

Electronic Bid Submission (EBS) User Guide for the City of Woonsocket, Rhode Island

About Bidnet Direct

State and local government agencies throughout the State of Rhode Island, including the City of Woonsocket, utilize Bidnet Direct for the distribution of solicitations, documents, and addenda. In addition, many utilize the electronic bid submission option for vendors to submit responses directly online through the platform.

Register to receive notifications and respond to solicitations at:

<https://www.bidnetdirect.com/rhode-island/woonsocketri>

What is an Electronic Bid Submission?

The Electronic Bid Submission (EBS) is the electronic transfer of proposal bid data between a vendor and the City of Woonsocket. The EBS feature allows vendors to submit bids/proposals online via Bidnet Direct. The EBS feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered in order to participate in the Electronic Bid Submission process.

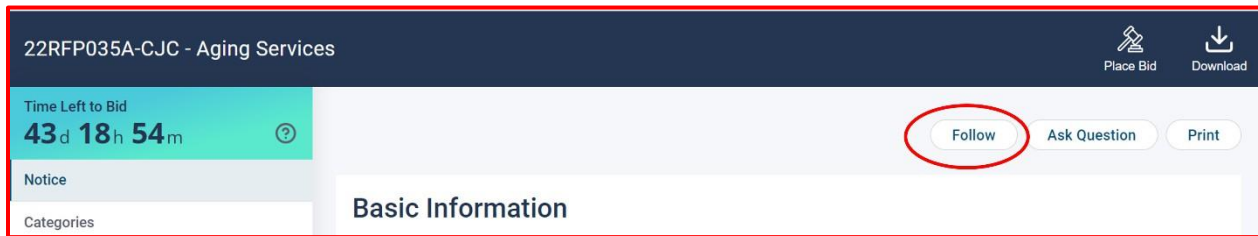
When will the City of Woonsocket see my submission?

Submitted documents are stored securely with a high level of security. All bids remain encrypted and not readable until bids are opened by the City's Purchasing Agent after the closing date and time has passed.

What should I do before I submit a bid to the City of Woonsocket?

Make sure you are a registered vendor within the Rhode Island Purchasing Group.

Then verify that you are a follower of the solicitation that you want to submit an Electronic Bid.



If you are not currently following select the **“Follow”** button at the top right of the solicitation.



If you are, it will be indicated for you as **“Following”** at the top right and all the solicitation you are currently following will be listed below. You should be following a solicitation in order to be alerted of ANY future addenda or communication related to the solicitation.

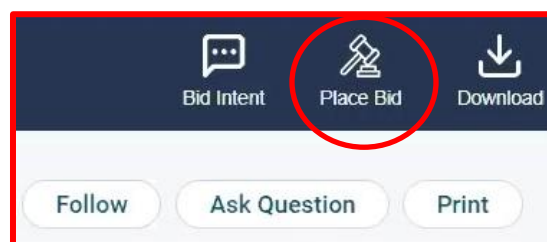
Please review the addendum and communication tabs and be certain to download all existing documents and/or addenda that may have already been issued for the solicitation prior to your following date.

All registered vendors can place an electronic bid when the City has made this as a submittable option for a solicitation. Each bid response can be slightly different based on the City’s requirements. The online bid submission process will take you step-by-step through what is required. This information should also be in the published bid documents. Some solicitations will require a lump sum proposal dollar figure or itemized pricing. Other solicitations will ask for specific documentation or none at all, etc. All mandatory and optional requirements will be clearly identified in each solicitation.

PLACING A NEW BID

How do I place a new bid?

Once you are on the solicitation you want to bid on, and confirmed you are following, at the top right of your screen. Find and select the **“Place Bid”** button.



The ***“Place a Bid”*** pop-up window will now appear. Select ***“Place a new Bid”*** and click **“Continue”**.

