



DemandStar Users' Guide
For
Government Agencies

DemandStar Users' Guide for Government Agencies

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Welcome to DemandStar

We are excited to welcome your government agency to the DemandStar network! As a member, your agency will be able to easily access our network of 100,000+ suppliers and automatically invite relevant suppliers to bid on your projects. DemandStar also makes it easy to post, manage, and review solicitations electronically.

As part of our ongoing commitment to our procurement partners, we have put together this resource to help you navigate the system and to provide you with an ongoing reference should you need it.

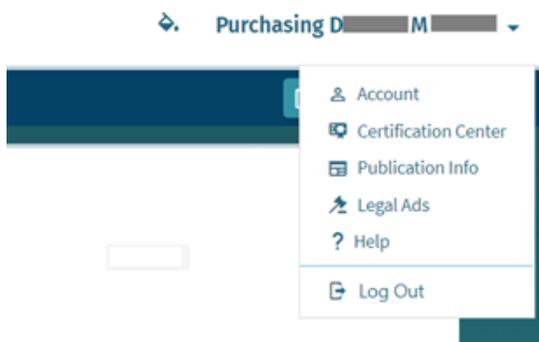
If you have feature requests or need help with anything, do not hesitate to contact us. We are available Monday through Friday from 6 a.m. to 6 p.m. Pacific Time. Call us at **(206) 940-0305** or email us at Support@DemandStar.com.



Account Setup

Setting up your DemandStar account will help you and your team connect with more suppliers and save time posting bids. That's because you can save standard required bid documents and lists of preferred suppliers as part of your account setup so that you won't have to re-enter this information each time you post a bid. These are steps you can take even before you're ready to post your first bid!

To access your account information at any time, just click on your name in the top right corner to expand the menu.

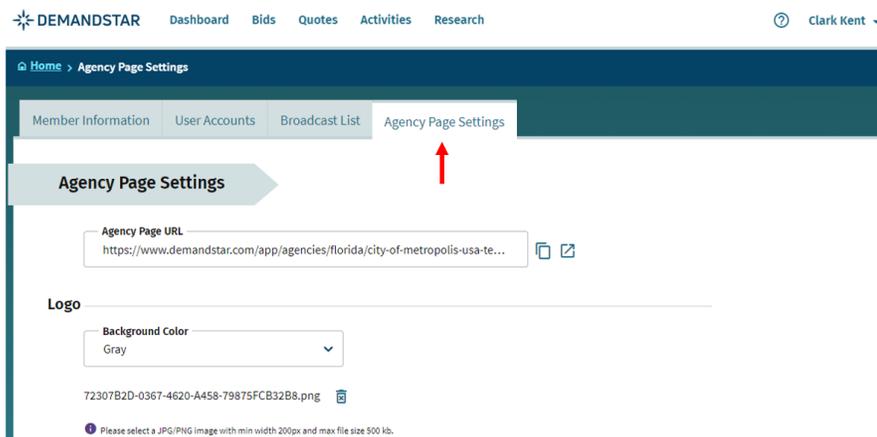


Direct Suppliers to Your Solicitations from Your Website

Although DemandStar helps you reach a large network of suppliers, you'll also want to make sure that your existing suppliers can find the solicitations you post on DemandStar. One great way to do this is by updating your agency website to explain that your agency is using DemandStar for procurement. You can then link from your website directly your solicitations on DemandStar. First, get the URL for the page listing your agency's solicitations on DemandStar.

1. Click on the drop-down menu below your username in the upper right corner and select "Account."
2. Click on "Agency Page Settings", and then copy the "Agency Page URL."





3. On your government website purchasing or procurement page, add the link and include language explaining that your agency uses DemandStar. Below is an example of the language a government agency used.

How does the City of Naperville purchase goods and services?

The Procurement Services Team contracts or buys equipment and services related to the operation and maintenance of all City departments and their facilities in accordance with the City's Procurement Ordinance and the Statutes of the State of Illinois.

Advertising of Bids shall include a general description of the articles, materials and/or services to be purchased or sold, and shall state the time and place of bid opening.

- **DemandStar:** All bids/RFP/RFQ are posted on DemandStar.com, the City's online bidding service provider. Visit [DemandStar](#) to view what is currently advertised and for more information about how to subscribe.
- **Newspaper:** a legal notice inviting vendors to submit bid proposals shall be published in the legal section of the Wednesday Chicago Tribune at least (10) days prior to the bid opening date for all formal contracts over twenty-five thousand (\$25,000) except where otherwise provided for in the Purchasing Policies and Procedures.

4. When suppliers visit your website and click your agency URL link, it will take them directly to all your solicitations that are posted on DemandStar. Example in the screenshot below.





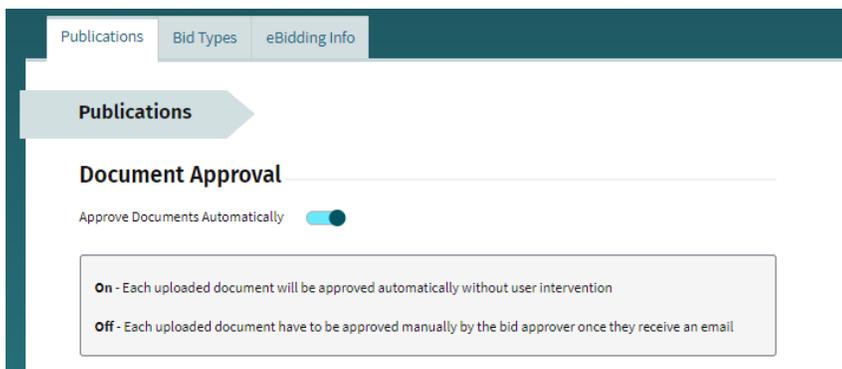
Current procurement opportunities for City of Naperville - Procurement Services Office, IL

2021 Street Resurfacing Program - MFT City of Naperville - Procurement Services Office, Naperville, IL ID: BID-001-0-2021/KK	Due: 03/26/2021	Broadcast: 03/05/2021	#Planholders: 5	Active
Heating, Ventilation, Air Conditioning, and Dehumidification Services City of Naperville - Procurement Services Office, Naperville, IL ID: BID-21-132-0-2021/NN	Due: 03/19/2021	Broadcast: 03/02/2021	#Planholders: 12	Active
Emergency and Amber Lighting and Related Equipment City of Naperville - Procurement Services Office, Naperville, IL ID: BID-21-128-0-2021/NN	Due: 03/19/2021	Broadcast: 03/01/2021	#Planholders: 7	Active

Set up Bidding Preferences and Documents

eBidding is a great way to save paper, enable remote work, and make the procurement process more efficient. Although you can still use DemandStar even if you don't use eBidding, we strongly recommend that you give it a try if you haven't already. Let's walk through how to set up your preferences for eBidding and upload commonly required documents so that you don't have to upload them each time you post a bid.

