



Bid Express[®]
Secure Internet Bidding

Advantage Tutorial

**An Overview of the Advantage Function of the
Bid Express Service**

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Info Tech[™]

INNOVATION AT WORK

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Welcome to the Bid Express Advantage Service tutorial. The Bid Express Advantage Service is an item and contractor analysis service that provides a set of tools to help you discover information about your bids in relation to other contractor's bids. In this tutorial we will cover the basics of using the Advantage service.

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Before we get started you will need:

- An active Bid Express account
- A subscription to the Analysis Suite on the Bid Express site
- An enabled Info Tech Digital ID for the agency (not required for the View Contractor tool)
- And bid tabulation information posted by the agency

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Go to www.bidx.com and log in to your Bid Express account.

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Select the agency.

Please note that the service will automatically take you to the last page where you were working.

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Click the **Advantage** tab.

There are four analysis tools in the Advantage service: Item Comparison, Bid Comparison, Job Profile, and View Contractor.

Select **Item Comparison**.

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Item Comparison allows you to see how your company bid versus another contractor per item unit price.

To start the search, select which of your bidder IDs you wish to view, if applicable. Next, enter a contractor in the Select Contractor field or select an item.

Specify your date range, and click **Search**.

Please note that if you want to do a search with both the contractor and an item, you would need to select the information in one field and click **Search**, then select the other field to filter your results.

Select an item from the list to view the Item Comparison results.

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The results for the item show how your bid price, represented by a diamond, deviates from the contractor selected, a circle, for proposals in which you both bid. The red variance bar indicates your unit price bid was higher and the green variance bar means your bid was lower. Select any of the variance bars to view the Item Comparison Detail page.

Please note that on the Comparison Detail page for the item selected, the weighted average is the average price for low bidders over the past year weighted by quantity.

Return to the Advantage service home page by selecting **Advantage** in the navigation trail.

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Select **Bid Comparison**.

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Bid Comparison allows you to see how your company bid versus other contractors on a proposal.

Select which of your bidder IDs you wish to view, if applicable. Now specify your date range and click **Search**.

The Advantage- Bid Comparison function displays all your bids and their ranks within the specified date range.

Click the rank to open the Bid Comparison Results page.

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Advantage displays all bidders for the selected proposal. The results for the bid show how other bids deviate from yours. The green variance bar means your bid was lower and the red variance bar means your bid was higher. Select any of the variance bars to view the Bid Comparison Detail page.

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The Bid Comparison Detail page shows you your dollar deviation from the selected contractor. You can view the results with a basic or advanced view, show major or all items, and display percent or price. You can filter the results to show the items you bid over, under, or equal to the selected contractor.

Click the **Major Items** or **All Items** filter. Major items displays items that are 5 percent or more of the bid total.

Return to the Advantage service home page by selecting **Advantage** in the navigation trail.

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Select **Job Profile**.

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Job Profile displays a map showing where other contractors you typically bid against were the low bidder on a proposal for a selected timeframe.

Select which of your bidder IDs you wish to view, if applicable. Specify your date range and click **Search**.

Advantage displays a list of contractors that bid on proposals during the specified time frame. To indicate the contractor should be shown on the map, click the check box next to the name on the list on the left side of the page. Clear the check box to remove the contractor from the map. .

Return to the Advantage service home page by selecting **Advantage** in the navigation trail.

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Select **View Contractor**.

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View Contractor displays proposals over a specified date range.

Enter the contractor you wish to view in the Select Contractor field, then specify your date range, and click **Search**. Advantage displays the number of bids submitted over the selected time frame as well as the rank of the contractor. Click the rank to see the View Contractor Bid Comparison Results page. Please note that your bid is not part of the results.

Return to the **Advantage** service home page by selecting Advantage in the navigation trail.