## ACEC/TALC

June 20, 2024 BidExpress



### Introducing BidExpress Platform for Professional Services

- BidExpress improves staff efficiency
- Many Massachusetts Municipalities and Agencies currently using BidExpress
- No installation and simple training make implementation easy
- Shareable public home page that is linked to external MBTA webpage
- All submittals for RFI, RFQ and RFP will be submitted via BidExpress
- Maintain MBTA standard two-step process
- Consultants may receive drop-of-the-hat support by contacting infotech Success team (call center)
  That team is available Monday Friday from 7:00 AM 8:00 PM (ET)



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#### **Fees**

- Consultants do not pay to register, navigate, download attachment files, see bid form content/requirements, ask questions, or document downloaders or those who choose to follow the solicitation
- Consultants <u>only</u> incur a cost when selecting to respond to each solicitation
- Three fee structures:
  - 1. Transaction-based fee (per solicitation) | \$40

Pay per-solicitation in which a subscriber submits an electronic bid through the Bid Express Service. This option is most cost effective to subscribers who do not submit bids to solicitations often

#### 2. Subscription-based fee (monthly) | \$50

Monthly subscription, unlimited bids. This option is most cost-effective to consultants who bid electronically on several solicitations each month. It includes the email notification service which allows the consultant to automatically receive updates on solicitations selected for bidding. It also allows the consultant to "follow" an unlimited number of agencies to receive notification of those agencies' postings, updates and more

#### 3. Info Tech® Digital ID™ | FREE

An Infotech Digital ID is required to bid electronically with the Bid Express Service. There is no fee to process and activate a Digital ID for the Bid Express Service at www.bidexpress.com



## The Bid Express at <a href="https://www.bidexpress.com">www.bidexpress.com</a> support team can be reached by:

**Bid Express Support Hours:** 

Monday – Friday, 7:00 a.m. – 8:00 p.m. ET

Email: <u>bidx.support@infotechinc.com</u>

Call toll free: +1 (888) 352-BIDX (2439)

Option #1 for consultants

Option #2 for agency members

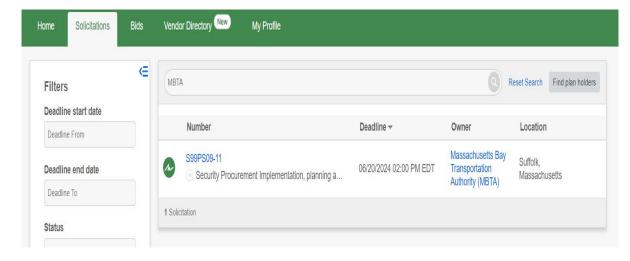
Or visit our Knowledge Center infotechinc.zendesk.com to learn more



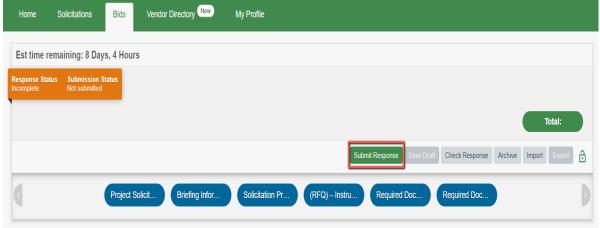
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BidExpress

#### **Searching for an MBTA solicitation**



## Proposer options at the time of response submission

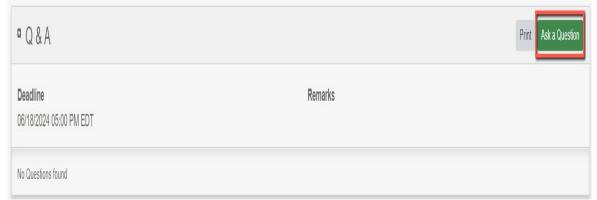


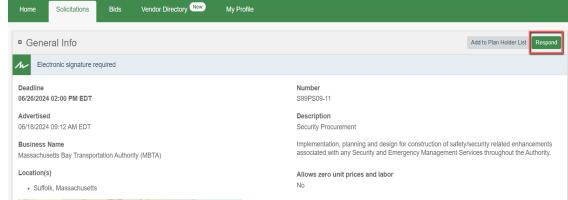


BidExpress

### How to submit questions to the Q & A forum

## How to select a solicitation to respond to (upload RFQ attachments







# Thank you

