



Miami-Dade County

Submit a Bid Job Aid

Version 1.0

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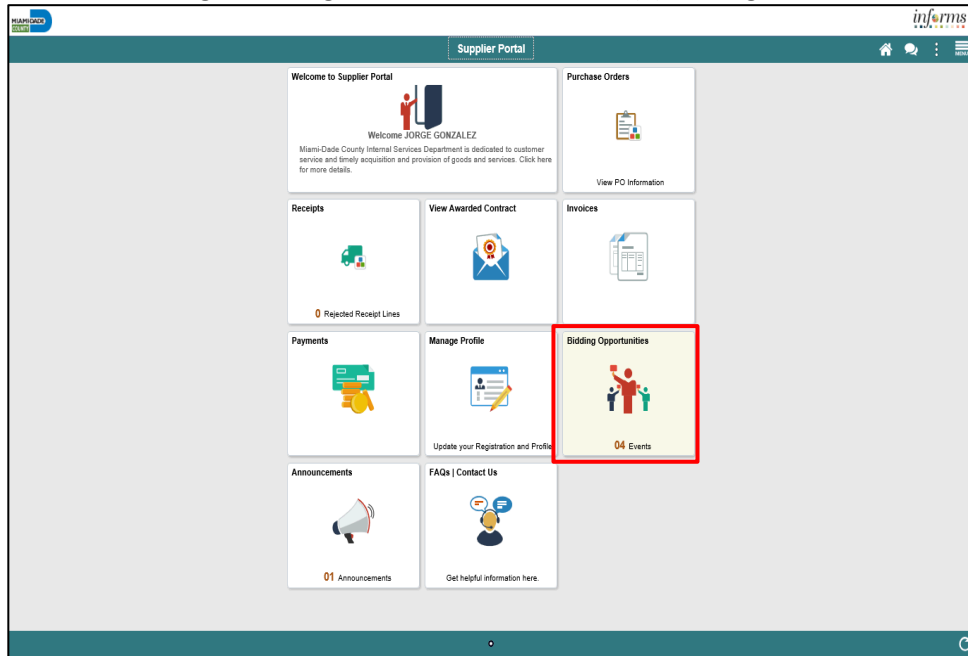
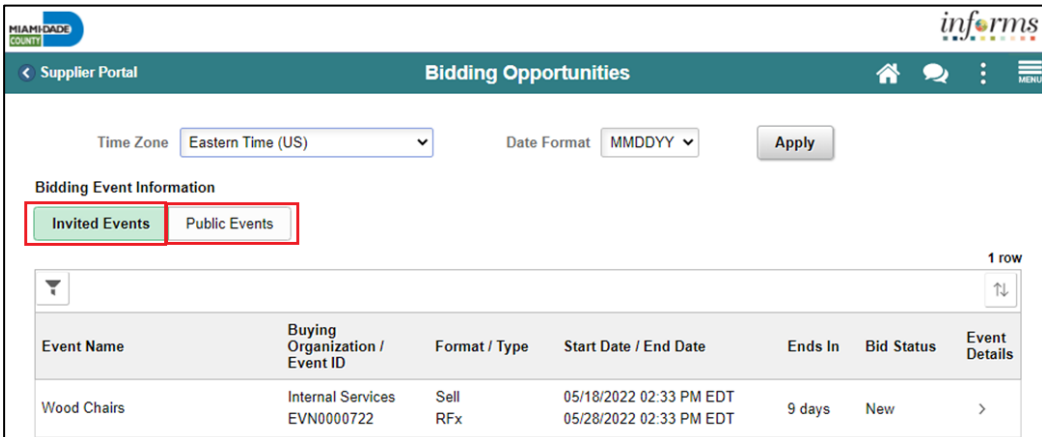
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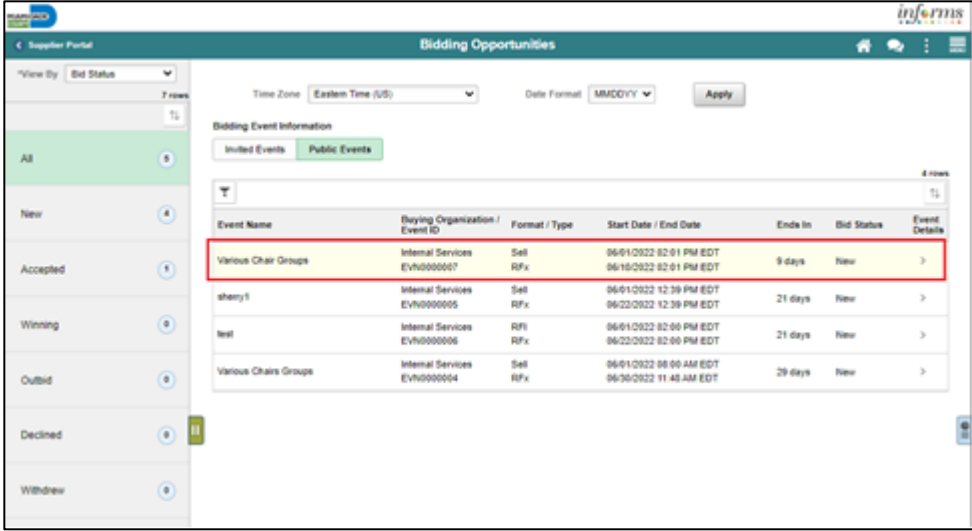
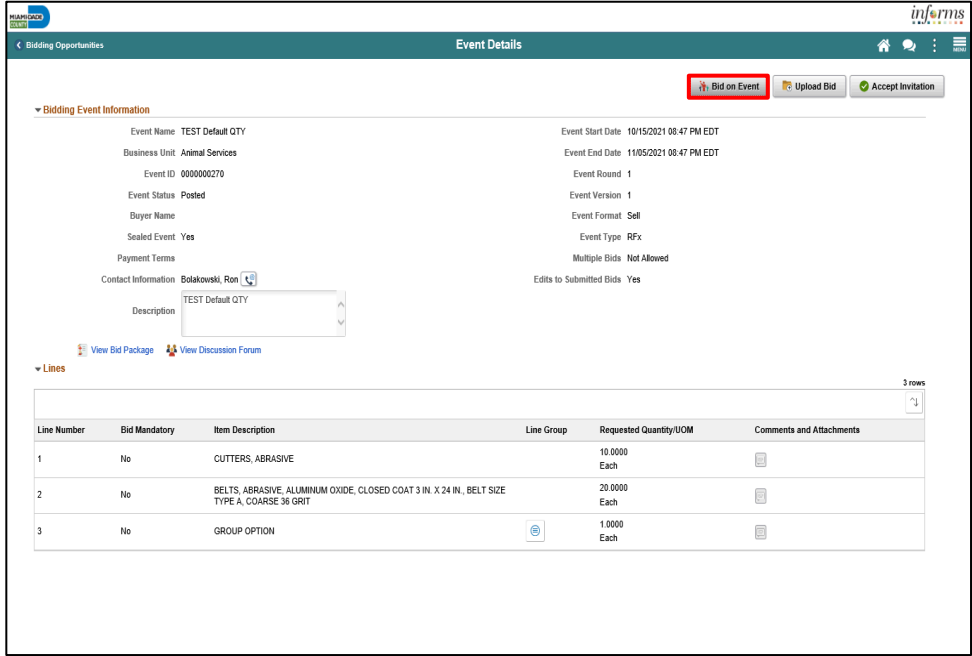
PURPOSE AND DESCRIPTION

