BuildersBidNetwork

Developer Instructions

BuildersBidNetwork

Registering an Account

To create a new account, enter the email you wish to register and a password of your choice in the registration form located on the BBN home page.

Once you submit, a confirmation will be sent to the email address you have just registered.

Check your email and confirm your registration. You will then be redirected to a Profile Creation page on the BBN site.

Creating a Profile

It's easy to complete your Profile / Company Profile. This is where you add professional information and introduce yourself to the BBN marketplace.

You will be asked to choose your industry role. There are 2 options:

Developer *(Creates Projects)*
Developers post projects, however, do not have access to bid on projects.

Contractor *(Bids on Projects)*
Contractors have access to project details, with full messaging capabilities and site listings.*

*NOTE: Requires a subscription and has a fee associated with bidding projects.

Once you have entered your information, click **Save Profile** to save your changes and view your Profile page.

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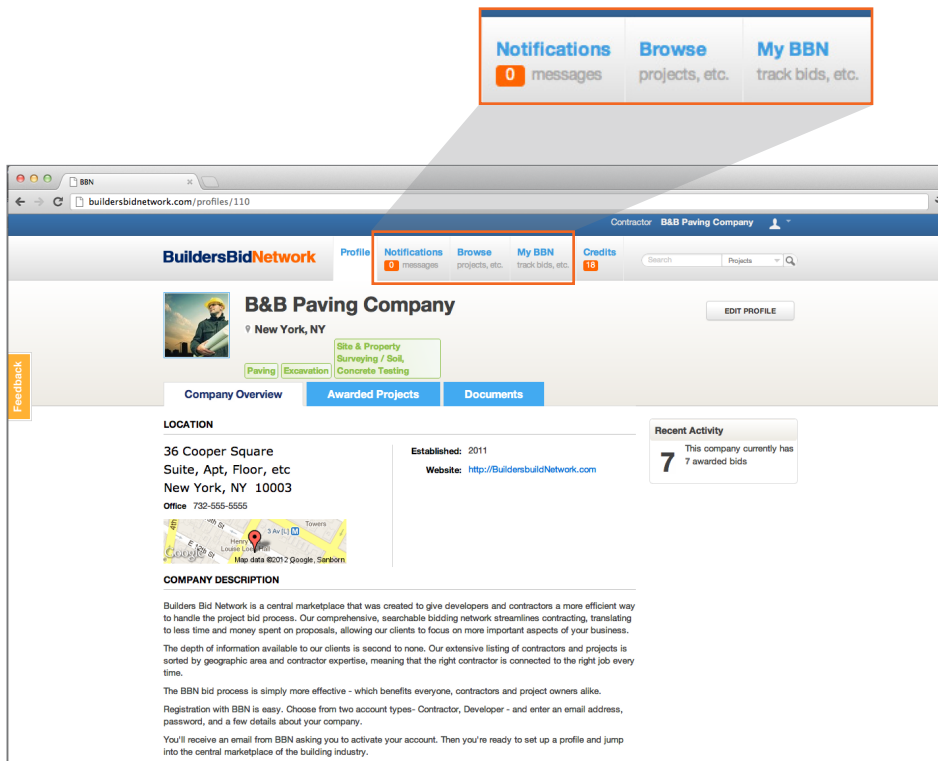
Profile Page

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.

At the top of the page, in the main navigation you will see **Notifications**, **Browse**, and **My BBN**:

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

Browse will take you to the site listings for projects, contractors, and developers.

My BBN will take you to where you can track your bids and projects.

If you wish to add or change any information on your Profile, simply click the **Edit Profile** button on the top right of the page and make your changes.

