



Setting Up and Managing Your Bidders List

When setting up a new solicitation, the **Bidders** tab has several optional and helpful features.

Click the **Bidders** tab on the top blue bar and then the **Edit** button within the Bidders List Options box. Select which features you would like turned on and click **Update**.

Setup | Events | Categories | Documents | Questions | Orders | **Bidders** | Bids



Solicitation Shady Maple Authority - Bidders List
Construction of New Dog Box for Maddi
Bids Due Date/Time: 5/07/2013 10:00:00 AM Eastern

Visible to Vendors: Currently Hidden | [Show](#) | Bids Due: 5/07/2013 10:00:00 AM East

Bidders List Options

Invitation Type Public

Display Bidders List to Vendors

Enable Role Selection

Enable Intent to Bid

Edit





Bidders List Options

- **Displaying Bidders List** displays the Bidders / Planholders list publically
- **Role selection** – when enabled, the system will ask potential bidders what their role is for this bid – Prime Contractor, Sub Contractor, Vendor, or Other.
- **Intent to Bid** – when enabled, the system will ask potential bidders if they intend to bid. If they choose to answer, they can select “Will Bid,” “No Bid” or “Undecided.”

★ **Important Note** – **Intent to Bid** is NOT displayed publically. Only the posting agency/contact can see responses.

★ **Important Note** – Potential Bidders Do Not have to answer the Role Selection or Intent to Bid Questions. Whether they choose to answer does not affect their ability to bid.

By Invitation Only – If you do not want the bid to be publically displayed and desire to include only bidders you invite, the Invitation Type can be changed to “**Private – By Invitation Only.**”

The **Bidders** tab is used to manage your bidders list and to communicate with your potential bidders.

The Bidders List is auto-populating, meaning that there is no interaction required between the posting User and the potential bidders in order to have them included on the list. Bidders who have enough interest in your solicitation to have either downloaded documents or asked questions are automatically added to the bidders list.

To review the list, click **Bidders** from the top bar and scroll down.

The list can be sorted by clicking any underlined heading

See Note Below

<u>Company</u>	<u>Contact</u>	<u>Categories</u>	<u>Sub-Categories</u>	<u>Vendor Role</u>	<u>Intent</u>	<u>D</u>	<u>O</u>	<u>Q</u>	<u>B</u>
DH Funk & Sons LLC	Email - Nathaniel Funk	0	914	Prime Contractor	will bid	D		Q	B
DOLI Construction Corporation	Email - Keith Hass	0			--none--	D	O		B
J.A. Myers Building & Development, Inc.	Email - Jeff Stough	0	155, 890, 912, 913, 914	Prime Contractor	will bid	D		Q	B

To reveal details about potential bidders, just click the company's name

On the right side of the Bidders List you will see several letters, each corresponding to actions taken by the bidder.

“D” – They have downloaded your documents



“Q” – They have asked a question

“B” – They have submitted a bid



Clicking on a company's name will provide details about that company.

Company Name	J.A. Myers Building & Development, Inc.
Company Website (URL)	www.jamyershomes.com
Country	United States
Address1	160 Ram Drive
Address2	
City	Hanover
State/Province	Pennsylvania
Zip/Postal Code	17331
Phone	717-632-9406
Fax	717-632-6674

Contacts						
		export 	print 	Records Per Page ▾		
<u>Name</u>	<u>Permission</u>	<u>Title</u>	<u>Phone</u>	<u>Fax</u>	<u>Opt Out</u>	<u>Email Address</u>
View Jeff Stough	Company Administrator	Estimator	717-632-9406	717-632-6674	<input type="checkbox"/>	jstough@jamyershomes.com



Communicating with Bidders

Communicating with potential bidders is very easy and fast. This feature is especially valuable when **Issuing Addenda**.

From the **Bidders** tab (top bar), scroll down. You will see several buttons for your desired action.



Notify Selected – From your bidders list, place a check in the box next to each bidder that you would like to send a message and click **Notify Selected**.

Notify All – By far the most common. When issuing Addenda or a General Message, just click **Notify All** and all bidders will be contacted.

Notify By Category – Used for Invitation to Bid, a message is sent to all potential bidders in the Categories you selected.



Example of Issuing Addenda - Click **Notify All**. The box below will appear.

Template: Addendum **1. Select Template**

Subject: Maddiville Area Joint Authority - Water System Improvements

Comments: Addendum #1 has been posted. Click the link to access.
2. Add a brief message. The system will automatically populate a link to your Documents

Attachment: Add/Change Clear **3. Click "Next"**

Email Recipients: 133

4. Click Send

Your message will be sent to all Bidders and you will receive a copy of the message.