

BIDsafe® increases owner control and provides a secure and transparent procurement process to those owners who prefer to use a prequalified pool of contractors for substantial projects. All of the bidding and selection steps take place in eGordian.com, providing an electronic paper trail for audits. | View the process below to see how BIDsafe combines our precise construction cost data with a secure bid management and tracking system while delivering the speed and efficiency for which we are known.

## PROGRAM SETUP

### PROCURE A PREQUALIFIED POOL OF CONTRACTORS

The facility or infrastructure owner competitively bids and contracts with a prequalified pool of contractors.



## STEP 1

### CREATE A PROJECT

Using eGordian®, the owner creates a project and uploads documents, drawings, specifications, and other documentation that defines the scope of work.



## STEP 2

### SEND RFP TO SELECTED CONTRACTORS

The owner sets a due date and time, and selects the contractors to receive the RFP from the prequalified pool.



## STEP 3

### MEET AT THE JOB SITE

Generally, the owner and contractors will meet for a pre-bid meeting at the job site. This allows the contractors to inspect the site and ask any questions they may have.



## STEP 4

### ADDRESS CHANGES, QUESTIONS & ANSWERS

Additional information is conveyed through addenda. Contractors may ask questions and the owner can select the questions to answer. Answers will be sent to all contractors through addenda. Any additional drawings or information for clarification will also be sent as an addendum in eGordian.



## STEP 5

### SUBMIT PROPOSALS

Proposals are “locked away” and are not visible to the owner or other contractors during an open bid. The contractors submit a Not-to-Exceed (NTE) amount. They may modify and resubmit right up until the due date and time. Once the due date and time has passed, the owner may review all submittals and the contractors are prevented from submitting or changing a submittal.



## STEP 6

### AWARD THE PROJECT

The owner selects one of the submissions and sends an “intent to award” to the contractor. The selected contractor then submits a detailed Price Proposal based on the fixed, local prices in the Construction Task Catalog® (CTC). The final project price is the lower of the NTE cost and the CTC Proposal price.



## STEP 7

### PRICE CHANGE ORDERS & APPLY DISCOUNTS

Using BIDsafe, any changes or additions to the project are priced based on the fixed prices in the CTC. This provides the owner ultimate transparency into and cost control of the change order process.

