



DemandStar Users' Guide
For
Government Agencies

DemandStar Users’ Guide for Government Agencies

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Welcome to DemandStar

We are excited to have your government agency as part of the DemandStar network. 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.

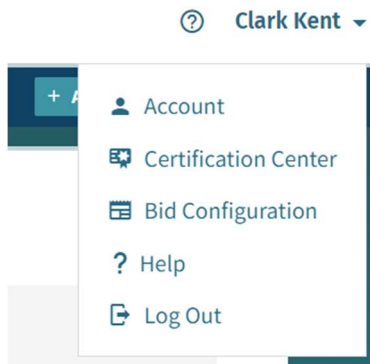
If you have feature requests or need help with anything, do not hesitate to contact us. We are available Monday through Friday from 8 am to 8 pm Eastern Time. Call us at **(866) 273-1863** or email us at Support@DemandStar.com.



Navigating DemandStar

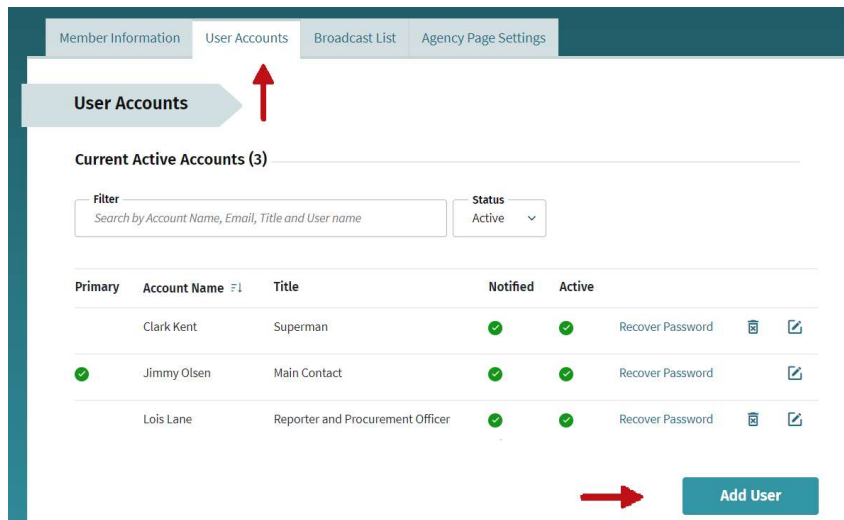
Setting Up Your Account

In the upper right corner and under your name, pull down the menu to manage your account information:



Adding Users

To Add Users, click on "Account", then select the tab that says "User Accounts":



Here you add users, reset passwords and set permission levels for each person.



Creating Broadcast Lists

To pre-set broadcast lists for specific types of projects that may repeat periodically, click on “Account”, then select the tab that says “Broadcast List”. NOTE: you may also do this when you are in the middle of entering a bid and you are entering commodity codes – if it’s a particularly good list you’ve built, you may save it with a descriptive name.

The screenshot displays the 'Broadcast List' management interface. At the top, there are navigation tabs: 'Member Information', 'User Accounts', 'Broadcast List' (selected), and 'Agency Page Settings'. Below the tabs, there are buttons for 'Edit List' and 'Delete List'. The main content area is divided into two sections. On the left, there is a list of existing broadcast lists:

- Computers-Lois's List**
Created by: Lois Lane
Date: 07/01/2020
- Housing**
Created by: Jimmy Olsen
Date: 07/01/2020
- Roadwork**
Created by: Jimmy Olsen
Date: 07/01/2020

On the right, there is a table titled 'Suppliers (74)'. The table has two columns: 'Supplier' and 'City, State'. The table lists 14 suppliers with their respective cities and states. At the bottom of the table, there is a pagination control showing '1 2 3 4' and a 'Showing 1-20 of 74' indicator. A red arrow points to the 'Add List' button at the bottom right of the interface.

Using the NIGP commodity codes, choose ones that most broadly describe what you are looking for to ensure you reach the most relevant suppliers to your project or products. NOTE: we do not recommend using “parent codes” which are evident by ending in 00 or are in ALL CAPS. The notifications go out to too many irrelevant vendors thus confusing them and making you feel a (possibly) false sense of security due to the larger number of suppliers listed for broadcast.



Add List - Select Commodity Code

Filter: State, City, Self Declaration, Certifications

Search: Disaster (e.g. "Administrative" or "001-000-00")

Commodity Codes Search Result

- Broadcast Disaster Recovery Equipment [007-840-21]
- Emergency Back-up, Disaster Recovery Services and Facilities for Data Processing [018-920-26]
- Emergency Warning Systems, Including Civil Defense and Natural Disaster Equipment Maintenance and Repair [018-936-27]
- Disaster Survival Equipment, Kits, and Supplies [018-227-35]
- Disaster Survival Equipment, Kits, and Supplies [Inactive, please see commodity code 257-35 effective January 1, 2016] [018-578-30]
- Natural Disasters, Fire, Flood, Wind, Quakes, Consulting [018-918-81]
- Warning Systems, Perimeter Anti-Intrusion, Electronic, Including Civil Defense and Natural Disaster Types [024-680-97]
- SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES, INCLUDING DISASTER DOCUMENT RECOVERY [024-990-05]
- Document Recovery Services, Disaster, Including Paper Documents, Film, Tapes etc. [024-990-28]
- Disaster Preparedness and Emergency Planning Services [024-990-29]
- Disaster Relief Services [024-990-30]
- Monitoring Services, Disaster Debris and Recovery [024-990-00]

