

# SUPPLEMENT 1

## STATE OF OHIO ELECTRONIC CONSTRUCTION BIDDING REQUIREMENTS

**Supplement 1: State of Ohio Electronic Construction Bidding Requirements**

<b>Bidders List</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
101	The system shall have the ability to maintain and generate a bidders list by owner and to email information to targeted individuals from the source vendor file.			
	Description:			
102	The system shall provide the ability for contractors to register for notification when bid opportunities exist such as contracts in a geographic area, a trade, or of a specified estimated dollar value.			
	Description:			
103	The system shall have the ability to generate bid and rebid announcements.			
	Description:			
104	The system shall allow any interested contractor to obtain information on upcoming bidding events.			
	Description:			
105	The system shall be capable of issuing a unique vendor identification number.			

	Description:			
106	The system shall allow interested bidders to electronically certify their identity and the validity of their submitted bid.			
	Description:			
<b>Plans Distribution</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
111	The system shall have the ability to provide plans (e.g., blueprints, other image files) specifications, and addenda to prospective bidders online in a format with sufficient detail for the bidders use.			
	Description:			
112	Prospective bidders shall have the ability to download and print plans, specifications, and addenda.			
	Description:			
<b>Plan Holders List</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
121	The system shall have the ability to create a plan holders list by project, which contains: <ul style="list-style-type: none"> <li>· Vendors who have obtained plans</li> <li>· Trade identification</li> <li>· Prime, subcontractor, or material supplier</li> <li>· Contact information</li> </ul>			

	Description:			
122	The system shall make the plan holders list available to interested vendors and the State.			
	Description:			
<b>Addenda</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
131	The system shall provide for modifications of the applicable electronic bid form by the State for a specific project be announced in an addendum published through the electronic bidding system. The system shall provide electronic notification of addenda to all vendors on the plan holders list.			
	Description:			
132	The system shall have the ability to track design and scope changes (via addenda).			
	Description:			
<b>Bid Submissions</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
141	The system shall have the ability to allow contractors to enter their bids via the web and update or withdraw bids up to the bid due date and time.			

	Description:			
142	The system shall have the ability to reject late receipt of electronic bid submissions.			
	Description:			
143	The system shall have the ability to attach submission date and time to applicable bid documents in the system.			
	Description:			
144	The system shall provide for bidders to include required supplemental information with their bid including but not limited to an electronic copy of their bid guaranty.			
	Description:			
145	The system shall allow a cashier's check to be recorded (including the deposit or holding location of a check) in lieu of a bid guaranty and contract bond.			
	Description:			
146	The system shall have the ability to capture each bidders EDGE certification status.			

	Description:			
<b>Electronic Security</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
151	The system shall ensure all electronic information submitted by bidders shall be protected from view by any other bidder or potential bidder or the State prior to the bid opening.			
	Description:			
152	The system shall provide vendors with an encrypted, secure electronic bid receipt that can be used to recreate their bid in the event of a system malfunction.			
	Description:			
153	The system shall use encryption to secure all transmission and storage of bid submissions and bid receipts.			
	Description:			
<b>Bid Tabulation</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
161	The system shall provide a bid tabulation summary sheet to display bids for award. The bid tabulation sheet shall track by trade and responsive criteria (e.g., receipt of bid bond).			

	Description:			
162	The system shall provide for a configurable bid tabulation detail sheet to record bids. The bid sheet may contain, but not be limited to: <ul style="list-style-type: none"> <li>· Project number</li> <li>· Project name</li> <li>· Bidder's name and address</li> <li>· Bonding company name</li> <li>· Surety agent name</li> <li>· Certification of Drug Free Workplace</li> </ul>			
	Description:			
163	The system shall provide for entering and tabulating bids associated with: <ul style="list-style-type: none"> <li>· Separate prime contracts by trade (Multi-prime)</li> <li>· Alternate work packages within a contract</li> <li>· Combined bids for two or more trades</li> </ul>			
	Description:			
<b>Bid Evaluation</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
171	The system shall identify a configurable short list of responsive bidders by trade for award.			
	Description:			

172	The system shall calculate the cost of construction (base bid plus accepted alternates).			
	Description:			
<b>Results Notification</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
181	The system shall have the ability to accept bids for some trades and reject bids for other trades and capture and record the related data.			
	Description:			
182	The system shall have the ability to record period of time (e.g., time clock) for contractors to withdraw their bids (e.g., 48 hours).			
	Description:			
183	The system shall publicly issue the bid tabulation by electronic means.			
	Description:			
184	The system shall allow for rebidding contracts without recreating the bidding event.			
	Description:			
<b>Bid Form Templates</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>

191	<p>The system shall have the ability to provide an evaluation checklist to determine whether a bidder is responsible. The following functionality is required:</p> <ul style="list-style-type: none"> <li>· Configurable evaluation checklist</li> <li>· Scoring methodology</li> <li>· Required completion to submit bid</li> <li>· Attachments</li> </ul>			
	Description:			
192	The system shall provide templates that can guide and simplify the bid form creation process.			
	Description:			
<b>Training and Support Attributes</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
201	The Contractor shall include web-based or live training for architects or construction managers who are preparing to submit a bid.			
	Description:			
202	The Contractor shall include web-based or live training for architects or construction managers who are preparing a bid package for publication.			
	Description:			

203	The Contractor shall include web-based or live training for state administrators.			
	Description:			
204	The Contractor shall provide phone support during normal working hours.			
	Description:			
<b>Service Attributes</b>		<b>Meets</b>	<b>Meets with Enhancements</b>	<b>Does Not Meet</b>
211	The service must be available over the Internet using Internet Explorer version 7, 8, and 9. Future versions of Internet Explorer must be provided in a timely manner. It is also desirable if the service supports Firefox, Chrome, and Safari.			
	Description:			
212	The Contractor shall provide a service level agreement with the State describing minimum service levels to be provided and how service level issues will be resolved.			
	Description:			
213	The Contractor shall provide a means for the State to waive subscription fees for selected members of diversity and inclusion programs.			

	Description:			
214	The service shall be available from a link provided at the Ohio Business Gateway.			
	Description:			
215	The service shall provide methods to export bid data for import into the State's construction management system.			
	Description:			