



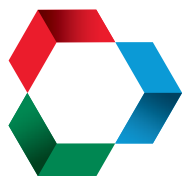
Bid Express[®]
Secure Internet Bidding

Bid Express Small Business Network

Using the Bid Express SBN as a Prime Contractor

January 2014

Prepared by:



Info Tech[™]

INNOVATION AT WORK

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Welcome to the Bid Express Small Business Network tutorial for prime contractors. In this tutorial you will learn how to use the Bid Express Small Business Network as a prime contractor.

Before we get started you will need:

- An active Bid Express account
- An Internet connection

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The Bid Express SBN is designed to enhance communication between prime contractors, subcontractors, and disadvantaged business enterprises. Through the Bid Express Small Business Network, prime contractors are able to meet their DBE goals for upcoming projects in a more convenient and efficient manner.

When acting as a prime, you may create sub-quote requests to which your subcontractors or DBEs can then respond.

Log in your Bid Express account.

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Select your agency.

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From the agency homepage, click the **Small Business Network** tab.

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If you are not in the Prime Contractor View, click the **SBN for Prime Contractors** link located at the top right side.

Create a sub-quote request by clicking on **Create New** next to the My Sub-quote Requests heading.

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Enter or verify the required information in the Header Information fields. These fields are automatically populated with the information associated with your Bid Express subscription when you first subscribe to the service.

Enter an expiration date for the request and any needed comments in the comment box. Click **Save and Continue** at the bottom right side of the page.

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Select the letting by clicking the **Select this letting** link on the column on the right.

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Click the **Select this proposal** link on the right column next to the proposal for which you wish to create a sub-quote.

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Select the work types and items. Click the **Add Work Type** link located at the bottom center of the request. The Add Work Type list opens. Select all the work types you would like to include in the request. You are also able to use the filter feature to find the work type. Once you have selected all the work types click **Add Selected**.

Next, click the **Add Items** link for the work type. The Add Items list opens and displays the items of the proposal. Select all the items you wish to add. You can also use the filter feature to find the item. Click **Add Selected**.

Once the items are added for the work type, you may change the item quantity and add comments. Please note there is a 250 character limitation for the comments.

If there is more than one work type for the request, follow the steps to add items to those work types. Once items have been added to all work types, click **Save and Continue**.

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Enter any terms and condition you would like to include in the request. There is no character limitation in this section. Click **Save and Continue**.

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Upload any attachments for the request. Click **Upload/Manage attachments**. Click **Browse**. Select the file and click **Open**. You may upload as many files as you wish. Add a label to each file as desired. The file name displays in the Label field if you do not add your own label.

Once all the selected files are listed, click **Upload**. Once the files are uploaded, click **Done**. Click **Save and Continue**.

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Verify the information in your request and click **Publish** on the bottom right side. This publicly displays the sub-quote request as part of the subcontractor console. Upon publishing the request, a copy is saved under My Sub-quote Requests in your prime console. Subcontractors who have selected the work types in your request will receive an email that a request has been published.

The Bid Express service returns you to the Prime Contractor View page.

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You can view subcontractor responses to your request. You can also respond to the subcontractor.

Click the **Read and Replies** link under the sub-quote request number.

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Click **View Reply** for the reply you wish to see. If there are attachments, you may click on them to view the information from this same screen.

To respond to this reply, click **Respond** on the bottom right side.

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Enter your message to the subcontractor and click **Send**. This sends the subcontractor an email with the information you entered in the available space.

You may view a copy of this response by clicking on **View Response** or by opening the response in your Message Center inbox.

The Bid Express service takes you back to the Activity page for the request. Click **SBN Landing Page** from the navigation trail to return to the prime view.

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Reporting is a convenient feature available as a part of the Bid Express Small Business Network. As a prime contractor, it is important to be able to provide proof of your outreach efforts to DBEs to the Agency with which you bid. The Bid Express SBN generates an Outreach report for each request. To print the Outreach report, click the sub-quote request number for which you want the report.

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At the top right side of the sub-quote request, click the **View Outreach report** link. The report opens. You can print the report or click **Download PDF** at the top right to save the file as a PDF.

Click **SBN Landing Page** from the navigation trail to return to the prime view console.

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As a prime contractor, you may also receive unsolicited sub-quotes from subcontractors or DBEs. These are quotes that you have not been requested, but are being received because a subcontractor or DBE wants to work with you on a project. To view and respond to your received unsolicited sub-quote, click on the unsolicited sub-quote ID.

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You may view the quote as well as any attachments provided by the subcontractor. You can also respond by clicking **Respond** at the bottom right side or by clicking the blue **Respond** link from the Unsolicited Sub-quotes section before opening the unsolicited sub-quote request. Enter the message and click **Send**.