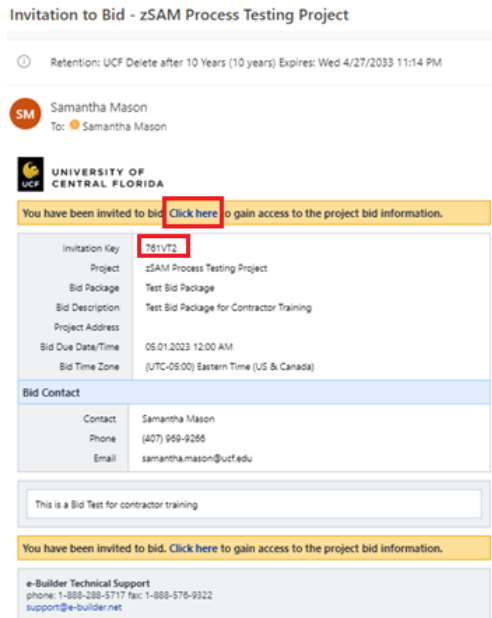
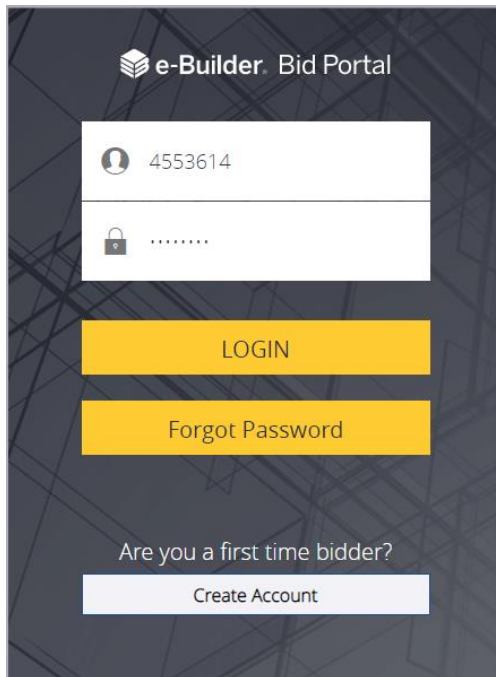


How to Accept a Bid and Submit a Bid Response via the e-Builder Bid Portal

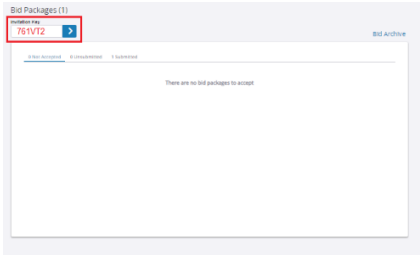
1. An email will arrive to all invited bidders. It will include an invitation key that will be required to access the bid. Copy the **invitation key** and select **“Click here.”**



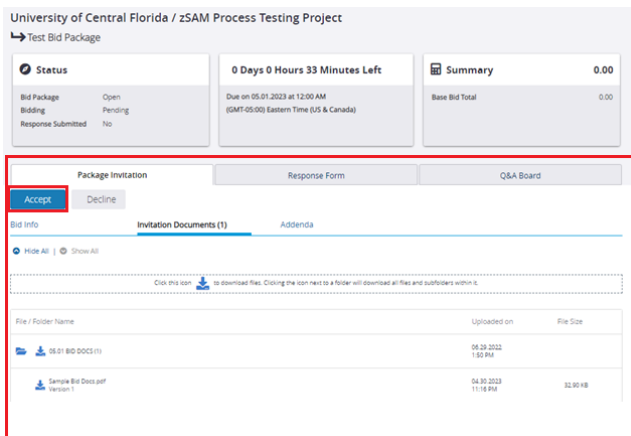
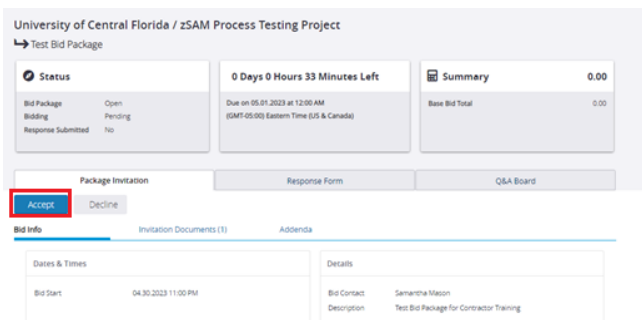
2. You will be prompted to login using your e-Builder Bid Portal credentials. Since the Bid Portal is separate from the rest of e-Builder, your credentials will not necessarily be the same that you normally use to login. If you are a first time bidder, you will have to create an account. If you cannot remember your password, select "Forgot Password" and follow the prompts to retrieve your password. If you require further assistance to login contact e-Builder support at 888-288-5717



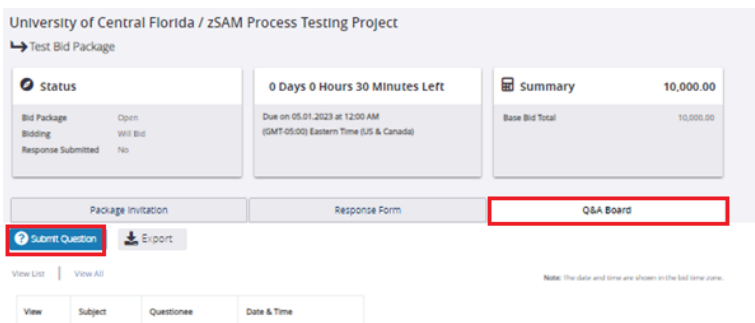
- Once you have successfully logged in to the Bid Portal, you will be prompted to provide the invitation key.



