



For bidders and vendors Using the PASSHE's electronic bid management system

PASSHE utilizes an electronic procurement system for solicitations, including IFBs, RFPs, and RFQs. Using this method provides benefit to all. Costs and bidding effort is greatly reduced as bid documents are available online, all Q&A's are via email, and sealed bids can be submitted and updated online. Interested bidders need to register only once, a free process that takes only a few minutes.

Sealed Bid Confidentiality – The confidentiality of the sealed bid system is a cornerstone of the *ProcureWare* software. At no time before bid opening can anyone see your electronic bid.

Confidentiality of Identity – When questions are asked and answered, bidder identity is not disclosed to other bidders.

1. Documents – All documents may be downloaded directly to your computer. Documents can be electronically sent to your suppliers and sub contractors.

2. Being added to the "Bidders List" – By downloading any document, you are automatically added to the list of bidders for a solicitation.

3. Questions – By clicking on the "Questions" tab, you can see all questions that have been asked and answered related to this solicitation. You can also ask questions directly through this tab. When the agency answers the question, both the question and answer is emailed directly to all bidders.

4. Submitting and Updating Bids – You may submit and update your bid anytime up to the bid due date and time by clicking on the "Bid" tab. You need only to provide the per unit price. *ProcureWare* software will automatically calculate the extended price (no more math errors). You can update any line item without affecting the rest of your quote.



What to submit with this bid

Click on the “**Bid**” tab.

- Enter financial bid
- Answer RFI’s (if any)
- Attach an electronic file(s) containing the documents as specified in the solicitation response requirements.

Important Note - Upon request only, bidders will need to submit other documents in original form and signatures.

How to submit your bid

The **Response** (pricing) tab contains the electronic bid form. All Per Unit Price fields must be filled out. To no-bid a line item, insert a zero (0) or click in the box (no bid - if applicable). PASSHE’s system will automatically complete the line extensions and bid totals. Above pricing in gray area, click on the **Save** button. *Completed bid form can be printed or saved to Excel by clicking the icons in the middle of the bid form page.*

Submitting documents with electronic bid

An electronic copy of the documents as specified in the solicitation is to be submitted with the electronic bid. To attach these documents:

From the Response tab, click on “RFIS” tab (approx. 1/3 down the page), then click on the browse and select file/zip folder. Fill out required documents and scan to create an electronic file or files, as required. The file will be attached to your bid submission when the Save button is clicked. If there an * (means required), you must submit a document.

Verifying that your bid was submitted

Once all information has been uploaded, click on SUBMIT. If any required fields are not completed, it will inform the user prior to hitting submit again. You will see messages stating Question Response and Pricing Response as “Complete”.

If there is a no bid and you entered \$0.00, you will get a message stating that your bid is \$0.00.

Upon submission of a bid, a message displays with date and time of submission.



Withdrawing Your Bid

You may withdraw your bid anytime up to bid due date and time by simply clicking on Withdraw Bid, located in the **Response** tab.

✔ You may withdraw your bid up to the bid's stated due date and time. Withdrawing your bid will delete all of your bid responses.

Withdraw Bid Submitted by Diann Shamburg 2/13/2017 1:53:35 PM

Help Guides

There are several Help Guides and video tutorials available on the various screens.

Additional Support

If additional support is needed, click on the "Help?" button located at the upper right of each screen or call eBid Systems technical support at (206) 855-8430.