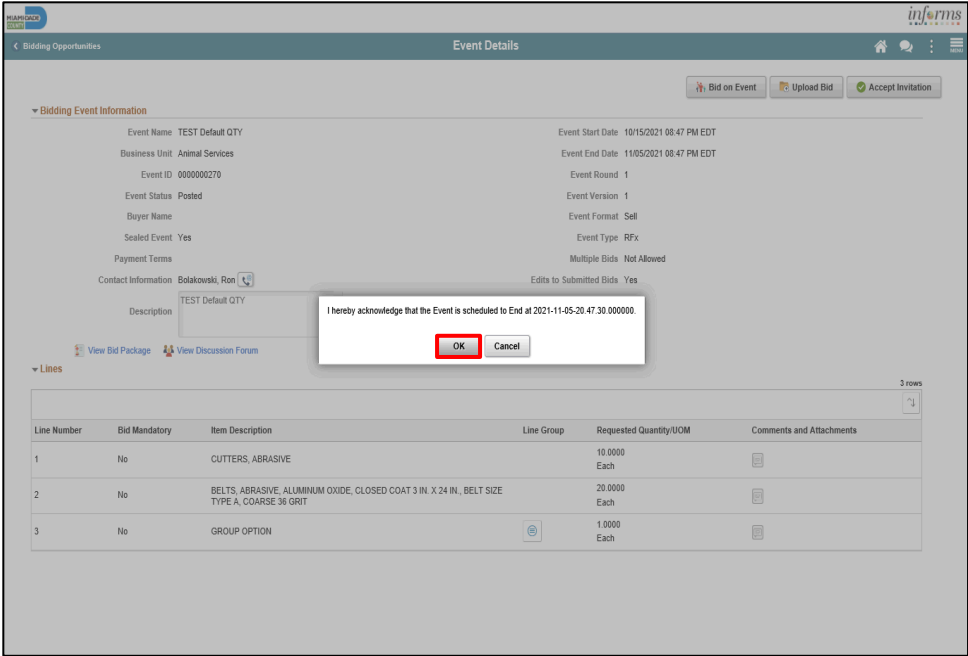
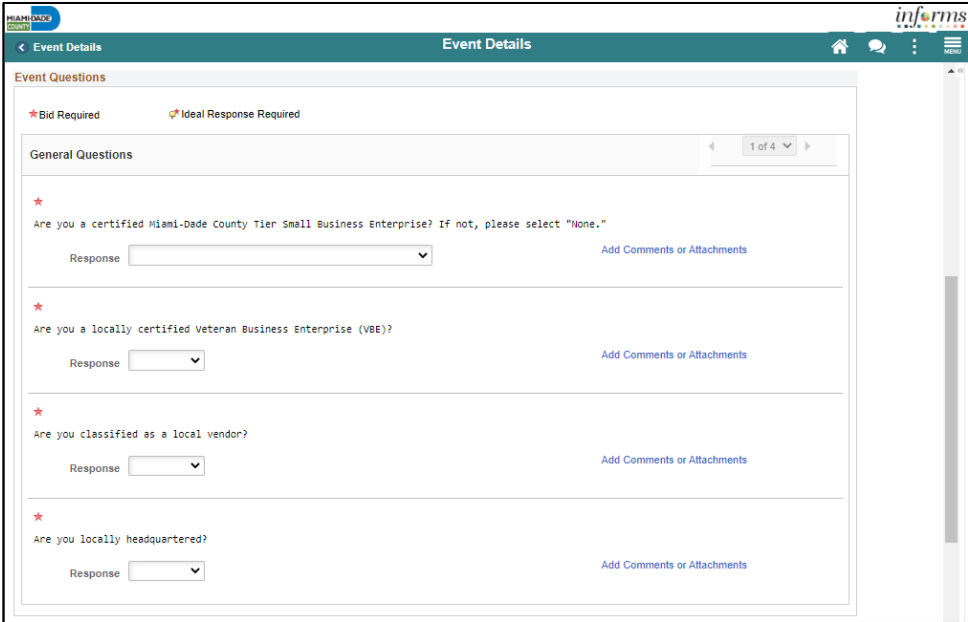
Purpose