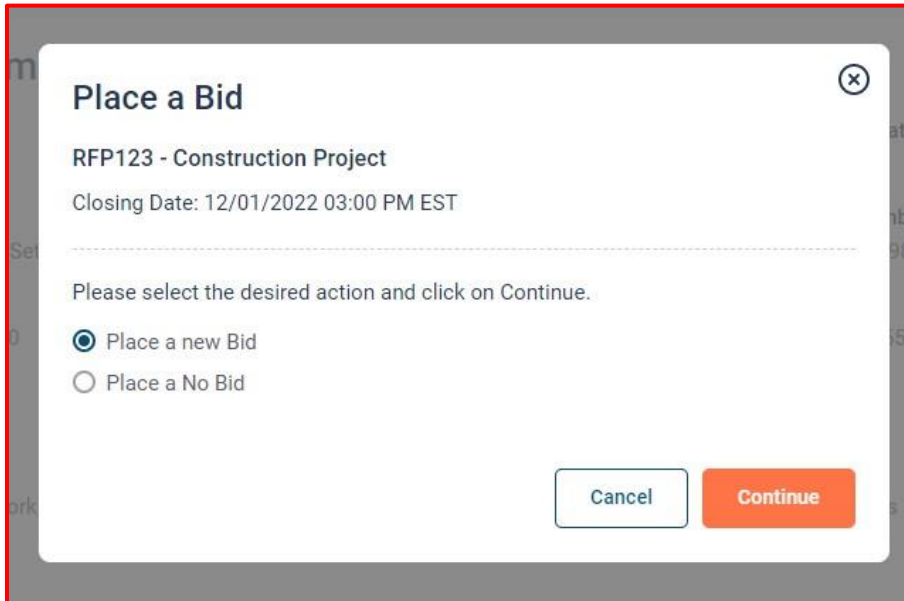


Figure 1: “Place a Bid” window

There are 3 major steps to placing a bid electronically:

- 1- Create Bid
- 2 - Submission
- 3 - Confirmation

Each step will be outlined so that you understand when to upload specific documents, when to enter in or upload pricing data and when to provide an online response to questions.

A red ***“BID NOT SUBMITTED”*** will continue to appear until all requirements for the solicitation have been met and your bid has been successfully submitted.

STEP 1: CREATE BID

DOCUMENTS TAB

ATTACHING DOCUMENTS

After clicking continue from the previous section the ***“Create Bid”*** window will appear. On the ***“Documents”*** tab in the window, you have the ability to upload 2 document file types. These file types can be ***“individual files”*** or compressed multi ***“ZIP Files”***.

Within each document file type box, there are 2 methods by which you are able to upload

documents. They are the “**browse for your file**” method and the “**drag & drop**” method.

Select the appropriate box for the file type you are uploading, “**Individual**” or “**ZIP**”. Then select the method link of how you want these files uploaded, “**Drag & Drop**” or “**browse for your file**” method.

FOR SUBMITTING INDIVIDUAL FILES



FOR SUBMITTING ZIP FILES



Regardless of which file type you are uploading, the instructions for the uploading methods are exactly the same.

-To find an individual file to upload, click on the link labeled “**browse for your file**”. Find the file on your computer. Once your mouse cursor is over the file you want to upload, double click the left mouse button. The file will upload automatically. Continue this process for each file you want to upload.

-To “**Drag & Drop**” files, find the file on your computer, with your mouse cursor over the file, press and hold the left mouse button. While continuing to hold the left mouse button down, **Drag** the file into the correct file type box and **Drop** the file by releasing the mouse button.

All files that were uploaded correctly will appear in the “**FILE**” section just below and will show a “**Processing Status**” of “**COMPLETED**”. Once all your files are successfully loaded, click **Next**.

