BuildersBidNetwork

Developer Instructions

Registering an Account:

Go to the website: http://www.BuildersBidNetwork.com

On the middle right of the Home Page you will see "Create an Account – It's Free"

Enter the email you wish to register and enter a password of your choice.

Once you submit your information, a confirmation email will be sent to the email address you registered with.

To finish registering, go to your email and click on the confirmation link. You will be redirected to the Profile Creation page on the BBN site.

Creating Your Profile:

It's easy to complete your personal or company Profile. Just enter your professional information in the appropriate fields and you'll be ready to introduce yourself to the BBN marketplace.

In the second field, you will be asked to choose your industry role.

There are 2 options:

- **Developer (Creates Projects)** – Free and can post as many projects as you wish. These Projects can be either Public or Private (invite only). Cannot bid on projects.
- **Contractor (Bids on Projects)** – Access to Project details, with full messaging capabilities, and site listings. Requires a subscription and has a fee associated with bidding on projects. Cannot post projects.

Once you have completed entering your information into each field, click Save Profile.

This will redirect you to your Profile Page, which is your home page on BBN and can be viewed by all other BBN members.

Your Profile Page:

Your Profile page shows all the information you entered initially in the Create Profile form and anything you add later through the Edit Profile feature.

If you wish to add or change any information, simply click the "Edit" button on the top right of the page and make your changes. You will have the ability to add your company logo to your Profile.

At the top of the page, in the main navigation bar you can see "Notifications", "Browse" and "My BBN":

- Notifications will take you to your BBN messages and notifications.

- **Browse** will take you to our listings of Projects, Contractors and Developers.
- **My BBN** will take you to your personalized management page that allows you to track both current and closed Bids and Projects.

Create and Post Projects:

To create and post Projects, click on the My BBN link, located at the top middle of your screen.

This will take you to the Track My Projects page:
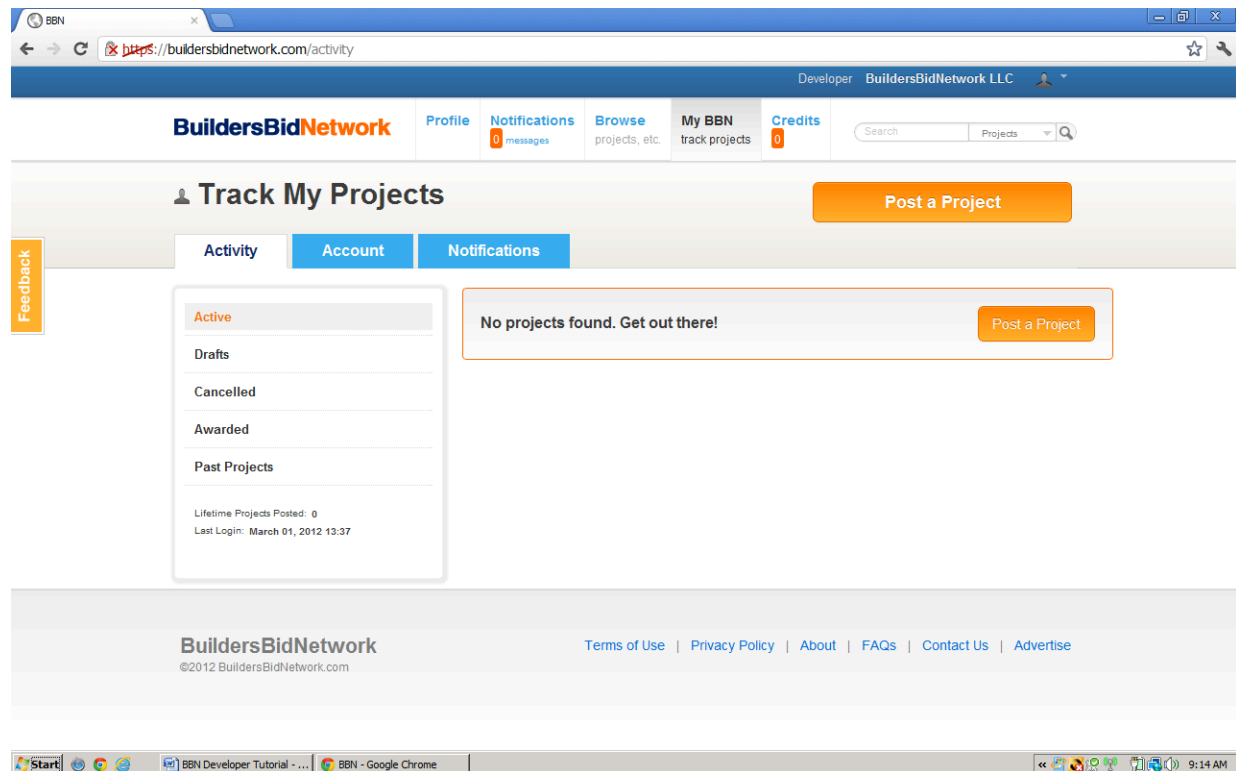
From here, click on Post a Project. This will take you to the template for creating a new Project.

