Secure Bid Acceptance Portal

General Information

*Secure Bid Acceptance Help Contacts*

NDOT Contract Services

Phone: (775) 888-7070, Option 2

Email: [ndotcontractservices@dot.state.nv.us](mailto:ndotcontractservices@dot.state.nv.us)

*Secure Bid Acceptance System Requirements*

The iCX application has been tested to run on the following browsers:

* Chrome
* Internet Explorer 9 and higher
* Mozilla/Firefox

*Logging into Secure Bid Acceptance Portal*

No login credentials are needed. Please click on, or copy and paste the following link into a web browser: <https://securebidacceptance.azurewebsites.net/vendor>

*Definitions*

New Bid – the is to be used for the first time a bid submitted on a contract. If a correction needs to be made to that submittal, a Replacement Bid needs to be made (please see Replacement Bid).

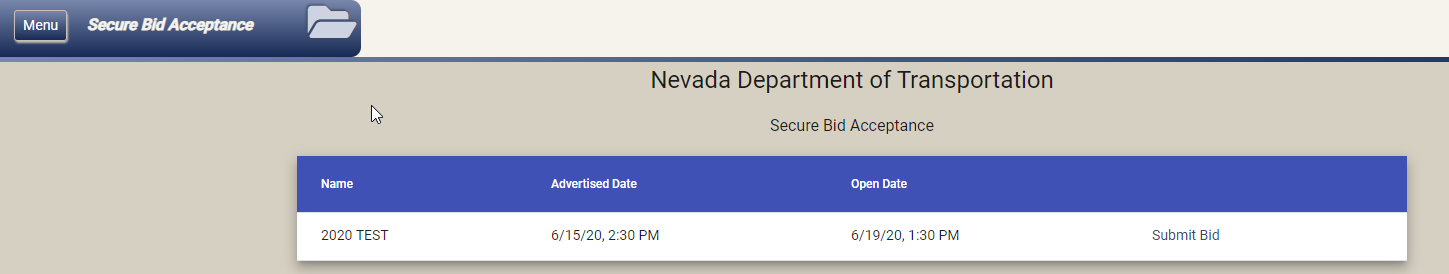
Replacement Bid – this is selected when an initial bid has already been submitted but the information submitted needs to be updated or changed. **When selecting this option, all prior documents must be resubmitted.** Staff will not open the prior documents submitted, only the most recent submission date and time submittals will be opened and considered final and complete.

Vendor Name – the name of the company or agency that the contractor/vendor is submitting the bid for.

Overview

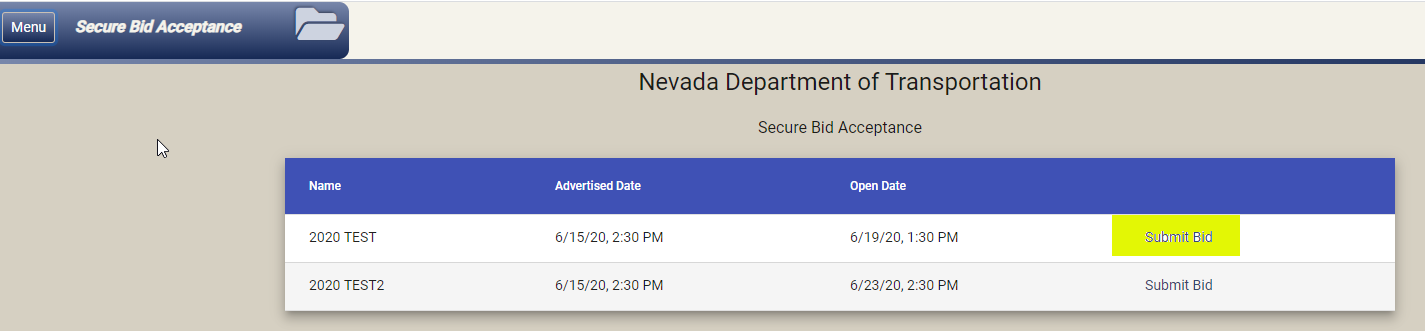
*Dashboard*

Once you click on the link or copy and paste the link into a web browser, you will be brought to the following dashboard. The dashboard provides the following general information: contract number, location, when the bid was advertised, which the bid opening date and time are, as well as a navigation option to submit a bid.



