

# Projecto™ Bid Management

Administrative Bid Software and Web-Based Vendor Interface

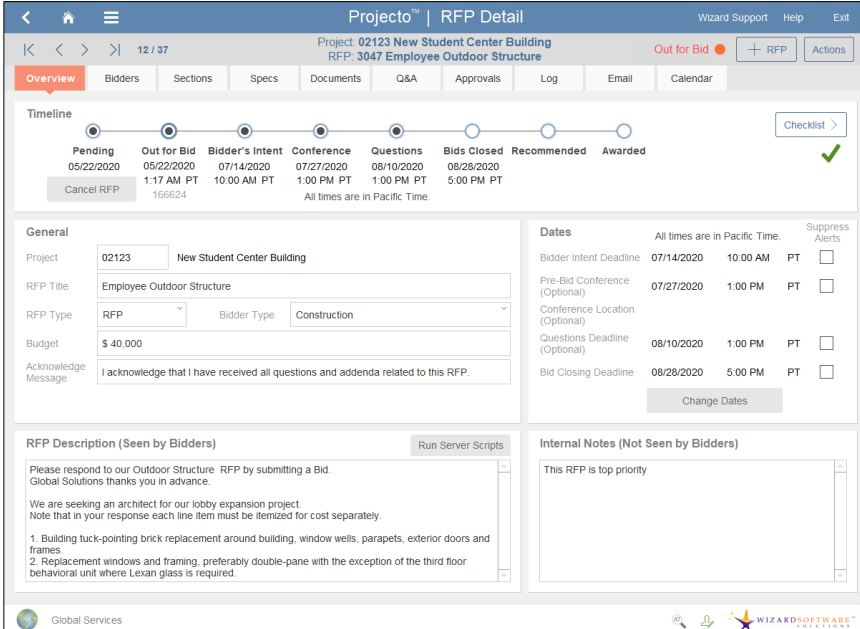
**Simple.** Simplicity drives productivity. Our #1 advantage is that users feel comfortable with our software. This results in your team getting their work done as quickly as possible.

**Powerful.** Our solutions are built for performance and scalability, with industry-standard technologies that reach out to your entire organization and work with your enterprise software systems.

**Flexible.** We respect that every organization is unique. Our solutions can work off-the-shelf, or they can be easily tailored to your unique processes and workflows.

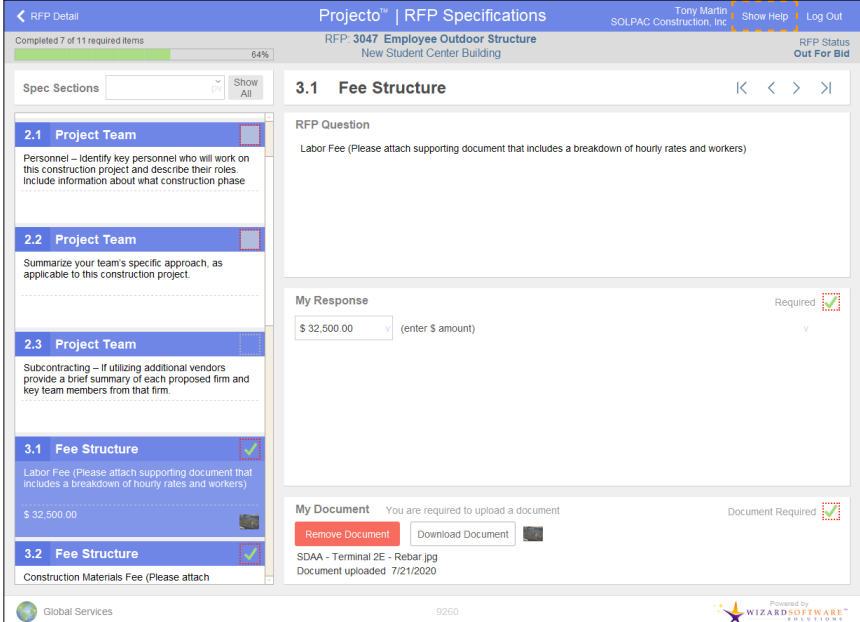
**Projecto™ Bid Management** is a powerful extension to our industry-unique software solution built from the owner's perspective for managing a portfolio of capital, construction, and facilities renovation projects.

