



MEMORANDUM

Missouri Department of Transportation External Civil Rights Central Office

TO: DBE Firms

FROM: Kristi Hixson

DATE: March 25, 2010

SUBJECT: Bid Express/Small Business Network

As you may be aware, MoDOT requires contractors to submit bids electronically for construction projects on the monthly MoDOT letting schedule. The electronic bidding is through a provider, Bid Express. In the Bid Express system, there is a Small Business Network application. The Small Business Network facilitates the interaction between prime contractors and subcontractors. It allows the prime and subcontractors to exchange subquotes and communicate about projects.

The Small Business Network allows prime contractors to:

- Access a business center in Bid Express that can help meet Disadvantaged Business Enterprise (DBE) goals
- Post an unlimited number of solicitations for items to quote
- Create and post an electronic notice that lists the items to be quoted, and send an alert e-mail about the post
- View all outstanding sub-quote requests at a glance
- Easily locate pre-qualified and certified small and disadvantaged businesses
- Advertise to small and disadvantaged businesses more efficiently and cost effectively
- Take a step to demonstrate good faith effort in reaching disadvantaged businesses
- Quickly obtain and analyze bid tab data from past bids, including the high, average and low prices of items. This data can be viewed by item, by proposal or by contractor to give a clear picture of recent bids for that item.

The Small Business Network allows DBE firms to:

- View and respond to sub-quote requests that prime contractors have posted for projects they are bidding
- Use a key word search function to find bidding opportunities in seconds
- Create an electronic quote form that lists the items the DBE wants to quote, and e-mail it to a prime
- Look up plan holders and eligible bidders for each proposal so the DBE can send quotes directly to those who need them
- View Bid Tab Analysis data from past bids, including the high, average and low prices of items. View this data by item, by proposal or by contractor to get a clear picture of recent bids for that item.
- View important notices and publications from your state agency targeted to small and disadvantaged businesses

*Note: This service is for those firms that bid on MoDOT Construction Projects during the monthly lettings.

To view a video of this feature, click on the following link:

<http://www.bidx.com/main/sbn/index.html>

Through our supportive services, we will provide DBE firms with Small Business Network subscription. We have limited accounts and subscriptions will be granted on a first come first serve basis.

Please review the attached Subscription Agreement and return to Kristi Hixson via fax 573-526-0558 or e-mail Kristi.Hixson@modot.mo.gov

and mail the original to:

MoDOT

External Civil Rights

PO Box 270

Jefferson City, MO 65102

Once the request is received and approved, you will be contacted with information to set-up the account.