Bidding in Secure Bid Acceptance Portal – New Bid

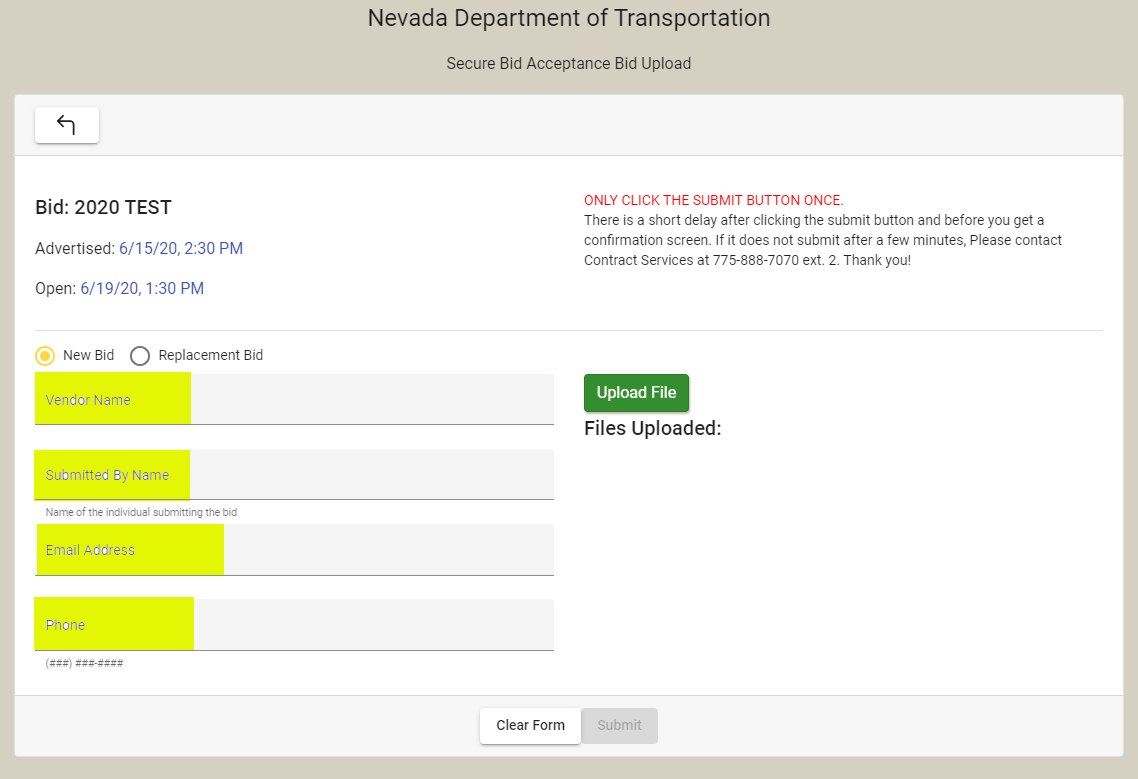
To bid on a particular contract, select the ‘Submit Bid’



