



## **Downloading Proposals Tutorial**

---

### **Downloading and Viewing the Proposal Using the Bid Express System and the Expedite Software**

*December 2011*

Prepared by:



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371  
Phone: (352) 381-4400 • FAX: (352) 381-4444 • E-mail: [info@infotechfl.com](mailto:info@infotechfl.com) •  
Web: [www.infotechfl.com](http://www.infotechfl.com)

Prepared By



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371  
Phone: (352) 381-4400 • Fax: (352) 381-4444 • E-mail: [info@infotechfl.com](mailto:info@infotechfl.com) •  
Web: [www.infotechfl.com](http://www.infotechfl.com)

Bid Express and the Bid Express logo are registered service marks of Info Tech, Inc.

Bid Express Small Business Network and Bid Express SBN are trademarks of Info Tech, Inc.

Copyright © 2012, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

## Page 1

Welcome to the Downloading Proposals tutorial. This tutorial covers the basic steps in downloading a proposal in the Bid Express service and viewing it in the Expedite Bid software.

## Page 2

Before you can prepare and submit bids through the Bid Express service, you must have the following:

- An active Bid Express account
- The Expedite Bid software
- An Internet connection, and
- An active Digital ID

## Page 3

Go to **www.bidx.com** and login to your Bid Express Account.

Next, select your agency from the pull-down menu on the right.

Click **Go**.

## Page 4

Click on the **Lettings** tab at the top of the screen. Note this tab may be labeled **Projects** or **Bid Openings**.

Lettings or projects are listed by date. Click on the date of the letting or project that you wish to bid.

## Page 5

The lettings page lists jobs by contract ID and Call Order Number.

Note that this page also displays the official clock used to determine the time remaining until bids are due.

Scroll down until you find your desired job, and click on the **proposal**.

## Page 6

This page is called the Proposal Details page. On this page you will find all the necessary bidding documents. This information is found on the right side of the page under the **Also Available** heading.

Here you will find files that contain bid information and amendments to the proposal.

Individual proposals are found in Expedite data files, which have the .ebs file extension. If there are amendments to a proposal, they will appear with numbered file extensions.

For example, in this job, you can see the original Expedite data file here and the Expedite amendment file here.

EBLib files contain both the proposal and amendments into one file that can be loaded directly into the Expedite Bid program.

## Page 7

To begin, let's work with a project with no amendments.

Begin by downloading the **Expedite data file**. This file will always have a name ending with the extension **.EBS**.

To download the file, click on the **link**. A file download box should appear.

Select **Save**. The **Save As** box will then appear. Make sure you remember the location where you are saving this file so you can easily find it later.

Do not rename your file.

Select the **Save** button.

If the Download Complete box opens, click the **Close** button.

## Page 8

Now let's open the **Expedite Bid** program. To do this, minimize your Internet browser and find the Expedite Bid icon on your desktop.

Double-click the **icon** to open the program.

Select **File** from the menu at the top. Select **Open Proposal**, locate your file, click to select it, and click **Open**. You are now ready to prepare your bid.

Downloading and working with amendments will be covered in the next tutorial.

## Page 9

Here is a review of the steps to download a proposal from the Bid Express web site and view it on the Expedite Bid software.

1. Go to **www.bidx.com** and log in.
2. Select the agency and click on **Go**.
3. Click on the **Letting** or **Project** tab.
4. Select the **letting date**.
5. Select the **proposal**.
6. Click the **EBS** or **EBLib** file.
7. Click **Save**, select the location (do not rename the file) then click **Save** again.
8. Open **Expedite Bid** software.
9. Click **File**.
10. Click **Open Proposal**.
11. Select the desired proposal and click **Open**.