Miami-Dade County

Submit a Bid Job Aid

Version 1.0

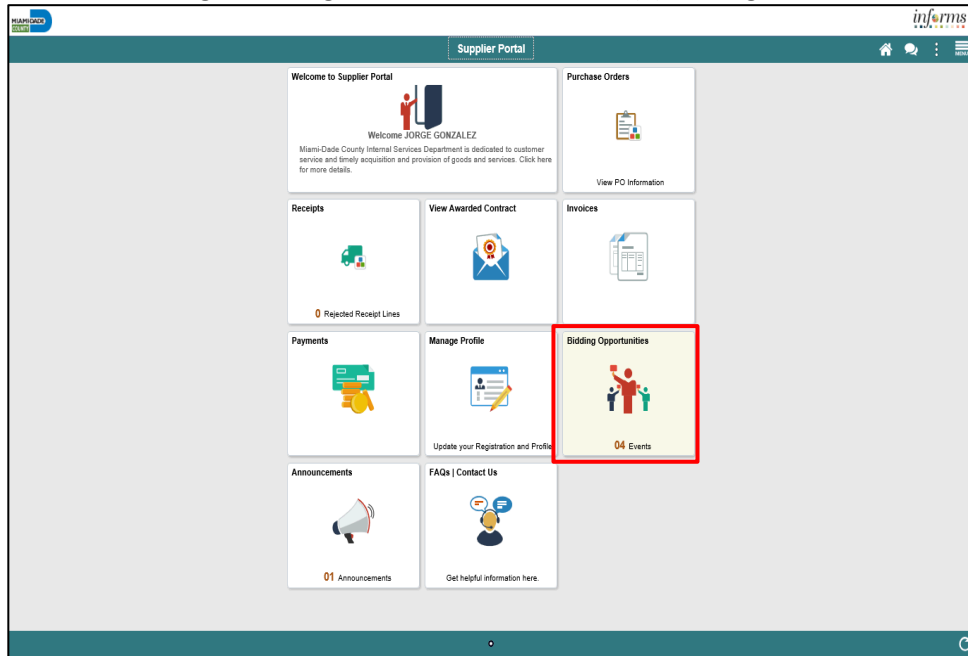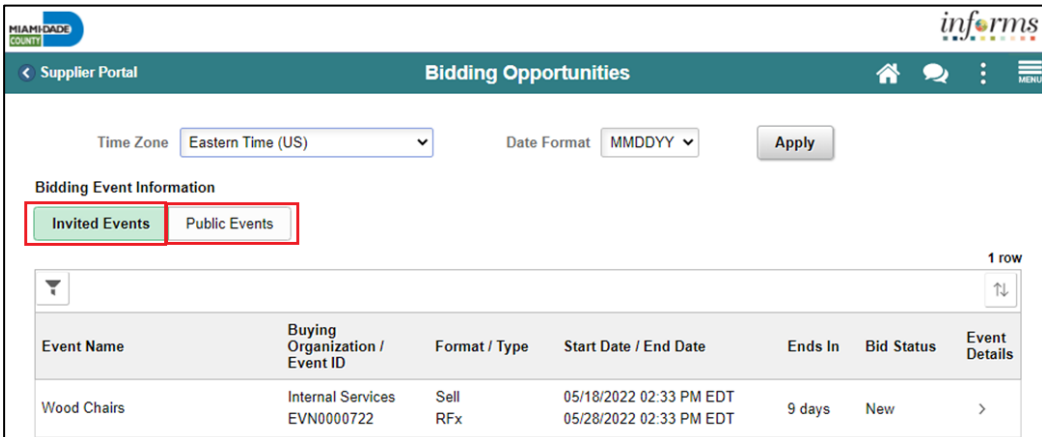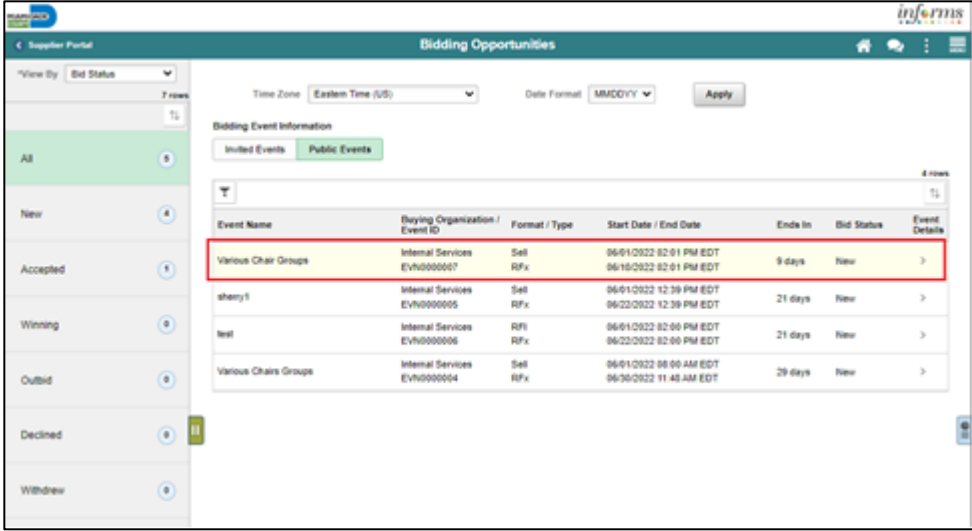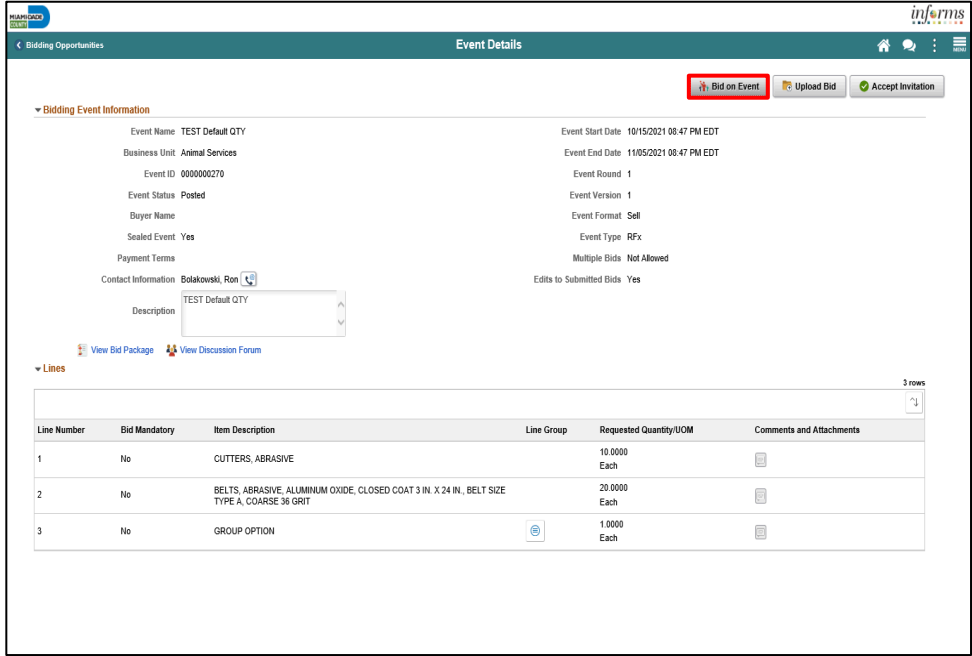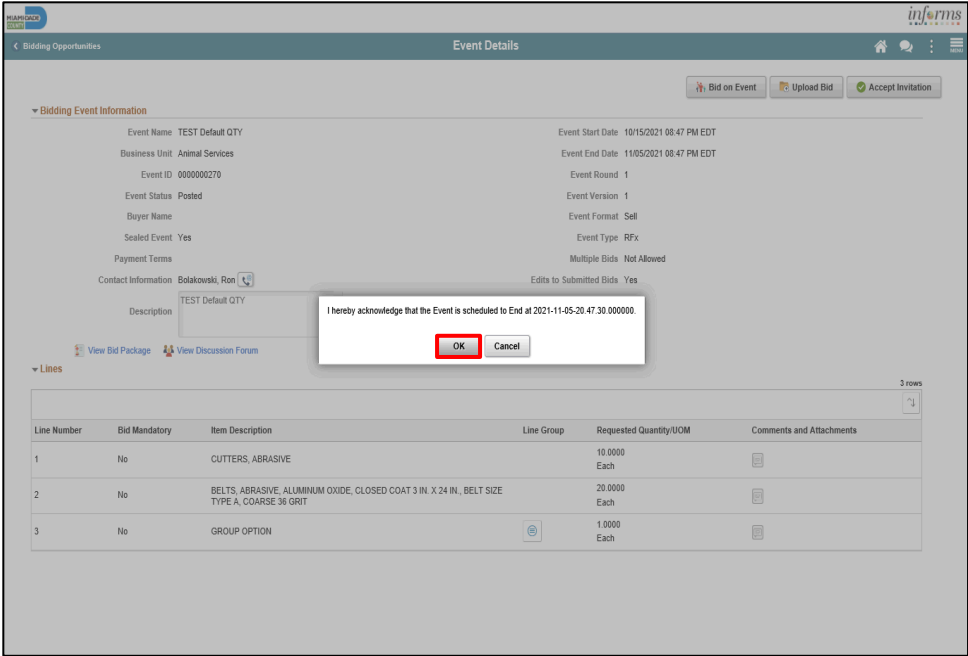