



QUICK REFERENCE GUIDE:

4.0 PSA – Proposal Opening

Background:

Just before the proposal deadline, you must change the proposal workflow phase in AWP (this will remove the Proposal from the Bid Calendar and move it to the PSA Award Status page).

The electronic bid opening in BidX will enable access the bidattachment.zip file that contains all of the response information submitted by contractors to the RFP. Always use Internet Explorer with Bid Express.

Roles:

PSA User

Navigation:

Dashboard > Proposal Overview > Proposal

1. From the Proposal Summary click on the **Workflow** tab.
2. From the **Workflow Phase** dropdown select **Proposal Evaluation**.
3. Click **Save**.

BidX

1. Login to Bid Express, www.bidx.com
2. Click the **Lettings** tab and select the blue **Manage Lettings** button
3. Click the **Letting Date** link for your letting.
4. Click the **Open Bids** link.
5. Click the **Launch Open Bids** button.
6. Click **Open** if a pop-up window asks you if you want to open the Opener.application
7. On the Bid Express Bid Opener window, click **Tools** and select **Options**.

8. Check the **Automatically print all EBSX files after bid opening** box.
9. Click the **Change Folder** button.
10. Navigate to the project folder for the proposal you are opening bids for and click **Okay**.
11. Click **Save**.
12. Enter the agency password in the **Password** field. (It is the same password for all three regions. However, because PSAs have a different “Agency Key”, users opening PSAs won’t be able to open Construction contracts.)
13. Click the **Open Bids** button.
14. When the printer pop-up appears, toggle the printer name to *Adobe PDF* and click **OK**.
15. A pop up window will cue you to create a file name and select a place to save the project bids. Select the file and click **Save** (for PSAs this report will simply be an aggregate of vendors that submitted proposals).
16. Once bids have finished decrypting, there will be a link at the bottom of the Status Log window. Click the **link**.
17. You will be returned to the Manage Proposal page with available Bid Downloads and Bid Reports.
18. Under *Bid Downloads*, click the **bidattachment.zip** file to download to your computer. This is an aggregate of all the responses to the RFP from the contractors. The documents are sorted by vendor.

Next Steps:

See QRG – 4.1 PSA – Add Proposal Vendors to AWP