

Electronic Bid Submission (EBS) User Guide for Dallas County, Texas



After login, illustration 1 will be the landing page. From this page, the user will have the option to select “Member Agency Bid” with their free registration.

By selecting the member agency page, the user will have access to Dallas County’s and other Texas agencies’ business opportunities.

Browse through the bid listings and select the one you would like to submit a bid for.

Illustration 1

The screenshot displays the "Solicitation Search" interface. At the top, there is a search bar with the placeholder text "Enter Keywords" and a search icon. Below the search bar, there are three summary cards: "Total Bids" (59), "State & Local Bids" (1,782), and "Federal Bids" (130). An orange arrow points to the "59" in the "Total Bids" card, which is also labeled "Member Agency Bids". To the left of the summary cards, there is a sidebar with various filters: "STATUS" (Open, Closed, Awarded), "NIGP CATEGORIES", "ORGANIZATION", "LOCATION", "PURCHASING GROUP" (Texas Purchasing Group), "PUBLISHED DATE", "CLOSING DATE", "SOLICITATION TYPE", "GENERAL REQUIREMENTS", and "KEYWORDS". Below the filters, there is a list of bid listings with columns for "ORDER BY", "REQUEST FOR QUALIFICATIONS INSURANCE AGENT/BROKER SERVICES WINDSTORM, HURRICANE", "PROPOSALS TO PROVIDE TECHNICAL SUPERVISION AND MAINTENANCE OF BREATHALYZER FOR", and "UTILITY PARTS - CONCRETE PRECAST MANHOLE". Each listing includes details such as "CLOSING DATE", "LOCATION", and "Published Date".

Prior to Submitting a Bid

If you did not receive an email notification for the solicitation, you may select “Follow” and select the desired “Option” that meets your business needs. Once a selection is made and saved, your page will transition to illustration 2.

Note: If you received a solicitation notification (email), this step does not apply to you. If you received a notification, you may proceed to step slide 4.

“Follow and receive Notifications” means the vendor will receive a notification with a link to the addendum.

“Follow and receive Addendum” means the vendor will see a list of the changes, plus the addendum documents will be attached if applicable.