The screenshot shows the 'Create Bid' interface for 'RFP123 - Construction Project'. The 'Documents' tab is active, and the 'Pricing' tab is also visible. The 'Bid Documents - Bid Documents' section has an 'OPTIONAL' label. Below this, there are two drag-and-drop boxes for uploading files. The first box is labeled 'Drag & Drop or browse for your file' and the second box is labeled 'Drag & Drop or browse for your zip file'. Below these boxes, there is a table of uploaded files. The table has columns for 'File', 'Size', 'Uploaded Date', and 'Processing Status'. The first row shows a file named 'RFP123 - Construction Proposal.pdf' with a size of 491 Kb, uploaded on 11/01/2022 at 11:11 AM EDT, and a processing status of 'COMPLETED'. At the bottom of the interface, there are buttons for 'Cancel', 'Save & Quit', and 'Next'.

File	Size	Uploaded Date	Processing Status
RFP123 - Construction Proposal.pdf	491 Kb	11/01/2022 11:11 AM EDT	COMPLETED

Figure 2: “Create Bid, Documents Tab – Attaching a File”

Once you have clicked next from the previous section, you may be brought to either the ***“Pricing Tab”*** or the ***“Questions Tab”***, depending on the type of solicitation and requirements the City has published.

NOTE: At any time during the electronic bid submittal process, you can save your progress, return at a later time and resume again where you left off by clicking the ***“Save and Quit”*** button at the bottom right of the ***“Create Bid”*** window.

PRICING TAB

The system will guide you through the process of entering price information. Often, pricing is included as part of the City’s solicitation documents that you upload as part of your proposal. However, if prompted, fill out the pricing information in the field or fields that appear. The pricing field(s) may require a ***“Total Bid Price”*** amount or to ***“Itemize Prices”*** by line-item.

TOTAL BID PRICE

If the solicitation is for a lump sum amount, enter your proposal price in the ***“Total Bid Price”*** field and then click **Next**.

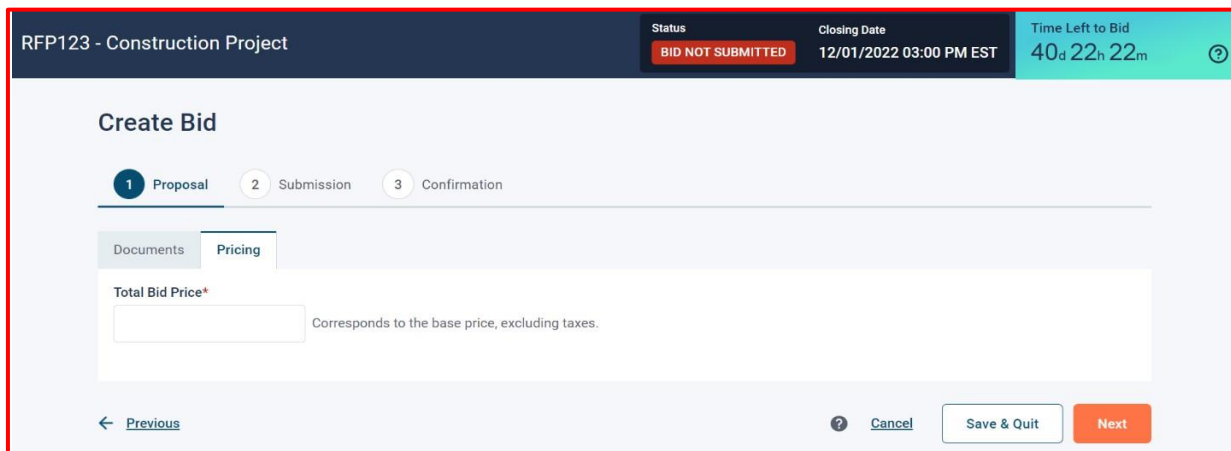
The screenshot shows the 'Create Bid' interface for 'RFP123 - Construction Project'. At the top, there's a status bar with 'Status: BID NOT SUBMITTED', 'Closing Date: 12/01/2022 03:00 PM EST', and 'Time Left to Bid: 40d 22h 22m'. Below this, the 'Create Bid' section has three steps: 1. Proposal (active), 2. Submission, and 3. Confirmation. Under the 'Pricing' tab, there is a 'Total Bid Price*' input field with a placeholder text 'Corresponds to the base price, excluding taxes.' At the bottom, there are buttons for 'Previous', 'Cancel', 'Save & Quit', and 'Next'.

