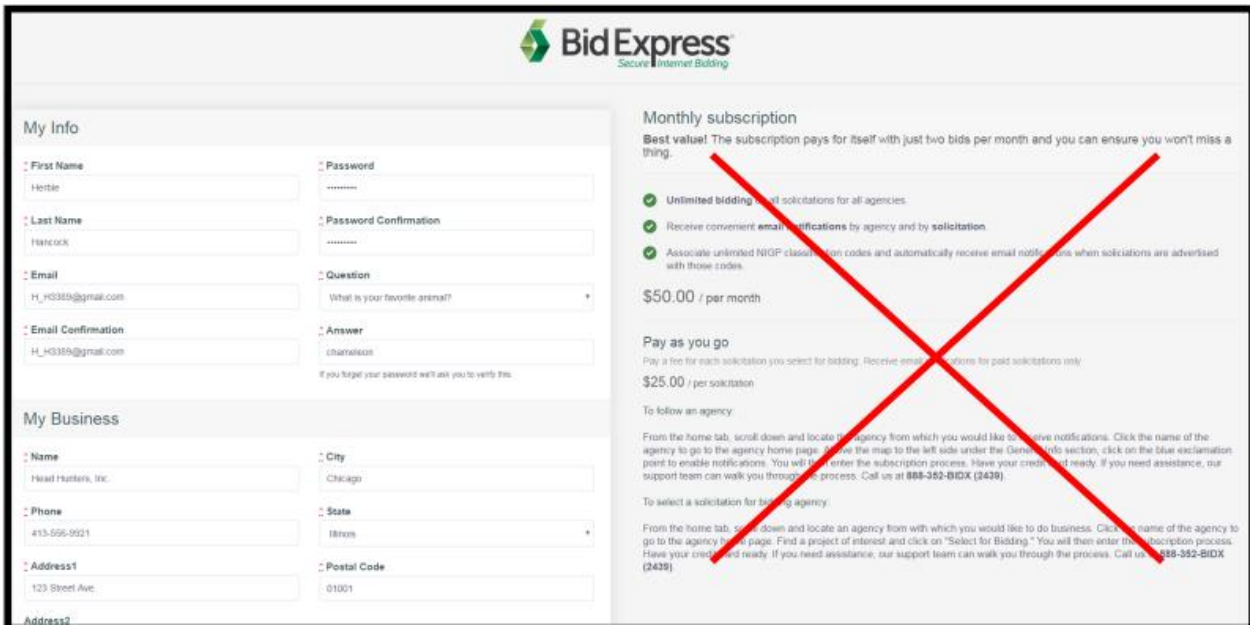
Guide to Register and Submit Bids for MHEC Contracts with Bid Express

1. Click here to navigate to the Bid Express signup page. [Link to this page: Infotech Express]
2. From there, you'll be prompted to enter some basic company/contact information to set up your account.

   [insert updated screenshot of this]

