



Kahua How-To Documentation

Submitting Intent to Bid

Application:



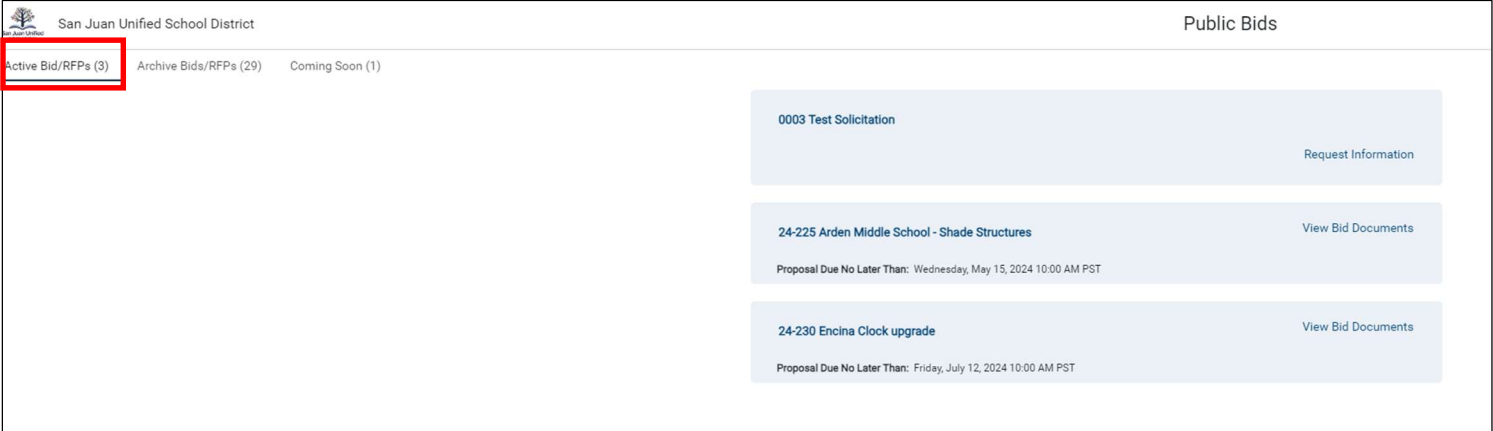
Application Description:

All Facilities Construction Contracts and Bids for the San Juan Unified School District will posted to the District’s public website (<https://www.sanjuan.edu/our-district/contracts-and-bids/facilities-contracts-and-bids/rfp-rfq-bids-awards>). On this site, you can click the link to view all RFP, RFQ, Bids & Awards for the District. At the top of the screen, are the categories: Active Bid/RFP, Archive Bids/RFPs or Coming Soon. Select Active Bid/RFP to locate the solicitation you would like to participate in. You will have to submit an intent to bid with the following steps in this document.

**Note – In order to get access to the bid solicitation and submit a proposal, you must register a free Kahua account. Those steps are described below. Only ONE representative per company can be added to a bid solicitation. However, once a Bidder indicates they “will bid”, Kahua users within the bidding company’s domain will be able to see the Bid Solicitation in the Bid Room when logging into their own accounts.*

Instructions:

