The Vermont Bid Board
USER GUIDE: Post a Bid Opportunity

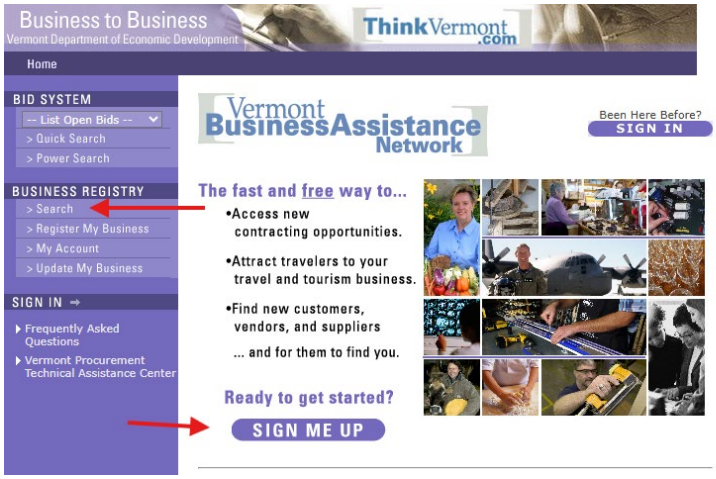
STEP 1: Set up a Bid Author Account

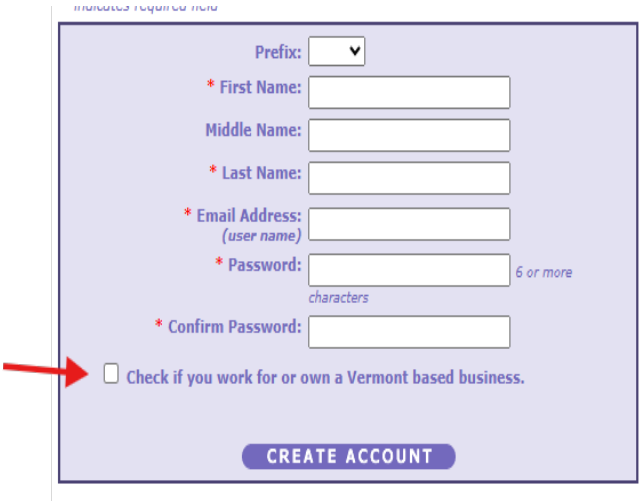
Please note: You must be either a government entity, municipality, utility or contractor posting a publicly available bid to use the bid board.

Go to: https://www.vermontbusinessregistry.com/

Already have a User Account use the “Sign In” button and go to **Step 2: ADD A BID** in instructions.

If you are an entity that already has a profile on the registry please set up a user account and contact accd.dedbizreg@vermont.gov to be added to the entity profile and assigned bid author rights. If unsure your entity has a profile use “Search” under the Business Registry menu on the left.



