Managing Solicitations-Quick Reference

Solicitation → Dashboard view of all solicitations along with key or actionable items for each

View

Add → Add new solicitation

Set-up → Fundamental solicitation info, visible on Home Page

Events → Pre-bid meeting, site walkdowns, etc. E-registration and attendance

Categories → Using NIGP codes help define bidder pool

Documents → Customizable folders for organizing and housing all solicitation documents (specs, drawings, addenda, pre-qualifications, etc)

Questions → Allows vendors to ask questions and view posted answers at any time.

Bidders → Building bidder lists | viewing bidder details | notifying bidders (general messages, addenda) | viewing who downloaded documents and bid

Bids →

- Enables online sealed bidding
- Define type of bid (document, lump sum, line item)
- Input bid questions and forms
- Reviewing submitted bid documents

Bid analysis – comparing bid submissions against engineering estimate or low bid

Awards – award bid by lump sum or line item

Display – defines what and how award information will be displayed and communicated.

Log → Date and time stamped record of communications sent by agency; received, acknowledged, and downloaded by bidders