
Chapter 8 – Bidder Q&A

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Questions & Answers

Bidder Q & A will be facilitated by Bid Express. Contractors will go to the proposal in Bid Express to submit questions or questions submitted to the Department by email and their responses will be entered into Bid Express for publication by the Contracts sections. This chapter covers the process for contractors asking a question and how to answer.

Understanding the Process for Bidders Submitting Questions

Contractors can go to the Alaska DOT&PF Bid Express website. They do not need to have an account in order to ask questions.

1. Navigate to the proposal being let.
2. (A) Click the **Questions and Answers** link (*Figure 8.1*).

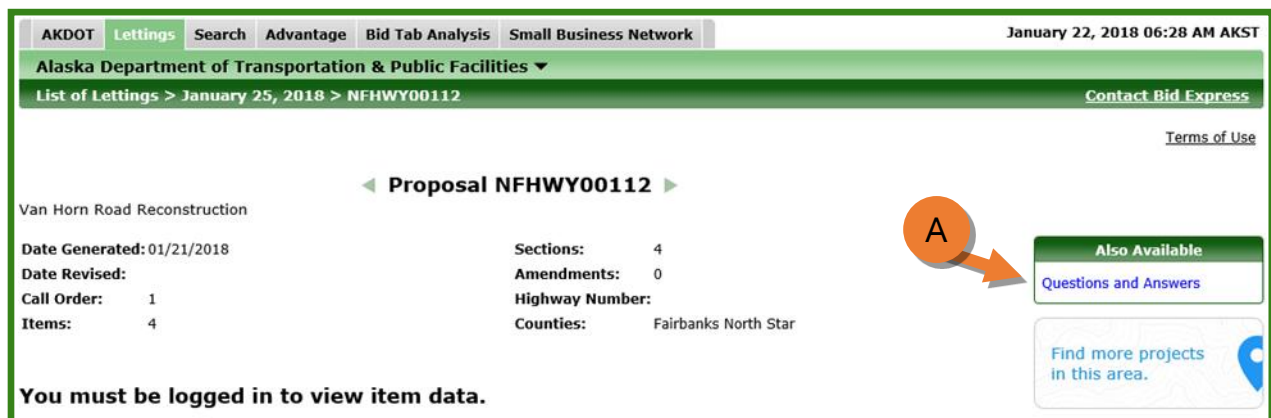


Figure 8.1

3. (B) Click the **Submit a Question** link (*Figure 8.2*).

The screenshot shows the Alaska Department of Transportation & Public Facilities website. The top navigation bar includes links for AKDOT, Lettings, Search, Advantage, Bid Tab Analysis, and Small Business Network. The date and time are displayed as January 22, 2018 06:32 AM AKST. The main header indicates the current location: List of Lettings > January 25, 2018 > NFHWY00112 > Q & A. A 'Contact Bid Express' link is also present. Below the header, there are links for 'Search Questions', 'Submit a Question', and 'Terms of Use'. The main content area is titled 'Questions for Proposal NFHWY00112'. It displays 'Letting ID: NR18-008' and 'Call Order: 1'. A table with columns 'Subject', 'Number', 'Asked', and 'Answered' is shown, but it is empty, indicating 'No questions have been asked.' and '(0 Questions)'.

Figure 8.2

4. (C) Fill out all the required fields (*Figure 8.3*):
- a. **First Name**
 - b. **Last Name**
 - c. **Email**
 - d. **Phone**
 - e. **Organization**
 - f. **Subject**
5. (D) Type the question in the **Question** field.
6. (E) Click the **<Ask>** button.

AKDOT Lettings Search Advantage Bid Tab Analysis Small Business Network January 23, 2018 07:00 AM AKST

Alaska Department of Transportation & Public Facilities ▾

List of Lettings > January 25, 2018 > NFHWY00112 > Q & A > Submit a Question [Contact Bid Express](#)

[Search Questions](#)
[Terms of Use](#)

Ask a New Question

Letting ID: NR18-008 Proposal: NFHWY00112
Call Order: 1

Submit a Question

New Question



*First Name C Sara

*Last Name Jarvis

*Email jarvis_construction@gmail.com

*Phone (907) 555-5555

*Organization Jarvis Construction, Inc.

