



QUICK REFERENCE GUIDE:

3.4 PSA – Bidder Q&A

Background:

Bidder Q & A will be facilitated by Bid Express. Contractors can navigate to the proposal in Bid Express to submit questions or view questions submitted to the Department and their responses in Bid Express. There is no need to include Bidder Q&As in Addenda unless it causes a change in scope.

Roles:

PSA User

Navigation:

Log into Bid Express, www.bidx.com.

1. Click the **Letting** link then select the **Manage this Letting** link
2. Click the **Questions & Answers** link.
3. Click the **Subject** link for the question you want to answer.
4. Click the **Manage Question** link
5. If you want to edit the question before publishing, click the **Edit** link.
6. Edit the question as needed and include your initials (or the initials of the DOT person who gave the answer and requested the question be edited).
7. Click **Save Changes**.
8. In the **Answer** field, type the answer to the bidder question.
9. If you want to publish the answer right now click **Public Reply** to publish question and answer to public view. When the question and answer are made public, an email will be automatically sent to the contractor who asked the question.
10. When contractors go to the Question & Answer area of the proposal after a Q&A has been published, they will click on the question subject line link to get to the answer.

Next Steps:

If you need to issue an addendum see the QRG: *3.3 PSA – Creating and Managing Addenda*

If you are ready to open the Proposal see the QRG: *4.0 PSA – Proposal Opening*

If you need further assistance please contact your Module Admin
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