All Commodity Codes

Just Added (4)

- Natural Disasters, Fire, Flood, Wind, Quakes, Consulting, [018-918-81]
- Disaster Preparedness and Emergency Planning Services, [024-990-29]
- Disaster Relief Services, [024-990-30]
- Monitoring Services, Disaster Debris and Recovery, [024-990-00]

Previously Selected Codes

HOT TIP:

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

Save and name your list

Add List - Select Commodity Code

Suppliers (124)

Supplier

- 1st Fire & Security, Inc.
- A / R / C Associates, Incorporated
- Acordis International Corp
- AECOM Technical Services, Inc.
- AIM Engineering & Surveying, Inc.
- ALLEN ENGINEERING INC
- American Compliance Technologies, Inc.
- Ams Planning and Research
- Applied Ecology, Inc.
- Architectural Building Corporation
- Miramar, FL
- Tallahassee, FL
- Tampa, FL
- COCOA BEACH, FL
- Bartow, FL
- Fairfield, CT
- Indianantic, FL
- Jupiter, FL

Showing 1-10 of 124

Go Back Save List

Save Broadcast List

List Name: Debris Management

Cancel Ok

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

Update Bid

Step 6 of 8

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



Setting-up your Certifications

DemandStar provides a way for you to easily select suppliers based on their minority status, as well as to manage their certifications. To set-up certifications, pull down the account management menu to “Certifications”.

Name	Applications	Required Yes / No	Supplier Count	Attributes	Actions
Woman-Owned/Minority-Owned BE Certification	Accepted	Required	1174	African American Owned, Asian/Hawaiian Owned, Hispanic Owned, Native American Owned, Woman Owned	
Small/Local Business Enterprise Program	Accepted	Required	911	Small Business	
LGBT Business Enterprise Program	Accepted	Required	2	LGBT Owned	

The first tab, “Manage Certifications” is for internal reporting purposes. It allows you to report on what companies you have certified and how you’ve grouped/described those certifications. You will first need to create one or more certification categories in order to get results on the second tab.

The second tab, “Manage Suppliers”, is where you view those who have submitted their company for certification, what their status is based on your receipt of certifications documents, and, for you to search for companies across DemandStar that meet your certification requirements.



Manage Supplier Certifications

Certifications
Select... ▼

Certification Status
Select... ▼

Certification Expires After
mm/dd/yyyy 📅

Supplier Name
Supplier Name

Subscription

Only show supplier whose Subscription includes my agency

Show all suppliers

Search

Clear

Supplier	Self-Declaration	Certifier	Certification	Status	Expires	Actions
FLD&E Surveying						Approve
Gustava Negrete DBA Lawns&More		City of Tampa, Florida	Woman-Owned/Minority-Owned BE Certification			Approve
Gustava Negrete DBA Lawns&More		City of Tampa, Florida	Small/Local Business Enterprise Program			Approve
L and J Floor Expert Inc						Approve
""Write-On-Printing""						Approve
#1 Spot Pressure Washing						Approve

Manage Supplier Certifications

Certifications
Woman-Owned/Min... ▼

Certification Status
Certified ▲

- Unknown
- Certified
- Applying
- Expired
- Rejected
- Renewing

Subscription includes my agency

Show all suppliers

Search

Clear

Supplier	Self-Declaration	Certifier	Certification	Status	Expires	Actions
2 Meyer Corporation	Small Business, Woman Owned	City of Tampa, Florida	Woman-Owned/Minority-Owned BE Certification	Certified	5/12/2022	Manage
300 Engineering Group, P.A.		City of Tampa, Florida	Woman-Owned/Minority-Owned BE Certification	Certified	10/17/2021	Manage
3D Tire Company, Inc	African American Owned	City of Tampa, Florida	Woman-Owned/Minority-Owned BE Certification	Certified	11/26/2021	Manage
3E Consultants, Inc	African American Owned	City of Tampa, Florida	Woman-Owned/Minority-Owned BE Certification	Certified	10/19/2018	Manage
5M Civil	Hispanic Owned,	City of Tampa,	Woman-Owned/Minority-	Certified	1/14/2021	Manage



Setting up defaults for easy Bid Entry:

Setting up DemandStar is easy. To get started simply pull down the account management menu to “Bid Configuration”.

These tabs allow you to set up the Bid Types your organization uses, the eBidding documents you might ask suppliers to send you (as separate files), the Publications in which you’ve also advertised the solicitation, and your legal ad – similar to what you might place in a newspaper.

Here are the steps for each:

Bid Types TAB

Set up your Bid types so that they will show in the pull-down menu when you are entering your bid. You may use any 3-4 letters as an acronym for the type of solicitation you are posting. RFQ may mean Request for Qualifications or Request for Quote – it’s up to you to determine the letters and their meanings.

Bid Type	Bid Type Description	
BA	Bid Announcement	
ITB	Invitation to Bid	
ITN	Invitation to Negotiate	
PUB	Public Announcement	
RFI	Request for Information	
RFP	Request for Proposal	
RFQ	Request for Qualifications	
RFQu	Request for Quote	

[Add Bid Type](#)



eBidding Info TAB

Enter the names of the documents you require to be uploaded as a separate file for any eBid.