*Subject Road Closures

Question

Will the Department allow road closures for culvert installations?

D E

Ask Cancel

Figure 8.3

If a contractor has a Bid Express account and is logged in, the screen looks a little different since the site knows information about the contractor (Figure 8.4).

Ask a New Question

Letting ID: NR18-008 Proposal: NFHWY00112
Call Order: 1

Submit a Question

New Question



*First Name Alaska

*Last Name Bidder

*Phone (907) 907-9070

*Organization Alaska Bidder 3

*Subject

Question

Figure 8.4

The contractor will get a confirmation message (*Figure 8.5*).

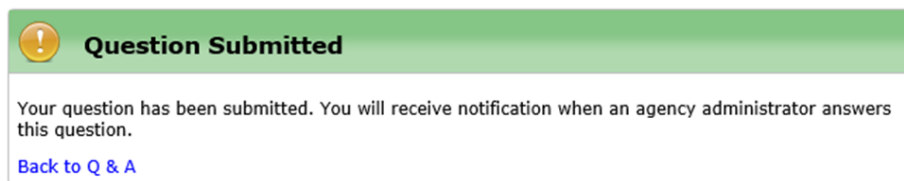


Figure 8.5

Until DOT answers the question and makes it public, the question will not show up for contractors (*Figure 8.6*).

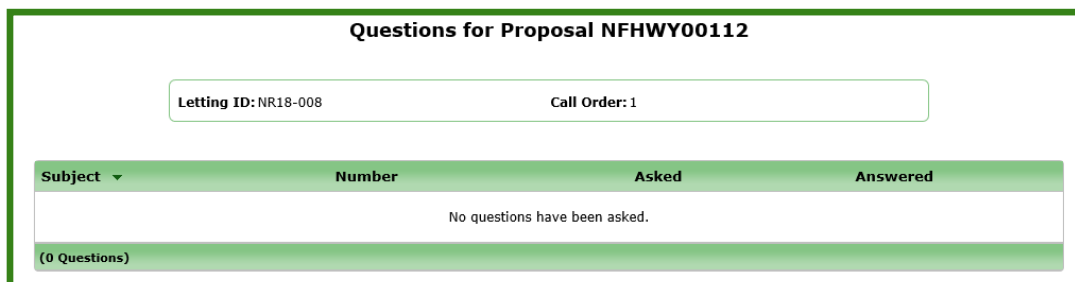


Figure 8.6

Answering Bidder Questions

When a contractor submits a question, the three regional contracts offices will receive an email notification. The Proposal ID and the Letting Date (Bid Opening Date) will be in the subject line. This will help the three contracts sections identify, at a glance, which of the three contracts offices the question is for. The contract office will forward the email to the appropriate person to provide an answer - the email contains the question. The design/construction employee will utilize the regional process to notify and provide the contracts office with the response. Contracts will then enter the answer in Bid Express and make the question/answer public (or not, as applies).

1. (A) Log into Bid Express using **Internet Explorer** (Figure 8.7).