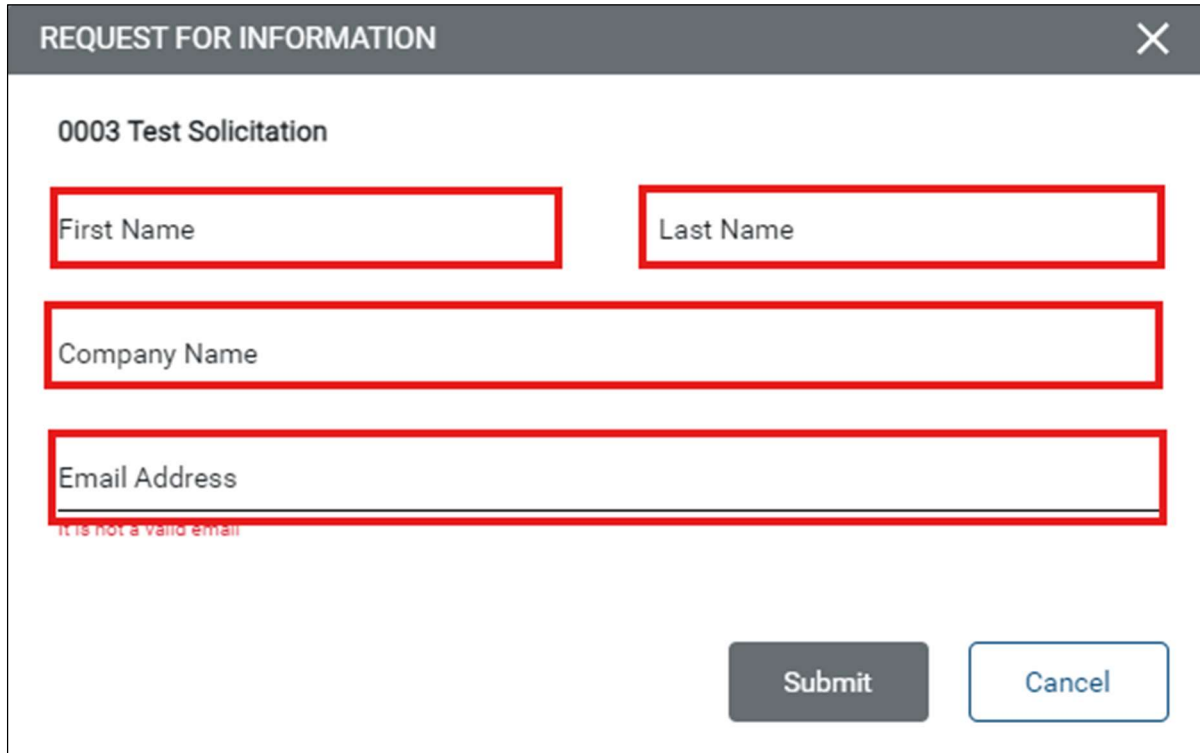
Step 1 – Navigate to <https://www.sanjuan.edu/our-district/contracts-and-bids/facilities-contracts-and-bids/rfp-rfq-bids-awards> and identify which solicitation you would like to submit an intent to bid.



Step 2 – Select Request Information link on the appropriate solicitation.

Step 3 – Fill out the appropriate fields in the pop-up box from the request information link. This will notify the bid manager that you plan on submitting a response for this solicitation, and a formal invitation will be sent to the email address used.

**Note – be sure to fill out the fields exactly how they are showing below. The email address that is added to this box will receive the formal invitation to bid.*