1. Click on the drop-down menu below your username in the upper right corner and select "Publication Info."
2. On the "Publications" tab, you will set up your document approval process for eBidding.
3. Select whether you want documents submitted by suppliers to be automatically approved or not.



- Then choose whether to allow your procurement office to download documents before the eBid due date. You may need to review documents prior to the due date if you have a rolling bid that is set to be due/complete in a year in the future, say 2025. However, use this carefully as it can void your requirement for a SEALED bid if you then choose “View respondents names and documents” when creating an individual bid.

Supplier Document Download Before Bid Closing

Download Bid Response Documents Before Bid Closing

On - Agencies will be able to download the supplier response documents before due date

Off - Agencies will not be able to download the supplier response documents before due date

Note: - This option is applicable only for bids that Agency has opted for "View respondent names and documents"

- Next, go to the “Bid Types” tab to specify what types of solicitations you will post in DemandStar. This will help you stay organized and report on specific types of bids.
- Click the “Add Bid Type” button to add new bid types, and use the trashcan icon to remove any unwanted bid types. Below is an example of bid types you might use.

Publications
Bid Types
E-Bidding Info

Manage Bid Types

➔

Current Bid Types (5)

Bid Type	Bid Type Description	
ITB	Invitation to Bid	
RFI	Request for Information	
RFP	Request for Proposal	
RFQ	Request for Qualifications	
RFQu	Request for Quote	

Add Bid Type

- Next, upload commonly-required documents so that you won’t have to upload them each time you post a bid. To do this, navigate to the “eBidding Info” tab.





8. Enter the types of documents you might regularly ask a vendor to submit. You might choose to have them send in just one large document (less than 100MB) or, you might have them upload documents/forms individually as per a detailed list. If you use a detailed list, responding suppliers will upload each document individually pursuant to the list of documents you specified (see below example). You can use the document order field to reorder documents as you see fit.

Document Description	Display Order
Bid Submittal Pages	1

9. Finally, the publications section can be used to help you keep track of all the other places where you advertise solicitations. You may use this as a checklist, as well as adding others ad hoc when entering a bid. Go back to the “Publications” tab, and add the names of the publications where you typically publish bids.



Selected Bid Publications (5)

Publication Name

Florida Sentinel Bulletin		
La Gaceta		
Tampa Bay Times		
The Penny Saver		
The Tampa Record		

[Add Publication](#)

Create Supplier Broadcast Lists in Advance

If your agency posts solicitations for similar repeating projects, you can save time by saving pre-set broadcast lists that allow you to notify the same types of suppliers each time.

1. Click on the drop-down menu below your username in the upper right corner and select "Account."
2. Select the tab that says "Broadcast List."
3. Click "Add List" in the bottom right corner.

Tip: You may also do this when you are in the middle of entering a bid and you are entering commodity codes.



- Choose the NIGP commodity codes that most broadly describe what you are looking for to ensure you reach the most relevant suppliers to your project or products.

Tip: Before building your list, research what commodity codes other procurement officers have used for similar products and services.

- Review the list of suppliers that match the commodity codes you selected. If this list of suppliers meets your needs, click “Save” to use at a later time or click “Go Back” to add more or remove commodity codes.



Add List - Select Commodity Code x

Suppliers (29)

Supplier	City, State
All American Poly	Piscataway, NJ
All Florida Paper, Inc.	Medley, FL
Central florida auction llc	Haines City, FL
City of Fort Pierce - Purchasing Department	Fort Pierce, FL
Culpepper & Terpening Inc	Ft. Pierce, FL
Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	Greensboro, NC
DRD Enterprises LLC	Valrico, FL
DS Test Account	Seattle, WA
Elliot Paul & Company	Stuart, FL
Environmental Products Group, Inc.	Apopka, FL

1 2 3 Showing 1-10 of 29

Go Back ← → Save List

6. When entering subsequent solicitations, you may access your bid list through “Load Pre-Built List”.

Step 6 of 8

Update Bid

Build Broadcast List

Please add commodity codes to build your **Broadcast List**.

This is optional, but highly encouraged. These codes are how DemandStar matches your bid and alerts the appropriate vendors.

Load Pre-Built List Generate New List

Add Users

Be sure to invite members of your team to the DemandStar account so that they can post and review bids.

1. Click on the drop-down menu below your username in the upper right corner and select "Account."
2. Select the tab that says "User Accounts."

Member Information User Accounts Broadcast List Agency Page Settings

User Accounts

Current Active Accounts (3)

Filter Status Active

Primary	Account Name	Title	Notified	Active	
	Clark Kent	Superman	✓	✓	Recover Password
✓	Jimmy Olsen	Main Contact	✓	✓	Recover Password
	Lois Lane	Reporter and Procurement Officer	✓	✓	Recover Password

Add User

3. From here, you can add users, reset passwords, and set permission levels for each person.



Create a Solicitation (including eBidding)

Now that you have set up your account, managed your bidding preferences, and created your list of publications and required documents, it's time to create and broadcast that first bid to reach as many suppliers as possible. This is where you will decide whether or not to solicit the bid as an eBid.

The bid creation process is a 9-step process, and the progress column on the left side of the screen will help you track your progress as you go.



You can save your work at any time by clicking “Save & Finish Later”.

Once you've completed all the steps in the Bid Creation Progress Column, you will have the opportunity to review your bid information and choose to broadcast immediately or at a later date.

Read on to learn more about each step!

1. To start, navigate to the “Bids” tab and click “Add Bid” in the upper right corner.





Enter the Bid Information requested in the first screen.

Bid Information

Member
City of Metropolis USA (TEST)

Bid Type
RFP - Request for Proposal

Free eBidding - Receive Vendor Responses Electronically
 Yes No
Yes - All vendors to submit responses electronically for free through DemandStar
No - Vendors cannot submit responses electronically through DemandStar
[Learn more about our free eBidding platform.](#)

Bid Number
46-B
bid number will be generated as: RFP-46-B-0-2020/LL

Fiscal Year
2020

Bid Writer
Lois Lane

Bid Name
Maple Street Roadwork - curbs and gutters

Bid Status
Upcoming

Note: The second question is where you specify whether the bid is an eBid or not. Simply choose yes or no.