Illustration 1

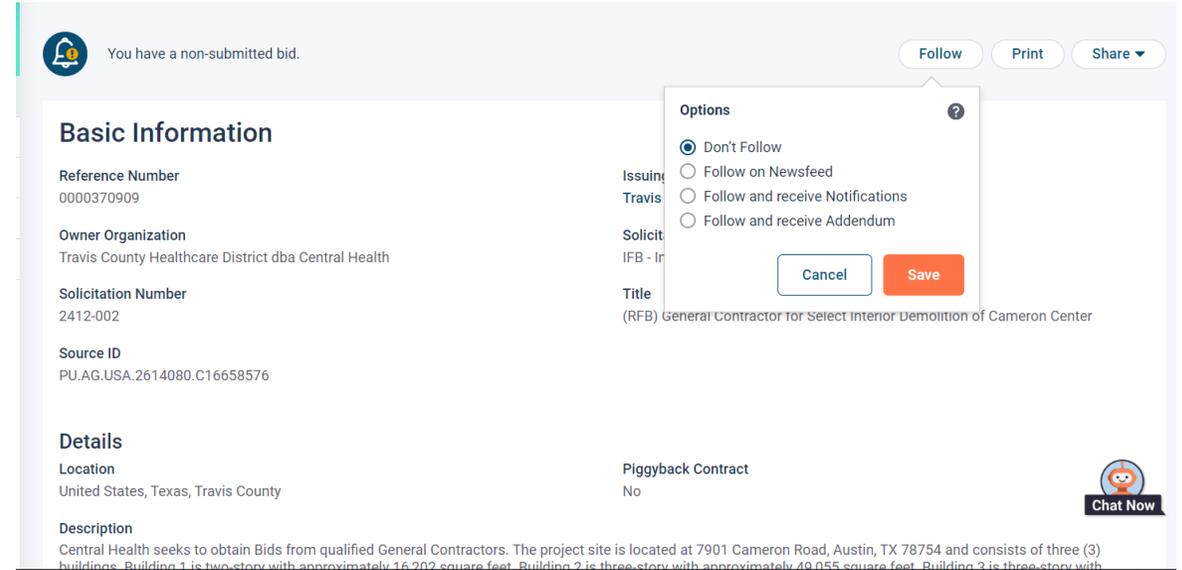
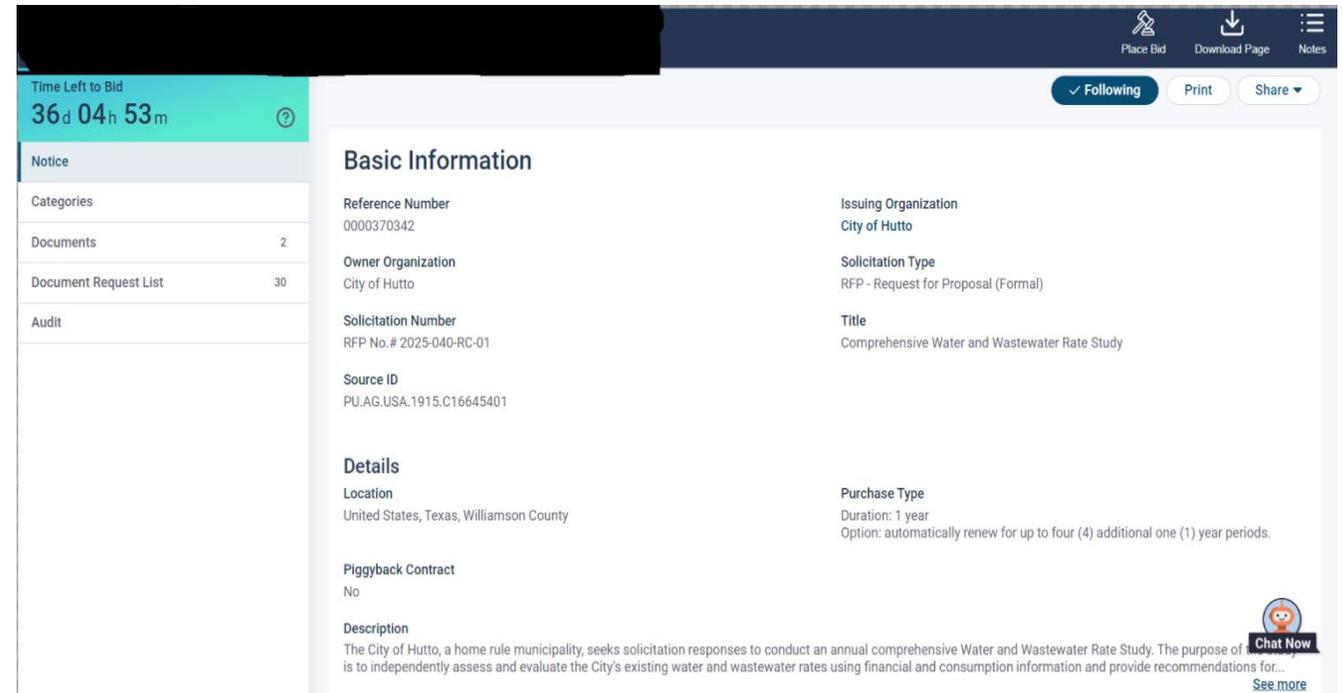


Illustration 2



Review and Download Documents

Please review and download all documents and addendum. Please note the “Time Left to Bid” countdown on the furthest upper left-hand corner.

Time Left to Bid
23 d 03 h 08 m



Follow

Print

Share ▼

Notice

Categories

Documents 1

Document Request List 16

Audit



Vendors must download at least one document in order to be considered a document holder.

Documents

File	Size	Uploaded Date
 RFP-25-002 Athletic Track Resurfacing.pdf	1 Mb	12/09/2024 09:28 AM EST

Disclaimer

Please review all specifications and requirements carefully.



Chat Now

Place a Bid

To place a bid: Select “Place Bid” at the top right of the toolbar as shown by the red circle.

Illustration 1 displays the page layout if you are already registered. Illustration 2 displays the page layout if you are not registered and have not completed slides 2 and 3.