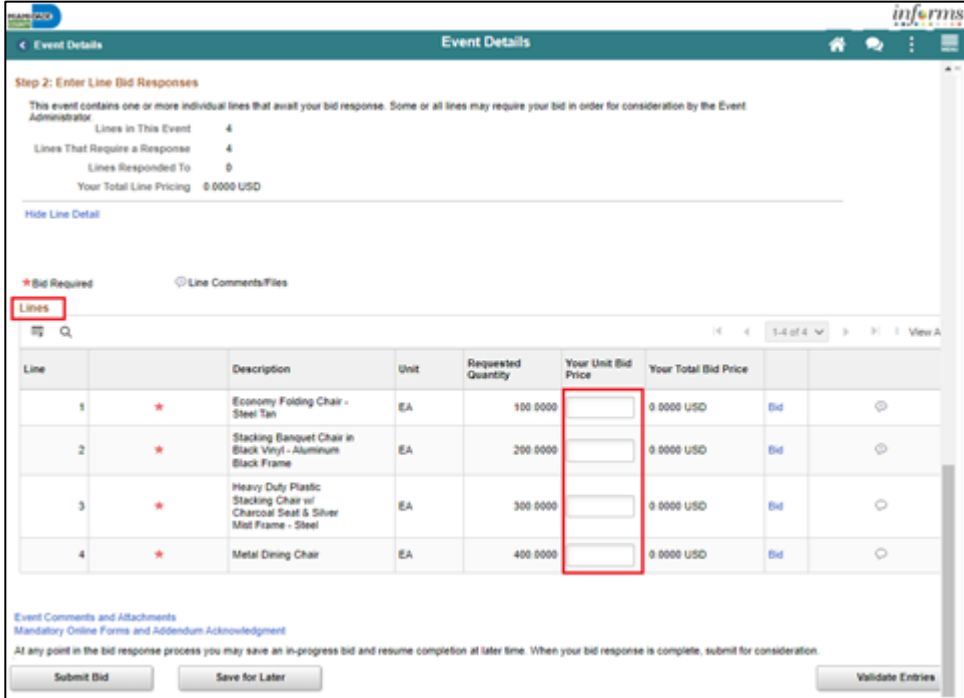
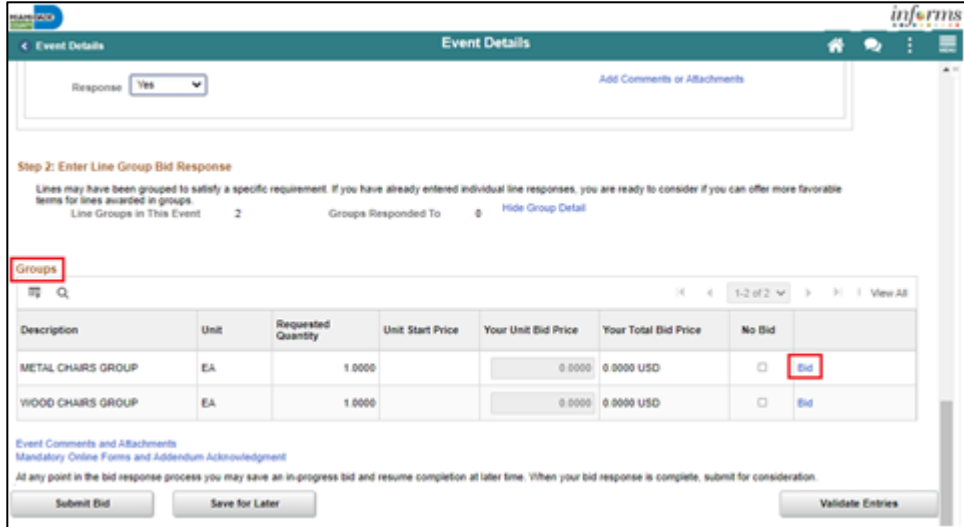
This document explains the key activities involved in respond to a bid . It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

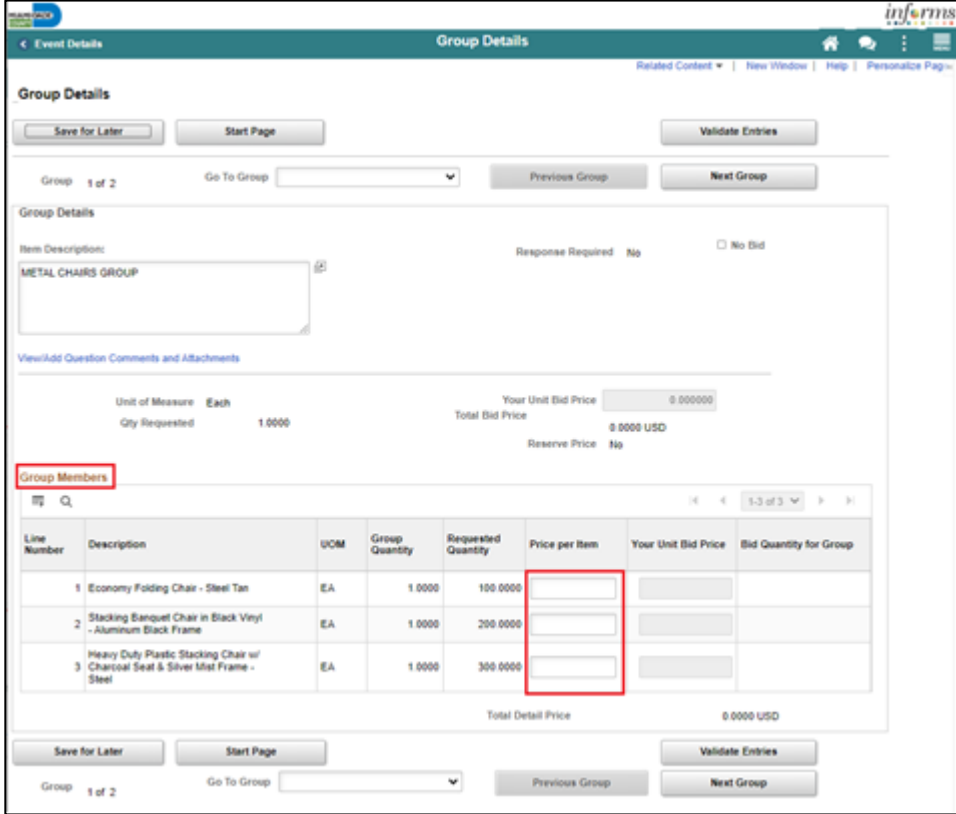
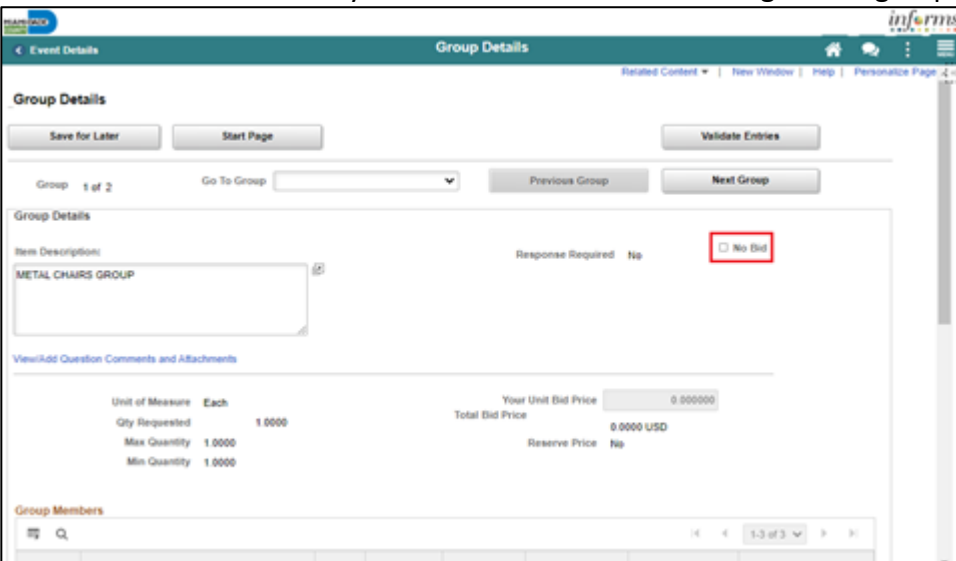
ACTIVITY 1: SUBMIT A BID