Bid Creation Progress

- Bid Information**
- Legal Ads
- Pre-Bid Conference
- Publications
- Build Broadcast List
- Manage Documents

Add Bid Step 1 of 6

Bid Information

Member
City of Metropolis USA (TEST)

Bid Type
Select...

Free eBidding - Receive Vendor Responses Electronically

Yes No

Yes - All vendors to submit responses electronically for free through DemandStar

No - Vendors cannot submit responses electronically through DemandStar

[Learn more about our free eBidding platform.](#)

The rest of the process flows as indicated in the progress list in the left column – and you will be reminded what is optional information rather than required information.

- On the second screen you enter information regarding the eBid. When selecting what supplier information to include on the tabulation sheet, keep in mind that:
 - SEALED** means nothing will be visible until the due date and time.
 - VIEW RESPONDENTS NAMES ONLY** means you'll know ahead of time who has responded to-date.
 - VIEW RESPONDENTS NAMES AND DOCUMENTS** means that you'll be able to see names and the **list** of the documents they've uploaded ahead of the due date. NOTE: if you want to *open* the documents before the due date, you will have had to set up your account under "Publications" to allow for that (see above).

Tip: If the second screen does not contain eBidding information, that means that you didn't choose "YES" when selecting eBidding. If this is a mistake, you can go back to the previous screen to select eBidding.



Update Bid

Step 2 of 8

E-Bidding Info

View Supplier Info on Tabulation Sheet

- Sealed
- View respondent names only
- View respondent names and documents

Required Documents

- Supplemental Information
- Affidavit of No Prohibited Interest
- Supplemental Information
- Conflict of Interest Questionnaire
- Bid Form

3. On the third screen, update the Legal Ad, if necessary, for the specific bid you are entering.



Bid Creation Progress

- Bid Information
- E-Bidding Info
- Legal Ads**
- Pre-Bid Conference
- Publications
- Build Broadcast List
- Supplemental Suppliers
- Document Upload

Update Bid

Legal Ads

Introductory Text

The City of Frisco will receive sealed bids/proposals from qualified firms to furnish the goods and/or services identified in the specifications document.

870 Characters Remaining

Cost Information

fee, plus shipping and handling, for delivered hard copies of documents posted, only, to the Onvia DemandStar Web site; \$5.00 for any document package electronically downloaded from the Onvia DemandStar Web site by members without subscriptions that include

707 Characters Remaining

Due Date/Time

must receive bids/proposals no later than said date and time.

963 Characters Remaining

Additional Text

NOTE: ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE CITY OF FRISCO

4. On the fourth screen, enter the information for the PreBid Conference if you are holding one.

Tip: If you are holding a “virtual” PreBid Conference, enter the URL information and instructions on how to join the online meeting, along with the date and time.



5. Enter the publications where you are also placing a notification.

Publication	Action
<input type="checkbox"/> The Gotham Times	
<input type="checkbox"/> Super Review Weekly	
<input type="checkbox"/> The Daily Planet	

Note: We don't submit your bid information to these publications for you. This is simply a place to keep all your records together for reference and/or audit purposes. If you frequently publish notifications to the same publications, you can add them to the list of publications under account settings.

6. Build your Broadcast List. This is where you'll choose how to reach out to suppliers. You may create a list or use one previously saved based on Commodity Codes (NIGP), and you may also upload a list of your existing suppliers.



Click “Generate New List” to choose the Commodity Codes to apply to your solicitation, or, Click “Load Pre-Built List” to use a saved set of commodity codes you’ve used in the past for a similar solicitation.

Note: You may opt to skip commodity codes for broadcasting purposes and instead may rely solely on supplemental suppliers if you’d prefer to hand pick the recipients.

If you generate a new list, select the commodity codes that are relevant for the solicitation. It’s always better to add more commodity codes, rather than fewer, to ensure you don’t miss suppliers that may have under-identified themselves with the codes they selected.

Filter

State: Select...
 City: Enter City...
 Self Declaration: Select...
 Certifications: Select...

Search
 road and highway

- Road and Highway Materials, Including Testing Equipment, Sale of Surplus and Obsolete Items [001-998-87]
- Masonry Saws and Blades (See Class 755 for Road and Highway Concrete Saws) [012-545-42]
- ROAD AND HIGHWAY BUILDING MATERIALS, ASPHALTIC [013-745-00]
- ROAD AND HIGHWAY BUILDING MATERIALS, NON ASPHALTIC [013-750-00]
- Water for Road and Highway Use [013-750-96]
- ROAD AND HIGHWAY ASPHALT AND CONCRETE HANDLING AND PROCESSING EQUIPMENT [013-755-00]
- ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC. [013-760-00]
- ROAD AND HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 AND 760) [013-765-00]
- Recycled Road and Highway Equipment and Supplies (Not Otherwise Classified) [013-765-961]

All Commodity Codes (3)

Just Added (3)

- ROAD AND HIGHWAY BUILDING MATERIALS, ASPHALTIC, [013-745-00]
- ROAD AND HIGHWAY BUILDING MATERIALS, NON ASPHALTIC, [013-750-00]
- ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING,



Tip: Not sure what to include? You can save your bid as it is and search the DemandStar bid database to see what codes other government agencies have used for similar solicitations.

Once you create or choose your broadcast list, you can review it and manually remove any vendors that you don't want to include in your broadcast.

Update Bid

Step 6 of 8

Build Broadcast List

[Load Pre-Built List](#)
[Refine List](#)

Search
Search Suppliers

Suppliers (44)

Supplier	City, State	
All American Poly	Piscataway, NJ	
Alterstart Systems Inc	Dallas, TX	
American Landscape Systems	Lewisville, TX	
Batteries Plus	Plano, TX	
Carbon Activated Corporation	Compton, CA	
city electric supply	carrollton, TX	
DeAngelo Brothers LLC	Hazleton, PA	
Don Smith Concrete LLC.	Midlothian, TX	
DS	Miami, FL	
E3 Entegral Solutions	Highland Village, TX	

1 2 3 4 5

Showing 1-10 of 44

In addition to broadcasting your solicitations to relevant suppliers based on Commodity Codes, you can also automatically notify your existing suppliers by uploading them as "Supplemental Suppliers." You can upload these suppliers one by one ("Add Individual Supplier") or, to upload a list of suppliers, click, "Upload List of Suppliers".



