



Pre-Bid Question & Answer Bidder Version

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, 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

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

A details tool tip appears.

5. 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 21 days before the project's let date. Please wait until 21 days before the project's let date.

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**.

The screenshot shows the 'Contractor Form' for asking a question. It includes a 'List Of Questions' sidebar with 'Ask New Question' selected. The form fields are: First Name*, Last Name*, Email*, and Phone Number*. Below these are 'Question Title*' and 'Question 1*'. At the bottom, there are buttons for 'Add Question', 'Remove Question', and 'Submit'.



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.



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.


✓ List Of Questions	Question Title	Follow-Up-Questions	Supporting Files
Ask New Question	Question	0	0
	Test questions	0	0

- ✓ 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.

List Of Questions	Question Title	First Question for this CCSJ submitted 12/13 @11:10
✓ Question And Answers	Question:	
Ask New Question	Follow up question submitted for:	
	Answer (updated):	
	This is the edited response to question:	
	Answer:	
	This is the response provided for the asked question:	
	Question:	
	This is the first question, submitted:	
	Answer:	
	This is the response provided:	
	Ask a Follow Up Question	