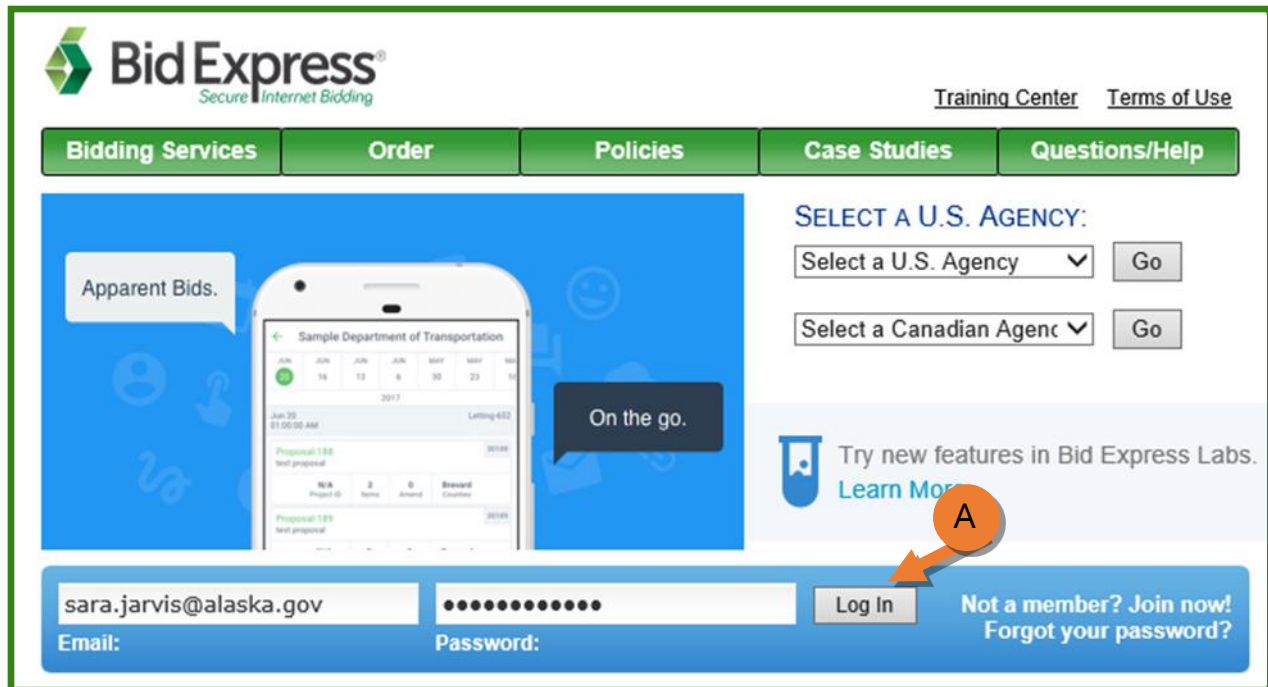


Figure 8.7

2. (B) Click the <Admin> button in the upper right corner (Figure 8.8).

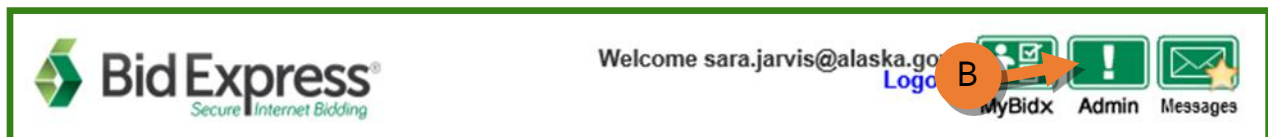


Figure 8.8

(C) In the Letting and Vendor Data container, click the blue **Manage Lettings, Proposals and Bids** link (Figure 8.9).

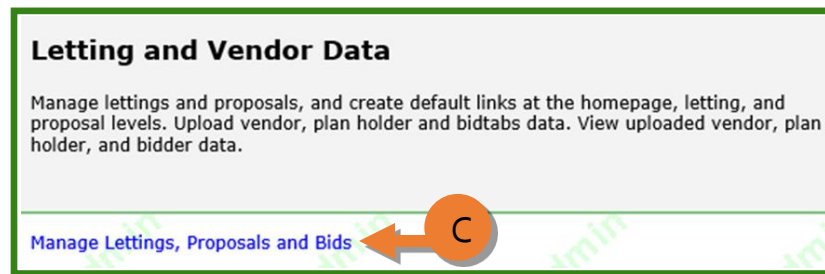


Figure 8.9

3. (D) Click the blue **Letting** link (Figure 8.10).



Figure 8.10

4. (E) Click the blue **Proposal** link (Figure 8.11).

