Bid Express Frequently Asked Questions

Is there a fee for submitting a bid?

Bid Express (the company) charges a fee (either pay-as-you-go, or by a monthly subscription). However, the MHEC absorbs this fee for all MHEC bids. You'll see the payment structure on the Bid Express website when registering, but please ignore this for any MHEC bids. In fact, once you log in and find our bid, you'll see a big green "Free" tag next to it. The fee only applies to non-MHEC bids hosted on the site.

I am already a contracted supplier for MHEC. Do I still need to re-enter all my corporate financials on this bid?

Each new bid solicitation must be completed from scratch. Due to the privacy policies and encrypted nature of Bid Express, there is no stored information allowed on the site.

How do I print the bid?

You need to have Adobe installed on your computer. From your browser, click File ◊ Print. When selecting a printer, choose to print to an Adobe PDF.

My price lists are very large. How do I upload them?

Use the supplemental upload section available at the bottom of the bid. There is a 10MB max upload size, per upload slot. If your file is larger than 10MB, try first to compress into a .zip file and attach that. If you should need to split the pricelists up, you can attach up to 5 additional documents in the 'Supplemental Upload Section' of the bid.

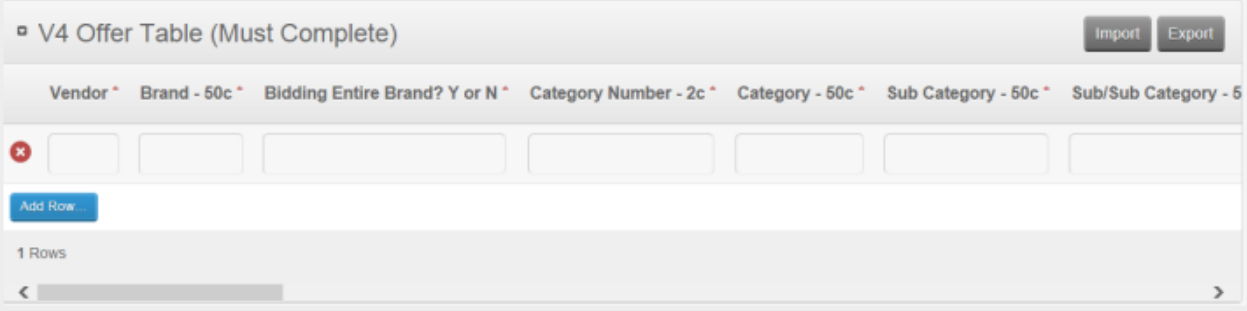
I'm trying to submit the bid and all of the information that I entered is gone. What happened?

If you're seeing this error message: "Could not load local bid file: Automation server can't create object", you might have Virus Protection Software blocking your site. So if you see a popup blocker at the bottom of your screen asking if you are allowing this information to be display, click on "allow" and all of your details should reappear.

I am confused about the Table Export Process.

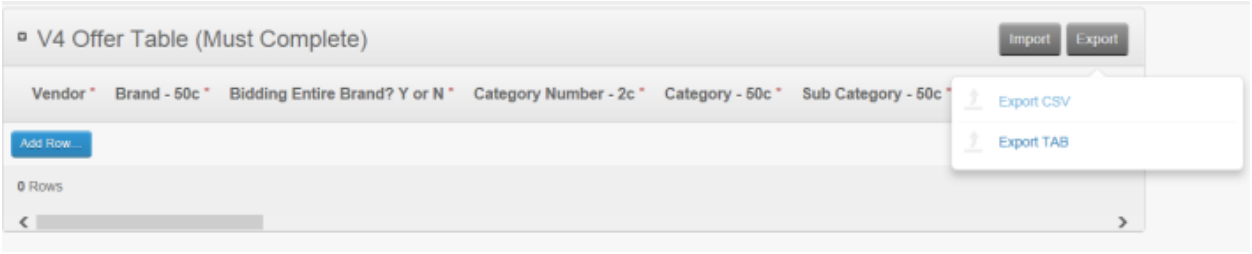
Full instructions are located within the Bid Document. The Offer Table section of the bid may be completed in two different ways. For either way you choose, however, the Offer Table must be completely filled out – no columns may be left blank. If a column does not apply to your business, simply enter "N/A."

The first method involves typing your data directly into the Offer Table in Bid Express. Click the blue "Add Row" button to add additional rows of data to your offer.



The second method for filling out your Offer Table includes exporting the table as an Excel CSV file. There are four steps:

1. Go to the Offer Table section of the bid.
2. Click the gray “Export” button in Bid Express and export the file as a CSV.



3. Fill out ALL columns of the Offer Table. If a column does not apply to your business, simply enter “N/A” in that column. Save your Excel file. Click the gray “Import” button in Bid Express. Import the CSV file.