Illustration 1

Time Left to Bid
36d 04h 53m

Notice

Categories

Documents 2

Document Request List 30

Audit

Basic Information

Reference Number 0000370342	Issuing Organization City of Hutto
Owner Organization City of Hutto	Solicitation Type RFP - Request for Proposal (Formal)
Solicitation Number RFP No.# 2025-040-RC-01	Title Comprehensive Water and Wastewater Rate Study
Source ID PU.AG.USA.1915.C16645401	

Details

Location United States, Texas, Williamson County	Purchase Type Duration: 1 year Option: automatically renew for up to four (4) additional one (1) year periods.
Piggyback Contract No	

Description
The City of Hutto, a home rule municipality, seeks solicitation responses to conduct an annual comprehensive Water and Wastewater Rate Study. The purpose of... is to independently assess and evaluate the City's existing water and wastewater rates using financial and consumption information and provide recommendations for...

Chat Now

See more

Illustration 2

bidnet direct. by SOWRA

SOLICITATIONS CONTRACTS REPORTS PARTICIPATING ORGANIZATIONS

2025-000-0000 - [Title of the bid goes here]

Time Left to Bid
28d 03h 22m

Notice

Categories

Documents 3

Document Request List 9

Audit

Follow Print Share

Vendor must download at least one document in order to be considered a document holder

Documents

Addendum No. 1

File	Size	Uploaded Date
Terms and Conditions.pdf	83 KB	10/13/2024 11:25 AM EST

Original Solicitation

File	Size	Uploaded Date
Code of Ethics.pdf	495 KB	02/12/2019 12:33 AM EST
EMCs.pdf	181 KB	02/16/2019 12:17 AM EST

Place a Bid Continued

The Place a Bid window appears. Select “Place a new Bid” and select “Continue”. User may also elect to “Place a No Bid” from this window.

The screenshot shows the bidnet direct website interface. The top navigation bar includes the logo 'bidnet direct. by SOVRA' and menu items: SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. The main header displays the bid ID '2025-000-0000 - [Title of the bid goes here]' and icons for 'Place Bid', 'Download Page', and 'Notes'. A sidebar on the left shows 'Time Left to Bid' as 28d 03h 21m, along with sections for Notice, Categories, Documents (2), Document Request List (0), and Audit. The main content area is partially obscured by a modal window titled 'Place a Bid'. The modal contains the bid ID, closing date '01/09/2025 03:00 PM EST', and instructions: 'Please select the desired action and click on Continue.' Two radio buttons are present: 'Place a new Bid' (selected) and 'Place a No Bid'. At the bottom of the modal are 'Cancel' and 'Continue' buttons. In the background, a table lists documents with columns for File, Size, and Uploaded Date.