Figure 3: “Create Bid: Pricing Tab – Total Bid Price”

ITEMIZED PRICES

If the solicitation calls for ***“Itemized Prices”***, then a ***“Download Template”*** button will appear just below the ***“Pricing Tab”*** header. Click on the button to download the Excel pricing template.

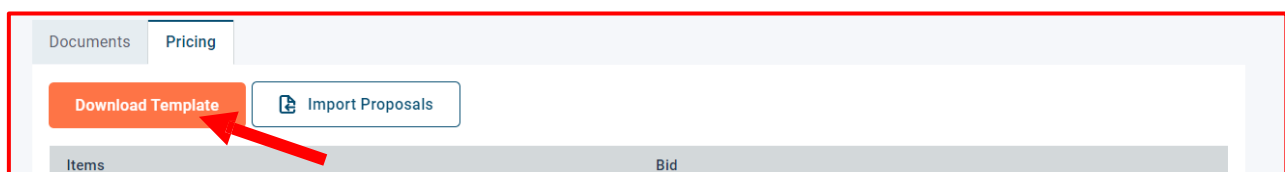
This screenshot is a close-up of the 'Pricing' tab in the 'Create Bid' window. It shows two buttons: 'Download Template' (highlighted with a red arrow) and 'Import Proposals'. Below these buttons, there is a table header with 'Items' and 'Bid' columns.

Figure 4: “Itemized line Item: Download Template Button”

An Excel Pricing Template will appear on your screen. Fill in all the required data in the appropriate cell in the template. Any item that has a red asterisk “ * ” next to it, is a mandatory requirement of the solicitation. This is true throughout the electronic bid submittal process and is not just limited to pricing. You will not be able to submit and confirm your proposal until all the mandatory requirements are fulfilled.

***Note:** Do not sort, rearrange, add or delete rows/columns on the template. Doing so will impact proper uploading of the proposal data and the proposal may be rejected as being non-responsive.

	B	C	D	E	F	G	H
1	Code	Description	UOM	Quantity	Price *	Comment	Total Cost
2	J1343	Painting	Square Foot/Foot	100	25.25		2525
3	P1234	Flooring	Roll	250	21.34		5335
4	R222	Lighting	Unit	20	45.2		904
5							

Figure 5: “Itemized Line Item: Excel Price Template”

IMPORTING ITEMIZED PRICE PROPOSALS

Once you have entered all your data, it now needs to be uploaded. To upload your completed XLS pricing file, click the “**Import Proposals**” button found next to the “**Download Template**” button from the previous section. The data from the Excel pricing template will automatically upload and populate the fields shown in the pricing tab. Review the imported data for accuracy.

If you are happy with the imported results, click **Next**.

The screenshot shows a web application interface with a 'Pricing' tab. At the top, there are two buttons: 'Download Template' and 'Import Proposals'. Below these, there is a table with three items. Each item has a 'Price / Bulk*' field, a 'Quantity' field, and a 'Total Cost' field. A red arrow points to the 'Import Proposals' button.

Items	Bid
J1343 - Painting UOM Square Foot/Foot Qty 100	Price / Bulk* 25.25 + Add Comment Quantity 100 Square Foot/Foot Total Cost \$2,525.00
P1234 - Flooring UOM Roll Qty 250	Price / Can* 21.34 + Add Comment Quantity 250 Roll Total Cost \$5,335.00
R222 - Lighting UOM Unit Qty 20	Price / Bulk* 45.20 + Add Comment Quantity 20 Unit Total Cost \$904.00
Total \$8,764.00	

Figure 6: “Itemized Line Item: Import Proposals Template”

QUESTIONS TAB

Depending on the solicitation, the “**Questions Tab**” window may appear showing a list of questions to be answered as part of the electronic submission.

