

# Get your bids reviewed faster.

## Help us help you.

BuildingConnected makes it easy for you to securely submit bids directly to our team, ensuring no details are missed. You can find all the project information in one place and add members to help complete your bids.

Sending your proposals directly through BuildingConnected helps keep the estimation

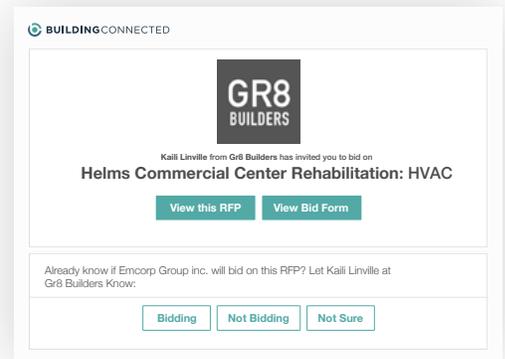
process organized, allowing us to compare bids side-by-side in an apples-to-apples fashion, and increases the chance of you being awarded more projects.

Below are 3 key steps to submitting your proposals.

## 1. Log in or create your account

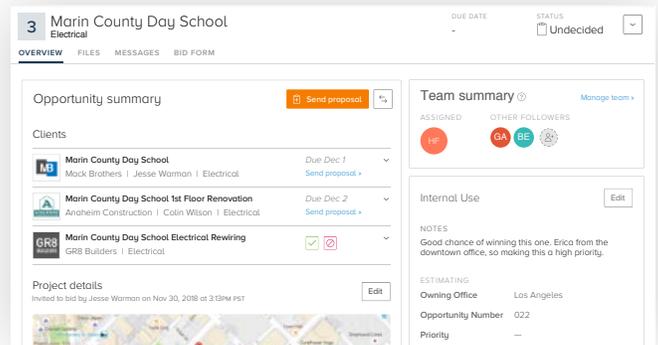
Find the bid invitation email in your inbox and click 'View the RFP', OR go to [www.BuildingConnected.com](http://www.BuildingConnected.com) and log in.

If you're new to BuildingConnected, you'll first be asked to create an account before viewing the bid.



## 2. Manage your bidding process easily.

- We'll be notified once you accept or decline the bid invite.
- You can add any team member to participate in the bidding process by clicking on 'Manage team' under the Team Summary tab.
- If you add a vendor, they are only able to see the project overview and files tab.
- Access and download any project file.
- You can message us directly to ensure you have project clarity before submitting your proposal.



### 3. Submit your proposal easily.

Follow these steps to complete your bid.

- Go to the Bid Form tab. Complete each required line item.
- Attach files that will help complete your bid.
- Once you've completed the form, click "Preview." Finally, confirm all the information is correct and click "Submit."

### Final Note

Once you submit your proposal, you'll see a confirmation message of 'Proposal sent' along with the amount proposed.

The status will be updated to "submitted".

The image shows a screenshot of a web application interface for submitting a bid. The main window is titled "Marin County Day School" and "Mack Brothers, Inc. | Electrical". It displays a "Send Proposal" form with a "[DRAFT]" status and a total value of "\$0". The form includes a table for "LINE ITEMS" with columns for Description, Quantity, Unit Cost, and Total. A line item for "Finished Carpentry" is visible. Below the table is a "Base Bid Value" field. The "ADDITIONAL INFORMATION" section includes a "Message" field with a placeholder "Add a message" and a rich text editor. There is also an "Attachments" section with a button to "Attach your proposal". At the bottom of the form are "Print" and "Preview" buttons.

Overlaid on the right side of the form is a "Proposal Sent" confirmation modal. The modal has a green header with a checkmark icon and the text "Proposal Sent". The main content of the modal displays the amount "\$40,000" in large font. Below this, it states: "Your proposal has been emailed to Mack Brothers, Inc. for the Marin County Day School - Electrical project." The modal also includes a "Follow-up date" section with a calendar icon and the date "Oct 12, 2018", and a clock icon with the time "12:00 PM". At the bottom of the modal, there is a "+ Add tracking data" link and a prominent orange "Go to Bid Board" button.

### Questions for BuildingConnected?

Contact BuildingConnected support at [support@buildingconnected.com](mailto:support@buildingconnected.com) or check out their how-to resources at [support.buildingconnected.com](http://support.buildingconnected.com).

**Thanks for working with us to help make sure we're able to quickly and easily process all the bids we receive.**