



QUICK REFERENCE GUIDE:

3.2 PSA – Bid Express Letting Creation

Background:

Always use Microsoft Edge to access Bid Express.

Roles:

PSA User

Navigation:

www.bidx.com

1. Go to www.bidx.com
2. Enter your email address, password and click the **Log In** button.
3. From the home page, click the **Lettings** tab on the left side of the screen.
4. Select the **Manage Lettings** button.
5. Click the **Create a Letting** button.
6. In the **Letting ID** field, enter the AWP Letting ID.
7. Click in the **Letting Date** field. A calendar and time selection area will open. Select the correct date and time of the letting.
8. 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.
9. Click in the **Make Letting Visible On** field. This is the Advertised Date. A calendar and time selection area will open. Select the correct date and time for advertisement. You can create the Bid Express letting well in advance of advertising. The system will hide the letting information for contractors until the Make Letting Visible On date/time.
10. In the **District ID** field, enter the region identification: CR, NR, or SR.
11. In the **Description** field, enter the Proposal Name. This field CANNOT be edited later.
12. Click **Save**.
 - a. If the advertised date you selected is today or in the past you will get a pop up notifying you that your letting will be immediately visible and asking you if you'd like to continue, press **OK**. If not, click **Cancel**, modify the **Make Visible On** date and click **Save** again.
 - b. You will be returned to the Manage Lettings page and get a green message bar letting you know the letting was successfully created.
 - c. Your letting will appear in the list.
13. Click on the blue **Letting Date** link.
14. Click the **Upload Bids Files** link to upload the proposal's ebsx file.
15. Click the **Choose File** button.
16. Navigate to the proposal folder on your shared drive and select the ebsx file and click **Open**.
17. Click the **Upload** button.
 - a. A green message bar will appear letting you know the ebsx file was successfully uploaded.
18. Click on the blue **Proposal** link in the success message bar to go to the proposal.
19. On the **Proposal** page, click the **Attachments** link.
20. Choose the **Attachment type** and then click the **Add Files** button.
21. Navigate to the file you want to upload, click **Open**.
22. Click the **Upload** button.

If you need further assistance please contact your Module Admin
Updated December 2023



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23. Repeat to attach all necessary documents.
24. Review your attachments by clicking the **File Name** link.
25. When you are complete, select **Done**.

Creating Alerts

Alerts are a means of posting a message on a letting or a proposal visible to all. An alert may contain special information regarding a letting or a proposal.

1. Navigate to the **Manage Lettings** page.
2. Click the **Letting Date** link for the proposal you want to create an alert for.
3. Click the **Alert** link just below the green header bar at the top of the page.
4. The current date and time will autopopulate in the entry field. Alert text always defaults to red to make it more visible. You may remove or change the date/time information or reformat the text.
5. Enter the additional information about the letting.
6. Click the **Publish** button to publish the alert.
 - a. You may modify alert information as much as necessary after the fact by following the above steps.

Next Steps:

The next step in the advertising process may vary:

To create an addendum see the QRG: *3.3 PSA - Creating and Managing Addenda*.

To answer a Bidder Q&A see the QRG: *3.4 PSA – Bidder Q&A*.

To open proposals and begin the evaluation process see the QRG: *4.0 Proposal Opening*