



Kahua How-To Documentation

Submitting Bid Q & A

Application:



Application Description:

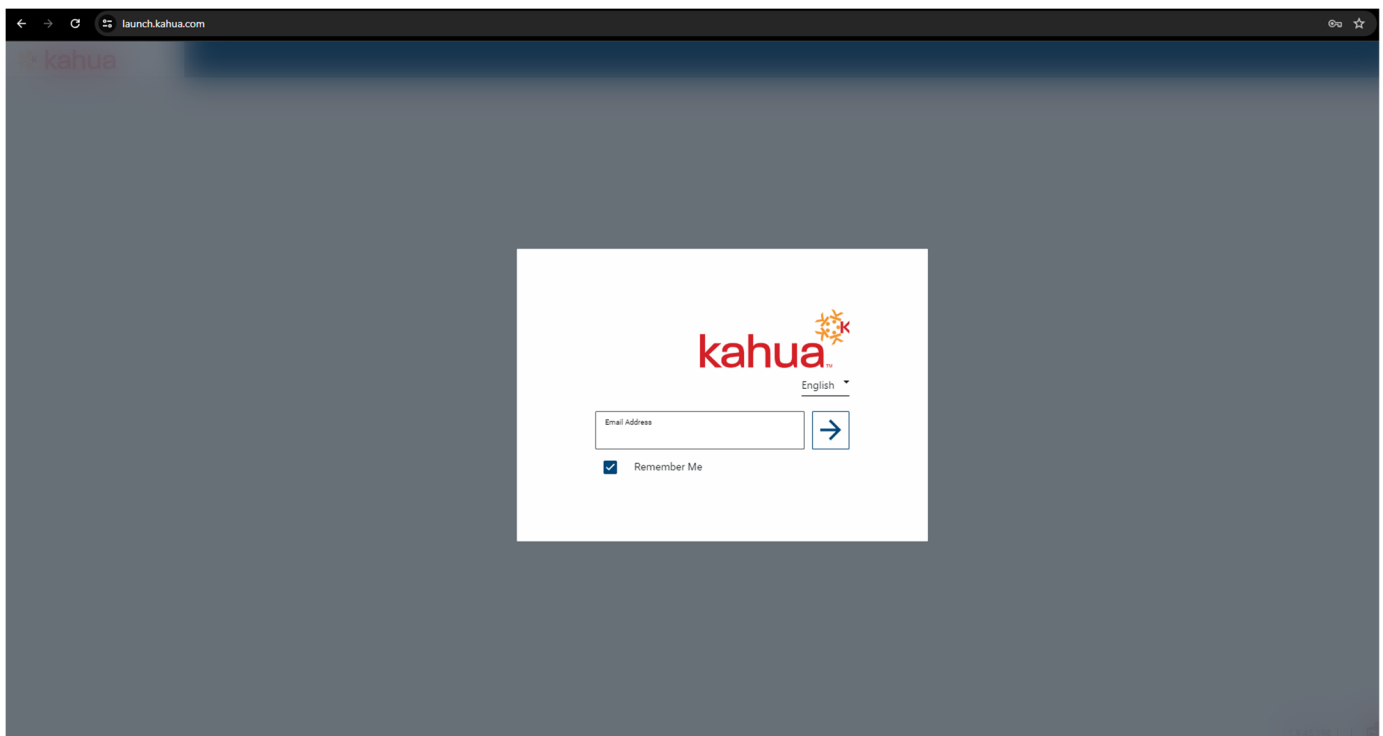
The Kahua Bid Room Q&A application is a feature within the Kahua platform that facilitates communication between contractors (bidders) and project owners during the bidding process. It allows for a streamlined and transparent exchange of questions and answers.

Instructions:

After you have submitted your intent to bid, you may have a few questions regarding the solicitation. The Bid Room Q&A will allow you to ask your questions prior to the Q&A deadline so that it can be reviewed and answered by the bid team. Below are the steps to submitting a Q&A.

