



Pre-Bid Question & Answer Bidder Version

A TxDOTCONNECT Job Aid

Roles Impacted

Pre-Bid Contact
Pre-Bid Approver

Last Revised

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R9.5.0.0

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.

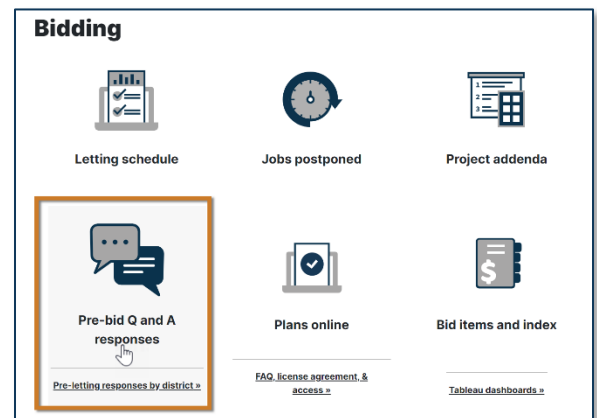
Submitting the Pre-Bid Q&A Form on TxDOT.gov

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](#).



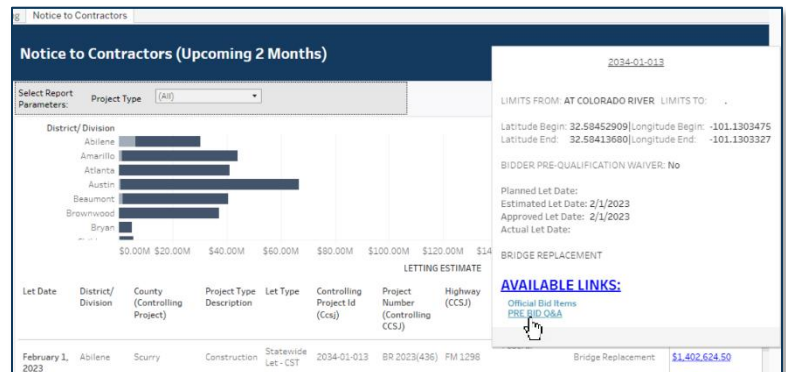
Notice to Contractors Dashboard


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.

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. On the left, a menu has 'List Of Questions' and 'Ask New Question' (selected). The form fields are: 'First Name*' (callout 1), 'Last Name*' (callout 2), 'Email*' (callout 3), 'Phone Number*' (callout 3), 'Question Title*' (callout 4), and 'Question 1*' (callout 5). At the bottom are 'Add Question', 'Remove Question', and 'Submit' buttons. A blue checkmark icon is in the bottom left corner.

- 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.



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			
Ask New Question			
4			

✓ 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	

Pre-Bid Q&A Print History

Notice to Contractors (Upcoming 2 Months)

4 - Year Project Information Dashboard

Select Report Parameters: Project Type (All)

Pre-bid Q and A Video Training

Pre-bid Q and A Print History

Pre-bid Q and A Job Aid

Download Data

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**.

The screenshot shows the 'Pre-Bid Q&A Print History' interface. At the top, there's a header with 'Notice to Contractors (Upcoming 2 Months)' and a '4 - Year Project Information Dashboard' button. Below this is a 'Select Report Parameters' section with a 'Project Type' dropdown set to '(All)'. To the right are four buttons: 'Pre-bid Q and A Video Training', 'Pre-bid Q and A Print History', 'Pre-bid Q and A Job Aid', and 'Download Data'. The main content area has a 'Q&A Response...' section with a '1 of 1' indicator, 'Select All', and 'Clear All' buttons. Below this are 'Scaling' (set to 'At most 1 page wide') and 'Page Size' (set to 'Letter') dropdowns. A 'Download' button is highlighted with a red circle '4'. The search parameters section includes 'Contract Bid Due Date' (set to '(All)'), 'District / Division' (set to '(All)'), 'Controlling Project ID (CC...)' (set to '(All)'), and 'Form ID' (set to '(All)'). A format menu is open, showing options: 'Image', 'Data', 'Crosstab', 'PDF', and 'PowerPoint'. The 'PDF' option is highlighted with a red circle '5'. At the bottom, there's a ribbon with a 'Download' icon (highlighted with a red circle '5') and a 'Share' button.



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

9. Click **Download**.



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.

Attached Documents:	
<u>CCSJ:All</u>	
Attachment Name	
0001-02-067 CTD Summary.pdf	
RideData000605125.xls	
0008-03-094 - IH 20 Final Bridge and Sign Geotech Report.pdf	
0008-03-094 - IH 20 Final Retaining	

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.