

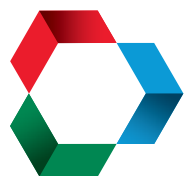


**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

## **Introduction to the Bid Component of the AASHTOWare Project Bids<sup>™</sup> Software**

---

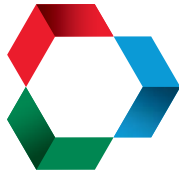
*January 2016*



**Info Tech**<sup>™</sup>

*INNOVATION AT WORK*

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371  
Phone: (352) 381-4400 • FAX: (352) 381-4444 • E-mail: [info@infotechfl.com](mailto:info@infotechfl.com) •  
Web: [www.infotechfl.com](http://www.infotechfl.com)



# Info Tech™

INNOVATION AT WORK

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: [www.infotechfl.com](http://www.infotechfl.com)

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.

## Contact Bid Express

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By phone:

Toll free: (888) 352-BIDX (2439)

Option 1 (Contractors)

Option 3 (Agency Employees)

By email:

Support: [customer.support@bidx.com](mailto:customer.support@bidx.com)

Feedback: [feedback@bidx.com](mailto:feedback@bidx.com)

By Fax:

Fax: (888) 971-4191

Bid Express and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2016, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

AASHTOWare Project Expedite, AASHTOWare Project Bids and the AASHTOWare Project Bids logo are trademarks of AASHTO.

AASHTO Trns•port Expedite is a registered trademark of AASHTO. Other product and company names mentioned herein may be trademarks and/or service marks of their respective owners.

## Page 1

Welcome to the Introduction to the Bid Component of the AASHTOWare Project Bids™ Software tutorial. This tutorial covers the basic steps in using the Bid component and explains the differences between the Bid component and the software previously used to prepare a bid. Additional instructions for using the Bid component are provided in the online help or in the User's Guide.

## Page 2

To learn about the Bid component, you must have the following:

- An active Bid Express account
- The AASHTOWare Project Bids Bid component
- An electronic bid (.ebsx) file
- A dbe.bin file, and
- An active Info Tech Digital ID for the Bid component

## Page 3

The Bid component allows bidders to complete and submit bids securely over the Internet. It also allows them to manage their Info Tech Digital IDs.

## Page 4

With the software previously used for bid preparation, you would have to download the new version to be compatible with bid submission for your agency.

## Page 5

Now, each agency uses the same version of the Bid component. Every time you open the Bid component, it automatically checks for updates.

## Page 6

Also, it is important to note that previously, you would use a different Info Tech Digital ID for every agency with which you bid.

## Page 7

Now, you will use only one ID, but you must request to bid with each agency and get the agency's approval before submitting a bid electronically.

## Page 8

Each agency will assign you a unique bidder ID. If you bid using more than one company, each company will need its own Digital ID.

## Page 9

First we will start by opening the Bid component. You will see differences immediately, including a Recent section, ways to open other proposals or lettings, a link to managing your Digital IDs, and a link to Bid options.

You will see an informational message under the Recent heading if you haven't opened any .ebsx files. Once you open a file, you will see it listed. The list can contain up to five files.

The right side of the screen displays the fields of the .ebsx file. If no file has been opened, these fields will be blank.

The Open Other Proposal command opens a window so you can navigate to and select an .ebsx file.

The Open Letting command opens a window so you can navigate to the files for an entire letting or a Zip file of a proposal and amendments.

## Page 10

Zip files for a proposal have replaced the use of an EBLIB file; however, they act the same and will provide you with the bid (.ebsx) file and all amendments (.001x, .002x, etc) in a proposal.

## Page 11

The Manage Digital IDs command opens the Digital ID option where you can manage your Info Tech Digital IDs for the Bid component.

The Options command opens the Options window where you can set up profile information and other Bid settings such as how to customize the item list formats.

## Page 12

Click Options to set up your profile. The component opens the Options windows with the User Profile tab displayed.

Your user profile helps identify you and your company and is included with your bid submission to the agency. You must designate a default user profile before you submit a bid. The system allows you to enter as many profiles as needed if you bid to multiple agencies and need to provide different company information.

The profile designated as the default will be the one used when submitting the bid. Therefore, we recommend you check to ensure the correct profile is selected in the Options window for the proposal you are working on prior to bid submission.

You must set up a profile before you can open an .ebxs file.

If you open an .ebxs file that already has a user profile associated with it, you will be able to add that profile to your User Profile list.

## Page 13

Click the plus sign on the right to add a new user profile. The User Profile Entry window opens.

Enter your company name, address, phone number and email address. Enter your bidder ID in the Add/Remove Bidder ID field and press Enter. This adds this bidder ID to the list and assigns it as the default ID for this profile. Click Save.

## Page 14

The new profile is then added to the list of profiles. To edit any of the profiles, select the profile and click the pencil icon. To delete a profile you no longer need, select the profile and click the X icon.

## Page 15

Click the Manage Digital IDs tab to see your Digital ID information.

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids and submit them over the Internet.

Your Digital ID may already be entered into the Bid component, depending upon how the component was set up when the ID was created. If not, you will have to import it.

## Page 16

You must know the Digital ID password in order to import the Digital ID. It is not possible to recover your Digital ID password. If you forget your password, a new Digital ID must be created and you will need to pay the associated fees.

## Page 17

To import a Digital ID, click the plus sign. The Bid software displays the Import Digital ID window.

## Page 18

Click **Browse** and navigate to the location of your Digital ID.

Select the ID and click **Open**.

## Page 19

Enter the Digital ID password in the Password field and click **Import**.

The Bid component imports the Digital ID and returns you to the Manage Digital IDs window. You can now use this Digital ID to submit bids.

## Page 20

To export a Digital ID, click the one you would like to export from the Manage Digital IDs tab and click the Export Digital ID button.

## Page 21

Enter the password for the Digital ID then click **Export**. A Save as window opens. Select a location to save the file. Do not change the file name. Click **Save**.

## Page 22

Click the arrow in the upper right of the Options window to close the window.

## Page 23

As with the software previously used to prepare your bid, you can either open the proposal file directly by clicking on the saved file from your computer or open it from within the Bid component by selecting Open Proposal from the File menu.

## Page 24

When you open a bid, you will see that there are now tabs instead of red folders for each section of the bid, though general information for the bid is still listed on the right.

The tabs work the same as the folders except the tabs do not change from red to green when they are complete. Use the **Check Bid** function or start the bid submission process to see if your bid is complete. In doing so, each completed tab will be marked with a check mark, and each incomplete tab will appear with an exclamation point.

## Page 25

Next, click on the **DBE List** tab. Like with the software previously used for preparing a bid, a dbe.bin file must be downloaded from the letting level and saved to the same location as your proposal (.ebx) file in order to upload certified DBE information.

You will note that the Add DBE button for the DBE List folder has been removed. Now, once you navigate to the DBE List tab, you will be able to immediately choose contractor information. Depending on the way the agency has set up the DBE List tab, you will either enter the contractor's quote in the Bid Quote field or click Show Items to open the DBE List Items window. When all your DBE contractor information has been entered, click Add Entry to associate the entry with your DBE goal.