Bid Creation Progress

- ✓ Bid Information
- ✓ eBidding Info
- ✓ Legal Ads
- ✓ Pre-Bid Conference
- ✓ Publications
- ✓ Build Broadcast List
- ✦ Supplemental Suppliers
- Manage Documents

Update Bid Step 7 of 8

Supplemental Suppliers

[Upload List of Suppliers](#) [Add Individual Supplier](#)

Company Name	Contact Name	Email	Phone	City, State	Action
work	zac	zcohn@demandstar.com			
work	zac	zcohn@demandstar.com			
bobbly	book	zaccohn@gmail.com			
CohnCorp	Zac Cohn	zaccohn@gmail.com	5551231221	Seattle, WA	

Select the file you want to upload.

Upload List of Suppliers

Import from CSV or Excel file

[Upload File](#)

Acceptable file types: CSV, XLS, XLSX

[How do I configure my CSV or Excel file?](#)

[Upload List](#)

The program will automatically identify the column with the email addresses, and you may choose to include other fields with information if you choose, but you are not required to. Once you have identified and chosen the columns you'd like to keep, "Skip" the rest and then click on "Save List".



Upload List of Suppliers ×

Email is required. All other columns are optional.

7 unchecked columns - Skip all Show skipped columns

<p>Email</p> <p>Sample data:</p> <p>lwatson@demandStar.com</p> <p>zcohn@demandStar.com</p> <p>lwatson51@yahoo.com</p>	<p>Column ▼</p> <p>Select...</p> <p style="color: red; font-size: small;">(Unmatched Column)</p> <p>Skip</p> <p>Sample data:</p> <p>DemandStar</p> <p>DemandStar</p> <p>Business Ingenuity Group</p>	<p>Column ▼</p> <p>Select...</p> <p style="color: red; font-size: small;">(Unmatched Column)</p> <p>Skip</p> <p>Sample data:</p> <p>Seattle</p>
---	--	---

7. On the next screen, note how blueprint and plan information will be distributed.

Bid Creation Progress

- Bid Information
- E-Bidding Info
- Legal Ads
- Pre-Bid Conference
- Publications
- Build Broadcast List
- Supplemental Suppliers
- Plan/Blueprint Information
- Document Upload

Update Bid
Step 8 of 9

Plan/Blueprint Information

Plans are being distributed by Agency or 3rd Party - your Agency will distribute the blueprints outside of DemandStar

Uploading electronic plan files (.plt, .pdf, .dwf) - your bid has blueprints and you have electronic versions

Note: Plans (blueprints) are construction drawings and other specialized technical documents

Distributed By

Demand Star

Agency Only

3rd Party

If you distribute plan and blueprint documents through DemandStar, you will upload them on the next screen. If they will be distributed by your agency or a third party, new boxes will appear for required information.



Add Bid Step 8 of 9

Plan/Blueprint Information

Plans are being distributed by Agency or 3rd Party - your Agency will distribute the blueprints outside of DemandStar
 Uploading electronic plan files (.plt, .pdf, .dwf) - your bid has blueprints and you have electronic versions
 Note: Plans (blueprints) are construction drawings and other specialized technical documents

Distributed By

DemandStar
 Agency Only
 3rd Party

Note: If Agency or 3rd Party distributing, please complete the two fields below

8. Now it's time to upload your document(s). Upload document(s)

Note: If you are uploading a Word document that you'd like DemandStar to convert to a PDF, click in the box under "Convert". It will convert to a searchable PDF. Reminder: the current maximum file size is 100MB.

Bid Creation Progress

- Bid Information
- eBidding Info
- Legal Ads
- Pre-Bid Conference
- Publications
- Build Broadcast List
- Supplemental Suppliers
- Plan/Blueprint Information
- Manage Documents

Add Bid Step 9 of 9

Manage Documents

Title	Type	Status	Convert
<input type="text" value="Document Title"/>	<input type="text" value="Select..."/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are uploading a Word document that you'd like DemandStar to convert to a PDF, click in the box under "Convert". It will convert to a searchable PDF. Reminder: the current maximum file size is 100MB.

9. You've now completed the solicitation creation process, and it's time to review your solicitation. From the "Bid Details" page, review the information you've selected/input for



the solicitation. You may open to check the documents you uploaded by hovering over them and clicking on them.

10. Once you have reviewed everything, you're ready to finish the bid and scheduled the broadcast. To ensure your bid is properly scheduled be sure to:
 - Approve Documents (or make sure they say "Complete")
 - Click "Finish bid".

When you are ready click the Approve button to APPROVE the documents you uploaded (unless you've chosen the "auto-approve" option under account).

Documents

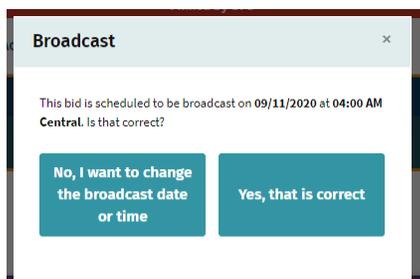
[Download all documents](#)

Filename	Type	Date Modified	Status
Specifications	Attachment	09/03/2020	Approval Pending Approve
Debris Management RFP	Bid Document / Specifications	09/03/2020	Approval Pending Approve

To see a document before approving it, simply hover over the document name and you can click to open it. Once you APPROVE the documents, they will say "Complete" and, in the top right corner a "Finish Bid" button will appear.



Click on "Finish Bid" button and you will be asked to confirm the date/time you want this to be broadcast:



The bid will be placed in the queue to broadcast on the appropriate date, or you can click on "broadcast now" at which time your bid will be processed in a 5 minute timeframe



then placed into a broadcast queue and emailed/broadcast within the hour. The broadcast countdown will appear at the top of the bid details page.

Road extension Upcoming (Bid Not Posted)

Bid will broadcast in 15 days, 09 hours, 38 minutes, 59 seconds. If you still want to update any details you can do this now.