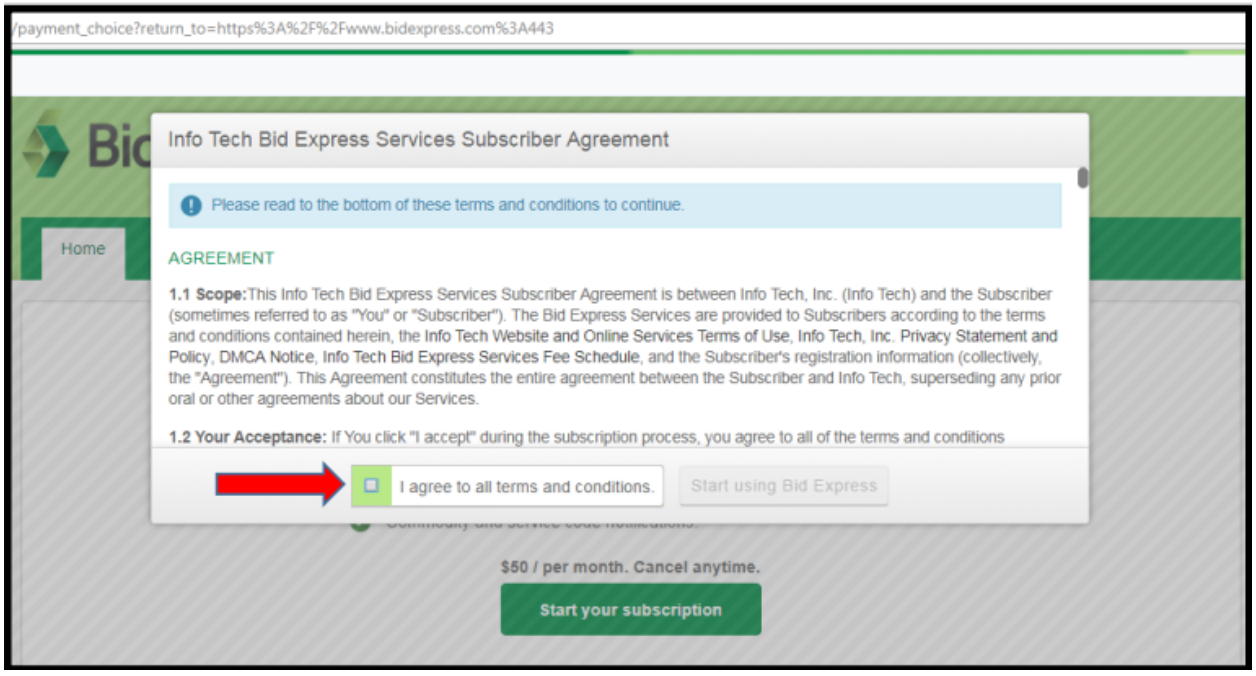


   TIP: It is best to set up your company's Bid Express account in the authorized signer's name (the person who will be signing the bid once you are ready to submit an offer).

   NOTE: On the signup page you will see some information on how to pay-per-solicitation, or to buy a monthly subscription for $50. IGNORE this as all bids for the MHEC are FREE. While Bid Express charges per solicitation, MHEC has absorbed this cost for all of our bidders.

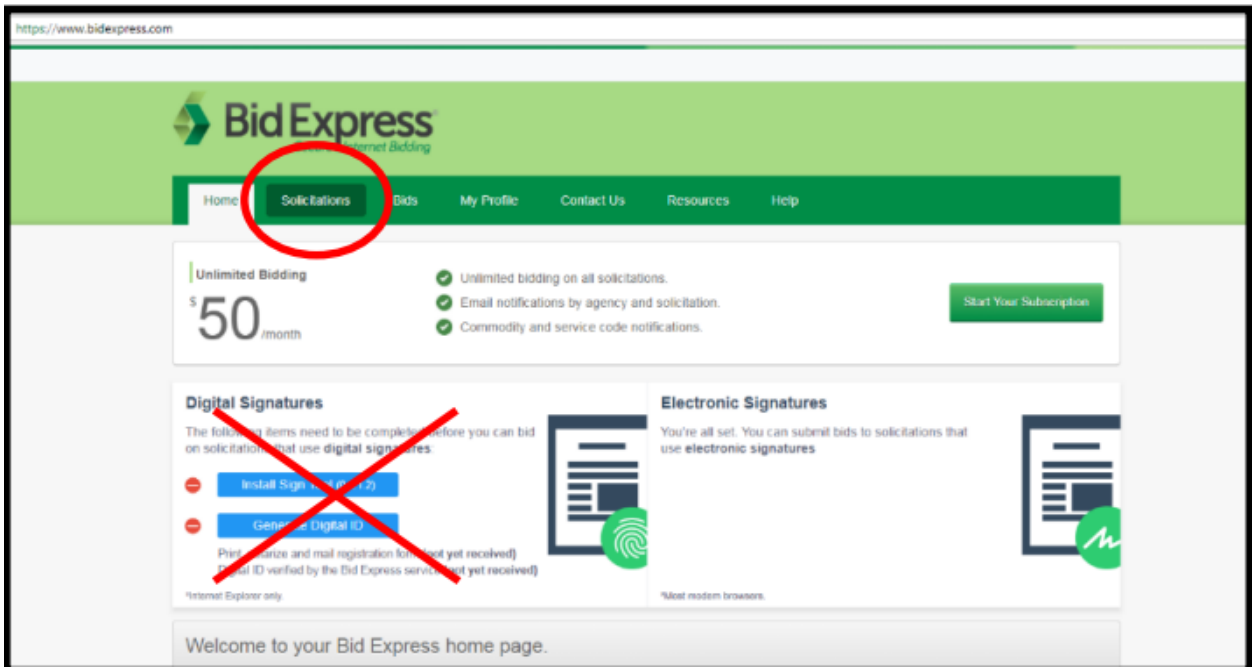
3. Once you submit your registration form, you'll be asked to confirm your account via the email address you provided during registration. Log into your email inbox, find the email notification, and activate your Bid Express account.
4. Once you have activated your account using the email address you provided, you'll be re-directed to Bid Express. Read and agree to the Bid Express Service Agreement.