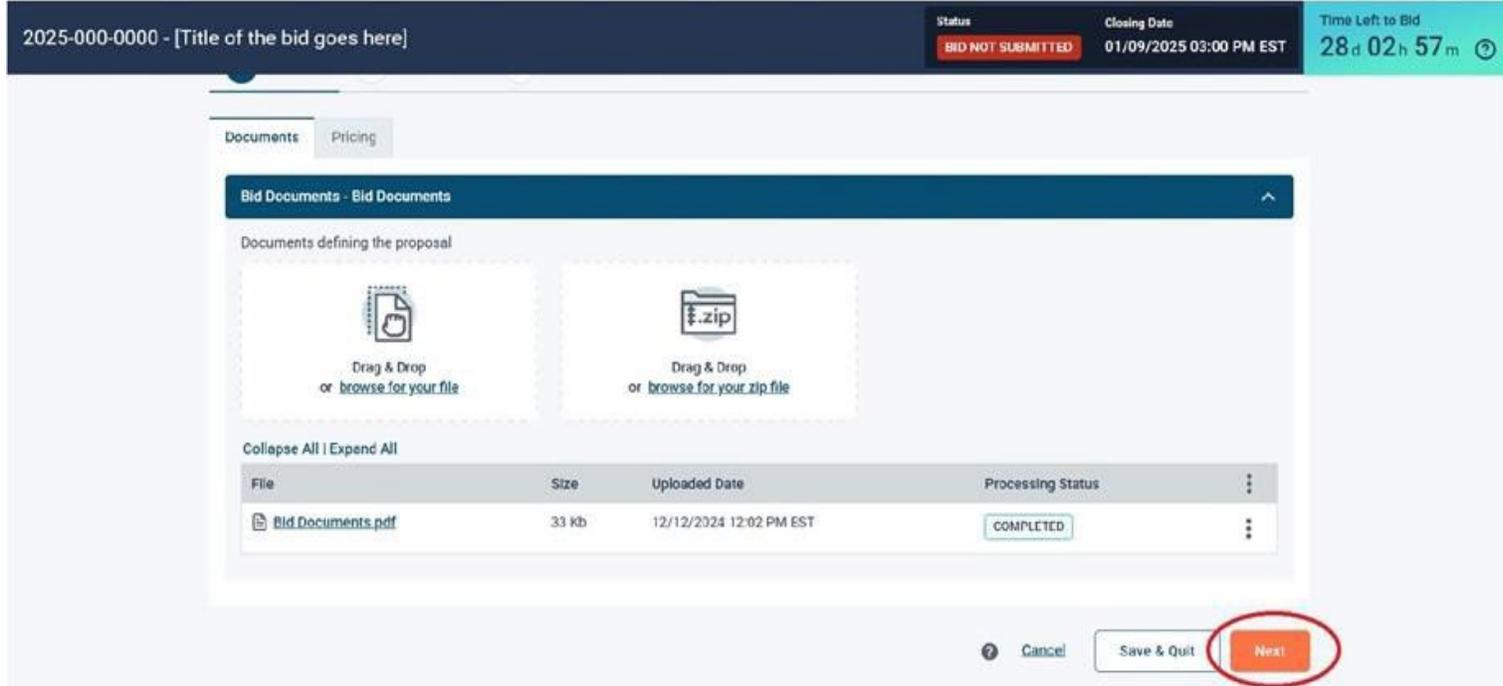
File	Size	Uploaded Date
Terms and Conditions.pdf	83 Kb	12/12/2024 11:35 AM EST
Code of Ethics.pdf	495 Kb	02/13/2018 10:35 AM EST
T&C's.pdf	101 Kb	02/16/2018 10:17 AM EST

Submitting a Bid (Proposal, Submission, and Confirmation)

The steps below will outline when to upload documents, enter pricing, and/or a spreadsheet with line items.

Note: The red status “BID NOT SUBMITTED” will remain as “BID NOT SUBMITTED” through the Proposal and Submission pages and will change once the bid is submitted on the Confirmation page.

Drag and drop or browse your computer for files to upload. Once your files are uploaded, select “Next” at the bottom right corner.



Submitting a Bid (Proposal, Submission, and Confirmation) Continued

The Create Bid Screen will walk you through how to enter pricing, if any, based on each specific bid.

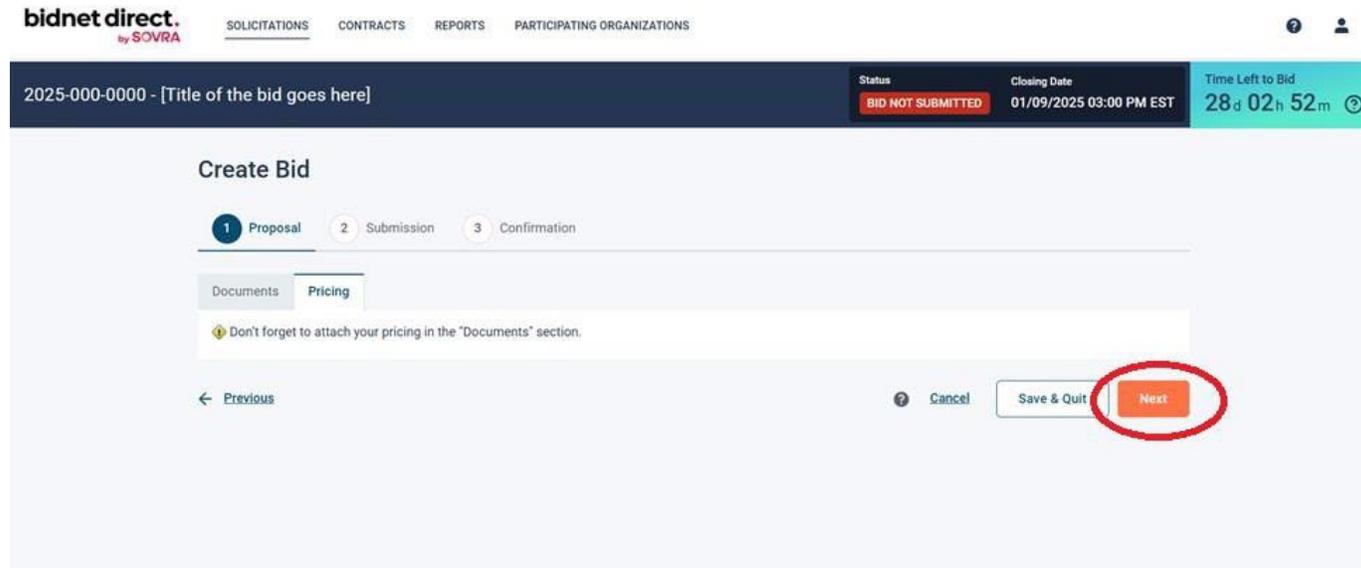
Each solicitation is different and user will need to comply with the pricing requirements as set forth in the solicitation; below are some examples of pricing submittals:

