



**DEMANDSTAR**  
Building Communities.

# Responding to an Electronic Bid

5 Step Instructions

# Step 1

- Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.
- Click on the solicitation.

The screenshot shows a web interface for managing bids. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. Below these elements is a table of active bids. A red arrow points to the first bid entry.

Bid ID	Agency	Broadcast	Due	Planholders	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Active
TESTBID	agency2.0, Texas, FL				Active

# Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.

The screenshot displays the 'Bid Details' page for a solicitation. At the top, there are navigation tabs: 'Bid Details', 'Planholders', and 'Similar Bids'. Below the tabs is a header area with 'TESTBID' on the left and 'Active' on the right. A red arrow points to the 'Submit E-Bid Proposal' button in the action bar, which also includes 'Order Bid Package' and 'Watch' buttons.

**Bid Details**

Agency Name	[Redacted]
Bid Writer	[Redacted]
Bid ID	ITB-20B-
Bid Type	ITB - Invitation to Bid
Broadcast Date	07/08/2020 4:00 AM Eastern
Fiscal Year	2020
Due	08/11/2020 3:00 PM Eastern
Bid Status Text	None

**Scope of Work**

The Development Districts is requesting bids for:

**Documents**

Download all documents

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

**Distribution Info**

Bid Bond	NO
Plan (blueprint)	None

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”.

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Galiardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

### E-Bid Progress

- Contact Information (Selected)
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

**Bid Amount:** 127,000 **Alternate Bid Amount:** Alternate Bid Amount (optional)  
*Invalid*

Notes: For the full 6 month contract (optional)

Next

# Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

**TIP:**

There is a place for you to add “Supplemental”, i.e. non-required, documents.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining  
Bid Name: TESTBID

### E-Bid Progress

Contact Information (Completed)  
Documents Upload (Current Step)  
Review Bid (Pending)

### E-Bid Response

#### Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

#### Agency Accepted File Formats

- Adobe Acrobat (\*.PDF)
- AutoCAD Drawing (\*.DWG)
- AutoCAD Drawing Web Format (\*.DWF)
- GIF Image (\*.GIF)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLS)
- Microsoft Excel (\*.XLSX)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOC)
- Microsoft Word (\*.DOCX)
- Plain Text (\*.TXT)
- Plot file (\*.PLT)
- Rich Text Format (\*.RTF)
- TIFF Image (\*.TIF)
- WordPerfect (\*.WPD)
- ZIP Compressed Archive (\*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

#### Supplemental Documents

You can upload additional documents here.

Document Title:

# Step 4 continued

## TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

**Bid Details**

Agency Name: z z agencydtest2.0 TEST  
Bid Number: Ebid-DSTESTB04 29-08-2020-0-2020/sdS  
Bid Due Date: 07/21/2020 11:00 AM (Pacific)  
Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining  
Bid Name: DSTESTB04 29-08-2020

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**E-Bid Response**

**Required Documents**

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

**Agency Accepted File Formats**

- Adobe Acrobat (\*.PDF)
- AutoCAD Drawing Web Format (\*.DWF)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLSX)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOCX)
- Plot file (\*.PLT)
- TIFF Image (\*.TIF)
- ZIP Compressed Archive (\*.ZIP)
- AutoCAD Drawing (\*.DWG)
- GIF Image (\*.GIF)
- Microsoft Excel (\*.XLS)
- Microsoft PowerPoint (\*.PPTX)
- Microsoft Word (\*.DOC)
- Plain Text (\*.TXT)
- Rich Text Format (\*.RTF)
- WordPerfect (\*.WPD)

Required Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> Bid Proposal	Online/Electronic	RFB2020-3239.PDF
<input checked="" type="checkbox"/> Insurance Certificate	Online/Electronic	Insurance Certificate.docx

**Supplemental Documents**

You can upload additional documents here.

