



DEMANDSTAR

B u i l d i n g C o m m u n i t i e s .

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.

- Click on the solicitation.

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The 'Bids' tab is selected. Below the navigation bar, there is a header for the 'Bids' section with a 'Sort By' dropdown menu set to 'Broadcast Date'. The main content area displays a list of three bid items, each with a title, location, ID, broadcast date, due date, and counts for planholders and watchers. A red arrow points to the first bid item, 'TRACK & FIELD EQUIPMENT'.

TRACK & FIELD EQUIPMENT		Active	
City of Miramar, Miramar, FL			
ID: RFQu-21-PR021-0-2021/aj	Broadcast: 12/16/2020	Due: 12/29/2020	Planholders: 0 Watchers: 0

Occupational Skills Training		Active	
Ramsey County MN, Saint Paul, MN			
ID: RFP-JTPA2465-0-2020/ATG	Broadcast: 12/16/2020	Due: 01/28/2021	Planholders: 0 Watchers: 0

21-020 Axis Camera Equipment Purchase - ITB		Active	
City of Naples - Purchasing Division, Naples, FL			
ID: ITB-21-020 Axis Camera	Broadcast:	Due: 01/20/2021	Planholders: Watchers:

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.
- There is **no charge** for you to submit your proposal through this electronic process.

Bid Details Planholders Similar Bids

TESTBID Active

Order Bid Package Submit E-Bid Proposal Watch

Bid Details

Agency Name	[Redacted]
Bid Writer	[Redacted]
Bid ID	ITB-20B-
Bid Type	ITB - Invitation to Bid
Broadcast Date	07/08/2020 4:00 AM Eastern
Fiscal Year	2020
Due	08/11/2020 3:00 PM Eastern
Bid Status Text	None

Scope of Work

The Development Districts is requesting bids for

Documents

Download all documents

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

Distribution Info

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

Put in the **total bid amount** on this page as it will automatically be included in the Tabulation Form to be shown during the public opening on the due date/time.

Note: if your bid amount can't be summarized in a single number, or the solicitation is a request for qualifications and doesn't require a bid amount, you should input “0” under “Bid Amount”.

Enter "0" in the bid a amount box. This is a percentage discount bid and does not require a bid amount. Contact info@purchasepros.net for assistance.

DEMANDSTAR Dashboard Bids Quotes Activities Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
Address 2 (optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension (optional)

Bid Amount 127,000 (invalid) Alternate Bid Amount (optional)

Notes
For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

NOTE: if you are not submitting a document listed as required, you must still change the “submission option” to reflect the status.

PURCHASEPROS WILL ONLY ACCEPT ELECTRONIC (E-BID) SUBMISSIONS THROUGH DEMANDSTAR. MAIL IN (MANUAL BID) SUBMISSIONS WILL BE NOT BE ACCEPTED.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The main content area is titled 'E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020/AD; Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress indicator shows three steps: 'Contact Information' (completed), 'Documents Upload' (current step), and 'Review Bid' (pending).
- Required Documents:** A section titled 'Required Documents' with a sub-header 'Agency Accepted File Formats' listing various file types such as Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), Microsoft Excel (.XLS), and Microsoft Word (.DOCX). Below this, a table lists the required document 'Service Doc agency2.0' with a 'Submission Option' dropdown set to 'None' and a 'Choose a file' button.
- Supplemental Documents:** A section for uploading additional documents, featuring a 'Document Title' input field and an 'Add Document' button.

At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons.

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

Bid Details

Agency Name: z z agencydtest2.0 TEST
Bid Number: Ebid-DSTESTB04 29-09-2020-0-2020/sdS
Bid Due Date: 07/21/2020 11:00 AM (Pacific)
Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining
Bid Name: DSTESTB04 29-09-2020

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing Web Format (*.DWF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot file (*.PLT)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPTX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPD)

Required Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> Bid Proposal	Online/Electronic	RFB2020-3239.PDF
<input checked="" type="checkbox"/> Insurance Certificate	Online/Electronic	Insurance Certificate.docx

Supplemental Documents

You can upload additional documents here.

Document Title:

Supplemental Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> References	Online/Electronic	References.docx

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents (after the due date/time) and see the day and time upon which you submitted your proposal.

