

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 a bid Electronically.

- Click on the solicitation name

The screenshot shows a web interface for a procurement system. At the top, there are tabs: 'Board', 'Bids' (highlighted), 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there's a yellow arrow pointing right with the word 'Bids' inside. To the right of this is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of three bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has a title, a description, an ID, broadcast and due dates, the number of planholders, and a 'Watch' link. Each item also has an 'Active' status button in a yellow box.

Bid Item	Description	ID	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	BID-TSEBIDVINO24JAN01-0-2020/al	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	EBID-001-946-00-0-2020/AD	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL						Active

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”

TESTBID Active

Bid Details

Agency Name	agency2.0
Bid Writer	agency2.0 d
Bid ID	EBID-123456-Q-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 9:40 AM Eastern
Fiscal Year	2020
Due	02/23/2020 11:00 PM Eastern
Bid Status Text	BID STATUS

Scope of Work

Scope to Work:

Documents

Filename	Type	Date Modified	Status
ferc	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond	None
Plan (blueprint)	None
E-Bidding	Submit
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Date Found

Commodity Code

[001-946-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)

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”

If there is not a total bid amount in your submission, please put “0”

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”



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Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses

Home > Bids > TESTBID > My Ebid Response

Save & Finish Later Cancel

Robyn Gallardi

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... (optional)

State/Province
Pennsylvania (optional)

County
Select... (optional)

Postal Code
15230-0717 (optional)

Phone Number
4127876810

Extension
Extension (optional)

Bid Amount
127,000 Invalid

Alternate Bid Amount
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.

TIP:

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

The screenshot displays the DEMANDSTAR E-Bid Response interface. The top navigation bar includes links for Dashboard, Bids, Quotes, Activities, Messages, and Responses. The user is logged in as Robyn Gallardi. The breadcrumb trail shows the path: Home > Bids > TESTBID > My Ebid Response. A 'Save & Finish Later' button and a 'Cancel' button are visible in the top right.

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

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

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

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

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

Bid Details

Agency Name: agency2.0
Bid Number: EEIO-123456-0-2025/AO
Bid Due Date: 02/28/2025 (PST)
Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
Bid Name: TESTBID

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 (*.DWG)
AutoCAD Drawing (Web Format) (*.DWG)	GIF Image (*.GIF)
JPEG Image (*.JPG)	Microsoft Excel (*.XLS)
Microsoft Excel (*.XLSX)	Microsoft PowerPoint (*.PPT)
Microsoft Word (*.DOC)	Microsoft Word (*.DOCX)
Plain Text (*.TXT)	Plot File (*.PLT)
Rich Text Format (*.RTF)	TIFF Image (*.TIF)
WordPerfect (*.WP)	ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

Supplemental Documents

You can upload additional documents here.

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	Online/Electronic	Choose a file

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 and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes links for Dashboard, Bids, Quotes, Activities, Messages, and Responses. The user is logged in as Robyn Galiardi. The breadcrumb trail shows the path: Home > Bids > TESTBID > My Ebid Response. The main content area is titled 'Review Your E-Bid Response' and is divided into two columns. The left column contains 'Bid Details' and 'E-Bid Progress'. The 'Bid Details' section lists: Agency Name (agency2.0), Bid Number (EBID-123456-9-2020/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 vertical timeline with three steps: Contact Information, Documents Upload, and Review Bid (which is the current step). The right column contains 'Contact Info' and 'Agency Required Documents'. The 'Contact Info' section lists: Company Name (Calgon Carbon Corporation), Address 1 (P.O. Box 717), Address 2, City (Pittsburgh), State (Pennsylvania), Country (United States of America), Postal Code (15230-0717), Phone Number (4127876810), Tax, Bid Amount (3127,000.00), Alternate Bid Amount, and 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)'. At the bottom, there is a text box explaining the process after clicking 'Submit Response', followed by a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button.

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Dashboard Bids Quotes Activities Messages Responses

Robyn Galiardi

Home > Bids > TESTBID > My Ebid Response

Submit Response Save & Finish Later Cancel

Review Your E-Bid Response

Bid Details

Agency Name agency2.0

Bid Number EBID-123456-9-2020/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

Contact Info

Company Name Calgon Carbon Corporation

Address 1 P.O. Box 717

Address 2

City Pittsburgh

State Pennsylvania

Country United States of America

Postal Code 15230-0717

Phone Number 4127876810

Tax

Bid Amount 3127,000.00

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:

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

If you do not receive any of the above, please call Supplier Services at (204) 940-0005.

Previous Submit Response