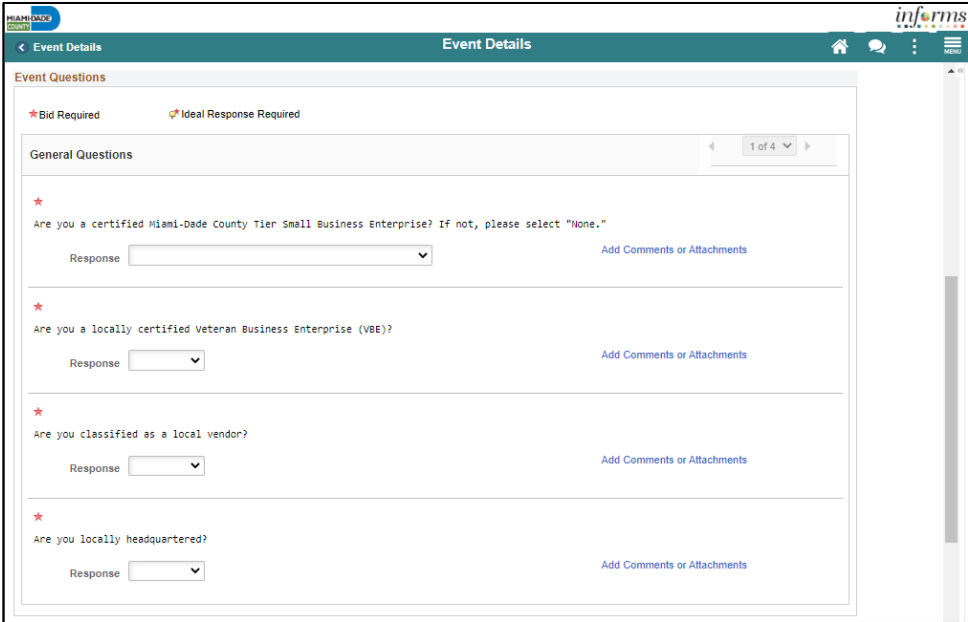## TABLE OF CONTENTS

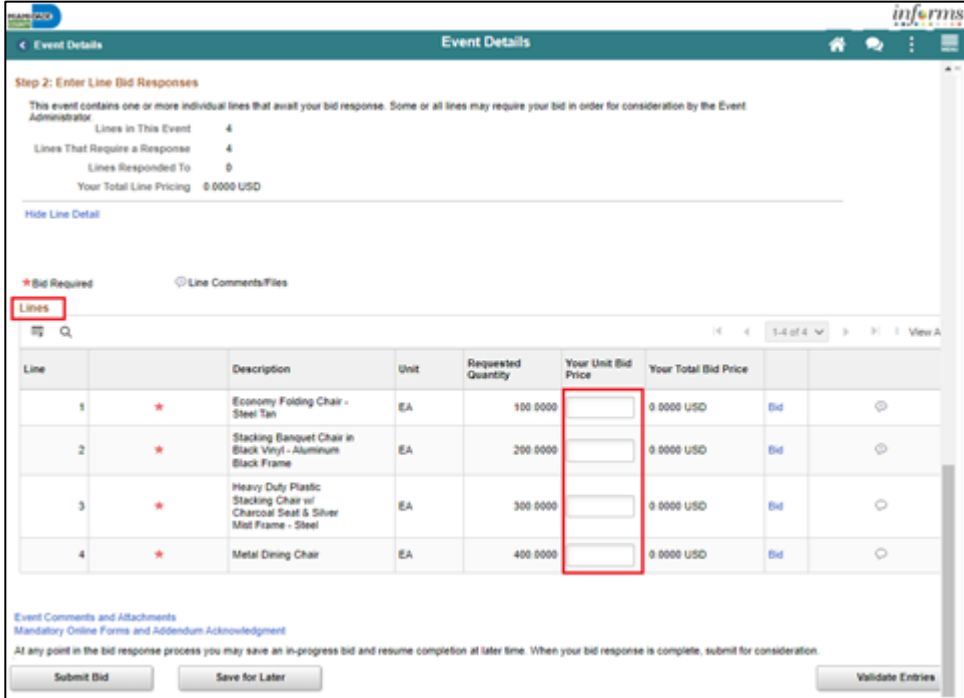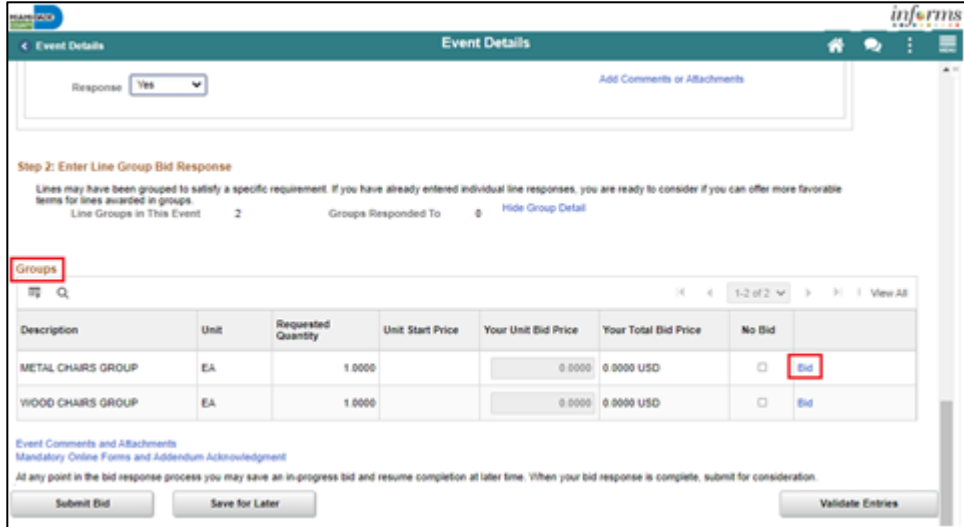## PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in respond to a bid . It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.
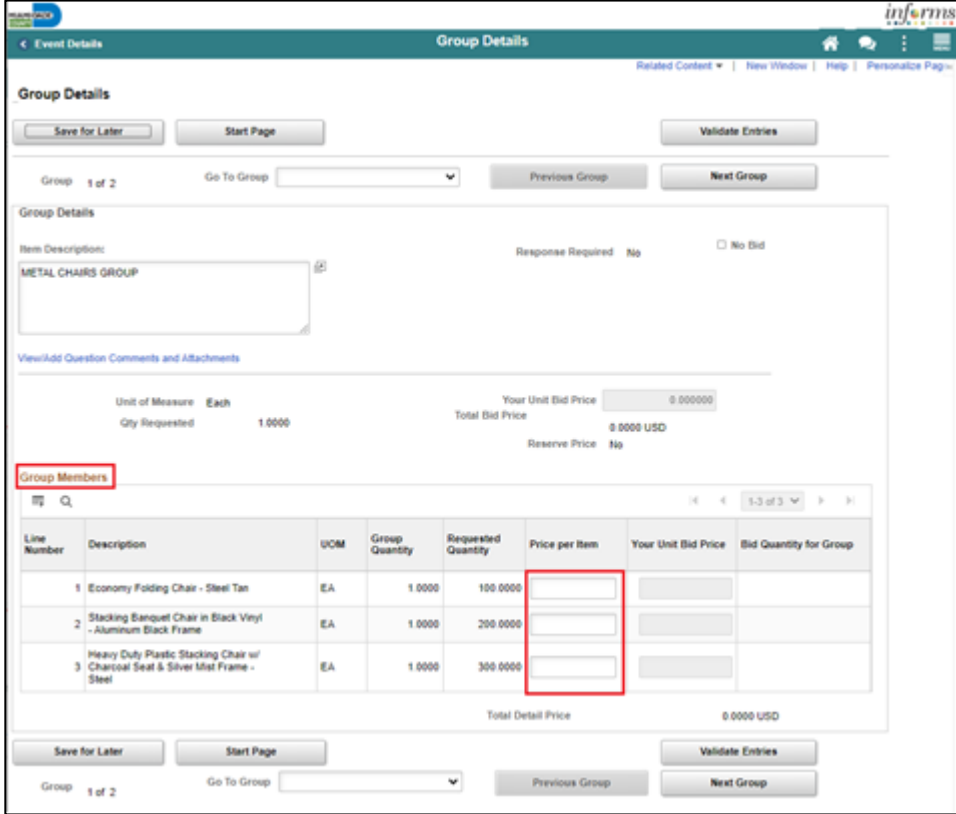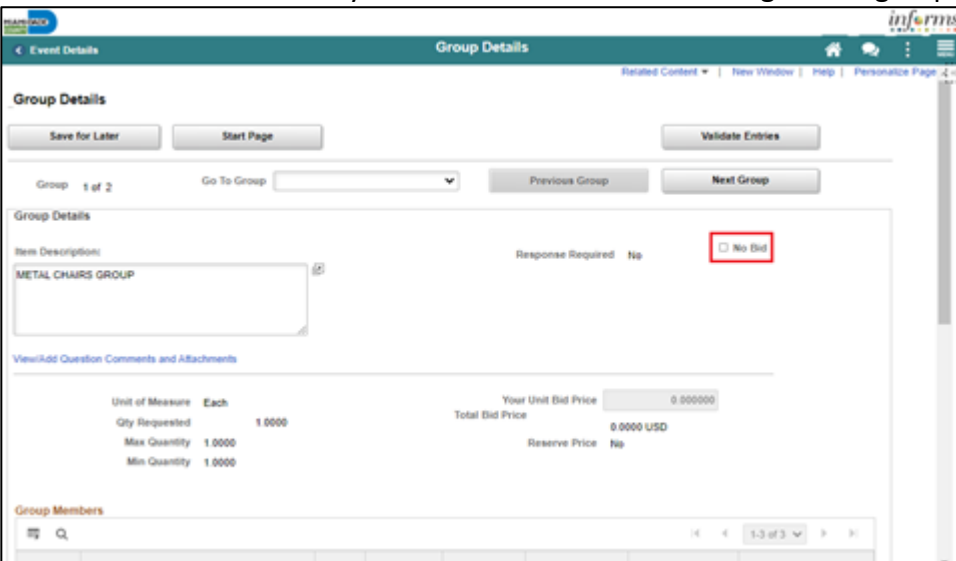
ACTIVITY 1: SUBMIT A BID

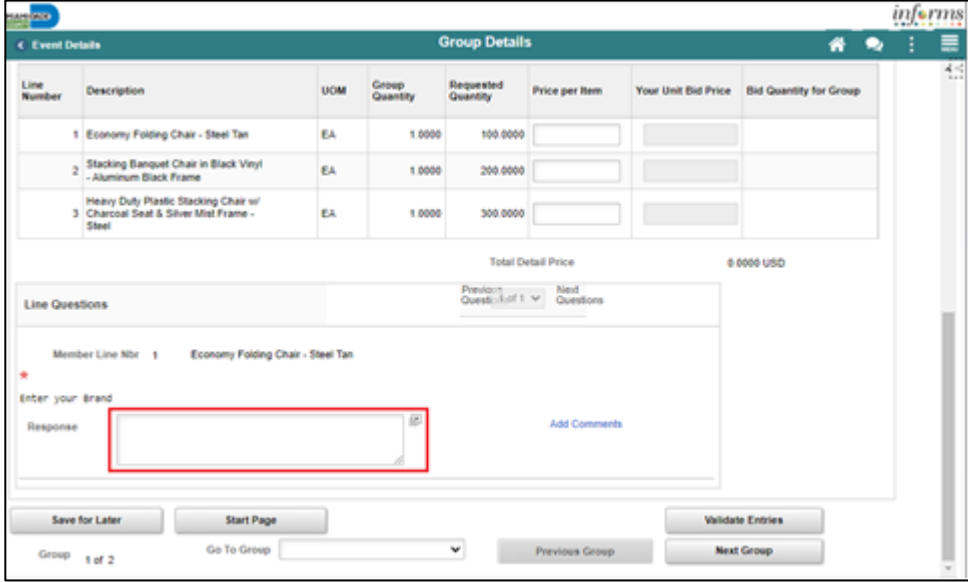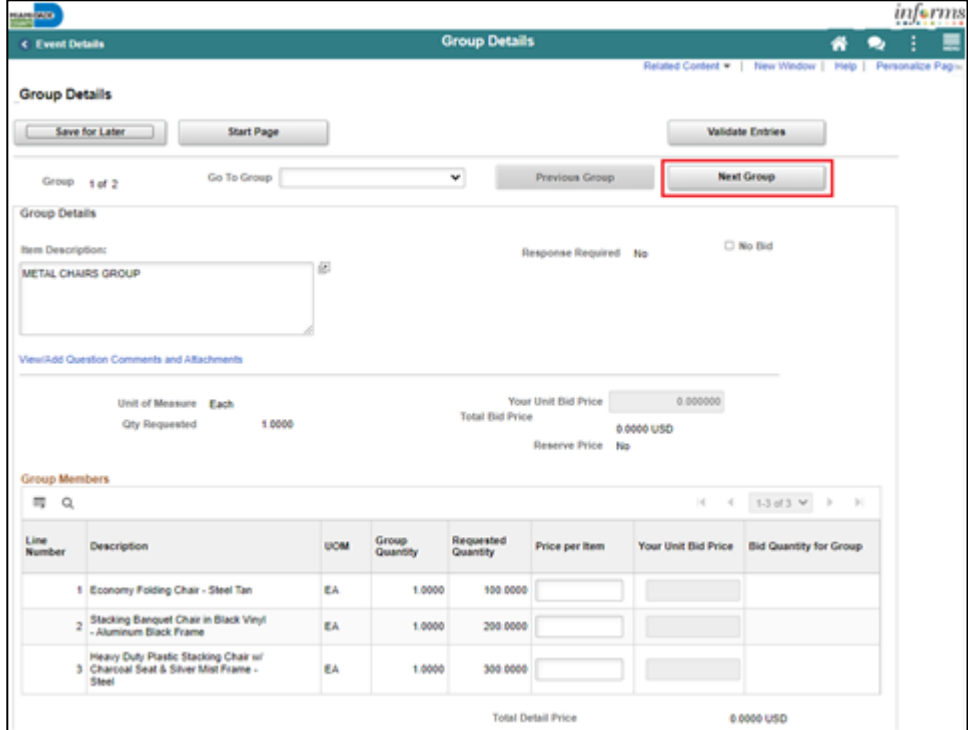| Step	Action
1.	Select the **Bidding Opportunities Title**. The Bidding Opportunities tile displays the number of events that are currently available for bidding. The image below shows that four (4) bidding events are available.