- Once the invitation key is provided, you will be provided access to the **Bid Info, Invitation Documents, and Addenda**. If you intend to bid, select **“Accept”**



- Questions regarding scope clarification must be asked via the Bid Portal’s Q&A Board.



- Once you have prepared your bid response, access the **Response Form** section of the bid portal to complete the **bid form** (bid tabulation values), upload **response documents** (proposal and any other documents required by bid), and provide **additional info** (qualifications, exclusions, etc.)

University of Central Florida / zSAM Process Testing Project
 ↳ Test Bid Package

Status Bid Package: Open Bidding: Will Bid Response Submitted: Yes	0 Days 0 Hours 23 Minutes Left Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Summary Base Bid Total: 10,000.00
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Package Invitation | **Response Form** | Q&A Board

Submitted | Recall Bid | Download

Submitted on 04.30.2023 11:36 PM (GMT-05:00) Eastern Time (US & Canada)

STEP 1: Bid Form | STEP 2: Response Documents | STEP 3: Additional Info

#	Description	Spec Reference	Part Number	Total Cost
001	Test			10,000.00
Base Bid Subtotal				10,000.00

University of Central Florida / zSAM Process Testing Project
 ↳ Test Bid Package

Status Bid Package: Open Bidding: Will Bid Response Submitted: No	0 Days 0 Hours 30 Minutes Left Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Summary Base Bid Total: 10,000.00
---	--	---

Package Invitation | **Response Form** | Q&A Board

Submit | Recall Bid | Download

STEP 1: Bid Form | **STEP 2: Response Documents** | STEP 3: Additional Info

Please provide response documents

Upload Additional Files
 Drag and drop files here to upload or browse

Uploaded documents

Actions	Thumbnail	File Name	File Size	Date Attached
Download Delete		001 Test - Proposal.pdf (5000000)	2024 KB	04.30.2023 11:37 PM

University of Central Florida / zSAM Process Testing Project
 ↳ Test Bid Package

Status Bid Package: Open Bidding: Will Bid Response Submitted: No	0 Days 0 Hours 30 Minutes Left Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Summary Base Bid Total: 10,000.00
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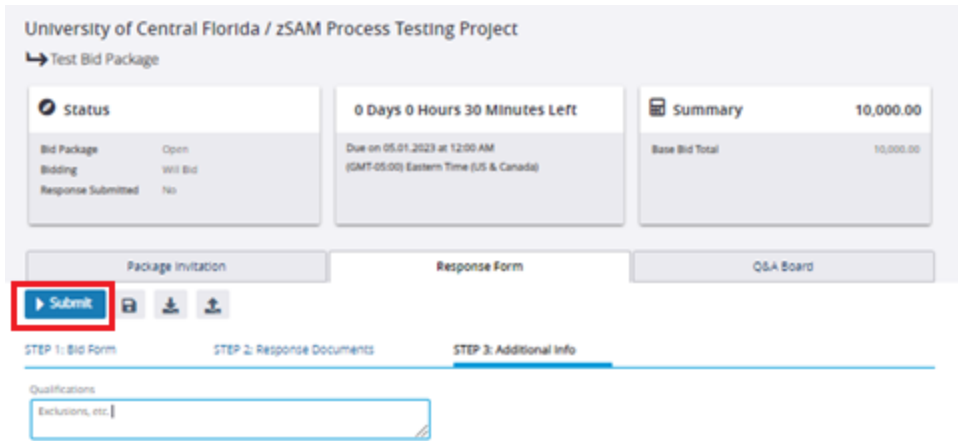
Package Invitation | **Response Form** | Q&A Board

Submit | Recall Bid | Download

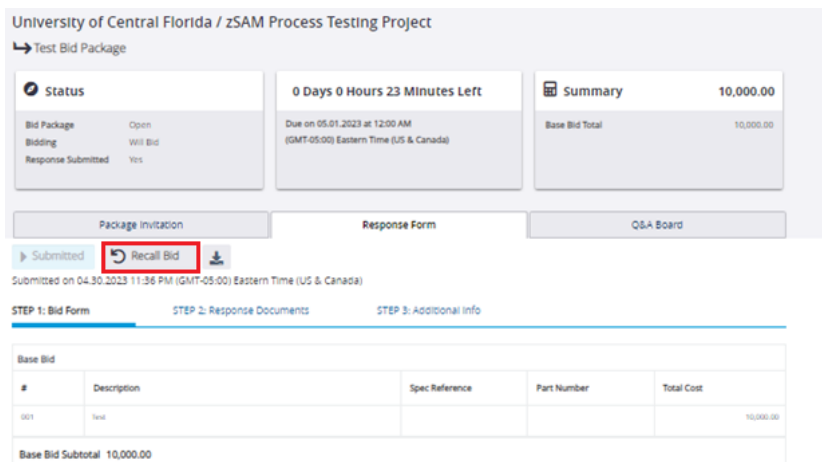
STEP 1: Bid Form | STEP 2: Response Documents | **STEP 3: Additional Info**

Qualifications
 Exclusions, etc.

- Once you have completed and reviewed your bid response, click the **“Submit”** button. You will be prompted to provide your password to confirm your intent to submit. You will receive an email confirmation that your bid response was received.



- You may recall your bid at any time prior to bid close.



- Once bid has been awarded, you will receive an email notification indicating if you were awarded the bid or not.

