



QUICK REFERENCE GUIDE:

6.6 Addenda for Reverse Bid

Background:

Since electronic bidding is not offered for Reverse Bid proposals, there is no need to create the ebsx addenda files from AWP. You only need to create the cover sheet to combine with your addendum and upload as a PDF to the Bid Express proposal.

Roles:

Letting User

Navigation:

Proposal Overview

1. Create the addendum record in AWP. See QRG – *Creating and Managing Addenda*.
 - a. You do not need to open your AWP addendum, just approve it.
 - b. Generate the Addendum Cover Page from AWP.
 - c. Upload your Addendum PDF to Bid Express.
2. Notify Planholders. See QRG – *Creating Notice to Bidders*.

Next Steps:

See QRG – *Processing Low Bid for Reverse Bid Projects*.