The screenshot displays the 'Review Your E-Bid Response' page. At the top, there is a navigation bar with 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The user's name 'Robyn Gallardi' is in the top right corner. Below the navigation bar, there are three buttons: 'Submit Response', 'Save & Finish Later', and 'Cancel'. The main content area is divided into two columns. The left column contains 'Bid Details' and 'E-Bid Progress'. The right column contains 'Review Your E-Bid Response' and 'Contact Info'. The 'Bid Details' section shows: Agency Name: agency2.0, Bid Number: EBI-D-123456-0-2020/AD, Bid Due Date: 02/28/2020 (PST), Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining, and Bid Name: TESTBID. The 'E-Bid Progress' section shows a progress bar with three steps: 'Contact Information', 'Documents Upload', and 'Review Bid'. The 'Contact Info' section shows: Company Name: Calgon Carbon Corporation, Address 1: P.O. Box 717, Address 2: Pittsburgh, City: Pittsburgh, State: Pennsylvania, Country: United States of America, Postal Code: 15230-0717, Phone Number: 4127876810, Fax: Bid Amount: \$127,000.00, Alternate Bid Amount: Notes: For the full 6 month contract. The 'Agency Required Documents' section shows a green checkmark next to 'Service Doc agency2.0(Electronic/Online)'. The 'Supplemental Documents' section shows a green checkmark next to 'References(Electronic/Online)'. Below these sections, there is a grey box with a list of steps to follow after clicking 'Submit Response'. At the bottom, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.

Bid Details

- Agency Name: agency2.0
- Bid Number: EBI-D-123456-0-2020/AD
- Bid Due Date: 02/28/2020 (PST)
- Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

Review Your E-Bid Response

Contact Info

- Company Name: Calgon Carbon Corporation
- Address 1: P.O. Box 717
- Address 2: Pittsburgh
- City: Pittsburgh
- State: Pennsylvania
- Country: United States of America
- Postal Code: 15230-0717
- Phone Number: 4127876810
- Fax:
- Bid Amount: \$127,000.00
- Alternate Bid Amount:
- Notes: For the full 6 month contract

Agency Required Documents

- Service Doc agency2.0(Electronic/Online)

Supplemental Documents

- References(Electronic/Online)

After clicking "Submit Response" the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

Previous **Submit Response**

For further assistance please email: info@purchasepros.net

CONFIRMATION

Note that you can *update* your eBid response until the Bid Due Date and Time.

The screenshot shows a web application interface with a dark green header and a light green sidebar. The main content area has a white background. At the top, there are three tabs: "Bid Details" (selected), "Similar Bids", and "My eBid Proposal". Below the tabs, there is a large orange arrow pointing right with the text "Test eBid". To the right of this arrow is a yellow button labeled "Active". Below the arrow, there are three teal buttons: "Download Bid Package" (with a download icon), "Edit eBid Response" (with an edit icon and a red underline), and "Watch" (with a watch icon). Below these buttons is a section titled "Bid Details" which contains a table of bid information. At the bottom of the screenshot, the text "Scope of Work" is visible.

Bid Details	
Agency Name	City of Metropolis USA (TEST)
Bid Writer	Lois Lane
Bid ID	RFP-5678Testing123-0-2021/LL
Bid Type	RFP - Request for Proposal
Broadcast Date	11/30/2020 10:08 AM Central
Fiscal Year	2021
Due	02/17/2021 11:00 PM Central
Bid Status Text	None

Scope of Work

CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening as it may take time to load all the documents required]

Confirm your eBid responses:

- View History per each solicitation to which you responded via the “Responses” menu

The screenshot shows the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Responses'. The 'Responses' menu is highlighted. Below the navigation, the breadcrumb path is 'Home > My Bid Responses'. The main content area is titled 'Responses' and contains a list of bids on the left and 'Response Details' on the right. The 'View History' button is highlighted with a red underline and a red arrow points to a 'History' modal window. The modal window displays a table of response history.

Date	Author	Event	Detail
11/05/2020 11:29 AM (Eastern)	Operations	Response submitted	Bid response set to 'Completed' status by OPS user Steve Tran (on behalf of supplier).
11/05/2020 11:28 AM (Eastern)	Operations	Response created	Bid response created by OPS user Steve Tran (on behalf of supplier).

For further assistance please email: info@purchasepros.net