

Electronic Bid Submission (EBS) User Guide

South Kingstown Public Schools



About BidNet Direct & Electronic Bidding

State and local government agencies, like South Kingstown Public Schools, throughout the State of Rhode Island utilize BidNet Direct for 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 <https://www.bidnetdirect.com/rhode-island/skschools>.

What is an Electronic Bid Submission?

Electronic bid submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The BidNet Direct EBS feature allows suppliers to submit bids/proposals online via BidNet Direct. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to <https://www.bidnetdirect.com/rhode-island/skschools> to participate in EBS.

When do buyers see my submission?

Submitted documents are stored in a secure fashion 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?

Reminders before submitting 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.

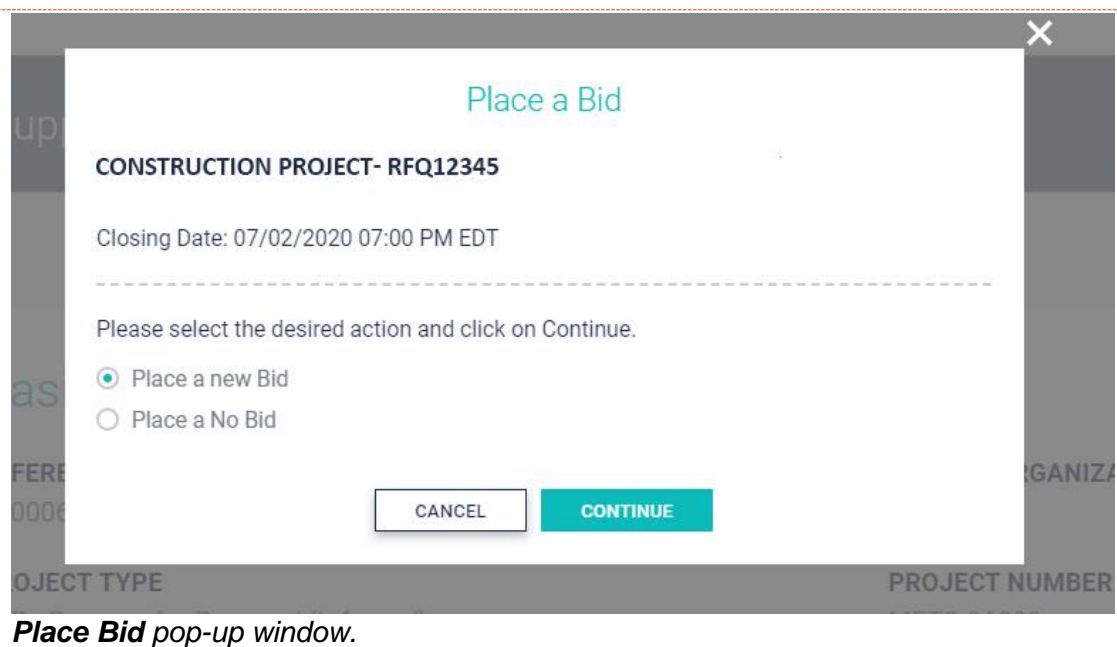
How do I place a new bid?

To submit a bid:

All vendors can place an electronic bid. 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.

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.



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.

BidNet DIRECT SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS

CREATE BID

CONSTRUCTION PROJECT- RFQ12345 **BID NOT SUBMITTED** 07d 00h 37m left to

Closing Date: 07/02/2020 07:00 PM EDT

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

BID DOCUMENTS - BID DOCUMENTS (OPTIONAL)

Documents defining the proposal

Drag & Drop or browse for your file

Drag & Drop or browse for your zip file

File	Size	Uploaded Date	Processing Status	Actions
No files uploaded.				

CANCEL SAVE & QUIT NEXT

Create Bid: Proposal - Documents tab.

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”.

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Documents Pricing

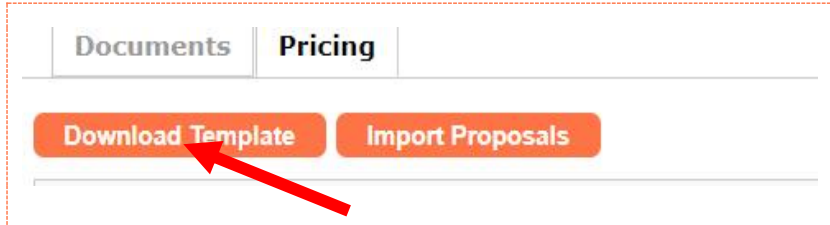
Total Bid Price* 100,000 Corresponds to the Base Price, excluding taxes, as stated on the Bid Form

CANCEL SAVE & QUIT PREVIOUS NEXT

Create Bid: Proposal - Pricing tab.

What if I have to submit multiple line items?

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



	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.

CREATE BID

CONSTRUCTION PROJECT- RFQ12345

Closing Date: 07/02/2020 07:00 PM EDT

BID NOT SUBMITTED
07d 00h 37m left to bid

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Documents Pricing

Download Template Import Proposals

Items	Bid
J1343 - Painting UOM: Square Foot/Feet Qty: 100	Price* 25.25 Add Comment Quantity 100 Total Cost \$2,525.00
P1234 - Flooring UOM: Roll Qty: 250	Price* 21.34 Add Comment Quantity 250 Total Cost \$5,335.00
R222 - Lighting UOM: Unit Qty: 20	Price* 45.20 Add Comment Quantity 20 Total Cost \$904.00
TOTAL \$8,764.00	

ANCEL SAVE & QUIT PREVIOUS NEXT

Line Item Import Preview

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

CREATE BID

CONSTRUCTION PROJECT- RFQ12345

Closing Date: 07/02/2020 07:00 PM EDT

1- Proposal 2- Submission 3- Confirmation

Documents Questions Pricing

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

BID NOT SUBMITTED
07d 00h 37m left to bid

Create Bid: Proposal - Questions tab.

Submitting the bid

You will need to re-enter your password for the BidNet Direct platform before officially submitting the bid.

CREATE BID

CONSTRUCTION PROJECT- RFQ12345

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Exceptions

Does this bid contain No Yes exceptions?

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)*

For security reasons please re-enter your password*

CANCEL SAVE & QUIT PREVIOUS SUBMIT BID

BID NOT SUBMITTED
07d 00h 37m left t

Create Bid: Submission interface.

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

Bid Submission Confirmation modal window.

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

BidNet Direct's Vendor Support team is available M-F from 8 a.m. – 8 p.m. EST (6 a.m. – 6 p.m. MST). You can contact them at (800) 835-4603 or support@bidnet.com