0	0	0	0	0
Planholders	Broadcasted to	Supplemental Suppliers	Watchers	Post Bid Viewers

Bid Details

Agency Name	City of Frisco
Bid Writer	Ryan Quigley
Bid ID	RFP-Test_4-7-0-2020/RQ
Bid Type	RFP - Request for Proposal
Broadcast Date	04/23/2020 3:00 AM Central
Fiscal Year	2020
Due	03/29/2020 2:00 PM Central
Bid Status Text	None



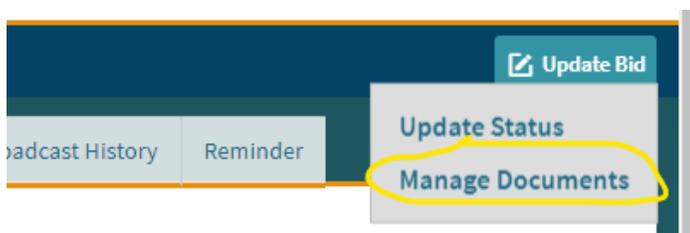
Manage and Award Bids

Once you post a bid on DemandStar, it's easy to make updates, review bids, and make an award.

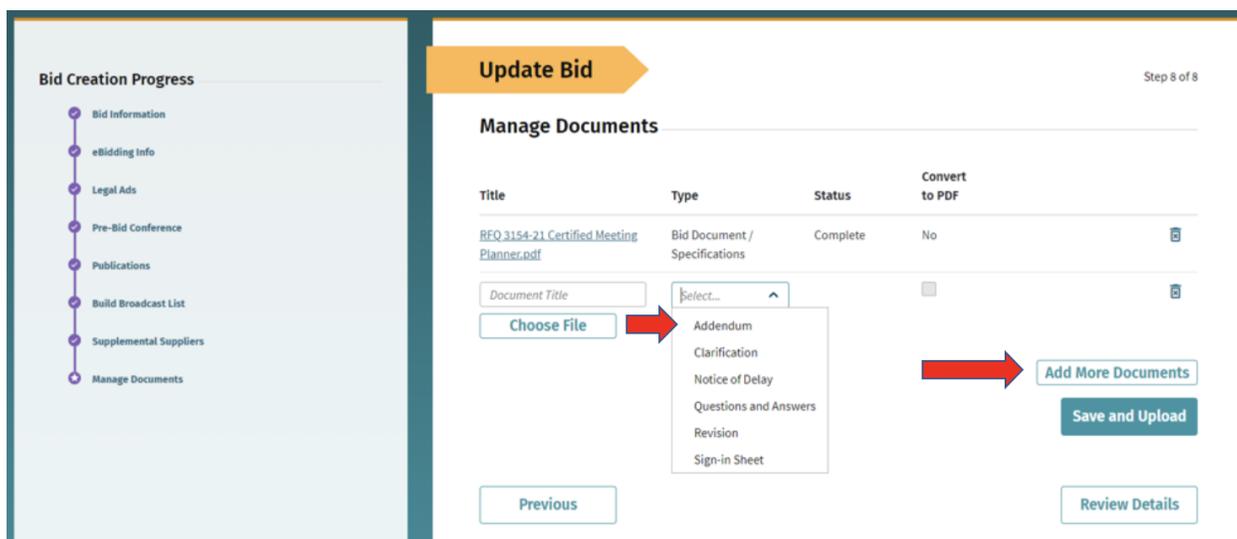
Add an Addendum

If you need to make an update to your solicitation, we've got you covered. DemandStar makes it easy to update and notify all Plan Holders / eBid submitters at the same time so that everyone gets the latest information.

1. Go to the Dashboard and select "Active" in the left column or go to the "Bids" page, and then click on the name of the bid you want to update.
2. Click the "Update Bid" button in the top right corner, and select "Manage Documents" from the menu.



3. Click "Add Document" to add an Addendum.



4. Once you upload the document, all planholders will receive an email telling them that an addendum has been added to the bid.



BID ADDENDUM POSTED

Dear Anya Lamb,

Marion County Procurement Services has posted an addendum to Q21-122 LED Lighting Replacement - Building Dept (ITQ-Q21-122-0-2021/JS).

This addendum is called (Q21-122 Addendum 1). [You can download and view the Addendum here.](#)

Electronic responses (eBids) are accepted for this project. If you would like to respond electronically, please [log into DemandStar and upload your response.](#)

If you have already submitted an electronic response, you may need to upload a revised version based on this Addendum.

You may continue to submit your response up until the Due Date and Time, which is 03/17/2021 3:00 PM (Eastern) for this bid.

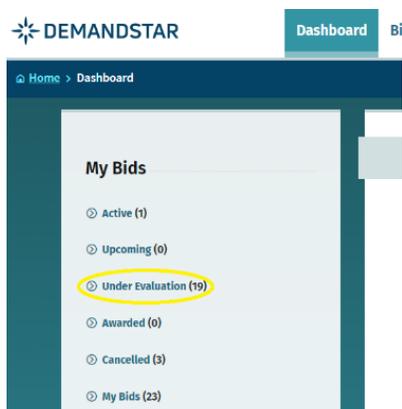
Sincerely,
The DemandStar Team



Review Bid Responses

Once your solicitation closes for submissions (due date/time), your bid status automatically becomes “Under Evaluation” and you can review the bids that have been submitted.

1. Go to the Dashboard and select “Under Evaluation” in the left column or go to the “Bids” page.



- Click on the name of the bid you want to review.

The screenshot shows the DemandStar Bids Search interface. On the left, there is a search bar with 'Government Agency' selected and a search button. Below the search bar, there are options to 'Show Bids' with radio buttons for 'Only Show My Bids' (selected) and 'All Bids in the System'. A 'Search' button is also present. The main content area is titled 'Bids' and features a 'Sort By' dropdown set to 'Due Date'. A list of bids is displayed, with 'Alley & Brick Reconstruction' highlighted in yellow. The bid details for 'Alley & Brick Reconstruction' are: ID: ITB-20030A-0-2020/CR, Broadcast: 3/27/2020, Due: 4/2/2020, Planholders: 6, and Watchers: 1. The status is 'Under Evaluation'.

- This takes you to the Bid Detail page, where you will now see TABs at the top that provide you with information, including eBid Responses, if you set up the solicitation to enable eBidding.

The screenshot shows the Bid Detail page for 'Alley & Brick Reconstruction'. At the top, there is a navigation bar with tabs: Bid Details, Audit Trail, Watchers List, Planholders, Postbid Viewers, E-bid Responses, Broadcast History, Reminder, and Tabulation Sheet. The main content area displays the bid title 'Alley & Brick Reconstruction' and a status 'Under Evaluation'. Below this, there are statistics: 6 Planholders, 229 Broadcasted to, 0 Supplemental Suppliers, 1 Watchers, and 3 Post Bid Viewers. The 'Bid Details' section includes: Agency Name: Village of Wilmette, Bid Writer: Cliff Ruemmler, Bid ID: ITB-20030A-0-2020/CR, Bid Type: ITB - Invitation to Bid, and Broadcast Date: 03/27/2020 1:43 AM Central.