1. Included as part of documents uploaded
2. Lump sum
3. Line item bidding

Examples of each pricing submission are as follows.

Pricing Example 1: Upload document(s)

Once completed, Click “Next”.



Submitting a Bid (Proposal, Submission, and Confirmation) Continued

Pricing Example 2: Pricing entered as a Lump Sum

This example will require user to select "Total Bid Price" in the box and select "Next".

RFP123 - Construction Project

Status: **BID NOT SUBMITTED** Closing Date: 12/01/2022 03:00 PM EST Time Left to Bid: 40d 22h 22m

Create Bid

1 Proposal 2 Submission 3 Confirmation

Documents Pricing

Total Bid Price* Corresponds to the base price, excluding taxes.

[← Previous](#) [? Cancel](#) [Save & Quit](#) [Next](#)

Submitting a Bid (Proposal, Submission, and Confirmation) Continued

Pricing Example 3: Pricing entered via line item

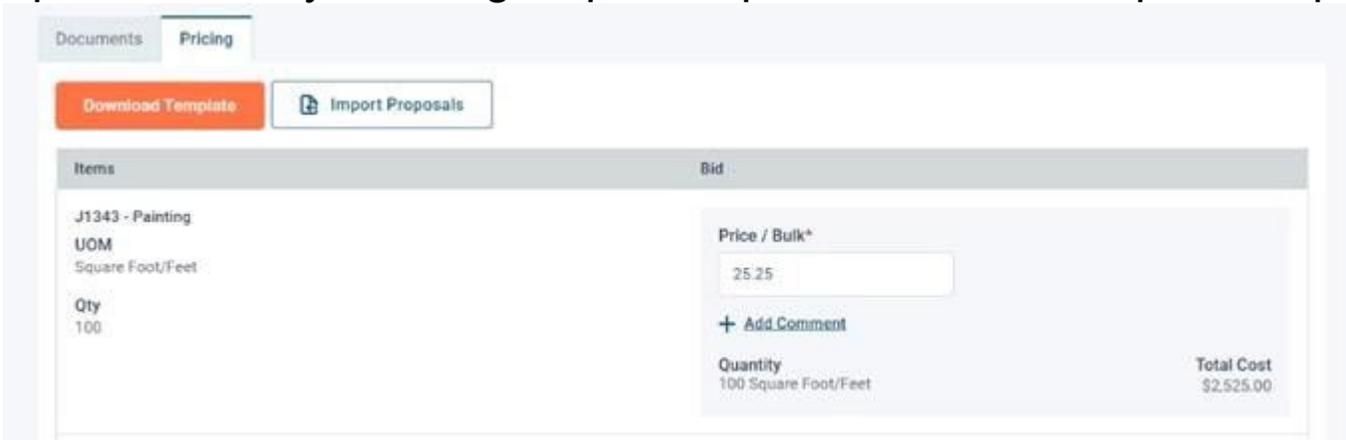
A template will appear to download. Select "Download Template".



Fill in your pricing and add any comments (if allowed).

	B	C	D	E	F	G	H
1	Code	Description	UOM	Quantity	Price *	Comment	Total Cost
2	J1343	Painting	Square Foot/Feet	100	25.25		2525
3	P1234	Flooring	Roll	250	21.34		5335
4	R222	Lighting	Unit	20	45.2		904
5							

Upload the file by selecting "Import Proposals". Once it is Imported/Uploaded, select "Next".



