

1. **Login to your Bid Express account and select the agency.**
2. **Click on the SMALL BUSINESS NETWORK tab.**
3. **Access the SBN for Prime Contractors view.**
4. **THEN...choose what you want to do next:**

Create a Sub-quote Request

5. Complete Steps 1-4 above.
6. Click [CREATE NEW](#).
7. Enter or verify the required information in the Header Information fields. Click [SAVE AND CONTINUE](#) at the bottom right side of the page.
8. Click [SELECT THIS LETTING](#) to select the letting.
9. Click [SELECT THIS PROPOSAL](#) to select the proposal.
10. 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](#) at the bottom right side of the page.
11. Enter any terms and conditions for the sub-quote request and click [SAVE AND CONTINUE](#).
12. Upload any attachments for the request. Click [UPLOAD/MANAGE ATTACHMENTS](#). Click [BROWSE](#). Select the file and click [UPLOAD](#). Click [SAVE AND CONTINUE](#).
13. Verify your request and click [PUBLISH](#) at the bottom right side. This automatically publicly displays the sub-quote request.

View and Respond to a Reply

5. Complete Steps 1-4 above.
6. Click the [READ AND REPLIES](#) link under the sub-quote request number.
7. Click [VIEW REPLY](#) for the reply you wish to see.
8. If there are attachments you may click on them to view the information.
9. To respond to this reply click on [RESPOND](#) at the bottom right side. Enter your message to the subcontractor and click [SEND](#). This sends the subcontractor an email with the information you entered in the available space.
10. View a copy of this response by clicking [VIEW RESPONSE](#) or by opening the response in your Message Center inbox.

View Unsolicited Request

5. Complete Steps 1-4 above.
6. Click the unsolicited sub-quote view.
7. Click on the unsolicited sub-quote ID.
8. You may respond to this quote by clicking on [RESPOND](#) at the bottom right side.

Print Bid Express Small Business Network Record of Subcontractor Outreach

5. Complete Steps 1-4 above.
6. Click [VIEW SUB-QUOTE](#) to access the Report of Subcontractor Outreach for that Request.
7. Click [VIEW OUTREACH REPORT](#).
8. Click [DOWNLOAD PDF](#).
9. Print the PDF file.

1. Login to your Bid Express account and select the agency.
2. Click on the **SMALL BUSINESS NETWORK** tab.
3. Access the **SBN for Subcontractors** view.
4. **THEN...choose what you want to do next:**

Respond to a Sub-quote Request

5. Complete Steps 1-4 above.
6. Locate the sub-quote request and click **REPLY**.
7. Enter all the information requested and click **SAVE AND CONTINUE** at the bottom right side of the page.
8. 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.
9. Enter the quantities and prices of the items. Click **SAVE AND CONTINUE** at the bottom right side of the page.
10. Enter any terms or conditions of the response and click **SAVE AND CONTINUE**.
11. 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** at the bottom right side of the page.
12. Verify your response and click on **NOTIFY** at the bottom right side of the page to send the reply immediately to the Prime.

NOTE: To receive email notifications when a prime has posted a request pertaining to the services and work your company provides, please manage your work type notifications under MyBidx.

Create an Unsolicited Sub-quote

5. Complete Steps 1-4 above.
6. Click **CREATE NEW** next to the Unsolicited Sub-quotes heading.
7. 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**.
8. Click **SELECT THIS LETTING** for the letting for which you are creating the sub-quote.
9. Click **SELECT THIS PROPOSAL** for the proposal for which you are creating the sub-quote.
10. 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.
11. Enter any terms and conditions for the sub-quote request and click **SAVE AND CONTINUE**.
12. Upload any attachments for the request. Click **UPLOAD/MANAGE ATTACHMENTS**. Click **BROWSE**. Select the file and click **UPLOAD**. Click **SAVE AND CONTINUE**.
13. Verify your request and click **CHOOSE VENDORS** at the bottom right side. Click **ADD VENDORS**. Select your vendors. Click **ADD SELECTED**.
14. Click **NOTIFY** to send the quote to the selected vendors.