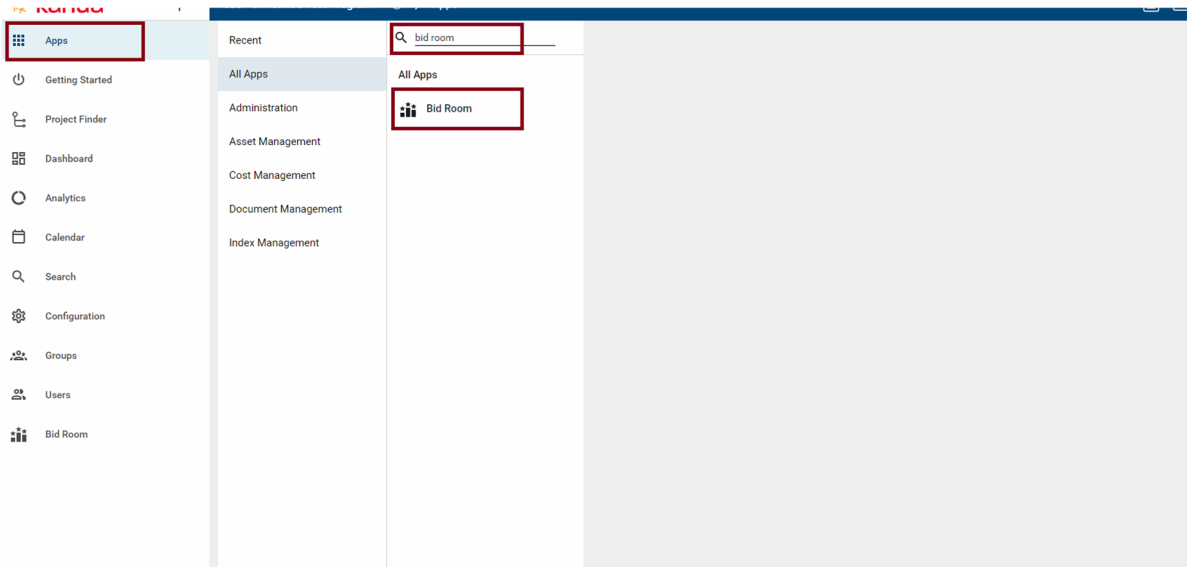
Step 1 –Navigate to launch.kahua.com and login with your created user account.

Please note: *You will need to have signed up for a Kahua account (free of charge). This would have been done in a previous step by requesting more information about the solicitation and receiving a formal invitation to bid via email.*