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).

Bid Types eBidding Documents Publications Legal Ads

Required Documents

Current Required Documents (7)

Please use "Drag & Drop" to reorder required documents & click "Save Order" button.

Display Order	Document Description	
1	Bid Document	 
2	W-9 form	 
3	Certificate of Insurance	 
4	Drug Free Workplace Certification	 
5	Non-Collusive Affidavit	 
6	Sworn Statement on Public Entity Crimes	 
7	Permits and Licenses	 

Supported File Formats

DemandStar supports many different file formats. [Click here to see the complete list.](#)













Publications TAB

Here you may enter where else you may be publishing your solicitation notices.

Keep track of all the other places where you have advertised this solicitation. You may use this as a pre-set list to check off when entering your solicitation, plus you may add others ad hoc when entering a bid.

Selected Bid Publications (5)

Publication Name ⌵

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

[Add Publication](#)

This is useful for auditing purposes or for when a vendor claims they didn't have the opportunity to see the solicitation in order to bid on it.

Legal Ad TAB

This TAB allows you to enter any information you are required to include legally, as you might do (or have done) in a newspaper advertisement. This is where you state that all bids must be received by the date and time stated, information about the "cone of silence" and other information that you might need to include as required by your government. This is the information that will then appear as you enter your solicitation.



Legal Ad

Introductory Text

The City of Metropolis USA requests interested parties to submit formal sealed bids/proposals for the above referenced

Cost information

plus shipping and handling.

Due Date/Time Text

must receive bids no later than said date and time. Bids received after such time will be returned unopened if physical documents, otherwise will simply remain as unopened electronic documents.

Additional Text

NOTE: ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE CITY OF METROPOLIS USA STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON.

Closing Text

M/WBE's are encouraged to participate in the bid process.

Edit the text for your template, and then when entering a solicitation, you may add or edit the information ad hoc if there's something specific you need to add for that particular project.



Creating and Broadcasting a Solicitation (including eBidding)

Now that you have set up your account, managed your certifications 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.

To start, click on Add Bid in the upper right corner.



Step 1:

Enter the Bid Information as asked by the first screen.

HOT TIP:

The second question/field is where you choose if it is an eBid or not, simply choose Yes or No. Note that the default position is "Yes".

Add Bid

Bid Creation Progress:

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

1 of 6: Bid Information

Member

City of Metropolis USA (TEST)

Bid Type

Select...

eBidding - Receive Supplier Responses Electronically Through DemandStar

- Yes**, allow suppliers to submit responses electronically at no additional cost.
- No**, do not allow suppliers to submit responses 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.

Bid Number
46c

Fiscal Year
2023

Bid Writer
Lois Lane

Bid Name
TEST BID - Repave Main Street

Scope of Work
3 miles of asphalt; removal of materials; curbs and gutters

(optional)

Bid Status
Upcoming

Bid Status Text
(use this field if/when you change the Bid Status manually - like to Cancelled, Deleted or Rejected. If you need to do that, also make sure to upload a document so that planholders will be notified or a new document.)

(optional)

Broadcast Date
03/03/2023
(e.g. "02/21/2023")

Broadcast Time
05:00 P...

Due Date
04/06/2023
(e.g. "02/21/2023")

Due Time
02:00 P...

Bid Bond
Yes - 5%

(optional)

Project Estimated Budget
20000000

(optional)

Display budget in bid details to suppliers

NOTE: the bid number “46c” will automatically come together as: RFP-46c-0-2023/LL



Step 2:

On the second screen you enter information regarding the eBid.

HOT TIP:
if the second screen does NOT have eBid information, then you haven't chosen YES to eBid as your option, so you'll need to go back to the first screen and make sure it is clicked on YES.

Bid Creation Progress:

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

2 of 9: eBidding Info

View Supplier Info on eBid Responses Tab
At no time will the contents of documents or pricing information be available before the due date.

- Fully Sealed - no information is visible to you until the due date and time.
- Restricted Visibility - see only the company names of respondents.
- Partially Unsealed - see only the names of companies who responded and the names of documents they uploaded.
- Completely Unsealed - see company names and documents

Required Documents

- Specifications
- W-9
- Appendix
- Terms and Conditions
- Contract Clauses
- Questionnaire
- Statement of Organization
- Bid Bond

Required Data

- Limit document submissions to the Required Documents
- Require Suppliers to Enter Bid Amount

[Previous](#) [Save and Finish Later](#) [Next](#)

FULLY SEALED: Nothing is visible until the due date and time, not even names (or quantities) of responding vendors. Choose this option and you might have to re-post if no one has eBid on your solicitation.

RESTRICTED VISIBILITY: You'll know ahead of time who has responded to-date. You see just the names of the vendors and nothing else.

PARTIALLY UNSEALED: You can see names and the **list** of the documents they've uploaded ahead of the due date. You do not see the pricing from the summary nor can you open the documents.

COMPLETELY UNSEALED: You can see names of vendors *and* see within the documents they've uploaded. This option is for when you have a rolling bid process where you need to keep it open for an unspecified time and see submissions as they come in.



Step 3:

Update the Legal Ad, if necessary, for the specific bid you are entering. This is similar text to that you might have put into a newspaper advertisement.

NOTE: this usually is from a pre-constructed template you created in Bid Configuration, but it also may be entered or edited while you are in the solicitation itself.