REQUEST FOR INFORMATION

0003 Test Solicitation

First Name

Last Name

Company Name

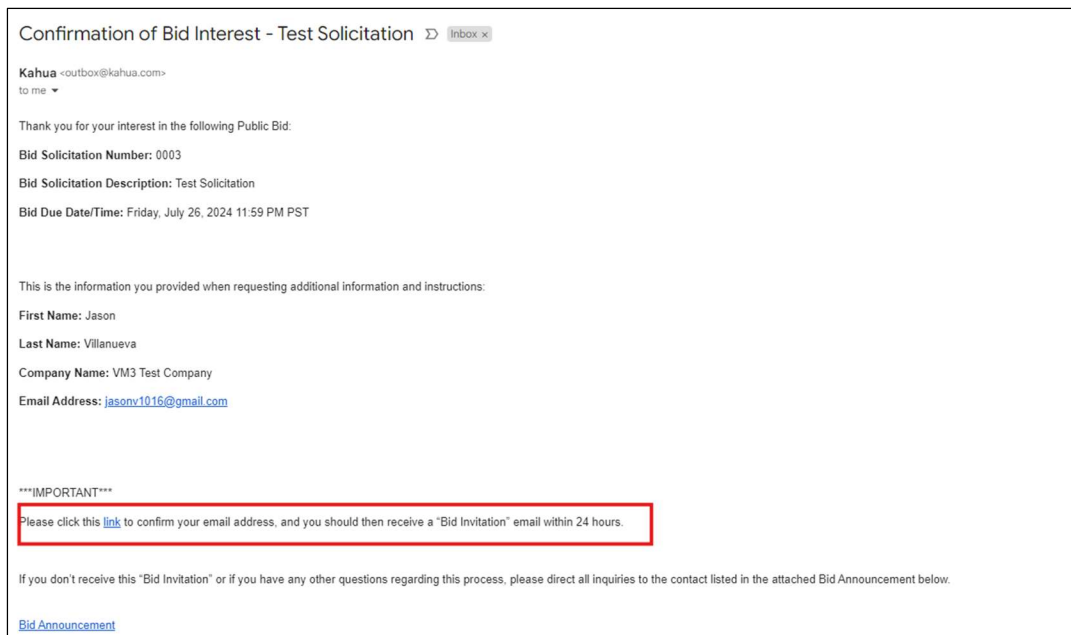
Email Address

It is not a valid email

Submit

Cancel

Step 4 – You will receive an email from Kahua with the subject line: **Confirmation of Bid Interest**. At the bottom of the email, you will see a “**LINK**” that will need to be clicked to confirm your email address. Please click the link to verify your email address. You will be taken to a page where it says that “The Bid Manager has been notified.”



Confirmation of Bid Interest - Test Solicitation

Kahua <outbox@kahua.com>
to me

Thank you for your interest in the following Public Bid:

Bid Solicitation Number: 0003

Bid Solicitation Description: Test Solicitation

Bid Due Date/Time: Friday, July 26, 2024 11:59 PM PST

This is the information you provided when requesting additional information and instructions:

First Name: Jason

Last Name: Villanueva

Company Name: VM3 Test Company

Email Address: jasonv1016@gmail.com

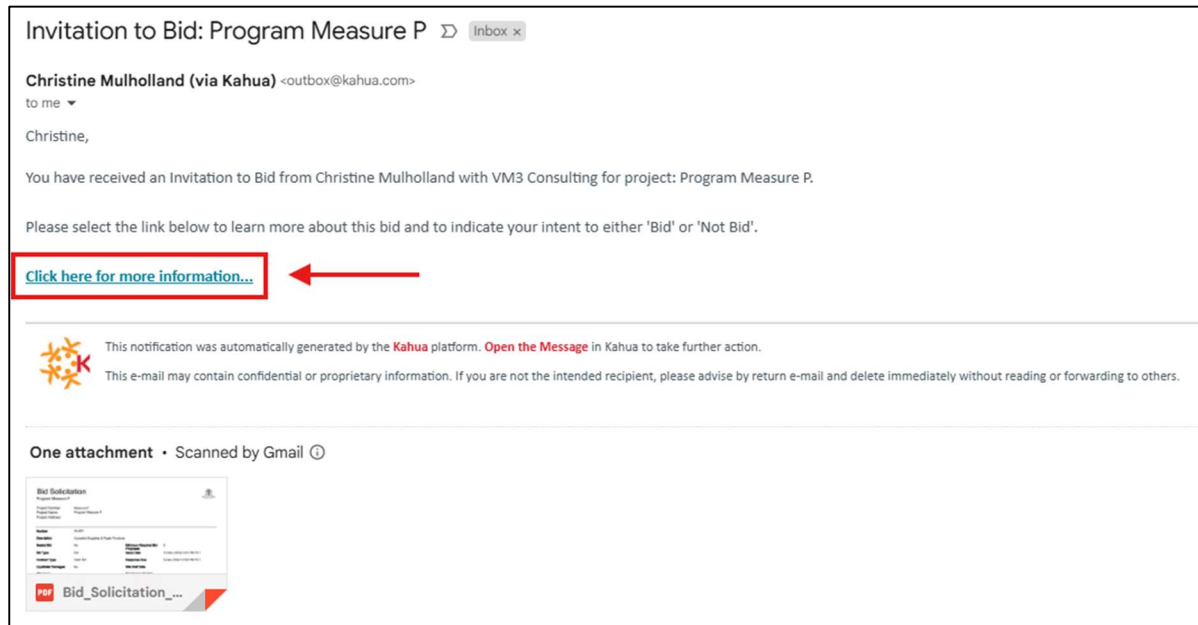
IMPORTANT

Please click this [link](#) to confirm your email address, and you should then receive a "Bid Invitation" email within 24 hours.

If you don't receive this "Bid Invitation" or if you have any other questions regarding this process, please direct all inquiries to the contact listed in the attached Bid Announcement below.

[Bid Announcement](#)

Step 5 - After confirming your email, the Bid Manager will receive a notification to add you to the solicitation. (*Please note, the process to be added to the solicitation can take up to 1 business day*). Once added to the solicitation you will receive an “**Invitation to Bid**” email (sent from outbox@kahua.com – check your SPAM) with a link at the bottom to “**Click here for more information...**”



If you DO NOT already have a Kahua account, you will have an option to “**View Bid Details by Registering an Account with Kahua**” (from here proceed to step 5). If you already have a Kahua account, you will have a link to “**View Bid Details**” in the Bid Room (from here skip to step 9).

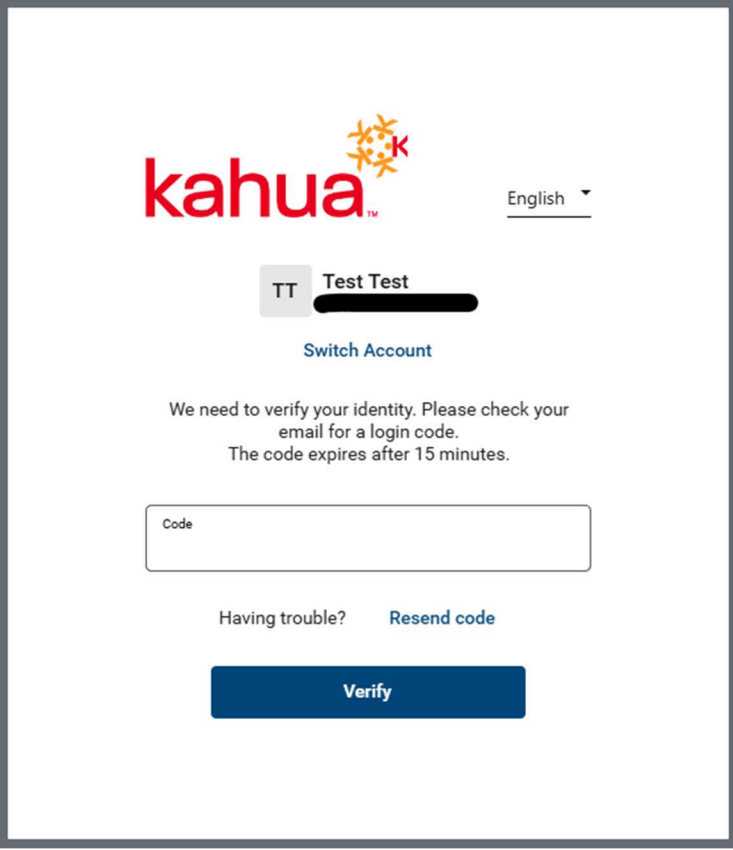
Invitation to Bid: Encina Low Voltage (FIDS)

Please select one of the following options:

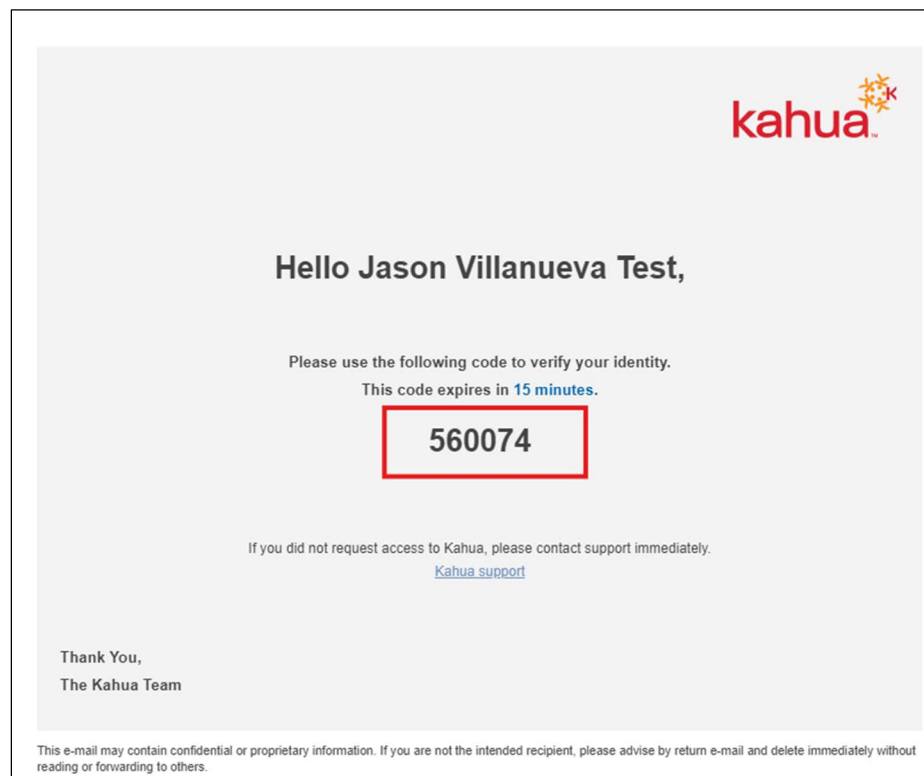
[View Bid Details by Registering an Account with Kahua](#)
You must be a registered user to view bid details. Using this option creates an account allowing you access to the Bid Room to view Bid Details, Minimum Requirements, Documents and Drawings, and indicate your bid intentions.

[Will Not Bid](#)
If you already know that you do not want to bid, select this option to send your response without logging into Kahua.

Step 5 – If you click the link to “**View Bid Details by Registering an Account with Kahua**”, you will be prompted to verify your email with the security code sent to your email address.



The image shows a web interface for Kahua. At the top left is the Kahua logo, which consists of the word "kahua" in red lowercase letters followed by a stylized orange and yellow starburst icon with a red "K". To the right of the logo is a language dropdown menu set to "English". Below the logo is a user profile section with a grey square icon containing the letters "TT" and the name "Test Test" next to a blacked-out email address. Below this is a blue link that says "Switch Account". The main text in the center reads: "We need to verify your identity. Please check your email for a login code. The code expires after 15 minutes." Below this text is a white rectangular input field with the placeholder text "Code". Under the input field are two links: "Having trouble?" and "Resend code". At the bottom is a large blue button with the word "Verify" in white text.



Step 7 – Fill out the registration information. If you cannot find your company, select create new company and it will have you fill out information about your company. Once complete, accept the terms and complete registration at the bottom.

COMPANY INFORMATION

Welcome to Kahua! To get started, you need to register with a company. Check the search results below to see if your company is already using Kahua. If you don't see your company, create a new one.

Didn't find your company above? Search for your company here:

Search for your company

Q VM3 Test Company

Search results based on your company name. Are any of these your company?