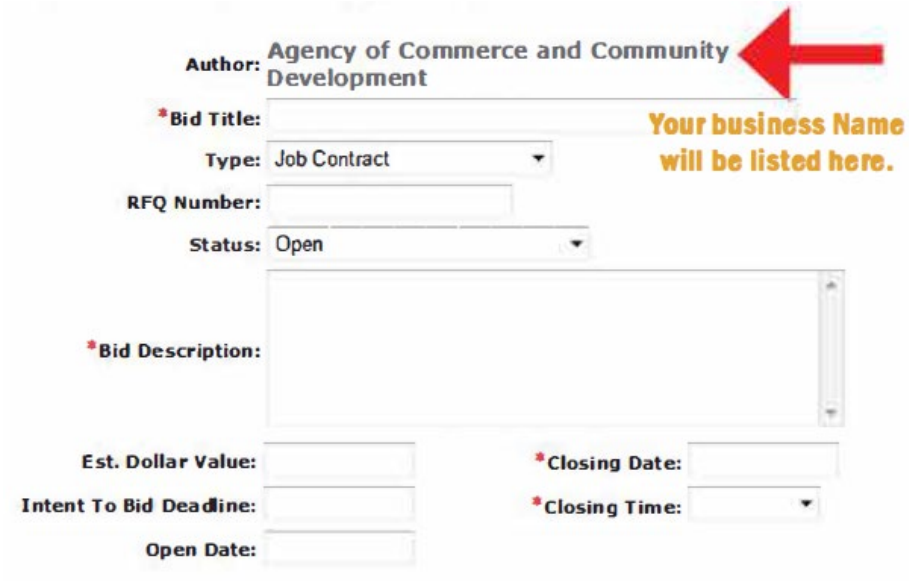


Set up a user account by using the "Sign Me Up" button. Enter name, email address and create a password. Note your email address will be your username for logging in. To create an entity profile, check the box "Check if you work for or own a Vermont based business". Add entity information and email accd.dedbizreg@vermont.gov to request bid author rights to be added to your user account.

STEP 2: Add a Bid

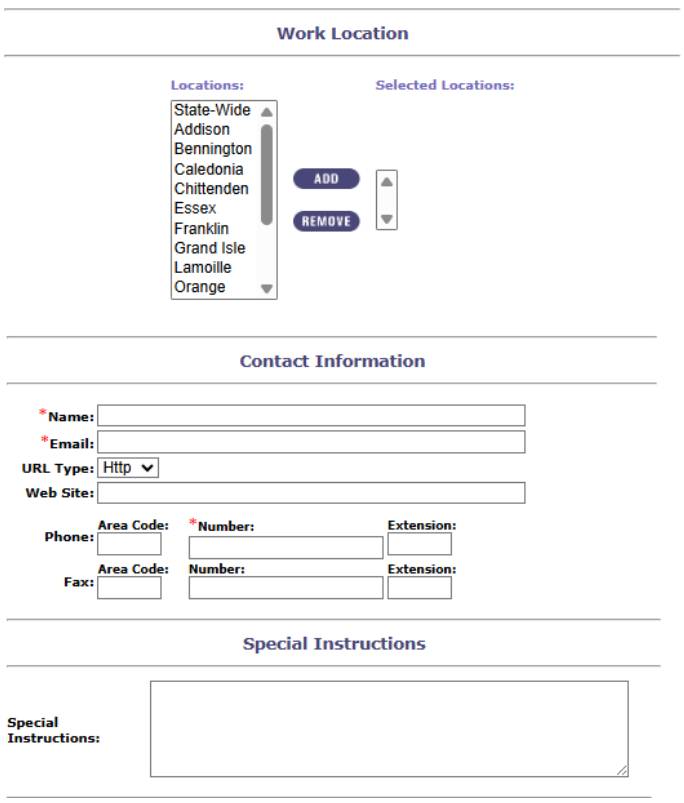
Select "Add a New Bid" on the left menu. From the drop-down menu "Author", select your entities name. You can also narrow the listing by choosing your organization type first.

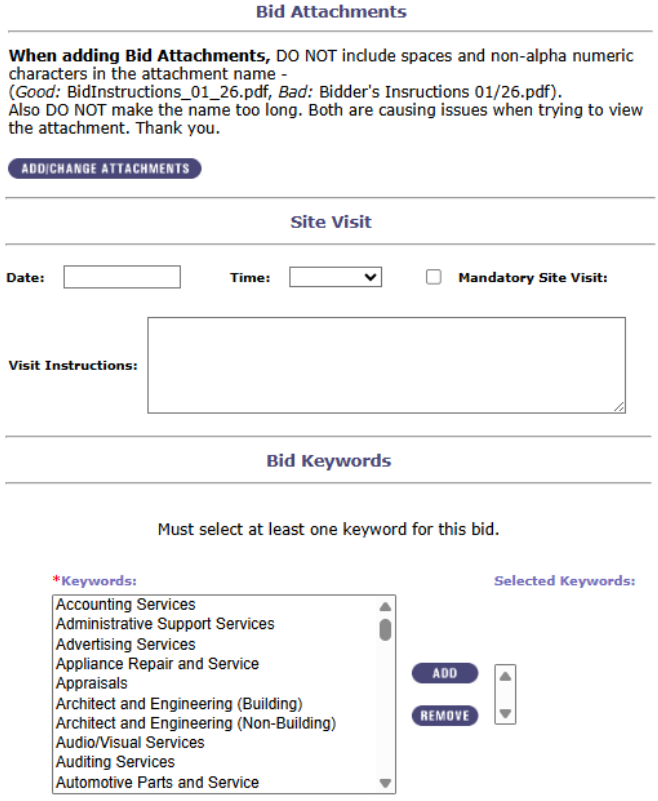
On the ADD A BID page please enter in the bid opportunity information



