



Kahua How-To Documentation

Submitting Your Bid or Proposal

Application:



Bid Room

Application Description:

The Kahua Bid Room is a free featured application within the Kahua platform that facilitates the submission of bids to solicitations between vendors (bidders) and project owners during the bidding process. It allows for a streamlined and digital way for collecting bids on active solicitations.

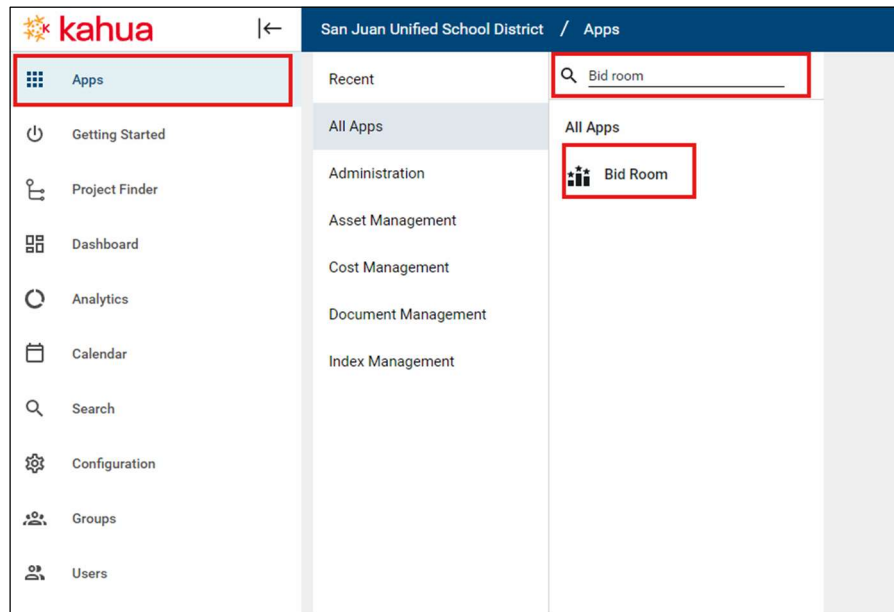
**Note – In order to submit a bid or proposal, you must create a free Kahua account to access the Bid Room application within the Kahua site. You must also be invited to bid on the solicitation so you can access it when you are logged into Kahua. If you need help, review the How-To Documentation on the District’s website for “How-To: Submit an Intent to Bid”.*

Instructions:

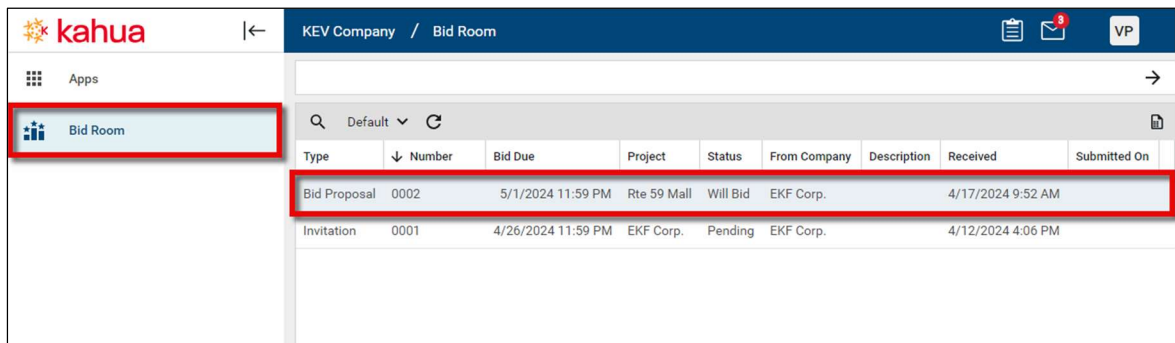
Step 1 – Navigate to launch.kahua.com and sign in with your created username and password.