   [insert updated screenshot of this]



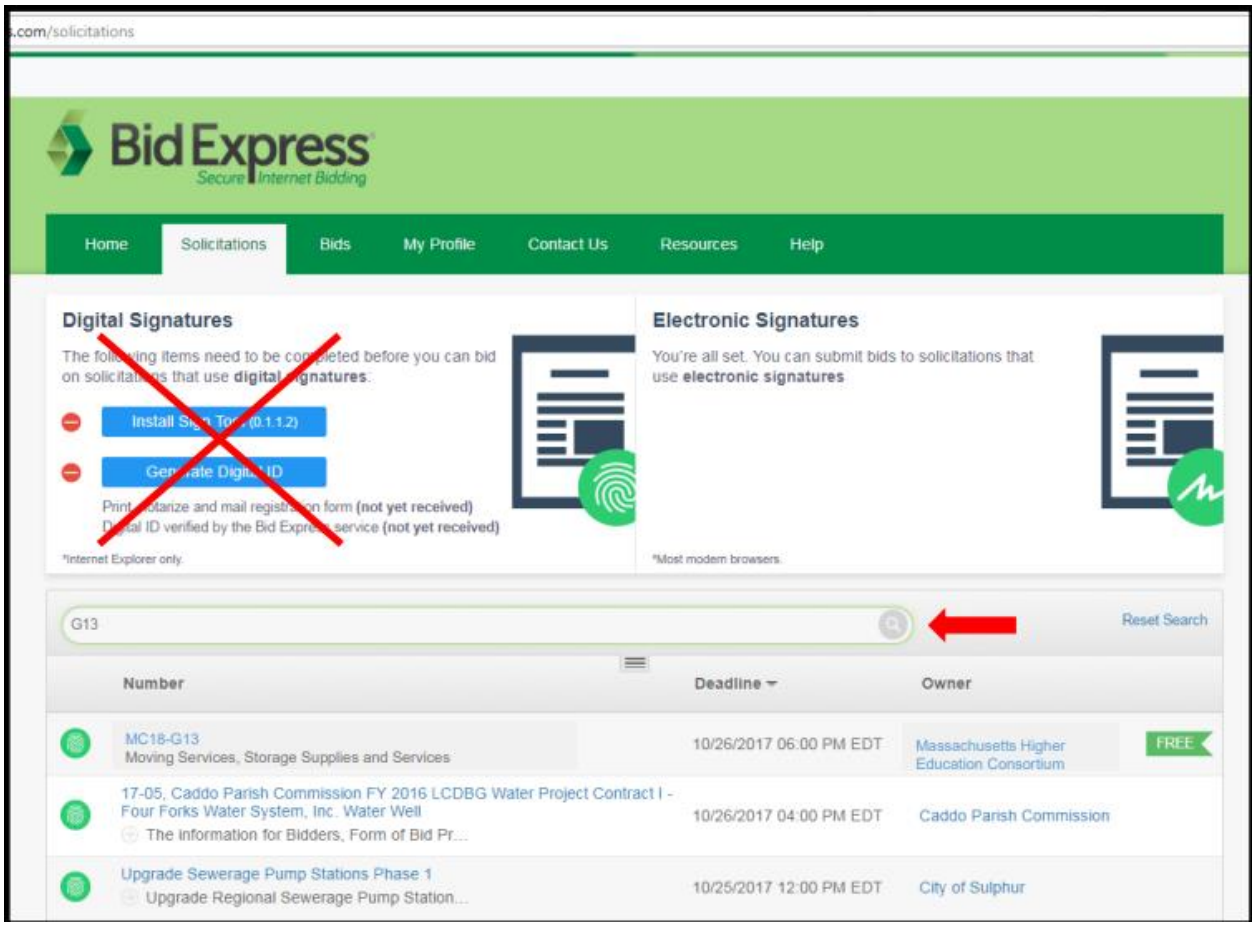
5. Once your account is activated, you will be able to search for and select any MHEC bids available on Bid Express by going to the “Solicitations” tab in the Green Ribbon.

