Pre-Bid Question & Answer Bidder Version

A TxDOTCONNECT Job Aid

Roles Impacted

Pre-Bid Contact

Pre-Bid Approver

Last Revised

December 2, 2025

R9.5.0.0

PRE BID Q&A

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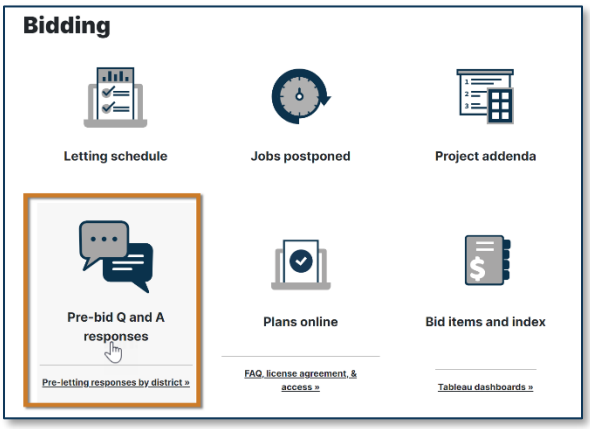
Introduction

Transportation projects are released for bidding on TxDOT.gov no later than 21 days before the project's let date. When the project is within 21 days of the letting date (and specified "Bids Received Until" time), bidders can submit a question from TxDOT.gov in a Question & Answer form. These questions are routed to assigned contacts within TxDOT to provide a response. Once complete, the question and its answer are published on TxDOT.gov for all bidders to review.

This job aid describes the processes for submitting a question from TxDOT.gov.

Submitting the Pre-Bid Q&A Form on TxDOT.gov

Once a project is released to TxDOT.gov, questions may be submitted from the **Notice to Contractors Dashboard**, available on the Contract Letting page of TxDOT.gov.



1. Navigate to TxDOT's **Contract Letting** page.
2. Scroll to the **Bidding** section.
3. Click the **Pre-Bid Q&A** link.

The **Notification to Contractors Dashboard** opens.

Additional guidance on using the Notice to Contractors dashboard can be found in the Project Information & Letting Schedule Dashboards job aid.

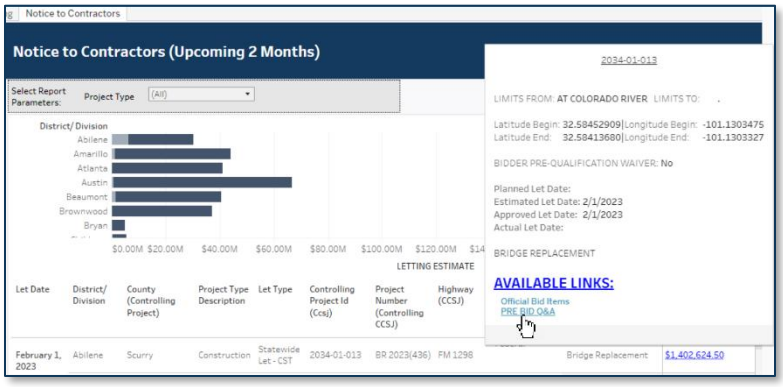
Notice to Contractors Dashboard

1. Hover over the **Project Estimate** amount for the desired project.

A details tooltip appears.

2. Click the **PRE-BID Q&A** link.

The **Letting Pre-Bid Q&A** page opens.



If the Pre-Bid Q&A link is not visible for a project, this may be because there are more than 21 days from the project's let date or it is before the "Bids Received Until" time (e.g. 1:00 PM). Please wait until 21 days before the project's let date and established "Bids Received Until" time.