Continue with selecting work location, contact information, bid attachments, any special instructions, and site visit information.

Please note: When adding bid attachments, they must be in PDF format under the size of 2MB. You may need to split the document if necessary. Also do not use spaces and non-alpha numeric characters in the attachment name.





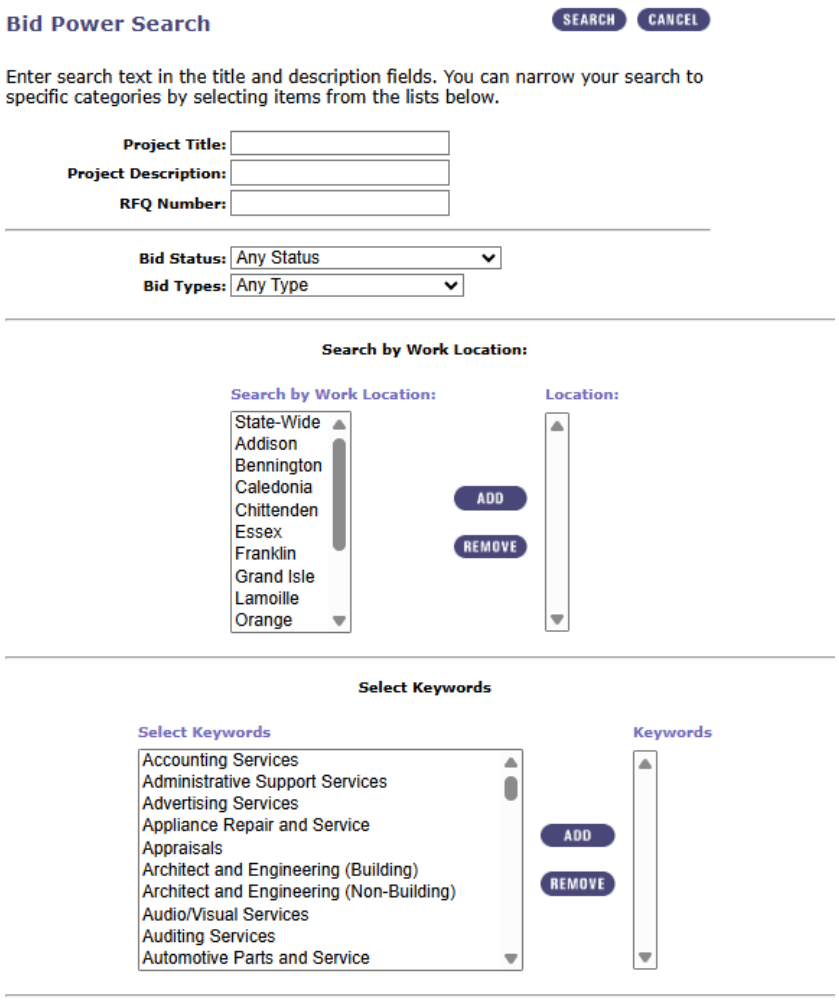
When you have completed the bid form select **"Preview"** to check all information and **"Save"** to post the bid. Your bid opportunity will be listed publicly until the bid close date and time have been reached or it is canceled.