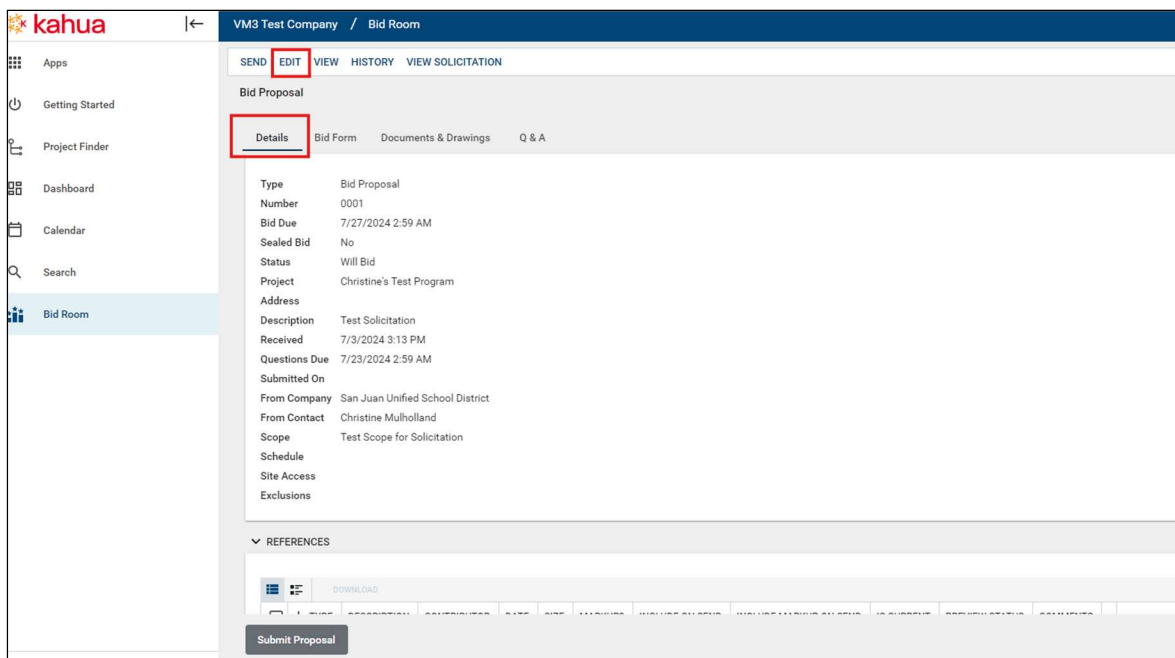
Step 2 – Once logged in, Navigate to Bid Room application and launch the module. You can do this by selecting the Apps Icon, then typing in “Bid Room” on the magnifying glass icon.



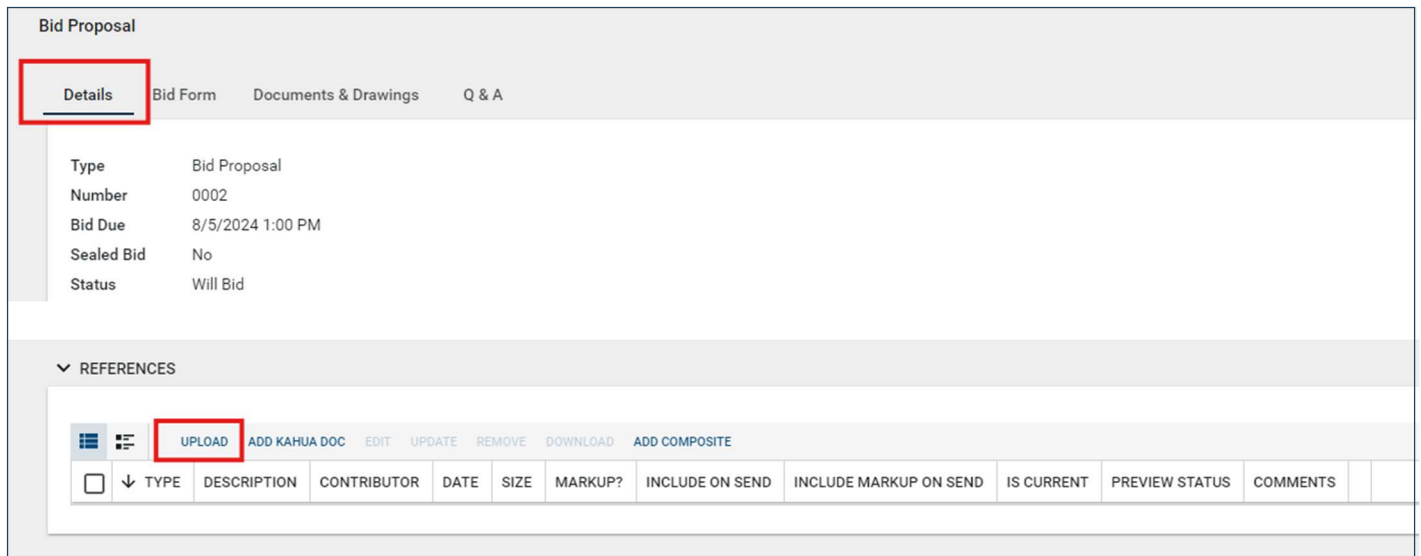
Step 3 – Once inside the bid room application select the solicitation you wish to submit your proposal to.



