5.1 Bidder Q&A

Background:

Bidder Q & A will be facilitated by Bid Express. Contractors will go to the proposal in Bid Express to submit questions or questions submitted to the Department by email and their responses will be entered into Bid Express for publication by the Contracts sections.

Roles:
N/A

Navigation:

Process for Bidders Submitting Questions

1. Go to Bid Express, www.bidx.com.
   a. Contractors do not need to have an account in order to ask questions.
2. Navigate to the proposal being let.
3. Click the **Questions and Answers** link.
4. Click the **Submit a Question** link.
5. Fill out all the required fields, including **First Name**, **Last Name**, **Email**, **Phone**, **Organization**, **Subject**.
6. Type the question in the **Question** field.
7. Click the **Ask** button.

Answering Bidder Questions

1. Log into Bid Express, www.bidx.com.
2. Click the **Agency Admin** tab.
3. In the Letting and Vendor Data container, click **the Manage Lettings, Proposals and Bids** link.
4. Click the **Letting** link.

5. Click the blue **Proposal** link.
6. Click the **Questions & Answers** link.
7. Click the **Subject** link for the question you want to answer.
8. In the **Answer** field, type the answer to the bidder question. If you need to edit the question, continue. If you want to publish, skip to step 12.
9. If you want to edit the question before publishing, click the **Edit** link.
10. Edit the question as needed and include your initials (or the initials of the DOT person who gave the answer and requested the question be edited).
11. Click **Save Changes**.
12. Click **Public Reply** to publish question and answer to public view.
13. When the question and answer are made public, an email will be automatically sent to the contractor who asked the question.
14. Click **Pending Reply** if you don't want to answer right now but may want to later.

   a. When contractors go to the Question & Answer area of the proposal after a Q&A has been published, they will click on the question subject line link to get to the answer.

Next Steps:

See QRG – *Bid Opening*