



QUICK REFERENCE GUIDE:

4.7 Creating/Issuing a Notice to Bidders

Background:

Notices to Bidders (NTB) are created in the AWP Addenda area and follow the same basic process in AWP. Create a word doc or other file with the actual Notice to Bidders information.

Roles:

Letting User

Navigation:

Proposal Overview > Proposal > Proposal Summary

1. On the Proposal Summary component, click the **Addenda** quick link.
2. For your first addendum/NTB, you can begin entering your information into the Addendum/NTB row that is already there.
 - a. To add additional Addenda or NTBs, click the **New** button.
3. In the **Add/NTB** field, search for and select **Notice to Bidders 1** (or whichever is appropriate).
4. In the **Number of Pages** field, enter the total number of pages of the notice to bidders.
5. From the **Issuing Officer** dropdown, select the appropriate issuing officer for the notice.
 - a. If the Issuing Officer dropdown list needs to be updated, please let a Module Administrator know.
6. Click **Save**.
7. Expand the Addendum Summary component **Action Menu** and select **Approve**.

8. To generate the Notice to Bidders cover page, navigate to the Proposal Summary component.
9. Click the **Proposal** quick link at the top of the Addenda Summary component page.
10. Expand the component **Action Menu** and select **Addendum/Notice to Bidders Cover Page** report.
11. From the **Addenda Number** dropdown, select the Notice to Bidders you want to run the report for.
12. Click **Execute**.

Attach the NTB PDF file to the proposal in Bid Express

1. Log onto Bid Express, www.bidx.com.
2. Click on the **Letting Date** link.
3. Click the **Proposal** link.
4. From the proposal page, click the Manage this proposal and Amendments link and click the **Attachments** link.
5. Click the **Choose File** button.
6. Navigate to the file you want to upload, click **Open**.
7. Select the **Notice to Bidders** attachment type.
8. Click the **Upload** button.

Postponing a Letting via Notice to Bidders

1. Log onto Bid Express, www.bidx.com.
2. Click the **Agency Admin** tab.
3. In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids**.



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4. Click the **Letting Date** link for the letting you want to postpone by NTB.
5. Click the **Edit Letting** link.
6. Adjust your **Letting Time**.
7. Click in the **Opening Date** field. A calendar and time selection area will open. Select the same date and time as the Letting Date field.
8. In the **Comments** box, add a comment.
Note: This comment is not visible to contractors.
9. Click **Save**.
10. Attach your NTB PDF document to the Bid Express proposal.

Notify Plan Holders of Addendum or Notice to Bidders

1. In AWP, on the Proposal Summary component, click the **General** tab.
2. In the **Proposal Process Notifications** dropdown, select *Notify Plan Holders*.
3. Click **Save**.
 - a. The system will send out an email to all proposal vendors notifying them that a notice to bidders or addenda has been issued.

Canceling a Solicitation

1. In AWP, on the Proposal Summary component, click the **Workflow** tab.
2. From the **Workflow Phase** dropdown, select **Award Processing**.
3. Click **Save**.
4. Navigate to the Bid Letting Summary component by clicking the **Bid Letting** hyperlink.
5. In the Miscellaneous container on the Bid Letting Summary component, enter the date the solicitation was cancelled in the **Notice of Cancellation** field.

6. Click **Save**.
7. On the top of the Bid Letting Summary component page, click the **Status** quicklink.
8. On the Bid Letting Status component, change the **Letting Status** field to **Solicitation Cancelled**.
9. Click **Save**.
10. Expand the Proposal row **Action Menu**.
11. Click **Reject**.
12. Click the **Rejected** checkbox.
13. Click the **Reject Bids** button.

Withdraw the proposal in Bid Express.

14. Log onto Bid Express, www.bidx.com.
15. Navigate to the Proposal and click **Manage this proposal and amendments**.
16. Click the **Withdraw** link at the top of the Manage Proposal page.
 - a. The Withdraw Proposal window will appear.
17. In the **Message** field, type **Solicitation Cancelled**. Anything written in the Message box will appear on the Letting page next to the proposal once it has been withdrawn.
18. Click the **Withdraw** button.
 - a. You may get a prompt warning that bids may already be placed on your proposal.
19. Click **OK**.
 - a. There will be a notice in red at the top of the Manage Proposal page and the contractor view proposal page.
 - b. Create Alerts on both the Letting and Proposal page announcing the cancellation of the solicitation.



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- c. For cancelled solicitations, reports will show “Solicitation Cancelled” in place of the vendor and no value will appear for the awarded amount.

Next Steps:

Contractors may have questions about the proposals. See QRG - *Bidder Q&A*.