONE**. Click **SAVE AND CONTINUE**.
10. Verify your quote and click **CHOOSE VENDORS** at the bottom right side. Click **ADD VENDORS**. Select your vendors. You can use the filter feature to locate the vendor or if there are plan holders, click [Plan Holders](#) to filter using the plan holders list. Once all vendors have been selected click **ADD SELECTED**.
11. Click **NOTIFY** to send the quote to the selected vendors.

The Bid Express service returns you to the SBN for Subcontractor view and saves a copy of the quote under the unsolicited sub-quotes section.

The prime contractors to which you have sent this unsolicited sub-quote will receive an email notifying them to log in to their Bid Express account and to view the quote you've provided. They in turn have the capability of responding to you.