Introduction

To submit a bid electronically (e-bidding) on DemandStar

- The project **MUST** be setup for e-bidding by the government agency advertising the opportunity
How to check if it is an e-bidding opportunity

- Not all opportunities posted on DemandStar by government are available for e-bidding
- Those that are available for you to electronically bid will list “e-bidding” as an available “ACTION” when you look at the project details
In order to do e-bidding

1. Click on “E-bidding” in the actions column
In order to do e-bidding

2. Enter your contact information and enter in all required fields.

Note: You **MUST** put a number of the “BID AMOUNT” box. However, that number can be 0 so as to allow for a more detailed description of your bid through your uploaded documents.
In order to do e-bidding

- In the agency required documents section – check the documents you intend on uploading and fulfilling. By checking these boxes this is **ONLY** an acknowledgement of how you will fulfill the requirement. You still have to upload the documents.
In order to do e-bidding

Upload your response documents in an accepted file format

Make sure that you have covered and uploaded all the required documents
In order to do e-bidding

Once you decide you’ve uploaded all your documents that you would like to submit, make sure you click the **NEXT** button at the bottom of the screen.

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### E-Bid Response Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Format</th>
<th>Size</th>
<th>Uploaded</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Bidding for Suppliers</td>
<td>Microsoft Word</td>
<td>12 KB</td>
<td>10/1/2019 9:39:50 AM</td>
<td>Complete</td>
<td>View/Remove</td>
</tr>
</tbody>
</table>

### Agency Accepted File Formats

- Adobe Acrobat (PDF)
- Microsoft Excel (XLS)
- Microsoft Word (DOCX)
- Microsoft PowerPoint (PPT)
- Microsoft Word (DOC)

### Upload Electronic Documents

* indicates required fields

- **Document Title**
- **Specify Upload Document**
  - (Type the path of the document, or click the Browse button.)

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Your document has successfully uploaded but your response is not yet complete. You must still click ‘Submit Response’ on Bid Response Details page in order to complete your response and receive a confirmation.
Completing your e-bid submittal

- Please **VERIFY** that you have attached **ALL** the required documents

- Click on the **Submit Response** button to complete your e-bid

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**Agency Required Documents**

1. Bid Reply (Electronic/Online)
2. Checklist (Electronic/Online)
3. Subcontractor List (Electronic/Online)
4. Current Workload, List of Projects and Completion Dates (Electronic/Online)
5. Questionnaire (Electronic/Online)
6. Drug Free Workplace Form (Electronic/Online)
7. Current Certificate of Insurance (Electronic/Online)
8. License/Certification to do Described Work (Electronic/Online)
9. Reference Check Form (Electronic/Online)
10. E-Bid Reply Excel Spreadsheet (Electronic/Online)
11. E-Bid Bond (Electronic/Online)
12. Vendor Code of Ethics (Electronic/Online)
13. W-9 form (Electronic/Online)

**Uploaded Documents**

1. Test document upload to ensure bidding active

**E-Bid Confirmation**

After clicking “Submit Response” the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the View Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.
Confirmation of Response

• When you complete you will receive a confirmation

• This is a confirmation that what you uploaded will be visible to the agency when the bid closes, **this is not** a confirmation that all your documents were fill out or submitted correctly
If you feel like you missed something or need to make a change you can go back to your submittal response and edit your e-bid. By clicking on “DETAILS” then “EDIT” the section you wish.