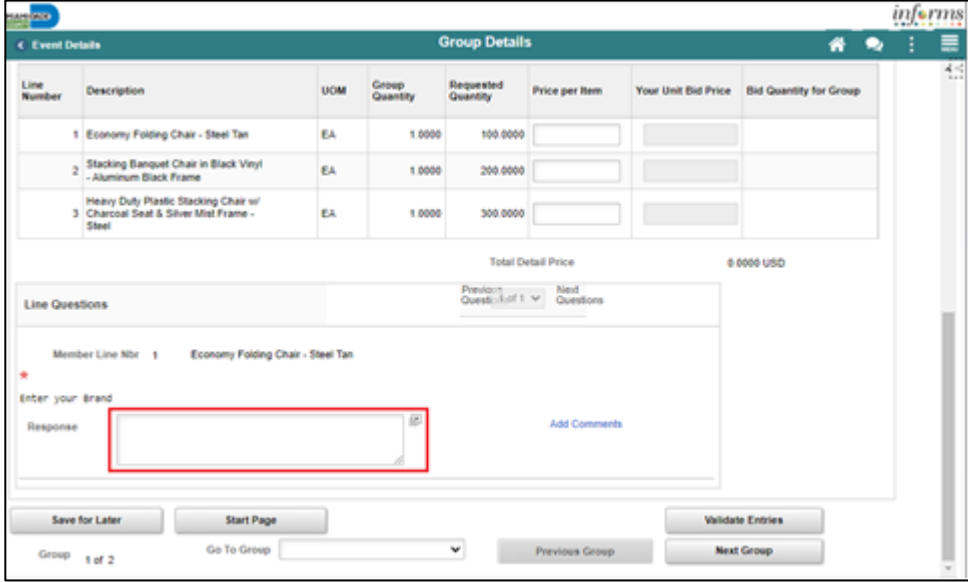
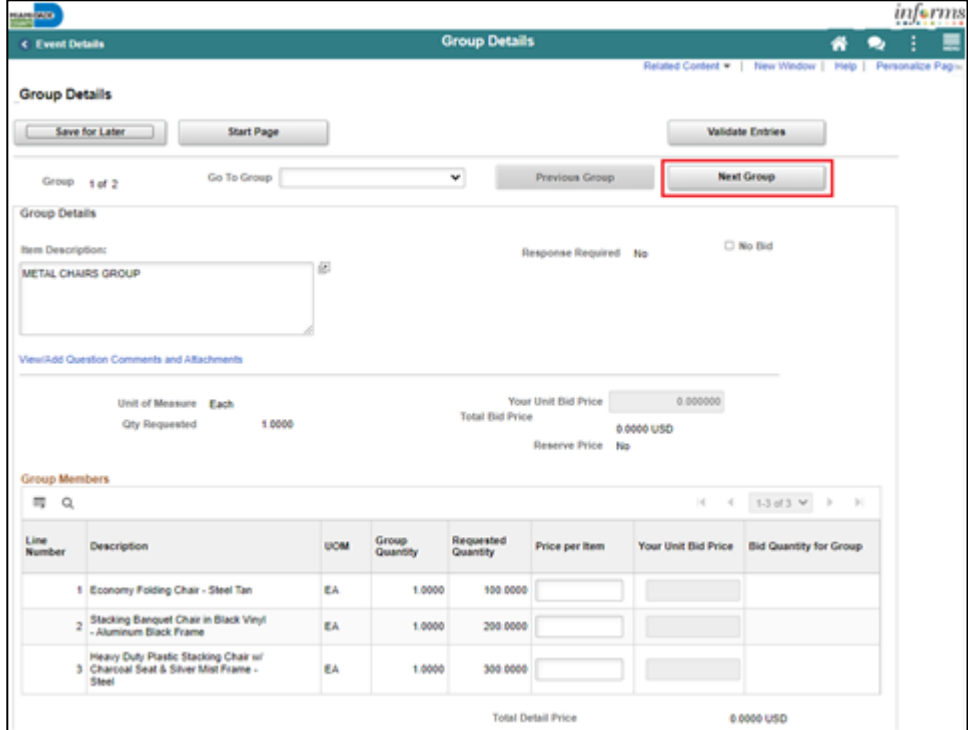
Step	Action
1.	<p>Select the Bidding Opportunities Title.</p> <p>The Bidding Opportunities tile displays the number of events that are currently available for bidding. The image below shows that four (4) bidding events are available.</p> 
2.	<p>Select the Invite Events or Public Events button.</p> 

