

Electronic Bid Submission (EBS)

User Guide

bidnet direct.
by SOVRA

About Bidnet Direct

State and local government agencies utilize Bidnet Direct for the distribution of solicitations, documents, and addendum. In addition, many utilize the electronic bid submission option for vendors to submit responses directly online through the platform. Answers to some frequently asked questions regarding electronic bid submission are listed below. Register to receive notifications and respond to solicitations at www.bidnetdirect.com

What is an Electronic Bid Submission?

The Electronic Bid Submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The EBS feature allows suppliers to submit bids/proposals online via Bidnet Direct. The EBS feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered at to www.bidnetdirect.com participate in EBS.

When do buyers see my submission?

Submitted documents are stored securely with a high level of security. All bids remain encrypted and not readable until bids are opened by the buyer and only after the closing date and time have passed.

What should I do before I submit a bid?

1. Verify You Are Following the Solicitation

- Check that the top button shows you are Following.
- Following is important to receive alerts about any addendum or communication.
- Note: You may need to update your registration type to be able to follow.

2. Review the Addendum and Communication Tab

- Look for any information or updates already issued.
- Download all existing documents and/or addenda.

The screenshot displays the bidnet direct by SOVRA web application interface. At the top, there is a navigation bar with the logo and menu items: SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. Below the navigation bar, there are icons for Bid Intent, Place Bid, Download Page, and Notes. A teal box indicates 'Time Left to Bid' as 34 days, 21 hours, and 36 minutes. A red circle with the number '1' highlights the 'Follow' button, which is also outlined in red. Below the 'Follow' button are 'Print' and 'Share' buttons. A red circle with the number '2' highlights a table with the following data:

Notice	
Categories	
Addendums	
Documents	1
Document Request List	11
Audit	

To the right of the table is the 'Basic Information' section, which includes fields for Reference Number, Issuing Organization, Owner Organization, Solicitation Type, Solicitation Number, Title, and Source ID.

What should I do before I submit a bid?

3. (Optional) Click on "Intent to Bid"

- Some buyers require this step before submitting a formal bid.
- While optional, it's a common request by many agencies.

Registered vendors can submit electronic bids once approved by buyers. Each bid varies by agency requirements, which are outlined in the solicitation documents. The online system will guide you step-by-step. Some bids require only pricing; others need additional documents.

The screenshot shows the bidnet direct. by SOVRA interface. The top navigation bar includes links for SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. A dark blue header bar contains several action buttons: 'Bid Intent' (highlighted with a red box and the number 3), 'Place Bid', 'Download Page', and 'Notes'. Below the header, there is a 'Time Left to Bid' section showing '34d 21h 36m'. A 'Notice' section is visible on the left, and a 'Basic Information' section is on the right, containing fields for Reference Number, Issuing Organization, Owner Organization, Solicitation Type, Solicitation Number, Title, and Source ID.

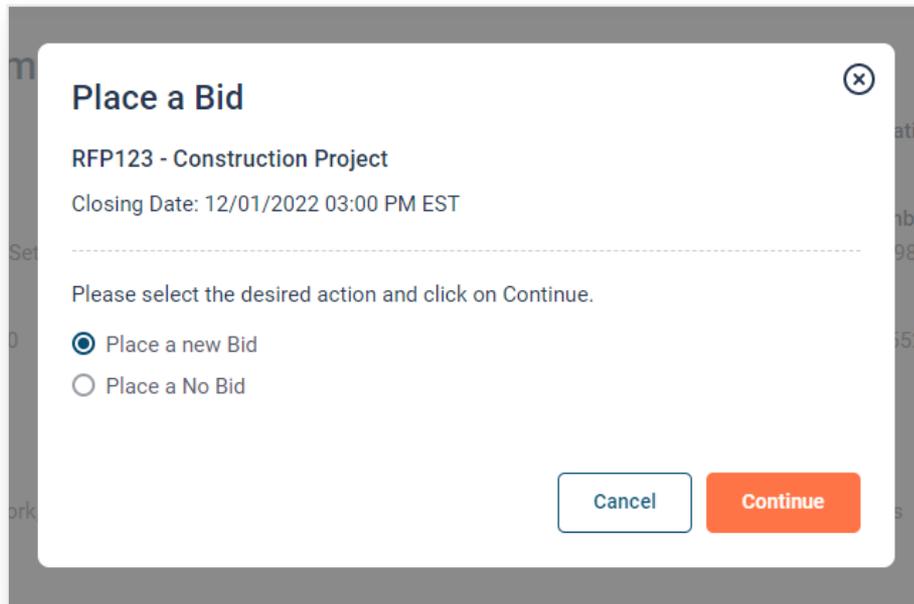
How do I place a new bid?