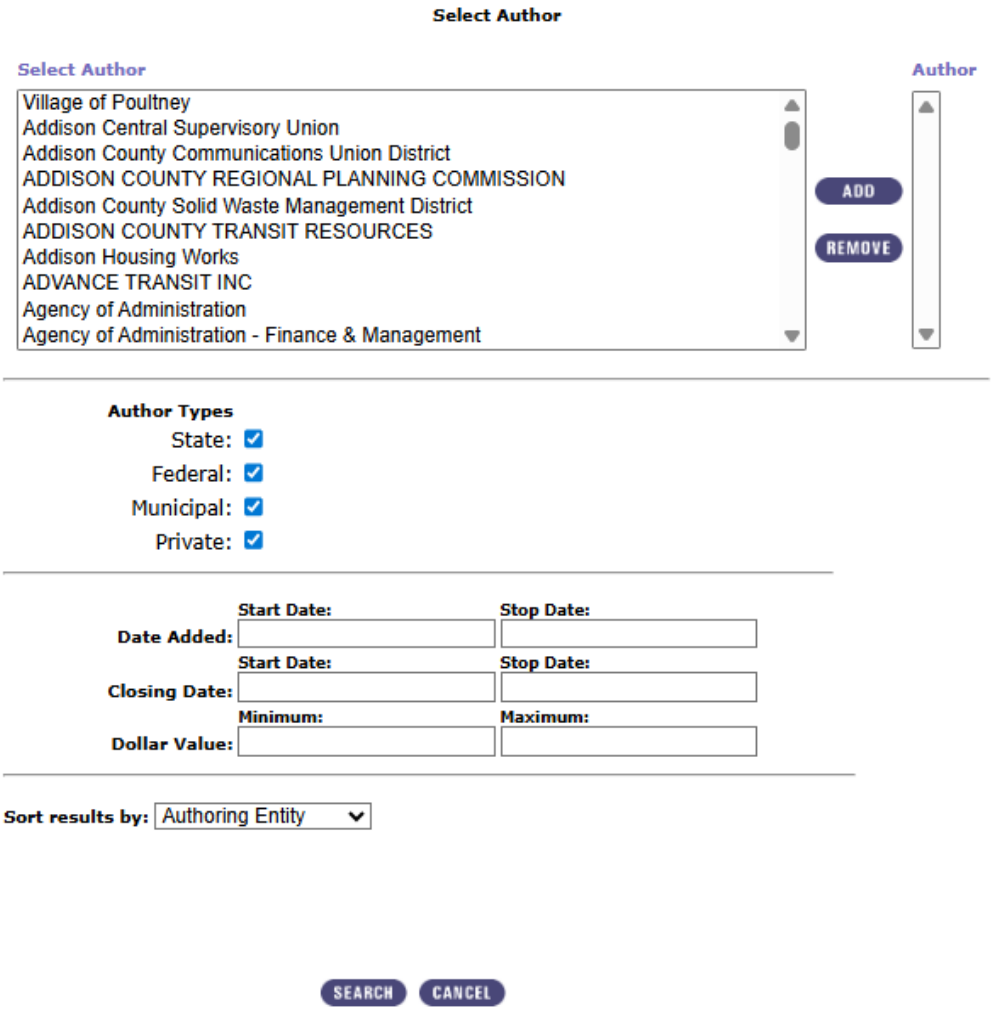
Once your bid opportunity has been posted our automatic email notification system will send an alert to any registered Vermont Business who are listed in the Vermont Business Registry who have selected matching Bid Keywords.

STEP 3: Update or Award a Bid

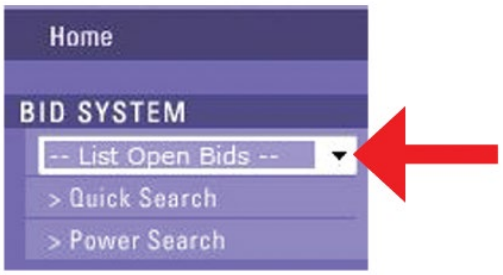
Your bid opportunity will expire on the Closing Date and Time that you have entered into the system. You will receive an automated email stating that the bid opportunity has closed and to log into the system and enter the Award information.

