Bid Questions & Answers – Help Guide

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[Frequently Asked Questions](#)   (From the Office of Construction Website)

Chapter One

Overview

1. The Statewide Bid Questions and Answers (BQA) system has been developed to provide a single location for external customers to ask questions or seek clarification on bid related documents prior to submitting a bid for consideration on a Florida Department of Transportation (Department) let contract.

2. Questions posted to this site before 5:00 P.M. (EST) on the seventh calendar day prior to the bid opening, or tenth calendar day prior to the December bid opening, will be responded to by the Department. For questions posted after these times, an answer cannot be assured. For all questions posted before the deadline, the Department will provide and post responses at the same website before 8:00 A.M. (EST) on the second calendar day prior to bid opening. Take responsibility to review and be familiar with all questions and responses posted to this website and to make any necessary adjustments in the proposal accordingly.

3. Additional details concerning Bid Lettings and results can be found on the Contracts Administration website. http://www.dot.state.fl.us/cc-admin/

Chapter Two

Creating an Account

1. In order to submit a question through BQA, you must have a Department Internet Subscription Account (ISA). From the BQA Home Page, select the hyperlink to create an account.

2. The Register New ISA Account page will be displayed. Complete all the required fields and make sure to open and accept the Terms of Use link.

3. After reading and accepting the terms of use, click Register.

4. After clicking Register, a message will be displayed indicating that the email you provided will be sent a notification containing your temporary password.

Register New ISA Account

Your account is successfully created.You will receive an email notification with a temporary password. Please login using your emailid and password.

5. The email notice (similar to screen shot below) will contain your username, temporary password and a hyperlink to the Internet Subscriber Account System. You will need to use the temporary password to sign-in to the BQA Application. You will then be prompted to choose a password of your own.

6. You will be required to create your password and use the criteria specified by the BQA system. Passwords must be at least 8 characters long and contain uppercase, lowercase, numbers and/or special characters.

7. Establishing an Internet Subscriber Account (ISA) with the Department will allow a firm to access, complete and submit bid questions. Firms are responsible for maintaining the confidentiality of the ISA and password, and are fully responsible for all activities that occur using that password or account. Any person with access to the e-mail address provided as the account identifier will have access to the firm's ISA. For this reason, the e-mail address provided must not be shared with other persons.

    Customer support for questions on the ISA Service is available 8 a.m. - 5 p.m. Eastern Standard Time, Monday through Friday, excluding major holidays. Call the Florida Department of Transportation Service Desk at 1-866-955-4357 (HELP) or e-mail FDOT.ServiceDesk@dot.state.fl.us.

Selecting Proposals (Finding the Right Information)

1. Once you have successfully signed-in to the system, you will be taken to the Home Page. Various details about the system are provided as well as hyperlinks to District Office contacts and Frequently Asked Questions (FAQ).
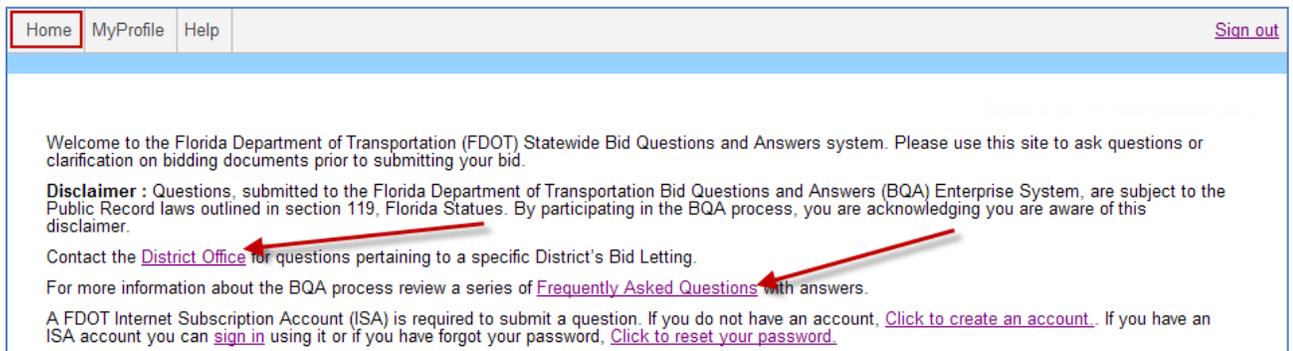
Staff from the District Office Contacts can assist with use of the BQA system and the FAQ page lists many helpful answers about the BQA system functionality.