Step 4 – After you select the solicitation, a window on the right-hand side will appear. Select “Details” and then “Edit”.



Step 5 – Scroll to the “References” section and select **Upload**. Select the Proposal file from your computer to add to the Bid Room. Select **Save** or **Save/Close** at the bottom of the page.

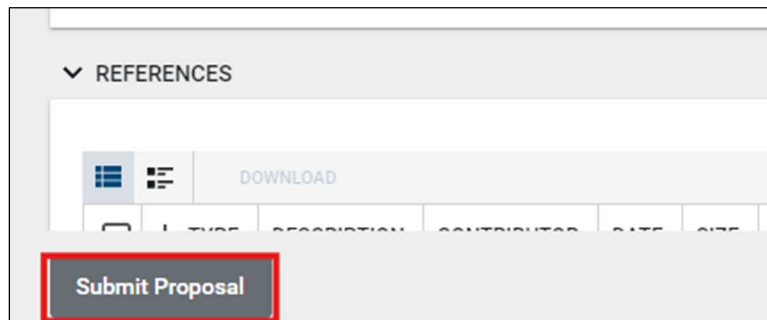


The screenshot shows the 'Bid Proposal' form with the 'Details' tab selected. The form contains the following information:

Type	Bid Proposal
Number	0002
Bid Due	8/5/2024 1:00 PM
Sealed Bid	No
Status	Will Bid

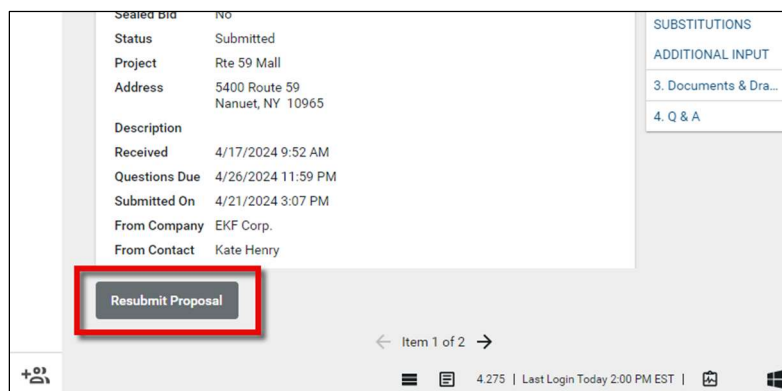
Below the form is the 'REFERENCES' section, which includes a table with columns: TYPE, DESCRIPTION, CONTRIBUTOR, DATE, SIZE, MARKUP?, INCLUDE ON SEND, INCLUDE MARKUP ON SEND, IS CURRENT, PREVIEW STATUS, COMMENTS. The 'UPLOAD' button is highlighted in the top right corner of the REFERENCES section.

Step 6 – Once you have entered all your proposal information, select **Submit Proposal** at the bottom of the page.



The screenshot shows the 'REFERENCES' section with the 'Submit Proposal' button highlighted at the bottom.

Step 7 – Your proposal is now complete and submitted. You can make changes and select **Resubmit Proposal** up until the **Bid Due** date. The **Bid Due** date appears on the **Details** tab of the Bid Proposal.



The screenshot shows the 'Resubmit Proposal' button highlighted at the bottom of the form. The form contains the following information:

Sealed bid	No
Status	Submitted
Project	Rte 59 Mall
Address	5400 Route 59 Nanuet, NY 10965
Description	
Received	4/17/2024 9:52 AM
Questions Due	4/26/2024 11:59 PM
Submitted On	4/21/2024 3:07 PM
From Company	EKF Corp.
From Contact	Kate Henry

On the right side, there is a 'SUBSTITUTIONS' section with 'ADDITIONAL INPUT' and '3. Documents & Dra...' and '4. Q & A'.

KEV Company / Bid Room

SEND EDIT VIEW HISTORY VIEW SOLICITATION

URL

Bid Proposal

Preview

Details Bid Form Documents & Drawings Q & A

SECTIONS

Type	Bid Proposal
Number	0002
Bid Due	5/1/2024 11:59 PM
Sealed Bid	No
Status	Submitted
Project	Rte 59 Mall
Address	5400 Route 59 Nanuet, NY 10965

1. Details

REFERENCES

2. Bid Form

BID SHEET

SUBSTITUTIONS

ADDITIONAL INPUT

3. Documents & Dra...

San Juan USD

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