

OGS Design & Construction Group

Electronic Processing – Professional Service Procurements

We are pleased to announce that, beginning in February 2020, OGS Design & Construction (D&C) will be implementing the use of Infotech's Bid Express® service (www.bidexpress.com) for electronic processing of all architectural, engineering and surveying (i.e., qualifications-based) consultant procurements. Such consultant vendors will be able to use the service to download Request for Qualifications (RFQ) packages, upload proposals, and obtain procurement status updates.

Please note that, at this time, D&C will **not** be implementing the Bid Express service for “best-value” procurements (Request For Proposals - RFPs) or “lowest price” procurements (Invitation For Bids - IFBs). RFPs and IFBs are used to procure construction management services, testing services and design-build contracts.

Electronic proposal submission via this service will allow for digitally-signed bids, eliminate costs for hand and hired delivery of RFQ packages, provide error checking and alerts for omissions prior to package submission, easily accommodates last minute proposal changes, and provide automated email notifications that alert vendors of solicitation postings and solicitation changes. ***There will be no fee for vendors to use this service.***

While use of the Bid Express service will not be mandated, OGS D&C strongly encourages its use in order for our vendors and OGS to take advantage of the benefits described above.

OGS will continue to maintain the Interested Subs/Suppliers information on the OGS website until further notice, and this feature will not be available on Bid Express. As in the past, vendors looking for partnering opportunities are encouraged to visit the OGS website:

<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>.

We strongly recommend that all vendors register with the Bid Express service (www.bidexpress.com), complete the set-up work to bid electronically, and become familiar with navigation of the service as soon as possible. All vendors who intend to submit their bids electronically will be required to install the Infotech Express Sign Tool and generate an Infotech Digital ID for their business' authorized signer(s). Please allow seven business days to obtain the Digital ID. Please see the following [Digital ID policy](#) for additional time-sensitive information.

If you need Bid Express assistance, please call the dedicated Bid Express customer support team at 888-352-BIDX (2439) for live support on business days from 7:00 am – 8:00 pm Eastern Time. You can also email the team at support@bidexpress.com or refer to the Vendor Resource page located [here](#).

All other questions should be directed to the Consultant Procurement Unit within the D&C Division of Contract Management at OGS.SM.DC.ConsultantProcurement@ogs.ny.gov.

January 30, 2020