Bid Creation Progress:

- [Bid Information](#)
- [eBidding Info](#)
- Legal Ads**
- Pre-Bid Conference
- Publications
- Build Broadcast List
- Supplemental Suppliers
- Plan/Blueprint Information
- Manage Documents

3 of 9: Legal Ads

Introductory Text

The City of Metropolis USA requests interested parties to submit formal sealed bids/proposals for the above referenced

906 Characters Remaining (optional)

Cost Information

plus shipping and handling.

997 Characters Remaining (optional)

Due Date/Time

must receive bids no later than said date and time. Bids received after such time will be returned unopened if physical documents, otherwise will simply remain as unopened electronic documents.

831 Characters Remaining (optional)

Additional Text

NOTE: ALL PROSPECTIVE BIDDERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE CITY OF METROPOLIS USA STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON.

846 Characters Remaining (optional)

Closing Text

M/WBE's are encouraged to participate in the bid process.

967 Characters Remaining (optional)

Previous

Save & Exit

Next



Step 4:

Enter information for the PreBid Conference if you are holding one.

HOT TIP:
If you are holding a “virtual” PreBid Conference, enter the date and time and then the URL information and instructions on how to join the online meeting. You may also use this space to indicate a deadline for question submittals.

Bid Creation Progress:

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

4 of 8: Pre-Bid Conference

Pre-bid meeting is required Yes No

Your Entry
Date, time, location - in person or URL; other information.
You might add timing & requirements for when they need to submit their questions.

882 Characters Remaining

[Previous](#) [Save and Finish Later](#) [Next](#)

Step 5:

Enter the publications where you are also placing a notification. NOTE: we don't submit them for you; this is a place to keep all your records together for reference and/or audit purposes.

Bid Creation Progress:

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

5 of 9: Publications

Enter all publications you will use for this bid [+ Add Publication](#)

Publication	Action
<input checked="" type="checkbox"/> The Daily Metropolis	✎
<input checked="" type="checkbox"/> The Gotham Times	✎
<input type="checkbox"/> Super Review Weekly	✎
<input type="checkbox"/> Gotham Super Journal	✎

[Previous](#) [Save & Exit](#) [Next](#)



Step 6:

Build your Broadcast List. You may use a previously saved list or create one using NIGP Commodity Codes (National Institute of Government Procurement).

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. However, the power of DemandStar's 20+ years of building a community of buyers and suppliers is what is tapped when you use the commodity codes to find your match(es).

Bid Creation Progress:

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

6 of 8: 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](#)

Suppliers (0)

Supplier	City, State
No Suppliers Available	

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.

HOT TIP:
it's always better to add more specific project codes, rather than fewer, to ensure you don't miss suppliers that have under-identified themselves with the codes they selected. However, try to avoid *Parent Codes*, those than are in all CAPs or end in 00.



Generate New List - Select Commodity Codes

Filter

State
Select... ▼

City
Enter City...

Self Declaration
Select... ▼

Certifications
Select... ▼

Search
street
(e.g. "Administrative" or "001-000-00")

Continue

Cancel

Commodity Codes Search Result

- Sprinkler Equipment, Roads and Streets [013-765-69]
- Power Sweepers and Brooms, Warehouse Type, Not Road and Street, Including Parts and Accessories [014-365-50]
- Sweepers, Street, Maintenance and Repair [016-929-79]
- Railroad Construction at Street Intersection, Including Maintenance and Repair [016-940-65]
- Highways; Streets; Airport Pay-Parking Lots, Architectural Services [018-906-46]
- Highways, Streets, Airport Pay-Parking Lots Engineering [018-925-49]
- Construction, Street Lighting [022-912-32]
- Maintenance and Repair, Street Lighting [022-912-60]
- Striping: Streets, Parking Facilities, Lane Divisions, Paint, etc. [022-912-76]
- Construction, Streets, Major and Residential, Including Reconstruction [022-913-50]
- Maintenance and Repair, Streets, Major and Residential [022-913-84]
- Paving and Resurfacing, Streets, Major and Residential [022-913-96]
- Street Sweeping Services [022-968-74]
- Streetscaping Services (Inactive, effective January 1, 2016) [022-968-75]
- Street Light Maintenance and Repair [022-968-76]

All Commodity Codes (5)

Just Added (5)

Highways; Streets; Airport Pay-Parking Lots, Architectural Services, [018-906-46]

Highways, Streets, Airport Pay-Parking Lots Engineering, [018-925-49]

Construction, Streets, Major and Residential, Including Reconstruction, [022-913-50]

Maintenance and Repair, Streets, Major and Residential, [022-913-84]

Paving and Resurfacing, Streets, Major and Residential, [022-913-96]

Previously Selected Codes

HOT TIP:











If you need help in figuring out what codes to use, save this bid as-is, and research what other government agencies have used for codes when posting for a similar project. Simply return to your bid-in-progress and edit the codes with the additional information.



