

bidnet direct.
by SOVRA

How to for Suppliers

A Quick Guide

This document is for the use of Bidnet Direct participating supplier organizations only and is subject to the terms & conditions of Bidnet Direct, powered by mdm commerce. Information in this document is subject to change without notice.

If you have any questions, contact us:

Vendor Support

1-800-835-4603

support@bidnet.com

Contents

Introduction 4
Registration 5
Electronic Bid Submission (EBS) User Guide 11

Introduction

Palm Beach Schools will 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.

There is no cost to register to Palm Beach Schools and no credit card information will be required unless you enhance your subscription.

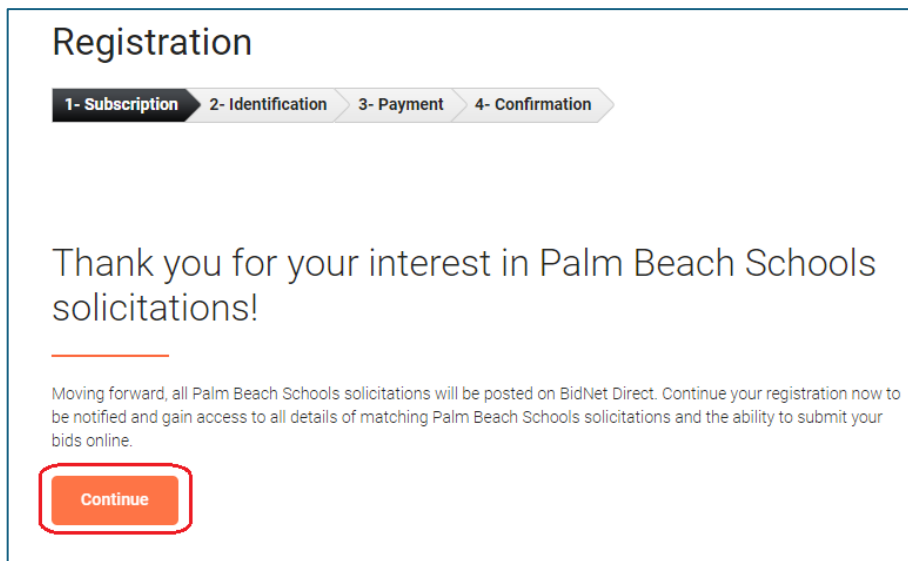
Registration

The Registration process is simple on Bidnet Direct. The Palm Beach Schools' direct URL is <http://www.bidnetdirect.com/palmbeachschools>.

Select the Vendor Registration link to begin the process.



Select the Continue button.



Complete all the mandatory fields prefixed with an *asterisk.

Select Next to continue.

Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

Organization Information

Organization Name*

Address*

City*

Country* United States

State/Province*

Zip/Postal Code*

Contact Information

Job Title

First Name* Initial

Last Name*

Phone* ext.

Email*

Email Confirmation*

Time Zone*

Login Credentials

Desired Username* newsupplier@bidnet.com

Desired Password*

Password Confirmation*

Terms and Conditions

I agree to the [Terms & Conditions](#) stated herein.
I am an authorized representative of the above-named organization.

Previous **Next**

Have registration questions?

Vendor Support is here to help

Monday-Friday from 8:00 am to 8:00 pm EST

800-835-4603

Registration Tip:

Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.

You are just a few simple steps away from:

- Receiving real-time notifications of matched bids & RFPs
- Instant notification of addendum from buyers
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

Select Complete Registration to continue.

Registration

1- Subscription 2- Identification 3- Payment 4- Confirmation

Subscription Details

Please review the following registration details:

Subscription Term: 12-Month Subscription (09/23/2024 to 09/23/2025)

Group(s): Palm Beach Schools (Yearly)

Previous **Complete Registration**

Have a question?

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Monday-Friday from 8:00 am to 8:00 pm EST

800-835-4603


You will receive a Registration confirmation message.

Please check your email inbox for an activation email with the subject line of Activate your account.

Registration

1- Subscription > 2- Identification > 3- Payment > 4- Confirmation

Registration Confirmation

 Check your email to complete your registration

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct's Support Department at 800-835-4603. We provide technical support for this online bidding system and are available Monday-Friday from 8:00 am to 8:00 pm EST.


Kind Regards,

BidNet Direct Support Department
support@bidnet.com


Welcome to BidNet Direct's bid system!