Document Title:

Supplemental Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> References	Online/Electronic	References.docx

# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot shows the DEMANDSTAR website interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail is 'Home > Bids > TESTBID > My Ebid Response'. The main content area is titled 'Review Your E-Bid Response' and contains the following sections:

- Bid Details:**
  - Agency Name: agency2.0
  - Bid Number: EBID-123456-0-2020/AD
  - Bid Due Date: 02/29/2020 (PST)
  - Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining
  - Bid Name: TESTBID
- E-Bid Progress:**
  - Contact Information
  - Documents Upload
  - Review Bid
- Contact Info:**
  - Company Name: Calgon Carbon Corporation
  - Address 1: P. O. Box 717
  - Address 2:
  - City: Pittsburgh
  - State: Pennsylvania
  - Country: United States of America
  - Postal Code: 15230-0717
  - Phone Number: 4127876810
  - Fax:
  - Bid Amount: \$127,000.00
  - Alternate Bid Amount:
  - Notes: For the full 6 month contract
- Agency Required Documents:**
  - Service Doc agency2.0(Electronic/Online)
- Supplemental Documents:**
  - References(Electronic/Online)

Below the documents section, there is a text box explaining the process after clicking 'Submit Response':

- 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 Responses page.

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

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.

For more help in responding to an eBid, please call (206) 940-0305 or email: [support@demandstar.com](mailto:support@demandstar.com)

# CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB Σ Inbox x

supplierservices@demandstar.com  
to me ▾

9:59 AM (1 minute ago)

## RESPONSE CONFIRMATION

Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Agency: Z Demandstar Agency  
Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB  
Bid Name: DSTEST01 01042020  
Bid Amount: \$25000  
Alt Bid Amount: \$18000

Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may [update your eBid response](#) up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into [www.demandstar.com](http://www.demandstar.com) and clicking on the "Responses" tab.

Sincerely,  
The DemandStar Team



# CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening! ]

There are two ways of confirming your activity and responses:

1. Look at *all* your eBid Responses under Activities
2. View History per each solicitation to which you responded

The screenshot displays the DEMANDSTAR web application interface. The main navigation bar at the top includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The 'Activities' tab is active, showing a list of eBid Responses. A red arrow points to a specific bid entry: 'WATER MAIN & FORCE MAIN REPLA...'. A secondary window titled 'My Bid Responses' is overlaid on the right, showing 'Responses' for the selected bid. This window includes a 'Reminder Date' dropdown, a list of responses with their dates and statuses, and a 'Response Details' section with fields for Agency Name, Bid Number, Bid Name, Bid Due Date, Response Submitted On, Countdown to Bid Due Date, State, and Status. A 'View History' button is also present.

Bid Name	Agency	ID	Activity	Date / Time
TEST FOR NOTIFICATIONS - ONLY - no...	Z Demandstar Agency	RFP-TEST-ONLY-0-2020/LW	Bid response submitted by Steve Tran.	09/18/2020 7:30 PM Eastern
DSTEST01 01042020	Z Demandstar Agency	EBID-DSTE		
DSTESTB02 01-07-2020 TEST BID PLEAS...	Z Z agencydstest2.0	Ebid-DSTE BID PLEAS		
DSTESTB01 01-07-2020 TEST BID PLEAS...	Z Z agencydstest2.0	Ebid-DSTE BID PLEAS		
The Duluth Playhouse Reroof & Tuck...	St. Louis County, MN - Purchasing Division	RFB-5468A		
IFB 090-2020 INDUSTRIAL STATIONAR...	City of Springfield, MO - Division of Purchases	IFB-IFB 090		
Re-Bid SLC Courthouse - Duluth Rest...	St. Louis County, MN - Purchasing Division	RFB-5468A		
123 Testing Sample Bid	Clark County Regional Flood Control District	RFP-123ste		

Response	Response Date	Status
supplier updating eBid response d...	09/21/2020	Incomplete
TEST FOR NOTIFICATIONS - ONLY - ...	09/18/2020	Complete
DSTEST01 01042020	09/18/2020	Updated
IFB 006-2021 BUILDING DEMOLITIO...	09/02/2020	Incomplete
Potable Water and Wastewater Pol...	08/11/2020	Incomplete

Field	Value
Agency Name	Town of Callahan
Bid Number	ITB-DW450201-0-2020/MW
Bid Name	WATER MAIN & FORCE MAIN REPLACEMENTS/ EXTENSIONS
Bid Due Date	10/22/2020 2:30 PM Eastern
Response Submitted On	09/22/2020 12:35 PM Eastern
Countdown to Bid Due Date	30 days, 01 hour, 31 minutes, 07 seconds Remaining
State	Florida
Status	Incomplete

Field	Value
Company Name	Best Painting Company (TEST ACCOUNT!)
Address 1	1411 Fourth Ave
Address 2	
City	Seattle
State	Washington
Postal Code	98101
Response Number	21824
Phone Number	206-889-4485

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