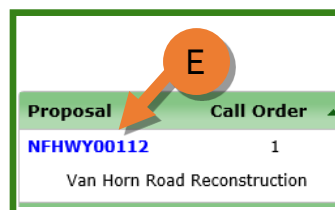


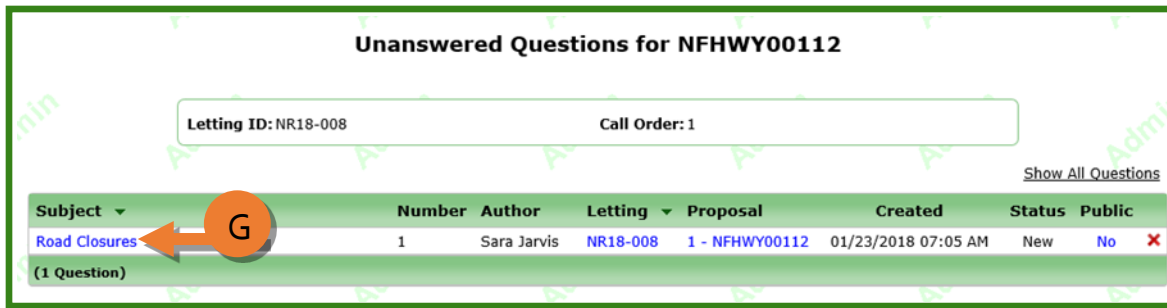
Figure 8.11

5. (F) Click the **Questions & Answers** link (Figure 8.12).



Figure 8.12

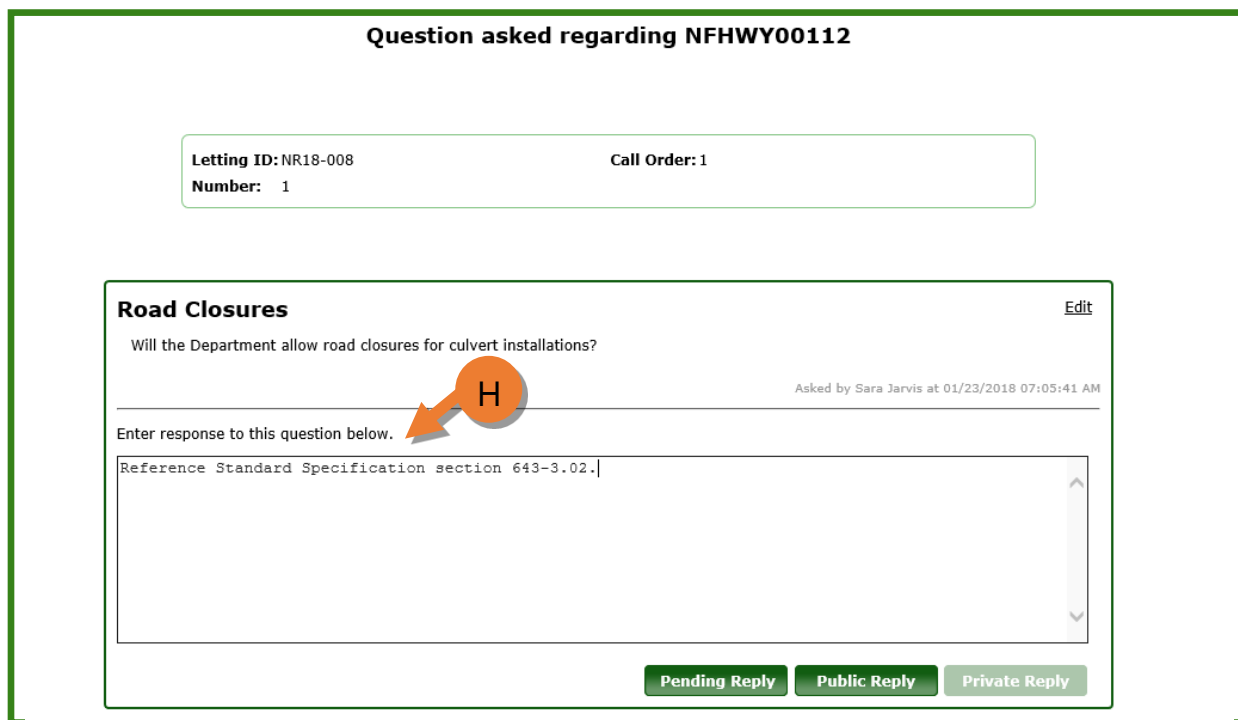
6. (G) Click the **Subject** link for the question you want to answer (*Figure 8.13*).



