

# Secure Bid Acceptance Portal

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## 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 – this 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

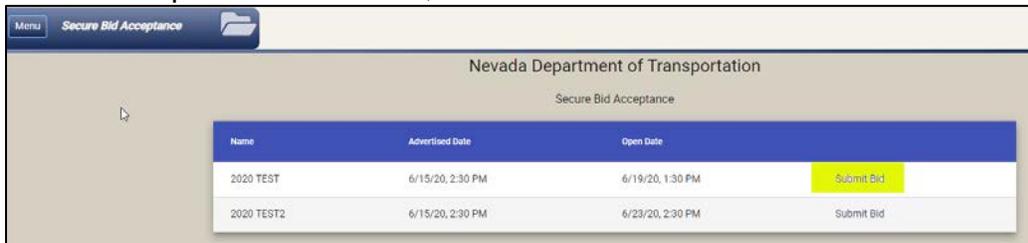
## Dashboard

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

The screenshot shows the 'Secure Bid Acceptance Bid Upload' form. It includes the following fields and elements:

- Bid: 2020 TEST
- Advertised: 6/15/20, 2:30 PM
- Open: 6/19/20, 1:30 PM
- Radio buttons for 'New Bid' (selected) and 'Replacement Bid'.
- Input fields for 'Vendor Name', 'Submitted By Name', 'Email Address', and 'Phone'.
- An 'Upload File' button and a 'Files Uploaded:' section.
- A 'Clear Form' button and a 'Submit' button.
- A warning message: 'ONLY CLICK THE SUBMIT BUTTON ONCE. There is a short delay after clicking the submit button and before you get a confirmation screen. If it does not submit after a few minutes, Please contact Contract Services at 775-888-7070 ext. 2. Thank you!'.

## 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.

Nevada Department of Transportation  
Secure Bid Acceptance Bid Upload

←

**Bid: 2020 TEST**  
Advertised: 6/15/20, 2:30 PM  
Open: 6/19/20, 1:30 PM

New Bid  Replacement Bid

Vendor Name

Submitted By Name

Name of the individual submitting the bid

Email Address

Phone  
(##) ###-####

**Upload File**

Files Uploaded:

Clear Form Submit

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)**

Nevada Department of Transportation  
Secure Bid Acceptance Bid Upload

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**Bid: 2020 TEST**  
Advertised: 6/15/20, 2:30 PM  
Open: 6/19/20, 1:30 PM

New Bid  Replacement Bid

Vendor Name  
TEST Company

Submitted By Name  
Test the Tester

Name of the individual submitting the bid

Email Address  
test@testingsbap.com

Phone  
(775) 888-7070  
(##) ###-####

**Upload File**

Files Uploaded:

TEST doc 1.pdf Delete

TEST doc 2.pdf Delete

Clear Form Submit

## 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.

Nevada Department of Transportation			
Secure Bid Acceptance			
Your bid has been successfully submitted			
Bid Information			
<b>Bid Name:</b> 2020 TEST	<b>Advertised:</b> 6/15/20, 2:30 PM	<b>Open:</b> 6/19/20, 1:30 PM	<b>Status:</b> Advertised
Vendor Information			
<b>Vendor Name:</b> TEST Company	<b>Email:</b> test@testingsbap.com	<b>Phone:</b> (775) 888-7070	<b>Submitted By:</b> Test the Tester
Files Uploaded			
TEST doc 1.pdf TEST doc 2.pdf			

Bid Acceptance receipt

 NdotAlert  
To:  Bourgeois, Maya



Thank you for your submission. We have received the following files on 6/15/2020 at 8:43 PM for the 2020 TEST bid.

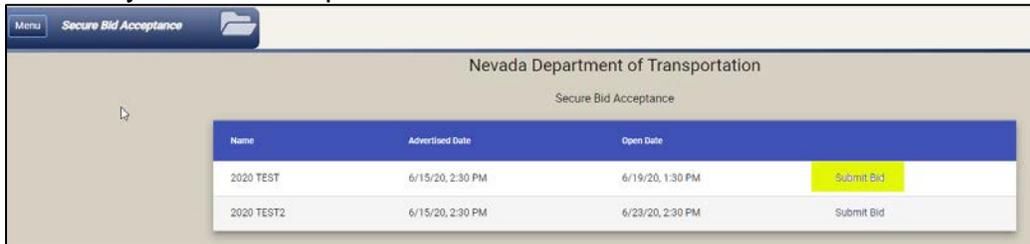
- TEST doc 1.pdf
- TEST doc 2.pdf

Thank you.

# 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’

Nevada Department of Transportation  
Secure Bid Acceptance Bid Upload

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Bid: 2020 TEST  
Advertised: 6/15/20, 2:30 PM  
Open: 6/19/20, 1:30 PM

**ONLY CLICK THE SUBMIT BUTTON ONCE.**  
There is a short delay after clicking the submit button and before you get a confirmation screen. If it does not submit after a few minutes, Please contact Contract Services at 775-888-7070 ext. 2. Thank you!

New Bid  Replacement Bid

Vendor Name

Submitted By Name   
Name of the individual submitting the bid

Email Address

Phone   
(###) ###-####

Files Uploaded:

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

**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. 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.**

Nevada Department of Transportation  
Secure Bid Acceptance Bid Upload

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**Bid: 2020 TEST**  
 Advertised: 6/15/20, 2:30 PM  
 Open: 6/19/20, 1:30 PM

ONLY CLICK THE SUBMIT BUTTON ONCE.

There is a short delay after clicking the submit button and before you get a confirmation screen. If it does not submit after a few minutes, Please contact Contract Services at 775-888-7070 ext. 2. Thank you!

New Bid  Replacement Bid

Vendor Name  
TEST Company

Submitted By Name  
Test the Tester

Name of the individual submitting the bid

Email Address  
test@testingsbap.com

Phone  
(775) 888-7070  
(###) ###-####

Upload File

Files Uploaded:

TEST doc 1.pdf [Delete](#)

TEST doc 2.pdf [Delete](#)

Clear Form

## 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

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Nevada Department of Transportation  
Secure Bid Acceptance

Your bid has been successfully submitted

**Bid Information**

Bid Name:	Advertised:	Open:	Status:
2020 TEST	6/15/20, 2:30 PM	6/19/20, 1:30 PM	Advertised

**Vendor Information**

Vendor Name:	Email:	Phone:	Submitted By:
TEST Company	test@testingsbap.com	(775) 888-7070	Test the Tester

**Files Uploaded**

TEST doc 1.pdf  
TEST doc 2.pdf

Bid Acceptance receipt



NdotAlert

To  Bourgeois, Maya



Thank you for your submission. We have received the following files on 6/15/2020 at 8:43 PM for the 2020 TEST bid.

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Thank you.