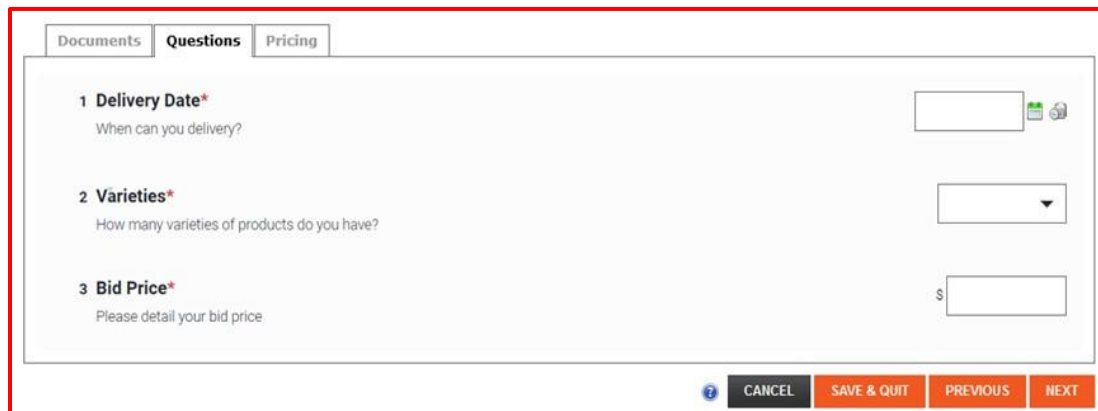
The screenshot shows a web interface with three tabs at the top: 'Documents', 'Questions', and 'Pricing'. The 'Questions' tab is active. Below the tabs, there are three numbered questions, each with a text input field and a small icon (a calendar for the first, a dropdown arrow for the second, and a dollar sign for the third). The questions are: 1. 'Delivery Date*' with the subtext 'When can you delivery?'; 2. 'Varieties*' with the subtext 'How many varieties of products do you have?'; and 3. 'Bid Price*' with the subtext 'Please detail your bid price'. At the bottom right of the form area, there are four buttons: 'CANCEL', 'SAVE & QUIT', 'PREVIOUS', and 'NEXT'. A small question mark icon is located to the left of the 'CANCEL' button.

Figure 7: “Create Bid: Questions Tab”

Types of questions you can expect:

- Some questions will be * mandatory while others will be optional.
- Some questions may have a drop-down menu with pre-defined answers to select from.
- Some questions may require a single or a more detailed written response.

Upon answering all of the questions click **Next**. If there weren't any questions associated with the solicitation, this window would be bypassed and you would have been brought to the “**Submission Tab**” window instead.

STEP 2: SUBMISSION

Once you have been directed to the **“Submission Tab”** window, the individual submitting the proposal will type in their full name in the **“Bid Submitted By”** field. You will also need to re-enter the Bidnet Direct password in the **“For security reasons...”** field before being allowed to officially submit the bid. After filling in both fields, you can hit the **“Submit Bid”** button.