?

Milwaukee, Wisconsin, US

This is My Company

?

ACME Plant Test
Livingston, New Jersey, US

This is My Company

?

Archimedes Architects, Ink.
Test City, Tennessee, US

This is My Company

?

Arrow Architects, Ink.
Test City, Alabama, US

This is My Company

Didn't find your company? [Create new Company](#)

ACCOUNT INFORMATION

First Name
Jason

Last Name
Villanueva Test

Password

Confirm Password

☒ Accept [Terms of Service Agreement](#)

Complete Registration

If creating a new company – you will complete the information on the screenshot below:

COMPANY INFORMATION

Please enter company info.

Company Name
VM3 Test Company

Industry Role

Change Company

Country

Address Line 1

Address Line 2

City

State / Province

Postal Code

Currency
(USD) US Dollar

ACCOUNT INFORMATION

First Name
Jason

Last Name
Villanueva Test

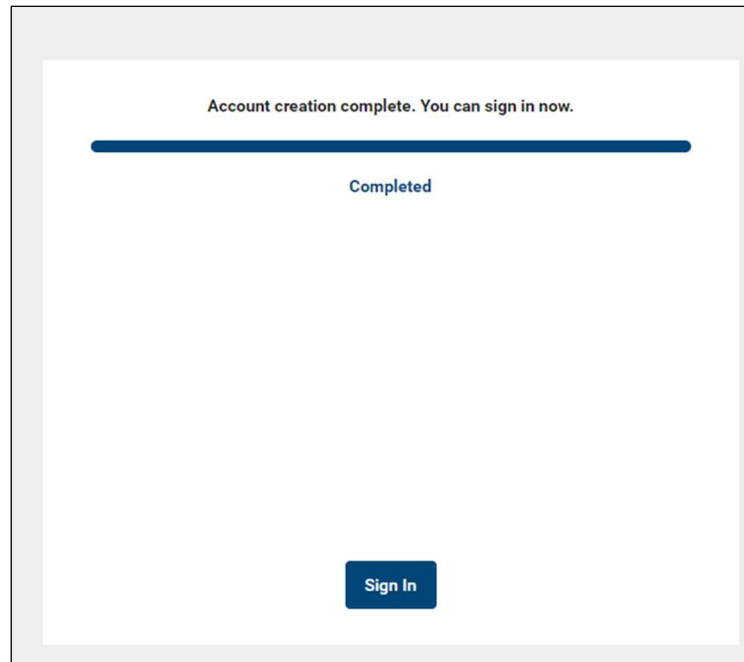
Password

Confirm Password

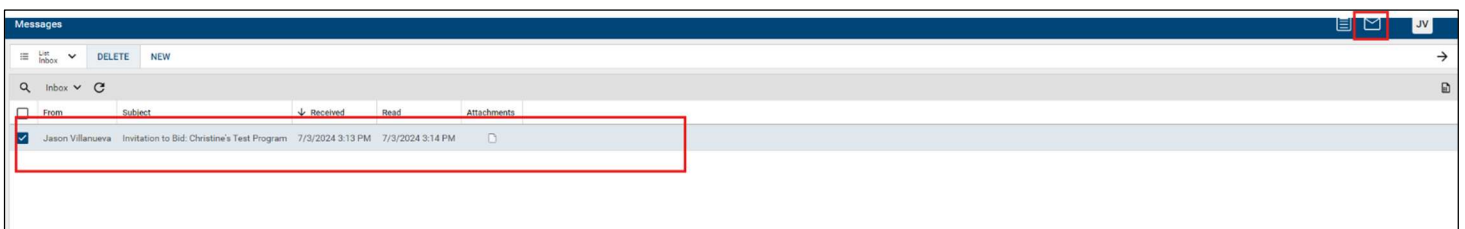
☒ Accept [Terms of Service Agreement](#)

