BuildersBidNetwork

Contractor Instructions

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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.

Profile Page

Within your Profile page you will see all the information you have entered on Edit Profile page.

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.
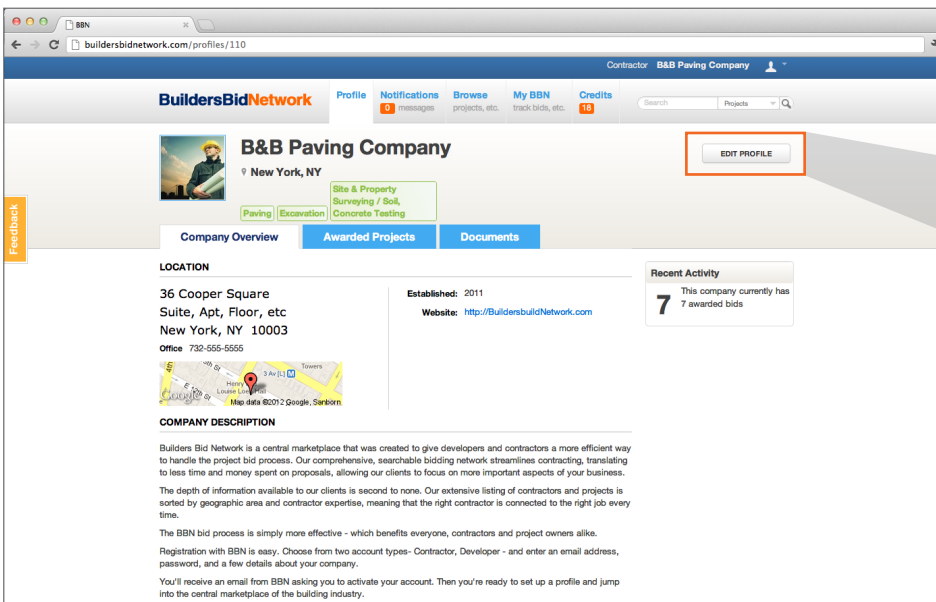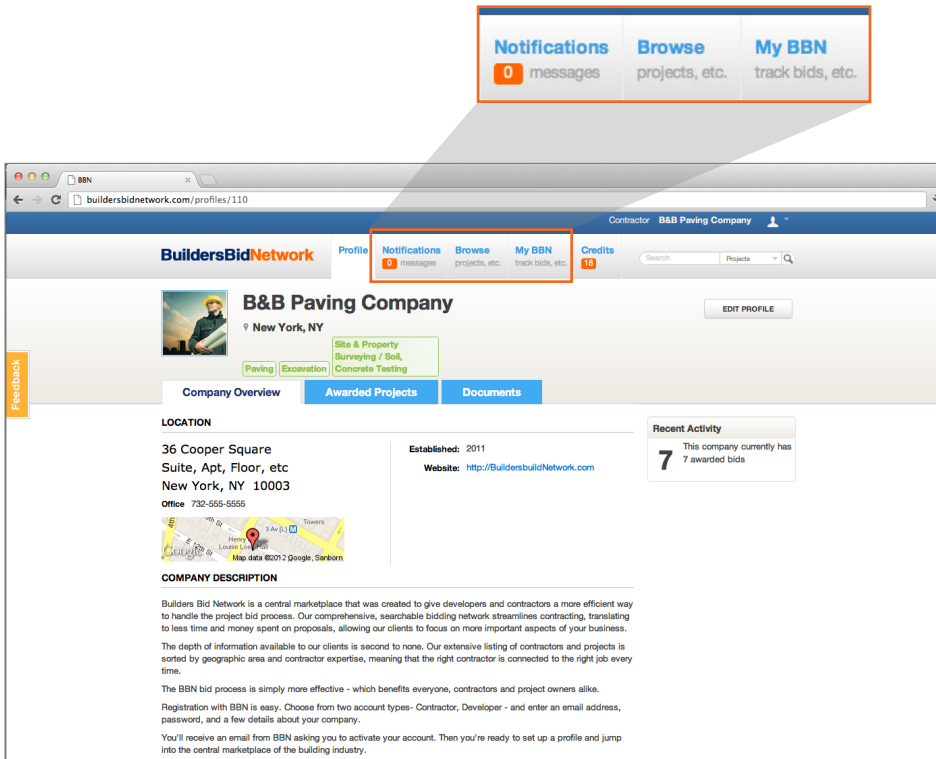
Finding Projects to Bid
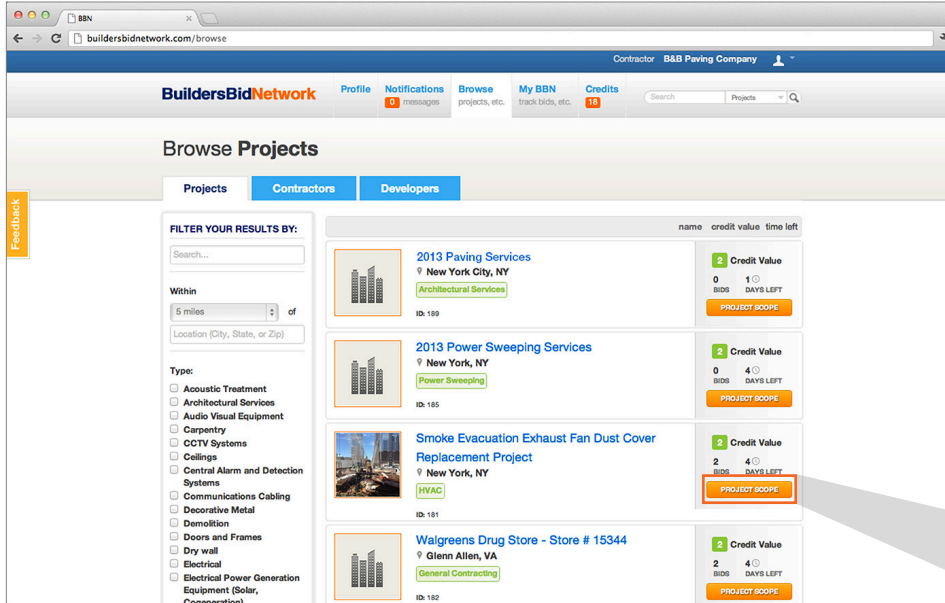
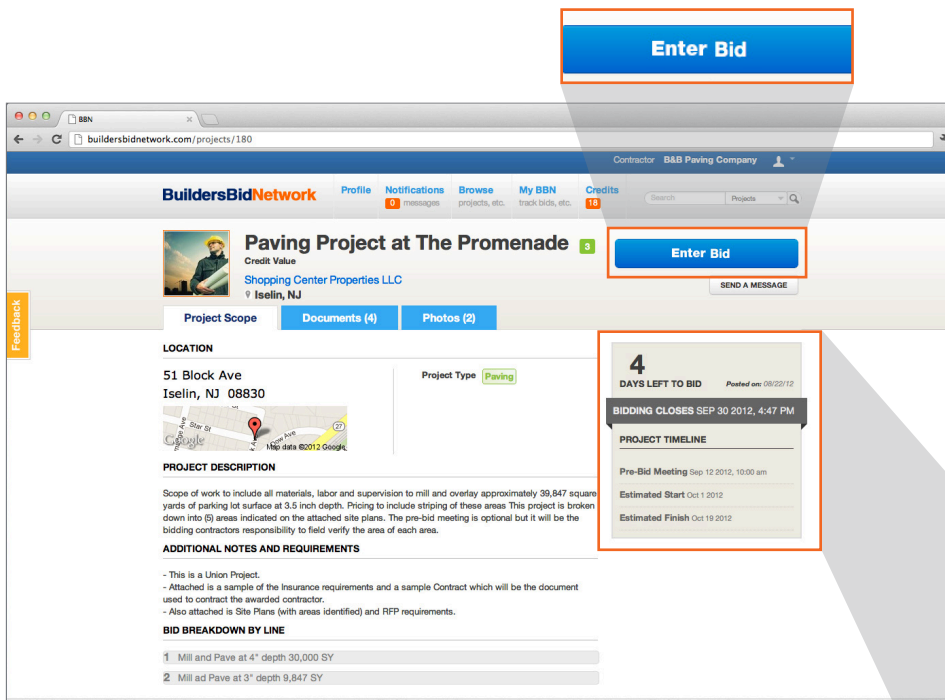There are two ways to find Projects to Bid:

1. Click on **Browse** located on the top of your screen and search for Projects. Projects can be searched for by type and location.

