

Welcome to the eBid Presentation for the

State of New Jersey

Division of Purchase and Property

eBid Help File [Click Here](#)

A dark blue banner with a light blue wave graphic at the bottom. It contains the State of New Jersey logo, the text 'State of New Jersey The Department of the Treasury', 'Division of Purchase and Property', the 'eBid' logo, '(electronic Bid Information Delivery)', the website 'www.ebid.nj.gov', and a yellow italicized slogan.

State of New Jersey
The Department of the Treasury

Division of
Purchase and Property

eBid
(electronic Bid Information Delivery)

www.ebid.nj.gov

The next phase of the Division of Purchase & Property's Procurement Modernization Initiative

eBid

Getting Started

■ What you need to participate

➤ Equipment

- Computer with Internet Access
- Supported Web Browsers - IE 7.0 or higher, Firefox 3.0 or higher and Apple Safari 3.0 or higher (All Available on Web at no charge)
- Adobe Acrobat Reader 9.1 or higher (Available on Web at no charge)

➤ Enrollment

- Company Contact Information
- FEIN Federal Employer Identification Number or
- SSN Social Security Number if Sole Proprietorship
- NJ Division of Revenue Business Registration Certificate
 - Contractor's Certification Number

➤ Bid Submittal

- You will create your User ID & Password
- We will assign PIN (Personal Identification Number)

To participate in the State of New Jersey Division of Purchase and Property's eBid program you will need the following equipment:

- A computer that can access the Internet

The following software which can be obtained via the Internet at no charge:

- An Internet Web Browser supported by the eBid program such as -
 - Microsoft Internet Explorer version 7.0 or higher
 - Mozilla Firefox version 3.0 or higher
 - Apple Safari version 3.0 or higher
 - Adobe Acrobat Reader 9.1 or higher

To enroll in eBid you will need the following information available to create your eBid account

- Company Contact Information
- Federal Employer Identification Number (FEIN) or Social Security Number (SSN) if your business is a sole proprietorship
- New Jersey Division of Revenue Business Registration Certificate
- Contractor's Certification Number

The following information is needed to submit a bid via the eBid system

- Your eBid User ID and password created when you enrolled in eBid
- Personal Identification Number (PIN) – The PIN number will be assigned to each Administrator and Bid Manager by the eBid system, and will be used as your electronic signature when submitting bid proposals. This number will also be required by the Administrators to manage your eBid account, so it is very important that you safeguard this number.

eBid

■ Features

- Web-based interface
- Your proposal documents will be kept in a secure electronic (lock-box) environment
- Electronically download and fill out bid documents
- eBid Work Area allows you to track Bid status
- Electronically submit your bid proposal
- Familiar Look – Website

■ Electronic Submissions of Bids will:

- Ensure accuracy
- Save money
- Save time

The eBid system is a web-based interface that will provide you access to your bid proposals on a real time basis right up to the bid opening date. All documents will reside on your company's computer until you decide to upload them to the eBid system. You will be able to review and revise the documents you submitted via eBid right up until the bid opening date and time specified by the RFP. However, please note that all required documents must be uploaded and the bid must be submitted by 2 PM on the specified bid opening date. If a completed bid is not submitted prior to 2 PM then the bid will be considered incomplete and will not be considered for award.

Once uploaded to the eBid system your files will be placed into an electronic lockbox that cannot be opened by the State until 2 PM on the bid opening date specified for the RFP. Only the vendor can access the files to review and/or change them prior to the bid opening time.

The eBid system includes an electronic work area that will provide status and reminders to help ensure that you complete the process of submitting a bid. This work area will help ensure that the bids submitted electronically will be accurate, save money and time.