Letting ID: NR18-008		Call Order: 1		Show All Questions			
Subject	Number	Author	Letting	Proposal	Created	Status	Public
Road Closures (1 Question)	1	Sara Jarvis	NR18-008	1 - NFHWY00112	01/23/2018 07:05 AM	New	No ✖

Figure 8.13

7. (H) In the **Answer** field, type the answer to the bidder question (*Figure 8.14*). If you need to edit the question, continue. If you want to publish, skip to step 11.



Question asked regarding NFHWY00112

Letting ID: NR18-008 Call Order: 1
Number: 1

Road Closures [Edit](#)

Will the Department allow road closures for culvert installations?

Asked by Sara Jarvis at 01/23/2018 07:05:41 AM

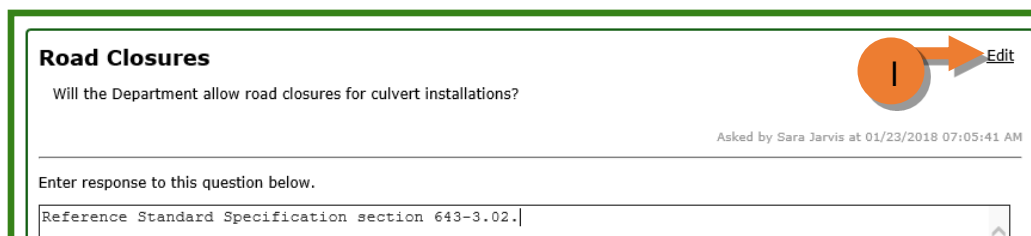
Enter response to this question below.

Reference Standard Specification section 643-3.02.

[Pending Reply](#) [Public Reply](#) [Private Reply](#)

Figure 8.14

8. If you want to edit the question before publishing, (I) click the **Edit** link (*Figure 8.15*).



Road Closures [Edit](#)

Will the Department allow road closures for culvert installations?

Asked by Sara Jarvis at 01/23/2018 07:05:41 AM

Enter response to this question below.

Reference Standard Specification section 643-3.02.

Figure 8.15

10. (K) Click **Save Changes**.

Will the Department allow r...
Question edit - SJJ

Figure 8.16

11. (L) Click **Public Reply** to publish question and answer to public view (*Figure 8.17*).

A diagram illustrating the selection of a reply type. A red circle containing the letter 'L' has an arrow pointing to the 'Public Reply' button.

Figure 8.17

12. When the question and answer are made public, an email will be automatically sent to the contractor who asked the question (*Figure 8.18*).

Dear Sara Jarvis,

An agency administrator has responded to your question regarding call order 1 (NFHWY00112)

See Standard Drawing D-04.21

Original Question:
CSP Gauge

What culvert gauge is required for CSP?

Sincerely,
The Bid Express service team

Figure 8.18

13. Click **Pending Reply** if you don't want to answer right now, but may want to later. (Figure 8.19).

[illegible]

Figure 8.19

When contractors go to the Question & Answer area of the proposal after a Q&A has been published, they will click on the question subject line link to get to the answer (*Figure 8.20*).

Questions for Proposal NFHWY00112			
Letting ID: NR18-008		Call Order: 1	
Subject ▾	Number	Asked	Answered
Road Closures - Will the Department allow road closures for culvert installations?	1	01/23/2018 07:05 AM	01/23/2018 08:06 AM
(1 Question)			

Figure 8.20