

Office of Contracts

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To: Iowa Digital ID holders

Subj: Action required for bidding with Iowa Department of Transportation

There is new bid preparation software that you are required to use for Iowa Department of Transportation (Iowa DOT) for the letting of **November 20th, 2018** and beyond. You will need to create a new Info Tech Digital ID for this software, and then use that Digital ID when bidding with all agencies using the new software.

Please note that these changes are not in effect for Iowa DOT's lettings prior to November 20th, 2018. Those lettings will require use of the Expedite software and your existing Digital ID.

What is the change?

The Iowa DOT is in the process of upgrading from the Expedite software to a new application called the AASHTOWare Project Bids™ software. The Bid component of the AASHTOWare Project Bids software is what you will use to prepare your bids. It has a modern interface and has improved handling of attachments. You will eventually use the same application to bid to all agencies using the Bid Express service and you can create profiles within the software for different agency requirements. Also, the Bid component automatically updates when needed, so you won't need to download updates anymore.

To submit a bid for the November 20th, 2018 letting and beyond, you will be required to create a new Digital ID for the AASHTOWare Project Bids Bid component, and then use that same Digital ID to bid to all agencies using the new software. This Digital ID must be renewed every two years. If you currently

have an active Info Tech Digital ID for the Iowa DOT, you will be reimbursed for the cost of creating the new Digital ID for bidding to the Iowa DOT. You will also be required to submit a request to bid to the agency.

What action do I need to take?

The required action depends upon whether you bid to another agency that has begun using the new AASHTOWare Project Bids Bid software.

Action for those who have NOT yet installed the AASHTOWare Project Bids Bid component to bid to another agency:

1. Download the new software.
2. Create your new Digital ID for the Bids component.
3. After you receive notification that the Digital ID has been enabled, request to bid with the Iowa DOT. The agency will receive your request and will approve or reject you for bidding. You will not be able to bid to the agency until the agency has approved your request.

We recommend you [download](#) and print the detailed instructions for the steps above.

Action for those who ALREADY have a new, approved Digital ID and have already installed the AASHTOWare Project Bids Bid component to bid to another agency:

1. Submit a request to bid with the Iowa DOT. Instructions are available beginning with Step 5 of this [document](#). The agency will receive your request and will approve or reject you for bidding. You will not be able to bid to the agency until the agency has approved your request.

Note: Use of the new bidding software is on an agency-by-agency basis. Therefore, if you bid to multiple agencies on the Bid Express service, you may temporarily need to use the Expedite Bid

software to bid with one agency and the Bid component of the AASHTOWare Project Bids software for bidding to others. If you are bidding in any Iowa DOT letting prior to November 20th, 2018, you will use the Expedite software and your existing Digital ID for bid submission.

Where can I get more information?

There are several training resources for the AASHTOWare Project Bids Bid software.

- Watch a comprehensive [training video](#) that walks you through all of the steps required for bidding. (42 minutes)
- View one or more of the short tutorial videos below depending on the help you need:
 - [Introduction to bidding with AASHTOWare Project Bids Bid component](#) (7:24)
 - [Auto Bid Withdrawal](#) (2:25)
 - [Amendments](#) (3:08)
 - [Bid Submission](#) (2:48)
 - [Bid Withdrawal](#) (1:36)
 - [Creating an Info Tech Digital ID](#) (5:00)
 - [Downloading Proposals](#) (3:02)
 - [Submitting a request to bid](#) (1:43)

Bid Express Customer Support is available to assist by phone at 888-352-BIDX (2439) or email (customer.support@bidx.com).