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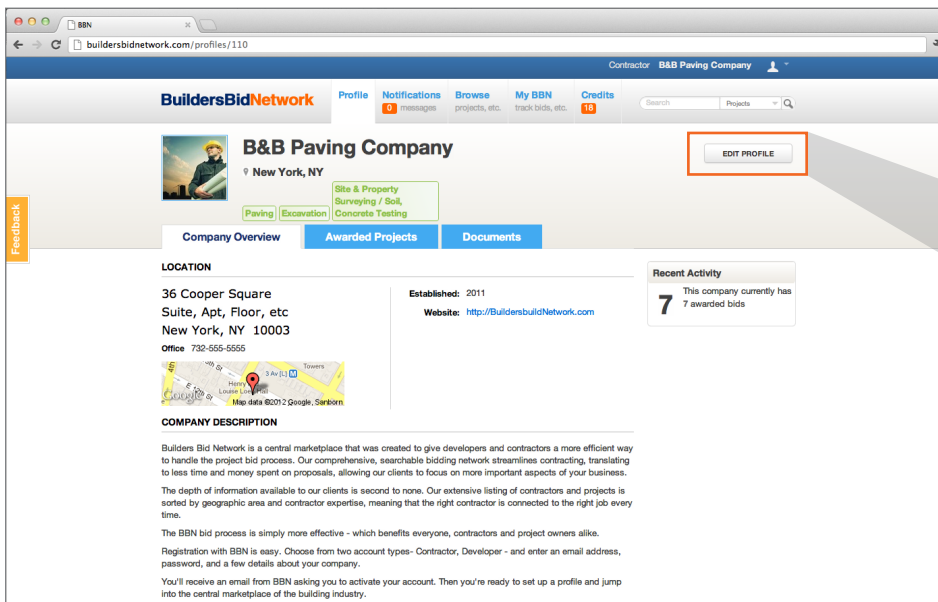
Create and Post Projects
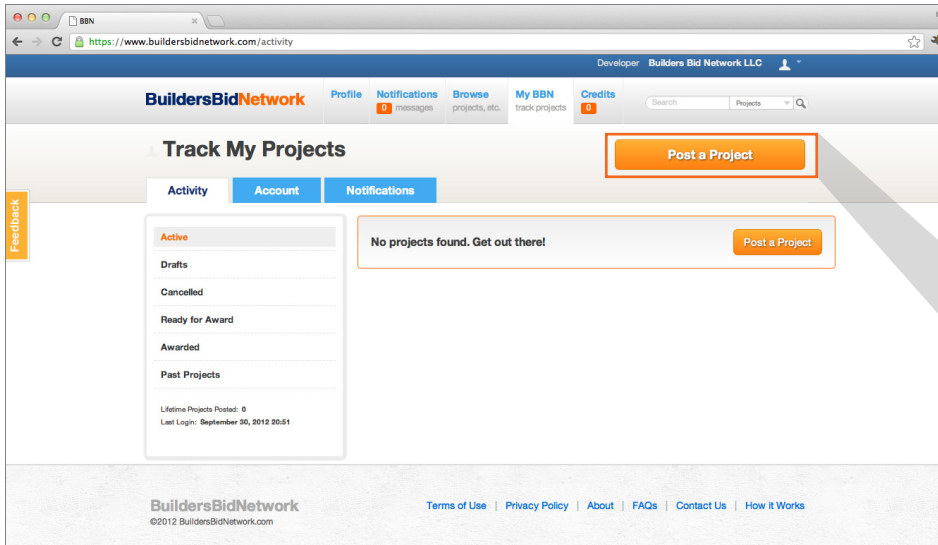
To create and post Projects, click on the My BBN tab, located at the top middle of your screen.

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.

Create and Post Projects

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.

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Create and Post Projects

Step 2:
Add Documents and 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

An example of a Published project.

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.


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

Click on the Documents and Photos tabs to see the files you have attached.