2.	Select the **Invite Events** or **Public Events** button.
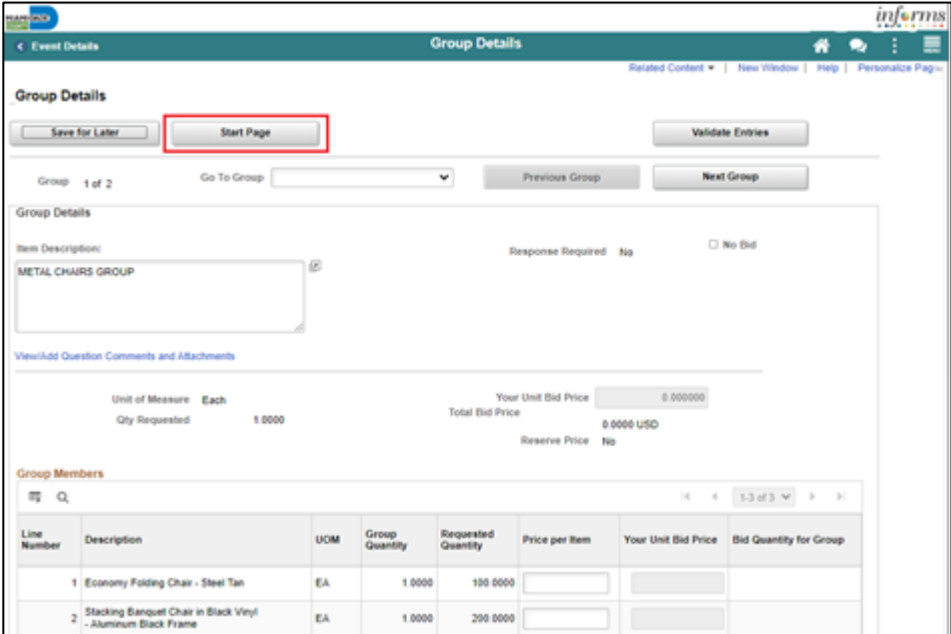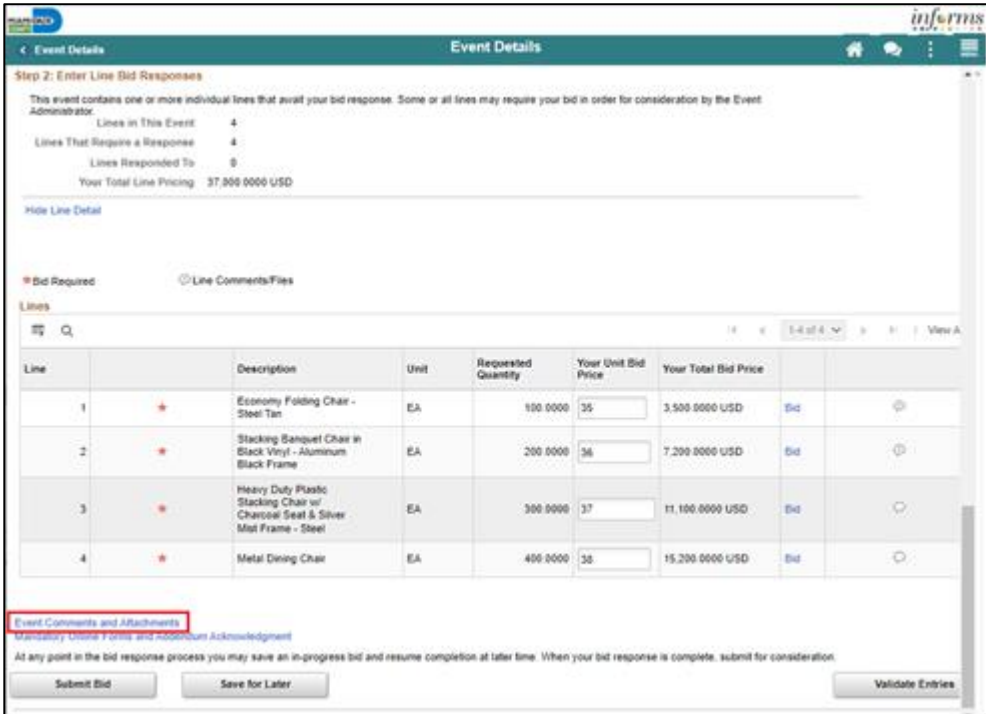
Step	Action
3.	Select the applicable **Buying Organization / Event ID**.
4.	Select the **Bid on Events** button.
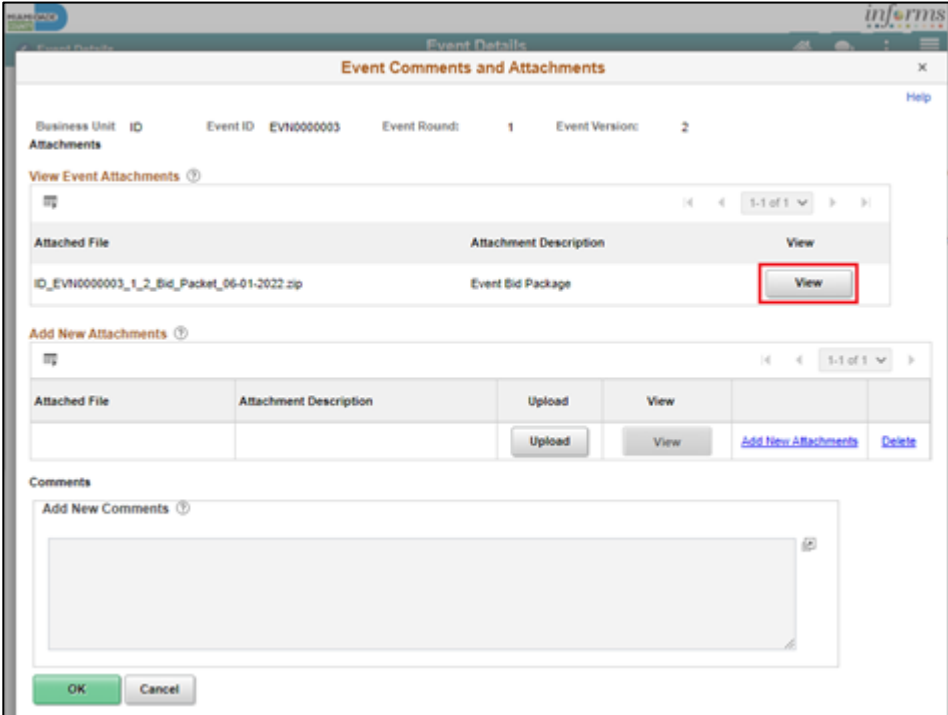
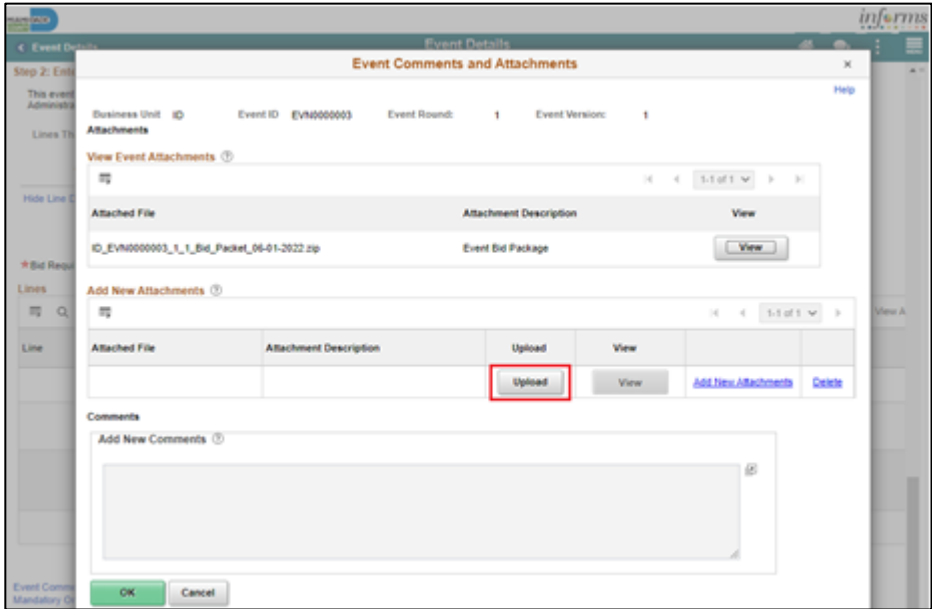| Step	Action