- On the eBid Responses Tab, you will see all the vendors who submitted proposals and be able to access the documents they submitted.

Note: you can do this for your own bids, but you cannot see/open bid submissions for other government agencies' solicitations. **Similarly, no one else except those in your account may see responses to your solicitations, nor any of the accompanying documents.**



5. As you click on any of the suppliers who submitted an eBid, you will see their documents and can download them from there. They are available to you online for 45 days, after which they are archived – and still available, upon request, from DemandStar. Reminder: No one else, except you and your colleagues can see the documents that suppliers have submitted for your bid.
6. You may ADD RESPONSES, for any submission that did not come through DemandStar (if you allowed them to respond outside of the eBid process).
Note: *If you did not use eBidding, or if bidders sent in hard copies, you won't be able to upload these submitted documents into the Tabulation, but you can include information about other bidders in the tabulation sheet ("Add Responses") that DemandStar compiles. Make sure these bidders are already set up as Plan Holders so that they show up in the pull-down list.*

Publish a Tabulation Form

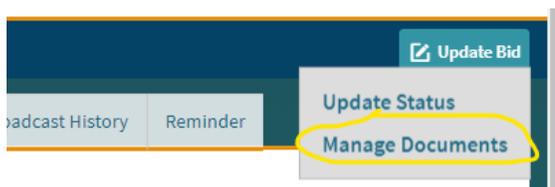
With DemandStar, it's easy to automatically publish a Tabulation Sheet summarizing all bid responses. As with any newly uploaded document, all planholders are notified.

1. Go to "Bids" and click on the name of the desired bid to open the Bid Details section.
2. Click on the "Tabulation Sheet" tab to see the table of responses, including the total amount that they may have indicated when they submitted their proposal.
3. Click "Publish" to automatically create a document (either Excel or PDF) that will be immediately saved/uploaded to the list of documents associated with this solicitation. As with any newly uploaded document, all planholders are notified.



Company	Responded	Address	Bid Amt	Alt Bid Amt	Documents	Send	Status
BBandT	08/14/2020	223 W Nash Strull, Wilson, NC, 27893			Bidding document	✓	Complete
BNY Mellon	08/18/2020	4655 Salisbury Road, Suite 300, Jacksonville, FL, 32256			Bidding document	✓	Complete
UMB Bank	08/14/2020	1010 Grand Blvd, Kansas City, MO, 64106			Bidding document	✓	Complete
US Bank	08/18/2020	225 Water Street, Jacksonville, FL, 32202			Bidding document	✓	Complete
Zions Bancorporation, National Association	08/18/2020	225 Peachtree St NE, Suite 1450, Atlanta, GA, 30303-1701			Bidding document	✓	Complete

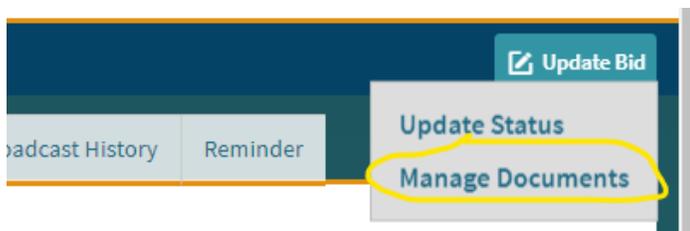
Note: You may manually create a Tabulation Sheet in another format by first clicking on “Export” to PDF or Excel. You can then edit that document as needed and upload it to the list of documents when you are ready to share it with planholders. The exported Excel workbook might serve as the basis of a review document for use by your evaluation committee.



Make an Award

Once your agency has reviewed all responses, it’s time to make an award. Awarding solicitations through DemandStar makes it easy to notify planholders about the award and it helps your agency to track spend and savings on procurement within DemandStar’s user-friendly dashboards.

1. Go to “Bids” and click on the name of the bid you want to award.
2. Go to the upper right corner and click on “Update Bid” and click on “Manage Documents” in the pull-down menu.



- Then select “Add Awardee” at the bottom of the table.

Update Bid Step 9 of 9

Document Upload

Title	Type	Status	Convert	
20042 - RFP - 2020 Materials Testers.pdf	Bid Document / Specifications	Complete	No	
Bid Tabulation.pdf	Supplier Bid Tabulation	Complete	Yes	

- In the box that appears, enter the companies to which you have awarded the contract, and the amount of the contract (leaving out commas and dollar signs). Then click “Continue”.

Add Awardee Step 9 of 9

Awardee

If the awarded supplier is not listed, then they will need to be added to the Planholders List. Once added, the name will appear in this drop-down list.

Award To **Award Amount**

- Now, upload the Award Document (“Add Document”). An email will be sent to every plan holder and eBid submitter to tell them that a new document has been uploaded.
- Now, go to Update Bid, and choose “Update Status”. On that first page of the bid entry, go to “Bid Status” and pull down to “Awarded”.



Bid Status (100)

Under Evaluation

- Active
- Awarded**
- Cancelled
- Completed
- Deleted
- No Data
- Recommendation of Award
- Rejected
- ✓ Under Evaluation

Create and Broadcast a Quote

The Quote broadcast function is for below-threshold projects and products. Although you may not be required to post below-threshold projects, posting and distributing them through DemandStar can help you easily reach more suppliers for competitive quotes.

Note: Quotes should only be used for under threshold opportunities that you do **not** want to make publicly available and searchable in DemandStar to all suppliers and vendors (vendors who you did not specifically send the quote will not be able to see the quote). You may upload documents for this function, but suppliers will **not** be responding by attaching documents. Instead, they will fill in a form that you set up.

1. From the Dashboard, click on “Add Quote” in the upper right hand corner. (You can do the same thing after moving to the Quotes page.)

DEMANDSTAR Dashboard Bids **Quotes** Coming Soon! Activities Coming Soon! Messages Coming Soon! Research

Home > Quotes Search Add Quote

Quote Name
Quote Name

Quote Number
Quote Number

Contact
Select...

Quote Status
Select...

Fiscal Year

Quotes

Sort By Due Date

Fire Hydrants	Year: 2020	Broadcast: 2/5/2020	Due: 2/24/2020	Closed
201909-25 Test	Year: 2019	Broadcast: -	Due: 9/27/2019	Incomplete
Testing 1	Year: 2019	Broadcast: -	Due: 8/1/2019	Incomplete



- Fill in the requested information in the box that appears.