Generate New List - Select Commodity Codes

x

Suppliers (351)

Supplier	City, State	
Ross & Barruzzini	St. Louis, MO	
Rosso Site Development	Lake Worth, FL	
RPM General Contractors	Pompano Beach, FL	
Rummel, Klepper & Kahl, LLP	Baltimore, MD	
RUSH Construction, Inc.	Titusville, FL	
Ryan Incorporated Southern	Deerfield Beach, FL	
S&ME, Inc.	Winter Garden, FL	
S.W. Marlow General Contractor	Lake Worth, FL	
Sawcross, Inc.	Jacksonville, FL	
Scalar Consulting Group Inc.	West Palm Beach, FL	

1 < 26 27 28 29 30 > 36

Showing 271-280 of 351

Go Back

Save List & Continue

Continue

HOT TIP:

Review the vendors to ensure you're hitting the right type of company. You may remove any from the broadcast list by clicking on the trashcan icon to the right of their name.

Click on "Continue" button and then again on the next screen that appears. This will take you to the next step, Supplemental Suppliers.



Step 7:

Adding Supplemental Suppliers

You may upload supplemental suppliers one by one (“Add Individual Supplier”) or a whole saved list at one time (“Upload List of Suppliers”). The saved list must be in an Excel or other spreadsheet format and have all the email addresses in one single column.

Bid Creation Progress:

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

7 of 9: Supplemental Suppliers

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

Company Name	Contact Name	Email	Phone	City, State	Action
Test Company		test@testcompany.com			
Experimental Company		experiment@experiment.com			
Big Company		workinghard@bigcompany.com			
Elementary Watson		watson@elementary.com			
More Workers		newguy@moreworkers.com			
Fun at Work		clown@funatwork.com			
Trial Runs		Jsmith@trialruns.com			

[Previous](#) [Save & Finish Later](#) [Next](#)

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 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.

1 unchecked columns - [Skip all](#)

Show skipped columns

Email	
Sample data:	Select... ▼
test@testcompany.com	(Unmatched Column)
experiment@experiment.com	Skip
workinghard@bigcompany.com	Sample data:
	Test Company
	Experimental Company
	Big Company

Save List

Step 8:

Include Plan/Blueprint Information. This page appears if any of the commodity codes

Hot Tip:

If you have no plans/blueprints leave the selection as-is. If you are including them on DemandStar, click on "Uploading electronic plan files" and then click on Next. You will then simply upload the plan document(s) along with any other Bid documents you may upload.

you've chosen indicate that there is a chance you might need to supply plans/blueprints.



Bid Creation Progress:

- [Bid Information](#)
- [eBidding Info](#)
- [Legal Ads](#)
- [Pre-Bid Conference](#)
- [Publications](#)
- [Build Broadcast List](#)
- [Supplemental Suppliers](#)
- Plan/Blueprint Information**
- [Manage Documents](#)

8 of 9: Plan/Blueprint Information

- Bid has no associated plans (blueprints) - you are uploading bid specs only
- 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

[Previous](#)

[Save & Finish Later](#)

[Next](#)

If you are distributing the documents yourselves or through a third party, click to indicate that and new boxes will appear in which to enter contact information.

Bid Creation Progress:

- [Bid Information](#)
- [eBidding Info](#)
- [Legal Ads](#)
- [Pre-Bid Conference](#)
- [Publications](#)
- [Build Broadcast List](#)
- [Supplemental Suppliers](#)
- Plan/Blueprint Information**
- [Manage Documents](#)

8 of 9: Plan/Blueprint Information

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

Distributed By

- DemandStar
- Agency Only
- 3rd Party

Name

Contact Info

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

Enter package cost

Fulfillment notes

[Previous](#)

[Save & Finish Later](#)

[Next](#)



Step 9:
Upload document(s)

Bid Creation Progress:

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

9 of 9: Manage Documents

Title	Type	Status	Convert to PDF
RFP - Repave Main Street RFP Document.PDF	Bid Docum...		<input type="checkbox"/>
Plans-Specifications Supplemental Document.docx	Plans		<input checked="" type="checkbox"/>
Vendor Forms to fill out W-9 Form.docx	Attachment		<input checked="" type="checkbox"/>

[Add More Documents](#) [Save and Upload All](#)

[Previous](#) [Review Details](#)

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 maximum file size is 100MB.

Hot Tip:

Make sure to review your documents before or after you've uploaded them – either on this page or the Detail page to ensure they are the right/most updated version. After broadcast, when the bid has become "Active", these files cannot be removed.

You may upload over 100 files if you need that many to accompany your solicitation.



Details Page

You've done it. You can now review a summary of your completed eBid.

On the "Bid Details" 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.

Review all components of your bid – dates & times, Scope of Work, eBidding options, etc. and if you need to make changes, click on Update Bid in the upper right corner.

The screenshot shows the 'Bid Details' page for a bid titled 'Repave Main Street'. The page is divided into several sections: Planholders, Broadcast to, Supplemental Suppliers, Watchers, and Post Bid Viewers. A notification bar states 'Your bid has not been published yet. Please click the Finish Bid button to broadcast this bid.' Below this, the 'Bid Details' section lists key information: Agency Name (City of Metropolis USA (TEST)), Bid Writer (Lois Lane), Bid ID (RFP-47p-0-2022/LL), Bid Type (RFP - Request for Proposal), Broadcast Date (Jun 16, 2022 11:00pm (EDT)), Fiscal Year (2022), Due (Jul 15, 2022 11:00pm (EDT)), and Bid Status Text (None). The 'Scope of Work' section describes repaving 3 miles of asphalt, including gutters, drains, and curbs. The 'Documents' section features a 'Download all documents' button and a table of uploaded files. The 'eBidding Info' section includes options for requiring suppliers to enter bid amounts, viewing supplier info, and a list of required documents.