   [insert updated screenshot of this]



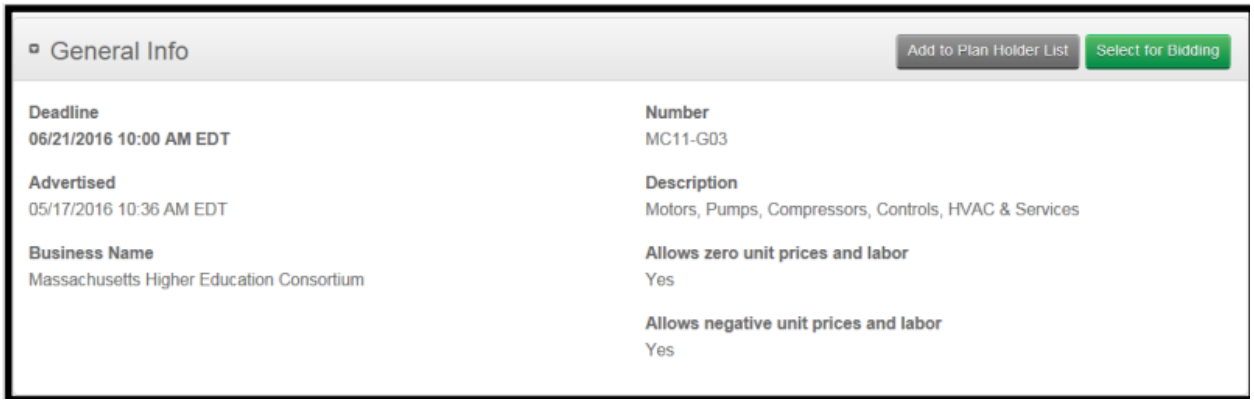
6. Use the search bar at the top of the page to find any available MHEC bid by either searching the bid number, contract name, or simply search for “MHEC.” Here, you’ll notice the bright green FREE tag next to any MHEC bids. Once you locate the bid you are looking for, click on the blue link and you will be brought to the solicitation.