Step 1 Project Scope:

When creating a project, simply enter the information in the fields as indicated, beginning with the name you would like displayed for your project.

- When completing the second field, Project Type, select the project type that is closest to your project's general description. (If there is a Project Type you'd like to see here, please let us know and we will add it to this field in the future).
- The Bidding End Date is the date and time after which Contractors can no longer submit bids for the project. Note: There is *no* Bidding Start Date field as bidding begins as soon as you publish the project. If you do not wish to publish the bid immediately, you have the option of saving it as a draft and publishing at a later date.

- In the General Project Description field, enter a brief description of your project for potential bidders.
- The Line Item field allows you to add as many line items as needed, so that you can provide a better description of individual project details including quantities of measure. (Note: If there is no quantity needed, place a unit of 1 in the Quantity field.)
- The Additional Notes and Requirements field is a good place to list any COI requirements, whether the project is Union or Non Union, a description of RFP disclosure information and descriptions of any attachments including drawings or photos.

Once the Project information has been completed, you have the option of making the project "Public" or "Private."

- Public Projects are open for any subscribed Contractor to view and bid on. The project will also be included in the Browse Projects listing.
- Private Projects are Invite Only and will not appear in the Browse Projects listing.

After you have read, and checked off on, the agreement stating "I have read and agree to the site's Terms of Use," click on Save and Continue. This will save your current information and take you to the next phase of posting the project.

Step 2 Add Document + Photos:

In this step, attach documents and photos to your Project Page.

Clicking on Choose File will take you to the files on your CPU or network server that you can then upload to the BBN site. A field is available for you to name files and provide a better description of them for Contractors.

Once you have uploaded any documents and photos click on Continue. This will save your current information and take you to the final step - Review & Submit.

Step 3: Review & Submit

Here you can either Publish the project or Save as Draft.

Published Projects:

This is an example of what a Published project would look like.

The tabs labeled "Documents" and "Photos" are where the project's associated Photos and Documents can be viewed and downloaded.

- You can edit your project at any time. If you edit your project *after* bidding has begun, all bidders will receive a notification that the project has been edited and their submitted bids will be sent to the draft stage. This will ensure that they review any changes and revise their bids, if necessary, prior to re-submitting.

After clicking on the Documents and Photos tabs, you will see the attached files.

Inviting Contractors to Bid:

There are currently two ways to invite Contractors to bid on published projects:

1. The first is to invite them directly from the Project Page.
   On the Project Page, at the top right of the Project Timeline box is the Invite Only button. To invite new and existing Contractors to bid on your project, click this button.

You will be taken to the Invite Contractors by E-Mail page.