*Completed the Required Fields*

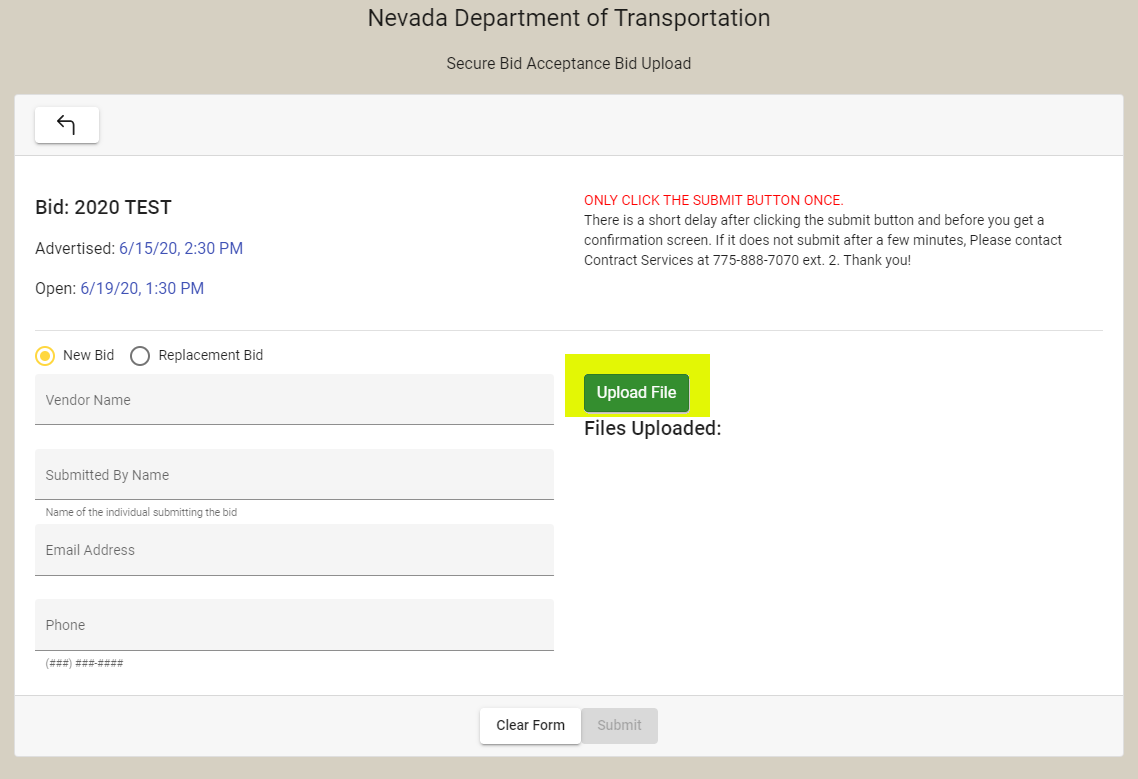
Enter the following required fields:

* Vendor Name
* Submitted by Name
* Email Address – **Note:** ensure accuracy when entering the email information
* Phone