The screenshot shows the 'Add Quote' form in the DemandStar system. The page title is 'Quote Creation - Quote Information' and it is 'Step 1 of 5'. The left sidebar shows the 'Quotes Creation Progress' with steps: Quote Information (selected), Quote Wire, Document Upload, Build Broadcast List, and Supplemental Suppliers. The main form area is titled 'Add Quote' and contains the following fields:

- Quote Name**: Text input field.
- Quote Number**: Text input field.
- Fiscal Year**: Dropdown menu set to 2020.
- Quote Due Date**: Text input field with a calendar icon, placeholder 'mm/dd/yyyy'.
- Time**: Dropdown menu set to 11:00, with AM/PM options and 'Eastern' time zone.
- Delivery Requirements**: Text input field with placeholder 'Delivery Requirements' and a note '(Specify Days A.R.O. (optional))'.
- Shipping Notes**: Text input field with placeholder 'Shipping Notes'.

- Fill in the second page of required information.

The screenshot shows the 'Add Quote' form in the DemandStar system, 'Step 2 of 5: Quote Wire'. The left sidebar shows the 'Quotes Creation Progress' with steps: Quote Information, Quote Wire (selected), Document Upload, Build Broadcast List, and Supplemental Suppliers. The main form area is titled 'Add Quote' and contains the following fields:

- Line Items (3)**: A table with columns for Description, Quantity, and Unit of Measure. There are three rows:

Description	Quantity	Unit of Measure
Copy Paper	100	sheets
Popperal Piss	10	0
Description	0...	Unit of...
- Additional Specifications**: Text input field with placeholder 'Additional Specifications'.

- If you are uploading a document for the suppliers to review prior to them filling out their quote, enter the name of the document, choose the file, and "Upload". Otherwise, click "Next".



- 5. Build your broadcast list by selecting the most appropriate commodity codes for your quote. Use the search to enter in a keyword that best applies to your quote and commodity codes will appear that match your keyword.

You will then see the suppliers that match the codes you entered. You may remove suppliers to whom you do not wish to send the quote solicitation.



Generate New List - Select Commodity Codes

Suppliers (36)

Supplier	City, State	
Acordis International Corp	Miramar, FL	
All American Poly	Piscataway, NJ	
All Florida Paper, Inc.	Medley, FL	
B&H Photo Video	New York, NY	
Chinchor Electric, Inc.	Orange City, FL	
City of Fort Pierce - Purchasing Department	Fort Pierce, FL	
Concordance Healthcare Solutions	Earth City, MO	
Culpepper & Terpening Inc	Ft. Pierce, FL	
Dana Safety Supply Operating as Southern Public Safety Equipment & Southern Firearms	Greensboro, NC	
Demandstar Corp	SEATTLE, FL	

Showing 1-10 of 36

Go Back Save List & Continue Continue

6. Include “Supplemental Suppliers” if you want to add specific companies that didn’t show up from the commodity code match.

Note: when you enter their names, if the system finds ones that seem to match, you will be shown a list and prompted to choose from that list to avoid creating a duplicate supplier account for the company.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Messages Research agencydstest12.0 s

Home > Quotes > Super Food Services > Edit Quote - Supplemental Suppliers Save & Finish Later Cancel

Quotes Creation Progress

- Quote Information
- Quote Wire
- Document Upload
- Build Broadcast List
- Supplemental Suppliers

Edit Quote Step 5 of 5

Supplemental Suppliers

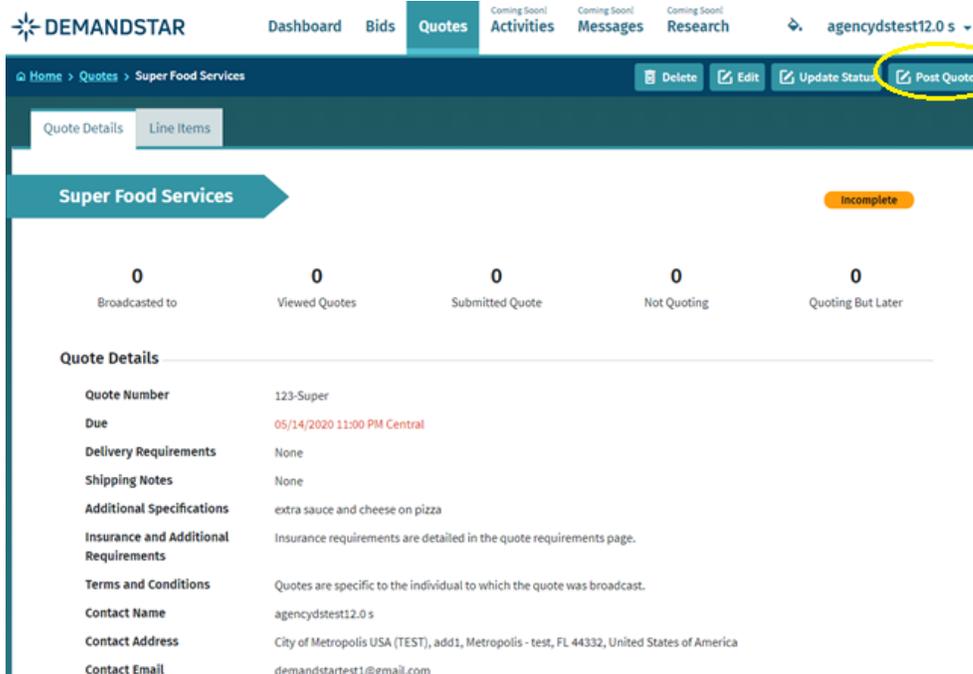
+ Add Supplier

Company Name	Contact Name	Email	Phone	City, State	Action
No Suppliers Available					

Previous Save & Finish Later Review

7. Finally, review your Quote entry, then click on “Post Quote” in the upper right corner. Your quote will be broadcast that same day.