eBid

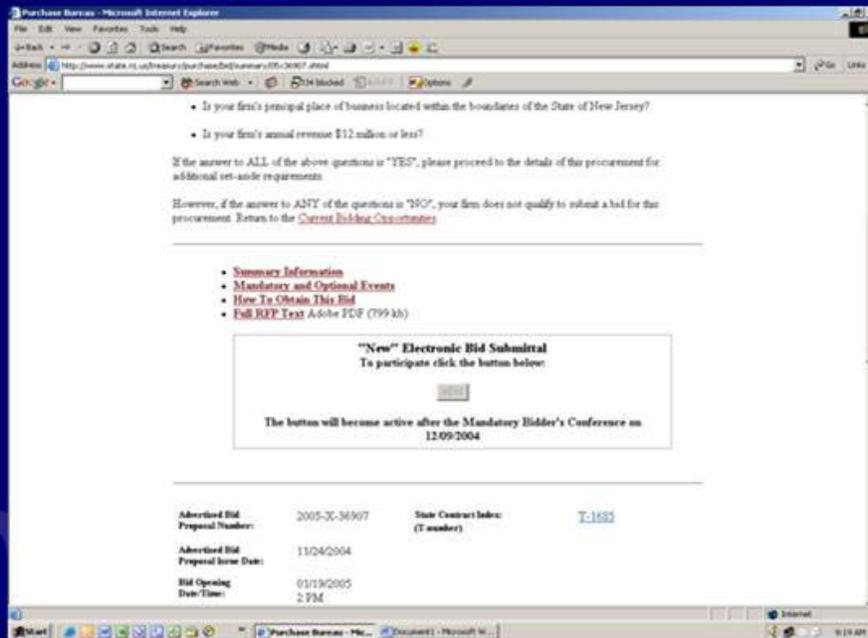
Benefits

■ Benefits

- Convenient
- Preparation and submission of eBids with software that is available on the Web at no charge
- Reduces manual efforts, costs, and errors
- Simplifies your bid delivery
- Eliminates duplication of effort
- Tracks progress of your bid proposal
- Fewer bid rejections by ensuring Bid Submittals that are:
 - timely
 - complete
 - accurate
 - efficient

The benefits of eBid are numerous. eBid offers the convenience of a one stop location for all your bidding activities. The My Proposals page tracks your proposal's progress prior to bid submission to reduce duplications and manual efforts thereby resulting in fewer bid rejections.

Submittal Button



eBid can be accessed via the new eBid button found on the RFP page. This page is accessed from the Division of Purchase and Property's Current Bidding Opportunities page. Once the eBid button is selected you will be taken to the Welcome to eBid page.

Welcome Page

new jersey **treasury** division of
the department of the treasury purchase and property

Quick Links

- Help
- Enrollment
- My Proposals
- Bid Opportunities
- Q&A
- Contact Us
- Login

Welcome to eBid

To continue to expand the Division's procurement modernization plan, the eBid application is being made available to promote an easier more efficient method to submit bid proposals.

In order to successfully submit an eBid you will need to complete the steps listed under the help menu. Refer to the Quick Link on the left.

If you are not enrolled in eBid, [Click Here](#).

For Help to complete the eBid Enrollment Process, [Click Here](#).

eBid Login

User ID:

Password:

If you have forgotten your User ID or Password, [Click Here](#).

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The Welcome to eBid page will serve as the gateway to eBid. From this page you can enter your eBid ID and password and begin to access your Bid Proposals.

If you have not already enrolled in eBid, this page will allow access to the enrollment process.

This page also will allow you to open the eBid Help file for reference.

Enrollment

Getting Started



The eBid Enrollment – Getting Started page details the information that will be needed to enroll your company in eBid. Included on that page are links to the NJ Division of Revenue website to assist you in registering with the Division of Revenue or to obtain your Business Registration Contractor’s Certification Number if you have already registered.

Additional information can be found in Part 2 – eBid Enrollment Process found in the Help Section of eBid.

PIN

- ONE PIN PER AUTHORIZED USER
(Administrator or Bid Manager)
- 1) created by eBid system during enrollment or appropriate user activation
- 2) used for submission and withdrawal of RFP
- 3) Administration of users
- 4) can be reset by user

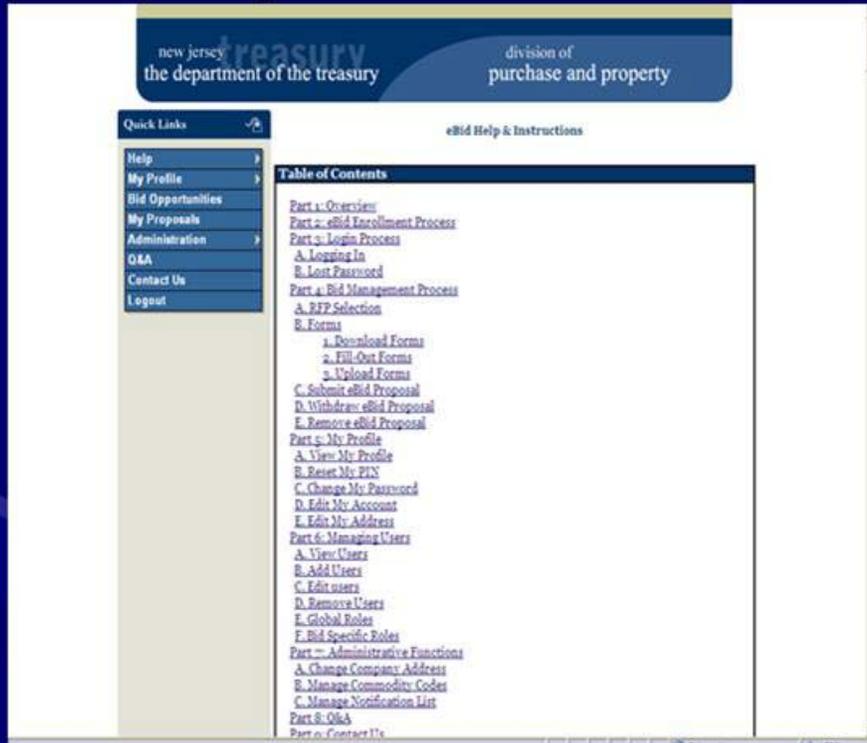
PIN numbers are assigned to all authorized users by the eBid system. Authorized users are defined as anyone given the role of Administrator or Bid Manager.