   [insert updated screenshot of this]



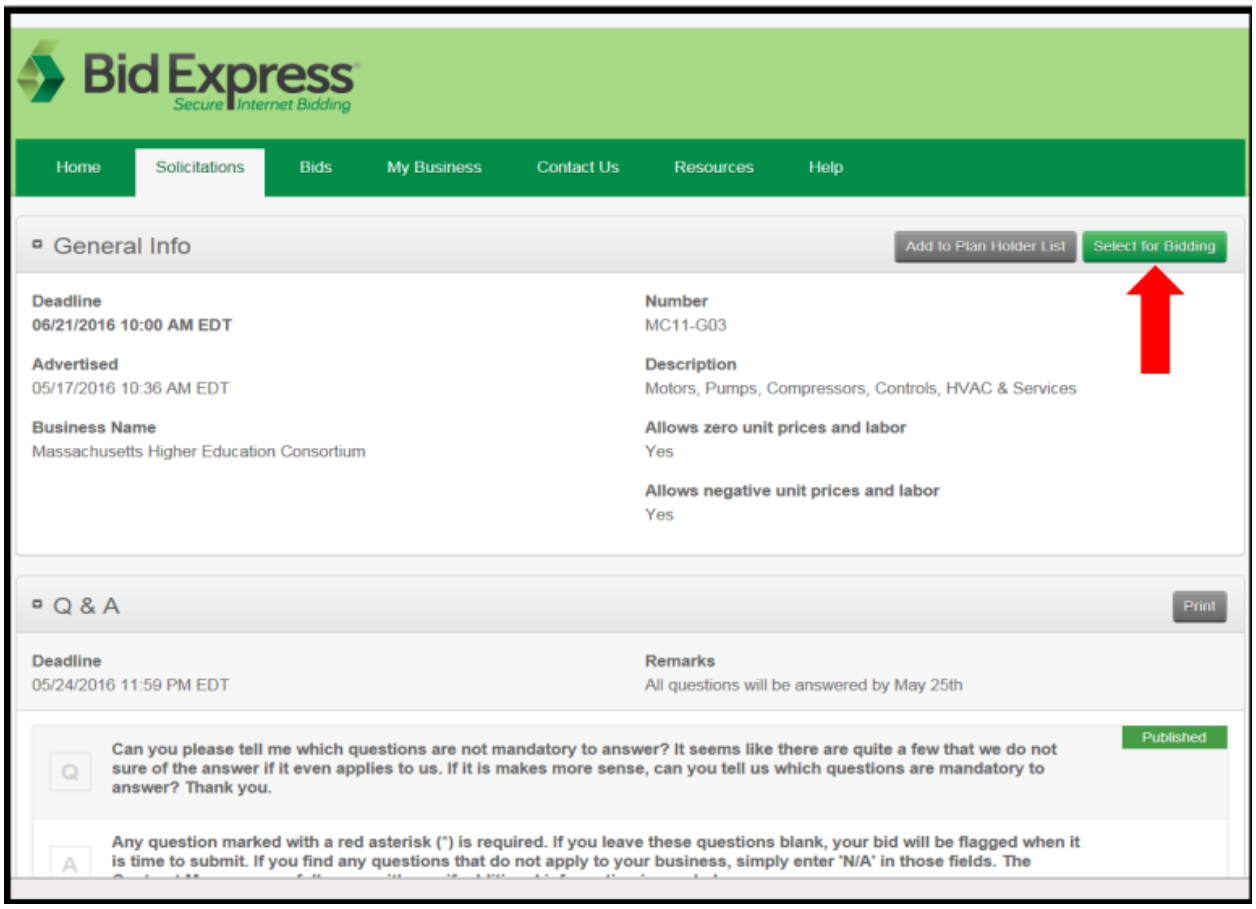
7. Once you've selected your bid, you will be directed to the main solicitation page for that bid. From this page, you'll be able to read over the bid specifications, categories, terms, etc. or download any relevant attachments.

   [insert updated screenshot of this]



8. In order to begin entering information on your bid document, you'll first need to click the green "Select for Bidding" button at the top-right of the page. This will activate the solicitation, enabling you to fill it out and securely submit your bid.