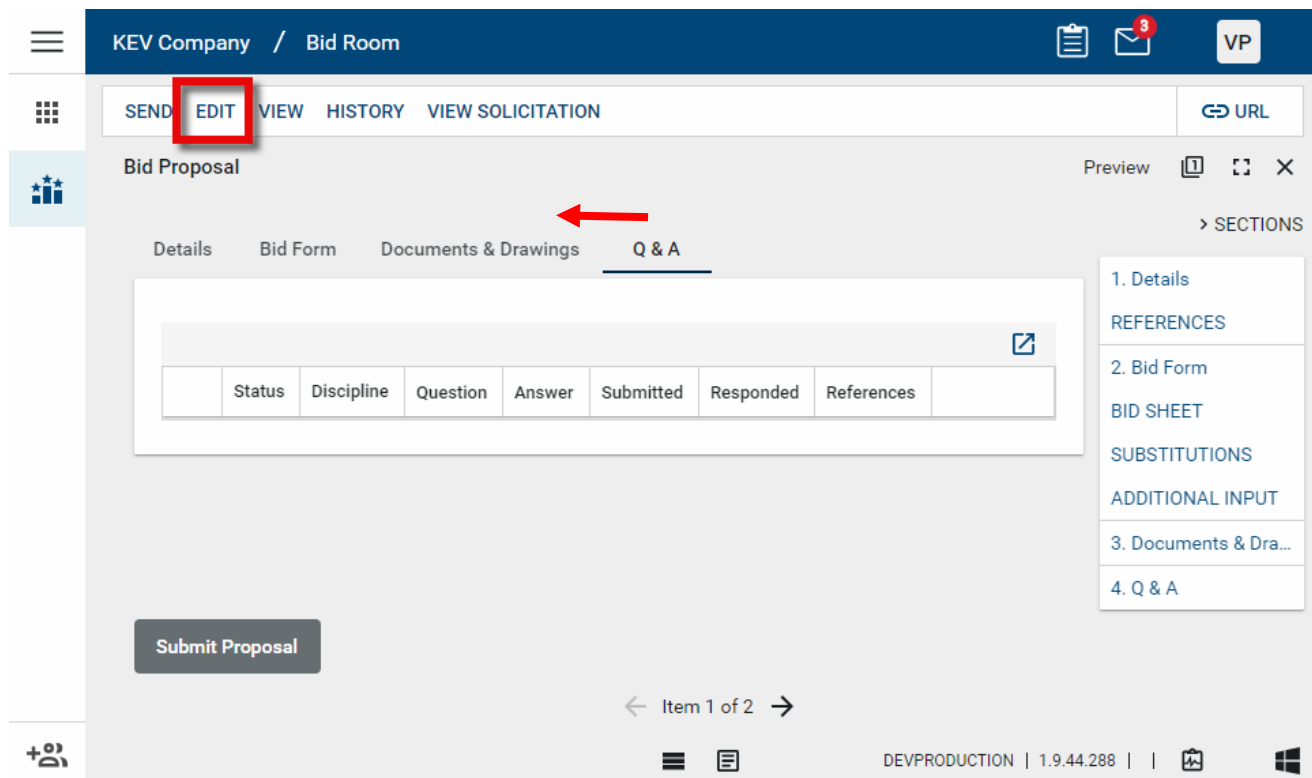




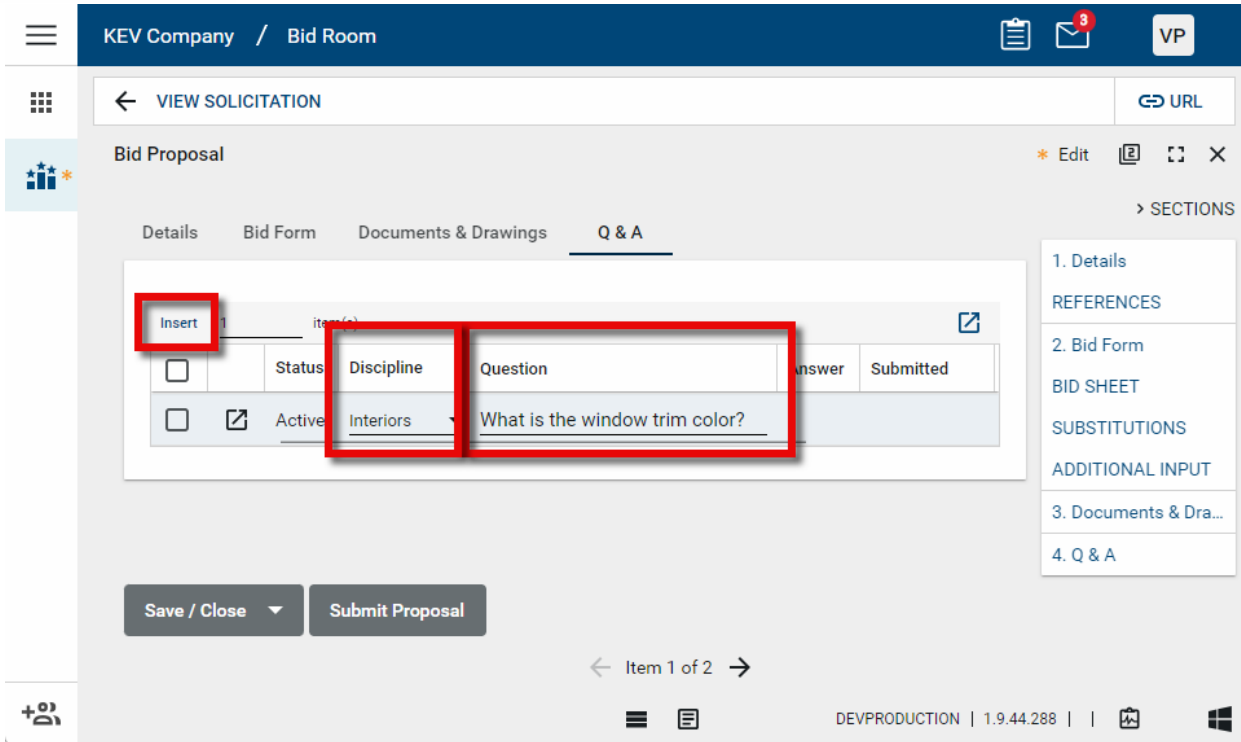
Step 2 – Navigate to the Bid Room application. You can find the app by either clicking on “All Apps” in the left navigation menu to display all applications in alphabetical order or searching for “bid room” in the search bar at the top. Select the “Bid Room” application.