**Here, you may invite registered *or* unregistered Contractors to bid via e-mail.**

2. You may also invite Contractors to bid by visiting the Contractor's Profile directly. Go to the Browse page and select a Contractor's Profile.

On the top right of each Contractor Profile page there is an "Invite to Bid" button.

Click on this and select the project you would like them to be invited to bid on. If you have more than one project it will list all of your active projects for you to choose from.
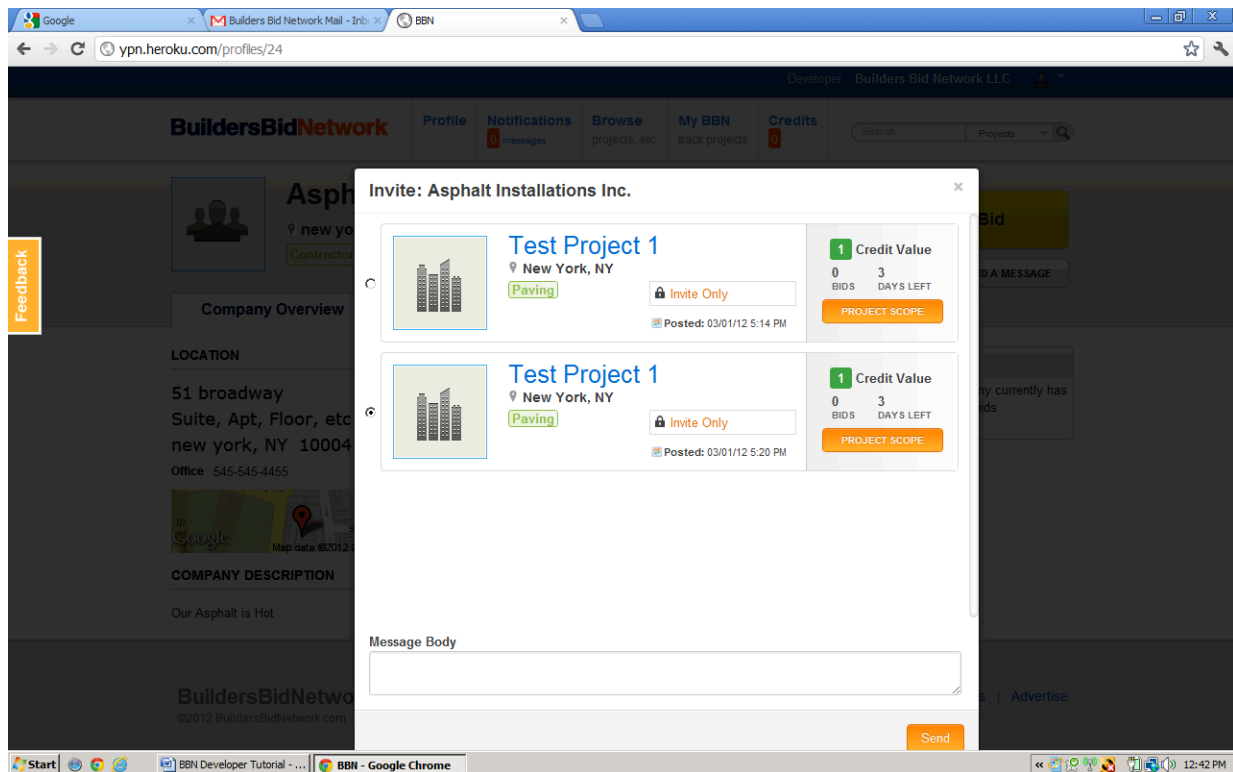
After you have chosen all the Contractors you want to invite, click Send and a notification will be sent to all of them. These notifications are sent both internally to the Contractor's BBN notifications page, as well as to their external email accounts. If a Contractor is not registered to the site, you can enter their email and BBN will send them the invite and prompt them to create an account in order to bid on your project.

Any Contractors you have invited to the project will then be listed on the project page when you click the Invite Only button.

