ODOT-approved Federal + State Templates

We have worked with the Ohio DOT to update the ODOT-approved Federal and State templates for the Bid Express® service at www.bidexpress.com.

These updates were made in January 2023 and include:

+ Updated Federal Bid Doc Template in the Federal Template's Attachment List
+ Moved, from the bottom to the Summary Proposal Form of both templates, the statement and check box agreeing the Digital ID or Electronic Signature will be considered a valid binding signature
+ Some updated language in forms

If you would like to grant Infotech® permission to allow our specialists to import the January 2023 templates into your account for your immediate use or have additional questions, please contact the Bid Express Onboarding team at onboarding@infotechexpress.com.

To grant Infotech your express permission to continue to push new ODOT-approved templates to your instance as soon as new templates become available, please email onboarding@infotechinc.com with a "yes" to indicate your express written permission to allow Infotech to "continually push ODOT-approved templates to your instance as those templates become available."

Once templates are imported, you will want to ensure each template's Solicitation Options suit your agency's needs. To do so, navigate to **Our Solicitations > Templates** and do the following in each of the new templates (titled "Federal Template 1/1/2023" and "State Template 1/1/2023").

+ Open the template
+ Enter a new title for the template (Optional)
+ Update certain highlighted fields with your agency's name
+ Update the Selection List choices in the **Non-Collusion Affidavit** within the **Federal Template**
+ Check and consider editing the following settings according to your team's preferences:
  · Allow zero values for unit prices and labor in item lists
  · Allow negative values for unit prices and labor in item lists
  · Allow Electronic Signatures
  · Allow vendors to ask questions

You may disregard the bottom two toggles regarding restricting a solicitation and enabling RFP functionality.

**If you have any questions or would like to schedule a 1-on-1,
contact our Onboarding team at onboarding@infotechinc.com.**