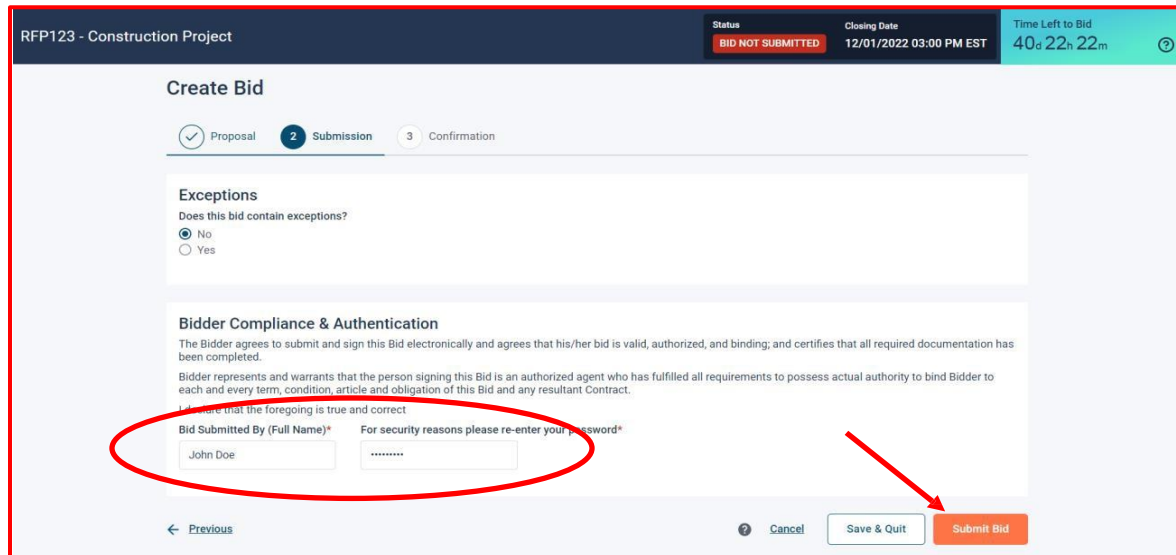


Figure 8: “Bidder Compliance & Authentication”

STEP 3: THE CONFIRMATION

If you have completed all the requirements of the solicitation, and there were no errors or omissions, then the following **“Bid Submission Confirmation”** window will appear. By clicking **“YES”** you will officially be submitting your proposal to the City of Woonsocket.

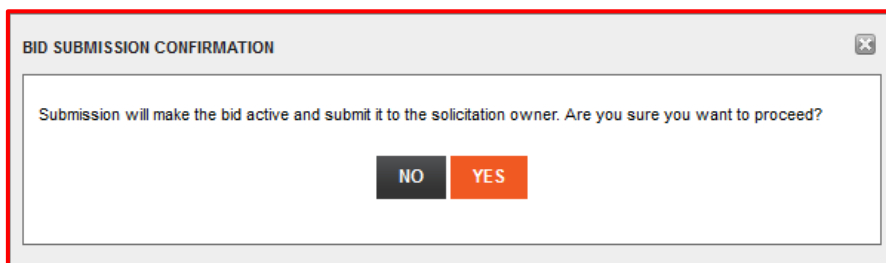


Figure 9: “Bid Submission Confirmation”

If there were any issues needing correcting, the following error message **“BID NOT SUBMITTED”** will appear. The message will continue to appear until all the issues have been resolved.

Only after all the issues have been addressed and corrected will you be able to submit your proposal electronically for the solicitation.

IMPORTANT TO POINT OUT

Vendors have the ability to modify, add, change or delete their submitted proposals right up until the posted date and time of the bid closing.

The BidNet Direct Electronic Bid Submission (EBS) feature includes safeguards to ensure the security and authenticity of the information and documents being transferred.

All submitted proposals to the City of Woonsocket remain locked through BidNet. Submitted proposals are stored with BidNet in a secure fashion with the highest level of security. All proposal information, other than the vendor's name, remains encrypted and is not viewable, readable nor can be opened, by any City Personnel, until the date and time of the bid closing has passed.

After the deadline has passed that is when the Purchasing Agent, the only one with the security clearance, gains access to open and view submitted proposal information

TROUBLE SHOOTING

If you are having any trouble with the electronic bid submittal process, you can contact the following for assistance:

Bidnet Direct Vendor Support Team

1-800-835-4603, option #2

support@bidnet.com

Monday thru Friday

8 a.m. to 8 p.m. E.S.T