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 above the Project Timeline box is the Invite Only or Share Project button. To invite new and existing Contractors to bid on your project, click this button.
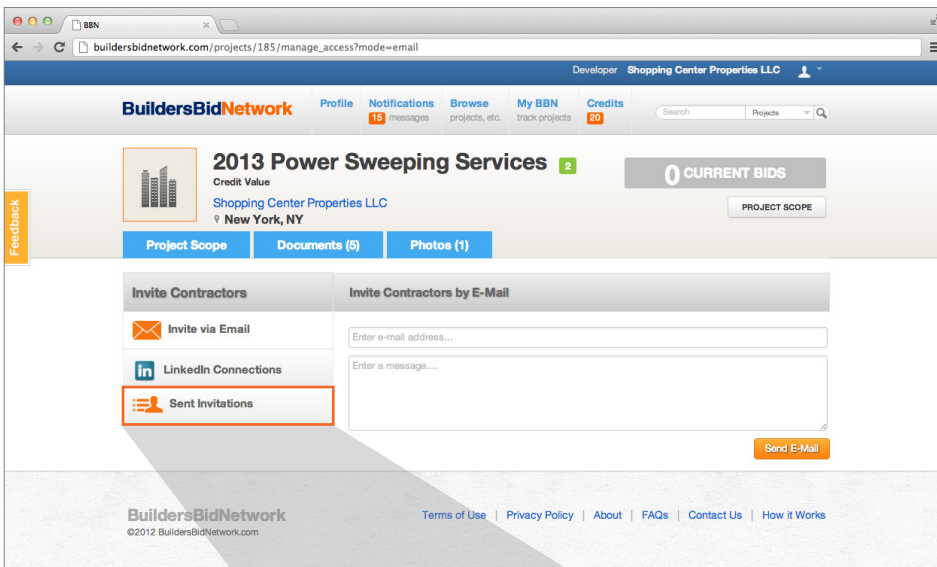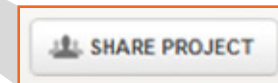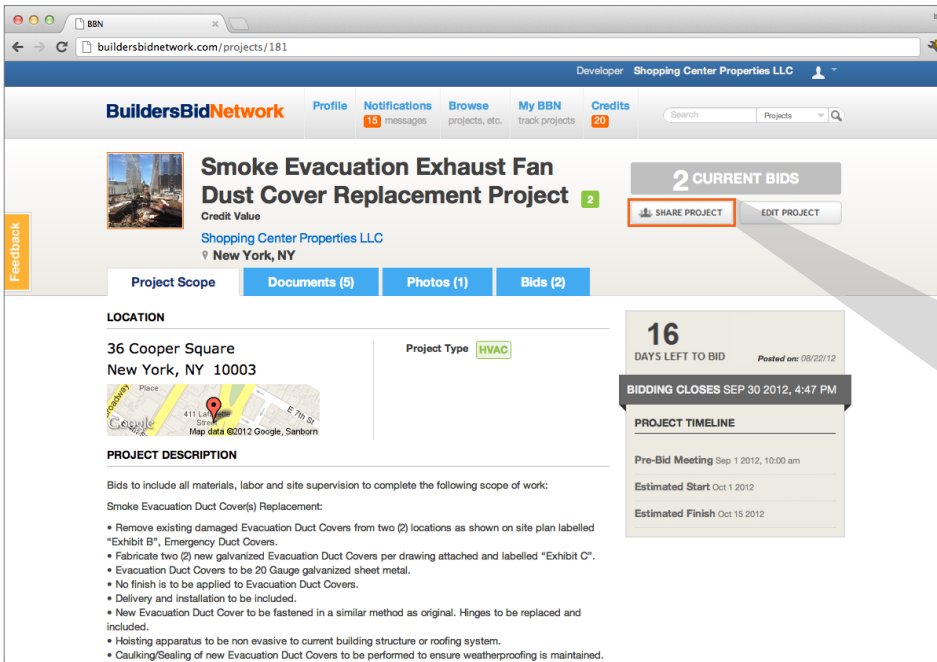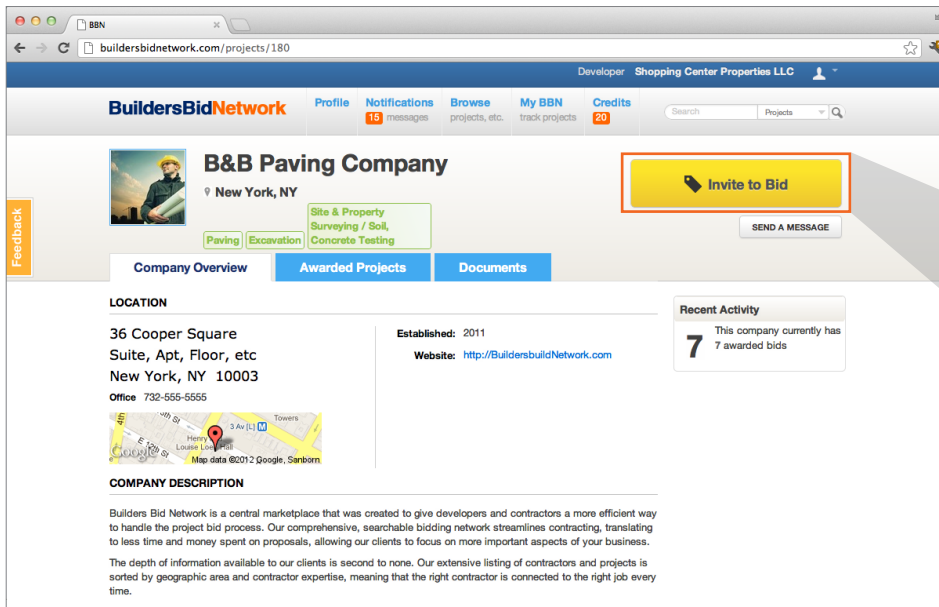