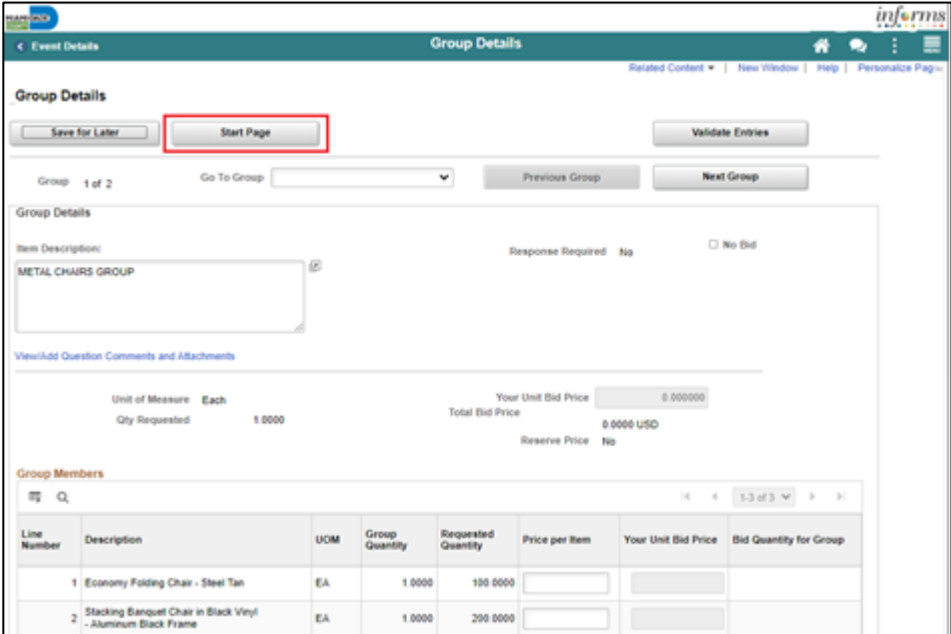
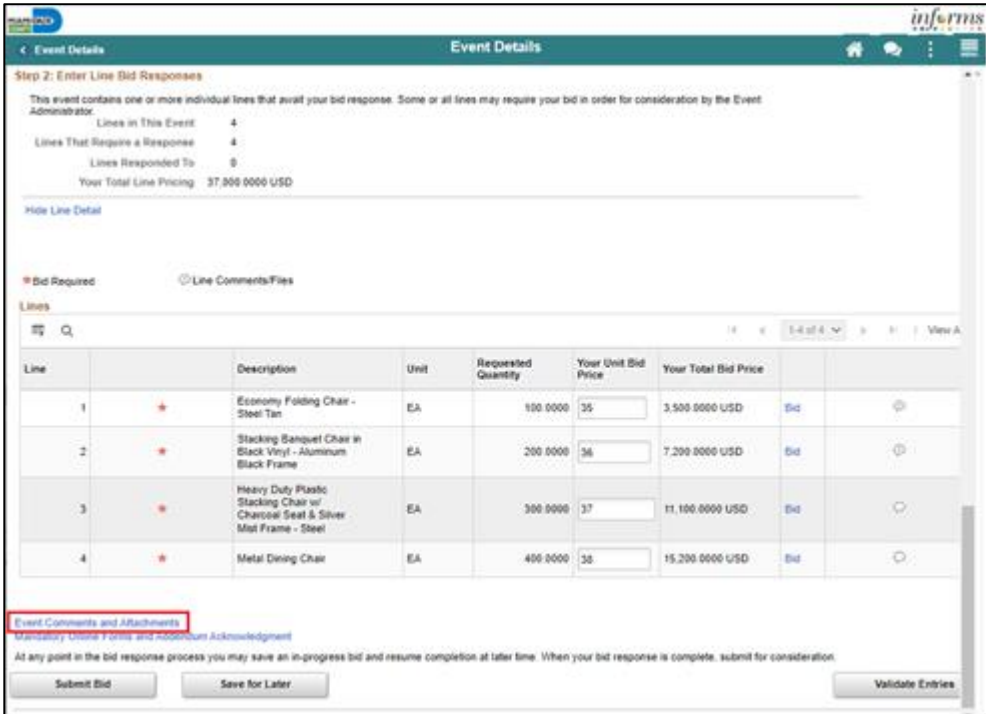
Step	Action
3.	<p>Select the applicable Buying Organization / Event ID.</p> 
4.	<p>Select the Bid on Events button.</p> 

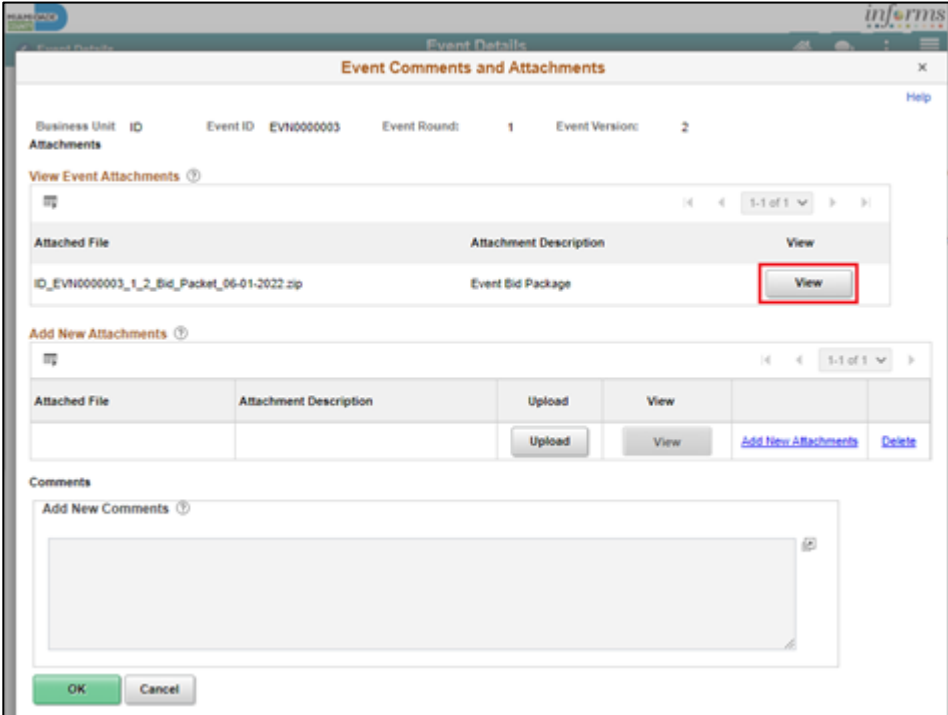
Step	Action
5.	<p>Select the OK button.</p> 
6.	<p>Select the applicable answer(s) to the RFI Question(s) or Event Question(s).</p> 

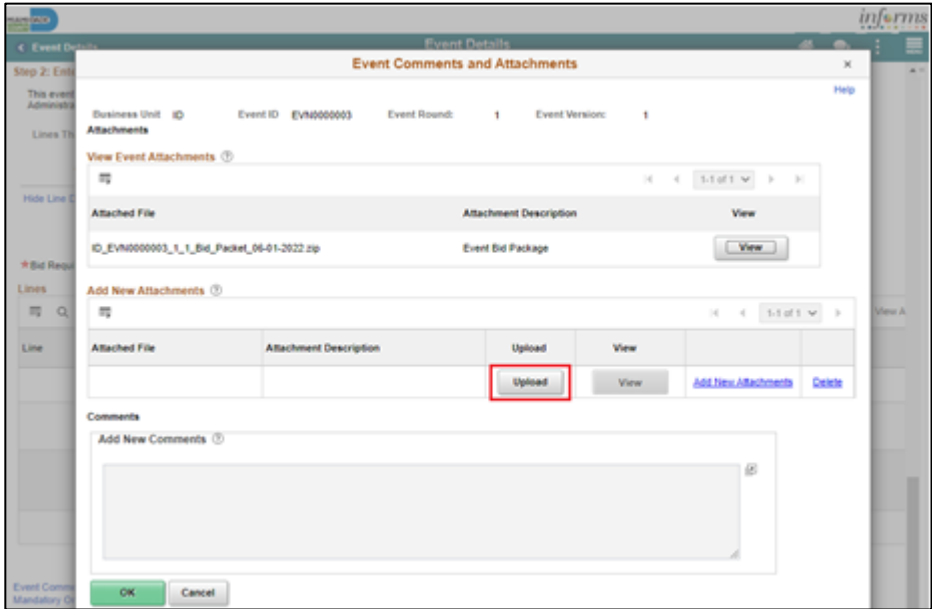
Step	Action
7.	<p>Input Your Unit Bid Price for each line item, if applicable. Note: Skip the price steps if you are submitting a Bid Proposal, Submittal or RFI</p> 
8.	<p>Select the Bid Link for Grouped Lines, if applicable.</p> 