5.	Select the **OK** button.
6.	Select the applicable answer(s) to the **RFI Question(s) or Event Question(s)**.

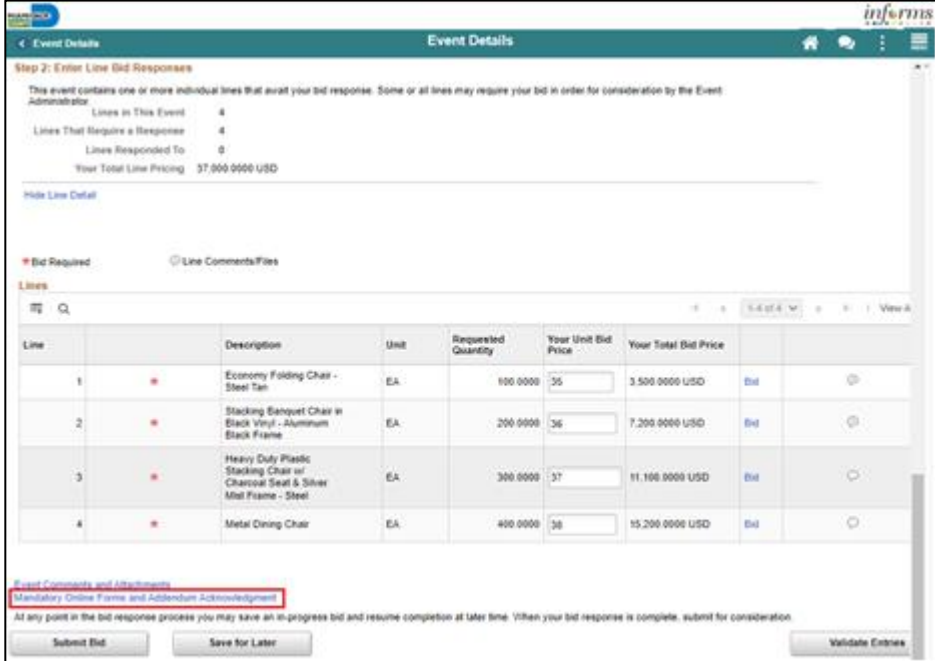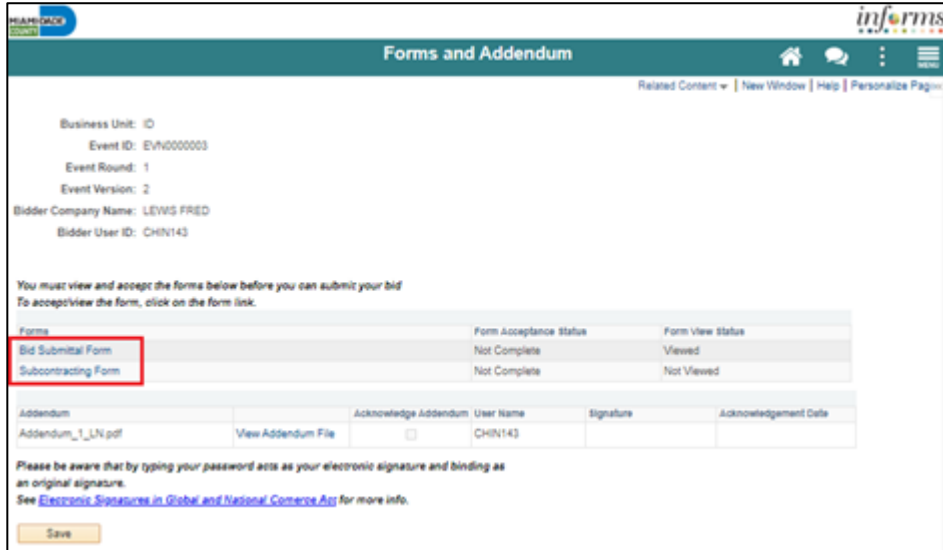| Step	Action
7.	Input **Your Unit Bid Price** for each line item, if applicable. **Note**: Skip the price steps if you are submitting a Bid Proposal, Submittal or RFI