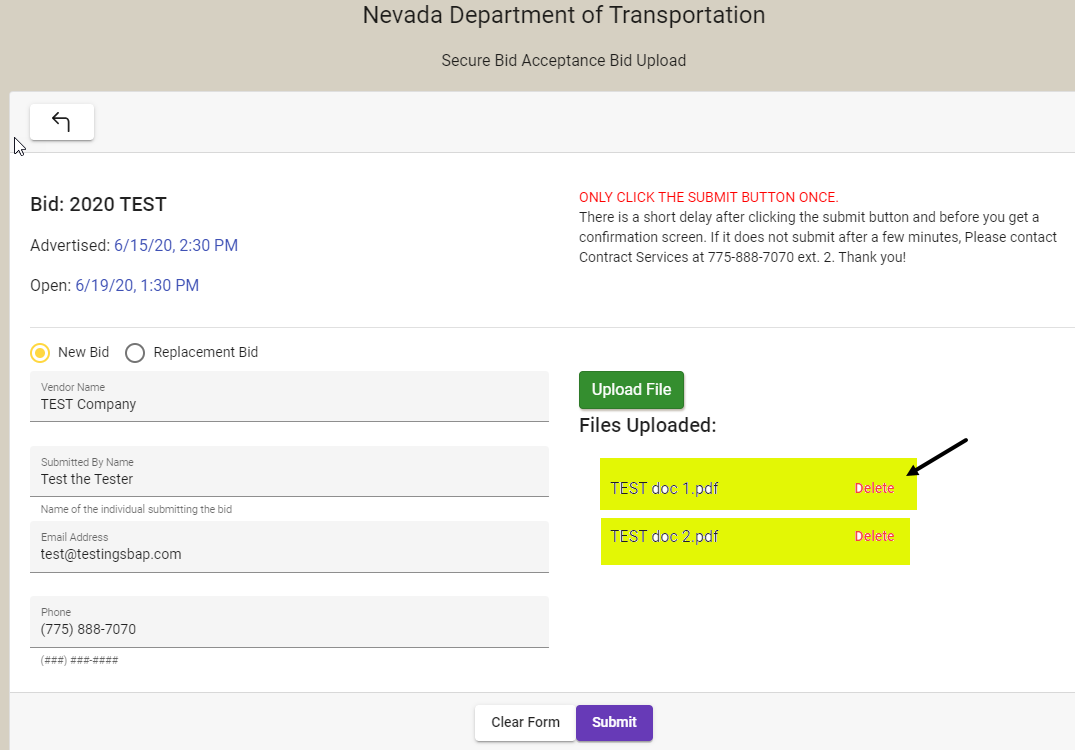


*Uploading and Deleting Documents*

Upload all the required and necessary bidding documents by selecting the ‘Upload File’ button. If more than one document is being uploaded, you will have to upload each document separately. **Note:** Please name each document as to what it represents.



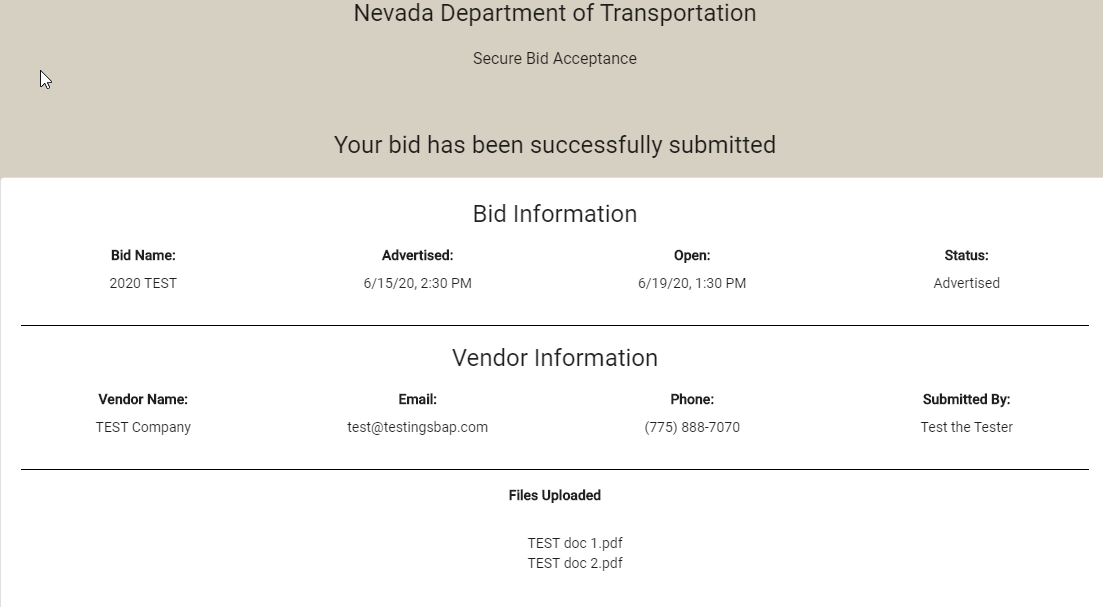
The documents uploaded should appear as well as an option to delete a document. **Note: Once you have submitted your bid you will not be able to alter any part of the submission. To replace or update your bid, you will need to submit a ‘Replacement Bid’ in its entirety. (See page 7)**