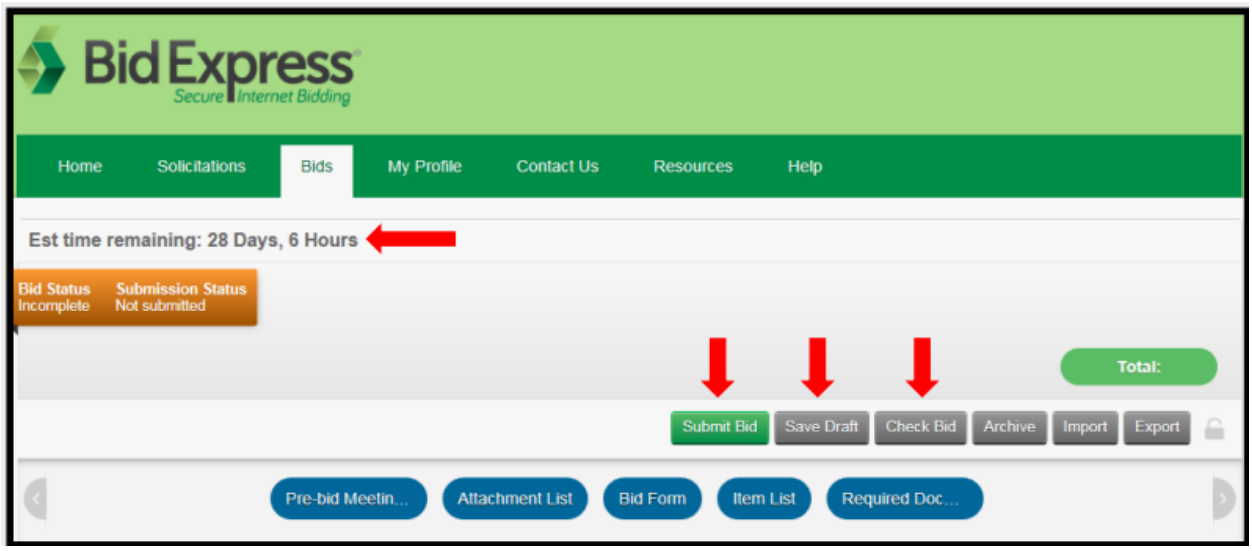
   [insert updated screenshot of this]



9. Once you have clicked “Select for Bidding,” you’ll see some additional features appear.
    a. The “Estimated Time Remaining” bar displays at the top of your bid. This lets you know how many days/hours/minutes remain to complete the bid. Remember, once the bid deadline passes, the bid is locked and you will no longer have access to submit or make changes to your bid.
    b. As you work on your bid, click “Save Draft” to save your progress as you go along.
    c. When you feel your bid is complete, click “Check Bid” to ensure you have not missed any required fields.
    d. You’ll see a group of **BLUE** ovals at the top of the bid. Clicking on any of these ovals will bring you down to that particular section of the bid.