8.	Select the **Bid** Link for Grouped Lines, if applicable.

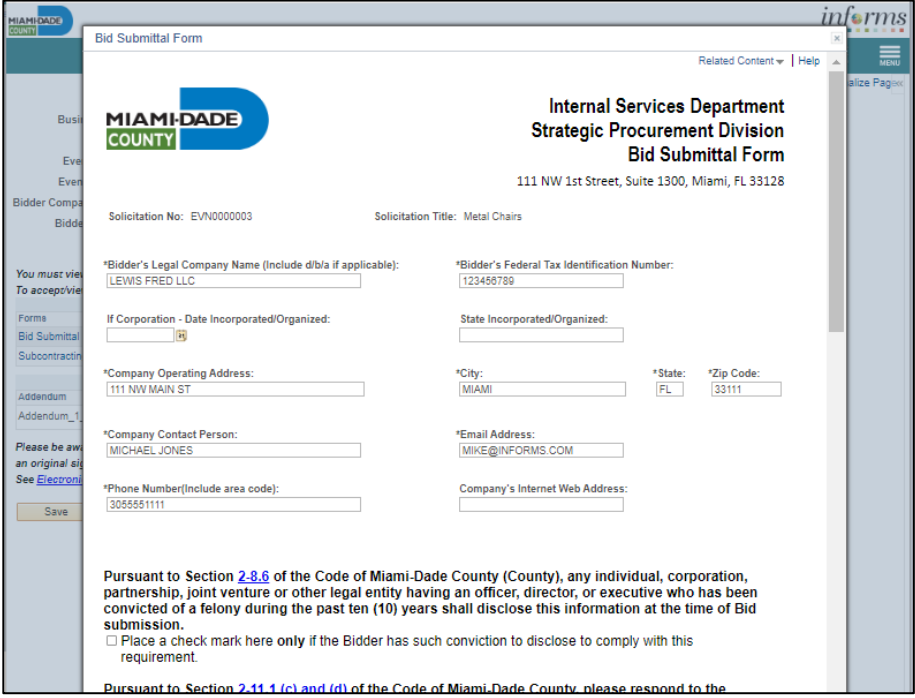| Step	Action
9.	Input **Price per Item** for each group member, if applicable.
10.	Select the **No Bid** checkbox if you are **not** interested in bidding on the group.

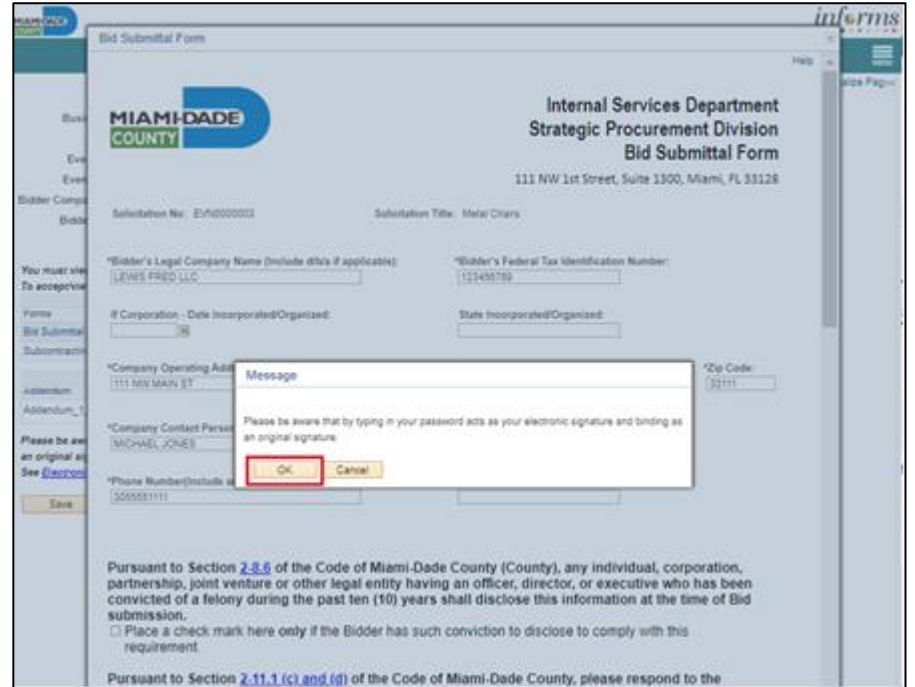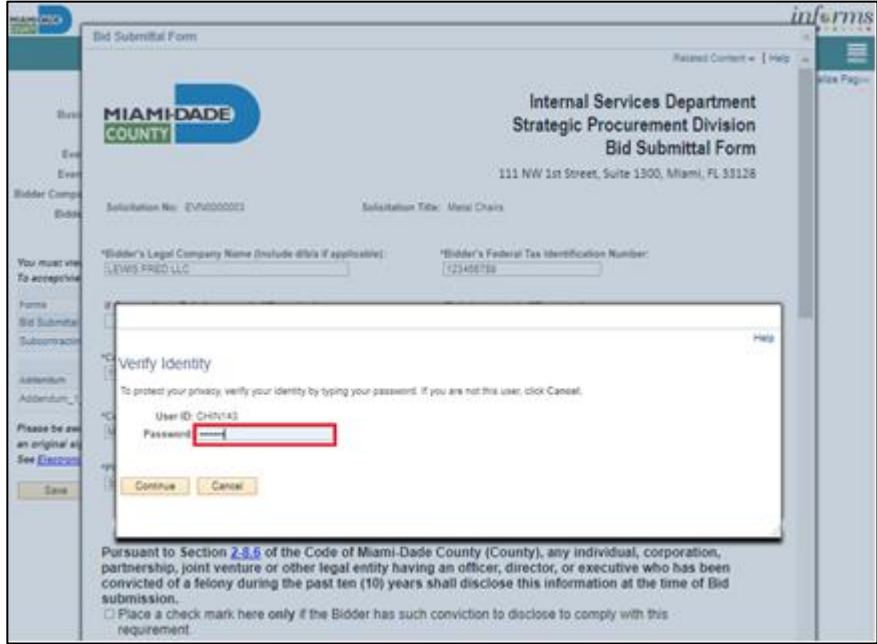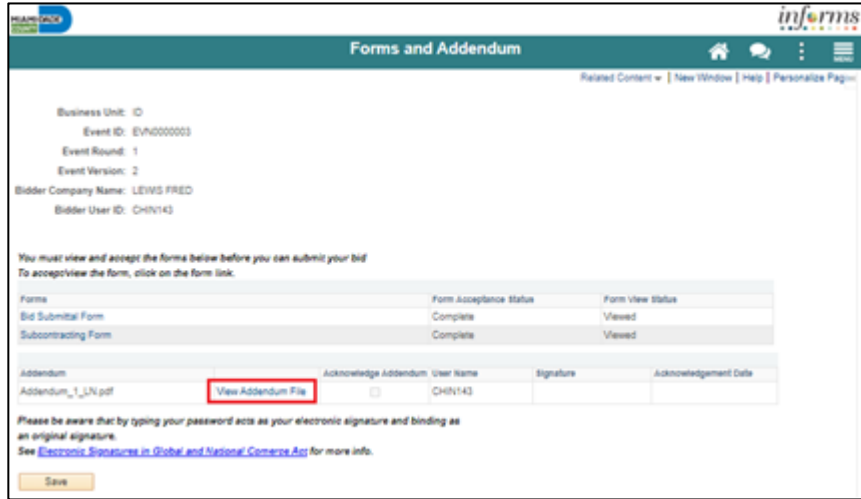| Step	Action