2. The Proposal Search list and Advanced Proposal Search are also available from the Home Page. To begin searching, simply click the Proposals drop-down box and browse through the numbered pages to locate the proposal you need. You can also type in the proposal name to select a specific proposal.
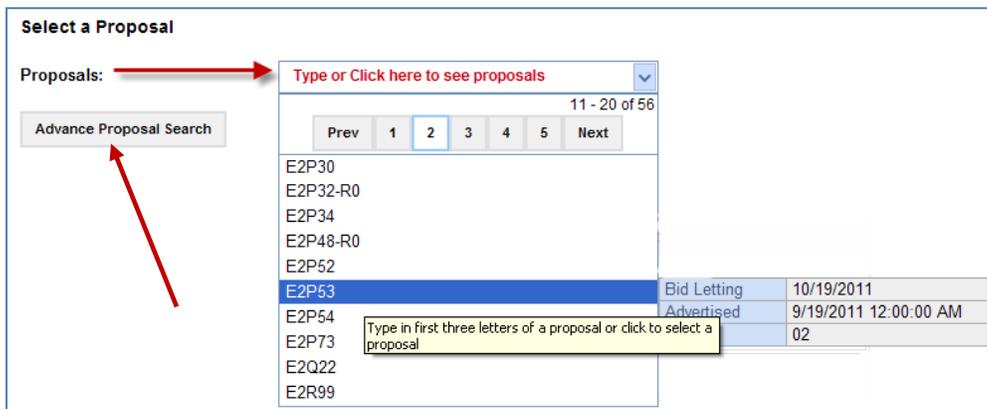
3. The Advanced Proposal Search button (shown above) allows a user to search by specific criteria, such as District and Letting Date(s). Select criteria from the additional search categories and click the Search button.
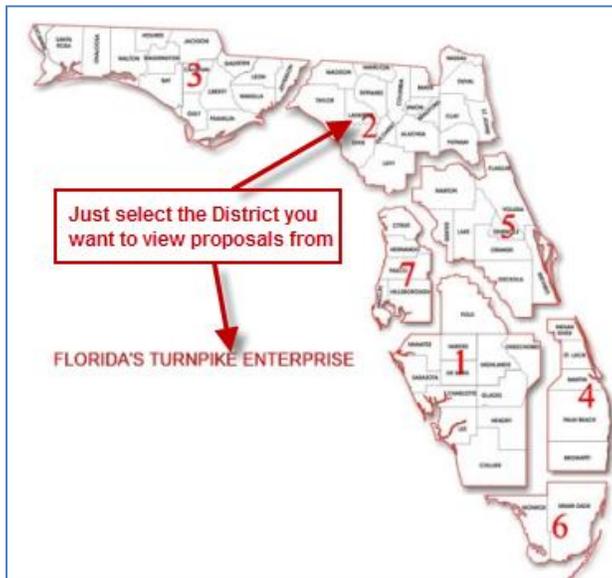

4. A geographic District map is also provided on the Home Page to allow users to simply click the appropriate District to display all current scheduled proposals.

5. Once you have completed one of the search options, the proposal(s) list will be displayed. You can now view previously submitted questions or submit a question of your own as needed.

District 02 Proposal List

Modify Search

Showing items 1-7 of 7

		District	Proposal ID	Project #	Let Date	Contract Type	County	Description	Q&A Published	Location
Ask Question	View	02	E2P27	41021517254	1/18/2012	MAINT CONTRACT	LAFAYETTE	PERRY MAINT	N	DISTRICT OFFICE
Ask Question	View	02	E2P51	41021237208	1/18/2012	MAINT CONTRACT	HAMILTON	Lump Sum, Asphalt repair	N	DISTRICT OFFICE
Ask Question	View	02	E2P84	21038445201	1/18/2012	CSL	LEVY	SR 24	N	DISTRICT OFFICE
Ask Question	View	02	E2P91	42974915201	2/14/2012	CONST DESIGN BUILD - LOW BID	LEVY	VARIOUS SIDEWALKS	N	DISTRICT OFFICE
Ask Question	View	02	E2Q38-R0	41021517271	1/18/2012	MAINT CONTRACT	LAFAYETTE	PERRY MAINT	N	DISTRICT OFFICE
Ask Question	View	02	E2Q50	40341857212	1/18/2012	MAINT CONTRACT	PRI.BDG.REH.	District-Wide thermoplastic contract	N	DISTRICT OFFICE
Ask Question	View	02	E2Q63-R0	40931145201	2/14/2012	CONST PUSH BUTTON	PRI.BDG.REH.	PUSH BUTTON CONTRACT RENEWABLE	N	DISTRICT OFFICE

