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."**

Invitation to Bid - zSAM Process Testing Project			
Retention: UCF (Delete after 10 Years (10 years) Expires: Wed 4/27/2033 11:14 PM		
SM Samantha Ma: To: O Samantha			
UNIVERSITY OF CENTRAL FLORIDA			
You have been invited	to bid Click here o gain access to the project bid information.		
Imitation Key Project Bid Paciage Bid Description Project Address Bid Due Date/Time Bid Time Zone Bid Contact Contact Phone Email	Server2 SAM Process Testing Project Esting Project Test Bid Package for Contractor Training OS 01 2023 12:00 AM (UTC-05:00) Eastern Time (US & Canada) Samantha Mason (407) 969-9266 samantha mason@uct.edu		

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



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



4. 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"

➡ Test Bid Package	Process Testing Project		
Ø Status	0 Days 0 Hours 33 Minutes Left	Summary	0.00
Bid Package Open Bidding Pending Response Submitted No	Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total	0.00
Package Invitation	Response Form	Q&A Board	
Accept Decline			
Bid Info Invitation Documen	its (1) Addenda		
Dates & Times	Details		
Bid Start 04.30.2023 11:00 PM		emantha Mason st Bid Package for Contractor Training	
Bid Package Open Bidding Pending Response Submitted No	Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total	0.00
Package Invitation	Response Form	Q&A Board	
Package Invitation Accept Decline	Response Form	Q&A Board	
Accept Decline		Q&A Board	
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5. Questions regarding scope clarification must be asked via the Bid Portal's Q&A Board.

Iniversity of Central Florida / zS → Test Bid Package	AM Process Testing Project		
Ø Status	0 Days 0 Hours 30 Minutes Left	Summary	10,000.00
Bid Package Open Bidding Will Bid Response Submitted No	Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total	10,000.00
Package Invitation	Response Form	Q&A Boa	rđ
Submit Question Submit Questionee	Date & Time	Note: The date and time	are shown in the bid time zone

6. 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.)

Ø Sta	tus	0 Days 0 Hours 23 Minutes Left	Summary	10,000.00
Bid Package Open Bidding Will Bid Response Submitted Ves		Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total	10,000.00
	Package invitation	Response Form	Q&A B	oard
ubmitted o	on 04.30.2023 11:36 PM (GMT-05:00) E			
Submit ubmitted of TEP 1: Bid	on 04.30.2023 11:36 PM (GMT-05:00) E	astern Time (US & Canada) Ise Documents STEP 3: Additional Info		
ubmitted o	on 04.30.2023 11:36 PM (GMT-05:00) E			
Ibmitted o	on 04.30.2023 11:36 PM (GMT-05:00) E		Part Number	Total Cost

University of Central Florida	/ zSAM Process Testing Project			
O Status	0 Days 0 Hours 30 Minutes Left	Summary	10,000.00	
Bid Package Open Bidding Inti Bid Response Submitted No	Due en 05.01.2023 el 1200 AM (SM10500) Estiern Time (55 & Canada)			
Package invitation	Response Form	Response Form Q&A-Board		
Please provide response documents Upload Additional Files				
Upined Additional Files				
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	_		File Date Store Attached	

Status	0 Days 0 H	iours 30 Minutes Left	Summary	10,000.00
Bid Package Open Bidding Will Bid Response Submitted No	Due on 05.01.202 (GMT-05:00) East	23 at 12:00 AM am Time (US & Canada)	Base Bid Total	10,000.00
Package Invitation		Response Form	Q&A Box	erd
	sponse Documents	STEP 3: Additional Info	1	

7. 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.

Status	0 Days 0 Hours 30 Minutes Left	Summary	10,000.00
Bid Package Open Bidding Will Bid Response Submitted No	Due on 05.01.2023 at 12:00 AM (SMT-05:00) Eastern Time (US & Canada)	Base Bid Total	10,000.0
Package Invitation	Response Form	Q8.4 Bo	ard
Submit 🗃 🛓 土			
EP 1: BId Form STEP 2: Resp	conse Documents STEP 3: Additional Info		

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

Ø Sta	itus	0 Days 0 Hours 23 Minutes Le	ert 🖬 Summary	10,000.00	
Bid Packa Bidding Response	nge Open Will Bid Submitted Ves	Due on 05.01.2023 at 12:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total	10,000.00	
	Package invitation	Response Form		Q&A Board	
ubmitted (on 04.30.2023 11:36 PM (GMT-05:00) East		1fo		
Submitted of TEP 1: Bid Base Bid	on 04.30.2023 11:36 PM (GMT-05:00) East		n		
Ibmitted (on 04.30.2023 11:36 PM (GMT-05:00) East			Total Cost	

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

SM	Samantha Mason To: Samantha Mason			
	VERSITY (TRAL FLC			
You have	lations Samar been selected asting Project	as the winning bidder for the 'Test Bid Package' bid package on the 'zSAM		
	Project	zSAM Process Testing Project		
Bi	d Package	Test Bid Package		
Bid Contac	t			
	Contact	Samantha Mason		
	Phone	(407) 969-9266		
	Email	samantha.mason@ucf.edu		
phone: 1-88	e-Builder Technical Support phone: 1-888-280-5717 fax: 1-888-576-9322 supportQ=-builder.net			