From here, if you are a Subscribed member, you can click on **Project Scope** and view specifics and details of each Project.

In the Project Scope view, you will notice a project timeline to the right of the screen. This lists times and dates for Bidding: when it will end, the time for which any pre-construction meetings will be held, and an estimated time period the project is expected to be performed. Along with the detail on the Project page, you will have access to any relevant photos and documents related to the Project.

If you wish to bid a Project, click the **Enter Bid** button located on the right side of the screen.

Finding Projects to Bid

2. The second way to gain access to Bid on a Project is to be **Invited to Bid**. Developers may invite you to bid on a project they list as **Private**. These projects are not public, nor do they show up on the Browse page.

If you are Invited to Bid on a Private Project, you will receive a Notification both internally within the site, as well as, to your registered email.

There will also be an **Invite Only** tab within your **My BBN** page which lists all of the private projects you have been invited to bid.

Entering a Bid

After reviewing the Project Scope, to bid on the project, click on the **Enter Bid** button. It will create a **My Bid** tab where you can enter the unit cost for each line item listed in the scope and add important additional notes and documents you would like to submit.

Once you enter your cost you have 3 options to choose, either **Publish Bid**, **Cancel Bid**, or **Save As Draft**.

If you save your bid as a Draft you can go back and make changes prior to publishing. If you Publish your bid you can edit up to the bid End Date (and the Developer will be notified that your Published Bid has been edited.)

If the Project is edited by the Developer after Bidding has begun, you will be notified that a change has been made to the Project, your bid will be placed into Draft status and you will be refunded your Bid Credits. At this point you will have to make any necessary changes you may need to your cost and re-publish your Bid.

Once you publish your bid this will be your bid view.

Accepting an Awarded Project
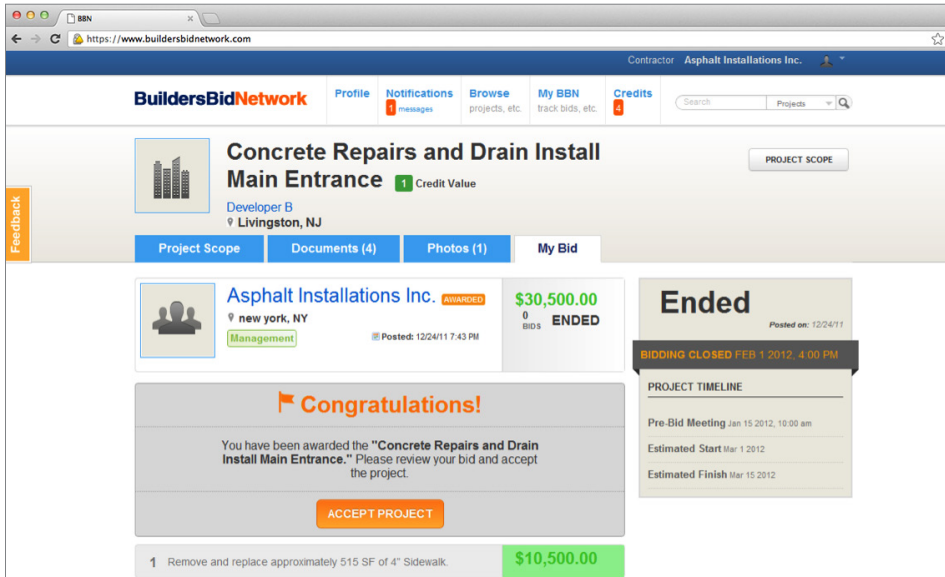
If you are Awarded a Project you will receive an Award Notification. You will be asked to Accept or Decline the Award.

Once you decide, a Notification will be sent to the Developer.

At that point you can schedule the project work with the Developer offline and move forward with the Project.

Good Luck!