6. The Proposal List can be sorted by any of the columns displayed, to sort, simply click the hyperlink at the top of any column. To view currently submitted questions, click the hyperlink titled View. To compose and submit a question of your own, click Ask Question.

Data Entry (Submitting Questions)

1. Once you have found the correct proposal, you can submit a question that FDOT personnel will review and answer. From the proposal list, simply click Ask Question to begin the process of submitting a bid proposal question.

2. The Question Details screen will be displayed. Type your question in the "**Ask a Question**" text box (up to 1,000 characters long).

You can Save your question if you are not ready to submit it for review. This will allow you to return to the system at a later time to revise and submit the finalized question.

3. Once the question has been properly prepared, click the Submit button.

NOTE: You should receive an email stating your question was submitted successfully, but the question may not be displayed immediately after submitting.

The question will be sent via system generated email to the responsible person(s) within FDOT for review and answering. You will receive an email notification letting you know that your question was submitted successfully. The question may not be displayed on the BQA proposal site until after the District staff have reviewed and/or answered the question.

4. Once a question has been reviewed and answered, you will be able to view the answer from the same proposal list. Items that have both questions and corresponding answers show a Y in the Q&A Published column.

Click on the View hyperlink to see the question and answer. You will see all of the proposal details along with the original question and the FDOT published answer. You can also print the question/answer from this page as well.

Chapter Three

Maintaining Your ISA Account

1. You can change the details of your existing ISA account as necessary without affecting the status of any previously saved or submitted questions. Simply select the My Profile tab from the header of the BQA system to edit your personal information.

2. From the My Profile tab, you can also view any questions that you have already created. This includes submitted and saved questions. The questions along with a hyperlink to view the detailed proposal are stored at the bottom of the My Profile page.

	Question ID ⬇	Original Question Description	Proposal ID	Location	Letting Date
View	50	What types of binder are allowed on this project?	E2P91	DISTRICT OFFICE	2/14/2012
View	44	What type of asphalt can be used on this contract?	E2P84	DISTRICT OFFICE	1/18/2012

3. If you have forgotten your current password, you can always reset it from the Home Page of the Bid Questions & Answers system. From the welcome paragraph, select the hyperlink to Reset Your Password.

Welcome to the Florida Department of Transportation (FDOT) Statewide Bid Questions and Answers system. Please use this site to ask questions or clarification on bidding documents prior to submitting your bid.

Contact the District Office for questions pertaining to a specific District's Bid Letting.

A FDOT Internet Subscription Account (ISA) is required to submit a question. If you do not have an account, Click to create an account. If you have an ISA account you can sign in using it or if you have forgot your password, Click to reset your password.

4. Now, enter in your subscriber email address that you used during registration. Click Next.

Reset Password

Email Address: JohnH@mail.com

Next

5. You will have to answer the challenge question you selected when registering for the ISA account and then click the Reset Button. An email with a new temporary password will be sent to the designated email address.

Reset Password

Email Address: JohnH@mail.com

Challenge Question: WHERE WERE YOU BORN?

Answer:

Enter the answer to the challenge question

Reset

6. A hyperlink within the system email you receive will take you to the ISA account screen where you can change the password. You will be required to enter in the temporary password first, followed by a new password that you designate.

----- Forwarded Message -----
From: "FDOT.ServiceDesk@dot.state.fl.us" <FDOT.ServiceDesk@dot.state.fl.us>
To: _____
Sent: Thursday, January 26, 2012 1:35 PM
Subject: Important Information about your Florida Department of Transportation Internet Subscriber Account

Your password has been reset. Your new password is: E25FxNw6

This password is case-sensitive and it is recommended you copy and paste the password into the password field when logging into the system.

You may log in with your new password at https://www3.dot.state.fl.us/InternetSubscriberAccount/