Our Vendor Support Team is here to help with any questions that you may have.

Monday-Friday from 8:00 am to 8:00 pm EST

 800-835-4603

Select the Activation link in the email.



NEED HELP: 800-835-4603

New Supplier,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:
[BidNet Direct - Bidnet Enterprise Account Activation](#)

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department
support@bidnet.com

Enter the Username and Password that you entered during registration and select Login.

Account Activation

Please enter the username and password you chose during your registration in order to activate your account.

Username

Password

Login

> [Need Help?](#)

The information will be prepopulated with what you entered in the registration. Validate that all the Organization information is accurate and select Next.

Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information 5 - Confirmation

Organization Profile

Organization Name* Type

Organization Address

Address* City*

Country* State/Province* County/Region* Zip/Postal Code*

Organization Contact Information

Phone* ext. Toll Free Fax

Email Website

[Next >](#)

Validate that all the Contact information is accurate and select Next.

Account Activation

Contact Profile

Job Title

First Name* Initial Last Name*

38 Hemingford way Palm Beach

United States Florida 12354

999-999-9999 ext. Fax

newsupplier@bidnet.com Eastern (US & Canada)

< Previous Next >

Select all the NIGP categories that match the types of goods or services that your company offers. You can search by keyword or NIGP Code Number.

Note that these codes are how you will become a matching supplier for Palm Beach Schools. When Palm Beach Schools issue new solicitations that match the types of goods and services that you offer, you will automatically receive an email notification of the solicitation.

Select Next to continue.

Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information 5 - Confirmation

Thanks for registering! Now that your account is all set up, select your categories to find matching bids!

NIGP Categories (0 Selected) ^

There are no categories selected.

Categories plumbing repairs

670	PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
67052	Pipe Repair Clamps, Couplings, Leak Kits, etc. Pipe Repair Clamps, Couplings, Leak Kits, etc.
910	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
91042	Kitchen and Bathroom Fixture Repair (Not Plumbing): Bathtubs, Sinks, Cabinets, Counter Tops, etc. Kitchen and Bathroom Fixture Repair (Not Plumbing): Bathtubs, Sinks, Cabinets, Counter Tops, etc.
91060	Plumbing Maintenance and Repair (Includes Pressure Tapping Services, Pipe Freezes, Toilets, etc.)

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensor's expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

< Previous Next >

Complete the Palm Beach Schools - Additional Information to complete your activation and select Activate.

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Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection **4 - Additional Information** 5 - Confirmation

Business Structure*

- Public Corporation
- Private Corporation
- Partnership
- LLC or LLP
- Individual/Independent Contractor/Sole Proprietor
- Joint Venture
- Non-Profit Organization
- Government Agency
- Organization exempt under Sec 501 (a)
- Other

Business Type*

- Small
- Large
- Minority Owned
- Woman Owned
- Veteran Owned
- Disabled
- Disadvantaged
- Service Disabled
- Historically Underutilized Business (located in a HUB Zone)
- Historically Underutilized Business (not located in a HUB Zone)
- Historically Black College or University
- Other

Owner Ethnicity

- Caucasian
- Hispanic
- Asian/Asian Pacific
- Sub-Continent Asian (Asian Indian)
- African American/Black
- Native American
- Other

Number of Employees* **Established Since***

W-9
[Upload W-9 form](#)

Palm Beach Schools - Additional Information

Information for The Office of Diversity in Business Practices (ODBP)

Industry

- Construction
- Goods & Services/Commodities
- Architect
- Other

Primary Business Location

- Palm Beach County
- Broward County
- Miami-Dade County
- Other

Is your Company Currently Certified with the School District of Palm Beach County?*

- Yes
- No

Are You Interested in Becoming a Certified Vendor with the School District of Palm Beach County?

- Yes
- No
- Maybe

Are You Currently a Small / Minority Owned Certified Vendor With Any of the Following Agencies?

- City of West Palm Beach
- Palm Beach County
- Miami-Dade County Public Schools
- Other

Benefits of Becoming a Certified Vendor with The School District of Palm Beach County

Certified Vendor Benefits

Construction:
Prime contractors receive up to 20 individual points on Request for Proposals (RFPs) evaluation scoring. Receive a potential 5% bid preference on Invitation to Bids (ITBs).