You will be taken to the Invite Contractors by E-Mail page. Here, you may invite registered or unregistered Contractors to bid via e-mail or LinkedIn. You can also view your sent invitations.
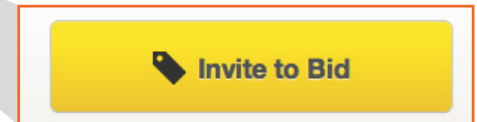
Any Contractors you have invited to the project will then be listed on the project page when you click the Sent Invitations button.
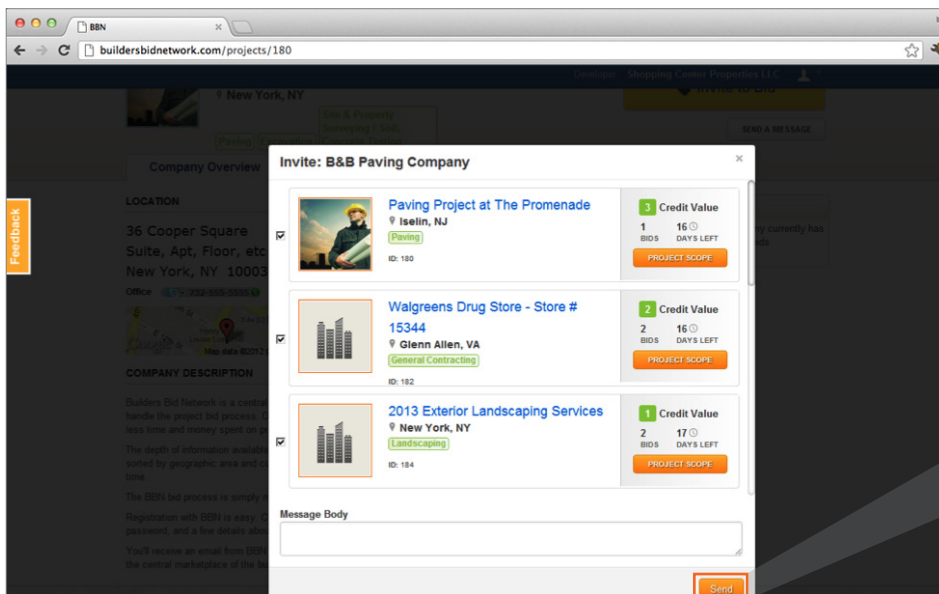
Inviting Contractors to Bid

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.

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, any attachments they may have included or that you may have requested or any additional notes.

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!