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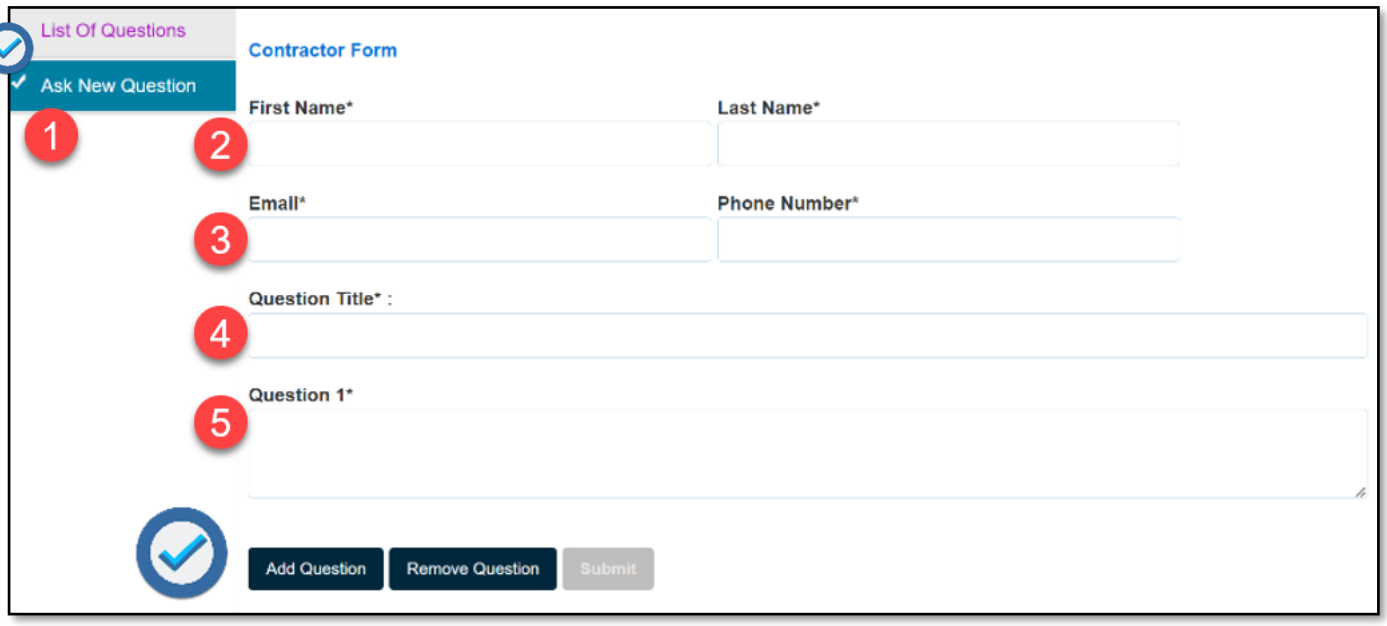
Letting Pre-Bid Q&A Page

The **Letting Pre-Bid Q&A page** consists of a **Header** with basic information about the project and the **Form** that is used to submit a new question.

1. Click **Ask New Question** in the left menu (if not already selected).
2. Enter your **First Name** and **Last Name**.
3. Enter your **Email** and **Phone Number**.
4. Enter a **Question Title**. This is how your question(s) will be listed for viewing.
5. Enter your **Question**.



- Click Add Question to add up to a total of five (5) questions.
- Click Remove Question to remove the last question added.

6. Click Submit

Required fields are indicated with an asterisk (*).

The Submit button is enabled only when all required fields have been completed, including **at least one question**.

- Once submitted, the question is automatically routed for response, review, and approval.
- Upon approval, an automatic **notification** is sent to the email address submitted with the question and the answer is **published** to the Letting Pre-Bid Q&A page for that project.

If the submitter does not receive the email notification, they should check their junk mail/spam folder. If the email is not there, the user should reach out to the customer support helpdesk at TxDOTCONNECT_Helpdesk@txdot.gov.

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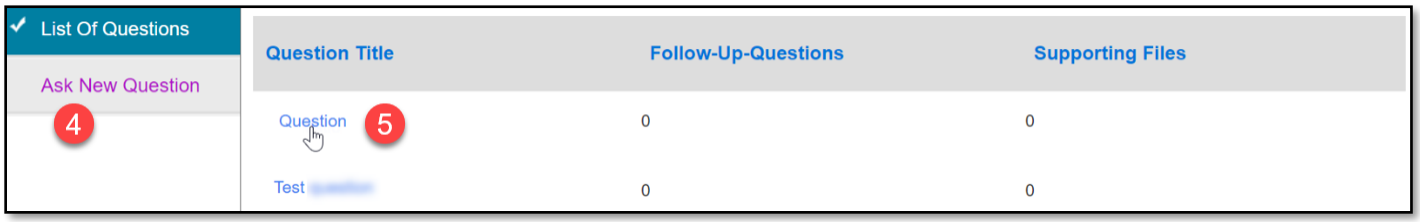
Viewing Questions and Answers

To view all questions and their answers:

1. Return to the project's **Letting Pre-Bid Q&A** page as described above.
2. Select **List of Questions** in the left menu.