Goods & Services:
Receive up to 10 additional points on Request for Proposals (RFPs) or Invitation To Negotiate (ITNs) evaluation scoring. Receive a potential 5% bid preference on Invitation to Bids (ITBs).

[Click Here to Learn More About The Office of Diversity in Business Practices](#)

< Previous **Activate**

Terms & Conditions | Privacy Policy | Accessibility powered by **mdf**

Your Activation will be confirmed, and you can Start Looking for Solicitations.

Account Activation

1 - Organization Profile 2 - Contact Profile 3 - Category Selection 4 - Additional Information **5 - Confirmation**

Activation Confirmation
Your account has been successfully activated!

[Start Looking for Solicitations](#)

Need Help?

The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

800-835-4603
support@bidnet.com

Electronic Bid Submission (EBS) User Guide

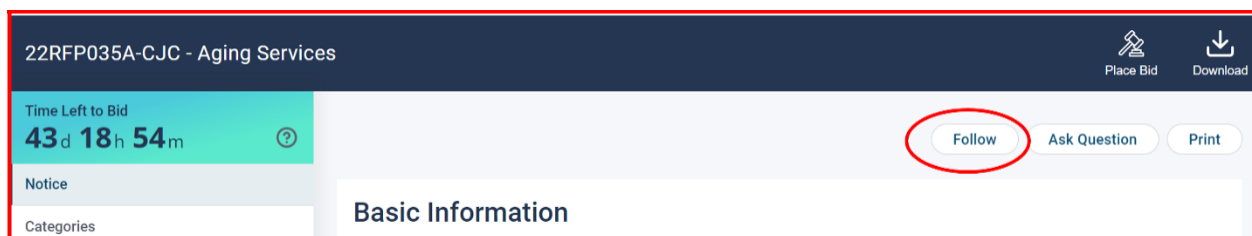
What is an Electronic Bid Submission?

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 <https://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?



Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should be following a solicitation to be alerted of ANY addendum or communication regarding the solicitation (note that a change in registration type may be required to Follow).

Please review the addendum and communication tab for any information that may have already been issued and make certain to download existing documents and/or addendum.

You may have to click on Intent to Bid before submitting a formal Bid. This is an optional, but commonly used, request by buyers.

All registered vendors can place an electronic bid when accepted by buyers. Each bid response will be slightly different based on the agency's requirements. The online bid submission process will take you step-by-step through what is needed. This information should also be in the documents that you have already read outlining the requirements. Some solicitations will need only pricing, others need specific documents, etc.

How do I place a new bid?

The first step is to hit the *PLACE BID*.

The Place a Bid modal window appears. Select "Place a new Bid" and click on Continue.

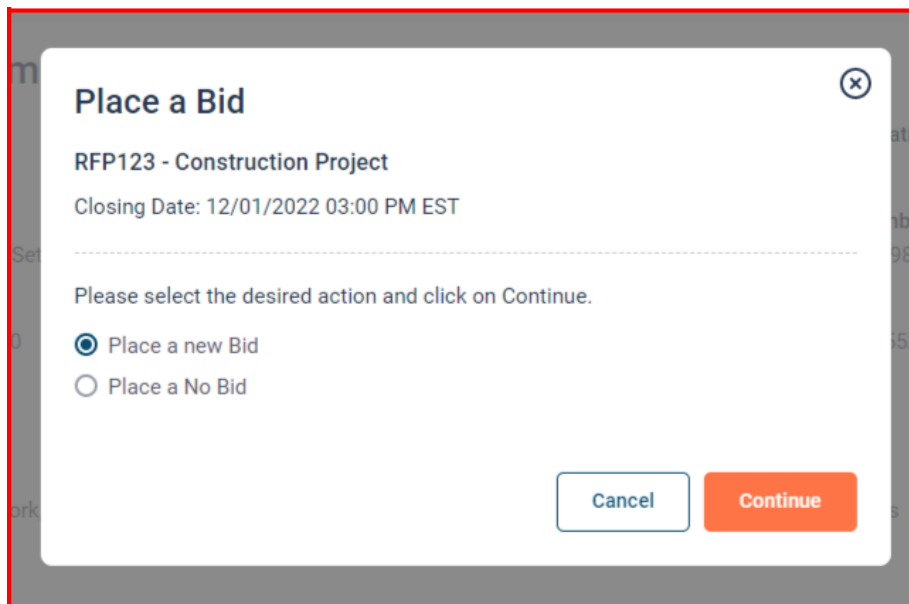


Figure 1 *Place bid* pop-up window

Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. The steps will be outlined so that you understand when to upload documents, enter in pricing or an online response, and/or upload a spreadsheet with pricing and items. A red “Bid Not Submitted” will show until your bid has been successfully submitted.