Viewing Submitted Bids:

Once you start receiving bids on a project, they will appear on the "Bids" tab on the Project Page along with a link to the bidder's Profile.

From this tab you can click on the "Bid Details" button for each bid to view the Contractor's line item breakdown of the bid.

Once the project's bidding period has ended, an "Award" button is shown within each bid breakdown.

By clicking on this, you will award the project to that bidder and send a notification to the Contractor that they have been awarded the project.
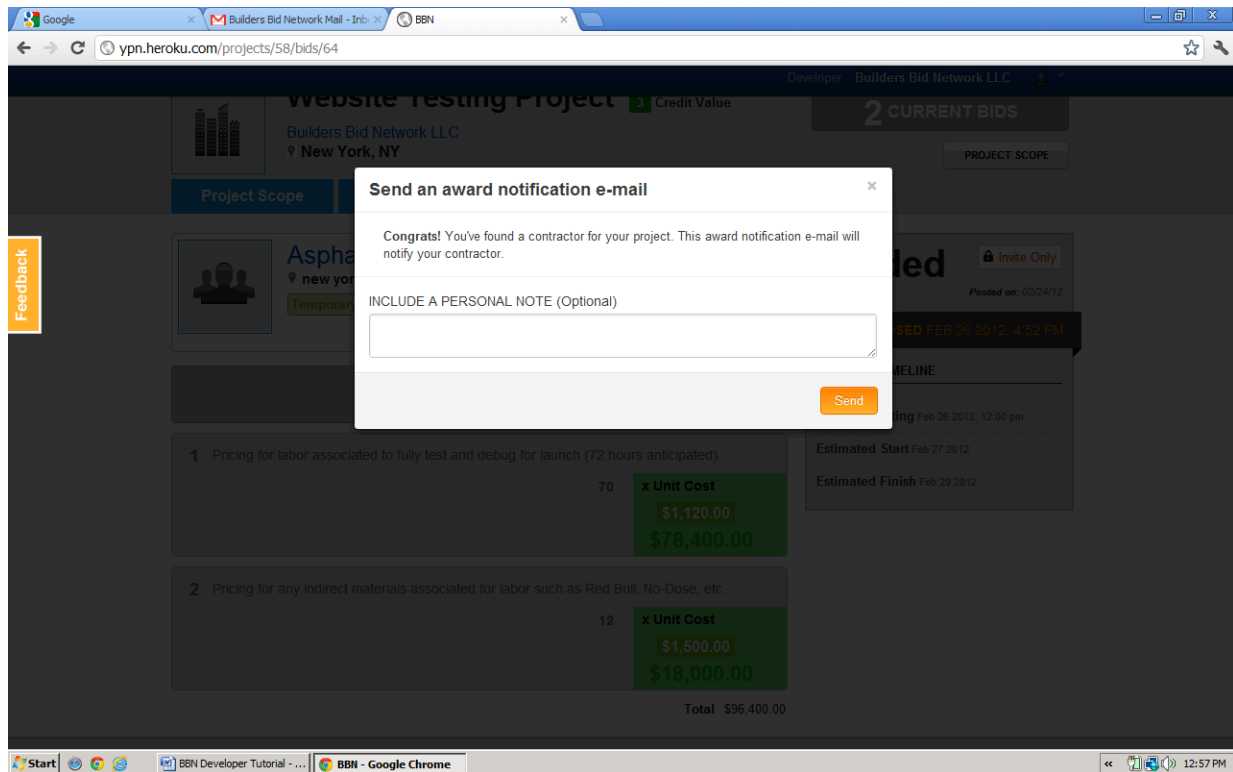
The Contractor will then have the option to either accept or decline the award. In the unlikely event that the Contractor declines, you will be notified and can select one of the other bidders to be awarded the project.

Once a Contractor has accepted the award of a project, you can schedule the project work with them and get things started. Good Luck!