Complete Registration

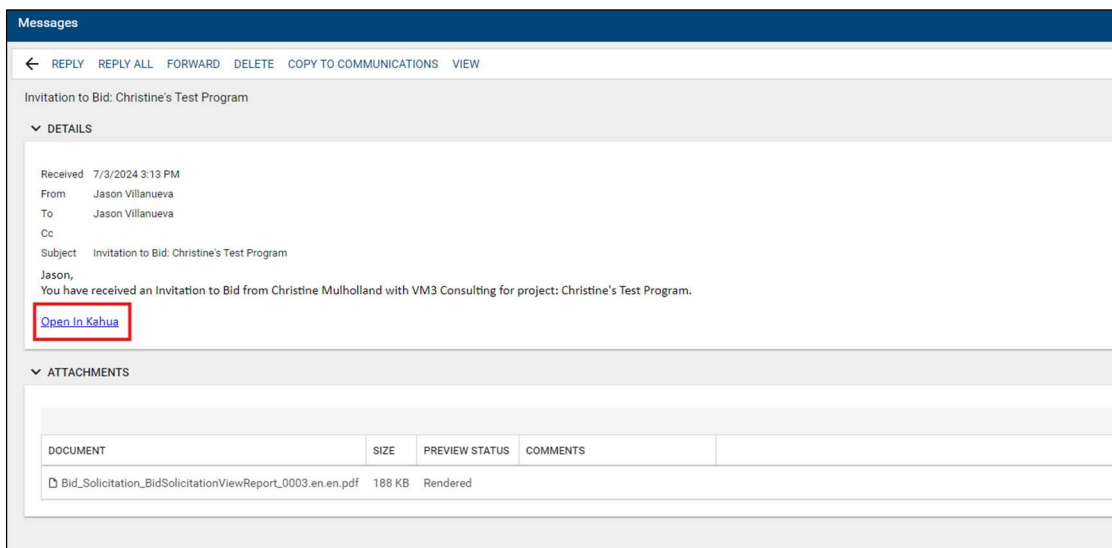
Step 8 – After your account has been set up sign in to your Kahua Account at launch.kahua.com.



Step 9 – On the home page navigate to your mailbox (top right corner) where you will receive a message from the bid manager.



In the message you will see a link that says “Open in Kahua”.



From here you will need to click on “Will Bid” at the bottom of the page.

VM3 Test Company / Bid Room

VIEW VIEW SOLICITATION

Bid Invitation

Invitation to bid from Christine Mulholland with San Juan Unified School District

Overview Bid Form Documents & Drawings

Type Invitation
Number 0001
Bid Due 7/27/2024 2:59 AM
Sealed Bid No
Status Pending
Project Christine's Test Program
Address
Description Test Solicitation
Received 7/3/2024 3:13 PM
Response Due 7/27/2024 2:59 AM
Questions Due 7/23/2024 2:59 AM
Submitted On
From Company San Juan Unified School District
From Contact Christine Mulholland
Scope Test Scope for Solicitation
Schedule
Site Access
Exclusions
Minimum Requirements

Will Bid Will Not Bid

Step 10 – Once you have submitted your intent to bid, you will have access to the bid solicitation’s Bid Room. In the Bid Room, you have the option to submit Q&A and to upload and submit your firm’s proposal.

VM3 Test Company / Bid Room

SEND EDIT VIEW HISTORY VIEW SOLICITATION

Bid Proposal

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

Type Bid Proposal
Number 0001
Bid Due 7/27/2024 2:59 AM
Sealed Bid No
Status Will Bid
Project Christine's Test Program
Address
Description Test Solicitation
Received 7/3/2024 3:13 PM
Questions Due 7/23/2024 2:59 AM
Submitted On
From Company San Juan Unified School District
From Contact Christine Mulholland
Scope Test Scope for Solicitation
Schedule
Site Access
Exclusions

▼ REFERENCES

DOWNLOAD

↓	TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP
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Submit Proposal