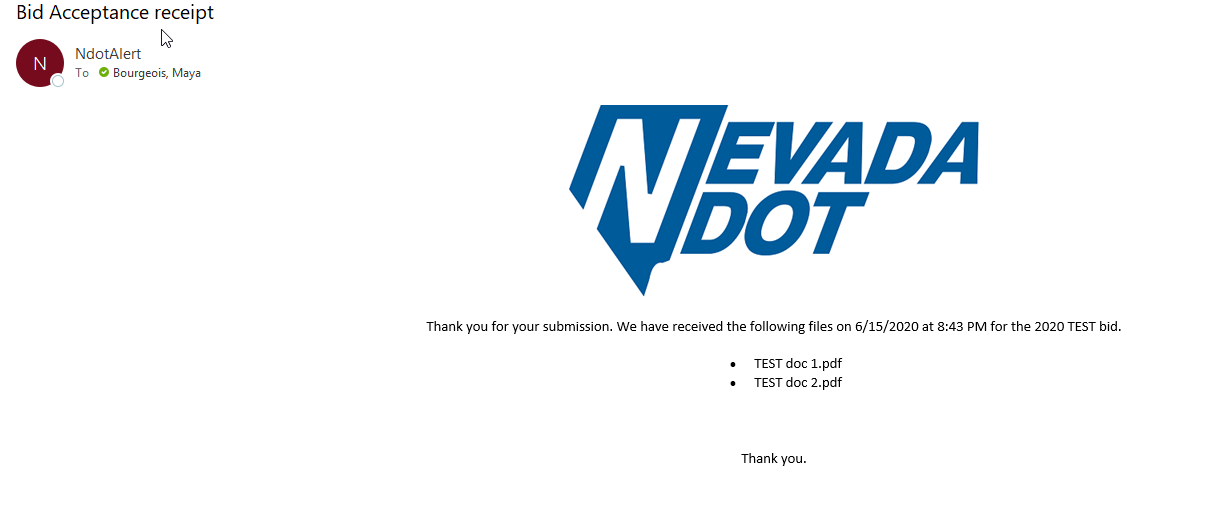


*Submitting*

**Note:** There is a short delay after clicking the submit button and before you receive a confirmation screen of submittal. If it does not submit after a few minutes, please contact Contract Services at 775-888-7070, Option 2

After selecting ‘Submit’ you will receive a confirmation splash screen and a confirmation email. If you do not receive the email, please check your junk email, or call Contract Services at 775-888-7070, Option 2 for confirmation receipt of bid submittal.