The **List of Questions** table appears.



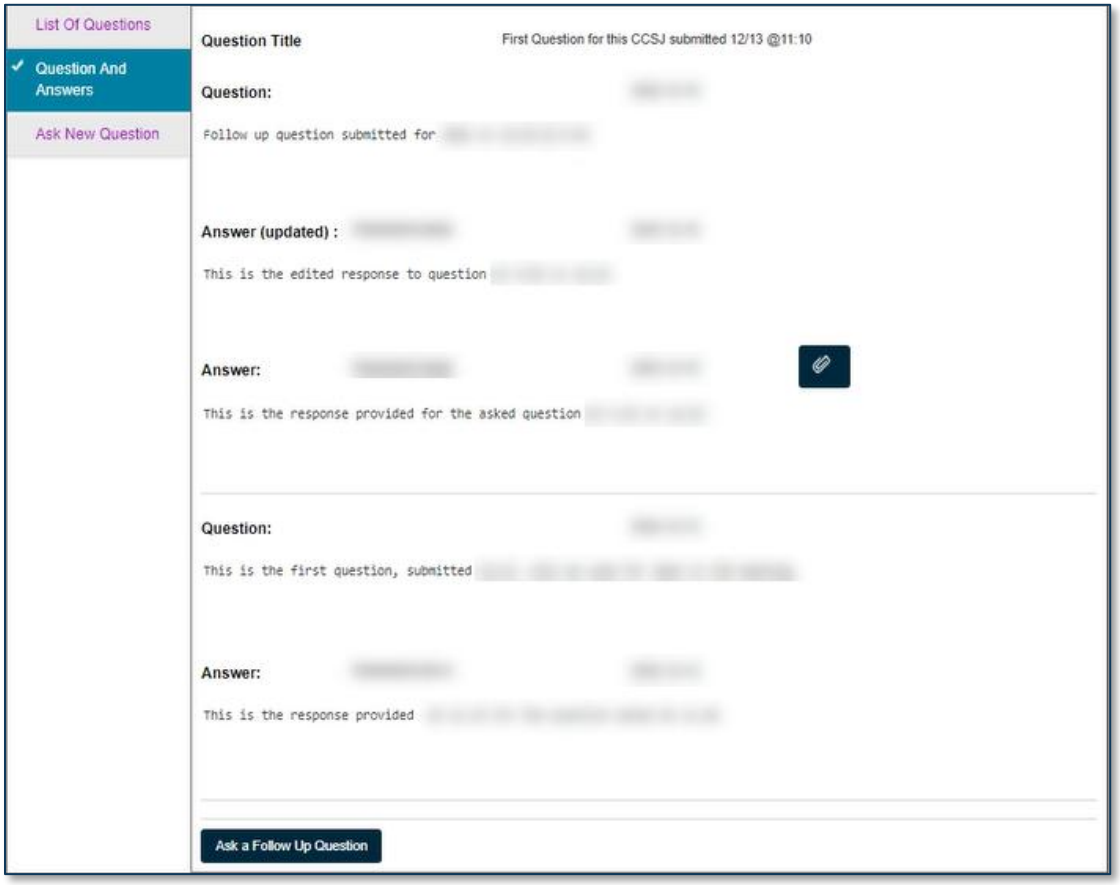
The **List of Questions** table also indicates the number of **Follow-Up Questions** and **Supporting Files** associated with each question.

3. Select the **Question Title** you wish to view.

The **Question and Answers** table appears.

Click to open attached files (if available).

Click Ask a Follow Up Question to ask a follow-up question.



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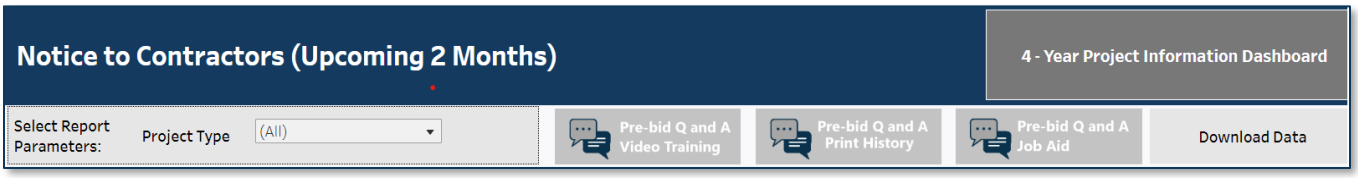
Pre-Bid Q&A Print History