11.	Enter the answer(s) to the **Line Question(s),** if applicable.
12.	Select the **Next Group** button until all prices and line answers are entered for all Groups.

Step	Action
13.	Select the **Start Page** button.
14.	Select the **Event Comments and Attachments** link.
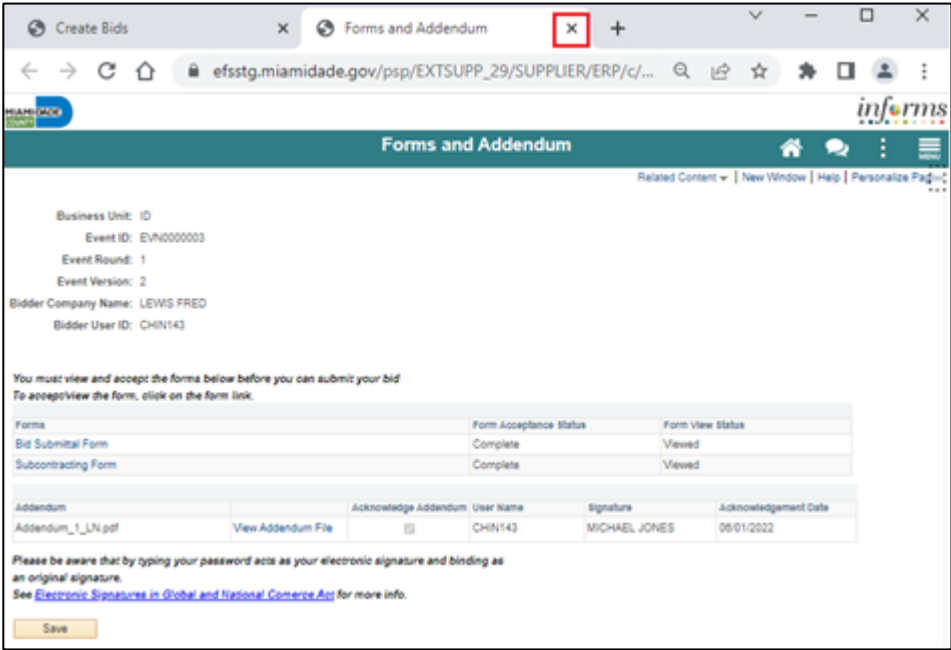
Step	Action
15.	Select the **View** button.
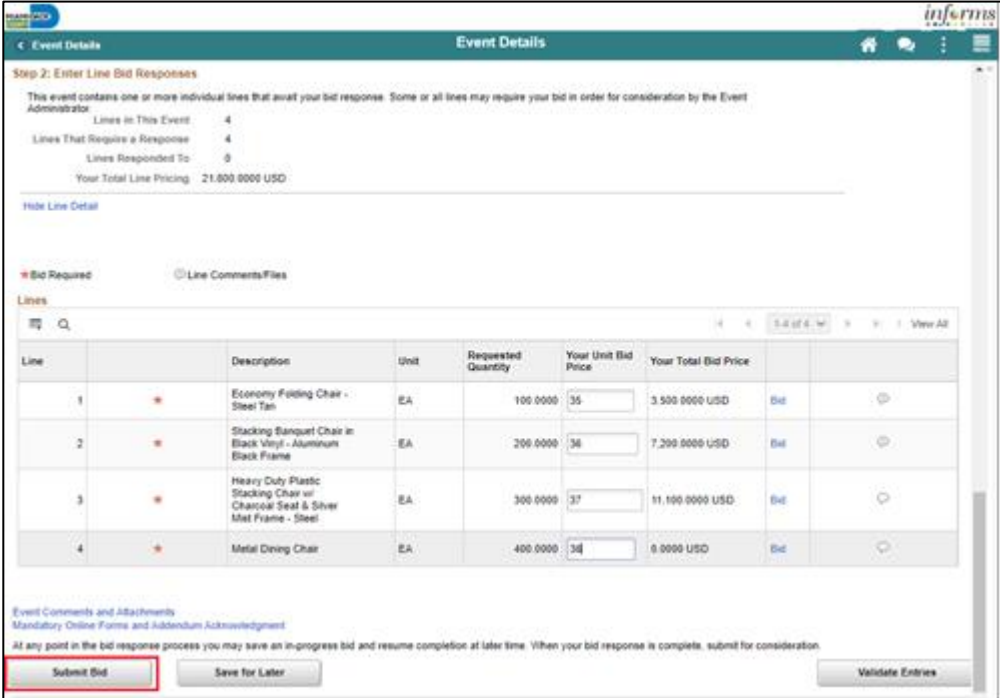
Step	Action
16.	Select the **Upload** button, to upload any desired attachments • Select the **Choose File** button. • Select the desired file. **Note**: The file name has a 64 Character Limit. • Select the **Open** button. • Select the **Upload** button.
17.	Enter the desired information into the **Attach Description** field. Note: To upload additional Attachments, select the Add New Attachments Link.
18.	Select the **OK** button.

Step	Action
19.	Select the **Mandatory Online Forms and Addendum Acknowledgment** link.
20.	Select the applicable **Form's** link.

Step	Action
21.	Enter the desired information into all of the required fields.
22.	Select the **OK** button.

Step	Action
23.	Enter the desired information into the **Password** field and select the **Continue** button.
24.	Select the **View Addendum File** link, if applicable. Note: The addendum file will open or download. Once review, close addendum file and return to the **Forms and Addendum** page.
25.	Select the **Acknowledge Addendum** checkbox.
26.	Enter the desired information into the **Signature** field.
27.	Select the **Save** button.

Step	Action
28.	Select the **OK** button.
29.	Enter **Password**.
30.	Select the **Continue** button.
31.	Select the " X " to close the **Forms and Addendum** Tab

Step	Action
32.	Select the **Submit Bid** button.
33.	End of Procedure.