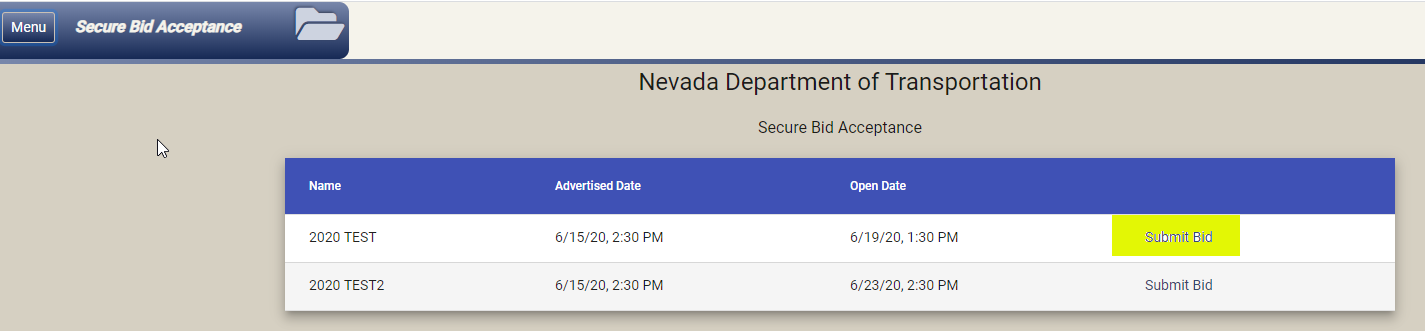




Bidding in Secure Bid Acceptance Portal – Replacement Bid

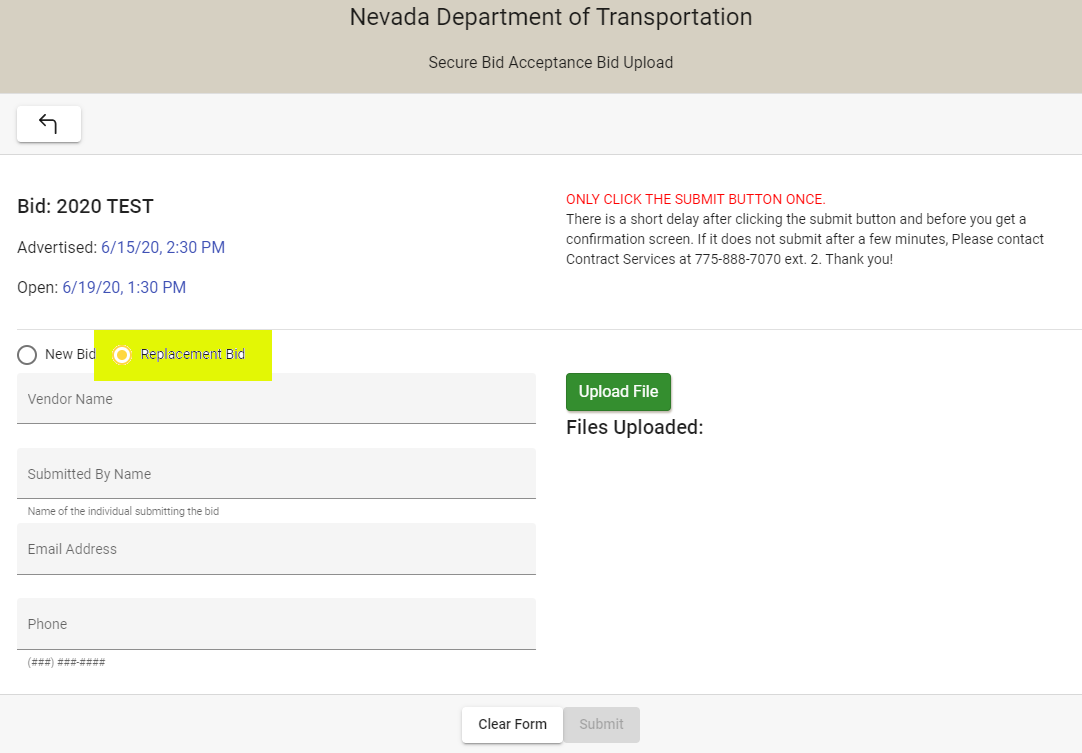
A Replacement Bid this is selected when an initial bid has already been submitted but the information submitted needs to be updated or changed. **When selecting this option, all prior documents must be resubmitted.** Staff will not open the prior documents submitted, only the most recent submission date and time submittals will be opened and considered final and complete.

To submit a Replacement Bid, from the Dashboard select ‘Submit Bid’ from the specific contract you want to replace the bid for.