- Allows bid administrators to prepare and issue bids and documents, centrally manage questions and clarifications, score and analyze results, and recommend and award.
- Secure, web-based access for bidders provides guided interface for bid submission, feedback on requirements and progress, Q&A area, and the ability to save for later.
- Manages multiple bid types:
  - Requests for Proposals
  - Requests for Information
  - Requests for Qualifications
  - Requests for Bids and more.



The screenshot shows the 'RFP Detail' screen for Project 02123, 'New Student Center Building'. The RFP title is 'Employee Outdoor Structure' with a budget of \$40,000. A timeline at the top shows stages: Pending (05/22/2020), Out for Bid (05/22/2020), Bidder's Intent (07/14/2020), Conference (07/27/2020), Questions (08/10/2020), Bids Closed (08/28/2020), Recommended, and Awarded. The 'General' section includes fields for Project, RFP Title, RFP Type, Budget, and Acknowledgment Message. The 'Dates' section lists deadlines for Bidder Intent, Pre-Bid Conference, Questions, and Bid Closing. The 'RFP Description' and 'Internal Notes' sections provide detailed project information and notes.

Bid Management, RFP Detail screen



The screenshot shows the 'RFP Specifications' screen for the same RFP. It displays a list of 'Spec Sections' on the left, including '2.1 Project Team', '2.2 Project Team', '2.3 Project Team', '3.1 Fee Structure', and '3.2 Fee Structure'. The main area shows the details for '3.1 Fee Structure', including an 'RFP Question' about labor fees, a 'My Response' field with a value of \$32,500.00, and a 'My Document' section where a document named 'SDAA - Terminal 2E - Rebar.jpg' has been uploaded.

Bidder Web Interface screen

# Bid Management Features & Functionality

## Flexible Deployment Options

### Cloud-Based

Secure access from anywhere 24x7x365 and superior performance in the Cloud with minimal to zero resources needed from your already tapped IT department. Your data is owned 100% by you.

### On-Premise

Installed and deployed on your own servers, behind your firewall. Still supported 100% by your experienced Wizard Software professional services staff.

### Mobile Solutions

Our mobile solutions are designed to provide the information you need on the go. Works on nearly all current iOS and Android devices.



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## Bid Creation

- ▶ A centralized database of all bids and related information
- ▶ User Interface guides you through the request creation process
- ▶ Automatic error checking for milestone dates, such as pre-bid and bid closing in the correct order
- ▶ Templates for specification sections make building an RFP easier
- ▶ Documents can be attached automatically via templates
- ▶ Guided process makes it easy to review & launch when everything is ready
- ▶ Editable email communication templates

## Bid Process

- ▶ Questions, answers, and clarifications visible to bidders via a web interface
- ▶ Add, remove or update bid specs after launch
- ▶ Bidder activity chart for tracking bidder engagement and progress
- ▶ Send email messages to individual or all bidders

## Bid Evaluation and Award

- ▶ Submitted bid details are visible upon bid closing
- ▶ Bids arrive in a uniform and consistent PDF format
- ▶ Bid Analysis Report - compare up to 7 bids side by side
- ▶ Attach a spreadsheet to accommodate bid options and line items of numbers
- ▶ User-defined weighting and scoring system
- ▶ Group together or individually send "regret & notify"
- ▶ A recommended bid can be routed through Projecto's approval process

## Web-Based Bidder Portal

- ▶ Guided interface shows progress, highlights required and incomplete entries
- ▶ Bidder help content integrated into interface
- ▶ Access via web-based PC, tablet, or mobile phones
- ▶ Question and answer interface
- ▶ Individual bidder activity log
- ▶ Upload and download documents
- ▶ Submit and track bid submissions
- ▶ Unlimited number of bidder accounts