How do I attach my documents to submit?

You can either drag and drop or browse your computer for files to upload. To Browse for a file or set of files to upload, simply click on the link labeled “Browse for your file” and select the files from your computer.

Or, you can simply drag and drop the files one at a time in the Add File area or on the Add File button. If you have many documents in a compressed file, drag and drop the file in the Import ZIP File area or on the Import ZIP File button. The files will appear in the File section.

Once the files are uploaded, click on the next tab. This might be the Pricing tab or the Questions tab, depending on the type of Solicitation.

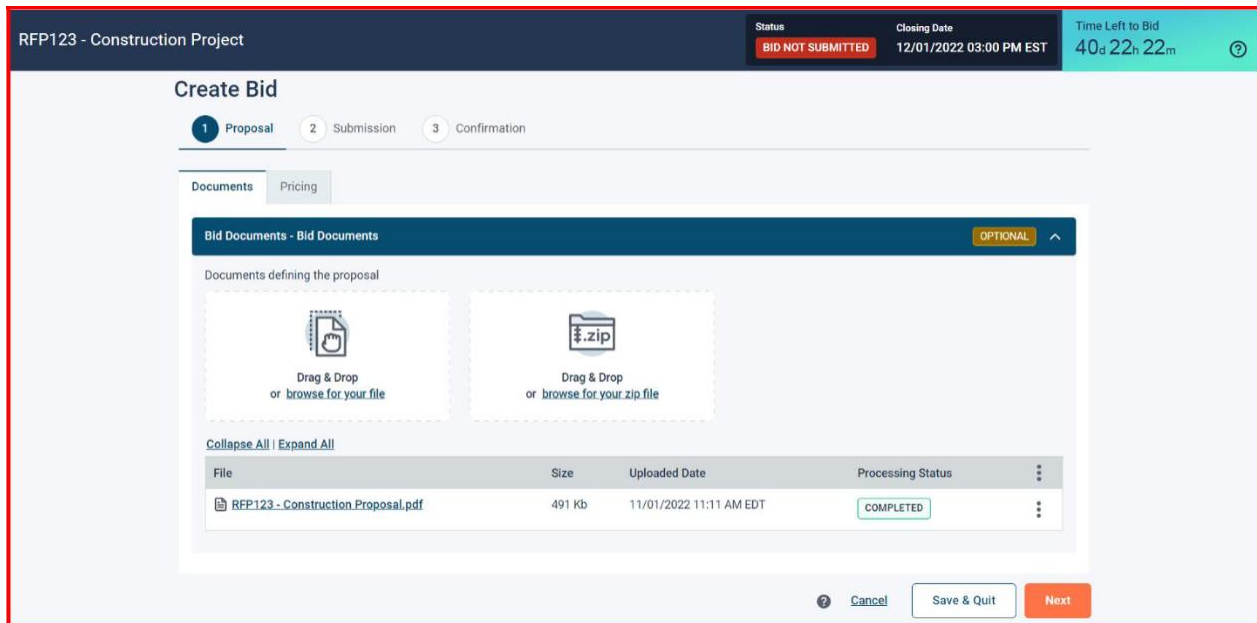


Figure 2 Create Bid: Proposal - Documents tab – Attach a File

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

Figure 3 Create Bid: Pricing tab

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.

Documents Pricing

Download Template Import Proposals

Items Bid

Figure 4 Multi-line Item: Download Template Button

	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							

Figure 5 Multi-line Item: Excel Spreadsheet Format

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.