Submitting a Bid (Proposal, Submission, and Confirmation) Continued

Select “Yes” or “No” to notate if your bid contains any exceptions. You will be asked to enter your password again, then select “Submit Bid”.

2025-000-0000 - [Title of the bid goes here] Status: **BID NOT SUBMITTED** Closing Date: 01/09/2025 03:00 PM EST Time Left to Bid: 28d 02h 45m

Create Bid

1 Proposal 2 **Submission** 3 Confirmation

Exceptions

Does this bid contain exceptions?

No
 Yes

Bidder Compliance & Authentication

The Bidder agrees to submit this response electronically and agrees that his/her submission is valid, authorized, and binding; and certifies that all required documentation has been completed. Bidder represents and warrants that the person submitting this response is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this response and any resulting contract. I declare that the foregoing is true and correct.

Warning: Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.

Bid Submitted By (Full Name)* For security reasons please re-enter your password

bright@brightpaving.com

← Previous Cancel Save & Quit **Submit Bid**

Submitting a Bid (Proposal, Submission, and Confirmation) Continued

A Pop-up window will appear asking if you want to proceed with your submission. Select “Yes”.

The screenshot shows a web interface for submitting a bid. At the top, there is a header with the bid ID "2025-000-0000 - [Title of the bid goes here]", a status indicator "BID NOT SUBMITTED", a closing date "01/09/2025 03:00 PM EST", and a time left to bid "23d 01h 09m". Below the header, there is a "Bidder Compliance & Authentication" section with a "Yes" radio button. A pop-up window titled "Bid Submission Confirmation" is centered on the screen, asking "Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?" with "No" and "Yes" buttons. The background is dimmed, showing a "Submit Bid" button and a "SOVRA" logo at the bottom right.

2025-000-0000 - [Title of the bid goes here]

Status: BID NOT SUBMITTED

Closing Date: 01/09/2025 03:00 PM EST

Time Left to Bid: 23_d 01_h 09_m

Yes

Bidder Compliance & Authentication

The Bidder agrees to submit this re...
documentation has been completed...
requirements to possess actual aut...
that the foregoing is true and corre...

Our records show that you...
addendums related to this...

Bid Submitted By (Full Name)*
bright@brightpaving.com

certifies that all required...
at who has fulfilled all...
and any resulting contract. I declare

u have read all documents and

← Previous

Cancel

Save & Quit

Submit Bid

Terms & Conditions | Privacy Policy | Accessibility

SOVRA

Submitting a Bid (Proposal, Submission, and Confirmation) Continued

Once bid is submitted, the confirmation page will appear and a confirmation number will be provided. An option to download a PDF version of the confirmation will be included.

The status will change from “Red” “BID NOT SUBMITTED” to “Green” “BID SUBMITTED”, confirming the bid has been submitted.

The screenshot shows the 'bidnet direct. by SOVRA' interface. The top navigation bar includes 'SOLICITATIONS', 'CONTRACTS', 'REPORTS', and 'PARTICIPATING ORGANIZATIONS'. A dark blue header bar displays 'Bid Management' and '2025-000-0000 - [Title of the bid goes here]'. On the right of this bar, the 'Status' is 'BID SUBMITTED' (in a green box) and the 'Closing Date' is '01/09/2025 03:00 PM EST'. Below the header, the main content area is titled 'Create Bid' and features a progress indicator with three steps: 'Proposal', 'Submission', and 'Confirmation' (the third step is active and highlighted). A white confirmation box contains the following text: 'Your bid for solicitation "2025-000-0000 - [Title of the bid goes here]" has officially been submitted. Bid Submission Date 12/12/2024 12:25 PM EST. Confirmation Number 0000026782. You can download a PDF version of this confirmation for your records. Take note that you can withdraw and modify your bid up until the solicitation's closing date set for 01/09/2025 03:00 PM EST.' A 'Print' button is visible in the top right of the main content area. At the bottom left, there are links for 'Terms & Conditions', 'Privacy Policy', and 'Accessibility'. The 'SOVRA' logo is positioned at the bottom right.