Step 3 – Select the solicitation and click on the “Q&A” Tab. Then Select “Edit”.



Step 4 – Click **Insert** to add a line to the **Q & A** grid. Select the appropriate **Discipline** if available and enter your **Question**. Repeat as many questions as you have.



KEV Company / Bid Room

VIEW SOLICITATION

Bid Proposal

Details Bid Form Documents & Drawings **Q & A**

Insert

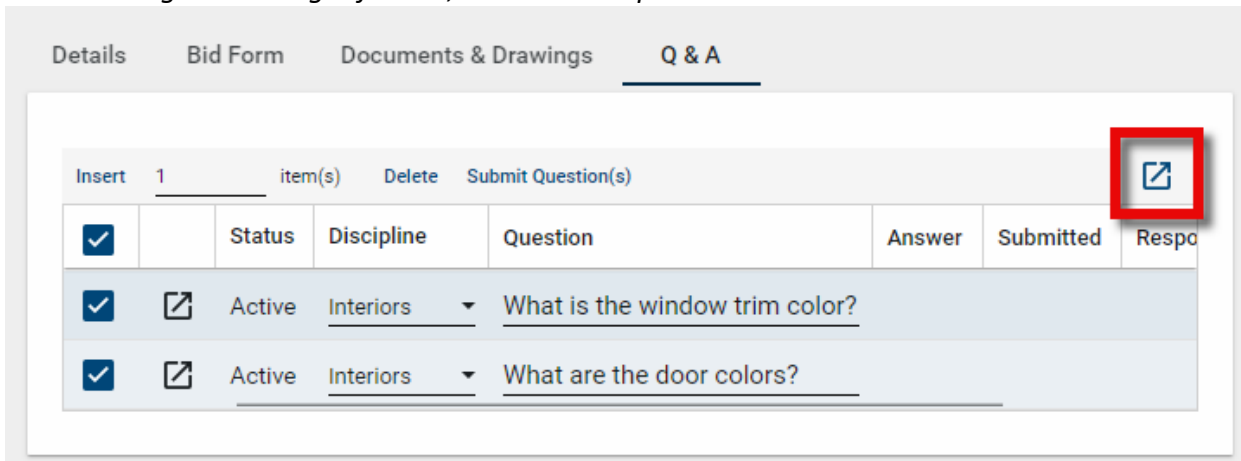
Status	Discipline	Question	Answer	Submitted
Active	Interiors	What is the window trim color?		

Save / Close Submit Proposal

Item 1 of 2

DEVPRODUCTION | 1.9.44.288

To view the grid in a larger format, select the “Expand Icon”.