Upon receipt of the enrollment information from the vendor, the eBid system assigns the PIN number. The PIN number can be changed by the user if they can verify the information requested by the system.

The PIN number will be used to digitally sign and submit or withdraw your completed eBid Proposal. **Write the PIN number down, along with your User ID and Password and keep it in a safe place.**

All changes to user accounts, made by an administrator, also require the use of the PIN.

Help & Instructions



Once logged into eBid you can use the Quick Links menu to navigate to the work areas of eBid. The next 7 slides will lead you through the Quick Links buttons.

The Help Button will take you to the Help and Instructions section of eBid which will provide answers to most of the questions you might have about eBid.

The Table of Contents page includes links to navigate to the sections within Help to make access quicker.

We recommend that you bookmark this section to make it easy to access for future use.

Current Bidding Opportunities

new jersey treasury division of purchase and property

Quick Links: Help, My Profile, Bid Opportunities, My Proposals, Administration, Q&A, Contact Us, Logout

Current Bidding Opportunities

Listed below are the Current Bidding Opportunities for the State of New Jersey. To view additional information about an RFP, click the Details link. To add an RFP to your Proposals, click the Add RFP link.

Request For Proposal	Title	Bid Opening Date	Add to eBid Proposals
10-B-20084	BOLLBACK TRUCK, 33,000 LB. GVWR WITH 26 BODY	8/7/2009 2:00:00 PM	---
10-B-21112	HIGH DENSITY FILING SYSTEM - 5000 SQ FT ENGINEERING & OPERATIONS 2ED FLOOR	8/28/2009 2:00:00 PM	add
10-B-20217	TELECOMMUNICATIONS EQUIPMENT & SERVICES	9/3/2009 2:00:00 PM	---
10-B-20277	MOTOR VEHICLES, AUTOMOBILES, MID-SIZE, 36-MONTH CLOSED END LEASE	8/7/2009 2:00:00 PM	---
10-B-20288	WORKFORCE DEVELOPMENT COMPUTER BASED LEARNING SYSTEM FOR NJN	10/14/2009 2:00:00 PM	---
10-B-20760	MAINT/REPAIRS, LIFT & PALLET TRUCKS FOR DEPTCOR AND OTHER AGENCIES	8/20/2009 2:00:00 PM	add
10-B-20813	CERTIFIED COURT REPORTING- DIV. OF WORKERS COMPENSATION (DWC)	8/26/2009 2:00:00 PM	add
10-B-20881	AUDITS OF CLAIMS BY PHARMACY AND DURABLE MEDICAL EQUIPMENT PROVIDERS, OMAHS	10/6/2009 2:00:00 PM	add
10-B-20941	TELECOMMUNICATIONS RELAY SERVICE	9/10/2009 2:00:00 PM	add
10-B-20984	ELECTRIC EQUP. & SUPPLIES: LUMINAIRES W/ ASSOCIATED LAMPS, LIGHT POLES - DOT	8/19/2009 2:00:00 PM	add
10-B-21024	AIRPORT OPERATOR FOR SOUTH JERSEY REGIONAL AIRPORT (REERD)	9/3/2009 2:00:00 PM	---
10-B-21041	SCIENTIFIC EQUIPMENT ACCESSORIES MAINTENANCE AND SUPPLIES	8/19/2009 2:00:00 PM	---

The Bid Opportunities button will take you to the Current Bidding Opportunities page. This page will look similar to the Current Bidding Opportunities web page found on our public website.