1. Click the **PLACE BID** button.
2. A modal window titled **Place a Bid** will appear.
3. Select **Place a New Bid** and click **Continue**.

Placing a bid typically involves three key steps: **Proposal**, **Submission**, and **Confirmation**. During these steps, you will be guided through:

- Uploading required documents
- Entering pricing or responding online
- Optionally uploading a spreadsheet with pricing and item details

Please note: A red status message, "**Bid Not Submitted**", will remain visible until your bid is fully completed and successfully submitted.



The screenshot shows a modal window titled "Place a Bid" with a close button (X) in the top right corner. The window displays the following information:

- RFP123 - Construction Project
- Closing Date: 12/01/2022 03:00 PM EST

Below this information is a dashed horizontal line, followed by the instruction: "Please select the desired action and click on Continue." There are two radio button options:

- Place a new Bid
- Place a No Bid

At the bottom right of the modal, there are two buttons: "Cancel" (a white button with a blue border) and "Continue" (a solid orange button).

How do I attach my documents to submit?

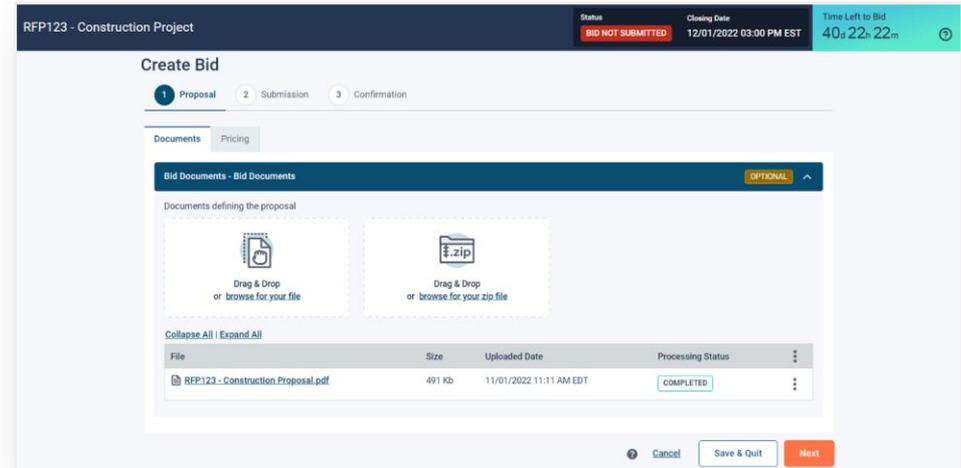
You have two easy options to upload your documents:

1. Browse for Files

- Click the “**Browse for your file**” link.
- Select one or more files from your computer to upload.

2. Drag and Drop Files

- Drag and drop your files one at a time into the **Add File** area or onto the **Add File** button.
- If you’re uploading multiple documents stored in a ZIP file, drag and drop the ZIP file into the **Import ZIP File** area or onto the **Import ZIP File** button.



Once your files are uploaded, they will appear in the Files section.

After uploading, click on the **Next** tab. This could be the **Pricing** tab or the **Questions** tab, depending on the type of solicitation.

How do I add pricing information?

The **Create Bid** screen will walk you through what type, if any, pricing information is expected for you to fill in. Often, pricing is included as part of the documents that you upload within your proposal. When prompted, fill out the information in either lump sum or line item bidding, depending on the fields that appear.

