



## Engineering E-Commerce Procurement Procedures

The NFTA Engineering Branch will accept engineering and construction contract bids, for select projects, through our Internet site [www.nftaengineering.com](http://www.nftaengineering.com). The following procedures have been established for submitting Online bids:

Those firms who choose to submit an online bid must first have its individual staff members register on the NFTA Engineering web site by providing all required contact information.

Registered individuals representing the firms will be able to Login to the NFTA Engineering web site by entering a user ID consisting of their email address and a password of their choosing. After Login they will be able to view project information only. In order to view the contract documents or submit a bid they will also have to register as a Plan Holder. Registering as a Plan Holder is a simple process of acknowledging through a pop-up window that you want to become a Plan Holder for that specific project. As a registered Plan Holder of a project they will receive email notices of all Addenda and other pertinent information. Other registered users will also be able to view a list of the Plan Holders for a project.

After being established as a registered Plan Holder the process of submitting a bid involves the following five-step process:

- Step 1 requires that all first time bidders obtain a Bid Pin through our web site for authentication and protection of identity. This procedure conforms to “Public Key Infrastructure” guidelines for authenticating electronic signatures. This is accomplished through a process of requesting a Bid Pin from our web site, receiving directions through the user’s email, and login to our site from a link contained within the email to obtain the Bid Pin. Once a bidder has obtained a Bid Pin it can be used to submit a bid for any project.
- Step 2 involves reading and accepting the Bidding Acknowledgements.
- Step 3 involves Login with your Bid Pin.
- Step 4 requires entry, upload of attachments, and confirmation of the bid.
- Step 5 is printing of the confirmation page for the bidder’s records.

For projects requiring bid security, it must be submitted prior to bid opening either electronically utilizing Surety2000 at [www.surety2000.com](http://www.surety2000.com), or delivered to the NFTA in an opaque sealed envelope.