The differences are;

- A new column has been added titled “Add to eBid Proposals” – this column will contain an “add” link if an RFP is an eBid RFP. By clicking on the “add” link for a specific RFP in the list will move a copy of the RFP into your my Proposals work area.
- The list can be sorted by clicking on any of the column titles.

Examples:

- click on the word “Title” and the list will be sorted alphabetically
- click on the words “Request for Proposal” and the list will be sorted by the RFP number

Only Administrators can add RFPs to the My Proposals section of eBid.

For more information please see Part 4: Bid Management – Section A: RFP Selection.

My Proposals

Request For Proposal	Title	Bid Opening Date	Status	Action	Action
10-N-00941	TELECOMMUNICATIONS RELAY SERVICE	8/10/2009 2:00 PM	Incomplete	Edit	Remove
10-N-00760	MAINT REPAIRS LIFT & PALLET TRUCKS FOR DEPTCODE AND OTHER AGENCIES	8/20/2009 2:00 PM	Complete	Edit	Remove
10-N-01106	FOODE: COFFEE & TEA, REGULAR & DECAF - DES	9/23/2009 2:00 PM	Incomplete	Edit	Remove
10-N-01112	HIGH DENSITY FILING SYSTEM - NJDOT ENGINEERING & OPERATIONS - 2ED FLOOR	8/28/2009 2:00 PM	Incomplete	Edit	Remove
10-N-00813	CERTIFIED COURT REPORTING- DIV. OF WORKERS COMPENSATION (DENW)	8/26/2009 2:00 PM	Complete	Edit	Remove
10-N-00885	LED SIGNAL INDICATORS AND WARNING DEVICES	6/10/2009 2:00 PM	Incomplete	Bid Expired	Bid Expired
10-N-00995	PRINTING: NJ LOTTERY- POSTERS, FLIERS, POCKET FOLDERS, FLY CHARTS, DECALS ETC.	6/10/2009 2:00 PM	Incomplete	Bid Expired	Bid Expired
10-N-00369	PRINTING VARIOUS FLIERS AND BROCHURES (NJMVC) YE-BID	6/10/2009 2:00 PM	Complete	Bid Expired	Bid Expired

The My Proposals button will take you to the My Proposals work area. You will also be directed to this page when you click on the “add” button on the Current Bid Opportunities page.

The My Proposals page will provide information about the status of the proposals you have chosen from either Current Bid Opportunities pages.

The Status column will indicate the current standing of an RFP. The Status indicators are color coded to make them easier to identify. The Status are:

The Status will show “Incomplete”, in red, until all of the documents required for the RFP have been uploaded. When all required documents have been uploaded, the eBid Status will appear as “Complete”, in blue, until the bid Proposal has been submitted. After the Bid Proposal has been submitted using your unique PIN that was assigned at the time of Enrollment confirmation the eBid Status indicator will read “Submitted” in green.

Please note that a status of **Complete** does not mean that your RFP response has been submitted. A “Submitted” RFP response will show the word “Submitted” in green in the Status column.

The first Action Column – selecting the “edit” link will allow you to access the RFP for editing and will take you to the eBid Proposal Status page for the selected RFP.

The second Action column – selecting the “remove” link will remove the selected RFP from your My Proposals page.

For more information please see Part 4: Bid Management – Section A: RFP section of the eBid Help & Instructions page.

Proposal Status

The screenshot displays the 'FERRARA, RALPH eBid Proposal Status' page. At the top, it identifies the user as 'FERRARA, RALPH' and the RFP as '10-X-20944'. The title is 'TELECOMMUNICATIONS RELAY SERVICE'. The bid opening date is '01/10/2009 2:00 PM'. A message states: 'RFP Upload Status: RFP forms are needed for the eBid to be submitted.' Below this is a 'Required Forms Work Area' table with columns for 'Upload Status', 'Form in Lockbox', 'Click links below to download forms', 'Upload to Lockbox', and 'Remove from Lockbox'. The table lists various forms such as 'Station Page', 'Bid Specific Form # 4 - Schedule D Optional Services Price Sheet', 'Bid Specific Form # 3 - Schedule C Traditional and Other Price Sheet', 'Bid Specific Form # 2 - Schedule B Capital Cost Price Sheet', 'Bid Specific Form # 1 - Schedule A Traditional TRS Price Sheet', 'Bid Specific Form # 5 - Schedule E - Optional Services Description', 'T&E Standard Terms and Conditions', and 'Source Disclosure Certification'. A note at the bottom states: '*Standard RFP Forms include: Ownership Disclosure, MacBride Principles, Disclosure of Investigations and Actions Involving Bidder.' Red callouts point to the 'eBid Proposal Status' and 'Required Documents' sections.