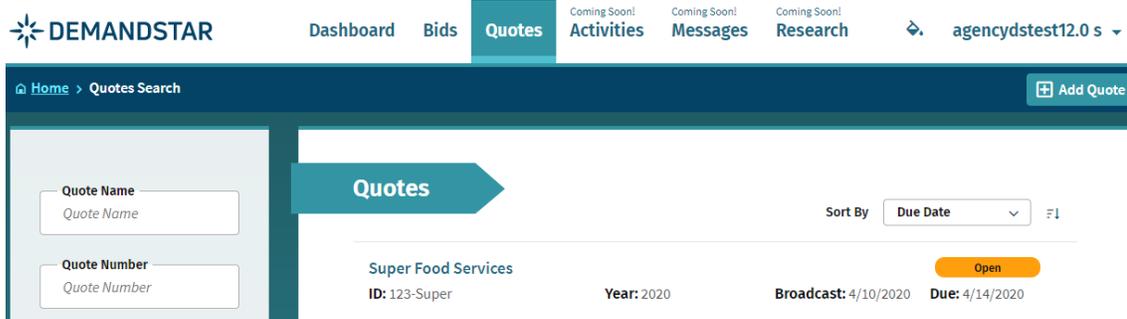




View Quote Responses and Make Awards

You can review quote responses at any time.

1. Click on the “Quotes” tab and click on the quote you would like to review.



2. Across the top you will see five tabs. Click on the “Line Items” tab.



Quote Details Suppliers **Line Items** Audit Trail Broadcast History

Line Items

Line Items (6)

Description =1

BATTERY, ALKALINE "AAA" RAYOVAC AL-AAA 96/BOX
Quantity : 7326 ea

BATTERY, ALKALINE "AA" RAYOVAC AL-AA 96/BOX
Quantity : 9762 ea

Line Item Details

Line Item BATTERY, ALKALINE "AAA" RAYOVAC AL-AAA 96/BOX
Quantity 7326 ea

Suppliers (4)

#	Suppliers	Quantity	Price	Subtotals
			(Per UOM)	

3. When you click on each line item, you will see all the suppliers' responses and be able to compare pricing.

Line Items

Line Items (12)

Description =1

ANTENNA, LAIRD YAGI #Y4503 450-470 M...
Quantity : 5 ea

BATTERY CHGR, 12V@800 MILLIAMP BAT...
Quantity : 5 ea

DUAL BAND, WHITE, TRA821/18503, TESS...
Quantity : 12 ea

SPEAKER MIC FOR KENWOOD TK-390 RAD...
Quantity : 12 ea

ANTENNA, UHF UNITY GAIN/BASE, ANTEN...
Quantity : 12 ea

Line Item Details

Line Item ANTENNA, LAIRD YAGI #Y4503 450-470 MHZ FEM RF CON (NO SUB)
Quantity 5 ea

Suppliers (4)

#	Suppliers	Quantity	Price	Subtotals	Award Status
			(Per UOM)		
1	Electronic Maintenance & Communications, Inc.	5 ea	\$0.000	\$0.00	<input type="radio"/>
2	Holzberg Communications, Inc.	5 ea	\$109.000	\$545.00	<input type="radio"/>
3	Communications International, Inc.	5 ea	\$123.100	\$615.50	<input type="radio"/>
4	DRD Enterprises LLC	5 ea	\$232.000	\$1,160.00	<input type="radio"/>

4. You may assign an award *per line item* by simply clicking on the button next to the vendor/price that you have chosen as best for you.



Line Items (6)

- Description F1
- BATTERY, ALKALINE "AAA" RAYOVAC AL-A...**
Quantity: 8256 ea
- BATTERY, ALKALINE "AA" RAYOVAC AL-AA...**
Quantity: 14400 ea
- BATTERY, ALKALINE "C" RAYOVAC AL-C 72...**
Quantity: 3096 ea
- BATTERY, ALKALINE "D" RAYOVAC AL-D 72...**
Quantity: 936 ea
- BATTERY, ALKALINE 9 VOLT RAYOVAC AL-...**
Quantity: 1656 ea
- BATTERY, 6 VOLT SPRING TERM RAYOVAC...**
Quantity: 1200 ea

Line Item Details

Line Item BATTERY, ALKALINE "D" RAYOVAC AL-D 72/BOX
Quantity 936 ea

Suppliers (6)

#	Suppliers	Quantity	Price (Per UOM)	Subtotals	Award Status
1	Pyramid School Products	936 ea	\$0.620	\$580.32	Awarded
2	Mayer Electric Supply	936 ea	\$0.760	\$711.36	Awarded to Another Supplier
3	Warrior Supply Depot	936 ea	\$0.770	\$720.72	Awarded to Another Supplier
4	Safety Zone Specialists, Inc.	936 ea	\$0.780	\$730.08	Awarded to Another Supplier
5	Mine & Mill Supply	936 ea	\$0.820	\$767.52	Awarded to Another Supplier

5. You can then send a Quote Award notification email to the vendor who won the line item by filling out the field and pressing "Award" at the bottom right.

Quote Details
Suppliers
Line Items
Audit Trail
Broadcast History

Line Items

Line Items (1)

- Description F1
- LF940GD-04 Non-Surge Hydraulic Check Control Valve Wl...**
Quantity: 2 Each

Line Item Details

Line Item LF940GD-04 Non-Surge Hydraulic Check Control Valve With Opening and Closing speed control, Ductile Iron Body & Cover, Stainless Steel Seat & Stem, NSF 61 Epoxy Coated Inside & Outside, 150# Flanges, Globe Pattern, Lead Free Brass & Copper Tubing, Fittings, & Piliary. Item ACV-3" LF940-04
Quantity 2 Each

Suppliers (2)

#	Suppliers	Quantity	Price (Per UOM)	Subtotals	Award Status
1		2 Each	\$2,365.000	\$4,730.00	<input type="radio"/>
2		2 Each	\$2,403.000	\$4,806.00	<input checked="" type="radio"/>

➔
Award



Quote Award Notification Email



Review the following Award Notification email, and enter Award Notes in the text box, if desired. The email will be sent to the Supplier when you click "Send This Award Email" button.

Email Address

To
stran@demandstar.com

CC
demandstartest1@gmail.com

Subject

AWARD - Demandstar.com, Quote: Super Food Services, Quote No. 123-Super

Message

Attention	DemandStar Tran
Supplier Name	Test company kamismail
Address	New street
City/State/Postal Code	NY 85652
Country	United States of America
Phone number	9876543211
Agency Award Notes	

Line Items

The Following Quote line items(s) is being awarded to you

Getting Help

Our government help desk is available from 9 a.m. to 9 p.m. Eastern time and we generally respond to all inquiries within 2 hours. You can email us at Support@demandstar.com or simply call us at (206) 940-0305. We are happy to help you anytime.