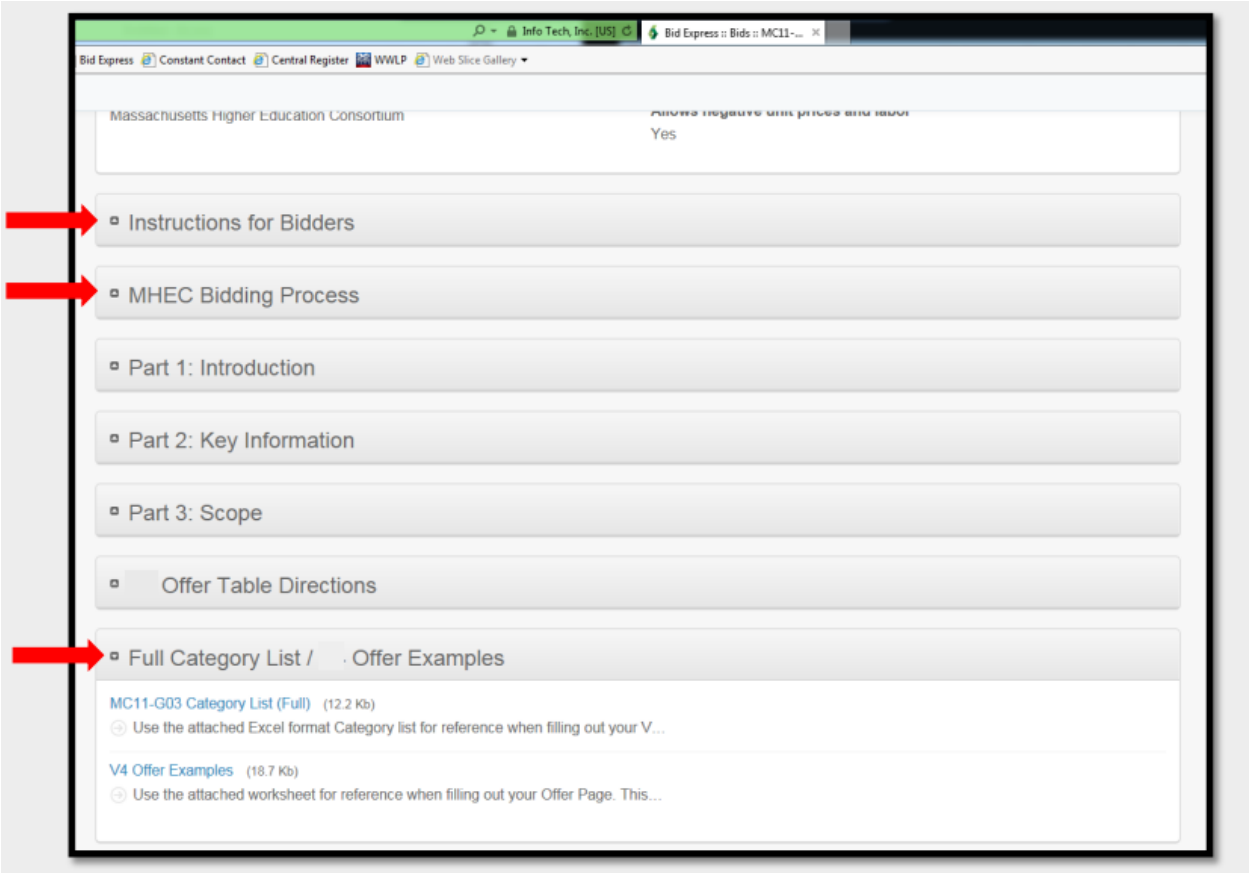
       TIP: You can collapse any section of the bid by clicking on the section title. This may help you navigate the bid more quickly and easily.

    [insert updated screenshot of this]



10. You can collapse each section of the bid by clicking the Section Header bar. Closing multiple sections of the bid will allow you to more easily navigate the bid document.

    [insert updated screenshot of this]



11. Take your time when completing the bid, and make sure to read all directions carefully. All required fields are marked with a red asterisk (*). If you come across a required field that

doesn't apply to your business, simply enter "N/A" in that field so as not to be flagged for missing information later on.

12. Make sure all required documentation is uploaded in the "Attach Bid Documents" section of the bid. The following forms are required of every bidder and must be included signed and dated:
    a. W-9
    b. Certificate of Insurance
    c. Massachusetts Standard Contract Form

    [insert a screenshot of the "attach bid documents" button]
13. When your bid is complete, click the "Check Bid" button at the top of the solicitation. Enter any missing information that displays, then click "Submit Bid". You will receive a notification that your bid has been submitted.
14.
15. To contact the Bid Express Support Team:
    a. Email: support@bidexpress.com
    b. Toll free phone: 888-352-BIDX (2439), option #1
    c. Phone: 352-381-4888
    d. Fax: 888-971-4191