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*Secure Internet Bidding*

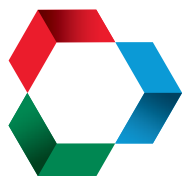
## **Bid Express Small Business Network**

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**Using the Bid Express SBN as a Subcontractor**

*January 2014*

Prepared by:



**Info Tech**<sup>™</sup>

*INNOVATION AT WORK*

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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

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## Page 1

Welcome to the Bid Express Small Business Network tutorial for subcontractors. In this tutorial, you will learn how to use the Bid Express Small Business Network as a subcontractor.

Before we get started you will need:

- An active Bid Express account
- An Internet Connection

## Page 2

The Bid Express Small Business Network is designed to enhance communication between prime contractors, subcontractors, and disadvantaged business enterprises. Through this service, subcontractors or DBEs may respond to prime contractors' sub-quote requests and create unsolicited sub-quote requests to send to prime contractors.

## Page 3

Log in to your Bid Express account.

## Page 4

Select your agency.

## Page 5

From the agency's homepage click the **SBN** tab at the top of the screen. Make sure you are in the subcontractor view. If you are in the prime view, click the **SBN for Subcontractor** link at the top right side.

The Subcontractor View page is divided into two sections. The Sub-quote Requests section contains all the requests published by prime contractors. The Unsolicited Sub-quote Requests section contains any unsolicited sub-quotes that you created.

To view a sub-quote request posted by a prime, click the sub-quote request number.

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You may view the items listed and open any attachments that may have been included in the request. To respond to the request, scroll to the bottom of the page and click **Reply**. You may also respond from the main console page by clicking the **Reply** link to the right of the request.

You can download a CSV version of the sub-quote request and complete it in a spreadsheet program, then upload the completed request on the Header Information page.

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Update the contact information and enter additional costs and comments if any. If you are providing the prime with a spreadsheet with the items and prices, you may upload spreadsheet file at this step. Click the **Browse** button, locate the file, and click **Open**. Click **Save and Continue** at the bottom right side of the page.

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Select the items you would like to include in your quote. These items may be selected from the items requested by the prime under the defined work types, as well as from the unsolicited items section which is part of the proposal. As you select each item, enter the price of the item, any comments, and update the quantity if needed.

Once all items are selected and prices have been added, click **Save and Continue**.

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Enter your terms and conditions if any. There is no character limitation in this section. Click **Save and Continue**.

## Page 10

Upload any attachments for the response by clicking **Upload/Manage Attachments**. Click the **Browse** button, select the file, then click **Open**. Add a label name if desired. You can add any file type and you may upload as many files as needed. To upload another file, click the **Browse** button again, locate the file, then click **Open**, and add a label if needed. When you are done uploading all files, click **Upload**. Then click **Done**.

Click **Save and Continue**.

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Verify your response. Click the **Back** button if you wish to make changes. If the quote response is complete, then click **Notify** at the bottom right side of the page to send the reply immediately to the prime. The prime contractor will receive an email about your response and can log into the Bid Express service to view it.

The Bid Express service returns you to the SBN subcontractor view.

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As a subcontractor or DBE, you have the ability to generate unsolicited sub-quotes that the prime contractors have not requested from you. This allows you to better outreach to those prime contractors you want to do business with.

To create an unsolicited sub-quote click the **Create New** button next to the Unsolicited Sub-quote heading.

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Verify your contact information on the Header Information page. Enter the expiration date, the items you are including in the price, and any additional comments. Click **Save and Continue**.

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Click **Select This Letting** for the letting for which you are creating the unsolicited sub-quote.

## Page 15

Click **Select This Proposal** for the proposal for which you are creating the unsolicited sub-quote.

## Page 16

Click the **Add Work Types** link at the bottom center of the request. Select all the work types you will like to include in the request. You are also able to use the filter feature to find the work type. Once you have checked all the work types, click **Add Selected**.

Next click **Add Item** for the work type. The Add Items widow opens with a list of the items of the proposal. Select all the items you wish to add. You can also use the filter feature to find items. Once all items are selected, click **Add Selected**.

You may change the item quantity and add comments. Please note there is a 250 character limitation. Enter the price.

If there are more than one work types for the request, follow the steps just shown to add items to those work types. Once the items have been added to all work types and prices have been entered, click **Save and Continue**.

## Page 17

Add any terms and conditions you would like to include in the quote. There is no character limitation in this section. Click **Save and Continue**.

## Page 18

Upload any attachments for the request. Click **Upload/Manage Attachments**. Click **Browse**. Select the file, enter a label name if you wish, and click **Upload**. You may upload as many files as needed. Once you are done uploading the files, click **Done**. Click **Save and Continue**.

## Page 19

Verify your quote and click **Choose Vendors** at the bottom right side. Click **Add Vendors**. Select your vendors. You can use the filter feature to locate the vendor or if there are plan holders, click **Plan Holders** to filter using the plan holders list. Once all vendors have been selected, click **Add Selected**.

Click **Notify** to send the quote to the selected vendors.

The website returns you to the SBN for Subcontractor view and saves a copy of the quote under the unsolicited sub-quotes section.

The prime contractors that you have sent this unsolicited sub-quote to will receive an email notifying them to log in to their Bid Express account to view the quote you've provided. From there, they can respond to you.