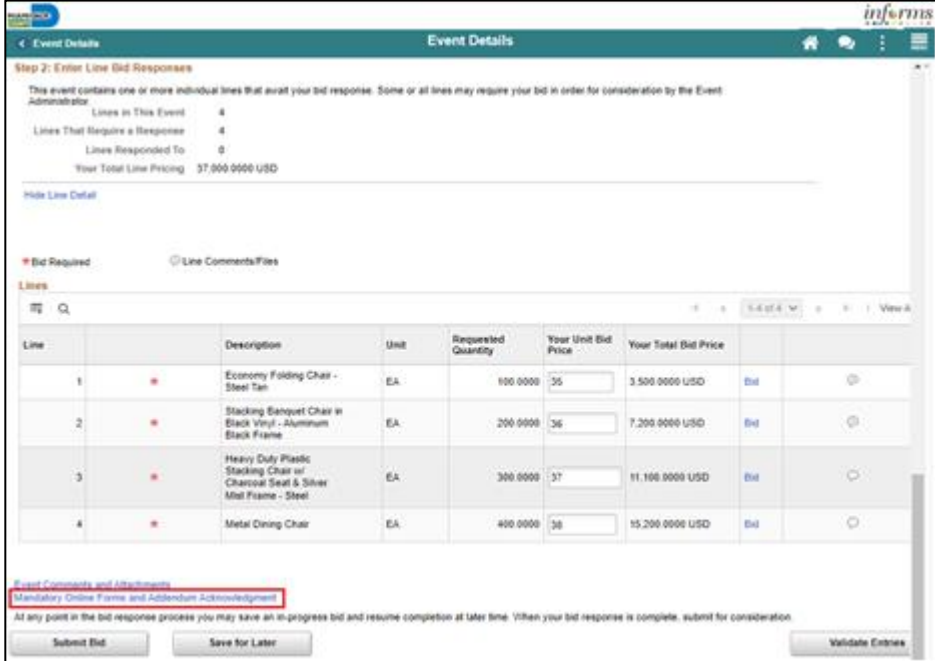
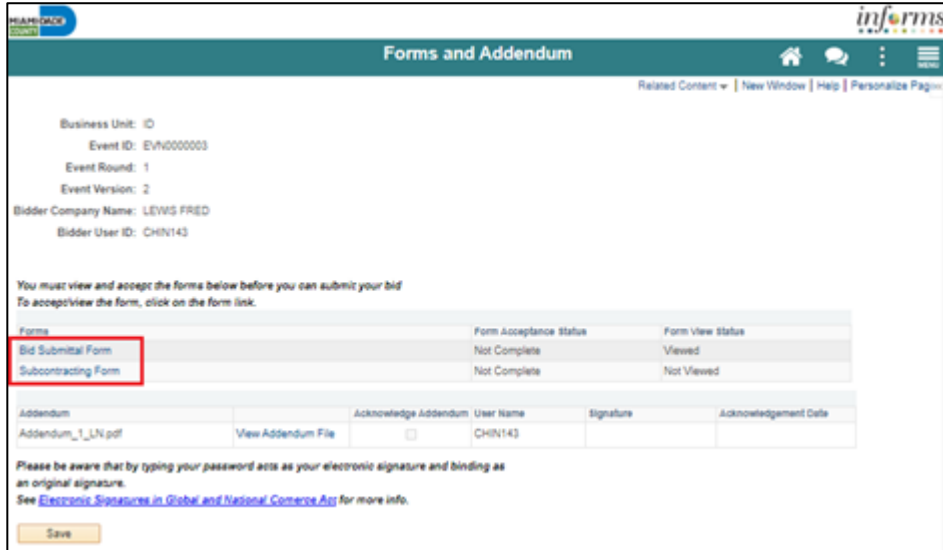
Step	Action
9.	<p>Input Price per Item for each group member, if applicable.</p>  <p>The screenshot shows the 'Group Details' page for a bid. The 'Group Members' table is visible, with columns: Line Number, Description, UOM, Group Quantity, Requested Quantity, Price per Item, Your Unit Bid Price, and Bid Quantity for Group. The 'Price per Item' column has three input fields highlighted with a red box.</p>
10.	<p>Select the No Bid checkbox if you are not interested in bidding on the group.</p>  <p>The screenshot shows the 'Group Details' page for a bid. The 'No Bid' checkbox is selected, indicated by a red box.</p>