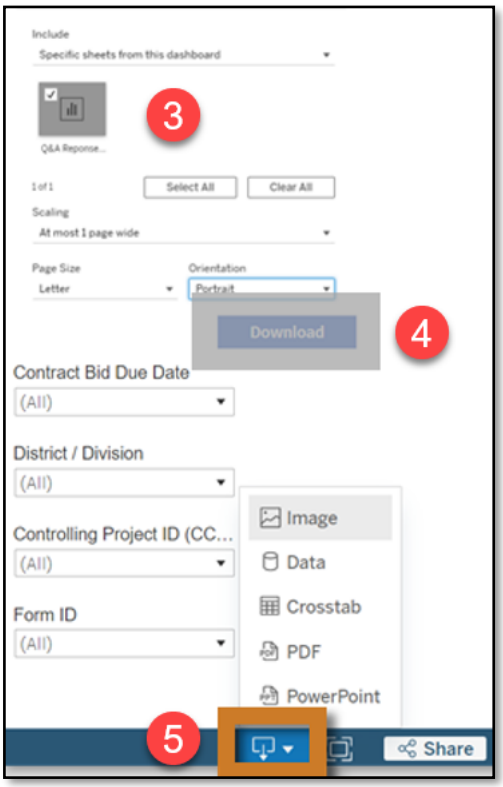


Bidders can generate and print a comprehensive history of all questions and answers pertaining to a given proposal.

1. Navigate to the **Notice to Contractors Dashboard.**
2. Select **Pre-Bid Q&A Print History** button from top menu bar.

A **parameters menu** appears along the right side of the page.

3. Set search parameters for questions from the following dropdowns:
   - Contract Bid Due Date
   - District/ Division
   - Controlling Project ID (CCSJ)
   - Form ID
4. Click the **Download icon** from the ribbon at the bottom of the page.



5. Select from the format menu including:
   - Image
   - Data
   - Crosstab
   - PDF
   - PowerPoint

A pop-up window appears.

For the PDF format:

6. Click on the **Include** dropdown and select **Specific Sheets from this Dashboard**.
7. Select **Q&A Response Sheet**.
8. Click on the **Scaling** dropdown menu and select **At Most 1 Page Wide**.

Report parameters in the pop-up window must match those in the right-hand menu or the form will not download.

9. Click **Download**.

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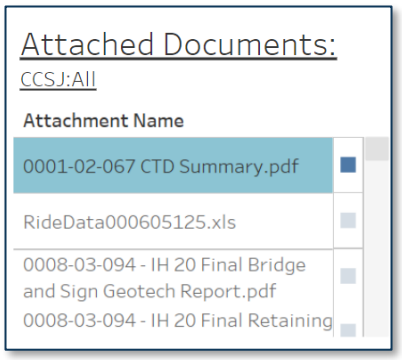
If a response is cut off in the PDF copy:

1. Click the **Download** icon in the bottom ribbon then use the ribbon download.
2. Select **Crosstab**.
3. Click the **Include** dropdown menu to **Specific Sheets from this dashboard**.
4. Select **Q & A Response Sheet**.
5. Click **Download**.

To view and download attachments:

1. Scroll down to the bottom of the **right navigation menu**.
2. Click on the preferred attachment.
3. The PDF will open in a new browser window.
4. Click the **Download this file** icon in the top ribbon, on the right.



Pre-Bid Q&A Frequently Asked Questions

Q: On the Notice to Contractors Dashboard, when I hover over the link to the project's Letting Estimate, it doesn't show "Pre-Bid Q&A" under "Available Links."

The Notice to Contractors Dashboard displays information for projects within 21 days of letting (at the specific time denoted for the "Bids Received Until"). The Pre-Bid Q&A functionality only becomes available to contractors when the selected project has reached that date and timeframe.

Q: When is the latest a contractor can submit pre-bid questions about a project?

Contractors can submit pre-bid questions until the "Bids Received Until" date and time.

Q: When will we receive answers to our questions?

Answers should be posted within 48 hours of form submission.

Q: Can pre-bid questions still be submitted to district staff via email, phone call, etc.?

Accessibility and transparency to our contractors remain our priority. Therefore, all questions should be submitted through the Pre-Bid Q&A process, as outlined. TxDOT employees can reply and either direct contractors to the appropriate form or offer to submit the form questions on the contractor's behalf.

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