Home > Bids > Repave Main Street

Delete Bid Update Bid Finish Bid

Bid Details

Repave Main Street

Upcoming (Bid Not Posted)

Your bid has not been published yet. Please click the Finish Bid button to broadcast this bid.

7

Planholders Broadcast to Supplemental Suppliers Watchers Post Bid Viewers

Bid Details

Agency Name City of Metropolis USA (TEST)
Bid Writer Lois Lane
Bid ID RFP-47p-0-2022/LL
Bid Type RFP - Request for Proposal
Broadcast Date Jun 16, 2022 11:00pm (EDT)
Fiscal Year 2022
Due Jul 15, 2022 11:00pm (EDT)
Bid Status Text None

Scope of Work

3 miles need repaving in asphalt. Contractor will also need to do gutters, drains and curbs.

Documents

Download all documents

Filename	Type	File Type	File Size	Date Modified	Status
Vendor Form to be fi...	Attachment	PDF	21.97 KB	Apr 7, 2022	Complete
Plans-Specifications	Plans	PDF	27.87 KB	Apr 7, 2022	Complete
RFP - Repave Main S...	Bid Document / Specifications	PDF	41.36 KB	Apr 7, 2022	Complete

eBidding Info

Require Suppliers To Enter Bid Amount No

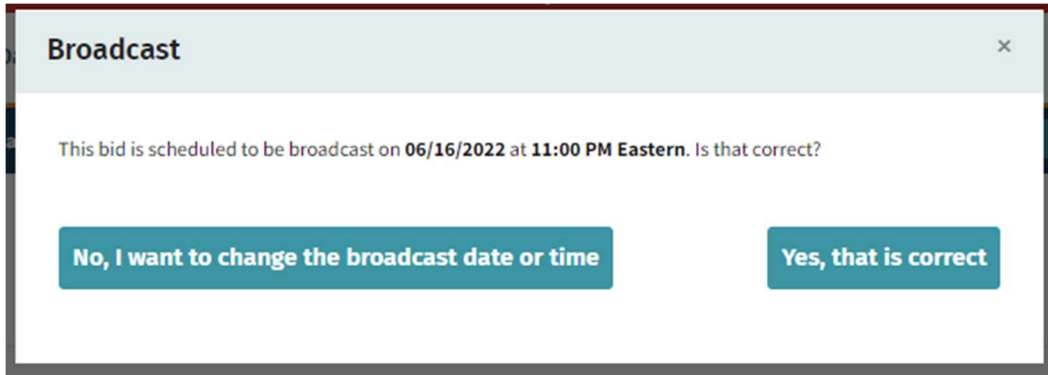
View Supplier Info on Tabulation Sheet Restricted Visibility - see only the company names of respondents.

Required Documents

1. Proposal
2. Pricing Grid
3. W-9 form

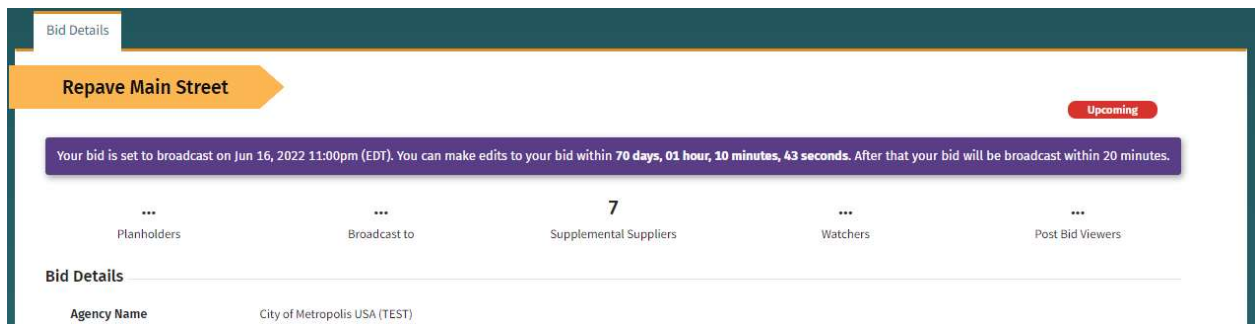


If you have uploaded at least one document, then the “Finish Bid” button will also appear in the upper right corner. Click on it and you will be asked to confirm the date/time you want this to be broadcast:



Your solicitation will then broadcast on the date you have scheduled within 20 minutes after the time you chose.

Hot Tip:
Bid broadcast countdown is live and showing at top of Bid Details page.



BID / eBID UNDER EVALUATION

Once your solicitation closes for submissions (due date/time), your bid status automatically becomes “Under Evaluation”.



