



# IONWAVE BID PROPOSAL USER GUIDE

V.08.17

In hopes to become a **TIPS Awarded Vendor**, follow the steps below to submit a **Request For Proposal** for an open category that meets your commodity selections. To get started, visit <https://tips.ionwave.net>

1. To get started, visit <https://tips.ionwave.net>

## LOGIN HELP

If you've forgotten your user name or password:

1. Click the I forgot User Name/Password hyperlink.
2. Type your User Name and Email Address.
3. Click Submit.

The landing page will show all open categories available to submit a proposal for.

2. To submit a response, select the bid number for the category that fits your products and services.

3. Click on the Attachments tab.

**TIPS**

Bid Events Auction Events Admin

**Edit Bid Response - 170601**

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

**Bid Number** 170601 (Pavement and Other Related Services)  
**Close Date & Time** 7/31/2017 03:00:00 PM (CT)  
**Time Left** 3 days 22 hours 46 minutes 21 seconds  
**Response Status** NOT SUBMITTED To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details **Attachments** Attributes Response Attachments Response Submission

4. Download and complete all of the applicable/required bid documents.

Event Details Attachments **Attributes** Response Attachments Response Submission

**Bid Attachments**

#	File Name	Description
1	<a href="#">Download</a> RCSP_170601.pdf (726 KB)	Request for Comp
2	<a href="#">Download</a> Agreement_170601.pdf (531 KB)	Contractor Agree
3	<a href="#">Download</a> Agreement_Signature_Form_170601.pdf (189 KB)	Contractor Agree
4	<a href="#">Download</a> PRICING_EXHIBIT_170601.pdf (368 KB)	Required RS Mean
5	<a href="#">Download</a> Pricing_Spreadsheet_170601.xlsx (10 KB)	Use this optional p
6	<a href="#">Download</a> references.xls (27 KB)	References
7	<a href="#">Download</a> Base_Forms_Required.1182017.RP.pdf (180 KB)	Required Base For

5. Click on the Response Attachments tab.

6. Upload the completed corresponding documents from the Attachments tab by clicking Upload.

Event Details Attachments Attributes **Response Attachments** Response Submission

**Requested Attachments**

[Error Check](#)

#	Requested Attachments
1	<b>* Contractor Agreement</b> The contractor must download the Contractor Agreement from the attachment tab, fill in the required information, and upload it. <a href="#">Upload</a> Click "Upload" to select file
2	<b>* Contractor Agreement Signature Form</b>

7. Upload the completed form that is requested for that section.

8. Click Save.

9. Upload all required forms denoted with a red asterisk \*.

Response Attachments Response Submission

**TIPS eBid System**

**Select Attachment to Upload**

[Cancel](#) [Save](#)

[Select File](#)

**Please Note:** The maximum file size limit is 100 megabytes.

- 10. Click on the Attributes tab.
- 11. Answer all required questions.
- 12. Click Error Check to see if any questions were missed or incomplete.

Event Details Attachments **Attributes** Response Attachments Response Submission

**Bid Attributes**

Save Save & Next **Error Check**

Attributes 1 - 30 shown of 80 • Page 1 of 3 shown

#	Attribute	Response
1	Yes - No Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	[Please Select] *
2	Yes - No Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	[Please Select] *

- 13. Click on the Response Submission tab.

**Edit Bid Response - 170601**

Return No Bid Documents Response History Bid History **Error Check Response**

**Bid Number** 170601 (Pavement and Other Related Services)  
**Close Date & Time** 7/31/2017 03:00:00 PM (CT)  
**Time Left** 3 days 6 hours 4 minutes 2 seconds  
**Response Status** **NOT SUBMITTED - To complete your response, you must click 'Submit Response'**

Event Details Attachments Attributes Response Attachments **Response Submission**

**Supplier Response Summary**

Save **Error Check**

- 14. Enter your name, email address, and click Submit Response.

Signature

By your response, you certify that you are authorized to represent and bind your company.

Name: Your Name

\* Your Email Address:

**Submit Response**

- 15. Correctly submitted responses will have a date and time stamp shown in green.

Note: If you do not receive this green time stamp, TIPS did not receive your response.

**Edit Bid Response - 170601**

Return No Bid Documents Response History Bid History **Error Check Response**

**Bid Number** 170601 (Pavement and Other Related Services)  
**Close Date & Time** 7/31/2017 03:00:00 PM (CT)  
**Time Left** 3 days 5 hours 56 minutes 10 seconds  
**Response Status** **Response Submitted - 7/28/2017 10:10 AM (CT)**

NEED ASSISTANCE? CONTACT TIPS 866-839-8477