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 250	Price / Can* 21.34 + Add Comment Quantity 250 Roll Total Cost \$5,335.00
R222 - Lighting UOM Unit Qty 20	Price / Bulk* 45.20 + Add Comment Quantity 20 Unit Total Cost \$904.00
Total \$8,764.00	

Figure 6 Multi-line Item: Import Template

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

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

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

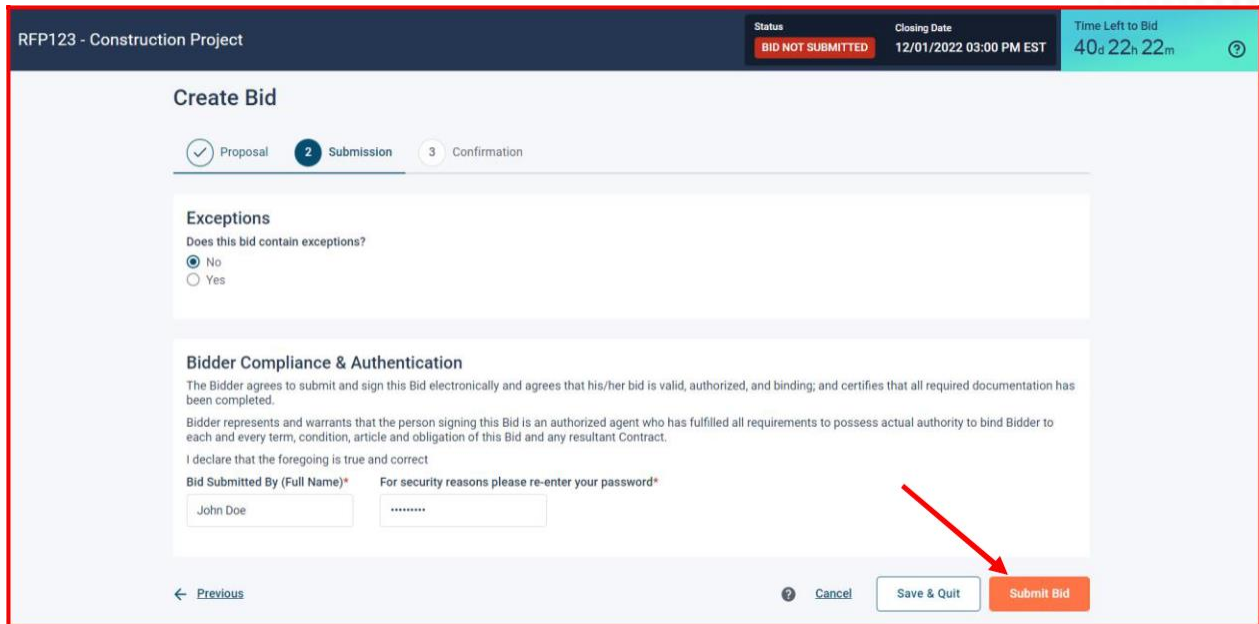
3 **Bid Price***
Please detail your bid price

CANCEL SAVE & QUIT PREVIOUS NEXT

Figure 7 Create Bid: Questions Tab

Submitting the bid

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



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

Exceptions
Does this bid contain exceptions?
 No
 Yes

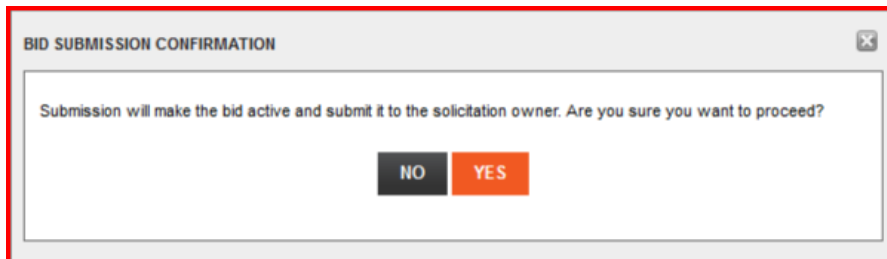
Bidder Compliance & Authentication
The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding, and certifies that all required documentation has been completed.
Bidder represents and warrants that the person signing this Bid is an authorized 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*:

← Previous Cancel Save & Quit **Submit Bid**

Figure 8 Bidder Compliance & Authentication Before Submission

And finally, you will need to confirm to submit the 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

Figure 9 Confirm Submission

I am having trouble submitting a bid or have a Bidnet Direct question, who can I contact for assistance?

The Bidnet Direct Vendor Support team is available M-F from 8 a.m. – 8 p.m. ET (5 a.m. – 5 p.m. PT). You can contact our team at (800) 835-4603, option 2 or support@bidnet.com