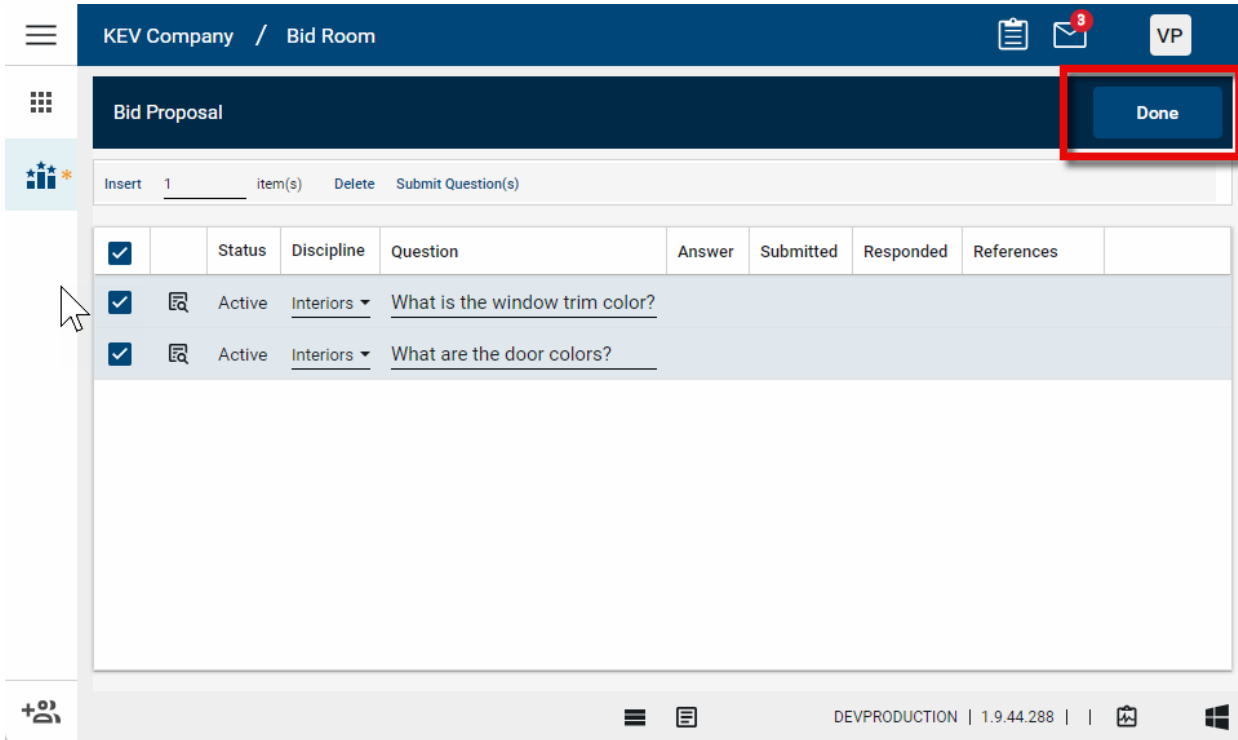


Details Bid Form Documents & Drawings **Q & A**

Insert 1 item(s) Delete Submit Question(s)

✓		Status	Discipline	Question	Answer	Submitted	Respo
✓	✎	Active	Interiors	What is the window trim color?			
✓	✎	Active	Interiors	What are the door colors?			

When you are done working in the larger format, click **“Done”** to return to standard grid view.



The screenshot shows a web application interface for a 'Bid Proposal'. At the top, there's a header bar with 'KEV Company / Bid Room' and a 'VP' button. Below this is a 'Bid Proposal' section with a 'Done' button highlighted in a red box. The main area contains a table with columns: Status, Discipline, Question, Answer, Submitted, Responded, and References. There are two rows of questions, both with 'Active' status and 'Interiors' discipline. A mouse cursor is pointing at the first row. At the bottom, there's a footer bar with 'DEVPRODUCTION | 1.9.44.288' and a Windows logo.

	Status	Discipline	Question	Answer	Submitted	Responded	References
☒	Active	Interiors	What is the window trim color?				
☒	Active	Interiors	What are the door colors?				

Step 5 – To submit one or more questions, select the appropriate check boxes in the left-hand column and click **“Submit Question(s)”**.

To delete a question that has not yet been submitted, select the appropriate check box and click **“Delete”**.

Note: You cannot delete a question once it has been submitted.



KEV Company / Bid Room

VIEW SOLICITATION

URL

Bid Proposal

Edit

Sections

Details

Bid Form

Documents & Drawings

Q & A

Insert 1 item(s)

Delete

Submit Question(s)

☒	Status	Discipline	Question	Answer	Submitted	Response
☒	☒ Active	Interiors	What is the window trim color?			
☒	☒ Active	Interiors	What are the door colors?			

Save / Close

Submit Proposal

Item 1 of 2

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