To Update the bid select **"Update a Bid"** on the left-hand menu of your user home page and the **Bid Power Search** screen will be displayed. You can search for your bid opportunity using any of the search options. If using the Project Title use simple search words.



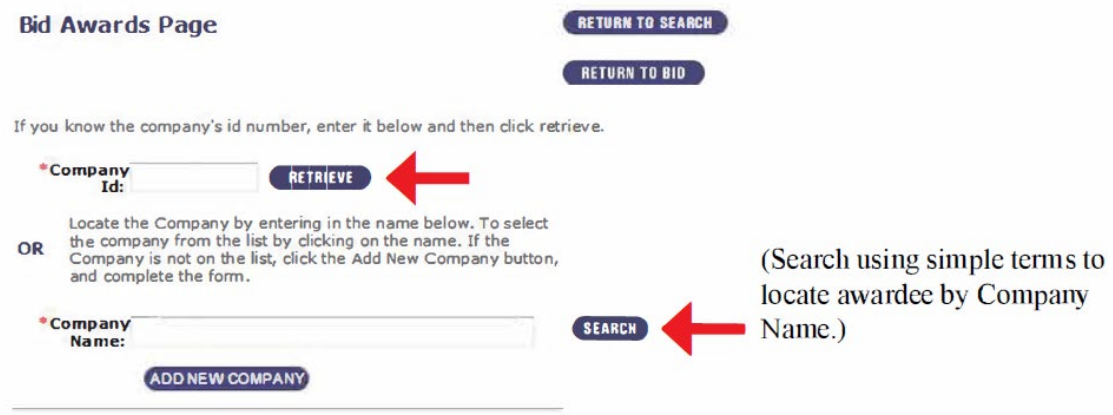


Once you have located your bid opportunity select the listing. Update as needed and if not awarding at this time select **"Save"**. To review your changes, select ALL OPEN BIDS located in the LIST OPEN BIDS drop-down menu on the left menu panel. Your bid opportunity will be displayed toward the top of the list.



If ready to award, select **"Award"**

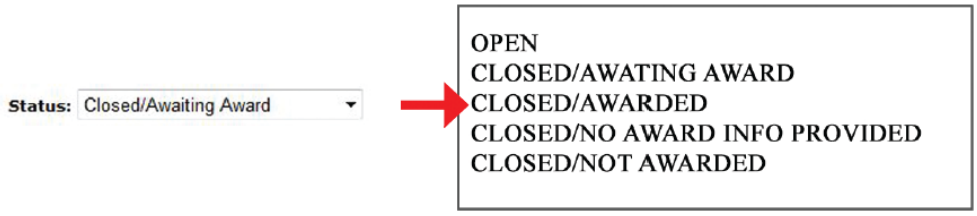
You can search for the Awardee by using the Organization ID or the Company Name if they are listed in the Vermont Business Registry.



Select the correct company name listing using simple terms to locate and review the mailing address. Please enter the **"Award Date"** (date contract signed) and the **"Award Amount"** as applicable. If you do not find the awardee in the system, select **"Add New Company"** and enter the awardees information. For multiple awardees, repeat the process until all companies have been entered (there is no limit).

After the awardees information has been entered into the system select **"Return to Bid".**

Once you have returned to the UPDATE BID page use the drop-down list under **"Status"** and select Closed/Awarded.



Once the status has been updated and the award details have been entered is it required to select **"Preview"** to review the bid post. If the information is correct select **"Save".**

If you need any further assistance, please contact accd.dedbizreg@vermont.gov or 802-828-5237.

To receive this information in an alternative format or for other accessibility requests, please contact:

Denise Nelson, Administrative Services Coordinator

Agency of Commerce and Community Development/Department of Economic Development

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