How do I respond to a bid?

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Many of the bids in BidSync allow vendors to respond electronically through the site; on these bids that allow (or possibly require) online submission, usually all of the documents, attachments, and details can be found on the bid. This article will take users through the process of placing an offer on a bid. For a more detailed webinar recording of this process, please click here.

1. Go to www.bidsync.com and click **My Account i**n the upper right-hand corner of the page.

   👤 My Account

2. When the BidSync login page is displayed, enter the username and password and click **Login**.
3. When the **Home** page is displayed, click the **Bid Opportunities** tile to open the bids page.

   Select Application

BID OPPORTUNITIES	SPEND ANALYTICS
12,985 bids this year match your industry.	Access spend data for government purchases in your industry.
RFP WRITER	**CONTACT LISTS**
Allow our professionals to help write your RFP.	Get contact information for the people who buy your products and services.

4. On the bids page, click the **New search** tab to search for the bid if it is not displayed in the existing results.
5. For more information on searching for bids, click here.
6. When the search results are displayed, click the title of the bid to open the bid information page. On the bid information page, there are several tabs that need to be reviewed before a user can place an offer on the bid.

Bid Details

The bid details tab will contain the basic information about this bid as well as any system requirements and preferences (such as bid bonds or digital signature requirements). The bid details tab will contain comments and a brief description of the project to provide vendors with an idea of what the bid is for and what the requirements for participating are.

1. Carefully read through all of the information provided on the bid details tab to ensure all requirements are known.

Details	Documents	Line items	Q&A

   Bid #1604-005 - Custom Roof Spotlight 🔴 IFB 📊 🅰

Time started:	Mar 30, 2016 4:45:31 PM MDT
Bid contact:	See contact information
Issuing agency:	Gotham City, NJ See other Bids by this agency
Issuing department:	Public Works See other Bids by this department
Bid Comments:	This bid is for the procurement of a custom spot light that will be fixed on top of the City Hall building and will be operated by the police commissioner.
Classification codes:	View classification codes
Contract duration:	5 years
Contract renewal:	Not Applicable
Prices good for:	180 days
Regions:	California, Orange

   Vendor viewed report
   Standard disclaimer

2. Below the bid details section users can find any announcements regarding addenda that have been released on the bid.

   Addendum # 1 - made on Apr 05, 2016 12:24:11 PM MDT

   Removed Documents: Spot light specifications.pdf
   New Documents: Spot Light Specifications and Drawings.pdf

Documents

The documents tab will have all of the attachments and files that have been uploaded by the agency for this particular bid. Any bid specifications, drawings, and terms and conditions are typically included in the documents section of the bid. Once the documents have been viewed or accepted users can move forward to the Place Offer button, although it is recommended that users continue through the remaining tabs to ensure all information and requirements for the bid are known.

For more information on accepting documents on a bid, click here.

City Cover Sheet [download] Pending acceptance

Bidder Instructions [download] Pending acceptance

Contract Boilerplate [download] Not viewed

Sample drawings and specs [download] Not viewed

Signature Page [download] Pending acceptance

Company Profile [download] Pending acceptance

References [download] Pending acceptance

Line Items

The line items tab will contain information for the individual line items on the bid; this section will often contain information such as the quantity and the units of measure that must be submitted in the offer.

Q&A

The questions and answers section is where users can post questions on a bid for the agency to see. Please note that bid questions are intended to be annonymous and should not contain identifying information about a user's company. Please also note that there often is a deadline for the questions and answers section that is separate from the bid deadline.

| Details | Documents | Line items | Q&A |

IFB

Q & A deadline: Apr 12, 2016 3:00:00 PM MDT

Print

3 Questions

0 Unanswered Questions

1. 1604-005 - Spot Light

Can you provide how many lumens the light must be? - Apr 05, 2016 3:25:26 PM MDT

Answer - Apr 11, 2016 8:37:31 AM MDT
Enough that the light can be reflected from the cloud cover and seen on the ground from everywhere in the city.

Following the Q&A tab there may be other tabs on the bid such as a Pre-Bid Conference, Planholder's List, or Vendor Ads tab; it is recommended that users review the information in *all* tabs before placing an offer on the bid.

Placing an Offer

Once all of the tabs have been reviewed, follow the instructions below to place an offer on the bid.

1. Click the **Place Offer** button at the bottom of the page.

   Place offer   Place "No bid"

2. The offer page may differ from bid to bid, but in general, users will normally find unit price and total price boxes as well as a link to upload attachments and a section for notes.

Offer

1604-005-01-01   **Default Lot: Spot Light**

Product Code   Unit Price   Qty/Unit   Total Price
_____ (optional) $ _____   1 / each $ _____   Save

Notes for Buyer   Attachments   [Upload Attachment]

[   ]   Alternate Offer   Remove

Grand Total Price: **Grand Total Price:**
                                         $0.00

Bid Notes: These notes apply to the bid as a whole.

[   ]

Review response   Cancel

Note: This agency may choose to make all documents and notes open to the public.

* Fee Waived.

3. When all pricing, attachments, and notes have been added, click the **Review Response** button at the bottom of the page, this will take the user to the confirmation page.

4. On the confirmation page, review the pricing, notes, and attachments that have been added to the offer. At the bottom of the confirmation page, users can type in their password and click **Confirm & submit response**; this will submit the offer to the agency. On most electronic response bids, the offers are sealed and cannot be viewed by anyone (including the agency) until after the bid has closed.

Offer Confirmation

☐ Please send me a confirmation email. **If you have opted to block your notifications, you will *not* receive a confirmation email.

Username **vendor1**

Password [••••]

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

Is your information correct?

If you made a mistake on an offer, click on the "Back" button below, and change your offer information.

[Confirm & submit response]   [◀ Back]   [Cancel]

Agencies may require that vendors accept addenda or a bid allowance amount before confirming the bid, but this will vary from agency to agency.

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