



Niagara Frontier Transportation Authority
Serving Buffalo Niagara

Engineering E-Commerce Procurement Procedures

The NFTA Engineering Branch will accept engineering and construction contract bids, RFP proposals and RFI responses, for select projects, through our Internet site www.nftaengineering.com. The following procedures have been established for submitting Online bids, proposals and information:

Companies choosing to submit an online bid, proposal or information must first have its individual staff members register on the NFTA Engineering web site by providing all required contact information.

Registered individuals representing the Company can 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 project documents or submit a bid, proposal or response they have to register as a Document Holder. Registering as a Document Holder is a simple process of acknowledging through a pop-up window that you want to become a Document Holder for that specific project. As a registered Document Holder of a project, they will be sent email notices of all Addenda and other pertinent information. Other registered users are also able to view a list of the Document Holders for a project.

After registering as a Document Holder, the process of submitting a bid, proposal or response involves the following five-step process:

- Step 1 requires that all first time users obtain an Access KEY 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 an Access KEY 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 Access KEY. Once a bidder, proposer or respondent has obtained an Access KEY it can be used to submit a bid, proposal or information response for any project.
- Step 2 involves reading and accepting the Acknowledgements.
- Step 3 involves Login with the Access KEY.
- Step 4 requires entry, upload of attachments, and confirmation of the bid, proposal or information response.
- Step 5 is printing of the confirmation page for the user's records.

For projects requiring bid security, the bid security must be submitted prior to the due date and time either electronically utilizing Surety2000 at www.surety2000.com, or delivered to the NFTA in an opaque sealed envelope.