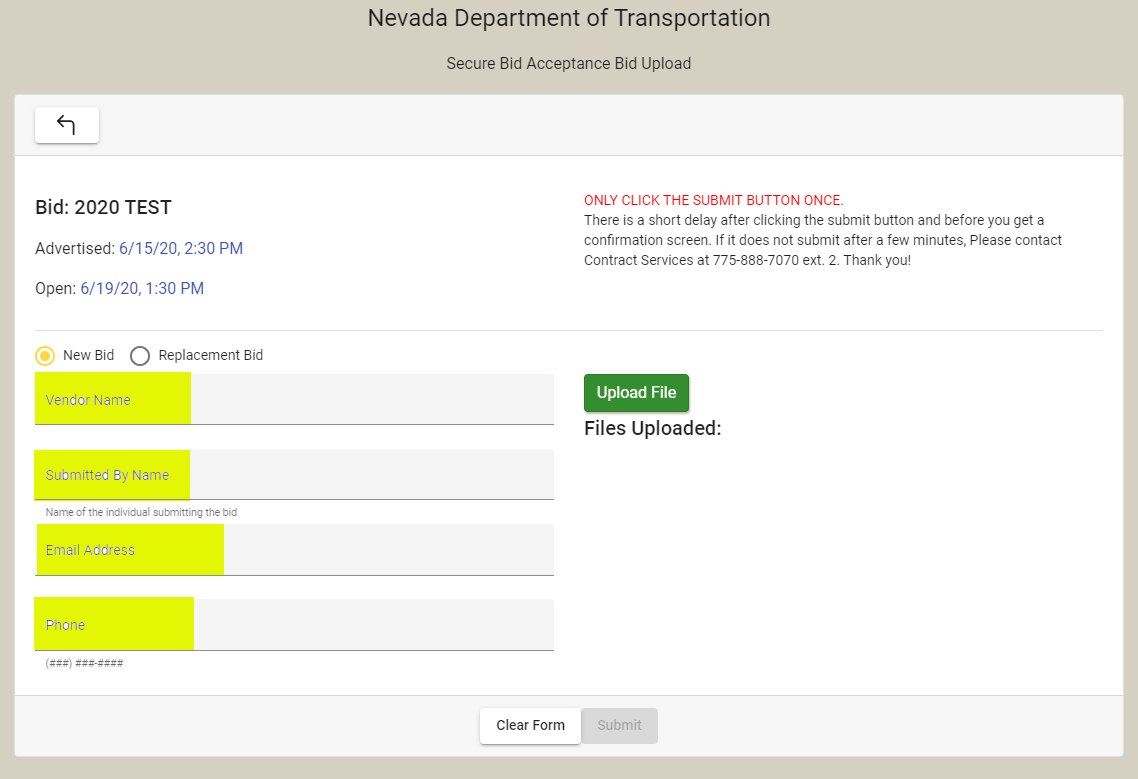
*Completed the Required Fields*

Select ‘Replacement Bid’



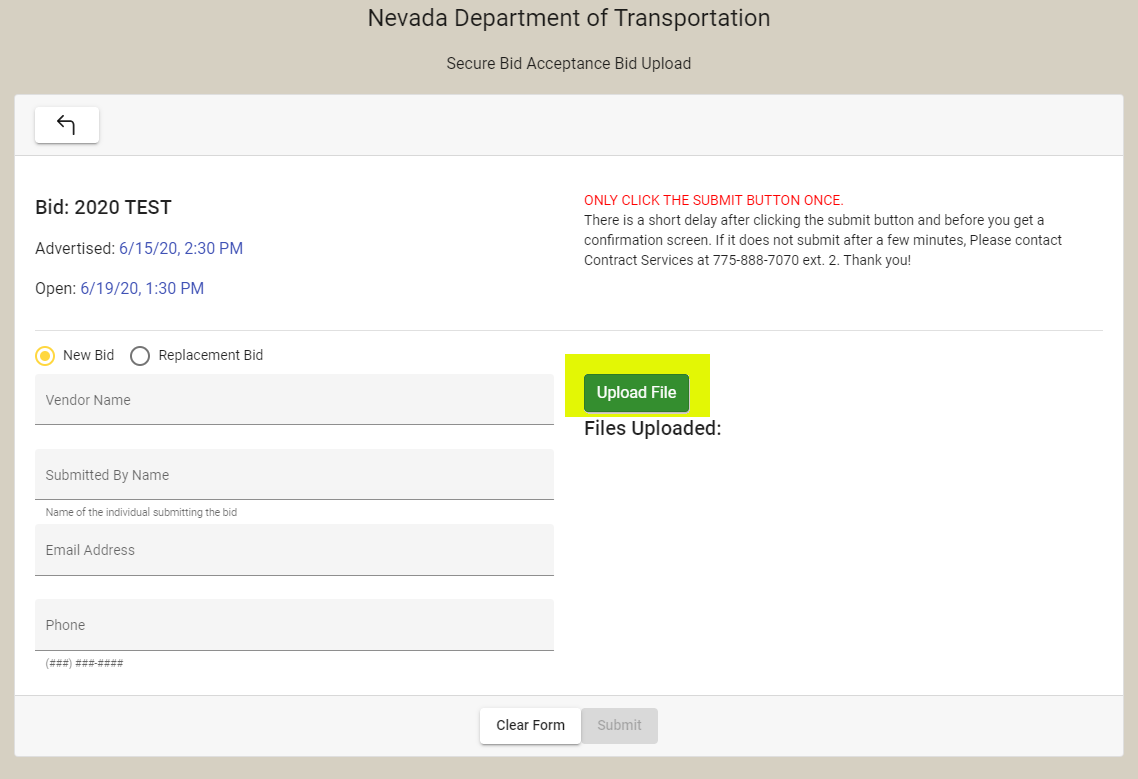
Enter the following required fields:

* Vendor Name
* Submitted by Name
* Email Address – **Note:** ensure accuracy when entering the email information
* Phone

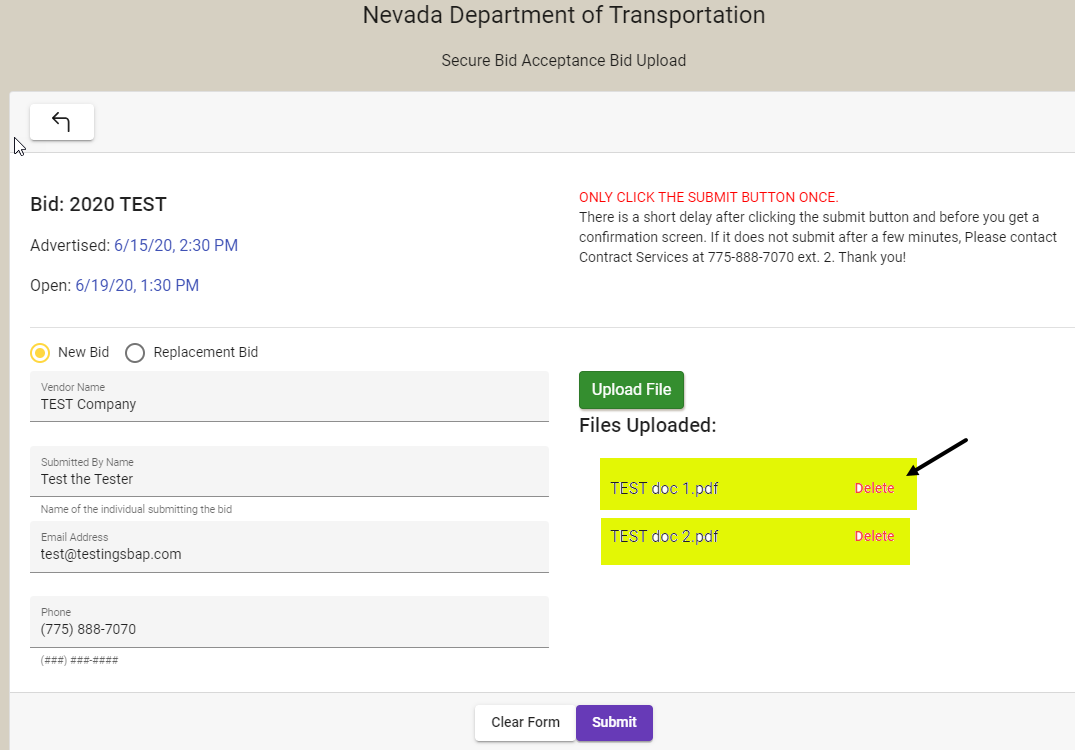


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