



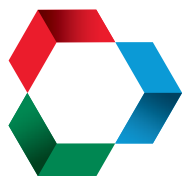
Bid Express[®]
Secure Internet Bidding

Bid Tabulations Tutorial

**Using the Bid Tabulations Feature in the
Bid Express Service**

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Prepared by:



Info Tech[™]

INNOVATION AT WORK

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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

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Page 1

Welcome to Bid Tabulations tutorial. In this tutorial we will cover the basics of using the Bid Tabulations feature within your Bid Express subscription.

Page 2

Before we get started you will need:

- An active Bid Express account
- Internet connection

Page 3

The Bid Tabulations feature is a free service that allows you to search for similar, but not as extensive, expired letting information within the Bid Express service.

Page 4

Go to www.bidx.com and login to your Bid Express account.

Page 5

Select the agency.

Page 6

Select the **Lettings** tab.

Page 7

Select a letting with a deadline that has passed.

Page 8

Select a proposal in that letting.

Page 9

In the Also Available section for the proposal, select **Bid Tabulations**. The Bid Express service opens the bid tabulations page for that proposal. At the top of the page is a list of all contractors and their bid amounts for the items in the proposal.

Select the check box in front of a contractor's name to remove the company from the results. To add the company back to the results, clear the check box. The name of the company and the price it provided for each item of the proposal displays again on the page.

The bid tabulations report lists all the prices for each item for every company that submitted a bid, ranked from lowest bidder to the highest. The report also shows the deviation of each company from the lowest bidder.

To return to the previous page to select another proposal, click the date of the letting from the navigation trail.