You can then click “**Next**” or, if you need to save it and come back, hit “**Save and Quit**”.

RFP123 - Construction Project

Status: **BID NOT SUBMITTED** Closing Date: 12/01/2022 03:00 PM EST Time Left to Bid: 40d 22h 22m

Create Bid

1 Proposal 2 Submission 3 Confirmation

Documents Pricing

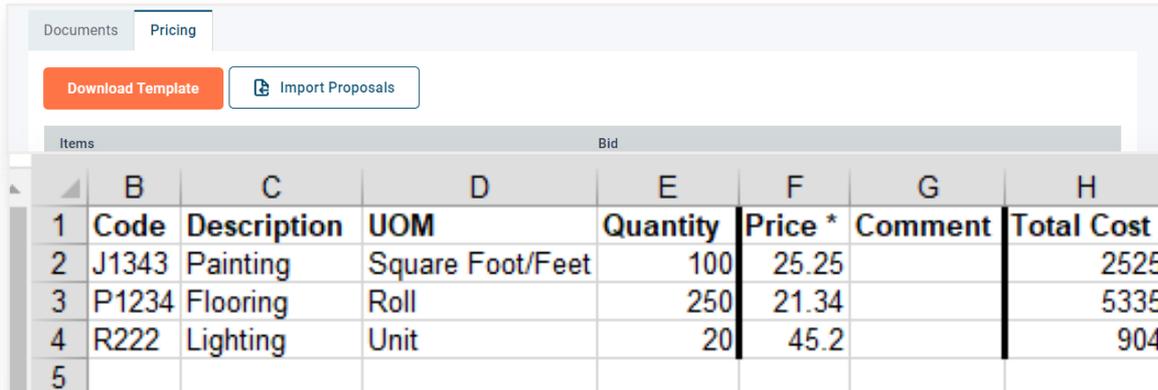
Total Bid Price*

Corresponds to the base price, excluding taxes.

← Previous ? Cancel Save & Quit Next

What if I have to submit multiple line items?

If there are multiple line items, a template will appear you can simply download the template, fill in your pricing and any comments and then upload the file.



The screenshot shows a web interface with a 'Pricing' tab selected. Below the tab are two buttons: 'Download Template' (orange) and 'Import Proposals' (white with a blue icon). Below these buttons is a table with the following data:

	B	C	D	E	F	G	H
1	Code	Description	UOM	Quantity	Price *	Comment	Total Cost
2	J1343	Painting	Square Foot/Feet	100	25.25		2525
3	P1234	Flooring	Roll	250	21.34		5335
4	R222	Lighting	Unit	20	45.2		904
5							

Once the template is filled out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.

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Depending on the solicitation, there may also be a list of questions to be answered on the electronic submission.

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Items	Bid
J1343 - Painting UOM Square Foot/Feet Qty 100	Price / Bulk* 25.25 + Add Comment Quantity 100 Square Foot/Feet Total Cost \$2,525.00
P1234 - Flooring UOM Roll Qty	Price / Can* 21.34

1 **Delivery Date***
When can you delivery?

2 **Varieties***
How many varieties of products do you have?

3 **Bid Price***
Please detail your bid price \$

CANCEL SAVE & QUIT PREVIOUS NEXT

Submitting the bid

You will need to re-enter your Bidnet Direct user password before officially submitting the bid.

And finally, you will need to confirm to submit the bid.

RFP123 - Construction Project

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Create Bid

1 Proposal 2 **Submission** 3 Confirmation

Exceptions
Does this bid contain exceptions?
 No
 Yes

Bidder Compliance & Authentication
The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.
Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.
I declare that the foregoing is true and correct

Bid Submitted By (Full Name)*: John Doe
For security reasons please re-enter your password*:

Cancel Save & Quit **Submit Bid**

BID SUBMISSION CONFIRMATION

Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?

NO YES

Need Help with Submitting a Bid or Have a Bidnet Direct Question?

Contact the Bidnet Direct Vendor Support Team

Monday – Friday, 8:00 AM to 8:00 PM ET

(800) 835-4603, Option 2

support@bidnet.com

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