

# 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

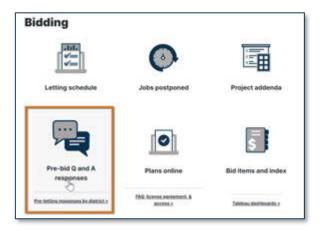
Once a project is released to TxDOT.gov, questions may be submitted from the **Notice to Contractors Dashboard**, available on the <u>Contract Letting</u> page of TxDOT.gov.

- **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.





- - to add up to a total of five (5) Questions.
- to remove the last question added.
- 6. Click Submit



Required fields are indicated with an asterisk (\*).

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

- Once submitted, the guestion 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.



- 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.