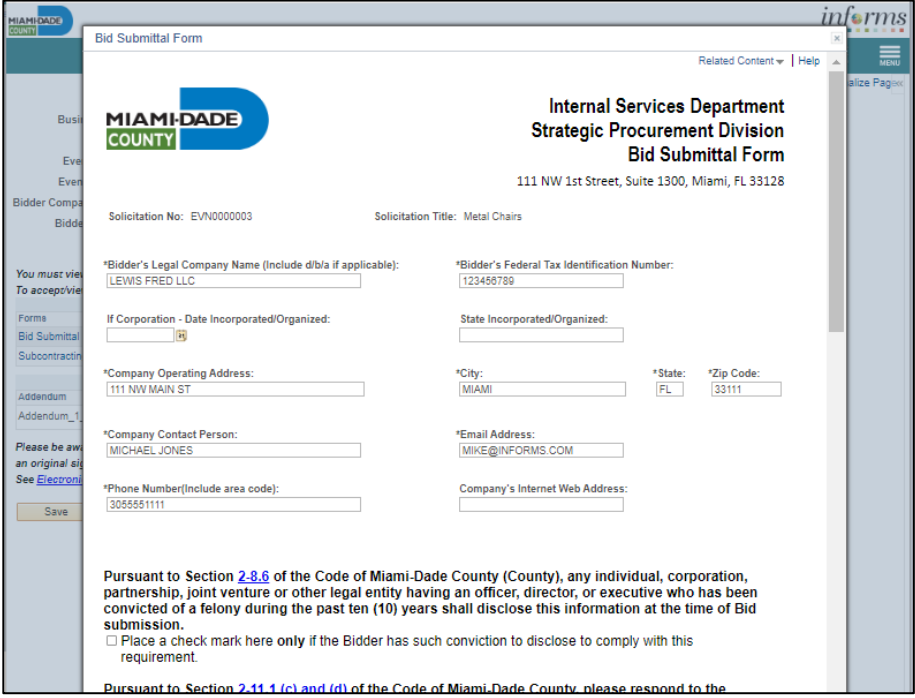
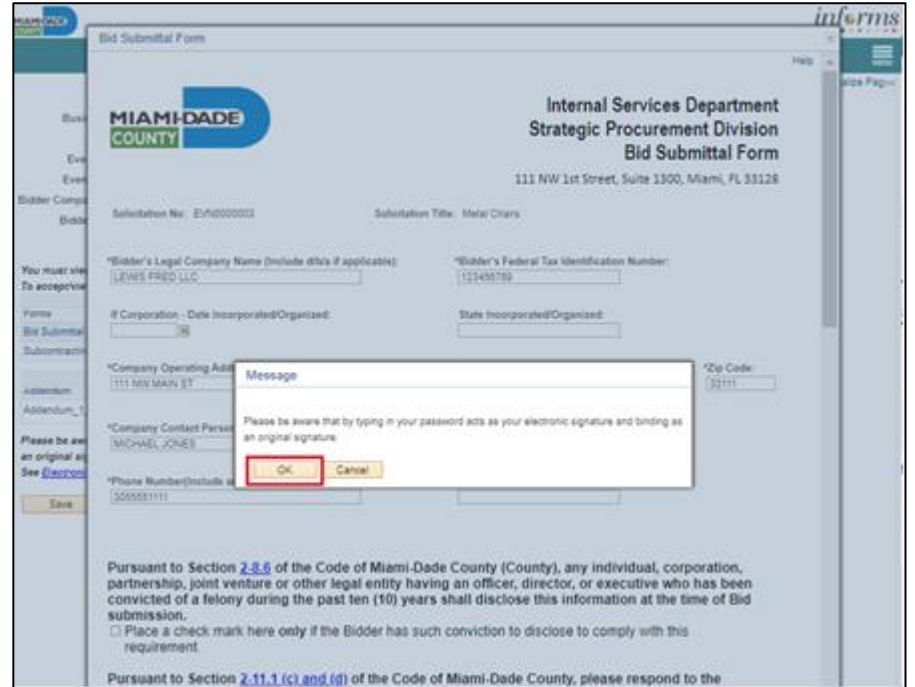
Step	Action
11.	<p>Enter the answer(s) to the Line Question(s), if applicable.</p> 
12.	<p>Select the Next Group button until all prices and line answers are entered for all Groups.</p> 

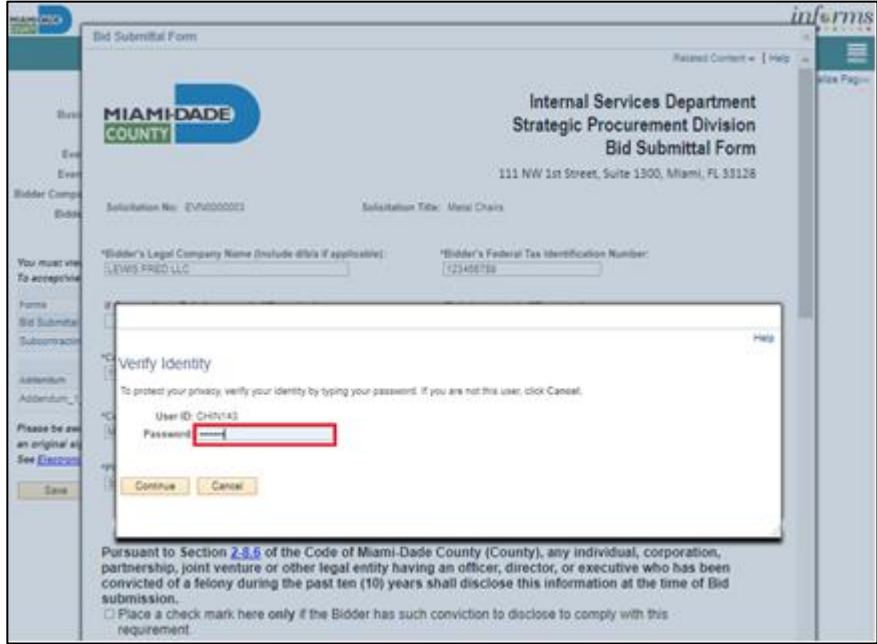
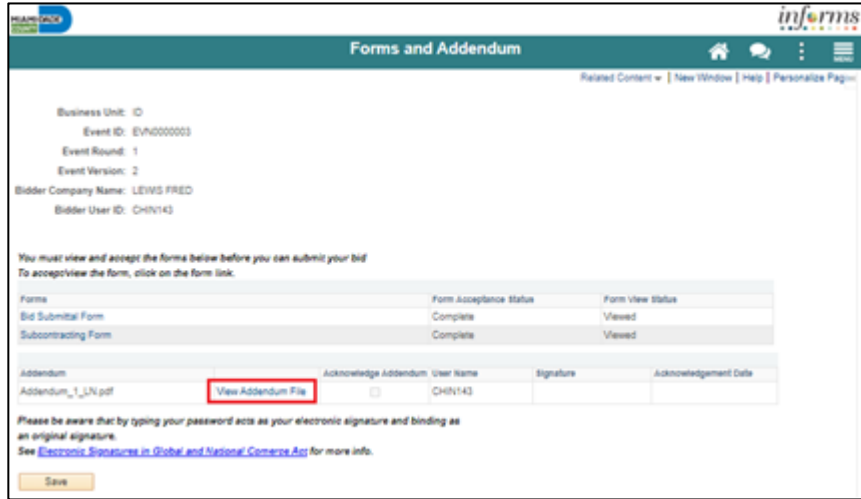
Step	Action
13.	<p>Select the Start Page button.</p>  <p>The screenshot shows the 'Group Details' page. At the top, there are buttons for 'Save for Later', 'Start Page' (highlighted with a red box), and 'Validate Entries'. Below these are navigation buttons for 'Previous Group' and 'Next Group'. The main section displays 'Item Description: METAL CHAIRS GROUP' and 'Response Required: No'. It also shows 'Unit of Measure: Each', 'Qty Requested: 1 000', 'Your Unit Bid Price: 0.000000', 'Total Bid Price: 0.0000 USD', and 'Reserve Price: No'. At the bottom, there is a table for 'Group Members' with columns: Line Number, Description, UOM, Group Quantity, Requested Quantity, Price per Item, Your Unit Bid Price, and Bid Quantity for Group. The table lists two items: 'Economy Folding Chair - Steel Tan' and 'Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame'.</p>
14.	<p>Select the Event Comments and Attachments link.</p>  <p>The screenshot shows the 'Event Details' page. It includes a summary section with 'Lines in This Event: 4', 'Lines That Require a Response: 4', 'Lines Responded To: 0', and 'Your Total Line Pricing: 37,900.0000 USD'. Below this is a table for 'Lines' with columns: Line, Description, Unit, Requested Quantity, Your Unit Bid Price, Your Total Bid Price, and Bid. The table lists four items: 'Economy Folding Chair - Steel Tan', 'Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame', 'Heavy Duty Plastic Stacking Chair w/ Charcoal Seat & Silver Mat Frame - Steel', and 'Metal Dining Chair'. At the bottom, there is a link for 'Event Comments and Attachments' (highlighted with a red box) and buttons for 'Submit Bid', 'Save for Later', and 'Validate Entries'.</p>