To Edit or View your bid solicitation and eBid submissions

Go to your list of solicitations (Bid page), find your bid solicitation, and click on the Bid name:

The screenshot shows the DemandStar interface for the 'Bids' section. At the top, there's a navigation bar with 'DEMANDSTAR', 'Dashboard', 'Bids', 'Quotes', 'Activities', and 'Research'. A user profile 'Clark Kent' is visible in the top right. Below the navigation, there's a breadcrumb 'Home > Bids Search' and an '+ Add Bid' button. The main content area is divided into a left sidebar and a main list. The sidebar has a 'Search' section with 'Filter By' (checked 'Only Show My Bids', unchecked 'eBidding Available'), 'Government Agency' search, 'Bid Status' dropdown, and 'Advanced Search' with 'Bid Name' and 'Location' search boxes. The main list is titled 'Bids' and has a filter 'Only Show My Bids'. It shows four bid entries:

Bid Name	City of Metropolis USA (TEST), Pompano Beach, FL	Broadcast	Due	Planholders	Watchers	Status
Painting City Hall	City of Metropolis USA (TEST), Pompano Beach, FL	Apr 8, 2022	Jul 9, 2022	0	0	Upcoming (Bid Not Posted)
Construction Project Bid - TEST BID	City of Metropolis USA (TEST), Pompano Beach, FL	Feb 3, 2022	Sep 9, 2022	3	1	Active
Landscaping	City of Metropolis USA (TEST), Pompano Beach, FL	Dec 1, 2021	Jan 24, 2022	2	0	Under Evaluation
Courthouse Interior - Paint 2021 (test bid)	City of Metropolis USA (TEST), Pompano Beach, FL	Jul 30, 2021	Dec 30, 2021	4	1	Awarded

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 specified eBidding:

The screenshot shows the 'Bid Details' page for 'Continuing Contract for Roofing & Gutter Repairs'. At the top, there's a navigation bar with tabs: 'Bid Details', 'Audit Trail', 'Watchers List', 'Planholders', 'Postbid Viewers', 'eBid Responses', 'Broadcast History', and 'Tabulation Sheet'. Below the tabs, there's a large orange banner with the bid name and an 'Active' status. Below the banner, there's a summary of bid statistics:

Planholders	Broadcast to	Supplemental Suppliers	Watchers	Post Bid Viewers
19	431	10	1	0

On the eBid Responses Tab, you will see all the vendors who submitted proposals, as well as 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.**

The screenshot displays the 'eBid Responses' section of a software interface. At the top, there are navigation tabs: Bid Details, Audit Trail, Watchers List, Planholders, Postbid Viewers, eBid Responses (selected), Broadcast History, Reminder, and Tabulation Sheet. Below the tabs is a header for 'eBid Response' with an 'Add Response' button. The main content is divided into two columns. The left column, titled 'Supplier', lists several suppliers with their names and response dates. 'Core Construction Company' is highlighted. The right column, titled 'Supplier Details', provides information for the selected supplier, including name, address, phone number, bid response date, bid amount, and response status. Below this, a 'Required Documents' section lists various forms and documents, each with a green checkmark indicating completion. A 'Download Entire Bid Package' button is located at the bottom right of the details section.

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.

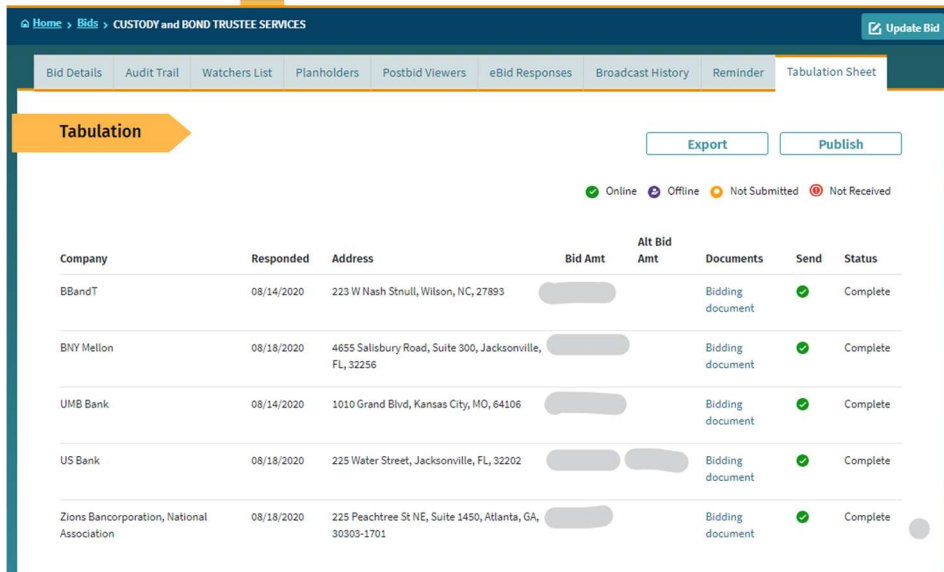
You may ADD RESPONSES, for any submission that did not come through DemandStar (if you allowed them to respond outside of the eBid process).

[You may have chosen to have them eBid or not; and even if you chose eBid, you can in your instructions tell them that they may, alternatively, send in hard copies. You won't be able to upload their submitted documents into the Tabulation, but yes, you can put in more information on other bidders into the tabulation sheet ("Add Responses") that DemandStar compiles. Make sure they are already set up as Plan Holders to have them show up in the pull-down list.]



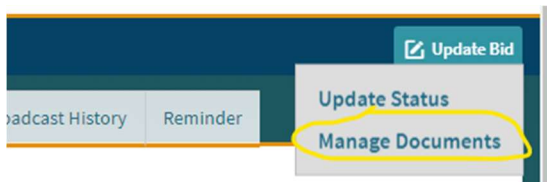
Tabulation Form

To publish a Tabulation Form, 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. **If you click on “Publish” then a document (either Excel or PDF) is automatically created and 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 Stnull, 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

Alternatively, you may manually create a Tabulation Sheet in another format by first clicking on “Export” to PDF or Excel to get that document exported for an initial review or editing prior to notification. Then you may save and upload this reviewed/edited file into your list of documents for that solicitation. The exported Excel workbook might serve as the basis of a review document for use by your evaluation committee.