See Help - Part 4: Bid Management – Section B: Forms section of the eBid Help & Instructions page for detailed instructions.

Selecting the “edit” link on for an RFP on the My Proposals page will direct you to the eBid Proposal Status page for the RFP.

This page is divided into 5 sections.

- Section 1 – RFP information and RFP Upload Status
- Section 2 – Required Forms Work Area
- Section 3 – Other Forms Work Area
- Section 4 – the “Attachments” button
- Section 5 – the “Submit” button

For all sections you will click on the link of the document name to download the document to your PC. Once a file is downloaded you will be able to update the form and save it to your PC. You will then click on the “upload” link in the Upload to Lockbox column to upload the completed document to the eBid RFP lockbox.

In Section 1 the only item that will change is the line above the RFP information and RFP Upload Status box titled RFP Upload Status. This message will change to reflect the status of the RFP.

Once uploaded, the “Upload Status” column will show a check mark in the check box and the “Form in Lockbox” column will display an icon. This indicates that the form has been uploaded to the eBid work area and it will remain there until the RFP is submitted via the Submit button.

The “Required Forms Work Area” box includes all documents that have to be submitted with the RFP response. After all the “Upload Status” check boxes are marked then the bid can be submitted via the submit button.

The “Other Forms Work Area” contains forms that may contain valuable information pertinent to the RFP specifications.

The “Attachments” button is available for you to add documents that may enhance your RFP response.

Vendor Administration

The screenshot displays the 'Vendor Administration' interface for 'eBid Users'. At the top, it identifies the user as being from the 'new jersey treasury' and the 'division of purchase and property'. A navigation menu on the left includes options like 'Help', 'My Profile', 'Bid Opportunities', 'My Proposals', 'Administration', 'Q&A', 'Contact Us', and 'Logout'. The main content area features a table of users with the following data:

UserID	User Name	Global Role
ADMIN001	Ed Stevens	Administrator
ADMIN002	Ed A Meyers	ADMIN
ADMIN003	edsmail	Bid Manager
ADMIN004	em	ADMIN
ADMIN005	emichael	ADMIN

Below the table, there are buttons for 'Remove User', 'Global Roles', and 'Bid Specific Roles'. A dropdown menu is open over the table, listing actions: 'Add RFP', 'Manage Users', 'View User List', 'Add User', 'Edit User', 'Remove User', 'Global Roles', and 'Bid Specific Roles'. The footer contains contact information for the Department of the Treasury, Division of Purchase & Property, and the State of New Jersey.

- Existing Users
- Add Users
- Edit Users Roles
- Remove Users
- Global Rules
- Bid Specific Rules

Users with Administrator or Bid Manager permissions will have the ability to manage the accounts of other users. They can View, Add, Edit, remove as well as change the Global and Bid Specific Roles of users. See Help – Part 6: Managing User for detailed information.

You can also change the Commodity Codes listing you have set for eRFP notification.

See Help – Part 7: Administrative Function – Section B: Manage Commodity Codes.

The eBid Account Administrator can change the company address. Any address changes made to the eBid account will be reflected on ALL user accounts.

See Help – Part 7: Administrative Function – Section A: Change Company Address.

Administrators may also add RFPs to the “My Proposals” page by clicking on the “Add RFP” button.

See Help - Part 4: Bid Management Process – Section A: RFP Selection for detailed instructions.

Contact Us

new jersey treasury
the department of the treasury

division of
purchase and property

Quick Links

- Help
- My Profile
- Bid Opportunities
- My Proposals
- Administration
- OIA
- Contact Us
- Logout

eBid Contact Us

Please use the form below to contact us with respect to any matters relating to:

- The use of the eBid system
- Questions about specific eBid screens or eBid procedures
- Assistance in enrolling for eBid or logging in
- Other eBid specific technical assistance

Please send any inquiries regarding the RFP or the Procurement itself to the Buyer identified in the RFP.

Contact Us

Sender Email:

Subject:

Message:

Submit

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The “Contact Us” function is for questions not related to the RFP specifications.

The “Contact Us” button provides you to an area where you can enter a question about the eBid system and send it to the eBid Support Unit for response. The “Contact Us” function is for questions not related to the RFP specifications.

See Help - Part 9: Contact Us for more detailed instructions.

eBid Access and Support

eBid Web Address

www.ebid.nj.gov

eBid Support Hotline

609-292-6366

Hours 8:00AM to 4:00 PM Eastern Time

The Hotline number is answered from the hours of 8 AM and 4 PM Eastern Time