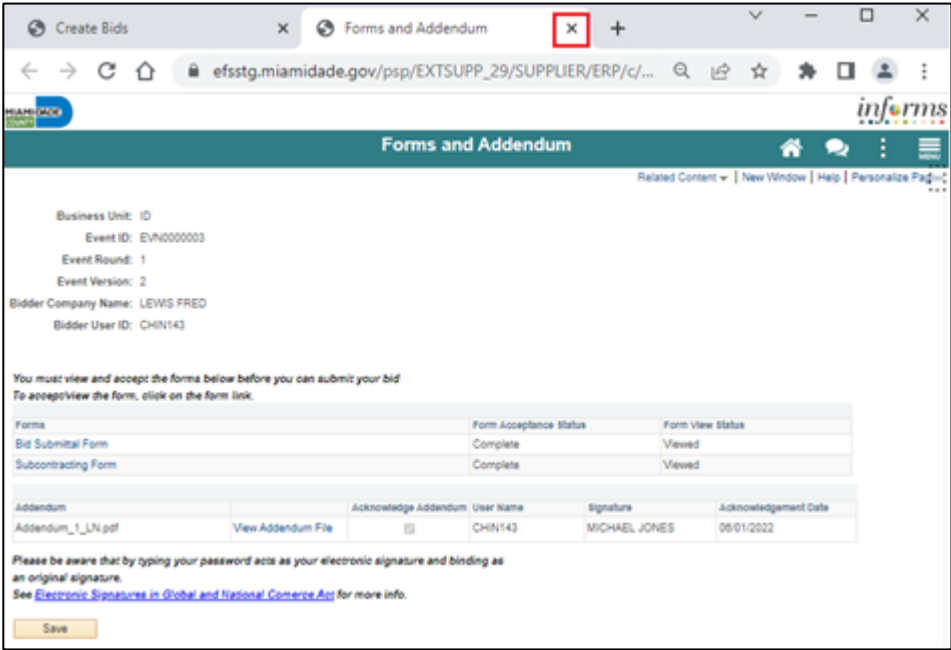
Step	Action
15.	Select the View button. 

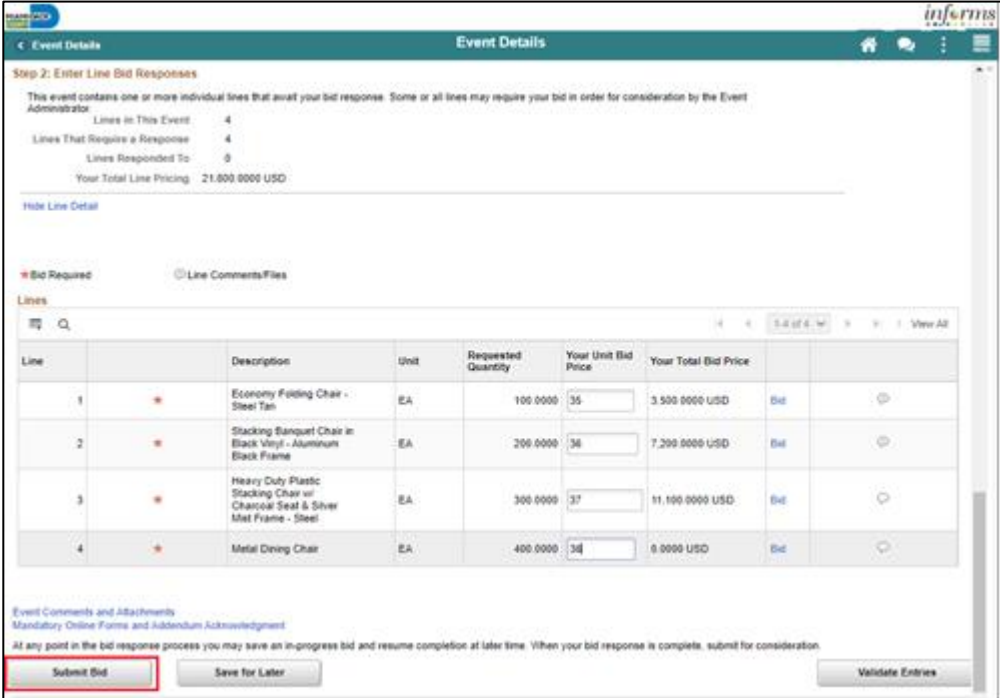
Step	Action
16.	<p>Select the Upload button, to upload any desired attachments</p> <ul style="list-style-type: none"> • Select the Choose File button. • Select the desired file. Note: The file name has a 64 Character Limit. • Select the Open button. • Select the Upload button. 
17.	<p>Enter the desired information into the Attach Description field.</p> <p>Note: To upload additional Attachments, select the Add New Attachments Link.</p>
18.	Select the OK button.

Step	Action
19.	<p>Select the Mandatory Online Forms and Addendum Acknowledgment link.</p> 
20.	<p>Select the applicable Form's link.</p> 

Step	Action
21.	<p>Enter the desired information into all of the required fields.</p> 
22.	<p>Select the OK button.</p> 

Step	Action
23.	<p>Enter the desired information into the Password field and select the Continue button.</p> 
24.	<p>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.</p> 
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.	<p>Select the “X” to close the Forms and Addendum Tab</p> 

Step	Action
32.	<p>Select the Submit Bid button.</p> 
33.	<p>End of Procedure.</p> 