Many government agencies conduct virtual bid openings on the due date – either by using a screen share application or via a conference call where they read out names and dollar amounts. This meeting information can be shared in an addendum that is uploaded to the documents.



Research – How to and Why

DemandStar has 300,000 solicitations stored on our platform – all of which are available for you to find. Accompanying these, there are several million documents, nearly all* of which you can click on, open and read. (*prior to 2016 the documents are archived and you'll need to request them. Solicitations from 2004 and earlier do not have any available documents.)

You'll see only three tabs on another government's post: Bid Details, Planholders and Broadcast History. You will not have access to their eBid responses.

On the Bids Page, use the left column to enter your search terms.

- Remember to **uncheck** the box that says "Only Show My Bids"
- Enter whatever parameters you need to find similar projects
 - Note that the more filters you enter, the fewer results you'll receive

Entering just a part of a bid name may bring you more results:

The screenshot displays the DemandStar Bids page. On the left is a search sidebar with the following sections:

- Search**: Includes a search bar and a "Filter By" section with checkboxes for "Only Show My Bids" and "eBidding Available".
- Government Agency**: A search bar with the placeholder "Search for agencies".
- Bid Status**: A dropdown menu with "Select..." as the current selection.
- Advanced Search**: Includes a "Bid Name" search bar with "Asphalt" entered, and a "State" filter dropdown with "Filter by State" and a "Maximum 3 states" note.

The main content area is titled "Bids" and shows a list of results. The filters in use are "Bid Name". The results are sorted by "Broadcast Date".

Bid Title	Government Agency	Broadcast Date	Due Date	Planholders	Watchers	Status
Fleischmann Asphalt Patching, Sealcoating, Striping FWQ	City of Naples - Purchasing Division, Naples, Collier County, FL	Feb 23, 2023	Mar 9, 2023	9	1	Active
CANNONSBURG ROAD (KY 3294) ASPHALT RESURFACING	Kentucky Transportation Cabinet, Frankfort, Franklin County, KY	Feb 21, 2023	Feb 23, 2023	2	0	Under Evaluation
Q23-097 Pine Run Estates MSTU - Asphalt Patching & Pothole Repair	Marion County Procurement Services, Ocala, Marion County, FL	Feb 17, 2023	Mar 21, 2023	9	0	Active

Click on any one of the results to open up their Bid Page. Here you can:

- See the supplier who won the award,
- Read through their Scope of Work,
- Open and read documents,
- Export supplier lists – both the main broadcast list as well as supplemental suppliers, and
- Make a note of the commodity codes they used.



If you like what they've written, you might click on the name of the person who entered the bid to get their contact information and perhaps ask them if they'd send you a copy in editable format.

Broadcast lists will always be different than yours due to location and how the business signed up for their subscription – so it's worth exporting them to use for your Supplemental Suppliers.

You may download from several projects and combine the lists, then de-duplicate them and make sure that each upload has 500 or fewer entries (at a time).


Bid Details

Agency Name	Marion County Procurement Services
Bid Writer	Tika Black 
Bid ID	ITQ-Q23-097-0-2023/TB
Bid Type	ITQ - Invitation to Quote
Broadcast Date	Feb 17, 2023 12:00pm (EST)
Fiscal Year	2023
Due	Mar 21, 2023 3:00pm (EDT)
Bid Status Text	None

Scope of Work

The Marion County MSTU Department is looking for a qualified contractor to perform asphalt patching and pothole repairs throughout the Pine Run Estates Subdivision.

Documents

[Download all documents](#) 

Filename	Type	File Type	File Size	Date Modified	Status
Q23-097 A...	Addendum	PDF	139.42 KB	Feb 24, 2023	Complete
ITQ	Bid Document / Specifications	PDF	1.74 MB	Feb 16, 2023	Complete


eBidding Info

Distribution Info

Publications

Pre-Bid Conference

Statistics

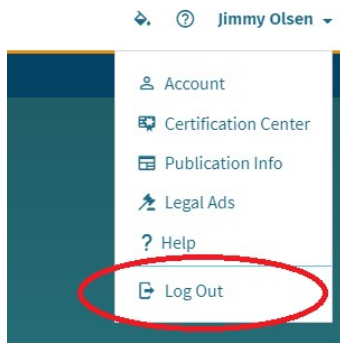
Planholders	There are 9 Planholders for this bid.
Filtered	No
Broadcast List	420 Suppliers have been notified Export 
Post-Bid Viewers	There are 0 Post-Bid viewers
Supplemental Suppliers	0 Supplemental Suppliers

Commodity Code

[022-913-95] Paving and Resurfacing, Highway and Road	
[022-913-96] Paving and Resurfacing, Streets, Major and Residential	



How to Log Out



Getting Help

Clicking on the Question Mark to the left of your name will open a window containing many 5-minute videos on all aspects of how to use DemandStar.

Our government help desk is available from 8 am to 8 pm Eastern time and we generally respond to all inquiries within 2 hours. You can email us at Support@demandstar.com.

